



Mass update last inventory dates

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After the annual inventory has been completed and any changes to items recorded, perform a Mass Update to update the **Last Inventory Date** on the Inventory Records tab.

Utilities > Mass Update Asset Management

Inventory Types:

- Capital Assets
- Inventory Assets
- Both

Item Nbrs:

INVENTORY

Change Last Inventory Date

Change Status Code

Change Catalog Nbr

Change Campus

Change Department

Change Room Nbr

Change Condition Code

Change Gain Code

Change Insurance Code

Last Inventory Date:

From: To:

Status:

Catalog Nbr:

Campus:


Department:

Room:

Condition:

Gain:

Insurance:





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