### Resource Record Fields and Reports

The General Resource Description Fields and Item-Specific Fields will appear in, and are used for, limiters in many reports. The following tables list the standard, system-generated fields that exist for all resource types in the hierarchy. Designate any field as required, depending on your needs.

**Note:** The more fields you complete, the more meaningful your reports will be, whether those fields are required or optional.

#### Resource Description Record Fields

<table>
<thead>
<tr>
<th>Field name</th>
<th>Definition</th>
<th>Reports that this field appears in</th>
<th>Reports that this field is a limiter for</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resource Type</td>
<td>Resource hierarchy group name</td>
<td>All reports</td>
<td>All reports</td>
</tr>
<tr>
<td>Description</td>
<td>Simple text name of the resource</td>
<td>As built into Displayable Name</td>
<td>Report Builder reports</td>
</tr>
<tr>
<td>Instructional Classification</td>
<td>Defines the type of barcoding allowed (barcode, never barcode, consumable). Identifies digital resources when one of the Digital Material options is selected.</td>
<td>Resource Need Forecasting (required field for report) Report Builder reports</td>
<td>Report Builder reports</td>
</tr>
<tr>
<td>Replacement Price</td>
<td>Estimated value to replace resource</td>
<td>Resource Need Forecasting (required field for report) Report Builder reports</td>
<td>Report Builder reports</td>
</tr>
<tr>
<td>Date Added</td>
<td>Date resource was added to the system</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depreciation Convention</td>
<td>Method to be used in the first and last year of depreciation</td>
<td>Depreciated Resource Value (required field for report) Report Builder reports</td>
<td>Report Builder reports</td>
</tr>
<tr>
<td>Depreciable Life</td>
<td>Number of years over which the cost of the resource will be spread</td>
<td>Depreciated Resource Value (required field for report) Report Builder reports</td>
<td>Report Builder reports</td>
</tr>
<tr>
<td>Preventative Maintenance Options</td>
<td>Maintenance description and notification interval</td>
<td>Preventative Maintenance</td>
<td></td>
</tr>
<tr>
<td>Custom Fields</td>
<td></td>
<td>Report Builder reports</td>
<td>Report Builder reports</td>
</tr>
<tr>
<td>Field Name</td>
<td>Definition</td>
<td>Reports that this field appears in</td>
<td>Reports that this field is a limiter for</td>
</tr>
<tr>
<td>------------</td>
<td>------------</td>
<td>------------------------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>Barcode (tag)</td>
<td>Unique identifier for resource item</td>
<td>Resource Need Forecasting Barcode Labels Deleted Resources Item Status Inventory reports Software reports Report Builder reports</td>
<td>Items Using Software Licenses Report Builder reports</td>
</tr>
<tr>
<td>Condition</td>
<td>Condition of the resource (New, Good, Fair, Poor, Usable, Damaged, Unusable)</td>
<td>Deleted Resources Item Status Report Builder reports</td>
<td>Report Builder reports</td>
</tr>
<tr>
<td>Home Location</td>
<td>Location at a site, such as classroom or storeroom</td>
<td>Deleted Resources Barcode Labels Item Status Inventory Reports Location Barcode Labels Software reports Report Builder reports</td>
<td>Barcode Labels Item Status Location Labels Report Builder reports</td>
</tr>
<tr>
<td><strong>Item Record Fields</strong></td>
<td><strong>Deleted Resources</strong></td>
<td><strong>Resource Need Forecasting</strong></td>
<td><strong>Resource Value</strong></td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------------</td>
<td>-----------------------</td>
<td>--------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td><strong>Custodian</strong></td>
<td>Individual user who is accountable for the resource</td>
<td>Item Status</td>
<td>Item Status</td>
</tr>
<tr>
<td><strong>Department</strong></td>
<td>Department that resource item belongs to or where it resides</td>
<td>Deleted Resources</td>
<td>Resource Need Forecasting</td>
</tr>
<tr>
<td><strong>Funding Source</strong></td>
<td>Source of funds used to purchase resource item</td>
<td>Item Status</td>
<td>Resource Value</td>
</tr>
<tr>
<td><strong>District ID</strong></td>
<td>This additional identifier can be used to perform an item search; the number must be unique across the district. It may or may not be the same as the barcode.</td>
<td>Deleted Resources</td>
<td>Resource Need Forecasting</td>
</tr>
<tr>
<td><strong>Purchase Price</strong></td>
<td>Unit cost of resource item. This value is used to generate a Resource Value report.</td>
<td>Resource Value</td>
<td>Resource Value</td>
</tr>
</tbody>
</table>
## Item Record Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Reports</th>
</tr>
</thead>
</table>
| Date Acquired           | Date resource item was received. This value is used in the calculation of depreciation and replacement price. | Resource Need Forecasting (required field for report)  
                          |                                                                                       | Deleted Resources Item Status Report Builder reports |
|                         |                                                                              | Deleted Resources Item Status Report Builder reports |
| Purchase Order          | This value is used to display a list of all items ordered by using a particular P.O. number. | Deleted Resources Item Status Report Builder reports |
|                         |                                                                              | Report Builder reports                       |
| Serial Number           | Manufacturer's serial number of resource item. (Note: If more than 1 is entered in # of items field, the number entered in the serial # field appears only in the 1st record. It is left blank on subsequent records and must be entered manually. When a duplicate serial # is entered, a message appears that the record may already exist; you can either change the record or save it.) | Item Status Report Builder reports           |
|                         |                                                                              | Report Builder reports                       |
| Salvage Value           | Fully depreciated value of resource item. Used in depreciation calculations.  | Resource Value Report Builder reports        |
|                         |                                                                              | Resource Value Report Builder reports        |
| Projected Life          | Estimated useful life of resource item. This value is used in the calculation of replacement price. | Resource Need Forecasting (required field for report)  
                          |                                                                                       | Resource Need Forecasting Report Builder reports |
| License Count           | Number of licenses purchased for software product                           | Software reports                             |
| Non-Transferable        | Y/N indicator whether licenses are transferable, reassignable                | Software reports                             |
| Item Categories         | Used to group resource items for a specific purpose                          | Barcode Labels                               |
| Custom Fields           |                                                                              | Item Status Report Builder reports           |
|                         |                                                                              | Report Builder reports                       |