

Gain Code - BAM2100

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This page is used to create the Gain Code table, which lists how each asset item was obtained (e.g., purchased, donated, supplied by grant) and defines the value based on the method of acquisition. This is a user-defined table, so you may use any codes/descriptions that meet your needs.

Set up a gain code:

Click **+Add** to add a row.

Field	Description
Catalog Nbr	Type a user-defined catalog number. The field can be a maximum of ten characters.
Description	Type a user-defined name. The field can be a maximum of 40 characters.

Click **Save**.

Other functions and features:

Retrieve	Retrieve data. The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
Print	Print code data. Click to print data. The following Asset Management Code Table options are displayed: **Current Tab Page** - prints only the tab page currently open. **Selected Code Tables** - displays the following options from which you can select: **Catalog** **Status Code** **Insurance Code** **Gain Code** **Condition Code** **Property Class Code** **All Code Tables** - prints all the code tab pages. Select an option and click **OK** to view a copy of the report. Otherwise, click **Cancel** to return to the tab. Review the report.
	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.