


# Property Class Code - BAM2100

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***Asset Management > Tables > Code Tables > Property Class Code***

This tab is used to create the Property Class Code table, which is used assign a class to a group or type of asset that uses the same depreciation method, recovery period, and convention. This is a user-defined table, so you may enter any property class/description that meets your needs. There are only two depreciation methods available, Straight Line (SL) and No Depreciation (ND) (that is used for land or other assets that do not lose value). SL depreciation only, uses the two conventions available, Full Month (FM) and Half Year (HY).

## Set up a property class code:

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

| Field | Description |
|---|---|
| **Property Class Code** | Type a user-defined code (e.g., 1, 2, 3, A, B, C) that represents the property class description. The field can be a maximum of ten characters. |
| **Condition Description Property Class Description** | Type a user-defined description (i.e., Real Property, School Buses - 50 seat). The field can be a maximum of 50 characters. |
| **Deprec Method** | Click to select a code.<br>• *SL Straight Line* - Select if using depreciation.<br>• *ND No depreciation* - Select if no depreciation is used for the property class. |
| **Recovery Period** | Type the number of years required to fully depreciate items for the property class. If assets are to be depreciated using partial years, the months should be converted to a decimal value (e.g., 3 months = .25, 6 months = .50, 9 months = .75). |
| **Convention** | Click to select a code. Select FM (Full Month) or HY (Half Year) for items that are coded SL method only. |

Click **Save**.

## Other functions and features:

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