


# Gain Code - BAM2100

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***Asset Management > Tables > Code Tables > Gain Code***

This tab is used to record how each asset item was obtained (e.g., purchased, donated, supplied by grant) and to define the value based on the method of acquisition. This is a user-defined table, so you may use any codes/descriptions.

## Set up a gain code:

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

| Field | Description |
|---|---|
| **Gain Code** | Type a user-defined, one-character code (e.g., 1, 2, 3, A, B, C) that represents the gain description. |
| **Gain Description** | Type a user-defined description (e.g., Purchased, Leased, Supplied under Grant#). The field can be a maximum of 20 characters. |

Click **Save**.

## Other functions and features:

| | |
|---|---|
| **Retrieve** | The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost. |
| **Print** | 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. |
|  | 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**. |


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