



# Equipment Inventory – Item Category Codes

The Item Category Codes are not required for GAAP reported but can be very useful when running reports. Category Codes can be used to further subdivide your Asset Class Codes into more detail. These codes are no more than four characters and can be either alpha or numeric.

Find: <input type="text"/>	Item Cat	Description	Ins Class	Inflation Rate	Asset Class	Useful Life
	APPL	COMPUTER - APPLE	C		03	15
	COMM	EQUIPMENT - COMMUNICATION	C		03	20
	COMP	COMPUTER - MISCELLANEOUS ITEMS	C		03	5
	DELL	COMPUTER - DELL	C		03	15
	DEPC	COMPUTER - DEC	C		03	15
	EQKT	EQUIPMENT - KITCHEN	C		03	12
	EQOF	EQUIPMENT - OFFICE	C		03	20
	FURN	OFFICE FURNITURE	C		03	20
	GAPC	COMPUTER - GATEWAY	C		03	15
	HPPC	COMPUTER - HP	C		03	15
	IVDL	IVDL EQUIPMENT	C		03	20
	LEAS	LEASE PURCHASE	C			
	MACC	COMPUTER - MACINTOSH	C		03	15

The insurance class, inflation rate, Asset Class, and Useful Life fields are optional. The insurance classes can be used on the Insurance Values Report. The inflation factors make it possible to run a mass change program to update the replacement costs of all items in a category.

## Insurance Classes and Inflation Rate

The Insurance Class field can be used if you would like to track the insurable values of your inventory.

- B = Buildings
- E = Excluded
- P = Property in the Open
- C = Contents
- IM = Inland Marine – **items that move/float from building to building**
- V = Vehicles

Inflation rates should be obtained by an insurance company or appraisal firm. They should be updated each year. The Values for Insurance Report (EIS401) can then be run.

## Asset Class and Useful Life

The asset class and useful life fields are fairly new. If specified here in Item Category Codes, when adding new items to inventory the asset class and life limit will automatically default onto the item record upon specifying the item category.

The Asset Class is a GAAP required field and the Useful Life limit is necessary for meeting capitalization criteria as well as for calculating life-to-date depreciation. The Useful Life values specified here are also used by a mass change option for updating depreciation information.