

## AM.020.070 – DEPRECIATING ASSETS

<b>Purpose</b>	<ul style="list-style-type: none"> <li>List the instances when Depreciation Calculation must be run.</li> <li>List the changes that may alter an asset's depreciation criteria.</li> <li>Depreciate an asset by running the Depreciation Calculation process.</li> </ul>
<b>Description</b>	<p>This topic demonstrates how to depreciate an asset. Depreciation Calculation typically needs only to be run in batch to generate depreciation data. However, on occasion, property control may wish to process depreciation for one asset, or a range of assets.</p> <p>Depreciation Calculation must be rerun each time an asset is edited in such a way that its depreciation criteria have been changed. This includes re-categorization, a change in useful life, a change in depreciation convention, and a change in depreciation method. Each of these changes automatically generates an open transaction that will be picked up the next time Depreciation Calculation is run.</p>
<b>Security Role</b>	<b>BOR_AM_DEPRECIATE</b>
<b>Dependencies/ Constraints</b>	<ul style="list-style-type: none"> <li>Depreciation Calculation typically needs only to be run in batch to generate depreciation data. However, on occasion, property control may wish to process depreciation for one asset, or a range of assets</li> <li>Depreciation Calculation must be re-run each time an asset is edited in such a way that its depreciation criteria have been changed. Such changes include re-categorization, a change in useful life, a change in depreciation convention, and a change in depreciation method. Each of these changes automatically generates an open transaction that will be picked up the next time Depreciation Calculation is run.</li> </ul>
<b>Additional Information</b>	None

## **Procedure**

Below are step by step instructions on how to run the depreciation calculation process.

<b>Step</b>	<b>Action</b>
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon.
3.	Click the <b>Asset Management</b> link.
4.	Click the <b>Depreciation</b> link.
5.	Click the <b>Processing</b> link.
6.	Click the <b>Calculate</b> link.
7.	Click the <b>Add a New Value</b> tab.
8.	Enter name for <b>Run Control ID</b> field and click the <b>Add</b> button.
9.	Change the <b>Process Frequency</b> drop down list to the <b>Always</b> list item.
10.	Enter your institution's Business Unit in the <b>Unit</b> field.
11.	<p>During normal month end processing, the Book name and Asset ID fields should be left blank. That will ensure that ALL the Open Transactions will be picked up.</p> <p>If it is desired to run Depreciation Calculation on one asset or a range of assets, enter values in the From Asset ID and To Asset ID fields but do not enter a Book. It is necessary to run this process for both books so, by leaving the field blank, both books will be processed.</p>
12.	Click the <b>Save</b> button.
13.	Click the <b>Run</b> button and click the <b>Ok</b> button.
14.	Click the <b>Process Monitor</b> link.
15.	Click the <b>Refresh</b> button until the <b>Run Status</b> of the process says <b>Success</b> and the <b>Distribution Status</b> says <b>Posted</b> .