

AM.020.071 – ADJUSTING ACCUMULATED DEPRECIATION

Purpose	<ul style="list-style-type: none"> Describe how to adjust accumulated depreciation for an asset. Identify all items that can be adjusted on the Adjust Accumulated Depreciation page. Adjust accumulated depreciation for an asset.
Description	<p>This topic demonstrates how to adjust accumulated depreciation for an asset. This process allows you to amend the depreciation adjustment amount and the year-to-date depreciation adjustment. After making the adjustments, view them on the Period Depreciation page.</p>
Security Role	BOR_AM_DEPRECIATE
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to adjust accumulated depreciation for an asset.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Asset Management link.
4.	Click the Depreciation link.
5.	Click the Processing link.
6.	Click the Adjust Accumulated Depr link.
7.	Enter the Asset ID in the Asset Identification field, then click the Search button.
8.	Click the View All link
9.	Enter the adjustment amounts in the Depr Accum Adjustment field and Year to Date Depr Adjust field for the ALLASSETS book.

Step	Action
10.	Enter the adjustment amounts in the Depr Accum Adjustment field and Year to Date Depr Adjust field for the ENTERPRISE book.
11.	Click the Save button.
12.	Click the Asset Depreciation link to view the adjustment. <i>Note: The adjustment has been made to the Expense and Accumulated Depreciation for this asset.</i>