

## AM.020.072 – RUNNING LOAD DEPR REPORTING TABLE - MONTHLY

<b>Purpose</b>	<ul style="list-style-type: none"> <li>Define what the Load Depreciation Reporting Table process does.</li> <li>Identify what the Load Depreciation Reporting Table stores.</li> <li>Run the Load Depr Reporting Table – Monthly process.</li> </ul>
<b>Description</b>	<p>This topic demonstrates how to run the Load Depreciation Reporting Table process on a monthly basis. After the Depreciation Calculation process is run, the Load Depr Reporting Table process is run to generate cost and depreciation reports.</p> <p>This table stores life-to-date and year-to-date depreciation amounts. Use AM.020.073 – Running Load Depr Reporting Table - Yearly to complete this at the beginning of the year. Use this process each month for newly created open transactions.</p>
<b>Security Role</b>	<b>BOR_AM_DEPRECIATE</b>
<b>Dependencies/ Constraints</b>	None
<b>Additional Information</b>	None

### Procedure

Below are step by step instructions on how to run the load depr reporting table on a monthly basis.

Step	Action
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>Financial Reports</b> link.
5.	Click the <b>Load Reporting Tables</b> link.
6.	Click the <b>Depr Reporting Table</b> link.

Step	Action
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.	Enter the Request ID in the <b>Request ID</b> field.
10.	Change the <b>Process Frequency</b> drop down list to the <b>Once</b> list item.
11.	Click the <b>Use Open Trans</b> checkbox.
12.	Enter the year in the <b>To Year</b> field.
13.	Enter your institution's Business Unit in the <b>Unit</b> field.
14.	To run for both books, leave the Book Name blank. If you want to run it for just the Enterprise book, click the <b>Book Name</b> drop down list and select the <b>ENTERPRISE</b> list item, then click the <b>Save</b> button.
15.	Click the <b>Run</b> button.
16.	Click the <b>Server Name</b> drop down list and select the <b>PSUNX</b> list item.
17.	Click the <b>Format</b> drop down list and select the <b>PDF</b> list item, then click the <b>OK</b> button.
18.	Click the <b>Process Monitor</b> link.
19.	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> .
20.	Click the entry in the <b>Details</b> column, then click the <b>View Log/Trace</b> link. From here you can choose an entry in the <b>Name</b> column.