

AM.020.073 – RUNNING LOAD DEPR REPORTING TABLE - YEARLY

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| Purpose | <ul style="list-style-type: none"> Define what the Load Depreciation Reporting Table process does. Identify what the Load Depreciation Reporting Table stores. Run the Load Depr Reporting Table – Yearly process. |
| Description | <p>This topic demonstrates how to run the Load Depreciation Reporting Table process on a yearly 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 this process to complete this at the beginning of the year. For more information regarding newly created open transactions each month, see AM.020.072, Load Depr Report Table – Monthly.</p> |
| Security Role | BOR_AM_DEPRECIATE |
| Dependencies/ Constraints | None |
| Additional Information | None |

Procedure

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

| Step | Action |
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| 1. | Click the NavBar icon. |
| 2. | Click the Menu icon. |
| 3. | Click the Asset Management link. |
| 4. | Click the Financial Reports link. |
| 5. | Click the Load Reporting Tables link. |
| 6. | Click the Load Depr Reporting Table link. |

| Step | Action |
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| 7. | Click the Add a New Value tab. |
| 8. | Enter name for Run Control ID field and click the Add button. |
| 9. | Enter the Request ID in the Request ID field. |
| 10. | Change the Process Frequency drop down list to the Always list item. |
| 11. | Click the Keep Other Fiscal Years checkbox. |
| 12. | Enter the year range in the From Year field and To Year field. |
| 13. | Enter your institution's Business Unit in the Unit field. |
| 14. | Click the Update Statistic checkbox. |
| 15. | Click the Run button. |
| 16. | Click the Server Name drop down list and select the PSUNX list item. |
| 17. | Click the Format drop down list and select the PDF list item, then click the OK button. |
| 18. | Click the Process Monitor link. |
| 19. | Click the Refresh button until the Run Status of the process says Success and the Distribution Status says Posted . |
| 20. | Click the entry in the Details column, then click the View Log/Trace link. From here you can choose an entry in the Name column. |