

AM.020.070 – DEPRECIATING ASSETS

Purpose	<ul style="list-style-type: none"> • List the instances when Depreciation Calculation must be run. • List the changes that may alter an asset’s depreciation criteria. • Depreciate an asset by running the Depreciation Calculation process.
Description	<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>
Security Role	BOR_AM_DEPRECIATE
Dependencies/ Constraints	<ul style="list-style-type: none"> • 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 • 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.
Additional Information	None

Procedure

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

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 Calculate link.
7.	Click the Add a New Value tab.
8.	Enter name for Run Control ID field and click the Add button.
9.	Change the Process Frequency drop down list to the Always list item.
10.	Enter your institution's Business Unit in the Unit 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 Save button.
13.	Click the Run button and click the Ok button.
14.	Click the Process Monitor link.
15.	Click the Refresh button until the Run Status of the process says Success and the Distribution Status says Posted .