

## AM.020.071 – ADJUSTING ACCUMULATED DEPRECIATION

<b>Purpose</b>	<ul style="list-style-type: none"> <li>Describe how to adjust accumulated depreciation for an asset.</li> <li>Identify all items that can be adjusted on the Adjust Accumulated Depreciation page.</li> <li>Adjust accumulated depreciation for an asset.</li> </ul>
<b>Description</b>	<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>
<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 adjust accumulated depreciation for an asset.

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>Depreciation</b> link.
5.	Click the <b>Processing</b> link.
6.	Click the <b>Adjust Accumulated Depr</b> link.
7.	Enter the Asset ID in the <b>Asset Identification</b> field, then click the <b>Search</b> button.
8.	Click the <b>View All</b> link
9.	Enter the adjustment amounts in the <b>Depr Accum Adjustment</b> field and <b>Year to Date Depr Adjust</b> field for the ALLASSETS book.

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