

AM.020.072 – RUNNING LOAD DEPR REPORTING TABLE - MONTHLY

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 – Monthly process.
Description	<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>
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 monthly basis.

Step	Action
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 Depr Reporting Table link.

Step	Action
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 Once list item.
11.	Click the Use Open Trans checkbox.
12.	Enter the year in the To Year field.
13.	Enter your institution's Business Unit in the Unit 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 Book Name drop down list and select the ENTERPRISE list item, then click the Save button.
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.