GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

GL.100.001 - CLOSING PERIOD DEPRECIATION

Purpose	• To identify the purpose of the Period Depreciation Close process. • To identify when the Period Depreciation Close process can run. • To close Period Depreciation.
Description	This process generates period depreciation entries for all depreciable assets in a particular accounting period, including lease payments and offset accounts for the period. Users can run this process only for accounting periods that have not yet been closed in Asset Management. Closing Period Depreciation is one of the End of Month processes. The other EOM processes are Depreciation Calculation, Creating EOM Accounting Entries, and Journal Generation.
Security Role	BOR_AM_DEPRECIATE
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions ~~are~~ on how to close a period depreciation.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** icon.
3.	Click the **Asset Management** link.
4.	Click the **Accounting Entries** link.
5.	Click the **Close Depreciation** link.
6.	Click the **Add a New Value** tab.
7.	Enter a Run Control ID in the **Run Control ID** field.
8.	Click the **Add** button.
9.	Click the **Process Frequency** drop down arrow.
10.	Click the **Always** list item.
11.	Enter a Business Unit in the **Unit** field.
12.	Click the **Book Name** drop down arrow.
13.	Click the **ENTERPRISE** list item.
14.	Enter Fiscal Year in the **Fiscal Year** field.
15.	Enter an accounting Period in the **Period** field.
16.	Click the **Run** button.
17.	Click the **OK** button in the Process Scheduler Request popup window.
18.	Click the **Process Monitor** link. The system navigates to the Process Monitor page and defaults to the Process List tab.
19.	Click the **Refresh** button until the Run Status runs to Success and the Distribution Status shows Posted.