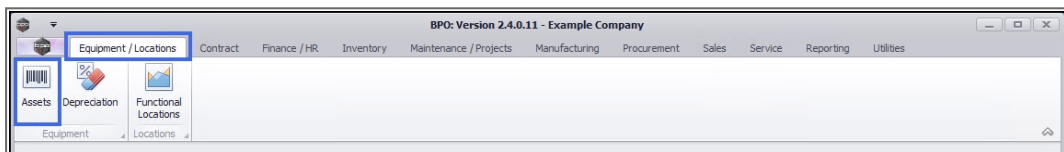


EQUIPMENT

ASSETS – PRINT – PERIOD DEPRECIATION REPORT

Ribbon Access: *Equipment and Locations* > *Assets*



1. The **Machine List for []** screen will be displayed.

THE SITE AND STATUS FILTERS

2. The screen will open with the default **Site** setting configured on the user and the Equipment **Type** filter set to '**All**' (machines).
 - **Note:** You do not need to select the **Site** or **Type** to access this report.

Note: Refer to [Site Selection](#) for more information about Site settings.

SELECT ASSET

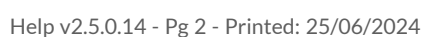
3. Ensure that you have selected an asset row.
 - **Note:** The **Print** button will not display the Print **menu** unless an asset row is selected.

SELECT PRINT OPTION

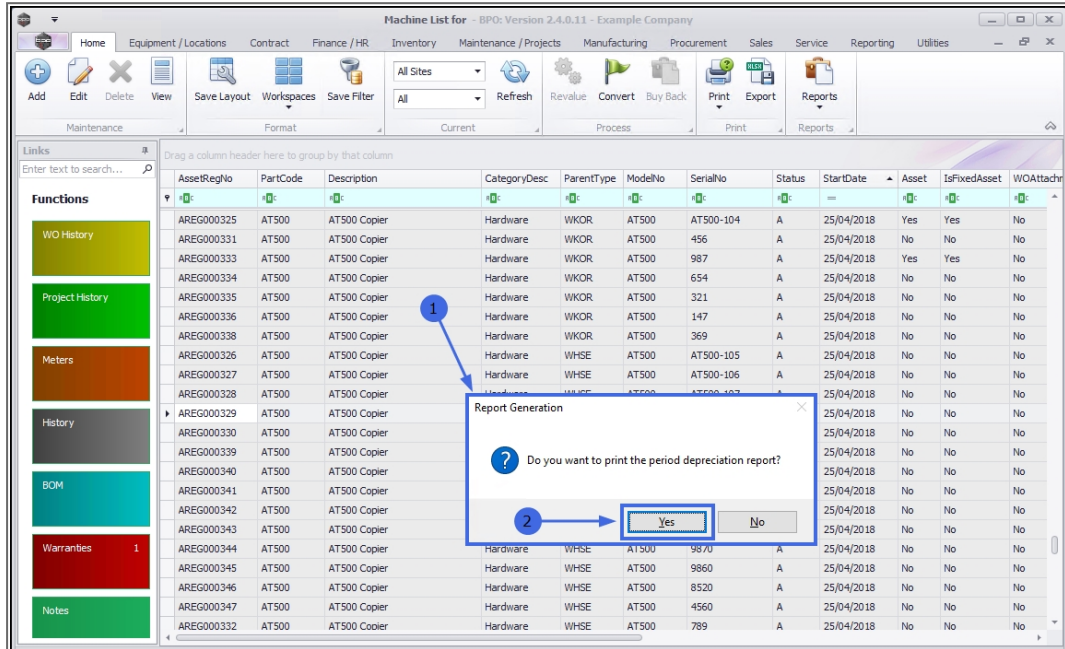
4. Click on the **drop-down arrow** in the **Print** icon.



2. Click on ***Period Depreciation***.



1. A **Report Generation** message box will appear with the following prompt:
 - *Do you want to print the period depreciation report?*
2. Click on **Yes**.

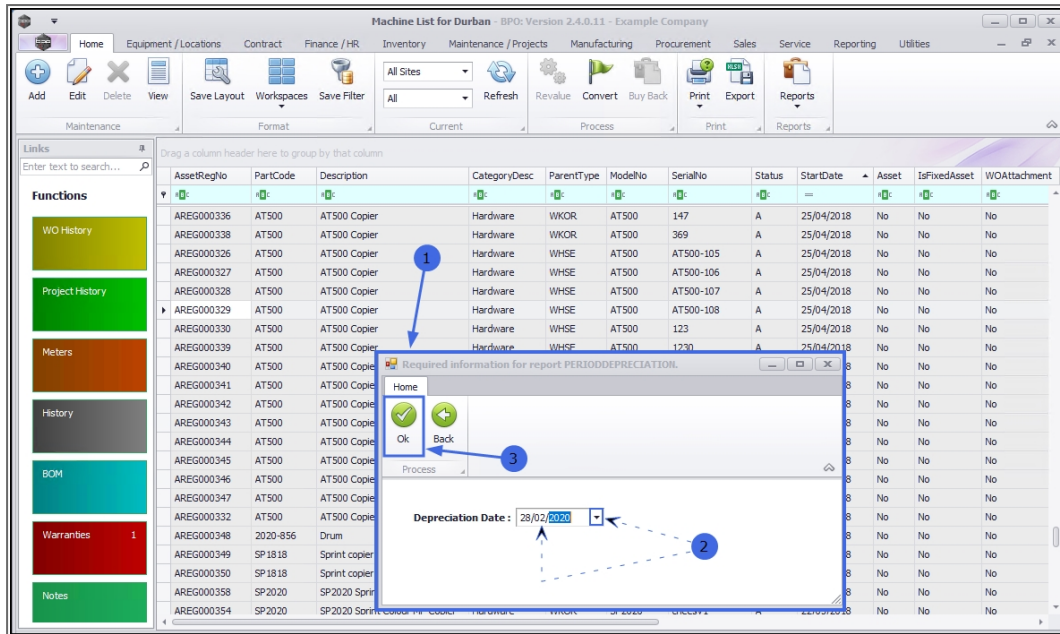


1. A **Required information....** pop-up screen will appear.

SELECT DEPRECIATION DATE

For the Period Depreciation report to run, a **Depreciation Date** must be selected.

2. Either **type in** or click on the **drop-down arrow** and use the displayed **calendar function** to select the date you require.
3. Click on **Ok**.



VIEW PERIOD DEPRECIATION REPORT

- The **Report Preview** screen will open.
- From here you can **View**, **Print**, **Export** or **Email** the Period Depreciation report.
- **Close** the Report Preview screen when done.

Preview

File View Background

100 %

2

3

Period Depreciation Report

Depreciation Period: 12
Depreciation Month: February
Depreciation Year: 2020

Asset Reg No.	Serial No.	Part No	Description	Dep Start Date	Ops Life	Value	Amount
18-30200		SP1818	Sprint copier	03/05/2019 00:00:00	35	2,500.00 ZAR	71.43
20-857485		SP1919	SP1919 Sprint Colour MFC	23/05/2017 00:00:00	60	500.00 ZAR	8.33
abc147a		SP2020	SP2020 Sprint Colour MF Copier	03/05/2019 00:00:00	60	3,500.00 ZAR	58.33
cvb123		SP1919	SP1919 Sprint Colour MFC	14/06/2017 00:00:00	57	3,800.00 ZAR	66.67
1912-102030		SP19-123456	SP19-12 Colour Copier	04/07/2017 00:00:00	60	500.00 ZAR	8.33
2020-102040		SP2020	SP2020 Sprint Colour MF Copier	20/04/2018 00:00:00	60	4,000.00 ZAR	66.67
2020-102041		SP2020	SP2020 Sprint Colour MF Copier	17/11/2017 00:00:00	60	500.00 ZAR	8.33
2020-102042		SP2020	SP2020 Sprint Colour MF Copier	21/01/2015 00:00:00	60	15,000.00 ZAR	.00
2020-102043		SP2020	SP2020 Sprint Colour MF Copier	30/10/2015 00:00:00	60	15,000.00 ZAR	250.00
2020-102044		SP2020	SP2020 Sprint Colour MF Copier	25/04/2018 00:00:00	60	15,000.00 ZAR	250.00
2020-102045		SP2020	SP2020 Sprint Colour MF Copier	02/05/2019 00:00:00	60	15,000.00 ZAR	250.00
2020-102046		SP2020	SP2020 Sprint Colour MF Copier	24/06/2016 00:00:00	57	13,000.00 ZAR	228.07
1912-102037		SP19-123456	SP19-12 Colour Copier	22/03/2016 00:00:00	96	13,333.33 ZAR	241.67
2020-102048		SP2020	SP2020 Sprint Colour MF Copier	27/05/2016 00:00:00	60	15,000.00 ZAR	250.00
1912-102045		SP19-123456	SP19-12 Colour Copier	22/04/2016 00:00:00	60	14,500.00 ZAR	241.67
1912-102046		SP19-123456	SP19-12 Colour Copier	22/04/2016 00:00:00	60	14,500.00 ZAR	241.67

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