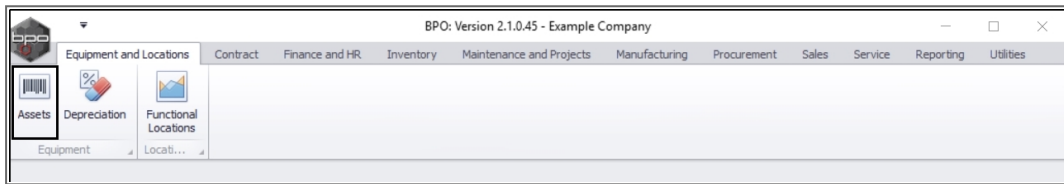


EQUIPMENT

ASSETS – PRINT – DEPRECIATION REPORT

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



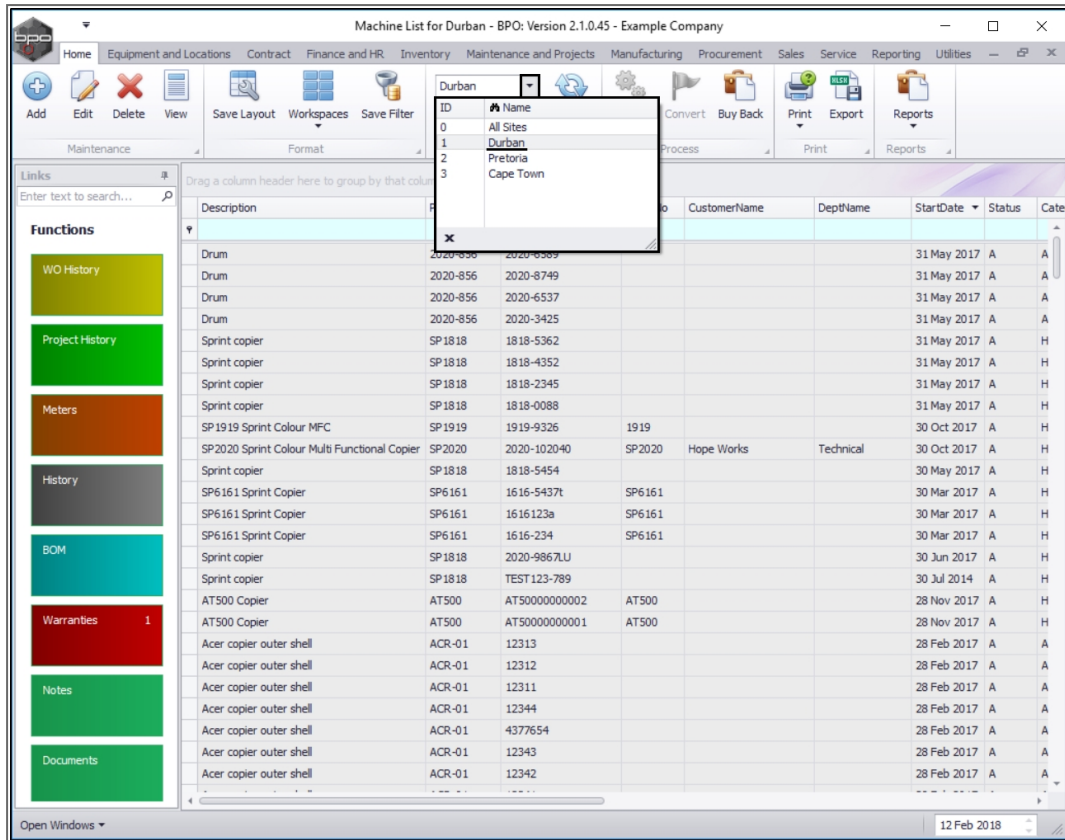
The **Machine List for []** screen will display.

THE SITE AND TYPE FILTERS

- The screen will open with the default **Site** setting configured on the user.

Note: You do not need to select the **Site** or **Type** to access this report. Refer to [Site Selection](#) for more information about Site settings.

- In this example **Durban** is selected.



ID	Name	Description	CustomerName	DeptName	StartDate	Status	Cate
0	All Sites						
1	Durban						
2	Pretoria						
3	Cape Town						
2020-856	2020-8749	Drum			31 May 2017	A	A
2020-856	2020-8749	Drum			31 May 2017	A	A
2020-856	2020-6537	Drum			31 May 2017	A	A
2020-856	2020-3425	Drum			31 May 2017	A	A
SP1818	1818-5362	Sprint copier			31 May 2017	A	H
SP1818	1818-4352	Sprint copier			31 May 2017	A	H
SP1818	1818-2345	Sprint copier			31 May 2017	A	H
SP1818	1818-0088	Sprint copier			31 May 2017	A	H
SP1919	1919-9326	SP1919 Sprint Colour MFC			30 Oct 2017	A	H
SP2020	2020-102040	SP2020 Sprint Colour Multi Functional Copier	Hope Works	Technical	30 Oct 2017	A	H
SP1818	1818-5454	Sprint copier			30 May 2017	A	H
SP6161	1616-5437t	SP6161 Sprint Copier			30 Mar 2017	A	H
SP6161	1616123a	SP6161 Sprint Copier			30 Mar 2017	A	H
SP6161	1616-234	SP6161 Sprint Copier			30 Mar 2017	A	H
SP1818	2020-9867LU	Sprint copier			30 Jun 2017	A	H
SP1818	TEST123-789	Sprint copier			30 Jul 2014	A	H
AT500	AT500000000002	AT500 Copier			28 Nov 2017	A	H
AT500	AT500000000001	AT500 Copier			28 Nov 2017	A	H
ACR-01	12313	Acer copier outer shell			28 Feb 2017	A	A
ACR-01	12312	Acer copier outer shell			28 Feb 2017	A	A
ACR-01	12311	Acer copier outer shell			28 Feb 2017	A	A
ACR-01	12344	Acer copier outer shell			28 Feb 2017	A	A
ACR-01	4377654	Acer copier outer shell			28 Feb 2017	A	A
ACR-01	12343	Acer copier outer shell			28 Feb 2017	A	A
ACR-01	12342	Acer copier outer shell			28 Feb 2017	A	A

- By default, the Asset **Type** filter is set to view **All** serialised items.

Machine List for Durban - BPO: Version 2.1.0.45 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Save Layout Workspaces Save Filter Durban All Refresh Revalue Convert Buy Back Print Export Reports

Maintenance Format Current Process Print Reports

Links Enter text to search...

Functions

- WO History
- Project History
- Meters
- History
- BOM
- Warranties 1
- Notes
- Documents

Drag a column header here to group by that column

Description	PartCode	SerialNo	ModelNo	CustomerName	DeptName	StartDate	Status	Cate
Acer copier outer shell	ACR-01	zc2416				23 Mar 2017	A	A
Acer copier outer shell	ACR-01	w2345				23 Mar 2017	A	A
SP2020 Sprint Colour Multi Functional Copier	SP2020	w2345	SP2020			23 Mar 2017	A	H
Test Machine	TMACH	tmach00000700				08 Aug 2017	A	H
Test Machine	TMACH	tmach00000003				11 Aug 2014	A	H
Test Machine	TMACH	tm40201				11 Aug 2014	A	H
Copier	SP1020	TIER 123	SP 1020	Hope Works	Technical	04 Sep 2015	A	H
Test Machine	TMACH	test987654				11 Aug 2014	A	H
Sprint copier	SP1818	TEST 123-789				30 Jul 2014	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	test1234	SP2020	Hope Works	Technical	18 Feb 2016	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	test121212	SP2020			13 Jan 2016	A	H
New Machine	NMACH	t17520				11 Aug 2014	A	H
Test Machine	TMACH	T 123				11 Aug 2014	A	H
SP19-12 Colour Copier	SP19-123456	SP19-12185274	SP19-12	Titan Group		13 Jun 2014	A	H
K147 Kyocera Colour Copier	1458-96523	SIN32413546	K147	Hope Works	Technical	19 Jul 2017	A	K
K147 Kyocera Colour Copier	1458-96523	SIN13512345	K147	Young Electric	Sales Department	23 Jun 2016	A	K
Kruger ZN Fax Machine	KZN-1227FB	sin12345568	ZN122	Young Electric	Sales Department	06 May 2014	A	H
K147 Kyocera Colour Copier	1458-96523	sin123	K147	Young Electric	Sales Department	06 May 2014	A	K
SP2020 Sprint Colour Multi Functional Copier	SP2020	r12345	SP2020	Apple Juice Inc	Sales Department	23 Mar 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	qa1234	SP2020			06 Apr 2017	A	H
PC Monitor - Samsung	PCMON001	PCMS1258				07 Sep 2016	A	A
New Machine	NMACH	NMACH123				11 Aug 2014	A	H
New Machine	NMACH	nm98087				11 Aug 2014	A	H
Test Machine	TMACH	nm6841234				11 Aug 2014	A	H
New Machine	NMACH	NM125-114477				26 Sep 2014	A	H

Open Windows 12 Feb 2018

SELECT PRINT OPTION

- Click on the **drop-down arrow** in the **Print** button.

Machine List for Durban - BPO: Version 2.1.0.45 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Save Layout Workspaces Save Filter

Durban All Refresh Revalue Convert Buy Back Print Export Reports

Maintenance Format Current Process Print Reports

Links Enter text to search...

Functions

- WO History
- Project History
- Meters
- History
- BOM
- Warranties 1
- Notes
- Documents

Drag a column header here to group by that column

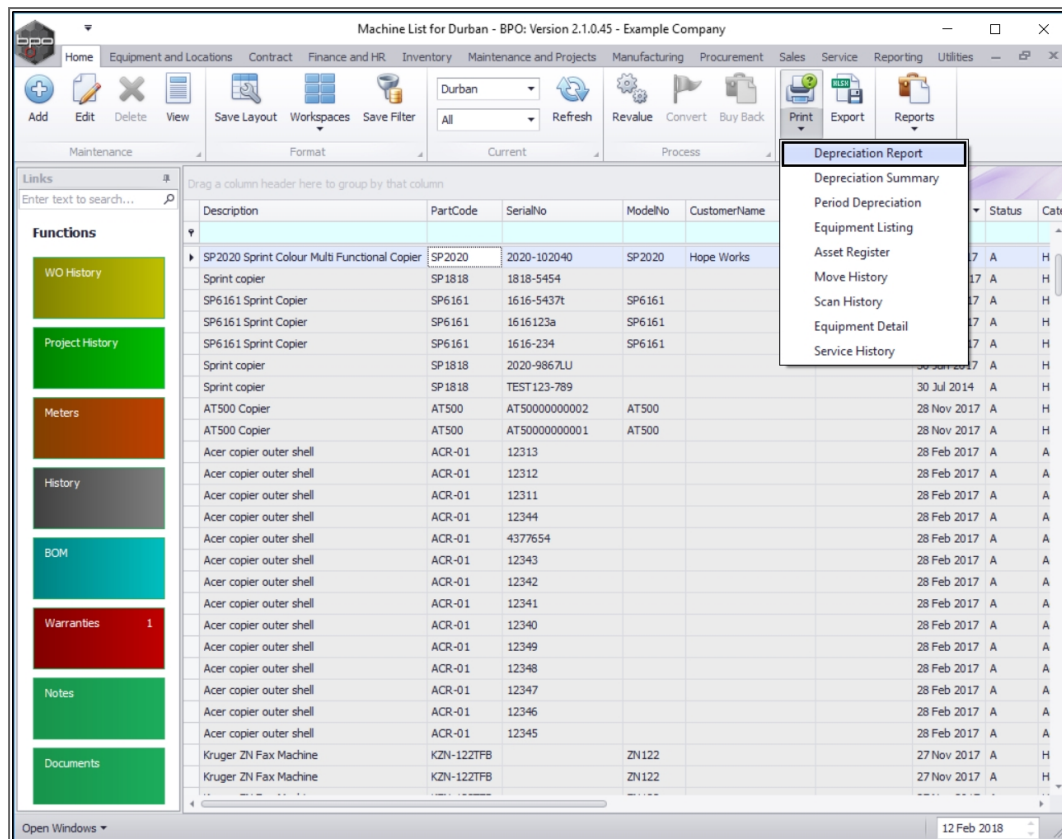
Description	PartCode	SerialNo	ModelNo	CustomerName	DeptName	StartDate	Status	Cate
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-102040	SP2020	Hope Works	Technical	30 Oct 2017	A	H
Sprint copier	SP1818	1818-5454				30 May 2017	A	H
SP6161 Sprint Copier	SP6161	1616-5437t	SP6161			30 Mar 2017	A	H
SP6161 Sprint Copier	SP6161	1616123a	SP6161			30 Mar 2017	A	H
SP6161 Sprint Copier	SP6161	1616-234	SP6161			30 Mar 2017	A	H
Sprint copier	SP1818	2020-9867LU				30 Jun 2017	A	H
Sprint copier	SP1818	TEST123-789				30 Jul 2014	A	H
AT500 Copier	AT500	AT50000000002	AT500			28 Nov 2017	A	H
AT500 Copier	AT500	AT50000000001	AT500			28 Nov 2017	A	H
Acer copier outer shell	ACR-01	12313				28 Feb 2017	A	A
Acer copier outer shell	ACR-01	12312				28 Feb 2017	A	A
Acer copier outer shell	ACR-01	12311				28 Feb 2017	A	A
Acer copier outer shell	ACR-01	12344				28 Feb 2017	A	A
Acer copier outer shell	ACR-01	4377654				28 Feb 2017	A	A
Acer copier outer shell	ACR-01	12343				28 Feb 2017	A	A
Acer copier outer shell	ACR-01	12342				28 Feb 2017	A	A
Acer copier outer shell	ACR-01	12341				28 Feb 2017	A	A
Acer copier outer shell	ACR-01	12340				28 Feb 2017	A	A
Acer copier outer shell	ACR-01	12349				28 Feb 2017	A	A
Acer copier outer shell	ACR-01	12348				28 Feb 2017	A	A
Acer copier outer shell	ACR-01	12347				28 Feb 2017	A	A
Acer copier outer shell	ACR-01	12346				28 Feb 2017	A	A
Acer copier outer shell	ACR-01	12345				28 Feb 2017	A	A
Kruger ZN Fax Machine	KZN-122TFB		ZN122			27 Nov 2017	A	H
Kruger ZN Fax Machine	KZN-122TFB		ZN122			27 Nov 2017	A	H

Open Windows 12 Feb 2018

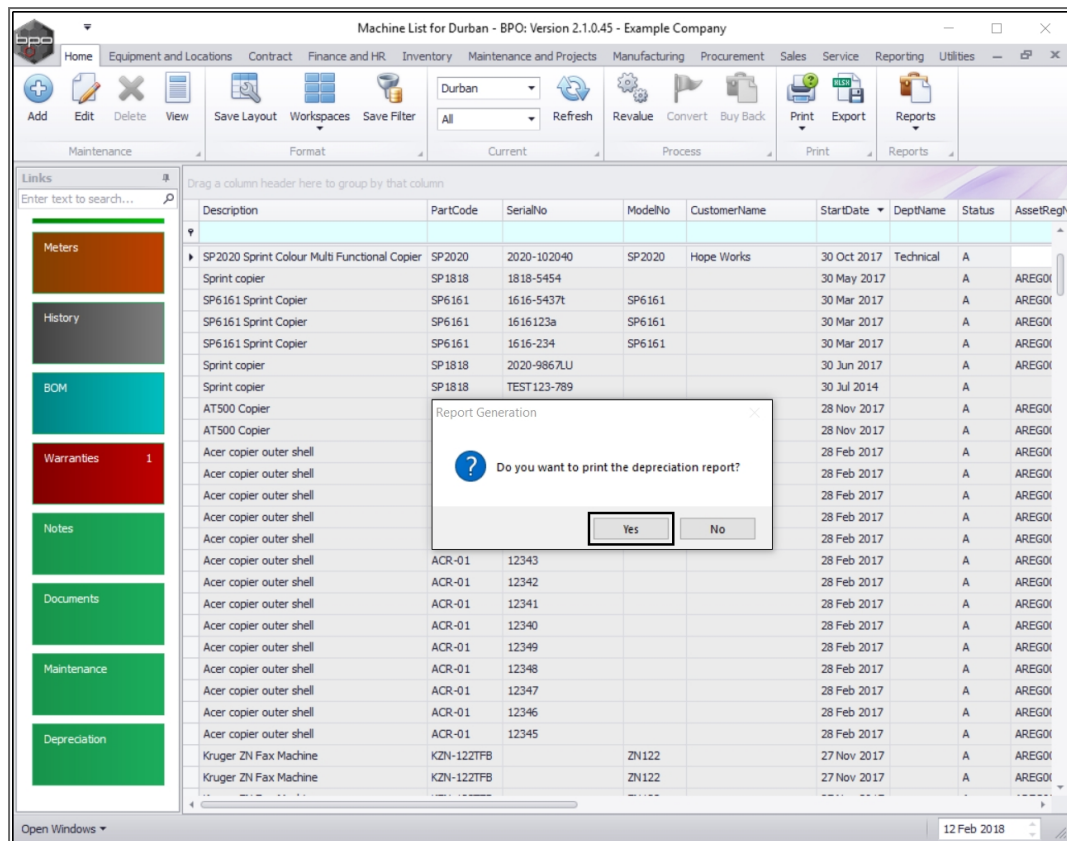
- The **Print** drop-down *menu* will be displayed.

SELECT DEPRECIATION REPORT OPTION

- Click on **Depreciation Report**.



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



SELECT REPORT DATE

- The **Required information for report DEPRECIATION.** screen will pop up.
 - **Depreciation Date:** This will be auto populated with the current date, but you can either type in or click on the drop-down arrow and use the use the calendar function to select the required date.
- When you have selected the date, click on **Ok**.



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