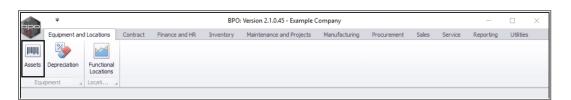


EQUIPMENT

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.



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	Home	Equipmen	nt and	Loca	tions Contra	ct Finance	and HR Inve	ntory Mair	ntenance and Projects	Manufactur	ring P	Procurement	Sales	Service	Reporting) Utilities	- 1	8 X
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wo	O History)rum			2020-050	2020-0509							31 May 2017		A
					Drum			2020-856	2020-8749							31 May 2017		A
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					rum			2020-856	2020-3425							31 May 2017		A
Pro	oject Histor				print copier			SP1818	1818-5362							31 May 2017		н
					print copier			SP1818	1818-4352							31 May 2017		н
_				5	print copier			SP1818	1818-2345							31 May 2017		н
Me	ters				print copier			SP1818	1818-0088							31 May 2017		н
					P 19 19 Sprint Co			SP1919	1919-9326	1919						30 Oct 2017	A	н
				5	P2020 Sprint Co	olour Multi Fu	nctional Copier		2020-102040	SP2020	Ho	pe Works		Technical	1	30 Oct 2017	A	н
His	story			S	print copier			SP1818	1818-5454						3	30 May 2017	A	н
				5	P6161 Sprint Co	opier		SP6161	1616-5437t	SP6161					3	30 Mar 2017	A	н
				5	P6161 Sprint Co	opier		SP6161	1616123a	SP6161					3	30 Mar 2017	Α	н
во				5	P6161 Sprint Co	opier		SP6161	1616-234	SP6161					2	30 Mar 2017	Α	н
BO	νM			5	print copier			SP1818	2020-9867LU						3	30 Jun 2017	Α	н
				5	print copier			SP1818	TEST123-789						3	30 Jul 2014	Α	н
_				4	T500 Copier			AT500	AT5000000002	AT500						28 Nov 2017	Α	н
Wa	arranties			1	T500 Copier			AT500	AT5000000001	AT500						28 Nov 2017	Α	н
				4	cer copier oute	r shell		ACR-01	12313						3	28 Feb 2017	Α	A
				4	cer copier oute	r shell		ACR-01	12312						:	28 Feb 2017	Α	A
No	tes			4	cer copier oute	r shell		ACR-01	12311						1	28 Feb 2017	Α	A
				1	cer copier oute	r shell		ACR-01	12344						1	28 Feb 2017	Α	A
				1	cer copier oute	r shell		ACR-01	4377654						:	28 Feb 2017	A	A
De	cuments			4	cer copier oute	r shell		ACR-01	12343						:	28 Feb 2017	Α	A
- 00	cuments			4	cer copier oute	r shell		ACR-01	12342						:	28 Feb 2017	A	A
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• By default, the Asset *Type* filter is set to view *All* serialised items.



Assets - Print - Depreciation Report

po	*									t for Durban -											^
	Home E	Equipmen	t and	Location	is Contr	act	Finance	and HR	Inve	entory Mainte	enance and Pr	rojects	Manufacturi	ng Pro	curement	Sales	Service	Reportir	ng Utilities	-	8
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-			-		ription					PartCode	SerialNo		▼ ModelNo	Cust	omerName		DeptName		StartDate	Statu	s C
Func	tions			9																	
	LEstern			Acer	copier out	ter she				ACR-01	zc2416								23 Mar 2017	Α	A
wc) History			Acer	copier out	ter she	ell -			ACR-01	w2345								23 Mar 2017	Α	A
				SP20	20 Sprint	Colour	Multi Fu	inctiona	Copier	SP2020	w2345		SP2020						23 Mar 2017	Α	н
-				Test	Machine					TMACH	tmach00000	0700							08 Aug 2017	Α	н
Pro	ject Histor			Test	Machine					TMACH	tmach00000	0003							11 Aug 2014	Α	н
				Test	Machine					TMACH	tm40201								11 Aug 2014	Α	н
				Copi	er					SP 1020	TIER 123		SP 1020	Hope	Works		Technical		04 Sep 2015	Α	н
Me	ters			Test	Machine					TMACH	test987654								11 Aug 2014	Α	н
				Sprin	nt copier					SP1818	TEST123-78	39							30 Jul 2014	Α	н
				SP20	20 Sprint	Colour	Multi Fu	inctiona	Copier	SP2020	test1234		SP2020	Hope	Works		Technical		18 Feb 2016	Α	н
Hie	tory			SP20	20 Sprint	Colour	Multi Fu	inctiona	Copier	SP2020	test121212		SP2020						13 Jan 2016	Α	н
1113				New	Machine					NMACH	t17520								11 Aug 2014	Α	н
				Test	Machine					TMACH	T123								11 Aug 2014	Α	н
				SP 19	-12 Colou	r Copie	er			SP19-123456	SP19-12185	5274	SP19-12	Titan	Group				13 Jun 2014	Α	н
BO	м			K147	7 Kyocera	Colour	Copier			1458-96523	SIN3241354	46	K147	Норе	Works		Technical		19 Jul 2017	Α	K
				K147	7 Kyocera	Colour	Copier			1458-96523	SIN1351234	45	K147	Youn	g Electric		Sales Depa	artment	23 Jun 2016	Α	K
				Krug	er ZN Fax	Machi	ne			KZN-122TFB	sin 1234556	8	ZN122	Your	g Electric		Sales Depa	artment	06 May 2014	Α	н
Wa	rranties			K147	7 Kyocera	Colour	Copier			1458-96523	sin 123		K147	Your	g Electric		Sales Depa	artment	06 May 2014	Α	K
				SP20	20 Sprint	Colour	Multi Fu	inctiona	Copier	SP2020	r12345		SP2020	Apple	a Juice Inc		Sales Depa	artment	23 Mar 2017	A	н
				SP20	20 Sprint	Colour	Multi Fu	inctiona	Copier	SP2020	qa1234		SP2020						06 Apr 2017	Α	н
Not	tes			PC M	Ionitor - Sa	amsun	9			PCMON001	PCMS1258								07 Sep 2016	A	A
				New	Machine					NMACH	NMACH123								11 Aug 2014	Α	н
				New	Machine					NMACH	nm98087								11 Aug 2014	Α	н
Des	cuments			Test	Machine					TMACH	nm6841234								11 Aug 2014	A	н
-000	comertos			New	Machine					NMACH	NM125-114	477							26 Sep 2014	A	н

SELECT PRINT OPTION

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



Home Equipm	ant and	d Locations Contract Finance and HR Inve		BPO: Version 2.1.0.4			es Service R	eporting Utilities	- 6	×
Home Equipm	ent and		entory Mainte	enance and Projects	Manufacturin	g procurement sai		eporting Utilities		
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Add Edit Delete	Vie	w Save Layout Workspaces Save Filter	All		Revalue Co	nvert Buy Back	rint Export	Reports		
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Enter text to search	Q	Description	PartCode	SerialNo	ModelNo	CustomerName	DeptName	StartDate 🔻	Status	C
Functions		9								
	_	 SP2020 Sprint Colour Multi Functional Copier 	SP2020	2020-102040	SP2020	Hope Works	Technical	30 Oct 2017	Α	н
WO History		Sprint copier	SP1818	1818-5454				30 May 2017	A	н
		SP6161 Sprint Copier	SP6161	1616-5437t	SP6161			30 Mar 2017	A	н
		SP6161 Sprint Copier	SP6161	1616123a	SP6161			30 Mar 2017	Α	н
Project History		SP6161 Sprint Copier	SP6161	1616-234	SP6161			30 Mar 2017	A	н
		Sprint copier	SP1818	2020-9867LU				30 Jun 2017	A	н
		Sprint copier	SP 18 18	TEST123-789				30 Jul 2014	Α	н
Meters		AT500 Copier	AT500	AT5000000002	AT500			28 Nov 2017	Α	н
		AT500 Copier	AT500	AT5000000001	AT500			28 Nov 2017	Α	н
		Acer copier outer shell	ACR-01	12313				28 Feb 2017	Α	A
History		Acer copier outer shell	ACR-01	12312				28 Feb 2017	Α	A
, notory		Acer copier outer shell	ACR-01	12311				28 Feb 2017	Α	A
		Acer copier outer shell	ACR-01	12344				28 Feb 2017	Α	A
BOM		Acer copier outer shell	ACR-01	4377654				28 Feb 2017	Α	A
BOM		Acer copier outer shell	ACR-01	12343				28 Feb 2017	Α	A
		Acer copier outer shell	ACR-01	12342				28 Feb 2017	Α	A
		Acer copier outer shell	ACR-01	12341				28 Feb 2017	Α	A
Warranties	1	Acer copier outer shell	ACR-01	12340				28 Feb 2017	Α	A
		Acer copier outer shell	ACR-01	12349				28 Feb 2017	Α	A
		Acer copier outer shell	ACR-01	12348				28 Feb 2017		A
Notes		Acer copier outer shell	ACR-01	12347				28 Feb 2017		A
		Acer copier outer shell	ACR-01	12346				28 Feb 2017		A
		Acer copier outer shell	ACR-01	12345				28 Feb 2017		A
Documents		Kruger ZN Fax Machine	KZN-122TFB		ZN122			27 Nov 2017		н
		Kruger ZN Fax Machine	KZN-122TFB		ZN122			27 Nov 2017	A	н

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

SELECT DEPRECIATION REPORT OPTION

• Click on *Depreciation Report*.



Assets - Print - Depreciation Report

Home Equipment	t and Locations Contract Finance and HR In	ventory Mainte	enance and Projects	Manufacturing	Procurement	Sales Service Reporting	Utilities	- 6	5)
Add Edit Delete	View Save Layout Workspaces Save Filte	Durban	Refresh	Revalue Cor	Nvert Buy Back	Print Export Report	ts		
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	Drag a column header here to group by that					Depreciation Summa	лy		
nter text to search	Description	PartCode	SerialNo	ModelNo	CustomerName	Period Depreciation	-	Status	c
Functions	9					Equipment Listing			-
	 SP2020 Sprint Colour Multi Functional Copi 	er SP2020	2020-102040	SP2020	Hope Works	Asset Register	7	A	н
WO History	Sprint copier	SP 18 18	1818-5454	51 2020	nope nono	Move History	17		н
	SP6161 Sprint Copier	SP6161	1616-5437t	SP6161		Scan History	17		н
	SP6161 Sprint Copier	SP6161	1616123a	SP6161		Equipment Detail	7		н
Project History	SP6161 Sprint Copier	SP6161	1616-234	SP6161			17	A	н
	Sprint copier	SP1818	2020-9867LU			Service History		A	н
	Sprint copier	SP1818	TEST123-789			30) Jul 2014	A	н
Meters	AT500 Copier	AT500	AT5000000002	AT500		20	3 Nov 2017	A	н
	AT500 Copier	AT500	AT5000000001	AT500		28	3 Nov 2017	A	н
	Acer copier outer shell	ACR-01	12313			28	3 Feb 2017	A	A
History	Acer copier outer shell	ACR-01	12312			20	3 Feb 2017	Α	A
riistory	Acer copier outer shell	ACR-01	12311			21	8 Feb 2017	А	A
	Acer copier outer shell	ACR-01	12344			21	8 Feb 2017	Α	A
	Acer copier outer shell	ACR-01	4377654			20	8 Feb 2017	Α	A
BOM	Acer copier outer shell	ACR-01	12343			21	3 Feb 2017	Α	A
	Acer copier outer shell	ACR-01	12342			2	8 Feb 2017	Α	A
	Acer copier outer shell	ACR-01	12341			21	8 Feb 2017	Α	A
Warranties 1	Acer copier outer shell	ACR-01	12340			21	3 Feb 2017	Α	A
	Acer copier outer shell	ACR-01	12349			21	3 Feb 2017	Α	A
	Acer copier outer shell	ACR-01	12348			21	8 Feb 2017	Α	A
Notes	Acer copier outer shell	ACR-01	12347				8 Feb 2017		A
	Acer copier outer shell	ACR-01	12346				3 Feb 2017		A
	Acer copier outer shell	ACR-01	12345				3 Feb 2017		A
Documents	Kruger ZN Fax Machine	KZN-122TFB		ZN122			7 Nov 2017		н
	Kruger ZN Fax Machine	KZN-122TFB		ZN 122			7 Nov 2017		н
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- A *Report Generation* message box will appear with the following prompt:
 - ° Do you want to print the depreciation report?
- Click on Yes.



Home Equ	ipment and	Locations Contra	act Finance a	nd HR Inver	ntory Mainte	nance and Projects	Manufacturing	Procurement	Sales Serv	ice Reg	porting L	Itilities -	- 8
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9 🛛 🖉					Durban	•	Tig I			8	•		
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iter text to search.		Description			PartCode	SerialNo	ModelNo	CustomerName	Star	Date 🔻	DeptName	Status	Asset
		9											
Meters		SP2020 Sprint 0	Colour Multi Fun	ctional Copier	SP2020	2020-102040	SP2020	Hope Works	30 C	ct 2017	Technical	Α	
		Sprint copier			SP 18 18	1818-5454			30 M	ay 2017		A	AREGO
_		SP6161 Sprint (Copier		SP6161	1616-5437t	SP6161		30 M	ar 2017		A	AREGO
History		SP6161 Sprint (Copier		SP6161	1616123a	SP6161		30 M	ar 2017		Α	AREGO
		SP6161 Sprint (Copier		SP6161	1616-234	SP6161		30 M	ar 2017		A	AREGO
		Sprint copier			SP1818	2020-9867LU			30 J	un 2017		A	AREGO
вом		Sprint copier			SP 18 18	TEST123-789			30 0	ul 2014		Α	
		AT500 Copier			Report Gen	eration		\times	28 N	ov 2017		A	AREGO
		AT500 Copier							28 N	ov 2017		A	AREGO
Warranties	1	Acer copier out	er shell						28 F	eb 2017		A	AREGO
		Acer copier out	er shell			Do you want to prin	t the depreciati	on report?	28 F	eb 2017		Α	AREGO
		Acer copier out	er shell						28 F	eb 2017		A	AREGO
Notes		Acer copier out	er shell				Yes	No	28 F	eb 2017		Α	AREGO
Notes		Acer copier out	er shell				Tes	NO	28 F	eb 2017		Α	AREGO
		Acer copier out	er shell		ACR-01	12343			28 F	eb 2017		A	AREGO
		Acer copier out	er shell		ACR-01	12342			28 F	eb 2017		Α	AREGO
Documents		Acer copier out	er shell		ACR-01	12341			28 F	eb 2017		Α	AREGO
		Acer copier out	er shell		ACR-01	12340			28 F	eb 2017		A	AREGO
		Acer copier out	er shell		ACR-01	12349			28 F	eb 2017		Α	AREGO
Maintenance		Acer copier out	er shell		ACR-01	12348			28 F	eb 2017		Α	AREGO
		Acer copier out	er shell		ACR-01	12347			28 F	eb 2017		Α	AREGO
		Acer copier out	er shell		ACR-01	12346			28 F	eb 2017		A	AREGO
Depreciation		Acer copier out	er shell		ACR-01	12345			28 F	eb 2017		Α	AREGO
		Kruger ZN Fax I	Machine		KZN-122TFB		ZN122		27 N	ov 2017		Α	AREGO
		Kruger ZN Fax I	Machine		KZN-122TFB		ZN122		27 N	ov 2017		Α	AREGO
		4											

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*.



Assets - Print - Depreciation Report

							BPO: Version 2.1.0.4					_	
Home	Equipment	tand	Locations Contra	act Finance a	and HR Inve	ntory Mainte	enance and Projects	Manufacturing	g Procurement		eporting U	Itilities –	. B :
t) 🚺	×		2			Durban	- 🕄						
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Mainte	nance		*	Format		CL	irrent 🦼	Pro	cess 4	Print 4	Reports	4	
inks		ц.											
nter text to se	arch	٩	Description			PartCode	SerialNo	ModelNo	CustomerName	StartDate •	DeptName	Status	AssetRe
			9										
Meters			 SP2020 Sprint (Colour Multi Eur	ctional Conier	SP2020	2020-102040	SP2020	Hope Works	30 Oct 2017	Technical	A	
			Sprint copier		coorial copici	SP1818	1818-5454	51 2020	hope works	30 May 201		A	AREGO
			SP6161 Sprint (Conier		SP6161	1616-5437t	SP6161		30 Mar 2017		A	AREGO
History			SP6161 Sprint (SP6161	1616123a	SP6161		30 Mar 2017		A	AREGO
			SP6161 Sprint (SP6161	1616-234	SP6161		30 Mar 2017		A	AREGO
			Sprint copier			SP1818	2020-9867LU			30 Jun 2017		A	AREGO
BOM			Sprint copier									A	
			AT500 Copier				ion for report DEPF	RECIATION.				A	AREGO
			AT500 Copier		Home						-	A	AREGO
Warranties	1		Acer copier out	er shell								A	AREGO
warranues			Acer copier out	er shell	Ok	Back						A	AREGO
			Acer copier out	er shell	U.	DOCK						A	AREGO
			Acer copier out	er shell	Process	s "i						A	AREGO
Notes			Acer copier out	er shell								A	AREGO
			Acer copier out	er shell								A	AREGO
			Acer copier out	er shell	Dep	preciation Da	te: 14 Feb 2018	•				A	AREGO
Documents			Acer copier out	er shell								A	AREGO
			Acer copier out	er shell								A	AREGO
			Acer copier out	er shell								A	AREGO
Maintenanc			Acer copier out	er shell							11.	A	AREGO
			Acer copier out	er shell		ACR-01	12347			28 Feb 2017	1	A	AREGO
			Acer copier out	er shell		ACR-01	12346			28 Feb 2017	1	A	AREGO
Depreciatio	n		Acer copier out	er shell		ACR-01	12345			28 Feb 2017		A	AREGO
			Kruger ZN Fax	Machine		KZN-122TFB		ZN122		27 Nov 2017	7	A	AREG0
			Kruger ZN Fax	Machine		KZN-122TFB		ZN122		27 Nov 2017	7	A	AREG0

SELECT REPORT OPTIONS

- The *Report Preview* screen will be displayed.
- From here you can *View*, *Print*, *Export* or *Email* the depreciation report.
- *Close* the Report Preview screen when done.



							-
	Asset	s - Depreciation R	eport		As At Date : 14 Feb	2018	
Asset Reg No.	Serial No.	Description	Part No	Model No	Method	Ops Status	Prior \
	998-12345	Staple Unit	2020-998		5 Year Straight Line	New	
	998-987654	Staple Unit	2020-998		5 Vear Straight Line	New	
AREG000136	2020856-1234	Drum	2020-856			New	
AREG000044	856-1020	Drum	2020-856			New	
AREG000222	2020-4329	Drum	2020-856			New	
AREG000220	2020-4327	Drum	2020-856			New	
AREG000182	abcd123	Acercopieroutershell	ACR-01			New	
AREG000208		Drum	2020-856			New	
	998-987654	Staple Unit	2020-998		5 Year Straight Line	New	
	cvb124	SP1919 Sprint Colour MFC	SP1919	1919	5 Vear Straight Line	New	
	sin123	Kruger ZN Fax Machine	KZN-122TFB	ZN122	5 Year Straight Line	New	
	14-99887744	K147 Kyocera Colour Copier	1458-96523	K147	5 Year Straight Line	New	
	1912-102037	SP19-12 Colour Copier	SP19-123456	SP19-12	5 Vear Straight Line	New	
	1912-102042	SP19-12 Colour Copier	SP19-123456	SP19-12	5 Year Straight Line	New	
	cvb123	SP1919 Sprint Colour MFC	SP1919	1919	5 Vear Straight Line	New	
	nm10201	New Machine	NMACH		5 Vear Straight Line	New	
	test987654	Test Machine	TMACH		5 Year Straight Line	New	
	147-123475654	K147 Kyocera Colour Copier	1458-96523	K147	5 Year Straight Line	New	

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