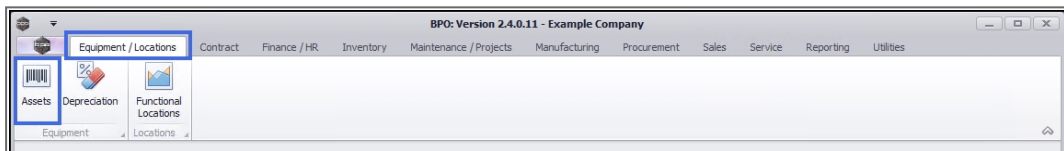


EQUIPMENT

ASSETS – PRINT – DEPRECIATION SUMMARY REPORT

The **Depreciation Summary Report** lists depreciation summarised by asset class.

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



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

THE SITE AND TYPE 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.

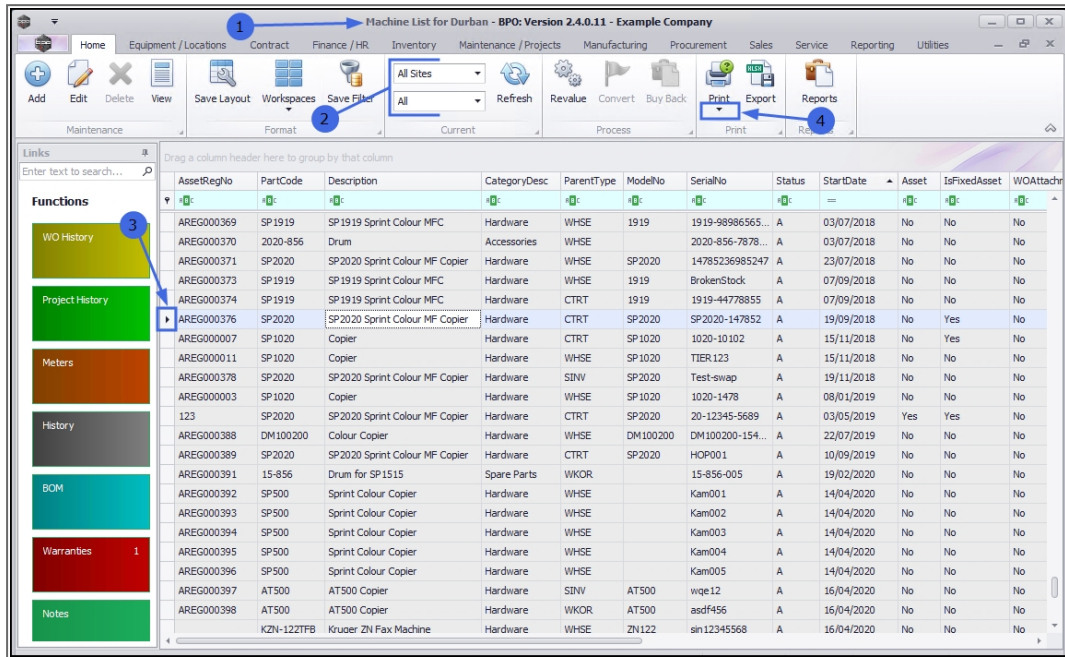
Note: Refer to [Site Selection](#) for more information about Site settings.

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

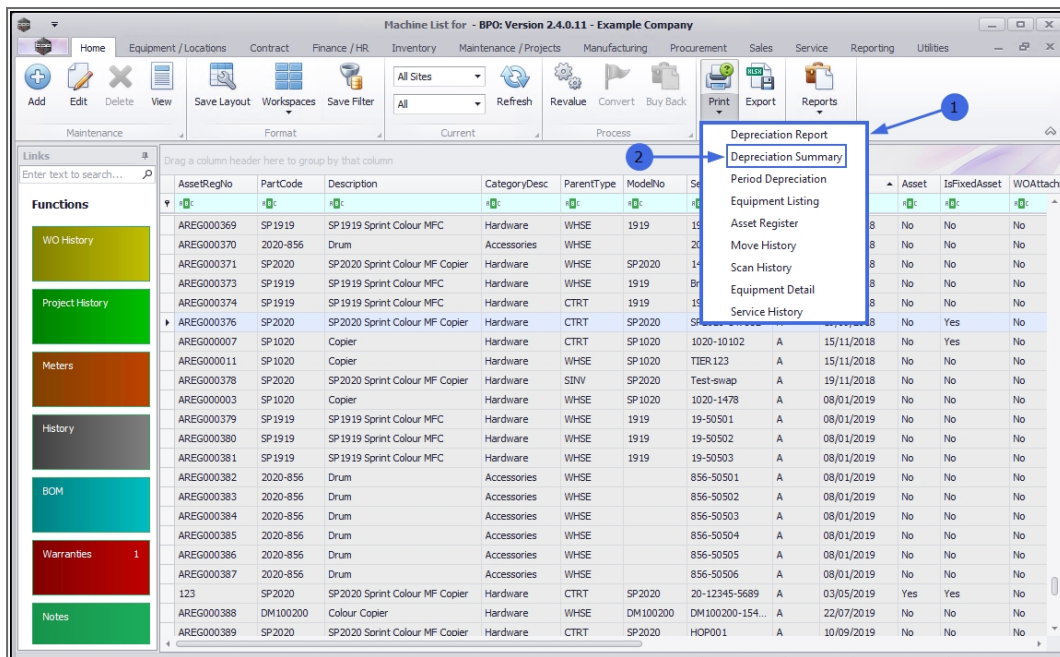
- Click on the **drop-down arrow** in the **Print** icon.



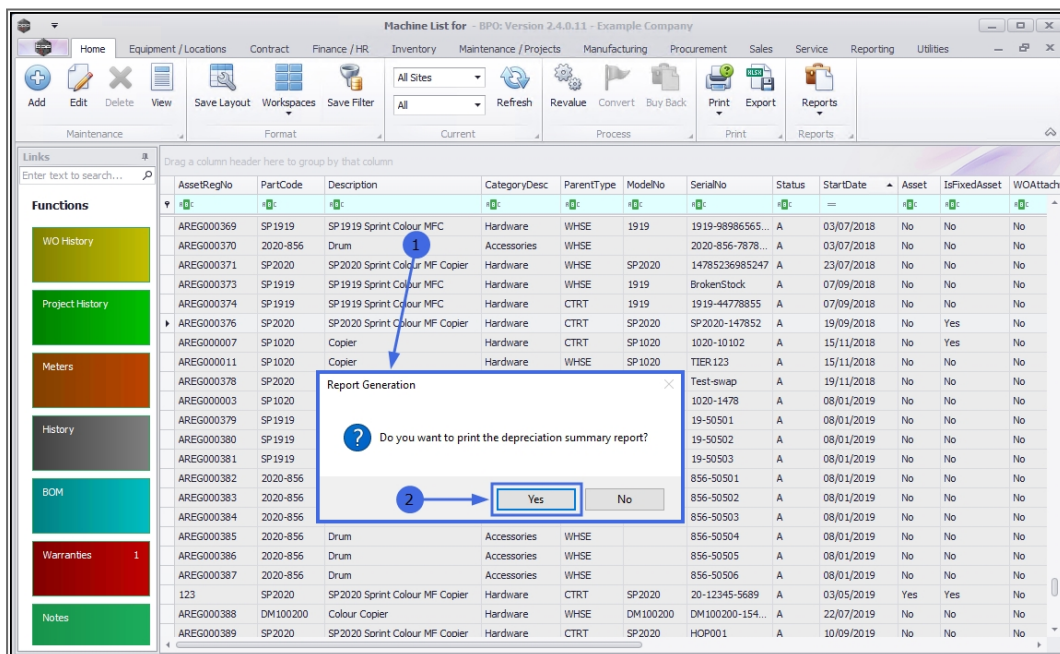
- The **Print options menu** will display.

SELECT REPORT OPTION

- Click on **Depreciation Summary**.



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

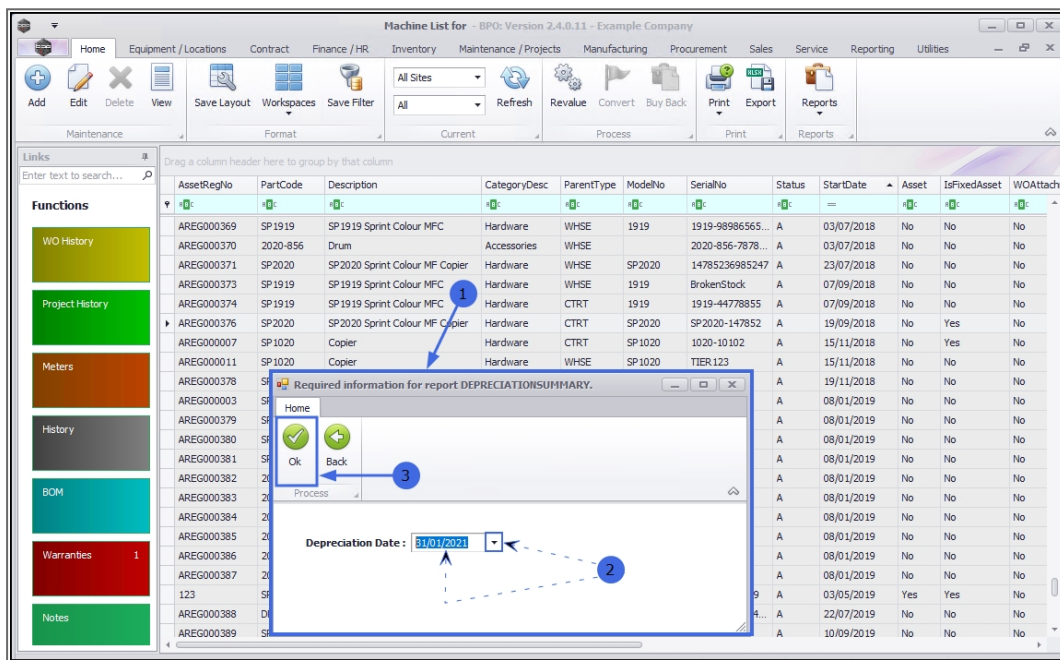


1. A **Required information....** pop up screen will appear.

SELECT DEPRECIATION DATE

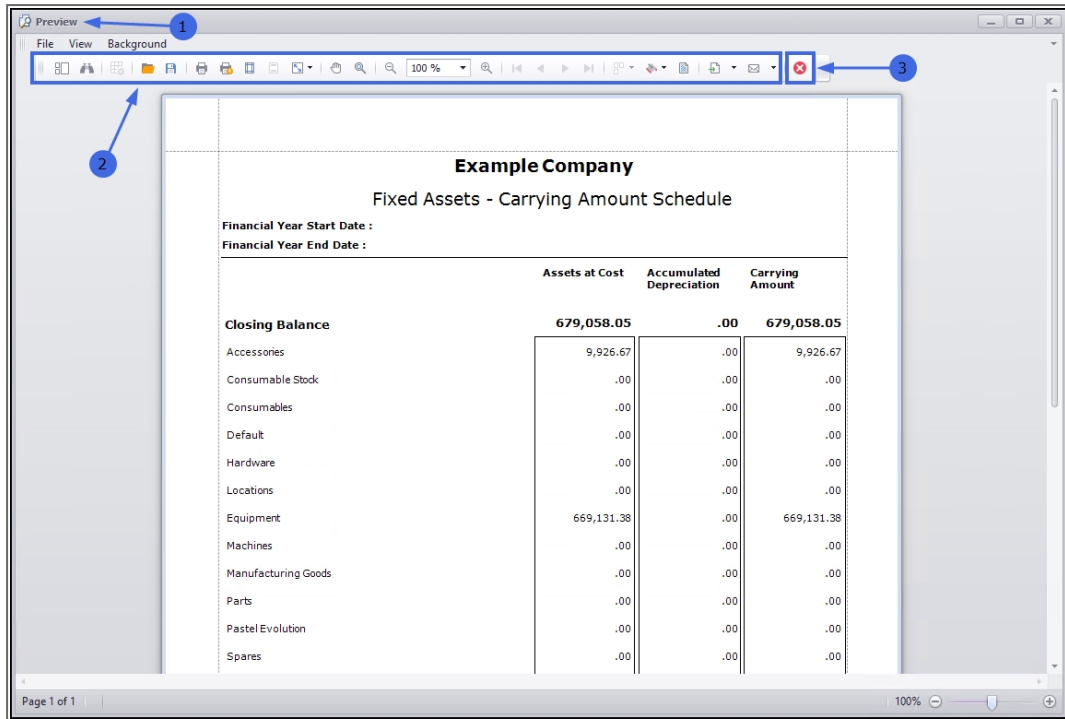
For the Depreciation Summary report to run, a **Depreciation Date** must be selected.

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 DEPRECIATION SUMMARY REPORT

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



Example Company
Fixed Assets - Carrying Amount Schedule

Financial Year Start Date :
Financial Year End Date :

	Assets at Cost	Accumulated Depreciation	Carrying Amount
Closing Balance	679,058.05	.00	679,058.05
Accessories	9,926.67	.00	9,926.67
Consumable Stock	.00	.00	.00
Consumables	.00	.00	.00
Default	.00	.00	.00
Hardware	.00	.00	.00
Locations	.00	.00	.00
Equipment	669,131.38	.00	669,131.38
Machines	.00	.00	.00
Manufacturing Goods	.00	.00	.00
Parts	.00	.00	.00
Pastel Evolution	.00	.00	.00
Spares	.00	.00	.00

Page 1 of 1

MNU.007.039

