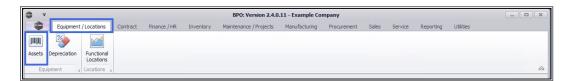


# **EQUIPMENT**

## 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

- 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 <u>not</u> display the Print *menu* unless an asset row is selected.

#### **SELECT PRINT OPTION**

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



#### Assets - Print - Period Depreciation Report

<b>₩</b>		1		Machine List for	- BPO: Version 2	.4.0.11 - Exar	nple Compa	iny				_	
Home Equip	men	t / Locations	Contract I	Finance / HR Inventory Mai	intenance / Projec	ts Manufac	turing Pr	ocurement Sale	es Ser	vice Reporting	) Utili	ties —	8
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		AssetRegNo	PartCode	Description	CategoryDesc	ParentType	ModelNo	SerialNo	Status	StartDate +	Asset	IsFixedAsset	WOAtt
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		AREG000325	AT500	AT500 Copier	Hardware	WKOR	AT500	AT500-104	A	25/04/2018	Yes	Yes	No
WO History		AREG000331	AT500	AT500 Copier	Hardware	WKOR	AT500	456	A	25/04/2018	No	No	No
		AREG000333	AT500	AT500 Copier	Hardware	WKOR.	AT500	987	A	25/04/2018	Yes	Yes	No
		AREG000334	AT500	AT500 Copier	Hardware	WKOR	AT500	654	Α	25/04/2018	No	No	No
Project History		AREG000335	AT500	AT500 Copier	Hardware	WKOR	AT500	321	A	25/04/2018	No	No	No
	3	AREG000336	AT500	AT500 Copier	Hardware	WKOR	AT500	147	A	25/04/2018	No	No	No
	L	AREG000338	AT500	AT500 Copier	Hardware	WKOR	AT500	369	Α	25/04/2018	No	No	No
Meters		AREG000326	AT500	AT500 Copier	Hardware	WHSE	AT500	AT500-105	A	25/04/2018	No	No	No
	T	AREG000327	AT500	AT500 Copier	Hardware	WHSE	AT500	AT500-106	A	25/04/2018	No	No	No
	Ν	AREG000328	AT500	AT500 Copier	Hardware	WHSE	AT500	AT500-107	Α	25/04/2018	No	No	No
History	×	AREG000329	AT500	AT500 Copier	Hardware	WHSE	AT500	AT500-108	A	25/04/2018	No	No	No
This cory		AREG000330	AT500	AT500 Copier	Hardware	WHSE	AT500	123	A	25/04/2018	No	No	No
		AREG000339	AT500	AT500 Copier	Hardware	WHSE	AT500	1230	Α	25/04/2018	No	No	No
		AREG000340	AT500	AT500 Copier	Hardware	WHSE	AT500	6440	A	25/04/2018	No	No	No
BOM		AREG000341	AT500	AT500 Copier	Hardware	WHSE	AT500	4560	A	25/04/2018	No	No	No
		AREG000342	AT500	AT500 Copier	Hardware	WHSE	AT500	7410	Α	25/04/2018	No	No	No
		AREG000343	AT500	AT500 Copier	Hardware	WHSE	AT500	8520	A	25/04/2018	No	No	No
Warranties 1		AREG000344	AT500	AT500 Copier	Hardware	WHSE	AT500	9870	Α	25/04/2018	No	No	No
		AREG000345	AT500	AT500 Copier	Hardware	WHSE	AT500	9860	Α	25/04/2018	No	No	No
		AREG000346	AT500	AT500 Copier	Hardware	WHSE	AT500	8520	A	25/04/2018	No	No	No
Notes		AREG000347	AT500	AT500 Copier	Hardware	WHSE	AT500	4560	A	25/04/2018	No	No	No
		AREG000332	AT500	AT500 Copier	Hardware	WHSE	AT500	789	A	25/04/2018	No	No	No

1. The *Print options menu* will display.

## **SELECT REPORT OPTION**

2. Click on *Period Depreciation*.

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Home Equip	ment	/Locations	Contract F	inance / HR Ir	ventory Main	itenance / Projec	s Manufac	turing Pr	ocurement	Sales S	ervice Rep	orting	Utilit	ies —	8)
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Enter text to search P		AssetRegNo	PartCode	Description		CategoryDesc	ParentType	ModelNo	St	Period Depreci	ation		Asset	IsFixedAsset	WOAtta
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		AREG000325	AT500	AT500 Copier		Hardware	WKOR	AT500	A	Asset Register		8	Yes	Yes	No
WO History		AREG000331	AT500	AT500 Copier		Hardware	WKOR	AT500	45	Move History		8	No	No	No
		AREG000333	AT500	AT500 Copier		Hardware	WKOR	AT500		Scan History		8	Yes	Yes	No
		AREG000334	AT500	AT500 Copier		Hardware	WKOR	AT500	<i>c</i> •	Equipment De	hail	8	No	No	No
Project History		AREG000335	AT500	AT500 Copier		Hardware	WKOR	AT500	32			8	No	No	No
		AREG000336	AT500	AT500 Copier		Hardware	WKOR	AT500	14	Service History	, 	8	No	No	No
		AREG000338	AT500	AT500 Copier		Hardware	WKOR	AT500	369	A	25/04/201	8	No	No	No
Meters		AREG000326	AT500	AT500 Copier		Hardware	WHSE	AT500	AT500-1	05 A	25/04/201	8	No	No	No
		AREG000327	AT500	AT500 Copier		Hardware	WHSE	AT500	AT500-1	06 A	25/04/20:	8	No	No	No
		AREG000328	AT500	AT500 Copier		Hardware	WHSE	AT500	AT500-1	07 A	25/04/201	8	No	No	No
History	÷.	AREG000329	AT500	AT500 Copier		Hardware	WHSE	AT500	AT500-1	08 A	25/04/201	8	No	No	No
r instan y		AREG000330	AT500	AT500 Copier		Hardware	WHSE	AT500	123	A	25/04/20	8	No	No	No
	Assesting/to         PartCode         Description           istory         Qi         Qi         Qi           AREC00325         AT500         AT500 Copier           AREC003331         AT500         AT500 Copier           AREC003333         AT500         AT500 Copier           AREC003334         AT500         AT500 Copier           AREC00335         AT500         AT500 Copier           AREC00335         AT500         AT500 Copier           AREC00336         AT500         AT500 Copier           AREC00336         AT500         AT500 Copier           AREC00336         AT500         AT500 Copier           AREC00326         AT500         AT500 Copier           AREC00327         AT500         AT500 Copier           AREC00330         AT500         AT500 Copier           AREC00329         T500         AT500 Copier           AREC00330         AT500         AT500 Copier           AREC00330         AT500         AT500 Copier           AREC00331         AT500         AT500 Copier           AREC00331         AT500         AT500 Copier           AREC00332         AT500         AT500 Copier           AREC00331         AT500		Hardware	WHSE	AT500	1230	A	25/04/201	8	No	No	No			
		AREG000340	AT500	AT500 Copier		Hardware	WHSE	AT500	6440	A	25/04/201	8	No	No	No
BOM		AREG000341	AT500	AT500 Copier		Hardware	WHSE	AT500	4560	A	25/04/20	8	No	No	No
		AREG000342	AT500	AT500 Copier		Hardware	WHSE	AT500	7410	A	25/04/201	8	No	No	No
		AREG000343	AT500	AT500 Copier		Hardware	WHSE	AT500	8520	A	25/04/20	8	No	No	No
Warranties 1		AREG000344	AT500	AT500 Copier		Hardware	WHSE	AT500	9870	A	25/04/20	8	No	No	No
		AREG000345	AT500	AT500 Copier		Hardware	WHSE	AT500	9860	A	25/04/201	8	No	No	No
		AREG000346	AT500	AT500 Copier		Hardware	WHSE	AT500	8520	A	25/04/20	8	No	No	No
Notes		AREG000347	AT500	AT500 Copier		Hardware	WHSE	AT500	4560	A	25/04/20	8	No	No	No
		AREG000332	AT500	AT500 Copier		Hardware	WHSE	AT500	789	А	25/04/201	8	No	No	No



- 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.

Þ =			Machine List for	- BPO: Version 2	.4.0.11 - Exar	nple Compa	ny				_	
Home Equips	nent / Locations	Contract F	inance / HR Inventory M	laintenance / Projec	ts Manufac	turing Pre	ocurement Sal	es Ser	vice Reportin	) Utili	ties —	8,
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Enter text to search 🔎	AssetRegNo	PartCode	Description	CategoryDesc	ParentType	ModelNo	SerialNo	Status	StartDate 4	Asset	IsFixedAsset	WOAtta
Functions	P #00	8 🛛 C	R 🖬 C	a 🖬 c	* <b>0</b> ¢	8 <b>0</b> 0	a 🗖 c	e <b>n</b> c	-	R <b>O</b> C	8 <b>0</b> 0	* <b>0</b> ¢
	AREG000325	AT500	AT500 Copier	Hardware	WKOR	AT500	AT500-104	Α	25/04/2018	Yes	Yes	No
WO History	AREG000331	AT500	AT500 Copier	Hardware	WKOR	AT500	456	A	25/04/2018	No	No	No
	AREG000333	AT500	AT500 Copier	Hardware	WKOR	AT500	987	A	25/04/2018	Yes	Yes	No
	AREG000334	AT500	AT500 Copier	Hardware	WKOR	AT500	654	A	25/04/2018	No	No	No
Project History	AREG000335	AT500	AT500 Copier	Hardware	WKOR	AT500	321	A	25/04/2018	No	No	No
	AREG000336	AT500	AT500 Copier	Hardware	WKOR	AT500	147	A	25/04/2018	No	No	No
	AREG000338	AT500	AT500 Copier	Hardware	WKOR	AT500	369	Α	25/04/2018	No	No	No
Meters	AREG000326	AT500	AT500 Copier	Hardware	WHSE	AT500	AT500-105	A	25/04/2018	No	No	No
	AREG000327	AT500	AT500 Copier	Hardware	WHSE	AT500	AT500-106	A	25/04/2018	No	No	No
	AREG000328	AT500	AT500 Copier	1 Inchine a	101.07	47700	47500 107		25/04/2018	No	No	No
History	<ul> <li>AREG000329</li> </ul>	AT500	AT500 Copier	Report Generation	on			$\times$	25/04/2018	No	No	No
nistory	AREG000330	AT500	AT500 Copier						25/04/2018	No	No	No
	AREG000339	AT500	AT500 Copier		want to priv	at the neriod	depreciation rep	ort?	25/04/2018	No	No	No
	AREG000340	AT500	AT500 Copier		a want to pri	it the period	depreciation rep	ort.	25/04/2018	No	No	No
BOM	AREG000341	AT500	AT500 Copier						25/04/2018	No	No	No
	AREG000342	AT500	AT500 Copier			N N			25/04/2018	No	No	No
	AREG000343	AT500	AT500 Copier			<u>Y</u> es	No	,	25/04/2018	No	No	No
Warranties 1	AREG000344	AT500	AT500 Copier	Hardware	WHSE	A1500	9870	A	25/04/2018	No	No	No
	AREG000345	AT500	AT500 Copier	Hardware	WHSE	AT500	9860	Α	25/04/2018	No	No	No
	AREG000346	AT500	AT500 Copier	Hardware	WHSE	AT500	8520	A	25/04/2018	No	No	No
Notes	AREG000347	AT500	AT500 Copier	Hardware	WHSE	AT500	4560	Α	25/04/2018	No	No	No
	AREG000332	AT500	AT500 Copier	Hardware	WHSE	AT500	789	A	25/04/2018	No	No	No

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*.



Home Equip		t / Locations (	Contract Fi	nance / HR	Inventory Main	irban - BPO: Ver				les Se	rvice Reportir	- 10	ilities	
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WO History		AREG000336 AREG000338	AT500 AT500	AT500 Copie		Hardware	WKOR.	AT500 AT500	147 369	A	25/04/2018	No	No	
		AREG000338 AREG000326	AT 500	AT500 Copie AT500 Copie	-	Hardware	WHSE	AT500	AT500-105	A	25/04/2018	No	No	
		AREG000326	AT500	AT500 Copie		Hardware	WHSE	AT500	AT500-105	A	25/04/2018 25/04/2018	NO	No	
Project History		AREG000327 AREG000328	AT500	AT500 Copie		Hardware	WHSE	AT500	AT500-106 AT500-107	A	25/04/2018	No	No	
Project history		AREG000328 AREG000329	AT500	AT500 Copie		Hardware	WHSE	AT500 AT500	AT500-107 AT500-108	A	25/04/2018	No	No	
	Ľ	AREG000329	AT 500	AT500 Copie		Hardware	WHSE	AT500	123	A	25/04/2018	No	No	
		AREG000339	AT500	AT500 Copie		Hardware	WHSE	AT500	1230		25/04/2018	No	No	
Meters		AREG000339	AT500	AT500 Copie							- x s	No	No	
		AREG000341	AT500	AT500 Copie	-							No	No	
		AREG000342	AT500	AT500 Copie	THOMAS						×	No	No	
History		AREG000343	AT500	AT500 Copie							8	No	No	
		AREG000344	AT500	AT500 Copie							8	No	No	dasset WOAttachme Bernormannen worden word
		AREG000345	AT500	AT500 Copie		3					8	No	No	
BOM		AREG000346	AT500	AT500 Copie	Process 4						~ °	No	No	
		AREG000347	AT500	AT500 Copie							8	No	No	
		AREG000332	AT500	AT500 Copie	Depreciati	on Date : 28/0	2/2020 -	-			8	No	No	No
Warranties 1		AREG000348	2020-856	Drum		/		<b>T</b>	-		8	No	No	No
		AREG000349	SP 18 18	Sprint copier					2		8	No	No	No
		AREG000350	SP 18 18	Sprint copier							8	No	No	No
Notes		AREG000358	SP2020	SP2020 Sprin			-				8	No	No	No
		AREG000354	SP2020	SP2020 Sprin		Haraware	WINGIN	51 2020	CIRCOV 2		2210012018	No	No	No

### **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.



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	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	- 1
		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	5P2020	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	5P2020	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	56	13,533.33 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	60	14,500.00 ZAR	241.67	

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