

EQUIPMENT

ASSETS DEPRECIATION HISTORY

Assets lose their value and depreciate over time. Depreciation means that you can write off the value of the asset over its expected useful life.

For accounting purposes, depreciation represents how much of an asset's value has been used up over time and can be deducted as an expense against your company taxes.

Criteria for calculating depreciation:

- i. The initial **cost** of the asset.
- ii. The expected **residual value** (or 'salvage' value) this is the value of asset at the end of its useful life, (which may be zero).
- iii. The estimated years of **useful life** of the asset.
- iv. An appropriate method of **apportioning the cost of the useful life** of the asset.

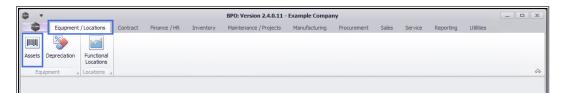
A simple **straight line depreciation method** is used in BPO for computing and reporting depreciation. In essence this calculates the same amount of depreciation expense each year.

To calculate the depreciation charge:

- Step 1: Deduct (ii) from (i) the result is the asset's 'depreciable cost'.
- Step 2: Divide the value of Step 1 by (iii)

Ribbon Access: Equipment/Locations > Assets





1. 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 and the Equipment *Type* filter set to '*All*' (machines).
 - Note: You do not need to select a specific *Site* or *Type*, however, if you wish to narrow your asset filter parameters, you can click on the *drop-down arrows* and select a particular *Site* and *Type* from the list.

Note: Refer to Site Selection for more information about Site settings.

SELECT ASSET

- 3. Select the *row* of the asset where you wish to view the depreciation information. The selected row will highlight.
- 4. In the Links panel, click on the *Depreciation* tile.



	Home Equipme	ent / Locations Co	ontract Financ	 Machine List for Durban - BF e / HR Inventory Maintenan 		anufacturing	Procureme		rice Re	eporting Utilitie		&
>	🖌 🗙 🛛			All Sites •		6 P	i î	2	1	3		
dd	Edit Delete V	iew Save Layout	Workspaces	Save Filter All 🔹	Refresh Rev	alue Conve	rt Buy Back	Print Export	Rep	orts		
	Maintenance		Format 2	Current		Process		Print	Repo	-		
		*	Turnat	a curent	A	FIUCES		a] P100	и керо		1	
nks	# t to search											
iter texi	t to search P	AssetRegNo	PartCode	Description	CategoryDesc	ParentType	ModelNo	SerialNo	Status	StartDate 🔻	Asset	IsFixedAs
		P 800	s 🛛 c	8 8 C	REC	8 C	R D C	8 8 C	REC	-	R B C	8 C
Histo	ory	AREG000211	SP1919	SP 1919 Sprint Colour MFC	Hardware	WHSE	1919	1919-9326	Α	30/10/2017	No	No
			SP2020	SP2020 Sprint Colour MF Copier	Hardware	CTRT	SP2020	2020-102040	Α	30/10/2017	No	Yes
		AREG000296	SP 18 18	Sprint copier	Hardware	CTRT		!^&[]	A	18/08/2017	No	No
BOM		AREG000295	TMACH	Test Machine	Hardware	WKOR		tmach00000700	A	08/08/2017	No	Yes
		AREG000294	SP204	SP204 Colour Copier	Hardware	CTRT	SP204	204-989898	Α	A 07/08/2017 1 A 03/08/2017 1	No	No
		AREG000292	SP2020	SP2020 Sprint Colour MF Copier	Hardware	CTRT		Α	03/08/2017	No	Yes	
Warr	ranties 1	AREG000291	SP2020	SP2020 Sprint Colour MF Copier	Hardware	CTRT	SP2020	CUSMACH001	Α	03/08/2017	No	No
		AREG000290	NMACH	New Machine	Hardware	WHSE		NM00000011	A	02/08/2017	No	No
		AREG000289	SP2020	SP2020 Sprint Colour MF Copier	Hardware	WHSE	SP2020	2020-878787	A	01/08/2017	No	No
Note	2	AREG000263	SP2020	SP2020 Sprint Colour MF Copier	Hardware	WKOR	SP2020	2020-111STC	Α	20/07/2017	No	Yes
			1458-96523	K147 Kyocera Colour Copier	Kyocera Multif	CTRT	K147	SIN32413546	Α	19/07/2017	No	No
		3	SP19-123456	SP19-12 Colour Copier	Hardware	WHSE	SP19-12	19-147	Α	04/07/2017	No	No
		AREG000262	SP 18 18	Sprint copier	Hardware	WHSE		2020-9867LU	Α	30/06/2017	No	Yes
Docu	uments	AREG000261	1020-478	Staple Unit	Accessories	WKOR	1020-478	478-1012	Α	21/06/2017	No	No
		AREG000260	1020-478	Staple Unit	Accessories	CTRT	1020-478	478-1011	Α	21/06/2017	No	No
			SP2020	SP2020 Sprint Colour MF Copier	Hardware	CTRT	SP2020	2020-102047	Α	21/06/2017	No	No
Maint	tenance	AREG000259	2020-856	Drum	Accessories	WHSE		2020-9765	Α	01/06/2017	No	No
		AREG000257	2020-856	Drum	Accessories	WHSE		2020-9675	Α	01/06/2017	No	No
		AREG000247	SP 18 18	Sprint copier	Hardware	WKOR		1818-9058	Α	01/06/2017	No	No
Depr	eciation	AREG000246	SP1818	Sprint copier	Hardware	WKOR		1818-6398	Α	01/06/2017	No	No
		AREG000245	SP1818 4	Sprint copier	Hardware	WKOR		1818-4585	Α	01/06/2017	No	No
		AREG000244	SP1818	Sprint copier	Hardware	WKOR		1818-0698	A	01/06/2017	No	No

1. The *Asset Depreciation* screen will display.

PERIOD AND DEPRECIATION DATE

 The screen will open with the <u>current</u> financial *Period* and *Date* displayed.

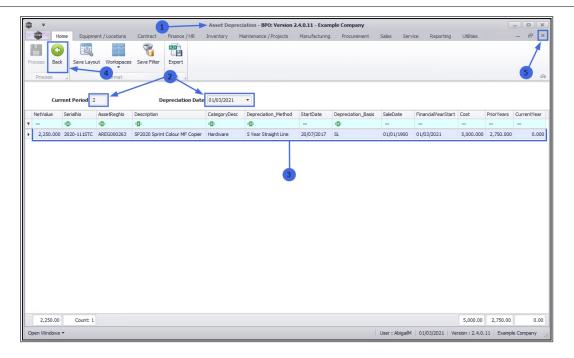
ASSET DEPRECIATION DETAILS

- 3. You can *view only* the following details in this screen:
 - Net Value: the current value of the asset.
 - Serial No.: the unique asset number given by the manufacturer, used for identification and inventory purposes.
 - Asset Register No.: the unique asset number given by the company.
 - **Description**: a brief description of the asset.



- **Category Description**: the category the asset falls under e.g. hard-ware.
- **Depreciation Method**: the method used to calculate the depreciation of the asset.
- **Start Date**: the date at which the asset was first available for use and depreciation began.
- **Depreciation Basis**: the amount of the asset's cost that can be depreciated over time.
- **Sale Date**: the date this asset was acquired. Depreciation expense must be computed up to this sale date.
- Financial Year Start: the date that the company's financial year starts.
- **Cost**: the initial cost of the asset.
- **Prior Years**: the total accumulated depreciation amount for the asset through the preceding years.
- **Current Year**: the depreciation amount for the current year.
- 4. **Note**: You <u>cannot</u> edit the Depreciation details from here, note that there is only a *Back* button and <u>no</u> Save button.
- Close the screen or click on the Back button, to return to the Machine List for [] screen.





Related Topics

- <u>Asset Depreciation Processing</u>
- <u>View Asset Depreciation Report</u>
- Assign a Depreciation and/or Wear and Tear Method

MNU.008.003