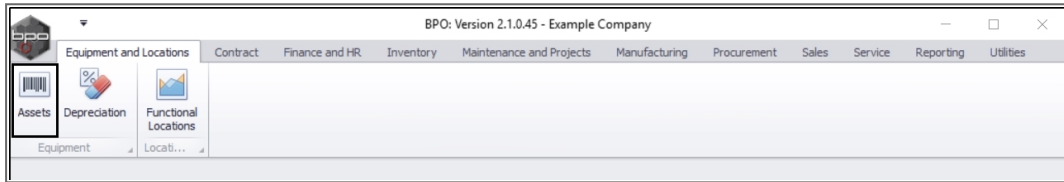# EQUIPMENT

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.

- By default, the Asset *Type* filter is set to view *All* serialised items.
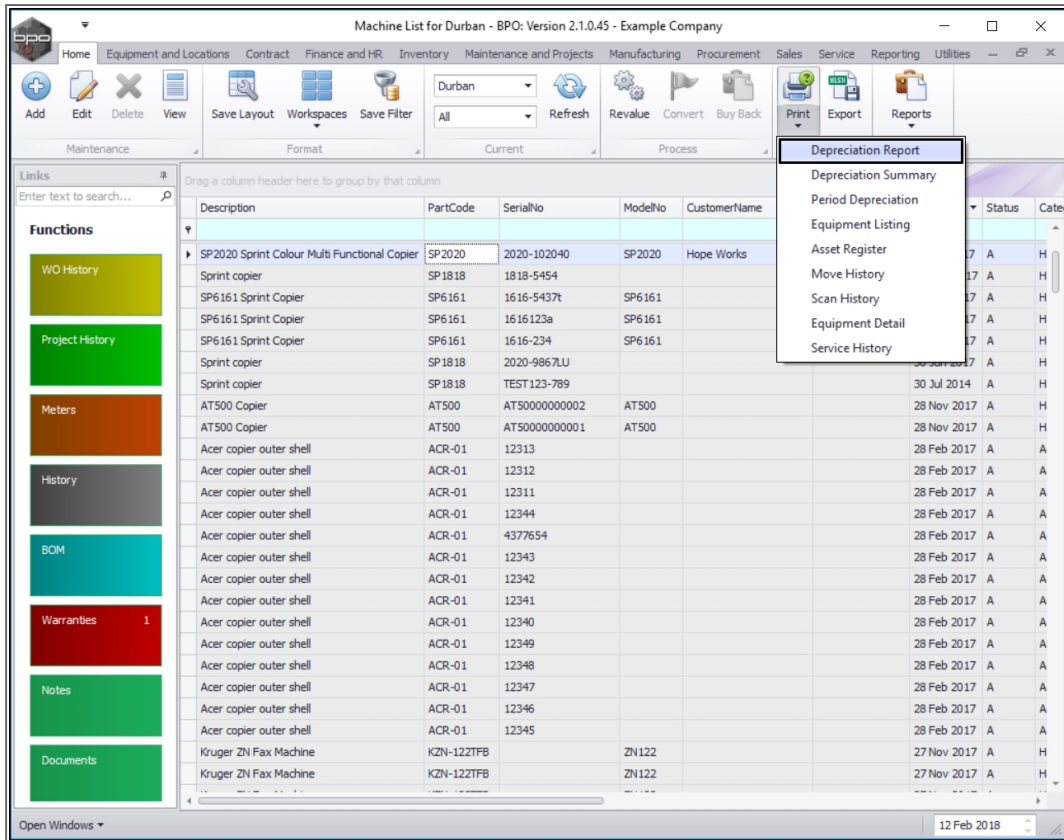
SELECT PRINT OPTION
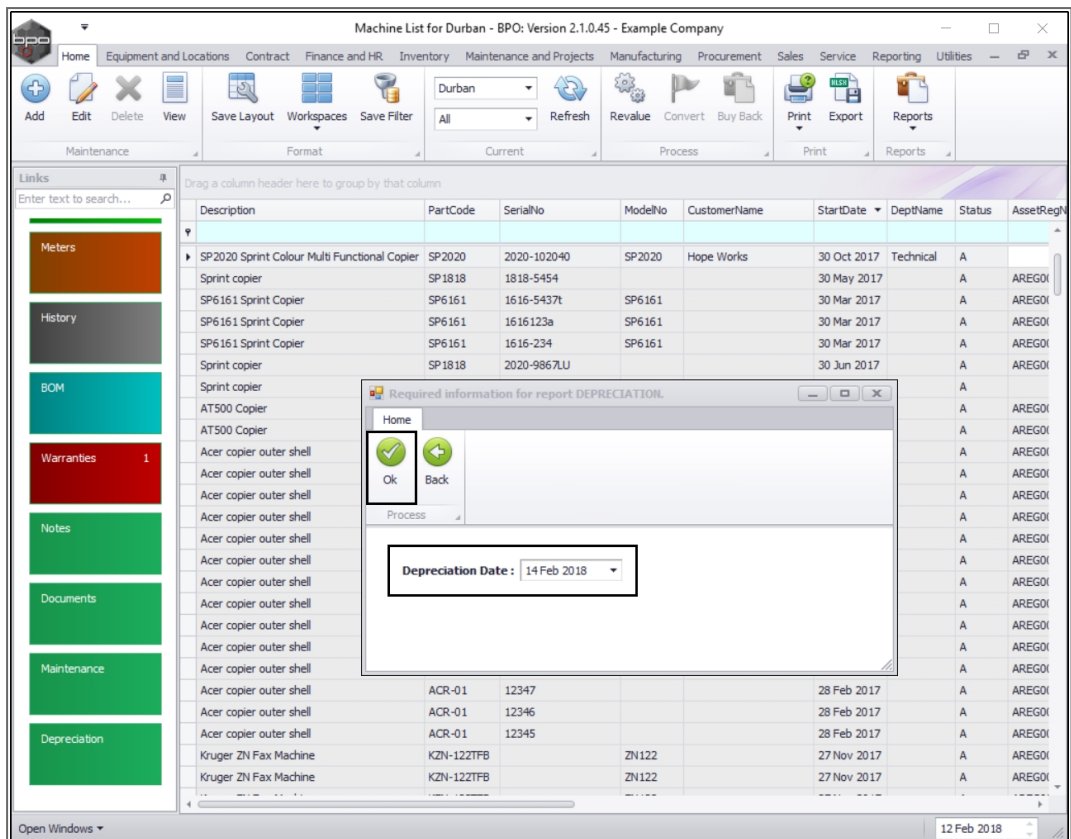
- Click on the *drop-down arrow* in the *Print* button.
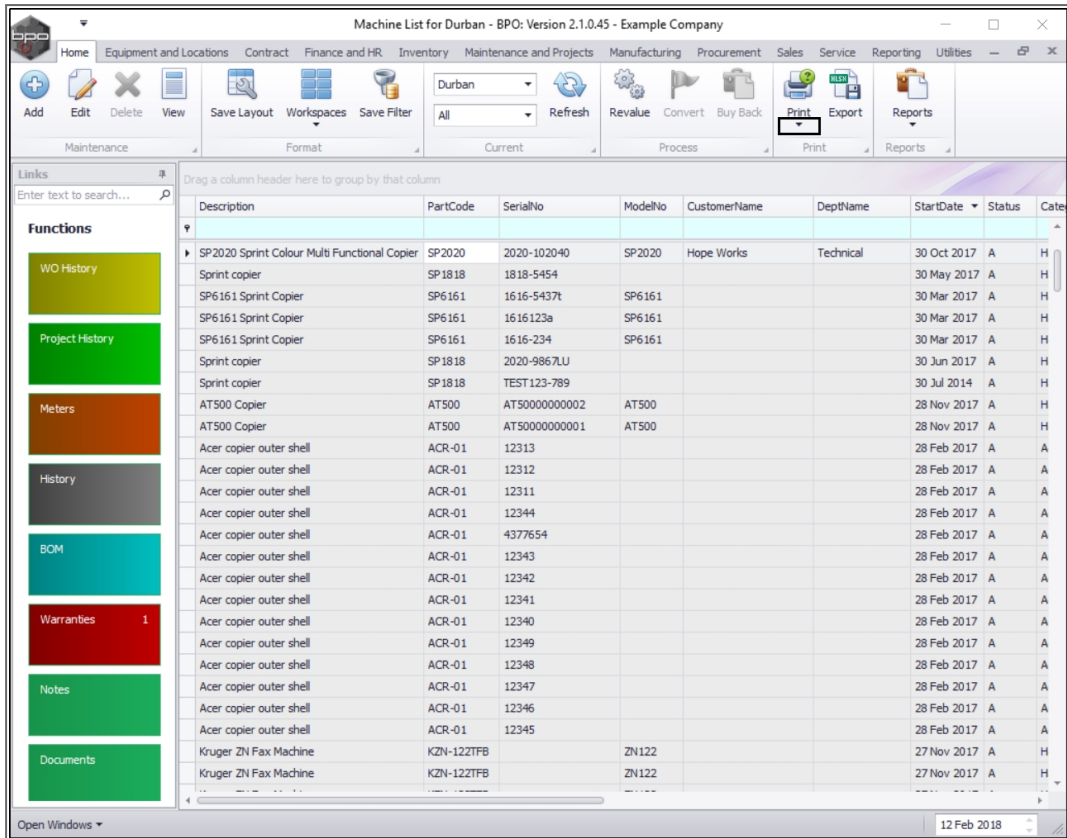
- The *Print* drop-down *menu* will be displayed.

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*.

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.

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