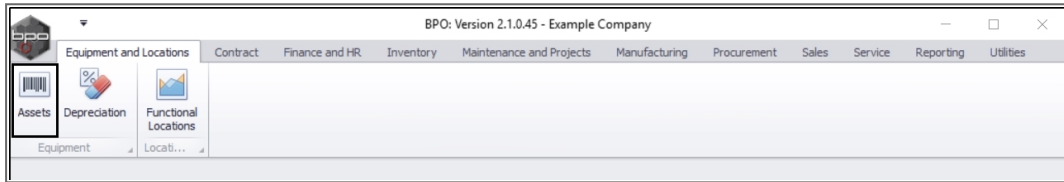


EQUIPMENT

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.

Machine List for Durban - BPO: Version 2.1.0.45 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Add | Edit | Delete | View | Save Layout | Workspaces | Save Filter | Durban | All | Refresh | Revalue | Convert | Buy Back | Print | Export | Reports

Maintenance | Format | Current | Process | Print | Reports

Links: Enter text to search...

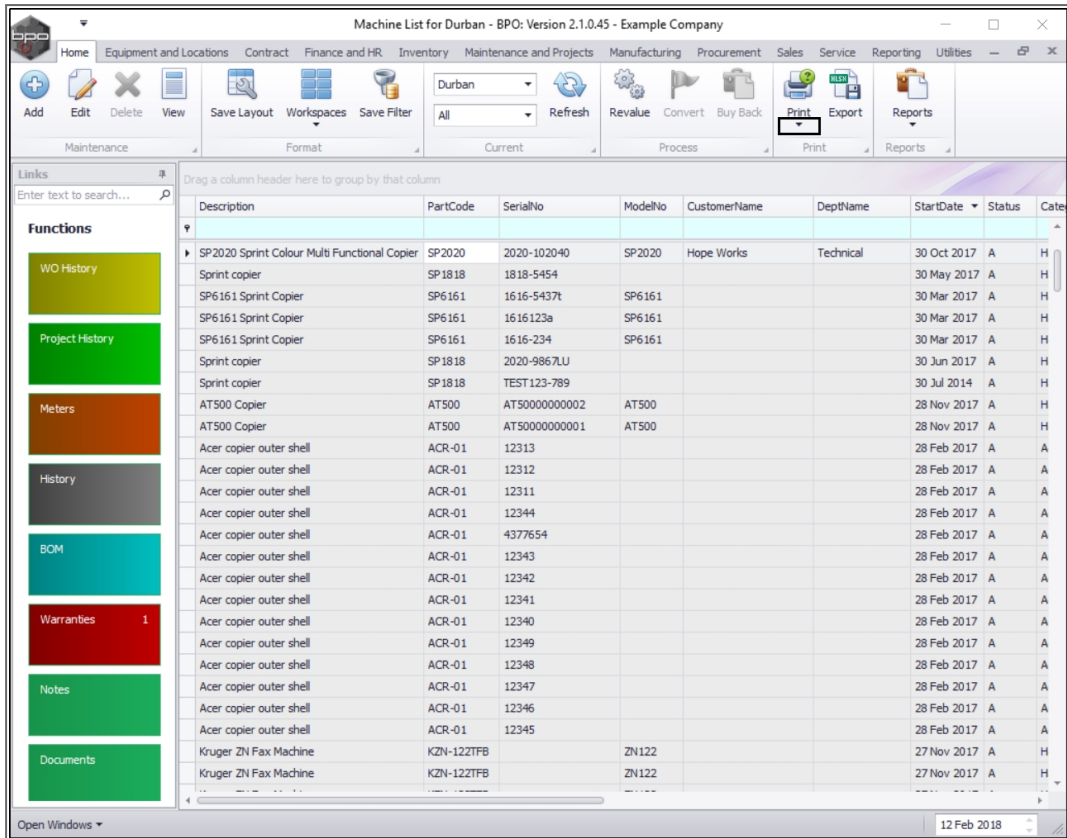
Functions: WO History, Project History, Meters, History, BOM, Warranties (1), Notes, Documents

Description	PartCode	SerialNo	ModelNo	CustomerName	DeptName	StartDate	Status	Cate
Acer copier outer shell	ACR-01	zc2416				23 Mar 2017	A	A
Acer copier outer shell	ACR-01	w2345				23 Mar 2017	A	A
SP2020 Sprint Colour Multi Functional Copier	SP2020	w2345	SP2020			23 Mar 2017	A	H
Test Machine	TMACH	tmach00000700				08 Aug 2017	A	H
Test Machine	TMACH	tmach00000003				11 Aug 2014	A	H
Test Machine	TMACH	tm40201				11 Aug 2014	A	H
Copier	SP1020	TIER123	SP1020	Hope Works	Technical	04 Sep 2015	A	H
Test Machine	TMACH	test987654				11 Aug 2014	A	H
Sprint copier	SP1818	TEST123-789				30 Jul 2014	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	test1234	SP2020	Hope Works	Technical	18 Feb 2016	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	test121212	SP2020			13 Jan 2016	A	H
New Machine	NMACH	t17520				11 Aug 2014	A	H
Test Machine	TMACH	T123				11 Aug 2014	A	H
SP19-12 Colour Copier	SP19-123456	SP19-12185274	SP19-12	Titan Group		13 Jun 2014	A	H
K147 Kyocera Colour Copier	1458-96523	SIN32413546	K147	Hope Works	Technical	19 Jul 2017	A	K
K147 Kyocera Colour Copier	1458-96523	SIN13512345	K147	Young Electric	Sales Department	23 Jun 2016	A	K
Kruger ZN Fax Machine	KZN-1227FB	sin12345568	ZN122	Young Electric	Sales Department	06 May 2014	A	H
K147 Kyocera Colour Copier	1458-96523	sin123	K147	Young Electric	Sales Department	06 May 2014	A	K
SP2020 Sprint Colour Multi Functional Copier	SP2020	r12345	SP2020	Apple Juice Inc	Sales Department	23 Mar 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	qa1234	SP2020			06 Apr 2017	A	H
PC Monitor - Samsung	PCMON001	PCMS1258				07 Sep 2016	A	A
New Machine	NMACH	NMACH123				11 Aug 2014	A	H
New Machine	NMACH	nm98087				11 Aug 2014	A	H
Test Machine	TMACH	nm6841234				11 Aug 2014	A	H
New Machine	NMACH	NM125-114477				26 Sep 2014	A	H

Open Windows | 12 Feb 2018

SELECT PRINT OPTION

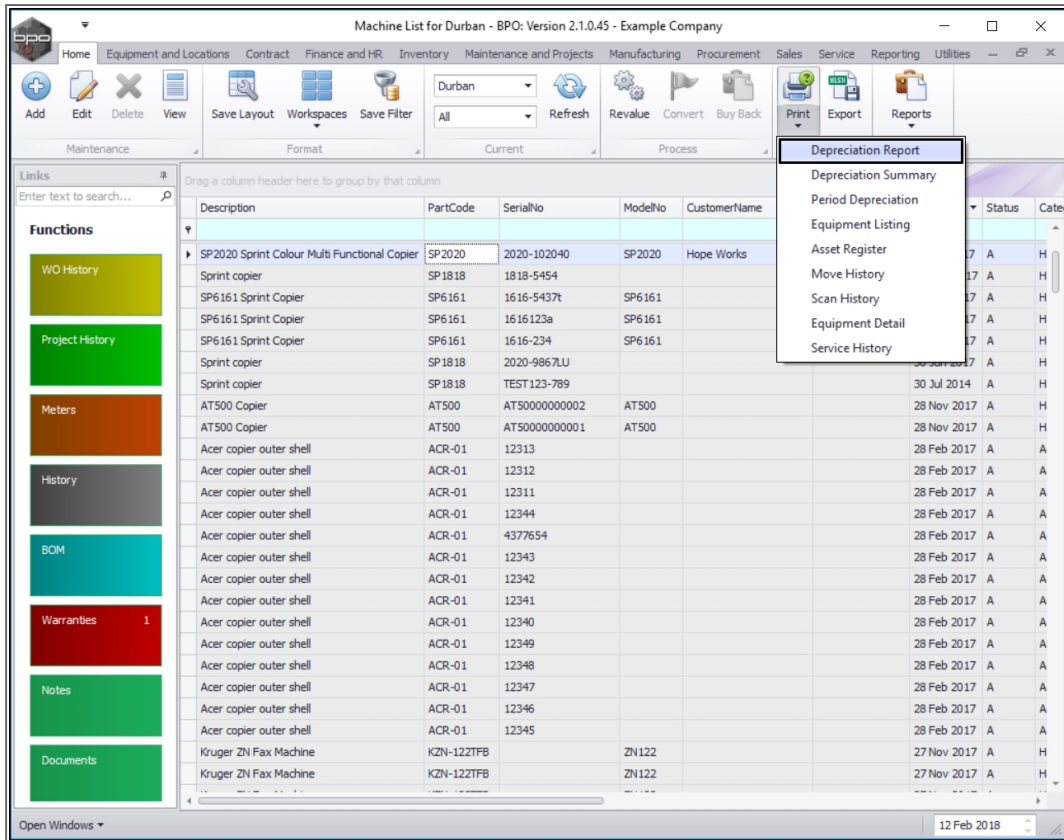
- Click on the **drop-down arrow** in the **Print** button.



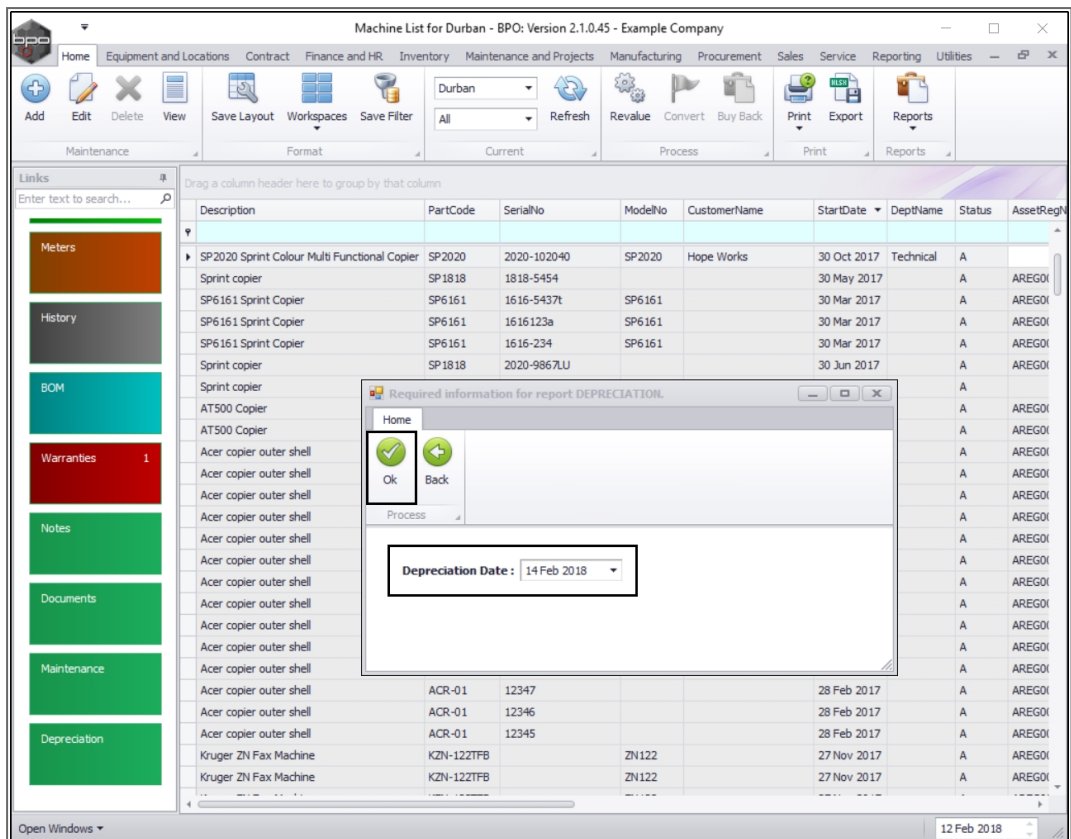
- The **Print** drop-down *menu* will be displayed.

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 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.

