

EQUIPMENT

ASSETS - PRINT - DEPRECIATION SUMMARY REPORT

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

Ribbon Access: Equipment and Locations > Assets

• =						BPO: Version 2.4.0	.11 - Example Co	mpany					_ – ×
	Equipment	/Locations	Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	
	>												_
Assets	Depreciation	Functional Locations											
Equ	ipment 🦼	Locations 4											~

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

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SELECT PRINT OPTION

4.	Click	on the	drop-down	arrow in	the	<i>Print</i> icon.
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-		1	Machine List for Durb								_	
Home Equi	oment / Location	is Contract F	inance / HR Inventory Mai	intenance / Projec	ts Manufao	turing Pro	ocurement Sale	s Ser	vice Reporting	Utilit	ies —	8
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dd Edit Delete	View Save	Layout Workspaces	Save Filter All	 Refresh 	Revalue Com	ert Buy Bad	Print Expo	t Re	ports			
Maintenance		Format	2 Current		Proce		Print	De	4			
		1 of the c	3 001101					a (144)			//	
nks 🛛 🕸	Drag a colum											
ter text to search >	AssetReg	No PartCode	Description	CategoryDesc	ParentType	ModelNo	SerialNo	Status	StartDate 🔺	Asset	IsFixedAsset	WOAtt
Functions	P 880	8 8 0	R B C	8 B C	8 8 0	8 B C	REC	8 8 C	=	8 8 0	8 0 0	8 B C
3	AREG000	369 SP1919	SP1919 Sprint Colour MFC	Hardware	WHSE	1919	1919-98986565	Α	03/07/2018	No	No	No
WO History	AREG000	370 2020-856	Drum	Accessories	WHSE		2020-856-7878	A	03/07/2018	No	No	No
	AREG000	371 SP2020	SP2020 Sprint Colour MF Copier	Hardware	WHSE	SP2020	14785236985247	Α	23/07/2018	No	No	No
	AREG000	373 SP1919	SP 19 19 Sprint Colour MFC	Hardware	WHSE	1919	BrokenStock	A	07/09/2018	No	No	No
Project History	AREGOOD	374 SP1919	SP 19 19 Sprint Colour MFC	Hardware	CTRT	1919	1919-44778855	A	07/09/2018	No	No	No
	AREG000	376 SP2020	SP2020 Sprint Colour MF Copier	Hardware	CTRT	SP2020	SP2020-147852	A	19/09/2018	No	Yes	No
	AREG000	007 SP1020	Copier	Hardware	CTRT	SP 1020	1020-10102	A	15/11/2018	No	Yes	No
Meters	AREG000	011 SP1020	Copier	Hardware	WHSE	SP1020	TIER 123	Α	15/11/2018	No	No	No
Meters	AREG000	378 SP2020	SP2020 Sprint Colour MF Copier	Hardware	SINV	SP2020	Test-swap	A	19/11/2018	No	No	No
	AREGOOD	003 SP1020	Copier	Hardware	WHSE	SP 1020	1020-1478	Α	08/01/2019	No	No	No
History	123	SP2020	SP2020 Sprint Colour MF Copier	Hardware	CTRT	SP2020	20-12345-5689	Α	03/05/2019	Yes	Yes	No
ristory	AREG000	388 DM100200	Colour Copier	Hardware	WHSE	DM100200	DM100200-154	A	22/07/2019	No	No	No
	AREG000	389 SP2020	SP2020 Sprint Colour MF Copier	Hardware	CTRT	SP2020	HOP001	Α	10/09/2019	No	No	No
	AREG000	391 15-856	Drum for SP1515	Spare Parts	WKOR		15-856-005	Α	19/02/2020	No	No	No
BOM	AREG000	392 SP500	Sprint Colour Copier	Hardware	WHSE		Kam001	A	14/04/2020	No	No	No
	AREG000	393 SP500	Sprint Colour Copier	Hardware	WHSE		Kam002	Α	14/04/2020	No	No	No
	AREG000	394 SP500	Sprint Colour Copier	Hardware	WHSE		Kam003	Α	14/04/2020	No	No	No
Warranties 1	AREG000	395 SP500	Sprint Colour Copier	Hardware	WHSE		Kam004	Α	14/04/2020	No	No	No
	AREG000	396 SP500	Sprint Colour Copier	Hardware	WHSE		Kam005	Α	14/04/2020	No	No	No
	AREG000	397 AT500	AT500 Copier	Hardware	SINV	AT500	wqe12	A	16/04/2020	No	No	No
Notes	AREG000	398 AT500	AT500 Copier	Hardware	WKOR	AT500	asdf456	Α	16/04/2020	No	No	No
		KZN-122TFB	Kruger ZN Fax Machine	Hardware	WHSE	ZN122	sin 12345568	A	16/04/2020	No	No	No

1. The *Print options menu* will display.

SELECT REPORT OPTION

2. Click on *Depreciation Summary*.



7			Machine List for	BPO: Version 2	.4.0.11 - Exan	nple Compa	ny				_	
Home Equipr	ment / Locations	Contract F	inance / HR Inventory Mai	ntenance / Projec	ts Manufac	turing Pro	ocurement Sale	s Sen	vice Rep	porting U	ilities —	8
		Workspaces				ert Buy Bag						
	Image Ensupent/Locations Contract France/HR Inventory Maintenance/Projects Maintenance/Projects Maintenance/Projects Maintenance/Projects Normal Service Reporting Utility d Edit Delay Workspace Save Layout Workspace Save Layo											
Maintenance	4	Format	∡ Current	A	Proce	SS	Deprec	iation Rep	ort			<
						2—	Depreci	iation Sun	nmary			
Enter text to search P	AssetRegNo	PartCode	Description	CategoryDesc	ParentType	ModelNo	Se Period	Depreciati	on	Asset	IsFixedAsset	WOAtta
Functions	9 80C	880	8 <mark>0</mark> 0	8 0 0	8 0 0	8 B C	RE Equipm	nent Listin	g	REC	8 0 0	8 0 0
	AREG000369	SP 19 19	SP 19 19 Sprint Colour MFC	Hardware	WHSE	1919	19 Asset R	egister		8 No	No	No
WO History	AREG000370	2020-856	Drum	Accessories	WHSE		20 Move H	listory		8 No	No	No
	AREG000371	SP2020	SP2020 Sprint Colour MF Copier	Hardware	WHSE	SP2020	14 Scan H	istory		8 No	No	No
	AREG000373	SP 19 19	SP1919 Sprint Colour MFC	Hardware	WHSE	1919	Br Equiper	ent Detai		8 No	No	No
Project History	AREG000374	SP1919	SP1919 Sprint Colour MFC	Hardware	CTRT	1919	10			8 No	No	No
	 AREG000376 	SP2020	SP2020 Sprint Colour MF Copier	Hardware	CTRT	SP2020	SF	Thistory		8 No	Yes	No
	AREG000007	SP 1020	Copier	Hardware	CTRT	SP1020	1020-10102	A	15/11/20	18 No	Yes	No
Meters	AREG000011	SP1020	Copier	Hardware	WHSE	SP1020	TIER 123	Α	15/11/20	18 No	No	No
	AREG000378	SP2020	SP2020 Sprint Colour MF Copier	Hardware	SINV	SP2020	Test-swap	A	19/11/20	18 No	No	No
	AREG000003	SP1020	Copier	Hardware	WHSE	SP1020	1020-1478	A	08/01/20	19 No	No	No
History	AREG000379	SP1919	SP1919 Sprint Colour MFC	Hardware	WHSE	1919	19-50501	Α	08/01/20	19 No	No	No
,	AREG000380	SP1919	SP1919 Sprint Colour MFC	Hardware	WHSE	1919	19-50502	A	08/01/20	19 No	No	No
			SP1919 Sprint Colour MFC	Hardware		1919		Α			No	No
ROM												No No No No No No No No No No No No
DOM												
Warranties 1												
Notes												
	AREG000389	SP2020	SP2020 Sprint Colour MF Copier	Hardware	CTRT	SP2020	HOP001	A	10/09/20	19 No	No	No

- A *Report Generation* message box will appear with the following prompt:
 - Do you want to print the depreciation summary report?
- Machine List for Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procu nent Service 2 **P** 🧠 P 🛍 Ŷ Ð 🌈 🗙 All Sites -Refresh Revalue Convert Buy Back Reports Save Layout Workspaces Save Filter Print Export Edit Delete All Add View PartCode CategoryDesc ParentType ModelNo AssetRegNo Description SerialNo Status StartDate Asset IsFixedAsset WOAtta 880 R 🖸 I 8 **B** C R B C 880 REC 880 -Functions 800 8 88 AREG000369 SP1919 SP 19 19 Sprint Colour MFC Hardware WHSE 1919 1919-98986565... A 03/07/2018 No No No AREG000370 2020-856 Drum 1 Accessories WHSE 2020-856-7878... A 03/07/2018 No No No AREG000371 SP2020 SP2020 Sprint Colour MF Copie Hardware WHSE SP2020 14785236985247 23/07/2018 No No SP 19 19 Sprint Colour MFC AREG000373 SP 19 19 Hardware WHSE 1919 BrokenStock 07/09/2018 No No No our MFC Hardware 1919-44778855 AREG000374 CTRT 07/09/2018 No SP 19 19 SP 19 19 Sprint C 1919 No No our MF Cop AREG000376 SP2020 SP2020 Sprint C Hardware CTRT SP2020 SP2020-147852 19/09/2018 No Yes No AREG000007 SP 1020 Copier Hardware CTRT SP1020 1020-10102 15/11/2018 No Yes No TIER 123 15/11/2018 No AREG000011 SP1020 Hardware WHSE SP1020 No No Copier AREG000378 SP2020 Test-swap 19/11/2018 No No No Report Generation AREG000003 SP 1020 08/01/2019 No No 1020-1478 No AREG000379 SP 19 19 19-50501 08/01/2019 No No No Po you want to print the depreciation summary report? SP 19 19 19-50502 AREG000380 08/01/2019 No No No AREG000381 SP1919 19-50503 08/01/2019 No No No AREG000382 2020-856 856-50501 08/01/2019 No No No AREG000383 2020-856 856-50502 08/01/2019 No No No No 2 Yes AREG000384 2020-856 856-50503 08/01/2019 No No No WHSE AREG000385 2020-856 Drum Accessories 856-50504 08/01/2019 No No No AREG000386 2020-856 Drum WHSE 856-50505 08/01/2019 No No Acces No AREG000387 2020-856 Drum Accessories WHSE 856-50506 08/01/2019 No No No 123 SP2020 SP2020 Sprint Colour MF Copier Hardware CTRT SP2020 20-12345-56 03/05/2019 No Yes Yes WHSE CTRT AREG000388 DM100200 Colour Copier Hardware DM100200 DM100200-154. 22/07/2019 No No No AREG000389 SP2020 SP2020 Sprint Colour MF Copier Hardware SP2020 HOP001 10/09/2019 No No
- Click on Yes.

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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.

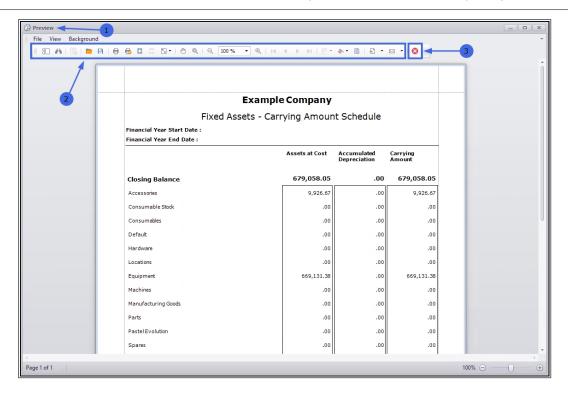
- 2. Either *type in* or click on the *drop-down arrow* and use the displayed *calendar function* to select the date you require.
- 3. Click on *Ok*.

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	Home	e Equi	pmer	nt / Locations	Contract Fi	inance / HR I	Inventory Main	tenance / Project	s Manufac	turing Pro	curement Sale	s Serv	vice Reportin) Util	ities —	8)
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1021 027				AssetRegNo	PartCode	Description		CategoryDesc	ParentType	ModelNo	SerialNo	Status	StartDate 4	Asset	IsFixedAsset	WOAtta
Funct	tions		٩	* #BC	8 B C	8 8 C		8 B C	R B C	8 E C	8 0 C	RBC	-	8 0 0	8 B C	8 B C
				AREG000369	SP 19 19	SP 19 19 Sprint (Colour MFC	Hardware	WHSE	1919	1919-98986565	Α	03/07/2018	No	No	No
WO History			AREG000370	2020-856	Drum		Accessories	WHSE		2020-856-7878	A	03/07/2018	No	No	No	
			AREG000371	SP2020	SP2020 Sprint (Colour MF Copier	Hardware	WHSE	SP2020	14785236985247	Α	23/07/2018	No	No	No	
				AREG000373	SP 19 19	SP 19 19 Sprint (Colour MFC	Hardware	WHSE	1919	BrokenStock	A	07/09/2018	No	No	No
Project History AREG000374 S			SP1919	SP 19 19 Sprint (Colour MFC 📌	Hardware	CTRT	1919	1919-44778855	Α	07/09/2018	No	No	No		
		•	AREG000376	SP2020	SP2020 Sprint	Colour MF Copier	Hardware	CTRT	SP2020	SP2020-147852	Α	19/09/2018	No	Yes	No	
			AREG000007	SP1020	Copier		Hardware	CTRT	SP1020	1020-10102	A	15/11/2018	No	Yes	No	
Mete	ers			AREG000011	SP 1020	Copier		Hardware	WHSE	SP1020	TIER 123	Α	15/11/2018	No	No	No
				AREG000378 SF 🖳 Required information for report DEP				PRECIATIONSUMMARY.				A	19/11/2018	No	No	No
				AREG000003	SF Home							Α	08/01/2019	No	No	No
Histo				AREG000379	SF							Α	08/01/2019	No	No	No
histo	лу			AREG000380	si 🕥							A	08/01/2019	No	No	No
				AREG000381	SF Ok	Back						Α	08/01/2019	No	No	No
				AREG000382	20		3					Α	08/01/2019	No	No	No
BOM				AREG000383	20 Proce	Process a							08/01/2019	No	No	No
				AREG000384	20							Α	08/01/2019	No	No	No
				AREG000385	20 De	preciation Dat	e : 31/01/2021					Α	08/01/2019	No	No	No
Warr	ranties			AREG000385 20 Depreciation Date : 31/01/2021 -								Α	08/01/2019	No	No	No
				AREG000387	20		1		2			Α	08/01/2019	No	No	No
				123	SF						9	Α	03/05/2019	Yes	Yes	No
Note	s			AREG000388	D						4	Α	22/07/2019	No	No	No
				AREG000389	SF						17.	A	10/09/2019	No	No	No

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.





MNU.007.039