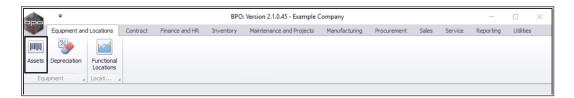


We are currently updating our site; thank you for your patience.

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.

Help v2024.5.0.7/1.0 - Pg 1 - Printed: 21/08/2024



	and the second sec	Machine List for Durba			1.2	orden over the o			X
Home Equipment	and Locations Contract Fi	nance and HR Inventory Ma	intenance and Projects	Manufacturing	Procurement		eporting Utilities	- 6	r ,
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Project History		2020-656 SP1818	1818-5362				31 May 2017 31 May 2017		A
Project filstory	Sprint copier Sprint copier	SP 1818	1818-4352				31 May 2017		н
	Sprint copier	SP 1818	1818-2345				31 May 2017		н
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Meters	SP 19 19 Sprint Colour M		1919-9326	1919			30 Oct 2017		н
		ulti Functional Copier SP2020	2020-102040	SP2020	Hope Works	Technical	30 Oct 2017		н
	Sprint copier	SP1818	1818-5454	3F 2020	Hope works	rechilda	30 May 2017		н
History	SP6161 Sprint Copier	SP6161	1616-5437t	SP6161			30 Mar 2017		н
	SP6161 Sprint Copier	SP6161	1616123a	SP6161			30 Mar 2017		н
	SP6161 Sprint Copier	SP6161	1616-234	SP6161			30 Mar 2017		н
BOM	Sprint copier	SP1818	2020-9867LU				30 Jun 2017		н
	Sprint copier	SP1818	TEST 123-789				30 Jul 2014	A	н
	AT500 Copier	AT500	AT5000000002	AT500			28 Nov 2017		н
Warranties 1	AT500 Copier	AT500	AT5000000001	AT500			28 Nov 2017		н
	Acer copier outer shell	ACR-01	12313				28 Feb 2017	A	A
	Acer copier outer shell	ACR-01	12312				28 Feb 2017	A	A
Notes	Acer copier outer shell	ACR-01	12311				28 Feb 2017	A	A
	Acer copier outer shell	ACR-01	12344				28 Feb 2017	A	A
	Acer copier outer shell	ACR-01	4377654				28 Feb 2017	A	A
	Acer copier outer shell	ACR-01	12343				28 Feb 2017		A
Documents	Acer copier outer shell	ACR-01	12342				28 Feb 2017	A	A

• By default, the Asset **Type** filter is set to view **All** serialised items.



po	*									t for Durban -											^
	Home E	Equipmen	t and	Location	is Contr	act	Finance	and HR	Inve	entory Mainte	enance and Pr	rojects	Manufacturi	ng Pro	curement	Sales	Service	Reportir	ng Utilities	-	8
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				Sprin	nt copier					SP1818	TEST123-78	39							30 Jul 2014	Α	н
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SELECT PRINT OPTION

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



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	Home	Equipme	nt and	d Loci	ations Contra	act Finance	and HR Inve	ntory Mainte	enance and Projects	Manufacturin	g Procurement	Sales Service	Reporting Utilities		7 X
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Tun	ciona				SP2020 Sprint C	olour Multi Eur	actional Conier	502020	2020-102040	SP2020	Hope Works	Technica	30 Oct 2017		н
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					SP6161 Sprint C	onier		SP6161	1616-5437t	SP6161			30 May 2017		н
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Pro	oject Histo	ry			SP6161 Sprint C			SP6161	1616-234	SP6161			30 Mar 2017		н
					Sprint copier	- op. c.		SP1818	2020-9867LU	0.0101			30 Jun 2017		н
					Sprint copier			SP1818	TEST123-789				30 Jul 2014	A	н
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1.10					AT500 Copier			AT500	AT5000000001	AT500			28 Nov 2017	A	н
					Acer copier oute	er shell		ACR-01	12313				28 Feb 2017	A	A
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					Acer copier oute	er shell		ACR-01	12341				28 Feb 2017	Α	A
Wa	arranties				Acer copier oute	er shell		ACR-01	12340				28 Feb 2017	Α	A
					Acer copier oute	er shell		ACR-01	12349				28 Feb 2017	Α	A
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• The **Print** drop-down **menu** will be displayed.

SELECT DEPRECIATION REPORT OPTION

• Click on **Depreciation Report**.



Home Equipment	and Locations Contract Finance and HR Inve	ntory Mainte	enance and Projects	Manufacturing	Procurement	Sales Service Re	porting Utilities	_	8)
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	SP6161 Sprint Copier SP6161 Sprint Copier	SP6161 SP6161	1616-5437t	SP6161 SP6161		Scan History	1	7 A 7 A	н
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Project filstory	SP6161 Sprint Copier Sprint copier	SP0101 SP1818	2020-9867LU	5P0101		Service Histor	ry -	7 A	н
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Meters	AT500 Copier	AT500	AT50000000001	AT500			28 Nov 201		н
	Acer copier outer shell	ACR-01	12313	A1300			28 Feb 201		A
	Acer copier outer shell	ACR-01	12312				28 Feb 201		A
History	Acer copier outer shell	ACR-01	12311				28 Feb 201		A
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	Acer copier outer shell	ACR-01	12349				28 Feb 201	7 A	A
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Notes	Acer copier outer shell	ACR-01	12347				28 Feb 201	7 A	A
	Acer copier outer shell	ACR-01	12346				28 Feb 201	7 A	A
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Documents	Kruger ZN Fax Machine	KZN-122TFB		ZN122			27 Nov 201	7 A	н
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- A **Report Generation** message box will appear with the following prompt:
 - $^\circ~$ Do you want to print the depreciation report?
- Click on Yes.



1	Home	Equipment	t and	Locations	Contrac	t Finance	and HR Inve	ntory Maint	enance and Projects	Manufacturing	Procurement	Sales	Service Re	eporting	Utilities	_ 8	1
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Met	ters			 SP2020 S 	print Co	lour Multi Fur	nctional Copier	SP2020	2020-102040	SP2020	Hope Works		30 Oct 2017	Technica	A		
				Sprint cop	pier			SP1818	1818-5454				30 May 2017		Α	ARE	EGO
				SP6161 S	print Co	pier		SP6161	1616-5437t	SP6161			30 Mar 2017		Α	ARE	EGO
Hist	tory			SP6161 S	print Co	pier		SP6161	1616123a	SP6161			30 Mar 2017		A	ARE	EGO
				SP6161 S	print Co	pier		SP6161	1616-234	SP6161			30 Mar 2017		A	ARE	EGO
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				Acer copi	er outer	shell		ACR-01	12340				28 Feb 2017		Α	ARE	EGO
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				Acer copi	er outer	shell		ACR-01	12346				28 Feb 2017		A	ARE	
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				Kruger Zi				KZN-122TFB		ZN122			27 Nov 2017		Α	ARE	EGO
				Kruger Zi	Fax Ma	achine		KZN-122TFB		ZN 122			27 Nov 2017		Α	ARE	EGO
				4													

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**.



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Home	Equipment	tand	Locations Contra	act Finance a	and HR Inve	ntory Mainte	enance and Projects	Manufacturing	g Procurement		eporting U	Itilities –	. 8 :
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			9										
Meters			 SP2020 Sprint (Colour Multi Eur	ctional Conier	SP2020	2020-102040	SP2020	Hope Works	30 Oct 2017	Technical	A	
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			SP6161 Sprint (Conier		SP6161	1616-5437t	SP6161		30 Mar 2017		A	AREGO
History			SP6161 Sprint (SP6161	1616123a	SP6161		30 Mar 2017		A	AREGO
			SP6161 Sprint (SP6161	1616-234	SP6161		30 Mar 2017		A	AREGO
			Sprint copier			SP1818	2020-9867LU			30 Jun 2017		A	AREGO
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			AT500 Copier				ion for report DEPF	RECIATION.				A	AREGO
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Documents			Acer copier out	er shell								A	AREGO
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			Kruger ZN Fax	Machine		KZN-122TFB		ZN122		27 Nov 2017	7	A	AREG0
			Kruger ZN Fax	Machine		KZN-122TFB		ZN122		27 Nov 2017	7	A	AREG0

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.



1							
	Asset	s - Depreciation R	eport		As At Date : 14 Feb	2018	
Asset Reg No.	Serial No.	Description	Part No	Model No	Method	Ops Status	Prior Yea
	998-12345	Staple Unit	2020-998		5 Year Straight Line	New	
	998-987654	Staple Unit	2020-998		5 Year Straight Line	New	
AREG000136	2020856-1234	Drum	2020-856			New	
AREG000044	856-1020	Drum	2020-856			New	
AREG000222	2020-4329	Drum	2020-856			New	
AREG000220	2020-4327	Drum	2020-856			New	
AREG000182	abcd123	Acercopieroutershell	ACR-01			New	
AREG000208		Drum	2020-856			New	
	998-987654	Staple Unit	2020-998		5 Year Straight Line	New	
	cvb124	SP1919 Sprint Colour MFC	SP1919	1919	5 Vear Straight Line	New	
	sin123	Kruger ZN Fax Machine	KZN-122TFB	ZN122	5 Year Straight Line	New	
	14-99887744	K147 Kyocera Colour Copier	1458-96523	K147	5 Year Straight Line	New	
	1912-102037	SP19-12 Colour Copier	SP19-123456	SP19-12	5 Vear Straight Line	New	
	1912-102042	SP19-12 Colour Copier	SP19-123456	SP19-12	5 Year Straight Line	New	
	cvb123	SP1919 Sprint Colour MFC	SP1919	1919	5 Vear Straight Line	New	
					5 Year Straight Line	New	
	nm10201	New Machine	NMACH		5 Year Scraight Line	new	

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