

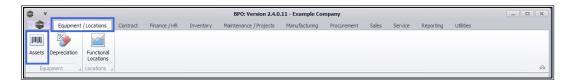
We are currently updating our site; thank you for your patience.

EQUIPMENT

ASSETS - PRINT - DEPRECIATION SUMMARY REPORT

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

Ribbon Access: Equipment and Locations > Assets



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.

SELECT PRINT OPTION

4. Click on the **drop-down arrow** in the **Print** icon.

		t / Locations	Contract Fi	Machine List for Durb	an - BPO: Version			npany ocurement Sales	s Sen	vice Reporting	a Utili		
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ter text to search P		AssetRegNo	PartCode	Description	CategoryDesc	ParentType	ModelNo	SerialNo	Status	StartDate -	Asset	IsFixedAsset	WOAtta
Functions	۴	8 8 0	8 8 C	REC	8 B C	88C	8 B C	8 0 0	RBC	=	REC	8 B C	8 8 0
3		AREG000369	SP1919	SP 19 19 Sprint Colour MFC	Hardware	WHSE	1919	1919-98986565	A	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	A	23/07/2018	No	No	No
	V	AREG000373	SP1919	SP1919 Sprint Colour MFC	Hardware	WHSE	1919	BrokenStock	A	07/09/2018	No	No	No
Project History		AREG000374	SP1919	SP 19 19 Sprint Colour MFC	Hardware	CTRT	1919	1919-44778855	A	07/09/2018	No	No	No
	Þ	AREG000376	SP2020	SP2020 Sprint Colour MF Copier	Hardware	CTRT	SP2020	SP2020-147852	A	19/09/2018	No	Yes	No
		AREG000007	SP1020	Copier	Hardware	CTRT	SP1020	1020-10102	A	15/11/2018	No	Yes	No
Meters		AREG000011	SP1020	Copier	Hardware	WHSE	SP1020	TIER 123	A	15/11/2018	No	No	No
		AREG000378	SP2020	SP2020 Sprint Colour MF Copier	Hardware	SINV	SP2020	Test-swap	A	19/11/2018	No	No	No
		AREG000003	SP1020	Copier	Hardware	WHSE	SP1020	1020-1478	A	08/01/2019	No	No	No
History		123	SP2020	SP2020 Sprint Colour MF Copier	Hardware	CTRT	SP2020	20-12345-5689	A	03/05/2019	Yes	Yes	No
ristory		AREG000388	DM100200	Colour Copier	Hardware	WHSE	DM100200	DM100200-154	A	22/07/2019	No	No	No
		AREG000389	SP2020	SP2020 Sprint Colour MF Copier	Hardware	CTRT	SP2020	HOP001	A	10/09/2019	No	No	No
		AREG000391	15-856	Drum for SP1515	Spare Parts	WKOR		15-856-005	A	19/02/2020	No	No	No
BOM		AREG000392	SP500	Sprint Colour Copier	Hardware	WHSE		Kam001	A	14/04/2020	No	No	No
		AREG000393	SP500	Sprint Colour Copier	Hardware	WHSE		Kam002	Α	14/04/2020	No	No	No
		AREG000394	SP500	Sprint Colour Copier	Hardware	WHSE		Kam003	A	14/04/2020	No	No	No
Warranties 1		AREG000395	SP500	Sprint Colour Copier	Hardware	WHSE		Kam004	Α	14/04/2020	No	No	No
		AREG000396	SP500	Sprint Colour Copier	Hardware	WHSE		Kam005	Α	14/04/2020	No	No	No
		AREG000397	AT500	AT500 Copier	Hardware	SINV	AT500	wqe12	A	16/04/2020	No	No	No
Notes		AREG000398	AT500	AT500 Copier	Hardware	WKOR	AT500	asdf456	Α	16/04/2020	No	No	No
			KZN-122TEB	Kruger ZN Fax Machine	Hardware	WHSE	7N122	sin12345568	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
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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	
вом												
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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?

	mon	t / Locations	Contract F	Machine List for	BPO: Version 2			vy ocurement Sales	Serv	vice Reportin	a Utilit		8
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		AREG000369	SP1919	SP1919 Sprint Colour MFC	Hardware	WHSE	1919	1919-98986565	A	03/07/2018	No	No	No
WO History		AREG000370	2020-856	Drum 1	Accessories	WHSE		2020-856-7878	A	03/07/2018	No	No	No
		AREG000371	SP2020	SP2020 Sprint Colour MF Copier	Hardware	WHSE	SP2020	14785236985247	A	23/07/2018	No	No	No
		AREG000373	SP1919	SP 19 19 Sprint Colour MFC	Hardware	WHSE	1919	BrokenStock	A	07/09/2018	No	No	No
Project History		AREG000374	SP1919	SP 19 19 Sprint Colour MFC	Hardware	CTRT	1919	1919-44778855	A	07/09/2018	No	No	No
	Þ	AREG000376	SP2020	SP2020 Sprint Colour MF Copier	Hardware	CTRT	SP2020	SP2020-147852	A	19/09/2018	No	Yes	No
		AREG000007	SP1020	Copier	Hardware	CTRT	SP1020	1020-10102	A	15/11/2018	No	Yes	No
Meters		AREG000011	SP1020	Copier 💙	Hardware	WHSE	SP1020	TIER 123	A	15/11/2018	No	No	No
		AREG000378	SP2020	Report Generation			Х	Test-swap	A	19/11/2018	No	No	No
		AREG000003	SP1020					1020-1478	A	08/01/2019	No	No	No
History		AREG000379	SP1919					19-50501	Α	08/01/2019	No	No	No
history		AREG000380	SP1919	Po you want to prin	t the depreciation	on summary re	port?	19-50502	A	08/01/2019	No	No	No
		AREG000381	SP1919					19-50503	Α	08/01/2019	No	No	No
		AREG000382	2020-856			_		856-50501	Α	08/01/2019	No	No	No
BOM		AREG000383	2020-856	2	Yes	1	No	856-50502	Α	08/01/2019	No	No	No
		AREG000384	2020-856		_			856-50503	Α	08/01/2019	No	No	No
		AREG000385	2020-856	Drum	Accessories	WHSE		856-50504	Α	08/01/2019	No	No	No
Warranties 1		AREG000386	2020-856	Drum	Accessories	WHSE		856-50505	Α	08/01/2019	No	No	No
		AREG000387	2020-856	Drum	Accessories	WHSE		856-50506	Α	08/01/2019	No	No	No
		123	SP2020	SP2020 Sprint Colour MF Copier	Hardware	CTRT	SP2020	20-12345-5689	A	03/05/2019	Yes	Yes	No
Notes		AREG000388	DM100200	Colour Copier	Hardware	WHSE	DM100200	DM100200-154	Α	22/07/2019	No	No	No
		AREG000389	SP2020	SP2020 Sprint Colour MF Copier	Hardware	CTRT	SP2020	HOP001	A	10/09/2019	No	No	No

• Click on Yes.



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.

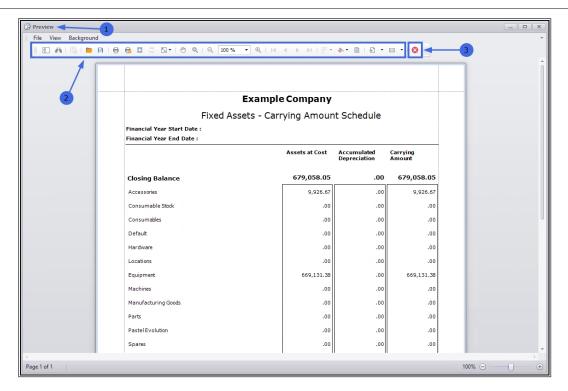
- 2. Either **type in** or click on the **drop-down arrow** and use the displayed **calendar function** to select the date you require.
- 3. Click on Ok.

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1021 027				AssetRegNo	PartCode	Description		CategoryDesc	ParentType	ModelNo	SerialNo	Status	StartDate 4	Asset	IsFixedAsset	WOAtta
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				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	Α	07/09/2018	No	No	No	
Proje	Project History AREG000374 SP1919 SP19				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 🖳 Requ	ired informatio	on for report DEP	RECIATIONSU	IMARY.	-		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	SS a					\approx	Α	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			AREG000386	20		٨	•				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