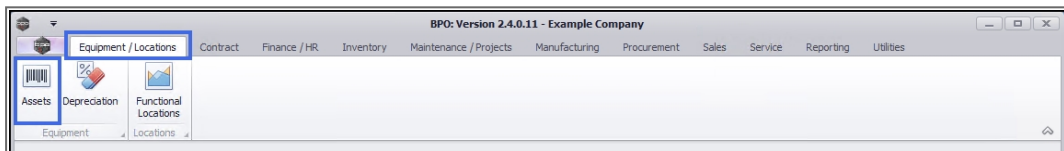


We are currently updating our site; thank you for your patience.

## EQUIPMENT

### ASSETS – PRINT – PERIOD DEPRECIATION REPORT

Ribbon Access: Equipment and Locations > Assets



1. The **Machine List for []** screen will be displayed.

### THE SITE AND STATUS 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.

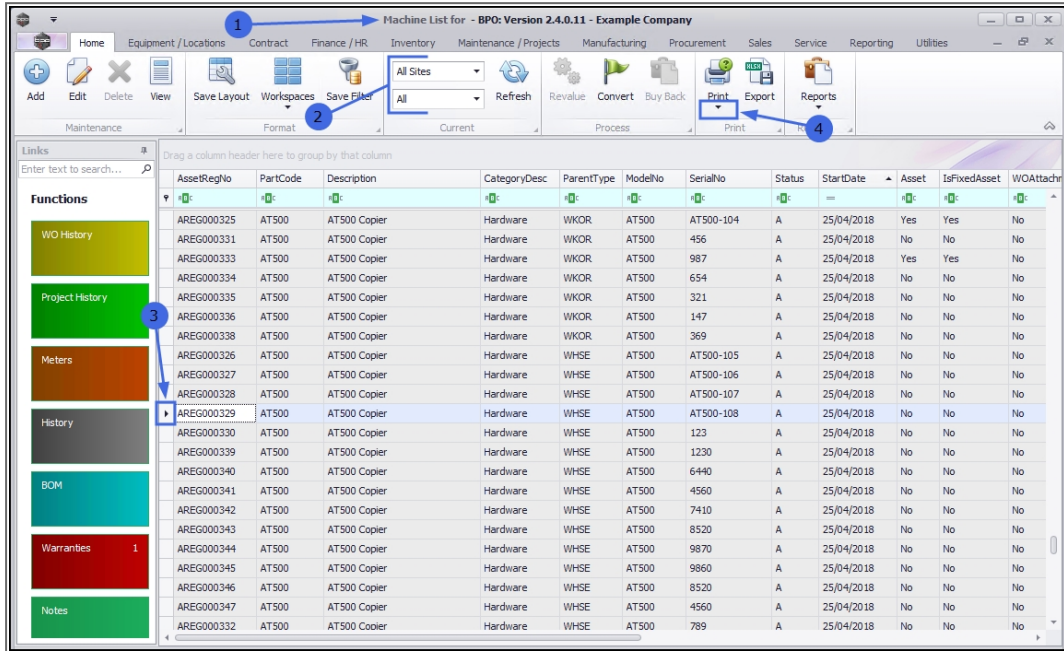
Note: Refer to [Site Selection](#) for more information about Site settings.

### SELECT ASSET

3. Ensure that you have selected an asset row.
  - **Note:** The **Print** button will not display the Print **menu** unless an asset row is selected.

## SELECT PRINT OPTION

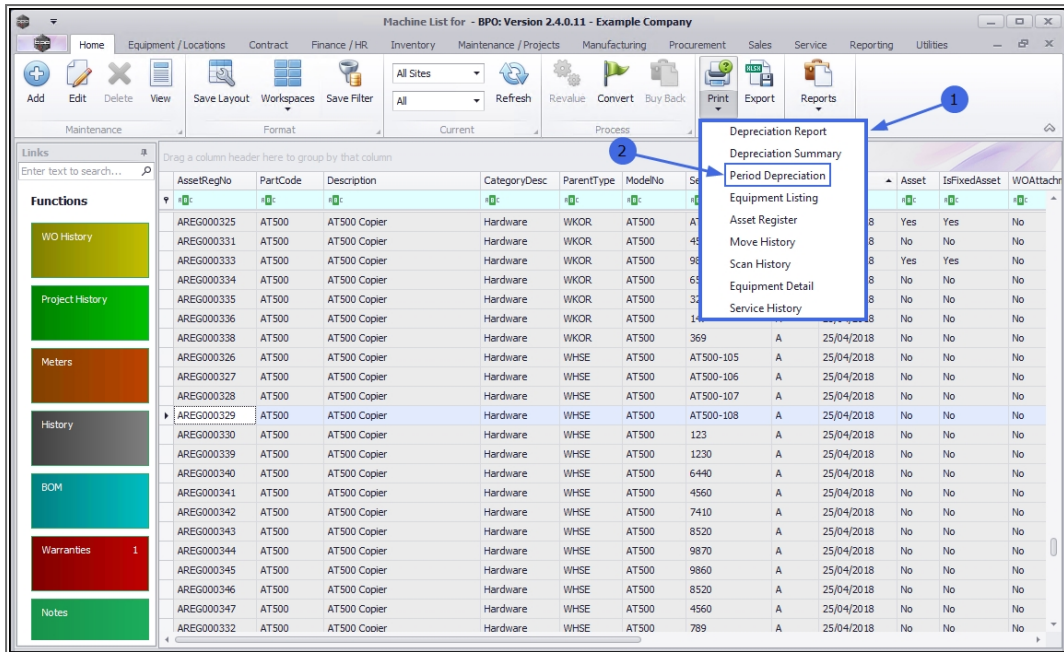
4. Click on the **drop-down arrow** in the **Print** icon.



1. The **Print** options menu will display.

## SELECT REPORT OPTION

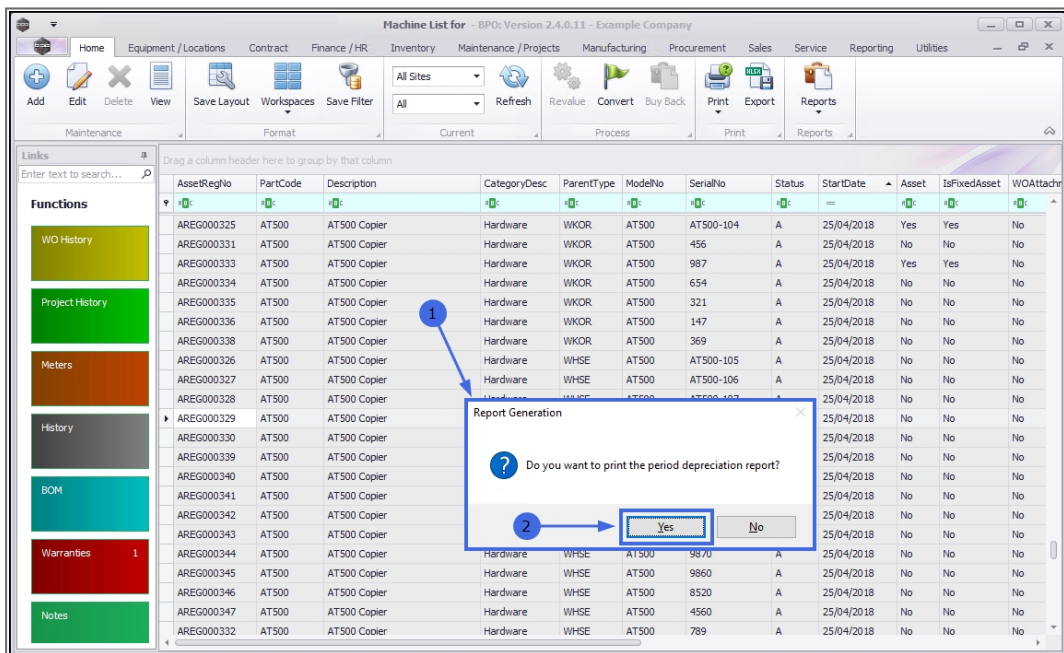
2. Click on **Period Depreciation**.



1. A **Report Generation** message box will appear with the following prompt:

- Do you want to print the period depreciation report?

2. Click on **Yes**.

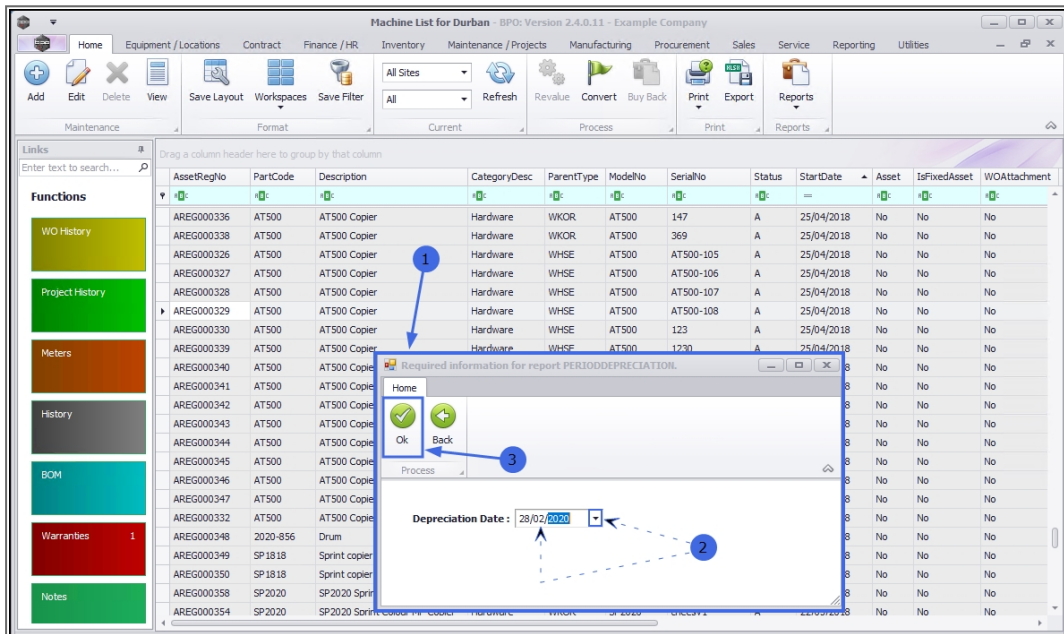


1. A **Required information....** pop-up screen will appear.

## SELECT DEPRECIATION DATE

For the Period Depreciation 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**.



## VIEW PERIOD DEPRECIATION REPORT

- The **Report Preview** screen will open.
- From here you can **View, Print, Export** or **Email** the Period Depreciation report.
- **Close** the Report Preview screen when done.

Asset Reg No.	Serial No.	Part No	Description	Dep Start Date	Ops Life	Value	Amount
18-30200		SP1818	Sprint copier	03/05/2019 00:00:00	35	2,500.00 ZAR	71.43
	20-857485	SP1919	SP1919 Sprint Colour MFC	23/05/2017 00:00:00	60	500.00 ZAR	8.33
	abc147a	SP2020	SP2020 Sprint Colour MF Copier	03/05/2019 00:00:00	60	3,500.00 ZAR	58.33
	cvb123	SP1919	SP1919 Sprint Colour MFC	14/06/2017 00:00:00	57	3,800.00 ZAR	66.67
	1912-102030	SP19-123456	SP19-12 Colour Copier	04/07/2017 00:00:00	60	500.00 ZAR	8.33
	2020-102040	SP2020	SP2020 Sprint Colour MF Copier	20/04/2018 00:00:00	60	4,000.00 ZAR	66.67
	2020-102041	SP2020	SP2020 Sprint Colour MF Copier	17/11/2017 00:00:00	60	500.00 ZAR	8.33
	2020-102042	SP2020	SP2020 Sprint Colour MF Copier	21/01/2015 00:00:00	60	15,000.00 ZAR	.00
	2020-102043	SP2020	SP2020 Sprint Colour MF Copier	30/10/2015 00:00:00	60	15,000.00 ZAR	250.00
	2020-102044	SP2020	SP2020 Sprint Colour MF Copier	25/04/2018 00:00:00	60	15,000.00 ZAR	250.00
	2020-102045	SP2020	SP2020 Sprint Colour MF Copier	02/05/2019 00:00:00	60	15,000.00 ZAR	250.00
	2020-102046	SP2020	SP2020 Sprint Colour MF Copier	24/06/2016 00:00:00	57	13,000.00 ZAR	228.07
	1912-102037	SP19-123456	SP19-12 Colour Copier	22/03/2016 00:00:00	36	13,533.33 ZAR	241.67
	2020-102048	SP2020	SP2020 Sprint Colour MF Copier	27/05/2016 00:00:00	60	15,000.00 ZAR	250.00
	1912-102045	SP19-123456	SP19-12 Colour Copier	22/04/2016 00:00:00	60	14,500.00 ZAR	241.67
	1912-102046	SP19-123456	SP19-12 Colour Copier	22/04/2016 00:00:00	60	14,500.00 ZAR	241.67

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