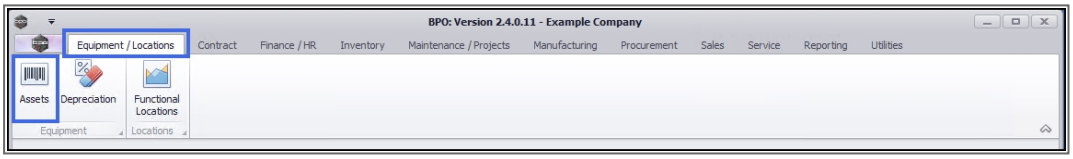
We are currently updating our site; thank you for your patience.

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.

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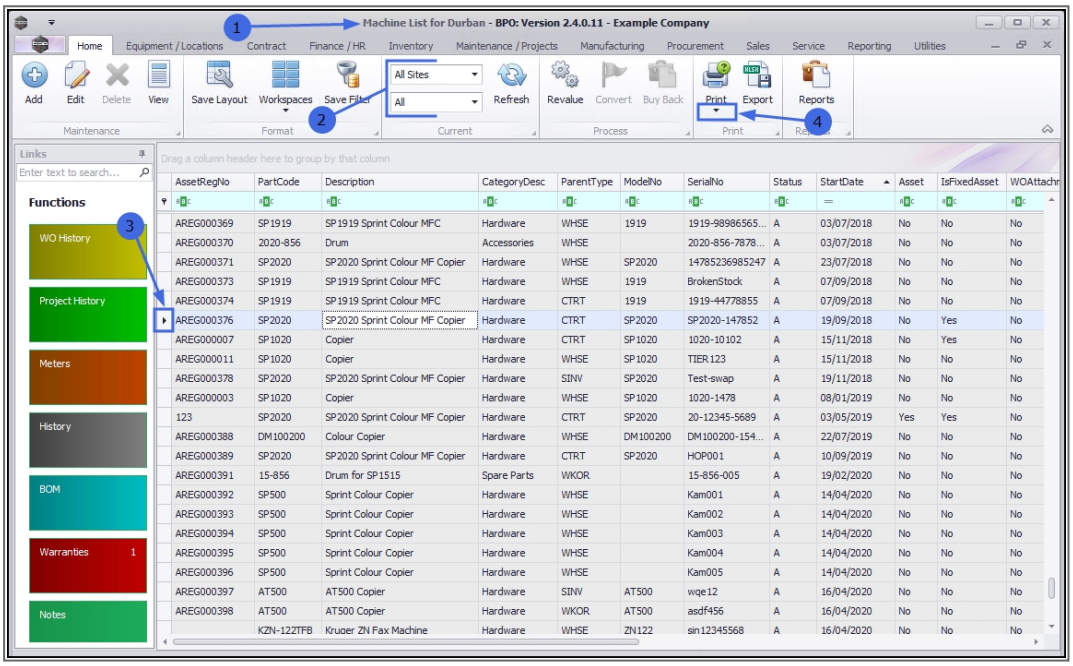
SELECT ASSET

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 **Depreciation Summary**.

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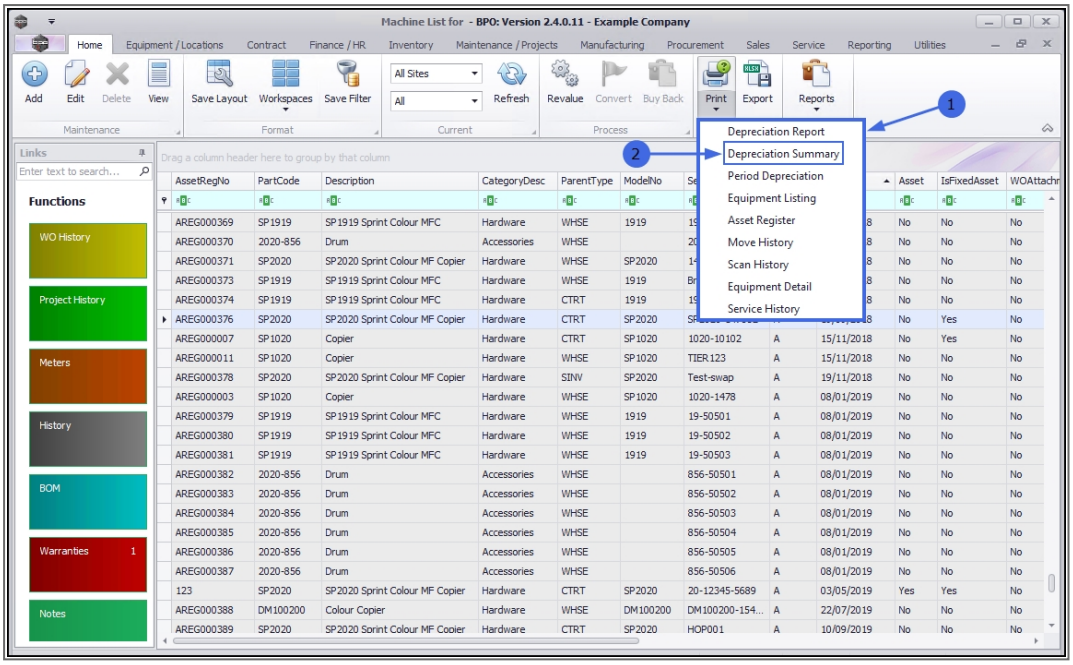
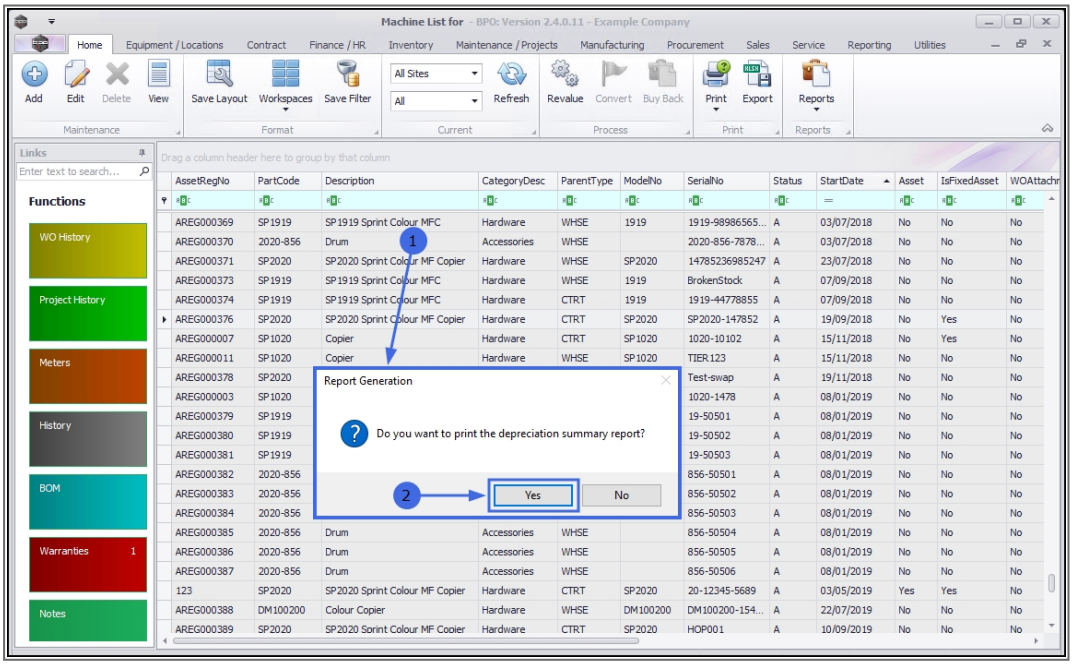


- A **Report Generation** message box will appear with the following prompt:
    - Do you want to print the depreciation summary report?
- Click on **Yes**.



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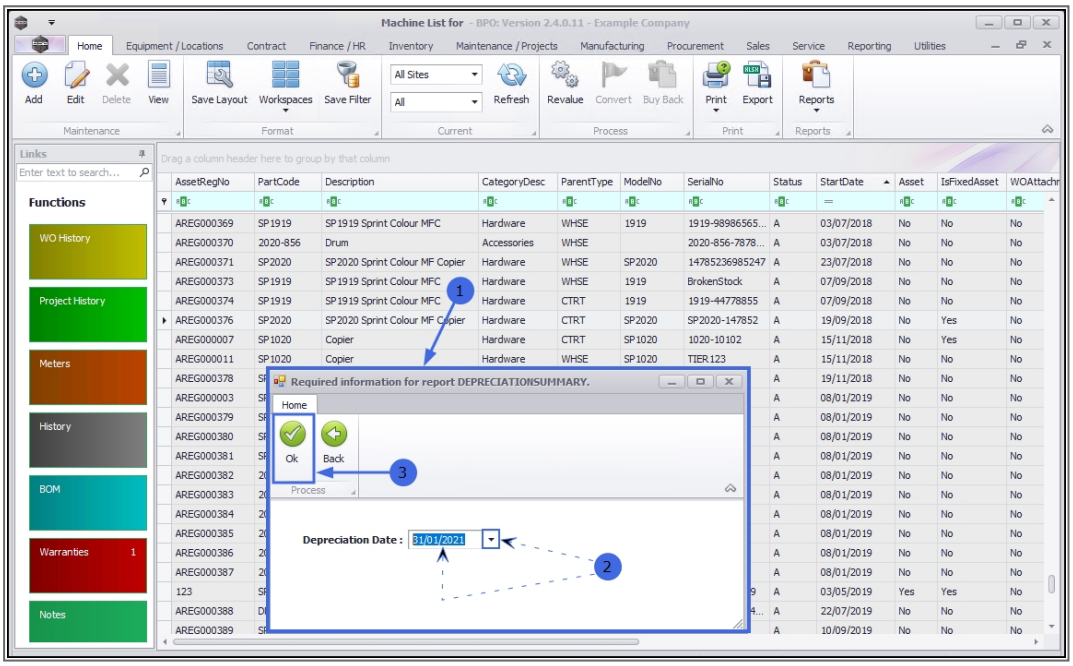
1. A **Required information....** pop up screen will appear.

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**.



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.

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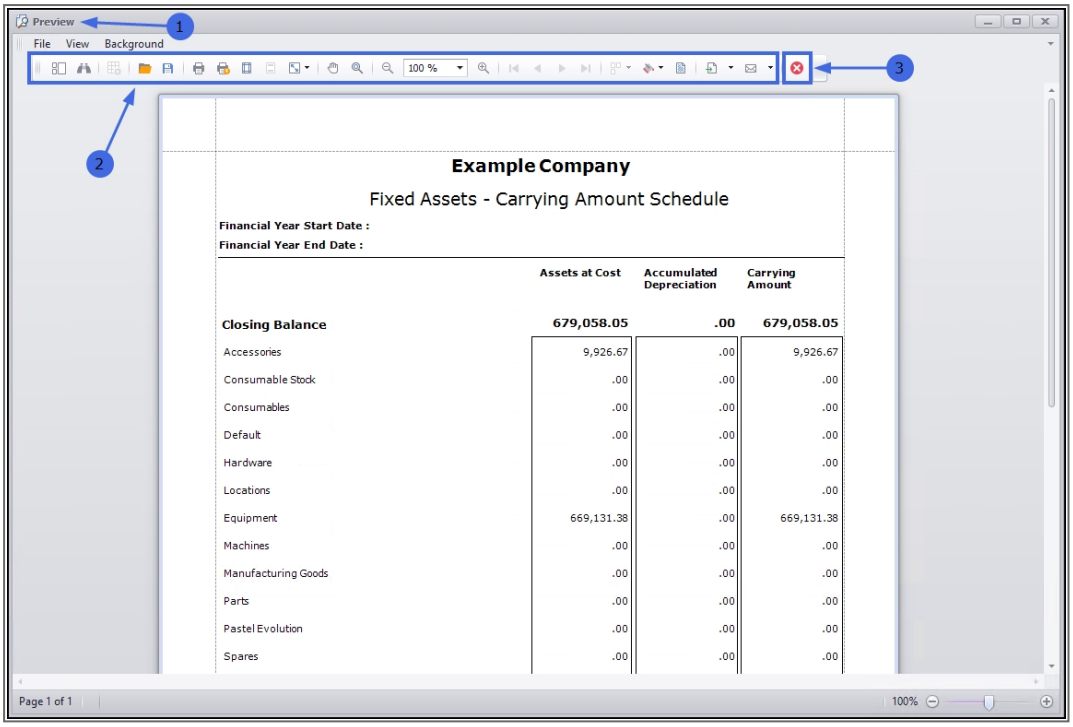

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