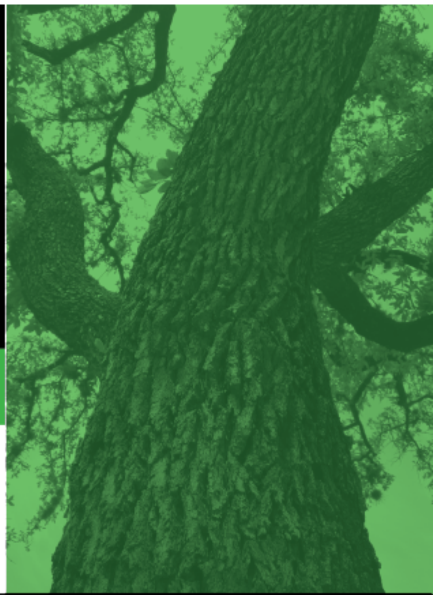

Depreciation Distribution Records - BAM3000

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Asset Management > Maintenance > Inventory Maintenance > Depreciation Distribution Records

This tab is used to define how the depreciation should be distributed throughout the general ledger for only capital assets (inventory type C). You can add a new distribution, change an existing distribution, delete an individual distribution, or delete all depreciations for a record.

Note: The only reason records should be deleted is if the item is no longer classified as a capital item (C). Then, the depreciation record must be deleted before the item can be changed from a C to an inventory item (I). Each account code is a separate record in the file. There should be distribution records for each year that depreciation is calculated for an item. After the initial records have been added, the future annual records are added during the year-end process. Each account number and the percentage of usage by function must be entered. If no percentages are entered, depreciation will not be distributed properly.

Add or update a depreciation record:

Retrieve an existing item.	Search for a record. In the **Item Nbr** field, type the item number to be retrieved, if known. If the number is less than ten digits, the field is auto-filled with leading zeros. Click **Retrieve**. • If the item number is not known, click **Directory**. • To search for a specific item number, type data in one or more of the search fields. • To search through all available data, leave all fields blank. • Click **Search**. A list of item numbers matching the search criteria is displayed. • Select an item number from the list. Otherwise, click **Cancel**.

Click **+Add** to add a depreciation record.

Field	Description
Year	Type the year for the records to be added or viewed in the YYYY format. This year must be the same year in the Asset Management Options table, and it also must be included in the Fiscal Year table.
Description	The description of the item selected in the grid at the top of the page is displayed. The account code and percentage of each distribution for the item depreciation is populated in the grid.

Field	Description
Account Code	Type the account code to which the transaction is to be posted. • Press the SPACEBAR to view a list of account codes associated to your user profile. If the account code is not known, click ⋮. The Accounts Codes lookup is displayed. • Type data in the individual account code component fields, and click **Search**. A list of account codes matching your search components is displayed. • Select an account code from the list. Otherwise, click **Cancel** to close the Account Codes lookup. • The **Description** field is populated with the description of the account. • To enter a different account code with the same amount, click **+Add**. Continue adding rows as needed.
Percent	Type the percentage of usage to be distributed to each account code. The percentages entered must total to 100 percent.
Account Code Description	The description of the selected account code is displayed.

Note: The grid is populated with the selected account codes and descriptions, but not the percentages for each account code.

When all account codes have been entered and the percentages total to 100 percent, click **Save** to add or update the distribution records.

Other functions and features:

Retrieve	Retrieve data. The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.
Documents	View or attach supporting documentation.