



## **If report totals match, perform depreciation calculations**



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## Compare report totals

If the Capital Asset Listing, Auditor's Analysis, and Property Class reports are correct/balanced, you can run your Depreciation Calculations for the year. Move items to the right side and Calculate. Print report and verify before you PROCESS. Check closely for the new items listed for depreciation calculations. Other Depreciation Reports are listed in Reports Menu.

The Recalculate all prior years of depreciation (which also includes current fiscal year) recalculates the depreciation of the selected assets for all years in service. If not selected, then depreciation is calculated for the current fiscal year only. Run this depreciation Calculation screen multiple times if needed. EX: If you added an item that should have been depreciated in a previous year, you can check this box and it will catch it up. Be sure and let your Auditors know which items are involved.

If it happens that you get an Error Report when you Calculate the depreciations, make sure you look at the report and reconcile any issues prior to continuing this process. The report Error Message is quite self-explanatory.

To generate the Depreciation Report, go to the Calculation Reports tab and select the report.

Historical Depreciation Inquiry - (view only, easy way to see when depreciation started and what years have been calculated).