



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



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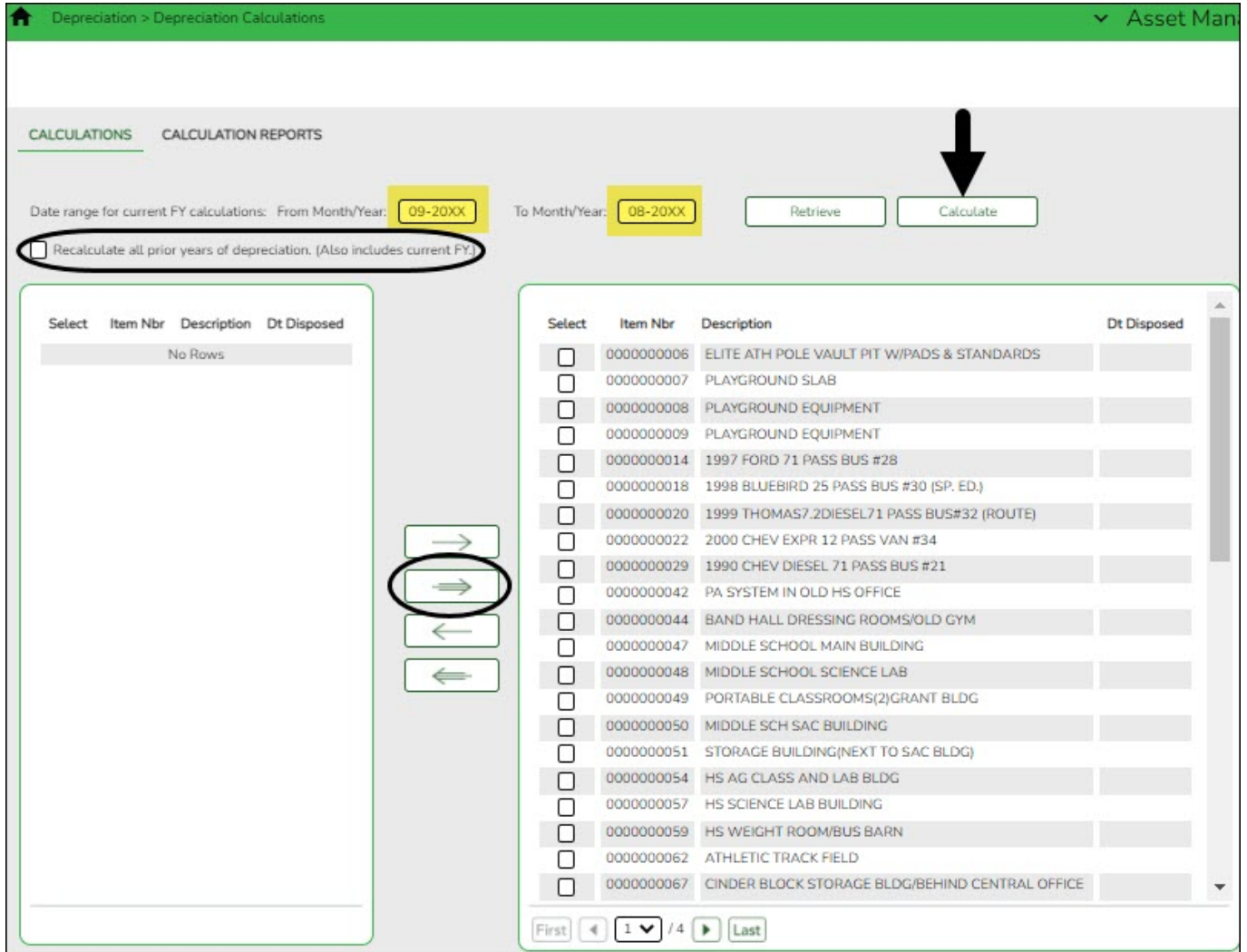
**If report totals match, perform depreciation calculations** ..... i



# If report totals match, perform depreciation calculations

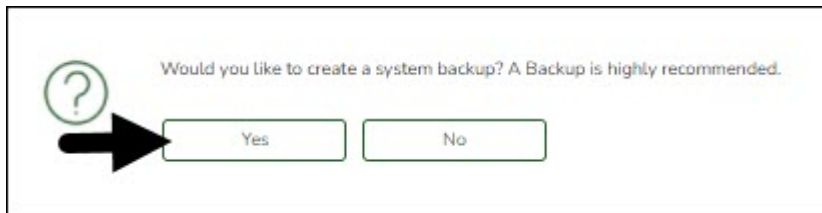
[Asset Management > Depreciation > Depreciation Calculations > Calculations](#)

If the Capital Asset Listing, Auditor’s Analysis, and Property Class reports are correct/balanced and you have reviewed the [Requirements for Depreciation Calculations Checklist](#), perform your depreciation calculations for the year.



Use the arrow buttons to move inventory items to the right side of the page.

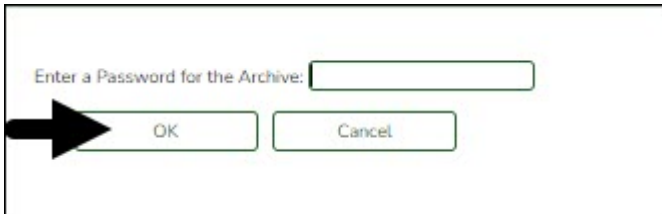
Click **Calculate** to calculate the depreciation of all selected inventory numbers. A message is displayed prompting you to create a backup.



Click **Yes**. A pop-up window is displayed with the export file name.



□ Click **Execute**. A pop-window is displayed prompting you for a password for the archive.



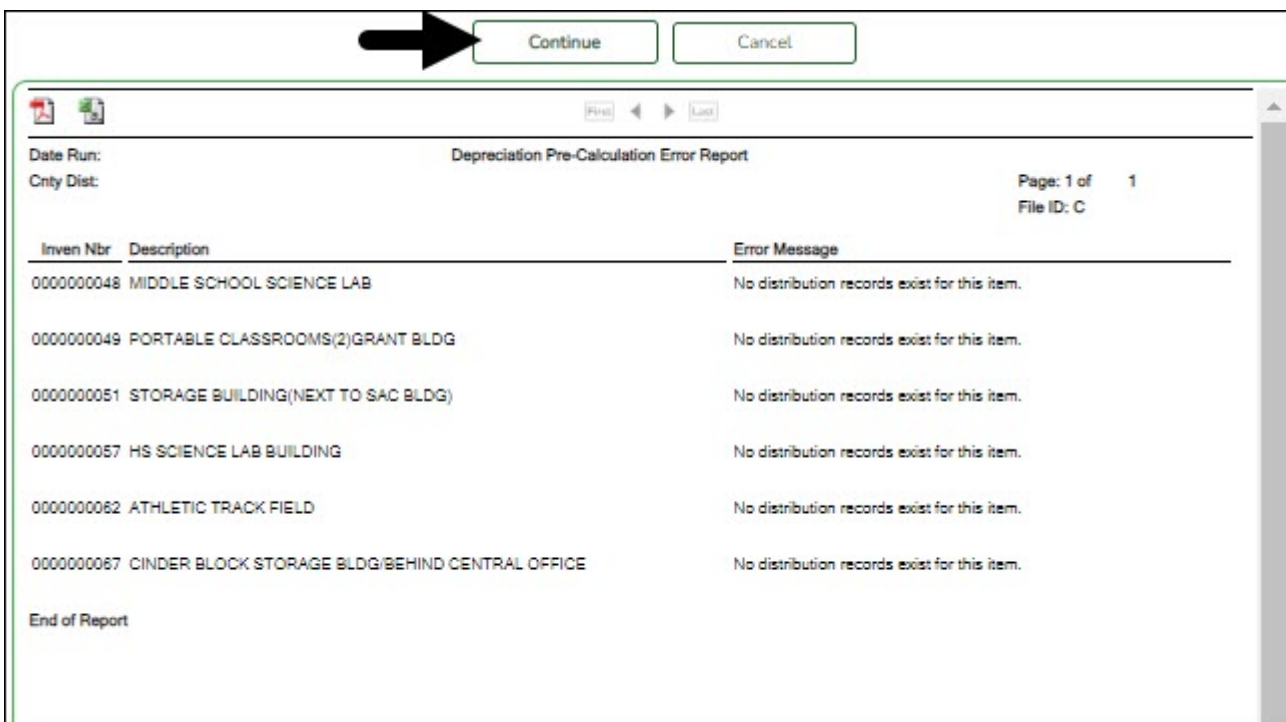
□ Enter the password and click **OK**. Continue the process to save the file in the appropriate location.

□ Print the report and verify that the new items are listed for depreciation calculations **before** you process. Other Depreciation Reports are listed in Reports menu.

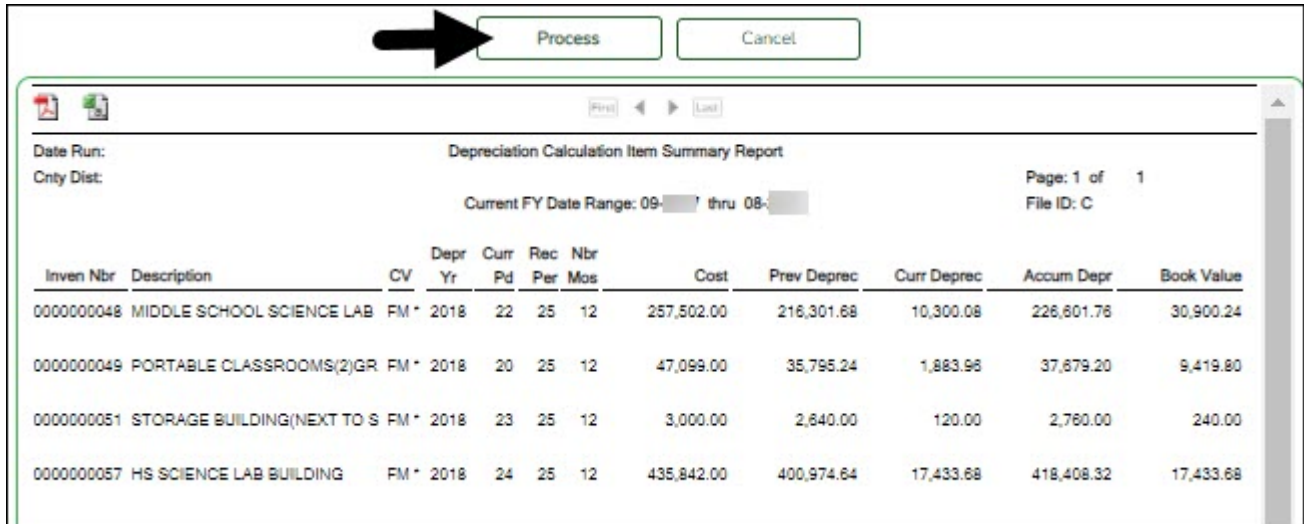
□ Select **Recalculate all prior years of depreciation (Also includes current FY.)** check box to recalculate the depreciation of the selected assets for all years in service. If not selected, then the depreciation is only calculated for the current fiscal year.

If necessary, you can run the depreciation calculations screen multiple times. For example, if you added an item that should have been depreciated in a previous year, you can select the recalculate option and it will retro process calculations. Be sure to keep your auditors informed about which items are involved.

If you receive an Error Report when you calculate the depreciations, review the report and reconcile any issues prior to continuing this process.



Click **Continue**. The Depreciation Calculation Item Summary Report is displayed.



The screenshot shows a software window with a title bar and a toolbar. A large black arrow points to the 'Process' button. Below the buttons is a report window titled 'Depreciation Calculation Item Summary Report'. The report includes a header with 'Date Run:', 'Cnty Dist:', and 'Current FY Date Range: 09- thru 08-'. It also shows 'Page: 1 of 1' and 'File ID: C'. The main part of the report is a table with the following columns: Inven Nbr, Description, CV, Depr Yr, Curr Pd, Rec Per, Nbr Mos, Cost, Prev Deprec, Curr Deprec, Accum Depr, and Book Value. The table contains four rows of data for different assets.

Inven Nbr	Description	CV	Depr Yr	Curr Pd	Rec Per	Nbr Mos	Cost	Prev Deprec	Curr Deprec	Accum Depr	Book Value
0000000048	MIDDLE SCHOOL SCIENCE LAB	FM *	2018	22	25	12	257,502.00	216,301.68	10,300.08	226,601.76	30,900.24
0000000049	PORTABLE CLASSROOMS(2)GR	FM *	2018	20	25	12	47,099.00	35,795.24	1,883.96	37,679.20	9,419.80
0000000051	STORAGE BUILDING(NEXT TO S	FM *	2018	23	25	12	3,000.00	2,640.00	120.00	2,760.00	240.00
0000000057	HS SCIENCE LAB BUILDING	FM *	2018	24	25	12	435,842.00	400,974.64	17,433.68	418,408.32	17,433.68

Click **Process** to continue.