



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



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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.
- 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, be sure to review the report and reconcile any issues prior to continuing this process.

Depreciation Report: For Current Year: Be sure to click **Process** to continue.

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).



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