





assetmanagement_requirementsfordepreciationcalculations_checklist_step8

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3. Depreciation Distribution Records - BAM3000

The following fields are required for depreciation calculations:

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	This field displays the item selected in the grid at the top of the page. The system populates the grid on the tab with the account code and percentage of each distribution for the item depreciation.
Account Code	<p>There are two ways to select accounts that share the depreciation amount. Account number breakdown is a usage breakdown. Use as many lines as necessary, one line for each function. If a partial account code is entered, the system fills the blank spaces with XXX. This account code is edited against the general ledger file for validity. <div indent>To add a row, click +Add.</p> <p>Click Chart of Accounts. A chart of accounts box displays a listing of all account codes and their descriptions. Use the scroll bar on the right side of the box to scroll through the listed accounts and select the first account code.</p> <p>You can delete individual depreciation distribution records by selecting a distribution record. Click . The selected distribution is removed from the record.</p> <p>You can delete all depreciation distribution records for an item for a year by selecting all the distribution records. Click .</p>
Percent	Type the percentage of usage to be distributed to each account code. The percentages entered must total to 100 percent.



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