

How to Confirm and Post the monthly Asset Depreciation

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Navigate to Accounting, Asset Depreciation.
Right Click to Confirm, Post, or Reopen from List View.

STEP-BY-STEP:

1. Go to Accounting menu
 2. Select Asset Depreciation
 3. Select a fiscal period assets depreciation streams document
 4. Double Click open the document to view the details, and Confirm, Post, or Reopen the assets depreciation streams from the Document View.
 5. User can view the postings lines in the Postings tab in the Document View
 6. Click the Print button to preview the document, it can be saved as pdf or excel file.
 7. Right Click to Confirm, Post, or Reopen the streams document from the List View
 8. In the Asset Depreciation Document View, user can Right Click on one of the asset lines to view the asset's details.
 9. In the Assets' Document View, user can filter to Dispose, Update Description, etc.
 10. In the Assets' List View, user can view, reopen, or move an asset's location. User can also filter to view Drafted/Confirmed Assets.
 11. In the List View, user can filter or search for an asset using keywords
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