
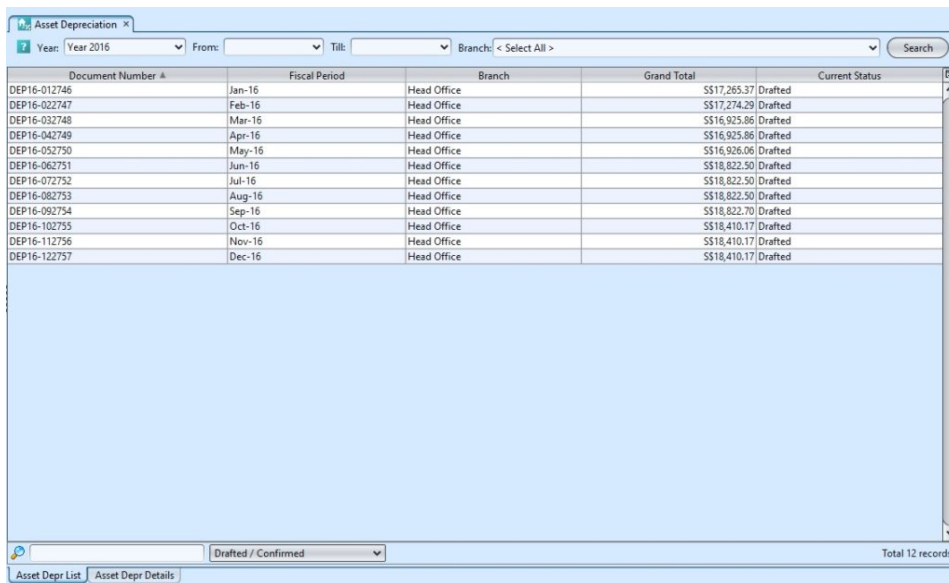


# Asset Depreciation

Asset Depreciation view allows user to manage asset depreciation records for the company.

Below actions are available from **“Asset Depreciation”**:

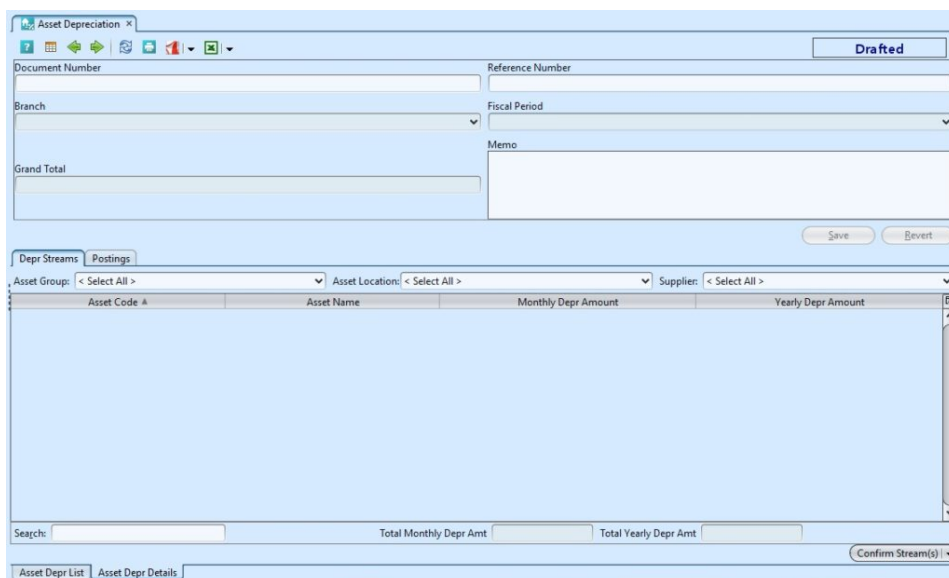
-  Update and post asset depreciation transactions, view and search for asset depreciation details



The screenshot shows a table with columns: Document Number, Fiscal Period, Branch, Grand Total, and Current Status. The data is as follows:

Document Number	Fiscal Period	Branch	Grand Total	Current Status
DEP16-012746	Jan-16	Head Office	\$517,265.37	Drafted
DEP16-022747	Feb-16	Head Office	\$517,274.29	Drafted
DEP16-032748	Mar-16	Head Office	\$516,925.86	Drafted
DEP16-042749	Apr-16	Head Office	\$516,925.86	Drafted
DEP16-052750	May-16	Head Office	\$516,926.06	Drafted
DEP16-062751	Jun-16	Head Office	\$518,822.50	Drafted
DEP16-072752	Jul-16	Head Office	\$518,822.50	Drafted
DEP16-082753	Aug-16	Head Office	\$518,822.50	Drafted
DEP16-092754	Sep-16	Head Office	\$518,822.70	Drafted
DEP16-102755	Oct-16	Head Office	\$518,410.17	Drafted
DEP16-112756	Nov-16	Head Office	\$518,410.17	Drafted
DEP16-122757	Dec-16	Head Office	\$518,410.17	Drafted

At the bottom, there are tabs for 'Asset Depr List' and 'Asset Depr Details', and a status indicator 'Drafted / Confirmed' with 'Total 12 records.'.



The screenshot shows the details view for a 'Drafted' record. It includes fields for Document Number, Reference Number, Branch, Fiscal Period, Memo, and Grand Total. Below these are tabs for 'Depr Streams' and 'Postings'. The 'Depr Streams' tab shows a table with columns: Asset Code, Asset Name, Monthly Depr Amount, and Yearly Depr Amount. At the bottom, there are search fields for 'Total Monthly Depr Amt' and 'Total Yearly Depr Amt', and a 'Confirm Stream(s)' button.

Field Name

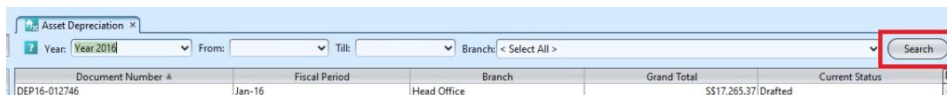
Description

Mandatory  
Information

Document Number	Self-explanatory	Y
Reference Number	Reference code for easy search	N
Branch	Select company's branch	Y
Fiscal Period	Fiscal period of the asset depreciation entry	Y
Grand Total	Self-explanatory	Y
Memo	Self-explanatory	N

## Update and Post Asset Depreciation

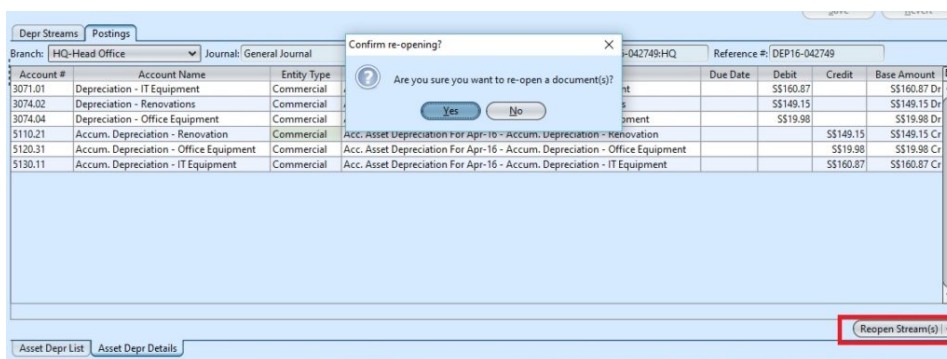
1. On **"Asset Depr List"** tab select year from drop-down list on top left of screen and click **"Search"** button on top right of screen



2. Double click an asset depreciation stream, it will open **"Asset Depr Details"** tab with the stream details

3. If the asset depreciation is confirmed or posted, reopen it first to allow updates of assets depreciation records. At the bottom right of screen click on **"Reopen Stream(s)"** button or the arrow on

**Post Stream(s)** button and select **"Reopen Stream(s)"**

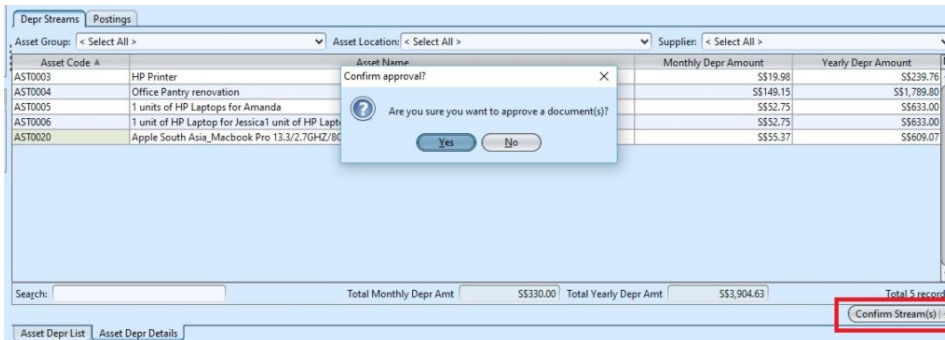


4. Make change(s) on the asset depreciation information on top half of the screen

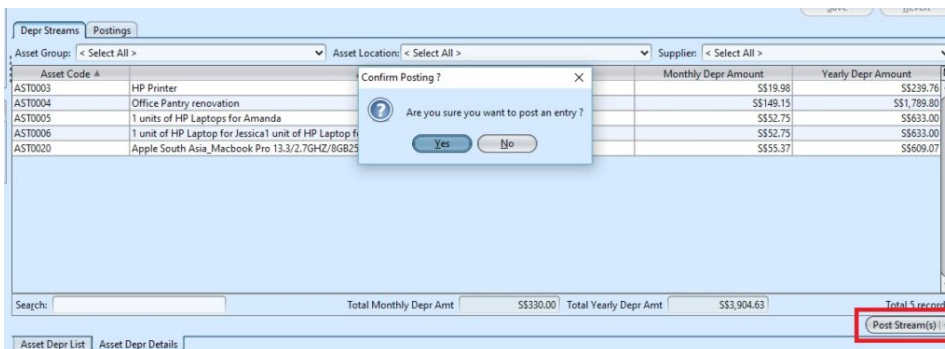
5. Click on **"Save"** button at the right side of screen to save

6. Click on **“Revert”** button at the right side of screen or refresh icon at the top of the screen to roll back the changes

7. Click on **“Confirm Stream(s)”** button at the bottom right of screen and click **“Yes”** button to confirm the stream



8. Click on **“Post Stream(s)”** button at the bottom right of screen and click **“Yes”** button to post the stream. Journal entries will be automatically created under **“Postings”** tab



## View and search for asset depreciation details

1. Select year from drop-down list on top left of screen and click **“Search”** button on top right of screen

2. Enter search parameter to filter the result, i.e. type in the document number in the search textfield box at the bottom left of screen

3. Double click an asset depreciation stream, it will

open "Asset Depr Details" tab with the stream details

4. Right click on a depreciation stream and select "Show Asset Details", it will open "Account – Assets" tab with the asset's details

Asset Code	Asset Name	Monthly Depr Amount	Yearly Depr Amount
AST0003	HP Printer	S\$19.98	S\$239.76
AST0004	Office Pantry renovation	S\$149.15	S\$1,789.80
AST0005	1 units of HP Laptops for Aman	S\$52.75	S\$633.00
AST0006	1 unit of HP Laptop for Jessica	S\$52.75	S\$633.00
AST0020	Apple South Asia_Macbook Pro 13.3/2.7GHz/8GB 5668-11P (Serial No: C02RLXDFVH5) + accessories	S\$55.37	S\$669.07

Asset Info			
Asset Code	Asset Name	Asset Group	Description
AST0003	HP Printer	05-01 - Office Equipment	Courts Singapore - 1 unit of HP Printer
Asset Location	Acquisition Date	Usage Date	
AL-01 - HQ	20/01/2015	20/01/2015	