

## QUICK REFERENCE GUIDE

### *Running Depreciation Calculation Between Transactions*

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## Run Depreciation Calculation Between Transactions

This topic covers running the Depreciation Calculation process manually between financial transactions.

Asset depreciation is calculated automatically each evening with batch processes; however, issues can occur when you process multiple financial transactions – **against the same asset** – in the same day. To avoid this issue, you must run the depreciation calculation on assets - between transactions – any time you are doing more than one financial transaction on the same asset, on the same day. To correctly calculate depreciation, it is important that the depreciation calculation is done on each **individual** transaction. (Multiple assets are OK, so long as there is only one transaction for each on that day.)

Steps to complete:

- Step 1: View the Asset Depreciation page for Pending Depreciation (Optional)
- Step 2: Run Depreciation Calculation process

### Step 1: View the Asset Depreciation page for Pending Depreciation (Optional)

You can view a reminder that an asset has “pending” depreciation on the *Asset Depreciation* page. **Note:** When you run the Depreciation Calculation process in Step 2, only assets with pending depreciation can be selected to process.

1. **Navigation Links:** Asset Management, Depreciation, Review Depreciation Info, Asset Depreciation.
2. **At the *Asset Depreciation* page,** enter search criteria to locate the asset you want to view. Commonly used options are described below:

The screenshot shows the 'Asset Depreciation' search page. At the top, there is a breadcrumb trail: Favorites | Main Menu > Asset Management > Depreciation > Review Depreciation Info > Asset Depreciation. Below this is the 'Asset Depreciation' title and a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. The 'Search Criteria' section includes: Business Unit (dropdown with 'G0201'), Asset Identification (contains '%1413110'), Tag Number (begins with), Parent ID (begins with), Description (begins with), and Asset Status (dropdown). A 'Case Sensitive' checkbox is present. Below the search criteria are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The 'Search Results' section shows a table with one result: Business Unit: G0201, Asset Identification: 000001413110, Tag Number: (blank), Parent ID: (blank), Description: Convection Steamer Kettle Comb, Asset Status: In Service. Navigation links for 'View All', 'First', '1 of 1', and 'Last' are also visible.

Field	Field Description
<b>Business Unit</b>	Accept the default <i>Business Unit</i> or click on the <b>Lookup</b> and select a different <i>Business Unit</i> .
<b>Asset Identification</b>	Enter an <i>Asset ID</i> to limit your search. The percent sign (%) can be used to replace one or more characters.
<b>Tag Number</b>	Optionally, enter a <i>Tag Number</i> if your agency uses asset tags.

- Click on the **Search** button.
- If more than one asset displays in the **Search Results** section, click on the asset you want to work with. The *Asset Depreciation* page displays showing basic information about the asset, including *Unit* (Business Unit), *Asset ID*, *Description*, *Status*, *Profile ID*, *Tag Number*, *Acquisition Code*, *Acquisition Date*, *Depreciation Book* and *Method*.

The screenshot shows the 'Asset Depreciation' page in the SWIFT system. The breadcrumb trail is: Favorites > Main Menu > Asset Management > Depreciation > Review Depreciation Info > Asset Depreciation. There are tabs for 'Asset', 'Depreciation', and 'Period Depreciation'. The 'Depreciation' tab is active.

Asset Information:

- Unit: G0201
- Asset ID: 000001413110
- Description: Convection Steamer Kettle Comb
- Status: In Service
- Profile ID: NCP\_EQP05 (Non-Capital Equipment - 5 Yrs)
- Asset Class:
- Tag Number:
- Acquisition Code: P
- Acquisition Date: 02/11/2015

Book Information Table:

Book	Description	Currency	Method	Convention
1 MINN	Minnesota State Book	USD	Straight Line	AM

At the bottom, there are buttons for 'Save', 'Return to Search', and 'Notify'. Navigation links for 'Asset', 'Depreciation', and 'Period Depreciation' are also present.

- Click on the **Depreciation** tab. If there is “pending” depreciation that has not been included in the displayed depreciation numbers, a reminder will display at the bottom of the **Net Book Value** section.

Unit: G0201 Asset ID: 000001413110 Convection Steamer Kettle Comb Status: In Service

Book Name: MINN Minnesota State Book Currency: USD Stop Depr when NBV < Salvage: Y

Depreciation Attributes

Net Book Value

Cost: 32,000.00 As Of Fiscal Year: 2016 Period: 2

Salvage Value: 0.00

Accum Depr: 2,574.03

Net Book Value: 29,425.97

Calculate NBV

This asset has pending depreciation of some transaction

Year	Depreciation Amt	Fund	Fin DeptID	SW Cost	Sub Acct	Project	Agcy Cost 1	Agcy Cost 2	AppropID	Category	Cost Type	PC Bus
2015	1,838.59	5400	G0244171			G02PMC239			G021801	NCPEQ		
2016	4,412.63	5400	G0244171			G02PMC239			G021801	NCPEQ		
2017	4,412.63	5400	G0244171			G02PMC239			G021801	NCPEQ		
2018	4,412.62	5400	G0244171			G02PMC239			G021801	NCPEQ		
2019	4,412.63	5400	G0244171			G02PMC239			G021801	NCPEQ		
2020	2,574.03	5400	G0244171			G02PMC239			G021801	NCPEQ		

## Step 2: Run Depreciation Calculation process

1. **Navigation Links:** Asset Management, Depreciation, Processing, Calculate.

Run Control ID: ARUPDATE [Report Manager](#) [Process Monitor](#)

Request

\*Request ID: 1 Process Frequency: Always

Unit: G0201 Delete Stage Row: Current

Book Name: MINN

From Asset ID: 000001413110 To Asset ID: 000001413110

Save Return to Search Notify Refresh

2. Select the *Depreciation Calculation* page options as described below:

Field Name	Field Description
*Request ID	Enter your <i>Request ID</i> .
Process Frequency	Select "Always" from the drop-down list.
Unit	Accept the default <i>Business Unit</i> or click on the <b>Lookup</b> button to select the <i>Business Unit</i> .
Book Name	Click on the <b>Lookup</b> button and select "MINN".
From Asset ID	When you click on the <b>Lookup</b> button, all of the assets with pending Depreciation Calculations will display. Make your selection or leave this field blank to run the process for all assets with pending depreciation for the selected Business Unit.
To Asset ID	If you select a "From Asset ID", the "To Asset ID" field will automatically be populated with the "From Asset ID" selection. Accept the default or click the <b>Lookup</b> button and make your selection.

- After selecting the assets you want to process, click on the **Run** button. The *Process Scheduler Request* page displays with the Calculate Depreciation process checked by default.

Process Scheduler Request

User ID: 00637298      Run Control ID: ARUPDATE

Server Name: PSNT      Run Date: 08/14/2015

Recurrence: [dropdown]      Run Time: 4:22:27PM      [Reset to Current Date/Time](#)

Time Zone: CST      Central Time (US)

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Calculate Depreciation	AM_DEPR_CALC	Application Engine	Web	TXT	<a href="#">Distribution</a>

OK    Cancel    Refresh

- Click the **OK** button. You are returned to the *Depreciation Calculation* page.
- Click on the *Process Monitor* link to check on the process.
- The process is successful when both processes listed below have a *Run Status* of "Success" and a *Distribution Status* of "Posted":
  - Process Name "AMDPCALC", Process Type "SQR Process"

- Process Name “AM\_DEPR\_CALC, Process Type “Application Engine”

Favorites | Main Menu > Asset Management > Depreciation > Processing > Calculate > Process Monitor

Process List | Server List

New Window | Personalize Page

View Process Request For

User ID: 00637298 | Type: | Last: | 2 Days | Refresh

Server: | Name: | Instance: | to: |

Run Status: | Distribution Status: |  Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	15045049		SQR Process	AMDPCALC	00637298	08/24/2015 1:01:45PM CDT	Success	Posted	Details
<input type="checkbox"/>	15045048		Application Engine	AM_DEPR_CALC	00637298	08/24/2015 1:01:01PM CDT	Success	Posted	Details

Go back to Depreciation Calculation

Save | Notify

Process List | Server List

- Additional Financial transactions can now be entered for this asset.
- The *Asset Depreciation* page will be updated with new Depreciation amounts.
- Pending information no longer displays on the **Depreciation** tab.

Favorites | Main Menu > Asset Management > Depreciation > Review Depreciation Info > Asset Depreciation

Asset | Depreciation | Period Depreciation

New Window | Personalize Page

Unit: G0201 | Asset ID: 000001413110 | Convection Steamer Kettle Comb | Status: In Service

Book

Book Name: MINN Minnesota State Book | Currency: USD | Stop Depr when NBV < Salvage: Y

Depreciation Attributes

Method: Straight Line | Calc Type: Remaining Value | In Service Dt: 02/11/2015

Useful Life: 60 Periods | Convention: AM

Low Value |  Derogatory Depreciation | Begin Date: 02/01/2015

End Date: | Future Depr Yrs: | Depr Status: Depreciable

Net Book Value

Cost: 28,320.56 | As Of Fiscal Year: 2016 | Period: 2

Salvage Value: 0.00

Accum Depr: 2,689.91

Net Book Value: 25,630.65 | Calculate NBV

Year	Depreciation Amt	Fund	Fin DeptID	SW Cost	Sub Acct	Project	Agcy Cost 1	Agcy Cost 2	AppropID	Category	Cost Type	PC Bus
2015	1,838.59	5400	G0244171			G02PMC239			G021801	NCPEQ		
2016	5,687.29	5400	G0244171			G02PMC239			G021801	NCPEQ		
2017	5,803.17	5400	G0244171			G02PMC239			G021801	NCPEQ		
2018	5,803.16	5400	G0244171			G02PMC239			G021801	NCPEQ		
2019	5,803.17	5400	G0244171			G02PMC239			G021801	NCPEQ		
2020	3,385.18	5400	G0244171			G02PMC239			G021801	NCPEQ		

Save | Return to Search | Notify

**Note: Depreciation cannot be run too often.**