

QUICK REFERENCE GUIDE

November 1, 2019

Run Depreciation Calculation between 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.)

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

Steps to complete:

- Step 1: View Assets Pending Depreciation (Optional)
- Step 2: Run Depreciation Calculation process

Step 1: View Assets Pending Depreciation (Optional)

You can view a reminder that an asset has “pending” depreciation on the *Asset Depreciation* page. You can also view transactions pending depreciation on the *Open Transactions* page.

Note: When you run the Depreciation Calculation process in Step 2, only assets with pending depreciation can be selected to process.

1. Navigate to the *Asset Depreciation* page using one of the options below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Asset Management, Asset Life Cycle, left-menu, Depreciate Assets, Review Depreciation.
WorkCenter	Accounting, Asset Management, Asset Management WorkCenter, left-menu, Links section, Assets Review, 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:

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

Asset Depreciation

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Business Unit =

Asset Identification begins with

Tag Number begins with

Parent ID begins with

Description begins with

Asset Status =

Case Sensitive

[Basic Search](#)

3. Click on the **Search** button.
4. 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.*

Asset | Depreciation | Period Depreciation

Unit G0201 Asset ID 00001414970 Convection Steamer Kettle Comb Status In Service

Asset Information

Profile ID EQUIP10 Equipment - 10 Yrs [Audit Logs](#)

Asset Class

Tag Number TRN1234567

Acquisition Code P

Acquisition Date 11/27/2018

Book

1-1 of 1

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

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- 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. (Refer to the “[View Depreciation Information](#)” guide for complete instructions on viewing these pages.

The screenshot displays the 'Depreciation' tab for an asset. At the top, it shows 'Unit: G0201', 'Asset ID: 000001414970', 'Convection Steamer Kettle Comb', and 'Status: In Service'. Below this is a 'Book' section with 'Book Name: MINN', 'Minnesota State Book', 'Currency: USD', and 'Stop Depr when NBV < Salvage: Y'. A 'Depreciation Attributes' section is partially visible. The 'Net Book Value' section shows a table with the following values: Cost (22,063.13), Salvage Value (0.00), Accum Depr (367.72), and Net Book Value (21,695.41). A dropdown menu for 'As Of Fiscal Year' is set to '2019' and 'Period' is set to '5'. A 'Calculate NBV' button is present. A red box highlights a message: 'This asset has pending depreciation of some transaction'. Below this is a 'Yearly Depreciation' table with columns: Year, Depreciation Amt, Fund, Fin DeptID, SW Cost, Sub Acct, Project, Agency Cost 1 (CF1), Agency Cost 2 (CF2), Appropriation ID (CF3), Category, Cost Type, PC Business Unit, and Activ. The table shows two rows of data for the years 2019 and 2020.

Year	Depreciation Amt	Fund	Fin DeptID	SW Cost	Sub Acct	Project	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	Appropriation ID (CF3)	Category	Cost Type	PC Business Unit	Activ
2019	2,941.75	5400	G0244171			G02PMC239			G021801	NCPEQ			
2020	4,412.63	5400	G0244171			G02PMC239			G021801	NCPEQ			

- Navigate to the *Open Transactions* page using one of the options described below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Asset Management, Asset Lifecycle, left-menu, Depreciate Assets, Open Transactions.
WorkCenter	Accounting, Asset Management, Asset Management WorkCenter, left-menu, Reports/Processes tab, Reports/Processes section, Depreciation Calculation, Open Transactions.

- At the *Open Transaction* page, search for transactions with Depreciation Calc Status of “Pending Depreciation”. Refer to the “[View Open Transactions](#)” guide for complete instructions.

Open Transactions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Business Unit =

Asset Identification begins with

Asset Book Name begins with

Transaction Date =

Accounting Date =

Transaction Type =

Depreciation Calc Status =

Acctg Entry Creation Status =

Reporting Process Status =

Group Consolidation Status =

[Basic Search](#)

Step 2: Run Depreciation Calculation process

1. Navigate to the *Depreciation Calculation* page using one of the options below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Asset Management, Asset Life Cycle, left-menu, Depreciate Assets, Calculate Depreciation.
WorkCenter	Accounting, Asset Management, Asset Management WorkCenter, left-menu, Reports/Queries tab, Reports/Processes section, Depreciation Calculation, Depreciation Calculation.

2. At the Depreciation Calculation page, search for an existing *Run Control ID* or click on the **Add a New Value** tab to create a new *Run Control ID*.

Depreciation Calculation

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Search by: Run Control ID begins with

Case Sensitive

[Advanced Search](#)

3. On the *Depreciation Calculation* process parameters, select the options as described below:

Depreciation Calculation

Run Control ID DEP_CALC Report Manager Process Monitor

Request 1 of 1 | View All

*Request ID Process Frequency + -

Unit 🔍 Delete Stage Row

Book Name 🔍

From Asset ID 🔍 To Asset ID 🔍

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 Lookup button to select the <i>Business Unit</i> .
Book Name	Click on the Lookup button and select "MINN".
From Asset ID	When you click on the Lookup 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 Lookup 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 01161146 Run Control ID DEP_CALC

Server Name PSUNX Run Date 11/27/2018

Recurrence Recurrence Run Time 3:01:01PM

Time Zone CST Central Time (US)

Process List

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

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”

Process Monitor

View Process Request For

User ID 01161146 Type Last 1 Hours Refresh

Server Name Instance From Instance To

Run Status Distribution Status Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	25838415		SQR Process	AMDPCALC	01161146	11/27/2018 3:04:01PM CST	Success	Posted	Details
<input type="checkbox"/>	25838412		Application Engine	AM_DEPR_CALC	01161146	11/27/2018 3:01:01PM CST	Success	Posted	Details

- 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.
- The *Open Transactions* page will list the depreciation process as completed.

Asset
Depreciation
Period Depreciation

Unit G0201
Asset ID 000001414970
Convection Steamer Kettle Comb
Status In Service

Book
Q | < > 1 of 1

Book Name MINN Minnesota State Book
Currency USD
Stop Depr when NBV < S

Depreciation Attributes

▼ **Net Book Value**

Cost	22,063.13	As Of Fiscal Year	2019	Period	5
Salvage Value	0.00				
Accum Depr	367.72				
Net Book Value	21,695.41				

Calculate NBV

Yearly Depreciation
Q | < > 1-6 of 6

Chartfields
||>

Year	Depreciation Amt	Fund	Fin DeptID	SW Cost	Sub Acct	Project	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	Appropriation ID (CF3)	Category	Cost Type	PC Busi Unit
2019	2,941.75	5400	G0244171			G02PMC239			G021801	EQUIP		
2020	4,412.63	5400	G0244171			G02PMC239			G021801	EQUIP		

Note: Depreciation cannot be run too often.

If the *Depreciation Calculation* page displays *Asset ID(s)* for your business unit, you can run the depreciation calculation on those assets.