

## QUICK REFERENCE GUIDE

November 1, 2019

### View Depreciation Information

This guide covers viewing yearly and period depreciation for an asset using the *Asset Depreciation* page.

You can select a fiscal year and period to view. You can also calculate the net book value (NBV) for an asset for selected fiscal years and periods.

The information displayed on the *Asset Depreciation* page reflects information current as of the last time the Depreciation Calculation process was run for the asset. The Depreciation Calculation process runs each evening with batch processes.

The **Depreciation** tab will display a message indicating that the asset has pending depreciation of some transaction. To process the “pending depreciation”, you can run the Depreciation Calculation process manually. Refer to the instructions contained in the [“Run Depreciation Calculation Between Transactions”](#) guide.

#### Steps to complete:

- Step 1: Navigate to the Asset Depreciation page for the Asset
- Step 2: View the Asset Tab
- Step 3: View the Depreciation Tab
- Step 4: Optionally View Net Book Value for a Different Fiscal year
- Step 5: View the Period Depreciation tab

### Step 1: Navigate to Asset Depreciation page for the Asset

You can navigate to the Asset Depreciation page directly as shown in this example or you can use the *Search for an Asset* page (select “Asset Depreciation” Component). Refer to the [“Use the Search for an Asset Page”](#) guide for detailed instructions.

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

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

- 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
<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.

**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](#)

- Click on the **Search** button.
- If more than one asset displays in the **Search Results** section, click on the asset you want to view. The *Asset Depreciation* page displays.

## Step 2: View the Asset Tab

The **Asset Tab** displays 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*.

There is only one book (the “MINN”, Minnesota State Book) and the “Straight Line” Method is used for all depreciable assets. If you click on the *MINN* link, you are taken to the **Depreciation** tab which is covered in the next step.

Unit G0201      Asset ID 000001414922      Key Machine Auto Rotating head      Status In Service

**Asset Information**

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

Asset Class

Tag Number

Acquisition Code P

Acquisition Date 06/07/2018

**Book**

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

Save    Return to Search    Notify

## Step 3: View the Depreciation Tab

1. Click on the **Depreciation** tab. The header displays general information about the asset. (The default display is to show the **Depreciation Attributes** section closed and the **Net Book Value** section open.)

Unit G0201      Asset ID 000001414922      Key Machine Auto Rotating head      Status In Service

**Book**

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

► Depreciation Attributes

▼ Net Book Value

Cost 8,058.26      As Of Fiscal Year 2019      Period 5

Salvage Value 0.00

Accum Depr 402.90

Net Book Value 7,655.36      Calculate NBV

**Yearly Depreciation**

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
2018	67.15	5400	G0244143			G02PMX223			G021801	EQUIP		
2019	805.83	5400	G0244143			G02PMX223			G021801	EQUIP		
2020	805.83	5400	G0244143			G02PMX223			G021801	EQUIP		

2. View the **Net Book Value** section. The fields are described below.

Field	Field Description
<b>Cost</b>	The cost of the asset.
<b>Salvage Value</b>	The <i>Salvage Value</i> of the asset (“FLEET” and “NCPFL” Asset Categories only). Other assets will normally have a <i>Salvage Value</i> of “0”.
<b>Accum Depr</b>	This is the depreciation already recognized.
<b>Net Book Value</b>	The <i>Net Book Value</i> (NBV) of an asset is the <i>Cost</i> of the asset minus the <i>Accumulated Depreciation</i> . (An asset with <i>Salvage</i> will depreciate down to the NBV = <i>Salvage</i> .)
<b>Pending Reminder</b>	If there is “pending” depreciation that has not been included in the displayed depreciation numbers, a reminder will display at the bottom of the <b>Net Book Value</b> section.
<b>As of Fiscal Year Period</b>	The <i>As of Fiscal Year</i> and <i>Period</i> fields initially display information for the current <i>Fiscal Year</i> and <i>Period</i> . You can view <i>Net Book Value</i> calculated for a different fiscal year and period. This is covered in Step 4.

- View the **Yearly Depreciation** section. This section displays *Depreciation Amounts by Fiscal Year* and funding string. If you click on a *Fiscal Year* link, you are brought to the **Period Depreciation** tab with information for that year displayed (see Step 5).

The screenshot displays the 'Depreciation' tab for an asset. At the top, there are tabs for 'Asset', 'Depreciation', and 'Period Depreciation'. The 'Depreciation' tab is selected, showing the following information:

- Unit:** G0201
- Asset ID:** 000001414922
- Key Machine Auto Rotating head**
- Status:** In Service

Below this, the 'Book' section shows:

- Book Name:** MINN
- Minnesota State Book**
- Currency:** USD
- Stop Depr when NBV < Salvag**

The 'Net Book Value' section is expanded, showing:

- Cost:** 8,058.26
- Salvage Value:** 0.00
- Accum Depr:** 402.90
- Net Book Value:** 7,655.36
- As Of Fiscal Year:** 2019
- Period:** 5
- Calculate NBV** button

The 'Yearly Depreciation' section is also expanded, showing a table with the following data:

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
2018	67.15	5400	G0244143			G02PMX223			G021801	EQUIP		
2019	805.83	5400	G0244143			G02PMX223			G021801	EQUIP		
2020	805.83	5400	G0244143			G02PMX223			G021801	EQUIP		

- Optionally, click on the **Depreciation Attributes** section to view depreciation settings for the asset including the *Depreciation Method*, *Useful Life* of the asset, the *In Service Date*, the

*Begin Date* (the date depreciation began which will be the first day of the “In Service” month), and the *Depreciation Status*.

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

**Depreciation Attributes**

Method Straight Line Calc Type Remaining Value In Service Dt 06/07/2018  
 Useful Life 120 Periods Convention AM  
 Low Value  Derogatory Depreciation Begin Date 06/01/2018  
 End Date Future Depr Yrs Depr Status Depreciable

## Step 4: Optionally View Net Book Value for a Different Fiscal year

You can view *Net Book Value* information for a different *Fiscal Year* and *Period*.

1. Click on the **As of Fiscal Year** drop-down and select a different *Fiscal Year* to view.
2. Enter a different **Period**.
3. Click on the **Calculate NBV** button. The *Accum Depr* and *Net Book Value* fields are updated as of the selected *Fiscal Year* and *Period*. In the example shown below, the last fiscal year of the depreciation schedule was selected and the *Net Book Value* was updated to “0.00”.

**Net Book Value**

Cost	8,058.26	As Of Fiscal Year	2028	Period	12
Salvage Value	0.00	<b>Calculate NBV</b>			
Accum Depr	8,058.26				
Net Book Value	0.00				

**Yearly Depreciation**

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
2018	67.15	5400	G0244143			G02PMX223			G021801	EQUIP		
2019	805.83	5400	G0244143			G02PMX223			G021801	EQUIP		
2020	805.83	5400	G0244143			G02PMX223			G021801	EQUIP		
2021	805.83	5400	G0244143			G02PMX223			G021801	EQUIP		
2022	805.82	5400	G0244143			G02PMX223			G021801	EQUIP		
2023	805.83	5400	G0244143			G02PMX223			G021801	EQUIP		
2024	805.82	5400	G0244143			G02PMX223			G021801	EQUIP		
2025	805.83	5400	G0244143			G02PMX223			G021801	EQUIP		
2026	805.82	5400	G0244143			G02PMX223			G021801	EQUIP		
2027	805.83	5400	G0244143			G02PMX223			G021801	EQUIP		
2028	738.67	5400	G0244143			G02PMX223			G021801	EQUIP		

## Step 5: View the Period Depreciation tab

The **Period Depreciation** tab shows the depreciation by *Period* for each *Fiscal Year*.

1. Click on the **Period Depreciation** tab.
2. The **Get Period Depreciation** section is used to select the *Fiscal Year* information you want to view.

The screenshot shows the 'Asset Review' interface. At the top, there are navigation tabs for 'Asset', 'Depreciation', and 'Period Depreciation'. Below the tabs, the asset details are displayed: Unit G0201, Asset ID 000001414922, Key Machine Auto Rotating head, and Status In Service. The 'Book' section shows Book Name MINN, Minnesota State Book, and Currency USD. The 'Get Period Depreciation' section has checkboxes for 'Expense' and 'Accum', and a 'Year' dropdown set to 2028. A 'Get Period Depr' button is present. Below this is a 'Period Depreciation' table with columns for Year, Period, Trans Type, Depreciation Amount, Fund, Fin DeptID, Appropriation ID (CF3), Sub Acct, SW Cost, Agency Cost 1 (CF1), Agency Cost 2 (CF2), PC Business Unit, and Project. The table shows six rows of data for the year 2028, with a depreciation amount of 67.15 for each period.

Year	Period	Trans Type	Depreciation Amount	Fund	Fin DeptID	Appropriation ID (CF3)	Sub Acct	SW Cost	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	PC Business Unit	Project
2028	1	DPR	67.15	5400	G0244143	G021801						G02PM
2028	2	DPR	67.15	5400	G0244143	G021801						G02PM
2028	3	DPR	67.15	5400	G0244143	G021801						G02PM
2028	4	DPR	67.15	5400	G0244143	G021801						G02PM
2028	5	DPR	67.15	5400	G0244143	G021801						G02PM
2028	6	DPR	67.15	5400	G0244143	G021801						G02PM

Field	Field Description
<b>Expense Checkbox</b>	<p>The <i>Expense</i> checkbox is checked by default. The <i>Depreciation Amount</i> in the <b>Period Depreciation</b> section includes depreciation expense for the selected year. To omit <i>Expense</i> from the display, uncheck the box and click on the <b>Get Period</b> button to update the display.</p> <ul style="list-style-type: none"> <li>• If you do not select <i>Expense</i>, but you do select <i>Accum</i>, only the amounts that are for the accumulated depreciation for the year display.</li> </ul>

Field	Field Description
<b>Accum Checkbox</b>	<p>The <i>Accum</i> checkbox is checked by default. The <i>Depreciation Amount</i> in the <b>Period Depreciation</b> section will include any Accumulated Depreciation entries for the year. If you unselect the field, click on the <b>Get Period</b> button to update the display without Accumulated Depreciation transactions.</p> <ul style="list-style-type: none"> <li>If you do not select <i>Accum</i>, but you do select <i>Expense</i>, the system displays the amounts that impacted the expense account but not the accumulated depreciation for that year.</li> </ul>
<b>Year</b>	<p>The current <i>Fiscal Year</i> is selected by default. Click on the <i>Year</i> drop-down listing and select a different year, if desired. Click on the <b>Get Period</b> button to update the display.</p>
<b>Depr Accum Adjustment Link</b>	<p>The <i>Depr Accum Adjustment</i> page is seldom used and limited to unique circumstances. Before using this feature, contact SWIFT Module Support at <a href="mailto:AgencyAssistance.MMB@state.mn.us">AgencyAssistance.MMB@state.mn.us</a> to discuss.</p>

- View the **Period Depreciation** section which displays *Depreciation Amounts* by funding string and period for the year selected. **Note:** There is seldom a need to change Depreciation Amounts.

Period Depreciation

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Chartfields

Year	Period	Trans Type	Depreciation Amount	Fund	Fin DeptID	Appropriation ID (CF3)	Sub Acct	SW Cost	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	PC Business Unit	Project
2028	1	DPR	67.15	5400	G0244143	G021801						G02PM
2028	2	DPR	67.15	5400	G0244143	G021801						G02PM
2028	3	DPR	67.15	5400	G0244143	G021801						G02PM
2028	4	DPR	67.15	5400	G0244143	G021801						G02PM
2028	5	DPR	67.15	5400	G0244143	G021801						G02PM
2028	6	DPR	67.15	5400	G0244143	G021801						G02PM