



Depreciation Update

1. Navigate to the **Accounting > Deprn Update** menu path. You select either Personal Property or Real Property.
2. Enter the **Search Criteria** and select **Search**.

Search Criteria	
Personal Property	<input checked="" type="radio"/>
Personal Prop Impvs	<input type="radio"/>
Deprn Sts	NonActivated ▾
UIC	Select an Item ▾
Asset Id	<input type="text"/>
Stock Nbr	<input type="text"/> ...
Serial Nbr	<input type="text"/>
Asset Sts Cd	Select an Item ▾
Acq Program Name	Select an Item ▾
Type Dsg Name	Select an Item ▾
<input type="button" value="Search"/> <input type="button" value="Reset"/>	

3. Select the asset(s) for update. Multiple assets with the SAME STOCK NUMBER can be selected for update.
4. Select **Continue**.

The **Search Criteria** page differs between Personal and Real Property but the **Depreciation Update** steps are the same. Military Property is treated as Personal Property for depreciation.

The process handles both Asset and Improvement Depreciation.

Non-activated is the default status for **Deprn Sts**.

Search Criteria is NOT required to conduct a search in this process.

Continued on next page



Depreciation Update Continued

Record Information			
Deprn Type	AST	Deprn Sts	NOT-ACTIVATED
UIC	CQ0001		
Asset Id	CQ0001000026	Stock Nbr	702500F000310
Serial Nbr	SERIALABC	Asset Sts Cd	U
LIN / TAMCN		Fdcry Deprn Mthd Cd	SL
Typ Dsg Name		Deprn Util Qty	0.00
Util Measure Cd	N - Months	Write Down Amt	0.00
Item Desc	READER, BARCODE		
Accum'd Deprn	0.00	Total Cost	225000.00
Simulate Depreciation			
Depreciation Update			
Activation Dt	<input type="text"/>	* Deprn Period	60 <input type="text"/>
Salvage Value	<input type="text"/>	Prior Deprn SL	0.00 <input type="text"/>
		Prior Deprn AB	
* Exp Cd	1-Funded <input type="text"/>	* Deprn Sts	Not Depreciating <input type="text"/>
Deprn Cost Center	<input type="text"/>	Deprn Task Cd	<input type="text"/>
Deprn Job Order Nbr	<input type="text"/>	Deprn Util Svc Life	
		Prior Deprn Util Qty	
		Action Type	Update <input type="text"/>
<input type="button" value="Update"/>		<input type="button" value="Cancel"/>	

Depreciation Status value in the 'Record Information' portion of the update screen is *not* a dropdown toggle field. The process of entering the necessary information on the final screen and successfully clicking the Update button with no further system prompt indicating data entry needs, changes that value from '**NOT ACTIVATED**' to '**ACTIVATED**'.

There are three tools available when updating or activating depreciation:

Simulate Depreciation link – Opens a window that lets you view different depreciation scenarios for the asset.

Salvage Value – The tool accepts modification to the salvage value of the property

Prior Depreciation – Opens a tool to indicate depreciation of the asset accumulated at a prior site. This tool is only available for transferred assets.

To activate an asset for depreciation enter the date depreciation starts.

There are three fields that are used to record and transmit the transaction to the accounting system general ledger. If there is question about the value or format, speak to the financial office.

These fields are:

Deprn Cost Center

Deprn Task Cd

Deprn Job Order Nbr