

How do I run depreciation?

In Fixed Assets go to Posting -> Calculate Depreciation

Asset Depreciation - (Batch FX000002)

Calculate Depreciation through 2011 November

Accounting Period

This Month (2011, November)

Other Period

Fiscal Year 2011 Month October

Posting Date 11-23-2011

Print Options

No. of Copies 1

Setup

Calculate Cancel

NUM

- Enter in the Fiscal Year and Month you want to depreciate through
- Select the Month you would like to post to
- Enter in a posting date
- Then click Calculate

This program will let you create depreciation transactions for all assets that have an un-depreciated transaction up to and including the fiscal year and month displayed at the top. This process will create an asset list showing which assets are picked up in the depreciation batch and the amount of the depreciation. It will also create the GL posting report that Debits Depreciation Expense and Credits Accumulated Depreciation.

If your school depreciates monthly, then you would run every month. If your school depreciates quarterly, then you would run every 3 months and it would process the 3 previously un-posted months.