


# Processing Depreciation Calculations

**Purpose:** Use this document as a reference for processing depreciation calculation for an asset in ctcLink.

**Audience:** Financial Asset Manager, Facilities Asset Manager

 You must have at least one of these local college managed security roles:

- ZZ Depreciation Processing

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Whenever you perform a transaction against an asset, you need to calculate the depreciation for the asset to account for the transaction. ctcLink Asset Management enables you to calculate depreciation across several different scenarios, depending on the depreciation attributes that you select. For example, when you adjust or recategorize an asset, the Depreciation Calculation process transfers the stored depreciation amounts from the original category to the new category, depending on the transaction that you are performing and the ChartFields that you have specified.

## Processing Depreciation Calculation

**Navigation:** Asset Management > Depreciation > Processing > Calculate Depreciation

1. The **Depreciation Calculation** run control ID search page displays.
2. If you have run this process or report in the past, select the **Find an Existing Value** tab to enter an existing Run Control ID and select the **Search** button. If this is the first time running this process or report, select the **Add a New Value** tab to create a new Run Control ID and select the **Add** button.
  - NOTE: It is important to note that **Run Control IDs** cannot be deleted. Do not include spaces in your Run Control. We encourage the Run Control ID to have the same process naming convention but unique to the step; because of this, including your institution code and a short process description in the Run Control ID is recommended--e.g., WA010\_DEP\_CALC (College, Process).

3. The **Depreciation Calculation** page displays. Use it to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the process is run:
  - a. Use the **Request ID** field to define the request calculation number.
  - b. Select the **Process Frequency** drop-down button to the '**Always**' option.
  - c. If it did not already default, enter or select the appropriate business unit in the Business **Unit** field.
  - d. Enter or select the appropriate asset book name in the **Book Name** field.
  - e. Enter or lookup the asset number in the **From Asset ID** field (define the beginning range of asset ID numbers that this depreciation calculation will be run against).
  - f. Enter or lookup the asset number in the **To Asset ID** field (define the ending range of asset ID numbers that this depreciation calculation will be run against).
4. Select the **Run** button.

The screenshot shows the 'Depreciation Calculation' interface. At the top, there's a navigation bar with a back arrow and 'Asset' text. The main title is 'Depreciation Calculation'. Below this, there's a section with 'Run Control ID' set to 'WA160\_DEP\_CALC'. To the right of this are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The main area is titled 'Request' and contains several input fields: '\*Request ID' (1), 'Unit' (WA160), 'Book Name' (WACTC), 'From Asset ID' (empty), 'Process Frequency' (Always), 'Delete Stage Row' (Current), and 'To Asset ID' (empty). Each of the last five fields has a magnifying glass icon. There are also '+' and '-' buttons. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

5. The **Process Scheduler Request** page displays. Select **OK** to run the Calculate Depreciation process.

Depreciation Calculation

Process Scheduler Request

User ID

101044253

Run Control ID

WA160\_DEP\_CALC

Server Name

Run Date

02/07/2024

Recurrence

Run Time

4:39:14PM

Reset to Current Date/Time

Time Zone

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

Save

OK

Cancel

Refresh

**Note:** A Process Instance number appears. This number helps you identify the process you have run when you check its status. When completed, the process's **Run Status** = "Success" and its **Distribution Status** = "Posted".

- The **Process Scheduler Request** page disappears. The updated **Depreciation Calculation** page displays. Note the **Process Instance** number. Select **Process Monitor**. Refer to the QRG [Process Scheduling/Process Monitor](#) for further instructions.
- Process complete.

## Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

## Video Tutorial Via Panopto

View the external link to [Processing Depreciation Calculations](#). This link will open in a new tab/window.