InTempo

Process Documentation

Department:
Customer Support
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NAME OF PROCESS

Reset Depreciation at Year-End [RolePlay]

Use Case / Objectives

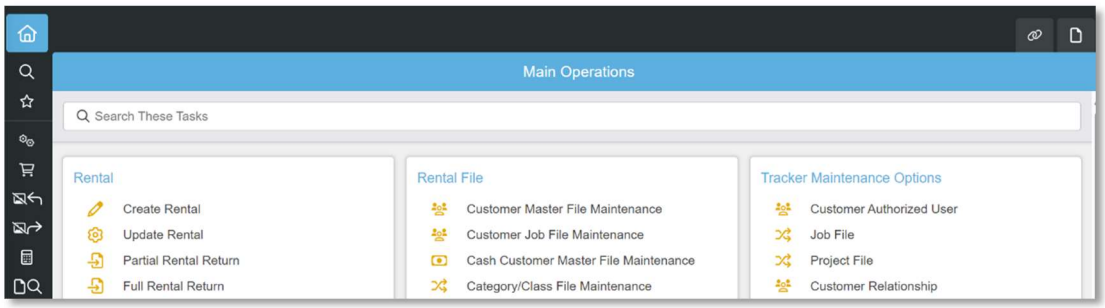
After running and posting the final month's depreciation, this process clears the YTD depreciation bucket in the equipment master file. By resetting the depreciation, you ensure that the next year's depreciation calculations run correctly.

Note: If you **are not** running depreciation in RentalMan, this process is not required.

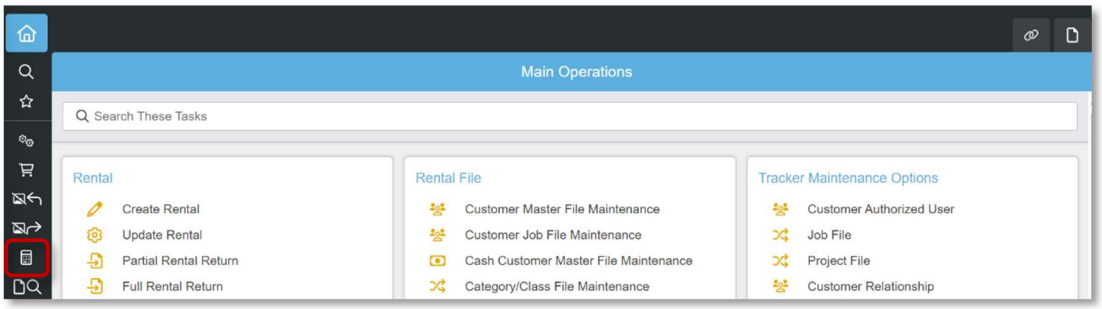
Resetting Depreciation [RolePlay]

Process Steps

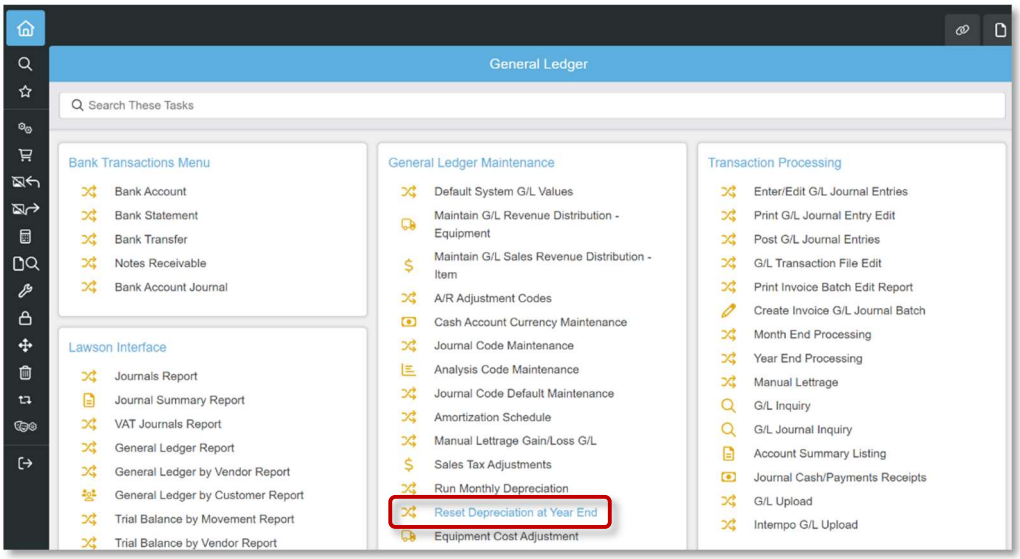
1. Log into the Roleplay Environment using your browser.
2. The **Main Operations** menu will open upon log in.



3. Navigate to the **General Ledger** menu .



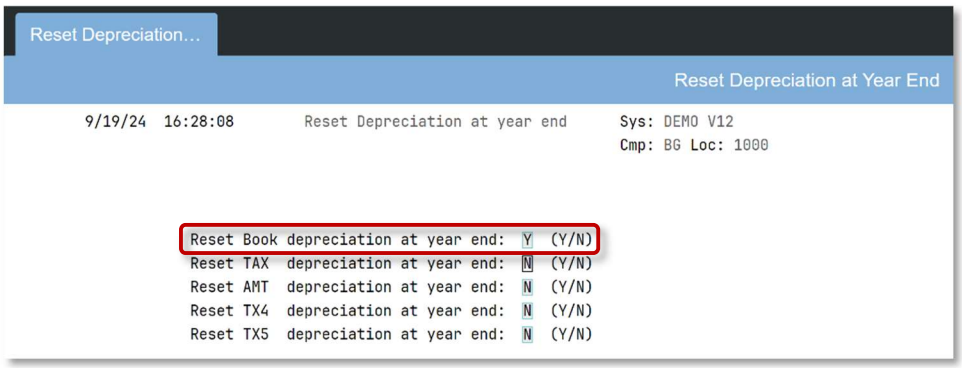
   a. In the **General Ledger Maintenance** section click on **Reset Depreciation at Year End.**



4. The **Reset Depreciation** screen populates several options.

```
Reset Book depreciation at year end:  N  (Y/N)
Reset TAX  depreciation at year end:  N  (Y/N)
Reset AMT  depreciation at year end:  N  (Y/N)
Reset TX4  depreciation at year end:  N  (Y/N)
Reset TX5  depreciation at year end:  N  (Y/N)
```

   a. At minimum the *Reset Book Depreciation* field should be set from *N* to *Y*. The others are up to your company's standards.
   b. Press enter to run depreciation.



Note: If Reset Book Depreciation has already run for the current year, **it will not notify you**. To verify that depreciation has been reset contact our Customer Support team.