



Process Documentation

Department:

Customer Support

Last Updated:

4/2/2025 10:50 AM

NAME OF PROCESS

Running Straight-line Depreciation [Roleplay]

Use Case / Objectives

This guide will walk you through how to calculate and post monthly depreciation for equipment. You can run a report first to ensure that all information is correct before you run the update process. For audit purposes, it is recommended that you keep a copy of the report that is produced during the update process.

Configuration, Training, and Reporting

This document assumes you know how to perform basic Search functionality to find information in the system (i.e., F4 search). The steps for this are not included within this document.

Field definitions for applicable tasks are available in the Reference Glossary. To view these definitions either click on the screen name in the task or scroll to the end of the documentation to view the Glossary.

Menu options to access:

General Ledger => Run Monthly Depreciation

Reporting:

Monthly Depreciation Report

Running Straight-line Depreciation

Run the Monthly Depreciation Report

For equipment to be depreciated, it must be set up with the following:

- Date in rental
- Acquisition cost
- Depreciation life
- Depreciation method

These are found on the **Equipment Maintenance** and **Equipment Maintenance - Cost (F2)** screens.

The image displays two screenshots of the equipment maintenance system interface. The left screenshot shows the 'Equipment Maintenance' screen with the 'Date in rental' field highlighted in red. The right screenshot shows the 'Equipment Maintenance Screen 2' screen with the 'Acquisition cost' and 'Depreciation method' fields highlighted in red.

If the equipment has a salvage value, it will be used in the calculations. Otherwise, salvage value is not required.

Before the system performs its calculations, it determines which assets have reached or exceeded their depreciable life by subtracting the date an asset was put into rental from the date through which the asset is to be depreciated. If an asset has exceeded its depreciable life, the system checks whether it has been fully depreciated by subtracting its life-to-date depreciation from its depreciable basis (acquisition cost - salvage value). If the asset has not been fully depreciated, the remaining depreciation is forced into the current month's depreciation.

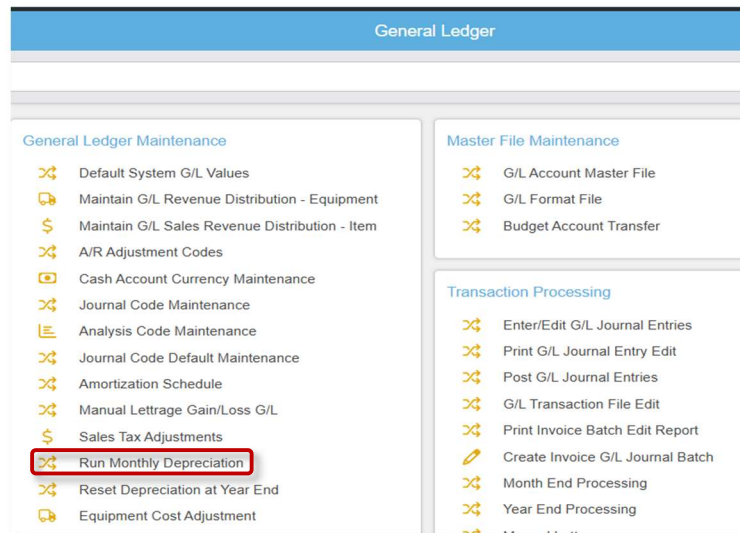
The actual cash value of an asset is used in the depreciation calculations if the Use EMACV\$ to calc book field is set to Y in control record **RAEQM3**.

The Use assigned location setting in control record **RAEDP1** determines the location to use for depreciation purposes. The setting also determines which location to use when retrieving the G/L account for Rental Equipment Depreciation.

If an asset was recapitalized after its depreciable life, the system takes the newly calculated depreciable basis (acquisition cost + recapitalization amounts - salvage value) and divides by the number of depreciable months until its life-to-date depreciation is met.

Process Steps

1. Log into the [Roleplay Environment](#) using your credentials.
2. If the **General Ledger** screen does not appear automatically, select General Ledger from the left toolbar.
3. In the **General Ledger Maintenance** section, click the **Run Monthly Depreciation** option.



- a. The **Run Monthly Depreciation** screen opens.

```

3/24/25  12:23:51          Run Monthly Depreciation          Sys: DEMO V12
                                                Cmp: RM Loc: DMO

Enter The Period Ending Date: 
Run live:                        (Y/N)
Save report as file:              .DP will be appended
in library:                       
Enter Cat/Class From . . . :    0000000 To: 9999999
Inc/Exc/Only Uninvoiced . . . :  (I,E,0)
Equipment Type . . . . . :       (" ",R,0)

Calculate Book Depreciation:      
Calculate TAX Depreciation:        (Y/N)  Calculate TX4 Depreciation:  (Y/N)
Calculate AMT Depreciation:        (Y/N)  Calculate TX5 Depreciation:  (Y/N)

Book depreciation last run on 1/23/25 for period ending 1/31/25 by W6067JL
TAX depreciation last run on 3/08/23 for period ending 2/28/23 by W6067JL
AMT depreciation last run on 3/15/08 for period ending 1/31/08 by MSABL
TX4 depreciation last run on 3/15/08 for period ending 1/31/08 by MSABL
TX5 depreciation last run on 3/15/08 for period ending 1/31/08 by MSABL
    
```

4. Type in the **Period Ending Date**.
5. In the **Run Live** field, type **Y** to run calculations and update files; type **N** to run calculations without updating files.
6. If desired, type a file name in the **Save report as file** field and type in the **in library** field the location to save the file.

7. If you want to run the report for a specific category/class of equipment, type in the *Enter Cat/Class range* fields; otherwise, leaving them as is will run the report for all categories/classes.
8. To include all assets, leave the *Inc/Exc/Only Uninvoiced* field set to *I*; otherwise, update the field accordingly.
9. To include all equipment types, leave the *Equipment Type* field blank; otherwise, type *R* for rental equipment or *O* for owned equipment.
10. For this article, we are only going to run Book Depreciation; therefore, type *Y* in the *Calculate Book Depreciation* field and leave the remaining fields set to *N*.
 - a. The screen shot below shows the values entered for the example report run for this article.

```

3/26/25 08:45:44          Run Monthly Depreciation          Sys: DEMO V12
                                                                Cmp: RM Loc: DMO

Enter The Period Ending Date: 03/10/25
Run Live:                     N (Y/N)
Save report as file:          [ ] .DP will be appended
in library:                   [ ]
Enter Cat/Class From . . . : 0000000 To: 9999999
Inc/Exc/Only Uninvoiced . . : I (I,E,0)
Equipment Type . . . . . : R (" ",R,0)

Calculate Book Depreciation: Y
Calculate TAX Depreciation:  N (Y/N)  Calculate TX4 Depreciation:  N (Y/N)
Calculate AMT Depreciation:  N (Y/N)  Calculate TX5 Depreciation:  N (Y/N)

Book depreciation last run on 1/23/25 for period ending 1/31/25 by WG067JL
TAX depreciation last run on 3/08/23 for period ending 2/28/23 by WG067JL
AMT depreciation last run on 3/15/08 for period ending 1/31/08 by MSABL
TX4 depreciation last run on 3/15/08 for period ending 1/31/08 by MSABL
TX5 depreciation last run on 3/15/08 for period ending 1/31/08 by MSABL
    
```

11. Press Enter.
12. Verify the information; press Enter to run the report.
 - a. The **Submit job** pop-up window opens.

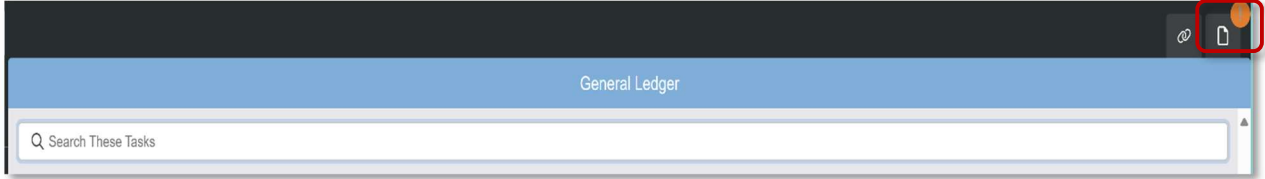
```

Printer/Outq: RM0001DA  Copies: 1          Hold: N Save: N

Submit job. . . : N
    
```

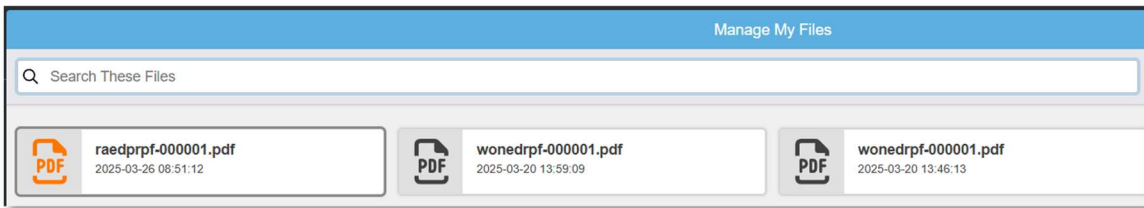
13. Press Enter.

- a. You will be returned to the **General Ledger** screen and the report generates. **NOTE:** The report is complete when the orange indicator displays by the **Manage My Files** icon.



14. Click the Manage My Files icon.

- a. The **Manage My Files** screen opens, displaying your files. **NOTE:** The files will be named after the control record of the screen it pulled from.



15. Click the Open icon next to the desired file.



- a. The **Monthly Depreciation Report** opens, displaying data for the criteria entered above.

Equipment #	G/L Acct	Model	Serial Number	Loc	Cap Date	Met Lif	Cost	Salvage Value	Depr Cost	Depr LTD	Depr YTD	Depr CURR	L.T. Date	Sts
System: DEMO V12 Monthly Depreciation Report - No File Update Loc: DMO														
Pgm Id: RAEDPR Depreciable Items - For Period Ending 3/31/25 Page: 1														
001-0002	VAPORIZER													
8558	00150000000001000	40/40	A12A20003113	DMO	12/30/12	SL 60	2897.60	.00	2897.60	2897.60	.00	.00	** 6/07/19	O
8558	00650000000001000	40/40	A12A20003113	DMO	12/30/12	SL 60	2897.60	.00	2897.60	2897.60	.00	.00		
* Category/Class Total * for 1- 2 VAPORIZER														
							2897.60	.00	2897.60	2897.60	.00	.00		
001-0012	12KW GENERATOR													
12001	00150000000001000	12KW	12-012345	RAMI	9/01/09	SL 36	5000.00	250.00	4750.00	5000.00	.00	.00	** 3/03/20	A
12001	00650000000001000	12KW	12-012345	RAMI	9/01/09	SL 36	5000.00	250.00	4750.00	5000.00	.00	.00		
12002	00150000000001000	12	12-012346	RAMI	9/01/09	SL 36	5000.00	250.00	4750.00	5000.00	.00	.00	** 2/21/20	O
12002	00650000000001000	12	12-012346	RAMI	9/01/09	SL 36	5000.00	250.00	4750.00	5000.00	.00	.00		
12003	00150000000001000	12KW	12-012347	RAMI	9/01/09	SL 36	5000.00	250.00	4750.00	5000.00	.00	.00	** 3/03/20	O
12003	00650000000001000	12KW	12-012347	RAMI	9/01/09	SL 36	5000.00	250.00	4750.00	5000.00	.00	.00		
12005	00150000000001000	12KW	12-012349	RAMI	9/01/09	SL 36	5000.00	250.00	4750.00	5000.00	.00	.00	** 2/09/11	N
12005	00650000000001000	12KW	12-012349	RAMI	9/01/09	SL 36	5000.00	250.00	4750.00	5000.00	.00	.00		
8808	00150000000001000	12KW	123456	DMO	1/25/07	SL 12	39228.20	1961.41	37266.79	39228.20	.00	.00	** 3/21/25	O
8808	00650000000001000	12KW	123456	DMO	1/25/07	SL 12	39228.20	1961.41	37266.79	39228.20	.00	.00		
8809	00150000000001000	12KW	9876543	DMO	1/25/07	SL 12	36040.00	1802.00	34238.00	36040.00	.00	.00	** 8/08/13	N
8809	00650000000001000	12KW	9876543	DMO	1/25/07	SL 12	36040.00	1802.00	34238.00	36040.00	.00	.00		
8810	00150000000001000	12KW	17636747	HTB	1/25/07	SL 12	36040.00	1802.00	34238.00	36040.00	.00	.00	** 6/04/08	A
8810	00650000000001000	12KW	17636747	HTB	1/25/07	SL 12	36040.00	1802.00	34238.00	36040.00	.00	.00		

Reference Glossary

Field definitions for tasks

Run Monthly Depreciation Screen

- *Period Ending Date* - Enter the ending date for the period/month for which you want to run depreciation. For example, 053124 for May 31, 2024.
- *Run Live* - Enter N to only run a report of depreciation calculations without updating files. Enter Y to run depreciation calculations and update files at the same time.
- *Save Report as File* - Enter the name to give to the file that holds the report produced from this program.
- *In Library* - Enter the name of the library where you want to save the report file.
- *From and To Category/Class* - Enter the IDs for the range of category/classes for which you want to run depreciation. To run depreciation for all categories/classes, leave these fields set to 0000000 and 9999999.
- *Include/Exclude/Only Uninvoiced* - Indicate whether to run depreciation for invoiced and uninvoiced assets (I-Include), invoiced only (E-Exclude), or uninvoiced only (O). If you include uninvoiced assets (those for which an A/P invoice has not yet been matched), the program creates an accrual batch for the depreciation of those assets. The setting of the *Fully Invoiced* field on the **Equipment Maintenance - Cost** screen determines whether an asset has been invoiced or not.
- *Equipment Type* - Indicate whether to run depreciation only for Rental equipment (R) or only for Owned equipment (O). Leave the field blank to run depreciation for all equipment types.
- *Calculate Book Depreciation* - Indicate whether to run book (accounting) depreciation.
- *Calculate Tax Depreciation* - Indicate whether to run tax depreciation.
- *Calculate AMT (Alternative Minimum Tax) Depreciation* - Indicate whether to run AMT depreciation.
- *Calculate TX4 Depreciation* - Indicate whether to run TX4 depreciation.
- *Calculate TX5 Depreciation* - Indicate whether to run TX5 depreciation.