RUN DEPRECIATION

QUICK REFERENCE GUIDE FA-04

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to run depreciation in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the process of calculating depreciation on assets. Depreciation is the reduction in the value of an asset over time. Depreciation of a fixed asset begins when the fixed asset is ready for its intended use. The Calculated (Straight-Line) Depreciation Method is used to calculate the depreciation equally monthly over the life (in years) of an asset. Depreciation is performed when the asset book is closed during either Single Book Close or All Books Close.

User Tip:

The following are prerequisites to run depreciation:

1. Process all incomplete transactions

Run Depreciation

To run depreciation, please follow the steps below:

Method 1: Single Book Close

1. Log in to the NCFS portal with your credentials to access the system.

2. On the **Home** page, click the **Fixed Assets** tab.
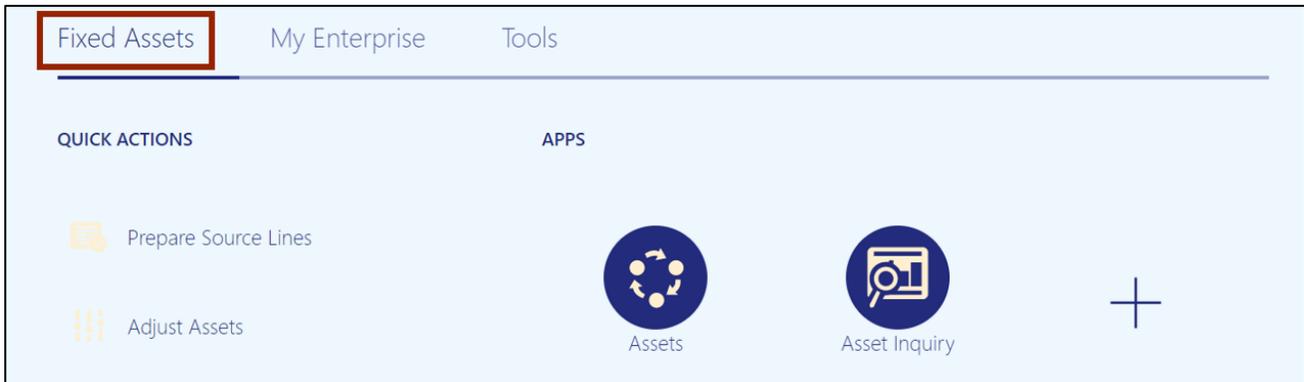
3. Click the **Assets** app.
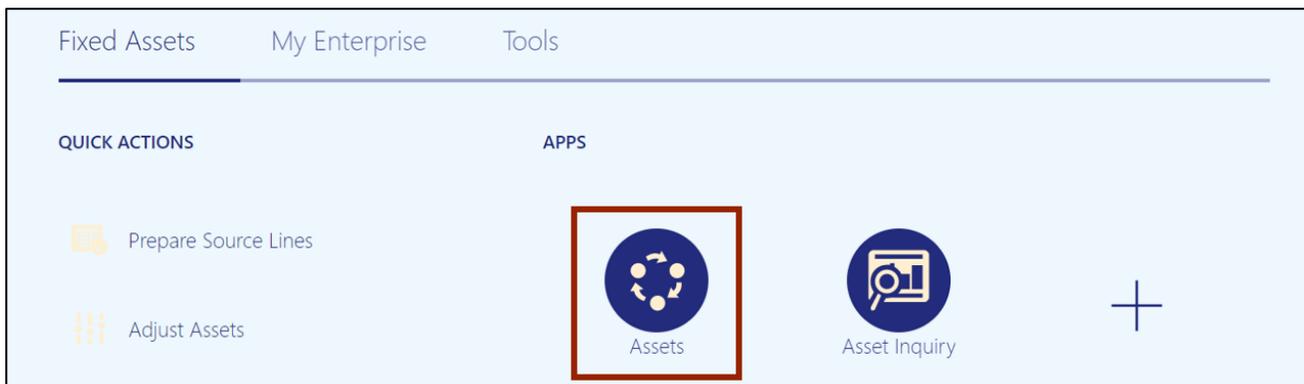
4. Select the appropriate **Asset Book** by clicking the drop-down choice list [▼] icon.

   In this example, we choose **AGENCY 1400** *CASH BOOK.*

5. Select the *Depreciation* infotile.

6. Click the **Calculate Depreciation** button.

7. A *Confirmation* pop-up appears, which indicates that the asset depreciation is successfully submitted.

Method 2: All Books Close

1. Log in to the NCFS portal with your credentials to access the system.

2. On the **Home** page, click the **Tools** tab.
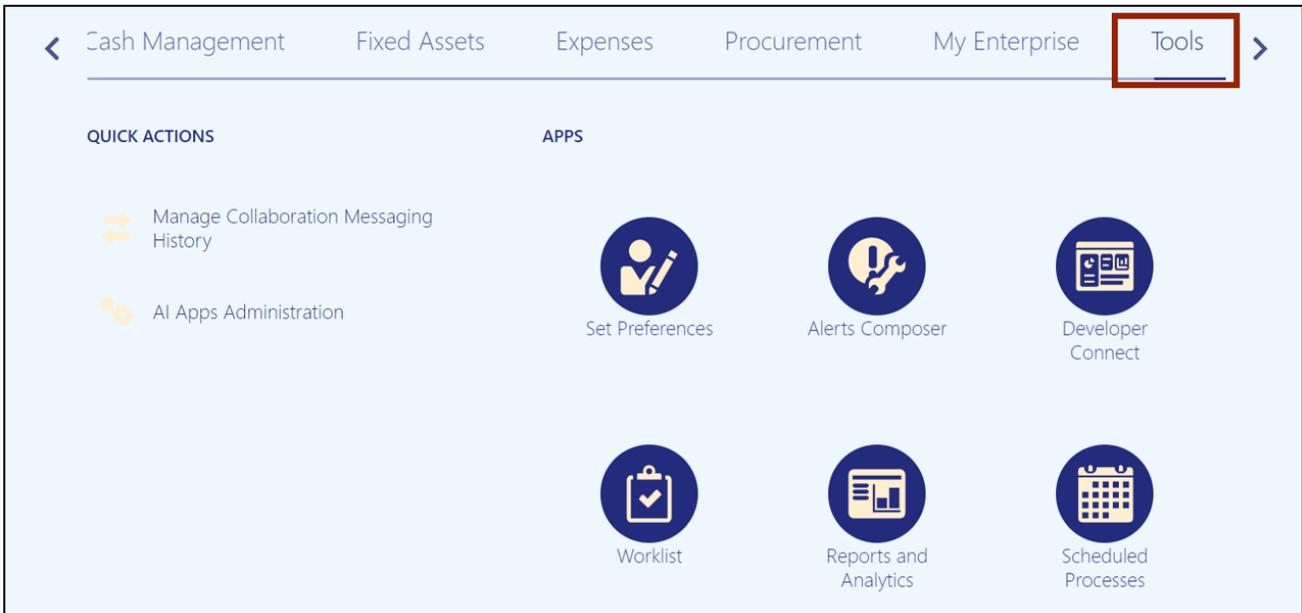
3. Click the **Scheduled Processes** app.

4. Click the **Schedule New Process** button.

5. Select the **Job Set** radio button.

6. On the *Name* field, select **NC Calculate Depreciation**.

   In this example, we choose **NC Calculate Depreciation for CASH BOOKS Job Set.**

7. Click the **OK** button.
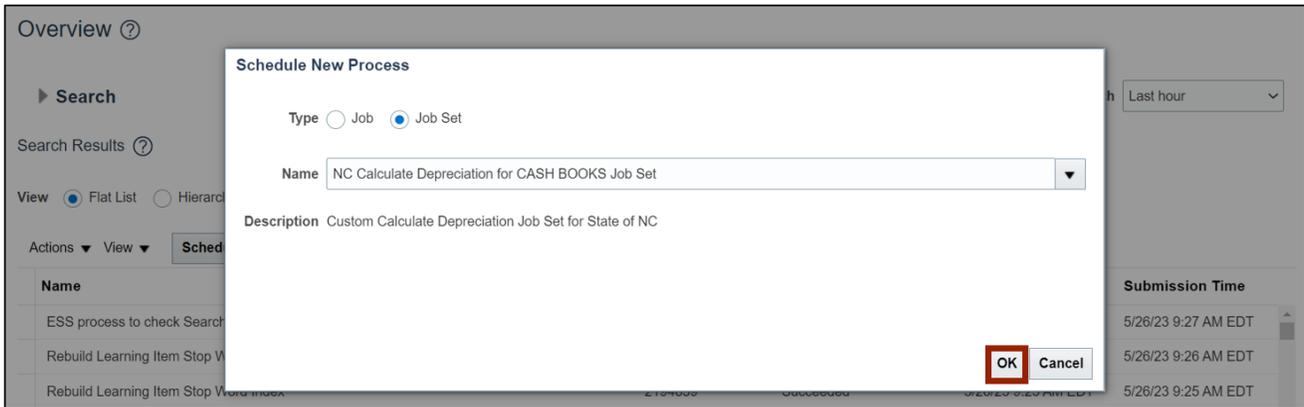
8. Select the required *Process Name.*
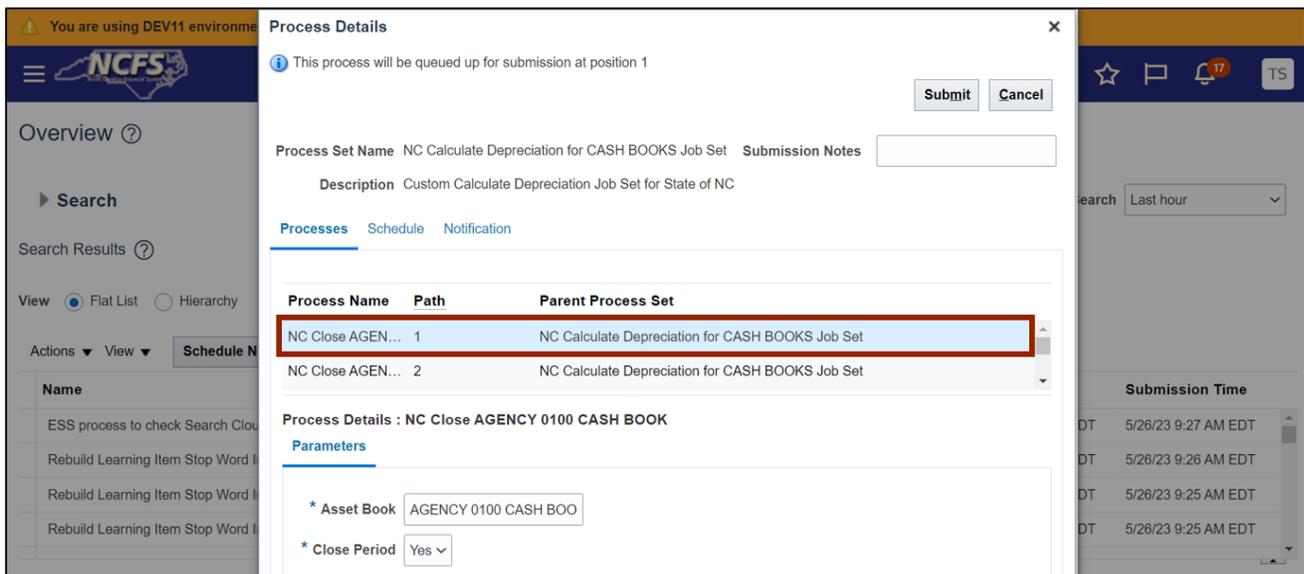
9. Click the **Submit** button.

10. A *Warning* pop-up appears. Click the **Continue** button.

11. The *Confirmation* pop-up appears. Click the **OK** button.

> **User Tip:**
>
> Repeat the same process to run depreciation for GASB Books by selecting **NC Calculate Depreciation for GASB BOOKS Job Set** in step 6 of Method 2.

Wrap-Up

Run depreciation for assets and close asset books by following the steps above.

Additional Resources

Virtual Instructor-Led Training (vILT)

- FA101: Asset Management