## Processing Depreciation Calculations

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Begin by navigating to the <strong>Run Depreciation Calculation</strong> page. Click the vertical scrollbar.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Asset Management</strong> link.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>Depreciation</strong> link.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the <strong>Calculate</strong> link.</td>
</tr>
<tr>
<td>5.</td>
<td>You can run this process by searching for an existing Run Control ID or you can add a new value. Creating a Run Control ID that is relevant to the process may help you remember it for future use. Click the <strong>Add a New Value</strong> tab.</td>
</tr>
<tr>
<td>6.</td>
<td>A <strong>Run Control ID</strong> is an identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values. Enter the desired information into the <strong>Sign In</strong> field. Enter a valid value e.g. &quot;Depreciation&quot;.</td>
</tr>
<tr>
<td>7.</td>
<td>Click the <strong>Add</strong> button.</td>
</tr>
<tr>
<td>8.</td>
<td>Use the <strong>Run Depreciation Calculation</strong> page 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.</td>
</tr>
<tr>
<td>9.</td>
<td>Use the <strong>Request ID</strong> field to define the request calculation number. For this exercise, accept the default value.</td>
</tr>
<tr>
<td>10.</td>
<td>Click the <strong>Process Frequency</strong> list.</td>
</tr>
<tr>
<td>11.</td>
<td>Click the <strong>Once</strong> list item.</td>
</tr>
<tr>
<td>12.</td>
<td>Click in the <strong>Unit</strong> field.</td>
</tr>
<tr>
<td>13.</td>
<td>Enter the desired information into the <strong>Unit</strong> field. Enter a valid value e.g. &quot;US001&quot;.</td>
</tr>
</tbody>
</table>
### Step 14
Click in the **From Asset ID** field.

*Blank*

### Step 15
Use the **From Asset ID** field to define the beginning range of asset id numbers that this depreciation calculation will be run against.

Enter the desired information into the **From Asset ID** field. Enter a valid value e.g. "000000000103".

### Step 16
Click in the **To Asset ID** field.

*Blank*

### Step 17
Use the **To Asset ID** field to define the ending range of asset id numbers that this depreciation calculation will be run against.

Enter the desired information into the **To Asset ID** field. Enter a valid value e.g. "000000000104".

### Step 18
Click the **Run** button.

[Run]

### Step 19
Use the **Process Scheduler Request** page to enter or update parameters, such as server name and process output format.

### Step 20
You must select a **Server Name** to identify the server on which the process will run. If you use the same Run Control ID for subsequent processes, the server name that you last used will default in this field.

Click the **Server Name** list.

*Server Name*

### Step 21
Click the **PSNT** list item.

**PSNT**

### Step 22
Use the **Type** field to select the type of output you want to generate for this job. Your four choices are File, Printer, Email, or Web.

### Step 23
Use the **Format** field to define the output format for the report. The values are dependent upon the Process Type you have selected. In this example, the default value is TXT.

### Step 24
Click the **OK** button.

**OK**

### Step 25
Notice the **Process Instance** number appears. This number helps you identify the process you have run when you check the status.

Click the **Process Monitor** link.

**Process Monitor**

### Step 26
Use the **Process List** page to view the status of submitted process requests.
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| 27.  | The current status of the process is Queued. The process is finished when the status is Success. Continue to click the **Refresh** button until the status is Success.  

Click the **Refresh** button. |
| 28.  | You have successfully processed depreciation calculations.  

**End of Procedure.** |