Asset Depreciation Report

Report Module Guide: Asset Depreciation Report

Module Location

Fixed Asset > Reports > Asset Depreciation Report

Module Objective

The **Asset Depreciation Report** module is used to generate a report that summarizes the depreciation expense of fixed assets for a specific period. This report is used to review the results of the monthly depreciation process that has been run, as well as to analyze the allocation of depreciation expense per department or per asset group.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the report that will be generated.

Here is an explanation for each parameter:

- **Report Type**:
  - Select **By Period** to see the depreciation expense that occurred in the selected period.
- **Report Option**:

    - Select **Summary** to see the total depreciation expense per group/department, or **Detail** to see the depreciation breakdown per asset.

- **Department**:

    - Filter the report to see the depreciation expense allocated to one or more specific departments.

- **Depreciation Period**:

    - Define the month and year of the depreciation period for which you want to see the report (e.g., "Up to: October 2025").

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the parameters you need, especially the **Depreciation Period** and the report's level of detail (**Summary** or **Detail**).

Step 2: Generate the Report

After the parameters are set, click the 'Display Report' or 'Export' button to generate the output.

3. Report Content (Conceptual)

Depending on your selection:

- **If you select 'Summary'**: The report will display the total depreciation expense, grouped, for example, by asset category or by department.

- **If you select 'Detail'**: The report will display a list of each asset with details on **Acquisition Cost, Accumulated Depreciation** to date, **Current Period Depreciation Expense**, and **Ending Book Value**.

Tips & Important Notes

- Use this report every month to **verify and document the depreciation journal** that has been posted by the system.
- This report is a recapitulation of the results of the process run in the transactional **Depreciation** module.
- This is an important report for the **Controller and Cost Accountant** for internal control and cost allocation purposes.

Revision #2
Created 9 October 2025 13:30:26 by Sayu
Updated 9 October 2025 13:33:08 by Sayu