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Reporting Table Load Overview
Run Load Reporting Tables to load the Depreciation Reporting table (DEPR_RPT) which captures
depreciation details for assets. The Depreciation Reporting table is used to run some of the delivered
depreciation reports such as Depreciation Activity, Depreciation by Period and Depreciation by Fiscal
Period.

<table>
<thead>
<tr>
<th>Process Frequency</th>
<th>Load Reporting Table on as needed basis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependencies</td>
<td>None</td>
</tr>
<tr>
<td>Assumptions</td>
<td>None</td>
</tr>
<tr>
<td>Responsible Parties</td>
<td>UW Campus or UWSA</td>
</tr>
<tr>
<td>Alternate Scenarios</td>
<td>None</td>
</tr>
</tbody>
</table>

Process Detail

I. Load Depreciation Reporting Tables

The Depreciation Reporting Tables Process (AMDPREPT) populates the depreciation reporting
table. This process should be run every time Depreciation Calculation (AM_DEPR_CALC) is run
to ensure that the reports show accurate information.

   Navigation: Asset Management > Financial Reports > Load Reporting Tables > Depr Reporting Table

1. Select an existing Run Control, or Create a new Run Control. The following page will
display after adding Run Control ID: LOAD_DEPR_RPT_TBLS.
2. **Change** the *Process Frequency* to ‘Always’.
3. **Enter** the *From Year*.
4. **Enter** the *To Year*.
5. **Enter** your (Business) *Unit*.
6. **Enter** the *Book Name* (we only use ‘CAPITAL’ for assets with depreciation).
7. **Enter** the same ‘Asset ID’ in both the *From Asset ID* and the *To Asset ID* fields to load the reporting table for only that asset. By leaving *From Asset ID* and *To Asset ID* fields blank, the process will populate the reporting table on all valid assets.
8. **Verify** the *Use Open Trans* checkbox.
   a. **Check** this box to process only new open transactions like asset additions or adjustments.
9. **Verify** the *Keep Other Fiscal Years* checkbox.
   a. **Check** this box, to retain depreciation data for earlier years loaded in the table.
10. **Click** **Save**
11. Click **Run**.
12. Select ‘PSUNX’ as the Server Name.
13. Click **OK** to start the process.
14. Click the **Process Monitor** link
15. The process is complete when the Run Status is ‘Success’ and the Distribution Status is ‘Posted’.

**Revision History**

<table>
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<tr>
<th>Author</th>
<th>Version</th>
<th>Date</th>
<th>Description of Change</th>
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<tr>
<td>Surya Gannavarapu</td>
<td>1.0</td>
<td>02/05/2013</td>
<td>Final</td>
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<tr>
<td>Susan Kincanon</td>
<td>1.1</td>
<td>05/06/2013</td>
<td>Final review and publish to website</td>
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<tr>
<td>Jon Ahola</td>
<td>1.2</td>
<td>06/13/2013</td>
<td>Final review</td>
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<tr>
<td>Susan Kincanon</td>
<td>1.3</td>
<td>10/16/2013</td>
<td>Updated and republished</td>
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