GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

AM.020.073 – RUNNING LOAD DEPR REPORTING TABLE - YEARLY

Purpose	• Define what the Load Depreciation Reporting Table process does. • Identify what the Load Depreciation Reporting Table stores. • Run the Load Depr Reporting Table – Yearly process.
Description	This topic demonstrates how to run the Load Depreciation Reporting Table process on a yearly basis. After the Depreciation Calculation process is run, the Load Depr Reporting Table process is run to generate cost and depreciation reports. This table stores life-to-date and year-to-date depreciation amounts. Use this process to complete this at the beginning of the year. For more information regarding newly created open transactions each month, see AM.020.072, Load Depr Report Table – Monthly.
Security Role	**BOR_AM_DEPRECIATE**
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to run the load depr reporting table on a yearly basis.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** icon.
3.	Click the **Asset Management** link.
4.	Click the **Financial Reports** link.
5.	Click the **Load Reporting Tables** link.
6.	Click the **Load Depr Reporting Table** link.
7.	Click the **Add a New Value** tab.

Step	Action
8.	Enter name for **Run Control ID** field and click the **Add** button.
9.	Enter the Request ID in the **Request ID** field.
10.	Change the **Process Frequency** drop down list to the **Always** list item.
11.	Click the **Keep Other Fiscal Years** checkbox.
12.	Enter the year range in the **From Year** field and **To Year** field.
13.	Enter your institution's Business Unit in the **Unit** field.
14.	Click the **Update Statistic** checkbox.
15.	Click the **Run** button.
16.	Click the **Server Name** drop down list and select the **PSUNX** list item.
17.	Click the **Format** drop down list and select the **PDF** list item, then click the **OK** button.
18.	Click the **Process Monitor** link.
19.	Click the **Refresh** button until the **Run Status** of the process says **Success** and the **Distribution Status** says **Posted.**
20.	Click the entry in the **Details** column, then click the **View Log/Trace** link. From here you can choose an entry in the **Name** column.