

## GL.100.001 - CLOSING PERIOD DEPRECIATION

<b>Purpose</b>	<ul style="list-style-type: none"> <li>To identify the purpose of the Period Depreciation Close process.</li> <li>To identify when the Period Depreciation Close process can run.</li> <li>To close Period Depreciation.</li> </ul>
<b>Description</b>	<p>This process generates period depreciation entries for all depreciable assets in a particular accounting period, including lease payments and offset accounts for the period. Users can run this process only for accounting periods that have not yet been closed in Asset Management.</p> <p>Closing Period Depreciation is one of the End of Month processes. The other EOM processes are Depreciation Calculation, Creating EOM Accounting Entries, and Journal Generation.</p>
<b>Security Role</b>	BOR_AM_DEPRECIATE
<b>Assumptions</b>	None
<b>Dependencies/Constraints</b>	None
<b>Additional Information</b>	None

## **Procedure**

Below are step by step instructions are how to close a period depreciation.

<b>Step</b>	<b>Action</b>
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Navigator</b> icon.
3.	Click the <b>Asset Management</b> link.
4.	Click the <b>Accounting Entries</b> link.
5.	Click the <b>Close Depreciation</b> link.
6.	Click the <b>Add a New Value</b> tab.
7.	Enter a Run Control ID in the <b>Run Control ID</b> field.
8.	Click the <b>Add</b> button.
9.	Click the <b>Process Frequency</b> list.
10.	Click the <b>Always</b> list item.
11.	Enter a Business Unit in the <b>Unit</b> field.
12.	Click the <b>Book Name</b> list.
13.	Click the <b>ENTERPRISE</b> list item.
14.	Enter Fiscal Year in the <b>Fiscal Year</b> field.
15.	Enter an accounting Period in the <b>Period</b> field.
16.	Click the <b>Run</b> button.
17.	Click the <b>Process Monitor</b> link. The system navigates to the Process Monitor page and defaults to the Process List tab.
18.	Click the <b>Refresh</b> button until the <b>Run Status</b> runs to Success the <b>Distribution Status</b> shows Posted.