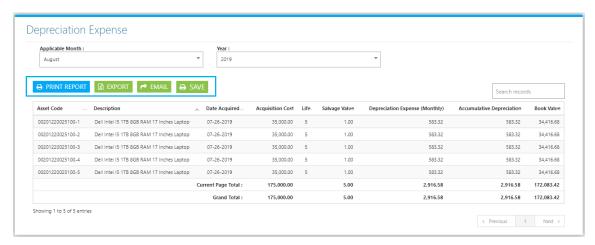
DEPRECIATION EXPENSE

Depreciation is defined as the expensing of an asset involved in producing revenues throughout its useful life. Depreciation for accounting purposes refers the allocation of the cost of assets to periods in which the assets are used. Listed *in Figure* 1 is the **Report** of the Depreciation Expense for the chosen **Applicable Month** and **Year.**

Figure 1



Use the **Search Field** to search for the records from inside the table. Click the **Print Button** to print the report (*Figure 2*), and **Export Button** to save the Master File to an Excel File (*Figure 3*). Click the **Save Button** and **Confirm** (*Figure 4*) to prepare the report for review and posting in the Accounting (*Figure 5*).

Figure 2

DEPRECIATION EXPENSE REPORT

For the Month of August 2019

Asset Code	Description	Date Acquired	Acquisition Cost	Life	Salvage Value	Depreciation Expense (Monthly)	Accumulative Depreciation	Book Value
00201220025100-1	Dell Intel I5 1TB 8GB RAM 17 Inches Laptop	July 26,2019	35,000.00	5	1.00	583.32	583.32	34,416.68
00201220025100-2	Dell Intel I5 1TB 8GB RAM 17 Inches Laptop	July 26,2019	35,000.00	5	1.00	583.32	583.32	34,416.68
00201220025100-3	Dell Intel I5 1TB 8GB RAM 17 Inches Laptop	July 26,2019	35,000.00	5	1.00	583.32	583.32	34,416.68
00201220025100-4	Dell Intel I5 1TB 8GB RAM 17 Inches Laptop	July 26,2019	35,000.00	5	1.00	583.32	583.32	34,416.68
00201220025100-5	Dell Intel I5 1TB 8GB RAM 17 Inches Laptop	July 26,2019	35,000.00	5	1.00	583.32	583.32	34,416.68
		TOTAL	175,000.00		5.00	2,916.58	2,916.58	172,083.42

Figure 3

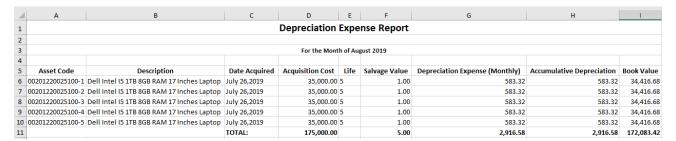


Figure 4

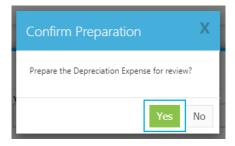
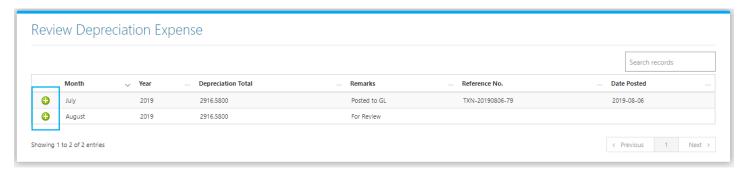


Figure 5



Clicking the **+ Button** will open the Expense for Review. The Review Journal Tab (*Figure 6*) shows the Debit and Credit Entries and the Amounts. Adjust the details to your preference then click **Finalize this Journal Button** to post the Transaction to Accounting.

Figure 6

