



# Posting Asset Depreciation

Before you can post depreciation expense to the general ledger, you must preview or print the depreciation journal. It's also a good idea to print the journal for your records. If you review the depreciation journal and find errors, you can clear the depreciation calculations, make any corrections to the assets or depreciation tables, and recalculate depreciation.

## Useful Information

Any depreciation expense that you posted to the general ledger must be reversed through a journal entry transaction in the General Ledger module.

1. On the Fixed Assets Posting Menu, click **Calculate Depreciation**.
  2. Click **Clear Current Calculations**.
  3. Click **Yes**, then click **OK**.
- 
1. On the Fixed Assets Posting Menu, click **Post Depreciation**.
  2. Verify the **Post Month/Year**. Click the up and down arrows in the **Month** and **Year** date  boxes to select a different posting period.
  3. Select a transaction source. Click the **Down Arrow**  to select a source in the drop-down list.
  4. Enter a reference number. Click **Next** to auto-assign the next available reference number for the selected transaction source.
  5. Enter an explanation. If no description is entered, **Explanation** defaults to **Asset Depreciation <date>**.
  6. Click **OK**.