

## Overview

This UOP Depreciation Calculator produces monthly UOP depreciation by asset, yearly UOP estimated remaining life updates and yearly increments of the SYD depreciation rules.

## First Month (of Data Entry) in Fiscal Year

IN ADDITION TO THE STANDARD STEPS BELOW, DO THE FOLLOWING:

- **Check that year end processing has been completed.** After step 2 below (checking that previous month production has been archived), use the “View History” button on the UOP Year End Update form to verify that the year end processing has been done.

## Last Month in Fiscal Year

IN ADDITION TO THE STANDARD STEPS BELOW, DO THE FOLLOWING:

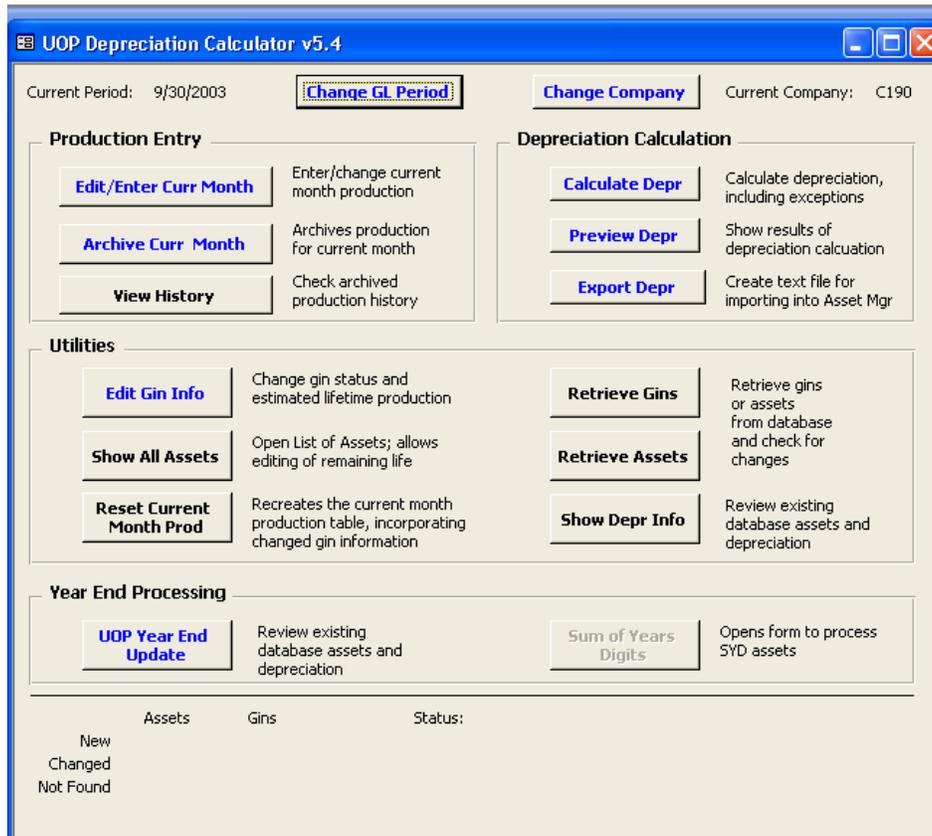
**Perform Year End Processing.** Open the UOP Fiscal Year End Update form by clicking the “UOP Year End Update” button. Use the “Review” button on this form to check the monthly production for each gin that will be used to update the gin and asset life information. Use the “Preview” button to calculate the changes that will be made. The database is not updated at this time. This step can be performed as many times as necessary. When the values are correct, use the “Update” button to update the [Access](#) database. Use the “View History” button to review the changes that have been made to the database. NOTE: if the number of bales ginned during the fiscal year exceeds the remaining asset life, the asset life will be set to zero.

## Calculating Monthly Depreciation (Standard)

1. **Select the company.** The current company is shown in the upper right corner of the main form (Figure 1.) To change companies, use the “Change Company” button and enter the 4 character company ID (for example, C011 or C190).
2. **Review archived production (OPTIONAL).** You may use the “View History” button on the main form (below the “Archive Curr Month” button) at any time to review archived production. Monthly production is archived before calculating depreciation (steps 10 and 11, below).
3. **Retrieve gins.** Use the “Retrieve Gins” button to update the UOP with the latest gin information. This must be done every month to ensure the gin information is up-to-date. New gins come in with zero estimated remaining life which must be changed using the “Edit Gin Info” button (see step 4.)
4. **Verify gin information.** Use the “Edit Gin Info” button (under Utilities) to review the list of gins, the estimated remaining lifetime production and gin status (active/dormant). If a gin is missing, you must retrieve gins from the database again. (Use the “Retrieve Gins” button.) If you need to change either the remaining lifetime or gin status, make the changes **before** entering the production values for the month. Then, in step 8, when you use the “Reset Current Month Prod” button the changed gin information will be incorporated. (Note: this will set all of the monthly production values to zero, ready to enter the current month production.)

5. **Retrieve assets.** Use the “Retrieve Assets” button to update the UOP with the latest asset information. This must be done every month to ensure the asset information is up-to-date. **Before** retrieving assets, gins must first be retrieved and any gin information updated (estimated lifetime production, gin status), or new assets may be brought in with zero remaining life.
6. **Verify asset information.** Use the “Show All Assets” button (under Utilities) to see a list of the currently-retrieved assets. If an asset is missing, use the “Retrieve Assets” button to add it to the list of retrieved assets. If you need to add an asset or change the remaining life for an asset, make these changes **before** calculating depreciation.
7. **Change the GL period.** The current GL period is shown in the upper left corner of the main form. Use the “Change GL Period” button and select the period that corresponds to the month for which you want to enter depreciation. If the GL period you select has already been archived, you will get a message to this effect and will be allowed to select a different GL period. If you select a GL period for which there is already data in the current month production table (which you may need to do when you change companies) you will get a warning message that a current month production table already exists. At this point, you may change the GL period or keep it.
8. **Reset the current month production table.** Use the “Reset Current Month Prod” button to reset the production values in the current month production table to zero. This will use the current period date set in step 7. Use this button to incorporate any gin changes (see step 4.)
9. **Enter production.** Open the current month production table (“Enter/Edit Curr Month” button) and enter production data for each active gin. This table only shows gins that are active and that have an estimated lifetime production greater than zero. If a gin is missing from the current month production table, edit the gin information to update the status and lifetime production, as required and then reset the current month production table (see step 8). Verify that asset information for any changed or new gins is correct before proceeding.
10. **Archive the current month’s production data.** Select “Archive Curr Month” to archive the data in the current month production table. View the archived data, if desired, by using the “View History” button under the “Archive Curr Month” button.
11. **Calculate depreciation.** Use the “Calculate Depr” button to perform the depreciation calculations based on the production entered for each active gin. When the calculations have been completed, the Preview Monthly Depreciation window will open and display each asset’s depreciation before and after the current month production (Figure 2.) For each asset, it will also show the monthly production and estimated remaining life used in the calculation. The period end date is shown in the upper left corner. (The “Preview Depr” button can be used to review the depreciation any time after it has been calculated. Note: if you use this button before calculating the depreciation, it will show the depreciation for the last month.) **Tip:** Depreciation is only calculated for assets that have a remaining life and monthly production for the gin the asset is assigned to. If an asset is missing from the depreciation table, make sure the asset remaining life is correct (“Show All Assets” button, column *UOP Life*) and that the gin estimated life (“Edit Gin Info”) and production (“Enter/Edit Curr Month”) are correct.
12. **Export depreciation to asset manager import file.** After verifying that the depreciation is correct (“Preview Depr”), use the “Export Depr” button to export the depreciation data in the correct format for importing into Asset Manager (as a manual depreciation.) The text file will be created at the root directory:

C:\Cxxx\_ManualUOPDepreciation.txt, where Cxxx is the company name. This text file is overwritten each time you export the depreciation data.



**Figure 1 UOP Depreciation Calculator Main Form**

11/30/2002									
		BEFORE DEPRECIATION			CURRENT MONTH			RESULTING DEPR.	
Asset Number	Gin	Net Book	Current Cost	Accum Depr	Mo. Prod.	Rem. Life	Depr	Mo. Depr.	Net Book
ASSET00000001456	05013	26.57	104.49	-77.92	9999	255944	3.91%	-1.04	25.53
ASSET00000001457	05013	1,391.87	5,474.03	-4,082.16	9999	255944	3.91%	-54.38	1,337.49
ASSET00000001458	05013	47.47	186.69	-139.22	9999	255944	3.91%	-1.85	45.62
ASSET00000001459	05013	82.20	323.29	-241.09	9999	255944	3.91%	-3.21	78.99
ASSET00000001460	05013	17.80	70.02	-52.22	9999	255944	3.91%	-0.70	17.10
ASSET00000001461	05013	531.37	2,089.80	-1,558.43	9999	255944	3.91%	-20.76	510.61
ASSET00000001462	05013	303.64	1,194.17	-890.53	9999	255944	3.91%	-11.86	291.78
ASSET00000001463	05013	229.66	903.22	-673.56	9999	255944	3.91%	-8.97	220.69
ASSET00000002027	05013	176.53	866.09	-689.56	9999	255944	3.91%	-6.90	169.63
ASSET00000002383	05013	318.96	1,564.94	-1,245.98	9999	255944	3.91%	-12.46	306.50
ASSET00000002485	05013	608.72	2,986.61	-2,377.89	9999	183970	5.44%	-33.08	575.64
ASSET00000002485	05013	159.47	3,311.95	-3,152.48	9999	183970	5.44%	-8.67	150.80
ASSET00000002553	05013	123.67	2,568.18	-2,444.51	9999	183970	5.44%	-6.72	116.95
ASSET00000002553	05013	472.02	2,315.90	-1,843.88	9999	183970	5.44%	-25.65	446.37
ASSET00000002771	05013	2,266.76	11,121.60	-8,854.84	9999	255944	3.91%	-88.56	2,178.20
ASSET00000003079	05013	920.14	8,189.82	-7,269.68	9999	183970	5.44%	-50.01	870.13
ASSET00000003079	05013	1,505.25	7,385.32	-5,880.07	9999	183970	5.44%	-81.81	1,423.44

Record: 1 of 193

**Figure 2 Preview Monthly Depreciation**

## UOP Year End Update

(see Last Month In Fiscal Year, above)

**Fiscal Year End Update**

Review the Production History for the Current Fiscal Year

Preview results of fiscal year end processing to subtract bales ginned during FY from gin and asset remaining life

Accepts the gin and asset remaining life changes and changes the database tables

## SYD Year End Update

1. **Open Sum of Years Digits Form.** In the Year End Processing section of the Main form, select “Sum of Years Digits.” This opens the form that allows you to retrieve and review SYD assets and prepare the text file that will be used to add new depreciation rules in Asset Manager.



2. **Retrieve Assets.** Click the “Retrieve SYD Assets” button to retrieve the active SYD assets that have not already been fully depreciated and the latest depreciation rule for each asset.
3. **Review Assets.** Click the “Show SYD Assets” button to see a list of the assets that will be updated and to review the current depreciation rule.
4. **Update Assets.** If the information is correct, click the “Year End Processing” button.
5. **Preview Changes.** Click the “Preview SYD Asset Changes” to see the records that will be exported. If any changes need to be made, repeat steps 2 through 5 until the information is correct.
6. **Create Export File.** Click the “Export Depr Rule Update File” button to create a text file that will be imported into Asset Manager. The file will be stored at the C: \ directory level and will be prefaced with the company ID. (For example: C:\C01 | \_UpdateSYDDeprRules.txt) This file is overwritten each time you export.
7. **Import Text File into Asset Manager.**
  - a. **Create Import Definition.** Create an Import Definition for each company to be imported, as described in step 8.
  - b. **Verify Company.** Make sure the correct company is selected in eBackOffice.
  - c. **Open Import List.** Open Import List in eBackOffice (Asset Manager / Processing and Posting / Import / Import List)

- d. **Select Company to Import.** Select the import definition you created in step 6a.
- e. **Review the Records.** To review the records before you import, click the “View Recs” button near the bottom of the screen. Click “Next” to see the next record and “Cancel” to close the review records screen.
- f. **Verify Before Importing.** Check that there are no errors by clicking the “Verify” button. This will run the same steps as the actual import (without importing) and let you know if there are any errors.
- g. **Import the Records.** If there are no errors, click on the “Import” button to import the records into Asset Manager. This will update the depreciation rule (incrementing the year in the SYD description) for the assets in the import file created by the UOP Application.
- h. **Check the Assets.** Check one or two assets to verify that the depreciation rule was updated.

#### 8. ONE TIME ONLY: Create Import Definition.

- a. **Open Import List.** Open Import List in eBackOffice (Asset Manager / Processing and Posting / Import / Import List)
- b. **Add an Import Definition.** Click on the “Add” button to create a new import definition.
  - Enter a name, such as “Update SYD for C011”, that will help you remember which company this definition is for.
  - Select “Depreciation Rules History” from the Import Type pull-down menu.
  - Type the complete File Name (including the C:\) or select the  to browse for the file that was exported from the UOP application.
  - Select “009 (Tab)” from the Field Separator pull-down menu.
  - Leave the rest of the choices set to “Default.”
  - Click **OK** to save the import definition.

## Special Situations

1. Asset Transfers - TBD

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