

Equipment Depreciation Report

Structure of This Document

This document is divided into three sections:

- General information about the Equipment Depreciation report
- Details about entering parameters before submitting your report request
- How to read the report, including a sample printout with explanations of each column

General Information about the Equipment Depreciation Report

The Equipment Depreciation report lets users view or download current, historical, or projected financial data on existing equipment assets.

Who Might Use This Report?

- Tub Financial Officers

When Should I Run This Report?

- This report will be run annually, primarily in the October/November timeframe for budgets, and can be run sporadically throughout the year for other purposes.

Where Do I Find This Report?

This Equipment Depreciation report is available in AWS2 and HUDINI under ➔ **Financial**.

Tips and Tricks

1. Equipment asset and depreciation data is summarized by Tub, Object Code, and fiscal year placed in service.
2. At Harvard, depreciation is calculated as follows:
$$\text{Remaining Net Asset (asset less accumulated depreciation)} / \text{Remaining Useful Life}$$
3. The report is available in PDF and CSV formats. Projected depreciation data for the fiscal year selected plus the next four fiscal years is provided in the **CSV version only**. Otherwise, the two formats return the same data.
4. The underlying data is based on the quarterly depreciation calculation and entry. The entry is calculated from a custom table that is updated manually by the Office of Fixed Asset Accounting. Since the update is manual, **the asset data in the report lags the general ledger by one month, except at year-end**. For example, the assets depreciated in the MAR-05 entry are those that existed at the end of FEB-05. Assets added in MAR-05 are not included.

At year-end, there is no lag. All assets existing at the end of the fiscal year are included in the depreciation calculation.



5. **Fully depreciated assets are not included in the report.** As such, the total "Adjusted Original Cost" and total "Accumulated Depreciation" on the report may not tie directly to the asset and accumulated depreciation balances in the general ledger (GL). However, the "Net Asset" total will match the net of the asset and accumulated depreciation balances on the GL.

6. This report contains **no depreciation data prior to MAR-05**. The report is based on data generated by the automated Depreciation Allocation, which was first run in MAR-05. If you need depreciation data prior to MAR-05, please contact the Office of Fixed Asset Accounting (<http://vpf-web.harvard.edu/ofs/fa/>).

7. This data is also available for ad hoc reporting through the HDW table HUDW.DWGL_DEPRECIATION_DTL.


How to Run This Report

1. **Financials → Equipment Depreciation.**
2. Complete the parameter fields for the Equipment Depreciation report.

2.0 Date Range

Report Period (R):

 Start Date(MON-YY)(R): [Lookup](#)
 End Date (MON-YY)(R): [Lookup](#)

Parameter Name	R/O	Description	Default
Period Type	R	Choose one of the following values: <ul style="list-style-type: none"> • CFY to Last Closed Quarter • Prior Fiscal Year • Other Prior Fiscal Year  There is no data prior to MAR-05. The report is based on data generated by the automated Depreciation Allocation. The Allocation was first run in MAR-05. If you need data prior to MAR-05, please contact the Office of Fixed Asset Accounting (http://vpf-web.harvard.edu/ofs/fa/).	CFY to Last Closed Quarter
Start Date (MON-YY):	R	Automatically populated according to the Period parameter selected unless the user selected "Other Prior Fiscal Year" (in which case the user would enter the start and end dates).	
End Date (MON-YY):	R	Automatically populated according to the Period parameter selected unless the user selected "Other Prior Fiscal Year" (in which case the user would enter the start and end dates.)	


2.1 Chart of Account Parameters (enter individual or ranges of chart values):



The more parameters you use, the faster your report will run.



Do not enter more than 240 characters total on the *Parameters* screen. This will affect reports with a large number of parameters.



Parameter Name	R/O	Description	Default
Tub:	O	The 3-digit code for the school or high-level department you want to report on.	ALL
Object:	O	The 4-digit code for the type(s) of equipment asset you want to report on.  Equipment asset object code values fall in the range 1000-1139: 1000 – General, Nonsponsored 1001 – General, Sponsored 1003 – Scientific, Nonsponsored 1004 – Scientific, Sponsored 1020 – General, Debt-financed 1021 – Scientific, Debt-financed 1030 – Computer, Nonsponsored 1031 - Computer, Sponsored 1032 – Software, Nonsponsored 1033 – Software, Sponsored 1050 – Computer, Debt-financed 1051 – Software, Debt-financed 1060 – Residential F+F, Nonsponsored 1061 – Residential F+F, Sponsored 1080 – Residential F+F, Debt-financed 1090 – Ofc F+F, Nonsponsored 1091 – Ofc F+F, Sponsored 1100 – Ofc F+F, Debt-financed 1120 – Vehicle, Nonsponsored 1121 – Vehicle, Sponsored 1130 – Vehicle, Debt-financed	ALL
FY Placed in Service:	O	Fiscal Year the equipment was placed in service.	ALL

2.2 Other/Additional Parameters







Field Name	R/O	Description	Default
Request Description	<input type="radio"/>	A description of the report request you are making.	NONE
Output Format	<input type="radio"/>	The format you would like to have the report delivered in.	PDF
Primary Sort Criteria	<input type="radio"/>	Variable by which you want the report sorted and subtotaled.	NONE
Page Brk. On Primary	<input type="radio"/>	This inserts a separate page for each primary sort and subtotal value.	NO
Subtotal on Primary Sort	<input type="radio"/>	This inserts a line on the report to display the subtotal of the primary sort.	NO
Secondary Sort Criteria	<input type="radio"/>	Variable by which you want the report sorted and subtotaled.	NONE
Page Brk. On Secondary	<input type="radio"/>	This inserts a separate page for each secondary sort and subtotal value.	NO
Subtotal on Secondary Sort	<input type="radio"/>	This inserts a line on the report to display the subtotal of the secondary sort.	NO
Tertiary Sort Criteria	<input type="radio"/>	Variable by which you want the report sorted and subtotaled.	NONE
Page Brk. On Tertiary	<input type="radio"/>	This inserts a separate page for each tertiary sort and subtotal value.	NO
Subtotal on Tertiary Sort	<input type="radio"/>	This inserts a line on the report to display the subtotal of the tertiary sort.	NO

3. The report will display the following information:

HARVARD UNIVERSITY	Equipment Depreciation Report	Date: MAY-12-05 12:33:31 Page: 1 of 1 Data Source: DWPINSTR																														
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">Tub</td> <td style="width: 10%; text-align: center;">Object</td> <td style="width: 20%; text-align: center;">Object Description</td> <td style="width: 10%; text-align: center;">FY PIS</td> <td style="width: 10%; text-align: center;">Useful Life</td> <td style="width: 10%; text-align: center;">Rmng Life BOY</td> <td style="width: 10%; text-align: center;">7-1-04 Adjusted Original Cost</td> <td style="width: 10%; text-align: center;">7-1-04 Accumulated Depreciation</td> <td style="width: 10%; text-align: center;">FY05 Additions/ (Dispositions)</td> <td style="width: 10%; text-align: center;">FY05 YTD Recorded Depreciation</td> <td style="width: 10%; text-align: center;">DEC-04 Net Asset</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> <td style="text-align: center;">6</td> <td style="text-align: center;">7</td> <td style="text-align: center;">8</td> <td style="text-align: center;">9</td> <td style="text-align: center;">10</td> <td style="text-align: center;">11</td> </tr> </table>	Tub	Object	Object Description	FY PIS	Useful Life	Rmng Life BOY	7-1-04 Adjusted Original Cost	7-1-04 Accumulated Depreciation	FY05 Additions/ (Dispositions)	FY05 YTD Recorded Depreciation	DEC-04 Net Asset	1	2	3	4	5	6	7	8	9	10	11	*****No Data Found*****									
Tub	Object	Object Description	FY PIS	Useful Life	Rmng Life BOY	7-1-04 Adjusted Original Cost	7-1-04 Accumulated Depreciation	FY05 Additions/ (Dispositions)	FY05 YTD Recorded Depreciation	DEC-04 Net Asset																						
1	2	3	4	5	6	7	8	9	10	11																						

Column Name	Column Number	Description
Owning Tub	1	The 3-digit value of the tub that owns the asset.
Object	2	The 4-digit Object code for the type(s) of equipment you want to report on.
Object Description	3	The full description of the Object code value.
FY PIS	4	The 4-digit FY PIS (Fiscal Year Placed in Service).
Useful Life	5	<p>The 2-digit Useful Life is printed in this column.</p> <p> The useful life is determined based on the class of equipment as indicated by the object code. Useful lives for Harvard equipment assets are published on ABLE under Policies > Accounting Policies, "Capitalization and Depreciation of Property, Plant, and Equipment." (http://able.harvard.edu/policies/policies_index.shtml)</p>
Rmng Life BOY	6	The 1- or 2-digit Remaining Useful Life is printed in this column.
7-1-XX Adjusted Original Cost	7	<p>The Adjusted Original Cost balance is printed in this column in currency format. The "7-1-XX" value in the column header is determined dynamically based on the first day of the fiscal year selected.</p> <p> Asset classes with a net value of zero, i.e. fully depreciated or disposed assets, are not included in the report. As such, the Adjusted Original Cost may not tie to the corresponding asset balance in the general ledger.</p>



Column Name	Column Number	Description
7-1-XX Accumulated Depreciation		<p>The Accumulated Depreciation balance is printed in this column in currency format. The "7-1-XX" value in the column header is determined dynamically based on the first day of the fiscal year selected.</p> <p> Asset classes with a net value of zero, i.e. fully depreciated or disposed assets, are not included in the report. As such, the Accumulated Depreciation may not tie to the corresponding accumulated depreciation balance in the general ledger.</p>
FYXX Additions/ (Dispositions)		<p>The FYXX Additions/ (Dispositions) balance is printed in this column in currency format. The "FYXX" value in the column header is determined dynamically based on the first day of the fiscal year selected.</p> <p>The FYXX Additions/ (Dispositions) balance reflects the net value (asset minus accumulated depreciation) of the change to the asset.</p>
FYXX YTD Recorded Depreciation		<p>The FYTD Depreciation balance is printed in this column in currency format. The "FYXX" value in the column header is determined dynamically based on the first day of the fiscal year selected.</p> <p> Depreciation is booked quarterly. The YTD Recorded Depreciation reflects the depreciation expense as of the last closed quarter in the fiscal year selected.</p> <p>Example: The report is run in MAY-05 for the current fiscal year to last closed quarter. The YTD Recorded Depreciation will reflect depreciation expense as of the MAR-05 month-end close.</p>
MMM-YY Net Asset		<p>The Net Asset balance is printed in this column in currency format. The "MMM-YY" value in the column header is determined dynamically based on the last month of the date parameter selected.</p> <p>The Net Asset balance is calculated as follows: 7-1-XX Adjusted Original Cost (column 7) LESS 7-1-XX Accumulated Depreciation (column 8) PLUS FYXX Additions/Dispositions (column 9) LESS FYXX YTD Recorded Depreciation (column 10)</p>