Locate your asset

1. Search for the required asset either by its asset number or through a combination of the other search criteria fields and click on **Find**.

2. This will locate the asset and show you other information relating to the asset, to view financial information click on **Books**.
**Depreciation Tab**

The University policy is that only assets over £30,000 are depreciated. Depreciation is calculated centrally by the Finance Division, as part of the monthly close down of the Fixed Assets module.

The monthly depreciation charge is then transferred back (as a debit) to the Income & Expenditure section of the department's accounts using the Z source of funds and the transaction code FBBA/FBBB (I&E Depreciation)

In the above example the monthly depreciation is calculated as:

Original cost - its salvage value = £1,500,000 - £0/48 = £3,1250 per month depreciation

Its Life in months

**NB. This is using the Straight-line method of depreciation (STL)**
Cost History

This screen shows the original cost of the asset (an addition to the fixed asset register) as well as any subsequent additions or mergers.

If you have located your asset via the Asset Work Bench you will also be able to view this information about Depreciation and Cost History by clicking on the Financial Inquiry button. However, by accessing the asset information in this way you will not have the option of drilling down into the individual Transactions as detailed below.
**Transactions**

By clicking on the **Transactions** button you can get a summary of all the actions that have been performed on this asset.

By clicking on the **Details** button for each line you can review the following additional information.

- **Addition**: Shows current, original, recoverable costs as well as salvage value and depreciation details.
- **Transfer In**: The responsible employee and location that was initially attributed to the asset.
- **Transfer**: An Assignment transfer, e.g. a change of responsible employee and/or location.
- **Adjustments**: Shows any amendments to values and/or depreciation values or policies.

![Transaction History](image)

Alternatively, this information is also available as a standard report - **Transaction History Report**