

When to use this procedure

Follow the steps below when you want to begin depreciating rented inventory (inventory in your lease pool) and have never done so in the past. This will "catch up" the depreciation of items that would have entered the lease pool in the past.

This command resets the total depreciation for every item in your lease pool from the in service date through the date you enter with this command. You should not use this command for everyday depreciation.

Caution: This command should only be run under the direction of Tri-Tech support staff.

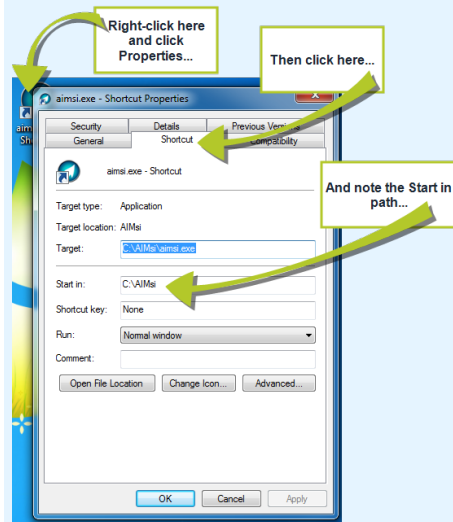
Steps to complete

Prerequisites: Create your depreciation schedules. Then, add the appropriate serial numbers to your lease pool making sure to assign an accurate in service date for the item (s). The SCINVDEPCUR command depreciates your lease pool inventory from the in service date through the date you enter below.

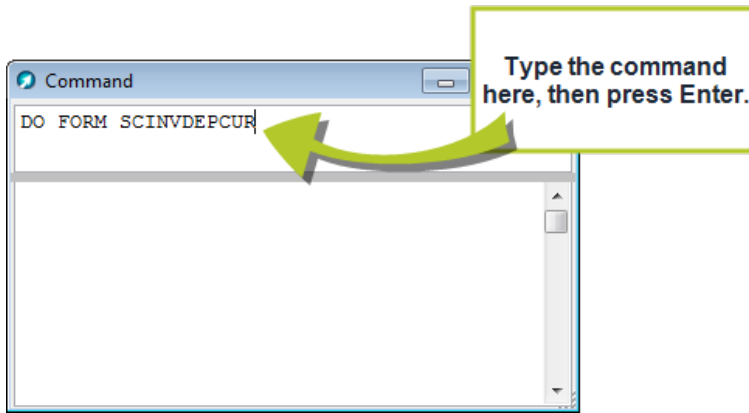
Close AIMsi on all workstations, including the server. Do not access AIMsi from any workstation until the following steps are complete. Make a copy (backup) of AIMsi before continuing.

1. Copy the SCINVDEPCUR.SCT and SCINVDEPCUR.SCX files provided by Tri-Tech Support to the AIMsi folder on your server machine.

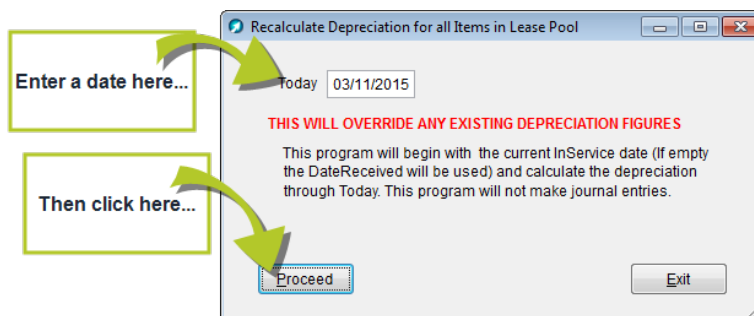
Note: If you are unsure where AIMsi is installed, right-click on the desktop shortcut and view the shortcut properties.



2. Open and log in to AIMsi.
3. Press **Ctrl+F2**. A command window opens.



4. Type **DO FORM SCINVDEPCUR** and press **Enter**. The **Recalculate Depreciation for all Items in Lease Pool** window displays.



5. Enter a date through which to depreciate inventory. The current date is entered by default. This will depreciate all items from the in service date through this date.
6. Click **Proceed**.

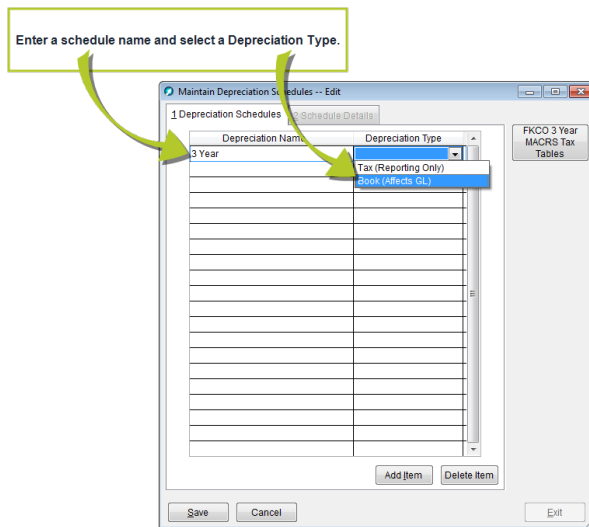
Note: This procedure does not update your journal entries. To update those, run the **Inventory Count by Category** report twice, once selecting the **Reduce Cost by Depr (Serial)** check box and once clearing it. Compare the reports and update your journal entries.

When to use this procedure

Follow the steps below to establish the methods available for depreciating your inventory as required by your accountant.

Steps to complete

1. On the **Maintenance** menu, point to **Inventory Maintenance** and click **Depreciation Schedules**. The **Maintain Depreciation Schedules** window displays.
2. Click **Add Item**.
3. Type a name for the new schedule, such as *3 Year* and select a **Depreciation Type**.



4. Click **Save**.
5. Click the **Schedule Details** tab.
6. Add equal percentages for multiple months at a time or add different percentages for individual months.

If you want to create a depreciation schedule for...	Then...
multiple months at one time (see <i>Figure A</i> below),	<ol style="list-style-type: none"> Enter the first month to depreciate the item in the Beg Period box. For example, 1. Enter the last month in the End Period box. For example, 36. Enter the percentage, as a decimal, to depreciate the item value each month. For example, enter 0.02500 for 2.5% depreciation per month. Click Add Multiple. The grid automatically populates a row for each month within the Beg Period/End Period span.
one month at a time (see <i>Figure B</i> below),	<ol style="list-style-type: none"> Click Add Item. Enter the first month you want an item to depreciate in the Year column of the grid. Enter the percentage, as a decimal, to depreciate the item for this month in the Percentage column in the grid. Repeat steps 1-3 for each month you want to add to the schedule.

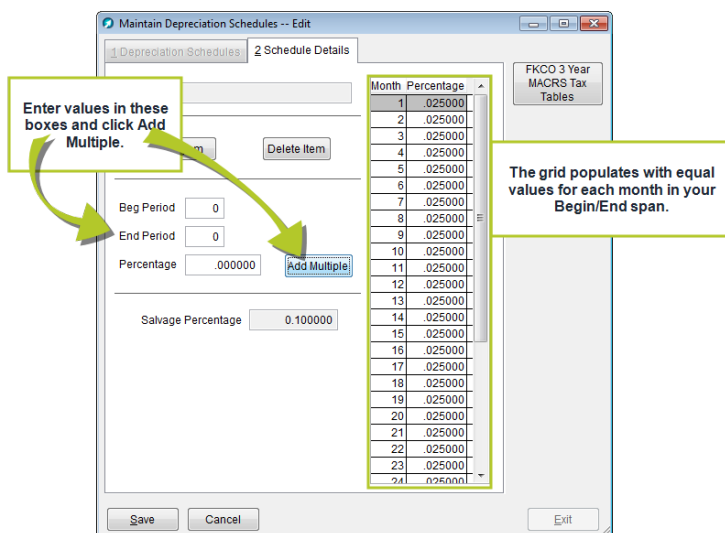


Figure A: Multiple months at one time

When to use this procedure

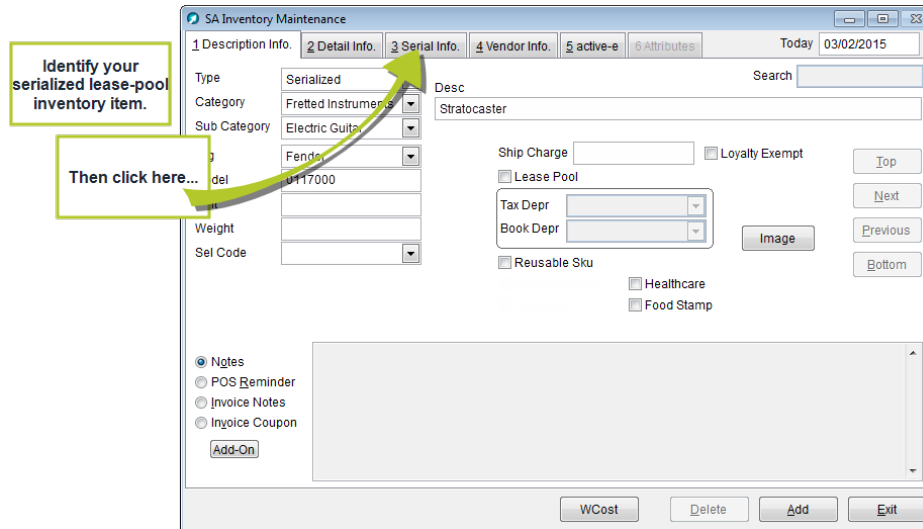
Follow the steps below to add serial inventory to your lease pool for rentals.

Note: Any time you receive additional inventory with the same model number it will be automatically added to your lease pool.

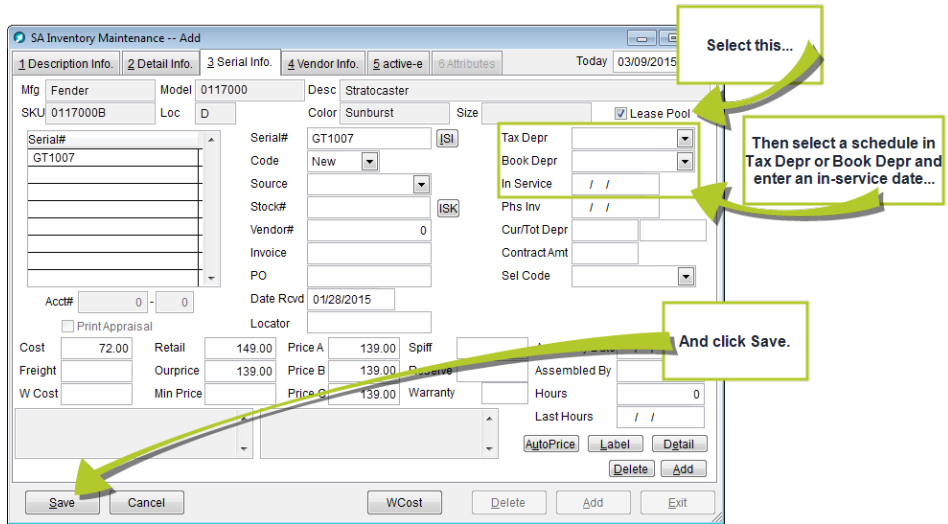
Steps to complete

Prerequisites: You must create at least one depreciation schedule before you can complete the steps below.

1. From the **Modules** menu, point to **Inventory**, then point to **Add/Change Inventory** and click **SA Maintenance**. The **SA Inventory Maintenance** window displays.



2. Search for and select the serialized item you want to add to lease pool.
3. Click the **Serial Info** tab.
4. For each serial number you're adding to the lease pool, select **Lease Pool** and then select a schedule in the **Tax Depr** or **Book Depr** box.
5. Enter an **In Service** date.



6. Click **Save**.