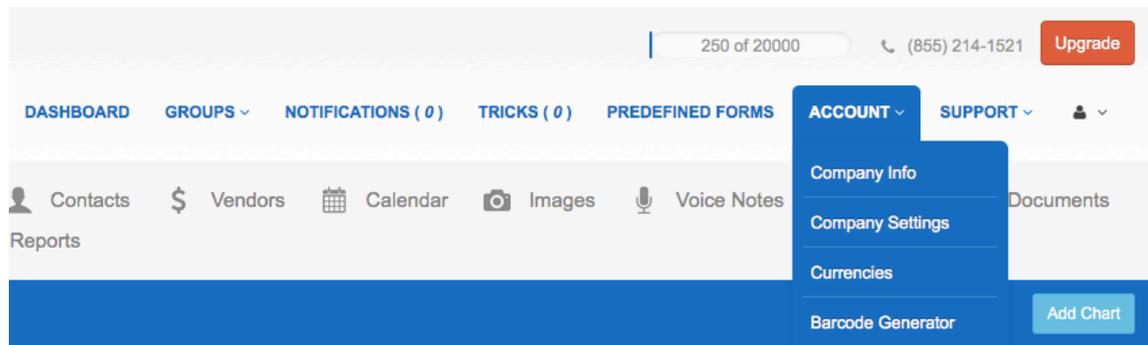


Depreciation User Guide

You can use Asset Panda to track Straight Line Depreciation for your assets. Complete the following steps to configure your depreciation settings in Asset Panda.

First, under the Account tab, click on Company Settings.



Here you can set your depreciation calculation frequency. Choose between Yearly, Monthly and Quarterly.

| | | |
|--|---------------------------|---|
| DEFAULT CURRENCY | USD - \$ | + Add New Currency Type |
| DEFAULT DATE FORMAT | Default - mm/dd/yyyy | |
| | 08/27/2015 | |
| DEFAULT TIME FORMAT | 12-hour short - 09:58 PM | |
| CALENDAR VIEW | Standard Calendar | |
| FORCE MOBILE APPS TO AUTOMATICALLY LOG OUT | No | |
| DEPRECIATION CALCULATION FREQUENCY | Monthly | |
| INFLATION CALCULATION FREQUENCY | Inflation Disabled | |
| ACCOUNT SOCIAL SHARING IS OFF. | Switch ON | |

From here, in each individual asset record, you can enter depreciation information. Select “Yes” if the asset is depreciable. Then complete the four required fields in order for depreciation to be calculated: Date Placed in Service, Years of Life, Original Cost Basis, and Salvage Value.

The screenshot shows the 'Edit Assets' form in Asset Panda. A green notification bar at the top states 'Asset was successfully saved'. The form contains various input fields for asset details. A red arrow points to the 'Depreciable Asset' dropdown menu, which is currently set to 'Yes'. Below this, four required fields for depreciation are highlighted in yellow: 'Date Placed in Service*' (04/01/2013), 'Year of Life*' (4), 'Original Cost Basis (including sales tax, freight and installation)*' (\$2,500.00), and 'Salvage Value*' (\$500.00). At the bottom, a 'Depreciation' table shows the calculated values for two years.

Asset ID:

Name:

Brand:

Replacement Cost:

Cost:

Is active: yes no

Date Added:

Area:

Auto-Increment:

Depreciable Asset: (indicated by a red arrow)

Date Placed in Service*:

Year of Life*:

Purchase date:

Description:

Purchase From:

Model:

Serial #:

Status:

Location:

Category:

Prefix:

Original Cost Basis (including sales tax, freight and installation)*:

Salvage Value*:

| Year | Year end Date | Depreciation expense | Accumulated depreciation at year-end | Book value at year-end |
|------|---------------|----------------------|--------------------------------------|------------------------|
| | | | | \$2,500.00 |
| 1 | 03/31/2014 | \$500.00 | \$500.00 | \$2,000.00 |
| 2 | 03/31/2015 | \$500.00 | \$1,000.00 | \$1,500.00 |

+ Audit History

Then you will be able to pull reports on depreciable assets via a Group Report.