User Manual

For

Telangana State Warehousing Corporation (TGSWC)

By
VividMinds Technologies

Module: Asset Management System

Contents

1.0. Revision History

Version	Author	Date	Change Description
V1.1.	Navneet Anand	26-08-2024	Updated Version

2.0. Document Control Information

Version	Author	Reviewed by	Approved by	Remarks
V1.1.	Navneet Anand	Kishan Kumar	Vijaya Kumar	

3.0. Distribution list
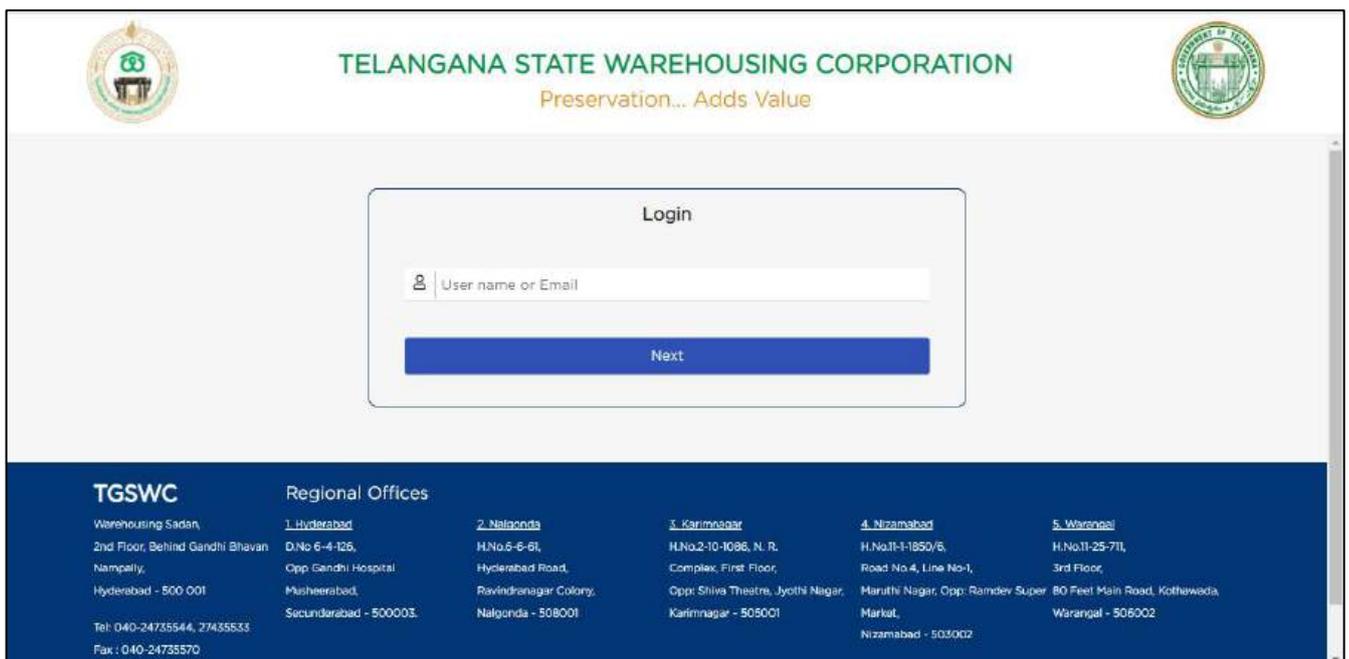
Name	Role

4.0. Overview

The Asset Management System User Manual provides a detailed guide for users on how to effectively utilize the asset management system. It offers step-by-step instructions and explanations on various functions and features within the system. The manual serves as a comprehensive resource for users to understand and navigate the asset management system efficiently, ensuring proper management and utilization of TSWC assets.

Note: Access to warehouse details is restricted to users based on their login credentials.
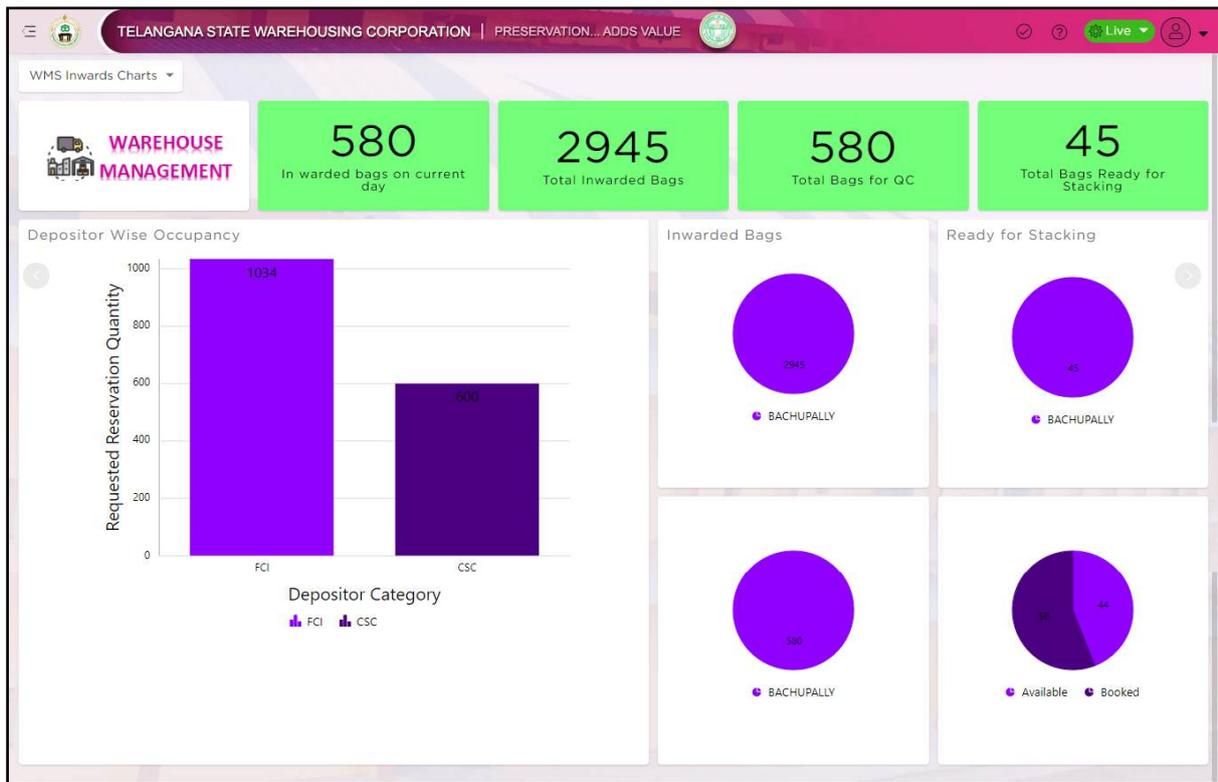
5.0. Login to TSWC

- User will click on the link and enter **login** credentials.

- After successful login, user shall will be directed to the **dashboard** page, as shown below.


Note: *The dashboard is where all of the project's reports can be accessed quickly.*

6.0. Masters

6.1. Asset Category

- Asset Category app is used for creating, updating & deactivating the Asset Categories.
- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'AMS'** section and then choose **'Asset Category'** under **Masters**
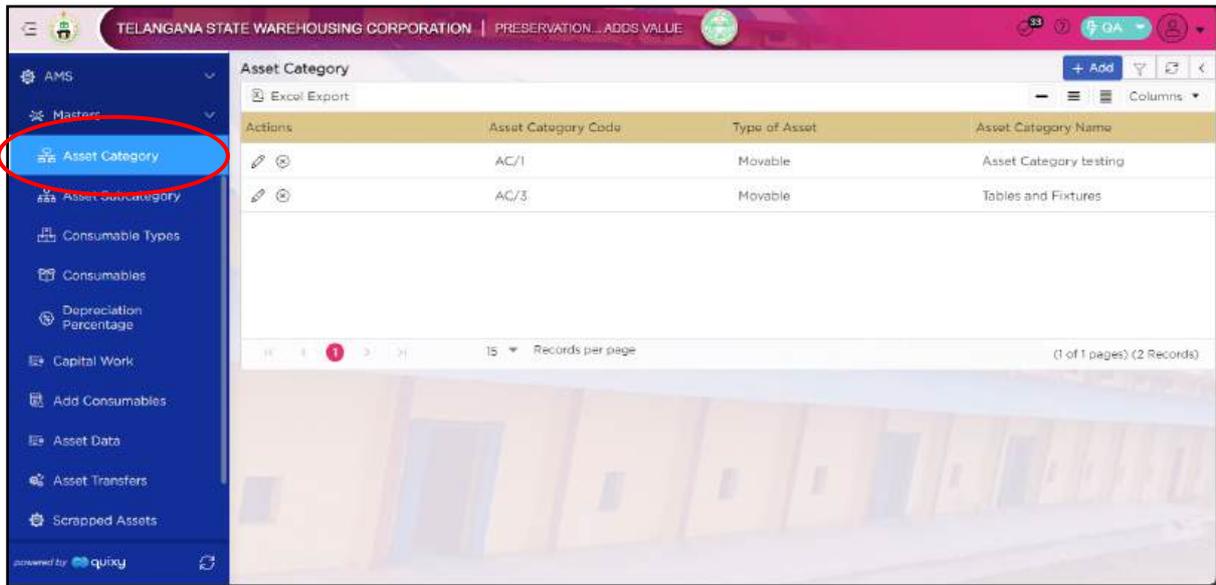
- Upon choosing **'Asset Category**,' a populated list will display, presenting the details of existing Asset Category details if any as shown in the below image.

- To add an Asset Category, Admin will click on the **'Add'** button located in the top right corner.

- By clicking, this action prompts a form to input new **Asset category** details.
  - Asset Category Code- Enter the Asset category Code
  - Type of Asset – Select Movable or Immovable
  - Asset Category Name- Enter Asset category Name
- Once the **'Asset category details'** are entered, Admin can submit the form by clicking on the **'Submit'** button.

- After submitting**,** the details will get added to the **Asset Category** list.

- Admin has the ability to update or deactivate asset category details by selecting the **'Edit/Deactivate'** icon provided under the action column.

- To **Edit** an asset category, Admin will click on Edit button present under the **Actions** column. Upon clicking, **Edit Asset Category** app will open up on the screen where the Admin needs to update the details of the selected asset category & finally click on **Update** button to submit the updated asset category.

- To deactivate any asset category, Admin will click on **'Deactivate'** button under the **'Actions'** column. **Deactivate Asset Category** application will appear on the screen. Admin will click on **Deactivate** button to submit the deactivation of asset category. Once deleted, the asset category will be removed from the Asset Category list.
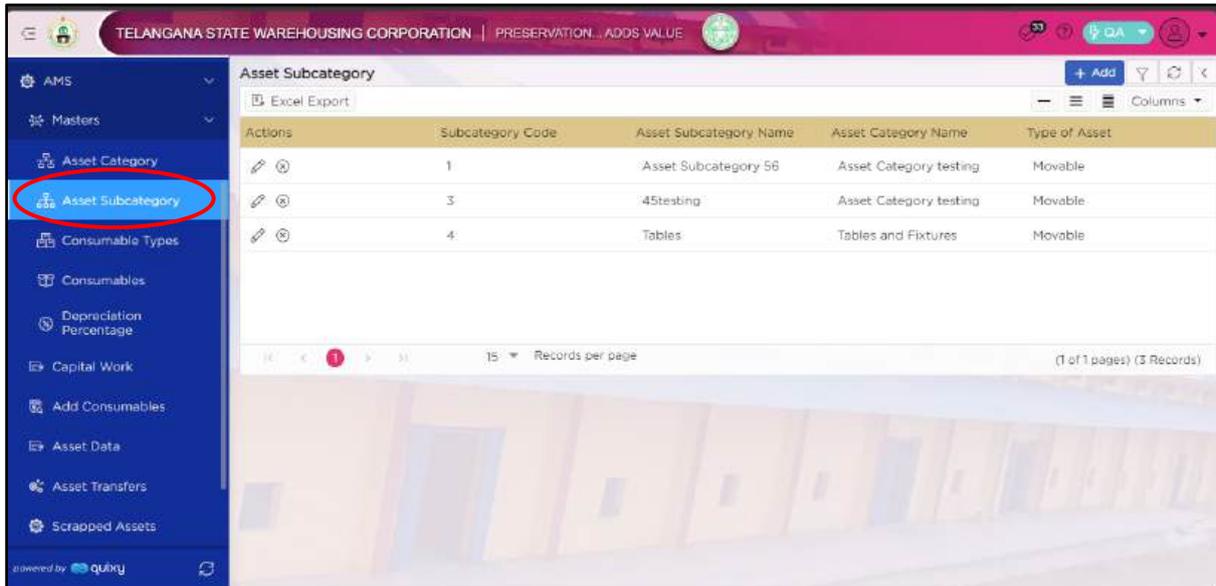
6.2. Asset Sub-Category

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'AMS'** section and then choose **'Asset Sub-Category'** under **Masters**

- Upon choosing **'Asset Subcategory**,' a populated list will display, presenting the details of existing Asset Sub-Category if any as shown in the below image.

- To add a new Asset Subcategory, Admin will click on the **'Add '** button located in the top right corner.

- By clicking, this action prompts a form to input new **Asset Subcategory** details.
  - Type of Asset – Select from the dropdown
  - Asset Category Name- Select the Asset Category name from the drop down
  - Asset Subcategory Code – Enter the Asset Sub Category code
  - Asset Subcategory Name- Enter the Asset sub-category name
- Once the **'Asset Subcategory'** details are entered, Admin can submit the form by clicking on the **'Submit'** button.

- After submission, the details will get added to the Asset Subcategory list.

- Admin has the ability to update or deactivate rate details by selecting the **'Edit/Deactivate'** icon provided under the action column.

- To edit any asset subcategory, Admin will click on **Edit** button present under the Actions column for the asset subcategory which he wants to edit. **Edit Asset Subcategory** application will appear on the screen. After updating the details, Admin will click on **Submit** button & the asset subcategory will get updated.

- To deactivate an asset sub category, Admin will click on **Deactivate** button under the **Actions** column of the Asset Subcategory list. **Deactivate Asset Subcategory** application opens on the screen. Admin will click on Deactivate button to submit the deactivation of the selected Asset subcategory. The deactivated asset subcategory will get removed from the list of asset subcategory after successful deactivation.
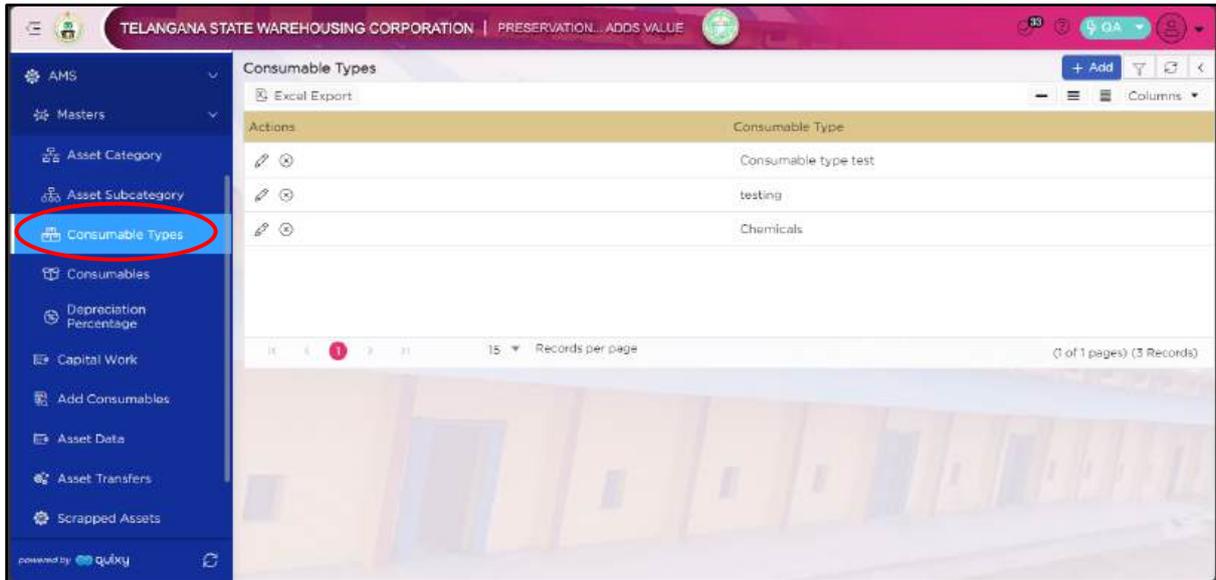

6.4. Consumable Types

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'AMS'** section and then choose **'Consumable Types'** under **Masters**

- Upon choosing **'Consumable Types**,' a populated list will display, presenting the details of existing Consumable Types details if any as shown in the below image.

- To add details for new consumable type, Admin will click on the **'+Add'** button located in the top right corner.

- By clicking, this action prompts a form to input **consumable type** details.
    - Consumable Type Code – Auto generated
    - Consumable Type- Enter the Consumable Type Name

- Once the **'Consumable Type details'** are entered, Admin can submit the form by clicking on the **'Submit'** button.

- After **submission,** the consumable type will get added to the Consumable Types list.


- Admin has the ability to update or deactivate Consumable Types details by selecting the **'Edit/Deactivate'** action button provided under the actions column.

- To edit the consumable types, Admin will click on the **Edit** button which opens the **Edit Consumable Types** application on the screen. Admin edits the details & click on the **Update** button to submit the edited consumable type.
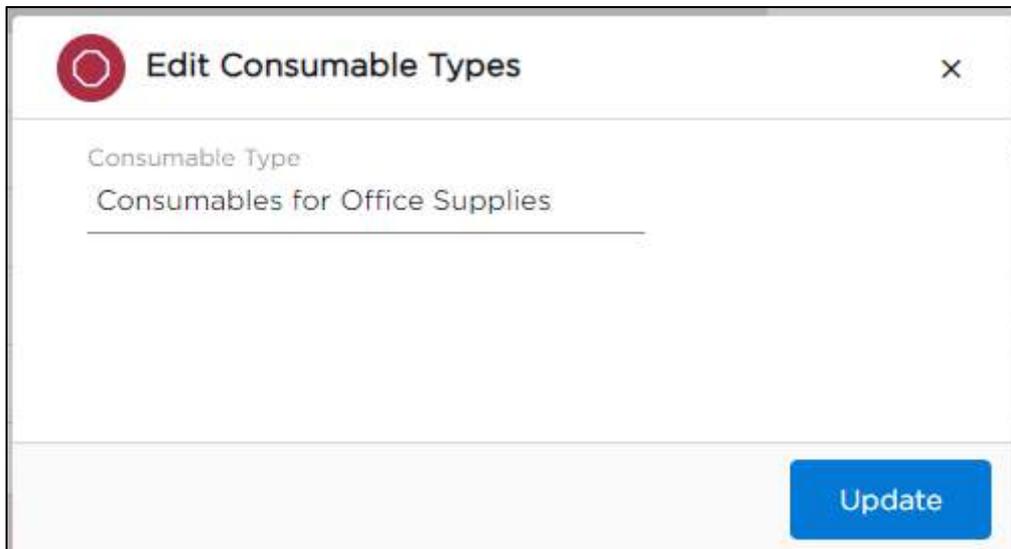
- To deactivate the consumable types, Admin will click on the **Deactivate** button under the actions column. **Deactivate Consumable Types** application appears on the screen. Admin clicks on the **Deactivate** button to submit the deactivation of a consumable type. The deactivated consumable type is removed from the Consumable Types list.
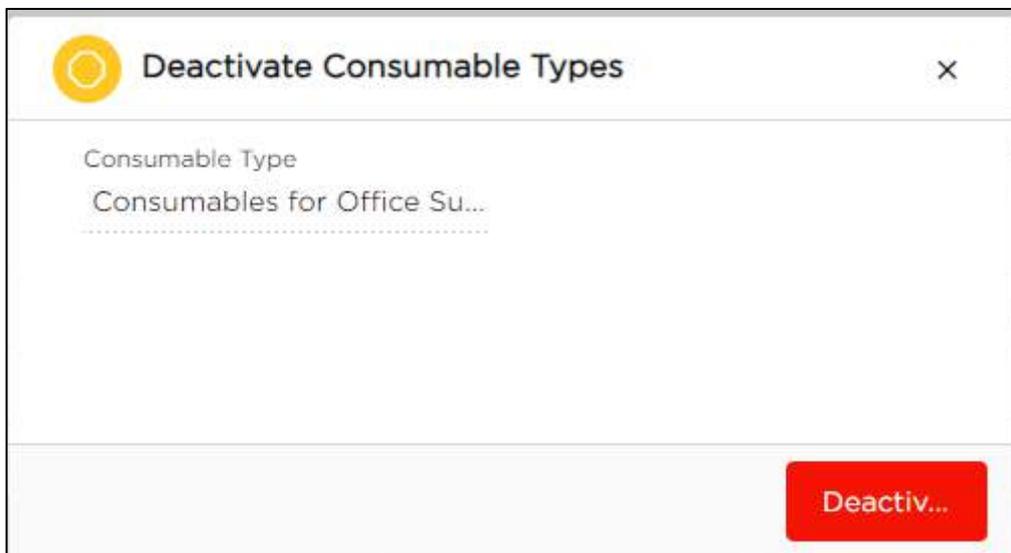
6.5. Consumables

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'AMS'** section and then choose **'Consumables'** under **Masters**
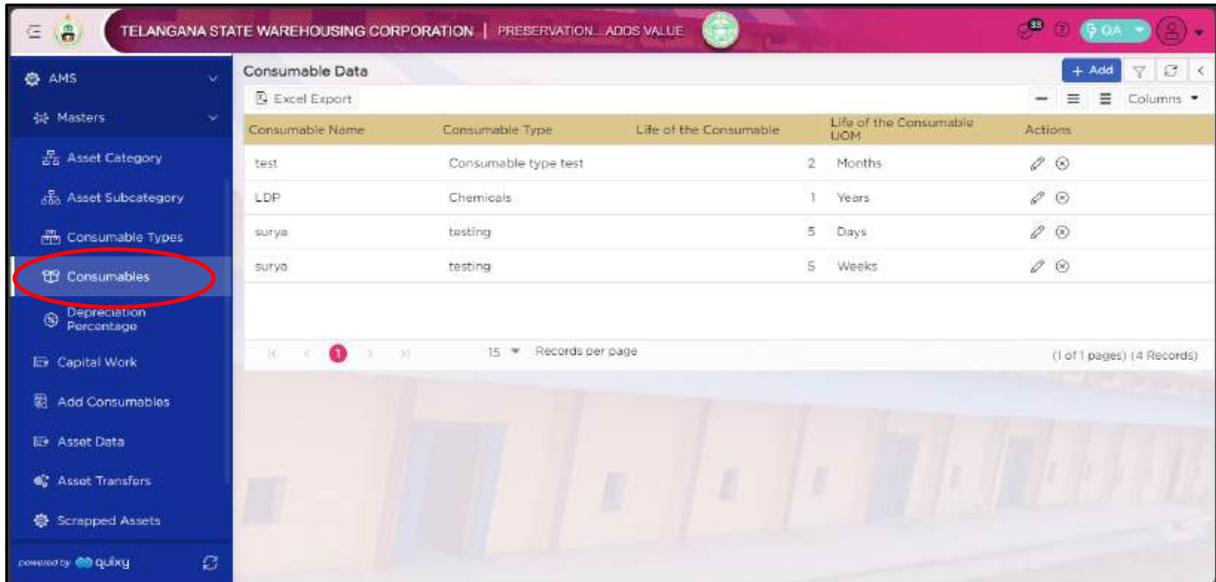
- Upon choosing **'Consumables'**, a populated list will display, presenting the details of existing Consumables if any as shown in the below image.

- To add a new Consumable, Admin will click on the **'+Add'** button located in the top right corner.

- By clicking, this action prompts a form to input **Consumables** details.
  - Consumable Name Code – Auto-generated
  - Consumable Type- Select a value from the dropdown options
  - Consumable Name – Enter the Name of the Consumable
  - UOM – Select a value form the dropdown
  - Life of Consumable- Enter a numerical value
  - Life of the Consumable UOM – Select a value form the dropdown
- Once the **'Consumables'** details are entered, Admin can submit the form by clicking on the **'Submit'** button.

- After submission, the new Consumable will get added to the Consumables list.

- Admin has the ability to edit or deactivate details of a consumable by selecting the **'Edit/Deactivate'** icon provided under the **Actions** column.

- To edit the details of a consumable, Admin will click on the **Edit** button of the consumable which is to be edited. **Edit Consumable Data** application will appear on the screen. Admin will update the details of the consumable & click on the **Update** button to submit the edited consumable.

- To deactivate a consumable, Admin will click on the **Deactivate** button from the actions column of the consumable which he wants to deactivate. **Deactivate Consumable Data** application appears on the screen. Admin will click on the **Deactivate** button to submit the deactivation of the consumable. The deactivated consumable will be removed from the Consumables list.
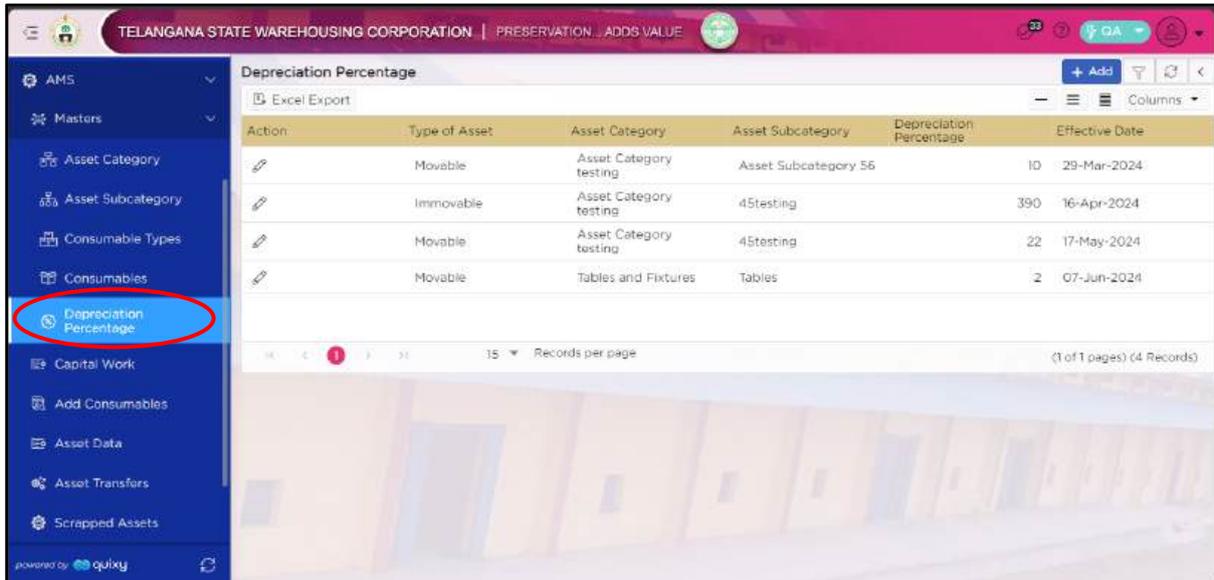
6.6. Depreciation Percentage

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'AMS'** section and then choose **'Depreciation Percentage'** under **Masters**

- Upon choosing **'Depreciation Percentage**,' a populated list will display, presenting the details of existing depreciation rates if any as shown in the below image.
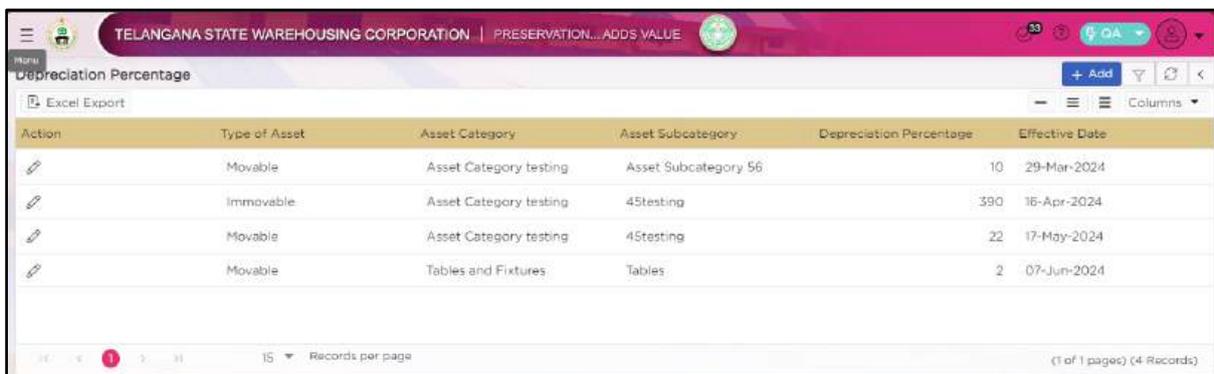

- To add a new depreciation rate, Admin will click on the **'+Add '** button located in the top right corner.

- By clicking, this action opens **Add Depreciation Percentage** to input depreciation rate details.
- If selected the depreciation rate for single item
  - Type of Asset – Select the Asset Type from the dropdown
  - Asset Category- Select the Asset Category from the dropdown
  - Asset Sub-Category- Select the Asset Sub-Category
  - Depreciation % - Enter a numerical value
  - Depreciation Method – Select Written down value or straight Line from the dropdown
  - Company Act Year – Enter the details
  - Effective date - Select the date
- Once the Depreciation Percentage details are entered, Admin can submit the form by clicking on the **'Submit'** button.
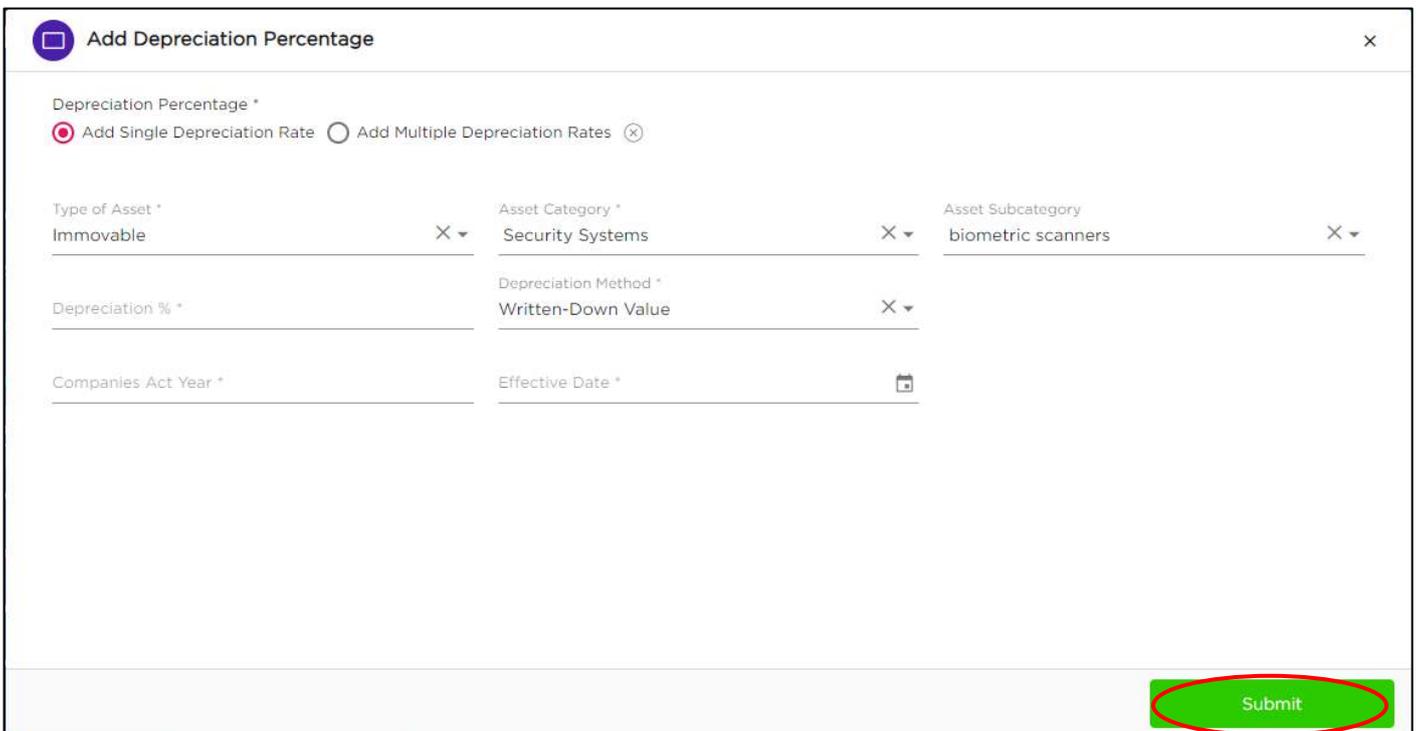
- If Admin wants to set the depreciation rate for multiple items, he selects **Add multiple Depreciation Rates** option in the Add Depreciation Percentage application.

- Type of Asset – Select the Asset Type form the dropdown
- Asset Category- Select the Asset Category
- Asset Sub-Category- Select the Asset Sub-Category
- Depreciation % - Enter a numerical value
- Depreciation Method – Select Written down value or straight Line from the dropdown.
- Company Act Year – Enter the details
- Effective date - Select the date

- Once the depreciation rate details are entered, Admin can submit the form by clicking on the **'Submit'** button.

- After submission, the depreciation percentage will get added to the Depreciation Percentage list.

- Admin has the ability to update depreciation rate details by selecting the **'Update'** action button provided under the **Actions** column.

- Admin clicks on the Update button which opens the **Edit Depreciation Percentage** application. Admin will make changes & click on the **Update** button to submit the update of the depreciation percentage.
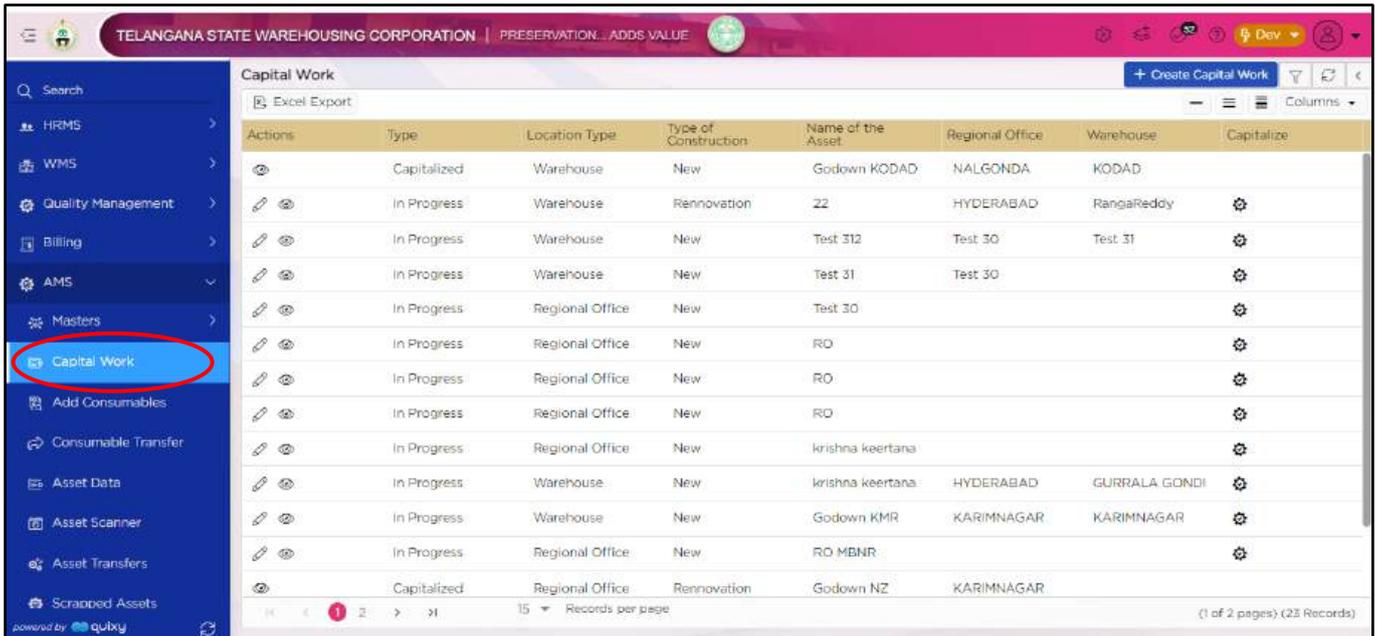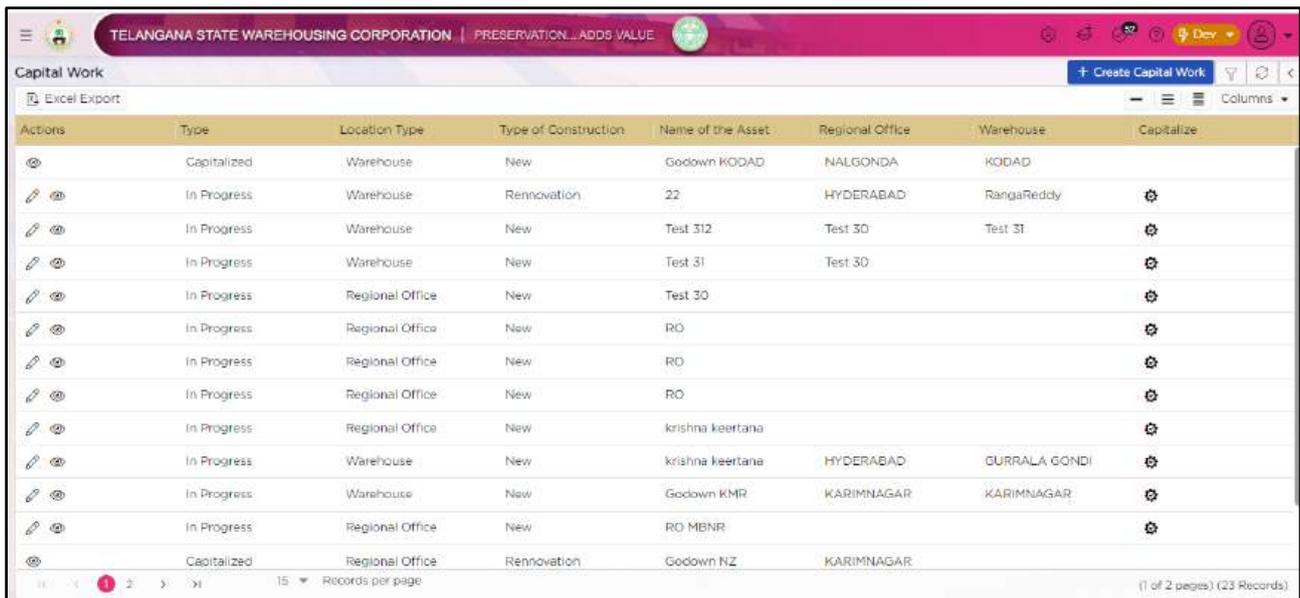

7. Capital Work

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'AMS'** section and then choose **'Capital Work'**

- Upon choosing **'Capital Work'**, a populated list will display, presenting the details of existing capital work details if any as shown in the below image.

- To add a new Capital work, Admin will click on the **'+ Create Capital Work'** button located at the top right corner of the screen.

- By clicking, this action prompts a form to input new **Capital Work** details.
    - Work Id – Auto-generated
    - Financial Year – Select the financial year
    - Type of Construction – New/Renovation
    - Location Type- Select Head office/Regional Office/Warehouse
    - Type of capital work – Will show as In progress, cannot be changed
    - Name of the Asset – Enter the name of asset
    - Type of Asset - Will show as Immovable, cannot be changed
    - Estimated Capacity – Enter numerical value
    - Estimated Budget – Enter numerical value
    - Contractor Name – Enter the name of contractor
    - Type of Purchase – select value from dropdown Tender/ Direct Purchase
    - Upload Invoice Details – Upload the related file by clicking on the Pin icon
    - In invoice details (click on + button to enable entering the data) – enter Invoice Id, Date of Payment, Mode of Payment, Cheque number & Cheque Date if mode of payment is cheque, Payment Id, Name of the Contractor/Seller, Taxable Amount, GST Percent, GST Amount & Total Amount will be calculated, Amount to be Capitalized, Recovery Amount, Date of Invoice, Contractor GST Number, Remarks.
    - In Recovery details (click on + button to enable entering the data) – enter Invoice Id, Name of the Recovery, Liability, Remarks.
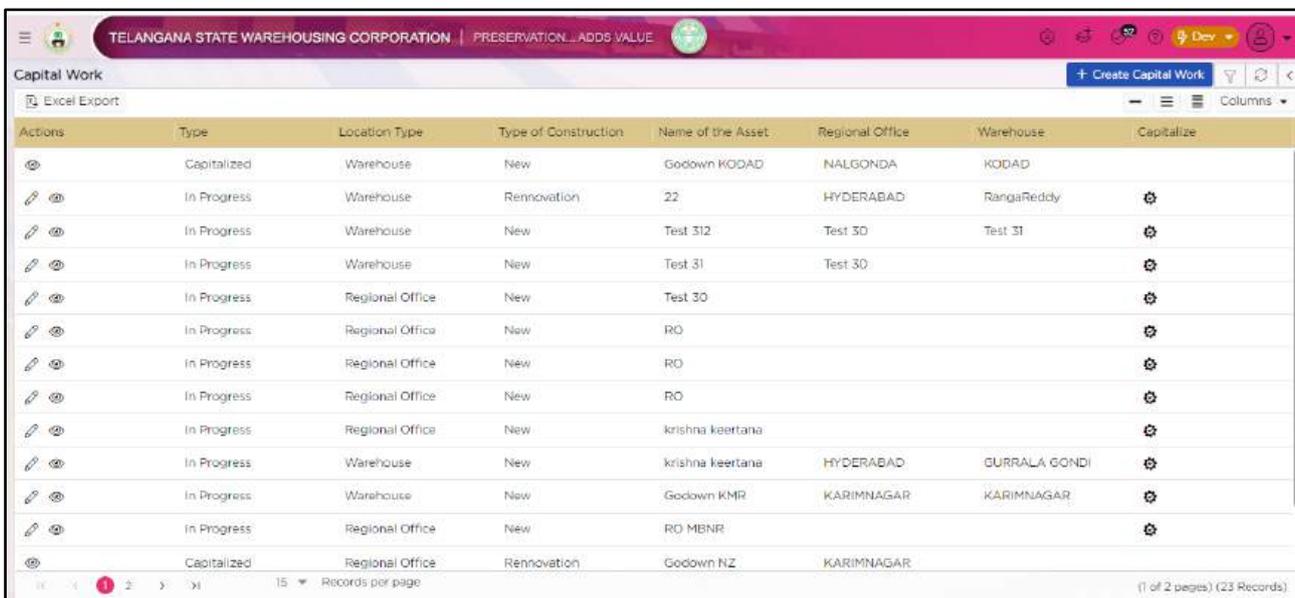
Note:-

- **If Location selected as Warehouse then user needs to select the Warehouse and Regional Office**
- **If Location is selected as regional office user needs to selects the Regional office name**

- Once the **'Capital Work'** details are entered, Admin can submit the form by clicking on the **'Submit'** button.
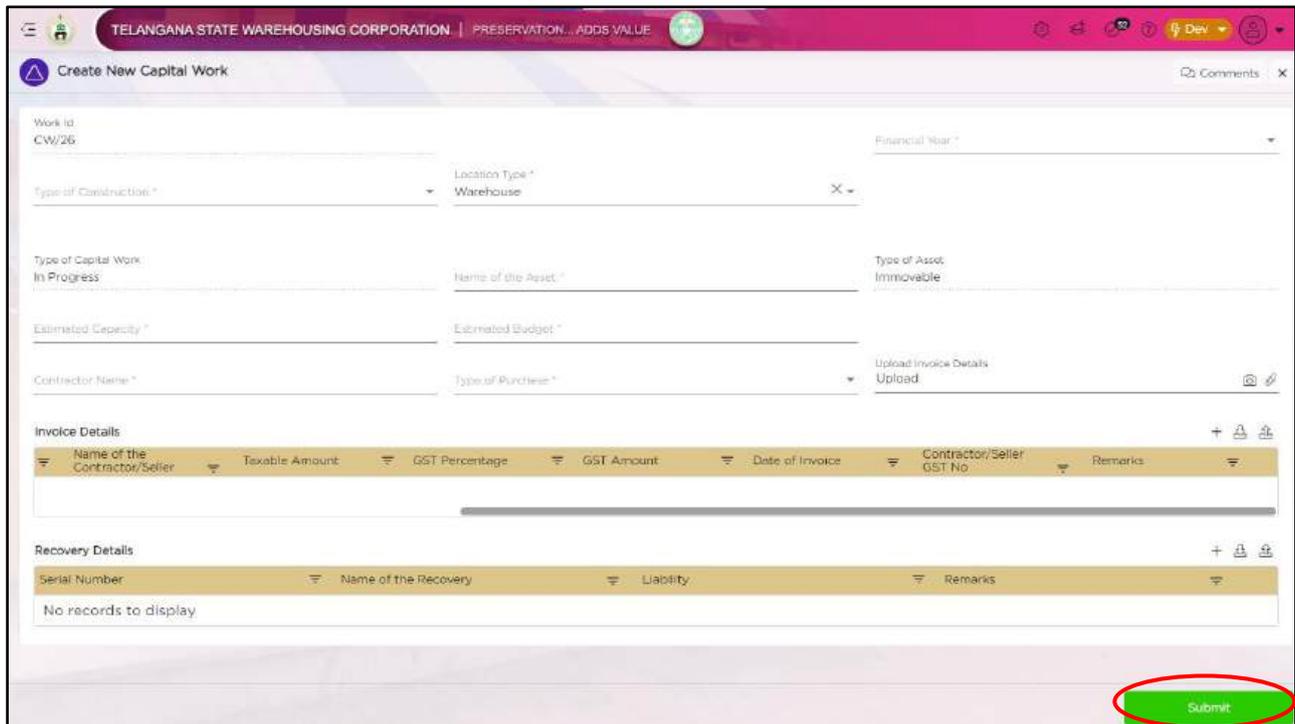
- After **submission,** the details will get added to the Capital Work list with type showing as **In Progress**.

- Admin has the ability to update or view the Capital work details by selecting the **'Edit/View'** icon provided under the action column.

- To edit the submitted Capital Work details, Admin will click on **Edit** action button present under the **Actions** column. Once clicked on the edit button, **Update New Capital Work** application will be opened on the screen. Admin will update the details & click on the **Submit** button to update the selected new capital work.

- To view the Capital Work details, Admin will click on the **View** button present under the **Actions** column. View New Capital Work application opens on the screen from where the details can be viewed.

View New Capital Work

View New Capital Work

Capitalized Financial Year
2024-2025

Type of Capital work
In Progress

Type of Construction
New

Location Type
Regional Office

Name of the Asset
Nampally Regional Office

New Regional Office
Nampally

Contractor Name
Pradeep

Type of Purchase
Direct Purchase

Estimated Capacity
2000

Estimated Budget
200000

Revised Capacity
2000

Revised Budget
200000

- Admin has the ability to move the record from Capital Work in progress to Capitalized work by selecting the **'Capitalize'** action button provided under the Capitalize column.

- By clicking, this action prompts a form to input **new Capitalized Work** details.
  - Type of Capital Work - Select Capitalized
  - Date of Capitalization – select the date
  - Admin will enter the Capitalization Invoice Details & Capital Recovery Details in their respective section by clicking on the + button at the right corner above the section.
- Capitalize Assets.
  - Asset Code – Enter the Asset code

- o Type of Asset – Movable/Immovable
- o Asset Category Name – Select the Asset category name
- o Asset Sub-category – Select the Asset Subcategory
- o Name of the Asset – Enter the Asset Name
- o Value of the Asset – Enter the Asset Value
- o Life of Asset – Enter the Asset Life
- o Serviceable – Select Yes/No
- o Scrape Value – Enter the Scrap Value
- o Buy Back Value – Enter the Buy back Value
- o Upload Invoice – Upload the invoice file.
- Capitalize Other assets can also be done by clicking on the + button at the right corner of the section & adding the Asset details.
- Once the **'Capitalized Work'** details are entered, Admin can submit the form by clicking on the **'Submit'** button.

- After **submission,** the details will get added to the Capital Work list with an option to view & further update capitalized Assets. Type will be changed to Capitalized.

8. Add Consumables

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'AMS'** section and then choose **'Add Consumables'**

- Upon choosing **'Add Consumables,'** a populated list will display, presenting the details of existing Consumables details if any as shown in the below image.

- To add details for new Consumables, Admin will click on the **'Add'** button located in the top right corner.

- By clicking, this action prompts a form to input **new Consumables** details.
    - Regional Office- Select the Regional Office
    - Warehouse Name- Select the Warehouse Name
    - Transaction Type – Select the Type of Transaction
- Consumable details
    - Consumable Type- Select the Consumable Type
    - Consumable Name- Select the Consumable Name
    - Quantity (Sr)- Enter the value
    - Quantity (UnSr)- Enter the value
    - UOM – shows the unit of materials, cannot be changed
    - Value of the Consumable- Enter the Value
    - Life of the Consumable – read only, cannot be changed
    - Life of the Consumable UOM – read only, cannot be changed
    - Available Quantity – Calculated based on the details entered
- Once the Consumable details are entered, Admin can submit the form by clicking on the **'Submit'** button.

- After **submission,** the details will get added to the **list**.

- Admin has the ability to update or deactivate rate details by selecting the **'View'** icon provided under the action column.

9. Consumable Transfer

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'AMS'** section and then choose **' Consumables Transfer'**

- Upon choosing **'Consumables Transfer**,' a populated list will display, presenting the details of existing Consumables transfer details if any as shown in the below image.
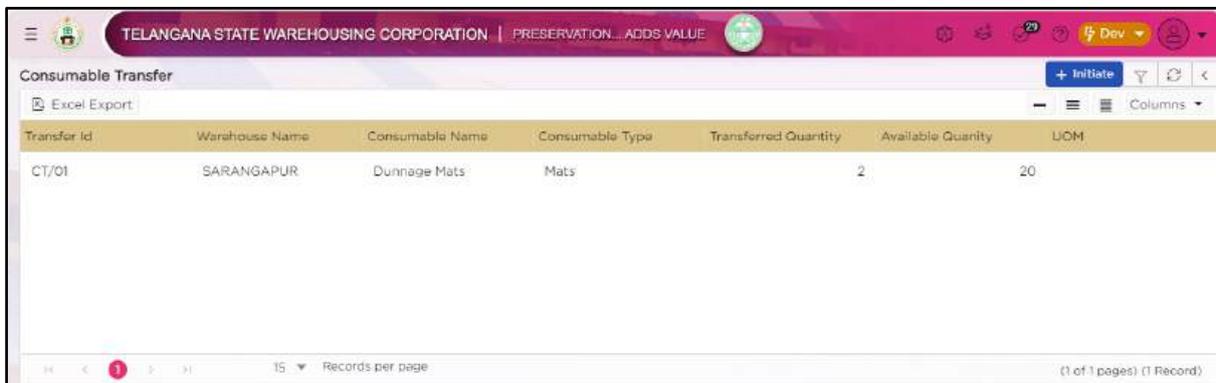
- To add details for new Consumables, Admin will click on the **'+ Initiate'** button located in the top right corner.
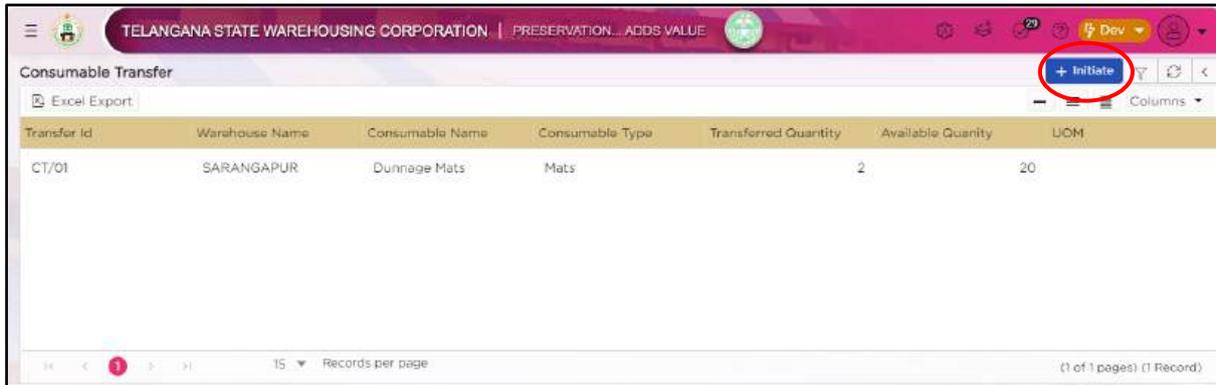
- By clicking, this action prompts a form to input **new Consumables Transfer** details.
  - Regional Office- Select the Regional Office
  - Warehouse Name- Select the Warehouse Name
  - Transaction Type – Select the Type of Transaction
- Consumable Transfer details
  - Consumable Type- Select the Consumable Type
  - Consumable Name- Select the Consumable Name
  - Transferred Quantity- Enter the value
- Destination Details
  - Location Type
  - To Regional Office – Select the regional office
  - To Warehouse – Select the Warehouse
  - To Date – Select the Date.
  - Remarks- enter details
  - Regional Office Manager Emp Code – enter details
  - Warehouse Manager EMP Code – enter details
  - Employee Code – Select from the dropdown
  - Employee Email Id – enter details
- Once the Consumable transfer details are entered, Admin can submit the form by clicking on the **'Submit'** button.

- After **submission,** the details will get added to the **list**.

- Admin has the ability to update or deactivate rate details by selecting the **'View'** icon provided under the action column.

10. Scrap Consumables

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'AMS'** section and then choose **'Scrap Consumables'**
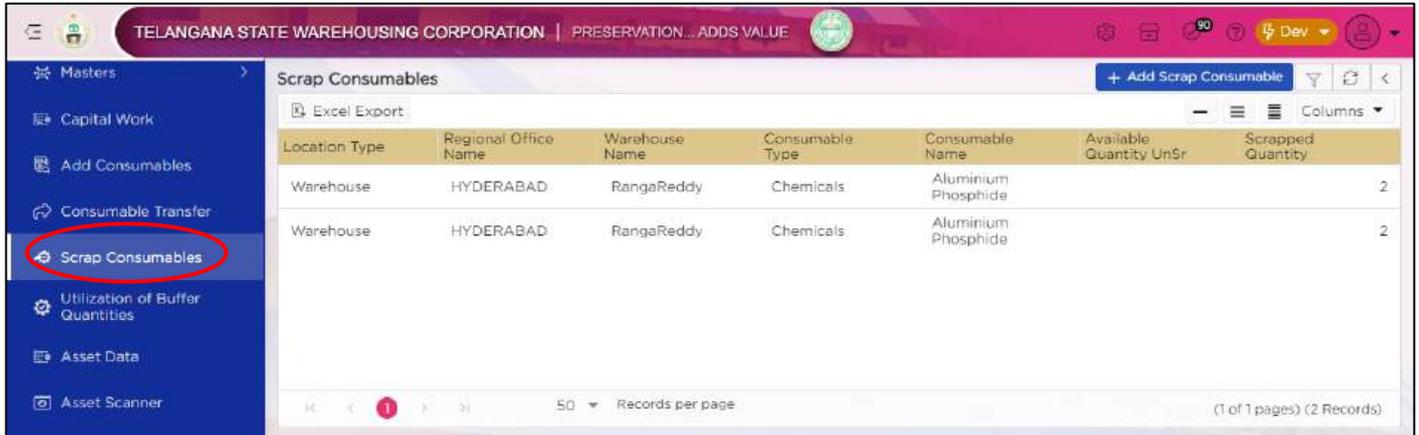
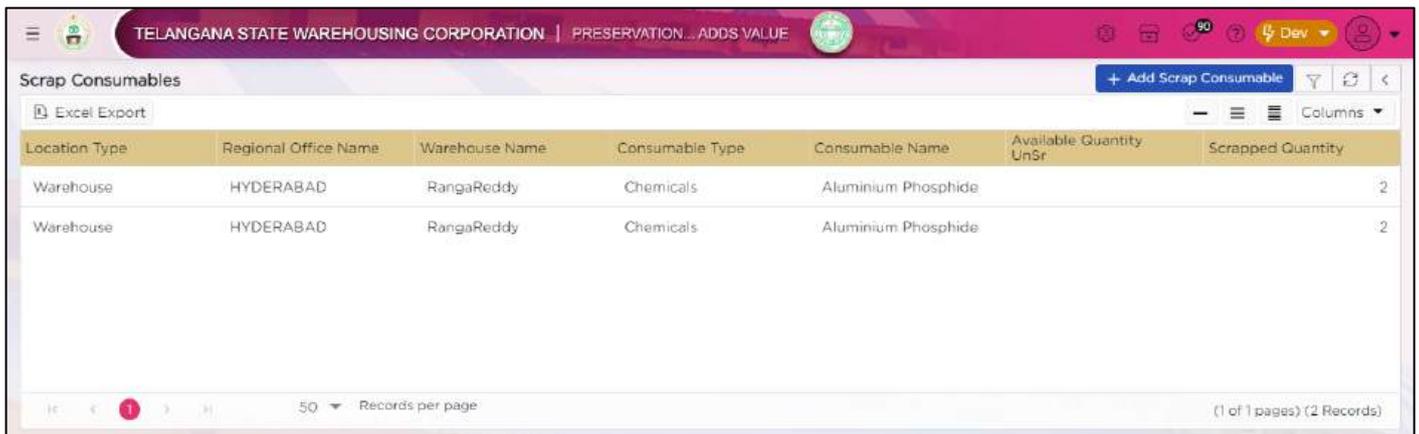- Upon choosing **'Scrap Consumables',** a populated list will display, presenting the details of existing Scrap Consumables transfer details if any as shown in the below image.

- To add details for new Scrap Consumables, Admin will click on the **'+ Add Scrap Consumable'** button located in the top right corner.

- By clicking, this action prompts a form to input **Scrap Consumable** details.
  - o Regional Office- Select the Regional Office
  - o Warehouse Name- Select the Warehouse Name
  - o Transaction Type – Select the Type of Transaction
  - o Consumable Type – Select from the dropdown
  - o Consumable Name – Select from the dropdown
  - o Consumable UOM – read only, cannot be changed
  - o Available Quantity (Sr) – read only, cannot be changed
  - o Available Quantity (UnSr) – read only, cannot be changed
  - o Scrapped Quantity – Enter numerical value
- Once the Scrap Consumable details are entered, Admin can submit the form by clicking on the **'Submit'** button

- After submission, the details will get added to the Scrap Consumable list.

11. Utilize Buffer Quantity

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'AMS'** section and then choose **'Utilize Buffer Quantity'**
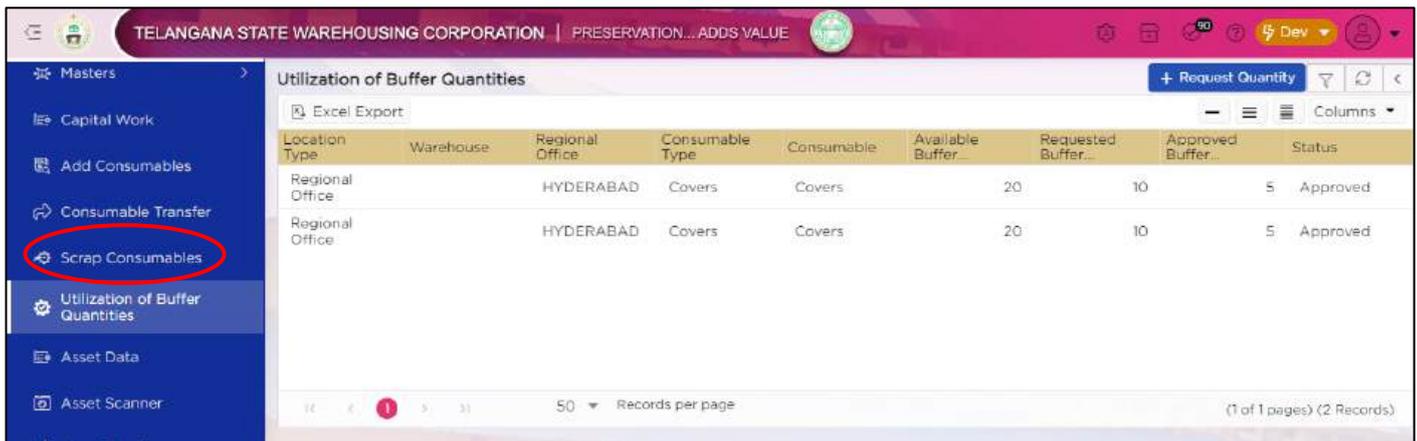
- Upon choosing **' Utilize Buffer Quantity ',** a populated list will display, presenting the details of existing Utilization of Buffer Quantity details if any as shown in the below image.

- To add details for new Utilize Buffer Quantity, Admin will click on the **'+ Request Quantity'** button located in the top right corner.

- By clicking, this action prompts a form to input **Scrap Consumable** details.
    - Location Type – Select value from dropdown
    - Regional Office- Select the Regional Office
    - Warehouse Name- Select the Warehouse Name
    - Source of Consumables – Select value form dropdown
    - Consumable Type – Select value form dropdown
    - Consumable Name – Select value form dropdown
    - Available Quantity – Auto fetch, cannot be changed
    - Available Buffer Quantity – Auto fetch, cannot be changed
    - Requisition to Use Buffer Quantity – Enter numerical value
    - Remarks – Enter remarks
    - Initiator Details – shows the details of the requestor
    - Initiated Date – Current date
- Once the Utilize Buffer Quantity details are entered, Admin can submit the form by clicking on the **'Submit'** button

- After submission, the details will get added to the Utilize Buffer Quantity list.

12. Asset Data
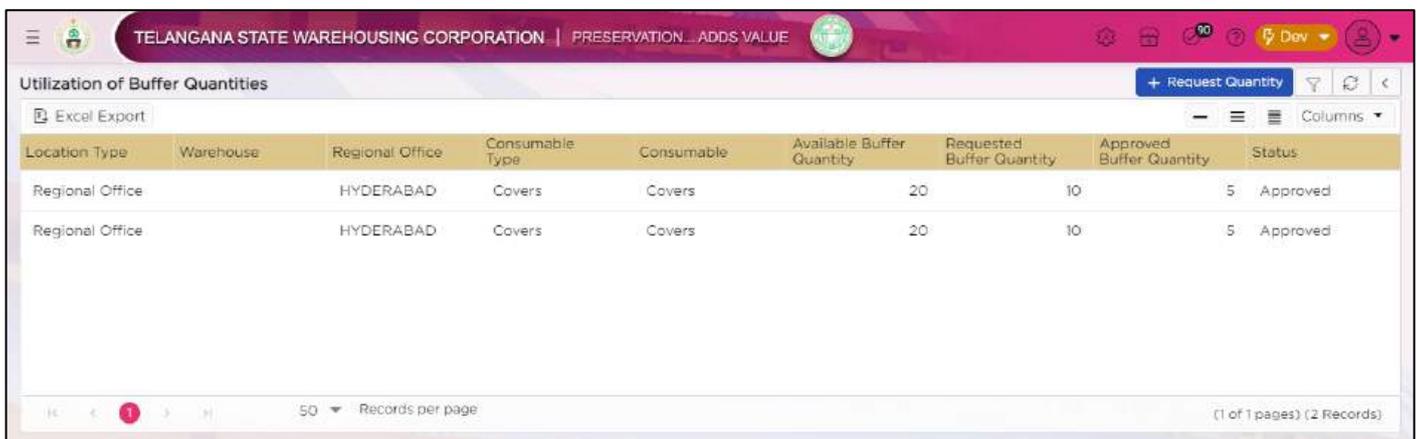
- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'AMS'** section and then choose **'Asset Data'.**

- Upon choosing **'Asset Data**,' a populated list will display, presenting the details of existing Asset Data if any as shown in the below image.

- To add details for new Asset data, Admin will click on the **'Add Asset'** button located in the top right corner.

- By clicking, this action prompts a form to input **new Asset data** details.
- To Add single Asset Data
    - Asset Code – Enter the Asset Code
    - Location- Select the Head Office/Regional Office/Warehouse
    - Section Name- Select the Section
    - Asset Type- Select Movable/Immovable
    - Asset Category Name- Select the Asset category Name
    - Asset Sub-Category- Select the Asset Sub-Category Name
    - Name of the Asset – Enter Asset Name
    - Date of Purchase- Select the date
    - Value of the Asset- Enter the Value
    - Serviceable- Select Yes/No
    - Upload invoice Details – Upload the invoice file.
- Once the **'Asset data details'** are entered, Admin can submit the form by clicking on the **'Add'** button.

- To Add multiple Asset Data
- Asset Details
    - Asset Code – Enter the Asset Code
    - Location- Select the Head Office/Regional Office/Warehouse
    - Section Name- Select the Section
    - Asset Type- Select Movable/Immovable
    - Asset Category Name- Select the Asset category Name
    - Asset Sub-Category- Select the Asset Sub-Category Name
    - Name of the Asset – Enter Asset Name
    - Date of Purchase- Select the date
    - Value of the Asset- Enter the Value
    - Serviceable- Select Yes/No
    - Upload invoice Details – Upload the invoice file.
- Once the Asset data details are entered, Admin can submit the form by clicking on the **'Submit'** button.

- After **submission,** the details will get added to the Asset Data list.

- Admin has the ability to update or View asset details by selecting the **'Edit/Deactivate'** icon provided under the action column.

- Admin has the ability to download the asset QR code by selecting the **'Download'** icon provided under the QR code column.


13. Asset Scanner

- Admin needs to login through a mobile device and navigate to the **Asset Scanner** application.
- Admin will scan the QR code pasted on the asset & the asset details will populate on his mobile screen.

14. Asset Transfer

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'AMS'** section and then choose **' Asset Transfer'**
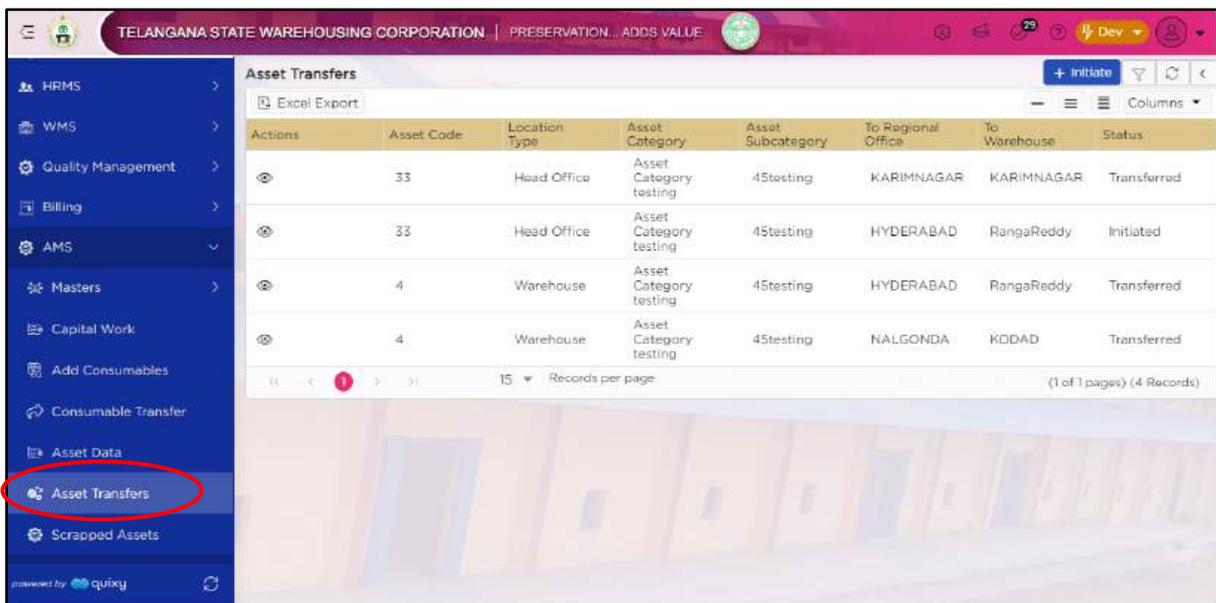
- Upon choosing **'Asset Transfer,'** a populated list will display, presenting the details of existing Asset transfer details if any as shown in the below image.

- To add details for new Asset transfer, Admin will click on the **'initiate'** button located in the top right corner.

- By clicking, this action prompts a form to input **new Asset Transfer** details.
- Select the Asset Transfer type – Single Asset transfer/Bulk Asset Transfer
- For Single Asset Transfer
    - Asset Code – Select the Asset Code
- To Details;-
    - Location Type – Select the Head Office/Regional Office/Warehouse
    - Regional Office- Select the Regional Office
    - Warehouse Name- Select the Warehouse Name
    - To Section – Select the section
- Once the **'Asset transfer details'** are entered, Admin can submit the form by clicking on the **'Submit'** button.

- For Bulk Asset Transfer
- Bulk Asset Transfer-
    - o Asset Code – Select the Asset Code
    - o Location Type – Select the Head Office/Regional Office/Warehouse
    - o Regional Office- Select the Regional Office
    - o Warehouse Name- Select the Warehouse Name
    - o To Section – Select the section
- Once the **'Asset transfer details'** are entered, Admin can submit the form by clicking on the **'Submit'** button.

- After submission, the details will get added to the Asset Transfer list.

- Admin has the ability to update or deactivate rate details by selecting the **'View'** icon provided under the action column.

15. Scrapped Assets

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'AMS'** section and then choose **'Scrapped Asset'.**
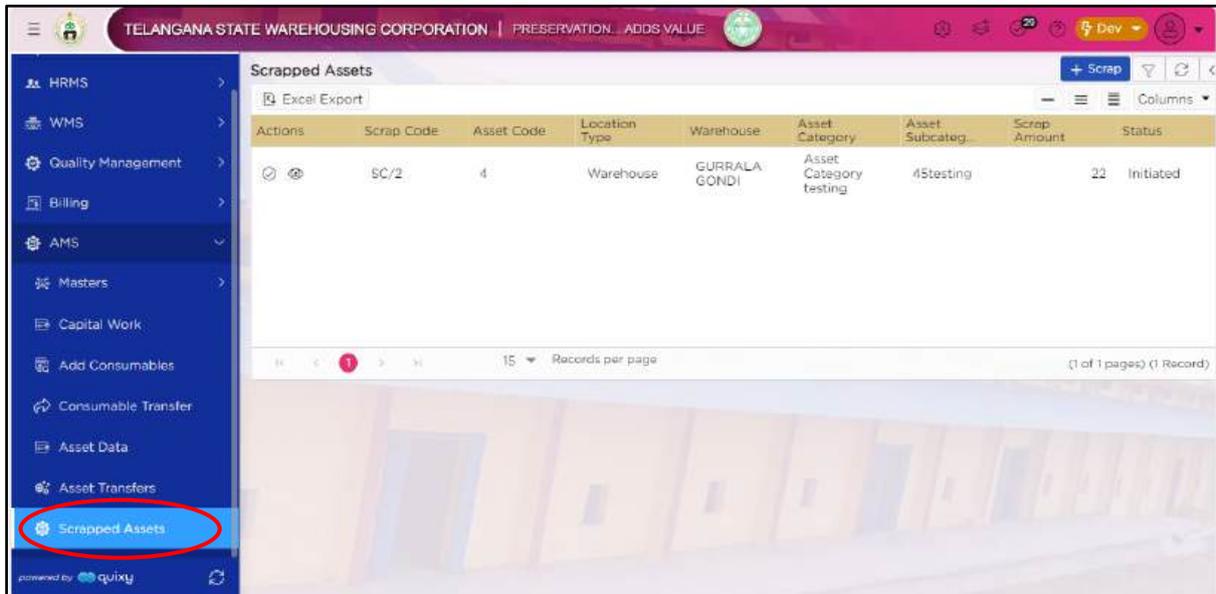
- Upon choosing **'Scrapped Assets**,' a populated list will display, presenting the details of existing Scrapped Asset Data if any as shown in the below image.
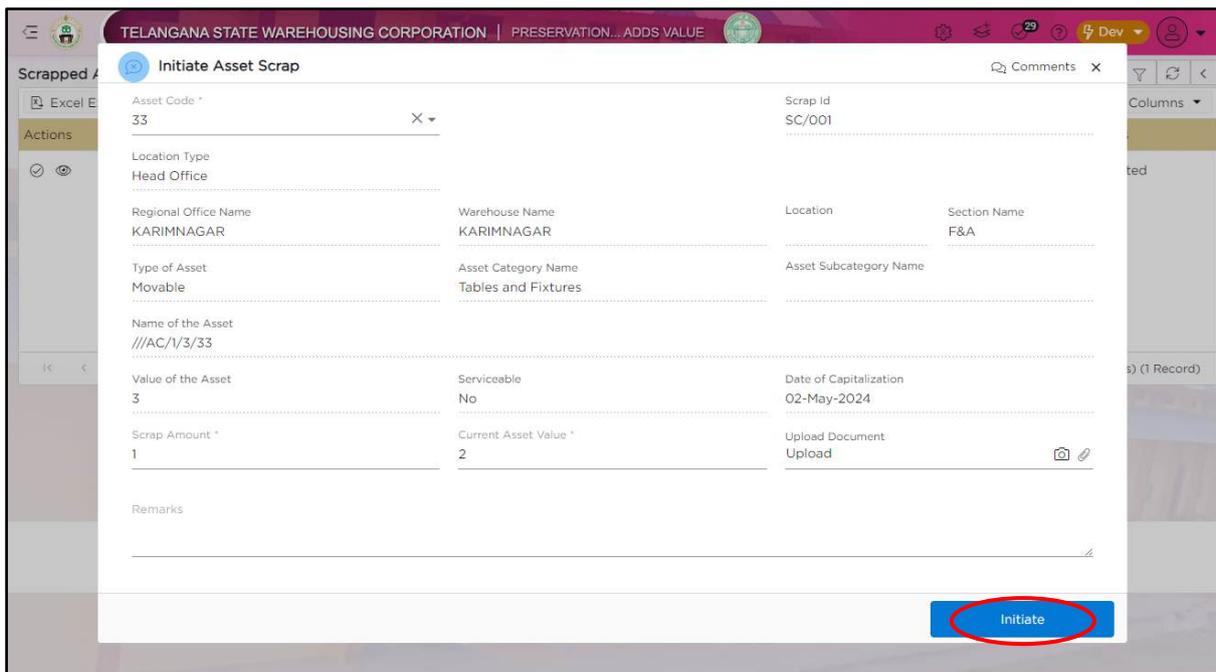

- To add details for new Asset data, Admin will click on the **'Scrap'** button located in the top right corner.

- By clicking, this action prompts a form to input **new Scrap Asset** details.
    - Asset Code – Select Asset Code
    - Regional Office- Auto fetched based on the Asset code
    - Warehouse name- Auto fetched based on the Asset code
    - Location- Auto fetched based on the Asset code
    - Section - Auto fetched based on the Asset code
    - Asset Type- Auto fetched based on the Asset code
    - Asset Category Name- Auto fetched based on the Asset code
    - Asset Sub-Category- Auto fetched based on the Asset code.
    - Name of the Asset- Auto fetched based on the Asset code
    - Scrap Amount- Enter the Value
    - Current Asset Value – Enter the value
    - Upload Document- upload the necessary document
- Once the **'Asset Scrap details'** are entered, Admin can submit the form by clicking on the **'Initiate'** button.

- After **submission,** the details will get added to the **list** with the status as Initiated

- Admin has the ability to Approve or reject/View the asset scrape request by selecting the **'Approve/view'** icon provided under the action column.


- By clicking, this action prompts Approve Asset Scrap form.
- For where user will be able to either Approve or Reject the request

16. Depreciation Details

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'AMS'** section and then choose **'Depreciation Details'.**
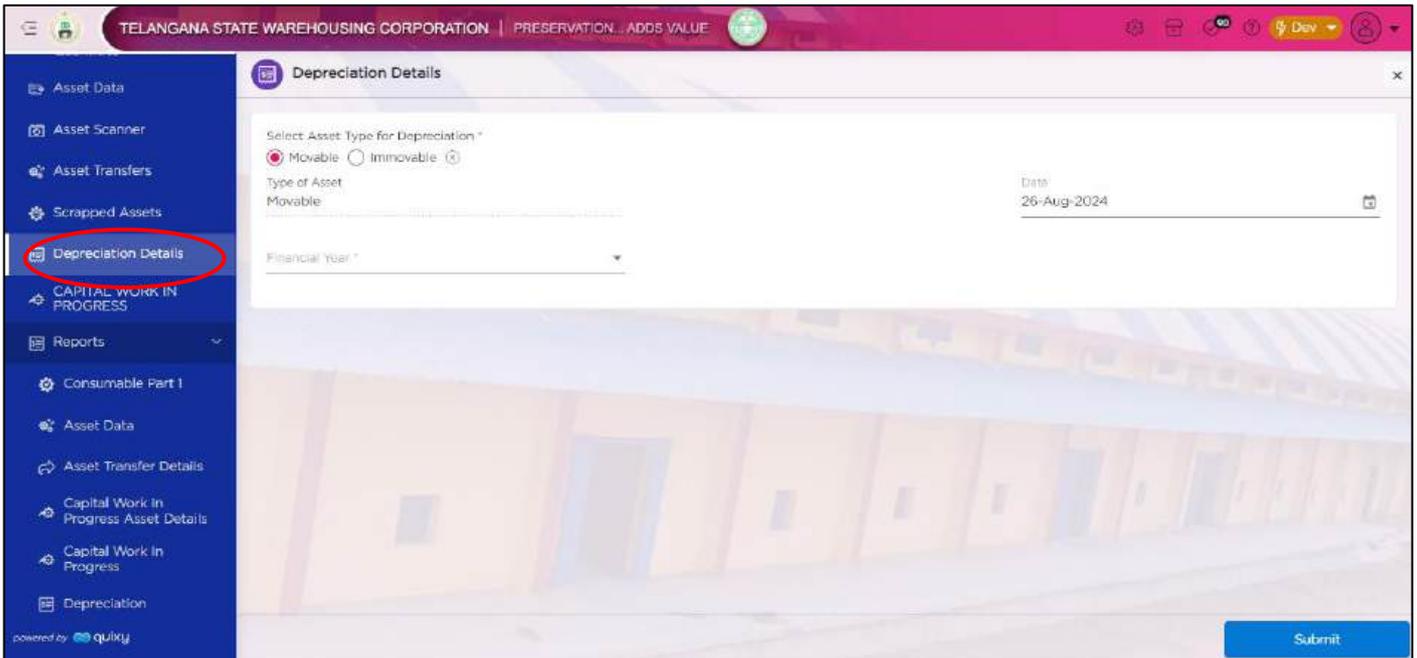
- Admin will select Movable/ immovable from asset type for depreciation, then he will select the financial year from the dropdown. A section will become visible showing the asset list where the Admin will enter the depreciation details of the assets & click on **Submit** button.
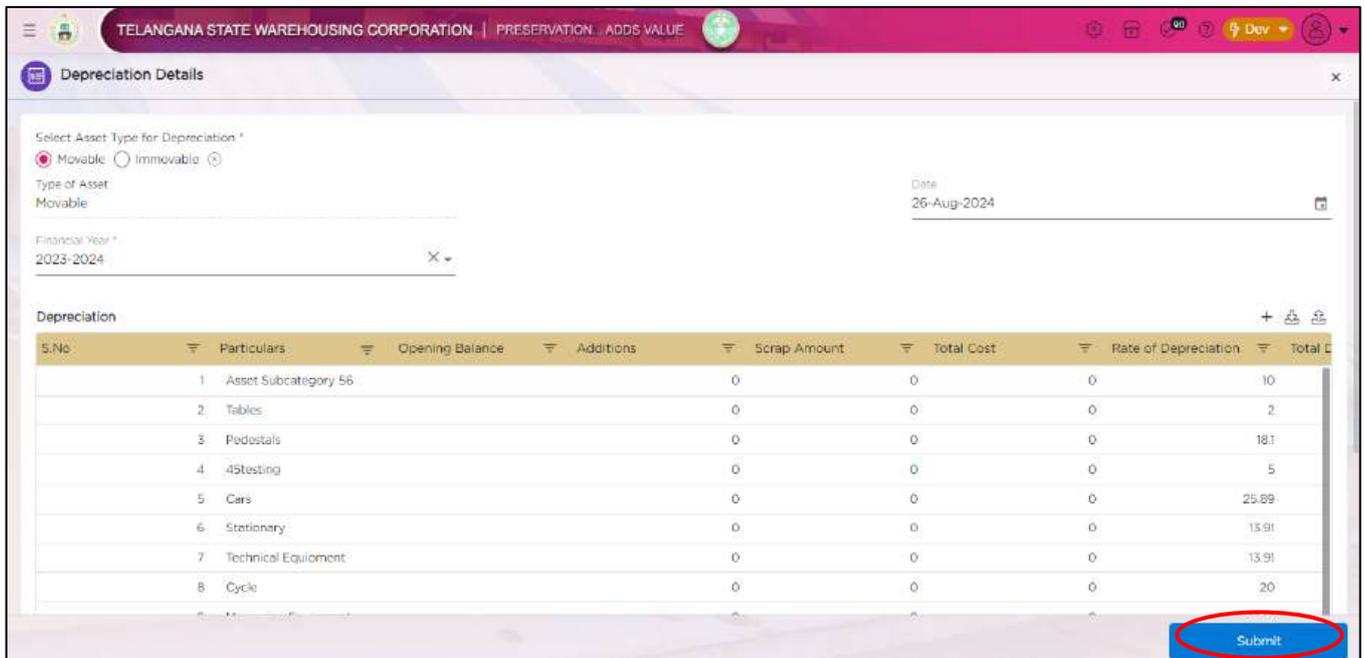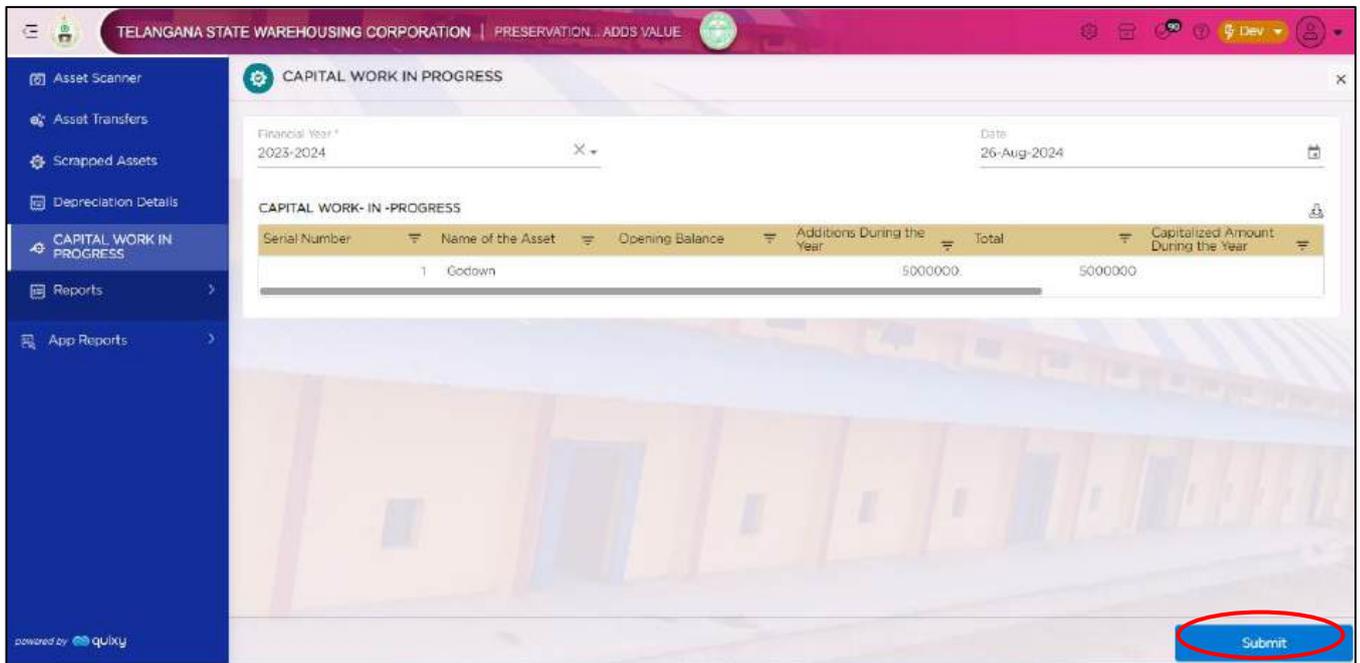

- The submitted details can be accessed from the Depreciation report.

17.   Capital Work in Progress

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'AMS'** section and then choose **'Capital Work in Progress'.**
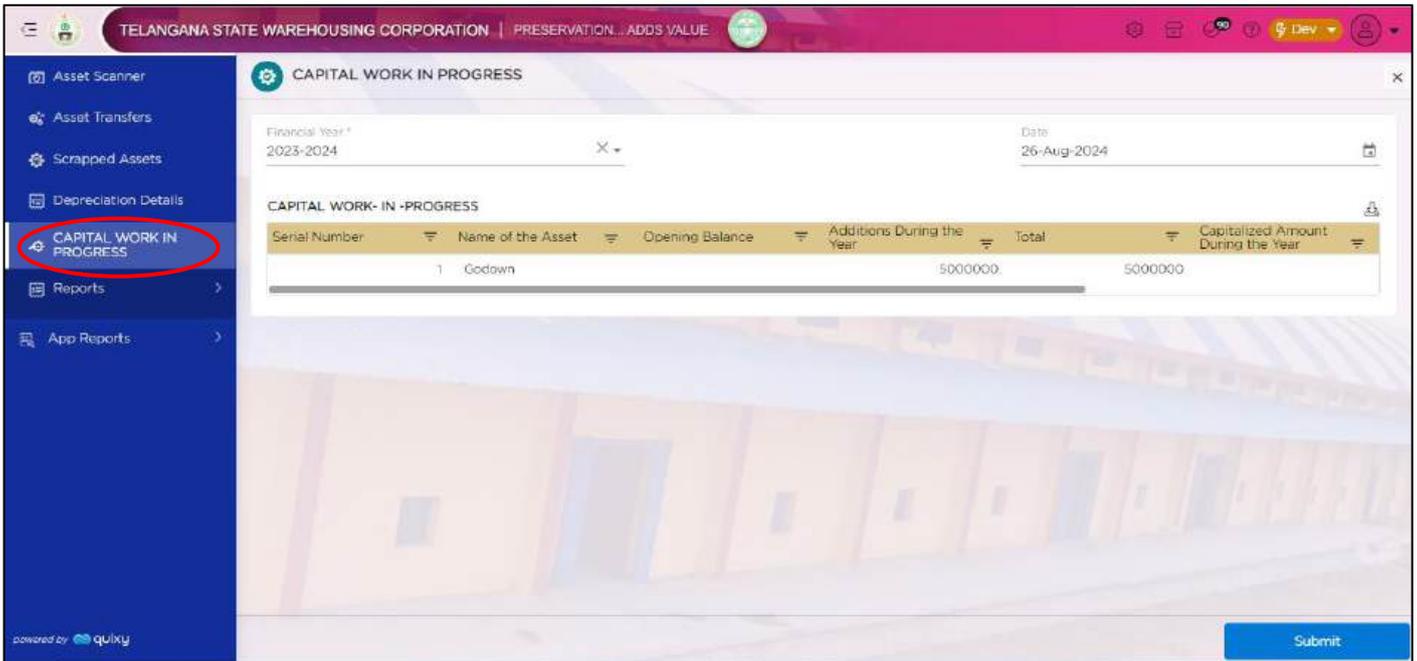
- Admin will select the financial year from the dropdown. Admin will enter the capital work in progress details in the section & click on **Submit** button.


- The submitted details can be accessed from the Capital Work in Progress report.

18. Reports

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'AMS'** section and then choose **'Reports'.**

18.1. Consumable Part 1

- User can view the report by navigating to Consumable Part 1 from the menu. Upon clicking Report button present under the Report column document report will be generated.
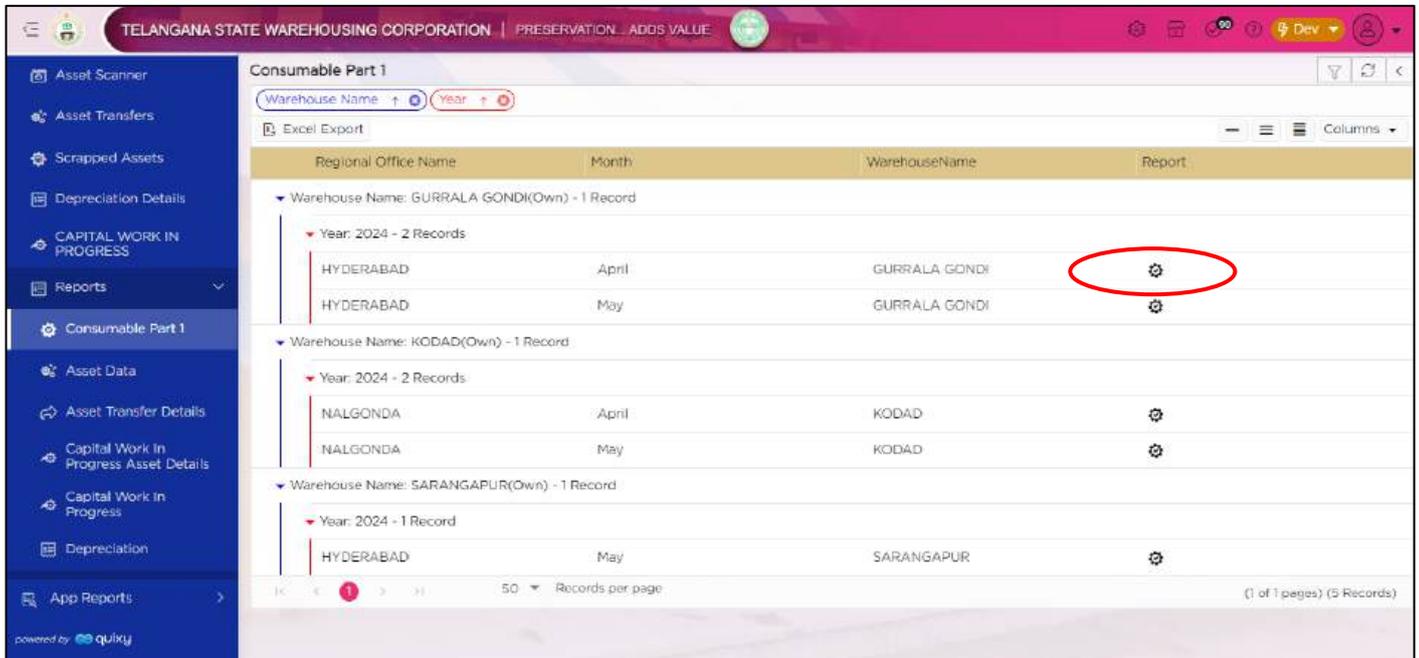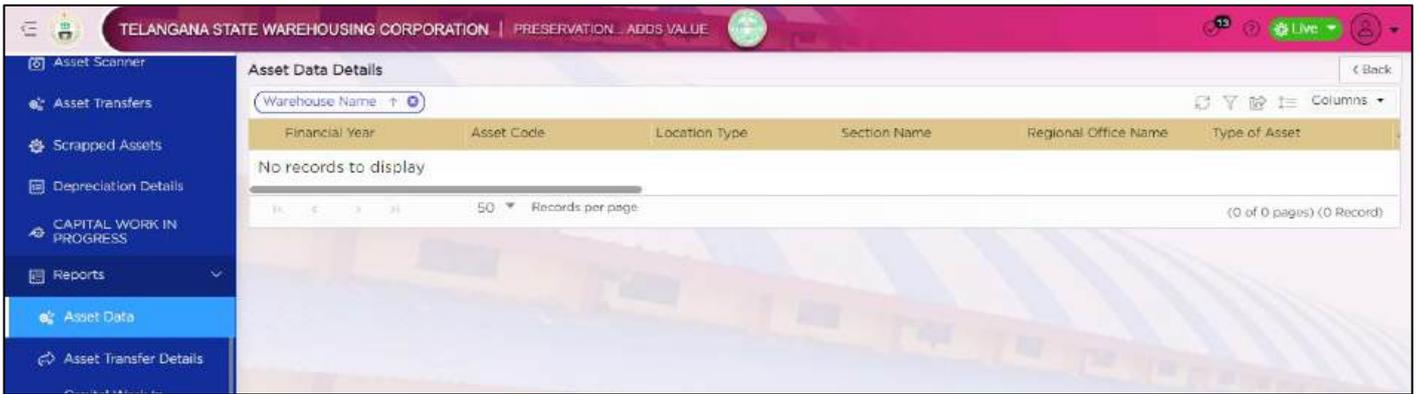

- The document report can be printed by clicking on the print icon at the top right section of the screen.
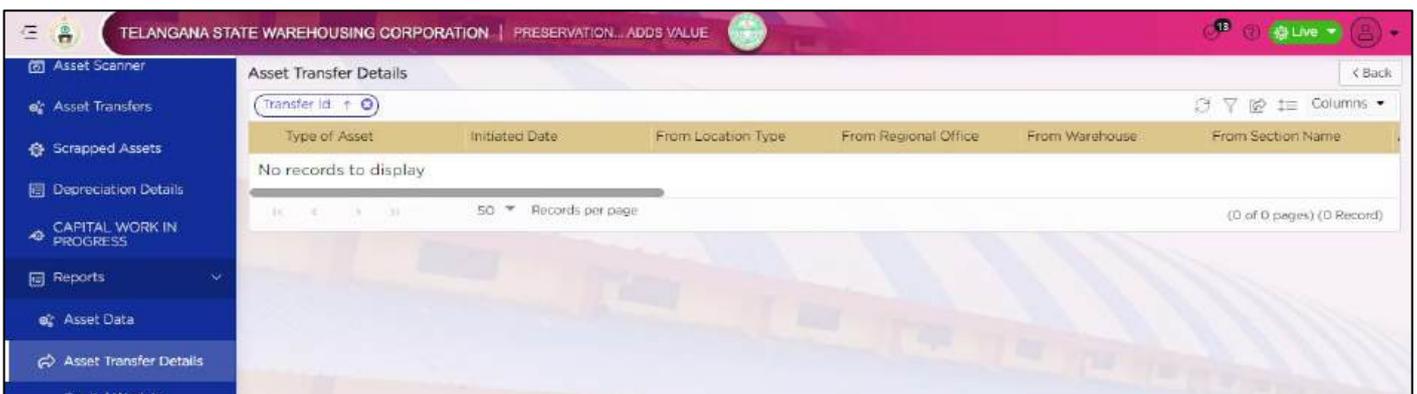

18.2. Asset Data

- User can view the report by navigating to Asset Data from the menu under reports.
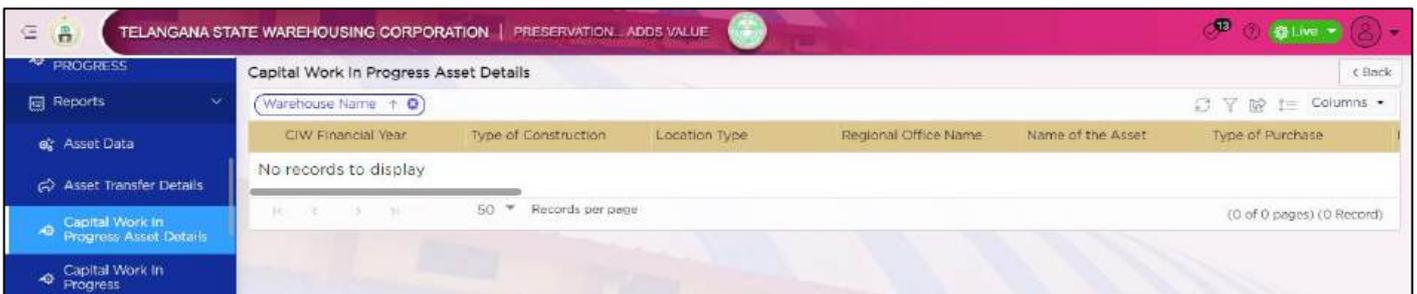
18.3. Asset Transfer Details

- User can view the report by navigating to Asset Transfer Details from the menu under reports.
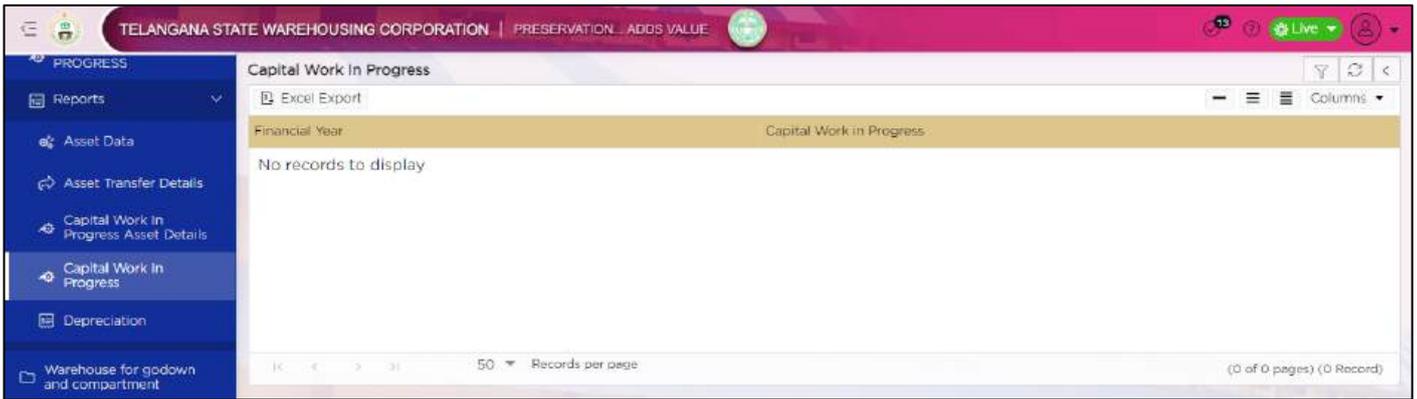

18.4. Capital Work In Progress Asset Details

- User can view the report by navigating to Capital Work In Progress Asset Details from the menu under reports.

18.5. Capital Work In Progress

- User can view the report by navigating to Capital Work In Progress from the menu under reports.

18.6. Depreciation

- User can view the report by navigating to Depreciation from the menu under reports.

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