

ezytax  
BLUE

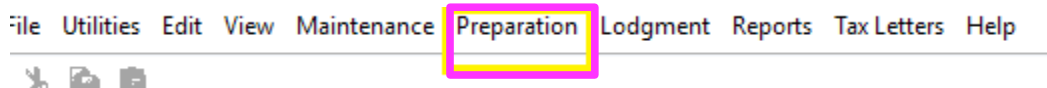
depreciation  
schedule



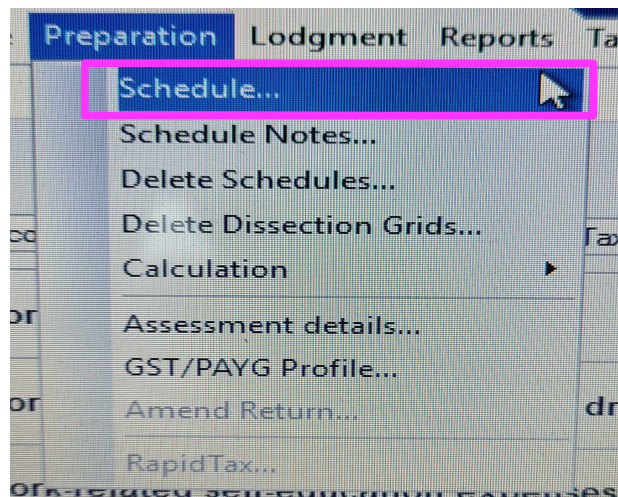
## CREATING A DEPRECIATION SCHEDULE

Individual items that are over \$300 in value must be depreciated. This includes computers, laptops, cars, phones, individual tools or a tool set etc. Basically anything that is considered a capital asset.

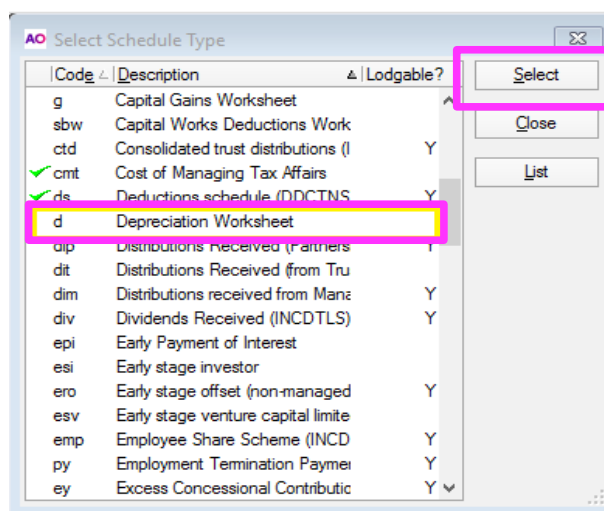
- 1) Open the tax return go to the taskbar at the top of the page > Click **Preparation**



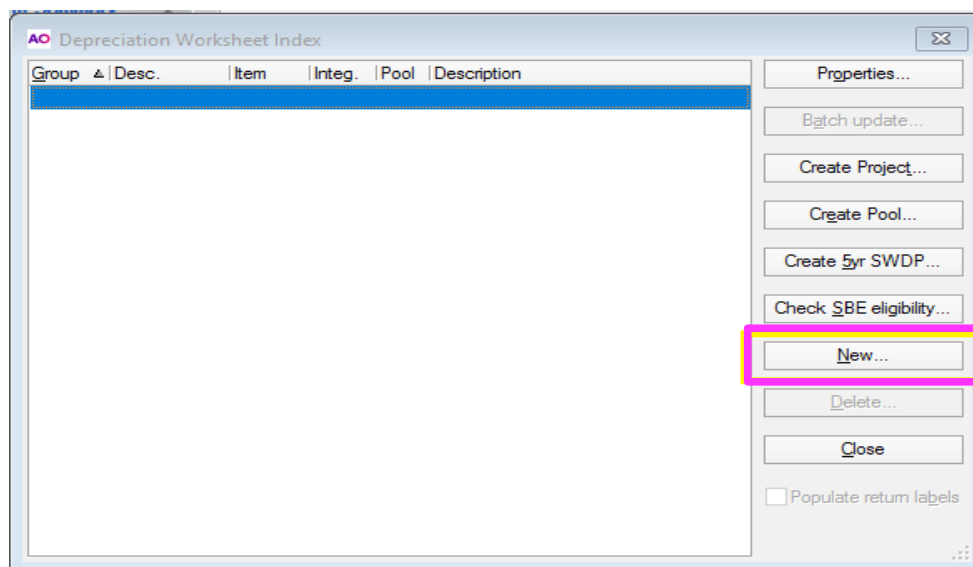
- 2) Click on **Schedule** - a list of schedules will appear.



- 3) Scroll up until you find **Depreciation Worksheet** and click on it > then click Select.



4) To add a new item click **New**.



5) A new schedule will appear. You will need the items **effective life** which can be found by googling or searching on the ATO website or accessing the Depreciation Effective Life Schedule in Templates folder on the server – Ezytax (T:) / Location / Templates / Depreciation Effective Life Schedule.

6) The **YELLOW** boxes show the areas that need to be entered.

- **Group** – Group the assets per asset class. Eg: Fixtures & Fittings, Plant & Equipment, Computers, etc. Group number will be determined by previously entered. If nothing then it will be 1.
- **Description** – Asset class description. Eg: Fixtures & Fittings, Plant & Equipment, Computers, etc.
- **Asset No.** – If it is the first item being depreciated, put 1. Otherwise continue the numbering.
- **Description** – What the item is. Eg: Work laptop, Desk, Bosch Grinder, etc
- **Date purchased and Date first used/held ready** – Date item was bought
- **Purchase cost** – The amount paid for the item
- **Effective life** – This is how long the item will be depreciated for. Eg: Laptop effective life is 2 years
- **Annual Rate** – This should automatically calculate when you hit enter on effective

life. You will not need to enter this if you have entered the effective life.

- **Private use** – If the item is used for both work and privately you **MUST** enter percentage of private use. Eg: 30% private use.

The **GREEN** box is the amount that will be entered in the return as a deduction. You can integrate this automatically using the Integration tab or you can enter it into the correct section – D5, Business Schedule, Rental Schedule, etc.

The **BLUE** box is for pooling assets as either Low Value Pool or STS General Pool. STS General Pool is for claiming Instant Asset Write-Off for eligible businesses.

AO Depreciation Item Properties

Details Disposal Integration SBE Private use PC Effective Life Adj

Pool: 0 Not pooled

Type: Other tangible asset

Group: Description: Private use: 30.00 %

Asset no.: 1 Description: Work Laptop

Is the deduction denied in accordance with Treasury Laws Amendment (Housing Tax Integrity) Act 2017 regarding 'previously used' assets (P&E)? N

Item Details

Date purchased: 05/03/2020 DCL:

Date first used/held ready: 05/03/2020

All amounts net of input tax credits

First element cost (Purchase cost): 1400

Second element costs incurred this year:

Immediate write-off: 0

CY balancing adjustment: 0

Opening adjustable value (OWDV): 0

Method: D Diminishing value

Effective life: 2.00 years Self-assessed

Annual rate: 100.000 %

Accum. private use: 0

Accum. 2nd elt. amts: 0

Accum. bal. charges: 0

Value for depreciation: 0

Business depreciation: 317

Private use depreciation: 136

Non-ded. depreciation: 0

Closing adj. val. (CWDV): 947

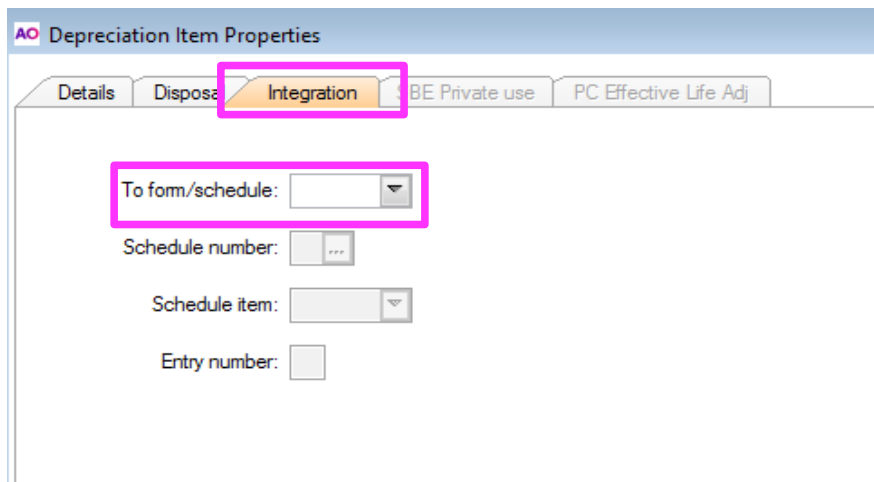
Totals

Group: 317

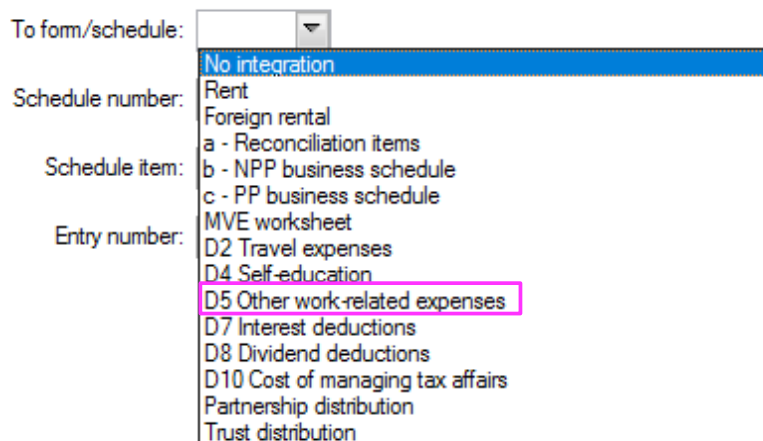
Return: 317

OK Cancel Edit

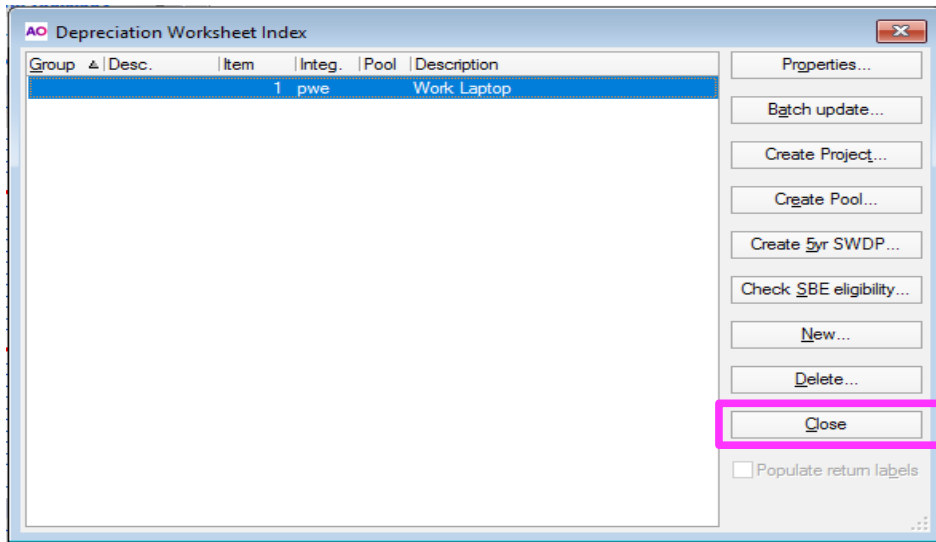
- 7) For the deduction to appear in the return it must be integrated. Go to the tab saying **Integration**.



8) From the drop down arrow on **To/from schedule** select which schedule the depreciation should integrate to > Click OK.



9) The item should now appear on the Depreciation Worksheet Index as seen below. Click New to create more depreciation schedules or click Close to finish.



10) The depreciation deduction should appear in the body of the tax return at the item selected. EG: If the item was for work related expenses (D5), the depreciation will show at D5.

### Other Work Related Expenses

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Description	Amount
Deductions from depreciation worksheets	
Depreciation deductions	317.00
Deductions from motor vehicle worksheets (mve)	