

# IT SOFTWARE CAPITALIZATION & AMORTIZATION

Asset Record and Expense Allocation Schedule

Software/Project Name

Asset ID / Reference

Development Start Date

Go-Live / Capitalization Date

Useful Life (Years)

Useful Life (Months)

Amortization Method

Department / Cost Center

TOTAL PROJECT COST
CAPITALIZED ASSET VALUE
TOTAL EXPENSED COST
MONTHLY AMORTIZATION

## 1. COST CLASSIFICATION & CAPITALIZATION ANALYSIS

Project Phase	Activities / Cost Components	Treatment	Amount
Preliminary Project Stage	Formulating & evaluating alternatives	Expense	
	Determining existence of needed technology	Expense	
	Final selection of alternatives	Expense	

Project Phase	Activities / Cost Components	Treatment	Amount
<b>Application Development Stage</b>	Software configuration & coding	<b>Capitalize</b>	
	Installation of hardware/software infrastructure	<b>Capitalize</b>	
	Testing (including parallel processing phase)	<b>Capitalize</b>	
	External direct costs of materials & services	<b>Capitalize</b>	
<b>Post-Implementation/Operation</b>	Training (internal & external)	Expense	
	Maintenance & minor updates	Expense	
	Data conversion costs (unless development stage)	Expense	
<b>Total Project Cost:</b>			
<b>Total Capitalized Asset Value:</b>			
<b>Total Expensed Development Costs:</b>			

## 2. AMORTIZATION SCHEDULE

Period (Month)	Beginning Book Value	Amortization Expense	Accumulated Amortization	Ending Book Value
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

Period (Month)	Beginning Book Value	Amortization Expense	Accumulated Amortization	Ending Book Value
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
<b>Total</b>				

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Prepared By (Sign / Date)

\_\_\_\_\_  
Approved By (Sign / Date)