

## Mass Depreciation Quarterly Checklist:

To ensure that all fixed assets with remaining useful life are captured in the quarterly depreciation batch run, the following items must be addressed. Any pending documents that reference a fixed asset will fail to post depreciation. Any assets that do not post final depreciation in the last mass depreciation batch run of the fiscal year will require the completion of a full Fixed Asset Closing Package and manual calculation.

- \_\_\_ All disposals are up to date in AFIS and FD documents are completed and approved within 10 days of receiving an approved SP-101
- \_\_\_ Complete and approve any pending or draft FA, FAS, FD, FI, FM, or FT documents no later than close of business on the last business day prior to the mass depreciation batch run.
- \_\_\_ Review previous fixed asset depreciation outstanding issues, as communicated by GAO
- \_\_\_ Notify your AFIS Liaison of any assets that failed to post depreciation if you do not receive an exception report from GAO in the week following the mass depreciation batch run