General Services Administration
Fixed Assets Pegasys 7.8
User Guide

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Final Version 8.1

1 of 3

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Guide Summary

To meet 508 compliance requirements, the Fixed Assets User Guide is divided into 3 documents, which contains the following sections. This is Document 1.

Document 1

- **Section 1: Fixed Assets Introduction**
- **Section 2: Fixed Assets Overview**
- **Section 3: Financial Management Enterprise Service Bus (FMESB) and GSA's Assets**
- **Section 4: Public Buildings Service (PBS) Forms with Fixed Assets Data**
- **Section 5: Fixed Assets Forms**
    - o **Section 5.1: Creating a Fixed Asset Acquisition Form (FA)**
    - o **Section 5.2: Creating a Fixed Asset Correction Form (FC)**
    - o **Section 5.3: Creating a Fixed Asset Transfer Form (FT)**

Document 2

- Section 5: Fixed Assets Forms
    - o Section 5.4: Creating a Fixed Asset Betterment Form (FB)
    - o Section 5.5: Fixed Asset Disposal Form (FD)
    - o Section 5.6: Fixed Asset Manual Depreciation Form (FU)
    - o Section 5.7: Donations
    - o Section 5.8: Exchanges with US Postal Service (USPS)
    - o Section 5.9: Transactions For J-Type Projects
    - o Section 5.10: Land/Building Combinations
    - o Section 5.11: Multi-Building/Multi-Phase Projects
- Section 6: Fixed Assets Maintenance Tables
- Section 7: Fixed Assets Queries
- Section 8: Fixed Assets Offline Processes

Document 3

- Section 9: Appendix A - Real Property and Personal Property Accounting Posting Models
- Section 10: Appendix B - Fleet Accounting Posting Models
- Section 11: Appendix C - Fixed Assets Glossary

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Revision Log

Date	Version No.	Description	Author	Reviewer	Review Date
2/11	Draft/Version .1	Original Draft	Danielle Becker	Priyanka Ray	1/11
4/11	Final Version 1.0	Final - No comments on draft version	N/A	Jennifer Ritchey	4/11
11/14	Draft-Version 2	7.1.2 Upgrade enhancements	Karin Keswani and Daniel McNeil	Karin Keswani and Daniel McNeil	11/14
1/15	Final	In section 1, third bullet, updated FM-ESP to FS-ESB. In section 2.1.2.2, first paragraph, removed the reference to Phase 1 implementation. In section 2.1.5, correct spelling is now, "Capitalization". A reference to the figure below was accidently in same line as example as error message (figure 2-12), moved reference to next figure underneath he error message. In section 4, removed reference of 6.5 and updated to 7.1.2 User Guide. In section 5, row 2 and 4 was widened to display data. In section 5.11.1, grammar corrected. Spacing throughout guide adjusted as necessary.	Karin Keswani	Karin Keswani and Priyanka Ray	1/15
2/18	Revision 1.0	Updated to reflect the following changes for Pegasys 7.5.1 Upgrade: Applied 508 standards and performed testing. Updated screen shots and provided Alternate Text. Updated Figure 58 and its description in section 7.1.1 to reflect the new Asset Detail Accounting Line Number field in the accounting details table.	Kevin Hillman	Jenny Lewis, Marice Grissom	2/18

Date	Version No.	Description	Author	Reviewer	Review Date
5/18	Final Version	Document 1 • Added a sentence to note on page 22. • Removed references to Bulk Load Reg 6 Doc Type: BN and NEAR2 on page 29. • Updated values for Fund, Activity, Org Code, and Program in Table 8, Table 9, Table 21, and Table 43. • Added a note in Section 5.1.6.1 explaining an Asset Query enhancement. • Changed FM ESB to FMESB • Corrected depreciation calculations in Sections 2.1.2.1, 2.1.2.2, and 2.1.7. Documents 2 and 3 • Changed FM ESB to FMESB.	Kevin Hillman	Jenny Lewis, Marice Grissom	5/18

Date	Version No.	Description	Author	Reviewer	Review Date
1/21	Version 2.0	• **All Documents** • Moved the Guide Summary after the cover page • Updated the Title and Subject from 7.5.1 to 7.8, Updated File Name to 7.8, Updated Version to 7.8 and Date to Jan 2021 • Updated to reflect the following changes VCSS 7.8 Upgrade • For each "Generate document number" step, added description of new process introduced in version 7.8 • **Document #1** • Updated figures to reflect UX changes • Added UEI and EFT on tables 17 and 30 • **Document #2** • Updated figures in to reflect UX Changes • Added UEI EFT on table 6	Jad Youssef	Marice Grissom, Jun Kim	1/21
4/21	Final Version 3.0	Updated to reflect the following changes for the Pegasys 7.8 Upgrade: • Applied 508 standards and performed testing. • Applied GSA comments dated 3/1/21.	Jad Youssef	Marice Grissom	4/21
5/21	Final Version 4.0	Updated to reflect the following changes for the Pegasys 7.8 Upgrade: • Applied 508 standards and performed testing. • Applied GSA comments dated 4/23/21 and 4/30/21.	Jad Youssef	Marice Grissom, Jun Kim	5/21

Date	Version No.	Description	Author	Reviewer	Review Date
6/21	Final Version 5.0	Updated to reflect the following changes for the Pegasys 7.8 Upgrade: • Applied 508 standards and performed testing. • Applied GSA comments dated 6/21.	Jad Youssef	Marice Grissom, Jun Kim, Priyanka, Ray-Montanez	6/21
04/22	Final Version 6.0	• **All Documents** • Updated document date to April 2022. • Updated header and footer with the new document date. • **Document #1** • Updated the additional information on pages 81 and 109 to include the discontinuation of DUNS starting April 4, 2022. • **Document #2** • Updated the additional information on page 24 to include the discontinuation of DUNS starting April 4, 2022.	Neil Carini	Jun Kim	4/22
05/22	Final Version 7.0	Updated to reflect the following changes for the SAM UEI Upgrade: • Applied GSA comments • Remediated for Section 508 compliance.	Neil Carini	Vicki Schlosser	5/22

Date	Version No.	Description	Author	Reviewer	Review Date
01/23	Draft Version 8.0	- **All Documents** - Made draft updates for GSAFleet.gov implementation. - Section 3.1 was updated to explain the transition from FMS to GSAFLeet.Gov. - Sections 3.1, 5.1, 5.2, 5.3, and 5.4 were updated to state that the Vehicle Tag # is no longer in use. - Figure 49 was updated to include the new VB Document Type. - New tables were added to sections 5.1.4, 5.2.3, 5.3.6, 5.4.1, and 5.5.4 for External System Information. - Updated section 5.4.1 to include Document Types other than PBS. - Table 44 was updated to add the posting model for the new VB document - Appendix C was updated to add GSAFleet.Gov and to indicate the retirement of FMS in the glossary.	Jun Kim, Rachel Reavis	Veronica Braxton, Jun Kim	12/22
01/23	Final Version 8.0	Applied the following changes per GSA comments: - Updated Figure 49 to include Fleet. - Updated verbiage in Section 3.1 to remove the mention of retiring FMS and FedBill.	Veronica Braxton	Jun Kim	01/23
09/23	Final Version 8.1	- Updated USDA to GSA - Applied 508 standards and performed testing.	Veronica Braxton	Victoria Schlosser	09/23

1   Fixed Assets Introduction

The General Services Administration (GSA) is the shared services provider for the GSA instance of CGI Federal's Momentum® Financials software, named Pegasys at GSA, as its official system of record for accounting and financial management. The Pegasys Fixed Assets subsystem was implemented as part of the Asset Accounting and External SOA Integration Project. Phase 1 included the implementation of Fixed Assets for GSA's vehicle (Fleet) assets. Phase 2 included the rest of GSA's assets, real property and other personal property. This document provides users with Pegasys instructions for using both vehicle assets and Real and Personal property.

This document is broken into the following sections:

- **Section 1 - Fixed Assets Introduction**: Describes the purpose and scope of this document.

- **Section 2 - Fixed Assets Overview**: Contains an overview of the Fixed Assets subsystem including functionality, terms, and workflow.

- **Section 3 – Financial Management Enterprise Service Business (FMESB) and GSA's Assets**: The following section outlines the asset transactions that will flow through FMESB to Pegasys.

- **Section 4 – Public Buildings Service (PBS) Forms with Fixed Assets Data**: Contains detailed instructions for referencing fixed assets on form not covered under the Fixed Assets subsystem.

- **Section 5 - Fixed Assets Forms**: Contains detailed instructions for creating each of the fixed assets transactions with specific instructions for both PBS and Fleet.

- **Section 6 - Fixed Assets Maintenance Tables**: Describes each of the fixed assets reference tables that may be used by GSA.

- **Section 7 - Fixed Assets Queries**: Describes the fixed assets subsystem queries including descriptions of each field.

- **Section 8 - Fixed Assets Offline Processes**: Describes the functionality of the Fixed Assets batch processes.

- **Section 9 - Appendix A - Real Property and Personal Property Accounting Posting Models**: Details each transaction definition associated with the Real Property Fixed Assets documents in table format; shows the detailed General Ledger (GL) postings.

- **Section 10 - Appendix B - Fleet Accounting Posting Models**: Details each transaction definition associated with the Personal Property Fixed Assets documents in table format; shows the detailed GL postings.

- **Section 11 - Appendix C- Fixed Assets Glossary**: Contains a list of fixed assets terms and their definitions.

2   Fixed Assets Overview

The Fixed Assets subsystem expedites an agency's asset accounting processes. The purpose of the Fixed Assets subsystem is to provide a means of tracking financial information related to assets and their associated betterments. Pegasys allows users to record the different steps required to purchase, pay for, and track assets. The list below shows the functions of the Fixed Assets subsystem, including all handled activities.

- Recording acquisition of assets and associated betterments

- Linking assets to related purchasing and payment transactions

- Assignation of assets to a hierarchy of custodians

- Recording a custodial property officer's acknowledgement of responsibility for an asset

- Referencing asset records on purchasing, payment, credit card logs, standard vouchers, and eGov travel document transactions

- Posting acquisition cost and depreciation cost to the general ledger for capitalized assets and associated betterments

- Transfer of assets and/or betterments to a new asset type, custodian or accounting distribution

- Recording the disposition of assets

- Tracking of asset status and information through queries

- Maintenance of a detailed audit trail of asset activity

2.1   Fixed Assets Description

This section introduces key fixed assets concepts associated with the Fixed Assets subsystem that will be used throughout the document. All terminology is included in the **Fixed Assets User Guide 3 of 3, Appendix C**.

2.1.1   Fixed Asset

A fixed asset is a long-term, tangible object held for business use that is not expected to be converted to cash in the current or upcoming fiscal year. Examples of fixed assets maintained by GSA are Fleet vehicles, personal property (e.g., equipment) and PBS real property (e.g., land and buildings).

The Pegasys Fixed Assets subsystem defines a fixed asset as an object that an agency tracks and controls. This definition acknowledges the value of an asset and provides a means to monitor and control the asset's value. The need to track and monitor a fixed asset is important to an agency; consequently, Pegasys provides users the ability to monitor the asset's value, depreciation expense, and sale or disposition, thus providing an agency the value of the asset at any time in its life cycle.

Each stage of a fixed asset's life cycle is recorded in Pegasys through the creation and processing of forms. Assets are acquired in Pegasys by processing a Fixed Asset Acquisition (FA) form, corrections and transfers of the asset are handled by Fixed Asset Correction (FC) and Fixed Asset Transfer (FT) forms, enhancements are made to the asset using the Fixed Assets Betterment (FB) form, and the asset can be disposed of through the Fixed Asset Disposal (FD) form. Each form is discussed in detail in **Section 5**. **Figure 1** illustrates the lifecycle of a fixed asset.

Figure 1: Fixed Assets Lifecycle
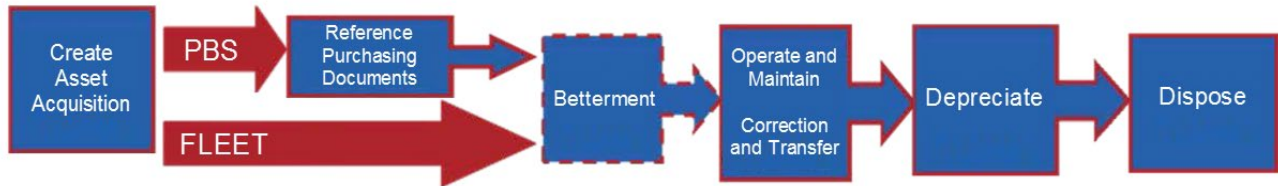
2.1.2   Asset Classification

Pegasys defines fixed assets through a combination of the asset number and the asset type. The asset number is an identifying string that the system can generate or it can be entered manually. The asset type is an agency-defined code that must be assigned to a pre-defined asset classification, which is described further in the **Fixed Assets User Guide 2 of 3, Section 6**.

2.1.2.1 PBS

The asset number for PBS real property will be equal to the combination of the project code + building number. **Table 1** displays an example of a Real Property asset number.

Table 1: Real Property Asset Numbering

Project Code	Building Number	Asset Number
NNY92411	NY0270ZZ	NNY92411NY0270ZZ

The asset number for personal property will be equal to the combination of the Asset Type + Date (YYYYMMDD) + sequential number starting with 00001. **Table 2** displays a few examples of Personal Property asset numbers.

Table 2: Personal Property Asset Numbering

Asset Type	Date	Sequential Number	Asset Number
EQUIPADMIN	05/26/2009	00001	EQUIPADMIN2009052600001
EQUIPADMIN	05/26/2009	00002	EQUIPADMIN2009052600002
EQUIPOPER	05/26/2009	00001	EQUIPOPER2009052600001

Asset Type	Date	Sequential Number	Asset Number
EQUIPOPER	05/27/2009	00001	EQUIPOPER2009052700001

Pegasys performs edits on transaction forms according to the assignment of an asset type. The asset type, in addition to indicating mandatory supplemental information fields, also contains settings for system edits. For example, the asset type determines what date to use for the calculation of depreciation. Asset types are set up to have either the in-service date or the acquisition date be the initial date used for the depreciation calculation. The asset type that the user enters on the Fixed Asset form will indicate to the system which date is to be used. The real property and personal property asset types will use the first payment or receipt/accrual document date for the start date of depreciation when the asset has Payment Updates Acquisition Cost and Accrual Updates Acquisition Cost flags set to True.

GSA has decided to create asset types based on the corresponding asset Standard General Ledger (SGL) account to ease reporting.

Table 3 lists the asset type code and the associated SGL for the Phase 2 implementation.

Table 3: Asset Type to SGL Relationship - Phase 2 Implementation - Personal Property

Asset Type	Asset Type Description	SGL
EQUIPADMIN	Equipment - Administrative	1750.01
EQUIPOPER	Equipment - Operating	1750.02
EQCONGFURN	Congressional Furniture	1750.03
EQTELESYS	Telephone Systems	1750.04
EQSRPLSADM	Surplus Administrative	1750.11
EQSRPLSOP	Surplus Operating	1750.12
EQSRPLSCF	Surplus Congressional Furniture	1750.13
SRPLSTLSYS	Surplus Telephone Systems	1750.14
CAPLSETELE	Assets Under Capital Lease -Telecommunications	1810.01
SOFTWADMIN	Internal Use Software - Administrative - Software	1830.01
SOFTWOPER	Internal Use Software - Operating Equipment - Software	1830.02
SOFTADMDEV	Internal Use Software - in Development- Administrative - Software - In development	1832.01
SOFTOPRDEV	Internal Use Software - in Development- Operating - Software - In development	1832.02
OTHPPEART	Other General Property, Plant, and Equip - Artwork - Artwork	1890.02

Asset Type	Asset Type Description	SGL
OTHPEG	Other Assets - Deferred Pegasys	1990.11
LAND	Land	1711.01
SRPLSLAND	Surplus Land	1711.02
CIPNEWCON	CIP New Construction	1720.01
CIPIMP	CIP Improvements	1720.02
CIPLSHLD	CIP Leasehold	1720.03
CIPSTRUCTR	CIP Other Structures	1720.04
BUILDING	Buildings	1730.01
IMPROVMNT	Improvements	1730.02
SRPLSBLDG	Surplus Buildings	1730.03
STRUCTURE	Other Structures	1740.01
SRPLSOTHST	Surplus Other Structures	1740.02
CAPLSEBLDG	Assets Under Capital Lease - Buildings	1810.02
LSHLDIMPRV	Leasehold Improvements	1820
ARTREAL	Artwork - Real	1890.03

Pegasys provides other optional avenues of classification to provide greater definition of the asset that are agency-defined. They are helpful for reporting and querying purposes as a quick way to combine asset information. GSA will not classify real property assets by Category, Class, Group, or Catalog Code. However, this functionality may be used when tracking Personal Property.

GSA's Personal Property assets may utilize further categorization as illustrated in the example in **Figure 2**.

Figure 2: Further Classifications
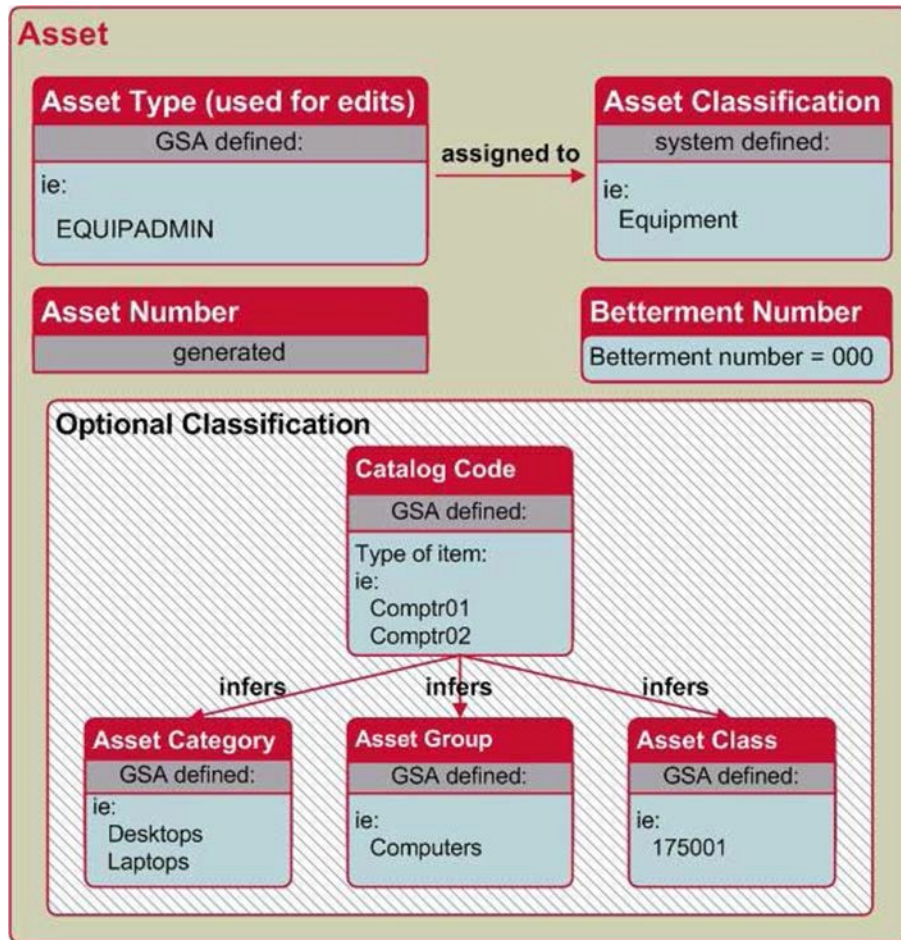
Example: GSA is acquiring new equipment and would like to group all purchases related to laptop computers in one Catalog code, called Comptr02. Since the Asset Category, Asset Group, Asset Class, Useful Life, and Description are derived from the Catalog code these fields will automatically default once the Catalog code is entered and the Asset Acquisition form is verified. In this example, the Catalog code Comptr02 will infer the following: Asset Category will be Laptops, Asset Group will be Computers, Asset Class will be 175001, Useful Life will be 48, and Description will be Laptop Computers.

The asset category, class, group and catalog maintenance tables must be configured before a Personal Property asset can use this type of classification. These tables are discussed in further detail in the **Fixed Assets User Guide 2 of 3, Section 6**.

2.1.2.2 Fleet

The asset number for GSA's Fleet will be the Vehicle Identification Number (VIN). Pegasys performs edits on transaction forms according to the assignment of an asset type. For example, a vehicle requires a valid fuel code. Therefore, if an asset is entered on a form with an asset type assigned to the asset classification 'Vehicle', the fuel code field is required. The asset type, in

addition to indicating mandatory supplemental information fields, also contains settings for system edits. For example, the asset type determines what date to use for the calculation of depreciation. Asset types are set up to have either the in-service date or the acquisition date be the initial date used for the depreciation calculation. The asset type that the user enters on the Fixed Asset form will indicate to the system which date is to be used. All Fleet Vehicle asset types will use the in-service date for the start date of depreciation. All PBS Real Property and Personal Property assets with Payment Update Acquisition Cost and Accrual Update Acquisition Cost flags set to True will use the first accrual/receipt or payment date for the start of depreciation.

GSA has decided to create asset types based on the corresponding asset SGL account to ease reporting. There will only be one asset type value per SGL account. **Table 4** lists the asset type code and the associated SGL. All PBS Real Property and Personal Property assets with Payment Update Acquisition Cost and Accrual Update Acquisition Cost flags set to True will use the first accrual/receipt or payment date for the start of depreciation.

Table 4: Asset Type to SGL Relationship

Asset Type	Asset Type Description	SGL
VEHICLE	Motor Vehicles	1750.21
OPLEASEVEH	Operating Leased Vehicle	N/A
VEHSURPLUS	Vehicles in Storage Pending Disposal	1750.25

2.1.3   Betterments

A betterment is an upgrade or an addition to an existing fixed asset that increases the asset's value and/or the asset's useful life. Betterments enhance assets and consequently, are managed together with the asset. An example of a betterment is a new wing to a building; the building is the original asset. The new wing increases the building's worth. Another example is a snowplow addition on an existing vehicle, where the vehicle is the original asset. The snowplow increases the asset's functionality and worth. In Pegasys, betterments are defined by a combination of three fields: Asset Type, Asset Number, and Betterment Number. The combination of these fields links the betterment to the original asset while providing the betterment with a unique identity (the Betterment Number). The Asset Type and Asset Number of a betterment are always the same as those of the original asset. The original asset automatically has a Betterment Number set to '0'; each betterment associated with the original asset is assigned a number or is defaulted to the next sequential number. **Figure 3** illustrates the components that uniquely identify a betterment.

Figure 3: Betterment Diagram
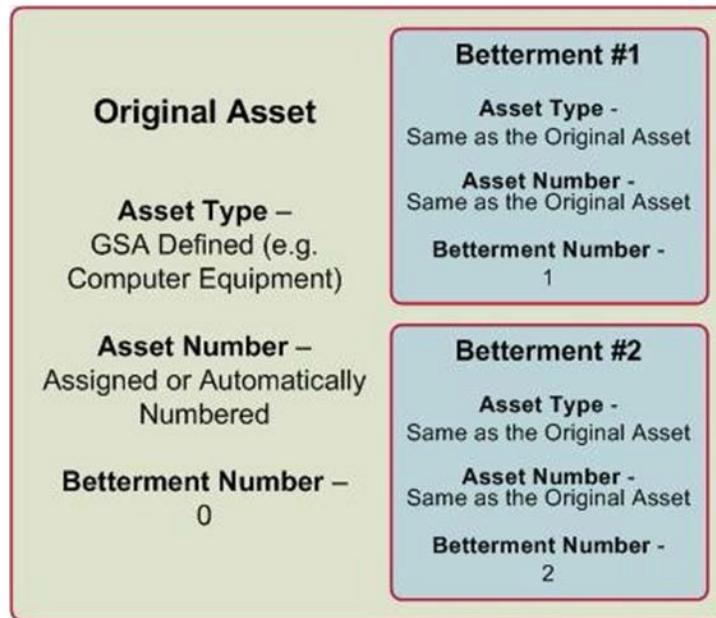
Because betterments enhance the associated asset, they acquire many of the same traits as an asset; however, since they are different entities they can differ on certain characteristics. The following characteristics can vary between the original asset and the betterment: acquisition date, in service date, depreciation method, salvage value, useful life, lease information, funding information, and warranty information. Since the depreciation characteristics can differ between the asset and betterments, the betterment is depreciated separately from the original asset. The betterment can be depreciated past the final depreciation date of the original asset.

Betterments are created in Pegasys by processing a Fixed Assets Betterment (FB) form, which will always be entered directly into Pegasys for Real, Personal Property, and Fleet vehicle assets. GSA will be utilizing betterments as part of the Multi-Phased Asset solution. These betterments will be used to track the multiple phases of a Real Property asset record. Please refer to the **Fixed Assets User Guide 2 of 3, Section 5.4** for additional information on processing a FB document.

2.1.4   Acquisition Cost

The acquisition cost of a fixed asset or betterment is the initial cost expended for the asset or betterment including all related costs required to have the asset or betterment functional such as assembly, taxes, and shipping and handling costs. This cost is recorded at the time the asset or betterment is acquired on a Fixed Asset Acquisition (FA) or Fixed Asset Betterment (FB) form. The acquisition cost is the cost used in the depreciation calculation.

The Payment Updates Acquisition Cost and Accrual Updates Acquisition Cost checkboxes on the FA and FB forms indicates whether the acquisition cost entered on the document is an estimated or actual amount. If the cost of the fixed asset is not known, checking one or both checkboxes causes the amount to become an estimate and will not update the General Ledger at the time of the asset's acquisition.

When the system treats the amount as an estimated value, the associated payment, accrual and receipt transactions update the asset or betterment's actual acquisition cost. **Figure 4** illustrates how the actual acquisition cost is updated in accordance with the Payment Updates Acquisition Cost and Accrual Updates Acquisition Cost checkboxes. Pegasys Security Policies.

Figure 4: Payment and Accrual Updates Acquisition Cost Checkboxes
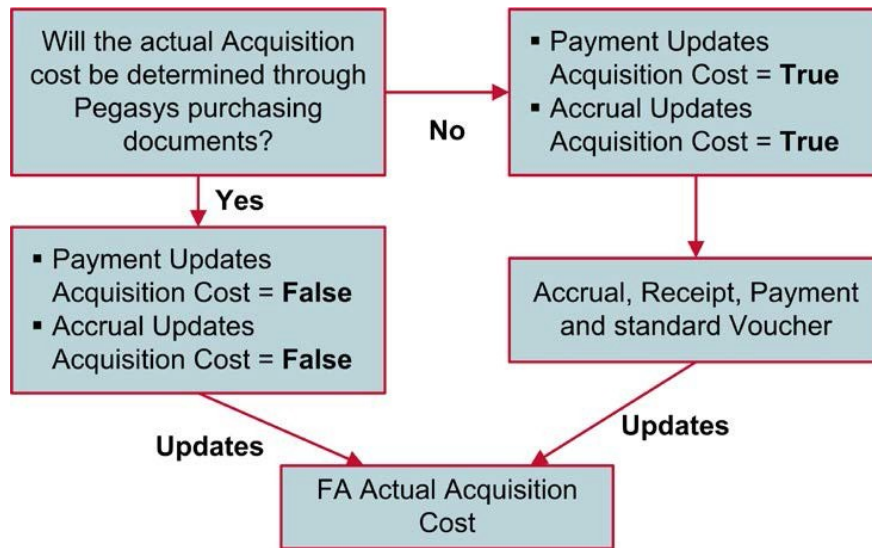
GSA's real and personal property assets (except for assets that are donated or exchanged with USPS) will utilize both the Payment Updates Acquisition Cost and Accrual Updates Acquisition Cost flags. These flags are used because the acquisition cost is generally unknown at the time the FA record is created in Pegasys. Additionally, Pegasys documents flexibly post to the asset SGL accounts. Utilizing these flags and referencing the asset information on the purchasing and payable documents will keep the asset SGLs in sync with the asset records.

GSA's Fleet assets will not utilize the Payment Updates Acquisition Cost flag because the acquisition cost is known at the time the FA is created in Pegasys.

2.1.5   Capitalization

Capitalization is a process, which allows an agency to realize an expenditure in increments over a long period of time. The capitalization of an asset results in an update to the General Ledger to move the expenditure to the asset accounts. The expenditure is then realized over the lifetime of the asset, rather than at the asset's acquisition. Assets may be either capitalized or expensed in the Fixed Assets subsystem. All of Fleet's vehicle assets will be capitalized with the exception of the vehicles under operating leases. GSA will also track capitalized Real and Personal Property assets. When a fixed asset is capitalized, the acquisition cost, depreciation and disposition update the General Ledger. **Figure 5** illustrates the values that update the General Ledger and the fixed asset tables for capitalized assets.

Figure 5: Updates for Capitalized Values
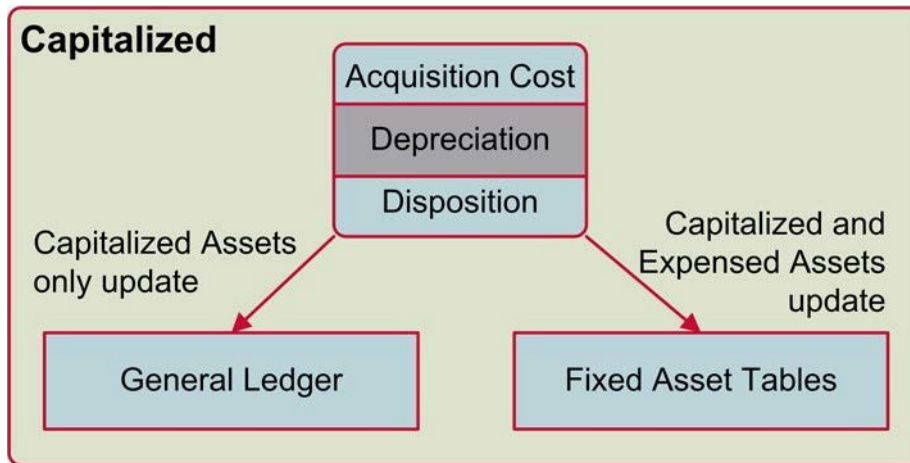
The capitalization method uses the Capitalization Basis and Capitalization Threshold options on the Fixed Assets Options Maintenance table to determine the capitalized assets. This table is illustrated in the **Fixed Assets User Guide 2 of 3, Section 6**. The Capitalization Basis used by GSA will be set to Dollar Threshold ($10,000) and Useful Life (24 Months) in Pegasys. Capitalization Threshold identifies the agency's established dollar amount and useful life limits that are used to constitute a capitalized asset.

If the user sets the Capitalization Indicator on a FA or FB form to the opposite of that specified on the Fixed Assets Options Maintenance table, the system issues an overrideable error. (If the FA is coming through the FMESB integration, the error will automatically be overridden). The FMESB integration is covered in detail in **Section 3**. The user can change or retain their determined capitalization status. When the fixed asset or betterment is processed and the Capitalized Indicator check box has is set to true/checked, the asset record's Capitalized Indicator is set to true and the Estimated Acquisition Cost and Estimated Capitalized Amounts are set to the acquisition cost value entered on the form.

In Pegasys, betterments must share the capitalization status of their associated asset. Consequently, betterments that are associated with capitalized assets are considered capitalized. Betterments are not subject to capitalization criteria. For example, suppose the capitalization basis is dollar threshold and useful life, with the Dollar Amount Threshold = $10,000. A betterment is purchased at $800 for a capitalized asset (building). The betterment ($800) does not exceed the Dollar Amount Threshold ($10,000). However, since the betterment is installed on the asset, it is considered capitalized and the cost is added to the asset's overall capitalized amount.

NOTE: For assets that are non-depreciable, but capitalized (such as surplus assets, land or construction in progress) the useful life is blank on the fixed asset form. If the capitalization basis is Dollar Threshold and Useful Life, only the dollar amount is used to determine its capitalization status. The threshold number of months is ignored. Not all updates to an asset are capitalizable; only those that extend the useful life of the asset are capitalizable.

2.1.6 Custodians

A custodian is the group or individual that is financially responsible for an asset. Valid custodian codes are defined in the Custodian Maintenance table. An individual must exist on the Employee Maintenance Table and be identified as eligible to be a custodian before being assigned as a custodian. Once an individual is eligible, they can be assigned to one of the system defined custodian codes on the custodian maintenance table: Custodial Property Officer (CPO), Accountable Property Officer (APO), Property Administrator (PA), or Cognizant Employee (CE). The Custodian Codes are used to define the level of authority for the custodian. Custodians can be further grouped to allow an agency to closely manage the identity of the custodians and their responsibilities. This is accomplished through the following tables in Pegasys:

- Custodian Maintenance Table

- Custodian Organization Maintenance Table

- Custodian Type Maintenance Table

GSA has determined that the custodian functionality will be optional in Pegasys for certain personal property assets. GSA does not plan to use the custodian functionality in Pegasys for its Fleet assets.

Users can assign Custodians to fixed assets through the Fixed Asset Acquisition (FA) document, Fixed Asset Betterment (FB), and Fixed Asset Transfer (FT) documents. The CE, CPO, APO, and Property Administrator (PA) may each be specified on the fixed asset document. Options on the Fixed Asset Type Maintenance table determine which custodian levels are required. For example, when the cognizant employee is specified as required on Fixed Asset Type Maintenance table, the cognizant employee, if known, may be entered directly onto the fixed asset document. If the cognizant employee is not known at the time the fixed asset is entered, the custodial property officer is required to enter the cognizant employee on the Unacknowledged Asset Query at the time the custodial property officer acknowledges responsibility for the asset. **Figure 6** illustrates how to assign the cognizant employee.

Figure 6: Assigning the Cognizant Employee
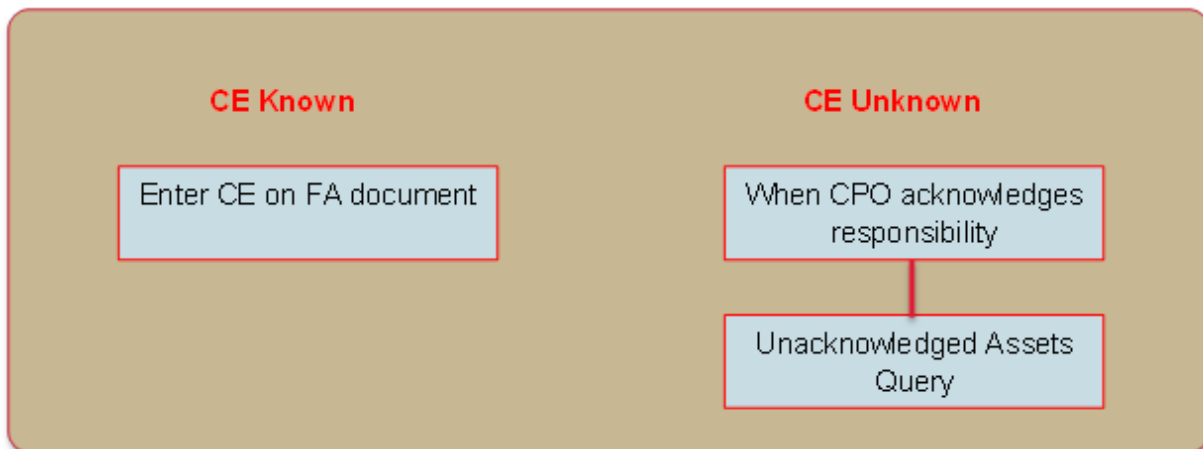
When custodian codes are entered, the fixed asset document validates them against the Custodian Maintenance table. Fixed asset documents with invalid custodians, missing custodian information, or custodians not eligible to serve at the position specified are rejected. The information must be corrected before the transaction can be processed.

At the time of acquisition, the fixed asset can also be assigned to a custodial organization. Valid custodial organization codes are defined on the Custodial Organization Maintenance table. Custodian information may be entered on the fixed asset transaction, or it may be defaulted from the entered custodial property officer code. A Fixed Asset Transfer can change the custodial information.

The 'Require CPO Acknowledgment' checkbox is an option on the fixed asset form. When the CPO Acknowledgement option is selected, the asset appears on the Unacknowledged Asset Query. The custodial property officer then uses this query to review assets awaiting acknowledgment and to enter acknowledgment information, including cognizant employee information (if necessary). This query requires the custodial property officer to acknowledge receipt of the asset and indicate that they recognize responsibility for it. The custodial property officer can optionally return a signed form accepting the asset. In this case, the custodial property officer would set the Signed Form Returned checkbox to true. In addition, the custodial property officer may assign the cognizant employee. This query can also be used to update relevant information regarding the fixed asset (for example, the location, serial number, in service date, maintenance costs, and description). The asset is removed from the Unacknowledged Asset Query when the custodial property officer fully acknowledges receipt of the asset.

Since betterments are associated with assets, they are always assigned the same custodians as the original asset. The acknowledgement of the betterment by a custodial property officer is similar to the acknowledgement process of an asset. However, the 'Requires CPO Acknowledgment' option can be set for individual betterments. If this option is selected, the betterment appears on the Unacknowledged Asset Query and must be acknowledged by the custodial property officer in the same manner as assets are acknowledged.

2.1.7   Depreciation

Depreciation is the systematic and rational allocation of the asset's acquisition cost, less its estimated salvage value or residual value, over the asset's estimated useful life. Depreciation is used to calculate the asset's estimated value as it decreases over time. Pegasys tracks and calculates depreciation for fixed assets and their betterments using an Automated Depreciation Process, which is discussed in more detail in the **Fixed Assets User Guide 2 of 3, Section 8**. Pegasys calculates the depreciation separately for each asset and betterment and records the depreciation in the General Ledger.

An option on the Fixed Asset Type Maintenance table determines whether assets of a given type, and their associated betterments, are depreciable. Certain asset types, such as those classified as surplus, land or construction in progress will not be marked as depreciable. For each depreciable asset type, an agency may also determine the date that should be used in the depreciation calculations. The in-service date will be used as the beginning depreciation date for all Fleet Vehicle assets in Pegasys. All PBS Real Property and Personal Property assets with Payment Update

Acquisition Cost and Accrual Update Acquisition Cost flags set to True will use the first accrual/receipt or payment document date for the start of depreciation.

Pegasys provides several methods for determining the depreciation of fixed assets. Different depreciation methods can be assigned for each fixed asset type, and a system-wide default method can be established. The default method is used if a depreciation method is not entered on the fixed asset or betterment transaction. Pegasys supports multiple depreciation methods, but GSA will use Straight Line depreciation for all assets.

Depreciation methods are assigned to the fixed asset or betterment through their initial creation transaction or on a transfer of asset type transaction. The fixed asset and betterment transactions contain all pertinent information regarding the depreciation of the fixed asset. To allow for greater flexibility, original assets and betterments are depreciated separately.

2.2　Fixed Assets Workflow

The Purchasing and Accounts Payable subsystems are a natural link with the Fixed Assets subsystem, since the acquisition of a fixed asset typically requires a purchase. The link between the Fixed Asset Subsystem with purchasing and accounts payable transactions allows the user to retain a history of the asset's acquisition. The Order, Receipt, Invoice and Payment transactions can record the purchase, receipt, invoice or payment of a fixed asset. The Receipt and Payment can be used to determine the acquisition cost. This record of the asset on the purchasing documents depends on the workflow model.

Additionally, Credit Card Reconciliation, Standard Voucher and Estimated Accrual transactions can update the acquisition cost of an asset.

The Fixed Assets subsystem has one model, which combines both the Asset Number Link Model (ANLM), and the Obligation Link Model (OLM). These workflow models relate to the acquisition of assets and the assignment of asset numbers. GSA has determined that their standard process for the acquisition of assets will be through the Asset Number Link Model. GSA's vehicles will not utilize any linking model, as the vehicle's acquisition cost will update the General Ledger when the FA is processed.

2.2.1　Asset Number Link Model (ANLM)

The Asset Number Link Model allows the asset number to be entered on purchasing, payment and other transactions related to an asset. The asset number is the link connecting all the asset information. The asset number may be entered on the following purchasing, payment and other documents: Order (IO), Receipt (IC), Invoice (IV), Standard Voucher (SV), Matched Invoice (II), Third Party Payment (eGov travel payment documents) (TP), Imprest Funds (populated by credit card reconciliations) (IF) and Estimated Accruals (AI). The asset number will automatically be copied to the payment document from the receipt during the Pegasys Automated Match Payment Generation Process if it is populated on the receipt.

If the asset record exists when certain purchasing (and other transactions, such as Standard Voucher) records are created and the asset number is referenced, the purchasing documents update the following fields on the asset query based on the type of purchasing document (in addition to the spending details tab): unliquidated order, accepted, invoiced amounts and total ordered, accepted, invoiced amounts, total disbursed amount. If the asset record does not exist prior to the creation of the purchasing form, and is therefore not entered on the purchasing form, a relationship edit will prevent the processing of the form. Once the asset record is created it can be referenced on the purchasing form, and the purchasing form will pass the relationship edits to be processed.

Figure 7 illustrates the updating of asset information.

<p align="center">**Figure 7: Updating Asset Information**</p>
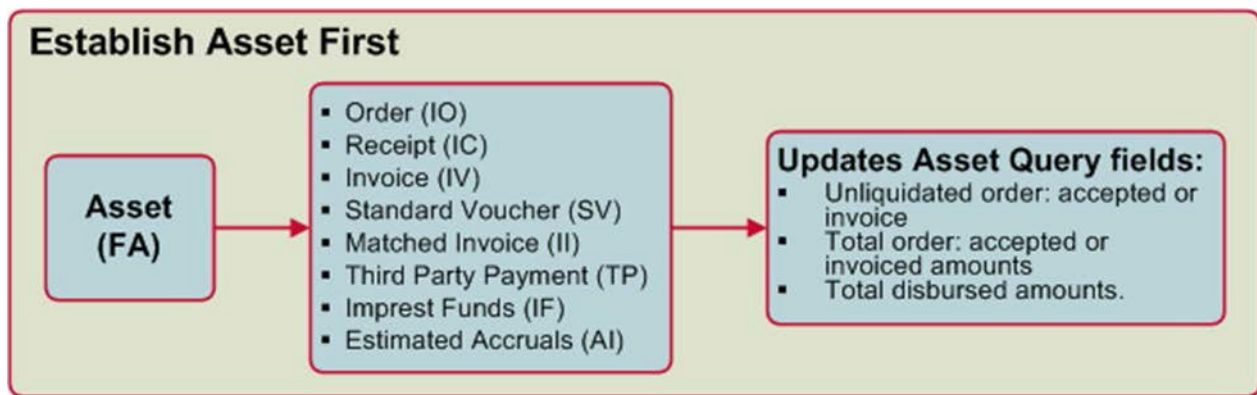
NOTE: PBS Real Property asset records normally will be created through the integration and will not require a manual creation of the Fixed Asset record. Upon creating the order (the middle box above), the user will be prompted through Relationship Edits to enter asset information. The creation of Personal Property asset records will need to be requested.

Upon creation, the asset can contain either the actual acquisition amount of the asset or an estimated acquisition amount. If the actual acquisition cost is known when processing an asset, the Payment Updates Acquisition Cost (PUAC) option and Accrual Updates Acquisition Cost (AUAC) can be set to false, indicating that payment documents do not determine the asset's cost. If the PUAC and AUAC flags are true, the asset amount is considered an estimation at the time of the asset's acquisition. The asset's actual acquisition cost will then be updated by the purchasing documents through the Acquisition Cost Update process. The Acquisition Cost Update process involves two separate steps. The first step involves the creation of a purchasing document referencing the asset record. This will update the asset's actual acquisition cost and capitalized value with the sum of any estimated accruals, receipts, payments and SVs referencing the asset. The second step involves running the Acquisition Cost Update batch job, which will post the incremental capitalization amount updates to the General Ledger and will update the depreciable amount of the asset record. (The Acquisition Cost Update process is discussed further in the **Fixed Assets User Guide 2 of 3, Section 8**). GSA will not exercise the posting portion of the Acquisition Cost Update process as their Real Property assets flexibly post through the payable documents.

3 Financial Management Enterprise Service Bus (FMESB) and GSA's Assets

The following section outlines the asset transactions that will flow through Financial Management Enterprise Service Bus (FMESB) to Pegasys.

3.1 Fleet Vehicles

Since the implementation of the Fixed Assets module in Pegasys, most Fleet vehicle asset transactions were originated in the Fleet Management System (FMS). In July 2023, GSA implemented the GSAFleet.Gov system in order to modernize their Office of Transportation, Travel and Logistics (TTL) business processes and to transition the related business systems out of the current mainframe environment. This transition moved responsibility of transmitting Fleet vehicle asset transactions to GSAFleet.Gov. Since July 2023, GSAFleet.Gov consumed the responsibility of sending creation, update, transfer, and disposal vehicle transactions to the FMESB platform, introduced in the Integration of FMS, STAR and IRIS (replaced by REXUS in 2018) to Pegasys project. These transactions will be sent to Pegasys through the FMESB so that Pegasys can perform the appropriate accounting functions. All Fleet asset records in Pegasys will create the GL postings at the time of processing.

Fleet asset creation transactions will include acquiring new or used vehicles as well as acquiring vehicles transferred into GSA from another government agency as non-reimbursable. Vehicle acquisitions will originate in GSAFleet.Gov and be sent to Pegasys Fixed Assets as FA documents through FMESB. The FMESB also sent vehicle acquisitions to Pegasys for vehicles under operating leases. These vehicle asset records were created as a zero dollar, non-capitalized asset. They used the asset type of 'OPLEASEVEH' with the acquisition method of 'OPLEASE.' However, GSA indicated that they are no longer using the OPLEASVEH asset type, and all acquired assets are capitalized. Additionally, GSA is no longer tracking the vehicle assets by their vehicle tag numbers with the transition to GSAFleet.Gov from FMS. Vehicle tag was stored in the User Dimension 3 field in the accounting dimensions of each vehicle asset in Pegasys. GSAFleet.Gov will no longer provide vehicle tag numbers in the User Dimension 3 field when vehicle assets are acquired. Meaning, vehicle tag number will not be provided in all downstream vehicle related asset transactions. Instead, GSAFleet.Gov will track vehicle assets by their Vehicle Identification Number (VIN), which is the asset number itself.

Vehicle equipment added to vehicle assets will be recorded in Pegasys as betterments to the original asset record. These betterments (FB documents) used to originate and be maintained only in Pegasys as the FMS integration to Pegasys didn't support the creation of vehicle betterment transactions through the interface. After the responsibility of creating and maintaining vehicle related asset records transitioned to GSAFleet.Gov, asset betterments are now originating in GSAFleet.Gov and transmitted to Pegasys using new document type VB (Vehicle Betterments).

Fleet asset correction transactions may include corrections to the asset record such as capitalized amount, useful life, and salvage value due to human errors or updates to the asset values. These correction transactions will generally originate in GSAFleet.Gov and flow through FMESB to create

FC documents in Pegasys. There may be cases where a vehicle asset record must be corrected directly in Pegasys.

Fleet asset transfer transactions will be used to change the asset's accounting dimensions, including the Region Code and FMC Code. Transfer transactions will originate in GSAFleet.Gov and flow through the FMESB to create FT documents in Pegasys.

The depreciation of the Fleet asset records will be performed monthly in Pegasys through an automated batch process.

Fleet asset disposal transactions will be used to dispose of the asset and associated betterment records when a vehicle is sold, regardless of whether it is a surplus sale or not, transferred using a non- reimbursable transaction to a federal entity, or donated to a non-federal entity. Disposal transactions will originate in GSAFleet.Gov and flow through FMESB to create FD documents in Pegasys.

3.2   PBS Real Property

PBS Real Property assets will originate in STAR and IRIS (replaced by REXUS in 2018) and flow through the FMESB and into Pegasys. PBS Real Property asset records will not create GL postings at the time of processing. The GL postings will occur based on the purchasing documents.

The acquisition cost of PBS Real Property asset records will be updated by the purchasing and payment documents referencing those assets. This update will occur through an automated batch process.

The depreciation of the PBS Real Property asset records will be performed monthly in Pegasys through an automated batch process.

Real Property corrections and disposals will originate and be maintained in Pegasys (not IRIS). Transfer transactions (i.e., Work in Progress (WIP) to building) may originate in IRIS (replaced by REXUS in 2018) or Pegasys.

There will be various business scenarios (i.e., multi-phase projects) where other Fixed Assets transactions will have to be recorded online in Pegasys in order to properly handle the asset accounting functions.

3.3   Personal Property

All Personal Property assets (except for vehicles) will originate in Pegasys through manual entry since no feeder system exists for these assets. Personal Property FA documents will not create GL postings at the time of processing. The GL postings will occur based on the purchasing documents.

Like Real Property, Personal Property asset records will have their acquisition cost updated through the Pegasys purchasing and payment documents that reference the asset record. This update will occur through an automated batch process.

The depreciation of the Personal Property asset records will be performed monthly in Pegasys through an automated batch process. Corrections, transfers, and disposals of Personal Property assets will also originate and be maintained in Pegasys.

4 Public Buildings Service (PBS) Forms with Fixed Assets Data

Pegasys has several forms that may contain fixed asset data. The Credit Card, Purchasing, Accounts Payable, General System (Standard Vouchers), and Travel (Third Party Payment) subsystems will allow certain transactions to include asset data. The information in this user guide is not exclusive of all required information for Purchasing documents. Please reference the Pegasys 7.8 User Guides for information outside of Fixed Assets.

4.1 Referencing Asset Data on Transactions

Various transactions, including certain orders, receipts, and payments, will reference asset data. The forms include a Fixed Assets tab. Users will be able to enter asset data in the Fixed Assets Tab. Following is the general process for asset records:

1. PBS will enter project and building data into STAR and IRIS (replaced by REXUS in 2018). This data will be transferred into Pegasys through the FMESB integration as a Fixed Asset Acquisition (FA) transaction. Personal Property transactions will be entered directly into Pegasys.

2. Depending on the purchasing chain, users will manually enter asset data (for the asset created in Step 1) on their transactions in Pegasys.

   a. All estimated accrual and receipt documents using fund 192X with project and building codes will require asset information.

   b. Certain sub object class values (part of the accounting dimensions of the purchasing document) will also require asset information in order to account for Personal Property asset records. Any documents referencing a document with asset information will also require that asset information.

   c. Any credit card logs (CL Doc Type) will require asset information when using fund 192X with project and building codes. Certain sub object class values (part of the accounting dimensions of the purchasing document) will also require asset information in order to account for Personal Property asset records. This information will be visible when doing the credit card reconciliation process.

   d. The eGov integration will include the fixed asset data based on the accounting dimension strip selected in E2.

   e. Certain GSA interfaces will include fixed asset data for fund 192X that uses a capitalized project code.

   f. Purchasing documents coming through these interfaces, which require Personal Property fixed asset data, according to the relationship edits, will result in an error and will be returned to the interface. These documents will then need to be entered manually into Pegasys. These interfaces are listed below:

      i. VITAP (Doc Types: 1B, 1C, 1E, 2B, 2C, 2E, HB, HE, UD, UE)

      ii. LABOR (Doc Type: JL)

The following subsections detail the process of adding asset data to various purchasing documents.

4.1.1   Adding Asset Data to an Order

The following steps show how to add an asset reference to an order. This will mimic the steps for adding the information to a credit card log document (CL Document Type).

Please note that the following steps are focused on the portion of referencing an asset on an order, and do not show all relevant steps for creating an order.

After entering the requisite information on the document header, accounting lines and any other necessary tabs, the user can add asset data to orders using the following steps:

Steps to add Asset Data to Orders:

1. Select the **Fixed Assets** tab and select the **Add** button.

Figure 8: Fixed Assets Tab - Adding Asset Data
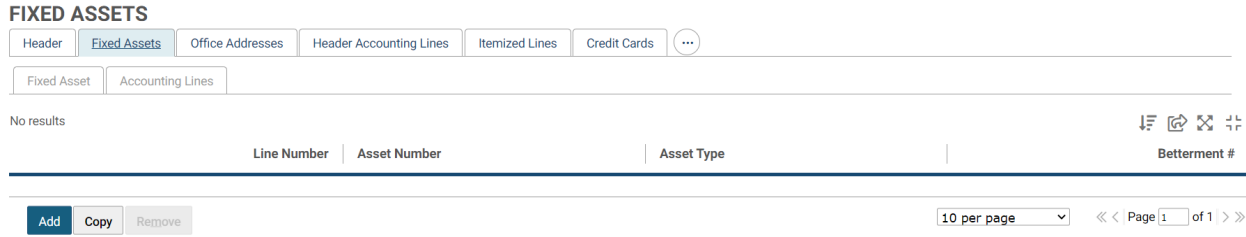
2. Enter the following information in each field on the Fixed Assets Tab:

    a. **Line Number:** 1

    b. **Asset Type:** Asset Type (e.g., CIPNEWCON, CIPIMP)

    c. **Asset Number:** Asset Number

    d. **Betterment Number**: 0

    If unsure of the specific asset number, go to steps 3-5.

3. To look up a specific asset record, select the paperclip to the right of the **Asset Number** field and select the **Search** link.

Figure 9: Fixed Asset Line - Adding Asset Data

| Header | Fixed Assets | Office Addresses | Header Accounting Lines | Itemized Lines | Credit Cards | ... |

FIXED ASSET

| Fixed Asset | Accounting Lines |

Item 1 of 1

— General

Asset Subline

Line Number   1

Asset Number   ☆

Asset Type   ☆

Betterment Number   ☆

4. Enter the specific asset number in the **Asset Number** field. If only the first few characters are known (e.g., the Project), enter all known values and use a wildcard (*) in any unknown fields. Select the **Search** button.

Figure 10: Asset Number Search Page - Adding Asset Data

SEARCH - ASSET QUERY

Search Criteria

| Asset Type | ☆ | CPO Code | ☆ |
| Asset Number | | CE Code | ☆ |

Search Cancel

No results

| Asset Type | Asset Number | Custodial Prop Officer | CPO Name | Cognizant Employee | CE Name |

10 per page ▾   ≪ < Page 1 of 1 > ≫

5. Select the **Select** button to the left of the asset that the order should reference.

   NOTE: If there are two assets with the same asset number and a different asset type, always choose the construction in progress asset type (e.g., choose CIPNEWCON rather than BUILDING or Land).

6. After selecting the Select button (from step 5), all requisite asset information should be populated. Select the **Save** button.

Figure 11: Populated Asset Information - Adding Asset Data

7. Select the Asset's **Accounting Lines** tab and select the **Add** button.

Figure 12: Fixed Asset Accounting Lines Tab - Adding Asset Data

8. Enter the following information in each field on the **Fixed Assets** Tab:

   a. **Line Number**: 1

   b. **Itemized Line Number**: leave blank

   c. **Accounting Line Number**: Enter the Line number of the Header Accounting Line to be associated with the asset.

   d. **Amount**: (Amount of the order's referenced accounting line that should be associated with the asset record).

   Ensure that the **Amount** is the same as the associated line amount on the **Header Accounting Lines** tab.

Figure 13: Fixed Asset Accounting Line - Adding Asset Data

9. Select the **Verify** button.

   NOTE: If any errors are encountered, they must be fixed prior to submitting the form for processing.

10. Select the **Submit** button.

4.1.2 Adding Asset Data to a Receipt

The following steps show how to add an asset reference to a receipt. Please note that the following steps are focused only on referencing an asset on a receipt, and do not show all relevant steps for creating a receipt.

If the receipt is copied forward from an order, the asset information will also copy forward onto the receipt.

After entering the requisite information on the header, accounting lines and any other necessary tabs, the user can add asset data to receipts using the following steps:

1. Select the **Fixed Asset** tab and select the **Add** button.

Figure 14: Fixed Assets Tab - Receipt

2. Enter the following information in each field on the **Fixed Assets** Tab:

   a. **Line Number:** 1

   b. **Asset Type:** Asset Type (e.g., CIPNEWCON, CIPIMP)

   c. **Asset Number:** Number of the asset

   d. **Betterment Number**: 0

   If unsure of the specific asset number, go to steps 3-5.

3. To look up a specific asset record, select the paperclip to the right of the **Asset Number** field and select the **Search** link.

Figure 15: Asset Number Search - Receipt

4. Enter the specific asset number in the **Asset Number** field. If only the first few characters are known (e.g., the Project), enter all known values and use a wildcard (*). Select the **Search** button.

5. Select the **Select** button to select the appropriate asset.

   NOTE: If there are two assets with the same asset number and a different asset type, always choose the construction in progress asset type (e.g., choose CIPNEWCON rather than BUILDING).

6. After selecting the **Select** button (from step 5), all requisite asset should be populated.

   Select the **Save** button.

Figure 16: Populated Asset Information - Receipt

7. Select the Asset's **Accounting Lines** tab located in the Fixed Asset Summary page and select the **Add** button.

Figure 17: Fixed Assets Accounting Lines Tab - Receipt

| Header | Fixed Assets | Office Addresses | Header Accounting Lines | Itemized Lines | Approval Routing | ... |

ACCOUNTING LINES

| Fixed Asset | Accounting Lines |

| Accounting Line |

No results

Line Number	Item Ln #

[Add] [Copy] [Remove]

8. Enter the following information in each field on the **Fixed Assets** Tab:

   a. **Line Number**: 1

   b. **Itemized Line Number**: leave blank

   c. **Accounting Line Number**: Enter the Line number of the Header Accounting Line to be associated with the asset.

   d. **Amount**: (Amount of the receipt's referenced accounting line, which should be associated with the asset record).

   Ensure that the **Amount** is the same as the associated line amount on the **Header Accounting Lines** tab.

Figure 18: Fixed Asset Accounting Line - Receipt

| Header | Fixed Assets | Office Addresses | Header Accounting Lines | Itemized Lines | Approval Routing | ... |

| Fixed Asset | Accounting Lines |

Accounting Line

Item 1 of 1

Funding Lines

Line Number	1
Item Ln #	
Actg Ln #	1
Amount	$1,000.00

9. Select the **Verify** button.

   NOTE: If any errors are encountered, they must be fixed prior to submitting the form for processing.

10. Select the **Submit** button.

4.1.3   Adding Asset Data to an Invoice

The following steps show how to add an asset reference to an invoice. Please note that the following steps are focused only on referencing an asset on an invoice, and do not show all relevant steps for creating an invoice.

If the invoice is copied forward from an order, the asset information will also copy forward onto the invoice.

After entering the requisite information on the header, accounting lines and any other necessary tabs, the user can add asset data to invoices using the following steps:

1. Select the **Fixed Asset** tab and select the **Add** button.

Figure 19: Fixed Assets Tab - Invoice

2. Enter the following information in each field on the Fixed Assets Tab:

   a. **Line Number:** 1

   b. **Asset Type**: Asset Type (e.g., CIPNEWCON, CIPIMP)

   c. **Asset Number**: Number of the asset

   d. **Betterment Number:** 0

      If unsure of the specific asset number, go to steps 3-5.

3. To look up a specific asset record, select the paperclip to the right of the **Asset Number** field and select the **Search** link.

Figure 20: Fixed Assets Line - Invoice

4. Enter the specific asset number in the **Asset Number** field. If only the first few characters are known (e.g., the Project), enter all known values and use a wildcard (*). Select the **Search** button.

Figure 21: Asset Number Search - Invoice

5. Select the **Select** button to select the appropriate asset.

   If there are two assets with the same asset number and a different asset type, always choose the construction in progress asset type (e.g., choose CIPNEWCON rather than BUILDING).

6. After selecting the **Select** button (from step 5), all requisite asset information should be populated.

   Select the **Save** button.

Figure 22: Populated Asset Information - Invoice

| Fixed Asset | Accounting Lines |

General

Asset Subline

Line Number	1
Asset Number	NWA61050WA0123KA ☆
Asset Type	LAND ☆
Betterment Number	☆

7. Select the **Accounting Lines** tab located in the Fixed Asset Summary page and select the **Add** button.

Figure 23: Fixed Assets Accounting Lines Tab - Invoice

| Header | Fixed Assets | Office Addresses | Header Accounting Lines | Itemized Lines | Approval Routing | ⋯ |

ACCOUNTING LINES

| Fixed Asset | Accounting Lines |

| Accounting Line |

No results

| Line Number | Item Ln # |

Add   Copy   Remove

8. Enter the following information in each field on the **Fixed Assets** tab:

   a. **Line Number:** 1

   b. **Itemized Line Number:** leave blank

   c. **Accounting Line Number:** Enter the Line number of the Header Accounting Line to be associated with the asset.

   d. **Amount:** (Amount of the invoice's referenced accounting line, which should be associated with the asset record).

   Ensure that the **Amount** is the same as the associated line amount on the **Header Accounting Lines** tab.

Figure 24: Accounting Lines Tab-Updated Information - Invoice

| Header | Fixed Assets | Office Addresses | Header Accounting Lines | Itemized Lines | Approval Routing | ⋯ |

| Fixed Asset | Accounting Lines |

Accounting Line

Item 1 of 1

Funding Lines

Line Number	1
Item Ln #	
Actg Ln #	1
Amount	$1,000.00

9. Select the **Verify** button.

   NOTE: If any errors are encountered, they must be fixed prior to submitting the form for processing.

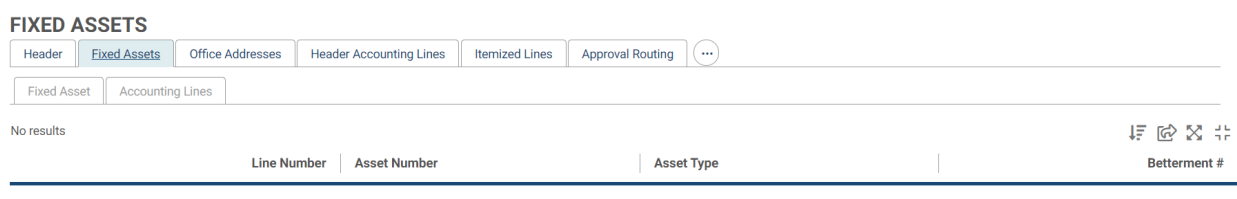10. Select the **Submit** button.

4.1.4   Adding Asset Data to an Estimated Accrual

The following steps show how to add an asset reference to an estimated accrual. Please note that the following steps are focused only on referencing an asset on an estimated accrual, and do not show all relevant steps for creating an estimated accrual.

If the estimated accrual is copied forward from an order, the asset information will also copy forward onto the estimated accrual.

After entering the requisite information on the header, accounting lines and any other necessary tabs, the user will add asset data to estimated accruals using the following steps:

1. Select the **Fixed Asset** tab and select the **Add** button.

Figure 25: Fixed Assets Tab - Estimated Accrual

FIXED ASSETS

| Header | Fixed Assets | Office Addresses | Header Accounting Lines | Itemized Lines | Approval Routing | ⋯ |

| Fixed Asset | Accounting Lines |

No results

Line Number	Asset Number		Asset Type		Betterment #

Add | Copy | Remove   10 per page   « ‹ Page 1 of 1 › »

2. Enter the following information in each field on the Fixed Assets Tab:

a. Line Number: 1

b. Asset Type: Asset Type (e.g., CIPNEWCON, CIPIMP)

c. Asset Number: Number of the asset

d. Betterment Number: 0

   If unsure of the specific asset number, go to steps 3-5.

3. To look up a specific asset record, select the star to the right of the **Asset Number** field and select the **Search** link.

Figure 26: New Fixed Asset - Estimated Accrual

4. Enter the specific asset number in the **Asset Number** field. If only the first few characters are known (e.g., the Project), enter all known values and use a wildcard (*). Select the **Search** button.

Figure 27: Asset Number Search - Estimated Accrual

5. Select the **Select** button.

> If there are two assets with the same asset number and a different asset type, always choose the construction in progress asset type (e.g., choose CIPNEWCON rather than BUILDING).

> **NOTE**: If there are two assets with the same asset number and a different asset type, always choose the CIP asset type (e.g., CIPNEWCON).

6. After selecting the **Select** button (from step 5), all requisite asset should be populated.

7. Select the **Save** button.

Figure 28: Populated Asset Information - Estimated Accrual

| Fixed Asset | Accounting Lines |

General

Asset Subline

Line Number	1
Asset Number	NWA61050WA0123KA ☆
Asset Type	LAND ☆
Betterment Number	☆

8. Select the Asset's **Accounting Lines** tab located in the Fixed Asset Summary page and select the **Add** button.

Figure 29: Fixed Assets Accounting Lines Tab - Estimated Accrual

| Header | **Fixed Assets** | Office Addresses | Header Accounting Lines | Itemized Lines | Approval Routing | ⋯ |

ACCOUNTING LINES

| Fixed Asset | Accounting Lines |

| Accounting Line |

No results

| Line Number | Item Ln # |

Add | Copy | Remove

9. Enter the following information in each field on the Fixed Assets Tab:

   a. Line Number: 1

   b. Itemized Line Number: leave blank

   c. Accounting Line Number: Enter the Line number of the Header Accounting Line to be associated with the asset.

d. Amount: (Amount of the estimated accrual's referenced accounting line, which should be associated with the asset record).

Ensure that the Amount is the same as the associated line amount on the Header Accounting Lines tab.

Figure 30: Accounting Lines Tab - Updated Information- Estimated Accrual
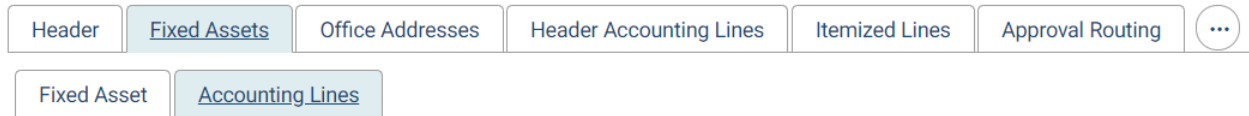
10. Select the **Verify** button.

NOTE: If any errors are encountered, they must be fixed prior to submitting the form for processing.

11. Select the **Submit** button.

4.1.5   Adding Asset Data to a Standard Voucher

The following steps show how to add an asset reference to a standard voucher. Please note that the following steps are focused only on referencing an asset on a standard voucher, and do not show all relevant steps for creating a standard voucher.

After entering the requisite information on the header, accounting lines and any other necessary tabs, the user will add asset data to standard vouchers using the following steps:

1. Select the **Fixed Asset** tab and select the **Add** button

Figure 31: Fixed Assets Tab - Standard Voucher
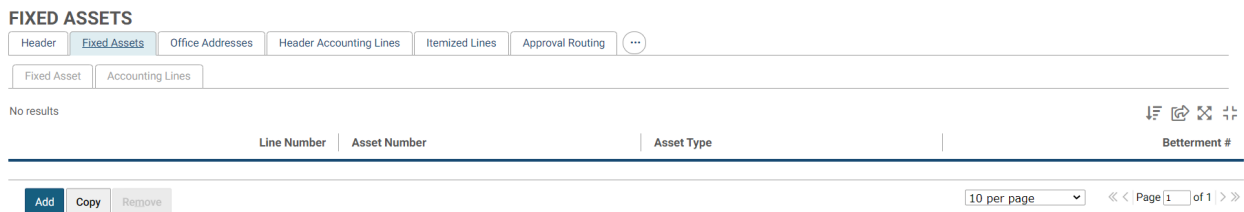
2. Enter the following information in each field on the Fixed Assets Tab:

   a. Line Number: 1

   b. Asset Type: Asset Type (e.g., CIPNEWCON, CIPIMP)

   c. Asset Number: Number of the asset

   d. Betterment Number: 0

   If unsure of the specific asset number, go to steps 3-6.

3. To look up a specific asset record, select the paperclip to the right of the **Asset Number** field and select the **Search** link.

Figure 32: New Fixed Asset - Standard Voucher

4. Enter the specific asset number in the **Asset Number** field. If only the first few characters are known (e.g., the Project), enter all known values and use a wildcard (*). Select the **Search** button.

Figure 33: Asset Number Search - Standard Voucher

5. Select the **Select** button beside the appropriate record.

   If there are two assets with the same asset number and a different asset type, always choose the construction in progress asset type (e.g., choose CIPNEWCON rather than BUILDING).

6. After selecting the **Select** button (from step 5), all requisite asset should be populated.

Figure 34: Populated Asset Information - Standard Voucher

Fixed Asset	Accounting Lines

─ General

Asset Subline

Line Number	1
Asset Number	NWA61050WA0123KA ☆
Asset Type	LAND ☆
Betterment Number	☆

7. Select the **Accounting Lines** tab located in the Fixed Asset Summary page and select the **Add** button.

Figure 35: Fixed Assets Accounting Lines Tab - Standard Voucher

Header	Fixed Assets	Office Addresses	Header Accounting Lines	Itemized Lines	Approval Routing	⋯

ACCOUNTING LINES

Fixed Asset	Accounting Lines

Accounting Line

No results

Line Number	Item Ln #

Add	Copy	Remove

8. Enter the following information in each field on the Fixed Assets Tab:

   a. Line Number: 1

   b. Itemized Line Number: leave blank

   c. Accounting Line Number: Enter the Line number of the Header Accounting Line to be associated with the asset.

   d. Amount: (Amount of the standard voucher's referenced accounting line, which should be associated with the asset record).

Ensure that the Amount is the same as the associated line amount on the Accounting Lines tab.

Figure 36: Accounting Lines Tab - Updated Information- Standard Voucher

9. Select the **Verify** button

   NOTE: If any errors are encountered, they must be fixed prior to submitting the form for processing.

10. Select the **Submit** button.

4.1.6   Adding Asset Data to a Credit Card Reconciliation - Reconcile to Statement Line

The following steps show how to reconcile a credit card statement line to a credit card log document with an asset reference. Please note that the following steps are focused on the portion of reconciling an asset reference in the credit card log reconciliation process, and do not show all relevant steps for a Credit Card reconciliation.

1. On the Statement reconciliation screen, enter search criteria and select **Search**. Select the checkbox beside the statement line in the Statement Activity section and select **Retrieve**. In the Transactions/Accounting screen, select the ellipsis button beside the view button and select **Actions, select View/Add Asset**.

Figure 37: View/Add Asset Option

2. Select **Add** to add an asset.

Figure 38: Asset Number Field

3. If you know the asset information, enter the asset information in the appropriate text boxes and skip to Step 5. If you do not know the asset number, right select in the text box and select the Search hyperlink.

Figure 39: Asset Number Search Link
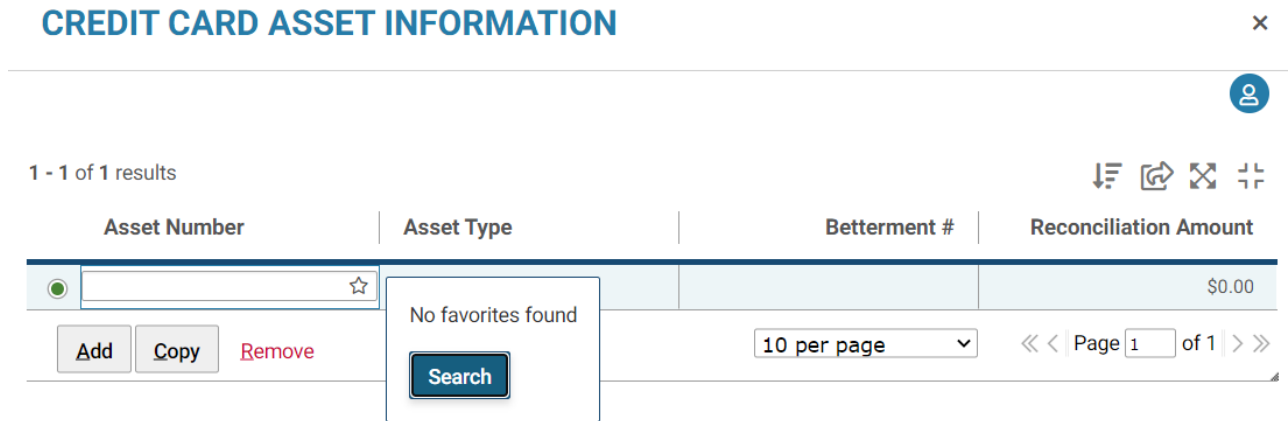
Figure 40: Asset Number Search Page - Add Asset
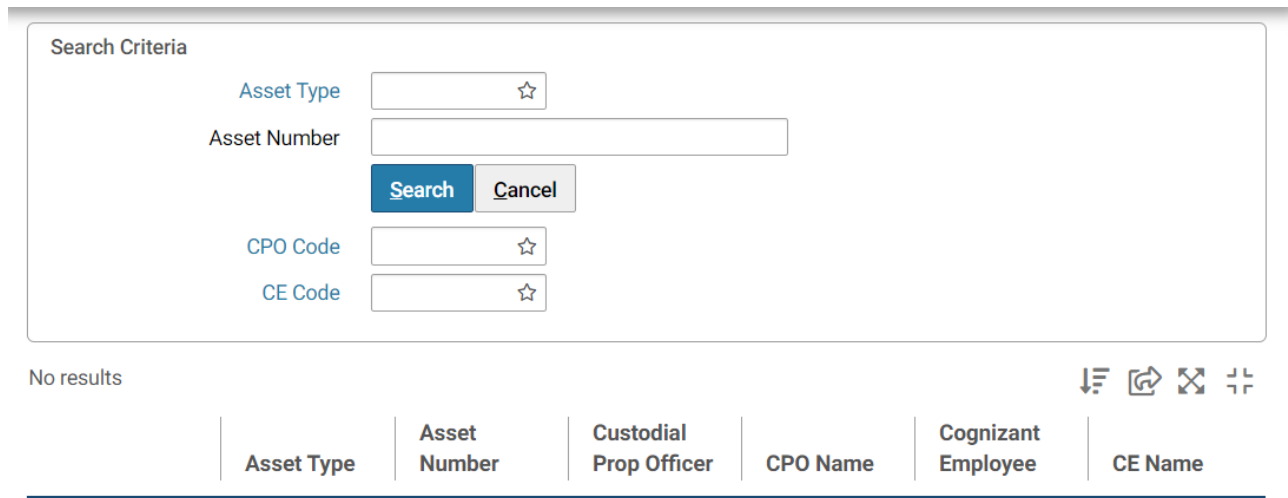
4. Enter the search criteria and search for the asset. Select the asset.

Figure 41: Reconciliation Amount Field

CREDIT CARD ASSET INFORMATION   ✕

1 - 1 of 1 results

Asset Number	Asset Type	Betterment #	Reconciliation Amount
⦿ NDC00009COPY_JYDC1250ZZ			$0.00

| Add | Copy | Remove | 10 per page | « ‹ Page 1 of 1 › » |

5. Enter an amount in the Reconciliation Amount text box. Select the **X** in the top right corner to close the window.

6. Enter a Reconciliation amount in the Transaction/Accounting box for the transaction.

7. Select the **Ellipsis** button and select **Actions - Reconcile**.

    Pegasys will issue a message stating that the reconciliation is successful.

Figure 42: Reconciliation Successful Confirmation Message

SYSTEM MESSAGES

1 - 1 of 1 results

ⓘ   Action Successful.

Statement Reconciliation

Search Criteria

Credit Card

MATTHEWJ   🔍

Items added: 1

MATTHEWJWINT4577

>

<

| Add all | | Remove all |

4.1.7 Adding Asset Data to a Credit Card Reconciliation - Reconcile to Accounting Line (Specific)

The following steps show how to reconcile a credit card statement line to an accounting distribution (Specific) using a document with an asset reference. Please note that the following steps are focused only on reconciling an asset reference in the credit card log reconciliation process, and do not show all relevant steps for a Credit Card reconciliation.

1. Enter in search criteria and select **Search**. Choose a statement line in the Statement Activity section and select **Add Accounting Information** in the Transactions/Accounting section.

Figure 43: Add Accounting Information - Specific

2. Select the new Accounting line that was added to the Transaction/Accounting section.

Select the **Ellipsis**, select **Actions - View/Add Asset**.

Figure 44: Asset Number Field - Specific

3. If you know the asset information, enter the asset information in the appropriate text box and skip to Step 5. If you do not know the asset number, right select in the Asset Number text box and select the **Search** hyperlink.

Figure 45: Asset Number Search Link - Specific

4. Enter search criteria for the asset and select **Search**. Select the asset.

Figure 46: Asset Number Search Page - Specific

5. Enter the reconciliation amount for the asset in the Reconciliation Amount text box. Select the **X** in the top right corner to close the window.

Figure 47: Reconciliation Amount Field - Specific

CREDIT CARD ASSET INFORMATION ✕

1 - 1 of 1 results

Asset Number	Asset Type	Betterment #	Reconciliation Amount
⦿ NDC00009COPY_JYDC1250ZZ			$0.00

Add | Copy | Remove   10 per page ⌄   ≪ ‹ Page 1 of 1 › ≫

6. Enter a Reconciliation amount in the Transaction/Accounting box for the transaction.

7. Select the **Ellipsis**, select **Actions - Reconcile**.

Pegasys will issue a message stating that the reconciliation is successful.

Figure 48: Reconciliation Successful Confirmation Message-Specific

SYSTEM MESSAGES

1 - 1 of 1 results

ⓘ Action Successful.

Statement Reconciliation

Search Criteria

Credit Card

MATTHEWJ 🔍

Items added: 1

MATTHEWJWINT4577

›

‹

Add all   Remove all

5 Fixed Assets Forms

The Fixed Assets subsystem consists of the following six forms: Fixed Asset Acquisition (FA), Fixed Asset Betterment (FB), Fixed Asset Correction (FC), Fixed Asset Transfer (FT), Fixed Asset Disposition (FD), and Fixed Asset Manual Depreciation (FM). FA, FB, FC, FT, and FD Fixed Asset forms can be created online as described in the below subsections. The FM Fixed Asset form is automatically created during the Automated Depreciation batch process. **Figure 49** displays the possible fixed asset document types.

Figure 49: Fixed Asset Document Types

Document Category	Originating From Pegasys	Originating from FMESB	Notes
Acquisition	FF	F1	FF and F1 - Real Property, FLEET assets
	FN		FN - Personal Property
Betterment	FG		FG - Real Property
	FQ	VB	FQ and VB - Fleet Personal Property
Correction	FH	F2	Corrects assets and betterments
Transfer	FK		FK - Real Property
	FS	F5	FS and F5 - Fleet Personal Property
	KR		KR - Reversal of FKs
Depreciation	F0, F4, F6 - F9		F* - Created by batch job; not actual "real" documents
	FU		FU - Manual Depreciation Adjustement
Disposal	FJ	F3	Disposes assets and betterments

All forms are organized as a notebook and records several types of information. All contain the following tabs:

- Header: Contains basic information about the asset or betterment transaction.

- Accounting Lines: Contains information regarding accounting details of the transaction including transaction type, line amount, and accounting dimensions.

- Approval: Contains all pending and completed approvals associated with the form.

- Memos: Contains memos associated with the form.

5.1 Creating a Fixed Asset Acquisition Form (FA)

The creation of an asset record in Pegasys is accomplished through the Fixed Asset Acquisition (FA document category) transaction.

5.1.1 Creating a PBS Fixed Asset Acquisitions Form (FA)

The following steps show how to create this document using the Document Types of FF and FN. Pegasys users enter personal property asset records directly into Pegasys. Generally, real property asset records will begin in IRIS (replaced by REXUS in 2018), and the data will be transmitted to Pegasys via the FMESB integration. In some cases (e.g., Multi-Phase and Donated assets), users

will enter real property assets directly into Pegasys. These scenarios will be discussed in the **Fixed Assets User Guide 2 of 3, Sections 5.6 through 5.10**.

Fields that exist on the form but are not mentioned below are not applicable for real property or personal property assets and should remain blank or default to the system inferred settings.

1. In Pegasys, navigate to **Transactions → Fixed Assets → New Asset Acquisition**. The New Asset Acquisition page is displayed.

2. **REQUIRED -** For Real Property assets enter the Fixed Asset Acquisition document type of '**FF'** into the **Document Type** field. For Personal Property assets, enter the Fixed Asset Acquisition document type of '**FN'** into the **Document Type** field.

   NOTE: The FF document type is used for Real Property and Fleet assets only. The FN document type is used for Personal Property assets.

3. Select the **Generate** button to generate a **Document Number**. A unique document number will be generated in the **Document Number** field. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

Figure 50: New Asset Acquisition

   NOTE: The Document Number format is the document type of Asset Acquisition form followed by the year, month, and day the document was created and combined with 6 incremented digits. (i.e., FFYYYYMMDD######).

4. Select the **Finish** button. The Header page is displayed.

Figure 51: Header Page - New Asset Acquisition

NOTE: The Document Date, Accounting Period, and Reporting Accounting Period will default to the current date when these fields are left blank and the form is verified or processed.

5. **REQUIRED -** Enter the appropriate **Asset Type** (i.e., CIPNEWCON, EQUIPOPER, etc.). into the **Asset Type** field.

6. **REQUIRED -** For Real Property, enter the *Asset Number* into the **Asset Number** field.

   The real property asset number is derived from concatenating the project code and building number together.

7. For Personal Property, select the **Generate** button to generate the **Asset Number** with the following numbering format:

   [**Asset Type**] + [**YYYY+MM+DD**]+**#####**, where ##### is a sequential number.

   NOTE: Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

8. Enter a quantity of 1 in the Quantity field.

   NOTE: If no value is entered, it defaults to 1.

9. **REQUIRED -** Enter the **Acquisition Method**. (e.g., CONSTRUCT for CIP asset types or PURCHASE for Personal Property assets).

10. **REQUIRED -** Set the **Capitalized** field to **True** by checking the checkbox.

11. For non-depreciable assets (i.e., asset type = CIPNEWCON, LAND):

    a. Ensure that the Depreciation Method, Salvage Value and Useful Life are blank.
       NOTE: Non-depreciable asset types require that certain fields be blank.

12. For depreciable assets (i.e., BUILDING, EQUIPOPER):

    a. In the Depreciation Method field, select Straight Line.

b. Set to Salvage Value amount, if applicable.

c. Enter the useful life in the Useful Life in Months field. Populate the **In-Service Date** field.

13. Ensure that the **Payment Updates Acquisition Cost** flag is checked unless the asset has been donated or exchanged with USPS.

> **NOTE**: The Payment Updates Acquisition Cost option defines the acquisition cost as estimated or actual. Since the Payments Updates Acquisition Cost is True, the entered acquisition cost is not the actual cost.

14. Ensure that the **Accrual Updates Acquisition Cost** flag is checked unless the asset has been donated or exchanged with USPS.

> **NOTE**: The Accrual Updates Acquisition Cost option defines the acquisition cost as estimated or actual. Since the Accrual Updates Acquisition Cost is True, the entered acquisition cost is not the actual cost.

15. **REQUIRED -** Enter the **Acquisition Cost** for the asset in the **Acquisition Cost Amount** field. Enter $0 if the Acquisition Cost is unknown at the time.

> **NOTE**: Since the actual acquisition cost may not be known at the time the fixed asset is created, the Acquisition Cost field can be zero if the Allow Zero Acquisition Cost option is true for the asset type on the Asset Type Maintenance table.

16. **REQUIRED -** Enter the **Vendor Code** and **Vendor Address Code** under the Supplemental Information section.

a. Vendor Code: NF0000000

b. Vendor Address Code: 00001

Figure 52: Supplemental Information Section - New Asset Acquisition

17. Select the **Header Accounting** Line tab.

18. Select the **Add** button to enter a new Header Accounting Line.

> **NOTE**: To modify an accounting line, select the checkbox by the row and then select the 'Header Accounting Line' link to open the page. To delete an existing line, select the line by highlighting its tab and select the Remove button.

Figure 53: Header Accounting Lines Tab - New Asset Acquisition

19. **REQUIRED -** Enter **03** in the **Transaction Type** field.

20. **REQUIRED -** Enter the **Line Amount** in the **Amount** field.

21. Enter the following **Accounting Dimensions**:

    a.   For Real Property assets:

Table 5: Real Property Assets Accounting Dimensions

Field	Value
BBFY	Enter the current Budget Fiscal Year
Fund	Enter: 192X
Region	Enter the appropriate Region
Activity	Enter: PG000
Org code	Enter: The appropriate alphanumeric code that specifies an organization dimension.
Program	Enter: PG00
Building #	Enter the appropriate Building Number
Project Code	Enter the appropriate Project Code

    b.   For Personal Property assets:

Table 6: Personal Property Assets Accounting Dimensions

Field	Value
BBFY	Enter the current Budget Fiscal Year
Fund	Enter the Fund (e.g., 262X)
Region	Enter the appropriate Region (e.g., 00)
Activity	Enter the appropriate Activity (e.g., CSOEE)

Field	Value
Org code	Enter: The appropriate alphanumeric code that specifies an organization dimension.
Program	Enter the appropriate Program (e.g., CSD1)

22. Select the **Verify** button

NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again.

23. Override the below informational error if the asset falls below the system wide Capitalization Threshold for GSA (Acquisition Cost less than or equal to 10,000 with useful life of 24 months or more) although it is expected to reach or surpass the capitalization threshold once its acquisition cost has been updated by purchasing documents. To override, select the checkbox to highlight the record and then select the **Override** link.

Figure 54: Capitalization Threshold Error - New Asset Acquisition
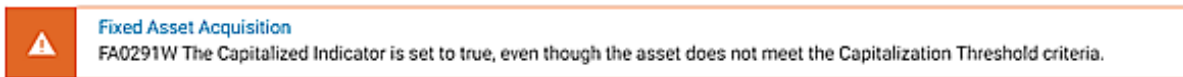
> ⚠ **Fixed Asset Acquisition**
> FA0291W The Capitalized Indicator is set to true, even though the asset does not meet the Capitalization Threshold criteria.

NOTE: The following message will appear after overriding: "1 warning(s) have been overridden," and the overrideable error message will become an informational message.

24. Select the **Submit** button. If no errors are encountered upon selecting the Submit button, a message appears stating that the form has processed successfully.

5.1.2 Creating a Fleet Fixed Asset Acquisition Form (FA)

The creation of a fixed asset acquisition form is accomplished through the Fixed Asset Acquisition (FA) transaction. The following steps identify how to create a FA form online in Pegasys; however, Fleet vehicle assets will typically be entered into GSAFleet.Gov (previously FMS) and be transferred into Pegasys through FMESB and not entered directly into Pegasys. Fields not mentioned are not applicable for vehicle assets and should remain blank or default to the system inferred settings.

1. In Pegasys, navigate to **Transactions → Fixed Assets → New Asset Acquisition**. The New Asset Acquisition page is displayed.

Figure 55: New Asset Acquisition Page - Fleet Fixed Asset Acquisition

Pegasys / Transactions / Fixed Assets / New / **New Asset Acquisition**

NEW ASSET ACQUISITION

New Asset Acquisition

* Document Type	FF ☆ Online Asset Acquisition -
Document Number Format Prefix	☆
Security Org	☆
* Document Number	FF20210122000001 Generate
Title	
Copy Document	◉ None
	○ Copy From
	○ Copy Forward
File	Choose File No file chosen

2. **REQUIRED -** Enter the Fixed Asset Acquisition document type of '**FF**' into the **Document Type** field.

   NOTE: New Fixed Asset Acquisition page is displayed with the **Document Type** and **Document Number** fields completed.

3. To generate a **Document Number** select the **Generate** button. A unique document number will be generated in the **Document Number** field. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

   NOTE: The Document Number format is the type of Asset Acquisition form followed by the year, month, and day the document was created and combined with 4 incremented digits. (i.e., FFYYYYMMDD####).

4. Select the **Finish** button. The Header page is displayed.

Figure 56: Header Page - Fleet Fixed Asset Acquisition

NOTE: The Document Date, Accounting Period, and Reporting Accounting Period will default to the current date when these fields are left blank and the form is verified or processed.

5. **REQUIRED -** Enter the **Asset Type** of **VEHICLE** into the **Asset Type** field.

6. **REQUIRED -** Enter the **Vehicle Identification Number (VIN)** into the **Asset Number** field.

7. Enter a quantity of 1 in the **Quantity** field.

   NOTE: If no value is entered, it defaults to 1.

8. **REQUIRED -** Enter the appropriate **Acquisition Method**.

9. Set the **Capitalized** field to **YES**.

10. Enter the **Depreciation Method** of **Straight Line (SL).**

    NOTE: The Depreciation Method is configured on the Fixed Assets Options Maintenance table to default to Straight Line.

11. **REQUIRED -** Enter the useful life for the asset in the **Useful Life in Months** field.

    NOTE: Users can enter a value greater than zero and less than 1201.

12. Ensure that the **Payment Updates Acquisition Cost** and the **Accruals Updates Acquisition Cost** flags are **False** (unchecked). **NOTE**: Both of these options define the acquisition cost as estimated or actual. Since the options are False, the entered acquisition cost is the actual cost.

13. **REQUIRED -** Enter the **Acquisition Cost** for the asset in the **Acquisition Cost Amount** field.

    NOTE: Since the actual acquisition cost may not be known at the time the fixed asset is created, the Acquisition Cost field can be zero since the Allow Zero Acquisition Cost option is true for the asset type on the Asset Type Maintenance table.

14. **REQUIRED -** Enter the **Salvage Value** for the asset in the **Salvage Value Amount** field.

Figure 57: Amounts Section - Fleet Fixed Asset Acquisition

15. **REQUIRED -** Enter the **Fuel Code** of **FUEL** in the **Fuel Code** field.

Figure 58: Equipment/Vehicle Section - Fleet Fixed Asset Acquisition

    NOTE: The Fuel Code must be entered for asset types with a classification of Vehicle.

16. Enter the appropriate **Manufacturer** code in the **Manufacturer** field.

17. Enter the **Year of the Vehicle** in the **Year of Manufacture** field.

Figure 59: Supplemental Information Section - Fleet Fixed Asset Acquisition

18. Enter the FSS-19 **Purchase Order Number** in the **Header Description**.

Figure 60: Description Section - Fleet Fixed Asset Acquisition

19. Select the **Header Accounting Line** tab.

   NOTE: Accounting lines are required when using the Asset Number Link Model. Accounting lines are also required if an asset has been donated, even though the total acquisition cost is $0.00.

20. Select the **Add** button to enter a new Header Accounting Line.

Figure 61: Header Accounting Lines Tab - Fleet Fixed Asset Acquisition

NOTE: To modify an accounting line, select the checkbox by the row and then select the 'Header Accounting Line' link to open the page. To delete an existing line, select the line by highlighting its tab and select the Remove button.

21. **REQUIRED -** Enter one of the following **Transaction Types** in the **Transaction Type** field depending on the Acquisition Method stated on the Header:

Table 7: Transaction Types - Fleet Fixed Asset Acquisition

TT	Acquisition Method
01	REIMBIN or PURCHASE
02	NOREIMBIN, EXCESS, or FORFEIT

Figure 62: General Section - Fleet Fixed Asset Acquisition

22. **REQUIRED -** Enter the **Line Amount** in the **Amount** field.

NOTE: The amount on the Header Accounting Lines must equal the Acquisition Cost Amount on the Header.

23. Enter the following **Accounting Dimensions**:

Table 8: Accounting Dimensions - Fleet Fixed Asset Acquisition

Field	Value
BBFY	Enter the current Budget Fiscal Year
Fund	Enter: 285F
Region	Enter the appropriate Region

Field	Value
Activity	Enter: AF410
Org code	Enter: The appropriate alphanumeric code that specifies an organization dimension.
Program	Enter: TM11
System	Enter the appropriate FMC code
Vehicle Tag #	Discontinued: Fleet will no longer use the Vehicle Tag # field

Figure 63: Accounting Dimensions Section - Fleet Fixed Asset Acquisition

24. Select the **Verify** button

    NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again. A message will now appear stating that the form has verified successfully.

25. Override the below informational error only if the asset falls within the system wide Capitalization Threshold for GSA. (Acquisition Cost greater than or equal to 10,000 with useful life of 24 months or more). To override, select the checkbox to highlight the record and then select the **Override** link.

Figure 64: Capitalization Threshold Error - Fleet Fixed Asset Acquisition

Fixed Asset Acquisition
FA0291W The Capitalized Indicator is set to true, even though the asset does not meet the Capitalization Threshold criteria.

    NOTE: The following message will appear after overriding: "1 warning(s) have been overridden," and the overrideable error message will become an informational message.

26. Select the **Submit** button.

    NOTE: If no errors are encountered upon selecting the Submit button a message appears stating when the form has processed successfully.

5.1.3   Operating Lease Vehicle Asset Acquisition Form

Vehicles under operating leases were typically entered into FMS and transferred into Pegasys through FMESB. The following steps identify how to create a FA form online in Pegasys for operating leased vehicles. Please note that operating lease vehicles are no longer used in Pegasys.

1. In Pegasys, navigate to **Transactions → Fixed Assets → New Asset Acquisition**. The New Asset Acquisition page is displayed.

Figure 65: New Asset Acquisition Page - Operating Lease

Pegasys / Transactions / Fixed Assets / New / **New Asset Acquisition**

NEW ASSET ACQUISITION

New Asset Acquisition

✱ Document Type	FF ☆ Online Asset Acquisition -
Document Number Format Prefix	☆
Security Org	☆
✱ Document Number	FF20210122000001 Generate
Title	
Copy Document	⦿ None
	○ Copy From
	○ Copy Forward
File	Choose File No file chosen

2. **REQUIRED -** Enter the **Fixed Asset Acquisition** document type of '**FF**' into the **Document Type** field.

   NOTE: New Fixed Asset Acquisition page is displayed with the **Document Type** and **Document Name** fields completed.

3. To generate a **Document Number** select the **Generate** button. A unique document number will be generated in the **Document Number** field. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

   NOTE: The Document Number format is the type of Asset Acquisition form followed by the year, month, and day the document was created and combined with 4 incremented digits. (i.e., FFYYYYMMDD####).

4. Select the **Finish** Button. The Header page is displayed.

Figure 66: Header Page - Operating Lease

NOTE: The Document Date, Accounting Period, and Reporting Accounting Period will default to the current date when these fields are left blank and the form is verified or processed.

5. **REQUIRED - Enter the Asset Type of OPLEASEVEH into the Asset Type** field.

6. **REQUIRED - Enter the Vehicle Identification Number (VIN) into the Asset Number** field.

7. Enter a quantity of 1 in the **Quantity** field.

   NOTE: If no value is entered, it defaults to 1.

8. **REQUIRED - Enter the Acquisition Method of OPLEASE**.

9. Set the **Capitalized** field to **No**.

10. Leave the **Depreciation Method** blank.

11. Leave the **Useful Life in Months** blank.

12. Ensure that the **Payment Updates Acquisition Cost** and **Accrual Updates Acquisition Cost** flags are **False** (unchecked).

    NOTE: These options define the acquisition cost as estimated or actual. Since the both options are False, the entered acquisition cost is the actual cost.

13. **REQUIRED - Enter an Acquisition Cost of $0**.

14. **REQUIRED - Enter the Fuel Code of FUEL in the Fuel Code** field.

Figure 67: Equipment/Vehicle Section - Operating Lease

NOTE: The Fuel Code must be entered for assets with a classification of Vehicle.

15. Enter the appropriate **Manufacturer** code in the **Manufacturer** field.

16. Enter the **Year of the Vehicle** in the **Year of Manufacture** field.

Figure 68: Supplemental Information Section - Operating Lease

17. Enter the FSS-19 **Purchase Order Number** in the **Header Description.**

Figure 69: Description Section - Operating Lease

18. Select the **Header Accounting Line** tab.

   NOTE: Accounting lines are required when using the Asset Number Link Model. Accounting lines are also required if an asset has been donated, even though the total acquisition cost is $0.00.

19. Select the **Add** button to enter a new Header Accounting Line.

Figure 70: Header Accounting Line - Operating Lease

HEADER ACCOUNTING LINES

| Header | Header Accounting Lines | Approval Routing | Memos | Summary |

| Header Accounting Line |

No results

☐	Line Number	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm	Proj Cd	Acty	SOC
Total Header Funded Amou													

References... | Add | Copy | ∨ | Remove | Reset | Replace | | 10 per page ∨ | « ‹

   NOTE: To modify an accounting line, select the checkbox by the row and then select the 'Header Accounting Line' link to open the page. To delete an existing line, select the line by highlighting its tab and select the Remove button.

20. **REQUIRED -** Enter the **Transaction Type** of **03, which** will be used for Operating Leased Vehicles.

Figure 71: General Section - Operating Lease

General

Line Number	1
✱ Transaction Type	03 ☆
Source Number	

21. Enter the following **Accounting Dimensions**:

Table 9: Accounting Dimensions - Operating Lease

Field	Value
BBFY	Enter the current Budget Fiscal Year
Fund	Enter: 285F
Region	Enter the appropriate Region
Activity	Enter: AF410
Org code	Enter: The appropriate alphanumeric code that specifies an organization dimension.

Field	Value
Program	Enter: TM11
System	Enter the appropriate FMC code
Vehicle Tag #	Discontinued: Fleet will no longer use the Vehicle Tag # field

22. Select the **Verify** button.

> **NOTE**: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again. A message will now appear stating that the form has verified successfully.

23. Select the **Submit** button.

> **NOTE**: If no errors are encountered upon selecting the Submit button a message appears stating when the form has processed successfully.

5.1.4 Fixed Asset Acquisition Form Field Descriptions

Table 10: Asset Acquisition Accounting Lines Page - Operating Lease - General Sections

Field Name	Description	Additional Information
Document Type	The document type of the asset.	• Required • Online Asset Acquisitions doc type = 'FF' for Real Property and FLEET 'FN' for Personal Property
Status	The status of the form/document (ex. New)	This field is read-only.
Document Number	The number of the document. The Document Number format is the type of Asset Acquisition form followed by the year, month, and day the document was created and combined with 6 incremented digits. (i.e., FFYYYYMMDD####).	Required
Title	The title of the transaction. Can be up to 50 characters in length.	Defaults to the value entered when creating the form or may be entered once the Fixed Asset form is opened. This field can be used searched on in the Form/Document Selection.

Field Name	Description	Additional Information
Authorized By	The name of the person who authorized the purchase of the asset.	Optional
Asset Type	The type of asset being recorded on this transaction. The combination of Asset Type and Asset Number must be unique.	• Required • Set to the asset type (e.g., BUILDING, VEHICLE)
Asset Number	The number assigned to the asset. The combination of Asset Type and Asset Number must be unique. The Asset Number may be automatically generated based on options set on the Asset Type and Asset Number Format Maintenance tables. To generate the number automatically, the user must select the Generate button.	• Required • For Real Property, set to the Project Code + Building Number combination • For Personal Property, select the Generate button to generate the following numbering convention: set to (ASSET TYPE + YYYYMMDD + #####) where ##### is sequential number. • For Fleet: Set to the Vehicle's Identification Number (VIN)
Asset Category	The category for the asset. Asset categories are used to classify related assets for reporting purposes.	• Optional. If entered, it must be valid on the Asset Category Maintenance table. • May be used for Personal Property
Asset Class	The class for the asset. Asset classes are used to classify related assets for reporting purposes.	• Optional. If entered, it must be valid on the Asset Class Maintenance table. • May be used for Personal Property
Asset Group	The group for the asset. Asset groups are used to classify related assets for reporting purposes.	• Optional. If entered, it must be valid on the Asset Group Maintenance table. • May be used for Personal Property

Field Name	Description	Additional Information
Catalog Code	The catalog code associated with the asset. Catalog codes are used to identify assets as specific types of items.	• Optional. If entered, it must be valid on the Catalog Item Maintenance table. • May be used for Personal Property
Quantity	The quantity of like items represented by the asset number. If a value is not entered, the quantity defaults to 1.	Required Set to 1
Acquisition Method	The method used to acquire the asset. For example, leased, purchased, gift, etc. Must be valid on the Acquisition/Disposition Maintenance table and must have a usage of Acquisition or Both.	Required
Acquisition Date	The date the asset was acquired. If the field is left blank and the asset is depreciable, the date defaults to the Accept Date of the referenced document. If the field is left blank and the asset is not depreciable, the date field defaults to the fixed asset document date. Enter in the MM/DD/YY or MM/DD/YYYY format.	Required if the asset is depreciable (based on asset type)
In Service Date	The date the asset was placed into service. If using the In-Service Date as the begin date for depreciation and it is left blank, no depreciation is applied to that asset. Enter in the MM/DD/YY or MM/DD/YYYY format.	Optional; should be blank if the asset type is non-depreciable (e.g., CIPNEWCON, LAND)
Replacement Date	The date at which the asset requires replacement. Enter in the MM/DD/YY or MM/DD/YYYY format.	Optional
Capitalized	Indicates whether the asset is capitalized. It defaults to blank at the time the form is opened. If left blank and the capitalization criteria specified on Fixed Asset Options Maintenance are met the value defaults to Checked (or True) when the form is verified or processed.	Always checked (set to true) unless the vehicle is under an operating lease.

Field Name	Description	Additional Information
Document Date	The date transaction was entered. Enter in the MM/DD/YY or MM/DD/YYYY format.	If no date is entered, Pegasys defaults this value to the current date.
Accounting Period	The accounting period in which this transaction is to be recorded. Please enter the value in the following format: MM/YYYY.	If no value is entered, Pegasys defaults this value to the accounting period associated with the date entered or defaulted.
Reporting Accounting Period	The accounting period, in which this transaction should be reported, based on when the transaction should have been entered. It must be valid in the Accounting Period Maintenance table. Please enter the value in the following format: MM/YYYY.	If no value is entered, Pegasys defaults this value to the accounting period associated with the date entered or defaulted.
Batch Number	A free-form entry field that identifies the batch number associated with this transaction. Used to group multiple related documents together for offline processing and/or reporting purposes.	Optional
Document Classification	The pre-defined group (found in the Document Classification Maintenance table) to which this transaction belongs. Used to classify related types of documents at a lower level of detail than document type.	Optional
Security Org	The established Security Organization for the form. Only users specified in the Security Organization has access to this form. Displays the value entered when creating the form or the user's default Security Organization.	System-maintained
Suppress Printing	An option that, when selected, suppresses the ability to print the form.	Optional
Depreciation Method	The method used to calculate the depreciation. If left blank, it will default to the Straight Line Method as specified on the Fixed Asset Options Maintenance table.	• Straight Line • Set to blank for a non-depreciable asset type (e.g., CIPNEWCON).

Field Name	Description	Additional Information
Declining Balance Rate	The declining balance rate for the asset.	GSA will not utilize this field as it is only required if the depreciation method is Variable Declining (e.g., Double Declining).
Valuation Date	Indicates the date the asset was appraised. Enter in the MM/DD/YY or MM/DD/YYYY format.	Optional
Useful Life in Months	The estimated number of months the asset is anticipated to be in use. Users can enter a value greater than zero and less than 1200 or if left blank it defaults to the useful life indicated on the catalog code.	Set to blank for non-depreciable asset.
Accrual Updates Acquisition Cost	Indicates if the system should generate the actual acquisition cost or if this value is provided to the system. If the flag is true, the system generates the acquisition cost from the referenced accruals and payments. If this button is false, users must enter the acquisition cost on the fixed asset transaction.	• Check this flag unless the assets are donated/exchanged. For donated/exchanged assets, ensure the flag is unchecked. • Fleet - Set this flag to FALSE
Payment Updates Acquisition Cost	Indicates if the system should generate the actual acquisition cost or if this value is provided to the system. If the flag is true, the system generates the acquisition cost from the referenced accruals (and other transactions). If this button is false, users must enter the acquisition cost on the fixed asset transaction.	• Check this flag unless the assets are donated/exchanged. For donated/exchanged assets, ensure the flag is unchecked. • Fleet - Set this flag to FALSE
Line Number	The number of the accounting line currently displayed. If no value is entered, Pegasys defaults this value to the next sequential number from the highest line number already entered.	Required

Field Name	Description	Additional Information
Transaction Type	An alphanumeric code used in combination with the transaction's document type and current fiscal year, to infer general ledger postings. Must be valid in the Transaction Definition Maintenance table. A default value is not provided on the Document Type Maintenance table since the TT is dependent on the acquisition method, so the user is required to enter a transaction type manually.	• Required • Set to the valid trans type. This trans type will depend on the asset type and whether the asset is donated from a federal entity, non-federal entity, or exchanged with USPS. Refer to Appendices A and B for further details. • FLEET: • Trans type = 01 if acquisition method on header is REIMBIN or PURCHASE • Trans type = 02 if acquisition method on header is NOREIMBIN, EXCESS, or FORFEIT • Trans type = 03 if acquisition method on header is OPLEASE
Source Number	The source of the activity.	Optional.

Table 11: Asset Acquisition Accounting Lines Page - Operating Lease - Amounts Section

Field Name	Description	Additional Information
Acquisition Cost Amount	The estimated or actual cost to purchase the asset, including all costs necessary to bring the asset to working condition. The field can be zero if the Allow Zero Acquisition Cost option is true for the asset type. The actual acquisition cost may not be known at the time the fixed asset is created. The Payment Updates Acquisition Cost option defines if the acquisition cost as estimated or actual. If the Payments Updates Acquisition Cost is true, the acquisition cost is the estimated cost and the system generates the actual cost from associated payments/accruals.	Required, may be $0.00
Valuation Amount	The dollar amount for the asset's appraised value.	This field is only enabled and required when a Valuation Date is entered.

Field Name	Description	Additional Information
Closing Costs Amount	The cost associated with acquiring the asset. Closing costs can include attorney fees, commissions, and assembly charges.	This field is optional on all types of assets except for vehicles and equipment, in which case it is not allowed.
Salvage Value Amount	The dollar amount of the asset at the conclusion of its useful life.	This should only be populated for depreciable asset types (e.g., BUILDING). May be $0.00

Table 12: Asset Acquisition Accounting Lines Page - Operating Lease - Antique/Artifact Section

Field Name	Description	Additional Information
Donated By	The name of the person or organization that donated the antique or artifact to an agency.	Optional
On Loan To	The name or agency loaning the antique or artifact.	Optional
Description	A free text field 255 characters in length used to enter additional information.	Optional
Donation Date	The date the antique or artifact was donated to an agency. Enter in the MM/DD/YY or MM/DD/YYYY format.	Optional
Return Date	The date the antique or artifact is expected to be returned. Enter in the MM/DD/YY or MM/DD/YYYY format.	Optional

Table 13: Asset Acquisition Accounting Lines Page - Operating Lease - Custodian Section

Field Name	Description	Additional Information
Custodial Org Cd	The organization primarily responsible for the asset. Must be valid, active, and within the effective date range on the Custodian Maintenance table.	Optional

Field Name	Description	Additional Information
CPO Code	The code of the custodial property officer responsible for the asset. If this field is left blank and the CE is defined, the system infers the CPO based on the default accountability chain specified for the CE in the Custodian Maintenance table.	This field is required if the Require CPO checkbox is true for the fixed asset type on the Asset Type Maintenance table.
APO Code	The code associated with the Accountable Property Officer. Similar to the CPO code, this field can be inferred from the accountability chain; however, for the APO, a valid value must exist for either the CPO or the CE. The system first attempts to infer the value from the CPO, but if unavailable, the system infers the value from the CE.	The APO code is required if the Require APO checkbox is true for the fixed asset type on the Asset Type Maintenance table.
PA Code	The code associated with the Property Administrator (PA). It can be system-inferred from either the CPO or the CE, with priority to the CPO.	The PA code is required if the Require PA checkbox is true for the fixed asset type on the Asset Type Maintenance table.
CE Code	The code associated with the new Cognizant Employee. If the 'Requires CPO Acknowledgement' is true, the CE can be entered on the fixed asset or the CPO can enter the CE code on the Unacknowledged Asset Query when asset is acknowledged.	The CE code is required if the Require CE checkbox is true for the fixed asset type on the Asset Type Maintenance table.
Requires CPO Acknowledgement	Determines if the fixed asset requires CPO acknowledgement. This indicates whether the CPO Acknowledgement must be recorded prior to considering the asset complete.	This field is required and defaults to the value of the Requires CPO Acknowledgement flag on the Fixed Asset Options Maintenance table.
CPO Name	The name associated with the CPO code entered.	System-maintained
APO Name	The name associated with the APO code entered.	System-maintained
PA Name	The name associated with the PA code entered.	System-maintained
CE Name	The name associated with the CE code entered.	System-maintained

Table 14: Asset Acquisition Accounting Lines Page-Operating Lease- Location Section

Field Name	Description	Additional Information
Location Code	The code for the physical location of the asset. Users can let the system default the value from the code assigned to the CPO. If the Location Code is left blank, and a CPO is entered on the form, location defaults to the value assigned on the Custodian Maintenance record for the entered CPO.	Location Code is optional, but if entered, it must be valid in the Asset Location Maintenance table.
Building	The building where the asset is physically located.	Optional
Room Number	The room number where the asset is physically located.	Optional

Table 15: Asset Acquisition Accounting Lines Page - Operating Lease - Equipment/Vehicle Section

Field Name	Description	Additional Information
Warranty End Date	The date the warranty for the equipment/vehicle ends. Enter in the MM/DD/YY or MM/DD/YYYY format.	Optional
Deductible Amount	The required deductible associated with the equipment/vehicle.	Optional
Maintenance Costs	The cost of performed maintenance on the asset.	Optional
Service Contract Number	The number for the service contract on the equipment or vehicle.	Optional
Service Contract End Date	The date that the service contract for the equipment or vehicle ends.	Optional
Fuel Code	The fuel code associated with the equipment or vehicle.	Set to FUEL for VEHICLE assets; if the asset is a real property or personal property asset, set to blank.

Table 16: Acquisition Accounting Lines Page - Operating Lease - Lease Section

Field Name	Description	Additional Information
Lease Type	The type of lease associated with the asset. The following are the valid lease types: Capital, Operating, and Not Applicable	• Will default to N/A. • GSA will not use this field.
Lease Start Date	The start date of the lease. Enter in the MM/DD/YY or MM/DD/YYYY format.	• Required if the Lease Type value is Capital or Operating, otherwise the field is not available. • GSA will not use this field.
Lease End Date	The end date of the lease. Enter in the MM/DD/YY or MM/DD/YYYY format.	• Required if the Lease Type value is Capital or Operating, otherwise the field is not available. • GSA will not use this field.
Lease Amount	The amount of the lease.	• Required if the Lease Type value is Capital or Operating, otherwise the field is not available. • GSA will not use this field.
Payment Frequency	The frequency that payments must be made on the lease. Valid values are found in the drop-down menu and include: Annual, Bi-Monthly, Monthly, Other, and Semi-Annual.	• Required if the Lease Type value is Capital or Operating, otherwise the field is not available. • GSA will not use this field.
Payment Amount	The payment amount for the lease.	• Required if the Lease Type value is Capital or Operating, otherwise the field is not available. • GSA will not use this field.

Field Name	Description	Additional Information
Buyout Amount	The dollar amount an agency is responsible for at the conclusion of the lease in order to take possession of the asset.	• Required if the Lease Type is Capital or Operating, otherwise the field is not available. • GSA will not use this field.
Liquidating Damages Amount	The dollar amount an agency is responsible for if the lease is broken.	• Required if the Lease Type is Capital or Operating, otherwise the field is not available. • GSA will not use this field.

Table 17: Acquisition Accounting Lines Page - Operating Lease - Supplemental Information Section

Field Name	Description	Additional Information
Vendor Code	The code for the vendor from whom the asset was purchased. If a vendor, the combination of vendor code and vendor address code must be valid in the Vendor Maintenance table.	Required
Vendor Address Code	The address code for the vendor code entered. The combination of vendor code and vendor address code must be valid in the Vendor Maintenance table.	Required
Vendor Name	The name of the vendor. This value is defaulted from the Vendor Maintenance table if a vendor code is specified.	Required; System-populated.
Unit	The asset's unit of issue (for example, Each). Must be valid on the Unit Maintenance table. The value entered must match the unit specified on any purchasing or payment documents referenced.	Optional
Manufacturer	The manufacturer of the asset.	Optional
Year of Manufacture	The year that the asset was manufactured.	Optional
Model Number	The model number of the asset.	Optional

Field Name	Description	Additional Information
Serial Number	The serial number for the asset. Required only if the asset classification is Equipment or Vehicle and the Requires Serial Number Option is true for the asset type on the Asset Type Maintenance table.	Optional
Plat Number	The plat number for the asset.	Optional
Area	The area for the asset (for example, 200 acres).	Optional
Vendor More Button	N/A	Optional
Code	The vendor code	Required for Fleet.
Standardized Format	Indicates if the format is standardized.	Drop-down box.
Address Active Status	Indicates if the vendor is active.	Drop-down box.
Address (3 lines)	The street address of the Vendor.	• System maintained • Defaulted from the Vendor Maintenance table
City	The city in which the Vendor is located.	• System maintained • Defaulted from the Vendor Maintenance table
State	The state in which the Vendor is located.	• System maintained • Defaulted from the Vendor Maintenance table
Postal Code	The postal zip code of the city in which the Vendor is located.	• System maintained • Defaulted from the Vendor Maintenance table
County	The county in which the vendor is located.	• System maintained • Defaulted from the Vendor Maintenance table

Field Name	Description	Additional Information
Country	The country in which the Vendor is located.	• System maintained • Defaulted from the Vendor Maintenance table
Phone	The telephone number of the Vendor.	• System maintained Defaulted from the Vendor Maintenance table
Fax	The fax number of the Vendor.	• System maintained • Defaulted from the Vendor Maintenance table
Email	The e-mail address for the Vendor.	• System maintained • Defaulted from the Vendor Maintenance table
Contact	The name of the contact in the vendor organization.	• System maintained Defaulted from the Vendor Maintenance table
Title	Title of the contact listed.	• System maintained • Defaulted from the Vendor Maintenance table
DUNS	The DUNS of the vendor.	• System maintained • Defaulted from the Vendor Maintenance table • Usage of DUNS was discontinued starting April 4, 2022
EFT Indicator	The DUNS + 4 for the vendor.	• System maintained Defaulted from the Vendor Maintenance table

Field Name	Description	Additional Information
UEI	Unique Entity Identifier (UEI) of the vendor	• System maintained • Defaulted from the Vendor Maintenance table
CCRC	Indicates if the vendor is Central Contractor Registration Connector (CCRC) enabled.	• System maintained • Defaulted from the Vendor Maintenance table
VCSS	Indicates if the vendor is a Vendor Customer Self Service (VCSS) vendor.	• System maintained • Defaulted from the Vendor Maintenance table

Table 18: Acquisition Accounting Lines Page - Operating Lease – External System Information Section

Field Name	Description	Additional Information
System ID	The external system identifier.	Optional. Do not manually populate. Field is set to GSAFLTGOV by GSAFleet.Gov integration
External System Document Number	The identification number of the document as it resides in the interfacing system from which it originated.	Currently not in use

Table 19: Acquisition Accounting Lines Page - Operating Lease - Description Sections

Field Name	Description	Additional Information
Description	Contains a description that can be up to 255 characters in length.	Optional. FLEET - Set to the FSS-19 Purchase Order Number.
Extended Description	If enabled in System Administration, this field contains a description that may contain up to 60K characters in length. Refer to the System Administration User Guide for instructions on how to enable this field.	Optional

Table 20: Acquisition Accounting Lines Page - Operating Lease - Line Amounts Section

Field Name	Description	Additional Information
Amount	The total dollar amount for the line.	Required
Total Acquisition Cost from Header	The total acquisition cost entered on the header.	System-maintained
Acquisition Cost on Accounting Lines	The total acquisition cost entered on all of the lines for this transaction.	System-maintained
Difference Amount	The difference between the amount on the header and the total of the entered accounting lines.	System-maintained
Additional Attributes Section	Prior Year Adjustment field.	Drop-down box.

Table 21: Acquisition Accounting Lines Page - Operating Lease - Accounting Dimensions Section

Field Name	Description	Additional Information
Template	An alphanumeric code that specifies a system-defined accounting template. Used to infer the appropriate accounting dimensions for this transaction. If entered or required, it must be valid in the Accounting Template Maintenance table.	Optional
BBFY	The beginning budget fiscal year (BBFY) of the fund affected by this transaction. The combination of BBFY and fund must be valid in the Fund Maintenance table and are required.	Required • Set to current BFY
EBFY	The ending budget fiscal year (EBFY) of the fund affected by this transaction. The EBFY and fund must be valid in the Fund Maintenance table.	Optional
Fund	An alphanumeric code that specifies the fund affected by this transaction. The combination of BFYs and fund must be valid in the Fund Maintenance table and are required.	Required • Set to appropriate Fund FLEET set to 285F

Field Name	Description	Additional Information
Region	An alphanumeric code that specifies a region dimension. If entered or required, it must be valid in the Region Maintenance table.	Required • Set to appropriate Region
Org Code	An alphanumeric code that specifies an organization dimension. If entered or required, it must be valid in the Organization Maintenance table and be defined as a budget organization.	Required • Personal Property may use various values.
Program	An alphanumeric code that specifies a Program dimension. If entered or required, the value must be valid in the Program Maintenance table.	Required • Set to appropriate Program
Project Code	An alphanumeric code that specifies a project dimension. If entered or required, the value must be valid in the Project Maintenance table.	Optional
Activity	An alphanumeric code that specifies an activity dimension. If entered or required, the value must be valid in the Activity Maintenance table.	Required • Set to appropriate Activity FLEET set to AF410.
Sub Object Class	An alphanumeric code that specifies Sub Object Class dimension. The value must be valid in the Sub Object Class Maintenance table and is required.	Optional
Revenue Source	An alphanumeric code that specifies a Revenue Source dimension. If entered or required, the value must be valid in the Revenue Source Maintenance table.	Optional
Sub Revenue Source	An alphanumeric code that specifies a sub revenue source dimension. If entered or required, the combination of revenue source and sub revenue source must be valid in the Sub Revenue Source Maintenance table.	Currently not in use
Building #	An alphanumeric code that specifies a building dimension. If entered or required, the value must be valid in the Building # Maintenance table.	• For Real Property set to the building number. • For Personal Property, field is Optional.

Field Name	Description	Additional Information
System	An alphanumeric code that specifies a system dimension. If entered or required, the value must be valid in the System Maintenance table.	Optional except FLEET - Set to the appropriate FMC code.
Vehicle Tag #	An alphanumeric code that specifies a vehicle tag dimension. If entered or required, the value must be valid in the Vehicle Tag # Maintenance table.	Previously required for FLEET, but has since been discontinued
Work Item	An alphanumeric code that specifies a work item dimension. If entered or required, the value must be valid in the Work Item Maintenance table.	Optional
ABC Activity	An alphanumeric code that specifies an ABC activity dimension. If entered or required, the value must be valid in the ABC Activity Maintenance table.	Optional
Reimbursable Sub Object Class	The reimbursable Sub Object Class code of the accounting strip. The value must be valid in the Sub Object Class Maintenance table.	Currently not in use
Reimbursable Sub Object	An alphanumeric code that specifies a reimbursable sub object dimension. The combination of reimbursable object code and reimbursable sub object code must be valid in the Sub Object Maintenance table.	Currently not in use
Cost Organization	An alphanumeric code that specifies a cost organization dimension. If entered or required, the value must be valid in the Organization Maintenance table and be defined as a cost organization.	Currently not in use
BETC	The Business Event Type Code (BETC) is an 8 character code used to indicate the type of activity being reported.	Currently not in use

5.1.5   Canceling a Fixed Asset Acquisition Transaction

Users can cancel a fixed asset acquisition to void a previously entered fixed asset acquisition document. Pegasys retains the cancelled document's information for historical purposes. A cancellation of a fixed asset acquisition backs out any updates it originally performed and changes the document's status to 'Cancelled'. The associated asset summary, detail, and accounting line records are deleted, so that the asset number can be reused. Finally, the cancellation updates the Fixed Assets Journal, and for capitalized assets, may update the General Journal as well.

A fixed asset cannot be cancelled once any of the following activity has occurred against the asset:

- The asset has associated betterments (that is, the asset record's betterment count is greater than zero).

- The asset's actual acquisition cost has been updated by payment (or other) transactions or by the offline Acquisition Cost Update process (that is, the Payment Updates Acquisition Cost option is set to true and the Actual Acquisition Cost is greater than zero).

- The asset number has been referenced on purchasing (or other) documents (that is, the asset's unliquidated and total ordered, accepted, and invoiced amounts are not all equal to zero).

- Depreciation has been applied to the asset (that is, the Accumulated Depreciation amount is greater than zero).

- The asset has been disposed (that is, the Disposition Date is not blank and/or the Disposition Amount is greater than zero).

- A Fixed Asset Correction (FC) or Fixed Asset Transfer (FT) has been processed against the asset record.

The following steps identify how to cancel a fixed asset acquisition document online in Pegasys. Users will enter cancellations of real property transactions directly into Pegasys.

1. In Pegasys, navigate to **Transactions → Fixed Assets → Cancel**. The Cancel page is displayed.

2. **REQUIRED -** For Real Property, enter the Fixed Asset Acquisition document type of '**FF'** into the **Document Type** field. For Personal Property, enter '**FN'** into the **Document Type** field.

3. Enter the Asset Acquisition document number to be canceled in the **Document Number** field.

   NOTE: If the document number is unknown, the user may use the search criteria fields to find the document record.

4. Select the **Search** button.

5. Select the radio button beside the appropriate Asset Acquisition document to be cancelled.

Figure 72: Cancel Page Search

6. Select the **Cancel** button. The Cancellation form Header page is displayed.

7. Review all information on the Header page to ensure it is acceptable to be canceled.

Figure 73: Header Page - Cancel

8. Select the **Header Accounting Line** tab. The Header Accounting Lines Summary page is displayed.

9. Select the check box beside the accounting line and select the **Header Accounting Line** link. The Header Accounting Lines page is displayed.

10. Review all information on the Header Accounting Line page to ensure it is acceptable to be canceled.

11. Select the **Verify** button.

    NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Ensure the Asset Acquisition document follows the cancellation rules listed above. If so, correct the errors and select the Verify button again. A message will now appear stating that the form has verified successfully.

12. Select the **Submit** button.

5.1.6   Fixed Asset Acquisition Transaction Updates

The fixed asset acquisition document, once successfully processed, updates the following queries and journals:

- Asset Query

- Fixed Assets Journal

- General Journal (see figure below for exceptions)

5.1.6.1 Asset Query (Asset Detail and Asset Summary Records)

An original entry fixed asset transaction creates an asset record in the Asset Query. The asset record consists of a summary record, plus detail records for the asset and each of the individual betterments. The detail record contains the accounting line. Initially, a detail record with Betterment Number '0' is created by the fixed asset, which represents the original asset. Subsequent detail records can be created by Fixed Asset Betterment (FB) transactions. In the event that a fixed asset or betterment is cancelled, existing asset records are removed.

NOTE: The accounting details table of the Asset Query includes an Asset Detail Accounting Line Number field, which enables the ability to reconcile between the journal and asset query more efficiently using the new column.

5.1.6.2 Fixed Assets Journal

The Fixed Assets Journal is updated by financial activity against an asset, including fixed asset transactions. An original fixed asset acquisition, as well as certain corrections or cancellations, updates the journal in order to track asset-specific information such as asset number, asset type, location, and custodian(s).

5.1.6.3 General Journal

Since the Payment Updates Acquisition Cost option is true and the Capitalized indicator is checked, the fixed asset will not post the asset's Capitalized Amount to the General Ledger (GL). The capitalized amount will equal the fixed asset's acquisition cost when it is updated since the

Capitalized Indicator is set to true. The fixed asset uses accounting event FA01, Asset Acquisition, if it posts to the GL.

5.1.6.4 Diagram of Updates

Figure 74 displays the fixed asset updates that may occur once a document is processed based on the document's values.

Figure 74: Fixed Asset Updates for Processed Documents
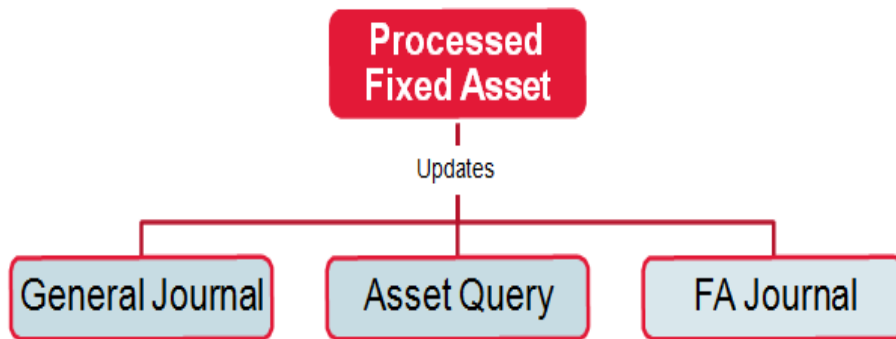
Table 22 describes the actions performed by the fixed asset in response to various parameters.

Table 22: Fixed Asset Actions in Response to Various Parameters

Criteria	Action
CPO Acknowledgment = Required	Creates a record in Unacknowledged Assets Table.
Payment Updates Acquisition Cost = False and Accrual Updates Acquisition Cost = False	Acquisition cost on fixed asset becomes actual acquisition cost and updates the GL.
Payment Updates Acquisition Cost = True and Accrual Updates Acquisition Cost = True	Acquisition Cost on fixed asset becomes estimated acquisition cost and does not update the GL.
Asset marked capitalized	Fixed asset calculates capitalized amount.
Capitalized amount calculated	Posts amount to general ledger.

5.1.7   Fixed Asset Acquisition Transaction Edits

Several edits and updates occur during the processing of the fixed asset form. The first edit performed on these fields is the search of the Fixed Asset Options Maintenance records for the transaction's fiscal year. If the transaction record is found, it is used to edit or default several of the fields in the fixed asset form (for example, Asset Number and Require CPO Acknowledgement). If a Fixed Asset Options record does not exist for the fiscal year, the form returns an error.

In addition to defaulting fields from the transaction record, a successfully processed fixed asset acquisition document creates an asset record, and enters a transaction in the Fixed Assets Journal. If the Payment Updates Acquisition Cost and Accrual Updates Acquisitions Cost is false, the fixed asset will post to the General Ledger based on the document's transaction type value.

5.2 Creating a Fixed Asset Correction Form (FC)

The Fixed Asset Correction form is used to correct current information relating to a specific asset or betterment. Once fixed asset and betterment documents are processed, they cannot be corrected through their original documents. The Fixed Assets correction document takes the place of correcting the original fixed asset acquisition and betterment documents. In order to process a correction, the user must know the asset number, asset type (e.g., land, equipment, and building) and betterment number. Once the Asset Type, Asset Number, and Betterment Number (a betterment number of 0 is entered for original assets) are entered, the additional asset information is pulled forward from the asset's summary and detail records created by the fixed asset or betterment.

NOTE: The custodian or accounting dimensions of an asset or betterment cannot be corrected or updated using a FC form. A transfer document must be processed in order to move the asset or betterment to a different accounting strip or to a new custodian. (See **Section 5.3** for steps to create an FT form).

5.2.1 Creating a PBS Correction Form

1. In Pegasys, navigate to **Transactions → Fixed Assets → New Asset Correction**. The New Asset Correction page is displayed.

   NOTE: The user must know the asset type and number prior to creating a correction.

2. **REQUIRED -** Enter the **Fixed Asset Correction** document type of '**FH**' into the **Document Type** field. New Fixed Asset Correction page is displayed with the **Document Type** and **Document Name** fields completed.

   NOTE: Real and Personal Property use the same document type for the Fixed Asset Correction documents.

3. To generate a **Document Number** select the **Generate** button. A unique document number will be generated in the **Document Number** field. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

   NOTE: The Document Number format is the type of Asset Correction form followed by the year, month, and day the document was created and combined with 4 incremented digits (i.e., FHYYYYMMDD####).

4. **REQUIRED -** Enter the appropriate Asset Type (e.g., CIPNEWCON, EQUIPADMIN) into the **Asset Type** field.

5. **REQUIRED -** Enter the **Asset Number** that is being corrected into the **Asset Number** field.

6. **REQUIRED -** Enter the **Betterment Number** into the **Betterment Number** field.

Figure 75: New Asset Correction

NOTE: To correct the Asset Acquisition enter a betterment number of 0. To correct an Asset Betterment enter the appropriate betterment number (0). If left blank, it will default to 0.

7. Select the **Finish** Button. The Header page is displayed.

   NOTE: The fields on the correction form default to the current values of the asset or betterment being corrected.

8. The Document Date, Accounting Period, and Reporting Accounting Period will default to the current date when these fields are left blank and the form is verified or processed.

9. Enter a Quantity of 1 in the **Quantity** field.

   NOTE: If no value is entered, it defaults to 1.

10. **REQUIRED -** Ensure the correct **Acquisition Method** is populated.

11. **Asset Transaction Type** field must be populated. (Refer to the Asset Transaction Type row in **Table 24**).

12. Ensure the **Capitalized** field is **YES**.

13. Ensure the **Depreciation Method** is **Straight Line (SL).**

    NOTE: The Depreciation Method is configured on the Fixed Assets Options Maintenance table to default to Straight Line.

    The depreciation method should only be populated for depreciable asset types (e.g., BUILDING, EQUIPADMIN).

14. If appropriate, change the In-Service Date.

Figure 76: General Section - New Asset Correction

15. Ensure correct **Useful Life** for the asset is entered in the **Useful Life in Months** field.

    NOTE: Users can enter a value greater than zero and less than 1200.

16. If necessary, enter the appropriate **Asset Transaction Type**.

17. If necessary, change any other fields on the Header.

    NOTE: For Personal Property assets, to change a catalog code, if the new catalog code is associated with a different asset type, the following should occur:

    a. Create a Transfer of asset to the new asset type that correlates to revised catalog code.

    b. Create a Correction to change the catalog code.

18. If necessary, correct the Acquisition Cost in the Acquisition Cost Amount field.

    NOTE: Since the actual acquisition cost may not be known at the time the fixed asset is created, the Acquisition Cost field can be zero since the Allow Zero Acquisition Cost option is true for the asset type on the Asset Type Maintenance table.

    If changing the Acquisition Cost, ensure that he Accounting Line amount is the same as the revised Acquisition Cost change.

19. If necessary, correct the Salvage Value in the Salvage Value Amount field.

    NOTE: The salvage value should only be entered for a depreciable asset.

20. Check to ensure the Vendor Code and Vendor Address Code under the Supplemental Information section is entered as below.

    a. Vendor Code: NF0000000

b. Vendor Address Code: 00001

Figure 77: Supplemental Information - New Asset Correction

21. Select the Header Accounting Line tab.

22. Select the Accounting Line and select the 'Header Accounting Line' link to open the Header Accounting Line.

23. **REQUIRED -** Enter the appropriate value in the **Transaction Types** field. Enter **03** unless the asset is donated or exchanged from USPS. Search for the valid Transaction Type for assets donated or exchanged from USPS. This information is also available in the Posting Model Appendix.

24. **REQUIRED -** If necessary, correct the **Line Amount** in the **Amount** field.

NOTE: The amount on the Header Accounting Lines needs to equal the Acquisition Cost Amount on the Header.

25. Select the **Verify** button.

NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again. A message will now appear stating that the form has verified successfully.

26. Select the **Submit** button.

5.2.2 Creating a Fleet Correction Form

The following steps identify how to create an FC form online in Pegasys; however, corrections to Fleet vehicle assets will typically be entered into GSAFleet.Gov (previously FMS) and be transferred into Pegasys through the FMESB and not entered directly into Pegasys. Corrections to Fleet betterments can occur directly in Pegasys. The GSAFleet.Gov implementation allows corrections to Fleet betterments to be interfaced. Fields not mentioned are not applicable for vehicle assets and should remain blank or default to the system inferred settings.

1. In Pegasys, navigate to **Transactions → Fixed Assets → New Asset Correction**. The New Asset Correction page is displayed.

Figure 78: New Asset Correction - Fleet

NEW ASSET CORRECTION

New Asset Correction

* Document Type   FH ☆ Online Asset Correction

Document Number Format Prefix   ☆

Security Org   ☆

* Document Number   [   ] Generate

Title   [   ]

Asset Information

* Asset Type   ☆

Asset Number   ☆

Betterment Number   ☆

File   Choose File No file chosen

2. **REQUIRED -** Enter the Fixed Asset Correction document type of '**FH**' into the **Document Type** field.

   NOTE: New Fixed Asset Correction page is displayed with the Document Type and Document Name fields completed.

3. To generate a **Document Number** select the **Generate** button. A unique document number will be generated in the **Document Number** field. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

   NOTE: The Document Number format is the type of Asset Correction form followed by the year, month, and day the document was created and combined with 4 incremented digits. (i.e., FHYYYYMMDD####).

4. Verify the Asset Type of **VEHICLE** defaulted into the **Asset Type** field.

5. Verify the Asset Number defaulted into the **Asset Number** field.

6. Verify that the Betterment Number defaulted into the **Betterment Number** field.

   NOTE: To correct the Asset Acquisition enter a betterment number of 0. To correct an Asset Betterment enter the appropriate betterment number (0). If left blank, it will default to 0.

7. Select the **Finish** Button. The Header page is displayed.

Figure 79: Header Page - Fleet

NOTE: The fields on the correction form default to the current values of the asset or betterment being corrected.

The Document Date, Accounting Period, and Reporting Accounting Period will default to the current date when these fields are left blank and the form is verified or processed.

8. Verify or change the Quantity in the **Quantity** field.

   NOTE: If no value is entered, it defaults to 1.

9. Verify the Acquisition Method in the **Acquisition Method** field.

   NOTE: If correcting the Acquisition Method, ensure that the appropriate Asset Transaction Type is selected according to the table in Step 23.

10. Ensure the **Capitalized** field is **YES**.

11. Ensure the **Depreciation Method** is **Straight Line (SL).**

    NOTE: The Depreciation Method is configured on the Fixed Assets Options Maintenance table to default to Straight Line.

12. **REQUIRED -** Ensure correct **Useful Life** for the asset is entered in the **Useful Life in Months** field.

    NOTE: Users can enter a value greater than zero and less than 1201.

13. If appropriate, enter a **New Useful Life** in the **New Useful Life** field.

14. Ensure that the **Payment Update Acquisition Cost** flag is **False** (unchecked).

NOTE: The Payment Updates Acquisition Cost and Accrual Updates Acquisition Cost options define the acquisition cost as estimated or actual. Since the Payments Updates Acquisition Cost is False, the acquisition cost is the actual cost.

15. **REQUIRED -** If necessary, correct the **Acquisition Cost** in the **Acquisition Cost Amount** field.

NOTE: Since the actual acquisition cost may not be known at the time the fixed asset is created, the Acquisition Cost field can be zero since the Allow Zero Acquisition Cost option is true for the asset type on the Asset Type Maintenance table.

16. **REQUIRED -** If necessary, correct the **Salvage Value** in the **Salvage Value Amount** field.

Figure 80: Amounts Section - Fleet

17. **REQUIRED -** Ensure the **Fuel Code** is set to **FUEL** in the **Fuel Code** field.

Figure 81: Equipment/Vehicle Section - Fleet

18. If necessary, correct the **Manufacturer** code in the **Manufacturer** field.

19. If necessary, correct the **Year of the Vehicle** in the **Year of Manufacture** field.

Figure 82: Supplemental Information - Fleet

20. If necessary, correct the **FSS-19 Purchase Order Number** in the **Header Description**.

Figure 83: Description Section - Fleet

21. Select the **Header Accounting Line** tab.

22. Select the Accounting Line and select the 'Header Accounting Line' link to open the Header Accounting Line.

Figure 84: Header Accounting Lines - Fleet

NOTE: The page will display the current dimensions of the original asset or betterment so the user can make necessary corrections while viewing the entire accounting line information.

23. **REQUIRED -** Enter one of the following **Transaction Types** in the **Transaction Type** field depending on the acquisition method and whether the correction is to an asset acquisition or betterment.

Table 23: Transaction Types - Fleet

TT	Acquisition or Betterment	Acquisition Method
01	Acquisition	REIMBIN or PURCHASE
02	Acquisition	NOREIMBIN, EXCESS, or FORFEIT

TT	Acquisition or Betterment	Acquisition Method
04	Betterment	ALL

Figure 85: General Section - Fleet

24. **REQUIRED -** If necessary, correct the **Line Amount** in the **Amount** field.

    NOTE: The amount on the Header Accounting Lines needs to equal the Acquisition Cost Amount on the Header.

    Also, the accounting dimensions cannot be corrected on an FC form. A Transfer Document must be processed to move the asset to a different accounting strip.

25. Select the **Verify** button.

    NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again. A message will now appear stating that the form has verified successfully.

26. Select the **Submit** button.

    NOTE: If no errors are encountered upon selecting the Submit button a message appears stating when the form has processed successfully.

5.2.3 Fixed Asset Correction Form Field Descriptions

Table 24: Asset Correction Header Page - General Sections

Field Name	Description	Additional Information
Document Type	The document type of the asset.	• Required • Online Asset Correction doc type = 'FH'
Status	The status of the form/document (e.g., New)	This field is read-only.
Document Number	The number of the document. The Document Number format is the type of Asset Correction form followed by the year, month, and day the document was created and combined with 4 incremented digits. (i.e., FHYYYYMMDD####).	Required

Field Name	Description	Additional Information
Title	The title of the transaction. Can be up to 50 characters in length.	Optional
Authorized By	The name of the person who authorized the purchase of the asset.	Optional
Asset Type	The type of asset being recorded on this transaction. The combination of Asset Type and Asset Number must be unique. The Asset Type field is used to identify the asset to which the modifications apply, and may not be changed once the correction form has been opened.	• Required • Set to the asset type
Asset Number	The number assigned to the asset or betterment being corrected. The combination of Asset Type and Asset Number must be unique. The Asset Number field is used to identify the asset to which the modifications apply, and may not be changed once the correction form has been opened	• Required • For Real Property, set to the combination of the Project Code + Building Number. • For Personal Property, set to the combination of (ASSET TYPE + YYYYMMDD + #####) where ##### is sequential number. • FLEET - Set to the Vehicle's Identification Number (VIN)
Betterment Number	The number assigned to the asset or betterment being corrected. The Betterment Number field is used to identify the asset to which the modifications apply, and may not be changed once the correction form has been opened	• Required • If correcting an asset acquisition, set the betterment number to 0. • If correcting an asset's betterment, set the betterment number to the appropriate betterment number 0 • Defaults to 0
Asset Category	The category for the asset. Asset categories are used to classify related assets for reporting purposes.	Optional

Field Name	Description	Additional Information
Asset Class	The class for the asset. Asset classes are used to classify related assets for reporting purposes.	Optional
Asset Group	The group for the asset. Asset groups are used to classify related assets for reporting purposes.	Optional
Catalog Code	The catalog code associated with the asset. Catalog codes are used to identify assets as specific types of items - for example, bulldozer, mainframe computer, etc.	Catalog code is optional, but if entered, it must be valid on the Catalog Item Maintenance table.
Quantity	The quantity of like items represented by the asset number. If a value is not entered, the quantity defaults to 1.	• Required • Set to 1
Acquisition Method	The method used to acquire the asset. For example, leased, purchased, gift, etc. Must be valid on the Acquisition/Disposition Maintenance table and must have a usage of Acquisition or Both.	Required
Acquisition Date	The date the asset was acquired. If the field is left blank and the asset is depreciable, the date defaults to the Accept Date of the referenced document. If the field is left blank and the asset is not depreciable, the date field defaults to the fixed asset document date. Enter in the MM/DD/YY or MM/DD/YYYY format.	Required
In Service Date	The date the asset was placed into service. If using the In-Service Date as the begin date for depreciation and it is left blank, no depreciation is applied to that asset. Enter in the MM/DD/YY or MM/DD/YYYY format.	• Required if the asset is depreciable (based on asset type). • Optional for FLEET.
Replacement Date	The date at which the asset requires replacement. Enter in the MM/DD/YY or MM/DD/YYYY format.	Optional
Capitalized	Indicates whether the asset is capitalized. It defaults to the setting of the asset being corrected.	Set to YES
Document Date	The date transaction was entered. Enter in the MM/DD/YY or MM/DD/YYYY format.	If no date is entered, Pegasys defaults this value to the current date.

Field Name	Description	Additional Information
Accounting Period	The accounting period in which this transaction is to be recorded. Please enter the value in the following format: MM/YYYY.	If no value is entered, Pegasys defaults this value to the accounting period associated with the date entered or defaulted.
Reporting Accounting Period	The accounting period, in which this transaction should be reported, based on when the transaction should have been entered. It must be valid in the Accounting Period Maintenance table. Please enter the value in the following format: MM/YYYY.	If no value is entered, Pegasys defaults this value to the accounting period associated with the date entered or defaulted.
Batch Number	A free-form entry field that identifies the batch number associated with this transaction. Used to group multiple related documents together for offline processing and/or reporting purposes.	Optional
Document Classification	The pre-defined group (found in the Document Classification Maintenance table) to which this transaction belongs. Used to classify related types of documents at a lower level of detail than document type.	Optional
Security Org	The established Security Organization for the form. Only users specified in the Security Organization has access to this form. Displays the value entered when creating the form or the user's default Security Organization.	System-maintained
Suppress Printing	An option that, when selected, suppresses the ability to print the form.	Optional
Depreciation Method	The method used to calculate the depreciation. If left blank, it will default to the Straight Line Method as specified on the Fixed Asset Options Maintenance table.	Required if the asset is depreciable (indicated by the asset type) - e.g., BUILDING. Set to the Straight Line Method.
Declining Balance Rate	The declining balance rate for the asset.	GSA will not utilize this field as it is only required if the depreciation method is Variable Declining (e.g., Double Declining).

Field Name	Description	Additional Information
Valuation Date	Indicates the date the asset was appraised. Enter in the MM/DD/YY or MM/DD/YYYY format.	Optional
Useful Life in Months	The estimated number of months the asset is anticipated to be in use. Users can enter a value between 1 and 1200, or if left blank it defaults to the useful life indicated on the catalog code.	Required if a depreciation method is selected.
New Asset Useful Life in Months	The anticipated useful life of the original asset based on its association with the betterment. Valid values for the field are integers between 1 and 1200.	Optional
Payment Updates Acquisition Cost	Indicates if the system should generate the actual acquisition cost or if this value is provided to the system. If the flag is true, the system generates the acquisition cost from the referenced payments. If this button is false, users must enter the acquisition cost on the fixed asset transaction.	• Set to flag to true, unless the asset is donated or exchanged with USPS. • FLEET set this to false.
Accrual Updates Acquisition Cost	Indicates if the system should generate the actual acquisition cost or if this value is provided to the system. If the flag is true, the system generates the acquisition cost from the referenced accruals and other documents. If this button is false, users must enter the acquisition cost on the fixed asset transaction.	• Set to flag to true, unless the asset is donated or exchanged with USPS. • FLEET set this to false.
Line Number	The number of the accounting line currently displayed. If no value is entered, Pegasys defaults this value to the next sequential number from the highest line number already entered.	Required

Field Name	Description	Additional Information
Asset Transaction Type	An alphanumeric code used in combination with the transaction's document type and current fiscal year, to infer general ledger postings. Must be valid in the Transaction Definition Maintenance table. A default value is not provided on the Document Type Maintenance table so the user is required to enter a transaction type manually. The Asset Transaction Type is dependent upon the following: • If the asset is an acquisition or betterment • If the asset was donated / exchanged with USPS, or constructed	• Set **Asset Transaction type** based on process activity determined in system error message. • Process Activity: Incremental Depreciation • Trans Type: 01 (VEHICLE Adjusting Cap Value (Fedbill Charges)) • Trans Type: 02 (VEHICLE Adjusting Cap Value (Corrections))

Table 25: Asset Correction Header Page - Amounts Section

Field Name	Description	Additional Information
Acquisition Cost Amount	The estimated or actual cost to purchase the asset, including all costs necessary to bring the asset to working condition. The field can be zero if the Allow Zero Acquisition Cost option is true for the asset type. The actual acquisition cost may not be known at the time the fixed asset is created. The Payment/Accrual Updates Acquisition Cost options define the acquisition cost as estimated or actual. If the Payment Updates Acquisition Cost and Accrual Updates Acquisition Cost flags are false, the acquisition cost is the estimated cost and the system generates the actual cost from associated documents.	Required
Valuation Amount	The dollar amount for the asset's appraised value.	This field is only enabled and required when a Valuation Date is entered.
Closing Costs Amount	The cost associated with acquiring the asset. Closing costs can include attorney fees, commissions, and assembly charges.	This field is optional on all types of assets except for vehicles and equipment, in which case it is not allowed.

Field Name	Description	Additional Information
Salvage Value Amount	The dollar amount of the asset at the conclusion of its useful life.	Required since a Depreciation Method is selected.

Table 26: Asset Correction Header Page - Antique/Artifact Section

Field Name	Description	Additional Information
Donated By	The name of the person or organization that donated the antique or artifact to an agency.	Optional
On Loan To	The name or agency loaning the antique or artifact.	Optional
Description	A free text field 255 characters in length used to enter additional information.	Optional
Donation Date	The date the antique or artifact was donated to an agency. Enter in the MM/DD/YY or MM/DD/YYYY format.	Optional
Return Date	The date the antique or artifact is expected to be returned. Enter in the MM/DD/YY or MM/DD/YYYY format.	Optional

Table 27: Asset Correction Header Page - Custodian Section

Field Name	Description	Additional Information
Custodial Org Cd	The organization primarily responsible for the asset. Must be valid, active, and within the effective date range on the Custodian Maintenance table.	Optional
CPO Code	The code of the custodial property officer responsible for the asset. If this field is left blank and the CE is defined, the system infers the CPO based on the default accountability chain specified for the CE in the Custodian Maintenance table.	This field is required if the Require CPO checkbox is true for the fixed asset type on the Asset Type Maintenance table.

Field Name	Description	Additional Information
APO Code	The code associated with the Accountable Property Officer. Similar to the CPO code, this field can be inferred from the accountability chain; however, for the APO, a valid value must exist for either the CPO or the CE. The system first attempts to infer the value from the CPO, but if unavailable, the system infers the value from the CE.	The APO code is required if the Require APO checkbox is true for the fixed asset type on the Asset Type Maintenance table.
PA Code	The code associated with the Property Administrator. It can be system-inferred from either the CPO or the CE, with priority to the CPO.	The PA code is required if the Require PA checkbox is true for the fixed asset type on the Asset Type Maintenance table.
CE Code	The code associated with the new Cognizant Employee. If the 'Requires CPO Acknowledgement' is true, the CE can be entered on the fixed asset or the CPO can enter the CE code on the Unacknowledged Asset Query when asset is acknowledged.	The CE code is required if the Require CE checkbox is true for the fixed asset type on the Asset Type Maintenance table.
Requires CPO Acknowledgement	Determines if the fixed asset requires CPO acknowledgement. This indicates whether the CPO Acknowledgement must be recorded prior to considering the asset complete.	This field is required and defaults to the value of the Requires CPO Acknowledgement flag on the Fixed Asset Options Maintenance table.
CPO Name	The name associated with the CPO code entered.	System-maintained
APO Name	The name associated with the APO code entered.	System-maintained
PA Name	The name associated with the PA code entered.	System-maintained
CE Name	The name associated with the CE code entered.	System-maintained

Table 28: Asset Correction Header Page - Location Section

Field Name	Description	Additional Information
Location Code	The code for the physical location of the asset. Users can let the system default the value from the code assigned to the CPO. If the Location Code is left blank, and a CPO is entered on the form, location defaults to the value assigned on the Custodian Maintenance record for the entered CPO.	Location Code is optional, but if entered, it must be valid in the Asset Location Maintenance table.
Building	The building where the asset is physically located.	Optional
Room Number	The room number where the asset is physically located.	Optional

Table 29: Asset Correction Header Page - Equipment/Vehicle Section

Field Name	Description	Additional Information
Warranty End Date	The date the warranty for the equipment/vehicle ends. Enter in the MM/DD/YY or MM/DD/YYYY format.	Optional
Deductible Amount	The required deductible associated with the equipment/vehicle.	Optional
Maintenance Costs	The cost of performed maintenance on the asset.	Optional
Service Contract Number	The number for the service contract on the equipment or vehicle.	Optional
Service Contract End Date	The date that the service contract for the equipment or vehicle ends.	Optional
Fuel Code	The fuel code associated with the equipment or vehicle.	Required if the asset classification is Vehicle. If the asset is real property, set to blank.

Table 30: Asset Correction Header Page - Lease Section

Field Name	Description	Additional Information
Lease Type	The type of lease associated with the asset. The following are the valid lease types: Capital, Operating, and Not Applicable.	Will default to N/A.
Lease Start Date	The start date of the lease. Enter in the MM/DD/YY or MM/DD/YYYY format.	Required if the Lease Type value is Capital or Operating, otherwise the field is not available.
Lease End Date	The end date of the lease. Enter in the MM/DD/YY or MM/DD/YYYY format.	Required if the Lease Type value is Capital or Operating, otherwise the field is not available.
Lease Amount	The amount of the lease.	Required if the Lease Type value is Capital or Operating, otherwise the field is not available.
Payment Frequency	The frequency that payments must be made on the lease. Valid values are found in the drop-down menu and include: Annual, Bi-Monthly, Monthly, Other, and Semi-Annual.	Required if the Lease Type value is Capital or Operating, otherwise the field is not available.
Payment Amount	The payment amount for the lease.	Required if the Lease Type value is Capital or Operating, otherwise the field is not available.
Buyout Amount	The dollar amount an agency is responsible for at the conclusion of the lease in order to take possession of the asset.	Required if the Lease Type is Capital or Operating, otherwise the field is not available.
Liquidating Damages Amount	The dollar amount an agency is responsible for if the lease is broken.	Required if the Lease Type is Capital or Operating, otherwise the field is not available.

Table 31: Asset Correction Header Page - Supplemental Information Section

Field Name	Description	Additional Information
Vendor Code	The code for the vendor from whom the asset was purchased. If a vendor, the combination of vendor code and vendor address code must be valid in the Vendor Maintenance table.	Required
Vendor Address Code	The address code for the vendor code entered. The combination of vendor code and vendor address code must be valid in the Vendor Maintenance table.	Required
Vendor Name	The name of the vendor. This value is defaulted from the Vendor Maintenance table if a vendor code is specified.	• Required • System-populated
Unit	The asset's unit of issue (for example, Each). Must be valid on the Unit Maintenance table. The value entered must match the unit specified on any purchasing or payment documents referenced.	Optional
Manufacturer	The manufacturer of the asset.	Optional; set to appropriate manufacturer if data available.
Year of Manufacture	The year that the asset was manufactured.	Optional
Model Number	The model number of the asset.	Optional
Serial Number	The serial number for the asset. Required only if the asset classification is Equipment or Vehicle and the Requires Serial Number Option is true for the asset type on the Asset Type Maintenance table. May be 36 characters in length.	Optional
Plat Number	The plat number for the asset.	Optional
Area	The area for the asset (for example, 200 acres).	Optional
Vendor More Button	N/A	Optional
Code	The vendor code	Required

Field Name	Description	Additional Information
Standardized Format	Indicates if the format is standardized.	Drop-down box.
Address Active Status	Indicates if the vendor is active.	Drop-down box.
Address (3 lines)	The street address of the Vendor.	• System maintained • Defaulted from the Vendor Maintenance table.
City	The city in which the Vendor is located.	• System maintained • Defaulted from the Vendor Maintenance table
State	The state in which the Vendor is located.	• Defaulted from the Vendor Maintenance table
Postal Code	The postal zip code of the city in which the Vendor is located.	• System maintained • Defaulted from the Vendor Maintenance table
Country	The country in which the Vendor is located.	• System maintained • Defaulted from the Vendor Maintenance table
Phone	The telephone number of the Vendor.	• System maintained • Defaulted from the Vendor Maintenance table
Fax	The fax number of the Vendor.	• System maintained • Defaulted from the Vendor Maintenance table

Field Name	Description	Additional Information
Email	The e-mail address for the Vendor.	• System maintained • Defaulted from the Vendor Maintenance table
Contact	The name of the contact in the vendor organization.	• System maintained • Defaulted from the Vendor Maintenance table
Title	Title of the contact listed.	• System maintained • Defaulted from the Vendor Maintenance table
DUNS	The DUNS of the vendor.	• System maintained • Defaulted from the Vendor Maintenance table • Usage of DUNS was discontinued starting April 4, 2022
EFT Indicator	The DUNS + 4 for the vendor.	• System maintained • Defaulted from the Vendor Maintenance table
UEI	Unique Entity Identifier of the vendor	• System maintained • Defaulted from the Vendor Maintenance table
CCRC	Indicates if the vendor is CCRC enabled.	• System maintained • Defaulted from the Vendor Maintenance table

Field Name	Description	Additional Information
VCSS	Indicates if the vendor is a VCSS vendor.	• System maintained • Defaulted from the Vendor Maintenance table

Table 32: Asset Correction Header Page - External System Information Section

Field Name	Description	Additional Information
System ID	The external system identifier.	Optional. Do not manually populate. Field is set to GSAFLTGOV by GSAFleet.Gov integration
External System Document Number	The identification number of the document as it resides in the interfacing system from which it originated.	Currently not in use

Table 33: Asset Correction Header Page - Line Amounts Section

Field Name	Description	Additional Information
Amount	The total dollar amount for the line.	Required
Total Acquisition Cost from Header	The total acquisition cost entered on the header.	System-maintained
Acquisition Cost on Accounting Lines	The total acquisition cost entered on all of the lines for this transaction.	System-maintained
Difference Amount	The difference between the amount on the header and the total of the entered accounting lines.	System-maintained
Additional Attributes Section	Prior Year Adjustment.	Drop-down box.

Table 34: Asset Correction Header Page - Accounting Dimensions Section

Field Name	Description	Additional Information
Template	An alphanumeric code that specifies a system-defined accounting template. Used to infer the appropriate accounting dimensions for this transaction. If entered or required, it must be valid in the Accounting Template Maintenance table.	System-maintained; cannot be modified through an asset correction form.
BBFY	The beginning budget fiscal year of the fund affected by this transaction. The combination of BBFY and fund must be valid in the Fund Maintenance table and are required.	System-maintained; cannot be modified through an asset correction form.
EBFY	The ending budget fiscal year of the fund affected by this transaction. The EBFY and fund must be valid in the Fund Maintenance table.	System-maintained; cannot be modified through an asset correction form.
Fund	An alphanumeric code that specifies the fund affected by this transaction. The combination of BFYs and fund must be valid in the Fund Maintenance table and are required.	System-maintained; cannot be modified through an asset correction form.
Region	An alphanumeric code that specifies a region dimension. If entered or required, it must be valid in the Region Maintenance table.	System-maintained; cannot be modified through an asset correction form.
Org Code	An alphanumeric code that specifies an organization dimension. If entered or required, it must be valid in the Organization Maintenance table and be defined as a budget organization.	System-maintained; cannot be modified through an asset correction form.
Program	An alphanumeric code that specifies a Program dimension. If entered or required, the value must be valid in the Program Maintenance table.	System-maintained; cannot be modified through an asset correction form.
Project Code	An alphanumeric code that specifies a project dimension. If entered or required, the value must be valid in the Project Maintenance table.	System-maintained; cannot be modified through an asset correction form.

Field Name	Description	Additional Information
Activity	An alphanumeric code that specifies an Activity dimension. If entered or required, the value must be valid in the Activity Maintenance table.	System-maintained; cannot be modified through an asset correction form.
Sub Object Class	An alphanumeric code that specifies a Sub Object Class dimension. The value must be valid in the Sub Object Class Maintenance table and is required.	System-maintained; cannot be modified through an asset correction form.
Revenue Source	An alphanumeric code that specifies a Revenue Source dimension. If entered or required, the value must be valid in the Revenue Source Maintenance table.	System-maintained; cannot be modified through an asset correction form.
Sub Revenue Source	An alphanumeric code that specifies a sub revenue source dimension. If entered or required, the combination of revenue source and sub revenue source must be valid in the Sub Revenue Source Maintenance table.	System-maintained; cannot be modified through an asset correction form.
Building #	An alphanumeric code that specifies a building dimension. If entered or required, the value must be valid in the Building # Maintenance table.	System-maintained; cannot be modified through an asset correction form.
System	An alphanumeric code that specifies a system dimension. If entered or required, the value must be valid in the System Maintenance table.	System-maintained; cannot be modified through an asset correction form.
Vehicle Tag #	An alphanumeric code that specifies a vehicle tag dimension. If entered or required, the value must be valid in the Vehicle Tag # Maintenance table.	System-maintained; cannot be modified through an asset correction form. Fleet no longer uses the Vehicle Tag #.
Work Item	An alphanumeric code that specifies a work item dimension. If entered or required, the value must be valid in the Work Item Maintenance table.	System-maintained; cannot be modified through an asset correction form.
ABC Activity	An alphanumeric code that specifies an ABC activity dimension. If entered or required, the value must be valid in the ABC Activity Maintenance table.	System-maintained; cannot be modified through an asset correction form.

Field Name	Description	Additional Information
Reimbursable Sub Object Class	The reimbursable Sub Object Class code of the accounting strip. The value must be valid in the Sub Object Class Maintenance table.	System-maintained; cannot be modified through an asset correction form.
Reimbursable Sub Object	An alphanumeric code that specifies a reimbursable sub object dimension. The combination of reimbursable object code and reimbursable sub object code must be valid in the Sub Object Maintenance table.	System-maintained; cannot be modified through an asset correction form.
Cost Organization	An alphanumeric code that specifies a cost organization dimension. If entered or required, the value must be valid in the Organization Maintenance table and be defined as a cost organization.	System-maintained; cannot be modified through an asset correction form.
BETC	The Business Event Type Code (BETC) is an 8-character code used to indicate the type of activity being reported.	System-maintained; cannot be modified through an asset correction form.

Table 35: Asset Correction Header Page - Description Sections

Field Name	Description	Additional Information
Description	Contains a description that can be up to 255 characters in length.	Optional
Extended Description	If enabled in System Administration, this field contains a description that may contain up to 60K characters in length. Refer to the System Administration User Guide for instructions on how to enable this field.	Optional

5.2.4   Canceling a Fixed Asset Correction Transaction

A Fixed Asset Correction transaction cannot be cancelled once it is processed. In order to reverse the effects of a correction transaction, another correction must be entered.

5.2.5   Fixed Assets Correction Transaction Updates

The successfully processed correction updates the following queries and journals:

- Asset Query

- Fixed Assets Journal

- General Journal

5.2.5.1 Asset Query (Asset Summary and Asset Detail Records)

The Asset Summary and Detail Record are updated with any change made to an asset or betterment.

5.2.5.2 Fixed Assets Journal

The Fixed Assets Journal is updated by certain activity against an asset number that results in a change to the acquisition cost, including correction transactions.

5.2.5.3 General Journal

If the Payment Updates Acquisition Cost / Accrual Updates Acquisition Cost options are false (e.g., for a donated/exchanged asset) and the Capitalized Indicator is true, the correction posts a change in acquisition cost to the GL.

5.3 Creating a Fixed Asset Transfer Form (FT)

The Fixed Asset Transfer (FT) transaction has several uses, including:

1. Transferring the assets and/or betterments to new accounting structures.

2. Transferring the asset type of an asset (e.g., changing the asset type from CIPNEWCON to BUILDING when construction is substantially completed; or changing the asset type from EQUIPADMIN to EQSRPLSOP to re-categorize operating equipment as surplus operating equipment).

This section will provide steps for creating an FT form for the two uses listed above. The GL updates from an asset transfer depend on the asset type and type of transfer.

5.3.1 Fixed Asset Transfer - Changing Asset Type for PBS

1. In Pegasys, navigate to **Transactions → Fixed Assets → New Transfer**. The New Asset Transfer page is displayed.

2. **REQUIRED -** For a Real Property Asset, enter the **Fixed Asset Transfer** document type of '**FK'** into the **Document Type** field.

   For a Personal Property Asset, enter the **Fixed Asset Transfer** document type of '**FS'** into the **Document Type** field.

   To transfer an asset type from depreciable to non-depreciable enter document type '**KR'** into the **Document Type** field (reversal of an FK document). **NOTE**: A Manual Depreciation (FU) document must be processed to back out depreciation fully before a KR can be processed successfully.

   NOTE: The **New Fixed Asset Transfer** page is displayed with the **Document Type** and **Document Name** fields completed.

3. To generate a **Document Number** select the **Generate** button. A unique document number will be generated in the **Document Number** field. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

Figure 86: New Asset Transfer Page

NEW TRANSFER

New Transfer

✱ Document Type	FK ☆ Online Asset Transfer - Re
Document Number Format Prefix	☆
Security Org	☆
✱ Document Number	[ ] Generate
Title	[ ]
Copy Document	● None
	○ Copy From
	○ Copy Forward
File	Choose File No file chosen

NOTE: The Document Number format is the type of Asset Transfer form followed by the year, month, and day the document was created and combined with 4 incremented digits (i.e., FKYYYYMMDD#### or FSYYYYMMDD####).

4. Select the **Finish** Button. The **Header** page is displayed.

Figure 87: Header Page - Asset Transfer

NOTE: The **Document Date**, **Accounting Period**, and **Reporting Accounting Period** will default to the current date when these fields are left blank and the form is verified or processed.

5. **REQUIRED -** Select **Transfer of Asset Type** in the **Transfer Method** drop-down.

Figure 88: Transfer Method Drop-Down

6. **REQUIRED -** In the **Original Asset** group box, enter the type of asset that is being transferred in the **Asset Type** field.

7. **REQUIRED -** In the Original Asset group box, enter the Asset Number of the original asset desired to be transferred in the **Asset Number** field.

Figure 89: Original Asset Section

8. In the **Transfer Details** section, enter the desired new asset type (e.g., BUILDING) in the **Asset Type** field.

NOTE: The Transfer Details section shows the new asset type for the asset.

Figure 90: Transfer Details Section

9. **REQUIRED -** Ensure the **Transfer Type** is set to "**Asset and all Betterments**".

NOTE: If no betterments exist on the asset, the asset will be treated as an "asset only" transfer but should still use the Transfer Type of "Asset and all Betterments".

10. Enter the **Transfer Date.**

NOTE: The Transfer Date will default to the current date when this field is left blank and the form is verified or processed.

11. Select the **DEFAULT** button to default the asset's original accounting information to the Header Accounting Line.

12. In the **Depreciation Options** section, set the **Depreciation Method** to **Straight Line**.

13. In the **Depreciation Options** section, populate the **Salvage Value** field, if the asset has a salvage (residual) value.

14. In **the Depreciation Options** section, populate the **Useful Life** in Months with the useful life for the asset.

15. In the **Depreciation Options** section, populate the **In-Service Date.**

Figure 91: Depreciation Options

NOTE: This date will be used as the start date for the depreciation calculations, if the asset type transfer is to a depreciable asset type.

16. Select the **Header Accounting Line** tab.

NOTE: A line will already exist since the DEFAULT button was selected in step 11.

17. Select the Header Accounting Line and select the **Header Accounting Line** link located above the Add, Copy and Remove buttons.

18. **REQUIRED -** Enter the appropriate value into the **Transaction Type** field. Search for the valid Transaction Type. This information is also available in the Posting Model Appendix.

19. Ensure that the **Line Amount** is the same as the **Acquisition Cost**.

20. The following accounting dimensions were defaulted from the original asset: BBFY, Fund, Region, Activity, Org Code, Program, System and Vehicle Tag # (no longer in use). Change the **Accounting Dimensions** that are being transferred, if any.

21. Select the **Verify** button.

NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again. A message will now appear stating that the form has verified successfully.

22. Select the **Submit** button.

5.3.2   Transfer of Assets to New Asset Type for Fleet

When transferring an asset to a new Asset Type, the fixed asset record is changed to reflect the new Asset Type, but the acquisition date and cost remains as they were prior to the transfer. This process will be followed when transferring vehicles into surplus to stop depreciation, as shown in the scenario below.

1. In Pegasys, navigate to **Transactions → Fixed Assets → New Transfer**. The New Asset Transfer page is displayed.

Figure 92: New Asset Transfer Page - Fleet

NEW TRANSFER

New Transfer

✱ Document Type	FK ☆ Online Asset Transfer - Re
Document Number Format Prefix	☆
Security Org	☆
✱ Document Number	Generate
Title	
Copy Document	⦿ None ○ Copy From ○ Copy Forward
File	Choose File No file chosen

2. **REQUIRED -** Enter the **Fixed Asset Transfer** document type of '**FK**' into the **Document Type** field.

   NOTE: New Fixed Asset Transfer page is displayed above with the Document Type and Document Name fields completed.

3. To generate a **Document Number** select the **Generate** button. A unique document number will be generated in the **Document Number** field. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

   NOTE: The Document Number format is the type of Asset Transfer form followed by the year, month, and day the document was created and combined with 4 incremented digits (i.e., FKYYYYMMDD####).

   Select the **Finish** Button. The Header page is displayed.

Figure 93: Header Page - Fleet Asset Transfer

NOTE: The **Document Date** will default to the current date when left blank and the form is verified or processed.

4. **REQUIRED -** Enter the **Asset Type** of **VEHICLE** into the Original Asset/**Asset Type** field.

5. **REQUIRED -** Enter the **Vehicle Identification Number (VIN)** of the original asset desired to be transferred into the **Asset Number** field.

6. **REQUIRED -** Enter the value 0 into the **Betterment Number** field.

7. Select the **DEFAULT** button to default the asset's original accounting information to the Header Accounting Line.

8. **REQUIRED -** Enter the **Transfer Type** of "**Asset and all Betterments**".

   NOTE: If no betterments exist on the asset, the asset will be treated as an 'asset only' transfer but should still use the Transfer Type of "Asset and all Betterments."

9. Enter the **Transfer Date**.

   NOTE: The Transfer Date will default to the current date when this field is left blank and the form is verified or processed.

10. Enter the **Asset Type** of **VEHSURPLUS** Transfer Details/**Asset Type** field.

11. Select the **Header Accounting Line** tab.

   NOTE: A line will already exist since the DEFAULT button was selected in step 8.

12. Select the Header Accounting Line and select the **Header Accounting Line** link located above the Add, Copy and Remove buttons.

Figure 94: Header Accounting Lines - Fleet Asset Transfer

13. **REQUIRED -** Enter the value **01** into the **Transaction Type** field.

Figure 95: General Section - Fleet Asset Transfer

14. Ensure that the **Line Amount** is set to **$0.00**.

Figure 96: Line Amounts Section - Fleet Asset Transfer

15. The following accounting dimensions were defaulted from the original asset: BBFY, Fund, Region, Activity, Org Code, Program, System and Vehicle Tag # (no longer in use). Verify these fields are correct, but no changes to the accounting dimensions should be required.

Figure 97: Accounting Dimension Section - Fleet Asset Transfer

16. Select the **Verify** button.

    NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again. A message will now appear stating that the form has verified successfully.

17. Select the **Submit** button.

    NOTE: If no errors are encountered upon selecting the Submit button a message appears stating when the form has processed successfully.

5.3.3 Transferring an Asset to New Accounting Structures for PBS

When transferring an asset to new accounting dimensions or a Personal Property asset to a new custodian, the fixed asset record is changed to reflect the new accounting distribution or custodian, but the acquisition date and cost remains as they were prior to the transfer. The following steps identify how to create a FT form online in Pegasys.

1. In Pegasys, navigate to **Transactions → Fixed Assets → New Transfer**. The New Asset Transfer page is displayed.

2. **REQUIRED -** For a Real Property asset, enter the **Fixed Asset Transfer** document type of '**FK**' into the **Document Type** field.

    For a Personal Property asset, enter the **Fixed Asset Transfer** document type of '**FS**' into the **Document Type** field.

    NOTE: New Fixed Asset Transfer page is displayed with the **Document Type** and **Document Name** fields completed.

3. To generate a **Document Number** select the **Generate** button. A unique document number will be generated in the Document Number field. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

    NOTE: The Document Number format is the type of Asset Transfer form followed by the year, month, and day the document was created and combined with 4 incremented digits. (i.e., FKYYYYMMDD#### or FSYYYYMMDD####).

4. Select the **Finish** button. The Header page is displayed.

    NOTE: The Document Date, Accounting Period, and Reporting Accounting Period will default to the current date when these fields are left blank and the form is verified or processed.

5. **REQUIRED -** Select **Custodial/ Accounting Code/ Asset Number Transfer** from the **Transfer Method** drop box.

Figure 98: Transfer Details - PBS

6. **REQUIRED -** In the **Original Asset** section, enter the **Asset Type** of the desired asset in the **Asset Type** field.

7. **REQUIRED -** In the **Original Asset** section, enter the **Asset Number** of the original asset desired to be transferred into the **Asset Number** field.

8. **REQUIRED -** Enter the value **0** into the **Betterment Number** field.

9. Select the **DEFAULT** button to default the asset's original accounting information to the Header Accounting Line.

10. **REQUIRED -** In the Transfer Details group box, enter the Transfer Type of "Asset and all Betterments".

    NOTE: If no betterments exist on the asset, the asset will be treated as an 'asset only' transfer but should still use the Transfer Type of "Asset and all Betterments.

11. In the **Transfer Details** group box, enter the **Transfer Date.**

    NOTE: The Transfer Date will default to the current date when this field is left blank and the form is verified or processed.

Figure 99: Original Asset/Transfer Details Sections - PBS

NOTE: If the asset being transferred is a Real Property asset, skip to step 17. If it is a Personal Property asset, continue with step 12.

12. In the **Custodian Details** group box, populate the **CPO** Code with the custodial code.

13. If unsure of the code, select the star, and select **Search**.

Figure 100: Custodial Information Section - PBS

14. From the Custodian listing, enter any of the Search criteria (e.g., First Name), and select **Search**.

Figure 101: CPO Search-PBS

15. Select the **Select** button to select the desired value.

16. Ensure that the **Requires CPO Acknowledgement** value is unchecked.

Figure 102: Custodial Information - CPO Populated - PBS

17. Select the **Header Accounting Line** tab.

    NOTE: A line will already exist since the DEFAULT button was selected in step 9.

18. Select the Header Accounting Line and select **the Header Accounting Line** link located above the Add, Copy and Remove buttons.

19. **REQUIRED -** Enter the appropriate value into the **Transaction Type** field. Search for the valid Transaction Type. This information is also available in the Posting Model Appendix.

20. Ensure that the **Line Amount** is set to **$0.00**.

21. The following accounting dimensions were defaulted from the original asset: BBFY, Fund, Region, Activity, Org Code, Program, Project and Building. Change the **Accounting Dimensions** to be transferred.

Figure 103: Accounting Dimensions - PBS

22. Select the **Verify** button.

    NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again. A message will now appear stating that the form has verified successfully.

23. Select the **Submit** button.

5.3.4   Transferring an Asset to New Accounting Structures for Fleet

The following steps identify how to create a FT form online in Pegasys; however, accounting code transfers for Fleet vehicle assets will typically be entered into GSAFleet.Gov (previously FMS) and be transferred into Pegasys through the FMESB and not entered directly into Pegasys.

1. In Pegasys, navigate to **Transactions → Fixed Assets → New Transfer**. The New Asset Transfer page is displayed.

Figure 104: New Asset Transfer-New Accounting Structures

NEW TRANSFER

New Transfer

✱ Document Type	FK	☆	Online Asset Transfer - Re:
Document Number Format Prefix		☆	
Security Org		☆	
✱ Document Number		Generate	
Title			
Copy Document	◉ None		
	○ Copy From		
	○ Copy Forward		
File	Choose File No file chosen		

2. **REQUIRED -** Enter the **Fixed Asset Transfer** document type of '**FK'** into the **Document Type** field.

   NOTE: New Fixed Asset Transfer page is displayed above with the **Document Type** and **Document Name** fields completed.

3. To generate a **Document Number** select the **Generate** button. A unique document number will be generated in the **Document Number** field. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

   NOTE: The Document Number format is the type of Asset Transfer form followed by the year, month, and day the document was created and combined with 4 incremented digits (i.e., FKYYYYMMDD####).

4. Select the **Finish** Button. The Header page is displayed.

Figure 105: Header Page - New Accounting Structures

HEADER

| Header | Header Accounting Lines | Approval Routing | Memos | Summary |

— General

Document Type	FK	Online Asset Transfer - Rea		Document Date	☐
Status	NEW			Accounting Period	☆
Document Number	FK202101220001			Reporting Accounting Period	☆
Title				Batch Number	
Authorized By				Document Classification	☆
				Security Org	GSA
					☐ Suppress Printing

— Original Asset

✳ Asset Type	☆		Default
✳ Asset Number			
Betterment Number			

Figure 106: Header Page Continued - New Accounting Structures

— Disposal Options

Disposal Trans Type				☐ Carry Forward Betterments
Disposition Authority			Capitalized	
Transfer Price Amount	$0.00			

— Custodial Information

Custodial Org Code	☆			☐ Requires CPO Acknowledgement
CPO	☆		CPO Name	
APO	☆		APO Name	
PA	☆		PA Name	
CE	☆		CE Name	

— Depreciation Options

Acquisition Date	
In Service Date	
Salvage Value Amount	$0.00
Depreciation Method	▼
Declining Balance Rate	
Useful Life in Months	

— Location

| Location | ☆ | | Building | | | Room | |

> **NOTE**: The **Document Date, Accounting Period**, and **Reporting Accounting Period** will default to the current date when these fields are left blank and the form is verified or processed.

5. **REQUIRED -** Enter the **Asset Type** of **VEHICLE** into the **Asset Type** field.

6. **REQUIRED -** Enter the **Vehicle Identification Number (VIN)** of the original asset desired to be transferred into the **Asset Number** field.

7. **REQUIRED -** Enter the value **0** into the **Betterment Number** field.

8. Select the **DEFAULT** button to default the asset's original accounting information to the Header Accounting Line.

9. **REQUIRED -** Enter the **Transfer Type** of "**Asset and all Betterments**" only when the BBFY of the original asset entity (betterment # 0) and BBFY of all betterments match. If the BBFY of the original asset entity and the BBFY of all betterments do not match, then use the "Original Asset/Betterment Only" option. If the "Original Asset/Betterment Only" option is selected, then the original asset entity and each betterment has to be transferred individually by creating a transfer document per each entity.

   NOTE: If no betterments exist on the asset, the asset will be treated as an 'asset only' transfer but should still use the Transfer Type of "Asset and all Betterments.

10. Enter the **Transfer Date.**

    NOTE: The Transfer Date will default to the current date when this field is left blank and the form is verified or processed.

11. Ensure that the **Asset Type** field is blank.

12. Select the **Header Accounting Line** tab.

    NOTE: A line will already exist since the DEFAULT button was selected in step 8.

13. Select the Header Accounting Line and select the **Header Accounting Line** link located above the Add, Copy and Remove buttons.

Figure 107: Header Accounting Line-New Accounting Structures

14. **REQUIRED -** Enter the value **01** into the **Transaction Type** field.

Figure 108: General Section-New Accounting Structures

15. Ensure that the **Line Amount** is set to **$0.00**.

Figure 109: Line Amount-New Accounting Structures

16. The following accounting dimensions were defaulted from the original asset: BBFY, Fund, Region, Activity, Org Code, Program, System and Vehicle Tag # (no longer in use). Change the Accounting Dimensions that are being transferred.

Figure 110: Accounting Dimensions-New Accounting Structures

17. Select the **Verify** button.

    NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again. A message will now appear stating that the form has verified successfully.

18. Select the **Submit** button.

    NOTE: If no errors are encountered upon selecting the Submit button a message appears stating when the form has processed successfully.

5.3.5 Transferring Betterments Between Fixed Assets

The Fixed Asset Transfer (FT) document allows betterments to be transferred independently of their assets. Through the use of this document, a betterment may be transferred to another existing asset. The steps below describe how to create a fixed asset transfer form to transfer a betterment to another asset. This type of transfer will always occur directly in Pegasys.

1. In Pegasys, navigate to **Transactions → Fixed Assets → New Transfer**. The New Asset Transfer page is displayed.

Figure 111: New Asset Transfer Page-Betterment Transfer

NEW ASSET BETTERMENT

New Asset Betterment

✱ Document Type	FG ☆ Online Asset Betterment -
Document Number Format Prefix	☆
Security Org	☆
✱ Document Number	FG202101220001 Generate
Title	
Copy Document	◉ None
	○ Copy From
	○ Copy Forward
File	Choose File No file chosen

2. **REQUIRED** - Enter the **Fixed Asset Transfer** document type of '**FG**' into the **Document Type** field.

   NOTE: **New Fixed Asset Transfer** page is displayed above with the **Document Type** and **Document Name** fields completed.

3. To generate a **Document Number** select the **Generate** button. A unique document number will be generated in the **Document Number** field. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

   NOTE: The Document Number format is the type of Asset Transfer form followed by the year, month, and day the document was created and combined with 4 incremented digits (i.e., FKYYYYMMDD####).

4. Select the **Finish** Button. The **Header** page is displayed.

Figure 112: Header Page - Betterment Transfer

Figure 113: Header Page Continued - Betterment Transfer

NOTE: The **Document Date, Accounting Period**, and **Reporting Accounting Period** will default to the current date when these fields are left blank and the form is verified or processed.

5. **REQUIRED** - Enter the **Asset Type** of **VEHICLE** into the **Asset Type** field.

6. **REQUIRED** - Enter the **Vehicle Identification Number (VIN)** of the original asset desired to be transferred into the **Asset Number** field.

7. **REQUIRED** - Enter a value **greater than 0** into the **Betterment Number** field to indicate the betterment to be transferred from the asset.

8. Select the **DEFAULT** button to default the asset's original accounting information to the Header Accounting Line.

9. **REQUIRED** - Select "Betterments" as the **Transfer Type.**

10. Enter the **Transfer Date**

    NOTE: The Transfer Date will default to the current date when this field is left blank and the form is verified or processed.

11. Enter **VEHICLE** into the **Asset Type** field.

12. Enter the **Vehicle Identification Number (VIN)** of the asset to which the betterment should be transferred into the **Asset Number** field in the Transfer Details section.

13. Select the **Header Accounting Line** tab.

    NOTE: A line will already exist since the DEFAULT button was selected in step 8.

14. Select the Header Accounting Line and select the **Header Accounting Line** link located above the Add, Copy and Remove buttons.

Figure 114: Header Accounting Lines - Betterment Transfer

15. **REQUIRED** - Enter the value **02** into the **Transaction Type** field.

Figure 115: General Section - Betterment Transfer

16. The following accounting dimensions were transferred from the original asset: BBFY, Fund, Region, Activity, Org Code, Program, System and Vehicle Tag # (no longer in use). No changes to the accounting dimensions are necessary when the transfer is of a betterment to a new asset.

17. Ensure that the **Line Amount** is set to **$0.00.**

Figure 116: Line Amounts - Betterment Transfer

18. Select the **Verify** button.

    NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again. A message will now appear stating that the form has verified successfully.

19. Select the **Submit** button.

    NOTE: If no errors are encountered upon selecting the Submit button a message appears stating when the form has processed successfully.

5.3.6   Fixed Asset Transfer Form Field Descriptions

Table 36: Asset Transfer Header Page - General Section

Field Name	Description	Additional Information
Document Type	The document type of the asset.	Required Online Asset Transfers Real Property and Fleet doc type = 'FK'; Personal Property doc type = 'FS'
Document Number	The number of the transfer form. The Document Number format is the type of Asset Transfer form followed by the year, month, and day the document was created and combined with 4 incremented digits. (i.e., FKYYYYMMDD####).	Required
Status	The status of the form/document (ex. New).	This field is read-only.
Title	The title of the transaction. Can be up to 50 characters in length.	Defaults to the value entered when creating the form or may be entered once the transfer form is opened.
Authorized By	The name of the person who authorized the Transfer.	Optional

Field Name	Description	Additional Information
Document Date	The date transaction was entered. Enter in the MM/DD/YY or MM/DD/YYYY format.	If no date is entered, Pegasys defaults this value to the current date.
Acctg. Period	The accounting period in which this transaction is to be recorded. It must be valid in the Accounting Period Maintenance table. Enter the value in the following format: MM/YYYY.	If no value is entered, Pegasys defaults his value to the accounting period associated with the date entered or defaulted.
Reporting Acctg. Period	The accounting period, in which this transaction should be reported, based on when the transaction should have been entered. It must be valid in the Accounting Period Maintenance table. Enter the value in the following format: MM/YYYY.	If no value is entered, Pegasys defaults this value to the accounting period associated with the date entered or defaulted to.
Batch Number	A free-form entry field that identifies the batch number associated with this transaction. Used to group multiple related documents together for offline processing and/or reporting purposes.	Optional
Document Classification	The pre-defined group (found in the Document Classification Maintenance table) to which this transaction belongs. Used to classify related types of documents at a lower level of detail than document type.	Optional
Security Organization	The established security organization for the form. Only users specified in the security organization have access to this form. Displays the value entered when creating the form or the user's default Security Organization.	System-maintained
Suppress Printing	An option that, when selected, suppresses the ability to print the form.	Optional
Line Number	The number of the accounting line currently displayed. If no value is entered, Pegasys defaults this value to the next sequential number from the highest line number already entered.	Required
Source Number	The source number of the transaction.	Optional.

Field Name	Description	Additional Information
Transaction Type	An alphanumeric code used in combination with the transaction's document type and current fiscal year, to infer general ledger postings. Must be valid in the Transaction Definition Maintenance table. A default value is not provided on the Document Type Maintenance table since the transaction type is dependent on the acquisition method, so the user is required to enter a transaction type manually.	Required. This value should be based on the type of transfer (e.g., accounting codes or transfer of asset type) and the asset type.
Related Cost Type	Pegasys provides the ability to identify costs that are not part of the actual cost of the item being acquired, but are related to acquiring the item such as the handling and storage fees associated with acquiring engine components. The cost of storing the items is not a part of the cost of the engine components but is a cost related to its acquisition. Related costs help identify the true costs for acquiring fixed assets.	Optional Defaults to N/A

Table 37: Asset Transfer Header Page - Transfer Details

Field Name	Description	Additional Information
Transfer Method	This field defines the type of transfers: • Transfer of Asset Type (transfer an asset record from one asset type to a different asset type) • Betterment Transfer to Another Asset Custodial/Accounting Code Transfer	This is a drop down menu - depending on the value selected, Pegasys will automatically disable certain fields - for example, the asset number cannot be changed if Transfer of Asset Type is selected.
Transfer Type	To record the transfer of only the original asset, choose Original Asset Only from the drop down list box. To record the transfer of betterment to a fixed asset, choose Betterment from the drop down list box. To record the transfer of an original fixed asset and all of its associated betterments, choose Asset and All Betterments from the drop down list box.	Required Choose "Betterments" as the value when transferring betterment to a different asset; otherwise choose Asset and All Betterments.

Field Name	Description	Additional Information
Transfer Date	The date associated with the asset transfer.	If not entered by the user, defaults to the current date when verified or processed.
Asset Type	The asset type of the new asset record with which the betterment is associated or the asset type which the asset is being transferred to. Required if this document is for the transfer of a betterment only or transfer of asset type (transfer type entered above equals Betterment); otherwise, this field must be blank.	Required for transfer of betterment to a new asset or for a transfer of asset type. Set to the Asset Type that would be changed - asset type should only be populated for Transfer of Asset Type
Asset Number	The asset number, if transferring only betterment, is the asset number of the new fixed asset with which the betterment is associated. Required if this document is for the transfer of a betterment only (transfer type entered above equals Betterment); otherwise, this field is optional.	Required for transfer of betterment to a new asset. Set to the original Asset Number or for FLEET should be set to the Vehicle's Identification Number (VIN)
Betterment Number	The new number for the betterment as it applies to the new fixed asset. Required if this document is for the transfer of a betterment only (transfer type entered above equals Betterment); otherwise, this field must be blank. Enter a number between 01 and 99. This number, along with asset number and asset type, uniquely identify each betterment.	If left blank, the value defaults to the next sequential betterment number for the new asset number when the form is verified or processed.

Table 38: Asset Transfer Header Page - Depreciation Options

Field Name	Description	Additional Information
Acquisition Date	The acquisition date entered is treated as the new acquisition date for the asset being transferred. If it is left blank, the acquisition date defaults to the date entered or defaulted on the transfer document. Enter in the MM/DD/YY or MM/DD/YYYY format.	Required if the asset is depreciable (based on asset type) and the Payment Updates Acquisition Cost option / Accrual Update Acquisition Cost options are false.
In Service Date	The new in-service date to be used for the asset. Enter in the MM/DD/YY or MM/DD/YYYY format.	Optional, and should only use if the transfer method is transfer as a new acquisition or transfer of asset type, and asset is depreciable
Salvage Value Amount	The new dollar amount value of the asset at the conclusion of its useful life.	This field is only used when transferring as a new asset or transferring of asset type.
Depreciation Method	The method used to calculate the depreciation. If left blank, it will default to the Straight Line Method as specified on the Fixed Asset Options Maintenance table.	• Required when transferring to a new asset if the transferred to asset type is depreciable (e.g., if transferring a BUILDING asset type). • Set to the Straight Line Method.
Declining Balance Rate	If the new Depreciation Method is Variable Declining Balance, this field represents the declining balance rate.	GSA will not utilize this field as it is only required if the depreciation method is Variable Declining.

Field Name	Description	Additional Information
Useful Life in Months	The estimated number of years the asset is anticipated to be in use. Users can enter a value greater than zero and less than 1200, or if left blank it defaults to the useful life indicated on the catalog code.	Should only populate if transferring to an asset type if depreciable.

Table 39: Asset Transfer Header Page - Disposal Options

Field Name	Description	Additional Information
Disposition Authority	The person or group that authorized the disposition.	Optional but only used if the transfer is to a new asset
Transfer Price Amount	The transfer price is used to determine the gain or loss on the disposition of the asset (sale price) and the acquisition cost of the new asset.	• Required when transferring to a new asset. • If the transfer price is not entered, it defaults to the original acquisition cost of the asset less any accumulated depreciation.
Capitalized	Indicates whether the asset is capitalized. It defaults to blank at the time the form is opened. If left blank and the capitalization criteria specified on Fixed Asset Options Maintenance are met the value defaults to 'Yes' when the form is verified or processed.	• Required only if the transfer is to a new asset. • Set to YES.
Carry Forward Betterment	If the Carry Forward Betterments flag is set to true, then the betterment records associated with this asset are not deleted. All amount fields on these records, however, are set to zeros. If the flag is set to false, then the betterment records associated with this asset are deleted.	• Defaults to False. • Required only if the transfer is to a new asset.

Field Name	Description	Additional Information
Disposal Trans Type	The Transaction Type tells the general ledger what type of event the line is recording. This value is used in combination with the fiscal year on the document to identify the transaction definition. This field is required and if it is left blank, it defaults to the default Disposal Trans Type entered on the Document Type Maintenance table when the form is verified or processed. If no default is entered on the Document Type Maintenance table, this field is required on the transfer form.	Required only if the transfer is to a new asset.

Table 40: Asset Transfer Header Page - Custodial Information Section

Field Name	Description	Additional Information
Custodial Org Code	The new organization primarily responsible for the asset or betterment being transferred. Must be valid, active, and within the effective date range on the Custodian Maintenance table.	Optional
Requires CPO Acknowledgement	Determines if the fixed asset requires CPO acknowledgement. This indicates whether the CPO Acknowledgement must be recorded prior to considering the asset complete.	This field is required and defaults to the value of the Requires CPO Acknowledgement flag on the Fixed Asset Options Maintenance table.
CPO Code	The code of the new custodial property officer responsible for the asset or betterment. If this field is left blank and the CE is defined, the system infers the CPO based on the default accountability chain specified for the CE in the Custodian Maintenance table.	This field is required if the Require CPO checkbox is true for the fixed asset type on the Asset Type Maintenance table.
CPO Name	The name associated with the CPO code entered.	System-maintained

Field Name	Description	Additional Information
APO Code	The code associated with the new Accountable Property Officer. Similar to the CPO code, this field can be inferred from the accountability chain; however, for the APO, a valid value must exist for either the CPO or the CE. The system first attempts to infer the value from the CPO, but if unavailable, the system infers the value from the CE.	The APO code is required if the Require APO checkbox is true for the fixed asset type on the Asset Type Maintenance table.
APO Name	The name associated with the APO code entered.	System-maintained
PA Code	The code associated with the new Property Administrator. It can be system-inferred from either the CPO or the CE, with priority to the CPO.	The PA code is required if the Require PA checkbox is true for the fixed asset type on the Asset Type Maintenance table.
PA Name	The name associated with the PA code entered.	System-maintained
CE Code	The code associated with the new Cognizant Employee. If the Requires CPO Acknowledgement is true, the CE can be entered on the fixed asset or the CPO can enter the CE code on the Unacknowledged Asset Query when asset is acknowledged.	The CE code is required if the Require CE checkbox is true for the fixed asset type on the Asset Type Maintenance table.
CE Name	The name associated with the CE code entered.	System-maintained

Table 41: Asset Transfer Header Page - Location

Field Name	Description	Additional Information
Location	The code for the physical location of the asset. Users can let the system default the value from the code assigned to the CPO. If the Location Code is left blank, and a CPO is entered on the form, location defaults to the value assigned on the Custodian Maintenance record for the entered CPO.	Location Code is optional, but if entered, it must be valid in the Asset Location Maintenance table.

Field Name	Description	Additional Information
Room	The room number where the asset is physically located.	Optional
Building	The building where the asset is physically located.	Optional

Table 42: Asset Transfer Header Page - Line Amounts

Field Name	Description	Additional Information
Amount	The amount of the asset's acquisition cost that is funded by this accounting line.	Set to the system defaulted value of $0.00
Header Transfer Amount	The total transfer price entered on the header lines for this transaction.	System-maintained
Accounting Lines Transfer Amount	The total transfer price entered on all of the lines for this transaction.	System-maintained
Difference Amount	The difference between the total transfer price from header and the transfer price on the accounting lines.	System-maintained

Table 43: Asset Transfer Header Page - Accounting Dimensions

Field Name	Description	Additional Information
Template	An alphanumeric code that specifies a system-defined accounting template. Used to infer the appropriate accounting dimensions for this transaction. If entered or required, it must be valid in the Accounting Template Maintenance table.	Optional
BBFY	The beginning budget fiscal year of the fund affected by this transaction. The combination of BFYs and fund must be valid in the Fund Maintenance table.	• Required • Set to current BFY
EBFY	The ending budget fiscal year of the fund affected by this transaction. The combination of BFYs and fund must be valid in the Fund Maintenance table.	Optional

Field Name	Description	Additional Information
Fund	An alphanumeric code that specifies a particular fund. The combination of BFYs and fund must be valid in the Fund Maintenance table.	• Required • Set to appropriate Fund Set to 285F for FLEET.
Region	An alphanumeric code that specifies a region dimension. The value must be valid in the Region Maintenance table.	• Required • Set to appropriate Region.
Org Code	An alphanumeric code that specifies an organization dimension. The value must be valid in the Organization Maintenance table.	Required
Program	An alphanumeric code that specifies a program dimension. The value must be valid in the Program table.	• Required • Set to appropriate Program. • Set to TM11 for Fleet.
Project Code	An alphanumeric code that specifies a project dimension. The value must be valid in the Project Maintenance table.	Optional
Activity	An alphanumeric code that specifies an Activity dimension. The value must be valid in the Activity Maintenance table.	• Required • Set to appropriate Activity. • Set to Set to AF410 for Fleet.
Sub Object Class	An alphanumeric code that specifies a Sub Object Class dimension. The value must be valid in the Sub Object Class Maintenance table and is required.	Optional
Revenue Source	An alphanumeric code that specifies a revenue source dimension. The value must be valid in the Revenue Source Maintenance table.	Optional
Sub Revenue Source	An alphanumeric code that specifies a sub revenue source dimension. The combination of revenue source and sub revenue source must be valid in the Sub Revenue Source Maintenance table.	Currently not in use

Field Name	Description	Additional Information
Building #	An alphanumeric code that specifies a building dimension. If entered or required, the value must be valid in the Building # Maintenance table.	• For Personal Property: Optional • For real Property, set to the Building
System	An alphanumeric code that specifies a system dimension. If entered or required, the value must be valid in the System Maintenance table.	Optional - Set to Set to the appropriate FMC code for Fleet.
Vehicle Tag #	An alphanumeric code that specifies a vehicle tag dimension. If entered or required, the value must be valid in the Vehicle Tag # Maintenance table.	Discontinued - was previously required when transferring a Vehicle, but is no longer in use.
Work Item	An alphanumeric code that specifies a work item dimension. If entered or required, the value must be valid in the Work Item Maintenance table.	Optional
ABC Activity	An alphanumeric code that specifies an ABC activity dimension. If entered or required, the value must be valid in the ABC Activity Maintenance table.	Optional
Reimbursable Sub Object Class	The reimbursable Sub Object Class code of the accounting strip. The value must be valid in the Sub Object Class Maintenance table.	Currently not in use
Reimbursable Sub Object	An alphanumeric code that specifies a reimbursable sub object dimension. The combination of reimbursable object code and reimbursable sub object code must be valid in the Sub Object Maintenance table.	Currently not in use
Cost Organization	An alphanumeric code that specifies a cost organization dimension. If entered or required, the value must be valid in the Organization Maintenance table and be defined as a cost organization.	Currently not in use

Field Name	Description	Additional Information
YBA	The Year of Budget Authority signifies whether budget outlays are from current year funding or unspent prior- year funding. The field can be set as a required field on the Document Type maintenance table. The field is only applicable to no year funds that have the Carryover Flag set to True on the Fund maintenance table.	Optional
BETC	The Business Event Type Code (BETC) is an 8-character code used to indicate the type of activity being reported.	Currently not in use

Table 44: Asset Transfer Header Page - External System Information

Field Name	Description	Additional Information
System ID	The external system identifier.	Optional. Do not manually populate. Field is set to GSAFLTGOV by GSAFleet.Gov integration
External System Document Number	The identification number of the document as it resides in the interfacing system from which it originated.	Currently not in use

Table 45: Asset Transfer Header Page - Description

Field Name	Description	Additional Information
Description	A text field 255 characters in length used to enter additional information.	Optional
Extended Description	If enabled in System Administration, this field contains a description that may contain up to 60K characters in length.	Optional

5.3.7   Canceling a Fixed Assets Transfer Transaction

Users cannot cancel a fixed asset transfer in Pegasys. A new transfer document will need to be created to complete a transfer.

5.3.8   Transfers with History Maintained

When maintaining history during an asset transfer, the accounting structure changes but the fixed asset maintains its original acquisition cost and the current amount of accumulated depreciation. There is no change to the asset's acquisition date, salvage value, useful life, acquisition method, or depreciation method.

If the fixed asset is capitalized, the transfer transaction reverses the acquisition cost and accumulated depreciation entries under the original accounting distribution and posts the correct entries for the new accounting distribution. The general ledger entries that may be processed for this transaction depend on the posting models associated with the transaction type and include:

- Entries to remove the asset's acquisition cost and accumulated depreciation from the old accounting structure.

- Entries to record the asset's acquisition cost and accumulated depreciation to the new accounting structure.