

**General Services Administration**  
**Fixed Assets Pegasys 7.8**  
**User Guide**



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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 2.

### 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
  - Section 5.1: Creating a Fixed Asset Acquisition Form (FA)
  - Section 5.2: Creating a Fixed Asset Correction Form (FC)
  - Section 5.3: Creating a Fixed Asset Transfer Form (FT)

### Document 2

- **Section 5: Fixed Assets Forms**
  - **Section 5.4: Creating a Fixed Asset Betterment Form (FB)**
  - **Section 5.5: Fixed Asset Disposal Form (FD)**
  - **Section 5.6: Fixed Asset Manual Depreciation Form (FU)**
  - **Section 5.7: Donations**
  - **Section 5.8: Exchanges with US Postal Service (USPS)**
  - **Section 5.9: Transactions For J-Type Projects**
  - **Section 5.10: Land/Building Combinations**
  - **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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## 5 Fixed Assets Forms

### 5.4 Creating a Fixed Asset Betterment Form (FB)

The Fixed Asset Betterment (FB) transaction records the acquisition of betterment to an asset. Betterments are always associated with an original asset and are identified by the asset type, asset number, and the betterment number. A betterment is considered capitalized if it is associated with a capitalized asset.

When a capitalized betterment is processed and the Payment Updates Acquisition Cost / Accrual Updates Acquisition Cost options are true, the betterment acquisition cost becomes the Estimated Acquisition Cost and Estimated Capitalized Amount on the Asset Summary and Detail records.

When a capitalized betterment is processed and the Payment Updates Acquisition Cost / Accrual Updates Acquisition Cost options are false, the betterment acquisition cost is added to the Actual Acquisition Cost and Actual Capitalized Amount on the Asset Summary and Detail records.

The creation of a fixed asset betterment form is accomplished through the Fixed Asset Betterment (FB) transaction, which is listed in the following steps. PBS betterment forms always will be entered online in Pegasys. Fields not mentioned are not applicable for real 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 Betterment**. The New Asset Betterment page is displayed.

**Figure 1: New Asset Betterment Page**

**NEW ASSET BETTERMENT**

[New Asset Betterment](#)

\* Document Type: FG ☆ Online Asset Betterment -

Document Number Format Prefix: ☆

Security Org: ☆

\* Document Number: FG202101220001

Title:

Copy Document:  None  Copy From  Copy Forward

File:  No file chosen

- REQUIRED** - For Real Property, enter the **Fixed Asset Betterment** document type of ‘FG’ into the **Document Type** field.

For Personal Property, enter the **Fixed Asset Betterment** document type of ‘FQ’ into the **Document Type** field.

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

- To generate a **Document Number** select the **Generate** button. A unique document number will be generated in the **Document Number** field. (i.e., FGYYYYMMDD##### or FQYYYYMMDD#####). Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.
- Select the **Finish** button. The **Header** page is displayed.

**Figure 2: Header Page - Fixed Asset Betterment**

**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.

- REQUIRED** - Enter the **Asset Type** into the **Asset Type** field.
- REQUIRED** - Enter the **Asset Number** of the asset receiving the betterment in the **Asset Number** field.
- REQUIRED** - Enter a **Betterment Number** in the **Betterment Number** field.

**NOTE:** Enter an incremental value greater than 0 depending on the number of betterments associated with the asset.

**Figure 3: General Section - Fixed Asset Betterment**

**HEADER**

<a href="#">Header</a>	<a href="#">Header Accounting Lines</a>	<a href="#">Approval Routing</a>	<a href="#">Memos</a>	<a href="#">Summary</a>
------------------------	---	----------------------------------	-----------------------	-------------------------

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— General

Document Type	FG	Online Asset Betterment -	Document Date	<input type="text"/>
Status	NEW		Accounting Period	<input type="text"/>
Document Number	FG202101220001		Reporting Accounting Period	<input type="text"/>
Title	<input type="text"/>		Batch Number	<input type="text"/>
Authorized By	<input type="text"/>		Document Classification	<input type="text"/>
* Asset Type	BUILDING	<input type="text"/>	<input type="checkbox"/> Requires CPO Acknowledgement	
* Asset Number	NDC00009COPY_JYDC1250ZZ		Security Org	GSA
* Betterment Number	1		Depreciation Method	<input type="text"/>
Quantity	1.000000		Declining Balance Rate	<input type="text"/>
* Acquisition Method	DONATION	<input type="text"/>	Valuation Date	<input type="text"/>
Acquisition Date	<input type="text"/>		Useful Life in Months	<input type="text"/>
In Service Date	<input type="text"/>		Catalog Code	<input type="text"/>
Replacement Date	<input type="text"/>		<input type="checkbox"/> Suppress Printing	
			New Useful Life in Months	<input type="text"/>
			* Asset Transaction Trans Type	<input type="text"/>

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

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

9. **REQUIRED** - Enter an appropriate **Acquisition Method**.

10. Enter the **Depreciation Method** of **Straight Line**.

**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 1200. The useful life of the betterment must be equal to or less than the useful life of the base asset.

12. **Optional** - Enter the **New Useful Life** for the asset in the **New Useful Life in Months** field.

**NOTE:** Only populate this field if the anticipated useful life of the original asset is changed based on its association with the betterment. If left blank, it will default to the Useful Life of the original asset.

13. Ensure that the **Payment Updates Acquisition Cost** flag is **True** (checked).

14. Ensure that the **Accrual Updates Acquisition Cost** flag is **True** (checked).

15. **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.

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

17. **REQUIRED** - Enter the **Vendor Code** and **Vendor Address Code** under the **Supplemental Information** section.
  - a. **Vendor Code:** NF0000000
  - b. **Vendor Address Code:** 00001

**Figure 4: Supplemental Information - Fixed Asset Betterment**

The screenshot shows a web form titled "Supplemental Information". Under the "Vendor" section, there are two input fields. The first field is labeled "\* Vendor" and contains the text "NF0000000". The second field is labeled "Address Name" and contains the text "00001". To the right of these fields is a "More" button. Below the "Address Name" field is another empty input field.

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

**NOTE:** Accounting lines are required when using the Asset Number Link Model. Accounting lines also are required if an asset has been donated, although the total acquisition cost is \$0.
19. 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.
20. **REQUIRED** - Enter the **Transaction Type** of **03** in the **Transaction Type** field.
21. **REQUIRED** - Enter 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.
22. Enter the **Accounting Dimensions**: For Real Property:

**Table 1: Accounting Dimensions for Real Property**

Field	Value
BBFY	Enter the current Budget Fiscal Year (BBFY)
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

Field	Value
Project	Enter the appropriate Project Code
Sub Object Class	516

Personal Property accounting dimensions should be entered as necessary to record the asset record.

23. 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.

24. Select the **Submit** button.

#### 5.4.1 Fixed Asset Betterment Form Field Descriptions

**Table 2: Asset Betterment Header Page - General Section**

Field Name	Description	Additional Information
Document Type	The document type of the betterment.	<ul style="list-style-type: none"> <li>Required</li> <li>Online Asset Betterment doc type = 'FG' (for Real Property and FLEET) and 'FQ' (for Personal Property)</li> </ul>
Status	The status of the form/document (ex. New)	This field is read-only.
Document Number	<p>The number of the document. The Document Number format is the type of Asset betterment form followed by the year, month, and day the document was created and combined with 4 incremented digits.</p> <ul style="list-style-type: none"> <li>(i.e., FGYYYYMMDD#####).</li> </ul>	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 betterment form is opened.	Optional
Authorized By	The name of the person who authorized the purchase of the betterment.	Optional

<b>Field Name</b>	<b>Description</b>	<b>Additional Information</b>
Asset Type	The asset type of the original asset related to the betterment being recorded on this transaction.	<ul style="list-style-type: none"> <li>• Required</li> <li>• Set to the asset type (e.g., BUILDING, VEHICLE)</li> </ul>
Asset Number	The asset number of the original asset related to the betterment being recorded on this transaction.	<ul style="list-style-type: none"> <li>• Required</li> <li>• Set to the Asset Number of the Asset Acquisition receiving the betterment</li> </ul>
Betterment Number	The number assigned to the betterment. The combination of Asset Type, Asset Number, and Betterment Number must be unique.	<ul style="list-style-type: none"> <li>• Required</li> <li>• Number may be assigned or defaulted.</li> <li>• Set to an incremental value 0 depending on the number of betterments hitting the asset acquisition.</li> </ul>
Require CPO Acknowledgement	Indicates whether the Custodial Property Officer (CPO) Acknowledgement must be recorded prior to considering the betterment complete. Defaults to the value of the Require CPO Acknowledgement flag on the Fixed Asset Options Maintenance table.	Required
Catalog Code	The catalog code associated with the betterment. Catalog codes are used to identify assets as specific types of items - for example, bulldozer, mainframe computer, etc.	<ul style="list-style-type: none"> <li>• Catalog code is optional, but if entered, it must be valid on the Catalog Item Maintenance table.</li> <li>• General Services Administration (GSA) may use catalog codes for Personal Property asset records.</li> </ul>
Quantity	The quantity of like items represented by the betterment number.	<ul style="list-style-type: none"> <li>• Required</li> <li>• If a value is not entered, the quantity defaults to 1.</li> </ul>



<b>Field Name</b>	<b>Description</b>	<b>Additional Information</b>
Acquisition Method	The method used to acquire the betterment. 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 betterment 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 betterment is depreciable (based on asset type) and the Payment/Accrual Updates Acquisition Cost option are false.
In Service Date	The date the betterment 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 betterment. Enter in the MM/DD/YY or MM/DD/YYYY format.	Optional. <ul style="list-style-type: none"> <li>FLEET- Populate with the date the asset betterment was placed into service.</li> </ul>
Replacement Date	The date at which the betterment requires replacement. Enter in the MM/DD/YY or MM/DD/YYYY format.	Optional
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.

<b>Field Name</b>	<b>Description</b>	<b>Additional Information</b>
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 (SL) Method as specified on the Fixed Asset Options Maintenance table.	<ul style="list-style-type: none"> <li>• Required since the betterment is depreciable (indicated by the asset type).</li> <li>• Set to the Straight Line Method.</li> </ul>
Declining Balance Rate	The declining balance rate for the betterment.	GSA will not utilize this field as it is only required if the depreciation method is Variable Declining.
Valuation Date	Indicates the date the betterment was appraised. Enter in the MM/DD/YY or MM/DD/YYYY format.	Optional
Useful Life in Months	The estimated number of years the betterment 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.	A value is required if a depreciation method is selected.

Field Name	Description	Additional Information
New 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 0 and 1200.	Optional
Payment Updates Acquisition Cost (PUAC)	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.	<ul style="list-style-type: none"> <li>• Generally, set this flag to True (checked)</li> <li>• Fleet - Set this flag to FALSE</li> </ul>
Accrual Updates Acquisition Cost (AUAC)	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 referenced documents, if the PUAC is also checked). If this button is false, users must enter the acquisition cost on the fixed asset transaction.	<ul style="list-style-type: none"> <li>• Generally, set this flag to True (checked)</li> <li>• Fleet - Set this flag to FALSE</li> </ul>
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
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. If a transaction type is not entered, the field defaults to the default Transaction Type specified on the Document Type Maintenance table when the form is verified or processed. If no default value is provided on the Document Type Maintenance table, the user is required to enter a transaction type.	<ul style="list-style-type: none"> <li>• Required</li> <li>• Set to 03 for assets which will have their acquisition cost updated by purchasing documents.</li> <li>• Search for a valid transaction type if the asset is donated or provided by exchange with the USPS.</li> </ul>

**Table 3: Asset Betterment Header Page - Amounts Section**

<b>Field Name</b>	<b>Description</b>	<b>Additional Information</b>
Acquisition Cost Amount	The estimated or actual cost to purchase the betterment, including all costs necessary to bring the betterment 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 betterment is created. The Payment Updates Acquisition Cost option defines the acquisition cost as estimated or actual. If the Payments Updates Acquisition Cost is false, the acquisition cost is the estimated cost and the system generates the actual cost from associated payments.	Required
Valuation Amount	The dollar amount for the betterment'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 betterment. 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 betterment at the conclusion of its useful life. Users can choose to allow the system to generate the salvage value. If left blank, and Acquisition Cost and Catalog Code are entered, the system calculates the salvage value by using the salvage percent entered for the catalog code.	Required since a Depreciation Method is selected.

**Table 4: Asset Betterment Header Page - Equipment/Vehicle Section**

<b>Field Name</b>	<b>Description</b>	<b>Additional Information</b>
Warranty End Date	The date the warranty for the equipment/vehicle ends. Enter in the MM/DD/YY or MM/DD/YYYY format.	Optional

<b>Field Name</b>	<b>Description</b>	<b>Additional Information</b>
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 5: Asset Betterment Header Page - Lease Section**

<b>Field Name</b>	<b>Description</b>	<b>Additional Information</b>
Lease Type	The type of lease associated with the betterment. The following are the valid lease types: Capital, Operating, and Not Applicable (the default).	Required but is set to default value.
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.

<b>Field Name</b>	<b>Description</b>	<b>Additional Information</b>
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 betterment.	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 6: Asset Betterment Header Page - Supplemental Information Section**

<b>Field Name</b>	<b>Description</b>	<b>Additional Information</b>
Vendor Code	The code for the vendor from whom the betterment was purchased.	Required
Vendor Address Code	The address code for the vendor code entered.	Required
Vendor Name	The name of the vendor.	Required; System-populated
Unit	The betterment’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.
Manufacturer	The manufacturer of the betterment.	Optional
Year of Manufacture	The year that the betterment was manufactured.	Optional
Model Number	The model number of the betterment.	Optional
Serial Number	The serial number for the betterment. 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	Optional
Plat Number	The plat number for the betterment.	Optional

<b>Field Name</b>	<b>Description</b>	<b>Additional Information</b>
Area	The area for the betterment (for example, 200 acres).	Optional
Vendor More Button	N/A	Optional
Code	The vendor code	Required.
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.	<ul style="list-style-type: none"> <li>• System maintained</li> <li>• Defaulted from the Vendor Maintenance table</li> </ul>
City	The city in which the Vendor is located.	<ul style="list-style-type: none"> <li>• System maintained</li> <li>• Defaulted from the Vendor Maintenance table</li> </ul>
State	The state in which the Vendor is located.	<ul style="list-style-type: none"> <li>• System maintained</li> <li>• Defaulted from the Vendor Maintenance table</li> </ul>
PostalCode	The postal zip code of the city in which the Vendor is located.	<ul style="list-style-type: none"> <li>• System maintained</li> <li>• Defaulted from the Vendor Maintenance table</li> </ul>
Country	The country in which the Vendor is located.	<ul style="list-style-type: none"> <li>• System maintained</li> <li>• Defaulted from the Vendor Maintenance table</li> </ul>
Phone	The telephone number of the Vendor.	<ul style="list-style-type: none"> <li>• System maintained</li> <li>• Defaulted from the Vendor Maintenance table</li> </ul>
Fax	The fax number of the Vendor.	<ul style="list-style-type: none"> <li>• System maintained</li> <li>• Defaulted from the Vendor Maintenance table</li> </ul>

<b>Field Name</b>	<b>Description</b>	<b>Additional Information</b>
Email	The e-mail address for the Vendor.	<ul style="list-style-type: none"> <li>• System maintained</li> <li>• Defaulted from the Vendor Maintenance table</li> </ul>
Contact	The name of the contact in the vendor organization.	<ul style="list-style-type: none"> <li>• System maintained</li> <li>• Defaulted from the Vendor Maintenance table</li> </ul>
Title	Title of the contact listed.	<ul style="list-style-type: none"> <li>• System maintained</li> <li>• Defaulted from the Vendor Maintenance table</li> </ul>
DUNS	The DUNS of the vendor.	<ul style="list-style-type: none"> <li>• System maintained</li> <li>• Defaulted from the Vendor Maintenance table</li> <li>• Usage of DUNS was discontinued starting April 4, 2022</li> </ul>
EFT Indicator	Unique code used to identify additional bank accounts associated to a single Unique Entity Identifier (UEI). DUNS +4 relabeled to EFT Indicator.	<ul style="list-style-type: none"> <li>• System maintained</li> <li>• Defaulted from the Vendor Maintenance table</li> </ul>
UEI	Unique Entity Identifier (UEI) - An identified used to identify a specific commercial, non-profit, or Government Entity.	<ul style="list-style-type: none"> <li>• System maintained</li> <li>• Defaulted from the Vendor Maintenance table</li> </ul>
CCRC	Indicates if the vendor is Central Contractor Registration Connector (CCRC) enabled.	<ul style="list-style-type: none"> <li>• System maintained</li> <li>• Defaulted from the Vendor Maintenance table</li> </ul>
VCSS	Indicates if the vendor is a Vendor Customer Self Service (VCSS) vendor.	<ul style="list-style-type: none"> <li>• System maintained</li> <li>• Defaulted from the Vendor Maintenance table</li> </ul>



**Table 7: Asset Betterment Header Page - Line Amounts Section**

<b>Field Name</b>	<b>Description</b>	<b>Additional Information</b>
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	Prior Year Adjustment	Drop-down box.

**Table 8: Asset Betterment Header Page - Accounting Dimensions Section**

<b>Field Name</b>	<b>Description</b>	<b>Additional Information</b>
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.	<ul style="list-style-type: none"> <li>• Required</li> <li>• Set to the same BBFY as the Asset Acquisition receiving the betterment</li> </ul>
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.	<ul style="list-style-type: none"> <li>• Required</li> <li>• Set to the same Fund as the Asset Acquisition receiving the betterment</li> </ul>

<b>Field Name</b>	<b>Description</b>	<b>Additional Information</b>
Region	An alphanumeric code that specifies a region dimension. If entered or required, it must be valid in the Region Maintenance table.	<ul style="list-style-type: none"> <li>• Optional</li> <li>• Set to the same Region as the Asset Acquisition receiving the betterment</li> </ul>
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.	<ul style="list-style-type: none"> <li>• Optional</li> <li>• Set to the same Org Code as the Asset Acquisition receiving the betterment</li> </ul>
Program	An alphanumeric code that specifies a program dimension. If entered or required, the value must be valid in the Program Maintenance table.	<ul style="list-style-type: none"> <li>• Optional</li> <li>• Set to the same Programs the Asset Acquisition receiving the betterment</li> </ul>
Project Code	An alphanumeric code that specifies a project dimension. If entered or required, the value must be valid in the Project Maintenance table.	<ul style="list-style-type: none"> <li>• Optional; should be populated for real property asset records.</li> </ul>
Activity	An alphanumeric code that specifies an Activity dimension. If entered or required, the value must be valid in the Activity Maintenance table.	<ul style="list-style-type: none"> <li>• Optional</li> <li>• Set to the same Activity as the Asset Acquisition receiving the betterment</li> </ul>
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. 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

<b>Field Name</b>	<b>Description</b>	<b>Additional Information</b>
Building #	An alphanumeric code that specifies a building dimension. If entered or required, the value must be valid in the Building # Maintenance table.	Optional; should be populated for real property asset records.
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.	Discontinued – do not populate
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

**Table 9: Asset Betterment 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 10: Asset Betterment Header Page - Description Section**

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

#### 5.4.2 Canceling a Fixed Asset Betterment Transaction

Users can cancel a fixed asset betterment to void a previously entered fixed asset betterment document. Pegasys retains the cancelled document's information for historical purposes. A cancellation of fixed asset betterment 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 updated or deleted, so that the betterment number can be reused. Finally, the cancellation updates the Fixed Assets Journal, and for capitalized assets, may update the General Journal as well.

Users cannot cancel betterment once any of the following activity has occurred against the betterment:

The betterment's actual acquisition cost has been updated by payment 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 betterment number has been referenced on purchasing 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 betterment (that is, the Accumulated Depreciation amount is greater than zero).

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

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

Since the creation of betterments must originate in Pegasys, betterment cancellations must also be performed directly in Pegasys.

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

**Figure 5: Cancel Page - Betterment Transfer**

**Cancel**

---

Search Criteria

Subsystem	Fixed Assets	
Document Type	FF	Online Asset Acquisition - ☆
Document Number		
Amendment / Modification Number		
Temporary Amendment Number		
Document Category		
Accounting Period	☆ To ☆	
Document Date	☆ To ☆	

<b>Document Status</b>	
<input checked="" type="checkbox"/> Processed	<input type="checkbox"/> Rejected
<input type="checkbox"/> Canceled	<input type="checkbox"/> Archived
<input type="checkbox"/> Scheduled	<input type="checkbox"/> Pending Approval
<input type="checkbox"/> Held	
User ID	☆
Security Org	☆
Title	
Contracting Officer Login ID	☆

Vendor

Code	☆	☆	TIN (SSN/EIN)	
UEI			EFT Indicator	
DUNS			Customer Account	☆
AAC/DODAAC	☆			

**Search** **Clear**

2. **REQUIRED:** Enter the **Fixed Asset Betterment** document type of ‘FG’ into the **Document Type** field.
3. Enter the Asset Betterment document number to be canceled in the **Document Number** field.  
**NOTE:** If the document number is unknown, the user may also search on any combination of the following criteria: Subsystem, Document Type, Document Category, Accounting Period range, Date range, Document Status, User ID, Title and Vendor code.
4. Select the **Search** button.
5. Select the radio button beside the appropriate Asset Betterment to be canceled.
6. Select the **Cancel** button. The Cancellation Form Header page is displayed.

**Figure 6: Cancellation Form Header Page - Betterment Transfer**

**HEADER**

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

---

— General

Document Type	FG	Online Asset Betterment -	Original Document Date	01/09/2021
Status	PENDINGCANCELLATION		Document Date	<input type="text"/>
Document Number	FG202101090001		Accounting Period	<input type="text"/>
Title	<input type="text"/>			
Authorized By	<input type="text"/>			
Asset Type	DCCBUILDIN		Reporting Accounting Period	<input type="text"/>
* Asset Number	NTX00205COPY_0157NM0560ST		Batch Number	<input type="text"/>
Betterment Number	1		Document Classification	<input type="text"/>
Quantity	1.000000		<input type="checkbox"/> Requires CPO Acknowledgement	
Acquisition Method	CONSTRUCT		Security Org	GSA
Acquisition Date	01/09/2021		Depreciation Method	Straight Line
In Service Date	01/09/2021		Declining Balance Rate	<input type="text"/>
Replacement Date	<input type="text"/>		Valuation Date	<input type="text"/>
			Useful Life in Months	5.000000
			Catalog Code	<input type="text"/>
			<input type="checkbox"/> Suppress Printing	
			New Useful Life in Months	11.000000

Verify | Save | Submit | Schedule | Refresh | Add Shortcut | ...

- Review all information on the Header page to ensure it is acceptable to be canceled.
- Select the **Header Accounting Line** tab. The Header Accounting Lines Summary page is displayed.

**Figure 7: Header Accounting Line Summary Page - Betterment Transfer**

**HEADER ACCOUNTING LINES**

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

Header Accounting Line

1 - 1 of 1 results

Line Number	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm	Proj Cd	Acty	SOC	Rev Src
1	\$10,000.00	03	RegressionTestFABuilding1	2021		192X	10	P1010001	PG00	NTX00205COPY_0157	PG000		
<b>Total Header Funded Amou</b>													
	\$10,000.00												

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

**Figure 8: Header Accounting Lines Page - Betterment Transfer**

Header
Header Accounting Lines
Approval Routing
Memos
Summary

## Header Accounting Line

Item 1 of 1

**— General**

Line Number

\* Transaction Type

Source Number

**— Line Amounts**

	Amount	<input style="width: 100%;" type="text" value="\$10,000.00"/>
Total Acquisition Cost from Header Amount		<input style="width: 100%;" type="text" value="\$10,000.00"/>
Acquisition Cost on Accounting Lines Amount		<input style="width: 100%;" type="text" value="\$10,000.00"/>
Difference Amount		<input style="width: 100%;" type="text" value="\$0.00"/>

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 Betterment 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.

### 5.4.3 Fixed Assets Betterment Transaction Updates

The successfully processed betterment document updates the following queries and journals:

- Asset Query
- Fixed Assets Journal
- General Journal

### **5.4.3.1 Asset Query (Asset Detail and Asset Summary Records)**

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An original entry betterment transaction updates the Asset Summary and Asset Detail records for the associated asset; in addition, it creates a new detail record for the betterment. The system updates the Asset Summary record by increasing the betterment count by one, signifying an associated betterment. In addition, the Asset Detail record is updated. On the detail record for the original asset (betterment number 0), the betterment adjusts the useful life based on the New Asset Useful Life on the Fixed Assets Betterment transaction. Then the betterment creates a new detail record for the betterment number and its accounting lines. Similar to the initial processing of a betterment, the cancellation of a betterment removes existing asset detail records and decreases the betterment count on the Asset Summary record.

### **5.4.3.2 Fixed Assets Journal**

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The Fixed Assets Journal is updated by the creation of a betterment for an asset. An original FB, as well as certain corrections or cancellations, updates the journal in order to track asset-specific information (for example, Asset Number, Asset Type, Betterment Number, Location, Custodian).

### **5.4.3.3 General Journal**

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If the Payment Updates Acquisition Cost / Accrual Updates Acquisitions Cost options are false and the Capitalized Indicator is true, the betterment will post the betterment's Capitalized Amount to the General Ledger. For betterments associated with capitalized assets, the capitalized amount is always equal to the acquisition cost, regardless of the Capitalization basis. Even if a betterment's dollar amount and/or useful life does not meet the criteria for capitalization, the betterment is still considered capitalized if the associated original asset is capitalized. Therefore, the betterment's acquisition cost should be included in the Capitalized Amount.

If the Payment Updates Acquisition Cost / Accrual Updates Acquisitions Cost options are true and the Capitalized Indicator is true, the purchasing documents associated with the betterment will post to the betterment's General Ledger using the purchasing documents' flexible posting models. The Acquisition Cost Update automated process will update the amount of the asset's Posted to GL Amount field.

## **5.5 Fixed Asset Disposal Form (FD)**

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A Fixed Asset Disposal (FD) transaction records the disposal of assets and/or betterments. The successfully processed disposal updates the following queries and journals: Asset Query, Fixed Asset Journal, and General Journal. The Disposal Date, Disposal Document ID, and Disposal Method on the asset summary and detail record are updated with the processing of the disposal. The accumulated depreciation and acquisition cost amounts for the asset's summary and detail records are set to \$0 for the disposed asset lines. The disposition/sale of the asset is posted to the Fixed Assets Journal. If the asset is capitalized, but not depreciated, only the disposition/sale of the asset and gain/loss is posted to the General Ledger. If the asset is capitalized and depreciated, the following General Ledger postings may take place:



- Depreciation expense up to the date of disposal (incremental depreciation)
- Liquidation of the accumulated depreciation (depreciation liquidation)
- Liquidation of the original acquisition cost (acquisition liquidation)
- Posting of the asset selling price (disposition)

Gain/loss on the sale of the asset, which is calculated as the selling price less the net book value. The gain and loss process activities are two distinct process activities. When processing a disposal document, the system determines whether to invoke either the Gain or the Loss process activity by comparing the asset's net book value with the selling price. Although they are two distinct process activities, only one is invoked when disposing of an asset. This provides greater flexibility in handling the postings of gains and losses.

The disposal postings that affect the seller for the disposition or sale of an asset are described below. **NOTE:** that these postings are inferred from the Transaction Definition table and do not need to be entered on the form. **Table 11** displays the accounting events with the corresponding description.

**Table 11: Accounting Events and Activity Descriptions**

Activity Description	Accounting Event
Acquisition Liquidation	FA01
Incremental Depreciation	FA02
Disposition/Sale of Asset	FA03
Gain on the Sale of the Asset	FA04
Loss on the Sale of the Asset	FA04
Depreciation Liquidation	FA05

When the disposition type on the disposal form indicates that the asset and all its betterments should be disposed, the entire fixed asset including all its betterments are disposed. Users must enter the full selling price for the asset and the betterments onto the single Header Accounting Line on the disposal transaction. Entry of this information allows the system to compute the amount of gain/loss on the disposal. At the time of disposal all assets marked for automatic depreciation are depreciated up to the disposition date. General ledger postings for the disposal are based on the transaction types inferred from the Transaction Definition Maintenance table. The gain or loss on the sale of the asset will post to a null general ledger account entry code for GSA. Refer to the **Fixed Assets User Guide 3 of 3, Section 9.1** for additional information on accounting events and general ledger postings for asset disposals.

An asset must exist in Pegasys and not have already been disposed of in order to be referenced on a disposal form. The following steps identify how to create a FD form online in Pegasys. All real property assets will be disposed of online in Pegasys. Disposal of 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. All disposals should use the Disposition Type of “Asset and

All Betterments except the Acquisition Reversal scenarios. Disposals coming through the integration will default to a Disposition Type of “Asset and All Betterments.

### 5.5.1 Creating an FD Form for PBS

Following are the steps to create a Fixed Asset Disposal form.

1. In Pegasys, navigate to **Transactions** → **Fixed Assets** → **New Disposal**. The New Asset Disposal page is displayed.
2. REQUIRED - Enter the **Fixed Asset Disposal** document type of ‘FJ’ into the **Document Type** field.  
**NOTE:** The New Fixed Asset Disposal 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., FJYYYYMMDD####).
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 - The **Document Type** and **Document Number** fields are the only required fields and will be entered by the system. Enter any other option fields desired.
6. Select the **Header Accounting Line** tab.
7. Select the **Add** button to enter a new Header Accounting Line.

**Figure 9: Header Accounting Lines – Disposal**

The screenshot displays the 'HEADER ACCOUNTING LINES' section of a software interface. At the top, there are five tabs: 'Header', 'Header Accounting Lines' (which is selected and highlighted in blue), 'Approval Routing', 'Memos', and 'Summary'. Below the tabs is a sub-tab labeled 'Accounting Lines'. The main content area shows 'No results' and an empty table with two columns: 'Line Number' and 'Asset Type'. At the bottom of the interface, there is a row of action buttons: 'Add' (in a dark blue box), 'Copy', a dropdown arrow, 'Remove', 'Reset', and 'Replace'.

**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.

8. **REQUIRED** - Enter the number **1** into the **Line Number** field.

**NOTE:** If lines have already been created for this document, you can leave the field blank and it will default to the next sequential line number when the form is verified.

9. **REQUIRED** - Enter the transaction type into the **Transaction Type** field. The asset type and the type of disposition determines the transaction type. If the selling price is greater than the net book value, a gain will be incurred. If the selling price is less than the net book value, a loss is recorded.

**NOTE:** The net book value amount on the FD form will be calculated and viewable only after selecting 'Verify'.

Search for the valid Transaction Type. This information is also available in the Posting Model Appendix.

**NOTE:** If a user enters a GAIN Transaction Type when the asset is actually encountering a loss, the following error will be displayed: 'No transaction definition exists for fiscal year 2009, document type FJ, transaction type ##, and process activity LOSS.' The user will also receive a similar error if entering a LOSS Transaction Type when the asset is actually encountering a gain. Pegasys will calculate a Gain if the NBV equals the selling price.

10. **REQUIRED** - Enter the **Asset Type** in the **Asset Type** field.
11. **REQUIRED** - Enter the **Asset Number** of the original asset desired to be disposed into the **Asset Number** field.
12. **REQUIRED** - Enter the value **0** into the **Betterment Number** field.
13. **REQUIRED** - Select **Asset and All Betterments** as the **Deposition Type**.
14. **REQUIRED** - Enter the method of disposition into the **Disposition Method** field.

**NOTE:** The value entered must be valid on the Fixed Assets Disposition Method Maintenance table.

15. **REQUIRED** - Enter the selling price into the **Selling Price Amount** field.
16. **REQUIRED** - Enter the date of disposition into the **Disposition Date** field.

**NOTE:** This field will not default to the current date and an error will be received upon verifying the form if no date is entered.

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.

### 5.5.2 Creating an FD Form for Fleet

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

**Figure 10: New Asset Disposal Page – Fleet**

**NEW DISPOSAL**

[New Disposal](#)

\* Document Type:

Document Number Format Prefix:

Security Org:

Document Number:

Title:

Copy Document:  None  
 Copy From  
 Copy Forward

File:

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

**NOTE:** New Fixed Asset Disposal 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., FJYYYYMMDD####).

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

**Figure 11: Header Page - Disposal – Fleet**

**HEADER**

Header Accounting Lines Approval Routing Memos Summary

Expand All Collapse All

**General**

Document Type: FJ Online Asset Disposal  
 Status: NEW  
 Document Number: FJ202101260001  
 Title:   
 Authorized By:  Authorized By:

Document Date:   
 Accounting Period:   
 Reporting Accounting Period:   
 Batch Number:   
 Document Classification:   
 Security Org: GSA  
 Suppress Printing

**External System Information**

System ID:   
 External System Document Number:

**User Defined Fields**

**Description**

Description:

Verify Save Submit Schedule Refresh Add Shortcut ...

**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.

- REQUIRED - The **Document Type** and **Document Number** fields are the only required fields and will be entered by the system. Enter any other option fields desired.
- Select the **Header Accounting Line** tab.
- Select the **Add** button to enter a new Header Accounting Line.

**Figure 12: Header Accounting Lines - Disposal – Fleet**

**HEADER ACCOUNTING LINES**

Header Header Accounting Lines Approval Routing Memos Summary

Accounting Lines

No results

Line Number | Asset Type

---

Add Copy  Remove Reset Replace

**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.

- REQUIRED - Enter the number **1** into the **Line Number** field.

**NOTE:** If lines have already been created for this document, you can leave the field blank and it will default to the next sequential line number when the form is verified.

**Figure 13: Accounting Lines - Disposal – Fleet**

Header
Header Accounting Lines
Approval Routing
Memos
Summary

**Accounting Lines**

Item 1 of 1

– General

Line Number

Asset Info

\* Asset Type

\* Asset Number

Betterment Number

Acquisition Date

\* Transaction Type

Authorized By

Source Number

Disposal Info

\* Disposition Type

\* Disposition Method

Selling Price Amount

Disposition Date

– Line Amounts

Net Book Value Amount

9. **REQUIRED** - Enter the transaction type into the **Transaction Type** field. The transaction type is determined by the disposition method and if the disposal results in a gain or loss. If the selling price is greater than the net book value, a gain will be incurred. If the selling price is less than the net book value, a loss is recorded.

**NOTE:** the net book value amount on the FD form will be calculated and viewable only after selecting ‘Verify’.

**Table 12** lists the transaction types available for the disposal form.

**Table 12: Transaction Types - Fleet**

Trans Type	Asset Type	Disposition Method	Description
01	VEHICLE	<ul style="list-style-type: none"> <li>• SALE MILEAGE</li> <li>• AGEMILEAGE</li> <li>• AGE</li> <li>• UNECONREP</li> <li>• ACCIDENT</li> <li>• BRDSURVEY</li> <li>• REIMBOUT</li> </ul>	VEHICLE Sale - LOSS

<b>Trans Type</b>	<b>Asset Type</b>	<b>Disposition Method</b>	<b>Description</b>
02	VEHICLE	<ul style="list-style-type: none"> <li>• SALE MILEAGE</li> <li>• AGEMILEAGE</li> <li>• AGE</li> <li>• UNECONREP</li> <li>• ACCIDENT</li> <li>• BRDSURVEY</li> <li>• REIMBOUT</li> </ul>	VEHICLE Sale - GAIN
03	VEHICLE	NOREIMBOUT	VEHICLE Non-Reimbursable Transfer to Federal Entity
04	VEHICLE	DONATION	VEHICLE Donation to Non-Federal Entity
05	OPLEASEVEH	OPLEASEDIS	OPLEASEVEH Disposal
06	VEHSURPLUS	<ul style="list-style-type: none"> <li>• SALE MILEAGE</li> <li>• AGEMILEAGE</li> <li>• AGE</li> <li>• UNECONREP</li> <li>• ACCIDENT</li> <li>• BRDSURVEY</li> <li>• REIMBOUT</li> </ul>	VEHSURPLUS Sale (Loss)
07	VEHSURPLUS	<ul style="list-style-type: none"> <li>• SALE MILEAGE</li> <li>• AGEMILEAGE</li> <li>• AGE</li> <li>• UNECONREP</li> <li>• ACCIDENT</li> <li>• BRDSURVEY</li> <li>• REIMBOUT</li> </ul>	VEHSURPLUS Sale (Gain)
08	VEHSURPLUS	NOREIMBOUT	VEHSURPLUS Non-Reimbursable Transfer to Federal Entity
09	VEHSURPLUS	DONATION	VEHSURPLUS Donation to Non-Federal Entity

Trans Type	Asset Type	Disposition Method	Description
10	VEHICLE	FAREVERSAL	VEHICLE Acquisition Reversal (New and Used) (Acquisition method was PURCHASE or REIMBIN)
11	VEHICLE	FAREVERSAL	VEHICLE Acquisition Reversal (Transferred In Vehicles) (Acquisition method was NOREIMBIN, EXCESS or FORFEIT)
12	VEHICLE	FAREVERSAL	VEHICLE Equipment Reversal

**NOTE:** If a user enters a GAIN Transaction Type of ‘02’ when the asset is actually encountering a loss, the following error will be displayed: ‘No transaction definition exists for fiscal year 2008, document type FJ, transaction type 02, and process activity LOSS. (The user will also receive a similar error if entering a LOSS Transaction Type of ‘01’ when the asset is actually encountering a gain). Change the Transaction Type accordingly.

- 10. REQUIRED - Enter the **Asset Type** of **VEHICLE**, **VEHSURPLUS** or **OPLEASEVEH** into the **Asset Type** field depending on the asset being disposed.
- 11. REQUIRED - Enter the **Vehicle Identification Number (VIN)** of the original asset desired to be disposed into the **Asset Number** field.

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

13. REQUIRED - Select **Asset and All Betterments** as the **Deposition Type**.

14. REQUIRED - Enter the method of disposition into the **Disposition Method** field.

**NOTE:** The value entered must be valid on the Fixed Assets Disposition Method Maintenance table.

15. REQUIRED - Enter the selling price into the **Selling Price Amount** field.

16. REQUIRED - Enter the date of disposition into the **Disposition Date** field.

**NOTE:** This field will not default to the current date and an error will be received upon verifying the form if no date is entered.

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 successfully processed.



### 5.5.3 Reversing an Asset Acquisition or Betterment with Accumulated Depreciation

An asset cannot be cancelled in Pegasys once it has an accumulated depreciation value greater than 0. In order to remove the asset’s acquisition and depreciation effects on the General Ledger, the process for reversing an asset or betterment once depreciation has posted will involve using a disposal document. The user will process an Asset Disposal document with a selling price of \$0 and a specific transaction type in order to reverse the original acquisition posting as well as reversing the accumulated depreciation posting. The transaction definitions are set up to reverse the acquisition postings based on the Acquisition Method of the asset document (acquisition or betterment).

**Table 13: Asset Acquisition**

Asset	Acquisition Method	Trans Def
Asset Acquisition	PURCHASE or REIMBIN	11
Asset Acquisition	NOREIMBIN, EXCESS, or FORFEIT	12
Asset Betterment	ANY	13

**NOTE:** If the Acquisition Method was corrected on an FC document, select the transaction definition above based on the Acquisition Method associated with the asset record at the time of the disposal document creation.

Refer to the **Fixed Assets User Guide 3 of 3, Section 10** for additional information on accounting events and general ledger postings for reversing the asset acquisition through a disposal document.

Steps to reverse an asset or betterment (after depreciation has posted) via a Fixed Asset Disposal form:

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

**Figure 14: New Asset Disposal Page - Accumulated Depreciation**

The screenshot shows the 'NEW DISPOSAL' form with the following fields and values:

- Document Type:** FJ (with a star icon) and Online Asset Disposal (with a star icon)
- Document Number Format Prefix:** (empty field with a star icon)
- Security Org:** (empty field with a star icon)
- Document Number:** FJ202101220001 (with a Generate button)
- Title:** (empty text box)
- Copy Document:**
  - None
  - Copy From
  - Copy Forward
- File:** Choose File (with No file chosen text)

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

**NOTE:** New Fixed Asset Disposal page is displayed above with the Document Type and Document Name fields completed. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

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., FJYYYYMMDD####).

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

**Figure 15: Header Page - Accumulated Depreciation**

**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 - The **Document Type** and **Document Number** fields are the only required fields and will be entered by the system. Enter any other optional fields as desired.
6. Select the **Header Accounting Line** tab.
7. Select the **Add** button to enter a new Header Accounting Line.

**Figure 16: Header Accounting Line - Accumulated Depreciation**

HEADER ACCOUNTING LINES

Header Header Accounting Lines Approval Routing Memos Summary

Header Accounting Line

No results

Line Number	Asset Number	Asset Type	Betterment Number	New Depreciation Amount
<input type="checkbox"/>				

Add Copy Remove Reset Replace 10 per page << Page 1 of 1 >>

**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.

8. REQUIRED - Enter the number **1** into the **Line Number** field.

**NOTE:** If lines have already been created for this document, you can leave the field blank and it will default to the next sequential line number when the form is verified.

**Figure 17: Accounting Lines - Accumulated Depreciation**

Header Header Accounting Lines Approval Routing Memos Summary

**Accounting Lines**

Item 1 of 1

— General

Line Number

\* Transaction Type

Authorized By

Source Number

Asset Info

\* Asset Type

\* Asset Number

Betterment Number

Acquisition Date

Disposal Info

\* Disposition Type

\* Disposition Method

Selling Price Amount

Disposition Date

— Line Amounts

Net Book Value Amount

9. REQUIRED - Enter the transaction type into the Transaction Type field. The transaction type is based on whether the disposal is for an acquisition or betterment. An acquisition transaction type is further determined by its original acquisition method.

**Table 14** lists the transaction types for the asset or betterment being reversed via the disposal form:

**Table 14: Transaction Types - Accumulated Depreciation**

Document	Original Acquisition Code	Trans Type
Acquisition	PURCHASE or REIMBIN	11
Acquisition	NOREIMBIN, EXCESS, or FORFEIT	12

Document	Original Acquisition Code	Trans Type
Betterment	ANY	13

10. REQUIRED - Enter the **Asset Type** of **VEHICLE** into the **Asset Type** field.
11. REQUIRED - Enter the **Vehicle Identification Number (VIN)** of the original asset desired to be disposed into the **Asset Number** field.
12. REQUIRED - Enter the appropriate Betterment Number into the **Betterment Number** field.  
**NOTE:** Enter a value of 0 to reverse an Asset Acquisition. Enter a value 0 to reverse a Betterment.
13. REQUIRED - Select the appropriate Disposition Type in the **Disposition Type** field.  
**NOTE:** To reverse an Asset Acquisition choose ‘Asset Only’. To reverse a Betterment choose ‘Betterments’. The option of ‘Asset and all Betterments’ should not be selected since the reversal postings for an asset and betterment differ.
14. REQUIRED - Enter the method of disposition into the **Disposition Method** field.  
**NOTE:** The value entered must be valid on the Fixed Assets Disposition Method Maintenance table.
15. REQUIRED - Ensure the value **\$0** is populated in the **Selling Price Amount** field.
16. REQUIRED - Enter the date of disposition into the **Disposition Date** field.  
**NOTE:** This field will not default to the current date and an error will be received upon verifying the form if no date is entered.
17. DESCRIPTION - Enter a description in the **Description** field.  
**NOTE:** State that the transaction is acting as a ‘reversal’ and list the original document number. Clarify the reasoning behind the reversal.
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.

#### 5.5.4 Fixed Asset Disposal Form Field Descriptions

**Table 15: Asset Disposal Header Page - General Sections**

<b>Field Name</b>	<b>Description</b>	<b>Additional Information</b>
Document Type	The document type of the asset.	<ul style="list-style-type: none"> <li>• Required Online Asset</li> <li>• Disposal doc type = 'FJ'</li> </ul>
Status	The status of the form/document (ex. New).	This field is read-only.
Document Number	The number of the disposal form. The Document Number format is the type of Asset Disposal form followed by the year, month, and day the document was created and combined with 4 incremented digits. (i.e., FJYYYYMMDD####).	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 disposal form is opened.
Authorized By	The name of the person who authorized the disposal.	Optional
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.

<b>Field Name</b>	<b>Description</b>	<b>Additional Information</b>
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.	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
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.	<ul style="list-style-type: none"> <li>• Required</li> <li>• Determine the type of disposal (e.g., donating the asset to a federal entity) and if the disposal results in a gain or loss. See the table in step 9 above for transaction types for disposal forms.</li> </ul>
Authorized By	The name of the person who authorized the disposal.	Optional
Source Number	The source number of the transaction.	Optional

**Table 16: Asset Disposal Header Page - Asset Info**

<b>Field Name</b>	<b>Description</b>	<b>Additional Information</b>
Asset Type	The asset type associated with the asset/betterment being disposed on this transaction.	<ul style="list-style-type: none"> <li>• Required</li> <li>• Set to the Asset Type (e.g., BUILDING)</li> </ul>
Asset Number	The asset number associated with the asset/betterment being disposed on this transaction.	<ul style="list-style-type: none"> <li>• Required</li> <li>• Set to the Asset Number. For Fleet, set to the Vehicle's Identification Number (VIN).</li> </ul>
Betterment Number	The number assigned to the asset/betterment being disposed on this transaction.	Required
Acquisition Date	The date that the item being disposed was acquired.	Optional

**Table 17: Asset Disposal Header Page - Disposal Info**

<b>Field Name</b>	<b>Description</b>	<b>Additional Information</b>
Disposition Type	The type of disposal that is used for the asset/betterment. The Disposal Type is required and determines other data entry requirements for the form. To record the disposal of the original fixed asset, choose Original Asset Only from the drop down list box.	<ul style="list-style-type: none"> <li>• Required</li> <li>• Set to "Asset and All Betterments" unless only the betterment is being disposed of.</li> </ul>
Disposition Method	The method with which the asset/betterment is disposed. Must be valid on the Fixed Asset Acquisition/Disposition Method Maintenance table and have a usage of Disposition or Both.	Required
Selling Price	Indicates the amount that was received for the asset and/or betterment at the time of disposal. The amount in this field is used to calculate a gain or loss on the sale of a capitalized asset and/or betterment.	Optional

Field Name	Description	Additional Information
Disposition Date	The date that the asset/betterment was disposed.	<ul style="list-style-type: none"> <li>• Required</li> <li>• If left blank the field defaults to the system date once, the form is processed.</li> </ul>

**Table 18: Asset Disposal Header Page - Line Amounts**

Field Name	Description	Additional Information
Net Book Value Amount	The net book value for the asset being disposed.	System-maintained

**Table 199: Asset Disposal 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 20: Asset Disposal Header Page - Description**

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.	Optional

### 5.5.5 Correcting a Fixed Assets Disposal Transaction

Users can correct a Fixed Assets Disposal Transaction to change information that was incorrectly entered on the original form.

When users correct an FD, the Fixed Asset Disposal document’s information is updated to reflect the change(s) to the transaction. The correction also updates the appropriate fields on the Asset Query. In addition, a correction to a disposal document may also update the Fixed Assets Journal and General Journal.



There are limitations on permitted changes. The Asset Type and Asset Number fields cannot be corrected once the Disposal document has been processed. If these fields need to be corrected, the processed FD document must first be cancelled and a new form created. See **Section 5.5.6** for steps to cancel an FD. Corrections to the selling price of disposal transactions after the fixed asset has been archived from the Fixed Assets Journal require users to process a standard voucher document.

The following steps describe how to correct a fixed asset disposal document. These types of corrections will be entered directly into Pegasys.

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

**Figure 18: Correct Page - Disposal Correction**

2. **REQUIRED** - Enter the **Fixed Asset Disposal** document type of 'FJ' into the **Document Type** field.  
**NOTE:** The **Form Correct** page is displayed above with the **Document Type** field completed.
3. Any of the following information can be used as search criteria to find the document desired to be corrected: document number, amendment number, document category, accounting period, date, vendor code, document status, user ID, title, document amounts and accounting dimensions. Enter the search criteria and select the **Search** button.
4. Select the document from the displayed results and select the **Correct** button. The Header page is displayed.

**Figure 19: Header Page - Disposal Correction**

**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** - The **Document Type** and **Document Number** fields are the only required fields and will be entered by the system. Enter any other optional fields as desired.
6. Select the **Header Accounting Line** tab.
7. Select the accounting line and select the **Accounting Lines** link located above the Add, Copy and Remove buttons.

**Figure 20: Header Accounting Lines - Disposal Correction**

8. The field values will default to those from the original document. Make any necessary changes for the correction.

**NOTE:** If correcting the **Acquisition Method** or **Selling Price Amount**, ensure that the appropriate Transaction Type is selected according to **Table 21**. If the NBV = the Selling Price, Pegasys will calculate a Gain.

**Table 21: Transaction Types - Disposal Correction**

<b>Trans Type</b>	<b>Asset Type</b>	<b>Disposition Method</b>	<b>Description</b>
01	VEHICLE	<ul style="list-style-type: none"> <li>• SALE</li> <li>• MILEAGE</li> <li>• AGEMILEAGE</li> <li>• AGE</li> <li>• UNECONREP</li> <li>• ACCIDENT</li> <li>• BRDSURVEY</li> <li>• REIMBOUT</li> </ul>	VEHICLE Sale - LOSS
Si02	VEHICLE	<ul style="list-style-type: none"> <li>• SALE</li> <li>• MILEAGE</li> <li>• AGEMILEAGE</li> <li>• AGE</li> <li>• UNECONREP</li> <li>• ACCIDENT</li> <li>• BRDSURVEY</li> <li>• REIMBOUT</li> </ul>	VEHICLE Sale - GAIN
03	VEHICLE	NOREIMBOUT	VEHICLE Non-Reimbursable Transfer to Federal Entity
04	VEHICLE	DONATION	VEHICLE Donation to Non-Federal Entity
05	OPLEASEVEH	OPLEASEDIS	OPLEASEVEH Disposal
06	VEHSURPLUS	<ul style="list-style-type: none"> <li>• SALE</li> <li>• MILEAGE</li> <li>• AGEMILEAGE</li> <li>• AGE</li> <li>• UNECONREP</li> <li>• ACCIDENT</li> <li>• BRDSURVEY</li> <li>• REIMBOUT</li> </ul>	VEHSURPLUS Sale (Loss)

Trans Type	Asset Type	Disposition Method	Description
07	VEHSURPLUS	<ul style="list-style-type: none"> <li>• SALE</li> <li>• MILEAGE</li> <li>• AGEMILEAGE</li> <li>• AGE</li> <li>• UNECONREP</li> <li>• ACCIDENT</li> <li>• BRDSURVEY</li> <li>• REIMBOUT</li> </ul>	VEHSURPLUS Sale (Gain)
08	VEHSURPLUS	NOREIMBOUT	VEHSURPLUS Non-Reimbursable Transfer to Federal Entity
09	VEHSURPLUS	DONATION	VEHSURPLUS Donation to Non-Federal Entity
10	VEHICLE	FAREVERSAL	VEHICLE Acquisition Reversal (New and Used) (Acquisition method was PURCHASE or REIMBIN)
11	VEHICLE	FAREVERSAL	VEHICLE Acquisition Reversal (Transferred In Vehicles) (Acquisition method was NOREIMBIN, EXCESS or FORFEIT)
12	VEHICLE	FAREVERSAL	VEHICLE Equipment Reversal

9. 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.

10. Select the **Submit** button.

### 5.5.6 Canceling a Fixed Assets Disposal Transaction

Users can cancel a fixed asset Disposal to void a previously entered disposal document. A cancellation of a fixed asset disposal backs out any updates it originally performed and changes the

document's status to 'Cancelled'. An archived Fixed Asset record cannot have its disposal document cancelled.

## 5.6 Fixed Asset Manual Depreciation Form (FU)

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The Manual Depreciation form (FU) is used to perform updates to the assets requiring manual depreciation adjustments. This form can be used to adjust depreciation amounts previously posted to the General Ledger but note that it will not self-reverse the next month. Once the user determines the depreciation expense, it is entered on the manual depreciation record and processed. The successfully processed manual depreciation record posts the specified depreciation expense amount to the fixed asset records and updates the General Ledger except when using transaction type 16. The betterment number is required when manually entering a depreciation amount. By entering the betterment number, the amount entered is associated with either the original asset or the specified betterment.

The following updates occur with a successfully processed manual depreciation document:

On the Asset query, the depreciation amounts on the asset summary and asset detail records for the associated asset and betterment are updated as well as the accumulated depreciation amount on both the asset summary and detail records.

The Fixed Assets Journal is updated by all activity against an asset number. An original manual depreciation form, as well as any corrections or cancellations, updates the journal in order to track asset-specific depreciation information.

The General Ledger posting is updated if the asset's Capitalization Indicator is true.

### 5.6.1 Creating a Fixed Asset Manual Depreciation Form

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Following are the steps to create a Fixed Asset Manual Depreciation form.

1. In Pegasys, navigate to **Transactions** → **Fixed Assets** → **New Manual Depreciation**. The New Manual Depreciation page is displayed.
2. **REQUIRED** - Enter the Fixed Asset Manual Depreciation document type of 'FU' into the **Document Type** field.
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 document type, FU, followed by the year, month, and day the document was created and combined with 6 incremented digits. (i.e., FUYYYMMDD#####).

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 - The **Document Type** and **Document Number** fields are the only required fields and will be entered by the system. Enter any other option fields desired.
6. Select the **Header Accounting Lines** tab.
7. Select the **Add** button to enter a new Header Accounting Line.

**Figure 21: Header Accounting Lines - Manual Depreciation**

**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.

8. REQUIRED - Enter the number **1** into the **Line Number** field.
 

**NOTE:** If lines have already been created for this document, you can leave the field blank and it will default to the next sequential line number when the form is verified.
9. REQUIRED - Enter the transaction type into the **Trans Type** field. Search for the valid Transaction Type.
10. REQUIRED - Enter the Asset Number in the **Asset Number** field.
11. REQUIRED - Enter the Asset Type of the asset into the **Asset Type** field.
12. REQUIRED - Enter the value **0** into the **Betterment Number** field.
13. OPTIONAL - Enter the Depreciation Effective Date in the **Depreciation Effective Date** field.
 

**NOTE:** The Depreciation Effective Date should be the ending date for which the adjustment is being made. For example, if a manual depreciation adjustment is being entered on June 12, 2009, to adjust the asset's depreciation to the amount it should have been at the end of May, then the Depreciation Effective Date should be 05/31/2009. Otherwise, if this date is left blank the system will default the current date as the Depreciation Effective Date and the next depreciation batch job will miss the days from June 1 to June 12.
14. REQUIRED - Enter the New Depreciation Amount in the **New Depreciation Amount** field.
 

**NOTE:** This is the amount to add to or subtract from the current Total Depreciation Amount. After selecting on **Verify**, the **Total Depreciation Amount** will be populated with the new Total Depreciation Amount.

15. OPTIONAL (but recommended) - Enter an explanation in the **Description** field that explains why the manual depreciation is being made.

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.

**5.6.2 Fixed Asset Manual Depreciation Form Field Descriptions**

**Table 22: Manual Depreciation Header Page - General Section**

<b>Field Name</b>	<b>Description</b>	<b>Additional Information</b>
Document Type	The document type of the asset.	<ul style="list-style-type: none"> <li>• Required</li> <li>• Online Manual Depreciation doc type = 'FU'</li> </ul>
Status	The status of the form/document (ex. New).	This field is read-only.
Document Number	The number of the depreciation form. The Document Number format is the document type, FU, followed by the year, month, and day the document was created and combined with 6 incremented digits. (i.e., FUYYYYMMDD#####).	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 depreciation form is opened.
Authorized By	The name of the person who authorized the depreciation.	Optional
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.

<b>Field Name</b>	<b>Description</b>	<b>Additional Information</b>
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.	System-maintained
Suppress Printing	An option that, when selected, suppresses the ability to print the form.	Optional
System ID	The external system identifier.	Optional



<b>Field Name</b>	<b>Description</b>	<b>Additional Information</b>
External System Document Number	The identification number of the document as it resides in the interfacing system from which it originated.	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
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
Source Number	The specific source of the financial transaction activity.	Optional
Asset Number	The asset number associated with the asset/betterment being depreciated on this transaction.	<ul style="list-style-type: none"> <li>• Required</li> <li>• Set to the Asset Number</li> </ul>
Asset Type	The asset type associated with the asset/betterment being depreciated on this transaction.	<ul style="list-style-type: none"> <li>• Required</li> <li>• Set to the Asset Type (e.g., BUILDING)</li> </ul>
Betterment Number	The number assigned to the betterment. The combination of Asset Type, Asset Number, and Betterment Number must be unique. Betterment Number may be assigned or defaulted	Optional

Field Name	Description	Additional Information
Depreciation Effective Date	The Depreciation Effective Date of the manual depreciation. If the date is not entered by the user, the system will default the current date as the Depreciation Effective Date.	Optional

**Table 23: Manual Depreciation Header Page - Line Amounts**

Field Name	Description	Additional Information
New Depreciation Amount	The amount of depreciation expense to be charged for the asset or betterment. The amount is posted to the journal and increases or decreases the amount of accumulated depreciation for this asset or betterment. Negative New Depreciation Amounts are allowed.	Required.
Total Depreciation Amount	The total depreciation amount associated with the asset/betterment.	System-Maintained.

**Table 24: Manual Depreciation Header Page - Description**

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.	Optional

### 5.6.3 Correcting a Held Fixed Assets Manual Depreciation Transaction

Users can correct a held Fixed Asset Manual Depreciation form to change information that was incorrectly entered on the form. Users may not correct any of the information on a manual

depreciation once the asset or betterment has been disposed (that is, the asset record’s disposition date is not blank and/or the disposition amount is greater than zero).

The following steps describe how to correct a held fixed asset manual depreciation form. These types of corrections will be entered directly into Pegasys.

1. In Pegasys, navigate to **Transactions** → **Fixed Assets** → **Correct**. The form Correct page is displayed.
2. **REQUIRED** - Enter the Fixed Asset Manual Depreciation document type of ‘FU’ into the **Document Type** field.
3. Any of the following information can be used as search criteria to find the held form desired to be corrected: document number, document category, accounting period, date, document status, user ID, and title. Enter the search criteria and select the **Search** button.
4. Select the document from the displayed results and select the **Correct** button. The Header page is displayed.

**Figure 22: Header Page - Held Fixed Assets Manual Depreciation Correction**

The screenshot shows the 'HEADER' page in Pegasys. At the top, there are five tabs: 'Header' (selected), 'Header Accounting Lines', 'Approval Routing', 'Memos', and 'Summary'. Below the tabs is a 'General' section with the following fields:

- Document Type: FU (with a dropdown arrow) and Manual Depreciation Adju: (with a dropdown arrow)
- Status: CORRECT (with a dropdown arrow)
- Document Number: FU20210109000001 (with a dropdown arrow)
- Title: (empty text box)
- Authorized By: (empty text box)
- Original Document Date: 01/09/2021 (with a dropdown arrow)
- Document Date: (empty text box with a calendar icon)
- Accounting Period: (empty text box with a star icon)
- Reporting Accounting Period: (empty text box with a star icon)
- Batch Number: (empty text box)
- Document Classification: (empty text box with a star icon)
- Security Org: GSA (with a dropdown arrow)
- Suppress Printing:

**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** - The **Document Type** and **Document Number** fields are the only required fields and will be entered by the system. Enter any other optional fields as desired.
6. Select the **Header Accounting Line** tab.
7. Select the accounting line and select the **Accounting Lines** link located above the Add, Copy and Remove buttons.

**Figure 23: Header Accounting Line - Held Manual Depreciation Correction**

**HEADER ACCOUNTING LINES**

Header **Header Accounting Lines** Approval Routing Memos Summary

Header Accounting Line

1 - 1 of 1 results

Line Number	Asset Number	Asset Type	Betterment Number	New Depreciation Amount
1	NTX0020SCOPY_2813NM0560ST	VEHICLE	0	\$5.00

Add Copy Remove Reset Replace 10 per page Page 1 of 1

8. The field values will default to those from the original document. Make any necessary changes for the correction.
9. 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.

10. Select the **Submit** button.

#### 5.6.4 Canceling a Fixed Assets Manual Depreciation Transaction

Users cancel Fixed Assets Manual Depreciation transactions to void a previously entered manual depreciation document. Pegasys retains the cancelled document's information for historical purposes. A cancellation of a Fixed Asset Manual Depreciation document backs out any updates it originally performed and changes the document's status to "Cancelled."

Users may not cancel a manual depreciation document once the asset or betterment has been disposed (that is, the asset record's disposition date is not blank and/or the disposition amount is greater than zero).

### 5.7 Donations

The creation of a fixed asset acquisition form to identify a donation (e.g., another agency giving an asset to GSA) is accomplished through the Fixed Asset Acquisition (FA) transaction.

#### 5.7.1 Creating Fixed Asset Acquisitions for Donated Assets

Users will directly create an FA form online in Pegasys for donations. The data for the donations will be transmitted to FMESB via the SOA integration. Fields not mentioned are not applicable for real 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**.
2. The **New Asset Acquisition** page is displayed.
3. **REQUIRED** -

For Real Property, enter the Fixed Asset Acquisition document type of 'FF' into the Document Type field.

For Personal Property, enter the Fixed Asset Acquisition document type of 'FN' into the Document Type field.

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

4. 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#####).

5. 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.

6. **REQUIRED** - Enter the Asset Type into the **Asset Type** field.

**NOTE:** The following real property asset types can be donated: ARTREAL, BUILDING, STRUCTURE, IMPROVMNT, CAPLSEBLDG, CIPSTRUCTR, CIPIMP, LSHLDIMPRV, CIPNEWCON, CIPLSHLD, SRPLSBLDG, SRPLSLAND, SRPLSOTHST

The following personal property asset types can be donated:

OTHPEG, EQUIPADMIN, EQUIPOPER, EQCONGFURN, EQTELESYS, OTHPPEART, CAPLSETELE, EQSRPLSADM, EQSRPLSOP, EQSRPLSCF, SOFTADMDEV, SOFTOPRDEV, SOFTWADMIN, SOFTWOPER, SRPLSTLSYS

7. **REQUIRED** - Enter the Asset Number into the **Asset Number** field.

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

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

9. **REQUIRED** - Enter the appropriate **Acquisition Method** (e.g., Donation for donated assets).

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

**NOTE:** If the capitalization criteria specified on the Fixed Asset Options Maintenance table or the Capitalization Threshold Maintenance table is met and the field is blank, the value defaults to 'Yes' when the form is verified or processed.

11. Enter the **In-Service Date**.

12. Set the **Depreciation Method** to **Straight Line**.

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

13. Set the **Useful Life in Months** to the expected useful life (between 1 and 1200 months).
14. Ensure that the **Payment Updates Acquisition Cost** flag is not checked.

**NOTE:** The Payment Updates Acquisition Cost option defines the acquisition cost as estimated or actual. Since the Payment Updates Acquisition Cost is False, the entered acquisition cost is the actual cost.

15. Ensure that the **Accrual Updates Acquisition Cost** flag is not checked).

**NOTE:** The Accrual Updates Acquisition Cost option defines the acquisition cost as estimated or actual. Since the Accrual Updates Acquisition Cost is False, the entered acquisition cost is the actual cost.

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

**Figure 24: Header Page - Donated Assets**

**HEADER**

Header Accounting Lines | Approval Routing | Memos | Summary

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General

Document Type	FF Online Asset Acquisition -	Document Date	<input type="text"/>
Status	NEW	Accounting Period	<input type="text"/>
Document Number	FF20210122000006	Reporting Accounting Period	<input type="text"/>
Title	<input type="text"/>	Batch Number	<input type="text"/>
Authorized By	<input type="text"/>	Document Classification	<input type="text"/>
* Asset Type	VEHICLE	Security Org	GSA
* Asset Number	<input type="text"/> Generate	Depreciation Method	<input type="text"/>
Asset Category	<input type="text"/>	Declining Balance Rate	<input type="text"/>
Asset Class	<input type="text"/>	Valuation Date	<input type="text"/>
Asset Group	<input type="text"/>	Useful Life in Months	<input type="text"/>
Quantity	1.000000	Catalog Code	<input type="text"/>
* Acquisition Method	DONATION	<input type="checkbox"/> Suppress Printing	
Acquisition Date	<input type="text"/>	<input type="checkbox"/> Payment Updates Acquisition Cost	
In Service Date	<input type="text"/>	<input type="checkbox"/> Accrual Updates Acquisition Cost	

**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.

17. Populate the **Salvage Value**.
18. **REQUIRED** - Enter the **Vendor Code** and **Vendor Address Code** under the **Supplemental Information** section.
  - a. Vendor Code: NF0000000
  - b. Vendor Address Code: 00001

**Figure 25: Supplemental Information - Donated Assets**

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

**NOTE:** An Accounting line is required when using the Asset Number Link Model. An Accounting line is required if an asset has been donated, even if the total acquisition cost is \$0.00.

20. 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.

21. **REQUIRED** - Enter one of the following Transaction Types in the **Transaction Type** field depending on the asset type and source of the asset (e.g., if a federal or non- federal entity provided GSA the asset). Search for the valid Transaction Type. This information is also available in the Posting Model Appendix.

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 25: Accounting Dimensions - Donated Assets**

Field	Value
BBFY	Enter the current Budget Fiscal Year
Fund	Enter: 192X for Real Property; Enter: 262X for Personal Property
Region	Enter the appropriate Region
Activity	Enter: PG000 for Real Property; Enter: CSOEE for Personal Property
Org code	Enter: The appropriate alphanumeric code that specifies an organization dimension.
Program	Enter: PG00 for Real Property; Enter: CSD1 for Personal Property
Building #	Enter the appropriate Building Number for Real Property
Project	Enter the appropriate project
Sub Object Class	Enter the appropriate Sub Object Class

**Figure 26: Header Accounting Line - Donated Assets**

Header
Header Accounting Lines
Approval Routing
Memos
Summary

## Header Accounting Line

Item 1 of 1

**— General**

Line Number

\* Transaction Type

Source Number

**— Line Amounts**

	Amount	\$0.00
	Total Acquisition Cost from Header Amount	\$0.00
	Acquisition Cost on Accounting Lines Amount	\$0.00
	Difference Amount	\$0.00

**— Document Reference**

Type	Number	Item	SubItem	ExhibitItem	Accounting
☆	☆	☆	☆	☆	☆

Default
View

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.

25. Select the **Submit** button.

### 5.7.2 Donating GSA Assets to Other Entities

In some cases, GSA might donate assets to federal entities. As assets donated to federal entities have different GL postings than assets that are sold (or assets donated to non-federal entities), Pegasys users will need to ensure that the correct Trans Types are used for Donations to federal entities. For example, Trans Type 76 identifies the correct Trans Type for a building donated to a federal entity and the Trans Type 80 identifies the correct Trans Type for EQUIPADMIN donated to a federal



entity. The full posting model is in Appendix A which is located in Document two of this User Guide.

## 5.8 Exchanges with USPS

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GSA will exchange real property assets with the US Postal Service (USPS). In the exchanges, GSA will be both receiving an asset from USPS and exchanging an asset to USPS. Therefore, GSA users will need to create the following documents directly into Pegasys:

- A Fixed Asset Acquisition (FA) transaction to identify the asset received from USPS
- A Fixed Asset Disposition (FD) to identify the GSA asset exchanged to USPS (in most cases, the FA and FD will be created in the same time frame)

The data for the exchanges will be transmitted to FMESB via the SOA integration.

### 5.8.1 Creating a Fixed Asset Acquisition in an Exchange

---

Following are the steps for an FA for the USPS asset received in an exchange. Fields not mentioned are not applicable for real 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** - Enter the **Fixed Asset Acquisition** document type of 'FF' into the **Document Type** field.

**NOTE:** The 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.

**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 **BUILDING** into the **Asset Type** field.

**NOTE:** The following real property asset types of BUILDING and LAND can be received in an exchange with USPS.

6. **REQUIRED** - Enter the Asset Number 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 in the **Acquisition Method** field.
9. Set the **Capitalized** field to **YES**.  
**NOTE:** If the capitalization criteria specified on the Fixed Asset Options Maintenance table or the Capitalization Threshold Maintenance table is met and the field is blank, the value defaults to 'Yes' when the form is verified or processed.
10. Enter the **In-Service Date**.
11. Set the **Depreciation Method** to **Straight Line**.  
**NOTE:** The Depreciation Method is configured on the Fixed Assets Options Maintenance table to default to Straight Line.
12. Set the **Useful Life in Months** to the expected useful life (between 1 and 1200 months).
13. Ensure that the **Payment Updates Acquisition Cost** flag is not checked.  
**NOTE:** The Payment Updates Acquisition Cost option defines the acquisition cost as estimated or actual. Since the Payments Updates Acquisition Cost is False, the entered acquisition cost is the actual cost.
14. Ensure that the **Accrual Updates Acquisition Cost** flag is not checked).  
**NOTE:** The Accrual Updates Acquisition Cost option defines the acquisition cost as estimated or actual. Since the Accrual Updates Acquisition Cost is False, the entered acquisition cost is the actual cost.
15. **REQUIRED** - Enter the Acquisition Cost for the asset in the **Acquisition Cost Amount** field.

**Figure 27: Header Page - Exchange**

The screenshot shows the 'Header Page - Exchange' form. At the top, there are tabs for 'Header', 'Header Accounting Lines', 'Approval Routing', 'Memos', and 'Summary'. The main form is titled 'General' and contains the following fields and options:

- Document Type:** FF (Online Asset Acquisition -)
- Status:** NEW
- Document Number:** FF20180108000006
- Title:** (empty text box)
- Authorized By:** (empty text box)
- \* Asset Type:** BUILDING
- \* Asset Number:** (empty text box) with a 'Generate' button
- Asset Category:** (empty text box)
- Asset Class:** (empty text box)
- Asset Group:** (empty text box)
- Quantity:** 1.000000
- \* Acquisition Method:** REIMBIN
- Acquisition Date:** (calendar icon)
- In Service Date:** (calendar icon)
- Replacement Date:** (calendar icon)
- Capitalized:** Yes
- Document Date:** (calendar icon)
- Accounting Period:** (calendar icon)
- Reporting Accounting Period:** (calendar icon)
- Batch Number:** (empty text box)
- Document Classification:** (empty text box)
- Security Org:** GSA
- Depreciation Method:** (dropdown menu)
- Declining Balance Rate:** (empty text box)
- Valuation Date:** (calendar icon)
- Useful Life in Months:** (empty text box)
- Catalog Code:** (empty text box)
- Suppress Printing
- Payment Updates Acquisition Cost
- Accrual Updates Acquisition Cost

16. Populate the **Salvage Value**.

17. **REQUIRED** - Enter the **Vendor Code** and **Vendor Address Code** under the **Supplemental Information** section.
  - a. Vendor Code: NF0000000
  - b. Vendor Address Code: 00001

**Figure 28: Supplemental Information – Exchange**

The screenshot shows a web form titled "Supplemental Information". Inside the form, there is a section labeled "Vendor". Below this label, there is a red asterisk icon followed by the text "Vendor". To the right of this text are two input fields: the first contains "NF0000000" and the second contains "00001". Each input field has a star icon to its right. Below these fields is a "More" button. Underneath the "Vendor" section, there is a label "Address Name" followed by an empty input field.

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

**NOTE:** An Accounting line is required when using the Asset Number Link Model. An Accounting line is required if an asset has been donated, even if the total acquisition cost is \$0.00.

19. 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.

20. **REQUIRED** - Enter the **Transaction Types** in the **Transaction Type** field depending on the asset type (e.g., if a federal or non-federal entity provided GSA the asset). Search for the valid Transaction Type. This information is also available in the Posting Model Appendix.

21. **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.

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

**Table 26: Accounting Dimensions-Exchange**

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

Field	Value
Building #	Enter the appropriate Building Number
Project	Enter the appropriate project
Sub Object Class	516

23. 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.

24. Select the **Submit** button.

### 5.8.2 Asset dispositions in an Exchange

In an exchange with USPS, Pegasys users will need to create an Asset Disposition to identify the GSA asset exchanged to USPS. Following are the steps to create an Asset Disposition in an exchange. GSA users will create the asset dispositions in Pegasys, and the data for the Asset Disposition will be transmitted to FMESB.

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

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

**NOTE:** The New Fixed Asset Disposal 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., FJYYYYMMDD####).

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. **Optional** - If the Asset Acquisition (for the asset received in an exchange) is available, enter the FA Document Number and asset number in the **Description** field.

**Figure 29: Header Page - Asset Disposition**

The screenshot shows the 'Header' tab of the 'Asset Disposition' form. The 'General' section contains the following fields:

- Document Type: FJ (dropdown), Online Asset Disposal (text)
- Status: NEW (dropdown)
- Document Number: FJ201801080005 (text)
- Title: (empty text box)
- Authorized By: (empty text box)
- Document Date: (empty date field)
- Accounting Period: (empty dropdown)
- Reporting Accounting Period: (empty dropdown)
- Batch Number: (empty text box)
- Document Classification: (empty dropdown)
- Security Org: GSA (dropdown)
- Suppress Printing: (checkbox)

6. **REQUIRED** - The **Document Type** and **Document Number** fields are the only required fields and will be entered by the system. Enter any other optional fields as desired.

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

8. 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.

9. **REQUIRED** - Enter the number **1** into the **Line Number** field.

**NOTE:** If lines have already been created for this document, you can leave the field blank and it will default to the next sequential line number when the form is verified.

10. **REQUIRED** - Enter the transaction type into the **Transaction Type** field. The asset type and the type of disposition determine the transaction type. If the selling price is greater than the net book value, a gain will be incurred. If the selling price is less than the net book value, a loss is recorded.

**NOTE:** the net book value amount on the FD form will be calculated and viewable only after selecting '**Verify**'.

Search for the valid Transaction. This information is also available in the Posting Model Appendix.

11. **REQUIRED** - Enter the Asset Type in the **Asset Type** field.

12. **REQUIRED** - Enter the Asset Number of the original asset desired to be disposed into the **Asset Number** field.

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

14. **REQUIRED** - Select Asset and All Betterments as the **Deposition Type**.

15. **REQUIRED** - Enter the method of disposition into the **Disposition Method** field.

**NOTE:** The value entered must be valid on the Fixed Assets Disposition Method Maintenance table.

16. **REQUIRED** - Enter the selling price into the **Selling Price Amount** field.

17. **REQUIRED** - Enter the date of disposition into the **Disposition Date** field.

**NOTE:** This field will not default to the current date and an error will be received upon verifying the form if no date is entered.

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.

## 5.9 Transactions for J-Type Projects

---

For fixed asset records that cite Projects with a Project Class of “JOC” or “JLC” (J-Type projects), the project code will go from IRIS to FMESB. FMESB will send the Asset Acquisition to Pegasys via the integration. In order to update the Acquisition Cost of the J-Type project assets, users will need to create a one-line Standard Voucher (SV) transaction that references the J-Type project asset. Using Relationship Edits, GSA will require asset references for J-Type projects and for all capitalized project codes. Following are the steps for creating a Standard Voucher referencing a J-Type project.

### 5.9.1 Creating a Standard Voucher Referencing an Asset with a J-Type Project

---

Following are the steps to show creating a one-line Standard Voucher that references an Asset that cites a J-Type project.

1. From the Inbox, go **Transactions** → **General System** → **New** → **Standard Voucher**.
2. **REQUIRED** - Enter the Standard Voucher document type of ‘CR’ into the **Document Type** field.

**NOTE:** The New Standard Voucher 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 30: New Standard Voucher - J-Type**

## NEW STANDARD VOUCHER

New Standard Voucher

\* Document Type CR ☆ Central Office Misc. Adjus

Document Number Format Prefix  ☆

Security Org  ☆

\* Document Number  Generate

Title

Copy Document   
 None   
 Copy From   
 Copy Forward

File Choose File No file chosen

4. Select the **Finish** Button. The Header page is displayed.
5. Populate the **Accounting Period** field.

**Figure 31: Header Page - Standard Voucher - J-Type**

**HEADER**

Header
Fixed Assets
Accounting Lines
Approval Routing
Memos
Summary
⋮

**General**

Document Type CR Central Office Misc. Adjus

Status NEW

Document Number CR2021012200000

Title

Issued By

Automatic Reversal

Reversal Accounting Period ☆

Reverse After Period

Agency UEI

Agency DUNS Number

Agency EFT Indicator

Document Date 📅

Accounting Period ☆

Reporting Accounting Period ☆

Document Classification ☆

Security Org GSA

Suppress Printing

Spending Override

**Amounts**

Net Amount \$0.00

Verify
Save
Submit
Schedule
Refresh
Fund Currency
⋮

6. Select the **Accounting Lines** tab. Then, select the **Add** button.

**Figure 32: Accounting Lines - Standard Voucher - J-Type**

**ACCOUNTING LINES**

Header | Fixed Assets | **Accounting Lines** | Approval Routing | Memos | Summary | ...

Accounting Line | Contracts Pay

No results

Line Number	Line Type	Amount	Transaction Event	Increase/Decrease	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm	Proj Cd
Total Header Funded Amou													

References... | **Add** | Copy | Remove | Reset | Replace | 10 per page | Page 1 of 1

7. Enter the appropriate value in the **Trans Type** field.
8. Enter the correct vendor in the **Vendor** field.
9. Enter the desired amount in the **Amount** field.

**Figure 33: Line Amounts Section - Standard Voucher - J-Type**

- Line Amounts

Amount

10. Enter the appropriate fiscal data in the **Accounting Dimensions** section, including the following recommended values.

**NOTE:** The Project/Building should be the same value on the Project/Building for the referenced asset.

**Table 27: Accounting Dimensions - Standard Voucher - J-Type**

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	Enter the appropriate J-Type project

11. Enter the disbursing office in the **Disbursing Office** field.



**Figure 34: Disbursing Office Field - Standard Voucher - J-Type**

\* Disbursing Office  ☆

Category  ▾

Type  ▾

Number

Fiscal Year

Manual

Accomplished Date  📅

12. Select **Save**.

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

**Figure 35: Fixed Assets Tab - Standard Voucher - J-Type**

**FIXED ASSETS**

Header **Fixed Assets** Accounting Lines Approval Routing Memos Summary ...

Fixed Asset Accounting Lines

No results

Line Number	Asset Number	Asset Type	Betterment #
-------------	--------------	------------	--------------

Add Copy Remove

10 per page << Page 1 of 1 >>

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

- a. **Line Number:** 1
- b. **Asset Type:** Asset Type
- c. **Asset Number:** Asset Number
- d. **Betterment Number:** Betterment Number

**Figure 36: Fixed Asset Line - Standard Voucher - J-Type**

Header **Fixed Assets** Accounting Lines Approval Routing Memos Summary ...

**FIXED ASSET**

Fixed Asset Accounting Lines

Item 1 of 1

--- General

Asset Subline

Line Number

Asset Number  ☆

Asset Type  ☆

Betterment Number  ☆

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

**Figure 37: Fixed Assets Accounting Lines Tab - Standard Voucher - J-Type**

Header | **Fixed Assets** | Accounting Lines | Approval Routing | Memos | Summary | ...

**ACCOUNTING LINES**

Fixed Asset | **Accounting Lines**

Accounting Line

No results

Line Number

---

Add | Copy | Remove

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

- a. **Line Number:** 1
- b. **Accounting Line Number:** 1
- c. **Amount:** (Amount of the SV funding the asset)

**Figure 38: Fixed Assets Accounting Line - Standard Voucher - J-Type**

Header | **Fixed Assets** | Accounting Lines | Approval Routing | Memos | Summary | ...

Fixed Asset | **Accounting Lines**

**Accounting Line**

Item 1 of 1

Funding Lines

Line Number	<input type="text" value="1"/>
Actg Ln #	<input type="text"/>
Amount	<input type="text" value="\$0.00"/>

17. Select the **Save** button.

18. Select the **Verify** button.
19. Select the **Submit** button.

## 5.10 Land/Building Combinations

---

When GSA constructs a new building or purchases a building, GSA should have two asset records: 1) an asset record for the building/construction in progress, and 2) an asset record for the land. Following are the business processes for a Building/Land combination:

1. The project and building number combination in FMESB identifies the new construction in progress (CIP) asset.
2. The asset from Step 1) above will be sent to Pegasys via the FMESB integration; Pegasys will receive an FA with a Construction in Progress (e.g., CIPNEWCON) asset type.
3. GSA will create transactions (e.g., payments and orders) that reference the CIP asset type. Please see **Fixed Assets User Guide 1 of 3, Section 4.1** for examples of transactions that will cite asset data. Pegasys users will need to create an FA manually to identify the land asset type.
4. Pegasys users will need to create a two-line SV manually. The two-line SV will move some of the costs (from transactions in Step 3) from the CIP asset to the LAND asset. One line will be a negative amount to decrease the acquisition cost of the CIPNEWCON asset and one line will be positive amount to increase the acquisition cost of the LAND asset.

### 5.10.1 Creating FA for Land in a Land/Building Combination

---

Following are the steps to create an FA (per Step 4 in **Section 5.10** above) to identify a new LAND asset. The asset's data will be sent to FMESB via the SOA integration.

1. In Pegasys, navigate to **Transactions** → **Fixed Assets** → **New** → **Asset Acquisition**. The New Asset Acquisition page is displayed.
2. **REQUIRED** - Enter the **Fixed Asset Acquisition** document type of 'FF' into the **Document Type** field.
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.
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** - Enter **LAND** into the **Asset Type** field.
6. **REQUIRED** - Enter the **Asset Number** 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 (e.g., PURCHASE) in the **Acquisition Method** field.

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

**NOTE:** If the capitalization criteria specified on the Fixed Asset Options Maintenance table or the Capitalization Threshold Maintenance table is met and the field is blank, the value defaults to 'Yes' when the form is verified or processed.

10. Ensure that the **Depreciation Method, Salvage Value** and **Useful Life** fields are blank.

**NOTE:** LAND identifies a non-depreciable asset, and therefore certain fields must be blank.

11. Ensure that the **Payment Updates Acquisition Cost** flag is checked.

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

12. Ensure that the **Accrual Updates Acquisition Cost** flag is checked.

**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.

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

**Figure 39: Header Page – Land**

**HEADER**

<a href="#">Header</a>	<a href="#">Header Accounting Lines</a>	<a href="#">Approval Routing</a>	<a href="#">Memos</a>	<a href="#">Summary</a>
------------------------	---	----------------------------------	-----------------------	-------------------------

---

**General**

Document Type	FF	Online Asset Acquisition -	Document Date	<input type="text"/>
Status	NEW		Accounting Period	<input type="text"/>
Document Number	FF20210122000006		Reporting Accounting Period	<input type="text"/>
Title	<input type="text"/>		Batch Number	<input type="text"/>
Authorized By	<input type="text"/>		Document Classification	<input type="text"/>
* Asset Type	LAND	<input type="text"/>	Security Org	GSA
* Asset Number	<input type="text"/>	<input type="button" value="Generate"/>	Depreciation Method	<input type="text"/>
Asset Category	<input type="text"/>		Declining Balance Rate	<input type="text"/>
Asset Class	<input type="text"/>		Valuation Date	<input type="text"/>
Asset Group	<input type="text"/>		Useful Life in Months	<input type="text"/>
Quantity	1.000000		Catalog Code	<input type="text"/>
* Acquisition Method	PURCHASE	<input type="text"/>	<input type="checkbox"/> Suppress Printing	
Acquisition Date	<input type="text"/>		<input type="checkbox"/> Payment Updates Acquisition Cost	
In Service Date	<input type="text"/>		<input type="checkbox"/> Accrual Updates Acquisition Cost	
Replacement Date	<input type="text"/>			
Capitalized	Yes	<input type="text"/>		

...

14. **REQUIRED** - Enter the **Vendor Code** and **Vendor Address Code** under the **Supplemental Information** section.
  - a. Vendor Code: NF0000000
  - b. Vendor Address Code: 00001

**Figure 40: Supplemental Information – Land**

— Supplemental Information

Vendor

\* Vendor

Address Name

☆
  ☆

More

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

**NOTE:** An Accounting line is required when using the Asset Number Link Model. An Accounting line is required if an asset has been donated, even if the total acquisition cost is \$0.00.
16. 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.
17. **REQUIRED** - Enter **03** in the **Transaction Type** field depending on the Acquisition Method stated on the Header.
 

**NOTE:** The Trans Type of 03 will use NULL GL postings, since the accrual/payment transactions that reference the asset will result in GL updates.
18. **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.
19. Enter the following **Accounting Dimensions**:

**Table 28: Accounting Dimensions - Land**

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.

Field	Value
Program	Enter: PG00
Building #	Enter the appropriate Building Number
Project	Enter the appropriate project
Sub Object Class	516

20. 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.

21. Select the **Submit** button.

### 5.10.2 Create Two-Line SV for Land/Building Asset

In order to move the acquisition cost amounts from a CIP asset to a LAND asset, GSA will create a two-line SV. The updates to the asset records will go to FMESB via the integration. Following are the steps to create a two-line SV:

1. From the Inbox, go to **Transactions** → **General System** → **New** → **Standard Voucher**.
2. **REQUIRED** - Enter the Standard Voucher document type of '**SV**' into the **Document Type** field.
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.
4. Select the **Finish** Button. The Header page is displayed.
5. Select the **Accounting Lines** tab. Then, select the **Add** button.
6. Enter the appropriate value in the **Trans Type** field.
7. Enter the correct Vendor in the **Vendor** field.
8. Enter the desired amount in the **Amount** field.

**NOTE:** This is the amount to be transferred from the CIP asset to LAND.

9. Set the **Increase/Decrease** indicator to **Decrease**.

**Figure 41: Accounting Line Fields - First SV Line**

— General

Line Number

Line Type

\* Transaction Type

Transaction Event

Increase/Decrease

Obligation FY

Statement Number

10. Enter the appropriate fiscal data in the **Accounting Dimensions** section, including the following recommended values.

**NOTE:** The Project/Building should be the same value on the Project/Building for the referenced asset.

**Table 29: Accounting Dimensions - First SV Line**

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	Enter the appropriate J-Type project

11. Select **Save**.

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

13. Enters the following information in each field on the **Fixed Assets** tab:

- a. **Line Number:** 1
- b. **Asset Type:** CIP Asset Type (e.g., CIPNEWCON)
- c. **Asset Number:** Asset Number

- d. **Betterment Number:** Betterment Number
- 14. Select the **Accounting Lines** tab located in the Fixed Asset Summary page and select the **Add** button.
- 15. Enter the following information in each field on the **Fixed Assets** tab:
  - a. **Line Number:** 1
  - b. **Accounting Line Number:** 1
  - c. **Amount:** (Amount of acquisition to move from the CIP asset to LAND)
- 16. Select the **Save** button.
- 17. Select the **Header Accounting Lines** tab. Then, select the **Add** button.
 

**NOTE:** The user should now be adding another Accounting Line to the SV form, not as asset accounting line.
- 18. Enter the appropriate value in the **Trans Type** field.
- 19. Enter the correct vendor in the **Vendor** field.
- 20. Enter the desired amount in the **Amount** field. Ensure the amount is the same as the accounting line created amount.
- 21. Set the **Increase/Decrease** indicator to **Increase**.

**Figure 42: Accounting Line Fields - Second SV Line**

\* Transaction Type

Transaction Event

Increase/Decrease

Obligation FY

- 22. Enter the appropriate fiscal data in the **Accounting Dimensions** section, including the following recommended values.

**Table 30: Accounting Dimensions - Second SV Line**

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



Field	Value
Building #	Enter the appropriate Building Number
Project	Enter the appropriate project

23. Select the **Fixed Asset** tab and select the **Add** button.
24. Enter the following information in each field on the **Fixed Assets** tab:
  - a. **Line Number:** 1
  - b. **Asset Type:** LAND
  - c. **Asset Number:** Asset Number
  - d. **Betterment Number:** Betterment Number
25. Select the **Accounting Lines** tab located in the Fixed Asset Summary page and select the **Add** button.
26. Enter the following information in each field on the **Fixed Assets** tab:
  - a. **Line Number:** 1
  - b. **Accounting Line Number:** 2
  - c. **Amount:** (Amount of acquisition to move from the CIP asset to LAND)

**NOTE:** The Accounting line number value should be equal to the SV line with an increase indicator.
27. Select the **Save** button.
28. Select the **Verify** button.
29. Select the **Submit** button.

## 5.11 Multi-Building/Multi-Phase Projects

---

GSA will need to have unique processes for Multi-Phase and Multi-Building project scenarios. These processes including manually creating FAs, FBs and SVs. Some information will come over to Pegasys through FMESB, and any information created manually in Pegasys will be sent over to FMESB through the SOA integration.

### 5.11.1 Creating an FA for a Multi-Building Asset

---

In some cases, there will be multiple buildings related to one specific project. In this case, the following steps will occur:

1. The combination of Project and Building codes in FMESB will identify the new CIP asset.
2. The asset from Step 1) above will be sent to Pegasys via the FMESB integration; Pegasys will create an FA with the CIP asset type (e.g., CIPIMP).

3. As other buildings under the same project are created, the PBS Financial Operations Division (PFF) will request Fort Worth Finance to established new assets manually in Pegasys. Please see **Fixed Assets User Guide 1 of 3, Section 5.1** in the First document of this User Guide for an example of creating an FA for a non-depreciable asset type. When manually creating this asset record, use a CIP asset type.
4. GSA will create transactions (e.g., payments and orders) that reference the CIP asset type. Please see the **Fixed Assets User Guide 1 of 3, Section 4.1** for examples of transactions that will cite asset data.
5. As buildings within the project become substantially complete, Pegasys users will then manually transfer the CIP asset type to a completed asset type (e.g., BUILDING) using a transfer document. Please see the **Fixed Assets User Guide 1 of 3, Section 5.3** for creating a transfer of asset type transaction in Pegasys.
6. Once the final building is determined to be substantially complete, the project's substantial completion date will be added in IRIS. This will result in an update to FMESB, which will pass this information to Pegasys. FMESB will update the Project class in the Pegasys project tables as well as create the transfer documents for any asset records that are still under the CIP asset type.

### 5.11.2 Creating an FA for a Multi-Building Asset

---

Steps to create a Fixed Asset Acquisition form for a Multi-Building Asset:

1. In Pegasys, navigate to **Transactions** → **Fixed Assets** → **New** → **Asset Acquisition**.  
The New Asset Acquisition page is displayed.
2. **REQUIRED** - Enter the Fixed Asset Acquisition document type of 'FF' into the **Document Type** field.  
**NOTE:** The 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.  
**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** (e.g., CIPNEWCON) into the **Asset Type** field.
6. **REQUIRED** - Enter the **Asset Number** 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**.

**NOTE:** If the capitalization criteria specified on the Fixed Asset Options Maintenance table or the Capitalization Threshold Maintenance table is met and the field is blank, the value defaults to ‘Yes’ when the form is verified or processed.

10. Set the **In-Service Date**.

11. Set the **Depreciation Method** to **Straight Line**.

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

12. Set the **Useful Life in Months** to the expected useful life (between 1 and 1200 months).

13. Ensure that the **Payment Updates Acquisition Cost** flag is checked.

14. Ensure that the **Accrual Updates Acquisition Cost** flag is checked.

15. **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.

16. Populate the **Salvage Value**, if there is a salvage value for the asset.

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

a. Vendor Code: NF0000000

b. Vendor Address Code: 00001

**Figure 43: Supplemental Information - Multi - Building Asset**

The screenshot shows a section titled "Supplemental Information". Inside, there is a "Vendor" label above a dropdown menu. The dropdown menu is open, showing two options: "NF0000000" and "00001", each with a star icon to its right. Below the dropdown is an "Address Name" label followed by an empty text input field. To the right of the dropdown menu is a "More" button.

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

**NOTE:** An Accounting line is required when using the Asset Number Link Model. An Accounting line is required if an asset has been donated, even if the total acquisition cost is \$0.00.

19. 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.

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

**NOTE:** The Trans Type of 03 will use NULL GL postings, since the accrual/payment transactions that reference the asset will result in GL updates.

21. **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.

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

**Table 31: Accounting Dimensions - Multi - Building Asset**

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	Enter the appropriate project
Sub Object Class	516

23. Select the **Verify** button.

24. Select the **Submit** button.

### 5.11.3 Multi-Phase Project Scenarios

---

Following are the steps for Multi-Phase projects:

1. The combination of Project and Building codes in FMESB will identify the new CIP asset.
2. The asset from Step 1) above will be sent to Pegasys via the FMESB integration; Pegasys will receive an FA with a CIP asset type.
3. GSA will create transactions (e.g., payments and Orders) that reference the CIP asset type. Please see the **Fixed Assets User Guide 1 of 3, Section 4** for examples of transactions that will cite asset data.

4. PFF will determine that the project will be completed in phases and requests the Fort Worth Finance Center to create another asset manually in Pegasys. The asset will have a completed asset type (e.g., BUILDING). Please see the **Fixed Assets User Guide 1 of 3, Section 5.1** for the steps to create an FA for a depreciable asset type.
5. When the first phase is complete, PFF will request the Fort Worth Finance Center to create a betterment for the asset record. Please see **Section 5.4** for steps to create a FB transaction.
6. PFF will request that Fort Worth create a 2-line SV to moves costs from the CIP asset to the completed asset for Phase 1. Please see **Section 5.10.2** for the steps to create a 2-line SV. The SV to move funds from the CIP asset record to the completed asset's betterment record. The 2-line SV in this step would have a decrease amount indicator for the CIP asset (e.g., CIPIMP) and an increase indicator for the completed asset (e.g., IMPROVMNT).

## 6 Fixed Assets Maintenance Tables

This section includes information on the Fixed Assets Maintenance Tables.

### 6.1 Acquisition/Disposition Method Maintenance Table

To access this maintenance table, use the following path from the Desktop: **Reference - Fixed Assets - Acquisition Disposition Methods.**

#### 6.1.1 Reference/Fixed Assets/Acquisition Disposition Methods

The Acquisition/Disposition Method Maintenance table defines valid methods for acquiring and disposing of assets and their associated betterments. Acquisition or disposition methods are required on FA, FB and FD document types and must be defined in this maintenance table before they can be referenced on the document.

**Figure 44** displays the Acquisition/Disposition Method Maintenance Table window.

**Figure 44: Acquisition/Disposition Method Maintenance Table Window**

**Acquisition Disposition Methods**

— General

\* Code: DONATION

\* Name: Donation

Short Name: [ ]

Status: Active

\* Security Org: PEGASYS ☆

\* Usage: Both

Zero Cost

Effective Dates

Start Date: [ ]

End Date: [ ]

— Description

Description: [ ]

#### 6.1.2 Acquisition/Disposition Method Maintenance Table Field Descriptions

**Table 32: Acquisition/Disposition Method Maintenance Table Field Descriptions**

Field Name	Description
Code (required)	The unique identifier of the acquisition/disposition method.
End Date	The last date that this acquisition/disposition method is valid. Please enter the value in the following format: MM/DD/YY or MM/DD/YYYY.

<b>Field Name</b>	<b>Description</b>
Name (required)	The name associated with the unique alphanumeric identifier of the acquisition/disposition method.
Short Name	An abbreviated name, to be used on screens and reports when there is not enough space to display the full name.
Security Org (required)	The established security organization for the form. Only users specified in the security organization have access to this form.
Start Date	The first date that this acquisition/disposition method is valid. Please enter the value in the following format: MM/DD/YY or MM/DD/YYYY.
Status (required)	Determines whether the code is active.
Usage (required)	Determines whether the code is used to signify Acquisition, Disposition, or Both.
Effective Dates: Start Date/End Date	Defines the date range in which the code may be used on transactions. Must be valid dates. The Effective To Date must be greater than or equal to the Effective From Date.
Zero Cost	Indicates whether the method specified required a donation or a seizure. Under these circumstances, the asset was acquired at no cost to an agency, but this flag indicates that an accounting distribution is required on the transaction so that gain/loss may be specified in the future. Valid values are 'true' and 'false'. Defaults to 'false'.
Description	A text field 255 characters in length used to enter additional information.

## 6.2 Asset Category Maintenance Table

To access this maintenance table, use the following path from the Desktop: **Reference** → **Fixed Assets** → **Asset Category**.

### 6.2.1 Reference/Fixed Assets/Assets/Asset Category

The Asset Category Maintenance table defines valid asset categories. Asset categories are used to classify related assets for reporting purposes and will be used for Personal Property assets only.

**Figure 45** displays the Asset Category Maintenance Table window.

**Figure 45: Asset Category Maintenance Table Window**

**Asset Category**

**General**

\* Code: CHAIRS

\* Name: Chairs

Short Name: Chairs

Status: Active

\* Security Org: GSA

**Effective Dates**

Start Date:

End Date:

**Description**

Description: Chairs

**6.2.2 Asset Category Maintenance Table Field Descriptions**

**Table 33: Asset Category Maintenance Table Field Descriptions**

Field Name	Description
Code (required)	The unique identifier of the Asset Category.
End Date	The last date that this asset category is valid. Please enter the value in the following format: MM/DD/YY or MM/DD/YYYY.
Name (required)	The name associated with the Asset Category.
Short Name	An abbreviated name, to be used on screens and reports when there is not enough space to display the full name.
Security Org	The established Security Organization for the record. Only users specified in the Security Organization have access to this record. Displays the value entered when creating the record or the user's default Security Organization.
Start Date	The first date that this asset category is valid. Please enter the value in the following format: MM/DD/YY or MM/DD/YYYY.
Status (required)	Determines whether the code is active.
Description	A text field 255 characters in length used to enter additional information.



### 6.3 Asset Class Maintenance Table

To access this maintenance table, use the following path from the Desktop: **Reference** → **Fixed Assets** → **Asset Class**.

#### 6.3.1 Reference/Fixed Assets/Assets/Asset Class

Figure 46 displays the Asset Class Maintenance Table window.

**Figure 46: Asset Class Maintenance Table Window**

**Asset Class**

---

**General**

\* Code:

\* Name:

Short Name:

Status:  ▾

\* Security Org:  ☆

**Effective Dates**

Start Date:

End Date:

**Description**

Description:

#### 6.3.2 Asset Class Maintenance Table Field Descriptions

**Table 34: Asset Class Maintenance Table Field Descriptions**

Field Name	Description
Code (required)	The unique identifier of the Asset Class.
End Date	The last date that this asset class is valid. Please enter the value in the following format: MM/DD/YY or MM/DD/YYYY.
Name (required)	The name associated with the Asset Class.
Short Name	An abbreviated name, to be used on screens and reports when there is not enough space to display the full name.
Security Org (required)	The established Security Organization for the record. Only users specified in the Security Organization have access to this record. Displays the value entered when creating the record or the user's default Security Organization.

Field Name	Description
Start Date	The first date that this asset class is valid. Please enter the value in the following format: MM/DD/YY or MM/DD/YYYY.
Status (required)	Determines whether the code is active.
Description	A text field 255 characters in length used to enter additional information.

## 6.4 Asset Group Maintenance Table

To access this maintenance table, use the following path from the Desktop: **Reference** → **Fixed Assets** → **Assets** → **Asset Group**.

### 6.4.1 Reference/Fixed Assets/Assets/Asset Group

The Asset Group Maintenance table defines valid asset groups. Asset groups are a fairly high-level organization of assets and will be used to classify related assets for reporting purposes. Asset Groups will be used for Personal Property assets only.

**Figure 47** displays the Asset Group Maintenance Table window.

**Figure 47: Asset Group Maintenance Table Window**

**Asset Group**

---

— General

\* Code

\* Name

Short Name

Status

\* Security Org  ☆

Effective Dates

Start Date

End Date

---

— Description

Description

## 6.4.2 Asset Group Maintenance Table Field Descriptions

**Table 35: Asset Group Maintenance Table Field Descriptions**

Field Name	Description
Code (required)	The unique identifier of the Asset group.
End Date	The last date that this asset group is valid. Please enter the value in the following format: MM/DD/YY or MM/DD/YYYY.
Name (required)	The name associated with the Asset Group.
Security Org (required)	The established Security Organization for the record. Only users specified in the Security Organization have access to this record. Displays the value entered when creating the record or the user's default Security Organization.
Short Name	An abbreviated name, to be used on screens and reports when there is not enough space to display the full name.
Start Date	The first date that this asset group is valid. Please enter the value in the following format: MM/DD/YY or MM/DD/YYYY.
Status (required)	Determines whether the code is active.
Description	A text field 255 characters in length used to enter additional information.

## 6.5 Asset Type Maintenance Table

To access this maintenance table, use the following path from the Desktop: **Reference** → **Fixed Assets** → **Assets** → **Asset Type**.

### 6.5.1 Reference/Fixed Assets/Assets/Asset Type

The Asset Type Maintenance table defines valid Asset Types. Asset Types are used to classify assets as land, buildings, equipment, etc. When the Require Unique Numbers Across Types option in the Fixed Asset Options Maintenance table is false, asset types are also used in combination with asset numbers to uniquely identify assets. Asset types are required for all assets. There are several asset types that identify real property (e.g., BUILDING and LAND) and personal property (e.g., EQUIPPER). Each GSA asset type corresponds to an asset Standard General Ledger (SGL). (See **Figure 48** for more details). Fleet's vehicle assets will use an asset type of VEHICLE, VEUSHURPLUS or OPLEASEVEH.

The Asset Classifications within Pegasys are system-defined. Each Asset Type entered must be assigned to one of the pre-defined asset classifications. The defined Pegasys asset classifications are:

- ADP Software
- Building

- Construction in Process
- Equipment
- Land
- Other
- Other Improvements
- Vehicles

Figure 48 displays the Asset Type Maintenance Table window.

**Figure 48: Asset Type Maintenance Table Window**

**Asset Type**

---

**General**

\* Code: BUILDING

\* Name: Buildings

Short Name: 173000.01

Status: Active

\* Security Org: GSA

Automatic Asset Numbering: No

\* Asset Classification: Building

Allow Zero Acquisition Cost

Use for Flexible Definitions

**Depreciation**

Depreciation

Date Used For Depreciation: In-Service

**Requirements**

Requires Serial Number     Requires CPO     Requires CE

Requires Catalog Code     Requires PA     Requires APO

**Description**

Description: Buildings

**6.5.2 Asset Type Maintenance Table Field Descriptions**

**Table 36: Asset Type Maintenance Table Field Descriptions**

Field Name	Description
Code (required)	The unique identifier of the Asset Type.
Allow Zero Acquisition Cost	Indicates whether an acquisition cost of zero dollars is acceptable for assets assigned to this asset type. If this flag is false, and the Payment Updates Acquisition Cost option is false on a fixed asset or betterment transaction, the fixed asset or betterment acquisition cost must be greater than zero. Defaults to false.

<b>Field Name</b>	<b>Description</b>
Asset Classification (required)	Used to classify the asset type so that appropriate edits can be applied; for example, assets identified as land are not depreciable. Valid values ADP Software, Antiques and Artifacts, Building, Construction in Process, Equipment, Land, Other, Other Improvements, and Vehicles.
Automatic Asset Numbering	Indicates whether asset numbers may be generated automatically for assets assigned to this asset type. Defaults to no.
Date Used for Depreciation	For depreciable assets, indicates the date that depreciation begins. Valid values are Acquisition or In-Service. Required if Depreciation option is true; otherwise, not allowed. Defaults to In-Service date if asset is depreciable and none is selected.
Depreciation	Indicates whether the asset is depreciable. Required; defaults to true. This field becomes unavailable if the classification is Land or Construction in Progress, as these classifications are always non-depreciable.
Description	A text field 255 characters in length used to enter additional information.
Effective Dates: Start Date/End Date	Defines the date range in which the code may be used on transactions. Must be valid dates. The Effective To Date must be greater than or equal to the Effective From Date.
Name (required)	The name associated with the Asset Type.
Requires APO	Indicates whether an Accountable Property Officer (APO) Code must be entered on the fixed asset transaction for assets assigned to this asset type. Defaults to false.
Requires Catalog Code	Indicates whether a catalog code must be entered on fixed asset and betterment transactions to identify assets assigned to this asset type. Defaults to false.
Requires CE	Indicates whether a Cognizant Employee (CE) Code must be entered on the fixed asset transaction for assets assigned to this asset type. Defaults to false.
Requires CPO	Indicates whether a Custodial Property Officer (CPO) Code must be entered on the fixed asset transaction for assets assigned to this asset type. Defaults to false. Must be true if one or more of the following options is true: Require APO, Require PA, or Require CE.
Requires PA	Indicates whether a Property Administrator (PA) Code must be entered on the fixed asset transaction for assets assigned to this asset type. Defaults to false.

Field Name	Description
Requires Serial Number	Indicates whether a serial number must be entered on the fixed asset or betterment transaction for assets assigned to this asset type. This is only an option for assets with a classification of Equipment or Vehicle. Defaults to false. May be 36 characters in length.
Security Org (required)	The established Security Organization for the record. Only users specified in the Security Organization have access to this record. Displays the value entered when creating the record or the user's default Security Organization.
Short Name	An abbreviated name, to be used on screens and reports when there is not enough space to display the full name.
Status (required)	Determines whether the code is active.

## 6.6 Catalog Item Maintenance Table

To access this maintenance table, use the following path from the Desktop: **Reference** → **Fixed Assets** → **Catalog Items**.

### 6.6.1 Reference/Fixed Assets/Catalog Items

The Catalog Item Maintenance table defines valid catalog codes and will be used for Personal Property assets only. Catalog codes are also used to categorize the asset. These codes are agency-defined values that provide a more specific description of the item being tracked. For example, a laptop computer COMPTR02 could be used as a catalog code. The catalog code can then be used to infer related information such as the Asset Category, Asset Group, Asset Class, Useful Life, Depreciation Method, and Description. When a catalog code is referenced on a fixed assets form and the form is verified, the fields mentioned above will default to the values defined for the catalog code on the Catalog Item Maintenance table.

GSA will not be utilizing Catalog Codes for Real Property. These codes will only be used for Personal Property assets.

**Figure 49** displays an example of the Catalog Item Maintenance Table window.

**Figure 49: Catalog Item Maintenance Table Window**

**Catalog Item**

---

**General**

<p>* Code: <input type="text" value="ADMINEQ01"/></p> <p>* Name: <input type="text" value="Admin. Equipment Transferr"/></p> <p>Short Name: <input type="text" value="AdminEquip"/></p> <p>Status: <input type="text" value="Active"/></p> <p>* Security Org: <input type="text" value="GSA"/></p> <p>Useful Life in Months: <input type="text" value="36.000000"/></p> <p>Salvage Value (%): <input type="text"/></p> <p>Depreciation Method: <input type="text" value="Straight Line"/></p> <p>Manufacturer: <input type="text"/></p>	<p>Asset Category: <input type="text" value="ADMINEQUIP"/></p> <p>Asset Class: <input type="text" value="175001"/></p> <p>Asset Group: <input type="text" value="ADMINEQUIP"/></p> <p>Asset Type: <input type="text" value="EQUIPADMIN"/></p> <p>Fuel Code: <input type="text"/></p> <p>Declining Balance Rate: <input type="text"/></p> <p>Model Number: <input type="text"/></p>
---	--

**Effective Dates**

Start Date:

End Date:

---

**Description**

Description:

**6.6.2 Catalog Item Maintenance Table Field Descriptions**

**Table 37: Catalog Item Maintenance Table Field Descriptions**

Field Name	Description
Code (required)	The unique identifier of the Catalog Item.
Asset Category	The Asset Category to which assets with this catalog code should be assigned. Must be a valid on the Asset Category Maintenance table.
Asset Class	The Asset Class to which assets with this catalog code should be assigned. Must be a valid on the Asset Class Maintenance table.
Asset Group	The Asset Group to which assets with this catalog code should be assigned. Must be a valid on the Asset Group Maintenance table.
Asset Type	The Asset Type to which assets with this catalog code should be assigned. Must be a valid on the Asset Type Maintenance table.
Declining Balance Rate	The declining balance rate used to calculate depreciation. Required if Depreciation Method is Variable Declining Balance; otherwise, not allowed. Must be greater than or equal to 100 and less than or equal to 300.

Field Name	Description
Depreciation Method (required)	For depreciable assets assigned to this catalog code, the default method used to calculate the amount of depreciation. Defaults to the Default Depreciation Method value entered on the Fixed Asset Options Maintenance table. Valid values are Straight Line, Sum of the Year's Digits, Double Declining Balance, Variable Declining Balance, and Manually Computed.
End Date	The last date that this catalog item is valid. Please enter the value in the following format: MM/DD/YY or MM/DD/YYYY.
Fuel Code	The code that identifies the type of fuel used with the catalog code. Must be valid on the Fuel Code Maintenance table.
Manufacturer	The manufacturer of the catalog item.
Model Number	The model number that identifies the Catalog Item.
Name (required)	The name associated with the Catalog Item.
Salvage Value (%)	The percentage value that should be multiplied by the acquisition cost to determine the salvage value of the asset.
Security Org (Required)	The established Security Organization for the record. Only users specified in the Security Organization have access to this record. Displays the value entered when creating the record or the user's default Security Organization.
Short Name	An abbreviated name, to be used on screens and reports when there is not enough space to display the full name.
Start Date	The first date that this catalog item is valid. Please enter the value in the following format: MM/DD/YY or MM/DD/YYYY.
Status (required)	Determines whether the code is active.
Useful Life (required)	The default number of years for which assets assigned to this catalog code is used. Required if the Capitalization Basis option on the Fixed Asset Options Maintenance is table 'Dollar Threshold/Useful Life' or "Dollars/Life and Object"; otherwise, not allowed. Must be greater than zero and less than 100.
Description	A text field 255 characters in length used to enter additional information.

## 6.7 Fixed Asset Options Maintenance Table

To access this maintenance table, use the following path from the Desktop: **Reference** → **Fixed Assets** → **Fixed Assets Options**.



### 6.7.1 Reference/Fixed Assets/Options

The Fixed Asset Options Maintenance table contains general edit and default information for the processing of fixed assets transactions. A single record will be entered on the Fixed Assets Options Maintenance table for each fiscal year. On this table, GSA will specify the depreciation method, the accounting dimensions assets are tracked by, and the capitalization options. The depreciation method for GSA will be set to ‘Straight Line’, which will be the default method for all asset acquisition and betterment forms. The accounting dimensions that GSA has selected to track assets by are Project Code and Building Code, therefore both flags will be set true. (This is to ensure that the project and building codes entered on the asset record match the project and building on the purchasing documents referencing that asset. This functionality will only be used as a part of Phase 2). Lastly, the Capitalization Basis of ‘Dollar Threshold/Useful Life will be selected. The Capitalization Threshold is set at \$10,000 and the Useful Life Threshold is set at two years.

Figure 50 displays the General page of the Fixed Asset Options Maintenance Table window.

**Figure 50: Fixed Asset Options Maintenance Table Window**

**Fixed Assets Options**

**General**

\* Fiscal Year:

Automatic Numbering Level:

\* Default Depreciation Method:

Default Declining Balance Rate:

Security Org:

Require CPO Acknowledgment

Require Unique Numbers Across Types

Validate Catalog Code

---

**Accounting Dimension Options**

Track Assets By Region

Track Assets By Org Code

Track Assets By Sub Organization

Track Assets By Program

Track Assets By Project Code

Track Assets By Sub Project

Track Assets By Activity

Track Assets By Building #

Track Assets By System

Track Assets By Vehicle Tag #

Track Assets By Work Item

Track Assets By Lease #

Track Assets By User Dimension 6

Track Assets By User Dimension 7

Track Assets By User Dimension 8

Track Assets By User Dimension 9

Track Assets By User Dimension 10

Track Assets By Cost Organization

Track Assets By Sub Cost Organization

### 6.7.2 Fixed Asset Options Maintenance Table Field Descriptions

**Table 38: Fixed Asset Options Maintenance Table Field Descriptions**

Field Name	Description
Fiscal Year (required)	The fiscal year to which the option settings apply. Must be a valid year.

<b>Field Name</b>	<b>Description</b>
Automatic Numbering Level	The level at which asset number format strings is defined for automatic generation of asset numbers. Valid values are Category, Class, Group, Type, and Classification. For example, if the Automatic Numbering Level is Class, a different format string can be defined for each Asset Class value.
Capitalization Basis (required)	The criteria used to determine whether an asset is capitalized. GSA will set this value to 'Dollar Threshold/Useful Life' (that is, are the asset's acquisition cost and useful life both above the minimum thresholds established),
Capitalization Threshold (required)	The minimum acquisition cost amount that classify the asset as capitalized. Used when there is no entry on the Capitalization Threshold Maintenance table that corresponds to the asset's accounting strip. Required since the Capitalization Basis for GSA is 'Dollar Threshold/Useful Life' Must be a valid dollar amount.
Currency	The currency code used for the code.
Default Declining Balance Rate	If the Default Depreciation Method is Variable Declining Balance, this field specifies the rate to be used. Must be greater than or equal to 100 and less than or equal to 300. Must be left blank since Depreciation Method is Straight Line.
Default Depreciation Method (required)	The depreciation method to be used for depreciable assets if a method is not entered on the Fixed Asset Acquisition (FA) or Fixed Asset Betterment (FB) transaction, or is not inferred based on the Catalog code entered on the fixed asset or FB. GSA will set this value to Straight Line.
Require CPO Acknowledgement	Determines whether CPO acknowledgment is required for an asset or betterment. Used as the default value when the Require CPO Acknowledgement option is not filled in on a Fixed Asset Acquisition (FA) or Fixed Asset Betterment (FB) transaction. Defaults to false.
Require Unique Numbers Across Types	Indicates whether asset numbers must be unique across all asset types. If true, assets are uniquely defined by asset number alone. If false, assets are uniquely defined by the combination of asset number and asset type. Defaults to false.
Track Assets by Activity	Indicates whether or not assets are tracked Activity Code. Defaults to false.
Track Assets by Cost Organization	Indicates whether assets are tracked using cost organization code. Defaults to false. Must be true if the Track Assets by Sub Cost Organization option is true.

<b>Field Name</b>	<b>Description</b>
Track Assets by Region	Indicates whether assets are tracked using Region code. Defaults to false.
Track Assets by Org Code	Indicates whether assets are tracked using organization code. Defaults to false. Must be true if the Track Assets by Sub Org option is true.
Track Assets by Program	Indicates whether assets are tracked using Program code. Defaults to false.
Track Assets by Project	Indicates whether assets are tracked using project code. Defaults to false. Must be true if the Track Assets by Sub Project option is true.
Track Assets by Sub Cost Organization	Indicates whether assets are tracked using sub cost organization code. Defaults to false.
Track Assets by Sub Org	Indicates whether assets are tracked using sub organization code. Defaults to false.
Track Assets by Sub Project	Indicates whether assets are tracked using sub project code. Defaults to false.
Track Assets by Building	Indicates whether assets are tracked using Building code. Defaults to false.
Track Assets by System	Indicates whether assets are tracked using System code. Defaults to false.
Track Assets by Vehicle Tag #	Indicates whether assets are tracked using Vehicle Tag #. Defaults to false.
Track Assets by Work Item	Indicates whether assets are tracked using Work Item code. Defaults to false.
Track Assets by ABC Activity	Indicates whether assets are tracked using ABC Activity code. Defaults to false.
Use Function	Determines whether Function is used to define the Capitalization Threshold Maintenance record. Defaults to false. Must be false if the Use Capitalization Threshold Table option is false.
Use Capitalization Threshold Table	Indicates whether the Capitalization Threshold Maintenance table is used to define capitalization thresholds and useful life thresholds for specific combinations of accounting elements. Defaults to false. Must be false if the Capitalization Basis is 'Object Code'. Defaults to false.
Use Region	Determines whether Region is used to define the Capitalization Threshold Maintenance record. Defaults to false. Must be false if the Use Capitalization Threshold Table option is false.

Field Name	Description
Use Fund	Determines whether Fund is used to define the Capitalization Threshold Maintenance record. Defaults to false. Must be false if the Use Capitalization Threshold Table option is false.
Use Org Code	Determines whether Organization is used to define the Capitalization Threshold Maintenance record. Defaults to false. Must be false if the Use Capitalization Threshold Table option is false. Must be true if the Use Sub Org option is true.
Use Program	Determines whether Program is used to define the Capitalization Threshold Maintenance record. Defaults to false. Must be false if the Use Capitalization Threshold Table option is false.
Use Project	Determines whether Project is used to define the Capitalization Threshold Maintenance record. Defaults to false. Must be false if the Use Capitalization Threshold Table option is false. Must be true if the Use Sub Project option is true.
Use Sub Organization	Determines whether Sub Organization is used to define the Capitalization Threshold Maintenance record. Defaults to false. Must be false if the Use Capitalization Threshold Table option is false.
Use Sub Project	Determines whether Sub Project is used to define the Capitalization Threshold Maintenance record. Defaults to false. Must be false if the Use Capitalization Threshold Table option is false.
Useful Life Threshold (required)	The minimum useful life, in years, which an asset must have to be classified as a capitalized asset. Used when there is no entry on the Capitalization Threshold Maintenance table that corresponds to the asset's accounting strip. Required since the Capitalization Basis is 'Dollar Threshold/Useful Life' Must be a valid integer.
Validate Catalog Code	<p>Indicates whether the Catalog codes entered on fixed asset transactions must be valid in Commodity Maintenance.</p> <ul style="list-style-type: none"> <li>• <b>NOTE:</b> Entered Catalog codes are always validated against Catalog Item Maintenance, regardless of the setting of this option. If this option is true, the codes are also validated against Commodity Maintenance. Defaults to false.</li> </ul>

Field Name	Description
Validate CE Against Vendors	Determines whether the Cognizant Employee (CE) codes entered on Fixed Asset Acquisition (FA) transaction or the Unacknowledged Asset Query must be valid on the Vendor Maintenance table. If true, the entered CE code must be valid on the Vendor Maintenance table and on the Custodian Maintenance table. (If the entered code is valid on the Vendor Maintenance table but points to a Vendor Attribute that is not 'Employee', an overrideable error is issued). If false, the entered CE code must be valid only on the Custodian Maintenance table. Defaults to false.

## 6.8 Fuel Code Maintenance Table

To access this maintenance table, use the following path from the Desktop: **Reference** → **Fixed Assets** → **Fuel Codes**.

### 6.8.1 Reference/Fixed Assets/Fuel Codes

The Fuel Code Maintenance table defines valid fuel codes. Fuel codes are used to identify the types of fuel used for assets classified as vehicles or equipment. Fuel code is required on FA document types for Fleet vehicle assets will always be assigned a value of FUEL. Since vehicle assets will be entered into GSAFleet.Gov (previously FMS), this field will be set in the integration when the FA is transferred from FMESB to Pegasys.

Figure 51 displays the Fuel Code Maintenance Table window.

**Figure 51: Fuel Code Maintenance Table Window**

### Fuel Code

---

**General**

- \* Code
- \* Name
- Short Name
- Status  ▾
- \* Security Org  ☆

**Effective Dates**

Start Date  📅

End Date  📅

---

**Description**

Description

## 6.8.2 Fuel Code Maintenance Table Field Descriptions

**Table 39: Fuel Code Maintenance Table Field Descriptions**

Field Name	Description
Code (required)	The unique identifier of the fuel.
End Date	The last date that this fuel is valid. Please enter the value in the following format: MM/DD/YY or MM/DD/YYYY.
Name (required)	The name associated with the Fuel Code.
Security Org (required)	The established Security Organization for the record. Only users specified in the Security Organization have access to this record. Displays the value entered when creating the record or the user's default Security Organization.
Short Name	An abbreviated name, to be used on screens and reports when there is not enough space to display the full name.
Start Date	The first date that this fuel is valid. Please enter the value in the following format: MM/DD/YY or MM/DD/YYYY.
Status	Determines whether the code is active.
Description	A text field 255 characters in length used to enter additional information.

## 6.9 Manufacturer Maintenance Table

To access this maintenance table, use the following path from the Desktop: **Reference** → **Purchasing** → **Manufacturers**.

### 6.9.1 Reference/Purchasing/Manufacturers

The Manufacturer Maintenance table defines valid Manufacturer codes. Manufacturer codes are used to identify the manufacturer of an asset classified as vehicle or equipment. Manufacturer code is not required on FA document types for Fleet vehicle assets, but will be included as available on the asset record. Since vehicle assets will be entered into GSAFleet.Gov (previously FMS), this field will be set in the integration when the FA is transferred from FMESB to Pegasys.

**Figure 52** displays the Manufacturer Maintenance Table window.

**Figure 52: Manufacturer Maintenance Table Window**

**Maintenance**

---

**General**

\* Code

\* Name

Short Name

Status

\* Security Org  ☆

**Effective Dates**

Start Date

End Date

**Description**

Description

**6.9.2 Manufacturer Maintenance Table Field Descriptions**

**Table 40: Manufacturer Maintenance Table Field Descriptions**

Field Name	Description
Code (required)	The unique identifier of the manufacturer.
End Date	The last date that this manufacturer is valid. Please enter the value in the following format: MM/DD/YY or MM/DD/YYYY.
Name (required)	The name associated with the Manufacturer Code.
Security Org (required)	The established Security Organization for the record. Only users specified in the Security Organization have access to this record. Displays the value entered when creating the record or the user’s default Security Organization.
Short Name	An abbreviated name, to be used on screens and reports when there is not enough space to display the full name.
Start Date	The first date that this manufacturer is valid. Please enter the value in the following format: MM/DD/YY or MM/DD/YYYY.
Status	Determines whether the code is active.
Description	A text field 255 characters in length used to enter additional information.

## 7 Fixed Assets Queries

This section includes information on the Fixed Asset Queries.

### 7.1 Asset Query

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To access this query, use the following path from the Desktop: **Queries** → **Fixed Assets** → **Asset Query**.

#### 7.1.1 Queries/Fixed Assets/Asset Query

---

The Asset Query contains a complete set of information available for a given asset and its betterments. It reflects the current status of the asset and provides a history of the activity processed against the asset record. This query is used to research information regarding the asset or betterment.

An entry in the query is created by a Fixed Asset Acquisition (FA) transaction.

The following transactions can update this query:

- Fixed Asset Betterment (FB) transactions
- Fixed Assets Correction (FC) transactions
- Fixed Assets Transfer (FT) transactions
- Fixed Assets Disposition (FD) transactions
- Purchasing (and others, such as Standard Voucher) transactions
- Payment transactions
- Acquisition Cost Update batch process
- Automated Depreciation batch process

This query has the following three sections: Summary, Detail, and Accounting Line. Each section contains more detail that is specific to the asset record being viewed, and groups the asset record with its associated betterments.

Similar to documents, the summary record displays high-level information related to the asset and all of its associated betterments. The detail records display information about either the original asset or a specific betterment. For each detail record, the accounting line record displays information about the accounting line that is funding the asset or betterment.

**Figure 53** displays the main page of the Asset Query.



**Figure 53: Asset Query Main Page**

### Asset Query

**Search Criteria**

Asset Type

Asset Category

Asset Class

Asset Group

Serial Number

Description

Asset Number

Betterment Number

Catalog Code

Location

Capitalized

Security Organization

**Custodian Property Officer**

CPO Code

CPO Name

**Custodian Employee**

CE Code

CE Name

Net Book Value  To

Initial Service Date  To

On the Asset Query main page, users may search for records based on the following selection criteria: Asset Type, Asset Number, Catalog Code, Location Code, CPO Code/Name, CE Code/Name, and Capitalized Indicator.

**NOTE:** For Real Property, the Asset Type and Asset Number fields should be the only ones used to search for assets.

Selecting the Search button initiates the query. Asset summary record displays an overall summary of the asset and all of its betterments (see **Figure 54**). It is created by Fixed Asset Acquisition (FA) transactions. The Fixed Asset Betterment (FB), the Fixed Asset Correction (FC), the Fixed Asset Transfer (FT), and/or purchasing and payment transactions may also update certain fields on the summary record. Users can choose an asset from the list and select the Details button (see **Figure 55**).

**Figure 54: Asset Query Records**

### Asset Query

**Search Criteria**

Asset Type

Asset Category

Asset Class

Asset Group

Serial Number

Description

Asset Number

Betterment Number

Catalog Code

Location

Capitalized

Security Organization

**Custodian Property Officer**

CPO Code

CPO Name

**Custodian Employee**

CE Code

CE Name

Net Book Value  To

Initial Service Date  To

1 - 10 of 384 results 🔍 🗖 🔄 📄

Asset Type	Asset Number	Betterment Number	Asset Category	Asset Class	Asset Group	Catalog Code	Location	Capitalized	Serial Number	Security Org	Custodial Property Officer	CPO Name	Cognizant Employee	CE Name	Net Book Value Amount	Initial Service Date	Description
<input type="radio"/>	CIPNEWCON	NM00004NN						Yes		FAINACTIVE					\$0.00		
<input type="radio"/>	CIPNEWCON	NMD16080MC						Yes		GSA					\$0.00		Rexus Clean up
<input type="radio"/>	CIPNEWCON	NM00005MIO						Yes		GSA					\$0.00		
<input type="radio"/>	CIPNEWCON	NWAT0002WA						Yes		GSA					\$0.00		

Users can choose an asset from the list and select the Details button (see **Figure 55**). The Details button will direct the user to the Asset Summary View, which provides information specific to the original asset and its betterments. (For example, the Acquisition Cost displays an amount that is the sum of the acquisition cost of the asset and associated betterments). An asset summary record is created at the time the original asset is acquired (i.e., when the fixed asset acquisition document is processed).

**Figure 55: Asset Query Details View**

Asset Query Details		Details	
<b>General</b>			
Asset Type	CIPNEWCON	<input checked="" type="checkbox"/> Capitalized	
Asset Number	NTX00007TX0116CV	Asset Depreciation Method	
Quantity	1.000000	Asset Decline Balance Rate	0
Catalog Code		Valuation Amount	\$0.00
Betterment Number	0	Accumulated Depreciation Amount	\$0.00
Last Betterment # Used	0	Memo Depreciation Amount	\$0.00
Asset Category		Salvage Value	\$0.00
Asset Class		Closing Costs	\$0.00
Asset Group		Net Book Value	\$11,620,924.13
<b>Amounts</b>			
Unliquidated Order Amount	\$17,291,647.72	Total Order Amount	\$28,709,420.36
Unliquidated Accepted Amount	\$6,855.09	Total Accepted Amount	\$11,442,009.98
Unliquidated Invoiced Amount	\$2,014,206.15	Total Invoiced Amount	\$13,431,978.79
Est. Acquisition Cost	\$0.00	Actual Acquisition Cost	\$11,620,924.13
Estimated Capitalized Amount	\$0.00	Capitalized Amount	\$11,620,924.13
Posted To General Ledger	\$11,619,585.30	Total Disbursed Amount	\$11,608,803.66
<b>Antique/Artifact</b>			
Donated By		Donation Date	
On Loan To		Return Date	
Artifact Description			
<b>Custodian</b>			
Custodial Org Cd		CPO Name	
Custodial Prop Officer		APO Name	
APO Code		PA Name	
PA Code		CE Name	
Cognizant Employee			
<b>Disposition</b>			
Selling Price	\$0.00		
Doc Num			
<b>Location</b>			
Location		Room	
Building			

To view the asset details, select the Details tab. The Asset Query Details table shows a read only view of the asset query information includes 3 sections for General, Amounts and Antique/Artifact, Custodian, Disposition, Location. Each section includes the fields in 2 columns.

Column 1 of the General Section includes: Asset Type, Asset Number, Quantity, Catalog code, Betterment Number, Last Betterment # Used, Asset Category, Asset Class and Asset Group.

Column 2 of the General Section includes: Capitalized indicator, Asset Depreciation Method, Asset Decline Balance Rate, Valuation Amount, Accumulated Depreciation Amount, Memo Depreciation Amount, Salvage Value, Closing Costs, and Net Book Value.

Column 1 of the Amounts section includes: Unliquidated Order Amount, Unliquidated Accepted Amount, Unliquidated Invoiced Amount, Est. Acquisition Cost, Estimated Capitalized Amount, and Posted To Indicator. Column 2 of the Amounts section includes: Total Order Amount, Total Accepted Amount, Total Invoiced Amount, Actual Acquisition Cost, Capitalized Amount, and Total Disbursed Amount.

Column 1 of the Antique/Artifact section includes: Donated By, On Loan To, and Artifact Description. Column 2 includes: Donation Date and Return Date. Column 1 of the Custodian section includes: Custodial Org Code, Custodial Prop Officer, APO Code, Property Administrator (PA) Code, and Cognizant Employee. Column 2 of the Custodian Section includes: CPO Name, APO Name, PA Name and CE Name. The Disposition Section includes: Selling Price and Document Number. The Location section includes Location, (column 1), Building (column 1) and room (column 2).

The Asset Detail window, shown in **Figure 56**, shows the original asset and any associated betterments.

**Figure 56: Asset Detail Window**

Betterment #	Acquisition Document Type	Doc Num
0	F1	F1201007290304

Asset accounting and spending details can be viewed for each of the asset or betterment records listed in the Asset Detail window. To view the details for a selected asset or betterment, highlight the record and select the Asset Detail link. An Expanded Asset Detail window, shown in **Figure 57**, shows the details for the original asset or betterment selected.

**Figure 57: Expanded Asset Detail Window**

Asset Query Details
Details

**ASSET DETAIL**

Asset Detail
Accounting Detail
Spending Details
Asset Depreciation History
Asset Fiscal Year Depreciation

Item 1 of 1

**General**

Betterment # <input type="text" value="0"/>	<input type="checkbox"/> Signed Form Returned	
Type <input type="text" value="F1"/>	Number <input type="text" value="F1201004260057"/>	<input checked="" type="checkbox"/> Posted Offline
<input checked="" type="checkbox"/> Payment Updates Acquisition Cost	<input checked="" type="checkbox"/> Accrual Updates Acquisition Cost	<input type="checkbox"/> Receipt Acknowledged Indicator
<input type="checkbox"/> Required CPO Acknowledgement		
GL Posting Status <input type="text" value="F"/>	GL Posting Status Date <input type="text" value="05/10/2010"/>	
GL Posting Document Type <input type="text"/>	GL Posting Document Number <input type="text"/>	
Acknowledgement Date <input type="text"/>	Replacement Date <input type="text"/>	
Acquisition Method <input type="text" value="CONSTRUCT"/>	Depreciation Method <input type="text"/>	
Acquisition Date <input type="text" value="04/26/2010"/>	Declining Balance Rate <input type="text" value="0"/>	
In Service Date <input type="text"/>	Useful Life in Months <input type="text" value="0.000000"/>	
Date Used For Depreciation <input type="text"/>	Last Automated Depreciation Date <input type="text"/>	
Closing Costs <input type="text" value="\$0.00"/>	Accumulated Depreciation Amount <input type="text" value="\$0.00"/>	
Valuation Date <input type="text"/>	Memo Depreciation Amount <input type="text" value="\$0.00"/>	
Valuation Amount <input type="text" value="\$0.00"/>	Net Book Value <input type="text" value="\$0.00"/>	
Salvage Value <input type="text" value="\$0.00"/>	Last Depreciation Effective Date <input type="text"/>	
	Security Org <input type="text" value="FAINACTIVE"/>	

**Asset Amounts**

Unliquidated Order Amount <input type="text" value="\$0.00"/>	Total Order Amount <input type="text" value="\$0.00"/>
Unliquidated Accrual Amount <input type="text" value="\$0.00"/>	Total Accrual Amount <input type="text" value="\$0.00"/>
Unliquidated Invoiced Amount <input type="text" value="\$0.00"/>	Total Invoiced Amount <input type="text" value="\$0.00"/>
Estimated Acquisition Cost <input type="text" value="\$0.00"/>	Actual Acquisition Cost <input type="text" value="\$0.00"/>
Estimated Capitalized Amount <input type="text" value="\$0.00"/>	Actual Capitalized Amount <input type="text" value="\$0.00"/>
Posted To General Ledger Amount <input type="text" value="\$0.00"/>	Total Disbursed Amount <input type="text" value="\$0.00"/>

**Disposition**

Disposition Date <input type="text"/>	
Disposition Method <input type="text"/>	
Selling Price <input type="text" value="\$0.00"/>	
Disposition Document <input type="text"/>	

To view the accounting details for a selected asset or betterment, select the Accounting Detail link from the Asset Detail window or select the Accounting Detail tab from the Expanded Asset Detail window. The Accounting Detail window, shown in **Figure 58**, shows the accounting details for the original asset or betterment selected.

**Figure 58: Accounting Detail Window**

Asset Query Details Details

Asset Detail Accounting Detail Spending Details Asset Depreciation History Asset Fiscal Year Depreciation

1 - 1 of 1 results

Asset Detail Accounting Line Number	Asset Document	BBFY	EBFY	Spending Document	Fund	Funding Percent	Reg	Org Cd	Prgm	SOC
1	F1 F1201007290304-1	2010			192X	100.00	07	P0710001	PG00	

10 per page Page 1 of 1

Expand All Collapse All

**General**

Asset Detail Accounting Line #   
 Trans Type   
 Source Number   
 Funding Percent

**Asset Document**

Type  Number  Accounting

**Spending Document**

Type  Number  Item  Subitem   
 Exhibititem  Accounting

**Amounts**

Unliquidated Order Amount	<input type="text" value="\$17,291,647.72"/>	Total Order Amount	<input type="text" value="\$28,709,420.36"/>
Unliquidated Accepted Amount	<input type="text" value="\$6,855.09"/>	Total Accepted Amount	<input type="text" value="\$11,442,009.98"/>
Unliquidated Invoiced Amount	<input type="text" value="\$2,014,206.15"/>	Total Invoiced Amount	<input type="text" value="\$13,431,978.79"/>
Estimated Acquisition Cost	<input type="text" value="\$0.00"/>	Actual Acquisition Cost	<input type="text" value="\$11,620,924.13"/>
Estimated Capitalized Amount	<input type="text" value="\$0.00"/>	Actual Capitalized Amount	<input type="text" value="\$11,620,924.13"/>
Posted To GL Amount	<input type="text" value="\$11,619,585.30"/>	Total Disbursed Amount	<input type="text" value="\$11,608,803.66"/>

**Additional Attributes**

Prior Year Adjustment

Transfer Treasury Symbol

Short Key  ATA  AID  BPOA  EPOA  A  MAIN  SUB

**Accounting Dimensions**

Accounting Template

Treasury Symbol

Short Key  ATA  AID  BPOA  EPOA  A  MAIN  SUB

BBFY  EBFY   
 Fund  Region   
 Project Code  Activity  Sub-Object Class   
 Revenue Source   
 Location/System  Vehicle Tag #  Work Item  Lease #   
 Reimbursable Sub-Object Class   
 Cost Organization  BETC  Cohort Yr  PRC

**User Defined Fields**

Fedcode/Customer Fund Code <input type="text"/>	Line Field 11 <input type="text"/>
Lease Number <input type="text"/>	Line Field 12 <input type="text"/>
Order Number/Batch Number/Batch ID/Receipt Date <input type="text"/>	Line Field 13 <input type="text"/>
Product Code/Approval Code/Unit Cost Price/Open Balance <input type="text"/>	Line Field 14 <input type="text"/>
Customer Code/Premature Remittance/Signal Code <input type="text"/>	Line Field 15 <input type="text"/>
Pay.gov Tracking ID <input type="text"/>	Line Field 16 <input type="text"/>
Supplemental Address/FAS PO Number <input type="text"/>	Line Field 17 <input type="text"/>
TD Code/Transaction Code <input type="text"/>	Line Field 18 <input type="text"/>
Additional Codes <input type="text"/>	Line Field 19 <input type="text"/>
Line Field 10 <input type="text"/>	Line Field 20 <input type="text"/>

**Description**

Description

To view the spending details for a selected asset or betterment, select the Spending Detail link from the Asset Detail window or select the Spending Detail tab from the Expanded Asset Detail window. (Fleet vehicle assets will not be referenced on purchasing or payment transactions. Therefore, the Spending Details will be blank.) Here is a detailed breakdown of the fields:

The top of the Accounting Detail Window is a tabular data table format including the following fields as column headers for each record: Asset Accounting Line Number, Asset Document, BBFY,

EBFY, Spending Document, Fund, Funding Percent, Region, Organization Code, Program, Sub Object Code. The bottom of the Accounting Detail Window includes a General Section.

The top of the General Section includes: Asset Detail Accounting Line Number, Trans Type, Source Number and Funding Percent. The Asset Document subsection includes Type, Number, and Accounting fields. The Spending Document subsection includes Type, Number, Item, Sub Item, Exhibit Item, and Accounting.

The Amounts Section includes 2 columns of fields. Column 1 includes: Unliquidated Order Amount, Unliquidated Accepted Amount, Unliquidated Invoiced Amount, Estimated Acquisition Cost, Estimated Capitalized Amount, and Posted to GL Amount, Column 2 includes: Total Order Amount, Total Accepted Amount, Total Invoiced Amount, Actual Acquisition Cost, Actual Capitalized Amount, and Total Disbursed Amount. The Additional Attributes Subsection includes a Prior Year Adjustment Field. The Transfer Treasury Symbol Subsection includes Short Key, ATA, AID, BPOA, EPOA, A, Main, and Sub. The Accounting Dimensions Subsection includes an Accounting Template Field. The Treasury Symbol Subsection includes: Short Key, ATA, BPOA, EPOA, A, Main, and Sub. Then the accounting dimensions are presented in 4 rows. Row 1 includes: BBFY, EBFY, Fund, Region, Organization Code, and Program. Row 2 includes: Project Code, Activity, Sub-Object Class, Revenue Source, Sub Revenue Source, and Building Number. Row 3 includes: Location/System, Vehicle Tag # (no longer in use by Fleet as of July 2023), Work Item, Lease Number, Reimbursable Sub-Object Class, Reimbursable Sub Object. Row 4 includes Cost Organization, BETC, Cohort Year, and PRC.

The User Defined Fields Subsection includes 2 columns. Column 1 includes: Fedcode/Customer Fund Code, Lease Number, Order Number/Batch Number/Batch ID, Receipt Date, Product Code/Approval Code/Unit Code Price/Open Balance, Customer Code/Premature Remittance/Signal Code, Pay.gov Tracking ID, Supplemental Address/FAS PO Number, TD Code/Transaction Code, Additional Codes, Line Field 10. Column 2 includes 10 separate fields for Line Field 11 - Line Field 20. The Description Subsection includes Description.

**Figure 59** shows the FA or FB documents and spending details for the original asset or betterment selected. (Fleet vehicle assets will not be referenced on purchasing or payment transactions. Therefore, the Spending Details will be blank.)

**Figure 59: Spending Detail Window**

The screenshot shows the 'SPENDING DETAILS' window with tabs for 'Asset Detail', 'Accounting Detail', 'Spending Details', 'Asset Depreciation History', and 'Asset Fiscal Year Depreciation'. The 'Spending Details' tab is active, displaying search criteria for 'Spending Document Type', 'Doc Num', 'Transaction Amount', 'Document Date', 'Document Action', 'Action', and 'Accounting Period'. Below the search criteria is an 'ASSET SPENDING SUMMARY' table with 2 results.

Doc Typ	Doc Num	Accounting Event	Document Date	System Date Time	Accounting Period	Amount
CR	CR20100427000063	SPN4	04/27/2010	04/30/2010 12:09:25	07/2010	\$113,805.00
CR	CR2010050400006	SPN4	05/04/2010	05/08/2010 16:58:50	08/2010	(\$113,805.00)

**7.1.2 Asset Query Field Descriptions**

Table 41 contains a description for every field that is contained in the Asset Query.

**Table 41: Fixed Assets Query Field Definitions**

Field Name	Description
Accumulated Depreciation Amount	The amount of the accumulated depreciation.
Accumulated Depreciation Date	The date of the accumulated depreciation.
Acknowledgement Date	The date the asset was acknowledged.
Acquisition Date	The date the asset was acquired. Required if the asset is depreciable (based on asset type) and the Payment Updates Acquisition Cost option is false, or if the Obligation Link Model is being used and the Require CPO Acknowledgement indicator is false. 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 correction document date. Enter in the MM/DD/YY or MM/DD/YYYY format. Pop-up list available to select Today, Advance One Day, or Subtract One Day.
Acquisition Document Line #	The document line number of the acquisition.
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.

<b>Field Name</b>	<b>Description</b>
Function	The function associated with the asset. Must be valid and active in Activity Maintenance. The transaction date must be within the activity's effective date range.
Actual Acquisition Cost	The asset's actual acquisition cost. <ul style="list-style-type: none"> <li>From Receipts or Accruals (IC's or AI's), or Payments (IP's) (with no Receipts), or Standard Vouchers (SV's) that reference the asset.</li> </ul>
Amount	The amount of the line.
APO Code	The code associated with the Accountable Property Officer. The APO code is required if the Require APO checkbox is true for the fixed asset type on the Asset Type Maintenance table. 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.
APO Name	The name associated with the APO code entered.
Area	The area for the asset (for example, 200 acres).
Artifact Description	Contains a description that can be up to 255 characters in length.
Asset Category	The category for the asset. Asset categories are used to classify related assets for reporting purposes and are optional.
Asset Class	The class for the asset. Asset classes are used to classify related assets for reporting purposes and are optional.
Asset Depreciation Balance Rate	If the Asset Depreciation Method is Variable Declining Balance, this field specifies the rate to be used. Must be greater than or equal to 100 and less than or equal to 300. Required if Default Depreciation Method is Variable Declining Balance; otherwise, must be blank.
Asset Depreciation Method	The depreciation method to be used for depreciable assets if a method is not entered on the Fixed Asset Acquisition (FA) or Fixed Asset Betterment (FB) transaction, or is not inferred based on the Catalog code entered on the fixed asset or FB. Valid values are Straight Line, Sum of the Years Digits, Double Declining Balance, Variable Declining Balance, and Manually Computed.
Asset Group	The group for the asset. Asset groups are used to classify related assets for reporting purposes and are optional.
Asset Number	The number that, in combination with the asset type and betterment number, uniquely identifies the asset or betterment.



Field Name	Description
Asset Type	The type of asset being transferred (for example, equipment, land, antique/artifact, etc.). The asset type, asset number, and betterment number uniquely identify the asset or betterment.
BBFY	The beginning budget fiscal years of the fund affected by this transaction. The combination of BFYs and fund must be valid in the Fund Maintenance table and are required.
Betterment Count	The number of betterments associated with the asset.
Betterment Number	The number of the betterment to be transferred. Required if Transfer Type equals 'Betterment'; otherwise, the field may be left blank. If the Transfer Type equals 'Original Asset Only', the value defaults to '0' when the form is processed. The combination of asset number, asset type, and betterment number must exist in the Asset query.
Building	The building where the asset is physically located.
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.
Capitalized	Indicates whether the asset is capitalized. It defaults to blank at the time the form is opened.
Capitalized Amount	<p>The asset's capitalized amount.</p> <ul style="list-style-type: none"> <li>• From Receipts or Accruals (IC's or AI's), or Payments (IP's) (with no Receipts), or Standard Vouchers (SV's) that reference the asset.</li> <li>• <b>NOTE:</b> This field is called Actual Capitalized Amount on the Asset Detail tab and on the Accounting Detail tab.</li> </ul>
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.
CE Name	The name associated with the CE code entered.
Closing Costs	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.

<b>Field Name</b>	<b>Description</b>
Cognizant Employee	The code associated with the Cognizant Employee (CE). The CE code is required if the Require CE checkbox is true for the fixed asset type on the Asset Type Maintenance table. 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.
CPO Name	The name associated with the CPO code entered.
Custodial Organization	The organization primarily responsible for the asset. Must be valid, active, and within the effective date range on the Custodian Maintenance table.
Custodial Prop Officer	The code of the custodial property officer responsible for the asset. This field is required if the Require CPO checkbox is true for the fixed asset type on the Asset Type Maintenance table. 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.
Date	The date of the asset.
Declining Balance Rate	The declining balance rate for the asset. This field is disabled upon opening the form. This field is not available since the depreciation method is set to Straight Line. Valid values for this field are integers between 100 and 300.
Deductible Amount	The required deductible associated with the equipment/vehicle.
Depreciation Method	The method used to calculate the depreciation. The valid values are the following: Straight Line, Sum of Years Digits, Double Declining Balance, Variable Declining Balance, and Manually Computed. Required if the asset is depreciable (indicated by the asset type). If left blank, the field defaults to the method specified on the catalog code otherwise, it defaults to the value specified on the Fixed Asset Options Maintenance table if unavailable on the catalog code, or a catalog code is not entered.
Description	Contains a description that can be up to 255 characters in length.
Disposition Date	The date of the asset disposal.
Disposition Document	The document used to dispose of the asset.
Disposition Method	The disposal method of the asset.
Region	An alphanumeric code that specifies a region dimension. The value must be valid in the Division Maintenance table.

<b>Field Name</b>	<b>Description</b>
Donated By	The name of the person or organization that donated the antique or artifact to an agency.
Donation Date	The date the antique or artifact was donated to an agency. Enter in the MM/DD/YY or MM/DD/YYYY format. Pop-up list available to select Today, Advance One Day, or Subtract One Day.
EBFY	The ending budget fiscal years of the fund affected by this transaction. The combination of BFYs and fund must be valid in the Fund Maintenance table and are required.
Est. Acquisition Cost	The asset's estimated acquisition cost. <ul style="list-style-type: none"> <li>From acquisition cost amount entered on Acquisitions (FA's) that reference the document.</li> </ul>
Estimated Capitalized Amount	The asset's estimated capitalized amount. <ul style="list-style-type: none"> <li>From acquisition cost amount on Acquisitions (FA's) that reference the asset when the "Capitalized" flag is true.</li> </ul>
Event	The accounting event associated with the spending details.
Extended Description	If enabled in System Administration, this field contains a description that may contain up to 60K characters in length.
Fuel Code	The fuel code associated with this asset. The Fuel code is required for all asset types with a classification of Equipment or Vehicle. This value must be valid, active, and within the effective date range on the Fuel Code Maintenance table.
Fund	An alphanumeric code that specifies a particular fund. The combination of BFYs and fund must be valid in the Fund Maintenance table.
Funding Percent	The percentage of funding.
GL Posting Document	The posting document for the general ledger.
GL Posting Status	The posting status for the general ledger.
GL Posting Status Date	The date the document was posted to the general ledger.
In Service Date	The date the asset was placed into service. Required if using the Obligation Link Model and the Require CPO Acknowledgment indicator is false. Otherwise, the field is optional. 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. Pop-up list available to select Today, Advance One Day, or Subtract One Day.

<b>Field Name</b>	<b>Description</b>
Initial Purchasing Accounting Line #	The accounting line number of the initial purchasing document.
Item Line #	The itemized line number of the document.
Last Automated Depreciation Date	The last date of the automated depreciation.
Last Betterment # Used	The number of the last betterment used.
Lease Amount	The amount of the lease. 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. Required if the Lease Type value is Capital or Operating, otherwise the field is not available. Enter in the MM/DD/YY or MM/DD/YYYY format. Pop-up list available to select Today, Advance One Day, or Subtract One Day.
Lease Start Date	The start date of the lease. Required if the Lease Type value is Capital or Operating, otherwise the field is not available. Enter in the MM/DD/YY or MM/DD/YYYY format. Pop-up list available to select Today, Advance One Day, or Subtract One Day.
Lease Type	The type of lease associated with the asset. The following are the valid lease types: Capital, Operating, and Not Applicable (the default).
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.
Location	The code for the physical location of the asset. Location Code is optional, but if entered, it must be valid in the Asset Location Maintenance table. 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.
Maintenance Costs	The cost of performed maintenance on the asset or betterment.
Manufacturer	The manufacturer of the asset.
Memo Depreciation Amount	The amount of the memo depreciation.
Memo Depreciation Date	The date of the memo depreciation.
Model Number	The model number of the asset.

<b>Field Name</b>	<b>Description</b>
Name	The name of the vendor. This value is defaulted from the Vendor Maintenance table if a vendor code is specified.
Number	The number of the document.
Sub Object Class	The Sub Object Class associated with the asset. Must be valid and active in Sub Object Class Maintenance. Must have a Usage of 'Coded' or 'Either'. The transaction date must be within the object's effective date range.
On Loan To	The name or agency loaning the antique or artifact.
Organization	The organization associated with the asset. Must be valid and active in Organization Maintenance. Must have a Usage of 'Coded' or 'Either'. The transaction date must be within the organization's effective date range.
PA Code	The code associated with the Property Administrator (PA). The PA code is required if the Require PA checkbox is true for the fixed asset type on the Asset Type Maintenance table. Otherwise, it can be system-inferred from either the CPO or the CE, with priority to the CPO.
PA Name	The name associated with the PO code entered.
Payment Authority	The payment amount for 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. Required if the Lease Type value is Capital or Operating, otherwise the field is not available. Valid values are found in the drop-down menu and include: Annual, Bi-Monthly, Monthly, Other, and Semi-Annual.
Payment Updates Acquisition Cost	This option is only available for the Obligation Link Model. 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 option is false, users must enter the acquisition cost on the fixed asset transaction.
Plat Number	The plat number for the asset.
Posted Offline	Indicates if the asset should be posted offline.
Posted to General Ledger Amount	Indicates whether the amount was posted to the general ledger. <ul style="list-style-type: none"> <li>From Payments (IP's), or Receipts or Accruals (IC's or AI's), or Standard Vouchers (SV's) that reference the asset.</li> </ul>

<b>Field Name</b>	<b>Description</b>
Program	The program associated with the asset. Must be valid and active in Program Maintenance. Must have a Usage of 'Coded' or 'Either'. The transaction date must be within the program's effective date range.
Project	An alphanumeric code that specifies a project dimension. The value must be valid in the Project Maintenance table.
Quantity	The quantity of like items represented by the asset number. If a value is not entered, the quantity defaults to 1.
Receipt Acknowledgement Indicator	Indicates if the receipt has been acknowledged.
Reimbursable Sub Object Class	The reimbursable Sub Object Class code of the accounting strip. The value must be valid in the Reimbursable Object Maintenance table.
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.
Replacement Date	The date at which the asset requires replacement. Enter in the MM/DD/YY or MM/DD/YYYY format. Pop-up list available to select Today, Advance One Day, or Subtract One Day.
Required CPO Acknowledgement	Determines if the fixed asset requires CPO acknowledgement. This field is required and defaults to the value of the Requires CPO Acknowledgement flag on the Fixed Asset Options Maintenance table. This indicates whether the CPO Acknowledgement must be recorded prior to considering the asset complete.
Return Date	The date the antique or artifact is expected to be returned. Enter in the MM/DD/YY or MM/DD/YYYY format. Pop-up list available to select Today, Advance One Day, or Subtract One Day.
Room	The room number where the asset is physically located.
Salvage Amount	The dollar amount of the asset at the conclusion of its useful life. Users can choose to allow the system to generate the salvage value. If left blank, and Acquisition Cost and Catalog Code are entered, the system calculates the salvage value by using the salvage percent entered for the catalog code.
Salvage Value	The dollar amount of the betterment at the conclusion of its useful life. Users can choose to allow the system to generate the salvage value. If left blank, and Acquisition Cost and Catalog Code are entered, the system calculates the salvage value by using the salvage percent entered for the catalog code.

<b>Field Name</b>	<b>Description</b>
Selling Price	Indicates the amount that was received for the asset and/or betterment at the time of disposal. The amount in this field is used to calculate a gain or loss on the sale of a capitalized asset and/or betterment.
Serial Number	The serial number for the asset. Required 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. Otherwise, it is optional.
Service Contract Number	The number of the service contract for the equipment or vehicle ends.
Service Contract Number End Date	The date that the service contract for the equipment or vehicle ends.
Signed Form Returned	Indicates if a signed form has been returned.
Spending Document Itemized Line #	The itemized line number of the spending document.
Spending Document Number	The document number of the spending document.
Spending Document Type	The document type of the spending document.
Sub Revenue Source	An alphanumeric code that specifies a sub revenue source dimension. The combination of project and sub project must be valid in the Sub Revenue Source table.
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.
Total Accepted Amount	The total accepted amount of the asset. <ul style="list-style-type: none"> <li>From Receipts (IC's) and Accruals (AI's) that reference the asset.</li> </ul>
Total Disbursed Amount	The total disbursed amount of the asset. <ul style="list-style-type: none"> <li>From Payments (IP's) or Standard Vouchers (SV's) that reference the asset.</li> </ul>
Total Invoiced Amount	The total invoiced amount of the asset. <ul style="list-style-type: none"> <li>From Invoices (II's and IV's) that reference the asset.</li> </ul>
Total Order Amount	The total order amount of the asset. <ul style="list-style-type: none"> <li>From Orders (IO's and IT's) that reference the asset.</li> </ul>

Field Name	Description
Trans 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. If a transaction type is not entered, the field defaults to the default Transaction Type specified on the Document Type Maintenance table when the form is verified or processed. If no default value is provided on the Document Type Maintenance table, the user is required to enter a transaction type.
Type	The custodian type to which this custodian is assigned. Must be valid on the Custodian Type Maintenance table.
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.
Unliquidated Accepted Amount	The unliquidated accepted amount of the asset. <ul style="list-style-type: none"> <li>• From outstanding dollar amounts from Receipts (IC's) and Accruals (AI's) that reference the asset.</li> </ul>
Unliquidated Invoiced Amount	The unliquidated invoiced amount of the asset. <ul style="list-style-type: none"> <li>• From outstanding dollar amounts from Invoices (II's and IV's) that reference the asset.</li> </ul>
Unliquidated Order Amount	The unliquidated order amount of the asset. <ul style="list-style-type: none"> <li>• From outstanding dollar amounts from Orders (IO's and IT's) that reference the asset.</li> </ul>
Useful Life	The estimated number of years the asset is anticipated to be in use. Users can enter a value greater than zero and less than 100, or if left blank it defaults to the useful life indicated on the catalog code. A value is required if a depreciation method is selected.
Building	An alphanumeric code that specifies a user defined dimension. The value must be valid in the Building Maintenance table.
System	An alphanumeric code that specifies a user defined dimension. The value must be valid in the System Maintenance table.
Vehicle Tag #	An alphanumeric code that specifies a user defined dimension. The value must be valid in the Vehicle Tag # Maintenance table. Fleet does not utilize Vehicle Tag #s anymore as of July 2023.
Work Item	An alphanumeric code that specifies a user defined dimension. The value must be valid in the Work Item Maintenance table.



Field Name	Description
ABC Activity	An alphanumeric code that specifies a user defined dimension. The value must be valid in the ABC Activity Maintenance table.
Valuation Amount	The dollar amount for the asset's appraised value. This field is only enabled when a Valuation Date is entered. When a valuation date is entered, this field is required.
Valuation Date	Indicates the date the asset was appraised. Enter in the MM/DD/YY or MM/DD/YYYY format. Pop-up list available to select Today, Advance One Day, or Subtract One Day.
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.
Warranty End Date	The date the warranty for the equipment/vehicle ends. Enter in the MM/DD/YY or MM/DD/YYYY format.
Year of Manufacture	The year that the asset was manufactured. Pop-up list available to select Current, Next, or Previous.

## 7.2 Fixed Assets Journal Query

To access this query, use the following path from the Desktop: **Queries** → **Fixed Assets** → **Journal Query**.

Queries/Fixed Assets/Journal Query

The purpose of the Fixed Assets Journal is to provide an audit trail of all asset-related activity. It supplements the Transaction, Accounting, and General Journals by serving as a subsidiary ledger, and tracks asset-related transactions and asset-specific information that are not included in the other journals. For example, asset type, asset number, betterment number, and accumulated depreciation information are tracked in the Fixed Assets Journal. The Fixed Assets Journal is updated with a new record when certain Fixed Asset Documents are processed.

**NOTE:** The Fixed Assets Journal provides the ability to link asset information to General Ledger postings. The GL Detail Query provides access to view the outcome of the Fixed Asset documents on the GL accounts, including process activity, action, and amounts. The Fixed Assets Journal should be used in conjunction with the GL Detail Query and the Fixed Asset Summary and Details tables to provide the necessary information for reviewing the Fixed Asset documents' overall effect on the asset record.

**Figure 60** displays the Fixed Assets Journal Query window.

**Figure 60: Fixed Assets Journal Query Window**

**Journal Query**

**Asset Info**

Asset Number  ☆

Asset Type  ☆

Betterment Number  ☆

Asset Category  ☆

Asset Class  ☆

Asset Group  ☆

Acquisition Method  ☆

**Custodial Info**

CPO Code  ☆

APO Code  ☆

PA Code  ☆

CE Code  ☆

**Location**

Location Code  ☆

Location Type  ☆

Location Category  ☆

Location Class  ☆

Location Group  ☆

**Search**

1 - 10 of 383 results

Trans Date	Asset Type	Asset Number	Betterment #	Document Type	Document Number	Action	Amount	Acqs Cost	Capitalized Amount	Accumulated Depreciation Amount	Memo Depreciation Amount	Location Code	Accounting Process Activity
04/19/2009	VEHICLE	3FRMW75G97V507	0	FF	FF2009041950190	Original	\$57,865.93	\$57,865.93	\$57,865.93	\$8,558.29	\$0.00		

On the Fixed Assets Journal Query main page, users may search for records based on the following selection criteria: Asset Type, Asset Number, Betterment Number, Asset Category, Asset Class, Asset Group, Custodial information, Location information, Acquisition Method, or by certain amounts (for example, Acquisitions costing more than \$500,000.00.)

Selecting on the Search button initiates the query. To view more detailed information highlight the desired asset and select the Details Button. Selecting the Details Button opens the Transaction Journal window (see **Figure 61**). The Transaction Journal window displays basic header and accounting information for the transaction. Selecting on the View Document button opens the document.

**Figure 61: Transaction Journal Window**

**Journal Details**

— General

**Asset Info**

Asset Type  Asset Number  Betterment #

**Vendor**

Code  Address Code  Vnd Typ

Name

**Document**

Document Type  Document Number

Itemized Line Number  Accounting Line Number

**Security Organization**  Amend #

Amount  Action

Month  Trans Date

Year  Trans Type

Quarter

— Accounting Dimensions

Template

BBFY  EBFY  Fund  Region  Org Code  Program

## 7.2.1 Fixed Assets Journal Query Field Descriptions

**Table 42** contains a description for every field that is contained in the Fixed Assets Journal Query.

**Table 42: Fixed Assets Journal Query Field Descriptions**

Field Name	Description
Accounting Line Number	The accounting line number being referenced.
Action	The type of action for the transaction.
Function	An alphanumeric code that specifies a function dimension. The value must be valid in the Activity Maintenance table.
Amend #	The amendment number associated with the transaction.
Amount	The amount of the transaction.
Asset Number	The number that, in combination with the asset type and betterment number, uniquely identifies the asset or betterment.
Asset Type	The type of asset being transferred (for example, equipment, land, antique/artifact, etc.). The asset type, asset number, and betterment number uniquely identify the asset or betterment.
BBFY	The beginning budget fiscal year (BBFY) of the fund affected by this transaction. The combination of BFYs and fund must be valid in the Fund Maintenance table.
Betterment #	The number of the betterment to be transferred. Required if Transfer Type equals 'Betterment'; otherwise, the field may be left blank. If the Transfer Type equals 'Original Asset Only', the value defaults to '0' when the form is processed. The combination of asset number, asset type, and betterment number must exist in the Asset query.
Region	An alphanumeric code that specifies a region dimension. The value must be valid in the Division Maintenance table.
Document Date	The date transaction was entered. If no date is entered, Pegasys defaults this value to the current date. Enter in the MM/DD/YY or MM/DD/YYYY format.
Document Number	The number of the document or form.
Document Type	The type of Fixed Asset form or document. Must be valid on the Document Types table.
EBFY	The ending budget fiscal year (EBFY) of the fund affected by this transaction. The combination of BFYs and fund must be valid in the Fund Maintenance table.

<b>Field Name</b>	<b>Description</b>
Fund	An alphanumeric code that specifies a particular fund. The combination of BFYs and fund must be valid in the Fund Maintenance table.
Itemized Line Number	The number of the itemized line being referenced.
Month	The month of the transaction.
Name	The name of the vendor. This value is defaulted from the Vendor Maintenance table if a vendor code is specified.
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.
Organization	An alphanumeric code that specifies an organization dimension. The value must be valid in the Organization Maintenance table.
Program	An alphanumeric code that specifies a program dimension. The value must be valid in the Program Maintenance table.
Project	An alphanumeric code that specifies a project dimension. The value must be valid in the Project Maintenance table.
Quarter	The quarter of the transaction.
Reimbursable Sub Object Class	The reimbursable object code of the accounting strip. The value must be valid in the Reimbursable Sub Object Class Maintenance table.
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.
Trans 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. If a transaction type is not entered, the field defaults to the default Transaction Type specified on the Document Type Maintenance table when the form is verified or processed. If no default value is provided on the Document Type Maintenance table, the user is required to enter a transaction type.
Building	An alphanumeric code that specifies a user defined dimension. The value must be valid in the Building Maintenance table.
System	An alphanumeric code that specifies a user defined dimension. The value must be valid in the System Maintenance table.

Field Name	Description
Vehicle Tag #	An alphanumeric code that specifies a user defined dimension. The value must be valid in the Vehicle Tag # Maintenance table. Fleet does not utilize Vehicle Tag #s anymore as of July 2023.
Work Item	An alphanumeric code that specifies a user defined dimension. The value must be valid in the Work Item Maintenance table.
ABC Activity	An alphanumeric code that specifies a user defined dimension. The value must be valid in the ABC Activity Maintenance table.
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.
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.
Vendor Type	The type of vendor.
Year	The year of the transaction.

### 7.3 GL Account Detail Query

To access this query, use the following path from the Desktop: **Queries** → **General Ledger** → **GL Detail Query**.

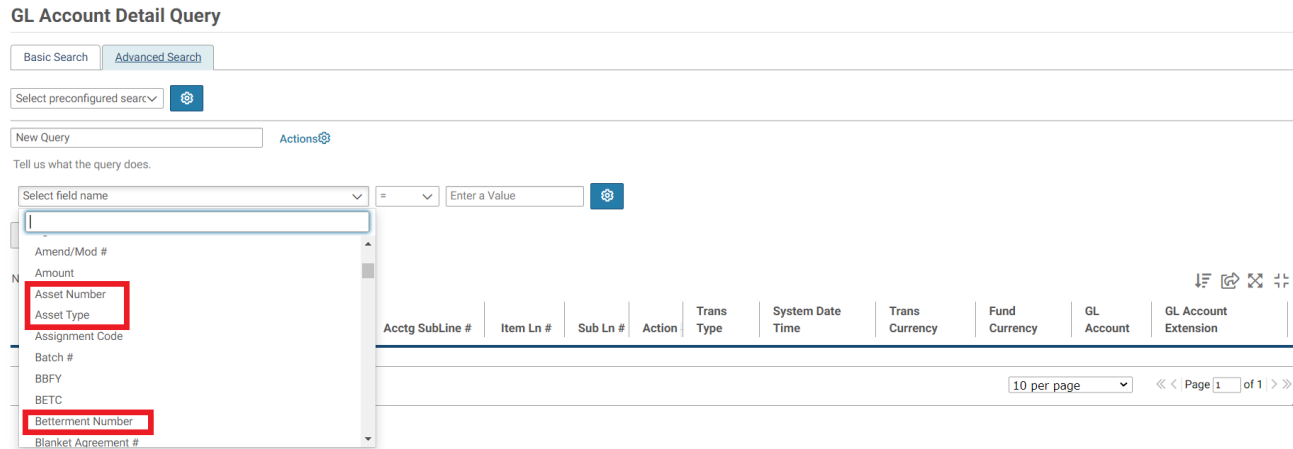
#### 7.3.1 Queries/General Ledger/GL Detail Query

The General Ledger subsystem handles the postings for capitalized assets and associated betterments. Assets with an acquisition cost on the Fixed Asset Acquisition (FA) or Fixed Asset Betterment (FB) transaction call the general ledger to perform the postings. However, if an asset has the acquisition cost updated by a payment, the offline Acquisition Cost Update process calls the general ledger to handle the postings.

The GL Account Detail query is used as an alternate way of viewing information contained in the ledger. Over 40 pieces of data to narrow the query results to only those records the user wants to view. The results of the query are displayed in a tabular format where each posting (a single debit or credit) recorded for each document line is displayed. Users can query for postings by Asset Type, Asset Number and associated Betterment Number. These same fixed asset fields can also be used with the Transaction Journal Query.

**Figure 62** displays the GL Account Detail Query window.

**Figure 62: GL Account Detail Query Window**

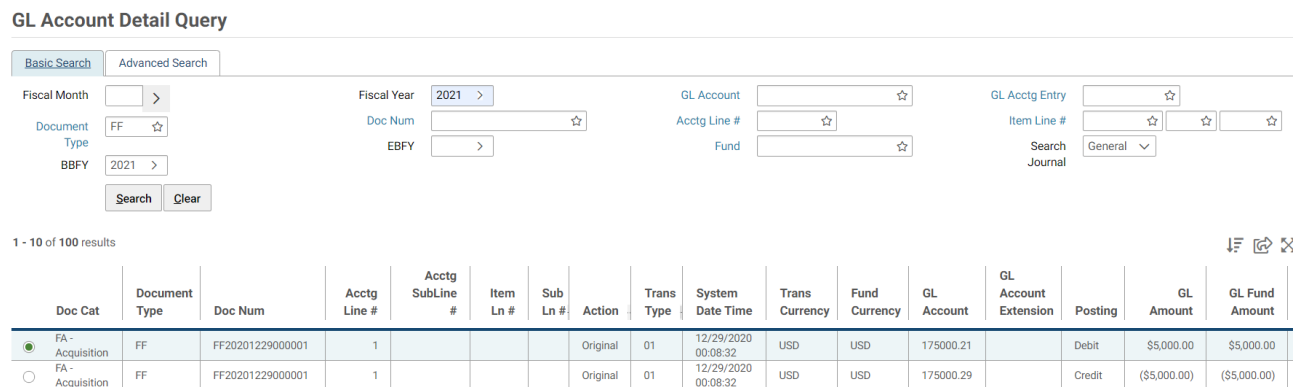


The GL Detail Query provides fields to specify selection criteria for various pieces of data from the General journal. The user can specify any field needed to pull relevant data to the window and leave out any other fields.

Any transactions that meet all of the criteria specified are listed. For example, if the user needs to search on an accounting period across all events, which were entered on a certain document category that used a specific fund, region, and program, the user can enter the search parameters along with the specific document type.

Selecting on the Search button initiates the query. To view more detailed information highlight the desired record and select the Details Button. Selecting the Details Button opens the GL Account Detail window (see **Figure 63**). The GL Account Detail window displays basic header and accounting information for the transaction and the action that was taken against the General Ledger by processing this document. Selecting on the View Document button opens the document.

**Figure 63: GL Account Detail Window**



**7.3.2 GL Account Detail Query Field Descriptions**

**Table 43** contains a description for every field that is contained in the GL Account Detail Query.

**Table 43: GL Account Detail Query Field Definitions**

<b>Field Name</b>	<b>Description</b>
Accounting Line Number	The accounting line number being queried.
Acctg. Period	The accounting period in which this transaction is to be recorded. It must be valid in the Accounting Period Maintenance table. If no value is entered, Pegasys defaults his value to the accounting period associated with the date entered or defaulted. Enter the value in the following format: MM/YYYY.
Acctg. Trans Type	Alphanumeric code used in combination with the transaction's document type to infer general ledger postings. Must be valid in the Transaction Definition Maintenance table.
Action	Action type of the amendment (for example, Amend, Correct, Initial).
Function	An alphanumeric code that specifies an activity dimension. The value must be valid in the Function Maintenance table.
Amend #	Number of the amendment.
Amount	The total amount of the transaction.
BBFY (required)	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.
BETC	The Business Event Type Code (BETC) is an 8-character code used to indicate the type of activity being reported.
Cost Organization	The cost organization code of the accounting strip. The value must be valid in the Organization Maintenance table and be defined as a cost organization.
Region	An alphanumeric code that specifies a region dimension. The value must be valid in the Division Maintenance table.
Doc Date	Date journal voucher is created. If no value is entered, Pegasys defaults value to current date. Value must be entered in following format: MM/DD/YYYY or MMDDYYYY.
Document Number	An alphanumeric value which uniquely identifies the document.
Document Type	The type of document being queried.
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.
Event	Search for an event type (for example, Allotment Carryover, Receivable - Revenue, Withhold Release).
Fiscal Quarter	Enter accounting period fiscal quarter.

<b>Field Name</b>	<b>Description</b>
Fiscal Year	Enter accounting period fiscal year.
Fund (required)	An alphanumeric code that specifies a particular fund. The combination of BFYs and fund must be valid in the Fund Maintenance table.
GL Account	General ledger account affected by journal voucher line. Must be valid in GL Account Maintenance table.
GL Account Entry	Enter a general ledger account entry (for example, Appropriation Enacted, GL Transfer, Apportion Reimbursement Authority).
Itemized Line Number	The itemized line number being queried.
Journal Type	The type of journal that the transaction affects.
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.
Organization	An alphanumeric code that specifies an organization dimension. The value must be valid in the Organization Maintenance table.
Posting	Select type of posting (for example, Debit, Credit).
Program	An alphanumeric code that specifies a Program dimension. The value must be valid in the Program Maintenance table.
Project	An alphanumeric code that specifies a project dimension. The value must be valid in the Project Maintenance table.
Reimbursable	The reimbursable object code of the accounting strip. The value must be valid in the Reimbursable Sub Object Class Maintenance table.
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.
Revenue Source	An alphanumeric code that specifies a revenue source dimension. The value must be valid in the Revenue Source Maintenance table.
Sub GL Account	Sub general ledger account affected by journal voucher line. Must be valid in Sub GL Account Maintenance table.
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.
Transaction Type	Alphanumeric code used in combination with transaction's document type to infer general ledger postings. Must be valid in Transaction Definition Maintenance table.



<b>Field Name</b>	<b>Description</b>
Building	An alphanumeric code that specifies a user defined dimension. The value must be valid in the Building Maintenance table.
System	An alphanumeric code that specifies a user defined dimension. The value must be valid in the System Maintenance table.
Vehicle Tag #	An alphanumeric code that specifies a user defined dimension. The value must be valid in the Vehicle Tag # Maintenance table. Fleet does not utilize Vehicle Tag #s anymore as of July 2023.
Work Item	An alphanumeric code that specifies a user defined dimension. The value must be valid in the Work Item Maintenance table.
ABC Activity	An alphanumeric code that specifies a user defined dimension. The value must be valid in the ABC Activity Maintenance table.
Vendor Code	Vendor code for vendor on the form. Combination of vendor code and vendor address code must be valid on Vendor Maintenance table.
Vendor Name	Name of vendor providing goods or services. Value defaults from Vendor Maintenance table if a vendor code is specified.
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.

## 8 Fixed Assets Offline Processes

This section describes the batch jobs for the Fixed Assets subsystem. The following processes are related to the Pegasys Fixed Assets subsystem:

- Acquisition Cost Update Process
- Automated Depreciation Process
- Mass Transfer Process
- Fixed Assets Archive Process

### 8.1 Acquisition Cost Update Process

The Acquisition Cost Update process will update the Actual Acquisition Cost based on amounts expended against the Estimated Accrual, Receipt, Payment (including Third Party Payment and Imprest Fund), and Standard Voucher (using expenditure or balance sheet transfer posting events) documents referencing the specified asset. This batch job compares the Posted to GL Amount field and the asset's capitalized amount value, which is updated by the processing of referencing purchasing documents, on the asset detail record. It then posts to the GL the necessary increase or decrease based on the difference between these two amounts.

**NOTE:** Vehicles do not utilize this batch job.

#### 8.1.1 Fixed Assets Acquisition Cost Update Batch Job Parameters

The executable that performs the Acquisition Cost Update Process is 'FAACQUPDAT', which consists of the parameters described in **Table 44**.

The Acquisition Cost Update Process will need to be executed before the Depreciation Batch job month-end process.

**Table 44: Fixed Assets Acquisition Cost Update Batch Parameters**

Parameter	Description	Additional Information
EffectiveDate	This date sets the current date. Defaults to the current date. Must be a valid date in mm/dd/yy or mm/dd/yyyy format	Optional

### 8.2 Automated Depreciation Process

The Automated Depreciation Process is used to compute the depreciation for certain fixed assets and betterments. The process computes depreciation from the date of acquisition or the in-service date. The depreciation start is determined by the Date Used for Depreciation indicator on the Asset Type Maintenance table.

**NOTE:** The depreciable real asset types will use the in-service date as the start date for depreciation. The VEHICLE asset type will use the in service date as the start date for depreciation.)

The system ignores the following assets/betterments: Assets that are not depreciable and assets without an Actual Acquisition Cost (Payment/Accrual Updates Acquisition Cost flags are true, but an accrual or payment has not been processed referencing the asset.) If the Useful Life and Salvage Values are changed on the Fixed Asset Correction form, the Automated Depreciation process must be rerun to recalculate the depreciation appropriately.

The Automated Depreciation Process is used to compute and update the depreciation for depreciable fixed assets and betterments. The process computes depreciation from the asset's last date of depreciation through the new depreciation date. If the asset has never been depreciated or is a new asset, the asset's start date is used. The asset start date is determined by the Date Used for Depreciation indicator on the Asset Type Maintenance table. (All depreciable asset types will use the in-service date as the start date for depreciation.)

The Automated Depreciation Process ignores assets that are not depreciable and assets without an Actual Acquisition Cost (in this case the Payment/Accrual Updates Acquisition Cost flags are true, but an accrual or payment has not been processed referencing the asset.)

The Automated Depreciation Process calculates the amount of depreciation for each asset or betterment using the depreciation method specified on the asset. GSA will use the straight line depreciation method for all of its assets. An example of this method is described in **Section 8.2.1**.

The Automated Depreciation Process calculates the amount of depreciation to be incurred from the date that the depreciation was last calculated for the asset until the date specified in the batch job parameters. This depreciation amount is considered incremental depreciation. The process can be run monthly, quarterly, annually, or on request.

The Automated Depreciation Process also has additional capabilities built in for error corrections, acquisition cost updates, asset type transfers, disposals, and fiscal year boundaries to better follow accepted accounting rules. Changes to the asset that affect depreciation can be categorized into two types: prospective and retroactive. A prospective change creates a Prospective record with a new daily depreciation rate to be calculated and to be used going forward. An Incremental Depreciation record will also be created to catch the asset up to the new Prospective records effective date using the previous Prospective records daily rate. Prospective changes do not go back and correct previous depreciation entries. A retroactive change creates a Retroactive record with a new depreciation rate to be calculated starting from either the asset's In-Service Date or first day of the current fiscal year, whichever date is more recent. Retroactive changes because an Incremental Depreciation record to be created to reverse any existing fiscal year accumulated depreciation. Another Incremental Depreciation record will be created to catch up the assets depreciation to the date the retroactive change was applied.

**Table 45** details the different types of changes and **Table 46** their depreciation effect.

**Table 45: Depreciation History Type Records**

<b>Record Type</b>	<b>Description</b>
Asset Acquisition	The assets initial creation record.
Prospective	Created when daily depreciation rate has changed due to an acquisition cost change or error corrections. The Prospective record only displays the new daily depreciation rate being calculated. The Effective Begin Date is the date the rate became effective, and the Effective Date is the last date the record is effective through.
Retroactive	Rate change caused by In-Service date correction that will calculate a new depreciation rate. The Retroactive record only displays the new daily depreciation rate being calculated. The Effective Begin Date starts from the more recent of the asset's In-Service Date or first day of the current fiscal year. The Effective Begin Date is the date the rate became effective, and the Effective Date is the last date the record is effective through.
Incremental Depreciation	Incremental depreciation amount posted for the time period at the current daily depreciation rate. The period is determined by the Effective Begin Date and through the Effective Date. The rate is determined by the most recent Prospective or Retroactive record. Incremental Depreciation records are also created when fiscal year depreciation is backed out by retroactive changes.
Manual	Created by Manual Depreciation Documents. Manual records contain both the incremental depreciation amount, and the new daily rate to be used going forward.

**Table 46: Depreciation Changes**

<b>Change</b>	<b>Depreciation Type Record</b>	<b>Description</b>
Acquisition Cost Increase or Decrease through the Acquisition Cost Update Process	Prospective, Incremental	An Incremental Depreciation record will be created to catch up depreciation to the Effective Date of the Acquisition Cost Update Batch Job. A Prospective record will be created with a new daily depreciation rate to be used going forward.

Change	Depreciation Type Record	Description
Acquisition Cost Increase or Decrease through a Fixed Asset Correction document(can only be used for assets with Payment Updates Acquisition Cost or Accrual Updates Acquisition Cost Flag unchecked)	Retroactive, Incremental	An Incremental Depreciation record is created to back-out existing accumulated depreciation to more recent of the assets In-Service Date or first day of the current fiscal year or the asset's. A Retroactive record creates a new daily depreciation rate calculated from to the more recent of the asset's In-Service Date or first day of the current fiscal year. Another Incremental Depreciation record is created to catch up depreciation using the new rate to the document date of the Fixed Asset Correction document. If the user wishes to make a change to accumulated depreciation from prior fiscal years, a Manual Depreciation should be created.
Useful Life or Salvage Value correction	Prospective, Incremental	An Incremental Depreciation record will be created to catch up depreciation to the document date of the Fixed Asset Correction document. A Prospective record will be created with a new daily depreciation rate to be used going forward.
In-Service Date correction	Retroactive, Incremental	Three records are created when a retroactive change occurs. First, an Incremental Depreciation record is created to back-out any existing fiscal year depreciation. A new Retroactive record is then created with a new daily depreciation rate calculated from the more recent of the asset's In-Service Date or first day of the current fiscal year. This rate takes into account all the previous fiscal year depreciation and only the most recent acquisition cost. Finally, another Incremental Depreciation record is created to catch up depreciation using the new rate to the document date of the Fixed Asset Correction document. If the user wishes to make a change to accumulated depreciation from prior fiscal years, a Manual Depreciation should be created.
Transfer of Asset Type from Depreciable to Non-Depreciable	Incremental	An Incremental Depreciation record is created to catch up depreciation to the Transfer Date entered on the Fixed Asset Transfer document.

Change	Depreciation Type Record	Description
Disposal of Depreciable Asset	Incremental	An Incremental Depreciation record is created to catch up depreciation to the Disposal Date entered on the Fixed Asset Disposal document.
Manual Depreciation	Manual	One Manual record is created to update the asset’s accumulated depreciation with the depreciation amount entered on the document. The same record will also display a new rate that is also calculated based on the Depreciation Effective Date entered on the Fixed Asset Manual Depreciation document and to be used for future transactions.

After each completion of the Automated Depreciation Process, the incremental amount of accumulated depreciation is recorded on the fixed asset record, the Fixed Asset Journal, and the General Ledger.

### 8.2.1 Straight Line Depreciation Method

The straight-line depreciation method allocates the asset’s total depreciation evenly across its useful life. In other words, an equal amount of depreciation expense is attributed daily. This is accomplished by using the following series of formulas (**Figure 64**):

**Figure 64: Straight Line Formula**

<p><b>New Accumulated Depreciation Amount = (New Effective Depreciation Date- Last Effective Depreciation Date) * Depreciation Rate</b></p> <p><b>Depreciation Rate = (Acquisition Cost - Salvage Value - Accumulated Depreciation) / Remaining Life</b></p>
--

The Straight Line Formulas are as follows:

1. New Accumulated Depreciation equals (New Effective Depreciation Date minus Last Effective Depreciation Date) multiplied by Depreciation Rate.
2. Depreciation Rate equals (Acquisition Cost minus Salvage Value minus Accumulated Depreciation) divided by Remaining Life.

To clarify the Straight Line method, **Table 47** shows the values used and their location. In addition, an example is provided to illustrate the calculations.

**Table 47: Straight - Line Depreciation Values**

Record Type	Field	Example Value	Description
Asset Acquisition	Effective Begin Date	5/26/2010	Effective Begin Date on the Asset Depreciation History Table. The depreciation calculation will begin from this date.
Asset Acquisition	Depreciation Start Date	5/26/2010	Always set to the In-Service Date of the asset
Asset Acquisition	Salvage Value	\$2,000	Asset's current Salvage Value
Asset Acquisition	Useful Life	60 months	Useful Life of the asset is always in months
Asset Acquisition	Current Accumulated Depreciation	\$0	Accumulated Depreciation at the time of creation on the asset.
Asset Acquisition	Expected Disposal Date	5/26/2015	Depreciation Start Date plus Useful Life
Asset Acquisition	Daily Depreciation Rate	\$4.381161	Asset's Daily Depreciation Rate
Incremental Depreciation	Effective Begin Date	5/26/2010	First date to calculate depreciation amount
Incremental Depreciation	Effective Date	6/30/2010	Last date the amount is calculated through
Effective Begin Date on the Asset Depreciation History Table. The depreciation calculation will begin from this date.	Effective Begin Date on the Asset Depreciation History Table. The depreciation calculation will begin from this date.	Effective Begin Date on the Asset Depreciation History Table. The depreciation calculation will begin from this date.	Effective Begin Date on the Asset Depreciation History Table. The depreciation calculation will begin from this date.

In addition, an example is provided in **Figure 65** to illustrate the depreciation calculation for a new asset.

**Figure 65: Straight Line Example for a New Asset**

Remaining Life = 5/26/2015 – 5/26/2010 = 1826 days(includes leap dates).

Depreciation Rate = (\$10,000 - \$2,000 - \$0) / 1826 days = \$4.381161 daily depreciation rate.

New Accumulated Depreciation: = (6/30/2010 – 5/26/2010) + 1 \* \$4.381161 = \$157.72 depreciation amount calculated.

Details on the Straight Line Example for a New Asset are as follows: Remaining Life = 5/26/2015 minus 5/26/2010 equals 1826 days (includes leap dates). Depreciation Rate = (\$10,000 minus \$2,000 minus \$0) divided by 1826 days equals \$4.381161 daily depreciation rate. New Accumulated Depreciation equals (6/30/2010 minus 5/26/2010) plus 1 multiplied by \$4.381161 equals \$157.72 depreciation amount calculated.

The new depreciation amount calculated for 6/30/2010 is \$157.72. This amount is then added to the previously accumulated depreciation for the asset and the new total accumulated depreciation amount that will be displayed in the asset query is \$157.72. The asset will continue to depreciate at a \$4.381161 daily depreciation rate if there are no other changes to the asset for the remainder of its life.

If the asset receives an acquisition cost increase/decrease through the Acquisition Cost Update Process, it will receive an incremental depreciation update. An Incremental Depreciation record will be created to depreciate the asset to the date the acquisition cost change happened, and a Prospective record will be created with a new daily depreciation rate will be calculated to be used going forward. In the following scenario, the previous asset now receives an acquisition cost increase of \$1,000 on 8/15/2010. The same formulas will still be used, but with different values broken out into two steps. **Table 48** shows the values used to calculate the incremental depreciation/catch-up depreciation and **Figure 66** provides an incremental/catch-up depreciation example.

**Table 48: Incremental/Catch - Up Depreciation Key Values and Records**

Record Type	Field	Example Value	Description
Asset Acquisition	Effective Date	8/14/2010	The last date the Daily Depreciation Rate is effective through.
Incremental Depreciation	Effective Begin Date	7/01/2010	First date to calculate depreciation amount
Incremental Depreciation	Effective Date	8/14/2010	Last date the amount is calculated through
Incremental Depreciation	Depreciation Amount	\$197.15	Depreciation Amount added based on the time period between Effective Begin Date through Effective Date, multiplied against current Daily Depreciation Rate



**Figure 66: Incremental/Catch - Up Depreciation Example**

Incremental Depreciation/Catch-Up =  $(8/15/2010 - 7/1/2010) * \$4.381161 = \$157.87$  is the incremental depreciation Amount.

**Note:** Since the asset acquisition cost was updated on 8/15, we calculate through the 8/14.

This amount is added to the previous Accumulated Depreciation (\$197.15) to give the asset a new Accumulated Depreciation amount of \$354.88. After the incremental entry, a new depreciation rate must be calculated to be used going forward. **Table 49** displays the new depreciation rate values and **Figure 67** provides a new depreciation rate example.

**Table 49: New Depreciation Rate Values**

Record Type	Field	Example Value	Description
Asset Acquisition	Effective Date	8/14/2010	The last date the Daily Depreciation Rate is effective through.
Prospective	Acquisition Cost	\$11,000	New Acquisition Cost used to calculate new Daily Depreciation Rate
Prospective	Salvage Value	\$2,000	Salvage Value used to calculate new Daily Depreciation Rate
Prospective	Accumulated Depreciation Amount	\$354.87	Asset's Accumulated Depreciation Amount, which is also used to calculate new Daily Depreciation Rate
Prospective	Daily Depreciation Rate	\$4.954229	New Daily Depreciation Rate calculated using above values
Prospective	Effective Begin Date	8/15/2010	First date new Daily Depreciation Rate is effective

**Figure 67: New Depreciation Rate Example**

Remaining Life =  $(5/26/2015 - 8/15/2010) = 1775$  days.

Daily Depreciation Rate =  $(\$11,000 - \$2,000 - 354.87) / 1775$  days = \$4.954229 new daily depreciation rate.

The automated depreciation process will depreciate the asset up to its Net Book Value, minus any salvage value. The automated depreciation process will also only depreciate the asset up to the expected disposal date. Even though GSA currently runs depreciation once a month, an asset that has an Expected Disposal Date earlier in the month will not depreciate for more than its Net Book Value minus salvage value. Using the previous asset as an example, the asset will be fully depreciated ( $\$11,000 - \$2,000 = \$9,000$  Accumulated Depreciation) when GSA runs its monthly depreciation on 5/31/2015. Since the asset's Expected Disposal Date is 5/25/2015, the automated depreciation process will fully depreciate the asset through 5/24/2015 and nothing more.

## 8.2.2 Depreciation Projection

If the job is run with a future accounting period and date, Pegasys will calculate what the depreciation will be for that given time period. The users should point the job to a Document Type / Transaction Type that has a NULL GL Entry Code or posts to memo accounts to keep the projections separate from the actuals.

## 8.2.3 Automated Depreciation Batch Job Parameters

The executable that performs the Automated Depreciation Process is 'FAAutoDepr', which consists of the parameters described in **Table 50**.

**Table 50: Fixed Assets Automated Depreciation Batch Parameters**

Parameter	Description	Required
accountingPeriod	The accounting period to which the incremental depreciation expense and accumulated depreciation should be posted in the general journal. If this field is populated, the accounting period must be open in order to post to it. Must be a valid accounting period in mm/yyyy format.	Required
assetNumber	The asset number to which the process should apply depreciation.	Optional
assetType	The asset type to which the process should apply depreciation. Must be a valid record on the Asset Type Maintenance table.	Optional
beginFY	The combination of beginFY, endFY, and fundCode are used to select only assets and betterments associated with this fund to apply depreciation to. Must be entered in YYYY format.	Optional

Parameter	Description	Required
bypassPostToJournal	This indicator is used to determine if the depreciation expense and accumulated depreciation should be posted to the general journal. If set to T, the accumulated depreciation is updated in the fixed asset table, but no general journal postings occur. This feature may be used when establishing assets that have already been partially depreciated in the journal. The parameter is optional, and defaults to F if left blank. Valid values are T, Y, TRUE, true (TRUE) and F, N, FALSE, false (FALSE).	<ul style="list-style-type: none"> <li>• Optional</li> <li>• GSA will set to False</li> </ul>
deprMethod	The depreciation method used in calculating depreciation values to the asset or betterment. Valid values are DD (Double Declining Balance), MC (Manually Computed), SL (Straight Line), SY (Sum of Years Digits), and DB (Variable Declining Balance).	<ul style="list-style-type: none"> <li>• Optional</li> <li>• GSA will specify 'SL'</li> </ul>
documentType	The document type used to post the depreciation to the General Ledger. Must have a valid record on the Document Number Format Maintenance Table. Must be a valid record on the Document Type Maintenance table.	<ul style="list-style-type: none"> <li>• Required</li> <li>• GSA will specify 'F4'</li> </ul>
effectiveDate	The date used to calculate depreciation and record it to the asset record, Fixed Asset Journal, and General Ledger. Must be a valid date in mm/dd/yy or mm/dd/yyyy format. Defaults to current date.	Required
endFY	The combination of beginFY, endFY, and fundCode are used to select only assets and betterments associated with this fund to apply depreciation to. Must be entered in YYYY format.	Optional
fundCode	The combination of beginFY, endFY, and fundCode are used to select only assets and betterments associated with this fund to apply depreciation to. Must be a valid record on the Fund Code Maintenance table in combination with BBFY, EBFY, and Partition	Optional
locationCode	If this parameter is entered, only assets and betterments associated with the specified location code are depreciated in the batch process. Must be a valid record on the Location Code Maintenance table.	Optional
deprRegion	If this parameter is entered, only assets and betterments associated with the specified location code are depreciated in the batch process. Must be a valid record on the Region Code Maintenance table.	Set to the Region

Parameter	Description	Required
partition	If this parameter is entered, only assets and betterments associated with the specified partition are depreciated in the batch process. If partition is enabled for fund, fund selection logic requires partition. Must be a valid record on the Partition Maintenance table.	<ul style="list-style-type: none"> <li>Optional</li> <li>GSA will set to NULL</li> </ul>
transactionDefinition	The transaction definition used to post the depreciation to the General Ledger. Must be valid on the Transaction Definition Maintenance table.	Required

### 8.3 Mass Transfer Process

The Fixed Assets Mass Transfer Process performs mass transfers of fixed assets from one specific accounting distribution to another and/or from one Custodial Property Officer (CPO) to another. All fixed assets associated with the original accounting distribution and/or CPO will be transferred to the new accounting distribution and/or CPO. GSA will only use this batch job on an ad hoc basis. **NOTE:** Fleet vehicles will not utilize the custodial mass transfer functionality.

This offline process is used in conjunction with the Fixed Asset Accounting Codes Transfer query. The user may enter any combination of old and new accounting code elements on this query. Once the user applies the changes to the selected records in the query, records are added to the Transfer in Process table reflecting the new accounting distribution.

When the Fixed Assets Mass Transfer Process is run, it will read the Transfers in Process table in order to create the necessary transfer transactions. Fixed asset transfer documents will be created for each matching asset record and will include the new transfer accounting distribution information and/or new custodial information. The system will then process the fixed asset transfer transactions.

The Mass Transfer Process automatically creates and processes the necessary fixed asset transfer documents. The offline process generates a report, the Fixed Asset Transfer Report. This report lists the individual fixed assets for which fixed asset transfer documents were created.

#### 8.3.1 Mass Transfer Batch Job Parameters

The executable that performs the Mass Transfer Process is FAMassTransfer, which consists of the parameters described in **Table 51**.

**Table 51: Fixed Assets Automated Mass Transfer Batch Parameters**

Parameter	Description	Required
documentAction	Valid values are P (Process), S (Schedule), and H (Hold). This parameter indicates if the fixed asset transfer documents generated should be processed, scheduled or held.	Required

Parameter	Description	Required
documentDate	The accomplished date to be entered on the fixed asset transfer documents generated by this batch job. Defaults to the current date. Must be a valid date in mm/dd/yy or mm/dd/yyyy format.	Optional
documentType	The document type should be of the FT document category. There must be a valid record on the document number format maintenance table for this document type.	Required <ul style="list-style-type: none"> <li>GSA will specify 'FK'</li> </ul>
transferCode	The transfer code associated with the desired changes found on either the Accounting Codes Transfer or Custodial Transfer query. Must be a valid Transfer Code from either the Accounting Codes Transfer Query or the Custodial Transfer Query	Optional
transferType	Valid values are A (Accounting) or C (Custodian). Selection of 'A', returns only transactions involving accounting transfers entered on the Fixed Asset Accounting Codes Transfer Query are processed. 'C,' means only transactions involving CPO transfers on the Custodial Transfer Query are processed.	Optional <ul style="list-style-type: none"> <li>GSA will specify 'A'.</li> </ul>
userId	The Pegasys user id that will be used for the processing of all the fixed asset transfer documents generated during this batch job. Must be a valid entry on the Principal Maintenance table.	Required

### 8.3.2 Accounting Codes Transfer

To access this entry table, use the following path from the Desktop:

#### Queries → Fixed Assets → Accounting Codes Transfer

The Accounting Codes Transfer Entry table is used to enter information for mass accounting strip transfers (see **Figure 68**). The codes established on this table will be used as the transferCode parameter value for the Mass Transfer batch job.

**Figure 68: Accounting Codes Transfer Entry Window**

Records are selected from the Custodial Transfer Entry and Accounting Codes Transfer Entry tables by the Mass Transfer offline process. Documents are created for each asset meeting the criteria defined in the Accounting Code Transfer Entry table through the offline process.

Information entered on the Accounting Codes Transfer Entry table is used to identify existing assets to be transferred. For example, if all assets with a BFY, Fund, Object, and Project Code are to be transferred to a new accounting strip, the accounting elements are entered in the Current Accounting Information box and the new strip is entered in the New Accounting Information box. All assets meeting the selection criteria are selected and a transfer form or document is generated.

**8.3.2.1 Accounting Codes Transfer Entry Field Descriptions**

**Table 52: Accounting Codes Transfer Entry Field Descriptions**

Field Name	Description	Additional Information
Code	The code that uniquely identifies the Accounting Codes Transfer Entry.	Required
Asset Type	The Asset Type of the assets to be transferred.	Optional

**Table 53: Accounting Codes Transfer Entry Field Descriptions - Current Accounting Information Box**

<b>Field Name</b>	<b>Description</b>	<b>Additional Information</b>
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 to which the assets currently belong. The combination of BBFY and fund must be valid in the Fund Maintenance table and are required.	Optional
EBFY	The ending budget fiscal year of the fund to which the assets currently belong. The EBFY and fund must be valid in the Fund Maintenance table.	Optional
Fund	An alphanumeric code that specifies the fund to which the assets currently belong. The combination of BFYs and fund must be valid in the Fund Maintenance table and are required.	Optional
Region	An alphanumeric code that specifies a region to which the assets currently belong. If entered or required, it must be valid in the Region Maintenance table.	Optional
Org Code	An alphanumeric code that specifies an organization to which the assets currently belong. If entered or required, it must be valid in the Organization Maintenance table and be defined as a budget organization.	Optional
Program	An alphanumeric code that specifies a Program to which the assets currently belong. If entered or required, the value must be valid in the Program Maintenance table.	Optional
Project Code	An alphanumeric code that specifies a project to which the assets currently belong. If entered or required, the value must be valid in the Project Maintenance table.	Optional
Activity	An alphanumeric code that specifies an Activity to which the assets currently belong. If entered or required, the value must be valid in the Activity Maintenance table.	Optional

<b>Field Name</b>	<b>Description</b>	<b>Additional Information</b>
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 to which the assets currently belong. 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 to which the assets currently belong. 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 to which the assets currently belong. If entered or required, the value must be valid in the Building # Maintenance table.	Optional
System	An alphanumeric code that specifies a system to which the assets currently belong. If entered or required, the value must be valid in the System Maintenance table.	Optional
Vehicle Tag #	An alphanumeric code that specifies a vehicle tag to which the assets currently belong. If entered or required, the value must be valid in the Vehicle Tag # Maintenance table.	Discontinued; do not populate
Work Item	An alphanumeric code that specifies a work item to which the assets currently belong. 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 to which the assets currently belong. 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 to which the assets currently belong. 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 to which the assets currently belong. The combination of reimbursable object code and reimbursable sub object code must be valid in the Sub Object Maintenance table.	Currently not in use



<b>Field Name</b>	<b>Description</b>	<b>Additional Information</b>
Cost Organization	An alphanumeric code that specifies a cost organization to which the assets currently belong. 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

**Table 54: Accounting Codes Transfer Entry Field Descriptions - New Accounting Information Box**

<b>Field Name</b>	<b>Description</b>	<b>Additional Information</b>
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 to which the assets are transferred. The combination of BBFY and fund must be valid in the Fund Maintenance table and are required.	Optional
EBFY	The ending budget fiscal year of the fund to which the assets are transferred. The EBFY and fund must be valid in the Fund Maintenance table.	Optional
Fund	An alphanumeric code that specifies the fund to which the assets are transferred. The combination of BFYs and fund must be valid in the Fund Maintenance table and are required.	Optional
Region	An alphanumeric code that specifies a region to which the assets are transferred. If entered or required, it must be valid in the Region Maintenance table.	Optional
Org Code	An alphanumeric code that specifies an organization to which the assets are transferred. If entered or required, it must be valid in the Organization Maintenance table and be defined as a budget organization.	Optional
Program	An alphanumeric code that specifies a Program to which the assets are transferred. If entered or required, the value must be valid in the Program Maintenance table.	Optional

<b>Field Name</b>	<b>Description</b>	<b>Additional Information</b>
Project Code	An alphanumeric code that specifies a project to which the assets are transferred. If entered or required, the value must be valid in the Project Maintenance table.	Optional
Activity	An alphanumeric code that specifies an Activity to which the assets are transferred. If entered or required, the value must be valid in the Activity Maintenance table.	Optional
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 to which the assets are transferred. 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 to which the assets are transferred. 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 to which the assets are transferred. If entered or required, the value must be valid in the Building # Maintenance table.	Optional
System	An alphanumeric code that specifies a system to which the assets are transferred. If entered or required, the value must be valid in the System Maintenance table.	Optional
Vehicle Tag #	An alphanumeric code that specifies a vehicle tag to which the assets are transferred. If entered or required, the value must be valid in the Vehicle Tag # Maintenance table.	Discontinued; do not populate
Work Item	An alphanumeric code that specifies a work item to which the assets are transferred. 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 to which the assets are transferred. If entered or required, the value must be valid in the ABC Activity Maintenance table.	Optional

<b>Field Name</b>	<b>Description</b>	<b>Additional Information</b>
Reimbursable Sub Object Class	The reimbursable Sub Object Class code to which the assets are transferred. 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 to which the assets are transferred. 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 to which the assets are transferred. 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

## 8.4 Fixed Asset Archive Process

The Fixed Assets Archive Process will remove assets from the Pegasys database that have been disposed of for a specified period of time and store them for future viewing. The Fixed Assets archiving process will archive disposed assets and all related asset records under the Fixed Asset subsystem. This includes data found on the Asset Query and Asset Journal, as well as any records on the Fixed Asset document tables (FA, FB, FC, FD, FM, FT) that are associated with the asset. Any associated purchasing and payable documents will continue to be archived through the existing transaction archiving process. Assets will only be archived if they are fully disposed, have no book value, and all associated betterments are closed. In addition, GSA will only dispose of assets with a disposal date of two years or greater.

The Fixed Assets Archive process may be run in one of three modes: 1) Report Mode, which reports on the data to be archived, but neither creates the archive nor deletes the data; 2) Preliminary Mode, which reports on the data to be archived and creates the archive, but does not delete the data from the database, or; 3) Final Mode, which reports the data to be archived, creates the archive, and deletes the data.

The Fixed Assets Archive process will write the selected asset document data to HTML files and selected asset query data to XML files. Archived asset documents will be viewable through the system via the Form/Document Selection by selecting a Document Status of Archived and the proper document information. Archived asset query data will be viewed via an offline repository through XML.

After the program archives the specified fixed assets, the Fixed Asset Archive Report is generated. This report lists the fixed asset documents and query data were successfully archived.

### 8.4.1 Fixed Assets Archive Batch Job Parameters

The executable that performs the Automated Asset Archive Process is 'FAArchive', which consists of the parameters described in **Table 55**.

**Table 55: Fixed Assets Archive Batch Parameters**

<b>Parameter</b>	<b>Description</b>	<b>Additional Information</b>
assetType	Process will select Fixed Asset documents and associated query data where the asset type is equal to the value entered.	Optional
disposalBeginDate	Process will select Fixed Asset documents and associated query data where the disposal date is greater than or equal to the value entered. Must be less than the disposalEndDate parameter. If the disposalEndDate parameter is populated, this field becomes required. Valid formats: MM/DD/YYYY	Optional
disposalEndDate	Process will select Fixed Asset documents and associated query data where the disposal date is less than or equal to the value entered. Must be greater than the disposalBeginDate parameter. If the disposalBeginDate parameter is populated, this field becomes required. Valid formats: MM/DD/YYYY	Optional
mode	Identifies whether the job should run in Report, Preliminary or Final mode.) Valid options are R (Report), P (Preliminary), or F (Final).	Required
Fund	Process will select Fixed Asset documents and associated query data where the fund is equal to the value entered.	Optional
beginningBudgetFiscalYear	Process will select Fixed Asset documents and associated query data with a BBFY that is greater than or equal to the value entered. Must be less than the endingBudgetFiscalYear parameter. If the endingBudgetFiscalYear parameter is populated, this field becomes required.	Optional
endingBudgetFiscalYear	Process will select Fixed Asset documents and associated query data with an EBFY that is less than or equal to the value entered. Must be greater than the beginningBudgetFiscalYear parameter. If the beginningBudgetFiscalYear parameter is populated, this field becomes required.	Optional

<b>Parameter</b>	<b>Description</b>	<b>Additional Information</b>
beginningAccountingPeriod	Process will select Fixed Asset documents and associated query data with an accounting period that is greater than or equal to the value entered. Must be less than the endingAccountingPeriod parameter. If the endingAccountingPeriod parameter is populated, this field becomes required. Valid format: MM/YYYY	Optional
endingAccountingPeriod	Process will select Fixed Asset documents and associated query data with an accounting period that is less than or equal to the value entered. Must be greater than the beginningAccountingPeriod parameter. If the beginningBudgetFiscalYear parameter is populated, this field becomes required. Valid format: MM/YYYY	Optional
beginningAssetNumber	Process will select Fixed Asset documents and associated query data with an asset number that is less than or equal to the value entered. Must be greater than the endingAssetNumber parameter. If the endingAssetNumber parameter is populated, this field becomes required.	Optional
endingAssetNumber	Process will select Fixed Asset documents and associated query data with an accounting period that is greater than or equal to the value entered. Must be greater than the beginningAccountingPeriod parameter.	Optional