

**United States Department of Agriculture**  
**Fixed Assets Pegasys 7.8**  
**User Guide – Guide Summary**



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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.

### Document 1

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

### Document 2

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

### Document 3

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