



# General Services Administration

## Fixed Assets User Guide

### Pegasys 7.1.2

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Pegasys 7.12 Upgrade

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## Revision Log

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## 1 Fixed Assets Introduction

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

This document is broken into the following sections:

- Section 1 – Fixed Assets Introduction: Describes the purpose and scope of this document.
- Section 2 – Fixed Assets Overview: Contains an overview of the Fixed Assets subsystem including functionality, terms, and workflow.
- Section 3 –FM ESB and GSA's Assets: The following section outlines the asset transactions that will flow through FM ESB to Pegasys.
- Section 4 – PBS Forms with Fixed Assets Data: Contains detailed instructions for referencing fixed assets on form not covered under the Fixed Assets susbsystem.
- Section 5 – Fixed Assets Forms: Contains detailed instructions for creating each of the fixed assets transactions with specific instructions for both PBS and Fleet.
- Section 6 – Fixed Assets Maintenance Tables: Describes each of the fixed assets reference tables that may be used by GSA.
- Section 7 – Fixed Assets Queries: Describes the fixed assets subsystem queries including descriptions of each field.
- Section 8 – Fixed Assets Offline Processes: Describes the functionality of the Fixed Assets batch processes.
- Section 9 - Appendix A – Real Property and Personal Property Accounting Posting Models: Details each transaction definition associated with the Real Property Fixed Assets documents in table format; shows the detailed GL postings.
- Section 10 - Appendix B – Fleet Accounting Posting Models: Details each transaction definition associated with the Personal Property Fixed Assets documents in table format; shows the detailed GL postings.
- Section 11 - Appendix C– Fixed Assets Glossary: Contains a list of fixed assets terms and their definitions.

## 2 Fixed Assets Overview

The Fixed Assets subsystem expedites an agency's asset accounting processes. The purpose of the Fixed Assets subsystem is to provide a means of tracking financial information related to assets and their associated betterments. Pegasys allows users to record the different steps required to purchase, pay for, and track assets. *Figure 2-1* displays the functions of the Fixed Assets subsystem.

**Figure 2-1: Functions of the Fixed Assets Subsystem**

Activities Handled in Fixed Assets
Recording acquisition of assets and associated betterments
Linking assets to related purchasing and payment transactions
Assignment of assets to a hierarchy of custodians
Recording a custodial property officer's acknowledgement of responsibility for an asset
Referencing asset records on purchasing, payment, credit card logs, standard vouchers, and eGov travel document transactions
Posting acquisition cost and depreciation cost to the general ledger for capitalized assets and associated betterments
Transfer of assets and/or betterments to a new asset type, custodian or accounting distribution
Recording the disposition of assets
Tracking of asset status and information through queries
Maintenance of a detailed audit trail of asset activity

### 2.1 Fixed Assets Description

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

#### 2.1.1 Fixed Asset

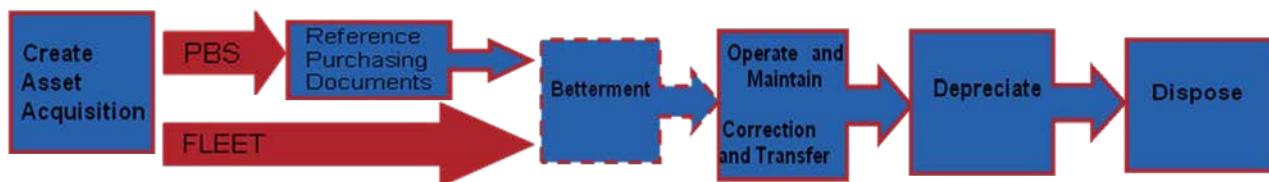
A fixed asset is a long-term, tangible object held for business use that is not expected to be converted to cash in the current or upcoming fiscal year. Examples of fixed assets maintained by GSA are Fleet vehicles, personal property (e.g., equipment) and PBS real property (e.g., land and buildings).

The Pegasys Fixed Assets subsystem defines a fixed asset as an object that an agency tracks and controls. This definition acknowledges the value of an asset and provides a means to

monitor and control the asset's value. The need to track and monitor a fixed asset is important to an agency; consequently, Pegasys provides users the ability to monitor the asset's value, depreciation expense, and sale or disposition, thus providing an agency the value of the asset at any time in its life cycle.

Each stage of a fixed asset's life cycle is recorded in Pegasys through the creation and processing of forms. Assets are acquired in Pegasys by processing a Fixed Asset Acquisition (FA) form, corrections and transfers of the asset are handled by Fixed Asset Correction (FC) and Fixed Asset Transfer (FT) forms, enhancements are made to the asset using the Fixed Assets Betterment (FB) form, and the asset can be disposed of through the use of a Fixed Asset Disposal (FD) form. Each form is discussed in detail in *Section 6 – Fixed Assets Forms* in this User Guide. Figure 2-2 below illustrates the lifecycle of a fixed asset

**Figure 2-2: Fixed Assets Lifecycle**



## 2.1.2 Asset Classification

Pegasys defines fixed assets through a combination of the asset number and the asset type. The asset number is an identifying string that the system can generate or it can be entered manually. The asset type is an agency-defined code that must be assigned to a pre-defined asset classification which is described further in *Section 7 - Fixed Assets Maintenance Tables* in this document.

### 2.1.2.1 PBS

The asset number for PBS real property will be equal to the combination of the project code + building number. Figure 2-3 below displays an example of a Real Property asset number.

**Figure 2-3: Real Property Asset Numbering**

Project Code	Building Number	Asset Number
NNY92411	NY0270ZZ	NNY92411NY0270ZZ

The asset number for personal property will be equal to the combination of the Asset Type + Date (YYYYMMDD) + sequential number starting with 00001. Figure 2-4 below displays a few examples of Personal Property asset numbers.

**Figure 2-4: Personal Property Asset Numbering**

Asset Type	Date	Sequential Number	Asset Number

EQUIPADMIN	05/26/2009	00001	EQUIPADMIN2009052600001
EQUIPADMIN	05/26/2009	00002	EQUIPADMIN2009052600002
EQUIPOPER	05/26/2009	00001	EQUIPOPER2009052600001
EQUIPOPER	05/27/2009	00001	EQUIPOPER2009052700001

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

GSA has decided to create asset types based on the corresponding asset SGL account to ease reporting.

*Figure 2-5 below lists the asset type code and the associated SGL for the Phase 2 implementation.*

**Figure 2-5: Asset Type to SGL Relationship**

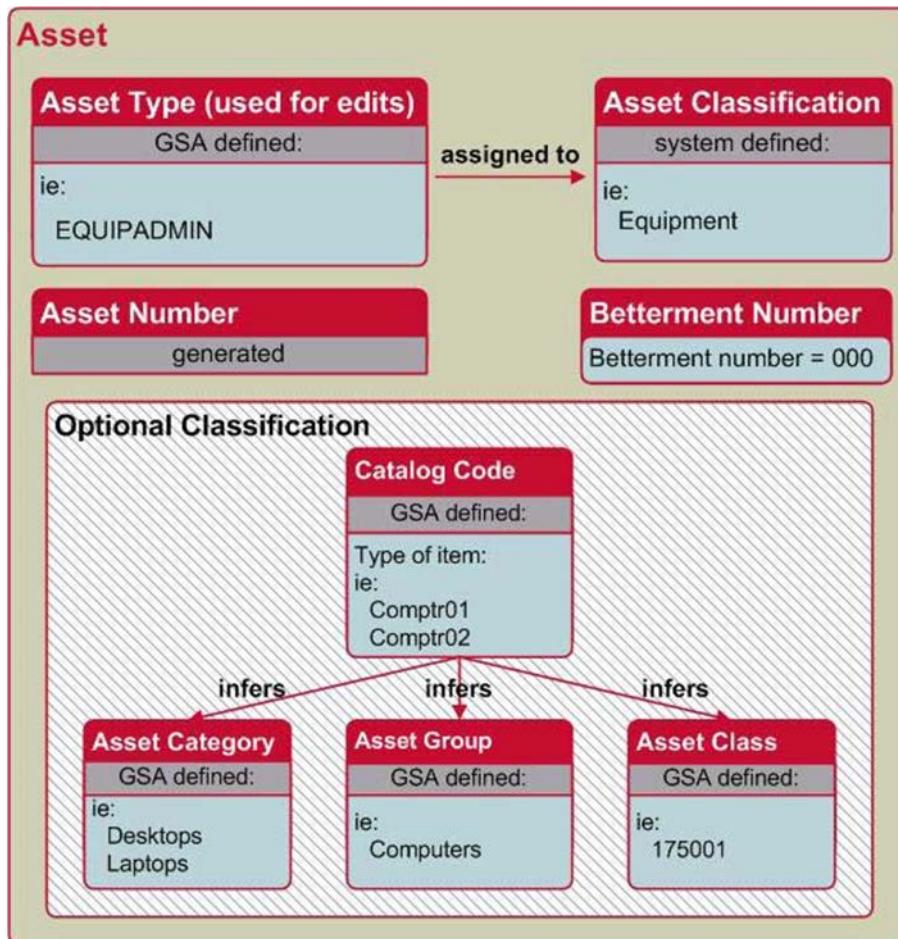
Asset Type	Asset Type Description	SGL
<b>Personal Property</b>		
EQUIPADMIN	Equipment - Administrative	1750.01
EQUIPOPER	Equipment - Operating	1750.02
EQCONGFURN	Congressional Furniture	1750.03
EQTELESYS	Telephone Systems	1750.04
EQSRPLSADM	Surplus Administrative	1750.11
EQSRPLSOP	Surplus Operating	1750.12
EQSRPLSCF	Surplus Congressional Furniture	1750.13
SRPLSTLSYS	Surplus Telephone Systems	1750.14
CAPLSETELE	Assets Under Capital Lease –Telecommunications	1810.01
SOFTWADMIN	Internal Use Software - Administrative – Software	1830.01
SOFTWOPER	Internal Use Software - Operating Equipment – Software	1830.02
SOFTADMDEV	Internal Use Software - in Development- Administrative -- Software - In development	1832.01
SOFTOPRDEV	Internal Use Software - in Development- Operating -- Software - In development	1832.02
OTHPEART	Other General Property, Plant, and Equip - Artwork – Artwork	1890.02
OTHPEG	Other Assets - Deferred Pegasys	1990.11

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

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

GSA's Personal Property assets may utilize further categorization as illustrated in the example below (see *Figure 2-6.*)

Figure 2-6: Further Classification



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

The asset category, class, group and catalog maintenance tables must be configured before a Personal Property asset can use this type of classification. These tables are discussed in further detail in *Section 7 – Fixed Assets Maintenance Tables* section in this User's Guide.

### 2.1.2.2 Fleet

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

in addition to indicating mandatory supplemental information fields, also contains settings for system edits. For example, the asset type determines what date to use for the calculation of depreciation. Asset types are set up to have either the in-service date or the acquisition date be the initial date used for the depreciation calculation. The asset type that the user enters on the Fixed Asset form will indicate to the system which date is to be used. All GSA asset types will use the in-service date for the start date of depreciation.

GSA has decided to create asset types based on the corresponding asset SGL account to ease reporting. There will only be one asset type value per SGL account. *Figure 2-7: Asset Type to SGL Relationship* below lists the asset type code and the associated SGL.

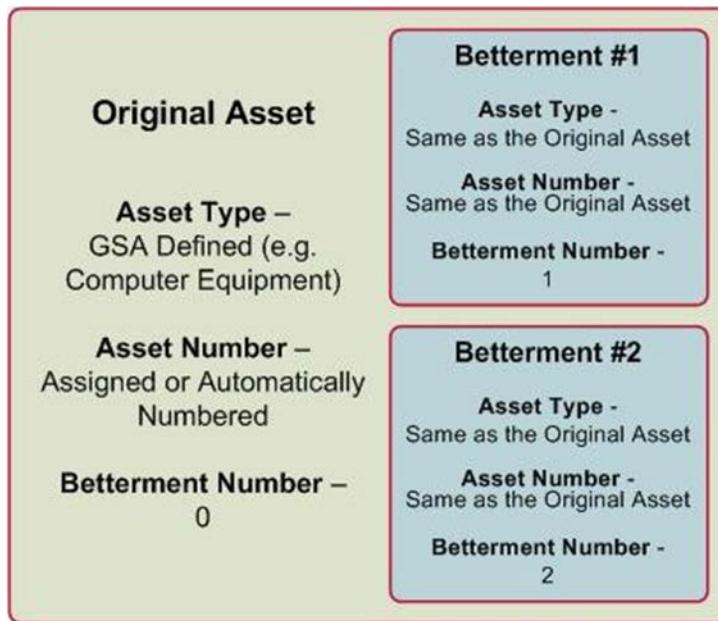
**Figure 2-7: Asset Type to SGL Relationship**

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

### 2.1.3 Betterments

A betterment is an upgrade or an addition to an existing fixed asset that increases the asset's value and/or the asset's useful life. Betterments enhance assets and consequently, are managed together with the asset. An example of a betterment is a new wing to a building; the building is the original asset. The new wing increases the building's worth. Another example is a snowplow addition on an existing vehicle, where the vehicle is the original asset. The snowplow increases the asset's functionality and worth. In Pegasys, betterments are defined by a combination of three fields: Asset Type, Asset Number, and Betterment Number. The combination of these fields links the betterment to the original asset while providing the betterment with a unique identity (the Betterment Number.) The Asset Type and Asset Number of a betterment are always the same as those of the original asset. The original asset automatically has a Betterment Number set to '0'; each betterment associated with the original asset is assigned a number or is defaulted to the next sequential number. *Figure 2-8: Betterment Diagram* illustrates the components that uniquely identify a betterment.

Figure 2-8: Betterment Diagram



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

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

#### 2.1.4 Acquisition Cost

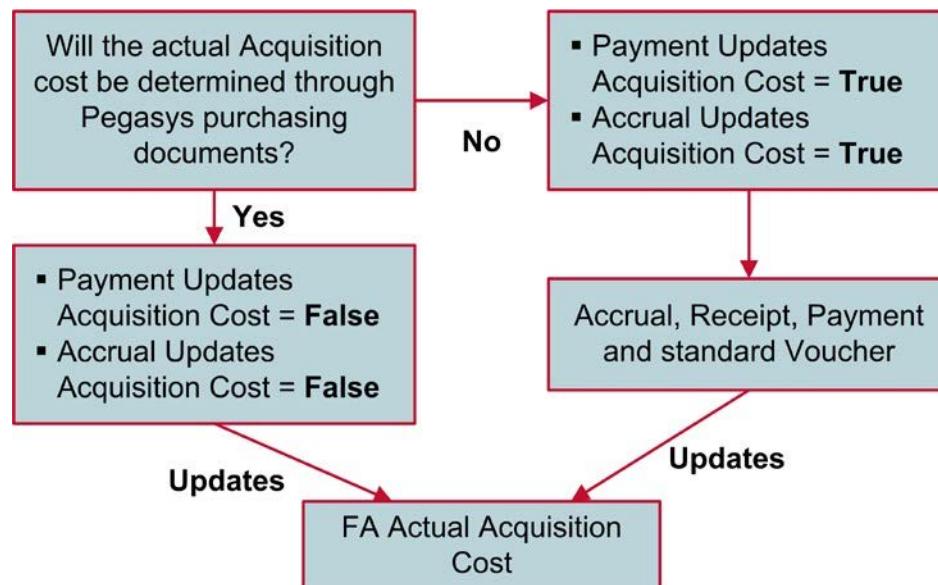
The acquisition cost of a fixed asset or betterment is the initial cost expended for the asset or betterment including all related costs required to have the asset or betterment functional such as assembly, taxes, and shipping and handling costs. This cost is recorded at the time the asset or betterment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

The Payment Updates Acquisition Cost and Accrual Updates Acquisition Cost checkboxes on the FA and FB forms indicates whether the acquisition cost entered on the document is an estimated or actual amount. If the cost of the fixed asset is not known, checking one or both

checkboxes causes the amount to become an estimate and will not update the General Ledger at the time of the asset's acquisition.

When the system treats the amount as an estimated value, the associated payment, accrual and receipt transactions update the asset or betterment's actual acquisition cost. *Figure 2-9* illustrates how the actual acquisition cost is updated in accordance with the Payment Updates Acquisition Cost and Accrual Updates Acquisition Cost checkboxes. Pegasys Security Policies

**Figure 2-9: Payment and Accrual Updates Acquisition Cost Checkboxes**



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

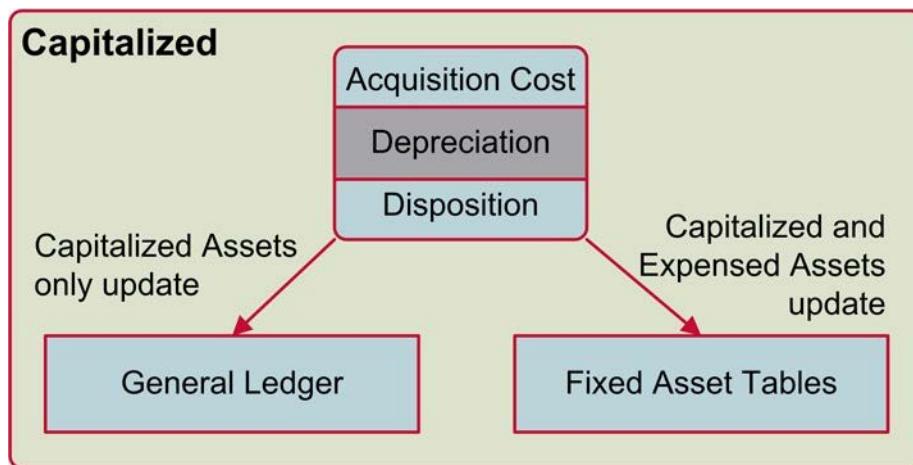
GSA's Fleet assets will not utilize the Payment Updates Acquisition Cost flag because the acquisition cost is known at the time the FA is created in Pegasys.

### 2.1.5 Capitalization

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

and disposition update the General Ledger. Figure 2-10 illustrates the values that update the General Ledger and the fixed asset tables for capitalized assets.

**Figure 2-10: Updates for Capitalized Values**



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

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

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

Note: For assets that are non-depreciable, but capitalized (such as surplus assets, land or construction in progress) the useful life is blank on the fixed asset form. If the capitalization basis is Dollar Threshold and Useful Life, only the dollar amount is used to determine its capitalization status. The threshold number of months is ignored.

## 2.1.6 Custodians

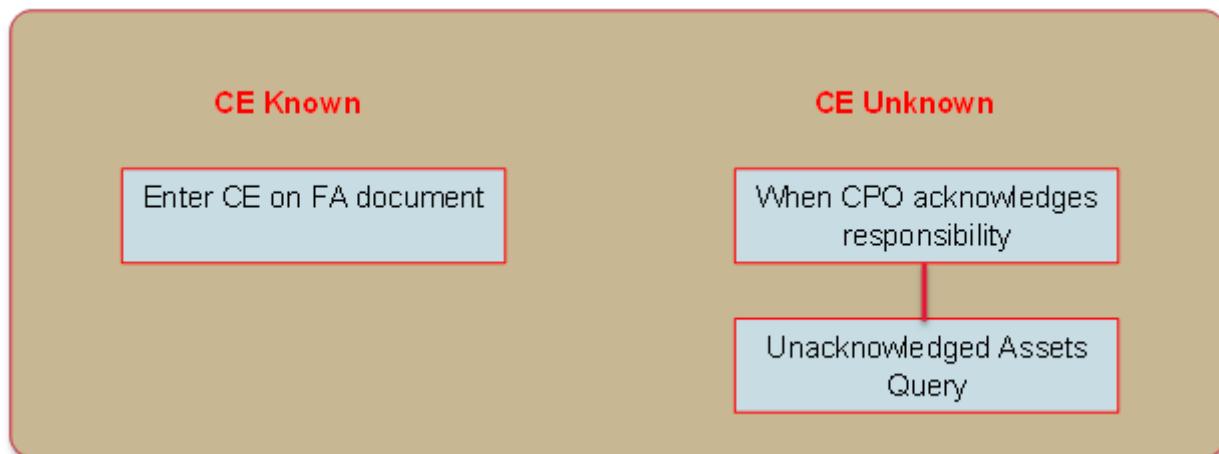
A custodian is the group or individual that is financially responsible for an asset. Valid custodian codes are defined in the Custodian Maintenance table. An individual must exist on the Employee Maintenance Table and be identified as eligible to be a custodian before being assigned as a custodian. Once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

- Custodian Maintenance Table
- Custodian Organization Maintenance Table
- Custodian Type Maintenance Table

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

Users can assign Custodians to fixed assets through the Fixed Asset Acquisition (FA) document, Fixed Asset Betterment (FB), and Fixed Asset Transfer (FT) documents. The CE, CPO, APO, and PA may each be specified on the fixed asset document. Options on the Fixed Asset Type Maintenance table determine which custodian levels are required. For example, when the cognizant employee is specified as required on Fixed Asset Type Maintenance table, the cognizant employee, if known, may be entered directly onto the fixed asset document. If the cognizant employee is not known at the time the fixed asset is entered, the custodial property officer is required to enter the cognizant employee on the Unacknowledged Asset Query at the time the custodial property officer acknowledges responsibility for the asset. *Figure 2-11* illustrates how to assign the cognizant employee.

**Figure 2-11: Assigning the Cognizant Employee**



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

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

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

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

### 2.1.7 Depreciation

Depreciation is the systematic and rational allocation of the asset's acquisition cost, less its estimated salvage value or residual value, over the asset's estimated useful life. Depreciation is used to calculate the asset's estimated value as it decreases over time. Pegasys tracks and calculates depreciation for fixed assets and their betterments using an Automated Depreciation Process, which is discussed in more detail in Chapter 9 - Fixed Assets Offline Processes in this User's Guide. Pegasys calculates the depreciation separately for each asset and betterment and records the depreciation in the General Ledger.

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

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

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

## **2.2 Fixed Assets Workflow**

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

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

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

### **2.2.1 Asset Number Link Model (ANLM)**

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

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

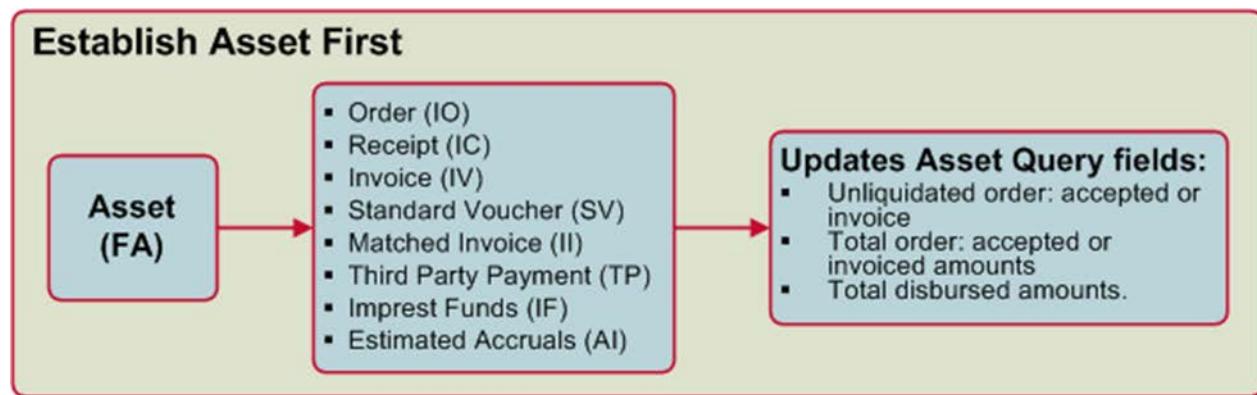
a relationship edit will prevent the processing of the form. *Figure 2-12* provides an example of the relationship edit that may be encountered.

**Figure 2-12: Example Relationship Edit Error**

Once the asset record is created it can be referenced on the purchasing form, and the purchasing form will pass the relationship edits to be processed.

*Figure 2-13* illustrates the updating of asset information.

**Figure 2-13: Updating Asset Information**



Note: PBS Real Property asset records will normally be created through the integration and will not require a manual creation of the Fixed Asset record. Upon creating the order (the middle box above), the user will be prompted through Relationship Edits to enter asset information. The creation of Personal Property asset records will need to be requested.

Upon creation, the asset can either contain the actual acquisition amount of the asset or an estimated acquisition amount. If the actual acquisition cost is known when processing an asset, the Payment Updates Acquisition Cost (PUAC) option and Accrual Updates Acquisition Cost (AUAC) can be set to false, indicating that payment documents do not determine the asset's cost. If the PUAC and AUAC flags are true, the asset amount is considered an estimation at the time of the asset's acquisition. The asset's actual acquisition cost will then be updated by the purchasing documents through the Acquisition Cost Update process. The Acquisition Cost Update process involves two separate steps. The first step involves the creation of a purchasing document referencing the asset record. This will update the asset's actual acquisition cost and capitalized value with the sum of any estimated accruals, receipts, payments and SVs referencing the asset.. The second step involves running the Acquisition Cost Update batch job which will post the incremental capitalization amount updates to the General Ledger and will update the depreciable amount of the asset record. (The Acquisition Cost Update process is discussed further in *Chapter 9 - Fixed Assets Offline Processes* in this User's Guide.) GSA will not exercise the posting portion of the Acquisition Cost Update process as their Real Property assets flexibly post through the payable documents.

### **3 FM ESB and GSA's Assets**

The following section outlines the asset transactions that will flow through FM ESB to Pegasys.

#### **3.1 Fleet Vehicles**

Most Fleet vehicle asset transactions will originate in the Fleet Management System (FMS). FMS will send creation, update, transfer, and disposal vehicle transactions to the Financial Management ESB platform, introduced in the Integration of FMS, STAR and IRIS to Pegasys project. These transactions will be sent to Pegasys through the FM ESB so that Pegasys can perform the appropriate accounting functions. All Fleet asset records in Pegasys will create the GL postings at the time of processing.

Fleet asset creation transactions will include acquiring new or used vehicles as well as acquiring vehicles transferred into GSA from another government agency as non-reimbursable. Vehicle acquisitions will originate in FMS and be sent to Pegasys Fixed Assets as FA documents through FM ESB. FM ESB will also send vehicle acquisitions to Pegasys for vehicle's under operating leases. These vehicle asset records will be created as a zero dollar, non-capitalized asset. They will use the asset type of 'OPLEASEVEH' with the acquisition method of 'OPLEASE.'

Vehicle equipment added to vehicle assets will be recorded in Pegasys as betterments to the original asset record. These betterments (FB documents) will originate and be maintained in Pegasys (not FMS).

Fleet asset correction transactions may include corrections to the capitalized amount because of a change in the FedBill costs as well as changes to the asset record due to human error (i.e., wrong Useful Life value entered). These correction transactions will generally originate in FMS and flow through FM ESB to create FC documents in Pegasys. There may be cases where a vehicle asset record must be corrected directly in Pegasys.

Fleet asset transfer transactions will be used to change the asset's accounting dimensions, including the Tag Number, Region Code and FMC Code. Transfer transactions will originate in FMS and flow through FM ESB to create FT documents in Pegasys.

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

Fleet asset disposal transactions will be used to dispose of the asset and associated betterment records when a vehicle is sold, regardless of whether it is a surplus sale or not, transferred using a non-reimbursable transaction to a federal entity, or donated to a non-federal entity. Disposal transactions will originate in FMS and flow through FM ESB to create FD documents in Pegasys. Vehicles under operating leases will also be disposed in FMS. These disposals will be sent to Pegasys from FM ESB using the disposition method of 'OLEASEDIS.'

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### 3.2 PBS Real Property

PBS Real Property assets will originate in STAR and IRIS and flow through FM ESB and into Pegasys. PBS Real Property asset records will not create GL postings at the time of processing. The GL postings will occur based on the purchasing documents.

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

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

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

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

### 3.3 Personal Property

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

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

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

## 4 PBS Forms with Fixed Assets Data

Pegasys has several forms that may contain fixed asset data. The Credit Card, Purchasing, Accounts Payable, General System (Standard Vouchers), and Travel (Third Party Payment) subsystems will allow certain transactions to include asset data. The information in this user's guide is not exclusive of all required information for Purchasing documents. Please reference the Pegasys 7.1.2 User's Guides for information outside of Fixed Assets.

### 4.1 Referencing Asset Data on Transactions

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

1. PBS will enter project and building data into STAR and IRIS. This data will be transferred into Pegasys through the FM ESB integration as a Fixed Asset Acquisition (FA) transaction. Personal Property transactions will be entered directly into Pegasys.
2. Depending on the purchasing chain, users will manually enter asset data (for the asset created in Step 1) on their transactions in Pegasys.
  - a. All estimated accrual and receipt documents using fund 192X with project and building codes will require asset information. Certain sub object class values (part of the accounting dimensions of the purchasing document) will also require asset information in order to account for Personal Property asset records. Any documents referencing a document with asset information will also require that asset information.
  - b. Any credit card logs (CL Doc Type) will require asset information when using fund 192X with project and building codes. Certain sub object class values (part of the accounting dimensions of the purchasing document) will also require asset information in order to account for Personal Property asset records. This information will be visible when doing the credit card reconciliation process.
  - c. The eGov integration will include the fixed asset data based on the accounting dimension strip selected in E2.
  - d. Certain GSA interfaces will include fixed asset data for fund 192X that uses a capitalized project code. Purchasing documents coming through these interfaces which require Personal Property fixed asset data, according to the relationship edits, will result in an error and will be returned to the interface. These documents will then need to be entered manually into Pegasys. These interfaces are listed below:
    - i. VITAP (Doc Types: 1B, 1C, 1E, 2B, 2C, 2E, HB, HE, UD, UE)
    - ii. LABOR (Doc Type: JL)
    - iii. BULK LOAD Reg 6 (Doc Type: BN)
    - iv. NEAR2 (Doc Types: QJ, UJ, YJ)

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

#### 4.1.1 Adding Asset Data to an Order

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

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

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

Steps to add Asset Data to Orders: Notes

1. Click on the **Fixed Asset** tab and click the **Add** button

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

**<Line Number>:** 1

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

**<Asset Number>:** Asset Number

**<Betterment Number>:** 0

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

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

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

The screenshot shows a search criteria form with fields for Asset Type (highlighted in yellow) and Asset Number. Below the form is a table header with columns: Asset Type, Asset Number, Custodial Prop Offi, and a status column showing - NO -. At the bottom are buttons for Display (set to 10 items), View as CSV, and Sort... .

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

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

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

The screenshot shows the Fixed Asset details page with the General tab selected. It displays Asset Subline, Line Number (1), Asset Number (NAP.00025AR.0030RK), Asset Type (CIPNEWCON), and Retirement Number.

- Click on the Asset's **Accounting Lines** tab and click the **Add** button.

The screenshot shows the Accounting Lines interface with the Add button highlighted. Above the table is a toolbar with Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route buttons. Below the toolbar is a navigation bar with Header, Fixed Assets, Office Addresses, Header Accounting Lines, Itemized Lines, Approval Routing, and Memos. The main area shows a table with columns: Line Number and Itemized Line Number, and a message at the bottom: - NO ITEMS TO DISPLAY -.

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

<Line Number>: 1

<Itemized Line Number>: leave blank

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

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

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

The screenshot shows a software interface for managing fixed assets. At the top, there are navigation links: Header, Fixed Assets, Office Addresses, Header Accounting Lines, Itemized Lines, Fixed Assets, and Accounting Lines. Below this is a section titled 'Accounting Line' with a sub-section 'Funding Lines'. There are four input fields: 'Line Number' (containing '1'), 'Itemized Line Number' (empty), 'Accounting Line Number' (containing '1'), and 'Amount' (containing '\$1,000.00').

9. Click the **Verify** button.

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

10. Click the **Submit** button.

#### 4.1.2 Adding Asset Data to a Receipt

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

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

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

1. Click on the **Fixed Asset** tab and click the **Add** button

The screenshot shows a software interface for managing fixed assets. At the top, there are buttons: Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Below this is a navigation bar with links: Header, Fixed Assets, Office Addresses, Header Accounting Lines, Itemized Lines, Approval Routing, Memos, and Summary. Under 'Fixed Assets', it says 'Fixed Asset | Accounting Lines'. There are buttons for Add, Copy, Remove, Display (set to 10 items), View as CSV, and Sort... Below this is a table header with columns: Line Number, Asset Number, and Asset Type. A message at the bottom of the table area says '- NO ITEMS TO DISPLAY -'.

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

**<Line Number>: 1**

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

**<Asset Number>**: Number of the asset

**<Betterment Number>**: 0

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

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

Asset Type	Asset Number	Custodial Prop Offi
- NO		

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

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

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

7. Click on the Asset's **Accounting Lines** tab located in the Fixed Asset Summary page and click the **Add** button.

The screenshot shows a software interface for managing accounting lines. At the top, there are buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Below these are links for Header, Fixed Assets, Office Addresses, Header Accounting Lines, Itemized Lines, Approval Routing, and Memos. A navigation bar at the bottom includes tabs for Fixed Asset and Accounting Lines, with Accounting Line selected. Below the tabs are buttons for Add, Copy, Remove, Display (set to 10 items), View as CSV, and Sort... A table header row is shown with columns for Line Number and Itemized Line Number. A message below the table says "- NO ITEMS TO DISPLAY -".

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

**<Line Number>**: 1

**<Itemized Line Number>**: leave blank

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

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

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

The screenshot shows a funding line entry form. At the top, there are links for Header, Fixed Assets, Office Addresses, Header Accounting Lines, Itemized Lines, Approval Routing, and Memos. Below these are tabs for Fixed Asset and Accounting Lines, with Accounting Line selected. A form titled "Funding Lines" contains fields for Line Number (1), Itemized Line Number, Accounting Line Number (1), and Amount (\$1,000.00).

9. Click the **Verify** button.

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

10. Click the **Submit** button.

#### 4.1.3 Adding Asset Data to an Invoice

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

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

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

1. Click on the **Fixed Asset** tab and click the **Add** button.

The screenshot shows a software interface for managing fixed assets. At the top, there is a toolbar with buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Below the toolbar, a navigation bar includes tabs for Header, Fixed Assets, Office Addresses, Header Accounting Lines, Itemized Lines, Approval Routing, Memos, and Summary. The Fixed Assets tab is selected. Underneath the navigation bar, there is a sub-navigation menu with links for Fixed Asset and Accounting Lines. A toolbar below the sub-navigation includes buttons for Add, Copy, Remove, Display (set to 10 items), View as CSV, and Sort... . The main content area has a table header with columns for Line Number, Asset Number, and Asset Type. A message at the bottom of the table area says "- NO ITEMS TO DISPLAY -".

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

**<Line Number>:** 1

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

**<Asset Number>:** Number of the asset

**<Betterment Number>:** 0

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

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

The screenshot shows the Fixed Asset screen with the Asset Number field populated with "1". To the right of the Asset Number field is a small paperclip icon, which is a link to the search function. The search results are displayed in a modal window titled "Item 1 of 1". The modal shows the asset record with the Asset Number "1" and the Asset Type "CIPIMP". There is also a "Favorites" section containing the Asset Number "PROJFE8112008L" and a "Search..." link.

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

Asset Type	Asset Number	CPO Code	CE Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Display 10 Items View as CSV Sort...

Asset Type	Asset Number	Custodial Prop Offi
		- NO -

- Click the **Select** button to select the appropriate asset.

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

- After clicking the **Select** button (from step 5), all requisite asset should be populated. Click the **Save** button.

- Click on the **Accounting Lines** tab located in the Fixed Asset Summary page and click the **Add** button.

Line Number	Itemized Line Number

- NO ITEMS TO DISPLAY -

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

<Line Number>: 1

<Itemized Line Number>: leave blank

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

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

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

Header   <b>Fixed Assets</b>   Office Addresses   Header Accounting Lines   Itemized Lines	
Fixed Asset   <b>Accounting Lines</b>	
<b>Accounting Line</b>	

Funding Lines	
Line Number:	<input type="text" value="1"/>
Itemized Line Number:	<input type="text"/>
Accounting Line Number:	<input type="text" value="1"/>
Amount:	\$1,000.00

9. Click the **Verify** button

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

10. Click the **Submit** button

#### 4.1.4 Adding Asset Data to an Estimated Accrual

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

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

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

1. Click on the **Fixed Asset** tab and click the **Add** button

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

**<Line Number>:** 1

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

**<Asset Number>:** Number of the asset

**<Betterment Number>:** 0

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

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

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

5. Click the **Select** button.

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

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

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

7. Click on the Asset's **Accounting Lines** tab located in the Fixed Asset Summary page and click the **Add** button.

Line Number	Itemized Line Number
- NO ITEMS TO DISPLAY -	

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

**<Line Number>:** 1

**<Itemized Line Number>:** leave blank

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

**<Amount>:** (Amount of the estimated accrual's referenced accounting line which should be associated with the asset record)

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

[Header](#) | **[Fixed Assets](#)** | [Office Addresses](#) | [Header Accounting Lines](#) | [Itemized Lines](#)  
[Fixed Asset](#) | **[Accounting Lines](#)**

---

**Accounting Line**

*Funding Lines*

Line Number:	1
Itemized Line Number:	
Accounting Line Number:	1
Amount:	\$1,000.00

9. Click the **Verify** button

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

10. Click the **Submit** button

#### 4.1.5 Adding Asset Data to a Standard Voucher

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

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

1. Click on the **Fixed Asset** tab and click the **Add** button

---

[Header](#) | **[Fixed Assets](#)** | [Office Addresses](#) | [Header Accounting Lines](#) | [Itemized Lines](#) | [Approval Routing](#) | [Memos](#) | [Summary](#)  
[Fixed Asset](#) | [Accounting Lines](#)

Items

	Line Number	Asset Number	Asset Type
			- NO ITEMS TO DISPLAY -

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

**<Line Number>:** 1

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

**<Asset Number>:** Number of the asset

**<Betterment Number>: 0**

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

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

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

Asset Type	Asset Number	Custodial Prop Offi
- NO -	1	- NO -

5. Click the **Select** button next to the appropriate record.

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

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

7. Click on the **Accounting Lines** tab located in the Fixed Asset Summary page and click the **Add** button.

Line Number | Itemized Line Number

- NO ITEMS TO DISPLAY -

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

**<Line Number>:** 1

**<Itemized Line Number>:** leave blank

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

**<Amount>:** (Amount of the standard voucher's referenced accounting line which should be associated with the asset record)

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

Funding Lines
Line Number: <input type="text" value="1"/>
Itemized Line Number: <input type="text"/>
Accounting Line Number: <input type="text" value="1"/>
Amount: <input type="text" value="\$1,000.00"/>

- Click the **Verify** button

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

- Click the **Submit** button

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

The following steps show how to reconcile a credit card statement line to a credit card log document with an asset reference. Please note that the following steps are focused on the

portion of reconciling an asset reference in the credit card log reconciliation process, and do not show all relevant steps for a Credit Card reconciliation.

1. On the Statement reconciliation screen, enter search criteria and click **Search**. Select the checkbox next to the statement line in the Statement Activity section and click **Retrieve – Transactions**. In the Transactions/Accounting screen, select the checkbox next to the transaction and click **Actions ->Add/View Asset**.

The screenshot shows two overlapping windows. The left window is titled 'Statement Activity' and lists several transactions with columns for Alias, Line Number, Status, Charge/Credit, Charge Date, and Vendor. One transaction is selected. The right window is titled 'Transaction/Accounting' and lists various accounting entries with columns for Alias and Description. One entry is selected. Both windows have 'Filter', 'View', 'Actions', and 'Sort...' buttons at the top.

2. Click the **Add** to add an asset.

The screenshot shows a modal dialog box titled 'Credit Card Asset Information'. It has tabs for 'Add', 'Copy', 'Remove', 'Sort...', and 'View as CSV'. Below the tabs is a table with columns for Asset Number, Asset Type, Betterment #, Acquisition Amou, Currently Reconci, and Reconciliation Am. A single row is present with a checked checkbox in the first column. At the bottom, there are buttons for 'Page 1 of 1', 'Show 10 rows per page', and 'Rows 1 - 1 of 1'.

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

The screenshot shows the same 'Credit Card Asset Information' dialog box. The 'Favorites Asset Number' link under the 'Asset Number' input field is highlighted with a red box. The rest of the interface is identical to the previous screenshot.

- Enter the search criteria and search for the asset. Select the asset.

- Enter an amount in the Reconciliation Amount text box. Click the X in the top right corner to close the window.
- Enter a Reconciliation amount in the Transaction/Accounting box for the transaction.
- Click Actions - Reconcile.**

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

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

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

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

Statement Activity	Transaction/Accounting
HARJOIEAHNS03 10 Available Charge 08/13/2009 CH...	HARJOIEAHNS03 Accounting \$70.20 08/11/2009
HARJOIEAHNS03 6 Paid Charge 08/13/2009 HE1...	
HARJOIEAHNS03 7 Paid Charge 08/14/2009 BT...	
HARJOIEAHNS03 2 Paid Charge 08/17/2009 CH...	
HARJOIEAHNS03 8 Paid Charge 08/14/2009 BT...	
HARJOIEAHNS03 9 Paid Charge 08/22/2009 FA...	

2. Select the new Accounting line that was added to the Transaction/Accounting section. Click **Actions – View/Add Asset**.

Asset Number	Asset Type	Betterment #	Acquisition Amou	Currently Reconci	Reconciliation Amo
			\$0.00	\$0.00	\$0.00

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

Asset Number	Asset Type	Betterment #	Acquisition Amou	Currently Reconci	Reconciliation Amo
			\$0.00	\$0.00	\$0.00

4. Enter search criteria for the asset and click Search. Select the asset.

Asset Type	Asset Number	Custodial Prop Officer	CPO Name	Cognizant Employee	CE Name
- NO ITEMS TO DISPLAY -					

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

**Credit Card Asset Information**

Asset Number	Asset Type	Betterment #	Acquisition Amount	Current Balance	Reconciliation Amount
MWBLDG12			\$0.00	\$0.00	\$0.00

6. Enter a Reconciliation amount in the Transaction/Accounting box for the transaction.
7. Click **Actions - Reconcile**.

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

**Statement Reconciliation**

Search Criteria	Card Status:	Status:
Credit Card: JACKADARLING2408 JENNIFERLUU2912 MARJORIEAMIL0329 RONALDTYLER9122 TERESABTHOMP3239	Active	Default Pending Auto Re Reconci Partially
<input type="button" value="Search"/> <input type="button" value="Clear"/>		
<input type="button" value="Filter"/> <input type="button" value="View"/> <input type="button" value="Retrieve"/> <input type="button" value="Actions"/> <input type="button" value="Sort..."/> <input type="button" value="View as CSV"/> <input type="button" value="Filter"/>		

**Statement Activity**

## 5 Fixed Assets Forms

The Fixed Assets subsystem consists of the following six forms: Fixed Asset Acquisition (FA), Fixed Asset Betterment (FB), Fixed Asset Correction (FC), Fixed Asset Transfer (FT), Fixed Asset Disposition (FD), and Fixed Asset Manual Depreciation (FM). FA, FB, FC, FT, and FD Fixed Asset forms can be created online as described in the below subsections. The FM Fixed Asset form is automatically created during the Automated Depreciation batch process. *Figure 5-1: Fixed Asset Document Types* displays the possible fixed asset document types.

**Figure 5-1: Fixed Asset Document Types**

Document Category	Originating from Pegasys	Originating from FM ESB	Notes
Acquisition	FF	F1	FF and F1 – Real Property and Fleet FN – Personal Property
	FN		
Betterment	FG		FG – Real Property and Fleet FQ – Personal Property
	F		
	Q		
Correction	FH	F2	Corrects assets and betterments
Transfer	FK	F5	FK – Real Property and Fleet FS – Personal Property FKR – Reversal of FK's F5R – Reversal of F5's
	FS		
	FK		
	R		
	F5R		
Depreciation	F0, F4, F6 - F9		F* – Created by batch job; not actually “real” documents
	FU		
Disposal	FJ	F3	FU – Manual Depreciation Adjustment Disposes of assets and betterments

---

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

- Header: Contains basic information about the asset or betterment transaction.
- Accounting Lines: Contains information regarding accounting details of the transaction including transaction type, line amount, and accounting dimensions.
- Approval: Contains all pending and completed approvals associated with the form.
- Memos: Contains memos associated with the form.

## 5.1 Creating a Fixed Asset Acquisition Form (FA)

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

### 5.1.1 Creating a PBS Fixed Asset Acquisitions Form (FA)

The following steps show how to create this document using the Document Types of FF and FN. Pegasys users enter personal property asset records directly into Pegasys. Generally, real property asset records will begin in IRIS, and the data will be transmitted to Pegasys via the FM ESB integration. In some cases (e.g., Multi-Phase and Donated assets), users will enter real property assets directly into Pegasys. These scenarios will be discussed in Sections 5.6 through 5.10.

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

1. In Pegasys navigate to **Transactions —Fixed Assets —New Asset Acquisition**. The New Asset Acquisition page is displayed
2. REQUIRED—For Real Property assets enter the Fixed Asset Acquisition document type of ‘FF’ into the **Document Type** field. For Personal Property assets, enter the Fixed Asset Acquisition document type of ‘FN’ into the **Document Type** field.

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

3. Click the **Generate** button to generate a **Document Number**. A unique document number will be generated in the **Document Number** field.

New Asset Acquisition

\* Document Type: FF Online Asset Acquisition

Document Number Format: Document Number Prefix:

\* Document Number:  Generate

Security Org:

Title:

Copy Document

None  
 Copy From  
 Copy Forward

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

- Click the Finish Button. The Header page is displayed.

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

Workflow Status | Approval History

Expand All | Collapse All

General

Document Type:	FF Online Asset Acquisition	Document Date:	<input type="text"/>
Status:	NEW	Accounting Period:	<input type="text"/>
Document Number:	FFTEST1	Reporting Accounting Period:	<input type="text"/>
Date:	<input type="text"/>	Batch Number:	<input type="text"/>
Authorized By:	<input type="text"/>	Document Classification:	<input type="text"/>
* Asset Type:	<input type="text"/>	Security Org:	GSA
* Asset Number:	<input type="text"/>	Catalog Code:	<input type="text"/>
Asset Category:	<input type="text"/>	Suppress Printing:	<input type="checkbox"/>
Asset Class:	<input type="text"/>		
Asset Group:	<input type="text"/>		
Quantity:	1.000000	Depreciation Method:	<input type="text"/>
* Acquisition Method:	<input type="text"/>	Declining Balance Rate:	<input type="text"/>
Acquisition Date:	<input type="text"/>	Valuation Date:	<input type="text"/>
In Service Date:	<input type="text"/>	Useful Life in Months:	<input type="text"/>
Replacement Dates:	<input type="text"/>	Payment Updates Acquisition Cost:	<input type="checkbox"/>
Capitalized:	<input checked="" type="checkbox"/>	Accrual Updates Acquisition Cost:	<input type="checkbox"/>

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 appropriate **Asset Type** (i.e., CIPNEWCON, EQUIPOPER, etc.) into the **Asset Type** field.
- REQUIRED—For Real Property, enter the **Asset Number** into the **Asset Number** field. The real property asset number is derived from concatenating the project code and building number together.

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

---

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

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., CONSTRUCT for CIP asset types or PURCHASE for Personal Property assets.)
9. REQUIRED—Set the **Capitalized** field to **True** by checking the checkbox.
10. For non-depreciable assets (i.e. asset type = CIPNEWCON, LAND):

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

Note: Non-depreciable asset types require that certain fields be blank.

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

- In the Depreciation Method field, select Straight Line.
- Set to Salvage Value amount, if applicable
- Enter the useful life in the Useful Life in Months field.

Populate the **In-Service Date** field.

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

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

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

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

13. REQUIRED—Enter the **Acquisition Cost** for the asset in the **Acquisition Cost Amount** field. Enter \$0 if the Acquisition Cost is unknown at the time.

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

14. REQUIRED—Enter the **Vendor Code** and **Vendor Address Code** under the Supplemental Information section.

Vendor Code: NF0000000

Vendor Address Code: 00001

The screenshot shows a software interface for managing vendor records. At the top, there's a section titled 'Supplemental Information' with a 'Vendor' label. Below it, there's a field labeled 'Code:' with the value 'NF0000000'. To the right of this field is another labeled 'Address Name:' with the value 'Non-Federal Summary'. There are also other fields and buttons visible in the background.

15. Select the **Header Accounting** Line tab.
16. Click the **Add** button to enter a new Header Accounting Line.

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

The screenshot shows a software interface for managing header accounting lines. At the top, there's a toolbar with buttons for Verify, Save, Submit, Schedule, Refresh, Add Shortcut, and Attachment. Below the toolbar, there's a navigation bar with tabs: Header (selected), Header Accounting Lines, Approval Routing, Memos, and Summary. Underneath the navigation bar, there's a sub-navigation bar for 'Header Accounting Line' with buttons for Add, Copy, Copy Forward, Remove, Reset, Replace, and Display (set to 10). At the bottom, there's a table header with columns: Line Number, Amount, Transaction Type, Template, BBFY, EBFY, Fund, Reg, Org Cd, Sub Org.

17. REQUIRED—Enter **03** in the **Transaction Type** field.
18. REQUIRED—Enter the **Line Amount** in the **Amount** field.
19. Enter the following **Accounting Dimensions**:

For Real Property assets:

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 code based on the region (P[region]10001)
Program	Enter: PG00
Building #	Enter the appropriate Building Number
Project Code	Enter the appropriate Project Code
Org code	Enter: the appropriate code based on the region (P[region]10001)

For Personal Property assets:

Field	Value
BBFY	Enter the current Budget Fiscal Year
Fund	Enter the Fund (e.g., 262X)
Region	Enter the appropriate Region (e.g., 00)
Activity	Enter the appropriate Activity (e.g., CSOEE)
Org code	Enter: the appropriate code based on the region (P[region]10001)
Program	Enter the appropriate Program (e.g., CSD1)

20. Click 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 click the Verify button again.

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



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

22. Click the **Submit** button. If no errors are encountered upon clicking the Submit button a message appears stating that the form has successfully processed.

### 5.1.2 Creating a Fleet Fixed Asset Acquisition Form (FA)

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

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

**New Asset Acquisition**

\* Document Type: FF Online Asset Acquisition

Document Number Format:  Document Number Prefix:

\* Document Number:

Security Org:

Title:

Copy Document

None  
 Copy From  
 Copy Forward

- REQUIRED—Enter the Fixed Asset Acquisition document type of ‘FF’ into the **Document Type** field.

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

- To generate a **Document Number** click the **Generate** button. A unique document number will be generated in the **Document Number** field.

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####).

- Click the Finish Button. The Header page is displayed.

Header | Header Accounting Lines | Approval Routing | Memos | Summary | Workflow Status | Approval History | Expand All | Collapse All

General

Document Type:	FF Online Asset Acquisition	Document Date:	<input type="text"/>
Status:	NEW	Accounting Period:	<input type="text"/>
Document Number:	FFTEST1	Reporting Accounting Periods:	<input type="checkbox"/>
Title:	<input type="text"/>	Batch Number:	<input type="text"/>
Authorized By:	<input type="text"/>	Document Classification:	<input type="text"/>
* Asset Type:	<input type="text"/> <input type="button" value="Generate"/>	Security Org:	GSA
* Asset Number:	<input type="text"/>	Category Code:	<input type="checkbox"/>
Asset Category:	<input type="text"/>	Suppress Printing:	<input type="checkbox"/>
Asset Class:	<input type="text"/>		
Asset Group:	<input type="text"/>		
Quantity:	1.000000	Depreciation Method:	<input type="text"/>
* Acquisition Method:	<input type="text"/>	Declining Balance Rate:	<input type="text"/>
Acquisition Date:	<input type="text"/>	Valuation Date:	<input type="text"/>
In Service Date:	<input type="text"/>	Useful Life in Months:	<input type="text"/>
Replacement Date:	<input type="text"/>	Payment Updates Acquisition Cost:	<input type="checkbox"/>
Capitalized:	<input checked="" type="checkbox"/>	Accrual Updates Acquisition Cost:	<input type="checkbox"/>

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

5. REQUIRED—Enter the **Asset Type** of VEHICLE into the **Asset Type** field.
6. REQUIRED—Enter the **Vehicle Identification Number (VIN)** into the **Asset Number** field.
7. Enter a quantity of 1 in the **Quantity** field.

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

8. REQUIRED—Enter the appropriate **Acquisition Method**.
9. Set the **Capitalized** field to **YES**.
10. Enter the **Depreciation Method** of **Straight Line (SL)**.

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

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

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

12. Ensure that the **Payment Updates Acquisition Cost** and the **Accruals Updates Acquisition Cost** flags are **False** (unchecked). Note: Both of these options define the acquisition cost as estimated or actual. Since the options are False, the entered acquisition cost is the actual cost.
13. REQUIRED—Enter the **Acquisition Cost** for the asset in the **Acquisition Cost Amount** field.

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

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

Amounts	
Acquisition Cost Amount:	\$10,000.00
Valuation Amount:	\$0.00
Closing Cost Amount:	\$0.00
Salvage Value Amount:	\$5,000.00

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

Equipment/Vehicle

Warranty End Date:	<input type="text"/>
Deductible Amount:	\$0.00
Maintenance Cost Amount:	\$0.00
Service Contracts End Date:	<input type="text"/>
Service Contracts Number:	<input type="text"/>
Fuel Code:	<input type="text" value="FUEL"/>

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

16. Enter the appropriate **Manufacturer** code in the **Manufacturer** field.
17. Enter the **Year of the Vehicle** in the **Year of Manufacture** field.

Supplemental Information

Vendor	
* <u>Code:</u>	<input type="text"/> <input type="text"/> <input type="button" value="More"/>
Address Name: <input type="text"/>	
Unit:	<input type="text"/> <input type="button"/>
Manufacturer:	<input type="text"/> <input type="button"/> Year of Manufacture: <input type="text"/>
Model Number: <input type="text"/>	
Serial Number: <input type="text"/>	
Plat Number: <input type="text"/>	

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

Description

Description:	<input type="text"/>
Extended Description:	<input type="text"/>

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

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

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

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

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

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

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**:

Field	Value
BBFY	Enter the current Budget Fiscal Year
Fund	Enter: 455F
Region	Enter the appropriate Region
Activity	Enter: FE000

Org code	Enter: the appropriate code based on the region (F[region]Y0000)
Program	Enter: FE00
System	Enter the appropriate FMC code
Vehicle Tag #	Enter the appropriate Vehicle Tag

The screenshot shows a form titled "Accounting Dimensions" with a "Template" field and a "Default" button. It contains numerous input fields grouped into sections: 
 

- Financial Year:** \*BBFY, EBFY, \*Fund, Region, Org Code.
- Program:** Program, Project Code, Activity, \*Sub-Object Class, Revenue Source.
- Building:** Sub Revenue Source, Building #, System, Vehicle Tag #, Work Item.
- ABC Activity:** ABC Activity, Reimbursable Sub-Object Class, Reimbursable Sub Object: YBA, BETC.
- Cost Organization:** Cost Organization, Cohort Year, PRC.

 The fields are arranged in a grid-like structure with some columns spanning multiple rows.

#### 24. Click 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 click the Verify button again. A message will now appear stating that the form has verified successfully.

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



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

#### 26. Click the **Submit** button

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

### 5.1.3 Operating Lease Vehicle Asset Acquisition Form

Vehicles under operating leases will typically be entered into FMS and be transferred into Pegasys through FM ESB. The following steps identify how to create a FA form online in Pegasys for operating leased vehicles.

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

New Asset Acquisition

\* Document Type: FF Online Asset Acquisition

Document Number Format:  Document Number Prefix:

\* Document Number:

Security Org:

Title:

Copy Document

None  
 Copy From  
 Copy Forward

- REQUIRED—Enter the **Fixed Asset Acquisition** document type of ‘FF’ into the **Document Type** field.

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

- To generate a **Document Number** click the **Generate** button. A unique document number will be generated in the **Document Number** field.

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####).

- Click the **Finish** Button. The Header page is displayed.

Header | Header Accounting Lines | Approval Routing | Memos | Summary | Workflow Status | Approval History | Expand All | Collapse All

- General

Document Type:	FF Online Asset Acquisition	Document Date:	<input type="text"/>
Status:	NEW	Accounting Period:	<input type="text"/>
Document Number:	FFTEST1	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:	<input type="text"/>	Security Org:	GSA
* Asset Number:	<input type="text"/>	Catalog Code:	<input type="text"/>
Asset Category:	<input type="text"/>	Suppress Printing:	<input type="checkbox"/>
Asset Class:	<input type="text"/>		
Asset Group:	<input type="text"/>		
Quantity:	1.000000	Depreciation Method:	<input type="text"/>
* Acquisition Method:	<input type="text"/>	Declining Balance Rate:	<input type="text"/>
Acquisition Date:	<input type="text"/>	Valuation Date:	<input type="text"/>
In Service Date:	<input type="text"/>	Useful Life in Months:	<input type="text"/>
Replacement Date:	<input type="text"/>	Payment Updates Acquisition Cost:	<input type="checkbox"/>
Capitalized:	<input checked="" type="checkbox"/>	Accrual Updates Acquisition Cost:	<input type="checkbox"/>

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

5. REQUIRED—Enter the **Asset Type** of OPLEASEVEH into the **Asset Type** field.
6. REQUIRED—Enter the **Vehicle Identification Number (VIN)** into the **Asset Number** field.
7. Enter a quantity of 1 in the **Quantity** field.

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

8. REQUIRED—Enter the **Acquisition Method** of OPLEASE.
9. Set the **Capitalized** field to **No**.
10. Leave the **Depreciation Method** blank.
11. Leave the **Useful Life in Months** blank.
12. Ensure that the **Payment Updates Acquisition Cost** and **Accrual Updates Acquisition Cost** flags are **False** (unchecked).

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

13. REQUIRED—Enter an **Acquisition Cost** of **\$0**.
14. REQUIRED—Enter the **Fuel Code** of FUEL in the **Fuel Code** field.

<input type="checkbox"/> Equipment/Vehicle	
Warranty End Date:	
Deductible Amount:	\$0.00
Maintenance Cost Amount:	\$0.00
Service Contracts End Date:	
Service Contracts Number:	
Fuel Code:	FUEL

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

15. Enter the appropriate **Manufacturer** code in the **Manufacturer** field.
16. Enter the **Year of the Vehicle** in the **Year of Manufacture** field.

Supplemental Information

**Vendor**

\* Code:

Address Name:

Unit:

Manufacturer:   Year of Manufacture:

Model Number:

Serial Number:

Plat Number:

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

Description

Description:

Extended Description:

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

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

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

**Header Accounting Lines**

Header Accounting Line

Add       [1]

<input type="checkbox"/>	Line Number	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org
--------------------------	-------------	--------	------------------	----------	------	------	------	-----	--------	---------

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

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

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

Field	Value
BBFY	Enter the current Budget Fiscal Year
Fund	Enter: 455F
Region	Enter the appropriate Region
Activity	Enter: FE000
Org code	Enter: the appropriate code based on the region (F[region]Y0000)
Program	Enter: FE00
System	Enter the appropriate FMC code
Vehicle Tag #	Enter the appropriate Vehicle Tag

22. Click 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 click the Verify button again. A message will now appear stating that the form has verified successfully.

23. Click the **Submit** button

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

#### 5.1.4 Fixed Asset Acquisition Form Field Descriptions

##### Asset Acquisition Accounting Lines Page

Field Name	Description	Additional Information
<b>General Section</b>		
Document Type	The document type of the asset.	Required Online Asset Acquisitions doc type = 'FF' for Real Property and FLEET 'FN' for Personal Property

Field Name	Description	Additional Information
Status	The status of the form/document (ex. New)	This field is read-only.
Document Number	The number of the document. The Document Number format is the type of Asset Acquisition form followed by the year, month, and day the document was created and combined with 6 incremented digits. (i.e., FFYYYYMMDD#####).	Required
Title	The title of the transaction. Can be up to 50 characters in length.	Defaults to the value entered when creating the form or may be entered once the Fixed Asset form is opened. This field can be used searched on in the Form/Document Selection.
Authorized By	The name of the person who authorized the purchase of the asset.	Optional
Asset Type	The type of asset being recorded on this transaction. The combination of Asset Type and Asset Number must be unique.	Required Set to the asset type (e.g., BUILDING, VEHICLE)
Asset Number	The number assigned to the asset. The combination of Asset Type and Asset Number must be unique. The Asset Number may be automatically generated based on options set on the Asset Type and Asset Number Format Maintenance tables. To automatically generate the number, the user must click the Generate button.	Required For Real Property, set to the Project Code + Building Number combination For Personal Property, click the <b>Generate</b> button to generate the following numbering convention: set to (ASSET TYPE + YYYYMMDD + #####) where ##### is sequential number. For Fleet: Set to the Vehicle's Identification Number (VIN)
Asset Category	The category for the asset. Asset categories are used to classify related assets for reporting purposes.	Optional. If entered, it must be valid on the Asset Category Maintenance table. May be used for Personal Property
Asset Class	The class for the asset. Asset classes are used to classify related assets for reporting purposes.	Optional. If entered, it must be valid on the Asset Class Maintenance table. May be used for Personal Property
Asset Group	The group for the asset. Asset groups are used to classify related assets for reporting purposes.	Optional. If entered, it must be valid on the Asset Group Maintenance table. May be used for Personal Property

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

Field Name	Description	Additional Information
Document Classification	The pre-defined group (found in the Document Classification Maintenance table) to which this transaction belongs. Used to classify related types of documents at a lower level of detail than document type.	Optional
Security Org	The established Security Organization for the form. Only users specified in the Security Organization has access to this form. Displays the value entered when creating the form or the user's default Security Organization.	System-maintained
Suppress Printing	An option that, when selected, suppresses the ability to print the form.	Optional
Depreciation Method	The method used to calculate the depreciation. If left blank, it will default to the Straight Line Method as specified on the Fixed Asset Options Maintenance table.	Straight Line Set to blank for a non-depreciable asset type (e.g., CIPNEWCON)
Declining Balance Rate	The declining balance rate for the asset.	GSA will not utilize this field as it is only required if the depreciation method is Variable Declining (e.g., Double Declining).
Valuation Date	Indicates the date the asset was appraised. Enter in the MM/DD/YY or MM/DD/YYYY format.	Optional
Useful Life in Months	The estimated number of months the asset is anticipated to be in use. Users can enter a value greater than zero and less than 1200 or if left blank it defaults to the useful life indicated on the catalog code.	Set to blank for non-depreciable asset.
Accrual Updates Acquisition Cost	Indicates if the system should generate the actual acquisition cost or if this value is provided to the system. If the flag is true, the system generates the acquisition cost from the referenced accruals and payments. If this button is false, users must enter the acquisition cost on the fixed asset transaction.	Check this flag unless the assets are donated/exchanged. For donated/exchanged assets, ensure the flag is unchecked. Fleet - Set this flag to FALSE
Payment Updates Acquisition Cost	Indicates if the system should generate the actual acquisition cost or if this value is provided to the system. If the flag is true, the system generates the acquisition cost from the referenced accruals (and other transactions). If this button is false, users must enter the acquisition cost on the fixed asset transaction.	Check this flag unless the assets are donated/exchanged. For donated/exchanged assets, ensure the flag is unchecked. Fleet - Set this flag to FALSE
<b>Amounts Section</b>		

Field Name	Description	Additional Information
Acquisition Cost Amount	The estimated or actual cost to purchase the asset, including all costs necessary to bring the asset to working condition. The field can be zero if the Allow Zero Acquisition Cost option is true for the asset type. The actual acquisition cost may not be known at the time the fixed asset is created. The Payment Updates Acquisition Cost option defines if the acquisition cost as estimated or actual. If the Payments Updates Acquisition Cost is true, the acquisition cost is the estimated cost and the system generates the actual cost from associated payments/accruals.	Required, may be \$0.00
Valuation Amount	The dollar amount for the asset's appraised value.	This field is only enabled and required when a Valuation Date is entered.
Closing Costs Amount	The cost associated with acquiring the asset. Closing costs can include attorney fees, commissions, and assembly charges.	This field is optional on all types of assets except for vehicles and equipment, in which case it is not allowed.
Salvage Value Amount	The dollar amount of the asset at the conclusion of its useful life.	This should only be populated for depreciable asset types (e.g., BUILDING). May be \$0.00
<b>Antique/Artifact Section</b>		
Donated By	The name of the person or organization that donated the antique or artifact to an agency.	Optional
On Loan To	The name or agency loaning the antique or artifact.	Optional
Description	A free text field 255 characters in length used to enter additional information.	Optional
Donation Date	The date the antique or artifact was donated to an agency. Enter in the MM/DD/YY or MM/DD/YYYY format.	Optional
Return Date	The date the antique or artifact is expected to be returned. Enter in the MM/DD/YY or MM/DD/YYYY format.	Optional
<b>Custodian Section</b>		
Custodial Org Cd	The organization primarily responsible for the asset. Must be valid, active, and within the effective date range on the Custodian Maintenance table.	Optional
CPO Code	The code of the custodial property officer responsible for the asset. If this field is left blank and the CE is defined, the system infers the CPO based on the default accountability chain specified for the CE in the Custodian Maintenance table.	This field is required if the Require CPO checkbox is true for the fixed asset type on the Asset Type Maintenance table.

Field Name	Description	Additional Information
APO Code	The code associated with the Accountable Property Officer. Similar to the CPO code, this field can be inferred from the accountability chain; however, for the APO, a valid value must exist for either the CPO or the CE. The system first attempts to infer the value from the CPO, but if unavailable, the system infers the value from the CE.	The APO code is required if the Require APO checkbox is true for the fixed asset type on the Asset Type Maintenance table.
PA Code	The code associated with the Property Administrator. It can be system-inferred from either the CPO or the CE, with priority to the CPO.	The PA code is required if the Require PA checkbox is true for the fixed asset type on the Asset Type Maintenance table.
CE Code	The code associated with the new Cognizant Employee. If the 'Requires CPO Acknowledgement' is true, the CE can be entered on the fixed asset or the CPO can enter the CE code on the Unacknowledged Asset Query when asset is acknowledged.	The CE code is required if the Require CE checkbox is true for the fixed asset type on the Asset Type Maintenance table.
Requires CPO Acknowledgement	Determines if the fixed asset requires CPO acknowledgement. This indicates whether the CPO Acknowledgement must be recorded prior to considering the asset complete.	This field is required and defaults to the value of the Requires CPO Acknowledgement flag on the Fixed Asset Options Maintenance table.
CPO Name	The name associated with the CPO code entered.	System-maintained
APO Name	The name associated with the APO code entered.	System-maintained
PA Name	The name associated with the PA code entered.	System-maintained
CE Name	The name associated with the CE code entered.	System-maintained
<b>Location Section</b>		
Location Code	The code for the physical location of the asset. Users can let the system default the value from the code assigned to the CPO. If the Location Code is left blank, and a CPO is entered on the form, location defaults to the value assigned on the Custodian Maintenance record for the entered CPO.	Location Code is optional, but if entered, it must be valid in the Asset Location Maintenance table.
Building	The building where the asset is physically located.	Optional
Room Number	The room number where the asset is physically located.	Optional
<b>Equipment/Vehicle Section</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
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

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

Field Name	Description	Additional Information
Vendor Code	The code for the vendor from whom the asset was purchased. If a vendor, the combination of vendor code and vendor address code must be valid in the Vendor Maintenance table.	Required except optional for FLEET.
Vendor Address Code	The address code for the vendor code entered. The combination of vendor code and vendor address code must be valid in the Vendor Maintenance table.	Required except optional for FLEET.
Vendor Name	The name of the vendor. This value is defaulted from the Vendor Maintenance table if a vendor code is specified.	Required; System-populated except optional for FLEET.
Unit	The asset's unit of issue (for example, Each.) Must be valid on the Unit Maintenance table. The value entered must match the unit specified on any purchasing or payment documents referenced.	Optional
Manufacturer	The manufacturer of the asset.	Optional
Year of Manufacture	The year that the asset was manufactured.	Optional
Model Number	The model number of the asset.	Optional
Serial Number	The serial number for the asset. Required only if the asset classification is Equipment or Vehicle and the Requires Serial Number Option is true for the asset type on the Asset Type Maintenance table.	Optional
Plat Number	The plat number for the asset.	Optional
Area	The area for the asset (for example, 200 acres.)	Optional
<b>Vendor More Button</b>		
Code	The vendor code	Required for Fleet.
Standardized Format	Indicates if the format is standardized.	Drop-down box.
Address Active Status	Indicates if the vendor is active.	Drop-down box.
Address (3 lines)	The street address of the Vendor.	System maintained Defaulted from the Vendor Maintenance table
City	The city in which the Vendor is located.	System maintained Defaulted from the Vendor Maintenance table
State	The state in which the Vendor is located.	System maintained Defaulted from the Vendor Maintenance table

Field Name	Description	Additional Information
PostalCode	The postal zip code of the city in which the Vendor is located.	System maintained Defaulted from the Vendor Maintenance table
County	The county in which the vendor is located.	System maintained Defaulted from the Vendor Maintenance table
Country	The country in which the Vendor is located.	System maintained Defaulted from the Vendor Maintenance table
Phone	The telephone number of the Vendor.	System maintained Defaulted from the Vendor Maintenance table
Fax	The fax number of the Vendor.	System maintained Defaulted from the Vendor Maintenance table
Email	The e-mail address for the Vendor.	System maintained Defaulted from the Vendor Maintenance table
Contact	The name of the contact in the vendor organization.	System maintained Defaulted from the Vendor Maintenance table
Title	Title of the contact listed.	System maintained Defaulted from the Vendor Maintenance table
DUNS	The DUNS of the vendor.	System maintained Defaulted from the Vendor Maintenance table
DUNS+4	The DUNS + 4 for the vendor.	System maintained Defaulted from the Vendor Maintenance table
CCRC	Indicates if the vendor is CCRC enabled.	System maintained Defaulted from the Vendor Maintenance table
VCSS	Indicates if the vendor is a VCSS vendor.	System maintained Defaulted from the Vendor Maintenance table
<b>Description Section</b>		
Description	Contains a description that can be up to 255 characters in length.	Optional. FLEET - Set to the FSS-19 Purchase Order Number.
Extended Description	If enabled in System Administration, this field contains a description that may contain up to 60K characters in length. Refer to the System Administration User Guide for instructions on how to enable this field.	Optional

Field Name	Description	Additional Information
<b>General Section</b>		
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 TT is dependent on the acquisition method, so the user is required to enter a transaction type manually.	<p>Required</p> <p>Set to the valid trans type. This trans type will depend on the asset type and whether the asset is donated from a federal entity, non-federal entity, or exchanged with USPS. . Please refer to <b>Appendices A</b> and <b>B</b> for further details.</p> <p><b>FLEET:</b></p> <p>Trans type = 01 if acquisition method on header is REIMBIN or PURCHASE</p> <p>Trans type = 02 if acquisition method on header is NOREIMBIN, EXCESS, or FORFEIT</p> <p>Trans type = 03 if acquisition method on header is OPLEASE</p>
Source Number	The source of the activity.	Optional.
<b>Line Amounts Section</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 Section	Prior Year Adjustment field.	Drop-down box.
<b>Accounting Dimensions Section</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

Field Name	Description	Additional Information
BBFY	The beginning budget fiscal year of the fund affected by this transaction. The combination of BBFY and fund must be valid in the Fund Maintenance table and are required.	Required Set to current BFY
EBFY	The ending budget fiscal year of the fund affected by this transaction. The EBFY and fund must be valid in the Fund Maintenance table.	Optional
Fund	An alphanumeric code that specifies the fund affected by this transaction. The combination of BFYs and fund must be valid in the Fund Maintenance table and are required.	Required Set to appropriate Fund FLEET set to 455F
Region	An alphanumeric code that specifies a region dimension. If entered or required, it must be valid in the Region Maintenance table.	Required Set to appropriate Region
Org Code	An alphanumeric code that specifies an organization dimension. If entered or required, it must be valid in the Organization Maintenance table and be defined as a budget organization.	Required Set based on region using the following format: For Real Property: P[region]10001 Personal Property may use various values.
Program	An alphanumeric code that specifies a Program dimension. If entered or required, the value must be valid in the Program Maintenance table.	Required Set to appropriate Program
Project Code	An alphanumeric code that specifies a project dimension. If entered or required, the value must be valid in the Project Maintenance table.	Optional
Activity	An alphanumeric code that specifies an activity dimension. If entered or required, the value must be valid in the Activity Maintenance table.	Required Set to appropriate Activity FLEET set to FE000.
Sub Object Class	An alphanumeric code that specifies Sub Object Class dimension. The value must be valid in the Sub Object Class Maintenance table and is required.	Optional
Revenue Source	An alphanumeric code that specifies a Revenue Source dimension. If entered or required, the value must be valid in the Revenue Source Maintenance table.	Optional
Sub Revenue Source	An alphanumeric code that specifies a sub revenue source dimension. If entered or required, the combination of revenue source and sub revenue source must be valid in the Sub Revenue Source Maintenance table.	Currently not in use
Building #	An alphanumeric code that specifies a building dimension. If entered or required, the value must be valid in the Building # Maintenance table.	For Real Property, set to the building number. For Personal Property, field is Optional.

Field Name	Description	Additional Information
System	An alphanumeric code that specifies a system dimension. If entered or required, the value must be valid in the System Maintenance table.	Optional except FLEET - Set to the appropriate FMC code.
Vehicle Tag #	An alphanumeric code that specifies a vehicle tag dimension. If entered or required, the value must be valid in the Vehicle Tag # Maintenance table.	Optional except FLEET - Set to the appropriate Vehicle Tag Number.
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
<b>Description Section</b>		
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

### 5.1.5 Canceling a Fixed Asset Acquisition Transaction

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

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

- The asset has associated betterments (that is, the asset record's betterment count is greater than zero.)
- The asset's actual acquisition cost has been updated by payment (or other) transactions or by the offline Acquisition Cost Update process (that is, the Payment Updates Acquisition Cost option is set to true and the Actual Acquisition Cost is greater than zero.)
- The asset number has been referenced on purchasing (or other) documents (that is, the asset's unliquidated and total ordered, accepted, and invoiced amounts are not all equal to zero.)
- Depreciation has been applied to the asset (that is, the Accumulated Depreciation amount is greater than zero.)
- The asset has been disposed (that is, the Disposition Date is not blank and/or the Disposition Amount is greater than zero.)
- A Fixed Asset Correction (FC) or Fixed Asset Transfer (FT) has been processed against the asset record.

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

1. In Pegasys navigate to Transactions — Fixed Assets — Cancel. The Cancel page is displayed
2. REQUIRED— For Real Property, enter the Fixed Asset Acquisition document type of '**FF**' into the **Document Type** field. For Personal Property, enter '**FN**' into the **Document Type** field.
3. Enter the Asset Acquisition document number to be canceled in the **Document Number** field.

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

4. Click the **Search** button.
5. Select the radio button next to the appropriate Asset Acquisition document to be cancelled.

**Cancel**

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<b>Search Criteria</b>		<b>Document Status</b>	
Subsystem:	Fixed Assets	Processed:	<input checked="" type="checkbox"/> Rejected: <input type="checkbox"/>
Document Type:	FF Online Asset Acquisition	Cancelled:	<input type="checkbox"/> Archived: <input type="checkbox"/>
Document Number:		Scheduled:	<input type="checkbox"/> Pending Approval: <input type="checkbox"/>
Amendment Number:		Held:	<input type="checkbox"/>
Document Category:		User ID: <input type="text"/>	
From Accounting Period:		Security Org: <input type="text"/>	
To Accounting Period:		Title: <input type="text"/>	
From Date:			
To Date:			
<b>Vendor</b>			
Code:		TIN (SSN/EIN):	<input type="text"/>
DUNS:		DUNS+4:	<input type="text"/>
Customer Account: <input type="text"/>			
<b>Search</b>		<b>Clear</b>	

6. Click the **Cancel** button. The Cancellation form Header page is displayed
7. Review all information on the Header page to ensure it's acceptable to be canceled.

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

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<b>Workflow Status</b>	<b>Approval History</b>																																																																
<b>Expand All</b>   <b>Collapse All</b>																																																																	
<b>General</b> <table border="1"> <tr> <td>Document Type:</td> <td>FF Online Asset Acquisition</td> <td>Orig Document Date:</td> <td>12/28/2010</td> </tr> <tr> <td>Status:</td> <td>PENDINGCANCELLATION</td> <td>Document Date:</td> <td><input type="text"/></td> </tr> <tr> <td>Document Number:</td> <td>FFPSR112</td> <td>Accounting Period:</td> <td><input type="text"/></td> </tr> <tr> <td>Title:</td> <td>VEHICLE ACQUISITION</td> <td>Reporting Accounting Period:</td> <td><input type="text"/></td> </tr> <tr> <td>Authorized By:</td> <td></td> <td>Batch Number:</td> <td><input type="text"/></td> </tr> <tr> <td>Asset Type:</td> <td>VEHICLE</td> <td>Document Classification:</td> <td><input type="text"/></td> </tr> <tr> <td>* Asset Number:</td> <td>PSR112</td> <td>Security Org:</td> <td>GSA</td> </tr> <tr> <td>Asset Category:</td> <td><input type="text"/></td> <td>Catalog Code:</td> <td><input type="text"/></td> </tr> <tr> <td>Asset Class:</td> <td><input type="text"/></td> <td>Suppress Printing:</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Asset Group:</td> <td><input type="text"/></td> <td colspan="2"></td> </tr> <tr> <td>Quantity:</td> <td>1.000000</td> <td>Depreciation Method:</td> <td>Straight Line</td> </tr> <tr> <td>Acquisition Method:</td> <td>PURCHASE</td> <td>Declining Balance Rate:</td> <td><input type="text"/></td> </tr> <tr> <td>Acquisition Date:</td> <td>08/02/2010</td> <td>Valuation Date:</td> <td><input type="text"/></td> </tr> <tr> <td>In Service Date:</td> <td>08/02/2010</td> <td>Useful Life in Months:</td> <td>60.000000</td> </tr> <tr> <td>Replacement Date:</td> <td><input type="text"/></td> <td>Payment Updates Acquisition Cost:</td> <td><input type="text"/></td> </tr> <tr> <td>Capitalized:</td> <td><input type="checkbox"/></td> <td>Accrual Updates Acquisition Cost:</td> <td><input type="text"/></td> </tr> </table>		Document Type:	FF Online Asset Acquisition	Orig Document Date:	12/28/2010	Status:	PENDINGCANCELLATION	Document Date:	<input type="text"/>	Document Number:	FFPSR112	Accounting Period:	<input type="text"/>	Title:	VEHICLE ACQUISITION	Reporting Accounting Period:	<input type="text"/>	Authorized By:		Batch Number:	<input type="text"/>	Asset Type:	VEHICLE	Document Classification:	<input type="text"/>	* Asset Number:	PSR112	Security Org:	GSA	Asset Category:	<input type="text"/>	Catalog Code:	<input type="text"/>	Asset Class:	<input type="text"/>	Suppress Printing:	<input type="checkbox"/>	Asset Group:	<input type="text"/>			Quantity:	1.000000	Depreciation Method:	Straight Line	Acquisition Method:	PURCHASE	Declining Balance Rate:	<input type="text"/>	Acquisition Date:	08/02/2010	Valuation Date:	<input type="text"/>	In Service Date:	08/02/2010	Useful Life in Months:	60.000000	Replacement Date:	<input type="text"/>	Payment Updates Acquisition Cost:	<input type="text"/>	Capitalized:	<input type="checkbox"/>	Accrual Updates Acquisition Cost:	<input type="text"/>
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Capitalized:	<input type="checkbox"/>	Accrual Updates Acquisition Cost:	<input type="text"/>																																																														

8. Select the **Header Accounting Line** tab. The Header Accounting Lines Summary page is displayed.
9. Select the check box next to the accounting line and click the **Header Accounting Line** link. The Header Accounting Lines page is displayed.
10. Review all information on the Header Accounting Line page to ensure it's acceptable to be canceled.
11. Click the **Verify** button

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

11. Click the **Submit** button

## 5.1.6 Fixed Asset Acquisition Transaction Updates

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

- Asset Query
- Fixed Assets Journal
- General Journal (see figure below for exceptions)

### 5.1.6.1 Asset Query (Asset Detail and Asset Summary Records)

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

### 5.1.6.2 Fixed Assets Journal

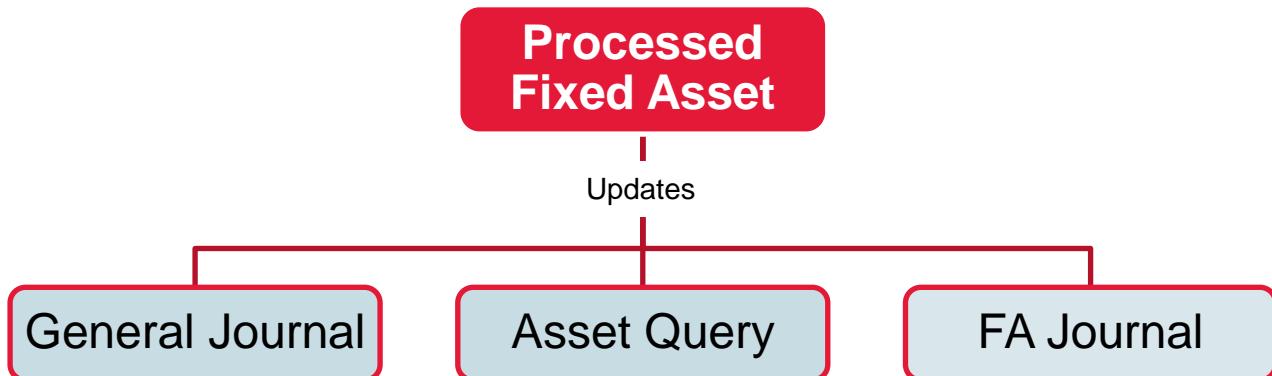
The Fixed Assets Journal is updated by financial activity against an asset, including fixed asset transactions. An original fixed asset acquisition, as well as certain corrections or cancellations, updates the journal in order to track asset-specific information such as asset number, asset type, location,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

### 5.1.6.3 General Journal

Since the Payment Updates Acquisition Cost option is true and the Capitalized indicator is checked, the fixed asset will not post the asset's Capitalized Amount to the General Ledger (GL). The capitalized amount will equal the fixed asset's acquisition cost when it is updated since the Capitalized Indicator is set to true. The fixed asset uses accounting event FA01, Asset Acquisition, if it posts to the GL.

### 5.1.6.4 Diagram of Updates

*Figure 5-2: Fixed Asset Updates for Processed Documents displays the fixed asset updates that may occur once a document is processed based on the document's values.*

**Figure 5-2: Fixed Asset Updates for Processed Documents**

**Figure 5-3** describes the actions performed by the fixed asset in response to various parameters.

**Figure 5-3: Fixed Asset Actions in Response to Various Parameters**

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

### 5.1.7 Fixed Asset Acquisition Transaction Edits

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

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

## 5.2 Creating a Fixed Asset Correction Form (FC)

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

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

### 5.2.1 Creating a PBS Correction Form

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

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

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

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

3. To generate a **Document Number** click the **Generate** button. A unique document number will be generated in the **Document Number** field.

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

4. REQUIRED—Enter the appropriate Asset Type (e.g., CIPNEWCON, EQUIPADMIN) into the **Asset Type** field.
5. REQUIRED—Enter the **Asset Number** that is being corrected into the **Asset Number** field.

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

The screenshot shows a web-based form titled "New Asset Correction". At the top left is a dropdown menu for "Document Type" with options "FH" and "Online Asset Correction". Below it is a section for "Document Number Format" with a dropdown menu showing "Document Number Prefix". A "Generate" button is located next to the document number input field. The "Document Number" field is marked with an asterisk (\*). Below these are fields for "Security Org" and "Title". A section titled "Asset Information" contains fields for "Asset Type", "Asset Number", and "Betterment Number", all marked with asterisks (\*).

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

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

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

8. The Document Date, Accounting Period, and Reporting Accounting Period will default to the current date when these fields are left blank and the form is verified or processed.
9. Enter a Quantity of 1 in the **Quantity** field.

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

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

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

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

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

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

13. If appropriate, change the In-Service Date

Asset Type:	VEHICLE		
* Asset Number:	1B3AL46T26N220001		
<u>Asset Category:</u>	<input type="text"/>		
<u>Asset Class:</u>	<input type="text"/>		
<u>Asset Group:</u>	<input type="text"/>		
Betterment Number:	<input type="text"/> 0		
Quantity:	1.000000	Depreciation Method:	Straight Line
* <u>Acquisition Method:</u>	PURCHASE	Declining Balance Rate:	<input type="text"/>
<u>Acquisition Date:</u>	04/18/2006	<u>Valuation Date:</u>	<input type="text"/>
<u>In Service Date:</u>	04/18/2006	Useful Life in Months:	<input type="text"/> 79
<u>Replacement Date:</u>	<input type="text"/>	New Useful Life in Months:	<input type="text"/>
<small>Document Updates Acquisition Costs</small>			

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

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

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

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

- 1) Create a Transfer of asset to the new asset type that correlates to revised catalog code
- 2) Create a Correction to change the catalog code

16. If necessary, correct the **Acquisition Cost** in the **Acquisition Cost Amount** field.

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

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

17. If necessary, correct the **Salvage Value** in the **Salvage Value Amount** field.

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

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

Vendor Code: NF0000000

Vendor Address Code: 00001

The screenshot shows a software window with a sidebar on the left containing the text 'Supplemental Information'. The main area has a form with several fields. At the top is a 'Vendor' field. Below it is a field labeled 'Code:' with a red asterisk (\*) next to it, containing the value 'NF0000000'. To the right of this is another field with the value '00001'. At the bottom of the form is a field labeled 'Address Name:' containing the value 'Non-Federal Summary'.

19. Select the **Header Accounting Line** tab.
20. Select the Accounting Line and click the 'Header Accounting Line' link to open the Header Accounting Line.
21. REQUIRED—Enter the appropriate value in the **Transaction Types** field. Enter **03** unless the asset is donated or exchanged from USPS. Search for the valid Transaction Type for assets donated or exchanged from USPS. This information is also available in the Posting Model Appendix.
22. REQUIRED—If necessary, correct the **Line Amount** in the **Amount** field.

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

23. Click 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 click the Verify button again. A message will now appear stating that the form has verified successfully.

24. Click the **Submit** button

### 5.2.2 Creating a Fleet Correction Form

The following steps identify how to create a FC form online in Pegasys; however, corrections to Fleet vehicle assets will typically be entered into FMS and be transferred into Pegasys through FM ESB and not entered directly into Pegasys. Corrections to Fleet betterments will occur directly in Pegasys. Fields not mentioned are not applicable for vehicle assets and should remain blank or default to the system inferred settings.

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

New Asset Correction

* <u>Document Type:</u>	<input type="text" value="FH"/> <input type="button" value="Online Asset Correction"/>
<u>Document Number Format:</u> <input type="text"/>	
Document Number Prefix: <input type="text"/>	
* Document Number: <input type="text"/>	<input type="button" value="Generate"/>
<u>Security Org:</u> <input type="text"/>	<input type="button"/>
Title: <input type="text"/>	
<u>Asset Information</u>	
* <u>Asset Type:</u> <input type="text"/>	<input type="button"/>
<u>Asset Number:</u> <input type="text"/>	<input type="button"/>
<u>Betterment Number:</u> <input type="text"/>	

2. REQUIRED—Enter the Fixed Asset Correction document type of ‘FH’ into the **Document Type** field.

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

3. To generate a **Document Number** click the **Generate** button. A unique document number will be generated in the **Document Number** field.

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

4. Verify the Asset Type of **VEHICLE** defaulted into the **Asset Type** field.
5. Verify the Asset Number defaulted into the **Asset Number** field.
6. Verify that the Betterment Number defaulted into the **Betterment Number** field.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

<input type="checkbox"/> Amounts	_____
Acquisition Cost Amount:	\$10,000.00
Valuation Amount:	\$0.00
Closing Cost Amount:	\$0.00
Salvage Value Amount:	\$5,000.00

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

<input type="checkbox"/> Equipment/Vehicle	_____
Warranty End Date:	
Deductible Amount:	\$0.00
Maintenance Cost Amount:	\$0.00
Service Contracts End Date:	
Service Contracts Number:	
Fuel Code:	FUEL

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

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

Supplemental Information

Vendor

\* Code:

Address Name:

Unit:

Manufacturer:   Year of Manufacture:

Model Number:

Serial Number:

Plat Number:

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

Description

Description:

Extended Description:

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

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

Header Accounting Line

<input type="checkbox"/>	Line Number	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org
--------------------------	-------------	--------	------------------	----------	------	------	------	-----	--------	---------

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

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

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

The screenshot shows a software interface for an asset correction form. Under the 'General' tab, there are several input fields: 'Line Number' containing '1', 'Reference Line Number' with a pencil icon, 'Accounting Line Number' with a rectangular box, and a dropdown menu for 'Transaction Type' with an asterisk (\*) indicating it is required. There is also a small preview window showing a preview of the document.

24. REQUIRED—if necessary, correct the **Line Amount** in the **Amount** field.

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

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

25. Click 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 click the Verify button again. A message will now appear stating that the form has verified successfully.

26. Click the **Submit** button

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

### 5.2.3 Fixed Asset Correction Form Field Descriptions

#### Asset Correction Header Page

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

	FHYYYYMMDD####).	
Title	The title of the transaction. Can be up to 50 characters in length.	Optional
Authorized By	The name of the person who authorized the purchase of the asset.	Optional
Asset Type	The type of asset being recorded on this transaction. The combination of Asset Type and Asset Number must be unique. The Asset Type field is used to identify the asset to which the modifications apply, and may not be changed once the correction form has been opened.	Required  Set to the asset type
Asset Number	The number assigned to the asset or betterment being corrected. The combination of Asset Type and Asset Number must be unique. The Asset Number field is used to identify the asset to which the modifications apply, and may not be changed once the correction form has been opened	Required  For Real Property, set to the combination of the Project Code  + Building Number.  For Personal Property, set to the combination of (ASSET TYPE + YYYYMMDD + #####)  where ##### is sequential number.  FLEET - Set to the Vehicle's Identification Number (VIN)
Betterment Number	The number assigned to the asset or betterment being corrected. The Betterment Number field is used to identify the asset to which the modifications apply, and may not be changed once the correction form has been opened	Required  If correcting an asset acquisition, set the betterment number to 0.  If correcting an asset's betterment, set the betterment number to the appropriate betterment number > 0  Defaults to 0
Asset Category	The category for the asset. Asset categories are used to classify related assets for reporting purposes.	Optional
Asset Class	The class for the asset. Asset classes are used to classify related assets for reporting purposes.	Optional
Asset Group	The group for the asset. Asset groups are used to classify related assets for reporting purposes.	Optional
Catalog Code	The catalog code associated with the asset. Catalog codes are used to identify assets as specific types of items – for example, bulldozer, mainframe computer, etc.	Catalog code is optional, but if entered, it must be valid on the Catalog Item Maintenance table.
Quantity	The quantity of like items represented by the asset number. If a value is not entered, the quantity defaults to 1.	Required Set to 1
Acquisition Method	The method used to acquire the asset. For example, leased, purchased, gift, etc. Must be valid on the Acquisition/Disposition Maintenance table and must	Required

	have a usage of Acquisition or Both.	
Acquisition Date	The date the asset was acquired. If the field is left blank and the asset is depreciable, the date defaults to the Accept Date of the referenced document. If the field is left blank and the asset is not depreciable, the date field defaults to the fixed asset document date. Enter in the MM/DD/YY or MM/DD/YYYY format.	Required
In Service Date	The date the asset was placed into service. If using the In-Service Date as the begin date for depreciation and it is left blank, no depreciation is applied to that asset. Enter in the MM/DD/YY or MM/DD/YYYY format.	Required if the asset is depreciable (based on asset type). Optional for FLEET.
Replacement Date	The date at which the asset requires replacement. Enter in the MM/DD/YY or MM/DD/YYYY format.	Optional
Capitalized	Indicates whether or not the asset is capitalized. It defaults to the setting of the asset being corrected.	Set to YES
Document Date	The date transaction was entered. Enter in the MM/DD/YY or MM/DD/YYYY format.	If no date is entered, Pegasys defaults this value to the current date.
Accounting Period	The accounting period in which this transaction is to be recorded. Please enter the value in the following format: MM/YYYY.	If no value is entered, Pegasys defaults this value to the accounting period associated with the date entered or defaulted.
Reporting Accounting Period	The accounting period, in which this transaction should be reported, based on when the transaction should have been entered. It must be valid in the Accounting Period Maintenance table. Please enter the value in the following format: MM/YYYY.	If no value is entered, Pegasys defaults this value to the accounting period associated with the date entered or defaulted.
Batch Number	A free-form entry field that identifies the batch number associated with this transaction. Used to group multiple related documents together for offline processing and/or reporting purposes.	Optional
Document Classification	The pre-defined group (found in the Document Classification Maintenance table) to which this transaction belongs. Used to classify related types of documents at a lower level of detail than document type.	Optional
Security Org	The established Security Organization for the form. Only users specified in the Security Organization has access to this form. Displays the value entered when creating the form or the user's default Security Organization.	System-maintained
Suppress Printing	An option that, when selected, suppresses the ability to print the form.	Optional
Depreciation Method	The method used to calculate the depreciation. If left blank, it will default to the Straight Line Method as specified on the Fixed Asset Options Maintenance table.	Required if the asset is depreciable (indicated by the asset type) – e.g., BUILDING. Set to the Straight Line Method
Declining Balance Rate	The declining balance rate for the asset.	GSA will not utilize this field as it is only required if the depreciation method is Variable Declining (e.g., Double Declining).
Valuation Date	Indicates the date the asset was appraised. Enter in the MM/DD/YY or MM/DD/YYYY format.	Optional
Useful Life in Months	The estimated number of months the asset is anticipated to be in use. Users can enter a value	Required if a depreciation method is selected.

	between 1 and 1200, or if left blank it defaults to the useful life indicated on the catalog code.	
New Asset Useful Life in Months	The anticipated useful life of the original asset based on its association with the betterment. Valid values for the field are integers between 1 and 1200.	Optional
Payment Updates Acquisition Cost	Indicates if the system should generate the actual acquisition cost or if this value is provided to the system. If the flag is true, the system generates the acquisition cost from the referenced payments. If this button is false, users must enter the acquisition cost on the fixed asset transaction.	Set to flag to true, unless the asset is donated or exchanged with USPS.  FLEET set this to false.
Accrual Updates Acquisition Cost	Indicates if the system should generate the actual acquisition cost or if this value is provided to the system. If the flag is true, the system generates the acquisition cost from the referenced accruals and other documents. If this button is false, users must enter the acquisition cost on the fixed asset transaction.	Set to flag to true, unless the asset is donated or exchanged with USPS.  FLEET set this to false.
<b>Amounts Section</b>		
Acquisition Cost Amount	The estimated or actual cost to purchase the asset, including all costs necessary to bring the asset to working condition. The field can be zero if the Allow Zero Acquisition Cost option is true for the asset type. The actual acquisition cost may not be known at the time the fixed asset is created. The Payment/Accrual Updates Acquisition Cost options define the acquisition cost as estimated or actual. If the Payment Updates Acquisition Cost and Accrual Updates Acquisition Cost flags are false, the acquisition cost is the estimated cost and the system generates the actual cost from associated documents.	Required
Valuation Amount	The dollar amount for the asset's appraised value.	This field is only enabled and required when a Valuation Date is entered.
Closing Costs Amount	The cost associated with acquiring the asset. Closing costs can include attorney fees, commissions, and assembly charges.	This field is optional on all types of assets except for vehicles and equipment, in which case it is not allowed.
Salvage Value Amount	The dollar amount of the asset at the conclusion of its useful life.	Required since a Depreciation Method is selected.
<b>Antique/Artifact Section</b>		
Donated By	The name of the person or organization that donated the antique or artifact to an agency.	Optional
On Loan To	The name or agency loaning the antique or artifact.	Optional
Description	A free text field 255 characters in length used to enter additional information.	Optional
Donation Date	The date the antique or artifact was donated to an agency. Enter in the MM/DD/YY or MM/DD/YYYY format.	Optional
Return Date	The date the antique or artifact is expected to be returned. Enter in the MM/DD/YY or MM/DD/YYYY format.	Optional
<b>Custodian Section</b>		
Custodial Org Cd	The organization primarily responsible for the asset. Must be valid, active, and within the effective date range on the Custodian Maintenance table.	Optional
CPO Code	The code of the custodial property officer responsible for the asset. If this field is left blank and the CE is	This field is required if the Require CPO checkbox is

	defined, the system infers the CPO based on the default accountability chain specified for the CE in the Custodian Maintenance table.	true for the fixed asset type on the Asset Type Maintenance table.
APO Code	The code associated with the Accountable Property Officer. Similar to the CPO code, this field can be inferred from the accountability chain; however, for the APO, a valid value must exist for either the CPO or the CE. The system first attempts to infer the value from the CPO, but if unavailable, the system infers the value from the CE.	The APO code is required if the Require APO checkbox is true for the fixed asset type on the Asset Type Maintenance table.
PA Code	The code associated with the Property Administrator. It can be system-inferred from either the CPO or the CE, with priority to the CPO.	The PA code is required if the Require PA checkbox is true for the fixed asset type on the Asset Type Maintenance table.
CE Code	The code associated with the new Cognizant Employee. If the 'Requires CPO Acknowledgement' is true, the CE can be entered on the fixed asset or the CPO can enter the CE code on the Unacknowledged Asset Query when asset is acknowledged.	The CE code is required if the Require CE checkbox is true for the fixed asset type on the Asset Type Maintenance table.
Requires CPO Acknowledgement	Determines if the fixed asset requires CPO acknowledgement. This indicates whether the CPO Acknowledgement must be recorded prior to considering the asset complete.	This field is required and defaults to the value of the Requires CPO Acknowledgement flag on the Fixed Asset Options Maintenance table.
CPO Name	The name associated with the CPO code entered.	System-maintained
APO Name	The name associated with the APO code entered.	System-maintained
PA Name	The name associated with the PA code entered.	System-maintained
CE Name	The name associated with the CE code entered.	System-maintained
<b>Location Section</b>		
Location Code	The code for the physical location of the asset. Users can let the system default the value from the code assigned to the CPO. If the Location Code is left blank, and a CPO is entered on the form, location defaults to the value assigned on the Custodian Maintenance record for the entered CPO.	Location Code is optional, but if entered, it must be valid in the Asset Location Maintenance table.
Building	The building where the asset is physically located.	Optional
Room Number	The room number where the asset is physically located.	Optional
<b>Equipment/Vehicle Section</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
Deductible Amount	The required deductible associated with the equipment/vehicle.	Optional
Maintenance Costs	The cost of performed maintenance on the asset.	Optional
Service Contract Number	The number for the service contract on the equipment or vehicle.	Optional
Service Contract End Date	The date that the service contract for the equipment or vehicle ends.	Optional
Fuel Code	The fuel code associated with the equipment or vehicle.	Required if the asset classification is Vehicle. If the asset is real property, set to blank.
<b>Lease Section</b>		
Lease Type	The type of lease associated with the asset. The following are the valid lease types: Capital, Operating, and Not Applicable	Will default to N/A
Lease Start Date	The start date of the lease. Enter in the MM/DD/YY or MM/DD/YYYY format.	Required if the Lease Type value is Capital or

		Operating, otherwise the field is not available.
Lease End Date	The end date of the lease. Enter in the MM/DD/YY or MM/DD/YYYY format.	Required if the Lease Type value is Capital or Operating, otherwise the field is not available.
Lease Amount	The amount of the lease.	Required if the Lease Type value is Capital or Operating, otherwise the field is not available.
Payment Frequency	The frequency that payments must be made on the lease. Valid values are found in the drop-down menu and include: Annual, Bi-Monthly, Monthly, Other, and Semi-Annual.	Required if the Lease Type value is Capital or Operating, otherwise the field is not available.
Payment Amount	The payment amount for the lease.	Required if the Lease Type value is Capital or Operating, otherwise the field is not available.
Buyout Amount	The dollar amount an agency is responsible for at the conclusion of the lease in order to take possession of the asset.	Required if the Lease Type is Capital or Operating, otherwise the field is not available.
Liquidating Damages Amount	The dollar amount an agency is responsible for if the lease is broken.	Required if the Lease Type is Capital or Operating, otherwise the field is not available.
<b>Supplemental Information Section</b>		
Vendor Code	The code for the vendor from whom the asset was purchased. If a vendor, the combination of vendor code and vendor address code must be valid in the Vendor Maintenance table.	Required
Vendor Address Code	The address code for the vendor code entered. The combination of vendor code and vendor address code must be valid in the Vendor Maintenance table.	Required
Vendor Name	The name of the vendor. This value is defaulted from the Vendor Maintenance table if a vendor code is specified.	Required; System-populated
Unit	The asset's unit of issue (for example, Each.) Must be valid on the Unit Maintenance table. The value entered must match the unit specified on any purchasing or payment documents referenced.	Optional
Manufacturer	The manufacturer of the asset.	Optional; set to appropriate manufacturer if data available.
Year of Manufacture	The year that the asset was manufactured.	Optional
Model Number	The model number of the asset.	Optional
Serial Number	The serial number for the asset. Required only if the asset classification is Equipment or Vehicle and the Requires Serial Number Option is true for the asset type on the Asset Type Maintenance table. May be 36 characters in length.	Optional
Plat Number	The plat number for the asset.	Optional
Area	The area for the asset (for example, 200 acres.)	Optional
<b>Vendor More Button</b>		
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.	System maintained Defaulted from the

		Vendor Maintenance table
City	The city in which the Vendor is located.	System maintained Defaulted from the Vendor Maintenance table
State	The state in which the Vendor is located.	System maintained Defaulted from the Vendor Maintenance table
Postal Code	The postal zip code of the city in which the Vendor is located.	System maintained Defaulted from the Vendor Maintenance table
Country	The country in which the Vendor is located.	System maintained Defaulted from the Vendor Maintenance table
Phone	The telephone number of the Vendor.	System maintained Defaulted from the Vendor Maintenance table
Fax	The fax number of the Vendor.	System maintained Defaulted from the Vendor Maintenance table
Email	The e-mail address for the Vendor.	System maintained Defaulted from the Vendor Maintenance table
Contact	The name of the contact in the vendor organization.	System maintained Defaulted from the Vendor Maintenance table
Title	Title of the contact listed.	System maintained Defaulted from the Vendor Maintenance table
DUNS	The DUNS of the vendor.	System maintained Defaulted from the Vendor Maintenance table
DUNS+4	The DUNS + 4 for the vendor.	System maintained Defaulted from the Vendor Maintenance table
CCRC	Indicates if the vendor is CCRC enabled.	System maintained Defaulted from the Vendor Maintenance table
VCSS	Indicates if the vendor is a VCSS vendor.	System maintained Defaulted from the Vendor Maintenance table
<b>Description Section</b>		
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	Optional

	length. Refer to the System Administration User Guide for instructions on how to enable this field.	
<b>General Section</b>		
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 so the user is required to enter a transaction type manually. The Trans Type is dependent upon the following: <ul style="list-style-type: none"><li>▪ If the asset is an acquisition or betterment</li><li>▪ If the asset was donated / exchanged with USPS, or constructed</li></ul>	Required.
<b>Line Amounts Section</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 Section	Prior Year Adjustment.	Drop-dox box.
<b>Accounting Dimensions Section</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.	System-maintained; cannot be modified through an asset correction form.
BBFY	The beginning budget fiscal year of the fund affected by this transaction. The combination of BBFY and fund must be valid in the Fund Maintenance table and are required.	System-maintained; cannot be modified through an asset correction form.
EBFY	The ending budget fiscal year of the fund affected by this transaction. The EBFY and fund must be valid in the Fund Maintenance table.	System-maintained; cannot be modified through an asset correction form.
Fund	An alphanumeric code that specifies the fund affected by this transaction. The combination of BFYs and fund must be valid in the Fund Maintenance table and are required.	System-maintained; cannot be modified through an asset correction form.
Region	An alphanumeric code that specifies a region dimension. If entered or required, it must be valid in the Region Maintenance table.	System-maintained; cannot be modified through an asset correction form.
Org Code	An alphanumeric code that specifies an organization dimension. If entered or required, it must be valid in the Organization Maintenance table and be defined as a budget organization.	System-maintained; cannot be modified through an asset correction form.
Program	An alphanumeric code that specifies a Program dimension. If entered or required, the value must be valid in the Program Maintenance table.	System-maintained; cannot be modified through an asset correction form.
Project Code	An alphanumeric code that specifies a project	System-maintained; cannot be

	dimension. If entered or required, the value must be valid in the Project Maintenance table.	modified through an asset correction form.
Activity	An alphanumeric code that specifies a Activity dimension. If entered or required, the value must be valid in the Activity Maintenance table.	System-maintained; cannot be modified through an asset correction form.
Sub Object Class	An alphanumeric code that specifies a Sub Object Class dimension. The value must be valid in the Sub Object Class Maintenance table and is required.	System-maintained; cannot be modified through an asset correction form.
Revenue Source	An alphanumeric code that specifies a Revenue Source dimension. If entered or required, the value must be valid in the Revenue Source Maintenance table.	System-maintained; cannot be modified through an asset correction form.
Sub Revenue Source	An alphanumeric code that specifies a sub revenue source dimension. If entered or required, the combination of revenue source and sub revenue source must be valid in the Sub Revenue Source Maintenance table.	System-maintained; cannot be modified through an asset correction form.
Building #	An alphanumeric code that specifies a building dimension. If entered or required, the value must be valid in the Building # Maintenance table.	System-maintained; cannot be modified through an asset correction form.
System	An alphanumeric code that specifies a system dimension. If entered or required, the value must be valid in the System Maintenance table.	System-maintained; cannot be modified through an asset correction form.
Vehicle Tag #	An alphanumeric code that specifies a vehicle tag dimension. If entered or required, the value must be valid in the Vehicle Tag # Maintenance table.	System-maintained; cannot be modified through an asset correction form.
Work Item	An alphanumeric code that specifies a work item dimension. If entered or required, the value must be valid in the Work Item Maintenance table.	System-maintained; cannot be modified through an asset correction form.
ABC Activity	An alphanumeric code that specifies an ABC activity dimension. If entered or required, the value must be valid in the ABC Activity Maintenance table.	System-maintained; cannot be modified through an asset correction form.
Reimbursable Sub Object Class	The reimbursable Sub Object Class code of the accounting strip. The value must be valid in the Sub Object Class Maintenance table.	System-maintained; cannot be modified through an asset correction form.
Reimbursable Sub Object	An alphanumeric code that specifies a reimbursable sub object dimension. The combination of reimbursable object code and reimbursable sub object code must be valid in the Sub Object Maintenance table.	System-maintained; cannot be modified through an asset correction form.
Cost Organization	An alphanumeric code that specifies a cost organization dimension. If entered or required, the value must be valid in the Organization Maintenance table and be defined as a cost organization.	System-maintained; cannot be modified through an asset correction form.
BETC	The Business Event Type Code (BETC) is an 8 character code used to indicate the type of activity being reported.	System-maintained; cannot be modified through an asset correction form.
<b>Description Section</b>		
Description	Contains a description that can be up to 255 characters in length.	Optional
Extended Description	If enabled in System Administration, this field contains a description that may contain up to 60K characters in length. Refer to the System Administration User Guide for instructions on how to enable this field.	Optional

#### **5.2.4 Canceling a Fixed Asset Correction Transaction**

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

#### **5.2.5 Fixed Assets Correction Transaction Updates**

The successfully processed correction updates the following queries and journals:

- Asset Query
- Fixed Assets Journal
- General Journal

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

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

##### **5.2.5.2 Fixed Assets Journal**

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

##### **5.2.5.3 General Journal**

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

### **5.3 Creating a Fixed Asset Transfer Form (FT)**

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

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

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

#### **5.3.1 Fixed Asset Transfer – Changing Asset Type for PBS**

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

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

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

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

To transfer an asset type from depreciable to non-depreciable enter document type ‘F5R’ into the **Document Type** field (reversal of an F5 document). Note: A Manual Depreciation (FU) document must be processed to back out depreciation fully before a F5R can be processed successfully.

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

3. To generate a **Document Number** click the **Generate** button. A unique document number will be generated in the **Document Number** field.

The screenshot shows the 'New Transfer' form. At the top, there's a header bar with the title 'New Transfer'. Below it, the form fields are arranged as follows:

- Document Type:** A dropdown menu showing 'FK' selected, with other options like 'Online Asset Transfer' and a pencil icon.
- Document Number Format:** A dropdown menu showing a pencil icon.
- Document Number Prefix:** An input field containing a placeholder.
- Document Number:** An input field with a red asterisk indicating it's required. Next to it is a 'Generate' button.
- Security Org:** An input field with a placeholder.
- Title:** An input field with a placeholder.
- Copy Document:** A section with three radio button options:
  - None
  - Copy From
  - Copy Forward

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

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

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

Workflow Status Approval History

Expand All | Collapse All

**General**

Document Type:	FK Online Asset Transfer	Document Date:	<input type="text"/>
Status:	NEW	Accounting Period:	<input type="text"/>
Document Number:	FKTEST	Reporting Accounting Period:	<input type="text"/>
Title:	<input type="text"/>		
Authorized By:	<input type="text"/>		
	Batch Number:	<input type="text"/>	
	Document Classification:	<input type="text"/>	
	Security Org:	GSA	
	Suppress Printing:	<input type="checkbox"/>	

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**Original Asset**

* Asset Type:	<input type="text"/>	Default
* Asset Number:	<input type="text"/>	
Betterment Number:	<input type="text"/>	

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

**Transfer Details**

* Transfer Method:	Transfer Of Asset Type	Asset Type:	<input type="text"/>
* Transfer Type:	Transfer As New Acquisition	Asset Number:	<input type="text"/>
	Transfer Of Asset Type	Betterment Number:	<input type="text"/>
	Betterment Transfer To Another Asset		
	Custodial/Accounting Code Transfer		
Transfer Date:	<input type="text"/>		

**Disposal Options**

Disposal Trans Type:	<input type="text"/>	Carry Forward Betterment:	<input type="checkbox"/>
Disposition Authority:	<input type="text"/>	Capitalized:	<input type="checkbox"/>
Transfer Price Amount:	<input type="text"/>		

**Depreciation Options**

Amortization Dates:	<input type="text"/>
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- REQUIRED—In the **Original Asset** group box, Enter the asset type of asset that is transferred in the Asset Type field
- REQUIRED— In the Original Asset group box, enter the Asset Number of the original asset desired to be transferred in the Asset Number field.

**Original Asset**

Asset Type:	CIPNEWCOA	Asset Number:	FTX47208CA748522	Default
Betterment Number: <input type="text"/>				

**Transfer Details**

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

Note: The Transfer Details section shows the new asset type for the asset

**Transfer Details**

* Transfer Method:	Transfer Of Asset Type	Asset Type:	BUILDING
* Transfer Type:	Asset and All Betterments	Asset Number:	<input type="text"/>
		Betterment Number:	<input type="text"/>
Transfer Date:	<input type="text"/>		

9. REQUIRED—Ensure the **Transfer Type** is set to “**Asset and all Betterments**”.

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

10. Enter the **Transfer Date**

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

11. Click the **DEFAULT** button to default the asset’s original accounting information to the Header Accounting Line
12. In the **Depreciation Options** section, set the **Depreciation Method** to **Straight Line**.
13. In the **Depreciation Options** section, populate the **Salvage Value** field, if the asset has a salvage (residual) value.
14. In the **Depreciation Options** section, populate the **Useful Life in Months** with the useful life for the asset
15. In the **Depreciation Options** section, populate the **In-Service Date**

Depreciation Options	
Acquisition Date:	<input type="text"/>
In Service Date:	4/1/2009
Salvage Value Amount:	\$0.00
Depreciation Method:	Straight Line
Declining Balance Rate:	<input type="text"/>
Useful Life in Months:	<input type="text"/>

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

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

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

17. Select the Header Accounting Line and click the **Header Accounting Line** link located above the Add, Copy and Remove buttons.
18. REQUIRED—Enter the appropriate value into the **Transaction Type** field. Search for the valid Transaction Type. This information is also available in the Posting Model Appendix.
19. Ensure that the **Line Amount** is the same as the **Acquisition Cost**.
20. The following accounting dimensions were defaulted from the original asset: BBFY, Fund, Region, Activity, Org Code, Program, System and Vehicle Tag #. Change the **Accounting Dimensions** that are being transferred, if any.
21. Click 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 click the Verify button again. A message will now appear stating that the form has verified successfully.

- 
22. Click the **Submit** button

### 5.3.2 Transfer of Assets to New Asset Type for Fleet

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

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

2. REQUIRED—Enter the **Fixed Asset Transfer** document type of ‘FK’ into the **Document Type** field.

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

3. To generate a **Document Number** click the **Generate** button. A unique document number will be generated in the **Document Number** field.

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

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

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

Workflow Status Approval History

Expand All | Collapse All

**General**

Document Type:	FK Online Asset Transfer	Document Date:	<input type="text"/>
Status:	NEW	Accounting Period:	<input type="text"/> <input type="button"/>
Document Number:	FKTEST	Reporting Accounting Period:	<input type="text"/> <input type="button"/>
Title:	<input type="text"/>	Batch Number:	<input type="text"/>
Authorized By:	<input type="text"/>	Document Classification:	<input type="text"/> <input type="button"/>
		Security Org:	GSA
		Suppress Printing:	<input type="checkbox"/>

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**Original Asset**

* Asset Type:	<input type="text"/> <input type="button"/>	Default
* Asset Number:	<input type="text"/>	
Betterment Number:	<input type="text"/>	

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**Disposal Options**

Disposal Trans Type:	<input type="text"/> <input type="button"/>	Carry Forward Betterments:	<input type="checkbox"/>
Disposition Authority:	<input type="text"/>	Capitalized:	<input type="checkbox"/>
Transfer Price Amount:	<input type="text"/> \$0.00		

**Custodial Information**

Custodial Org Code:	<input type="text"/> <input type="button"/>	Requires CPO Acknowledgement:	<input type="checkbox"/>
CPO Code:	<input type="text"/> <input type="button"/>	CPO Name:	<input type="text"/>
APO Code:	<input type="text"/> <input type="button"/>	APO Name:	<input type="text"/>
PA Code:	<input type="text"/> <input type="button"/>	PA Name:	<input type="text"/>
CE Code:	<input type="text"/> <input type="button"/>	CE Name:	<input type="text"/>

**Location**

Location:	<input type="text"/> <input type="button"/>	Building:	<input type="text"/>	Room:	<input type="text"/>
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**Depreciation Options**

Acquisition Date:	<input type="text"/>
In Service Date:	<input type="text"/>
Salvage Value Amount:	<input type="text"/> \$0.00
Depreciation Method:	<input type="text"/> <input type="button"/>
Declining Balance Rate:	<input type="text"/>
Useful Life in Months:	<input type="text"/>

**External System Information**

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

5. REQUIRED—Enter the **Asset Type** of **VEHICLE** into the Original Asset/**Asset Type** field.
6. REQUIRED—Enter the **Vehicle Identification Number (VIN)** of the original asset desired to be transferred into the **Asset Number** field.
7. REQUIRED—Enter the value 0 into the **Betterment Number** field.
8. Click the **DEFAULT** button to default the asset's original accounting information to the Header Accounting Line
9. REQUIRED—Enter the **Transfer Type** of “**Asset and all Betterments**”.

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

10. Enter the **Transfer Date**

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

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

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

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

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

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

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

Amount:	\$0.00
Header Transfer Amount:	\$0.00
Accounting Lines Transfer Amount:	\$0.00
Difference Amount:	\$0.00

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

The screenshot shows a form titled "Accounting Dimensions". It contains various input fields for financial and administrative data. Key fields include EBFY, Fund, Region, Org Code, Program, Project Code, Activity, Sub-Object Class, Revenue Source, Sub Revenue Source, Building #, System, Vehicle Tag #, Work Item, ABC Activity, Reimbursable Sub-Object Class, Reimbursable Sub Object, BETC, Cost Organization, Cohort Year, and PRC.

17. Click 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 click the Verify button again. A message will now appear stating that the form has verified successfully.

18. Click the **Submit** button

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

### 5.3.3 Transferring an Asset to New Accounting Structures for PBS

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

1. In Pegasys navigate to Transactions —Fixed Assets —New Transfer. The New Asset Transfer page is displayed
2. REQUIRED—For a Real Property asset, enter the **Fixed Asset Transfer** document type of 'FK' into the **Document Type** field.

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

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

3. To generate a **Document Number** click the **Generate** button. A unique document number will be generated in the Document Number field.

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

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

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

5. REQUIRED—Select **Custodial/ Accounting Code Transfer** from the **Transfer Method** drop box.

The screenshot shows a software interface with a 'Transfer Details' group box. Inside, there are two dropdown menus: 'Transfer Method' set to 'Custodial/Accounting Code Transfer' and 'Transfer Type' set to 'Asset and All Betterments'. There are also input fields for 'Asset Type', 'Asset Number', and 'Betterment Number', along with a 'Transfer Date' field containing the value '04/02/2008'.

6. REQUIRED—In the **Original Asset** section, enter the **Asset Type** of the desired asset in the **Asset Type** field.
7. REQUIRED— In the **Original Asset** section, enter the **Asset Number** of the original asset desired to be transferred into the **Asset Number** field.
8. REQUIRED—Enter the value **0** into the **Betterment Number** field.
9. Click the **DEFAULT** button to default the asset's original accounting information to the Header Accounting Line
10. REQUIRED—In the **Transfer Details** group box, enter the **Transfer Type** of “**Asset and all Betterments**”.

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

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

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

The screenshot shows a software interface with a 'Original Asset' group box and a 'Transfer Details' group box. In the 'Original Asset' box, the 'Asset Type' is listed as 'BUILDING' and the 'Asset Number' is 'A2394895VA133022'. In the 'Transfer Details' box, the 'Transfer Method' is 'Custodial/Accounting Code Transfer' and the 'Transfer Type' is 'Asset and All Betterments'. The 'Transfer Date' field contains the value '04/02/2008'.

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

12. In the **Custodian Details** group box, populate the **CPO** Code with the custodial code.
13. If unsure of the code, click on the paper clip, and click **Search**.

The screenshot shows a 'Custodian Information' group box. It includes fields for 'Custodial Org Code', 'CPO Code', 'APO Code', 'PA Code', 'CR Code', 'Requires CPO Acknowledgement' (checkbox), and 'CPO Name'. Below these is a 'Favorites' section with a list of employees: 'Employee Name' and '10321652A'. At the bottom is a 'Search...' button.

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

The screenshot shows a search interface with the following fields:

- Search Criteria** section:
  - Employee:** (highlighted with a yellow box)
  - First: [empty]
  - Last: [empty]
  - Middle: [empty]
  - Prefix: [empty]
  - Suffix: [empty]
- Buttons:** Search, Cancel

Below the search criteria are buttons: Update, Display, 10 Items, View as CSV, Sort... and a table header row:

	<b>Employee</b>	First
--	-----------------	-------

15. Click on the **Select** button to select the desired value.
16. Ensure that the **Requires CPO Acknowledgement** value is unchecked.

The screenshot shows a 'Custodial Information' form with the following fields:

- Custodial Org Code: [MSMTH]  Requires CPO Acknowledgement:
- CPO Code: [MSMTH]  CPO Name: [ ]
- APO Code: [ ]  APO Name: [ ]
- PA Code: [ ]  PA Name: [ ]
- CE Code: [ ]  CE Name: [ ]

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

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

18. Select the Header Accounting Line and click the **Header Accounting Line** link located above the Add, Copy and Remove buttons.
19. REQUIRED—Enter the appropriate value into the **Transaction Type** field. Search for the valid Transaction Type. This information is also available in the Posting Model Appendix.
20. Ensure that the **Line Amount** is set to **\$0.00**.
21. The following accounting dimensions were defaulted from the original asset: BBFY, Fund, Region, Activity, Org Code, Program, Project and Building. Change the **Accounting Dimensions** to be transferred.

The screenshot shows the 'Accounting Dimensions' configuration screen with the following fields:

Template: [ ]	<input type="button" value="Default"/>			
* BBFY: [ ]	EBFY: [ ]	* Fund: [ ]	Region: [ ]	Org Code: [ ]
Program: [ ]	Project Code: [ ]	Activity: [ ]	* Sub-Object Class: [ ]	Revenue Source: [ ]
Sub Revenue Source: [ ]	Building #: [ ]	System: [ ]	Vehicle Tag #: [ ]	Work Item: [ ]
ABC Activity: [ ]	Reimbursable Sub-Object Class: [ ]	Reimbursable Sub Object: BETC: [ ]	Cost Organization: [ ]	
Cohort Year: [ ]	PRC: [ ]			

22. Click 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 click the Verify button again. A message will now appear stating that the form has verified successfully.

23. Click the **Submit** button

#### 5.3.4 Transferring an Asset to New Accounting Structures for Fleet

The following steps identify how to create a FT form online in Pegasys; however, accounting code transfers for Fleet vehicle assets will typically be entered into FMS and be transferred into Pegasys through FM ESB and not entered directly into Pegasys.

1. In Pegasys navigate to Transactions  
Transfer page is displayed

Fixed Asse

The screenshot shows the 'New Transfer' page with the following fields:

- Document Type:** FK (highlighted with a red asterisk)
- Document Number Format:** Online Asset Transfer (with a pencil icon)
- Document Number Prefix:** (empty field)
- Document Number:** (empty field with a red asterisk)
- Generate:** (button)
- Security Org:** (empty field with a pencil icon)
- Title:** (empty field)
- Copy Document:**
  - None
  - Copy From
  - Copy Forward

2. REQUIRED—Enter the **Fixed Asset Transfer** document type of ‘FK’ into the **Document Type** field.

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

3. To generate a **Document Number** click the **Generate** button. A unique document number will be generated in the **Document Number** field.

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

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

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

Workflow Status Approval History

[Expand All](#) | [Collapse All](#)

**General**

Document Type:	FK Online Asset Transfer	Document Date:	<input type="text"/>
Status:	NEW	Accounting Period:	<input type="text"/>
Document Number:	FKTEST	Reporting Accounting Period:	<input type="text"/>
Title:	<input type="text"/>		
Authorized By:	<input type="text"/>		
	Batch Number:	<input type="text"/>	
	Document Classification:	<input type="text"/>	
	Security Org:	GSA	
	Suppress Printing:	<input type="checkbox"/>	

[Return to Top](#)

**Original Asset**

* Asset Type:	<input type="text"/>	<b>Default</b>
* Asset Number:	<input type="text"/>	
Betterment Number:	<input type="text"/>	

[Return to Top](#)

**Disposal Options**

Disposal Trans Type:	<input type="text"/>	Carry Forward Betterments:	<input type="checkbox"/>
Disposition Authority:	<input type="text"/>	Capitalized:	<input type="checkbox"/>
Transfer Price Amount:	\$0.00		

**Custodial Information**

Custodial Org Code:	<input type="text"/>	Requires CPO Acknowledgement:	<input type="checkbox"/>
CPO Code:	<input type="text"/>	CPO Name:	<input type="text"/>
APO Code:	<input type="text"/>	APO Name:	<input type="text"/>
PA Code:	<input type="text"/>	PA Name:	<input type="text"/>
CE Code:	<input type="text"/>	CE Name:	<input type="text"/>

**Location**

Location:	<input type="text"/>	Building:	<input type="text"/>	Room:	<input type="text"/>
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**Depreciation Options**

Acquisition Date:	<input type="text"/>
In Service Date:	<input type="text"/>
Salvage Value Amount:	\$0.00
Depreciation Method:	<input type="checkbox"/>
Declining Balance Rate:	<input type="text"/>
Useful Life in Months:	<input type="text"/>

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

5. REQUIRED—Enter the **Asset Type** of VEHICLE into the **Asset Type** field.
6. REQUIRED—Enter the **Vehicle Identification Number (VIN)** of the original asset desired to be transferred into the **Asset Number** field.
7. REQUIRED—Enter the value **0** into the **Betterment Number** field.
8. Click the **DEFAULT** button to default the asset's original accounting information to the Header Accounting Line
9. REQUIRED—Enter the **Transfer Type** of “**Asset and all Betterments**”.

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

**10. Enter the Transfer Date**

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

11. Ensure that the **Asset Type** field is blank.
  12. Select the **Header Accounting Line** tab.

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

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

Header Accounting Lines		Approval Routing	Memos
Header Accounting Lines		Approval Routing	Memos
<a href="#">Header Accounting Lines</a>			
Add	Copy	Remove	Reset
Replace	Duplicate	Print	Items
			Visual CSV
<input checked="" type="checkbox"/>	Line number	Amount	Transaction Type
			Template
			B/E? C/B? Fwd? Reg? Dr? Cr? Sub Dr? Sub Cr? B/A? Pre? Sub Proj? Functions
			C? Sub Dr? Sub Cr? Sub Proj? Sub B/A? Sub Pre? Sub Proj? Veh? Tax? Rev? Fin? ABC? Active? C/E? Sub Dr? B/E? Fwd? Reg? Dr? Cr? Sub Cr? Sub Proj? Sub B/A? Sub Pre? Sub Proj? C/E? Sub Cr?
<input checked="" type="checkbox"/>	\$ 0.00		2007 45SP 02 P02V000 FE00 FE00 FE00 ADD 00132576

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

General	
Line Number:	<input type="text" value="1"/>
*Transaction Type:	<input type="text"/> 
Source Number:	<input type="text"/>
Reference Line Number:	<input type="text"/> 
Accounting Line Number:	<input type="text"/>

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

Line Amounts	
Amount:	\$0.00
Header Transfer Amount:	\$0.00
Accounting Lines Transfer Amount:	\$0.00
Difference Amount:	\$0.00

16. The following accounting dimensions were defaulted from the original asset: BBFY, Fund, Region, Activity, Org Code, Program, System and Vehicle Tag #. Change the Accounting Dimensions that are being transferred.

**Accounting Dimensions**

Template:  Default

* EBFY: <input type="text"/>	EBFY: <input type="text"/>	* Fund: <input type="text"/>	Region: <input type="text"/>	Ora Code: <input type="text"/>
Program: <input type="text"/>	Project Code: <input type="text"/>	Activity: <input type="text"/>	* Sub-Object Class: <input type="text"/>	Revenue Source: <input type="text"/>
Sub Revenue Source: <input type="text"/>	Building #: <input type="text"/>	System: <input type="text"/>	Vehicle Tag #: <input type="text"/>	Work Item: <input type="text"/>
ABC Activity: <input type="text"/>	Reimbursable Sub-Object Class: <input type="text"/>	Reimbursable Sub Object: <input type="text"/> RETC: <input type="text"/>	Cost Organization: <input type="text"/>	
Cohort Year: <input type="text"/>	PRC: <input type="text"/>			

17. Click 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 click the Verify button again. A message will now appear stating that the form has verified successfully.

18. Click the **Submit** button

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

### 5.3.5 Transferring Betterments Between Fixed Assets

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

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

**New Transfer**

* Document Type: <input type="text"/> FK	Online Asset Transfer - <input type="button"/>
Document Number Format: <input type="text"/>	
Document Number Prefix: <input type="text"/>	
* Document Number: <input type="text"/>	<input type="button"/> Generate
Security Org: <input type="text"/>	<input type="button"/>
Title: <input type="text"/>	
<b>Copy Document</b>	
<input checked="" type="radio"/> None <input type="radio"/> Copy From <input type="radio"/> Copy Forward	

2. REQUIRED—Enter the **Fixed Asset Transfer** document type of ‘FK’ into the **Document Type** field.

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

3. To generate a **Document Number** click the **Generate** button. A unique document number will be generated in the **Document Number** field.

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

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

The screenshot shows the 'Header' page of a fixed asset transfer application. The page is divided into several sections:

- General:** Includes fields for Document Type (FK), Status (NEW), Document Number (FKTEST), Title (highlighted in yellow), Authorized By, Document Date, Accounting Period, Reporting Accounting Period, Batch Number, Document Classification, Security Org (GSA), and Suppress Printing.
- Original Asset:** Includes fields for Asset Type, Asset Number, and Betterment Number.
- Disposal Options:** Includes fields for Disposal Trans Type, Disposition Authority, Capitalized, Transfer Price Amount (\$0.00), Carry Forward Betterments, and a checkbox for Capitalized.
- Custodial Information:** Includes fields for Custodial Org Code, CPO Code, APO Code, PA Code, and CE Code, each paired with a CPO Name, APO Name, PA Name, and CE Name respectively.
- Location:** Includes fields for Location, Building, and Room.
- Depreciation Options:** Includes fields for Acquisition Date, In Service Date, Salvage Value Amount (\$0.00), Depreciation Method (dropdown menu), Declining Balance Rate, and Useful Life in Months.

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

5. **REQUIRED**—Enter the Asset Type of VEHICLE into the Asset Type field.
6. **REQUIRED**—Enter the Vehicle Identification Number (VIN) of the original asset desired to be transferred into the Asset Number field.
7. **REQUIRED**—Enter a value greater than 0 into the Betterment Number field to indicate the betterment to be transferred from the asset.
8. Click the DEFAULT button to default the asset's original accounting information to the Header Accounting Line
9. **REQUIRED**—Select “Betterments” as the Transfer Type.
10. Enter the Transfer Date

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

11. Enter VEHICLE into the Asset Type field.
12. Enter the Vehicle Identification Number (VIN) of the asset to which the betterment should be transferred into the Asset Number field in the Transfer Details section.
13. Select the Header Accounting Line tab.

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

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

Header Accounting Lines										
<a href="#">Header Accounting Line</a>										
Add	Copy	Copy Forward	Remove	Reset	Replace	Display	10	▼	Iter	
<input checked="" type="checkbox"/>	Line Number	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org
<input checked="" type="checkbox"/>	1	\$0.00								

15. **REQUIRED**—Enter the value 01 into the Transaction Type field.

General	
Line Number:	<input type="text" value="1"/>
*Transaction Type:	<input type="text" value="01"/>
Source Number:	<input type="text"/>
Reference Line Number:	<input type="text"/>
Accounting Line Number:	<input type="text"/>

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

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

Line Amounts	
Amount:	\$0.00
Header Transfer Amount:	\$0.00
Accounting Lines Transfer Amount:	\$0.00
Difference Amount:	\$0.00

18. Click 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 click the Verify button again. A message will now appear stating that the form has verified successfully.*

19. Click the **Submit** button

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

### 5.3.6 Fixed Asset Transfer Form Field Descriptions

#### Asset Transfer Header Page

Field Name	Description	Additional Information
<b>General Section</b>		
Document Type	The document type of the asset.	Required Online Asset Transfers Real Property and Fleet doc type = 'FK'; Personal Property doc type = 'FS'
Document Number	The number of the transfer form. The Document Number format is the type of Asset Transfer form followed by the year, month, and day the document was created and combined with 4 incremented digits. (i.e., FKYYYYMMDD####).	Required
Status	The status of the form/document (ex. New).	This field is read-only.
Title	The title of the transaction. Can be up to 50 characters in length.	Defaults to the value entered when creating the form or may be entered once the transfer form is opened.
Authorized By	The name of the person who authorized the Transfer.	Optional
Document Date	The date transaction was entered. Enter in the MM/DD/YY or MM/DD/YYYY format.	If no date is entered, Momentum defaults this value to the current date.

Field Name	Description	Additional Information
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, Momentum 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, Momentum defaults this value to the accounting period associated with the date entered or defaulted to.
Batch Number	A free-form entry field that identifies the batch number associated with this transaction. Used to group multiple related documents together for offline processing and/or reporting purposes.	Optional
Document Classification	The pre-defined group (found in the Document Classification Maintenance table) to which this transaction belongs. Used to classify related types of documents at a lower level of detail than document type.	Optional
Security Organization	The established security organization for the form. Only users specified in the security organization have access to this form. Displays the value entered when creating the form or the user's default Security Organization.	System-maintained
Suppress Printing	An option that, when selected, suppresses the ability to print the form.	Optional
<b>Original Asset</b>		
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.	Required Set to the asset type of the asset to be transferred
Asset Number	The number that, in combination with the asset type and betterment number, uniquely identifies the asset or betterment.	Required Set to the Asset Number or for FLEET should be set to the <b>Vehicle's Identification Number (VIN)</b>
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.	Set to 0 if no betterment is being transferred Set to a number greater than 0 if a betterment is being transferred from one asset to a different asset.
Default Button	Select to copy the asset's original accounting lines to the transfer form. This replaces all existing lines on the transfer form.	A user should click the Default Button to pull values from the original asset.
<b>Transfer Details</b>		

Field Name	Description	Additional Information
Transfer Method	This field defines the type of transfers: Transfer of Asset Type (transfer an asset record from one asset type to a different asset type) Betterment Transfer to Another Asset Custodial/Accounting Code Transfer	This is a drop down menu – depending on the value selected, Pegasys will automatically disable certain fields – for example, the asset number cannot be changed if Transfer of Asset Type is selected.
Transfer Type	To record the transfer of only the original asset, choose Original Asset Only from the drop down list box. To record the transfer of betterment to a fixed asset, choose Betterment from the drop down list box. To record the transfer of an original fixed asset and all of its associated betterments, choose Asset and All Betterments from the drop down list box.	Required Choose "Betterments" as the value when transferring betterment to a different asset; otherwise choose Asset and All Betterments.
Transfer Date	The date associated with the asset transfer.	If not entered by the user, defaults to the current date when verified or processed.
Asset Type	The asset type of the new asset record with which the betterment is associated or the asset type which the asset is being transferred to. Required if this document is for the transfer of a betterment only or transfer of asset type (transfer type entered above equals Betterment); otherwise, this field must be blank.	Required for transfer of betterment to a new asset or for a transfer of asset type.  Set to the Asset Type that would be changed - asset type should only be populated for Transfer of Asset Type
Asset Number	The asset number, if transferring only betterment, is the asset number of the new fixed asset with which the betterment is associated. Required if this document is for the transfer of a betterment only (transfer type entered above equals Betterment); otherwise, this field is optional.	Required for transfer of betterment to a new asset.  Set to the original Asset Number or for FLEET should be set to the <b>Vehicle's Identification Number (VIN)</b>
Betterment Number	The new number for the betterment as it applies to the new fixed asset. Required if this document is for the transfer of a betterment only (transfer type entered above equals Betterment); otherwise, this field must be blank. Enter a number between 01 and 99. This number, along with asset number and asset type, uniquely identify each betterment.	If left blank, the value defaults to the next sequential betterment number for the new asset number when the form is verified or processed.
<b>Depreciation Options</b>		
Acquisition Date	The acquisition date entered is treated as the new acquisition date for the asset being transferred. If it is left blank, the acquisition date defaults to the date entered or defaulted on the transfer document. Enter in the MM/DD/YY or MM/DD/YYYY format.	Required if the asset is depreciable (based on asset type) and the Payment Updates Acquisition Cost option / Accrual Update Acquisition Cost options are false.

Field Name	Description	Additional Information
In Service Date	The new in-service date to be used for the asset. Enter in the MM/DD/YY or MM/DD/YYYY format.	Optional, and should only use if the transfer method is transfer as a new acquisition or transfer of asset type, and asset is depreciable
Salvage Value Amount	The new dollar amount value of the asset at the conclusion of its useful life.	This field is only used when transferring as a new asset or transferring of asset type.
Depreciation Method	The method used to calculate the depreciation. If left blank, it will default to the Straight Line Method as specified on the Fixed Asset Options Maintenance table.	Required when transferring to a new asset if the transferred to asset type is depreciable (e.g., if transferring a BUILDING asset type) Set to the Straight Line Method
Declining Balance Rate	If the new Depreciation Method is Variable Declining Balance, this field represents the declining balance rate.	GSA will not utilize this field as it is only required if the depreciation method is Variable Declining.
Useful Life in Months	The estimated number of years the asset is anticipated to be in use. Users can enter a value greater than zero and less than 1200, or if left blank it defaults to the useful life indicated on the catalog code.	Should only populate if transferring to an asset type if depreciable.
<b>Disposal Options</b>		
Disposition Authority	The person or group that authorized the disposition.	Optional but only used if the transfer is to a new asset
Transfer Price Amount	The transfer price is used to determine the gain or loss on the disposition of the asset (sale price) and the acquisition cost of the new asset.	Required when transferring to a new asset. If the transfer price is not entered, it defaults to the original acquisition cost of the asset less any accumulated depreciation.
Capitalized	Indicates whether or not the asset is capitalized. It defaults to blank at the time the form is opened. If left blank and the capitalization criteria specified on Fixed Asset Options Maintenance are met the value defaults to 'Yes' when the form is verified or processed.	Required only if the transfer is to a new asset Set to YES
Carry Forward Betterment	If the Carry Forward Betterments flag is set to true, then the betterment records associated with this asset are not deleted. All amount fields on these records, however, are set to zeros. If the flag is set to false, then the betterment records associated with this asset are deleted.	Defaults to False. Required only if the transfer is to a new asset

Field Name	Description	Additional Information
Disposal Trans Type	The Transaction Type tells the general ledger what type of event the line is recording. This value is used in combination with the fiscal year on the document to identify the transaction definition. This field is required and if it is left blank, it defaults to the default Disposal Trans Type entered on the Document Type Maintenance table when the form is verified or processed. If no default is entered on the Document Type Maintenance table, this field is required on the transfer form.	Required only if the transfer is to a new asset
<b>Custodial Information</b>		
Custodial Org Code	The new organization primarily responsible for the asset or betterment being transferred. Must be valid, active, and within the effective date range on the Custodian Maintenance table.	Optional
Requires CPO Acknowledgement	Determines if the fixed asset requires CPO acknowledgement. This indicates whether the CPO Acknowledgement must be recorded prior to considering the asset complete.	This field is required and defaults to the value of the Requires CPO Acknowledgement flag on the Fixed Asset Options Maintenance table.
CPO Code	The code of the new custodial property officer responsible for the asset or betterment. If this field is left blank and the CE is defined, the system infers the CPO based on the default accountability chain specified for the CE in the Custodian Maintenance table.	This field is required if the Require CPO checkbox is true for the fixed asset type on the Asset Type Maintenance table.
CPO Name	The name associated with the CPO code entered.	System-maintained
APO Code	The code associated with the new Accountable Property Officer. Similar to the CPO code, this field can be inferred from the accountability chain; however, for the APO, a valid value must exist for either the CPO or the CE. The system first attempts to infer the value from the CPO, but if unavailable, the system infers the value from the CE.	The APO code is required if the Require APO checkbox is true for the fixed asset type on the Asset Type Maintenance table.
APO Name	The name associated with the APO code entered.	System-maintained
PA Code	The code associated with the new Property Administrator. It can be system-inferred from either the CPO or the CE, with priority to the CPO.	The PA code is required if the Require PA checkbox is true for the fixed asset type on the Asset Type Maintenance table.
PA Name	The name associated with the PA code entered.	System-maintained
CE Code	The code associated with the new Cognizant Employee. If the Requires CPO Acknowledgement is true, the CE can be entered on the fixed asset or the CPO can enter the CE code on the Unacknowledged Asset Query when asset is acknowledged.	The CE code is required if the Require CE checkbox is true for the fixed asset type on the Asset Type Maintenance table.
CE Name	The name associated with the CE code entered.	System-maintained
<b>Location</b>		

Field Name	Description	Additional Information
Location	The code for the physical location of the asset. Users can let the system default the value from the code assigned to the CPO. If the Location Code is left blank, and a CPO is entered on the form, location defaults to the value assigned on the Custodian Maintenance record for the entered CPO.	Location Code is optional, but if entered, it must be valid in the Asset Location Maintenance table.
Room	The room number where the asset is physically located.	Optional
Building	The building where the asset is physically located.	Optional
<b>Description</b>		
Description	A text field 255 characters in length used to enter additional information.	Optional
Extended Description	If enabled in System Administration, this field contains a description that may contain up to 60K characters in length.	Optional
<b>General Section</b>		
Line Number	The number of the accounting line currently displayed. If no value is entered, Momentum defaults this value to the next sequential number from the highest line number already entered.	Required
Source Number	The source number of the transaction.	Optional.
Transaction Type	An alphanumeric code used in combination with the transaction's document type and current fiscal year, to infer general ledger postings. Must be valid in the Transaction Definition Maintenance table. A default value is not provided on the Document Type Maintenance table since the transaction type is dependent on the acquisition method, so the user is required to enter a transaction type manually.	Required. This value should be based on the type of transfer (e.g., accounting codes or transfer of asset type) and the asset type.
Related Cost Type	Pegasys provides the ability to identify costs that are not part of the actual cost of the item being acquired, but are related to acquiring the item such as the handling and storage fees associated with acquiring engine components. The cost of storing the items is not a part of the cost of the engine components but is a cost related to its acquisition. Related costs help identify the true costs for acquiring fixed assets.	Optional Defaults to N/A
<b>Line Amounts</b>		
Amount	The amount of the asset's acquisition cost that is funded by this accounting line.	Set to the system defaulted value of \$0.00
Header Transfer Amount	The total transfer price entered on the header lines for this transaction.	System-maintained
Accounting Lines Transfer Amount	The total transfer price entered on all of the lines for this transaction.	System-maintained
Difference Amount	The difference between the total transfer price from header and the transfer price on the accounting lines.	System-maintained

Field Name	Description	Additional Information
<b>Accounting Dimensions</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 affected by this transaction. The combination of BFYs and fund must be valid in the Fund Maintenance table.	Required Set to current BFY
EBFY	The ending budget fiscal year of the fund affected by this transaction. The combination of BFYs and fund must be valid in the Fund Maintenance table.	Optional
Fund	An alphanumeric code that specifies a particular fund. The combination of BFYs and fund must be valid in the Fund Maintenance table.	Required Set to appropriate Fund Set to 455F for FLEET.
Region	An alphanumeric code that specifies a region dimension. The value must be valid in the Region Maintenance table.	Required Set to appropriate Region
Org Code	An alphanumeric code that specifies an organization dimension. The value must be valid in the Organization Maintenance table.	Required Real Property: Set based on region using the following format: P[region]1001
Program	An alphanumeric code that specifies a program dimension. The value must be valid in the Program table.	Required Set to appropriate Program. Set to <b>FE00 for Fleet.</b>
Project Code	An alphanumeric code that specifies a project dimension. The value must be valid in the Project Maintenance table.	Optional
Activity	An alphanumeric code that specifies an Activity dimension. The value must be valid in the Activity Maintenance table.	Required Set to appropriate Activity Set to <b>FE000 for Fleet.</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 dimension. The value must be valid in the Revenue Source Maintenance table.	Optional
Sub Revenue Source	An alphanumeric code that specifies a sub revenue source dimension. The combination of revenue source and sub revenue source must be valid in the Sub Revenue Source Maintenance table.	Currently not in use

Field Name	Description	Additional Information
Building #	An alphanumeric code that specifies a building dimension. If entered or required, the value must be valid in the Building # Maintenance table.	For Personal Property: Optional  For real Property, set to the Building
System	An alphanumeric code that specifies a system dimension. If entered or required, the value must be valid in the System Maintenance table.	Optional . Set to Set to the appropriate FMC code for Fleet.
Vehicle Tag #	An alphanumeric code that specifies a vehicle tag dimension. If entered or required, the value must be valid in the Vehicle Tag # Maintenance table.	Optional – should be used only for transferring a Vehicle; should not be not used for Real or Personal property
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
YBA	The Year of Budget Authority signifies whether budget outlays are from current year funding or unspent prior-year funding. The field can be set as a required field on the Document Type maintenance table. The field is only applicable to no year funds that have the Carryover Flag set to True on the Fund maintenance table.	Optional
BETC	The Business Event Type Code (BETC) is an 8 character code used to indicate the type of activity being reported.	Currently not in use
<b>Description</b>		
Description	A text field 255 characters in length used to enter additional information.	Optional
Extended Description	If enabled in System Administration, this field contains a description that may contain up to 60K characters in length.	Optional

### 5.3.7 Canceling a Fixed Assets Transfer Transaction

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

### 5.3.8 Transfers with History Maintained

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

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

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

## 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 steps below. Betterment forms will always 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
2. **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.

3. To generate a **Document Number** click the **Generate** button. A unique document number will be generated in the **Document Number** field. (i.e., FGYYYYMMDD##### or FQYYYYMMDD#####).
4. Click the **Finish** Button. The **Header** page is displayed.

The screenshot shows the 'General' tab of the 'Asset Betterment - On' document. The 'Document Type' is set to 'FG'. Other fields include 'Status' (NEW), 'Document Number' (FG200804010002), 'Title' (empty), 'Authorized By' (empty), 'Asset Type' (selected as 'BUILDING'), 'Asset Number' (A2394895VA13302Z), 'Betterment Number' (empty), 'Catalog Code' (empty), 'Quantity' (1.000000), 'Depreciation Method' (empty), 'Acquisition Method' (empty), 'Declining Balance Rate' (empty), 'Acquisition Date' (empty), 'Valuation Date' (empty), 'In Service Date' (empty), 'Useful Life in Years' (empty), 'New Useful Life in Years' (empty), 'Payment Updates Acquisition Cost' (empty), 'Accrual Updates Acquisition Cost' (empty). Below this, under 'Amounts', there are fields for 'Acquisition Cost Amount' (\$0.00), 'Valuation Amount' (\$0.00), 'Closing Cost Amount' (\$0.00), and 'Salvage Value Amount' (empty).

**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** into the **Asset Type** field.
6. **REQUIRED**—Enter the **Asset Number** of the asset receiving the betterment in the **Asset Number** field.
7. **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.

This screenshot is identical to the one above, showing the 'General' tab of the 'Asset Betterment - On' document. The 'Asset Type' field now contains the value 'BUILDING'. All other fields remain the same as in the previous screenshot.

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.

**Vendor Code:** NF0000000

**Vendor Address Code:** 00001

The screenshot shows a software interface for entering vendor information. A sidebar on the left has a 'Supplemental Information' section expanded. Under 'Vendor', there is a field labeled 'Code:' with the value 'NF0000000' and a field labeled 'Address Name' with the value 'Non-Federal Summary'. There is also a small edit icon next to the code field.

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

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

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

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

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 code based on the region (P[region]10001)
Program	Enter: PG00
Building #	Enter the appropriate Building Number
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. Click 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 click the Verify button again. A message will now appear stating that the form has verified successfully.*

24. Click the **Submit** button

#### 5.4.1 Fixed Asset Betterment Form Field Descriptions

##### Asset Betterment Header Page

Field Name	Description	Additional Information
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Field Name	Description	Additional Information
<b>General Section</b>		
Document Type	The document type of the betterment.	Required Online Asset Betterment doc type = 'FG' (for Real Property) and 'FQ' (for Personal Property)
Status	The status of the form/document (ex. New)	This field is read-only.
Document Number	The number of the document. The Document Number format is the type of Asset betterment form followed by the year, month, and day the document was created and combined with 4 incremented digits. (i.e., FGYYYYMMDD####).	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
Asset Type	The asset type of the original asset related to the betterment being recorded on this transaction.	Required Set to the asset type (e.g., BUILDING)
Asset Number	The asset number of the original asset related to the betterment being recorded on this transaction.	Required Set to the Asset Number of the Asset Acquisition receiving the betterment
Betterment Number	The number assigned to the betterment. The combination of Asset Type, Asset Number, and Betterment Number must be unique.	Required Number may be assigned or defaulted. Set to an incremental value >0 depending on the number of betterments hitting the asset acquisition.
Require CPO Acknowledgement	Indicates whether the 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.	Catalog code is optional, but if entered, it must be valid on the Catalog Item Maintenance table. GSA may use catalog codes for Personal Property asset records.
Quantity	The quantity of like items represented by the betterment number.	Required If a value is not entered, the quantity defaults to 1.

Field Name	Description	Additional Information
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
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.
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

Field Name	Description	Additional Information
Depreciation Method	The method used to calculate the depreciation. If left blank, it will default to the Straight Line Method as specified on the Fixed Asset Options Maintenance table.	Required since the betterment is depreciable (indicated by the asset type). Set to the Straight Line Method.
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.
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.	Generally, set this flag to True (checked)
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.	Generally, set this flag to True (checked)
<b>Amounts Section</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.

Field Name	Description	Additional Information
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.
<b>Equipment/Vehicle Section</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
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.	Do not populate for Real or Personal Property
<b>Lease Section</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).	
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.

Field Name	Description	Additional Information
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.
<b>Supplemental Information Section</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 characters in length.	Optional
Plat Number	The plat number for the betterment.	Optional
Area	The area for the betterment (for example, 200 acres).	Optional
<b>Vendor More Button</b>		
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.

Field Name	Description	Additional Information
Address (3 lines)	The street address of the Vendor.	System maintained Defaulted from the Vendor Maintenance table
City	The city in which the Vendor is located.	System maintained Defaulted from the Vendor Maintenance table
State	The state in which the Vendor is located.	System maintained Defaulted from the Vendor Maintenance table
PostalCode	The postal zip code of the city in which the Vendor is located.	System maintained Defaulted from the Vendor Maintenance table
Country	The country in which the Vendor is located.	System maintained Defaulted from the Vendor Maintenance table
Phone	The telephone number of the Vendor.	System maintained Defaulted from the Vendor Maintenance table
Fax	The fax number of the Vendor.	System maintained Defaulted from the Vendor Maintenance table
Email	The e-mail address for the Vendor.	System maintained Defaulted from the Vendor Maintenance table
Contact	The name of the contact in the vendor organization.	System maintained Defaulted from the Vendor Maintenance table
Title	Title of the contact listed.	System maintained Defaulted from the Vendor Maintenance table
DUNS	The DUNS of the vendor.	System maintained Defaulted from the Vendor Maintenance table
DUNS+4	The DUNS + 4 for the vendor.	System maintained Defaulted from the Vendor Maintenance table
CCRC	Indicates if the vendor is CCRC enabled.	System maintained Defaulted from the Vendor Maintenance table
VCSS	Indicates if the vendor is a VCSS vendor.	System maintained Defaulted from the Vendor Maintenance table
<b>Description Section</b>		
Description	Contains a description that can be up to 255 characters in length.	

Field Name	Description	Additional Information
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.	
<b>General Section</b>		
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.	Required Set to <b>03</b> for assets which will have their acquisition cost updated by purchasing documents. Search for a valid transaction type if the asset is donated or provided by exchange with the USPS.
<b>Line Amounts Section</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.
<b>Accounting Dimensions Section</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 affected by this transaction. The combination of BBFY and fund must be valid in the Fund Maintenance table and are required.	Required Set to the same BBFY as the Asset Acquisition receiving the betterment
EBFY	The ending budget fiscal year of the fund affected by this transaction. The EBFY and fund must be valid in the Fund Maintenance table.	Optional
Fund	An alphanumeric code that specifies the fund affected by this transaction. The combination of BFYs and fund must be valid in the Fund Maintenance table and are required.	Required Set to the same Fund as the Asset Acquisition receiving the betterment

Field Name	Description	Additional Information
Region	An alphanumeric code that specifies a region dimension. If entered or required, it must be valid in the Region Maintenance table.	Optional Set to the same Region as the Asset Acquisition receiving the betterment
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.	Optional Set to the same Org Code as the Asset Acquisition receiving the betterment
Program	An alphanumeric code that specifies a program dimension. If entered or required, the value must be valid in the Program Maintenance table.	Optional Set to the same Programs the Asset Acquisition receiving the betterment
Project Code	An alphanumeric code that specifies a project dimension. If entered or required, the value must be valid in the Project Maintenance table.	Optional; should be populated for real property asset records.
Activity	An alphanumeric code that specifies an Activity dimension. If entered or required, the value must be valid in the Activity Maintenance table.	Optional Set to the same Activity as the Asset Acquisition receiving the betterment
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
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
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.	Optional
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

Field Name	Description	Additional Information
Reimbursable Sub Object Class	The reimbursable Sub Object Class code of the accounting strip. The value must be valid in the Sub Object Class Maintenance table.	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
<b>Description Section</b>		
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

The screenshot shows a search interface for canceling documents. The 'Document Type' field is highlighted with an orange rectangle. Other fields include Subsystem, Document Number, Amendment Number, Document Category, Accounting Period range, Date range, Document Status, User ID, Title, and Vendor information like Code, TIN, DUNS, and Customer Account.

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. Click the **Search** button.
5. Select the radio button next to the appropriate Asset Betterment to be canceled.
6. Click the **Cancel** button. *The Cancellation form Header page is displayed*

General

Document Type:	FG	Asset Betterment - On	Orig Document Date:	11/19/2007	
Status:	PENDING CANCELLATION			Document Date:	<input type="text"/>
Document Number:	FG200711190001			Accounting Period:	<input type="text"/>
Title:	<input type="text"/>			Reporting Accounting Period:	<input type="text"/>
Authorized By:	<input type="text"/>			Batch Number:	<input type="text"/>
Asset Type:	BUILDINGS			Document Classification:	<input type="text"/>
Asset Number:	123456789A123456785			Security Org:	GSA
Betterment Number:	1	Requires CPO Acknowledgement:	<input type="checkbox"/>	Suppress Printing:	<input type="checkbox"/>
Catalog Code:	<input type="text"/>				
Quantity:	1.000000	Depreciation Method:	Straight Line		
Acquisition Method:	PURCHASE	Declining Balance Rate:	<input type="text"/>		
Acquisition Date:	11/19/2007	Valuation Date:	<input type="text"/>		
In Service Date:	<input type="text"/>	Useful Life in Years:	2		
Replacement Date:	<input type="text"/>	New Useful Life in Years:	5		
		Payment Updates	<input type="checkbox"/>		
		Acquisition Cost:	<input type="text"/>		

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

Header Accounting Lines								
Header Accounting Line								
Display 10 <input type="checkbox"/> Items <a href="#">View as CSV</a>								
	Line Number	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg
<input type="checkbox"/>	1	\$10,000.00 01			2007		455F 02	F02Y0000 f
<input type="checkbox"/>								

9. Select the check box next to the accounting line and click the **Header Accounting Line** link. *The Header Accounting Lines page is displayed.*

**Header Accounting Line**

[Expand All](#) | [Collapse All](#)

General

Line Number:	1
* Transaction Type:	01 <input type="checkbox"/>
Source Number:	<input type="text"/>

[Return to Top](#)

Line Amounts

Amount:	\$10.00
Total Acquisition Cost from Header Amount:	\$10.00
Acquisition Cost on Accounting Lines Amount:	\$10.00
Difference Amount:	\$0.00

[Return to Top](#)

Document Reference

Type:	Number:	Item:	SubItem:	Accounting:	Default	View
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>				

[Return to Top](#)

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

---

11. Click 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 click the Verify button again. A message will now appear stating that the form has verified successfully.*

12. Click 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)

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

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

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)

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. Figure 5-4 displays the accounting events with the corresponding description.

**Figure 5-4: 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 Section 8 – Real Property Posting Models in this User’s Guide 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 FMS and be transferred into Pegasys through FM ESB 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** click the **Generate** button. A unique document number will be generated in the **Document Number** field.

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

The screenshot shows a software interface for managing header accounting lines. At the top, there are buttons for Verify, Save, Submit, Schedule, Refresh, Add Shortcut, and Attachment. Below that is a navigation bar with tabs: Header, Header Accounting Lines (which is selected), Approval Routing, Memos, and Summary. A sub-header 'Header Accounting Line' is displayed. Underneath are buttons for Add, Copy, Copy Forward, Remove, Reset, Replace, and Display (set to 10). The main area contains a table with the following columns: Line Number, Amount, Transaction Type, Template, BBFY, EBFY, Fund, Reg, Org Cd, and Sub Org. The first column has a checkbox header.

*Note: To modify an accounting line, click the checkbox by the row and then click the 'Header Accounting Line' link to open the page. To delete an existing line, select the line by highlighting its tab and click on 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 clicking '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. Click 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 click the Verify button again. A message will now appear stating that the form has verified successfully.

18. Click 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

The screenshot shows the 'New Disposal' form interface. At the top, there's a label 'New Disposal'. Below it, a field for 'Document Type' is set to 'FJ' with a 'Online Asset Disposal' link. Under 'Document Number Format', there's a 'Document Number Prefix' field. A 'Document Number' field is followed by a 'Generate' button. 'Security Org' and 'Title' fields are also present. A 'Copy Document' section contains radio buttons for 'None', 'Copy From', and 'Copy Forward', with 'None' selected.

2. REQUIRED—Enter the **Fixed Asset Disposal** document type of ‘FJ’ into the **Document Type** field.
3. Note: New Fixed Asset Disposal page is displayed above with the **Document Type** and **Document Name** fields completed.
4. To generate a **Document Number** click the **Generate** button. A unique document number will be generated in the **Document Number** field.

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####).

- Click 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.

- 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.
- Click the **Add** button to enter a new Header Accounting Line.

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

**Accounting Lines**

[Expand All](#) | [Collapse All](#)

**General**

Line Number:	1	* Transaction Type:	<input type="text"/>	Authorized By:	<input type="text"/>
Asset Info		Disposal Info		Source Number:	
* Asset Type:	<input type="text"/>	* Disposition Type:	Asset and All Betterments	Source Number:	<input type="text"/>
* Asset Number:	<input type="text"/>	* Disposition Method:	<input type="text"/>		
Betterment Number:	<input type="text"/>	Selling Price Amount:	\$0.00		
Acquisition Date:	<input type="text"/>	Disposition Date:	<input type="text"/>		

**Line Amounts**

Net Book Value Amount:	\$0.00
------------------------	--------

**Description**

Description:	<input type="text"/>
Extended Description:	<input type="text"/>

- 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 clicking ‘Verify’.

The table below lists the transaction types available for the disposal form.

Trans Type	Asset Type	Disposition Method	Description
01	VEHICLE	SALE MILEAGE AGEMILEAGE AGE UNECONREP ACCIDENT BRDSURVEY REIMBOUT	VEHICLE Sale – LOSS
02	VEHICLE	SALE MILEAGE AGEMILEAGE AGE UNECONREP ACCIDENT BRDSURVEY REIMBOUT	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	SALE MILEAGE AGEMILEAGE AGE UNECONREP ACCIDENT BRDSURVEY REIMBOUT	VEHSURPLUS Sale (Loss)
07	VEHSURPLUS	SALE MILEAGE AGEMILEAGE AGE UNECONREP ACCIDENT BRDSURVEY REIMBOUT	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

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.

11. REQUIRED—Enter the **Asset Type** of **VEHICLE**, **VEHSURPLUS** or **OPLEASEVEH** into the **Asset Type** field depending on the asset being disposed.
12. REQUIRED—Enter the **Vehicle Identification Number (VIN)** 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.
18. 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.
19. Click 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 click the Verify button again. A message will now appear stating that the form has verified successfully.

20. Click the **Submit** button

Note: If no errors are encountered upon clicking 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).

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 *Section 8 - Fleet Posting Models* in this User's Guide 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

**New Disposal**

\* Document Type:  Online Asset Disposal

Document Number Format:   
Document Number Prefix:

\* Document Number:

Security Org:

Title:

Copy Document

None  
 Copy From  
 Copy Forward

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** click the **Generate** button. A unique document number will be generated in the **Document Number** field.

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

The screenshot shows a 'General' tab of a document creation form. The 'Document Type' field contains 'F3 Online Asset Disposal'. The 'Status' field is set to 'NEW'. The 'Document Number' field contains 'F3200903220003'. The 'Title' and 'Authorized By' fields are empty. The 'Document Date' and 'Accounting Period' fields are empty and have a blue double-headed arrow icon indicating they can be populated from the system. The 'Reporting Accounting Period' field has a blue double-headed arrow icon. The 'Batch Number' and 'Document Classification' fields are empty. The 'Security Org' dropdown is set to 'GSA'. The 'Suppress Printing' checkbox is unchecked. Below this section are sections for 'External System Information' and 'User Defined Fields', both of which are currently empty.

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

Line Number	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org
-------------	--------	------------------	----------	------	------	------	-----	--------	---------

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

**Accounting Lines**

**Expand All | Collapse All**

**General**

Line Number:	1	Transaction Type:	<input type="text"/>	Authorized By:	<input type="text"/>
Asset Info		Disposal Info		Source Number:	
* Asset Type:	<input type="text"/>	* Disposition Type:	Asset and All Betterments		
* Asset Number:	<input type="text"/>	* Disposition Method:	<input type="text"/>		
Betterment Number:	<input type="text"/>	Selling Price Amount:	\$0.00		
Acquisition Date:	<input type="text"/>	Disposition Date:	<input type="text"/>		

**Line Amounts**

Net Book Value Amount:	\$0.00
------------------------	--------

**Description**

Description:
--------------

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.

The table below lists the transaction types for the asset or betterment being reversed via the disposal form:

Document	Original Acquisition Code	Trans Type
Acquisition	PURCHASE or REIMBIN	11
Acquisition	NOREIMBIN, EXCESS, or FORFEIT	12
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 **Deposition 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. Click 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 click the Verify button again. A message will now appear stating that the form has verified successfully.

19. Click the **Submit** button

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

#### 5.5.4 Fixed Asset Disposal Form Field Descriptions

##### Asset Disposal Header Page

Field Name	Description	Additional Information
<b>General Section</b>		
Document Type	The document type of the asset.	Required Online Asset Disposal doc type = 'FJ'
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, Momentum defaults this value to the current date.

Field Name	Description	Additional Information
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, Momentum 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, Momentum 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
<b>Description</b>		
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
<b>General Section</b>		
Line Number	The number of the accounting line currently displayed. If no value is entered, Momentum 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 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.
Authorized By	The name of the person who authorized the disposal.	Optional
Source Number	The source number of the transaction.	Optional
<b>Asset Info</b>		

Field Name	Description	Additional Information
Asset Type	The asset type associated with the asset/betterment being disposed on this transaction.	Required Set to the Asset Type (e.g., BUILDING)
Asset Number	The asset number associated with the asset/betterment being disposed on this transaction.	Required Set to the Asset Number. For Fleet, set to the Vehicle's Identification Number (VIN).
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
<b>Disposal Info</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.	Required Set to "Asset and All Betterments" unless only the betterment is being disposed of.
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
Disposition Date	The date that the asset/betterment was disposed.	Required If left blank the field defaults to the system date once the form is processed.
<b>Line Amounts</b>		
Net Book Value Amount	The net book value for the asset being disposed.	System-maintained
<b>Description</b>		
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 4.8.4 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 steps below 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
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** and **Document Name** fields 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 click the **Correct** button. The Header page is displayed.

The screenshot shows the 'Correct' page for a Fixed Asset Disposal document. At the top, there are tabs for 'Header', 'Header Accounting Lines', 'Approval Routing', 'Memos', and 'Summary'. Below these are buttons for 'Workflow Status' and 'Approval History', and links for 'Expand All' and 'Collapse All'. A 'General' section contains the following fields:

Document Type:	<input type="text" value="FJ"/> Online Asset Disposal	Orig Document Date:	<input type="text" value="08/26/2010"/>
Status:	<input type="text" value="CORRECT"/>	Document Date:	<input type="text"/>
Document Number:	<input type="text" value="AUTO_FA_TAT_DISP_0"/>	Accounting Period:	<input type="text"/>
Title:	<input type="text"/>	Reporting Accounting Period:	<input type="text"/>
Authorized By:	<input type="text"/>	Batch Number:	<input type="text"/>
		Document Classification:	<input type="text"/>
		Security Org:	<input type="text" value="GSA"/>
		Suppress Printing:	<input type="checkbox"/>

At the bottom left is a 'Return to Top' link.

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 click the **Accounting Lines** link located above the Add, Copy and Remove buttons.

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

Note: If correcting the **Selling Price Amount**, ensures that the appropriate Transaction Type is selected according from the table listed in section 4.5.1. If the NBV = the Selling Price, Pegasys will calculate a Gain. Note: If correcting the **Acquisition Method** or the **Selling Price Amount**, ensures that the appropriate Transaction Type is selected according to the below table:

Trans Type	Asset Type	Disposition Method	Description
01	VEHICLE	SALE MILEAGE AGEMILEAGE AGE UNECONREP ACCIDENT BRDSURVEY REIMBOUT	VEHICLE Sale – LOSS
02	VEHICLE	SALE MILEAGE AGEMILEAGE AGE UNECONREP ACCIDENT BRDSURVEY REIMBOUT	VEHICLE Sale – GAIN
03	VEHICLE	NOREIMBOUT	VEHICLE Non-Reimbursable Transfer to Federal Entity
04	VEHICLE	DONATION	VEHICLE Donation to Non-Federal Entity

05	OPLEASEVEH	OLEASEDIS	OPLEASEVEH Disposal
06	VEHSURPLUS	SALE MILEAGE AGEMILEAGE AGE UNECONREP ACCIDENT BRDSURVEY REIMBOUT	VEHSURPLUS Sale (Loss)
07	VEHSURPLUS	SALE MILEAGE AGEMILEAGE AGE UNECONREP ACCIDENT BRDSURVEY REIMBOUT	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. Click 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 click the Verify button again. A message will now appear stating that the form has verified successfully.

10. Click 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)

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

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** click the **Generate** button. A unique document number will be generated in the **Document Number** field.

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., FUYYYYMMDD#####).

4. Click 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. Click the **Add** button to enter a new Header Accounting Line.

The screenshot shows a software interface for managing accounting lines. At the top, there are buttons for Verify, Save, Submit, Schedule, Refresh, Add Shortcut, and Attachment. Below that is a navigation bar with tabs: Header (selected), Header Accounting Lines, Approval Routing, Memos, and Summary. Under the Header tab, it says "Header Accounting Line". There are buttons for Add, Copy, Copy Forward, Remove, Reset, Replace, and Display (set to 10). The main area displays a table with the following columns: Line Number, Amount, Transaction Type, Template, BBFY, EBFY, Fund, Reg, Org Cd, and Sub Org. The first column contains checkboxes.

Note: To modify an accounting line, click the checkbox by the row and then click the 'Header Accounting Line' link to open the page. To delete an existing line, select the line by highlighting its tab and click on 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 clicking 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. Click 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 click the Verify button again. A message will now appear stating that the form has verified successfully.

17. Click the **Submit** button

### 5.6.2 Fixed Asset Manual Depreciation Form Field Descriptions

#### Manual Depreciation Header Page

Field Name	Description	Additional Information
<b>General Section</b>		
Document Type	The document type of the asset.	Required Online Manual Depreciation doc type = 'FU'
Status	The status of the form/document (ex. New).	This field is read-only.
Document Number	The number of the depreciationl 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, Momentum 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, Momentum 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, Momentum 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

Field Name	Description	Additional Information
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
External System Document Number	The identification number of the document as it resides in the interfacing system from which it originated.	Optional
<b>Description</b>		
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
<b>General Section</b>		
Line Number	The number of the accounting line currently displayed. If no value is entered, Momentum 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.	Required  Set to the Asset Number
Asset Type	The asset type associated with the asset/betterment being depreciated on this transaction.	Required  Set to the Asset Type (e.g., BUILDING)
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
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

Field Name	Description	Additional Information
Line Amounts		
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.
<b>Description</b>		
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 steps below 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.

Note: The Form Correct page is displayed above with the **Document Type** and **Document Name** fields completed.

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 click the **Correct** button. The Header page is displayed.

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<b>Header</b>	<a href="#">Header Accounting Lines</a>	<a href="#">Approval Routing</a>	<a href="#">Memos</a>	<a href="#">Summary</a>																																								
<input type="button" value="Workflow Status"/> <input type="button" value="Approval History"/>																																												
<a href="#">Expand All</a>   <a href="#">Collapse All</a>																																												
<div style="border: 1px solid black; padding: 5px;"> <p><b>- General</b></p> <table border="0"> <tr> <td>Document Type:</td> <td><input type="text" value="FU"/></td> <td><input type="text" value="Manual Depreciation A&amp;R"/></td> <td>Orig Document Date:</td> <td><input type="text" value="12/16/2010"/></td> </tr> <tr> <td>Status:</td> <td colspan="3"><input type="text" value="CORRECT"/></td> <td><input type="text" value="Document Date:"/></td> </tr> <tr> <td>Document Number:</td> <td colspan="3"><input type="text" value="FU201012160001"/></td> <td><input type="text" value="Accounting Period:"/></td> </tr> <tr> <td>Title:</td> <td colspan="3"><input type="text" value=" "/></td> <td><input type="text" value="Reporting Accounting Period:"/></td> </tr> <tr> <td>Authorized By:</td> <td colspan="3"><input type="text" value=" "/></td> <td><input type="text" value="Batch Number:"/></td> </tr> <tr> <td></td> <td colspan="3"></td> <td><input type="text" value="Document Classification:"/></td> </tr> <tr> <td></td> <td colspan="3"></td> <td><input type="text" value="Security Org: GSA"/></td> </tr> <tr> <td></td> <td colspan="3"></td> <td><input type="checkbox" value="Suppress Printing"/></td> </tr> </table> </div>					Document Type:	<input type="text" value="FU"/>	<input type="text" value="Manual Depreciation A&amp;R"/>	Orig Document Date:	<input type="text" value="12/16/2010"/>	Status:	<input type="text" value="CORRECT"/>			<input type="text" value="Document Date:"/>	Document Number:	<input type="text" value="FU201012160001"/>			<input type="text" value="Accounting Period:"/>	Title:	<input type="text" value=" "/>			<input type="text" value="Reporting Accounting Period:"/>	Authorized By:	<input type="text" value=" "/>			<input type="text" value="Batch Number:"/>					<input type="text" value="Document Classification:"/>					<input type="text" value="Security Org: GSA"/>					<input type="checkbox" value="Suppress Printing"/>
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<a href="#">Return to Top</a>																																												

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 click the **Accounting Lines** link located above the Add, Copy and Remove buttons.

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<b>Header</b>	<b>Header Accounting Lines</b>	<a href="#">Approval Routing</a>	<a href="#">Memos</a>	<a href="#">Summary</a>						
<b>Header Accounting Line</b>										
<input type="button" value="Add"/> <input type="button" value="Copy"/> <input type="button" value="Copy Forward"/> <input type="button" value="Remove"/> <input type="button" value="Reset"/> <input type="button" value="Replace"/> <input type="button" value="Display"/> <input type="text" value="10"/>										
<input type="checkbox"/>	<b>Line Number</b>	<b>Amount</b>	<b>Transaction Type</b>	<b>Template</b>	<b>BBFY</b>	<b>EBFY</b>	<b>Fund</b>	<b>Reg</b>	<b>Org Cd</b>	<b>Sub Org</b>

8. The field values will default to those from the original document. Make any necessary changes for the correction.
9. Click 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 click the Verify button again. A message will now appear stating that the form has verified successfully.

10. Click 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. Momentum 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 FM ESB 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**.  
The New Asset Acquisition page is displayed
2. REQUIRED—

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

For Personal Property, enter 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.

3. To generate a **Document Number** click the **Generate** button. A unique document number will be generated in the **Document Number** field.

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

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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 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

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** (e.g., Donation for donated assets).
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 Payment 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.

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

Vendor Code: NF0000000

Vendor Address Code: 00001

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

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

20. 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.
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:**

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 code based on the region (P[region]10001)
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

23. Click 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 click the Verify button again.

- 
24. Click 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.

## 5.8 Exchanges with USPS

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 FM ESB 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** click the **Generate** button. A unique document number will be generated in the **Document Number** field.

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. Click 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.

**Header** Header Accounting Lines Approval Routing Memos Summary  
 Workflow Status Approval History  
 Expand All | Collapse All

**General**

Document Type:	FF	Online Asset Acquisition
Status:	NEW	
Document Number:	FFDMB1229	
Title:		
Authorized By:		
* Asset Type:	BUILDING	
* Asset Number:		
Asset Category:		
Asset Class:		
Asset Group:		
Quantity:	1.000000	Depreciation Method:
* Acquisition Method:	REIMB1N	
Acquisition Date:		
In Service Date:		
Replacement Date:		
Capitalized:	<input checked="" type="checkbox"/>	
Declining Balance Rate:		
Valuation Date:		
Useful Life in Months:		
Payment Updates Acquisition Cost:	<input type="checkbox"/>	
Accrual Updates Acquisition Cost:	<input type="checkbox"/>	

Document Date: \_\_\_\_\_  
 Accounting Period: \_\_\_\_\_  
 Reporting Accounting Period: \_\_\_\_\_  
 Batch Number: \_\_\_\_\_  
 Document Classification: \_\_\_\_\_  
 Security Org: GSA  
 Catalog Code: \_\_\_\_\_  
 Suppress Printing:

16. Populate the **Salvage Value**.
17. REQUIRED—Enter the **Vendor Code** and **Vendor Address Code** under the **Supplemental Information** section.

Vendor Code: NF00000000

Vendor Address Code: 00001

= Supplemental Information

Vendor

* Code:	NF00000000	00001
Address Name:	Non-Federal Summary	

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

Note: To modify an accounting line, click the checkbox by the row and then click the ‘Header Accounting Line’ link to open the page. To delete an existing line, select the line by highlighting its tab and click on 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**:

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 code based on the region (P[region]10001)
Program	Enter: PG00
Building #	Enter the appropriate Building Number
Project	Enter the appropriate project
Sub Object Class	516

23. Click 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 click the Verify button again.

24. Click 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 FM ESB

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** click the **Generate** button. A unique document number will be generated in the **Document Number** field.

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. Click 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.

The screenshot shows a web-based application interface for managing fixed assets. At the top, there is a toolbar with buttons for Verify, Save, Submit, Schedule, Refresh, Add Shortcut, Attachments, and Route. Below the toolbar, a navigation bar includes tabs for Header, Header Accounting Lines, Approval Routing, Memos, and Summary. Under the Header tab, there are sections for Workflow Status and Approval History, with links to Expand All and Collapse All. The main content area is titled 'General' and contains several input fields: Document Type (FJ Online Asset Disposal), Status (NEW), Document Number (FJ1229), Description (highlighted with a yellow border), Authorized By, Document Date, Accounting Period, Reporting Accounting Period, Batch Number, Document Classification, Security Org (GSA), and Suppress Printing. A 'Return to Top' link is at the bottom of the form.

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

Note: To modify an accounting line, click the checkbox by the row and then click the 'Header Accounting Line' link to open the page. To delete an existing line, select the line by highlighting its tab and click on 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 clicking '**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. Click 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 click the **Verify** button again. A message will now appear stating that the form has verified successfully.

19. Click 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 FM ESB. FM ESB 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 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** click the **Generate** button. A unique document number will be generated in the **Document Number** field.

New Standard Voucher

\* Document Type: CR Central Office Misc. Ad

Document Number Format: Document Number Prefix:

\* Document Number:

Security Org:

Title:

**Copy Document**

None  
 Copy From  
 Copy Forward

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

Header All | Contracts All

General

Document Type:	CR Central Office Misc. Ad	Document Date:	<input type="text"/>
Status:	NEW	* Accounting Period:	<input type="text"/>
Document Number:	CR2006041600000	Previous Accounting Period:	<input type="text"/>
Title:	<input type="text"/>	Document Classification:	<input type="text"/>
Entered By:	<input type="text"/>	Security Org:	MSA
		Supress Printing:	<input type="checkbox"/>
		Spending Override:	<input type="checkbox"/>

Amounts

Net amount:	\$3.00
-------------	--------

External Information

Site ID:	<input type="text"/>
Document #:	<input type="text"/>

Reversal Options

6. Click on the **Accounting Lines** tab. Then, click on the **Add** button.

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut

Header Fixed Assets Accounting Lines Approval Routing Memos Summary

Accounting Line | Contracts Pay

Add Copy Forward     Display 10

Line Number	Amount	Transaction Event	Increase/Decrease	Transaction Type	Template
-------------	--------	-------------------	-------------------	------------------	----------

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.

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

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 code based on the region (P[region]10001)
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.

12. Click **Save**.

13. Click on the **Fixed Asset** tab and click the **Add** button

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

<Line Number>: 1

<Asset Type>: Asset Type

<Asset Number>: Asset Number

**<Betterment Number>:** Betterment Number

The screenshot shows the 'Fixed Asset' summary page with the 'General' tab selected. Under 'Asset Details', the 'Line Number' field contains '1'. The 'Asset Number' field contains '1AK003790H21562Z'. The 'Asset Type' field contains 'PARKING SVRMT'. The 'Betterment Number' field is empty.

15. Click on the **Accounting Lines** tab located in the Fixed Asset Summary page and click the **Add** button

The screenshot shows the 'Accounting Lines' tab selected. At the bottom, there is a table with one row. The first column has icons for edit and delete. The second column is labeled 'Line Number' and contains the value '1'.

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

**<Line Number>:** 1

**<Accounting Line Number>:** 1

**<Amount>:** (Amount of the SV funding the asset)

The screenshot shows the 'Accounting Line' tab selected. At the bottom, there is a table with three rows under 'Funding Lines'. The first row has 'Line Number' set to '1'. The second row has 'Accounting Line Number' left blank. The third row has 'Amount' set to '\$0.00'.

17. Click the **Save** button

18. Click the **Verify** button

- 
19. Click 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 FM ESB identifies the new construction in progress (CIP) asset.
2. The asset from Step 1) above will be sent to Pegasys via the FM ESB 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 Section 4.1.1 of the user guide for examples of transactions that will cite asset data.
4. Pegasys users will need to manually create an FA to identify the land asset type.
5. Pegasys users will need to manually create a two-line SV. 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 4.12 above) to identify a new LAND asset. The asset's data will be sent to FM ESB 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** click the **Generate** button. A unique document number will be generated in the **Document Number** field.
4. Click 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.

14. REQUIRED—Enter the **Vendor Code** and **Vendor Address Code** under the **Supplemental Information** section.

Vendor Code: NF0000000

Vendor Address Code: 00001

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

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

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 code based on the region (P[region]10001)
Program	Enter: PG00
Building #	Enter the appropriate Building Number
Project	Enter the appropriate project
Sub Object Class	516

20. Click 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 click the **Verify** button again.

21. Click 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 FM ESB via the integration. Following are the steps to create a two-line SV:

1. From the Inbox, go **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** click the **Generate** button. A unique document number will be generated in the **Document Number** field.
4. Click the **Finish** Button. The Header page is displayed.
5. Click on the **Accounting Lines** tab. Then, click on 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**.



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

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 code based on the region (P[region]1001)
Program	Enter: PG00
Building #	Enter the appropriate Building Number
Project	Enter the appropriate J-Type project

11. Click **Save**.
12. Click on the **Fixed Asset** tab and click the **Add** button
13. Enters the following information in each field on the **Fixed Assets** tab:

**<Line Number>: 1**

**<Asset Type>:** CIP Asset Type (e.g., CIPNEWCON)

**<Asset Number>:** Asset Number

**<Betterment Number>:** Betterment Number

14. Click on the **Accounting Lines** tab located in the Fixed Asset Summary page and clicks the **Add** button
15. Enter the following information in each field on the **Fixed Assets** tab:

**<Line Number>: 1**

**<Accounting Line Number>: 1**

**<Amount>:** (Amount of acquisition to move from the CIP asset to LAND)

16. Click the **Save** button
17. Click on the **Header Accounting Lines** tab. Then, click on 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**



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

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 code based on the region (P[region]10001)
Program	Enter: PG00
Building #	Enter the appropriate Building Number
Project	Enter the appropriate project

- 
23. Click on the **Fixed Asset** tab and click the **Add** button.
  24. Enter the following information in each field on the **Fixed Assets** tab:

**<Line Number>**: 1

**<Asset Type>**: LAND

**<Asset Number>**: Asset Number

**<Betterment Number>**: Betterment Number

25. Click on the **Accounting Lines** tab located in the Fixed Asset Summary page and click the **Add** button.
26. Enter the following information in each field on the **Fixed Assets** tab:

**<Line Number>**: 1

**<Accounting Line Number>**: 2

**<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. Click the **Save** button
28. Click the **Verify** button.
29. Click 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 FM ESB, and any information created manually in Pegasys will be sent over to FM ESB 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 FM ESB will identify the new CIP asset.
2. The asset from Step 1) above will be sent to Pegasys via the FM ESB 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 establish new assets manually in

Pegasys. Please see 5.1 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 sections 4.1.1 of this user guide 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 Section 5.3.1 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 FM ESB which will pass this information to Pegasys. FM ESB 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** click the **Generate** button. A unique document number will be generated in the **Document Number** field.

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. Click 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.

Vendor Code: NF0000000

Vendor Address Code: 00001

* Supplemental Information		
Vendor		
* Code:	NF0000000	00001
Address Name: Non-Federal Summary		

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

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

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 code based on the region (P[region]10001)
Program	Enter: PG00
Building #	Enter the appropriate Building Number
Project	Enter the appropriate project
Sub Object Class	516

23. Click the **Verify** button  
24. Click 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 FM ESB will identify the new CIP asset.
2. The asset from Step 1) above will be sent to Pegasys via the FM ESB 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 sections 4 of the user guide 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 section 5.1 above 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 5.9.2 for the steps to create a 2-

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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

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 6-1* displays the Acquisition/Disposition Method Maintenance Table window.

**Figure 6-1: Acquisition/Disposition Method Maintenance Table Window**

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

Field Name	Description
Code ( <i>required</i> )	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.

Field Name	Description
Name ( <i>required</i> )	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	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 ( <i>required</i> )	Determines whether the code is active.
Usage ( <i>required</i> )	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/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 6-2 displays the Asset Category Maintenance Table window.*

**Figure 6-2: Asset Category Maintenance Table Window**



### 6.2.1 Asset Category Maintenance Table Field Descriptions

Field Name	Description
Code ( <i>required</i> )	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 ( <i>required</i> )	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 ( <i>required</i> )	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/Assets/Asset Class**

*Figure 6-3 displays the Asset Class Maintenance Table window.*

**Figure 6-3: Asset Class Maintenance Table Window**



### 6.3.1 Asset Class Maintenance Table Field Descriptions

Field Name	Description
Code ( <i>required</i> )	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 ( <i>required</i> )	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	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 class is valid. Please enter the value in the following format: MM/DD/YY or MM/DD/YYYY.
Status ( <i>required</i> )	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

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 6-4* displays the Asset Group Maintenance Table window.

**Figure 6-4: Asset Group Maintenance Table Window**

### 6.4.1 Asset Group Maintenance Table Field Descriptions

Field Name	Description
Code ( <i>required</i> )	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 ( <i>required</i> )	The name associated with the Asset Group.
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.

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 ( <i>required</i> )	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

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., EQUIPOPER). Each GSA asset type corresponds to an asset SGL. (See Figure 6 5: Asset Type Maintenance Table Window 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 6-5 displays the Asset Type Maintenance Table window.*

**Figure 6-5: Asset Type Maintenance Table Window**

The screenshot shows the 'Asset Type' maintenance window. It includes sections for General information (Code: BUILDING, Name: Buildings, Short Name: 1730.01, Status: Active, Security Org: GSA, Automatic Asset Numbering: No, Asset Classification: Building, Allow Zero Acquisition Cost: checked), Deprecation (Deprecation: checked, Date Used For Depreciation: In-Service), Requirements (Requires Serial Number: unchecked, Requires CPO: unchecked, Requires CE: unchecked, Requires Catalog Code: unchecked, Requires PA: unchecked, Requires APO: unchecked), Effective Dates (Start Date: [empty], End Date: [empty]), and a large Description area containing 'Buildings'.

### 6.5.1 Asset Type Maintenance Table Field Descriptions

Field Name	Description
Code ( <i>required</i> )	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.
Asset Classification ( <i>required</i> )	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.

Field Name	Description
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 or not 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 ( <i>required</i> )	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.
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	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 ( <i>required</i> )	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

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 6-6 displays an example of the Catalog Item Maintenance Table window.*

**Figure 6-6: Catalog Item Maintenance Table Window**

The screenshot shows a software interface titled "Search - Catalog Item". At the top left is a "Search Criteria" section containing fields for "Code" (with a yellow border), "Name", "Short Name", "Status" (set to "Active"), and "Security Org". To the right of this is an "Effective Dates" section with "Start Date" and "End Date" fields. Below these are "Search" and "Clear" buttons. At the bottom of the window are standard navigation buttons: "New", "Open", "Copy", "Delete", "Display" (set to 10 items), "View as CSV", and "Sort...". A scroll bar is visible on the right side of the window.

## 6.6.1 Catalog Item Maintenance Table Field Descriptions

Field Name	Description
Code ( <i>required</i> )	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.
Depreciation Method ( <i>required</i> )	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 ( <i>required</i> )	The name associated with the Catalog Item.
Salvage Value (%)	The percentage value which should be multiplied by the acquisition cost to determine the salvage value of the asset.
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.
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 ( <i>required</i> )	Determines whether the code is active.

Field Name	Description
Useful Life ( <i>required</i> )	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/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 6-7 displays General page of the Fixed Asset Options Maintenance Table window.*

Figure 6-7: Fixed Asset Options Maintenance Table Window

**Fixed Assets Options**

[Expand All](#) | [Collapse All](#)

**General**

\* **Fiscal Year:**  **Require CPO Acknowledgment:**   
**Automatic Numbering Level:**  **Require Unique Numbers Across Types:**   
\* **Default Depreciation Method:**  **Validate Catalog Code:**   
**Default Declining Balance Rate:**   
**Security Org:**    
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**Accounting Dimension Options**

<b>Track Assets By Region:</b>	<input type="checkbox"/>	<b>Track Assets By Work Item:</b>	<input type="checkbox"/>
<b>Track Assets By Org Code:</b>	<input type="checkbox"/>	<b>Track Assets By ABC Activity:</b>	<input type="checkbox"/>
<b>Track Assets By Sub Organization:</b>	<input type="checkbox"/>	<b>Track Assets By User Dimension 6:</b>	<input type="checkbox"/>
<b>Track Assets By Program:</b>	<input type="checkbox"/>	<b>Track Assets By User Dimension 7:</b>	<input type="checkbox"/>
<b>Track Assets By Project Code:</b>	<input type="checkbox"/>	<b>Track Assets By User Dimension 8:</b>	<input type="checkbox"/>
<b>Track Assets By Sub Project:</b>	<input type="checkbox"/>	<b>Track Assets By User Dimension 9:</b>	<input type="checkbox"/>
<b>Track Assets By Activity:</b>	<input type="checkbox"/>	<b>Track Assets By User Dimension 10:</b>	<input type="checkbox"/>
<b>Track Assets By Building #:</b>	<input type="checkbox"/>	<b>Track Assets By Cost Organization:</b>	<input type="checkbox"/>
<b>Track Assets By System:</b>	<input type="checkbox"/>	<b>Track Assets By Sub Cost Organization:</b>	<input type="checkbox"/>
<b>Track Assets By Vehicle Tag #:</b>	<input type="checkbox"/>		

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**Capitalization Options**

\* **Capitalization Basis:**  **Currency:**   
**Capitalization Threshold:**   
**Useful Life Threshold (in Months):**   
**Use Capitalization Threshold Table:**

### 6.7.1 Fixed Asset Options Maintenance Table Field Descriptions

Field Name	Description
Fiscal Year ( <i>required</i> )	The fiscal year to which the option settings apply. Must be a valid year.
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 ( <i>required</i> )	The criteria used to determine whether or not 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 ( <i>required</i> )	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 ( <i>required</i> )	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 Acknowledgment 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 or not 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 or not assets are tracked using cost organization code. Defaults to false. Must be true if the Track Assets by Sub Cost Organization option is true.
Track Assets by Region	Indicates whether or not assets are tracked using Region code. Defaults to false.
Track Assets by Org Code	Indicates whether or not 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 or not assets are tracked using Program code. Defaults to false.
Track Assets by Project	Indicates whether or not 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 or not assets are tracked using sub cost organization code. Defaults to false.
Track Assets by Sub Org	Indicates whether or not assets are tracked using sub organization code. Defaults to false.

Field Name	Description
Track Assets by Sub Project	Indicates whether or not assets are tracked using sub project code. Defaults to false.
Track Assets by Building	Indicates whether or not assets are tracked using Building code. Defaults to false.
Track Assets by System	Indicates whether or not assets are tracked using System code. Defaults to false.
Track Assets by Vehicle Tag #	Indicates whether or not assets are tracked using Vehicle Tag #.Defaults to false.
Track Assets by Work Item	Indicates whether or not assets are tracked using Work Item code. Defaults to false.
Track Assets by ABC Activity	Indicates whether or not assets are tracked using ABC Activity code. Defaults to false.
Use Function	Determines whether or not 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 or not 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 or not 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.
Use Fund	Determines whether or not 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 or not 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 or not 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 or not 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 or not 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 or not 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.

Field Name	Description
Validate Catalog Code	Indicates whether or not the Catalog codes entered on fixed asset transactions must be valid in Commodity Maintenance. <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.
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

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 FMS this field will be set in the integration when the FA is transferred from FM ESB to Pegasys.

*Figure 6-8 displays the Fuel Code Maintenance Table window.*

**Figure 6-8: Fuel Code Maintenance Table Window**

### 6.8.1 Fuel Code Maintenance Table Field Descriptions

Field Name	Description
Code ( <i>required</i> )	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 ( <i>required</i> )	The name associated with the Fuel Code.
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.
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

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 FMS this field will be set in the integration when the FA is transferred from FM ESB to Pegasys.

*Figure 6-9: Manufacturer Maintenance Table Window displays the Manufacturer Maintenance Table window.*

**Figure 6-9: Manufacturer Maintenance Table Window**

The screenshot shows a software interface titled "Maintenance". At the top, there are "Expand All" and "Collapse All" buttons. Below this, the "General" section is expanded, containing fields for Code (02), Name (Ford), Short Name (Ford), Status (Active), Security Org (GSA), Start Date, and End Date. The "Description" section is collapsed, showing a large text area for entering additional information.

### 6.9.1 Manufacturer Maintenance Table Field Descriptions

Field Name	Description
Code ( <i>required</i> )	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 ( <i>required</i> )	The name associated with the Manufacturer Code.
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.
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

To access this query, use the following path from the Desktop:

#### **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.

*Figure 7-1 displays the transactions that can update this query.*

**Figure 7-1: Update Transactions**

Fixed Asset Query Update Transactions
Fixed Asset Betterment (FB) transactions
Fixed Asset Correction (FC) transactions
Fixed Asset Transfer (FT) transactions
Fixed Asset Disposition (FD) transactions
Purchasing (and other, such as Standard Voucher) transactions
Payment transactions
Acquisition Cost Update batch process
Automated Depreciation batch process
Mass Transfer 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 7-2 displays the main page of the Asset Query.

**Figure 7-2: Asset Query Main Page**

The screenshot shows the 'Asset Query' main page. At the top, there is a 'Search Criteria' section with fields for Asset Type, Asset Number, Catalog Code, Location, Capitalized, CPO Code, CPO Name, CE Code, and CE Name. Below this are 'Search' and 'Clear' buttons. Underneath the search criteria is a navigation bar with 'Details', 'Display' (set to 10 items), 'View as CSV', and 'Sort...' buttons. The main area displays a table with columns: Asset Type, Asset Number, Catalog Code, Location, and Custodial Prop Off. A message '- NO ITEMS TO DISPLAY' is shown below the table. At the bottom left, there is a link 'Go to top of page'.

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.

Clicking the Search button initiates the query. Asset summary record displays an overall summary of the asset and all of its betterments (see Figure 7-3.) 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 click the Details button (see Figure 7-4.)

**Figure 7-3: Asset Query Records**

Asset Query								
Search Criteria								
<u>Asset Type:</u> CIPNEWCON	<input checked="" type="checkbox"/>	<u>Asset Number:</u>						
<u>Catalog Code:</u>		<input checked="" type="checkbox"/>	<u>Location:</u>		<input checked="" type="checkbox"/>	<u>Capitalized:</u>	Yes	<input type="checkbox"/>
<u>CPO Code:</u>		<input checked="" type="checkbox"/>	<u>CPO Name:</u>					
<u>CE Code:</u>		<input checked="" type="checkbox"/>	<u>CE Name:</u>					
<input type="button" value="Search"/>	<input type="button" value="Clear"/>							
<input type="button" value="Print"/>	<input type="button" value="Display"/>	<input type="button" value="10"/>	<input type="button" value="Items"/>	<input type="button" value="View as CSV"/>	<input type="button" value="Sort..."/>			
Item Page:	1	2	3	4	5	6	7	8
	9	10	11	12	13	14	15	16
	17	18	19	20	21	22	23	24
Items 1-10 of 219 <input type="checkbox"/>								
Asset Type	Asset Number	Catalog Code	Location	Custodial Prop Officer	CPO Name	Cognizant Employee	CE Name	Capitalized
CIPNEWCON	AUTO_ASSET_002							Yes
CIPNEWCON	AUTO_ASSET_003							Yes
CIPNEWCON	AUTO_ASSET_004							Yes
CIPNEWCON	AUTO_ASSET_005							Yes
CIPNEWCON	AUTO_ASSET_006							Yes

Users can choose an asset from the list and click the Details button (see *Figure 7-4*.) 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 7-4: Asset Query Details View**

Asset Query Details		Details																																																												
<a href="#">Expand All</a>   <a href="#">Collapse All</a>																																																														
<p><b>- General</b></p> <table> <tr> <td>Asset Type:</td> <td>BUILDING</td> <td>Capitalized:</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Asset Number:</td> <td>FTX47208CA7485Z2</td> <td>Asset Depreciation Method:</td> <td>Straight Line</td> </tr> <tr> <td>Quantity:</td> <td>1</td> <td>Asset Decline Balance Rate:</td> <td>0</td> </tr> <tr> <td>Catalog Code:</td> <td></td> <td>Valuation Amount:</td> <td>\$0.00</td> </tr> <tr> <td>Betterment Count:</td> <td>1</td> <td>Accumulated Depreciation Amount:</td> <td>\$0.00</td> </tr> <tr> <td>Last Betterment # Used:</td> <td>1</td> <td>Memo Depreciation Amount:</td> <td>\$0.00</td> </tr> <tr> <td>Asset Category:</td> <td></td> <td>Salvage Value:</td> <td>\$0.00</td> </tr> <tr> <td>Asset Class:</td> <td></td> <td>Closing Costs:</td> <td>\$0.00</td> </tr> <tr> <td>Asset Group:</td> <td></td> <td></td> <td></td> </tr> </table> <p><b>- Amounts</b></p> <table> <tr> <td>Unliquidated Order Amount:</td> <td>\$0.00</td> <td>Total Order Amount:</td> <td>\$1,500,000.00</td> </tr> <tr> <td>Unliquidated Accepted Amount:</td> <td>\$1,500,000.00</td> <td>Total Accepted Amount:</td> <td>\$1,500,000.00</td> </tr> <tr> <td>Unliquidated Invoiced Amount:</td> <td>\$1,500,000.00</td> <td>Total Invoiced Amount:</td> <td>\$1,500,000.00</td> </tr> <tr> <td>Est. Acquisition Cost:</td> <td>\$1,540,000.00</td> <td>Actual Acquisition Cost:</td> <td>\$1,540,000.00</td> </tr> <tr> <td>Estimated Capitalized Amount:</td> <td>\$1,540,000.00</td> <td>Capitalized Amount:</td> <td>\$1,540,000.00</td> </tr> <tr> <td>Posted To General Ledger Amount:</td> <td>\$1,540,000.00</td> <td>Total Disbursed Amount Amount:</td> <td>\$1,540,000.00</td> </tr> </table>			Asset Type:	BUILDING	Capitalized:	<input checked="" type="checkbox"/>	Asset Number:	FTX47208CA7485Z2	Asset Depreciation Method:	Straight Line	Quantity:	1	Asset Decline Balance Rate:	0	Catalog Code:		Valuation Amount:	\$0.00	Betterment Count:	1	Accumulated Depreciation Amount:	\$0.00	Last Betterment # Used:	1	Memo Depreciation Amount:	\$0.00	Asset Category:		Salvage Value:	\$0.00	Asset Class:		Closing Costs:	\$0.00	Asset Group:				Unliquidated Order Amount:	\$0.00	Total Order Amount:	\$1,500,000.00	Unliquidated Accepted Amount:	\$1,500,000.00	Total Accepted Amount:	\$1,500,000.00	Unliquidated Invoiced Amount:	\$1,500,000.00	Total Invoiced Amount:	\$1,500,000.00	Est. Acquisition Cost:	\$1,540,000.00	Actual Acquisition Cost:	\$1,540,000.00	Estimated Capitalized Amount:	\$1,540,000.00	Capitalized Amount:	\$1,540,000.00	Posted To General Ledger Amount:	\$1,540,000.00	Total Disbursed Amount Amount:	\$1,540,000.00
Asset Type:	BUILDING	Capitalized:	<input checked="" type="checkbox"/>																																																											
Asset Number:	FTX47208CA7485Z2	Asset Depreciation Method:	Straight Line																																																											
Quantity:	1	Asset Decline Balance Rate:	0																																																											
Catalog Code:		Valuation Amount:	\$0.00																																																											
Betterment Count:	1	Accumulated Depreciation Amount:	\$0.00																																																											
Last Betterment # Used:	1	Memo Depreciation Amount:	\$0.00																																																											
Asset Category:		Salvage Value:	\$0.00																																																											
Asset Class:		Closing Costs:	\$0.00																																																											
Asset Group:																																																														
Unliquidated Order Amount:	\$0.00	Total Order Amount:	\$1,500,000.00																																																											
Unliquidated Accepted Amount:	\$1,500,000.00	Total Accepted Amount:	\$1,500,000.00																																																											
Unliquidated Invoiced Amount:	\$1,500,000.00	Total Invoiced Amount:	\$1,500,000.00																																																											
Est. Acquisition Cost:	\$1,540,000.00	Actual Acquisition Cost:	\$1,540,000.00																																																											
Estimated Capitalized Amount:	\$1,540,000.00	Capitalized Amount:	\$1,540,000.00																																																											
Posted To General Ledger Amount:	\$1,540,000.00	Total Disbursed Amount Amount:	\$1,540,000.00																																																											

- Antique/Artifact Donated By: <input type="text"/> Donation Date: <input type="text"/> On Loan To: <input type="text"/> Return Date: <input type="text"/> Artifact Description: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	
- Custodian Custodial Org Cd: <input type="text"/> Custodial Prop Officer: <input type="text"/> CPO Name: <input type="text"/> APO Code: <input type="text"/> APO Name: <input type="text"/> PA Code: <input type="text"/> PA Name: <input type="text"/> Cognizant Employee: <input type="text"/> CE Name: <input type="text"/>	
- Disposition Selling Price: <input type="text"/> \$0.00 Disposition Document: <input type="text"/>	
- Location Location: <input type="text"/> Room: <input type="text"/> Building: <input type="text"/>	

To view the asset details, click the Details tab. The Asset Detail window, shown in *Figure 7-5*, shows the original asset and any associated betterments.

**Figure 7-5: Asset Detail Window**

Pegasys > Queries > Fixed Assets > Asset Query > Asset Query Details: AUTO_ASSET_002 > Details			
<a href="#">Asset Query Details</a> <a href="#">Details</a> <a href="#">Asset Detail</a> <a href="#">Accounting Detail</a> <a href="#">Spending Details</a> <a href="#">Asset Depreciation History</a> <a href="#">Asset Fiscal Year Depreciation</a>			
Display <input type="button" value="10"/> Items <a href="#">View as CSV</a> <a href="#">Sort...</a>			
	Betterment #	Acquisition Document Type	Acquisition Document
<a href="#">E</a> <a href="#">G</a>	0 FF		AUTO_FA_TAT_ACQ_002
<a href="#">Go to top of page</a>			

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 click the Asset Detail link. An Expanded Asset Detail window, shown in *Figure 7-6*, shows the details for the original asset or betterment selected.

Figure 7-6: Expanded Asset Detail Window

**PEGASYS**

Transactions - Queries - Reference - System Administration - Utilities - Bookmarks -

Welcome All Notes (18) CGI (January 6, 2013) Sign Out

Properties > Queries > Fixed Assets > Asset Query > Asset Query Details: AUTO\_ASSET\_002 > Details > Asset Detail

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

Item 1 of 1

**AssetDetail | Collapse All**

**General**

Statement Number:	Signed Form Returned:
Type:	Number: AUTO_FA_TAT_AQD_0
Payment Updates Acquisition Cost:	Entered Office:
Acquisition Updates Acquisition Cost:	Accept Acknowledged Indicator:
Required CFO Acknowledgment:	
GL Posting Status:	GL Posting Status Date: 06/23/2010
GL Posting Document:	
Acknowledgement Date:	Replacement Date:
Acquisition Method:	Depreciation Method:
Acquisition Date:	Declining Balance Rate:
In Service Date:	Useful Life in Months:
Data Used For Depreciation:	Last Automated Depreciation Date:
Closing Cost:	Accumulated Depreciation Amount:
Valuation Date:	Next Depreciation Amount:
Valuation Amount:	Net Book Value:
Salvage Value:	Last Depreciation Effective Date:
	Security Org:

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**Asset Amounts**

Unliquidated Order Amount:	\$0.00	Total Order Amount:	\$0.00
Unliquidated Accepted Amount:	\$0.00	Total Accepted Amount:	\$0.00
Unliquidated Unvoiced Amount:	\$0.00	Total Unvoiced Amount:	\$0.00
Estimated Acquisition Cost:	\$0.00	Actual Acquisition Cost:	\$0.00
Estimated Capitalized Amount:	\$0.00	Actual Capitalized Amount:	\$0.00
Posted To General Ledger Amount:	\$0.00	Total Disbursed Amount:	\$0.00

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**Disposition**

Disposition Date:	
Disposition Method:	
Selling Price:	\$0.00
Disposition Document:	

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**Equipment/Vehicle**

Warranty End Date:	
Deductible Amount:	\$0.00
Maintenance Dates:	\$0.00
Service Contract Number:	
Service Contract End Date:	
Fuel Code:	

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**Lease**

Lease Type:	N	Payment Frequency:	
Lease Start Date:		Payment Amount:	\$0.00
Lease End Date:		Buyout Amount:	\$0.00
Lease Amount:	\$0.00	Liquidating Damages Amount:	\$0.00

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**Supplemental Info**

Vendor	
Code: AUTO_VEND_00001	Date:
Address Name: WOODSON, JULIAN L.	
Unit:	
Manufacturer:	
Year of Manufacture:	
Model Number:	
Serial Number:	
Part Number:	
Area:	

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**Description**

Description:	
Extended Description:	

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To view the accounting details for a selected asset or betterment, click 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 7-7*, shows the accounting details for the original asset or betterment selected.

**Figure 7-7: Accounting Detail Window**

The screenshot shows the GSA PEGASYS accounting detail window. At the top, there are tabs for Asset Detail, Accounting Detail, Spending Details, Asset Depreciation History, and Asset Fiscal Year Depreciation. The Accounting Detail tab is selected. Below the tabs, there are buttons for Display (10 items), View as CSV, and Sort... . A table header row includes columns for Acquisition Document, BBFY, EBFY, Purchasing Document, Fund, Funding Percent, Reg, Org Cd, B/A, and C/E. A single row is visible with values: AUTO\_FA\_TAT\_ACQ\_002-1, 2010, , AUTO\_FUND, 100.00, YVQ31010, VQ00, 001. Below the table, there are sections for General, Amounts, Accounting Strip, and Description, each containing various input fields for financial data.

To view the spending details for a selected asset or betterment, click 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.)

Figure 7-8 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 7-8: Spending Detail Window**

The screenshot shows the PEGASYS application interface. At the top, there is a navigation bar with links for Transactions, Queries, Reference, System Administration, Utilities, and Bookmarks. Below the navigation bar, the URL is displayed as Pegasys > Queries > Fixed Assets > Asset Query > Asset Query Details: AUTO\_ASSET\_002 > Details: 0 > Spending Details. The main content area has tabs for Asset Query Details and Details, with the Details tab selected. Below the tabs, there are buttons for Asset Detail, Accounting Detail, Spending Details, Asset Depreciation History, and Asset Fiscal Year Depreciation. A search bar displays 'Display 10 Items' and 'View as CSV'. A sorting button 'Sort...' is also present. The main table header is 'Number' and 'Accounting Event'. A message '- NO ITEMS TO DISPLAY -' is centered above the table. Below the table, there are several input fields: 'Spending Document' with 'Type:' and 'Number:', 'Itemized Line Number:' and 'Accounting Line Number:', 'Event:', 'Amount:', 'Date:', 'Document Action:', and 'Action:'. At the bottom left, there is a link 'Go to top of page'.

### 7.1.1 Asset Query Field Descriptions

Figure 7-9 contains a description for every field that is contained in the Asset Query.

**Figure 7-9: Fixed Assets Query Field Definitions**

Field	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.

Field	Description
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.
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. 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.
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.
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.

Field	Description
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 or not the asset is capitalized. It defaults to blank at the time the form is opened.
Capitalized Amount	<p>The asset's capitalized amount.</p> <p>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.</p> <p><b>Note: This field is called Actual Capitalized Amount on the Asset Detail tab and on the Accounting Detail tab.</b></p>
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.
Cognizant Employee	The code associated with the Cognizant Employee. 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.

Field	Description
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.
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. From acquisition cost amount entered on Acquisitions (FA's) that reference the document.
Estimated Capitalized Amount	The asset's estimated capitalized amount. From acquisition cost amount on Acquisitions (FA's) that reference the asset when the "Capitalized" flag is true.
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.
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.

Field	Description
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.
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. 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.

Field	Description
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 or not the amount was posted to the general ledger. From Payments (IP's), or Receipts or Accruals (IC's or AI's), or Standard Vouchers (SV's) that reference the asset.
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.

Field	Description
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.
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. From Receipts (IC's) and Accruals (AI's) that reference the asset.
Total Disbursed Amount	The total disbursed amount of the asset. From Payments (IP's) or Standard Vouchers (SV's) that reference the asset.
Total Invoiced Amount	The total invoiced amount of the asset. From Invoices (II's and IV's) that reference the asset.
Total Order Amount	The total order amount of the asset. From Orders (IO's and IT's) that reference the asset.
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.

Field	Description
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. From outstanding dollar amounts from Receipts (IC's) and Accruals (AI's) that reference the asset.
Unliquidated Invoiced Amount	The unliquidated invoiced amount of the asset. From outstanding dollar amounts from Invoices (II's and IV's) that reference the asset.
Unliquidated Order Amount	The unliquidated order amount of the asset. From outstanding dollar amounts from Orders (IO's and IT's) that reference the asset.
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.
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.
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

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 7-10 displays the Fixed Assets Journal Query window.*

**Figure 7-10: Fixed Assets Journal Query Window**

The screenshot shows the 'Journal Query' interface. At the top left is a 'Search Criteria' section with tabs for 'Asset Info', 'Custodial Info', 'General', and 'Location'. Under 'Asset Info', fields include Asset Number (\*MW\*), Asset Type, Betterment Number, Asset Category, Asset Class, Asset Group, and Acquisition Method. Under 'Custodial Info', fields include CPO Code, Name, APO Code, Name, PA Code, Name, and CE Code, Name. Under 'General', fields include Acqs Cost, Acquisition Cost, Accumulated Depreciation Amount, Est Acqs Cost, Estimated Acquisition Cost, Memo Depreciation Amount, Capitalized Amount, Capitalized Amount, Valuation Amount, Valuation Amount, Estimated Capitalized Amount, Estimated Capitalized Amount, Salvage Value, and Salvage Value. Under 'Location', fields include Location Code, Location Type, Location Category, Location Class, and Location Group. At the bottom left are 'Search' and 'Clear' buttons. Below the search area are buttons for 'Details', 'Display 10 Items', 'View as CSV', and 'Sgt...'. A message 'Item Page: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16' is displayed. The main area shows a grid of transaction details:

	Trans Date	Asset Type	Asset Number	Betterment #	Document Type	Document Number	Action	Amount	Acqs Cost	Capitalized Amount	Accumulated Depreciation Amount	Memo Depreciation Amount	CPO Name
<input checked="" type="checkbox"/>	04/19/2009	VEHICLE	3FRMW75G97V507675	0 FF	FF200904195019033	Original	\$57,865.93	\$57,865.93	\$57,865.93	\$57,865.93	\$8,558.29	\$0.00	
<input checked="" type="checkbox"/>	04/19/2009	VEHICLE	3FRMW75G77V507674	0 FF	FF200904194034280	Original	\$57,865.93	\$57,865.93	\$57,865.93	\$57,865.93	\$8,486.94	\$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.)

Clicking on the Search button initiates the query. To view more detailed information highlight the desired asset and click the Details Button. Clicking the Details Button opens the Transaction Journal window (see *Figure 7-11*). The Transaction Journal window displays basic header and accounting information for the transaction. Clicking on the View Document button opens the document.

**Figure 7-11: Transaction Journal Window**

The screenshot shows a 'Journal Details' window with the following fields:

- General** section:
  - Asset Info**: Asset Type: VEHICLE, Asset Number: 3FRRMW75G97V507675, Betterment #: 0
  - Vendor**: Code: NF0000000, Address Code: 00001, Vnd Typ: C, Name: Non-Federal Summary
  - Security Organization**: GSA
  - Document Type**: FF, **Document Number**: FF200904195019033
  - Itemized Line Number**: 1, **Accounting Line Number**: 1
  - Amount**: \$57,865.93
  - Month**: 07
  - Year**: 2009
  - Quarter**: 3
  - Amend #**: (empty)
  - Action**: Original
  - Document Date**: 04/19/2009
  - Trans Type**: 01
- Return to Top** link at the bottom.

### 7.2.1 Fixed Assets Journal Query Field Descriptions

*Figure 7-12* contains a description for every field that is contained in the Fixed Assets Journal Query.

**Figure 7-12: Fixed Assets Journal Query Field Definitions**

Field	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.

Field	Description
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 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, Momentum 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 of the fund affected by this transaction. The combination of BFYs and fund must be valid in the Fund 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.
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.

Field	Description
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.
Vehicle Tag #	An alphanumeric code that specifies a user defined dimension. The value must be valid in the Vehicle Tag #Maintenance table.
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 Account 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 7-13 displays the GL Account Detail Query window.*

**Figure 7-13: GL Account Detail Query Window**

The screenshot shows a complex search interface with several sections:

- Additional Criteria:** Contains fields for Blanket Agreement #, Contract #, Inter-Agency Num, No Year, Obligation FY, Currency Code, Pay Period Year, Doc Date, and Doc Date Value.
- Invoice #:** Contains fields for Check #, Customer Account, Delivery Order #, Agreement Number, Agreement Line Number, Source Number, Statement Number, and Referenced Statement Number.
- Inter-Agency Treasury Symbol:** Contains fields for Short Key, ATA, AID, BPOA, EPOA, A, MAIN, and SUB.
- Inter-Agency Sub-level Prefix:** Contains fields for No Check Disbursement #, Schedule Category, Disbursing Office, Asset Type, Asset Number, and Betterment Number.
- Accounting Dimensions:** Contains fields for Accomplish Date and Accomplish Date Value.
- User Defined Fields:** Contains fields for Doc Date and Doc Date Value.

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.

Clicking on the Search button initiates the query. To view more detailed information highlight the desired record and click the Details Button. Clicking the Details Button opens the GL Account Detail window (see *Figure 7-14*). 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. Clicking on the View Document button opens the document.

**Figure 7-14: GL Account Detail Window**

The screenshot shows a table of transaction details:

	Doc Cat	Doc Type	Doc Num	Acctg Line #	Acctg Subline #	Item Line #	Action	Trans Type	System Date Time	Trans Currency	Fund Currency	GL Account	GL Account Extension	Posting	GL Amount	GL Fund Amount	Accdg Event	Gl Acctg Entry	Fiscal Month	Fisc Yea
	FA - Acquisition	FF	FF20101229GMS01	1			Original 01		12/29/2010 08:14:22	USD	USD	1750.21		Debit	\$1,000,000.00	\$1,000,000.00	FA01	S291	03	2011
	FA - Acquisition	FF	FF20101229GMS01	1			Original 01		12/29/2010 08:14:22	USD	USD	1750.29		Credit	(\$1,000,000.00)	(\$1,000,000.00)	FA01	S291	03	2011

### 7.3.1 GL Account Detail Query Field Descriptions

*Figure 7-15 contains a description for every field that is contained in the GL Account Detail Query.*

**Figure 7-15: GL Account Detail Query Field Definitions**

Field Name	Description
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, Momentum 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, Momentum 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.
Fiscal Year	Enter accounting period fiscal year.

Field Name	Description
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.
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.

Field Name	Description
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 below parameters:

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

**Figure 8-1: 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.

*Figure 8-2 details the different types of changes and Figure 8-3 their depreciation effect.*

**Figure 8-2: Depreciation History Type Records**

Record Type	Description
-------------	-------------

Record Type	Description
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.

**Figure 8-3: Depreciation Changes**

Change	Depreciation Type Record	Description
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.
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 8-4*):

**Figure 8-4: Straight Line Formula**

New Accumulated Depreciation Amount = (New Effective Depreciation Date- Last Effective Depreciation Date) \* Depreciation Rate

Depreciation Rate = (Acquisition Cost - Salvage Value - Accumulated Depreciation) / Remaining Life

To clarify the Straight Line method, *Figure 8-5* shows the values used and their location. In addition, an example is provided to illustrate the calculations.

**Figure 8-5: 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

Record Type	Field	Example Value	Description
Incremental Depreciation	Depreciation Amount	\$157.72	Depreciation Amount added based on the time period between Effective Begin Date through Effective Date, multiplied against current Daily Depreciation Rate

In addition, an example is provided in *Figure 8-6* to illustrate the depreciation calculation for a new asset.

**Figure 8-6: Straight-Line Example for a New Asset**

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

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

New Accumulated Depreciation:  $= (6/30/2010 - 5/26/2010) + 1 * \$4.381161 = \$157.72$  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 scenario below, 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. *Figure 8-7* shows the values used to calculate the incremental depreciation/catch-up depreciation and *Figure 8-8* provides an incremental/catch-up depreciation example.

**Figure 8-7: 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

Record Type	Field	Example Value	Description
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 8-8: 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

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. *Figure 8-9* displays the new depreciation rate values and *Figure 8-10* provides a new depreciation rate example.

**Figure 8-9: 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 8-10: 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 it's 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 below parameters:

**Figure 8-11: 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
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).	Optional GSA will set to False
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).	Optional GSA will specify 'SL'

Parameter	Description	Required
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.	Required GSA will specify 'F4'
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
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.	Optional GSA will set to NULL
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 below parameters:

**Figure 8-12: 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
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 GSA will specify 'FK'
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 GSA will specify 'A'.
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 8-13*). The codes established on this table will be used as the transferCode parameter value for the Mass Transfer batch job.

**Figure 8-13: Accounting Codes Transfer Entry Window**

The screenshot shows the 'Accounting Codes Transfer Entry' window in the PEGASYS application. The window has a header bar with links for Transactions, Queries, Reference, System Administration, Utilities, and Bookmarks. It also displays a welcome message for the user. The main content area is titled 'Accounting Codes Transfer Entry' and contains three expandable sections:

- General:** Contains fields for 'Code' (marked with a red asterisk), 'Asset Type', 'Security Obj.', and a 'Save' button.
- Current Accounting Information:** Contains fields for 'Template', 'BFY', 'EBFY', 'Fund', 'Region', 'Obj Code', 'Program', 'Project Code', 'Activity', 'Sub-Object Class', 'Revenue Source', 'Sub Revenue Source', 'Building #', 'System', 'Vehicle Tag #', 'Work Item', 'ABC Activity', 'Reimbursable Sub-Object Class', 'Reimbursable Sub-Object', 'ETC', and 'Cost Organization'. It also includes 'Cohort Year' and 'PRC' fields.
- New Accounting Information:** A duplicate set of fields for entering new accounting information, identical to the 'Current Accounting Information' section.

At the bottom of each section, there is a 'Return to Top' link.

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

**Figure 8-14: 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
<b>Current Accounting Information Box</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
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

Field Name	Description	Additional Information
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.	Optional
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
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
<b>New Accounting Information Box</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

Field Name	Description	Additional Information
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
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 a 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.	Optional
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

Field Name	Description	Additional Information
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 though 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 though 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 below parameters:

**Figure 8-15: Fixed Assets Archive Batch Parameters**

Parameter	Description	Additional Information
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
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

Parameter	Description	Additional Information
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

## 9 Appendix A: Real Property and Personal Property Accounting Posting Models

### Assumptions for Real and Personal Property Posting Models

The following assumptions have been used throughout this document when dealing with particular decisions.

1. GSA may receive donations of all asset types, including CIP/Surplus assets, capital lease, leasehold improvement, Pegasys asset, or Internal Use Software.
2. All donation assets (PBS Real Property and Personal Property) will be created manually in the Pegasys front-end.
3. OTHPEG, SOFTADMDEV, SOFTOPRDEV, SOFTWADMIN, and SOFTWOPER are never sold currently. If GSA does, however, sell these assets in the future, new posting models would need to be setup.
4. There will be no Transfer Out (Donation) to Federal Entity or Sale for the following asset types: CAPLSEBLDG, CAPLSETELE, CIP assets, LSHLDIMPRV, OTHPEG, SOFTADMDEV, SOFTOPRDEV, SOFTWADMIN, or SOFTWOPER.
5. Any transfer due to reorganizations within GSA will involve the use of Fixed Asset Transfer documents to update the Accounting Dimensions.
6. The posting models assume that all non-Surplus and Surplus assets can be sold for a gain, sold for a loss (including donation to a nonfederal entity), or transferred out of GSA to a Federal Entity.
7. In exchanges with USPS, GSA will only receive two asset types: LAND and BUILDING; GSA will only provide four asset types to USPS: LAND, BUILDING, IMPROVMNT and ARTREAL (artwork in a Building).
8. There are no internal transfers for the following asset types: CIPIMP, CIPLSHLD, CIPNEWCON, CIPSTRUCTR, EQSRPLSADM, EQSRPLSCF, EQSRPLSOP, OTHPEG, SOFTADMDEV, SOFTOPRDEV, SOFTWADMIN, SOFTWOPER, SRPLSBLDG, SRPLSLAND, SRPLSOTHST or SRPLSTLSYS.

### 9.1 Real Property Accounting Posting Models

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
<b>1. Acquisition</b>											
1.1	Real/Personal Property Acquisitions		FA	F1	03	NONE - NO PROCESS ACTIVITY	FA01	NULL			
<b>1.2 Non Federal Donation</b>											

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
1.2.1	LSHLDIMPRV - Non Federal Donation	DONATION	FA	FF	19	NONE - NO PROCESS ACTIVITY	FA01	6353		1820	5610
1.2.2	ARTREAL - Non Federal Donation	DONATION	FA	FF	36	NONE - NO PROCESS ACTIVITY	FA01	6660		1890.03	5610
1.2.3	BUILDING - Non Federal Donation	DONATION	FA	FF	37	NONE - NO PROCESS ACTIVITY	FA01	6661		1730.01	5610
1.2.4	CAPLSEBLDG - Non Federal Donation	DONATION	FA	FF	38	NONE - NO PROCESS ACTIVITY	FA01	6662		1810.02	5610
1.2.5	CIPIMP - Non Federal Donation	DONATION	FA	FF	39	NONE - NO PROCESS ACTIVITY	FA01	6663		1720.02	5610
1.2.6	CIPLSHLD - Non Federal Donation	DONATION	FA	FF	40	NONE - NO PROCESS ACTIVITY	FA01	6664		1720.03	5610
1.2.7	CIPNEWCON - Non Federal Donation	DONATION	FA	FF	41	NONE - NO PROCESS ACTIVITY	FA01	6665		1720.01	5610
1.2.8	CIPSTRUCTR - Non Federal Donation	DONATION	FA	FF	42	NONE - NO PROCESS ACTIVITY	FA01	6666		1720.04	5610
1.2.9	IMPROVMNT - Non Federal Donation	DONATION	FA	FF	43	NONE - NO PROCESS ACTIVITY	FA01	6667		1730.02	5610
1.2.10	LAND - Non Federal Donation	DONATION	FA	FF	44	NONE - NO PROCESS ACTIVITY	FA01	6668		1711.01	5610

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
1.2.11	SRPLSLAND - Non Federal Donation	DONATION	FA	FF	46	NONE - NO PROCESS ACTIVITY	FA01	6669		1711.02	5610
1.2.12	SRPLSBLDG - Non Federal Donation	DONATION	FA	FF	45	NONE - NO PROCESS ACTIVITY	FA01	6670		1730.03	5610
1.2.13	SRPLSOTHST - Non Federal Donation	DONATION	FA	FF	47	NONE - NO PROCESS ACTIVITY	FA01	6671		1740.02	5610
1.2.14	STRUCTURE - Non Federal Donation	DONATION	FA	FF	48	NONE - NO PROCESS ACTIVITY	FA01	6672		1740.01	5610
<b>1.3 Federal Donation</b>											
1.3.1	LSHLDIMPRV - Federal Donation	DONATION	FA	FF	35	NONE - NO PROCESS ACTIVITY	FA01	6361		1820	5720.03
1.3.2	ARTREAL - Federal Donation	DONATION	FA	FF	49	NONE - NO PROCESS ACTIVITY	FA01	6674		1890.03	5720.03
1.3.3	BUILDING - Federal Donation	DONATION	FA	FF	50	NONE - NO PROCESS ACTIVITY	FA01	8850		1730.01	5720.03
1.3.4	CAPLSEBLDG - Federal Donation	DONATION	FA	FF	51	NONE - NO PROCESS ACTIVITY	FA01	6675		1810.02	5720.03
1.3.5	CIPIMP - Federal Donation	DONATION	FA	FF	52	NONE - NO PROCESS ACTIVITY	FA01	8853		1720.02	5720.03
1.3.6	CIPLSHLD - Federal Donation	DONATION	FA	FF	53	NONE - NO PROCESS	FA01	8854		1720.03	5720.03

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
ACTIVITY											
1.3.7	CIPNEWCON - Federal Donation	DONATION	FA	FF	54	NONE - NO PROCESS ACTIVITY	FA01	8852		1720.01	5720.03
1.3.8	CIPSTRUCTR - Federal Donation	DONATION	FA	FF	55	NONE - NO PROCESS ACTIVITY	FA01	6676		1720.04	5720.03
1.3.9	IMPROVMNT - Federal Donation	DONATION	FA	FF	56	NONE - NO PROCESS ACTIVITY	FA01	8851		1730.02	5720.03
1.3.10	LAND - Federal Donation	DONATION	FA	FF	57	NONE - NO PROCESS ACTIVITY	FA01	6677		1711.01	5720.03
1.3.11	SRPLSLAND - Federal Donation	DONATION	FA	FF	58	NONE - NO PROCESS ACTIVITY	FA01	7356		1711.02	5720.03
1.3.12	SRPLSBLDG - Federal Donation	DONATION	FA	FF	59	NONE - NO PROCESS ACTIVITY	FA01	7357		1730.03	5720.03
1.3.13	SRPLSOTHST - Federal Donation	DONATION	FA	FF	60	NONE - NO PROCESS ACTIVITY	FA01	6678		1740.02	5720.03
1.3.14	STRUCTURE - Federal Donation	DONATION	FA	FF	61	NONE - NO PROCESS ACTIVITY	FA01	6679		1740.01	5720.03
<b>1.4 Exchange with United States Postal Service (USPS)</b>											
1.4.1	LAND - Exchange with USPS	REIMBIN	FA	FF	62	NONE - NO PROCESS ACTIVITY	FA01	6680		1711.01	2990.05
1.4.1	LAND - Exchange	REIMBIN	SV	SV	TBD	NONE - NO		6681		7210.	2990.

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
	with USPS (loss)					PROCESS ACTIVITY				05	05
1.4.1	LAND - Exchange with USPS (gain)	REIMBIN	SV	SV	TBD	NONE - NO PROCESS ACTIVITY		6682		2990.05	7110.05
1.4.2	BUILDING - Exchange with USPS	REIMBIN	FA	FF	63	NONE - NO PROCESS ACTIVITY	FA01	6683		1730.01	2990.05
1.4.2	BUILDING - Exchange with USPS (loss)	REIMBIN	SV	SV	TBD	NONE - NO PROCESS ACTIVITY		6684		7210.05	2990.05
1.4.2	BUILDING - Exchange with USPS (gain)	REIMBIN	SV	SV	TBD	NONE - NO PROCESS ACTIVITY		6685		2990.05	7110.05
<b>1.5 Adjustments and Corrections</b>											
1.5.1	Capitalize G&A (PBS)		SV	GA	01	NONE - NO PROCESS ACTIVITY		SV99		7783	
1.5.1	Correction-Capitalize G&A (PBS)		SV	GA	02	NONE - NO PROCESS ACTIVITY		SV99		7335	
1.5.2	Capitalize Imputed Costs		SV	GB	01	NONE - NO PROCESS ACTIVITY		SPN4		8813	
1.5.2	Capitalize Improvements-imputed cost		SV	GB	02	NONE - NO PROCESS ACTIVITY		SPN4		8814	
1.5.3	Unfunded Capital Lease Liability		SV	LL	01	NONE - NO PROCESS ACTIVITY		SV99		8818	
1.5.3	Installment Contracts Liability		SV	LL	02	NONE - NO PROCESS ACTIVITY		SV99		8819	
1.5.3	Funded Cap Lease Liability		SV	LL	03	NONE - NO PROCESS		SPN5		8822	

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
1.5.3	Long/Short Adj Unfunded Cap Lease Liability		SV	LL	04	ACTIVITY NONE - NO PROCESS ACTIVITY	SPN5	8588			
1.5.3	Long/Short Adj Unfunded Building Liability (see descrip.)		SV	LL	05	NONE - NO PROCESS ACTIVITY	SV99	8825			
2.1.1	Transferring BUILDING to SRPLSBLDG		FT	FK	14	NONE - NO PROCESS ACTIVITY	FA01	NULL			
2.1.1	Transferring BUILDING to SRPLSBLDG		FT	FK	14	INCREMENTAL DEPRECIATION	FA02	9329	6710. 02	1739. 01	
2.1.1	Transferring BUILDING to SRPLSBLDG		FT	FK	14	ACQUISITION	FA01	8785	1730. 03	1730. 01	
2.1.1	Transferring BUILDING to SRPLSBLDG		FT	FK	14	DEPRECIATION	FA05	6543	1739. 01	1739. 03	
2.1.1	Transferring BUILDING to SRPLSBLDG		FT	FK	14	ACQUISITION LIQUIDATION	FA01	NULL			
2.1.1	Transferring BUILDING to SRPLSBLDG		FT	FK	14	DEPRECIATION LIQUIDATION	FA05	NULL			
2.1.2	Transferring STRUCTURES to SRPOTHST		FT	FK	15	NONE - NO PROCESS ACTIVITY	FA01	NULL			
2.1.2	Transferring STRUCTURES to SRPOTHST		FT	FK	15	INCREMENTAL DEPRECIATION	FA02	6544	6710. 04	1749. 01	

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
2.1.2	Transferring STRUCTURES to SRPOTHST		FT	FK	15	ACQUISITION	FA01	6545		1740.02	1740.01
2.1.2	Transferring STRUCTURES to SRPOTHST		FT	FK	15	DEPRECIATION	FA05	6546		1749.01	1749.02
2.1.2	Transferring STRUCTURES to SRPOTHST		FT	FK	15	ACQUISITION LIQUIDATION	FA01	NULL			
2.1.2	Transferring STRUCTURES to SRPOTHST		FT	FK	15	DEPRECIATION LIQUIDATION	FA05	NULL			
2.1.3	Transferring LAND to SRPLSLAND		FT	FK	16	NONE - NO PROCESS ACTIVITY	FA01	NULL			
2.1.3	Transferring LAND to SRPLSLAND		FT	FK	16	ACQUISITION	FA01	8783		1711.02	1711.01
2.1.3	Transferring LAND to SRPLSLAND		FT	FK	16	ACQUISITION LIQUIDATION	FA01	NULL			
2.1.4	Transferring IMPROVMNT to SRPLSBLDG		FT	FK	17	NONE - NO PROCESS ACTIVITY	FA01	NULL			
2.1.4	Transferring IMPROVMNT to SRPLSBLDG		FT	FK	17	INCREMENTALDEPRECINATION	FA02	7330		6710.03	1739.02
2.1.4	Transferring IMPROVMNT to SRPLSBLDG		FT	FK	17	ACQUISITION	FA01	8784		1730.03	1730.02
2.1.4	Transferring IMPROVMNT to		FT	FK	17	DEPRECIATION	FA05	6547		1739.02	1739.03

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
<b>SRPLSBLDG</b>											
2.1.4	Transferring IMPROVMNT to SRPLSBLDG		FT	FK	17	ACQUISITION LIQUIDATION	FA01	NULL			
2.1.4	Transferring IMPROVMNT to SRPLSBLDG		FT	FK	17	DEPRECIATION LIQUIDATION	FA05	NULL			
<b>2.2 Transfer from Non-Depreciable Asset to Depreciable Asset</b>											
2.2.1	Transferring CIPNEWCON to BUILDING		FT	FK	18	NONE - NO PROCESS ACTIVITY	FA01	NULL			
2.2.1	Transferring CIPNEWCON to BUILDING		FT	FK	18	ACQUISITION	FA01	5172	1730.01	1720.01	
2.2.1	Transferring CIPNEWCON to BUILDING		FT	FK	18	DEPRECIATION		NULL			
2.2.1	Transferring CIPNEWCON to BUILDING		FT	FK	18	ACQUISITION LIQUIDATION	FA01	NULL			
2.2.1	Transferring CIPNEWCON to BUILDING		FT	FK	18	DEPRECIATION LIQUIDATION	FA05	NULL			
2.2.2	Transferring CIPLSHLD to LSHLDIMPRV		FT	FK	19	NONE - NO PROCESS ACTIVITY	FA01	NULL			
2.2.2	Transferring CIPLSHLD to LSHLDIMPRV		FT	FK	19	ACQUISITION	FA01	5198	1820.03	1720.03	
2.2.2	Transferring		FT	FK	19	DEPRECIATION	FA05	NULL			

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
CIPLSHLD to LSHLDIMPRV											
2.2.2	Transferring CIPLSHLD to LSHLDIMPRV		FT	FK	19	ACQUISITION LIQUIDATION				NULL	
2.2.2	Transferring CIPLSHLD to LSHLDIMPRV		FT	FK	19	DEPRECIATION LIQUIDATION	FA05			NULL	
2.2.3	Transferring CIPIMP to IMPROVMNT		FT	FK	20	NONE - NO PROCESS ACTIVITY	FA01			NULL	
2.2.3	Transferring CIPIMP to IMPROVMNT		FT	FK	20	ACQUISITION	FA01	5176		1730.02	1720.02
2.2.3	Transferring CIPIMP to IMPROVMNT		FT	FK	20	DEPRECIATION	FA05			NULL	
2.2.3	Transferring CIPIMP to IMPROVMNT		FT	FK	20	ACQUISITION LIQUIDATION	FA01			NULL	
2.2.3	Transferring CIPIMP to IMPROVMNT		FT	FK	20	DEPRECIATION LIQUIDATION				NULL	
2.2.4	Transferring CIPSTRUCTR to STRUCTURE		FT	FK	21	NONE - NO PROCESS ACTIVITY	FA01			NULL	
2.2.4	Transferring CIPSTRUCTR to STRUCTURE		FT	FK	21	ACQUISITION	FA01	6548		1740.01	1720.04
2.2.4	Transferring CIPSTRUCTR to		FT	FK	21	DEPRECIATION	FA05			NULL	

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
<b>STRUCTURE</b>											
2.2.4	Transferring CIPSTRUCTR to STRUCTURE		FT	FK	21	ACQUISITION LIQUIDATION	FA01	NULL			
2.2.4	Transferring CIPSTRUCTR to STRUCTURE		FT	FK	21	DEPRECIATION LIQUIDATION	FA05	NULL			
<b>2.3 Transfers</b>											
2.3.1	Transfer-In for LSHLDIMPRV		FT	FK	13	NONE - NO PROCESS ACTIVITY	FA01	NULL			
2.3.1	Transfer-In for LSHLDIMPRV		FT	FK	13	ACQUISITION	FA01	6549	1820	5720.	03
2.3.1	Transfer-In for LSHLDIMPRV		FT	FK	13	DEPRECIATION	FA05	6550	5720.	1829	03
2.3.1	Transfer-Out for LSHLDIMPRV		FT	FK	13	ACQUISITION LIQUIDATION	FA01	6551	5730.	1820	03
2.3.1	Transfer-Out for LSHLDIMPRV		FT	FK	13	DEPRECIATION LIQUIDATION	FA05	6552	1829	5730.	03
2.3.2	Transfer-In for STRUCTURE		FT	FK	22	NONE - NO PROCESS ACTIVITY	FA01	NULL			
2.3.2	Transfer-In for STRUCTURE		FT	FK	22	ACQUISITION	FA01	6553	1740.	5720.	01
2.3.2	Transfer-In for STRUCTURE		FT	FK	22	DEPRECIATION	FA05	6554	5720.	1749.	03
2.3.2	Transfer-Out for STRUCTURE		FT	FK	22	ACQUISITION LIQUIDATION	FA01	6555	5730.	1740.	03
2.3.2	Transfer-Out for STRUCTURE		FT	FK	22	DEPRECIATION LIQUIDATION	FA05	6556	1749.	5730.	01
2.3.3	Transfer-In for ARTREAL		FT	FK	23	NONE - NO PROCESS ACTIVITY	FA01	NULL			
2.3.3	Transfer-In for ARTREAL		FT	FK	23	ACQUISITION	FA01	6557	1890.	5720.	03
2.3.3	Transfer-Out for ARTREAL		FT	FK	23	ACQUISITION LIQUIDATION	FA01	6558	5730.	1890.	03

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
2.3.4	Transfer-In for IMPROVMNT		FT	FK	24	NONE - NO PROCESS ACTIVITY	FA01	NULL			
2.3.4	Transfer-In for IMPROVMNT		FT	FK	24	ACQUISITION	FA01	8851		1730.	5720.
2.3.4	Transfer-In for IMPROVMNT		FT	FK	24	DEPRECIATION	FA05	6559		02	03
2.3.4	Transfer-Out for IMPROVMNT		FT	FK	24	ACQUISITION LIQUIDATION	FA01	8859		5720.	1739.
2.3.4	Transfer-Out for IMPROVMNT		FT	FK	24	DEPRECIATION LIQUIDATION	FA05	6560		03	02
2.3.5	Transfer-In for LAND		FT	FK	25	NONE - NO PROCESS ACTIVITY	FA01	NULL		5730.	1730.
2.3.5	Transfer-In for LAND		FT	FK	25	ACQUISITION	FA01	6561		03	02
2.3.5	Transfer-Out for LAND		FT	FK	25	ACQUISITION LIQUIDATION	FA01	8920		1711.	5720.
2.3.6	Transfer-In for BUILDING		FT	FK	26	NONE - NO PROCESS ACTIVITY	FA01	NULL		01	03
2.3.6	Transfer-In for BUILDING		FT	FK	26	ACQUISITION	FA01	8850		5730.	1711.
2.3.6	Transfer-In for BUILDING		FT	FK	26	DEPRECIATION	FA05	6562		03	01
2.3.6	Transfer-Out for BUILDING		FT	FK	26	ACQUISITION LIQUIDATION	FA01	8858		1730.	1739.
2.3.6	Transfer-Out for BUILDING		FT	FK	26	DEPRECIATION LIQUIDATION	FA05	6563		03	01
2.3.7	Transfer-In for CAPLSEBLDG		FT	FK	27	NONE - NO PROCESS ACTIVITY	FA01	NULL		1739.	5730.
2.3.7	Transfer-In for CAPLSEBLDG		FT	FK	27	ACQUISITION	FA01	6564		01	03
2.3.7	Transfer-In for CAPLSEBLDG		FT	FK	27	DEPRECIATION	FA05	6565		1810.	5720.
2.3.7	Transfer-Out for CAPLSEBLDG		FT	FK	27	ACQUISITION LIQUIDATION	FA01	6566		03	02
2.3.7	Transfer-Out for		FT	FK	27	DEPRECIATION	FA05	6567		1819.	5730.

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
	CAPLSEBLDG					LIQUIDATION				02	03
	<b>3. Betterments</b>										
3.1	Adj Cap Value - Real/Personal Property		FB	FG	03	NONE - NO PROCESS ACTIVITY	FA01	NULL			
	<b>4. Corrections</b>										
4.1	Real/Personal Property Corrections		FC	FH	03	NONE - NO PROCESS ACTIVITY	FA01	NULL			
	<b>4.2 Non Federal Donation</b>										
4.2.1	LSHLDIMPRV - Non Federal Donation		FC	FH	19	NONE - NO PROCESS ACTIVITY	FA01	6659		1820	5610
4.2.2	ARTREAL - Non Federal Donation		FC	FH	36	NONE - NO PROCESS ACTIVITY	FA01	6660		1890.	5610
										03	
4.2.3	BUILDING - Non Federal Donation		FC	FH	37	NONE - NO PROCESS ACTIVITY	FA01	6661		1730.	5610
										01	
4.2.4	CAPLSEBLDG - Non Federal Donation		FC	FH	38	NONE - NO PROCESS ACTIVITY	FA01	6662		1810.	5610
										02	
4.2.5	CIPIMP - Non Federal Donation		FC	FH	39	NONE - NO PROCESS ACTIVITY	FA01	6663		1720.	5610
										02	
4.2.6	CIPLSHLD - Non Federal Donation		FC	FH	40	NONE - NO PROCESS ACTIVITY	FA01	6664		1720.	5610
										03	
4.2.7	CIPNEWCON - Non Federal Donation		FC	FH	41	NONE - NO PROCESS ACTIVITY	FA01	6665		1720.	5610
										01	

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
4.2.8	CIPSTRUCTR - Non Federal Donation		FC	FH	42	NONE - NO PROCESS ACTIVITY	FA01	6666		1720.04	5610
4.2.9	IMPROVMNT - Non Federal Donation		FC	FH	43	NONE - NO PROCESS ACTIVITY	FA01	6667		1730.02	5610
4.2.10	LAND - Non Federal Donation		FC	FH	44	NONE - NO PROCESS ACTIVITY	FA01	6668		1711.01	5610
4.2.11	SRPLSLAND - Non Federal Donation		FC	FH	46	NONE - NO PROCESS ACTIVITY	FA01	6669		1711.02	5610
4.2.12	SRPLSBLDG - Non Federal Donation		FC	FH	45	NONE - NO PROCESS ACTIVITY	FA01	6670		1730.03	5610
4.2.13	SRPLSOTHST - Non Federal Donation		FC	FH	47	NONE - NO PROCESS ACTIVITY	FA01	6671		1740.02	5610
4.2.14	STRUCTURE - Non Federal Donation		FC	FH	48	NONE - NO PROCESS ACTIVITY	FA01	6672		1740.01	5610
<b>4.3 Federal Donation</b>											
4.3.1	LSHLDIMPRV - Federal Donation		FC	FH	35	NONE - NO PROCESS ACTIVITY	FA01	6673		1820	5720.03
4.3.2	ARTREAL - Federal Donation		FC	FH	49	NONE - NO PROCESS ACTIVITY	FA01	6674		1890.03	5720.03
4.3.3	BUILDING - Federal Donation		FC	FH	50	NONE - NO PROCESS	FA01	8850		1730.01	5720.03

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
ACTIVITY											
4.3.4	CAPLSEBLDG - Federal Donation		FC	FH	51	NONE - NO PROCESS ACTIVITY	FA01	6675		1810.02	5720.03
4.3.5	CIPIMP - Federal Donation		FC	FH	52	NONE - NO PROCESS ACTIVITY	FA01	8853		1720.02	5720.03
4.3.6	CIPLSHLD - Federal Donation		FC	FH	53	NONE - NO PROCESS ACTIVITY	FA01	8854		1720.03	5720.03
4.3.7	CIPNEWCON - Federal Donation		FC	FH	54	NONE - NO PROCESS ACTIVITY	FA01	8852		1720.01	5720.03
4.3.8	CIPSTRUCTR - Federal Donation		FC	FH	55	NONE - NO PROCESS ACTIVITY	FA01	6676		1720.04	5720.03
4.3.9	IMPROVMNT - Federal Donation		FC	FH	56	NONE - NO PROCESS ACTIVITY	FA01	8851		1730.02	5720.03
4.3.10	LAND - Federal Donation		FC	FH	57	NONE - NO PROCESS ACTIVITY	FA01	6677		1711.01	5720.03
4.3.11	SRPLSLAND - Federal Donation		FC	FH	58	NONE - NO PROCESS ACTIVITY		7356		1711.02	5720.03
4.3.12	SRPLSBLDG - Federal Donation		FC	FH	59	NONE - NO PROCESS ACTIVITY	FA01	7357		1730.03	5720.03
4.3.13	SRPLSOTHST - Federal Donation		FC	FH	60	NONE - NO PROCESS ACTIVITY	FA01	6678		1740.02	5720.03

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
4.3.14	STRUCTURE - Federal Donation		FC	FH	61	NONE - NO PROCESS ACTIVITY	FA01	6679		1740.01	5720.03
<b>4.4 Exchange with United States Postal Service (USPS)</b>											
4.4.1	LAND - Exchange with USPS		FC	FH	62	NONE - NO PROCESS ACTIVITY	FA01	6680		1711.01	2990.05
4.4.1	LAND - Exchange with USPS (loss)		SV	TBD	TBD	NONE - NO PROCESS ACTIVITY		6681	Incr	7210.05	2990.05
4.4.1	LAND - Exchange with USPS (gain)		SV	TBD	TBD	NONE - NO PROCESS ACTIVITY		6682	Incr	2990.05	7110.05
4.4.2	BUILDING - Exchange with USPS		FC	FH	63	NONE - NO PROCESS ACTIVITY	FA01	6683		1730.01	2990.05
4.4.2	BUILDING - Exchange with USPS (loss)		SV	TBD	TBD	NONE - NO PROCESS ACTIVITY		6684	Incr	7210.05	2990.05
4.4.2	BUILDING - Exchange with USPS (gain)		SV	TBD	TBD	NONE - NO PROCESS ACTIVITY		6685	Incr	2990.05	7110.05
TRANS/RECLASS-LAND AND LAND RIGHTS			CR	W1		NONE - NO PROCESS ACTIVITY		6851		1711.01	5720.07
TRANSFER/RECLASSIFICATION - LAND AND LAND RIGHTS SURPLUS			CR	W2		NONE - NO PROCESS ACTIVITY		6852		1711.02	5720.07
TRANSFER/RECLASSIFICATION - CIP			CR	W3		NONE - NO PROCESS		6854		1720.	5720.

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
	BUILDINGS					ACTIVITY				01	07
	TRANSFER/RECLASSIFICATION - CIP BUILDING IMPROVEMENTS		CR	W4		NONE - NO PROCESS ACTIVITY		6855		1720. 02	5720. 07
	TRANSFER/RECLASSIFICATION - BUILDINGS		CR	W5		NONE - NO PROCESS ACTIVITY		6856		1730. 01	5720. 07
	TRANSFER/RECLASSIFICATION - BUILDING IMPROVEMENTS		CR	W6		NONE - NO PROCESS ACTIVITY		6839		1730. 02	5720. 07
	TRANSFER/RECLASSIFICATION - SURPLUS BUILDING		CR	W7		NONE - NO PROCESS ACTIVITY		6840		1730. 03	5720. 07
	TRANSFER/RECLASSIFICATION - OPERATING EQUIPMENT		CR	W8		NONE - NO PROCESS ACTIVITY		6841		1750. 02	5720. 07
	TRANSFER/RECLASSIFICATION - ASSETS UNDER CAPITAL LEASE-BLDGS		CR	W9		NONE - NO PROCESS ACTIVITY		6842		1810. 02	5720. 07
	TRANSFER/RECLASSIFICATION - LEASEHOLD IMPROVEMENTS		CR	X1		NONE - NO PROCESS ACTIVITY		6843		1820	5720. 07
<b>5. Automated Depreciation</b>											
5.1	LSHLDIMPRV Depreciation	FM	F4	10		NONE - NO PROCESS	FA02	5218		6710. 08	1829

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
5.1	LSHLDIMPRV Depreciation	FM	FO	10		ACTIVITY NONE - NO PROCESS ACTIVITY	FA02	5218		6710. 08	1829
5.1	LSHLDIMPRV Depreciation	FM	F8	10		NONE - NO PROCESS ACTIVITY	FA02	5218		6710. 08	1829
5.1	LSHLDIMPRV Depreciation	FM	F7	10		NONE - NO PROCESS ACTIVITY	FA02	5218		6710. 08	1829
5.1	LSHLDIMPRV Depreciation	FM	F6	10		NONE - NO PROCESS ACTIVITY	FA02	5218		6710. 08	1829
5.2	BUILDING Depreciation	FM	F4	11		NONE - NO PROCESS ACTIVITY	FA02	9329		6710. 02	1739. 01
5.2	BUILDING Depreciation	FM	FO	11		NONE - NO PROCESS ACTIVITY	FA02	9329		6710. 02	1739. 01
5.2	BUILDING Depreciation	FM	F9	11		NONE - NO PROCESS ACTIVITY	FA02	9329		6710. 02	1739. 01
5.2	BUILDING Depreciation	FM	F8	11		NONE - NO PROCESS ACTIVITY	FA02	9329		6710. 02	1739. 01
5.2	BUILDING Depreciation	FM	F7	11		NONE - NO PROCESS ACTIVITY	FA02	9329		6710. 02	1739. 01
5.2	BUILDING Depreciation	FM	F6	11		NONE - NO PROCESS ACTIVITY	FA02	9329		6710. 02	1739. 01
5.3	STRUCTURE Depreciation	FM	F4	12		NONE - NO PROCESS ACTIVITY	FA02	6657		6710. 04	1749. 01
5.3	STRUCTURE Depreciation	FM	FO	12		NONE - NO PROCESS ACTIVITY	FA02	6657		6710. 04	1749. 01
5.3	STRUCTURE Depreciation	FM	F9	12		NONE - NO PROCESS	FA02	6657		6710. 04	1749. 01

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
5.3	STRUCTURE Depreciation	FM	F8	12		ACTIVITY NONE - NO PROCESS ACTIVITY	FA02	6657		6710. 04	1749. 01
5.3	STRUCTURE Depreciation	FM	F7	12		NONE - NO PROCESS ACTIVITY	FA02	6657		6710. 04	1749. 01
5.3	STRUCTURE Depreciation	FM	F6	12		NONE - NO PROCESS ACTIVITY	FA02	6657		6710. 04	1749. 01
5.4	CAPLSEBLDG Depreciation	FM	F4	13		NONE - NO PROCESS ACTIVITY	FA02	6658		6710. 07	1819. 02
5.4	CAPLSEBLDG Depreciation	FM	F9	13		NONE - NO PROCESS ACTIVITY	FA02	6658		6710. 07	1819. 02
5.4	CAPLSEBLDG Depreciation	FM	F8	13		NONE - NO PROCESS ACTIVITY	FA02	6658		6710. 07	1819. 02
5.4	CAPLSEBLDG Depreciation	FM	F7	13		NONE - NO PROCESS ACTIVITY	FA02	6658		6710. 07	1819. 02
5.4	CAPLSEBLDG Depreciation	FM	F6	13		NONE - NO PROCESS ACTIVITY	FA02	6658		6710. 07	1819. 02
5.5	IMPROVMNT Depreciation	FM	FO	14		NONE - NO PROCESS ACTIVITY	FA02	7330		6710. 03	1739. 02
5.5	IMPROVMNT Depreciation	FM	F4	14		NONE - NO PROCESS ACTIVITY	FA02	7330		6710. 03	1739. 02
5.5	IMPROVMNT Depreciation	FM	F9	14		NONE - NO PROCESS ACTIVITY	FA02	7330		6710. 03	1739. 02
5.5	IMPROVMNT Depreciation	FM	F8	14		NONE - NO PROCESS ACTIVITY	FA02	7330		6710. 03	1739. 02
5.5	IMPROVMNT Depreciation	FM	F7	14		NONE - NO PROCESS	FA02	7330		6710. 03	1739. 02

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
5.5	IMPROVMNT Depreciation	FM	F6	14		ACTIVITY NONE - NO PROCESS ACTIVITY	FA02	7330		6710. 03	1739. 02
<b>6. Manual Depreciation</b>											
6.1	LSHLDIMPRV Depreciation	FM	FU	10		NONE - NO PROCESS ACTIVITY	FA02	5218		6710. 08	1829
6.2	BUILDING Depreciation	FM	FU	11		NONE - NO PROCESS ACTIVITY	FA02	9329		6710. 02	1739. 01
6.3	STRUCTURE Depreciation	FM	FU	12		NONE - NO PROCESS ACTIVITY	FA02	6657		6710. 04	1749. 01
6.4	CAPLSEBLDG Depreciation	FM	FU	13		NONE - NO PROCESS ACTIVITY	FA02	6658		6710. 07	1819. 02
6.5	IMPROVMNT Depreciation	FM	FU	14		NONE - NO PROCESS ACTIVITY	FA02	7330		6710. 03	1739. 02
6.6	LAND IMPROVEMENTS Depr	FM	FU	15		NONE - NO PROCESS ACTIVITY	FA02	5217		6710. 01	1719. 01
6.7	Depreciation Adjustment	FM	FU	16		NONE - NO PROCESS ACTIVITY	FA02	NULL			
<b>Incremental Depreciation</b>											
	LSHLDIMPRV - Non Federal Donation	FA	FF	19		INCREMENTAL DEPRECIATION	FA02	5218		6710. 08	1829
	LSHLDIMPRV - Federal Donation	FA	FF	35		INCREMENTAL DEPRECIATION	FA02	5218		6710. 08	1829
	BUILDING - Non Federal Donation	FA	FF	37		INCREMENTAL DEPRECIATION	FA02	9329		6710. 02	1739. 01
	CAPLSEBLDG - Non Federal Donation	FA	FF	38		INCREMENTAL DEPRECIATION	FA02	6658		6710. 07	1819. 02
	IMPROVMNT - Non Federal Donation	FA	FF	43		INCREMENTAL DEPRECIATION	FA02	7330		6710. 03	1739. 02

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
	STRUCTURE - Non Federal Donation	FA	FF	48		INCREMENTAL DEPRECIATION	FA02	6657		6710.04	1749.01
	BUILDING - Federal Donation	FA	FF	50		INCREMENTAL DEPRECIATION	FA02	9329		6710.02	1739.01
	CAPLSEBLDG - Federal Donation	FA	FF	51		INCREMENTAL DEPRECIATION	FA02	6658		6710.07	1819.02
	IMPROVMNT - Federal Donation	FA	FF	56		INCREMENTAL DEPRECIATION	FA02	7330		6710.03	1739.02
	STRUCTURE - Federal Donation	FA	FF	61		INCREMENTAL DEPRECIATION	FA02	6657		6710.04	1749.01
	BUILDING - Exchange with USPS	FA	FF	63		INCREMENTAL DEPRECIATION	FA02	9329		6710.02	1739.01
	CAPLSETELE - Non Federal Donation	FA	FN	4		INCREMENTAL DEPRECIATION	FA02	7435		6710.07	1819.01
	EQCONGFURN - Non Federal Donation	FA	FN	5		INCREMENTAL DEPRECIATION	FA02	7908		6710.06	1759.03
	EQTELESYS - Non Federal Donation	FA	FN	9		INCREMENTAL DEPRECIATION	FA02	1256		6710.05	1759.04
	EQUIPADMIN - Non Federal Donation	FA	FN	10		INCREMENTAL DEPRECIATION	FA02	9331		6710.05	1759.01
	EQUIPOPER - Non Federal Donation	FA	FN	11		INCREMENTAL DEPRECIATION	FA02	7410		6710.05	1759.02
	OTHPEG - Non Federal Donation	FA	FN	12		INCREMENTAL DEPRECIATION	FA02	6411		6710.1	1990.11
	SOFTWADMIN - Non Federal Donation	FA	FN	16		INCREMENTAL DEPRECIATION	FA02	9332		6710.09	1839.01
	SOFTWOPER - Non Federal Donation	FA	FN	17		INCREMENTAL DEPRECIATION	FA02	7232		6710.09	1839.02
	LSHLDIMPRV - Non Federal Donation	FA	FN	19		INCREMENTAL DEPRECIATION	FA02	5218		6710.08	1829
	CAPLSETELE - Federal Donation	FA	FN	20		INCREMENTAL DEPRECIATION	FA02	7435		6710.07	1819.01
	EQCONGFURN - Federal Donation	FA	FN	21		INCREMENTAL DEPRECIATION	FA02	7908		6710.06	1759.03

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
	EQTELESYS - Federal Donation	FA	FN	25		INCREMENTAL DEPRECIATION	FA02	1256		6710.	1759.
	EQUIPADMIN - Federal Donation	FA	FN	26		INCREMENTAL DEPRECIATION	FA02	9331		05	04
	EQUIPOPER - Federal Donation	FA	FN	27		INCREMENTAL DEPRECIATION	FA02	7410		6710.	1759.
	OTHPEG - Federal Donation	FA	FN	28		INCREMENTAL DEPRECIATION	FA02	6411		05	01
	SOFTWADMIN - Federal Donation	FA	FN	32		INCREMENTAL DEPRECIATION	FA02	9332		6710.	1990.
	SOFTWOPER - Federal Donation	FA	FN	33		INCREMENTAL DEPRECIATION	FA02	7232		1	11
	LSHLDIMPRV - Federal Donation	FA	FN	35		INCREMENTAL DEPRECIATION	FA02	5218		6710.	1839.
	VEHICLE Adjusting Cap Value (Fedbill Charges)	FC	FH	1		INCREMENTAL DEPRECIATION	FA02	7008		09	01
	VEHICLE Adjusting Cap Value (Corrections)	FC	FH	2		INCREMENTAL DEPRECIATION	FA02	7008		6710.	1839.
	VEHICLE Betterments	FC	FH	4		INCREMENTAL DEPRECIATION	FA02	7008		21	02
	Adjusting Cap Value (Corrections)									6710.	1829
	EQCONGFURN – Non Federal Donation	FC	FH	5		INCREMENTAL DEPRECIATION	FA02	7908		21	11
	EQTELESYS – Non Federal Donation	FC	FH	9		INCREMENTAL DEPRECIATION	FA02	1256		6710.	1759.
	EQUIPADMIN – Non Federal Donation	FC	FH	10		INCREMENTAL DEPRECIATION	FA02	9331		05	04
	EQUIPOPER – Non Federal Donation	FC	FH	11		INCREMENTAL DEPRECIATION	FA02	7410		6710.	1759.
	OTHPEG – Non Federal Donation	FC	FH	12		INCREMENTAL DEPRECIATION	FA02	6411		05	02
	SOFTWADMIN – Non Federal Donation	FC	FH	16		INCREMENTAL DEPRECIATION	FA02	9332		6710.	1990.
										09	11
										6710.	1839.
										09	01

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
	SOFTWOPER – Non Federal Donation	FC	FH	17		INCREMENTAL DEPRECIATION	FA02	7232		6710.09	1839.02
	LSHLDIMPRV – Non Federal Donation	FC	FH	19		INCREMENTAL DEPRECIATION	FA02	5218		6710.08	1829
	CAPLSETELE – Federal Donation	FC	FH	20		INCREMENTAL DEPRECIATION	FA02	7435		6710.07	1819.01
	EQCONGFURN – Federal Donation	FC	FH	21		INCREMENTAL DEPRECIATION	FA02	7908		6710.06	1759.03
	EQTELESYS – Federal Donation	FC	FH	25		INCREMENTAL DEPRECIATION	FA02	1256		6710.05	1759.04
	EQUIPADMIN – Federal Donation	FC	FH	26		INCREMENTAL DEPRECIATION	FA02	9331		6710.05	1759.01
	EQUIPOPER – Federal Donation	FC	FH	27		INCREMENTAL DEPRECIATION	FA02	7410		6710.05	1759.02
	OTHPEG – Federal Donation	FC	FH	28		INCREMENTAL DEPRECIATION	FA02	6411		6710.1	1990.11
	SOFTWADMIN – Federal Donation	FC	FH	32		INCREMENTAL DEPRECIATION	FA02	9332		6710.09	1839.01
	SOFTWOPER – Federal Donation	FC	FH	33		INCREMENTAL DEPRECIATION	FA02	7232		6710.09	1839.02
	LSHLDIMPRV – Federal Donation	FC	FH	35		INCREMENTAL DEPRECIATION	FA02	5218		6710.08	1829
	BUILDING – Non Federal Donation	FC	FH	37		INCREMENTAL DEPRECIATION	FA02	9329		6710.02	1739.01
	CAPLSEBLDG – Non Federal Donation	FC	FH	38		INCREMENTAL DEPRECIATION	FA02	6658		6710.07	1819.02
	IMPROVMNT – Non Federal Donation	FC	FH	43		INCREMENTAL DEPRECIATION	FA02	7330		6710.03	1739.02
	STRUCTURE – Non Federal Donation	FC	FH	48		INCREMENTAL DEPRECIATION	FA02	6657		6710.04	1749.01
	BUILDING – Federal Donation	FC	FH	50		INCREMENTAL DEPRECIATION	FA02	9329		6710.02	1739.01
	CAPLSEBLDG – Federal Donation	FC	FH	51		INCREMENTAL DEPRECIATION	FA02	6658		6710.07	1819.02
	IMPROVMNT – Federal Donation	FC	FH	56		INCREMENTAL DEPRECIATION	FA02	7330		6710.03	1739.02

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
	STRUCTURE – Federal Donation	FC	FH	61		INCREMENTAL DEPRECIATION	FA02	6657		6710.	1749.
	BUILDING – Exchange with USPS	FC	FH	63		INCREMENTAL DEPRECIATION	FA02	9329		04	01
	CAPLSETELE – Non Federal Donation	FC	FH	64		INCREMENTAL DEPRECIATION	FA02	7435		6710.	1819.
	VEHICLE Adjusting Cap Value (Fedbill Charges)	FC	F2	1		INCREMENTAL DEPRECIATION	FA02	7008		07	01
	VEHICLE Adjusting Cap Value (Corrections)	FC	F2	2		INCREMENTAL DEPRECIATION	FA02	7008		6710.	1759.
	<b>6. Sales/Disposals (involving surplus assets)</b>										
	<b>6.1 Sale - If a Loss is Incurred</b>										
6.1.1	Sale (Loss) - SRPLSBLDG		FD	FJ	55	NONE - NO PROCESS ACTIVITY	FA03	NULL			
6.1.1	Sale (Loss) - SRPLSBLDG		FD	FJ	55	ACQUISITIONLIQUIDATION	FA01	9929		7210.	1730.
6.1.1	Sale (Loss) - SRPLSBLDG		FD	FJ	55	DEPRECIATIONLIQUIDATION	FA05	6643		12	03
6.1.1	Sale (Loss) - SRPLSBLDG		FD	FJ	55	DISPOSITION	FA03	6644		1739.	7210.
6.1.1	Sale (Loss) - SRPLSBLDG		FD	FJ	55	LOSS	FA04	NULL		03	12
6.1.2	Sale (Loss) - SRPLSLAND		FD	FJ	56	NONE - NO PROCESS ACTIVITY	FA03	NULL		1310.	7210.
6.1.2	Sale (Loss) - SRPLSLAND		FD	FJ	56	ACQUISITIONLIQUIDATION	FA01	9928		51	11
6.1.2	Sale (Loss) - SRPLSLAND		FD	FJ	56	DISPOSITION	FA03	6645		7210.	1711.
6.1.2	Sale (Loss) - SRPLSLAND		FD	FJ	56	LOSS	FA04	NULL		12	02
6.1.3	Sale (Loss) - SRPLSOTHST		FD	FJ	57	NONE - NO PROCESS ACTIVITY	FA03	NULL		1310.	7210.
										51	11

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
6.1.3	Sale (Loss) - SRPLSOTHST		FD	FJ	57	ACQUISITIONLIQUIDATION	FA01	6646		7210.	1740.
6.1.3	Sale (Loss) - SRPLSOTHST		FD	FJ	57	DEPRECIATIONLIQUIDATION	FA05	6647		12	02
6.1.3	Sale (Loss) - SRPLSOTHST		FD	FJ	57	DISPOSITION	FA03	6648		1749.	7210.
6.1.3	Sale (Loss) - SRPLSOTHST		FD	FJ	57	LOSS	FA04	NULL		02	12
6.1.3	Sale (Loss) - SRPLSOTHST		FD	FJ	57					1310.	7210.
6.1.3	Sale (Loss) - SRPLSOTHST		FD	FJ	57					51	11
<b>6.2 Sale - If a Gain is Incurred</b>											
6.2.1	Sale (Gain) - SRPLSBLDG		FD	FJ	58	NONE - NO PROCESS ACTIVITY	FA03	NULL			
6.2.1	Sale (Gain) - SRPLSBLDG		FD	FJ	58	ACQUISITIONLIQUIDATION	FA01	9926		7110.	1730.
6.2.1	Sale (Gain) - SRPLSBLDG		FD	FJ	58	DEPRECIATIONLIQUIDATION	FA05	6649		12	03
6.2.1	Sale (Gain) - SRPLSBLDG		FD	FJ	58	DISPOSITION	FA03	6650		1739.	7110.
6.2.1	Sale (Gain) - SRPLSBLDG		FD	FJ	58	GAIN	FA04	NULL		03	12
6.2.1	Sale (Gain) - SRPLSBLDG		FD	FJ	58					1310.	7110.
6.2.1	Sale (Gain) - SRPLSBLDG		FD	FJ	58					51	11
6.2.2	Sale (Gain) - SRPLSLAND		FD	FJ	59	NONE - NO PROCESS ACTIVITY	FA03	NULL			
6.2.2	Sale (Gain) - SRPLSLAND		FD	FJ	59	ACQUISITIONLIQUIDATION	FA01	9925		7110.	1711.
6.2.2	Sale (Gain) - SRPLSLAND		FD	FJ	59	DISPOSITION	FA03	6651		12	02
6.2.2	Sale (Gain) - SRPLSLAND		FD	FJ	59	GAIN	FA04			1310.	7110.
6.2.2	Sale (Gain) - SRPLSLAND		FD	FJ	59					51	11
6.2.3	Sale (Gain) - SRPLSOTHST		FD	FJ	60	NONE - NO PROCESS ACTIVITY	FA03	NULL			
6.2.3	Sale (Gain) - SRPLSOTHST		FD	FJ	60	ACQUISITIONLIQUIDATION	FA01	6652		7110.	1740.
6.2.3	Sale (Gain) - SRPLSOTHST		FD	FJ	60	DEPRECIATIONLIQUIDATION	FA05	6653		12	02
6.2.3	Sale (Gain) - SRPLSOTHST		FD	FJ	60	DISPOSITION	FA03	6654		1749.	7110.
6.2.3	Sale (Gain) - SRPLSOTHST		FD	FJ	60	GAIN	FA04			02	12
6.2.3	Sale (Gain) - SRPLSOTHST		FD	FJ	60					1310.	7110.
6.2.3	Sale (Gain) - SRPLSOTHST		FD	FJ	60					51	11

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr											
										Proprietary												
<b>SRPLSOTHST</b>																						
<b>6.3 Transfer to Federal Entity</b>																						
6.3.1	Transfer Out - SRPLSBLDG		FD	FJ	61	NONE - NO PROCESS ACTIVITY	FA03	NULL														
6.3.1	Transfer Out - SRPLSBLDG		FD	FJ	61	ACQUISITIONLIQUIDATION	FA01	7354	5730.	1730.												
6.3.1	Transfer Out - SRPLSBLDG		FD	FJ	61	DEPRECIATIONLIQUIDATION	FA05	6655	03	03												
6.3.1	Transfer Out - SRPLSBLDG		FD	FJ	61	DISPOSITION	FA03	NULL	1739.	5730.												
6.3.1	Transfer Out - SRPLSBLDG		FD	FJ	61	GAIN	FA04	NULL	03	03												
6.3.1	Transfer Out - SRPLSBLDG		FD	FJ	61	LOSS	FA04	NULL														
6.3.2	Transfer Out - SRPLSLAND		FD	FJ	62	NONE - NO PROCESS ACTIVITY	FA03	NULL														
6.3.2	Transfer Out - SRPLSLAND		FD	FJ	62	ACQUISITIONLIQUIDATION	FA01	7353	5730.	1711.												
6.3.2	Transfer Out - SRPLSLAND		FD	FJ	62	DISPOSITION	FA03	NULL	03	02												
6.3.2	Transfer Out - SRPLSLAND		FD	FJ	62	GAIN	FA04															
6.3.2	Transfer Out - SRPLSLAND		FD	FJ	62	LOSS	FA04	NULL														
6.3.3	Transfer Out - SRPLSOTHST		FD	FJ	63	NONE - NO PROCESS ACTIVITY	FA03	NULL														
6.3.3	Transfer Out - SRPLSOTHST		FD	FJ	63	ACQUISITIONLIQUIDATION	FA01	6656	5730.	1740.												
6.3.3	Transfer Out - SRPLSOTHST		FD	FJ	63	DISPOSITION	FA03	NULL	03	02												
6.3.3	Transfer Out - SRPLSOTHST		FD	FJ	63	GAIN	FA04	NULL														
6.3.3	Transfer Out - SRPLSOTHST		FD	FJ	63	LOSS	FA04															
<b>7. Sales/Disposals - Non Surplus Assets</b>																						

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
<b>7.1 If a Loss is Incurred (including Donation to Non-Federal Entity/Asset Destroyed)</b>											
7.1.1	Sale (Loss) - LSHLDIMPRV		FD	FJ	37	NONE - NO PROCESS ACTIVITY	FA03	NULL			
7.1.1	Sale (Loss) - LSHLDIMPRV		FD	FJ	37	INCREMENTALDEPRECINATION	FA02	5218		6710.	1829
7.1.1	Sale (Loss) - LSHLDIMPRV		FD	FJ	37	ACQUISITIONLIQUIDATION	FA01	6473		7210.	1820
7.1.1	Sale (Loss) - LSHLDIMPRV		FD	FJ	37	DEPRECIATIONLIQUIDATION	FA05	6474		1829	7210.
7.1.1	Sale (Loss) - LSHLDIMPRV		FD	FJ	37	DISPOSITION	FA03	6475		1310.	7210.
7.1.1	Sale (Loss) - LSHLDIMPRV		FD	FJ	37	LOSS	FA04	NULL		51	11
7.1.2	Sale (Loss) - BUILDING		FD	FJ	64	NONE - NO PROCESS ACTIVITY	FA03	NULL			
7.1.2	Sale (Loss) - BUILDING		FD	FJ	64	INCREMENTALDEPRECINATION	FA02	9329		6710.	1739.
7.1.2	Sale (Loss) - BUILDING		FD	FJ	64	ACQUISITIONLIQUIDATION	FA01	6686		02	01
7.1.2	Sale (Loss) - BUILDING		FD	FJ	64	DEPRECIATIONLIQUIDATION	FA05	6687		7210.	1730.
7.1.2	Sale (Loss) - BUILDING		FD	FJ	64	DISPOSITION	FA03	6688		01	12
7.1.2	Sale (Loss) - BUILDING		FD	FJ	64	LOSS	FA04	NULL		1310.	7210.
7.1.3	Sale (Loss) - ARTREAL		FD	FJ	65	NONE - NO PROCESS ACTIVITY	FA03	NULL		51	11
7.1.3	Sale (Loss) - ARTREAL		FD	FJ	65	ACQUISITIONLIQUIDATION	FA01	6689		7210.	1890.
7.1.3	Sale (Loss) - ARTREAL		FD	FJ	65	DISPOSITION	FA03	6690		12	03
7.1.3	Sale (Loss) - ARTREAL		FD	FJ	65	LOSS	FA04	NULL		1310.	7210.
7.1.4	Sale (Loss) - CAPLSEBLDG		FD	FJ	66	NONE - NO PROCESS ACTIVITY	FA03	NULL		51	11

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
7.1.4	Sale (Loss) - CAPLSEBLDG		FD	FJ	66	INCREMENTALDEPRECATION	FA02	6691		6710.	1819.
7.1.4	Sale (Loss) - CAPLSEBLDG		FD	FJ	66	ACQUISITIONLIQUIDATION	FA01	6692		07	02
7.1.4	Sale (Loss) - CAPLSEBLDG		FD	FJ	66	DEPRECIATIONLIQUIDATION	FA05	6693		7210.	1810.
7.1.4	Sale (Loss) - CAPLSEBLDG		FD	FJ	66	DISPOSITION	FA03	6694		12	02
7.1.4	Sale (Loss) - CAPLSEBLDG		FD	FJ	66	LOSS	FA04	NULL		1819.	7210.
7.1.5	Sale (Loss) - CIPIMP		FD	FJ	67	NONE - NO PROCESS ACTIVITY	FA03	NULL		02	12
7.1.5	Sale (Loss) - CIPIMP		FD	FJ	67	ACQUISITIONLIQUIDATION	FA01	6695		7210.	1720.
7.1.5	Sale (Loss) - CIPIMP		FD	FJ	67	DISPOSITION	FA03	6696		12	02
7.1.5	Sale (Loss) - CIPIMP		FD	FJ	67	LOSS	FA04	NULL		1310.	7210.
7.1.6	Sale (Loss) - CIPLSHLD		FD	FJ	68	NONE - NO PROCESS ACTIVITY	FA03	NULL		51	11
7.1.6	Sale (Loss) - CIPLSHLD		FD	FJ	68	ACQUISITIONLIQUIDATION	FA01	6697		1720.	7210.
7.1.6	Sale (Loss) - CIPLSHLD		FD	FJ	68	DISPOSITION	FA03	6698		12	03
7.1.6	Sale (Loss) - CIPLSHLD		FD	FJ	68	LOSS	FA04	NULL		1310.	7210.
7.1.7	Sale (Loss) - CIPNEWCON		FD	FJ	69	NONE - NO PROCESS ACTIVITY	FA03	NULL		51	11
7.1.7	Sale (Loss) - CIPNEWCON		FD	FJ	69	ACQUISITIONLIQUIDATION	FA01	6699		1720.	7210.
7.1.7	Sale (Loss) - CIPNEWCON		FD	FJ	69	DISPOSITION	FA03	6700		12	01
7.1.7	Sale (Loss) - CIPNEWCON		FD	FJ	69	LOSS	FA04	NULL		1310.	7210.
7.1.8	Sale (Loss) - CIPSTRUCTR		FD	FJ	70	NONE - NO PROCESS	FA03	NULL		51	11

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
7.1.8	Sale (Loss) - CIPSTRUCTR		FD	FJ	70	ACTIVITY ACQUISITIONLIQUIDATION	FA01	6701		7210.	1720.
7.1.8	Sale (Loss) - CIPSTRUCTR		FD	FJ	70	DISPOSITION	FA03	6702		12	04
7.1.8	Sale (Loss) - CIPSTRUCTR		FD	FJ	70	LOSS	FA04	NULL		1310.	7210.
7.1.9	Sale (Loss) - IMPROVMNT		FD	FJ	71	NONE - NO PROCESS ACTIVITY	FA03	NULL		51	11
7.1.9	Sale (Loss) - IMPROVMNT		FD	FJ	71	INCREMENTALDEPRECINATION	FA02	7330		6710.	1739.
7.1.9	Sale (Loss) - IMPROVMNT		FD	FJ	71	ACQUISITIONLIQUIDATION	FA01	6703		03	02
7.1.9	Sale (Loss) - IMPROVMNT		FD	FJ	71	DEPRECIATIONLIQUIDATION	FA05	6704		7210.	1730.
7.1.9	Sale (Loss) - IMPROVMNT		FD	FJ	71	DISPOSITION	FA03	6705		12	02
7.1.9	Sale (Loss) - IMPROVMNT		FD	FJ	71	LOSS	FA04	NULL		1310.	7210.
7.1.10	Sale (Loss) - LAND		FD	FJ	72	NONE - NO PROCESS ACTIVITY	FA03	NULL		51	11
7.1.10	Sale (Loss) - LAND		FD	FJ	72	ACQUISITIONLIQUIDATION	FA01	6706		7210.	1711.
7.1.10	Sale (Loss) - LAND		FD	FJ	72	DISPOSITION	FA03	6707		12	01
7.1.10	Sale (Loss) - LAND		FD	FJ	72	LOSS	FA04	NULL		1310.	7210.
7.1.11	Sale (Loss) - STRUCTURE		FD	FJ	73	NONE - NO PROCESS ACTIVITY	FA03	NULL		51	11
7.1.11	Sale (Loss) - STRUCTURE		FD	FJ	73	INCREMENTALDEPRECINATION	FA02	6708		6710.	1749.
7.1.11	Sale (Loss) - STRUCTURE		FD	FJ	73	ACQUISITIONLIQUIDATION	FA01	6709		04	01
7.1.11	Sale (Loss) - STRUCTURE		FD	FJ	73	DEPRECIATIONLIQUIDATION	FA05	6710		7210.	1740.
										12	01
										1749.	7210.
										01	12

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
7.1.11	Sale (Loss) - STRUCTURE		FD	FJ	73	DISPOSITION	FA03	6711		1310.	7210.
7.1.11	Sale (Loss) - STRUCTURE		FD	FJ	73	LOSS	FA04	NULL		51	11
<b>7.2 If a Gain is Incurred on Sale of Non Surplus Asset</b>											
7.2.1	Sale (Gain) - LSHLDIMPRV		FD	FJ	49	NONE - NO PROCESS ACTIVITY	FA03	NULL			
7.2.1	Sale (Gain) - LSHLDIMPRV		FD	FJ	49	INCREMENTALDEPRECIA	FA02	5218		6710.	1829
7.2.1	Sale (Gain) - LSHLDIMPRV		FD	FJ	49	ACQUISITIONLIQUIDATION	FA01	6712		7110.	1820
7.2.1	Sale (Gain) - LSHLDIMPRV		FD	FJ	49	DEPRECIATIONLIQUIDATION	FA05	6713		1829	7110.
7.2.1	Sale (Gain) - LSHLDIMPRV		FD	FJ	49	DISPOSITION	FA03	6714		1310.	7110.
7.2.1	Sale (Gain) - LSHLDIMPRV		FD	FJ	49	GAIN	FA04	NULL		51	11
7.2.2	Sale (Gain) - BUILDING		FD	FJ	74	NONE - NO PROCESS ACTIVITY	FA03	NULL			
7.2.2	Sale (Gain) - BUILDING		FD	FJ	74	INCREMENTALDEPRECIA	FA02	9329		6710.	1739.
7.2.2	Sale (Gain) - BUILDING		FD	FJ	74	ACQUISITIONLIQUIDATION	FA01	6715		02	01
7.2.2	Sale (Gain) - BUILDING		FD	FJ	74	DEPRECIATIONLIQUIDATION	FA05	6716		7110.	1730.
7.2.2	Sale (Gain) - BUILDING		FD	FJ	74	DISPOSITION	FA03	6717		01	12
7.2.2	Sale (Gain) - BUILDING		FD	FJ	74	GAIN	FA04	NULL		1310.	7110.
7.2.3	Sale (Gain) - ARTREAL		FD	FJ	75	NONE - NO PROCESS ACTIVITY	FA03	NULL		51	11
7.2.3	Sale (Gain) - ARTREAL		FD	FJ	75	ACQUISITIONLIQUIDATION	FA01	6718		7110.	1890.
7.2.3	Sale (Gain) - ARTREAL		FD	FJ	75	DISPOSITION	FA03	6719		12	03
7.2.3	Sale (Gain) - ARTREAL		FD	FJ	75	GAIN	FA04	NULL		51	11

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
7.2.4	ARTREAL Sale (Gain) - CAPLSEBLDG		FD	FJ	76	NONE - NO PROCESS ACTIVITY	FA03	NULL			
7.2.4	Sale (Gain) - CAPLSEBLDG		FD	FJ	76	INCREMENTALDEPRECINATION	FA02	6720		6710.	1819.
7.2.4	Sale (Gain) - CAPLSEBLDG		FD	FJ	76	ACQUISITIONLIQUIDATION	FA01	6721		07	02
7.2.4	Sale (Gain) - CAPLSEBLDG		FD	FJ	76	DEPRECIATIONLIQUIDATION	FA05	6722		7110.	1810.
7.2.4	Sale (Gain) - CAPLSEBLDG		FD	FJ	76	DISPOSITION	FA03	6723		12	02
7.2.4	Sale (Gain) - CAPLSEBLDG		FD	FJ	76	GAIN	FA04	NULL		1819.	7110.
7.2.5	Sale (Gain) - CIPIMP		FD	FJ	77	NONE - NO PROCESS ACTIVITY	FA03	NULL		02	12
7.2.5	Sale (Gain) - CIPIMP		FD	FJ	77	ACQUISITIONLIQUIDATION	FA01	6724		7110.	1720.
7.2.5	Sale (Gain) - CIPIMP		FD	FJ	77	DISPOSITION	FA03	6725		12	02
7.2.5	Sale (Gain) - CIPIMP		FD	FJ	77	GAIN	FA04	NULL		1310.	7110.
7.2.6	Sale (Gain) - CIPLSHLD		FD	FJ	78	NONE - NO PROCESS ACTIVITY	FA03	NULL		51	11
7.2.6	Sale (Gain) - CIPLSHLD		FD	FJ	78	ACQUISITIONLIQUIDATION	FA01	6726		7110.	1720.
7.2.6	Sale (Gain) - CIPLSHLD		FD	FJ	78	DISPOSITION	FA03	6727		12	03
7.2.6	Sale (Gain) - CIPLSHLD		FD	FJ	78	GAIN	FA04	NULL		1310.	7110.
7.2.7	Sale (Gain) - CIPNEWCON		FD	FJ	79	NONE - NO PROCESS ACTIVITY	FA03	NULL		51	11
7.2.7	Sale (Gain) - CIPNEWCON		FD	FJ	79	ACQUISITIONLIQUIDATION	FA01	6728		7110.	1720.
7.2.7	Sale (Gain) - CIPNEWCON		FD	FJ	79	DISPOSITION	FA03	6729		12	01

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
7.2.7	Sale (Gain) - CIPNEWCON		FD	FJ	79	GAIN	FA04	NULL			
7.2.8	Sale (Gain) - CIPSTRUCTR		FD	FJ	80	NONE - NO PROCESS ACTIVITY	FA03	NULL			
7.2.8	Sale (Gain) - CIPSTRUCTR		FD	FJ	80	ACQUISITIONLIQUIDATION	FA01	6730		7110.	1720.
7.2.8	Sale (Gain) - CIPSTRUCTR		FD	FJ	80	DISPOSITION	FA03	6731		12	04
7.2.8	Sale (Gain) - CIPSTRUCTR		FD	FJ	80	GAIN	FA04	NULL		1310.	7110.
7.2.9	Sale (Gain) - IMPROVMNT		FD	FJ	81	NONE - NO PROCESS ACTIVITY	FA03	NULL		51	11
7.2.9	Sale (Gain) - IMPROVMNT		FD	FJ	81	INCREMENTALDEPRECINATION	FA02	7330		6710.	1739.
7.2.9	Sale (Gain) - IMPROVMNT		FD	FJ	81	ACQUISITIONLIQUIDATION	FA01	6732		03	02
7.2.9	Sale (Gain) - IMPROVMNT		FD	FJ	81	DEPRECIATIONLIQUIDATION	FA05	6733		7110.	1730.
7.2.9	Sale (Gain) - IMPROVMNT		FD	FJ	81	DISPOSITION	FA03	6734		11	02
7.2.9	Sale (Gain) - IMPROVMNT		FD	FJ	81	GAIN	FA04	NULL		1310.	7110.
7.2.10	Sale (Gain) - LAND		FD	FJ	82	NONE - NO PROCESS ACTIVITY	FA03	NULL		51	12
7.2.10	Sale (Gain) - LAND		FD	FJ	82	ACQUISITIONLIQUIDATION	FA01	6735		7110.	1711.
7.2.10	Sale (Gain) - LAND		FD	FJ	82	DISPOSITION	FA03	6736		12	01
7.2.10	Sale (Gain) - LAND		FD	FJ	82	GAIN	FA04	NULL		1310.	7110.
7.2.11	Sale (Gain) - STRUCTURE		FD	FJ	83	NONE - NO PROCESS ACTIVITY	FA03	NULL		51	11
7.2.11	Sale (Gain) - STRUCTURE		FD	FJ	83	INCREMENTALDEPRECINATION	FA02	6737		6710.	1749.
7.2.11	Sale (Gain) - STRUCTURE		FD	FJ	83	ACQUISITIONLIQUIDATION	FA01	6738		04	01

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
7.2.11	Sale (Gain) - STRUCTURE		FD	FJ	83	DEPRECIATIONLIQ UIDATION	FA05	6739		1749.	7110.
7.2.11	Sale (Gain) - STRUCTURE		FD	FJ	83	DISPOSITION	FA03	6740		01	12
7.2.11	Sale (Gain) - STRUCTURE		FD	FJ	83	GAIN	FA04	NULL		1310.	7110.
	<b>7.3 Non-Reimbursable Transfer to Federal Entity</b>										
7.3.1	Transfer Out - BUILDING		FD	FJ	84	NONE - NO PROCESS ACTIVITY	FA03	NULL			
7.3.1	Transfer Out - BUILDING		FD	FJ	84	INCREMENTALDEP RECATION	FA02	9329		6710.	1739.
7.3.1	Transfer Out - BUILDING		FD	FJ	84	ACQUISITIONLIQUI DATION	FA01	8858		02	01
7.3.1	Transfer Out - BUILDING		FD	FJ	84	DEPRECIATIONLIQ UIDATION	FA05	6741		5730.	1730.
7.3.1	Transfer Out - BUILDING		FD	FJ	84	DISPOSITION	FA03	NULL		03	01
7.3.1	Transfer Out - BUILDING		FD	FJ	84	GAIN	FA04	NULL		1739.	5730.
7.3.1	Transfer Out - BUILDING		FD	FJ	84	LOSS	FA04	NULL		01	03
7.3.2	Transfer Out - ARTREAL		FD	FJ	85	NONE - NO PROCESS ACTIVITY	FA03	NULL			
7.3.2	Transfer Out - ARTREAL		FD	FJ	85	ACQUISITIONLIQUI DATION	FA01	6742		5730.	1890.
7.3.2	Transfer Out - ARTREAL		FD	FJ	85	DISPOSITION	FA03	NULL		03	03
7.3.2	Transfer Out - ARTREAL		FD	FJ	85	LOSS	FA04	NULL			
7.3.3	Transfer Out - IMPROVMNT		FD	FJ	86	NONE - NO PROCESS ACTIVITY	FA03	NULL			
7.3.3	Transfer Out - IMPROVMNT		FD	FJ	86	INCREMENTALDEP RECATION	FA02	7330		6710.	1739.
7.3.3	Transfer Out - IMPROVMNT		FD	FJ	86	ACQUISITIONLIQUI DATION	FA01	8859		03	02
7.3.3	Transfer Out -		FD	FJ	86	DEPRECIATIONLIQ	FA05	6743		5730.	1739.

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
7.3.3	IMPROVMNT Transfer Out - IMPROVMNT		FD	FJ	86	UIDATION DISPOSITION	FA03	NULL		02	03
7.3.3	Transfer Out - IMPROVMNT		FD	FJ	86	LOSS	FA04	NULL			
7.3.4	Transfer Out - LAND		FD	FJ	87	NONE - NO PROCESS ACTIVITY	FA03	NULL			
7.3.4	Transfer Out - LAND		FD	FJ	87	ACQUISITIONLIQUI DATION	FA01	8920		5730.	1711.
7.3.4	Transfer Out - LAND		FD	FJ	87	DISPOSITION	FA03	NULL		03	01
7.3.4	Transfer Out - LAND		FD	FJ	87	LOSS	FA04	NULL			
7.3.5	Transfer Out - STRUCTURE		FD	FJ	88	NONE - NO PROCESS ACTIVITY	FA03	NULL			
7.3.5	Transfer Out - STRUCTURE		FD	FJ	88	INCREMENTALDEP RECIATION	FA02	6744		6710.	1749.
7.3.5	Transfer Out - STRUCTURE		FD	FJ	88	ACQUISITIONLIQUI DATION	FA01	6745		04	01
7.3.5	Transfer Out - STRUCTURE		FD	FJ	88	DEPRECIATIONLIQ UIDATION	FA05	6746		5730.	1740.
7.3.5	Transfer Out - STRUCTURE		FD	FJ	88	DISPOSITION	FA03	NULL		03	01
7.3.5	Transfer Out - STRUCTURE		FD	FJ	88	LOSS	FA04	NULL			
<b>7.4 Exchanges with United States Postal Service (USPS)</b>											
7.4.1	Exchange with USPS - BUILDING		FD	FJ	89	NONE - NO PROCESS ACTIVITY	FA03	NULL			
7.4.1	Exchange with USPS - BUILDING		FD	FJ	89	INCREMENTALDEP RECIATION	FA02	9329		6710.	1739.
7.4.1	Exchange with USPS - BUILDING		FD	FJ	89	ACQUISITIONLIQUI DATION	FA01	6747		02	01
7.4.1	Exchange with USPS - BUILDING		FD	FJ	89	DEPRECIATIONLIQ UIDATION	FA05	6748		1990.	1730.
7.4.1	Exchange with USPS - BUILDING		FD	FJ	89	DISPOSITION	FA03	NULL		05	01
7.4.1	Exchange with USPS - BUILDING		FD	FJ	89					1739.	1990.
										01	05

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
7.4.1	Exchange with USPS - BUILDING		FD	FJ	89	LOSS	FA04	6749		7210.	1990.
7.4.1	Exchange with USPS - BUILDING		FD	FJ	89	GAIN	FA04	6750		05	05
7.4.2	Exchange with USPS - ARTREAL		FD	FJ	90	NONE - NO PROCESS ACTIVITY	FA03	NULL		1990.	7110.
7.4.2	Exchange with USPS - ARTREAL		FD	FJ	90	ACQUISITIONLIQUIDATION	FA01	6751		05	1890.
7.4.2	Exchange with USPS - ARTREAL		FD	FJ	90	DISPOSITION	FA03	NULL		03	
7.4.2	Exchange with USPS - ARTREAL		FD	FJ	90	LOSS	FA04	6752		7210.	1990.
7.4.2	Exchange with USPS - ARTREAL		FD	FJ	90	GAIN	FA04	6753		05	05
7.4.3	Exchange with USPS - IMPROVMNT		FD	FJ	91	NONE - NO PROCESS ACTIVITY	FA03	NULL		1990.	7110.
7.4.3	Exchange with USPS - IMPROVMNT		FD	FJ	91	INCREMENTALDEPRECIFICATION	FA02	7330		05	05
7.4.3	Exchange with USPS - IMPROVMNT		FD	FJ	91	ACQUISITIONLIQUIDATION	FA01	6754		1739.	02
7.4.3	Exchange with USPS - IMPROVMNT		FD	FJ	91	DEPRECIATIONLIQUIDATION	FA05	6755		02	1730.
7.4.3	Exchange with USPS - IMPROVMNT		FD	FJ	91	DISPOSITION	FA03	NULL		05	1990.
7.4.3	Exchange with USPS - IMPROVMNT		FD	FJ	91	LOSS	FA04	6756		05	05
7.4.3	Exchange with USPS - IMPROVMNT		FD	FJ	91	GAIN	FA04	6757		05	7110.
7.4.4	Exchange with USPS - LAND		FD	FJ	92	NONE - NO PROCESS ACTIVITY	FA03	NULL		05	05

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
7.4.4	Exchange with USPS - LAND		FD	FJ	92	ACQUISITIONLIQUIDATION	FA01	6758		1990.05	1711.01
7.4.4	Exchange with USPS - LAND		FD	FJ	92	DISPOSITION	FA03	NULL			
7.4.4	Exchange with USPS - LAND		FD	FJ	92	LOSS	FA04	6759		7210.05	1990.05
7.4.4	Exchange with USPS - LAND		FD	FJ	92	GAIN	FA04	6760		1990.05	7110.05
<b>7.5 Non-Sale Write Off of Equipment</b>											
7.5.1	Sale (Loss) - LSHLDIMPRV		FD	FJ	37	INCREMENTALDEPRECIATION	FA02	5218		6710.08	1829
7.5.1	Sale (Loss) - LSHLDIMPRV		FD	FJ	37	ACQUISITIONLIQUIDATION	FA01	8767		7210.02	1820
7.5.1	Sale (Loss) - LSHLDIMPRV		FD	FJ	37	DEPRECIATIONLIQUIDATION	FA05	6541		1829.02	7210.
7.5.2	Sale (Loss) - BUILDING		FD	FJ	64	INCREMENTALDEPRECIATION	FA02	9329		6710.02	1739.01
7.5.2	Sale (Loss) - BUILDING		FD	FJ	64	ACQUISITIONLIQUIDATION	FA01	8765		7210.02	1730.01
7.5.2	Sale (Loss) - BUILDING		FD	FJ	64	DEPRECIATIONLIQUIDATION	FA05	6687		1739.01	7210.02
7.5.3	Sale (Loss) - ARTREAL		FD	FJ	65	ACQUISITIONLIQUIDATION	FA01	6689		7210.02	1890.03
7.5.4	Sale (Loss) - CAPLSEBLDG		FD	FJ	66	INCREMENTALDEPRECIATION	FA02	6691		6710.07	1819.02
7.5.4	Sale (Loss) - CAPLSEBLDG		FD	FJ	66	ACQUISITIONLIQUIDATION	FA01	6026		7210.02	1810.02
7.5.4	Sale (Loss) - CAPLSEBLDG		FD	FJ	66	DEPRECIATIONLIQUIDATION	FA05	6027		1819.02	7210.02
7.5.5	Sale (Loss) - CIPIMP		FD	FJ	67	ACQUISITIONLIQUIDATION	FA01	8763		7210.02	1720.02
7.5.6	Sale (Loss) - CIPLSHLD		FD	FJ	68	ACQUISITIONLIQUIDATION	FA01	8764		7210.02	1720.03
7.5.7	Sale (Loss) - CIPNEWCON		FD	FJ	69	ACQUISITIONLIQUIDATION	FA01	8762		7210.02	1720.01
7.5.8	Sale (Loss) - CIPSTRUCTR		FD	FJ	70	ACQUISITIONLIQUIDATION	FA01	6728		7210.02	1720.04
7.5.9	Sale (Loss) - IMPROVMNT		FD	FJ	71	INCREMENTALDEPRECIATION	FA02	7330		6710.03	1739.02

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
7.5.9	Sale (Loss) - IMPROVMNT		FD	FJ	71	ACQUISITIONLIQUIDATION	FA01	8766		7210.02	1730.02
7.5.9	Sale (Loss) - IMPROVMNT		FD	FJ	71	DEPRECIATIONLIQUIDATION	FA05	8830		1739.02	7210.02
7.5.10	Sale (Loss) - LAND		FD	FJ	72	ACQUISITIONLIQUIDATION	FA01	9026		7210.02	1711.01
7.5.11	Sale (Loss) - STRUCTURE		FD	FJ	73	INCREMENTALDEPRECINATION	FA02	6708		6710.04	1749.01
7.5.11	Sale (Loss) - STRUCTURE		FD	FJ	73	ACQUISITIONLIQUIDATION	FA01	6029		7210.02	1740.01
7.5.11	Sale (Loss) - STRUCTURE		FD	FJ	73	DEPRECIATIONLIQUIDATION	FA05	6030		1749.01	7210.02
	WRITEMOFF - CAPLSETETELE		FD	FJ	W26	ACQUISITIONLIQUIDATION	FA01	6513		7210.01	1810.01
	WRITEMOFF - CAPLSETETELE		FD	FJ	W26	DEPRECIATIONLIQUIDATION	FA05	6514		1819.01	7210.01
	WRITEMOFF - CAPLSETETELE		FD	FJ	W26	INCREMENTALDEPRECINATION	FA02	6515		6710.07	1819.01
	WRITEMOFF - CAPLSETETELE		FD	FJ	W26	GAIN	FA04	NULL			
	WRITEMOFF - CAPLSETETELE		FD	FJ	W26	DISPOSITION	FA03	NULL			
	WRITEMOFF - CAPLSETETELE		FD	FJ	W26	LOSS	FA04	NULL			
	WRITEMOFF - CAPLSETETELE		FD	FJ	W26	NONE - NO PROCESS ACTIVITY	FA03	NULL			
	WRITEMOFF - EQCONGFURN		FD	FJ	W27	ACQUISITIONLIQUIDATION	FA01	6516		7210.01	1750.03
	WRITEMOFF - EQCONGFURN		FD	FJ	W27	DEPRECIATIONLIQUIDATION	FA05	6517		1759.03	7210.01
	WRITEMOFF - EQCONGFURN		FD	FJ	W27	INCREMENTALDEPRECINATION	FA02	6518		6710.06	1759.03
	WRITEMOFF - EQCONGFURN		FD	FJ	W27	GAIN	FA04	NULL			
	WRITEMOFF - EQCONGFURN		FD	FJ	W27	LOSS	FA04	NULL			
	WRITEMOFF - EQCONGFURN		FD	FJ	W27	DISPOSITION	FA03	NULL			

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
	WRITEMOFF - EQCONGFURN		FD	FJ	W27	NONE - NO PROCESS ACTIVITY	FA03	NULL			
	WRITEMOFF - EQTELESYS		FD	FJ	W28	ACQUISITIONLIQUIDATION	FA01	6519		7210.	1750.
	WRITEMOFF - EQTELESYS		FD	FJ	W28	DEPRECIATIONLIQUIDATION	FA05	6520		01	04
	WRITEMOFF - EQTELESYS		FD	FJ	W28	INCREMENTALDEPRECINATION	FA02	6521		1759.	7210.
	WRITEMOFF - EQTELESYS		FD	FJ	W28	INCREMENTALDEPRECINATION	FA03	NULL		04	01
	WRITEMOFF - EQTELESYS		FD	FJ	W28	DISPOSITION	FA04	NULL		6710.	1759.
	WRITEMOFF - EQTELESYS		FD	FJ	W28	GAIN	FA05	6522		05	04
	WRITEMOFF - EQTELESYS		FD	FJ	W28	NONE - NO PROCESS ACTIVITY	FA03	NULL			
	WRITEMOFF - EQTELESYS		FD	FJ	W28	LOSS	FA04	NULL			
	WRITEMOFF - EQUIPADMIN		FD	FJ	W29	ACQUISITIONLIQUIDATION	FA01	6522		7210.	1750.
	WRITEMOFF - EQUIPADMIN		FD	FJ	W29	DEPRECIATIONLIQUIDATION	FA05	6523		01	01
	WRITEMOFF - EQUIPADMIN		FD	FJ	W29	INCREMENTALDEPRECINATION	FA02	6524		1759.	7210.
	WRITEMOFF - EQUIPADMIN		FD	FJ	W29	INCREMENTALDEPRECINATION	FA03	NULL		01	01
	WRITEMOFF - EQUIPADMIN		FD	FJ	W29	LOSS	FA04	NULL		6710.	1759.
	WRITEMOFF - EQUIPADMIN		FD	FJ	W29	GAIN	FA05	6525		05	01
	WRITEMOFF - EQUIPADMIN		FD	FJ	W29	NONE - NO PROCESS ACTIVITY	FA03	NULL			
	WRITEMOFF - EQUIPADMIN		FD	FJ	W29	DISPOSITION	FA04	NULL			
	WRITEMOFF - EQUIPOPER		FD	FJ	W30	ACQUISITIONLIQUIDATION	FA01	6525		7210.	1750.
	WRITEMOFF - EQUIPOPER		FD	FJ	W30	DEPRECIATIONLIQUIDATION	FA05	6526		01	02
	WRITEMOFF - EQUIPOPER		FD	FJ	W30	INCREMENTALDEPRECINATION	FA02	6527		1759.	7210.
	WRITEMOFF - EQUIPOPER		FD	FJ	W30	INCREMENTALDEPRECINATION	FA03	NULL		02	01

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
	WRITEMOFF - EQUIPOPER		FD	FJ	W30	NONE - NO PROCESS ACTIVITY GAIN	FA03	NULL			
	WRITEMOFF - EQUIPOPER		FD	FJ	W30	LOSS	FA04	NULL			
	WRITEMOFF - EQUIPOPER		FD	FJ	W30	DISPOSITION	FA03	NULL			
	WRITEMOFF - OTHPEG		FD	FJ	W31	ACQUISITIONLIQUIDATION	FA01	6528		7210.	1990.
	WRITEMOFF - OTHPEG		FD	FJ	W31	INCREMENTALDEPRECIFICATION	FA02	6530		01	11
	WRITEMOFF - OTHPEG		FD	FJ	W31	DISPOSITION	FA03	NULL		6710.	1990.
	WRITEMOFF - OTHPEG		FD	FJ	W31	NONE - NO PROCESS ACTIVITY GAIN	FA03	NULL		10	11
	WRITEMOFF - OTHPEG		FD	FJ	W31	LOSS	FA04	NULL			
	WRITEMOFF - OTHPEG		FD	FJ	W31	DEPRECIATIONLIQUIDATION	FA05	NULL			
	WRITEMOFF - OTHPPEART		FD	FJ	W32	ACQUISITIONLIQUIDATION	FA01	6531		7210.	1890.
	WRITEMOFF - OTHPPEART		FD	FJ	W32	LOSS	FA04	NULL		01	02
	WRITEMOFF - OTHPPEART		FD	FJ	W32	DISPOSITION	FA03	NULL			
	WRITEMOFF - OTHPPEART		FD	FJ	W32	GAIN	FA04	NULL			
	WRITEMOFF - OTHPPEART		FD	FJ	W32	NONE - NO PROCESS ACTIVITY GAIN	FA03	NULL			
	WRITEMOFF - SOFTADMDEV		FD	FJ	W33	ACQUISITIONLIQUIDATION	FA01	6532		7210.	1832.
	WRITEMOFF - SOFTADMDEV		FD	FJ	W33	GAIN	FA04	NULL		01	01

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
	WRITEMOFF - SOFTADMDEV		FD	FJ	W33	DISPOSITION	FA03	NULL			
	WRITEMOFF - SOFTADMDEV		FD	FJ	W33	NONE - NO PROCESS ACTIVITY LOSS	FA03	NULL			
	WRITEMOFF - SOFTADMDEV		FD	FJ	W33		FA04	NULL			
	WRITEMOFF - SOFTOPRDEV		FD	FJ	W34	ACQUISITIONLIQUIDATION	FA01	6533		7210.	1832.
	WRITEMOFF - SOFTOPRDEV		FD	FJ	W34	DISPOSITION	FA03	NULL		01	02
	WRITEMOFF - SOFTOPRDEV		FD	FJ	W34	GAIN	FA04	NULL			
	WRITEMOFF - SOFTOPRDEV		FD	FJ	W34	NONE - NO PROCESS ACTIVITY LOSS	FA03	NULL			
	WRITEMOFF - SOFTOPRDEV		FD	FJ	W34		FA04	NULL			
	WRITEMOFF - SOFTWADMIN		FD	FJ	W35	ACQUISITIONLIQUIDATION	FA01	6534		7210.	1830.
	WRITEMOFF - SOFTWADMIN		FD	FJ	W35	DEPRECIATIONLIQUIDATION	FA05	6535		01	01
	WRITEMOFF - SOFTWADMIN		FD	FJ	W35	INCREMENTALDEPRECIFICATION	FA02	6536		1839.	7210.
	WRITEMOFF - SOFTWADMIN		FD	FJ	W35	NONE - NO PROCESS ACTIVITY DISPOSITION	FA03	NULL		01	01
	WRITEMOFF - SOFTWADMIN		FD	FJ	W35		FA03	NULL		6710.	1839.
	WRITEMOFF - SOFTWADMIN		FD	FJ	W35	LOSS	FA04	NULL		09	01
	WRITEMOFF - SOFTWADMIN		FD	FJ	W35	GAIN	FA04	NULL			
	WRITEMOFF - SOFTWOPER		FD	FJ	W36	ACQUISITIONLIQUIDATION	FA01	6537		7210.	1830.
	WRITEMOFF - SOFTWOPER		FD	FJ	W36	DEPRECIATIONLIQUIDATION	FA05	6538		01	02
	WRITEMOFF - SOFTWOPER		FD	FJ	W36	INCREMENTALDEPRECIFICATION	FA02	6539		1839.	7210.
	WRITEMOFF - SOFTWOPER		FD	FJ	W36					02	01

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
	WRITEOFF - SOFTWOPER		FD	FJ	W36	LOSS	FA04	NULL			
	WRITEOFF - SOFTWOPER		FD	FJ	W36	NONE - NO PROCESS ACTIVITY DISPOSITION	FA03	NULL			
	WRITEOFF - SOFTWOPER		FD	FJ	W36	GAIN	FA04	NULL			
	WRITE OFF - LSHLDIMPRV		FD	FJ	W37	INCREMENTALDEPRECIA	FA02	5218		6710.	1829
	WRITE OFF - LSHLDIMPRV		FD	FJ	W37	DEPRECIATIONLIQUIDATION	FA05	6541		08	
	WRITE OFF - LSHLDIMPRV		FD	FJ	W37	ACQUISITIONLIQUIDA	FA01	8767		1829	7210.
	WRITE OFF - LSHLDIMPRV		FD	FJ	W37	DISPOSITION	FA03	NULL		02	1820
	WRITE OFF - LSHLDIMPRV		FD	FJ	W37	GAIN	FA04	NULL			
	WRITE OFF - LSHLDIMPRV		FD	FJ	W37	NONE - NO PROCESS ACTIVITY LOSS	FA03	NULL			
	WRITE OFF - LSHLDIMPRV		FD	FJ	W37	LOSS	FA04	NULL			
	WRITE OFF - BUILDING		FD	FJ	W64	ACQUISITIONLIQUIDATION	FA01	6573		7210.	1730.
	WRITE OFF - BUILDING		FD	FJ	W64	DEPRECIATIONLIQUIDATION	FA05	6574		02	01
	WRITE OFF - BUILDING		FD	FJ	W64	INCREMENTALDEPRECIA	FA02	9329		1739.	7210.
	WRITE OFF - BUILDING		FD	FJ	W64	LOSS	FA04	NULL		01	02
	WRITE OFF - BUILDING		FD	FJ	W64	DISPOSITION	FA03	NULL		6710.	1739.
	WRITE OFF - BUILDING		FD	FJ	W64	GAIN	FA04	NULL		02	01
	WRITE OFF - BUILDING		FD	FJ	W64	NONE - NO PROCESS ACTIVITY	FA03	NULL			

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
	WRITE OFF - ARTREAL		FD	FJ	W65	ACQUISITIONLIQUIDATION	FA01	6575		7210.02	1890.03
	WRITE OFF - ARTREAL		FD	FJ	W65	DISPOSITION	FA03	NULL			
	WRITE OFF - ARTREAL		FD	FJ	W65	LOSS	FA04	NULL			
	WRITE OFF - ARTREAL		FD	FJ	W65	NONE - NO PROCESS ACTIVITY	FA03	NULL			
	WRITE OFF - ARTREAL		FD	FJ	W65	GAIN	FA04	NULL			
	WRITE OFF - CAPLSEBLDG		FD	FJ	W66	DEPRECIATIONLIQUIDATION	FA05	6027		1819.02	7210.02
	WRITE OFF - CAPLSEBLDG		FD	FJ	W66	INCREMENTALDEPRECINATION	FA02	6691		6710.07	1819.02
	WRITE OFF - CAPLSEBLDG		FD	FJ	W66	ACQUISITIONLIQUIDATION	FA01	8762		7210.02	1720.01
	WRITE OFF - CAPLSEBLDG		FD	FJ	W66	NONE - NO PROCESS ACTIVITY	FA03	NULL			
	WRITE OFF - CAPLSEBLDG		FD	FJ	W66	DISPOSITION	FA03	NULL			
	WRITE OFF - CAPLSEBLDG		FD	FJ	W66	GAIN	FA04	NULL			
	WRITE OFF - CAPLSEBLDG		FD	FJ	W66	LOSS	FA04	NULL			
	WRITE OFF - CIPIMP		FD	FJ	W67	ACQUISITIONLIQUIDATION	FA01	8763		7210.02	1720.02
	WRITE OFF - CIPIMP		FD	FJ	W67	DISPOSITION	FA03	NULL			
	WRITE OFF - CIPIMP		FD	FJ	W67	GAIN	FA04	NULL			
	WRITE OFF - CIPIMP		FD	FJ	W67	NONE - NO PROCESS ACTIVITY	FA03	NULL			
	WRITE OFF - CIPIMP		FD	FJ	W67	LOSS	FA04	NULL			
	WRITE OFF - CIPLSHLD		FD	FJ	W68	ACQUISITIONLIQUIDATION	FA01	8764		7210.02	1720.03

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
	WRITE OFF-CIPLSHLD		FD	FJ	W68	GAIN	FA04	NULL			
	WRITE OFF - CIPLSHLD		FD	FJ	W68	NONE - NO PROCESS ACTIVITY DISPOSITION	FA03	NULL			
	WRITE OFF- CIPLSHLD		FD	FJ	W68	LOSS	FA04	NULL			
	WRITE OFF - CIPNEWCON		FD	FJ	W69	ACQUISITIONLIQUIDATION	FA01	8762		7210.	1720.
	WRITE OFF - CIPNEWCON		FD	FJ	W69	DISPOSITION	FA03	NULL		02	01
	WRITE OFF - CIPNEWCON		FD	FJ	W69	LOSS	FA04	NULL			
	WRITE OFF - CIPNEWCON		FD	FJ	W69	GAIN	FA04	NULL			
	WRITE OFF - CIPNEWCON		FD	FJ	W69	NONE - NO PROCESS ACTIVITY	FA03	NULL			
	WRITE OFF - CIPSTRUCTR		FD	FJ	W70	ACQUISITIONLIQUIDATION	FA01	6577		7110.	1720.
	WRITE OFF - CIPSTRUCTR		FD	FJ	W70	DISPOSITION	FA03	NULL		02	01
	WRITE OFF - CIPSTRUCTR		FD	FJ	W70	LOSS	FA04	NULL			
	WRITE OFF - CIPSTRUCTR		FD	FJ	W70	NONE - NO PROCESS ACTIVITY	FA03	NULL			
	WRITE OFF - CIPSTRUCTR		FD	FJ	W70	GAIN	FA04	NULL			
	WRITE OFF - IMPROVMNT		FD	FJ	W71	INCREMENTALDEPRECIACTION	FA02	7330		6710.	1739.
	WRITE OFF - IMPROVMNT		FD	FJ	W71	ACQUISITIONLIQUIDATION	FA01	8766		03	02
	WRITE OFF - IMPROVMNT		FD	FJ	W71	DEPRECIATIONLIQUIDATION	FA05	8830		7210.	1730.
	WRITE OFF- IMPROVMNT		FD	FJ	W71	DISPOSITION	FA03	NULL		02	02

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
	WRITE OFF-IMPROVMNT		FD	FJ	W71	GAIN	FA04	NULL			
	WRITE OFF-IMPROVMNT		FD	FJ	W71	LOSS	FA04	NULL			
	WRITE OFF - IMPROVMNT		FD	FJ	W71	NONE - NO PROCESS ACTIVITY	FA03	NULL			
	WRITE OFF - LAND		FD	FJ	W72	ACQUISITIONLIQUIDATION	FA01	9026		7210.	1711.
	WRITE OFF - LAND		FD	FJ	W72	LOSS	FA04	NULL		02	01
	WRITE OFF - LAND		FD	FJ	W72	DISPOSITION	FA03	NULL			
	WRITE OFF - LAND		FD	FJ	W72	GAIN	FA04	NULL			
	WRITE OFF - LAND		FD	FJ	W72	NONE - NO PROCESS ACTIVITY	FA03	NULL			
	WRITE OFF - STRUCTURE		FD	FJ	W73	ACQUISITIONLIQUIDATION	FA01	6029		7210.	1740.
	WRITE OFF - STRUCTURE		FD	FJ	W73	DEPRECIATIONLIQUIDATION	FA05	6030		02	01
	WRITE OFF - STRUCTURE		FD	FJ	W73	INCREMENTALDEPRECIFICATION	FA02	6708		1749.	7210.
	WRITE OFF - STRUCTURE		FD	FJ	W73	NONE - NO PROCESS ACTIVITY	FA03	NULL		01	02
	WRITE OFF - STRUCTURE		FD	FJ	W73	DISPOSITION	FA03	NULL		6710.	1749.
	WRITE OFF - STRUCTURE		FD	FJ	W73	GAIN	FA04	NULL		04	01
	WRITE OFF - STRUCTURE		FD	FJ	W73	LOSS	FA04	NULL			

## 9.2 Personal Property Accounting Posting Models

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
<b>1. Acquisition</b>											
1.1	Real/Personal Property Acquisitions		FA	FN	03	NONE - NO PROCESS ACTIVITY	FA01	NULL			
<b>1.2 Non Federal Donation</b>											
1.2.1	CAPLSETELE - Non Federal Donation	DONATION	FA	FN	04	NONE - NO PROCESS ACTIVITY	FA01	6338		1810.	561001
1.2.2	EQCONGFURN - Non Federal Donation	DONATION	FA	FN	05	NONE - NO PROCESS ACTIVITY	FA01	6339		1750.	561003
1.2.3	EQSRPLSADM - Non Federal Donation	DONATION	FA	FN	06	NONE - NO PROCESS ACTIVITY	FA01	6340		1750.	561011
1.2.4	EQSRPLSCF - Non Federal Donation	DONATION	FA	FN	07	NONE - NO PROCESS ACTIVITY	FA01	6341		1750.	561013
1.2.5	EQSRPLSOP - Non Federal Donation	DONATION	FA	FN	08	NONE - NO PROCESS ACTIVITY	FA01	6342		1750.	561012
1.2.6	EQTELESYS - Non Federal Donation	DONATION	FA	FN	09	NONE - NO PROCESS ACTIVITY	FA01	6343		1750.	561004
1.2.7	EQUIPADMIN - Non Federal Donation	DONATION	FA	FN	10	NONE - NO PROCESS ACTIVITY	FA01	6344		1750.	561001
1.2.8	EQUIPOPER - Non Federal Donation	DONATION	FA	FN	11	NONE - NO PROCESS ACTIVITY	FA01	6345		1750.	561002
1.2.9	OTHPEG - Non Federal Donation	DONATION	FA	FN	12	NONE - NO PROCESS ACTIVITY	FA01	6346		1990.	561011
1.2.10	OTHPPEART - Non Federal Donation	DONATION	FA	FN	13	NONE - NO PROCESS ACTIVITY	FA01	6347		1890.	561002
1.2.11	SOFTADMDEV -	DONATION	FA	FN	14	NONE - NO	FA01	6348		1832.	5610

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
1.2.12	Non Federal Donation SOFTOPRDEV - Non Federal Donation	DONATION	FA	FN	15	PROCESS ACTIVITY NONE - NO PROCESS ACTIVITY	FA01	6349		1832.	561002
1.2.13	SOFTWADMIN - Non Federal Donation	DONATION	FA	FN	16	NONE - NO PROCESS ACTIVITY	FA01	6350		1830.	561001
1.2.14	SOFTWOPER - Non Federal Donation	DONATION	FA	FN	17	NONE - NO PROCESS ACTIVITY	FA01	6351		1830.	561002
1.2.15	SRPLSTLSYS - Non Federal Donation	DONATION	FA	FN	18	NONE - NO PROCESS ACTIVITY	FA01	6352		1750.	561014
1.2.16	LSHLDIMPRV - Non Federal Donation	DONATION	FA	FN	19	NONE - NO PROCESS ACTIVITY	FA01	6353		1820	5610
<b>1.3 Federal Donation</b>											
1.3.1	CAPLSETELE - Federal Donation	DONATION	FA	FN	20	NONE - NO PROCESS ACTIVITY	FA01	6354		1810.	5720.01
1.3.2	EQCONGFURN - Federal Donation	DONATION	FA	FN	21	NONE - NO PROCESS ACTIVITY	FA01	7681		1750.	5720.03
1.3.3	EQSRPLSADM - Federal Donation	DONATION	FA	FN	22	NONE - NO PROCESS ACTIVITY	FA01	6355		1750.	5720.11
1.3.4	EQSRPLSCF - Federal Donation	DONATION	FA	FN	23	NONE - NO PROCESS ACTIVITY	FA01	6356		1750.	5720.13
1.3.5	EQSRPLSOP - Federal Donation	DONATION	FA	FN	24	NONE - NO PROCESS ACTIVITY	FA01	6357		1750.	5720.12
1.3.6	EQTELESYS - Federal Donation	DONATION	FA	FN	25	NONE - NO PROCESS ACTIVITY	FA01	6358		1750.	5720.04
1.3.7	EQUIPADMIN - Federal Donation	DONATION	FA	FN	26	NONE - NO PROCESS ACTIVITY	FA01	7679		1750.	5720.01

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
1.3.8	EQUIPOPER - Federal Donation	DONATION	FA	FN	27	NONE - NO PROCESS ACTIVITY	FA01	7677		1750.02	5720.02
1.3.9	OTHPEG - Federal Donation	DONATION	FA	FN	28	NONE - NO PROCESS ACTIVITY	FA01	9979		1990.11	5720.02
1.3.10	OTHPPEART - Federal Donation	DONATION	FA	FN	29	NONE - NO PROCESS ACTIVITY	FA01	6359		1890.02	5720.02
1.3.11	SOFTADMDEV - Federal Donation	DONATION	FA	FN	30	NONE - NO PROCESS ACTIVITY	FA01	7869		1832.01	5720.02
1.3.12	SOFTOPRDEV - Federal Donation	DONATION	FA	FN	31	NONE - NO PROCESS ACTIVITY	FA01	3147		1832.02	5720.02
1.3.13	SOFTWADMIN - Federal Donation	DONATION	FA	FN	32	NONE - NO PROCESS ACTIVITY	FA01	7680		1830.01	5720.02
1.3.14	SOFTWOPER - Federal Donation	DONATION	FA	FN	33	NONE - NO PROCESS ACTIVITY	FA01	3152		1830.02	5720.02
1.3.15	SRPLSTLSYS - Federal Donation	DONATION	FA	FN	34	NONE - NO PROCESS ACTIVITY	FA01	6360		1750.14	5720.02
1.3.16	LSHLDIMPRV - Federal Donation	DONATION	FA	FN	35	NONE - NO PROCESS ACTIVITY	FA01	6361		1820	5720.03
<b>2. Transfers</b>											
2.1.1	Transfer-In for OTHPPEART		FT	FS	07	NONE - NO PROCESS ACTIVITY	FA01	NULL			
2.1.1	Transfer-In for OTHPPEART		FT	FS	07	ACQUISITION	FA01	6370		1890.02	5720.02
2.1.1	Transfer-Out for OTHPPEART		FT	FS	07	ACQUISITIONLIQUIDATION	FA01	6371		5730.02	1890.02
2.1.2	Transfer-In for CAPLSETELE		FT	FS	08	NONE - NO PROCESS ACTIVITY	FA01	NULL			
2.1.2	Transfer-In for		FT	FS	08	ACQUISITION	FA01	6372		1810.	5720.

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
2.1.2	CAPLSETELE Transfer-In for CAPLSETELE		FT	FS	08	DEPRECIATION	FA05	6373		01	02
2.1.2	Transfer-Out for CAPLSETELE		FT	FS	08	ACQUISITIONLIQUIDATION	FA01	6374		5720.	1819.
2.1.2	Transfer-Out for CAPLSETELE		FT	FS	08	DEPRECIATIONLIQUIDATION	FA05	6375		02	01
2.1.3	Transfer-In for EQCONGFURN		FT	FS	09	NONE - NO PROCESS ACTIVITY	FA01	NULL		5730.	1810.
2.1.3	Transfer-In for EQCONGFURN		FT	FS	09	ACQUISITION	FA01	7681		02	01
2.1.3	Transfer-In for EQCONGFURN		FT	FS	09	DEPRECIATION	FA05	6376		1750.	5720.
2.1.3	Transfer-Out for EQCONGFURN		FT	FS	09	ACQUISITIONLIQUIDATION	FA01	7671		03	02
2.1.3	Transfer-Out for EQCONGFURN		FT	FS	09	DEPRECIATIONLIQUIDATION	FA05	6377		5720.	1759.
2.1.4	Transfer-In for EQTELESYS		FT	FS	10	NONE - NO PROCESS ACTIVITY	FA01	NULL		02	03
2.1.4	Transfer-In for EQTELESYS		FT	FS	10	ACQUISITION	FA01	6378		1759.	5730.
2.1.4	Transfer-In for EQTELESYS		FT	FS	10	DEPRECIATION	FA05	6379		03	02
2.1.4	Transfer-Out for EQTELESYS		FT	FS	10	ACQUISITIONLIQUIDATION	FA01	6380		5730.	1750.
2.1.4	Transfer-Out for EQTELESYS		FT	FS	10	DEPRECIATIONLIQUIDATION	FA05	6381		02	04
2.1.5	Transfer-In for EQUIPADMIN		FT	FS	11	NONE - NO PROCESS ACTIVITY	FA01	NULL		1759.	5730.
2.1.5	Transfer-In for EQUIPADMIN		FT	FS	11	ACQUISITION	FA01	7679		04	02
2.1.5	Transfer-In for EQUIPADMIN		FT	FS	11	DEPRECIATION	FA05	7683		5720.	1759.
2.1.5	Transfer-Out for EQUIPADMIN		FT	FS	11	ACQUISITIONLIQUIDATION	FA01	7669		02	01
2.1.5	Transfer-Out for		FT	FS	11	DEPRECIATIONLIQUIDATION	FA05	7673		1759.	5730.

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
2.1.6	EQUIPADMIN Transfer-In for EQUIPOPER		FT	FS	12	UIDATION NONE - NO PROCESS ACTIVITY	FA01	NULL		01	02
2.1.6	Transfer-In for EQUIPOPER		FT	FS	12	ACQUISITION	FA01	7677		1750.	5720.
2.1.6	Transfer-In for EQUIPOPER		FT	FS	12	DEPRECIATION	FA05	7682		02	02
2.1.6	Transfer-Out for EQUIPOPER		FT	FS	12	ACQUISITIONLIQU DATION	FA01	7667		5720.	1759.
2.1.6	Transfer-Out for EQUIPOPER		FT	FS	12	DEPRECIATIONLIQ UIDATION	FA05	7672		02	02
2.1.7	Transfer-In for LSHLDIMPRV		FT	FS	13	NONE - NO PROCESS ACTIVITY	FA01	NULL		5730.	1750.
2.1.7	Transfer-In for LSHLDIMPRV		FT	FS	13	ACQUISITION	FA01	6382		02	02
2.1.7	Transfer-In for LSHLDIMPRV		FT	FS	13	DEPRECIATION	FA05	6383		5720.	1829
2.1.7	Transfer-Out for LSHLDIMPRV		FT	FS	13	ACQUISITIONLIQU DATION	FA01	6384		03	1820
2.1.7	Transfer-Out for LSHLDIMPRV		FT	FS	13	DEPRECIATIONLIQ UIDATION	FA05	6385		5730.	03
2.1.8	Transfer-In for SOFTWADMIN		FT	FS	14	ACQUISITION	FA01	7680		1829	5730.
2.1.8	Transfer-In for SOFTWADMIN		FT	FS	14	DEPRECIATION	FA05	1250		01	02
2.1.8	Transfer-Out for SOFTWADMIN		FT	FS	14	ACQUISITIONLIQU DATION	FA01	7670		5720.	1839.
2.1.8	Transfer-Out for SOFTWADMIN		FT	FS	14	DEPRECIATIONLIQ UIDATION	FA05	1204		02	01
2.1.9	Transfer-In for SOFTWOPER		FT	FS	15	ACQUISITION	FA01	3152		1839.	5730.
2.1.9	Transfer-In for SOFTWOPER		FT	FS	15	DEPRECIATION	FA05	3154		01	02
2.1.9	Transfer-Out for SOFTWOPER		FT	FS	15	ACQUISITIONLIQU DATION	FA01	3153		5720.	1830.
2.1.9	Transfer-Out for SOFTWOPER		FT	FS	15	DEPRECIATIONLIQ UIDATION	FA05	3155		02	02

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
2.1.10	Transfer-In for SOFTADMDEV		FT	FS	16	ACQUISITION	FA01	7869		1832.	5720.
2.1.10	Transfer-Out for SOFTADMDEV		FT	FS	16	ACQUISITIONLIQUIDATION	FA01	7868		01	02
2.1.11	Transfer-In for SOFTOPRDEV		FT	FS	17	ACQUISITION	FA01	3147		5730.	1832.
2.1.11	Transfer-Out for SOFTOPRDEV		FT	FS	17	ACQUISITIONLIQUIDATION	FA01	3148		02	01
<b>2.2 Transfer from Depreciable to Non-Depreciable</b>											
2.2.1	Transferring EQCONGFURN to EQSRPLSCF		FT	FK	03	NONE - NO PROCESS ACTIVITY	FA01	NULL			
2.2.1	Transferring EQCONGFURN to EQSRPLSCF		FT	FK	03	INCREMENTALDEPRECINATION	FA02	6362		6710.	1759.
2.2.1	Transferring EQCONGFURN to EQSRPLSCF		FT	FK	03	ACQUISITION	FA01	6363		06	03
2.2.1	Transferring EQCONGFURN to EQSRPLSCF		FT	FK	03	DEPRECIATION	FA05	6364		1750.	1750.
2.2.1	Transferring EQCONGFURN to EQSRPLSCF		FT	FK	03	ACQUISITIONLIQUIDATION	FA01	NULL		13	03
2.2.1	Transferring EQCONGFURN to EQSRPLSCF		FT	FK	03	DEPRECIATIONLIQUIDATION	FA05	NULL		1759.	1759.
2.2.2	Transferring EQUIPADMIN to EQSRPLSADM		FT	FK	04	NONE - NO PROCESS ACTIVITY	FA01	NULL			
2.2.2	Transferring EQUIPADMIN to EQSRPLSADM		FT	FK	04	INCREMENTALDEPRECINATION	FA02	9331		6710.	1759.
2.2.2	Transferring EQUIPADMIN to EQSRPLSADM		FT	FK	04	ACQUISITION	FA01	6365		05	01
2.2.2	Transferring EQUIPADMIN to EQSRPLSADM		FT	FK	04	DEPRECIATION	FA05	6366		1750.	1750.

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
2.2.2	Transferring EQUIPADMIN to EQSRPLSADM		FT	FK	04	ACQUISITIONLIQUIDATION	FA01	NULL			
2.2.2	Transferring EQUIPADMIN to EQSRPLSADM		FT	FS	04	DEPRECIATIONLIQUIDATION	FA05	NULL			
2.2.3	Transferring EQUIPOPER to EQSRPLSOP		FT	FS	05	NONE - NO PROCESS ACTIVITY	FA01	NULL			
2.2.3	Transferring EQUIPOPER to EQSRPLSOP		FT	FS	05	INCREMENTALDEPRECIFICATION	FA02	7410	6710.05	1759.02	
2.2.3	Transferring EQUIPOPER to EQSRPLSOP		FT	FS	05	ACQUISITION	FA01	7537	1750.12	1750.02	
2.2.3	Transferring EQUIPOPER to EQSRPLSOP		FT	FS	05	DEPRECIATION	FA05	6367	1759.02	1759.12	
2.2.3	Transferring EQUIPOPER to EQSRPLSOP		FT	FS	05	ACQUISITIONLIQUIDATION	FA01	NULL			
2.2.3	Transferring EQUIPOPER to EQSRPLSOP		FT	FS	05	DEPRECIATIONLIQUIDATION	FA05	NULL			
2.2.4	Transferring EQTELESYS to SRPLSTLSYS		FT	FS	06	NONE - NO PROCESS ACTIVITY	FA01	NULL			
2.2.4	Transferring EQTELESYS to SRPLSTLSYS		FT	FS	06	INCREMENTALDEPRECIFICATION	FA02	1256	6710.05	1759.04	
2.2.4	Transferring EQTELESYS to SRPLSTLSYS		FT	FS	06	ACQUISITION	FA01	6368	1750.14	1750.04	
2.2.4	Transferring EQTELESYS to SRPLSTLSYS		FT	FS	06	DEPRECIATION	FA05	6369	1759.04	1759.14	
2.2.4	Transferring EQTELESYS to SRPLSTLSYS		FT	FS	06	ACQUISITIONLIQUIDATION	FA01	NULL			

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
2.2.4	Transferring EQTELESYS to SRPLSTLSYS		FT	FS	06	DEPRECIATIONLIQUIDATION	FA05	NULL			
2.3.1	Transfer SOFTADMDEV to SOFTWADMIN		FT	FS	18	ACQUISITION	FA01	7775		1830.01	1832.01
	Transfer SOFTADMDEV to SOFTWADMIN		FT	FS	18	NONE - NO PROCESS ACTIVITY	FA01	NULL			
	Transfer SOFTADMDEV to SOFTWADMIN		FT	FS	18	ACQUISITIONLIQUIDATION	FA01	NULL			
2.3.2	Transfer SOFTOPRDEV to SOFTWOPER		FT	FS	19	ACQUISITION	FA01	7244		1830.02	1832.02
	Transfer SOFTOPRDEV to SOFTWOPER		FT	FS	19	NONE - NO PROCESS ACTIVITY	FA01	NULL			
	Transfer SOFTOPRDEV to SOFTWOPER		FT	FS	19	ACQUISITIONLIQUIDATION	FA01	NULL			
2.3.3	Transfer from CIPLSHLD to LSHLDIMPRV		FT	FS	20	ACQUISITION	FA01	5198		1820	1720.03
	Transfer from CIPLSHLD to LSHLDIMPRV		FT	FS	20	NONE - NO PROCESS ACTIVITY	FA01	NULL			
	Transfer from CIPLSHLD to LSHLDIMPRV		FT	FS	20	ACQUISITIONLIQUIDATION	FA01	NULL			
<b>3. Betterments</b>											
3.1	Adj Cap Value - Real/Personal Property		FB	FQ	03	NONE - NO PROCESS ACTIVITY	FA01	NULL			
<b>4. Corrections</b>											
4.1	Real/Personal Property Corrections		FC	FH	03	NONE - NO PROCESS ACTIVITY	FA01	NULL			

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
<b>4.2 Non Federal Donation</b>											
4.2.1	CAPLSETELE - Non Federal Donation	DONATION	FC	FH	04	NONE - NO PROCESS ACTIVITY	FA01	6386		1810.01	5610
4.2.2	EQCONGFURN - Non Federal Donation	DONATION	FC	FH	05	NONE - NO PROCESS ACTIVITY	FA01	6387		1750.03	5610
4.2.3	EQSRPLSADM - Non Federal Donation	DONATION	FC	FH	06	NONE - NO PROCESS ACTIVITY	FA01	6388		1750.11	5610
4.2.4	EQSRPLSCF - Non Federal Donation	DONATION	FC	FH	07	NONE - NO PROCESS ACTIVITY	FA01	6389		1750.13	5610
4.2.5	EQSRPLSOP - Non Federal Donation	DONATION	FC	FH	08	NONE - NO PROCESS ACTIVITY	FA01	6390		1750.12	5610
4.2.6	EQTELESYS - Non Federal Donation	DONATION	FC	FH	09	NONE - NO PROCESS ACTIVITY	FA01	6391		1750.04	5610
4.2.7	EQUIPADMIN - Non Federal Donation	DONATION	FC	FH	10	NONE - NO PROCESS ACTIVITY	FA01	6392		1750.01	5610
4.2.8	EQUIPOPER - Non Federal Donation	DONATION	FC	FH	11	NONE - NO PROCESS ACTIVITY	FA01	6393		1750.02	5610
4.2.9	OTHPEG - Non Federal Donation	DONATION	FC	FH	12	NONE - NO PROCESS ACTIVITY	FA01	6394		1990.11	5610
4.2.10	OTHPPEART - Non Federal Donation	DONATION	FC	FH	13	NONE - NO PROCESS ACTIVITY	FA01	6395		1890.02	5610
4.2.11	SOFTADMDEV - Non Federal Donation	DONATION	FC	FH	14	NONE - NO PROCESS ACTIVITY	FA01	6396		1832.01	5610
4.2.12	SOFTOPRDEV - Non Federal Donation	DONATION	FC	FH	15	NONE - NO PROCESS ACTIVITY	FA01	6397		1832.02	5610
4.2.13	SOFTWADMIN - Non Federal	DONATION	FC	FH	16	NONE - NO PROCESS	FA01	6398		1830.01	5610

	Transaction Description	Acquisition/ Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/ Decr	Dr	Cr
										Proprietary	
4.2.14	Donation SOFTWOPER - Non Federal Donation	DONATION	FC	FH	17	ACTIVITY NONE - NO PROCESS ACTIVITY	FA01	6399		1830.02	5610
4.2.15	SRPLSTLSYS - Non Federal Donation	DONATION	FC	FH	18	NONE - NO PROCESS ACTIVITY		6400		1750.14	5610
4.2.16	LSHLDIMPRV - Non Federal Donation	DONATION	FC	FH	19	NONE - NO PROCESS ACTIVITY	FA01	6401		1820	5610
<b>4.3 Federal Donation</b>											
4.3.1	CAPLSETELE - Federal Donation	DONATION	FC	FH	20	NONE - NO PROCESS ACTIVITY	FA01	6402		1810.01	5720.02
4.3.2	EQCONGFURN - Federal Donation	DONATION	FC	FH	21	NONE - NO PROCESS ACTIVITY	FA01	7681		1750.03	5720.02
4.3.3	EQSRPLSADM - Federal Donation	DONATION	FC	FH	22	NONE - NO PROCESS ACTIVITY	FA01	6403		1750.11	5720.02
4.3.4	EQSRPLSCF - Federal Donation	DONATION	FC	FH	23	NONE - NO PROCESS ACTIVITY		6404		1750.13	5720.02
4.3.5	EQSRPLSOP - Federal Donation	DONATION	FC	FH	24	NONE - NO PROCESS ACTIVITY	FA01	6405		1750.12	5720.02
4.3.6	EQTELESYS - Federal Donation	DONATION	FC	FH	25	NONE - NO PROCESS ACTIVITY	FA01	6406		1750.04	5720.02
4.3.7	EQUIPADMIN - Federal Donation	DONATION	FC	FH	26	NONE - NO PROCESS ACTIVITY	FA01	7679		1750.01	5720.02
4.3.8	EQUIPOPER - Federal Donation	DONATION	FC	FH	27	NONE - NO PROCESS ACTIVITY		7677		1750.02	5720.02
4.3.9	OTHPEG - Federal Donation	DONATION	FC	FH	28	NONE - NO PROCESS ACTIVITY		6407		1990.11	5720.02

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
4.3.10	OTHPPEART - Federal Donation	DONATION	FC	FH	29	NONE - NO PROCESS ACTIVITY	FA01	6408		1890.02	5720.02
4.3.11	SOFTADMDEV - Federal Donation	DONATION	FC	FH	30	NONE - NO PROCESS ACTIVITY	FA01	7869		1832.01	5720.02
4.3.12	SOFTOPRDEV - Federal Donation	DONATION	FC	FH	31	NONE - NO PROCESS ACTIVITY	FA01	3147		1832.02	5720.02
4.3.13	SOFTWADMIN - Federal Donation	DONATION	FC	FH	32	NONE - NO PROCESS ACTIVITY	FA01	7680		1830.01	5720.02
4.3.14	SOFTWOPER - Federal Donation	DONATION	FC	FH	33	NONE - NO PROCESS ACTIVITY	FA01	3152		1830.02	5720.02
4.3.15	SRPLSTLSYS - Federal Donation	DONATION	FC	FH	34	NONE - NO PROCESS ACTIVITY		6409		1750.14	5720.02
4.3.16	LSHLDIMPRV - Federal Donation	DONATION	FC	FH	35	NONE - NO PROCESS ACTIVITY	FA01	6410		1820	5720.03
	TRANSFER/RECLASSIFICATION - OTHER GENERAL PP&E-ARTWORK PERS.			CR	X2	NONE - NO PROCESS ACTIVITY					
	TRANSFER/RECLASSIFICATION - OTHER GENERAL PP&E-ARTWORK REAL			CR	X3	NONE - NO PROCESS ACTIVITY					
	TRANSFER/RECLASSIFICATION - OPERATING EXPENSES/PROG RAM COSTS			CR	X4	NONE - NO PROCESS ACTIVITY					
	TRANSFER/RECLASSIFICATION - ADMINISTRATIVE			CR	X5	NONE - NO PROCESS ACTIVITY					

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
	EQUIPMENT TRANSFER/RECLASSIFICATION - ADMINISTRATIVE SOFTWARE TRANSFER/RECLASSIFICATION - OPERATING SOFTWARE TRANSFER/RECLASSIFICATION - ADMIN. SOFTWARE IN PROCESS				CR X6	NONE - NO PROCESS ACTIVITY					
					CR X7	NONE - NO PROCESS ACTIVITY					
					CR X8	NONE - NO PROCESS ACTIVITY					
<b>5. Automated Depreciation</b>											
5.1	EQUIPADMIN Depreciation		FM F4	02		NONE - NO PROCESS ACTIVITY	FA02	9331		6710.05	1759.01
5.1	EQUIPADMIN Depreciation		FM F9	02		NONE - NO PROCESS ACTIVITY	FA02	9331		6710.05	1759.01
5.1	EQUIPADMIN Depreciation		FM F8	02		NONE - NO PROCESS ACTIVITY	FA02	9331		6710.05	1759.01
5.1	EQUIPADMIN Depreciation		FM F7	02		NONE - NO PROCESS ACTIVITY	FA02	9331		6710.05	1759.01
5.1	EQUIPADMIN Depreciation		FM F6	02		NONE - NO PROCESS ACTIVITY	FA02	9331		6710.05	1759.01
5.2	EQUIPOPER Depreciation		FM F4	03		NONE - NO PROCESS ACTIVITY	FA02	7410		6710.05	1759.02
5.2	EQUIPOPER Depreciation		FM F9	03		NONE - NO PROCESS ACTIVITY	FA02	7410		6710.05	1759.02
5.2	EQUIPOPER		FM F8	03		NONE - NO	FA02	7410		6710.	1759.

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
	Depreciation					PROCESS ACTIVITY				05	02
5.2	EQUIPOPER Depreciation		FM	F7	03	NONE - NO PROCESS ACTIVITY	FA02	7410		6710. 05	1759. 02
5.2	EQUIPOPER Depreciation		FM	F6	03	NONE - NO PROCESS ACTIVITY	FA02	7410		6710. 05	1759. 02
5.3	EQCONGFURN Depreciation		FM	F4	04	NONE - NO PROCESS ACTIVITY	FA02	7908		6710. 06	1759. 03
5.3	EQCONGFURN Depreciation		FM	F9	04	NONE - NO PROCESS ACTIVITY	FA02	7908		6710. 06	1759. 03
5.3	EQCONGFURN Depreciation		FM	F8	04	NONE - NO PROCESS ACTIVITY	FA02	7908		6710. 06	1759. 03
5.3	EQCONGFURN Depreciation		FM	F7	04	NONE - NO PROCESS ACTIVITY	FA02	7908		6710. 06	1759. 03
5.3	EQCONGFURN Depreciation		FM	F6	04	NONE - NO PROCESS ACTIVITY	FA02	7908		6710. 06	1759. 03
5.4	EQTELESYS Depreciation		FM	F4	05	NONE - NO PROCESS ACTIVITY	FA02	1256		6710. 05	1759. 04
5.4	EQTELESYS Depreciation		FM	F9	05	NONE - NO PROCESS ACTIVITY	FA02	1256		6710. 05	1759. 04
5.4	EQTELESYS Depreciation		FM	F8	05	NONE - NO PROCESS ACTIVITY	FA02	1256		6710. 05	1759. 04
5.4	EQTELESYS Depreciation		FM	F7	05	NONE - NO PROCESS ACTIVITY	FA02	1256		6710. 05	1759. 04
5.4	EQTELESYS Depreciation		FM	F6	05	NONE - NO PROCESS ACTIVITY	FA02	1256		6710. 05	1759. 04
5.5	CAPLSETELE		FM	F4	06	NONE - NO	FA02	7435		6710.	1819.

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
	Depreciation					PROCESS ACTIVITY				07	01
5.5	CAPLSETELE Depreciation		FM	F9	06	NONE - NO PROCESS ACTIVITY	FA02	7435		6710.07	1819.01
5.5	CAPLSETELE Depreciation		FM	F8	06	NONE - NO PROCESS ACTIVITY	FA02	7435		6710.07	1819.01
5.5	CAPLSETELE Depreciation		FM	F7	06	NONE - NO PROCESS ACTIVITY	FA02	7435		6710.07	1819.01
5.5	CAPLSETELE Depreciation		FM	F6	06	NONE - NO PROCESS ACTIVITY	FA02	7435		6710.07	1819.01
5.6	SOFTWADMIN Depreciation		FM	F4	07	NONE - NO PROCESS ACTIVITY	FA02	9332		6710.09	1839.01
5.6	SOFTWADMIN Depreciation		FM	F9	07	NONE - NO PROCESS ACTIVITY	FA02	9332		6710.09	1839.01
5.6	SOFTWADMIN Depreciation		FM	F8	07	NONE - NO PROCESS ACTIVITY	FA02	9332		6710.09	1839.01
5.6	SOFTWADMIN Depreciation		FM	F7	07	NONE - NO PROCESS ACTIVITY	FA02	9332		6710.09	1839.01
5.6	SOFTWADMIN Depreciation		FM	F6	07	NONE - NO PROCESS ACTIVITY	FA02	9332		6710.09	1839.01
5.7	SOFTWOPER Depreciation		FM	F4	08	NONE - NO PROCESS ACTIVITY	FA02	7232		6710.09	1839.02
5.7	SOFTWOPER Depreciation		FM	F9	08	NONE - NO PROCESS ACTIVITY	FA02	7232		6710.09	1839.02
5.7	SOFTWOPER Depreciation		FM	F8	08	NONE - NO PROCESS ACTIVITY	FA02	7232		6710.09	1839.02
5.7	SOFTWOPER		FM	F7	08	NONE - NO	FA02	7232		6710.	1839.

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
	Depreciation					PROCESS ACTIVITY				09	02
5.7	SOFTWOPER Depreciation		FM	F6	08	NONE - NO PROCESS ACTIVITY	FA02	7232		6710. 09	1839. 02
5.8	OTHPEG Manual Depreciation		FM	FN	09	NONE - NO PROCESS ACTIVITY	FA02	6411		6710. 10	1990. 11
5.8	OTHPEG Manual Depreciation		FM	F9	09	NONE - NO PROCESS ACTIVITY	FA02	6411		6710. 10	1990. 11
5.8	OTHPEG Manual Depreciation		FM	F7	09	NONE - NO PROCESS ACTIVITY	FA02	6411		6710. 10	1990. 11
5.8	OTHPEG Manual Depreciation		FM	F6	09	NONE - NO PROCESS ACTIVITY	FA02	6411		6710. 10	1990. 11
<b>6. Manual Depreciation</b>											
6.1	EQUIPADMIN Depreciation		FM	FU	02	NONE - NO PROCESS ACTIVITY	FA02	9331		6710. 05	1759. 01
6.1	EQUIPADMIN Depreciation		FM	FU	03	NONE - NO PROCESS ACTIVITY	FA02	7410		6710. 05	1759. 02
6.2	EQCONGFURN Depreciation		FM	FU	04	NONE - NO PROCESS ACTIVITY	FA02	7908		6710. 06	1759. 03
6.3	EQTELESYS Depreciation		FM	FU	05	NONE - NO PROCESS ACTIVITY	FA02	1256		6710. 05	1759. 04
6.4	CAPLSETELE Depreciation		FM	FU	06	NONE - NO PROCESS ACTIVITY	FA02	7435		6710. 07	1819. 01
6.5	SOFTWADMIN Depreciation		FM	FU	07	NONE - NO PROCESS ACTIVITY	FA02	9332		6710. 09	1839. 01
6.6	SOFTWOPER Depreciation		FM	FU	08	NONE - NO PROCESS ACTIVITY	FA02	7232		6710. 09	1839. 02

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
6.7	OTHPEG Depreciation		FM	FU	09	NONE - NO PROCESS ACTIVITY	FA02	6411		6710.	1990.
										10	11
6.8	LSHLDIMPRV Depreciation		FM	FU	10	NONE - NO PROCESS ACTIVITY	FA02	5218		6710.	1829
										08	
<b>6. Sales/Disposals (involving surplus assets)</b>											
<b>6.1 Sale - If a Loss is Incurred</b>											
6.1.1	Sale (Loss) - EQSRPLSCF		FD	FJ	14	NONE - NO PROCESS ACTIVITY	FA03	NULL			
6.1.1	Sale (Loss) - EQSRPLSCF		FD	FJ	14	ACQUISITIONLIQUIDATION	FA01	6412		7210.	1750.
6.1.1	Sale (Loss) - EQSRPLSCF		FD	FJ	14	DEPRECIATIONLIQUIDATION	FA05	6413		1759.	7210.
6.1.1	Sale (Loss) - EQSRPLSCF		FD	FJ	14	DISPOSITION	FA03	6414		1310.	7210.
6.1.1	Sale (Loss) - EQSRPLSCF		FD	FJ	14	LOSS	FA04	NULL		51	21
6.1.2	Sale (Loss) - EQSRPLSADM		FD	FJ	15	NONE - NO PROCESS ACTIVITY	FA03	NULL			
6.1.2	Sale (Loss) - EQSRPLSADM		FD	FJ	15	ACQUISITIONLIQUIDATION	FA01	6415		7210.	1750.
6.1.2	Sale (Loss) - EQSRPLSADM		FD	FJ	15	DEPRECIATIONLIQUIDATION	FA05	6416		1759.	7210.
6.1.2	Sale (Loss) - EQSRPLSADM		FD	FJ	15	DISPOSITION	FA03	6417		1310.	7210.
6.1.2	Sale (Loss) - EQSRPLSADM		FD	FJ	15	LOSS	FA04	NULL		51	21
6.1.3	Sale (Loss) - EQSRPLSOP		FD	FJ	16	NONE - NO PROCESS ACTIVITY	FA03	NULL			
6.1.3	Sale (Loss) - EQSRPLSOP		FD	FJ	16	ACQUISITIONLIQUIDATION	FA01	6418		7210.	1750.
6.1.3	Sale (Loss) - EQSRPLSOP		FD	FJ	16	DEPRECIATIONLIQUIDATION	FA05	6419		1759.	7210.
6.1.3	Sale (Loss) - EQSRPLSOP		FD	FJ	16	DISPOSITION	FA03	6420		1310.	7210.
										51	21

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
6.1.3	Sale (Loss) - EQSRPLSOP		FD	FJ	16	LOSS	FA04	NULL			
6.1.4	Sale (Loss) - SRPLSTLSYS		FD	FJ	17	NONE - NO PROCESS ACTIVITY	FA03	NULL			
6.1.4	Sale (Loss) - SRPLSTLSYS		FD	FJ	17	ACQUISITIONLIQUIDATION	FA01	6421		7210.	1750.
6.1.4	Sale (Loss) - SRPLSTLSYS		FD	FJ	17	DEPRECIATIONLIQUIDATION	FA05	6422		22	14
6.1.4	Sale (Loss) - SRPLSTLSYS		FD	FJ	17	DISPOSITION	FA03	6423		1759.	7210.
6.1.4	Sale (Loss) - SRPLSTLSYS		FD	FJ	17	LOSS	FA04	NULL		14	22
6.1.4	Sale (Loss) - SRPLSTLSYS		FD	FJ	17					1310.	7210.
										51	21
<b>6.2 Sale - If a Gain is Incurred</b>											
6.2.1	Sale (Gain) - EQSRPLSCF		FD	FJ	18	NONE - NO PROCESS ACTIVITY	FA03	NULL			
6.2.1	Sale (Gain) - EQSRPLSCF		FD	FJ	18	ACQUISITIONLIQUIDATION	FA01	6424		7110.	1750.
6.2.1	Sale (Gain) - EQSRPLSCF		FD	FJ	18	DEPRECIATIONLIQUIDATION	FA05	6425		22	13
6.2.1	Sale (Gain) - EQSRPLSCF		FD	FJ	18	DISPOSITION	FA03	6426		1759.	7110.
6.2.1	Sale (Gain) - EQSRPLSCF		FD	FJ	18	GAIN	FA04	NULL		13	22
6.2.2	Sale (Gain) - EQSRPLSADM		FD	FJ	19	NONE - NO PROCESS ACTIVITY	FA03	NULL		1310.	7110.
6.2.2	Sale (Gain) - EQSRPLSADM		FD	FJ	19	ACQUISITIONLIQUIDATION	FA01	6427		51	21
6.2.2	Sale (Gain) - EQSRPLSADM		FD	FJ	19	DEPRECIATIONLIQUIDATION	FA05	6428		7110.	1750.
6.2.2	Sale (Gain) - EQSRPLSADM		FD	FJ	19	DISPOSITION	FA03	6429		22	11
6.2.2	Sale (Gain) - EQSRPLSADM		FD	FJ	19	GAIN	FA04	NULL		1759.	7110.
6.2.3	Sale (Gain) - EQSRPLSOP		FD	FJ	20	NONE - NO PROCESS ACTIVITY	FA03	NULL		11	22
										1310.	7110.
										51	21

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
6.2.3	Sale (Gain) - EQSRPLSOP		FD	FJ	20	ACQUISITIONLIQUIDATION	FA01	6430		7110.	1750.
6.2.3	Sale (Gain) - EQSRPLSOP		FD	FJ	20	DEPRECIATIONLIQUIDATION	FA05	6431		22	12
6.2.3	Sale (Gain) - EQSRPLSOP		FD	FJ	20	DISPOSITION	FA03	6432		1759.	7110.
6.2.3	Sale (Gain) - EQSRPLSOP		FD	FJ	20	GAIN	FA04	NULL		12	22
6.2.4	Sale (Gain) - SRPLSTLSYS		FD	FJ	21	NONE - NO PROCESS ACTIVITY	FA03	NULL		1310.	7110.
6.2.4	Sale (Gain) - SRPLSTLSYS		FD	FJ	21	ACQUISITIONLIQUIDATION	FA01	6433		51	21
6.2.4	Sale (Gain) - SRPLSTLSYS		FD	FJ	21	DEPRECIATIONLIQUIDATION	FA05	6434		7110.	1750.
6.2.4	Sale (Gain) - SRPLSTLSYS		FD	FJ	21	DISPOSITION	FA03	6435		22	14
6.2.4	Sale (Gain) - SRPLSTLSYS		FD	FJ	21	GAIN	FA04	NULL		1759.	7110.
<b>6.3 Transfer to Federal Entity</b>											
6.3.1	Transfer Out - EQSRPLSCF		FD	FJ	22	NONE - NO PROCESS ACTIVITY	FA03	NULL			
6.3.1	Transfer Out - EQSRPLSCF		FD	FJ	22	ACQUISITIONLIQUIDATION	FA01	6436		5730.	1750.
6.3.1	Transfer Out - EQSRPLSCF		FD	FJ	22	DEPRECIATIONLIQUIDATION	FA05	6437		02	13
6.3.1	Transfer Out - EQSRPLSCF		FD	FJ	22	DISPOSITION	FA03	NULL		1759.	5730.
6.3.1	Transfer Out - EQSRPLSCF		FD	FJ	29	GAIN	FA04	NULL		13	02
6.3.1	Transfer Out - EQSRPLSCF		FD	FJ	22	LOSS	FA04	NULL			
6.3.2	Transfer Out - EQSRPLSADM		FD	FJ	23	NONE - NO PROCESS ACTIVITY	FA03	NULL			
6.3.2	Transfer Out - EQSRPLSADM		FD	FJ	23	ACQUISITIONLIQUIDATION	FA01	6438		5730.	1750.
6.3.2	Transfer Out -		FD	FJ	23	DEPRECIATIONLIQ	FA05	6439		02	11

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
	EQSRPLSADM					UIDATION				11	02
6.3.2	Transfer Out - EQSRPLSADM		FD	FJ	23	DISPOSITION	FA03	NULL			
6.3.2	Transfer Out - EQSRPLSADM		FD	FJ	23	GAIN	FA04	NULL			
6.3.2	Transfer Out - EQSRPLSADM		FD	FJ	23	LOSS	FA04	NULL			
6.3.3	Transfer Out - EQSRPLSOP		FD	FJ	24	NONE - NO PROCESS ACTIVITY	FA03	NULL			
6.3.3	Transfer Out - EQSRPLSOP		FD	FJ	24	ACQUISITIONLIQUIDATION	FA01	7675		5730.	1750.
									02	12	
6.3.3	Transfer Out - EQSRPLSOP		FD	FJ	24	DEPRECIATIONLIQUIDATION	FA05			1749.	5730.
6.3.3	Transfer Out - EQSRPLSOP		FD	FJ	24	DEPRECIATIONLIQUIDATION	FA05	6440		1759.	5730.
									12	02	
6.3.3	Transfer Out - EQSRPLSOP		FD	FJ	24	DISPOSITION	FA03	NULL			
6.3.3	Transfer Out - EQSRPLSOP		FD	FJ	24	GAIN	FA04				
6.3.3	Transfer Out - EQSRPLSOP		FD	FJ	24	LOSS	FA04	NULL			
6.3.4	Transfer Out - SRPLSTLSYS		FD	FJ	25	NONE - NO PROCESS ACTIVITY	FA03	NULL			
6.3.4	Transfer Out - SRPLSTLSYS		FD	FJ	25	ACQUISITIONLIQUIDATION	FA01	6441		5730.	1750.
									02	14	
6.3.4	Transfer Out - SRPLSTLSYS		FD	FJ	25	DEPRECIATIONLIQUIDATION	FA05	6442		1759.	5730.
									14	02	
6.3.4	Transfer Out - SRPLSTLSYS		FD	FJ	25	DISPOSITION	FA03	NULL			
6.3.4	Transfer Out - SRPLSTLSYS		FD	FJ	25	GAIN	FA04	NULL			
6.3.4	Transfer Out - SRPLSTLSYS		FD	FJ	25	LOSS	FA04	NULL			
<b>6.4 Write Off - Non Sale</b>											
6.4.1	Sale (Loss) - EQSRPLSOP		FD	FJ	16	ACQUISITIONLIQUIDATION	FA01	6418		7210.	1750.
									22	12	

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
6.4.1	Sale (Loss) - EQSRPLSOP		FD	FJ	16	DEPRECIATIONLIQUIDATION	FA05	6419		1759. 12	7210. 22
<b>7. Sales/Disposals - Non Surplus Assets</b>											
<b>7.1 If a Loss is Incurred (including Donation to Non-Federal Entity/Asset Destroyed)</b>											
7.1.1	Sale (Loss) - CAPLSETETELE		FD	FJ	26	NONE - NO PROCESS ACTIVITY	FA03	NULL			
7.1.1	Sale (Loss) - CAPLSETETELE		FD	FJ	26	INCREMENTALDEPRECINATION	FA02	7435		6710. 07	1819. 01
7.1.1	Sale (Loss) - CAPLSETETELE		FD	FJ	26	ACQUISITIONLIQUIDATION	FA01	6443		7210. 22	1810. 01
7.1.1	Sale (Loss) - CAPLSETETELE		FD	FJ	26	DEPRECIATIONLIQUIDATION	FA05	6444		1819. 01	7210. 22
7.1.1	Sale (Loss) - CAPLSETETELE		FD	FJ	26	DISPOSITION	FA03	6445		1310. 51	7210. 21
7.1.1	Sale (Loss) - CAPLSETETELE		FD	FJ	26	LOSS	FA04	NULL			
7.1.2	Sale (Loss) - EQCONGFURN		FD	FJ	27	NONE - NO PROCESS ACTIVITY	FA03	NULL			
7.1.2	Sale (Loss) - EQCONGFURN		FD	FJ	27	INCREMENTALDEPRECINATION	FA02	7908		6710. 06	1759. 03
7.1.2	Sale (Loss) - EQCONGFURN		FD	FJ	27	ACQUISITIONLIQUIDATION	FA01	6446		7210. 22	1750. 03
7.1.2	Sale (Loss) - EQCONGFURN		FD	FJ	27	DEPRECIATIONLIQUIDATION	FA05	6447		1759. 03	7210. 22
7.1.2	Sale (Loss) - EQCONGFURN		FD	FJ	27	DISPOSITION	FA03	6448		1310. 51	7210. 21
7.1.2	Sale (Loss) - EQCONGFURN		FD	FJ	27	LOSS	FA04	NULL			
7.1.3	Sale (Loss) - EQTELESYS		FD	FJ	28	NONE - NO PROCESS ACTIVITY	FA03	NULL			
7.1.3	Sale (Loss) - EQTELESYS		FD	FJ	28	INCREMENTALDEPRECINATION	FA02	1256		6710. 05	1759. 04
7.1.3	Sale (Loss) - EQTELESYS		FD	FJ	28	ACQUISITIONLIQUIDATION	FA01	6449		7210. 22	1750. 04
7.1.3	Sale (Loss) - EQTELESYS		FD	FJ	28	DEPRECIATIONLIQUIDATION	FA05	6450		1759. 04	7210. 22

	Transaction Description	Acquisition/ Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/ Decr	Dr	Cr
										Proprietary	
7.1.3	Sale (Loss) - EQTELESYS		FD	FJ	28	DISPOSITION	FA03	6451		1310.	7210.
7.1.3	Sale (Loss) - EQTELESYS		FD	FJ	28	LOSS	FA04	NULL		51	21
7.1.4	Sale (Loss) - EQUIPADMIN		FD	FJ	29	NONE - NO PROCESS ACTIVITY	FA03	NULL			
7.1.4	Sale (Loss) - EQUIPADMIN		FD	FJ	29	INCREMENTALDEP RECIATION	FA02	9331		6710.	1759.
7.1.4	Sale (Loss) - EQUIPADMIN		FD	FJ	29	ACQUISITIONLIQUI DATION	FA01	6452		05	01
7.1.4	Sale (Loss) - EQUIPADMIN		FD	FJ	29	DEPRECIATIONLIQ UIDATION	FA05	6453		7210.	1750.
7.1.4	Sale (Loss) - EQUIPADMIN		FD	FJ	29	DISPOSITION	FA03	6454		22	01
7.1.4	Sale (Loss) - EQUIPADMIN		FD	FJ	29	LOSS	FA04	NULL		1759.	7210.
7.1.5	Sale (Loss) - EQUIPOPER		FD	FJ	30	NONE - NO PROCESS ACTIVITY	FA03	NULL		01	22
7.1.5	Sale (Loss) - EQUIPOPER		FD	FJ	30	INCREMENTALDEP RECIATION	FA02	7410 or 7434		6710.	1759.
7.1.5	Sale (Loss) - EQUIPOPER		FD	FJ	30	ACQUISITIONLIQUI DATION	FA01	6455		05	02
7.1.5	Sale (Loss) - EQUIPOPER		FD	FJ	30	DEPRECIATIONLIQ UIDATION	FA05	6456		7210.	1750.
7.1.5	Sale (Loss) - EQUIPOPER		FD	FJ	30	DISPOSITION	FA03	6457		22	02
7.1.5	Sale (Loss) - EQUIPOPER		FD	FJ	30	LOSS	FA04	NULL		1759.	7210.
7.1.6	Sale (Loss) - OTHPEG		FD	FJ	31	NONE - NO PROCESS ACTIVITY	FA03	NULL		02	22
7.1.6	Sale (Loss) - OTHPEG		FD	FJ	31	INCREMENTALDEP RECIATION	FA02	6458		1310.	7210.
7.1.6	Sale (Loss) - OTHPEG		FD	FJ	31	ACQUISITIONLIQUI DATION	FA01	6459		51	21
7.1.6	Sale (Loss) - OTHPEG		FD	FJ	31	DEPRECIATIONLIQ UIDATION	FA05	NULL		6710.	1990.
										10	11
										22	11

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
7.1.6	Sale (Loss) - OTHPEG		FD	FJ	31	DISPOSITION	FA03	6460		1310.	7210.
7.1.6	Sale (Loss) - OTHPEG		FD	FJ	31	LOSS	FA04	NULL		51	21
7.1.7	Sale (Loss) - OTHPPEART		FD	FJ	32	NONE - NO PROCESS ACTIVITY	FA03	NULL			
7.1.7	Sale (Loss) - OTHPPEART		FD	FJ	32	ACQUISITIONLIQUIDATION	FA01	6461		7210.	1890.
7.1.7	Sale (Loss) - OTHPPEART		FD	FJ	32	DISPOSITION	FA03	6462		22	02
7.1.7	Sale (Loss) - OTHPPEART		FD	FJ	32	LOSS	FA04	NULL		1310.	7210.
7.1.8	Sale (Loss) - SOFTADMDEV		FD	FJ	33	NONE - NO PROCESS ACTIVITY	FA03	NULL		51	21
7.1.8	Sale (Loss) - SOFTADMDEV		FD	FJ	33	ACQUISITIONLIQUIDATION	FA01	6463		7210.	1832.
7.1.8	Sale (Loss) - SOFTADMDEV		FD	FJ	33	DISPOSITION	FA03	6464		22	01
7.1.8	Sale (Loss) - SOFTADMDEV		FD	FJ	33	LOSS	FA04	NULL		1310.	7210.
7.1.9	Sale (Loss) - SOFTOPRDEV		FD	FJ	34	NONE - NO PROCESS ACTIVITY	FA03	NULL		51	21
7.1.9	Sale (Loss) - SOFTOPRDEV		FD	FJ	34	ACQUISITIONLIQUIDATION	FA01	6465		7210.	1832.
7.1.9	Sale (Loss) - SOFTOPRDEV		FD	FJ	34	DISPOSITION	FA03	6466		22	02
7.1.9	Sale (Loss) - SOFTOPRDEV		FD	FJ	34	LOSS	FA04	NULL		1310.	7210.
7.1.10	Sale (Loss) - SOFTWADMIN		FD	FJ	35	NONE - NO PROCESS ACTIVITY	FA03	NULL		51	21
7.1.10	Sale (Loss) - SOFTWADMIN		FD	FJ	35	INCREMENTALDEPRECIATION	FA02	9332		6710.	1839.
7.1.10	Sale (Loss) - SOFTWADMIN		FD	FJ	35	ACQUISITIONLIQUIDATION	FA01	6467		09	01
7.1.10	Sale (Loss) - SOFTWADMIN		FD	FJ	35	DEPRECIATIONLIQ	FA05	6468		22	01
										1839.	7210.

	Transaction Description	Acquisition/ Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/ Decr	Dr	Cr
										Proprietary	
7.1.10	SOFTWADMIN Sale (Loss) - SOFTWADMIN		FD	FJ	35	UIDATION DISPOSITION	FA03	6469		01	22
7.1.10	Sale (Loss) - SOFTWADMIN		FD	FJ	35	LOSS	FA04	NULL		1310. 51	7210. 21
7.1.11	Sale (Loss) - SOFTWOPER		FD	FJ	36	NONE - NO PROCESS ACTIVITY	FA03	NULL			
7.1.11	Sale (Loss) - SOFTWOPER		FD	FJ	36	INCREMENTALDEP RECIATION	FA02	7232		6710. 09	1839. 02
7.1.11	Sale (Loss) - SOFTWOPER		FD	FJ	36	ACQUISITIONLIQUI DATION	FA01	6470		7210. 22	1830. 02
7.1.11	Sale (Loss) - SOFTWOPER		FD	FJ	36	DEPRECIATIONLIQ UIDATION	FA05	6471		1839. 02	7210. 22
7.1.11	Sale (Loss) - SOFTWOPER		FD	FJ	36	DISPOSITION	FA03	6472		1310. 51	7210. 21
7.1.11	Sale (Loss) - SOFTWOPER		FD	FJ	36	LOSS	FA04	NULL			
7.1.12	Sale (Loss) - LSHLDIMPRV		FD	FJ	37	NONE - NO PROCESS ACTIVITY	FA03	NULL			
7.1.12	Sale (Loss) - LSHLDIMPRV		FD	FJ	37	INCREMENTALDEP RECIATION	FA02	5218		6710. 08	1829
7.1.12	Sale (Loss) - LSHLDIMPRV		FD	FJ	37	ACQUISITIONLIQUI DATION	FA01	6473		7210. 12	1820
7.1.12	Sale (Loss) - LSHLDIMPRV		FD	FJ	37	DEPRECIATIONLIQ UIDATION	FA05	6474		1829	7210. 12
7.1.12	Sale (Loss) - LSHLDIMPRV		FD	FJ	37	DISPOSITION	FA03	6475		1310. 51	7210. 11
7.1.12	Sale (Loss) - LSHLDIMPRV		FD	FJ	37	LOSS	FA04	NULL			
<b>7.2 If a Gain is Incurred on Sale of Non Surplus Asset</b>											
7.2.1	Sale (Gain) - CAPLSETELE		FD	FJ	38	NONE - NO PROCESS ACTIVITY	FA03	NULL			
7.2.1	Sale (Gain) - CAPLSETELE		FD	FJ	38	INCREMENTALDEP RECIATION	FA02	7435		6710. 07	1819. 01
7.2.1	Sale (Gain) - CAPLSETELE		FD	FJ	38	ACQUISITIONLIQUI DATION	FA01	6476		7110. 22	1810. 01

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
7.2.1	Sale (Gain) - CAPLSETELE		FD	FJ	38	DEPRECIATIONLIQ UIDATION	FA05	6477		1819. 01	7110. 22
7.2.1	Sale (Gain) - CAPLSETELE		FD	FJ	38	DISPOSITION	FA03	6478		1310. 51	7110. 21
7.2.1	Sale (Gain) - CAPLSETELE		FD	FJ	38	GAIN	FA04	NULL			
7.2.2	Sale (Gain) - EQCONGFURN		FD	FJ	39	NONE - NO PROCESS ACTIVITY	FA03	NULL			
7.2.2	Sale (Gain) - EQCONGFURN		FD	FJ	39	INCREMENTALDEP RECIATION	FA02	7908		6710. 06	1759. 03
7.2.2	Sale (Gain) - EQCONGFURN		FD	FJ	39	ACQUISITIONLIQUI DATION	FA01	6479		7110. 22	1750. 03
7.2.2	Sale (Gain) - EQCONGFURN		FD	FJ	39	DEPRECIATIONLIQ UIDATION	FA05	6480		1759. 03	7110. 22
7.2.2	Sale (Gain) - EQCONGFURN		FD	FJ	39	DISPOSITION	FA03	6481		1310. 51	7110. 21
7.2.2	Sale (Gain) - EQCONGFURN		FD	FJ	39	GAIN	FA04	NULL			
7.2.3	Sale (Gain) - EQTELESYS		FD	FJ	40	NONE - NO PROCESS ACTIVITY	FA03	NULL			
7.2.3	Sale (Gain) - EQTELESYS		FD	FJ	40	INCREMENTALDEP RECIATION	FA02	1256		6710. 05	1759. 04
7.2.3	Sale (Gain) - EQTELESYS		FD	FJ	40	ACQUISITIONLIQUI DATION	FA01	6482		7110. 22	1750. 04
7.2.3	Sale (Gain) - EQTELESYS		FD	FJ	40	DEPRECIATIONLIQ UIDATION	FA05	6483		1759. 04	7110. 22
7.2.3	Sale (Gain) - EQTELESYS		FD	FJ	40	DISPOSITION	FA03	6484		1310. 51	7110. 21
7.2.3	Sale (Gain) - EQTELESYS		FD	FJ	40	GAIN	FA04	NULL			
7.2.4	Sale (Gain) - EQUIPADMIN		FD	FJ	41	NONE - NO PROCESS ACTIVITY	FA03	NULL			
7.2.4	Sale (Gain) - EQUIPADMIN		FD	FJ	41	INCREMENTALDEP RECIATION	FA02	9331		6710. 05	1759. 01
7.2.4	Sale (Gain) - EQUIPADMIN		FD	FJ	41	ACQUISITIONLIQUI DATION	FA01	6485		7110. 22	1750. 01

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
7.2.4	Sale (Gain) - EQUIPADMIN		FD	FJ	41	DEPRECIATIONLIQ UIDATION	FA05	6486		1759. 01	7110. 22
7.2.4	Sale (Gain) - EQUIPADMIN		FD	FJ	41	DISPOSITION	FA03	6487		1310. 51	7110. 21
7.2.4	Sale (Gain) - EQUIPADMIN		FD	FJ	41	GAIN	FA04	NULL			
7.2.5	Sale (Gain) - EQUIPOPER		FD	FJ	42	NONE - NO PROCESS ACTIVITY	FA03	NULL			
7.2.5	Sale (Gain) - EQUIPOPER		FD	FJ	42	INCREMENTALDEP RECIATION	FA02	7410		6710. 05	1759. 02
7.2.5	Sale (Gain) - EQUIPOPER		FD	FJ	42	ACQUISITIONLIQUI DATION	FA01	6488		7110. 22	1750. 02
7.2.5	Sale (Gain) - EQUIPOPER		FD	FJ	42	DEPRECIATIONLIQ UIDATION	FA05	6489		1759. 02	7110. 22
7.2.5	Sale (Gain) - EQUIPOPER		FD	FJ	42	DISPOSITION	FA03	6490		1310. 51	7110. 21
7.2.5	Sale (Gain) - EQUIPOPER		FD	FJ	42	GAIN	FA04	NULL			
7.2.6	Sale (Gain) - OTHPEG		FD	FJ	43	NONE - NO PROCESS ACTIVITY	FA03	NULL			
7.2.6	Sale (Gain) - OTHPEG		FD	FJ	43	INCREMENTALDEP RECIATION	FA02	6491		6710. 10	1990. 11
7.2.6	Sale (Gain) - OTHPEG		FD	FJ	43	ACQUISITIONLIQUI DATION	FA01	6492		7110. 22	1990. 11
7.2.6	Sale (Gain) - OTHPEG		FD	FJ	43	DEPRECIATIONLIQ UIDATION	FA05	NULL			
7.2.6	Sale (Gain) - OTHPEG		FD	FJ	43	DISPOSITION	FA03	6493		1310. 51	7110. 21
7.2.6	Sale (Gain) - OTHPEG		FD	FJ	43	GAIN	FA04	NULL			
7.2.7	Sale (Gain) - OTHPPEART		FD	FJ	44	NONE - NO PROCESS ACTIVITY	FA03	NULL			
7.2.7	Sale (Gain) - OTHPPEART		FD	FJ	44	ACQUISITIONLIQUI DATION	FA01	6494		7110. 22	1890. 02
7.2.7	Sale (Gain) - OTHPPEART		FD	FJ	44	DISPOSITION	FA03	6495		1310. 51	7110. 21

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
7.2.7	Sale (Gain) - OTHPPEART		FD	FJ	44	GAIN	FA04	NULL			
7.2.8	Sale (Gain) - SOFTADMDEV		FD	FJ	45	NONE - NO PROCESS ACTIVITY	FA03	NULL			
7.2.8	Sale (Gain) - SOFTADMDEV		FD	FJ	45	ACQUISITIONLIQUIDATION	FA01	6496	7110.2201	1832.	
7.2.8	Sale (Gain) - SOFTADMDEV		FD	FJ	45	DISPOSITION	FA03	6497	1310.5121	7110.	
7.2.8	Sale (Gain) - SOFTADMDEV		FD	FJ	45	GAIN	FA04	NULL			
7.2.9	Sale (Gain) - SOFTOPRDEV		FD	FJ	46	NONE - NO PROCESS ACTIVITY	FA03	NULL			
7.2.9	Sale (Gain) - SOFTOPRDEV		FD	FJ	46	ACQUISITIONLIQUIDATION	FA01	6498	7110.2202	1832.	
7.2.9	Sale (Gain) - SOFTOPRDEV		FD	FJ	46	DISPOSITION	FA03	6499	1310.5121	7110.	
7.2.9	Sale (Gain) - SOFTOPRDEV		FD	FJ	46	GAIN	FA04	NULL			
7.2.10	Sale (Gain) - SOFTWADMIN		FD	FJ	47	NONE - NO PROCESS ACTIVITY	FA03	NULL			
7.2.10	Sale (Gain) - SOFTWADMIN		FD	FJ	47	INCREMENTALDEPRECINATION	FA02	9332	6710.0901	1839.	
7.2.10	Sale (Gain) - SOFTWADMIN		FD	FJ	47	ACQUISITIONLIQUIDATION	FA01	6500	7110.2201	1830.	
7.2.10	Sale (Gain) - SOFTWADMIN		FD	FJ	47	DEPRECIATIONLIQUIDATION	FA05	6501	1839.0122	7110.	
7.2.10	Sale (Gain) - SOFTWADMIN		FD	FJ	47	DISPOSITION	FA03	6502	1310.5121	7110.	
7.2.10	Sale (Gain) - SOFTWADMIN		FD	FJ	47	GAIN	FA04	NULL			
7.2.11	Sale (Gain) - SOFTWOPER		FD	FJ	48	NONE - NO PROCESS ACTIVITY	FA03	NULL			
7.2.11	Sale (Gain) - SOFTWOPER		FD	FJ	48	INCREMENTALDEPRECINATION	FA02	7232	6710.0902	1839.	
7.2.11	Sale (Gain) -		FD	FJ	48	ACQUISITIONLIQUIDATION	FA01	6503	7110.	1830.	

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
7.2.11	SOFTWOPER Sale (Gain) - SOFTWOPER		FD	FJ	48	DATION DEPRECIATIONLIQ UIDATION DISPOSITION	FA05 FA03	6504 6505		22 1839. 02 1310. 51	02 7110. 22 7110. 21
7.2.11	Sale (Gain) - SOFTWOPER		FD	FJ	48	GAIN	FA04	NULL			
7.2.12	Sale (Gain) - SOFTWOPER Sale (Gain) - LSHLDIMPRV		FD	FJ	49	NONE - NO PROCESS ACTIVITY INCREMENTALDEP RECIATION	FA03	NULL			
7.2.12	Sale (Gain) - LSHLDIMPRV		FD	FJ	49	ACQUISITIONLIQUI DATION	FA02	5218		6710. 08	1829
7.2.12	Sale (Gain) - LSHLDIMPRV		FD	FJ	49	DEPRECIATIONLIQ UIDATION	FA01	6506		7110. 12	1820
7.2.12	Sale (Gain) - LSHLDIMPRV		FD	FJ	49	DISPOSITION	FA05	6507		1829 1310. 51	7110. 12 11
7.2.12	Sale (Gain) - LSHLDIMPRV		FD	FJ	49	GAIN	FA03	6508			
7.2.12	Sale (Gain) - LSHLDIMPRV		FD	FJ	49		FA04	NULL			
<b>7.3 Non-Reimbursable Transfer to Federal Entity</b>											
7.3.1	Transfer Out - EQCONGFURN		FD	FJ	50	NONE - NO PROCESS ACTIVITY	FA03	NULL			
7.3.1	Transfer Out - EQCONGFURN		FD	FJ	50	INCREMENTALDEP RECIATION	FA02	7908		6710. 06	1759. 03
7.3.1	Transfer Out - EQCONGFURN		FD	FJ	50	ACQUISITIONLIQUI DATION	FA01	7671		5730. 02	1750. 03
7.3.1	Transfer Out - EQCONGFURN		FD	FJ	50	DEPRECIATIONLIQ UIDATION	FA05	6509		1759. 03	5730. 02
7.3.1	Transfer Out - EQCONGFURN		FD	FJ	50	DISPOSITION	FA03	NULL			
7.3.1	Transfer Out - EQCONGFURN		FD	FJ	50	LOSS	FA04	NULL			
7.3.2	Transfer Out - EQTELESYS		FD	FJ	51	NONE - NO PROCESS ACTIVITY	FA03	NULL			
7.3.2	Transfer Out - EQTELESYS		FD	FJ	51	INCREMENTALDEP RECIATION	FA02	1256		6710. 05	1759. 04

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
7.3.2	Transfer Out - EQTELESYS		FD	FJ	51	ACQUISITIONLIQUIDATION	FA01	6510		5730.02	1750.04
7.3.2	Transfer Out - EQTELESYS		FD	FJ	51	DEPRECIATIONLIQUIDATION	FA05	6511		1759.04	5730.02
7.3.2	Transfer Out - EQTELESYS		FD	FJ	51	DISPOSITION	FA03	NULL			
7.3.2	Transfer Out - EQTELESYS		FD	FJ	51	LOSS	FA04	NULL			
7.3.3	Transfer Out - EQUIPADMIN		FD	FJ	52	NONE - NO PROCESS ACTIVITY	FA03	NULL			
7.3.3	Transfer Out - EQUIPADMIN		FD	FJ	52	INCREMENTALDEPRECINATION	FA02	9331		6710.05	1759.01
7.3.3	Transfer Out - EQUIPADMIN		FD	FJ	52	ACQUISITIONLIQUIDATION	FA01	7669		5730.02	1750.01
7.3.3	Transfer Out - EQUIPADMIN		FD	FJ	52	DEPRECIATIONLIQUIDATION	FA05	7673		1759.01	5730.02
7.3.3	Transfer Out - EQUIPADMIN		FD	FJ	52	DISPOSITION	FA03	NULL			
7.3.3	Transfer Out - EQUIPADMIN		FD	FJ	52	LOSS	FA04	NULL			
7.3.4	Transfer Out - EQUIPOPER		FD	FJ	53	NONE - NO PROCESS ACTIVITY	FA03	NULL			
7.3.4	Transfer Out - EQUIPOPER		FD	FJ	53	INCREMENTALDEPRECINATION	FA02	7410		6710.05	1759.02
7.3.4	Transfer Out - EQUIPOPER		FD	FJ	53	ACQUISITIONLIQUIDATION	FA01	7667		5730.02	1750.02
7.3.4	Transfer Out - EQUIPOPER		FD	FJ	53	DEPRECIATIONLIQUIDATION	FA05	7672		1759.02	5730.02
7.3.4	Transfer Out - EQUIPOPER		FD	FJ	53	DISPOSITION	FA03	NULL			
7.3.4	Transfer Out - EQUIPOPER		FD	FJ	53	LOSS	FA04	NULL			
7.3.5	Transfer Out - OTHPPEART		FD	FJ	54	NONE - NO PROCESS ACTIVITY	FA03	NULL			
7.3.5	Transfer Out - OTHPPEART		FD	FJ	54	ACQUISITIONLIQUIDATION	FA01	6512		5730.02	1890.02

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
7.3.5	Transfer Out - OTHPPEART		FD	FJ	54	DISPOSITION	FA03	NULL			
7.3.5	Transfer Out - OTHPPEART		FD	FJ	54	LOSS	FA04	NULL			
<b>7.4 Non-Sale Write Off of Equipment</b>											
7.4.1	Sale (Loss) - CAPLSETETELE		FD	FJ	26	NONE - NO PROCESS ACTIVITY	FA03	6513		7210.01	1810.01
7.4.1	Sale (Loss) - CAPLSETETELE		FD	FJ	26	INCREMENTALDEP RECIATION	FA02	6514		1819.01	7210.01
7.4.1	Sale (Loss) - CAPLSETETELE		FD	FJ	26	INCREMENTALDEP RECIATION	FA02	6515		6710.07	1819.01
7.4.2	Sale (Loss) - EQCONGFURN		FD	FJ	27	NONE - NO PROCESS ACTIVITY	FA03	6516		7210.01	1750.03
7.4.2	Sale (Loss) - EQCONGFURN		FD	FJ	27	NONE - NO PROCESS ACTIVITY	FA03	6517		1759.03	7210.01
7.4.2	Sale (Loss) - EQCONGFURN		FD	FJ	27	INCREMENTALDEP RECIATION	FA02	6518		6710.06	1759.03
7.4.3	Sale (Loss) - EQTELESYS		FD	FJ	28	NONE - NO PROCESS ACTIVITY	FA03	6519		7210.01	1750.04
7.4.3	Sale (Loss) - EQTELESYS		FD	FJ	28	NONE - NO PROCESS ACTIVITY	FA03	6520		1759.04	7210.01
7.4.3	Sale (Loss) - EQTELESYS		FD	FJ	28	INCREMENTALDEP RECIATION	FA02	6521		6710.05	1759.04
7.4.4	Sale (Loss) - EQUIPADMIN		FD	FJ	29	NONE - NO PROCESS ACTIVITY	FA03	6522		7210.01	1750.01
7.4.4	Sale (Loss) - EQUIPADMIN		FD	FJ	29	NONE - NO PROCESS ACTIVITY	FA03	6523		1759.01	7210.01
7.4.4	Sale (Loss) - EQUIPADMIN		FD	FJ	29	INCREMENTALDEP RECIATION	FA02	6524		6710.05	1759.01
7.4.5	Sale (Loss) - EQUIPOPER		FD	FJ	30	NONE - NO PROCESS ACTIVITY	FA03	6525		7210.01	1750.02

	Transaction Description	Acquisition/Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Dr	Cr
										Proprietary	
7.4.5	Sale (Loss) - EQUIPOPER		FD	FJ	30	NONE - NO PROCESS ACTIVITY	FA03	6526		1759. 02	7210. 01
7.4.5	Sale (Loss) - EQUIPOPER		FD	FJ	30	INCREMENTALDEP RECIFICATION	FA02	6527		6710. 05	1759. 02
7.4.6	Sale (Loss) - OTHPEG		FD	FJ	31	NONE - NO PROCESS ACTIVITY	FA03	6528		7210. 01	1990. 11
7.4.6	Sale (Loss) - OTHPEG		FD	FJ	31	NONE - NO PROCESS ACTIVITY	FA03	6529		7210. 01	1990. 21
7.4.6	Sale (Loss) - OTHPEG		FD	FJ	31	INCREMENTALDEP RECIFICATION	FA02	6530		6710. 10	1990. 11
7.4.7	Sale (Loss) - OTHPPEART		FD	FJ	32	ACQUISITIONLIQUI DATION	FA01	6531		7210. 01	1890. 02
7.4.8	Sale (Loss) - SOFTADMDEV		FD	FJ	33	ACQUISITIONLIQUI DATION	FA01	6532		7210. 01	1832. 01
7.4.9	Sale (Loss) - SOFTOPRDEV		FD	FJ	34	ACQUISITIONLIQUI DATION	FA01	6533		7210. 01	1832. 02
7.4.10	Sale (Loss) - SOFTWADMIN		FD	FJ	35	NONE - NO PROCESS ACTIVITY	FA03	6534		7210. 01	1830. 01
7.4.10	Sale (Loss) - SOFTWADMIN		FD	FJ	35	NONE - NO PROCESS ACTIVITY	FA03	6535		1839. 01	7210. 01
7.4.10	Sale (Loss) - SOFTWADMIN		FD	FJ	35	INCREMENTALDEP RECIFICATION	FA02	6536		6710. 09	1839. 01
7.4.11	Sale (Loss) - SOFTWOPER		FD	FJ	36	NONE - NO PROCESS ACTIVITY	FA03	6537		7210. 01	1830. 02
7.4.11	Sale (Loss) - SOFTWOPER		FD	FJ	36	NONE - NO PROCESS ACTIVITY	FA03	6538		1839. 02	7210. 01
7.4.11	Sale (Loss) - SOFTWOPER		FD	FJ	36	INCREMENTALDEP RECIFICATION	FA02	6539		6710. 09	1839. 02
7.4.12	Sale (Loss) - LSHLDIMPRV		FD	FJ	37	NONE - NO PROCESS ACTIVITY	FA03	6540		7210. 02	1820
7.4.12	Sale (Loss) -		FD	FJ	37	NONE - NO	FA03	6541		1829	7210.

	Transaction Description	Acquisition/ Disposition Method	Doc Cat	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/ Decr	Dr	Cr
										Proprietary	
	LSHLDIMPRV					PROCESS ACTIVITY				02	
7.4.12	Sale (Loss) - LSHLDIMPRV		FD	FJ	37	INCREMENTALDEPRECINATION	FA02	6542		6710.	1829
										08	

## 10 Appendix B: Fleet Accounting Posting Models

	Transaction Description	Rec ID	Acquisition Disposition Method	TIRES Trans Code	Doc Cat	FMEA Doc Type	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Proprietary		
												Dr	Cr	
<b>1. Vehicle Acquisitions</b>														
1.1	New Vehicle Purchases	84J	PURCHASE	10	FA	F1	FF	01	NONE - NO PROCESS ACTIVITY	FA01	5291	incr	1750.21	1750.29
1.2	Used Vehicle Purchases	84J	REIMBIN	12	FA	F1	FF	01	NONE - NO PROCESS ACTIVITY	FA01	5291	incr	1750.21	1750.29
1.3	Transferred In - Non-Reimb Consolidation	84J	NOREIMBIN, EXCESS, FORFEIT	11, 13, 14	FA	F1	FF	02	NONE - NO PROCESS ACTIVITY	FA01	5188	incr	1750.21	5720.05
1.4	Operating Leased Vehicle	84J	OLEASE		FA	F1	FF	03	NONE - NO PROCESS ACTIVITY	FA01	NULL	incr		
<b>2. Vehicle Transfers</b>														
2.1	Transfer-In of Cap Value Between Regions/FMC/Tag	84L		20, 22	FT	F5	FK	01	ACQUISITION	FA01	5189	incr	1750.21	5720.07
2.1	Transfer-In of Accum Depr Between Regions/FMC/Tag	84L		20, 22	FT	F5	FK	01	DEPRECIATION	FA05	5197	incr	5720.07	1759.21
2.1	Transfer-Out Cap Value Between Regions/FMC/Tag	84M		20, 22	FT	F5	FK	01	ACQUISITION/ONLIQUIDATION	FA01	5189	incr	5720.07	1750.21

	Transaction Description	Rec ID	Acquisition Disposition Method	TIRES Trans Code	Doc Cat	FMEA Doc Type	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Proprietary	
													Dr	Cr
2.1	Transfer-Out Accum Depr Between Regions/FMC/Tag	84M		20, 22	FT	F5	FK	01	DEPRECIATIONLIQUIDATION	FA05	5197	incr	1759.21	5720.07
2.1	VEHICLE - Accounting Codes Transfer				FT	F5	FK	01	NONE - NO PROCESS ACTIVITY	FA01	NULL			
2.2	Incremental Depreciation of Vehicle Asset to Transfer Date (Phase #2)				FT	F5	FK	02	INCREMENTALDEPRECINATION	FA02	7008	incr	6710.21	1759.21
2.2	Transfer-In of Cap Value to Storage Pending Disposal (Phase #2)				FT	F5	FK	02	ACQUISITION	FA01	6150	incr	1750.25	5720.07
2.2	Transfer-In of Accum Depr to Storage Pending Disposal (Phase #2)				FT	F5	FK	02	DEPRECIATION	FA05	6151	incr	5720.07	1759.25
2.2	Transfer-Out Cap Value to Storage Pending Disposal (Phase #2)				FT	F5	FK	02	ACQUISITIONLIQUIDATION	FA01	5189	incr	5720.07	1750.21
2.2	Transfer-Out Accum Depr to Storage Pending Disposal (Phase #2)				FT	F5	FK	02	DEPRECIATIONLIQUIDATION	FA05	5197	incr	1759.21	5720.07

	Transaction Description	Rec ID	Acquisition Disposition Method	TIRES Trans Code	Doc Cat	FMEA Doc Type	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Proprietary	
													Dr	Cr
2.2	VEHICLE to VEHSURPLUS - Asset Type Transfer				FT	F5	FK	02	NONE - NO PROCESS ACTIVITY	FA01	NULL	incr		
2.3	VEHSURPLUS - Accounting Codes Transfer				FT		F5	03	Acquisition	FA01	6150	incr	1750.25	5720.07
2.3	VEHSURPLUS - Accounting Codes Transfer				FT		F5	03	Acquisition Liquidation	FA01	6763	incr	5720.07	1750.25
2.3	VEHSURPLUS - Accounting Codes Transfer				FT		F5	03	Depreciation	FA05	6151	incr	5720.07	1759.25
2.3	VEHSURPLUS - Accounting Codes Transfer				FT		F5	03	Depreciation Liquidation	FA05	6764	incr	1759.25	5720.07
2.3	VEHSURPLUS - Accounting Codes Transfer				FT		F5	03	None - No Process Activity	FA01	NULL			
2.3	VEHSURPLUS-Asset Type Transfer				FT		FK	29	ACQUISITION	FA01	5189	incr	5720.07	1750.21
2.3	VEHSURPLUS-Asset Type Transfer				FT		FK	29	ACQUISITION LIQUATION	FA01	6763	incr	5720.07	1750.25
2.3	VEHSURPLUS-Asset Type Transfer				FT		FK	29	DEPRECIATION	FA05	5197	incr	1759.21	5720.07

	Transaction Description	Rec ID	Acquisition Disposition Method	TIRES Trans Code	Doc Cat	FMEA Doc Type	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Proprietary	
													Dr	Cr
2.3	VEHSURPLUS-Asset Type Transfer				FT		FK	29	DEPRECIATIONLIQUIDATION	FA05	6764	incr	1759.25	5720.07
2.3	VEHSURPLUS-Asset Type Transfer				FT		FK	29	INCREMENTAL DEPRECIATION	FA02	NULL			
2.3	VEHSURPLUS-Asset Type Transfer				FT		FK	29	NONE-NO PROCESS ACTIVITY	FA01	NULL			
<b>3. Vehicle Betterments</b>														
3.1	Acctg Adj Cap Value TC 10 & 12 (Vehicle Repairs/Equipment)	84S		50	FB	N/A	FG	01	NONE - NO PROCESS ACTIVITY	FA01	7734	incr	1750.21	1750.02

	Transaction Description	Rec ID	Acquisition Disposition Method	TIRES Trans Code	Doc Cat	FMEA Doc Type	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Proprietary	
													Dr	Cr
<b>4. Vehicle Record Corrections</b>														
4.1	Acctg Adj Cap Value TC 10 & 12 (Fedbill Charges)	84S		52	FC	F2	FH	01	NONE - NO PROCESS ACTIVITY	FA01	5291	incr	1750.21	1750.29
4.2	Acctg Adj Cap Value TC 11, 13, 14 (Corrections)	84S		52	FC	F2	FH	02	NONE - NO PROCESS ACTIVITY	FA01	5188	incr	1750.21	5720.05
4.3	Operating Lease (Corrections)				FC	F2	FH	03	NONE - NO PROCESS ACTIVITY	FA01	NULL			
4.4	Acctg Adj Cap Value of Betterments (Corrections)				FC	N/A	FH	04	NONE - NO PROCESS ACTIVITY	FA01	7734	incr	1750.21	1750.02
<b>5. Vehicle Depreciation</b>														
5.1	Automated Owned Vehicle Depreciation				FM	N/A	F4	01	NONE - NO PROCESS ACTIVITY	FA02	7008	incr	6710.21	1759.21
5.2	Manual Vehicle Depreciation				FM		FU	01	NONE - NO PROCESS ACTIVITY	FA02	7008	incr	6710.21	1759.21
5.3	VEHICLE Asset Depreciation				FM		F9	01	NONE - NO PROCESS ACTIVITY	FA02	7008	incr	6710.21	1759.21

	Transaction Description	Rec ID	Acquisition Disposition Method	TIRES Trans Code	Doc Cat	FMEA Doc Type	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Proprietary	
													Dr	Cr
5.4	VEHICLE Depreciation				FM		F8	01	NONE - NO PROCESS ACTIVITY	FA02	7008	incr	6710.21	1759.21
5.4	VEHICLE Depreciation				FM		F7	01	NONE - NO PROCESS ACTIVITY	FA02	7008	incr	6710.21	1759.21
5.4	VEHICLE Depreciation				FM		F6	01	NONE - NO PROCESS ACTIVITY	FA02	7008	incr	6710.21	1759.21
<b>6. Vehicle and Betterment Sales/Disposals Phase 1</b>														
<b><u>Vehicle Sale or Surplus Sale</u></b>														
If a Loss is Incurred														
6.1	Vehicle Sale				FD	F3	FJ	01	NONE - NO PROCESS ACTIVITY	FA03	NULL			
6.1	Vehicle Incremental Depreciation		SALE, MILEAGE, AGEMILEA GE, AGE, UNECONRE P, ACCIDENT, BRDSURVE Y, REIMBOUT	70- 75,77, 79	FD	F3	FJ	01	INCREMENTALDEPRECIATION	FA02	7008	incr	6710.21	1759.21
6.1	Vehicle Sale - Cap Value	84U			70- 75,77, 79	FD	F3	FJ	01	ACQUISITIONLIQUIDATION	FA01	5212	incr	7210.22

	Transaction Description	Rec ID	Acquisition Disposition Method	TIRES Trans Code	Doc Cat	FMEA Doc Type	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Proprietary	
													Dr	Cr
6.1	Vehicle Sale - Acc Depr	84U		70-75,77,79	FD	F3	FJ	01	DEPRECIATIONLIQUIDATION	FA05	6152	incr	1759.21	7210.22
6.1	Vehicle Sale - Selling Price	84U		70-75,77,79	FD	F3	FJ	01	DISPOSITION	FA03	5024	incr	1310.52	7210.21
6.1	Vehicle Sale - Loss	84U		70-75,77,79	FD	F3	FJ	01	LOSS	FA04	NULL	incr		
If a Gain is Incurred														
6.1	Vehicle Sale				FD	F3	FJ	02	NONE - NO PROCESS ACTIVITY	FA03	NULL			
6.1	Vehicle Incremental Depreciation		SALE, MILEAGE, AGEMILEAGE, AGE, UNECONREP, ACCIDENT, BRDSURVEY, REIMBOUT	70-75,77,79	FD	F3	FJ	02	INCREMENTALDEPRECINATION	FA02	7008	incr	6710.21	1759.21
6.1	Vehicle Sale - Cap Value	84U		70-75,77,79	FD	F3	FJ	02	ACQUISITIONLIQUIDATION	FA01	5212	incr	7110.22	1750.21
6.1	Vehicle Sale - Acc Depr	84U		70-75,77,79	FD	F3	FJ	02	DEPRECIATIONLIQUIDATION	FA05	6153	incr	1759.21	7110.22
6.1	Vehicle Sale - Selling Price	84U		70-75,77,79	FD	F3	FJ	02	DISPOSITION	FA03	6154	incr	1310.52	7110.21
6.1	Vehicle Sale - Gain	84U		70-75,77,79	FD	F3	FJ	02	GAIN	FA04	NULL	incr		

	Transaction Description	Rec ID	Acquisition Disposition Method	TIRES Trans Code	Doc Cat	FMEA Doc Type	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Proprietary	
													Dr	Cr
	<b><u>Non-Remibursable Transfer to Federal Entity</u></b>		NOREIMBO UT											
6.2	Vehicle Non-Reimbursable Transfer				FD	F3	FJ	03	NONE - NO PROCESS ACTIVITY	FA03	NULL			
6.2	Vehicle Incremental Depreciation			76	FD	F3	FJ	03	INCREMENTALDEPRECIATION	FA02	7008	incr	6710.21	1759.21
6.2	Vehicle Non-Reimbursable Transfer - Cap Value	84U		76	FD	F3	FJ	03	ACQUISITIONLIQUIDATION	FA01	5138	incr	5730.02	1750.21
6.2	Vehicle Non-Reimbursable Transfer - Acc Depr	84U		76	FD	F3	FJ	03	DEPRECIATIONLIQUIDATION	FA05	6155	incr	1759.21	5730.02
6.2	Vehicle Non-Reimbursable Transfer - Selling Price (\$0)	84U		76	FD	F3	FJ	03	DISPOSITION	FA03	NULL	incr		
6.2	Vehicle Non-Reimbursable Transfer - Gain (\$0)	84U		76	FD	F3	FJ	03	GAIN	FA04	NULL	incr		
6.2	Vehicle Non-Reimbursable Transfer - Loss (\$0)	84U		76	FD	F3	FJ	03	LOSS	FA04	NULL	incr		
<b><u>Donation to a Non-Federal Entity</u></b>			DONATION											

	Transaction Description	Rec ID	Acquisition Disposition Method	TIRES Trans Code	Doc Cat	FMEA Doc Type	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Proprietary	
													Dr	Cr
6.3	Vehicle Donation				FD	F3	FJ	04	NONE - NO PROCESS ACTIVITY	FA03	NULL			
6.3	Vehicle Incremental Depreciation			78	FD	F3	FJ	04	INCREMENTALDEPRECIATION	FA02	7008	incr	6710.21	1759.21
6.3	Vehicle Donation - Cap Value	84U		78	FD	F3	FJ	04	ACQUISITIONLIQUIDATION	FA01	6156	incr	7210.01	1750.21
6.3	Vehicle Donation - Acc Depr	84U		78	FD	F3	FJ	04	DEPRECIATIONLIQUIDATION	FA05	6157	incr	1759.21	7210.01
6.3	Vehicle Donation - Selling Price (\$0)	84U		78	FD	F3	FJ	04	DISPOSITION	FA03	NULL	incr		
6.3	Vehicle Donation - Gain (\$0)	84U		78	FD	F3	FJ	04	GAIN	FA04	NULL	incr		
6.3	Vehicle Donation - Loss (\$0)	84U		78	FD	F3	FJ	04	LOSS	FA04	NULL	incr		
<b><u>Dipsosal of an Operating Lease Vehicle</u></b>			OLEASEDIS											
6.4	Operating Leased Vehicle Disposal				FD	F3	FJ	05	NONE - NO PROCESS ACTIVITY	FA03	NULL			
6.4	Operating Leased Vehicle Disposal - Cap Value (\$0)	84U			FD	F3	FJ	05	ACQUISITIONLIQUIDATION	FA01	NULL	incr		

	Transaction Description	Rec ID	Acquisition Disposition Method	TIRES Trans Code	Doc Cat	FMEA Doc Type	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Proprietary		
												Dr	Cr	
6.4	Operating Leased Vehicle Disposal - Selling Price (\$0)	84U			FD	F3	FJ	05	DISPOSITION	FA03	NULL	incr		
6.4	Operating Leased Vehicle Disposal - Gain (\$0)	84U			FD	F3	FJ	05	GAIN	FA04	NULL	incr		
6.4	Operating Leased Vehicle Disposal - Loss (\$0)	84U			FD	F3	FJ	05	LOSS	FA04	NULL	incr		
<b>7. Vehicle and Betterment Sales/Disposals Phase 2 (involving Storage)</b>														
<b><u>Vehicle Sale or Surplus Sale</u></b>														
If a Loss is Incurred														
7.1	Vehicle Sale				FD	F3	FJ	06	NONE - NO PROCESS ACTIVITY	FA03	NULL			
7.1	Vehicle Sale - Cap Value	84U	SALE, MILEAGE, AGEMILEAGE, AGE, UNECONREP, ACCIDENT, BRDSURVEY, REIMBOUT	70-75,77,79	FD	F3	FJ	06	ACQUISITIONLIQUIDATION	FA01	6158	incr	7210.22	1750.25
7.1	Vehicle Sale - Acc Depr	84U		70-75,77,79	FD	F3	FJ	06	DEPRECIATIONLIQUIDATION	FA05	6159	incr	1759.25	7210.22
7.1	Vehicle Sale - Selling Price	84U		70-75,77,79	FD	F3	FJ	06	DISPOSITION	FA03	5024	incr	1310.52	7210.21
7.1	Vehicle Sale - Loss	84U		70-75,77,79	FD	F3	FJ	06	LOSS	FA04	NULL	incr		

	Transaction Description	Rec ID	Acquisition Disposition Method	TIRES Trans Code	Doc Cat	FMEA Doc Type	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Proprietary	
													Dr	Cr
	If a Gain is Incurred													
7.1	Vehicle Sale				FD	F3	FJ	07	NONE - NO PROCESS ACTIVITY	FA03	NULL			
7.1	Vehicle Sale - Cap Value	84U	SALE, MILEAGE, AGEMILEAGE, AGE, UNECONREP, ACCIDENT, BRDSURVEY, REIMBOUT	70-75,77,79	FD	F3	FJ	07	ACQUISITIONLIQUIDATION	FA01	6160	incr	7110.22	1750.25
7.1	Vehicle Sale - Acc Depr	84U		70-75,77,79	FD	F3	FJ	07	DEPRECIATIONLIQUIDATION	FA05	6161	incr	1759.25	7110.22
7.1	Vehicle Sale - Selling Price	84U		70-75,77,79	FD	F3	FJ	07	DISPOSITION	FA03	6154	incr	1310.52	7110.21
7.1	Vehicle Sale - Gain	84U		70-75,77,79	FD	F3	FJ	07	GAIN	FA04	NULL	incr		
<b><u>Non-Remibrusables Transfer to Federal Entity</u></b>			NOREIMBO UT											
7.2	Vehicle Non-Reimbursable Transfer				FD	F3	FJ	08	NONE - NO PROCESS ACTIVITY	FA03	NULL			
7.2	Vehicle Non-Reimbursable Transfer - Cap Value	84U		76	FD	F3	FJ	08	ACQUISITIONLIQUIDATION	FA01	6162	incr	5730.02	1750.25

	Transaction Description	Rec ID	Acquisition Disposition Method	TIRES Trans Code	Doc Cat	FMEA Doc Type	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Proprietary	
													Dr	Cr
7.2	Vehicle Non-Reimbursable Transfer - Acc Depr	84U		76	FD	F3	FJ	08	DEPRECIATIONLIQUIDATION	FA05	6163	incr	1759.25	5730.02
7.2	Vehicle Non-Reimbursable Transfer - Selling Price (\$0)	84U		76	FD	F3	FJ	08	DISPOSITION	FA03	NULL	incr		
7.2	Vehicle Non-Reimbursable Transfer - Gain (\$0)	84U		76	FD	F3	FJ	08	GAIN	FA04	NULL	incr		
7.2	Vehicle Non-Reimbursable Transfer - Loss (\$0)	84U		76	FD	F3	FJ	08	LOSS	FA04	NULL	incr		
<b><u>Donation to a Non-Federal Entity</u></b>			DONATION											
7.3	Vehicle Donation				FD	F3	FJ	09	NONE - NO PROCESS ACTIVITY	FA03	NULL			
7.3	Vehicle Donation - Cap Value	84U		78	FD	F3	FJ	09	ACQUISITIONLIQUIDATION	FA01	6164	incr	7210.01	1750.25
7.3	Vehicle Donation - Acc Depr	84U		78	FD	F3	FJ	09	DEPRECIATIONLIQUIDATION	FA05	6165	incr	1759.25	7210.01
7.3	Vehicle Donation - Selling Price (\$0)	84U		78	FD	F3	FJ	09	DISPOSITION	FA03	NULL	incr		

	Transaction Description	Rec ID	Acquisition Disposition Method	TIRES Trans Code	Doc Cat	FMEA Doc Type	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Proprietary	
													Dr	Cr
7.3	Vehicle Donation - Gain (\$0)	84U		78	FD	F3	FJ	09	GAIN	FA04	NULL	incr		
7.3	Vehicle Donation - Loss (\$0)	84U		78	FD	F3	FJ	09	LOSS	FA04	NULL	incr		
<b>Dipsosal of an Operating Lease Vehicle</b>			OLEASEDIS											
7.4	Operating Leased Vehicle Disposal				FD	F3	FJ	10	NONE - NO PROCESS ACTIVITY	FA03	NULL			
7.4	Operating Leased Vehicle Disposal - Cap Value (\$0)	84U			FD	F3	FJ	10	ACQUISITIONONLIQUIDATION	FA01	NULL	incr		
7.4	Operating Leased Vehicle Disposal - Selling Price (\$0)	84U			FD	F3	FJ	10	DISPOSITION	FA03	NULL	incr		
7.4	Operating Leased Vehicle Disposal - Gain (\$0)	84U			FD	F3	FJ	10	GAIN	FA04	NULL	incr		
7.4	Operating Leased Vehicle Disposal - Loss (\$0)	84U			FD	F3	FJ	10	LOSS	FA04	NULL	incr		

	Transaction Description	Rec ID	Acquisition Disposition Method	TIRES Trans Code	Doc Cat	FMEA Doc Type	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Proprietary													
													Dr	Cr												
<b>8. Acquisition Reversals (with Accumulated Depreciation)</b>																										
<b>Asset Reversal</b>																										
8.1	Vehicle Reversal				FD	N/A	FJ	11	NONE - NO PROCESS ACTIVITY	FA03	NULL															
8.1	Vehicle Reversal: Incr Depreciation TC 10,12			59	FD	N/A	FJ	11	INCREMENTALDEPRECIATION	FA02	7008	incr	6710.21	1759.21												
8.1	Vehicle Reversal: CAP Value TC 10,12				FD	N/A	FJ	11	ACQUISITIONLIQUIDATION	FA01	6166	incr	1750.29	1750.21												
8.1	Vehicle Reversal: Accm Depr TC 10,12				FD	N/A	FJ	11	DEPRECIATIONLIQUIDATION	FA05	6167	incr	1759.21	6710.21												
8.1	Vehicle Reversal				FD	N/A	FJ	11	GAIN	FA04	NULL	incr														
8.1	Vehicle Reversal				FD	N/A	FJ	11	DISPOSITION	FA03	NULL	incr														
8.2	Vehicle Reversal				FD	N/A	FJ	12	NONE - NO PROCESS ACTIVITY	FA03	NULL															
8.2	Vehicle Reversal: Incr Depreciation TC 11,13,14			59	FD	N/A	FJ	12	INCREMENTALDEPRECIATION	FA02	7008	incr	6710.21	1759.21												
8.2	Vehicle Reversal: CAP Value TC 11,13,14				FD	N/A	FJ	12	ACQUISITIONLIQUIDATION	FA01	6168	incr	5720.05	1750.21												

	Transaction Description	Rec ID	Acquisition Disposition Method	TIRES Trans Code	Doc Cat	FMEA Doc Type	Online Doc Type	Trans Type	Process Activity	Acctg Event	GL Entry Code	Incr/Decr	Proprietary	
													Dr	Cr
8.2	Vehicle Reversal: Accm Depr TC 11,13,14				FD	N/A	FJ	12	DEPRECIATIONLIQUIDATION	FA05	6167	incr	1759.21	6710.21
8.2	Vehicle Reversal				FD	N/A	FJ	12	GAIN	FA04	NULL	incr		
8.2	Vehicle Reversal				FD	N/A	FJ	12	DISPOSITION	FA03	NULL	incr		
<b>Betterment Reversal</b>														
8.3	Vehicle Equipment Reversal				FD	N/A	FJ	13	NONE - NO PROCESS ACTIVITY	FA03	NULL			
8.3	Vehicle Equipment Reversal: Incr Depreciation				FD	N/A	FJ	13	INCREMENTALDEPRECINATION	FA02	7008	incr	6710.21	1759.21
8.3	Vehicle Equipment Reversal: CAP Value				FD	N/A	FJ	13	ACQUISITIONLIQUIDATION	FA01	6169	incr	1750.02	1750.21
8.3	Vehicle Equipment Reversal: Accm Depr				FD	N/A	FJ	13	DEPRECIATIONLIQUIDATION	FA05	6167	incr	1759.21	6710.21
8.3	Vehicle Reversal				FD	N/A	FJ	13	GAIN	FA04	NULL	incr		
8.3	Vehicle Reversal				FD	N/A	FJ	13	DISPOSITION	FA03	NULL	incr		

## 11 Appendix C: Fixed Assets Glossary

Term	Definition
Acquisition Cost	The acquisition cost of a fixed asset or betterment is the initial cost expended for the asset or betterment including all related costs required to have the asset or betterment functional such as assembly, taxes, and shipping and handling costs.
Asset Number	The number assigned to the asset – will be set to the Project Number / Building Number
Asset Number Link Model (ANLM)	The model used within the Fixed Assets subsystem if the asset number is always known at the time the purchasing document. The asset number is the link connecting all the asset information and is entered on all purchasing and payment transactions related to an asset.
Asset Type	Used to classify assets as vehicles, land, buildings, equipment, etc.
APO	Accountable Property Officer
Betterment	An upgrade or an addition to an existing fixed asset that increase the asset's value and/or the asset's useful life. Betterments enhance assets and consequently, are managed together with the asset.
Capitalization	A term used to denote when an agency realizes an expenditure in increments over a long period of time.
CE	Cognizant Employee
CPO	Custodial Property Officer
Custodian	A custodian is the group or individual that is financially responsible for an asset. A custodian can be identified as Custodial Property Officer (CPO), Accountable Property Officer (APO), Property Administrator (PA), or Cognizant Employee (CE).
Depreciation	Depreciation is the systematic and rational allocation of the asset's acquisition cost, less its estimated salvage value or residual value, over the asset's estimated useful life. Depreciation is used to calculate the asset's estimated value as it decreases over time.
Disposition	Getting rid of an asset or betterment through a direct sale or some other method.
FA	Fixed Asset Acquisition Document
FB	Fixed Asset Betterment Document
FC	Fixed Asset Correction Document
FD	Fixed Asset Disposal Document
Fixed Asset	A long-term, tangible object held for business use and not expected to be converted to cash in the current or upcoming fiscal year, such as manufacturing equipment, real estate, and furniture.

Term	Definition
FM	Fixed Asset Depreciation Document
FM ESB	Financial Management Enterprise Architecture
FMS	Fleet Management System
PA	Property Administrator