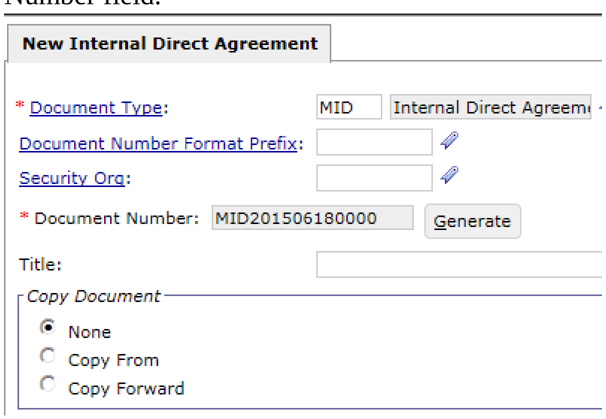
# Introduction

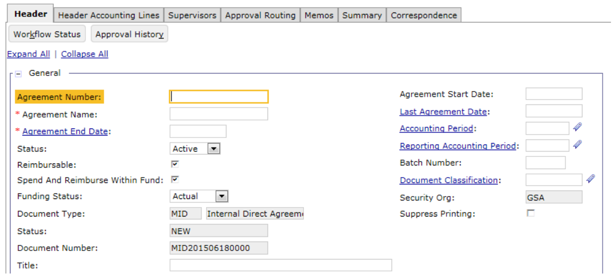
- **Internal Direct Agreement (ID)-** Used when GSA enters into an Agreement with another service/office/business line within GSA
- The Internal Direct Agreement records the amount of funding a customer agrees to provide to GSA in exchange for goods or services.
- Fields with red asterisks (*) are mandatory for Pegasys processes, but may not include all fields required by GSA policy.
- For detailed information, please refer to the Project Cost Accounting System (PCAS) chapter of the BAAR User Guide.

# Creating an ID

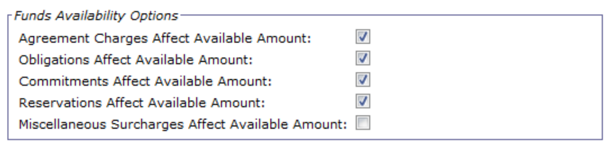
1. Log into **Pegasys**.
2. Select **Transactions—Project Cost Accounting— New—Internal Direct Agreement** from the menu bar.
3. The New Internal Direct Agreement page is displayed.
4. Enter Document Type.
5. Select the **Generate** button to generate a Document Number. A unique document number will be generated in the Document Number field.



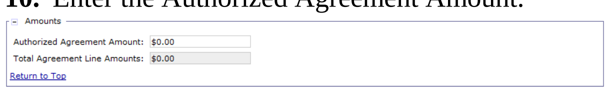

6. Select the **Finish** button.



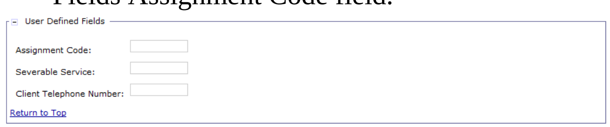
7. Enter the Agreement Number, Agreement Name, and Agreement End Date.
8. Select the Reimbursable flag.
9. Select the Funds Availability Options.
   - For Agreements that bill based on Agreement Charges: Agreement Charges Affect Available Amount
   - For Agreements that bill based on Spending: Obligations Affect Available Amount
   - For Agreements that bill based on Commitments: Commitments Affect Available Amount
   - For Agreements that generate Miscellaneous Surcharges: Miscellaneous Surcharges Affect Available Amount



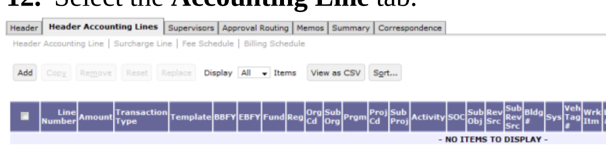

10. Enter the Authorized Agreement Amount.



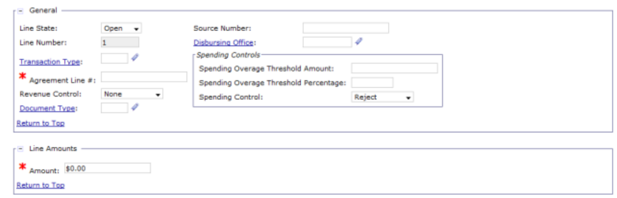
11. Enter the Assignment Code in the User Defined Fields Assignment Code field.



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

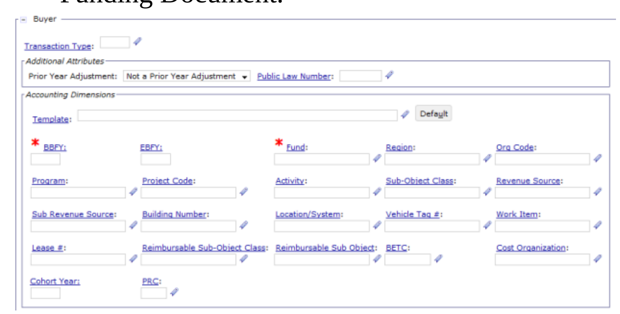


13. Select the **Add** button to enter a new Accounting Line.
14. Enter the Agreement Line Number, Transaction Type and Document Type.
15. If used, enter the Spending Controls.
    - Spending Overage Threshold Amount
    - Spending Overage Threshold Percentage
    - Spending Control = Reject
16. Enter the Amount.

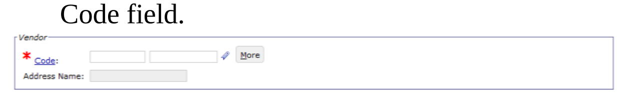


17. Enter the Buyer Transaction Type.
18. Enter the Buyer Reference Document, IX Funding Document, Document Type, Document Number, and Accounting Line Number and select the Default button.

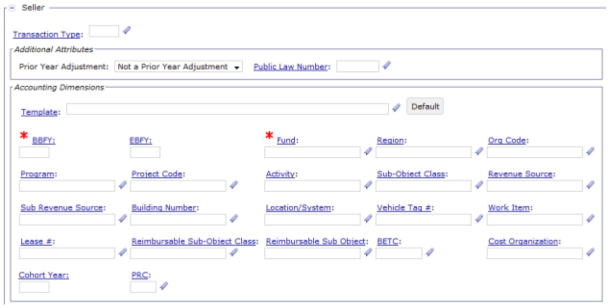
    Note: Selecting Default automatically populates the Buyer Accounting Dimensions from the IX Funding Document.



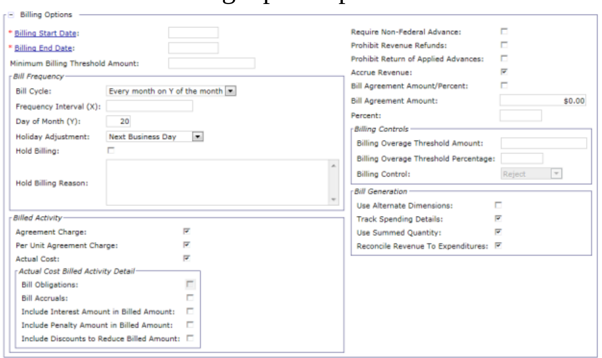
19. Enter (or search for using the reference link) the BOAC or Agency/Bureau (AB) in the Vendor Code field.



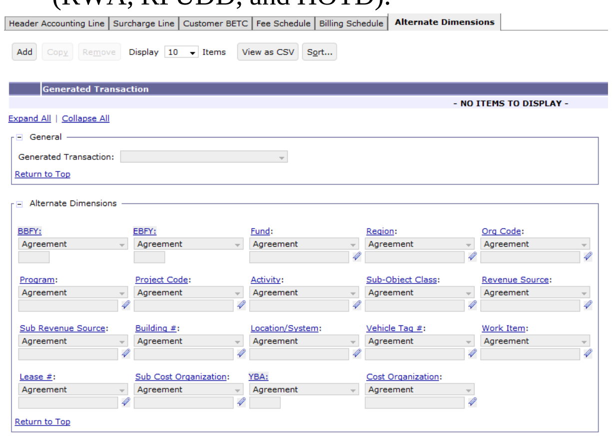
20. Enter the Seller Transaction Type.
21. Enter the Seller Accounting Template and Accounting Dimensions.



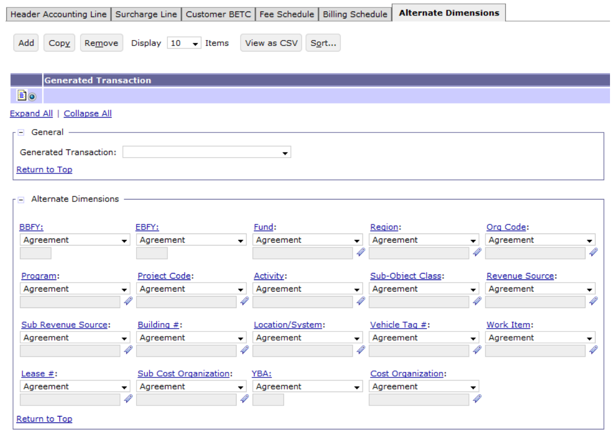
22. Enter the Billing Options per Business Line.



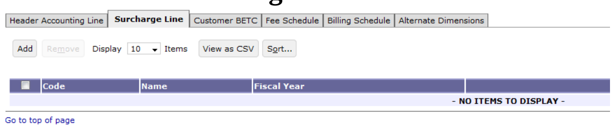
23. Enter the other required fields per Business Line.
24. For business lines using Alternate Dimensions (RWA, RPUDD, and HOTD), select Use Alternate Dimensions.
25. Select **Alternate Dimensions** Tab if used (RWA, RPUDD, and HOTD).



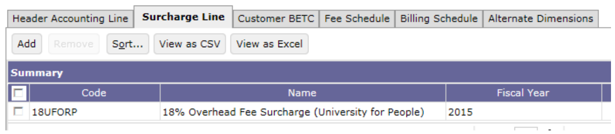
26. Select **Add**.
27. For business lines using Alternate Dimensions, select where to draw accounting dimensions (Spending Document or Agreement).



28. Select the **Surcharge Line** tab if used.



29. Select the **Add** button.
30. Search for and Select the Surcharge Code.




31. Enter the Maximum Surcharge Amount.
32. Select **Save**.
33. Select **Verify**.
34. Select **Submit.**

## Pegasys Resources

- **Functional Coordinator**
- **Service Representative**
- **Pegasys Web Site** **http://pegasys.gsa.gov**
- **Pegasys User Guides**
- **BAAR User Guides**
- **Quick Reference Cards**
- **Financial System Service Desk**

  **1-866-450-6588**
  **ocfoservicedesk@gsa.gov**

GSA

**General Services Administration**

# *The Integrated Financial Management System*

# BAAR: Creating Internal Direct Agreement Quick Reference Card

July 2015