Introduction

- **Agreement** - Used when GSA enters into an Agreement with either an entity outside the agency (Federal, state, private individual) or with another service/office/business line within GSA.
- Agreements record the amount of funding a customer agrees to provide to GSA in exchange for goods or services.
- The Agreement Query provides GSA a single place to obtain information regarding all Agreements.
- For detailed information, please refer to the PCAS chapter of the BAAR User Guide.

Agreement Query Search Criteria

1. Log into **Pegasys**.
2. Select Queries > Project Cost Accounting > Agreement Query.
- General Key Search Fields include:
   - Agreement Number
   - Agreement Name
   - Agreement Type
   - Agreement Amount
   - Vendor Information

Note: Performance is improved with each additional search criteria entered.


3. Enter the search criteria.

4. Select the **Query at Header** button.
5. Item(s) matching the entered search criteria are returned in the Item Collection section.

Reviewing Agreement Entities

6. After searching for agreements using the steps above, review items returned in the Item Collection to determine which record needs further review or action.
7. Select the radio button next to the desired record.

8. Select the **Details** button to view specific details of the agreement.
9. Review the **Header** page.

10. Select the **Activity Log** button to view spending and billing documents associated with the agreement.

11. Select the **Surcharges** button to view surcharges associated with the agreement.

12. Select the **History** button to view agreement documents associated with the agreement.

13. Select the **Accounting Lines** tab.

14. Select the Account Line item.
15. Select the **Accounting Line Detail** hyperlink to view Accounting Line information.

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: Agreement Query