Introduction

- **Agreement Charge (AG)-** Used to capture costs that cannot be readily differentiated via spending transactions
- Agreement Charge (AG) documents are established in Pegasys to prompt the automatic generation of Billing Documents against an Agreement
  - Generated automatically by Environmental Management System (EMS2000) for Heating Operation & Transmission District (HOTD) agreements (Doc Type – HCH)
  - Generated manually by GSA for Manual Business Line agreements (Doc Type – MCH)
- The Agreement Charge does not impact the General Ledger.
  - Prevents double counting Expenditures in the General Ledger as the Spending was processed on a separate transaction
- For HOTD, Agreement Charge Accounting Lines are matched to and reference the applicable Agreement line number via pre-defined HOTD pricing units.
- 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 PCAS chapter of the BAAR User Guide.

Creating an AG

1. Log into **Pegasys**.
2. Select **Transactions—Project Cost Accounting— New—Agreement Charge** from the menu bar.
3. The New Agreement Charge 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. The new Agreement Charge form will appear.

7. Select the Number reference link in the **Agreement** section. The Agreement Search Criteria window will appear.

8. Search for and select the Agreement Number.
9. Enter (or search for using the reference link) the BOAC or Agency/Bureau (AB) in the Vendor Code field.

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

11. Enter the System Id.

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

13. Select the **Add** button to enter a new Accounting Line.
14. Enter the Transaction Type and Agreement Line Number.

15. Enter the following:
    - Region 6: Unit Price Amount.
    - Region 7: Unit Price Amount, Number of Units, and Pricing Unit.

16. Enter the Accounting Dimensions.
    - BBFY
    - Fund
    - Region
    - Org Code
    - Program
    - Activity
    - Sub-Object Class
    - YBA

17. For Region 7, enter the Adjustment Code and Open Balance in the User Defined Fields.

User Defined Fields

Adjustment Code: 1
Open Balance: A

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18. Select **Save**.
19. Select **Verify**.
20. Select **Submit.**

Query Agreements

1. Log into **Pegasys**.
2. From the Menu Bar, select Queries>Project Cost Accounting>Agreement Query.

Pegasys > Queries > Project Cost Accounting > Agreement Query

Agreement Query

Search Criteria
Agreement Number:
Name:
Title:
Agreement Type:
Agency:
Bureau:
Status:
Bill Type:
Project Notebook:
Security Organization:

Agreement Amount
From: To:
Agreement Date
From: To:
Original Agreement Date
From: To:
Agreement End Date
From: To:
Description:

Vendor
Vendor Code:
Designated Agent
Vendor Code:

Last Agreement Document:
Document Type:
Document Number:

Query at Header   Query at Line   Clear

3. Enter the search criteria.
4. Select the **Query at Header** button.
5. Select the desired Agreement from the Item Collection.
6. Select the **Details** button to view specific details of the agreement.

Header | Accounting Lines | Supervisors | Vendor Novation

Entity   Documents
Refresh   Activity Log   Surcharges   History

Expand All | Collapse All

General
Agreement Number: PCASTRAIN2.2
Agreement Name: PCASTRAIN2.2
Title: PCASTRAIN2.2
Agreement End Date: 01/25/2015
Agency DUNS Number:
Agency DUNS+4:
Number Of Lines: 1
Maximum Agreement Amount: $200,000.00
Agreement Amount: $200,000.00
Total Unliquidated Receivable Amount: $0.00
Security Org: GSA

Agreement Date: 02/20/2013
Last Document Type: NHR
Active: Active
Agreement Cancelled:
Reimbursable:
Spend And Reimburse Within Fund:
Funding Status: Actual

Funds Availability Options
Agreement Charges Affect Available Amount:
Obligations Affect Available Amount:
Commitments Affect Available Amount:
Pre-Commitments Affect Available Amount:
Miscellaneous Surcharges Affect Available Amount:

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

General
Activity: All
Document Category:
Spending Search:
Document Type:
Document Number:
Document Date:
Accounting Event:
Document Action:
Security Organization:

Accounting Period
From: To:
Amount
From Amount:
To Amount:
Agreement Line Number:
Statement Number:

Search   Clear

Vendor
Accounting Dimensions
Header Field - User Defined Fields
Accounting Line - User Defined Fields

Display 10 Items   View as CSV   Sort...

Agreement Line Number	Document Type	Document Number	Accounting Line Number	Item Line Number	Accounting Event	Accounting Period	Statement Number	Amount	FTE Spending Amount	Document Action	User ID	RBF/EBF	Fund	Reg Cd	Org Cd	Sub Org	Proj Cd	Sub Proj	Activity
1	PP	PP0003815	1		SP02	04/2013		($1,250.00)	$0.00	Liquidate	allroles102		2013	192X	07	P072504	PG80		PGA46
1	RW	RW201301310005	1		SP10	04/2013		$1,250.00	$0.00	Original	allroles102		2013	192X	07	P072504	PG80		PGA46
1	AMN	AMNX000828-001	1		AR09	04/2013	X0000828	$1,300.00	$0.00	Original	allroles102		2013	192X	01	P0125100	PG80		PG000

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

PCAS Surcharges Query

Search Criteria
PCAS Surcharges:
Fiscal Year:
Standard Voucher Line Type:
Type of Surcharge:
Document Type:
Document Number:

Search   Unlimited Search   Clear

View Document   View PCAS Surcharge   Totals By Dimension   Display 10 Items   View as CSV   Sort...

PCAS Surcharge Code	Fiscal Year	Standard Voucher Line Type	Document Type	Document Number	Agreement Line Number	Accounting Line Number	Cost Transfer	Miscellaneous Amount	Expenditure Amount	Obligation Amount	Accrual Amount	Interest Amount	Penalty Amount	Discount Amount
SURC2013	2013	Miscellaneous Surcharge	SDE	SDE201302040002	1		False	$600.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
								$600.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

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

History

Search Criteria
Document Type:
Document Number:
Accounting Period:

Search   Unlimited Search

View Document   Correct Document   Display 10 Items   View as CSV   Sort...

Document Type	Document Number	Line #	Date	Entity Line Incremental Impact	Entity Line Ending Balance	Acctg Pd	System Date/Time	Document Amount
NHR	NHR201302200016	1	02/20/2013	$200,000.00	$200,000.00	05/2013	02/20/2013 17:36:06	$200,000.

Pegasys Resources

BAAR: Creating an Agreement Charge Quick Reference Card