

## 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.

**New Internal Direct Agreement**

\* **Document Type:** MID Internal Direct Agreement

**Document Number Format Prefix:**

**Security Org:**

\* **Document Number:** MID201506180000 **Generate**

**Title:**

**Copy Document**

☒ None

☐ Copy From

☐ Copy Forward

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

**Funds Availability Options**

Agreement Charges Affect Available Amount: ☒

Obligations Affect Available Amount: ☒

Commitments Affect Available Amount: ☒

Reservations Affect Available Amount: ☒

Miscellaneous Surcharges Affect Available Amount: ☐

10. Enter the Authorized Agreement Amount.

**Amounts**

Authorized Agreement Amount: \$0.00

Total Agreement Line Amounts: \$0.00

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

**User Defined Fields**

Assignment Code:

Severable Service:

Client Telephone Number:

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

**Header Accounting Lines**

Header Accounting Line | Surcharge Line | Fee Schedule | Billing Schedule

**Add** **Copy** **Response** **Reset** **Reassign** **Display** **All** **Items** **View as CSV** **Print...**

Line Number	Amount	Transaction Type	Template	BFY	EBFY	Fund	Reg	Org	Sub Org	Proj	Sub Proj	Activity	SOC	Sub Org	Rev	Rev Src	Blk	Sys	Task	Item
- NO ITEMS TO DISPLAY -																				

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.

**Line Amounts**

\* Amount: \$0.00

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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.

**Vendor**

\* **Code:**

**Address Name:**

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

Seller

Transaction Type: ☐

Additional Attributes

Prior Year Adjustment: ☐ Not a Prior Year Adjustment ☐ Public Law Number:

Accounting Dimensions

Template:  Default

\* BBFY:  EBFY:  Fund:  Region:  Org Code:

Program:  Project Code:  Activity:  Sub-Object Class:  Revenue Source:

Sub Revenue Source:  Building #:  Location/System:  Vehicle Tag #:  Work Item:

Lease #:  Reimbursable Sub-Object Class:  Reimbursable Sub-Object:  BETC:  Cost Organization:

Cohort Year:  PSC:

22. Enter the Billing Options per Business Line.

Billing Options

\* Billing Start Date:

\* Billing End Date:

Minimum Billing Threshold Amount:

Bill Frequency

Bill Cycle:  Every month on Y of the month

Frequency Interval (D):  30

Day of Month (Y):

Holiday Adjustment:  Next Business Day

Hold Billing: ☐

Hold Billing Reason:

Require Non-Federal Advances: ☐

Prohibit Revenue Refunds: ☐

Prohibit Return of Applied Advances: ☐

Accrue Revenue: ☐

Bill Agreement Amount/Percent:

Bill Agreement Amount:  \$0.00

Percent:

Billing Controls

Billing Overage Threshold Amount:

Billing Overage Threshold Percentage:

Billing Controls:

Bill Generation

Use Alternate Dimensions: ☐

Track Spending Details: ☐

Use Summed Quantity: ☐

Reconcile Revenue To Expenditures: ☐

Agreement Charge: ☐

Per Unit Agreement Charge: ☐

Actual Cost: ☐

(Actual Cost Billed Activity Detail)

Bill Obligations: ☐

Bill Accounts: ☐

Include Interest Amount in Billed Amount: ☐

Include Penalty Amount in Billed Amount: ☐

Include Discounts to Reduce Billed Amount: ☐

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).

Header Accounting Line | Surcharge Line | Customer BETC | Fee Schedule | Billing Schedule | **Alternate Dimensions**

Add Copy Remove Display 10 Items View as CSV Sgtr...

Generated Transaction

Expand All Collapse All

General

Generated Transaction:

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Alternate Dimensions

BBFY:  EBFY:  Fund:  Region:  Org Code:

Program:  Project Code:  Activity:  Sub-Object Class:  Revenue Source:

Sub Revenue Source:  Building #:  Location/System:  Vehicle Tag #:  Work Item:

Lease #:  Sub Cost Organization:  YBA:  Cost Organization:

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26. Select **Add**.

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

Header Accounting Line | **Surcharge Line** | Customer BETC | Fee Schedule | Billing Schedule | Alternate Dimensions

Add Copy Remove Display 10 Items View as CSV Sgtr...

Generated Transaction

Expand All Collapse All

General

Generated Transaction:

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Alternate Dimensions

BBFY:  EBFY:  Fund:  Region:  Org Code:

Program:  Project Code:  Activity:  Sub-Object Class:  Revenue Source:

Sub Revenue Source:  Building #:  Location/System:  Vehicle Tag #:  Work Item:

Lease #:  Sub Cost Organization:  YBA:  Cost Organization:

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

Header Accounting Line | **Surcharge Line** | Customer BETC | Fee Schedule | Billing Schedule | Alternate Dimensions

Add Remove Display 10 Items View as CSV Sgtr...

Code	Name	Fiscal Year
- NO ITEMS TO DISPLAY -		

29. Select the **Add** button.

30. Search for and Select the Surcharge Code.

Header Accounting Line | **Surcharge Line** | Customer BETC | Fee Schedule | Billing Schedule | Alternate Dimensions

Add Remove Sgtr... View as CSV View as Excel

Summary

Code	Name	Fiscal Year
18UFORP	18% Overhead Fee Surcharge (University for People)	2015

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**



**General  
Services  
Administration**

# The Integrated Financial Management System



## BAAR: Creating Internal Direct Agreement Quick Reference Card