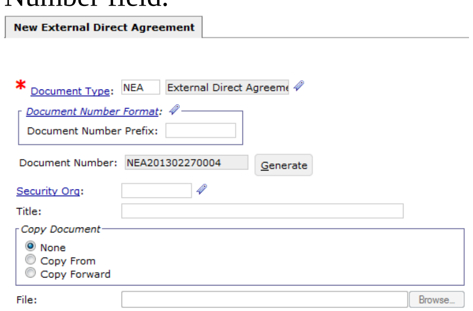
Introduction

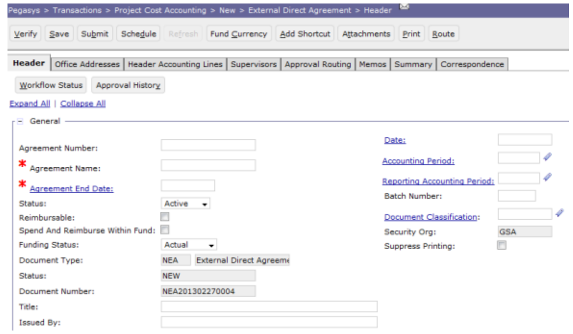
- **External Direct Agreement (ED)-** Used when GSA enters into an Agreement with an entity outside the agency (Federal, state, private individual)
- The External Direct Agreement records the amount of funding a customer agrees to provide to GSA in exchange for goods or services.
- Fields with red asterisks (*) 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 ED

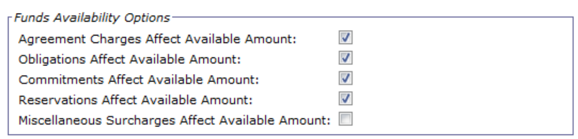
1. Log into **Pegasys**.
2. Select **Transactions—Project Cost Accounting— New—External Direct Agreement** from the menu bar.
3. The New External Direct Agreement page is displayed.
4. Enter Document Type.
5. Select the **Generate** button to generate a Document Number. A unique document number will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



6. Select the **Finish** button.

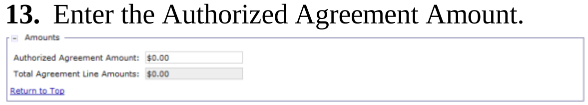


7. Enter the Agreement Number, Agreement Name, and Agreement End Date.
8. Select the Reimbursable flag.
9. Select the Funds Availability Options.
   - For Agreements that bill based on Agreement Charges: Agreement Charges Affect Available Amount
   - For Agreements that bill based on Spending: Obligations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

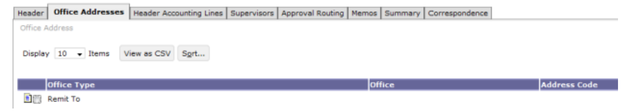


10. Enter (or search for using the reference link) the BOAC or Agency/Bureau (AB) in the Vendor Code field.
11. Enter the Funding Source.
12. For IPAC agreements only, enter (or search for using the reference link) the Designated Agent.

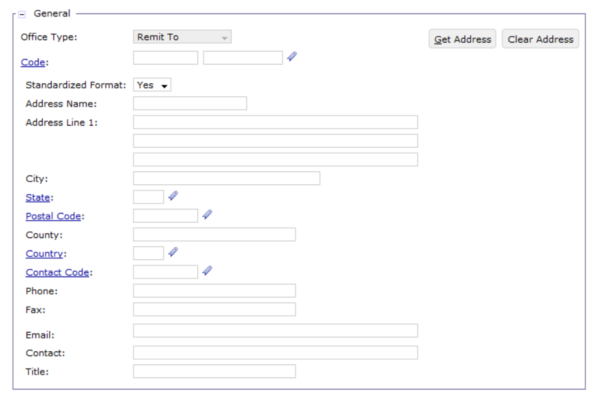
13. Enter the Authorized Agreement Amount.



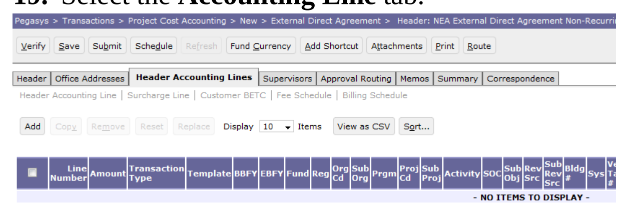
14. Enter the Assignment Code in the User Defined Fields Assignment Code field.
15. Select the **Office Address** tab.
16. Select the Remit To and select the <u>Office Address</u> link.



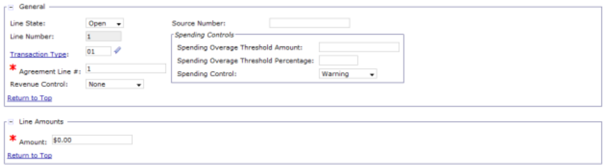
17. Enter (or search for using the reference link) the Office in the Code field.



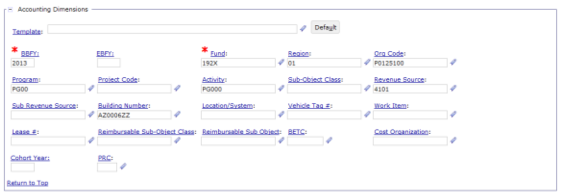
18. Select **Get Address** to populate the address information.
19. Select the **Accounting Line** tab.



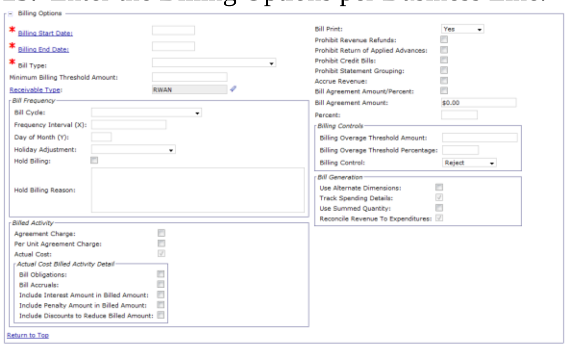
20. Select the **Add** button to enter a new Accounting Line.
21. Enter the Agreement Line Number and Transaction Type.
22. If used, enter the Spending Controls.
    - Spending Overage Threshold Amount
    - Spending Overage Threshold Percentage
    - Spending Control = Reject
23. Enter the Line Amount.



24. Enter the Accounting Template and Accounting Dimensions.



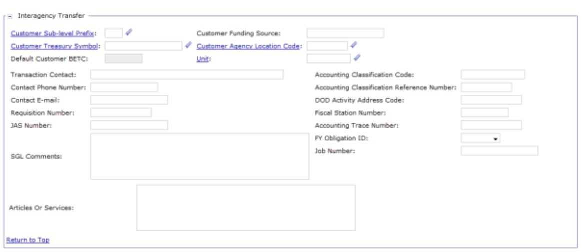
25. Enter the Billing Options per Business Line.



26. Enter the other required fields per Business Line.

27. For business lines using PCAS surcharge functionality, select Use Alternate Dimensions.

28. For IPAC agreements only, enter Interagency Transfer information.

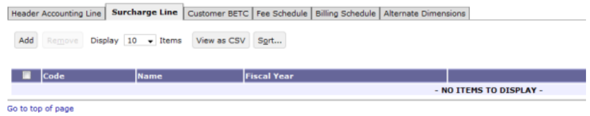


29. Select **Alternate Dimensions** Tab.

30. Select **Add**.

31. For business lines using PCAS surcharge functionality, select where to draw accounting dimensions (Spending Document or Agreement).

32. Select the **Surcharge Line** tab.



33. Select the **Add** button.

34. Search for and Select the Surcharge Code.

35. Enter the Maximum Surcharge Amount.

36. Select **Save**.

37. Select **Verify**.

38. Select **Submit.**

Pegasys Resources

- **Functional Coordinator**
- **Service Representative**
- **Pegasys Web Site** **http://pegasys.gsa.gov**
- **Pegasys User Guides**
- **BAAR User Guides**
- **Quick Reference Cards**
- **OCFO Consolidated Service Desk 1-866-740-0994**

GSA

General Services Administration

The Integrated Financial Management System

BAAR: Creating External Direct Agreement Quick Reference Card

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