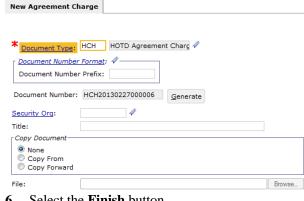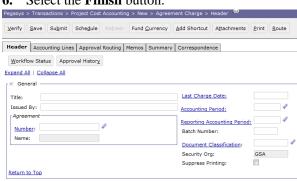# Introduction

- **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
  - Generated manually by GSA for Manual Business Line agreements
- 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.

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6. Select the **Finish** button.
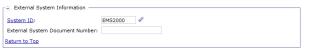

7. Select the Number reference link.

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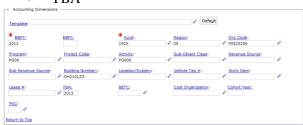
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12. Select the **Accounting Line** tab.

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

15. Enter the Unit Price Amount, Number of Units, and Pricing Unit.

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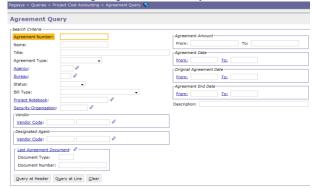   - Program
    - Activity
    - Sub-Object Class
    - YBA

17. Enter the Adjustment Code and Open Balance in the User Defined Fields.
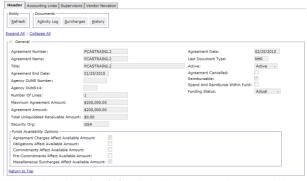

18. Select **Save**.
19. Select **Verify**.
20. Select **Submit**.

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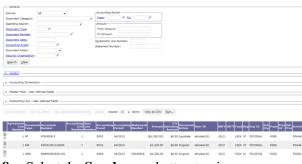
1. Log into **Pegasys**.
2. From the Menu Bar, select Queries>Project Cost Accounting>Agreement Query.

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.

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

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

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

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

General Services Administration

GSA

The Integrated Financial Management System

BAAR: Creating an Agreement Charge Quick Reference Card

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