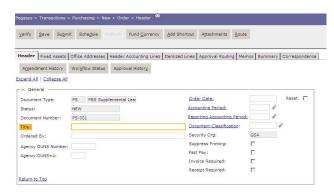
Introduction

- PS document types are used for BA80 lump-sum payments to lessors.
- The Budget contact provides the Reality Specialist with a Pegasys Document Number (PDN) at the time funds are certified.
- The GSA Form 276, Supplemental Lease Agreement, should be used to document the bilateral agreement between the Government and the lessor.

Recording an Obligation

- 1. Log into Pegasys.
- 2. Select **Transactions—Purchasing—New— Order** from the menu bar.
 - In the Document Type field, enter PS (Supplemental Lease Agreement)
- **3.** Click **Generate** to generate a unique number in the **Document Number** field
 - Leave the **Document Classification** field blank.
- **4.** To copy forward from a PR, follow steps 5-7 otherwise confirm the **None** radio button is selected and proceed to step 8.
- **5.** Select the **Copy Forward** radio button, and click **Next**.
- **6.** Enter the PR in the **Document Type** field and the **Document Number** if it is known. Click **Search**.
- 7. Select the document.
- 8. Click Finish.
 - In the General group box, the Order Date, Accounting Period, and Reporting Accounting Period fields will default to the current date, when the form is Verified or Processed.



- Enter the Reality Specialist name in the Ordered By field.
- **10.** In the **Vendor Information** group box, enter or click the Vendor **Code** link to search for a vendor and follow the steps below.
 - Enter applicable search criteria and click Search. Find the vendor and click Select.
 - The **Vendor Name** field will populate from the Vendor Code that is selected.
- 11. In the **Remit To Address** field, enter the same vendor address code that was input in the **Vendor** field (ex., if "00001" was selected in the **Vendor** address code field, enter "00001" in the **Remit to Address** field).
 - Note: It is important that the Remit to Address matches the address that will be on the vendor invoice.
- **12.** In the **Contract** group box enter the Lease number in the **Contracts Number** field.
- **13.** In the **Description** field, enter a brief description of the services being ordered.
- 14. Select the Office Addresses tab.
 - The Office Addresses page displays
- **15.** Select the appropriate **Office Type** and click the **Office Address** hyperlink. The specific Office Address page displays.
- **16.** Enter the appropriate address in the **Code** field.
 - Note: The invoice address code should always be 7BC-0001. Record the Reality Specialist information on the COTR tab.
- **17.** Click **Get Address** to populate the fields in the **Address Information** section.

- **18.** To return to the **Office Addresses** page click the **Office Addresses** hyperlink and repeat steps **12-13 (update reference as necessary)** as needed
- 19. Select the Header Accounting Lines tab.
 - The Header Accounting Lines page displays.



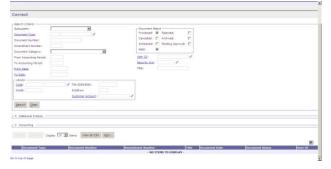
- 20. To add a line, click Add.
- **21.** To open an existing line, select the appropriate line and click the **Header Accounting Line** hyperlink.
 - *The Header Accounting Line page displays.*
- **22.** In the **Line Amounts** group box, enter the amount of the supplemental lease agreement in the **Ordered** field.
- **23.** In the **Accounting Dimensions** group box, enter or click the **Template** hyperlink to search for a template and follow the steps below.
 - The Search—Template page displays. Enter the applicable search criteria and click Search. Find the appropriate template record and click the corresponding Select button. The selected template will populate in the Template field.
- **24.** Complete the Accounting Line fields with the MDL information.
 - Note: If the award will be made next fiscal year complete the accounting information at the beginning of the next fiscal year when the templates are loaded.
- **25.** Click the **Default** button to populate the fields in the **Accounting Dimensions** group box if you are using **Favorites**.
- **26.** Complete any other required accounting elements that were not populated by the accounting template. (ex. Function Code, Cost Element, etc.)
- **27.** In the **Agreement** group box, enter an RWA number if applicable.

- Enter the numeric portion of the Agreement number in field 1 and enter "1" in field 2 of the Agreement field.
- **28.** Go to the **Description** field to view or enter descriptive information about this line.
- **29.** Return to the **Header Accounting Lines** page by clicking the **Header Accounting Lines** hyperlink.
- **30.** New lines can be created by clicking **Add** button and repeating steps **20-25**.
- **31.** Lines can be copied by selecting the appropriate line, clicking **Copy** and then clicking the **Header Accounting Line** hyperlink to open the new line to make needed changes.
- **32.** Lines can be deleted by selecting the appropriate line and clicking **Remove**.
- **33.** Click **Verify**.
 - Any errors will be displayed. If necessary, correct the errors and click **Verify** again.
- 34. Click Save.
 - The document can be submitted once the Reality Specialist completes the award.
 - Note: Reality Specialists award the SLA and provide a signed copy of the agreement to the Budget contact. (The vendor should be instructed to submit the invoice to Fort Worth Finance).
- **35.** The Budget contact will process the **PS** document.

Instructions for Budget Contact to Process Form

1. Select Transactions—Purchasing—Correct

Correct Form Page



- **2.** Enter the document type **PS** and the document number provided to the Reality Specialist
- 3. Click Search, select the PS document, and click Correct

- **4.** Once in the form, add any information that was not known at the time of the award
- 5. On the Header page —enter the **Order Date** from the SLA.
- **6.** On the Header page enter the **Accounting Period** and **Reporting Accounting Period** date and leave blank.
 - These fields will default to the current period.
- 7. Click Verify.
 - Any errors will be displayed. If necessary, correct the errors and click Verify again.
- 8. Click Submit
 - Pegasys will update the database.

PBS Business Rules

- Any modification to PS documents should be entered directly in Pegasys by the region.
- Supplemental Lease Agreements must be signed prior to obligating funds in Pegasys. No approvals are required for PS documents in Pegasys.
- The Requistioner role is required to have access to PS documents.
- Receiving Reports (RW doc type) should be processed directly into Pegasys for all SLAs created in Pegasys.

Pegasys Resources

- Functional Coordinator
- Service Representative
- Pegasys Web Site http://pegasys.gsa.gov
- Pegasys User Guides
- Ouick Reference Cards
- Name OCFO Service Desk
 Email address OCFOServiceDesk@gsa.gov
 Telephone Number 1-866-450-6588



General
Services
Administration

The Integrated Financial Management System



Pegasys 6.5.0:
Recording a
Supplemental
Lease Agreement
(PS)
Quick Reference
Card

January 2011 Final