

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

- Log into **Pegasys**.
- Select **Transactions—Purchasing—New—Order** from the menu bar.
 - In the **Document Type** field, enter **PS (Supplemental Lease Agreement)**
- Click **Generate** to generate a unique number in the **Document Number** field
 - Leave the **Document Classification** field blank.
- To copy forward from a PR, follow steps 5-7 otherwise confirm the **None** radio button is selected and proceed to step 8.
- Select the **Copy Forward** radio button, and click **Next**.
- Enter the PR in the **Document Type** field and the **Document Number** if it is known. Click **Search**.
- Select the document.
 - 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.
- 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.
- 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.
- In the **Contract** group box enter the Lease number in the **Contracts Number** field.
- In the **Description** field, enter a brief description of the services being ordered.
- Select the **Office Addresses** tab.
 - The **Office Addresses** page displays
- Select the appropriate **Office Type** and click the **Office Address** hyperlink. The specific Office Address page displays.
- 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.
- Click **Get Address** to populate the fields in the **Address Information** section.

- To return to the **Office Addresses** page click the **Office Addresses** hyperlink and repeat steps 12-13 (update reference as necessary) as needed
- Select the **Header Accounting Lines** tab.
 - The **Header Accounting Lines** page displays.
- To add a line, click **Add**.
- To open an existing line, select the appropriate line and click the **Header Accounting Line** hyperlink.
 - The **Header Accounting Line** page displays.
- In the **Line Amounts** group box, enter the amount of the supplemental lease agreement in the **Ordered** field.
- 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.
- 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.
- Click the **Default** button to populate the fields in the **Accounting Dimensions** group box if you are using **Favorites**.
- Complete any other required accounting elements that were not populated by the accounting template. (ex. Function Code, Cost Element, etc.)
- 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.

- Go to the **Description** field to view or enter descriptive information about this line.
- Return to the **Header Accounting Lines** page by clicking the **Header Accounting Lines** hyperlink.
- New lines can be created by clicking **Add** button and repeating steps **20-25**.
- 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.
- Lines can be deleted by selecting the appropriate line and clicking **Remove**.
- Click **Verify**.
 - Any errors will be displayed. If necessary, correct the errors and click **Verify** again.
- 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).
- The Budget contact will process the **PS** document.

Instructions for Budget Contact to Process Form

- Select Transactions—Purchasing—Correct
Correct Form Page

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

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