

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:** DIA Internal Direct Agreement

Document Number Format:

Document Number Prefix:

Document Number: DIA201302270000

Generate

Security Org:

Title:

Copy Document

- ☒ None
☐ Copy From
☐ Copy Forward

File:

Browse...

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 the Authorized Agreement Amount.

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

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

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.

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.

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: Fund: Region: Org Code:

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

Sub Revenue Source: Building Number: Location/System: Vehicle Tax #: 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

Bill Start Date: Bill End Date: Bill Type:

Minimum Billing Threshold Amount: Reasonable Type:

Bill Frequency: Bill Cycle: Frequency Interval (X): Day of Month (Y): Holiday Adjustment: Hold Billing:

Hold Billing Reason:

Billed Activity

Agreement Charge: ☐ Per Unit Agreement Charge: ☐ Actual Cost: ☐ Actual Cost Billed Activity Detail: ☐

Bill Obligations: ☐ Bill Accruals: ☐ Include Interest Amount in Billed Amount: ☐ Include Penalty Amount in Billed Amount: ☐ Include Discounts to Reduce Billed Amount: ☐

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23. Enter the other required fields per Business Line.

24. For business lines billing based on spending/Agreement Charges, select Use Alternate Dimensions.

25. Select Alternate Dimensions Tab.

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: Agreement Agreement Agreement Agreement Agreement

Program: Agreement Agreement Agreement Agreement Agreement

Sub Revenue Source: Agreement Agreement Agreement Agreement Agreement

Lease #: Agreement Agreement Agreement Agreement Agreement

Sub Cost Organization: Agreement Agreement Agreement Agreement Agreement

YBA: Agreement Agreement Agreement Agreement Agreement

Cost Organization: Agreement Agreement Agreement Agreement Agreement

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26. Select Add.

27. For business lines using PCAS surcharge functionality, 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: Agreement Agreement Agreement Agreement Agreement

Program: Agreement Agreement Agreement Agreement Agreement

Sub Revenue Source: Agreement Agreement Agreement Agreement Agreement

Lease #: Agreement Agreement Agreement Agreement Agreement

Sub Cost Organization: Agreement Agreement Agreement Agreement Agreement

YBA: Agreement Agreement Agreement Agreement Agreement

Cost Organization: Agreement Agreement Agreement Agreement Agreement

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28. Select the Surcharge Line tab.

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 Display 10 Items View as CSV Sgtr...

Code	Name	Fiscal Year	Maximum Surcharge Amount
110P	1.1% Penalty Fee (DRA)	2013	\$0.00
110P	2.0% Penalty Fee (DRA)	2013	\$0.00
110P	3.0% Penalty Fee (DRA)	2013	\$0.00

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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
- OCFO Consolidated Service Desk
1-866-740-0994



General
Services
Administration

The Integrated Financial Management System



BAAR: Creating Internal Direct Agreement Quick Reference Card