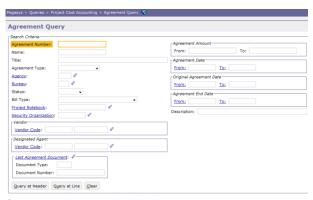
Introduction

- Agreement Used when GSA enters into an Agreement with either an entity outside the agency (Federal, state, private individual) or with another service/office/business line within GSA.
- Agreements record the amount of funding a customer agrees to provide to GSA in exchange for goods or services.
- The Agreement Query provides GSA a single place to obtain information regarding all Agreements.
- For detailed information, please refer to the PCAS chapter of the BAAR User Guide.

Agreement Query Search Criteria

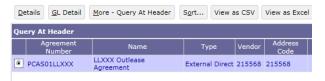
- 1. Log into Pegasys.
- 2. Select Queries > Project Cost Accounting > Agreement Query.
- General Key Search Fields include:
 - Agreement Number
 - Agreement Name
 - Agreement Type
 - Agreement Amount
 - Vendor Information

Note: Performance is improved with each additional search criteria entered.



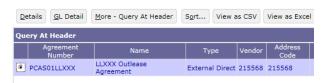
3. Enter the search criteria.

- **4.** Select the **Query at Header** button.
- **5.** Item(s) matching the entered search criteria are returned in the Item Collection section.

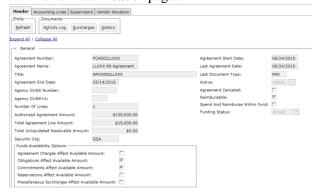


Reviewing Agreement Entities

- **6.** After searching for agreements using the steps above, review items returned in the Item Collection to determine which record needs further review or action.
- Select the radio button next to the desired record.



- **8.** Select the **Details** button to view specific details of the agreement.
- **9.** Review the **Header** page.



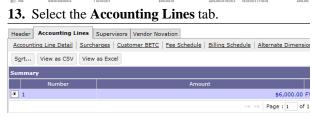
10. Select the **Activity Log** button to view spending and billing documents associated with the agreement.



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



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



- **14.** Select the Account Line item.
- **15.** Select the **Accounting Line Detail** hyperlink to view Accounting Line information.

Pegasys Resources

- Functional Coordinator
- Service Representative
- Pegasys Web Site http://pegasys.gsa.gov
- Pegasys User Guides
- BAAR User Guides
- Quick Reference Cards
- Financial System Service Desk
 1-866-450-6588
 ocfoservicedesk@gsa.gov



General
Services
Administration

The Integrated Financial Management System



BAAR: Agreement Query