

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.

Queries > Project Cost Accounting > Agreement Query

Agreement Query

Search Criteria:

Agreement Number: <input type="text"/>	Agreement Amount:
Name: <input type="text"/>	From: <input type="text"/> To: <input type="text"/>
Title: <input type="text"/>	Agreement Date:
Agreement Type: <input type="text"/>	From: <input type="text"/> To: <input type="text"/>
Agency: <input type="text"/>	Original Agreement Date:
Bureau: <input type="text"/>	From: <input type="text"/> To: <input type="text"/>
Status: <input type="text"/>	Agreement End Date:
Bill Type: <input type="text"/>	From: <input type="text"/> To: <input type="text"/>
Parent Notebook: <input type="text"/>	Description: <input type="text"/>
Security Organization: <input type="text"/>	
Vendor:	
Vendor Code: <input type="text"/>	
Designated Agent:	
Vendor Code: <input type="text"/>	
Last Agreement Document: <input type="text"/>	
Document Type: <input type="text"/>	
Document Number: <input type="text"/>	


Query at Header Query at Line Clear

- ### 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.


[Details](#)
[GL Detail](#)
[More - Query At Header](#)
[Sgtr...](#)
[View as CSV](#)
[View as Excel](#)

Query At Header

	Agreement Number	Name	Type	Vendor	Address Code
	PCAS01LLXXX	LLXXX Outlease Agreement	External Direct	215568	215568

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.
7. Select the radio button next to the desired record.

Query At Header					
	Agreement Number	Name	Type	Vendor	Address Code
	PCAS01LLXXX	LLXXX Outlease Agreement	External Direct	215568	215568

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

Header	Accounting Lines	Supervisors	Vendor Navigation
Entity	Document		
Refresh	Activity Log	Surcharges	History

[Expand All](#) | [Collapse All](#)

General

Agreement Number:	PCAS02LXXXX	Agreement Start Date:	06/24/2015
Agreement Name:	LXXX R6 Agreement	Last Agreement Date:	06/24/2015
Title:	APCAS02LXXXX	Last Document Type:	MAS
Agreement End Date:	05/14/2016	Active:	Active
Agency DUNS Number:		Agreement Canceled:	<input type="checkbox"/>
Agency DUNS-4:		Reimbursable:	<input checked="" type="checkbox"/>
Number Of Lines:	1	Spend And Reimburse Within Fund:	
Authorized Agreement Amount:	\$100,000.00	Funding Status:	Actual
Total Agreement Line Amount:	\$15,000.00		
Total Unliquidated Receivable Amount:	\$0.00		
Security Org:	GSA		

Funds Availability Options

Agreement Charges Affect Available Amount:	<input type="checkbox"/>
Obligations Affect Available Amount:	<input checked="" type="checkbox"/>
Commitments Affect Available Amount:	<input checked="" type="checkbox"/>
Reservations Affect Available Amount:	<input type="checkbox"/>
Miscellaneous Surcharges Affect Available Amount:	<input type="checkbox"/>

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

[illegible]

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

[illegible]

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

History

Search Criteria

Document Code

Document Number

Accounting Period

Search

Display Items

Document Type	Document Number	Line Date	Entry Line	Incremental Impact	Entry Line Online Balance	13 PD	System Entry Line	Incremental Amount
---------------	-----------------	-----------	------------	--------------------	---------------------------	-------	-------------------	--------------------

- 13. Select the Accounting Lines tab.**

Header **Accounting Lines** Supervisors Vendor Novation

Accounting Line Detail Surcharges Customer BETC Fee Schedule Billing Schedule Alternate Dimension

Sgtr... View as CSV View as Excel

Summary

	Number	Amount
1		\$6,000.00 P

Page : 1 of 1

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