

## Introduction

- **External Direct Agreement (ED)**- Used when GSA enters into an Agreement with an entity outside the agency (Federal, state, private individual)
- The External 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 ED

1. Log into **Pegasys**.
2. Select **Transactions—Project Cost Accounting—New—External Direct Agreement** from the menu bar.
3. The New External 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 External Direct Agreement

\* Document Type: NEA External Direct Agreement

Document Number Format:

Document Number Prefix:

Document Number: NEA201302270004 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 (or search for using the reference link) the BOAC or Agency/Bureau (AB) in the Vendor Code field.
11. Enter the Funding Source.
12. For IPAC agreements only, enter (or search for using the reference link) the Designated Agent.

13. Enter the Authorized Agreement Amount.

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

15. Select the **Office Address** tab.

16. Select the Remit To and select the Office Address link.

17. Enter (or search for using the reference link) the Office in the Code field.

18. Select **Get Address** to populate the address information.

19. Select the **Accounting Line** tab.

20. Select the **Add** button to enter a new Accounting Line.

21. Enter the Agreement Line Number and Transaction Type.

22. If used, enter the Spending Controls.

- Spending Overage Threshold Amount
- Spending Overage Threshold Percentage
- Spending Control = Reject

23. Enter the Line Amount.

General

Line Status:  Open

Line Number:  5

Transaction Type:  01

Agreement Line #:  1

Revenue Control:  None

Source Number:

Spending Controls

Spending Overage Threshold Amount:

Spending Overage Threshold Percentage:

Spending Control:  Warning

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Line Amounts

Amount:  \$0.00

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24. Enter the Accounting Template and Accounting Dimensions.

Accounting Dimensions

Template:  Default

Project Code:  P000

Sub Revenue Source:  Building Number:  AZ000622

Lease #:

Reimbursable Sub-Object Class:

Reimbursable Sub-Object:

Cost Organization:

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25. Enter the Billing Options per Business Line.

Billing Options

Billing Start Date:

Billing End Date:

Bill Type:

Minimum Billing Threshold Amount:

Reimbursable Type:  RWA

Bill Frequency:

Bill Cycle:

Frequency Interval (X):

Day of Month (Y):

Holiday Adjustment:

Hold Billing:

Hold Billing Reason:

Bill Print:  Yes

Prohibit Revenue Refunds:

Prohibit Return of Applied Advances:

Prohibit Credit Bills:

Prohibit Statement Grouping:

Account Number:

Bill Agreement Amount/Percent:

Bill Agreement Amount:  \$0.00

Percent:

Billing Controls

Billing Overage Threshold Amount:

Billing Overage Threshold Percentage:

Billing Control:  Reject

Bill Generation

Use Alternate Dimensions:

Track Spending Details:

Use Summed Quantity:

Reconcile Revenue To Expenditures:

Agreement Charges:

Per Unit Agreement Charges:

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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26. Enter the other required fields per Business Line.

27. For business lines using PCAS surcharge functionality, select Use Alternate Dimensions.

28. For IPAC agreements only, enter Interagency Transfer information.

Interagency Transfer

Customer Sub-Level Prefix:

Customer Treasury Symbol:

Default Customer BETC:

Transaction Contact:

Contact Phone Number:

Contact E-mail:

Request Number:

363 Number:

SQL Comments:

Articles Or Services:

Customer Funding Source:

Customer Agency Location Code:

Accounting Classification Code:

Accounting Classification Reference Number:

DOO Activity Address Code:

Fiscal Station Number:

Accounting Trace Number:

PY Obligation ID:

Job Number:

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29. Select **Alternate Dimensions** Tab.

30. Select **Add**.

31. For business lines using PCAS surcharge functionality, select where to draw accounting dimensions (Spending Document or Agreement).

32. 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 | Sgr...

Code | Name | Fiscal Year

- NO ITEMS TO DISPLAY -

Go to top of page

33. Select the **Add** button.

34. 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 | Sgr...

Code	Name	Fiscal Year	Items 1 of 3
001	1.5% Activity Fee (000)	2013	\$0.00
002	2.0% Activity Fee (000)	2013	\$0.00
003	2.5% Activity Fee (000)	2013	\$0.00

35. Enter the Maximum Surcharge Amount.

36. Select **Save**.

37. Select **Verify**.

38. 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 External Direct Agreement Quick Reference Card