

Introduction

- **Agreement Charge (AG)**- Used to capture costs that cannot be readily differentiated via spending transactions
- Agreement Charge (AG) documents are established in Pegasys to prompt the automatic generation of Billing Documents against an Agreement
 - Generated automatically by Environmental Management System (EMS2000) for Heating Operation & Transmission District (HOTD) agreements
 - Generated manually by GSA for Manual Business Line agreements
- The Agreement Charge does not impact the General Ledger.
 - Prevents double counting Expenditures in the General Ledger as the Spending was processed on a separate transaction
- For HOTD, Agreement Charge Accounting Lines are matched to and reference the applicable Agreement line number via pre-defined HOTD pricing units.
- 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 PCAS chapter of the BAAR User Guide.

Creating an AG

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

* **Document Type:** HCH HOTD Agreement Charge

Document Number Format:

Document Number Prefix:

Document Number: HCH20130227000006 **Generate**

Security Org:

Title:

Copy Document

☒ None
☐ Copy From
☐ Copy Forward

File: **Browse...**

6. Select the Finish button.

Pegasys > Transactions > Project Cost Accounting > New > Agreement Charge > Header

Header Accounting Lines Approval Routing Memos Summary Correspondence

Workflow Status **Approval History**

Expand All **Collapse All**

General

Title: **Last Charge Date:**

Issued By: **Accounting Period:**

Agreement

Number: **Reporting Accounting Period:**

Name: **Batch Number:**

Document Classification:

Security Org: GSA **Document Classification:**

Suppress Printing: ☐

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7. Select the Number reference link.

Search Criteria

* **Security Org:**

Agreement Number:

Name:

Search **Cancel**

Display 10 Items **View as CSV** **Sgtr...**

Agreement Number

8. Search for and select the Agreement Number.

9. Enter (or search for using the reference link) the BOAC or Agency/Bureau (AB) in the Vendor Code field.

Vendor Information

Vendor:

Code: 75A713 75A713 **More**

Address Name: FAIRBANKS NATIVE ASI

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

User Defined Fields

Assignment Code:

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11. Enter the System Id.

External System Information

System ID: EMS2000

External System Document Number:

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12. Select the Accounting Line tab.

Header Accounting Line

Add **Copy** **Remove** **Reset** **Replace** **Display** **All** **Items** **View as CSV** **Sgtr...**

Line Number	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Rea	Org Cd	Sub Org	Prgrm	Proj Cd	Sub Proj	Activity	Soc	Sub Obj
- NO ITEMS TO DISPLAY -															

13. Select the Add button to enter a new Accounting Line.

14. Enter the Transaction Type and Agreement Line Number.

General

Line Number: **Source Number:**

Transaction Type:

Agreement

Number: PCASTRAIN2.2 Name: PCASTRAIN2.2 Line:

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15. Enter the Unit Price Amount, Number of Units, and Pricing Unit.

Line Amounts

Unit Price Amount: \$25.0000 **Pricing Unit:**

Number Of Units: 1.000000 **Pricing Unit:** 1Z

Amount: \$25.00 **Pricing Amount Identifier:** 1Z

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16. Enter the Accounting Dimensions.

Accounting Dimensions

Template: **Default**

* **BBFY:** 2013 **Fund:** 192X **Region:** 05 **Org Code:** P0525256

Program: PG00 **Project Code:** PG000 **Activity:** PG000 **Sub-Object Class:** **Revenue Source:**

Sub Revenue Source: **Building Number:** CH2101ZZ **Location/System:** **Vehicle Tax #:** **Work Item:**

Lease #: **YBA:** 2013 **SETC:** **Cost Organization:** **Covert Year:**

PSI:

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17. Enter the Adjustment Code and Open Balance in the User Defined Fields.

User Defined Fields

Adjustment Code:

Open Balance:

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18. Select Save.

19. Select Verify.

20. Select Submit.

Query Agreements

1. Log into Pegasys.
2. From the Menu Bar, select Queries>Project Cost Accounting>Agreement Query.

Pegasys > Queries > Project Cost Accounting > Agreement Query

Agreement Query

Search Criteria

Agreement Number:

Name:

Title:

Agreement Type:

Agency:

Status:

Bill Type:

Project Notebook:

Security Organization:

Vendor:

Vendor Code:

Designated Agent:

Vendor Code:

Last Agreement Document: ☐

Document Type:

Document Number:

Agreement Amount:

From: To:

Agreement Date:

From: To:

Original Agreement Date:

From: To:

Agreement End Date:

From: To:

Description:

Query at Header Query at Line Clear

3. Enter the search criteria.
4. Select the **Query at Header** button.
5. Select the desired Agreement from the Item Collection.
6. Select the **Details** button to view specific details of the agreement.

Header Accounting Lines Supervisors Vendor Revision

Entity: Documents

Refresh Activity Log Surcharges History

Expand All Collapse All

General

Agreement Number: PCASTRAIN-2 Agreement Date: 02/29/2013

Agreement Name: PCASTRAIN-2 Last Document Type: NHR

Title: PCASTRAIN-2 Active: Active

Agreement End Date: 01/29/2015 Agreement Cancelled: ☐

Agency DUNS Number: Reimbursable: ☐

Agency DUNS-4: Spend And Reimburse Within Fund: ☐

Number Of Lines: 1 Funding Status: Actual

Maximum Agreement Amount: \$200,000.00

Agreement Amount: \$200,000.00

Total Unliquidated Receivable Amount: \$0.00

Security Org: GSA

Funds Availability Options

Agreement Charges Affect Available Amount: ☐

Obligations Affect Available Amount: ☐

Commitments Affect Available Amount: ☐

Pre-Commitments Affect Available Amount: ☐

Miscellaneous Surcharges Affect Available Amount: ☐

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

General

Activity:

Document Category:

Spending Search:

Document Type:

Document Number:

Document Date:

Document Status:

Search Criteria:

Search: Clear

Accounting Period:

From Amount:

To Amount:

Agreement Line Number:

Statement Number:

Accounting Dimensions

Header Field - User Defined Fields

Accounting Line - User Defined Fields

View Document View at Detail View at Dimension Display 10 Items View as CSV Split

Document Number	Document Date	Document Type	Document Status	Document Category	Document Subcategory	Document Line Number	Document Amount	Document Balance	Document Type	Document Date	Document Status	Document Category	Document Subcategory	Document Line Number	Document Amount	Document Balance
1	02/29/2013	PCA	Active	PCA	PCA	1	\$200,000.00	\$200,000.00	PCA	02/29/2013	Active	PCA	PCA	1	\$200,000.00	\$200,000.00

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

PCAS Surcharges Query

Search Criteria

PCAS Number:

PCAS Date:

Standard Surcharges:

Standard Surcharges Line Type:

Type Of Surcharges:

Document Date:

Document Number:

Search: Unlinked Search: Clear

View Document View PCAS Surcharges Display 10 Items View as CSV Split

PCAS Number	PCAS Date	Standard Surcharges	Standard Surcharges Line Type	Type Of Surcharges	Document Date	Document Number	Document Amount	Document Balance	Document Type	Document Date	Document Status	Document Category	Document Subcategory	Document Line Number	Document Amount	Document Balance
1	02/29/2013	PCA	Active	PCA	PCA	1	\$200,000.00	\$200,000.00	PCA	02/29/2013	Active	PCA	PCA	1	\$200,000.00	\$200,000.00

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

History

Search Criteria

Document Number:

Document Date:

Search: Unlinked Search: Clear

View Document View at Detail View at Dimension Display 10 Items View as CSV Split

Document Type	Document Number	Document Date	Document Status	Document Category	Document Subcategory	Document Line Number	Document Amount	Document Balance	Document Type	Document Date	Document Status	Document Category	Document Subcategory	Document Line Number	Document Amount	Document Balance
PCA	1	02/29/2013	Active	PCA	PCA	1	\$200,000.00	\$200,000.00	PCA	02/29/2013	Active	PCA	PCA	1	\$200,000.00	\$200,000.00

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 an Agreement Charge Quick Reference Card