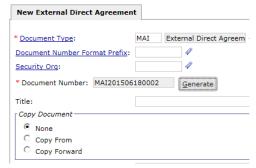
Introduction

- 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.



- **6.** Select the **Finish** button. A new window will open for the new ED form.
- 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 State:	Open →	Source Number:		
Line Number:	1	Spending Controls		
Transaction Type:	01	Spending Overage Threshold Amount:		
* Agreement Line #:	1	Spending Overage Threshold Percentage: Spending Control:	Warning w	
Revenue Control:	None 🔻	spending Control:	Warning ▼	
Return to Top				
E Line Amounts				
* Amount: \$0.00				
Return to Top				

24. Enter the Accounting Template and Accounting Dimensions.

emplate:					∅ Default			
BBFY		EBFY	* _{Eund} :		Regions		Org Code:	
1013			192X	4	01	4	P0125100	4
Programi		Project Code:	Activity		Sub-Object Class:		Revenue Source:	
PG00	1	4	PG000	4		- 4	4101	4
Sub Revenue Source:		Building Number: AZ0006ZZ	Location/System:	,	Vehicle Tag #:		Work Item:	
Lease #:	0	Reimbursable Sub-Object Class	s: Reimbursable Sub Oblec	0	BETC:		Cost Organization:	
Cohort Year:		PRC:						

25. Enter the Billing Options per Business Line.

Billing Start Date:						Bill Print:	
Billing End Date:						Require Non-Federal Advance:	
Bill Type:				w		Prohibit Revenue Refunds:	P
Minimum Billing Threshold	Amount:					Prohibit Return of Applied Advances:	
teceivable Type:		MNLI				Prohibit Credit Bills:	
Bill Frequency		rinta.				Prohibit Statement Grouping:	IV.
Bill Cycle:	Francisco	th on Y of the r	neeth w			Accrue Revenue:	V
		CIT ON Y OF LINE I	nonun 🖭			Bill Agreement Amount/Percent:	
Frequency Interval (X):						Bill Agreement Amount:	\$0.
Day of Month (Y):						Percent:	
Holiday Adjustment:	Next Busin	ess Day 🔻				Billing Controls	
Hold Billing:						Billing Overage Threshold Amount:	
						Billing Overage Threshold Percentage	
Hold Billing Reason:						Billing Control:	Reject v
-							mujess
					100	Bill Generation	
Billed Activity						Use Alternate Dimensions:	
Agreement Charge:				Track Spending Details:	P		
Per Unit Agreement Charge:				Use Summed Quantity:			
Actual Cost:		2				Reconcile Revenue To Expenditures:	5
Actual Cost Billed Activit	ty Detail-						
Bill Obligations:		П					
Bill Accruals:							
Include Interest Amoun	nt in Billed A	mount:					
Include Penalty Amount	t in Billed A	mount:					
Include Discounts to Re	down Billed	Amount: E					

26. Enter the other required fields per Business Line.

- **27.** For business lines using Alternate Dimensions (RWA, RPUDD, and HOTD), select Use Alternate Dimensions.
- **28.** For IPAC agreements only, enter Interagency Transfer information.



- 29. Select Alternate Dimensions Tab if needed.
- 30. Select Add.
- **31.** For business lines using Alternate Dimensions, select where to draw accounting dimensions (Spending Document or Agreement).
- **32.** Select the **Surcharge Line** tab if needed.



- **33.** Select the **Add** button.
- **34.** Search for and Select the Surcharge Code.



- **35.** Enter the Maximum Surcharge Amount.
- 36. Select Save.
- 37. Select Verify.
- 38. Select Submit.
- If desired on ED can be arrested by convine from
- If desired, an ED can be created by copying from another ED (processed or unprocessed) entered in Pegasys to minimize data entry.
- The following steps demonstrate how to create an ED by copying from another ED already in Pegasys:

- 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.
- **6.** Select the **Copy From** radio button in the **Copy Document** section.
- 7. Select Next.
- **8.** Enter desired search criteria for the existing ED (e.g., Document Type, Document Number, etc.).
- 9. Click Search.
- **10.** Select the radio button next to the desired ED record to copy from.
- 11. Click Finish.
- **12.** A new ED form opens with data populated based on the ED selected on the **Copy From** page.
- 13. Review and update data as needed.
- 14. Once all updates are complete, click Save.
- 15. Click Submit.
 - 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: Creating
External Direct
Agreement Quick
Reference
Card