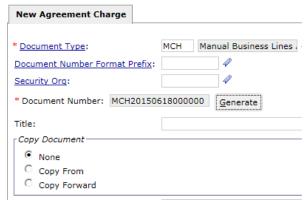
Introduction

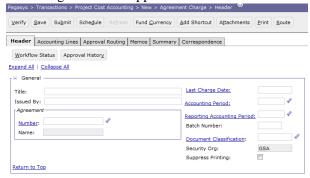
- Agreement Charge (AG)- Used to capture costs that cannot be readily differentiated via spending transactions
- Agreement Charge (AG) documents are established in Pegasys to prompt the automatic generation of Billing Documents against an Agreement
 - Generated automatically by Environmental Management System (EMS2000) for Heating Operation & Transmission District (HOTD) agreements (Doc Type – HCH)
 - Generated manually by GSA for Manual Business Line agreements (Doc Type – MCH)
- 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.
- 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.



6. Select the **Finish** button. The new Agreement Charge form will appear.



7. Select the Number reference link in the **Agreement** section. The Agreement Search Criteria window will appear.



- **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.



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



11. Enter the System Id.

External System Information ——	
System ID:	EMS2000 ₽
External System Document Number:	
Return to Top	

12. Select the **Accounting Line** tab.



- **13.** Select the **Add** button to enter a new Accounting Line.
- **14.** Enter the Transaction Type and Agreement Line Number.



- **15.** Enter the following:
 - Region 6: Unit Price Amount.
 - Region 7: Unit Price Amount, Number of Units, and Pricing Unit.



- **16.** Enter the Accounting Dimensions.
 - BBFY
 - Fund
 - Region
 - Org Code
 - Program
 - Activity
 - Sub-Object Class
 - YBA



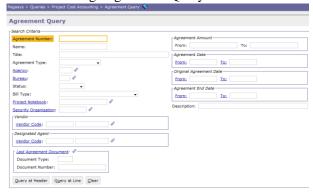
17. For Region 7, enter the Adjustment Code and Open Balance in the User Defined Fields.



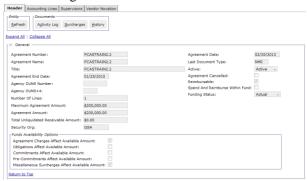
- 18. Select Save.
- 19. Select Verify.
- 20. Select Submit.

Query Agreements

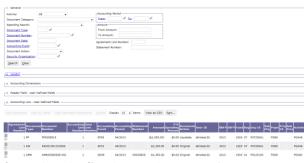
- 1. Log into Pegasys.
- **2.** From the Menu Bar, select Queries>Project Cost Accounting>Agreement Query.



- 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.



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

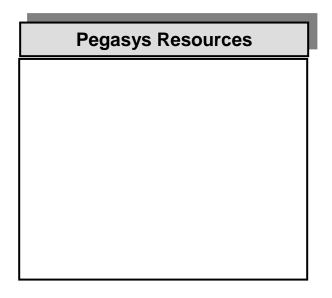


8. Select the **Surcharges** button to view surcharges associated with the agreement.



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







General

BAAR: Creating an Agreement Charge Quick Reference Card