Pegasys Quick Reference Guide

Supplemental Lease Agreement (PS) Introduction

- PS document types are used for BA80 lump-sum payments to lessors.
- The Budget contact provides the Reality Specialist with a Pegasys Document Number (PDN) at the time funds are certified.
- The GSA Form 276, Supplemental Lease Agreement, should be used to document the bilateral agreement between the Government and the lessor.

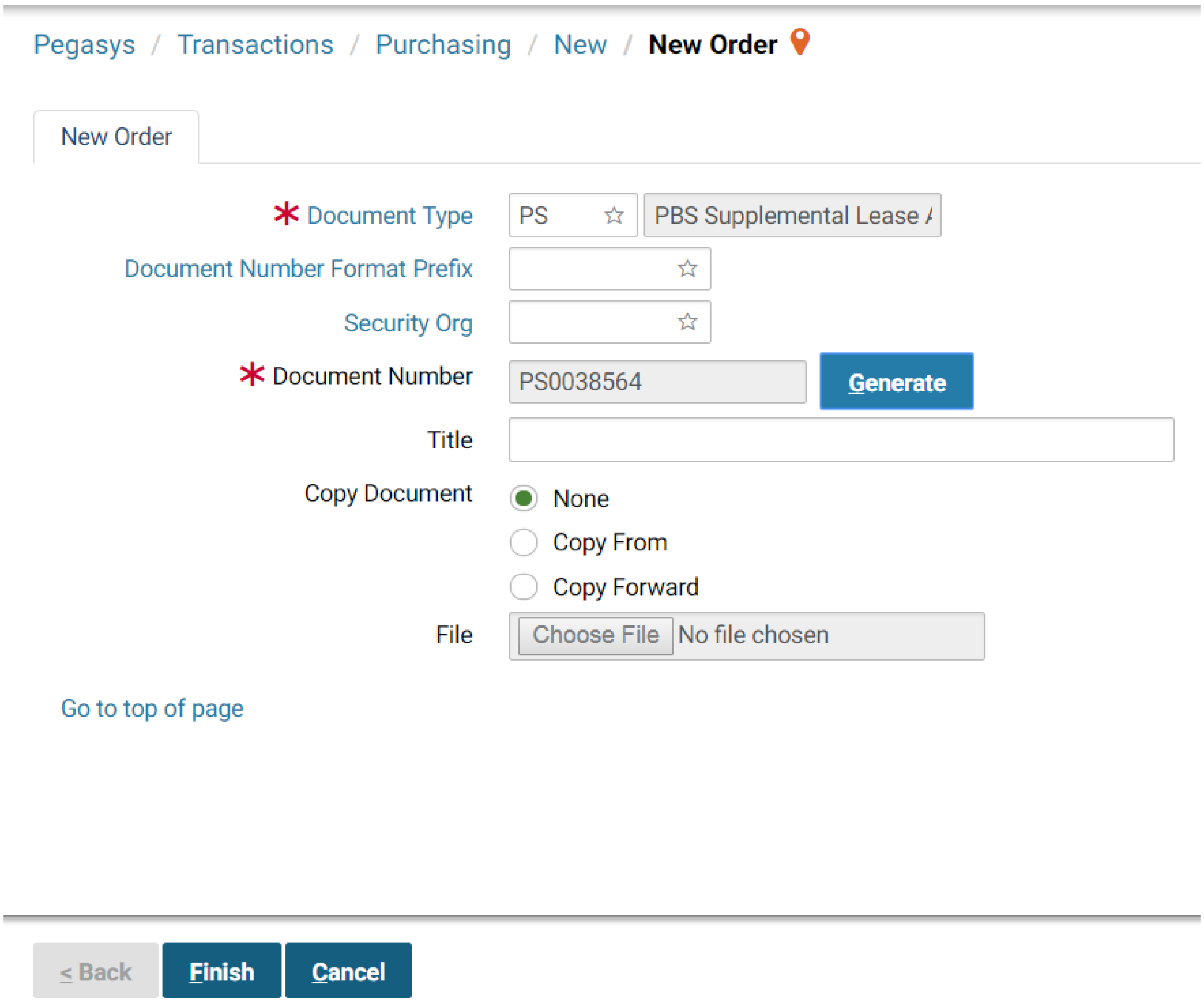
PBS Business Rules

- Any modification to PS documents should be entered directly in Pegasys by the region.
- Supplemental Lease Agreements must be signed prior to obligating funds in Pegasys. No approvals are required for PS documents in Pegasys.
- The Requisitioner role is required to have access to PS documents.
- Receiving Reports (RW/RK doc types) should be processed directly into Pegasys for all SLAs created in Pegasys.

Recording an Obligation

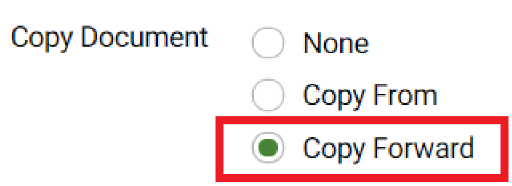
1. Select **Transactions** → **Purchasing** → **New** → **Order** from the Pegasys menu bar.
2. Enter **PS** in the Document Type field.
3. Select **Generate**. This will create a unique number in the Document Number field.

Figure 1: New PS Order Page



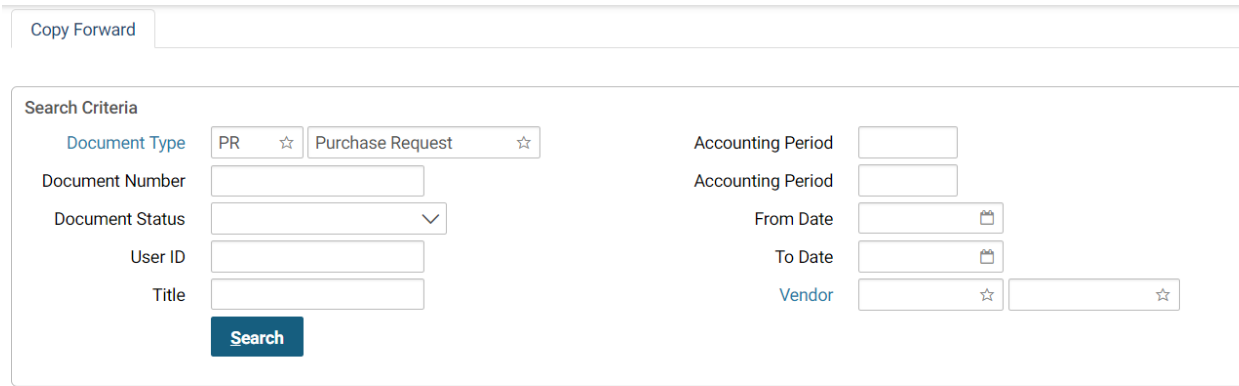
4. To copy forward from a PR, follow steps 5-11. Otherwise, confirm **None** is selected, and proceed to step 11 (select **Finish**).
5. Select Copy Forward.
6. Select **Next**.

Figure 2: Copy Forward Radio Button



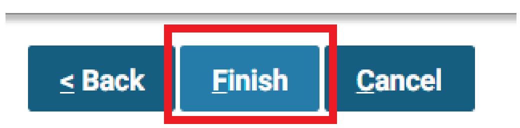
7. Enter the PR in the **Document Type** field.
8. Enter the **Document Number**.
9. Select **Search**.

Figure 3: Copy Forward page



10. Select the document.
11. Select **Finish**.

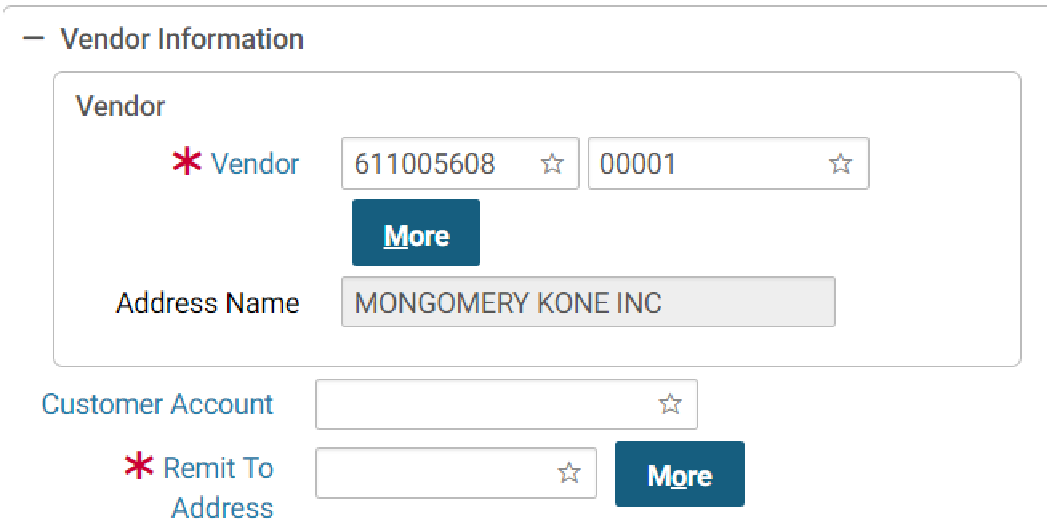
Figure 4: Finish Button



NOTE: In the General group box, the Order Date, Accounting Period and Reporting Accounting Period fields will default to the current date when the form is Verified or Processed.

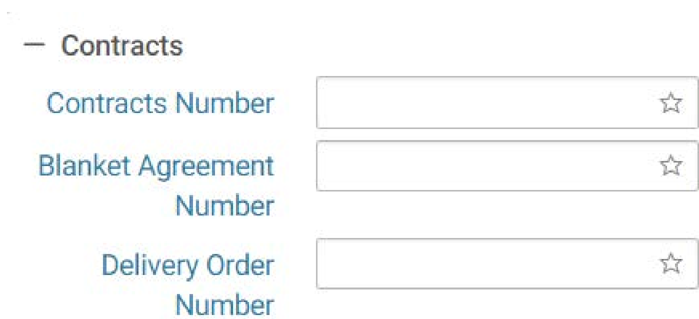
12. Enter the Realty Specialist name in the **Ordered By** field.
13. In the **Vendor Information** group box, enter the Vendor Code.
14. In the **Remit To Address** field, enter the same vendor address code that was input in the **Vendor** field.

Figure 5: Vendor Information



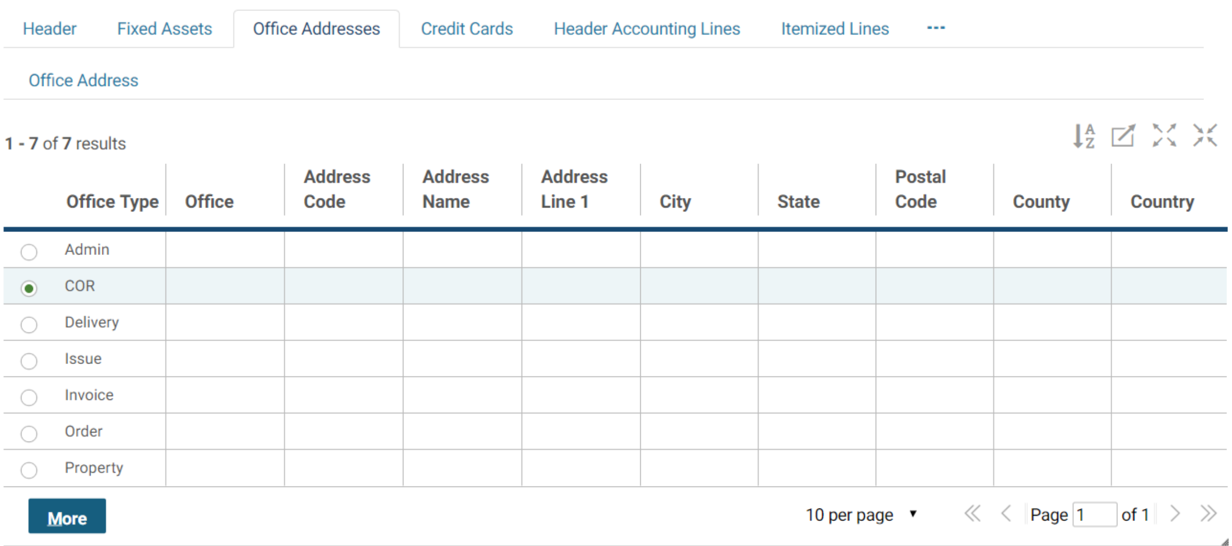
15. Enter the Lease number in the **Contracts** Number field.

Figure 6: Contracts Section



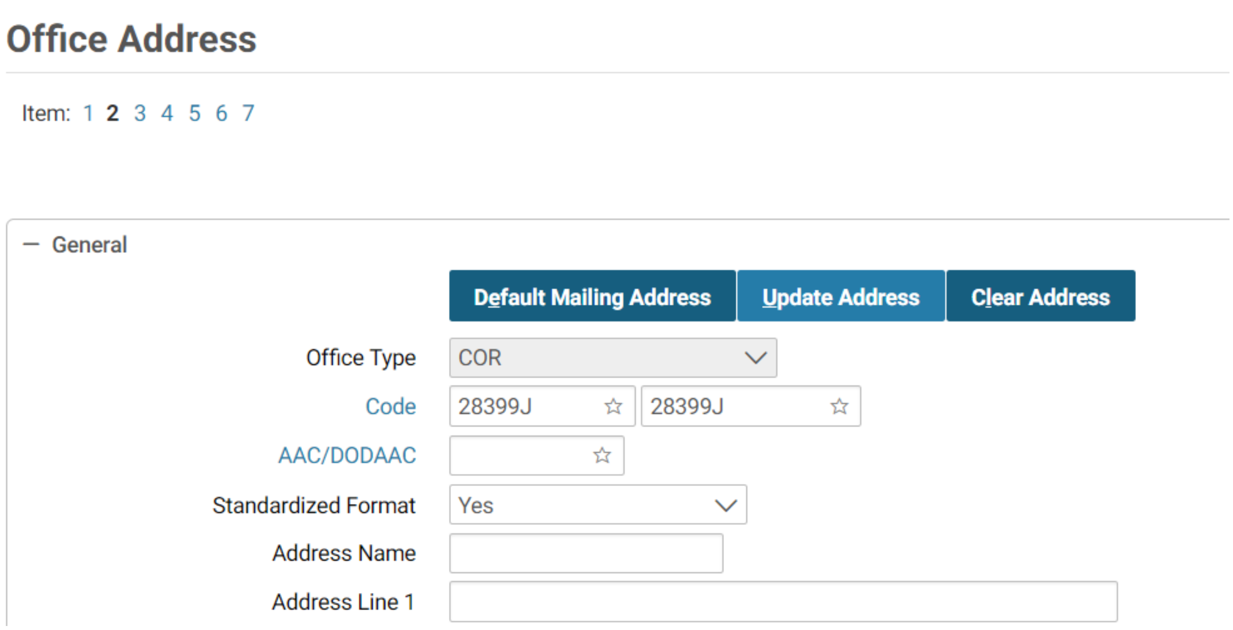
16. Enter a description of the services being ordered in the **Description** field.
17. Select the **Office Addresses** tab.
18. Select the appropriate **Office Type**.

Figure 7: Office Addresses Page



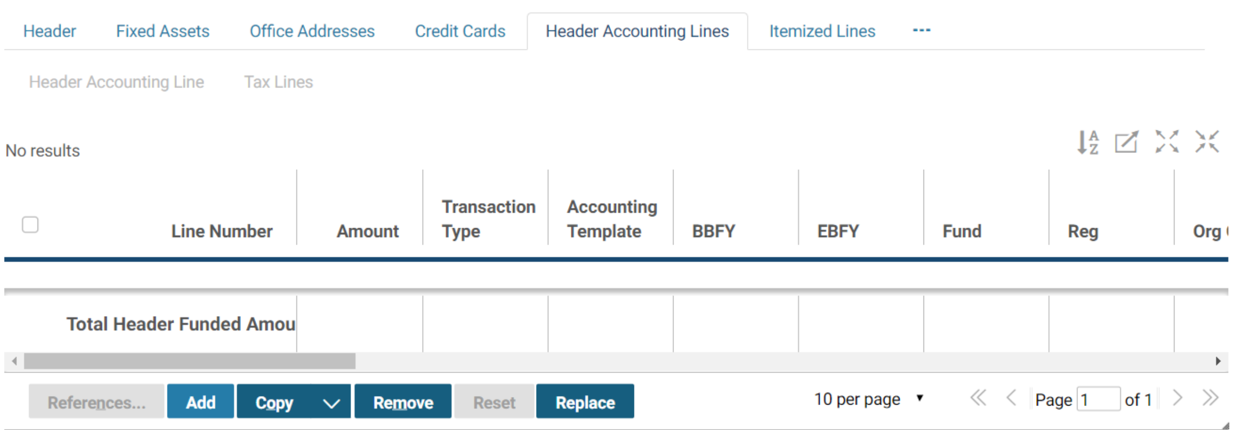
19. Select the **Office Address** link.
20. Enter the appropriate address in the **Code** field.
    ***NOTE:** The invoice address code should always be 7BC-0001. Record the Reality Specialist information on the COTR tab.
21. Select **Update Address** to populate the fields in the Address Information section.

Figure 8: Update Address Information



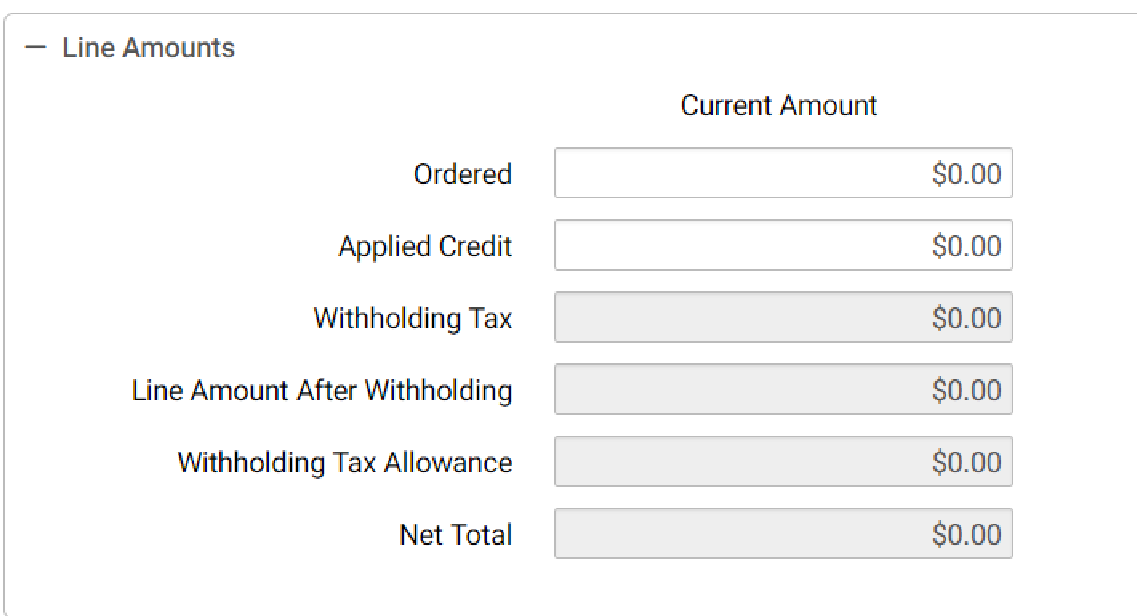
22. To return to the Office Addresses page, select the **Office Addresses** link.
    a. Repeat steps 19-22 as needed.
23. Select the **Header Accounting Lines** tab.
24. Select **Add**.

Figure 9: Header Accounting Lines tab



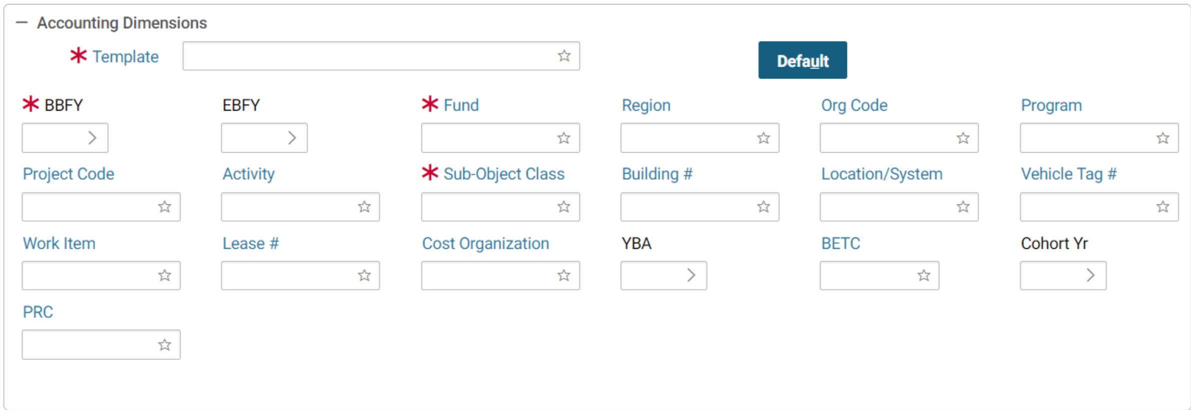
25. In the Line Amounts group box, enter the amount of the supplemental lease agreement in the **Ordered** field.

Figure 10: Line Amounts Section



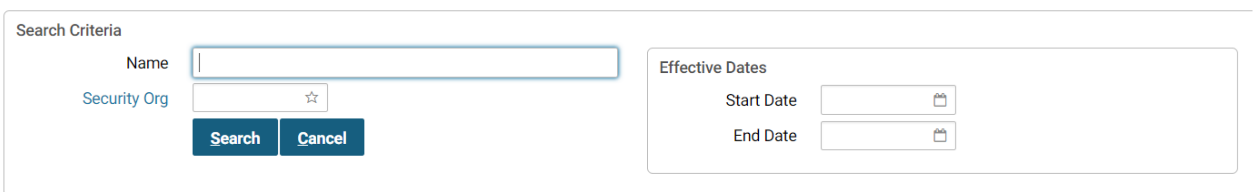
26. In the Accounting Dimensions group box, enter the **Template**.

Figure 11: Accounting Dimensions section



a. To Search, select the **Template** link. Enter the applicable search criteria, and select **Search**. Find the appropriate template record, and select the corresponding **Select** button. The selected template will populate in the Template field.

Figure 12: Accounting Template Search Criteria



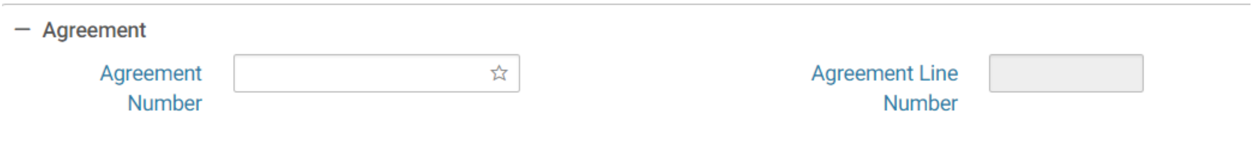
27. Complete the **Accounting Line** fields with the MDL information.
    NOTE: If the award will be made next fiscal year, complete the accounting information at the beginning of the next fiscal year when the templates are loaded.
28. Select the **Template** link to search for the Accounting Template
    NOTE: Select the **Default** button to populate the template field if using a template from your favorites.

Figure 13: Accounting Dimensions Default Button

29. Complete any other required accounting elements that were not populated by the accounting template. (Ex: Function Code, Cost Element, etc.)
30. Enter an **RWA** number or **Agreement Number** if applicable.
    a. Enter the numeric portion of the Agreement Number in the Agreement Number field.

b. Verify which Agreement Line must be charged, and enter the appropriate number in the Agreement Line Number field.

Figure 14: Agreement section

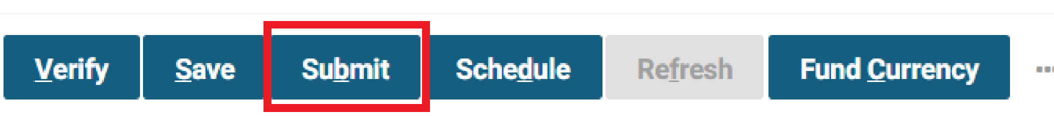


31. View or enter descriptive information about this line in the **Description** field.
32. Select on the **Header Accounting Lines** hyperlink to return.
    a. New lines can be created by selecting the **Add** button and repeating steps 25-33.
    b. Lines can be copied by selecting the appropriate line, selecting **Copy** and then selecting the **Header Accounting Line** link to open the new line to make needed changes.
    c. Lines can be deleted by selecting the appropriate line and selecting **Remove**.

Figure 15: Remove Button

33. To open an existing line, select the appropriate line, and select the **Header Accounting Line** link.
34. Select **Verify**.
    a. Errors will be displayed. If necessary, correct the errors, and select **Verify** again.
35. Select **Save**.
    a. The document can be submitted once the Reality Specialist completes the award.

Figure 16: Submit Button



NOTE: Realty Specialists award the SLA and provide a signed copy of the agreement to the Budget contact. (The vendor should be instructed to submit the invoice to Fort Worth Finance).

36. The Budget contact will process the PS document.