



# 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.



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Figure 1: New PS Order Page

Pegasys / Transactions / Purchasing / New / **New Order** 📍

New Order

\* Document Type  ☆

Document Number Format Prefix  ☆

Security Org  ☆

\* Document Number

Title

Copy Document  None  
 Copy From  
 Copy Forward

File  No file chosen

[Go to top of page](#)

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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

Copy Document  None  
 Copy From  
 Copy Forward



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

**Figure 3: Copy Forward page**

The screenshot shows a 'Copy Forward' page with a search criteria section. The fields are as follows:

Field	Value
Document Type	PR ☆ Purchase Request ☆
Document Number	[Empty]
Document Status	[Dropdown]
User ID	[Empty]
Title	[Empty]
Accounting Period	[Empty]
Accounting Period	[Empty]
From Date	[Calendar Icon]
To Date	[Calendar Icon]
Vendor	[Empty] ☆ [Empty] ☆

A blue 'Search' button is located below the search criteria fields.

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.



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**Figure 5: Vendor Information**

— Vendor Information

Vendor

\* Vendor  ☆  ☆

[More](#)

Address Name

Customer Account  ☆

\* Remit To Address  ☆ [More](#)

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

**Figure 6: Contracts Section**

— Contracts

Contracts Number  ☆

Blanket Agreement Number  ☆

Delivery Order Number  ☆

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**.



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Figure 7: Office Addresses Page

Header   Fixed Assets   **Office Addresses**   Credit Cards   Header Accounting Lines   Itemized Lines   ...

Office Address

1 - 7 of 7 results ↓ ↗ ✕ ✕

Office Type	Office	Address Code	Address Name	Address Line 1	City	State	Postal Code	County	Country
<input type="radio"/> Admin									
<input checked="" type="radio"/> COR									
<input type="radio"/> Delivery									
<input type="radio"/> Issue									
<input type="radio"/> Invoice									
<input type="radio"/> Order									
<input type="radio"/> Property									

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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

## Office Address

Item: 1 2 3 4 5 6 7

— General

Default Mailing Address
Update Address
Clear Address

Office Type COR ▼

Code 28399J ☆ 28399J ☆

AAC/DODAAC   ☆

Standardized Format Yes ▼

Address Name  

Address Line 1



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- 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**

**Line Amounts**

	Current Amount
Ordered	\$0.00
Applied Credit	\$0.00
Withholding Tax	\$0.00
Line Amount After Withholding	\$0.00
Withholding Tax Allowance	\$0.00
Net Total	\$0.00

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



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**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.



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

**Figure 14: Agreement section**

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– Agreement

Agreement Number  ☆

Agreement Line Number

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- 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**

References... **Add** **Copy** ▾ **Remove** **Reset** **Replace**

- 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**

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**Verify** **Save** **Submit** **Schedule** **Refresh** **Fund Currency** ...

**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.