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General Services Administration

Project Cost Accounting Working Capital Fund (WCF) Automated Internal Billing Pegasys 7.1.2 User Guide

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Pegasys 7.1.2 Upgrade

Final

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Revision Log

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11/2014	3.1 Establishing Agreements	Step 6 Change **Date** to **Agreement Start Date**	Daniel McNeil	Karin Keswani	11/2014
11/2014	3.1 Establishing Agreements	Step 6 Updated screenshot to reflect renamed field	Daniel McNeil	Karin Keswani	11/2014
1/2015	Final	Figure 2-1, 7-1, and 7-5 have been updated, column header in figure 7-8 has been corrected, and spacing throughout document has been adjusted	Karin Keswani	Karin Keswani	1/2015

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1 Introduction

1.1 General Information

The General Services Administration (GSA) implemented CGI Federal's Momentum Financials software, named Pegasys at GSA, as its official system of record for accounting and financial management. The Working Capital Fund (WCF) Internal Billing process has been automated using the Pegasys 7.1.2 Project Cost Accounting (PCAS) module.

This document describes the Pegasys PCAS functionality, as well as provides step-by-step instructions for configuration of Pegasys PCAS for WCF Automated Internal Billing.

1.2 System Description

GM&A supports the GSA Services and GM&A Staff Offices by providing the Centralized Charges (CC), Centralized Administrative Support (CAS), and Information Infrastructure Support (IOS) services, which aid in day to day operations. Pegasys PCAS provides GSA the capability to automatically generate billings for CC, CAS and IOS. WCF Automated Internal Billing using Pegasys PCAS performs the following functions:

- Defines the service arrangements between the Office of the Controller's Staff and the Services and Staff Offices within Pegasys.
- Automates the billing process and eliminates the dependence on billing spreadsheets residing outside the Pegasys database.
- Manages obligations and tracks annual billing and collection data using a specialized Pegasys query.
- Eliminates the reliance on external systems transmitting data to Pegasys.
- Provides capability to connect income to expense within the Pegasys journals.

1.3 Document References

The following documents are used as reference material to ensure accuracy and consistency throughout the Pegasys 7.1.2 PCAS for the WCF Automated Internal Billing User Guide:

- GM&A Centralized Internal Billing Process Document – April 2007
- Momentum Financials Online Help User Guides – August 2008

1.4 Roles and Responsibilities

The primary roles and related responsibilities of the WCF Automated Internal Billing Process are as follows:

Office of the Controllers Staff – Responsible for manually generating the Annual Allocation spreadsheets that apportion the WCF Internal Billing expenses for CC, CAS, and IOS; for entering the WCF Agreements (document type WA); for communicating the agreement number and agreement line numbers to the appropriate Services and Staff Offices; for updating the agreements with the IX Funding Document; for modifying the agreements when there is a change to the annual bill amount; and for ensuring there is adequate amounts of funding on the IX Funding Documents

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prior to billing generation. Please review Section 3 for additional information regarding these Pegasys tasks.

Service and Staff Offices – Responsible for entering and updating Intra-Agency Order documents (document type IX), which reference the appropriate agreements, on a pre-determined basis with an adequate amount of funding for billing; for communicating the IX Funding Document and header accounting line numbers to the Office of the Controller's Staff. Please review Section 4 for additional information regarding the Pegasys task.

Finance (R6) – Responsible for issuing credit billings to customers, when necessary. Please review Section 5 for additional information regarding the Pegasys task.

2 Overview

The primary function of GM&A's Centralized Charges (CC) and Centralized Administrative Support (CAS) and the CIO's Information Infrastructure Support (IOS) services is to support the GSA Services and GM&A Staff Offices by providing various services in a more efficient and cost effective manner than if obtained on an individual basis. These organizations offer a wide range of services to GSA. The charges represent common costs shared by the Services and Staff Offices within GSA and are paid centrally. The Pegasys 7.1.2 Project Cost Accounting (PCAS) module provides the capability to automatically generate billings to the Services and Staff Offices on a monthly basis that simultaneously record income for GM&A and liquidate the IX Funding Documents.

The WCF Automated Internal Billing Process begins with the entry of the WCF Agreement into Pegasys. The WA Agreement documents (document type WA) enable the Office of the Controller to record the relationships between GM&A (defined as the "Seller") and the Services and Staff Offices (defined as the "Buyer") for whom GM&A provides the CC, CAS and IOS. These agreements also provide the means to automatically generate billings on a monthly basis.

The Office of the Controller's Staff processes the WCF Agreements in Pegasys at the beginning of the Fiscal Year. Each agreement is associated with a corresponding IX Funding Document. One line on the agreement corresponds to one line on the IX Funding Document. The WCF Agreement is recorded with Start and End Dates defining the Fiscal Year in which it is valid, as well as specific Billing Options, and Buyer and Seller Funding information.

Once the agreements are processed in Pegasys, the Office of the Controller's Staff informs the Services and Staff Offices of the agreement number and line numbers, as well as the bill amount. The Services and Staff Offices may then enter their IX Funding Documents. Each IX Funding Document header accounting line references its corresponding agreement and agreement line. By linking the IX Funding Document to the agreement, the agreement has incurred spending against it. Later, this recorded spending will trigger billing for the month.

Once the IX Funding Document is processed, and this information has been communicated to the appropriate representative in the Office of the Controller's Staff, the corresponding WCF Agreement is corrected to add the IX Funding Document number and line number, as well as the line amount, on the appropriate agreement line. The agreement line amount must equal its corresponding IX Funding Document line amount. By linking the agreement to the IX Funding Document, Pegasys has linked the funding to the agreement. This enables the auto-generated WCF Billing document to automatically liquidate the IX Funding Document by the amount of the billing. It is important to note that the agreement is processed with a 'Bill by Agreement Amount' on the accounting line, ensuring the proper bill amount is generated each month.

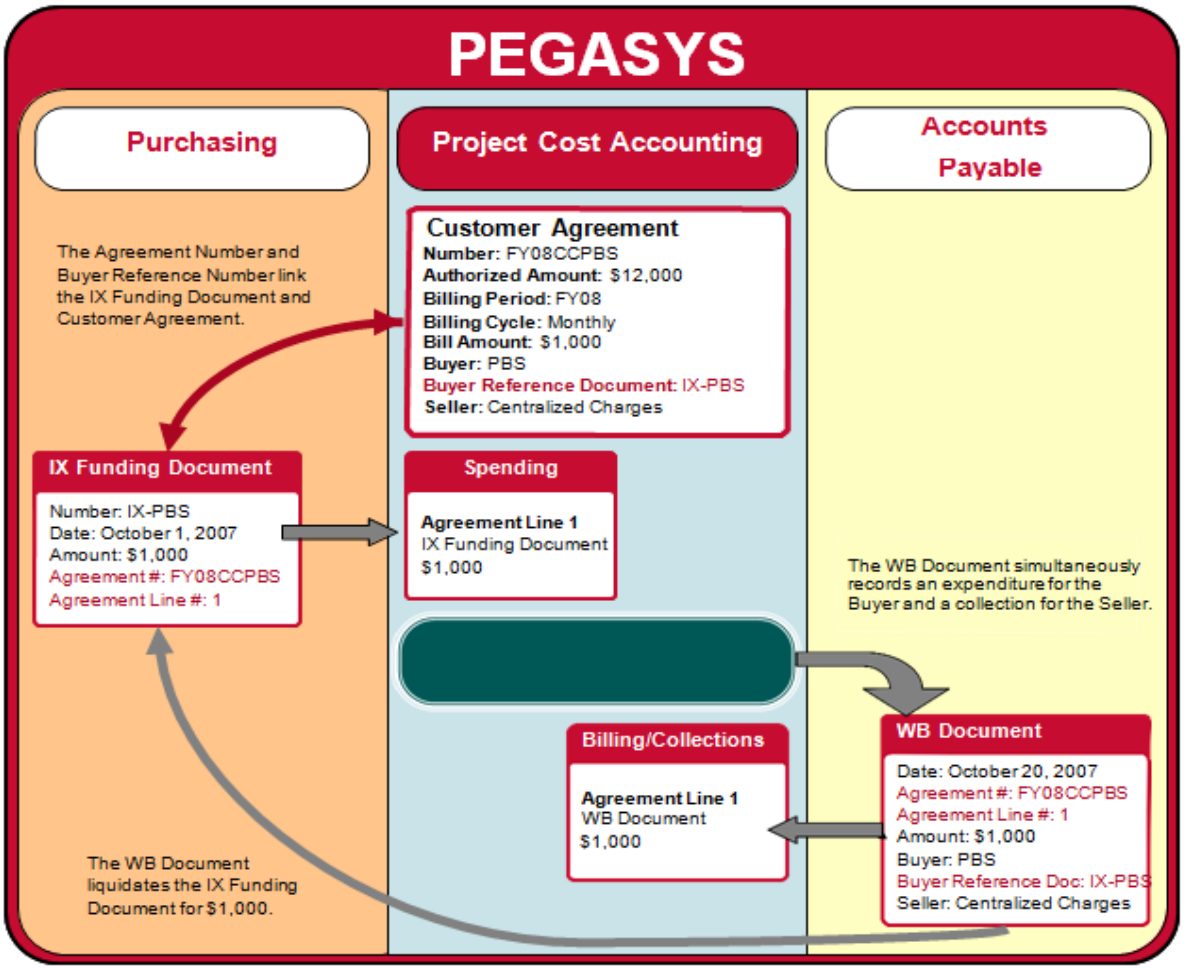
After these documents have processed, the PCAS Bill Generation Process runs on a monthly basis to generate bills based on the WCF Agreements' 'Bill by Agreement Amount'. Billings to the Services and Staff Offices are processed in the form of WCF Billing documents (document type WB), allowing the simultaneous recording of an expense for the Buyer and income for the Seller organizations. The accounting data and transaction type information governing the posting models is transcribed from the agreement to the WB document. The IX Funding Documents are also liquidated by the billing.

If at any time during the year when the annual bill amount changes, the Office of the Controller's Staff modifies the agreements to ensure the 'Bill by Agreement Amount' is updated to the new monthly bill amount. The new monthly bill amount is calculated by distributing the net increase or decrease to the annual bill amount across the remaining months of billing for the fiscal year. If a credit billing is required, Finance (R6) manually processes a WCF Credit Voucher document (document type WV) with negative line amounts. The credit billing references the appropriate IX Funding Document and agreement, along with the corresponding Buyer and Seller accounting dimensions and transactions types. Lastly, the credit billing will redistribute money back to the IX Funding Document.

All transaction activity described above can be viewed on the PCAS Agreement Query within Pegasys. This query provides detail on the entry of the IX Funding Document and its liquidations, the WB and WV documents, as well as the agreement's obligation and collection amounts.

The WCF Automated Internal Billing Process is illustrated in *Figure 2-1* below.

Figure 2-1: WCF Automated Internal Billing Process



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3 Pegasys Agreements – BE and CIO Staff Users

The Office of the Controller's Staff establishes unique WCF Agreements at the beginning of the Fiscal Year. These agreements include information found in the service arrangements Memorandums of Understanding, as well as the Annual Allocation Spreadsheets generated by the Office of the Controller's Staff. These agreements are initially entered in Pegasys prior to the Services and Staff Offices entering the IX Funding Documents. The Service and Staff Offices should be informed of the agreement number and line numbers after the agreements are entered in Pegasys.

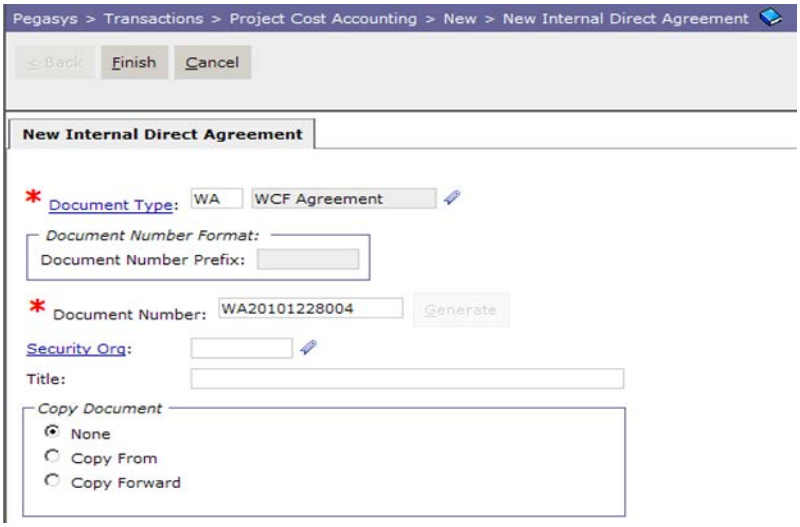
WCF Agreement documents (document type 'WA') are entered to create the WCF Agreements. These agreements enable the Office of the Controller's Staff to formally record the relationships between GM&A (defined as "Seller") and the Services and Staff Offices (defined as "Buyer"). 'WA' Agreements facilitate the automatic billing of the Services and Staff Offices for charges associated with CC, CAS and IOS. There should be a one-to-one relationship between the WCF Agreement and IX Funding Document.

Upon processing the 'WA' Agreement form, the 'WA' Agreement is created in Pegasys. At this time, the Office of the Controller's Staff should ad-hoc route the agreement document to the appropriate Service or Staff Office user, so the IX Funding Document can be created. Modifying the original 'WA' Agreement document will update the existing agreement. The 'WA' Agreement can be reviewed using the PCAS Agreement Query. For detailed information about field descriptions of the WCF Agreement document, please review Section 7.1.

3.1 Establishing Agreements

The following steps describe how to enter an agreement in Pegasys.

1. Log into Pegasys.
2. Select Transactions—Project Cost Accounting—New—Internal Direct Agreement from the menu bar onscreen. The New Internal Direct Agreement page is displayed.



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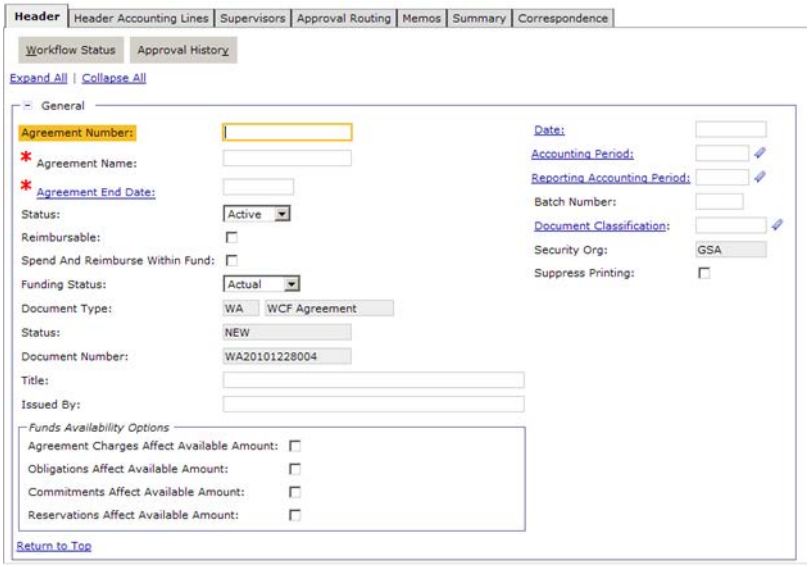
3. Type **WA** into the **Document Type** field. The **New Internal Direct Agreement** page is displayed with the **Document Type** and **Document Name** fields completed.
4. Click the [**Generate**] button to create a **Document Number**. A unique document number will be generated in the **Document Number** field.

   Note: The Doc Number format is the type of Internal Direct Agreement form followed by eight digits indicating the year, month and day the document was created (i.e., WAYYMMDD##).

5. Leave the **Security Org** field blank.

   Note: If left blank, the **Security Org** will default to the user's default Security Org.

6. Click the [**Finish**] button. The **Header** page is displayed.



Note: *The* ***Agreement Start Date, Acctg Period,*** *and* ***Reporting Acctg Period*** *will default to the current date when these fields are left blank and the form is verified or processed.*

7. In the **General** section, complete the **Agreement Number** field.
   Note: *The Agreement Number should be entered using a numbering format to generate a unique code.*

   Use the following numbering format

   FYXXGMASSO XX = Fiscal Year (e.g., 11)

   GMA = CC, CAS or IOS

   SSO = Service or Staff Office (e.g., PBS, FAS, IG, etc)

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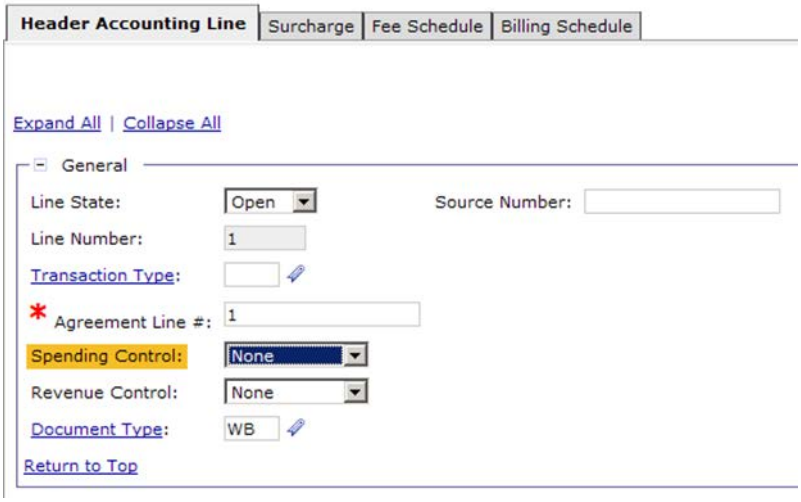
For example, FY11CCPBS or FY11CASIG

8. Complete the **Agreement Name** field.
9. In the **Agreement End Date** field, type the last date of the fiscal year for the agreement (e.g., 9/30/2011 if the agreement is for FY11).
10. Ensure the **Status** is **Active**.
11. Ensure the **Funding Status** is **Actual**.
12. In the **Title** field, enter the Agreement Number (i.e. FY11CCGMA).
13. If desired, enter the service organization issuing this agreement in the **Issued By** field.
14. In the **Funds Availability Options** box, click the **Obligations Affect Available Amount** checkbox.

15. In the **Description** field, enter the Agreement Number (e.g., FY11CCGMA).
16. Select the **Header Accounting Lines** tab.
17. Click the [**Add**] button to enter a new Header Accounting Line. The Header Accounting Line page is displayed.



18. In the **General** section, enter the **Agreement Line Number**.

    Note: The first agreement line should have Line Number '1', the second agreement line should have Line Number '2,' and so on.

19. Select **None** from the **Spending Control** drop-down box.
20. Enter **WB** in the **Document Type** field.

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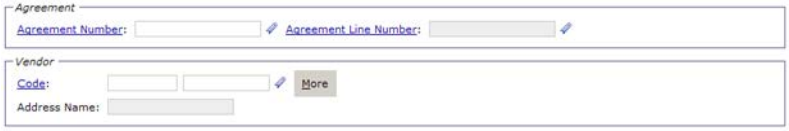
21. In the **Buyer** section, if the Buyer accounting dimensions are unknown, enter the **BBFY** and **Fund** of the Seller accounting dimensions as placeholders. The true funding information will be defaulted later from the proper IX Funding Document.
22. In the **Agreement** box, enter the Agreement Number if necessary.



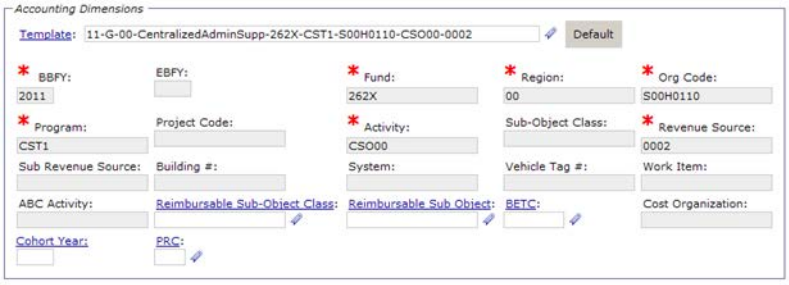
23. In the **Vendor** box, enter the vendor code if necessary.
24. In the **Seller** section, enter the proper Seller WCF accounting template in the **Template** field (as noted below). Click the **Default** button to populate the remaining accounting dimension fields.

    BE Users should enter the following template for CC: ***FY***-G-00-CentralizedCharges-262X-CCB2-S00B0310-CCOKW-0002

    BE Users should enter the following template for CAS: ***FY***-G-00-CentralizedAdminSupp-262X-CST1-S00H0110-CSO00-0002

    CIO Users should enter the following template for IOS: ***FY***-G-00-InformationInfraSupp-262X-CSD1-S00W4100-CSO00-0002

    Where ***FY*** = Current Fiscal Year (e.g., 11)



Note: *To search for an accounting template, click the* ***Template*** *hyperlink. In the* ***Search – Template*** *page, enter the appropriate search criteria and click the* ***Search*** *button. Select an accounting template.*

25. In the **Billing Options** group box, enter the first day of the fiscal year for the agreement in the **Begin Date** field (e.g., 10/1/2010 if the agreement is for FY11).

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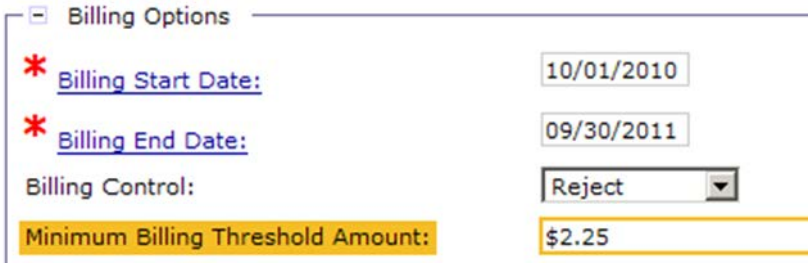
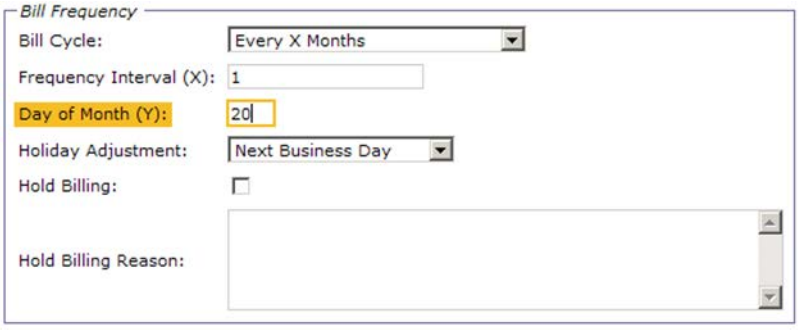
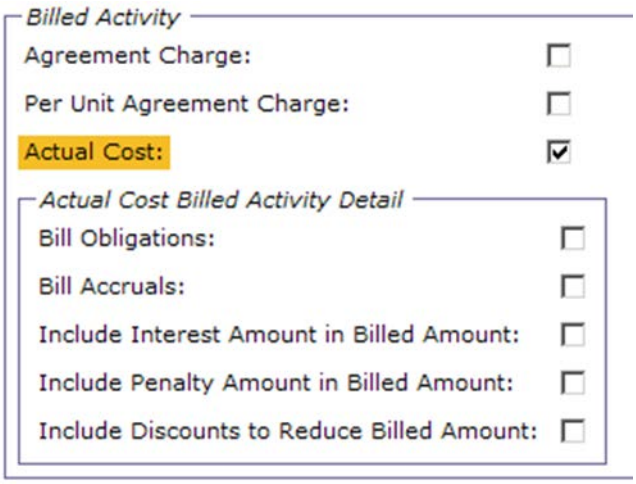


26. Enter the last day of the fiscal year for the agreement in the **End Date** field (e.g., 9/30/2011 if the agreement is for FY11.
27. Enter the Minimum Billing Threshold Amount if one exists for the agreement. If this field is left blank, upon verification the Minimum Billing Threshold Amount will default from the PCAS Billing Options table. NOTE: This field is grayed out when the **Bill Agreement Amount**/**Percent** flag is checked.
28. In the **Billing Frequency** box, select the appropriate values for the Bill Cycle, Frequency Interval, and Day of Month.



29. Set the **Holiday Adjustment** option if needed.
30. In the **Description** field for this agreement line, enter the annual bill amount and the quarterly or monthly amount, if applicable (one of these amounts will be entered on the IX Document).
31. In the **Billing Activity** box, check the **Actual Cost** flag.



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32. In the **Actual Cost Billed Activity Detail** box, check **Bill Obligations**.
33. Repeat steps 16-31 to enter additional agreement lines.
34. To add an attachment to this agreement form, follow the instructions in Section 3.3. When finished, continue to the next step in these instructions.
35. Click the **[Verify]** button.

    Note: *Correct any hard errors and override any warning messages.*

36. Override the following warning message: "PC0161W Non- Reimbursable Agreements must have a Non-Reimbursable REVENUE SOURCE Code." To do so, select the checkbox to highlight the record and then click the **Override** link.

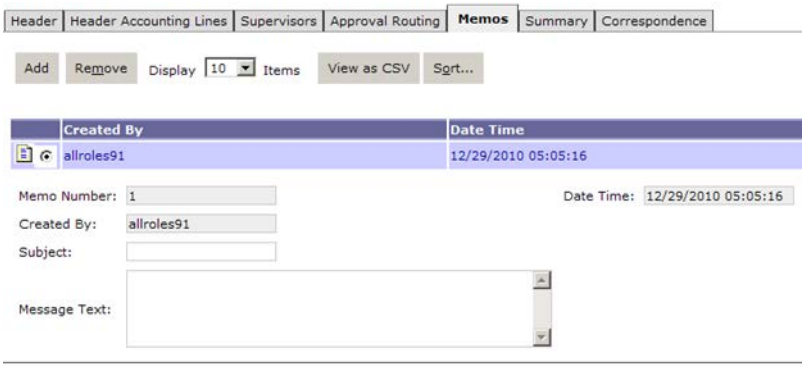
    Note: *The following message will appear: "1 warning(s) have been overridden," and the overrideable error message will become an informational message.*

37. Click the **[Submit]** button. *Form was Submitted Successfully for processing message appears.*
38. To send this agreement document to another Pegasys user for review, please see Section 3.4. The agreement should be sent to the appropriate Service or Staff Office representative, who will enter the IX Funding Document.

3.2 Adding a Memo to the Agreement Form

The following steps describe how to enter a memo to the agreement form. The memo may include additional, descriptive information about the agreement.

1. On the agreement form, click the **Memos** tab. The **Memos** tab is displayed and lists any memos previously added to the form or document.



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2. To add a new memo, click the [**Add**] button. A new memo is added to the form; the Subject and Message Text fields become editable.
3. Type the memo **Subject**.

   Note: The Subject is limited to nineteen characters. The text in the Subject field is entered in the memo record.

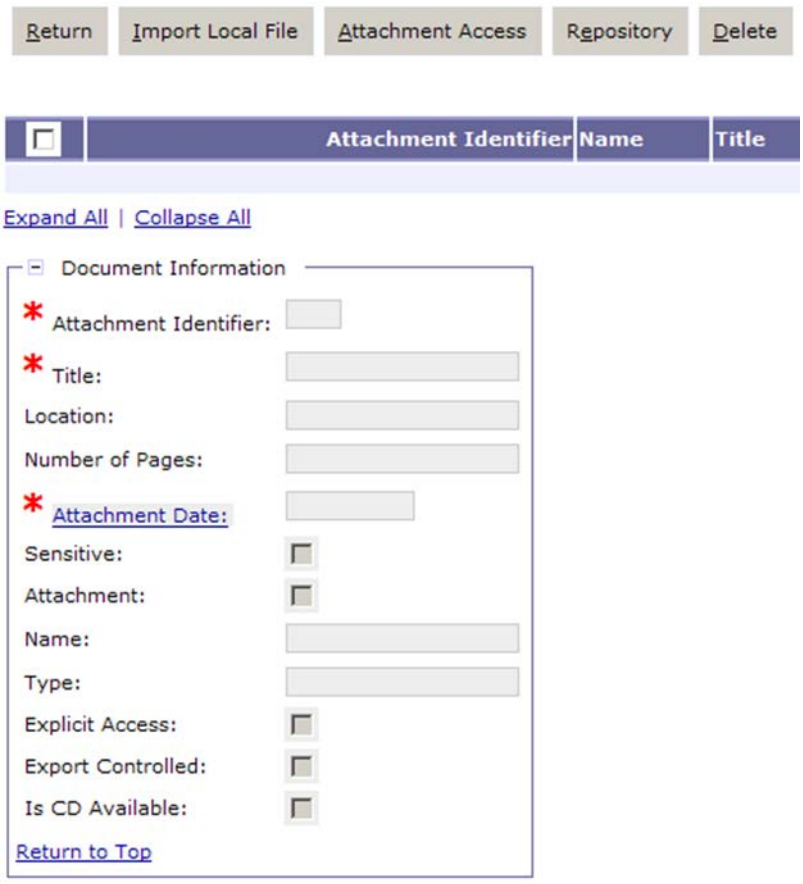
4. Type the **Message Text**.

   Note: The Message Text is limited to 255 characters. The text in the Message Text field is entered in the memo record.

5. To delete a memo, highlight the memo record and click the [**Remove**] button. The memo record will be crossed out.

3.3 Adding an Attachment to the Agreement Form

1. On the agreement form, click the [**Attachments**] button. The **Manage Attachments and Supporting Documents** page is displayed.



2. Click the **[Import Local File]** button. *The **Upload Document** page is displayed*.

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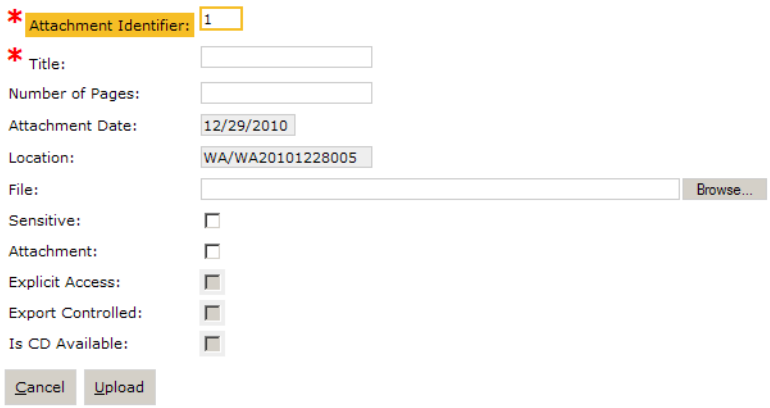
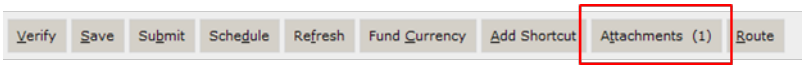


3. In the **Title** field, enter a title for the attachment.
4. Next to the **File** field, click the **[Browse]** button.
5. Select an attachment saved on the computer, and then click the **[Open]** button. *The file name and file location are populated in the File field.*
6. Click the **[Upload]** button to attach the file to the form. *The **Manage Attachments and Supporting Documents** page is displayed with the attachment listed.*
7. To open the attachment, highlight the attachment record and click the **[View]** button. Then click the **[Open]** button.

   Note: *The attachment appears onscreen. Additional steps may be required to circumvent the web browser's pop-up blocker.*

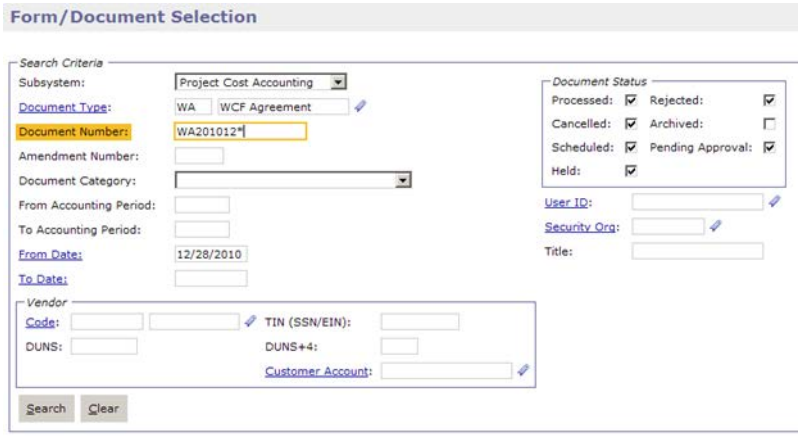
8. When finished, close the opened attachment by clicking the **'X'** on the window.
9. Click the **[Return]** button to return to the agreement form.

   Note: *Users may determine if there are attached documents to the form or document by reviewing the **Attachments** button at the top of the page.*



3.4 Ad-Hoc Routing the Agreement Document for Review

1. Navigate to **Transactions—Form/Document Selection**.



2. Enter appropriate search criteria to search for the **WCF Agreement** (document type **WA**) document to be routed. Click the **[Search]** button.

   Note: *If the full value is unknown, enter a partial value and the * wildcard symbol before or after the value entered. The search results will appear at the bottom of the page.*

3. Select and highlight the appropriate WA document to route, and then click the **[Route]** button. *The **Route** page is displayed.*
4. Edit the **Subject** field, as necessary.

   In the **Description** field, enter the Agreement Number and its Line Number(s), the agreement's corresponding IX Document Number (if known), the annual bill amount, and the quarterly or monthly amount, if applicable (one of these amounts will be entered on the IX Document).

   Note: Information entered in the Description field will appear in the Inbox's Description field.

5. Click the **Mail Stop** tab. To select recipients one by one, click the **[Add User/Group]** button. Skip to step **8** to add to multiple recipients to the document that are stored in a routing list. *The User Search page is displayed.*
6. Enter your search criteria in the appropriate fields. Click the [**Search**] button.

   Note: If you do not know the full value, enter a partial value and the * wildcard symbol before or after the value entered. The search results will be displayed in the bottom portion of the page.

7. Highlight the record for the recipient of the WA document. Then click the **[Select]** button. *The selected user is added to the list on the Mail Stop tab.*

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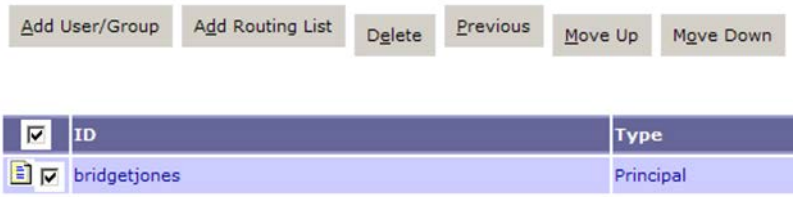

8. To select multiple recipients saved in a routing list, click the **[Add Routing List]** button.
9. Repeat steps 6-7 to search for and select a routing list to add as mail stops.
10. Review the list of recipients. Then click the [**Previous**] button.

    Note: The form or document will be sent to the recipients in the order listed on the Mail Stops tab.

11. Click the **[Send]** button. *A system message will state that the 'submit' action was successful.*

3.5 Searching the Ad-Hoc Routing History

The following steps describe how to search for the documents routed in section 3.4.

1. Select **Queries—Workflow—Route Query** from the menu bar onscreen.
2. In the **Object Number** field, enter the routed document's **Document Number.** Select the **[Search]** button.

   Note: *If the full value is unknown, enter a partial value and the * wildcard symbol before or after the value entered. The search results will appear at the bottom of the page.*

3. Highlight the appropriate document. The information for the document will populate in the fields below.

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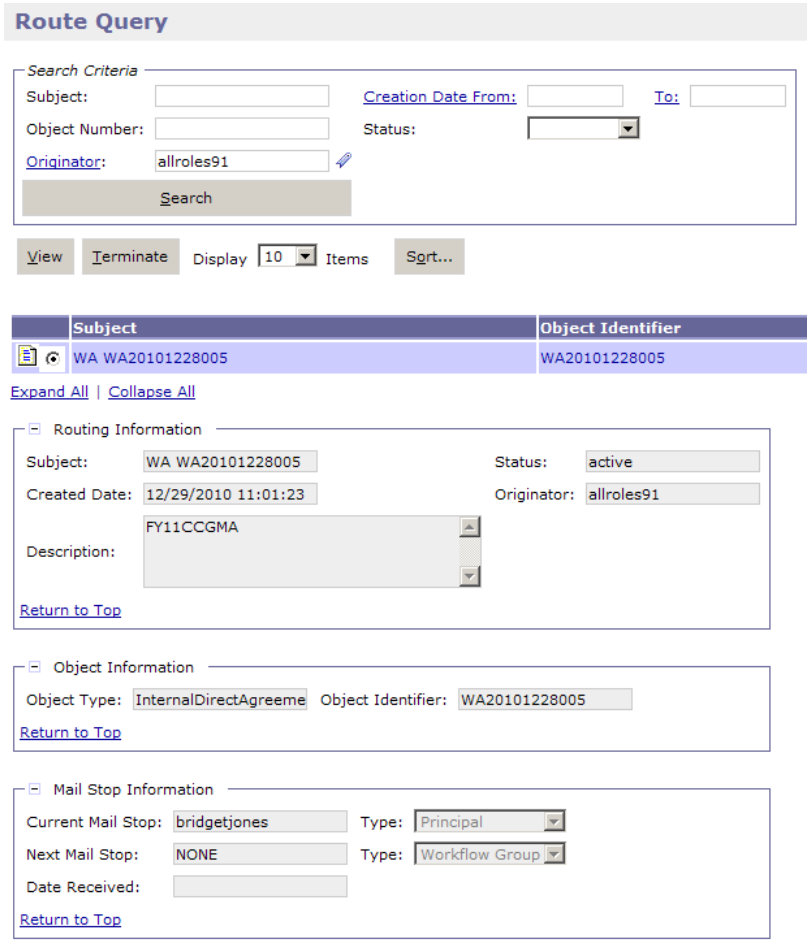

***Note**: The **Route Query** shows all the information the user entered as well as what mailstop the document is currently at and the next mail stop it is scheduled to visit. The route is still viewable even after it has been completed.*

4. Select the **[View]** button to view the document that was routed.

3.6 Updating Agreement to Include IX Funding Document

Before WCF Automated Internal Billing can begin, the Office of the Controller's Staff must update the WCF Agreements with the IX Funding Document number and header accounting line numbers, as well as the agreement line amount. Once the Services and Staff Offices process their IX Funding Documents, and communicate this information to the Office of the Controller's Staff, the WCF Agreement documents are corrected to enter the appropriate Buyer funding information, as well as the agreement line amount. The agreement line amount must equal its corresponding IX Funding Document line amount. As monthly billings are generated for the WCF Agreements, the IX Funding Documents (entered as Buyer Reference Documents on the agreements) are liquidated to reflect the reduction in funding.

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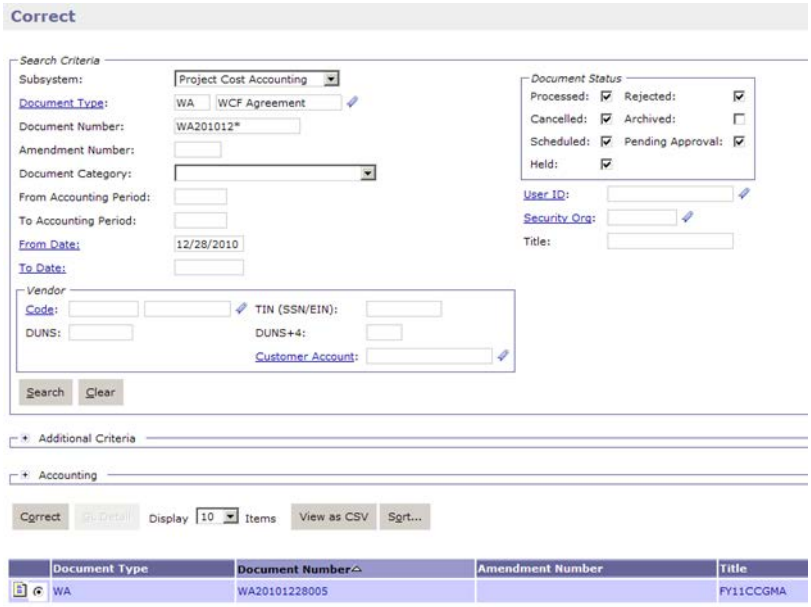
The following steps describe how to correct an agreement to include the IX Funding Document information on the agreement line.

1. Log into Pegasys.
2. Select **Transactions—Project Cost Accounting—Correct** from the menu bar. *The **Correct** page is displayed.*



3. Enter appropriate search criteria to search for the **WCF Agreement** (document type **WA**) document to be modified. Click the **[Search]** button.

   ***Note:** If the full value is unknown, enter a partial value and the * wildcard symbol before or after the value entered. The search results will appear at the bottom of the page.*

4. Select and highlight the appropriate WA document to correct, and then click the **[Correct] b**utton. *The **Header** page is displayed.*

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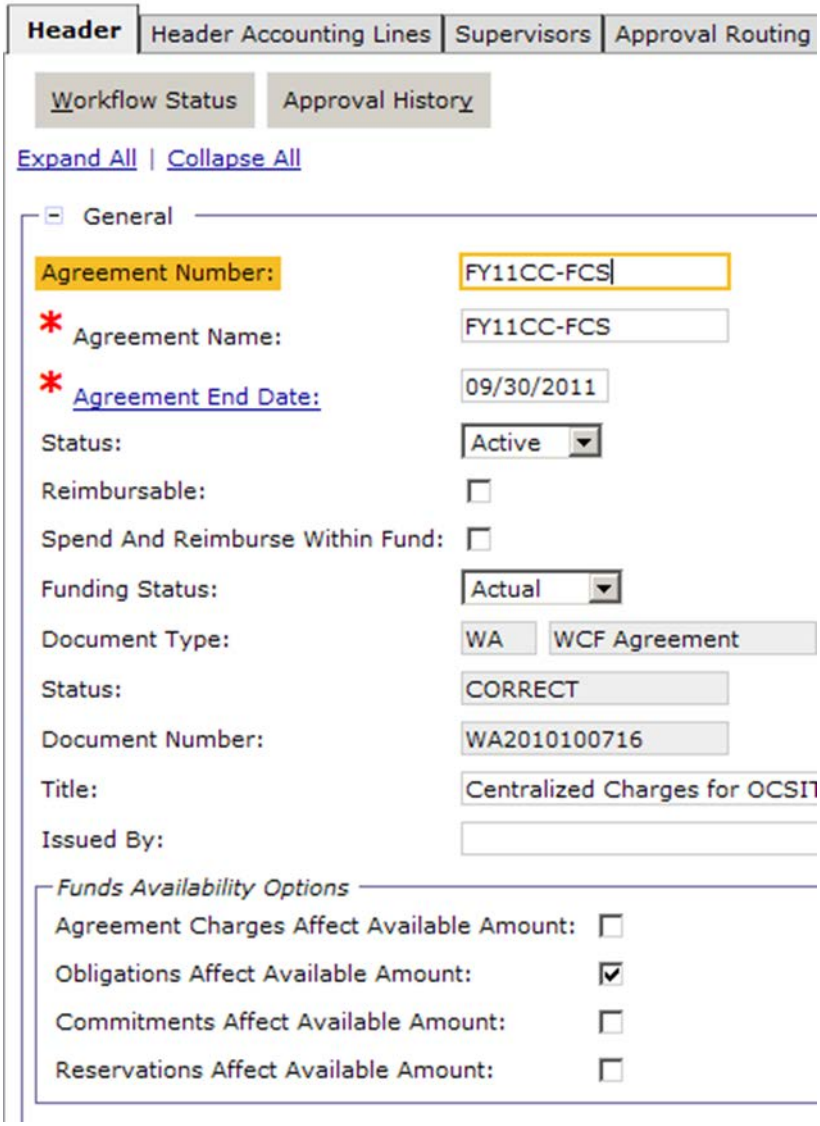
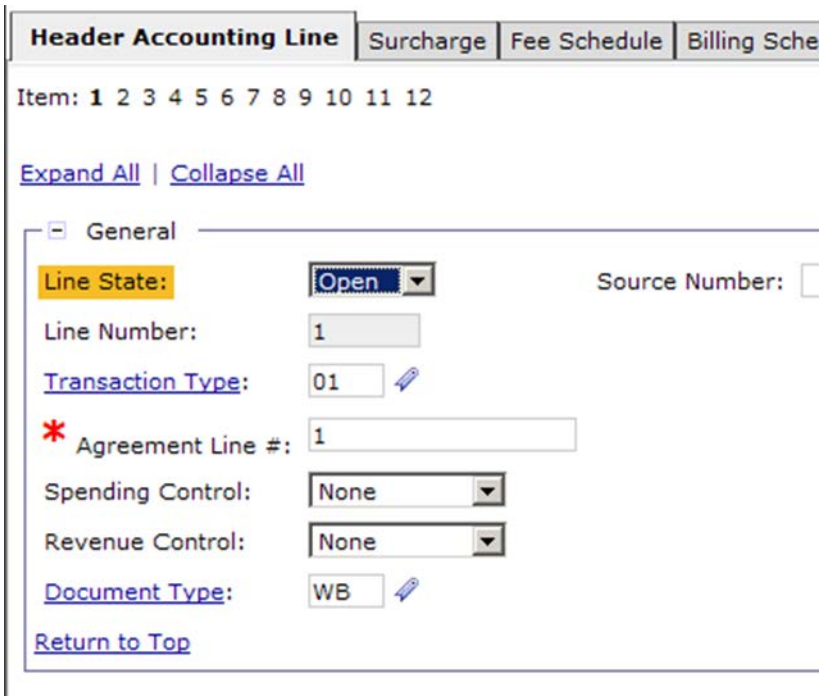


5. In the **Amounts** group box, enter the **Maximum Agreement Amount**. This is the annual amount of the bill, or the amount of the bill under the Continuing Resolution.

6. Assuming there are no additional changes required on the Header of the agreement, click the Header Accounting Lines tab.
7. Select the first accounting line and click the **Header Accounting Line** link. *The **Header Accounting Line** page is displayed.*



8. In the **Buyer** section, for the **Buyer Reference Document** fields enter the following:
   - **IX** in the **Type** field
   - **IX Funding Document number** in the **Number** field
   - **0** in the **Item** field
   - **IX Funding Document line number** in the **Accounting** field

   Note: *The Service or Staff Office will communicate the appropriate IX Funding Document number and line number.*

   If you don't know the line number or the relating IX Funding Document line amount, select the **View** *button next to the IX Funding Document after entering the Buyer Reference Document Type and Number to view the IX Funding Document and find the necessary information.*

   The first header accounting line of the IX Funding Document should correspond to the first line of the agreement. The second header accounting line of the IX Funding Document should correspond to the second line of the agreement, and so on.

9. Click the **[Default]** button. Ensure the **Accounting Template** and accounting dimension fields are now populated.

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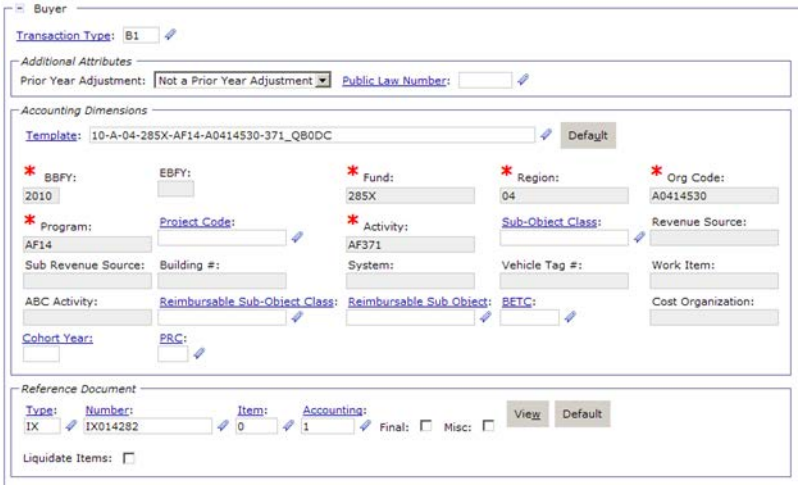
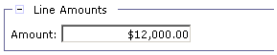
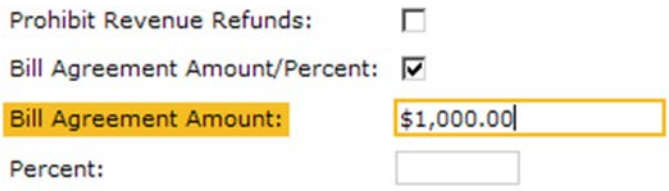


10. Enter the **Line Amount** for this agreement line. The line amount should match the relating line amount on the referenced IX document.



Note: *If the line amount is unknown, select the* ***View*** *button in the Buyer Reference Document section to review the appropriate IX Funding Document line amount.*

11. Confirm the **Buyer Transaction Type**. The buyer transaction type relates to the IX Funding Documents funding listed in the Buyer Funding Template. This transaction type defines the posting model for the recorded expense:
    - Enter **B1** if Buyer's fund is not 262X (e.g., customer is a Service).
    - Enter **B2** if the Buyer's fund is 262X.
12. In the **Seller** section, confirm the **Seller Transaction Type**. The seller transaction type relates to the IX Funding Documents funding listed in the **Buyer** Funding Template. This transaction type defines the posting model for the recorded income:
    - Enter **S1** if Buyer's fund is not 262X (e.g., customer is a Service).
    - Enter **S2** if the Buyer's fund is 262X, which will record intrafund revenue.
13. In the **Billing Options** section, click the **Bill Agreement Amount/Percent** checkbox.



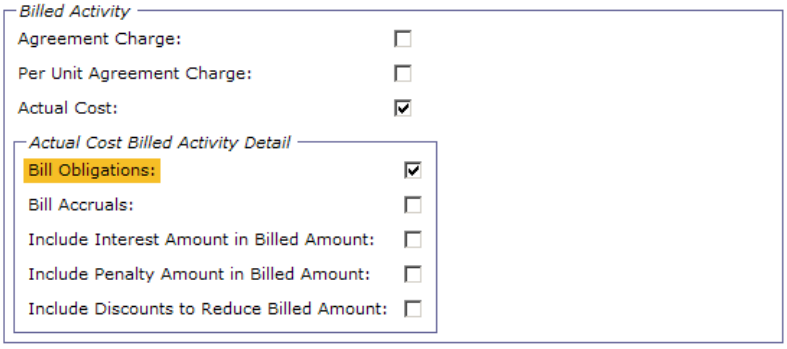
14. Enter the monthly Bill Agreement Amount.

Note: *The monthly bill amount is calculated by distributing the net amount of the bill amount across the remaining months of billing for the agreement.*

15. In the **Billing Options** section, the **Billing Control** defaults to **Reject**. This field records billing controls for internal and external agreements to control billing in excess of the agreement line amount.
16. In the **Billing Options** section, the **Minimum Billing Threshold Amount** may be set. NOTE: This setting may be configured for all agreements or set for individual agreements as determined by GSA.

17. In the **Billed Activity** section, check the **Actual Cost** flag.

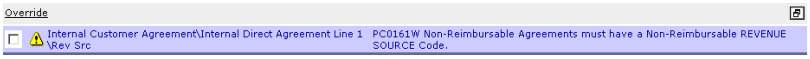
18. Click the **Bill Obligations** checkbox.



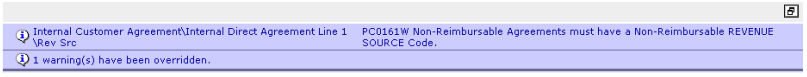
19. If the agreement has multiple lines, repeat Step 6-17 for each agreement line. Each agreement line should correspond to one header accounting line on the IX Funding Document. The first header accounting line of the IX Funding Document should correspond to the first line of the agreement. The second header accounting line of the IX Funding Document should correspond to the second line of the agreement, and so on.
20. To add a memo to this agreement form, please follow the instructions in Section 3.2. When finished, continue to the next step in these instructions.
21. To add an attachment to this agreement form, please follow the instructions in Section 3.3. When finished, continue to the next step in these instructions.
22. Click the **[Verify]** button.

Note: *Correct any hard errors and override any warning messages.*

23. Override the following warning message: “PC0161W Non- Reimbursable Agreements must have a Non-Reimbursable REVENUE SOURCE Code.” To do so, select the checkbox to highlight the record and then click the **Override** link.



Note: *The following message will appear: “1 warning(s) have been overridden,” and the overridable error message will become an informational message.*



24. Click the **[Submit]** button. *Form was Submitted Successfully for processing message appears.*
25. To ad-hoc route this agreement document to another Pegasys user for review, please see Section 3.4.

3.7 Updating Agreement When Adjustments to Annual Bill Occur

During the course of the year, adjustments are periodically made to the annual bill amounts. For example, adjustments to the bill amount occur when the Federal Government operates under a Continuing Resolution. The Office of the Controller’s Staff must modify the affected agreements to reflect the increase or decrease to the bill amount. The original WCF Agreement document that established the agreement is revised as follows:

- Maximum Agreement Amount’ and ‘Line Amount’ fields are updated to reflect the new annual bill amounts, or the amount of the bill under the Continuing Resolution. The ‘Line Amount’ field must equal its corresponding IX Funding Document line amount.
- Bill by Agreement Amount’ fields are updated to the new monthly bill amount. The new monthly bill amount is calculated by distributing the net increase or decrease to the annual bill amount across the remaining months of billing for the fiscal year

The following steps describe how to correct an agreement to change these amount fields.

1. Log into Pegasys.
2. Select **Transactions—Project Cost Accounting—Correct** from the menu bar onscreen. *The **Correct** page is displayed.*

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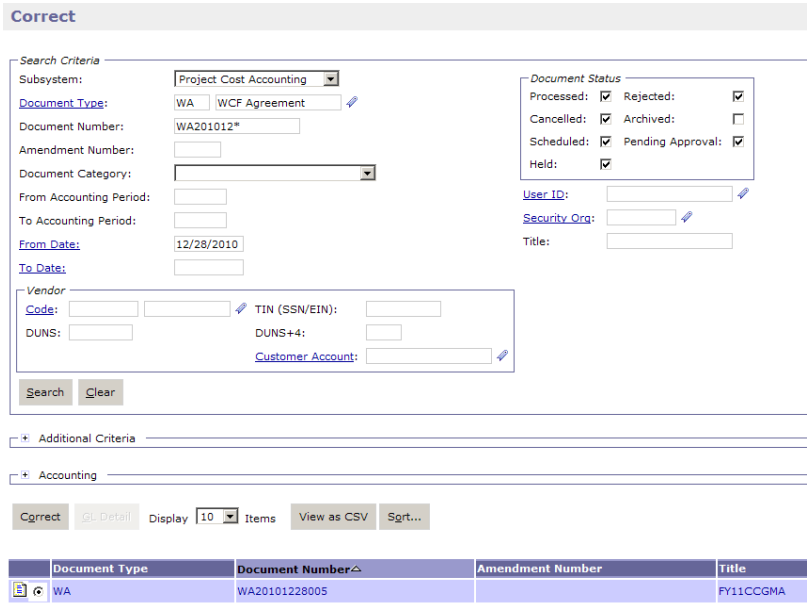


3. Enter appropriate search criteria to search for the **WCF Agreement** (document type **WA**) document to be modified. Click the **[Search]** button.

   Note: *If the full value is unknown, enter a partial value and the * wildcard symbol before or after the value entered. The search results will appear at the bottom of the page.*

4. Select and highlight the appropriate WA document to correct, and then click the **[Correct]** button. *The **Header** page is displayed.*
5. Enter the new annual bill amount in the **Maximum Agreement Amount** field.

6. Click the **Header Accounting Lines** tab.
7. Select the first accounting line and click the **Header Accounting Line** link. *The **Header Accounting Line** page is displayed.*
8. In the **Line Amount** field, enter the new line amount for the agreement.

   Note: *If the line amount is unknown, select the **View** button in the Buyer Reference Document section to review the appropriate IX Funding Document line amount.*

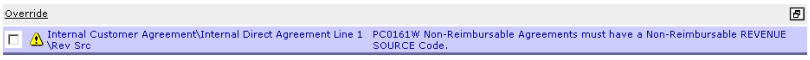
9. In the **Bill Agreement Amount** field, enter the new monthly bill amount.

   Note: *The new monthly bill amount is calculated by distributing the net increase or decrease to the annual bill amount across the remaining months of billing for the fiscal year.*

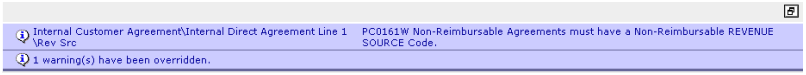
10. If the agreement has multiple lines, repeat Step 6-9 for each header accounting line, corresponding to one header accounting line on the IX Funding Document.
11. To add a memo to this agreement form, please follow the instructions in Section 3.2. When finished, continue to the next step in these instructions
12. To add an attachment to this agreement form, please follow the instructions in Section 3.3. When finished, continue to the next step in these instructions
13. Click the **[Verify]** button.

    Note: *Correct any hard errors and override any warning messages.*

14. Override the following warning message: "PC0161W Non- Reimbursable Agreements must have a Non-Reimbursable REVENUE SOURCE Code." To do so, select the checkbox to highlight the record and then click the **Override** link.



    Note: *The following message will appear: "1 warning(s) have been overridden," and the overrideable error message will become an informational message.*



15. Click the **[Submit]** button.

    Note: *Form was Submitted Successfully for processing message appears.*

16. To ad-hoc route this agreement document to another Pegasys user for review, please see Section 3.4.

3.8 Renewing Internal Direct Agreements for Next Fiscal Year

Spending and billing for the WCF Agreements is only permitted between the Start and End Dates specified on the agreement's Header. Setting the Start and End dates to October 1 and September 30 effectively designates each WCF Agreement is valid for a single Fiscal Year. New WCF Agreements must be created for the next Fiscal year to continue the WCF Automated Internal Billing process.

At the beginning of the Fiscal Year, the Office of the Controller's Staff copies the original WA Agreement Documents in Pegasys to re-establish the new WCF Agreement entities. Once copied, the Office of the Controller's Staff updates the following fields to create a unique WCF Agreement for the new Fiscal Year:

- **Agreement Number** (Header tab) – The Agreement Number is updated using a numbering format to generate a unique code.
- **End Date** (Header tab, General section) – The End Date is set to September 30 of the new Fiscal Year. The WCF Agreement document date represents the Start Date of the agreement and should default to the date when the form is created.

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- **Billing Start and End Dates** (Header tab, Billing Options section) – The Billing Start and End Dates are set to October 1 and September 30 of the new Fiscal Year.
- **BBFYs** (Header Accounting Line tab, Buyer and Seller sections) – The Buyer and Seller BBFYs are set to the new Fiscal year.
- **Buyer Reference document** (Header Accounting Line tab, Buyer section) – The IX Funding Document is removed from the WCF Agreement form when it is initially processed. The IX Funding Document is entered through a correction to the WCF Agreement document after the new IX Funding Document is processed.

It is also appropriate to make additional updates to the new WCF Agreement form if other changes are agreed upon.

3.9 Placing an Internal Direct Agreement On Hold

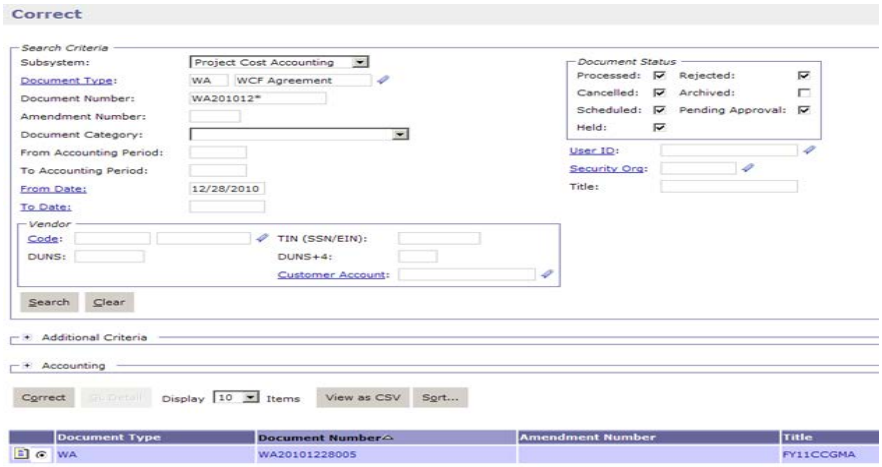
There are times when an agency's business process would allow an agreement to be placed on hold. Placing an agreement on hold would prevent the system from generating a bill regardless of any charges/expenses occurred during the billing period.

The Hold Billing flag and Hold Billing Reason to the Agreement line are used to stop an agreement from billing. When this flag is checked the system will stop all activity performed by the Project Bill Generation batch process. The Batch Execution Report will document the Document Type/Document Number/Line Number of each line not selected due to the flag is checked. Once the Hold is released the Agreement line is eligible for billing.

The following steps describe how to correct an agreement to place it on hold.

NOTE: To later release the Hold to resume billing, repeat the same steps but uncheck the Hold Billing flag in Step 7.

1. Log into Pegasys.
2. Select Transactions—Project Cost Accounting—Correct from the menu bar onscreen. *The **Correct** page is displayed.*



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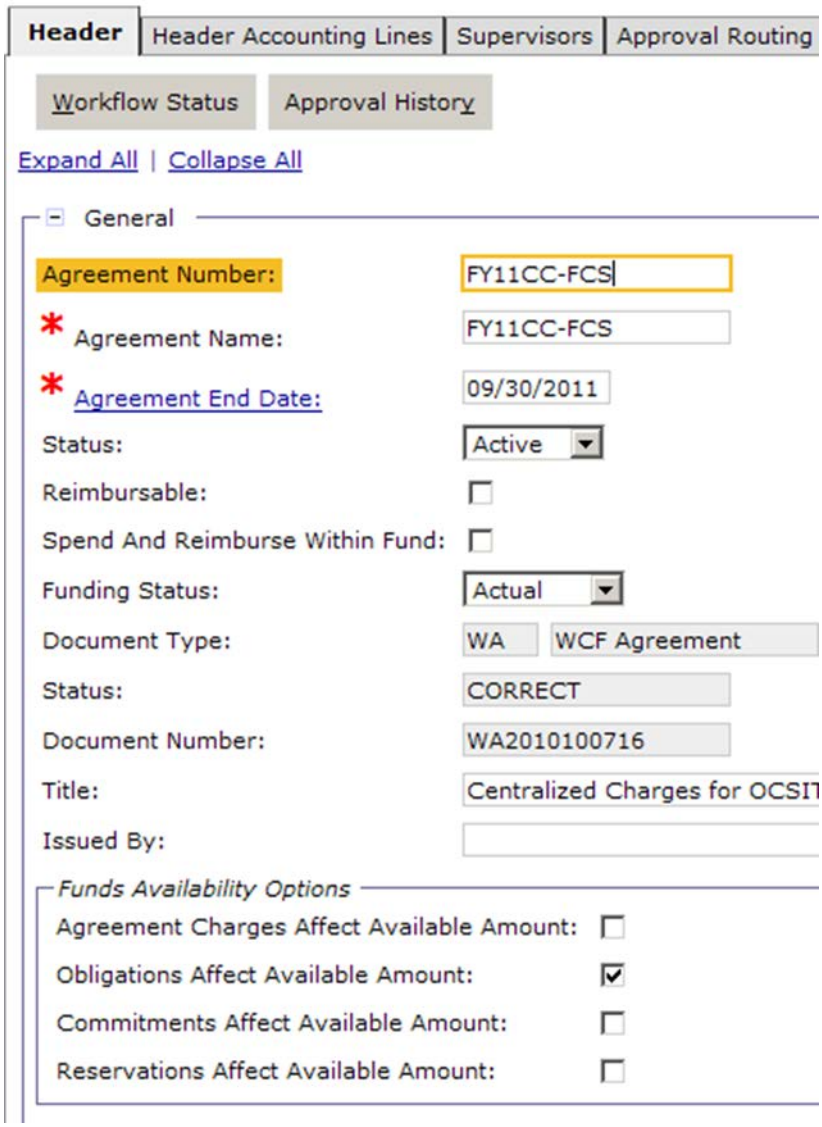
3. Enter appropriate search criteria to search for the **WCF Agreement** (document type **WA**) document to be modified. Click the **[Search]** button.

   Note: *If the full value is unknown, enter a partial value and the wildcard symbol before or after the value entered. The search results will appear at the bottom of the page.*

4. Select and highlight the appropriate WA document to correct, and then click the **[Correct]** button. *The **Header** page is displayed.*



5. Click the **Header Accounting Lines** tab.
6. Select the accounting line to be placed on hold and click the **Header Accounting Line** link. *The **Header Accounting Line** page is displayed.*

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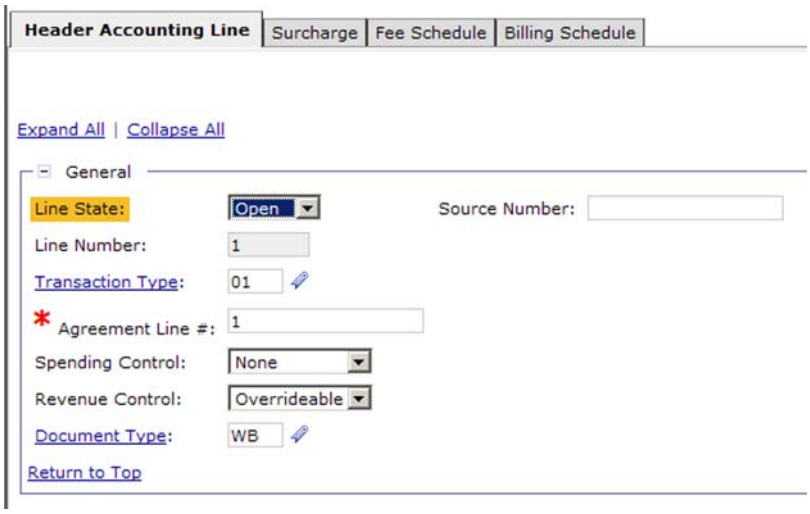
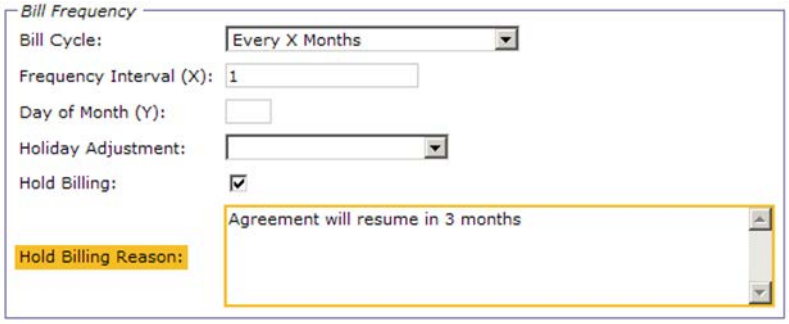


7. In the **Bill Frequency** section, check the **Hold Billing** flag. Enter a justification in the **Hold Billing Reason** field.



8. If the agreement has multiple lines to be held, repeat Step 6-7 for each header accounting line.
9. To add a memo to this agreement form, please follow the instructions in Section 3.2. When finished, continue to the next step in these instructions
10. To add an attachment to this agreement form, please follow the instructions in Section 3.3. When finished, continue to the next step in these instructions
11. Click the **[Verify]** button.

    Note: *Correct any hard errors and override any warning messages*

12. Override the following warning message: “PC0161W Non- Reimbursable Agreements must have a Non-Reimbursable REVENUE SOURCE Code.” To do so, select the checkbox to highlight the record and then click the **Override** link.

Note: *The following message will appear: "1 warning(s) have been overridden," and the overrideable error message will become an informational message.*

13. Click the **[Submit]** button.

    Note: *Form was Submitted Successfully for processing message appears.*

14. To ad-hoc route this agreement document to another Pegasys user for review, please see **Section 3.4.**

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4 Intra-Agency Purchasing Documents – Service and Staff Office Users

The GSA Services and GM&A Staff Offices establish IX Funding Documents in Pegasys to record the obligation of funds for reimbursement of Centralized Charges (CC), Centralized Administrative Support (CAS), and Information Infrastructure Support (IOS). Therefore, a single IX Funding Document is entered for each combination of CC, CAS, IOS and Service/Staff Office.

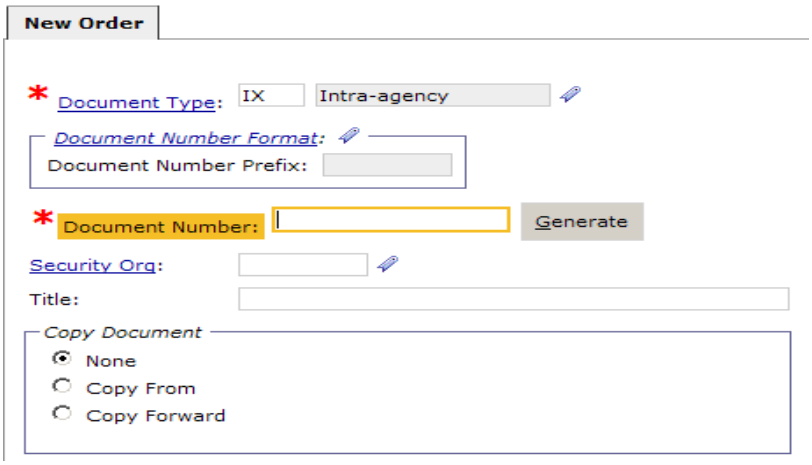
This procedure allows for a one-to-one relationship between the IX Funding Document and WCF Agreement. Each IX Funding Document's accounting line references the corresponding agreement number and agreement line. The IX Funding Document must be processed with an adequate amount of funding for billing. The appropriate billing amount, as well as the agreement number and line numbers, is communicated to the Service or Staff Office by the Office of the Controller's Staff.

The Service and Staff Offices will increase and/or decrease the IX Funding Document accounting line amounts by correcting the existing accounting line (and not adding an additional header accounting line with the same accounting dimensions). Changes to the dimensions on the IX Funding Document header accounting line will be performed by adding an additional line (once an IX document is referenced, the line dimensions cannot change). The entry of and any modification to the IX Funding Document should be communicated to the appropriate representative in the Office of the Controller's Staff.

4.1 Entering IX Funding Document Referencing Agreement

The following steps describe how to enter an IX Funding Document with the agreement information populated on the accounting line.

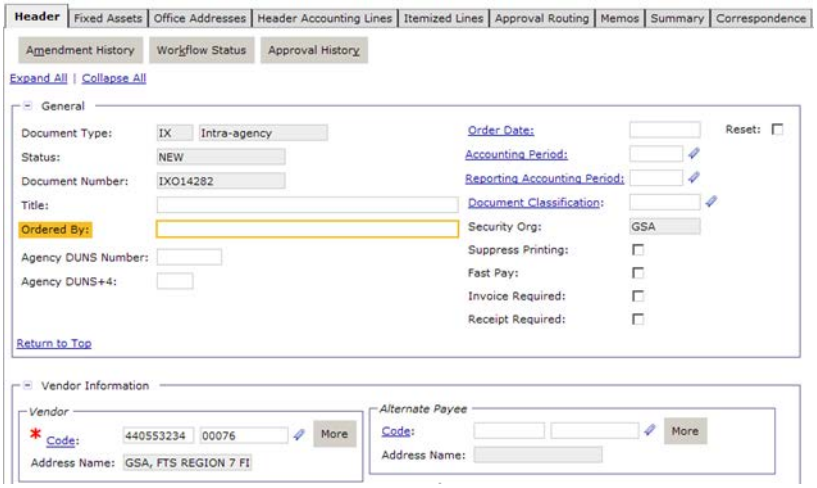
1. Select **Transactions—Purchasing—New—Order** from the menu bar onscreen. *The **New Order** page is displayed.*



2. Type **IX** in the **Document Type** field.
3. Click the **[Generate]** button to create a **Document Number**. A unique document number will be generated in the **Document Number** field.
4. Leave the **Security Org** field blank.

   Note: *If left blank, the Security Org will default to the user's default Security Org.*

5. Click the **[Finish]** button. *The **Header** page is displayed*.



6. Complete the **Ordered By** field.

   Note: *The **Order Date, Acctg Period,** and **Reporting Acctg Period** will default to the current date when the form is verified or processed.*

   *Leave the **Document Classification** field blank.*

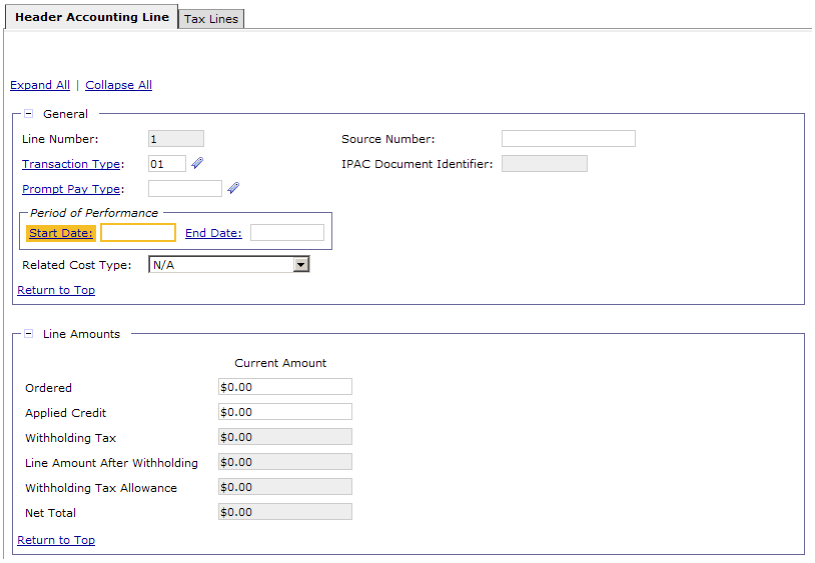
7. Enter the **Vendor Code** and **Vendor Address Code.** The vendor name will be inferred from the vendor code that is entered.
8. Enter the appropriate vendor address code in the **Remit To Address** field.
9. If referencing a contract, delivery order, or Blanket Purchase Agreement, specify the information on the order using the Contract Information group box fields.

   Additional contractual and procurement information such as Contract Specialist, priority, priority rating, date signed, expiration date, order type, and type of action can also be entered.

10. In the **Description** field, enter descriptive information about the order, if necessary. If the description is greater than 255 characters, the **Extended Description** field is available up to 60,000 characters.

*Information entered in the **Description** box on the **Header** page will not print on GSA Form 300.*

11. Select the **Header Accounting Lines** tab.
12. Click the **[Add]** button. *The **Header Accounting Line** page is displayed.*



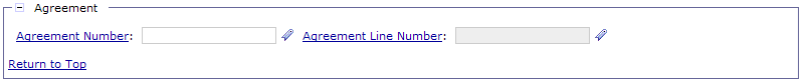
Note: *The **Line Number** and **Transaction Type** fields will default when the Order is verified or processed.*

13. If you are ordering services, enter the **Period of Performance** start and end dates.
14. Enter amount in the **Line Amounts** field.
15. In the **Template** field, enter an accounting template for the accounting line. Click the **[Default]** button to populate the remaining accounting dimension fields.

***Note:** To search for an accounting template, click the **Template** hyperlink. In the Search – Template page, enter the appropriate search criteria and click the **Search** button. Select an accounting template.*

Complete any other required accounting elements that were not populated by the accounting template.

16. **REQUIRED--**Enter the appropriate **Agreement Number** and **Agreement Line Number** in the Agreement fields.



***Note:** The Office of the Controller's Staff will communicate the appropriate agreement number and line numbers.*

The first header accounting line of the IX Funding Document should correspond to the first line of the agreement. The second header accounting line of the IX Funding Document should correspond to the second line of the agreement, and so on.

17. In the **Contract Line** group box fields, enter Contract Line information, if applicable.

Specify the contract line item number or sub-contract line item number applicable to the request.

18. **REQUIRED--**In the **Description** field for this IX header accounting line, enter the IX Document Number, its corresponding Agreement Number and Line Number, and the IX line amount. If the description is greater than 255 characters, the **Extended Description** field is available up to 60,000 characters.

    Information entered here will print on the GSA Form 300.

    Note: Depending on the room left on the form, the extended description field may not print in its entirety.

19. Additional accounting lines may be added by repeating Steps 11-18.
    - To delete an existing line, select the line and click the **Remove** button.
    - To change a line's information, select the line and make the necessary updates.
    - To copy an existing line, select the line you wish to copy, click the **Copy** button and change the necessary information.
20. Go to the **Approval Routing** tab. The **Approval Routing** page will display. Since the form's creator has not yet added approvers, none will be listed.
21. To add approvers one by one to the form, click the **[Add User]** button. Skip to step **24** to add to the form multiple approvers that are stored in a routing list. The User Search page is displayed.
22. Enter the **User ID** or **User Name** of the form's approver in the appropriate search fields, and click the **Search** button.

    ***Note:** If the full value is unknown, enter a partial value and the * wildcard symbol before or after the value entered. The search results will appear at the bottom of the page.*

23. Highlight the **Principal ID** record for the approver of the form. Then click the **[Select]** button.

    *The selected user will be added to the approvers list on the **Approval Routing** tab.*

24. To add to the form multiple approvers that are stored in a routing list, click the **[Add Routing List]** button. *The **Routing List Search** page is displayed.*
25. Enter the **Code** or **Name** in the appropriate search fields, and click the **[Search]** button.

    ***Note:** If the full value is unknown, enter a partial value and the * wildcard*

symbol before or after the value entered. The search results will appear at the bottom of the page.

26. Highlight the appropriate **Routing List** record and click the **[Select]** button.

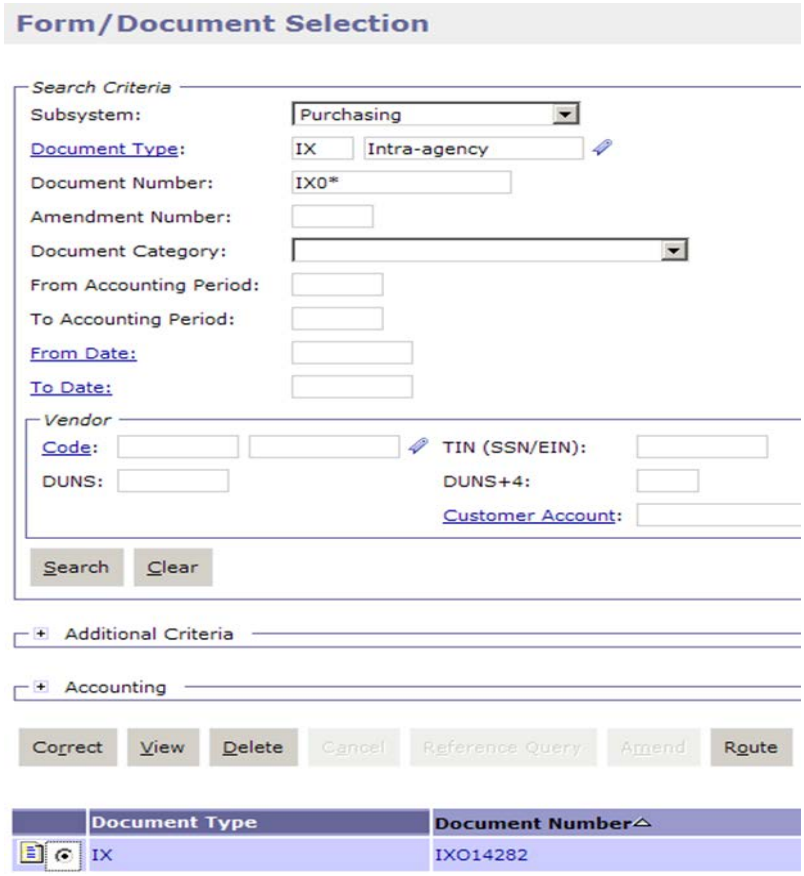
*The users saved in the routing list will be added to the approvers list on the **Approval Routing** tab.*

27. Click the **[Verify]** button and correct any errors.
28. Click the **[Submit]** button.

4.2 Ad-Hoc Routing the IX Document to the Agreement Creator

The following steps describe how to send (or ad-hoc route) the IX Funding Document back to the WCF Agreement creator for completion. The IX Funding Document should be sent to the appropriate BE and CIO Users, who will correct the Agreement with the updated IX Funding Document information.

1. Navigate to Transactions—Form/Document Selection.



2. Enter appropriate search criteria to search for the **Intra-agency Purchase Order** (document type **IX**) document to be routed. Click the **[Search]** button.

   Note: *If the full value is unknown, enter a partial value and the * wildcard symbol before or after the value entered. The search results will appear at the bottom of the page.*

3. Select and highlight the appropriate IX document to route, and then click the **[Route]** button. *The **Route** page is displayed.*
4. Modify the **Subject** field as necessary.

   In the **Description** field, enter the IX Document Number and Line Number, its corresponding Agreement Number and Line Number, and the IX line amount.

   If the **IX Document has more than 4 lines**: in the **Description** field, enter the number of lines of the IX Document, the IX Documents' corresponding Agreement Number(s), and "See description on each IX accounting line for Agreement Number, Agreement Line Number, and the Line Amount."

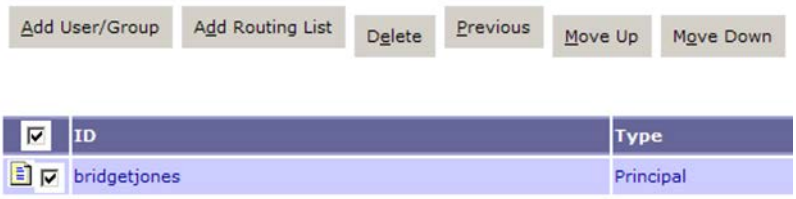
   Note: *Information entered in the Description field will appear in the Inbox's Description field.*

5. Click the **Mail Stop** tab. To select recipients one by one, click the **[Add User/Group]** button. Skip to step **8** to select multiple recipients saved in a routing list. The User Search page is displayed.
6. Enter your search criteria in the appropriate fields. Click the **[Search]** button.

   Note: *If the full value is unknown, enter a partial value and the * wildcard symbol before or after the value entered. The search results will appear at the bottom of the page.*

7. Highlight the record for the recipient of IX document. Then click the **[Select]** button.

   The selected user is added to the list on the Mail Stop tab.



8. To select multiple recipients saved in a routing list, click the **[Add Routing List]** button.
9. Repeat steps 6-7 to search for and select a routing list to add as mail stops.
10. Review the list of recipients. Then click the **[Previous]** button.

    Note: *The form or document will be sent to the recipients in the order listed on the **Mail Stops** tab.*

11. Click the **[Send]** button.

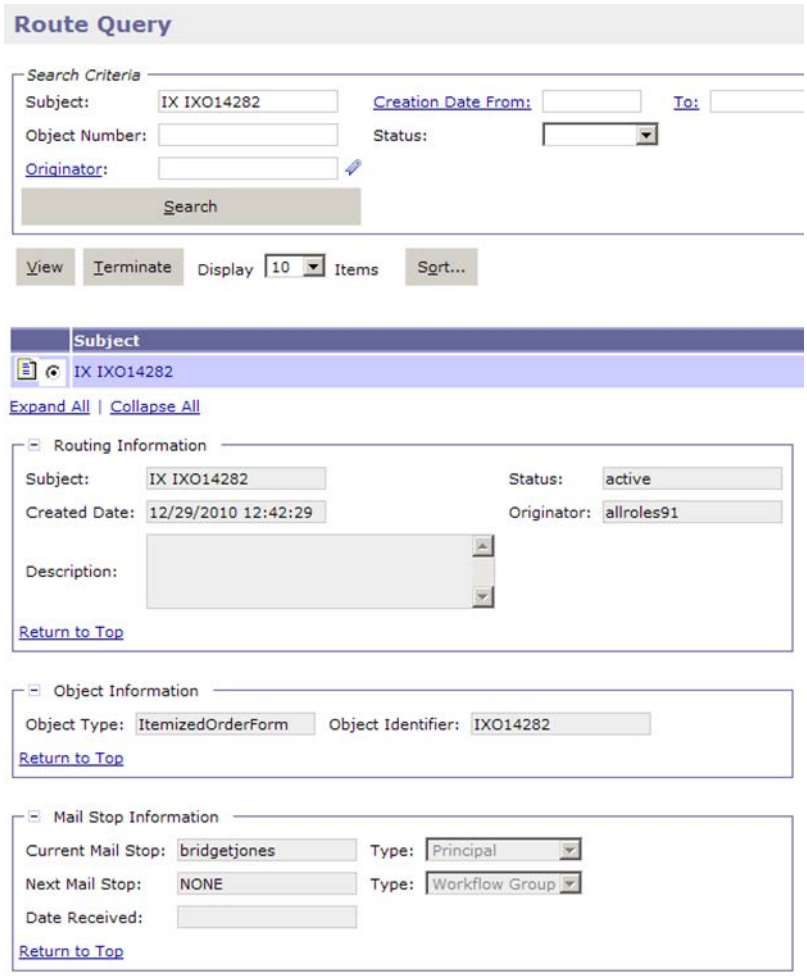
A system message will state that the 'submit' action was successful.

4.3 Searching the Ad-Hoc Routing History

1. Select **Queries—Workflow—Route Query** from the menu bar onscreen.
2. In the **Object Number** field, enter the routed document's **Document Number.** Select the **[Search]** button.

   Note: *If the full value is unknown, enter a partial value and the * wildcard symbol before or after the value entered. The search results will appear at the bottom of the page.*

3. Select the **[Search]** button.
4. Select and highlight the appropriate document. The information for the document will populate in the fields below.



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*Note: The **Route Query** shows all the information the user entered as well as what mailstop the document is currently at and the next mail stop it is scheduled to visit. The route is still viewable even after it has been completed.*

5. Select the **[View]** button to view the document that was routed.

5 Credit Billing – Finance Staff Users

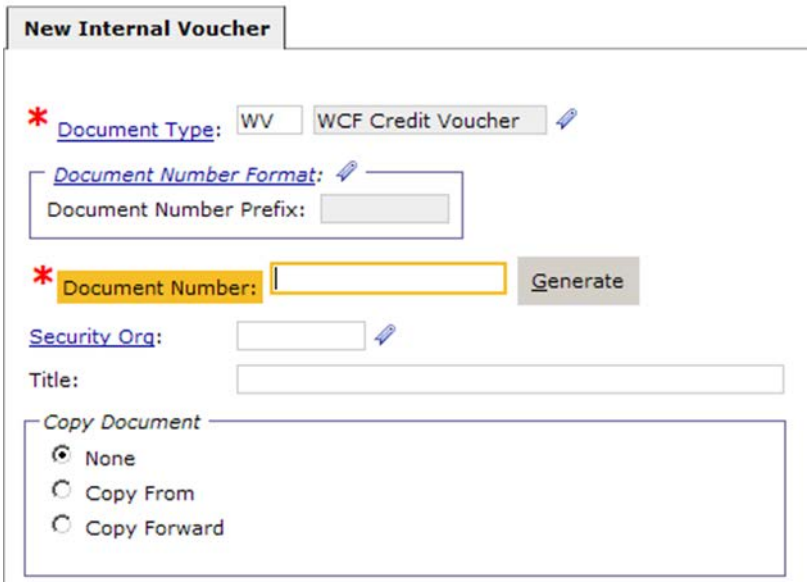
In the event that a downward adjustment is large enough to generate a credit to the Service or Staff Office, Finance (R6) issues a credit billing to reverse the over-billed amounts from previous months. Credit billing is accomplished by manually processing a WCF Credit Voucher document (document type WV) having negative line amounts, with each line referencing one line of the IX Funding Document and the corresponding agreement.

After the credit billing has processed, and billings should continue in the next month, the affected agreements must be updated with the new bill amount. For information about modifying agreements to account for an adjustment to the annual bill, please review Section 3.6.

5.1 Entering a Credit Billing

The following steps describe how to enter a credit billing in Pegasys.

1. Log into Pegasys.
2. Select **Transactions—Accounts Payable—New—Internal Voucher** from the menu bar of the desktop. *The **New Internal Voucher** page is displayed.*



3. Type **WV** into the **Document Type** field.

   ***Note:** You may search for the **Document Type** by clicking the **Document Type** field label. **Search- Document Type** page is displayed. Enter **Search** criteria. Click **Search** button. **Search** results are displayed. To select a **Document Type** select corresponding **Select** button. The **New Internal Voucher** page is displayed with the Document Type field completed.*

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4. To generate a **Document Number** click **Generate** button. A unique document number will be generated in the **Document Number** field.

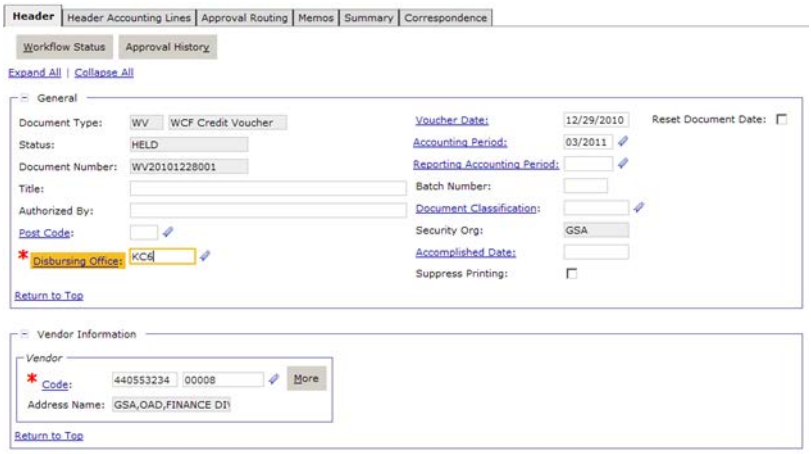
   Note: *The Doc Number format is the type of Internal Voucher form followed by ten digits indicating the year, month and day the form was created (i.e., WVYYMMDD####).*

5. Type the appropriate security organization in the **Security Org** field.

   Note: *You may search for the **Security Org** by clicking the **Security** field label. **Search-Security Organization** page is displayed. Enter **Search** criteria. Click **Search** button. **Search** results are displayed. To select a **Security Organization** select corresponding **Select** button. The **New Internal Direct Agreement** page is displayed with the **Security Org** field completed.*

   If left blank, the Security Org will default to the user's default Security Org.

6. Click the **[Finish]** button. The **Header** page is displayed.



7. In the **General** section, enter **KC6** in the **Disbursing Office** field.
8. In the **Vendor Info** section, enter:
   - **440553234** in the **Vendor Code** field
   - **00008** in the **Vendor Code Address** field

   *Note: The Vendor Name **GSA,OAD,FINANCE DIVISION** should default after entering the Vendor Code and Vendor Address Code.*

   *The **Date, Acctg Period,** and **Reporting Acctg Period** will default to the current date when these fields are left blank and the form is verified or processed.*

9. *Click the **Header Accounting Lines** tab.*
10. *Click the **[Add]** button to add a new Header Accounting Line.*
11. *In the **Initial Amount** field, enter the credit amount. This is the credit amount as a negative number. The **Amount** field will populate when the form is verified.*

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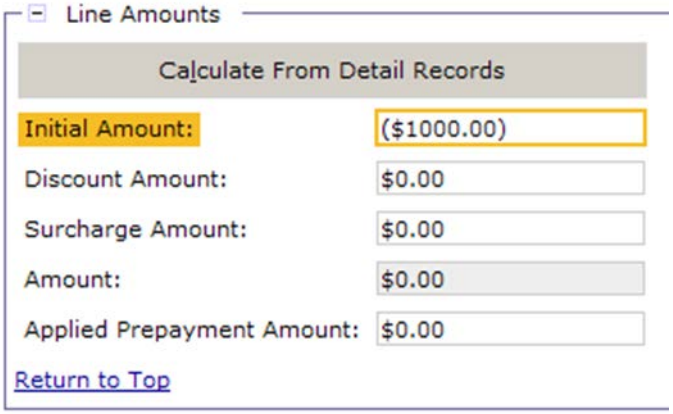
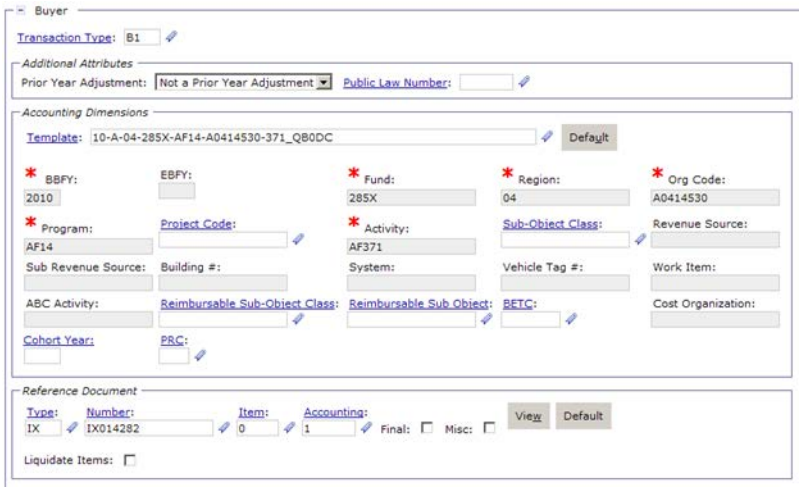


12. In the **Agreement** section, enter the proper **Agreement Number** and **Agreement Line Number**.

13. In the **Buyer** section, for the **Buyer Reference Document** fields enter the following:
    - **IX** in the **Type** field
    - **IX Funding Document number** in the **Number** field
    - **0** in the **Item** field
    - **IX Funding Document line number** in the **Accounting** field

    Note: *The first line of the IX Funding Document should correspond to the first line of the agreement. The second line of the IX Funding Document should correspond to the second line of the agreement, and so on*.

14. Click the **[Default]** button. Ensure the **Accounting Template** and dimension fields are now populated.



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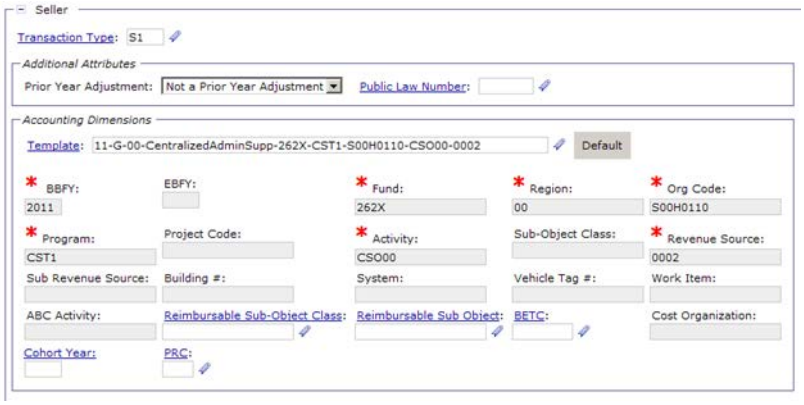
15. Enter the **Buyer Transaction Type**. This transaction type defines the posting model for the recorded expense:
    - Enter **B1** if Buyer's fund is not 262X (e.g., customer is a Service).
    - Enter **B2** if the Buyer's fund is 262X.
16. Enter the **Seller Transaction Type**. This transaction type defines the posting model for the recorded income:
    - Enter **S1** if Buyer's fund is not 262X (e.g., customer is a Service).
    - Enter **S2** if the Buyer's fund is 262X, which will record intrafund revenue.
17. Enter the proper accounting dimensions in the **Seller** section.

    Note: *For Seller accounting dimensions, please review Section 9.*



18. Repeat steps 10-17 to enter additional credit lines to the Internal Voucher form. One form can record credits for multiple IX Funding Documents/agreements, if necessary.
19. Click the **[Verify]** button.

    Note: *Errors will be displayed at the top of the page. Correct the form.*

20. Click the **[Submit]** button.

Note: *Form was Submitted Successfully for processing message appears.*

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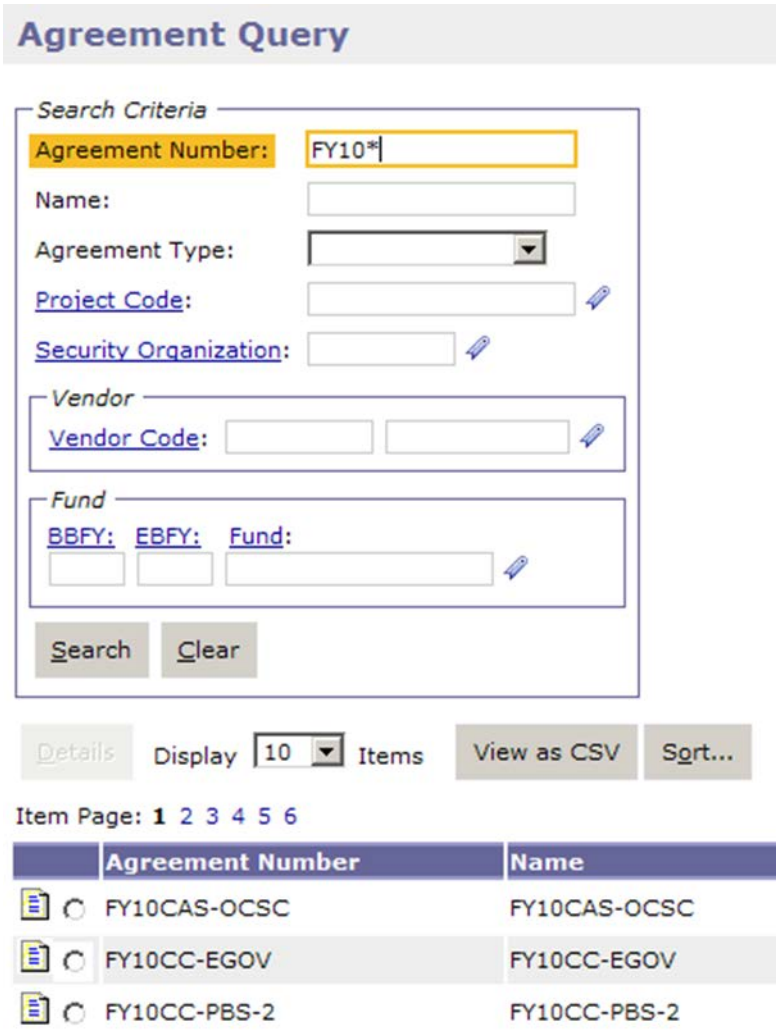
6 Queries & Billing Processes – All Users

6.1 Reviewing Agreements

The Agreement Query provides a summary of all activity for a specific WCF Agreement and provides the capability to view documents that have been processed referencing the agreement. This query also provides a modification history for the agreement. Agreements are viewed by searching on Agreement Number, Agreement Name, Vendor or Fund information. This query is organized as a notebook and contains much of the same information within the WA document. For detailed information about field descriptions of the Agreement Query, please review Section 7.2.

The following steps describe how to review a Pegasys agreement on the Agreement Query.

1. Select **Queries—Project Cost Accounting—Agreement Query** from the menu bar onscreen. *The **Agreement Query** page is displayed.*



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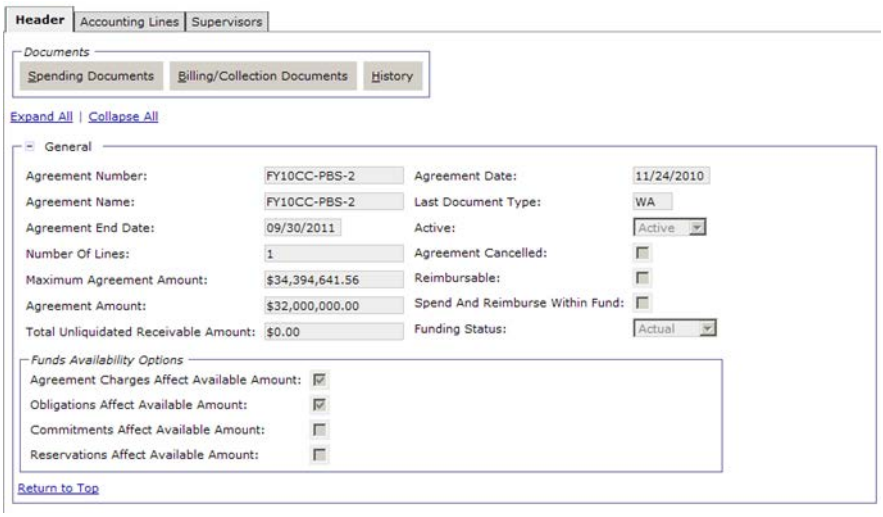
2. Enter the appropriate search criteria in the fields. Click the **[Search]** button.

   Note: *If the full value is unknown, enter a partial value and the * wildcard symbol before or after the value entered. Search results are displayed at the bottom of the screen.*

3. Highlight the appropriate result record, and click the **[Details]** button. *The **Header** page of the selected agreement will be displayed. All fields are protected.*



4. To view the IX Funding Document associated with the Agreement, click the **Spending Documents** button.
5. To view a list of the WCF Billing documents (WBs) associated with the Agreement, click the **Billing/Collection Documents** button.
6. To view an agreement line, click the **Accounting Lines** tab. Select an agreement line from the list, and click the **Accounting Line Detail** link.

6.2 Generating Monthly Internal Billings

The Project Bill Generation Process runs on a monthly basis and creates the billings associated with the WCF Agreements. Billings are only generated if the agreement is fully funded for the specified monthly billing amount by the referenced IX Funding Document. The WCF Billing documents are generated as WB documents. The WB documents generated from the PCAS Bill Generation Process are placed in Scheduled status and are subsequently processed using the General System Offline Form Processor. The monthly billing process is considered complete after the WB documents are successfully processed. For detailed information about these batch processes, please review Section 8.1.

6.3 WCF Billing Document

The WCF Billing document (document type WB) simultaneously records income for GM&A ("Seller") and an expense for the Service or Staff Office ("Buyer"). The accounting dimensions related to both the Seller and the Buyer are transposed from the WCF Agreement line to the WB header accounting line, along with their associated transaction types, which control the

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respective posting models. The WCF Billing document also references the IX Funding Document, which is recorded on the WCF Agreement. This IX Funding Document is liquidated for the bill amount upon processing the WB document to reflect the reduction in funding. For detailed information about field descriptions of the WCF Billing document, please review Section 7.3.

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7 Appendix A – PCAS Document Field Descriptions

7.1 Internal Direct Agreement

7.1.1 Internal Direct Agreement Header Page

The WA document type is an Internal Direct Agreement. The first page of the Internal Direct Agreement form is the Header page. The Header page contains general information about the agreement: such as the Agreement Name and Number, and Billing Options. Figure 7-1: Internal Direct Agreement Header Page displays the Header page of the Internal Direct Agreement form.

Figure 7-1: Internal Direct Agreement Header Page

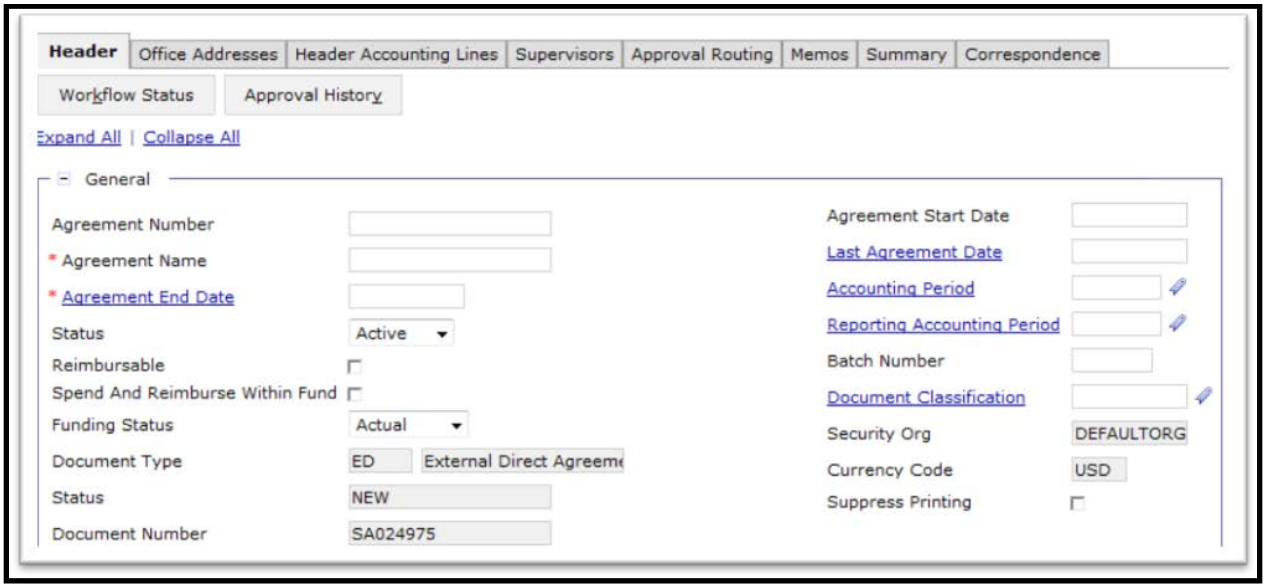

Figure 7-2: Internal Direct Agreement Header Page Field Descriptions provide additional information about Internal Direct Agreement Header page fields.

Figure 7-2: Internal Direct Agreement Header Page Field Descriptions

Field Name	Description	Features
General (Section)		
Agreement Number	The alphanumeric code uniquely defining the agreement. The value entered in this field must be unique across all types of agreements.	Required. Use the following numbering format FYXXGMASSO XX = Fiscal Year (e.g., 08) GMA = CC, CAS or IOS SSO = Service or Staff Office (e.g.,

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Field Name	Description	Features
		PBS, FAS, IG, etc) For example, FY08CCPBS or FY08CASIG
Agreement Name	The alphanumeric name to be associated with this agreement record.	Required.
Agreement End Date	The last date for which spending transactions that reference this agreement can be entered.	Required. Set to September 30 of current Fiscal Year.
Status	The status of the agreement. Must be “Active” for the agreement to allow transactions to reference it and to facilitate automated billing.	Set to Active.
Reimbursable	Indicates whether the agreement is reimbursable or non-reimbursable. This option, in conjunction with the entered revenue source, will determine whether collections against the agreement should update the associated budgets’ actual reimbursement amounts.	Not selected.
Spend And Reimburse Within Fund	This flag forces all spending transactions against ventures or agreements to use the same fund that will be used for billing. Billing documents generated by the PCAS Bill Generation Offline Process will use the accounting strip that is on the agreement line, but an edit is added to force manual bills to use the same dimensions.	Currently not in use.
Funding Status	Indicates the status of funding for the agreements. Funds may be marked as Estimated or Actual. This field defaults to Actual.	Set to Actual.
Document Type	Displays the document type information.	This field is protected.
Status	Displays the document status information.	This field is protected.
Document Number	Displays the document number.	This field is protected.
Title	The title information.	Optional.
Issued By	The name of the person entering the agreement.	Optional.
Original Document Date	The initial date the agreement is created. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	View only

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Field Name	Description	Features
Date	The date the agreement is created. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Optional. If blank, defaults to the current date.
Accounting Period	The accounting period in which this transaction is to be recorded. Enter the value in one of the following formats in which MM refers to the fiscal month and YY refers to the fiscal year: MM/YY MM/YYYY	Optional. If blank, defaults to the current accounting period.
Reporting Accounting Period	The accounting period in which this transaction should be reported, based on when the transaction is entered. Enter the value in one of the following formats in which MM refers to the fiscal month and YY refers to the fiscal year: MM/YY MM/YYYY	Optional. If blank, defaults to the current accounting period.
Last Batch Number	Identifies the batch number associated with this transaction. This number is used when conducting offline batch processing.	Currently not in use.
Document Classification	The predefined group (defined on the Document Classification Maintenance table) to which this transaction belongs.	Currently not in use.
Security Org	The security organization established when the form was created. Only users in the specified security organization of the agreement document will have access to this form. **Note:** If sending to other services for approval, users must select “GSA” as the security organization.	System-maintained. Defaults to user’s security organization.
Last Print Date	Date of lasted printed bill	View only
Suppress Printing	Indicates that this form should not be printed from Pegasys.	Currently not in use.
Created by	The name of the person who created the agreement.	System-maintained
Last Modified by	The name of the person who last modified the agreement.	System-maintained
Funding Availability Options (Group Box)		

Field Name	Description	Features
Agreement Charges Affect Available Amount	Indicates whether agreement charges are included in the available amount calculation. A value of Yes in the dropdown box indicates that agreement charges will reduce the available amount, while a value of No indicates that obligations do not reduce the available amount.	Not used by GSA
Obligations Affect Available Amount	Indicates if obligations should affect the agreement's available amount.	Required.
Commitments Affect Available Amount	Indicates if commitments should affect the agreement's available amount.	Currently not in use.
Reservations Affect Available Amount	Indicates if reservations should affect the agreement's available amount.	Currently not in use.
Amounts (Section)		
Maximum Agreement Amount	The maximum amount of funding to be provided for the agreement.	Required. The sum of all agreement line amounts.
Agreement Lines Amount	The sum of all agreement line amounts.	System-generated.
External System Information (section)		
System ID	The external system identifier.	Currently not in use.
External System Document Identifier	The identification number of the document as it resides in the interfacing system from which it originated.	Currently not in use.
User Defined Fields		
Description (Section)		
Description	A text field 255 characters long used to enter additional information about the reservation.	Optional.
Extended Description	Used if more than 255 characters are needed up to 60,000 characters.	Optional.

7.1.2 Internal Direct Agreement Accounting Line Page

The Internal Direct Agreement **Header Accounting Line** page is accessible by clicking the **Header Accounting Lines** tab. This page contains the obligation accounting information for the Services and GM&A Staff Offices that is used to fund the CC, CAS and IOS billing, as well as the IX Funding Document reference. This page also contains the revenue accounting information for the Working Capital Fund. ***Figure 7-3: Internal Direct Agreement Header Accounting Line Page*** displays the **Header Accounting Line** page of the Internal Direct Agreement form.

Figure 7-3: Internal Direct Agreement Header Accounting Line Page

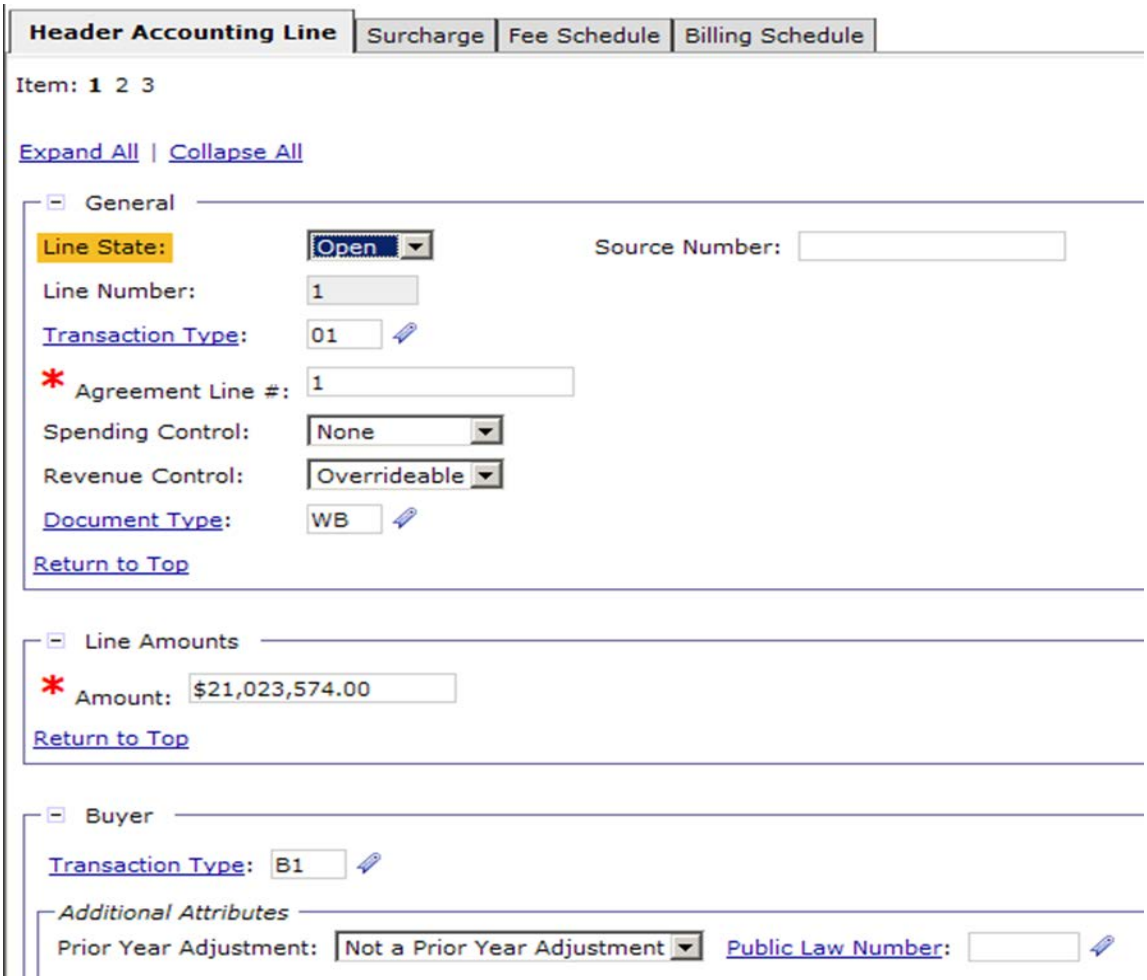

Figure 7-4: Internal Direct Agreement Header Accounting Lines Page Field Descriptions provides additional information about Internal Direct Agreement Header Accounting Line page fields.

Figure 7-4: Internal Direct Agreement Header Accounting Lines Page Field Descriptions

Field Name	Description	Features
General (Section)		
Line State	Allows the agreement to be marked as opened or closed.	Defaults to 'Open'.
Line Number	A number that uniquely identifies the line.	If blank, Pegasys will default the value of the next sequential number from the highest line number already entered.
Transaction Type	An alphanumeric code used in combination with the transaction's document type, that determines the general ledger postings and budgetary impact. Valid values are listed in the Transaction Definition Maintenance table.	System-maintained.
Agreement Line Number	A number that uniquely identifies the agreement line.	Required.
Spending Control	The type of spending control on the line such as overridable, reject, warning, or none.	Set to None.
Revenue Control	The receivable control to be used with the agreement line, with options of reject, overrideable, warning, and none. Refers to the level of the error that the system will return if an agreement line is referenced for a total receivables line that exceeds the total spending amount.	System defaults to None.
Document Type	The document type that should be used when generating transactions associated with this line.	Set to WB.
Source Number	The specific source of the financial transaction activity.	Currently not in use.
Line Amounts (Section)		
Amount	The document type that should be used when generating transactions associated with this line.	Required.
Referenced Amounts (Section)		
Buyer (section)		
Trans Type	The transaction type to be used when generating reimbursable transactions associated with the buyer.	Enter 'B1' if Buyer's fund is not 262X (e.g., customer is a Service). Enter 'B2' if the Buyer's fund is 262X.
Additional Attributes (Section)		

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Field Name	Description	Features
Prior Year Adjustments	Indicates on a form or document's accounting lines whether or not the line is a prior year adjustment. Valid options include Not a Prior Year Adjustment, Backdated Adjustment, or Not Backdated Adjustment.	Defaults to Not a Prior Year Adjustment.
Public Law Number	Provides the ability to record and track Continuing Resolutions.	Currently not in use.
Funding (Group Box)		
Template	The accounting template used to obtain the accounting strip. Valid values are listed in the Accounting Template Maintenance table.	Required.
BFYs	Budget Fiscal Year(s) of the accounting strip for which the form is being processed. Displayed in two fields: Field 1: Beginning Budget Fiscal Year (BBFY). Field 2: Ending Budget Fiscal Year, if applicable (EBFY).	Required. Will default based on the accounting template selected.
Fund	The fund code of the accounting strip. Valid values are listed in the Fund Maintenance table.	Required. Will default based on the accounting template selected.
Region	The region code of the accounting strip. Valid values are listed in the Region Maintenance table.	Will default based on the accounting template selected.
Org Code	The organization code of the accounting strip. Valid values are listed in the Organization Maintenance table.	Will default based on the accounting template selected.
Program	The program code of the accounting strip. Valid values are listed in the Program Maintenance table. Previously referred to as Budget Activity.	Will default based on the accounting template selected.
Project Code	The project/grant/case number/audit number code/profit center of the accounting strip. Valid values are listed in the Project Maintenance table.	Optional.
Activity	The activity code of the accounting strip. Valid values are listed in the Activity Code Maintenance table. *Previously referred to as Function Code.*	May default and/or may become required, based on the accounting template selected.
Sub-Object Class	The sub-object class of the accounting strip. Valid values are listed in the Sub-Object Class Maintenance table. Previously referred to as Cost Element.	Required. Object class is inferred from the Sub-Object Class.
Revenue Source	The revenue source code of the accounting strip. Valid values are listed in the Revenue Source Code Maintenance table.	Not allowed.
Sub Revenue Source	The sub revenue source code of the accounting strip. Valid values are listed in the Revenue Source Code Maintenance table.	Currently not in use.

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Field Name	Description	Features
Building #	The building number of the accounting strip. Valid values are listed in the Building Number Maintenance table.	Optional.
System	The system code of the accounting strip. Valid values are listed in the System Maintenance table.	Optional.
Vehicle Tag #	The vehicle tag of the accounting strip. Valid values are listed in the Vehicle Tag Maintenance table.	Optional.
Work Item	The work item/work category code of the accounting strip. Valid values are listed in the Sub Project Maintenance table.	Optional.
ABC Activity	The ABC activity of the accounting strip. Valid values are listed in the ABC Activity Code Maintenance table.	Optional.
Reimbursable Cost Element	The reimbursable cost element code of the accounting strip. Valid values are listed in the Cost Element Maintenance table.	Not allowed.
Reimbursable Sub Object	The reimbursable sub cost element code of the accounting strip. Valid values are listed in the Cost Element Maintenance table.	Currently not in use.
User Dimension 6-10	An alphanumeric code that specifies a user defined dimension. There can be up to ten user defined dimensions. The value must be valid in the corresponding User Defined Dimension maintenance table.	Currently not in use.
Cost Organization	The cost organization code of the accounting strip. Valid values are listed in the Organization Maintenance table.	Currently not in use.
YBA	The Year of Budget Authority signifies whether budget outlays are from current year funding or unspent prior-year funding. The field can be set as a required field on the Document Type maintenance table. The field is only applicable to no year funds that have the Carryover Flag set to True on the Fund maintenance table.	Optional.
BETC	The business event type code (BETC) of the accounting strip. Valid values are listed in the BETC Maintenance table.	Currently not in use.
Cohort Year	The cohort year of the accounting strip. Must be a valid 4-digit year.	Currently not in use.
PRC	The program reporting category of the accounting strip. Must be valid on the Program Reporting Category maintenance table.	Currently not in use.
Buyer Reference Document (Section)		

Field Name	Description	Features
Type	The document type of the referenced document.	Required.
Number	The document number of the referenced document.	Required.
Item	The itemized line number of the referenced document.	Required.
Accounting	The accounting line number of the referenced document.	Required.
Final (check box)	If checked, liquidates the referenced document and returns unused money to budget.	Currently not in use.
Misc. (check box)	If checked, the accounting line will update the referenced document's miscellaneous amount and does not liquidate a specific accounting line.	Currently not in use.
View (Button)	Opens a new window and transitions user to the Buyer Reference document entered in the fields.	
Default (button)	Brings over accounting data from the Buyer Reference document entered in the fields.	
Agreement (Section)		
Agreement Number		▪
Agreement Line Number		▪
Vendor (Section)		
Code	The vendor code that defines this vendor to the system. The combination of vendor code and vendor address code must be valid on the Vendor maintenance table. Vendor name is a secure field and on pages where the name is populated when the code is entered, the name will only be visible to those with the proper security permissions.	▪
(Address)	The vendor code that defines this vendor to the system. The combination of vendor code and vendor address code must be valid on the Vendor maintenance table. Vendor name is a secure field and on pages where the name is populated when the code is entered, the name will only be visible to those with the proper security permissions.	▪
Address Name	The vendor name associated with the vendor code selected. Must be valid on the Vendor maintenance table. This is a secure field and after entry, the name will only be visible to those with the proper security permissions.	▪

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Field Name	Description	Features
Seller (Section)		
Trans Type	The transaction type to be used when generating reimbursable transactions associated with the seller.	Enter 'S1' if Buyer's fund is not 262X (e.g., customer is a Service). Enter 'S2' if the Buyer's fund is 262X.
Additional Attributes (Section)		
Prior Year Adjustments	Indicates on a form or document's accounting lines whether or not the line is a prior year adjustment. Valid options include Not a Prior Year Adjustment, Backdated Adjustment, or Not Backdated Adjustment.	Defaults to Not a Prior Year Adjustment.
Public Law Number	Provides the ability to record and track Continuing Resolutions.	Currently not in use.
Accounting Dimensions (Group Box)		
Template	The accounting template used to obtain the accounting strip. Valid values are listed in the Accounting Template Maintenance table.	Required.
BFYs	Budget Fiscal Year(s) of the accounting strip for which the form is being processed. Displayed in two fields: Field 1: Beginning Budget Fiscal Year (BBFY). Field 2: Ending Budget Fiscal Year, if applicable (EBFY).	Required. Will default based on the accounting template selected.
Fund	The fund code of the accounting strip. Valid values are listed in the Fund Maintenance table.	Required. Will default based on the accounting template selected.
Region	The region code of the accounting strip. Valid values are listed in the Region Maintenance table.	Will default based on the accounting template selected.
Org Code	The organization code of the accounting strip. Valid values are listed in the Organization Maintenance table.	Will default based on the accounting template selected.
Program	The program code of the accounting strip. Valid values are listed in the Program Maintenance table. Previously referred to as Budget Activity.	Optional.
Project Code	The project/grant/case number/audit number code/profit center of the accounting strip. Valid values are listed in the Project Maintenance table.	Optional.
Activity	The activity code of the accounting strip. Valid values are listed in the Activity Code Maintenance table. *Previously referred to as Function Code.*	May default and/or may become required, based on the accounting template selected.

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Field Name	Description	Features
Sub-Object Class	The sub-object class of the accounting strip. Valid values are listed in the Sub-Object Class Maintenance table. Previously referred to as Cost Element.	Required. Object class is inferred from the Sub-Object Class.
Revenue Source Code	The revenue source code of the accounting strip. Valid values are listed in the Revenue Source Code Maintenance table.	Required.
Sub Revenue Source	The sub revenue source code of the accounting strip. Valid values are listed in the Sub Revenue Source Code Maintenance table.	Currently not in use.
Bldg #	The building number of the accounting strip. Valid values are listed in the Building Number Maintenance table.	Optional.
System	The system code of the accounting strip. Valid values are listed in the System Maintenance table.	Optional.
Vehicle Tag #	The vehicle tag of the accounting strip. Valid values are listed in the Vehicle Tag Maintenance table.	Optional.
Work Item	The work item/work category code of the accounting strip. Valid values are listed in the Sub Project Maintenance table.	Optional.
ABC Activity	The ABC activity of the accounting strip. Valid values are listed in the ABC Activity Code Maintenance table.	Optional.
Reimbursable Cost Element	The reimbursable cost element code of the accounting strip. Valid values are listed in the Cost Element Maintenance table.	Required if Seller fund is budgeted down to the Cost Element level. Object class is inferred from the Cost Element.
Reimbursable Sub Object	The reimbursable sub cost element code of the accounting strip. Valid values are listed in the Sub Cost Element Maintenance table.	Currently not in use.
User Dimension 6-10	An alphanumeric code that specifies a user defined dimension. There can be up to ten user defined dimensions. The value must be valid in the corresponding User Defined Dimension maintenance table.	Currently not in use.
Cost Organization	The cost organization code of the accounting strip. Valid values are listed in the Organization Maintenance table.	Currently not in use.
YBA	The Year of Budget Authority signifies whether budget outlays are from current year funding or unspent prior-year funding. The field can be set as a required field on the Document Type maintenance table. The field is only applicable to no year funds that have the Carryover Flag set to True on the Fund maintenance table.	Optional.

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Field Name	Description	Features
BETC	The business event type code (BETC) of the accounting strip. Valid values are listed in the BETC Maintenance table.	Currently not in use.
Cohort Year	The cohort year of the accounting strip. Must be a valid 4-digit year.	Currently not in use.
PRC	The program reporting category of the accounting strip. Must be valid on the Program Reporting Category maintenance table.	Currently not in use.
Billing Options (Section)		
Billing Start Date	The date on which to begin billing for this agreement.	Required. Set to October 1 of current Fiscal Year.
Billing End Date	The date on which to end billing for this agreement.	Required. Set to September 30 of current Fiscal Year.
Billing Control	Records billing controls for internal and external agreements to control billing in excess of the agreement line amount. Options include reject, Override, warning, and none, where the system defaults to Reject.	Default = Reject.
Minimum Billing Threshold Amount	A minimum amount used by the system to determine if an Agreement line has enough charges/expenses to generate a bill. The billable amount for an agreement line must be equal to or greater than the minimum amount entered for the system to generate a bill. If the corresponding field on the PCAS Billing Option maintenance table has a value, then that value will default on the form/document. However, the default amount may be changed as needed. Disabled if the Bill Cycle = Schedule and/or the Bill Agreement Amount/Percent field is completed.	▪
Prohibit Revenue Refunds	Indicates whether to allow the use of revenue refunds.	▪
Bill Agreement Amount/Percent	Indicates whether the billing for this agreement should be based purely on the agreement amount and not a fixed bill amount or percentage.	Selected.

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Field Name	Description	Features
Bill Agreement Amount	Represents a fixed amount to bill the customer each time a bill is generated. This field is only allowed when the Bill Agreement Amount/Percent Flag is true. If a Percentage is entered, this field is system-maintained and disabled.	Set to monthly bill amount.
Percent	Represents a fixed percentage to bill the customer each time a bill is generated. This field is only allowed when the Bill Agreement Amount/Percent Flag is true.	Currently not in use.
Bill Frequency (Section)		
Bill Cycle	The frequency with which internal vouchers are generated. Valid values include the following: bi-weekly, monthly, bi-monthly, quarterly, semi-annually, annually, and once at completion.	Set to Monthly.
Frequency Interval (X)	The Frequency Interval is used in conjunction with Bill Cycle to determine how often the automated billing process should consider billing the customer for a particular agreement.	▪
Day of Month (Y)	The Day of Month is used in conjunction with Bill Cycle to determine which day of each month the automated billing process should consider billing the customer for a particular agreement. Valid values are positive integers of 1-31. Defaults to NULL.	▪
Holiday Adjustment	The Holiday Adjustment field is used in conjunction with other Billing Option Frequency fields to determine the actual day in which the automated billing process will consider billing the customer for activity against a particular agreement.	▪
Hold Billing	A checkbox that when True (checked), the system will not select the customer agreement's Accounting Line for billing using Project Bill Generation process (PCPROJBILL).	▪
Hold Billing Reason	A 255 character description text box to enter a reason for placing an Agreement Line on Hold Billing.	▪
Billed Activity (Section)		
Agreement Charge	Indicates if agreement charges should be included in the calculated billed amount for a particular agreement.	▪

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Field Name	Description	Features
Per Unit Agreement Charge	Indicates if per unit agreement charges should be included in the calculated billed amount for a particular agreement.	▪
Actual Cost	Indicates if expenditures, obligations, accruals, interest, penalties, and discounts as well as their associated surcharges should be included in the calculated billed amount for a particular agreement.	▪
Actual Cost Billed Activity Detail (Section)		
Bill Obligations	Indicates whether distributed obligations and obligation surcharges should be billed in addition to project charges, expenditures, and expenditure surcharges.	Required.
Bill Accruals	Indicates whether distributed accruals and accrual surcharges should be billed in addition to project charges, expenditures, and expenditure surcharges.	Currently not in use.
Include Interest Amount in Billed Amount	Records whether or not manual and system-determined interest expenditure amounts should be included in the agreement's billed amounts.	▪
Include Penalty Amount in Billed Amount	Records whether or not manual and system-determined penalty expenditure amounts should be included in the agreement's billed amounts.	▪
Include Discounts to Reduce Billed Amount	Records whether or not manual and system-determined discount amounts should reduce an agreement's billed amounts.	▪
Surcharge (Section)		
Default Surcharge Rate	The default rate that applies to all costs distributed to the agreement line, unless another rate is specified for the object code or rollup.	Currently not in use.
Surcharge Project Code Charge		▪
Object Surcharge Level	Indicates the dimension level for which the agency will define object-specific surcharge rates. Valid values are code, class, category, group, and type. Defaults to code.	Currently not in use.
Reorganization Information (Section)		
Reorganization Code		▪

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Field Name	Description	Features
Reorganization Name		▪
Justification		▪
User Defined Field (Section)		
Description (Section)		
Description	A text field 255 characters long used to enter additional information about the reservation.	Optional.
Extended Description	Used if more than 255 characters are needed up to 60,000 characters.	Optional.

7.2 Agreement Query

7.2.1 Agreement Query Header Page

The first page of the Agreement Query is the **Header** page. The **Header** page provides a summary of all activity against the specified Internal Direct Agreement and also provides the capability to view documents that have been processed referencing the agreement. This page also contains general information about the agreement: such as the Agreement Name and Number, and Billing Options. ***Figure 7-5: Agreement Query Header Page*** displays the **Header** page of the Agreement Query.

Figure 7-5: Agreement Query Header Page

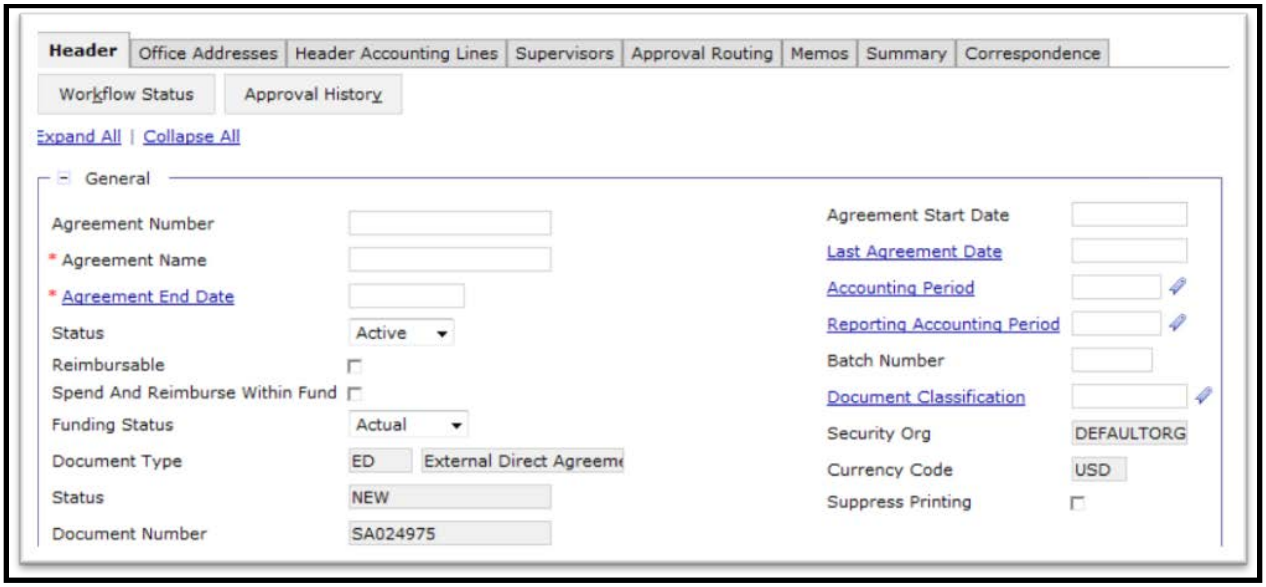

Figure 7-6: Agreement Query Header Page Field Descriptions provide additional information about Agreement Query Header page fields.

Figure 7-6: Agreement Query Header Page Field Descriptions

Field Name	Description	Features
General (Section)		
Agreement Number	The alphanumeric code uniquely defining the agreement. The value entered in this field must be unique across all types of agreements.	This field is protected.
Agreement Name	The alphanumeric name to be associated with this agreement record.	This field is protected.
Agreement End Date	The last date for which spending transactions that reference this agreement can be entered.	This field is protected.
Number of Lines	The number of lines contained in this agreement.	System-generated.
Maximum Agreement Amount	The maximum amount of funding to be provided for the agreement.	This field is protected.
Agreement Amount	The sum of all agreement line amounts.	System-generated.
Total Unliquidated Receivable Amount	The current outstanding receivable balance associated with this agreement. This field is updated by Billing Documents that reference the agreement lines.	System-generated.
Agreement Date	The date the agreement is created.	This field is protected.
Last Document Type	The last document type that updated this agreement.	System-generated.
Active	Determines whether the agreement allows transactions to reference it and to facilitate automated billing.	This field is protected.
Agreement Cancelled	Determines if the agreement is cancelled.	System-generated.
Reimbursable	Indicates whether the agreement is reimbursable or non-reimbursable. This option, in conjunction with the entered revenue source, will determine whether collections against the agreement should update the associated budgets' and projects' actual reimbursement amounts.	This field is protected.
Spend And Reimburse Within Fund	This flag forces all spending transactions against ventures or agreements to use the same fund that will be used for billing. Billing documents generated by the PCAS Bill Generation Offline Process will use the accounting strip that is on the agreement line, but an edit is added to force manual bills to use the same dimensions.	This field is protected.

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Field Name	Description	Features
Funding Status	Indicates the status of funding for the agreements. Funds may be marked as Estimated or Actual.	This field is protected.
Funding Availability (Group Box)		
Agreement Charges Affect Available Amount	Indicates whether agreement charges are included in the available amount calculation. A value of Yes in the dropdown box indicates that agreement charges will reduce the available amount, while a value of No indicates that obligations do not reduce the available amount.	▪
Obligations Affect Available Amount	Indicates if obligations should decrease the agreement's available amount.	This field is protected.
Commitments Affect Available Amount	Indicates if commitments should decrease the agreement's available amount.	This field is protected.
Reservations Affect Available Amount	Indicates if reservations should decrease the agreement's available amount.	This field is protected.
Amount Summary (Section)		
Total Available Amount	The amount of funding available for spending: actual agreement funding less reservations, commitments, and obligations are only included if the Reservations Affect Available Amount, Commitments Affect Available Amount and Obligations Affect Available Amount options are selected within the Funding Availability group box.	System-generated.
Total Profit/Loss Amount	The total sum of the agreement lines Profit loss Amount.	▪
Total Available Receivable Amount	The total advance receivable amount.	▪
Spending Activity (Group Box)		
Total Pre-Commitment Amount	The total pre-commitment balance associated with this agreement. This field is updated by reservation documents that reference the agreement lines.	System-generated.
Total Commitment Amount	The total commitment balance associated with this agreement. This field is updated by request documents that reference the agreement lines.	System-generated.
Total Obligation Amount	The total obligation balance associated with this agreement. This field is updated by order documents that reference the agreement lines.	System-generated.
Total Accrual Amount	The total accrual balance associated with this agreement. This field is updated by receipt documents that reference the agreement lines.	System-generated.

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Field Name	Description	Features
Total Unliquidated Pre-Commitment Amount	The total outstanding pre-commitment balance associated with this agreement. This field is updated by reservation documents that reference the agreement lines.	System-generated.
Total Unliquidated Commitment Amount	The total outstanding commitment balance associated with this agreement. This field is updated by request documents that reference the agreement lines.	System-generated.
Total Unliquidated Obligation Amount	The total outstanding obligation balance associated with this agreement. This field is updated by order documents that reference the agreement lines.	System-generated.
Total Unliquidated Accrual Amount	The total outstanding accrual balance associated with this agreement. This field is updated by receipt documents that reference the agreement lines.	System-generated.
Total Expenditure Amount	The total expenditure balance associated with this agreement. This field is updated by payment documents that reference the agreement lines.	System-generated.
Unliquidated Obligation Surcharge Amount	The unliquidated obligation surcharge balance associated with the agreement lines. This field is calculated by multiplying the surcharge rate by the amounts of the unliquidated orders that reference the agreement lines.	System-generated.
Unliquidated Accrual Surcharge Amount	The unliquidated accrual surcharge balance associated with the agreement lines. This field is calculated by multiplying the surcharge rate by the amounts of the unliquidated receipts that reference the agreement lines.	System-generated.
Total Expenditure Surcharge Amount	The total expenditure surcharge balance associated with the agreement lines. This field is calculated by multiplying the surcharge rate by the amounts of payments that reference the agreement lines.	System-generated.
Total Customer Charge Amount	The total agreement charge balance associated with this agreement. This field is updated by agreement charge documents that reference the agreement lines.	System-generated.
Total Per Unit Project Charge Amount	The total project charge balance associated with this agreement. This field is updated by project charge documents that reference a project and are distributed to the agreement by the Project-to-Customer Distribution batch job.	System-generated.
Total Spending Amount	The total of all spending recorded against this agreement: reservations, commitments, and obligations are only included if the Reservations Affect Available Amount, Commitments Affect Available Amount and Obligations Affect Available Amount options are selected on the Funding Availability group box.	System-generated.
Total Prepayment Amount	The vendor or address-level vendor's total prepayment amount.	▪
Billing And Collection Information (Group Box)		

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Field Name	Description	Features
Total Receivable Amount	The total receivable balance associated with this agreement. This field is updated by billing documents that reference this agreement.	System-generated.
Total Unliquidated Receivable amount	The total outstanding receivable balance associated with this agreement. This field is updated by billing documents that reference this agreement.	System-generated.
Total Collection Amount	The total collection balance associated with this agreement. This field is updated by collection documents (including internal vouchers) that reference this agreement.	System-generated.
Total Write-Off Amount	The total write-off balance associated with this agreement. This field is updated by write-off documents that reference this agreement.	System-generated.
Total Unliquidated Advance Amount	The total outstanding advance balance associated with this agreement. This field is updated by advance payment documents that reference this agreement.	System-generated.
Total Advance Amount	The total advance balance associated with this agreement. This field is updated by advance payment documents that reference this agreement.	System-generated.
Total Advance Applied Amount	The total advance applied balance associated with this agreement. This field is updated by advance offset documents that reference this agreement.	System-generated.
Total Advance Receivable Amount	The total advance receivable balance associated with this agreement. This field is updated by advance billing documents that reference this agreement.	System-generated.
Description (Section)		
Description	A text field 255 characters long used to enter additional information about the reservation.	This field is protected.

7.2.2 Agreement Query Accounting Line Detail Page

The Internal Direct Agreement **Header Accounting Line** page is accessible by clicking the **Header Accounting Lines** tab. The **Header Accounting Line** page provides a summary of activity against the agreement line. This page contains the expenditure accounting information for the Services and GM&A Staff Offices that is used to fund the CC, CAS and IOS billing, as well as the IX document reference. This page also contains the revenue accounting information for the Working Capital Fund. ***Figure 7-7: Agreement Query Accounting Line Detail Page*** displays the **Accounting Line Detail** page of the Agreement Query.

Figure 7-7: Agreement Query Accounting Line Detail Page

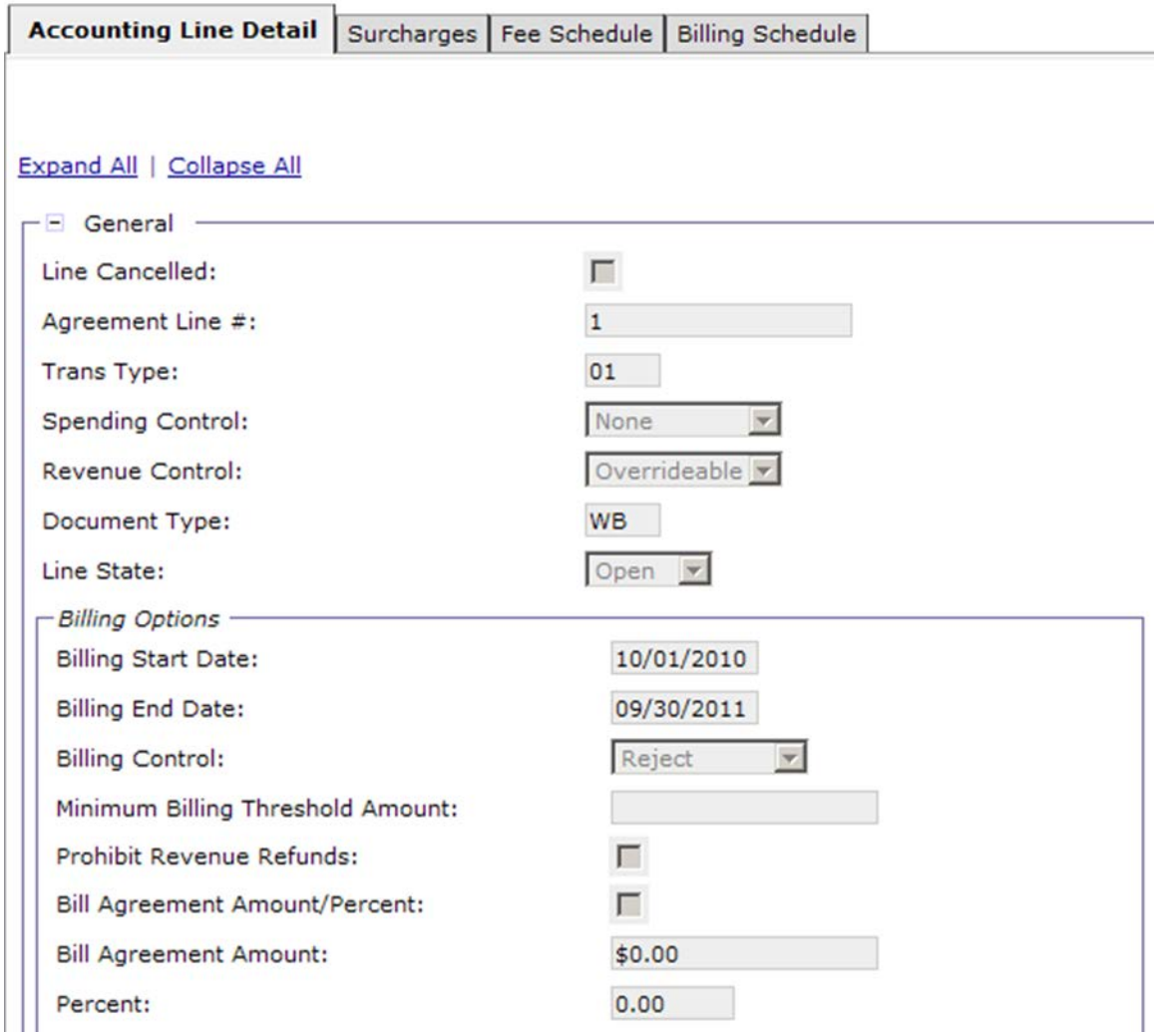

Figure 7-8: Agreement Query Accounting Line Detail Page Field Descriptions provides additional information about Agreement Query Accounting Line Detail page fields.

Figure 7-8: Agreement Query Accounting Line Detail Page Field Descriptions

Field Name	Description	Features
General (Section)		
Line Cancelled	Indicates that the agreement line is cancelled.	System-generated.
Agreement Line Number	A line number that uniquely identifies the agreement line.	This field is protected.
Trans Type	An alphanumeric code used in combination with the transaction's document type, that determines the general ledger postings and budgetary impact. Valid values are listed in the Transaction Definition Maintenance table.	This field is protected.

Field Name	Description	Features
Spending Control	The type of spending control on the line, such as overridable, reject, warning or none.	This field is protected.
Revenue Control	The receivable control to be used with the agreement line, with options of reject, overrideable,warning, and none. System defaults to None. Refers to the level of the error that the system will return if an agreement line is referenced for a total receivables line that exceeds the total spending amount.	▪
Document Type	The document type that should be used when generating transactions associated with this line.	This field is protected.
Line State	Allows the agreement to be marked as opened or closed.	Defaults to 'Open'
Billing Options (Group Box)		
Billing Start Date	The date on which to begin billing for this agreement.	This field is protected.
Billing End Date	The date on which to end billing for this agreement.	This field is protected.
Billing Control	Records billing controls for internal and external agreements to control billing in excess of the agreement line amount. Options include reject, Override, warning, and none, where the system defaults to Reject. Default = Reject.	▪
Minimum Billing Threshold Amount	A minimum amount used by the system to determine if an Agreement line has enough charges/expenses to generate a bill. The billable amount for an agreement line must be equal to or greater than the minimum amount entered for the system to generate a bill. If the corresponding field on the PCAS Billing Option maintenance table has a value, then that value will default on the form/document. However, the default amount may be changed as needed. Disabled if the Bill Cycle = Schedule and/or the Bill Agreement Amount/Percent field is completed.	▪
Prohibit Revenue Refunds	Indicates whether the document type allows the use of revenue refunds or not.	▪
Bill Agreement Amount/Percent	Indicates whether the billing for this agreement should be based purely on the agreement amount and not take into account distributed costs.	This field defaults to false.
Bill Agreement Amount	Represents a fixed amount to bill the customer each time a bill is generated. This field is only allowed when the Bill Agreement Amount/Percent Flag is true.	If a Percentage is entered, this field is system-maintained and disabled.
Percent	The percentage of the project maximum that provides the budgeted or targeted amount for this project budget. If the agency specifies this percentage, the Amount field is calculated and becomes system-maintained.	This field is required unless the Amount field is entered.

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Field Name	Description	Features
Bill Frequency (Group Box)		
Bill Cycle	The frequency with which internal vouchers are generated. Valid values include the following: bi-weekly, monthly, bi-monthly, quarterly, semi-annually, annually, and once at completion.	This field is protected.
Frequency Interval (X)	The Frequency Interval is used in conjunction with Bill Cycle to determine how often the automated billing process should consider billing the customer for a particular agreement.	▪
Day of Month (Y)	The Day of Month is used in conjunction with Bill Cycle to determine which day of each month the automated billing process should consider billing the customer for a particular agreement. Valid values are positive integers of 1-31.	Defaults to NULL.
Holiday Adjustment	The Holiday Adjustment field is used in conjunction with other Billing Option Frequency fields to determine the actual day in which the automated billing process will consider billing the customer for activity against a particular agreement.	▪
Hold Billing	A checkbox that when True (checked), the system will not select the customer agreement's Accounting Line for billing using Project Bill Generation process (PCPROJBILL).	▪
Hold Billing Reason	A 255 character description text box to enter a reason for placing an Agreement Line on Hold Billing.	▪
Billed Activity (Section)		
Agreement Charge	Indicates if agreement charges should be included in the calculated billed amount for a particular agreement.	▪
Per Unit Agreement Charge	Indicates if per unit agreement charges should be included in the calculated billed amount for a particular agreement.	▪
Actual Cost	Indicates if expenditures, obligations, accruals, interest, penalties, and discounts as well as their associated surcharges should be included in the calculated billed amount for a particular agreement.	▪
Actual Cost Billed Activity Detail		
Bill Obligations	Indicates whether distributed obligations and obligation surcharges should be billed in addition to project charges, expenditures, and expenditure surcharges.	This field is protected.
Bill Accruals	Indicates whether distributed accruals and accrual surcharges should be billed in addition to project charges, expenditures, and expenditure surcharges.	This field is protected.
Include Interest Amount in Billed Amount	Records whether or not manual and system-determined interest expenditure amounts should be included in the agreement's billed amounts.	▪

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Field Name	Description	Features
Include Penalty Amount in Billed Amount	Records whether or not manual and system-determined penalty expenditure amounts should be included in the agreement's billed amounts.	▪
Include Discounts to Reduce Billed Amount	Records whether or not manual and system-determined discount amounts should reduce an agreement's billed amounts.	▪
Profit/Loss Posted	Determines how profit will be realized. Valid options include profit, loss, profit/loss, and no profit/loss.	▪
Rolled Over to New Accounting Line	Value set by Agreement Rollover Process.	▪
Original Agreement Line #	Value set by Agreement Rollover process.	▪
Amount Summary (Section)		
Amount	The maximum amount of funding to be provided for the agreement line.	System-generated.
Available Amount	Obligations, Commitments, and Pre-Commitments subtracted from Amount.	System-generated.
Total Available Receivable Amount	Calculated value that equals the agreement amount minus the sum of the lines, where the sum of the lines equals Total Collections + Unliquidated Receivables. Based on the line's agreement amount, this is the portion of the line's agreement amount that has not yet been billed or received and is still available revenue.	▪
Spending Activity (Group Box)		
Pre-Commitment Amount	The pre-commitment balance associated with this agreement line. This field is updated by reservation documents that reference this agreement line.	System-generated.
Commitment Amount	The total commitment balance associated with this agreement line. This field is updated by request documents that reference this agreement line.	System-generated.
Obligation Amount	The total obligation balance associated with this agreement line. This field is updated by order documents that reference this agreement line.	System-generated.
Accrual Amount	The total accrual balance associated with this agreement line. This field is updated by receipt documents that reference this agreement line.	System-generated.
Expenditure Amount	The expenditure balance associated with this agreement line. This field is updated by payment documents that reference this agreement line.	System-generated.

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Field Name	Description	Features
Obligation Surcharge Amount	The obligation surcharge balance associated with this agreement line. This field is calculated by multiplying the surcharge rate by the amounts of the orders that reference this agreement line.	System-generated.
Accrual Surcharge Amount	The accrual surcharge balance associated with this agreement lines. This field is calculated by multiplying the surcharge rate by the amounts of receipts that reference this agreement line.	System-generated.
Unliquidated Pre-Commitment Amount	The outstanding pre-commitment balance associated with this agreement line. This field is updated by reservation documents that reference this agreement line.	System-generated.
Unliquidated Commitmen t Amount	The outstanding commitment balance associated with this agreement line. This field is updated by request documents that reference this agreement line.	System-generated.
Unliquidated Obligation Amount	The outstanding obligation balance associated with this agreement line. This field is updated by order documents that reference this agreement line.	System-generated.
Unliquidated Accrual Amount	The outstanding accrual balance associated with this agreement line. This field is updated by receipt documents that reference this agreement line.	System-generated.
Expenditure Surcharge Amount	The expenditure surcharge balance associated with this agreement lines. This field is calculated by multiplying the surcharge rate by the amounts of payments that reference this agreement line.	System-generated.
Customer Charge Amount	The agreement charge balance associated with this agreement line. This field is updated by agreement charge documents that reference this agreement line.	System-generated.
Per Unit Project Charge Amount	The project charge balance associated with this agreement line. This field is updated by project charge documents that reference a project and are distributed to the agreement line by the Project-to-Customer Distribution batch job.	System-generated.
Spending Amount	The total of all spending recorded against this agreement: reservations, commitments, and obligations are only included if the Reservations Affect Available Amount, Commitments Affect Available Amount and Obligations Affect Available Amount options are selected on the Funding Availability group box.	System-generated.
Prepayment Amount	The vendor or address-level vendor's total prepayment amount.	▪
Profit/Loss Amount	Calculated value that equals total revenue minus total spending. Advance Collections and Advance Receivables are not included in this calculation. Only enabled on the AA Level.	▪
Billing And Collection Information (Group Box)		

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Field Name	Description	Features
Receivable Amount	The receivable balance associated with this agreement line. This field is updated by billing documents that reference this agreement line.	System-generated.
Unliquidated Receivable amount	The outstanding receivable balance associated with this agreement line. This field is updated by billing documents that reference this agreement line.	System-generated.
Collection Amount	The collection balance associated with this agreement line. This field is updated by collection documents (including internal vouchers) that reference this agreement line.	System-generated.
Write-Off Amount	The write-off balance associated with this agreement line. This field is updated by write-off documents that reference this agreement line.	System-generated.
Advance Amount	The outstanding advance balance associated with this agreement line. This field is updated by advance payment documents that reference this agreement line.	System-generated.
Total Advance Amount	The advance balance associated with this agreement line. This field is updated by advance payment documents that reference this agreement line.	System-generated.
Advance Applied Amount	The advance applied balance associated with this agreement line. This field is updated by advance offset documents that reference this agreement line.	System-generated.
Advance Receivable Amount	The advance receivable balance associated with this agreement line. This field is updated by advance billing documents that reference this agreement line.	System-generated.
Advance Refunded Amount	Amount of advance refund processed against an agreement.	▪
Buyer (section)		
Trans Type	The transaction type to be used when generating reimbursable transactions associated with the buyer.	This field is protected.
Funding (Group Box)		
Template	The accounting template used to obtain the accounting strip. Valid values are listed in the Accounting Template Maintenance table.	This field is protected.
BFYs	Budget Fiscal Year(s) of the accounting strip for which the form is being processed. Displayed in two fields: Field 1: Beginning Budget Fiscal Year (BBFY). Field 2: Ending Budget Fiscal Year, if applicable (EBFY).	This field is protected.

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Field Name	Description	Features
Fund	The fund code of the accounting strip. Valid values are listed in the Fund Maintenance table.	This field is protected.
Region	The region code of the accounting strip. Valid values are listed in the Region Maintenance table.	This field is protected.
Org Code	The organization code of the accounting strip. Valid values are listed in the Organization Maintenance table.	This field is protected.
Program	The program code of the accounting strip. Valid values are listed in the Program Maintenance table.	This field is protected.
Project Code	The project/grant/case number/audit number code/profit center of the accounting strip. Valid values are listed in the Project Maintenance table.	This field is protected.
Activity	The activity code of the accounting strip. Valid values are listed in the Activity Maintenance table.	This field is protected.
SOC	The sub-object class code of the accounting strip. Valid values are listed in the Sub-Object Class Maintenance table.	This field is protected.
Revenue Source Code	The revenue source code of the accounting strip. Valid values are listed in the Revenue Source Code Maintenance table.	This field is protected.
Sub Revenue Source	The sub revenue source code of the accounting strip. Valid values are listed in the Revenue Source Code Maintenance table.	This field is protected.
Bldg #	The building number of the accounting strip. Valid values are listed in the Building Number Maintenance table.	This field is protected.
System	The system code of the accounting strip. Valid values are listed in the System Maintenance table.	This field is protected.
Vehicle Tag #	The vehicle tag of the accounting strip. Valid values are listed in the Vehicle Tag Maintenance table.	This field is protected.
Work Item	The work item/work category code of the accounting strip. Valid values are listed in the Sub Project Maintenance table.	This field is protected.
ABC Activity	The ABC activity of the accounting strip. Valid values are listed in the ABC Activity Code Maintenance table.	This field is protected.
Reimbursable Cost Element	The reimbursable cost element code of the accounting strip. Valid values are listed in the Cost Element Maintenance table.	This field is protected.
Reimbursable Sub Object	The reimbursable sub cost element code of the accounting strip. Valid values are listed in the Sub Cost Element Maintenance table.	This field is protected.

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Field Name	Description	Features
User Dimension 6-10	An alphanumeric code that specifies a user defined dimension. There can be up to ten user defined dimensions. The value must be valid in the corresponding User Defined Dimension maintenance table.	This field is protected. Currently not in use.
Cost Organization	The cost organization code of the accounting strip. Valid values are listed in the Organization Maintenance table.	This field is protected.
YBA	The Year of Budget Authority signifies whether budget outlays are from current year funding or unspent prior-year funding. The field can be set as a required field on the Document Type maintenance table. The field is only applicable to no year funds that have the Carryover Flag set to True on the Fund maintenance table.	This field is protected.
BETC	The business event type code (BETC) of the accounting strip. Valid values are listed in the BETC Maintenance table.	This field is protected.
Cohort Year	The cohort year of the accounting strip. Must be a valid 4-digit year.	This field is protected. Currently not in use.
PRC	The program reporting category of the accounting strip. Must be valid on the Program Reporting Category maintenance table.	This field is protected. Currently not in use.
Buyer Reference Document (Section)		
Type	The document type of the referenced document.	This field is protected.
Number	The document number of the referenced document.	This field is protected.
Item	The itemized line number of the referenced document.	This field is protected.
Accounting	The accounting line number of the referenced document.	This field is protected.
Final (check box)	If checked, liquidates the referenced document and returns unused money to budget.	Currently not in use.
Misc. (check box)	If checked, the accounting line will update the referenced document's miscellaneous amount and does not liquidate a specific accounting line.	Currently not in use.
View (Button)	Opens a new window and transitions user to the Buyer Reference document entered in the fields.	
Default (button)	Brings over accounting data from the Buyer Reference document entered in the fields.	
Seller (Section)		
Trans Type	The transaction type to be used when generating reimbursable transactions associated with the seller.	This field is protected.

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Field Name	Description	Features
Funding (Group Box)		
Template	The accounting template used to obtain the accounting strip. Valid values are listed in the Accounting Template Maintenance table.	This field is protected.
BFYs	Budget Fiscal Year(s) of the accounting strip for which the form is being processed. Displayed in two fields: Field 1: Beginning Budget Fiscal Year (BBFY). Field 2: Ending Budget Fiscal Year, if applicable (EBFY).	This field is protected.
Fund	The fund code of the accounting strip. Valid values are listed in the Fund Maintenance table.	This field is protected.
Region	The region code of the accounting strip. Valid values are listed in the Region Maintenance table.	This field is protected.
Org Code	The organization code of the accounting strip. Valid values are listed in the Organization Maintenance table.	This field is protected.
Program	The program code of the accounting strip. Valid values are listed in the Program Maintenance table.	This field is protected.
Project Code	The project/grant/case number/audit number code/profit center of the accounting strip. Valid values are listed in the Project Maintenance table.	This field is protected.
Activity	The activity code of the accounting strip. Valid values are listed in the Activity Code Maintenance table.	This field is protected.
SOC	The sub-object class code of the accounting strip. Valid values are listed in the Sub-Object Class Maintenance table.	This field is protected.
Revenue Source Code	The revenue source code of the accounting strip. Valid values are listed in the Revenue Source Code Maintenance table.	This field is protected.
Sub Revenue Source	The sub revenue source code of the accounting strip. Valid values are listed in the Revenue Source Code Maintenance table.	This field is protected. Currently not in use.
Bldg #	The building number of the accounting strip. Valid values are listed in the Building Number Maintenance table.	This field is protected.
System	The system code of the accounting strip. Valid values are listed in the System Maintenance table.	This field is protected.
Vehicle Tag #	The vehicle tag of the accounting strip. Valid values are listed in the Vehicle Tag Maintenance table.	This field is protected.
Work Item	The work item/work category code of the accounting strip. Valid values are listed in the Sub Project Maintenance table.	This field is protected.

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Field Name	Description	Features
ABC Activity	The ABC activity of the accounting strip. Valid values are listed in the ABC Activity Code Maintenance table.	This field is protected.
Reimbursable Cost Element	The reimbursable cost element code of the accounting strip. Valid values are listed in the Cost Element Maintenance table.	This field is protected.
Reimbursable Sub Object	The reimbursable sub cost element code of the accounting strip. Valid values are listed in the Sub Cost Element Maintenance table.	This field is protected. Currently not in use.
User Dimension 6-10	An alphanumeric code that specifies a user defined dimension. There can be up to ten user defined dimensions. The value must be valid in the corresponding User Defined Dimension maintenance table.	This field is protected. Currently not in use.
Cost Organization	The cost organization code of the accounting strip. Valid values are listed in the Organization Maintenance table.	This field is protected. Currently not in use.
YBA	The Year of Budget Authority signifies whether budget outlays are from current year funding or unspent prior-year funding. The field can be set as a required field on the Document Type maintenance table. The field is only applicable to no year funds that have the Carryover Flag set to True on the Fund maintenance table.	This field is protected.
BETC	The business event type code (BETC) of the accounting strip. Valid values are listed in the BETC Maintenance table.	This field is protected. Currently not in use.
Cohort Year	The cohort year of the accounting strip. Must be a valid 4-digit year.	This field is protected. Currently not in use.
PRC	The program reporting category of the accounting strip. Must be valid on the Program Reporting Category maintenance table.	This field is protected. Currently not in use.
Description (Section)		
Description	A text field 255 characters long used to enter additional information about the reservation.	This field is protected.

7.3 Internal Voucher

7.3.1 Internal Voucher Header Page

The WB and WV document types are Internal Vouchers. The Internal Voucher document enables GSA to simultaneously record an expenditure for the receiver of goods/services (i.e., the Services and GM&A Staff Offices, defined as the Buyer"), thus liquidating the Buyer's IX Funding Document, and a collection for the provider of the goods/services (i.e., GM&A, defined as the "Seller"). ***Figure 7-9: Internal Voucher Header Page*** displays the **Header** page for the Internal Voucher form.

Figure 7-9: Internal Voucher Header Page

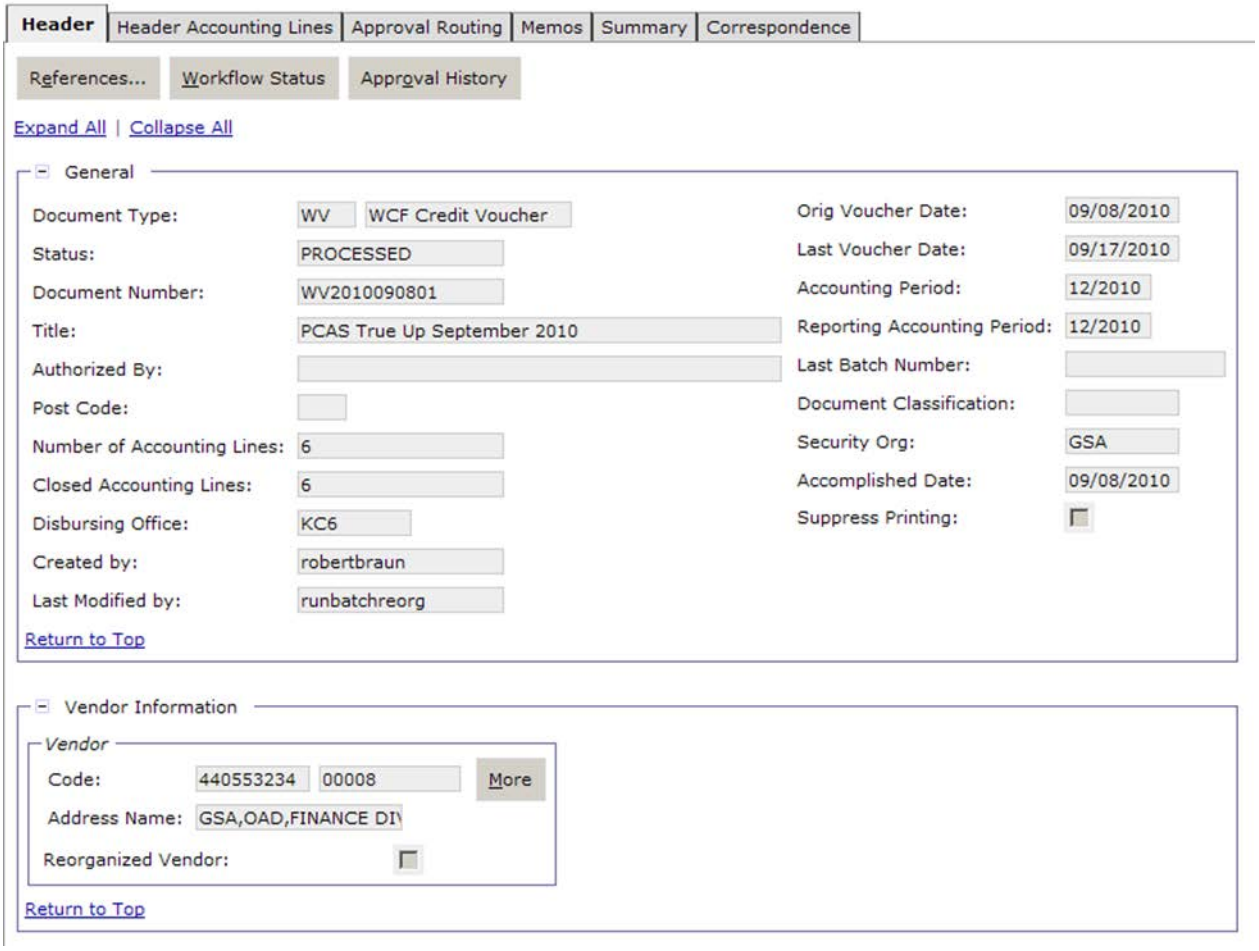

Figure 7-10: Internal Voucher Header Page Field Descriptions provides additional information about the Internal Voucher Header page fields.

Figure 7-10: Internal Voucher Header Page Field Descriptions

Field Name	Description	Features
General (Section)		
Document Type	Displays the document type information.	This field is protected.
Status	Displays the document status information.	This field is protected.
Document Number	Displays the document number.	This field is protected.
Title	The title information.	Optional.
Authorized By	The name of the person entering the agreement.	Optional.

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Field Name	Description	Features
Post Code	The Post Code where the cashier is located who performed the transaction.	Currently not in use.
Disbursing Office	The code that identifies the office that will disburse the given payment. The value must be valid on the Disbursing Office Maintenance table.	Required.
Voucher Date	The date the internal voucher is created. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Optional. If blank, defaults to the current date.
Accounting Period	The accounting period in which this transaction is to be recorded. Enter the value in one of the following formats in which MM refers to the fiscal month and YY refers to the fiscal year: MM/YY MM/YYYY	Optional. If blank, defaults to the current accounting period.
Reporting Accounting Period	The accounting period in which this transaction should be reported, based on when the transaction is entered. Enter the value in one of the following formats in which MM refers to the fiscal month and YY refers to the fiscal year: MM/YY MM/YYYY	Optional. If blank, defaults to the current accounting period.
Batch Number	Identifies the batch number associated with this transaction. This number is used when conducting offline batch processing.	Currently not in use.
Document Classification	The predefined group (defined on the Document Classification Maintenance table) to which this transaction belongs.	Optional.
Security Org	The security organization established when the form was created. Only users in the specified security organization of the internal voucher will have access to this form. **Note:** If sending to other services for approval, users must select “GSA” as the security organization.	System-maintained. Defaults to user’s security organization.
Accomplished Date	For inter-agency transfer payments, the date the direct fund transfer actually occurred. Enter the value in the following format: MM/DD/YY MM/DD/YYYY	Optional. If blank, defaults to the current accounting period.
Suppress Printing	Indicates that this form should not be printed from Pegasys.	Currently not in use.

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Field Name	Description	Features
Vendor Information (Section)		
Code	Displayed in two fields: Field 1: Vendor Code—A code specifically assigned to a particular vendor listed on the Vendor Maintenance table. This code is generally the vendor TIN (Taxpayer Identification Number), except for foreign vendors and employees. Field 2: Address Code—The address code linked to the vendor code listed in Field 1.	Required. ▪ Vendor 440553234 Address Code 00008
Name	The name of the vendor providing the goods or services.	Required. Defaults when vendor information is entered.
More (button)	Displays the Vendor Information dialog box that identifies address information about the vendor.	Optional.
Amounts (Section)		
Net Amount	The total original dollar amount of the internal voucher's accounting lines.	System-maintained.
External System Information (section)		
System ID	The external system identifier.	Currently not in use.
External System Document Identifier	The identification number of the document as it resides in the interfacing system from which it originated.	Currently not in use.
Description (Section)		
Description	A text field 255 characters long used to enter additional information about the reservation.	Optional.
Extended Description	Used if more than 255 characters are needed up to 60,000 characters.	Optional.

7.3.2 Internal Voucher Accounting Line Page

The Internal Voucher **Header Accounting Line** page is accessible by clicking the **Header Accounting Lines** tab. This page contains the expenditure accounting information for the Services and GM&A Staff Offices that is used to fund the CC, CAS and IOS billing, as well as the IX Funding Document reference. This page also contains the revenue accounting information for the Working Capital Fund. ***Figure 7-11: Internal Voucher Accounting Line Page*** displays the **Header Accounting Line** page of the Internal Voucher form.

Figure 7-11: Internal Voucher Accounting Line Page

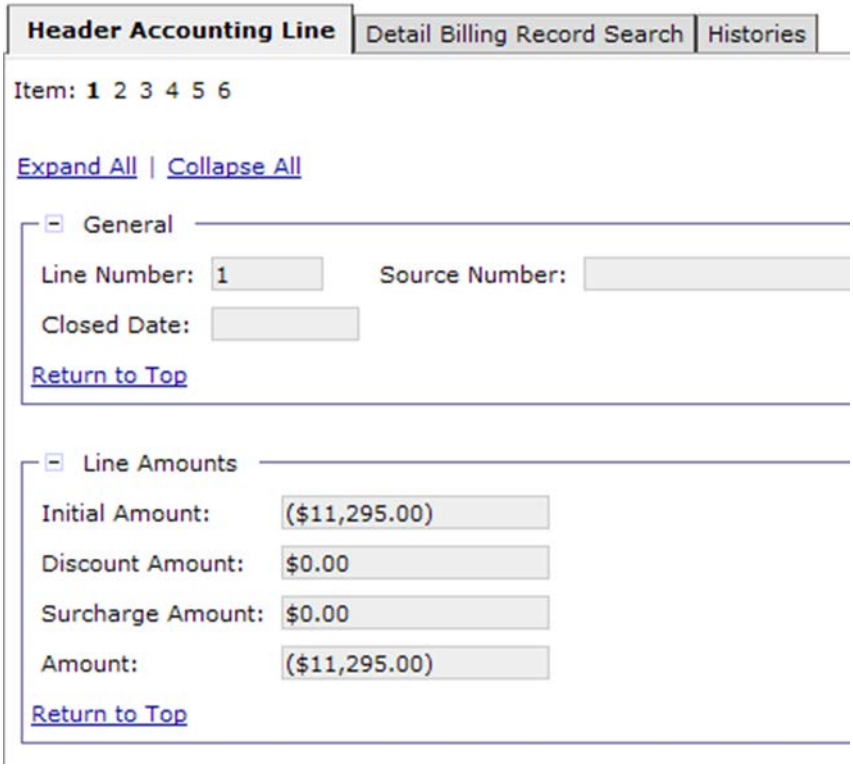

Figure 7-12: Internal Voucher Accounting Line Page Field Descriptions provides additional information about Internal Voucher Header Accounting Line page fields.

Figure 7-12: Internal Voucher Accounting Line Page Field Descriptions

Field Name	Description	Features
General (Section)		
Line Number	A number that uniquely identifies the line.	If blank, Pegasys will default the value of the next sequential number from the highest line number already entered.
Source Number	The specific source of the financial transaction activity.	Currently not in use.
Line Amounts (Section)		
Amount	The original dollar amount of this internal voucher's accounting line.	Required. If Internal Voucher form is generated by the Project Bill Generation Process, this field is automatically populated.
Agreement (Section)		

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Field Name	Description	Features
Agreement Number	Specifies the agreement associated with this internal voucher. Entering the agreement information will update the appropriate amounts on the Agreement Query.	Required. If Internal Voucher form is generated by the Project Bill Generation Process, this field is automatically populated.
Agreement Line Number	Specifies the agreement line associated with this internal voucher. Entering the agreement information will update the appropriate amounts on the Agreement Query.	Required. If Internal Voucher form is generated by the Project Bill Generation Process, this field is automatically populated.
Buyer (section)		
Liquidate Items	When checked, allows the referenced document's itemized line quantity and funding to be liquidated by the referencing document's header accounting line.	Currently not in use.
Trans Type	The transaction type to be used when generating reimbursable transactions associated with the buyer.	Enter 'B1' if Buyer's fund is not 262X (e.g., customer is a Service). Enter 'B2' if the Buyer's fund is 262X. If Internal Voucher form is generated by the Project Bill Generation Process, this field is automatically populated.
224 Reclassification	Designation whether the document is an SF-224 reclassification	Currently not in use.
Funding (Group Box)		
Template	The accounting template used to obtain the accounting strip. Valid values are listed in the Accounting Template Maintenance table.	Required. If Internal Voucher form is generated by the Project Bill Generation Process, this field is automatically populated.
BFYs	Budget Fiscal Year(s) of the accounting strip for which the form is being processed. Displayed in two fields: Field 1: Beginning Budget Fiscal Year (BBFY). Field 2: Ending Budget Fiscal Year, if applicable (EBFY).	Required. Will default based on the accounting template selected.
Fund	The fund code of the accounting strip. Valid values are listed in the Fund Maintenance table.	Required. Will default based on the accounting template selected.
Region	The region code of the accounting strip. Valid values are listed in the Region Maintenance table.	Will default based on the accounting template selected.

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Field Name	Description	Features
Org Code	The organization code of the accounting strip. Valid values are listed in the Organization Maintenance table.	Will default based on the accounting template selected.
Program	The program code of the accounting strip. Valid values are listed in the Program Maintenance table.	Will default based on the accounting template selected.
Project Code	The project/grant/case number/audit number code/profit center of the accounting strip. Valid values are listed in the Project Maintenance table.	Optional.
Activity	The activity code of the accounting strip. Valid values are listed in the Activity Maintenance table.	May default and/or may become required, based on the accounting template selected.
SOC	The sub-object class code of the accounting strip. Valid values are listed in the Sub-Object Class Maintenance table.	Required. Object class is inferred from the SOC
Revenue Source Code	The revenue source code of the accounting strip. Valid values are listed in the Revenue Source Code Maintenance table.	Not allowed.
Sub Revenue Source	The sub revenue source code of the accounting strip. Valid values are listed in the Revenue Source Code Maintenance table.	Currently not in use.
Bldg #	The building number of the accounting strip. Valid values are listed in the Building Number Maintenance table.	Optional.
System	The system code of the accounting strip. Valid values are listed in the System Maintenance table.	Optional.
Vehicle Tag #	The vehicle tag of the accounting strip. Valid values are listed in the Vehicle Tag Maintenance table.	Optional.
Work Item	The work item/work category code of the accounting strip. Valid values are listed in the Sub Project Maintenance table.	Optional.
ABC Activity	The ABC activity of the accounting strip. Valid values are listed in the ABC Activity Code Maintenance table.	Optional.
Reimbursable Cost Element	The reimbursable cost element code of the accounting strip. Valid values are listed in the Cost Element Maintenance table.	Not allowed.

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Field Name	Description	Features
Reimbursable Sub Object	The reimbursable sub cost element code of the accounting strip. Valid values are listed in the Cost Element Maintenance table.	Currently not in use.
User Dimension 6-10	An alphanumeric code that specifies a user defined dimension. There can be up to ten user defined dimensions. The value must be valid in the corresponding User Defined Dimension maintenance table.	Currently not in use.
Cost Organization	The cost organization code of the accounting strip. Valid values are listed in the Organization Maintenance table.	Currently not in use.
YBA	The Year of Budget Authority signifies whether budget outlays are from current year funding or unspent prior-year funding. The field can be set as a required field on the Document Type maintenance table. The field is only applicable to no year funds that have the Carryover Flag set to True on the Fund maintenance table.	▪ Optional.
BETC	The business event type code (BETC) of the accounting strip. Valid values are listed in the BETC Maintenance table.	Currently not in use.
Cohort Year	The cohort year of the accounting strip. Must be a valid 4-digit year.	▪ Currently not in use.
PRC	The program reporting category of the accounting strip. Must be valid on the Program Reporting Category maintenance table.	▪ Currently not in use.
Buyer Description (Section)		
Description	A text field 255 characters long used to enter additional information about the reservation.	▪ Optional.
Buyer Reference Document (Section)		
Type	The document type of the referenced document.	▪ Required. ▪ If Internal Voucher form is generated by the Project Bill Generation Process, this field is automatically
Number	The document number of the referenced document.	▪ Required. ▪ If Internal Voucher form is generated by the Project Bill Generation Process, this field is automatically
Item	The itemized line number of the referenced document.	▪ Required. ▪ If Internal Voucher form is generated by the Project Bill Generation Process, this field is automatically

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Field Name	Description	Features
Accounting	The accounting line number of the referenced document.	Required. If Internal Voucher form is generated by the Project Bill Generation Process, this field is automatically populated.
Final (check box)	If checked, liquidates the referenced document and returns unused money to budget.	▪ Currently not in use.
Misc. (check box)	If checked, the accounting line will update the referenced document's miscellaneous amount and does not liquidate a specific accounting line.	▪ Currently not in use.
View (Button)	Opens a new window and transitions user to the Buyer Reference document entered in the fields.	
Default (button)	Brings over accounting data from the Buyer Reference document entered in the fields.	
Seller (Section)		
Trans Type	The transaction type to be used when generating reimbursable transactions associated with the seller.	▪ Enter 'S1' if Buyer's fund is not 262X (e.g., customer is a Service). ▪ Enter 'S2' if the Buyer's fund is 262X. ▪ If Internal Voucher form is generated by the Project Bill Generation Process, this field is automatically
224 Reclassification	Designation whether the document is an SF-224 reclassification	▪ Currently not in use.
Funding (Group Box)		
Template	The accounting template used to obtain the accounting strip. Valid values are listed in the Accounting Template Maintenance table.	▪ Required. ▪ If Internal Voucher form is generated by the Project Bill Generation Process, this field is automatically
BFYs	Budget Fiscal Year(s) of the accounting strip for which the form is being processed. Displayed in two fields: Field 1: Beginning Budget Fiscal Year (BBFY). Field 2: Ending Budget Fiscal Year, if applicable (EBFY).	Required. Will default based on the accounting template selected.
Fund	The fund code of the accounting strip. Valid values are listed in the Fund Maintenance table.	▪ Required. ▪ Will default based on the accounting template selected.

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Field Name	Description	Features
Region	The region code of the accounting strip. Valid values are listed in the Region Maintenance table.	▪ Will default based on the accounting template selected.
Org Code	The organization code of the accounting strip. Valid values are listed in the Organization Maintenance table.	▪ Will default based on the accounting template selected.
Program	The program code of the accounting strip. Valid values are listed in the Program Maintenance table.	▪ Optional.
Project Code	The project/grant/case number/audit number code/profit center of the accounting strip. Valid values are listed in the Project Maintenance table.	▪ Optional.
Activity	The activity code of the accounting strip. Valid values are listed in the Activity Maintenance table.	▪ May default and/or may become required, based on the accounting template selected.
SOC	The sub-object class code of the accounting strip. Valid values are listed in the Sub-Object Class Maintenance table.	▪ Not allowed.
Revenue Source Code	The revenue source code of the accounting strip. Valid values are listed in the Revenue Source Code Maintenance table.	▪ Required.
Sub Revenue Source	The sub revenue source code of the accounting strip. Valid values are listed in the Sub Revenue Source Code Maintenance table.	▪ Currently not in use.
Bldg #	The building number of the accounting strip. Valid values are listed in the Building Number Maintenance table.	▪ Optional.
System	The system code of the accounting strip. Valid values are listed in the System Maintenance table.	▪ Optional.
Vehicle Tag #	The vehicle tag of the accounting strip. Valid values are listed in the Vehicle Tag Maintenance table.	▪ Optional.
Work Item	The work item/work category code of the accounting strip. Valid values are listed in the Sub Project Maintenance table.	▪ Optional.
ABC Activity	The ABC activity of the accounting strip. Valid values are listed in the ABC Activity Code Maintenance table.	▪ Optional.

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Field Name	Description	Features
Reimbursable Cost Element	The reimbursable cost element code of the accounting strip. Valid values are listed in the Cost Element Maintenance table.	▪ Required when Seller fund is budgeted down to the Cost Element level. Object class is inferred from the Cost Element.
Reimbursable Sub Object	The reimbursable sub cost element code of the accounting strip. Valid values are listed in the Sub Cost Element Maintenance table.	▪ Currently not in use.
User Dimension 6-10	An alphanumeric code that specifies a user defined dimension. There can be up to ten user defined dimensions. The value must be valid in the corresponding User Defined Dimension maintenance table.	▪ Currently not in use.
Cost Organization	The cost organization code of the accounting strip. Valid values are listed in the Organization Maintenance table.	▪ Currently not in use.
YBA	The Year of Budget Authority signifies whether budget outlays are from current year funding or unspent prior-year funding. The field can be set as a required field on the Document Type maintenance table. The field is only applicable to no year funds that have the Carryover Flag set to True on the Fund maintenance table.	▪ Optional.
BETC	The business event type code (BETC) of the accounting strip. Valid values are listed in the BETC Maintenance table.	▪ Currently not in use.
Cohort Year	The cohort year of the accounting strip. Must be a valid 4-digit year.	▪ Currently not in use.
PRC	The program reporting category of the accounting strip. Must be valid on the Program Reporting Category maintenance table.	▪ Currently not in use.
Seller Description (Section)		
Description	A text field 255 characters long used to enter additional information about the reservation.	▪ Optional.
Seller Reference Document (Section)		
Type	The document type of the referenced document.	▪ Currently not in use.
Number	The document number of the referenced document.	▪ Currently not in use.
Accounting	The accounting line number of the referenced document.	▪ Currently not in use.

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Field Name	Description	Features
Final (check box)	If checked, liquidates the referenced document and returns unused money to budget.	▪ Currently not in use.
Misc. (check box)	If checked, the accounting line will update the referenced document's miscellaneous amount and does not liquidate a specific accounting line.	▪ Currently not in use.
View (Button)	Opens a new window and transitions user to the Buyer Reference document entered in the fields.	
Default (button)	Brings over accounting data from the Buyer Reference document entered in the fields.	
Description (Section)		
Extended Description	Used if more than 255 characters are needed up to 60,000 characters.	▪ Optional.

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8 Appendix B - Batch Process and Reference Table Information

8.1 Project Bill Generation Process

The Project Bill Generation Process creates bills associated with Pegasys agreements. After costs have been distributed (or direct charges applied) to the customers, customers can be billed for the costs by running the Project Bill Generation Process. This process uses the cost information specified in the agreements and document information on the PCAS Billing Options Maintenance table to generate the internal vouchers. Internal Vouchers bill organizations within the same agency. The Buyer and Seller accounting lines do not change from that specified on the agreement. An expenditure is created for the Buyer and a cash transaction is created for the Seller.

Executable Name

The C++ executable that performs the Project Bill Generation Process is PCProjBill.

Related Processes

If using the indirect model, the Project-to-Customer Distribution Process should be run before the Project Bill Generation Process is run. No processes are required to run following the Project Bill Generation Process.

Database Updates

The Project Bill Generation Process creates new Internal Voucher forms based on agreement and billing options.

Input/Output Files

The Project Bill Generation Process does not require input files or create output files.

Parameters

Figure 8-1: Batch Job Parameters for PCProjBill

Parameter	Description
documentType	When entered, only agreements of the matching document type(s) are selected by the billing batch process. If left blank, all agreements are selected by the process regardless of document type. Allows multiple values.
accomplishedDate	The current date to be used by the bill process. Must be a valid date in the format of MM/DD/YY or MM/DD/YYYY. Defaults to the current date.
documentStatus (required)	The status on the documents created by this process. Valid values are PROCESSED, HELD or SCHEDULE.

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Parameter	Description
generateRevenueRefund	Indicates whether revenue refunds should be generated during the batch process. Valid values include True (T) and False (F). System defaults to (F).
ignoreBillCycleFlag	This parameter determines whether or not the Agreement Entities Last Bill Generation Date is updated with the Accomplishment date. Valid values include T (true) and F (false). If the Ignore Bill Frequency Parameter is set to false means the Last Bill Generation Date will be updated. If the Ignore Bill Frequency Parameter is set to true then select all agreements for billing regardless of the bill frequency setting and last bill generation date.
ignoreThesholdOnFinalBillFlag	
includeAgreementDescription	This parameter determines whether the description from the agreement line should be copied to the line of the bills generated by this process. Valid options are T, F, TRUE, FALSE, Y, N. Defaults to F.
overrideFlag	The override flag allows the batch process to automatically override any overrideable errors. Valid options include True (T) and False (F). Defaults to F.
receivableType	When entered, only agreement lines with matching Receivable Type values will be selected by the billing batch process. If left blank, all agreements are selected by the process regardless of receivable type. Allows multiple values.
userId (required)	The identification code associated with all database updates. Where necessary, the security permissions of the ID are checked and validated against the requirements for completing the updates. In addition, all log entries made are associated with the given value. Must be a valid entry on the Principal Maintenance table.
submitToWorkflowDefault	Indicates if the results of the batch process should be submitted to the workflow default group. Valid Options include TRUE, True, FALSE, and False. System defaults to TRUE.

8.2 Offline Form Process

Instead of being processed immediately, many forms in Pegasys can be scheduled for offline processing on a certain date. The Offline Form Process is used to process these scheduled transactions offline when that date has been reached. A group of transactions can be processed at once, indicated by document number, batch number, document type, and/or within a given subsystem. When the forms are processed offline, Pegasys performs the same edits and updates as if the forms were processed online.

NOTE PCPROJBILL can be set to process documents directly with no need for GSOFFLINE.

Executable Name

The C++ executable that performs the Offline Form Process is GSOffline.

Related Processes

The Offline Form Process has no related processes.

Database Updates

The Offline Form Process updates the tables in Pegasys that are updated during document processing.

Input/Output Files

The Offline Form Process does not require input files or create output files.

Parameters

Figure 8-2: Batch Job Parameters for GSOffline

Parameter	Description
Simple Parameters	
RouteToWorkflow	
effectiveDate	The document date of the documents that process successfully. Defaults to the current date. Must be a valid date in mm/dd/yy or mm/dd/yyyy format.
overriddenFlag	The overridden flag allows the batch process to automatically override any overridable errors that occur during document processing. Valid options include: True, TRUE, T, true, Y, False, FALSE, F, false, N. Defaults to False.
userID	The identification code associated with all database updates. Where necessary, the security permissions of the ID are checked and validated against the requirements for completing the updates. In addition, all log entries made are associated with the given value. Must be a valid entry on the Principal Maintenance table.
Complex Parameters	
batchNumber	The batch number of the forms to be processed.
documentCategory	The document category of the forms to be processed. If left blank, all document categories are processed. Must be a valid document category in the system.
documentNumber	The document number of the forms to be processed.
documentType	The document type of the forms to be processed. If left blank, all document types are processed. Must be a valid record on the Document Type Maintenance table.
emailmessage	Allows a user to receive e-mail notifications when a document associated with their user ID is processed through the job.

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Parameter	Description
emailNotificationFlag	Allows a user to receive e-mail notifications when a document associated with their user ID is processed through the job. Defaults to F. Valid options include: True, TRUE, T, true, Y, False, FALSE, F, false, N.
rejectedFlag	If set to True, the process attempts to process documents that have a status of rejected. Valid options include: True, TRUE, T, true, Y, False, FALSE, F, false, N. Defaults to False.
scheduleDate	The schedule date of the forms to be processed. All forms with schedule date up to this date are selected. Defaults to the Current Date. Must be a valid date in mm/dd/yy or mm/dd/yyyy format.
subsystem	The subsystem of the forms to be processed. If left blank, all subsystems are processed. Valid values include AccountsReceivable, AccountsPayable, AutoDisbursements, BudgetExecution, FixedAssets, GeneralLedger, GeneralSystem, ProjectCostAccounting, Purchasing, RefData, and TravelAccounting

8.3 Billing Option Maintenance

8.3.1 Billing Option Maintenance Page

The Billing Option Maintenance table enables GM&A to define the default Document Type and posting models for the bills that are generated by the Project Bill Generation process. ***Figure 8-3: Billing Option Maintenance Page*** displays the **Billing Option Maintenance** page for the Project Cost Accounting Subsystem.

Figure 8-3: Billing Option Maintenance Page

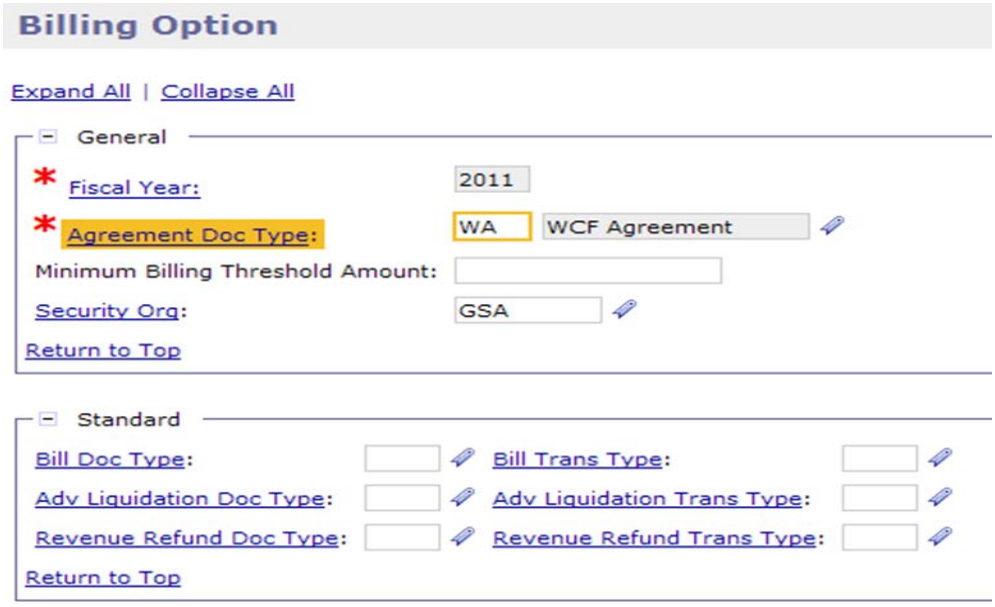

Figure 8-4: Billing Option Maintenance Page Field Descriptions provides additional information about the Billing Options Maintenance page fields.

Figure 8-4: Billing Option Maintenance Page Field Descriptions

Field Name	Description	Features
General (Section)		
Fiscal Year	Identifies the fiscal year for which these billing options are valid.	▪ Required.
Agreement Doc Type	The agreement document type for which the bill is being generated.	▪ Required. ▪ Set to 'WA'.
Minimum Billing Threshold Amount	A minimum amount used by the system to determine if an Agreement line has enough charges/expenses to generate a bill. The billable amount for an agreement line must be equal to or greater than the minimum amount entered for the system to generate a bill. If the corresponding field on the PCAS Billing Option maintenance table has a value, then that value will default on the form/document. However, the default amount may be changed as needed. Disabled if the Bill Cycle = Schedule and/or the Bill Agreement Amount/Percent field is completed.	▪
Security Org	The established security organization for the item. When performing maintenance, the security org establishes what group the item will be associated with. Only users specified in the security organization will have access to this item.	▪
Standard (Section)		
Bill Doc Type	If the Bill Type on the agreement is set to Standard, the Bill Generation process uses this field to identify the bill's document type that will be generated.	▪ Currently not in use.
Bill Trans Type	If the Bill Type on the agreement is set to Standard, the Bill Generation process uses this field to populate the transaction type field on the bill's accounting line	▪ Currently not in use.
Adv Liquidation Doc Type	If the Bill Type on the agreement is set to Standard and the advance amount on the direct agreement is greater than zero, the Bill Generation process uses this field to identify the bill's document type that will be generated.	▪ Currently not in use.
Adv Liquidation Trans Type	If the Bill Type on the agreement is set to Standard and the advance amount on the on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the transaction type field on the bill's accounting line.	▪ Currently not in use.

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Field Name	Description	Features
Revenue Refund Doc Type	If the Bill Type on the agreement is set to Standard and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to identify the bill's document type that will be generated. If the Bill Type on the agreement is set to IPAC and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the transaction type field on the cash receipt's accounting line. If the Bill Type on the agreement is set to SF-1080 and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the document type field on the bill's accounting line. If the Bill Type on the agreement is set to SF-1081, the Bill Generation process uses this field to identify the bill's document type that will be generated.	▪
Revenue Refund Trans Type	If the Bill Type on the agreement is set to Standard and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the transaction type field on the bill's accounting line. If the Bill Type on the agreement is set to IPAC and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the transaction type field on the cash receipt's accounting line. If the Bill Type on the agreement is set to SF-1080 and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the transaction type field on the bill's accounting line. If the Bill Type on the agreement is set to SF-1081 and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the transaction type field on the bill's accounting line.	▪
▪ *Pay.gov Charge (Section)*		
Cash Receipt Doc Type	The document type used for creating new cash receipts when Pay.gov Charge is selected as the Billing Type.	▪
Cash Receipt Trans Type	The transaction type used for creating new cash receipts when Pay.gov Charge is selected as the Billing Type.	▪
IPAC (Section)		
Bill Doc Type	If the Bill Type on the agreement is set to IPAC, the Bill Generation process uses this field to identify the bill's document type that will be generated.	▪ Currently not in use.
Bill Trans Type	If the Bill Type on the agreement is set to IPAC, the Bill Generation process uses this field to populate the transaction type field on the bill's accounting line	▪ Currently not in use.
Adv Liquidation Doc Type	If the Bill Type on the agreement is set to IPAC and the advance amount on the direct agreement is greater than zero, the Bill Generation process uses this field to identify the bill's document type that will be generated.	▪ Currently not in use.

Field Name	Description	Features
Adv Liquidation Trans Type	If the Bill Type on the agreement is set to IPAC and the advance amount on the on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the transaction type field on the bill's accounting line.	▪ Currently not in use.
Revenue Refund Doc Type	If the Bill Type on the agreement is set to Standard and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to identify the bill's document type that will be generated. If the Bill Type on the agreement is set to IPAC and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the transaction type field on the cash receipt's accounting line. If the Bill Type on the agreement is set to SF-1080 and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the document type field on the bill's accounting line. If the Bill Type on the agreement is set to SF-1081, the Bill Generation process uses this field to identify the bill's document type that will be generated.	▪
Revenue Refund Trans Type	If the Bill Type on the agreement is set to Standard and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the transaction type field on the bill's accounting line. If the Bill Type on the agreement is set to IPAC and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the transaction type field on the cash receipt's accounting line. If the Bill Type on the agreement is set to SF-1080 and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the transaction type field on the bill's accounting line. If the Bill Type on the agreement is set to SF-1081 and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the transaction type field on the bill's accounting line.	▪
SF-1080 (Section)		
Bill Doc Type	If the Bill Type on the agreement is set to SF-1080, the Bill Generation process uses this field to identify the bill's document type that will be generated.	▪ Currently not in use.
Bill Trans Type	If the Bill Type on the agreement is set to SF-1080, the Bill Generation process uses this field to populate the transaction type field on the bill's accounting line	▪ Currently not in use.
Adv Liquidation Doc Type	If the Bill Type on the agreement is set to SF-1080 and the advance amount on the direct agreement is greater than zero, the Bill Generation process uses this field to identify the bill's document type that will be generated.	▪ Currently not in use.
Adv Liquidation Trans Type	If the Bill Type on the agreement is set to SF-1080 and the advance amount on the on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the transaction type field on the bill's accounting line.	▪ Currently not in use.

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Field Name	Description	Features
Revenue Refund Doc Type	If the Bill Type on the agreement is set to Standard and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to identify the bill's document type that will be generated. If the Bill Type on the agreement is set to IPAC and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the transaction type field on the cash receipt's accounting line. If the Bill Type on the agreement is set to SF-1080 and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the document type field on the bill's accounting line. If the Bill Type on the agreement is set to SF-1081, the Bill Generation process uses this field to identify the bill's document type that will be generated.	▪
Revenue Refund Trans Type	If the Bill Type on the agreement is set to Standard and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the transaction type field on the bill's accounting line. If the Bill Type on the agreement is set to IPAC and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the transaction type field on the cash receipt's accounting line. If the Bill Type on the agreement is set to SF-1080 and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the transaction type field on the bill's accounting line. If the Bill Type on the agreement is set to SF-1081 and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the transaction type field on the bill's accounting line.	▪
SF-1081 (Section)		
Bill Doc Type	If the Bill Type on the agreement is set to SF-1081, the Bill Generation process uses this field to identify the bill's document type that will be generated.	▪ Currently not in use.
Bill Trans Type	If the Bill Type on the agreement is set to SF-1081, the Bill Generation process uses this field to populate the transaction type field on the bill's accounting line	▪ Currently not in use.
Adv Liquidation Doc Type	If the Bill Type on the agreement is set to SF-1081 and the advance amount on the direct agreement is greater than zero, the Bill Generation process uses this field to identify the bill's document type that will be generated.	▪ Currently not in use.
Adv Liquidation Trans Type	If the Bill Type on the agreement is set to SF-1081 and the advance amount on the on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the transaction type field on the bill's accounting line.	▪ Currently not in use.

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Field Name	Description	Features
Revenue Refund Doc Type	If the Bill Type on the agreement is set to Standard and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to identify the bill's document type that will be generated. If the Bill Type on the agreement is set to IPAC and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the transaction type field on the cash receipt's accounting line. If the Bill Type on the agreement is set to SF-1080 and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the document type field on the bill's accounting line. If the Bill Type on the agreement is set to SF-1081, the Bill Generation process uses this field to identify the bill's document type that will be generated.	▪
Revenue Refund Trans Type	If the Bill Type on the agreement is set to Standard and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the transaction type field on the bill's accounting line. If the Bill Type on the agreement is set to IPAC and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the transaction type field on the cash receipt's accounting line. If the Bill Type on the agreement is set to SF-1080 and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the transaction type field on the bill's accounting line. If the Bill Type on the agreement is set to SF-1081 and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the transaction type field on the bill's accounting line.	▪
Internal (Section)		
Bill Doc Type	If the agreement document category is ID, the Bill Generation process uses this field to identify the bill's document type that will be generated.	▪ Required. ▪ Set to 'WB'.
Bill Buyer Trans Type	If the agreement document category is ID, the Bill Generation process uses this field to populate the transaction type field on the bill's Buyer accounting line.	▪ Required. ▪ Set to 'B1'.
Bill Seller Trans Type	If the agreement document category is ID, the Bill Generation process uses this field to populate the transaction type field on the bill's Seller accounting line.	▪ Required. ▪ Set to 'S1'.

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Field Name	Description	Features
Adv Liquidation Doc Type	If the Bill Type on the agreement is set to Standard and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to identify the bill's document type that will be generated. If the Bill Type on the agreement is set to IPAC and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the transaction type field on the cash receipt's accounting line. If the Bill Type on the agreement is set to SF-1080 and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the document type field on the bill's accounting line. If the Bill Type on the agreement is set to SF-1081, the Bill Generation process uses this field to identify the bill's document type that will be generated.	▪
Adv Liquidation Seller Trans Type	If the Bill Type on the agreement is set to Standard and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the transaction type field on the bill's accounting line. If the Bill Type on the agreement is set to IPAC and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the transaction type field on the cash receipt's accounting line. If the Bill Type on the agreement is set to SF-1080 and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the transaction type field on the bill's accounting line. If the Bill Type on the agreement is set to SF-1081 and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the transaction type field on the bill's accounting line.	▪
Adv Liquidation Trans Type	If the Bill Type on the agreement is set to Standard and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the transaction type field on the bill's accounting line. If the Bill Type on the agreement is set to IPAC and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the transaction type field on the cash receipt's accounting line. If the Bill Type on the agreement is set to SF-1080 and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the transaction type field on the bill's accounting line. If the Bill Type on the agreement is set to SF-1081 and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the transaction type field on the bill's accounting line.	▪

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Field Name	Description	Features
Revenue Refund Doc Type	If the Bill Type on the agreement is set to Standard and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to identify the bill's document type that will be generated. If the Bill Type on the agreement is set to IPAC and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the transaction type field on the cash receipt's accounting line. If the Bill Type on the agreement is set to SF-1080 and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the document type field on the bill's accounting line. If the Bill Type on the agreement is set to SF-1081, the Bill Generation process uses this field to identify the bill's document type that will be generated.	▪
Revenue Refund Seller Trans Type	If the Bill Type on the agreement is set to Standard and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the transaction type field on the bill's accounting line. If the Bill Type on the agreement is set to IPAC and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the transaction type field on the cash receipt's accounting line. If the Bill Type on the agreement is set to SF-1080 and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the transaction type field on the bill's accounting line. If the Bill Type on the agreement is set to SF-1081 and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the transaction type field on the bill's accounting line.	▪
Revenue Refund Trans Type	If the Bill Type on the agreement is set to Standard and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the transaction type field on the bill's accounting line. If the Bill Type on the agreement is set to IPAC and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the transaction type field on the cash receipt's accounting line. If the Bill Type on the agreement is set to SF-1080 and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the transaction type field on the bill's accounting line. If the Bill Type on the agreement is set to SF-1081 and the advance amount on the project or on the direct agreement is greater than zero, the Bill Generation process uses this field to populate the transaction type field on the bill's accounting line.	▪

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9 Appendix C – GM&A Agreement Configuration

9.1 Buyer and Seller Accounting Configuration

Figure 9-1: Seller Accounting Configuration provides a listing of seller accounting information by GM&A Billing Group.

Figure 9-1: Seller Accounting Configuration

	Fund*	Region	Org. Code	Program	Activity	Revenue Source
1. Centralized Charges	262X	00	S00B0310	CCB2	CCOKW	0002
2. Centralized Administrative Support	262X	00	S00H0110	CST1	CSO00	0002
3. Information Infrastructure Support	262X	00	S00W8100	CSD1	CSO00	0002

Note: Fund BBFY is the current budget fiscal year.

Figure 9-2: Buyer and Seller Accounting Configuration provides a listing of buyer and seller accounting information by Pegasys agreement.

Figure 9-2: Buyer and Seller Accounting Configuration

Centralized Charges (CC)											
	Accting Event	Accting Entry	Trans Type	Fund*	Region	Org. Code	Program	Activity	SOC	Revenue Source	System
1. Buyer (GSA Service or GM&A Staff Office)	SPN3	3811	B1	106	02	S02F0180	MA80	MAH40	535		
Seller (GM&A)	AR12	7021	S1	262	00	S00B0310	CCB2	CCOK		0002	
2. Buyer (GSA Service or GM&A Staff Office)	SPN3	3811	B1	106	09	S09F0120	MA20	MAH4	535		
Seller (GM&A)	AR12	7021	S1	262	00	S00B0310	CCB2	CCOK		0002	
3. Buyer (GSA Service or GM&A Staff Office)	SPN3	3811	B1	106	09	S09F0142	MA42	MAH4	535		

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Centralized Charges (CC)											
	Accting Event	Accting Entry	Trans Type	Fund*	Region	Org. Code	Program	Activity	SOC	Revenue Source	System
Seller (GM&A)	AR12	7021	S1	262	00	S00B0310	CCB2	CCOK		0002	
4. Buyer (GSA Service or GM&A Staff Office)	SPN3	3811	B1	106	04	S04F0130	MA30	MAH4	535		
Seller (GM&A)	AR12	7021	S1	262	00	S00B0310	CCB2	CCOK		0002	
5. Buyer (GSA Service or GM&A Staff Office)	SPN3	3811	B1	106	07	S07F0170	MA70	MAH4	535		
Seller (GM&A)	AR12	7021	S1	262	00	S00B0310	CCB2	CCOK		0002	
6. Buyer (GSA Service or GM&A Staff Office)	SPN3	3811	B1	106	07	S07F0141	MA41	MAH4	535		
Seller (GM&A)	AR12	7021	S1	262	00	S00B0310	CCB2	CCOK		0002	
7. Buyer (GSA Service or GM&A Staff Office)	SPN3	3811	B1	142	00	K00X0120	GA93	GAH40	535		
	SPN3	3811	B1	142	00	K00X0350	GA94	GAH40	535		
Seller (GM&A)	AR12	7021	S1	262	00	S00B0310	CCB2	CCOK		0002	
8. Buyer (GSA Service or GM&A Staff Office)	SPN3	3811	B1	105	00	S00I0110	CA41	CAH40	535		
Seller (GM&A)	AR12	7021	S1	262	00	S00B0310	CCB2	CCOK		0002	
9. Buyer (GSA Service or GM&A Staff Office)	SPN3	3811	B1	142	00	K00SC10	GA41	GA901	535		
	SPN3	3811	B1	192	00	P00HGMA	PG61	PG951	535		
Seller (GM&A)	AR12	7021	S1	262	00	S00B0310	CCB2	CCOK		0002	
10. Buyer (GSA Service or GM&A Staff Office)	SPN3	7773	B2	262	11	S11A0120	EXX5	EXO4	535		
Seller (GM&A)	AR12	7022	S2	262	00	S00B0310	CCB2	CCOK		0002	
11. Buyer (GSA Service or GM&A Staff Office)	SPN3	7773	B2	262	00	S00W8110	CSD1	CSOE	535		
Seller (GM&A)	AR12	7022	S2	262	00	S00B0310	CCB2	CCOK		0002	
12. Buyer (GSA Service or GM&A Staff Office)	SPN3	3811	B1	151	00	K00VH110	GA37	GAH40	535		
Seller (GM&A)	AR12	7021	S1	262	00	S00B0310	CCB2	CCOK		0002	
13. Buyer (GSA Service or GM&A Staff Office)	SPN3	3811	B1	142	00	K00A0120	GA10	GAH10	535		

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Centralized Charges (CC)											
	Accting Event	Accting Entry	Trans Type	Fund*	Region	Org. Code	Program	Activity	SOC	Revenue Source	System
Seller (GM&A)	AR12	7021	S1	262	00	S00B0310	CCB2	CCOK		0002	
14. Buyer (GSA Service or GM&A Staff Office)	SPN3	7773	B2	262	00	S00C0110	CST1	CSO40	535		
Seller (GM&A)	AR12	7022	S2	262	00	S00B0310	CCB2	CCOK		0002	
15. Buyer (GSA Service or GM&A Staff Office)	SPN3	7773	B2	262	00	S00B0261	EXB3	EXO01	535		
	SPN3	7773	B2	262	00	S00B0267	EXB3	EXO01	535		
Seller (GM&A)	AR12	7022	S2	262	00	S00B0310	CCB2	CCOK		0002	
16. Buyer (GSA Service or GM&A Staff Office)	SPN3	7773	B2	262	07	S07A0500	CSF1	CSO40	535		
Seller (GM&A)	AR12	7022	S2	262	00	S00B0310	CCB2	CCOK		0002	
17. Buyer (GSA Service or GM&A Staff Office)	SPN3	3811	B1	299	00	A00VA142	TDAF	TDE34	535		
Seller (GM&A)	AR12	7021	S1	262	00	S00B0310	CCB2	CCOK		0002	
18. Buyer (GSA Service or GM&A Staff Office)	SPN3	3811	B1	120	00	I00D0100	IA31	IAA11	535		
	SPN3	3811	B1	120	00	I00D0200	IA32	IAA11	535		
	SPN3	3811	B1	120	00	I00D0300	IA33	IAA11	535		
	SPN3	3811	B1	120	00	I00D0801	IA60	IAB24	535		
	SPN3	3811	B1	120	00	I00D0401	IA20	IAB24	535		
	SPN3	3811	B1	120	00	I00D0601	IA10	IAA11	535		
	SPN3	3811	B1	120	00	I00D0601	IAA3	IAR01	535		
	SPN3	3811	B1	120	00	I00D0601	IAA3	IAR02	535		
	SPN3	3811	B1	120	00	I00D0504	IAA3	IAR03	535		
Seller (GM&A)	AR12	7021	S1	262	00	S00B0310	CCB2	CCOK		0002	
19. Buyer (GSA Service or GM&A Staff Office)	SPN3	3811	B1	151	00	K00PH110	GA50	GAH40	535		

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Centralized Charges (CC)											
	Accting Event	**Accting Entry**	**Trans Type**	**Fund***	**Region**	**Org. Code**	**Program**	**Activity**	**SOC**	**Revenue Source**	**System**
Seller (GM&A)	AR12	7021	S1	262	00	S00B0310	CCB2	CCOK		0002	
20. Buyer (GSA Service or GM&A Staff Office)	SPN3	7773	B2	262	00	S00P0190	CST2	CSO40	535		
Seller (GM&A)	AR12	7022	S2	262	00	S00B0310	CCB2	CCOK		0002	
21. Buyer (GSA Service or GM&A Staff Office)	SPN3	3811	B1	130	00	F00Y1100	FB82	FBH60	535		
	SPN3	3811	B1	142	00	K00Y1210	GA26	GAF46	535		
	SPN3	3811	B1	255	00	F0011110	FD12	FD385	535		
	SPN3	3811	B1	455	00	F0032100	FE32	FE385	535		A00
Seller (GM&A)	AR12	7021	S1	262	00	S00B0310	CCB2	CCOK		0002	

Centralized Administrative Support (CAS)											
	Accting Event	**Accting Entry**	**Trans Type**	**Fund***	**Region**	**Org. Code**	**Program**	**Activity**	**SOC**	**Revenue Source**	**System**
1. Buyer (GSA Service or GM&A Staff Office)	SPN3	3811	B1	142	00	K00X0120	GA93	GAH40	535		
	SPN3	3811	B1	142	00	K00X0350	GA94	GAH40	535		
Seller (GM&A)	AR12	7021	S1	262X	00	S00H0110	CST1	CSO00		0002	
2. Buyer (GSA Service or GM&A Staff Office)	SPN3	3811	B1	105	00	S00I0110	CA41	CAH40	535		
Seller (GM&A)	AR12	7021	S1	262X	00	S00H0110	CST1	CSO00		0002	
3. Buyer (GSA Service or GM&A Staff Office)	SPN3	3811	B1	142	00	K00SC100	GA41	GA901	535		
	SPN3	3811	B1	192X	00	P00HGMNA	PG61	PG944	535		
Seller (GM&A)	AR12	7021	S1	262X	00	S00H0110	CST1	CSO00		0002	

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Centralized Administrative Support (CAS)											
	Accting Event	**Accting Entry**	**Trans Type**	**Fund***	**Region**	**Org. Code**	**Program**	**Activity**	**SOC**	**Revenue Source**	**System**
4. Buyer (GSA Service or GM&A Staff Office)	SPN3	3811	B1	142	00	K00A0120	GA10	GAH40	536		
Seller (GM&A)	AR12	7021	S1	262X	00	S00H0110	CST1	CSO00		0002	
5. Buyer (GSA Service or GM&A Staff Office)	SPN3	3811	B1	151	00	K00VH110	GA37	GAH40	535		
	SPN3	3811	B1	151	00	K00VH110	GA37	GAH40	535		
Seller (GM&A)	AR12	7021	S1	262X	00	S00H0110	CST1	CSO00		0002	
6. Buyer (GSA Service or GM&A Staff Office)	SPN3	7773	B2	262X	00	S00B0261	EXB3	EXO01	535		
	SPN3	7773	B2	262X	00	S00B0267	EXB3	EXO01	535		
Seller (GM&A)	AR12	7022	S2	262X	00	S00H0110	CST1	CSO00		0002	
7. Buyer (GSA Service or GM&A Staff Office)	SPN3	7773	B2	262X	07	S07A0500	CSF1	CSO40	535		
Seller (GM&A)	AR12	7022	S2	262X	00	S00H0110	CST1	CSO00		0002	
8. Buyer (GSA Service or GM&A Staff Office)	SPN3	3811	B1	299X	00	A00VA142	TDAE	TDE31	535		
Seller (GM&A)	AR12	7021	S1	262X	00	S00H0110	CST1	CSO00		0002	
9. Buyer (GSA Service or GM&A Staff Office)	SPN3	3811	B1	151	00	K00PH110	GA50	GAH40	535		
Seller (GM&A)	AR12	7021	S1	262X	00	S00H0110	CST1	CSO00		0002	
10. Buyer (GSA Service or GM&A Staff Office)	SPN3	7773	B2	262X	00	S00P0190	CST2	CSO40	535		
Seller (GM&A)	AR12	7022	S2	262X	00	S00H0110	CST1	CSO00		0002	
11. Buyer (GSA Service or GM&A Staff Office)	SPN3	3811	B1	130	00	F00Y1100	FB82	FBH60	535		
	SPN3	3811	B1	255X	00	F0011110	FD12	FD375	535		
	SPN3	3811	B1	455X	00	F0032100	FE32	FE375	535		A00
Seller (GM&A)	AR12	7021	S1	262X	00	S00H0110	CST1	CSO00		0002	
12. Buyer (GSA Service or GM&A Staff Office)	SPN3	3811	B1	142	00	K00G0100	GA14	GAH40	535		

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Centralized Administrative Support (CAS)											
	Accting Event	**Accting Entry**	**Trans Type**	**Fund***	**Region**	**Org. Code**	**Program**	**Activity**	**SOC**	**Revenue Source**	**System**
Seller (GM&A)	AR12	7021	S1	262X	00	S00H0110	CST1	CSO00		0002	

Information Infrastructure Support (IOS)											
	Accting Event	**Accting Entry**	**Trans Type**	**Fund***	**Region**	**Org. Code**	**Program**	**Activity**	**SOC**	**Revenue Source**	**System**
1. Buyer (GSA Service or GM&A Staff Office)	SPN3	3811	B1	142	00	K00X0120	GA93	GAH40	535		
	SPN3	3811	B1	142	00	K00X0350	GA94	GAH40	535		
	SPN3	3811	B1	142	00	K00X0120	GA93	GAH40	535		
	SPN3	3811	B1	142	00	K00X0350	GA94	GAH40	535		
Seller (GM&A)	AR12	7021	S1	262	00	S00W810	CSD1	CSO00		0002	
2. Buyer (GSA Service or GM&A Staff Office)	SPN3	3811	B1	105	00	S00I0110	CA41	CAH40	535		
	SPN3	3811	B1	105	00	S00I0110	CA41	CAH40	535		
Seller (GM&A)	AR12	7021	S1	262	00	S00W810	CSD1	CSO00		0002	
3. Buyer (GSA Service or GM&A Staff Office)	SPN3	3811	B1	142	00	K00A0120	GA10	GAH40	535		
Seller (GM&A)	AR12	7021	S1	262	00	S00W810	CSD1	CSO00		0002	
4. Buyer (GSA Service or GM&A Staff Office)	SPN3	7773	B2	262	00	S00C0110	CST1	CSO40	535		
Seller (GM&A)	AR12	7022	S2	262	00	S00W810	CSD1	CSO00		0002	
5. Buyer (GSA Service or GM&A Staff Office)	SPN3	7773	B2	262	00	S00B0261	EXB3	EXO01	535		
	SPN3	7773	B2	262	00	S00B0267	EXB3	EXO01	535		
Seller (GM&A)	AR12	7022	S2	262	00	S00W810	CSD1	CSO00		0002	

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Information Infrastructure Support (IOS)											
	Accting Event	Accting Entry	Trans Type	Fund*	Region	Org. Code	Program	Activity	SOC	Revenue Source	System
6. Buyer (GSA Service or GM&A Staff Office)	SPN3	7773	B2	262	07	S07A0500	CSF1	CSO40	535		
Seller (GM&A)	AR12	7022	S2	262	00	S00W810	CSD1	CSO00		0002	
7. Buyer (GSA Service or GM&A Staff Office)	SPN3	3811	B1	299	00	A00VA142	TDAG	TDE32	535		
Seller (GM&A)	AR12	7021	S1	262	00	S00W810	CSD1	CSO00		0002	
8. Buyer (GSA Service or GM&A Staff Office)	SPN3	7773	B2	262	00	S00H0221	CST1	CSOC4	535		
	SPN3	7773	B2	262	00	S00H0243	CST1	CSO40	535		
Seller (GM&A)	AR12	7022	S2	262	00	S00W810	CSD1	CSO00		0002	
9. Buyer (GSA Service or GM&A Staff Office)	SPN3	3811	B1	151	00	K00VH11	GA37	GAH40	535		
	SPN3	3811	B1	151	00	K00VH11	GA37	GAH40	535		
Seller (GM&A)	AR12	7021	S1	262	00	S00W810	CSD1	CSO00		0002	
10. Buyer (GSA Service or GM&A Staff Office)	SPN3	3811	B1	151	00	K00PH11	GA50	GAH40	535		
Seller (GM&A)	AR12	7021	S1	262	00	S00W810	CSD1	CSO00		0002	
11. Buyer (GSA Service or GM&A Staff Office)	SPN3	7773	B2	262	00	S00P0190	CST2	CSO40	535		
Seller (GM&A)	AR12	7022	S2	262	00	S00W810	CSD1	CSO00		0002	
12. Buyer (GSA Service or GM&A Staff Office)	SPN3	3811	B1	130	00	F00Y1100	FB83	FBH60	540		
	SPN3	3811	B1	255	00	F0011110	FD11	FD366	540		
	SPN3	3811	B1	455	00	F0032100	FE32	FE366	540		A00
Seller (GM&A)	AR12	7021	S1	262	00	S00W810	CSD1	CSO00		0002	
13. Buyer (GSA Service or GM&A Staff Office)	SPN3	3811	B1	192	00	P00G4406	PG61	PG994	535		
Seller (GM&A)	AR12	7021	S1	262	00	S00W810	CSD1	CSO00		0002	
14. Buyer (GSA Service or GM&A Staff Office)	SPN3	3811	B1	803	11	TZM9110	ZM10	ZM000	536		

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Information Infrastructure Support (IOS)											
	Accting Event	Accting Entry	Trans Type	Fund*	Region	Org. Code	Program	Activity	SOC	Revenue Source	System
Seller (GM&A)	AR12	7021	S1	262	00	S00W810	CSD1	CSO00		0002	
15. Buyer (GSA Service or GM&A Staff Office)	SPN3	7773	B2	262	00	S00B0310	CCB2	CCOLU	535		
Seller (GM&A)	AR12	7022	S2	262	00	S00W810	CSD1	CSO00		0002	

Note: Fund BBFY is the current budget fiscal year.

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