



Pegasys Quick Reference Guide

Supplemental Lease Agreement (PS) Introduction

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

PBS Business Rules

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

Recording an Obligation

1. Select **Transactions** → **Purchasing** → **New** → **Order** from the Pegasys menu bar.
2. Enter **PS** in the Document Type field.
3. Select **Generate**. This will create a unique number in the Document Number field. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.



Pegasys Quick Reference Guide

Figure 1: New PS Order page

Pegasys / Transactions / Purchasing / New / New Order

NEW ORDER

[New Order](#)

* Document Type

Document Number Format Prefix

Fiscal Year

AAC/DODAAC

Security Org

* Document Number

Title

Copy Document None
 Copy From
 Copy Forward

File

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

Figure 2: Copy Forward radio button

Copy Document None
 Copy From
 Copy Forward

- Enter the PR in the **Document Type** field.
- Enter the **Document Number**.
- Select **Search**.



Pegasys Quick Reference Guide

Figure 3: Copy Forward page

COPY FROM

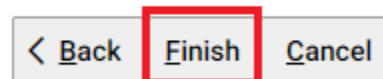
[Copy From](#)

Search Criteria

Document Type	PR <input type="checkbox"/> Purchase Request <input type="checkbox"/>	Accounting Period	<input type="text"/>
Document Number	<input type="text"/>	Accounting Period	<input type="text"/>
Document Status	<input type="text"/>	From Date	<input type="text"/>
User ID	<input type="text"/>	To Date	<input type="text"/>
Title	<input type="text"/>	Vendor	<input type="text"/> <input type="checkbox"/>

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

Figure 4: Finish button



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

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

Figure 5: Vendor Information

— Vendor Information

Vendor

* Vendor

Address Name

Customer Account

* Remit To Address

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



Pegasys Quick Reference Guide

Figure 6: Contracts Section

— Contracts

Contracts Number

Blanket Agreement Number

Delivery Order Number

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

Figure 7: Office Addresses page

OFFICE ADDRESSES

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

Office Address Additional Contacts

1 - 5 of 5 results

Office Type	Office	Address	Primary Point Of Contact
<input checked="" type="radio"/> COR		null null	
<input type="radio"/> Delivery		null null	
<input type="radio"/> Issue		null null	
<input type="radio"/> Invoice		null null	
<input type="radio"/> Property		null null	

More Add Copy Remove 10 per page

Go to top of Main Content

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



Pegasys Quick Reference Guide

Figure 8: Office Address sub-tab

OFFICE ADDRESS

Office Address

Additional Contacts

Item 1 of 5: 1 2 3 4 5

— General

Default Mailing Address Update Address Clear Address

* Office Type COR

Code

AAC/DODAAC

Standardized Format Yes

Address Name

Address Line 1

22. To return to the Office Addresses page, select the **Office Addresses** tab.

a. Repeat steps 19-22 as needed.

NOTE: Additional Contacts can be added to any entered addresses, and multiple secondary contacts can be entered for each office address.

23. Select the **Header Accounting Lines** tab.

24. Select **Add**.



Pegasys Quick Reference Guide

Figure 9: Header Accounting Lines tab

HEADER ACCOUNTING LINES

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

Header Accounting Line Tax Lines

1 - 1 of 1 results

<input type="checkbox"/>	Line Number	Amount	Transaction Type	Accounting Template	BBFY	EBFY
<input checked="" type="checkbox"/>	1	\$0.00				
Total Header Funded Amou		\$0.00				

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

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

Figure 10: Line Amounts section

— Line Amounts

	Current Amount
Ordered	<input type="text" value="\$0.00"/>
Applied Credit	<input type="text" value="\$0.00"/>
Withholding Tax	<input type="text" value="\$0.00"/>
Line Amount After Withholding	<input type="text" value="\$0.00"/>
Withholding Tax Allowance	<input type="text" value="\$0.00"/>
Net Total	<input type="text" value="\$0.00"/>

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



Pegasys Quick Reference Guide

Figure 11: Accounting Dimensions section

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

Figure 12: Accounting Template Search Criteria

27. Complete the **Accounting Line** fields with the MDL information.

NOTE: If the award will be made next fiscal year, complete the accounting information at the beginning of the next fiscal year when the templates are loaded.

28. Select the **Template** link to search for the Accounting Template

NOTE: Select the **Default** button to populate the template field if using a template from your favorites.

Figure 13: Accounting Dimensions Default button

29. Complete any other required accounting elements that were not populated by the accounting template. (Ex: Function Code, Cost Element, etc.)

30. Enter an **RWA** number or **Agreement Number** if applicable.

- a. Enter the numeric portion of the Agreement Number in the Agreement Number field.
- b. Verify which Agreement Line must be charged, and enter the appropriate number in the Agreement Line Number field.



Pegasys Quick Reference Guide

Figure 14: Agreement section

– Agreement

Agreement Number ☆

Agreement Line Number

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

Figure 15: Remove button

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

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

Figure 16: Submit button

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

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

NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select the **Submit** dropdown arrow then select **Urgent**.

36. The Budget contact will process the PS document.