

## Recurring Service Desk Guide

### Part IV – Creating the Recurring Template (RO)

The template for the Recurring Order (RO document) is set up in the Lease Module. This template will contain all of the order information, such as the vendor, contract dates, accounting templates, and the monthly accrual amount. After all the information is entered in the template, a unique RO document will automatically be generated every month according to the schedule that is created. This unique RO document represents that month's obligation for the service provided.

#### A. Input of General Contract Information in Lease Module

**A FEW NOTES BEFORE YOU BEGIN:** In 6.1, as in 5.1, the Lease/Recurring profile cannot be saved if there are any errors displayed. In order to save the template, all data must be entered **CORRECTLY** into the lease, including at least **ONE** document template. Once this info is entered, the Lease/Recurring profile can be saved and corrected as normal.

**\*\*Since there is no "Add" button in 6.1, it is best to simply move on to another screen when entering data. By moving to the new screen, the data will automatically be "Added" so if you return to previous screens using the profile tabs or the breadcrumbs, you will see your data in summary form.**

**\*\*\*FOR ANY DOCUMENT OR TEMPLATE IN 6.1: To update the data information once IN SUMMARY FORM, click the hyper-link (Example circled in RED below) on the far left side of the profile BELOW the information abs.**

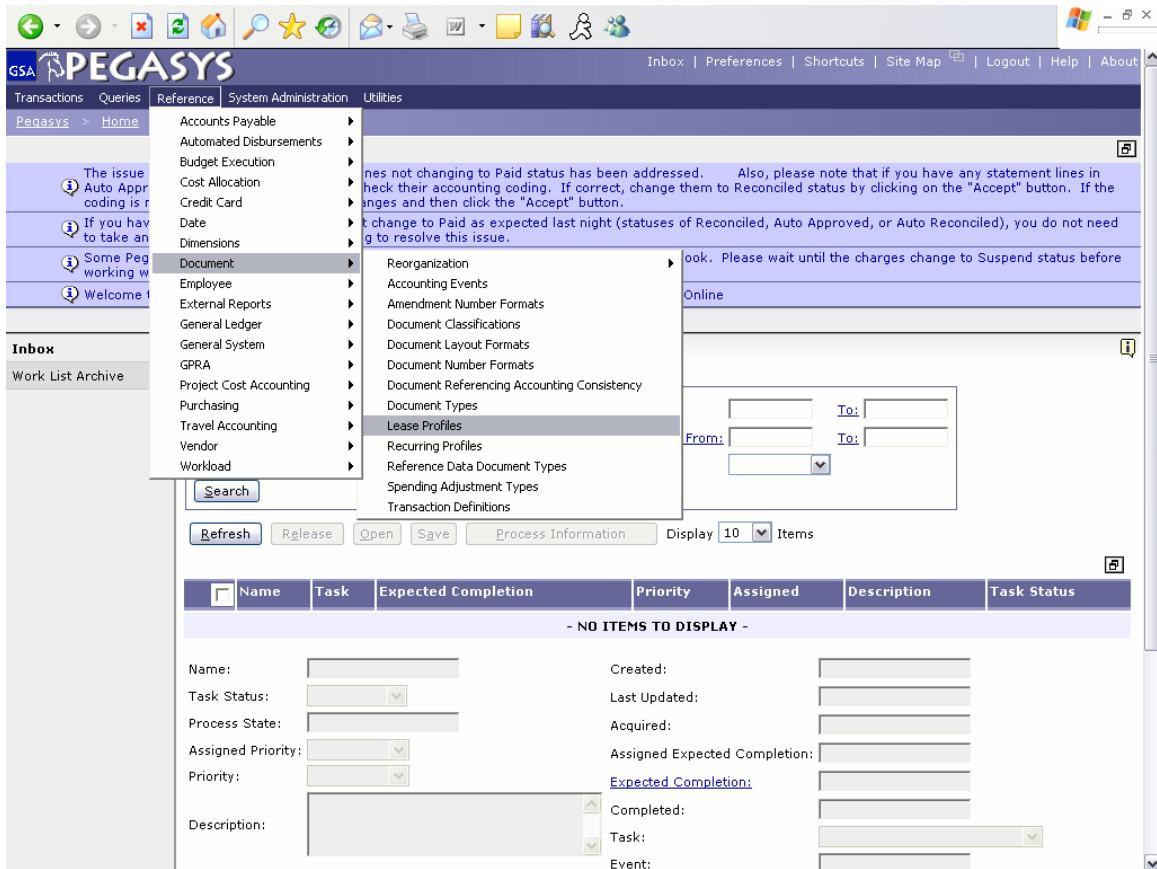
The screenshot shows a web application interface for 'GSA PEGASYS'. The browser window is titled 'Header Accounting Lines - Microsoft Internet Explorer provided by General Services Administration'. The address bar shows 'https://162.70.105.116:6002/MOMEX/Controller'. The page has a navigation bar with links like 'Transactions', 'Queries', 'Reference', 'System Administration', and 'Utilities'. Below this, there are tabs for 'Header Accounting Lines', 'Itemized Lines', 'Approval Routing', and 'Memos'. The 'Header Accounting Lines' tab is active, and a red box highlights the 'Header Accounting Line' link on the left side of the page. Below the tabs, there are buttons for 'Verify', 'Submit', 'Schedule', 'Refresh', 'Save', 'View in Fund Currency', 'Add Shortcut', 'Attachments', 'Print', and 'Route'. A table with columns like 'Line Number', 'Amount', 'Template', 'BBFY', 'EBFY', 'Fund', 'Reg', 'Org Cd', 'Sub Org', 'B/A', 'Proj Cd', 'Sub Proj', 'Function', 'C/E', 'Sub Obj', 'Bldg #', 'Sys', 'Veh Tag #', 'Wrk Itm', 'ABC Activity', and 'B' is displayed. The table shows two rows of data. The first row has a checked checkbox in the 'Line Number' column. The second row has an unchecked checkbox. The table is titled 'Items 1-2 of 2'.

Line Number	Amount	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	B/A	Proj Cd	Sub Proj	Function	C/E	Sub Obj	Bldg #	Sys	Veh Tag #	Wrk Itm	ABC Activity	B
1	\$1,200.00	05-RS-03-1922-P0310001-PG61	2006		1922	03	P0310001		PG61			PG981	516		DC001722					
2	\$1,200.00	05-RS-03-1922-P0310001-PG61	2006		1922	03	P0310001		PG61			PG981	516		DC001722					

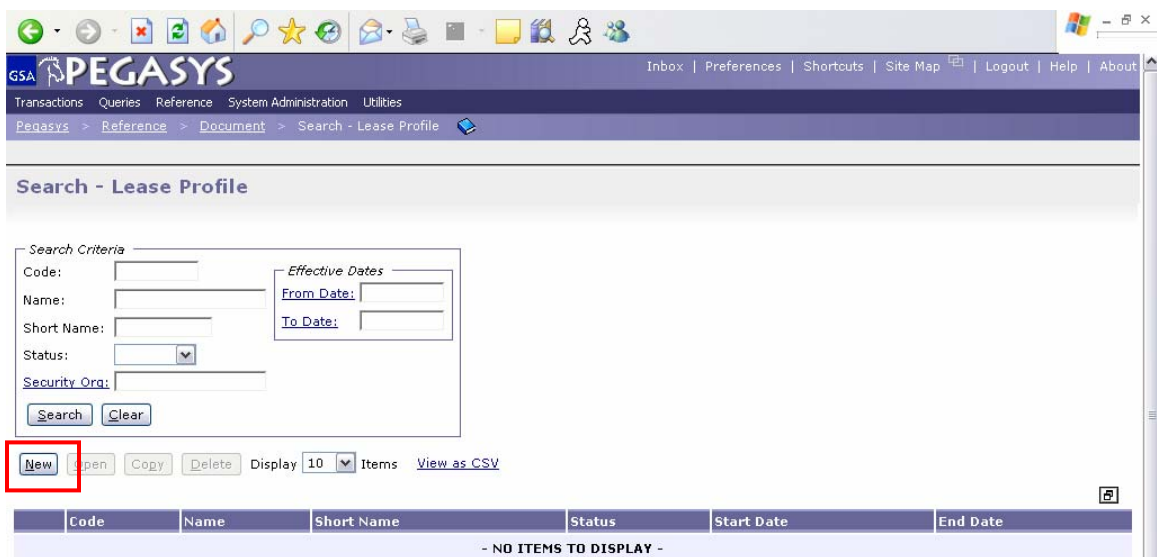
# Recurring Service Desk Guide

## Part IV – Creating the Recurring Template (RO)

1. Select **Reference – Document – Lease Profiles** from the Pegasys menu bar.



2. The Search Lease Profile Page will appear. Click on the **New** button to create a new lease and the **Lease Info** page will appear.



## Recurring Service Desk Guide

### Part IV – Creating the Recurring Template (RO)

3. In the **Code** field, input the PDN number (i.e. the 1B number)
  - Remember to use **CAPITAL LETTERS** when typing the 1B into the Code field.
4. In the **Name** field, input the vendor name as it appears on the contract.
5. In the **Short Name** field, enter your first initial, last name (e.g. HCSmith)
6. In the “Status” field, please select “Active”
7. Please enter the correct “Security Org” for your region.
8. In the **Effective Dates From** and **Effective Dates To** fields, enter the beginning and end dates of your recurring contract award or current Option Year period. You may enter a date by selecting the **From Date** and **To Date** hyperlinks to view a calendar or manually enter the dates in the following format (**XX/XX/XXXX**).
9. In the **Creation Details** group dropdown box, select the “Neither” option to default.
10. In the **Description** field, enter a description of the services provided in the contract terms

The screenshot shows the PEGASYS web application interface. The top navigation bar includes links for Transactions, Queries, Reference, System Administration, Utilities, and Bookmarks. The breadcrumb trail indicates the current location: Pegasus > Reference > Document > Lease Profiles > Lease Info. The 'Lease Info' tab is selected, and the 'Document Chains' sub-tab is also visible. The 'General' section is highlighted with a red box and contains the following fields:

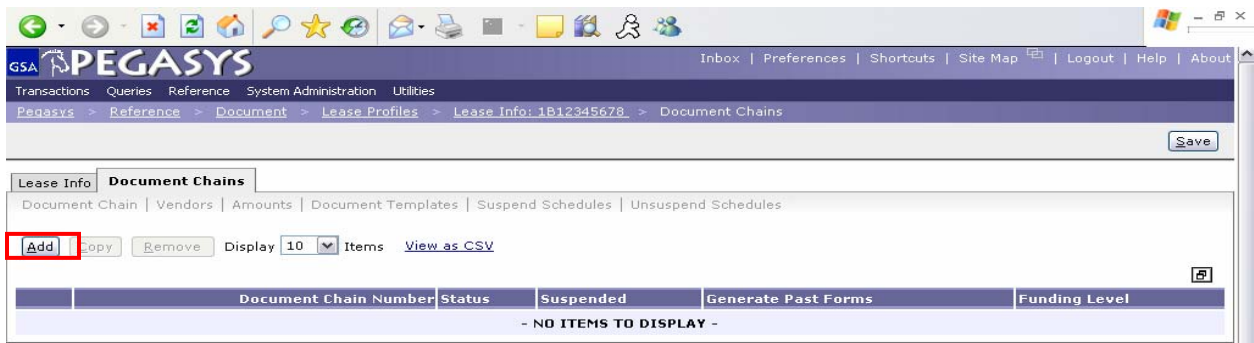
- \*Code: 1B12345678
- \*Name: Bob Holtz
- Short Name: (empty)
- Status: (dropdown menu)
- Security Org: (empty)
- \*Creation Details: Neither (dropdown menu)
- Effective Dates: (expanded section)
  - \*From Date: 3/29/2006
  - \*To Date: 3/29/2008

The 'Description' section is also highlighted with a red box and contains a large text area for entering the description.

11. (Image below) Select the **Document Chains** tab to display the Document Chains page.
12. Select the “ADD” button

## Recurring Service Desk Guide

### Part IV – Creating the Recurring Template (RO)

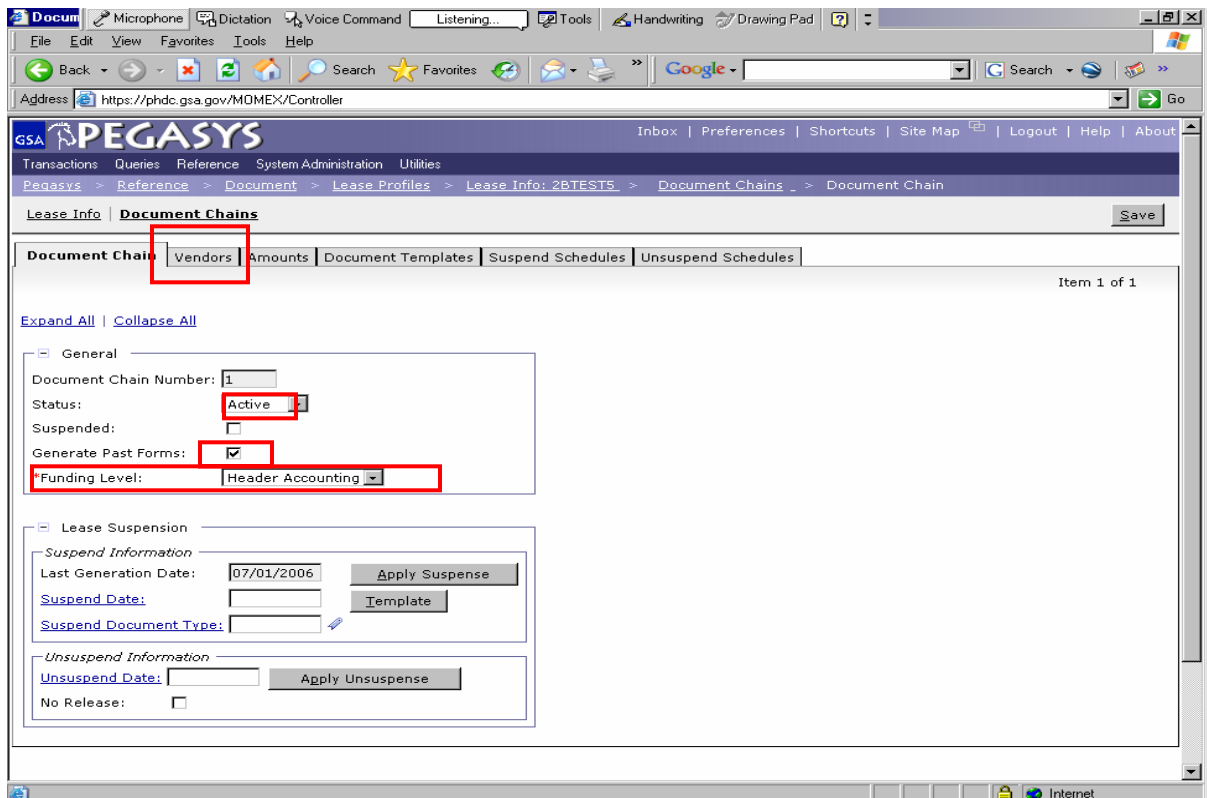


13. Select “Active” from the “Status” drop down.

14. In 6.1, you must select the “**Generate Past Forms**” box on **ALL CONTRACTS**.

- The Generate Past Forms box should only **not** be selected if past obligations and accruals were recorded in VITAP or Pegasys. This will allow your Recurring Template to function properly, and generate all the documents necessary.
- **NOTE:** To ensure that RTs start processing, the Generate Past Forms box **MUST** be checked. This is needed because the RTs are processed in arrears.

15. Select “Header Accounting” from the “Funding Level” drop down.



16. Click the **Vendors** tab (Image above) then click the **Add** button (Image below).

## Recurring Service Desk Guide

### Part IV – Creating the Recurring Template (RO)

The screenshot shows the PEGASYS web application interface. The top navigation bar includes links for Transactions, Queries, Reference, System Administration, and Utilities. The breadcrumb trail indicates the current location: Pegasus > Reference > Document > Lease Profiles > Lease Info: > Document Chains: 1 > Vendors. The 'Vendors' tab is selected, and the 'Add' button is highlighted with a red box. Below the tab, there is a table with columns: Change Effective Date, Vendor, Vendor Address, Remit To Address, Designated Agent, and Designated Agent Address. The table currently displays '- NO ITEMS TO DISPLAY -'.

17. In the **Change Effective Date** field, enter the effective date (the start date of the contract modification or option year). You may enter a date by selecting the **Change Effective Date** hyperlink to select a date from a calendar or enter manually enter the dates in the following format (**XX/XX/XXXX**).
18. In the **Vendor Code** field, enter the vendor code
  - If there is an Assignment of Claims for the contract, then the Designated Agent field must be filled out using the assignee's (financial institution) vendor code. For detailed instructions on this process, please see Part XII (Recurring Service Tips), pages
19. In the **Remit To Address** field, enter the correct address code
  - Please see the Finance Tips regarding Vendor information
  - In 6.1 this field is mandatory. If there is no "Remit To Address" for this transaction, please just enter the same Address Code used on the "Vendor" section of the template.
20. Enter a **Description** of the services provided, if necessary.
21. Again, there is no "ADD" button in 6.1. Once you are finished entering data in the "Vendors" section, simply clicking on another tab, (Such as the "Amount" tab in the next step) will record the vendor info in summary form. Since saving is **NOT** an option at this stage, we encourage you to continue with your data entry through the RO template.

# Recurring Service Desk Guide

## Part IV – Creating the Recurring Template (RO)

Vendor

Item 1 of 1

Expand All | Collapse All

General

\*Change Effective Date: 2/25/06

Currency:

Vendor Info

Vendor

\*Code: 841438523 More

Name: BOB HOLTZ SERVICES

Remit To Address

Remit To Address: 00002 More

Designated Agent

Description

TEST

Description:

Save

22. Click the **Amount** tab, highlight the line, then click the **Add** button.

Address: https://162.70.105.116:6002/MOMEX/Controller

Search Web

Mail

My Yahoo!

Games

Baseball

Music

PEGASYS

Inbox | Preferences | Shortcuts | Site Map | Logout | Help | About

Transactions | Queries | Reference | System Administration | Utilities

PEGASYS > Reference > Document > Lease Profiles > Lease Info > Document Chains: 1 > Amounts

Lease Info | Document Chains

Save

Document Chain | Vendors | Amounts | Document Templates | Suspend Schedules | Unsuspend Schedules

Add | Copy | Remove | Display 10 Items | View as CSV

Change Effective Date	Amount	Amount Interval	Number of Years (X)
05/01/2006	\$0.00	Monthly	

Expand All | Collapse All

23. (Image below) In the **Change Effective Date** field, enter the effective date (start date of the contract modification or option year). You may enter a date by selecting the **Change Effective Date** hyperlink to select a date from a calendar or enter manually enter the dates in the following format (XX/XX/XXXX).

24. In the **Amount** field, enter the total monthly amount of the contract

- The monthly amount of the contract can be found in the contract terms
- If there are multiple accounting lines, remember to enter the *total* monthly amount in this field

25. In the **Amount Interval** drop-down list box, select Monthly (depending on calculation)



## Recurring Service Desk Guide

### Part IV – Creating the Recurring Template (RO)

- There are other options available in the Amount Interval drop-down box (quarterly, annual). The functionality of these options has been tested and can be selected at this time.

26. In the **Description** field, type a description of the services, including the effective dates of the contract.

27. Move on to the next step, the amount information will be added automatically.

The screenshot shows the 'Amounts' tab in the Pegasys interface. At the top, there's a breadcrumb trail: Pegasys > Reference > Document > Lease Profiles > Lease Info > Document Chains: 1 > Amounts. Below this, there are tabs: Document Chain, Vendors, Amounts, Document Templates, Suspend Schedules, and Unsuspend Schedules. The 'Amounts' tab is active. Below the tabs, there are buttons: Add, Copy, Remove, and a 'Display' dropdown set to 10. There's also a 'View as CSV' link. Below this is a table with the following data:

Change Effective Date	Amount	Amount Interval	Number of Years (X)
05/01/2006	\$100.00	Monthly	

Below the table, there are links: Expand All | Collapse All. Below the table is a detailed form for the selected entry. The form has a 'General' section with the following fields:

- \*Change Effective Date: 05/01/2006
- Amount: \$100.00
- \*Retroactive Document Options: Periodic Retroactive Documents
- Annual Amount: \$0.00
- \*Amount Interval: Monthly
- Number of Years (X):

Below the 'General' section is a 'Description' field.

28. Click the **Document Templates** tab (*Image above*) to bring you back to the Document Templates entry page (*Image below*).

The screenshot shows the 'Document Templates' tab in the Pegasys interface. At the top, there's a breadcrumb trail: Pegasys > Reference > Document > Lease Profiles > Lease Info > Document Chains: 1 > Document Templates. Below this, there are tabs: Document Chain, Vendors, Amounts, Document Templates, Suspend Schedules, and Unsuspend Schedules. The 'Document Templates' tab is active. Below the tabs, there are buttons: Add, Copy, Remove, and a 'Display' dropdown set to 10. There's also a 'View as CSV' link. Below this is a table with the following data:

Document Template	Frequencies	Schedules
-------------------	-------------	-----------

Now you are ready to set up your recurring service templates in the lease module.

#### B. Setting up the RO Template (Monthly Obligation Schedule)

- (*Image above*) From the **Document Templates** page click the **Add** button.
- (*Image below*) In the **Document Type** box type RO as the document type.
- In the **First Creation Date** field, enter the first creation date for the RO.
  - The First Creation date is the first month you want to have your obligation and accrual process in Pegasys.
  - Example: PDN 1B12345678 was processed through VITAP from October 2003 through June 2004. The first obligation and accrual to run in the Lease Module will be in July 2004; therefore my First Creation Date is 07/01/2004.

## Recurring Service Desk Guide

### Part IV – Creating the Recurring Template (RO)

- Always enter the First Creation Date as mm/01/yyyy.
- 4. Change the Status to “Active”
- 5. Make sure the **Referenced Record** remains 0.
- 6. The **Finalize the Last Reference** box should no longer be checked. A new procedure will be distributed shortly to de-ob Recurring document chains. In the interim, documents can be manually de-obligated at anytime.

The screenshot shows the PEGASYS web application interface. The breadcrumb trail is: Pegasys > Reference > Document > Lease Profiles > Lease Info: > Document Chains: 1 > Document Templates > Document Template. The 'Document Template' tab is selected, and the 'Frequencies' sub-tab is highlighted with a red box. The 'General' section contains the following fields: 'Document Type' (RO), 'First Creation Date' (04/01/2006), 'Status' (Active), 'Referenced Record Number' (0), and 'Final Last Reference' (checked). The 'Payment Template Prompt Pay Information' section is also visible, showing checkboxes for 'Periodic Payments Subject to Prompt Pay' and 'Retroactive Payments Subject to Prompt Pay'.

7. Click on the **Frequency** tab (Image above)

8. Click the “Add” button (Image below).

The screenshot shows the PEGASYS web application interface. The breadcrumb trail is: Pegasys > Reference > Document > Lease Profiles > Lease Info: > Document Chains: > Document Templates: 1.1 > Frequencies. The 'Frequencies' tab is selected. The 'Add' button is highlighted with a red box. Below the buttons, there is a table with the following columns: 'Change Effective Date', 'Frequency', 'Frequency Interval (X)', 'Generation Day (Y)', and 'Generation Type'. The table contains one row with the following values: 'Every Yth Day of Month', '01', and 'Forward'.

- 9. (Image below) In the **Change Effective Date** box, input the effective date (start date of your award/Option Year)
- 10. In the **Frequency** box, select “Every Yth Day of the Month” from the drop-down box
- 11. In the **Generation Day** box, enter “01”
- 12. In the **Generation Type** box, mark the “Forward” button



# Recurring Service Desk Guide

## Part IV – Creating the Recurring Template (RO)

Frequency

Item 1 of 1

Expand All | Collapse All

General

\*Change Effective Date: 3/25/06

\*Frequency: Every Yth Day of Month

Frequency Interval (X):

Generation Day (Y): 01

\*Generation Type: Forward

13. Now, select “Document Template.” (NOT “Document Templates” (Image above)) This will bring you back to the “Document Template” data entry page (Image below).

14. Click on the “Template” button

Document Template

Item 1 of 1

Expand All | Collapse All

General

\*Document Type: RO

First Creation Date: 07/01/2006

Status: Active

Copy Fwd From Template Record

Referenced Record Number: 0

Final Last Reference: ☐

Template

15. Choose the **Copy Forward** radial button. This is where the RQ commitment document is copied over to the RO template.

16. Then click **Next**.

New Order

Document Type: RO

Doc Number Prefix:

Document Number: 1BTEST-1-1

Security Org:

Title:

Generate

Copy Document

☐ None

☐ Copy From

☒ Copy Forward

Next >

## Recurring Service Desk Guide

### Part IV – Creating the Recurring Template (RO)

17. (Image below) In the **Doc Number** box, input your RQ document number (this is the number that you wrote down on your contract when you processed the RQ).
18. Click **SEARCH**
19. **NOTE:** You must now highlight the appropriate RQ in the search return field to select the document to copy forward.
20. Click the “Finish” button

Copy Forward - Microsoft Internet Explorer provided by General Services Administration

Address: https://162.70.105.116:6002/MOMEX/Controller

Search Criteria

Document Type: RQ PBS Recurring Contract From Accounting Period:

Document Number: RQ200604250000 To Accounting Period:

Document Status: From Date:

Logon ID: To Date:

Title: Vendor:

Search

Copy Lines

☒ Copy all lines ☐ Choose which lines to copy

Additional Criteria

Accounting

Display 10 Items

Document Category	Document Type	Document Number	Document Date	Title	Document Status	Logon ID
IQ	RQ	RQ200604250000	04/25/2006	1B12345678	Processed	allroles26

21. The **Header** page of the RO form will be displayed, which is similar to a PJ document. All of the information contained on the RQ document will populate on the RO template.

## Recurring Service Desk Guide

### Part IV – Creating the Recurring Template (RO)

The screenshot shows a web application interface within a Microsoft Internet Explorer window. The browser's address bar displays the URL: <https://162.70.105.116:6002/MOMEX/Controller>. The page title is "Header - Microsoft Internet Explorer provided by General Services Administration".

At the top of the application, there are several buttons: "Verify", "Refresh", "Save Template", "Close Template", "View in Fund Currency", "Add Shortcut", "Attachments", "Print", and "Route".

Below these buttons is a tabbed interface. The tabs are: "Header", "Office Addresses", "Header Accounting Lines", "Novation Vendor History", "Novation Designated Agent History", "Itemized Lines", and "Approval Routing". The "Header Accounting Lines" tab is currently selected and highlighted with a red rectangle.

Under the "Header" tab, there are sub-tabs: "Amendment\_History", "Workflow Status", and "Approval History". The "Amendment\_History" sub-tab is selected.

The main content area shows a form with the following fields:

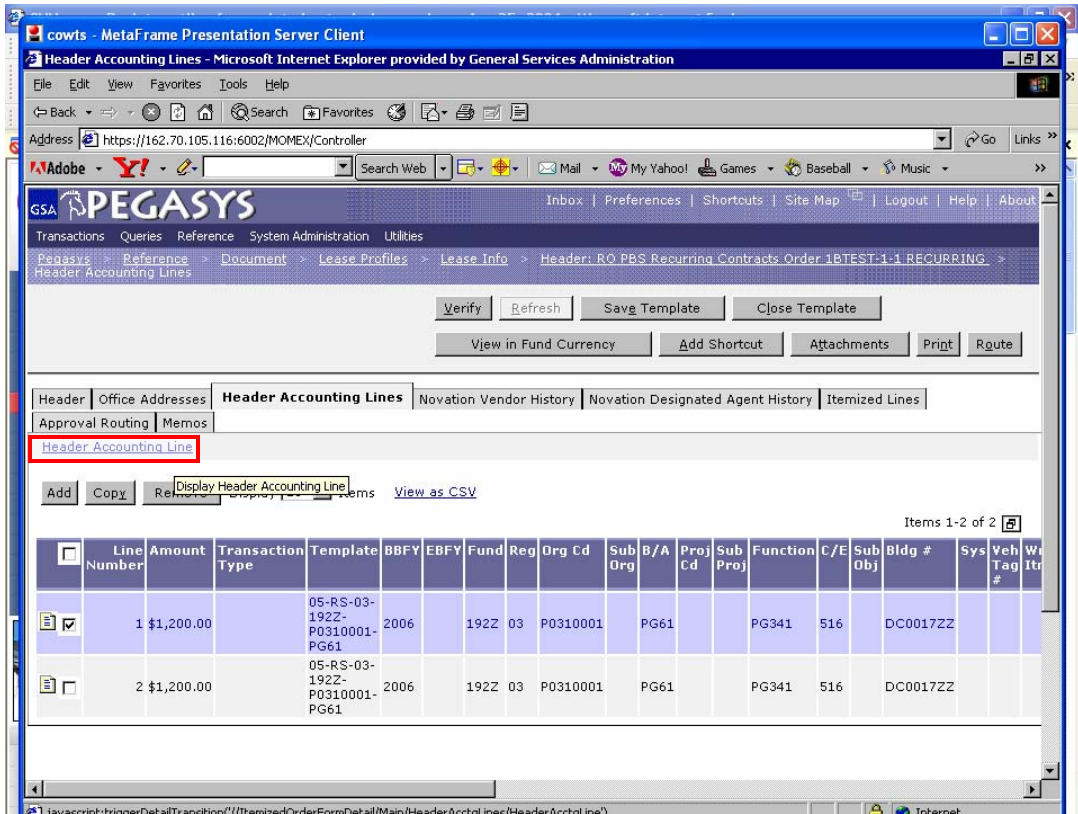
- Document Type:  PBS Recurring Contract
- Status:
- Document Number:
- Title:
- Ordered By:
- Customer Account:
- Orig Order Date:
- Order Date:
- Accounting Period:
- Reporting Accounting Period:
- Document Classification:
- Security Org:
- Travel Invoice Required: ☐
- Suppress Printing: ☐
- Fast Pay: ☐
- Receipt Required: ☐

At the bottom of the form, there is a "Vendor Info" section with a text input field.

22. Verify that all of the necessary information is populated (Requested By field, Vendor information, Remit Address, Contract number)
23. Select the "Header Accounting Lines" tab. This is the same as the "Accounting Lines" tab in the old version of Pegasys, but they added the word "Header" to it to make it more confusing.

## Recurring Service Desk Guide

### Part IV – Creating the Recurring Template (RO)



24. On the **Accounting Lines** tab, Highlight the tab you would like to review and click the “Header Accounting Lines” link (*Image above*)
25. You now need to search for a **NEW NON-192Z** template. Scroll down till you see the “Accounting Dimensions” section (*Image below*)
  - This is where you need to change the fund from 192Z (used on the RQ) to 192X.
  - You must search for a new accounting template. Simply changing the Fund box to 192X will not change the accounting template.
26. Click on the blue “Template” hyperlink. This will bring you to the template search page.

Accounting Dimensions

Template: 05-RS-06-192Z-P625204-PG61 Default

BBFY:	EBFY:	Fund:	Region:	Org Code:
2005		192Z	06	P0625204
Budget Activity:	Project Code:	* Function:	* Cost Element:	Building #:
PG61		PG901	516	
System:	Vehicle Tag #:	Work Item:	ABC Activity:	Cost Organization:
YBA:	BETC:			
2005				

Agreement

## Recurring Service Desk Guide

### Part IV – Creating the Recurring Template (RO)

Search - Template

Search Criteria

Name:

Effective Dates

Start Date:

End Date:

Security Org.:

27. (Image above) Type in an asterisk (\*) followed by the appropriate org code that is cited on the contract, followed by another asterisk. Click and Search.

Search - Template - Microsoft Internet Explorer provided by General Services Administration

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address: <https://phdc.gsa.gov/MOMEX/Controller>

Go

Search - Template

Search Criteria

Name:

Effective Dates

Start Date:

End Date:

Security Org.:

Display  Items

Item Page: 1 2 3 4 5 6 7 Items 11-20 of 61

	Name
<input type="button" value="Select"/>	05-P-03-192-P0310001-PG00
<input type="button" value="Select"/>	05-P-03-192-P0310001-PG51
<input type="button" value="Select"/>	05-P-03-192-P0310001-PG53
<input type="button" value="Select"/>	05-P-03-192-P0310001-PG53-3P
<input type="button" value="Select"/>	05-P-03-192-P0310001-PG55
<input type="button" value="Select"/>	05-P-03-192-P0310001-PG61
<input type="button" value="Select"/>	05-P-03-192-P0310001-PG64
<input type="button" value="Select"/>	05-P-03-192-P0310001-PG80
<input type="button" value="Select"/>	05-RS-03-192Z-P0310001-PG61
<input type="button" value="Select"/>	05-RS-03-192Z-P0310001-PG80

28. (Image above) Select the appropriate accounting template from the list by clicking "Select".

- Make sure you choose **Fund 192X**
- Make sure you choose the accounting template has a **"P"** (NOT "RS")
- Make sure you choose the appropriate budget activity
- NOTE: you can also add templates to your favorites from this page by selecting the "Paper Clip" looking icon to the right of the "Select" button

## Recurring Service Desk Guide

### Part IV – Creating the Recurring Template (RO)

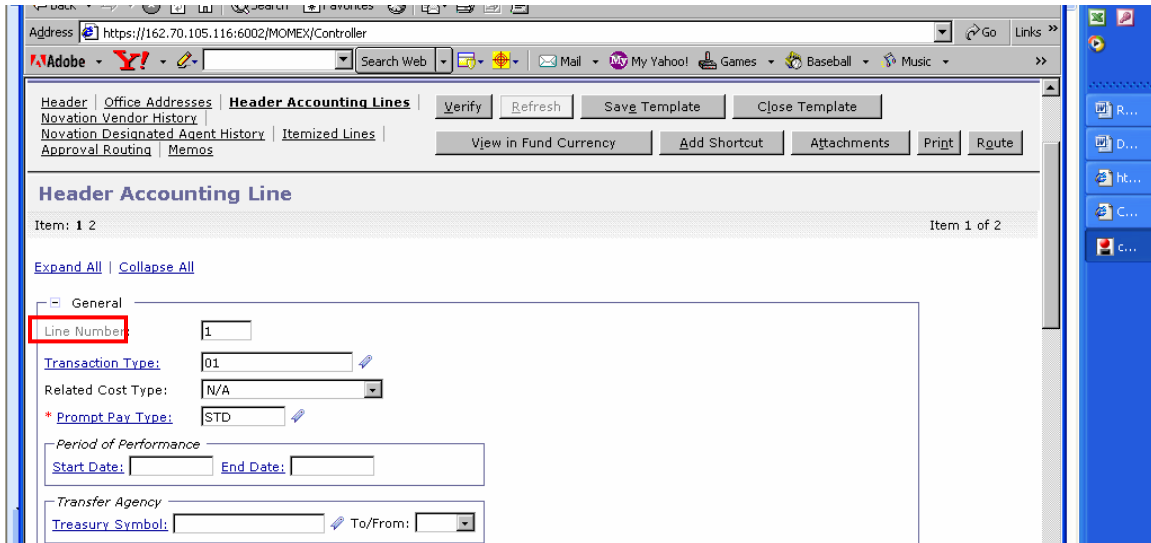
29. Hit the “Default” button. The fields in the Accounting group box will populate.

30. Complete the required accounting elements that were not populated by the accounting template
  - Cost Element (C/E)
  - Function Code (F/C)
  - Project Number (if applicable)
  - Building Number
  - Year of Budget Authority (YBA)
31. Under the **Reference** box, verify that the RQ number is correctly referenced
  - Please check to make sure that the Final box is **NOT** checked on the RO template.
32. FOR CONVERTED CONTRACTS: In the **Line Amounts box**, delete the amount that was populated and enter the monthly amount for that line item (see commitment calculation sheet provided by PFF). This will ensure that the monthly accruals run for the exact amount on the contract.



## Recurring Service Desk Guide

### Part IV – Creating the Recurring Template (RO)

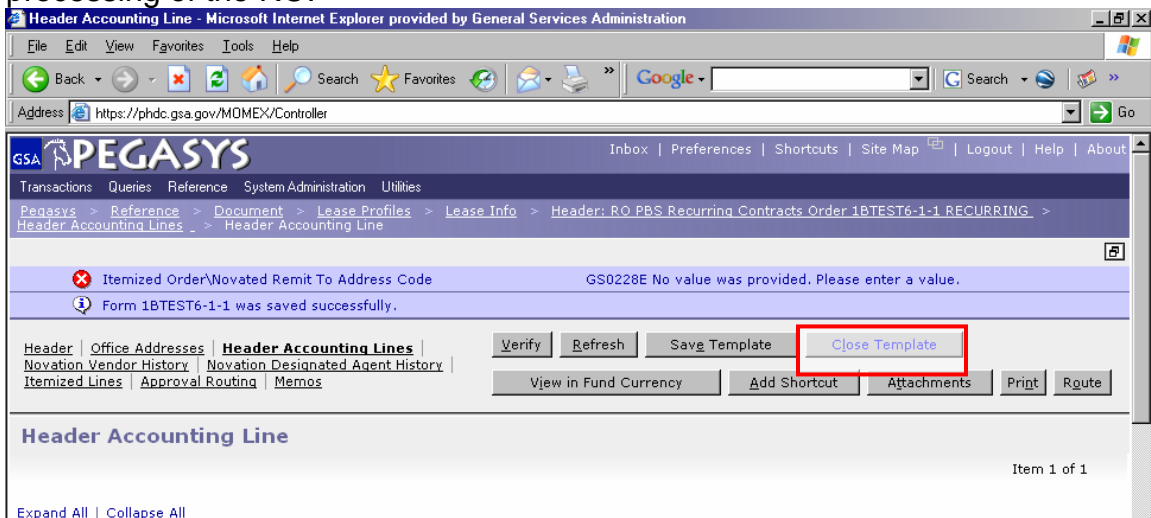


33. If this is the only Accounting Line on the RO template, proceed to step 35. OR if multiple lines were copied forward, click the # of the next accounting line (*Image above*) to continue changes.

34. If there is more than one accounting line for the contract, repeat steps 24-32 to change the accounting templates on each line to 192X and to change the line item amount.

35. Click the **Verify** button, and then click **SAVE TEMPLATE**.

You may receive the below errors. These errors are OK and will not affect the processing of the RO.



36. Click Close Template

37. The Recurring profile is now capable of being SAVED!

# Recurring Service Desk Guide

## Part IV – Creating the Recurring Template (RO)

38. Click the save button

Document Template - Microsoft Internet Explorer provided by General Services Administration

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Google Address https://phdc.gsa.gov/MOME/Controller Go

GSA PEGASYS Inbox | Preferences | Shortcuts | Site Map | Logout | Help | About

Transactions | Queries | Reference | System Administration | Utilities

Pegasys > Reference > Document > Lease Profiles > Lease Info: > Document Chains: 1 > Document Templates > Document Template

Lease Profile\Lease Chain 1 GS1052E At least one Lease Amount entry is required.

Lease Profile\Lease Chain 1 GS1052E At least one Lease Document Template entry is required.

Form 1BTEST6-1-1 was closed successfully.

Lease Info | Document Chains | Document Chain | Vendors | Amounts | **Document Templates** | Suspend Schedules | Unsuspend Schedules

Save

Document Template | Frequencies | Schedules

Item 1 of 1

Expand All | Collapse All

General

\* Document Type: RO Copy Fwd From Template Record

First Creation Date: 07/01/2006 Referenced Record Number: 0

Status: Active Final Last Reference: ☐

Template

Payment Template Prompt Pay Information

Periodic Payments Subject to Prompt Pay: ☒ Specific Periodic Payments Prompt Pay Type:

Retroactive Payments Subject to Prompt Pay: ☒ Specific Retroactive Payments Prompt Pay Type:

Done Internet