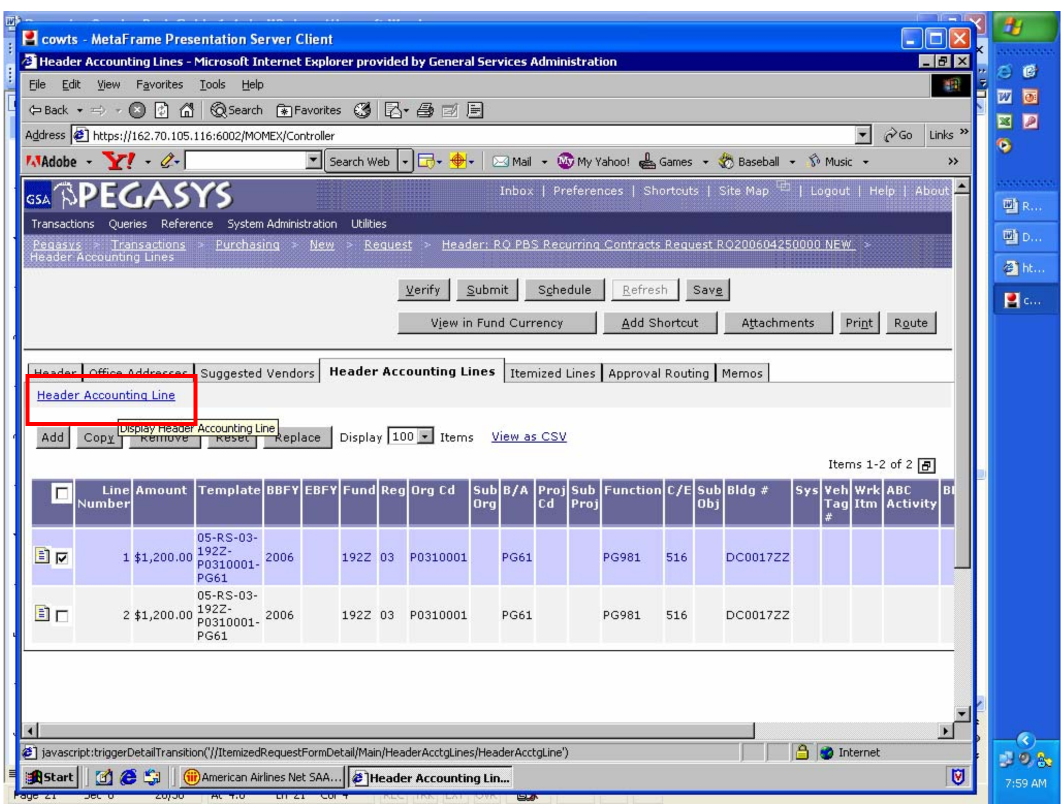
# Recurring Service Desk Guide
# Part IV – Creating the Recurring Template (RO)

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.***



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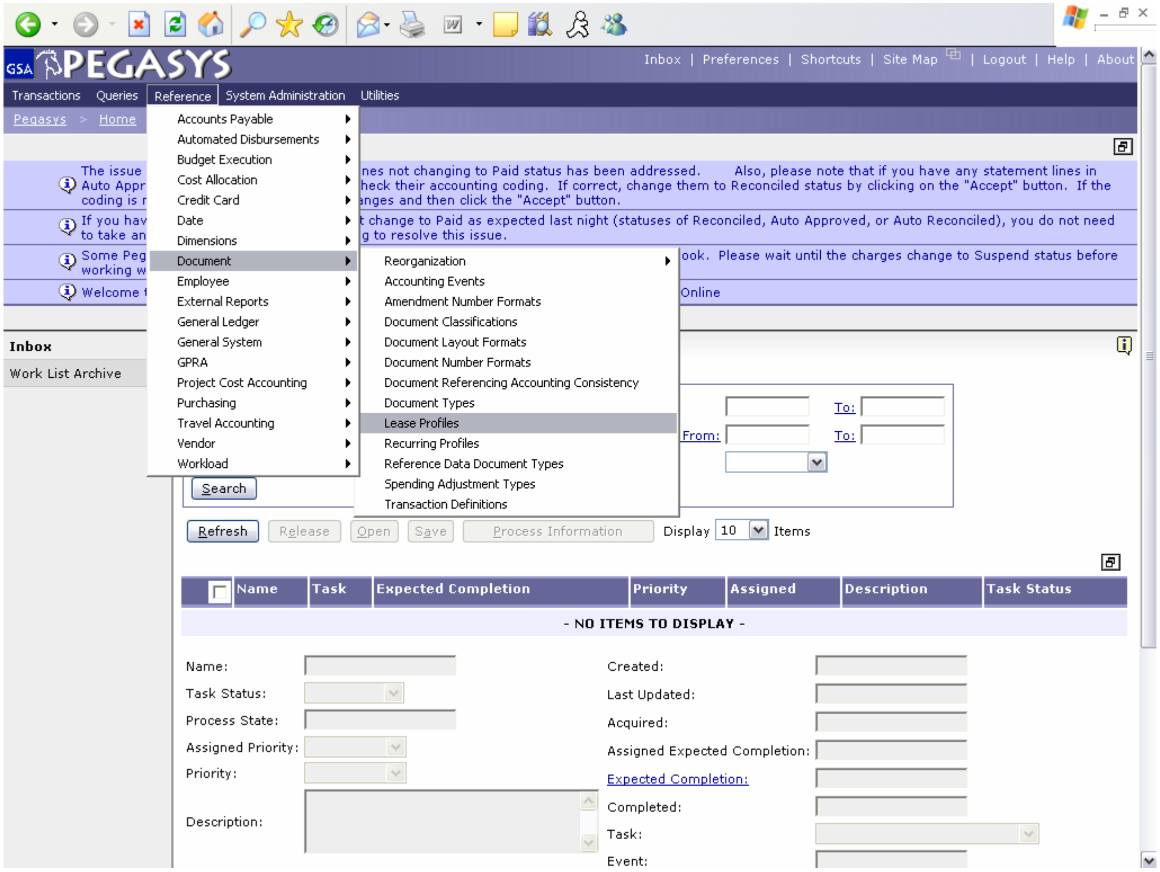
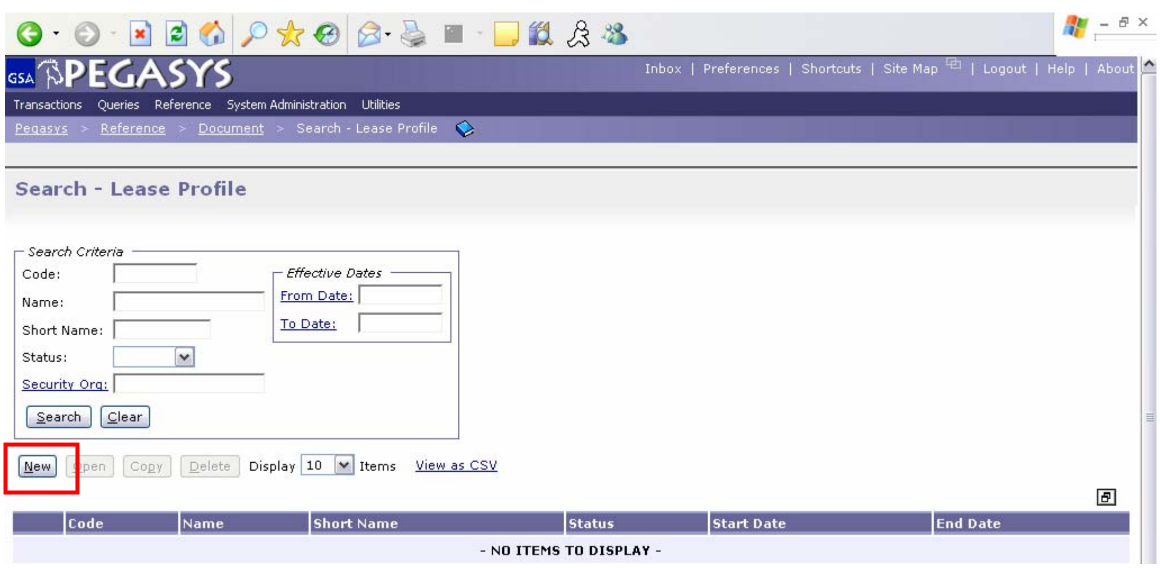
1. Select **Reference – Document – Lease Profiles** from the Pegasys menu bar.



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.



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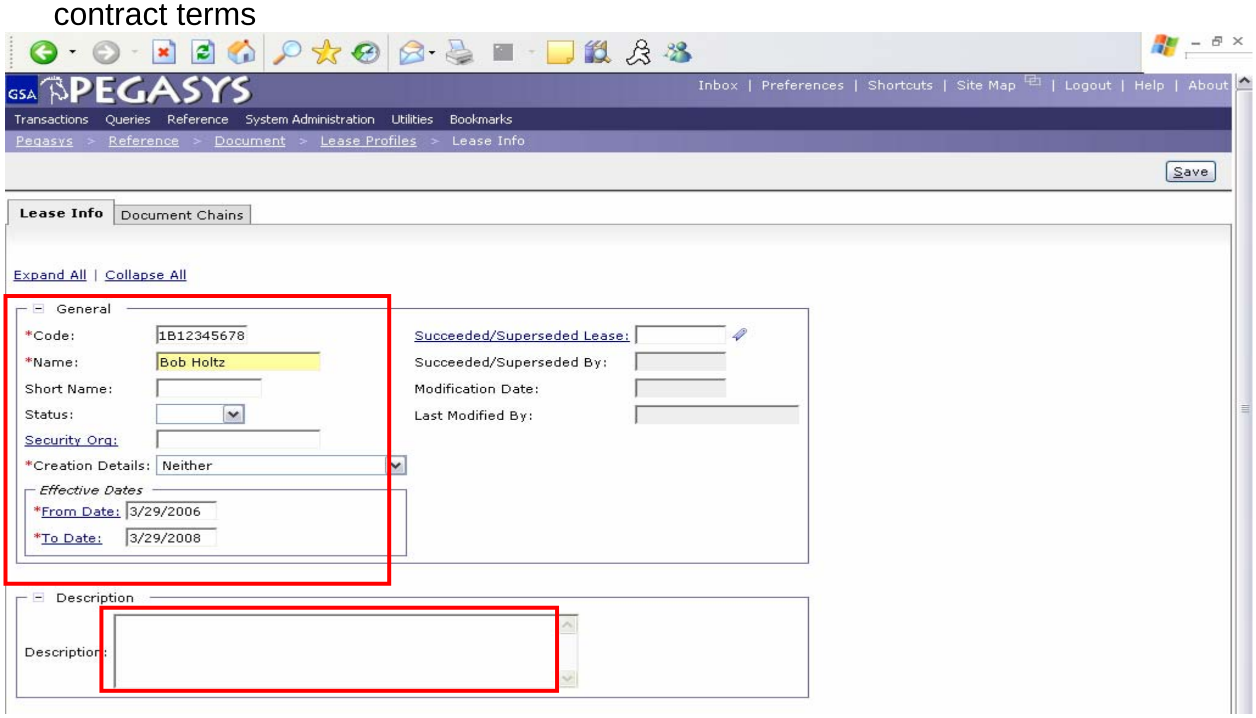
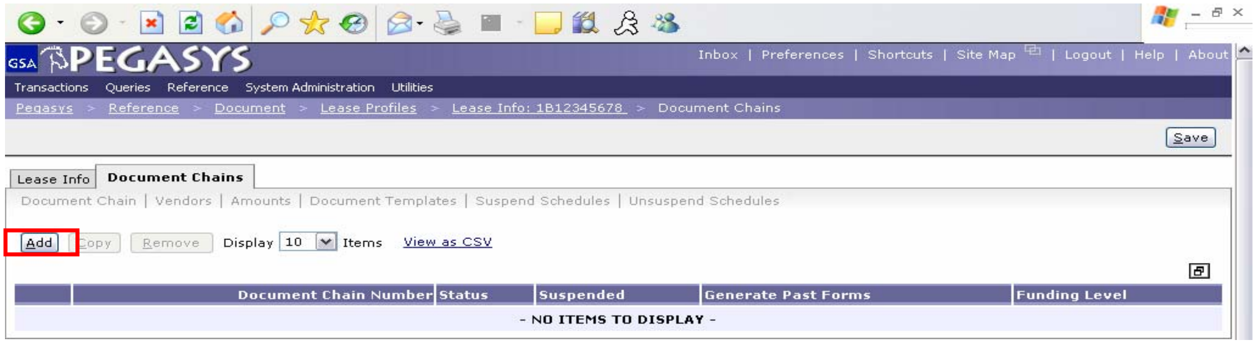
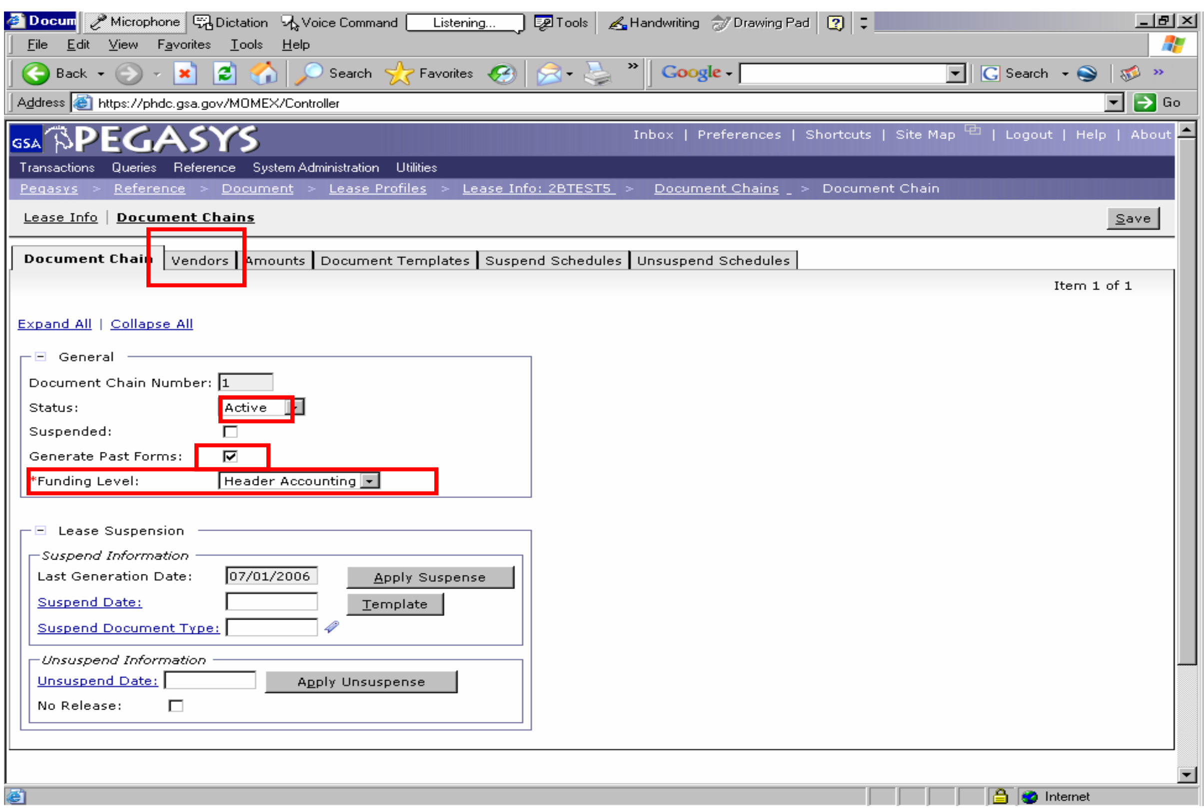
3. In the **Code** field, input the PDN number (i.e. the 1B number)
   - Remember to use **CAPITAL LETTERS** when typing the 1B into the Code field.
4. In the **Name** field, input the vendor name as it appears on the contract.
5. In the **Short Name** field, enter your first initial, last name (e.g. 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



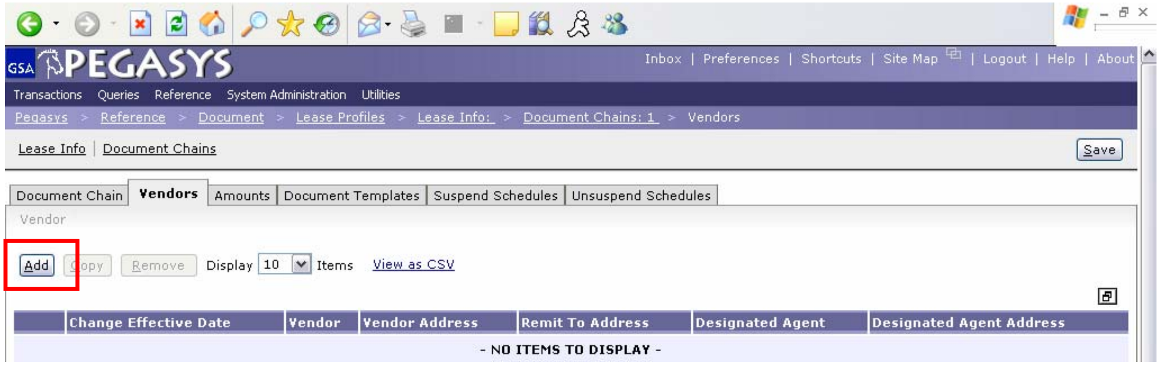

11. (*Image* below) Select the **Document Chains** tab to display the Document Chains page.
12. Select the "ADD" button




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*).




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. Ince 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.

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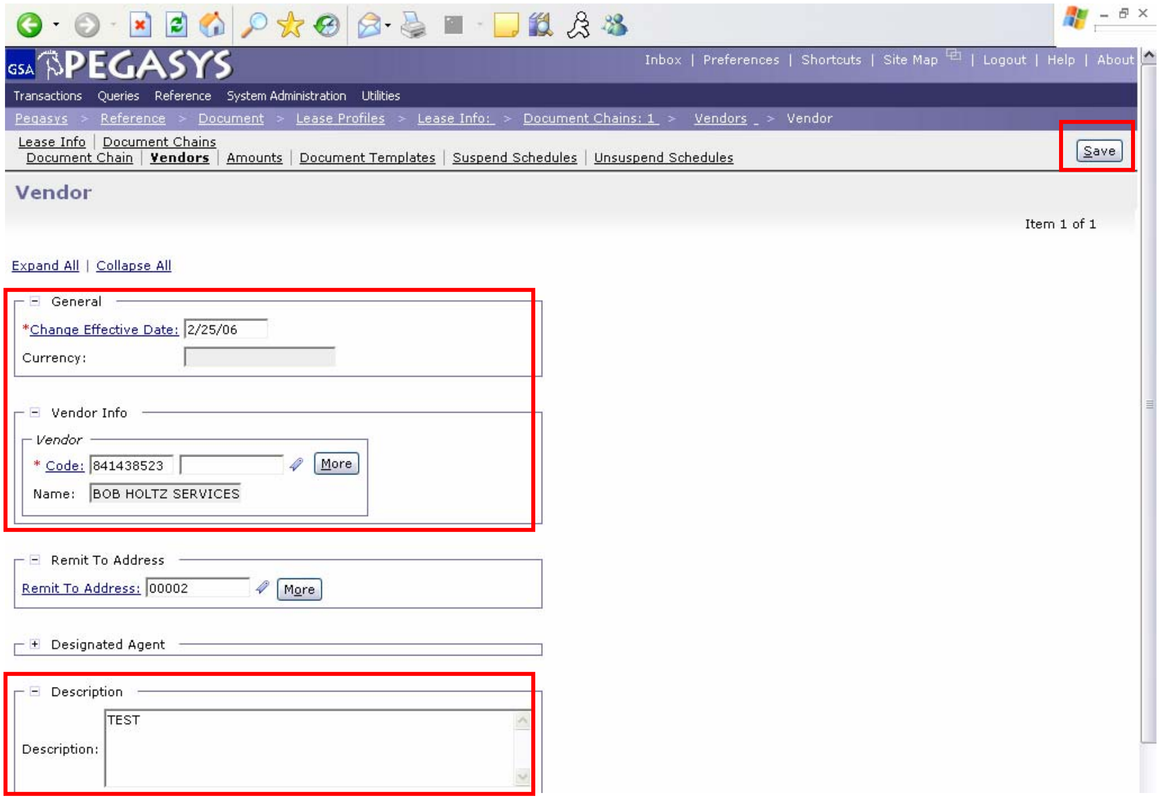
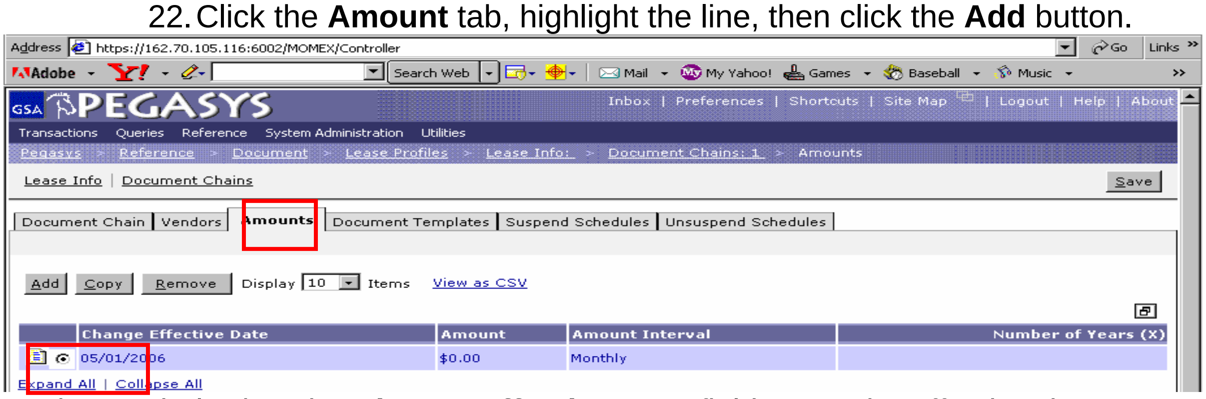


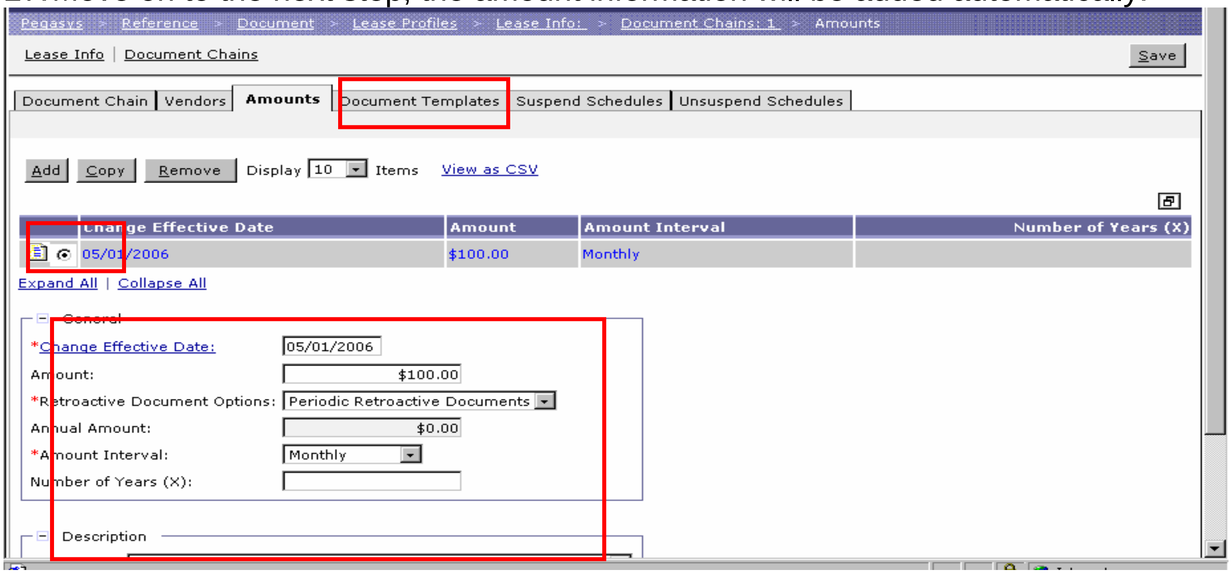

22. Click the **Amount** tab, highlight the line, then click the **Add** button.



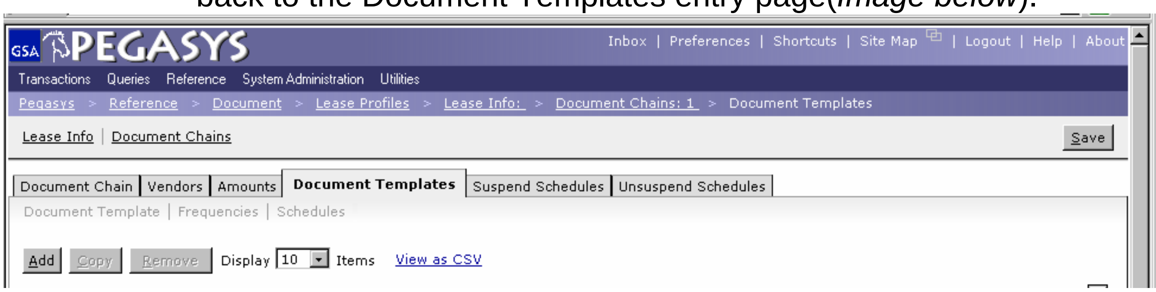

23. (*Image* below) In the **Change Effective Date** field, enter the effective date (start date of the contract modification or option year). You may enter a date by selecting the **Change Effective Date** hyperlink to select a date from a calendar or enter manually enter the dates in the following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

- 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.




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




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

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

1. (*Image* above) From the **Document Templates** page click the **Add** button.
2. (*Image* below)In the **Document Type** box type RO as the document type.
3. 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.

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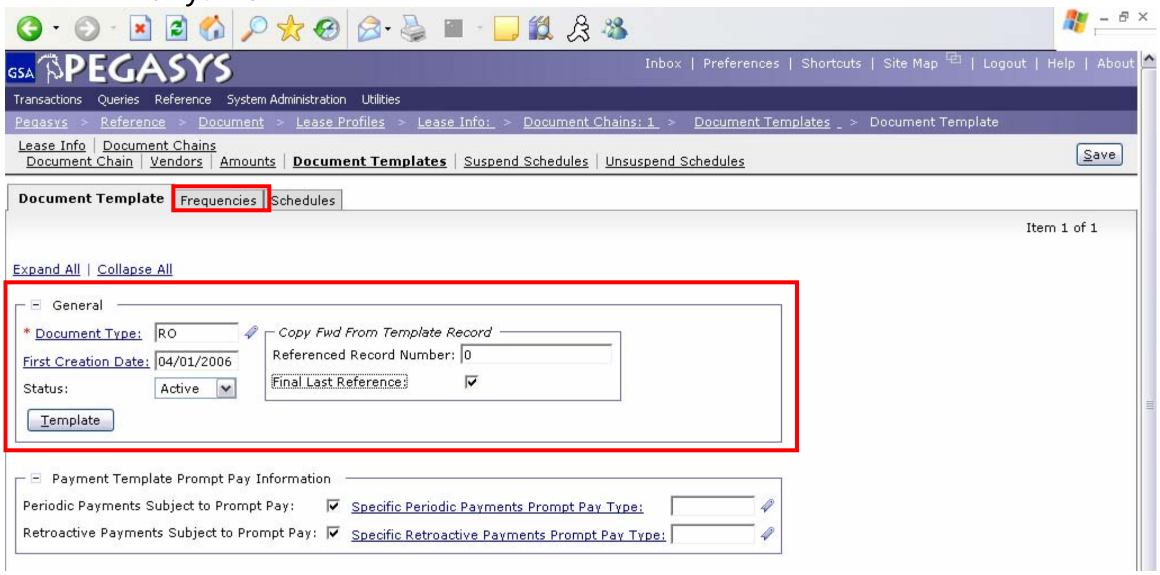
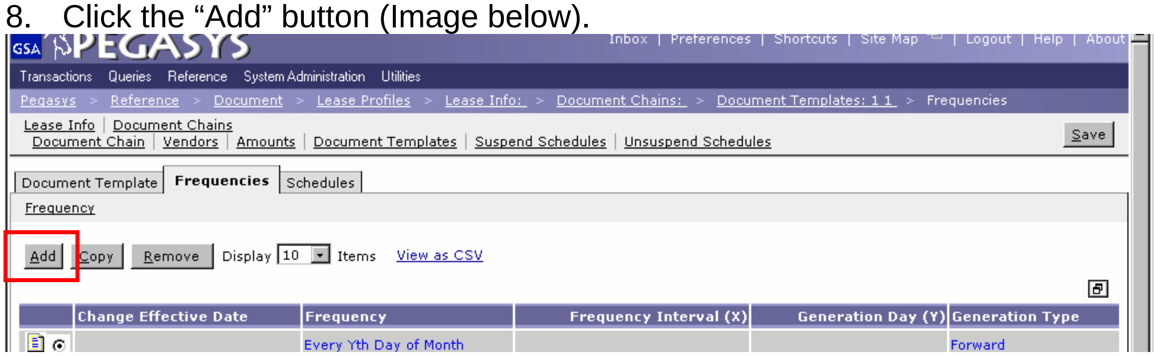
- **Always enter the First Creation Date as mm/01/yyyy.**

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.




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

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




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

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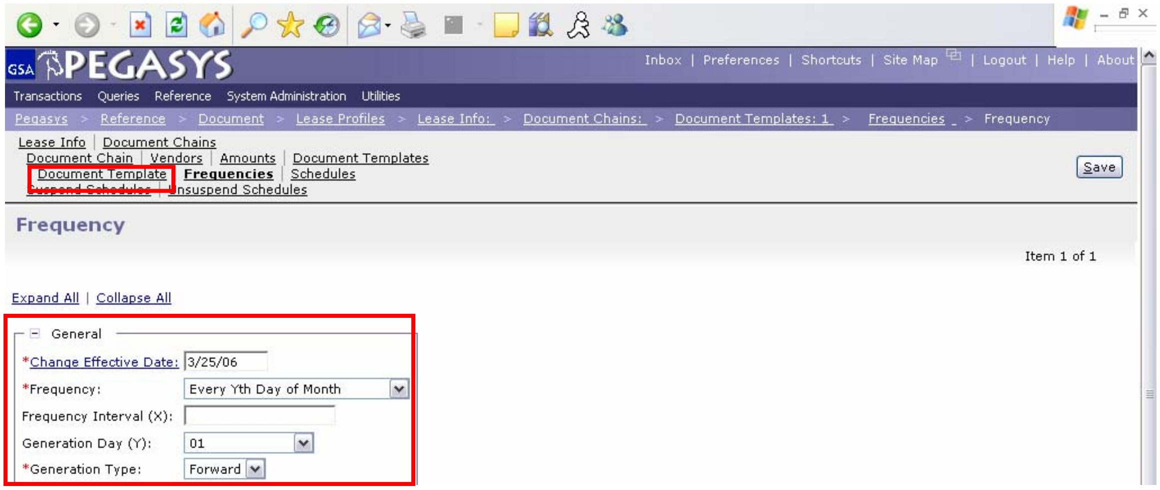
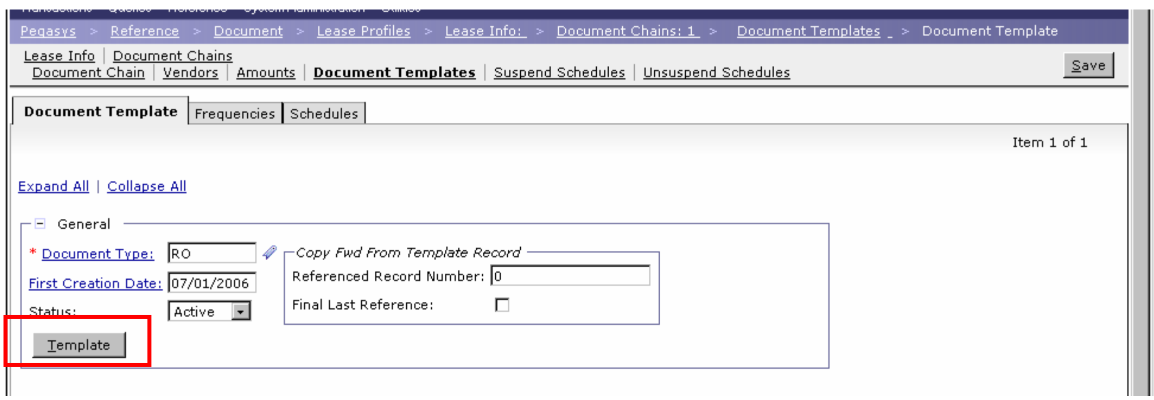
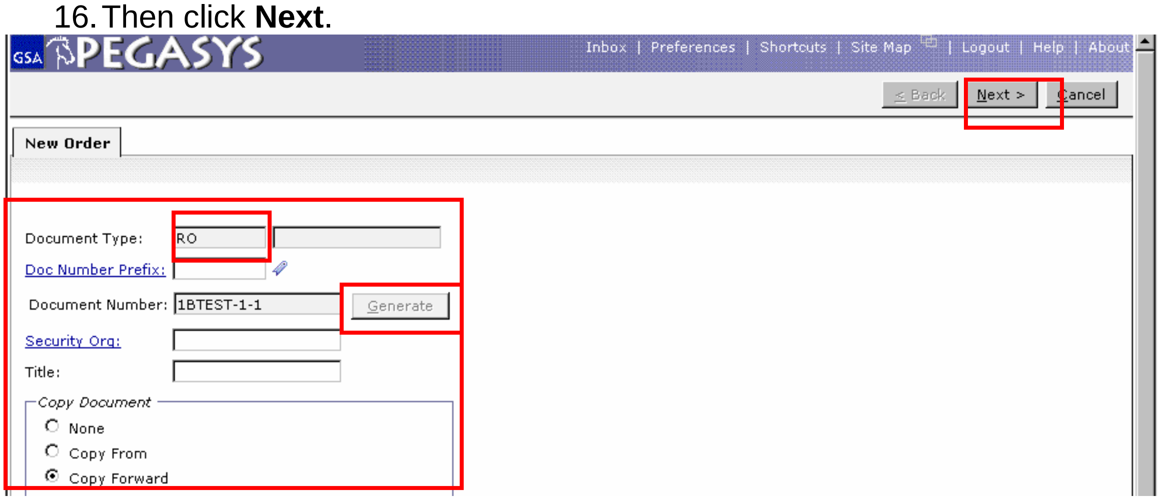



13. Now, select "Document Template." (NOT "Document Template**s**" (*Image above*))This will bring you back to the **"Document Template"** data entry page (*Image below*).
14. Click on the "Template" button




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**.



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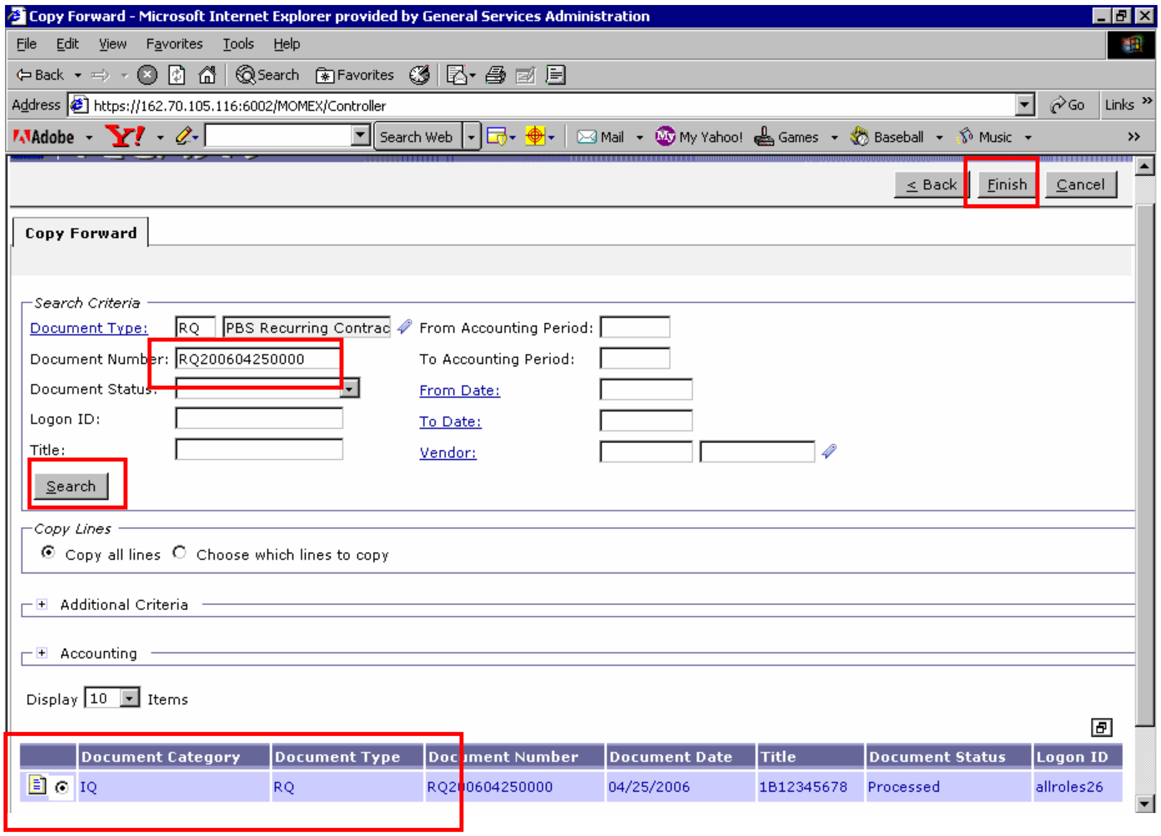
17. (*Image* below)In the **Doc Number** box, input your RQ document number (this is the number that you wrote down on your contract when you processed the RQ).
18. Click **SEARCH**
19. **NOTE: You must now highlight the appropriate RQ in the search return field to select the document to copy forward.**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




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.

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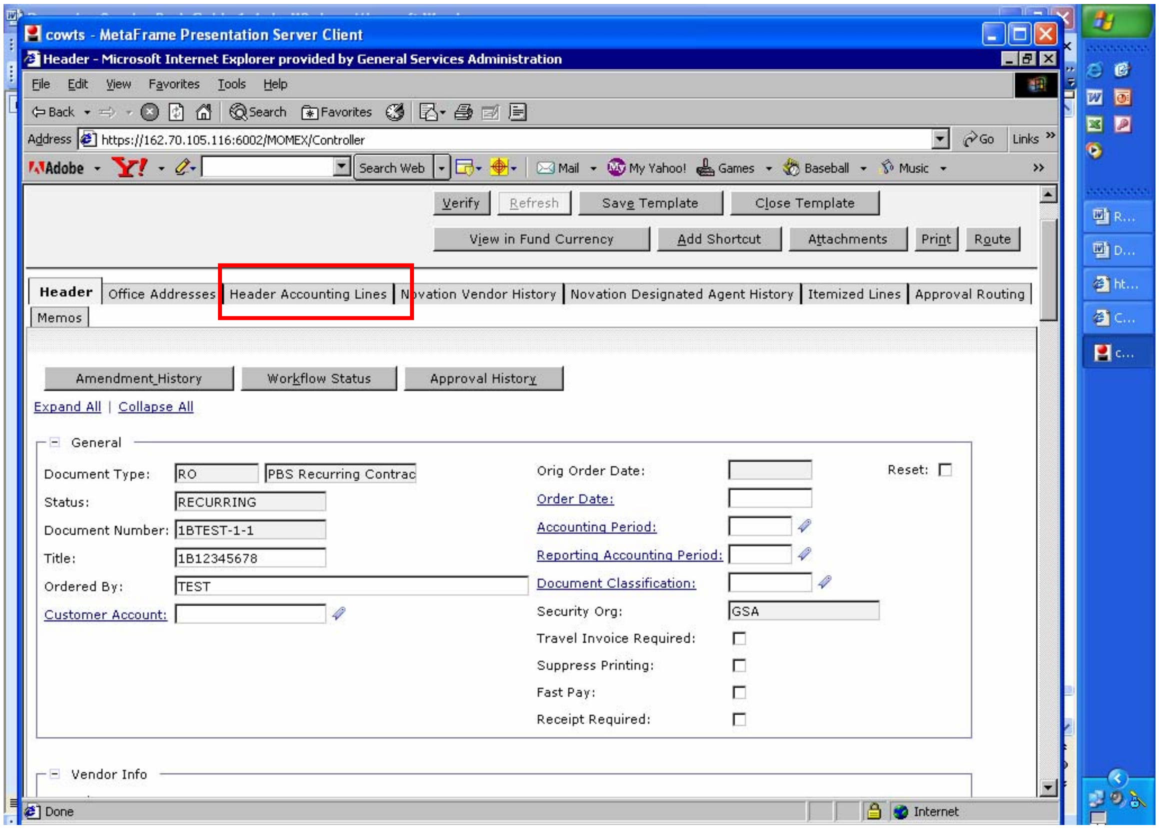

22. Verify that all of the necessary information is populated (Requested By field, Vendor information, Remit Address, Contract number)
23. Select the "Header Accounting Lines" tab. This is the same as the "Accounting Lines" tab in the old version of Pegasys, but they added the word "Header" to it to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

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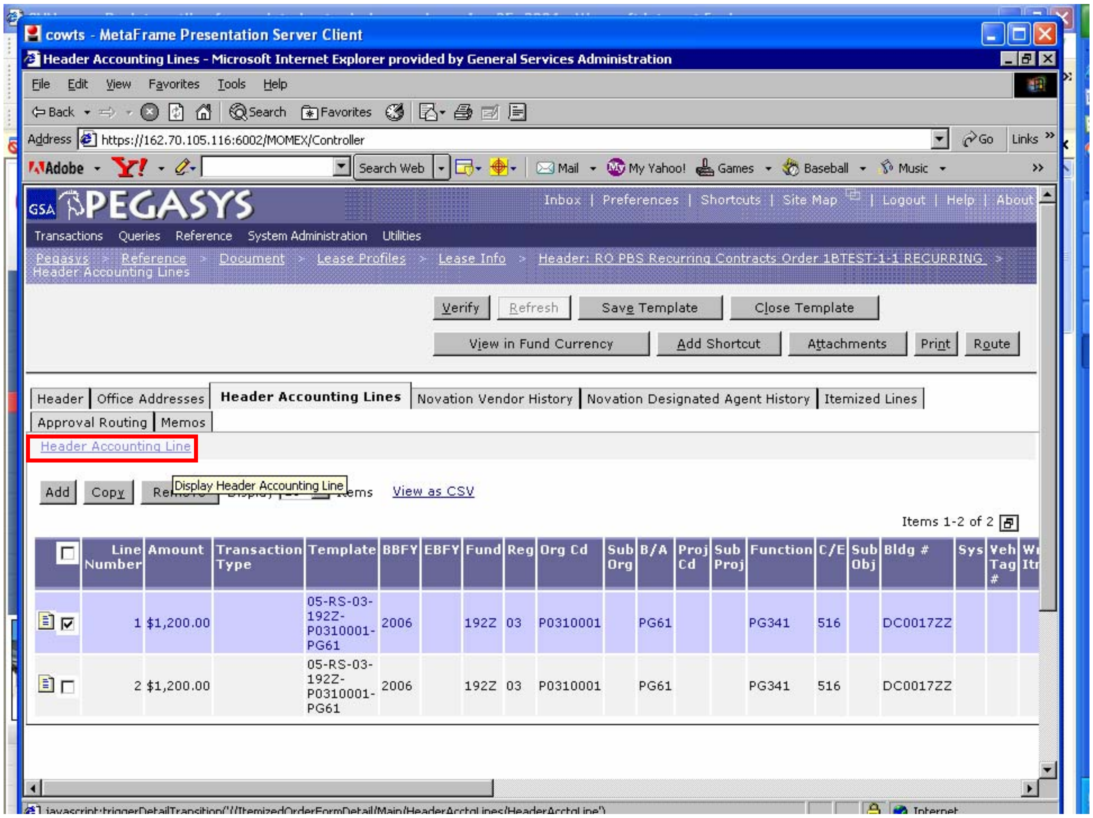
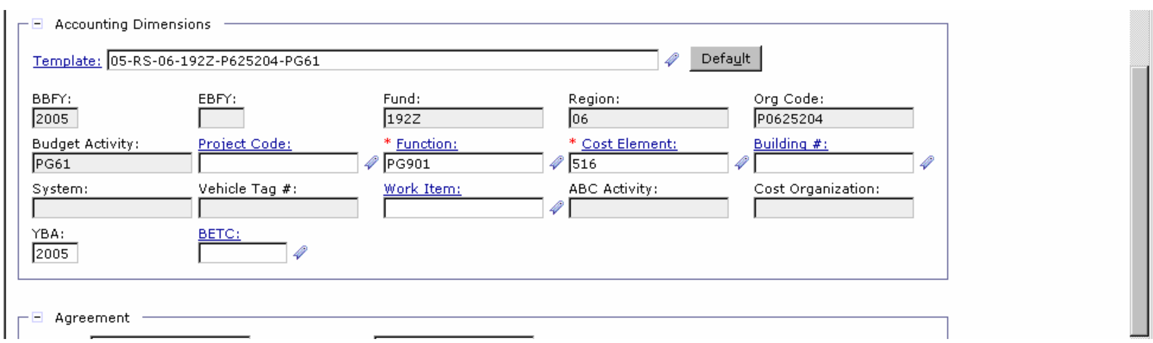
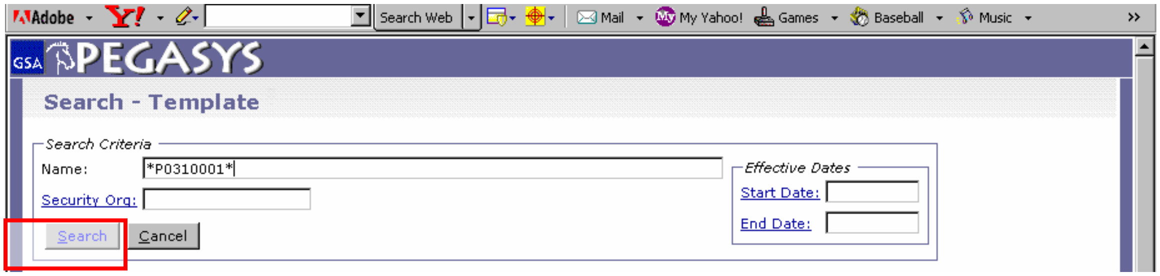
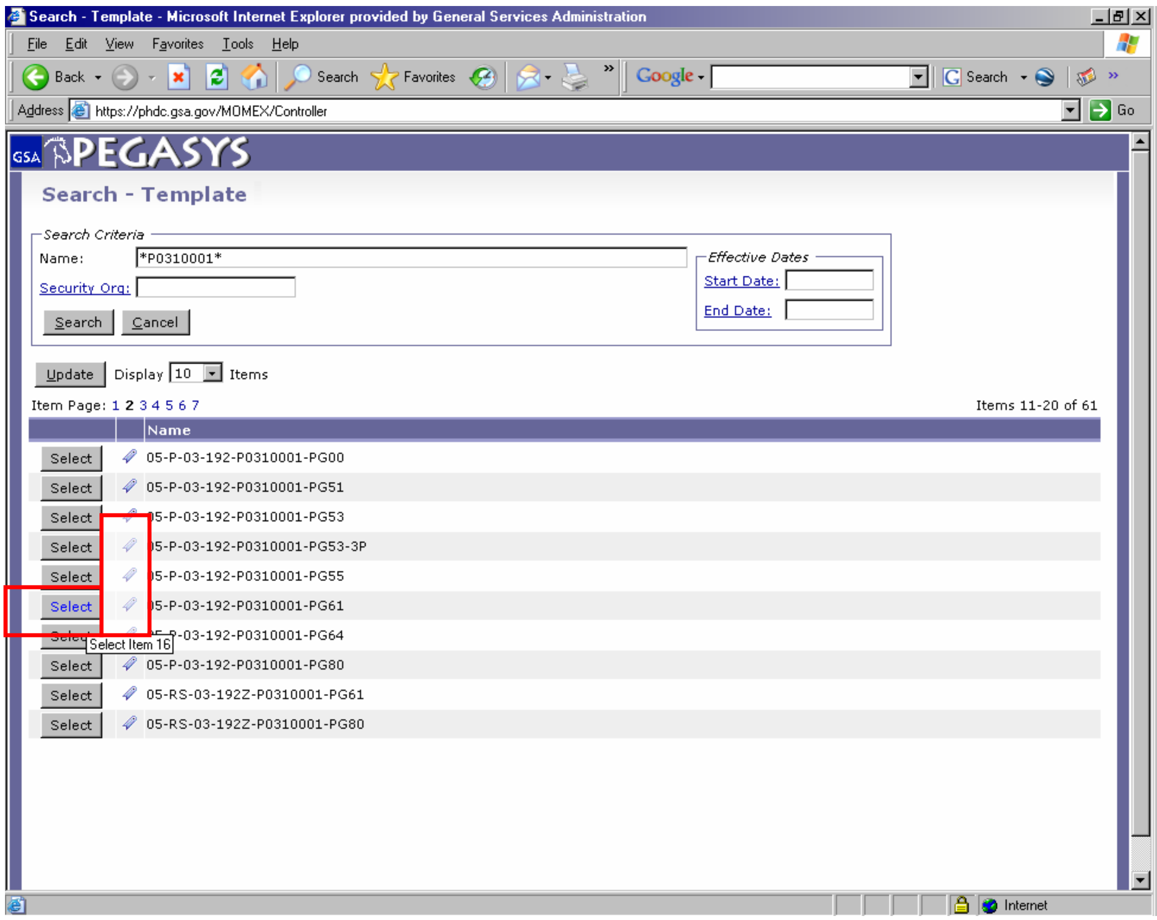


24. On the **Accounting Lines** tab, Highlight the tab you would like to review and click the "Header Accounting Lines" link (*Image above*)
25. You now need to search for a **NEW NON-192Z** template. Scroll down till you see the "Accounting Dimensions" section (*Image below*)
    - This is where you 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.



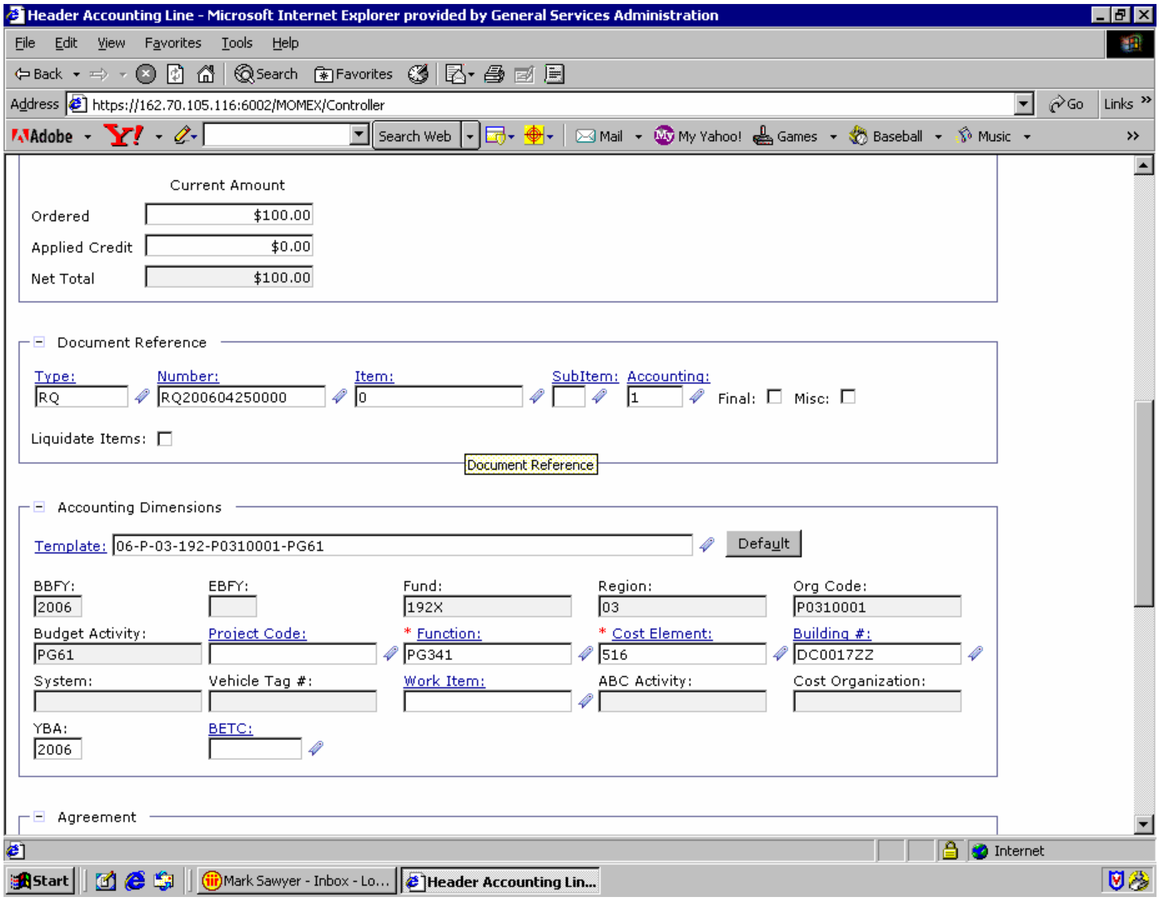



27. (*Image* above) Type in an asterisk (*) followed by the appropriate org code that is cited on the contract, followed by another asterisk. Click and Search.

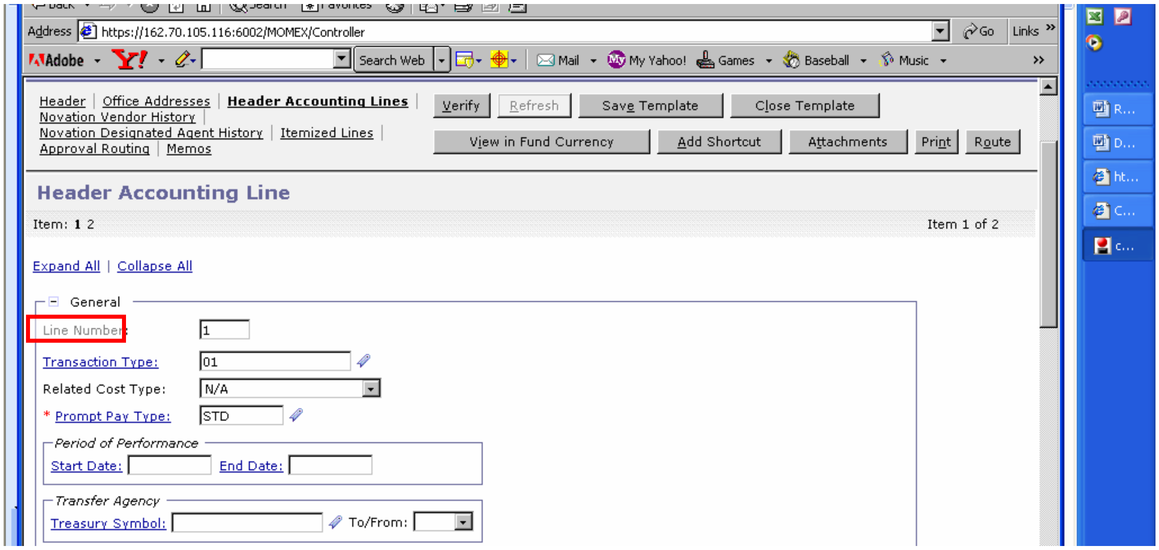



28. (*Image* above) Select the appropriate accounting template from the list by clicking "Select".
    - Make sure you choose **Fund 192X**
    - Make sure you choose the accounting template has a **"P"** (NOT "RS")
    - Make sure you choose the appropriate budget activity
    - NOTE: you can also add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

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

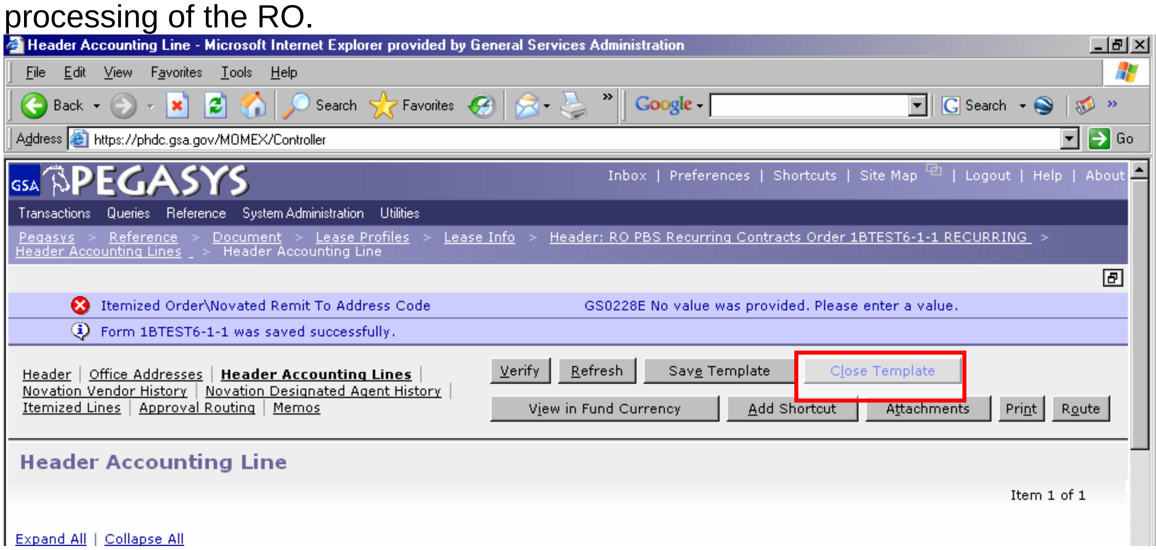



30. Complete the required accounting elements that were not populated by the accounting template
    - Cost Element (C/E)
    - Function Code (F/C)
    - Project Number (if applicable)
    - Building Number
    - Year of Budget Authority (YBA)
31. Under the **Reference** box, verify that the RQ number 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.




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!

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38. Click the save button