Recurring Service Desk Guide
Part VI – Creating the Receipt (RT/RW)

After setting up the Recurring Accrual Template (RA) in the Lease Module, the next step is to determine if a Recurring Blanket Receiving Report Template (RT) can be set up. If a Blanket Receiving Report (RT) can't be used, then a Manual Receiving Report (RW) must be processed every month.
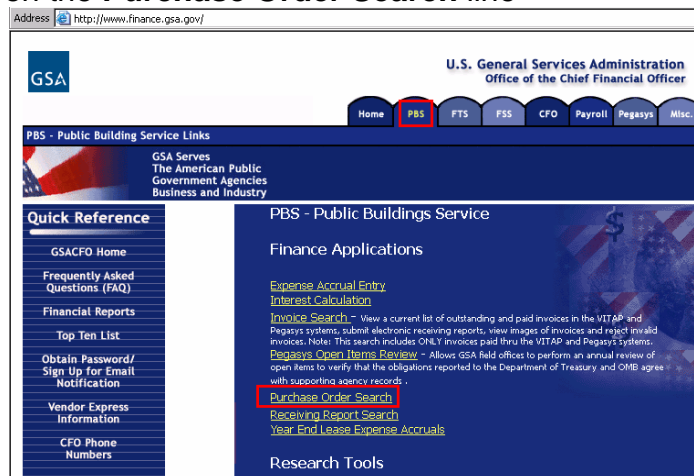
Once a contract has been entered directly into Pegasys, all Receiving Reports must be processed in Pegasys as RT or RW documents. If any adjustments need to be made to the Receiving Reports, the adjustments must be done on the Pegasys RT or RW document, not on the VC Web Accrual Adjustment website.

A. How to Determine if a Blanket Receiving Report can be Processed

There are several ways to determine if a blanket receiving report is enabled for a contract. The easiest way is to use the Purchase Order Search web site.

Go to **www.finance.gsa.gov**
1. Click on the **PBS** tab
2. Click on the **Purchase Order Search** line

3. Enter your Log-in information in the box. Click the **Login** button

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4. In the **Act** box, type in the Act Number of the Contract. (You may also search by Pegasys Document Number or Org Code)
   - For contracts that use an ACT #, do <u>not</u> put the "1B" prefix in this box. (e.g. 35038458)
   - For contracts that use a PDN, do <u>not</u> put the "1" prefix in this box (e.g. B3C02540)
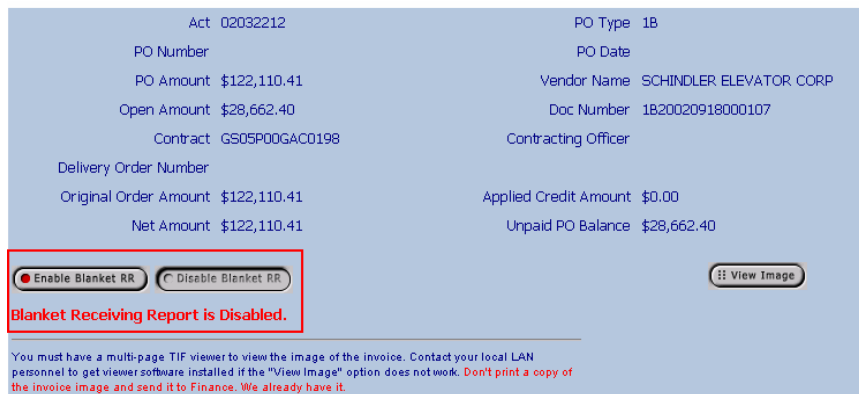

5. The results returned from the search will indicate if the Blanket Receiving Report is enabled for the contract.
   - If you see "**Blanket Receiving Report is Enabled**", you can proceed to Step B: Setting up a RT Template (Monthly Blanket Receiving Report Schedule).
   - If you see "**Blanket Receiving Report is Disabled**", you must proceed to Step C: Creating a Manual Receiving Report (RW)
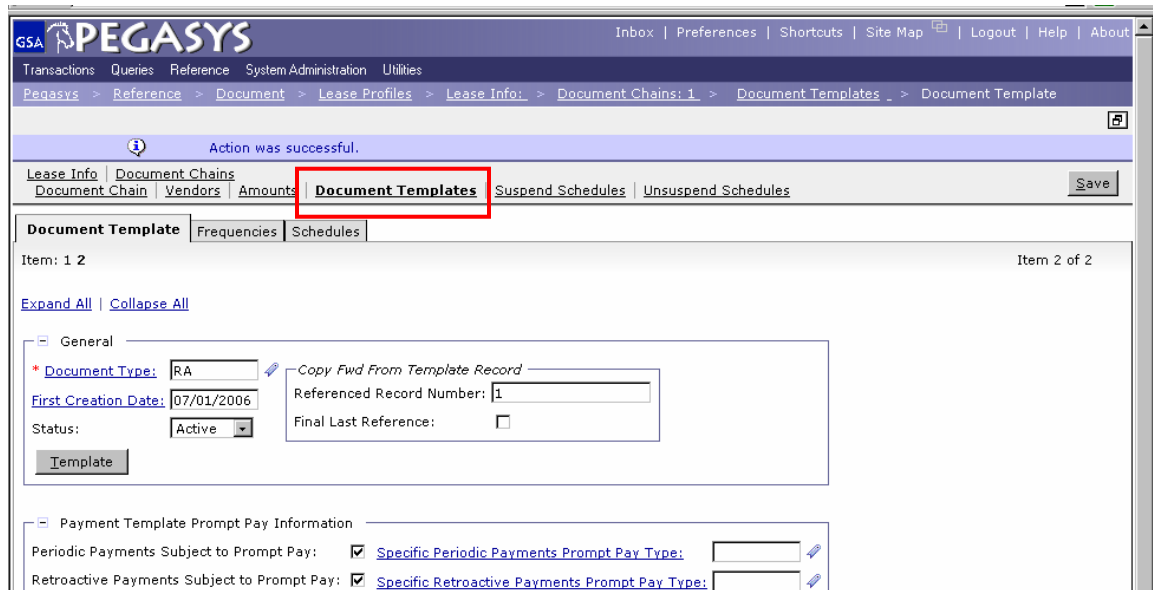
B. Setting up the RT Template (Monthly Blanket Receiving Report Schedule)

1. You should be on the below screen left over from the last page in section V

2. Select the "Document Templates" button (*Image above*)

3. Click the "Add" button (*Image above*)

4. Type RT as the "Document Type
5. Enter the "First Creation Date" for the RT (This should be the same date as the RO and RA Templates)
6. Change the "Status" to "Active"
7. Change the "Referenced Record Number" to "2"
8. Select the "Frequencies" tab

9. Click the "Add" button

10. In the **Change Effective Date** field, enter the first creation date.
    ▪ The First Creation date is the first month you want to have your receiving report generate in Pegasys -- This should be the same as the First Creation date for the RO and RA templates.
11. Change the "Frequency" tab to "Every Yth Day of the Month"
12. Change the **Generation Day** to 01.
13. In the Generation Type box, select **"In Arrears"**
    ▪ Since receiving reports are processed after PBS receives the services, the RT templates must be set up to generate after the obligation and accruals and after PBS receives all of the services.
14. Click "Document Template" to return to the Document Template creation page

15. Click the "Template" button (*Screen above*)

16. Click the "Next" button (*Screen above*)

17. Select the RA line by clicking on it. (*Screen above*)
18. Click the "Finish" button. This will open the RT template form.

19. Verify the information on the RT carried forward from the RA.
20. Click the "Header Accounting Lines tab

21. Highlight the Accounting Line by clicking on it
22. Click the "Header Accounting Line" link

23. In the **Document Reference** field, type "RA" in the "Type" field. Leave the other "Document Reference" fields blank.
24. Click Verify
25. You should receive the above errors messages. These messages are OK and will not affect document processing. Any other errors *will* need to be corrected for the document to process at the assigned time.
26. Click the "Save Template" button
27. Click the "Close Template" button

28. Click the "Save" button

You have now successfully input a recurring contract into the Lease Module!

**Please note that blanket receiving reports can be turned 'on' or 'off' as needed. Follow the steps below to turn 'off' a blanket receiving report.

1. On the **Document Chains** tab, select the RT template line (record #3) by highlighting the RT record and clicking the "Document Chains" link

2. Change the status box to "Inactive"
3. Click the **Save** button

C. Creating a Manual Receiving Report (RW document) in the Purchasing Module

If you choose not to pay your recurring contract through a blanket receiving report, you will need to process the receipt, using an RW document, under the Purchasing Module in Pegasys each month. GSA Form 3025 must be signed before a receiving report can be processed in Pegasys.

The contact person for the contract will receive an email notification from Finance when an invoice comes in that cites the RA document number and the receiving report has not been processed yet. The message will look like:

> **Please complete the receiving report as soon as possible within Pegasys, copying forward from RA20040511010 (doctype RA).** If possible, please add the invoice number (2004332) to ensure prompt payment of the invoice.
> If you are not responsible for this Pegasys PO, please forward to the correct person.

Before you can process the RW document, you will need to find the RA document number so that the information from the RA document can be copied forward to the RW.

1. To find the RA you need to pay, go to **Queries — Document — Lease Query** (*Image below*)

2. In the **Code** field, type in the 1B number. Click **Search**
   - The Lease Code field is case-sensitive. You must enter the 1B number in all <u>capital</u> letters.
3. Highlight the line that shows the Code, Name and Short Name of the contract.
4. Click **Open**

5. The **Lease Info** tab will appear.
   - This query will show the Recurring Service Templates, Vendor information and Amount information (in blue boxes below), as well as the processed RO/RA/RT documents.

6. Now click on the **Document Chains** tab.

7. To search for the processed RO/RA/RT documents, click the **Activity Query** button.

8. The **Activity Query** tab will appear. Click the **Document Templates** tab.
    - This will pull all processed, cancelled and rejected documents for the particular contract.

9. Look for the RA document number that needs to be referenced on the RW.
    - Remember that receiving reports are processed in arrears. If you are processing an RW document for May services, you need to select the RA document that was processed for May services.
10. **Write the RA document number down.** You will need it to process your RW document.

You are ready to begin entering your RW document.

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1. Go to **Transactions – Purchasing – New Receipt**

2. The **New Receipt** dialog box will be displayed.
3. In the **Document Type** dialog box, type RW
4. Press the **Generate** button (the Doc Number Prefix field is not used by GSA).
    - Pegasys generates a unique document number in the **Doc Number** field.
5. In the **Title** field, type in the 1B number
    - Remember to type the 1B number in **capital letters**
6. In the **Copy Document** box make sure the **Copy Forward** radio button is selected.
7. Click the **Next** button.

8. In the **Doc Type** box, enter RA (PBS Recurring Contracts Estimated Accrual)
9. In the **Doc Number** box, type in the RA number you wrote down from the Lease Query
10. Click the search button
11. Select the RA line at the bottom of the screen
12. Click Finish

13. (*Image* below) You should now see the RW form.
14. On the Header tab, in the **Received By** field, enter name of individual receiving the goods or services
15. Enter the invoice number and date in the "Invoice" and "Date" fileds

16. On the **Accounting Lines** tab, select the line you wish to modify, and click the "Header Accounting Line" hyperlink

17. Change the **Line Amount** field for the amount of goods received.
18. Enter the **Accepted Date** and **Delivery Date** in the appropriate fields as they stated on GSA Form 3025.
19. PBS is no longer using the Final Flag function in Pegasys to de-obligate the accrual. Guidance for the new procedure will be issued shortly. In the interim, the documents can always be de-obligated manually.
20. Under the **Period of Performance** section, enter the **Start Date** and **End Date** of the month the services were received.
21. Click the **Change** button to save your changes to the accounting line information
22. If there is more than one accounting line, repeat Steps 13-17.

23. Click **Verify**. Any errors will be displayed.
24. Click "Submit"

This process must be repeated every month for contracts that do not utilize a blanket receiving report.

It is imperative that Manual Receiving Reports (RW documents) are processed timely (as soon as the services and GSA Form 3025 are received) in Pegasys so that the vendors can be paid on time.