Introduction

- A Direct Pay (Certified Invoice) in Pegasys is typically used to pay oral procurements. Using a direct pay invoice form allows the transaction to be processed and paid without a corresponding receipt or order.
- Fields with red asterisks (*) are mandatory for Pegasys processes, but may not include all fields required by GSA policy.
- For detailed information on Direct Pay (Certified Invoices), please refer to the Orders chapter of the Purchasing User Guide.

Creating a Direct Payment

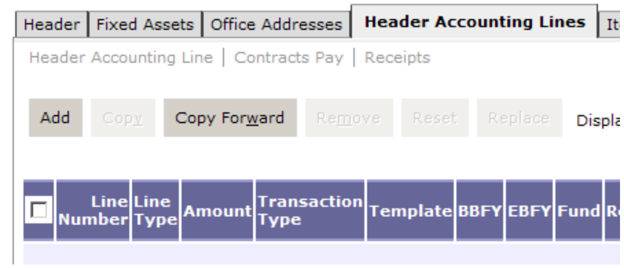
1. Log into **Pegasys**.
2. Select **Transactions—Purchasing—New—Match Invoice** from the menu bar.
3. Enter one of the following document types in the **Document Type** box. *PBS should follow their service policy.*
   - D6 – Direct Pay – Region 6, Under $3,000
   - D7 – Direct Pay – Region 7, Under $3,000
   - DC– Direct Pay – Region 6, Over $3,000
   - DF– Direct Pay – Region 7, Over $3,000
   - DK – Finance Direct Pay – Region 6
   - DW – Finance Direct Pay – Region 7
4. Click **Generate** to generate a unique number in the **Document Number** field.
5. Enter the appropriate **Security Org** in the box. *(Select GSA if the form is to be viewed, approved, or processed by another Service.)*
6. Click **Finish** to display the form's **Header** page.
7. Enter your name in the **Invoiced By** field.
8. Enter the vendor's invoice number in the **Invoice #** field.
   - Do not use any punctuation (i.e., hyphens or slashes)
   - Field length cannot exceed 12 characters
   - If you are paying a phone bill and the phone bill DOES NOT have an invoice number, the invoice number should be created using the following format:
     - 10 digit telephone number + 1 digit month code + 1 digit for the last digit of fiscal year
     - For example, Invoice # 4105551212A1 translates to: 4105551212 = Telephone #,
     - A = Month of Oct., and 1 = FY2001.
     - Month Codes:

Oct. **A**	Jan. **D**	Apr. **G**	July **J**
Nov. **B**	Feb. **E**	May **H**	Aug. **K**
Dec. **C**	Mar. **F**	June **I**	Sept. **L**

9. Complete the following date fields:
   - **Vendor's Invoice Date**–The issuing date displayed on the vendor's invoice.
   - **Log Date**–The received date stamped on the invoice by GSA.
   - **Invoice Date**–The date the invoice was recorded in Pegasys.

     If left blank, this field will default to the current date once the form is Verified or Processed.
10. The **Accounting Period** and **Reporting Accounting Period** fields will default to the current accounting period and reporting accounting period when the form is Verified or Submitted.
11. In the **Vendor Information -Vendor** group box, enter or click the **Code** hyperlink to search for a vendor and follow the steps below.
    - The **Search—Vendor Code** page displays. Enter the applicable search criteria and click **Search**. Find the appropriate vendor record and click the corresponding **Select** button.
    - The **Vendor Name** field will populate from the **Vendor Code** that is selected. Vendor's name and address should match what is displayed on the invoice.
12. Enter or search for the required code for the vendor's **Remit To Address** in the appropriate field.

    Vendor's payment address displayed on invoice. **Note:** *If not completed, vendor payment will not occur.*
13. In the **Contract** group box, enter a valid contract number or blanket purchase agreement number if the invoice amount is >$2500. Otherwise, proceed to **Step 14**.
14. Select the **Header Accounting Lines** tab. *The **Header Accounting Lines** page displays.*



15. To add a new line click **Add**. *The **Transaction Type** will default when the form is Verified or Submitted.*
16. In the **Line Amounts** group box, enter the **Invoiced Amount** for the direct payment.
17. In the **Accounting Dimensions** group box, enter or click the **Template** hyperlink to search for a template and follow the steps below.
    - *The **Search—Template** page displays. Enter the applicable search criteria and click **Search**. Find the appropriate template record and click the corresponding **Select** button.*
    - *The selected template will populate in the **Template** field.*
18. Enter any other required accounting elements.

    For example, October cellular telephone charges for Jane Smith.
19. If required by the template, enter **Agreement** information; otherwise, proceed to **Step 22**.
    - Enter only the numeric characters of the Reimbursable Work Authorization (RWA) number in Field 1.
    - Enter "**1**" the Line code associated with the RWA in Field 2
20. In the **Payments** group box, the **Prompt Pay Type** field will default to **STD**. If the direct

payment amount is >$3000 or needs to be paid before 30 days, enter the appropriate **Schedule** information on the **Disbursing Information** page or enter the appropriate **Prompt Pay Type**.

21. Enter or click on the **Accept** and **Delivery Date** links to select the applicable date.

22. In the **Description** group box**,** enter descriptive information about this line.

23. Return to the **Header Accounting Lines** page by clicking the **Header Accounting Lines** link.

24. To add additional accounting lines, repeat **Steps 15–23** above.

- *If any changes are made to an **Accounting Line**, select the desired line, click the Accounting Line link and make the needed changes.*
- *Lines can be copied by selecting the desired line, clicking **Copy**, select the new line, and click the **Header Accounting Line** link to make needed changes.*

25. Return to the **Header Accounting Lines** page by clicking the **Header Accounting Lines** hyperlink.

26. Click the **Approval Routing** tab and add the appropriate approvers individually or via a routing list.

27. On the **Disbursing Information** tab, *the **Disbursing Method** field will default after the form is Verified or Submitted. Do not manually complete this field.*

28. Click **Verify**. *Any errors will be displayed. If necessary, correct the errors and click **Verify** again.*

29. Click **Submit** to submit the order form to for approval.

GSA Policy

- All Direct Payment forms require a minimum of three approvals: **Accounting Classification, Funds Authorization,** and **Direct Pay Approver**. However, Direct Payments >$3000 or created by Finance also require a **Finance** approval. If the Direct Payment transaction is >$3000, users must use the **Contract Information** box on the **Header** page to enter a valid contract number or blanket agreement number.
- Users must route all forms >$3000 to be approved by Region 6 to the 6BCP Direct Pay routing list and forms to be approved by Region 7 to the 7BCP Direct Pay routing list.

Pegasys Resources

- **Functional Coordinator**
- **Service Representative**
- **Pegasys Web Site**

  http://pegasys.gsa.gov
- **Pegays User Guides**
- **Quick Reference Cards**
- **Name - OCFO Service Desk**
  Email address -
  OCFOServiceDesk@gsa.gov
  Telephone Number - 1-866-450-6588

General Services Administration

The Integrated Financial Management System

Pegasys 6.5.0: Direct Pay Quick Reference Card

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