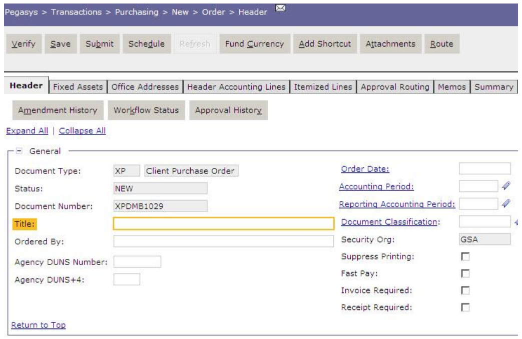
Introduction

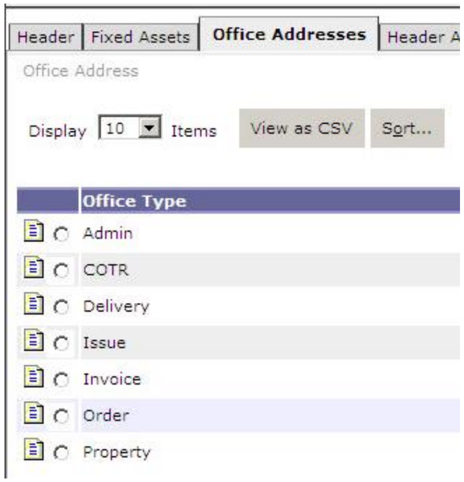
- Orders are created in Pegasys when a decision is made to purchase goods or services from a vendor.
- Once approved, Purchase Order form (GSA Form 300) is processed to obligate funds. The document can then be printed and sent to the vendor. Orders may later be associated to future receipts, invoices, and payments. Sometimes a Purchase Request (**PR**) can precede an order.
- Fields with red asterisks (*) are mandatory for Pegasys processes, but may not include all fields required by GSA policy.
- In Pegasys 6.5.0, users create one document type to record both non-itemized and itemized transactions.
- For detailed information, please refer to the Orders chapter of the Purchasing User Guide.

Creating a Purchase Order

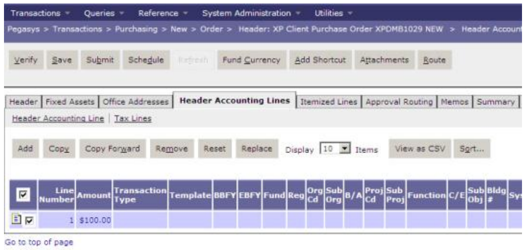
1. Log into **Pegasys**.
2. Select **Transactions—Purchasing—New—Order** from the menu bar.
3. The **New Order** page displays.
4. Enter the appropriate document type in the **Document Type** field.
5. Click **Generate** to generate a unique number in the **Document Number** field
   - *Leave the Security Org and Document Title fields blank.*
6. To copy forward the **PR**, follow **Steps 7–11**. Otherwise, skip to **Step 12**.
7. Check the **Copy Forward** radio button.
8. Click **Next.**
   - *The Copy Forward page displays.*
9. Enter **PR** in the **Document Type** field.
10. Enter the document number of the appropriate Purchase Request in the **Document Number** field or the appropriate values in the **Search Criteria** fields if the Document Number is unknown.
11. Click **Search** and select the appropriate document from the generated list.
12. Click **Finish** to display the form's **Header** page. *The Header page displays.*



   - *If the copy forward was used, all of the corresponding fields from the **PR**, except for Suggested Vendors, will be on the new Purchase Order.*
   - *The user's default **Security Org** will populate the field on the **Header** page. The default Security Org is **GSA**.*
13. Enter purchaser's name in the **Ordered By** field.
   - ***Order Date, Acctg Period,** and **Reporting Acctg Period** fields will default to the current date, when the form is Verified or Submitted.*
   - *The **PDN Number** will be copied forward from the **PR** and will populate the **Title** field.*
   - *Leave the **Document Classification** field blank.*
14. In the **Vendor Information** group box, enter a vendor 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.*
15. Enter the appropriate code in the **Remit To Address** field.
16. If appropriate, in the **Contract** group box enter a Contract/Order or Lease Number if not copied forward from the **PR**.
17. Use the **Discount Terms** group box fields to enter discount terms about the order; otherwise, payment will be made NET 30 days or according to the vendor code.
18. Select the **Office Addresses** tab. *The Office Addresses page displays.*



19. Select the appropriate **Office Type** and click the **Office Address** hyperlink. The specific Office Address page displays.
   - ***Delivery, Invoice, and Order office** addresses are required on a Purchase Order.*
20. Enter the appropriate address in the **Code** field.
21. Click **Get Address** to populate the fields in the **Address Information** section.
22. To return to the **Office Addresses** page click the **Office Addresses** hyperlink and repeat steps **21-23** as needed.
23. Select the **Header Accounting Lines** tab.
24. The **Header Accounting Lines** page displays.
25. To add a line, click **Add**.
26. To open an existing line, select the appropriate line and click the **Header Accounting Line** hyperlink. *The **Header Accounting Line** page displays.*



- *If you copied forward a **PR**, specific line information from the **PR** will be displayed.*

27. In the **Line Amounts** group box, enter the appropriate amounts for the Purchase Order. If a **PR** was copied forward, skip to **Step 35**; otherwise, proceed to **Step 32**.

28. In the **Document Reference** box, check the **Final** check box to fully liquidate applicable line copied forward from the **PR**.

29. 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*

30. Click the **Default** button to populate the fields in the **Accounting** group box.

31. Complete any other required accounting elements that were not populated by the accounting template.

32. Go to the **Description** field to view or enter descriptive information about this line.

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

34. New lines can be created by clicking **Add** and repeating steps **27-33**.

35. Lines can be copied by selecting the appropriate line, clicking **Copy** and then clicking the **Header Accounting Line** hyperlink to open the new line to make needed changes.

36. Lines can be deleted by selecting the appropriate line and clicking **Remove**.

37. If necessary, click the **Approval Routing** tab and add the appropriate approvers individually or via a routing list.

38. To view a summary of the header accounting lines or make changes to the header accounting lines, click the **Summary** tab.

39. Click **Verify**.

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

40. Click **Submit** to submit the order form to Standard Workflow for approvals.

GSA Policy

- All purchase orders require approval from an **Authorized Buyer** if the purchase is less than or equal to $3000 or approval from a **Contracting Officer** if the purchase is greater than $3000.
- Only a processed Purchase Order can be amended. To amend an Order, select **Transactions—Purchasing—Amend—Order** from the menu bar.
- The Requisitioner and names on the **Delivery** and **Order** office address tab pages will receive an e-mail notification when a receipt is required for payment.
- The vendor name or designated agent cannot be changed once a purchase order is created except with the use of a Novation.

Pegasys Resources

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

GSA

General Services Administration

The Integrated Financial Management System

Pegasys 6.5.0: Creating Purchase Orders Quick Reference

January 2011 Final