

Introduction

- Receipt forms are completed in Pegasys to record the delivery and acceptance of goods and services from a processed Purchase Order.
- Fields with red asterisks (*) are mandatory for Pegasys processes, but may not include all fields required by GSA policy.
- In Pegasys, users create one document type to record both non-itemized and itemized transactions.
- For detailed information, please refer to the Receipts chapter of the Purchasing User Guide.

Creating a Receipt

- Log into Pegasys.
- Select **Transactions—Purchasing—New—Receipt** from the Pegasys menu bar. *The New Receipt page will be displayed.*

- Enter **RK** or **RW (Receipt)** in the **Document Type** box.
- Click **Generate** to generate a unique number in the **Document Number** field.
 - Copy Forward** radio button will default as selected.

- Leave the **Security Org** and **Document Title** fields blank.

- Click **Next**. *The Copy Forward page will display.*

- Enter desired value in the **Document Type** field.
- Enter the document number of the Order to be copied forward in the **Document Number** field.
- If the document number is unknown enter the appropriate values in the **Search Criteria** fields.
- Click **Search**.
- Select the appropriate document from the generated list and click **Finish**.

- The Header page of the Receipt form will be displayed with information copied forward from the Purchase Order.*
- The user's default Security Org will populate the field on the Header page. The default Security Org is GSA.*

- In the **General** group box, enter name of the individual receiving the goods or services in the **Received By** field.

- Receipt Date, Accounting Period, and Reporting Accounting Period** fields will default to the current date when the form is *Verified or Processed*.
- Leave the **Document Classification** field blank.

- Enter the Invoice Number in the **Invoice #** field.

- Enter the **Accepted Date** and **Delivery Date**.

- Dates entered on the Header page will populate the Header Accounting Line(s) upon verification.*

- Select the **Header Accounting Lines** tab. *The Header Accounting Lines page displays.*

- To access a line, select the appropriate line and click on the **Header Accounting Line** link.

- The accounting information that was copied forward from the Purchase Order is displayed.*

- In the **Line Amounts** section, change the **Line Amount** fields for the amount received.

- In the **Document Reference** group box, if this is the final receipt for the order, check the **Final** check box to fully liquidate the referenced Purchase Order document.

- Note:** Failure to select the **Final** check box will result in an open obligation.

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

19. Additional existing lines can be modified by repeating steps **15-18**.
- To delete a line, select the appropriate line and click **Remove**.
 - To copy a line, select the desired line, click **Copy**. Select the newly created line and click the **Header Accounting Line** to open the new line so needed modifications can be made.
 - To add a new line, click **Add**. The new **Header Accounting Line** page displays. Input the appropriate information.
20. To view a summary of the header accounting lines or make changes to the header accounting lines, click the **Summary** tab.
21. After all lines have been added, modified or deleted click **Verify**.
- Any errors will be displayed. If necessary, correct the errors and **Verify** again.
22. Click **Submit** to process the receipt.

GSA Policy

- Receipts **must** reference a purchase order.
- The Requisitioner and names entered in the **Internet** field of **Office Addresses Order** and **Delivery** tabs will be sent an e-mail notification requesting a receiving report if the receipt is not logged at the time the invoice is logged.
- The **Receipt Date** field on the **Header** page identifies the date the form was created in Pegasys and not the date the goods or services were received. Enter the actual date the goods or services were received in the **Delivery Date** field on the **Header** page.
- No approvals are required to process a receipt.
- Receipts cannot be printed using the **Print** button.

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



**General
Services
Administration**

The Integrated Financial Management System



Pegasys 6.5.0: Creating Receipts Quick Reference Card