

Recurring Service Desk Guide Direct Input into Pegasys

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PBS Business Rules

Direct Input of Recurring Service Contracts in Pegasys

Scope

This process involves the direct input of Recurring Service Contracts into Pegasys.

Utility contracts are excluded from this direct input and will continue to be sent to Region 7 Finance on paper.

What are the benefits?

The benefits the regions will gain in assuming the responsibility of the direct input of recurring service contracts into Pegasys are:

- A signed contract or a modification to a contract can be instantly entered into Pegasys by the Region (real-time processing), presenting a more accurate financial picture.
- The Region, by entering contracts directly into Pegasys, is in control of problem resolution.
- The Region has better awareness of contract costs, which leads to better projection of costs for fiscal year.

Use of RQ Document (Commitment)
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It is critical that this document type only be processed after a signed copy with the Contracting Officer's signature is awarded from Comprizon.

The RQ document type should only be used for Recurring Service Contracts awarded on a **GSA Form 300, Standard Form 1449, Standard Form 33, Standard Form 26 and Standard Form 30.**

An RQ document is required for all Recurring Service Contracts entered into Pegasys.

Access to the appropriate regional Security Organization for Recurring Service Contracts is required to access this form in Pegasys. The regions will be notified of the appropriate security organization.

The PBSRECUR role is required to access this form in Pegasys.

No approvals are required to process an RQ document in Pegasys.

Use of RO and RA Documents

PBS Business Rules

Direct Input of Recurring Service Contracts in Pegasys

It is critical that these documents only be processed after a signed copy with the Contracting Officer's signature is awarded from Comprizon.

*The RO and RA document types should only be used for Recurring Service Contracts awarded on a **GSA Form 300, Standard Form 1449, Standard Form 33, Standard Form 26 and Standard Form 30.***

RO templates should be set up in the Pegasys Lease Module for the obligation, according to the terms of the Recurring Service Contract.

RA templates should be set up in the Pegasys Lease Module for the accrual, according to the terms of the Recurring Service Contract.

The PBSRECUR role is required to access these document types in Pegasys.

No additional approvals are required.

Use of RT and RW Documents

The RT document type should only be used for Recurring Service Contracts awarded on a **GSA Form 300, Standard Form 1449, Standard Form 33, Standard Form 26 and Standard Form 30.**

GSA Form 3025 must be signed by the appropriate official before a receiving report can be processed in Pegasys.

RT templates and documents should only be used for a blanket receiving report.

The PBSRECUR role is required to access the RT document in Pegasys.

RW documents should be processed directly in Pegasys for manual receiving reports.

The RECEIVER role is required to access the RW document in Pegasys.

No additional approvals are required.

Invoices

Vendors should be instructed to continue to submit invoices to Region 7 Finance.

Supporting Record Retention

PBS Regional/Field Offices are required to maintain all documents for all Recurring Service Contracts converted to Pegasys.

Recurring Service Desk Guide

Part I—Introduction

Before Direct Input	After Direct Input
Invoices were sent to Finance. Finance is the Designated Billing Office (DBO).	No Change
Contracts and modifications were sent to Finance for entry into VITAP, and then automatically sent to PEGASYS.	Contracts and modifications will not be sent to Finance. Regional/Field Offices will input directly into PEGASYS.
Invoices matched to a 1B purchase order document and a 1E accrual document.	Invoices matched to a RO purchase order document and a RA accrual document.
Receipts are 1C document types.	Receipts are RT (blanket) and RW (manual) document types.
If an invoice amount is different from the monthly accrual, VITAP automatically adjusts the accrual.	If the invoice is more than the monthly accrual, the Regional/Field Office must research the differences and, if necessary, adjust the RO/RA/RT documents directly in Pegasys before the invoice can process.
If the contract's payments are assigned to a financial institution (Assignment of Claims Act), the Notice and Instrument of Assignment must be sent to Finance.	No Change
Commitments are not utilized.	Commitment amount must be calculated and input into Pegasys as an RQ document.

Recurring Service Desk Guide

Part III – Creating the RQ

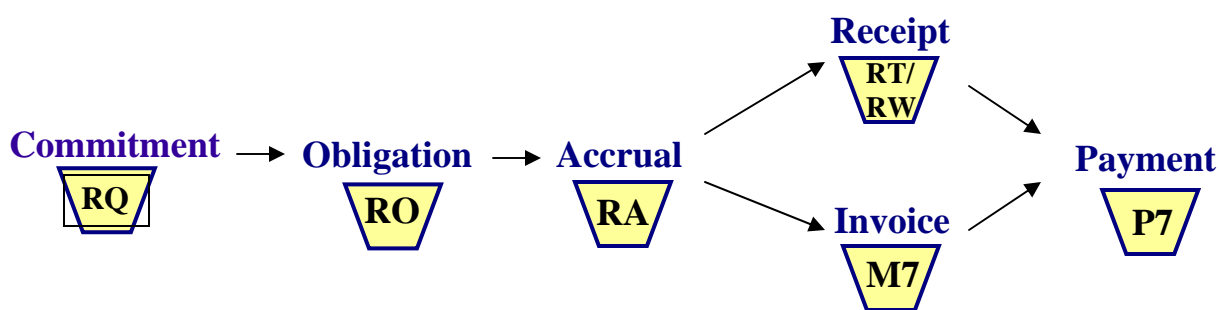
A. Document Types for Recurring Service Contracts:

Document Type	Document Name	Function
RQ	PBS Recurring Contracts Request	Commitment
RO	PBS Recurring Contracts Order	Obligation
RA	PBS Recurring Contracts Estimated Accrual	Accrual
RT	PBS Recurring Contracts Blanket Receipt	Blanket Receiving Report
RW	Receipt	Manual Receiving Report

B. Purchasing Chain:

The purchasing chain for Recurring Service Contracts is similar to the purchasing chain for other PBS orders (PJ/PN documents).

The commitment document functions as a Purchase Request and is the first document in the purchasing chain. Unlike other PBS orders, a commitment document is MANDATORY for all recurring service contracts entered in Pegasys.



A payment (P7 document) will only be generated when there is a 3-way match between the Invoice, Receipt and Obligation.

C. Process of inputting Recurring Service Contracts into Pegasys:

1. Create Commitment (RQ document) in Purchasing Module
2. Input General Contract Information in Lease Module
 - PDN number
 - Description of services provided in contract
 - Vendor information
 - Beginning/end dates of contract
 - Amount
3. Set up Recurring Order Template (RO document) in Lease Module
 - Copy forward from Commitment (RQ)
4. Set up Recurring Accrual Template (RA document) in Lease Module

Recurring Service Desk Guide

Part III – Creating the RQ

- Copy forward from the Order (RO)
- 5. Receipt Document
 - Create Recurring Blanket Receiving Report Template (RT document) in Lease Module
 - OR -
 - Process monthly Receiving Report (RW document) in Purchasing Module

D. Overview of the Lease Module

The templates for the RO and RA documents, as well as the RT document if used, will be entered into the Lease Module. The Lease Module is the subsystem in Pegasys that best represents the functions and processes of Recurring Service Contracts.

The monthly amount of the obligations and estimated accruals will be set up in the Lease Module. However, the Lease Module does not allow us to enter the total contract value. As a result, the commitment (RQ document) will be entered into the Purchasing Module. The templates created in the Lease Module will be linked to the commitment document to control spending on the contract.

E. Timeline

The obligations and accruals (RO and RA documents) will process starting on the 6th business day of each month and will run daily throughout the month, up until the second to the last business day of the month.

The blanket receiving reports (RT documents) will process on the 1st business day of the month. It is important to remember that blanket receiving reports are processed in arrears.

- Example: For the month of June, the RO and RA documents will be processed on June 8th. The blanket receiving report for the services that were provided in June will not be processed until July 1st.

If a blanket receiving report is not used, then a manual receiving report (RW document) will need to be processed every period. RW documents will process at the time they are entered into Pegasys. RW documents must be entered into Pegasys as soon as PBS receives the services.

F. New Security Organization

All users that will be entering and monitoring Recurring Service Contracts in Pegasys will need to have access to the new security organization for Recurring Service Contracts. If a user does not have access to the security organization, please contact the Pegasys Functional Coordinator in your region, or contact Claudine Schleicher and Katie O'Malley.

Recurring Service Desk Guide

Part III – Creating the RQ

When entering the commitment document in Pegasys in the Purchasing module, you must choose the appropriate security organization. There is a different security organization for each region.

The new security organization will be formatted as **xP-R**, where x represents the region.

- Example: For Region 3, the security organization is 3P-R

G. Roles and Approvals needed for Recurring Service Contracts

All users that will be entering and monitoring Recurring Service Contracts in Pegasys will need to have the PBSRECUR role.

If a user does not have the PBSRECUR role, please contact the Pegasys Functional Coordinator in your region, or contact Claudine Schleicher and Katie O'Malley.

Approvals are not needed to process Recurring Service Contracts in Pegasys.

Recurring Service Desk Guide

Part III – Creating the RQ

A. Commitment Definition and Functionality

All recurring service contracts entered into Pegasys **MUST** have a commitment (RQ document).

The commitment is the unpaid value of the current option year or contract modification. It represents the amount remaining on the contract at the time the Recurring Service Contract is converted into Pegasys.

The commitment document provides a spending control for the contract. If there is not enough money on the commitment to make the monthly obligations and accruals, the RO and RA documents will not process and the vendor will not be paid.

The commitment document ensures that we do not spend more money than the value of the contract option period or modification.

RQ documents **CANNOT** be manually increased in Pegasys unless a contract modification, signed by the Contracting Officer, has been awarded in Comprizon.

The RQ document will be re-opened (money returned back to the “outstanding” balance) when RO (obligation) documents are cancelled or deobligated.

The commitment document will be set up using a dummy fund, 192Z. Since many Recurring Service Contracts cross fiscal years, this dummy fund was set up so that the commitment does not draw down from the budget. When the obligation template (RO) is set up in the lease module, the fund will be changed to 192X.

B. Calculation of the Commitment Amount

There are three types of Recurring Service Contracts that will be entered into Pegasys:

1. Contracts converted from VITAP (contracts that expire in FY06 or later)
2. New contracts that were never in VITAP
3. Contracts that expire in FY05 and exercise the next option period

For contracts that are being converted from VITAP:

The commitment amount is calculated by taking the total amount referenced on the award or Option Year modification, less payments and open accruals processed through VITAP. The payment and open accrual information is provided to us by Finance.

Recurring Service Desk Guide

Part III – Creating the RQ

- Example: PDN 1B3L12345 Option Period 1 mod
 - Value of mod = \$2,400.00 (\$100/month).
 - Period of performance is 10/1/2004 to 9/30/2006 (2 years).
 - The first accrual to run in the lease module in Pegasys will be on 2/1/2005.
 - Payments were made from October 2004 through December 2004 for \$300.00 in VITAP.
 - The January 2005 accrual for \$100 has not been paid yet in VITAP.
 - **The commitment for this contract to be input into the Lease Module is \$2,000.00.**

Amount of Modification:	\$2400.00
Less: Payments made in VITAP for period of performance	- \$300.00
Less: Open Accrual in VITAP (January)	- \$100.00
Balance for commitment:	\$2000.00

Some of the commitment values will not be enough to cover the remaining months of the option year or current contract modification. This situation could be due to additional services that were paid under the contract in VITAP, overpayments made in VITAP, or underpayments made in VITAP. In these situations, the calculated commitment value must be prorated across all the accounting lines in order to preserve the total commitment value. PFF has performed this calculation and will provide the regions with the appropriate commitment amounts by accounting line.

For contracts that are not in VITAP and for contracts that expire in FY05 and exercise the next option period:

Any new Recurring Service Contracts that have not been sent to Finance and are not in the VITAP system can be entered into Pegasys directly from the contract. Also, any Recurring Service Contracts that expire within FY2005, the new option period modifications will be entered directly into Pegasys. The option period modifications should not be sent to Finance.

The commitment value for these new contracts is the same as the total contract value.

- Example: PDN 1B98765432 Option Period 2 mod
 - Contract Value = \$120,000 (\$10,000/month)
 - Period of Performance is 05/01/2005 to 4/30/2006
 - Payments made in VITAP = \$0
 - Open accruals in VITAP = \$0
 - Commitment Value = \$120,000

Recurring Service Desk Guide

Part III – Creating the RQ

C. Entering the Commitment in Pegasys

1. Log into **Pegasys**.
2. Select **Transactions – Purchasing – New - Request** from the Pegasys menu bar.

The screenshot shows the PEGASYS web application interface. The top navigation bar includes links for Inbox, Preferences, Shortcuts, Site Map, Logout, Help, and About. The main menu on the left lists various transaction types under the 'Transactions' tab, with 'Purchasing' selected. A sub-menu for 'Purchasing' is open, showing options like New, Amend, Correct, View, Delete, Review, and Cancel. The 'New' option is further expanded to show 'Reservation', 'Request', 'Training Request', 'Non-Accounting Training Request', 'Order', 'Training Order', 'Estimated Accrual', 'Receipt', 'Invoice', and 'Match Invoice'. The 'Request' option is highlighted. The main content area displays a search results table with columns: Name, Task, Expected Completion, Priority, Assigned, Description, and Task Status. The table is currently empty, showing '- NO ITEMS TO DISPLAY -'. Below the table, there are search filters for Name, Task Status, Process State, Assigned Priority, Priority, and Description, along with a 'Search' button. The bottom of the page shows a status bar with 'Display 10 Items'.

Name	Task	Expected Completion	Priority	Assigned	Description	Task Status
- NO ITEMS TO DISPLAY -						

Recurring Service Desk Guide

Part III – Creating the RQ

3. The **New Request** box will appear.
4. Type “RQ” in the **Document Type** field. Click **Generate** and a RQ number will automatically generate.
5. Write down your **RQ document number on your contract**. You will need to reference this number when you set up your RO template!
6. In the **Security Org** box, input the appropriate security org in the field (format is xP-R, where x represents region)
7. In the **Document Title** field, input the Pegasys Document Number (PDN) from the contract.
 - For contracts referencing an ACT number, input the act number with the prefix 1B. (Example: ACT number P12345678 will be entered as 1B12345678)
 - Type the PDN in all **CAPITAL** letters. This will allow you to query in FMIS by the 1B number.

TIP: Always input your PDN in the Document Title field. This will pull together all of your transactions when you research the contract in FMIS.

The screenshot shows a web browser window displaying the Pegasys 'New Request' form. The browser's address bar shows the Pegasys logo and navigation links: 'Inbox | Preferences | Shortcuts | Site Map | Logout | Help | About'. The form itself is titled 'New Request' and contains the following fields and options:

- Document Type:** A dropdown menu with 'RQ' selected. A link to 'PBS Recurring Contract' is visible next to it.
- Doc Number Prefix:** An empty text field.
- Document Number:** A text field containing 'RQ200603230000' and a 'Generate' button.
- Security Org:** A text field containing '3P-R'.
- Title:** A text field containing '1B12345678'.
- Copy Document:** A section with three radio buttons: 'None' (selected), 'Copy From', and 'Copy Forward'.

8. Click **Finish** to display the form's header page.

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Part III – Creating the RQ

9. On the **Header** tab, the **Document Title** field will automatically populate with the PDN that was entered in the Title field in step 8.
 - Do not change the PDN in this field
10. In the **Requested By** field, enter the Contracting Officer's name.
11. Please leave the vendor code field blank on the RQ. The vendor # used to populate the monthly documents is generated based on what is entered in the Recurring template. Since vendor corrections are also made on the Recurring template, entering the vendor on the RQ would be redundant as well as causing the vendor changes to be more difficult.
12. If you would like to record a vendor on the RQ document for any reason, please utilize the "Suggested Vendors" tab. (See step 16)
13. Scroll down to the bottom of the page and in the **Description** box, type a brief description of the services provided, including effective dates and monthly amount.
14. Scroll to the **Contracts Information** section (on the same page) to enter the Contract Number from the contract in the **Contract Number** field.
 - Enter the **Delivery Order Number**, if applicable.

The screenshot displays the PEGASYS web application interface. The top navigation bar includes links for Transactions, Queries, Reference, System Administration, and Utilities. The main menu shows the path: Pegasus > Transactions > Acquisitions > New > Request > Header. The 'Header' tab is active, showing various sub-tabs like Office Addresses, Suggested Vendors, Header Accounting Lines, Itemized Lines, Approval Routing, and Memos. The 'General' section contains the following fields:

- Document Type: RQ (PBS Recurring Contract)
- Status: NEW
- Document Number: RQ200603230000
- Title: 1B12345678
- Requested By: TEST
- Customer Account: [empty]
- Request Date: [empty]
- Accounting Period: [empty]
- Reporting Accounting Period: [empty]
- Batch Number: [empty]
- Document Classification: [empty]
- Security Org: GSA
- Suppress Printing: [empty]

The 'Vendor Info' section contains the following fields:

- Vendor Code: [empty]
- Vendor Name: [empty]
- Business Classification: Emerging Small: [empty], Minority-Owned: [empty], Woman-Owned: [empty]

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Part III – Creating the RQ

15. On the **Office Address** tab, if an additional point of contact for email notifications from Finance is needed, press the **Delivery** radio button and click the **Office Address** Link. *Note: If you do not want to add another contact, skip to step #17.*
- Currently, the point of contact is identified by the budget activity/organization code found on the first accounting line on the processed document and from the information entered on the Dlvry tab in Pegasys.

The screenshot shows the PEGASYS web application interface. The top navigation bar includes links for Transactions, Queries, Reference, System Administration, and Utilities. The breadcrumb trail indicates the current path: Pegasys > Transactions > Acquisitions > New > Request > Header: RQ PBS Recurring Contracts Request RQ200603230001 NEW > Office Addresses. The main content area has a tabbed interface with 'Office Addresses' selected. Below the tabs, there is a table with columns 'Office Type', 'ID', and 'Address Code'. The 'Delivery' radio button is selected and highlighted with a red box. The 'Office Address' tab is also highlighted with a red box.

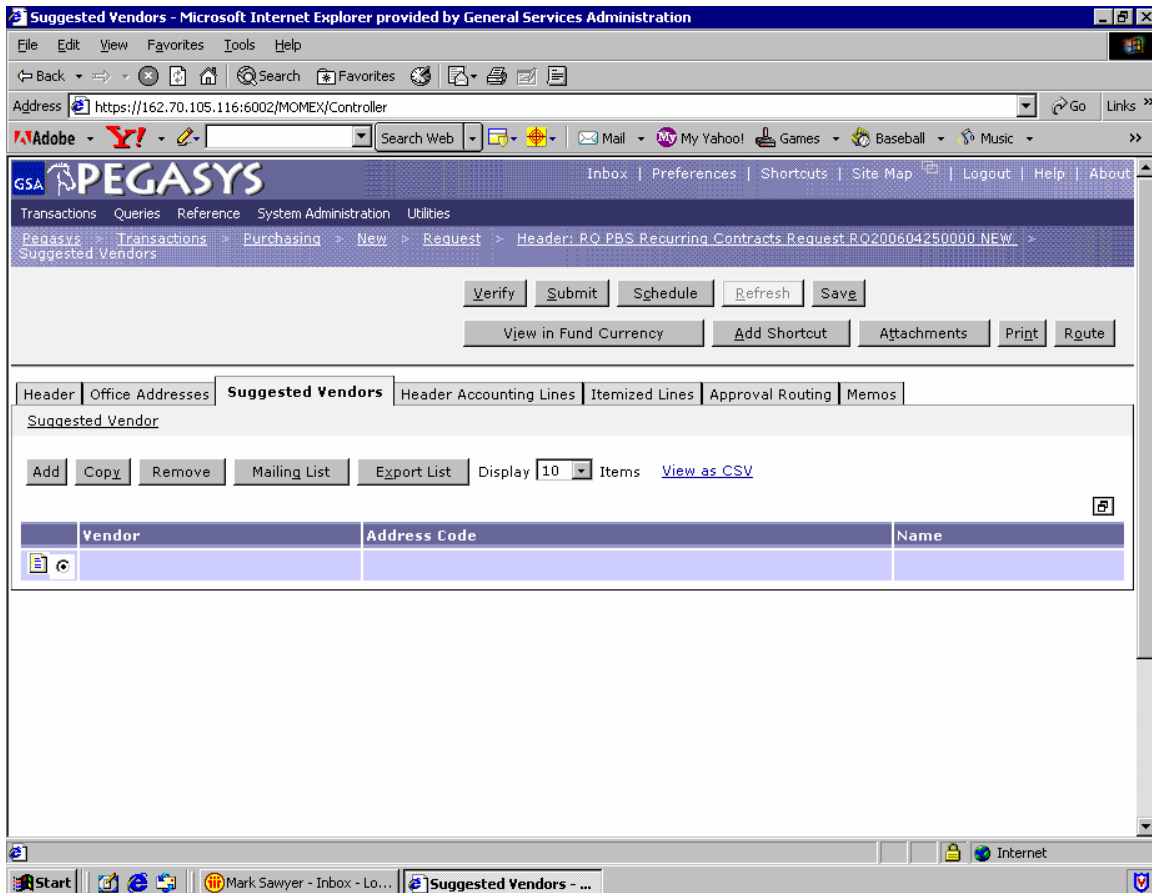
Office Type	ID	Address Code
<input type="radio"/> COTR		
<input checked="" type="radio"/> Delivery		
<input type="radio"/> Issue		
<input type="radio"/> Request		
<input type="radio"/> Property		
<input type="radio"/> Invoice		

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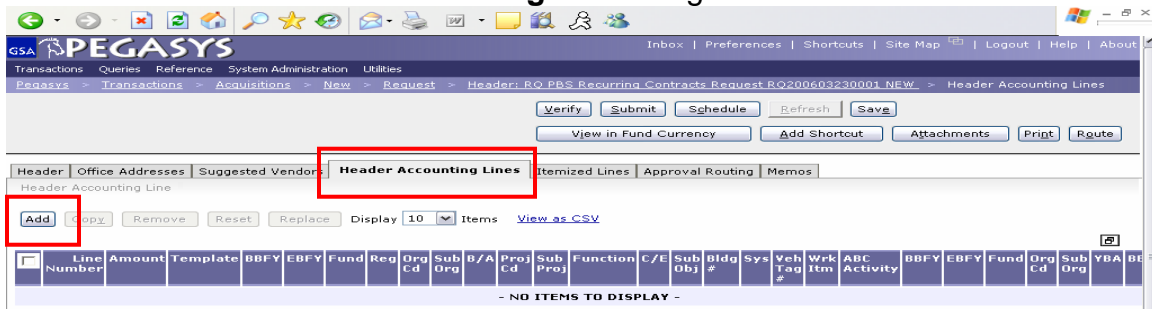
Part III – Creating the RQ

16. If you would like to record a Vendor on the RQ document, please do so on the “Suggested Vendors” tab.

- Click the “Add” button
- Enter the appropriate Vendor and Address code
- Move on to the next step



17. Select the **Accounting Lines** tab click the **Add** button to display the **Header Accounting Lines Page**.



Recurring Service Desk Guide Part III – Creating the RQ

18. Under **Line Amounts**, enter the amount of the first Accounting Line in the **Requested** Field.
- For contracts that are converted from VITAP, PFF will provide this amount to the regions.
 - For contracts that are not converted from VITAP, this amount is the exact amount that is on the contract.

Note: This amount represents the unpaid value of the current Option Year for the first accounting line. This amount may have been prorated if the calculated commitment amount is not enough to cover the remaining contract period or if it is too much for the contract period.

19. Click the **Template** link (This will open a **Search Screen** to retrieve the appropriate accounting template).

[Expand All](#) | [Collapse All](#)

General

Line Number:

Transaction Type:

Related Cost Type:

Period of Performance

Start Date:
End Date:

Line Amounts

	Current Amount
Requested	<input type="text" value="\$100.00"/>
Applied Credit	<input type="text" value="\$0.00"/>
Net Total	<input type="text" value="\$100.00"/>

Accounting Dimensions

Template:
Default

BBFY:

EBFY:

FUND:

REGION:

Org Code:

Budget Activity:

Project Code:

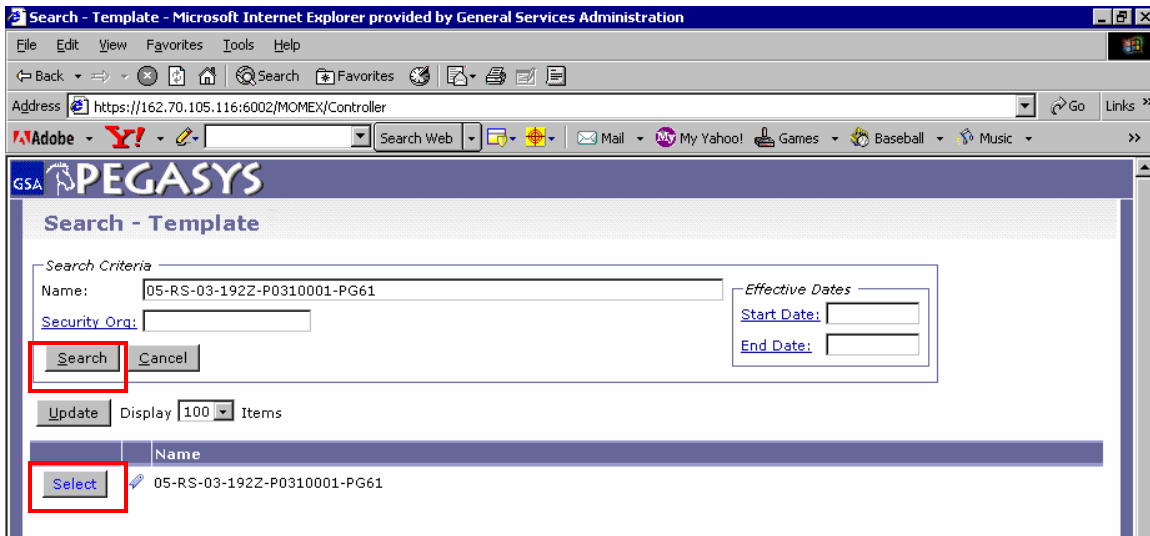
Function:

Cost Element:

Building #:

Recurring Service Desk Guide

Part III – Creating the RQ



20. Select the appropriate accounting template

- Be sure to choose the accounting template that uses **Fund 192Z**
- Be sure to choose the accounting template with “**RS**” in it
- Be sure to choose the accounting template that uses the correct budget activity.

Note: The 192Z is a dummy fund that was created so that the commitments did not draw down on your budget. This 192Z template will be over-written to reflect 192X when the RO template is created. See the below screenshot of 192Z template used in the RQ document.

21. Click **Select**

22. Now that you have returned to the Header Accounting Line section, press the **Default** key to populate the fields in the Accounting Dimensions box.

23. Complete the required accounting elements that were not populated by the accounting template.

- Cost Element (C/E)
- Function Code (F/C)
- Project Code (if applicable)
- Building Number
- Year of Budget Authority (YBA)

24. Enter the Recurring Contract # in the “Contract #” field

25. If there is more than one accounting line on the contract, repeat Steps 17-23.

26. Click on **Verify**. Any errors will be displayed.

27. Correct any errors and click **Submit**.

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Part III – Creating the RQ

28. Verify the document is processed by “Refreshing” your inbox to make sure the new RQ is not listed as a “Correct” task.

Your commitment is now processed in Pegasys. The next step is to set up the contract and the templates in the Lease Module.