Introduction

With the upgrade to Pegasys 7.1.2, new features have been added. This card describes several of these enhancements.

Search Results

Many queries and search boxes within Pegasys display their results in an items collection table. Improvements include the ability to move and resize columns, sort search results based on multiple columns, arrange in sequence, view a larger volume of results, and export search results as CSV or Excel files.

Figure 1: Form/Document Search Results

Query & Reference Menus

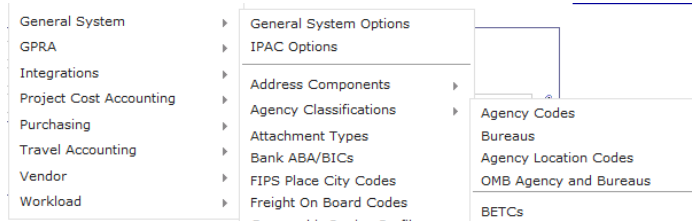Pegasys menu improvements include grouping items more logically and using submenus more often.

Figure 2: Reference Menu and Submenus

Auto-complete Usability Setting

As users begin to enter text in some of the more common data fields in Pegasys, the auto-complete usability setting will enable the system to display a list of possible values.

To enable/disable this setting:

1. Click the **Preferences** link and select the **Usability Settings** tab
2. Scroll down to the **Auto-complete** section.
3. Select:
   - o User-Initiated – use down arrow to trigger auto-complete
   - o Disabled – to turn off feature
   - o Enabled – to turn on feature

Figure 3: Auto-complete Setting

To use the auto-complete feature:

1. Enter the first few numbers or characters in a reference data field
2. Click the down arrow
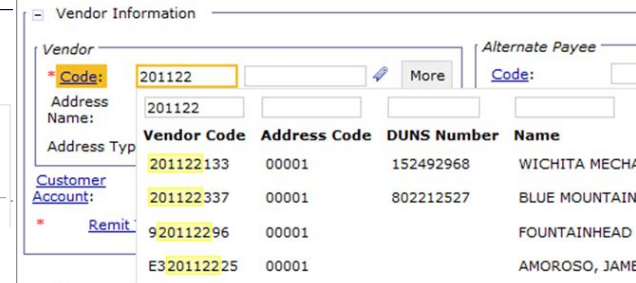3. Select the desired value

Figure 4: List of matching vendor codes

Reference Query Button

Pegasys users can now see from a processed transaction's Reference Query if there is an unprocessed form referencing it. They then have the option to view only processed documents.

1. Search and select a document
2. Select the **Reference Query** button

Figure 5: Sample processed document

3. Select the **Reference Query** button
4. Expand **Referencing** section

Figure 6: Sample unprocessed document

The Reference Query button now displays related invoice numbers. It also shows payment documents related to Disbursement Cancellation documents.

Amendment Numbers

This enhancement changes the Amendment Number generation logic to increment the Amendment Number from the last saved form rather than from the last generated number.

The amendment number feature applies to billing documents and credit receipts.

Vendor Query

The Security Organization is not required when searching on the vendor code.

Do Not Pay

The Do Not Pay Business Center was developed to support federal agencies in their efforts to reduce the number of improper payment. Do Not Pay is a one-stop shop that allows agencies to check various databases before making payments or awards in order to identify ineligible recipients and prevent fraud or errors from being made.

Vendors marked 'Do Not Pay' will prompt an overrideable error on new transactions.

Figure 7: Do Not Pay Error

Pegasys Resources

- **Functional Coordinator**
- **Service Representative**
- **Pegasys Web Site**
  http://pegasys.gsa.gov
- **Pegasys User Guides**
- **Quick Reference Cards**
- **Financial Systems Service Desk**
  OCFOServiceDesk@gsa.gov
  1-866-450-6588

General Services Administration

GSA

The Integrated Financial Management System

Pegasys 7.1.2: New Features Quick Reference Card

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