

## Recurring Service Desk Guide

### Part VI – Creating the Receipt (RT/RW)

After setting up the Recurring Accrual Template (RA) in the Lease Module, the next step is to determine if a Recurring Blanket Receiving Report Template (RT) can be set up. If a Blanket Receiving Report (RT) can't be used, then a Manual Receiving Report (RW) must be processed every month.

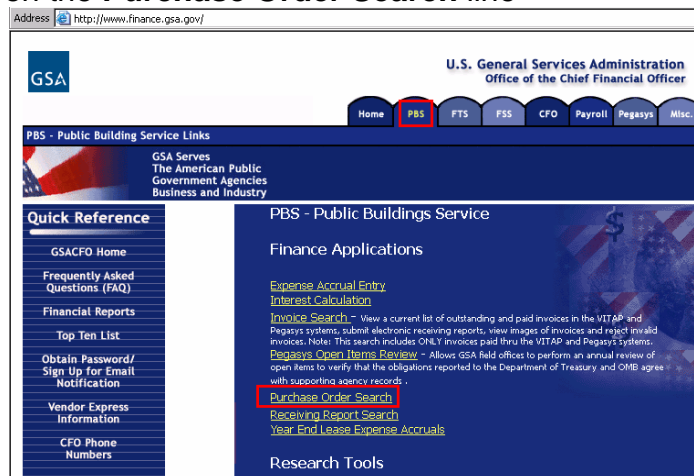
Once a contract has been entered directly into Pegasys, all Receiving Reports must be processed in Pegasys as RT or RW documents. If any adjustments need to be made to the Receiving Reports, the adjustments must be done on the Pegasys RT or RW document, not on the VC Web Accrual Adjustment website.

#### A. How to Determine if a Blanket Receiving Report can be Processed

There are several ways to determine if a blanket receiving report is enabled for a contract. The easiest way is to use the Purchase Order Search web site.

Go to [www.finance.gsa.gov](http://www.finance.gsa.gov)

1. Click on the **PBS** tab
2. Click on the **Purchase Order Search** line



3. Enter your Log-in information in the box. Click the **Login** button

U.S. General Services Administration  
Office of the Chief Financial Officer

**Provide your Lotus Notes Remote Access Name and Password.**

Please login with your Lotus Notes internet user name and password (the same as logging into remote.gsa.gov email).  
If you are not sure what this is, please access the "GSA Identity" button in Lotus Notes Email.  
This button is located on the far right of the button bar in lotus notes, just above the inbox messages.  
Once you click on the "GSA Identity", select "Create/Update my Notes Internet Password"  
Your "Notes Remote Access Name" is located in the upper left corner of this screen, just below the "Internet Password" heading  
Follow the instructions on the page to test or change your password.

[For more detailed instructions on maintaining your internet name and password click here.](#)

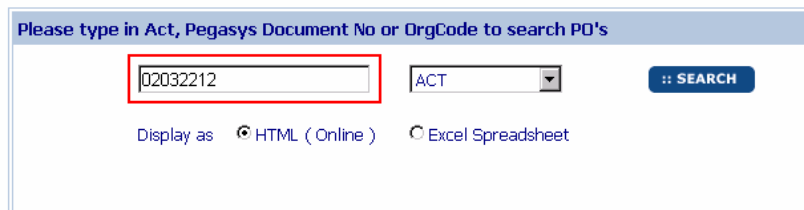
Notes Remote Access Name

Internet Password

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4. In the **Act** box, type in the Act Number of the Contract. (You may also search by Pegasys Document Number or Org Code)
  - For contracts that use an ACT #, do not put the “1B” prefix in this box. (e.g. 35038458)
  - For contracts that use a PDN, do not put the “1” prefix in this box (e.g. B3C02540)

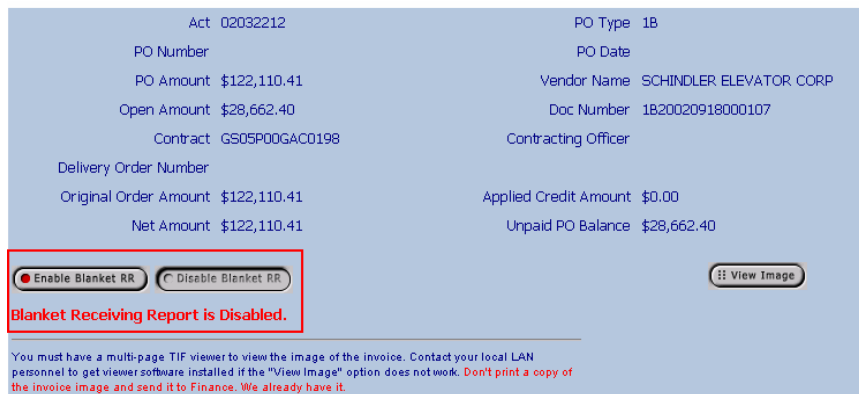


Please type in Act, Pegasys Document No or OrgCode to search PO's

02032212 ACT :: SEARCH

Display as ☒ HTML (Online) ☐ Excel Spreadsheet

5. The results returned from the search will indicate if the Blanket Receiving Report is enabled for the contract.
  - If you see “**Blanket Receiving Report is Enabled**”, you can proceed to Step B: Setting up a RT Template (Monthly Blanket Receiving Report Schedule).
  - If you see “**Blanket Receiving Report is Disabled**”, you must proceed to Step C: Creating a Manual Receiving Report (RW)



Act 02032212 PO Type 1B

PO Number PO Date

PO Amount \$122,110.41 Vendor Name SCHINDLER ELEVATOR CORP

Open Amount \$28,662.40 Doc Number 1B20020918000107

Contract GS05P00GAC0198 Contracting Officer

Delivery Order Number

Original Order Amount \$122,110.41 Applied Credit Amount \$0.00

Net Amount \$122,110.41 Unpaid PO Balance \$28,662.40

☒ Enable Blanket RR ☐ Disable Blanket RR View Image

Blanket Receiving Report is Disabled.

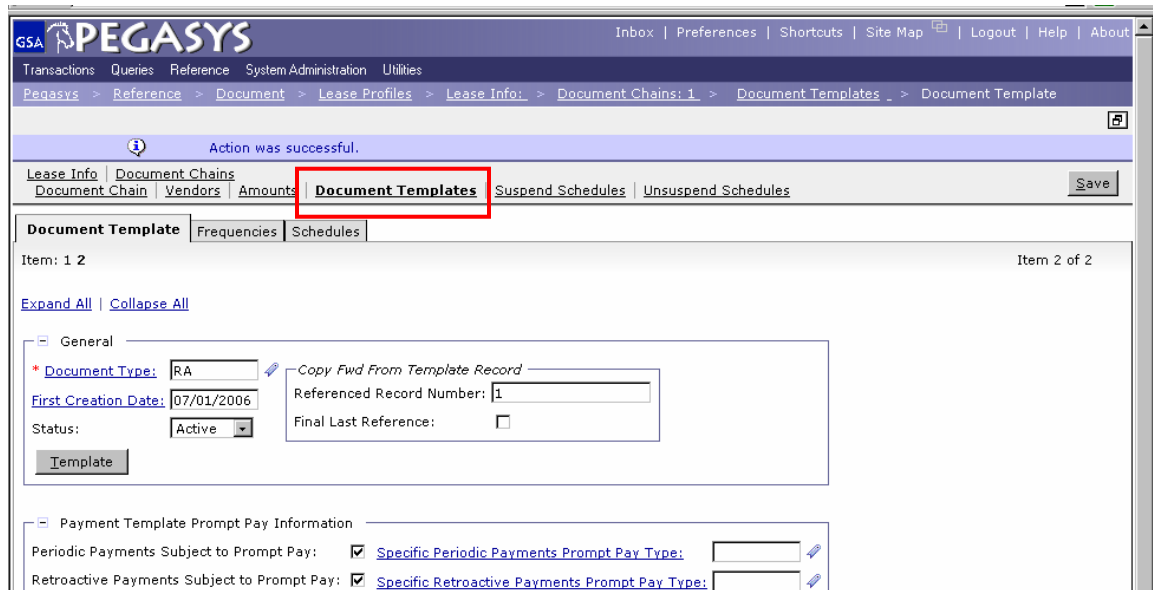
You must have a multi-page TIF viewer to view the image of the invoice. Contact your local LAN personnel to get viewer software installed if the "View Image" option does not work. Don't print a copy of the invoice image and send it to Finance. We already have it.

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### B. Setting up the RT Template (Monthly Blanket Receiving Report Schedule)

1. You should be on the below screen left over from the last page in section V



PEGASYS

Inbox | Preferences | Shortcuts | Site Map | Logout | Help | About

Transactions | Queries | Reference | System Administration | Utilities

PEGASYS > Reference > Document > Lease Profiles > Lease Info: > Document Chains: 1 > Document Templates > Document Template

Action was successful.

Lease Info | Document Chains | Document Chain | Vendors | Amounts | **Document Templates** | Suspend Schedules | Unsuspend Schedules | Save

Document Template | Frequencies | Schedules

Item: 1 2 Item 2 of 2

Expand All | Collapse All

General

\* Document Type: RA Copy Fwd From Template Record

First Creation Date: 07/01/2006 Referenced Record Number: 1

Status: Active Final Last Reference: ☐

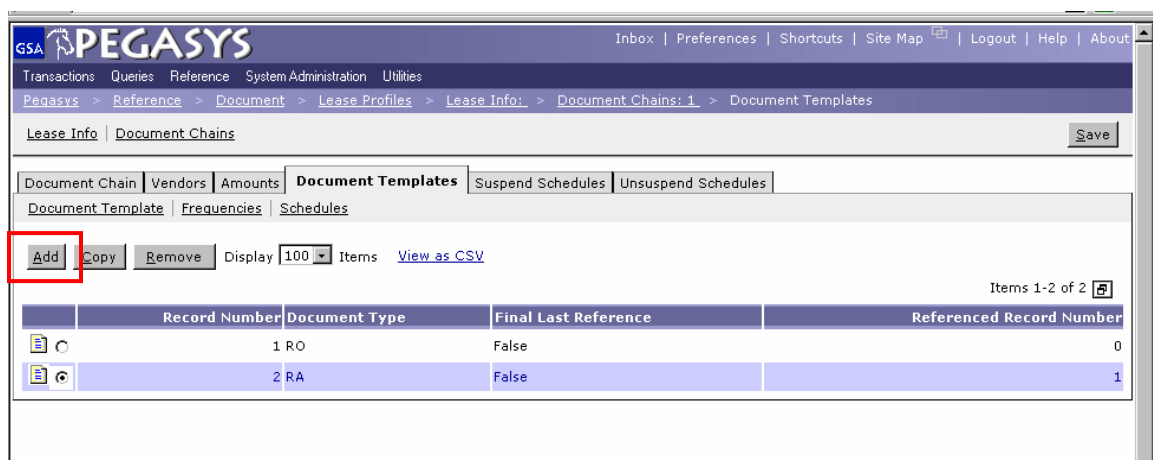
Template

Payment Template Prompt Pay Information

Periodic Payments Subject to Prompt Pay: ☒ Specific Periodic Payments Prompt Pay Type:

Retroactive Payments Subject to Prompt Pay: ☒ Specific Retroactive Payments Prompt Pay Type:

2. Select the “Document Templates” button (*Image above*)



PEGASYS

Inbox | Preferences | Shortcuts | Site Map | Logout | Help | About

Transactions | Queries | Reference | System Administration | Utilities

PEGASYS > Reference > Document > Lease Profiles > Lease Info: > Document Chains: 1 > Document Templates

Lease Info | Document Chains | Save

Document Chain | Vendors | Amounts | **Document Templates** | Suspend Schedules | Unsuspend Schedules

Document Template | Frequencies | Schedules

Add | Copy | Remove | Display 100 Items | View as CSV

Items 1-2 of 2

	Record Number	Document Type	Final Last Reference	Referenced Record Number
	1	RO	False	0
	2	RA	False	1

3. Click the “Add” button (*Image above*)

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The screenshot shows the PEGASYS web interface for creating a Document Template. The breadcrumb trail is: Pegasus > Reference > Document > Lease Profiles > Lease Info > Document Chains: 1 > Document Templates > Document Template. The 'Document Templates' tab is active. Below it, the 'Frequencies' tab is highlighted with a red box. The 'General' section contains the following fields: 'Document Type' (RT), 'First Creation Date' (07/01/2006), 'Status' (Active), 'Referenced Record Number' (2), and 'Final Last Reference' (checkbox). The 'Payment Template Prompt Pay Information' section has checkboxes for 'Periodic Payments Subject to Prompt Pay' and 'Retroactive Payments Subject to Prompt Pay', both checked.

4. Type RT as the “Document Type”
5. Enter the “First Creation Date” for the RT (This should be the same date as the RO and RA Templates)
6. Change the “Status” to “Active”
7. Change the “Referenced Record Number” to “2”
8. Select the “Frequencies” tab

The screenshot shows the PEGASYS web interface for the 'Frequencies' tab. The 'Add' button is highlighted with a red box. Below the button is a table with the following columns: Change Effective Date, Frequency, Frequency Interval (X), Generation Day (Y), and Generation Type. The table is empty, and the text '- NO ITEMS TO DISPLAY -' is shown at the bottom.

9. Click the “Add” button

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The screenshot shows the Pegasys web application interface. The breadcrumb trail is: Pegasys > Reference > Document > Lease Profiles > Lease Info > Document Chains > Document Templates: 3 > Frequencies > Frequency. The 'Frequency' tab is selected. The 'General' section is expanded, showing the following fields: 'Change Effective Date' (07/01/2006), 'Frequency' (Every Yth Day of Month), 'Frequency Interval (X)' (empty), 'Generation Day (Y)' (01), and 'Generation Type' (Arrears). A red box highlights the 'Change Effective Date' field and the 'Generation Type' dropdown.

10. In the **Change Effective Date** field, enter the first creation date.
  - The First Creation date is the first month you want to have your receiving report generate in Pegasys -- This should be the same as the First Creation date for the RO and RA templates.
11. Change the “Frequency” tab to “Every Yth Day of the Month”
12. Change the **Generation Day** to 01.
13. In the Generation Type box, select **“In Arrears”**
  - Since receiving reports are processed after PBS receives the services, the RT templates must be set up to generate after the obligation and accruals and after PBS receives all of the services.
14. Click “Document Template” to return to the Document Template creation page

The screenshot shows the Pegasys web application interface. The breadcrumb trail is: Lease Info > Document Chains > Document Chain > Vendors > Amounts > Document Templates > Suspend Schedules > Unsuspend Schedules. The 'Document Template' tab is selected. The 'General' section is expanded, showing the following fields: 'Document Type' (RT), 'First Creation Date' (07/01/2006), 'Status' (Active), 'Referenced Record Number' (2), and 'Final Last Reference' (checkbox). A red box highlights the 'Template' button. Below the 'General' section is the 'Payment Template Prompt Pay Information' section, which includes checkboxes for 'Periodic Payments Subject to Prompt Pay' and 'Retroactive Payments Subject to Prompt Pay', both of which are checked.

15. Click the “Template” button (*Screen above*)

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The screenshot shows the 'New Receipt' form in the PEGASYS application. The form includes fields for Document Type (set to RT), Doc Number Prefix, Document Number (2BTEST7-1-3), Security Org, and Title. There are also radio buttons for 'Copy Document' with options: None, Copy From, and Copy Forward. The 'Next >' button in the top right corner is highlighted with a red box.

16. Click the “Next” button (*Screen above*)

The screenshot shows the 'Copy Forward' form in the PEGASYS application. It includes search criteria fields for Document Type (RA), Document Number (2BTEST7-1-2), Document Status, Logon ID, Title, From Accounting Period, To Accounting Period, From Date, To Date, and Vendor. A 'Search' button is present. Below the search criteria, there are sections for 'Copy Lines' (with radio buttons for 'Copy all lines' and 'Choose which lines to copy'), 'Additional Criteria', and 'Accounting'. At the bottom, there is a table with columns: Document Category, Document Type, Document Number, Document Date, Title, Document Status, and Logon ID. The first row of the table is highlighted with a red box, showing 'RA' as the Document Category and 'RECURRING' as the Document Status.

Document Category	Document Type	Document Number	Document Date	Title	Document Status	Logon ID
RA		2BTEST7-1-2			RECURRING	

17. Select the RA line by clicking on it. (*Screen above*)

18. Click the “Finish” button. This will open the RT template form.

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Header - Microsoft Internet Explorer provided by General Services Administration

Address: https://162.70.105.116:6005/MOMEX/Controller

Itemized Receipt GS3356W Attempting to correct an existing form for a new lease.

Verify Refresh Save Template Close Template

View in Fund Currency Add Shortcut Attachments Print Route

Header Office Addresses **Header Accounting Lines** Itemized Lines Approval Routing Memos

Workflow Status Approval History

Expand All Collapse All

General

Document Type: RT PBS Recurring Contract Orig Receipt Date: 07/13/2006 Reset: ☐

Status: RECURRING Receipt Date: 07/13/2006

Document Number: 2BTEST7-1-3 Accounting Period: 10/2006

Title: Reporting Accounting Period: 10/2006

\*Received By: TEST Batch Number:

Customer Account: Document Classification:

Invoice #: Invoice Date: Security Org: GSA General

Disbursing Office: AU7 Fast Pay: ☐

Accepted Date: Delivery Date: Suppress Printing: ☐

Period of Performance

Start Date: End Date:

Vendor Info

Vendor

\*Code: 742616805 00001 More

19. Verify the information on the RT carried forward from the RA.

20. Click the “Header Accounting Lines” tab

Verify Refresh Save Template Close Template

View in Fund Currency Add Shortcut Attachments Print Route

Header Office Addresses **Header Accounting Lines** Itemized Lines Approval Routing Memos

Header Accounting Lines Invoices

Add Copy Remove Display 10 Items View as CSV

Line Number	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	B/A	Proj Cd	Sub Proj	Function	C/E	Sub Bldg	Sys	Veh Tag	Wrk Itm	ABC Activity	Bldg
1	\$2,400.00	01	05-RS-01-1922-P0140001-PG61	2005		1922	01	P0140001	PG61				PG901	516						

21. Highlight the Accounting Line by clicking on it

22. Click the “Header Accounting Line” link

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The screenshot shows the 'Header Accounting Lines' window with three error messages highlighted in a red box at the top:

- Itemized Receipt\Receipt Accounting Line 1: AM0014E A line reference is required.
- Itemized Receipt\Receipt Accounting Line 1\Reference Information: GS0819E A reference document number must be entered when a reference document type is entered.
- Itemized Receipt\Receipt Accounting Line 1\Reference Information: GS0824E A reference line number must be entered when a reference document type is entered.

Below the errors are buttons: Verify, Refresh, Save Template, Close Template, View in Fund Currency, Add Shortcut, Attachments, Print, and Route.

The main form area is titled 'Header Accounting Line' and 'Invoices'. It contains the following fields:

- General section:
  - Line Number: 1
  - Transaction Type: 01
  - Accepted Date: [blank] Delivery Date: [blank]
  - Related Cost Type: N/A
  - Period of Performance: Start Date: [blank] End Date: [blank]
- Line Amounts: [blank]
- Document Reference section:
  - Type: RA
  - Number: [blank]
  - Item: 0
  - Accounting: [blank]
  - Final: ☐ Misc: ☐
  - Liquidated Items: ☐

23. In the **Document Reference** field, type “RA” in the “Type” field. Leave the other “Document Reference” fields blank.
24. Click Verify
25. You should receive the above errors messages. These messages are OK and will not affect document processing. Any other errors **will** need to be corrected for the document to process at the assigned time.
26. Click the “Save Template” button
27. Click the “Close Template” button



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Form 2BTEST7-1-3 was closed successfully.

Lease Info | Document Chains | Vendors | Amounts | **Document Templates** | Suspend Schedules | Unsuspend Schedules

**Document Template** | Frequencies | Schedules

Item: 1 2 3 Item 3 of 3

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

☐ General

\* **Document Type:** RT Copy Fwd From Template Record

**First Creation Date:** 07/01/2006 Referenced Record Number: 2

**Status:** Active Final Last Reference: ☐

☐ Payment Template Prompt Pay Information

Periodic Payments Subject to Prompt Pay: ☒ [Specific Periodic Payments Prompt Pay Type:](#)

28. Click the “Save” button

You have now successfully input a recurring contract into the Lease Module!

\*\*Please note that blanket receiving reports can be turned ‘on’ or ‘off’ as needed. Follow the steps below to turn ‘off’ a blanket receiving report.

Lease Info | Document Chains

**Document Chains** | Vendors | Amounts | Document Templates | Suspend Schedules | Unsuspend Schedules

**Document Template** | Frequencies | Schedules

Display 10 Items [View as CSV](#)

Items 1-3 of 3

	Record Number	Document Type	Final Last Reference	Referenced Record Number
	1	RO	False	0
	2	RA	False	1
	3	RT	False	2

1. On the **Document Chains** tab, select the RT template line (record #3) by highlighting the RT record and clicking the “Document Chains” link

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The screenshot shows the PEGASYS web application interface. The breadcrumb trail is: Pegasus > Reference > Document > Lease Profiles > Lease Info > Document Chains: 1 > Document Templates > Document Template. The 'Document Templates' tab is active. The 'Document Template' section has tabs for 'Frequencies' and 'Schedules'. The 'General' tab is selected. The 'Document Type' is 'RT'. The 'First Creation Date' is '07/01/2006'. The 'Status' dropdown is set to 'Inactive'. The 'Referenced Record Number' is '2'. The 'Final Last Reference' checkbox is unchecked. The 'Save' button is highlighted with a red box. Below the 'General' tab, the 'Payment Template Prompt Pay Information' section is visible, with checkboxes for 'Periodic Payments Subject to Prompt Pay' and 'Retroactive Payments Subject to Prompt Pay', both checked. The 'Specific Periodic Payments Prompt Pay Type' and 'Specific Retroactive Payments Prompt Pay Type' fields are empty.

2. Change the status box to “Inactive”
3. Click the **Save** button

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#### C. Creating a Manual Receiving Report (RW document) in the Purchasing Module

If you choose not to pay your recurring contract through a blanket receiving report, you will need to process the receipt, using an RW document, under the Purchasing Module in Pegasys each month. GSA Form 3025 must be signed before a receiving report can be processed in Pegasys.

The contact person for the contract will receive an email notification from Finance when an invoice comes in that cites the RA document number and the receiving report has not been processed yet. The message will look like:

**Please complete the receiving report as soon as possible within Pegasys, copying forward from RA20040511010 (doctype RA).**

If possible, please add the invoice number (2004332) to ensure prompt payment of the invoice.

If you are not responsible for this Pegasys PO, please forward to the correct person.

Before you can process the RW document, you will need to find the RA document number so that the information from the RA document can be copied forward to the RW.

1. To find the RA you need to pay, go to **Queries — Document — Lease Query** (*Image below*)

The screenshot displays 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 system components: Transactions, Queries, Reference, System Administration, and Utilities. Under 'Queries', the 'Document' sub-menu is expanded, showing options like 'Automated Disbursements', 'Budget Execution', 'Cost Allocation', 'Lease Query', 'Recurring Profile Query', and 'Transaction Status Query'. The 'Lease Query' option is selected, leading to a search interface with fields for 'Assigned Date From', 'To', 'Expected Completion Date From', 'To', and 'Priority'. Below these fields are buttons for 'Open', 'Save', and 'Process Information', along with a 'Display 10 Items' option. The main content area shows a table header with columns: 'Task', 'Expected Completion', 'Priority', 'Assigned', 'Description', and 'Task Status'. Below the header, it states '- NO ITEMS TO DISPLAY -'. At the bottom, there are input fields for 'Name', 'Task Status', 'Process State', 'Assigned Priority', 'Priority', 'Description', 'Created', 'Last Updated', 'Acquired', 'Assigned Expected Completion', 'Expected Completion', and 'Completed'.

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2. In the **Code** field, type in the 1B number. Click **Search**
  - The Lease Code field is case-sensitive. You must enter the 1B number in all capital letters.
3. Highlight the line that shows the Code, Name and Short Name of the contract.
4. Click **Open**

Search Criteria

Code: 1B12345678

Name:

Short Name:

Status:

Security Org:

Effective Dates

From Date:

To Date:

Search Clear

Open Display 10 Items View as CSV

Code	Name	Short Name	Status	Start Date	End Date
1B12345678	Bob Holtz	KOMalley	Inactive	10/01/2003	09/30/2004

5. The **Lease Info** tab will appear.
  - This query will show the Recurring Service Templates, Vendor information and Amount information (in blue boxes below), as well as the processed RO/RA/RT documents.
6. Now click on the **Document Chains** tab.

Lease Info Document Chains

Activity Query Vendors Amounts Document Templates

Display 10 Items View as CSV

Chain Number	Status	Suspended	Generate Past Forms	Funding Level
1	Inactive	False	True	Header Accounting

7. To search for the processed RO/RA/RT documents, click the **Activity Query** button.

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8. The **Activity Query** tab will appear. Click the **Document Templates** tab.
  - This will pull all processed, cancelled and rejected documents for the particular contract.

**Activity Query** | Vendors | Amounts | **Document Templates**

Search  
 Lease Code: 1B12345678  
 Lease Name: Bob Holtz  
 Doc Type:   
 Doc Chain Number: 1  
 Effective Dates: From:  To:   
 Search Clear

View Document Display 10 Items View as CSV

Date	Doc Type	Document	Status	Amount	Document Source	Withhold Applied	Suspense	Lease Code
- NO ITEMS TO DISPLAY -								

Expand All | Collapse All

General  
 Doc Type:   
 Date:   
 Vendor Code:  More

9. Look for the RA document number that needs to be referenced on the RW.
  - Remember that receiving reports are processed in arrears. If you are processing an RW document for May services, you need to select the RA document that was processed for May services.
10. **Write the RA document number down.** You will need it to process your RW document.

**Document Templates**

Display 10 Items View as CSV

Record Number	Document Type	Final Last Reference	Referenced Record Number
1 RO	True	0	
2 RA	True	1	
3 RT	True	2	

You are ready to begin entering your RW document.

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### 1. Go to Transactions – Purchasing – New Receipt

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 left sidebar contains a menu with categories like Transactions, Queries, Reference, System Administration, and Utilities. Under 'Transactions', the 'Purchasing' option is selected, and a sub-menu is open showing options like New, Amend, Correct, View, Delete, Review, and Cancel. The 'New' option is highlighted, and a dialog box for 'New Receipt' is displayed. This dialog box contains fields for 'Date From', 'To', 'Completion Date From', and 'To', along with a 'Search' button. Below the dialog box, there are buttons for 'Refresh', 'Release', 'Open', 'Save', and 'Process Information'. At the bottom, there is a table with columns: Name, Task, Expected Completion, Priority, Assigned, Description, and Task Status. The table currently displays '- NO ITEMS TO DISPLAY -'.

- The **New Receipt** dialog box will be displayed.
- In the **Document Type** dialog box, type RW
- Press the **Generate** button (the Doc Number Prefix field is not used by GSA).
  - Pegasys generates a unique document number in the **Doc Number** field.
- In the **Title** field, type in the 1B number
  - Remember to type the 1B number in **capital letters**
- In the **Copy Document** box make sure the **Copy Forward** radio button is selected.
- Click the **Next** button.

This screenshot shows the 'New Receipt' dialog box in the PEGASYS web application. The dialog box is titled 'New Receipt' and contains several fields and buttons. The 'Document Type' field is set to 'RW' and the 'Receipt7' button is visible. The 'Doc Number Prefix' field is empty. The 'Document Number' field displays 'RW200603240000' and the 'Generate' button is active. The 'Security Org' field is empty. The 'Title' field is empty. The 'Copy Document' section has three radio buttons: 'None', 'Copy From', and 'Copy Forward', with 'Copy Forward' being selected. The 'Next >' button is highlighted with a red box, indicating the next step in the process.

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8. In the **Doc Type** box, enter RA (PBS Recurring Contracts Estimated Accrual)
9. In the **Doc Number** box, type in the RA number you wrote down from the Lease Query
10. Click the search button
11. Select the RA line at the bottom of the screen
12. Click Finish

**Copy Forward**

**Search Criteria**

Document Type: RA PBS Recurring Contracts  
 Document Number: RA200603150000  
 Document Status: [Dropdown]  
 Logon ID: [Text]  
 Title: [Text]  
 Search

From Accounting Period: [Text]  
 To Accounting Period: [Text]  
 From Date: [Text]  
 To Date: [Text]  
 Vendor: [Text]

**Copy Lines**

☒ Copy all lines ☐ Choose which lines to copy

**Additional Criteria**

**Accounting**

Display 10 Items

	Document Category	Document Type	Document Number	Document Date	Title	Document Status	Logon ID
	AI	RA	RA200603150000	11/01/2005	1B19707080	Rejected	runbatchlease

13. (Image below) You should now see the RW form.
14. On the Header tab, in the **Received By** field, enter name of individual receiving the goods or services
15. Enter the invoice number and date in the "Invoice" and "Date" fields

**Header**

Office Addresses | Header Accounting Lines | Itemized Lines | Approval Routing | Memos

Workflow Status | Approval History

Expand All | Collapse All

**General**

Document Type: RW Receipt7  
 Status: NEW  
 Document Number: RW200607130001  
 Title: RECEIPT  
 \*Received By: Maryanne Potok  
 Customer Account: [Text]  
 Invoice #: [Text] Invoice Date: [Text]  
 Disbursing Office: [Text]  
 Accepted Date: [Text] Delivery Date: 11/01/2005  
 Period of Performance  
 Start Date: [Text] End Date: [Text]

Receipt Date: [Text] Reset: ☐  
 Accounting Period: [Text]  
 Reporting Accounting Period: [Text]  
 Batch Number: [Text]  
 Document Classification: [Text]  
 Security Org: GSA  
 Fast Pay: ☐  
 Suppress Printing: ☐

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Buttons: Verify, Submit, Schedule, Refresh, Save, View in Fund Currency, Add Shortcut, Attachments, Print, Route

Navigation: Header | Office Addresses | **Header Accounting Lines** | Itemized Lines | Approval Routing | Memos

Sub-navigation: **Header Accounting Line** | Invoices

Actions: Add, Copy, Remove, Replace, Display Header Accounting Line, Display 10 Items, View as CSV

Line Number	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	B/A	Proj Cd	Sub Proj	Function	C/E	Sub Obj	Bldg #	Sys	Veh Tag	Wrk Itm	AB
1	\$8,654.93		06-P-03-192-P032A100-PG61	2006		192X	03	P032A100		PG61			PGA44	516		PA0277BG				
2	\$8,654.93		06-P-03-192-P032A100-PG61	2006		192X	03	P032A100		PG61			PGA44	516		PA0278BG				

16. On the **Accounting Lines** tab, select the line you wish to modify, and click the “Header Accounting Line” hyperlink

Navigation: Transactions | Queries | Reference | System Administration | Utilities

Breadcrumbs: Pegasys > Transactions > Purchasing > New > Receipt > Copy Forward > Header: RW Receipt7 RW200607130001 NEW > Header Accounting Lines > Header Accounting Line

Buttons: Verify, Submit, Schedule, Refresh, Save, View in Fund Currency, Add Shortcut, Attachments, Print, Route

Navigation: Header | Office Addresses | **Header Accounting Lines** | Itemized Lines | Approval Routing | Memos

Item: 1 2 (Item 1 of 2)

Expand All | Collapse All

**General**

Line Number: 1

Transaction Type: [Field]

Accepted Date: [Field] Delivery Date: [Field]

Related Cost Type: [Field]

**Period of Performance**

Start Date: [Field] End Date: [Field]

**Line Amounts**

Amount: \$8,654.93

Holdback Amount: \$0.00

17. Change the **Line Amount** field for the amount of goods received.
18. Enter the **Accepted Date** and **Delivery Date** in the appropriate fields as they stated on GSA Form 3025.
19. PBS is no longer using the Final Flag function in Pegasys to de-obligate the accrual. Guidance for the new procedure will be issued shortly. In the interim, the documents can always be de-obligated manually.
20. Under the **Period of Performance** section, enter the **Start Date** and **End Date** of the month the services were received.
21. Click the **Change** button to save your changes to the accounting line information
22. If there is more than one accounting line, repeat Steps 13-17.



## Recurring Service Desk Guide

### Part VI – Creating the Receipt (RT/RW)

The screenshot shows the GSA PEGASYS web application interface. The top navigation bar includes links for Inbox, Preferences, Shortcuts, Site Map, Logout, Help, and About. Below this, a breadcrumb trail indicates the current path: Pegasus > Transactions > Purchasing > New > Receipt > Copy Forward > Header: RW Receipt7 RW200607130001 NEW > Header Accounting Lines > Header Accounting Line. The main header area contains several tabs: Header, Office Addresses, Header Accounting Lines (selected), Itemized Lines, Approval Routing, and Memos. A row of buttons is visible: Verify, Submit, Schedule, Refresh, and Save. The Verify and Submit buttons are highlighted with a red rectangular box. Below this row are buttons for View in Fund Currency, Add Shortcut, Attachments, Print, and Route. The main content area is titled 'Header Accounting Line' and includes a sub-tab for Invoices. It shows 'Item: 1 2' and 'Item 1 of 2'. There are links for Expand All and Collapse All. The form is divided into two sections: General and Line Amounts. The General section includes fields for Line Number (1), Transaction Type, Accepted Date, Delivery Date, Related Cost Type (N/A), and a Period of Performance section with Start Date and End Date fields. The Line Amounts section includes fields for Amount (\$8,654.93) and Holdback Amount (\$0.00).

23. Click **Verify**. Any errors will be displayed.

24. Click "Submit"

This process must be repeated every month for contracts that do not utilize a blanket receiving report.

It is imperative that Manual Receiving Reports (RW documents) are processed timely (as soon as the services and GSA Form 3025 are received) in Pegasus so that the vendors can be paid on time.