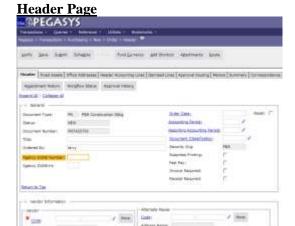## Introduction

- Orders are created in Comprizon when a decision is made to purchase goods or services from a vendor.
- Once awarded, the Purchase order form (i.e., GSA Form 300 or SF-1442) from Comprizon is used to record an obligation in Pegasys. Orders may later be associated to receipts, invoices, and payments. A Purchase Request (Pegasys document type **PR**) can precede an order. (For PBS documents, requisitions/PRs are created & processed in Comprizon)
- Blue fields are mandatory for Pegasys processes, but may not include all fields required by GSA or PBS policy.

Recording an Obligation

1. Log into **Pegasys**.
2. Select **Transactions—Purchasing—New—Order** from the menu bar.
3. Enter
   - *PN – Construction (Comprizon Order awarded on a SF- Form 1442) or*
   - *PJ – PBS-3 Way Obligation (Generally awarded on GSA Form 300)*
   In the **Document Type** field.
4. Enter the complete PJ or PN number generated by Comprizon in the **Document Number** field.
   - *The user's default Security Org will populate the Security field.*
5. Enter the Contracting Officer/Specialist name in the **Ordered By** field.
6. Click **Finish** to display the form's **Header** page.

Header Page

7. Enter the **Pegasys Document Number (PDN)** in the **Title** Field
   - *Order Date, Acctg Period, and Reporting Acctg Period fields will default to the current date, when the form is Verified or Processed*
   - *Leave the Document Classification field blank.*
8. Click **Code** in the **Vendor Info** group box to search for a vendor. Enter applicable search criteria and click **Search**. Find the vendor and click **Select**.
   - *The Vendor Name field will populate from the Vendor Code that is selected.*
9. In the **Remit To Address** field, enter the same vendor code that was input in the **Vendor** field (ex., if "00008" was selected in the **Vendor** address code field, enter "00008" in the **Remit to Address** field).
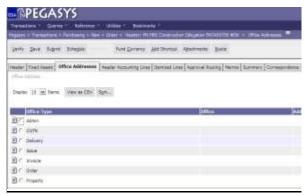   *Note:* It is important that the Remit to Address matches the address that will be on the vendor invoice.
10. Enter a Contract Number and if applicable, Delivery Order Number, in the **Contracts Number** and **Delivery Order Number** fields.
11. In the **Description** field, enter a brief description of the supply/services being ordered.
12. Select the **Office Addresses** tab.
13. The **Office Addresses** page displays.

14. Select the appropriate **Office Type** and click the **Office Address** hyperlink. The specific Office Address page displays.
15. Enter the appropriate address in the **Code** field.
16. Click the **Get Address** button to populate the fields in the **Address Information** section.
17. To return to the **Office Addresses** page click the **Office Addresses** hyperlink and repeat steps **11-15** as needed

Office Addresses Page

18. Select the **Header Accounting Lines** tab.
19. The **Header Accounting Lines** page displays.
20. To add a line, click the **Add**.
21. To open an existing line, select the appropriate line and click the **Header Accounting Line** hyperlink.
22. The **Header Accounting Line** page displays.
23. For **PN** documents enter CONSTR14 in the **Prompt Pay Type** field (General section). For all other doc types leave the **Prompt Pay Type** field blank.
24. Enter the appropriate value in the **Line Amounts** field.

Header Accounting Lines Page

25. Click the **Template** hyperlink (in the **Accounting Dimensions** group box) to search for a template. 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.
26. Click the **Default** button to populate the fields in the **Accounting** group box if you are using **Favorites**.
27. Complete any other required accounting elements that were not populated by the accounting template. (ex., Function Code, Cost Element, Project No., Bldg No., etc.).
28. In the **Agreement** group box, enter an RWA number if applicable.
    - Enter the numeric portion of the Agreement number in field 1 and enter "1" in field 2 of the Agreement field.
29. Go to the **Description** field to view or enter descriptive information about this line.
30. Return to the **Header Accounting Lines** page by clicking the **Header Accounting Lines** hyperlink.
31. New lines can be created by clicking the **Add** button and repeating steps **22-27**.
32. Lines can be copied by selecting the appropriate line, clicking the **Copy** button and then clicking the **Header Accounting Line** hyperlink to open the new line to make needed changes.
33. Lines can be deleted by selecting the appropriate line and clicking the **Remove** button.
34. Click the **Verify** button.
    - *Any errors will be displayed. If necessary, correct the errors and Verify again*
35. Click the **Submit** button to submit the order form.

PBS Business Rules

- Any modifications to PJ or PN documents should be entered directly in Pegasys by the region. Continue to send paper modifications to Finance on existing 1B (non-recurring service) documents.
- The purchase orders must be signed by the contracting officer prior to obligating funds in Pegasys. No approvals are required for PJs or PNs in Pegasys.
- The **PBSCONTR** role is required to have access to **PJ** and **PN** documents.
- Receiving Reports should be processed directly in Pegasys for all contracts created in Pegasys.

Pegasys Resources

GSA

General Services Administration

The Integrated Financial Management System

Pegasys 6.5: Recording PBS Com prizon Commercial/Non Governmental (PJ and PN) Quick Reference Card