

Recurring Service Desk Guide

Part V – Creating the Recurring Template (RA)

After setting up the Recurring Order Template (RO) in the Lease Module, the next step is to set up the Recurring Accrual Template (RA), which is the next document in the purchasing chain.

A. Setting up the RA Template (Monthly Accrual Schedule)

After clicking the save button in the previous chapter, your screen should now look like this indicating the “Save” was successful

1. On the **Below Image**, click the “Document Templates” tab

The screenshot shows the PEGASYS web application interface. The browser title is "Document Template - Microsoft Internet Explorer provided by General Services Administration". The address bar shows "https://phdc.gsa.gov/MOMEX/Controller". The navigation bar includes "Inbox | Preferences | Shortcuts | Site Map | Logout | Help | About". The breadcrumb trail is "Pegasys > Reference > Document > Lease Profiles > Lease Info > Document Chains: 1 > Document Templates > Document Template". A message bar at the top says "Action was successful." Below this, there are tabs: "Lease Info", "Document Chains", "Document Chain", "Vendors", "Amounts", "Document Templates" (highlighted with a red box), "Suspend Schedules", and "Unsuspend Schedules". A "Save" button is on the right. Under "Document Templates", there are sub-tabs: "Document Template", "Frequencies", and "Schedules". The "Document Template" sub-tab is active, showing a form with fields: "Document Type" (RO), "First Creation Date" (07/01/2006), "Status" (Active), "Copy Fwd From Template Record" (checkbox), "Referenced Record Number" (0), and "Final Last Reference" (checkbox).

2. Click the “Add” button

The screenshot shows the PEGASYS web application interface. The browser title is "Document Templates - Microsoft Internet Explorer provided by General Services Administration". The address bar shows "https://phdc.gsa.gov/MOMEX/Controller". The navigation bar includes "Inbox | Preferences | Shortcuts | Site Map | Logout | Help | About". The breadcrumb trail is "Pegasys > Reference > Document > Lease Profiles > Lease Info > Document Chains: 1 > Document Templates". A message bar at the top says "Action was successful." Below this, there are tabs: "Lease Info", "Document Chains", "Document Chain", "Vendors", "Amounts", "Document Templates" (highlighted with a red box), "Suspend Schedules", and "Unsuspend Schedules". A "Save" button is on the right. Under "Document Templates", there are sub-tabs: "Document Template", "Frequencies", and "Schedules". The "Document Template" sub-tab is active, showing a table with columns: "Record Number", "Document Type", "Final Last Reference", and "Referenced Record Number". The table has one row: "1 RO False 0". The "Add" button is highlighted with a red box.

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

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Document Template - Microsoft Internet Explorer provided by General Services Administration

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Address: https://phdc.gsa.gov/MOMEX/Controller

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

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

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:

3. In the **Document Type** box, select RA as the document type.
4. In the **First Creation Date** field, enter the first creation date.
 - The First Creation date is the first month you want to have your obligation and accrual process in Pegasys.
 - The First Creation date for the RA template should match the First Creation date that was entered on the RO template
5. Change the **Referenced Record** to 1.
 - This links the RA template to the RO template
6. Change the "Status" box to "Active"
7. Click on the **Frequencies** tab.

Frequencies - Microsoft Internet Explorer provided by General Services Administration

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Pegsysys > Reference > Document > Lease Profiles > Lease Info: > Document Chains: > Document Templates: 2 > Frequencies

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

Document Template | Frequencies | Schedules

Frequency

Add Copy Remove

Display 100 Items View as CSV

8. Click "Add"

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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: > Document Templates: 2 > Frequencies > Frequency. The 'Document Templates' link is highlighted in red. The 'Frequency' page is displayed, showing a 'General' section with 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' (Forward). A 'Save' button is visible in the top right corner.

9. In the **Change Effective Date** field, input the effective date (start date of your award/Option Year)
10. In the **Frequency** field, select “Every Yth Day of the Month” from the drop-down menu
11. In the **Generation Date** field, enter “01”
12. In the **Generation Type** box, leave the “Forward” button marked
13. Now that you are finished entering the frequency information, click the **“Document Template”** hyperlink, the one highlighted in **RED** above (*Do not click the “Document Templates” link –the one with the “S” on the end*)

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' link is highlighted in red. The 'Document Template' page is displayed, showing a 'General' section with the following fields: 'Document Type' (RA), 'First Creation Date' (07/01/2006), 'Status' (Active), 'Referenced Record Number' (1), and 'Final Last Reference' (checkbox). A 'Template' button is highlighted in red. Below the 'General' section is a 'Payment Template Prompt Pay Information' section with checkboxes for 'Periodic Payments Subject to Prompt Pay' and 'Retroactive Payments Subject to Prompt Pay', each followed by a 'Specific' link and a text field. A 'Save' button is visible in the top right corner.

14. Click the “Template” Button

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≤ Back **Next >** Cancel

New Estimated Accrual

Document Type: RA

Doc Number Prefix:

Document Number: 1BTEST6-1-2

Security Org:

Title:

Copy Document

- ☐ None
- ☐ Copy From
- ☐ Copy Forward

15. The **Create a New Document Template** box will appear.
16. The Copy Document box, Doc Type and Doc Number fields will automatically populate because of the information that was entered above.
17. Click **Next**

Copy Forward - Microsoft Internet Explorer provided by General Services Administration

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Address: https://phdc.gsa.gov/MOMEX/Controller

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≤ Back **Finish** Cancel

Copy Forward

Search Criteria

Document Type: RO From Accounting Period:

Document Number: 1BTEST6-1-1 To Accounting Period:

Document Status: From Date:

Logon ID: To Date:

Title: Vendor:


Copy Lines

☒ Copy all lines ☐ Choose which lines to copy

Additional Criteria

Accounting

Display 100 Items

Document Category	Document Type	Document Number	Document Date	Title	Document Status	Logon ID
	RO	1BTEST6-1-1			RECURRING	

18. Highlight the RO that was returned after the last step
19. Click "Finish"

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PEGASYS > Reference > Document > Lease Profiles > Lease Info > Header

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: RA PBS Recurring Contract Orig Receipt Date: Reset: ☐

Status: RECURRING Receipt Date:

Document Number: 1BTEST6-1-2 Accounting Period:

Title: Reporting Accounting Period:

Received By: CONTRACTING OFFICER Batch Number:

Customer Account: Document Classification:

Security Org: GSA

20. The header page of the RA document will be displayed. Verify that all of the information was correctly copied forward from the RO template.

', 'Misc: ☐', and 'Liquidated Items: ☐'. The 'Accounting Dimensions' section shows 'Template: 05-P-03-192-P0310001-PG61' and a 'Default' button."/>

Header Accounting Line - Microsoft Internet Explorer provided by General Services Administration

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Address: https://phdc.gsa.gov/MOMEX/Controller

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PEGASYS > Reference > Document > Lease Profiles > Lease Info > Header: RA PBS Recurring Contracts Estimated Accrual 1BTEST6-1-2 RECURRING > Header Accounting Lines > Header Accounting Line

Itemized Estimated Accrual\Itemized Estimated Accrual Header Accounting Line 1\Reference Information GS0819E A reference document number must be entered when a reference document type is entered.

Itemized Estimated Accrual\Itemized Estimated Accrual Header Accounting Line 1\Reference Information GS0824E A reference line number must be entered when a reference document type is entered.

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

Verify Refresh Save Template Close Template

View in Fund Currency Add Shortcut Attachments Print Route

Header Accounting Line

Item 1 of 1

Expand All Collapse All

General

Line Amounts

Document Reference

Type: RO Number: 10 Item: 10 Accounting: 10 Final: ☐ Misc: ☐

Liquidated Items: ☐

Accounting Dimensions

Template: 05-P-03-192-P0310001-PG61 Default

21. On the Accounting Lines tab, make sure that the accounting template uses fund **192X**

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22. On the **Accounting Lines** tab, in the **Reference Type** field, type **RO**.
- Note: You will get the below hard error(s) when you verify. This error is OK. Do NOT enter any data in the **Reference Document** field.

The screenshot shows a web browser window titled 'Header Accounting Line - Microsoft Internet Explorer provided by General Services Administration'. The address bar shows 'https://162.70.105.116:6005/MOMEX/Controller'. The page displays two error messages in a red box:

- Itemized Estimated Accrual\Itemized Estimated Accrual Header Accounting Line 1\Reference Information GS0819E A reference document number must be entered when a reference document type is entered.
- Itemized Estimated Accrual\Itemized Estimated Accrual Header Accounting Line 1\Reference Information GS0824E A reference line number must be entered when a reference document type is entered.

Below the errors, there are buttons: 'Verify', 'Refresh', 'Save Template', and 'Close Template'. The 'Save Template' and 'Close Template' buttons are highlighted with a red box. The page also has a navigation bar with 'Header Accounting Lines' selected, and other tabs like 'Office Addresses', 'Itemized Lines', 'Approval Routing', and 'Memos'. The main content area is titled 'Header Accounting Line' and shows 'Item 1 of 1'. It has expand/collapse links and several form sections:

- General**: Line Number (1), Transaction Type (01), Accepted Date, Delivery Date, Related Cost Type (N/A), Period of Performance (Start Date, End Date).
- Line Amounts**: Amount (\$2,400.00), Holdback Amount (\$0.00).
- Document Reference**: Type (RO), Number, Item, Accounting, Final, Misc.

The 'Type' field in the Document Reference section is highlighted with a red box.

23. Click the **“Save Template”** button
24. Click the **“Close Template”** button

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Document Template - Microsoft Internet Explorer provided by General Services Administration

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

Form 1BTEST6-1-2 was closed successfully.

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:

Done Internet

You should now be returned to the above screen. Before moving on to the RT/RW section, please click the “Save” button to save your work.

If your payment amount is the same each month, you can enter a blanket receiving report template into Pegasys as an RT document (Part VI, step B).

If your payment amount varies each month, you will have to input a manual receiving report (RW document) into Pegasys each month (Part VI, step C).