## Introduction

Standard reports can be viewed on-line or routed to a printer. Standard GSA procurement forms, such as the GSA 49 and the GSA 300, can be printed via the **Print** button, found on the Pegasys transaction or via the Pegasys **Reports** menu. The forms will contain information that has been entered on-line in Pegasys.

- Fields with red asterisks (*) are mandatory for Pegasys processes, but may not include all fields required by GSA policy.
- Form mappings of fields for standard GSA forms can be found in the Form Mappings Appendix of the User Guides.
- For detailed information on reports, please refer to the Reports chapter of the User Guides.

Printing Purchasing Reports

1. Log into **Pegasys**.
2. Select **Utilities—Reports—Run Reports** from the menu bar. The **Run Reports** page will be displayed listing all available reports within Pegasys.
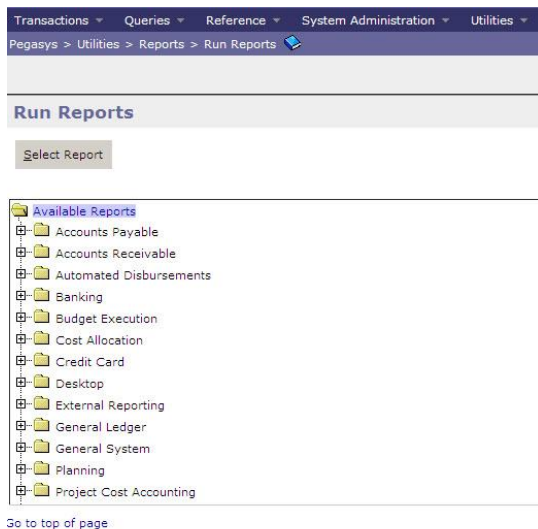
3. Click the expand icon for the **Purchasing** folder.
4. Highlight the desired GSA purchasing report to be printed.
5. Click **Select Report**.
6. Enter the appropriate values in the **Parameters** section. For specific parameter information, refer to the Reports chapter of the User Guides.

7. In the Options section, verify **PDF** is selected for the Saved Output Format.
8. Click **Run** to generate the form/report.
9. If this is your first time running a Pegasys form/report or when the system bas been updated, you will receive a **Welcome to Pegasys Online** window. Click **OK**.
10. The following **BrioPortal** login window will be displayed.

11. Click ☒ to close the **BrioPortal** login window. Do not enter a Username and Password.
12. The Pegasys **Report Executions** page will be displayed again.
13. The selected purchasing form will be displayed through your Internet browser.

14. To print the form, click **Print** in Adobe Acrobat.
15. Click ☒ to close the web browser and return to the Pegasys **Report Executions** page.

Printing Budget Reports

1. Log into **Pegasys**.
2. Select **Utilities—Reports—Run Reports** from the menu bar. The **Run Reports** page will be displayed listing all available reports within Pegasys.
3. Click the expand icon for **Budget Execution** folder.
4. Highlight the desired GSA budgeting report to be printed.
5. Click **Select Report**.
6. Enter the **BFYs** and **Fund** fields in the **Parameters** section for the **Fund Status** report.
7. Enter the corresponding budget dimension value for Level 3 of the selected budget in the **Level 3 Value** field.
8. Select the budget dimension that defines Level 3 of the selected budget in the **Level 3 Dimension** field from the drop-down list box.
9. Repeat **Steps 7–8** for the remaining levels as needed to define the budget report to the desired lowest level.

10. Follow **Steps 7-11** of **Printing Purchasing Forms** to run the selected budget report.

11. The selected Budget Report will be displayed through the web browser.

12. To print the form, click on the **Print** button in Adobe Acrobat.

13. Click ☒ to close the web browser and return to the Pegasys **Report Executions** page.

GSA Policy

▪ Users can also print Pegasys forms and documents, such as the GSA Form or Document 300 and Document 49, by clicking the **Print** button at the bottom of the Pegasys form or document.

▪ The Pegasys Online login prompt will only appear the first time you try to print a Pegasys form/report or upon changing your default web browser.

Pegasys Resources

▪ **Functional Coordinator**
▪ **Service Representative**
▪ **Pegasys Web Site**
  http://pegasys.gsa.gov
▪ **Pegasys User Guides**
▪ **Quick Reference Cards**
▪ **Name - OCFO Service Desk**
  Email address -
  OCFOServiceDesk@gsa.gov
  Telephone Number - 1-866-450-6588

GSA General Services Administration

The Integrated Financial Management System

Pegasys 6.5.0:
Printing Forms and Reports
Quick Reference Card

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