



General Services Administration

Purchasing

Pegasys 7.1.2 User Guide

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Revision Log

Date	Version No.	Description	Author	Reviewer	Review Date
02/2011	Draft/Version .1	Original Draft	Danielle Becker	Jenna Stegmann	1/21/2011
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1 How do I Use This Guide?

This chapter serves as a guide for understanding the layout of the Pegasys Purchasing User's Guide. It is important that all users read and understand the concepts explained in this chapter.

1.1 What Information is Included In the Purchasing User's Guide?

Pegasys is a comprehensive financial management system. The system provides extensive functionality to record purchasing and budgeting activities.

The Purchasing User's Guide details the concepts and functions of the Pegasys Purchasing subsystem. The User's guide is separated into the following twelve chapters. Each chapter is self-standing to allow users to become proficient in a functional area quickly.

- **Chapter 1**—How to Use this Guide
- **Chapter 2**—Pegasys Desktop
- **Chapter 3**—Pegasys Purchasing Overview
- **Chapter 4**—Working with Purchasing Forms and Documents
- **Chapter 5**—Reservations & Requests
- **Chapter 6**—Orders
- **Chapter 7**—Receipts
- **Chapter 8**—Estimated Accruals
- **Chapter 9**—Recurring Profiles
- **Chapter 10**—Approvals & Vendors
- **Chapter 11**—Purchasing Reports
- **Chapter 12**—Blanket Purchase Agreements
- **Chapter 13**—Novations
- **Chapter 14**—Replace Values

1.2 What is the Structure of the Purchasing User's Guide?

To assist users in locating specific information, each chapter follows the same structure described below.

- **Chapter Overview:** Provides a brief synopsis of the chapter and outlines the topics that are to be covered.
- **Topic Specific Headings:** Discusses specific purchasing functions, such as, requests, direct pay, or approval types.
- **Step-by-Step Instructions:** Provides instructional steps on how to enter data into the system and guides users through a transaction; GSA policy is included where applicable.

In addition to the functional chapters, the Purchasing User's Guide includes the following appendices, which augment the information provided in each chapter.

- **Appendix A**—Field Descriptions: Provides screen shots and field definitions for the Pegasys Purchasing Subsystem windows and dialog boxes.

- **Appendix B**—Form Mappings: Provides form mappings of GSA Forms to Pegasys forms and documents.
- **Appendix C**—External Procurements: Provides a detailed listing of the types of procurement activities that will occur outside of the Purchasing Subsystem.
- **Appendix D**—Document Types Usage and Definitions: Provides a listing and definition for all Purchasing Subsystem Document Types, as well as guidelines for using them.
- **Appendix E**—Transaction Types: Provides a listing of the Transaction Types used by the Purchasing Subsystem.

1.3 What Terminology and Conventions Are Used In the Purchasing User's Guide?

This section identifies special terminology and conventions that are used throughout the Purchasing User's Guide.

1.3.1 Window Elements

Figure 1-1: Purchasing Document Window displays a typical window in Pegasys.

Figure 1-1: Purchasing Document Window

PEGASYS

Transactions ▾ Queries ▾ Reference ▾ System Administration ▾ Utilities ▾

Pegasys > Transactions > Purchasing > New > Request > Header

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

Header Office Addresses Suggested Vendors Header Accounting Lines Itemized Lines Approval Routing Memos Summary

Amendment History Workflow Status Approval History

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

General

Document Type:	PR Purchase Request	Request Date:	<input type="text"/>	Reset:
Status:	NEW	Accounting Period:	<input type="text"/>	
Document Number:	PR123	Reporting Accounting Period:	<input type="text"/>	
Title:	<input type="text"/>			
* Authorized By:	<input type="text"/>			
		Batch Number:	<input type="text"/>	
		Document Classification:	<input type="text"/>	
		Security Org:	GSA	
		Suppress Printing:	<input type="checkbox"/>	

[Return to Top](#)

Vendor Information

Vendor
Code: <input type="text"/> <input type="text"/> More
Name: <input type="text"/>
Customer Account: <input type="text"/>

[Return to Top](#)

Amounts

Remember, not all Pegasys screens will have the same window elements. For instance, some windows may have only one page; therefore, these windows will have no tabs displayed.

The following table describes the window elements shown in **Figure 1-1: Purchasing Document Window**.

Figure 1-2: Window Element Descriptions

Window Element	Description	How to Access
Title bar	Displays the name of the current window.	Automatically displayed when a window is opened.
Menu bar	Displays a list of commands.	Click a menu item to display its pull-down menu (list of commands).
Tab	Designates each page in a window.	Automatically displayed if more than one page of fields and buttons exist.

Window Element	Description	How to Access
Page	Displays fields and buttons. When a page is displayed, it is considered to be the "current" page. For example, in Figure 1-1: Purchasing Document Window, Accounting Line 1 is the current page of the Accounting Lines.	Click the tab to access the desired page.
Minor tabs	Identifies that multiple entries exist for the current page. For example, in Figure 1-1: Purchasing Document Window, each minor tab represents a different accounting line.	Click the minor tab to access the desired entry for the current page.
Drop-down list arrow	Displays a drop-down list box that contains valid values for the current field. Only values listed in the drop-down list box can be selected.	Click the arrow to display the drop-down list box and click the desired option to select it.
Action buttons	Controls changes made to the entire window. For example, the Process button in Figure 1-1: Purchasing Document Window processes a form.	Click desired button.
Check box	If checked, indicates the field is true.	Click to check. If already checked, click to uncheck.

Figure 1-3: Action Button Bar illustrates Pegasys Action buttons.

Figure 1-3: Action Button Bar



All Pegasys forms display a set of action buttons at the top of the form window. **Figure 1-4 : Action Button Bar Field Descriptions** describes the common Action buttons.

Figure 1-4: Action Button Bar Field Descriptions

Field Name	Description	Features
Verify	Populates all defaulted fields. Performs validity, relationship and funding edits. Checks the form for errors, such as invalid codes or blank required fields.	
Schedule	Schedules form to process during nightly offline processing.	GSA currently not using.
Submit	Performs Verify functions. Updates the general ledger and relevant budgets, plans, and projects (based on the accounting implications of the form being processed).	
Save	Enables the form to be saved as a draft. Does not check for errors or update other subsystems. Typically, forms will be placed on Hold while awaiting approvals.	
Refresh	Clears the form window. Restores form to last saved state. Caution: When creating new forms, this button will delete the form and all related information.	
Add Shortcut	Click to add the query, notebook, form or document as a shortcut.	
Attachments	Click to add attachments to the document.	
Route	Click to route the document.	

1.3.1.1 What Are The Data Field Types In The Purchasing Subsystem?

Figure 1-5: Accounting Line Window displays typical data fields in the Purchasing Subsystem.

Figure 1-5: Accounting Line Window

The screenshot shows the 'Header Accounting Lines' window. At the top, there are tabs: Header, Fixed Assets, Office Addresses, Header Accounting Lines (which is selected), Itemized Lines, Approval Routing, Memos, and Summary. Below the tabs, there are two buttons: 'Header Accounting Line' and 'Tax Lines'. A toolbar below the tabs includes buttons for Add, Copy, Copy Forward, Remove, Reset, Replace, Display (set to 10 items), View as CSV, and Sort... . The main area contains a table of fields:

	Line Number	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Activity	SOC	Sub Obj	Bldg #	Sys
--	-------------	--------	------------------	----------	------	------	------	-----	--------	---------	------	---------	----------	----------	-----	---------	--------	-----

Figure 1-6 : Accounting Lines Window Field Descriptions provides a description of the terms introduced in the Accounting Lines Window displayed in **Figure 1-5: Accounting Line** Window.

Figure 1-6: Accounting Lines Window Field Descriptions

Field Type	Designated By	Descriptions
Group box	Fields grouped together with a single group box name.	Groups related fields within a window or page.
Required field	Field names in blue lettering are system-required fields. GSA requires that additional fields be completed to properly process and record spending transactions in Pegasys. Please refer to Appendix B—Form Mappings for detailed information on transitioning GSA forms to their Pegasys counterparts.	Fields that must be completed.
Defaulted field	Field that automatically displays a value when a window is opened.	Fields that can be changed but automatically display a value.
Optional field	Field names in black lettering.	Fields that do not require a value.
System-maintained field	Fields shaded in gray.	Fields that are automatically displayed but cannot be changed.

1.3.2 What Terminology is used in the Pegasys User's Guide?

Figure 1-7 : General Terminology and Conventions describes general terminology and conventions used throughout the User's Guide.

Figure 1-7: General Terminology and Conventions

Terminology or Convention	Descriptions	Where Typically Found
---------------------------	--------------	-----------------------

Terminology or Convention	Descriptions	Where Typically Found
Bolded text	Text that represent the following: Button names Field names Window titles Menu names Check box names Form names Document names Table names	Instructional steps. Titles of screen shots. Text used to describe a topic. Bolding is not used in any Field and Button Description tables.
Please refer to Section X.X	Indicates that additional information can be found regarding a topic in another section of the manual. The number to the left of the decimal point represents the chapter number, and the number(s) to the right of the decimal place represents the chapter section.	Text used to describe a topic. Instructional steps.
Select	Use the left mouse button to select a menu option or tab in a window.	Instructional steps.
Click	Use the left mouse button to select a button in a window.	Instructional steps.
Enter 'Normal'	User is to type the value between the single quotes in the identified field.	Instructional steps.
Select Applications—Purchasing—New Form	Sequentially identifies menu commands users are to select. For example, Select Applications—Purchasing—New Form indicates a user should select Applications from the menu bar, select Purchasing from the subsequent pull-down menu, and select New Form from the next pull-down menu in that order.	Instructional steps.

2 Pegasys Homepage & Navigation

2.1 What is Pegasys?

Pegasys is GSA's integrated financial management system that provides extensive functionality to record purchasing and budgeting activities.

2.1.1 How Do I Access Pegasys?

Access to Pegasys is restricted to employees of the General Services Administration (GSA) and other select, authorized persons. Initially, you will be provided with a URL to access Pegasys from your Internet Explorer or Netscape Navigator web browser. In order to login to Pegasys, you must exist in the system as a valid user and must be assigned the authority to perform specific tasks, such as viewing vendor data, creating purchase orders, and applying approvals; therefore, you must obtain a unique User ID and an associated password to gain access to the system. The following section addresses the procedures for obtaining a GSA user ID and password to logon to Pegasys.

2.1.2 How Do I Obtain A Pegasys User ID?

Your Functional Coordinator or Service Representative may obtain a User ID (lowercase not to exceed 30 characters) from the Pegasys Security Administrator through a request. The User ID and password determine your rights within the system for creating and processing forms and accessing tables and queries.

2.1.3 How Do I Obtain A Pegasys Password?

An initial password may be obtained from the Pegasys Security Administrator. You must enter the password exactly as it has been established to successfully login to Pegasys. Passwords are case sensitive and have a minimum length of eight characters that may be alphanumeric.

2.1.4 When Does My Temporary Password Expire?

The initial password will expire after three logins. If you do not change your temporary password, you will be prevented from accessing the system.

2.1.5 How Do I Set My Security Questions And Answers?

In order to use the "Forgot your password?" link, your security questions and answers must be set up. To set up your security questions and answers, navigate to the Preferences Menu and click on the Security Question and Answer Page tab. Enter your current password and select a question from the Questions drop down box. Enter your answer for the question in the Answer text box.

Figure 2-1: Security Question and Answer Page

Styles Bookmarks Advanced Options Usability Settings User Information **Security Question and Answer Page** Document Defaults Office Defaults Workflow Options A

Save **Cancel**

To Make Changes Enter Current Password
***** Enter Current Password:

Sort...

Questions	Answers
What was your first car	<input type="text"/>
G What is your city of birth	<input type="text"/>
What is your country of birth	<input type="text"/>
What is your favorite color	<input type="text"/>
What is the name of your favorite pet	<input type="text"/>
What was your first car	<input type="text"/>

2.1.6 What Do I Do When I Forget My Password Or I Fail To Change My Temporary Password?

If you have forgotten your password please click the "Forgot your password?" link on the Pegasys homepage. After setting your security questions and answers in the Preferences menu, once you click the forgot password link, you will be prompted to answer one or more of your security questions. After correctly answering the security questions, you will receive a message stating that your password reset link has been sent via email. Upon receiving an email from Pegasys, select the link which will open a new page where you can change their password prior to logging into Pegasys.

Figure 2-2: Sign In

User ID:

Password:

Sign In

[Forgot your password?](#)

2.1.7 How do I Sign In to Pegasys?

The following steps describe how to sign in to Pegasys. Only one Pegasys session is permitted per Login ID (you cannot initiate multiple sessions at the same time). After logging in, the user id is displayed in the top right hand corner and is present on every page. This is particularly useful for users who have multiple user ids.

Notes

1. Open your web browser and enter the designated URL address.

The Pegasys Sign In page will be displayed.
2. Enter your Pegasys User ID in the User Name field.

Note: Login is lowercase.

3. Enter your Pegasys password in the **Password** field.

Note: Passwords are case sensitive.

User ID:

Password:

Sign In

[Forgot your password?](#)

4. Click the **Sign In** button.

The Pegasys Homepage will be displayed.

5. If Pegasys finds an existing session logged in for your User ID, then click the **Continue** button to login.

Note: Any information not saved in this previous session will be lost.

2.1.8 How Do I Exit/Sign Out Of Pegasys?

When signing out of Pegasys, it is extremely important to exit the system properly. The following procedure describes the only correct way to exit Pegasys.

Notes

1. In the **Link Strip**, click the Sign Out hyperlink.



The Pegasys Sign Out page will be displayed.

2. Do not click the 'X' in your web browser to log off Pegasys.
This will not log your session out of the application.

2.1.9 How Do I Change My Pegasys Password?

After the initial login, the user must change his/her password. The following steps describe how to change your Pegasys password.

Notes

1. In the Link Strip, click the **Preferences** hyperlink.

The user preferences tabs will be displayed.



2. Select the User Information tab.

The User Information tab will be displayed.

The screenshot shows the 'User Information' tab selected in a navigation bar. Below it, there are two tabs: 'User Information' (selected) and 'Security Question and Answer Page'. The main content area contains fields for changing a password. It includes a 'Current Password' field with a red asterisk, a 'New Password' field with a yellow border, a 'Verify Password' field, and a 'Password Requirements' section with the note: 'Passwords must contain at least 8 and at most 30 characters.' There are also sections for updating email address and returning to the top.

3. Type the initial password in the Current Password field.

4. Type the new password in the New Password field.

Note: Passwords can be alphanumeric and must be at least eight characters long.

5. Type the new password again in the Verify Password field.

Note: Remember that passwords are case sensitive and must be entered in the Verify Password field exactly as they were entered in the New Password field.

6. Click the **Save** button to change your password.

Note: A system message will state that the password change succeeded.

The screenshot shows the 'User Information' tab selected in a navigation bar. Below it, there are two tabs: 'User Information' (selected) and 'Security Question and Answer Page'. The main content area contains a 'Current Password' field with a red asterisk.

2.2 What Elements Do I See On The Pegasys Homepage?

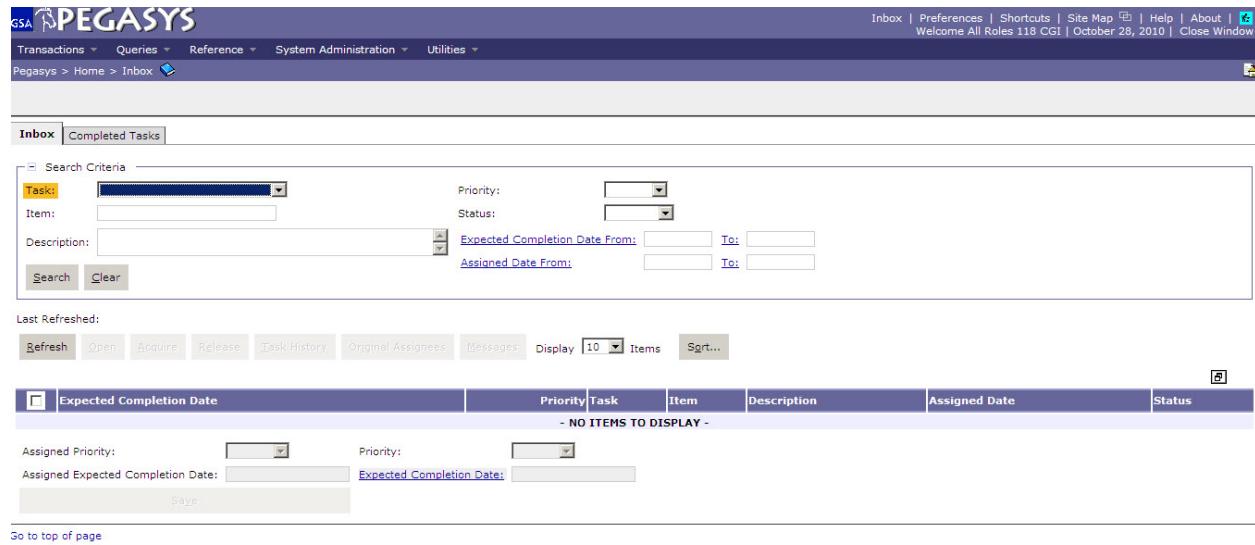
When users initially login to the application and access the homepage, the elements that they see depend on the setup their system administrator has chosen for their site. Users will see their last successfully log in time, the number of login attempts since the user's last successfully login, and the number of unsuccessful attempts. A typical user will also see the following items:

- Menu Bar
- Link Strip
- Breadcrumbs Track
- Navigation Panel
- Inbox

The Menu Bar, Link Strip, and the Breadcrumbs Track appear on almost every page in Pegasys. These elements provide the primary basis of navigation in Pegasys.

Figure 2-3: Pegasys Homepage displays the Pegasys homepage.

Figure 2-3: Pegasys Homepage



2.3 What Elements Do I See On Pegasys Pages?

2.3.1 How Are Pegasys Pages Displayed?

Multiple pages are displayed as tabs in a notebook style. For instance, the different pages on a form or query can be accessed by clicking the appropriate tab on the current page. Pages are divided into sections that can be expanded or collapsed. Many of the sections contain information that was entered on a separate page via a button link in previous versions of Pegasys. Using the web browser scroll bar, users may scroll up or down to view all the sections on a page.

2.3.2 Where Are System Messages And Buttons Displayed?

System messages are displayed at the top of the page underneath the Breadcrumbs Track. These system messages never obscure other features on the page. All navigational elements and the remaining page content are always visible to the user in the web browser window.

System messages may be informational, warning, or error messages that must be corrected before processing or updates can occur. If Pegasys returns an error message, the user needs to make the appropriate corrections, and then attempt again the action that previously prompted the error message. It is highly recommended that forms are verified successfully before users submit them for approval or processing. Pegasys provides a clickable

message functionality that enables the user to click on system messages reported during form verification and be taken to the field on the page that is related to that error message

Action buttons are also located at the top left corner of the page, just above the notebook style tabs of forms and reference tables, and on some queries.

2.3.3 Where Are Summary Lines Displayed On A Form?

Summary lines allow users to view the line amount, transaction type, accounting dimension information, and, if it exists, the commodity information of all the lines on the form or document at the same time. There are two ways to view summary lines. The first way is by selecting either the Header Accounting Lines tab or the Itemized Lines tab on a transaction. From those tabs, users may highlight a specific line, and click either the Header Accounting Lines or Itemized Lines hyperlink to view line information. Users have the ability to view the Total Funded Amount and Total Cost Amount at the line level of the page (in addition to showing totals at the header). The transaction's total header funding and total cost/itemized funding will be available from the Header Accounting Lines, Itemized Lines, and Itemized Accounting Line pages. The Funded Amount and Cost Amount will also be displayed on the Summary tab to allow users to use a single tab to review the impact of all lines of the transaction.

The second way to view summary information is by selecting the Summary tab on the transaction. From this tab users can view a summary of all lines, make changes to existing lines, and add new accounting lines. The Summary tab also allows a user to click on a column heading and drag it to a preferred location as well as expand or contract a column width. **Figure 2-4: Summary Tab** displays the Summary Tab.

Figure 2-4: Summary Tab

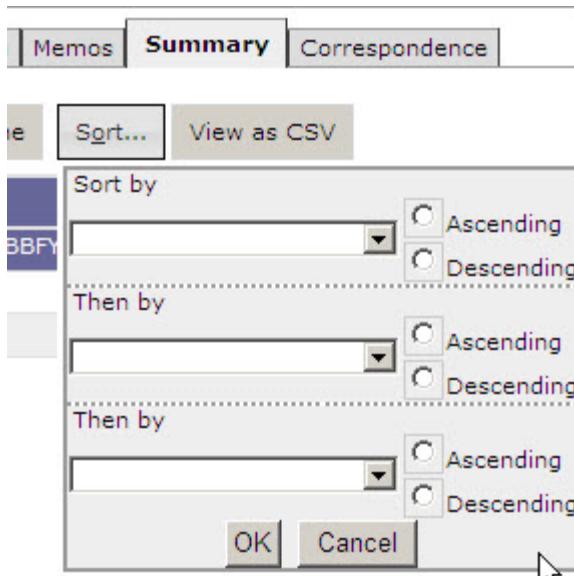
The screenshot shows a software interface with a navigation bar at the top containing tabs: Header, Fixed Assets, Office Addresses, Header Accounting Lines, Itemized Lines, Approval Routing, Memos, and Summary. The Summary tab is currently selected. Below the navigation bar is a toolbar with buttons for Add, Copy, Remove, Details, Default Accounting Template, Default from Referenced Line, Sort..., and View as. The main area is titled "Header Accounting Lines". It contains a table with columns: Line Number, Amount, Transaction Type, Template, Source Number, BBFY, and EBFY. There are two rows of data. The first row has a checkbox, line number 1, amount \$100.00 01, and other columns empty. The second row has a checked checkbox, line number 2, amount \$0.00, and other columns empty. The cell for amount in the second row is highlighted with a yellow border.

The following steps describe how to use the Summary tab. These steps refer to header accounting lines but the same steps can be used for the Item Lines section on the Summary tab.

1. To add a new line, click the **Add** button. *A new line will be displayed.*
2. To add information to the new line, click inside the cell and type in the information.



3. To default an accounting template, enter an accounting template in the Template cell, and click the **Default Accounting Template** button.
4. To default information from a referenced line, enter a Referenced Document Type and Document Number in the cells provided, and click the **Default from Referenced Line** button.
5. To update an existing line, select the desired line, click inside the desired cell(s) for the field that should be updated, and make the change.
6. To copy an existing line, select the desired line and click the **Copy** button. *A new line will be created.*
7. To remove an existing line, select the desired line and click the **Remove** button.
8. To see the header accounting line for a specific line, select the line, and click the **Details** button. *The header accounting line will be displayed.*
9. To sort accounting lines, click the **Sort** button. Choose the Sort criteria and click **OK**.



10. To view the accounting lines as a CSV, click the **View as CSV** button.
11. To move a column heading, click on a column heading and drag it to the desired location.
12. To expand or contract the column width, click on the vertical line before or after the column heading and drag outwards to increase the width or

drag inwards to decrease the width size.

	Line Number	Amount	Trans:
<input type="checkbox"/>	1	\$100.00	
<input checked="" type="checkbox"/>	3	\$0.00	

2.3.4 How Do I Know When A Field Is Required?

Required fields are indicated by a red asterisk (*). Pegasys returns a hard error at the top of the page if a required field isn't filled in when a user attempts to submit his or her form for processing, or save updates within Pegasys.

2.3.5 What Are Reference Field Hyperlinks?

Fields that have references to other data within Pegasys are underlined in blue. By clicking these hyperlinks, users are taken to a reference data search page. From this page, they may search for and select the appropriate reference item. Selecting a value from this page will populate the corresponding reference fields on the original page.

2.3.6 What Are The Common Icons?

Inbox icons are also found on many other tables, forms/documents, and queries throughout Pegasys:

- Clicking the **Checkbox** icon on column headings selects all records; on a line it selects only that record
- Clicking the **Bubble Help** icon displays topic information
- Clicking the **Toggle** icon maximizes or minimizes the search results area on the page.
- Clicking the Go to top of page link takes user to the top of the current page.
- Clicking the envelope icon will generate a new email containing a link to the current transaction or entity
- Clicking the Start Page icon will save the current page as the first page a user will see when logging into Pegasys.

2.3.7 How Do I Search In Pegasys?

The asterisk (*) can be used as a wild card value. More than one wildcard can be used when searching. Reference field hyperlinks are indicated by blue underlined text, and will take the user to a search page for reference data. Selecting a value from this page will populate the corresponding reference fields on the original page. When searching for a date to enter in a reference field, the user can click the hyperlink to bring up a calendar of days, from which he or she may select the date. Upon selection this date is populated in the corresponding reference field.

2.3.8 What Do I Need To Remember About Navigating In Pegasys?

Users should not use the web browser buttons to navigate in Pegasys; this will result in an error. For instance, if the web browser Back button is clicked, then the following message will appear: "You are about to end your session. Click to logout or return to the current page." At this point, the user would click to return to the current page if he or she did not want to end the login session.

2.4 Why Does Pegasys Log Me Out After 15 Minutes Of Inactivity?

If a user has been inactive in the system for more than fifteen minutes, then Pegasys will timeout. The user will be unable to keep working in the application in his or her existing login session. Any unsaved information will be lost. For this reason, it is recommended that users save their forms often, especially if they will be idle in the application for any period of time.

Inactivity is defined as staying on the same HTML page. For instance, if it takes the user longer than 15 minutes to enter information on a funding line, then he or she will be timed out. If however it takes less than 15 minutes to enter the line information, and the user moves on to enter information on another funding line, then the 15 minute clock is reset.

If a user has multiple windows open in the same session, then he or she only needs to be active on one window to not be timed out in Pegasys.

2.5 How Can I Create and Use A Favorite?

The Favorites feature allows users to designate and quickly access frequently-used reference data in Pegasys. For reference fields with blue hyperlinks, clicking the Favorites icon  will drop down a list of favorites from which users may select a value to populate that reference field. For instance, instead of having to type in or search for a vendor code or an accounting template, the user may simply click the Favorites icon to select that reference code. From the Favorites icon next to a reference field, users may select from a list of existing favorites, as well as add or remove values from the list. There is no limit to the number of favorites a user may select. The following steps describe how to create, use, and delete a favorite.

Notes

1. Create a new form.

Notes

The Header page of a new form will be displayed.

The screenshot shows the PEGASYS application interface. At the top, there's a navigation bar with links like Transactions, Queries, Reference, System Administration, Utilities, and a breadcrumb trail: Pegasys > Transactions > Purchasing > New > Request > Header. Below the navigation is a toolbar with buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. A tab bar below the toolbar includes Header, Office Addresses, Suggested Vendors, Header Accounting Lines, Itemized Lines, Approval Routing, Memos, and Summary. Under the summary tab, there are links for Amendment History, Workflow Status, and Approval History. At the bottom left, there are links for Expand All and Collapse All, and a Return to Top button.

2. Find a reference field with a hyperlink (e.g. a blue underlined field). One example is the **Vendor Code** in the **Vendor Info** section on the **Header** page.

The screenshot shows the Vendor Info section. It has a header 'Vendor'. Below it is a reference field labeled 'Code' with a red asterisk, followed by two input boxes and a 'More' button. Below that is a 'Name' input field.

3. Click the **Favorites** icon next to the reference field.

The Favorites look-up box will be displayed.

The screenshot shows a 'Favorites' look-up box. It has a header 'Favorites' and a table with columns: Code, Vendor Code, Address, Customer Code, Account, and Name. At the bottom of the table is a 'Search...' link.

4. To add a favorite, click the **Search...** hyperlink in the Favorites look-up box.

The reference data search page will be displayed.

Notes

5. Enter the search criteria, and click on the **Search** button.

Note: If you do not know the full value, enter a partial value and the * wildcard symbol before or after the value entered.

The search results will be displayed in the bottom portion of the page.

6. For the desired reference data record, click the **Favorites** icon

7. Click the **Cancel** button.

You are returned to the form page where you left off.

8. To select a favorite, click the **Favorites** icon next to the reference data field from step 2 (e.g., **Vendor Code**).

The Favorites look-up box will be displayed. The reference data code added in step 6 appears in the list of Favorites.

9. From the list of **favorites**, click the desired reference data record.

The reference data information will be populated in the corresponding data entry fields.

10. To delete a favorite, click the **Favorites** icon next to reference data field from step 2 (e.g., **Vendor Code**).

The Favorites look-up box will be displayed. The reference data code added in step 6 appears in the list of Favorites.

11. Click the **recycling bin** icon next to the **favorite** record you wish to delete.

The Favorites look-up box is closed, and you are returned to the form page where you left off.

12. Click the **Favorites** icon next to the reference data field from step 2 (e.g., **Vendor Code**).

Notes

The Favorites look-up box will be displayed. The Favorite reference data code deleted in step 10 no longer appears in the list of Favorites.

2.6 For What Purpose May I Use The Menu Bar?

Located beneath the Pegasys image, the Menu Bar displays the menu options available on the Pegasys Homepage. Users can choose to expand menu items by either hovering over the menu item or by clicking on it. Users can also choose the speed at which the menu item displays. Both of these settings can be found by clicking on the Preferences link in the top right corner and then selecting the Usability Settings tab. Instructions on how to set your menu settings can be found in Section 2.6.2. **Figure 2-5: Pegasys Menu Bar** displays the Pegasys menu bar found on the Homepage.

Figure 2-5: Pegasys Menu Bar



The Menu Bar consists of the following options:

- **Transactions**—Allows users to create, amend, correct, view, delete, review, and cancel forms and documents, grouped by subsystem. Only the available Pegasys subsystems are displayed. Security rights determine which subsystem users can access. Form/Document Selection also appears here, and provides access to forms and documents in all subsystems. Security rights determine what documents users can access
- **Queries**—Allows users to perform queries. Only the available queries are displayed, and are grouped by category. Security rights determine which queries users can access. The Reference Query is available at the document level, the accounting line level, and the itemized line level. Additional information is available from the tree section, which can also be exported to a comma delimited (CSV) file. More information will be displayed in the Reference Query tree so that users will not have to select individual records to view details such as the Invoice Number. The View Unprocessed Transactions Added to Reference Query provides users with the ability to view unprocessed transactions in the Reference Query.
- **Reference**—Provides access to the Pegasys reference data tables. These reference tables store all the valid values in the system and provide Pegasys the means to verify data prior to forms being processed. The data tables are grouped by category in this menu.
- **Utilities**—Provides access for users to create reports and setup, monitor, and execute batch jobs. Security rights determine which utilities users can access.
- **Bookmarks**—A customizable pull-down menu that includes user-specified links to frequently-used Pegasys queries and reference tables without having to navigate through the other menus in the Menu Bar.

2.6.1 How Can I Create And Organize Bookmarks?

Bookmarks allow users to create a custom menu that can be used for easy access to a Pegasys new form creation page, query, reference data search page, or to any of the Report or Batch Execution pages. Bookmarks can be established for pages by clicking on the book icon found at the end of the Breadcrumbs Track. The following steps describe how to create, access, and organize Bookmarks.

Notes

1. From the menu bar, select a Pegasys page that is a new form creation page, query, reference data search page, report- or batch execution-related page.

The selected Pegasys page appears.

2. Click the book icon at the end of the **Breadcrumbs Track**.

A system message will indicate that the action was successful; a bookmark has been added. If this is your first bookmark, a menu labeled “Bookmarks” has now been added to menu bar.

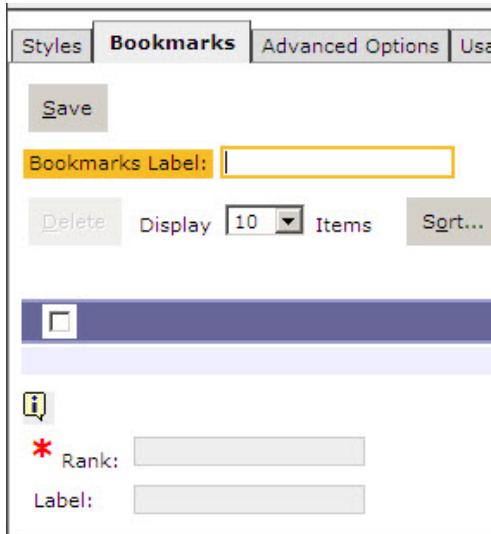
3. To open a bookmark, select the Pegasys page you bookmarked from the **Bookmarks** menu.

The correct bookmarked page appears.

4. To organize your bookmarks, select **Organize Bookmarks** from the **Bookmarks** menu.

The Bookmarks tab on your User Preferences page will be displayed.

Notes



Note: The Bookmarks tab can also be accessed from Preferences hyperlink in the Link Strip.

5. To change the Bookmarks menu name, enter a new name in the Bookmarks Label. Click the Save button.

The name of the Bookmarks menu on the menu bar has now changed.

6. To change the order in which your bookmarks are displayed in the Bookmarks menu, highlight a bookmark record. Change the rank to a numeral either above or below your other bookmarks. Click the Save button.

System message will state that the action was successful.

7. From the menu bar, click the Bookmarks menu.

The bookmarked items are re-ordered based on the change in rank.

8. Return to the Bookmarks tab. To delete a bookmark, highlight a bookmark record. Click the Delete button. Then click the Save button.

The bookmark is deleted.

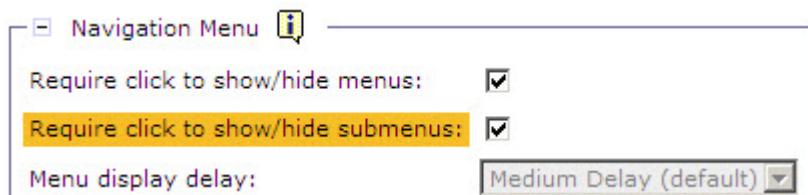
2.6.2 How Are Submenu Options Displayed In Pegasys?

If the symbol “▶” will be displayed after a menu option, then a submenu exists for that option. To view the submenu, click the menu option. User Interface Improvements provides menu usability improvements in the Queries and Reference menus, by grouping items more logically and using submenus more often. As mentioned in Section 2.6, users can choose to expand menu or sub menu items by either hovering over the menu or by clicking on it. Users can also choose the speed at which the menu item displays. Both of these settings can be found by

clicking on the Preferences link in the top right corner and then selecting the Usability Settings tab. An example of submenus is within Reference for General Systems, where there are submenus for Address Components (i.e., States, Zip Codes, Countries) and Agency Classification (e.g., Agencies, Bureaus, ALCs), so that it is easier to see contents without scrolling. The following steps describe how to set your menu item options.

Notes

1. Click on the **Preferences** link in the top right hand corner.
2. Click the “Usability Settings” tab.
3. In the Navigation Menu group box, the Require Click to Show/Hide Menus and the Require Click to Show/Hide Submenus checkboxes will default to checked. To change the setting so that you can hover over the menu item instead of clicking on the menu item, uncheck these two checkboxes.



4. The Menu display delay dropdown box will default to Medium speed. To change the speed, choose your desired speed from the options in the Menu display delay drop down box.
5. Click **Save** to save your changes.

2.6.3 What Are The Transactions Menu Options and Their Descriptions?

Figure 2-6: Transaction Menu Option Descriptions describes the options available from the **Transactions** menu.

Figure 2-6: Transaction Menu Option Descriptions

Option	Description
Accounts Payable	Provides access to Accounts Payable forms and documents.
Automated Disbursements	Provides access to Automated Disbursement transactions.
Budget Execution	Provides access to the Budgeting transactions.
Credit Card	Provides access to Credit Card Reconciliation Notebook.
Fixed Assets	Provides access to Fixed Asset forms and documents.
General Ledger	Provides access to General Ledger forms and documents.
General System	Provides access to General System forms and documents.
Planning	Provides access to Planning notebooks.
Project Cost Accounting	Provides access to Project Cost Accounting (PCAS) transactions.
Purchasing	Provides access to the Purchasing transactions.
Travel Accounting	Provides access to the Travel Accounting transactions.

Option	Description
Reference Data	Provides access to Vendor documents.
Form/Document Selection	Provides access to all forms and documents in Pegasys that the individual user has the authority to view.

2.6.4 What are the Queries Menu Options and their Descriptions?

Figure 2-7: Query Menu Option Descriptions describes the options available from the **Queries** menu.

Figure 2-7: Query Menu Option Descriptions

Option	Description
Accounts Receivable	Provides access to Automated Receivable queries.
Automated Disbursements	Provides access to Automated Disbursement queries.
Budget Execution	Provides access to the Budgeting queries.
Document	Provides access to the Recurring Profile queries.
External Reports	Provides access to the External Reports queries.
Fixed Assets	Provides access to the Fixed Assets queries.
General Ledger	Provides access to General Ledger queries.
General System	Provides access to General System queries.
GPRA	Provides access to Workcount/PMI Definition query.
Metrics	Provides access to the Metrics queries.
Planning	Provides access to Planning queries.
Project Cost Accounting	Provides access to Project Cost Accounting (PCAS) queries.
Purchasing	Provides access to the Purchasing queries.
Travel Accounting	Provides access to the Travel Tax query.
Vendor	Allows users to query Vendor related information.
Workflow	Provides access to the Workflow queries.
Workload	Provides access to all Workload assignments.

2.6.5 What Are the Reference Menu Options and Their Descriptions?

Figure 2-8: Reference Menu Option Descriptions describes the options available from the **Reference** menu.

Figure 2-8: Reference Menu Option Descriptions

Option	Description
Accounts Payable	Provides access to the Accounts Payable reference data.
Accounts Receivable	Provides access to Automated Receivable reference data.
Automated Disbursements	Provides access to the Automated Disbursements reference data.
Budget Execution	Provides access to the Budget Execution reference data.
Cost Allocation	Provides access to the Cost Allocation reference data.
Credit Card	Provides access to the Credit Card reference data.
Date	Provides access to date-related reference data.
Dimensions	Provides access to accounting dimension reference data.
Document	Provides access to Document reference data.

Option	Description
Employee	Provides access to Employee reference data and Routing Lists set up.
External Reports	Provides access to External Reports setup and definitions.
Fixed Assets	Provides access to Fixed Assets reference data.
General Ledger	Provides access to the General Ledger reference data.
General System	Provides access to the General System reference data.
GPRA	Provides access to GPRA measurements and goals.
Project Cost Accounting	Provides access to PCAS reference data.
Purchasing	Provides access to the Purchasing reference data.
Travel Accounting	Provides access to the Travel Accounting reference data.
Vendor	Provides access to Vendor related reference data.
Workload	Provides access to Workload setup data.

2.6.6 What Are The System Administration Menu Options and Their Descriptions?

Figure 2-9: System Administration Menu Option Description describes the options available from the **System Administration** menu.

Figure 2-9: System Administration Menu Option Description

Option	Description
Administration	Provides access to current logins and forms in process.
Approvals	Provides access to approval setup and logs.
Batch Setup	Provides access to batch process setup.
Configuration	Provides access to system settings and relationship edits.
Reference	Provides access to referential integrity and problem definitions. System administrator may suppress error messages and successfully process a correction or amendment even if an unchanged piece of data is no longer valid (e.g., a reference data has an expired end date).
Security	Provides access to Pegasys' security setup.
Workflow	Provides access to standard workflow process information.

2.6.7 What Are the Utilities Menu Options and Their Descriptions?

Figure 2-10: Utilities Menu Option Descriptions describes the options available from the **Utilities** menu.

Figure 2-10: Utilities Menu Option Descriptions

Option	Description
Reports	Provides access to various standard reports, as well as the ability to print certain GSA forms, documents, and reports. Users can View Reports and check Report Status.
Batch Execution	Provides access to offline processing through various batch processes. Users will be able to access this menu only if they have the appropriate security role.
Manage External Documents	Provides access to external documents.

2.6.8 What Are the Reports Menu Options and Their Descriptions?

Figure 2-11: Reports Menu Option Descriptions describes the options available from the **Reports** menu.

Figure 2-11: Reports Menu Option Descriptions

Option	Description
Run Reports	Allows users to view the available reports and to submit for printing various GSA forms and documents.
Report Status	Allows users to access a report that was submitted for printing.

2.6.9 What Are the Batch Execution Options and Their Descriptions?

Figure 2-12: Batch Execution Menu Option Descriptions describes the options available on the **Batch Execution** menu.

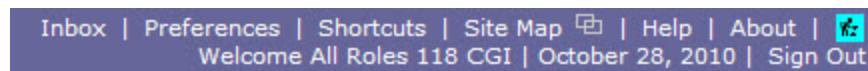
Figure 2-12: Batch Execution Menu Option Descriptions

Option	Definition
Batch Job	Allows user to create and maintain batch jobs.
Batch Job Executions	Allows the user to receive a status on any executed batch job.
Batch Job Monitor	Allows the user to monitor when a batch job is run.
Disbursement Parameter Setup	Allows the user to set the parameters for the four main disbursement jobs.

2.7 For What Purpose May I Use The Link Strip?

The Link Strip is located at the top, right-hand corner of the page. The link strip consists of static hyperlinks the Inbox, user preferences, informational, and navigational pages. **Figure 2-13: Pegasys Link Strip** displays the Pegasys Link Strip found on the homepage.

Figure 2-13: Pegasys Link Strip



The Link Strip contains the following hyperlinks:

- **Inbox**—Returns users to their Inbox.
- **Preferences**—Allows users to customize their desktop by setting styles, bookmarks, user defaults, and advanced options. It also allows users to change their passwords.

- **Shortcuts**—Allows users direct access to forms and documents.
- **Site Map**—Provides an alternative way to view menus and their contents.
- **New Window icon** —Allows users to open a new window in the same Pegasys session.
- **Sign Out**—Allows users to exit Pegasys.
- **Help**—Allows users to access Pegasys on-line help topics.
- **About**—The About link pops up a window with technical and legal information about this version of Pegasys.

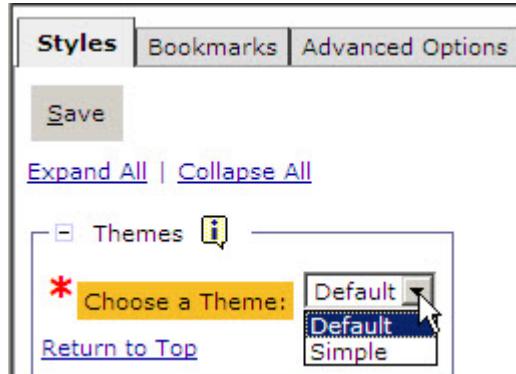
2.7.1 What User Settings may I change in Preferences?

The **Preferences** link allows users to set Pegasys styles, bookmarks, advanced options, and document and office defaults. It also allows users to change their passwords.

New feature-rich style of presenting a collection of results (i.e., item collection), which is shown through all of Pegasys, CCRC and VSS includes the ability to move and resize columns, arrange in a sequence, view a larger volume of results, and view search results in CSV so that search results may be exported externally to such applications as Microsoft Excel.

- **Styles:** The display options used by Pegasys:
 - The *Themes* section allows users to change Pegasys' appearance according to two pre-defined themes. Pegasys 6.5.0 offers both the Default and Simple theme. The system defaults the Default theme as seen in **Figure 2-14: Styles Tab**.

Figure 2-14: Styles Tab



To choose the Simple theme, choose Simple from the **Choose a Theme** drop down box. Click the **Save** button. Refer to **Figure 2-15: Simple Theme** below to see a screenshot of the new Simple theme.

Figure 2-15: Simple Theme

The screenshot shows the PEGASYS application interface. At the top, there is a navigation bar with tabs: Transactions, Queries, Reference, System Administration, and Utilities. Below the navigation bar, the URL is Pegasys > Home > Styles. The main content area has a tab bar with Styles, Bookmarks, Advanced Options, Usability Settings, User Information, Document Defaults, Office Defaults, Workflow Options, and Availability. The Styles tab is selected. Below the tab bar, there is a 'Save' button. The main content area contains two sections: 'Themes' (with a dropdown menu showing 'Simple' selected) and 'Help' (with a checkbox labeled 'Display Information Help:' checked). There are also 'Return to Top' links for both sections. At the bottom left, there is a link to 'Go to top of page'.

- The Help section allows users to choose whether Information Help will be displayed throughout Pegasys.
- **Bookmarks:** Bookmarks allow for easy access to a user's favorite new form creation pages, queries and reference data tables. On this tab, users can organize in what order their established bookmarks are listed in the Bookmarks menu in the menu bar, re-name a bookmark, or delete any bookmark. A bookmark is added to the list by clicking the book icon at the end of the Breadcrumbs Track when accessing a query or reference data search page in Pegasys. Please see 2.6.1: How Can I Create and Organize Bookmarks?
- **Advanced Options:**
 - *Enable Offline Email Notification:* This option enables the GSOFFLINE batch job to send out email notifications to the user once the batch job is complete. When email notification is on, the last user to modify a document receives an email from GSOFFLINE stating the process status of the document.
 - *Search Limit:* This option allows users to specify the maximum number of records to be returned when searching. For example, if the user specifies 90 for a search limit and initiates a vendor search that generates a list of 200 records, Pegasys will ask the user to narrow the search criteria. Lowering the search limit speeds up searching, while increasing the search limit returns more records.
- **Usability Settings:** On this tab, users can change their options for automatic tabbing, expanded sections and an alternate start page as well as indicating whether or not they are expert users. Users can also choose the way the menu and sub menu items are displayed, the speed at which menu and submenu items are displayed, and reset the Start Page.
- **User Information:** On this tab, user can update their password. To make changes, the user must enter their current password.
- **Security Question and Answer Page:** On this tab, users can choose security questions and fill in the appropriate answers. To make changes, the user must enter their current password.
- **Document Defaults:** Allows users to set defaults for the Vendor, Accounting Template, and Currency to be used when forms are created. Establishing a default value here results in that value automatically populating applicable areas in forms. For example, if the value the

user specifies for the Vendor Code is “ABC” for the GP document type, when the user creates a new GP form, the Vendor Code field will be populated with “ABC”.

- **Office Defaults:** The Office Defaults tab works similarly to the Document Defaults tab. It allows users to set default location code values for multiple offices.
- **Workflow Options:** On this tab, users can view their workflow options
- **Availability:** On this tab, users can change their availability status.

2.7.2 How Are Document And Office Defaults Helpful To Me?

Setting your Document Defaults saves users time and eliminate repetitive data entry by automatically filling in vendor codes and accounting templates with the same information each time a user creates a new Pegasys transaction for your specified document type. Office Defaults populate in the appropriate office addresses for all documents the user creates. The following steps describe how to create, access, and organize Document and Office Defaults:

Notes

1. In the **Link Strip**, click the **Preferences** hyperlink and then select the **Document Defaults** tab.
2. Click the **Add** button.

The Document Default page will be displayed.

The screenshot shows the 'Document Default' page in the Pegasys application. At the top, there's a navigation bar with links like Transactions, Queries, Reference, System Administration, Utilities, and Bookmarks. Below that is a breadcrumb trail: Pegasys > Home > User Defaults: allroles118 > Document Defaults > Document Default. Underneath is a toolbar with links for Styles, Bookmarks, Advanced Options, Usability Settings, User Information, and Document Defaults. The main area is titled 'Document Default'. It has a 'Save' button at the top left. Below it is a 'General' section containing four input fields: 'Document Type' (with a dropdown arrow), 'Vendor' (with a dropdown arrow), 'Accounting Template' (with a dropdown arrow), and 'Currency' (with a dropdown arrow). At the bottom left of this section is a link 'Go to top of page'.

3. Enter the appropriate information in the **Document Type**, **Vendor**, and **Accounting Template** fields. Type **USD** in the **Currency** field.

Note: If necessary, utilize the reference field hyperlink or Favorites icon to make your selections. You may enter as few or as many fields as necessary.

4. Click the **Save** button.

System message will state that the action was successful; the document default was saved.

Notes

5. Click the **Office Defaults** hyperlink and repeat steps 2-4 to save any **Office Defaults**.

System message will state that the action was successful; the office default was saved.

2.7.3 How Do I Assign Alternate Assignees And Groups?

Alternate Assignees will receive tasks when the user is unavailable. Assignees will not inherit the security of the unavailable user, so in order to complete the task the alternate assignees must have valid security permission themselves. Upon returning to an available status, incomplete or non-acquired tasks will be removed from the Inbox of the alternate assignees and future tasks will only be assigned to the original Pegasys user.

Notes

1. In the **Link Strip**, click the **Preferences** hyperlink and then select the **Availability** tab.

Go to step 2 to select alternates individually

Go to step 5 to select alternate groups

2. In the **Alternate Assignees/Groups** group box, select the **Alternate Assignee** hyperlink.
3. Click the **Add** button and search for the appropriate User ID of your backup.

Note: If you do not know the full value, enter a partial value and the * wildcard symbol before or after the value entered.

4. Click the **Select** button to select the User ID, and click the **Save** button.
5. To select an Alternate Group, select the **Alternate Groups** hyperlink.
6. Click the **Add** button and search for the Code.

Note: If you do not know the full value, enter a partial value and the * wildcard symbol before or after the value entered.

7. Click the **Select** button to select the Code, and click the **Save** button.

2.7.4 How Do I Indicate That I Am Unavailable?

Notes

1. In the **Link Strip**, click the **Preferences** hyperlink and then select the **Availability** tab.
2. In the **Main Participant Details** group box, uncheck the

Notes**Available checkbox.**

3. Click the **Supervisor** hyperlink.
4. Search for the User ID, choose the User ID, and click the **Select** button.

Note: If you do not know the full value, enter a partial value and the * wildcard symbol before or after the value entered.

5. Click the **Save** button.

2.7.5 How can I Create and Organize Shortcuts?

Shortcuts are a convenient way to directly access saved forms or processed documents, eliminating the need to use the Menu Bar to perform a search. From the Link Strip, users can access their list of shortcuts and jump straight to a form or document. Hierarchical folders can be employed to assist in organizing shortcuts. The following steps describe how to create, access, and organize shortcuts:

Notes

1. If adding a shortcut to a previously saved form or processed document, first open the form or document in **Correct**, **View**, or **Amend** mode. Skip to Step 3.
2. On a new form, click the **Save** button.

Note: Forms must first be saved successfully before users may add a shortcut to them

3. Click the **Add Shortcut** button.

A system message will indicate that the action was successful; a shortcut to the form or document has been created.

4. To access your **shortcuts**, click the **Shortcuts** hyperlink in the **Link Strip**.

The Shortcuts page will be displayed listing all your previously saved shortcuts.

5. Double-click the hyperlink corresponding to your document number.

The form or document will be displayed in read-only or an editable mode, respectively.

6. To create a new folder in your list of shortcuts, click the **Shortcuts** link in the **Link Strip**. Then click the folder labeled **Shortcuts**.

The Shortcuts folder is highlighted.

Notes

7. Click the **New Folder** button. In the **Shortcut Detail Information** section, enter a name for your new folder in the **Label** field. Click the **Save** button.

A new folder is listed within the Shortcuts folder.

8. To **move a shortcut** to a different folder, click once on the hyperlink corresponding to your document number. Then, click the  **Cut** icon.

The form or document that has been cut is italicized.

9. Click the **folder** to which you wish to add your shortcut. Then click the  **Paste** icon.

The form or document has been moved into the selected folder.

10. Click the **Save** button.

11. To **delete a shortcut**, click once on the hyperlink corresponding to your document number. Then click the **Delete** button.

The form or document is crossed out.

12. Click the **Save** button.

The form or document is removed.

13. To **delete a folder**, click once on any folder except the Shortcuts folder. Then click the **Delete** button.

The folder is crossed out.

14. Click the **Save** button.

The folder is removed.

2.7.6 How Is The Open New Window Feature Helpful To Me?

The double cascading box icon  found on the Link Strip allows users to open a new window in the same Pegasys session. This feature is useful when the user wishes to look up additional information, but does not want to lose the page on which he or she is currently working. For instance, if the user is filling out a purchase order form, but needs to look up information in a reference table, then he or she may open a new window and navigate to that reference table, while the purchase form is still open.

Note: It is advisable that users save their forms often. If users are idle in Pegasys for more than fifteen minutes, then the application will timeout. Any unsaved work will be lost.

The following steps describe how to use the Open New Window feature.

Notes

1. In the **Link Strip**, click the **New Window** icon .

A new site map window appears onscreen.



1. To close any additional Pegasys window, click the **Close Window** link in the **Link Strip**.

The new window will close onscreen.

Note: The Close Window link replaces the Logout link on a new window opened in your Pegasys session.

2. Do not click the 'X' in your web browser to close a Pegasys window.

2.7.7 How Do I Access Pegasys On-Line Help Topics?

Notes

1. In the **Link Strip**, click the **Help** hyperlink.

Pegasys' expanded On-line Help window appears onscreen.

2. Using the scroll bar, scroll down to the new **How-To's** to select one to review.
3. When finished, close the On-Line Help window by clicking the 'X' in your web browser.

2.8 For What Purpose May I Use The Breadcrumbs Track?

The Breadcrumbs Track appears directly beneath the Menu Bar. The Breadcrumbs Track traces the user's path as he or she navigates through Pegasys. The current page is the right-most

breadcrumb. Breadcrumbs provide a path that links users back to previous locations accessed in Pegasys. Each breadcrumb is a hyperlink. Users will click these hyperlinks to navigate through Pegasys in lieu of the Internet Explorer or Netscape Navigator Back button.

2.9 For What Purpose May I Use The Inbox?

The Inbox will be displayed on the Homepage after logging in to Pegasys. It is also accessible by clicking the Inbox hyperlink in the Link Strip. The Inbox contains forms that require the user's approval or correction, and also forms or documents that have been manually routed to the user for his or her review. Tasks will remain in the Inbox until the assignment is completed or terminated. The completed tasks are listed under the Completed Tasks tab.

Users may filter through the Inbox task list using any of the Inbox column headers found in the Search Criteria group box. For a complete discussion of approving a form from the Inbox, please refer to **Chapter 10: Approvals & Vendors** in the Pegasys Purchasing User Guide.

2.9.1 How Do I Open A Workflow Task From My Inbox?

The following steps describe how to open a workflow task from the Inbox.

Note: *A Lotus Notes e-mail notification will be sent to the Pegasys user advising them of the arrival of a workflow task in their Inbox.*

Notes

1. View the **Inbox**. Users may have **Approve Form**, **Correct Form**, or **Ad-Hoc Routing Task** records in their Inboxes.
2. Highlight the workflow task record you wish to open.
3. Click the **Open** button.

The form will be displayed in read-only mode for approvals and in an editable mode for corrections.

4. If opening an Ad-Hoc Routing task, then the **Notification of Ad Hoc Mailing Router Workflow Task** page will be displayed.

Click the **View** button to review the form or document in read-only mode.

5. If the ad-hoc routed item is a form, click the **Correct** button to open the form in an editable mode.
6. The **Ad-Hoc Routing Task** will remain in the Inbox until the assignment is manually completed. Therefore, on the **Notification of Ad Hoc Mailing Router Workflow Task** page, click the **Complete** button.
7. **Approve Form** and **Correct Form** tasks will be removed automatically from the Inbox after the user has either approved or resubmitted the corrected form.

2.9.2 How Do I View Completed Tasks?

The following steps describe how to view a completed task from the Inbox.

Notes

1. View the **Inbox**, then click the **Completed Tasks** tab.
2. If necessary, enter the appropriate search parameters and click the **Search** button to search for the completed task.

Information regarding the completed tasks will be displayed.

2.10 What Is Workflow?

Workflow is the automation of a business process, in whole or part, during which documents, information, or tasks, are passed from one participant to another for action according to a procedural set of rules. In Pegasys, Workflow handles the correction, approval, and ad-hoc or manual routing of forms and documents. Workflow has a Task Email Notification functionality to provide agencies with the ability to: enable more extensive email notification content configuration, establish a link within the email notification that leads to the actual task as opposed to the inbox, and extend the new logic to supported tasks for mobile applications. There is also the ability to include a Universal Resource Locator (URL) link in the Task Email Notification message.

Pegasys automatically routes forms for approval based on a list of approvers selected on the form's Approval Routing tab in combination with the approval template and type associated with the document type. The form appears as an Approve Form task in the approving official's Inbox. As with all workflow tasks, a Lotus Notes e-mail notification will be sent to the Pegasys user advising them of the existence of a new task in their Inbox.

Workflow provides the ability for a user to view an inbox task without acquiring it, as well as provide a means for the user to acquire and complete the task that is being viewed without having to return to the Inbox. This will allow users to review detailed task information before acquiring it and removing the task from the inboxes of other assignees. Search criteria have been expanded and add new fields to the result set for the Inbox and Completed Tasks query pages. The additional search criteria give users flexibility and efficiency in search for their workflow tasks. These additional values allow users to sort the Inbox task by the desired column. Users can quickly determine which tasks are assigned to them and need prompt attention.

2.10.1 How Does Pegasys Process Forms?

After a user clicks the Submit button on a form, and the system indicates that it was submitted successfully for processing, the form is now reserved in Workflow. On form submission, the following logic occurs in Pegasys: the application first checks for hard or non-overridden errors on the form. If there are hard or non-overridden errors, then the form is returned to the

submitter's Inbox as a Correct Form task. The user may open the form from the Inbox to correct it. Please refer to **Section 2.10.1: How do I Open a Workflow Task from my Inbox?** in this chapter of the Pegasys Purchasing User Guide. After correcting re resubmitting the form, it is removed from the user's Inbox.

If there are no hard or non-overridden errors on the form, Pegasys next checks for applicable approval templates based on the document type and document amount. If the form doesn't require approvals, then Pegasys will process it.

If the form does require approvals, Pegasys next determines the order of the approval types, if multiple. For example, on a purchase request, the Manager approval must be applied first, followed by the Account Classification approval, and finally the Funds Authorization approval. This approval order is determined by GSA Policy. Users will not need to add approvers to the form in any specific order; Pegasys will automatically route the forms for approval in the correct order. In combination with the approvers listed on the form's Approval Routing tab, the application will then send an Approve Form task to the appropriate users.

After the first approval is applied, Pegasys will then automatically route the form to the second approver, and so on and so forth. After the final approval is applied, Pegasys automatically processes the form.

If the Prohibit Duplicate Approver checkbox is checked on the Document Type table, users who have already applied approvals on a form (and have the ability to apply multiple approval levels) will not receive tasks for later approvals on the same transaction.

For a complete discussion of approving a form from the Inbox, please refer to **Chapter 10: Approvals & Vendors** in the Pegasys Purchasing User Guide.

2.10.2 What Can I Do With A Form Reserved In Workflow?

Normal document actions (e.g., Correct, Delete) are restricted on forms reserved in Workflow. If a user tries to correct or delete a form in workflow, the system displays an error message that the form is reserved in workflow. The user then has the option to unreserve the form, if he or she has the appropriate security permission. If the user unreserves the form, then the form is removed from workflow. For instance, the form will be removed from any user's Inbox in which it currently resides. This applies to both Approve Form and Correct Form tasks. The form is then available for correction or deletion. Please refer to **Section 2.10.3: Approvals Required After Form Correction** below for additional information on how corrections and amendments on form and documents affect approvals.

2.10.3 Approvals Required After Form Correction

When a form is approved, certain key information recorded on the document, such as the vendor information, full accounting distribution, and dollar amount on each line of the form, cannot be changed without approval from the appropriate approving officials. When users correct or amend a form or document to change this information, and approvals have already been applied, Pegasys will automatically drop all pre-existing approvals. On submission, the form must route through the entire approval chain again. If the changes do not impact key

information recorded on the form, such as the information listed above, then the form or document will retain all the previous approvals and return to the Inbox of the approving official who needs to approve it next. In the case of a document, it will remain in a processed state.

2.10.4 What are Alternate Assignees?

Users can assign tasks to alternates during a period of inactivity. A Pegasys user or an administrator may specify alternate assignees (user IDs) that will receive tasks when the user is unavailable, as described in **Section 2.7.3: How do I assign Alternate Assignees and Groups?** During that period, tasks assigned to the unavailable user will be sent to the Inbox of that user and the Inboxes of all assignees. Assignees will not inherit the security of the unavailable user, so in order to complete the task the alternate assignees must have valid security permission themselves. Upon returning to an available status, incomplete or non-acquired tasks will be removed from the Inbox of the alternate assignees and future tasks will only be assigned to the original Pegasys user.

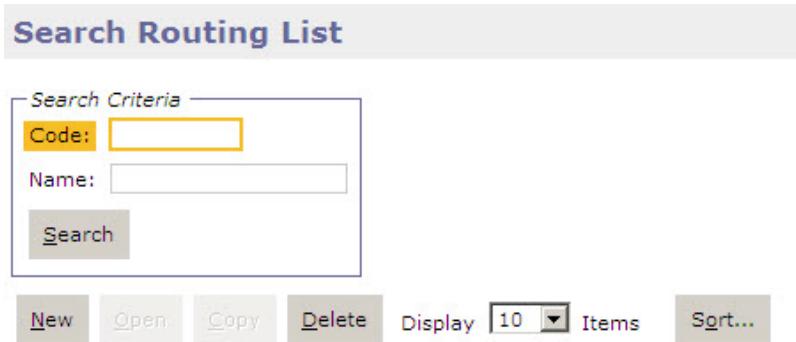
Users have the ability to individually setup their availability options on the Availability tab through the User Preferences, as described in **2.7.4: How do I indicate that I am unavailable?** The Principal Availability table tracks users out of office preferences, including alternate assignees.

2.11 How Do I Create A Custom Routing List?

Custom Routing Lists are lists of user-defined addressees. Routing Lists allow Pegasys users to add multiple approvers to a form at once, or allow users to ad-hoc or manually route forms or documents to others for review. The following steps describe how to create a custom routing list.

Notes

1. From the **Reference** menu, select **Employee—Routing Lists** from the menu bar.



The screenshot shows the 'Search Routing List' interface. It features a search criteria section with fields for 'Code' and 'Name', and a 'Search' button. Below this are buttons for 'New', 'Open', 'Copy', 'Delete', 'Display' (set to 10 items), 'Items', and 'Sort...'.

The Search Routing List page will be displayed.

2. Click the **New** button.

Notes

The Routing List page will be displayed.

On the **Routing List** tab, enter all appropriate information.

Note: The Code field is required. The routing list's codes naming convention is: the user's correspondence symbol followed by text that describes the purpose of the routing list, e.g., 4BB-Trng. The **Code** field cannot exceed ten characters.

3. Enter a name that describes the routing list in the **Name** field.

Note: The Name cannot contain spaces, quotes, apostrophes, or any other special characters.

4. Click the **Security Org** reference field hyperlink.

The Search - Security Organization page will be displayed.

The screenshot shows a search interface. At the top, there is a 'Search Criteria' section with fields for 'Code' (containing '4BB') and 'Name'. Below this are 'Search' and 'Cancel' buttons. Underneath the search criteria, there are buttons for 'Display' (set to 10), 'Items', 'View as CSV', and 'Sort...'. The main area displays a table with a single visible row. The first column of the table is labeled 'Code'.

5. Enter your search criteria in the appropriate fields. Click the **Search** button.

Note: If you do not know the full value, enter a partial value and the * wildcard symbol before or after the value entered.

The search results will be displayed in the bottom portion of the page.

6. Highlight the security organization record. Then click the **Select** button. Select **GSA** to make the routing list available to all employees.

The selected security organization will be populated in the corresponding reference field.

7. Click the **Mail Stop** tab.

The Mail Stop page will be displayed.

Notes

Click the **Add** button.

The Add User page will be displayed.

Enter your search criteria in the appropriate fields. Click the **Search** button.

Note: If you do not know the full value, enter a partial value and the * wildcard symbol before or after the value entered.

The search results will be displayed in the bottom portion of the page.

8. Highlight the record for the user to be added to the routing list. Then click the **Select** button.

The selected user will be added to the routing list.

9. Repeat steps 7-8 to add additional users to the routing list. When all users have been added to the routing list, click the **Save** button.

System message will state that the save action was successful.

10. The top-down order of users in the routing lists does not affect the order in which Workflow will route the form for approval. However, the order of users in routing lists does affect the order in which ad-hoc routed forms and documents will be sent to other users for review. In an ad-hoc route, the first user in the routing list will receive the routed item first. The second user listed will receive the routed item second.

2.12 How Do I Ad-Hoc Route A Form Or Document In Pegasys?

The following steps describe how to manually send a form or document in Pegasys.

Note: A Lotus Notes e-mail notification will be sent to the Pegasys user advising them of the existence of a new workflow task in their Inbox.

Notes

1. From the **Form/Document Selection** page, search for a previously saved form or processed document. Highlight the document record and click the **Route** button. Skip to Step 4.
2. On a new form, click the **Save** button.

Note: Forms must first be saved successfully before users may route them to other for review.

Notes

3. Click the **Route** button.

The Route page will be displayed.

4. Edit the **Subject** and **Description** fields, as necessary.

Note: *Information entered in the Description field will appear in the Inbox's Description field.*

5. Click the **Mail Stop** tab.

Go to step 6 to select recipients one by one

Go to step 9 to select multiple recipients saved in a routing list

6. To select recipients one by one, click the **Add User/Group** button.

Note: *The User Search page will be displayed*

7. Enter your search criteria in the appropriate fields. Click the **Search** button.

Note: *If you do not know the full value, enter a partial value and the * wildcard symbol before or after the value entered.*

The search results will be displayed in the bottom portion of the page.

8. Highlight the record for the recipient of the form or document. Then click the **Select** button.

Note: *The selected user is added to the list on the Mail Stop tab.*

9. To select multiple recipients saved in a routing list, click the **Add Routing List** button.
10. Repeat steps 6-8 to search for and select a routing list to add as mail stops.
11. Review the list of recipients. Then click the **Previous** button.

Note: *The form or document will be sent to the recipients in the order listed on the **Mail Stops** tab.*

12. Click the **Send** button.

A system message will state that the 'submit' action was successful.

2.13 How Do I Add Or View A Memo On My Form Or Document?

A memo is a message that users can add to a form or document to provide additional information or direction for the originator or recipient. For instance, when applying an approval or disapproval to a form, approving officials may include their comments. These comments appear on the form or document as a memo. Memos are accessible by clicking the Memos tab on the form or document. The following steps describe how to add or view a memo on a form or document.

Notes

1. If adding a memo to a previously saved form or processed document, first open the form or document in **Correct** or **Amend** mode. Skip to Step 3.
2. Create a new form.
3. Click the **Memos** tab.

The Memos tab will be displayed and lists any memos previously added to the form or document.

4. To add a new memo, click the **Add** button.

A new memo is added to the form; the Subject and Message Text fields become editable.

The screenshot shows a software application window titled 'Memos'. At the top, there's a navigation bar with tabs: Header, Fixed Assets, Office Addresses, Header Accounting Lines, Itemized Lines, Approval Routing, Memos (which is highlighted in blue), and Summary. Below the tabs are several buttons: Add, Remove, Display, All, Items, View as CSV, and Sort... There's also a note '- NO ITEMS TO DI'. The main area contains four input fields: 'Created By' (with a dropdown arrow), 'Memo Number' (text input field), 'Date Time' (text input field), and 'Subject' (text input field). Below these is a larger text area labeled 'Message Text' with a dropdown arrow. At the bottom left, there's a link 'Go to top of page'.

5. Type your memo **Subject**.

Note: The Subject is limited to nineteen characters. The text in the Subject field is entered in the memo record.

6. Type your **Message Text**.

Note: The Message Text is limited to 255 characters. The text in the Message Text field is entered in the memo record.

7. Click the **Save** button.

System message will state that the form was saved successfully.

8. To delete a memo, highlight the memo record and click the **Remove** button.

The memo record will be crossed out.

Notes

9. Click the **Save** button.

System message will state that the form was saved successfully; the memo record has been removed.

2.14 What Can Be Printed From The Reports Menu?

The **Reports** menu provides access to various standard reports, as well as the ability to print certain GSA forms, such as GSA Form 300 and GSA 49.

To view the reports available through Pegasys and to print various GSA forms and documents, select **Run View Reports** from the **Reports** pull-down menu. Use **Report Status** from the **Reports** pull-down to access a report that was previously generated. Forms will be displayed in a web browser with the option of printing using **Adobe Acrobat**. For a complete discussion of available reports and printing procedures, please refer to **Chapter 11: Standard Purchasing Reports** in the Pegasys Finance User's Guide.

2.14.1 How Do I Print And Display Forms Using The Reports Menu?

The following steps describe how to print and display purchasing forms using the **Reports** menu in Pegasys. Please refer to **Chapter 11: Standard Purchasing Report** for additional details on printing forms.

Notes

1. From the **Utilities** menu, select **Reports—Run Reports**.

*The **Run Reports** page will be displayed.*

Run Reports

Select Report



2. Click the **Expand** icon for the **Purchasing** folder to view the available reports.
3. Highlight the desired form.
4. Click the **Select Report** button.

The report Parameters and Options page will be displayed.

5. In the **Parameters** section, enter the appropriate information.

*The number and type of fields in the **Parameters** group box may vary depending upon what form or report is being selected from the available reports.*

Parameter information is case-sensitive.

6. In the **Options** section, select the Saved Output Format.

The user can select HTML and PDF

7. Click the **Run** button.

System message will state that the report has been submitted successfully.

8. From the **Utilities** menu, select **Reports – Report Status**.

The Report Status Maintenance page will be displayed.

9. Select **Purchasing** from the **Report Subsystem** drop-

Notes

down box. In the **Logon ID** field, type your User ID. Enter any additional search criteria.

10. Click the **Search** button.
11. Highlight the General System report record. Then click the **Details** button.
12. Highlight the latest execution record. Ensure the **Report Status** is **Complete**. Then click the **Output** button.

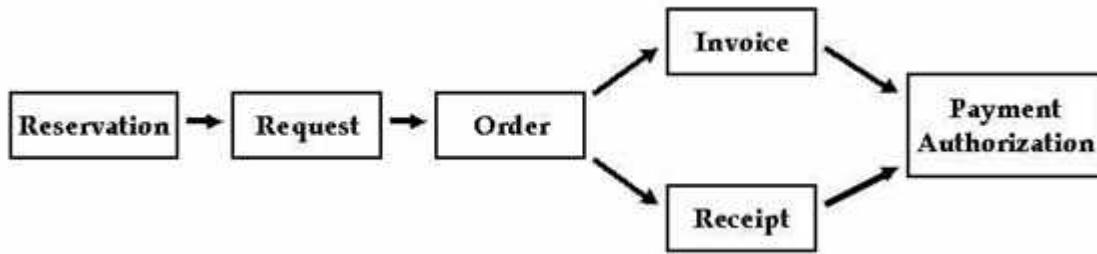
The report appears onscreen in the specified report output format.

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

The form will be sent to the user's default printer.

3 Pegasys Purchasing Overview

The Pegasys Purchasing subsystem is used as a system for the entry of purchasing transactions and enables GSA to incur costs against its budgets by recording these spending transactions. Pegasys accommodates the full range of purchases including goods, services, and training. The sequence of events involved in recording transactions is called a “purchasing chain” and includes the following activities:



Not every purchasing transaction will include all of these steps; however, the relative sequence of steps must be followed. For example, a purchasing chain can begin with an order (skipping both the reservation and request) but the order cannot be followed by a request.

3.1 What are the Pegasys Purchasing Document Types?

Purchasing transactions are recorded in Pegasys through the use of documents. There are three basic types of purchasing documents: documents that contain itemized lines, documents that do not contain itemized lines, and training documents. Some document types, such as reservations, requests, training requests, and receipts are used by all GSA Services and authorized agencies. Purchase Orders and Training Orders, however, are service specific document types. Also, other document categories such as direct pay and matched invoice have service or region specific document type codes. **Figure 3-1: Pegasys Document Categories and Document Types** defines the document categories, document types, and budgetary impact of Pegasys purchasing documents. Please refer to **Appendix D: Document Types** for additional detail on document types.

Figure 3-1: Pegasys Document Categories and Document Types

Pegasys Document Categories	Budgetary Impact	Pegasys Document Types
Reservation	Pre-commitment	RS
Purchase Request	Commitment	PR, BL, BP, IM, LO, RR, IQ, ER, RQ
Intra Agency Purchase Request	Commitment	IG, RR
Training Request	Commitment	TR
Purchase Order	Obligation	FP, TP, GP, PP, XP, NP, OP*, ZP, PJ, 1B, 2B, BW, CF, CL, HB, NR, PN, PS, CO, RO, EO, CT 2I, PJ, PP, ZP, FW, GW, EO, FC, FO, FX, FZ, GO, GZ, NO, NR, NT, OZ, PO, PZ, QO, QP, QX, QZ, TP, TZ, XO, XZ
Intra Agency Purchase Order	Obligation	IX, HX, IT, LT, FX, GX, PX, TX, OX, XX, NX, *, ZX, FZ, GZ, IZ, IY
Training Order	Obligation	FW, TW, GW, PW, XW, OW*, CT
Prepaid Training Order	Obligation	FY, TY, GY, PY, XY, OY, NY*, CY

Pegasys Document Categories	Budgetary Impact	Pegasys Document Types
Direct Pay	Expenditure	D6, D7, DC, DF, DK, DW, DX**, IL, IR, IS
Receipt	Accrual	RC, RK, RW, 1C, 2C, HC, RD, RM, RT, 2R
Match Invoice	Expenditure (once payment is generated)	M6, M7, MJ, MK, MM, MW, IK, IW (Finance only), MC, MF, MT, 5I, NI, NK, 2M, UI FE, 6V, 8B, 8I, 9F, 9I, 9M, 9V, CD, CN, DC, DF, E1-E8

*Purchase Orders are Service-specific. The *first* character of the two-character code is the Service indicator: **F**-FSS, **T**-FTS, **G**-GM&A, **P**-PBS, **X**-CLIENT, **N**-NARA, **C**- DC Courts, **O**- OTHER. The *second* character indicates the type of document: **P**- non-itemized or itemized, **X**- Inter-agency, **W**-Training, **Y**-Prepaid Training.

**For Finance Centers use only: DK and DW; External Clients use DX; Disbursements to TX – use D7 or DF; and Disbursements to KC – use D6 or DC.

3.2 What are the Pegasys Purchasing Models?

GSA purchasing transactions follow one of three purchasing models:

- **Standard Purchasing Model**—Includes most purchases for goods and services made from within the procurement office.
- **Training Model (Standard and Prepayment)**—Includes all purchases for training services.
- **Direct Pay Model**—Includes purchases that require only an invoice for payment.

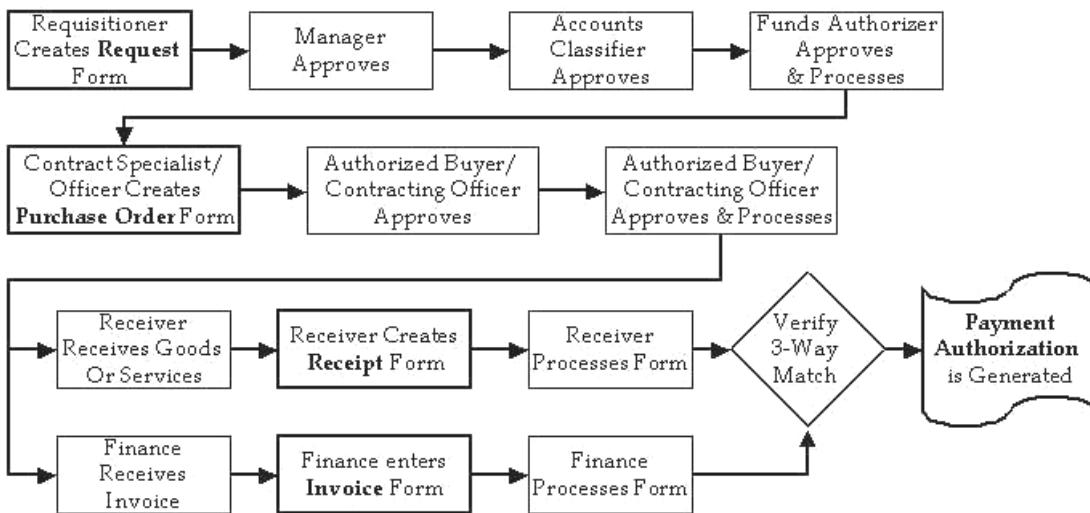
This chapter includes a discussion of each of these purchasing models. All spending transactions must follow one of these purchasing models to ensure that the transaction is properly recorded in the Pegasys Purchasing subsystem.

3.2.1 What is the GSA Standard Purchasing Model?

The GSA Standard Purchasing model is used to record all requests, orders, receipts, and invoices associated with a purchase, except those purchases made with a credit card or related to training. **Figure 3-2: Standard Purchasing** Model outlines the steps of the Standard Purchasing model from the initial entry of a request through the payment authorization. Reservations (pre-commitments) are not typically used by GSA; however, if used, the reservation will not draw down the budget.

Figure 3-2: Standard Purchasing Model

Optional Workflow



3.2.1.1 What is the Standard Purchasing Model Workflow?

Figure 3-3: Standard Purchasing Model defines the document types, user groups, and approving officials associated with the steps of the Standard Purchasing model.

Figure 3-3: Standard Purchasing Model

Pegasys Document	Document Type	Entered By	Approved By
Reservation	RS	Funds Manager	None
Request	PR, IQ	Requisitioner	Manager, Accounting Classification, Funds Authorizer.
Intra Agency Request	IG	Requisitioner	Manager, Accounting Classification, Funds Authorizer.
Purchase Order	FP, TP, GP, PP, XP, OP, NP, FO, TO, GO, PO, XO, NO, OO	Authorized Buyer/ Contract Specialist/ Contract Officer	Authorized Buyer/Contracting Officer
Intra Agency Purchase Order	IX, IT	Authorized Buyer/ Contract Specialist/ Contract Officer	Authorized Buyer/Contracting Officer
Interagency Purchase Order	FX, GX, OX, PX, TX, XX, NX, FZ, GZ, OZ, PZ, TZ, XZ	Authorized Buyer/ Contract Specialist/ Contract Officer	Authorized Buyer/Contracting Officer
Receipt	RC, RK, RW, IC, IF	Receiver	None
Match Invoice	M6, M7, MJ, MK, MM, MW, I6, I7, IK, IW	Finance	None

Reservations

A reservation is a pre-commitment of funds for a projected purchase. Typically, a pre-commitment will set aside funding for a specific purpose that may entail multiple purchases. The **Reservation (RS)** is an optional step in the purchasing chain and will usually be entered into Pegasys by a Funds Manager. No approvals are required. Most Pegasys users will not use reservations to begin the purchasing cycle; however, when a reservation is recorded, it can be referenced by future requests, orders, receipts, invoices and payments. Reservations will not decrease available budget amounts, but will decrease available plan amounts.

Requests

To begin the Standard Purchasing model, a Requisitioner generates a request. The request is completed using the **Purchase Request (PR or IQ)** form. A **Purchase Request** may or may not contain itemized lines. A request may contain multiple lines of funding, regardless of whether or not it contains itemized lines.

Once complete, the request must be approved. All purchase requests require Manager, Accounting Classification, and Funds Authorization approvals. After all approvals have been applied, the request must be processed to commit the funding. Typically, users who applied the last approval to the request will process the form. Once processed, the form becomes an official document, which is then forwarded to the procurement office.

Please refer to **Section 5.2.1: Completing a Purchase Request** and **Section 5.2.2: Completing a Purchase Request that contains Itemized Lines** for detailed information on completing a purchasing request.

Purchase Orders

Typically, a Contract Specialist or Contracting Officer creates a **Purchase Order** form in Pegasys. A **Purchase Order (FP, TP, GP, PP, XP, NP, OP, FO, TO, GO, PO, XO, NO, and OO)** may or may not contain itemized lines. An order may contain multiple lines of funding, regardless of whether or not it contains itemized lines.

The completed order must be approved by an Authorized Buyer or Contracting Officer. An Authorized Buyer's approval is required on orders equal to or under \$3000, and a Contracting Officer's approval is required on any order greater than \$3000. Once approved, the order is processed to obligate the funds. The order is then printed and sent to the vendor.

Because a purchase request is an optional step, the purchasing chain can begin with the creation of an order. However, if a request has been recorded in Pegasys, GSA requires that the order reference the request by using the copy forward function when creating the order. Copying the information forward from the request to the order eliminates redundant data entry. Referencing will also liquidate the request for the amount of the order.

Please refer to **Section 6.1: Create a Purchase Order (GSA Form 300) or Record an Oral Procurement** and **Section 6.13: Oral Procurements or Certified Invoices** for detailed information on creating a purchase order.

Oral Procurements (Certified Invoice)

Another way to facilitate a purchase is through an oral procurement, sometimes referred to as a certified invoice. All oral procurements must be captured in Pegasys to record the obligation. Oral procurements can be recorded by generating either a Purchase Order or Direct Pay form. A complete discussion of oral procurements can be found in **Section 6.1: Create a Purchase Order (GSA Form 300) or Record an Oral Procurement**, **Section 6.13: Oral Procurements or Certified Invoices**, **Section 6.14: Create a Direct Pay (Certified Invoice)**, and **Section 3.2.3: What is the GSA Direct Pay Model**.

Inter/Intra Agency Purchase Orders

GSA procurements include interagency (government agencies external to GSA) and intra-agency (services internal to GSA) purchases. Interagency purchases (formerly recorded on GSA Form 3669) and Intra-agency purchases (formerly recorded on GSA Form 2957) are recorded in Pegasys as purchase orders. A complete discussion of interagency and intra-agency purchase orders can be found in **Section 6.11: Inter-agency Purchase Orders (GSA Form 3669)** and **Section 6.12: Intra-agency Purchase Orders (GSA Form 2957)**.

Blanket Purchase Agreements

Blanket Purchase Agreements (BPAs), pre-negotiated agreements between the agency and a vendor, can also be established and monitored in the Pegasys Purchasing subsystem. A BPA is typically established at the beginning of the fiscal year and will track purchasing activity against an authorized limit and within a specified time frame. BPAs can be referenced on requests, orders, receipts, and invoice forms.

Receipts

When ordered goods or services are received, a Receiver completes a **Receipt (RC, RK, RW, IC, and IF)** form. A **Receipt** may or may not contain itemized lines.

Receipts must reference a purchase order. To create the receipt, copy forward from the order (this applies to oral procurements as well). Using copy forward functionality eliminates redundant data entry and ensures that the receipt contains accounting line information associated with the original order. Receipts do not have to be approved; however, they must be processed to record the delivery and acceptance of the ordered goods or services. Please refer to **Section 7.1: Create a Receipt (GSA Receiving Report)** and **Section 7.3: Create a Receipt with Itemized Lines (GSA Receiving Report)** for detailed information on completing a receipt in Pegasys.

Invoices

The vendor invoice is typically sent to a regional Finance center. There, a Regional Accounting Technician is responsible for recording the invoice in Pegasys. Once the purchase order, receipt, and vendor invoice have been entered, the automated match payment process will be initiated. When the matching process is complete, a payment authorization will be generated (please refer to **Section 3.3: What is Pegasys Automated Match** for additional information).

3.2.2 What are the GSA Training Models?

The GSA Training Purchasing models used in Pegasys record both Standard and Prepaid training purchases. **Training Request (TR)** and **Training Order (FW, TW, GW, PW, XW, and OW)** forms are used to track training purchases. Because the training request is an optional step in the purchasing chain, the process can begin with the creation of a training order. However, if a training request has been recorded in Pegasys, the request must be referenced by the training order by using the copy forward function. **Figure 3-4: Standard Training Model**

and **Figure 3-5: Prepayment Training Model** outlines the steps in the Standard Training model and Prepayment Training model.

Note: The Standard Training model contains a receipt step; however, the Prepayment Training model does not.

Figure 3-4: Standard Training Model

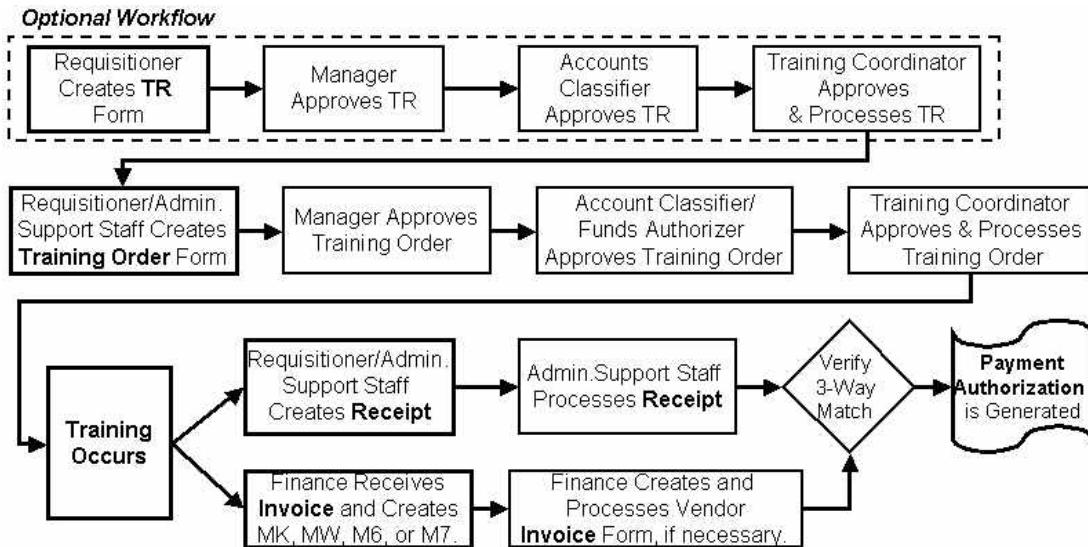
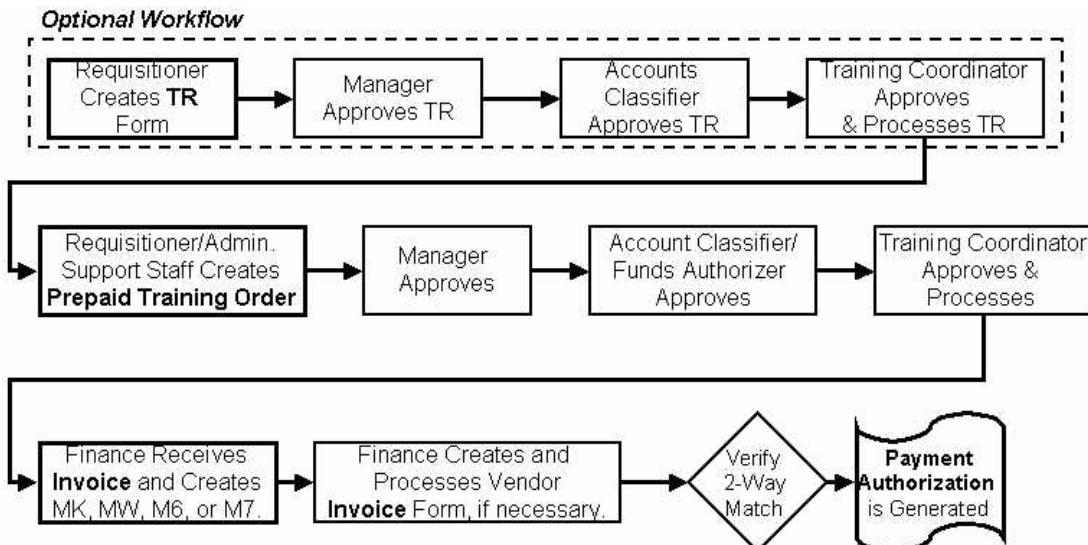


Figure 3-5: Prepayment Training Model



3.2.2.1 What is the GSA Training Model Workflow?

Figure 3-6: Training Model defines the document types, user groups, and approving officials associated with the steps in the Training Purchasing models.

Figure 3-6: Training Model

Pegasys Document	Document Type	Entered By	Approved By
Training Request	TR	Requisitioner	Manager, Accounting Classification, Funds Authorizer, Training Coordinator.
Training Order (Standard Model)	FW, TW, GW, PW, XW, OW, CT	Requisitioner, Administrative Support	Manager, Accounting Classification, Funds Authorizer, Training Coordinator.
Training Order (Prepayment Model)	FY, TY, GY, PY, XY, OY, NY, CY	Requisitioner, Administrative Support	Manager, Accounting Classification, Funds Authorizer, Training Coordinator.
Receipt (Standard Model Only)	RC, RK, RW	Requisitioner, Administrative Support	None
Match Invoice	M6, M7, MK, MW	Regional Accounting Technician (Finance)	None

Training Requests

To begin either type of Training Purchasing model or the Prepaid Training Purchasing model, the Requisitioner (*i.e.*, the person who wants the training or the person responsible for completing training requests) generates a **Training Request (TR)** form in Pegasys. Detailed information such as the requester's name, request date, and the training class are recorded on the form. Follow the steps in **Section 5.3.1: Completing a Training Request** for detailed information on completing a training request in Pegasys.

Once complete, the training request must be approved. All training requests require Manager, Accounting Classification, Funds Authorization, and Training Coordinator approvals. To receive the necessary approvals, the request must be routed within Pegasys to the appropriate approvers. Follow the steps in **Section 10.1: Approvals** for detailed information on approving a form.

After the training request has received all four approvals, it must be processed to commit the funding. Typically, the last approver processes the request, and routes it to the person responsible for generating the training order. Usually, the Requisitioner or a member of the Administrative Support Staff completes the training order.

Training Orders

The training order phase begins with the creation of a **Training Order (FW/FY, GW/GY, PW/PY, TW/TY, XW/XY, OW/OY, and NY)** form in Pegasys. Because the Training Request is not a required step in the Standard or Prepayment Training models, either training model may begin with the training order.

If a training request has been recorded in Pegasys, however, GSA requires that the training order reference the request by using the copy forward function when creating the order. Copying the information forward from the request to the order eliminates redundant data entry. Referencing the purchase request on the order also liquidates the request. Follow the steps in **Section 6.9: Create a Training Order or Prepaid Training Order (GSA Form 3076)** for detailed information on completing a training order.

Oral procurements for training must also be captured in Pegasys to record the obligation. An oral procurement of this type is recorded using the training order form.

The completed training order requires four approvals: Manager, Accounting Classification, Funds Authorization, and Training Coordinator. An approver may have the authority to apply one or more approval types. Follow the steps in **Section 10.1: Approvals** for detailed information on approving a form within Pegasys.

Once approved, the training order is processed to obligate the funds. Typically, the Training Coordinator or Budget/Funds Analyst who applied the last approval will also process the order.

Receipts (Standard Training Model Only)

When following the Standard Training Model, the **Receipt (RC, RK, or RW)** form is entered in Pegasys and processed by the training class participant. Receipts must reference the training order. When creating the receipt, the information on the associated training order is copied forward from the order to the receipt. Receipts do not have to be approved; however, they must be processed to record the delivery and acceptance of the training. Follow the steps in **Section 7.1: Create a Receipt (GSA Receiving Report)** for detailed information on completing a receipt.

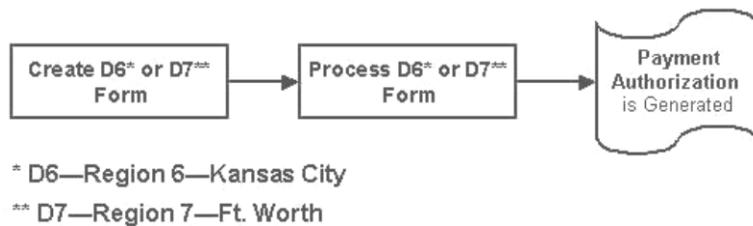
Invoices

Invoices for training are entered and processed in Pegasys by a Regional Accounting Technician. The invoices are then matched to the appropriate training order via the automated match process and a payment authorization is generated (please refer to **Section 3.3: What is Pegasys Automated Match** for additional information).

3.2.3 What is the GSA Direct Pay Model?

This model is used when only an approved Pegasys direct payment form is required to initiate payment to the vendor. Oral procurements (certified invoices) will follow the Direct Pay Model. Other examples of direct pay include local telephone service or uniform allowances. **Figure 3-7:** outlines the steps of the Direct Pay model.

Figure 3-7: Direct Pay Model



3.2.3.1 What is the GSA Direct Pay Model Workflow?

Figure 3-8: : Direct Pay Purchasing Model defines the document category, document types, user groups, and approving officials associated with the steps in the Direct Pay Purchasing model.

Figure 3-8: Direct Pay Purchasing Model

Pegasys Document	Document Type	Entered By	Approved By
Direct Pay under or equal to \$3000 (<=\$3000)	D6, D7	Service personnel using either Region 6 or Region 7 Finance Center	Direct Pay Approver, Accounting Classification, Funds Authorizer
Direct Pay over \$3000(>\$3000)	DC, DF	Service personnel using either Region 6 or Region 7 Finance Center Finance (for approval)	Direct Pay Approver, Accounting Classification, Funds Authorizer, Finance Direct Payment Approval
Direct Pay less than \$100000	DK – Region 6** DW- Region 7**	Finance	Finance Direct Payment Approval
Direct Pay equal to or over \$100000	DK - Region 6** DW- Region 7**	Finance	Finance Direct Payment Approval Senior
Direct Pay over \$3000(>\$3000)	DX – External Clients**	Finance	Finance Direct Payment Approval Official

**For Finance Center use only: DK, DW, DX. Disbursements to TX – use D7 or DF, Disbursements to KC – use D6 or DC.

Direct Pay

Typically, a direct payment purchase is a reimbursement for work-related telephone charges or other type of purchase where only the vendor invoice is required for payment. After the direct pay form has been entered, it must be routed for approval. Direct payment created by the Services that are \$3000 or less require three approvals: Direct Pay Approver, Accounting Classification, and Funds Authorization. Direct payment forms created by Services that are greater than \$3000 also require the approval of a Finance Direct Pay Approver.

Direct payments created by Finance that are less than \$100,000 require the approval of a Finance Direct Pay Approver. Direct payments created by Finance that are \$100,000 or greater require the approval of a Finance Direct Pay Approver Senior. Once the approvals have been applied and the form has been processed, the automated match process will be initiated, a one-way match will occur, and a payment authorization will be generated (see **Section 3.3: What is Pegasys Automated Match** for additional information).

3.3 What is Pegasys Automated Match?

Before payment is made to a vendor, the documents used to record the spending transaction are grouped together to create a complete purchasing chain. The process of grouping the purchasing documents together is called Automated Match. The Automated Match process ensures that orders are matched to their associated receipts and to the appropriate vendor invoices. GSA uses three Automated Match models for purchasing transactions. While the automated match process occurs behind the scenes, every purchasing transaction will be sent through one of these three automated matching processes:

- **One-Way** (Direct Pay Model)

-
- **Two-Way** (Prepayment Training Model, Interagency Model)
 - **Three-Way** (Standard Purchasing Model, Standard Training Model)
 - **Four-Way** (Separate receipt and acceptance).

One Way Match—A one-way match occurs when a document is processed for which payment can be generated immediately. For example, a direct pay does not reference a purchase order and does not require a corresponding receipt. In transactions designated as one-way match, Pegasys will automatically generate a payment authorization after the direct pay document is approved and processed.

Two Way Match—A two-way match occurs when an invoice referencing a purchase order is processed. Interagency purchase orders and prepaid training orders are examples of a two-way match. When an invoice references the appropriate purchase order, the match is completed as soon as the invoice is processed. Pegasys will generate a payment authorization automatically after an invoice designated as a two-way match transaction is processed.

Three/Four Way Match—A three-way and four-way match occur when both a receipt and an invoice have been processed for a given purchase order. Once receipts and invoices have been matched, Pegasys will automatically generate a payment authorization.

3.4 What Are the Pegasys Purchasing Forms?

In Pegasys, purchasing forms are used to record each transaction in the purchasing chain. There are three basic types of purchasing documents: documents that contain itemized lines, documents that do not contain itemized lines, and training documents. Forms without itemized lines are used to record and track purchases where detailed unit and quantity information is not required. Forms with itemized lines are used to record purchases for items where detailed unit and quantity information is required. Training forms are used to facilitate the purchase of employee training classes. Once the appropriate purchasing form has been completed and approved, it is processed. Processing the form turns it into a document, which then updates all appropriate budgets and plans. Please refer to **Figure 3-1: Pegasys Document Categories and Document Types** for detailed information on Pegasys forms and documents.

The **Header** pages are common to all purchasing forms. Other purchasing forms will have different pages, such as Office Addresses or Itemized Lines to record information specific to that purchasing form. **Figure 3-9:** displays a typical purchasing document window.

Figure 3-9: Purchasing Document Window

Pegasys > Transactions > Purchasing > New > Order > Header

[Verify](#) [Save](#) [Submit](#) [Schedule](#) [Refresh](#) [Fund Currency](#) [Add Shortcut](#) [Attachments](#) [Route](#)

Header [Fixed Assets](#) [Office Addresses](#) [Header Accounting Lines](#) [Itemized Lines](#) [Approval Routing](#) [Memos](#) [Summary](#)

[Amendment History](#) [Workflow Status](#) [Approval History](#)

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

General

Document Type:	XP	Client Purchase Order	Order Date:	<input type="text"/>
Status:	NEW		Accounting Period:	<input type="text"/>
Document Number:	XPTEST1		Reporting Accounting Period:	<input type="text"/>
Title:	<input type="text"/>		Document Classification:	<input type="text"/>
Ordered By:	<input type="text"/>		Security Org:	GSA
Agency DUNS Number:	<input type="text"/>		Suppress Printing:	<input type="checkbox"/>
Agency DUNS+4:	<input type="text"/>		Fast Pay:	<input type="checkbox"/>
			Invoice Required:	<input type="checkbox"/>
			Receipt Required:	<input type="checkbox"/>

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Vendor Information

Vendor	Alternate Payee
* <u>Code:</u> <input type="text"/> <input type="button" value="More"/>	<u>Code:</u> <input type="text"/> <input type="button" value="More"/>
Name: <input type="text"/>	Name: <input type="text"/>

3.4.1 How do I Create Purchasing Forms?

To create any Pegasys purchasing form, a user must first select **Transactions—Purchasing—New** and then select the appropriate category (i.e. Order) from the **Pegasys** menu bar. **Figure 3-10: New Form tab is displayed.**

Figure 3-10: New Form tab (Order)

New Order

* Document Type:	<input type="button" value=""/>	<input type="text"/>	<input type="button" value=""/>
<i>Document Number Format:</i> <input type="button" value=""/>			
Document Number Prefix: <input type="text"/>			
* Document Number: <input type="text"/>		<input type="button" value="Generate"/>	
<i>Security Org:</i> <input type="text"/> <input type="button" value=""/>			
Title: <input type="text"/>			
<i>Copy Document</i> <ul style="list-style-type: none"> <input checked="" type="radio"/> None <input type="radio"/> Copy From <input type="radio"/> Copy Forward 			

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Note: Fields labeled with a red asterisk* are system-required. On the **New Form** tab, both **Document Type** and **Document Number** are required.

Document Type refers to the type of purchasing document being created (i.e., request, order, receipt, or invoice). **Document Number** refers to the system-generated number that uniquely identifies the purchasing document being created. Please refer to **Figure 3-1: Pegasys Document Categories and Document Types** or **Appendix D: Document Types** for a complete listing of Pegasys document types.

3.4.1.1 What is the Referencing feature in Pegasys?

Referencing is a feature that allows purchasing activities to be linked together to form a purchasing chain. Through referencing, a purchase order can be linked to its associated request and any subsequent receipts and invoices. When referencing is used, Pegasys will automatically liquidate the referenced document. For example, if a \$100 purchase order references a purchase request, Pegasys will automatically reduce the outstanding amount of the request by \$100. **Figure 3-11: Copy Forward Function** displays the **New Form** tab from which the **Copy Forward** function is accessed.

Figure 3-11: Copy Forward Function

Copy Forward

Search Criteria

Document Type:	<input type="text"/>	<input type="text"/>	<input type="button" value="From Accounting Period:"/>	<input type="text"/>
Document Number:	<input type="text"/>		To Accounting Period:	<input type="text"/>
Document Status:	<input type="text"/>		From Date:	<input type="text"/>
User ID:	<input type="text"/>		To Date:	<input type="text"/>
Title:	<input type="text"/>		Vendor:	<input type="text"/>

Copy Lines

Copy all lines Choose which lines to copy

Display Items

Document referencing is accomplished by using the **Copy Forward** function. When creating a new purchasing form that will be linked to a previous transaction, select the **Copy Forward** radio button, and then click the **Next** button. Specify the document type and the document number to be referenced, click the **Search** button, then select the appropriate document. The **Copy Forward** function reduces data entry when creating new purchasing forms and ensures that vital information is maintained from one transaction to the next in the purchasing chain. GSA requires the use of the copy forward function when creating receipts and invoices. When creating new purchase orders, GSA requires the use of the copy forward if an associated purchase request already exists. The Copy Forward functionality for invoice (IV) to payable (IP) scenarios has been updated, so that the invoice's references are also copied forward to all itemized (product/service) lines, in addition to all accounting or funding lines.

Another way to reference accounting information from another document is to manually reference the accounting information on the accounting line itself. The steps below describe how to use the Copy Forward button the Header Accounting line tab however these steps can also be followed when using the Itemized Lines tab.

Notes

1. Click on the **Header Accounting Lines** tab and then click the **Copy Forward** button.

Header **Fixed Assets** **Office Addresses** **Header Accounting Lines** **Itemized Lines** **Approval Routing** **Memos** **Summary**

Header Accounting Line | Tax Lines

Add	Copy	Copy Forward	Remove	Reset	Replace	Display <input type="button" value="10"/> Items	<input type="button" value="View as CSV"/>	<input type="button" value="Sort..."/>
-----	------	---------------------	--------	-------	---------	---	--	--

<input checked="" type="checkbox"/>	Line Number	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Req	Org Cd	Sub Org	B/A Cd	Proj	Sub Proj	Function	C/E	Sub Obj #	Sy
<input checked="" type="checkbox"/>	1	\$10.00															

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Notes

2. The Copy Forward New Line Document Selection window will open. Enter in criteria to search for a document, select a document, and click the **Finish** button.

Copy Forward New Line Document Selection

Search Criteria

Document Type: [] From Accounting Period: []
 Document Number: [] To Accounting Period: []
 Document Status: [] From Date: []
 User ID: [] To Date: []
 Title: [] Vendor: []

Search

Copy Lines

Copy all lines Choose which lines to copy

3. The new line(s) will be added to the Header Accounting Lines tab.

3.4.1.2 What are the Date Formats in Pegasys?

Calendar dates on Pegasys forms are generally displayed in the following format: MM/DD/YYYY. In addition to the calendar date on which the form is created, the Accounting Period and the Reporting Accounting Period must also be entered. These are entered into the **Accounting Period** and **Reporting Accounting Period** fields and refer to the fiscal month and fiscal year in the following format: MM/YYYY.

The dates on the **Header** page will default to the current date when the form is held, verified, or processed. **Figure 3-12: Date Fields and Formats** display the date fields and formats on the **Header** page.

Figure 3-12: Date Fields and Formats

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

Header Fixed Assets Office Addresses Header Accounting Lines Itemized Lines Approval Routing Memos Summary
 Amendment History Workflow Status Approval History
[Expand All](#) | [Collapse All](#)

- General -

Document Type:	XP Client Purchase Order	Order Date:	10/14/2010
Status:	NEW	Accounting Period:	01/2011
Document Number:	XPTEST1	Reporting Accounting Period:	01/2011
Title:	Document Classification:		
Ordered By:	Security Org: GSA		
Agency DUNS Number:	Suppress Printing: <input type="checkbox"/>		
Agency DUNS+4:	Fast Pay: <input type="checkbox"/>		
	Invoice Required: <input type="checkbox"/>		
	Receipt Required: <input type="checkbox"/>		

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Additionally there are Period of Performance dates which can be entered on a header accounting or itemized line. When a referenced transaction is processed citing a contract, edit checks are performed to ensure that (1) the period of performance cited on the referencing transaction is within the period of performance on the contract and (2) the document date on the referencing transaction is within the effective dates of the contract. If a referenced transaction is outside of the contract dates, an overrideable error is displayed for those with override permission.

3.4.1.3 What are Accounting Templates?

In Pegasys, accounting data has been organized into **Accounting Templates**. A template corresponds to the accounting strip funding the spending transaction. **Figure 3-13:** displays a typical purchasing form **Accounting Template**.

Figure 3-13: Accounting Templates

Template:				
BBFY:	EBFY:	Fund:	Region:	Org Code:
Program:	Project Code:	Activity:	Sub-Object Class:	Revenue Source:
Sub Revenue Source:	Building #:	System:	Vehicle Tag #:	Work Item:
ABC Activity:	Reimbursable Sub-Object Class:	Reimbursable Sub Object:	BETC:	Cost Organization:
Cohort Year:	PRC:			

All GSA purchasing transactions require an **Accounting Template**. Once the appropriate template has been selected, most of the remaining template fields will populate when the Default button is clicked. Depending on the accounting template selected, however, some fields may require entries to be made by the user.

Note: Accounting Templates should not be manually typed in Pegasys; users should always **Search** by clicking the Template link, or click the **Favorites** icon and select from pre-existing Favorites.

3.4.1.4 What are the Accounting Lines Action Buttons?

On the **Accounting Lines** page there are buttons that enable users to add an accounting line or copy, remove, reset, or replace previously entered accounting information. **Figure 3-14: Accounting Line Action Buttons** displays the **Accounting Lines** Action buttons. The **Add** button creates a new accounting line. The **Copy** button will add an exact copy of an existing line to the form. The **Copy Forward** button allows the user to search for a form or document to copy forward one or more lines to the form. The **Remove** button will delete the accounting line from the form. The **Reset** button will remove any changes and return the information which was last saved. The **Replace** button allows the user to create a new accounting line to replace an existing line.

Figure 3-14: Accounting Line Action Buttons



3.4.1.5 What is the Action Button Bar on a Pegasys Form?

All Pegasys forms display a set of action buttons at the top of the form window. **Figure 3-15: Action Button Bar** displays common Action buttons.

Figure 3-15: Action Button Bar



Figure 3-16: Action Button Bar Descriptions describes the Action button bar.

Figure 3-16: Action Button Bar Descriptions

Field Name	Description	Features
Verify	Populates all defaulted fields. Performs validity, relationship, and funding edits. Checks form for errors such as invalid codes or blank required fields.	
Submit	Performs verify functions. Updates the general ledger and relevant budgets, plans, and projects (based on the accounting implication of the form being processed).	
Schedule	Not in use by GSA.	

Field Name	Description	Features
Refresh	Clears the form window. Restores form to last saved state. Caution: When creating new forms, this button will delete the form and all related information.	
Save	Enables the form to be saved as a draft. Does not check for errors or update other subsystems. Typically, forms will be placed on Hold while awaiting approvals.	
View in Fund/ Transaction Currency	Allows the user to change the view of the form and to view the form in either fund currency or transaction currency.	
Add Shortcut	Allows the user to create a shortcut to the form.	
Attachments	Enables external documents such MS Word or Excel to be attached to the form.	
Print	Opens printable version of form or document in a new window.	
Route	Allows users to add a routing list to the form.	

3.4.1.6 What are the Edits on Purchasing Transactions?

After the appropriate information has been entered on the purchasing form, it must be processed. The first step in processing the purchasing form is verifying that the information entered is valid and correct. Pegasys performs a series of edits to ensure that the entered information is correct by applying these edits to the spending transaction:

- **Spending Edits**—Transaction amounts are checked against available budget amounts.
- **Validity Edits**—All codes (e.g., commodity codes, vendor codes) are checked against the appropriate reference table data.
- **Relationship Edits**—Accounting Templates are compared to Pegasys accounting elements to ensure compatibility. Edits can be created on the Document Reference Consistency table for any transaction field in the system, including fields that have been added through extensibility. Relationship Edits have the capability to configure the triggers for edits for reference data creation and modification, including the Accounting Dimensions and Vendor reference tables, the Vendor form, the Accounting Template, and for the Dimension and Vendor Rollups. Additionally, the system allows the ability to associate unique Problem Definitions with Relationship Edits.
- **Tolerance Edits**—Pegasys will perform tolerance edits when you reference purchasing activities. Tolerance edits prohibit the original accounting line amount of one purchasing transaction from exceeding or falling below the referenced purchasing transaction net line amount by more than a predetermined amount. For example, a receipt may not be more than 10% or \$100 dollars more than the referenced purchase order.
- **Document Reference Consistency** - Pegasys will perform document reference consistency edits to check the consistency between a source and referencing document for the fields defined on the Document Reference Consistency table and will issue the appropriate error based on the control level defined for the fields.

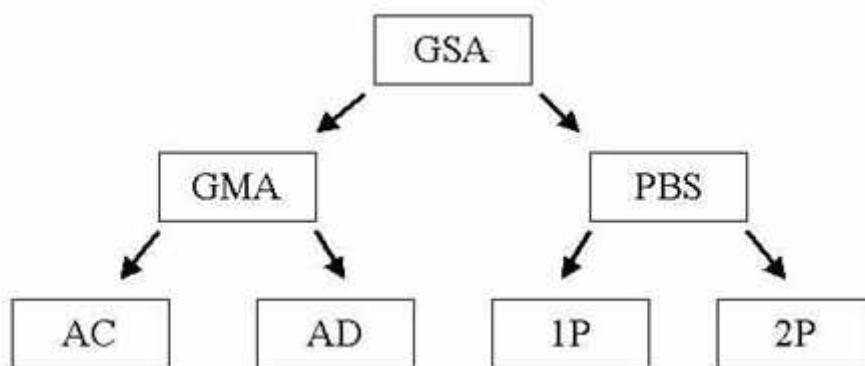
3.5 What Are the Pegasys Security Organizations?

Security organizations allow users to be put into logical groups. Organizations can be as simple as divisions within an organization or as specific as departments within divisions. Users are only able to view documents associated with the security organization(s) to which they belong. When an organization is part of a larger organization, the child organization inherits the right of the parent. This allows users to gain access to general data of the parent organization, as well as the specific data for the child organization. A parent organization is established for all of GSA

and child organizations are established for each of the Services. Each service organization has several two-digit correspondence symbol child organizations. Users are grouped under these organizations based on their functional roles at GSA and their system needs.

Establishing security organizations ensures that individuals outside of a given organization cannot view data. In Pegasys, the security organization is established at the document level. If a user does not select a Security Organization when creating a new document, it will default to the user's "default security organization." **Figure 3-17: : Security Organization Hierarchy Example** Example displays GMA and PBS security organizations will be called "Service Levels" and AC, AD, 1P and 2P security organizations will be called "Correspondence Symbols".

Figure 3-17: Security Organization Hierarchy Example



Security organization is established at the document level. It is important to realize that users in other security organizations may require document access. Therefore, when creating a new document, users must select the security organization that will enable appropriate document access. Please refer to **Figure 3-18: Security Organization Document Access Table**.

Figure 3-18: Security Organization Document Access Table

Security Organization	Document Access
The user selects the correspondence level symbol security organization (e.g., 2P, TI, 9F).	Only users within the correspondence symbol security organization can view, reference, approve, and process the document.
The user selects the Service security level organization (e.g., FTS, FSS, PBS, GMA).	All users within the Service can view, reference, approve, and process the document.
The user selects the GSA security organization.	All users within GSA can view, reference, approve, and process the document.

Security levels are established as a hierarchy with the highest level (Pegasys) containing the most document and reference data access and the lowest level (correspondence symbol) contains the least document and reference data access.

Note: When creating a document that must be viewed, approved, or processed by another Service, the user must select GSA as the security organization.

Figure 3-19: Security Organization Scenarios discusses various scenarios and the results of the Security Organization selection associated with each scenario.

Figure 3-19: Security Organization Scenarios

Scenario	Security Organization Selection
Susie User belongs to Security Organization 'AC'. She is creating a request, which will subsequently be referenced and approved by another user in the 'AC' Security Organization.	Susie User will select the 'AC' Security Organization.
Joe User belongs to Security Organization '1P'. He is creating an order, which will subsequently be approved by a user in the '2P' Security Organization.	Joe User will select the 'PBS' Security Organization.
Jill User belongs to Security Organization 'AD'. She is creating a request, which will subsequently be referenced by another user in the 'PBS' Security Organization.	Jill User will select the 'GSA' Security Organization.

Once the Security Organization is selected, it is system maintained on the **Header** page and cannot be changed. Please refer to **Figure 3-20: Purchase Order Header Page**.

Figure 3-20: Purchase Order Header Page

The screenshot shows a web-based application interface for a purchase order header. At the top, there is a navigation bar with tabs: Header, Fixed Assets, Office Addresses, Header Accounting Lines, Itemized Lines, Approval Routing, Memos, and Summary. Below the navigation bar are three buttons: Amendment History, Workflow Status, and Approval History. Underneath these buttons are two links: Expand All and Collapse All. The main form area has a title 'General'. It contains several input fields and dropdown menus. The 'Title' field is highlighted with a yellow background. To the right of the 'Title' field is a 'Document Classification' field. Further down, there are fields for 'Ordered By', 'Agency DUNS Number', and 'Agency DUNS+4'. On the right side of the form, there are several checkboxes: 'Order Date', 'Accounting Period', 'Reporting Accounting Period', 'Document Classification', 'Security Org:', 'Suppress Printing', 'Fast Pay', 'Invoice Required', and 'Receipt Required'. The 'Security Org:' field is specifically highlighted with a red rectangular border and contains the value 'GSA'.

3.5.1.1 What is the GSA Standard Security Policy?

Policy	Rules

Policy	Rules
GSA Standard Pegasys Policy	<p>Passwords are valid for 90 days.</p> <p>Grace logins for new and expired passwords will be set to 3.</p> <p>Verify logged on user after 15 minutes of inactivity.</p> <p>Login attempts permitted are 3.</p> <p><i>Note: If a user is locked out after three attempts, please call the Pegasys Hotline at (202) 501-4357.</i></p> <p>Passwords may be reused after 5 iterations.</p> <p>Expired passwords will be stored for 90 days.</p>

4 Working With Purchasing Forms and Documents

In Pegasys, purchasing forms are used to record transactions in the purchasing chain. There are three types of purchasing forms: forms with Header Accounting Lines, forms with Itemized Lines, and training forms.

- **Forms with Header Accounting Lines**—Used to record and track purchases where detailed unit and quantity information is not required.
- **Forms with Itemized Lines**—Used to record purchases for items where detailed unit and quantity information is required.
- **Training Forms**—Used to facilitate the purchase of employee training classes.

Once the appropriate purchasing form has been selected, completed, and approved, the form can be processed. Processing the form turns it into a document, which then updates all appropriate budgets and plans. During the course of the purchasing cycle, it may be necessary to view, correct, amend, delete, or cancel a purchasing transaction and its corresponding Pegasys form or document.

4.1 How to Search for a Form or Document

There are several ways to search for a form or document in Pegasys. The type of search method depends on whether you are looking for a *form* or a *document*.

- **Forms**—Refer to transaction items such as purchase requests, purchase orders, receipts, etc., that have been created in Pegasys but are *not yet processed*.
- **Documents**—Refer to transaction items such as purchase requests, purchase orders, receipts, etc., that have been processed (ergo, capable of drawing down plans, budgets, or referenced documents, if applicable).

To retrieve and view a *form*, follow the steps outlined in **Section 4.1.1: How Do I Search for a Form**. To retrieve a *document*, follow the steps outlined in **Section 4.1.2: How Do I Search for a Document?**

4.1.1 How Do I Search for a Form?

The Pegasys **View Form** option allows users to view purchasing forms in **Held, Pending Approval** or **Rejected** status. The following steps describe how to search for, retrieve, and view a form.

Notes

1. **Select Transactions—Purchasing—View** from the menu bar.

The **View** page will be displayed.

Notes

View

Search Criteria

Subsystem:	Purchasing
Document Type:	<input type="text"/>
Document Number:	<input type="text"/>
Amendment Number:	<input type="text"/>
Document Category:	<input type="text"/>
From Accounting Period:	<input type="text"/>
To Accounting Period:	<input type="text"/>
From Date:	<input type="text"/>
To Date:	<input type="text"/>
Vendor	
Code:	<input type="text"/>
TIN (SSN/EIN):	<input type="text"/>
DUNS:	<input type="text"/>
DUNS+4:	<input type="text"/>
Customer Account:	
<input type="button" value="Search"/> <input type="button" value="Clear"/>	

+ Additional Criteria

+ Accounting

Document Status

Processed: <input type="checkbox"/>	Rejected: <input type="checkbox"/>
Cancelled: <input type="checkbox"/>	Archived: <input type="checkbox"/>
Scheduled: <input type="checkbox"/>	Pending Approval: <input type="checkbox"/>
Held: <input checked="" type="checkbox"/>	
User ID: <input type="text"/>	
Security Org: <input type="text"/>	
Title: <input type="text"/>	

The **Held** check box in the **Document Status** group box will default to checked.

2. Enter a document type in the **Document Type** box.
3. Click the **Document Type** hyperlink to open the **Search Document Type** page.
4. In the **Document Search Criteria** group box, enter one or more of the following search criteria:

Document Category (document type).

Document Number (document number).

Subsystem (will default to Purchasing)

User ID (login ID of the person who *created* the form).

From Date (date on which the form was created or prior).

To Date (date on which form was created or later).

From Accounting Period (accounting period on which the form would post or prior).

To Accounting Period (accounting period on which the form would post or later).

Amendment Number

Notes

Vendor Code (code that represents a vendor in Pegasys).

DUNS (DUNS for the vendor)

TIN (SSN/EIN) (TIN for the vendor)

DUNS+4 (DUNS+4 for the vendor)

Customer Account (customer account for the vendor)

Additional Criteria (can further search by Amount From Amount, Amount to Amount, Alternate Payee, Designated Agent, Currency or Open/Closed).

Accounting (can further search by accounting dimensions)

*For example, user John Doe wants to search for all purchase requests he created for the month of December 2010. The search criteria would be: **USER ID** = johndoe, **From Date** = 12/01/2010, **To Date** = 12/31/2010.*

5. Click the **Search** button.

The forms matching the search criteria will be displayed.

The screenshot shows a search interface with the following elements:

- Top bar: Search, Clear, and a text input field.
- Criteria sections:
 - Additional Criteria: A dropdown menu.
 - Accounting: A dropdown menu.
- Buttons: View (highlighted with a red box), Details, Display, 10, Items, View as CSV, and Sort... .
- Results table:

Document Type	Document Number	Amendment Number	Title	Document Date
XP	X1234			11/17/2010

6. Select the document desired and click the **View** button to open the document in read only status.

*The **Header** page of the selected form will be displayed in a read-only format. All fields will be protected.*

Notes

This screenshot shows a Pegasys document form with the following fields:

- General** section:
 - Document Type: XP Client Purchase Order
 - Status: HELD
 - Document Number: XP1234
 - Title: (empty)
 - Ordered By: (empty)
 - Agency DUNS Number: (empty)
 - Agency DUNS+4: (empty)
 - Order Date: 11/17/2010
 - Accounting Period: 02/2011
 - Reporting Accounting Period: (empty)
 - Document Classification: (empty)
 - Security Org: GSA
 - Suppress Printing:
 - Fast Pay:
 - Invoice Required:
 - Receipt Required:

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- To view another form return to step 1. The form will close when you perform a new action.

4.1.2 How Do I Search for a Document?

The Pegasys **Review** option allows users to retrieve processed purchasing documents in a “read-only” format in which all fields are protected. The following steps describe how to review a document.

Notes

- Select **Transaction—Purchasing—Review** from the menu bar.

The Review page will be displayed.

This screenshot shows the Pegasys Review page with the following search criteria:

- Search Criteria** section:
 - Subsystem: Purchasing
 - Document Type: (empty)
 - Document Number: (empty)
 - Amendment Number: (empty)
 - Document Category: (empty)
 - From Accounting Period: (empty)
 - To Accounting Period: (empty)
 - From Date: (empty)
 - To Date: (empty)
 - Vendor:
 - Code: (empty)
 - TIN (SSN/EIN): (empty)
 - DUNS: (empty)
 - DUNS+4: (empty)
 - Customer Account: (empty)
- Document Status** group:
 - Processed:
 - Rejected:
 - Cancelled:
 - Archived:
 - Scheduled:
 - Pending Approval:
 - Held:
- User ID**: (empty)
- Security Org**: (empty)
- Title**: (empty)

Buttons: Search, Clear

Links: Additional Criteria, Accounting

Toolbar: New, Refresh Query, Delete, Display 10 items, View as CSV, Sort...

Table Headers: Document Type, Document Number, Amendment Number, Title, Document Date, Document Status, User ID

Table Footer: - NO ITEMS TO DISPLAY -

The Processed check box in the Document Status group box will default to checked.

- Enter a particular Pegasys form in the **Document Type** field. To search for a document type, click the **Document Type**

Notes

link to open the **Search Document Type** page:

Enter the appropriate values in the **Search Criteria** box for your document.

Click the **Search** button

Click the **Select** button to copy the appropriate selection. The **View** page's **Search Criteria**.

3. Enter the document number of document in the **Document Number** field. If the document number is unknown, continue with Step 4. If the doc number is known proceed to Step 5.
4. In the **Document Search Criteria** group box, enter one or more of the following search criteria:

Document Category (document type).

Document Number (document number).

Subsystem (will default to Purchasing)

User ID (login ID of the person who *created* the form).

From Date (date on which the form was created or prior).

To Date (date on which form was created or later).

From Accounting Period (accounting period on which the form would post or prior).

To Accounting Period (accounting period on which the form would post or later).

Amendment Number

Vendor Code (code that represents a vendor in Pegasys).

DUNS (DUNS for the vendor)

TIN (SSN/EIN) (TIN for the vendor)

DUNS+4 (DUNS+4 for the vendor)

Customer Account (customer account for the vendor)

Additional Criteria (can further search by Amount From

Notes

Amount, Amount to Amount, Alternate Payee, Designated Agent, Currency or Open/Closed).

*For example, user John Doe wants to search for all purchase requests he created for the month of December 2003. The search criteria would be: **USER ID** = john doe, **From Date** = 12/01/2010, **To Date** = 12/31/2010.*

5. Click the **Search** button.

The documents matching the search criteria will be displayed.

The screenshot shows the PEGASYS Review screen with the following search criteria:

- Subsystem:** Purchasing
- Document Type:** CL1484925
- Document Status:** Processed (checked), Rejected (checked), Cancelled (checked), Archived (unchecked), Scheduled (checked), Pending Approval (checked), Held (checked)
- User ID:** john doe
- Security Group:** (empty)
- Title:** (empty)
- From Accounting Period:** (empty)
- To Accounting Period:** (empty)
- From Date:** (empty)
- To Date:** (empty)
- Vendor:** (empty)
 - Code: (empty)
 - TIN (SSN/EIN): (empty)
 - DUNS: (empty)
 - DUNS+4: (empty)
 - Customer Account: (empty)
- Buttons:** Search, Clear

Below the search area, there are sections for **Additional Criteria** and **Accounting**. At the bottom, there are buttons for **Close**, **Reference Query**, **GL Detail**, **Display** (set to 15 items), **View as CSV**, and **Sort...**.

6. Select the desired document and click the **Reference Query** button to view all referenced documents, the **GL Detail** button to view the GL information, or click the **View** button to view the document.

The **Header** page of the selected document will be displayed in a read-only format. All fields will be protected.

Notes

The screenshot shows the Pegasys Transaction > Purchasing > Review > Header form. The header section includes fields for Document Type (XP Client Purchase Order), Order Date (09/29/2010), Accounting Period (12/2010), Reporting Accounting Period (12/2010), Document Classification, Security Org (GSA), and various checkboxes for Suppress Printing, Fast Pay, Invoice Required, and Receipt Required. Below the header is a Vendor Information section containing fields for Vendor (Code: 370002863, Name: CLINTON GUNDERSON), Alternate Payee, Customer Account, and Designated Agent.

7. To view another form return to step 1. The form will close when you perform a new action.

4.2 How Do I Add An Attachment?

Pegasys allows users to add attachments and supporting documents to forms. The attachments and supporting documents can be marked as sensitive which enables the system to restrict view, check in, check out, unlock and delete access to designated users. This attachment functionality has been extended to various notebooks and queries; this functionality will allow users to view and manage attachments at notebook and query level, therefore users will no longer need to navigate to the form/document level to add an attachment. Attachments associated with forms/documents will not be visible from the Notebooks or Queries; and vice versa.

Notes

Notes

- 1 Open an existing form and click the **Attachment** button.

This screenshot shows a standard web-based form interface. At the top, there is a horizontal bar with several buttons: Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, **Attachments** (which is highlighted with a red box), and Route. Below this is a navigation menu with links like Header, Fixed Assets, Office Addresses, Header Accounting Lines, Itemized Lines, Approval Routing, Memos, and Summary. Underneath the menu, there are tabs for Amendment History, Workflow Status, and Approval History. A link to 'Expand All' or 'Collapse All' is also present. The main content area contains a section titled 'General' with various input fields. One of these fields, 'Title', has a yellow border around it, indicating it is the current focus. Other fields include Document Type (XP Client Purchase Order), Order Date, Accounting Period, Reporting Accounting Period, Document Classification, Security Org (GSA), and several checkboxes for Suppress Printing, Fast Pay, Invoice Required, and Receipt Required. At the bottom left, there is a 'Return to Top' link.

- 2 Click the **Import Local File** button

This screenshot shows the 'Attachment Access' screen of the PEGASYS application. At the top, there is a toolbar with buttons for Return, Import Local File (which is highlighted with a red box), Attachment Access, Repository, Delete, Check Out, Check In, Unlock, Display, and Sqr... Below the toolbar is a table header with columns: Attachment Identifier, Name, Title, Number of Pages, Attachment, Check Out Status, and Extension Type. A message at the top of the table area says '- NO ITEMS TO DISPLAY -'. Underneath the table, there is a section titled 'Document Information' containing fields for Attachment Identifier, Title, Location, Number of Pages, Attachment Date, Attachment, Transmit to External Application, Name, Type, Explicit Access, Export Controlled, and Is CD Available. A 'Return to Top' link is at the bottom.

- 3 Enter a Title, click the **Browse** button to find the document to attach.

This screenshot shows the 'Attachment Manager' screen of the PEGASYS application. It features a form with fields for Attachment Identifier (with value '1'), Title, Number of Pages, Attachment Date (set to 10/13/2010), Transmit to External Application, Location (set to XP/XP10122011), File (with a browse button highlighted with a red box), Attachment, Explicit Access, Export Controlled, and Is CD Available. At the bottom are 'Cancel' and 'Upload' buttons.

Click the **Sensitive** checkbox if you want to limit the document to only designated users. The user uploading the document is automatically granted Attachment Manager

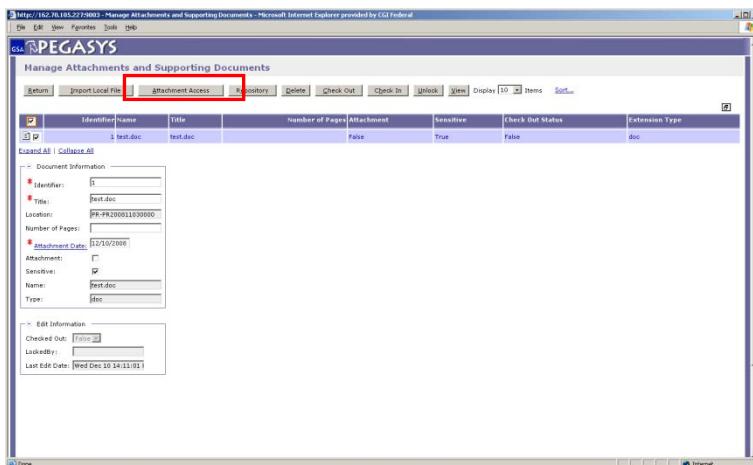
Notes

permissions on the specific attachment and also receives the ability to view, edit and delete the file. The Attachment Manager is able to grant view, edit or delete access for the attached file to other users.

Click the **Attachment** checkbox if you do not want this document to be a supporting document.

Click the **Upload** button.

- 5 If the Sensitive checkbox in the Upload Document screen was checked, click the **Attachment Access** button.



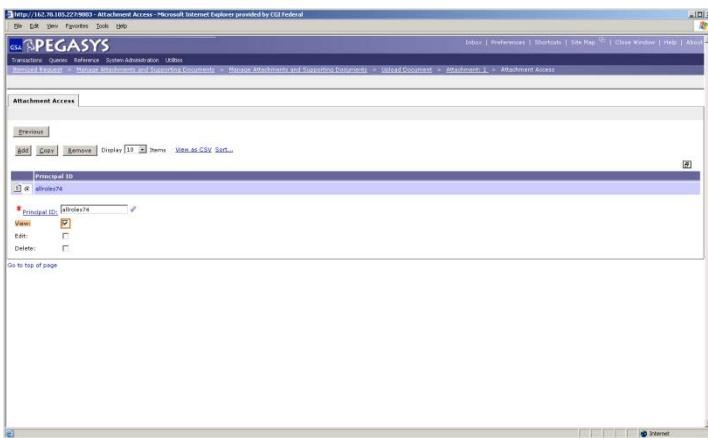
Click **Add** to add a user with attachment access.

The screenshot shows a 'Attachment Access' screen. At the top, there is a 'Principal ID' field with a note '- NO ITEMS TO DISPLAY -'. Below it is a table with columns: Principal ID, View, Edit, and Delete. There is one row with a Principal ID of '1'. At the bottom left, there is a link 'Go to top of page'.

Principal ID	- NO ITEMS TO DISPLAY -		
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes

Enter or search for a **Principal ID** and check View, Edit, and /or Delete checkboxes.



Click the **Previous** button to return to the Attachment screen, Click the **Copy** button to copy the permissions for another user, and click the **Remove** button to remove a user.

Click **Return** on the Manage Attachments and Supporting Documents screen.

4.3 How Do I Correct a Form or Document?

Pegasys users can correct forms or documents. The difference between correcting a form and correcting a document is the **status**. All *forms* have a status of **Held**, **Pending Approval** or **Rejected** while all *documents* have the status of **Processed**.

Note: *Purchase Orders can only be corrected if they have not been sent to the vendor. Once the purchase order has been sent to the vendor, changes must be made by amending the original purchase order.*

The following steps describe how to correct a form or a document.

Notes

1. Select **Transactions—Purchasing—Correct** from the menu bar.

*The **Correct** page will be displayed.*

Notes

Correct

Search Criteria	Document Status
Subsystem: Purchasing	Processed: <input checked="" type="checkbox"/> Rejected: <input type="checkbox"/>
Document Type:	Cancelled: <input type="checkbox"/> Archived: <input type="checkbox"/>
Document Number:	Scheduled: <input type="checkbox"/> Pending Approval: <input type="checkbox"/>
Amendment Number:	Held: <input checked="" type="checkbox"/>
Document Category:	User ID: _____
From Accounting Period:	Security Org: _____
To Accounting Period:	Title: _____
From Date:	
To Date:	
Vendor	
Code: _____ TIN (SSN/EIN): _____	DUNS: _____ DUNS+4: _____ Customer Account: _____
<input type="button" value="Search"/> <input type="button" value="Clear"/>	
+ Additional Criteria	
+ Accounting	
<input type="button" value="Correct"/> <input type="button" value="GL Detail"/> Display 10 <input type="checkbox"/> Items <input type="button" value="View as CSV"/> <input type="button" value="Sort..."/>	

2. Check the desired document status check box (or boxes) from the **Document Status** group box.
3. Click the **Document Type** link to open the **Search Document Type** page:

Enter the appropriate values in the **Search Criteria** box for your document.

Click the **Search** button

Click the **Select** button to copy the appropriate selection. The View page's **Search Criteria**.

4. Enter the document number of the form or document in the **Document Number** field.

*If the document number is unknown, please refer to **How to Search for a Form or Document** for instructions on how to search for a form or document.*

5. Click the **GL Detail** button to view GL information for the document or click the **Correct** button.

The Header page of the selected form or document will be displayed.

Notes

The screenshot shows a software interface for managing document headers. At the top, there are buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Below this is a navigation bar with links for Header, Fixed Assets, Office Addresses, Header Accounting Lines, Novation Vendor History, Novation Designated Agent History, Itemized Lines, Approval Routing, Memos, and Summary. Under the Header link, there are sub-links for Amendment History, Workflow Status, and Approval History. The main content area is titled 'General' and contains fields for Document Type (set to CL), Orig Order Date (11/01/2010), Status (set to CORRECT), Document Number (CL1454924), Accounting Period, Reporting Accounting Period, Document Classification, Security Org (set to GSA), Suppress Printing, Fast Pay (checked), Invoice Required, and Receipt Required.

6. Enter the desired changes.

*If the form requires approvals, you must add the approver(s) to the form. Please refer to **Section 10.1.8: To Apply An Approval**. If no approvals are required, proceed to Step 15 (Click the Verify button step). To add approvers to the form, click the Approval Routing tab. The Approval Routing page will be displayed. Since the form's creator has not yet added approvers, none will be listed.*

7. To add approvers one by one to the form, click the **Approval Routing** tab, click the **Add User** button. The **User Search** page will be displayed.

Note: *To add multiple approvers that are stored in a routing list, please view **Step11**.*

8. Enter the **User ID** or **Name** of the form's approver in the appropriate search fields, and click the **Search** button. If users do not know the specific **User ID** or **Name** of the approver, then they may use the asterisk ("*") as a wildcard in the search. The search results listing the form's approver will appear.
9. Highlight the appropriate **Principal ID** record for the approver of the form. Then click the **Select** button.
10. The selected user will be added to the approvers list on the **Approval Routing** tab. Repeat **Steps 7-9** to add additional approvers to the form.

Note: *Users are required to add all approvers to a form, even if one of the approvers is the form's creator.*

11. To add multiple approvers to the form that are stored in a routing list, click the **Add Routing List** button. The **Routing List Search** page will be displayed.
12. Enter the **Routing List Code** or **Routing List Name** in the appropriate search fields, and click the **Search** button. If users do not know the specific **Routing List Code** or **Routing List Name**, then they may use the asterisk ("*") as a wildcard in the search. The search results will appear.

Notes

13. Highlight the appropriate **Routing List** record. Then click the **Select** button.
14. The users saved in the routing list will be added to the approvers list on the **Approval Routing** tab. Repeat **steps 11-13** to add additional routing lists to the form.

Note: *Users may add multiple users and/or routing lists to the Approvers list on a form. In addition, users will be required to add all approvers to a form, even if one of the approvers is the form's creator and submitter.*

15. Click the **Verify** button.

If error messages are displayed, review the messages, and correct the form accordingly.

16. Click the **Submit** button to submit the form for approval or processing.

4.4 How Do I Amend a Purchase Order Document?

Amendments are made to change information on processed purchase orders and requests. The Sequential Amendment Number Generation functionality improves the generation of amendment numbers; it changes the Amendment Number generation logic to increment the Amendment Number from the last saved form rather than from the last generated number. When a purchase order document is amended, an **Amendment Number** and a **Justification** for the change must be recorded. The following steps describe how to amend a document.

Notes

1. Select **Transactions—Purchasing—Amend** – and then choose the appropriate Document Category: Request, Training Requests, Non-Accounting Training Request, Order or Training Order from the menu bar.

*The **New Amendment** page will be displayed.*

Notes**New Amendment**Subsystem:

* <u>Document:</u> <input type="button" value="edit"/>
* Document Type: <input type="text"/>
Document Name: <input type="text"/>
* Document Number: <input type="text"/>

Amendment Number
* Amendment Number: <input type="text"/> <input type="button" value="Generate"/>

[Go to top of page](#)

2. Enter a document type in the **Document Type** box.
3. Enter the document number of the document in the **Document Number** field.

*If the document number is unknown, please refer to **How to Search for a Form or Document** for instructions on how to search for a document.*

4. Enter a number for the amendment in the **Amendment Number** field or if the **Generate** button is active, select the **Generate** button to generate the next amendment number.

Note: *Amendment numbers will follow the current naming conventions of the user's service.*

5. Click the **OK** button.

*The **Header** page of the selected document will be displayed.*

Notes

The screenshot shows the Pegasys Transaction interface with the following details:

- Header Tab:** Fixed Assets, Office Addresses, Header Accounting Lines, Novation Vendor History, Novation Designated Agent History, Itemized Lines, Approval Routing, Memos, etc.
- Amendment History Tab:** Workflow Status, Approval History.
- General Tab (Selected):**
 - Document Type: XP Client Purchase Order
 - Status: PROCESSED
 - Document Number: QWEPOQWE
 - Amendment Number: 001
 - Title: (empty)
 - Ordered By: (empty)
 - Agency DUNS Number: (empty)
 - Agency DUNS+4: (empty)
 - Order Date: (empty)
 - Accounting Period: (empty)
 - Reporting Accounting Period: (empty)
 - Document Classification: (empty)
 - Security Org: GSA
 - Suppress Printing: (checkbox)
 - Fast Pay: (checkbox)
 - Invoice Required: (checkbox)
 - Receipt Required: (checkbox)

6. Enter the desired changes.
7. In the Amendment Information group box, enter the reason for the modification in the **Justification** text box.

The screenshot shows the Amendment Information group box with the following fields:

- Date: (input field)
- * Justification: (large text area with a red asterisk *)

8. If the form requires different approvers than those who previously approved the document, you must add these new approver(s) to the form and remove the others. Please refer to **Section 10.1.8: To Apply An Approval**.

To add approvers to the form, click the Approval Routing tab. The Approval Routing page will be displayed.

9. To delete approvers from the form, select the approver record and click the **Remove** button.

Note: The approver will be removed on form verification.

10. To add approvers one by one to the form, click the **Add User** button. The **User Search** page will be displayed.

Note: To add multiple approvers that are stored in a routing list, please view **Step 14**.

11. Enter the **User ID** or **Name** of the form's approver in the appropriate search fields, and click the **Search** button. If users do not know the specific **User ID** or **Name** of the approver, then they may use the asterisk ("*") as a wildcard in the search. The search results listing the form's approver will appear.
12. Highlight the appropriate **Principal ID** record for the approver of the form. Then click the **Select** button.

Notes

13. The selected user will be added to the approvers list on the **Approval Routing** tab. Repeat **steps 10-12** to add additional approvers to the form.

Note: *Users are required to add all approvers to a form, even if one of the approvers is the form's creator.*

14. To add multiple approvers to the form that are stored in a routing list, click the **Add Routing List** button. The **Routing List Search** page will be displayed.
15. Enter the **Routing List Code** or **Routing List Name** in the appropriate search fields, and click the **Search** button. If users do not know the specific **Routing List Code** or **Routing List Name**, then they may use the asterisk ("*") as a wildcard in the search. The search results will appear.
16. Highlight the appropriate **Routing List** record. Then click the **Select** button.
17. The users saved in the routing list will be added to the approvers list on the **Approval Routing** tab. Repeat **steps 14-16** to add additional routing lists to the form.

Note: Users may add multiple users and/or routing lists to the Approvers list on a form. In addition, users will be required to add all approvers to a form, even if one of the approvers is the form's creator and submitter.

18. If the document requires approvals, **Save** it and route it to the appropriate approver(s). Please refer to **Section 10.1.8: How to Apply an Approval** and **Section 2.2.12: Sending Mail**. If no approvals are required, proceed to **Step 19**.
19. Click the **Verify** button and correct any errors returned.

20. Click the **Submit** button to submit the amendment for approval or processing to the Purchase Order form.

4.5 How Do I Delete a Form?

Purchasing forms with the status of **Held**, **Pending Approval** or **Rejected** can be deleted from Pegasys. Only users with the proper security permissions can delete a form. The following steps describe how to delete a form.

Note: *Only forms can be deleted; documents cannot be deleted.*

Notes

1. Select **Transactions—Purchasing—Delete** from the menu

Notes

bar.

The **Delete** page will be displayed.

The screenshot shows a search form titled "Delete". It includes sections for "Search Criteria" and "Document Status". The "Search Criteria" section contains fields for Subsystem, Document Type, Document Number, Amendment Number, Document Category, From Accounting Period, To Accounting Period, From Date, To Date, Vendor (Code, TIN, DUNS), and Customer Account. The "Document Status" section has checkboxes for Processed, Rejected, Cancelled, Archived, Scheduled, Pending Approval, and Held (which is checked). Below the form are buttons for "Search", "Clear", and "Display 10 Items". At the bottom are links for "Delete", "GL Detail", "View as CSV", and "Sort...".

The **Held** check box in the **Document Status** group box will default to checked.

2. Click the **Document Type** link to open the **Search Document Type** page:

Enter the appropriate values in the **Search Criteria** box for your document.

Click the **Search** button

Click the **Select** button to copy the appropriate selection. The **View** page's **Search Criteria**.

3. Enter the document number of the form in the **Document Number** field.

If the document number is unknown, please refer **How to Search for a Form or Document** for procedures on how to search for a form.

4. Click the **Search** button.
5. Select the document from the generated list.
6. Click the **Delete** button.

A confirmation page will display.

Notes

- Click the **Yes** button to delete the form or the **No** button to cancel the deletion process.

Once the form has been successfully deleted, user will receive a dialog box indicating, "Successful Action".

4.6 How Do I Cancel a Document?

Spending transactions recorded in Pegasys can be canceled by canceling the related purchasing documents. Only processed documents can be canceled. The following steps describe how to cancel a document.

Note: Purchasing documents that have been referenced by other documents cannot be canceled unless all referencing documents are canceled first. For example, if a purchase request is referenced by a purchase order, then the purchase order must first be canceled before the purchase request can be canceled.

Notes

- Select **Transactions—Purchasing—Cancel** from the menu bar.

*The **Cancel** page will be displayed.*

The screenshot shows the 'Cancel' search interface. It includes fields for subsystem (Purchasing), document type, number, amendment number, category, accounting period, date range, vendor code, TIN, DUNS, and customer account. A 'Document Status' group box contains checkboxes for Processed (checked), Rejected, Cancelled, Archived, Scheduled, Pending Approval, and Held. Buttons for Search and Clear are at the bottom.

*The **Processed** checkbox in the **Document Status** group box will default to checked. No other check boxes will be available.*

- Click the **Document Type** link to open the **Search Document Type** page:

Enter the appropriate values in the **Search Criteria** box for

Notes

your document.

Click the **Search** button

Click the **Select** button to copy the appropriate selection. The View page's **Search Criteria**.

3. Enter the document number you wish to cancel in the **Document Number** field.

*If the document number is unknown, please refer to **Section 4.1: How to Search for a Form or Document** for instructions on how to search for a document.*

4. Click the **Search** button.

Select the appropriate document from the generated list.

Click the **GL Detail** button to view GL information or click the **Cancel** button to cancel the document.

The Header page of the document to be canceled will be displayed with the status of, "PENDING CANCELLATION".

5. Enter an **Amendment Number**.

The screenshot shows the Pegasys Transaction interface for Purchasing > Cancel > Header. At the top, there are buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Below these are tabs for Header, Fixed Assets, Office Addresses, Header Accounting Lines, Novation Vendor History, Novation Designated Agent History, Itemized Lines, Approval Routing, Memo, and Summary. Under the Header tab, there are links for Amendment History, Workflow Status, and Approval History. The main form area has sections for General, Credit Card Log, Orig Order Date, Order Date, Accounting Period, Reporting Accounting Period, Document Classification, Security Org, Suppress Printing, Fast Pay, Invoice Required, and Receipt Required. The 'Amendment Number' field is highlighted with a yellow box. Other fields include Document Type (CL), Status (PENDINGCANCELLATIO), Document Number (CL1484924), Title, Ordered By, Agency DUNS Number, and Agency DUNS+4. A 'Return to Top' link is at the bottom left.

Note: Amendment numbers will only be required for documents that are allowed to be amended per the document type table.

6. Click the **Submit** button.

The document is canceled; however, no confirmation dialog box will be displayed.

4.7 How Can I Query a Document Using the References Button?

Referencing allows purchasing transactions to be linked together to form a purchasing chain. To view documents that have been linked together, simply click the **References** button

available on all purchasing documents displayed in the read-only format. By clicking the **References** button, linked documents are displayed in a **Document Chain** dialog box. If, for example, a purchase order is queried, the related request, receipt(s), invoice(s), and payment authorization(s) documents are displayed. Only those documents that have been referenced using the copy forward function will be displayed.

The following steps describe how to query a document using the **References** button.

Notes

1. Select **Transactions—Purchasing—Review** from the menu bar.

The Review page will be displayed.

*The **Processed** check box in the **Document Status** group box will default to checked.*

2. Click the **Document Type** link to open the **Search Document Type** page:

Enter the appropriate values in the **Search Criteria** box for your document.

Click the **Search** button

Click the **Select** button to copy the appropriate selection. The **View** page's **Search Criteria**.

3. Enter the document number of the document in the **Document Number** field.

*If the document number is unknown, please refer to **How to Search for a Form or Document** for procedures on how to search for a document.*

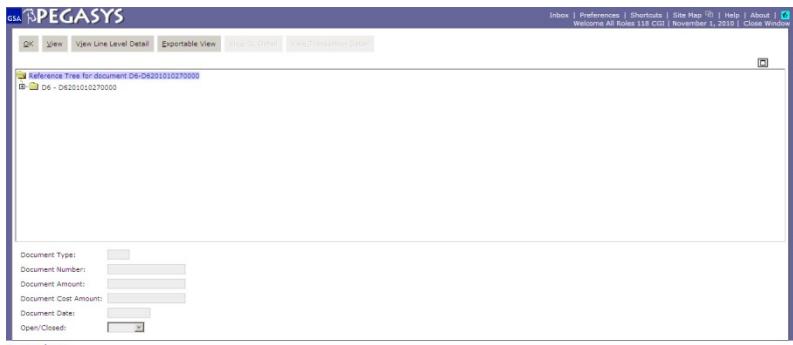
4. Click the **Search** button, select the document, and click the **View** button.

Notes

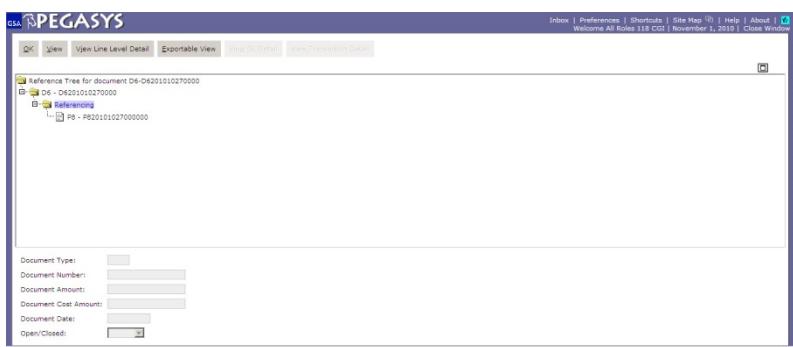
The Header page of the selected document will be displayed in a read-only format. All fields will be protected.

5. Click the **References** button.

The Document Reference Tree page will be displayed.



6. Click on a folder icon to expand the Reference Tree.



7. To view a specific document in the chain, select it by clicking the appropriate document number.

*When the document is selected, the **Document Type**, **Document Number**, **Document Total**, **Document Cost**, and **Document Date** fields are displayed.*

8. Click the **View** button to view the selected document.

The Header page of the selected document will be displayed in a read-only format. All fields will be protected.

Notes

This screenshot shows the PEGASYS application interface. At the top, there's a navigation bar with links like Transactions, Queries, Reference, System Administration, and Utilities. Below that is a sub-navigation bar with links for Header, Fixed Assets, Header Accounting Lines, Itemized Lines, Approval Routing, Remos, Summary, and Disbursing Information. The main content area is titled 'Header' and contains fields for Document Type (set to PB - Payment Authorization), Status (PROCESSED), Document Number (PR20101027000000), and various dates like On/Last Authorization Date (10/27/2010/2011), Accounting Period (01/2011), Reporting Accounting Period (01/2011), and Document Classification. There are also fields for Title, Authorized By, Post Code, Automatic Reversal, Reverse After Period, Agency DUNS Number, Agency DUNS+4, Created by, Last Modified by, and Security Org (GSA). A 'Return to Top' link is at the bottom. Below this is a 'Vendor Information' section with a table showing a vendor record.

9. Click the **Close Window** link. Click the **View Line Level Detail** button of the **Document Chain** window to view a specific accounting line on the selected document.

Line Level Detail page will be displayed.

This screenshot shows the PEGASYS application interface after clicking the 'View Line Level Detail' button. At the top, there's a toolbar with OK, Display, View as CSV, and Sort... buttons. Below that is a table with columns for Accounting Line #, Itemized Line #, Line Amount, Closed Amount, and Outstanding Amount. One row is visible with a Line Amount of \$100.00, Closed Amount of \$0.00, and Outstanding Amount of \$100.00. The main content area is divided into sections: 'General' (Document Type: XP, Document Number: 01, etc.), 'Accounting Dimensions' (Template: 10-206X-D0000000-GX00-GX00, with fields for BSY, ESY, Fund, Region, Org Code, Program, Project Code, Activity, Sub-Object Class, Revenue Source, Sub Revenue Source, Building #, System, Vehicle Tag #, Work Item, ABC Activity, Reimbursable Sub-Object Class, Reimbursable Sub Object, BETC, Cost Organization, Cohort Year, PRCI), and 'Commodity Information' (Code, Name, Unit, Quantity, Unit Price Amount).

10. The **Line Selection** dialog box lists all lines included on the selected document. Click the **OK** button.
11. Click the **Exportable View** button to export the reference tree.

Notes

Document Type	Document Number	Document Amount	Document Status	Document ID	Open/Closed	Referenced Document Number	Referenced Document Amount	Referenced Document Last Updated	Referenced Document Status	Open/Closed	User ID
D6	D62010102700000	\$500.00	\$500.00		Closed		\$0.00	\$0.00	\$0.00	Closed	allroles14
PB	PB20101027000000	\$500.00	\$0.00	\$0.00 Processed	Open	D6	\$500.00	\$500.00	\$0.00 Processed	Closed	allroles14

12. Click the **View GL Detail** button to view the GL Account Detail Query.

Header Field 1	Header Field 2	Header Field 3	Header Field 4	Header Field 5	Header Field 6	Header Field 7	Header Field 8	Header Field 9	Header Field 10	Line Field 1	Line Field 2	Line Field 3	Line Field 4	Line Field 5	Line Field 6	Line Field 7	Line Field 8	Line Field 9	Line Field 10	Time Field 1	Time Field 2	Time Field 3	Time Field 4	Time Field 5	Time Field 6	Time Field 7	Time Field 8	Time Field 9	Time Field 10	

13. Click the **View Transaction Detail** button to view the Transaction Journal Detail Query.

4.8 What Are the Common System Messages in Pegasys?

This section will help the user interpret the Pegasys system messages. Pegasys provides three levels of warning and error messages: Informational, Warning or Overrideable, and Hard. Each level will be discussed in this chapter. All Pegasys error messages share a similar structure. The first line of the error message displays an error code, followed by the name of the form or table where the error occurred, including the specific line or field. The message concludes with a brief description of the error.

Error messages appear at the top of the page and include the following key elements:

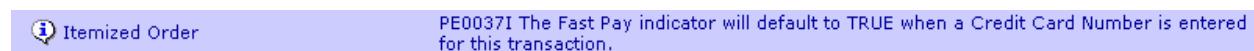
- **Error symbol**—identifies the type of error as **i** (informational message), **!** (warning or overrideable error), or a red stop sign (hard error).

- Error code—displays a seven-digit error. The first two characters represent the subsystem that issued the error (e.g., **PE** – the Purchasing subsystem). The last character designates the severity (e.g., **I**-informational)
- Page title—identifies the location on the form where the error occurred.
- Error description—gives a detailed explanation of the problem that occurred.
- Error counter—identifies the total number of errors Pegasys encountered while trying to verify or process a transaction.

4.8.1 What Are Informational Messages in Pegasys?

An informational message is accompanied by a blue circle, containing “i”. Informational messages are intended to notify users of situations that may require further attention; however, they do not prevent a form from being processed. When informational messages appear, evaluate the impact of the problem, and continue processing the form, if appropriate. **Figure 4-1: Informational Message** displays an example of an informational message.

Figure 4-1: Informational Message



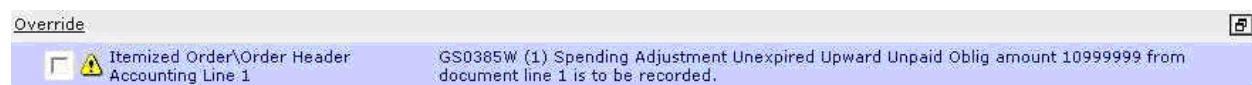
4.8.2 What Are Overrideable Errors in Pegasys?

Overrideable errors notify users of situations that require special attention and will prevent a form from being processed; however, an individual with the appropriate authority can override them. An overrideable error is accompanied by a yellow triangle containing a “!” until it is overridden.

If a user with Override authority wishes to override the error message, the message must first be selected with a mouse-click. The user then clicks the **Override** link. After the error has been overridden, the error will be accompanied by the informational symbol (a blue circle, containing “i”).

If the user does not want to override the error or if other errors exist on the form, make the necessary changes. **Figure 4-2: Overrideable Error Message** displays an example of an overrideable error message.

Figure 4-2: Overrideable Error Message



4.8.3 What Are Hard Errors in Pegasys?

A hard error message is accompanied by a red circle (stop sign). Hard error messages are NOT overrideable and must be corrected before the transaction can be processed. The user should click the error message link to be directed to the area where the error is located. **Figure 4-3: Hard Error Message** displays an example of a hard error message.

Figure 4-3: Hard Error Message

✖ Itemized Order	GS0303E There are no lines in this document.
✖ Itemized Order\Remit To Address Code	GS0228E No value was provided. Please enter a value.
✖ Itemized Order\Vendor ADDRESS CODE	GS0228E No value was provided. Please enter a value.

The Configurable Problem Definition Control Level modifies Problem Definitions so that GSA can modify the severity level of edits that are initially informational or overridable to be stronger or weaker. Informational or overridable errors can either be weakened or strengthened. However, hard errors cannot have their severity level changed, as hard errors are integral to Pegasys processing and/or ensure that data integrity is not compromised.

5 Reservations & Requests

5.1 What is a Reservation in Pegasys?

A reservation is a pre-commitment of funds for a projected purchase. Typically, a pre-commitment will set aside funding for a specific purpose that may entail multiple purchases. The reservation (**RS**) is an optional step in the purchasing chain and will typically be entered into Pegasys by a Funds Manager. Reservation forms are used across all GSA Services and can be used to record the pre-commitment of funds for itemized and non-itemized purchases. No approvals are required. Most Pegasys users will not use reservations to begin the purchasing cycle; however, when a reservation is recorded, it can be referenced to subsequent requests, orders, receipts, invoices and payments. Reservations will not decrease available budget amounts, but will decrease available plan amounts.

Please refer to the following additional information related to completing a reservation in Pegasys:

- **Section 3.4: Overview of Pegasys Purchasing Forms** for a complete discussion of Purchasing subsystem forms.
- **Appendix A: Field Descriptions** for screen prints and accompanying field descriptions.

5.1.1 How Can I Complete a Reservation in Pegasys?

The following steps describe how to complete the **Reservation** form in Pegasys.

Notes

1. Select **Transactions—Purchasing—New—Reservations** from the Pegasys menu bar.

The New Reservation page will be displayed.

The screenshot shows the 'New Reservation' form in Pegasys. The 'Document Type' field is set to 'RS - Reservation'. The 'Document Number Format' and 'Document Number Prefix' fields are present. There is a 'Generate' button next to the 'Document Number' field. The 'Security Data' and 'Title' fields are also visible. At the bottom, there is a 'Copy Document' section with radio buttons for 'None', 'Copy From', and 'Copy Forward'. A note at the bottom left says 'Go to top of page'.

2. In the **Document Type** field, enter **RS – Reservation**.

*A unique document number will be generated in the **Document Number** field after clicking the **Generate** button.*

Notes

3. In the **Security Org.** field, enter the appropriate Security Organization.

*If left blank the **Security Org** field will default to the user's default Security Organization (please refer to **Section 3.5: Security Organizations**).*

4. Click the **Finish** button.

*The **Header** page of the Reservation form will be displayed.*

The screenshot shows the 'Header' tab selected in a navigation bar. Below it are tabs for 'Header Accounting Lines', 'Approval Routing', 'Memos', and 'Summary'. Underneath these are links for 'Workflow Status' and 'Approval History', followed by 'Expand All' and 'Collapse All' buttons. A main content area is titled 'General' and contains the following fields:

- Document Type: RS (Reservation)
- Status: NEW
- Document Number: RSDMB1130
- Title: [empty]
- Reserved by: [empty]

A 'Return to Top' link is located at the bottom of this section.

5. In the **Reserved By** field, enter the name of the person making the reservation.

Reservation Date, Accounting Period, and Reporting
Accounting Period will default to the current date, when the form is verified or processed.

6. In the **Vendor Information** group box, enter the vendor's Taxpayer Identification Number (TIN) and address code into the **Code** fields (if applicable).
7. Select the **Header Accounting Lines** tab.

*The **Header Accounting Lines** page will be displayed.*

*To add a new line, click the **Add** button.*

Notes

The screenshot shows a software interface for managing accounting lines. At the top, there is a toolbar with buttons for Verify, Save, Submit, Schedule, Refresh, Fund, Currency, and Add Sh. Below the toolbar, a navigation bar includes tabs for Header, Header Accounting Lines (which is selected), Approval Routing, Memos, and Summary. A sub-header below the tabs reads "Header Accounting Line". A horizontal toolbar below the sub-header contains buttons for Add, Copy, Copy Forward, Remove, Reset, Replace, and Display. The main area is a table with columns labeled Line Number, Amount, Transaction Type, Template, BBFY, EBFY, Fund, Reg, and O. The first row of the table has a checkbox in the Line Number column and a value of 1 in the Amount column.

8. In the **Line Amounts** group box, enter the dollar amount of the accounting line in the Amount field.
9. In the **Accounting Dimensions** group box, enter or search for the **Template** field.

Complete any other required accounting elements that were not populated by the accounting template.

10. In the **Agreement** group box, enter associated RWA or IBAA Agreement number (PBS only).
11. In the **Description** field enter any descriptive information up to 255 characters long in the **Description** text box. The **Extended Description** field can be used if more than 255 characters are needed up to 60,000 characters.

Note: Depending on the room left on the form, the extended description field may not print in its entirety.

Information entered in this field will copy forward to the Request.

12. Return to the **Header Accounting Lines** page by clicking the **Header Accounting Lines** link.

Additional accounting lines may be added by repeating Steps 7-11.

To delete an existing line, select the line and click the **Remove** button.

To change a line's information, select the line, click the **Header Accounting Lines** link and make the necessary updates.

To copy an existing line, select the line you wish to copy, click the **Copy** button and change the necessary information.

Notes

13. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and click the **Remove** button. (Refer to Section 2.3.3 for more information about the Summary tab.)

14. Click the **Verify** button.

If error messages are displayed, review the messages, and correct the form accordingly.

15. Click the **Submit** button.

The form becomes a document capable of affecting related plans within Pegasys.

5.2 What is a Purchase Request in Pegasys?

A purchase request records the intent to buy goods, services, or training. It is usually the first step in the purchasing cycle (unless a reservation has been created). While the request is not legally binding, it commits funds for a future purchase. Therefore, a request will reduce available funds for plans and obligation-based budgets.

In Pegasys, there are Purchase Request forms that fill the function of GSA Form 49. However, the type of request form used depends on whether the intended purchase uses itemized lines (to record commodity information) or header accounting lines (where commodity information is not available). For requests with header accounting lines, a **Purchase Request (PR)** form is used. For itemized requests (those containing quantity and unit price information), an **IQ** form can be used. A request may contain multiple lines of funding. Also, both **PR** and **IQ** documents will print as the GSA Form 49.

Requests can be referenced to existing reservations and may be connected to subsequent Orders, Receipts, Invoices, and Payments. Information relevant to the request can be imported into Pegasys and affixed to the request as an external attachment.

Once complete the request must be approved. All purchase requests require a Manager's approval, an Accounting Classification approval, and a Funds Authorization approval. (An approver may have the authority to apply one or more approval types.) To receive the necessary approvals, the request is routed, within Pegasys, to the appropriate approval levels. Follow the steps in **Section 10.1: Approvals** for detailed information on approving a form.

Please refer to the following for additional information related to completing a purchase request in Pegasys:

- **Section 3.4: Overview of Pegasys Purchasing Forms** for a complete discussion of Purchasing subsystem forms.
- **Appendix A: Field Descriptions** for screen prints and detailed field descriptions.
- **Appendix B: Form Mappings** for detailed information on transitioning GSA forms to their Pegasys counterparts.

Note: *A request is an optional step in the purchasing chain and the purchasing process can begin with an order.*

5.2.1 How Do I Complete a Purchase Request in Pegasys?

The following steps outline how to complete a Purchase Request form within Pegasys.

Notes

1. Select **Transactions—Purchasing—New—Request** from the Pegasys menu bar.

The **New Request** page will be displayed.

New Request

* Document Type:

Document Number Format:

Document Number Prefix:

* Document Number:

Security Org.:

Title:

Copy Document

None
 Copy From
 Copy Forward

[Go to top of page](#)

2. In the **Document Type** field, enter **PR – Purchase Request**.

*A unique document number will be generated in the **Document Number** field after clicking the **Generate** button.*

3. In the **Security Org.** field, enter the appropriate Security Organization.

*If left blank the Security Org will default to the user's default Security Org (please refer to **Section 3.5: Security Organizations**).*

Notes

4. Click the **Finish** button.

*The **Header** page of the Purchase Request form will be displayed.*

The screenshot shows a web-based application interface for a Purchase Request. At the top, there are buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Below these are several tabs: Header (which is selected), Office Addresses, Suggested Vendors, Header Accounting Lines, Itemized Lines, Approval Routing, Memos, and Summary. Under the Header tab, there are sub-tabs for Amendment History, Workflow Status, and Approval History. Below these tabs is a link to Expand All or Collapse All. The main content area is titled 'General' and contains the following fields:

- Document Type: PR Purchase Request
- Status: NEW
- Document Number: PRDMB1130
- Title: [empty field]
- * Authorized By: [empty field]
- Request Date: [empty field] Reset: [checkbox]
- Accounting Period: [empty field] Reporting Accounting Period: [empty field]
- Batch Number: [empty field]
- Document Classification: [empty field] Document Classification: [checkbox]
- Security Org: GSA
- Suppress Printing: [checkbox]

At the bottom left of the form area is a link to 'Return to Top'.

5. In the **Authorized By** field, enter the name of the person requesting the purchase of goods or services.

Request Date, Accounting Period, and Reporting

Accounting Period will default to the current date, when the form is verified or processed

6. In the **Vendor Information** group box, enter the vendor's Taxpayer Identification Number (TIN) and address code into the **Code** fields (if applicable).

A vendor is not required at the request phase. Therefore, these fields are optional. If several vendors can be considered for the procurement, proceed to Step 20

Suggested Vendors.

7. Use the **Contracts** group box, to specify the information from a contract or delivery order (if applicable).

*Blanket Purchase Agreement information can be entered on the purchase request along with the FSS schedule number in the **Blanket Agreement #** field. The appropriate procurement action type may also be selected. Information on the request can update a blanket purchase agreement by selecting the **Update Blanket Agreement** option.*

8. In the **Description** field enter descriptive information about the requested purchase. The **Extended Description** field can be used if more than 255 characters are needed up to 60,000 characters.

Note: Depending on the room left on the form, the extended description field may not print in its entirety.

Notes

9. Select the **Office Addresses** tab.
10. Select the appropriate **Office Type** and click the **Office Address** link to enter Requesting, Issuing, or COTR office (procurement office) address information.
11. Enter or search for an Address Code and click the **Get Address button**. Click the **Office Address** hyperlink to return to the main **Office Addresses** tab. Click the **Clear Address** button to clear address information.
12. Select the **Suggested Vendors** link.

The **Suggested Vendors** page will display.

*Add a new line by clicking the **Add** button.*

*Once a line has been created, the line may be modified by selecting the line on the **Suggested Vendors** page, clicking the **Suggested Vendors** link and making the appropriate changes.*

*A line can be copied by selecting the line, clicking the **Copy** button and making any appropriate changes.*

*A line may be deleted by selecting the line and clicking the **Remove** button.*

13. Select the **Header Accounting Lines** tab.

The **Header Accounting Lines** page will be displayed.

*Add a new line by clicking the **Add** button.*

*Once a line has been created, the line may be modified by selecting the line on the **Header Accounting Lines** page, clicking the **Header Accounting Line** link and making the appropriate changes.*

*A line can be copied by selecting the line, clicking the **Copy** button and making any appropriate changes.*

*A line may be deleted by selecting the line and clicking the **Remove** button.*

Notes

Header | Office Addresses | Suggested Vendors | **Header Accounting Lines** | Itemized Lines | Approval Routing | Memos | Summary

Header Accounting Line

Add | Copy | Copy Forward | Remove | Reset | Replace | Display | 10 | Items | View as CSV | Sort...

<input type="checkbox"/>	Line Number	Amount	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm Cd	Proj Cd	Sub Proj	Activity	SOC	Sub Obj	Bldg #
- NO ITEMS TO DISPLAY -																

14. In the **Period of Performance** group box, enter the **Start Date** and **End Date** (if applicable).
15. In the **Line Amounts** group box, enter the dollar amount for the accounting line in the **Requested** field.
16. In the **Accounting Dimensions** group box, enter or search for an accounting template for the accounting line in the **Template** field,

Complete any other required accounting elements that were not populated by the accounting template.

17. In the **Agreement** group box, use the **Agreement** field to enter a Work Authorization number or IBAA number (PBS only).
18. In the **Contract Line Info** group box, enter any info associated with an existing contract.

Specify the contract line item number or sub-contract line item number referenced by the request.

19. Use the **Description** field to enter descriptive information specific to this accounting line. If the description is more than 255 characters, the extended description field can be used.

Information entered in this field will print on the processed purchase request and also copy forward to the subsequent purchase order(s).

Note: Depending on the room left on the form, the extended description field may not print in its entirety.

20. Click the **Header Accounting Lines** link to return to the **Header Accounting Lines** page. Additional accounting lines may be added by repeating **Steps 13–19**.
21. Go to the **Approval Routing** tab. The **Approval Routing** page will display. Since the form's creator has not yet added approvers, none will be listed.
22. To add approvers one by one to the form, click the **Add User** button. The **User Search** page will be displayed.

Enter the **User ID** or **Name** of the form's approver in the

Notes

appropriate search fields, and click the **Search** button.

Highlight the **Principal ID** record for the approver of the form. Then click the **Select** button.

The selected user will be added to the approvers list on the **Approval Routing** tab.

23. To add to the form multiple approvers that are stored in a routing list, click the **Add Routing List** button. The **Routing List Search** page will display.

Enter the **Routing List Code** or **Routing List Name** in the appropriate search fields, and click the **Search** button.

Highlight the appropriate **Routing List** record and click the **Select** button.

The users saved in the routing list will be added to the approvers list on the **Approval Routing** tab.

24. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and click the **Remove** button. (Refer to Section 2.3.3 for more information about the **Summary** tab.)

25. Click the **Verify** button.

If error messages are displayed, review the messages, and correct the form accordingly.

26. Click the **Submit** button.

The form becomes a document capable of affecting related plans and budgets within Pegasys.

5.2.2 How Can I Complete a Request with Itemized Lines in Pegasys?

The following steps outline how to complete an Itemized Request.

Notes

1. Select **Transactions—Purchasing—New—Request** from the Pegasys menu bar.

Notes

The **New Request** page will be displayed.

New Request

* Document Type:

Document Number Format:

Document Number Prefix:

* Document Number:

Security Org:

Title:

Copy Document

None
 Copy From
 Copy Forward

[Go to top of page](#)

2. In the **Document Type** field, enter **IQ – Request**.

*A unique document number will be generated in the **Document Number** field after clicking the **Generate** button.*

3. In the **Security Org.** field, enter the appropriate Security Organization.

*If left blank the Security Org will default to the user's default Security Org (please refer to **Section 3.5: Security Organizations**).*

4. Click the **Finish** button.

*The **Header** page of the Itemized Request form will be displayed.*

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

Header Office Addresses Suggested Vendors Header Accounting Lines Itemized Lines Approval Routing Memos Summary

Amendment History Workflow Status Approval History

Expand All | Collapse All

General

Document Type:	IQ <input type="text"/> Itemized Request	Request Date:	<input type="text"/>	Reset:
Status:	NEW	Accounting Period:	<input type="text"/>	<input type="button" value=""/>
Document Number:	IQDMB1130	Reporting Accounting Period:	<input type="text"/>	<input type="button" value=""/>
Title:	<input type="text"/>			Batch Number: <input type="text"/>
* Authorized By:	<input type="text"/>			Document Classification: <input type="text"/> <input type="button" value=""/>
				Security Org: GSA
				Suppress Printing: <input type="checkbox"/>

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5. In the **Authorized By** field, enter the name of the person requesting the purchase of goods or services.

Notes**Request Date, Accounting Period, and Reporting**

Accounting Period will default to the current date, when the form is verified or processed.

6. In the **Vendor Information** group box, enter the vendor's Taxpayer Identification Number (TIN) and address code into the **Code** fields (if applicable).
7. Use the **Contracts** group box to specify the information from a contract or delivery order (if applicable).

*Blanket Purchase Agreement information can be entered on the purchase request along with the FSS schedule number in the **Blanket Agreement #** field. The appropriate procurement action type may also be selected. Information on the request can update a blanket purchase agreement by checking the **Update Blanket Agreement** checkbox.*

8. In the **Shipping Information** group box, record delivery information applicable to the entire itemized request.

*Shipping information can be entered on a line-by-line basis on the **Itemized Line** pages.*

9. Use the **Header/Footer** group box to add information to the header or footer on the form.

The screenshot shows a user interface for adding header and footer information. It consists of two vertically stacked text input fields. The top field is labeled "Header:" and the bottom field is labeled "Footer:". Both fields have a vertical scrollbar on their right side. A small blue link labeled "Return to Top" is located at the bottom left of the "Header:" field.

10. In the **Description** field enter descriptive information about the requested purchase. The **Extended Description** field can be used if more than 255 characters are needed up to 60,000 characters.

Note: Depending on the room left on the form, the extended description field may not print in its entirety.

11. Select the **Office Addresses** tab.

*The **Office Addresses** page will be displayed.*

Notes

[Header](#) [Office Addresses](#) [Suggested Vendors](#) [Header Accounting Lines](#) [Itemized Lines](#) [Approval Routing](#) [Memos](#) [Summary](#)

Office Address

Display Items [View as CSV](#) [Sgt...](#)

Office Type	Office	A
<input type="radio"/> COTR		
<input type="radio"/> Delivery		
<input type="radio"/> Issue		
<input type="radio"/> Request		
<input type="radio"/> Property		
<input type="radio"/> Invoice		

[Go to top of page](#)

12. Select the appropriate **Office Type** and click the **Office Address** link to enter the Requesting, Delivery, Issuing office (procurement office), Invoice To, Property, and COTR address information.

Enter or search for an address code and click the **Get Address** button. Click the **Clear Address** button to clear the address information.

13. Select the **Suggested Vendors** tab.

The **Suggested Vendors** page will display.

Add a new line by clicking the **Add** button.

Once a line has been created, the line may be modified by selecting the line on the **Suggested Vendors** page, clicking the **Suggested Vendors** link and making the appropriate changes.

A line can be copied by selecting the line, clicking the **Copy** button and making any appropriate changes.

A line may be deleted by selecting the line and clicking the **Remove** button.

14. Select the **Itemized Lines** tab.

The **Itemized Lines** page will be displayed.

[Verify](#) [Save](#) [Submit](#) [Schedule](#) [Refresh](#) [Fund Currency](#) [Add Shortcut](#) [Attachments](#) [Route](#)

[Header](#) [Office Addresses](#) [Suggested Vendors](#) [Header Accounting Lines](#) [Itemized Lines](#) [Approval Routing](#) [Memos](#) [Summary](#)

Itemized Line | Delivery Instances | Accounting Lines | QPB Instances

[Add](#) [Copy](#) [Copy Forward](#) [Remove](#) [Reset](#) [Replace](#) Display Items [View as CSV](#) [Sgt...](#)

<input type="checkbox"/>	Line Number	Quantity	Unit Price	Amount	Commodity Code	Commodity Name	Unit
- NO ITEMS TO DISPLAY -							

15. Add a new line by clicking the **Add** button.

Once a line has been created, the line may be modified by

Notes

*selecting the line on the **Itemized Lines** page, clicking the **Itemized Line** link and making the appropriate changes.*

*A line can be copied by selecting the line, clicking the **Copy** button and making any appropriate changes.*

*A line may be deleted by selecting the line and clicking the **Remove** button.*

16. In the **General** group box, enter the appropriate **Commodity Code**.

*The **Commodity Name** and **Unit** will default based on the **Commodity Code** entered.*

17. In the **Line Amounts** group box, enter the **Quantity** and **Unit Price**.
18. In the **Supplemental Info** group box, enter additional descriptive information about the line item.

Supplemental Info

Company:	<input type="text"/>
Drawing Number:	<input type="text"/>
Serial Number:	<input type="text"/>
Model Number:	<input type="text"/>
National Stock Number:	<input type="text"/>
Color:	<input type="text"/>
Size:	<input type="text"/>
Duration:	<input type="text"/>
<u>Manufacturer:</u>	<input type="text"/> 

[Return to Top](#)

*This information will not print on any form. If this information is needed on a printed form, enter the information in the **Description** field on the **Header** page.*

19. Use the **Pricing Options** group box to enter contract related line options, such as specifying the line as a base or option period line, a base or option quantity line, and the contract type for the line.

Notes

The screenshot shows a software interface with two main sections: 'Pricing Options' and 'Pricing Information'. Under 'Pricing Options', there is a field for 'Type of Contracts' with a dropdown arrow and a 'Variation Quantity' field containing '0.0000'. Under 'Pricing Information', there is a dropdown menu labeled 'IDC Type'.

20. Click the **Deliveries Instances** tab. The Delivery Instances page will display.
21. Click the **Add** button.

*The **Delivery Instance** page will display.*

Enter the appropriate information on this page.

22. Click the **Intermediate Deliveries** tab. Clicking the **Add** button will allow users to enter a Delivery name and number. To copy or remove an **Intermediate Delivery** select the **Intermediate Delivery** link, select a **Delivery Name**, and click the **Remove** or **Copy** button as appropriate.
23. Click the **Itemized Line** link to return to the **Itemized Lines** page. Click the appropriate line and click to the **Itemized Line** link to access the appropriate line.
24. Use the **Contract Line** fields if the request is to be associated with an existing contract.

Specify the contract line item number or sub-contract line item number referenced by the request.

25. In the **Description** field enter a detailed line item description up to 255 characters long. The **Extended Description** field can be used if more than 255 characters are needed up to 60,000 characters.

Note: Depending on the room left on the form, the extended description field may not print in its entirety.

26. Click the **Accounting Lines** tab to add funding information for the itemized line.

To create a new Accounting Line, click the **Add** button.

*The **Accounting Line** page will be displayed.*

Notes

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

General

Line Number:

Transaction Type:

Related Cost Type:

[Return to Top](#)

Line Amounts

Total Amount:

[Return to Top](#)

The Transaction Type will default when the itemized purchase request form is Verified or Processed.

27. In the **Line Amount** group box, enter the dollar amount of the accounting line in the **Total Amount** field.

The line amount is the total dollar amount that will be charged to this accounting strip. For each itemized line, the sum of the line amounts on the associated accounting lines must equal the itemized line amount.

28. In the **Accounting Dimensions** group box, enter or search for an accounting template for the accounting line in the **Template** field

Complete any other required accounting elements that were not populated by the accounting template.

29. In the **Agreement** field enter a Work Authorization number or IBAA number (PBS only).
30. In the **Description** field enter descriptive information specific to this accounting line. If the description is more than 255 characters, the extended description field can be used.
31. To return to the Accounting Lines tab, click the **Accounting Lines** link.

*The accounting line will be displayed in the table on the **Accounting Lines** page.*

*To delete an existing line, select the line by highlighting its tab and click the **Remove** button.*

To change a line's information, select the line, click the Accounting Line link and make the necessary updates.

To copy an existing line, select the line you wish to copy,

Notes

- click the **Copy** button and change the necessary information.*
- 32. Additional accounting lines may be added by repeating **Steps 26–31**.
 - 33. Click the **Itemized lines** tab to view the summary lines.

One line summary represents one itemized line

An itemized line can be associated with multiple lines of funding.

If the itemized line total amount and the accounting line total amount are different, you will receive an error message when verifying or processing the request.

*Additional line items may be added by clicking the add button and repeating **Steps 15–33**.*

- 34. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

To add a new line, click the **Add** button and follow the instructions above on how to enter an itemized line. To delete a line, select the line and click the **Remove** button. (Refer to Section 2.3.3 for more information about the Summary tab.)

- 35. Go to the **Approval Routing** tab. The **Approval Routing** page will display. Since the form's creator has not yet added approvers, none will be listed.
- 36. To add approvers one by one to the form, click the **Add User** button. The **User Search** page will be displayed.

Enter the **User ID** or **Name** of the form's approver in the appropriate search fields, and click the **Search** button.

Highlight the **Principal ID** record for the approver of the form. Then click the **Select** button.

The selected user will be added to the approvers list on the **Approval Routing** tab.

- 37. To add to the form multiple approvers that are stored in a routing list, click the **Add Routing List** button. The **Routing List Search** page will display.

Enter the **Routing List Code** or **Routing List Name** in the appropriate search fields, and click the **Search** button.

Highlight the appropriate **Routing List** record and click the

Notes

Select button.

The users saved in the routing list will be added to the approvers list on the **Approval Routing** tab.

38. Click the **Verify** button.

If error messages are displayed, review the messages, and correct the form accordingly.

39. Click the **Submit** button.

The form becomes a document capable of affecting related plans and budgets within Pegasys.

5.3 What Are Training Requests in Pegasys?

The **Training Request (TR)** form is used to commit funds for employee training. It is typically the first step in the training purchasing cycle (unless a reservation has been created) and can be used to facilitate the Standard and Prepaid Training purchasing model. (The **TR** creates a GSA Form 3076.) Because a request is a commitment of funds, it will reduce available funds for plans and obligation-based budgets.

The training request form looks and functions just like other Pegasys request forms. The **TR** has a **Header** page and **Header Accounting Lines** page, and a **Summary** page. Because the training request is recording the intent to purchase employee training, it also has a **Course Information** page. In addition to the required funding information, this page enables employee and training course information to be captured.

Training requests can contain multiple lines of funding, can be referenced to existing reservations and may be connected to future orders, receipts, invoices, and payments. Information relevant to the training request can be imported into Pegasys and affixed to the request as an external attachment (please refer to **Section 2.4: External Applications**).

Once complete the training request must be approved. Training requests require four approvals: a Manager's approval, an Accounting Classification approval, a Funds Authorization approval, and the approval of a Training Coordinator. To receive the necessary approvals, the request is routed, within Pegasys, to the appropriate approval levels. Follow the steps in **Section 10.1: Approvals** for detailed information on approving a form.

Please refer to the following for additional information related to completing a Training request in Pegasys:

- **Section 3.4: Overview of Pegasys Purchasing Forms** for a complete discussion of Purchasing subsystem forms/
- **Appendix A: Field Descriptions** for screen prints and accompanying field descriptions.
- **Appendix B: Form Mappings** for detailed information on converting a 3076 to a training request form.

5.3.1 How Do I Complete a Training Request in Pegasys?

The following steps outline how to complete a **Training Request** in Pegasys.

Notes

1. Select **Transactions—Purchasing—New—Training Request** from the Pegasys menu bar.

*The **New Training Request** page will be displayed.*

[Go to top of page](#)

2. In the Document Type field, enter TR – Training Request.

*A unique document number will be generated in the Document Number field after clicking the **Generate** button.*

3. In the **Security Org.** field, enter the appropriate Security Organization.

*If left blank the Security Org will default to the user's default Security Org (please refer to **Section 3.5: Security Organizations**).*

4. Click the **Finish** button.

*The **Header** page of the Training Request form will be displayed.*

Notes

[Verify](#) [Save](#) [Submit](#) [Schedule](#) [Refresh](#) [Fund Currency](#) [Add Shortcut](#) [Attachments](#) [Route](#)

[Header](#) [Office Addresses](#) [Suggested Vendors](#) [Employees](#) [Accounting Lines](#) [Approval Routing](#) [Memos](#) [Summary](#) [Course Information](#)

[Amendment History](#) [Workflow Status](#) [Approval History](#)

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

[Return to Top](#)

<input type="checkbox"/> General	
Document Type:	TR Training Request
Status:	NEW
Document Number:	TRDMB1130
Title:	
* Authorized By:	
Request Date:	
Accounting Period:	
Reporting Accounting Period:	
Batch Number:	
Document Classification:	
Security Org:	GSA
Suppress Printing:	<input type="checkbox"/>

5. In the **Authorized By** field, enter the name of the person requesting the purchase of goods or services.

Request Date, Accounting Period, and Reporting

Accounting Period will default to current, when the form is verified or processed.

6. In the **Vendor Information** group box, enter the vendor's Taxpayer Identification Number (TIN) and address code into the **Code** fields (if applicable).
7. In the **Contract** group box specify the information from a contract or delivery order (if applicable).

[Contracts](#)

Contracts Number:	<input type="text"/>	View Contract / Blanket Agreement
Blanket Agreement Number:	<input type="text"/>	
Delivery Order Number:	<input type="text"/>	
Schedule Number:	<input type="text"/>	
Start Date:	<input type="text"/>	
End Date:	<input type="text"/>	
Procurement Plan Number:	<input type="text"/>	
Type of Action:	<input type="text"/>	
Priority:	<input type="text"/>	
Priority Rating:	<input type="text"/>	
Update Blanket Agreement:	<input type="checkbox"/>	

[Return to Top](#)

Blanket purchase agreement information can be entered on the request, along with an FSS schedule number (in the **Blanket Agreement #** field). The appropriate procurement action type may also be selected on the request. The information on the request can update a blanket purchase agreement by checking the **Update Blanket Agreement** checkbox.

8. In the **Description** group box enter descriptive information about the requested purchase. If the description is more than 255 characters, the extended description field can be used.

Notes

The screenshot shows a form with two text input fields. The first field is labeled 'Description:' and the second is labeled 'Extended Description:'. Both fields have scroll bars on the right side. Below the fields is a link 'Return to Top'.

- Select the **Office Addresses** tab.

*The **Office Addresses** page will be displayed.*

The screenshot shows a page header with buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Below the header is a navigation bar with tabs: Header, **Office Addresses**, Suggested Vendors, Employees, Accounting Lines, Approval Routing, Memos, Summary, and Course Information. The 'Office Addresses' tab is highlighted. At the bottom of the page are buttons for Display (with a dropdown menu), Items, View as CSV, and Sort... .

- Select the appropriate **Office Type** to enter the Requesting, Issuing, and COTR (procurement office) address information.

Enter or search for an Address code and click the **Get Address** button. Click the **Clear Address** button to clear the address information.

- Select the **Suggested Vendors** tab.

The **Suggested Vendors** page will display.

*Add a new line by clicking the **Add** button.*

*Once a line has been created, the line may be modified by selecting the line on the **Suggested Vendors** page, clicking the **Suggested Vendors** link and making the appropriate changes.*

*A line can be copied by selecting the line, clicking the **Copy** button and making any appropriate changes.*

*A line may be deleted by selecting the line and clicking the **Remove** button.*

- Click the **Employees** link to enter the names of employees who will attend the training class.

Notes

The **Employee Selection** page will be displayed.

Use the **Add** button to add employee information.

After clicking the **Add** button enter the appropriate information in the **Search criteria** group box, Click **Search** and select the appropriate employee from the generated list.

13. Select an employee from the **Employees** search page and click the **Select** button to move that individual to the **Employees** list.
14. Select the **Accounting Lines** tab.

The **Accounting Lines** page will be displayed.

To add a new line, click the **Add** button. The **Accounting Line** page will display.

15. In the **Period of Performance** group box, enter the **Start Date** and **End Date** (if applicable).
16. In the **Line Amounts** group box, enter the dollar amount for the accounting line in the **Requested** field
17. In the **Accounting Dimensions** group box, enter or search for a **Template** for the accounting line.

Complete any other required accounting elements that were not populated by the accounting template.

18. In the **Agreement** field enter referenced RWA or IBAA Agreement information (PBS only).
19. Use the **Contract Line Info** group box if the request is to be associated with an existing contract.

Specify the contract line item number or sub-contract line item number referenced by the request.

Notes

20. In the **Description** field enter descriptive information specific to this accounting line. If the description is more than 255 characters, the extended description field can be used.
21. Click the **Accounting Lines** link to return to the **Accounting Lines** page.

*Additional accounting lines may be added by repeating **Steps 14–20**.*

*To delete an existing line, select the line and click the **Remove** button.*

*To change a line's information, select the line, click the **Accounting Line** link and make the necessary updates.*

*To copy an existing line, select the line you wish to copy, click the **Copy** button and change the necessary information.*

22. Go to the **Approval Routing** tab. The **Approval Routing** page will display. Since the form's creator has not yet added approvers, none will be listed.

To add approvers one by one to the form, click the **Add User** button. The **User Search** page will be displayed.

Enter the **User ID** or **Name** of the form's approver in the appropriate search fields, and click the **Search** button.

Highlight the **Principal ID** record for the approver of the form. Then click the **Select** button.

The selected user will be added to the approvers list on the **Approval Routing** tab.

To add to the form multiple approvers that are stored in a routing list, click the **Add Routing List** button. The **Routing List Search** page will display.

Enter the **Routing List Code** or **Routing List Name** in the appropriate search fields, and click the **Search** button.

Highlight the appropriate **Routing List** record and click the **Select** button.

The users saved in the routing list will be added to the approvers list on the **Approval Routing** tab.

Notes

23. Select the **Course Information** tab.

The **Course Information** page will be displayed.

24. In the **General** group box, enter or search for the **Course** and **Title**
 25. Enter the **Program Office** and **Class Sequence**
 26. In the **Course Dates** group box, enter or click on the link to choose a **Start Date, End Date, and Drop Date** (if one exists.)
 27. In the **Course Hours** group box, enter the number of both **During Duty** and **Non-Duty** course hours.

*The **Total** field is system maintained and represents the total of duty and non-duty hours entered by the user.*

28. In the **Training Address** group box, enter the training address or click the **Address Same As Vendor** checkbox.
 29. In the Objectives and Benefits group box, enter a description for the **Objective and Benefits**.
 30. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

To add a new line, click the **Add** button and follow the instructions above on how to enter an accounting line. To delete a line, select the line and click the **Remove** button. (Refer to Section 2.3.3 for more information about the **Summary** tab.)

31. Click the **Verify** button.

If error messages are displayed, review the messages, and

Notes

correct the form accordingly.

32. Click the **Submit** button.

The form becomes a document capable of affecting related plans and budgets within Pegasys.

6 Orders

This chapter describes Pegasys Purchasing orders and provides step-by step instructions on how to generate purchase orders in Pegasys. Once a request for goods, services, or training has been processed, creating an order is the next step in the purchasing chain. Orders are created and placed when a decision has been made to purchase a specific item, for a specific price, from a specific vendor. The order creates an obligation within Pegasys that records the accounting and budgetary impact of the order. Once an order has been placed and goods have been received, or services rendered, GSA has a legal obligation to pay the vendor.

The ordering phase begins when the Contract Specialist or Contracting Officer creates a **Purchase Order** (FP, TP, GP, PP, XP, NP, OP*, ZP, PJ, 1B, 2B, BW, CF, CL, HB, NR, PN, PS, CO, RO, EO, CT 2I, PJ, PP, ZP, FW, GW, EO, FC, FO, FX, FZ, GO, GZ, NO, NR, NT, OZ, PO, PZ, QO, QP, QX, QZ, TP, TZ, XO, and XZ) with **Header Accounting Lines** or **Itemized Lines** in Pegasys. A **Purchase Order** with header accounting lines is selected when the order does not contain commodity line items (*i.e.*, goods or services that do not have unit price and quantity information associated with them). A **Purchase Order** with itemized lines is selected when the order includes one or more commodity line items. An order may contain multiple lines of funding, regardless of whether it uses header accounting lines or itemized lines.

Orders may be associated with previously entered requests, and are connected to receipts, invoices, and payments, that reference the orders.

Because a purchase request is an optional step in the purchasing chain, the purchasing process can begin with the creation of an order. However, if a request has been recorded in Pegasys, GSA must reference the request by using the copy forward function when creating the order. Copying the information forward from the request to the order eliminates redundant data entry. If multiple requests are to be referenced on a single order, the additional purchase requests will be identified in the manual reference group box on the accounting lines page.

Oral procurements, sometimes referred to as certified invoices, must also be captured in Pegasys to record the obligation. Oral procurements can be recorded by generating a purchase order, an Inter-agency order (government agencies external to GSA) and an Intra-agency order (services internal to GSA), or certified invoice (a Pegasys Direct Pay). Inter-agency purchase orders default to GSA Form 3669. Intra-agency purchase orders default to GSA Form 2957 (RWA).

Authorized Buyer or Contracting Officer's approval is required for all orders. An Authorized Buyer's approval is required on orders equal to or less than \$3000 and a Contracting Officer's approval is required on orders greater than \$3000. To receive the necessary approvals, the order must be routed within Pegasys to the appropriate approvers. Follow the steps in **Section 10.1: Approvals** for detailed information on approving a form within Pegasys.

Once approved, the order is processed (typically the approver processes the order) to obligate the funds within Pegasys. A GSA Form 300 is then printed and sent to the vendor.

In Pegasys, a training order records the decision to purchase employee training and the creation of the training order obligates funds for that purpose. The purchase of employee

training follows either the standard or pre-paid Training Purchasing models outlined in **Chapter 3: Pegasys Purchasing Overview**. As with other GSA procurements, purchases for employee training can begin at the request phase with the creation of a training request. However, because the training request is an optional step in either purchasing model, the training purchasing chain can begin with a training order. If a training request has been recorded in Pegasys, GSA must reference the request by using the copy forward function when creating the training order. Oral procurements for training will also be recorded in Pegasys using the training order form. Completed training orders must receive four approvals: Manager, Accounting Classification, Funds Authorization, and Training Coordinator. An approver may have the authority to apply one or more approval types. Follow the steps in **Section 10.1: Approvals** for detailed information on approving a form within Pegasys. Once approved, the training order is processed to obligate the funds.

Please refer to the following for additional information related to completing a Purchase Order in Pegasys:

- **Section 3.4: Overview of Pegasys Purchasing Forms** for a complete discussion of Purchasing subsystem forms.
- **Appendix A: Field Descriptions** for screen prints and detailed field descriptions.
- **Appendix B Form Mappings** for detailed information on transitioning GSA forms to their Pegasys counterparts.

6.1 How Do I Create a Purchase Order (GSA Form 300) or Record an Oral Procurement in Pegasys?

Notes

1. Select **Transactions—Purchasing—New—Order** from the Pegasys menu bar.

The New Order page will be displayed.

Notes

The screenshot shows a web-based application interface for creating a new purchase order. At the top left is a button labeled "New Order". Below it are several input fields and buttons:

- Document Type:** A dropdown menu with a yellow border and a small edit icon.
- Document Number Format:** A dropdown menu with a blue border and a small edit icon.
- Document Number Prefix:** An input field.
- Document Number:** An input field with a red asterisk indicating it is required. To its right is a "Generate" button.
- Security Org:** An input field with a blue border and a small edit icon.
- Title:** An input field.
- Copy Document:** A section containing three radio button options: "None" (selected), "Copy From", and "Copy Forward".

[Go to top of page](#)

2. Enter the appropriate **Purchase Order** in the **Document Type** box. The following are the available purchase order document types: FP, TP, GP, PP, XP, NP, OP, ZP, PJ, 1B, 2B, BW, CF, CL, HB, NR, PN, PS, CO, RO, EO, CT 2I, PJ, PP, ZP, FW, GW, EO, FC, FO, FX, FZ, GO, GZ, NO, NR, NT, OZ, PO, PZ, QO, QP, QX, QZ, TP, TZ, XO, and XZ.

*Please refer to **Section 3.1.1: Purchasing Document Types and Transaction Types** that outlines which document types are to be used by which service within GSA, or **Appendix D: Document Types** for a complete listing of document types and guidance on how to select the appropriate one.*

3. A unique document number will be generated in the **Document Number** field when you click on the **Generate** button.
4. Enter the appropriate **Security Org**.

*If left blank the Security Org will default to the user's default Security Org (please refer to **Section 3.5: Security Organizations**).*

5. Click the **Finish** button.

The **Header** page of the Purchase Order form will be displayed.

Notes

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

Header Fixed Assets Office Addresses Header Accounting Lines Itemized Lines Approval Routing Memos Summary

Amendment History Workflow Status Approval History

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

General

Document Type:	XP Client Purchase Order	Order Date:	<input type="text"/>
Status:	NEW	Accounting Period:	<input type="text"/>
Document Number:	XPDMB1130	Reporting Accounting Period:	<input type="text"/>
Title:	<input type="text"/>	Document Classification:	<input type="text"/> 4
Ordered By:	<input type="text"/>	Security Org:	GSA <input type="text"/>
Agency DUNS Number:	<input type="text"/>	Suppress Printing:	<input type="checkbox"/>
Agency DUNS+4:	<input type="text"/>	Fast Pay:	<input type="checkbox"/>
		Invoice Required:	<input type="checkbox"/>
		Receipt Required:	<input type="checkbox"/>

[Return to Top](#)

- In the General group box, complete the Ordered By field.

The Order Date, Accounting Period, and Reporting

Accounting Period will default to the current date when the form is verified or processed.

Leave the **Document Classification** field blank.

- In the **Vendor Information** group box, enter the **Vendor Code** and **Vendor Address Code**. The vendor name will be inferred from the vendor code that is entered.
- Enter the appropriate vendor address code in the **Remit To Address** field.

Note: The **Remit To Address** field is required to ensure vendor payment.

- Enter a customer account number, if one exists with the vendor, in the **Customer Account** field.
- Click the **Default** button or enter the vendor code, vendor address code, and vendor name for the **Designated Agent**, if applicable.

A designated agent code is used when contracts and/or delivery orders are assigned to a different vendor from the original vendor. This information will automatically default when the associated contract number or delivery order is entered.

The Notice of Assignment must be on file in Finance before payment will be released.

- If referencing a contract, delivery order, or Blanket Purchase Agreement, specify the information on the order using the **Contracts** group box fields.

Notes

Additional contractual and procurement information such as Contract Specialist, priority, priority rating, date signed, expiration date, order type, and type of action can also be entered.

12. In the **Discount Terms** group box, enter payment and inspection terms about the order.
13. In the **Description** field enter descriptive information about the order, if necessary. If the description is greater than 255 characters, the **Extended Description** field is available up to 60,000 characters.

*Information entered in the **Description** box on the **Header** page will not print on GSA Form 300.*

14. Select the **Office Addresses** tab. Select appropriate Office Type and click the Office Address link to enter the Administered By (**Admin**), Delivery (**Delivery**), Issuing office (**Issue**) (procurement office), Delivery Mail Invoice To (**Invoice**), and Ordering address (**Order**), information to the order. A COTR address may also be added, if applicable.

Enter or search for an Address Code and click the **Get Address** button.

Note:

*Required Addresses on the Purchase Order are: **Delivery**, **Invoice**, and **Order**.*

15. Select the **Header Accounting Lines** tab.

The **Header Accounting Lines** page will display.

16. Click the **Add** button.

Note: The **Line Number** and **Transaction Type** fields will default when the Order is verified or processed.

The screenshot shows the 'Header Accounting Lines' tab selected in a navigation bar. Below it is a toolbar with buttons for Add, Copy, Copy Forward, Remove, Reset, Replace, Display (set to 10 items), View as CSV, and Sort... The main area displays a table header row with columns: Line Number, Amount, Transaction Type, Template, BBFY, EBFY, Fund, Reg, Org Cd, Sub Org, B/A Cd, Proj Cd, Sub Proj, Function, C/E Obj, Sub Bldg #, Sys #, and V. There is also a checkbox column at the beginning of the table.

Notes

17. If you are ordering services enter the **Period of Performance** start and end dates.
18. Use the **Related Cost Type** field to identify costs that are not related to the actual cost of the item, but related to the acquisition of the item (i.e. Transportation/Shipping, Handling/Storage, and Inspection Costs).
19. In the **Line Amounts** group box, enter an amount for the **Ordered** amount.
20. In the Dimensions group box, enter or search for a **Template** for the accounting line. Click the **Default** button to populate the remaining accounting dimension fields.

*To search for an accounting template, click the **Template** hyperlink. In the Search – Template page, enter the appropriate search criteria and click the **Search** button. Select an accounting template.*

Complete any other required accounting elements that were not populated by the accounting template.

21. Use the **Agreement** group box fields to enter a referenced RWA or IBAA number, if applicable. (PBS only)

Note: Enter the agreement number without the alpha character in the first field and enter a “1” in the second field.

22. In the **Contracts Line** group box fields enter Contract Line information, if applicable.

Specify the contract line item number or sub-contract line item number applicable to the request.

23. In the **Description** field enter descriptive information about this line, if necessary. If the description is greater than 255 characters, the **Extended Description** field is available up to 60,000 characters.

Information entered here will print on the GSA Form 300.

Note: Depending on the room left on the form, the extended description field may not print in its entirety.

24. Additional accounting lines may be added by repeating Steps 16-23.

To delete an existing line, select the line and click the **Remove** button.

To change a line's information, select the line and make the necessary updates.

Notes

To copy an existing line, select the line you wish to copy, click the **Copy** button and change the necessary information.

Click the **Copy Forward** button to add a new Header Accounting Line(s) copying forward from a Purchase Request. The Copy Forward New Line Document Selection window will open. Enter in criteria to search for a Purchase Request, select a document, and click the **Finish** button.

25. Click the **Tax Lines tab**, and click the **Add** button to add tax information for the line. Select the line that was added and click the Tax Line hyperlink.
26. Go to the **Approval Routing** tab. The **Approval Routing** page will display. Since the form's creator has not yet added approvers, none will be listed.
27. To add approvers one by one to the form, click the **Add User** button. The **User Search** page will be displayed.

Enter the **User ID** or **Name** of the form's approver in the appropriate search fields, and click the **Search** button.

Highlight the **Principal ID** record for the approver of the form. Then click the **Select** button.

The selected user will be added to the approvers list on the **Approval Routing** tab.

28. To add to the form multiple approvers that are stored in a routing list, click the **Add Routing List** button. The **Routing List Search** page will display.

Enter the **Routing List Code** or **Routing List Name** in the appropriate search fields, and click the **Search** button.

Highlight the appropriate **Routing List** record and click the **Select** button.

The users saved in the routing list will be added to the approvers list on the **Approval Routing** tab.

29. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To remove a line or multiple lines, select the line (s) and click the **Delete** button. (Refer to Section 2.3.3 for more information about the Summary tab.)

Notes

30. Click the **Verify** button and correct any errors.
31. Click the **Submit** button.

6.2 How Do I Create a Purchase Order by Copying Forward a Purchase Request in Pegasys?

Notes

1. Select **Transactions—Purchasing—New—Order** from the Pegasys menu bar.

The New Order page will be displayed.

2. Enter the appropriate **Purchase Order** in the **Document Type** box. The following are the available purchase order document types: **CF, CY, FP, TP, GP, PP, XP, NP, NX, NW, and OP**.

*Please refer to **Section 3.1.1: Purchasing Document Types and Transaction Types** that outlines which document types are to be used by which service within GSA, or **Appendix D: Document Types** for a complete listing of document types and guidance on how to select the appropriate one.*

3. A unique document number will be automatically generated in the **Document Number** field when you click on the **Generate** button.
4. Enter the appropriate **Security Org**.

Notes

If left blank the **Security Org** will default to the user's default Security Org (please refer to **Section 3.5: Security Organizations**).

5. Select the **Copy Forward** radio button.
6. Click the **Next** Button.
7. In the **Document Number** field, type the **PR** number to be copied forward.

*If document number is unknown, please refer to **Section 4.1.2: How to Search for a Document (Review Status)**.*

8. Click the **Search** button.

Select the appropriate document from the generated list.

Click the **Finish** button.

The **Header** page of the Purchase Order form will be displayed.

Because the purchase order information was copied forward from a purchase request, information such as the Vendor may already exist on the **Header** page.

The screenshot shows the 'Header' tab selected in a purchase order application. At the top, there are several buttons: Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Below these are tabs for Header, Fixed Assets, Office Addresses, Header Accounting Lines, Itemized Lines, Approval Routing, Memos, and Summary. Underneath are tabs for Amendment History, Workflow Status, and Approval History. A 'General' group box is expanded, containing fields for Document Type (XP Client Purchase Order), Order Date, Status (NEW), Accounting Period, Document Number (XPDMB1130), Reporting Accounting Period, Title, Document Classification, Ordered By, Security Org (GSA), Agency DUNS Number, Suppress Printing, Agency DUNS+4, Fast Pay, Invoice Required, and Receipt Required. At the bottom of the form is a 'Return to Top' link.

9. In the **General** group box, complete the **Ordered By** field.

The name of the requester will copy forward to populate this field.

The Order Date, Accounting Period, and Reporting Accounting Period will default to the current date when the form is verified or processed.

Notes

10. If the Vendor information has not been copied forward from the purchase request, enter the **Vendor Code** and **Vendor Address Code**. The vendor name will be inferred from the vendor code that is entered.

*Click the Code link to Search (or use Favorites if established) for the **Vendor Code** and **Vendor Address Code** fields.*

11. Enter the appropriate vendor address code in the **Remit To Address** field.

Note: *The Remit To Address is required to ensure vendor payment.*

12. Enter a customer account number, if one exists with the vendor, in the **Customer Account** field.
13. Click the Default button or enter the vendor code, vendor address code, and vendor name for the **Designated Agent**, if applicable.

A designated agent code is used when contracts and/or delivery orders are assigned to a different vendor from the original vendor. This information will automatically default when the associated contract number or delivery order is entered.

The Notice of Assignment must be on file in Finance before payment will be released.

14. If referencing a contract, delivery order, or Blanket Purchase Agreement, specify the information on the order in the **Contracts** group box.
15. In the **Discount Terms** group box enter payment and inspection terms about the order, if appropriate.
16. Select the **Office Addresses** tab. Select the appropriate **Office Type** to enter the Administered By, Mail Invoice To, Delivery and Ordering address information. Enter Issuing Office (procurement office) address if it was not copied forward from the purchase request.

Enter or search for the **Address Code** and click the **Get Address** button. Click the **Clear Address** button to clear the address information.

Note:

*Required Addresses on the Purchase Order are: **Delivery**, **Invoice**, and **Order**.*

Notes

Header Fixed Assets Office Addresses Header Accounting Lines Itemized Lines Approval Routing Memos Summary

Office Address

Display 10 Items View as CSV Srt...

Office Type	Office
Admin	
COTR	
Delivery	
Issue	
Invoice	
Order	
Property	

[Go to top of page](#)

17. Select the **Header Accounting Lines** tab.

The **Header Accounting Lines** page information will be copied forward from the purchase request.

Specific line information will be displayed under the numbered minor tabs along the side of the **Accounting Lines** page.

*A line can be copied forward from a document by clicking the **Copy Forward** button to add a new Header Accounting Line(s). The Copy Forward New Line Document Selection window will open. Enter in criteria to search for a document, select a document, and click the **Finish** button.*

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

Header Fixed Assets Office Addresses Header Accounting Lines Itemized Lines Approval Routing Memos Summary

Header Accounting Line | Tax Lines

Add Copy Copy Forward Remove Reset Replace Display 10 Items View as CSV Srt...

Line Number	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	B/A Proj	Sub Proj	Function	C/E Sub Obj	Bldg #	Sys T #
-------------	--------	------------------	----------	------	------	------	-----	--------	---------	----------	----------	----------	-------------	--------	---------

Select the appropriate **Header Accounting Line** and click on the **Header Accounting Line** link. The **Header Accounting Line** page will display.

18. If applicable, enter the **Period of Performance** start and end dates.
19. If the information did not copy forward from the purchase request, use the **Agreement** group box to enter a referenced RWA or IBAA number, if applicable. (PBS only)

Notes

Note: Enter the agreement number without the alpha character in the first field and enter a “1” in the second field.

20. If the information did not copy forward from the purchase request, use the **Contracts Line** group box to enter Contract Line information, if applicable.

Specify the contract line item number or sub-contract line item number applicable to the request.

21. In the **Description** field enter descriptive information about this line, if necessary. If the description is greater than 255 characters, the **Extended Description** field is available up to 60,000 characters.

Information entered here will print on the GSA Form 300.

Note: Depending on the room left on the form, the extended description field may not print in its entirety.

22. Click the **Tax Lines tab**, and click the **Add** button to add tax information for the line. Select the line that was added and click the Tax Line hyperlink.
23. Go to the **Approval Routing** tab. The **Approval Routing** page will display. Since the form's creator has not yet added approvers, none will be listed.
24. To add approvers one by one to the form, click the **Add User** button. The **User Search** page will be displayed.

Enter the **User ID** or **Name** of the form's approver in the appropriate search fields, and click the **Search** button.

Highlight the **Principal ID** record for the approver of the form. Then click the **Select** button.

The selected user will be added to the approvers list on the **Approval Routing** tab.

25. To add to the form multiple approvers that are stored in a routing list, click the **Add Routing List** button. The **Routing List Search** page will display.

Enter the **Routing List Code** or **Routing List Name** in the appropriate search fields, and click the **Search** button.

Highlight the appropriate **Routing List** record and click the **Select** button.

The users saved in the routing list will be added to the approvers list on the **Approval Routing** tab.

Notes

26. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To remove a line or multiple lines, select the line (s) and click the **Delete** button. (Refer to Section 2.3.3 for more information about the Summary tab.)

27. Click the **Verify** button.

Any errors will be displayed. Review the error message and correct the form. Users will receive an error message indicating that the form must be approved.

28. Click the **Submit** button.

6.3 How Can I Create Multiple Purchase Orders by Copying Forward From a Single Purchase Request in Pegasys?

Notes

- 1 Select **Transactions—Purchasing—New—Order** from the Pegasys menu bar.

The New Order page will be displayed.

- 2 Select the appropriate **Purchase Order** from the **Doc Type** drop-down list box. The following are the available purchase order document types: **CF, CY, FP, TP, GP, PP, XP, NP,**

Notes

NX, and **OP**.

*Please refer to **Section 3.1.1: Purchasing Document Types and Transaction Types** that outlines which document types are to be used by which service within GSA, or **Appendix D: Document Types** for complete listing of document types and guidance on how to select the appropriate one.*

- 3 A unique document number will be generated in the **Document Number** field after clicking the **Generate** button.
- 4 Enter the appropriate **Security Org**.

*If left blank the Security Org will default to the user's default Security Org (please refer to **Section 3.5: Security Organizations**).*

- 5 Select the **Copy Forward** radio button.
- 6 In the **Document Type** field, enter **PR**.
- 7 In the **Document Number** field, type the **PR** number to copy forward.
- 8 Click the **Search** button.

Select the appropriate document from the generated list.

Click the **Finish** button.

The **Header** page of the Purchase Order form will be displayed.

Because the purchase order was copied forward from a purchase request, Vendor information may already exist on the **Header** page.

Notes

The screenshot shows a software interface for creating a purchase order. At the top, there are buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Below these are tabs for Header, Fixed Assets, Office Addresses, Header Accounting Lines, Itemized Lines, Approval Routing, Memos, and Summary. Under the Header tab, there are links for Amendment History, Workflow Status, and Approval History, along with buttons for Expand All and Collapse All.

General

Document Type:	XP	Client Purchase Order	Order Date:	<input type="text"/>
Status:	NEW		Accounting Period:	<input type="text"/>
Document Number:	XPDMB1130		Reporting Accounting Period:	<input type="text"/>
Title:			Document Classification:	<input type="text"/> 4
Ordered By:			Security Org:	GSA
Agency DUNS Number:	<input type="text"/>		Suppress Printing:	<input type="checkbox"/>
Agency DUNS+4:	<input type="text"/>		Fast Pay:	<input type="checkbox"/>
			Invoice Required:	<input type="checkbox"/>
			Receipt Required:	<input type="checkbox"/>

[Return to Top](#)

- § In the **General** group box, enter the **Ordered By** field.

The name of the requester will copy forward to populate this field.

The Order Date, Accounting Period, and Reporting

Accounting Period will default to the current date when the form is verified or processed.

- 1 If the Vendor information has not been copied forward from the purchase request, enter the **Vendor Code** and **Vendor Address Code** in the **Vendor Information** group box. The vendor name will be inferred from the vendor code.
- 1 Enter a customer account number, if one exists with the vendor, in the **Customer Account** field.

Enter the appropriate vendor address code in the **Remit To Address** field.

Note: The **Remit To Address** is required to ensure vendor payment.

- 1 Click the **Default** button or enter the vendor code, vendor address code, and vendor name for the **Designated Agent**, if applicable.

A designated agent code is used when contracts and/or delivery orders are assigned to a different vendor from the original vendor. This information will automatically default when the associated contract number or delivery order is entered.

The Notice of Assignment must be on file in Finance before payment will be released.

Notes

- 1 Use the **Contracts** group box to reference a contract, delivery order, or Blanket Purchase Agreement,

Additional contractual and procurement information such as Contract Specialist, priority, priority rating, date signed, expiration date, order type, and type of action can also be entered.

- 1 Use the **Discount Terms** group box to enter payment and inspection terms about the order.
- 1 Select the **Office Addresses** tab. Select the appropriate **Office Type** to enter the Administered By, Mail Invoice To, Delivery and Ordering address information. Enter the Issuing Office (procurement office), address if it was not copied forward from the purchase request. Click the **Get Address** button to retrieve the office information. Click the **Clear Address** button to clear the address information.

Note:

*Required addresses on the Purchase Order are: **Delivery, Invoice, and Order.***

Office Type	Office
<input checked="" type="checkbox"/> Admin	
<input checked="" type="checkbox"/> COTR	
<input checked="" type="checkbox"/> Delivery	
<input checked="" type="checkbox"/> Issue	
<input checked="" type="checkbox"/> Invoice	
<input checked="" type="checkbox"/> Order	
<input checked="" type="checkbox"/> Property	

Display Items [View as CSV](#) [Sgnr...](#)

[Go to top of page](#)

- 1 Select the **Header Accounting Lines** tab.

The **Header Accounting Lines** page information will be copied forward from the purchase request.

Note: *The Line Amount copied forward will be the total line amount of the purchase request. It is extremely important to only reference the portion of the purchase request's total dollar amount applicable to this order when creating multiple orders referencing a single PR. Otherwise, referencing the total line amount here will fully liquidate the original PR.*

Notes

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

Header Fixed Assets Office Addresses Header Accounting Lines Itemized Lines Approval Routing Memos Summary

Header Accounting Line | Tax Lines

Add Copy Copy Forward Remove Reset Replace Display 10 Items View as CSV Sort...

<input type="checkbox"/>	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 T #
--------------------------	-------------	--------	------------------	----------	------	------	------	-----	--------	---------	-----	---------	----------	----------	-----	---------	--------	---------

- 1 If you are ordering services enter the **Period of Performance** start and end dates.
- 1 In the **Document Reference** group box, enter the **Document Type**, **Document Number**, and **Line Number** of the document to be referenced.

Document Reference

Type:	Number:	Item:	Subitem:	Accounting:	<input type="button" value="View"/>	<input type="button" value="Default"/>
PR	PR200509260036	0	1		Final: <input type="checkbox"/>	Misc: <input type="checkbox"/>
Liquidate Items: <input type="checkbox"/>						

Note: Do not check the **Final** check box to fully liquidate the referenced request, because other orders are to be created from the same Purchase Request.

- 1 Use the **Agreement** group box to enter a referenced RWA or IBAA number, if applicable. (PBS only)

Note: Enter the agreement number without the alpha character in the first field and enter a "1" in the second field.

- 2 Use the **Contracts Line** group box to enter Contract Line information, if applicable.

Specify the contract line item number or sub-contract line item number applicable to the request.

- 2 In the **Description** field enter descriptive information about this line, if necessary. If the description is greater than 255 characters, the **Extended Description** field is available up to 60,000 characters.

Information entered here will print on the GSA Form 300.

Note: Depending on the room left on the form, the extended description field may not print in its entirety.

- 2 Click the **Tax Lines** tab, and click the **Add** button to add tax information for the line. Select the line that was added and click the Tax Line hyperlink.
- 2 Go to the **Approval Routing** tab. The **Approval Routing** page will display. Since the form's creator has not yet added

Notes

approvers, none will be listed.

To add approvers one by one to the form, click the **Add User** button. The **User Search** page will be displayed.

Enter the **User ID** or **Name** of the form's approver in the appropriate search fields, and click the **Search** button.

Highlight the **Principal ID** record for the approver of the form. Then click the **Select** button.

The selected user will be added to the approvers list on the **Approval Routing** tab.

To add to the form multiple approvers that are stored in a routing list, click the **Add Routing List** button. The **Routing List Search** page will display.

Enter the **Routing List Code** or **Routing List Name** in the appropriate search fields, and click the **Search** button.

Highlight the appropriate **Routing List** record and click the **Select** button.

The users saved in the routing list will be added to the approvers list on the **Approval Routing** tab.

2 Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To remove a line or multiple lines, select the line (s) and click the **Delete** button. (Refer to Section 2.3.3 for more information about the Summary tab.)

2 Click the **Verify** button.

Any errors will be displayed. Review the error message and correct the form. Users will receive an error message indicating that the form must be approved.

2 Click the **Submit** button.

6.4 How Can I Create a Purchase Order by Copying Forward Multiple Purchase Requests in Pegasys?

Notes

- Select **Transactions—Purchasing—New—Order** from the Pegasys menu bar.

*The **New Order** page will be displayed.*

Go to top of page

- Enter the appropriate **Purchase Order** in the **Document Type** box. The following are the available purchase order document types: **CF, CY, FP, TP, GP, PP, XP, NP, NX, and OP.**

*Please refer to **Section 3.1.1: Purchasing Document Types and Transaction Types** that outlines which document types are to be used by which service within GSA, or **Appendix D: Document Types** for a complete listing of document types and guidance on how to select the appropriate one.*

- A unique document number will be generated in the **Document Number** field after clicking the **Generate** button.
- Enter the appropriate **Security Org**.

*If left blank the **Security Org** will default to the user's default Security Org (please refer to **Section 3.5: Security Organizations**).*

- Select the **Copy Forward** radio button..
- Click the **Next** button
- In the **Document Type** field, enter **PR**.

Notes

8. In the **Document Number** field, type the **PR** number to copy forward.

Click the **Search** button.

Select the appropriate document from the generated list.

9. Click the **Finish** button.

*The **Header** page of the Purchase Order form will be displayed.*

*Because the purchase order information was copied forward from a purchase request, information such as Vendor may already exist on the **Header** page.*

The screenshot shows the 'Header' tab selected in a software interface. At the top, there are buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Below the tabs, there are links for Fixed Assets, Office Addresses, Header Accounting Lines, Itemized Lines, Approval Routing, Memos, and Summary. Underneath these are links for Amendment History, Workflow Status, and Approval History. A 'General' group box is expanded, containing fields for Document Type (XP Client Purchase Order), Order Date, Status (NEW), Document Number (XPDMB1130), Title, Ordered By, Agency DUNS Number, Agency DUNS+4, Security Org (GSA), Reporting Accounting Period, Document Classification, Suppress Printing, Fast Pay, Invoice Required, and Receipt Required. At the bottom left of the group box is a 'Return to Top' link.

10. In the **General** group box, enter the **Ordered By** field.

The Order Date, Accounting Period, and Reporting Accounting Period will default to the current date when the form is verified or processed.

11. If the Vendor information has not copied forward from the purchase request, enter the **Vendor Code** and **Vendor Address Code** in the **Vendor Information** group box. The vendor name will be inferred from the vendor code.

*To search for a vendor, click on the **Vendor Code** hyperlink (or Favorites if established).*

12. Enter a customer account number, if one exists with the vendor, in the **Customer Account** field.
13. Enter the appropriate vendor address code in the **Remit To Address** field.

Note: *The **Remit To Address** is required to ensure vendor*

Notes

payment.

14. Click the **Default** button or enter the vendor code, vendor address code, and vendor name for the **Designated Agent**, if applicable.

A designated agent code is used when contracts and/or delivery orders are assigned to a different vendor from the original vendor. This information will automatically default when the associated contract number or delivery order is entered.

The Notice of Assignment must be on file in Finance before payment will be released.

15. If referencing a contract, delivery order, or Blanket Purchase Agreement, specify the information on the order using the fields in the **Contracts** group box.

Additional contractual and procurement information such as Contract Specialist, priority, priority rating, date signed, expiration date, order type, and type of action can also be entered.

16. Use the **Discount Terms** group box to enter payment and inspection terms about the order.
17. Select the **Office Addresses** tab. Select the appropriate **Office Type** to enter the Administered By, Mail Invoice To, Delivery and Ordering address information. Enter Issuing Office (procurement office) address if it was not copied forward from the purchase order. Click the **Get Address** button to retrieve the office information. Click the **Clear Address** button to clear the address information.

Note:

*Required addresses on the Purchase Order are: **Delivery**, **Invoice**, and **Order**.*

Notes

Header Fixed Assets Office Addresses Header Accounting Lines Itemized Lines Approval Routing Memos Summary

Office Address

Display 10 Items View as CSV Sort...

Office Type	Office
Admin	
COTR	
Delivery	
Issue	
Invoice	
Order	
Property	

[Go to top of page](#)

18. Select the **Header Accounting Lines** tab.

*The **Header Accounting Lines** page information will be copied forward from the purchase request.*

Specific line information will be displayed.

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

Header Fixed Assets Office Addresses Header Accounting Lines Itemized Lines Approval Routing Memos Summary

Header Accounting Line | Tax Lines

Add Copy Copy Forward Remove Reset Replace Display 10 Items View as CSV Sort...

Line Number	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	B/A Proj	Sub Proj	Function	C/E Obj	Sub Bldg #	Sys T #
-------------	--------	------------------	----------	------	------	------	-----	--------	---------	----------	----------	----------	---------	------------	---------

Note: It may be necessary to delete accounting lines you do not wish to have referenced on this purchase order. Also, it will be necessary to manually add and reference additional accounting lines when creating a purchase order that references multiple purchase requests.

19. To manually reference additional purchase requests (other than the purchase request that was copied forward) click the **Add** or the **Copy Forward** button.

*A line can be copied forward from a document by clicking the **Copy Forward** button to add a new Header Accounting Line(s). The Copy Forward New Line Document Selection window will open. Enter in criteria to search for a document, select a document, and click the **Finish** button.*

If appropriate, enter the **Period of Performance** start and end dates.

20. In the **Line Amount** group box enter the **Ordered Amount**.

Notes

21. In the **Document Reference** group box, enter the **Document Type**, **Document Number**, and **Line Number** of the **PR** document to be referenced.

Note:

The referenced purchase request will be liquidated.

*The descriptive information associated with the manually referenced **PR** will not be carried forward to the order.*

22. In the **Accounting Dimensions** group box, enter the accounting template of the accounting line being referenced. Click the **Default** button to populate the remaining accounting dimension fields.

*To search for an accounting template, click the **Template** hyperlink. In the Search – Template page, enter the appropriate search criteria and click the **Search** button. Select an accounting template.*

Complete any other required accounting elements that were not populated by the accounting template.

23. In the **Agreement** group box fields to enter a referenced RWA or IBAA number, if applicable. (PBS only)

Note: Enter the agreement number without the alpha character in the first field and enter a “1” in the second field.

24. Use the **Contracts Line** group box to enter Contract Line information, if applicable.

Specify the contract line item number or sub-contract line item number applicable to the request.

25. In the **Description** field enter descriptive information about this line, if necessary. If the description is greater than 255 characters, the **Extended Description** field is available up to 60,000 characters.

Information entered here will print on the GSA Form 300.

Note: Depending on the room left on the form, the extended description field may not print in its entirety.

Notes

26. Click the **Tax Lines tab**, and click the **Add** button to add tax information for the line. Select the line that was added and click the Tax Line hyperlink.
27. Go to the **Approval Routing** tab. The **Approval Routing** page will display. Since the form's creator has not yet added approvers, none will be listed.
28. To add approvers one by one to the form, click the **Add User** button. The **User Search** page will be displayed.

Enter the **User ID or Name** of the form's approver in the appropriate search fields, and click the **Search** button.

Highlight the **Principal ID** record for the approver of the form. Then click the **Select** button.

The selected user will be added to the approvers list on the **Approval Routing** tab.

29. To add to the form multiple approvers that are stored in a routing list, click the **Add Routing List** button. The **Routing List Search** page will display.

Enter the **Routing List Code or Routing List Name** in the appropriate search fields, and click the **Search** button.

Highlight the appropriate **Routing List** record and click the **Select** button.

The users saved in the routing list will be added to the approvers list on the **Approval Routing** tab.

30. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To remove a line or multiple lines, select the line (s) and click the **Delete** button. (Refer to Section 2.3.3 for more information about the Summary tab.)

31. Click the **Verify** button.

Any errors will be displayed. Review the error message and correct the form. User will receive an error message indicating that the form must be approved.

Form will have a status of "PendingApproval".

Notes

- Please refer to **Section 10.1.8: To Apply an Approval.**
32. Click the **Submit** button.

Form successfully saved message appears.

6.5 How Can I Create an Order or Record an Oral Procurement With Itemized Lines in Pegasys?

The following steps describe how to complete an Itemized Order form in Pegasys.

Notes

1. Select **Transactions—Purchasing—New—Order** from the Pegasys menu bar.

*The **New Order** page will be displayed.*

The screenshot shows the 'New Order' page interface. At the top, there's a header labeled 'New Order'. Below the header, there are several input fields: 'Document Type' (marked with a red asterisk), 'Document Number Format', 'Document Number Prefix', 'Document Number' (marked with a red asterisk), a 'Generate' button, 'Security Org', 'Title', and a 'Copy Document' section with radio buttons for 'None', 'Copy From', and 'Copy Forward'. At the bottom left of the form, there's a link 'Go to top of page'.

2. Enter the appropriate **Purchase Order** in the **Document Type** box. The following are the available purchase order document types: **FP, TP, GP, EP, XP, OP**

*Please refer to **Section 3.1.1: Purchasing Document Types and Transaction Types** that outlines which document types are to be used by which service within GSA, or **Appendix D: Document Types** for a complete listing of document types and guidance on how to select the appropriate one.*

3. A unique document number will be generated in the **Document Number** field after clicking the **Generate** button.

Notes

4. Enter the appropriate **Security Org**.

*If left blank the **Security Org** will default the user's default Security Org (please refer to **Section 3.5: Security Organizations**).*

5. Click the **Finish** button.

The **Header** page of the Itemized Order form will be displayed.

6. In the **General** group box, complete the **Ordered By** field.

The **Order Date**, **Accounting Period**, and **Reporting Accounting Period** will default to the current date when the form is verified or processed.

Leave the **Document Classification** field blank.

7. In the **Vendor Information** group box, enter or search for the **Vendor Code** and **Vendor Address Code**. The vendor name will be inferred from the vendor code.
8. Enter a **Customer Account Number** if one exists with the vendor.
9. Enter or search for the appropriate vendor address code in the **Remit To Address** field.

Note: The **Remit To Address** is required to ensure vendor payment.

10. Click the **Default** button or enter the vendor code and vendor address code for the **Designated Agent**, if applicable.

A designated agent code is used when contracts

Notes

and/or delivery orders are assigned to a different vendor from the original vendor. This information will automatically default when the associated contract number or delivery order is entered.

The Notice of Assignment must be on file in Finance before payment will be released.

11. Use the **Discount Terms** group box to enter payment and inspection terms about the order.
12. Use the **Shipping Information** group box to add detailed delivery information for the entire order.

The Itemized Order Shipping Information dialog box will be displayed.

Shipping Information entered on the Header page will print on GSA Form 300.

13. Appropriate information to be added to the Header or Footer is added in the **Header/Footer** fields.
14. Select the **Office Addresses** tab. Select the appropriate **Office Type** to enter the Administered By, Delivery Office, Issuing office (procurement office), Mail Invoice To, Ordering, and Property address information. A COTR address may also be included, if applicable.

Enter or search for the **Address Code** and click the **Get Address** button Click the **Clear Address** button to clear the address information.

Note:

Required Addresses on the Purchase Order are:
Delivery, Invoice, and Order.

Address information will default based on the code entered.

Notes

Header | Fixed Assets | **Office Addresses** | Header Accounting Lines | Itemized Lines | Approval Routin

Office Address

Display 10 Items View as CSV Sort...

Office Type	Office
<input type="radio"/> Admin	
<input type="radio"/> COTR	
<input type="radio"/> Delivery	
<input type="radio"/> Issue	
<input type="radio"/> Invoice	
<input type="radio"/> Order	
<input type="radio"/> Property	

[Go to top of page](#)

15. Select the **Header Accounting Lines** tab. *Forms will accept funds at the document level and the itemized line level.*

*The **Header Accounting Lines** page will be displayed.*

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

Header | Fixed Assets | Office Addresses | **Header Accounting Lines** | Itemized Lines | Approval Routing | Me

Header Accounting Line | Tax Lines

Add Copy Copy Forward Remove Reset Replace 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
-------------	--------	------------------	----------	------	------	------	-----	--------	---------	-----	---------	----------	----------	-----

Click the **Add** button to create a new line. The **Header Accounting Line** will display.

16. In the **Period of Performance** group box, enter the **Start Date** and **End Date** (if applicable).
17. In the **Line Amounts** group box, enter the **Ordered** amount.
18. In the **Accounting Dimensions** group box, enter or search for a **Template**. Click the **Default** button to populate the remaining accounting dimension fields.

*To search for an accounting template, click the **Template** hyperlink. In the Search – Template page, enter the appropriate search criteria and click the **Search** button. Select an accounting template.*

Complete any other required accounting elements that were not populated by the accounting template.

Notes

19. Use the **Agreement** group box to enter a Work Authorization number or IBAA number (PBS only).
20. Use the **Contracts Line** group box if the request is to be associated with an existing contract.

Specify the contract line item number or sub-contract line item number referenced by the request.

21. In the **Description** field enter descriptive information about this line, if necessary. If the description is greater than 255 characters, the **Extended Description** field is available up to 60,000 characters.

Information entered in this field will print on the processed purchase request and also copy forward to the subsequent purchase order(s).

Note: Depending on the room left on the form, the extended description field may not print in its entirety.

22. Return to the **Header Accounting Lines** page by clicking the **Header Accounting Lines** link.

*To delete an existing line, select the line and click the **Remove** button.*

*To change a line's information, select the line, click the **Header Accounting Line** link and make the necessary updates.*

*To copy an existing line, select the line you wish to copy, click the **Copy** button and change the necessary information.*

*Click the **Copy Forward** button to add a new Header Accounting Line(s) copying forward from a Purchase Request. The Copy Forward New Line Document Selection window will open. Enter in criteria to search for a Purchase Request, select a document, and click the **Finish** button.*

23. Click the **Tax Lines** tab, and click the **Add** button to add tax information for the line. Select the line that was added and click the Tax Line hyperlink.
24. Click the **Itemized Lines** tab to enter commodity information.

*The **Itemized Lines** page will be displayed.*

Notes

Pegasys > Transactions > Purchasing > New > Order > Header: XP Client Purchase Order XP12399 NEW >

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

Header Fixed Assets Office Addresses Header Accounting Lines **Itemized Lines** Approval Routing M

Itemized Line | Delivery Instances | Accounting Lines | Fixed Assets

Add Copy Copy Forward Remove Reset Replace Display 10 Items View as CSV

	Line Number	Quantity	Unit Price Amount	Amount	Commodity Code	Commodity Name	Unit	Item #	Bl Nu
- NO ITI									

[Go to top of page](#)

Click the **Add** button to create a new line. A new **Itemized Line** page will display.

25. Enter the commodity **Code**.
26. In the **Line Amount** group box, enter a **Quantity** and **Unit Price** for the commodity.

The total amount will be calculated automatically.

27. If applicable, in the **Discount/Credit** group box enter the **Type of Credit** and amount for the line item.

The total line item amount is calculated automatically by Pegasys.

28. Use the **Supplemental Info** group box to enter additional descriptive information about the line items such as Product/Service code, SIC code, and other identification numbers.

Note:

*This information will not print on any form. If this information is needed on a printed form, enter information in the **Description** field on the **Itemized Lines** page.*

29. Click the **Description** button and enter descriptive information about the order, if necessary. If the description is greater than 255 characters, the **Extended Description** field is available up to 60,000 characters.

Information entered here will print on the GSA Form 300.

Note: Depending on the room left on the form, the extended description field may not print in its entirety.

Notes

30. Click the **Deliveries Instances** tab. The Delivery Instances page will display.
31. Click the **Add** button.
32. The **Delivery Instance** page will display.
33. Enter the appropriate information on this page. If entering shipping information on a line-by-line basis, specify the **Carrier and Delivery Date** through which the ordered goods or services will be shipped to your agency, and the **Freight on Board** destination.
34. Click the **Intermediate Deliveries** tab. Clicking the **Add** button will allow users to enter a Delivery name and number. To copy or remove an **Intermediate Delivery** select the **Delivery Name** and click the **Remove** or **Copy** button as appropriate.
35. *A line can be copied forward from a document by clicking the **Copy Forward** button to add a new Itemized Line(s). The Copy Forward New Line Document Selection window will open. Enter in criteria to search for a document, select a document, and click the **Finish** button.*
36. Click the **Office Addresses** tab. The Office Addresses page will display.

[Header](#) [Fixed Assets](#) [Office Addresses](#) [Header Accounting Lines](#) [Itemized Lines](#) [Approval Routing](#)

Office Address

Display Items [View as CSV](#) [Sort...](#)

Office Type	Office
<input checked="" type="radio"/> Admin	
<input checked="" type="radio"/> COTR	
<input checked="" type="radio"/> Delivery	
<input checked="" type="radio"/> Issue	
<input checked="" type="radio"/> Invoice	
<input checked="" type="radio"/> Order	
<input checked="" type="radio"/> Property	

[Go to top of page](#)

37. Select the appropriate Office Type and click the Office Address link. *The **Office Address** page for the selected type will display.*
38. Enter the appropriate information for this Office Type. Click the **Get Address** button to retrieve the office information. Click the **Clear Address** button

Notes

to clear the address information.

39. Click the **Header Accounting Lines** link to add the funding information for the line item. *The Header Accounting Lines page will be displayed.*

The screenshot shows a navigation bar with links: Header, Fixed Assets, Office Addresses, Header Accounting Lines (which is bolded), Itemized Lines, Approval Routing, and Memos. Below the navigation bar, there are two tabs: Header Accounting Line (which is bolded) and Tax Lines. The main area is titled "General" and contains the following fields:

- Line Number:**
- Source Number:**
- Transaction Type:**
- Prompt Pay Type:**
- Period of Performance** group box containing **Start Date:** and **End Date:**
- Related Cost Type:**

At the bottom left is a "Return to Top" link.

40. In the Line Amount group box, enter the **Total Amount**. *The line amount is the total dollar amount that will be charged to this accounting strip. For each itemized line, the sum of the line amounts on the associated accounting lines must equal the itemized line amount.*
41. The **Line Number** and **Transaction Type** fields will default when the Order is verified or processed.
42. Use the **Agreement** group box to enter RWA or IBAA Agreement Information. (PBS only). **Note:** Enter the agreement number without the alpha character in the first field and enter a “1” in the second field.
43. Use the **Description** field to enter descriptive information about this line, if necessary. If the description is greater than 255 characters, the **Extended Description** field is available up to 60,000 characters.

*Information entered here will not print on the GSA Form 300. **Note:** Depending on the room left on the form, the extended description field may not print in its entirety.*

44. Additional accounting lines may be added if necessary. To add more lines, click the Add button and repeat Steps 40-44.
45. To delete an existing line, select the line by selecting it in the table and click the **Remove** button.

Notes

46. To change a line's information, select the line in the table, click the **Header Accounting Line** link and make the necessary updates.
47. To copy an existing line, select the line you wish to copy, click the **Copy** button and make the appropriate changes.
48. Go to the **Approval Routing** tab. The **Approval Routing** page will display. Since the form's creator has not yet added approvers, none will be listed.
49. To add approvers one by one to the form, click the **Add User** button. The **User Search** page will be displayed.
50. Enter the **User ID** or **Name** of the form's approver in the appropriate search fields, and click the **Search** button.
51. Highlight the **Principal ID** record for the approver of the form. Then click the **Select** button.
52. The selected user will be added to the approvers list on the **Approval Routing** tab.
53. To add to the form multiple approvers that are stored in a routing list, click the **Add Routing List** button. The **Routing List Search** page will display.
54. Enter the **Routing List Code** or **Routing List Name** in the appropriate search fields, and click the **Search** button.
55. Highlight the appropriate **Routing List** record and click the **Select** button.
56. The users saved in the routing list will be added to the approvers list on the **Approval Routing** tab.
57. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.
58. To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To remove a line or multiple lines, select the line (s) and click the **Delete** button.
(Refer to Section 2.3.3 for more information about the Summary tab.)
59. Click the **Verify** button.

Notes

Any errors will be displayed. Review the error message and correct the form. Users will receive an error message indicating that the form must be approved.

60. Click the **Submit** button.

6.6 How Can I Create a Purchase Order With Itemized Lines by Copying Forward a Single Purchase Request in Pegasys?

Notes

1. Select **Transactions—Purchasing—New—Order** from the Pegasys menu bar.

*The **New Order** page will be displayed.*

The screenshot shows the 'New Order' page interface. At the top, there's a header 'New Order'. Below it, a required field 'Document Type' is highlighted in yellow. There are also fields for 'Document Number Format' and 'Document Number Prefix'. A 'Generate' button is located next to the 'Document Number' input field. Underneath these, there are fields for 'Security Org' and 'Title'. A 'Copy Document' section contains three radio buttons: 'None' (selected), 'Copy From', and 'Copy Forward'. At the bottom left of the form area, there's a link 'Go to top of page'.

2. Enter the appropriate **Order** in the **Document Type** box. The following are the available itemized order document types: **FO, TO, GO, NO, PO, XO, or OO**.

*Please refer to **Section 3.1.1: Purchasing Document Types and Transaction Types** that outlines which document types are to be used by which service within GSA, or **Appendix D: Document Types** for a complete listing of document types and guidance on how to select the appropriate one.*

3. A unique document number will be generated in the **Document Number** field after clicking the **Generate** button.
4. Enter the appropriate **Security Org**.

*If left blank, the **Security Org** will default to the user's default Security Org (please refer to **Section 3.5: Security Organizations**).*

Notes

5. Select the **Copy Forward** radio button.
6. Click the **Next** button.
7. The **Copy Forward** page displays
8. In the **Document Type** field, enter **PR** or **IQ** or use the drop-down list to select **PR** or **IQ**.
9. In the **Document Number** field, type the **PR** or **IQ** number to be copied forward.

Note: Please refer to **Section 4.1.2: How to Search for a Document (Review Status)**.

10. Click the **Search** button.
11. Select the appropriate document from the generated list.
12. Click the **Finish** button.

*The **Header** page of the Itemized Order form will be displayed.*

*Because the purchase order information was copied forward from a request, information such as Vendor may already exist on the **Header** page.*

The screenshot shows a software interface with a toolbar at the top containing buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Below the toolbar is a navigation bar with tabs: Header (selected), Fixed Assets, Office Addresses, Header Accounting Lines, Itemized Lines, Approval Routing, Memos, and Summary. Underneath the navigation bar are buttons for Amendment History, Workflow Status, and Approval History, along with links for Expand All and Collapse All. The main content area features a group box titled "General" with various input fields and dropdown menus. The "Ordered By" field is highlighted with a red border, indicating it is the current focus of the task.

13. In the General group box, complete the **Ordered By** field.

The name of the requester will copy forward to populate this field.

The Order Date, Accounting Period, and Reporting Accounting Period will default to the current date when the

Notes

- form is verified or processed.
14. If the Vendor information has not been copied forward from the request, in the **Vendor Information** group box enter or search for the **Vendor Code**, and **Vendor Address Code**. The vendor name will be inferred from the vendor code entered.
 15. Enter a customer account number, if one exists with the vendor, in the **Customer Account** field.
 16. Enter the appropriate **Remit To Address**.

Note: *The Remit To Address is required to ensure vendor payment.*

17. If referencing a contract, delivery order, or blanket purchase agreement specify the information on the order by using the **Contracts** group box.

Additional contractual and procurement information such as Contract Specialist, priority, priority rating, date signed, expiration date, order type, and type of action can also be entered.

18. Use the **Discount Terms** group box to enter payment and inspection terms about the order.
19. Use the **Shipping Information** group box to add detailed delivery information for the entire order.
20. Select the **Office Addresses** tab. Select the appropriate **Office Type** to enter the Administered By, Delivery Office, Issuing office (procurement office), Mail Invoice To, Ordering, and Property address information. A COTR address may also be added if applicable.

The **Office Addresses** page will be displayed.

Enter or search for the **Address Code** and click the **Get Address** button.

Notes

Header Fixed Assets Office Addresses Header Accounting Lines Itemized Lines Approval Routing Memos Summary

Office Address

Display 10 Items View as CSV Sort...

Office Type	Office
Admin	
COTR	
Delivery	
Issue	
Invoice	
Order	
Property	

[Go to top of page](#)

Note:

Required Addresses on the Purchase Order are: **Delivery**, **Invoice**, and **Order**.

21. Select the **Header Accounting Lines** tab. *Itemized forms will accept funds at the document level and the itemized line level.*

The **Header Accounting Lines** page will be displayed.

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

Header Fixed Assets Office Addresses Header Accounting Lines Itemized Lines Approval Routing Memos Summary

Header Accounting Line | Tax Lines

Add Copy Copy Forward Remove Reset Replace Display 10 Items View as CSV Sort...

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 T
-------------	--------	------------------	----------	------	------	------	-----	--------	---------	-------------	----------	----------	-------------	--------	-------

New lines can be added by clicking the **Add** button and following the steps below.

Any lines copied from the referencing document can be accessed by selecting the appropriate line and clicking the **Header Accounting Line** link.

A line may be copied by selecting the line and clicking the **Copy** button.

A line may be deleted by selecting the line and clicking the **Remove** button.

Click the **Copy Forward** button to add a new Header Accounting Line(s) copying forward from a Purchase

Notes

*Request. The Copy Forward New Line Document Selection window will open. Enter in criteria to search for a Purchase Request, select a document, and click the **Finish** button.*

22. In the **Period of Performance** group box, enter the **Start Date** and **End Date** (if applicable).
23. In the **Line Amount** group box enter the **Ordered** amount.

24. In the Accounting Dimensions group box, enter or search for a **Template**. Click the **Default** button to populate the remaining accounting dimension fields.

*To search for an accounting template, click the **Template** hyperlink. In the Search – Template page, enter the appropriate search criteria and click the **Search** button. Select an accounting template.*

Complete any other required accounting elements that were not populated by the accounting template.

25. Use the **Agreement** group box to enter a Work Authorization number or IBAA number (PBS only).
26. Use the **Contracts Line** group box if the request is to be associated with an existing contract.

Specify the contract line item number or sub-contract line item number referenced by the request.

27. Use the **Description** field to enter descriptive information about this line, if necessary. If the description is greater than 255 characters, the **Extended Description** field is available up to 60,000 characters.

Information entered in this field will print on the processed purchase request and also copy forward to the subsequent purchase order(s).

Note: Depending on the room left on the form, the extended description field may not print in its entirety.

28. Select the **Itemized Lines** tab to enter commodity information.

The **Itemized Lines** page will be displayed.

Specific line information will be displayed.

If the itemized order was copied forward from an itemized purchase request, information on the **Itemized Lines** page may already exist.

Notes

29. Select the appropriate line and click the **Itemized Line** link or to add a new line click the **Add** button.

*(Note: To copy a line select the appropriate line and click the **Copy** button. To delete a line select the line and click the **Remove** button. To Copy Forward lines from a purchase request click the **Copy Forward** button.)*

30. The **Itemized Line** page will display.
 31. If this information was not copied forward from the request, enter the commodity **Code, Unit**, and **Item Number**.
 32. If this information did not copy forward from the request, enter the **Quantity** and **Unit Price** in the Line Amounts group box.
33. *The total amount is calculated automatically by Pegasys.*
Click the **Prorate** button to proportionally distribute the amount of the line you are referencing across the accounting lines of the Itemized Order form.

Note: *If the total amount of the order is different from the request, distribute (prorate) the monies according to the request.*

34. In the **Discount/Credit** group box, choose the **Type of Credit** if it was not copied forward from the referencing document.
35. Check the **Final** check box to fully liquidate the referenced request if no other orders will be created from the request.
36. Use the **Supplemental Info** group box to enter additional descriptive information about the line items such as Product/Service code, SIC code, and other identification numbers.

Note:

This information will not print on any form. If this information is needed on a printed form, enter information in the Description field on the Itemized Lines page.

Note: Depending on the room left on the form, the extended description field may not print in its entirety.

37. Use the **Description** field to enter descriptive information about the order, if necessary. If the description is greater than 255 characters, the **Extended Description** field is available up to 60,000 characters.

Notes

Information entered here will print on GSA Form 300.

Note: Depending on the room left on the form, the extended description field may not print in its entirety.

38. Click the **Deliveries Instances** tab. The Delivery Instances page will display.
39. Click the **Add** button.
40. The **Delivery Instance** page will display.
41. Enter the appropriate information on this page. If entering shipping information on a line-by-line basis, specify the **Delivery Date**, the **Carrier** through which the ordered goods or services will be shipped to your agency, and the **Freight on Board** destination. Also enter a **Government Bill of Lading** number and any information regarding additional markings for the ordered goods or services.

*Shipping information can be added for the entire itemized purchase order (all line items) from the **Header** page.*

42. Click the **Intermediate Deliveries** tab. The **Intermediate Deliveries** page will display. Clicking the **Add** button will allow users to enter a Delivery name and number. To copy or remove an **Intermediate Delivery** select the **Delivery Name** and click the **Remove** or **Copy** button as appropriate.
43. Click the **Office Addresses** tab.
44. The **Office Addresses** page will display.
45. Select the appropriate **Office Type** and click the **Office Address** link.
46. The **Office Address** page for the selected type will display.
47. Enter the appropriate information for this **Office Type**. Click the **Get Address** button to retrieve the office information. Click the **Clear Address** button to clear the address information.
48. Click the Header **Accounting Lines** hyperlink. This information will have copied forward from the purchase request.

The Header **Accounting Lines** page will be displayed.

If no changes to this information are required, proceed to Step 53.

Notes

The screenshot shows a software interface for managing header accounting lines. At the top, there are buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Below these are tabs for Header, Fixed Assets, Office Addresses, Header Accounting Lines (which is selected), Itemized Lines, Approval Routing, Memos, and Summary. A sub-header indicates "Header Accounting Line | Tax Lines". Below the tabs are buttons for Add, Copy, Copy Forward, Remove, Reset, Replace, Display (set to 10 items), View as CSV, and Sort... . The main area displays a table with columns: 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 T #, and V. The first column contains checkboxes.

49. Select the appropriate Header Accounting Line.
50. Click on the **Header Accounting Line** link.
51. Use the **Agreement** group box to enter RWA or IBAA Agreement information, if necessary.

Note: Enter the agreement number without the alpha character in the first field and enter a "1" in the second field.
52. Use the **Description** field to enter descriptive information about the order, if necessary. If the description is greater than 255 characters, the **Extended Description** field is available up to 60,000 characters.
53. Go to the **Approval Routing** tab. The **Approval Routing** page will display. Since the form's creator has not yet added approvers, none will be listed.
54. To add approvers one by one to the form, click the **Add User** button. The **User Search** page will be displayed.

Enter the **User ID** or **Name** of the form's approver in the appropriate search fields, and click the **Search** button.

Highlight the **Principal ID** record for the approver of the form. Then click the **Select** button.

The selected user will be added to the approvers list on the **Approval Routing** tab.

55. To add to the form multiple approvers that are stored in a routing list, click the **Add Routing List** button. The **Routing List Search** page will display.

Enter the **Routing List Code** or **Routing List Name** in the appropriate search fields, and click the **Search** button.

Highlight the appropriate **Routing List** record and click the **Select** button.

Notes

The users saved in the routing list will be added to the approvers list on the **Approval Routing** tab.

56. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To remove a line or multiple lines, select the line (s) and click the **Delete** button. (Refer to Section 2.3.3 for more information about the Summary tab.)

57. Click the **Verify** button.

Any errors will be displayed. Review the error message and correct the form. Users will receive an error message indicating that the form must be approved.

58. Click the **Submit** button.

6.7 How Can I Create Multiple Purchase Orders With Itemized Lines by Copying Forward From a Single Purchase Request in Pegasys?

Notes

1. Select **Transactions—Purchasing—New—Order** from the Pegasys menu bar.

*The **New Order** page will be displayed.*

2. Enter the appropriate **Order** in the **Document Type** box. The following are the available itemized order document types: **FO, TO, GO, PP, NO, XO, or OO**.

Notes

Please refer to **Section 3.1.1: Purchasing Document Types and Transaction Types** that outlines which document types are to be used by which service within GSA, or **Appendix D: Document Type** for a complete listing of document types and guidance on how to select the appropriate one.

3. A unique document number will be generated in the **Document Number** field after clicking the **Generate** button.
4. Enter the appropriate **Security Org**.

*If left blank the **Security Org** will default to the user's default Security Org (please refer to **Section 3.5: Security Organizations**).*

5. Select the **Copy Forward** radio button.
6. Click the **Next** button.
7. The **Copy Forward** page will display.
8. In the **Document Type** field, enter **PR** or **IQ**.
9. In the **Document Number** field, type the **PR** or **IQ** number to copy forward.

Note:

If document number is unknown, click the hyperlink to Search for the number. Please refer to **Section 4.1.2: How to Search for a Document (Review Status)**.

Click the **Search** button.

Select the appropriate document from the generated list.

10. Click **Finish**.

The **Header** page of the Itemized Order form will be displayed.

Because the order was copied forward from a purchase request, information such as Vendor may already exist on the **Header** page.

Notes

The screenshot shows a software interface for creating a purchase order. At the top, there are buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Below these are tabs for Header, Fixed Assets, Office Addresses, Header Accounting Lines, Itemized Lines, Approval Routing, Memos, and Summary. Under the Header tab, there are sub-tabs for Amendment History, Workflow Status, and Approval History, along with links to Expand All and Collapse All.

General

Document Type:	XP	Client Purchase Order	Order Date:	<input type="text"/>
Status:	NEW		Accounting Period:	<input type="text"/>
Document Number:	XPDMB1130		Reporting Accounting Period:	<input type="text"/>
Title:			Document Classification:	<input type="text"/> 4
Ordered By:			Security Org:	GSA
Agency DUNS Number:	<input type="text"/>		Suppress Printing:	<input type="checkbox"/>
Agency DUNS+4:	<input type="text"/>		Fast Pay:	<input type="checkbox"/>
			Invoice Required:	<input type="checkbox"/>
			Receipt Required:	<input type="checkbox"/>

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- In the **General** group box, complete the **Ordered By** field.

The name of the requester will copy forward to populate this field.

The Order Date, Accounting Period, and Reporting Accounting Period will default to the current date when the form is verified or processed.

- If the Vendor information has not copied forward from the purchase request, enter the **Vendor Code** and **Vendor Address Code** in the **Vendor Information** group box.

To search for a vendor, click on the Vendor Code hyperlink (or Favorites if established.)

- Enter a customer account number, if one exists with the vendor, in the **Customer Account** field.
- Enter or search for the **Remit To Address**.

Note: *The Remit To Address is required to ensure vendor payment.*

- Click the **Default** button or enter the vendor code and vendor address code for the **Designated Agent**, if applicable.

A designated agent code is used when contracts and/or delivery orders are assigned to a different vendor from the original vendor. This information will automatically default when the associated contract number or delivery order is entered.

The Notice of Assignment must be on file in Finance before payment will be released.

- If referencing a contract, delivery order, or blanket purchase agreement specify the information on the order in the

Notes

Contract group box.

17. In the **Discount Terms** group box enter payment and inspection terms about the order.
18. Select the **Office Addresses** tab. Select the appropriate **Office Type** to enter the Administered By, Mail Invoice To, Delivery Office, Issuing office (procurement office), Ordering, and Property address information. A COTR address may also be added.

Enter or search for an **Address Code** and click the **Get Address** button

Note:

Required addresses on the Purchase Order are: **Delivery**, **Invoice**, and **Order**.

Office Type	Office
<input type="checkbox"/> Admin	
<input type="checkbox"/> COTR	
<input type="checkbox"/> Delivery	
<input type="checkbox"/> Issue	
<input type="checkbox"/> Invoice	
<input type="checkbox"/> Order	
<input type="checkbox"/> Property	

Go to top of page

19. Select the **Header Accounting Lines** tab. *Itemized forms will accept funds at the document level and the itemized line level.*

The **Header Accounting Lines** page will be displayed.

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 T #
-------------	--------	------------------	----------	------	------	------	-----	--------	---------	-----	---------	----------	----------	-----	---------	--------	---------

To modify lines copied forward from the referenced document, select the appropriate line and click the **Header**

Notes

Accounting Line link.

*To create a new line, click the **Add** button.*

*To delete a line select the appropriate line and click the **Remove** button.*

*To copy a line select the appropriate line and click the **Copy** button.*

*Click the **Copy Forward** button to add a new Header Accounting Line(s) copying forward from a Purchase Request. The Copy Forward New Line Document Selection window will open. Enter in criteria to search for a Purchase Request, select a document, and click the **Finish** button.*

*These steps will open a **Header Accounting Line** page.*

20. In the **Period of Performance** group box, enter the **Start Date** and **End Date** (if applicable).
21. In the **Line Amounts** group box enter the **Ordered** amount
22. In the **Accounting Dimensions** group box, enter or search for the **Template**. Click the **Default** button to populate the remaining accounting dimension fields.

*To search for an accounting template, click the **Template** hyperlink. In the Search – Template page, enter the appropriate search criteria and click the **Search** button. Select an accounting template.*

Complete any other required accounting elements that were not populated by the accounting template.

23. Use the **Agreement** group box to enter a Work Authorization number or IBAA number (PBS only).
24. Use the **Contracts Line** group box if the request is to be associated with an existing contract.

Specify the contract line item number or sub-contract line item number referenced by the request.

25. Use the **Description** field to enter descriptive information about the order, if necessary. If the description is greater than 255 characters, the **Extended Description** field is available up to 60,000 characters.

Information entered in this field will print on the processed purchase request and also copy forward to the subsequent

Notes

purchase order(s).

Note: Depending on the room left on the form, the extended description field may not print in its entirety.

26. Click the **Header Accounting Lines** link to return to the **Header Accounting Lines** page.

27. Select the **Itemized Lines** tab to enter commodity information.

The **Itemized Lines** page will be displayed.

Specific line information will be displayed.

If the itemized order was copied forward from an itemized purchase request, information on the **Itemized Lines** page may already exist.

28. To add a new line, click the **Add** button.
29. To copy a line, select the appropriate line and click the **Copy** button.

To copy forward a new Itemized Line(s) forward from a Purchase Request click the **Copy Forward** button. The Copy Forward New Line Document Selection window will open. Enter in criteria to search for a Purchase Request, select a document, and click the **Finish** button.

30. To modify a line select the appropriate line and click the **Itemized Line** link.
31. Enter the Commodity **Code** and **Unit**, if this information was not copied forward from the request.
32. If this information was not copied forward from the request, enter the **Quantity** and **Unit Price** in the **Line Amounts**

Notes

group box.

The total amount is calculated automatically by Pegasys.

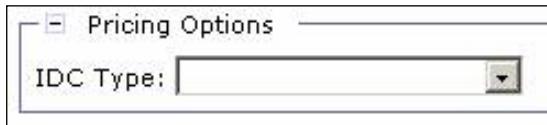
33. Click the **Prorate** button to proportionally distribute the amount of the line you are referencing across the accounting lines of the Itemized Order form.
34. If applicable, enter the **Type of Credit** in the **Discounts/Credits** group box.

The total line item amount is calculated automatically by Pegasys.

35. In the **Document Reference** group box, do not check the **Final** check box to fully liquidate the referenced request if other orders are to be created from the same itemized purchase request.
36. Use the **Supplemental Info** group box and enter additional descriptive information about the line items such as Product/Service code, SIC code, and other identification numbers.

Note: This information will not print on any form. If this information is needed on a printed form, enter information in the **Description** field on the **Itemized Lines** page.

37. In the **Pricing Options** group box, the user can enter contract related line options, such as specifying the line as a base or option period line, a base or option quantity line, and the contract type for the line.



38. Use the **Description** field to enter descriptive information about the order, if necessary. If the description is greater than 255 characters, the **Extended Description** field is available up to 60,000 characters.

Note: Depending on the room left on the form, the extended description field may not print in its entirety.

Information entered here will print on GSA Form 300.

39. Click the **Accounting Lines** tab to add or modify the funding information for the line item.

The **Accounting Lines Information** page will be displayed.

The **Accounting Lines** page will be copied forward from the

Notes

request.

The line amount is the total dollar amount that will be charged to this accounting strip. For each itemized line, the sum of the line amounts on the associated accounting lines must equal the itemized line amount.

The screenshot shows a table with the following data:

	Line Number	Total Ordered Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org
<input checked="" type="checkbox"/>	1	\$0.00								

Below the table, there is a link: [Go to top of page](#).

Note: *Do not check the **Final** check box to fully liquidate the referenced request if other orders are to be created from the PR or IQ. The **Line Amount** copied forward will be the total line amount of the request. It is extremely important to reference only the portion of the request's total dollar amount applicable to this order, when creating multiple orders referencing a single request. Otherwise, referencing the total line amount here will fully liquidate the original PR or IQ. Use the **Change** and **Delete** buttons to adjust the **Accounting Lines** page information.*

40. Use the **Agreement** group box to enter RWA or IBAA Agreement Information. (PBS only)

Note: *Enter the agreement number without the alpha character in the first field and enter a "1" in the second field.*

41. Use the **Description** field to enter descriptive information about the order, if necessary. If the description is greater than 255 characters, the **Extended Description** field is available up to 60,000 characters.

Information entered here will not print on GSA Form 300.

42. Click the **Approval Routing** link. The **Approval Routing** page will display. Since the form's creator has not yet added approvers, none will be listed.
43. To add approvers one by one to the form, click the **Add User** button. The **User Search** page will be displayed.

Enter the **User ID** or **Name** of the form's approver in the appropriate search fields, and click the **Search** button.

Notes

Highlight the **Principal ID** record for the approver of the form. Then click the **Select** button.

The selected user will be added to the approvers list on the **Approval Routing** tab.

44. To add to the form multiple approvers that are stored in a routing list, click the **Add Routing List** button. The **Routing List Search** page will display.

Enter the **Routing List Code** or **Routing List Name** in the appropriate search fields, and click the **Search** button.

Highlight the appropriate **Routing List** record and click the **Select** button.

The users saved in the routing list will be added to the approvers list on the **Approval Routing** tab.

45. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To remove a line or multiple lines, select the line (s) and click the **Delete** button. (Refer to Section 2.3.3 for more information about the Summary tab.)

46. Click the **Verify** button.

Any errors will be displayed. Review the error message and correct the form. Users will receive an error message indicating that the form must be approved.

47. Click the **Submit** button.

6.8 How Can I Create a Purchase Order With Itemized Lines by Copying Forward Multiple Purchase Requests in Pegasys?

Notes

1. Select **Transactions—Purchasing—New—Order** from the Pegasys menu bar.

The New Order page will be displayed.

Notes

New Order

* Document Type:	<input type="text"/>	<input type="button" value=""/>
Document Number Format: <input type="button" value=""/>		
Document Number Prefix: <input type="text"/>		
* Document Number:	<input type="text"/>	<input type="button" value="Generate"/>
Security Org: <input type="text"/> <input type="button" value=""/>		
Title: <input type="text"/>		
Copy Document		
<input checked="" type="radio"/> None <input type="radio"/> Copy From <input type="radio"/> Copy Forward		

[Go to top of page](#)

2. Enter the appropriate **Order** in the **Document Type** box. The following are the available itemized order document types: **FO, TO, GO, PO, NO, XO, or OO.**

*Please refer to **Section 3.1.1: Purchasing Document Types and Transaction Types** that outlines which document types are to be used by which service within GSA, or **Appendix D: Document Types** for a complete listing of document types and guidance on how to select the appropriate one.*

3. A unique document number will be generated in the **Document Number** field after clicking the **Generate** button.
4. Select the appropriate **Security Org**.

*If left blank the **Security Org** will default to the user's default Security Org (please refer to **Section 3.5: Security Organizations**).*

5. Select the **Copy Forward** radio button.
6. Click the **Next** button.
7. The **Copy Forward** page will display.
8. In the **Document Type** field enter **PR** or **IQ**.
9. In the **Document Number** field, type the **PR** or **IQ** number to copy forward.

*The **Processed** radio button will default to **Selected** in the **Document Criteria** group box.*

10. Click **Search**.

Notes

11. Select the appropriate document from the generated list.
12. Click the **Finish** button.
13. *The Header page of the Itemized Order form will be displayed.*
14. *Because the itemized order information was copied forward from a request, information such as Vendor may already exist on the Header page.*

General

Document Type:	XP Client Purchase Order	Order Date:	<input type="text"/>
Status:	NEW	Accounting Period:	<input type="text"/>
Document Number:	XPDMB1130	Reporting Accounting Period:	<input type="text"/>
Title:	<input type="text"/>	Document Classification:	<input type="text"/> 4
Ordered By:	<input type="text"/>	Security Org:	GSA
Agency DUNS Number:	<input type="text"/>	Suppress Printing:	<input type="checkbox"/>
Agency DUNS+4:	<input type="text"/>	Fast Pay:	<input type="checkbox"/>
		Invoice Required:	<input type="checkbox"/>
		Receipt Required:	<input type="checkbox"/>

[Return to Top](#)

15. In the **General** group box, complete the **Ordered By** field.

The name of the requester will copy forward to populate this field.

The Order Date, Accounting Period, and Reporting Accounting Period will default to the current date when the form is verified or processed.

16. If the Vendor information did not copy forward from the purchase request, enter the **Vendor Code** and **Vendor Address Code** in the **Vendor Information** group box. The vendor name will be inferred from the vendor code.
17. Enter a customer account number, if one exists with the vendor, in the **Customer Account** field.
18. Enter the appropriate vendor address code in the **Remit To Address** field.

Note: *The Remit to Address is required to ensure vendor payment.*

19. Click the **Default** button or enter in the appropriate **Designated Vendor** Information if applicable.
20. If referencing a contract, delivery order, or blanket purchase agreement specify the information on the order by using the

Notes

Contract group box.

Additional contractual and procurement information such as Contract Specialist, priority, priority rating, date signed, expiration date, order type, and type of action can also be entered.

21. Use the **Discount Terms** group box to enter payment and inspection terms about the order.
22. Use the **Shipping Information** group box to add detailed delivery information for the entire order.
23. Select the **Office Addresses** tab. Select the appropriate **Office Type** to enter the Administered By, Delivery Office, Issuing office (procurement office), Mail Invoice To, Ordering, and Property address information. A COTR address may also be added if applicable.

Enter or search for the **Address Code** and click the **Get Address** button. To clear the address information, click the **Clear Address** button.

Note:

*Required addresses on the Purchase Order are: **Delivery, Invoice, and Order**.*

24. Select the **Header Accounting Lines** tab. *Itemized Line forms will accept funds at the document level and the itemized line level.*

The **Header Accounting Lines** page will be displayed.

Header Accounting Lines																		
Header Accounting Line																		
Header Accounting Line																		
<input type="checkbox"/>	Line Number	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Req	Org Cd	Sub Org	B/A Cd	Proj Cd	Sub Proj	Function	C/E Obj	Bldg #	Sys Tag	Veh Wrk Itr ABC Activity
<input checked="" type="checkbox"/>	1	\$100.00		05-204X-00100000-2005			206X	01	D0100000	GX00			GX00		S16			
<input checked="" type="checkbox"/>				GX00-														

To create a new line, click the **Add** button.

To modify a line, select the appropriate line and click the **Header Accounting Line** link.

To copy a line, select the appropriate line and click the **Copy** button.

Click the **Copy Forward** button to add a new Header Accounting Line(s) copying forward from a Purchase

Notes

*Request. The Copy Forward New Line Document Selection window will open. Enter in criteria to search for a Purchase Request, select a document, and click the **Finish** button.*

25. In the **Period of Performance** group box, enter the **Start Date** and **End Date** (if applicable).
26. In the **Line Amount** group box, enter the dollar amount for the accounting line in the **Ordered** field.
27. In the **Accounting Dimensions** group box, enter or search for a **Template** for the accounting line. Click the **Default** button to populate the remaining accounting dimension fields.

*To search for an accounting template, click the **Template** hyperlink. In the Search – Template page, enter the appropriate search criteria and click the **Search** button. Select an accounting template.*

Complete any other required accounting elements that were not populated by the accounting template.

28. Use the **Agreement** group box to enter a Work Authorization number or IBAA number (PBS only).
29. Use the **Contracts Line** group box if the request is to be associated with an existing contract.

Specify the contract line item number or sub-contract line item number referenced by the request.

30. In the **Description** field enter descriptive information about the order, if necessary. If the description is greater than 255 characters, the **Extended Description** field is available up to 60,000 characters.

Information entered in this field will print on the processed purchase request and also copy forward to the subsequent purchase order(s).

Note: Depending on the room left on the form, the extended description field may not print in its entirety.

31. Click the **Header Accounting Lines** link return to the **Header Accounting Lines** page.

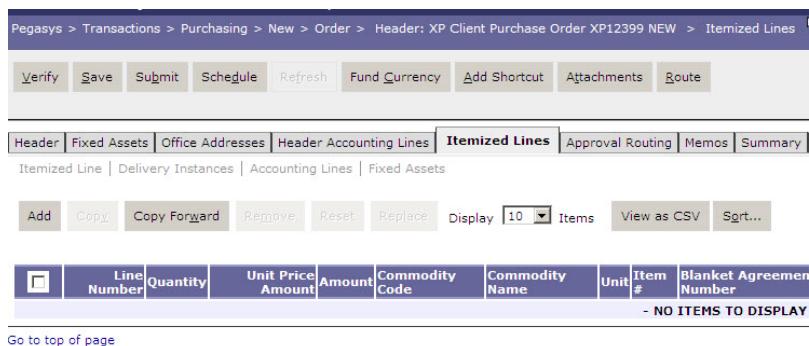
*To delete an existing line, select the line by highlighting its tab and click the **Delete** button.*

32. Select the **Itemized Lines** tab to enter commodity information.

Notes

The **Itemized Lines** page will be displayed.

Specific line information will be displayed under the numbered minor tabs along the side of the **Itemized Lines** page.



Note:

If the Order was copied forward from an itemized request, information on the **Itemized Lines** page may already exist.

*To create a new line, click the **Add** button.*

*To modify a line, select the appropriate line and click the **Itemized Line** link.*

*To copy a line, select the appropriate line and click the **Copy** button.*

*Click the **Copy Forward** button to add a new Itemized Accounting Line(s) copying forward from a Purchase Request. The Copy Forward New Line Document Selection window will open. Enter in criteria to search for a Purchase Request, select a document, and click the **Finish** button.*

33. If this information was not copied forward from the request, enter the **Commodity Code**.
34. If this information was not copied forward from the request, enter the **Quantity** and **Unit Price** for the commodity in the **Line Amounts** group box.

The total amount is calculated automatically by Pegasys.

35. Click the **Prorate** button to proportionally distribute the amount of the line you are referencing across the accounting

Notes

lines of the Itemized Order form.

Note: Depending on the room left on the form, the extended description field may not print in its entirety.

36. If applicable, enter the **Type of Credit** in the **Discounts/Credits** group box.

The total line item amount is calculated automatically by Pegasys.

37. In the **Document Reference** group box, do not check the **Final** check box to fully liquidate the referenced request if other orders are to be created from the same request.
38. In the **Supplemental Info** group box enter additional descriptive information about the line items such as Product/Service Code, SIC Code, and other identification numbers.

Note: This information will not print on any form. If this information is needed on a printed form, enter information in the **Description** field on the **Itemized Lines** page.

39. In the **Description** field enter descriptive information about the order, if necessary. If the description is greater than 255 characters, the **Extended Description** field is available up to 60,000 characters.

Information entered here will print on the GSA Form 300.

Note: Depending on the room left on the form, the extended description field may not print in its entirety.

40. Click the **Deliveries Instances** tab. The Delivery Instances page will display.
41. Click the **Add** button.

The **Delivery Instance** page will display.

Enter the appropriate information on this page.

42. Click the **Intermediate Deliveries** tab. Clicking the **Add** button will allow users to enter a Delivery name and number. To copy or remove an **Intermediate Delivery** select the **Delivery Name** and click the **Remove** or **Copy** button as appropriate.
43. Click the **Office Addresses** tab.

The **Office Addresses** page will display.

Select the appropriate **Office Type** and click the **Office**

Notes

Address link.

The **Office Address** page for the selected type will display.

Enter the appropriate information for this **Office Type**. Click the **Get Address** button to retrieve the address information. Click **Clear Address** to clear the address information.

44. Click the **Accounting Line** link and click the **Add** button to add the funding information for the line item.

The Accounting Lines page will be displayed.

The screenshot shows a software interface for managing accounting lines. At the top, there are tabs: Itemized Line, Delivery Instances, Accounting Lines (which is selected and highlighted in blue), and Fixed Assets. Below the tabs, there are links for Accounting Line and Tax Lines. A toolbar contains buttons for Add, Copy, Remove, Replace, Display (with a dropdown set to 10 items), View as CSV, and Sort... . Below the toolbar is a header row with columns: Line Number, Total Ordered Amount, Transaction Type, Template, BBFY, EBFY, Fund, Reg, Org Cd, and Sub Org. The first row of data in the table shows a line number of 1, a total ordered amount of \$0.00, and other fields filled with placeholder text like 'Template' and 'BBFY'. At the bottom left, there is a link to 'Go to top of page'.

Line Number	Total Ordered Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org
1	\$0.00								

Note: The **Accounting Lines** page will be copied forward from the request.

The **Total Amount** is the total dollar amount that will be charged to this accounting strip. For each itemized line, the sum of the line amounts on the associated accounting lines must equal the itemized line amount. It is extremely important to reference only the portion of the request's total dollar amount.

45. Use the **Agreement** group box to enter RWA or IBAA Agreement Information. (PBS only)

Note: Enter the agreement number without the alpha character in the first field and enter a "1" in the second field.

46. In the **Description** field enter descriptive information about the order, if necessary. If the description is greater than 255 characters, the **Extended Description** field is available up to 60,000 characters.

Information entered here will not print on the GSA Form 300.

47. Enter additional information as needed.
48. To return to the **Itemized Line** or **Itemized Lines** page click on the appropriate link.

Notes

Go to the **Approval Routing** tab. The **Approval Routing** page will display. Since the form's creator has not yet added approvers, none will be listed.

49. To add approvers one by one to the form, click the **Add User** button. The **User Search** page will be displayed.

Enter the **User ID** or **Name** of the form's approver in the appropriate search fields, and click the **Search** button.

Highlight the **Principal ID** record for the approver of the form. Then click the **Select** button.

The selected user will be added to the approvers list on the **Approval Routing** tab.

50. To add to the form multiple approvers that are stored in a routing list, click the **Add Routing List** button. The **Routing List Search** page will display.

Enter the **Routing List Code** or **Routing List Name** in the appropriate search fields, and click the **Search** button.

Highlight the appropriate **Routing List** record and click the **Select** button.

The users saved in the routing list will be added to the approvers list on the **Approval Routing** tab.

51. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To remove a line or multiple lines, select the line (s) and click the **Delete** button. (Refer to Section 2.3.3 for more information about the Summary tab.)

52. Click the **Verify** button.

Any errors will be displayed. Review the error message and correct the form. Users will receive an error message indicating that the form must be approved.

53. Click the **Submit** button.

6.9 How Can I Create a Training Order or Prepaid Training Order (GSA Form 3076) in Pegasys?

Notes

- Select **Transactions—Purchasing—New—Training Order** from the Pegasys menu bar.

The **New Training Order** page will be displayed.

New Training Order

* **Document Type:**

Document Number Format:

Document Number Prefix:

* **Document Number:**

Security Org:

Title:

Copy Document

None
 Copy From
 Copy Forward

- Enter the appropriate **Training Order** in the **Document Type** box. The following are the available training order document types: **PW, TW, FW, GW, PW, XW, NW, OW, and NC***. The following are the available Prepaid training order document types: **CY, PY, TY, FY, GY, PY, XY, NY, and OY**.

*The **Document Type** of **NC** will be used to record no cost training in Pegasys.

Please refer to **Section 3.1.1: Purchasing Document Types and Transaction Types** that outlines which document types are to be used by which service within GSA, or **Appendix D: Document Types** for a complete listing of document types and guidance on how to select the appropriate one.

A unique document number will be generated in the **Document Number** field after clicking the **Generate** button.

Select GSA as the **Security Org.** for training orders.

Click the **Finish** button.

Notes

- The **Header** page of the Training Order form will be displayed.
3. The **Order Date, Accounting Period, Reporting Accounting Period** will default when the form is verified or processed.
 4. In the **General** group box, complete the **Ordered By** field.
 5. In the Vendor Information group box, enter or search for the **Vendor Code** and **Vendor Address Code**.
 6. Enter a **Customer Account Number** if one exists with the vendor.
 7. Click the **Default** button or enter the vendor code, vendor address code, and vendor name for the **Designated Agent**, if applicable.

The designated agent is used only in the case where payments to the original vendor have been assigned to a Financial Institution.

The Notice of Assignment must be on file in Finance before payment will be released.

8. Enter the appropriate vendor address code in the **Remit To Address** field.

Note: The **Remit To Address** is required to ensure vendor payment.

9. If referencing a contract, delivery order, or blanket purchase agreement specify the information on the order in the **Contract** group box.

Additional contractual and procurement information such as Contract Specialist, priority, priority rating, date signed, expiration date, order type, and type of action can also be entered.

- 10 Use the **Discount Terms** group box to enter payment and inspection terms about the order.
- 11 In the **Description** field enter descriptive information about the order, if necessary. If the description is greater than 255 characters, the **Extended Description** field is available up to 60,000 characters.
- 12 Select the **Office Addresses** tab. The **Office Addresses** page will display. Select the appropriate **Office Type** to enter the Administered By, Issuing office (procurement office), Mail Invoice To, and Ordering address information.

Enter or search for an **Address Code** and click the **Get Address** button. Click the **Clear Address** button to clear the address information.

Notes

Note: Required addresses on Purchase Order are: **Delivery, Invoice, and Order.**

Do not enter COTR address on Training forms.

Header	Fixed Assets	Office Addresses	Employees	Header Accounting Lines	Itemized Lines	Approval Routing	Memos	Summary																
Office Address																								
Display <input type="button" value="10"/> Items <input type="button" value="View as CSV"/> <input type="button" value="Sort..."/>																								
<table border="1"> <thead> <tr> <th>Office Type</th> <th>Office</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> Admin</td> <td></td> </tr> <tr> <td><input type="radio"/> COTR</td> <td></td> </tr> <tr> <td><input type="radio"/> Delivery</td> <td></td> </tr> <tr> <td><input type="radio"/> Issue</td> <td></td> </tr> <tr> <td><input type="radio"/> Invoice</td> <td></td> </tr> <tr> <td><input type="radio"/> Order</td> <td></td> </tr> <tr> <td><input type="radio"/> Property</td> <td></td> </tr> </tbody> </table>									Office Type	Office	<input type="radio"/> Admin		<input type="radio"/> COTR		<input type="radio"/> Delivery		<input type="radio"/> Issue		<input type="radio"/> Invoice		<input type="radio"/> Order		<input type="radio"/> Property	
Office Type	Office																							
<input type="radio"/> Admin																								
<input type="radio"/> COTR																								
<input type="radio"/> Delivery																								
<input type="radio"/> Issue																								
<input type="radio"/> Invoice																								
<input type="radio"/> Order																								
<input type="radio"/> Property																								
Go to top of page																								

- 13 Click the **Employees** tab to enter the names of employees who will attend the training class.

The **Employees** page will be displayed.

Header	Fixed Assets	Office Addresses	Employees	Header Accounting Lines	Itemized Lines	Approval Routing	Memos	Summary	Course Information						
<input type="button" value="Add"/> <input type="button" value="Remove"/> <input type="button" value="Display"/> <input type="button" value="10"/> Items <input type="button" value="View as CSV"/> <input type="button" value="Sort..."/>															
<table border="1"> <thead> <tr> <th></th> <th>Code</th> <th>Last Name</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">- NO ITEMS TO DISPLAY -</td> </tr> </tbody> </table>											Code	Last Name	- NO ITEMS TO DISPLAY -		
	Code	Last Name													
- NO ITEMS TO DISPLAY -															
Go to top of page															

- 14 Click the **Add** button.

- 15 The **Employee** page will display.

- 16 Enter the appropriate employee information and click the **Search** button.
- 17 Select the appropriate employee from the generated list.
- 18 Click the **Select** button to add the employee to the Training Order.
- 19 To remove an employee from the **Employees** list, select the employee and click the **Remove** button.
- 20 Select the **Header Accounting Lines** tab to enter the **Line Amounts** for the order.

The **Header Accounting Lines** page will be displayed.

Click the **Add** button to add a line.

The **Current Line #** and **Transaction Type** fields will default

Notes

when the training order is verified or processed.

The screenshot shows a software interface for managing accounting lines. At the top, there's a navigation bar with links like Header, Fixed Assets, Office Addresses, Employees, Header Accounting Lines, Itemized Lines, Approval Routing, and Memos. Below the navigation is a header bar labeled "Header Accounting Line". Underneath, there are two buttons: "Expand All" and "Collapse All". A "General" group box contains several input fields: "Line Number" (set to 1), "Source Number" (empty), "Transaction Type" (empty), "IPAC Document Identifier" (empty), "Prompt Pay Type" (empty), "Period of Performance" (with "Start Date" and "End Date" fields both empty), and "Related Cost Type" (set to "N/A"). At the bottom of this group box is a "Return to Top" link.

- 21 In the **Accounting Dimensions** group box, enter or search for a **Template** for the accounting line. Click the **Default** button to populate the remaining accounting dimension fields.

*To search for an accounting template, click the **Template** hyperlink. In the Search – Template page, enter the appropriate search criteria and click the **Search** button. Select an accounting template.*

Complete any other required accounting elements that were not populated by the accounting template.

- 22 In the **Agreement** group box, enter a referenced Blanket Purchase Agreement number, if applicable.

Note: Enter the agreement number without the alpha character in the first field and enter a “1” in the second field.

- 23 If applicable, enter information in the **Contracts Line** group box.
- 24 In the **Description** field to enter descriptive information about the order, if necessary. If the description is greater than 255 characters, the **Extended Description** field is available up to 60,000 characters.

Information entered here will print on the GSA Form 3076.

- 25 Additional accounting lines may be added by repeating Steps 20-24.

*To delete an existing line, select the line and click the **Remove** button.*

*To change a line’s information, select the line, click the **Header***

Notes

Accounting Line link and make the necessary updates.

To copy an existing line, select the line you wish to copy, click the **Copy** button and change the necessary information.

Click the **Copy Forward** button to add a new Header Accounting Line(s) copying forward from a Purchase Request. The Copy Forward New Line Document Selection window will open. Enter in criteria to search for a Purchase Request, select a document, and click the **Finish** button.

- 26 Go to the **Approval Routing** tab. The **Approval Routing** page will display. Since the form's creator has not yet added approvers, none will be listed.

To add approvers one by one to the form, click the **Add User** button. The **User Search** page will be displayed.

Enter the **User ID** or **Name** of the form's approver in the appropriate search fields, and click the **Search** button.

Highlight the **Principal ID** record for the approver of the form. Then click the **Select** button.

The selected user will be added to the approvers list on the **Approval Routing** tab.

- 27 To add to the form multiple approvers that are stored in a routing list, click the **Add Routing List** button. The **Routing List Search** page will display.

Enter the **Routing List Code** or **Routing List Name** in the appropriate search fields, and click the **Search** button.

Highlight the appropriate **Routing List** record and click the **Select** button.

The users saved in the routing list will be added to the approvers list on the **Approval Routing** tab.

- 28 Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. (Refer to Section 2.3.3 for more information about the Summary tab.)

Notes

- 29 Select the **Course Information** tab to enter information about the training.

The Course Information page will be displayed.

The screenshot shows a software interface for entering course information. At the top, there's a navigation bar with links like Header, Fixed Assets, Office Addresses, Employees, Header Accounting Lines, Itemized Lines, Approval Routing, Memos, Summary, Workflow Status, and Approval History. Below the navigation bar, there are buttons for Expand All and Collapse All. The main area contains a group box titled "General". Inside the "General" group box, there are four required fields indicated by red asterisks (*): "Course" (with a dropdown arrow), "Course Code" (highlighted in yellow), "Course Title", and "Program Office". There is also a field for "Class Sequence". At the bottom of the group box, there is a "Return to Top" link.

- 30 In the **General** group box, enter or search for the **Training Code** and **Course Title**.
- 31 Enter the **Program Office** and **Class Sequence**, if known.
- 32 In the **Course Dates** group box, Enter the **Start** and **End** dates for the training course. Enter a **Drop Date** for the course if applicable.
- 33 In the **Course Hours** group box, enter both **Duty** and **Non-duty** course hours.

Pegasys will calculate the total course hours.

- 34 In the **Training Address** group box, enter the location of the training or check the **Address Same as Vendor** checkbox.
- 35 Enter the objective and benefits of the training course in the **Objective and Benefits** group box.
- 36 Click the **Verify** button.
- 37 Click the **Submit** button.

6.10 How Do I Create a Training Order or Prepaid Training Order by Copying Forward a Training Request in Pegasys?

Notes

1. Select **Transactions—Purchasing—New—Training Order** from the Pegasys menu bar.

The New Training Order page will be displayed.

Notes

New Training Order

* Document Type:

Document Number Format:

Document Number Prefix:

* Document Number:

Security Org:

Title:

Copy Document

None
 Copy From
 Copy Forward

[Go to top of page](#)

2. Enter the appropriate Training Order in the **Document Type** box. The following are the available training order document types: **PW, TW, FW, GW, XW, and OW**. The following are the available Prepaid training order document types: **CY, PY, TY, FY, GY, XY, NY, and OY**.

*Please refer to **Section 3.1.1: Purchasing Document Types and Transaction Types** that outlines which document types are to be used by which service within GSA, or **Appendix D: Document Types** for a complete listing of document types and guidance on how to select the appropriate one.*

3. A unique document number will be generated in the **Document Number** field after clicking the **Generate** button.
 4. Enter GSA as the **Security Org.** for training orders.
 5. Select the **Copy Forward** radio button.
 6. Click the **Next** button.
 7. The **Copy Forward** page will display.
 8. In the **Document Type** field, enter **TR** or use the drop-down list to select **TR**.
 9. In the **Document Number** field, type the **TR** number to copy forward.
- The **Processed** radio button will default to **Selected** in the **Document Criteria** group box.*
10. Click the **Search** button.

Notes

11. Select the appropriate document from the generated list.
12. Click the **Finish** button.

*The **Header** page of the Training Order form will be displayed.*

*Because the training order information was copied forward from the request, information such as Vendor may already exist on the **Header** page.*

13. In the **General** group box, complete the **Ordered By** field.

The name of the requester will copy forward to populate this field.

The **Order Date, Accounting Period, Reporting**

Accounting Period will default when the form is verified or processed.

14. In the **Vendor Information** group box, enter or search for the **Vendor Code** and **Vendor Address Code**.
15. Enter or search for a **Customer Account Number** if one exists with the vendor
16. Enter the appropriate vendor address code in the **Remit To Address** field.

Note: *The Remit To Address is required to ensure vendor payment.*

17. Click the Default button and enter the vendor code and vendor address code for the **Designated Agent**, if applicable.

A designated agent code is used when contracts and/or delivery orders are assigned to a different vendor from the original vendor. This information will automatically default when the associated contract number or delivery order is entered.

Notes

The Notice of Assignment must be on file in Finance before payment will be released.

18. If referencing a contract, delivery order, or blanket purchase agreement specify the information on the order by using the **Contracts** group box.

Additional contractual and procurement information such as Contract Specialist, priority, priority rating, date signed, expiration date, order type, and type of action can also be entered.

19. Use the **Discount Terms** group box to enter payment and inspection terms about the order.
20. In the **Description** field enter descriptive information about the order, if necessary. If the description is greater than 255 characters, the **Extended Description** field is available up to 60,000 characters.

Information entered here will not print on GSA Form 3076.

21. Select the **Office Addresses** tab. The **Office Addresses** page will display. Select the appropriate **Office Type** to enter the Administered By, Delivery, Issuing office (procurement office), Mail Invoice To, and Ordering address information.

Search or enter an **Address Code** and click the **Get Address** button. Click the **Clear Address** button to clear the address information.

Note: Required addresses on Purchase Order are: **Delivery**, **Invoice**, and **Order**.

Do not enter COTR address on Training forms.

The screenshot shows a software interface for managing office addresses. At the top, there is a navigation bar with tabs: Header, Fixed Assets, Office Addresses (which is the active tab), Employees, Header Accounting Lines, Itemized Lines, Approval Routing, Memos, and Summary. Below the navigation bar, there is a toolbar with buttons for Display (set to 10 items), View as CSV, and Sort... The main area displays a table with two columns: 'Office Type' and 'Office'. The 'Office Type' column lists several options: Admin, COTR, Delivery, Issue, Invoice, Order, and Property. Each option has a small icon next to it. The 'Office' column contains empty rows corresponding to each type. At the bottom left of the table area, there is a link 'Go to top of page'.

22. If this information did not copy forward, click the **Employees** tab to enter the names of employees who will attend the training class.

Notes

The **Employees** page will be displayed.

	Code	Last Name
- NO ITEMS TO DISPLAY -		

23. Click the **Add** button.
24. The **Employee** page will display.
25. Enter the appropriate employee information and click the **Search** button.
26. Select the appropriate employee from the generated list.
27. Click the **Select** button to add the employee to the Training Order.
28. Select the **Header Accounting Lines** tab to enter the **Line Amounts Ordered** for the order.

The **Header Accounting Lines** page will be displayed.

The **Header Accounting Lines** page information will be copied forward from the training request.

Select the appropriate line and click the **Header Accounting Line** link.

The **Header Accounting Line** page will display.

Line Number:	1
Transaction Type:	<input type="text"/>
Related Cost Type:	N/A
Promot Pay Type:	<input type="text"/>
Period of Performance	<input type="text"/> Start Date: <input type="text"/> End Date: <input type="text"/>
Current Amount	
Ordered	\$0.00
Applied Credit	\$0.00
Net Total	\$0.00

29. Use the **Agreement** group box to enter a referenced Blanket Purchase Agreement number, if applicable.

Note:

Enter the agreement number without the alpha character in

Notes

- the first field and enter a “1” in the second field.
30. Use the **Contracts Line** group box to enter contract information, if applicable.
31. If the information did not copy forward from the request, or if additional information is required, in the **Description** field enter descriptive information about this line. If the description is greater than 255 characters, the **Extended Description** field is available up to 60,000 characters.

Information entered here will print on the GSA Form 3076.

Note: Depending on the room left on the form, the extended description field may not print in its entirety.

32. Go to the **Approval Routing** tab. The **Approval Routing** page will display. Since the form’s creator has not yet added approvers, none will be listed.
33. To add approvers one by one to the form, click the **Add User** button. The **User Search** page will be displayed.

Enter the **User ID** or **Name** of the form’s approver in the appropriate search fields, and click the **Search** button.

Highlight the **Principal ID** record for the approver of the form. Then click the **Select** button.

The selected user will be added to the approvers list on the **Approval Routing** tab.

34. To add to the form multiple approvers that are stored in a routing list, click the **Add Routing List** button. The **Routing List Search** page will display.

Enter the **Routing List Code** or **Routing List Name** in the appropriate search fields, and click the **Search** button.

Highlight the appropriate **Routing List** record and click the **Select** button.

The users saved in the routing list will be added to the approvers list on the **Approval Routing** tab.

35. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To remove a line or multiple lines, select the line (s) and click the **Delete** button. (Refer to Section 2.3.3 for more

Notes

- information about the Summary tab.)
36. If this information did not copy forward from the request, click the **Course Information** tab to enter information about the training.

The Course Information page will be displayed.

37. In the **General** group box, enter or search for the **Course Code** and **Course Title**.
38. Enter the **Program Office** and **Class Sequence**.
39. In the **Course Dates** group box, enter the **Start** and **End** dates for the training course. Enter a **Drop Date** for the course if applicable.
40. In the **Course Hours** group box, enter both **Duty** and **Non-duty** course hours.

Pegasys will calculate the total course hours.

41. In the **Training Address** group box, enter the location of the training or click the **Address Same As Vendor** checkbox.
42. Click the **Verify** button.
43. Any errors will be displayed. Review the error message and correct the form.
44. Click the **Submit** button.

6.11 How Can I Create Inter-agency Purchase Orders (GSA Form 3669) in Pegasys?

Inter-agency (government agencies external to GSA) purchase orders are obligations to procure goods or services between other agencies and GSA. These obligations were formerly recorded on GSA Form 4000 and will now be printed on GSA Form 3669. Inter-agency procurements are recorded in Pegasys as non-itemized or itemized purchase orders. A **Purchase Order** form may or may not contain commodity line items that include unit, quantity, and unit price information. As with other Pegasys orders, Inter-agency orders are service specific document types. The document types for purchase orders are: **FX, GX, PX, OX, NX, TX, and XX**. Inter-agency purchase orders may be associated with previously entered requests (Inter-agency purchase request—**RR**), and may later be connected to future receipts, invoices, and payments. Three approvals are required: Manager, Accounting Classification and Funds Authorization. To create an Inter-agency purchase order, follow the steps for creating either a non-itemized or

itemized purchase order in **How Do I Create a Purchase Order (GSA Form 300) or Record an Oral Procurement in Pegasys?** or **How Can I Create an Order or Record an Oral Procurement With Itemized Lines in Pegasys?** of this chapter.

6.12 How Can I Create Intra-agency Purchase Orders (GSA Form 2957) in Pegasys?

Intra-agency (services internal to GSA) orders are obligations to procure goods or services between GSA services. These obligations are recorded in Pegasys as purchase orders with non-itemized or itemized lines (**IX**). Intra-agency purchase orders may be associated with previously entered requests (Intra-agency purchase request—**IG**), and may later be connected to future receipts, invoices, and payments. Three approvals are required: Manager, Accounting Classification and Funds Authorization. To create an Intra-agency purchase order, follow the steps for creating either a non-itemized or itemized purchase order in **How Do I Create a Purchase Order (GSA Form 300) or Record an Oral Procurement in Pegasys?** or **How Can I Create an Order or Record an Oral Procurement With Itemized Lines in Pegasys?** of this chapter.

- **Section 3.4: Overview of Pegasys Purchasing Forms** for a complete discussion of Purchasing subsystem forms.
- **Appendix A: Field Descriptions** for screen prints and detailed field descriptions.
- **Appendix B: Form Mappings** for detailed information on transitioning GSA forms to their Pegasys counterparts.

6.13 How Can I Create Oral Procurements or Certified Invoices in Pegasys?

Another way to facilitate a purchase is through an oral procurement, sometimes referred to as a certified invoice. All oral procurements must be captured in Pegasys to record the obligation. Oral procurements can be recorded by generating either a Purchase Order or Direct Pay form in Pegasys. When a purchase order is created to record the oral procurement, the vendor will send the invoice to the regional Finance Center and a receipt will be required to process the vendor payment.

To record an oral procurement using the standard purchasing model, follow the steps for creating a non-itemized or itemized purchase order previously outlined in this chapter.

Direct pay purchases created by the Services that are less than or equal to \$3000 are recorded using a **D6 or D7 Direct Pay (DP)** form and require three approvals: Direct Pay Approver, Accounting Classification, and Funds Authorization. Direct pay purchases created by the Services for more than \$3000 are recorded using the **DC or DF Direct Pay (DP)** document type and require, in addition to the previous three approvals, the approval of a Finance Direct Pay Approver. Direct pay purchases created by Finance that are less than \$100,000 are recorded using a **DK or DW** document type and require the approval of a Finance Direct Pay Approver. Direct payments created by Finance that are equal to or greater than \$100,000 using a **DK or DW** document type require the approval of a Finance Direct Pay Approver Senior.

6.14 How Can I Create a Direct Pay (Certified Invoice) in Pegasys?

Notes

- Select **Transactions—Purchasing—New—Match Invoice** from the Pegasys menu bar.

*The **New Match Invoice** page will be displayed.*

The screenshot shows the 'New Match Invoice' page with the following fields:

- * Document Type:** A dropdown menu with a small edit icon.
- Document Number Format:** A dropdown menu with a small edit icon.
- Document Number Prefix:** An input field.
- Document Number:** An input field with a **Generate** button next to it.
- Security Org:** An input field with a small edit icon.
- Title:** An input field.
- Copy Document:** A section containing three radio buttons:
 - None
 - Copy From
 - Copy Forward

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- Select one of the following document types:

D6 - Direct Pay - Region 6, Under \$3000

D7 - Direct Pay - Region 7, Under \$3000

DC - Direct Pay - Region 6, Over \$3000

DF - Direct Pay Region 7, Over \$3000

- A unique document number will be generated in the **Document Number** field after clicking the **Generate** button.
- Select the appropriate **Security Org**.

*If left blank, the **Security Org** will default to the user's default Security Org (please refer to **Section 3.5: Security Organizations**).*

- Click on the **Finish** button.

*The **Header** page of the Direct Payment form will be displayed.*

Notes

The screenshot shows the 'Header' tab selected in the top navigation bar. Below it, the 'Workflow Status' and 'Approval History' tabs are visible. Under the 'General' group box, the 'Title' field is highlighted in yellow. Other fields like 'Invoiced By', 'Invoice #', and 'Vendor's Invoice Date' are marked with red asterisks indicating they are required.

- In the **General** group box, enter the **Invoiced By** field.

The Receipt Date, Accounting Period, and Reporting Accounting Period fields default to the current date when the form is verified or processed.

- Enter the invoice number in the **Invoice** field.

Note: *The invoice number is a procedural requirement on a direct payment. Invoice number must be entered exactly as listed on vendor's invoice.*

- In the Vendor Information group, enter or search for the **Vendor Code** and **Vendor Address Code**. The vendor name will be inferred from the vendor code.
- Enter a **Customer Account Number**, if applicable.
- Enter the appropriate vendor address code in the **Remit To Address** field.

Note: *The Remit To Address is required to ensure vendor payment.*

- Click the **Default** button or enter Designated Vendor information if applicable.
- If referencing a contract, delivery order, or blanket purchase agreement specify the information on the direct payment in the **Contracts** group box.
- In the **Description** field enter descriptive information about the direct payment, if necessary. If the description is greater than 255 characters, the **Extended Description** field is available up to 60,000 characters.

Note: Depending on the room left on the form, the extended description field may not print in its entirety.

- Select the **Header Accounting Lines** tab.

Notes

The **Header Accounting Lines** page will be displayed.

Header	Fixed Assets	Office Addresses	Header Accounting Lines	Itemized Lines	Approval Routing	Memos	Summary	Disbursing Information													
Header Accounting Line Contracts Pay Receipts																					
Add	Copy	Copy Forward	Remove	Reset	Replace	Display 10 Items	View as CSV	Sort...													
	Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Org	B/A	Proj Cd	Sub Proj	Function	C/E	Sub Obj	Bldg Sys	Veh Tag #	Wrk Itm	ABC Activity

- NO ITEMS TC

15. Click the **Add** button to add a new **Header Accounting Line**.
16. A line can be copied forward from a document by clicking the **Copy Forward** button to add a new Header Accounting Line(s). The Copy Forward New Line Document Selection window will open. Enter in criteria to search for a document, select a document, and click the **Finish** button.
17. The **Header Accounting Line** page will be displayed.
18. Enter the **Start** and **End Dates** for the period of performance of services specified.
19. In the **Line Amounts** group box, enter the amount of the direct payment in the **Invoiced** field.

The Line Number and Transaction Type will default when the form is verified or processed.

20. In the **Accounting Dimensions** group box, enter or search for the **Template** for the accounting line. Click the **Default** button to populate the remaining accounting dimension fields.

*To search for an accounting template, click the **Template** hyperlink. In the Search – Template page, enter the appropriate search criteria and click the **Search** button. Select an accounting template.*

Complete any other required accounting elements that were not populated by the accounting template.

21. In the **Agreement** group box, enter a referenced RWA or IBAA Agreement number, if applicable. (PBS only)

Note: Enter the agreement number without the alpha character in the first field and enter a “1” in the second field.

22. In the **Contracts Line** group box, enter additional contract information, if applicable.
23. In the **Payments** group box, enter the **Accepted and/or Delivery Date** of the goods or services received.

Notes

24. In the **Description** field enter descriptive information about this line, if necessary. If the description is greater than 255 characters, the **Extended Description** field is available up to 60,000 characters.

Note: Depending on the room left on the form, the extended description field may not print in its entirety.

25. Go to the **Approval Routing** tab. The **Approval Routing** page will display. Since the form's creator has not yet added approvers, none will be listed.
26. To add approvers one by one to the form, click the **Add User** button. The **User Search** page will be displayed.

Enter the **User ID** or **Name** of the form's approver in the appropriate search fields, and click the **Search** button.

Highlight the **Principal ID** record for the approver of the form. Then click the **Select** button.

The selected user will be added to the approvers list on the **Approval Routing** tab.

27. To add to the form multiple approvers that are stored in a routing list, click the **Add Routing List** button. The **Routing List Search** page will display.

Enter the **Routing List Code** or **Routing List Name** in the appropriate search fields, and click the **Search** button.

Highlight the appropriate **Routing List** record and click the **Select** button.

The users saved in the routing list will be added to the approvers list on the **Approval Routing** tab.

28. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To remove a line or multiple lines, select the line (s) and click the **Delete** button. (Refer to Section 2.3.3 for more information about the Summary tab.)

29. Select the **Disbursing Information** tab.

*The **Disbursing Information** page will be displayed.*

Notes

Note: Data entry is not required for the **Disbursing Info** page; the **Disbursing Method** and **Disbursing Office** fields will default when the form is verified or processed.

30. Click the **Verify** button.

Any errors will be displayed. Review the error message and correct the form.

31. Click the **Submit** button.

6.15 How Do I Correct (Amend) a Purchase Order With Multiple Budget Fiscal Years – Revolving Fund (Obligation Based) in Pegasys?

The following sections discuss how to amend purchase orders when the purchase order is associated with multiple budget fiscal years and it is unclear as to which budget fiscal year should be corrected.

6.15.1 How Do I Correct (Amendment) the Purchase Order to Result in an Increase?

When correcting a purchase order that is associated with multiple Budget Fiscal Years (e.g., multi-year contracts), and it is unclear which Budget Fiscal Year should be corrected, all corrections will be made to the current budget fiscal year. Please refer to **Section 4.2: Correcting a Form or Document** for details on correcting a document.

6.15.2 How Do I Correct (Amendment) the Purchase Order to Result in a Decrease?

When decreasing the purchase order, the correction will be applied to the current Budget Fiscal Year, then to the first prior year Budget Fiscal Year (i.e., the current BFY – 1) and so forth. Please refer to **Section 4.2: Correcting a Form or Document** for details on correcting a document.

6.16 How Do I Correct (Amend) Purchase Orders With Multiple Budget Fiscal Years – Revolving Fund (Expense Based) in Pegasys?

The following sections discuss how to amend purchase orders when the purchase order is associated with multiple budget fiscal years and it is unclear as to which budget fiscal year should be corrected.

6.16.1 How Do I Correct (Amendment) the Purchase Order to Result in an Increase?

When amending a purchase order that is associated with multiple Budget Fiscal Years (e.g., multi-year contracts), all upward amendments will be made against the current Budget Fiscal

Year. Please refer to **Section 4.3: Amending a Document** for details on amending a document.

6.16.2 How Do I Correct (Amendment) the Purchase Order to Result in a Decrease?

When amending a purchase order that is associated with multiple Budget Fiscal Years (e.g., multi-year contracts), all downward amendments will be made against the current Budget Fiscal Year. Please refer to **Section 4.3: Amending a Document** for details on amending a document.

6.17 How Do I Record a GBL/TSO (Non-Relocation) Transaction in Pegasys?

Each service has a choice whether to obligate their GBL/TSO transaction or not. If the chain is obligated, the requesting service must first create an **IX - Intra-agency** document in Pegasys before the paper GBL is sent to the Pre-Audit Contractor. If the chain is not obligated, the paper GBL/TSO can be sent directly to the Pre-Audit Contractor.

Once the information reaches the Pre-Audit Contractor, the process is the same. The paper data is verified against the electronic file and the Finance Center loads the GBL information into the TAP system. Then TAP will clear NEAR and Pegasys by matching on ACT #, **IX** Document Number, and or GBL #.

The following steps describe how to create an Intra-Agency obligation document (**IX**) to record GBL/TSO transactions in Pegasys.

Notes

1. Select **Transactions—Purchasing—New—Order** from the Pegasys menu bar.

*The **New Order** page will be displayed.*

Notes

New Order

* Document Type:

Document Number Format:

Document Number Prefix:

* Document Number:

Security Org:

Title:

Copy Document

None
 Copy From
 Copy Forward

[Go to top of page](#)

2. Enter **IX –Intra-agency** in the **Document Type** box. A unique document number will be automatically generated in the **Document Number** field
3. Enter the appropriate **Security Org**.

*If left blank the Security Org will default to the user's default Security Org (please refer to **Section 3.5: Security Organizations**).*

4. Click the **Finish** button.

The **Header** page of the Purchase Order form will be displayed.

Header [Fixed Assets](#) [Office Addresses](#) [Header Accounting Lines](#) [Itemized Lines](#) [Approval Routing](#) [Memos](#) [Summary](#)

[Amendment History](#) [Workflow Status](#) [Approval History](#)

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

General

Document Type:	<input type="text" value="IX"/> <input type="text" value="Intra-agency"/>	Order Date:	<input type="text"/>
Status:	<input type="text" value="NEW"/>	Accounting Period:	<input type="text"/> <input type="button" value=""/>
Document Number:	<input type="text" value="IX015086"/>	Reporting Accounting Period:	<input type="text"/> <input type="button" value=""/>
Title:	<input type="text"/>	Document Classification:	<input type="text"/> <input type="button" value=""/>
Ordered By:	<input type="text"/>	Security Org:	<input type="text" value="GSA"/>
Agency DUNS Number:	<input type="text"/>	Suppress Printing:	<input type="checkbox"/>
Agency DUNS+4:	<input type="text"/>	Fast Pay:	<input type="checkbox"/>
		Invoice Required:	<input type="checkbox"/>
		Receipt Required:	<input type="checkbox"/>

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5. In the **General** group box, enter the **Ordered By** field.

The **Order Date**, **Accounting Period**, and **Reporting Accounting Period** will default to the current date when the form is verified or processed.

Leave the **Document Classification** field blank.

Notes

6. In the **Vendor Information** group box, enter or search for the **Vendor Code** and **Vendor Address Code**. The vendor name will be inferred from the vendor code that is entered.
7. Enter a customer account number, if one exists with the vendor, in the **Customer Account** field.
8. Click the **Default** button or enter the vendor code and vendor address code for the **Designated Agent**, if applicable.

A designated agent code is used when contracts and/or delivery orders are assigned to a different vendor from the original vendor. This information will automatically default when the associated contract number or delivery order is entered.

9. If referencing a contract, delivery order, or Blanket Purchase Agreement, specify the information in the **Contract** group box.
10. In the **Description** field enter descriptive information about the order, if necessary. If the description is greater than 255 characters, the **Extended Description** field is available up to 60,000 characters.
11. Select the **Header Accounting Lines** tab.

The **Header Accounting Lines** page will display.

Click the **Add** button to create a new line.

Note: *The Line Number and Transaction Type will default when the Order is verified or processed.*

<input type="checkbox"/>	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

Go to top of page

12. In the **Line Amounts** group box, enter the **Ordered** amount.
13. In the **Accounting Dimensions** group box, enter or search for a **Template** for the accounting line. Click the **Default** button to populate the remaining accounting dimension fields.

*To search for an accounting template, click the **Template** hyperlink. In the Search – Template page, enter the appropriate search criteria and click the **Search** button. Select an accounting template.*

Notes

Complete any other required accounting elements that were not populated by the accounting template.

14. In the **Agreement** group box enter a referenced RWA or IBAA number, if applicable. (PBS only)

Note: Enter the agreement number without the alpha character in the first field and enter a “1” in the second field.

15. In the **Contracts Line** group box, enter Contract Line information if applicable.

Specify the contract line item number or sub-contract line item number applicable to the request.

16. In the **Description** field enter descriptive information about this line, if necessary. If the description is greater than 255 characters, the **Extended Description** field is available up to 60,000 characters.
17. Go to the **Approval Routing** tab. The **Approval Routing** page will display. Since the form's creator has not yet added approvers, none will be listed.
18. To add approvers one by one to the form, click the **Add User** button. The **User Search** page will be displayed.

Enter the **User ID** or **Name** of the form's approver in the appropriate search fields, and click the **Search** button.

Highlight the **Principal ID** record for the approver of the form. Then click the **Select** button.

The selected user will be added to the approvers list on the **Approval Routing** tab.

19. To add to the form multiple approvers that are stored in a routing list, click the **Add Routing List** button. The **Routing List Search** page will display.

Enter the **Routing List Code** or **Routing List Name** in the appropriate search fields, and click the **Search** button.

Highlight the appropriate **Routing List** record and click the **Select** button.

The users saved in the routing list will be added to the approvers list on the **Approval Routing** tab.

20. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

To add a new line, click the **Add** button and follow the

Notes

instructions above on how to enter a header accounting line. To remove a line or multiple lines, select the line (s) and click the **Delete** button. (Refer to Section 2.3.3 for more information about the Summary tab.)

21. Click the **Verify** button.

Any errors will be displayed. Review the error message and correct the form.

22. Click the **Submit** button.

7 Receipts

In Pegasys, a **Receipt** (receiving report) is used to record the actual accrual of ordered goods or services. A **Receipt** (**RK** or **RW**) with header accounting lines is created when the purchase order against which goods or services are being received does not contain commodity line items. A **Receipt** (**IC** or **IF**) with itemized lines is created when receiving against a purchase order containing commodity line items.

Because receipts must reference purchase orders, the system requires the user to copy forward a purchase order when creating a receipt. The copy forward feature eliminates redundant data entry, ensures that the receipt contains the accounting line information associated with the original order, and ensures that the receipt will not be created for more than was originally ordered. Receipts do not have to be approved; however, they must be processed.

Please refer to the following for additional information related to completing a Receipt in Pegasys:

- **Section 3.4: Overview of Pegasys Purchasing Forms** for a complete discussion of Purchasing subsystem forms.
- **Appendix A: Field Descriptions** for detailed field descriptions of receipt forms.

7.1 How do I Create a Receipt in Pegasys?

The following steps describe how to complete a **Receipt** form in Pegasys.

Notes

1. Select **Transactions—Purchasing—New—Receipt** from the Pegasys menu bar.

The New Receipt tab will be displayed.

Notes

New Receipt

* Document Type:

Document Number Format:

Document Number Prefix:

* Document Number:

Security Org:

Title:

Copy Document

None
 Copy From
 Copy Forward

[Go to top of page](#)

2. Enter the appropriate type of **Receipt (RK or RW)** in the **Document Type** field. Click the **Generate** button to generate a unique document number in the **Document Number** field.
3. In the **Security Org** field, enter the appropriate Security Org or search for a Security Org by clicking the blue Security Org link.

*If left blank, the **Security Org** will default to the user's default Security Org (please refer to **Section 3.5: Security Organizations**).*

4. The **Copy Document—Copy Forward** radio button will be selected.

Receipts must reference an order.

Click the **Next** button.

5. In the **Document Type** field, enter the doc type to be copied forward. If the Document Type is unknown Click the **Document Type** hyperlink to open the **Search-Document Type** page. Enter the appropriate **Search Criteria**, click the **Search** button and click the **Select** button next to the appropriate **Document Type** from the generated list.

Enter the appropriate number in the **Document Number** field or enter other Search Criteria as appropriate. Click the **Search** button and select the appropriate document.

If document number is unknown or partially known, enter relevant information and click the Search button to search

Notes

for the number. Please refer to **Section 4.1.2: How to Search for a Document (Review Status)**.

6. Click the **Finish** button.

The Header page of the Receipt form will be displayed.

The screenshot shows the 'Header' tab selected in the top navigation bar. Below it, there are tabs for 'Fixed Assets', 'Office Addresses', 'Header Accounting Lines', 'Itemized Lines', 'Approval Routing', 'Memos', and 'Summary'. Under the 'Header' tab, there are two sub-tabs: 'Workflow Status' (selected) and 'Approval History'. Below these tabs, there are buttons for 'Expand All' and 'Collapse All'. The main content area is titled 'General' and contains several groups of input fields. The 'Received By' field is highlighted with a red asterisk (*) and contains the value 'VEF'. Other fields include 'Status' (NEW), 'Document Number' (RKDMB1130), 'Title' (E4044946), 'Batch Number', 'Document Classification', 'Security Org' (GSA), 'Suppress Printing', 'Fast Pay', 'Accepted Date', 'Delivery Date', 'Reversal Accounting Period', 'Reverse After Period', 'Agency DUNS Number', 'Agency DUNS+4', and 'Period of Performance' with 'Start Date' and 'End Date' fields.

7. In the **General** group box, in the **Received By** field type the name of the person receiving the ordered goods or services.

The Receipt Date, Accounting Period, and Reporting Accounting Period will default to the current date when the form is verified or processed.

8. Enter the invoice number in the **Invoice Number** field on the **Header** page.
9. Complete the **Accepted Date** and **Delivery Date** fields.

Dates entered on the **Header** page will populate the **Accounting Lines** page upon form verification.

If ordered goods and services are received at various times, separate receiving reports must be processed for each occasion (please refer to **How Do I Create Partial or Multiple Receipts for a Single Purchase Order in Pegasys?**).

10. Select the **Header Accounting Lines** tab. Select a specific accounting line and click the **Header Accounting Lines** link to view accounting line information.

The Header Accounting Lines page of the Receipt form will be displayed.

Notes

Screenshot of the Header Accounting Lines screen showing a single line entry:

	Line Number	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Org
<input type="checkbox"/>	1	\$100.00		BRANDONTEST4	2009		206X	00	D0000000	G	

Buttons at the top: Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachme.

Buttons below the tabs: Header, Fixed Assets, Office Addresses, Header Accounting Lines, Itemized Lines, Approve.

Header Accounting Line | Invoices

Add, Copy, Copy Forward, Remove, Reset, Replace, Display 10 Items, Go to top of page.

11. In the **Document Reference** group box, check the **Final** check box to fully liquidate the referenced document if this is the final receipt for the purchase order.
12. A line can be copied forward from a document by clicking the **Copy Forward** button to add a new Header Accounting Line(s). The Copy Forward New Line Document Selection window will open. Enter in criteria to search for a document, select a document, and click the **Finish** button.
13. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To remove a line or multiple lines, select the line (s) and click the **Delete** button. (Refer to Section 2.3.3 for more information about the Summary tab.)

Screenshot of the Header Accounting Lines screen showing a single line entry:

	Line Number	Amount	Transaction Type	Template	Source Number	BBFY	EBFY
<input type="checkbox"/>	1	\$100.00		BRANDONTEST4		2009	

Buttons at the top: Header, Fixed Assets, Office Addresses, Header Accounting Lines, Itemized Lines, Approval Routing, Memos, Summary.

Buttons below the tabs: Add, Copy, Remove, Details, Default Accounting Template, Default from Referenced Line, Sort..., View as CS.

14. Click the **Verify** button.

*If error messages are returned, review them, make the appropriate changes, and click **Verify** again.*

15. Click the **Submit** button.

Pegasys will update the database.

Note: The form will not process until all approvals have been placed on the form.

7.2 How Do I Create Partial or Multiple Receipts for a Single Purchase Order in Pegasys?

GSA requires that a receipt be created at the time ordered goods or services are received. Therefore it may be necessary to create a partial receipt against an order that was only partially received and to create additional receipts for the rest of the order at a later date. The following steps describe how to create partial and multiple receipts against a single purchase order.

Notes

- Select **Transactions—Purchasing—New—Receipt** from the Pegasys menu bar.

*The **New Receipt** tab will be displayed.*

The screenshot shows the 'New Receipt' form interface. At the top left is a 'New Receipt' button. Below it are several input fields: 'Document Type' (with a yellow border), 'Document Number Format' (with a yellow border), 'Document Number Prefix' (with a yellow border), 'Document Number' (with a yellow border), 'Generate' button, 'Security Org' (with a blue link), 'Title' (with a blue link), and a 'Copy Document' section containing three radio buttons ('None', 'Copy From', 'Copy Forward').

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- Enter the appropriate type of **Receipt (RK or RW)** in the **Document Type Code** field. Click the **Generate** button to generate a unique document number in the **Document Number** field.
- In the **Security Org** field, enter the appropriate Security Org or search for a Security Org by clicking the blue Security Org link.

*If left blank, the **Security Org** will default to the user's default Security Org (please refer to **Section 3.5: Security Organizations**).*

- The **Copy Document—Copy Forward** radio button will be checked. Click the **Next** button.
- In the **Document Type** field, enter the doc type to be copied forward. If the Document Type is unknown Click the **Document Type** hyperlink to open the **Search—Document Type** page. Enter the appropriate **Search**

Notes

Criteria, click the **Search** button and click the **Select** button next to the appropriate **Document Type** from the generated list.

Enter the appropriate number in the **Document Number** field or enter other Search Criteria as appropriate. Click the **Search** button and select the appropriate document.

*If document number is unknown or partially known, enter relevant information and click the Search button to search for the number. Please refer to **Section 4.1.2: How to Search for a Document (Review Status)**.*

6. Click the **Choose which lines to copy** radio button. Click the **Next** button.

*The **Choose Accounting Lines** tab will be displayed.*

Choose Accounting Lines																
Prorate to Itemized Lines: <input type="checkbox"/>																
Display <input type="checkbox"/> 10 <input checked="" type="checkbox"/> Items																
Accounting Line Number	Original Amount	Closed Amount	Outstanding Amount	BBFY	EBFY	Fund Reg	Org Cd	R/A Proj Cd	Function	C/E	Bldg Z	Sys	Veh Tag #	Wrk Hrs	ABC Activity	Org Cd
1 \$10.00	\$0.00	\$10.00		2006	192X 11	P1127001 PG61	PG46	621	VA0321ZZ							

7. Click to add a checkmark next to the lines that you want copied forward, then click the **Next** button.

*The **Choose Itemized Lines** tab will be displayed.*

8. Click the **Finish** button.

*The **Header** page of the Receipt form will be displayed.*

9. In the **General** group box, type the name of the person receiving the ordered goods or services in the **Received By** field.

*The **Receipt Date**, **Accounting Period**, and **Reporting Accounting Period** will default to the current date when the form is verified or processed.*

10. Enter the invoice number in the **Invoice Number** field on the **Header** page.
11. Complete the **Accepted Date** and **Delivery Date** fields.

*Dates entered on the **Header** page will populate the **Accounting Lines** page upon form verification.*

12. Select the **Header Accounting Lines** tab. Select a specific accounting line and click the **Header Accounting Lines** link to view accounting line information.

*The **Header Accounting Lines** page of the Receipt form*

Notes

will be displayed.

[Header](#) | [Fixed Assets](#) | [Office Addresses](#) | **Header Accounting Lines** | [Itemized Lines](#) | [Approval Routing](#) | [Memos](#) | [Summary](#) |
 Header Accounting Line | Invoices

Items

	Line Number	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Activity	SOC	Sub Obj	B#
<input checked="" type="checkbox"/>	1	\$100.00		10-206X- D0000000- GX00- GX00	2010	206X 00	D0000000		GX00					GX000	516		

13. In the **Line Amounts** group box, enter the dollar amount of the goods or services that were actually received in the **Amount** field of the appropriate accounting line.
14. Repeat steps 12-13 if multiple accounting lines were copied forward.
15. Select the **Header Accounting Lines** link. Select the accounting lines that should be deleted. Click the **Remove** button.

This is only needed if all lines from the order were copied forward.

16. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and click the **Remove** button. (Refer to Section 2.3.3 for more information about the Summary tab.)

[Header](#) | [Fixed Assets](#) | [Office Addresses](#) | [Header Accounting Lines](#) | [Itemized Lines](#) | [Approval Routing](#) | [Memos](#) | [Summary](#) | [Co](#)

Header Accounting Lines						
	Line Number	Amount	Transaction Type	Template	Source Number	BBFY
<input checked="" type="checkbox"/>	1	\$100.00		BRANDONTEST4		2009

17. Click the **Verify** button.

*If error messages are returned, review them, make the appropriate changes, and click **Verify** again.*

18. Click the **Submit** button.

Pegasys will update the database.

Note: The form will not process until all approvals have been placed on the form.

If multiple receipts are necessary, repeat Steps 1–18 for

Notes

each additional receipt. Additional receipts can be created for the same purchase order until the entire dollar amount of the order has been closed or liquidated.

7.3 How Do I Create a Receipt That Contains Itemized Lines in Pegasys?

In Pegasys, a **Receipt (RK or RW)** is created to record the receipt of goods against purchase orders with itemized lines containing commodity (unit price and quantity information) line items. The following steps describe how to complete a **Receipt** form.

Notes

1. Select **Transactions—Purchasing—New—Receipt** from the Pegasys menu bar.

*The **New Receipt** tab will be displayed.*

The screenshot shows the 'New Receipt' form interface. At the top left is a button labeled 'New Receipt'. Below it are several input fields and dropdown menus:

- Document Type:** A dropdown menu with a yellow background, currently showing a placeholder icon.
- Document Number Format:** A dropdown menu with a blue border.
- Document Number Prefix:** An input field with a blue border.
- Document Number:** An input field with a yellow background and a red asterisk (*) indicating it is required.
- Generate:** A grey button next to the Document Number field.
- Security Org:** An input field with a blue border.
- Title:** An input field with a blue border.
- Copy Document:** A section with three radio buttons:
 - None
 - Copy From
 - Copy Forward

[Go to top of page](#)

2. Enter the appropriate type of **Receipt (RK or RW)** in the **Doc Type Code** field. Click the **Generate** button to generate a unique document number in the **Document Number** field.
3. In the **Security Org** field, enter the appropriate Security Org or search for a Security Org by clicking the blue Security Org link.

*If left blank, the **Security Org** will default to the user's default Security Org (please refer to **Section 3.5: Security Organizations**).*

4. Click the **Copy Document—Copy Forward** radio button. Click the **Next** button.

Notes

5. In the **Document Type** field, enter the document type to be copied forward. Enter the appropriate number in the **Document Number** field. Click the **Search** button and select the appropriate document.

*If document number is unknown or partially known, enter relevant information and click the Search button to search for the number. Please refer to **Section 4.1.2: How to Search for a Document (Review Status)**.*

6. Click the **Finish** button.

*The **Header** page of the Receipt form will be displayed.*

7. In the **General** group box, type the name of the person receiving the ordered goods in the **Received By** field.

*The **Receipt Date**, **Accounting Period**, and **Reporting Accounting Period** will default to the current date when the form is verified or processed.*

8. Enter the invoice number in the **Invoice Number** field on the **Header** page.
9. Complete the **Accepted Date** and **Delivery Date** fields.

Dates entered on the **Header** page will populate the **Accounting Lines** page upon form verification.

If ordered goods are received at various times, separate receiving reports must be processed for each occasion.

10. In the **Receiving Location** group box, click **Edit Address Information** button. The Office Address page will be displayed. Enter address code into the **Code** field (if applicable). Click the **Get Address** button to automatically

Notes

fill address fields.

- Select the **Itemized Lines** tab. Select the appropriate accounting line and click the Itemized Lines link.

Forms with itemized lines will accept funds at the document level and the itemized line level.

*The **Itemized Lines** page will be displayed.*

<input checked="" type="checkbox"/>	Line Number	Quantity	Unit Price Amount	Amount	Commodity Code	Commodity Name	Unit	Item #	Blanket Agreement Number
<input checked="" type="checkbox"/>	1	100.000000	\$10.0000	\$0.00					

Go to top of page

- In the **Line Amounts** group box, enter the **Received**, **Inspected**, and **Accepted** quantities for the line item. Enter the unit price for the **Accepted** quantity, if different from the ordered quantity copied forward.
- In the **Rejected** field, type the number of rejected items (if applicable).

*If items were rejected, type the appropriate entry in the **Inspection Condition** field.*

- Select the **Funding** tab. Select the appropriate funding line and click the **Funding Acctg Line** link.

<input checked="" type="checkbox"/>	Line Number	Amount	Transaction Type	Template	BBFY
<input checked="" type="checkbox"/>					

Go to top of page

*The **Funding Accounting Line** page of the Itemized Receipt form will be displayed.*

Notes

[Header](#) | [Fixed Assets](#) | [Office Addresses](#) | [Header Accounting Lines](#) | [Itemized Lines](#) | [Approval Routing](#) | [Memos](#) | [Summary](#) | [Close](#)
[Itemized Line](#) | **Funding** | [Fixed Assets](#) | [Invoices](#)
Funding Acctg Line

[Expand All](#) | [Collapse All](#)
 General
 Line Number: IPAC Document Identifier:
 Transaction Type:
 Accepted Date:
 Delivery Date:
 Related Cost Type:
 Period of Performance
 Start Date: End Date:
[Return to Top](#)

15. In the **Document Reference** group box, check the **Final** check box to fully liquidate the referenced purchase order, if this is the final receipt for the itemized purchase order.
16. In the **Accounting Dimensions** group box, view the accounting line information for the itemized line.

Template: Default
 BBFY: EBFY: Fund: Region: Org Code:
 Program: Project Code: Activity: Sub-Object Class: Revenue Source:
 Sub Revenue Source: Building #: System: Vehicle Tag #: Work Item:
 ABC Activity: Reimbursable Sub-Object Class: Reimbursable Sub Object: BETC: Cost Organization:
 Cohort Year: PRC:

17. In the **Agreement** group box, enter a referenced Blanket Purchase Agreement number, if necessary.
18. In the **Description** group box, enter any descriptive information about this accounting line, if necessary. The **Extended Description** field can be used if more than 255 characters are needed (up to 60,000 characters).

Note: Depending on the room left on the form, the extended description field may not print in its entirety.

19. If multiple lines have been copied forward, repeat Steps 11-18 as necessary.
20. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and click the **Remove** button. (Refer to Section 2.3.3 for more information about the Summary tab.)

Notes

Header Accounting Lines

#	Line Number	Amount	Transaction Type	Template	Source Number	EBFY	EBFY	Fund	Req	Org Cd	Sub Org	B/A	R
1	1	\$100.00	BRANDONTEST4	2009	206X	00	D0000000	GX00					

Page 1 of 1 Show 10 rows per page Rows 1 - 1 of 1

- Click the **Verify** button.

*If error messages are returned, review them, make the appropriate changes, and click **Verify** again.*

- Click the **Submit** button.

Pegasys will update the database.

Note: The form will not process until all approvals have been placed on the form.

7.4 How do I Create Partial or Multiple Receipts that contain itemized lines for a Single Purchase Order in Pegasys?

GSA requires that a receipt be created at the time ordered goods or services are received. Therefore it may be necessary to create a partial receipt against an order that was only partially received and to create additional receipts later, when more of the ordered items arrive. The following steps describe how to create partial and multiple receipts against a single purchase order.

Notes

- Select **Transactions—Purchasing—New—Receipt** from the Pegasys menu bar.

*The **New Receipt** tab will be displayed.*

Notes

New Receipt

* Document Type:

Document Number Format:
Document Number Prefix:

* Document Number:

Security Org:

Title:

Copy Document:

None
 Copy From
 Copy Forward

[Go to top of page](#)

2. Enter the appropriate type of **Receipt (RK or RW)** in the **Doc Type Code** field. Click the **Generate** button to generate a unique document number in the **Document Number** field.
3. In the **Security Org** field, enter the appropriate Security Org or search for a Security Org by clicking the blue Security Org link.

*If left blank, the **Security Org** will default to the user's default Security Org (please refer to **Section 3.5: Security Organizations**).*

4. Click the **Copy Document—Copy Forward** radio button. Click the **Next** button.
5. In the **Document Type** field, enter the document type to be copied forward. Enter the appropriate number in the **Document Number** field. Click the **Search** button and select the appropriate document.

*If document number is unknown or partially known, enter relevant information and click the Search button to search for the number. Please refer to **Section 4.1.2: How to Search for a Document (Review Status)**.*

6. Click the **Choose which lines to copy** radio button. Click the **Next** button.

*The **Choose Accounting Lines** tab will be displayed.*

Notes

[≤ Back](#) [Next >](#) [Cancel](#)

Choose Accounting Lines

Prorate to Itemized Lines:

Display Items [Sort...](#)

<input type="checkbox"/>	Accounting Line Number	Original Amount	Closed Amount	Outstanding Amount
<input checked="" type="checkbox"/>	1	\$100.00	\$0.00	\$100.00

[Go to top of page](#)

- Click the **Next** button again.

The **Choose Itemized Lines** tab will be displayed.

Choose Itemized Lines

Move Funding to Accounting Lines:

Display Items [Sort...](#)

<input type="checkbox"/>	Item Line Number	Commodity Code
--------------------------	------------------	----------------

[Go to top of page](#)

Click to add a checkmark next to the lines that you want copied forward.

- Click the **Finish** button.

The **Header** page of the Receipt form will be displayed.

Header [Fixed Assets](#) [Office Addresses](#) [Header Accounting Lines](#) [Itemized Lines](#) [Approval Routing](#) [Memos](#) [Summary](#)

[Workflow Status](#) [Approval History](#)

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

- General

Document Type:	RK <input type="text" value="Receipt6"/>	Receipt Date:	<input type="text"/>
Status:	NEW <input type="text"/>	Accounting Period:	<input type="text"/>
Document Number:	RKDMB1130 <input type="text"/>	Reporting Accounting Period:	<input type="text"/>
Title:	E4044946 <input type="text"/>	Batch Number:	<input type="text"/>
* Received By:	VEF <input type="text"/>	Document Classification:	<input type="text"/>
Invoice #:	<input type="text"/>	Security Org:	GSA <input type="text"/>
Invoice Date:	<input type="text"/>	Suppress Printing:	<input type="checkbox"/>
Disbursing Office:	<input type="text"/>	Fast Pay:	<input checked="" type="checkbox"/>
Automatic Reversal:	<input type="checkbox"/>	Accepted Date:	<input type="text"/>
Reversal Accounting Period:	<input type="text"/>	Delivery Date:	<input type="text"/>
Reverse After Period:	<input type="text"/>	Period of Performance	<input type="text"/>
Agency DUNS Number:	<input type="text"/>	Start Date:	<input type="text"/>
Agency DUNS+4:	<input type="text"/>	End Date:	<input type="text"/>

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Notes

9. In the **General** group box, type the name of the person receiving the ordered goods in the **Received By** field.

The Receipt Date, Accounting Period, and Reporting Accounting Period will default to the current date when the form is verified or processed.

10. Enter the invoice number in the **Invoice Number** field on the **Header** page.
11. Complete the **Accepted Date** and **Delivery Date** fields.

*Dates entered on the **Header** page will populate the **Accounting Lines** page upon form verification.*

If ordered goods and services are received at various times, separate receiving reports must be processed for each occasion.

12. In the **Receiving Location** group box, click **Edit Address Information** button. The Office Address page will be displayed. Enter address code into the **Code** field (if applicable). Click the **Get Address** button to automatically fill address fields.
13. Select the **Itemized Lines** tab. Select the appropriate accounting line and click the Itemized Lines link.

Forms with itemized lines will accept funds at the document level and the itemized line level.

*The **Itemized Lines** page will be displayed.*

Header Fixed Assets Office Addresses Header Accounting Lines Itemized Lines Approval Routing Memos Summary										
Itemized Line Funding Fixed Assets Invoices										
Add	Copy	Copy Forward	Remove	Reset	Replace	Display	10	Items	View as CSV	Sgt...
<input checked="" type="checkbox"/>	Line Number	Quantity	Unit Price Amount	Amount	Commodity Code	Commodity Name	Unit	Item #	Blanket Agreement Number	
<input checked="" type="checkbox"/>	1 100.000000	\$5.0000	\$0.00							

[Go to top of page](#)

14. Enter the **Received**, **Inspected**, and **Accepted** quantities for the line item and the unit price for the **Accepted** quantity, if different from the ordered quantity copied forward.
15. In the **Rejected** field, type the number of rejected items (if applicable).

*If items were rejected, type the appropriate entry in the **Inspection Condition** field in the General group box above.*

16. Click the **Prorate** button to distribute the cost of the commodity items across all accounting strips on the

Notes

- receipt, if applicable.
17. Select the **Funding** tab. Select the appropriate funding line and click the **Funding Accounting Line** link.

*The **Funding Accounting Line** page of the Receipt form will be displayed.*

Header | Fixed Assets | Office Addresses | Header Accounting Lines | **Itemized Lines** | Approval Routing | Memos | Summary |
 Itemized Line | **Funding** | Fixed Assets | Invoices
Funding Acctg Line

Expand All | Collapse All

General

Line Number:	1	IPAC Document Identifier:	
Transaction Type:			
Accepted Date:			
Delivery Date:			
Related Cost Type:	N/A		
Period of Performance			
Start Date:		End Date:	

[Return to Top](#)

18. In the **Document Reference** group box, check the **Final** check box to fully liquidate the referenced purchase order, if this is the final receipt for the purchase order.
19. In the **Accounting Dimensions** group box, view the accounting line information for the itemized line.
20. In the **Agreement** group box, enter a referenced Blanket Purchase Agreement number, if necessary.
21. In the **Description** section, enter any descriptive information about this accounting line, if necessary. The **Extended Description** field can be used if more than 255 characters are needed (up to 60,000 characters).

Note: Depending on the room left on the form, the extended description field may not print in its entirety.

22. If multiple lines have been copied forward, repeat Steps 13-21 as necessary.
23. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

To add a new line, click the **Add** button and follow the instructions above on how to enter an itemized line. To delete a line, select the line and click the **Remove** button. (Refer to Section 2.3.3 for more information about the **Summary** tab.)

Notes

Item Lines					
	Line Number	Accepted Total Amt	Start Date	End Date	Document Type
<input type="checkbox"/>	<input type="button" value="+"/>	\$0.00			

Sort... View as CSV

24. Click the **Verify** button.

*If error messages are returned, review them, make the appropriate changes, and click **Verify** again.*

25. Click the **Submit** button.

Pegasys will update the database.

Note: The form will not process until all approvals have been placed on the form.

7.5 How Can I Reference Prior Year Purchase Orders With Multiple Budget Fiscal Years—Revolving Fund (Obligation Based)?

For purchase orders that are associated with multiple budget fiscal years (e.g., multi-year contracts), if it is unclear to which year the receipt should be processed against, the receipt should reference the budget fiscal year with the oldest open obligation. For example, you have a purchase order with two accounting lines, the first accounting line is Budget Fiscal Year 2008 and the second accounting line is Budget Fiscal Year 2009. Both Budget Fiscal Years have open obligations. You receive a receiving report, but it is unclear which obligation it should be processed against. You will process it against the Budget Fiscal Year 2008's obligation until that obligation is fully liquidated.

7.6 How Can I Correct Receipts with Multiple Budget Fiscal Years—Revolving Fund (Obligation Based)?

The following sections discuss how to correct receipts when the receipt is associated with multiple budget fiscal years and it is unclear as to which budget fiscal year should be corrected.

7.6.1 How Do I Increase a Receipt and When the Prior Year Receipts Have Not Been Fully Liquidated?

When correcting a receipt that is associated with multiple Budget Fiscal Years (e.g., multi-year contracts), and it is unclear which Budget Fiscal Year should be corrected, when prior year receipts have not been fully liquidated, the correction will be made to the prior year with the oldest open receipt. Once that budget fiscal year receipt is closed, any additional upward corrections (where it is unclear which Budget Fiscal Year should be corrected) will be made to the next budget fiscal year with the oldest open receipt and so forth. Please refer to **Section 4.2: Correcting a Form or Document** for details on correcting a document.

7.6.2 How Do I Increase a Receipt When the Prior Year Receipts Have Been Fully Liquidated and the Increase Is Greater Than the Current Open Obligation?

If the correction to the receipt is an increase and all prior year receipts have been fully liquidated and the increase is greater than the current open obligation, the purchase order must first be amended, before the receipt can be processed. A second accounting line must be added to the purchase order for the excess amount (please refer to **Section 4.3: Amending a Document (Purchase Orders)** on amending documents). Once the purchase order has been corrected then copying forward the purchase order can create a receipt.

7.6.3 How Do I Decrease a Receipt?

If you are decreasing the receipt amount, then the correction of the receipt should be applied to the current Budget Fiscal Year, then to the first prior year Budget Fiscal Year (i.e., the current BFY – 1) and so forth. Please refer to **Section 4.2: Correcting a Form or Document** for details on correcting a document.

7.7 How Do I Reference Prior Year Purchase Orders With Multiple Budget Fiscal Years—Revolving Fund (Expense-Based)?

All receipts referencing a prior year obligation should be processed using the current Budget Fiscal Year. The following steps give a general outline on processing a receipt against a purchase order with multiple Budget Fiscal Years.

Notes

1. Select **Transactions—Purchasing—New—Receipt** from the Pegasys menu bar.

*The **New Receipt** tab will be displayed.*

The screenshot shows the 'New Receipt' screen in Pegasys. At the top left is a button labeled 'New Receipt'. Below it are several input fields and dropdown menus:

- * Document Type: A dropdown menu with an orange border.
- Document Number Format: A dropdown menu with an orange border.
- Document Number Prefix: An input field.
- * Document Number: An input field.
- Generate: A button next to the Document Number field.
- Security Org: An input field.
- Title: An input field.
- Copy Document: A section with three radio buttons:
 - None
 - Copy From
 - Copy Forward

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Notes

2. In the **Security Org** field, click the arrow and select the appropriate security organization from the drop-down list.

If left blank, the Security Org will default to the user's default Security Org (please refer to **Section 3.5: Security Organizations**).

3. Click the **Copy Document—Copy Forward** radio button.
Click the **Next** button.
4. In the **Document Type** field, enter the document type to be copied forward. Enter the appropriate number in the **Document Number** field. Click the **Search** button and select the appropriate document.

*If the document number is unknown or partially known, enter relevant information and click the Search button to search for the number. Please refer to **Section 4.1.2: How to Search for a Document (Review Status)**.*

5. Click the **Finish** button.

The **Header** page of the Receipt form will be displayed.

The screenshot shows the Header page of a Receipt form. At the top, there is a navigation bar with tabs: Header, Fixed Assets, Office Addresses, Header Accounting Lines, Itemized Lines, Approval Routing, Memos, and Summary. Below the navigation bar, there are two buttons: Workflow Status and Approval History. Underneath these buttons are links for Expand All and Collapse All. The main content area is titled "General". Inside the General group box, there are several input fields and dropdown menus. The "Received By" field contains "VRF". The "Invoice #:" field is empty. The "Invoice Date:" field is empty. The "Disbursing Office:" field is empty. The "Automatic Reversal:" checkbox is unchecked. The "Reversal Accounting Period:" field is empty. The "Reverse After Period:" field is empty. The "Agency DUNS Number:" field is empty. The "Agency DUNS+4:" field is empty. To the right of these fields, there are more input fields: "Receipt Date:", "Accounting Period:", "Reporting Accounting Period:", "Batch Number:", "Document Classification:", "Security Org:" (set to GSA), "Suppress Printing:" (checkbox is unchecked), "Fast Pay:" (checkbox is checked), "Accepted Date:", "Delivery Date:", and "Period of Performance" (with "Start Date:" and "End Date:" fields). At the bottom left of the General group box, there is a link "Return to Top".

6. In the **General** group box, type the name of the person receiving the ordered goods or services in the **Received By** field.
7. *The **Receipt Date**, **Accounting Period**, and **Reporting Accounting Period** will default to the current date when the form is verified or processed.*
8. Enter the invoice number in the **Invoice Number** field on the **Header** page.
9. Complete the **Accepted Date** and **Delivery Date** fields.

Dates entered on the **Header** page will populate the

Notes

Accounting Lines page upon form verification.

10. Select either the **Header Accounting Lines** tab or the **Itemized Lines** tab. If selecting an itemized line, select a funding line associated with the itemized line.
11. In the **Document Reference** group box, check the **Final** check box to fully liquidate the referenced document, if this is the final receipt for the order.

*If this is not the final receipt for the referenced order, please refer to **Section 7.2: How Do I Create Partial or Multiple Receipts for a Single Purchase Order** for detailed information on completing a partial receipt.*

12. In the **Accounting Dimension** group box, change the BBFY and EBFY fields to reflect the current year Budget Fiscal Year.
13. In the **Agreement** group box, enter a referenced RWA or IBAA Agreement number, if necessary.
14. In the **Description** group box, enter any descriptive information about this accounting line, if necessary. The **Extended Description** field can be used if more than 255 characters are needed (up to 60,000 characters).

Note: Depending on the room left on the form, the extended description field may not print in its entirety.

15. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

To add a new line, click the **Add** button. To delete a line, select the line and click the **Remove** button. (Refer to Section 2.3.3 for more information about the Summary tab.)

Header																																																							
Fixed Assets		Office Addresses		Header Accounting Lines		Itemized Lines		Approval Routing		Items		Summary		Correspondence																																									
Add		Edit		Delete		Print		Print Preview		Print All		Print All Preview		Print All All																																									
<table border="1"> <thead> <tr> <th colspan="14">Header Accounting Lines</th> </tr> <tr> <th>#</th> <th>Line Number</th> <th>Amount</th> <th>Transaction Type</th> <th>Template</th> <th>Source Number</th> <th>BBFY</th> <th>EBFY</th> <th>Fund</th> <th>Reg</th> <th>Org Cd</th> <th>Sub Org</th> <th>B/A</th> <th>R</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> <td>\$100.00</td> <td>BRANDONTEST4</td> <td></td> <td>2009</td> <td></td> <td></td> <td>206X</td> <td>00</td> <td>D0000000</td> <td>GX00</td> <td></td> <td></td> </tr> </tbody> </table>														Header Accounting Lines														#	Line Number	Amount	Transaction Type	Template	Source Number	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	B/A	R		1	\$100.00	BRANDONTEST4		2009			206X	00	D0000000	GX00		
Header Accounting Lines																																																							
#	Line Number	Amount	Transaction Type	Template	Source Number	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	B/A	R																																										
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<p>Page 1 of 1 Show 10 rows per page Rows 1 - 1 of 1</p>																																																							

16. Click the **Verify** button.

Notes

If error messages are returned, review them, make the appropriate changes, and click **Verify** again.

17. Click the **Submit** button.

Pegasys will update the database.

Note: The form will not process until all approvals have been placed on the form.

7.8 How Do I Correct Receipts With Multiple Budget Fiscal Years—Revolving Fund (Expense-Based)?

The following sections discuss how to correct receipts when the receipt is associated with multiple budget fiscal years and it is unclear as to which budget fiscal year should be corrected.

7.8.1 How Do I Increase the Receipt?

When correcting a receipt that is associated with multiple Budget Fiscal Years (e.g., multi-year contracts), all upward corrections will be made against the current Budget Fiscal Year. Please refer to **Section 4.2: Correcting a Form or Document** for details on correcting a document.

If the receipt amount exceeds the open purchase order amount, the purchase order must first be amended, before the receipt can be processed. Please refer to **Section 4.3: Amending a Document (Purchase Orders)**. The receipt can then be created by copying forward the amended purchase order.

7.8.2 How Do I Decrease a Receipt?

When correcting a receipt that is associated with multiple Budget Fiscal Years (e.g., multi-year contracts), all downward corrections will be made against the current Budget Fiscal Year. Please refer to **Section 4.2: Correcting a Form or Document** for details on correcting a document.

7.9 What Do I Do When the Vendor On the Order and Receipt Differ?

When creating a receipt, there may be instances when the vendor that copied forward to the receipt form is not the same vendor from which the received goods or services were originally ordered. For example, an item delivered by Company B may have actually been ordered from Company A (with whom GSA had a contract). In this situation, it is likely that the purchase order was amended to update the vendor information due to a novation to GSA's contract with Company A. For more information on novations, please refer to **Section 13: Novations**.

Each time the vendor and/or designated agent associated with a purchase order is novated; this action is recorded by Pegasys in the purchase order's own unique **Novation History**.

Therefore, to determine whether the vendor information on the referenced purchase order has

been novated, the user should view the purchase order and its novation history directly. For detailed instructions on viewing a purchase order's novation history, please refer to **Section 13.2: Reviewing Novation History**.

When creating a receipt by copying forwarding a novated purchase order, the procedures are basically the same as for those for entering any other receipt with one notable exception. Specifically, the vendor that defaults into the **Header** page of the receipt form can be replaced with any other vendor in the novation history of the referenced purchase order. Please refer to **Section 7-227: How do I Create a Receipt** for details instructions on creating receipt documents.

For example, if there are three vendors in the novation history of the purchase order, Company A, Company B, and Company C, and it is Company C that copies forward to the receipt, the user can replace it with either Company A or Company B. The user cannot, however, replace the existing vendor with an entity that is not listed on the order's novation history.

If the vendor is replaced with a different entity from the order's novation history, during verification or processing, the user will receive an overrideable error indicating that the vendor listed on the receipt is not the same as on the referenced document. If this should occur, simply click the **override** button located above the error to acknowledge the message and proceed as intended.

Note: On the **Vendor Activity Query**, the receipt will always appear with the vendor that was specified on the **Header** page of receipt form at the time it was processed.

8 Estimated Accruals

An estimated accrual form is a modified receipt used by GSA to record the estimated cost of goods or services received from a vendor. The estimated accrual documents are similar to other types of non-itemized and itemized receipts in both appearance and functionality. Here are the Document types for Estimated Accruals:

- AE—Estimated Accrual 3-way for non-itemized and itemized transactions. The AE Estimated Accrual by design does not reverse.
- AR—Self-Reversing Estimated Accrual 2-way. The AR Self Reversing Estimated Accrual does not automatically reverse. The user must define when the estimated accrual reverses.
- AN—Estimated Accrual No-way. The AN Estimated Accrual by design does not reverse.

The estimated accrual form references an order (or other applicable document type). The user must reference that document by using the Copy Forward function when creating the estimated accrual. Using the Copy Forward functionality eliminates redundant data entry and ensures that the Estimated Accrual form contains the accounting line information associated with the original document. This also ensures that an estimated accrual or receipt will not be created for more than was originally ordered. Estimated accrual forms do not have to be approved.

Please refer to the following for additional information related to completing an estimated accrual in Pegasys:

- **Section 3.4: Overview of Pegasys Purchasing Forms** for a complete discussion of Purchasing subsystem forms and system edits.
- **Appendix A: Field Descriptions** for screen prints and detailed field descriptions.

8.1 How Do I Create an Estimated Accrual (3-Way/Order—Invoice—Receipt) in Pegasys?

GSA will use the estimated accrual (3-way) form to track estimated expenditures against purchase orders and training orders. Estimated accrual documents (**AE** and **AI** document types) will be created by copying forward the orders or training orders. The estimated accrual form is not enabled for automated match. The **Automated Match Status Query** and **Completed Match Review** functions do not recognize or display estimated accrual documents even though estimated accruals can reference (or be referenced) by other types of documents that are enabled for automated match. Therefore, an estimated accrual must be referenced by another receipt (actual receipt) before Pegasys can generate a payment authorization. See **Figure 8-1: Estimated Accrual Purchasing Chain (3-Way)** for a diagram depicting how the estimated accrual fits into a typical Pegasys purchasing chain.

When an estimated accrual form references a purchase order and is processed, the amount specified on the estimated accrual will be closed on the referenced order. If the amount of the estimated accrual exceeds the actual receipt, the extra money will be returned to the order when the receipt closes the estimated accrual. This is accomplished by using the **Final** flag on the actual receipt. Although this will close the estimated accrual, it will not close any remaining

amount on the Purchase Order. If the receipt is greater than the estimated accrual, the estimated accrual is closed for its actual amount and the order will be closed for the additional amount. This will be accomplished by manually referencing the order on a separate line on the receipt for the additional amount.

8.1.1 How Do I Create Estimated Accrual Travel Relocation Transactions?

Travel Relocation transactions are expenses incurred by employees for their relocation needs. When expenses have been incurred, but no invoice or voucher has been received an Estimated Accrual can be used to record the Travel Relocation expense. The **Estimated Accrual (AE)** will record the amount of the estimated expense and close the **Travel Relocation Order (LT)** for the amount specified on the estimated accrual. When the expense Voucher (**P3**) is received, the voucher must reference the Travel Relocation order (**LT**). Pegasys does not allow Estimated Accruals to directly reference expense vouchers. Please refer to **Section 8.1.4: How Can I Create an Estimated Accrual (3-Way)** for step-by-step instructions on how to enter an Estimated Accrual for Travel Relocation transactions.

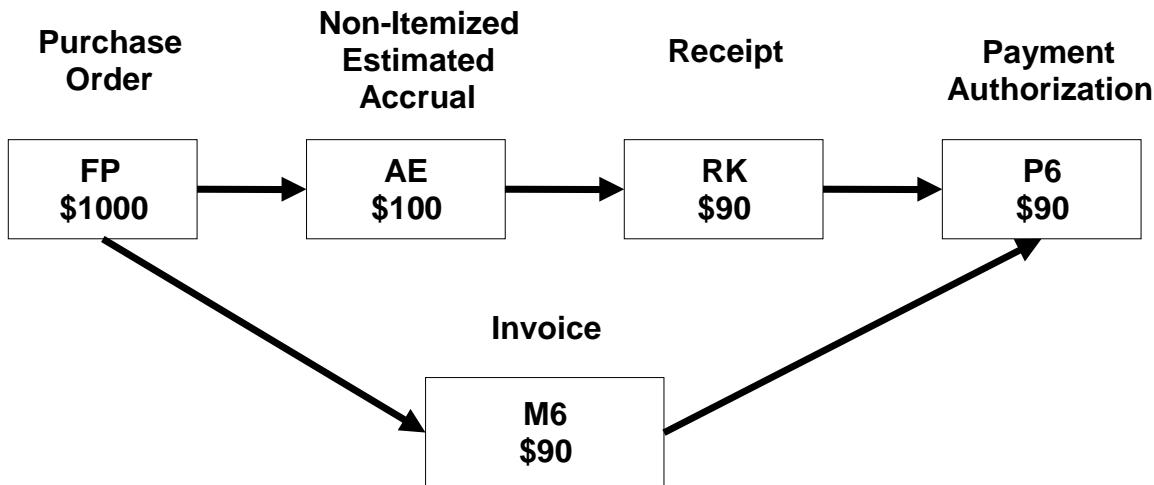
8.1.2 How Do I Create Estimated Accrual Credit Card Transactions?

Estimated Accruals are also used to record expenses for goods or services that have been charged but have not been reconciled to a Credit Card Statement. In Pegasys, the **Self-Reversing Estimated Accrual (AR)** will be used to create the estimated accrual for Credit Card transactions. The **AR** can either be created directly or by copying forward the credit card log. When using an **AR** the user must specify when the reversal will occur in the **Reversal Options** field found on the **AR Header** page. The system will then automatically reverse the estimated accrual. Failure to reverse the **Self-Reversing Accrual (AR)** could result in a double accrual recorded against the budget. Please refer to **Section 8.2: What is a Self-Reversing Estimated Accrual (2-Way/Order-Invoice)** for detail instruction on how to enter self-reversing estimated accrual for Credit Card Transactions.

8.1.3 How Do I Create Estimated Accruals for Direct Pay Transactions?

Estimated Accrual functionality can be used to estimate the receipt of goods/services, ordered under Direct Payments (certified invoices). A **Self-Reversing Estimated Accrual (AR)** should be created when recording expenses for goods/services that have been received but for which the invoice has not been received by the time the expense must be accrued. The **AR** can only be created directly. The user must specify reversal information in the **Reversal Options** field found on the **Header** page of the **AR**. The system will then automatically reverse the estimated accrual. Failure to reverse the **Self-Reversing Accrual (AR)** could result in a double accrual recorded against the budget. Please refer to **Section 8.2: What is a Self-Reversing Estimated Accrual (2-Way/Order-Invoice)** for detail instruction on how to enter self-reversing estimated accrual for Direct Pay.

Figure 8-1: Estimated Accrual Purchasing Chain (3-Way)



8.1.4 How Can I Create an Estimated Accrual (3-Way)?

The following steps describe how to complete an **Estimated Accrual** form in Pegasys.

Notes

1. Select **Transactions—Purchasing—New—Estimated Accrual** from the Pegasys menu bar.

*The **New Estimated Accrual** tab will be displayed.*

New Estimated Accrual

* Document Type: AE Estimated Accrual 3-way

Document Number Format: _____

Document Number Prefix: _____

* Document Number: _____ Generate

Security Org: _____

Title: _____

Copy Document

None
 Copy From
 Copy Forward

[Go to top of page](#)

2. Enter **AE** in the **Document Type Code** field. Click the **Generate** button to generate a unique document number in the **Document Number** field.
3. In the **Security Org** field, enter the appropriate Security Org or search for a Security Org by clicking the blue Security Org

Notes

link.

*If left blank, the **Security Org** will default to the user's default Security Org (please refer to **Section 3.5: Security Organizations**).*

4. Click the **Copy Document—Copy Forward** radio button.
Click the **Next** button.

The **Copy Forward** page displays.

This screenshot shows the 'Copy Forward' search interface. It includes fields for 'Search Criteria' such as Document Type, From Accounting Period, To Accounting Period, Document Status, From Date, To Date, User ID, Title, and Vendor. There is a 'Search' button. Below this is a 'Copy Lines' section with a radio button for 'Copy all lines' (selected) and 'Choose which lines to copy'. There are also '+ Additional Criteria' and '+ Accounting' buttons. At the bottom, there is a 'Display [10] Items' dropdown and a 'Sort...' button. A preview table at the bottom shows columns for Document Category, Document Type, Document Number, and Document Date, with a note '- NO ITEMS TO DISPLAY -'.

5. In the **Document Type** field, enter the document type to be copied forward. Enter the appropriate number in the **Document Number** field. Click the **Search** button and select the appropriate document.

*If document number is unknown or partially known, enter relevant information and click the Search button to search for the number. Please refer to **Section 4.1.2: How to Search for a Document (Review Status)**.*

6. If the user would like to select individual accounting lines, click the **Choose which lines to copy** radio button. Click the **Next** button.

The **Choose Accounting Lines** tab will be displayed.

This screenshot shows the 'Choose Accounting Lines' page. It has a checkbox 'Prorate to Itemized Lines: []'. Below it is a 'Display [10] Items' dropdown. A table lists accounting lines with columns: Accounting Line Number, Original Amount, Closed Amount, Outstanding Amount, BBFY, EBFY, Fund Reg, Org Cd, B/A Proj Cd, Function, C/E Bldg #, Sys Veh Tag #, Wrk Itm, ABC Activity, and Org Cd. One row is visible: 1 \$10.00 \$0.00 \$10.00 2008 192X 11 P1127001 PG61 PGA46 621 VA0321ZZZ.

7. Click to add a checkmark next to the lines that you want copied forward, then click **Next**.

Notes

The **Choose Itemized Lines** tab will be displayed.

8. Click the **Finish** button.

The **Header** page of the Estimated Accrual form will be displayed.

Because the estimated accrual was copied forward from an order, information such as the Vendor will already exist on the **Header** page.

19. In the **General** group box, enter the name of the person creating the estimated accrual in the **Received By** field.
20. **Note:**

The Receipt Date, Accounting Period, and Reporting Accounting Period will default to the current date when the form is Verified or Processed.

The Receipt Date is the date the form is created.

Do not use the Accepted Date and Delivery Date fields.

11. Select the **Header Accounting Lines** tab.

The Header Accounting Lines page of the Receipt form will be displayed.

Note: If this estimated accrual is a partial against the order, select the Header Accounting Lines tab, select the line not

Notes

received and click the **Remove** button.

The screenshot shows a software interface titled "Header Accounting Lines". At the top, there are navigation links: Header, Fixed Assets, Office Addresses, Header Accounting Lines, Itemized Lines, Approval Routing, Memos, and Summary. Below the links are several buttons: Add, Copy, Copy Forward, Remove, Reset, Replace, Display, View as CSV, and Sort... A dropdown menu shows "10 Items". The main area is a table with columns: Line Number, Amount, Transaction Type, Template, BBFY, EBFY, Fund, Reg, Org Cd, Sub Org, Prgm, Proj Cd, Sub Proj, Activity, SOC, Sub Obj, Bldg #, Sys, and \. The table has a header row with blue headers and several data rows.

12. Select a specific accounting line and click the **Header Accounting Line** link to view accounting line information.

*Because the estimated accrual was copied forward from an order, funding information such as the accounting strip will already exist on the **Accounting Lines** page.*

*A line can be copied forward from a document by clicking the **Copy Forward** button to add a new Header Accounting Line(s). The Copy Forward New Line Document Selection window will open. Enter in criteria to search for a document, select a document, and click the **Finish** button.*

13. In the **Line Amount** group box, enter the estimated amount of the accrual in the **Amount** field.

Note:

*The **Transaction Type** will default when the form is Verified or Processed.*

*Do not use the **Accepted Date** and **Delivery Date** fields for each accounting line.*

14. In the **Document Reference** group box, if this is the FINAL estimated accrual for the order, click the **Final** check box to fully liquidate the order.

CAUTION: When the user checks the **Final Flag**, the order will be closed. If the Final Flag has been checked in error and additional receipts are required, the Estimated Accrual must be corrected by un-checking the Final Flag.

15. In the **Description** section, enter any descriptive information about this accounting line, if necessary. The **Extended Description** field can be used if more than 255 characters

Notes

are needed (up to 60,000 characters).

Note: Depending on the room left on the form, the extended description field may not print in its entirety.

16. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and click the **Remove** button. (Refer to Section 2.3.3 for more information about the Summary tab.)

17. Click the **Verify** button.

*If error messages are returned, review them, make the appropriate changes, and click **Verify** again.*

18. Click the **Submit** button.

Pegasys will update the database.

Note: The form will not process until all approvals have been placed on the form.

8.1.5 How Do I Liquidate an Estimated Accrual (3-Way)?

A receipt (actual receipt document type **RK** or **RW**) must be generated in order to liquidate an **Estimated Accrual** document. The following steps detail the procedures on how to liquidate an estimated accrual.

Notes

1. Select **Transactions—Purchasing—New—Receipt** from the Pegasys menu bar.

*The **New Receipt** tab will be displayed.*

Notes

New Receipt

* Document Type:

Document Number Format:

Document Number Prefix:

* Document Number:

Security Org:

Title:

Copy Document

None
 Copy From
 Copy Forward

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2. Enter the appropriate type of **Receipt** in the **Document Type** field. Click the **Generate** button to generate a unique document number in the **Document Number** field.

Enter **RK** to generate a receipt for the Kansas City Finance Center.

Enter **RW** to generate a receipt for the Fort Worth Finance Center.

3. In the **Security Org** field, enter the appropriate Security Org or search for a Security Org by clicking the blue Security Org link.

*If left blank, the **Security Org** will default to the user's default Security Org (please refer to **Section 3.5: Security Organizations**).*

4. Click the **Copy Document—Copy Forward** radio button.
Click the **Next** button.
5. In the **Document Type** field, enter the document type to be copied forward. Enter the appropriate number in the **Document Number** field. Click the **Search** button and select the appropriate document.

*If document number is unknown or partially known, enter relevant information and click the Search button to search for the number. Please refer to **Section 4.1.2: How to Search for a Document (Review Status)**.*

Note: If a receipt needs to be created directly from the order,

Notes

*select the order document from the list instead of the estimated accrual document. The system will insert the order into the **Reference Document** field on the Accounting Lines of the **RK** or **RW** document type.*

The screenshot shows a software interface titled "Copy Forward". It includes a "Search Criteria" section with fields for Document Type (dropdown), Document Number (text box), Document Status (dropdown), User ID (text box), Title (text box), and dates (From Date, To Date). There is also a "Vendor" field. A "Search" button is present. Below this is a "Copy Lines" section with a radio button for "Copy all lines" (selected) and "Choose which lines to copy". There are also "Additional Criteria" and "Accounting" sections. At the bottom are "Display" settings (10 items) and a "Sort..." button.

6. Click the **Choose which lines to copy** radio button. Click the **Next** button.

*The **Choose Accounting Lines** tab will be displayed.*

Click to add a checkmark next to the lines that you want to be liquidated on the receipt.

*The **Choose Itemized Lines** tab will be displayed.*

7. Click the **Finish** button.

*The **Header** page of the Receipt form will be displayed.*

Notes

[Header](#) | [Fixed Assets](#) | [Office Addresses](#) | [Header Accounting Lines](#) | [Itemized Lines](#) | [Approval Routing](#) | [Memos](#) | [Summary](#)

[Workflow Status](#) | [Approval History](#)

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

General

Document Type:	RK	Receipt#	Receipt Date:	<input type="text"/>
Status:	NEW		Accounting Period:	<input type="text"/>
Document Number:	RKDMLB1130		Reporting Accounting Period:	<input type="text"/>
Title:	E4044946		Batch Number:	<input type="text"/>
* Received By:	VEF		Document Classification:	<input type="text"/>
Invoice #:	<input type="text"/>		Security Org:	GSA
Invoice Date:	<input type="text"/>		Suppress Printing:	<input type="checkbox"/>
Disbursing Office:	<input type="text"/>		Fast Pay:	<input checked="" type="checkbox"/>
Automatic Reversal:	<input type="checkbox"/>		Accepted Date:	<input type="text"/>
Reversal Accounting Period:	<input type="text"/>		Delivery Date:	<input type="text"/>
Reverse After Period:	<input type="text"/>		Period of Performance	
Agency DUNS Number:	<input type="text"/>		Start Date:	<input type="text"/>
Agency DUNS+4:	<input type="text"/>		End Date:	<input type="text"/>

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*Because the receipt was copied forward from a non-itemized estimated accrual, information such as the Vendor will already exist on the **Header** page.*

8. In the **General** group box, type the name of the person receiving the ordered goods or services in the **Received By** field.

*The **Receipt Date**, **Accounting Period**, and **Reporting Accounting Period** fields will default to the current date when the form is Verified or Processed.*

The Receipt Date is the date the form is created, not the date the goods or services were received.

9. Enter the **Accepted Date** and **Delivery Date**.

Note: The **Accepted** and **Delivery Date** fields are required.

Acceptance must occur no later than seven days after receipt unless contract dispute regulations are followed.

The Delivery Date is the date the goods or services were actually received.

*Dates entered on the **Header** page will populate the **Accounting Lines** page when the form is Verified or Processed.*

10. Select the **Header Accounting Lines** tab. Select a specific accounting line and click the **Header Accounting Lines** link to view accounting line information.

Notes

The **Header Accounting Lines** page of the Receipt form will be displayed.

Because the receipt was copied forward from an estimated accrual, funding information such as the accounting strip will already exist on the **Accounting Lines** page.

Header	Fixed Assets	Office Addresses	Header Accounting Lines	Itemized Lines	Approval Routing	Memos	Summary									
Header Accounting Line																
<input type="button" value="Add"/>	<input type="button" value="Copy"/>	<input type="button" value="Copy Forward"/>	<input type="button" value="Remove"/>	<input type="button" value="Reset"/>	<input type="button" value="Replace"/>	Display <input type="button" value="10"/> Items	<input type="button" value="View as CSV"/>									
<input type="checkbox"/>	Line Number	Amount	Transaction Type	Template	BBFY	EBFY	Fund Reg	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Activity	SOC	Sub Blnd #	Sys

11. Do not use the **Accepted Date** or **Delivery Date** fields for each accounting line.

Note: The **Accepted** and **Delivery Date** fields on the **Header** page will populate the **Accepted** and **Delivery Date** fields on the **Accounting Lines** page once the form is Verified or Processed.

12. In the **Line Amounts** group box, enter the amount of the actual receipt in the **Amount** field.
13. In the **Document Reference** group box, if you do not expect to receive additional goods or services, click the **Final** check box to fully liquidate the referenced document.

Note: The system closes the non-itemized estimated accrual that the **RK/RW** references for the full amount and closes the order for the **RK/RW's** received amount. It returns any remaining money to the order.

14. Click the **Header Accounting Lines** link and then click **Add** to add a second line that directly references the order to account for the additional money not accounted for on the estimated accrual amount.
15. In the **Document Reference** group box, enter the appropriate order document type, document number, and line number.
16. In the **Accounting Dimensions** group box, click the **Default** button to populate the **Template** field with the accounting strip for the referenced document.

Note: The **Line Amount** field is also populated for the full remaining amount of the referenced document line amount.

17. In the **Description** section, enter any descriptive information about this accounting line, if necessary. The **Extended Description** field can be used if more than 255 characters

Notes

are needed (up to 60,000 characters).

Note: Depending on the room left on the form, the extended description field may not print in its entirety.

18. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and click the **Remove** button. (Refer to Section 2.3.3 for more information about the Summary tab.)

19. Click the **Verify** button.

*If error messages are returned, review them, make the appropriate changes, and click **Verify** again.*

20. Click the **Submit** button.

Pegasys will update the database.

Note: The form will not process until all approvals have been placed on the form.

8.1.6 How Can I Create an Estimated Accrual With Itemized Lines (3-Way)?

The following steps describe how to complete an **Estimated Accrual** form with Itemized lines in Pegasys.

Notes

1. Select **Transactions—Purchasing—New—Estimated Accrual** from the Pegasys menu bar.

*The **New Estimated Accrual** page will be displayed.*

Notes

New Estimated Accrual

* Document Type: AE Estimated Accrual 3-wk

Document Number Format:
Document Number Prefix:

* Document Number:

Security Org:

Title:

Copy Document —

None
 Copy From
 Copy Forward

[Go to top of page](#)

2. Enter AE – Estimated Accrual in the **Document Type** box.
3. Click the **Generate** button to generate a unique document number in the **Document Number** field.
4. Select the appropriate **Security Org** from the drop-down list box.

*If left blank the Security Org will default to the user's default Security Org (please refer to **Section 3.5: Security Organizations**).*

5. Select the **Copy Forward** radio button.
6. In the **Document Type** field, enter the appropriate itemized order document type.
7. In the **Document Number** field, type the document number to copy forward.

*If document number is unknown, right-click **Search** for the number. Please refer to **Section 4.1.2: How to Search for a Document (Review Status)**.*

9. *If the user would like to select individual accounting lines:*

Click the **Choose which lines to copy** radio button. Click the **Next** button.

*The **Choose Accounting Lines** tab will be displayed.*

Click to add a checkmark next to the lines that you want to be

Notes

liquidated on the receipt.

The Choose Itemized Lines tab will be displayed.

- Click the **Finish** button.

The Header page of the Itemized Estimated Accrual form will be displayed.

Because the itemized estimated accrual was copied forward from an itemized order, information such as the Vendor will already exist on the Header page.

- In the **General** group box, enter the name of the person creating the itemized estimated accrual form in the **Received By** field.

Note:

The Receipt Date, Accounting Period, and Reporting Accounting Period will default to the current date when the form is Verified or Processed.

The Receipt Date is the date the form is created.

Do not use the Accepted Date and Delivery Date fields.

- Select the **Header Accounting Lines** tab. Itemized forms will accept funds at the document level and the itemized line

Notes

/eye/,

The **Header Accounting Lines** page will be displayed.

13. To add a new line, click the **Add** button. The **Header Accounting Line** page displays.

To copy a line, select the appropriate line, click the **Copy** button, select the newly created line from the **Header Accounting Lines** list and click to the **Header Accounting Line** hyperlink to make any needed changes.

To delete a line, select the appropriate line and click the **Remove** button.

To modify an existing line, select the appropriate line, click the **Header Accounting Line** hyperlink to open the **Header Accounting Line** page and make any/all changes.

Click the *Copy Forward* button to add a new Header Accounting Line(s) copying forward from a document. The Copy Forward New Line Document Selection window will open. Enter in criteria to search for a document, select a document, and click the *Finish* button.

14. In the **Document Reference** group box, check the **Final** check box to fully liquidate the referenced purchase order, if this is the final receipt for the itemized purchase order.
 15. Select the **Itemized Lines** tab. The **Itemized Lines** page displays.

To add a new line, click the **Add** button. The **Header Accounting Line** page displays.

To copy a line, select the appropriate line, click the **Copy** button, select the newly created line from the **Itemized Lines** list and click the **Itemized Line** hyperlink to make any needed changes.

To delete a line, select the appropriate line and click the Remove button.

To modify an existing line, select the appropriate line, click

Notes

the **Itemized Line** hyperlink to open the **Itemized Line** page and make any/all changes.

Click the **Copy Forward** button to add a new Itemized Line(s) copying forward from a document. The Copy Forward New Line Document Selection window will open. Enter in criteria to search for a document, select a document, and click the **Finish** button.

Because the itemized estimated accrual was copied forward from an itemized order, funding information such as the accounting strip will already exist under the **Funding** button on the **Itemized Lines** page.

16. On the **Itemized Lines** page in the **General** group box, enter the received, inspected, and accepted quantities of the itemized estimated accrual in the **Received**, **Inspected**, and **Accepted** fields. Also enter the unit price for the **Accepted** Quantity.

Note: The corresponding **Unit Price**, **Unit**, and **Line Amount** fields are populated for the above fields.

17. Click the **Prorate** button to distribute the amount proportionally across each sub-line.
18. In the Document Reference section, if this is the **FINAL** itemized estimated accrual for the itemized order, click the **Final** check box to fully liquidate the referenced document.

CAUTION: Once a user clicks the **Final** check box, the system closes the order for the full amount. The user cannot create a new itemized estimated accrual or actual receipt against the itemized order because it is closed.

19. Use the **Description** fields to enter descriptive information. The **Extended Description** field can be used if more than 255 characters are needed up to 60,000 characters.

Note: Depending on the room left on the form, the extended description field may not print in its entirety.

20. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line or itemized line. To delete a line, select the line and click the **Remove** button. (Refer to Section 2.3.3 for more information about the Summary tab.)

Notes

21. Click the **Verify** button.

Any errors will be displayed. Review the error message and correct the form.

22. Click the **Submit** button.

Pegasys will update the database.

8.1.7 How Do I Liquidate an Itemized Estimated Accrual (3-Way)?

An itemized receipt (actual receipt document type **RK** or **RW**) must be generated in order to liquidate an **Estimated Accrual** document. The following steps detail the procedures to liquidate an itemized estimated accrual.

Notes

1. Select **Transactions—Purchasing—New Receipt** from the menu bar.

*The **New Receipt** page will be displayed.*

The screenshot shows the 'New Receipt' page interface. At the top left is a 'New Receipt' button. Below it are several input fields: 'Document Type' (with a yellow border), 'Document Number Format', 'Document Number Prefix', 'Document Number' (with a red asterisk), 'Generate' button, 'Security Org', 'Title', and a 'Copy Document' section with radio buttons for 'None', 'Copy From', and 'Copy Forward'. A 'Go to top of page' link is at the bottom left of the form area.

2. Enter the appropriate document type for the receipt in the **Document Type** box.

Enter **RK** to generate an itemized receipt for the Kansas City Finance Center.

Enter **RW** to generate an itemized receipt for the Fort Worth Finance Center.

Notes

3. Click the **Generate** button to generate a unique document number in the **Document Number** field.

*Select the **Copy Forward** radio button.*

4. Select the appropriate **Security Org** from the drop-down list box.

*If left blank, the Security Org will default to the user's default Security Org (please refer to **Section 3.5: Security Organizations**).*

5. Click the **Next** button.
6. The **Copy Forward** page displays.

The screenshot shows the 'Copy Forward' search interface. It includes fields for Document Type, Document Number, Document Status, User ID, Title, and various date ranges (From Accounting Period, To Accounting Period, From Date, To Date). There are also sections for 'Copy Lines' (with radio buttons for 'Copy all lines' or 'Choose which lines to copy'), 'Additional Criteria', and 'Accounting'. At the bottom, there are buttons for 'Display' (set to 10 items) and 'Sort...'. The 'Document Type' field is highlighted in yellow.

7. In the **Document Type** field, enter the appropriate itemized order document type.
8. In the **Document Number** field, enter the document number to copy forward.

Note: If document number is unknown, right-click, **Search** for the number. Please refer to **Section 4.1.2: How to Search for a Document (Review Status)**.

The **Processed** radio button will be selected in the **Document Criteria** group box.

9. Click the **Search** button.
10. Select the appropriate document from the generated list.
11. Click the **Finish** button.
12. The **Header** page of the Itemized Receipt form will be displayed if there are no estimated accruals with itemized lines (**AE's**) associated with an order with itemized lines.

Notes

14. In the **General** group box, enter the name of the person creating the itemized receipt form in the **Received By** field.

Note: *The Receipt Date, Accounting Period, and Reporting Accounting Period fields will default to the current date when the form is Verified or Processed.*

The Receipt Date is the date the form is created, not the date the goods or services were received.

15. Enter the **Accepted Date** and **Delivery Date**.

Note: *The Accepted and Delivery Date fields are required.*

Acceptance must occur no later than seven days after receipt unless contract dispute regulations are followed.

The Delivery Date is the date the goods or services were actually received.

Dates entered on the Header page will populate the Itemized Lines page when the form is Verified or Processed.

16. Select the **Itemized Lines** tab.
17. The **Itemized Lines** page displays.

Because the itemized receipt was copied forward from an itemized estimated accrual, funding information such as the accounting strip will already exist on the Itemized Lines page under the Funding button.
18. To open an existing line, select the appropriate line and click the **Itemized Line** hyperlink.

To delete a line, select the appropriate line and click the Remove button.

To copy a line, select the appropriate line, click the Copy button, select the new line and click the Itemized Line hyperlink to make any needed changes.

To modify an existing line, select the appropriate line, click the Itemized Line hyperlink to open the line and make any needed changes.

Click the Copy Forward button to add a new Itemized Line(s) copying forward from a document. The Copy Forward New Line Document Selection window will open. Enter in criteria to search for a document, select a document, and

Notes

*click the **Finish** button.*

19. In the **Line Amounts** group box, enter the actual amount received, inspected, accepted, or rejected if different from estimated amounts.

Note: *If the itemized receipt is greater than the estimated accrual, the estimated accrual is closed for its actual amount, and the order will be closed for the additional amount. This will be accomplished by manually referencing the itemized order on a separate line on the receipt for the additional amount.*

20. Click the **Prorate** button to distribute the amount proportionally across each sub-line.
21. If the amount received is less the estimated amount and you do not expect to receive additional goods or services, check the **Final** check box to fully liquidate the referenced document in the **Document Reference** group box.

The remaining amount will be put back into the order document.

22. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line.
To delete a line, select the line and click the **Remove** button.
(Refer to Section 2.3.3 for more information about the Summary tab.)

23. Click the **Verify** button.

Any errors will be displayed. Review the error message and correct the form.

24. Click the **Submit** button.

Pegasys will update the database.

8.1.8 How Do I Correct a Processed Non-Itemized or Itemized Estimated Accrual?

Occasionally, there may be a need to correct a processed estimated accrual. Please refer to **Section 4.2: Correcting a Form or Document** for details on correcting a document.

8.2 What Is a Self-Reversing Estimated Accrual (2-Way/Order–Invoice)?

GSA will use the self-reversing estimated accrual (2-way) form to accurately track spending for prepaid training orders, inter-agency orders, and credit card purchases that hit expense-based budgets (e.g., 255X, 455X). Since obligations do not affect expense-based budgets and invoices have no accounting impact in Pegasys, expense-based budgets do not reflect 2-way automated match (Order/Invoice) spending until Pegasys has matched and paid the invoice. The self-reversing estimated accrual documents (**AR** document type) will be created by copying forward the prepaid training or inter-agency order or the credit card log document.

Once created, the user must specify reversal information in the **Reversal Options** fields on the **Header** page of the form. The system will then automatically reverse the estimated accruals that have Reversal Options specified, regardless if that is prior to or after the invoice is entered. Once the estimated accrual form is processed, the user can view the estimated accrual document in Review Status and confirm that the system has automatically reversed the estimated accrual transaction. On the **Header** page the system displays that the document has been reversed and it shows in which accounting period the reversal occurred.

Note: *Failure to reverse the self-reversing accrual (**AR**) could result in a double accrual recorded against the expense-based budget.*

8.2.1 How Do I Create a Self-Reversing Estimated Accrual (2-Way/Order–Invoice)?

The following steps describe how to complete a **Self-Reversing Estimated Accrual** form in Pegasys.

Notes

1. Select **Applications—Purchasing—New—Estimated Accrual** from the Pegasys menu bar.

*The **New Estimated Accrual** page will be displayed.*

Notes

New Estimated Accrual

* Document Type: AR

Document Number Format:

Document Number Prefix:

* Document Number:

Security Org:

Title:

Copy Document

None
 Copy From
 Copy Forward

2. Enter AR – Self Reversing Estimated Accrual in the **Document Type** box.
3. Click the **Generate** button to generate a unique document number in the **Document Number** field.
4. Enter the appropriate **Security Org**.

*If left blank the Security Org will default to the user's default Security Org (please refer to **Section 3.5: Security Organizations**).*

5. Select the **Copy Forward** radio button.
6. Click the **Next** button.

7. The **Copy Forward** page displays.

Copy Forward

Search Criteria

Document Type:	<input type="text"/>	From Accounting Period:	<input type="text"/>
Document Number:	<input type="text"/>	To Accounting Period:	<input type="text"/>
Document Status:	<input type="text"/>	From Date:	<input type="text"/>
User ID:	<input type="text"/>	To Date:	<input type="text"/>
Title:	<input type="text"/>	Vendor:	<input type="text"/>

8. In the **Document Type** field enter the appropriate non-itemized inter-agency or prepaid training order or credit card log document type.
9. In the **Document Number** field, type the document number

Notes

to copy forward.

*If document number is unknown, right-click **Search** for the number. Please refer to **Section 4.1.2: How to Search for a Document (Review Status)**.*

*The **Processed** radio button will default in the **Document Criteria** group box.*

10. Click the **Search** button.
11. Select the appropriate document from the generated list.
9. Click the **Finish** button.

*The **Header** page of the Self-Reversing Estimated Accrual form will be displayed.*

*Because the self-reversing estimated accrual was copied forward from an inter-agency or prepaid training order or credit card log, information such as the Vendor will already exist on the **Header** page.*

10. In the **General** group box, complete the **Received By** field by entering the name of the person creating the self-reversing estimated accrual form.

Note: *The **Receipt Date**, **Accounting Period**, and **Reporting Accounting Period** will default to the current date when the form is Verified or Processed.*

Notes

The Receipt Date is the date the form is created.

Do not use the Accepted Date and Delivery Date fields.

11. Check the **Automatic Reversal** check box
12. Enter or click on the Reversal Accounting Period link to choose the Previous, Current, or Next accounting period in which the accrual should be reversed. Or enter the number of accounting periods after the accrual should be reversed in the **Reverse After Period** field.

13. Select the **Header Accounting Lines** tab.

The **Header Accounting Lines** page displays.

14. Select the appropriate **Header Accounting Line** and click the **Header Accounting Line** hyperlink.
15. The **Header Accounting Line** page displays.

*Because the self-reversing estimated accrual was copied forward from an inter-agency or prepaid training order or credit card log, funding information such as the accounting strip will already exist on the **Header Accounting Line** page.*

16. In the **Line Amounts** group box, enter the estimated amount of the accrual in the **Amount** field.

Note: *The Transaction Type will default when the form is Verified or Processed.*

17. To return to the **Header Accounting Lines** page click the **Header Accounting Lines** hyperlink. Repeat steps **14-16** as needed.
18. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

To add a new line, click the **Add** button and follow the

Notes

- instructions above on how to enter a header accounting line.
To delete a line, select the line and click the **Remove** button.
(Refer to Section 2.3.3 for more information about the
Summary tab.)

19. Click the **Verify** button.

Any errors will be displayed. Review the error message and correct the form.

20. Click the **Submit** button.

Pegasys will update the database.

8.3 What Is an Estimated Accrual (No-Way/Intra-Agency)?

GSA will use the estimated accrual (No-Way) form to accurately track spending for intra-agency orders. The estimated accrual document (**AN** document type) will be created by copying forward the intra-agency order (**IX** document type). Users should not create more than one estimated accrual for the same order. Please refer to **Section 8.3.1: How Do I Create an Estimated Accrual (No-Way)** for step-by-step instructions on creating an Estimated Accrual (No-Way) in Pegasys.

8.3.1 How Do I Create an Estimated Accrual (No-Way)?

The following steps describe how to complete an **Estimated Accrual No-Way** form in Pegasys.

Notes

1. Select **Transactions—Purchasing—New—Estimated Accrual** from the Pegasys menu bar.

The New Estimated Accrual page will be displayed.

2. Enter **AN – Estimated Accrual No-Way** in the **Document Type** box.
3. Click the **Generate** button to generate a unique document number in the **Document Number** field.
4. Enter the appropriate **Security Org**.

*If left blank the Security Org will default to the user's default Security Org (please refer to **Section 3.5: Security Organizations**).*

5. Select the **Copy Forward** radio button.
6. Click the **Next** button.
7. The **Copy Forward** page displays.

Notes

8. In the **Document Type** field, enter **IX – Non-Itemized Intra-agency order**.
9. In the **Document Number** field, type the document number to copy forward.

*If document number is unknown, please refer to **Section 4.1.2: How to Search for a Document (Review Status)**.*

10. Click the **Search** button.
11. Select the appropriate document from the generated list.
12. Click the **Finish** button.

*The **Header** page of the Estimated Accrual No-Way form will appear.*

*Because the estimated accrual No-Way was copied forward from a non-itemized intra-agency purchase order (**IX** document), information such as the Vendor will already exist on the **Header** page.*

13. In the **General** group box, complete the **Received By** field by entering the name of the person creating the estimated accrual No-Way form.

Note: *The **Receipt Date**, **Accounting Period**, and **Reporting Accounting Period** will default to the current date when the form is Verified or Processed.*

The Receipt Date is the date the form is created.

Do not use the Accepted Date and Delivery Date fields.

14. Select the **Header Accounting Lines** tab.
15. Select the appropriate line and click the **Header Accounting Line** hyperlink.
16. The **Header Accounting Line** page displays.

*Because the estimated accrual No-Way was copied forward from the non-itemized intra-agency order (**IX** document), funding information such as the accounting strip will already exist on the **Accounting Lines** page.*

17. In the **Line Amounts** group box, enter the estimated amount of the accrual in the **Amount** field.
18. To return to the **Header Accounting Line** page, click the **Header Accounting Lines** hyperlink.
19. To add additional accounting lines, repeat steps **15-18** as needed.

Notes

20. A line may be copied forward from another document by clicking the **Copy Forward** button to add a new Header Accounting Line(s). The Copy Forward New Line Document Selection window will open. Enter in criteria to search for a document, select a document, and click the **Finish** button.
21. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and click the **Remove** button. (Refer to Section 2.3.3 for more information about the Summary tab.)

22. Click the **Verify** button.

Any errors will be displayed. Review the error message and correct the form.

23. Click the **Submit** button.

Pegasys will update the database.

9 Recurring Profiles

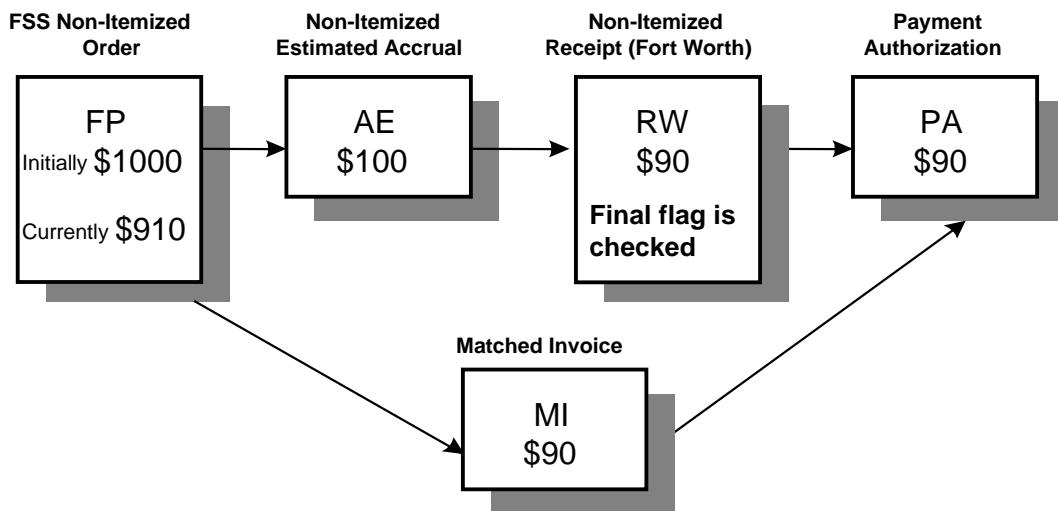
The Recurring Profiles functionality uses templates to system generate Pegasys forms that recur for a specific period of time. For example, at the beginning of the year, a user can create an order to establish an obligation for the whole year. If the accruals against that obligation recur throughout the year, then a recurring profile template can be completed and the off-line process would create and generate the recurring estimated accruals. Thus, the user would not have to manually create estimated accruals each month, quarter, etc.

To create a Recurring Profile in Pegasys, users complete a template that identifies information such as the start and end date of the profile, how often the profile is to be generated, and the type of document to be generated. Additionally, users will identify if the recurring amount of the profile should be a fixed or a variable amount. If the profile uses a fixed amount, each recurring document will have the same dollar amount. If the profile uses a variable amount, users can enter varying amounts for each recurring document. Refer to **Section 9.6.1: What Is The Recurring Profile Review Window?** for a detail description of all fields on the **Recurring Profile Maintenance** table.

While users can create recurring templates for actual receipts, in most cases GSA will create recurring templates for estimated accruals. Estimated accruals are commonly used when there is a requirement to estimate accrued costs for end of month/accounting period reconciliation. The appropriate Regional Finance Center should be consulted prior to establishing “actual” recurring receipts in Pegasys. The document type for estimated accruals is **AE**. This document type will record the expense in the proper month but will not be the basis for payment. When actual receipt amounts are known, a receipt document will be entered.

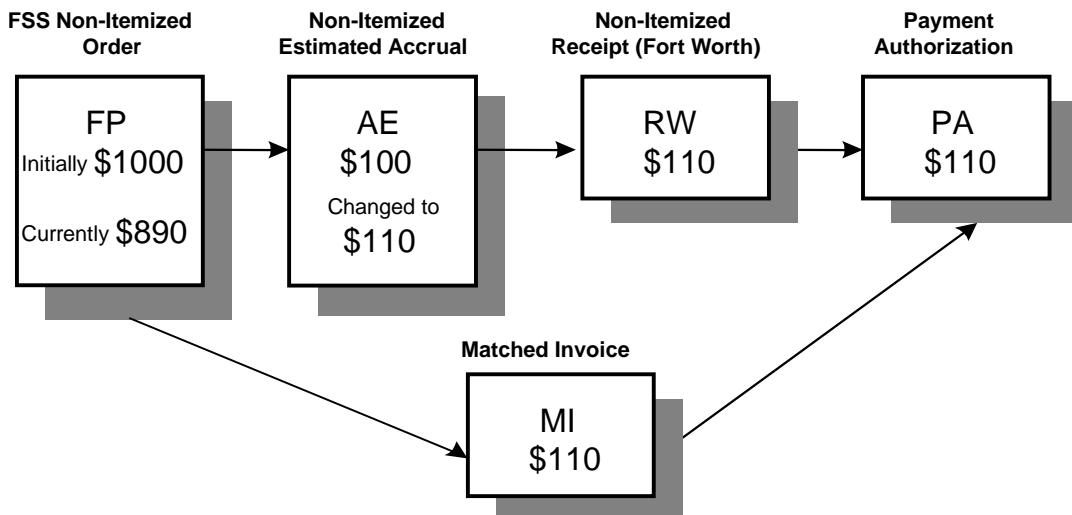
Once an estimated accrual document is processed in Pegasys, it will liquidate the order that it references for the amount of the estimated accrual. When the receipt document is processed to record the actual accrual, the receipt document will liquidate the estimated accrual that it references for the amount of the actual accrual. If the actual accrual amount is less than the estimated accrual amount, the excess amount is returned to the purchase order providing the **Final** check box on the receipt document is checked. For example, in **Figure 9-1: Estimated Accrual Overage and Actual Accrual Purchasing Chain**, the purchase order was initially \$1000. The \$90 receipt has a final reference to the \$100 estimated accrual. The receipt will fully liquidate the estimated accrual and the open balance of the order will increase from \$900 (the amount of the order after the AE is processed) to \$910 (the amount of the order after the actual accrual/receipt is processed).

Figure 9-1: Estimated Accrual Overage and Actual Accrual Purchasing Chain



On the other hand, if the actual accrual amount exceeds the estimated accrual amount, the estimated accrual document must be increased to match the actual accrual amount before the receipt document can be processed. For example, in **Figure 9-2: Estimated Accrual Under Estimate and Actual Accrual Purchasing Chain**, the **AE** is increased to \$110 to match the actual amount. As a result, the outstanding amount of the order is decreased to \$890 (the amount of the order after the **AE** is modified).

Figure 9-2: Estimated Accrual Under Estimate and Actual Accrual Purchasing Chain



9.1 How Do I Create A Fixed Amount Recurring Estimated Accrual Profile?

The following steps detail the procedures for creating a recurring estimated accrual profile with a fixed amount.

Notes

Notes

- Select **Transactions—Purchasing—Review** from the menu bar.

*The **Review** page will be displayed.*

- Enter the document type of the Order document you wish to create the recurring estimated accrual for in the **Document Type** field.
 - Enter the Order's document number in the **Document Number** field. If the document number is unknown, fill out the appropriate fields in the **Search Criteria** box.
 - Click the **Search** button.
 - The forms matching the search criteria will be displayed.
 - Highlight the desired form and click **View**.
 - The document **Header** will be opened for review.
 - Review the **Line Amounts** (on the **Header Accounting Lines** or **Itemized Lines** as appropriate) to ensure that the total estimated accrual amount does not exceed the **Outstanding** amount of the order.
- Note:** *The **Outstanding** amount identifies the amount of the order that has not been liquidated.*
- On the document's Header page click the **Make Recurring** button.

*The **Recurring Profile** page will be displayed.*

Notes

9. In the **General** group box, enter the Pegasys document number of the order in the **Code** field.

Note: *The code number cannot exceed 10 characters in length.*

10. Enter the vendor's name in the **Name** field.
11. The **Status** field defaults to **Active**.

Note: *The off-line process will not pick up the profile if not active.*
12. Enter **GSA** in the **Security Org** field.
13. Enter the date the profile should begin and end in the **Start Date** and **End Date** fields of the **Effective Dates** group box.

Note: *The **From** date cannot exceed the **To** date. The date range should fall within a time frame that satisfies the budget fiscal year requirement of the accounting strip that is referenced by the **AE**. For example, From 01/31/08 to 03/31/09.*

14. In the **Frequency** group box, select how often the profile should generate an estimated accrual within the Effective Date range from the **Frequency** drop-down list box.

Note: *The frequency option of "Monthly" should generally be selected. Also, the **Frequency Interval** field is only completed if Every X Days, Every X Weeks, or Every X Months is selected from the **Frequency** drop-down list box.*

15. In the Date Adjustment drop down, select the **Move To Next Business Day** option, or the **Move To Previous Business Day** option to prevent the profile from generating on a weekend or holiday.

Note: *If **Neither** is selected, Pegasys will not prevent the expected date of the profile from falling on a weekend or holiday.*

16. In the **Transaction Details** group box, enter **AE** in the **Document Type** field to generate an estimated accrual.

Note: *Since the **Make Recurring** button was clicked on the Header page of the order, the **Copy Forward** check box defaults to checked. Additionally, Pegasys displays the document type and document number of the purchase order that the estimated accrual is to reference in the **Reference** group box.*

Notes

17. Do not check the **Allow Variable Amounts** check box when the recurring estimated accrual amount is fixed.
18. Enter the vendor's name, the fiscal year, and a description of the services or goods in the **Description** box. The text field in the **Description** box is limited to 255 characters.

Example: *Occupational Training Center FY2004 Order Clerks.*

19. Click the **Save** button to save the profile to the **Recurring Profile Maintenance** table.

9.2 How Do I Create a Variable Amount Recurring Estimated Accrual Profile?

The following steps detail the procedures for creating a recurring estimated accrual profile with a variable amount.

Notes

1. Complete **Steps 1–16 in Section 9.1** for creating a Fixed Amount Recurring Estimated Accrual Profile.
The Recurring Profile window will be displayed.
2. Check the Allow Variable Amounts check box.
3. Click the **Save** button to save the profile to the **Recurring Profile Maintenance** table.

9.3 How Can I Query Recurring Profiles?

Once a profile is established, users can access the **Recurring Profile Query** to view the documents generated to date through the off-line process. The off-line process for recurring profiles will run on the 15th and 25th of each month. Users should perform a Recurring Profile Query on the 16th and 26th of each month to determine if their recurring document was rejected or processed. Once the query is completed users can select the desired profile and view all information that relates to the profile, including all parameters used to define the profile. Refer to **Figure 9-5: Recurring Profile Query Detail Field Descriptions** for a detailed description of all fields on the **Recurring Profile Review** window. In addition to the information stored in the **Recurring Profile Maintenance** table, the query also displays the following information:

- Dollar amount of the profile generated to date,
- Dollar amount of the profile processed to date,
- Number of forms generated to date,
- Number of forms processed to date, and
- Originator of the profile and the last person that modified the profile.
- If the query indicated that the estimated accrual rejected, the user would need to manually correct and process the rejected estimated accrual.

9.3.1 How Can I Query a Recurring Profile?

The following steps detail the procedures on how to query a Recurring Profile in Pegasys.

Notes

1. Select Queries—Document—Recurring Profile Query from the menu bar.
2. The **Recurring Profile Query** page will be displayed.
3. Select the desired **Recurring Profile**.
3. Click the **Details** button.

*The **Recurring Profile Query Detail** page will be displayed for the selected profile.*

The screenshot shows the 'Recurring Profile Query Detail' page. At the top, there are two tabs: 'Recurring Profile Query Detail' (which is active) and 'Open Document List'. Below the tabs are links for 'Expand All' and 'Collapse All'. The page is divided into several sections:

- General:** Fields include Recurring Profile (04524595), Status (Active), Name (CTA INC), Security Org (GSA), and Short Name.
- Effective Dates:** Start Date (04/01/2001) and End Date (09/30/2001).
- Frequency Details:** Frequency (Monthly), Frequency Interval (X) (0), and Date Adjustment (Neither).
- Document Template:** Document Type (RK), Allow Variable Amounts (unchecked), Reference Type (FP), Copy Forward (checked), Lines, Currency (USD).
- Generated:** Generated To Date Amount (\$78,997.68), Num To Date (6), and Last Date (09/01/2001).

4. Click the **Open Document List** tab.

*The **Open Document List** page will be displayed.*

Notes

Recurring Profile Query Detail Open Document List				
Recurring Profile Documents				
<input type="button" value="Display"/> <input type="button" value="10"/> Items <input type="button" value="View as CSV"/> <input type="button" value="Sort..."/>				
Date	Code	Document Number	Status	
04/01/2001	RK	RK20010401006	Processed	
05/01/2001	RK	RK20010501012	Processed	
06/01/2001	RK	RK20010601010	Processed	
07/01/2001	RK	RK20010701005	Processed	
08/01/2001	RK	RK20010801010	Processed	
09/01/2001	RK	RK20010901005	Processed	

5. Select the appropriate document to review from the **Open Documents** list page.
6. Click the **Recurring Profile Documents** link to review selected document.

The **Recurring Profile Documents** page will be displayed.

Click the **View Document** button.

7. The **Header** page of the document will be displayed.
8. Clicking the Close Window link will return you to the Recurring Profile Query page.

9.4 How Do I Work With Recurring Profiles?

Occasionally, the forms generated by the Recurring Profile, the documents that reference a Recurring Profile, and the Recurring Profile itself may need to be modified. This section provides step-by-step procedures on how to make changes to Recurring Profiles and the documents that the profile may reference.

9.4.1 How Do I Amend A Referenced Purchase Order?

The following steps detail the procedures on how to amend and add additional funding to a closed order.

Notes

1. Select Transactions—Purchasing—Amend—Order from the menu bar.
2. Note: The **New Amendment** page will be displayed.
3. Enter the document type of the closed document in the **Document Type** box.
4. Enter the document number of the closed document in the **Document Number** field.

Notes

- Enter a number for the amendment in the **Amendment Number** field.

Note: Amendments to Pegasys purchasing documents will follow your current amendment naming conventions.

The screenshot shows a 'New Amendment' dialog box. At the top are 'OK' and 'Cancel' buttons. Below is a title bar 'New Amendment'. The main area contains form fields:

- Subsystem:** Purchasing
- * Document:** (with a pencil icon)
- * Document Type:** (input field)
- Document Name:** (input field)
- * Document Number:** (input field)
- Amendment Number:** (input field) with a **Generate** button next to it.

- Click the **OK** button.

The Header page of the selected document will be displayed.

The screenshot shows the 'Header' tab of a document details page. At the top is a toolbar with buttons: Verify, Save, Submit, Schedule, Merge, Fund Currency, Add Shortcut, Attachments, Route, Refresh, and a dropdown menu. Below the toolbar is a navigation bar with tabs: Header, Fixed Assets, Office Addresses, Header Accounting Lines, Novation Vendor History, Novation Designated Agent History, Itemized Lines, App, Amendment History, Workflow Status, and Approval History. Under the 'Header' tab, there is a 'General' section with the following fields:

Document Type:	XP Client Purchase Order	Order Date:	(input field)	Reset: <input type="checkbox"/>
Status:	PROCESSED	Accounting Period:	(input field)	
Document Number:	XPPR1130	Reporting Accounting Period:	(input field)	
Amendment Number:	001	Document Classification:	(input field)	
Title:	E4054598	Security Org:	GSA	
Ordered By:	NWTRB	Suppress Printing:	<input type="checkbox"/>	
Agency DUNS Number:	(input field)	Fast Pay:	<input type="checkbox"/>	
Agency DUNS+4:	(input field)	Invoice Required:	<input type="checkbox"/>	
Receipt Required: <input type="checkbox"/>				

At the bottom left is a 'Return to Top' link.

- Select the **Header Accounting Lines** tab.

The Header Accounting Lines page will be displayed.

Notes

The screenshot shows a software interface for managing accounting lines. At the top, there are tabs: Header, Fixed Assets, Office Addresses, Header Accounting Lines (which is selected), Novation, and Vendor. Below the tabs, a sub-menu bar includes: Header Accounting Line, Tax Lines, Add, Copy, Copy Forward, Remove, Reset, Replace, Display (set to 10), and Iter. A table displays one accounting line with the following data:

Line Number	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org
1	\$300.00	01	10-X-878X	2010	878X	11	TVZ91110		

7. Select the **Header Accounting Line** you wish to change.

Note: The information associated with the selected minor tab will be displayed.

8. Click the **Header Accounting Line** link.
9. The **Header Accounting Line** page will display.
10. In the **Line Amounts** group box, enter the increase or decrease amount for the selected accounting line in the **Ordered Change Amount** field.

Note: Place a minus sign in front of the amount in the **Changes** field to reduce total amount.

11. Repeat **Steps 6–10** for each additional Accounting Line.
12. Click the **Header** tab
13. In the **Amendment Information** group box, enter a **Justification**
14. Click the **Verify** button.

Note: Any errors will be displayed. Review the error message and correct the form. Users will receive an error message indicating that form must be approved.

15. Select the **Submit** button. The form will be routed to the appropriate official for approval.

9.4.2 How Can I Correct Rejected Recurring Estimated Accrual Forms?

Users must first perform a query on their profiles to determine if they have a rejected form as a result of an error with their profile. Refer to **Section 9.3: How Can I Query Recurring Profiles?** for step-by-step procedures. **Note:** If the form is rejected due to an error on the document the form is referencing, the referenced document must be corrected first.

The following steps detail the procedures on how to correct a rejected recurring form.

Notes

Notes

1. Perform a **Recurring Profile Query** to identify the document number of the rejected estimated accrual.

Note: *The document number of the form created by the off-line process is listed in the **Recurring Profile Query** under the **Open Document List** button. The status of the form can only be viewed if the **Open Document List** button is enabled.*

*Refer to **Section 9.3: How Can I Query Recurring Profiles?** for step-by-step procedures. Make note of the document number you wish to correct.*

2. Select **Transactions—Purchasing—Correct** from the menu bar.

*The **Correct** page will be displayed.*

The screenshot shows the 'Correct' page search criteria interface. It includes fields for subsystem, document type, document number, amendment number, document category, accounting periods, vendor information (Code, TIN, DUNS, DUNS+4, Customer Account), and document status (Processed, Rejected, Cancelled, Archived, Scheduled, Pending Approval, Held). Buttons for 'Search' and 'Clear' are at the bottom.

3. Enter the document type of the rejected form in the **Document Type** box.
4. Enter the document number of the rejected form created by the off-line process in the **Document Number** field or if the document number is known proceed to Step 5.
5. Select the appropriate document from the generated list.

Click the **Correct** button.

*The **Header** page of the Estimated Accrual form will be displayed.*

Notes

[Header](#) [Fixed Assets](#) [Office Addresses](#) [Header Accounting Lines](#) [Novation Vendor History](#) [Novation Designated Agent History](#) [Itemized](#)

[Amendment History](#) [Workflow Status](#) [Approval History](#)

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

General

Document Type:	XP Client Purchase Order	Orig Order Date:	11/30/2010	Reset:	<input type="checkbox"/>
Status:	CORRECT	Order Date:	<input type="text"/>		
Document Number:	XPPR1130	Accounting Period:	<input type="text"/>		
Title:	E4054598	Reporting Accounting Period:	<input type="text"/>		
Ordered By:	NWTRB	Document Classification:	<input type="text"/>		
Agency DUNS Number:	<input type="text"/>	Security Org:	GSA		
Agency DUNS+4:	<input type="text"/>	Suppress Printing:	<input type="checkbox"/>		
		Fast Pay:	<input type="checkbox"/>		
		Invoice Required:	<input type="checkbox"/>		
		Receipt Required:	<input type="checkbox"/>		

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6. Make any necessary corrections and click the **Verify** button to review errors that need to be corrected. Contact your servicing Finance Center if assistance is needed to correct the errors incurred.

Problems Dialog boxes with a description of each error will be displayed.

7. Correct any additional errors that are returned.
8. Click the **Submit** button. The form will be routed to the appropriate official for approval.

Pegasys will update the database.

9.4.3 How Can I Correct A Processed Estimated Accrual?

Occasionally, there may be a need to correct a processed estimated accrual. For example, if the receipt amount exceeds the estimated accrual amount, the estimated accrual document must be corrected before the receipt document can be processed. That is, the **AE** must be corrected before the **RK** or **RW** can be processed. The following steps detail the procedures on how to correct an estimated accrual document.

Notes

1. Perform a **Recurring Profile Query** to identify the document number of the estimated accrual to be corrected.

Note: Refer to **Section 9.3: How Can I Query Recurring Profiles?** for step-by-step procedures. Make note of document number to correct.

2. Select Transactions—Purchasing—Correct from the menu bar.

The **Correct** page will be displayed.

Notes

Correct

Search Criteria

Subsystem:	Purchasing
Document Type:	AE Estimated Accrual 3-wk
Document Number:	
Amendment Number:	
Document Category:	
From Accounting Period:	
To Accounting Period:	
From Date:	11/01/2010
To Date:	
Vendor	
Code:	
TIN (SSN/EIN):	
DUNS:	
DUNS+4:	
Customer Account:	

Document Status

Processed:	<input checked="" type="checkbox"/> Rejected: <input type="checkbox"/>
Cancelled:	<input type="checkbox"/> Archived: <input type="checkbox"/>
Scheduled:	<input type="checkbox"/> Pending Approval: <input type="checkbox"/>
Held:	<input type="checkbox"/>

User ID: _____
Security Org: _____
Title: _____

Search Clear

Additional Criteria

Accounting

Print Preview Display 10 Items View as CSV Sort...

Document Type	Document Number	Amendment Number	Title	Document Date	Document Status
AE	AE201011020001		E4054598	11/02/2010	Processed
AE	AE201011020002		E4054598	11/02/2010	Processed

3. Enter **AE** in the **Document Type** box.
4. Enter the document number of the estimated accrual to be corrected in the **Document Number** field.
5. Check the **Processed** check box in the **Document Status** group box.
6. Select the appropriate document from the generated list and click the **Correct** button
7. Select the Header Accounting Lines tab.

The **Header Accounting Lines** page of the Estimated Accrual document will be displayed.

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Att

Header Fixed Assets Office Addresses Header Accounting Lines Itemized Lines A Header Accounting Line

Add Copy Copy Forward Remove Reset Replace Display 10 Items

Line Number	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org
1	\$2,000.00	01	JisuTest2	2010		878X	11	TVZ91110	

8. Select the appropriate line.
9. Click the Select the **Header Accounting Line** link.
10. In the **Line Amounts** group box, enter the new amount for the estimated accrual in the **Amount** field.
11. Click the **Verify** button.

Any errors will be displayed. Review the error message and correct the form.

Notes

12. Click the **Submit** button. The form will be routed to the appropriate official for approval.

9.4.4 How Can I Modify A Recurring Profile?

The following steps detail the procedures on how to modify a Recurring Profile.

Notes

1. Select Reference—Document—Recurring Profile from the menu bar.

The **Search-Recurring Profile** page will be displayed.

Search - Recurring Profile

Search Criteria

Code:

Name:

10 Items

Recurring Profile

2. Enter the appropriate Search Criteria.
3. Click the **Search** button.
4. Select the **Recurring Profile** to modify.
5. Click the **Open** button.
6. The **Recurring Profile** page will display.

Notes

Recurring Profile

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

General

* Code: 04524595
 * Name: CTA INC
 Short Name:
 Status: Active
 Security Org: GSA 

Effective Dates

* Start Date: 04/01/2001
 * End Date: 09/30/2001

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Frequency

* Frequency: Monthly
 Frequency Interval(X): 0
 * Date Adjustment: Neither

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7. Enter the desired changes on the profile.
8. In the **Transaction Details** group box, enter the desired amount for the **Periodic Amount**.
9. Click the **Save** button at the bottom.

9.4.5 How Can I Liquidate An Estimated Accrual?

When a receipt document is processed to record the delivery of goods and services, the receipt will liquidate the **Estimated Accrual** that it references for the amount of the receipt. Pegasys offers two methods on how to liquidate Estimate Accruals.

Method 1—Employs Pegasys Copy Forward functionality, and provides the user with the option to select an Estimated Accrual or Purchase Order from a document select list.

Method 2—Employs Pegasys Copy Forward functionality. However, the user must provide the system with the Estimated Accrual document type and number that the receipt will reference.

The user may use either method to liquidate an Estimated Accrual. The following steps detail the procedures on how to liquidate an estimated accrual using both methods.

Method 1

Notes

3. Select **Transactions—Purchasing—New—Receipt** from the

Notes

menu bar.

The **New Receipt** page will be displayed.

The screenshot shows the 'New Receipt' page with the following fields:

- Document Type:** A dropdown menu with an edit icon.
- Document Number Format:** A dropdown menu with an edit icon. Below it is a field for **Document Number Prefix:**
- Document Number:** An input field with an asterisk (*) and an edit icon. To its right is a **Generate** button.
- Security Org:** An input field with an edit icon.
- Title:** An input field.
- Copy Document:** A section containing three radio buttons:
 - None
 - Copy From
 - Copy Forward

4. Enter a document type for the receipt in the **Document Type** box.

Enter **RK** to generate a receipt for the Kansas City Finance Center.

Enter **RW** to generate a receipt for the Fort Worth Finance Center.

5. Click the **Generate** button to generate a unique document number.

The **Copy Forward** radio button will be selected.

6. Select the appropriate security organization in the **Security Org** field.

Note: When creating a form that must be viewed, approved, or processed by another Service, the user must select GSA as the Security Organization.

If left blank, the Security Org will default to the user's default Security Org.

7. Click the **Next** button.
8. The **Copy Forward** page will display.
9. In the **Document Type** field enter the appropriate order document type.

Notes

10. Type the order document number to copy forward in the **Document Number** field.
11. Click the **Search** button.
12. Select the estimated accrual document to reference.
13. Click the **Finish** button.

*(optional) The user may click the **Choose which lines to copy** button and to copy forward selected lines of the document. Enter the document information and select the desired lines, then click **Finish**.*

*The **Header** page of the Receipt form will be displayed.*

Header | Fixed Assets | Office Addresses | Header Accounting Lines | Itemized Lines | Approval Routing | Memos | Summary

Workflow Status | Approval History

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

General

Document Type:	RK	Receipt#	Receipt Date:	
Status:	NEW		Accounting Period:	
Document Number:	RKDMDB1130		Reporting Accounting Period:	
Title:	E4044946		Batch Number:	
* Received By:	VEF		Document Classification:	GSA
Invoice #:			Security Org:	GSA
<u>Invoice Date:</u>			Suppress Printing:	<input type="checkbox"/>
<u>Disbursing Office:</u>			Fast Pay:	<input checked="" type="checkbox"/>
Automatic Reversal:	<input type="checkbox"/>		Accepted Date:	
Reversal Accounting Period:			Delivery Date:	
Reverse After Period:			Period of Performance	
Agency DUNS Number:			Start Date:	
Agency DUNS+4:			End Date:	

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*Because the receipt was copied forward from an estimated accrual, information such as the Pegasys Document Number of the order (Profile Code), Vendor, and Customer Account will already exist on the **Header** page.*

14. In the **General** group box, complete the **Received By** field by entering the name of the person creating the receipt.

Note: *The name of the person who created the estimated accrual will populate this field.*

*The **Receipt Date**, **Accounting Period**, and **Reporting Accounting Period** fields will default to the current date when the form is verified or processed.*

*The **Receipt Date** is the date the form is created, not the date*

Notes

the goods or services were received.

*The Pegasys Document Number of the order (Profile Code) will be copied forward from the estimated accrual and will populate the **Title** field.*

15. Enter the Invoice Number in the **Invoice #** field.

Note: *Use of the correct invoice number is critical. If the invoice number is known, it may be entered here; otherwise, leave this field blank. An invalid invoice number will delay payment.*

16. Enter the **Accepted Date** and **Delivery Date**.

Note: *The **Accepted** and **Delivery Date** fields are required.*

Acceptance must occur no later than seven days after receipt unless contract dispute regulations are followed.

*The **Delivery Date** is the date the goods or services were actually received.*

17. Select the **Header Accounting Lines** tab.

*Because the receipt was copied forward from an Estimated Accrual, funding information such as the accounting strip will already exist on the **Header Accounting Lines** page.*

18. Select the appropriate line and click the **Header Accounting Line** link.
19. The **Header Accounting Line** page will display.
20. In the **Line Amounts** group box, enter the amount of the receipt in the **Amount** field if different from estimated accrual amount.
21. If the receipt amount is more than the estimated accrual amount that was copied forward, the estimated accrual amount must be corrected first.

Note: Refer to **Section 9.4.3: How Can I Correct A**

Notes**Processed Estimated Accrual?**

If the amount received is less the estimated amount and you do not expect to receive additional goods or services, check the **Final** check box to fully liquidate the referenced document.

The remaining amount will be put back into the Order document.

22. If the amount received is less the estimated amount and you do not expect to receive additional goods or services, check the **Final** check box to fully liquidate the referenced document in **Document Reference** group box.

The remaining amount will be put back into the Order document.

23. In the **Description** field enter any descriptive information about the selected accounting line, if necessary.

Extended description text field allows for a maximum disk space of 60K (whereas regular description fields hold 255 characters), but printing of the extended description field on forms or reports will be determined by the room available on the form or report.

24. Click the **Verify** button.

Any errors will be displayed. Review the error message and correct the form.

25. Click the **Submit** button.

Pegasys will update the database.

Method 2**Notes**

Select **Transactions—Purchasing—New—Receipt** from the menu bar.

*The **New Receipt** page will be displayed.*

Notes

[Header](#) | [Fixed Assets](#) | [Office Addresses](#) | [Header Accounting Lines](#) | [Itemized Lines](#) | [Approval Routing](#) | [Memos](#) | [Summary](#)

[Workflow Status](#) | [Approval History](#)

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

- General -

Document Type:	RK	Receipt#	Receipt Date:	
Status:	NEW		Accounting Period:	
Document Number:	RKDMLB1130		Reporting Accounting Period:	
Title:	E4044946		Batch Number:	
* Received By:	VEF		Document Classification:	
Invoice #:			Security Org:	GSA
Invoice Date:			Suppress Printing:	<input type="checkbox"/>
Disbursing Office:			Fast Pay:	<input checked="" type="checkbox"/>
Automatic Reversal:	<input type="checkbox"/>		Accepted Date:	
Reversal Accounting Period:			Delivery Date:	
Reverse After Period:			Period of Performance	
Agency DUNS Number:			Start Date:	
Agency DUNS+4:			End Date:	

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Enter a document type for the receipt in the **Document Type** drop-down list box.

Enter **RK** to generate a receipt for the Kansas City Finance Center.

Enter **RW** to generate a receipt for the Fort Worth Finance Center.

Click the **Generate** button to generate a unique document number.

*The **Copy Forward** radio button is selected.*

Enter the appropriate security organization in the **Security Org** field.

Note: When creating a form that must be viewed, approved, or processed by another Service, the user must select GSA as the Security Organization.

*If left blank, the **Security Org** will default to the user's default Security Org.*

Click the **Next** button.

The **Copy Forward** page will display.

In the **Document Type** field, enter **AE** (Estimated Accrual).

Type the estimated accrual number to copy forward in the **Document Number** field.

*(optional) The user may click the **Choose which lines to***

Notes

copy button and to copy forward selected lines of the document. Enter the document information and select the desired lines.

Note: If document number is unknown, click on the Document Click the **Finish** button.

The **Header** page of the Receipt form will be displayed.

Header | Fixed Assets | Office Addresses | Header Accounting Lines | Itemized Lines | Approval Routing | Memos | Summary
 Workflow Status | Approval History
[Expand All](#) | [Collapse All](#)

General

Document Type:	RK	Receipt#	Receipt Date:	
Status:	NEW	Accounting Period:		
Document Number:	RKDMB1130	Reporting Accounting Period:		
Title:	E4044946	Batch Number:		
* Received By:	VEF	Document Classification:		
Invoice #:		Security Org:	GSA	
Invoice Date:		Suppress Printing:	<input type="checkbox"/>	
Disbursing Office:		Fast Pay:	<input checked="" type="checkbox"/>	
Automatic Reversal:	<input type="checkbox"/>	Accepted Date:		
Reversal Accounting Period:		Delivery Date:		
Reverse After Period:		Period of Performance		
Agency DUNS Number:		Start Date:		
Agency DUNS+4:		End Date:		

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Because the receipt was copied forward from an Estimated Accrual, information such as the Pegasys Document Number of the order (Profile Code), Vendor, and Customer Account will already exist on the **Header** page.

In the **General** group box, complete the **Received By** field by entering the name of the person creating the receipt.

Note: The name of the person who created the estimated accrual will populate this field.

The **Receipt Date**, **Accounting Period**, and **Reporting Accounting Period** fields will default to the current date when the form is Verified or Processed.

The **Receipt Date** is the date the form is created, not the date the goods or services were received.

The Pegasys Document Number of the order (Profile Code), will be copied forward from the estimated accrual and will populate the **Title** field.

Notes

Enter the Invoice Number in the **Invoice #** field.

Note: Use of the correct invoice number is critical. If the invoice number is known, it may be entered here; otherwise, leave this field blank. An invalid invoice number will delay payment.

Enter the **Accepted Date** and **Delivery Date**.

Note: The **Accepted** and **Delivery Date** fields are required.

Acceptance must occur no later than seven days after receipt unless contract dispute regulations are followed.

The **Delivery Date** is the date the goods or services were actually received.

Select the **Header Accounting Lines** tab.

Line Number	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org

Because the receipt was copied forward from an Estimated Accrual, funding information such as the accounting strip will already exist on the **Header Accounting Lines** page.

Select the appropriate line and click the **Header Accounting Line** link.

The **Header Accounting Line** page displays.

If the receipt amount is more than the estimated accrual amount that was copied forward, the estimated accrual amount must be corrected first.

Note: Refer to How Can I Correct A Processed Estimated Accrual?

In the **Document Reference** group box, check the **Final** check box to fully liquidate the referenced document, if the amount received is less the estimated amount and you do not expect to receive additional goods or services,

The remaining amount will be put back into the Order document.

Notes

In the **Description** field enter any descriptive information about the selected accounting line, if necessary.

Extended description text field allows for a maximum disk space of 60K (whereas regular description fields hold 255 characters), but printing of the extended description field on forms or reports will be determined by the room available on the form or report.

Click the **Verify** button.

Any errors will be displayed. Review the error message and correct the form.

Click the **Submit** button.

Pegasys will update the database.

9.5 How Do I Resolve Recurring Profile Errors?

For many Recurring Profiles, especially copy-forward profiles, errors do not become apparent until they reach the stage of the Recurring Profiles off-line process. The off-line process will run on the 15th and 25th of every month, with the exception of holidays by the GSA Operations Team in Central Office. This process creates PROCESSED documents for all profiles that do not contain errors and creates REJECTED forms for all profiles with errors. Users must query Pegasys on the 16th and 26th to determine if their Profiles had any errors and must manually correct rejected forms by using the Correct Form/Document functionality. The **Recurring Profile Query** allows users to determine whether a profile used to generate a document has been processed or rejected.

9.5.1 What Are the Common Errors for Recurring Profiles?

Recurring Profiles follow the same rules and procedures that govern the creation of non-recurring Pegasys documents. For example, non-recurring as well as recurring estimated accruals must reference a processed Purchase Order and the estimated accrual amount cannot exceed the order amount. Additionally, Pegasys conducts the same edit checks and applies the same tolerances to both non-recurring and recurring documents. Therefore, users will encounter the same errors when working with both non-recurring and recurring documents.

Figure 9-3: Common Errors identifies errors that are common to Recurring Profiles.

Figure 9-3: Common Errors

Error	Explanation	Applies To
The document cannot be copied forward because it is closed.	The document that the profile references has been fully liquidated. See Section 9.5.2.1: How Can I Correct A Recurring Profile Document With The Message: The Document Cannot Be Copied Forward Because It Is Closed?? for more information.	Copy Forward Profiles

Error	Explanation	Applies To
The document exceeds the tolerance amounts for one or more of its lines.	<p>The line amount on a recurring profile document cannot exceed the amount on the referenced accounting line. For example, if a user enters in a recurring amount on Line 1 of an estimated accrual that exceeds the open amount of Line 1 on the referenced order, the form will be rejected and not allowed to process. Pegasys restricts users from accruing more than what was obligated for each individual accounting line.</p> <p>See Section 9.5.2.2: How Can I Correct A Recurring Profile Document With The Message: The Document Exceeds The Tolerance Amounts For One Or More Of Its Lines? for more information.</p>	Copy Forward Profiles
The document type does not allow zero dollar values.	<p>A recurring amount has not been entered for the profile.</p> <p>See Section 9.5.2.3: How Can I Correct A Recurring Profile Document With The Message: Document Type Does Not Allow Zero Dollar Values? for more information.</p>	All profiles
The specified or derived accounting period is closed.	<p>The document date falls in a closed accounting period.</p> <p>See Section 9.5.2.4: How Can I Correct A Recurring Profile Document With The Message: The Specified Or Derived Accounting Period Is Closed? for more information.</p>	All profiles
The start date is greater than the end date.	<p>The From date on the Recurring Profile is greater than the To date on the Recurring Profile.</p> <p>See Section 9.5.2.5: How Can I Correct A Recurring Profile Document With The Message: Start Date Is Greater Than The End Date? for more information.</p>	All profiles

9.5.2 How Can I Resolve Errors?

To resolve an error that is a result of the Recurring Profiles off-line process, users must first change the actual document created by the Recurring Profile and the document that Recurring Profile references. The user would then change the **Recurring Profile Maintenance** table if necessary. Changes made to the **Recurring Profiles Maintenance** table will only affect future off-line process runs. The following sections provide step-by-step procedures on how to resolve the common Recurring Profile errors described in **Section 9.5.1: What Are the Common Errors?**

9.5.2.1 How Can I Correct A Recurring Profile Document With The Message: The Document Cannot Be Copied Forward Because It Is Closed?

If a Recurring Profile document references a closed document, the user must amend the closed document and increase the closed document's funding. The increase amount must be greater than or equal to the amount on the Recurring Profile document. Refer to **Section 9.4.1: How Do I Amend A Referenced Purchase Order?** for step-by-step procedures. Next, the user must manually correct and process the rejected form generated by the Recurring Profile. For step-by-step procedures refer to the **Section 9.4.2: How Can I Correct Rejected Recurring Estimated Accrual Forms?**

9.5.2.2 How Can I Correct A Recurring Profile Document With The Message: The Document Exceeds The Tolerance Amounts For One Or More Of Its Lines?

If a document exceeds the tolerance amount for one or more of its accounting lines, the user must first correct the form created by the Recurring Profiles off-line process. For step-by-step procedures refer to **Section 9.4.2: How Can I Correct Rejected Recurring Estimated Accrual Forms?** If the tolerance error is the result of incorrect line amounts on the Recurring Profile, the user must next correct the profile. For step-by-step procedures refer to **Section 9.4.4: How Can I Modify a Recurring Profile?**

9.5.2.3 How Can I Correct A Recurring Profile Document With The Message: Document Type Does Not Allow Zero Dollar Values?

To resolve the “Document type does not allow zero dollar values” error message, the user must first correct the form created by the Recurring Profiles off-line process. For step-by-step procedures refer to the **Section 9.4.2: How Can I Correct Rejected Recurring Estimated Accrual Forms?** Next, the user must correct the profile in the Recurring Profiles Maintenance table. For step-by-step procedures refer to **Section 9.4.4: How Can I Modify a Recurring Profile?**

9.5.2.4 How Can I Correct A Recurring Profile Document With The Message: The Specified Or Derived Accounting Period Is Closed?

The “Accounting period is closed” error message can be resolved by changing the **Accounting Period** and **Report Accounting Period** fields on the rejected recurring form. Additionally, if subsequent recurring dates exist, the **Effective Dates** fields on the Recurring Profile may also need to be changed. In either case, the dates must reflect an open accounting and report accounting date at the time the form is processed. To change the **Accounting Period** and **Report Accounting Period** fields on the rejected recurring form, refer to **Section 9.4.2: How Can I Correct Rejected Recurring Estimated Accrual Forms?** To change the **Effective Dates** fields on the Recurring Profile, refer to **Section 9.4.4: How Can I Modify a Recurring Profile?**

9.5.2.5 How Can I Correct A Recurring Profile Document With The Message: Start Date Is Greater Than The End Date?

The “Start date is greater than the end date” occurs when users are attempting to add information or modify a Recurring Profile and the **From** date field is greater than the **To** date field. The user must change the **From** date to a date that does not exceed the **To** date. Refer to **Section 9.4.4: How Can I Modify A Recurring Profile?** for step-by-step procedures.

9.6 What Are The Field Name And Descriptions For The Recurring Profile Maintenance Table?

This section provides detail descriptions of the fields on the **Recurring Profile Review** page.

9.6.1 What Is The Recurring Profile Review Window?

Figure 9-4: Recurring Profile Query Detail Window displays the Recurring Profile Review window.

Figure 9-4: Recurring Profile Query Detail Window

The screenshot shows the 'Recurring Profile Query Detail' window with the following fields:

- General:**
 - Recurring Profile: 04524595
 - Status: Active
 - Name: CTA INC
 - Security Org: GSA
 - Short Name: (empty)
- Effective Dates:**
 - Start Date: 04/01/2001
 - End Date: 09/30/2001
- Frequency Details:**
 - Frequency: Monthly
 - Frequency Interval(X): 0
 - Date Adjustment: Neither
- Document Template:**
 - Document Type: RK
 - Allow Variable Amounts:
 - Reference Type: FP
 - Copy Forward:
 - Lines
 - Currency: USD
- Generated:**
 - Generated To Date Amount: \$78,997.68
 - Num To Date: 6
 - Last Date: 09/01/2001

The fields on the Recurring Profile Review window are described in **Figure 9-5: Recurring Profile Query Detail Field Descriptions**.

Figure 9-5: Recurring Profile Query Detail Field Descriptions

Field Name	Description	Features
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Field Name	Description	Features
Recurring Profile	Unique code that identifies the profile. User defined and limited in length to 10 characters. When creating a recurring estimated accrual profile that references an order, enter the Pegasys Document number of the order in the code field.	1. Required.
Status	Indicates if the profile is active and will generate form based on the effective dates of the profile.	2. Defaults to Active.
Name	The vendor's name associated with the profile.	3. Required.
Short Name	An abbreviated name used to identify the vendor.	4. Optional.
Generate Past Forms	If selected, the system will retroactively generate all "missed" forms the next time the off-line process is run against the active profile.	5. Required for recurring estimated accrual profiles.
Security Org	Identifies which security organization should have access to the Recurring Profile. User should enter GSA.	6. Required.
Effective Dates(group box)		
From	Identifies the beginning date of the profile.	7. Required. 8. Cannot be greater than the To date.
To	Identifies the ending date of the profile.	9. Required. 10. Cannot be less than the From date.
▪ Frequency Details (group box)		

Field Name	Description	Features
Frequency	<p>Identifies how often the profile will generate the recurring form. The available options are as follows:</p> <ul style="list-style-type: none"> 11. Annually—This option specifies a frequency of every 12 months. 12. Every X Days—The form will be generated every X days, where X is the interval specified by the user. For example, the user could choose to set the entries to recur every 5 days. 13. Every X Months—The form will be generated every X months, where X is the interval specified by the user. For example, entries could be set to recur on the 5th of every 4th months. 14. Every X Weeks—The form will be generated every X weeks, where X is the interval specified by the user. For example, the user could specify entries to recur every 3 weeks. 15. Monthly—A form will be generated on the same day each month based on the date specified in the From date field. For example, if the From date is January 15, a form will be generated on January 15th, February 15th, etc. If the From date is the 29th, 30th, or 31st, and there exists no such day in the month, the form will be generated on the last day of that month. 16. One Time—The form will be generated once only, on the date specified on the Start Date. For example, the user could choose a one-time entry for February 15, 2004. 17. Quarterly—This option is equivalent to specifying a frequency of every 3 months. 18. Semi-Monthly Floating. A form will be generated on a date calculated as follows: The number of days in the Start Date month will be divided by 2. This amount will be rounded down to the nearest day and then added to the Start Date. This new date will become the Next Expected Date, and so on. 19. Semi-Monthly Fixed—15th and last. A form will be generated on the fifteenth and last day of every month. The last day of the month entry may differ, depending on the total days in each month. 20. Semi-Monthly Fixed—1st and 15th. A form will be generated on the first and fifteenth day of every month. 	<ul style="list-style-type: none"> 21. Required. 22. Drop-down list box.
Frequency Interval (X)	<p>Identifies a frequency number if one of the following options is selected:</p> <ul style="list-style-type: none"> 23. Every X Days 24. Every X Weeks 25. Every X Months 	<ul style="list-style-type: none"> 26. Required if a frequency that begins with "Every X" is selected.
Date Adjustment	<ul style="list-style-type: none"> 27. Move To Next Business Day: This option adjusts the next expected date calculation ahead in order to prevent the expected date from falling on a weekend or holiday. 28. Move To Previous Business Day: This option moves the next expected date calculation back in order to prevent the expected date from falling on a weekend or a holiday. 29. Neither: This option keeps the next expected date calculation on whatever day it falls. 	<ul style="list-style-type: none"> 30. Defaults to unselected.

Field Name	Description	Features
▪ Document Template (group box)		
Document Type	The document type the profile is being created.	31. Required. 32. Drop-down list box.
Lines (button)	Allows users to view the line level detail of the document.	33. Disabled if the Copy Forward check box is checked.
Allow Variable Amount (check box)	If checked, allows user to enter varying amounts for each date the form is to be generated.	34. Defaults to unchecked.
Copy Forward (check box)	If checked, the profile will copy forward information from a referenced document.	35. Defaults to checked if the profile was created by clicking the Make Recurring button while reviewing the status of a processed order.
Periodic Amount	Allows users to enter an amount to be prorated across the lines based on the distribution of the referenced document.	36. Only available if the profile references another document and line amounts on the profile are fixed. For example, all recurring estimated accruals must reference a purchase order.
Generated (group box)		
Generated To Date Amount	Displays the total dollar amount of all forms generated (but not processed) for this profile.	37. Read-only.
Num To Date	Displays a count of all forms generated (but not necessarily processed) for the profile.	38. Read-only.
Last Date	Displays the date on which a form was last generated.	39. Read-only.
Processed (group box)		
Processed To Date Amount	Displays the total dollar amount of all forms processed for this profile.	40. Read-only.
Num To Date	Displays a count of all forms generated and processed for the profile.	41. Read-only.
Next Date	Displays the date that the system expects to generate the next recurring form.	42. Read-only.
Profile Details (group box)		
Created By	Displays the name of the individual who created the profile.	43. Read-only.
Date Created	Displays the date the profile was created.	44. Read-only.
Last Mod By	Displays the name of the individual who last modified the profile.	45. Read-only.

Field Name	Description	Features
Last Mod Date	Displays the date the profile was last modified.	46. Read-only.
Description	Displays the Description information window used to enter additional information about the form. Extended description text field allows for a maximum disk space of 60K (whereas regular description fields hold 255 characters), but printing of the extended description field on forms or reports will be determined by the room available on the form or report.	47. Optional.

10 Approvals & Vendors

This chapter will discuss the approval process and the process of adding and updating vendor records on the **Vendor Maintenance** table. Please refer to the following sections for additional information related to the completion of purchasing and vendor forms in Pegasys:

- **Section 3.4: Overview of Pegasys Purchasing Forms** for a complete discussion of Purchasing subsystem forms, and
- **Appendix A: Field Descriptions** for screen prints and detailed field descriptions.

10.1 What Approvals Are Required In Pegasys?

All purchasing requests and orders must be approved before they can be processed within Pegasys. For purchase requests there are three types of approvals that must be applied: Manager, Accounting Classification, and Funds Authorization. For orders, in addition to the three approvals for the request, an authorized buyer must approve the order if it is \$3000 or less and a Contracting Officer must approve it if it is greater than \$3000. If no request exists, it is presumed that the Contract Specialist or Contracting Officer generating the order will have documentation (e-mail or other form of communication) indicating that the Manager, Accounting Classification, and Funds Authorization approval levels have been obtained. Training requests and orders require four types of approval: Manager, Accounting Classification, Funds Authorization, and Training Coordinator. All completed requests and orders are automatically routed by Pegasys to the Inboxes of the appropriate officials for review and approval. Approving officials can only approve forms from their Pegasys Inbox.

Note: *Approving officials may be authorized to apply multiple approval types; however, they can only approve a form for one approval type at a time. Approvers may have to apply their approval multiple times from the Inbox.*

This chapter outlines the required approvals for purchase requests, training requests, training orders, purchase orders for \$3000 or less, and purchase orders greater than \$3000.

After all approvals have been applied, Pegasys automatically processes the form to commit the funding. For those Services following an obligation-based budget model, this action will reduce their budget's available funds. Once processed, the form becomes an official document.

10.1.1 What Approvals Are Needed On Purchase Requests?

A Purchase Request requires three different approval types. (An approver may have the authority to apply one or more approval types). The types include the following:

- **Manager**—An approval applied by the requester's manager that indicates that the specified goods or services may be requested.
- **Accounting Classification**—An approval applied by an analyst that indicates that the appropriate accounting strip information was applied to the request.
- **Funds Authorization**—An approval applied by a budget analyst that indicates that the funding is available for the accounting strip specified on the request.

10.1.2 What Approvals Are Needed On Training Requests?

A Training Request requires four different approval types. (An approver may have the authority to apply one or more approval types). The types include the following:

- **Manager**—An approval applied by the requester's manager that indicates that the specified training may be requested.
- **Accounting Classification**—An approval applied by an analyst that indicates that the appropriate accounting strip information was applied to the request.
- **Funds Authorization**—An approval applied by a budget analyst that indicates that the funding is available from the accounting strip specified on the request.
- **Training Coordinator**—An approval applied by an individual who schedules and plans training that indicates the requested training is acceptable.

10.1.3 What Approvals Are Needed On Purchase Orders Equal To Or Less Than \$3000?

In addition to the three approvals required for a purchase request, a Purchase Order with a funding amount equal to or less than \$3000 requires an additional approval. While only one approval has to be applied within Pegasys on purchase orders equal to or less than \$3000, the authorized buyer must ensure that the three approvals for the purchase request were applied. The best way to ensure that the necessary approvals have been obtained is to copy forward the processed purchase request to the associated purchase order. If no request exists, it is presumed that the Contract Specialist or Contracting Officer generating the order will have documentation (e-mail or other form of communication) indicating that the Manager, Accounting Classification, and Funds Authorization approval levels have been obtained. The following is the definition of the additional approval type required for purchase orders equal to or less than \$3000:

- **Authorized Buyer**—An approval applied by the individual creating the order indicating that he/she has authorization (on behalf of GSA) to make purchases that are equal to or less than \$2500.

10.1.4 What Approvals Are Needed On Purchase Orders Greater Than \$3000?

In addition to the three approvals required for a purchase request, a Purchase Order with a funding amount greater than \$3000 requires the approval of a Contracting Officer. The Contracting Officer must ensure that the three approvals required at the purchase request level were applied. The best way to ensure that the necessary approvals have been applied is to copy forward the processed purchase request to the associated purchase order. If no request exists, it is presumed that the Contract Specialist or Contracting Officer generating the order will have documentation (e-mail or other form of communication) indicating that the Manager, Accounting Classification, and Funds Authorization approval levels have been obtained. The following is a definition of the additional approval type required for purchase orders greater than \$3000:

- **Contracting Officer**—An approval applied by a warranted Contracting Officer who has authorization (on behalf of GSA) to make purchases that are equal to and greater than \$2500.

10.1.5 What Approvals Are Needed On Training Orders?

A Training Order requires four different approval types. (An approver may have the authority to apply one or more approval types). The types include the following:

- **Manager**—An approval applied by the requester's manager that indicates that the specified training may be requested.
- **Accounting Classification**—An approval applied by an analyst that indicates that the appropriate accounting strip information was applied to the request.
- **Funds Authorization**—An approval applied by a budget analyst that indicates that the funding is available from the accounting strip specified on the request.
- **Training Coordinator**—An approval applied by an individual who schedules and plans training that indicates the requested training is acceptable.

10.1.6 What Approvals Are Needed On Direct Pay Transactions Equal To Or Less Than \$3000?

Purchasing transactions following the direct pay model require three different approval types. (An approver may have the authority to apply one or more approval types). The types include the following:

- **Direct Pay Approver**—An approval applied by a person authorized to approve direct pay transactions (typically reimbursements for work-related purchases).
- **Accounting Classification**—An approval applied by an analyst that indicates that the appropriate accounting strip information was applied to the request.
- **Funds Authorization**—An approval applied by a budget analyst that indicates that the funding is available for the accounting strip specified on the request.

Note: *Direct Pay transactions in excess of \$3000 also must be approved by the regional Finance Office, as well.*

10.1.7 What Approvals Are Needed On Intra/Inter-Agency Purchase Requests And Orders?

Intra and Inter-Agency Purchase Requests and Purchase Orders require three different approval types. (An approver may have the authority to apply one or more approval types). The types include the following:

- **Manager**—An approval applied by a manager that indicates that the specified goods or services may be requested/ordered.
- **Accounting Classification**—An approval applied by an analyst that indicates that the appropriate accounting strip information was applied to the request/order.

- **Funds Authorization**—An approval applied by a budget analyst that indicates that the funding is available for the accounting strip specified on the request/order.

10.1.8 How Do I Apply An Approval?

The following steps outline how to apply an approval on a purchasing form. Forms awaiting approval can be found in the user's Inbox.

Note: *These steps can be followed for each form and for each different approval type.*

Notes

View the Inbox to determine if you have any forms requiring your approval. These forms will appear as **Approve Form** tasks in your Inbox.

Note: Forms can only be opened for approval from the user's Inbox.

Highlight the workflow task record for the form to which you would like to apply the approval.

Click the **Open** button.

The form will be displayed in read-only format. If corrections are necessary, then you should disapprove the form. (Please refer to **Section 10.1.9: How Do I Disapprove A Form?.**)

Disapproving a form returns it to the Inbox of the original submitter as a **Correct Form** task. The submitter may then make the appropriate corrections to the form, and resubmit it for approval.

- Review the form to ensure that it has been filled out completely and correctly.
- 3. If the form is acceptable, click the **Approve** button at the top of the form.
- 4. If necessary, type a comment related to the approval.

Note: *Information entered here will appear on the form/document's **Memos** tab.*

- 5. Click the **Continue** button. You will be returned to your Inbox. A system message will state that the Workflow action "approve" was successfully submitted.

Note: *If you are the last approver, then Pegasys will automatically process the form. The form has now become a document that updates the budget and any related plans within Pegasys.*

*If additional approvals are required, Pegasys then will automatically route the form to the Inbox of the next approver as an **Approve Form** task.*

10.1.9 How Do I Disapprove A Form?

The following steps outline how to disapprove a purchasing form.

Notes

1. Follow steps 1 -3 in Section 10.1.8. If the form should be disapproved, click the **Disapprove** button at the top of the form.
2. Type a comment related to the disapproval. This comment is required.
3. Click the **Continue** button. You will be returned to your Inbox. A system message will state that the Workflow action "disapprove" was successfully submitted.

Note: Information entered here will appear on the form/document's **Memos** tab.

3. Click the **Continue** button. You will be returned to your Inbox. A system message will state that the Workflow action "disapprove" was successfully submitted.

Note: Pegasys will now automatically route the form to the Inbox of the original submitter as a **Correct Form** task.

10.2 How Are Vendors Used In Pegasys?

Vendors are an integral part of the Purchasing process. In Pegasys, the term "vendor" refers to commercial vendors, government agencies, and all other payees with whom GSA does business. Vendors are identified by a unique vendor code. All vendors must have a valid vendor code recorded in Pegasys before the vendor can be used in a spending transaction. Users can generate a unique vendor code when establishing new vendors via vendor forms or directly on the vendor maintenance table. A vendor code can be generated automatically based on the numbering system that GSA defines on the new Vendor Code Formats table. The Vendor Maintenance table stores TINs, vendor addresses, and other information about the vendor, such as business type and size. It is a list of all GSA vendors and is available for all Pegasys users to view through reference field hyperlinks.

User Defined Field (UDF) and Extensibility functionality includes the ability to capture UDF fields on the Vendor record, as well as add fields via Extensibility that will automatically flow through to the backing entity. The idea is to add user defined fields to the Vendor Form/Document, Review Vendor Query, and Vendor Maintenance Table to enable agencies to determine additional information that they would like to capture on the Vendor record in Momentum.

GSA will use **Vendor** forms to add new vendors and update existing vendors on the **Vendor Maintenance** table. Only Finance personnel and Contracting Officers will be authorized to create or correct vendor forms. Please refer to the following for additional information related to the completion of vendor forms in Pegasys:

- **Section 3.4: What are the Pegasys Purchasing Forms?** for a complete discussion of Purchasing subsystem forms.
- **Appendix A: Field Descriptions** for screen prints and detailed field descriptions.

10.2.1 How Do I Complete A Vendor Form?

The following steps describe how to complete a **Vendor Form** to add a new record to the **Vendor Maintenance** table.

Notes

Select Transactions—Reference Data -Vendor—New – Vendor Document to access the New Vendor Document page.

The **New Vendor Document** page will be displayed.
Type **VENC**—Vendor Contracting Officer (if you are a Contracting Officer) or **VENF**—Vendor Finance (if you are a Finance Center employee).

Note: Please refer to **Appendix D: Document Types** detailed information on the Document Types and how to select them.
Enter the vendor's TIN (Taxpayer Identification Number) in the **Vendor Code** field.

Note: The Taxpayer Identification Number must be entered with no spaces or dashes between the numbers, e.g., 123456789.

*In the **Type of Action** group box, the **Create New** radio button will default to selected.*
Click the **Finish** button.

The **Header** page of the **Vendor Form** will be displayed.
Note that the **Code** field displays the value that was entered on the **New Vendor Document** dialog box.

*If a name was entered in the **New Vendor Document** page it is defaulted into the **Name** field.*
The **Security Org** field must always be GSA.

In the **General** group box, enter the appropriate **SSN** or **EIN** in the required corresponding fields. (This number must be the same as the TIN number entered as the Vendor Code on the **New Vendor Document** page). Select the respective radio button (SSN or EIN).

In the **Vnd Cat—Vendor Category** enter the appropriate category.

In the **Vnd Typ—Vendor Type** field enter the appropriate vendor type.

Note: The **Active Status** field is defaulted to “Active”.
Select an approval status from the **Approval Status** drop-

Notes

down list box.

Only vendors that are identified as Reviewed are eligible for use in Pegasys transactions.

Select Vendor from the **Vendor/Provider** drop-down list.

Select the reporting attribute from the **Report Attribute** drop-down list.

Note the **1099 Vendor** checkbox defaults to unchecked.

Note:

- *Unless the vendor is a state or federal government entity, check the 1099 check box.*
- *Complete any additional information on the Header tab that is applicable to the vendor.*
- *Once the vendor has more than two address lines associated with it, do not change the Header page information.*

Select the **Address Lines** tab.

The **Address Lines** page will be displayed.

Click the **Add/Change** button.

Enter a unique address code for this address record in the **Address Code** field.

Address codes should start at “00001” and increase incrementally by one for each subsequent address entered.
Click the **Next** button.

In the General group box, select the appropriate Line Action from the **Line Action** drop-down list box.

Enter **Vnd Cat** type (if 1099 box on **Header** page was checked).

Enter the appropriate vendor type in the **Vnd Typ** field

Check the **Use for Billing**, **Use for Procurement**, and **Use for Payment** fields where applicable. If the **Use for Procurement** field is checked, then the vendor will be eligible for use on Pegasys purchasing documents.

If **Use for Billing** is checked, navigate to the **Billing Info** group box. Fill in the appropriate information such as Contact Information, Billing Address Type, Group Information, and Comments.

Notes

If **Use for Procurement** is checked, navigate to the **Procurement Info** group box. Fill in the appropriate information such as Contact Information, Customer Ref Number, Customer Account, and Procurement Address Type.

The **Procurement Information** dialog box will be displayed.
If **Use for Payments** is checked, navigate to the **Payment Info** group box.
In the Payment Information group box, enter or search for a **Default Payment Type**.

Note: Default payment type must agree with the selected Vnd Cat—Vendor Category code.
Click the **Payment Types** button.

Click **Add** and search for a payment type
Select the appropriate type of payment and click **Select**.

Click the **Group Payment** check box if applicable. This allows multiple payments being made to a vendor on the same day to be grouped into one payment.

In the **Bank Information** group box, enter the **Code** and other necessary banking information.

Click the **Addresses** tab and the **Addresses** page appears.

Click the **Add** button.

Select the address type from the **Address Type** drop-down list.

Select the **Address Format**. The default is US.

Complete any additional information for this address of the vendor.

The **Physical**, **Mailing** and **Remittance** address types are required for each address line.

Click the **Verify** button.

Any errors will be displayed. Correct the errors and click the **Verify** button again.

Click the **Submit** button to process the form and add the vendor to the **Vendor Maintenance** table.

Note: The **Save** button only saves the changes that have been made to this vendor and will not close the form.

10.2.2 How Do I Add New Address Lines To An Existing Vendor Form?

The following steps describe how to add a new line to an existing Vendor form. If an address line needs to be changed, forward a request to Finance to make the changes.

Notes

1. Select Transactions—Reference Data -Vendor—Correct.

*The **Correct** page will be displayed.*

2. Enter **VENC**—Vendor Contracting Officer (if you are a Contracting Officer) or **VENF**—Vendor Finance (if you are a Finance Center employee) in the Document Type field.

- Note:** Please refer to **Appendix D: Document Types** detailed information on the Document Types and how to select them.
3. Enter the vendor's TIN (Taxpayer Identification Number) in the **Vendor Code** field.

- Note:** The Taxpayer Identification Number must be entered without spaces or dashes between the numbers, e.g. 123456789.
4. Select the document and click **Correct**
 5. The **Header** page of the Vendor Form will be displayed.

- Note:** Do not change the information displayed on the **Header** page.
6. Select the **Addresses Lines** tab.

- Click **Add** and the **Address Lines** page will be displayed.
7. Enter a unique address code for this address record in the **Code** field.

- Address codes start at “00001” and increase incrementally by one for each subsequent address entered.
8. Follow Steps 17 – 35 in **Section 10.2.1**.
 9. Click the **Verify** button.

- Any error will be displayed. Correct the errors and click the **Verify** button again.
10. Click the **Submit** button to process the form and update the vendor record on the **Vendor Maintenance** table.

Note: The **Save** button only saves the changes that have been made to this vendor and will not close the form.

10.3 How Can I Perform A Vendor Activity Query?

Pegasys includes a feature called the **Vendor Activity Query** that enables users to search for vendors. It also allows users to view contracts, spending, and various documents associated with a specified vendor. There are many fields to use when searching for a vendor including Agency Location Code, CCR Enabled, Address Active Status, Prevent New Spending, and Currency Code. Additionally, a user can click the More button to view vendor record details at a glance without opening the vendor record. In the search results section of the query, users can drag and drop columns to a desired location and expand and contract column widths.

10.3.1 How Do I Perform A Vendor Activity Query?

The following steps describe how to locate and view a particular vendor using the **Vendor Activity Query**.

Notes

Select **Queries—Vendor— Vendor Activity Query** from the Pegasys main menu to access the **Selection** dialog box.

*The **Query** page will be displayed.*

The screenshot shows the 'Vendor Query' search interface. It has two main sections: 'Search Criteria' and 'NAICS'. The 'Search Criteria' section contains fields for various vendor identifiers like Code, DUNS Number, DUNS+4, CAGE Code, and names, along with dropdowns for Address Code, Address Type, Address Active Status, Region, Region Number, Agency, Bureau, Agency Location Code, Security Organization, Use For Payments, Use For Billing, Use For Procurement, Prevent New Spending, 1099 Vendor, Miscellaneous, and CCR Enabled. The 'NAICS' section contains fields for NAICS Code, Small Business (by NAICS), and Emerging Small Business (by NAICS). At the bottom left are 'Search' and 'Clear' buttons.

Enter the vendor's name (or the first several letters) into the name field.

Note: The **Search** button becomes enabled when an entry is made in either the **Code** field or the **Vendor Name** field.

Click the **Search** button.

Notes

Select the desired line by clicking it.

Click the **More** button to view vendor details without opening the record.



To open the vendor record, click the **Details** button.

*The Main page of the **Vendor Activity Query** window will be displayed containing information about the selected vendor.*

The screenshot shows the 'Main' tab selected in the navigation bar. The 'General Information' section displays the following details:

- Code: 942986135
- Name: STAPLES & PFEIFFER, I
- Alias: (empty)
- Miscellaneous: (checkbox checked)
- SSN/EIN: EIN
- SSN/EIN: 94-2986135
- Vendor Category: 6
- Vendor Class: (empty)
- Vendor Group: (empty)
- Vendor Type: C
- Active Status: Active
- Approval Status: Reviewed
- Security Org: PEGASYS
- Vendor/Provider: Both
- Reporting Attribute: Non-Government
- Agency: (empty)
- Tax Exempt Code: (empty)
- 1099 Vendor: (checkbox checked)

Other sections visible include 'Parent Vendor' (Name: (empty), TIN: (empty)), 'TIN Verification Information' (Action: Not Required, Status: (dropdown), Date: (empty)), and 'Invoice Key Configuration' (Include Invoice Date: (checkbox), Include Contract Number: (checkbox)).

10.3.2 What Information Does The Vendor Activity Query Window Display?

The **Vendor Activity Query** window is used to present detailed information pertaining to a specific vendor as well as contracts, spending, and documents associated with that vendor that are recorded in Pegasys. The **Vendor Activity Query** window is similar in appearance to Vendor forms.

10.3.2.1 What Information Is On The Vendor Activity Query Window Main Page?

The first page of the **Vendor Activity Query** window is the **Main** page. The **Main** page contains details about the vendor such as its identification code and approval status. **Figure 10-1: Vendor Activity Query Window Main Page** displays the **Main** page of the **Vendor Activity Query** window.

Please refer to **Appendix A, Section A.9.1: Vendor Header Page** for detailed definitions of the fields of the **Vendor Activity Query Window General Information** page.

Figure 10-1: Vendor Activity Query Window Main Page

Main Account Summary Blanket Agreements Contracts Invoices

Documents

Expand All | Collapse All

General Information

Code: 521166178
Name: STAPLES AND CHARLE
Alias:
Miscellaneous:
SSN/EIN: EIN
SSN/EIN: 52-1166178
Vendor Category: 6
Vendor Class:
Vendor Group:
Vendor Type: C
Active Status: Active
Approval Status: Reviewed
Security Org: GSA
Vendor/Provider: Both
Reporting Attribute: Non-Government
Agency:
Tax Exempt Code:
1099 Vendor:

Parent Vendor

Name:
TIN:

TIN Verification Information

Action: Not Required
Status:
Date:

Invoice Key Configuration

Include Invoice Date:
Include Contract Number:

Bureau:

Effective Dates

Start Date:
End Date:

10.3.2.2 What Information Is On The Vendor Activity Query Window Account Summary Page?

The **Account Summary** page of the **Vendor Activity Query** window presents accounting information such as accounts payable and accounts receivable totals recorded against this vendor in Pegasys. *Figure 10-2: Vendor Activity Query Window Account Summary Page* displays the **Account Summary** page of the **Vendor Activity Query** window.

Figure 10-2: Vendor Activity Query Window Account Summary Page

Category	Value	Category	Value
Code:	521166178	Scheduled Amount:	\$0.00
Vendor Name:		In Transit Amount:	\$0.00
Reservation Amount:	\$0.00	Disbursed Amount:	\$3,835.90
Outstanding Commitment Amount:	\$0.00	Cancelled Disbursement Amount:	\$0.00
Outstanding Obligation Amount:	\$0.00	Holdback Amount:	\$0.00
Outstanding Accrual Amount:	\$0.00	Suspension Amount:	\$0.00
Expenditure Amount:	\$3,835.90	Prepayment Amount:	\$0.00
Invoiced Amount:	\$0.00		
Total Debt Account Amount:	\$0.00		
Total Debt Account Balance Amount:	\$0.00		
Security Org:	GSA		

10.3.2.3 What Information Is On The Vendor Activity Query Window Blanket Agreements Page?

The **Blanket Agreements** page of the **Vendor Activity Query** window enables users to view blanket agreements (such as RWAs) that are recorded in Pegasys and associated with the vendor. *Figure 10-3: Vendor Activity Query Window Blanket Agreements Page* displays the **Blank Agreements** page of the **Vendor Activity Query** window.

Figure 10-3: Vendor Activity Query Window Blanket Agreements Page

Main Account Summary **Blanket Agreements** Contracts Invoices

Search Criteria

Number:	<input type="text"/>
Accounting Type:	Both
Status:	Active
Request Amount Amount:	\$0.00
Order Amount Amount:	\$0.00
Accepted Amount Amount:	\$0.00
Invoiced Amount Amount:	\$0.00
Vouchered Amount Amount:	\$0.00
Effective Start Date:	<input type="text"/>
Effective End Date:	<input type="text"/>

Details Refresh Blanket Agreements Display 10 Items View as CSV Sort...

10.3.2.4 What Information Is On The Vendor Activity Query Window Contracts Page?

The **Contracts** page of the **Vendor Activity Query** window enables users to view any contracts that have been recorded in Pegasys and are associated with the selected vendor. **Figure 10-4:** displays the **Contracts** page of the **Vendor Activity Query** window.

Figure 10-4: Vendor Activity Query Window Contracts Page

The screenshot shows the 'Invoices' tab selected in the top navigation bar. A search criteria panel on the left contains fields for Number (highlighted with a yellow border), Accounting Type (Both), Active status, Request Amount (\$0.00), Awarded Amount (\$0.00), Order Amount (\$0.00), Accepted Amount (\$0.00), Invoiced Amount (\$0.00), Voucherized Amount (\$0.00), Effective Start Date, and Effective End Date. Below the search panel are buttons for Details, Refresh Contracts, Display (set to 10 items), View as CSV, and Sort... .

10.3.2.5 What Information Is On The Vendor Activity Query Window Invoices Page?

The **Invoices** page of the **Vendor Activity Query** window is used to display vendor invoices associated with the selected vendor that have been recorded in Pegasys. **Figure 10-5:** displays the **Invoices** page of the **Vendor Activity Query** window.

Figure 10-5: Vendor Activity Query Window Invoices Page

Main	Account Summary	Blanket Agreements	Contracts	Invoices
Search Criteria Invoice Number: <input type="text"/> Vendor's Invoice Date: <input type="text"/> Contracts Number: <input type="text"/> Status: <input type="text"/> Log Date: <input type="text"/> Number Of Payments: <input type="text"/> Due Date: <input type="text"/> Return Date: <input type="text"/> Received Back Date: <input type="text"/> Invoiced Amount: \$0.00 <input type="text"/> Misc. Expended Amount: <input type="text"/> Closed Amount: \$0.00 <input type="text"/> Address Code: <input type="text"/> <input type="text"/> <input type="checkbox"/> DUNS: <input type="text"/> DUNS+4: <input type="text"/> CAGE: <input type="text"/> <input type="button" value="Search"/>				
<input type="button" value="Details"/> <input type="button" value="Refresh Invoices"/> <input type="button" value="Display"/> <input type="button" value="10"/> Items <input type="button" value="View as CSV"/> <input type="button" value="Sort..."/>				

10.3.2.6 What Information is on the Vendor Activity Query Window Documents Page?

The **Documents** button on the Main page of the **Vendor Activity Query** window is used to display documents recorded in Pegasys associated with the selected vendor. The **Query** button is used to select the document category to be searched. Also, the **View Document** button can be used to display selected documents in a read-only format. **Figure 10-6: Vendor Activity Query Window Documents Page** displays the **Documents** page of the **Vendor Activity Query** window.

Figure 10-6: Vendor Activity Query Window Documents Page

Documents

Search Criteria

Document Category:	<input type="text"/>
Document Type:	<input type="text"/> Edit
Document Number:	<input type="text"/> Edit
Address Code:	<input type="text"/>
DUNS:	<input type="text"/>
DUNS+4:	<input type="text"/>
CAGE:	<input type="text"/>
Accounting Event:	<input type="text"/>
Acctg Ln:	<input type="text"/>
Line Type:	<input type="text"/>
Spending Date:	<input type="text"/>
Amount:	\$0.00
Accounting Period:	<input type="text"/>
System Date Time:	<input type="text"/>
User ID:	<input type="text"/>

[Search](#) [Unlimited Search](#)

10.3.2.7 Vendor Name Discrepancy Report

GSA can identify transactions that may have out-of-date vendor information by using the Vendor Name Discrepancy Report [**Figure 10-7: Vendor Name Discrepancy Report**]. The Vendor Name Discrepancy report displays obligations and both itemized and training order documents that have a vendor name which does not match the vendor name currently in the vendor tables.

Figure 10-7: Vendor Name Discrepancy Report

Vendor Name Discrepancy[Expand All](#) | [Collapse All](#)

Parameters

* Report Level:

Vendor Name Discrepancy

Vendor Name Discrepancy

Document Category:

Document Type:

Document Range:

Document Number From:

Document Number To:

Open/Closed:

To Date:

Document Date Range:

Vendor:

Vendor Addr Code:

* Grouped By:

D-Document Type

* Sorted By:

D-Document Date

Vendor Name Discrepancy

Options

Dynamic Web Viewer: Saved Output Access: Saved Output Format: Security Organization:

11 Standard Purchasing Reports

Pegasys Standard Report functionality provides the user with the capability to print procurement forms or to generate online Reports. Pegasys Standard Purchasing Reports are designed to be viewed online 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 online in Pegasys. This section provides a list that describes Pegasys generated **Printed Forms** and **Reports**. The section also provides step-by step instructions on how to generate online Pegasys Purchasing Reports.

11.1 What Are The GSA Forms?

11.1.1 How Do I Print The GSA Form 49?

GSA Form 49 for purchase request documents that are generated and processed in Pegasys can be previewed online or printed. Pegasys also allows a user to generate a report for multiple requisitions by selecting specific data criteria to “Run” the report (please refer to **Section 11.3: How Do I Generate GSA Forms From the Reports Menu**).

11.1.2 How Do I Print The GSA Form 3076?

GSA Form 3076 for training request and training order documents that are generated and processed in Pegasys can be previewed online or printed. Reports for multiple training requests or training orders can also be generated by selecting specific data element from the report parameter window to “Run” the report. (Please refer to **Section 11.3: How Do I Generate GSA Forms From the Reports Menu**).

11.1.3 How Do I Print The GSA Form 2957?

A user can generate a **GSA Form 2957** for Reimbursable Work Authorization (RWA) order forms (*i.e.*, RWA orders that are not yet processed) or reimbursable work authorization requests and orders documents processed in Pegasys. The **GSA Form 2957** can be previewed online or printed. A user can generate a report for multiple reimbursable work authorization requests and orders through the selection criteria (please refer to **Section 11.3: How Do I Generate GSA Forms From the Reports Menu**).

11.1.4 How Do I Print The GSA Form 3669?

A user can generate a **GSA Form 3669** for interagency request and order documents processed in Pegasys. The **GSA Form 3669** can be previewed online or printed. A user can generate a report for multiple training requests or training orders through the selection criteria (please refer to **Section 11.3: How Do I Generate GSA Forms From the Reports Menu**?).

11.1.5 How Do I Print the Standard Form 30?

A user can generate a **Standard Form 30** for amendments of purchase order forms (i.e., orders that are not yet processed) or purchase order documents processed in Pegasys. The **Standard Form 30** can be previewed online or printed. A user can generate a report for multiple training requests or training orders through the selection criteria (please refer to **Section 11.3: How Do I Generate GSA Forms From the Reports Menu?**).

11.2 How Do I Generate GSA Forms From the Online Pegasys Form or Document?

Once a form or document is entered in Pegasys, a printed form can be generated from the screen in which the form was completed. The GSA Form that prints from the information entered in Pegasys is based on the Document type that is selected. After the information is entered into Pegasys, simply click on the **Print** button on the Pegasys screen to generate a form. For example, if a **FP** (Purchase Order) Document Type was selected to create the form, then a GSA Form 300 will print when the **Print** button is selected.

Note: *If printing a Pegasys form (i.e., the form has not been processed yet), the printed form will indicate that it is a Draft. Figure 11-1: Document Type/GSA Form That Prints From the Print Button identifies which GSA Form will print for the document type selected.*

Figure 11-1: Document Type/GSA Form That Prints From the Print Button

Document Type	GSA Form that Prints (from Print Button)
FP—FSS Purchase Order	GSA Form 300
GP—GM&A Purchase Order	GSA Form 300
OP—Other Purchase Order	GSA Form 300
TP—FTS Purchase Order	GSA Form 300
XP—Client Purchase Order	GSA Form 300
FW—FSS Training Order	GSA Form 3076
GW—GM&A Training Order	GSA Form 3076
OW—Other Training Order	GSA Form 3076
PW—PBS Training Order	GSA Form 3076
TW—FTS Training Order	GSA Form 3076
FY—FSS Prepaid Training Order	GSA Form 3076
GY—GM&A Prepaid Training Order	GSA Form 3076
OY—Other Prepaid Training Order	GSA Form 3076
TY—FTS Prepaid Training Order	GSA Form 3076
XY—Client Prepaid Training Order	GSA Form 3076

11.3 How Do I Generate GSA Forms From the Reports Menu?

The **Reports** Menu is structured in a tree format, similar to a directory tree. Reports are listed by category. When the list for each report category is expanded, you will see a list of the available report types within that category. This format allows you to view the entire menu of report options at a glance, while providing an additional level of detail for each menu option that you can view with a single click of the mouse. When a form is displayed in Pegasys, and the **Print** button is enabled, a user can print the form by clicking the **Print** button. A user can also generate and print a form from the Pegasys Report Menu. The following steps demonstrate how to generate and print forms from the Pegasys Report Menu.

Notes

Select **Utilities—Reports—Run Reports** from the menu bar on the desktop.



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Select the **Purchasing** folder.

Select the **Printed Forms** folder.

Select the form to be viewed or printed and click the **Select Report** button.

The **Report** page will display.

Select a Document Type from the **Range Request** field.

Enter a document number or range of document numbers.

Notes

To print a single document, enter the same document number in both document number fields.

Select the desired output from the **Saved Output Format** field. The user can select one of the following: HTML or PDF.

PDF Output is recommended for optimal formatting.

In the Saved Output Access drop down, select **Private** or **Shared**. If **Shared** is selected, the report can be viewed by users who have access to the selected security organization selected.

Click **Run** to run the report. Pegasys will pull up your default web browser.

Click **File – Print** to print the report.

Note: *Do not use the **Print** button located on the web browser toolbar to print the Report.*

Click the “X” in the upper right-hand corner of the screen to close the web browser. This action will return the system to the Pegasys document window.

11.4 How Do I View Shared Reports?

If a user selects the shared option when generating a report, the user can select a security organization by which users belonging to that security organization can view the report.

Notes

Select **Utilities—Reports—Report Status** from the menu bar on the desktop.

Report Name	Report Subsystem
- NO ITEMS TO DISPLAY -	

[Go to top of page](#)

Enter a report name in the **Reports Status Maintenance** page. Search for a **Report Number** by clicking on the **Report Definition** link.

Select a report and click the **Details** button. The **Report Executions** page report will be displayed.

Notes

Select the report execution and click the **Output** button.

The report will be displayed.

11.5 What Is the Status Review Option Under the Reports Menu Item Used For?

Selecting “Report Status” allows the user to check the status, view report output, view report errors, view report parameters, delete, or route previously executed reports. All reports previously executed by the user are presented on the Report Status Maintenance table. The Report Status Maintenance table also displays reports executed by other users within the Same Security Organization, as well as, reports that were executed granting Shared Report Output View Access to that Security Organization. Entries displayed on the Report Status Maintenance table are filtered to only include reports matching the criteria described above

11.6 What Are the Standard Purchasing Reports?

The following list displays and describes the most current Standard Purchasing Reports that are available in Pegasys.

11.6.1 What Does the Completed Match Summary Report Display?

Pegasys Completed Match Summary Report displays disbursement activity for a selected Disbursing Office. The status of the activity is either, Approved for Payment, Disbursement Cancelled, Disbursement Confirmed, Disbursement in Progress, Errors, Match Rejected or Paid. The information on the report includes Status, Document Type, Document Number, Amount, Vendor Invoice Number, User Id, Date when the invoice was processed, vendor Code, vendor address code, and vendor name. Status and Disbursing field are required to “Run” the Completed Match Report. **Figure 11-2: Completed Match** Summary displays the parameters that are available in Pegasys to “Run” the report. Please refer to **Section 11.7: How Do I Generate Purchasing Reports From the Reports Menu** for procedural steps on how to generate Purchasing reports.

Figure 11-2: Completed Match Summary

[Run](#)

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

Parameters

* Report Level:

compmatchsumLevel

* Status:

* Disbursing Office:

[Return to Top](#)

Options

Dynamic Web Viewer: Saved Output Access:

Saved Output Format: [Security Organization:](#)

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11.6.2 What Does the Cost Center and Project Num Report Display?

The **Cost Center and Project Num** report displays a listing of obligations and their referenced purchase request by project number. All obligations for a specific project number within a Fiscal Year are displayed on the report, including both commitment and Totals for the specified project number. The Cost Center and Project Num Report provides summary information by the following:

Project Number, Title, Account Number, Description, Commitment, Obligation, AWLC, and Total for each Project Number, Fiscal Year, and Fund code are required fields to “Run” this report. Organization Code is an optional field. **Figure 11-3: Cost Center and Project Num** displays the parameters that are available in Pegasys to “Run” the report. Please refer to **Section 11.7: How Do I Generate Purchasing Reports From the Reports Menu** for procedural steps on how to generate Purchasing reports.

Figure 11-3: Cost Center and Project Num

Run

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

Parameters

- * Report Level:
- project**
- * Fiscal Year:
- * Fund:
- Org Code:

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Options

- Dynamic Web Viewer:
- Saved Output Access:
- Saved Output Format: [Security Organization:](#)

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11.6.3 What Does the Transaction Detail Report Display?

The **Transaction Detail Report** provides a listing of transactions and the corresponding General Ledger postings. Input parameters are not required for this report; however, parameters can be entered to limit the search criteria. The following input parameters options are available: System Date From, To Date, Document Type, BFYs /Fund, Fund, Division Code, Program Code, Project Code, Activity Code, Budget Object Code, Fiscal Month/Fiscal Year.

Figure 11-4: Transaction Detail Report Parameter Window displays the parameter window for generating the Transaction Detail Report. Please refer to **Section 11.7: How Do I Generate Purchasing Reports From the Reports Menu?** for procedural steps on how to generate Purchasing reports.

Figure 11-4: Transaction Detail Report Parameter Window

Run

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

Parameters

* Report Level:

TranDetailBIRT

System Date From:	<input type="text"/>	To Date:	<input type="text"/>
Document Type:	<input type="text"/>		
BFYS/Fund:	<input type="text"/>	EBFY:	<input type="text"/>
Division Code:	<input type="text"/>		
Organization Code:	<input type="text"/>		
Program Code:	<input type="text"/>		
Project Code:	<input type="text"/>		
Activity Code:	<input type="text"/>		
Budget Object Code:	<input type="text"/>	Sub:	<input type="text"/>
Fiscal Month/Fiscal Year:	<input type="text"/>		
* Currency Type:	<input type="text" value="F"/>		

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Options

Dynamic Web Viewer: Saved Output Access:

Saved Output Format: Security Organization:

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11.6.4 What Does the Transaction Listing Report Display?

The **Transaction Listing Report** provides a listing of accounting transactions. Input parameters are not required for this report; however, parameters can be entered to limit the search criteria. The following input parameters options are available: Fiscal Year, Fund, Region, Organization Code, Budget Activity, RWA, Building Number, Transaction Type, Reporting Month / Book Month. **Figure 11-5: Transaction Listing Report Parameter Window** displays the parameters available for the Transaction Listing Report. Please refer to **Section 11.7: How Do I Generate Purchasing Reports From the Reports Menu** for procedural steps on how to generate Purchasing reports.

Figure 11-5: Transaction Listing Report Parameter Window

Run

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

Parameters

* Report Level:

TransListingLevelBIRT

* Fiscal Year:

* Fund:

* Region:

Reporting Month:

* Budget Activity:

Cost Element:

Function Code:

Transaction Type:

* Organization:

RWA:

Bldg Number:

Project Number:

Invoice Number:

User Name:

Title:

[Return to Top](#)

Options

Dynamic Web Viewer: Saved Output Access:

Saved Output Format: [Security Organization:](#)

11.6.5 What Does the Transaction Summary Report Display?

The Transaction Summary Report displays document level detail of all transactions associated with each Fund. This report displays detail down to the document and dimension level. The following input options are available: Fiscal Year, Fiscal Month, Fund Code, Program, Organization Code, OMB Object Class, BLI, GSA Object Class, Sub Object Class, Activity, and BBFY. **Figure 11-6: Transaction Summary Parameter Window** displays the parameters available for the Transaction Summary Report. Please refer to Section 11.7: How Do I Generate Purchasing Reports From the Reports Menu for procedural steps on how to generate Purchasing reports.

Figure 11-6: Transaction Summary Parameter Window

Run

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

Parameters

* Report Level: **Transaction Summary**

Transaction Summary

* Fiscal Year:

* Fiscal Month:

* Fund Code:

Budget Activity:

* Organization Code:

OMB Object Class:

Object Class:

Cost Element:

Function Code:

* BBFY:

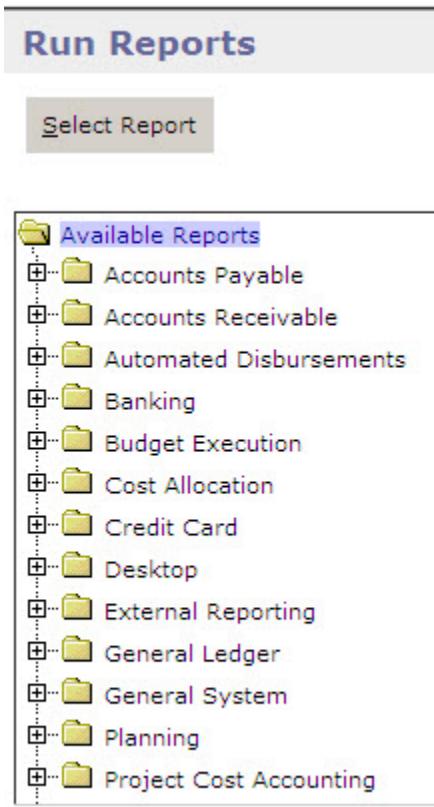
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11.7 How Do I Generate Purchasing Reports From the Reports Menu?

The following steps describe how to run the Purchasing Reports from the Reports menu.

Notes

Select **Utilities—Reports—Run Reports** from the menu bar on the desktop.

Notes

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Select the **Purchasing** folder.

Select the **Reports** folder.

Select the report to be viewed or printed.

Click the **Select Report** button.

The report's page will display.

Fill in the **Parameter Entry** window fields. The parameter window will vary based on the selected reports.

To print a single document, enter the same document number in both document number fields.

Select the desired output from the **Saved Output Format** field. The user can select one of the following: PDF or HTML

PDF Output is recommended for optimal formatting.

In the **Saved Output Access** select the **Private** or **Shared** option. If **Shared** is selected, the report can be viewed by users who have access to the selected security organization

Notes

selected.

Click **Run** to run the report

Click **File –Print** to print the report.

Note: *Do not use the **Print** button located on the web browser toolbar to print the Report.*

12 Blanket Purchase Agreements

A Blanket Purchase Agreement (BPA) is a pre-negotiated agreement between GSA and a vendor. There are two types of BPA:

- BPA with Limitations (BL) commits funds and reduces the budgets available amount.
- BPA without Limitations (BP) commits funds but does not reduce the available budget amount.

Blanket agreements track and control purchasing activity according to the terms and conditions established on the **Blanket Agreement Maintenance** table. Before BPA's can be entered into Pegasys, the BPA number must be established on the **Blanket Agreement Maintenance** table. Once the BPA has been entered, spending activity can be tracked by accessing summary financial information about the purchases made against a particular blanket purchase agreement using the **Vendor Activity** query or the **Blanket Agreement** query. Blanket Purchase Agreement Numbers are obtained from your procurement office. Generally, Requisitioners, Direct Payers, and Contracting Officers have the authority to update the **Blanket Agreement Maintenance** table.

12.1 How Do I Establish Blanket Purchase Agreements In the Blanket Agreement Maintenance Table?

Notes

1. Select **Reference—Purchasing—Blanket Agreement—Blanket Agreements** from the Pegasys menu bar.

The Search – Blanket Agreement page will be displayed.

2. Click the **New** button.
3. The **Blanket Agreement** page displays.
4. Enter the unique (alphanumeric) BPA number in the **Number**

Notes

field.

Contact your procurement office, if necessary, to obtain the BPA number.

5. Enter the **Buyer** who is responsible for the BPA.
6. Select the **Accounting Type** of BPA.

The agreement can be used for the purchase of itemized commodities, non-itemized commodities, or both.

7. Enter the appropriate **Security Org**.

The recommended Security Org is 'GSA.'

8. Select the **Control Level** of the Agreement.

The control level can be set to overridable, reject, warning, or none. Only when the control level is set to 'Reject' will Pegasys prevent all spending over the limitation.

9. Enter the maximum dollar amount that can be spent against the BPA in the **Authorized Limit Amount** field.
10. Enter the **Start Date** and **End Date** for the BPA.
11. Enter the **Vendor Code** and **Address Code** for whom GSA is establishing the BPA.

*If you do not know the vendor, please contact your contracting officer or if you need to create a new vendor in Pegasys, please refer to **Section 10.2.1: How Do I Create A Vendor Form?***

Note: GSA will use the **Control Commodities** feature.

12. If BPA will be used to track itemized purchases, click the **Commodities** tab.

*The **Commodities** page will be displayed.*

Commodity Code	Commodity Name	Quantity Limit
- NO ITEMS TO DISPLAY -		

13. Click the **Add** button.

Notes

14. The **Commodity** page will display.

Note:

Enter a **Commodity Code**. If the code is not known, click the Commodity Code link to Search for a code. Click Tab to populate the **Name** field.

Enter the **Total Amount Limit**, **Quantity Limit**, and/or **Unit Price Limit**, by which to limit the itemized purchases when applicable.

Limit by **Total Amount**, limit by **Quantity**, or limit by **Unit Price** multiple limits can be established.

15. To return to the **Blanket Agreement** page click on the **Blank Agreement** link.
16. On the **Blanket Agreement** page, enter additional information in the **Description** field.
17. If a BPA line will be used, click on the **Line Items** tab.
18. To add a line item, click the **Add** button.

The **Line Items** page will be displayed.

CLIN	Buyer	Active	Quantity Limit	Unit Price Limit Amount
- NO ITEMS TO DISPLAY -				

Note:

Enter a line number in **CLIN** field for the line.

Enter the **Amount**

Enter the Start Date, End Date

Limit by **Total Amount**, Limit by **Quantity**, limit by **Unit Price**, or; multiple limits can be established.

19. Enter additional information in the **Type of Contract Id** field if applicable.

Notes

20. Click the **Save** button to add Blanket Agreement data to the **Blanket Agreement Maintenance** table.

12.2 How Can I Create A Blanket Purchase Agreement With Limitations?

A Blanket Purchase Agreement with Limitations is created in Pegasys, by completing a **Purchase Request**. The **PR** commits the funds and reduces your budget's available balance (for obligation and used funds). When creating or modifying a BPA, information such as vendor, which is normally not required on a **PR** will be required.

The following steps outline how to create a BPA with limitations.

Notes

1. Select **Transactions—Purchasing—New—Request** from the Pegasys menu bar.

*The **New Request** page will be displayed.*

The screenshot shows the 'New Request' page interface. At the top, there are three buttons: '< Back', 'Finish', and 'Cancel'. Below these is a section labeled 'New Request'. The form contains several input fields:

- * Document Type: A dropdown menu with a red asterisk.
- Document Number Format: A dropdown menu.
- Document Number Prefix: An input field.
- * Document Number: An input field with a red asterisk.
- Generate: A button next to the Document Number field.
- Security Org: An input field.
- Title: An input field.
- Copy Document:
 - None (radio button selected)
 - Copy From
 - Copy Forward

2. Enter the document type **BL (BPA with Limitations)**

Notes

New Request

* Document Type: BPA with Limitations

Document Number Format:

Document Number Prefix:

* Document Number:

Security Org:

Title:

Copy Document

None
 Copy From
 Copy Forward

3. A unique document number will be generated in the **Document Number** field when you click on the **Generate** button.
4. Select the appropriate **Security Org** from the drop-down list.

The recommended Security Org to use when creating a BPA is 'GSA'.

*If left blank the **Security Org** will default to the user's default Security Org (please refer to **Section 3.5: What are the Pegasys Security Organizations?**).*

5. Click the **Finish** button.

*The **Header** page of the BPA (purchase request) form will be displayed.*

Notes

[Header](#) | [Office Addresses](#) | [Suggested Vendors](#) | [Header Accounting Lines](#) | [Itemized Lines](#) | [Approval Routing](#) | [Memos](#) | [Summary](#)

[Amendment History](#) | [Workflow Status](#) | [Approval History](#)

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

General

Document Type:	BL	BPA with Limitations	Request Date:	<input type="text"/>	Reset:
Status:	NEW		Accounting Period:	<input type="text"/>	
Document Number:	BLDMB122		Reporting Accounting Period:	<input type="text"/>	
Title:	<input type="text"/>			Batch Number:	<input type="text"/>
* Authorized By:	<input type="text"/>			Document Classification:	<input type="text"/>
			Security Org:	GSA	
			Suppress Printing:	<input type="checkbox"/>	

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Vendor Information

Vendor
Code: <input type="text"/> More
Name: <input type="text"/>
Customer Account: <input type="text"/>

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6. In the **General** group box, complete the **Authorized By** field.

Request Date, Accounting Period, and Reporting

Accounting Period fields will default to the current date, when the form is verified or processed.

7. In the **Vendor Information** group box, enter the **Vendor Code** and **Address Code**.

Vendor Code and **Address Code** are required on the request when referencing a BPA in the **Request Contract Information** dialog box.

*Note: The **Vendor Code** entered on the BPA must correspond to the **Vendor Code** listed on the agreement in the **Blanket Agreement Maintenance** table.*

8. In the **Contracts** group box enter the appropriate contract information.
9. Enter the Blanket Agreement Number in the **Blanket Agreement Number** field.

Note:

If more than one blanket agreement number will need to be entered on this BPA, do not enter the blanket agreement number here. Enter them under the **Contract Line** section on each accounting line, refer to **step 21**.

The number must be valid on the **Blanket Agreement Maintenance** table.

GSA will not be using the **Update Blanket Agreement**

Notes

feature at this time; therefore do not check this option.

10. In the **Description** field enter descriptive information about the requested purchase. The **Extended Description** field can be used if more than 255 characters are needed up to 60,000 characters.

Note: Pending on the room left on the form, the extended description field may not print in its entirety.

11. Click the **Suggested Vendors** tab to enter the vendor code and address code in the first suggested vendor field.
12. The **Suggested Vendors** page will be displayed.
13. Click the **Add** button to add new suggested vendors.
14. The **Suggested Vendor** page will be displayed. Add the appropriate information.
15. Select the **Header Accounting Lines** tab.

The Header Accounting Lines page will be displayed.

Click the **Add** button to add a new header accounting line.

The Line Number and Transaction Type will default when the form is verified or processed.

16. In the **Line Amounts** group box, enter the dollar amount of the BPA in the **Awarded** field.
17. In the **Accounting Dimensions** group box, enter an accounting template in the **Template** field for the accounting line.

Notes

18. Complete any other required accounting elements that were not populated by the accounting template.
19. In the **Agreement** field enter a referenced RWA or IBAA number (PBS only), if applicable.
20. In the **Contracts Line Info** group box provide the appropriate information if a blanket agreement number needs to be entered.
21. Enter the BPA number in **Blanket Agreement Number** field.
22. In the **Description** field enter descriptive information about the BPA.

The information entered in this field will print on the GSA Form 300, which replaces GSA Form 3521.

Additional accounting lines may be added by repeating Steps 15-22.

23. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and click the **Remove** button. (Refer to Section 2.3.3 for more information about the Summary tab.)

24. Click the Verify button.

Any errors will be displayed. Review the error message and correct the form. User will receive an error message indicating that form must be approved.

BPAs require the following approvals:

Account Classification

Funds Authorization

Manager

25. Go to the **Approval Routing** tab and add the appropriate approvers or routing list.
26. Click **Submit**.

12.3 How Can I Create A Blanket Purchase Agreement Without Limitations?

Pegasys enables you to create a Blanket Purchase Agreement without Limitations by completing a **PR** to establish the BPA. The **PR** will not reduce the budget's available balance. This **PR** will print to a GSA Form 300 (GSA Form 3521) with no dollar amount. If a dollar amount is desired on the GSA Form 300 (GSA Form 3521), two options are available. Dollar Amounts can be manually entered on the printed form or placed in the **Description** field on the **Accounting Lines** page.

The following steps outline how to create a BPA without limitations.

Notes

1. Select **Transactions—Purchasing—New—Request** from the Pegasys menu bar.

*The **New Request** page will be displayed.*

The screenshot shows the 'New Request' page interface. At the top, there are buttons for 'Back', 'Finish', and 'Cancel'. Below these, a title bar says 'New Request'. The main area contains several input fields:

- * Document Type: A dropdown menu with a pencil icon.
- Document Number Format: A dropdown menu with a pencil icon. Below it is a 'Document Number Prefix' input field.
- * Document Number: An input field with a pencil icon and a 'Generate' button to its right.
- Security Org: A dropdown menu with a pencil icon.
- Title: An input field.
- Copy Document: A section with three radio button options: 'None' (selected), 'Copy From', and 'Copy Forward'.

2. Enter the document type **BP (BPA without Limitations)**
3. A unique document number will be automatically generated in the **Document Number** field when you click the **Generate** button.
4. Select the appropriate **Security Org** from the drop-down list.

*The recommended Security Org to use when creating a BPA is '**GSA**'.*

*If left blank the Security Org will default to the user's default Security Org (please refer to **Section 3.5: What are the***

Notes

Pegasys Security Organizations?).

5. Click the **Finish** button.

*The **Header** page of the BPA (purchase request) form will be displayed.*

6. In the **General** group box, complete the **Authorized By** field.

Request Date, Accounting Period, and Reporting

Accounting Period fields will default to the current date, when the form is verified or processed.

7. In the **Vendor Information** group box, enter the **Vendor Code** and **Address Code**.

Vendor Code and **Address Code** are required on the request when referencing a BPA in the **Request Contract Information** dialog box.

The **Vendor Code** entered on the BPA must correspond to the **Vendor Code** listed on the agreement in the **Blanket Agreement Maintenance** table.

8. Enter the appropriate contract information in the **Contracts** group box.
9. Enter the Blanket Agreement Number in the **Blanket Agreement Number** field.

Note: The number must be valid on the **Blanket Agreement Maintenance** table.

If the number or associated vendor code is unknown, right-click Search for the BPA number and associated vendor code.

GSA will not be using the **Update Blanket Agreement** feature at this time; therefore do not check this option.

10. In the **Description** field enter descriptive information about the requested purchase. The **Extended Description** field can be used if more than 255 characters are needed up to 60,000 characters.

Note: Pending on the room left on the form, the extended description field may not print in its entirety.

11. Click the **Suggested Vendors** tab to enter the vendor code and address code in the first suggested vendor field.

The **Suggested Vendors** page will be displayed.

Notes

Click the **Add** button to add new suggested vendors.

The **Suggested Vendor** page will be displayed. Add the appropriate information.

12. Select the **Header Accounting Lines** tab.

The Header Accounting Lines page will be displayed.

The screenshot shows a software interface for managing header accounting lines. At the top, there's a toolbar with buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Below the toolbar is a navigation bar with links: Header, Fixed Assets, Office Addresses, Header Accounting Lines (which is the active tab), Itemized Lines, Approval Routing, Memos, and Summary. Underneath the navigation bar is a sub-menu for Header Accounting Line. The main area contains a table with the following columns: Line Number, Amount, Transaction Type, Template, BBFY, EBFY, Fund, Reg, Org Cd, Sub Org, B/A, Proj Cd, Sub Proj, Function, C/E, and Sub Obj. A single row is visible in the table, showing values for each column. Below the table are buttons for Add, Copy, Copy Forward, Remove, Reset, Replace, Display (set to 10 items), View as CSV, and Sort... .

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
1	\$2,000.00	01	JisuTest2	2010	878X	11	TvZ91110	VZ00			VZ000	613			

Click the **Add** button to add a new Header Accounting line.

The Line Number and Transaction Type fields will default when the form is verified or processed.

13. In the **Line Amounts** group box, leave the dollar amount in the **Requested** field as \$0.00.

The dollar amount of the BP will not print on the GSA Form 300 (GSA Form 3521).

14. In the **Accounting Dimensions** group box, enter an accounting template in the **Template** field for the accounting line.
15. Complete any other required accounting elements that were not populated by the accounting template.
16. Enter ZZZ in the **Cost Element (C/E)** field.

The accounting strip information of the BP will not print on the GSA Form 300 (GSA Form 3521).

17. In the **Agreement** group box enter a referenced RWA or IBAA number, if applicable.
18. In the **Description** field to enter descriptive information or dollar amount.

Note: The information entered in this field will print on the GSA Form 300 (GSA Form 3521).

Enter the dollar amount of the BPA in the **Description** field if

Notes

you want the dollar amount to print on the GSA Form 300 (GSA Form 3521).

*Additional accounting lines may be added by repeating
Steps 13-21.*

19. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and click the **Remove** button. (Refer to Section 2.3.3 for more information about the Summary tab.)

20. Click the **Verify** button.

Any errors will be displayed. Review the error message and correct the form.

BPAs without limitations do not require approvals.

21. Click the **Submit** button.

12.4 How Can I Process Purchase Orders Against Blanket Purchase Agreements?

The following steps outline how to process a purchase order against a BPA.

Notes

1. Select **Transactions—Purchasing—New—Order** from the Pegasys menu bar.

*The **New Order** page will be displayed.*

Notes

The screenshot shows a 'New Order' form with the following fields:

- Document Type:** FP (selected)
- Document Number Format:** FSS Purchase Order
- Document Number Prefix:** [empty]
- Document Number:** FPDMB1203
- Generate:** [button]
- Security Org:** [empty]
- Title:** [empty]
- Copy Document:**
 - None
 - Copy From
 - Copy Forward

- Enter the appropriate **Purchase Order** in the **Document Type** box. The following are the available purchase order document types: **FP, TP, GP, PP, XP, and OP**.

*Please refer to **Section 3.1.1: What Are the Purchasing Document Types?** that outlines which document types are to be used by which service within GSA, or **Appendix D: Document Types** for a complete listing of document types and guidance on how to select the appropriate one.*

- A unique document number will be generated in the **Document Number** field when you click the **Generate** button.
- Enter the appropriate **Security Org**.

*If left blank the Security Org will default to the user's default Security Org (please refer to **Section 3.5: What Are the Pegasys Security Organizations?**).*

- Select the **Copy Forward** radio button.
- Click the **Next** button.
- The **Copy Forward** page will display.
- Enter the **Document Type** BL or BP as appropriate.
- In the **Document Number** field, type the **BL** or **BP** number to copy forward.
- Click the **Search** button.

Notes

11. Select the appropriate document from the generated list.
12. Click the **Finish** button.
13. *The Header page of the Purchase Order form will be displayed.*

The screenshot shows the 'Header' tab selected in the navigation bar. Below it are tabs for Fixed Assets, Office Addresses, Header Accounting Lines, Itemized Lines, Approval Routing, Memos, Summary, and Correspondence. Sub-tabs include Amendment History, Workflow Status, and Approval History. Buttons for 'Expand All' and 'Collapse All' are also present. The main content area contains two main sections: 'General' and 'Vendor Information'. The 'General' section includes fields for Document Type (set to FP - FSS Purchase Order), Order Date, Accounting Period, Reporting Accounting Period, Document Classification, Security Org (set to GSA), Suppress Printing, Fast Pay, Invoice Required, and Receipt Required. It also contains fields for Title, Ordered By, Agency DUNS Number, and Agency DUNS+4. The 'Vendor Information' section includes fields for Vendor (Code and Name), Alternate Payee (Code and Name), Customer Account, and Designated Agent (Code and Name).

Because the purchase order was copied forward from the BPA, information such as the Vendor will already exist on the Header page.

14. In the **General** group box, enter appropriate information in the **Ordered By** field.

The name of the requester will copy forward to populate this field (change name appropriately).

The Order Date, Accounting Period, and Reporting Accounting Period fields will default to the current date when the form is verified or processed.

15. If the Vendor information has not been copied forward from the BPA, enter the **Vendor Code** and **Vendor Address** Code in the Vendor Information group box. The vendor name will be inferred from the vendor code.

*The Vendor Code must correspond to the Vendor listed on the referenced agreement on the **Blanket Agreement Maintenance** table.*

16. Enter a customer account number, if one exists with the vendor, in the **Customer Account** field, when applicable.

Notes

17. Enter the appropriate vendor address code in the **Remit To Address** field.

The **Remit To Address** is required to ensure vendor payment.

Please refer to the printed GSA Form 300 (GSA Form 3521) or the **Description** field on the accounting line of the BPA for the Remit to Address information.

18. Click the **Default** button or enter the vendor code, vendor address code, and vendor name for the **Designated Agent**, if applicable.

A designated agent code is used when contracts and/or delivery orders are assigned to a different vendor from the original vendor. This information will automatically default when the associated contract number or delivery order is entered.

The Notice of Assignment must be on file in Finance before payment will be released.

19. Enter the appropriate contract information in the **Contracts** group box fields.

If the Blanket Agreement number was not copied forward, enter the Blanket Agreement number in the **Blanket Agreement #** field. The number must be valid on the **Blanket Agreement Maintenance** table.

If the number or associated vendor code is unknown, right-click Search for the BPA number and associated vendor code.

20. In the **Discount Terms** group box fields, enter payment and inspection terms about the order, if appropriate.
21. Select the **Office Addresses** tab. Select the appropriate Office Type and click the Office Address link to enter the Administered By, Mail Invoice To, Delivery and Ordering address information. Enter the COTR and Issuing office (procurement office), addresses if they have not been copied forward from the BPA if appropriate.

Click the Get Address button to populate the address fields.

Note: Required Addresses are: **Delivery**, **Invoice**, and **Order**.

22. Select the **Header Accounting Lines** tab. *The Header Accounting Lines page will be displayed.*

Notes

23. Select the appropriate line and click the **Header Accounting Line** link.
24. The **Header Accounting Line** page will display.

Note: The **Accounting Lines** page information will be copied forward from the BPA.

25. The **Line Amounts** copied forward will be the total line amount of the BPA. It is extremely important to only reference the portion of the BPA's total dollar amount applicable to this order when creating multiple orders. Otherwise, referencing the total line amount here will fully liquidate (close) the BPA.
26. In the **Document Reference** group box, only check the **Final** check box if it is the last order to be processed against the BPA. Checking the **Final** check box will fully liquidate (close) the referenced BPA.

References to **BP** documents (BPA without Limitations) must be removed.

27. If the information did not copy forward from the BPA, enter a referenced RWA or IBAA number, if applicable in the **Agreement** group box.
28. If the Contract information and/or Blanket Agreement number was not copied forward from the BPA, use the **Contracts Line** group box to enter Contract Line information or Blanket Agreement information, if applicable.

Specify the contract line item number or sub-contract line item number applicable to the request.

29. Use the **Description** field to enter descriptive information about this line, if necessary.

Information entered here will print on the GSA Form 300 (GSA Form 3521).

30. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

To add a new line, click the **Add** button and follow the

Notes

instructions above on how to enter a header accounting line. To delete a line, select the line and click the **Remove** button. (Refer to Section 2.3.3 for more information about the Summary tab.)

31. Go to the **Approval Routing** tab and add the appropriate approvers or routing list.
32. Click the **Verify** button.

Any errors will be displayed. Review the error message and correct the form. Users will receive an error message indicating that the form must be approved.

33. Click **Submit**.

12.5 How Can I Process Itemized Orders Against Blanket Purchase Agreements?

Notes

1. Select **Transactions—Purchasing—New—Order** from the Pegasys menu bar.

The New Order page will be displayed.

The screenshot shows the 'New Order' page interface. At the top left is a button labeled 'New Order'. Below it are several input fields and dropdown menus:

- * Document Type: A dropdown menu with a yellow border.
- Document Number Format: A dropdown menu.
- Document Number Prefix: An input field.
- * Document Number: An input field with a red asterisk.
- Generate: A grey button.
- Security Org: An input field.
- Title: An input field.
- Copy Document: A section with three radio buttons:
 - None
 - Copy From
 - Copy Forward

2. Enter the appropriate **Itemized Order** in the **Document Type** box. The following are the available itemized order document

Notes

types: **FO, TO, GO, PP, XO, or OO.**

*Please refer to **Section 3.1.1: What Are the Pegasys Purchasing Document Types?** that outlines which document types are to be used by which service within GSA, or **Appendix D: Document Types** for a complete listing of document types and guidance on how to select the appropriate one.*

3. A unique document number will be generated in the **Document Number** field when you click on the **Generate** button.
4. Enter the appropriate **Security Org.**

*If left blank, the **Security Org** will default to the user's default Security Org (please refer to **Section 3.5: What are the Pegasys Security Organizations?**).*

5. Select the **Copy Forward** radio button.
6. Click the **Next** button.
7. The **Copy Forward** page will display.
8. In the **Document Type** field enter **BL** or **BP** as appropriate.
9. In the **Document Number** field, type the **BL** or **BP** number to copy forward.
10. Click the **Search** button.
11. Select the appropriate document from the generated list.
12. Click the **Finish** button.
13. The **Header** page of the itemized order form will be displayed.

Notes

[Header](#) | [Fixed Assets](#) | [Office Addresses](#) | [Header Accounting Lines](#) | [Itemized Lines](#) | [Approval Routing](#) | [Memos](#) | [Summary](#)

[Amendment History](#) | [Workflow Status](#) | [Approval History](#)

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

General

Document Type:	FO	FSS-Itemized Purchase	Order Date:	<input type="text"/>
Status:	NEW		Accounting Period:	<input type="text"/>
Document Number:	FOTEST1		Reporting Accounting Period:	<input type="text"/>
Title:	<input type="text"/>		Document Classification:	<input type="text"/>
Ordered By:	<input type="text"/>		Security Org:	GSA
Agency DUNS Number:	<input type="text"/>		Suppress Printing:	<input type="checkbox"/>
Agency DUNS+4:	<input type="text"/>		Fast Pay:	<input type="checkbox"/>
			Invoice Required:	<input type="checkbox"/>
			Receipt Required:	<input type="checkbox"/>

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Vendor Information

Vendor	Alternate Payee
* Code: <input type="text"/> More	Code: <input type="text"/> More
Name: <input type="text"/>	Name: <input type="text"/>
Customer Account: <input type="text"/>	Designated Agent
* Remit To Address: <input type="text"/> More	Code: <input type="text"/> More Default
	Name: <input type="text"/>

*Because the itemized order information was copied forward from a BPA, information such as the Vendor will already exist on the **Header** page.*

- In the **General** group box, complete the **Ordered By** field.

The name of the requester will copy forward to populate this field (change name appropriately).

*The **Order Date**, **Accounting Period**, and **Reporting Accounting Period** fields will default to the current date when the form is verified or processed.*

- If the Vendor information has not been copied forward from the BPA, enter the **Vendor Code**, and **Address Code** in the Vendor Information group box. The vendor name will be inferred from the vendor code entered.

Note: The **Vendor Code** must correspond to the Vendor listed on the referenced agreement on the **Blanket Agreement Maintenance** table.

- Enter the appropriate **Remit To Address**.

- The **Remit To Address** is required to ensure vendor payment.
- Please refer to the printed GSA Form 300 (GSA Form 3521) or the **Description** field on the accounting line of the BPA for the Remit to Address information.

- Click the **Default** button or enter the vendor code, vendor address code, and vendor name for the **Designated Agent**,

Notes

if applicable.

- A designated agent code is used when contracts and/or delivery orders are assigned to a different vendor from the original vendor. This information will automatically default when the associated contract number or delivery order is entered.
 - The Notice of Assignment must be on file in Finance before payment will be released.
18. Enter the appropriate contract information in the **Contract Information** group box fields.
- If the Blanket Agreement number was not copied forward, enter the Blanket Agreement number in the **Blanket Agreement #** field. The number must be valid on the **Blanket Agreement Maintenance** table.
 - If the number or associated vendor code is unknown, right-click Search for the BPA number and associated vendor code.
19. In the **Discount Terms** group box, enter payment and inspection terms about the order.
20. Use the **Shipping Information** group box to add detailed delivery information for the entire order.

The **Itemized Order Shipping Information** dialog box will be displayed.

21. Select the **Office Addresses** tab. Select the appropriate Office Type and click the **Office Address** link to enter the Administered By, Mail Invoice To, Delivery and Ordering address information. Enter the COTR and Issuing office (procurement office), addresses if they have not been copied forward from the BPA.

Click the **Get Address** button to populate the address fields. Click the **Clear Address** button to clear the address information.

- Required Addresses are: Delivery, Invoice, and Order.

Notes

Header	Fixed Assets	Office Addresses	Header Accounting																
Office Address																			
Display All Items View as CSV Sort...																			
<table border="1"> <thead> <tr> <th colspan="2">Office Type</th> </tr> </thead> <tbody> <tr><td><input type="radio"/></td><td>Admin</td></tr> <tr><td><input type="radio"/></td><td>COTR</td></tr> <tr><td><input type="radio"/></td><td>Delivery</td></tr> <tr><td><input type="radio"/></td><td>Issue</td></tr> <tr><td><input type="radio"/></td><td>Invoice</td></tr> <tr><td><input type="radio"/></td><td>Order</td></tr> <tr><td><input type="radio"/></td><td>Property</td></tr> </tbody> </table>				Office Type		<input type="radio"/>	Admin	<input type="radio"/>	COTR	<input type="radio"/>	Delivery	<input type="radio"/>	Issue	<input type="radio"/>	Invoice	<input type="radio"/>	Order	<input type="radio"/>	Property
Office Type																			
<input type="radio"/>	Admin																		
<input type="radio"/>	COTR																		
<input type="radio"/>	Delivery																		
<input type="radio"/>	Issue																		
<input type="radio"/>	Invoice																		
<input type="radio"/>	Order																		
<input type="radio"/>	Property																		

22. Select the **Header Accounting Lines** tab. *Itemized forms will accept funds at the document level, or the itemized line level, or both.*
- *The Header Accounting Lines page will be displayed.*

Header	Fixed Assets	Office Addresses	Header Accounting Lines	Itemized Lines	Approval Routing	Memos	Summary							
Header Accounting Line Tax Lines														
Add Copy Copy Forward Remove Reset Replace Display All Items View as CSV Sort...														
<input type="checkbox"/>	Line Number	Amount	Transaction Type	Template	BBFY	EBFY	Fund Reg	Org Cd	Sub Org	B/A Proj	Sub Proj	Function	C/E Sub Obj #	Bldg Sys #

Note: Only need to enter information in the **Accounting lines** page if applicable.

23. Select the appropriate line and click on the **Header Accounting Line** link. To add a new line, click the **Add** button. A blank **Header Accounting Line** page will display.
24. The **Header Accounting Line** will be displayed.
25. In the **Period of Performance** group box, enter the **Start Date** and **End Date** (if applicable).
26. In the **Line Amounts** group box enter the dollar amount for the accounting line in the **Ordered** field.
27. *The Line Amount copied forward will be the total line amount of the BPA. It is extremely important to only reference the portion of the BPA's total dollar amount*

Notes

applicable to this order when creating multiple orders.

Otherwise, referencing the total line amount here will fully liquidate (close) the BPA.

28. *The line amount is the total dollar amount that will be charged to this accounting strip. For each itemized line, the sum of the line amounts on the associated accounting lines must equal the itemized line amount.*
29. In the **Accounting Dimensions** group box, enter a **Template** for the accounting line if it was not copied forward from BPA or a new accounting template is needed.

Complete any other required accounting elements that were not populated by the accounting template.

30. If the Contract information and/or Blanket Agreement number was not copied forward from the BPA, use the **Contract Line** group box to enter Contract Line information or Blanket Agreement information, if applicable.

Specify the contract line item number or sub-contract line item number applicable to the request.

31. Use the **Description** field to enter descriptive information specific to this accounting line. If the description is more than 255 characters, the extended description field can be used.
32. *Additional accounting lines may be added by repeating Steps 23–31.*

*To delete an existing line, select the line and click the **Remove** button.*

*To change a line's information, select the line, click the **Header Accounting Line** link and make the necessary updates.*

*To copy an existing line, select the line you wish to copy, click the **Copy** button and change the necessary information.*

*Click the **Copy Forward** button to add a new Header Accounting Line(s) copying forward from a document. The Copy Forward New Line Document Selection window will open. Enter in criteria to search for a document, select the document, and click the **Finish** button.*

33. Select the **Itemized Lines** tab.

The **Itemized Lines** page will be displayed.

Notes

[Verify](#) [Save](#) [Submit](#) [Schedule](#) [Refresh](#) [Fund Currency](#) [Add Shortcut](#) [Attachments](#) [Route](#)

[Header](#) [Fixed Assets](#) [Office Addresses](#) [Header Accounting Lines](#) [Itemized Lines](#) [Approval Routing](#) [Memos](#) [Summary](#)

[Itemized Line](#) [Delivery Instances](#) [Accounting Lines](#) [Fixed Assets](#)

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

General

Line Number:	1	Source Number:	<input type="text"/>
Item #:	<input type="text"/>	Receipt Required:	<input type="checkbox"/>
Prompt Pay Type:	<input type="text"/>		
Period of Performance		* Commodity: <input type="text"/>	
Start Date:	<input type="text"/>	End Date:	<input type="text"/>
		* Commodity Code:	<input type="text"/>
		* Commodity Name:	<input type="text"/>
		Unit:	<input type="text"/>
Use QPB			

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Note:

- Specific line information will be displayed.
 - When copying forward from a BPA, the reference to the **BP** (BPA without Limitations) must be deleted.
34. Select the appropriate line and click the **Itemized Line** link.
- *To add a new line click the **Add** button and a new blank **Itemized Line** page will display.*
35. In the **General** group box, enter the commodity **Code** and **Name**.
36. In the **Line Amounts** group box, enter the **Quantity** and **Unit Price**.
- The total amount is calculated automatically by Pegasys.*
37. Click the **Prorate** button to proportionally distribute the amount of the line you are referencing across the accounting lines of the itemized order form.
- If the total amount of the order is different from the BPA, distribute (prorate) the monies according to the BPA.*
38. In the **Discount/Credits** group box, choose None, Per Unit, or Total for the **Type of Credit**.
- *The total line item amount is calculated automatically by Pegasys.*
39. In the **Supplemental Info** group box enter additional descriptive information about the line items such as Product/Service code, SIC code, and other identification

Notes

numbers.

Note: This information will not print on the GSA Form 300 (GSA Form 3521). If this information is needed on a printed form, enter information in the Description field on the Itemized Lines page.

40. Use the **Agreement** field to enter RWA or IBAA Agreement information, if necessary.
41. Use the **Description** field to enter a detailed line item description. The **Extended Description** field can be used if more than 255 characters are needed up to 60,000 characters.

Information entered here will print on GSA Form 300 (GSA Form 3521).

42. Click the **Delivery Instances** tab to enter shipping information on a line-by-line basis.
43. The **Delivery Instances** page will be displayed.
44. To add a new instance, click the **Add** button.
45. Enter the **Carrier** through which the ordered goods or services will be shipped to your agency, the **Freight on Board** destination, and the **Delivery Date**.

Shipping information can be added for the entire purchase order on the **Header** page.

46. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and click the **Remove** button. (Refer to Section 2.3.3 for more information about the Summary tab.)
Click the **Verify** button.

Any errors will be displayed. Review the error message and correct the form. Users will receive an error message indicating that the form must be approved.

Go to the **Approval Routing** tab and add the appropriate approvers or routing list.

Notes

Click **Submit**.

12.6 How Can I Process Direct Pays Against Blanket Purchase Agreements?

The following steps outline how to process a **Direct Pay (D6, D7, DC, or DF)** against a BPA.

Notes

1. Select **Transactions—Purchasing—New—Match Invoice** from the Pegasys menu bar.

*The **New Match Invoice** page will be displayed.*

The screenshot shows the 'New Match Invoice' page with the following fields:

- Document Type:** A dropdown menu with a yellow border.
- Document Number Format:** A dropdown menu with a blue border.
- Document Number Prefix:** An input field.
- Document Number:** An input field with a red asterisk.
- Generate:** A button.
- Security Org:** An input field.
- Title:** An input field.
- Copy Document:** A section with three radio button options:
 - None
 - Copy From
 - Copy Forward

2. Enter one of the following **Direct Pay** document types:

- **D6 – Direct Pay–Region 6, Under \$3000**
- **D7 – Direct Pay–Region 7, Under \$3000**
- **DC – Direct Pay–Region 6, Over \$3000**
- **DF – Direct Pay–Region 7, Over \$3000**

3. A unique document number will be automatically generated in the **Document Number** field when you click on the **Generate** button.
4. Enter the appropriate **Security Org**.

*If left blank, the Security Org will default to the user's default Security Org (please refer to **Section 3.5: What Are the Pegasys Security Organizations?**).*

Notes

5. Select the **Copy Forward** radio button.
6. Click the **Next** button.
7. The **Copy Forward** page will display.
8. Enter in the Document Type field **BL** or **BP** as appropriate.
9. In the **Document Number** field, type the **BL** or **BP** number to copy forward.
10. Click the **Search** button.
11. Select the appropriate document.
12. Click the **Finish** button.
13. *The Header page of the Direct Pay (Match Invoice) form will be displayed.*

The screenshot shows a web-based form for a Direct Pay (Match Invoice). The top navigation bar includes links for Header, Fixed Assets, Office Addresses, Header Accounting Lines, Itemized Lines, Approval Routing, Memos, Summary, and Disbursing Information. Below the navigation is a toolbar with Workflow Status and Approval History buttons, and links for Expand All and Collapse All. The main form area has a General group box. Inside the General group box, the Title field is highlighted with a yellow border. Other fields include Document Type (D6, Direct Pay - Region 6), Status (NEW), Document Number (D6TEST1), Invoiced By (na), Invoice #, Vendor's Invoice Date, Log Date, Invoice Status, Invoice Status Reason, Accounting Period, Reporting Accounting Period, Document Classification, Security Org (GSA), Additional Payee Name, Accomplished Date, Suppress Printing, Fast Pay, Electronic, Start Date, and End Date. At the bottom of the form is a 'Return to Top' link.

Because the direct pay was copied forward from the BPA, information such as the Vendor will already exist on the Header page.

14. In the **General** group box, enter the receiver's name in the **Invoiced By** field.
 - *The name of the requester will copy forward to populate this field (change name appropriately).*
 - *The Receipt Date, Accounting Period, and Reporting Accounting Period fields default to the current date when the form is verified or processed.*

Notes

15. Enter the invoice number in the **Invoice** field.

Note: *The invoice number is a procedural requirement on a direct pay.*

*If the vendor's invoice does not have an invoice number, users must enter the vendor's telephone number, the last digit of the fiscal year and the first letter of the invoice's month in the **Invoice** field. For example, 20255512120F.*

16. In the **Vendor Information** group box, enter the **Vendor Code** and **Vendor Address Code**. The vendor name will be inferred from the vendor code.

*The Vendor Code must correspond to the Vendor listed on the referenced agreement on the **Blanket Agreement Maintenance** table.*

17. Enter the appropriate **Remit To Address**.

- *The Remit To Address is required to ensure vendor payment.*
- *Please refer to the printed GSA Form 300 (GSA Form 3521) or the **Description** field on the accounting line of the BPA for the Remit to Address information.*

18. Enter the appropriate contract information in the **Contracts** group box fields.

- *Enter the Blanket Agreement number in the **Blanket Agreement #** field. The number must be valid on the **Blanket Agreement Maintenance** table.*
- *If the number or associated vendor code is unknown, right-click Search for the BPA number and associated vendor code.*

19. Select the **Header Accounting Lines** tab.

*The **Header Accounting Lines** page will be displayed.*

Header	Fixed Assets	Office Addresses	Header Accounting Lines	Itemized Lines	Approval Routing	Memos	Summary	Disbursing Information														
Header Accounting Line Contracts Pay Receipts																						
<input type="button" value="Add"/> <input type="button" value="Copy"/> <input type="button" value="Copy Forward"/> <input type="button" value="Remove"/> <input type="button" value="Reset"/> <input type="button" value="Replace"/> <input type="button" value="Display"/> <input type="button" value="All"/> <input type="button" value="Items"/> <input type="button" value="View as CSV"/> <input type="button" value="Sort..."/>																						
<input type="checkbox"/>	Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	a/A	Proj Cd	Sub Proj	Function	C/E	Sub Obj	Bldg	Sys Tag #	Veh Itm	Wrk ABC	Activity

- NO ITEMS TO DISPLAY -

20. Select the appropriate line and click the **Header Accounting Line** link.

Notes

21. To add a new line click, the **Add** button. A blank **Header Accounting Line** page will display.
22. The **Header Accounting Line** page will be displayed.

Note:

- The **Line Number** and **Transaction Type** will default when the form is verified or processed.
 - The **Accounting Lines** page information will be copied forward from the BPA. Specific line information will be displayed under the numbered minor tabs along the side of the **Accounting Lines** page.
23. The **Line Amount** copied forward will be the total line amount of the BPA. It is extremely important to only reference the portion of the BPA's total dollar amount applicable to this order when creating multiple direct pays. Otherwise, referencing the total line amount here will fully liquidate (close) the BPA.
 24. Change the current amount in the **Line Amount** group box to the amount of this direct pay.
 25. In the **Document Reference** group box, only check the **Final** check box if it is the last direct pay to be processed against the BPA. Checking the **Final** check box will fully liquidate (close) the referenced BPA.

References to **BP** documents (BPA without Limitations) must be removed.

26. In the **Agreement** group box to enter a referenced RWA or IBAA Agreement number, if applicable. (PBS only)
27. In the **Contract Line** group box enter additional contract information or blanket agreement information, if applicable.
28. In the **Payments** group box enter the following:
 - **FST** in the **Prompt Pay Type** field. This will allow the Vendor to be paid as soon as possible and will not be subject to prompt pay.
 - The latter of the accepted or delivery date in the **Accept or Delivery Date** field.
29. In the **Description** field enter any required descriptive information about this line. If the description is more than 255 characters, the extended description field can be used.
30. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the

Notes

update.

To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and click the **Remove** button. (Refer to Section 2.3.3 for more information about the Summary tab.)

31. Go to the **Approval Routing** tab and add the appropriate approvers or routing list.
32. Click the **Verify** button.
 - *Any errors will be displayed. Review the error message and correct the form. Users will receive an error message indicating that the form must be approved.*
33. Click **Submit**.

13 Appendix A: Field Descriptions

13.1 Precommitment (Reservation)

13.1.1 Precommitment (Reservation) Header Page

Figure A-1: Precommitment (Reservation) Header Page displays the Header page of the Reservation form.

Figure A-1: Precommitment (Reservation) Header Page

The screenshot shows the 'Header' tab selected in the PEGASYS application. The 'General' section contains fields for Document Type (RS - Reservation), Status (NEW), Document Number (RS20101101000), Title (highlighted in yellow), Reserved by, Date, Accounting Period, Reporting Accounting Period, Batch Number, Document Classification, Security Org (GSA), and Suppress Printing. Below this is a 'Vendor Information' section with fields for Vendor Code and Name, and a Customer Account field. At the bottom, there are sections for 'Amounts' and a 'Return to Top' link.

Figure A-2: Precommitment (Reservation) Header Page Field Descriptions provide additional information about Reservation Header page fields.

Figure A-2: Precommitment (Reservation) Header Page Field Descriptions

Field Name	Description	Features
Title	Displays the title information.	Blank.
Reserved By	The name of the person entering the reservation.	Optional.
Reservation Date	The date the reservation is created. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Optional. If blank, defaults to the current date.

Field Name	Description	Features
Accounting Period	The accounting period in which this transaction is to be recorded. Enter the value in one of the following formats in which MM refers to the <u>fiscal</u> month and YY refers to the <u>fiscal</u> year: MM/YY MM/YYYY	Optional. If blank, defaults to the current accounting period.
Reporting Accounting Period	The accounting period in which this transaction should be reported, based on when the transaction is entered. Enter the value in one of the following formats in which MM refers to the <u>fiscal</u> month and YY refers to the <u>fiscal</u> year: MM/YY MM/YYYY	Optional. If blank, defaults to the current accounting period.
Batch Number	Identifies the batch number associated with this transaction. This number is used when conducting offline batch processing.	Currently not in use.
Document Classification	The predefined group (defined on the Document Classification Maintenance table) to which this transaction belongs.	Optional.
Security Org	The security organization established when the form was created. Only users in the specified security organization of the reservation will have access to this form. Note: If sending to other services for approval, users must select "GSA" as the security organization.	System-maintained. Defaults to user's security organization.
Suppress Printing (check box)	Indicates that this form should not be printed from Pegasys.	Currently not in use.
Vendor (group box)		
Code	Displayed in two fields: Field 1: Vendor Code—The code specifically assigned to a particular vendor listed on the Vendor Maintenance table. The code is the TIN (Taxpayer Identification Number), except for foreign vendors and employees. Field 2: Address Code—The address code linked to the vendor code listed in Field 1.	Optional. The combination of vendor code and vendor address code must be valid on the Vendor Maintenance table.
Name	The name of the vendor specified in the Code fields.	System-maintained.
More (button)	Displays the Vendor Information page that identifies address information about the vendor.	Becomes enabled when vendor criteria are entered in the Code fields.
Customer Account	The customer account number assigned to the agency by the vendor. Place the ALC (Agency Location Code) here, if appropriate.	Optional.
Amounts (group box)		
Net Amount	The sum of all line amounts.	System-generated.
Prorate Amount	Used to change the total amount of the entire reservation and distribute it across all accounting lines in such a manner that each line will still represent the same percentage of the total as it before the reservation was prorated. The amount specified in this field is not prorated until the Prorate button is clicked.	Optional. This field is protected until accounting lines are entered.

Field Name	Description	Features
Prorate (button)	Distributes the sum specified in the Prorate Amount field across all accounting lines while maintaining the same percentage amounts for each accounting line.	Optional. Becomes enabled when an entry is made in the Prorate Amount field.
Credit Card Info (group box)	Contains number, alias, name, authorization code, and date of charge information	Optional.
External System Identifier (group box)		
Description	A text field 255 characters long used to enter additional information about the reservation. The Extended Description field can be used if more than 255 characters are needed up to 60,000 characters.	Optional.
Extended Description	Used if more than 255 characters are needed up to 60,000 characters.	Optional.

13.1.2 More Button (Vendor Info Section)

The **More** button displays the **Vendor Details** page that contains additional address information about the selected vendor. **Figure A-3: Vendor Details Page** displays the **Vendor Details** page.

Figure A-3: Vendor Details Page

Vendor Address

Code:	<input type="text"/>	<input type="text"/>
Standardized Format:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/>	
Address Active Status:	<input type="checkbox"/>	
Vendor Address Type:	<input type="checkbox"/>	
Name:	<input type="text"/>	
Address:	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
City:	<input type="text"/>	
State:	<input type="text"/>	
Postal Code:	<input type="text"/>	
County:	<input type="text"/>	
Country:	<input type="text"/>	
Phone:	<input type="text"/>	
Fax:	<input type="text"/>	
Email:	<input type="text"/>	
Contact:	<input type="text"/>	
Title:	<input type="text"/>	
DUNS:	<input type="text"/>	
DUNS+4:	<input type="text"/>	
CCR Enabled:	<input type="checkbox"/>	
VCSS Vendor:	<input type="checkbox"/>	
Currency Code:	<input type="text"/>	

Figure A-4: Vendor Details Page Field Descriptions provides additional information about the **Vendor Information** page fields.

Figure A-4: Vendor Details Page Field Descriptions

Field Name	Description	Features
Vendor Details (group box)		

Field Name	Description	Features
Code	Displayed in two fields: Field 1: Vendor Code—The code specifically assigned to a particular vendor listed on the Vendor Maintenance table. The code is the TIN (Taxpayer Identification Number), except for foreign vendors and employees. Field 2: Address Code—The address code linked to the vendor code listed in Field 1.	System-maintained. The combination of vendor code and vendor address code must be valid on the Vendor Maintenance table.
Standardized Format	U.S/ Non U.S Address Indicator	System-maintained.
Name	The name of the vendor.	System-maintained.
Address	The vendor's street address.	System-maintained.
City	The city in which the vendor is located.	System-maintained.
State	The state in which the vendor is located.	System-maintained.
Zip Code	The postal zip code for the vendor.	System-maintained.
County	The county in which the vendor is located.	System-maintained.
Country	The country of the vendor. Valid values are listed in the Countries Maintenance table.	System-maintained.
Phone	The phone number of the vendor.	System-maintained.
Fax	The fax number of the vendor.	System-maintained.
Email	The Internet e-mail address of the vendor.	System-maintained.
Contact	The contact person at the vendor organization.	System-maintained.
Title	The title of the contact person at the vendor organization.	System-maintained.
DUNS	The DUNS of the organization	System-maintained.
DUNS+4	The DUNS+4 of the organization	System-maintained.
CCRC Enabled	Enabled for CCRC	System-maintained.
VCSS Enabled	Enabled for VCSS	System-maintained.

13.1.3 Credit Card Information Section

The **Credit Card Information** section is used to record and display information pertaining to a credit card used for the transaction(s). **Figure A-5: Credit Card Information Section** displays the **Credit Card Information** section.

Figure A-5: Credit Card Information Section

The screenshot shows a user interface for entering credit card information. At the top left is a small square icon with a minus sign. To its right is the text "Credit Card Information". Below this are five input fields arranged vertically. The first field is labeled "Credit Card:" and contains a placeholder text box. The second field is labeled "Alias:" and also contains a placeholder text box with a small blue pencil icon to its right. The third field is labeled "Name:" and has a placeholder text box. The fourth field is labeled "Authorization Code:" and has a placeholder text box. The fifth field is labeled "Date of Charge:" and has a placeholder text box.

Figure A-6: Credit Card Information Section Field Descriptions provides additional information about the **Credit Card Information** section fields.

Figure A-6: Credit Card Information Section Field Descriptions

Field Name	Description	Features
Credit Card	The number of the Credit Card used. Valid values are listed on the Credit Card Maintenance table.	Optional. If the alias is used to reference the credit card, the number will not display.
Alias	The alias is an identification code for a Credit Card that can be entered in lieu of the actual Credit Card number when recording Credit Card transactions in Pegasys. The alias is comprised of the first 12 characters of the cardholder's name in this format: Last Name + First Name + Middle Initial and the last 4-digits of the actual credit card number.	Required (For credit card transactions). System-maintained (if a valid entry is made in the Credit Card field).
Name	Displays the name of the Credit Card's authorized user as recorded on the Credit Card Maintenance table.	System-maintained.
Authorization Code	The authorization or approval code given by the vendor for the credit card purchase.	Optional.
Date of Charge	The date of actual purchase.	Optional.

13.1.4 External System Information

The **External System Information** section is used to record and display information pertaining to external systems used for the transaction(s). **Figure A-7: External System Information section** displays the External System Information.

Figure A-7: External System Information section

A screenshot of a software interface showing the 'External System Information' section. It includes a checkbox labeled 'External System Information', a 'System ID:' label with an input field and a small edit icon, and an 'External System Document Number:' label with an input field.

Figure A-8: External System Information Section Field Descriptions provides additional information about the **External System Information** section fields.

Figure A-8: External System Information Section Field Descriptions

Field Name	Description	Features
System ID	The identification number of the document as it resides in the interfacing system from which it originated.	Optional.
External System Document Number	The external system identifier.	Optional.

13.1.5 Precommitment (Reservation) Header Accounting Lines Page

Figure A-9: Precommitment (Reservation) Header Accounting Lines Page is accessible by clicking the **Header Accounting Lines** tab. This page displays the **Accounting Lines** page of the Reservation form.

Figure A-9: Precommitment (Reservation) Header Accounting Lines Page

Figure A-10: Precommitment (Reservation) Header Accounting Lines Page Field Descriptions provides additional information about Reservation Accounting Line page fields.

Figure A-10: Precommitment (Reservation) Header Accounting Lines Page Field Descriptions

Field Name	Description	Features
Line Number	A number that uniquely identifies this line.	Required. If blank, Pegasys defaults the next sequential number from the highest line number associated with the form.
Transaction Type	An alphanumeric code used in combination with the transaction's document type, that determines the general ledger postings and budgetary impact. Valid values are listed in the Transaction Definition Maintenance table.	System-maintained.
Related Cost Type	Used to designate funding allocated for Related Costs that is above the actual cost.	Optional. Drop-down list provides list of valid values.
Source Number	The specific source of the financial transaction activity.	Optional.
Additional Attributes (group box)		
Transfer Treasury Symbol	Used to specify the Treasury Symbol of the organization with which the agency is conducting the transaction.	Currently not in use.
To/From	Used to indicate whether the payment is made to or from the specified Treasury Symbol.	Currently not in use.
Description (section)	Contains the Description and Extended Description fields to enter additional information about the reservation.	Optional.

Field Name	Description	Features
Line Amounts (group box)		
Line Amount	The total dollar amount being reserved by this accounting strip.	Optional.
Accounting Dimensions (group box)		
Template	The accounting template used to obtain the accounting strip. Valid values are listed in the Accounting Template Maintenance table.	Optional.
BFYs	Budget Fiscal Year(s) of the accounting strip displayed in two fields: Field 1: Beginning Budget Fiscal Year (BBFY). Field 2: Ending Budget Fiscal Year, if applicable (EBFY).	Required. Will default if a valid entry is made in the Template field.
Fund	The fund code. Must be entered in conjunction with a valid BBFY code; combination must be valid on the Fund Maintenance table.	Required. Will default if a valid entry is made in the Template field.
Region	The region code of the accounting strip. Valid values are listed in the Region Maintenance table.	Will default if a valid entry is made in the Template field.
Program	The program of the accounting strip. Valid values are listed in the Program Maintenance table.	Will default if a valid entry is made in the Template field.
Org Code	The organization code of the accounting strip. Valid values are listed in the Organization Maintenance table.	Will default if a valid entry is made in the Template field.
Sub Object Class	The sub object class of the accounting strip. Valid values are listed in the Sub Object Class Maintenance table.	May default and/or become required, based on the accounting template selection.
Activity	The activity code of the accounting strip. Valid values are listed in the Activity Maintenance table.	May default and/or become required, based on the accounting template selection.
Project Code	The project/grant/case number/audit number code/profit center of the accounting strip. Valid values are listed in the Project Maintenance table.	May default and/or become required, based on the accounting template selection
Bldg #	The building number of the accounting strip. Valid values are listed in the Building Number Maintenance table.	May default and/or become required, based on the accounting template selection.
Work Item	The work item/work category code of the accounting strip. Valid values are listed in the Sub Project Maintenance table.	May default and/or become required, based on the accounting template selection.
System	The system code of the accounting strip. Valid values are listed in the System Maintenance table.	May default and/or become required, based on the accounting template selection.
Vehicle Tag #	The vehicle tag of the accounting strip. Valid values are listed in the Vehicle Tag Maintenance table.	May default and/or become required, based on the accounting template selection..
Cost Organization	Currently not in use.	
CBFYs	Canceled Budget Fiscal Year(s) that the form is being processed against.	Optional.

Field Name	Description	Features
Canceled Fund	The canceled fund code that the form is being processed against.	Optional.
YBA	The year of budget authority	Optional.
Agreement (group box)	Used to specify an agreement (e.g., RWA, IBAA) to be associated with the reservation. Displayed in two fields: Field 1: Agreement Number. Field 2: Line number	Optional.

13.2 Purchase Request

13.2.1 Purchase Request Header Page

The first page of the Purchase Request form is the **Header** page. The **Header** page contains general information about the request such as the date of the request and the requester's name. **Figure A-11: Purchase Request Header Page** displays the **Header** page of the Purchase Request form.

Figure A-11: Purchase Request Header Page

The screenshot shows the PEGASYS Purchase Request Header Page. At the top, there is a navigation bar with links for Transactions, Queries, Reference, System Administration, Utilities, and a sign-in message for 'Welcome All Roles 118 CGI | November 1, 2010 | Sign Out'. Below the navigation bar, the URL is 'Pegasys > Transactions > Purchasing > New > Request > Header'. The main content area has tabs for Header, Office Addresses, Suggested Vendors, Header Accounting Lines, Itemized Lines, Approval Routing, Memos, Summary, and Correspondence. The 'Header' tab is selected. There are three buttons at the top of this section: Amend History, Workflow Status, and Approval History. Below these buttons, there are sections for General, Vendor Information, and Amounts. The General section contains fields for Document Type (set to IQ), Status (set to NEW), Document Number (set to 1Q20101101000), Title (highlighted with a yellow background), Request Date, Accounting Period, Reporting Accounting Period, Batch Number, Document Classification, Security Org (set to GSA), and Suppress Printing. The Vendor Information section contains fields for Vendor, Code, Name, and Customer Account. The Amounts section is currently collapsed.

Figure A-12: Purchase Request Header Page Field Descriptions provides additional information about Purchase Request Header page fields.

Figure A-12: Purchase Request Header Page Field Descriptions

Field Name	Description	Features
Title	Displays the ACT number.	System-generated.
Authorized by	The individual requesting the goods or services.	Required.
Request Date	<p>The date the request is created. Enter the value in one of the following formats:</p> <p>MM/DD/YY</p> <p>MM/DD/YYYY</p>	<p>Optional.</p> <p>If blank, defaults to the current date.</p>
Acctg Period	<p>The accounting period in which this transaction is to be recorded. Enter the value in one of the following formats in which MM refers to the <u>fiscal</u> month and YY refers to the <u>fiscal</u> year:</p> <p>MM/YY</p> <p>MM/YYYY</p>	<p>Optional.</p> <p>If blank, defaults to the current accounting period.</p>
Reporting Acctg Period	<p>The accounting period in which this transaction should be reported, based on when the transaction is entered. Enter the value in one of the following formats in which MM refers to the <u>fiscal</u> month and YY refers to the <u>fiscal</u> year:</p> <p>MM/YY</p> <p>MM/YYYY</p>	<p>Optional.</p> <p>If blank, defaults to the current accounting period.</p>
Batch Number	Identifies the batch number associated with this transaction. This number is used when conducting offline batch processing.	Currently not in use.
Document Classification	The predefined group (defined on the Document Classification Maintenance table) to which this transaction belongs.	Optional.
Security Org	<p>The security organization established when the form was created. Only users specified in the security organization of the request will have access to this form.</p> <p>Note: If sending to other services for approval, user must select "GSA" as the security organization.</p>	<p>System-maintained.</p> <p>Defaults to user's security organization.</p>
Suppress Printing (check box)	Indicates that this form should not be printed from Pegasys.	Currently not in use.
Vendor (group box)		
Code	<p>Displayed in two fields:</p> <p>Field 1: Vendor Code—The code specifically assigned to a particular vendor listed on the Vendor Maintenance table. The code is the TIN (Taxpayer Identification Number), except for foreign vendors and employees.</p> <p>Field 2: Address Code—The address code linked to the vendor code listed in Field 1.</p>	<p>Optional.</p> <p>The combination of vendor code and vendor address code must be valid on the Vendor Maintenance table.</p>
Name	The name of the vendor specified in the Code fields.	System-maintained.
More (button)	Displays the Vendor Information page that identifies address information about the vendor.	Becomes enabled when vendor criteria are entered in the Code fields.
Customer Account	The customer account number assigned to the agency by the vendor. Place the ALC (Agency Location Code) here for interagency orders.	Optional.

Field Name	Description	Features
Amounts (group box)		
Net Amount	The total transaction amount.	System-maintained.
Cost Amount	The Cost amount of the transaction.	Currently not in use.
Prorate Amount	Used to change the total amount of the request and distribute it across all accounting lines in such a manner that each line will still represent the same percentage of the total as it before the request was prorated. The amount specified in this field is not prorated until the Prorate button is clicked.	Optional. This field is protected until accounting lines are entered.
Prorate (button)	Distributes the sum specified in the Prorate Amount field across all accounting lines while maintaining the same percentage amounts for each accounting line.	Optional. Becomes enabled when an entry is made in the Prorate Amount field.
Description (button)	Displays the Description section that contains two text fields to enter additional information about the reservation.	Optional.
Contracts (group box)	Displays the Request Contract Information section that contains contract, delivery order, and information	Optional.
Credit Card Information(section)	Displays the Credit Card Information section that contains number, alias, name, authorization code, and date of charge information.	Optional
Shipping Information (group box)	Displays shipping information about the transaction	Optional
Header	General information about the itemized lines.	Optional
Footer	General information about the itemized lines.	Optional
External System Information(group box)	Displays the System ID, and External System Identifier.	Optional
Description	A text field 255 characters long used to enter additional information about the reservation. The Extended Description field can be used if more than 255 characters are needed up to 60,000 characters.	Optional.
Extended Description	Used if more than 255 characters are needed up to 60,000 characters.	Optional.

13.2.2 More Button (Vendor Info Section)

The **More** button displays the **Vendor Details** page that contains additional address information about the selected vendor **Figure A-13: Vendor Details Page** displays the **Vendor Details** page.

Figure A-13: Vendor Details Page

Vendor Address

Code:	<input type="text"/>	<input type="text"/>
Standardized Format:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/>	
Address Active Status:	<input type="checkbox"/>	
Vendor Address Type:	<input type="checkbox"/>	
Name:	<input type="text"/>	
Address:	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
City:	<input type="text"/>	
State:	<input type="text"/>	
Postal Code:	<input type="text"/>	
County:	<input type="text"/>	
Country:	<input type="text"/>	
Phone:	<input type="text"/>	
Fax:	<input type="text"/>	
Email:	<input type="text"/>	
Contact:	<input type="text"/>	
Title:	<input type="text"/>	
DUNS:	<input type="text"/>	
DUNS+4:	<input type="text"/>	
CCR Enabled:	<input type="checkbox"/>	
VCSS Vendor:	<input type="checkbox"/>	
Currency Code:	<input type="text"/>	

Figure A-14: Vendor Details Page Field Descriptions provides additional information about Vendor Information page fields.

Figure A-14: Vendor Details Page Field Descriptions

Field Name	Description	Features
Vendor Details (group box)		

Field Name	Description	Features
Code	Displayed in two fields: Field 1: Vendor Code—The code specifically assigned to a particular vendor listed on the Vendor Maintenance table. The code is the TIN (Taxpayer Identification Number), except for foreign vendors and employees. Field 2: Address Code—The address code linked to the vendor code listed in Field 1.	System-maintained. The combination of vendor code and vendor address code must be valid on the Vendor Maintenance table.
Address Format	U.S/ Non U.S Address Indicator	System-maintained.
Name	The name of the vendor.	System-maintained.
Address	The vendor's street address.	System-maintained.
City	The city in which the vendor is located.	System-maintained.
State	The state in which the vendor is located.	System-maintained.
Zip Code	The postal zip code for the vendor.	System-maintained.
County	The county in which the vendor is located.	System-maintained.
Country	The country of the vendor. Valid values are listed in the Countries Maintenance table.	System-maintained.
Phone	The phone number of the vendor.	System-maintained.
Fax	The fax number of the vendor.	System-maintained.
Email	The Internet e-mail address of the vendor.	System-maintained.
Contact	The contact person at the vendor organization.	System-maintained.
Title	The title of the contact person at the vendor organization.	System-maintained.
DUNS	The DUNS of the organization	System-maintained.
DUNS+4	The DUNS+4 of the organization	System-maintained.
CCRC Enabled	Indicates if the vendor is CCRC Enabled	System-maintained.
VCSS Enabled	Indicates if the vendor is VCSS Enabled.	System-maintained.

13.2.3 Credit Card Information Section

The **Credit Card Information** section is used to record and display information pertaining to a credit card used for the transaction(s). **Figure A-15: Credit Card Information Section** displays the **Credit Card Information** section.

Figure A-15: Credit Card Information Section

The screenshot shows a user interface for entering credit card information. It features a title bar labeled "Credit Card Information" with a minus sign icon. Below the title are five input fields with labels: "Credit Card" (with a placeholder box), "Alias" (with a placeholder box and a small edit icon), "Name" (with a placeholder box), "Authorization Code" (with a placeholder box), and "Date of Charge" (with a placeholder box).

Figure A-16: Credit Card Information Section Field Descriptions provides additional information about the **Credit Card Information** section fields.

Figure A-16: Credit Card Information Section Field Descriptions

Field Name	Description	Features
Credit Card	The number of the Credit Card used. Valid values are listed on the Credit Card Maintenance table.	Optional. If the alias is used to reference the credit card, the number will not display.
Alias	The alias is an identification code for a Credit Card that can be entered in lieu of the actual Credit Card number when recording Credit Card transactions in Pegasys. The alias is comprised of the first 12 characters of the cardholder's name in this format: Last Name + First Name + Middle Initial and the last 4-digits of the actual credit card number.	Required (For credit card transactions). System-maintained (if a valid entry is made in the Credit Card field).
Name	Displays the name of the Credit Card's authorized user as recorded on the Credit Card Maintenance table.	System-maintained.
Authorization Code	The authorization or approval code given by the vendor for the credit card purchase.	Optional.
Date of Charge	The date of actual purchase.	Optional.

13.2.4 Contracts Information Section

The **Contract** section displays contract, delivery order, and blanket purchase agreement information associated with the request. **Figure A-17: Contracts Information Section** displays the **Contracts Information** section.

Figure A-17: Contracts Information Section

Contracts

Contracts Number:

Blanket Agreement Number:

Delivery Order Number:

Schedule Number:

Start Date:

End Date:

Procurement Plan Number:

Type of Action:

Priority:

Priority Rating:

Update Blanket Agreement:

Primary NAICS:

Estimated Contract Value Amount: \$0.00

[Return to Top](#)

[View Contract / Blanket Agreement](#)

 Suggested Preference Program:

 Suggested Type Of Contracts:

Figure A-18: Contracts Information Section Field Descriptions provides additional information about Request Contract Information fields.

Figure A-18: Contracts Information Section Field Descriptions

Field Name	Description	Features
Contract Number	The contract number that applies to this document's purchase.	Optional.
Delivery Order Number	The delivery order number associated with the request.	Optional. Becomes enabled when an entry is made in the Contract Number field.
Blanket Agreement #	The blanket agreement number that applies to this purchase.	Optional.
Update Blanket Agreement (check box)	Used to update blanket agreement information by enabling the Start Date and End Date fields.	Optional. Defaults to unchecked.
Start Date	The start date of the Contract or Blanket Purchasing Agreements.	Optional. Becomes enabled when Update Blank Agreement check box is checked.
End Date	The end date of the Contract or Blanket Purchasing Agreements.	Optional. Becomes enabled when Update Blank Agreement check box is checked.
Priority	The priority level associated with the request.	Optional. Drop-down list.
Priority Rating	The priority rating of this request.	Optional. Drop-down list.
Procurement Plan #	The number by which this request is identified in the organization's most recent procurement plan.	Currently not in use.
Type of Action	The type of purchasing action ordered (for example, competitive contract, task order, simplified purchase).	Optional. Drop-down list.
Priority	The priority level associated with this item.	Optional. Drop-down list.
Priority Rating	The priority rating associated with this document (1-10).	Optional. Drop-down list.
Update Blanket Agreement	A check box that, when checked, updates/creates the entered Blanket Agreement in the Blanket Agreement maintenance Table with the entered request information (for example, vendor and dollar amount).	Optional.
Primary NAICS	A unique code that identifies the given item (North American Industrial Classification System).	Optional.

Field Name	Description	Features
Estimated Contract Value Amount	The estimated maximum value of the subsequent contract with all options exercised.	Optional.
Suggested Preference Program	The suggested preference program.	Optional.
Suggested Type of Contract	The suggested type of contract, such as fixed price or cost plus fixed fee.	Optional.

13.2.5 Shipping Information Section

The Shipping Information section displays shipping information for the request. **Figure A-19: Shipping Information Section** displays the Shipping Information section.

Figure A-19: Shipping Information Section

The screenshot shows a form titled "Shipping Information". It contains five input fields: "Carrier" (with a small edit icon), "Freight On Board" (with a small edit icon), "Additional Markings" (empty), "Delivery Date" (empty), and "Delivery Info" (empty). The "Carrier" field has a blue border, indicating it is the active or selected field.

Figure A-20: Shipping Information Section Field Descriptions provides additional information about Shipping Information fields.

Figure A-20: Shipping Information Section Field Descriptions

Field Name	Description	Features
Additional Markings	Additional information that will be used to further identify the shipping location or delivery method.	Optional
Carrier	The type of carrier used to deliver the goods. The value must be valid in the Carrier maintenance table.	Optional
Delivery Date	The date the purchased goods or services were delivered. Valid format: MM/DD/YY or MM/DD/YYYY.	Optional
Delivery Info	General delivery information.	Optional
Freight On Board	The freight on board location determining who pays the shipping charges.	Optional

13.2.6 Suggested Vendor Page

The **Suggested Vendor** page is accessible by clicking the **Suggested Vendors** tab. It contains fields to enter possible vendors for the requested purchase. **Figure A-21: Suggested Vendors Page** displays the **Suggested Vendors** page of the Purchase Request form. Entering information on this page is optional.

Figure A-21: Suggested Vendors Page

Suggested Vendor

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

General

Vendor

Code:	<input type="text"/>	<input type="text"/>	More
Name:	<input type="text"/>		

Figure A-22: Suggested Vendor Page Field Descriptions provides additional information about the fields of the **Suggested Vendor** page.

Figure A-22: Suggested Vendor Page Field Descriptions

Field Name	Description	Features
Code	<p>Displayed in two fields:</p> <p>Field 1: Vendor Code—The code specifically assigned to a particular vendor listed on the Vendor Maintenance table. The code is the TIN (Taxpayer Identification Number), except for foreign vendors and employees.</p> <p>Field 2: Address Code—The address code linked to the vendor code listed in Field 1.</p>	<p>Optional.</p> <p>The combination of vendor code and vendor address code must be valid on the Vendor Maintenance table.</p>
Name	The name of the vendor specified in the Code fields.	System-maintained.
More (button)	Displays the Vendor Information page that identifies address information about the vendor.	Becomes enabled when vendor criteria are entered in the Code fields.

13.2.7 Purchase Request Office Address Page

The **Office Address** page is accessible by clicking the **Office Addresses** tab. The **Office Addresses** summary page displays the address types that may be entered on the **Purchase Request**. The **Office Address** page contains the address information. **Figure A-23; Request Office Address Page** displays the **Office Address** page of the Purchase Request form. Office Address Usability have additional options for searching, selecting, and updating addresses entered on the Office maintenance table. The system will automatically default the corresponding information from the maintenance table when the user enters the address on transactions using the Office Code and Address Code fields. This default will replace the need for the user to manually select the Get Address button following entry of the code fields. Automatic address refreshing when the user processes, corrects, or amends a transaction will be added for even greater convenience.

Figure A-23; Request Office Address Page

Office Address

Item: 1 2 3 4 5 6

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

General

Office Type:	<input type="text" value="COTR"/>	<input type="button" value="Get Address"/>	<input type="button" value="Clear Address"/>
Code:	<input type="text"/> <input type="text"/>	<input type="button" value=""/>	
Standardized Format:	<input type="text" value="Yes"/>		
Name:	<input type="text"/>		
Address:	<input type="text"/> <input type="text"/> <input type="text"/>		
City:	<input type="text"/>		
State:	<input type="text"/>	<input type="button" value=""/>	
Postal Code:	<input type="text"/>		
County:	<input type="text"/>		
Country:	<input type="text"/>	<input type="button" value=""/>	
Contact Code:	<input type="text"/>		
Phone:	<input type="text"/>		
Fax:	<input type="text"/>		
Email:	<input type="text"/>		
Contact:	<input type="text"/>		
Title:	<input type="text"/>		

Figure A-24: Purchase Request Office Address Page Field Descriptions provides additional information about the **Purchase Request Office Address** fields.

Figure A-24: Purchase Request Office Address Page Field Descriptions

Field Name	Description	Features
Office Type	Identifies the address currently displayed. Options are COTR, Dlvry, Issue, and Request.	System-maintained.
Code	The code is displayed in two fields: Address code—The address code of the office associated with the request. Valid values are listed on the Office Maintenance table.	Optional. Address code is system-maintained when Office code is selected.
Get Address (button)	Defaults address information associated with the Office Address Code.	
Clear Address (button)	Clears the address information	
Address Information (group box)		

Field Name	Description	Features
Standardized Format	U.S/ Non U.S Address Indicator	Optional System-maintained if the code option is used.
Name	The name of the individual associated with the address.	Optional. System-maintained if the code option is used.
Address	The street address for the office.	Optional. System-maintained if the code option is used.
City	The city where the office is located.	Optional. System-maintained if the code option is used.
State	The state where the office is located. Valid values are listed in the State Maintenance table.	Optional. System-maintained if the code option is used.
Zip Code	The postal zip code of the address.	Optional. System-maintained if the code option is used.
County	The county where the office is located	Optional. System-maintained if the code option is used.
Country	The country where the office is located. Valid values are listed in the Countries Maintenance table.	Optional. System-maintained if the code option is used.
Contact	The primary point of contact at the address office. Prints on the purchase order.	Optional. System-maintained if the code option is used.
Phone	The phone number of the address. Enter the value in the following format: (###) ### - ####	Optional. System-maintained if the code option is used.
Email	The Internet e-mail address of the office/contact person.	Optional. System-maintained if the code option is used.
Fax	The fax number of the address. Enter the value in the following format: (###) ### - ####	Optional. System-maintained if the code option is used.
Title	The title of this address.	Optional. System-maintained if the code option is used.

13.2.8 Purchase Request Header Accounting Lines Page

The Purchase Request **Header Accounting Lines** page is accessible by clicking the **Header Accounting Lines** tab. This page contains the accounting information that is used to fund the request. When completing the Purchase Request **Header Accounting Lines** page, an existing reservation, or a reservation's accounting line, can be referenced. When referencing a reservation, the accounting information and the line amount(s) from the reservation appear on

the Purchase Request form. The referenced reservation is liquidated once the request is processed. **Figure A-25: Purchase Request Header Accounting Lines Page** displays the Header Accounting Lines page of the Purchase Request form.

Figure A-25: Purchase Request Header Accounting Lines Page

The screenshot shows a web-based application interface for a 'Header Accounting Line'. At the top, there's a header bar with the title 'Header Accounting Line'. Below it, a link to 'Expand All | Collapse All' is visible. The main area is divided into two sections: 'General' and 'Line Amounts'.

General Section:

- Line Number:** An input field containing the value '1'.
- Source Number:** An empty input field.
- Transaction Type:** An input field with a small edit icon.
- Period of Performance:** A group box containing 'Start Date:' and 'End Date:' input fields.
- Related Cost Type:** A dropdown menu set to 'N/A'.

Line Amounts Section:

- Current Amount:** A group box containing three items: 'Requested' (\$0.00), 'Applied Credit' (\$0.00), and 'Net Total' (\$0.00).

At the bottom of each section, there is a 'Return to Top' link.

Figure A-26: Request Header Accounting Lines Page Field Descriptions provides additional information about Purchase Request Accounting Lines page fields.

Figure A-26: Request Header Accounting Lines Page Field Descriptions

Field Name	Description	Features
Line Number	A number that uniquely identifies the line.	If blank, Pegasys will default the value of the next sequential number from the highest line number already entered.
Transaction Type	An alphanumeric code used in combination with the transaction's document type, that determines the general ledger postings and budgetary impact. Valid values are listed in the Transaction Definition Maintenance table.	System-maintained.
Period of Performance (group box)		
Start Date	The date requested services begin.	Optional.
End Date	The date requested services cease.	Optional.

Field Name	Description	Features
Related Cost Type	Used to designate funding allocated for Related Costs that is above the actual cost.	Optional. Drop-down list provides list of valid values.
Source Number	The specific source of the financial transaction activity.	Optional
Line Amounts (group box)		
Requested	The original dollar amount of the accounting line.	Optional.
Applied Credit	The credit amount applied to the accounting line.	Currently not in use.
Net	The difference between the original line amount and the applied credit.	Optional. System-maintained.
Reference (group box)		
Type	The document type of the referenced document.	Optional. Drop-down list.
Document	Consists of two fields: Field 1: The document number of the referenced document. Field 2: The line number of the referenced accounting line.	Optional. .
Final (check box)	If checked, liquidates the referenced document and returns unused money to budget.	Optional. Defaults to checked when the request is processed and the line amount equals the referenced line amount.
Misc. (check box)	If checked, the accounting line will update the referenced document's miscellaneous amount and does not liquidate a specific accounting line.	Optional. Defaults to unchecked.
Default (button)	Brings over accounting data from a reservation (if the Copy Forward feature was not used). However, will not bring forward the ACT Number.	Optional.
Accounting (group box)		
Template	The accounting template used to obtain the accounting strip. Valid values are listed in the Accounting Template Maintenance table.	Required.
BFYs	Budget Fiscal Year(s) of the accounting strip for which the form is being processed. Displayed in two fields: Field 1: Beginning Budget Fiscal Year (BBFY). Field 2: Ending Budget Fiscal Year, if applicable (EBFY).	Required. Will default based on the accounting template selected.
Fund	The fund code of the accounting strip. Valid values are listed in the Fund Maintenance table.	Required. Will default based on the accounting template selected.
Region	The region code of the accounting strip. Valid values are listed in the Region Maintenance table.	Will default based on the accounting template selected.
Program	The program code of the accounting strip. Valid values are listed in the Program Maintenance table.	Will default based on the accounting template selected.
Org Code	The organization code of the accounting strip. Valid values are listed in the Organization Maintenance table.	Will default based on the accounting template selected.

Field Name	Description	Features
Sub Object Class	The sub object class of the accounting strip. Valid values are listed in the Sub Object Class Maintenance table.	Required.
Activity	The activity code of the accounting strip. Valid values are listed in the Activity Code Maintenance table.	May default and/or may become required, based on the accounting template selected.
Project Code	The project/grant/case number/audit number code/profit center of the accounting strip. Valid values are listed in the Project Maintenance table.	May default and/or may become required, based on the accounting template selected.
Building #	The building number of the accounting strip. Valid values are listed in the Building Number Maintenance table.	Optional.
Work Item	The work item/work category code of the accounting strip. Valid values are listed in the Sub Project Maintenance table.	Optional.
System	The system code of the accounting strip. Valid values are listed in the System Maintenance table.	Optional.
Vehicle Tag #	The vehicle tag of the accounting strip. Valid values are listed in the Vehicle Tag Maintenance table.	Optional.
Cost Organization	Currently not in use.	
CBFYs	Canceled Budget Fiscal Year(s) that the form is being processed against.	Optional.
Canceled Fund	The canceled fund code that the form is being processed against.	Optional.
YBA	The year of budget authority	Optional.
Agreement (group box)	Used to specify an agreement (e.g., RWA, IBAA) to be associated with the request. Displayed in two fields: Field 1: Agreement number. Field 2: Line number	Optional.
Contract Line Info (group box)	Used to specify a Contract number and/or its contract line item number (CLIN) or sub-contract line item number, or Blanket Agreement number, or Delivery Order number for this accounting line that is referenced by the request.	Optional.
Description (group box)	Displays the Description and Extended Description fields to enter additional information about the reservation.	Optional.

13.2.9 Contract Line Info

The Shipping Information section displays shipping information for the request. **Figure A-27: Contract Line Information Section** displays the **Contract Line Information** section.

Figure A-27: Contract Line Information Section

Contracts Line Info

<u>Contracts Number:</u>	<input type="text"/>		View Contract / Blanket Agreement
<u>Blanket Agreement Number:</u>	<input type="text"/>		
<u>Delivery Order Number:</u>	<input type="text"/>		
<u>Contracts Line Item Number:</u>	<input type="text"/>		
<u>Sub Contracts Line Item Number:</u>	<input type="text"/>		
<u>Blanket Agreement Line Item Number:</u>	<input type="text"/>		
<u>Sub Blanket Agreement Line Item Number:</u>	<input type="text"/>		

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Figure A-28: Contract Line Section Descriptions provides additional information about Contract Line section fields.

Figure A-28: Contract Line Section Descriptions

Field Name	Description	Features
Blanket Agreement Line Item Number	The line item number of the blanket purchase agreement associated with this form.	Optional
Blanket Agreement Number	The number of the blanket purchase agreement. The value must be valid in the Blanket Agreement maintenance table.	Optional
Contract Number	The contract number that applies to this item. The value must be valid in the Contract maintenance table.	Optional
Contract Line Item Number	The number of the contract line to which this form applies.	Optional
Delivery Order Number	The number of the delivery order to which this form applies.	Optional
Sub-Blanket Agreement Line Item Number	The line item number of the sub blanket purchase agreement associated with this form.	Optional
Sub-Contract Line Item Number	The number of the sub-contract line to which this form applies.	Optional

13.2.10 Purchase Request Itemized Line Page

The **Itemized Line** page of a Purchase Request form is accessible by clicking the **Itemized Lines** tab. This page contains commodity line item information. Line items, and their associated unit price, quantity, and funding information are entered on the **Itemized Line** page. When completing a purchase request with itemized lines, an existing reservation, or a reservation's accounting line, can be referenced. When referencing a reservation, the accounting information and line amount(s) from the reservation appear on the request, and the reservation is liquidated once the request is processed. **Figure A-29: Purchase Request Itemized Line Page** displays the **Itemized Line** page of the Purchase Request form.

Figure A-29: Purchase Request Itemized Line Page

IT

[Verify](#) [Save](#) [Submit](#) [Schedule](#) [Refresh](#) [Fund Currency](#) [Add Shortcut](#) [Attachments](#) [Route](#)

[Header](#) | [Office Addresses](#) | [Suggested Vendors](#) | [Header Accounting Lines](#) | [**Itemized Lines**](#) | [Approval Routing](#) | [Memos](#) | [Summary](#) | [Correspondence](#)

[Itemized Line](#) | [Delivery Instances](#) | [Accounting Lines](#) | [QPB Instances](#)

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

General

Line Number:	<input type="text" value="1"/>	Source Number:	<input type="text"/>
Item #:	<input type="text"/>		
Period of Performance		<input type="text"/> * Commodity: Edit <input type="text"/> * Commodity Code: <input type="text"/> <input type="text"/> * Commodity Name: <input type="text"/>	
Start Date:	<input type="text"/>	End Date:	<input type="text"/>
<input type="text"/> Unit: Edit <input type="button" value="Qty Price Breaks"/> Use QPB			

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Line Amounts

Current		
Quantity	<input type="text" value="0.000000"/>	
Unit Price	<input type="text" value="\$0.0000"/>	
Amount	<input type="text" value="\$0.00"/>	

Figure A-30: Purchase Request Itemized Line Page Field Descriptions provides additional information about Purchase Request Itemized Line page fields.

Figure A-30: Purchase Request Itemized Line Page Field Descriptions

Field Name	Description	Features
Line Number	A number that uniquely identifies the line.	If blank, Pegasys will default the value of the next sequential number from the highest line number already entered.
Commodity Code	The commodity code of the requested commodity line item.	Required.
Commodity Name	The name of the requested commodity item.	Required.
Unit	The unit of measure in which the commodity item is sold (e.g., case, dozen, each). Valid values are listed in the Units Maintenance table.	Required.
Item #	The item number of the requested commodity (i.e., vendor's catalog number).	Optional.
Qty Price Breaks (button)	Displays Quantity Price page to create a QPB structure based on increasing quantities on purchasing itemized lines.	Optional
Use QPB (button)	If clicked, the system will automatically populate the Unit Price when the entered quantity matches the defined quantity.	Optional
Period of Performance (group box)		
Start Date	The date requested services begin.	Optional
End Date	The date requested services cease.	Optional
Source Number	The specific source of the financial transaction activity.	Optional

Field Name	Description	Features
Line Amounts (group box)		
Original Quantity	The number of units requested.	Required.
Original Unit Price	The price per unit of the commodity.	Required.
Amount	The total dollar amount of this accounting line. If a Pricing Unit and Number of Units are entered, this field is calculated as the Unit Price multiplied by the Number of Units and is system-maintained.	System-maintained.
Subtotal	The dollar amount of the itemized line including applied discounts or credits.	System-maintained.
Taxes	Total amount of taxes charged.	System-maintained.
Net Total	The total transaction amount.	System-maintained.
Prorate (button)	Recalculates the document totals across all accounting lines while maintaining the same percentage amounts for each accounting line.	Optional.
Discounts/Credits (group box)		
Type of Credit	The type of credit or discount offered by the vendor.	Drop-down list.
Per Unit	The amount of the discount/credit per unit offered by the vendor. When the Discount Type is "Per Unit", this amount is subtracted from the original unit price to determine the discounted unit price.	Available when Type of Credit is set to Per Unit.
Total	The total amount of the discount/credit offered by the vendor. When the Discount Type is "Total", this amount is subtracted from the original total amount to determine the discounted total.	Available when Type of Credit is set to Total.
Reference (group box)		
Type	The document type of the referenced document.	Optional. Drop-down list.
Document	Consists of two fields: Field 1: The document number of the referenced document. Field 2: The line number of the referenced accounting line.	Optional.
Final (check box)	If checked, liquidates the referenced document and returns unused money to budget.	Optional. Defaults to checked when the request is processed and the line amount equals the referenced line amount.
Misc. (check box)	If checked, the accounting line will update the referenced document's miscellaneous amount and does not liquidate a specific accounting line.	Optional. Defaults to unchecked.
Default (button)	Brings over accounting data from a reservation (if the Copy Forward feature was not used). However, will not bring forward the ACT Number.	Optional.
Taxed (group box)		
%	The percentage of the tax	Optional
Amount	The amount of the tax	System-maintained.
Supplemental Info (group box)		
Pricing Options (group box)		
Contracts Line (section)	Used to specify a Contract number and/or its contract line item number (CLIN) or sub-contract line item number, or Blanket Agreement number, or Delivery Order number for this itemized line that is referenced by the request.	Optional.

Field Name	Description	Features
Description (section)	Displays the Description and Extended Description fields to enter additional information about the itemized line.	Optional.

13.2.11 Supplemental Info Section

The **Itemized Line Supplemental Information** section contains additional descriptive information about the commodity line. *Figure A-31: Itemized Line Supplemental Information Section* displays the **Itemized Line Supplemental Information** section.

Figure A-31: Itemized Line Supplemental Information Section

The screenshot shows a software interface with a title bar 'Supplemental Info'. Below it is a list of fields with input boxes: Company, Drawing Number, Serial Number, Model Number, National Stock Number, Color, Size, Duration, and Manufacturer. Each field has a small edit icon (pencil) to its right.

Figure A-32: Itemized Line Supplemental Information Section Field Descriptions provides additional information about the **Itemized Line Supplemental Information** section fields. **Note:** This information will not print on any form. If this information is needed on a printed form, enter information in the **Description** field on the **Header** page.

Figure A-32: Itemized Line Supplemental Information Section Field Descriptions

Field Name	Description	Features
Product/Service Codes	The Product/Service code that identifies the line item. Valid values are listed in the Product Service Codes table.	Optional.
NAIC Code	The North American Industrial Classification code of the line item. Valid values are listed in the North American Industrial Classifications table.	Optional.
SIC Code	The Standard Industrial Classification code of the line item. Valid values are listed in the Standard Industrial Classifications table.	Optional.
Company	The company that provides the line item.	Optional.
Drawing Number	The drawing number of the line item.	Optional.
Specification Number	The specification number of the line item.	Optional.
Serial Number	The serial number of the line item.	Optional.
Piece Number	The piece number of the line item.	Optional.
Model Number	The manufacturer's code which identifies the model of the line item.	Optional.
National Stock Number	The national stock number that identifies the line item.	Optional.
Recycled Product	A status indicating whether or not the line item is a recycled product.	Optional.
Color	The color of the line item.	Optional.

Field Name	Description	Features
Size	The size of the line item.	Optional.
Duration	The length that the requested services are expected to last.	Optional.
Manufacturer	The manufacturer of the line item.	Optional.
Year of Manufacture	The year in which the line item was manufactured.	Optional.
MILSTRIP	MIL Strip	Optional.

13.2.12 Pricing Options Section

The **Itemized Line Pricing Options** section contains additional descriptive information about the commodity line. *Figure A-33: Itemized Line Pricing Options Section* displays the **Itemized Line Pricing Options** section.

Figure A-33: Itemized Line Pricing Options Section

The screenshot shows a user interface for the 'Pricing Options' section. At the top, there is a header labeled 'Pricing Options'. Below it, there are two main input fields: 'Type of Contracts' (a text input field) and 'IDC Type' (a dropdown menu). Underneath these, there is a section titled 'Pricing Information' with a single input field for 'Variation Quantity' (containing the value '0.000000'). At the bottom of the form, there is a link labeled 'Return to Top'.

Figure A-34: Itemized Line Pricing Options Section Field Descriptions provides additional information about the Itemized Line Pricing Options section fields.

Figure A-34: Itemized Line Pricing Options Section Field Descriptions

Field Name	Description	Features
Type of Contracts	The original Award Fee amount of the payment accounting line, before deducting applied credits.	Optional
IDC Type	Drop-down list of Definite Quantity, Indefinite Quantity, and Requirements.	Optional
Variation Quantity	Anticipated or allowed variable quantity of itemized line.	Optional

13.2.13 Contract Line Information

Figure A-35: Contract Line Information Section displays shipping information for the request.

Figure A-35: Contract Line Information Section

Contracts Line Info

<u>Contracts Number:</u>	<input type="text"/>		View Contract / Blanket Agreement
<u>Blanket Agreement Number:</u>	<input type="text"/>		
<u>Delivery Order Number:</u>	<input type="text"/>		
<u>Contracts Line Item Number:</u>	<input type="text"/>		
<u>Sub Contracts Line Item Number:</u>	<input type="text"/>		
<u>Blanket Agreement Line Item Number:</u>	<input type="text"/>		
<u>Sub Blanket Agreement Line Item Number:</u>	<input type="text"/>		

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Figure A-36: Contract Line Section Descriptions provides additional information about Contract Line section fields.

Figure A-36: Contract Line Section Descriptions

Field Name	Description	Features
Blanket Agreement Line Item Number	The line item number of the blanket purchase agreement associated with this form.	Optional
Blanket Agreement Number	The number of the blanket purchase agreement. The value must be valid in the Blanket Agreement maintenance table.	Optional
Contract Number	The contract number that applies to this item. The value must be valid in the Contract maintenance table.	Optional
Contract Line Item Number	The number of the contract line to which this form applies.	Optional
Delivery Order Number	The number of the delivery order to which this form applies.	Optional
Sub-Blanket Agreement Line Item Number	The line item number of the sub blanket purchase agreement associated with this form.	Optional
Sub-Contract Line Item Number	The number of the sub-contract line to which this form applies.	Optional

13.2.14 Accounting Line

The **Accounting Line** page is accessible by clicking the **Accounting Line** tab from the **Itemized Line** page. This page contains the funding and accounting information of the commodity line. **Page displays** the **Accounting Line** page.

Figure A-37: Accounting Line Page

Accounting Line

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

General

Line Number:	<input type="text" value="1"/>
Transaction Type:	<input type="text"/> 
Related Cost Type:	<input type="text" value="N/A"/>

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Line Amounts

Total Amount	<input type="text" value="\$0.00"/>
--------------	-------------------------------------

[Return to Top](#)

Figure A-38: Accounting Line Information Page Field Descriptions provides additional information about the Accounting Line Information page fields.

Figure A-38: Accounting Line Information Page Field Descriptions

Field Name	Description	Features
Line Number	A number that uniquely identifies this funding line.	If no value is entered, Pegasys defaults to the next sequential number from the highest line number already entered.
Transaction Type	An alphanumeric code used in combination with the transaction's document type, that determines the general ledger postings and budgetary impact. Valid values are listed in the Transaction Definition Maintenance table.	System-maintained.
Line Amount	The original dollar amount of the accounting line.	Required.
Related Costs	Used to designate funding allocated for Related Costs that is above the actual cost of goods specified on the Itemized Line.	Optional. Drop-down list provides list of valid values.
Reference (group box)		
Type	The document type of the referenced document.	Optional. Drop-down list.
Document	Consists of two fields: Field 1: The document number of the referenced document. Field 2: The line number of the referenced accounting line.	Optional.

Field Name	Description	Features
Final (check box)	If checked, liquidates the referenced document and returns unused money to budget.	Optional. Defaults to checked when the request is processed and the line amount equals the referenced line amount.
Misc. (check box)	If checked, the accounting line will update the referenced document's miscellaneous amount and does not liquidate a specific accounting line.	Optional. Defaults to unchecked.
Default (button)	Brings over accounting data from a reservation (if the Copy Forward feature was not used). However, will not bring forward the ACT Number.	Optional.
Accounting Dimensions (group box)		
Template	The accounting template used to obtain the accounting strip. Valid values are listed in the Accounting Template Maintenance table.	Required.
BFYs	Budget Fiscal Year(s) of the accounting strip for which the form is being processed. Displayed in two fields: Field 1: Beginning Budget Fiscal Year (BBFY). Field 2: Ending Budget Fiscal Year, if applicable (EBFY).	Required. Will default based on accounting template selected.
Fund	The fund code of the accounting strip. Valid values are listed in the Fund Maintenance table.	Required. Will default based on accounting template selected.
Region	The region code of the accounting strip. Valid values are listed in the Region Maintenance table.	Will default based on accounting template selected.
Program	The program code of the accounting strip. Valid values are listed in the Program Maintenance table.	Will default based on accounting template selected.
Org Code	The organization code of the accounting strip. Valid values are listed in the Organization Maintenance table.	Will default based on accounting template selected.
Sub Object Class	The sub object class code of the accounting strip. Valid values are listed in the Sub Object Class Maintenance table.	Required.
Activity	The activity code of the accounting strip. Valid values are listed in the Activity Code Maintenance table.	May default and/or may become required, based on the accounting template selected.
Project Code	The project/grant/case number/audit number code/profit center of the accounting strip. Valid values are listed in the Project Maintenance table.	May default and/or may become required, based on the accounting template selected.
Building #	The building number of the accounting strip. Valid values are listed in the Building Number Maintenance table.	Optional.
Work Item	The work item/work category code of the accounting strip. Valid values are listed in the Sub Project Maintenance table.	Optional.
System	The system code of the accounting strip. Valid values are listed in the System Maintenance table.	Optional.
Vehicle Tag #	The vehicle tag of the accounting strip. Valid values are listed in the Vehicle Tag Maintenance table.	Optional.

Field Name	Description	Features
Cost Organization	Currently not in use.	
CBFYs	Canceled Budget Fiscal Year(s) that the form is being processed against.	Optional.
YBA	The year of budget authority	Optional.
Agreement	Used to specify an agreement (e.g., RWA, IBAA) to be associated with the request. Displayed in two fields: Field 1: Agreement number. Field 2: Line number.	Optional.
Description (section)	Displays the Description and Extended Description fields to enter additional information about the reservation.	Optional.

13.3 Training Request

13.3.1 Training Request Header Page

The first page of the Training Request form is the **Header** page. The **Header** page contains general information about the request such as the date of the request and the requester's name. **Figure A-39: Training Request Header Page** displays the **Header** page of the Training Request form.

Figure A-39: Training Request Header Page

Figure A-40: Training Request Header Page Field Descriptions provides additional information about Training Request Header page fields.

Figure A-40: Training Request Header Page Field Descriptions

Field Name	Description	Features
Title	Displays the title of this training request.	Optional.
Authorized by	The individual requesting the goods or services.	Required.
Request Date	<p>The date the request is created. Enter the value in the following format:</p> <p>MM/DD/YY</p> <p>MM/DD/YYYY</p>	<p>Optional.</p> <p>If blank, defaults to the current date.</p>
Acctg Period	<p>The accounting period in which this transaction is to be recorded. Enter the value in one of the following formats in which MM refers to the <u>fiscal</u> month and YY refers to the <u>fiscal</u> year:</p> <p>MM/YY</p> <p>MM/YYYY</p>	
Reporting Acctg Period	<p>The accounting period in which this transaction should be reported, based on when the transaction is entered. Enter the value in one of the following formats in which MM refers to the <u>fiscal</u> month and YY refers to the <u>fiscal</u> year:</p> <p>MM/YY</p> <p>MM/YYYY</p>	<p>Optional.</p> <p>If blank, defaults to the current accounting period.</p>
Batch Number	Identifies the batch number associated with this transaction. This number is used when conducting offline batch processing.	Currently not in use.
Document Classification	The predefined group (defined on the Document Classification Maintenance table) to which this transaction belongs.	Optional.
Security Org	<p>The security organization established when the form was created. Only users specified in the security organization of the request will have access to this form.</p> <p>Note: If sending to other services for approval, user must select "GSA" as the security organization.</p>	<p>System-maintained.</p> <p>Defaults to user's security organization.</p>
Suppress Printing (check box)	Indicates that this form should not be printed from Pegasys.	Currently not in use.
Line Amounts (group box)		
Requested	The total dollar amount of the purchase request's accounting lines.	System-maintained.
Applied Credit	The total credits applied to the purchase request's accounting lines.	Currently not in use.
Net Amount	The sum of the requested funding amount less the applied credit amount.	System-maintained.
Prorate Amount	<p>Used to change the total amount of the entire request and distribute it across all accounting lines in such a manner that each line will still represent the same percentage of the total as it before the request was prorated. The amount specified in this field is not prorated until the Prorate button is clicked.</p>	<p>Optional.</p> <p>This field is protected until accounting lines are entered.</p>

Field Name	Description	Features
Prorate (button)	Distributes the sum specified in the Prorate Amount field across all accounting lines while maintaining the same percentage amounts for each accounting line.	Optional. Becomes enabled when an entry is made in the Prorate Amount field.
Vendor (group box)		
Code	Displayed in two fields: Address Code—The address code linked to the vendor code listed in Field 1.	Optional. The combination of vendor code and vendor address code must be valid on the Vendor Maintenance table.
Name	The name of the vendor specified in the Code fields.	System-maintained.
More (button)	Displays the Vendor Information page that identifies address information about the vendor.	Becomes enabled when vendor criteria are entered in the Code fields.
Customer Account	The customer account number assigned to the agency by the vendor. Place the ALC (Agency Location Code) here for interagency orders.	
Contracts(section)	Displays the Request Contract Information section that contains contract, delivery order, and information.	Optional.
Credit Card Information(section)	Displays the Credit Card Information section that contains number, alias, name, authorization code, and date of charge information	Optional
External System Information (group box)	Displays the external system information for the document	Optional
Description (button)	Displays the Description and Extended Description fields to enter additional information about the request.	Optional.

13.3.2 Contracts Information

The **Contract** section displays contract, delivery order, and blanket purchase agreement information associated with the request. **Figure A-40: Training Request Header Page Field Descriptions** the **Contracts Information** section.

Figure A-41: Contracts Information Section

Contracts

<u>Contracts Number:</u>	<input type="text"/>		View Contract / Blanket Agreement
<u>Blanket Agreement Number:</u>	<input type="text"/>		
<u>Delivery Order Number:</u>	<input type="text"/>		
<u>Schedule Number:</u>	<input type="text"/>		
<u>Start Date:</u>	<input type="text"/>		
<u>End Date:</u>	<input type="text"/>		
<u>Procurement Plan Number:</u>	<input type="text"/>		
<u>Type of Action:</u>	<input type="button" value="▼"/>		
<u>Priority:</u>	<input type="button" value="▼"/>		
<u>Priority Rating:</u>	<input type="button" value="▼"/>		
<u>Update Blanket Agreement:</u>	<input type="checkbox"/>		

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Figure A-42: Contracts Section Field Descriptions provides additional information about Request Contract Information fields.

Figure A-42: Contracts Section Field Descriptions

Field Name	Description	Features
Contract Number	The contract number that applies to this document's purchase.	Optional.
Delivery Order Number	The delivery order number associated with the request.	Optional. Becomes enabled when an entry is made in the Contract Number field.
Blanket Agreement #	The blanket agreement number that applies to this purchase.	Optional.
Update Blanket Agreement (check box)	Used to update blanket agreement information by enabling the Start Date and End Date fields.	Optional. Defaults to unchecked.
Start Date	The start date of the Contract or Blanket Purchasing Agreements.	Optional. Becomes enabled when Update Blank Agreement check box is checked.
End Date	The end date of the Contract or Blanket Purchasing Agreements.	Optional. Becomes enabled when Update Blank Agreement check box is checked.
Priority	The priority level associated with the request.	Optional. Drop-down list.
Priority Rating	The priority rating of this request.	Optional. Drop-down list.
Procurement Plan #	The number by which this request is identified in the organization's most recent procurement plan.	Currently not in use.

Field Name	Description	Features
Type of Action	The type of purchasing action ordered (for example, competitive contract, task order, simplified purchase).	Optional. Drop-down list.

13.3.3 Credit Card Information Section

The **Credit Card Information** section is used to record and display information pertaining to a credit card used for the transaction(s). **Figure A-43: Credit Card Information Section** displays the **Credit Card Information** section.

Figure A-43: Credit Card Information Section

The screenshot shows a user interface for entering credit card information. It includes five text input fields: 'Credit Card' (containing a placeholder), 'Alias' (with a small edit icon), 'Name', 'Authorization Code', and 'Date of Charge'. Above these fields is a section header 'Credit Card Information' with a collapse icon.

Figure A-44: Credit Card Information Section Field Descriptions provides additional information about the **Credit Card Information** section fields.

Figure A-44: Credit Card Information Section Field Descriptions

Field Name	Description	Features
Credit Card	The number of the Credit Card used. Valid values are listed on the Credit Card Maintenance table.	Optional. If the alias is used to reference the credit card, the number will not display.
Alias	The alias is an identification code for a Credit Card that can be entered in lieu of the actual Credit Card number when recording Credit Card transactions in Pegasys. The alias is comprised of the first 12 characters of the cardholder's name in this format: Last Name + First Name + Middle Initial and the last 4-digits of the actual credit card number.	Required (For credit card transactions). System-maintained (if a valid entry is made in the Credit Card field).
Name	Displays the name of the Credit Card's authorized user as recorded on the Credit Card Maintenance table.	System-maintained.
Authorization Code	The authorization or approval code given by the vendor for the credit card purchase.	Optional.
Date of Charge	The date of actual purchase.	Optional.

13.3.4 External System Information Section

The **External System Information** section is used to record and display information pertaining to external systems used for the transaction(s). **Figure A-45: External System Information section** displays the External System Information.

Figure A-45: External System Information section

A screenshot of a form section titled "External System Information". It contains two input fields: "System ID:" with a text box and a "More" button, and "External System Document Number:" with a text box.

Figure A-46: External System Information Section Field Descriptions provides additional information about the **External System Information** section fields.

Figure A-46: External System Information Section Field Descriptions

Field Name	Description	Features
System ID	The identification number of the document as it resides in the interfacing system from which it originated.	Optional.
External System Document Number	The external system identifier.	Optional.

13.3.5 Suggested Vendor Page

The **Suggested Vendor** page is accessible by clicking the **Suggested Vendors** tab. It contains fields to enter possible vendors for the training request. **Figure A-47: Suggested Vendors Page** displays the **Suggested Vendors** page of the Purchase Request form. Entering information on this page is optional.

Figure A-47: Suggested Vendors Page

A screenshot of a form section titled "Suggested Vendor". It includes a "General" section with a "Vendor" group containing "Code:" (with a text box and "More" button) and "Name:" (with a text box).

Figure A-48: Suggested Vendor Page Field Descriptions provides additional information about the fields of the **Suggested Vendor** page.

Figure A-48: Suggested Vendor Page Field Descriptions

Field Name	Description	Features
Code	<p>Displayed in two fields:</p> <p>Field 1: Vendor Code—The code specifically assigned to a particular vendor listed on the Vendor Maintenance table. The code is the TIN (Taxpayer Identification Number), except for foreign vendors and employees.</p> <p>Field 2: Address Code—The address code linked to the vendor code listed in Field 1.</p>	<p>Optional.</p> <p>The combination of vendor code and vendor address code must be valid on the Vendor Maintenance table.</p>
Name	The name of the vendor specified in the Code fields.	System-maintained.
More (button)	Displays the Vendor Information page that identifies address information about the vendor.	Becomes enabled when vendor criteria are entered in the Code fields.

13.3.6 Training Request Office Address Page

The **Office Address** page is accessible by clicking the **Office Addresses** tab. The **Office Addresses** summary page displays the address types that may be entered on the **Training Request**. The **Office Address** page contains the address information. **Figure A-49: Training Request Office Address Page** displays the **Office Address** page of the Training Request form.

Figure A-49: Training Request Office Address Page

Office Address

Item: 1 2 3

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

General

Office Type:	<input type="text" value="COTR"/>	<input type="button" value="Get Address"/>	<input type="button" value="Clear Address"/>
Code:	<input type="text"/> <input type="text"/> <input type="button" value=""/>		
Standardized Format:	<input checked="" type="checkbox" value="Yes"/>		
Name:	<input type="text"/>		
Address:	<input type="text"/> <input type="text"/> <input type="text"/>		
City:	<input type="text"/>		
State:	<input type="text"/> <input type="button" value=""/>		
Postal Code:	<input type="text"/> <input type="button" value=""/>		
County:	<input type="text"/>		
Country:	<input type="text"/> <input type="button" value=""/>		
Contact Code:	<input type="text"/> <input type="button" value=""/>		
Phone:	<input type="text"/>		
Fax:	<input type="text"/>		
Email:	<input type="text"/>		
Contact:	<input type="text"/>		
Title:	<input type="text"/>		

Figure A-50: Training Request Office Address Page Field Descriptions provides additional information about the **Training Request Office Address** page fields.

Figure A-50: Training Request Office Address Page Field Descriptions

Field Name	Description	Features
Office Type	Identifies the address currently displayed. Options are COTR, Dlvy, Issue, and Request.	System-maintained.
Code	The code is displayed in two fields: Address code—The address code of the office associated with the request. Valid values are listed on the Office Maintenance table.	Optional. Address code is system-maintained when Office code is selected.
Get Address (button)	Defaults address information associated with the Office Address Code.	
Clear Address (button)	Clears the address information	

Field Name	Description	Features
Address Information (group box)		
Standardized Format	U.S/ Non U.S Address Indicator	Optional System-maintained if the code option is used.
Name	The name of the individual associated with the address.	Optional. System-maintained if the code option is used.
Address	The street address for the office.	Optional. System-maintained if the code option is used.
City	The city where the office is located.	Optional. System-maintained if the code option is used.
State	The state where the office is located. Valid values are listed in the State Maintenance table.	Optional. System-maintained if the code option is used.
Zip Code	The postal zip code of the address.	Optional. System-maintained if the code option is used.
County	The county where the office is located	Optional. System-maintained if the code option is used.
Country	The country where the office is located. Valid values are listed in the Countries Maintenance table.	Optional. System-maintained if the code option is used.
Contact	The primary point of contact at the address office. Prints on the purchase order.	Optional. System-maintained if the code option is used.
Phone	The phone number of the address. Enter the value in the following format: (###) ### - ####	Optional. System-maintained if the code option is used.
Email	The Internet e-mail address of the office/contact person.	Optional. System-maintained if the code option is used.
Fax	The fax number of the address. Enter the value in the following format: (###) ### - ####	Optional. System-maintained if the code option is used.
Title	The title of this address.	Optional. System-maintained if the code option is used.

13.3.7 Training Request Course Info Page

The **Course Information** page is accessible by clicking the **Course Information** tab. This page contains detailed information about the requested training including the course name, date, and hours. **Figure A-51: Training Request Course Information Page** displays the **Course Information** page of the training request form.

Figure A-51: Training Request Course Information Page

Figure A-52: Training Request Course Information Page Field Descriptions provides additional information about **Training Request Course Information** page fields.

Figure A-52: Training Request Course Information Page Field Descriptions

Field Name	Description	Features
Course Information (group box)		
Course	The number of the training course.	Required. Click the hyperlink to search for values.
Title	The title of the training course.	Required.
Program Office	The program office where the training course is given.	Optional.
Class Sequence	The class sequence of the training course.	Optional.
Dates (group box)		
Start Date	The date the training class begins.	Optional.
End Date	The date the training class ends.	Optional.
Drop Date	The date by which the class must be dropped to avoid any penalty charges.	Optional.
Course Hours (group box)		
During Duty	The training hours that occur during required duty hours.	Optional.
Non-duty	The training hours that occur during non-duty hours.	Optional.
Total	The sum of the During Duty and Non-Duty hours.	System-maintained.
Training Address (group box)	Displays the Course Address page that allows you to enter the address of the training class.	Optional.

Field Name	Description	Features
Address Same As Vendor (check box)	If the location of the training is the same as the location of the vendor, the Address Same As Vendor check box should be checked.	Optional. Defaults to unchecked.
Objectives and Benefits	Detail the objectives and benefits of the training course entered on the form.	Optional.

13.3.8 Training Address section

Figure A-53: Training Address Section shows the section an address can be recorded for the training request.

Figure A-53: Training Address Section

The screenshot shows a form section titled "Training Address". It contains the following fields:

- Standardized Format: Yes (dropdown menu)
- Name: [Text input field]
- Address: [Text input field]
- City: [Text input field]
- State: [Text input field] with a small edit icon
- Postal Code: [Text input field] with a small edit icon
- County: [Text input field]
- Country: [Text input field] with a small edit icon
- Phone: [Text input field]
- Fax: [Text input field]
- Email: [Text input field]
- Contact: [Text input field]
- Title: [Text input field]

On the right side of the form, there is a checkbox labeled "Address Same As Vendor" which is currently unchecked.

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Figure A-54: Training Address Field Descriptions provides additional information about Training Address fields.

Figure A-54: Training Address Field Descriptions

Field Name	Description	Features
Standardized Format	U.S/ Non U.S Address Indicator	Optional.
Name	The name of the vendor.	Optional.
Address	The vendor's street address.	Optional.
City	The city in which the vendor is located.	Optional.
State	The state in which the vendor is located.	Optional.
Zip Code	The postal zip code for the vendor.	Optional.
County	The county in which the vendor is located.	Optional.
Country	The country of the vendor. Valid values are listed in the Countries Maintenance table.	Optional.
Phone	The phone number of the vendor.	Optional.
Fax	The fax number of the vendor.	Optional.
Email	The Internet e-mail address of the vendor.	Optional.
Contact	The contact person at the vendor organization.	Optional.
Title	The title of the contact person at the vendor organization.	Optional.

13.3.9 Employees Page

The **Employee Selection** page is displayed by clicking the **Employees** tab and clicking the Add button. This page contains allows users to search for employees the specified training class.

Figure A-55: Employee Search displays the **Employee Search** page.

Figure A-55: Employee Search Page

Employee	First Name	Middle Name	Last Name
- NO ITEMS TO DISPLAY -			

Figure A-56: Employee Search Page Field Descriptions provides additional information about the fields of the **Employee Search** page.

Figure A-56: Employee Search Page Field Descriptions

Field Name	Description	Features
Search Criteria (group box)		
Employee	Allows users to search by the employee code number.	Optional.
First Name	Allows users to search by the employee's first name.	Optional.
Middle Name	Allows users to search by the employee's middle name.	Optional.

Field Name	Description	Features
Last Name	Allows users to search by the employee's last name.	Optional.
Search (button)	Initiates search for employees that match user-specified search criteria.	Users should enter appropriate search criteria before clicking the Search button.
Cancel (button)	Returns users to the Employees page of the Training Request form.	Will return users back to the Employee tab
Select (button)	Adds highlighted employees to the Employees page of the Training Request form.	Users must select employees before clicking Select to add to the Employees page of the Training Request form.
View as CSV (button)	Allows an export to Excel	
Sort (button)	Enables users to sort on results	

13.3.10 Training Request Accounting Line Page

The **Training Request Accounting Line** page is accessible by clicking the **Accounting Lines** tab. This page contains the accounting information that is used to fund the training request. When completing the **Accounting Line** page, an existing reservation, or a reservation's accounting line, can be referenced. When referencing a reservation, the accounting information and the line amount(s) from the reservation appear on the request. The referenced reservation is liquidated once the training request is processed. **Figure A-57: Training Request Accounting Line Page** displays the **Accounting Line** page of the Training Request form.

Figure A-57: Training Request Accounting Line Page

[Header](#) | [Office Addresses](#) | [Suggested Vendors](#) | [Employees](#) | [Accounting Lines](#) | [Approval Routing](#) | [Memos](#) | [Summary Correspondence](#)

Accounting Line

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

General

Line Number:	<input type="text" value="1"/>	Source Number:	<input type="text"/>
Transaction Type:	<input type="text"/>		
Period of Performance			
Start Date:	<input type="text"/>	End Date:	<input type="text"/>
Related Cost Type:	<input type="button" value="N/A"/>		

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Line Amounts

Current Amount		
Requested	<input type="text" value="\$0.00"/>	
Applied Credit	<input type="text" value="\$0.00"/>	
Net Total	<input type="text" value="\$0.00"/>	

Figure A-58: Training Request Accounting Line Page Field Descriptions provides additional information about **Training Request Accounting Lines** page fields.

Figure A-58: Training Request Accounting Line Page Field Descriptions

Field Name	Description	Features
Line Number	A number that uniquely identifies the line.	If blank, Pegasys will default the value of the next sequential number from the highest line number already entered.
Transaction Type	An alphanumeric code used in combination with the transaction's document type, that determines the general ledger postings and budgetary impact. Valid values are listed in the Transaction Definition Maintenance table.	System-maintained.
Period of Performance (group box)		
Start Date	The date ordered services begin.	Optional.
End Date	The date ordered services cease.	Optional.
Source Number	The specific source of the financial transaction activity.	Optional
Related Cost Type	The category to which the accounting line relates to.	Drop-down box
Line Amounts (group box)		
Requested	The original dollar amount of the accounting line.	Optional.
Applied Credit	The credit amount applied to the accounting line.	Currently not in use.
Net	The difference between the original line amount and the applied credit.	Optional.
Type	The document type of the referenced document.	System-maintained.

Field Name	Description	Features
Document	Consists of two fields: Field 1: The document number of the referenced document. Field 2: The line number of the referenced accounting line.	
Final (check box)	If checked, liquidates the referenced document and returns unused money to budget.	Optional. Defaults to checked when the request is processed and the line amount equals the referenced line amount.
Misc. (check box)	If checked, the accounting line will update the referenced document's miscellaneous amount and does not liquidate a specific accounting line.	Optional. Defaults to unchecked.
Default (button)	Brings over accounting data from a reservation (if the Copy Forward feature was not used).	Optional.
View (button)	Opens the referenced document	Optional
Accounting (group box)		
Template	The accounting template used to obtain the accounting strip. Valid values are listed in the Accounting Template Maintenance table.	Required.
BFYs	Budget Fiscal Year(s) of the accounting strip for which the form is being processed. Displayed in two fields: Field 1: Beginning Budget Fiscal Year (BBFY). Field 2: Ending Budget Fiscal Year, if applicable (EBFY).	Required. Will default based on the accounting template selected.
Fund	The fund code of the accounting strip. Valid values are listed in the Fund Maintenance table.	Required. Will default based on the accounting template selected.
Region	The region code of the accounting strip. Valid values are listed in the Region Maintenance table.	Will default based on the accounting template selected.
Program	The program code of the accounting strip. Valid values are listed in the Program Maintenance table.	Will default based on the accounting template selected.
Org Code	The organization code of the accounting strip. Valid values are listed in the Organization Maintenance table.	Will default based on the accounting template selected.
Sub Object Class	The sub object class of the accounting strip. Valid values are listed in the Sub Object Class Maintenance table.	Required.
Activity	The activity code of the accounting strip. Valid values are listed in the Activity Code Maintenance table.	May default and/or may become required, based on the accounting template selected.
Project Code	The project/grant/case number/audit number code/profit center of the accounting strip. Valid values are listed in the Project Maintenance table.	May default and/or may become required, based on the accounting template selected.
Building #	The building number of the accounting strip. Valid values are listed in the Building Number Maintenance table.	Optional.

Field Name	Description	Features
Work Item	The work item/work category code of the accounting strip. Valid values are listed in the Sub Project Maintenance table.	Optional.
System	The system code of the accounting strip. Valid values are listed in the System Maintenance table.	Optional.
Vehicle Tag #	The vehicle tag of the accounting strip. Valid values are listed in the Vehicle Tag Maintenance table.	Optional.
Cost Organization	Currently not in use.	
YBA	The year of budget authority	Optional.
Agreement (section)	Used to specify an agreement (e.g., RWA, IBAA) to be associated with the request. Displayed in two fields: Field 1: Agreement number. Field 2: Line number	Optional.
Contract Line Info (section)	Used to specify a Contract number and/or its contract line item number (CLIN) or sub-contract line item number, or Blanket Agreement number, or Delivery Order number for this accounting line that is referenced by the request.	Optional.
Description (section)	Displays the Description and Extended Description fields to enter additional information about this accounting line.	Optional.

13.3.11 Contract Line Info Section

The Contract Line Information section displays contract information for the order. **Figure A-59: Contract Line Info Section** displays the **Contract Line Info** section.

Figure A-59: Contract Line Info Section

Contracts Line Info

Contracts Number:

Blanket Agreement Number:

Delivery Order Number:

Contracts Line Item Number:

Sub Contracts Line Item Number:

Blanket Agreement Line Item Number:

Sub Blanket Agreement Line Item Number:

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Figure A-60: Contract Line Section Descriptions provides additional information about **Contract Line** section fields.

Figure A-60: Contract Line Section Descriptions

Field Name	Description	Features
Blanket Agreement Line Item Number	The line item number of the blanket purchase agreement associated with this form.	Optional
Blanket Agreement Number	The number of the blanket purchase agreement. The value must be valid in the Blanket Agreement maintenance table.	Optional
Contract Number	The contract number that applies to this item. The value must be valid in the Contract maintenance table.	Optional
Contract Line Item Number	The number of the contract line to which this form applies.	Optional
Delivery Order Number	The number of the delivery order to which this form applies.	Optional
Sub-Blanket Agreement Line Item Number	The line item number of the sub blanket purchase agreement associated with this form.	Optional
Sub-Contract Line Item Number	The number of the sub-contract line to which this form applies.	Optional

13.4 Purchase Order

13.4.1 Purchase Order Header Page

The first page of the purchase order is the **Header** page. The **Header** page contains general information about the order, such as the date of the order and the vendor. **Figure A-61: Purchase Order Header Page** displays the **Header** page of the Purchase Order form.

Figure A-61: Purchase Order Header Page

Figure A-62: Purchase Order Header Page Field Descriptions provides additional information about the **Purchase Order Header** page fields.

Figure A-62: Purchase Order Header Page Field Descriptions

Field Name	Description	Features
Title	Displays the title of the purchase order.	Optional.
Ordered By	The name of the person who creates the purchase order form.	Required.
Order Date	The date the purchase order was made. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Required. If blank, defaults to the current date.
Acctg Period	The accounting period in which this transaction is to be recorded. Enter the value in one of the following formats in which MM refers to the <u>fiscal</u> month and YY refers to the <u>fiscal</u> year: MM/YY MM/YYYY	Required. If blank, defaults to the current Accounting Period.
Reporting Acctg Period	The accounting period in which this transaction should be reported, based on when the transaction is entered. Enter the value in one of the following formats in which MM refers to the <u>fiscal</u> month and YY refers to the <u>fiscal</u> year: MM/YY MM/YYYY	Required. If blank, defaults to the current Accounting Period.
Batch Number	Identifies the batch number associated with this transaction. This number is used when conducting offline batch processing.	Currently not in use.
Agency DUNS Number	The DUNS number of the agency using the system. This number is mapped to the IPAC Outbound file in the Sender DUNS field.	Currently not in use.
Agency DUNS+4	The DUNS+4 number of the agency using the system. This number is mapped to the IPAC Outbound file in the Sender DUNS+4 field.	Currently not in use.
Document Classification	The predefined group (defined on the Document Classification Maintenance table) to which this transaction belongs.	Optional.
Security Org	The security organization established when the form was created. Only users specified in the security organization of the request will have access to this form. Note: <i>If sending to other services for approval, user must select "GSA" as the security organization.</i>	System-maintained. Defaults to user's security organization.
Suppress Printing (check box)	Indicates that this form should not be printed from Pegasys.	Currently not in use.
Fast Pay (check box)	Currently not in use.	GSA not using.
Receipt Required (check box)	If checked, a Receiver form must be entered before the vendor can be paid.	Currently not in use.

Field Name	Description	Features
Invoice Required (check box)	If checked, a Vendor Invoice must be entered before the vendor can be paid.	Currently not in use.
Vendor (group box)		
Code	<p>Displayed in two fields:</p> <p>Field 1: Vendor Code—The code specifically assigned to a particular vendor listed on the Vendor Maintenance table. The code is the TIN (Taxpayer Identification Number), except for foreign vendors and employees.</p> <p>Field 2: Address Code—The address code linked to the vendor code listed in Field 1.</p>	<p>Required.</p> <p>The combination of vendor code and vendor address code must be valid on the Vendor Maintenance table.</p>
Name	The name of the vendor providing the goods or services.	System-maintained.
More (button)	Displays the Vendor Information page that identifies address information about the vendor.	Becomes enabled when vendor criteria are entered in the Code fields.
Remit To Address	Address code associated with the vendor's payment address.	<p>Required.</p> <p>The code must be valid for the specified vendor on the Vendor Maintenance table.</p>
More (button)	Displays information about the vendor's payment address.	Becomes enabled when a valid address code is entered in the Remit To Address field.
Alternate Payee (group box)—GSA not using.		
Code	<p>Displayed in two fields:</p> <p>Field 1: Alternate Payee Code—The code that specifically identifies the vendor to be used as an alternate payee.</p> <p>Field 2: Address Code—The address code linked to the Alternate Payee Code listed in Field 1.</p>	Currently not in use.
Name	The name of an alternate payee vendor.	Currently not in use.
More (button)	Displays the Alternate Payee Information containing additional information about the alternate payee.	Currently not in use.
Designated Agent (group box)		
Code	<p>Displayed in two fields:</p> <p>Field 1: Designated Agent Code—The code that specifically identifies the vendor to be used as a designated agent.</p> <p>Field 2: Address Code—The address code linked to the Designated Agent Code listed in Field 1.</p>	Optional.
Name	The name of the designated agent.	System-maintained.
More (button)	Displays the Designated Agent Information page that identifies additional information about the designated agent.	Becomes enabled when designated agent criteria are entered in the Code fields.
Default (button)	Click to default data fields or accounting lines based on the referenced document. The default button is present in many areas of the system and when clicked, will populate fields with default data when proper validation data has been entered.	Optional.

Field Name	Description	Features
Customer Account	The customer account number assigned to the agency by the vendor. Place the ALC (Agency Location Code) here, if needed.	Optional.
Line Amounts (group box)		
Net Amount	The total net amount of the purchase order's accounting lines. The value equals the difference between the Original Order total and the Applied Credits total.	System-maintained.
Cost+Fee Amount	The Cost amount of the transaction.	Optional.
Prorate Amount	Used to change the total amount of the entire order and distribute it across all accounting lines in such a manner that each accounting line will still represent the same percentage of the total as it before the order was prorated.	Optional.
Prorate (button)	Distributes the sum specified in the Prorate Amount field across all accounting lines while maintaining the same percentage amounts for each accounting line.	Optional.
Contracts (section)	Displays the Order Contract Information section that provides details on the contract with which the purchase order is associated.	Optional.
Discount Terms (section)	Displays the Terms section that describes specifics of the order such as, the order's tender type, information regarding place of inspection, and the estimated holdback percentage.	Optional.
Credit Card Info (section)	Displays the Credit Card Information section that contains number, alias, name, authorization code, and date of charge information.	Optional.
Shipping Information (group box)	Displays the shipping information.	Optional.
Header/Footer	General information about the itemized lines.	Optional.
External System Information (group box)	External system identifier information.	Optional.
Description (section)	Displays the Description and Extended Description fields to enter additional information about the purchase order.	Optional.

13.4.2 Contracts Section

The Contracts Section displays additional information about the order. **Figure A-63: Contract Section** displays the Contracts section.

Figure A-63: Contract Section

Contracts

Contracts Number:

Blanket Agreement Number:

Delivery Order Number:

Contracts Specialist:

Expiration Date:

Type of Action:

Order Type:

Priority:

Priority Rating:

Primary NAICS:

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View Contract / Blanket Agreement

Figure A-64: Contracts Section Field Descriptions provides additional information about the fields in the **Contract** section.

Figure A-64: Contracts Section Field Descriptions

Field Name	Description	Features
Blanket Agreement Number	The number of the blanket purchase agreement. The value must be valid in the Blanket Agreement maintenance table.	Optional.
Contract Number	The contract number that applies to this item. The value must be valid in the Contract maintenance table.	Optional.
Contract Specialist	The name of the contract specialist.	Optional.
Delivery Information	General delivery information.	Optional.
Delivery Order Number	The number of the delivery order to which this form applies.	Optional.
Expiration Date	The expiration date for the agreement.	Optional.
Order Type	The type of order associated with the payment, either Delivery or Purchase.	Optional.
Primary NAICS	A unique code that identifies the given item (North American Industrial Classification System).	Optional.
Priority	The priority level associated with this item.	Optional.
Priority Rating	The priority rating associated with this document (1-10).	Optional.
Type of Action	The type of purchasing action ordered (for example, competitive contract, task order, simplified purchase).	Optional.

13.4.3 Credit Card Information Section

The **Credit Card Information** section is used to record and display information pertaining to a credit card used for the transaction(s). **Figure A-65: Credit Card Information Section** displays the **Credit Card Information** section.

Figure A-65: Credit Card Information Section

The screenshot shows a form titled "Credit Card Information". It contains five input fields: "Credit Card" (a numeric input field), "Alias" (a text input field with a small edit icon), "Name" (a text input field), "Authorization Code" (a numeric input field), and "Date of Charge" (a date input field). The "Alias" field has a small blue edit icon next to it.

Figure A-66: Credit Card Information Section Field Descriptions provides additional information about the **Credit Card Information** section fields.

Figure A-66: Credit Card Information Section Field Descriptions

Field Name	Description	Features
Credit Card	The number of the Credit Card used. Valid values are listed on the Credit Card Maintenance table.	Optional. If the alias is used to reference the credit card, the number will not display.
Alias	The alias is an identification code for a Credit Card that can be entered in lieu of the actual Credit Card number when recording Credit Card transactions in Pegasys. The alias is comprised of the first 12 characters of the cardholder's name in this format: Last Name + First Name + Middle Initial and the last 4-digits of the actual credit card number.	Required (For credit card transactions). System-maintained (if a valid entry is made in the Credit Card field).
Name	Displays the name of the Credit Card's authorized user as recorded on the Credit Card Maintenance table.	System-maintained.
Authorization Code	The authorization or approval code given by the vendor for the credit card purchase.	Optional.
Date of Charge	The date of actual purchase.	Optional.

13.4.4 Discount Terms Section

The **Discount Terms** section displays additional information about the order. **Figure A-67: Discount Terms Section** displays the **Discount Terms** section.

Figure A-67: Discount Terms Section

Discount Terms

Tender Type:	<input type="text"/>	
Estimated Holdback Percent:	0.000	
Estimated Holdback Amount:	\$0.00	
Place of Inspection:	<input type="text"/>	
Inspection Days:	<input type="text"/>	
Place of Acceptance:	<input type="text"/>	
Acceptance Days:	<input type="text"/>	
Negotiated Payment Days:	<input type="text"/>	

Discounts

Days	Percentage (%)	Amount
0	0.000	\$0.00
0	0.000	\$0.00
0	0.000	\$0.00
0	0.000	\$0.00

Figure A-68: Discount Terms Section Field Descriptions provides additional information about the fields in the **Discount Terms** section.

Figure A-68: Discount Terms Section Field Descriptions

Field Name	Description	Features
Tender Type	An alphanumeric code that identifies the type of purchase method. The value must be valid in the Tender Type Maintenance table.	Optional.
Estimated Holdback Percent	The percentage of the order total that is being held back from payment.	Currently not in use.
Estimated Holdback Amount	The amount of the order total that is being held back from payment.	Currently not in use.
Place of Inspection	The location designated for the inspection of the ordered items.	Optional.
Inspection Days	Determines the number of days within which any goods received against the order must be marked as inspected.	Optional. Defaults to zero.
Place of Acceptance	The location designated for the acceptance of the ordered items.	Optional.
Acceptance Days	Determines the number of days within which any goods received against the order must be marked as accepted.	Optional. Defaults to zero.
Negotiated Payment Days	The number of days after an invoice is received within which payment must be made to avoid interest charges.	Optional. Defaults to zero.
Discounts (group box)		
Days	The number of days when you receive the invoice that the associated discount is applicable. Three fields are available to enter discounts over different day ranges.	Optional. Defaults to zero.

Field Name	Description	Features
Percentage	The discount percentage you receive on an order if paid within the corresponding discount days.	Optional. Becomes enabled when an entry is made in corresponding Days field.
Amount	The discount amount you receive on an order if paid within the corresponding discount days.	
		Optional. Defaults to zero.

13.4.5 Purchase Order Office Address Page

The **Office Address** page is accessible by clicking the **Office Addresses** tab. The **Office Addresses** summary page displays the address types that may be entered on the **Purchase Order**. The **Office Address** page contains the address information. **Figure A-69: Purchase Order Office Address Page** displays the **Office Address** page of the purchase order form.

Figure A-69: Purchase Order Office Address Page

Office Type	Office	Address Code
Admin		
COTR		
Delivery		
Issue		
Invoice		
Order		
Property		

Figure A-70: Purchase Order Office Address Field Descriptions provides additional information about **Office Address** fields for the **Purchase Order** form.

Figure A-70: Purchase Order Office Address Field Descriptions

Field Name	Description	Features
------------	-------------	----------

Field Name	Description	Features
Office Type	Identifies the address currently displayed. Options are COTR, Delivery, Issue, and Order.	System-maintained.
Code	The code is displayed in two fields: Address code—The address code of the office associated with the request. Valid values are listed on the Office Maintenance table.	Optional. Address code is system-maintained when Office code is selected.
Get Address (button)	Defaults address information associated with the Office Address Code.	
Clear Address (button)	Clears Address	
Address Information (group box)		
Standardized Format	U.S/ Non U.S Address Indicator	Optional System-maintained if the code option is used.
Name	The name of the individual associated with the address.	Optional. System-maintained if the code option is used.
Address	The street address for the office.	Optional. System-maintained if the code option is used.
City	The city where the office is located.	Optional. System-maintained if the code option is used.
State	The state where the office is located. Valid values are listed in the State Maintenance table.	Optional. System-maintained if the code option is used.
Zip Code	The postal zip code of the address.	
County	The county where the office is located	Optional. System-maintained if the code option is used.
Country	The country where the office is located. Valid values are listed in the Countries Maintenance table.	Optional. System-maintained if the code option is used.
Contact	The primary point of contact at the address office. Prints on the purchase order.	Optional. System-maintained if the code option is used.
Phone	The phone number of the address. Enter the value in the following format: (###) ### - ####	Optional. System-maintained if the code option is used.
Email	The Internet e-mail address of the office/contact person.	Optional. System-maintained if the code option is used.
Fax	The fax number of the address. Enter the value in the following format: (###) ### - ####	Optional. System-maintained if the code option is used.

Field Name	Description	Features
Title	The title of this address.	Optional. System-maintained if the code option is used.

13.4.6 Purchase Order Header Accounting Line Page

The purchase order **Header Accounting Line** page is accessible by clicking the **Header Accounting Lines** tab. This page contains the accounting information that is used to fund the order. **Figure A-71: Purchase Order Header Accounting Line Page** displays the **Accounting Line** page of the Purchase Order form.

Figure A-71: Purchase Order Header Accounting Line Page

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

Header | Fixed Assets | Office Addresses | **Header Accounting Lines** | Itemized Lines | Approval Routing | Memos | Summary

Header Accounting Line | Tax Lines

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

General

Line Number:	1	Source Number:	<input type="text"/>
Transaction Type:	<input type="text"/>	IPAC Document Identifier:	<input type="text"/>
Prompt Pay Type:	<input type="text"/>		
Period of Performance			
Start Date:	<input type="text"/>	End Date:	<input type="text"/>
Related Cost Type:	<input type="button" value="N/A"/>		

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Line Amounts

Current Amount	
Ordered	\$0.00
Applied Credit	\$0.00
Withholding Tax	\$0.00
Line Amount After Withholding	\$0.00
Withholding Tax Allowance	\$0.00
Net Total	\$0.00

Figure A-72: Purchase Order Header Accounting Lines Page Field Descriptions provides additional information about Purchase Order Accounting Lines page fields.

Figure A-72: Purchase Order Header Accounting Lines Page Field Descriptions

Field Name	Description	Features
Line Number	A number that uniquely identifies the line.	If blank, Pegasys will default the value of the next sequential number from the highest line number already entered.
Transaction Type	An alphanumeric code used in combination with the transaction's document type, that determines the general ledger postings and budgetary impact. Valid values are listed in the Transaction Definition Maintenance table.	System-maintained.
Period of Performance (group box)		
Start Date	The date ordered services begin.	Optional.
End Date	The date ordered services cease.	Optional.
Prompt Pay Type	The prompt payment type associated with the order.	Optional.
Related Cost Type	Used to designate funding allocated for Related Costs that is above the actual cost.	Optional. Drop-down list provides list of valid values.
Source Number	The specific source of the financial transaction activity.	Optional
Line Amounts (group box)		
Ordered	The dollar amount of the accounting line.	Required.
Applied Credit	The credit amount applied to the accounting line.	Currently not in use.
Taxes	Total amount of taxes charged.	System-maintained.
Net Total	The total transaction amount.	System-maintained.
Reference (group box)		
Type	The document type of the referenced document.	Optional.
Document	Consists of two fields: Field 1: The document number of the referenced document. Field 2: The line number of the referenced accounting line.	Optional.
Final (check box)	If checked, liquidates the referenced document and returns unused money to budget.	Optional.
Misc. (check box)	If checked, the accounting line will update the referenced document's miscellaneous amount and does not liquidate a specific accounting line.	Optional.
Default (button)	Brings over accounting data from a request (if the Copy Forward feature was not used).	Optional.
Accounting (group box)		
Template	The accounting template used to obtain the accounting strip. Valid values are listed in the Accounting Template Maintenance table.	Required.
BFYs	Budget Fiscal Year(s) of the accounting strip for which the form is being processed. Displayed in two fields: Field 1: Beginning Budget Fiscal Year (BBFY). Field 2: Ending Budget Fiscal Year (EBFY), if applicable.	Required. Will default based on the accounting template selected.

Field Name	Description	Features
Fund	The fund code of the accounting strip. Valid values are listed in the Fund Maintenance table.	Required. Will default based on the accounting template selected.
Region	The region code of the accounting strip. Valid values are listed in the Region Maintenance table.	Will default based on the accounting template selected.
Program	The program code of the accounting strip. Valid values are listed in the Program Maintenance table.	Will default based on the accounting template selected.
Org Code	The organization code of the accounting strip. Valid values are listed in the Organization Maintenance table.	Will default based on the accounting template selected.
Sub Object Class	The cost element code of the accounting strip. Valid values are listed in the Sub Object Class Maintenance table.	Required.
Activity	The activity code of the accounting strip. Valid values are listed in the Activity Code Maintenance table.	May default and/or may become required based on the accounting template selected. Click the hyperlink to search for values.
Project Code	The project/grant/case number/audit number code/profit center of the accounting strip. Valid values are listed in the Project Maintenance table.	May default and/or may become required based on the accounting template selected. Click the hyperlink to search for values.
Bldg #	The building number of the accounting strip. Valid values are listed in the Building Number Maintenance table.	Optional.
Work Item	The work item/work category code of the accounting strip. Valid values are listed in the Sub Project Maintenance table.	Optional.
System	The system code of the accounting strip. Valid values are listed in the System Maintenance table.	Optional.
Vehicle Tag #	The vehicle tag of the accounting strip. Valid values are listed in the Vehicle Tag Maintenance table.	Optional.
CBFYs	Canceled Budget Fiscal Year(s) that the form is being processed against.	Optional.
YBA	The year of budget authority	Optional.
Agreement (section)	Used to specify an agreement (e.g., RWA, IBAA) to be associated with the order. Displayed in two fields: Field 1: Agreement number. Field 2: Line number.	Optional.
Contract Line (section)	Used to specify a Contract number and/or its contract line item number (CLIN) or sub-contract line item number, or Blanket Agreement number, or Delivery Order number for this accounting line that is referenced by the order.	Optional.
Description (section)	Displays the Description and Extended Description fields to enter additional information about the accounting line.	Optional.
Tax Lines (tab)		

Field Name	Description	Features
Line Type	The line type of the tax line. Valid values include Withholding and Withholding Allowance.	Required drop down box
Line Number	The numeric value of the line for ordering the lines. On forms, if no value is entered, the system defaults this value to the next sequential number from the highest line number already entered.	System - Maintained
Transaction Type	An alphanumeric code for the transaction type used with Withholding Tax Amounts to infer general ledger postings. Must be valid in the Transaction Definition maintenance table.	System - Maintained
Related Cost Type	The category to which the accounting line relates to.	Optional drop down box
Withholding Type	The code used to identify the withholding type data record.	Required drop down box
Tax Authority (Group box)	Tax Authority Code and Tax Authority Vendor Name.	System - Maintained
Tax Reporting Category	The type of tax associated with each withholding type. Valid values include Federal, State, Local, Social Security, and Medicare.	System - Maintained
Amount	The total tax amount for the tax line.	Required
Withholding Tax Percentage	Indicates the percentage of tax that should be withheld for the given withholding type.	System - Maintained
Calculate (button)	Click to calculate the Tax Line Amount. If tax line equals Withholding line Type, then the system multiplies the header accounting line amount by the tax percent to arrive at the withholding tax amount. The withholding tax amount is then subtracted from the header accounting line amount to recalculate the line amount. The recalculated amount will be stored as the Line After Withholding Amount. The header accounting line's total amount is the sum of the line amount plus the withholding tax amount. If tax line equals Withholding Allowance line Type, then the system multiplies the header accounting line amount by the tax percent to arrive at the withholding tax allowance amount. The header accounting line's total amount is the sum of the line amount plus the withholding tax allowance amount. The net total amount on the tax line will be the Line After Withholding Amount plus the withholding amount + the withholding allowance amount.	Button
Additional Attributes (group box)	Prior Year Adjustment, To/From, and Transfer Treasury Symbol	Optional
Accounting Dimensions (group box)	Accounting Dimensions	Required
Description	Description of the tax line	Optional

13.4.7 Contracts Line Section

The Contract Line Information section displays contract information for the request. **Figure A-73: Contracts Line Information Section** displays the **Contract Line Information** section.

Figure A-73: Contracts Line Information Section

Contracts Line

Contracts Number:

Blanket Agreement Number:

Delivery Order Number:

Contracts Line Item Number:

Sub Contracts Line Item Number:

Blanket Agreement Line Item Number:

Sub Blanket Agreement Line Item Number:

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Figure A-74: Contract Line Section Descriptions provides additional information about Contract Line section fields.

Figure A-74: Contract Line Section Descriptions

Field Name	Description	Features
Blanket Agreement Line Item Number	The line item number of the blanket purchase agreement associated with this form.	Optional
Blanket Agreement Number	The number of the blanket purchase agreement. The value must be valid in the Blanket Agreement maintenance table.	Optional
Contract Number	The contract number that applies to this item. The value must be valid in the Contract maintenance table.	Optional
Contract Line Item Number	The number of the contract line to which this form applies.	Optional
Delivery Order Number	The number of the delivery order to which this form applies.	Optional
Sub-Blanket Agreement Line Item Number	The line item number of the sub blanket purchase agreement associated with this form.	Optional
Sub-Contract Line Item Number	The number of the sub-contract line to which this form applies.	Optional

13.4.8 Purchase Order Itemized Line Page

The **Itemized Line** page of an **Itemized Purchase Order** form is accessible by clicking the **Itemized Lines** tab. This page contains the commodity line item information found on the order. Line items, their associated unit price, quantity, and funding information are entered on the **Itemized Line** page. **Figure A-75: Purchase Order Itemized Line Page** displays the **Itemized Line** page of the itemized purchase order form.

Figure A-75: Purchase Order Itemized Line Page

[Verify](#) [Save](#) [Submit](#) [Schedule](#) [Refresh](#) [Fund Currency](#) [Add Shortcut](#) [Attachments](#) [Print](#) [Route](#)

[Header](#) | [Fixed Assets](#) | [Office Addresses](#) | [Header Accounting Lines](#) | **Itemized Lines** | [Approval Routing](#) | [Memos](#) | [Summary](#)

Itemized Line [Delivery Instances](#) [Accounting Lines](#) [Fixed Assets](#)

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

General

Line Number:	<input type="text" value="1"/>	Source Number:	<input type="text"/>
Item #:	<input type="text"/>	Receipt Required:	<input type="button" value="▼"/>
Prompt Pay Type:	<input type="text"/>	* <u>Commodity:</u>	
<u>Period of Performance</u>		* Commodity Code: <input type="text"/>	
Start Date:	<input type="text"/>	End Date:	<input type="text"/>
		* Commodity Name: <input type="text"/>	
		Unit:	<input type="text"/>
<input type="button" value="Use QPB"/>			

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Figure A-76: Purchase Order Itemized Line Page Field Descriptions provides additional information about Purchase Order Itemized Lines page fields.

Figure A-76: Purchase Order Itemized Line Page Field Descriptions

Field Name	Description	Features
Line Number	A number that uniquely identifies the line.	If no value is entered, Pegasys defaults to the next sequential number from the highest line number already entered.
Commodity Code	The commodity code of the commodity line item being entered. Valid values are listed in the Commodity Maintenance table.	Required.
Commodity Name	The name of the commodity item being ordered.	Required.
Unit	The unit of measure in which the commodity item is sold (e.g., case, dozen, each). This value must be valid in the Units Maintenance table.	Required.
Item #	The item number of the commodity being ordered (i.e., vendor's catalog number).	Optional
Prompt Pay Type	An alphanumeric code that identifies the prompt pay type.	
Period of Performance (group box)		
Start Date	The date on which the ordered services began.	Optional
End Date	The date on which the ordered services end.	Optional
Line Amounts (group box)		
Original Quantity	The number of units ordered.	Required.
Original Unit Price	The price for each unit of the commodity.	Required.

Field Name	Description	Features
Amount	The total dollar amount of this accounting line. If a Pricing Unit and Number of Units are entered, this field is calculated as the Unit Price multiplied by the Number of Units and is system-maintained.	System-maintained.
Subtotal	The dollar amount of the itemized line including applied discounts or credits.	System-maintained.
Taxes	Total amount of taxes charged.	System-maintained.
Fees	The total fees.	System-maintained.
Net Total	The total transaction amount.	System-maintained.
Prorate (button)	Recalculates the document totals across all accounting lines while maintaining the same percentage amounts for each accounting line.	
Inventory Information (group box)	Inventory information for the document.	Optional
Discount/Credit (group box)		
Type of Credit	The type of credit or discount offered by the vendor.	Optional. Drop-down list.
Per Unit	The amount of the per unit discount/credit offered by the vendor. When the Discount Type is "Per Unit", this amount will be subtracted from the original unit price to determine the discounted unit price.	Optional.
Total	The total amount of the discount/credit offered by the vendor. When the Discount Type is "Total", this amount will be subtracted from the original total amount (<i>i.e.</i> , quantity x unit price) to determine the discounted total.	Optional.
Reference (group box)		
Type	The document type of the referenced document.	Optional. Drop-down list provides list of valid values.
Document	Consists of two fields: Field 1: The document number of the referenced document. Field 2: The line number of the referenced accounting line.	Optional.
Final (check box)	If checked, liquidates the referenced document and returns unused money to budget.	Optional. Defaults to checked when the line amount equals the referenced line amount.
Misc. (check box)	If checked, the accounting line will update the referenced document's miscellaneous amount and does not liquidate a specific accounting line.	Optional. Defaults to unchecked.
Default (button)	Brings over accounting data from a request (if the Copy Forward feature was not used).	Optional.
Taxes (group box)		
%	The percentage of the tax	Optional
Amount	The amount of the tax	System-maintained.

Field Name	Description	Features
Supplemental Info (section)	Displays the Itemized Line Supplemental Information section that identifies additional descriptive information about the line item.	Optional.
Pricing Options (section)	Displays the Itemized Line Pricing Options Information section that contains contract related line options and additional profit/fee, cost, and quantity information.	Optional.
Contract Line (section)	Used to specify a Contract number and/or its contract line item number (CLIN) or sub-contract line item number, or Blanket Agreement number, or Delivery Order number for this accounting line that is referenced by the order.	Optional.
Description (section)	Displays the Description and Extended Description fields to enter additional information about this itemized line.	Optional.

13.4.9 Supplemental Information Section

The **Itemized Line Supplemental Information** section contains additional descriptive information about the commodity line. **Figure A-77: Itemized Line Supplemental Information Section** displays the **Itemized Line Supplemental Information** section.

Figure A-77: Itemized Line Supplemental Information Section

The screenshot shows a user interface for entering supplemental information. At the top, there is a heading 'Supplemental Info'. Below it are three text input fields: 'Company' (containing a placeholder 'Company:'), 'Serial Number' (containing a placeholder 'Serial Number:'), and 'Color' (containing a placeholder 'Color:'). At the bottom of the section is a blue underlined link 'Return to Top'.

Figure A-78: Itemized Line Supplemental Information Section Field Descriptions provides additional information about the **Itemized Line Supplemental Information** section fields. **Note:** This information will not print on any form. If this information is needed on a printed form, enter information in the **Description** field on the **Header** page.

Figure A-78: Itemized Line Supplemental Information Section Field Descriptions

Field Name	Description	Features
Company	The company that provides the line item.	Optional.
Serial Number	The serial number of the line item.	Optional.
Color	The color of the line item.	Optional.

13.4.10 Pricing Options Section

The **Itemized Line Pricing Options** section contains additional descriptive information about the commodity line. *Figure A-79: Itemized Line Pricing Options Section* displays the **Itemized Line Pricing Options** section.

Figure A-79: Itemized Line Pricing Options Section

The screenshot shows a user interface for the 'Pricing Options' section. At the top, there is a title bar with the text 'Pricing Options'. Below it is a dropdown menu labeled 'IDC Type:' with a small arrow indicating it is a dropdown. At the bottom of the section is a blue underlined link 'Return to Top'.

Figure A-80: Itemized Line Pricing Options Section Field Descriptions provides additional information about the Itemized Line Pricing Options section fields.

Figure A-80: Itemized Line Pricing Options Section Field Descriptions

Field Name	Description	Features
IDC Type	Drop-down list of Definite Quantity, Indefinite Quantity, and Requirements.	Optional

13.4.11 Contracts Line

The Contract Line Information section displays contract information for the request. *Figure A-81: Contracts Line Information Section* displays the **Contract Line Information** section.

Figure A-81: Contracts Line Information Section

The screenshot shows the 'Contracts Line' section. It includes several input fields with edit icons and a 'View Contract / Blanket Agreement' button. The fields are labeled: Contracts Number, Blanket Agreement Number, Delivery Order Number, Contracts Line Item Number, Sub Contracts Line Item Number, Blanket Agreement Line Item Number, and Sub Blanket Agreement Line Item Number. At the bottom is a blue underlined link 'Return to Top'.

Figure A-82: Contracts Line Section Descriptions provides additional information about Contract Line section fields.

Figure A-82: Contracts Line Section Descriptions

Field Name	Description	Features
Blanket Agreement Line Item Number	The line item number of the blanket purchase agreement associated with this form.	Optional
Blanket Agreement Number	The number of the blanket purchase agreement. The value must be valid in the Blanket Agreement maintenance table.	Optional
Contract Number	The contract number that applies to this item. The value must be valid in the Contract maintenance table.	Optional
Contract Line Item Number	The number of the contract line to which this form applies.	Optional
Delivery Order Number	The number of the delivery order to which this form applies.	Optional
Sub-Blanket Agreement Line Item Number	The line item number of the sub blanket purchase agreement associated with this form.	Optional
Sub-Contract Line Item Number	The number of the sub-contract line to which this form applies.	Optional

13.4.12 Accounting Line

The **Accounting Line Information** page is accessible by clicking the **Accounting Lines** tab from the **Itemized Line** page. This page contains the funding and accounting information of the commodity line. **Figure A-83: Accounting Line Information** displays the **Accounting Line Information** page.

Figure A-83: Accounting Line Information

The screenshot shows the Accounting Line Information page with the following interface elements:

- Header:** Header | Office Addresses | Suggested Vendors | Employees | **Accounting Lines** | Approval Routing | Memos | Summary Correspondence
- Title:** Accounting Line
- Buttons:** Expand All | Collapse All
- General Section:**
 - Line Number:**
 - Source Number:**
 - Transaction Type:**
 - Period of Performance:**
 - Start Date:** **End Date:**
 - Related Cost Type:**
- Line Amounts Section:**

Current Amount	
Requested	\$0.00
Applied Credit	\$0.00
Net Total	\$0.00

Figure A-84: Accounting Line Information Page Field Descriptions provides additional information about the **Accounting Line Information** page fields.

Figure A-84: Accounting Line Information Page Field Descriptions

Field Name	Description	Features
Line Number	A number that uniquely identifies this funding line.	If no value is entered, Pegasys defaults to the next sequential number from the highest line number already entered.
Transaction Type	An alphanumeric code used in combination with the transaction's document type, that determines the general ledger postings and budgetary impact. Valid values are listed in the Transaction Definition Maintenance table.	System-maintained.
Prompt Pay Type	The prompt payment type associated with the order.	Optional.
Related Cost Type	Used to designate funding allocated for Related Costs that is above the actual cost.	Optional. Drop-down list provides list of valid values.
Line Amounts(group box)		
Line Amount	The original dollar amount of the accounting line.	Required.
Reference (group box)		
Line Number	The line number of the referenced accounting line.	Optional.
Final (check box)	If checked, liquidates the referenced accounting line.	Optional. Defaults to checked when the request is processed and the line amount equals the referenced line amount.
Accounting Dimensions (group box)		
Template	The accounting template used to obtain the accounting strip. Valid values are listed in the Accounting Template Maintenance table.	Required.
BFYs	Budget Fiscal Year(s) of the accounting strip for which the form is being processed. Displayed in two fields: Field 1: Beginning Budget Fiscal Year (BBFY) Field 2: Ending Budget Fiscal Year, if applicable. (EBFY)	Required. Will default based on the accounting template selected.
Fund	The fund code of the accounting strip. Valid values are listed in the Fund Maintenance table.	Required. Will default based on the accounting template selected
Region	The region code of the accounting strip. Valid values are listed in the Region Maintenance table.	Will default based on the accounting template selected.
Program	The program code of the accounting strip. Valid values are listed in the Program Maintenance table.	Will default based on the accounting template selected.
Org Code	The organization code of the accounting strip. Valid values are listed in the Organization Maintenance table.	Will default based on the accounting template selected.
Sub Object Class	The sub object class code of the accounting strip. Valid values are listed in the Sub Object Class Maintenance table.	Required.
Activity	The activity code of the accounting strip. Valid values are listed in the Activity Code Maintenance table.	May default and/or may become required based on the accounting template selected.

Field Name	Description	Features
Project Code	The project/grant/case number/audit number code/profit center of the accounting strip. Valid values are listed in the Project Maintenance table.	
Building #	The building number of the accounting strip. Valid values are listed in the Building Number Maintenance table.	Optional.
Work Item	The work item/work category code of the accounting strip. Valid values are listed in the Sub Project Maintenance table.	Optional.
Syst	The system code of the accounting strip. Valid values are listed in the System Maintenance table.	Optional.
Vehicle Tag #	The vehicle tag of the accounting strip. Valid values are listed in the Vehicle Tag Maintenance table.	Optional.
Cost Organization	Currently not in use.	
YBA	The year of budget authority	Optional.
Agreement (group box)	Used to specify an agreement (e.g., RWA, IBAA) to be associated with the order. Displayed in two fields: Field 1: Agreement number. Field 2: Line number.	Optional.
Description	Displays the Description and Extended Description fields to enter additional information about this accounting strip.	Optional

13.5 Training Order

13.5.1 Training Order Header Page

The first page of the Training Order form is the **Header** page. The **Header** page contains general information about the order such as the date of the order and the vendor. **Figure A-85: Training Order Header Page** displays the **Header** page of the training order form.

Figure A-85: Training Order Header Page

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

Header Fixed Assets | Office Addresses | Employees | Header Accounting Lines | Itemized Lines | Approval Routing | Memos | Summary
Correspondence

Amendment History Workflow Status Approval History

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

General

Document Type:	<input type="button" value="QW"/> FAS-Training Order	<u>Order Date:</u>	<input type="text"/>	Reset: <input type="checkbox"/>
Status:	NEW	<u>Accounting Period:</u>	<input type="text"/>	
Document Number:	QW12	<u>Reporting Accounting Period:</u>	<input type="text"/>	
Title:				
Ordered By:	<input type="checkbox"/>			
Agency DUNS Number:	<input type="text"/>	Security Org:	GSA	
Agency DUNS+4:	<input type="text"/>	Suppress Printing:	<input type="checkbox"/>	
		Fast Pay:	<input type="checkbox"/>	
		Invoice Required:	<input type="checkbox"/>	
		Receipt Required:	<input type="checkbox"/>	

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Figure A-86: Training Order Header Page Field Descriptions provides additional information about **Training Order Header** page fields.

Figure A-86: Training Order Header Page Field Descriptions

Field Name	Description	Features
Title	Displays the title of the training order.	System-generated.
Ordered By	The name of the person who creates the purchase order form.	Required.
Order Date	The date the purchase order was made. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Required. If blank, defaults to the current date.
Acctg Period	The accounting period in which this transaction is to be recorded. Enter the value in one of the following formats in which MM refers to the <u>fiscal</u> month and YY refers to the <u>fiscal</u> year: MM/YY MM/YYYY	Required. If blank, defaults to the current Accounting Period.

Field Name	Description	Features
Reporting Acctg Period	The accounting period in which this transaction should be reported, based on when the transaction is entered. Enter the value in one of the following formats in which MM refers to the <u>fiscal</u> month and YY refers to the <u>fiscal</u> year: MM/YY MM/YYYY	Required. If blank, defaults to the current Accounting Period.
Batch Number	Identifies the batch number associated with this transaction. This number is used when conducting offline batch processing.	Currently not in use.
Document Classification	The predefined group (defined on the Document Classification Maintenance table) to which this transaction belongs.	Optional.
Security Org	The security organization established when the form was created. Only users specified in the security organization of the request will have access to this form. <i>Note: If sending to other services for approval, user must select "GSA" as the security organization.</i>	System-maintained. Defaults to user's security organization.
Suppress Printing (check box)	Indicates that this form should not be printed from Pegasys.	Currently not in use.
Fast Pay (check box)	Currently not in use.	GSA not using.
Receipt Required (check box)	If checked, a Receiver form must be entered before the vendor can be paid.	Currently not in use.
Invoice Required (check box)	If checked, a Vendor Invoice must be entered before the vendor can be paid.	Currently not in use.
Vendor (group box)		
Code	Address Code—The address code linked to the vendor code listed in Field 1.	Required. The combination of vendor code and vendor address code must be valid on the Vendor Maintenance table.
Name	The name of the vendor providing the goods or services.	System-maintained.
More (button)	Displays the Vendor Information page that identifies address information about the vendor.	Becomes enabled when vendor criteria are entered in the Code fields.
Remit To Address	Address code associated with the vendor's payment address.	
More (button)	Displays information about the vendor's payment address.	Becomes enabled when a valid address code is entered in the Remit To Address field.
Alternate Payee (group box)—GSA not using.		
Code	Displayed in two fields: Field 1: Alternate Payee Code—The code that specifically identifies the vendor to be used as an alternate payee. Field 2: Address Code—The address code linked to the Alternate Payee Code listed in Field 1.	Currently not in use.
Name	The name of an alternate payee vendor.	Currently not in use.

Field Name	Description	Features
More (button) information	Displays the Alternate Payee Information containing additional information about the alternate payee.	Currently not in use.
Amounts (group box)		
Net Amount	The total transaction amount.	System-maintained.
Cost Amount	The Cost amount of the transaction.	Currently not in use.
Prorate Amount	Used to change the total amount of the entire order and distribute it across all accounting lines in such a manner that each accounting line will still represent the same percentage of the total as it before the order was prorated.	Optional.
Prorate (button)	Distributes the sum specified in the Prorate Amount field across all accounting lines while maintaining the same percentage amounts for each accounting line.	Optional.
Contracts (section)	Displays the Order Contract Information section that provides details on the contract with which the purchase order is associated.	Optional.
Discount Terms (section)	Displays the Terms section that describes specifics of the order such as, the order's tender type, information regarding place of inspection, and the estimated holdback percentage.	Optional.
Credit Card Info (section)	Displays the Credit Card Information section that contains number, alias, name, authorization code, and date of charge information.	Optional.
Shipping Information (group box)	Shipping information for the document.	Optional.
External System Information (group box)	External System information for the document.	Optional.
Description (group box)	Displays the Description and Extended Description fields to enter additional information about the purchase order.	Optional.

13.5.2 Contract Information Section

The **Contracts** section displays contract, delivery order, and blanket purchase agreement information associated with the request. **Figure A-87: Contracts Section** displays the **Contracts Information** section.

Figure A-87: Contracts Section

Contracts

Contracts Number:

Blanket Agreement Number:

Delivery Order Number:

Contracts Specialist:

Expiration Date:

Type of Action:

Order Type:

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[View Contract / Blanket Agreement](#)

Figure A-88: Contracts Information Section Field Descriptions provides additional information about the **Contract Information** fields.

Figure A-88: Contracts Information Section Field Descriptions

Field Name	Description	Features
Contract Number	The contract number that applies to this document's purchase.	Optional.
Delivery Order Number	The delivery order number associated with the request.	Optional. Becomes enabled when an entry is made in the Contract Number field.
Blanket Agreement #	The blanket agreement number that applies to this purchase.	Optional.
Contract Specialist	The name of the contract specialist.	Optional.
Expiration Date	The expiration date for the agreement.	Optional.
Type of Action	The type of purchasing action ordered (for example, competitive contract, task order, simplified purchase).	Optional.
Order Type	The type of order associated with the payment, either Delivery or Purchase.	Optional.

13.5.3 Discount Terms

The **Discount Terms** section displays additional information about the order. Figure A-89: Discount Terms Section **Figure A-89: Discount Terms Section** displays the **Discount Terms** section.

Figure A-89: Discount Terms Section

Discount Terms

<u>Tender Type:</u>	<input type="text"/>	
<u>Inspection Days:</u>	<input type="text"/>	
<u>Acceptance Days:</u>	<input type="text"/>	
<u>Negotiated Payment Days:</u>	<input type="text"/>	
Discounts		
Percentage (%)		
<input type="text"/> 0.0000000		

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Figure A-90: Discount Terms Section Field Descriptions provides additional information about the fields in the **Discount Terms** section.

Figure A-90: Discount Terms Section Field Descriptions

Field Name	Description	Features
Tender Type	An alphanumeric code that identifies the type of purchase method. The value must be valid in the Tender Type Maintenance table.	Optional.
Inspection Days	Determines the number of days within which any goods received against the order must be marked as inspected.	Optional. Defaults to zero.
Acceptance Days	Determines the number of days within which any goods received against the order must be marked as accepted.	Optional. Defaults to zero.
Negotiated Payment Days	The number of days after an invoice is received within which payment must be made to avoid interest charges.	Optional. Defaults to zero.
Discounts (group box)		
Percentage	The discount percentage you receive on an order if paid within the corresponding discount days.	Optional. Becomes enabled when an entry is made in corresponding Days field.

13.5.4 Credit Card Information

The **Credit Card Information** section is used to record and display information pertaining to a credit card used for the transaction(s). **Figure A-91: Credit Card Information Section** displays the **Credit Card Information** section.

Figure A-91: Credit Card Information Section

A screenshot of a software interface showing the 'Credit Card Information' section. It contains five input fields: 'Credit Card' (a dropdown menu), 'Alias' (a text input field with a pencil icon), 'Name' (a text input field), 'Authorization Code' (a text input field), and 'Date of Charge' (a text input field).

Figure A-92: Credit Card Information Section Field Descriptions provides additional information about the **Credit Card Information** section fields.

Figure A-92: Credit Card Information Section Field Descriptions

Field Name	Description	Features
Credit Card	The number of the Credit Card used. Valid values are listed on the Credit Card Maintenance table.	Optional. If the alias is used to reference the credit card, the number will not display.
Alias	The alias is an identification code for a Credit Card that can be entered in lieu of the actual Credit Card number when recording Credit Card transactions in Pegasys. The alias is comprised of the first 12 characters of the cardholder's name in this format: Last Name + First Name + Middle Initial and the last 4-digits of the actual credit card number.	Required (For credit card transactions). System-maintained (if a valid entry is made in the Credit Card field).
Name	Displays the name of the Credit Card's authorized user as recorded on the Credit Card Maintenance table.	System-maintained.
Authorization Code	The authorization or approval code given by the vendor for the credit card purchase.	Optional.
Date of Charge	The date of actual purchase.	Optional.

13.5.5 Shipping Information

The Shipping Information section displays shipping information for the request. **Figure A-93: Shipping Information Section** displays the **Shipping Information** section.

Figure A-93: Shipping Information Section

Shipping Information

Additional Markings:

Delivery Date:

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Figure A-94: Shipping Information Section Field Descriptions provides additional information about **Shipping Information** fields.

Figure A-94: Shipping Information Section Field Descriptions

Field Name	Description	Features
Additional Markings	Additional information that will be used to further identify the shipping location or delivery method.	Optional.
Delivery Date	The date the purchased goods or services were delivered. Valid format: MM/DD/YY or MM/DD/YYYY.	Optional.

13.5.6 External System Information Section

The **External System Information** section is used to record and display information pertaining to external systems used for the transaction(s). **Figure A-95: External System Information section** displays the External System Information.

Figure A-95: External System Information section

External System Information

System ID: 

External System Document Number:

Figure A-96: External System Information Section Field Descriptions provides additional information about the **External System Information** section fields.

Figure A-96: External System Information Section Field Descriptions

Field Name	Description	Features
System ID	The identification number of the document as it resides in the interfacing system from which it originated.	Optional.
External System Document Number	The external system identifier.	Optional.

13.5.7 Training Order Course Information Page

The **Course Information** page is accessible by clicking the **Course Information** tab. This page contains detailed information about the ordered training including the course name, dates, and hours. **Figure A-97: Training Order Course Information Page** displays the **Course Information** page of the training order form.

Figure A-97: Training Order Course Information Page

Figure A-98: Training Order Course Information Page Field Descriptions provides additional information about Training Order **Course Information** page fields.

Figure A-98: Training Order Course Information Page Field Descriptions

Field Name	Description	Features
Course Information (group box)		
Course	The number of the training course.	Required.
Title	The title of the training course.	Required.
Program Office	The program office where the training course is given.	Optional.
Class Sequence	The class sequence of the training course.	Optional.
Course Dates (group box)		
Start Date	The date the training class begins.	Optional.
End Date	The date the training class ends.	Optional.
Drop Date	The date by which the class must be dropped to avoid any penalty charges.	Optional.
Course Hours (group box)		
During Duty	The training hours that occur during required duty hours.	Optional.
Non-duty	The training hours which occur during non-duty hours.	Optional.
Total	The sum of the During Duty and Non-Duty hours.	System-maintained.
Training Address (group box)	Displays the Course Address page that allows you to enter the address of the training class.	Optional.

Field Name	Description	Features
Address Same As Vendor (check box)	If the location of the training is the same as the location of the vendor, the Address Same As Vendor check box should be checked.	Optional. Defaults to unchecked.
Objectives and Benefits	Detail the objectives and benefits of the training course entered on the form.	Optional.

13.5.8 Training Address Section

Figure A-99: Training Address Section provides training address information.

Figure A-99: Training Address Section

The screenshot shows a form titled "Training Address". It includes the following fields:

- Address Format: US (dropdown menu)
- Name: [text input]
- Address: [text input]
- [empty text input]
- [empty text input]
- City: [text input]
- State: [text input]
- Zip Code: [text input]
- County: [text input]
- Country: [text input]
- Phone: [text input]
- Fax: [text input]
- Email: [text input]
- Contact: [text input]
- Title: [text input]

At the top right, there is a checkbox labeled "Address same as Vendor: .

Figure A-100: Training Address Section provides additional information about the fields of the **Training Address** section.

Figure A-100: Training Address Section

Field Name	Description	Features
Training Address (section)		
Address Format	U.S/ Non U.S Address Indicator	Optional.
Name	The name of the vendor.	Optional.
Address	The vendor's street address.	Optional.

Field Name	Description	Features
City	The city in which the vendor is located.	Optional.
State	The state in which the vendor is located.	Optional.
Zip Code	The postal zip code for the vendor.	Optional.
County	The county in which the vendor is located.	Optional.
Country	The country of the vendor. Valid values are listed in the Countries Maintenance table.	Optional.
Phone	The phone number of the vendor.	Optional.
Fax	The fax number of the vendor.	Optional.
Email	The Internet e-mail address of the vendor.	Optional.
Contact	The contact person at the vendor organization.	Optional.
Title	The title of the contact person at the vendor organization.	Optional.

13.5.9 Employees Page

The **Employee Search** page is displayed by clicking the **Employees** tab. This page allows the user to search for employees' codes and employee names to select for the specified training class. **Figure A-101: Employee Search Page** displays the **Employee Search** page.

Figure A-101: Employee Search Page

The screenshot shows the 'Employee Search' page. At the top left is a 'Search Criteria' group box containing fields for 'Employee' (with a yellow border), 'First Name', 'Middle Name', and 'Last Name'. Below the group box are 'Search' and 'Cancel' buttons. At the bottom of the group box are 'Select', 'Display' (with a dropdown menu set to '100'), 'Items', 'View as CSV', and 'Sort...' buttons. To the right of the group box is a table header row with columns for a checkbox, 'Employee', 'First Name', 'Middle Name', and 'Last Name'. Below the header is a message '- NO ITEMS TO DISPLAY -'.

Figure A-102: Employee Search Page Field Descriptions provides additional information about the fields of the **Employee Selection** page.

Figure A-102: Employee Search Page Field Descriptions

Field Name	Description	Features
Search Criteria (group box)		
Employee	Allows users to search by the employee code number.	Optional.
First Name	Allows users to search by the employee's first name.	Optional.
Middle Name	Allows users to search by the employee's middle name.	Optional.
Last Name	Allows users to search by the employee's last name.	Optional.
Search (button)	Initiates search for employees that match user-specified search criteria.	Users should enter appropriate search criteria before clicking the Search button.

Field Name	Description	Features
Cancel (button)	Returns users to the Employees page of the Training Request form.	When clicking this, the user is taken back to the Employee tab
Select (button)	Adds highlighted employees to the Employees page of the Training Request form.	Users must select employees before clicking Select to add to the Employees page of the Training Request form.

13.5.10 Training Order Header Accounting Lines Page

The **Training Order Header Accounting Line** page is accessible by clicking the **Header Accounting Lines** tab. This page contains the accounting information that is used to fund the order. **Figure A-103: Training Order Header Accounting Line Page** displays the **Header Accounting Line** page of the training order form.

Figure A-103: Training Order Header Accounting Line Page

The screenshot shows the 'Header Accounting Line' page. At the top, there are links for 'Expand All' and 'Collapse All'. Below this, the 'General' section contains fields for 'Line Number' (set to 1), 'Source Number' (empty), 'Transaction Type' (empty), 'IPAC Document Identifier' (empty), 'Prompt Pay Type' (empty), 'Period of Performance' (with 'Start Date' and 'End Date' fields both empty), and 'Related Cost Type' (set to 'N/A'). There is also a 'Return to Top' link. Below the general section is the 'Line Amounts' section, which displays current amounts for 'Ordered' (\$0.00), 'Applied Credit' (\$0.00), and 'Net Total' (\$0.00). It also has a 'Return to Top' link.

Figure A-104: Training Order Accounting Lines Page Field Descriptions provides additional information about Training Order Header Accounting Lines page fields.

Figure A-104: Training Order Accounting Lines Page Field Descriptions

Field Name	Description	Features
------------	-------------	----------

Field Name	Description	Features
Line Number	A number that uniquely identifies the line.	If blank, Pegasys will default the value of the next sequential number from the highest line number already entered.
Transaction Type	An alphanumeric code used in combination with the transaction's document type, that determines the general ledger postings and budgetary impact. Valid values are listed in the Transaction Definition Maintenance table.	System-maintained.
Prompt Pay Type	The prompt payment type associated with the order.	Optional.
Period of Performance (group box)		
Start Date	The date on which the ordered services began.	Optional.
End Date	The date on which the ordered services end.	Optional.
Related Cost Type	Used to designate funding allocated for Related Costs that is above the actual cost.	Optional. Drop-down list provides list of valid values.
Source Number	The specific source of the financial transaction activity.	Optional
Line Amounts (group box)		
Ordered	The dollar amount of the accounting line.	Required.
Applied Credit	The credit amount applied to the accounting line.	Currently not in use.
Net Total	The difference between the original line amount and the applied credit.	System-maintained.
Document Reference (group box)		
Type	The document type of the referenced document.	Optional.
Document	Consists of two fields: Field 1: The document number of the referenced document. Field 2: The line number of the referenced accounting line.	Optional.
Final (check box)	If checked, liquidates the referenced document and returns unused money to budget.	Optional.
Misc. (check box)	If checked, the accounting line will update the referenced document's miscellaneous amount and does not liquidate a specific accounting line.	Optional.
Default (button)	Brings over accounting data from a request (if the Copy Forward feature was not used).	Optional.
Accounting Dimensions (group box)		
Template	The accounting template used to obtain the accounting strip. Valid values are listed in the Accounting Template Maintenance table.	Required. Click the hyperlink to Search for values
BFYs	Budget Fiscal Year(s) of the accounting strip for which the form is being processed. Displayed in two fields: Field 1: Beginning Budget Fiscal Year (BBFY). Field 2: Ending Budget Fiscal Year (EBFY), if applicable.	Required. Will default based on the accounting template selected.
Fund	The fund code of the accounting strip. Valid values are listed in the Fund Maintenance table.	Required. Will default based on the accounting template selected.

Field Name	Description	Features
Region	The region code of the accounting strip. Valid values are listed in the Region Maintenance table.	Will default based on the accounting template selected.
Program	The program code of the accounting strip. Valid values are listed in the Program Maintenance table.	Will default based on the accounting template selected.
Org Code	The organization code of the accounting strip. Valid values are listed in the Organization Maintenance table.	Will default based on the accounting template selected.
Sub Object Class	The sub object class code of the accounting strip. Valid values are listed in the Sub Object Class Maintenance table.	Required.
Activity	The activity code of the accounting strip. Valid values are listed in the Activity Maintenance table.	May default and/or may become required based on the accounting template selected.
Project Code	The project/grant/case number/audit number code/profit center of the accounting strip. Valid values are listed in the Project Maintenance table.	May default and/or may become required based on the accounting template selected.
Building #	The building number of the accounting strip. Valid values are listed in the Building Number Maintenance table.	Optional.
Work Item	The work item/work category code of the accounting strip. Valid values are listed in the Sub Project Maintenance table.	Optional.
System	The system code of the accounting strip. Valid values are listed in the System Maintenance table.	Optional.
Vehicle Tag #	The vehicle tag of the accounting strip. Valid values are listed in the Vehicle Tag Maintenance table.	Optional.
Cost Organization	Currently not in use.	
YBA	The year of budget authority	
Agreement (section)	Used to specify an agreement (e.g., RWA, IBAA) to be associated with the order. Displayed in two fields: Field 1: Agreement number. Field 2: Line number.	Optional.
Contracts Line (section)	Used to specify a Contract number and/or its contract line item number (CLIN) or sub-contract line item number, or Blanket Agreement number, or Delivery Order number for this accounting line that is referenced by the order.	Optional.
Description (section)	Displays the Description and Extended Description fields to enter additional information about this accounting line.	Optional.

13.5.11 Contracts Line Section

The Contract Line Information section displays contract information for the training order. **Figure A-105: Contracts Line Information Section** displays the **Contracts Line Information** section.

Figure A-105: Contracts Line Information Section

Contracts Line

<u>Contracts Number:</u>	<input type="text"/>		View Contract / Blanket Agreement
<u>Blanket Agreement Number:</u>	<input type="text"/>		
<u>Delivery Order Number:</u>	<input type="text"/>		
<u>Contracts Line Item Number:</u>	<input type="text"/>		
<u>Sub Contracts Line Item Number:</u>	<input type="text"/>		
<u>Blanket Agreement Line Item Number:</u>	<input type="text"/>		
<u>Sub Blanket Agreement Line Item Number:</u>	<input type="text"/>		

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Figure A-106: Contract Line Section Descriptions provides additional information about Contract Line section fields.

Figure A-106: Contract Line Section Descriptions

Field Name	Description	Features
Blanket Agreement Line Item Number	The line item number of the blanket purchase agreement associated with this form.	Optional
Blanket Agreement Number	The number of the blanket purchase agreement. The value must be valid in the Blanket Agreement maintenance table.	Optional
Contract Number	The contract number that applies to this item. The value must be valid in the Contract maintenance table.	Optional
Contract Line Item Number	The number of the contract line to which this form applies.	Optional
Delivery Order Number	The number of the delivery order to which this form applies.	Optional
Sub-Blanket Agreement Line Item Number	The line item number of the sub blanket purchase agreement associated with this form.	Optional
Sub-Contract Line Item Number	The number of the sub-contract line to which this form applies.	Optional

13.6 Direct Payments

Direct Payment forms are created in Pegasys to record an accrued expenditure, record delivery or acceptance of goods or services, record receipt of the vendor invoice, and initiate payment once all required approvals have been applied. The **Direct Payment** is a modified **Match Invoice** form.

13.6.1 Direct Payment Header Page

The first page of the Direct Payment form is the **Header** page. This page contains general information such as the date of the direct payment and the vendor. **Figure A-107: Direct Payment Header Page** displays the **Header** page of the direct payment form.

Figure A-107: Direct Payment Header Page

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route Invoice Image

Header Fixed Assets Office Addresses Header Accounting Lines Itemized Lines Approval Routing Memos Summary Disbursing Information

Workflow Status Approval History

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

General

Document Type:	D6 Direct Pay - Region 6	Invoice Date:	<input type="text"/>	Reset: <input type="checkbox"/>		
Status:	NEW	Accounting Period:	<input type="text"/>			
Document Number:	D6123	Reporting Accounting Period:	<input type="text"/>			
Title:	<input type="text"/>			Document Classification:	<input type="text"/>	
* Invoiced By:	<input type="text"/>			Security Org:	GSA	
* Invoice #:	<input type="text"/>			Additional Payee Name:	<input type="text"/>	
Vendor's Invoice Date:	<input type="text"/>	Accomplished Date:	<input type="text"/>			
* Log Date:	<input type="text"/>	Suppress Printing:	<input type="checkbox"/>			
Invoice Status:	<input type="text"/>	Fast Pay:	<input type="checkbox"/>			
Invoice Status Reason:	<input type="text"/>	Electronic:	<input type="checkbox"/>			
<i>Period of Performance</i>						
Start Date: <input type="text"/>						
End Date: <input type="text"/>						

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Figure A-108: Direct Payment Header Page Field Descriptions provides additional information about the Direct Payment Header page fields.

Figure A-108: Direct Payment Header Page Field Descriptions

Field Name	Description	Features
Title	Displays the title of the direct payment.	System-generated.
Invoiced By	The name of the person who received the invoice.	Required.
Invoice Date	The date the invoice is entered into Pegasys. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Required. If blank, defaults to the current date.
Invoice Number	The number on the invoice sent from the vendor.	Required.
Invoice Status	The status of the invoice.	Optional.
Vendor's Invoice Date	The date on the vendor's invoice. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Required. If blank, defaults to the current date.

Field Name	Description	Features
Log Date	The date stamp of the designate billing office (Service/Finance). Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Required.
Acctg Period	The accounting period in which this transaction is to be recorded. Enter the value in one of the following formats in which MM refers to the <u>fiscal</u> month and YY refers to the <u>fiscal</u> year: MM/YY MM/YYYY	Required. If blank, defaults to the current accounting period.
Reporting Acctg Period	The accounting period in which this transaction should be reported, based on when the transaction is entered. Enter the value in one of the following formats in which MM refers to the <u>fiscal</u> month and YY refers to the <u>fiscal</u> year: MM/YY MM/YYYY	Optional. If blank, defaults to the current accounting period associated.
Batch Number	Identifies the batch number associated with this transaction. This number is used when conducting offline batch processing.	Currently not in use.
Document Classification	The predefined group (defined on the Document Classification Maintenance table) to which this transaction belongs.	Optional.
Security Org	The security organization established when the form was created. Only users specified in the security organization of the request will have access to this form. <i>Note: If sending to other services for approval, user must select "GSA" as the security organization.</i>	System-maintained. Defaults to user's security organization.
Accomplished Date	For inter-agency transfer payments, the date the direct fund transfer actually occurred. Enter the value in the following format: MM/DD/YY MM/DD/YYYY	Optional.
Additional Payee Name	The name of the additional vendor receiving the disbursement.	Optional.
Suppress Printing (check box)	Indicates that this form should not be printed from Pegasys.	Currently not in use.
Fast Pay (check box)	Currently not in use.	GSA not using.
Period of Performance (group box)		
Start Date	The date on which the ordered services began.	Optional.
End Date	The date on which the ordered services end.	Optional.
Vendor (group box)		

Field Name	Description	Features
Code	<p>Displayed in two fields:</p> <p>Field 1: Vendor Code—The code specifically assigned to a particular vendor listed on the Vendor Maintenance table. The code is the TIN (Taxpayer Identification Number), except for foreign vendors and employees.</p> <p>Field 2: Address Code—The address code linked to the vendor code listed in Field 1.</p>	<p>Optional.</p> <p>The combination of vendor code and vendor address code must be valid on the Vendor Maintenance table.</p>
Name	The name of the vendor specified in the Code fields.	System-maintained.
More (button)	Displays the Vendor Information page that identifies address information about the vendor.	Becomes enabled when vendor criteria are entered in the Code fields.
Remit To Address	Address code associated with the vendor's payment address.	<p>Required.</p> <p>Click the hyperlink to Search for values.</p> <p>The address code must be valid for the specified vendor on the Vendor Maintenance table.</p>
More (button)	Displays the Vendor Information page that identifies address information about the vendor's payment address.	Becomes enabled when a valid address code is entered in the Remit To Address field.
Designated Agent (group box)		
Code	<p>Displayed in two fields:</p> <p>Field 1: Designated Agent Code—The code that specifically identifies the vendor to be used as a designated agent.</p> <p>Field 2: Address Code—The address code linked to the Designated Agent Code listed in Field 1.</p>	<p>Optional.</p> <p>Click the hyperlink to Search for values.</p>
Name	The name of the designated agent.	System-maintained.
More (button)	Displays the Designated Agent Information page that identifies additional information about the designated agent.	Becomes enabled when designated agent criteria are entered in the Code fields.
Default (button)	Will default the vendor when clicked.	Optional
Customer Account	The customer account number assigned to the agency by the vendor. Place the ALC (Agency Location Code) here, if needed.	Optional.
Amounts(group box)		
Net Amount	The total original dollar amount of the direct payment's accounting lines.	System-maintained.
Cost + Fees Amount	The total credits applied to the direct payment's accounting lines.	Currently not in use.
Holdback Amount	Of the net authorized, the amount to be held back based on the contract terms.	Currently not in use.
Applied Prepayment	The amount of prepayments to be applied to this payment accounting line.	Currently not in use.
Prorate Amount	Used to change the total amount of the form and distribute it across all accounting lines in such a manner that each line will still represent the same percentage of the total as it before the form was prorated. The amount specified in this field is not prorated until the Prorate button is clicked.	<p>Optional.</p> <p>This field is protected until accounting lines are entered.</p>

Field Name	Description	Features
Prorate (button)	Distributes the sum specified in the Prorate Amount field across all accounting lines while maintaining the same percentage amounts for each accounting line.	Optional. Becomes enabled when an entry is made in the Prorate Amount field.
Contract Information(section)	Displays the Order Contract Information section that provides details on the contract with which the purchase order is associated	Optional.
Discount Terms (group box)	Displays the discount terms for the contract	Optional
Shipping Information (group box)	Shipping Information for the contract.	Optional
Vendor Dates (group box)	Displays the Vendor Dates section that provides details on the vendor dates with which the direct pay is associated.	Optional.
Payment Adjustment (group box)		
Payment Adjustment Code	The adjustment reason code	Optional.
Additional information	Additional information as to why the payment is different than the invoiced amount.	Optional.
External System Information (group box)	External System information for the document.	Optional.
Description (section)	Displays the Description and Extended Description fields to enter additional information about the Direct Pay form.	Optional.

13.6.2 Contract Information Section

The **Contract** section displays contract, delivery order, and blanket purchase agreement information associated with the request **Figure A-109: Contracts Information Section** displays the **Contracts Information** section.

Figure A-109: Contracts Information Section

The screenshot shows a web-based form titled "Contracts". The form includes the following fields:

- Contracts Number:** An input field with a pencil icon.
- Blanket Agreement Number:** An input field with a pencil icon.
- Delivery Order Number:** An input field with a pencil icon.
- Contracts Specialist:** An input field.
- Expiration Date:** An input field.
- Type of Action:** A dropdown menu.
- Order Type:** A dropdown menu.
- Return to Top**: A link at the bottom left.

A button labeled "View Contract / Blanket Agreement" is located on the right side of the form area.

Figure A-110: Contracts Information Section Field Descriptions provides additional information about Request Contract Information fields.

Figure A-110: Contracts Information Section Field Descriptions

Field Name	Description	Features
Contract Number	The contract number that applies to this document's purchase.	Optional.
Delivery Order Number	The delivery order number associated with the request.	Optional. Becomes enabled when an entry is made in the Contract Number field.
Blanket Agreement #	The blanket agreement number that applies to this purchase.	Optional.
Contract Specialist	The name of the contract specialist.	Optional.
Expiration Date	The expiration date for the agreement.	Optional.
Type of Action	The type of purchasing action ordered (for example, competitive contract, task order, simplified purchase).	Optional. Drop-down list.
Order Type	The type of order associated with the payment, either Delivery or Purchase.	Optional. Drop-down list.
Priority	The priority level associated with the request.	Optional. Drop-down list.

13.6.3 Discount Terms Section

The **Discount Terms** section displays additional information about the order. **Figure A-111: Discount Terms Section** displays the **Discount Terms** section.

Figure A-111: Discount Terms Section

Discounts		
Days	Percentage (%)	Amount
0	0.000	\$0.00
0	0.000	\$0.00
0	0.000	\$0.00
0	0.000	\$0.00

Figure A-112: Discount Terms Section Field Descriptions provides additional information about the fields in the Discount Terms section.

Figure A-112: Discount Terms Section Field Descriptions

Field Name	Description	Features
Negotiated Payment Days	The number of days after an invoice is received within which payment must be made to avoid interest charges.	Optional. Defaults to zero.
Discounts (group box)		
Days	The number of days when you receive the invoice that the associated discount is applicable. Three fields are available to enter discounts over different day ranges.	Optional. Defaults to zero.
Percentage	The discount percentage you receive on an order if paid within the corresponding discount days.	Optional. Becomes enabled when an entry is made in corresponding Days field.
Amount	The discount amount you receive on an order if paid within the corresponding discount days.	Optional. Defaults to zero.

13.6.4 Shipping Information Section

The Shipping Information section displays shipping information for the request. **Figure A-113: Shipping Information Section** displays the Shipping Information section.

Figure A-113: Shipping Information Section

The screenshot shows a web-based form for shipping information. At the top left is a collapsed icon labeled "Shipping Information". Below it are five input fields:

- Freight On Board:** An input field with a small blue edit icon to its right.
- Additional Markings:** An input field.
- Government Bill of Lading:** An input field.
- * Delivery Date:** An input field with a red asterisk to its left.
- Return to Top**: A blue link at the bottom of the group.

Figure A-114: Shipping Information Section Field Descriptions provides additional information about **Shipping Information** fields.

Figure A-114: Shipping Information Section Field Descriptions

Field Name	Description	Features
Additional Markings	Additional information that will be used to further identify the shipping location or delivery method.	Optional.
Carrier	The type of carrier used to deliver the goods. The value must be valid in the Carrier maintenance table.	Optional.
Delivery Date	The date the purchased goods or services were delivered. Valid format: MM/DD/YY or MM/DD/YYYY.	Optional.
Government Bill of Landing	The government bill of lading for the shipment.	Optional
Freight On Board	The freight on board location determining who pays the shipping charges.	Optional.

13.6.5 Vendor Dates Section

The **Vendor Dates** section contains information about the vendor dates that apply to this purchase. *Figure A-115: Vendor Dates Section* displays the **Vendor Dates** section.

Figure A-115: Vendor Dates Section

The screenshot shows a section titled "Vendor Dates" with three input fields. The first field is labeled "Date Due To Vendor If Defective:" followed by a text input box. The second field is labeled "Date Returned To Vendor:" followed by a text input box. The third field is labeled "Received back From Vendor:" followed by a text input box. All fields are currently empty.

Figure A-116: Vendor Dates Section Field Descriptions provides additional information about the Order Contract Information section.

Figure A-116: Vendor Dates Section Field Descriptions

Field Name	Description	Features
Date Due To Vendor If Defective	The date the defective invoice is due to the vendor.	Optional.
Date Returned To Vendor	The date the defective invoice was returned to the vendor.	Optional.
Date Received Back From Vendor	The date the corrected invoice was received back from vendor.	Optional.

13.6.6 Match Invoice Disbursing Information Page

The **Match Invoice Disbursing Information** page is accessible by clicking the **Disbursing Information** tab. This page contains the disbursement information that is used for payment. *Figure A-117: Match Invoice Disbursing Information Page* displays the **Disbursing Information** page of the Match Invoice form.

Figure A-117: Match Invoice Disbursing Information Page

The screenshot shows a software interface for managing payment information. It includes several groups of input fields:

- General:** Contains fields for "Disbursing Method" (dropdown), "Disbursing Office" (dropdown), and "Payee's ALC" (dropdown).
- Inter-Agency Transfer Information:** Contains fields for "Type" (dropdown), "Inter-Agency Symbol" (dropdown), and "Disbursement Number" (dropdown).
- No Check Information:** Contains fields for "Disbursed By" (dropdown), "Check/Disb #:" (dropdown), and "Date" (dropdown).
- Check/EFT Information:** Contains fields for "Group Payments" (checkbox) and "Disbursing Model" (dropdown).
- Treasury/FRB Disbursing Information:** Contains fields for "Payment Category" (dropdown) and "Line Code" (dropdown).

At the bottom right of the form area, there are buttons for "Done" and "Internet".

Figure A-118: Match Invoice Disbursing Information Page Field Descriptions provides additional information about the fields of the **Match Invoice Disbursing Information** page.

Figure A-118: Match Invoice Disbursing Information Page Field Descriptions

Field Name	Description	Features
Disbursing Method	Indicates whether the payment is a no check payment (<i>i.e.</i> , a payment which has been or will be disbursed by another system or entity), an inter-agency transfer (<i>i.e.</i> , a payment which will occur through a direct transfer of funds between government agencies), or a check/EFT payment which will be disbursed through Pegasys.	Required. Drop-down list.
Disbursing Office	The code that identifies the office that will disburse the given payment. The value must be valid on the Disbursing Office Maintenance table	Required.
Interagency Transfer Information (group box)		
Disbursement Number	The Treasury-assigned number which identifies the direct funds transfer (<i>e.g.</i> , the SF-1081 number).	Required if Disbursing Method is set to Interagency Transfer.
Inter-agency Symbol	The billing agency's Treasury symbol into which the funds will be transferred.	Required if Disbursing Method is set to Interagency Transfer.
Type	Can be either 1080, 1081, or OPAC. Cannot be entered unless the Disbursing Method is Inter-Agency Transfer.	Optional. Becomes enabled if Disbursing Method is set to Interagency Transfer. Drop-down list.
Payee ALC	The payee agency location code	Optional.
No Check Information (group box)		
Disbursed By	The entity or system responsible for disbursing the no check payment.	Optional. Becomes enabled if Disbursing Method is set to No Check.
Check/Disb #	The check number or identifying information for the no check payment.	Optional. Becomes enabled if Disbursing Method is set to No Check.

Field Name	Description	Features
Date	The date a no check payment was actually disbursed.	Optional. Becomes enabled if Disbursing Method is set to No Check.
Check/EFT Information (group box)		
Group Payments (check box)	Indicates whether this payment is eligible for grouping with other payments to the same payee in a single check.	Optional. Defaults to checked.
Comments To Print (section)	Displays the Comments to Print section that contains fields used to enter text to be printed on a check/EFT payment.	Optional.
Treasury Disbursing Model (group box)		
Payment Category	The type of vendor being paid. Valid values are Vendor and Miscellaneous.	Optional
Line Code	The line code of the payment category	Optional. Drop-down list.
Check Type	Indicates the type of check selected (for example, mailed, hand pick-up, comment card, etc.).	Optional
Schedule Type (group box)		
Payment Type	The type of disbursement method to be used.	
Fiscal Year	The fiscal year associated with the manual schedule on which this payment will be submitted to Treasury.	Becomes enabled if Disbursing Method is Check/EFT.
Category	The type of vendor being paid. Valid values are Vendor and Miscellaneous.	Disabled.
Type	The type of the schedule on which this payment will be submitted to Treasury (e.g., corporate or personal).	Optional. Drop-down list. Becomes enabled if Disbursing Method is Check/EFT.
Number	The agency-defined number that identifies the manual payment schedule on which this payment will be submitted to Treasury.	Optional. Becomes enabled if Disbursing Method is Check/EFT.
Sequence	The number that identifies the relative position of this payment in the given manual schedule.	Optional. Becomes enabled if Disbursing Method is Check/EFT.
Agency Printing Information (sub-group box)		The fields of this group become enabled if Agency Printing is selected in the Disbursing Model field.
Agency Printing Type	Indicates if the agency will use the automated disbursements process to print checks or will use the Manual Check transaction to record a hand written check or to print a check.	Optional. Defaults to not selected.
State Disbursing Information (sub-group box)		The fields of this group become enabled if Treasury Disbursing is selected in the Disbursing Model field.

Field Name	Description	Features
Payment Type	The type of disbursement to be used.	Becomes enabled if Disbursing Method is Check/EFT. Drop-down list.
Mail Code	The mail code of the disbursement information. Valid options include Mail Direct, Pouch to Post, Return to USDO, Special Handling and Save for Vendor Pick-up.	Optional.
Post Dated Check Date	The postdated check date of the disbursement information.	Optional.
USDO Bank	Indicates whether a bank is a USDO bank, and may be used by the Department of State to make payments from a U.S. Government bank account at the bank. Default is 'False'.	Optional.

13.6.7 Match Invoice Header Accounting Line Page

The **Match Invoice Header Accounting Line** page is accessible by clicking the **Header Accounting Lines** tab. This page contains the accounting information that is used to fund the payment. **Figure A-119: Match Invoice Header Accounting Line Page** displays the **Header Accounting Line** page of the Match Invoice form.

Figure A-119: Match Invoice Header Accounting Line Page

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route Invoice Image

Header | Fixed Assets | Office Addresses | **Header Accounting Lines** | Itemized Lines | Approval Routing | Memos | Summary | Disbursing Information

Header Accounting Line | Contracts Pay | Receipts

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

General

Line Number:	1	Source Number:	<input type="text"/>
Transaction Type:	<input type="text"/>	<input type="button" value="Edit"/>	
Line Type:	Normal	<input type="button" value=""/>	
Period of Performance			
Start Date:	<input type="text"/>	End Date:	<input type="text"/>
Related Cost Type:	<input type="text"/> N/A		
Return to Top			

Prepayment/Holdback/Suspension Reference

Type:	Number:	Item:	Accounting:	<input type="button" value="View"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value=""/>

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Figure A-120: Match Invoice Header Accounting Line Field Descriptions provides additional information about Match Invoice Header Accounting Line fields.

Figure A-120: Match Invoice Header Accounting Line Field Descriptions

Field Name	Description	Features
Line Number	A number that uniquely identifies the line.	If blank, Pegasys will default the value of the next sequential number from the highest line number already entered.
Line Type	Used to specify the type of item accounting line.	Optional. Defaults to Normal.
Transaction Type	An alphanumeric code used in combination with the transaction's document type, to general ledger postings and budgetary impact. Valid values are listed in the Transaction Definition Maintenance table.	System-maintained.
Period of Performance (group box)		
Start Date	The date ordered services begin.	Optional
End Date	The date ordered services cease.	Optional
Related Cost Type	Used to designate funding allocated for Related Costs that is above the actual cost.	
Prepayment/Holdback/Suspension (group box)		
Type	The document type of the referenced document.	Optional. Drop-down list.
Document	Consists of two fields: Field 1: The document number of the referenced document. Field 2: The line number of the referenced accounting line.	Optional.
Source Number	The specific source of the financial transaction activity.	Optional.
Line Amounts (group box)		
Amount	The dollar amount of the accounting line.	Required.
Applied Credit	The credit amount applied to the accounting line.	Currently not in use.
Net Amount	The difference between the original line amount and the applied credit..	System-maintained.
Taxes	Of the net authorized, the amount to be suspended based on the contract terms.	Currently not in use.
Net Total	Of the net authorized, the amount to be held back based on the contract terms.	Currently not in use.
Prepayment/Holdback/Suspension Amounts (group box)		
Holdback Amount	Of the net authorized, the amount to be held back based on the contract terms.	Optional
Applied Prepayment	The amount of prepayments to be applied to this payment accounting line.	Currently not in use.
Suspension Amount	Of the net authorized, the amount to be suspended.	Optional
Document Reference (group box)		

Field Name	Description	Features
Type	The document type of the referenced document.	Optional. Drop-down list.
Document	Consists of two fields: Field 1: The document number of the referenced document. Field 2: The line number of the referenced accounting line.	Optional. Click the hyperlink to search for values for Field 2.
Final (check box)	If checked, liquidates the referenced document and returns unused money to budget.	Optional. Defaults to checked when the line amount equals the referenced line amount.
Misc. (check box)	If checked, the accounting line will update the referenced document's miscellaneous amount and does not liquidate a specific accounting line.	Optional. Defaults to unchecked.
Default (button)	Brings over accounting data from a request (if the Copy Forward feature was not used).	Optional.
Taxes (group box)		
Accounting Dimensions (group box)	Accounting information for the document	Required
Agreement (section)	Used to specify an agreement (e.g., RWA, IBAA) to be associated with the order. Displayed in two fields: Field 1: Agreement number. Field 2: Line number.	
Contracts Line (section)	Used to specify a Contract number and/or its contract line item number (CLIN) or sub-contract line item number, or Blanket Agreement number, or Delivery Order number for this accounting line that is referenced by the direct payment.	Optional.
Disbursing Information (group box)	Disbursing Information for the document	Optional
Payments (section)	Displays the Payment Information section that contains additional information about the payment such as interest, discounts, and accepted and delivery dates.	Optional.
Description (section)	Displays the Description and Extended Description fields to enter additional information about this accounting line.	Optional.
Receipts (tab)	Displays the Invoice/Receipt Match page that contains a list of all the receipt lines to which the invoice line matches. Only enabled when used for three-way match.	Disabled.

13.6.8 Contract Line Section

13.6.9 Contracts Line Information

The Contracts Line Information section displays contract information for the match invoice.

Figure A-121: Contracts Line Information Section displays the **Contracts Line Information** section.

Figure A-121: Contracts Line Information Section

Contracts Line

Contracts Number:

Blanket Agreement Number:

Delivery Order Number:

Contracts Line Item Number:

Sub Contracts Line Item Number:

Blanket Agreement Line Item Number:

Sub Blanket Agreement Line Item Number:

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Figure A-122: Contracts Line Section Descriptions provides additional information about Contracts Line section fields.

Figure A-122: Contracts Line Section Descriptions

Field Name	Description	Features
Blanket Agreement Line Item Number	The line item number of the blanket purchase agreement associated with this form.	Optional
Blanket Agreement Number	The number of the blanket purchase agreement. The value must be valid in the Blanket Agreement maintenance table.	Optional
Contract Number	The contract number that applies to this item. The value must be valid in the Contract maintenance table.	Optional
Contract Line Item Number	The number of the contract line to which this form applies.	Optional
Delivery Order Number	The number of the delivery order to which this form applies.	Optional
Sub-Blanket Agreement Line Item Number	The line item number of the sub blanket purchase agreement associated with this form.	Optional
Sub-Contract Line Item Number	The number of the sub-contract line to which this form applies.	Optional

13.6.10 Disbursing Information Section

The Disbursing Information section displays the disbursing information for the match invoice.

Figure A-123: Disbursing Information Section displays the Disbursing Information Section.

Figure A-123: Disbursing Information Section

Disbursing Information

Schedule Date:

Early Payment Approval:

Exclude External Offset:

Exclude Internal Offset:

Figure A-124: Disbursing Information Section provides additional information about **Disbursing Information Field Descriptions** section fields.

Figure A-124: Disbursing Information Section Field Descriptions

Field Name	Description	Features
Schedule Date	The date on which the payment must be selected by the automated disbursements process to be disbursed on time. Please enter the value in the following format: MM/DD/YY or MM/DD/YYYY.	Optional
Early Payment Approval	If the entered schedule date is more than eight days before the prompt payment schedule date, this field indicates whether the early payment has been approved. Used for prompt payment reporting purposes.	Optional
Exclude External Offset	Flag indicating whether the disbursed payment should be excluded from external offsets.	Optional
Exclude Internal Offset	Flag indicating whether the disbursed payment should be excluded from internal offsets.	Optional

13.6.11 Payment Section

The Payment section displays the payment information for the match invoice. **Figure A-125: Payment Section** displays the Payment Section.

Figure A-125: Payment Section

Payments

Interest Reason:

Discount Lost Reason:

Backward Reference #:

Prompt Pay Type:

Quantity: 0.000000

Unit Price Amount: \$0.00

Unit:

Delivery Date:

Acceptance Date:

Figure A-126: Payment Information Section provides additional information about **Payment** section fields.

Figure A-126: Payment Information Section

Field Name	Description	Features
Interest Reason	An alphanumeric code identifying the reason why the payment will incur an interest penalty. The value must be valid in the Interest Reason maintenance table.	Optional
Discount Lost Reason	An alphanumeric code identifying the reason why the payment will not include a discount.	Optional
Backward Reference	The number of a prior form or transaction related to this payment.	Optional
Prompt Payment Type	Used to classify payments subject to prompt payment regulations. Identifies payment terms, such as number of payment days, interest and penalty rates, etc.	Optional
Quantity	Indicates quantity number of itemized line.	Optional
Unit Price Amount	The price for one pricing unit. The value is inferred from the Pricing Unit maintenance table.	Optional
Unit	The standard unit of measure of the commodity. The field defaults to the value associated with the commodity code as defined on the Commodities table.	Optional
Delivery Date	The date the purchased goods or services were delivered. Valid format: MM/DD/YY or MM/DD/YYYY.	Optional
Acceptance Date	The date goods or services were accepted. Valid format: MM/DD/YY or MM/DD/YYYY.	Optional

13.6.12 Vendor Forms

In Pegasys, Vendor Forms are used to enter or update information on the **Vendor Maintenance** table. Unlike purchasing forms, **Vendor** forms are accessed via the **Reference** menu.

13.6.13 Vendor Header Page

The first page of the Vendor form is the **Header** page. The **Header** page contains general information such as the document date and the vendor's identification code. **Figure A-127: Vendor Header Page** displays the **Header** page of the vendor form.

Figure A-127: Vendor Header Page

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Appendix A: Field Descriptions
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Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

Header Address Lines Transfer Fund Symbols Approval Routing Memos

Workflow Status Approval History

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

General

Document Type: VEND Vendor Document	Document Date: <input type="text"/>
Status: NEW	Batch Number: <input type="text"/>
Document Number: VEND1	Security Org: GSA
Title: <input type="text"/>	
* Code: 0001 <input type="button" value="Default"/> <input type="button" value="Generate"/>	Effective From: <input type="text"/> To: <input type="text"/>
* Name: <input type="text"/>	Parent Vendor
Alias: <input type="text"/>	Name: <input type="text"/>
Miscellaneous: <input type="checkbox"/>	TIN: <input type="text"/>
SSN: <input type="text"/> TIN Type: <input type="button" value=""/>	TIN Verification Information
EIN: <input type="text"/>	Action: <input type="button" value=""/>
Vnd Cat: <input type="text"/>	Tax Exempt Code: <input type="text"/> 1099 Vendor: <input type="checkbox"/>
Vnd Cls: <input type="text"/>	Travel Address Code: <input type="text"/> <input type="button" value=""/> W-2 Eligible: <input type="checkbox"/>
Vnd Grp: <input type="text"/>	1099 Address: <input type="text"/> Contract Vendor: <input type="checkbox"/>
Vnd Typ: <input type="text"/>	Invoice Key Configuration
Active Status: Active <input type="button" value=""/>	Include Invoice Date: <input type="checkbox"/>
* Approval Status: Complete <input type="button" value=""/>	Include Contract Number: <input type="checkbox"/>
* Vendor/Provider: Both <input type="button" value=""/>	VCSS Registration
Transmit to VCSS: <input type="checkbox"/>	
Contact	
Contact: <input type="text"/>	

Figure A-128: Vendor Header Page Field Descriptions provides additional information about the **Vendor Header** page fields.

Figure A-128: Vendor Header Page Field Descriptions

Field Name	Description	Features
Title	Currently not in use.	
Code	The unique tax identification number that defines this vendor.	System-maintained.
Default (button)	It defaults information from the entered vendor code if clicked.	Optional.
Name	The name of the vendor to be used for reporting purposes.	Required.
Alias	Alternate name used to identify a vendor.	Optional.
Miscellaneous (check box)	Currently not in use.	
Document Date	The date the document was created. If left blank, will populate when verified or processed or the date can be manually entered Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Optional. Click the hyperlink to select a date. If blank, field defaults to current date when form is verified or processed.
Batch Number	Identifies the batch number associated with this transaction. This number is used when conducting off-line batch processing.	Currently not in use.

Field Name	Description	Features
Security Org	The security organization established when the order was created. Only users specified in the security organization will have access to the order. Note: If sending to other services for approval, users must select "GSA" as the security organization.	System-maintained. Defaults to the user's security organization.
Effective From/To	Consists of two date fields indicating the start and end of the vendor's effective period. Enter date values into each field in one of the following formats: MM/DD/YY MM/DD/YYYY	Optional. Click the hyperlink to select a date.
SSN/EIN	The vendor's Social Security Number (SSN) or Employer Identification Number (EIN).	Required.
SSN/EIN (radio buttons)	Indicates whether the information entered in the SSN/EIN field is a Social Security Number (SSN) or Employer Identification Number (EIN).	Required. Defaults to "EIN".
Vnd Cat	A higher-level roll-up of the Vendor Code. Valid values are listed in the Vendor Category Maintenance table.	Optional.
Vnd Cls	A higher-level roll-up of the Vendor Code. Valid values are listed in the Vendor Class Maintenance table.	Currently not in use.
Vnd Grp	A higher-level roll-up of the Vendor Code. Valid values are listed in the Vendor Group Maintenance table.	Currently not in use.
Vnd Typ	The type of vendor, such as commercial, supplies, etc. Valid values are listed in the Vendor Type Maintenance table.	Optional.
Active Status	The status of the vendor; valid values are "Active", "Inactive", or "Discontinued". A vendor must have a status of "Active" to be used in a transaction.	Required. Defaults to "Active". Drop-down list.
Approval Status	The approval status of the vendor; valid values are "Incomplete", "Complete", or "Reviewed".	Required. Drop-down list.
Vendor/Provider	Indicates whether the vendor is a "Vendor", "Provider", or "Both". If marked as a "Vendor", payments can be made to this vendor. If marked as a "Provider", receivables and collections from the vendor can be recorded. If marked as "Both" (vendor and provider), both payments and receivables can be recorded for the vendor.	Required. Drop-down list.
Classification	Specifies whether the business is designated as a "Corporation", "Partnership", or a "Sole Proprietorship".	Optional. Drop-down list.
Reporting Attribute	Indicates how the vendor will be classified for external reporting purposes. Valid values are "Employee", "Government", "Non-government", and "State Government".	Required. Drop-down list.
Agency	A two-digit code identifying the vendor's agency for external reporting purposes. Valid values are listed in the Agency Maintenance table.	Required if the Reporting Attribute field is set to "Government".
Bureau	A two-digit code identifying the vendor's agency bureau for external reporting purposes. Valid values are listed in the Bureau Maintenance table.	Required if the Reporting Attribute field is set to "Government".
Tax Exempt Code	The code identifying the vendor's type of tax exemption.	Optional.
1099 Vendor Code	If this option is selected, the vendor will be identified as a 1099 vendor.	Defaults to unchecked.

Field Name	Description	Features
1099 Address	If the vendor is a 1099 vendor, then enter the 1099 address to where the 1099 is mailed.	Enter a 1099 address if the vendor is a 1099 vendor.
W-2 Eligible	If this option is selected, the vendor will be eligible for W-2.	Defaults to unchecked.
Contract Vendor	If this option is selected, the vendor will be identified as a contract vendor.	Defaults to unchecked.
Invoice Key Configuration (group box)	Additional criteria in establishing a unique invoice. Include Invoice Date (check box) and/or Include Contract Number (check box)	Optional.
VCSS Registration (group box)		
Transmit to VCSS	Transmits to VCSS	Optional.
Contact (group box)	Contact Information for VCSS Registration	Optional.
Parent Vendor (group box)		
Name	If the vendor is a subsidiary, the name of the vendor's parent organization	Optional.
TIN	The Taxpayer Identification Number of the vendor's parent organization.	Optional.
TIN Verification Information (group box)		
Action	Allows the user to specify whether a vendor should be selected for TIN verification. Valid options include "Hold", "Not required", and "Submit".	Drop-down list.
Debarment Info (section)	Displays the Debarment Information section that contains vendor debarment information.	Optional.
Offset (section)	Displays the Offset dialog box that contains the offset information for this vendor.	Optional.
External System Information (group box)	External System Information for the document	Optional
Description (section)	Displays the Description Dialog Box that contains a text field to enter additional information about the form.	Optional.

13.6.14 Debarment Information Section

The **Debarment Information** section contains additional information about a debarment that has been applied to a vendor. **Figure A-129: Debarment Information** Section displays the **Debarment Information** section.

Figure A-129: Debarment Information Section

The screenshot shows a dialog box titled "Debarment Information". Inside, there is a checkbox labeled "Debarred" which is checked. Below it are two text input fields labeled "Start Date" and "Expiration Date". At the bottom is a large text area labeled "Debarment Reason" with a vertical scroll bar on the right side.

Figure A-130: Debarment Information Dialog Section Descriptions displays additional information about the **Debarment Information** section fields.

Figure A-130: Debarment Information Dialog Section Descriptions

Field Name	Description	Features
Debarred (check box)	States whether or not the vendor has been debarred.	Optional. Defaults to unchecked.
Start Date	The start date when the debarment is applied to the vendor.	Optional. Becomes enabled if Debarred check box is checked.
Expiration Date	The date when the debarment on the vendor is lifted.	Optional. Becomes enabled if Debarred check box is checked.
Debarment Reason	A 255-character text field used to enter additional comments or information about the vendor.	Optional. Becomes enabled if Debarred check box is checked.

13.6.15 Offset Section

The **Offset Information** section is shown in **Figure A-131: Vendor Offset Information Section**.

Figure A-131: Vendor Offset Information Section

The screenshot shows a dialog box titled "Offset Information". Inside, there are two dropdown menus labeled "Perform Internal Offsets By" and "Perform External Offsets By", both currently set to "Vendor". To the right of these dropdowns are four checkboxes: "Eligible for Internal Payment Offset" (checked), "Eligible for Internal Receivable Offset" (checked), "Eligible for External Payment Offset" (checked), and "Eligible for External Receivable Offset" (checked).

Figure A-132: Vendor Offset Information Section Field Descriptions: provides additional information on the Vendor Offset Information section fields.

Figure A-132: Vendor Offset Information Section Field Descriptions

Field Name	Description	Features
Perform Internal Offset By (drop-down list)		
Vendor Address	If selected, only vendor addresses will be eligible for internal offset.	Optional.
Vendor	If selected, the vendor will be eligible for internal offset.	Optional. Defaults to selected.
None	If selected, neither vendor addresses nor vendor will be eligible for internal offset.	Optional.
Eligible for Internal Payment Offset	If checked, the vendor will be eligible for internal payment offset.	Optional. Defaults to checked.
Eligible for Internal Receivable Offset	If checked, the vendor will be eligible for internal receivable offset.	Optional. Defaults to checked.
Perform External Offset By (drop-down list)		
Vendor Address	If selected, only vendor addresses will be eligible for offset.	Optional.
Vendor	If selected, the vendor will be eligible for offset.	Optional. Defaults to selected.
None	If selected, neither vendor addresses nor vendor will be eligible for offset.	Optional.
Eligible for External Payment Offset	If checked, the vendor will be eligible for external payment offset.	Optional. Defaults to checked.
Eligible for External Receivable Offset	If checked, the vendor will be eligible for external receivable offset.	Optional. Defaults to checked.

13.6.16 External Systems Information Section

The **External System Information** section is used to record and display information pertaining to external systems used for the transaction(s). **Figure A-133: External System Information section** displays the External System Information.

Figure A-133: External System Information section

The screenshot shows a user interface for entering external system information. It includes a header labeled "External System Information" with a small icon, and two input fields: "System ID" and "External System Document Number".

Figure A-134: External System Information Section Field Descriptions provides additional information about the **External System Information** section fields.

Figure A-134: External System Information Section Field Descriptions

Field Name	Description	Features
System ID	The identification number of the document as it resides in the interfacing system from which it originated.	Optional.
External System Document Number	The external system identifier.	Optional.

13.6.17 Transfer Fund Symbols Page

The **Transfer Fund Symbols** page is accessible by clicking the **Transfer Fund Symbols** tab. When clicking the Add button the Treasury Fund Symbol Search Page is displayed as shown in **Figure A-135: Transfer Fund Symbol Search Page**.

Figure A-135: Transfer Fund Symbol Search Page

Figure A-136: Transfer Fund Symbol Search Page Field Descriptions provides additional information on the **Transfer Fund Symbol Search** page fields.

Figure A-136: Transfer Fund Symbol Search Page Field Descriptions

Field Name	Description	Features
Search Criteria (group box)		
Fund Symbol	Allows users to search by the available fund symbols that have not yet been selected for this vendor.	Optional.
Search (button)	Initiates search for fund symbols that match user-specified search criteria.	Users should enter appropriate search criteria before clicking the Search button.
Cancel (button)	Returns users to the Transfer Fund Symbol page of the Vendor form.	When will be returned to the Treasury Fund Symbol tab

Field Name	Description	Features
Select (button)	Adds highlighted fund symbols to the Transfer Fund Symbols page of the Vendor form.	Users must select fund symbols before clicking Select to add to the Transfer Fund Symbols page of the Vendor form.
View CSV	Enables user to export to Excel	Optional
Sort	Enables user to sort results	Optional

13.6.18 Vendor Form Address Lines Page

Figure A-137: *Vendor Form Address Lines* Page displays the **Address Lines** page of the vendor form.

Figure A-137: Vendor Form Address Lines Page

The screenshot shows the 'Address Lines' page of the Vendor form. At the top, there is a toolbar with buttons for Verify, Save, Submit, Schedule, Refresh, Fund Currency, Add Shortcut, Attachments, and Route. Below the toolbar, a navigation bar includes Header, Address Lines (which is selected), Transfer Fund Symbols, Approval Routing, and Memos. A secondary navigation bar below the first one includes Address Line, Socio-Economic, NAICS Codes, Payment Types, Product Service Codes, SIC Codes, Addresses, Contacts, and Withholding Types. The main content area is titled 'General'. It contains several input fields with validation stars (*): Line Number (1), Address Code (001), Line Action (Add dropdown), Prevent New Spending (checkbox), Security Org (dropdown), Vnd Cat (dropdown), Vnd Cls (dropdown), Vnd Grp (dropdown), Vnd Typ (dropdown), Use For Billing (checkbox), Use For Procurement (checkbox), Use For Payments (checkbox), EDI ID (dropdown), CEC Number (dropdown), and Preference Program (dropdown). There are also fields for DUNS Number, DUNS+4, Parent DUNS, HQ Parent DUNS, Domestic Parent DUNS, Global Parent DUNS, CAGE Code, External (checkbox), SSN (dropdown), SSN/EIN (dropdown), and EIN (dropdown).

Figure A-138: *Vendor Address Lines Page Field Descriptions* provides additional information on the **Address Lines** page of the Vendor form.

Figure A-138: Vendor Address Lines Page Field Descriptions

Field Name	Description	Fields
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Field Name	Description	Fields
Line #	A number that uniquely identifies this line.	If blank, Pegasys will default this value to the next sequential number from the highest line number already entered.
Address Code	The five-digit code which uniquely identifies this address.	Required.
Default (button)	It defaults information from the entered vendor address code if clicked.	Optional.
Name	The name associated with this vendor address code to be used for reporting purposes.	Required.
SSN/EIN	The vendor's Social Security Number (SSN) or Employer Identification Number (EIN).	System-maintained
URL	The Corporate Web Page address	Optional.
EDI (check box)	EDI flag	Optional.
Division	Company Division Name	Optional.
Division Num	Company Division Number	Optional.
Active Status	Indicates the status of the vendor address; valid values are "Active", "Inactive", or "Discontinued."	Optional. Drop-down list.
Approval Status	The approval status of the vendor; valid values are "Incomplete", "Complete", or "Reviewed."	Required. Drop-down list.
Line Action	Indicates if the current line is an address record to be "Added", an existing address record to be "Changed", or an existing record to be "Deleted".	Required. Drop-down list.
Prevent New Spending	If checked, a new spending activity may not be entered (<i>i.e.</i> , new obligations or un-obligated payments) for this vendor address. However, payments can still be processed that liquidate existing orders. The error level is overridable rather than a hard error that prevents the transaction from processing. This allows users with the appropriate permission to override the message and permit the transaction to process if desired.	Optional. Defaults to unchecked.
Vnd Cat	A higher-level roll-up of the Vendor Code. Valid values are listed in the Vendor Category Maintenance table.	Required. Click the hyperlink to search for a value.
Vnd Cls	A higher-level roll-up of the Vendor Code. Valid values are listed in the Vendor Class Maintenance table.	Currently not in use.
Vnd Grp	A higher-level roll-up of the Vendor Code. Valid values are listed in the Vendor Group Maintenance table.	Currently not in use.
Vnd Type	The type of vendor, such as commercial, supplies, etc. Valid values are listed in the Vendor Type Maintenance table.	Required. Click the hyperlink to search for a value.
Use for Billing (check box)	Indicates whether the vendor address should be used for billing purposes.	Optional.
Use for Procurement (check box)	Indicates whether the vendor address should be used for procurement purposes. Needs to be selected for the vendor to be used on purchasing forms.	Optional.
Use for Payments (check box)	Indicates whether the vendor address should be used for payment purposes.	Optional.
VCSS Registration		
Transmit to VCSS (check box)	Transmit to VSS	Optional.

Field Name	Description	Fields
Vendor Registration Number	Vendor Registration Number	System -Maintained
CEC Number	The Contractor Establishment Code for the vendor.	Optional.
DUNS Number	The Dunn & Bradstreet Number for the vendor.	Optional.
DUNS + 4	(Data Universal Number System) A unique numbering system that is used to identify a business. The DUNS+4 number can be no longer than four characters.	Optional.
HQ Parent DUNS	(Data Universal Number System) A unique numbering system that is used to identify a business' parent headquarter. The HQ Parent DUNS number can be no longer than thirteen characters.	Optional.
Domestic Parent DUNS	(Data Universal Number System) A unique numbering system that is used to identify a business' domestic parent company. The Domestic Parent DUNS number can be no longer than thirteen characters.	Optional.
Global Parents DUNS	(Data Universal Number System) A unique numbering system that is used to identify a business' Global parent company. The Global Parent DUNS number can be no longer than thirteen characters.	Optional.
Parent DUNS	The parent DUNS number for the vendor	Optional.
EDI ID	The Electronic Data Interchange ID for the vendor.	Optional.
CAGE Code	The Commodity and Government Entity Code for the vendor.	Optional.
Preference Program	Indicates the preference program to which the vendor belongs (e.g., Small Business Set-Aside).	Optional.
Geographic Region	Define the various geographic regions to which vendors belong.	Optional. Click the hyperlink to search for a value.
Agency Location Code	Agency Location Code ID	Optional. Click the hyperlink to search for a value.
Address (button)	Displays the Addresses Maintenance page that contains the detailed information on each type of addresses.	Required.
Supplemental Info (section)	Displays the Vendor Supplemental Information section that contains the supplemental information of each address line.	Optional.
Billing Info (section)	Displays the Billing Information section that contains vendor-billing information.	Optional.
Procurement Info (section)	Displays the Procurement Information section that contains vendor procurement information.	Optional.
Payment Information (section)	Displays the Payment Information dialog box that contains vendor payment information.	Optional.
Designated Agent	Displays the designated agent for the vendor	Optional
Bank Information (group box)	Displays the bank information for the vendor	Optional

Field Name	Description	Fields
Sub Routing Bank Information (group box)	Displayed the sub routing bank information for the vendor	Optional
Credit Card Info (section)	Used to record information about the credit card used for related transactions.	Currently not in use.
Offsets (section)	Offset Information for this address line	Optional.
Description (section)	Displays the Description Dialog Box that contains a text field to enter additional information about this address line.	Optional.

13.6.19 Supplemental Information

The **Supplemental Information** section on the **Address Line** page is shown in **Figure A-139: Supplemental Information Section**

Figure A-139: Supplemental Information Section

The screenshot displays a form titled "Supplemental Information". It contains the following fields:

- State of Incorporation:** Text input field with a small icon.
- Country of Incorporation:** Text input field with a small icon.
- Correspondence:** Text input field with a dropdown arrow icon.
- Registration Date:** Text input field.
- Renewal Date:** Text input field.
- Authorization Date:** Text input field.
- Business Start Date:** Text input field.
- FY End Close Date:** Text input field.
- Company Security Level:** Text input field.
- Employee Security Level:** Text input field.
- MPIN:** Text input field.
- Organization Type:** Text input field.
- Austin Tetra Number:** Text input field.
- Austin Tetra Parent Number:** Text input field.
- Austin Tetra Ultimate Number:** Text input field.
- Austin Tetra PCard Flag:** A checkbox.

Figure A-140: Supplemental Information Section Field Descriptions provides additional information about Supplemental Information section fields.

Figure A-140: Supplemental Information Section Field Descriptions

Field Name	Description	Features
Austin Tetra Number	Austin Tetra's distinctive 9 digit identification sequence number which links to Austin Tetra's products and services.	Optional.
Austin Tetra Parent Number	Austin Tetra's number which corresponds to the Parent DUNS number.	Optional.
Austin Tetra PCard flag	Determines if the DUNS number has an Austin Tetra procurement card associated with it.	Optional.

Field Name	Description	Features
Austin Tetra Ultimate Number	Austin Tetra's number which corresponds to the Ultimate Parent Number, or the highest level in the DUNS number tier.	Optional.
Authorization Date	Date that vendor was authorized to do business. Corresponds to a field in CCR and is read only.	Optional.
Business Start Date	Date that vendor began business. Corresponds to a field in CCR and is read only.	Optional.
Company Security Level	The level of company security. If vendor is a CCR vendor, this field is read only.	Optional.
Correspondence	Email, Fax, or Mail. If vendor is a CCR vendor, this field is read only.	Optional.
Country of Incorporation	The country where the incorporation is located. If vendor is a CCR vendor, this field is read only.	Optional.
Employee Security Level	The level of employee security. If vendor is a CCR vendor, this field is read only.	Optional.
FY End Close Date	The vendors Fiscal Year End Close Date. Corresponds to a field in CCR and is read only.	Optional.
MPIN	If vendor is a CCR vendor, this field is read only.	Optional.
Organization Type	Indicates type of organization.	Optional.
Registration Date	Date that the vendor initially registered with CCR. Corresponds to a field in CCR and is read only.	Optional.
Renewal Date	Date that vendor renewed information with CCR. Corresponds to a field in CCR and is read only.	Optional.
State of Incorporation	The state where the vendor is legally incorporated. If vendor is a CCR vendor, this field is read only.	Optional.

13.6.20 Billing Information Section

The **Billing Information** section on the **Address Line** page is shown in **Figure A-141: Billing Information Section**.

Figure A-141: Billing Information Section

The form shows the 'Billing Information' section. It includes a 'Contact Information' group with fields for Name, Title, Phone, Fax, and Internet. There is also a 'Comments' text area with scroll bars. Below this is a dropdown for 'Billing Address Type' set to 'Mailing'. At the bottom are three checkboxes: 'Group Bills', 'Group Dunning', and 'Generate Account Statements'.

Figure A-142: Billing Information Section Field Descriptions provides additional information about **Billing Information** section fields.

Figure A-142: Billing Information Section Field Descriptions

Field Name	Description	Features
Contact Information (group box)		
Name	The name of the contact person.	Optional.
Title	The title of the contact person.	Optional.
Phone	The phone number of the contact person.	Optional.
Fax	The fax number of the contact person.	Optional.
Internet	The Internet address of the contact person.	Optional.
Comments	A text field in which additional comments can be entered.	Optional.
Billing Address Type	The billing address type	Required
Group Bills (check box)	Indicates whether or not multiple bills that are being sent to the same vendor address, on the same day, will be grouped together into a single bill.	Drop down list Optional. Defaults to unchecked.
Group Dunning (check box)	Indicates whether or not multiple dunning notices, sent to the same vendor address on the same day, will be grouped together into a single dunning notice.	Optional. Defaults to unchecked.
Generate Account Statements (check box)	Indicates whether or not account statements should be generated for this vendor.	Optional. Defaults to unchecked.

13.6.21 Procurement Information Section

The **Procurement Information** section on the **Address Line** page is shown in **Figure A-143: Procurement Information Section**.

Figure A-143: Procurement Information Section

The form shows the following fields:

- Contact Information:** Name, Title, Phone, Fax, Internet.
- Customer Ref Number:** Text input field.
- Customer Type:** Text input field.
- Customer Account:** Text input field with a small edit icon.
- Ariba Network ID:** Text input field.
- *Procurement Address Type:** A dropdown menu showing "Mailing".
- Comments:** A large text area with a scroll bar.

Figure A-144: Procurement Information Section provides additional information about the **Procurement Information** section fields.

Figure A-144: Procurement Information Section

Field Name	Description	Features
Contact Information (group box)		
Name	The name of the person to be contacted regarding procurements.	Optional.
Title	The title of the person to be contacted regarding procurements.	Optional.
Phone	The phone number of the contact person.	Optional.
Fax	The fax number of the procurement person.	Optional.
Internet	The Internet address of the contact person.	Optional.
Customer Ref Number	Unique reference number assigned by the vendor to your agency.	Optional.
Customer Type	The type of customer your agency represents to the vendor.	Optional.
Customer Account	The customer account number assigned to your agency by the vendor.	Optional.
Ariba Network ID	The Ariba Network identification code	Optional.
Procurement Address Type	The procurement address type	Required
Comments	A text field in which additional comments can be entered.	Drop down list Optional.

13.6.22 Payment Information Section

The **Payment Information** section on the **Address Line** page is shown in **Figure A-145: Payment Information Section**.

Figure A-145: Payment Information Section

The screenshot displays the 'Payment Information' section of a form. It includes a 'Contact Information' group box with fields for Name, Title, Phone, Fax, and Email. To the right is a 'Payment Types' group box containing fields for Prompt Pay Type, Payment Lag Days, Default Disbursement Method, Default Disbursing Office, Group Payments, and Hold Payment. Below these are fields for Default Payment Type, Reason For Hold, and a large Comments area. At the bottom left is a 'Return to Top' link.

Figure A-146: Payment Information Section Field Descriptions provides additional information about the **Payment Information** section fields.

Figure A-146: Payment Information Section Field Descriptions

Field Name	Description	Features
Contact Information (group box)		
Name	The name of the person to be contacted regarding payments.	Optional.
Title	The title of the person to be contacted regarding payments.	Optional.
Phone	The phone number of the payment contact person.	Optional.
Fax	The fax number of the payment contact person.	Optional.

Field Name	Description	Features
Internet	The Internet address of the contact person.	Optional.
Comments	Text box in which additional comments can be entered.	Optional.
Prompt Pay Type	The prompt pay type associated with this vendor address. Valid values are listed in the Prompt Pay Maintenance table.	Optional.
Payment Lag Days	The number of lag days that you have to pay the vendor after receiving goods or services and/or an invoice, unless otherwise specified for a particular order.	Optional.
Default Disbursement Method	Indicates whether payments to this vendor default to a disbursement method of check/EFT, Inter-agency Transfer, or NO Check.	Optional. Drop-down list.
Group Payments (check box)	Indicates whether multiple payments due to a vendor on the same day, to the same address, can be grouped together onto a single check.	Optional.
Hold payments (check box)	Indicates whether payments to the vendor should be held. If you hold payments, the checks will not be issued.	Optional.
Reason for Hold	Displays a 255-character descriptive field that can be used to indicate the justification for placing a vendor's payments on hold.	Optional. Becomes enabled when Hold Payments check box is checked.
Payment Types (button)	Displays the Choose Payment Types page used to select the method of payment to be associated with this vendor address line.	Optional.
Default Payment Type	The payment type to be used as a default for the vendor address line.	Required.

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13.6.23 Bank Information Section

The **Bank Information** section on the **Address Line** page is shown in **Figure A-147: Bank Information Section**.

Figure A-147: Bank Information Section

Bank Information

Bank Information

Exempt From Storing Banking Information:

Bank ABA/BIC:

Bank ABA/BIC:

ABA Bank Number:

Name:

SWIFT/BIC:

Account Information

Bank Account Type:

Payee Account Type:

Bank Account Number/IBAN:

Lock Box Number:

EFT Waiver:

ACH US Phone Num:

ACH Non-US Phone Num:

ACH Fax Number:

ACH Email:

CCRC Bank Error:

CCRC Bank Error Date:

Intermediary Bank Account Information

Disburse Through Intermediary Bank:

Payee Name:

Bank ABA/BIC:

Bank ABA/BIC:

ABA Bank Number:

Name:

SWIFT/BIC:

Account Information

Account Type:

Account Name:

Account Number/IBAN:

Figure A-148: Bank Information Section Descriptions provides additional information about the **Bank Information** section fields.

Figure A-148: Bank Information Section Descriptions

Field Name	Description	Features
Bank Information (group box)		
Exempt from Storing Bank Information checkbox	Indicate a vendor is exempt from storing bank information	
Bank ABA/BIC (group box)	Includes ABA/BIC, ABA Bank Number, Name, and SWIFT/BIC	
Accounting Information (group box)		
Bank Account Type	Valid options are Corporate Checking, Personal Checking, Savings, Lock Box	Required when a valid entry is made in the Code field. Drop down list
Payee Account Type	Vendor Payee Account Type	Optional
Bank Account Number/IBAN	Bank account number.	Required when a valid entry is made in the Code field.
Lockbox Number	Lock box number.	Optional.
EFT Waiver (check box)	If checked, this accounting is eligible for EFT waiver.	Optional.

Field Name	Description	Features
ACH US Phone Num	ACH US Phone number	Optional.
ACH Non-US Phone Num	ACH Non US Phone number	Optional.
ACH Fax Number	ACH Fax Number	Optional.
ACH Email	ACH Email Address	Optional.
CCRC Bank Error (check box)	CCRC Bank Error	Optional.
CCRC Bank Error Date	CCRC Bank Data Error Date	Optional.

13.6.24 Sub Routing Bank Information

The **Sub Routing Bank Information** section on the **Address Line** page is shown in *Figure A-149: Sub Routing Information Section*.

Figure A-149: Sub Routing Information Section

The screenshot shows a form titled "Sub Routing Bank Information". It contains several input fields:

- Sub-Routing Number: [Text Box]
- Sub-Bank Name: [Text Box]
- Sub-Bank Account Number: [Text Box]
- Payee Bank Sort Code: [Text Box]
- Misc. Bank Information-Line1: [Text Box]
- Misc. Bank Information-Line2: [Text Box]
- Misc. Bank Information-Line3: [Text Box]

Figure A-150: Bank Information Section Descriptions provides additional information about the **Sub Routing Information** section fields.

Figure A-150: Bank Information Section Descriptions

Field Name	Description	Features
Misc. Bank Information -Lines 1-3	A free-form text field that is 20-characters long used to enter additional information.	Optional
Payee Bank Sort Code	The sort code associated with the payee bank. Used if payments will be re-routed to another bank.	Optional
Sub-Bank Account Number	The number of the sub-routing banking account. Used if payments will be re-routed to another bank.	Optional
Sub-Bank Name	The name of the sub-routing bank. Used if payments will be re-routed to another bank.	Optional
Sub-Routing Number	The number associated with re-routing payments. Used if payments will be re-routed to another bank.	Optional

13.6.25 Address Page

The **Address** page is accessible by clicking the **Address** button or by clicking the **Addresses** tab from the **Address Line** page. The **Addressed Maintenance** page contains the detailed address information on each type of the addresses for this vendor address line. **Figure A-151: Address Maintenance** displays the **Addressed Maintenance** page.

Figure A-151: Address Maintenance Page

The screenshot shows a web-based form titled "Address". At the top left is a link to "Expand All" and "Collapse All". Below this is a section titled "General" which is expanded. It contains the following fields:

- Address Type:** A dropdown menu.
- Standardized Format:** A dropdown menu set to "Yes".
- Address:** A multi-line text input field divided into three horizontal rows.
- City:** A single-line text input field.
- State:** A single-line text input field with a small edit icon to its right.
- Postal Code:** A single-line text input field with a small edit icon to its right.
- County:** A single-line text input field.
- Country:** A single-line text input field with a small edit icon to its right.

Figure A-152: Addresses Maintenance Page Field Descriptions provides additional information about the **Addresses Maintenance** page fields.

Figure A-152: Addresses Maintenance Page Field Descriptions

Field Name	Description	Features
Standardized Format	U.S/ Non U.S Address Indicator	Required.
Name	The name of the vendor.	Optional.
Address	The vendor's street address.	Optional.
City	The city in which the vendor is located.	Optional.
State	The state in which the vendor is located.	Optional.
Zip Code	The postal zip code for the vendor.	Optional.
County	The county in which the vendor is located.	Optional.
Country	The country of the vendor. Valid values are listed in the Countries Maintenance table.	Optional.

13.6.26 Payment Types Page

The **Payment Types** page is accessible by clicking the **Payment Types** tab or by clicking the **Payment Types** button in the **Payment Information** section on the **Address Line** page. When clicking the Add button, the **Payment Type Search Page** is displayed as shown in **Figure A-153: Payment Type Search Page**.

Figure A-153: Payment Type Search Page

<input type="checkbox"/>	Code	Name	Short Name
--------------------------	------	------	------------

Figure A-154: Payment Type Search Page Field Descriptions provides additional information about the **Payment Type Search Page**.

Figure A-154: Payment Type Search Page Field Descriptions

Field Name	Description	Features
Search Criteria (group box)		
Code	Allows users to search by the payment type's code number.	Optional.
Name	Allows users to search by the payment type's code name.	Optional.
Short Name	Allows users to search by the payment type's short name.	Optional.
Security Org	Allows users to search by the payment type's	Optional.
Effective Start Date	Allows users to search by the payment type's effective start date.	Optional.
Effective End Date	Allows users to search by the payment type's effective end date.	Optional.
Search (button)	Initiates search for payment types that match user-specified search criteria.	Users should enter appropriate search criteria before clicking the Search button.

Field Name	Description	Features
Cancel (button)	Returns users to the Payment Types page of the Vendor form.	Users will be taken back to the Payment Type Tab.
Select (button)	Adds highlighted payment types to the Payment Types page of the Vendor form.	Users must select payment types before clicking Select to add to the Payment Types page of the Vendor form.

13.7 Estimated Accrual 3-Way (AE)

An **Estimated Accrual 3-Way** form is created in Pegasys to record the estimated costs of purchases that may or may not contain commodity line items. An Estimated Accrual 3-Way form with itemized lines is created in Pegasys to record the estimated costs of purchases that contain commodity line items. The Estimated Accrual 3-Way form with itemized lines includes the condition of goods and the dollar amount of goods accepted by the receiver. Estimated accrual documents will be created by copying forward either a non-itemized or itemized order.

13.7.1 Estimated Accrual 3-Way Header Page

The first page of the Estimated Accrual 3-Way form is the **Header** page. The **Header** page contains general information about the estimated accrual such as the date of the estimated accrual and the vendor. **Figure A-155: Estimated Accrual 3-Way Header Page** displays the **Header** page of this estimated accrual form.

Figure A-155: Estimated Accrual 3-Way Header Page

[Verify](#) [Save](#) [Submit](#) [Schedule](#) [Refresh](#) [Fund Currency](#) [Add Shortcut](#) [Attachments](#) [Route](#)

[Header](#) [Fixed Assets](#) [Office Addresses](#) [Header Accounting Lines](#) [Itemized Lines](#) [Approval Routing](#) [Memos](#) [Summary](#)

[Workflow Status](#) [Approval History](#)

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

General

Document Type:	<input type="text" value="AE"/>	Estimated Accrual 3-wa	Receipt Date:	<input type="text"/>
Status:	<input type="text" value="NEW"/>		Accounting Period:	<input type="text"/>
Document Number:	<input type="text" value="AE123"/>		Reporting Accounting Period:	<input type="text"/>
Title:	<input type="text"/>		Batch Number:	<input type="text"/>
* Received By:	<input type="text" value="na"/>		Document Classification:	<input type="text"/>
Invoice #:	<input type="text"/>		Security Org:	<input type="text" value="GSA"/>
<u>Invoice Date:</u>	<input type="text"/>		Suppress Printing:	<input type="checkbox"/>
<u>Disbursing Office:</u>	<input type="text"/>		Fast Pay:	<input type="checkbox"/>
Automatic Reversal:	<input type="checkbox"/>		Accepted Date:	<input type="text"/>
<u>Reversal Accounting Period:</u>	<input type="text"/>		Delivery Date:	<input type="text"/>
Reverse After Period:	<input type="text"/>		Period of Performance	<input type="text"/>
			Start Date:	<input type="text"/>
			End Date:	<input type="text"/>

Figure A-156: Estimated Accrual 3-Way Header Page Field and Button Descriptions provides additional information about **Estimated Accrual 3-Way Header** page fields.

Figure A-156: Estimated Accrual 3-Way Header Page Field and Button Descriptions

Field Name	Description	Features
Title	Displays the ACT number.	System-generated.
Received By	The name of the person who records the estimated accrual.	Required.
Invoice #	The number on the invoice sent by the vendor.	Optional.
Invoice Date	The date of the vendor invoice.	Optional.
Disbursing Office	The code that identifies the office that will disburse the payment. The value must be valid on the Disbursing Office Maintenance table.	Optional. Click the hyperlink to search for values.
Automatic Reversal (check box)	Used to enable Automatic Reversal feature.	Defaults to unchecked. Not in use for AE document type.
Reversal Acctg Period	The accounting period in which the accrual should be reversed.	Not in use for AE document type.
Reverse After Period	The number of accounting periods to elapse before accrual is to be reversed.	Not in use for AE document type.

Field Name	Description	Features
Receipt Date	The date the form is created. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Required. If blank, defaults to the current date.
Acctg Period	The accounting period in which this transaction is to be recorded. Enter the value in one of the following formats in which MM refers to the <u>fiscal</u> month and YY refers to the <u>fiscal</u> year: MM/YY MM/YYYY	Required.
Reporting Acctg Period	The accounting period in which this transaction should be reported, based on when the transaction is entered. Enter the value in one of the following formats in which MM refers to the <u>fiscal</u> month and YY refers to the <u>fiscal</u> year: MM/YY MM/YYYY	Required. If blank, defaults to the current accounting period.
Batch Number	Identifies the batch number associated with this transaction. This number is used when conducting offline batch processing.	Currently not in use.
Document Classification	The predefined group (defined on the Document Classification Maintenance table) to which this transaction belongs.	Optional.
Security Org	The security organization established when the form was created. Only users specified in the security organization of the request will have access to this form. Note: <i>If sending to other services for approval, user must select "GSA" as the security organization.</i>	System-maintained. Defaults to user's security organization.
Suppress Printing (check box)	Indicates that this form should not be printed from Pegasys.	Currently not in use.
Fast Pay (check box)	Currently not in use.	GSA not using.
Accepted Date	If this field is populated, then the date entered here will automatically be defaulted to Accepted Date field(s) of the Accounting Line(s). Enter the value in the following format: MM/DD/YY MM/DD/YYYY	Optional.

Field Name	Description	Features
Delivery Date	If this field is populated, then the date entered here will automatically be defaulted to Delivery Date field(s) of the Accounting Line(s). Enter the value in the following format: MM/DD/YY MM/DD/YYYY	Optional.
Period of Performance (group box)		
Start Date	The date ordered services begin. Enter the value in the following format: MM/DD/YY MM/DD/YYYY	Optional.
End Date	The date ordered services cease. Enter the value in the following format: MM/DD/YY MM/DD/YYYY	Optional.
Vendor (group box)		
Code	Displayed in two fields: Field 1: Vendor Code—The code specifically assigned to a particular vendor listed on the Vendor Maintenance table. The code is the TIN (Taxpayer Identification Number), except for foreign vendors and employees. Field 2: Address Code—The address code linked to the vendor code listed in Field 1.	Required. The combination of vendor code and vendor address code must be valid on the Vendor Maintenance table.
Name	The name of the vendor providing the goods or services.	System-maintained.
More (button)	Displays the Vendor Information page that identifies address information about the vendor.	Becomes enabled when vendor criteria are entered in the Code fields.
Remit To Address	Address code associated with the vendor's payment address.	Optional. The address code must be valid for the specified vendor on the Vendor Maintenance table.
More (button)	Displays the Vendor Information page that identifies address information about the vendor's payment address.	Becomes enabled when a valid address code is entered in the Remit To Address field.
Customer Account	The account number assigned to the agency by the vendor. Place the ALC (Agency Location Code) here, if needed.	Optional.
Amounts (group box)		
Net Amount	The total transaction amount.	System-maintained.
Net Cost Amount	The net cost amount of the items.	System-maintained.
Holdback Amount	Of the net authorized, the amount to be held back based on the contract terms.	System-maintained.
Prorate Amount	The amount of the transaction to be prorated across the available funding lines.	Optional.

Field Name	Description	Features
Prorate (button)	Distributes the sum specified in the Prorate Amount field across all accounting lines while maintaining the same percentage amounts for each accounting line.	Optional.
Contracts I (section)	Displays the Contract Information section in which details on the associated contract is provided.	Optional.
Shipping Information (group box)	Displays shipping information for the document.	Optional.
Receiving Location (group box)		
Edit Address Information button	Allows the user to edit the address information.	Optional.
External System Information (group box)	Displays the external system information for the document.	Optional.
Description (section)	Displays the Description and Extended Description fields to enter additional information about the form.	Optional.

13.7.2 Contract Information Section

The **Contract** section displays contract, delivery order, and blanket purchase agreement information associated with the request. **Figure A-157: Contracts Information Section** displays the **Contracts Information** section.

Figure A-157: Contracts Information Section

The screenshot shows a user interface for entering contract information. At the top left is a minus sign icon followed by the word "Contract". Below this is a list of fields with corresponding input boxes and edit icons:

- Contract Number: [Input Box] [Edit Icon]
- Date Signed: [Input Box] [Edit Icon]
- Blanket Agreement Number: [Input Box] [Edit Icon]
- Delivery Order Number: [Input Box] [Edit Icon]
- Contract Specialist: [Input Box]
- Expiration Date: [Input Box]
- Type of Action: [Input Box] [Down Arrow]
- Order Type: [Input Box] [Down Arrow]
- Priority: [Input Box] [Down Arrow]
- Priority Rating: [Input Box] [Down Arrow]

Figure A-158: Contracts Information Section Field Descriptions provides additional information about **Contract Information** fields.

Figure A-158: Contracts Information Section Field Descriptions

Field Name	Description	Features
Contract Number	The contract number that applies to this document's purchase.	Optional.

Field Name	Description	Features
Delivery Order Number	The delivery order number associated with the request.	Optional. Becomes enabled when an entry is made in the Contract Number field.
Blanket Agreement #	The blanket agreement number that applies to this purchase.	Optional.
Contract Specialist	The name of the contract specialist.	Optional.
Expiration Date	The expiration date for the agreement.	Optional.
Type of Action	The type of purchasing action ordered (for example, competitive contract, task order, simplified purchase).	Optional. Drop-down list.
Order Type	The type of order associated with the payment, either Delivery or Purchase.	Optional. Drop-down list.
Priority	The priority level associated with the request.	Optional. Drop-down list.
Priority Rating	The priority rating of this request.	Optional. Drop-down list.
Date Signed	The date signed for the agreement	Currently not in use.

13.7.3 Credit Card Information Section

The **Credit Card Information** section is used to record and display information pertaining to a credit card used for the transaction(s). **Figure A-159: Credit Card Information Section** displays the **Credit Card Information** section.

Figure A-159: Credit Card Information Section

The screenshot shows a form titled "Credit Card Information". It contains five input fields: "Credit Card:" (with a placeholder box), "Alias:" (with a placeholder box and a small edit icon), "Name:" (with a placeholder box), "Authorization Code:" (with a placeholder box), and "Date of Charge:" (with a placeholder box).

Figure A-160: Credit Card Information Section Field Descriptions provides additional information about the **Credit Card Information** section fields.

Figure A-160: Credit Card Information Section Field Descriptions

Field Name	Description	Features
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Field Name	Description	Features
Credit Card	The number of the Credit Card used. Valid values are listed on the Credit Card Maintenance table.	Optional. If the alias is used to reference the credit card, the number will not display.
Alias	The alias is an identification code for a Credit Card that can be entered in lieu of the actual Credit Card number when recording Credit Card transactions in Pegasys. The alias is comprised of the first 12 characters of the cardholder's name in this format: Last Name + First Name + Middle Initial and the last 4-digits of the actual credit card number.	Required (For credit card transactions). System-maintained (if a valid entry is made in the Credit Card field).
Name	Displays the name of the Credit Card's authorized user as recorded on the Credit Card Maintenance table.	System-maintained.
Authorization Code	The authorization or approval code given by the vendor for the credit card purchase.	Optional.
Date of Charge	The date of actual purchase.	Optional.

13.7.4 Shipping Information Section

The Shipping Information section displays shipping information for the request. **Figure A-161: Shipping Information Section** displays the Shipping Information section.

Figure A-161: Shipping Information Section

The screenshot shows a form titled "Shipping Information". It contains five input fields: "Shipment Number" (with a placeholder box), "Carrier" (with a placeholder box and a small edit icon), "Freight On Board" (with a placeholder box and a small edit icon), "Additional Markings" (with a placeholder box), and "Government Bill of Lading" (with a placeholder box).

Figure A-162: Shipping Information Section Field Descriptions provides additional information about **Shipping Information** fields.

Figure A-162: Shipping Information Section Field Descriptions

Field Name	Description	Features
Shipment Number	The number of the shipment of the goods.	
Additional Markings	Additional information that will be used to further identify the shipping location or delivery method.	Optional.
Carrier	The type of carrier used to deliver the goods. The value must be valid in the Carrier maintenance table.	Optional.
Freight On Board	The freight on board location determining who pays the shipping charges.	Optional.

Field Name	Description	Features
Government Bill of Lading	The government bill of lading for the shipment.	Optional

13.7.5 External System Information Section

The **External System Information** section is used to record and display information pertaining to external systems used for the transaction(s). **Figure A-163: External System Information section** displays the External System Information.

Figure A-163: External System Information section

A screenshot of a software interface showing the 'External System Information' section. It contains two input fields: 'System ID:' with a text box and a blue edit icon, and 'External System Document Number:' with a text box.

Figure A-164: External System Information Section Field Descriptions provides additional information about the **External System Information** section fields.

Figure A-164: External System Information Section Field Descriptions

Field Name	Description	Features
System ID	The identification number of the document as it resides in the interfacing system from which it originated.	Optional.
External System Document Number	The external system identifier.	Optional.

13.7.6 Estimated Accrual 3-Way Header Accounting Line Page

The **Estimated Accrual 3-Way Header Accounting Line** page is accessible by clicking the **Header Accounting Lines** tab. This page contains information about the accounting strip used to fund the estimated accrual. **Figure A-165: Estimated Accrual 3-Way Header Accounting Line Page** displays the **Accounting Line** page of this estimated accrual form.

Figure A-165: Estimated Accrual 3-Way Header Accounting Line Page

Header Accounting Line

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

General

Line Number: Source Number:

Transaction Type:

Accepted Date:

Delivery Date:

Related Cost Type:

Period of Performance

Start Date: End Date:

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Line Amounts

Amount:

Holdback Amount:

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Figure A-166: Estimated Accrual 3-Way Header Accounting Line Page Field Descriptions provides additional information about the fields of the **Accounting Lines** page of this estimated accrual form.

Figure A-166: Estimated Accrual 3-Way Header Accounting Line Page Field Descriptions

Field Name	Description	Features
Line Number	A number that uniquely identifies the line.	Optional. If blank, Pegasys will default to the value of the next sequential number from the highest line number already entered.
Transaction Type	An alphanumeric code used in conjunction with the transaction's document type determines the general ledger postings and budgetary impact. Valid values are listed in the Transaction Definition Maintenance table.	System-maintained.
Accepted Date	The date on which the goods or services were accepted. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Optional.

Field Name	Description	Features
Delivery Date	The date on which the goods or services were delivered. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Optional.
Related Cost Type	Used to designate funding allocated for Related Costs that is above the actual cost.	Optional. Drop-down list provides list of valid values.
Period of Performance (group box)		
Start Date	The date the ordered services begin. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Optional.
End Date	The date the ordered services cease. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Optional.
Source Number	The specific source of the financial transaction activity.	Optional.
Line Amount (group box)		
Amount	The total dollar amount of the Accounting Line. Must be greater than zero.	Required.
Holdback Amount	Of the net authorized, the amount to be held back based on the contract terms.	Optional.
Document Reference (group box)		
Type	The document type of the referenced document.	Optional. Drop-down list. Defaults to the referenced document's type if Copy Forward was used to create the estimated accrual form.
Document	Consists of two fields: Field 1: The document number of the referenced document. Field 2: The line number of the referenced accounting line.	Optional. Available only if a value has been entered into Type field. Defaults to the referenced document's number if Copy Forward was used to create the accrual form.

Field Name	Description	Features
Final (check box)	If checked, liquidates the referenced document and returns unused money to the budget.	Optional. Defaults to checked when the estimated accrual is processed and the line amount equals the referenced line amount.
Misc. (check box)	If checked, the accounting line will update the referenced document's miscellaneous amount and does not liquidate a specific accounting line.	Optional. Defaults to unchecked.
Default (button)	Brings over accounting data from a referenced document line (if Copy Forward was not used when creating the current form). However, will not bring forward the ACT number.	Optional.
Liquidate (checkbox)	When checked, allows the referenced document's itemized line quantity and unit price to be liquidated. The liquidation of funding for itemized lines is handled automatically by the header accounting line; a process which is independent of the Liquidate Items flag.	Optional
Accounting Dimensions (group box)		
Template	The accounting template used to obtain the accounting strip. Valid values are listed in the Accounting Template Maintenance table.	
BFYs	Budget Fiscal Year(s) of the accounting strip. Displayed in two fields: Field 1: Beginning Budget Fiscal Year (BBFY) Field 2: Ending Budget Fiscal Year (EBFY), if applicable.	Required. Will default based on the accounting template selected.
Fund	The fund code of the accounting strip. Valid values are listed in the Fund Maintenance table.	Required. Will default based on the accounting template selected.
Region	The region code of the accounting strip. Valid value listed in the Region Maintenance table.	Will default based on the accounting template selected.
Program	The program code of the accounting strip. Valid values are listed in the Program Maintenance table.	Will default based on the accounting template selected. Click the hyperlink to search for values.
Org Code	The organization code of the accounting strip. Valid values are listed in the Organization Maintenance table.	Will default based on the accounting template selected.
Sub Object Class	The sub object class of the accounting strip. Valid values are listed in the Sub Object Class Maintenance table.	May default and/or may become required based on the accounting template selected.
Activity	The activity code of the accounting strip. Valid values are listed in the Activity Maintenance table.	May default and/or may become required based on the accounting template selected.
Project Code	The project/grant/case number/audit number code/profit center of the accounting strip. Valid values are listed in the Project Maintenance table.	Optional.
Building #	The building number of the accounting strip. Valid values are listed in the Building Number Maintenance table.	Optional.

Field Name	Description	Features
Work Item	The work item/work category code of the accounting strip. Valid values are listed in the Sub Project Maintenance table.	Optional.
System	The system code of the accounting strip. Valid values are listed in the System Maintenance table.	Optional.
Vehicle Tag #	The vehicle tag number of the accounting strip. Valid values are listed in the Vehicle Tag Maintenance table.	Optional.
Cost Organization	Currently not in use.	
YBA	The Year of Budget Authority	Optional.
Agreement (group box)	Used to specify an agreement (e.g., RWA, IBAA) to be associated with the order. Displayed in two fields: Field 1: Agreement number. Field 2: Line number.	Optional. Click the hyperlink to search for a value.
Contracts Line (group box)	Used to specify a Contract number and/or its contract line item number (CLIN) or sub-contract line item number, or Blanket Agreement number, or Delivery Order number for this accounting line that is referenced by the estimated accrual.	Optional.
Description (section)	Displays the Description and Extended Description fields to enter additional information about the line.	Optional.

13.7.7 Contract Line Section

The Contracts Line Information section displays contract information for the request. **Figure A-167: Contracts Line Information Section** displays the **Contracts Line Information** section.

Figure A-167: Contracts Line Information Section

Contracts Number:

Blanket Agreement Number:

Delivery Order Number:

Contracts Line Item Number:

Sub Contracts Line Item Number:

Blanket Agreement Line Item Number:

Sub Blanket Agreement Line Item Number:

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Figure A-168: Contract Line Section Descriptions provides additional information about Contract Line section fields.

Figure A-168: Contract Line Section Descriptions

Field Name	Description	Features
Blanket Agreement Line Item Number	The line item number of the blanket purchase agreement associated with this form.	Optional
Blanket Agreement Number	The number of the blanket purchase agreement. The value must be valid in the Blanket Agreement maintenance table.	Optional
Contract Number	The contract number that applies to this item. The value must be valid in the Contract maintenance table.	Optional
Contract Line Item Number	The number of the contract line to which this form applies.	Optional
Delivery Order Number	The number of the delivery order to which this form applies.	Optional
Sub-Blanket Agreement Line Item Number	The line item number of the sub blanket purchase agreement associated with this form.	Optional
Sub-Contract Line Item Number	The number of the sub-contract line to which this form applies.	Optional

13.7.8 Estimated Accrual 3-Way Itemized Line Page

The **Itemized Lines** page of an estimated accrual form is accessible by clicking the **Itemized Lines** tab. This page contains commodity line item information, as well as delivery, acceptance, and inspection details. **Figure A-169: Estimated Accrual 3-Way Itemized Line Page** displays the **Itemized Line** page of an Itemized Estimated Accrual form.

Figure A-169: Estimated Accrual 3-Way Itemized Line Page

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

Header | Fixed Assets | Office Addresses | Header Accounting Lines | **Itemized Lines** | Approval Routing | Memos | Summary

Itemized Line | Office Addresses | Funding | Fixed Assets

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

General

Line Number:	1	Source Number:	
Item #:		Commodity:	
Period of Performance	Start Date: <input type="text"/> End Date: <input type="text"/> * Commodity: <input type="text"/>		
Inspection Condition:	<input type="text"/>	* Commodity Code:	<input type="text"/>
Accepted Date:	<input type="text"/>	* Commodity Name:	<input type="text"/>
Delivery Date:	<input type="text"/>	Unit:	<input type="text"/>
Delivery Address			
Final Destination Address			
Property Address			

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Figure A-170: Estimated Accrual 3-Way Itemized Line Page Field Descriptions provides additional information about fields of the **Estimated Accrual 3-Way Itemized Line** page.

Figure A-170: Estimated Accrual 3-Way Itemized Line Page Field Descriptions

Field Name	Description	Features
Line Number	A number that uniquely identifies the line.	If blank, this value will default to the next sequential number from the highest line number already entered.
Item #	The item number of the commodity received (<i>i.e.</i> , vendor's catalog number).	Optional.
Period of Performance (group box)		
Start Date	The date ordered services begin. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Optional.
End Date	The date ordered services cease. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Optional.
Inspection Condition	The condition of the commodity items when received and inspected.	Optional but becomes required if Rejected Quantity value is greater than zero.
Accepted Date	The date on which the goods or services were accepted. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Optional.
Delivery Date	The date on which the goods or services were delivered. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Optional.
Source Number	The specific source of the financial transaction activity.	Optional.
Commodity Code	The commodity code of the commodity line item being entered. Valid values are listed in the Commodity Maintenance table.	Optional.
Commodity Name	The name of the commodity item received. If a commodity code is entered, the name defaults.	Required.
Unit	The standard unit of measure of the commodity. The field defaults to the value associated with the commodity code as defined on the Commodities table.	Required
Source Number	The specific source of the financial transaction activity.	Optional
Line Amounts (group box)		
Req/Ord Quantity	The number of ordered or requested commodity items that were on the referenced line.	System-maintained.
Req/Ord Unit Price	The cost per unit of the ordered or requested commodity item.	System-maintained.

Field Name	Description	Features
Req/Ord Line Amount	The dollar value of the ordered or requested commodity items that were on the referenced line.	System-maintained.
Outstanding Quantity	The number of outstanding commodity items.	System-maintained.
Outstanding Unit Price	The cost per unit of the outstanding commodity items.	System-maintained.
Outstanding Line Amount	The dollar value of the outstanding commodity items.	System-maintained.
Received Quantity	The number of commodity items received.	Required. Defaults to 0.0.
Received Line Amount	The dollar value of the commodity items received.	System-maintained.
Inspected Quantity	The number of inspected commodity items.	Required. Defaults to 0.0.
Inspected Line Amount	The dollar value of the inspected commodity items.	System-maintained.
Accepted Quantity	The number of accepted commodity items.	Required. Defaults to 0.0.
Accepted Unit Price	The cost per unit of the accepted commodity item.	Required. Defaults to \$0.0000.
Accepted Line Amount	The dollar value of the accepted commodity items.	System-maintained.
Rejected Quantity	The quantity of the rejected commodity items.	Required. Defaults to 0.0.
Rejected Unit Price	The cost per unit of the rejected commodity items.	System-maintained.
Rejected Line Amount	The dollar value of the rejected commodity items.	System-maintained.
Proate (button)	Click to proportionately distribute the amount of the line the user is referencing across the accounting/itemized lines.	Optional
Document Reference (group box)		
Type	The document type of the referenced document.	Optional. Drop-down list. Defaults to the referenced document's type if Copy Forward was used to create the accrual form.
Document	Consists of two fields: Field 1: The document number of the referenced document. Field 2: The line number of the referenced accounting line.	Optional. Available only if a value has been entered into Type field. Defaults to the referenced document's number if Copy Forward was used to create the accrual form.

Field Name	Description	Features
Final (check box)	If checked, liquidates the referenced document and returns unused money to budget.	Optional. Defaults to checked when the line amount equals the referenced line amount.
Misc. (check box)	If checked, the accounting line will update the referenced document's miscellaneous amount and does not liquidate a specific accounting line.	Optional. Defaults to unchecked.
Default (button)	Brings over accounting data from a request (if the Copy Forward feature was not used).	Optional.
View (button)	Click to view the item.	Optional
Supplemental Info (group box)	Displays the Itemized Line Supplemental Information section that identifies additional descriptive information about the line item	Optional.
Contracts Line (group box)	Used to specify a Contract number and/or its contract line item number (CLIN) or sub-contract line item number, or Blanket Agreement number, or Delivery Order number for this accounting line that is referenced by the order.	Optional.
Shipping Information (group box)	Displays shipping information for the document	Optional.
Description (section)	Displays the Description and Extended Description fields to enter additional information about the line.	Optional.
Office Address (tab)	Displays the Delivery, Final Destination, and Property address information.	Optional.
Funding (tab)	Displays the Accounting Line Information page that identifies accounting information for the line item.	
Fixed Assets (tab)	Displays Fixed Asset information page that identifies the fixed asset information	• Optional.

13.7.9 Supplemental Information Section

The **Itemized Line Supplemental Information** section contains additional descriptive information about the commodity line. *Figure* displays the **Itemized Line Supplemental Information** section.

Figure A-171: Itemized Line Supplemental Information Section

Supplemental Info

<u>Product/Service Codes:</u>	<input type="text"/>		
<u>NAICS Code:</u>	<input type="text"/>		
<u>SIC Code:</u>	<input type="text"/>		
Company:	<input type="text"/>		
Drawing Number:	<input type="text"/>		
Specification Number:	<input type="text"/>		
Serial Number:	<input type="text"/>		
Piece Number:	<input type="text"/>		
Model Number:	<input type="text"/>		
National Stock Number:	<input type="text"/>		
Recycled Product:	<input type="text"/>		
Color:	<input type="text"/>		
Size:	<input type="text"/>		
Duration:	<input type="text"/>		
<u>Manufacturer:</u>	<input type="text"/>		
Year Of Manufacture:	<input type="text"/>		
MILSTRIP:	<input type="text"/>		

Figure A-172: Itemized Line Supplemental Information Section Field Descriptions
 provides additional information about the **Itemized Line Supplemental Information** section fields. **Note:** This information will not print on any form. If this information is needed on a printed form, enter information in the **Description** field on the **Header** page.

Figure A-172: Itemized Line Supplemental Information Section Field Descriptions

Field Name	Description	Features
Product/Service Codes	The Product/Service code that identifies the line item. Valid values are listed in the Product Service Codes table.	Optional.
NAIC Code	The North American Industrial Classification code of the line item. Valid values are listed in the North American Industrial Classifications table.	Optional.
SIC Code	The Standard Industrial Classification code of the line item. Valid values are listed in the Standard Industrial Classifications table.	Optional.
Company	The company that provides the line item.	Optional.
Drawing Number	The drawing number of the line item.	Optional.
Specification Number	The specification number of the line item.	Optional.
Serial Number	The serial number of the line item.	Optional.
Piece Number	The piece number of the line item.	Optional.
Model Number	The manufacturer's code which identifies the model of the line item.	Optional.
National Stock Number	The national stock number that identifies the line item.	Optional.
Recycled Product	A status indicating whether or not the line item is a recycled product.	Optional.
Color	The color of the line item.	Optional.
Size	The size of the line item.	Optional.
Duration	The length that the requested services are expected to last.	Optional.
Manufacturer	The manufacturer of the line item.	Optional.
Year of Manufacture	The year in which the line item was manufactured.	Optional.
MILSTRIP	MIL Strip	Optional.

13.7.10 Contract Line Section

The Contracts Line Information section displays contract information for the request. **Figure A-173: Contracts Line Information Section** displays the **Contracts Line Information** section.

Figure A-173: Contracts Line Information Section

Contracts Line

Contracts Number:

Blanket Agreement Number:

Delivery Order Number:

Contracts Line Item Number:

Sub Contracts Line Item Number:

Blanket Agreement Line Item Number:

Sub Blanket Agreement Line Item Number:

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Figure A-174: Contract Line Section Descriptions provides additional information about Contract Line section fields.

Figure A-174: Contract Line Section Descriptions

Field Name	Description	Features
Blanket Agreement Line Item Number	The line item number of the blanket purchase agreement associated with this form.	Optional
Blanket Agreement Number	The number of the blanket purchase agreement. The value must be valid in the Blanket Agreement maintenance table.	Optional
Contract Number	The contract number that applies to this item. The value must be valid in the Contract maintenance table.	Optional
Contract Line Item Number	The number of the contract line to which this form applies.	Optional
Delivery Order Number	The number of the delivery order to which this form applies.	Optional
Sub-Blanket Agreement Line Item Number	The line item number of the sub blanket purchase agreement associated with this form.	Optional
Sub-Contract Line Item Number	The number of the sub-contract line to which this form applies.	Optional

13.7.11 Shipping Information Section

The Shipping Information section displays shipping information for the request. **Figure A-175: Shipping Information Section** displays the Shipping Information section.

Figure A-175: Shipping Information Section

The screenshot shows a section titled "Shipping Information" with four input fields. The first field is labeled "Carrier:" and contains a text input box with an edit icon. The second field is labeled "Freight On Board:" and contains a text input box with an edit icon. The third field is labeled "Additional Markings:" and contains a text input box. The fourth field is labeled "Government Bill of Lading:" and contains a text input box.

Figure A-176: Shipping Information Section Field Descriptions provides additional information about **Shipping Information** fields.

Figure A-176: Shipping Information Section Field Descriptions

Field Name	Description	Features
Additional Markings	Additional information that will be used to further identify the shipping location or delivery method.	Optional.
Freight On Board	The freight on board location determining who pays the shipping charges.	Optional.
Government Bill of Lading	The government bill of lading for the shipment.	Optional

13.7.12 Funding Accounting Line

The **Funding Accounting Line Information** page is accessible by clicking the **Funding** tab from the **Itemized Line** page. This page contains the funding and accounting information of the commodity line. **Figure A-177: Funding Accounting Line Information Page** displays the **Funding Accounting Line Information** page.

Figure A-177: Funding Accounting Line Information Page

Funding Acctg Line

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

General

Line Number:	1
Transaction Type:	<input type="text"/>
Related Cost Type:	<input type="text"/> N/A

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Line Amounts

Amount:	\$0.00
Holdback Amount:	\$0.00

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Document Reference

Type:	Number:	Item:	Accounting:	<input type="button" value="View"/>	<input type="button" value="Default"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Final:	<input type="checkbox"/> Misc:
Liquidate Items: <input type="checkbox"/>					

Figure A-178: Accounting Line Information Page Field Descriptions provides additional information about the fields of the **Accounting Line Information** page of the Itemized Estimated Accrual 3-Way form.

Figure A-178: Accounting Line Information Page Field Descriptions

Field Name	Description	Features
Line Number	A number that uniquely identifies this funding line.	If no value is entered, Pegasys defaults to the next sequential number from the highest line number already entered.
Transaction Type	An alphanumeric code used in combination with the transaction's document type, that determines the general ledger postings and budgetary impact. Valid values are listed in the Transaction Definition Maintenance table.	System-maintained.
Treasury Symbol		
To/From		
Related Cost Type	Used to designate funding allocated for Related Costs that is above the actual cost.	Optional. Drop-down list provides list of valid values.
Line Amounts (group box)		
Amount	The original dollar amount of the accounting line.	Required.
Holdback Amount	Of the net authorized, the amount to be held back based on the contract terms.	Optional.
Document Reference (group box)		

Field Name	Description	Features
Type	The document type of the referenced document.	Optional. Drop-down list. Defaults to the referenced document's type if Copy Forward was used to create the accrual form.
Document	The document number of the referenced document.	
Itemized Line Number	The line number of the referenced itemized line.	
Accounting Line Number	The line number of the referenced accounting line.	
Final (check box)	If checked, liquidates the referenced accounting line.	
Misc (check box)	A checkbox indicating a miscellaneous reference. A check indicates that the reference is miscellaneous and therefore not tied to a specific line; no check indicates a normal accounting line reference and liquidation.	
Default (button)	A button that defaults the accounting line information for the estimated accrual based on the referenced document.	
View (button)	Click to View the document.	
Accounting Dimensions (group box)		
Template	The accounting template used to obtain the accounting strip. Valid values are listed in the Accounting Template Maintenance table.	Required.
BFYs	Budget Fiscal Year(s) of the accounting strip for which the form is being processed. Displayed in two fields: Field 1: Beginning Budget Fiscal Year (BBFY) Field 2: Ending Budget Fiscal Year, if applicable. (EBFY)	Required. Will default based on the accounting template selected.
Fund	The fund code of the accounting strip. Valid values are listed in the Fund Maintenance table.	Required. Will default based on the accounting template selected
Region	The region code of the accounting strip. Valid values are listed in the Region Maintenance table.	Will default based on the accounting template selected.
Program	The program code of the accounting strip. Valid values are listed in the Program Maintenance table.	Will default based on the accounting template selected.
Org Code	The organization code of the accounting strip. Valid values are listed in the Organization Maintenance table.	Will default based on the accounting template selected.
Sub Object Class	The sub object class code of the accounting strip. Valid values are listed in the Sub Object Class Maintenance table.	Required.
Activity	The activity code of the accounting strip. Valid values are listed in the Activity Code Maintenance table.	May default and/or may become required based on the accounting template selected.
Proj Code	The project/grant/case number/audit number code/profit center of the accounting strip. Valid values are listed in the Project Maintenance table.	Optional.
Building #	The building number of the accounting strip. Valid values are listed in the Building Number Maintenance table.	Optional.

Field Name	Description	Features
Work Item	The work item/work category code of the accounting strip. Valid values are listed in the Sub Project Maintenance table.	Optional.
System	The system code of the accounting strip. Valid values are listed in the System Maintenance table.	Optional.
Vehicle Tag #	The vehicle tag of the accounting strip. Valid values are listed in the Vehicle Tag Maintenance table.	Optional.
Cost Organization	Currently not in use.	
YBA	The year of budget authority	Optional.
Agreement (group box)	Used to specify an agreement (e.g., RWA, IBAA) to be associated with the order. Displayed in two fields: Field 1: Agreement number. Field 2: Line number.	Optional.
Description (group box)	Displays the Description and Extended Description fields to enter additional information about this accounting line.	Optional.

13.8 Self-Reversing Estimated Accrual 2-Way (AR)

A Self-reversing Estimated Accrual 2-Way form is created in Pegasys to record estimated costs for prepaid training and inter-agency and credit card purchases that hit expense-based budgets (e.g., 255X, 455X). Since obligations do not affect expense-based budgets and invoices have no accounting impact in Pegasys, expense-based budgets are not reflected in a 2-way match spending until Pegasys has matched and paid the invoice. The self-reversing estimated accrual form (AR) is created by copying forward a prepaid training order, inter-agency order, or credit card log.

13.8.1 Self-Reversing Estimated Accrual 2-Way Header Page

The first page of the Self-Reversing Estimated Accrual 2-Way form is the **Header** page. The **Header** page contains general information about the estimated accrual such as the date of the estimated accrual and the vendor. **Figure A-179: Self-Reversing Estimated Accrual 2-Way Header Page** displays the **Header** page of this self-reversing estimated accrual form.

Figure A-179: Self-Reversing Estimated Accrual 2-Way Header Page

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

Header Fixed Assets Office Addresses Header Accounting Lines Itemized Lines Approval Routing Memos Summary

Workflow Status Approval History

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

General

Document Type:	AR	Self-Reversing Estimat	Receipt Date:	<input type="text"/>
Status:	NEW		Accounting Period:	<input type="text"/>
Document Number:	ARTEST1		Reporting Accounting Period:	<input type="text"/>
Title:	<input type="text"/>		Batch Number:	<input type="text"/>
* Received By:	<input type="text"/> na		Document Classification:	<input type="text"/>
Invoice #:	<input type="text"/>		Security Org:	GSA
Invoice Date:	<input type="text"/>		Suppress Printing:	<input type="checkbox"/>
Disbursing Office:	<input type="text"/>		Fast Pay:	<input type="checkbox"/>
Automatic Reversal:	<input type="checkbox"/>		Accepted Date:	<input type="text"/>
Reversal Accounting Period:	<input type="text"/>		Delivery Date:	<input type="text"/>
Reverse After Period:	<input type="text"/>		Period of Performance	
			Start Date:	<input type="text"/>
			End Date:	<input type="text"/>

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Figure A-180: Self-Reversing Estimated Accrual 2-Way Header Page Field Descriptions provides additional information about the fields of the **Header** page of the Self-Reversing Estimated Accrual 2-Way form.

Figure A-180: Self-Reversing Estimated Accrual 2-Way Header Page Field Descriptions

Field Name	Description	Features
Title	Displays the ACT number.	System-generated.
Received By	The name of the person who records the estimated accrual.	Required.
Receipt Amount	The original total dollar amount of the estimated accrual.	System-maintained.
Invoice #	The number on the invoice sent by the vendor.	Optional.
Invoice Date	The date of the vendor invoice.	Optional.
Disbursing Office	The code that identifies the office that will disburse the payment. The value must be valid on the Disbursing Office Maintenance table.	Optional.
Automatic Reversal (check box)	<p>Used to enable Automatic Reversal of the accrual.</p> <p>If checked, the Automatic Reversal is enabled and an entry must be made in either the Reversal Acctg Period or Reverse After Period field.</p> <p>If unchecked, no Automatic Reversal will occur.</p>	<p>GSA Required.</p> <p>Defaults to unchecked.</p> <p>If checked, an entry is required in either the Reversal Acctg Period or Reverse After Period field.</p>

Field Name	Description	Features
Reversal Acctg Period	The accounting period in which the accrual should be reversed.	Optional. Becomes enabled after Automatic Reversal check box has been checked.
Reverse After Period	The number of accounting periods to elapse before accrual is to be reversed.	Optional. Becomes enabled after Automatic Reversal check box has been checked.
Receipt Date	The date the form is created. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Required. If blank, defaults to the current date.
Holback Amount	The amount of the order total that is being held back from payment.	System-maintained.
Acctg Period	The accounting period in which this transaction is to be recorded. Enter the value in one of the following formats in which MM refers to the <u>fiscal</u> month and YY refers to the <u>fiscal</u> year: MM/YY MM/YYYY	Required. If blank, defaults to the current accounting period.
Reporting Acctg Period	The accounting period in which this transaction should be reported, based on when the transaction is entered. Enter the value in one of the following formats in which MM refers to the <u>fiscal</u> month and YY refers to the <u>fiscal</u> year: MM/YY MM/YYYY	Required. If blank, defaults to the current accounting period.
Batch Number	Identifies the batch number associated with this transaction. This number is used when conducting offline batch processing.	Currently not in use.
Document Classification	The predefined group (defined on the Document Classification Maintenance table) to which this transaction belongs.	Optional.
Security Org	The security organization established when the form was created. Only users specified in the security organization of the request will have access to this form. Note: If sending to other services for approval, user must select "GSA" as the security organization.	System-maintained. Defaults to user's security organization.
Suppress Printing (check box)	Indicates that this form should not be printed from Pegasys.	Currently not in use.
Fast Pay (check box)	Currently not in use.	GSA not using.

Field Name	Description	Features
Accepted Date	If this field is populated, then the date entered here will automatically be defaulted to Accepted Date field(s) of the Accounting Line(s). Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Optional.
Delivery Date	If this field is populated, then the date entered here will automatically be defaulted to Delivery Date field(s) of the Accounting Line(s). Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Optional.
Prorate Amount	Used to change the total amount of the entire accrual and distribute it across all accounting lines in such a manner that each accounting line will still represent the same percentage of the total as it before the form was prorated.	Optional.
Period of Performance (group box)		
Start Date	The date ordered services begin. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Optional.
End Date	The date ordered services cease. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Optional.
Vendor (group box)		
Code	Displayed in two fields: Field 1: Vendor Code—The code specifically assigned to a particular vendor listed on the Vendor Maintenance table. The code is the TIN (Taxpayer Identification Number), except for foreign vendors and employees. Field 2: Address Code—The address code linked to the vendor code listed in Field 1.	Required. The combination of vendor code and vendor address code must be valid on the Vendor Maintenance table.
Name	The name of the vendor providing the goods or services.	System-maintained.
More (button)	Displays the Vendor Information page that identifies address information about the vendor.	Becomes enabled when vendor criteria are entered in the Code fields.
Customer Account	The account number assigned to the agency by the vendor. Place the ALC (Agency Location Code) here, if needed.	Optional.

Field Name	Description	Features
Remit To Address	Address code associated with the vendor 's payment address.	Optional. The address code must be valid for the specified vendor on the Vendor Maintenance table.
More (button)	Displays the Vendor Information page that identifies address information about the vendor's payment address.	Becomes enabled when a valid address code is entered in the Remit To Address field.
Amounts (group box)		
Net Amount	The total transaction amount.	System Maintained
Net Cost Amount	The net cost amount of the items.	System Maintained
Hold back Amount	Of the net authorized, the amount to be held back based on the contract terms.	System Maintained
Prorate Amount	The amount of the transaction to be prorated across the available funding lines.	Optional
Prorate (button)	Distributes the sum specified in the Prorate Amount field across all accounting lines while maintaining the same percentage amounts for each accounting line.	Optional.
Contracts (section)	Displays the Contract Information section in which details on the associated contract is provided.	Optional.
Shipping Information (group box)	Shipping information for the document.	Optional
Receiving Location (group box)	The Receiving location for the document	Optional
Edit Address Information (button)	Allows users to edit address information for the document	Optional
External System Information (group box)	Displays external system information for the document.	Optional
Description (section)	Displays the Description and Extended Description fields to enter additional information about the form.	Optional.

13.8.2 Contract Information Section

The **Contract** section displays contract, delivery order, and blanket purchase agreement information associated with the request. **Figure A-181: Contracts Information Section** displays the **Contracts Information** section.

Figure A-181: Contracts Information Section

Contract

<u>Contract Number:</u>	<input type="text"/>	<input type="button" value="edit"/>	<u>Date Signed:</u>	<input type="text"/>
<u>Blanket Agreement Number:</u>	<input type="text"/>	<input type="button" value="edit"/>		
<u>Delivery Order Number:</u>	<input type="text"/>	<input type="button" value="edit"/>		
Contract Specialist:	<input type="text"/>			
<u>Expiration Date:</u>	<input type="text"/>			
Type of Action:	<input type="button" value="list"/>			
Order Type:	<input type="button" value="list"/>			
Priority:	<input type="button" value="list"/>			
Priority Rating:	<input type="button" value="list"/>			

Figure A-182: Contracts Information Section Field Descriptions provides additional information about **Contract Information** fields.

Figure A-182: Contracts Information Section Field Descriptions

Field Name	Description	Features
Contract Number	The contract number that applies to this document's purchase.	Optional.
Delivery Order Number	The delivery order number associated with the request.	Optional. Becomes enabled when an entry is made in the Contract Number field.
Blanket Agreement #	The blanket agreement number that applies to this purchase.	Optional.
Contract Specialist	The name of the contract specialist.	Optional.
Expiration Date	The expiration date for the agreement.	Optional.
Type of Action	The type of purchasing action ordered (for example, competitive contract, task order, simplified purchase).	Optional. Drop-down list.
Order Type	The type of order associated with the payment, either Delivery or Purchase.	Optional. Drop-down list.
Priority	The priority level associated with the request.	Optional. Drop-down list.
Priority Rating	The priority rating of this request.	Optional. Drop-down list.
Date Signed	The Date the document is signed	Optional

13.8.3 Credit Card Information Section

The **Credit Card Information** section is used to record and display information pertaining to a credit card used for the transaction(s). **Figure A-183: Credit Card Information Section** displays the **Credit Card Information** section.

Figure A-183: Credit Card Information Section

The screenshot shows a form titled "Credit Card Information". It contains five input fields: "Credit Card" (text box), "Alias" (text box with a small edit icon), "Name" (text box), "Authorization Code" (text box), and "Date of Charge" (text box). The "Alias" field has a small blue edit icon next to it.

Figure A-184: Credit Card Information Section Field Descriptions provides additional information about the **Credit Card Information** section fields.

Figure A-184: Credit Card Information Section Field Descriptions

Field Name	Description	Features
Credit Card	The number of the Credit Card used. Valid values are listed on the Credit Card Maintenance table.	Optional. If the alias is used to reference the credit card, the number will not display.
Alias	The alias is an identification code for a Credit Card that can be entered in lieu of the actual Credit Card number when recording Credit Card transactions in Pegasys. The alias is comprised of the first 12 characters of the cardholder's name in this format: Last Name + First Name + Middle Initial and the last 4-digits of the actual credit card number.	Required (For credit card transactions). System-maintained (if a valid entry is made in the Credit Card field).
Name	Displays the name of the Credit Card's authorized user as recorded on the Credit Card Maintenance table.	System-maintained.
Authorization Code	The authorization or approval code given by the vendor for the credit card purchase.	Optional.
Date of Charge	The date of actual purchase.	Optional.

13.8.4 Shipping Information Section

The Shipping Information section displays shipping information for the request **Figure A-185: Shipping Information Section** displays the Shipping Information section.

Figure A-185: Shipping Information Section

Shipping Information

Carrier:	<input type="text"/>	
Freight On Board:	<input type="text"/>	
Additional Markings:	<input type="text"/>	
Government Bill of Lading:	<input type="text"/>	

Figure A-186: Shipping Information Section Field Descriptions provides additional information about **Shipping Information** fields.

Figure A-186: Shipping Information Section Field Descriptions

Field Name	Description	Features
Additional Markings	Additional information that will be used to further identify the shipping location or delivery method.	Optional.
Carrier	The type of carrier used to deliver the goods. The value must be valid in the Carrier maintenance table.	Optional.
Freight On Board	The freight on board location determining who pays the shipping charges.	Optional.
Government Bill of Landing	The government bill of lading for the shipment.	Optional

13.8.5 External System Information Section

The **External System Information** section is used to record and display information pertaining to external systems used for the transactions **Figure A-187: External System Information** section displays the External System Information.

Figure A-187: External System Information section

External System Information

System ID:	<input type="text"/>	
External System Document Number:	<input type="text"/>	

Figure A-188: External System Information Section Field Descriptions provides additional information about the **External System Information** section fields.

Figure A-188: External System Information Section Field Descriptions

Field Name	Description	Features
System ID	The identification number of the document as it resides in the interfacing system from which it originated.	Optional.
External System Document Number	The external system identifier.	Optional.

13.8.6 Self-Reversing Estimated Accrual 2-Way Header Accounting Line Page

The **Self-Reversing Estimated Accrual 2-Way Header Accounting Lines** page is accessible by clicking the **Header Accounting Lines** tab. This page contains the accounting information that was used to fund the estimated accrual. **Figure A-189: Self-Reversing Estimated Accrual 2-Way Header Accounting Line Page** displays the **Header Accounting Line** page of this estimated accrual form.

Figure A-189: Self-Reversing Estimated Accrual 2-Way Header Accounting Line Page

The screenshot shows a software interface for managing accounting lines. At the top, there's a navigation bar with links: Header, Fixed Assets, Office Addresses, Header Accounting Lines (which is the active tab), Itemized Lines, Approval Routing, and Memos. Below the navigation is a section titled "Header Accounting Line". Under this, there are several expandable sections: "General", "Transfer Agency", "Period of Performance", and "Line Amounts". The "General" section is currently expanded, showing fields for Line Number (containing "1"), Transaction Type, Accepted Date, Delivery Date, Transfer Agency (Treasury Symbol and To/From dropdown), Related Cost Type (set to "N/A"), and Start Date/End Date. The "Line Amounts" section shows Amount and Holdback Amount both set to "\$0.00".

Figure A-190: Self-Reversing Estimated Accrual 2-Way Header Accounting Line Page Field Descriptions provides additional information about the fields of the **Accounting Line** page of this estimated accrual form.

Figure A-190: Self-Reversing Estimated Accrual 2-Way Header Accounting Line Page Field Descriptions

Field Name	Description	Features
Line Number	A number that uniquely identifies the line.	If blank, Pegasys will default to the value of the next sequential number from the highest line number already entered.
Transaction Type	An alphanumeric code used in conjunction with the transaction's document type determines the general ledger postings and budgetary impact. Valid values are listed in the Transaction Definition Maintenance table.	System-maintained.
Accepted Date	The date on which the goods or services were accepted. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Optional

Field Name	Description	Features
Delivery Date	The date on which the goods or services were delivered. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Optional
Source Number	The specific source of the financial transaction activity.	Optional
Transfer Agency (group box)		
Treasury Symbol	Used to specify the Treasury Symbol of the organization with which the agency is conducting the transaction.	Currently not in use.
To/From	Used to indicate whether the payment is made to or from the specified Treasury Symbol.	Currently not in use.
Related Costs	Used to designate funding allocated for Related Costs that is above the actual cost.	
Period of Performance (group box)		
Start Date	The date the ordered services begin. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Optional
End Date	The date the ordered services cease. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Optional
Line Amounts (group box)		
Amount	The total dollar amount of the Accounting Line. Must be greater than zero.	Required.
Holdback Amount	Of the net authorized, the amount to be held back based on the contract terms.	Optional.
Document Reference (group box)		
Type	The document type of the referenced document. Drop-down list.	Optional. Defaults to the referenced document's type if Copy Forward was used to create the estimated accrual form.
Document	Consists of two fields: Field 1: The document number of the referenced document. Field 2: The line number of the referenced accounting line.	Optional
Final (check box)	If checked, liquidates the referenced document and returns unused money to the budget.	

Field Name	Description	Features
Misc. (check box)	If checked, the accounting line will update the referenced document's miscellaneous amount and does not liquidate a specific accounting line.	Optional. Defaults to unchecked.
Default (button)	Brings over accounting data from a referenced document line (if Copy Forward was not used when creating the current form). However, will not bring forward the ACT number.	Optional.
Accounting Dimensions (group box)		
Template	The accounting template used to obtain the accounting strip. Valid values are listed in the Accounting Template Maintenance table.	Required.
BFYs	Budget Fiscal Year(s) of the accounting strip. Displayed in two fields: Field 1: Beginning Budget Fiscal Year (BBFY) Field 2: Ending Budget Fiscal Year (EBFY), if applicable.	Required. Will default based on the accounting template selected.
Fund	The fund code of the accounting strip. Valid values are listed in the Fund Maintenance table.	Required. Will default based on the accounting template selected.
Reg	The region code of the accounting strip. Valid value listed in the Region Maintenance table.	Optional
Program	The program code of the accounting strip. Valid values are listed in the Program Maintenance table.	Optional
Org Cd	The organization code of the accounting strip. Valid values are listed in the Organization Maintenance table.	Optional
Sub Object Class	The sub object class of the accounting strip. Valid values are listed in the Sub Object Class Maintenance table.	Optional
Sub	Currently not in use.	Optional
Activity	The activity code of the accounting strip. Valid values are listed in the Activity Maintenance table.	Optional
Proj Cd	The project/grant/case number/audit number code/profit center of the accounting strip. Valid values are listed in the Project Maintenance table.	Optional
Sub	Currently not in use.	
Bldg #	The building number of the accounting strip. Valid values are listed in the Building Number Maintenance table.	Optional
Wrk Itm	The work item/work category code of the accounting strip. Valid values are listed in the Sub Project Maintenance table.	Optional
Syst	The system code of the accounting strip. Valid values are listed in the System Maintenance table.	Optional
Veh Tag #	The vehicle tag number of the accounting strip. Valid values are listed in the Vehicle Tag Maintenance table.	Optional
Cost Org	Currently not in use.	
Sub	Currently not in use.	
CBFYs	Canceled Budget Fiscal Year(s) that the form is being processed against.	Optional
Cancelled Fund	The cancelled fund code that the form is being processed against.	Optional

Field Name	Description	Features
YBA	The year of budget authority.	Optional
Agreement (section)	Used to specify an agreement (e.g., RWA, IBAA) to be associated with the order. Displayed in two fields: Field 1: Agreement number. Field 2: Line number.	Optional.
Contract Line (section)	Used to specify a Contract number and/or its contract line item number (CLIN) or sub-contract line item number, or Blanket Agreement number, or Delivery Order number for this accounting line that is referenced by the estimated accrual.	Optional.
Description (section)	Displays the Description and Extended Description fields to enter additional information about the form.	Optional.

13.8.7 Contract Line Section

The Contract Line Information section displays contract information for the request. **Figure A-191: Contract Line Information Section** displays the **Contract Line Information** section.

Figure A-191: Contract Line Information Section

The screenshot shows a user interface for managing contracts. On the left, there's a tree view with 'Contracts' selected. The main area contains several input fields: 'Contracts Number' (with a pencil icon), 'Blanket Agreement Number' (with a pencil icon), 'Delivery Order Number' (with a pencil icon), 'Contracts Specialist' (text box), 'Expiration Date' (text box), 'Type of Action' (dropdown menu), and 'Order Type' (dropdown menu). To the right of these fields is a 'View Contract / Blanket Agreement' button and a 'Date Signed:' field with a date picker icon. At the bottom left is a 'Return to Top' link.

Figure A-192: Contract Line Section Descriptions provides additional information about Contract Line section fields.

Figure A-192: Contract Line Section Descriptions

Field Name	Description	Features
Blanket Agreement Line Item Number	The line item number of the blanket purchase agreement associated with this form.	Optional
Blanket Agreement Number	The number of the blanket purchase agreement. The value must be valid in the Blanket Agreement maintenance table.	Optional
Contracts Specialist	The contract number that applies to this item. The value must be valid in the Contract maintenance table.	Optional
Expiration Date	The expiration date for the agreement.	Optional

Field Name	Description	Features
Type of Action	The type of purchasing action ordered (for example, competitive contract, task order, simplified purchase).	Optional
Order Type	The type of order associated with the payment, either Delivery or Purchase.	Optional
Date Signed	The date the agreement was signed. Enter the value in the following format: MM/DD/YYYY.	Optional

13.9 Estimated Accrual No-Way (AN)

An Estimated Accrual No-Way form is created in Pegasys to track estimated costs for intra-agency orders. The Estimated Accrual No-Way form (**AN**) is created by copying forward an Intra-agency Order (**IX** document type). Users should not create more than one estimated accrual for the same order.

13.9.1 Estimated Accrual No-Way Header Page

The first page of the Estimated Accrual No-Way form is the **Header** page. The **Header** page contains general information about the estimated accrual such as the date of the estimated accrual and the vendor. **Figure A-193: Estimated Accrual No-Way Header Page** displays the **Header** page of this Estimated Accrual form.

Figure A-193: Estimated Accrual No-Way Header Page

The screenshot shows the 'Header' tab selected in a navigation bar. Below the navigation bar are two buttons: 'Workflow Status' and 'Approval History'. Underneath these buttons are links for 'Expand All' and 'Collapse All'. The main content area is divided into several sections:

- General:** Contains fields for Document Type (set to AN), Status (set to NEW), Document Number (AN123), Title (highlighted with a yellow border), Received By (na), Invoice #, Invoice Date, Disbursing Office, Automatic Reversal, Reversal Accounting Period, Reverse After Period, Receipt Date, Accounting Period, Reporting Accounting Period, Batch Number, Document Classification, Security Org (GSA), Suppress Printing, Fast Pay, Accepted Date, Delivery Date, and Period of Performance (with Start Date and End Date fields).
- Period of Performance:** Contains fields for Start Date and End Date.

Figure A-194: Estimated Accrual No-Way Header Page Field Descriptions provides additional information about the fields of the **Header** page of the Estimated Accrual No-Way form.

Figure A-194: Estimated Accrual No-Way Header Page Field Descriptions

Field Name	Description	Features
Title	Displays the ACT number.	System-generated.
Received By	The name of the person who records the estimated accrual.	Required.
Post Code	Identifies the office/post/mission associated with a given financial transaction.	Optional
Invoice #	The number on the invoice sent by the vendor.	Optional.
Invoice Date	The date of the vendor invoice.	Optional.
Disbursing Office	The code that identifies the office that will disburse the payment. The value must be valid on the Disbursing Office Maintenance table.	Optional.
Automatic Reversal (check box)	Used to enable Automatic Reversal feature.	Defaults to unchecked. Not in use for AN document type.
Reversal Acctg Period	The accounting period in which the accrual should be reversed.	Not in use for AN document type.
Reverse After Period	The number of accounting periods to elapse before accrual is to be reversed.	Not in use for AN document type.
Receipt Date	The date the form is created. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Required. If blank, defaults to the current date.
Acctg Period	The accounting period in which this transaction is to be recorded. Enter the value in one of the following formats in which MM refers to the <u>fiscal</u> month and YY refers to the <u>fiscal</u> year: MM/YY MM/YYYY	Required.
Reporting Acctg Period	The accounting period in which this transaction should be reported, based on when the transaction is entered. Enter the value in one of the following formats in which MM refers to the <u>fiscal</u> month and YY refers to the <u>fiscal</u> year: MM/YY MM/YYYY	Required.
Batch Number	Identifies the batch number associated with this transaction. This number is used when conducting offline batch processing.	Currently not in use.
Document Classification	The predefined group (defined on the Document Classification Maintenance table) to which this transaction belongs.	Optional.

Field Name	Description	Features
Security Org	The security organization established when the form was created. Only users specified in the security organization of the request will have access to this form. Note: If sending to other services for approval, user must select "GSA" as the security organization.	System-maintained. Defaults to user's security organization.
Suppress Printing (check box)	Indicates that this form should not be printed from Pegasys.	Currently not in use.
Fast Pay (check box)	Currently not in use.	GSA not using.
Accepted Date	If this field is populated, then the date entered here will automatically be defaulted to Accepted Date field(s) of the Accounting Line(s). Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Optional.
Delivery Date	If this field is populated, then the date entered here will automatically be defaulted to Delivery Date field(s) of the Accounting Line(s). Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Optional. Click the hyperlink for values.
Period of Performance (group box)		
Start Date	The date ordered services begin. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Optional.
End Date	The date ordered services cease. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Optional.
Vendor (group box)		
Code	Displayed in two fields: Field 1: Vendor Code—The code specifically assigned to a particular vendor listed on the Vendor Maintenance table. The code is the TIN (Taxpayer Identification Number), except for foreign vendors and employees. Field 2: Address Code—The address code linked to the vendor code listed in Field 1.	Required. The combination of vendor code and vendor address code must be valid on the Vendor Maintenance table.
Name	The name of the vendor providing the goods or services.	System-maintained.
More (button)	Displays the Vendor Information page that identifies address information about the vendor.	Becomes enabled when vendor criteria are entered in the Code fields.

Field Name	Description	Features
Customer Account	The account number assigned to the agency by the vendor. Place the ALC (Agency Location Code) here, if needed.	Optional.
Remit To Address	Address code associated with the vendor's payment address.	Optional. The address code must be valid for the specified vendor on the Vendor Maintenance table.
More (button)	Displays the Vendor Information page that identifies address information about the vendor's payment address.	Becomes enabled when a valid address code is entered in the Remit To Address field.
Net Amount	The total transaction amount.	System-maintained.
Net Cost Amount	The net cost amount of the items.	System-maintained.
Holdback Amount	The amount of the order total that is being held back from payment.	System-maintained.
Prorate Amount	Used to change the total amount of the entire accrual and distribute it across all accounting lines in such a manner that each accounting line will still represent the same percentage of the total as it before the form was prorated.	Optional.
Prorate (button)	Distributes the sum specified in the Prorate Amount field across all accounting lines while maintaining the same percentage amounts for each accounting line.	Optional.
Contracts(section)	Displays the Contract Information section in which details on the associated contract is provided	Optional.
Shipping Information (group box)	Displays shipping information for document.	Optional
Receiving Location (group box)		
Edit Address Information button	Allows user to edit address information	
External System Information	Displays external system information	Optional.
Description (section)	Displays the Description and Extended Description fields to enter additional information about the form.	Optional.

13.9.2 Contract Information Section

The **Contract** section displays contract, delivery order, and blanket purchase agreement information associated with the request. **Figure A-195: Contracts Information Section** displays the **Contracts Information** section.

Figure A-195: Contracts Information Section

Contracts

<u>Contracts Number:</u>	<input type="text"/>		View Contract / Blanket Agreement
<u>Blanket Agreement Number:</u>	<input type="text"/>		<u>Date Signed:</u> <input type="text"/>
<u>Delivery Order Number:</u>	<input type="text"/>		
<u>Contracts Specialist:</u>	<input type="text"/>		
<u>Expiration Date:</u>	<input type="text"/>		
<u>Type of Action:</u>	<input type="button" value="▼"/>		
<u>Order Type:</u>	<input type="button" value="▼"/>		

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Figure A-196: Contracts Information Section Field Descriptions provides additional information about **Contract Information** fields.

Figure A-196: Contracts Information Section Field Descriptions

Field Name	Description	Features
Contract Number	The contract number that applies to this document's purchase.	Optional.
Delivery Order Number	The delivery order number associated with the request.	Optional. Becomes enabled when an entry is made in the Contract Number field.
Blanket Agreement #	The blanket agreement number that applies to this purchase.	Optional.
Contract Specialist	The name of the contract specialist.	Optional.
Expiration Date	The expiration date for the agreement.	Optional.
Type of Action	The type of purchasing action ordered (for example, competitive contract, task order, simplified purchase).	Optional. Drop-down list.
Order Type	The type of order associated with the payment, either Delivery or Purchase.	Optional. Drop-down list.
Priority	The priority level associated with the request.	Optional. Drop-down list.
Priority Rating	The priority rating of this request.	Optional. Drop-down list.
Date Signed	The Date the document is signed	Optional

13.9.3 Shipping Information Section

The Shipping Information section displays shipping information for the request **Figure A-197: Shipping Information Section** displays the Shipping Information section.

Figure A-197: Shipping Information Section

Shipping Information

<u>Freight On Board:</u>	<input type="text"/>	
<u>Additional Markings:</u>	<input type="text"/>	
<u>Government Bill of Lading:</u>	<input type="text"/>	
* <u>Delivery Date:</u>	<input type="text"/>	

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Figure A-198: Shipping Information Section Field Descriptions provides additional information about **Shipping Information** fields.

Figure A-198: Shipping Information Section Field Descriptions

Field Name	Description	Features
Additional Markings	Additional information that will be used to further identify the shipping location or delivery method.	Optional.
Delivery Date	The date the goods are expected to be delivered.	Optional.
Freight On Board	The freight on board location determining who pays the shipping charges.	Optional.
Government Bill of Landing	The government bill of lading for the shipment.	Optional

13.9.4 External System Information Section

The **External System Information** section is used to record and display information pertaining to external systems used for the transactions **Figure A-199: External System Information section** displays the External System Information.

Figure A-199: External System Information section

External System Information

<u>System ID:</u>	<input type="text"/>	
External System Document Number:	<input type="text"/>	

Figure A-200: External System Information Section Field Descriptions provides additional information about the **External System Information** section fields.

Figure A-200: External System Information Section Field Descriptions

Field Name	Description	Features
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Field Name	Description	Features
System ID	The identification number of the document as it resides in the interfacing system from which it originated.	Optional.
External System Document Number	The external system identifier.	Optional.

13.9.5 Estimated Accrual No-Way Header Accounting Line Page

The **Estimated Accrual No-Way Header Accounting Line** page is accessible by clicking the **Header Accounting Lines** tab. This page contains the accounting information used to fund the estimated accrual. *Figure A-201: Estimated Accrual No-Way Accounting Line Page* displays the **Header Accounting Line** page of this estimated accrual form.

Figure A-201: Estimated Accrual No-Way Accounting Line Page

The screenshot shows the 'Header Accounting Line' page. At the top, there are 'Expand All' and 'Collapse All' links. Below is a 'General' section with 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. There is also a 'Return to Top' link. Below this is a 'Line Amounts' section with fields for Amount (\$0.00) and Holdback Amount (\$0.00), also with a 'Return to Top' link.

Figure A-202: Estimated Accrual No-Way Accounting Line Page Field Descriptions provides additional information about the fields and buttons of the **Accounting Line** page of the Estimated Accrual No-Way form.

Figure A-202: Estimated Accrual No-Way Accounting Line Page Field Descriptions

Field Name	Description	Features
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Field Name	Description	Features
Line Number	A number that uniquely identifies the line.	If blank, Pegasys will default to the value of the next sequential number from the highest line number already entered.
Transaction Type	An alphanumeric code used in conjunction with the transaction's document type determines the general ledger postings and budgetary impact. Valid values are listed in the Transaction Definition Maintenance table.	System-maintained.
Accepted Date	The date on which the goods or services were accepted. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Optional.
Delivery Date	The date on which the goods or services were delivered. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Optional.
Related Cost Type	Used to designate funding allocated for Related Costs that is above the actual cost.	Optional. Drop-down list provides list of valid values.
Period of Performance (group box)		
Start Date	The date the ordered services begin. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Optional.
End Date	The date the ordered services cease. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Optional.
Line Amounts (group box)		
Amount	The total dollar amount of the Accounting Line. Must be greater than zero.	Required.
Holdback Amount	Of the net authorized, the amount to be held back based on the contract terms.	Optional.
Document Reference (group box)		
Type	The document type of the referenced document.	Optional. Drop-down list. Defaults to the referenced document's type if Copy Forward was used to create the estimated accrual form.

Field Name	Description	Features
Document	<p>Consists of two fields:</p> <p>Field 1: The document number of the referenced document.</p> <p>Field 2: The line number of the referenced accounting line.</p>	<p>Optional.</p> <p>Available only if a value has been entered into Type field.</p> <p>Defaults to the referenced document's number if Copy Forward was used to create the accrual form.</p>
Final (check box)	If checked, liquidates the referenced document and returns unused money to the budget.	<p>Optional.</p> <p>Defaults to checked when the estimated accrual is processed and the line amount equals the referenced line amount.</p>
Misc. (check box)	If checked, the accounting line will update the referenced document's miscellaneous amount and does not liquidate a specific accounting line.	<p>Optional.</p> <p>Defaults to unchecked.</p>
Default (button)	Brings over accounting data from a referenced document line (if Copy Forward was not used when creating the current form). However, will not bring forward the ACT number.	Optional.
Liquidate Items (button)	When checked, allows the referenced document's itemized line quantity and unit price to be liquidated. The liquidation of funding for itemized lines is handled automatically by the header accounting line; a process which is independent of the Liquidate Items flag.	Optional.
Accounting Dimensions (group box)		
Template	The accounting template used to obtain the accounting strip. Valid values are listed in the Accounting Template Maintenance table.	Required.
BFYs	<p>Budget Fiscal Year(s) of the accounting strip. Displayed in two fields:</p> <p>Field 1: Beginning Budget Fiscal Year (BBFY)</p> <p>Field 2: Ending Budget Fiscal Year (EBFY), if applicable.</p>	<p>Required.</p> <p>Will default based on the accounting template selected.</p>
Fund	The fund code of the accounting strip. Valid values are listed in the Fund Maintenance table.	<p>Required.</p> <p>Will default based on the accounting template selected.</p>
Region	The region code of the accounting strip. Valid value listed in the Region Maintenance table.	Will default based on the accounting template selected.
Program	The program code of the accounting strip. Valid values are listed in the Program Maintenance table.	Will default based on the accounting template selected.
Org Code	The organization code of the accounting strip. Valid values are listed in the Organization Maintenance table.	Will default based on the accounting template selected.
Sub Object Class	The sub object class of the accounting strip. Valid values are listed in the Sub Object Class Maintenance table.	Required.

Field Name	Description	Features
Activity	The activity of the accounting strip. Valid values are listed in the Activity Maintenance table.	May default and/or may become required based on the accounting template selected.
Project Code	The project/grant/case number/audit number code/profit center of the accounting strip. Valid values are listed in the Project Maintenance table.	
Building #	The building number of the accounting strip. Valid values are listed in the Building Number Maintenance table.	Optional.
Work Item	The work item/work category code of the accounting strip. Valid values are listed in the Sub Project Maintenance table.	Optional.
System	The system code of the accounting strip. Valid values are listed in the System Maintenance table.	Optional.
Vehicle Tag #	The vehicle tag number of the accounting strip. Valid values are listed in the Vehicle Tag Maintenance table.	Optional.
Cost Organization	Currently not in use.	
YBA	The Year of Budget Authority.	Optional.
Agreement (group box)	Used to specify an agreement (e.g., RWA, IBAA) to be associated with the order. Displayed in two fields: Field 1: Agreement number. Field 2: Line number.	Optional.
Contracts Line (group box)	Used to specify a Contract number and/or its contract line item number (CLIN) or sub-contract line item number, or Blanket Agreement number, or Delivery Order number for this accounting line that is referenced by the estimated accrual.	Optional.
Description (group box)	Displays the Description and Extended Description fields to enter additional information about the form.	Optional.

13.9.6 Contract Line Section

The Contract Line Information section displays contract information for the request. **Figure A-203: Contract Line Information Section** displays the **Contract Line Information** section.

Figure A-203: Contract Line Information Section

Contracts Line

<u>Contracts Number:</u>	<input type="text"/>		View Contract / Blanket Agreement
<u>Blanket Agreement Number:</u>	<input type="text"/>		
<u>Delivery Order Number:</u>	<input type="text"/>		
<u>Contracts Line Item Number:</u>	<input type="text"/>		
<u>Sub Contracts Line Item Number:</u>	<input type="text"/>		
<u>Blanket Agreement Line Item Number:</u>	<input type="text"/>		
<u>Sub Blanket Agreement Line Item Number:</u>	<input type="text"/>		

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Figure A-204: Contract Line Section Descriptions provides additional information about Contract Line section fields.

Figure A-204: Contract Line Section Descriptions

Field Name	Description	Features
Blanket Agreement Line Item Number	The line item number of the blanket purchase agreement associated with this form.	Optional
Blanket Agreement Number	The number of the blanket purchase agreement. The value must be valid in the Blanket Agreement maintenance table.	Optional
Contract Number	The contract number that applies to this item. The value must be valid in the Contract maintenance table.	Optional
Contract Line Item Number	The number of the contract line to which this form applies.	Optional
Delivery Order Number	The number of the delivery order to which this form applies.	Optional
Sub-Blanket Agreement Line Item Number	The line item number of the sub blanket purchase agreement associated with this form.	Optional
Sub-Contract Line Item Number	The number of the sub-contract line to which this form applies.	Optional

14 Appendix B: Form Mappings

14.1 GSA Form 49 to Pegasys Purchase Request

Pegasys is used as a system for the data entry of purchasing transactions. The Purchasing subsystem enables GSA to incur costs against its budgets by recording these spending transactions. GSA currently uses various Forms to complete these transactions; Pegasys will enable these transactions to be entered online. GSA Forms will still be available in a printable format, but all information is entered online in Pegasys. To assist with this transition, Form Mappings have been designed for the **GSA Form 49** that is currently used. A copy of the GSA Form 49 is provided in **Figure B-1: GSA Form 49**. The tables below each Pegasys screenshot describe the GSA Form fields, the appropriate location on the Pegasys screen, and whether GSA requires the field to be entered.

These mappings will be most helpful if they are used in conjunction with the step-by-step procedures in the Pegasys Purchasing User's Guide. When completing the **GSA Form 49**, use the procedures for completing a **Request**.

Figure B-1: GSA Form 49 for a Purchase Request

REQUISITION/PROCUREMENT REQUEST FOR EQUIPMENT SUPPLIES OR SERVICES (Instructions on reverse)				PAGE OF PAGES 1			
2. REQUISITION/PROCUREMENT REQUEST NO.	3. ACT NUMBER		4. DATE PREPARED	5. JOB/PROJECT NUMBER			
6. TO (Stockroom/Contracting office, Name and Location)		7. FROM (Requisitioning office, Name, Symbol, Location and Telephone Number)					
8. FOR INFORMATION CALL (Name and Telephone Number)		9. RECEIVING OFFICE (Name, Symbol and Telephone Number)					
10. ACCOUNTING CLASSIFICATION				11. SHIP TO (Address, Zip Code and Telephone Number)			
FUND	ORG.CODE	B/A CODE	C/C CODE				
FUNC CODE	LINE CODE	PROJ/PROS.NO.	CC-A				
W/ITEM	CC-B	PRT/CRFT		12. CONTRACT NUMBER			
ITEM NO. FORM OR STOCK NUMBER (13)	DESCRIPTION OF ARTICLES OR SERVICES (14)			QUANTITY (15)	UNIT OF ISSUE (16)	UNIT PRICE (17)	AMOUNT (18)
IF ADDITIONAL SPACE IS REQUIRED, USE GSA FORM 49A, REQUISITION/PROCUREMENT REQUEST				19. TOTAL AMOUNT INCLUDING CONTINUATION			
20a. TYPED NAME AND TITLE OF FUND CERTIFYING OFFICIAL		21a. TYPED NAME OF REQUISITIONER					
20b. SIGNATURE		DATE	21b. SIGNATURE		DATE		
22. LIST ATTACHMENTS		23a. TYPED NAME OF APPROVING OFFICIAL					
		23b. SIGNATURE		DATE			
24. SHIPPED BY		<input type="checkbox"/> FREIGHT <input type="checkbox"/> PARCEL POST <input type="checkbox"/> EXPRESS <input type="checkbox"/> MAIL					
25. FILLED BY		26. PACKED BY		27. CHECKED BY			
28. BILL OF LADING NUMBER		29. DATE SHIPPED					
GENERAL SERVICES ADMINISTRATION				GSA FORM 49 (REV. 7-91)			

14.1.1 Header Page—GSA Form 49 to Pegasys Purchase Request

Figure B-2: Purchase Request Header Page

GSA FORM 49		PEGAYS LOCATION	GSA REQUIRED FIELD
Field #	Field Description	Field Description	
3.	ACT Number	Pegasys Document Number	YES
12.	Contract Number	Contract Information Section	OPTIONAL
20a.	Typed Name and Title of Fund Certifying Official	Approval History – (Funds Certification Approval)	YES
22.	List Attachments	Suggested Vendors	OPTIONAL
23a.	Typed Name of Approving Official	Approval History – (Manager Approval)	YES

Note: The total amount of the request will populate the Net Request field and print in Block 19.

14.1.2 Office Address Page—GSA Form 49 to Pegasys Purchase Request

Figure B-3: Purchase Request Office Address Page

Office Address

Item: 1 2 3 4 5 6

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

General

Office Type:	<input type="text" value="COTR"/>	<input type="button" value="Get Address"/>	<input type="button" value="Clear Address"/>
Code:	<input type="text"/> <input type="text"/> <input type="button"/>		
Standardized Format:	<input type="button" value="Yes"/>		
Name:	<input type="text"/>		
Address:	<input type="text"/> <input type="text"/> <input type="text"/>		
City:	<input type="text"/>		
State:	<input type="text"/> <input type="button"/>		
Postal Code:	<input type="text"/> <input type="button"/>		
County:	<input type="text"/>		
Country:	<input type="text"/> <input type="button"/>		
Contact Code:	<input type="text"/> <input type="button"/>		
Phone:	<input type="text"/>		
Fax:	<input type="text"/>		
Email:	<input type="text"/>		
Contact:	<input type="text"/>		
Title:	<input type="text"/>		

GSA FORM 49		PEGAYS LOCATION	GSA REQUIRED FIELD
Field #	Field Description	Field Description	
6.	TO (Stockroom/Contracting Officer, Name and Location)	COTR Office Address Radio Button (on Office Addresses page)	YES
7.	FROM (Requisitioning office, Name, Symbol, Location and Telephone Number)	Rqst Office Address Radio Button (on Office Addresses page)	YES
8.	FOR INFORMATION CALL (Name and Telephone Number)	Rqst Office Address Radio Button (on Office Addresses page)	YES
21a.	Typed Name of Requisitioner	Rqst Office Address Radio Button (on Office Addresses page) (Contact Name)	YES

14.1.3 Header Accounting Line Page—GSA Form 49 to Pegasys Purchase Request

Figure B-4: Purchase Request Header Accounting Line Page

Header Accounting Line

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

General

Line Number:	<input type="text" value="1"/>	Source Number:	<input type="text"/>
Transaction Type:	<input type="text"/>		
Period of Performance			
Start Date:	<input type="text"/>	End Date:	<input type="text"/>
Related Cost Type:	<input type="text" value="N/A"/>		
Return to Top			

Line Amounts

Current Amount	
Requested	<input type="text" value="\$0.00"/>
Applied Credit	<input type="text" value="\$0.00"/>
Net Total	<input type="text" value="\$0.00"/>

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GSA FORM 49		PEGASYS LOCATION	GSA REQUIRED FIELD
Field #	Field Description	Field Description	
1.	Amount	Requested Line Amount	YES
10.	ACCOUNTING CLASSIFICATION	Accounting Line	YES
10.	FUND	Fund	YES
10.	ORG CODE	Org (Organization Code)	YES
10.	B/A CODE	Program	YES
10.	FUNC CODE	F/C (Function Code)Activity	YES
10.	C/E Code	C/E (Cost Element)Sub Object Class	YES
10.	PROJ/PROS. NO.	Proj (Project)	OPTIONAL
10.	W/ITEM	Wrk Itm	OPTIONAL
10.	CC-B	Bldg#	OPTIONAL
10.	PRT/CRFT	Syst	OPTIONAL
14.	DESCRIPTION OF ARTICLES OR SERVICES	Description	YES

Note: Field 13, Item No., is representational of the number of accounting lines entered.

14.2 GSA Form 49 to Pegasys Itemized Request

Pegasys is used as a system for the data entry of purchasing transactions. The Purchasing subsystem enables GSA to incur costs against its budgets by recording these spending transactions. GSA currently uses various Forms to complete these transactions; Pegasys will enable these transactions to be entered online. GSA Forms will still be available in a printable format, but all information is entered online in Pegasys. To assist with this transition, Form Mappings have been designed for the **GSA Form 49** that is currently used. The tables below

each Pegasys screenshot describe the GSA Form field, the appropriate location on the Pegasys screen, and whether GSA requires the field to be entered.

These mappings will be most helpful if they are used in conjunction with the step-by-step procedures in the Pegasys Purchasing User's Guide. When completing the **GSA Form 49**, use the procedures for completing an **Itemized Request**.

Figure B-5: GSA Form 49 for an Itemized Purchase Request

REQUISITION/PROCUREMENT REQUEST FOR EQUIPMENT SUPPLIES OR SERVICES (Instructions on reverse)					PAGE OF PAGES 1		
2. REQUISITION/PROCUREMENT REQUEST NO.	3. ACT NUMBER			4. DATE PREPARED	5. JOB/PROJECT NUMBER		
6. TO (Stockroom/Contracting office, Name and Location)			7. FROM (Requisitioning office, Name, Symbol, Location and Telephone Number)				
8. FOR INFORMATION CALL (Name and Telephone Number)			9. RECEIVING OFFICE (Name, Symbol and Telephone Number)				
10. ACCOUNTING CLASSIFICATION				11. SHIP TO (Address, Zip Code and Telephone Number)			
FUND	ORG.CODE	B/A CODE	C/L CODE				
FUNC CODE	DE CODE	PROJ/PROS.NO.	CC-A				
W/ITEM	CC-B	PRT/CRFT		12. CONTRACT NUMBER			
ITEM NO. FORM OR STOCK NUMBER (13)	DESCRIPTION OF ARTICLES OR SERVICES (14)			QUANTITY (15)	UNIT OF ISSUE (16)	UNIT PRICE (17)	AMOUNT (18)
IF ADDITIONAL SPACE IS REQUIRED, USE GSA FORM 49A, REQUISITION/PROCUREMENT REQUEST				19. TOTAL AMOUNT INCLUDING CONTINUATION			
20a. TYPED NAME AND TITLE OF FUND CERTIFYING OFFICIAL		21a. TYPED NAME OF REQUISITIONER					
20b. SIGNATURE		DATE	21b. SIGNATURE			DATE	
22. LIST ATTACHMENTS		23a. TYPED NAME OF APPROVING OFFICIAL					
		23b. SIGNATURE			DATE		
		24. SHIPPED BY <input type="checkbox"/> FREIGHT <input type="checkbox"/> PARCEL POST <input type="checkbox"/> EXPRESS <input type="checkbox"/> MAIL					
25. FILLED BY		26. PACKED BY		27. CHECKED BY			
				28. BILL OF LADING NUMBER			
				29. DATE SHIPPED			
GENERAL SERVICES ADMINISTRATION GSA FORM 49 (REV. 7-91)							

14.2.1 Header Page—GSA Form 49 to Pegasys Itemized Request

Figure B-6: Itemized Request Header Page

The screenshot shows the 'Header' tab selected in a navigation bar. Below it are tabs for 'Office Addresses', 'Suggested Vendors', 'Header Accounting Lines', 'Itemized Lines', 'Approval Routing', 'Memos', and 'Summary'. Sub-tabs 'Amendment History', 'Workflow Status', and 'Approval History' are also present. Buttons for 'Expand All' and 'Collapse All' are available.

General

- Document Type: IQ (radio button) Itemized Request (radio button)
- Status: NEW
- Document Number: IQTEST
- Title: (highlighted with yellow border)
- * Authorized By: (highlighted with yellow border)
- Request Date: (text box)
- Reset: (button)
- Accounting Period: (text box)
- Reporting Accounting Period: (text box)
- Batch Number: (text box)
- Document Classification: (text box)
- Security Org: GSA
- Suppress Printing: (checkbox)

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Vendor Information

- Vendor
- Code: (text box)
- Name: (text box)
- Customer Account: (text box)

GSA FORM 49		PEGASYS LOCATION	GSA REQUIRED FIELD
Field #	Field Description	Field Description	
4.	Date Prepared	Request Date	YES
3.	ACT Number	Pegasys Document Number	YES
12.	Contract Number	Contract Info.	OPTIONAL
20a.	Typed Name and Title of Certifying Official	Approval History – (Funds Certification Approval)	YES
22.	List Attachments	Suggested Vendors	OPTIONAL
23a.	Typed Name of Approving Official	Approval History – (Manager Approval)	YES

Note: The total amount of the request will populate the Net Request field and is printed in Block 19.

14.2.2 Office Address Page—GSA Form 49 to Pegasys Itemized Request

Figure B-7: Itemized Request Office Address Page

Office Address

Item: 1 2 3 4 5 6

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

General

Office Type:	<input type="text" value="COTR"/>	<input type="button" value="Get Address"/>	<input type="button" value="Clear Address"/>
Code:	<input type="text"/> <input type="text"/> <input type="button" value=""/>		
Standardized Format:	<input type="text" value="Yes"/>		
Name:	<input type="text"/>		
Address:	<input type="text"/> <input type="text"/> <input type="text"/>		
City:	<input type="text"/>		
State:	<input type="text"/> <input type="button" value=""/>		
Postal Code:	<input type="text"/> <input type="button" value=""/>		
County:	<input type="text"/>		
Country:	<input type="text"/> <input type="button" value=""/>		
Contact Code:	<input type="text"/> <input type="button" value=""/>		
Phone:	<input type="text"/>		
Fax:	<input type="text"/>		
Email:	<input type="text"/>		
Contact:	<input type="text"/>		
Title:	<input type="text"/>		

GSA FORM 49		PEGASYS LOCATION	GSA REQUIRED FIELD
Field #	Field Description	Field Description	
6.	TO (Stockroom/Contracting Officer, Name and Location)	COTR Office Address Radio Button (on Office Addresses page)	YES
7.	FROM (Requisitioning office, Name, Symbol, Location and Telephone Number)	Request Office Address Radio Button (on Office Addresses page)	YES
8.	FOR INFORMATION CALL (Name and Telephone Number)	Request Office Address Radio Button (on Office Addresses page)	YES
9.	Receiving Office (Name, Symbol and Telephone Number)	Itemized Address Page also includes a Delivery TAB (Contact Name)	YES
11.	SHIP TO (Address, ZIP Code and Telephone Number)	Itemized Address Page also includes a Delivery TAB (Contact Name)	YES
21a.	Typed Name of Requisitioner	Request Office Address Radio Button (on Office Addresses page)	YES

14.2.3 Itemized Line Page—GSA Form 49 to Pegasys Itemized Request

Figure B-8: Itemized Request Itemized Line Page

Itemized Line	Delivery Instances	Accounting Lines	QPB Instances
----------------------	--------------------	------------------	---------------

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

General

Line Number:	1	Source Number:	<input type="text"/>
Item #:	<input type="text"/>		
Period of Performance		* Commodity:	<input type="text"/>
Start Date:	<input type="text"/>	End Date:	<input type="text"/>
		* Commodity Code:	<input type="text"/>
		* Commodity Name:	<input type="text"/>
		Unit:	<input type="text"/>
Qty Price Breaks			
Use QPB			

GSA FORM 49		PEGASYS LOCATION	GSA REQUIRED FIELD
Field #	Field Description	Field Description	
14.	DESCRIPTION OF ARTICLES OR SERVICES	Description	YES
15.	Quantity	Quantity	YES
16.	Unit of Issue	Unit	YES
17.	Unit Price	Unit Price	YES

14.2.3.1 Funding Button—GSA Form 49 to Pegasys Itemized Request

Figure B-9: Accounting Information Box

Template:	<input type="text"/>	Default		
BBFY:	EBFY:	Fund:	Region:	Org Code:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Program:	Project Code:	Activity:	Sub-Object Class:	Revenue Source:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sub Revenue Source:	Building #:	System:	Vehicle Tag #:	Work Item:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ABC Activity:	Reimbursable Sub-Object Class:	Reimbursable Sub Object:	BETC:	Cost Organization:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cohort Year:	PRC:			
<input type="text"/>	<input type="text"/>			

GSA FORM 49		PEGASYS LOCATION	GSA REQUIRED FIELD
Field #	Field Description	Field Description	
10.	ACCOUNTING CLASSIFICATION	Accounting Line	YES
10.	FUND	Fund	YES
10.	ORG CODE	Org (Organization Code)	YES

GSA FORM 49		PEGASYS LOCATION	GSA REQUIRED FIELD
10.	B/A CODE	Program	YES
10.	FUNC CODE	F/C (Function Code)Activity	YES
10.	C/E Code	C/E (Cost Element)Sub Object Class	YES
10.	PROJ/PROS. NO.	Proj (Project)	OPTIONAL
10.	W/ITEM	Wrk Itm	OPTIONAL
10.	CC-B	Bldg#	OPTIONAL
10.	PRT/CRFT	Syst	OPTIONAL

Note: Field 13, Item No. is representational of the number of accounting lines entered.

14.3 GSA Form 300 to Pegasys Purchase Order

Pegasys is used as a system for the data entry of purchasing transactions. The Purchasing subsystem enables GSA to incur costs against its budgets by recording these spending transactions. GSA currently uses various Forms to complete these transactions; Pegasys will enable these transactions to be entered online. GSA Forms will still be available in a printable format, but all information is entered online in Pegasys. To assist with this transition, Form Mappings have been designed for the **GSA Form 300** that is currently used. The tables below each Pegasys screenshot describe the GSA Form field, the appropriate location on the Pegasys screen, and whether GSA requires the field to be entered.

These mappings will be most helpful if they are used in conjunction with the step-by-step procedures in the Pegasys Purchasing User's Guide. When completing the **GSA Form 300**, use the procedures for completing a **Purchase Order**.

Note: When amending a Purchase Order, the modification number on the 300 will be generated in Block 8C from the Pegasys Amendment Number entered when the form is created.

The type of Business Organization for block 10B defaults based on the Pegasys Vendor Information, if the designation is cited on the Vendor record as Corporation, Partnership, or Sole Proprietor.

Figure B-10: GSA Form 300 for a Purchase Order

14.3.1 Header Page—GSA Form 300 to Pegasys Purchase Order

Figure B-11: Purchase Order Header Page

Header Fixed Assets Office Addresses Header Accounting Lines Itemized Lines Approval Routing Memos Summary

Amendment History Workflow Status Approval History

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

General

Document Type:	GP GMA Purchase Order	Order Date:	<input type="text"/>
Status:	NEW	Accounting Period:	<input type="text"/>
Document Number:	GPTEST	Reporting Accounting Period:	<input type="text"/>
Title:	<input type="text"/>		
Ordered By:	<input type="text"/>		
Agency DUNS Number:	<input type="text"/>	Security Org:	GSA
Agency DUNS+4:	<input type="text"/>	Suppress Printing:	<input type="checkbox"/>
		Fast Pay:	<input type="checkbox"/>
		Invoice Required:	<input type="checkbox"/>
		Receipt Required:	<input type="checkbox"/>

GSA FORM 300		PEGASYS LOCATION	GSA REQUIRED FIELD
Field #	Field Description	Field Description	
1.	Date of Order	Order Date	YES
2.	Order Number	Contract Info.	OPTIONAL
3.	Contract Number	Contract Info.	OPTIONAL
4.	ACT Number	Pegasys Document Number	
7.	TO: Contractor Vendor Name	Vendor More Button	YES
7.	Assignee	Designated Agent	*YES - Only if the Order/Contract has been assigned.
8A.	Type of Order	Contract Info.	OPTIONAL
9A.	Employer's Identification Number	Vendor Code (Required)	YES
10A.	Classification	Business Classification	OPTIONAL
12.	Remittance Address	Remit To Address	YES
14.	Place of Inspection and Acceptance	Discount Terms	OPTIONAL
19.	Payment/Discount Terms	Discount Terms	YES
26A.	Name of Contracting/Ordering Officer	Approval History - (Most recent Contracting Officer or Authorized Buyer approver name will print)	YES

14.3.2 Office Address Page—GSA Form 300 to Pegasys Purchase Order

Figure B-12: Purchase Order Office Address Page

Office Address

Item: 1 2 3 4 5 6 7

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

General

Office Type:	<input type="text" value="Admin"/>	<input type="button" value="Get Address"/>	<input type="button" value="Clear Address"/>
Code:	<input type="text"/> <input type="text"/> <input type="button" value=""/>		
Standardized Format:	<input type="text" value="Yes"/>		
Name:	<input type="text"/>		
Address:	<input type="text"/>		
	<input type="text"/>		
City:	<input type="text"/>		
State:	<input type="text"/> <input type="button" value=""/>		
Postal Code:	<input type="text"/> <input type="button" value=""/>		
County:	<input type="text"/>		
Country:	<input type="text"/> <input type="button" value=""/>		
Contact Code:	<input type="text"/> <input type="button" value=""/>		
Phone:	<input type="text"/>		
Fax:	<input type="text"/>		
Email:	<input type="text"/>		
Contact:	<input type="text"/>		
Title:	<input type="text"/>		

GSA Form 300		PEGASYS LOCATION	GSA REQUIRED FIELD
Field #	Field Description	Field Description	
11.	Issuing Office	Issue Office Address Radio Button (on Office Addresses page)	OPTIONAL
15.	Requisition Office	Order Office Address Radio Button (on Office Addresses page)	YES
21.	Receiving Office	Delivery Office Address Radio Button (on Office Addresses page)	YES
24.	Mail Invoice To:	Invoice Office Address Radio Button (on Office Addresses page) (Send Invoice To)	YES
25A.	For Inquiries Regarding Payment Contact:	Invoice Office Address Radio Button (on Office Addresses page) (Send Invoice To)	YES
25B.	Telephone Number	Invoice Office Address Radio Button (on Office Addresses page) (Send Invoice To)	YES
25B.	Telephone Number	COTR Office Address Radio Button (on Office Addresses page)	OPTIONAL
26B.	Contracting/Ordering Officer Telephone Number	COTR Office Address Radio Button (on Office Addresses page)	OPTIONAL

14.3.3 Header Accounting Line Page—GSA Form 300 to Pegasys Purchase Order

Figure B-13: Purchase Order Header Accounting Line Page

[Header](#) | [Fixed Assets](#) | [Office Addresses](#) | **Header Accounting Lines** | [Itemized Lines](#) | [Approval Routing](#) | [Memos](#) | [Summary](#)

Header Accounting Line [Tax Lines](#)

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

General

Line Number:	1	Source Number:	
Transaction Type:		IPAC Document Identifier:	
Prompt Pay Type:			
Period of Performance			
Start Date:		End Date:	
Related Cost Type:	N/A		

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Line Amounts

Current Amount	
Ordered	\$0.00
Applied Credit	\$0.00
Withholding Tax	\$0.00
Line Amount After Withholding	\$0.00
Withholding Tax Allowance	\$0.00
Net Total	\$0.00

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GSA FORM 300		PEGASYS LOCATION	GSA REQUIRED FIELD
<i>Field #</i>	<i>Field Description</i>	<i>Field Description</i>	
5.	ACCOUNTING CLASSIFICATION	Accounting Strip	YES
5.	FUND	BFY/Fund	YES
5.	B/A CODE	B/A (Budget Activity)Program	YES
5.	ORG CODE	Org (Organization)	YES
5.	FUNC CODE	F/C (Function Code)Activity	YES
5.	C/E CODE	C/E (Cost Element)Sub Object Class	YES
5.	PROJ/PROS NO.	Proj. (Project)	OPTIONAL
5.	W/Item	Wrk Itm	OPTIONAL
5.	CC-B	Bldg#	OPTIONAL
5.	PRT/CRFT	Syst	OPTIONAL
20B.	Supplies or Services	Description	YES

GSA FORM 300	PEGASYS LOCATION	GSA REQUIRED FIELD
20F. Amount	Line Amount	YES

Note: Field 20 A. is representational of the number of accounting lines entered.

14.4 GSA Form 300 to Pegasys Itemized Order

Pegasys is used as a system for the data entry of purchasing transactions. The Purchasing subsystem enables GSA to incur costs against its budgets by recording these spending transactions. GSA currently uses various Forms to complete these transactions; Pegasys will enable these transactions to be entered online. GSA Forms will still be available in a printable format, but all information is entered online in Pegasys. To assist with this transition, Form Mappings have been designed for the **GSA Form 300** that is currently used. The tables below each Pegasys screenshot describe the GSA Form field, the appropriate location on the Pegasys screen, and whether GSA requires the field to be entered.

These mappings will be most helpful if they are used in conjunction with the step-by-step procedures in the Pegasys Purchasing User's Guide. When completing the **GSA Form 300**, use the procedures for completing an **Itemized Purchase Order**

Note: When amending a Purchase Order, the modification number on the 300 will be generated in Block 8C from the Pegasys Amendment Number entered when the form is created.

The type of Business Organization for block 10B defaults based on the Pegasys Vendor Information, if the designation is cited on the Vendor record as Corporation, Partnership, or Sole Proprietor.

Figure B-14: GSA Form 300 for an Itemized Purchase Order

ORDER FOR SUPPLIES OR SERVICES		Important: See instructions in GSAR 551.370-300-1 for distribution		PAGE 1 OF PAGES		
1. DATE OF ORDER	2. ORDER NUMBER	3. CONTRACT NUMBER	4. ACT NUMBER			
7. TO: CONTRACTOR (Name, address and zip code)				8. TYPE OF ORDER <input type="checkbox"/> A. PURCHASE REFERENCE YOUR <small>Please furnish the following on the terms specified on both sides of the order and the attached sheets, if any, including delivery as indicated.</small>		
				<input type="checkbox"/> B. DELIVERY: <small>This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the numbered contract.</small>		
				C. MODIFICATION NO. AUTHORITY FOR ISSUING		
9B. CHECK IF APPROVED <input type="checkbox"/> WITHHOLD 20%				Except as provided herein, all terms and conditions of the original order, as heretofore modified, remain unchanged.		
10A. CLASSIFICATION <input type="checkbox"/> A. SMALL BUSINESS <input type="checkbox"/> B. OTHER THAN SMALL BUSINESS <input type="checkbox"/> C. SMALL DISADVANTAGED <input type="checkbox"/> D. SMALL WOMEN-OWNED		10B. TYPE OF BUSINESS ORGANIZATION <input type="checkbox"/> A. CORPORATION <input type="checkbox"/> B. PARTNERSHIP <input type="checkbox"/> C. SOLE				
11. ISSUING OFFICE (Address, zip code, and telephone no.)		12. REMITTANCE ADDRESS (MANDATORY)		13. SHIP TO: (Consignee address, zip code and telephone no.)		
14. PLACE OF INSPECTION AND ACCEPTANCE		15. REQUISITION OFFICE (Name, symbol and telephone no.)				
16. F.O.B. POINT		17. GOVERNMENT BIL NO.		18. DELIVERY F.O.B POINT ON OR BEFORE		19. PAYMENT/DISCOUNT TERMS
20. SCHEDULE						
ITEM NO. (A)	SUPPLIES OR SERVICES (B)		QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
21. RECEIVING OFFICE (Name, symbol and telephone no.)				TOTAL FROM 300-A(s) --->		
22. SHIPPING POINT		23. GROSS SHIP WT.		GRAND TOTAL --->		
24. MAIL INVOICE TO: (Include zip code) General Services Administration (GSA)		25A. FOR INQUIRIES REGARDING PAYMENT CONTACT:		25B. TELEPHONE NO.		
		26A. NAME OF CONTRACTING/ORDERING OFFICER (Type)		26B. TELEPHONE NO.		
		26C. SIGNATURE				
GENERAL SERVICES ADMINISTRATION GSA FORM 300 (REV. 2-93)						

14.4.1 Header Page—GSA Form 300 to Pegasys Itemized Order

Figure B-15: Itemized Purchase Order Header Page

[Verify](#) [Save](#) [Submit](#) [Schedule](#) [Refresh](#) [Fund Currency](#) [Add Shortcut](#) [Attachments](#) [Route](#)

Header [Fixed Assets](#) [Office Addresses](#) [Header Accounting Lines](#) [Itemized Lines](#) [Approval Routing](#) [Memos](#) [Summary](#)

[Amendment History](#) [Workflow Status](#) [Approval History](#)

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General

Document Type:	<input type="button" value="2I"/> <input type="button" value="3GS Itemized Order"/>	Order Date: <input type="text"/>
Status:	<input type="text" value="NEW"/>	Accounting Period: <input type="text"/>
Document Number:	<input type="text" value="2ITEST"/>	Reporting Accounting Period: <input type="text"/>
Title:	<input type="text"/>	
Ordered By:	<input type="text"/>	
Agency DUNS Number:	<input type="text"/>	
Agency DUNS+4:	<input type="text"/>	
	Security Org: <input type="text" value="GSA"/>	Document Classification: <input type="text"/>
	Suppress Printing: <input type="checkbox"/>	Invoice Required: <input type="checkbox"/>
	Fast Pay: <input type="checkbox"/>	Receipt Required: <input type="checkbox"/>

GSA Form 300		PEGASYS LOCATION	GSA REQUIRED FIELD
Field #	Field Description	Field Description	
1.	Date of Order	Order Date	YES
2.	Order Number	Contract Info	YES
3.	Contract Number	Contract Info	OPTIONAL
4.	ACT Number	Pegasys Document Number	
7.	TO: Contractor Vendor Name	Vendor More Button	YES
7.	TO: Contractor Assignee	Designated Agent	*YES- Only if the Order/Contract has been assigned.
8.	Type of Order	Contract Info	OPTIONAL
9A.	Employer's Identification Number	Vendor Code (Required)	YES
10A.	Classification	Business Classification	OPTIONAL
12.	Remittance Address	Remit To Address	YES
14.	Place of Inspection and Acceptance	Discount Terms	YES
16.	F.O.B. Point	Shipping Info. Box	OPTIONAL
17.	Government B/L No.	Shipping Info. Box	OPTIONAL
18.	Delivery F.O.B Point on or Before	Shipping Info. Box	OPTIONAL
19.	Payment/Discount Terms	Discount Terms	YES
26A.	Name of Contracting/Ordering Officer	Approval History- (Most recent Contracting Officer or Authorized Buyer approver name will print)	YES
26C.	Signature	Approval History- (Most recent Contracting Officer or Authorized Buyer approver name will print)	YES

14.4.2 Office Address Page—GSA Form 300 to Pegasys Itemized Order

Figure B-16: Itemized Purchase Order Office Address Page

Office Address

Item: 1 2 3 4 5 6 7

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

General

Office Type:	<input type="button" value="Admin"/>	<input type="button" value="Get Address"/>	<input type="button" value="Clear Address"/>
Code:	<input type="text"/> <input type="text"/> <input type="button" value=""/>		
Standardized Format:	<input type="button" value="Yes"/>		
Name:	<input type="text"/>		
Address:	<input type="text"/> <input type="text"/> <input type="text"/>		
City:	<input type="text"/>		
State:	<input type="text"/> <input type="button" value=""/>		
Postal Code:	<input type="text"/> <input type="button" value=""/>		
County:	<input type="text"/>		
Country:	<input type="text"/> <input type="button" value=""/>		
Contact Code:	<input type="text"/> <input type="button" value=""/>		
Phone:	<input type="text"/>		
Fax:	<input type="text"/>		
Email:	<input type="text"/>		
Contact:	<input type="text"/>		
Title:	<input type="text"/>		

GSA FORM 300		PEGASYS LOCATION	GSA REQUIRED FIELD
Field #	Field Description	Field Description	
11.	Issuing Office	Issue Office Address Radio Button (on Office Addresses page)	YES
13.	Ship To:	Delivery Office Address Radio Button (on Office Addresses page)	YES
15.	Requisition Office	Order Office Address Radio Button (on Office Addresses page)	YES
21.	Receiving Office	Delivery Office Address Radio Button (on Office Addresses page)	YES
24.	Mail Invoice To:	Invoice Office Address Radio Button (on Office Addresses page) (Send Invoice To)	YES
25A.	For Inquiries Regarding Payment Contact:	Invoice Office Address Radio Button (on Office Addresses page) (Send Invoice To)	YES
25B.	Telephone No.	Invoice Office Address Radio Button (on Office Addresses page) (Send Invoice To)	YES
26B.	Contracting/Ordering Officer Telephone No.	COTR Office Address Radio Button (on Office Addresses page)	YES

14.4.3 Itemized Line Page—GSA Form 300 to Pegasys Itemized Order

Figure B-17: Itemized Purchase Order Itemized Line Page

GSA FORM 300		PEGASYS LOCATION	GSA REQUIRED FIELD
Field #	Field Description	Field Description	
20B.	Supplies or Services	Commodity Name	YES
20B.	Supplies or Services	Description	OPTIONAL
20C.	Quantity Ordered	Quantity	YES
20D.	Unit	Unit	YES
20E.	Unit Price	Unit Price	YES

Note: Field 20 A. is representational of the number of accounting lines entered.

14.4.3.1 Funding Button—GSA Form 300 to Pegasys Itemized Order

Figure B-18: Accounting Information Box

<u>Template:</u>	<input type="text"/>		<input type="button" value="Default"/>	
<u>BBFY:</u>	<u>EBFY:</u>	<u>Fund:</u>	<u>Region:</u>	<u>Org Code:</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Program:</u>	<u>Project Code:</u>	<u>Activity:</u>	<u>Sub-Object Class:</u>	<u>Revenue Source:</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Sub Revenue Source:</u>	<u>Building #:</u>	<u>System:</u>	<u>Vehicle Tag #:</u>	<u>Work Item:</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>ABC Activity:</u>	<u>Reimbursable Sub-Object Class:</u>	<u>Reimbursable Sub Object:</u>	<u>BETC:</u>	<u>Cost Organization:</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Cohort Year:</u>	<u>PRC:</u>			
<input type="text"/>	<input type="text"/>			

GSA FORM 300		PEGASYS LOCATION	GSA REQUIRED FIELD
Field #	Field Description	Field Description	
5.	ACCOUNTING CLASSIFICATION	Accounting Strip	YES
5.	FUND	Accounting Strip	YES
5.	B/A CODE	B/AProgram	YES
5.	ORG CODE	Org. Code	YES
5.	FUNC CODE	F/CActivity	YES
5.	C/E CODE	C/ESub Object Class	YES
5.	PROJ/PROS NO.	Proj	OPTIONAL
5.	W/Item	W/itm	OPTIONAL
5.	CC-B	Bldg#	OPTIONAL
5.	PRT/CRFT	System	OPTIONAL

14.5 GSA Form 2957 (RWA) to Pegasys Purchase Order

Pegasys is used as a system for the data entry of purchasing transactions. The Purchasing subsystem enables GSA to incur costs against its budgets by recording these spending transactions. GSA currently uses various Forms to complete these transactions; Pegasys will enable these transactions to be entered online. GSA Forms will still be available in a printable format, but all information is entered online in Pegasys. To assist with this transition, Form Mappings have been designed for the **GSA Form 2957** that is currently used. The tables below each Pegasys screenshot describe the GSA Form field, the appropriate location on the Pegasys screen, and whether GSA requires the field to be entered.

These mappings will be most helpful if they are used in conjunction with the step-by-step procedures in the Pegasys Purchasing User's Guide. When completing the **GSA Form 2957**, use the procedures for completing a Purchase Order. **Note:** This is for internal GSA RWAs between PBS and Services.

Figure B-19: GSA Form 2957 for a Purchase Order

REIMBURSABLE WORK AUTHORIZATION				1. DATE OF REQUEST	2. RWA NUMBER (GSA Use Only)
3. NAME OF AGENCY				4. WORK SITE	
5A. CONTACT'S NAME				5D. CONTACT'S ADDRESS	
5B. CONTACT'S TELEPHONE NO.	AREA CODE	PHONE NUMBER	EXT.		
5C. CONTACT'S FAX NUMBER	AREA CODE	PHONE NUMBER			
5E. CONTACT'S E-MAIL					
6. DETAILED DESCRIPTION OF REQUESTED WORK					
CHECK AS APPROPRIATE		10. REQUESTED WORK DATES		13A. FED CODE	13B. BUREAU CODE
7. PLANS ATTACHED		A. START:		14A. AGENCY FINANCE BILLING OFFICE	
8. MOD		B. COMPLETION:			
9A. BILLING TYPE	9B. BILLING TERMS	11. AMOUNT CERTIFIED BY AGENCY		14B. STREET ADDRESS	
12A. AGENCY LOCATION CODE		12B. AGENCY ID NO.	12C. FUND CODE	14C. CITY	14D. STATE
12D. AGENCY ACCOUNTING DATA (Limited to 60 characters)				14E. ZIP CODE	
15A. CERTIFICATION SIGNATURE		15B. DATE		16A. CREDIT CARD NUMBER	16B. EXPIRATION DATE
15C. NAME OF SIGNER				16C. TYPE OF CARD (i.e., VISA)	16D. NAME OF CARD HOLDER
				17. TELEPHONE NUMBER OF CERTIFYING OFFICIAL	
18. PROJECT NO.		19A. ORGANIZATION CODE	19B. B/A CODE	19C. BOAC CODE	19D. CORRES. SYMBOL
20. BRIEF PROJECT DESCRIPTION (Limited to 25 characters)					
21. ACTION (CHECK ONE)			22. PLEASE CHECK IF APPROPRIATE		
<input type="checkbox"/> NEW <input type="checkbox"/> CHANGE <input type="checkbox"/> DELETE <input type="checkbox"/> COMPLETE			<input type="checkbox"/> COST BREAKDOWN ATTACHED <input type="checkbox"/> MULTIPLE BLDG./FUNCTION (See reverse)		
<input type="checkbox"/> 23. FIXED PRICE DOES NOT APPLY		<input type="checkbox"/> 24. GUARANTEE DOES NOT APPLY		25. AGREED UPON COMPLETION DATE	
26A. ORGANIZATION CODE	26B. BUILDING NUMBER	26C. LEASE NUMBER	26D. FUNCTION CODE	26E. O/C	26F. TOTAL
26G. GRAND TOTAL					
27A. GSA APPROVING OFFICIAL'S SIGNATURE		27B. DATE	27C. TELEPHONE AREA CODE NUMBER EXT.		
27D. NAME		28. POINT OF SALE TERMINAL (For credit card purchases only) <input type="checkbox"/> A. FINANCE <input type="checkbox"/> B. PBS			
29A. CERTIFICATE OF COMPLETION SIGNATURE			29B. SIGNER'S NAME (Type or Print)	29C. COMPLETION DATE	
GENERAL SERVICES ADMINISTRATION GSA FORM 2957 (REV. 10-97) Prescribed by PBS P 7000.2A					

14.5.1 Header Page—GSA Form 2957 to Pegasys Purchase Order

Figure B-20: Purchase Order Header Page

Header Fixed Assets Office Addresses Header Accounting Lines Itemized Lines Approval Routing Memos Summary

Amendment History Workflow Status Approval History

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

General

Document Type:	GP GMA Purchase Order	Order Date:	<input type="text"/>
Status:	NEW	Accounting Period:	<input type="text"/>
Document Number:	GPTEST	Reporting Accounting Period:	<input type="text"/>
Title:	<input type="text"/>		
Ordered By:	<input type="text"/>		
Agency DUNS Number:	<input type="text"/>	Security Org:	GSA
Agency DUNS+4:	<input type="text"/>	Suppress Printing:	<input type="checkbox"/>
		Fast Pay:	<input type="checkbox"/>
		Invoice Required:	<input type="checkbox"/>
		Receipt Required:	<input type="checkbox"/>

GSA FORM 2957		PEGASYS LOCATION	GSA REQUIRED FIELD
Field #	Field Description	Field Description	
1.	Date of Request	Request Date	YES
2.	RWA Number	Pegasys Document Number	*Only used if an incorrect Document Type is selected.
12A.	Agency Location Code	Customer Account Number	YES
15B.	Date	Approval History- (Most recent Interagency Document Types.)	* Contracting Officer or Authorized Buyer approval if the incorrect document type is selected.
15C.	Name of Signer	Approval History- (Most recent Interagency Document Types.)	* Contracting Officer or Authorized Buyer approval if the incorrect document type is selected.

14.5.2 Office Address Page—GSA Form 2957 to Pegasys Purchase Order

Figure B-21: Purchase Order Office Address Page

Office Address

Item: 1 2 3 4 5 6 7

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

General

Office Type:	<input type="text" value="Admin"/>	<input type="button" value="Get Address"/>	<input type="button" value="Clear Address"/>
Code:	<input type="text"/> <input type="button"/>		
Standardized Format:	<input type="text" value="Yes"/>		
Name:	<input type="text"/>		
Address:	<input type="text"/> <input type="text"/> <input type="text"/>		
City:	<input type="text"/>		
State:	<input type="text"/> <input type="button"/>		
Postal Code:	<input type="text"/> <input type="button"/>		
County:	<input type="text"/>		
Country:	<input type="text"/> <input type="button"/>		
Contact Code:	<input type="text"/> <input type="button"/>		
Phone:	<input type="text"/>		
Fax:	<input type="text"/>		
Email:	<input type="text"/>		
Contact:	<input type="text"/>		
Title:	<input type="text"/>		

GSA FORM 2957		PEGASYS LOCATION	GSA REQUIRED FIELD
Field #	Field Description	Field Description	
3.	Name of Agency	Order Office Address Radio Button (on Office Addresses page)	YES
4.	Work Site	Delivery Office Address Radio Button (on Office Addresses page)	YES
5A.	Contact's Name	Order Office Address Radio Button (on Office Addresses page)	YES
5B.	Contact's Telephone No.	Order Office Address Radio Button (on Office Addresses page)	YES
5C.	Contact's FAX Number	Order Office Address Radio Button (on Office Addresses page)	YES
5D.	Contact's Address	Order Office Address Radio Button (on Office Addresses page)	YES
5E.	Contact's E-mail	Order Office Address Radio Button (on Office Addresses page)	YES
14A.	Agency Finance Billing Office	Invoice Office Address Radio Button (on Office Addresses page) (Send Invoice to)	YES
14B.	Street Address	Invoice Office Address Radio Button (on Office Addresses page) (Send Invoice to)	YES
14C.	City	Invoice Office Address Radio Button (on Office Addresses page) (Send Invoice to)	YES
14D.	State	Invoice Office Address Radio Button (on Office Addresses page) (Send Invoice to)	YES
14E.	Zip Code	Invoice Office Address Radio Button (on Office Addresses page) (Send Invoice to)	YES

14.5.3 Header Accounting Line Page—GSA Form 2957 to Pegasys Purchase Order

Figure B-22: Purchase Order Header Accounting Line Page

GSA FORM 2957		PEGASYS LOCATION	GSA REQUIRED FIELD
Field #	Field Description	Field Description	
6.	Detailed Descriptions of Requested Work	Description	YES
10.	Requested Work Dates	Period of Performance	* Enter the Period of Performance from the lowest number accounting line.
11.	Amount Certified by Agency	Original Line Amount	YES
12C.	Fund Code	Accounting Line	YES
12D.	Agency Accounting Data	Accounting Line	YES

14.6 GSA Form 2957 (RWA) to Pegasys Itemized Order

Pegasys is used as a system for the data entry of purchasing transactions. The Purchasing subsystem enables GSA to incur costs against its budgets by recording these spending transactions. GSA currently uses various Forms to complete these transactions; Pegasys will enable these transactions to be entered online. GSA Forms will still be available in a printable format, but all information is entered online in Pegasys. To assist with this transition, Form Mappings have been designed for the **GSA Form 2957** that is currently used. In the tables below each Pegasys screenshot describes the GSA Form field, the appropriate location on the Pegasys screen, and whether GSA requires the field to be entered.

These mappings will be most helpful if they are used in conjunction with the step-by-step procedures in the Pegasys Purchasing User's Guide. When completing the **GSA Form 2957**, use the procedures for completing an Itemized Order. **Note:** *This is for internal GSA RWAs between PBS and Services.*

Figure B-23: GSA Form 2957 for an Itemized Order

REIMBURSABLE WORK AUTHORIZATION				1. DATE OF REQUEST	2. RWA NUMBER (GSA Use Only)	
3. NAME OF AGENCY				4. WORK SITE		
5A. CONTACT'S NAME				5D. CONTACT'S ADDRESS		
5B. CONTACT'S TELEPHONE NO.		AREA CODE	PHONE NUMBER			EXT.
5C. CONTACT'S FAX NUMBER		AREA CODE	PHONE NUMBER			
5E. CONTACT'S E-MAIL						
6. DETAILED DESCRIPTION OF REQUESTED WORK						
CHECK AS APPROPRIATE		10. REQUESTED WORK DATES		13A. FED CODE	13B. BUREAU CODE	
7. PLANS ATTACHED		A. START:		14A. AGENCY FINANCE BILLING OFFICE		
8. MOD		B. COMPLETION:				
9A. BILLING TYPE	9B. BILLING TERMS	11. AMOUNT CERTIFIED BY AGENCY		14B. STREET ADDRESS		
12A. AGENCY LOCATION CODE		12B. AGENCY ID NO.	12C. FUND CODE	14C. CITY	14D. STATE	
12D. AGENCY ACCOUNTING DATA (Limited to 60 characters)				14E. ZIP CODE		
15A. CERTIFICATION SIGNATURE		15B. DATE		16A. CREDIT CARD NUMBER	16B. EXPIRATION DATE	
				16C. TYPE OF CARD (i.e., VISA)	16D. NAME OF CARD HOLDER	
15C. NAME OF SIGNER				AREA CODE	PHONE NUMBER	
					EXT.	
NOTE: GSA will bill in accordance with FPMR Part 101-21.604(e)						
FOR GENERAL SERVICES ADMINISTRATION USE ONLY						
18. PROJECT NO.	19A. ORGANIZATION CODE	19B. B/A CODE	19C. BOAC CODE	19D. CORRES. SYMBOL		
20. BRIEF PROJECT DESCRIPTION (Limited to 25 characters)						
21. ACTION (CHECK ONE)			22. PLEASE CHECK IF APPROPRIATE			
<input type="checkbox"/> NEW	<input type="checkbox"/> CHANGE	<input type="checkbox"/> DELETE	<input type="checkbox"/> COMPLETE	<input type="checkbox"/> COST BREAKDOWN ATTACHED	<input type="checkbox"/> MULTIPLE BLDG./FUNCTION (See reverse)	
<input type="checkbox"/> 23. FIXED PRICE DOES NOT APPLY		<input type="checkbox"/> 24. GUARANTEE DOES NOT APPLY		25. AGREED UPON COMPLETION DATE		
26A. ORGANIZATION CODE	26B. BUILDING NUMBER	26C. LEASE NUMBER	26D. FUNCTION CODE	26E. O/C	26F. TOTAL	
26G. GRAND TOTAL						
27A. GSA APPROVING OFFICIAL'S SIGNATURE		27B. DATE	27C. TELEPHONE			
			AREA CODE	NUMBER	EXT.	
27D. NAME		28. POINT OF SALE TERMINAL (For credit card purchases only)				
		<input type="checkbox"/> A. FINANCE	<input type="checkbox"/> B. PBS			
29A. CERTIFICATE OF COMPLETION SIGNATURE			29B. SIGNER'S NAME (Type or Print)		29C. COMPLETION DATE	
GENERAL SERVICES ADMINISTRATION						
<small>GSA FORM 2957 (REV. 10-97) Prescribed by PBS P 7000.2A</small>						

14.6.1 Header Page—GSA Form 2957 to Pegasys Itemized Order

Figure B-24: Itemized Purchase Order Header Page

Header

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

General

Document Type:	<input type="text" value="2I"/> <small>3GS Itemized Order</small>	Order Date:	<input type="text"/>
Status:	<input type="text" value="NEW"/>	Accounting Period:	<input type="text"/>
Document Number:	<input type="text" value="2ITEST"/>	Reporting Accounting Period:	<input type="text"/>
Title:	<input type="text"/>		
Ordered By:	<input type="text"/>		
Agency DUNS Number:	<input type="text"/>		
Agency DUNS+4:	<input type="text"/>		
		Document Classification:	<input type="text"/>
		Security Org:	<input type="text" value="GSA"/>
		Suppress Printing:	<input type="checkbox"/>
		Fast Pay:	<input type="checkbox"/>
		Invoice Required:	<input type="checkbox"/>
		Receipt Required:	<input type="checkbox"/>

GSA FORM 2957		PEGASYS LOCATION	GSA REQUIRED FIELD
Field #	Field Description	Field Description	
1.	Date of Request	Order Date	YES
2.	RWA Number	Description	YES
12A.	Agency Location Code	Customer Account Number	YES
15B.	Date	Approval History- (Most recent Interagency Document Types.)	* Contracting Officer or Authorized Buyer approval if the incorrect document type is selected.
15C.	Name of Signer	Approval History- (Most recent Interagency Document Types.)	* Contracting Officer or Authorized Buyer approval if the incorrect document type is selected.

14.6.2 Office Address Page—GSA Form 2957 to Pegasys Itemized Order

Figure B-25: Itemized Purchase Order Office Address Page

Office Address

Item: 1 2 3 4 5 6 7

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

General

Office Type:	<input type="text" value="Admin"/>	<input type="button" value="Get Address"/>	<input type="button" value="Clear Address"/>
Code:	<input type="text"/> <input type="text"/> <input type="button"/>		
Standardized Format:	<input type="button" value="Yes"/>		
Name:	<input type="text"/>		
Address:	<input type="text"/> <input type="text"/> <input type="text"/>		
City:	<input type="text"/>		
State:	<input type="text"/> <input type="button"/>		
Postal Code:	<input type="text"/> <input type="button"/>		
County:	<input type="text"/>		
Country:	<input type="text"/> <input type="button"/>		
Contact Code:	<input type="text"/> <input type="button"/>		
Phone:	<input type="text"/>		
Fax:	<input type="text"/>		
Email:	<input type="text"/>		
Contact:	<input type="text"/>		
Title:	<input type="text"/>		

GSA FORM 2957		PEGASYS LOCATION	GSA REQUIRED FIELD
Field #	Field Description	Field Description	
3.	Name of Agency	Order Office Address Radio Button (on Office Addresses page)	YES
4.	Work Site	Delivery Office Address Radio Button (on Office Addresses page)	YES
5A.	Contact's Name	Order Office Address Radio Button (on Office Addresses page)	YES
5B.	Contact's Telephone No.	Order Office Address Radio Button (on Office Addresses page)	YES
5C.	Contact's FAX Number	Order Office Address Radio Button (on Office Addresses page)	YES
5D.	Contact's Address	Order Office Address Radio Button (on Office Addresses page)	YES
5E.	Contact's E-mail	Order Office Address Radio Button (on Office Addresses page)	YES
14A.	Agency Finance Billing Office	Invoice Office Address Radio Button (on Office Addresses page) (Mail Invoice to)	YES
14B.	Street Address	Invoice Office Address Radio Button (on Office Addresses page) (Mail Invoice to)	YES
14C.	City	Invoice Office Address Radio Button (on Office Addresses page) (Mail Invoice to)	YES
14D.	State	Invoice Office Address Radio Button (on Office Addresses page) (Mail Invoice to)	YES
14E.	Zip Code	Invoice Office Address Radio Button (on Office Addresses page) (Mail Invoice to)	YES

14.6.3 Itemized Line Page—GSA Form 2957 to Pegasys Itemized Order

Figure B-26: Itemized Purchase Order Itemized Line Page

GSA FORM 2957		PEGASYS LOCATION	GSA REQUIRED FIELD
Field #	Field Description	Field Description	
6.	Detailed Description of Requested Work	Description	YES
10.	Requested Work Dates	Supp. Info –(Period of Performance)	* Enter the Period of Performance from the lowest number accounting line.

14.6.3.1 Funding Page—GSA Form 2957 to Pegasys Itemized Order

Figure B-27: Accounting Information Box

<u>Template:</u>	<input type="text"/>			<input type="button" value="Default"/>
<u>BBFY:</u>	<u>EBFY:</u>	<u>Fund:</u>	<u>Region:</u>	<u>Org Code:</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Program:</u>	<u>Project Code:</u>	<u>Activity:</u>	<u>Sub-Object Class:</u>	<u>Revenue Source:</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Sub Revenue Source:</u>	<u>Building #:</u>	<u>System:</u>	<u>Vehicle Tag #:</u>	<u>Work Item:</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>ABC Activity:</u>	<u>Reimbursable Sub-Object Class:</u>	<u>Reimbursable Sub Object:</u>	<u>BETC:</u>	<u>Cost Organization:</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Cohort Year:</u>	<u>PRC:</u>			
<input type="text"/>	<input type="text"/>			

GSA FORM 2957		PEGASYS LOCATION	GSA REQUIRED FIELD
Field #	Field Description	Field Description	
11.	Amount Certified by Agency	Original Line Amount	YES
12C.	Fund Code	Accounting Line	YES
12D.	Agency Accounting Data	Accounting Line	YES

14.7 GSA Form 3076 to Pegasys Training Request

Pegasys is used as a system for the data entry of purchasing transactions. The Purchasing subsystem enables GSA to incur costs against its budgets by recording these spending transactions. GSA currently uses various Forms to complete these transactions; Pegasys will enable these transactions to be entered online. GSA Forms will still be available in a printable format, but all information is entered online in Pegasys. To assist with this transition, Form Mappings have been designed for the **GSA Form 3076** that is currently used. The tables below each Pegasys screenshot describe the GSA Form field, the appropriate location on the Pegasys screen, and whether GSA requires the field to be entered.

These mappings will be most helpful if they are used in conjunction with the step-by-step procedures in the Pegasys Purchasing User's Guide. When completing the **GSA Form 3076**, use the procedures for completing a **Training Request**.

Figure B-28: GSA Form 3076 for a Training Request

REQUEST, AUTHORIZATION, AGREEMENT, AND CERTIFICATION OF TRAINING		A. AGENCY CODE, AGENCY SUBELEMENT AND SUB- MITTING OFFICE NUMBER (Example - XX-XX-XXXX)	B. DOCUMENT CONTROL NUMBER				
		C. REQUEST STATUS (Mark (x) one)					
		INITIAL OR RESUBMISSION	CORRECTION OR CANCELLATION				
SECTION A - TRAINEE INFORMATION							
1. APPLICANT'S NAME (Last - First - Middle Initial)		2. SOCIAL SECURITY NUMBER	3. POSITION LEVEL (Mark (x) one)				
			a. Non-supervisory	c. Manager			
			b. Supervisory	d. Executive			
4. HOME ADDRESS (Number, Street, City, State, ZIP Code) (Complete for OPM courses only)		5. HOME TELEPHONE (OPM courses only)					
		Area Code	Number				
6. ORGANIZATION MAILING ADDRESS (Branch - Division/Office/Bureau/Agency)		7. OFFICE TELEPHONE					
		Area Code	Number	Extension			
8. CONTINUOUS CIVILIAN SERVICE	Years	Months	9a. POSITION TITLE/FUNCTION	9b. APPLICANT HANDICAP- PED OR DISABLED			
10. PAY PLAN/SERIES/GRADE/STEP							
SECTION B - TRAINING COURSE DATA							
11a. NAME AND MAILING ADDRESS OF TRAINING VENDOR (Number, Street, City, State, ZIP Code)			11b. LOCATION OF TRAINING SITE (If same, mark box) <input type="checkbox"/>				
12. CATALOG/COURSE NUMBER		13. COURSE TITLE					
14. TRAINING PERIOD (6 Digits)		15. NUMBER OF COURSE HOURS (4 Digits)	16. TRAINING CODES				
	Year	Month	Day	a. During duty	a. Purpose	CODE	CODE
a. Start				b. Non-duty	b. Type		
b. Complete				c. TOTAL	c. Source		
d. Special Interest							
e. Curriculum							
f. Training Priority							
AGENCY USE ONLY							
SECTION C - ESTIMATED COSTS AND BILLING INFORMATION					SECTION D - RECOMMENDATION/CONCURRENCE		
17. DIRECT COSTS AND APPROPRIATION/FUND CHARGEABLE					22a. IMMEDIATE SUPERVISOR (Name and title)	AREA CODE/TEL. NO./EXTENSION	
ITEM		ITEM	APPROPRIATION/FUND				
		Dollars	Cents				
a. Tuition	\$				b. SIGNATURE	DATE	
b. Books or materials							
c. Other (Specify)					23a. SECOND-LINE SUPERVISOR (Name and title)	AREA CODE/TEL. NO./EXTENSION	
d. (Enter 4 digits in dollar column)	\$				b. SIGNATURE	DATE	
18. INDIRECT COSTS AND APPROPRIATION/FUND CHARGEABLE					24a. AUTHORIZING OFFICIAL (Name and title)	AREA CODE/TEL. NO./EXTENSION	
ITEM		ITEM	APPROPRIATION/FUND				
		Dollars	Cents				
a. Travel	\$				b. SIGNATURE	Approved	DATE
b. Per Diem						Disapproved	
c. Other (Specify)					25a. TRAINING OFFICER (Name and title)	AREA CODE/TEL. NO./EXTENSION	
d. (Enter 4 digits in dollar column)					b. SIGNATURE	DATE	
TOTAL	\$						
19. ACT/DOCUMENT/PURCHASE ORDER/REQUISITION NO.							
20. 8-DIGIT STATION SYMBOL (Example 12-34-5678)							
21. BILLING INSTRUCTIONS (Furnish invoice to)					26a. CERTIFYING OFFICIAL (Name and title)	AREA CODE/TEL. NO./EXTENSION	
21a. BOAC:		21b. FED CODE:			b. SIGNATURE	DATE	
					Please refer to number given in Item 19 to assure prompt payment.		
					GENERAL SERVICES ADMINISTRATION COPY 1 - TRAINING OFFICE GSA FORM 3076 (REV. 3-92)		

14.7.1 Header Page—GSA Form 3076 to Pegasys Training Request

Figure B-29: Training Request Header Page

GSA FORM 3076		PEGASYS LOCATION	GSA REQUIRED FIELD
Field #	Field Description	Field Description	
11a.	Name and Mailing Address of Training Vendor	Vendor Code (More Button displays Vendor address)	YES
19.	ACT/Document/ Purchase Order/ Requisition NO.	Document Number	YES
20.	8-Digit Station Symbol	Customer Account Number	YES
24a.	Authorizing Official (Name and title)	Approval History -(Manager Approval)	YES
25a.	Training Officer (Name and title)	Approval History – (Training Coordinator Approval) (All 4 approvals are made here. Only 2 will print on the 3076)	YES

14.7.2 Office Address Page—GSA Form 3076 to Pegasys Training Request

Figure B-30: Training Request Office Address Page

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

[Header](#) | [Office Addresses](#) | [Suggested Vendors](#) | [Employees](#) | [Accounting Lines](#) | [Approval Routing](#) | [Memos](#) | [Summary](#)

Office Address

Item: 1 2 3

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

General

Office Type:	<input type="button" value="Remit To"/>	<input type="button" value="Get Address"/>	<input type="button" value="Clear Address"/>
<u>Code:</u>	<input type="text"/> <input type="text"/>		
Standardized Format:	<input type="button" value="Yes"/>		
Name:	<input type="text"/>		
Address:	<input type="text"/> <input type="text"/> <input type="text"/>		
City:	<input type="text"/>		
<u>State:</u>	<input type="text"/>		
<u>Postal Code:</u>	<input type="text"/>		
County:	<input type="text"/>		
<u>Country:</u>	<input type="text"/>		
<u>Contact Code:</u>	<input type="text"/>		
Phone:	<input type="text"/>		
Fax:	<input type="text"/>		
Email:	<input type="text"/>		
Contact:	<input type="text"/>		
Title:	<input type="text"/>		

GSA FORM 3076		PEGASYS LOCATION	GSA REQUIRED FIELD
Field #	Field Description	Field Description	
6.	Organization Mailing Address	Request Office Address Radio Button (on Office Addresses page) (Request)	YES
7.	Office Telephone (Area Code, Number, Extension)	Request Office Address Radio Button (on Office Addresses page) (Request)	YES

14.7.3 Course Information Page—GSA Form 3076 to Pegasys Training Request

Figure B-31: Training Request Course Information Page

Header | Office Addresses | Suggested Vendors | Employees | Accounting Lines | Approval Routing | Memos | Summary | Course Information

Workflow Status | Approval History

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

General

* <u>Course:</u> <input type="text"/>	Program Office: <input type="text"/>
* Course: <input type="text"/>	Class Sequence: <input type="text"/>
* Title: <input type="text"/>	

GSA FORM 3076		PEGASYS LOCATION	GSA REQUIRED FIELD
Field #	Field Description	Field Description	
11b.	Location of Training Site	Training Address (Address Same as Vendor Check Box)	YES
12.	Catalog/Course Number	Course	YES
13.	Course Title	Title	YES
14.	Training Period	Start/End Dates	YES
15.	Number of Course Hours	Course Hours	YES

14.7.3.1 Employee Button—GSA Form 3076 to Pegasys Training Request

Figure B-32: Employees Dialog Box

Search Criteria

Employee: <input type="text"/>
First Name: <input type="text"/>
Middle Name: <input type="text"/>
Last Name: <input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Cancel"/>

Items

<input type="checkbox"/>	Employee	First Name	Middle Name	Last Name
- NO ITEMS TO DISPLAY -				

GSA FORM 3076		PEGASYS LOCATION	GSA REQUIRED FIELD
Field #	Field Description	Field Description	
1.	Applicant's Name	Employee (A single Employee's name will print in field 1 on the 3076. Multiple employee's will print to an attachment)	YES

14.7.4 Accounting Line Page—GSA Form 3076 to Pegasys Training Request

Figure B-33: Training Request Accounting Line Page

Header | Fixed Assets | Office Addresses | Employees | **Header Accounting Lines** | Itemized Lines | Approval Routing | Memos | Summary

Header Accounting Line

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

General

Line Number:	1	Source Number:	<input type="text"/>
Transaction Type:	<input type="text"/>	IPAC Document Identifier:	<input type="text"/>
Prompt Pay Type:	<input type="text"/>		
Period of Performance		Start Date:	End Date:
Related Cost Type: <input type="text" value="N/A"/>			

[Return to Top](#)

GSA FORM 3076		PEGASYS LOCATION	GSA REQUIRED FIELD
<i>Field #</i>	<i>Field Description</i>	<i>Field Description</i>	
17d.	Direct Costs and Appropriation/Fund Chargeable	Requested Line Amount	YES
17.	Appropriation/Fund	Accounting Strip (One accounting line will print in field 17 on the 3076. Multiple lines will print to an attachment.)	YES

14.8 GSA Form 3076 to Pegasys Training Order

Pegasys is used as a system for the data entry of purchasing transactions. The Purchasing subsystem enables GSA to incur costs against its budgets by recording these spending transactions. GSA currently uses various Forms to complete these transactions; Pegasys will enable these transactions to be entered online. GSA Forms will still be available in a printable format, but all information is entered online in Pegasys. To assist with this transition, Form Mappings have been designed for the **GSA Form 3076** that is currently used. The tables below each Pegasys screenshot describe the GSA Form field, the appropriate location on the Pegasys screen, and whether GSA requires the field to be entered.

These mappings will be most helpful if they are used in conjunction with the step-by-step procedures in the Pegasys Purchasing User's Guide. When completing the **GSA Form 3076**, use the procedures for completing **Training Order**.

Figure B-34: GSA Form 3076 for a Training Order

REQUEST, AUTHORIZATION, AGREEMENT, AND CERTIFICATION OF TRAINING		A. AGENCY CODE, AGENCY SUBELEMENT AND SUB- MITTING OFFICE NUMBER (Example - XX-XX-XXXX)	B. DOCUMENT CONTROL NUMBER		
		C. REQUEST STATUS (Mark (x) one)			
		<input type="checkbox"/> INITIAL OR RESUBMISSION	<input type="checkbox"/> CORRECTION OR CANCELLATION		
SECTION A - TRAINEE INFORMATION					
1. APPLICANT'S NAME (Last - First - Middle Initial)		2. SOCIAL SECURITY NUMBER	3. POSITION LEVEL (Mark (x) one)		
			<input type="checkbox"/> a. Non-supervisory <input type="checkbox"/> c. Manager <input type="checkbox"/> b. Supervisory <input type="checkbox"/> d. Executive		
4. HOME ADDRESS (Number, Street, City, State, ZIP Code) (Complete for OPM courses only)		5. HOME TELEPHONE (OPM courses only)			
		Area Code	Number		
6. ORGANIZATION MAILING ADDRESS (Branch - Division/Office/Bureau/Agency)		7. OFFICE TELEPHONE			
		Area Code	Number		
8. CONTINUOUS CIVILIAN SERVICE	Years	Months	9a. POSITION TITLE/FUNCTION	9b. APPLICANT HANDICAP- PED OR DISABLED	10. PAY PLAN/SERIES/GRADE/STEP
SECTION B - TRAINING COURSE DATA					
11a. NAME AND MAILING ADDRESS OF TRAINING VENDOR (Number, Street, City, State, ZIP Code)		11b. LOCATION OF TRAINING SITE (If same, mark box) <input type="checkbox"/>			
12. CATALOG/COURSE NUMBER		13. COURSE TITLE			
14. TRAINING PERIOD (6 Digits)		15. NUMBER OF COURSE HOURS (4 Digits)	16. TRAINING CODES		
	Year	Month	Day	a. During duty	a. Purpose
a. Start				b. Non-duty	b. Type
b. Complete				c. TOTAL	c. Source
d. Special Interest					
e. Curriculum					
f. Training Priority					
AGENCY USE ONLY					
SECTION C - ESTIMATED COSTS AND BILLING INFORMATION			SECTION D - RECOMMENDATION/CONCURRENCE		
17. DIRECT COSTS AND APPROPRIATION/FUND CHARGEABLE			22a. IMMEDIATE SUPERVISOR (Name and title)		
ITEM	ITEM	APPROPRIATION/FUND	AREA CODE/TEL.NO./EXTENSION		
	Dollars	Cents			
	a. Tuition	\$			
	b. Books or materials				
	c. Other (Specify)				
23a. SECOND-LINE SUPERVISOR (Name and title)			AREA CODE/TEL. NO./EXTENSION		
d. (Enter 4 digits in dollar column)	\$				
23b. SIGNATURE			DATE		
18. INDIRECT COSTS AND APPROPRIATION/FUND CHARGEABLE			SECTION E - APPROVAL/CONCURRENCE		
ITEM	ITEM	APPROPRIATION/FUND	24a. AUTHORIZING OFFICIAL (Name and title)		
	Dollars	Cents	AREA CODE/TEL. NO./EXTENSION		
	a. Travel	\$			
	b. Per Diem				
	c. Other (Specify)				
25a. TRAINING OFFICER (Name and title)			AREA CODE/TEL. NO./EXTENSION		
d. (Enter 4 digits in dollar column)	\$				
25b. SIGNATURE			DATE		
TOTAL \$					
19. ACT/DOCUMENT/PURCHASE ORDER/REQUISITION NO.					
20. 8-DIGIT STATION SYMBOL (Example 12-34-5678)					
21. BILLING INSTRUCTIONS (Furnish invoice to)			26a. CERTIFYING OFFICIAL (Name and title)		
			AREA CODE/TEL. NO./EXTENSION		
			26b. SIGNATURE		
			DATE		
21a. BOAC:	21b. FED CODE:		Please refer to number given in Item 19 to assure prompt payment.		
TRAINING FACILITY - Bills should be sent to office indicated in Item 21.					
GENERAL SERVICES ADMINISTRATION			COPY 1 - TRAINING OFFICE		
			GSA FORM 3076 (REV. 3-92)		

14.8.1 Header Page—GSA Form 3076 to Pegasys Training Order

Figure B-35: Training Order Header Page

Header Fixed Assets Office Addresses Employees Header Accounting Lines Itemized Lines Approval Routing Memos Summary Course Information

Amendment History Workflow Status Approval History

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

General

Document Type:	FW FSS-Training Order	Order Date:	<input type="text"/>	Reset: <input type="checkbox"/>
Status:	NEW	Accounting Period:	<input type="text"/>	
Document Number:	FW0001872	Reporting Accounting Period:	<input type="text"/>	
Title:	<input type="text"/>			Security Org: GSA
Ordered By:	<input type="text"/>			Suppress Printing: <input type="checkbox"/>
Agency DUNS Number:	<input type="text"/>	Fast Pay: <input type="checkbox"/>		
Agency DUNS+4:	<input type="text"/>	Invoice Required: <input type="checkbox"/>		
Receipt Required: <input type="checkbox"/>				

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GSA FORM 3076		PEGASYS LOCATION	GSA REQUIRED FIELD
<i>Field #</i>	<i>Field Description</i>	<i>Field Description</i>	
11a.	Name and Mailing Address of Training Vendor	Vendor Code (More Button displays Vendor address)	YES
19.	ACT/Document/ Purchase Order/ Requisition No.	Document Number	YES
20.	8-Digit Station Symbol	Customer Account Number	YES
24a.	Authorizing Official (Name and title)	Approval History -(Manager Approval)	YES
25a.	Training Officer (Name and title)	Approval History – (Training Coordinator Approval) (All 4 approvals are made here. Only 2 will print on the 3076)	YES

14.8.2 Office Address Page—GSA Form 3076 to Pegasys Training Order

Figure B-36: Training Order Office Address Page

Header Fixed Assets **Office Addresses** Employees Header Accounting Lines Itemized Lines Approval Routing Memos Summary

Office Address

Display Items [View as CSV](#) [Sort...](#)

Office Type	Office
<input type="radio"/> Admin	
<input type="radio"/> COTR	
<input type="radio"/> Delivery	
<input type="radio"/> Issue	
<input type="radio"/> Invoice	
<input type="radio"/> Order	
<input type="radio"/> Property	

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GSA FORM 3076		PEGASYS LOCATION	GSA REQUIRED FIELD
Field #	Field Description	Field Description	
6.	Organization Mailing Address	Order Address Radio Button (on Office Addresses page) (Order)	YES
7.	Office Telephone (Area Code, Number, Extension)	Order Address Radio Button (on Office Addresses page) (Order)	YES
21.	Billing Instructions (Furnish invoice to)	Invoice (Mail Invoice to) Order Only	YES

14.8.3 Course Information Page—GSA Form 3076 to Pegasys Training Order

Figure B-37: Training Order Course Information Page

GSA FORM 3076		PEGASYS LOCATION	GSA REQUIRED FIELD
Field #	Field Description	Field Description	
11b.	Location of Training Site	Training Address (Address Same as Vendor Check Box)	YES
12.	Catalog/Course Number	Course	YES
13.	Course Title	Title	YES
14.	Training Period	Start/End Dates	YES
15.	Number of Course Hours	Course Hours	YES

14.8.3.1 Employee Button—GSA Form 3076 to Pegasys Training Order

Figure B-38: Employee Dialog Box

Search Criteria

Employee:	<input type="text"/>
First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>
<input type="button" value="Search"/>	<input type="button" value="Cancel"/>

Select Display 10 Items View as CSV Sort...

<input type="checkbox"/> Employee	First Name	Middle Name	Last Name
- NO ITEMS TO DISPLAY -			

GSA FORM 3076		PEGASYS LOCATION	GSA REQUIRED FIELD
Field #	Field Description	Field Description	
1.	Applicant's Name	Employees (A single Employee's name will print in field 1 on the 3076. Multiple employee's will print to an attachment)	YES

14.8.4 Header Accounting Line Page—GSA Form 3076 to Pegasys Training Order

Figure B-39: Training Order Header Accounting Line Page

[Header](#) | [Fixed Assets](#) | [Office Addresses](#) | [Employees](#) | **Header Accounting Lines** | [Itemized Lines](#) | [Approval Routing](#) | [Memos](#) | [Summary](#)

Header Accounting Line

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

General

Line Number:	<input type="text" value="1"/>	Source Number:	<input type="text"/>
Transaction Type:	<input type="text"/>	IPAC Document Identifier:	<input type="text"/>
Prompt Pay Type:	<input type="text"/>		
<i>Period of Performance</i>		Start Date:	End Date:
Related Cost Type:		<input type="text" value="N/A"/>	
Return to Top			

GSA FORM 3076		PEGASYS LOCATION	GSA REQUIRED FIELD
Field #	Field Description	Field Description	

GSA FORM 3076		PEGASYS LOCATION	GSA REQUIRED FIELD
17.	Direct Costs and Appropriation/Fund Chargeable	Ordered Line Amounts	YES
17.	Appropriation/Fund	Accounting Strip (One accounting line will print in field 17 on the 3076. Multiple lines will print to an attachment.)	YES

14.9 GSA Form 3669 (Inter/Intra) to Pegasys Purchase Request

Pegasys is used as a system for the data entry of purchasing transactions. The Purchasing subsystem enables GSA to incur costs against its budgets by recording these spending transactions. GSA currently uses various Forms to complete these transactions; Pegasys will enable these transactions to be entered online. GSA Forms will still be available in a printable format, but all information is entered online in Pegasys. To assist with this transition, Form Mappings have been designed for the **GSA Form 3669** that is currently used. The tables below each Pegasys screenshot describe the GSA Form Field, the appropriate location on the Pegasys Screen, and whether GSA requires the field to be entered.

These mappings will be most helpful if they are used in conjunction with the step-by-step procedures in the Pegasys Purchasing User's Guide. When completing the **GSA Form 3669**, use the procedures for completing a **Request**.

Figure B-40: GSA Form 3669 for a Request

		PAGE 1 OF 1	
INTERAGENCY AGREEMENT		1. PERIOD OF AGREEMENT Performance Period _____ Budget Period _____ 2. AGREEMENT NO./MODIFICATION _____ 3. DETERMINATION AND FINDING NUMBER _____	
4. NAME AND ADDRESS OF GSA ORGANIZATION		5. NAME AND ADDRESS OF OTHER AGENCY	
6A. GSA PROJECT OFFICER (Name and Title)		7A. OTHER AGENCY PROJECT OFFICER (Name and Title)	
6B. TELEPHONE	FAX NO.	7B. TELEPHONE	FAX NO.
6C. E-MAIL ADDRESS(IF AVAILABLE)		7C. E-MAIL ADDRESS(IF AVAILABLE)	
6D. ADDRESS (IF DIFFERENT THAN BLOCK 4)		7D. ADDRESS (IF DIFFERENT THAN BLOCK 5)	
8. PRODUCT/SERVICE TO BE PERFORMED:		ATTACHMENTS: <input type="checkbox"/> Conditions of Agreement <input type="checkbox"/> Other	
9. ESTIMATED COSTS		10. STATUTORY AUTHORIZATION: <input type="checkbox"/> Economy Act 31 U.S.C. 1535 <input type="checkbox"/> Other:	
11. REQUESTING AGENCY BILLING INSTRUCTIONS <input type="checkbox"/> OPAC <input type="checkbox"/> SF 1080 <input type="checkbox"/> OTHER		12. REQUESTING AGENCY BILLING ADDRESS	
13. REQUESTING AGENCY ACCOUNTING CLASSIFICATION		14. AGENCY LOCATION CODE(ALC):	
15. GSA FINANCE OFFICE CONTACT NAME/TELEPHONE/FAX		16. OTHER AGENCY FINANCE OFFICE CONTACT NAME/TELEPHONE/FAX	
17. AUTHORIZED SIGNATURES(GSA)		18. AUTHORIZED SIGNATURES(OTHER AGENCY)	
17A. SIGNATURE, NAME, AND TITLE OF GSA FINANCE OFFICER		18A. SIGNATURE, NAME, AND TITLE OF OTHER AGENCY FINANCE OFFICER	
17B. SIGNATURE, NAME, AND TITLE OF GSA PROCUREMENT OFFICER		18B. SIGNATURE, NAME, AND TITLE OF OTHER AGENCY AUTHORIZING OFFICIAL	
17C. SIGNATURE, NAME, AND TITLE OF GSA PROGRAM AUTHORIZING OFFICIAL		18C. SIGNATURE, NAME, AND TITLE OF OTHER AGENCY AUTHORIZING OFFICIAL	
GENERAL SERVICES ADMINISTRATION		GSA FORM 3669 (10/99)	

14.9.1 Header Page—GSA Form 3669 to Pegasys Purchase Request

Figure B-41: Purchase Request Header Page

Transactions ▾ Queries ▾ Reference ▾ System Administration ▾ Utilities ▾
 Pegasys > Transactions > Purchasing > New > Request > Header

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

Header | Office Addresses | Suggested Vendors | Header Accounting Lines | Itemized Lines | Approval Routing | Memos | Summary | Correspondence

Amendment History Workflow Status Approval History

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

General

Document Type:	PR Purchase Request	Request Date:	<input type="text"/>	Reset: <input type="checkbox"/>
Status:	NEW	Accounting Period:	<input type="text"/>	
Document Number:	PR-001	Reporting Accounting Period:	<input type="text"/>	
Title:	<input type="text"/>			Batch Number: <input type="text"/>
* Authorized By:	<input type="text"/>			Document Classification: <input type="text"/>
				Security Org: <input type="text"/>
				Suppress Printing: <input type="checkbox"/>

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GSA FORM 3669		PEGASYS LOCATION	GSA REQUIRED FIELD
Field #	Field Description	Field Description	
2.	Agreement No./ Modification	Pegasys Document Number	YES
5.	Name and Address of Other Agency	Vendor	YES
7A.	Other Agency Project Officer	Vendor	YES
7B.	Telephone/Fax No.	Vendor	YES
7C.	E-mail Address	Vendor	YES
9.	Estimated Costs	Net Costs	YES
14.	Agency Location Code	Customer Account Number	YES
17C.	Signature, Name, and Title of GSA Program Authorizing Official	Approval History - Manager Approval	YES

Note: Field 9, Estimated Costs, will print in the Net Requested field.

14.9.2 Office Address Page—GSA Form 3669 to Pegasys Purchase Request

Figure B-42: Purchase Request Office Address Page

Office Address

Item: 1 2 3 4 5 6

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

General

Office Type:	<input type="text" value="COTR"/>	<input type="button" value="Get Address"/>	<input type="button" value="Clear Address"/>
Code:	<input type="text"/> <input type="text"/> <input type="button"/>		
Standardized Format:	<input type="button" value="Yes"/>		
Name:	<input type="text"/>		
Address:	<input type="text"/> <input type="text"/> <input type="text"/>		
City:	<input type="text"/>		
State:	<input type="text"/> <input type="button"/>		
Postal Code:	<input type="text"/> <input type="button"/>		
County:	<input type="text"/>		
Country:	<input type="text"/> <input type="button"/>		
Contact Code:	<input type="text"/> <input type="button"/>		
Phone:	<input type="text"/>		
Fax:	<input type="text"/>		
Email:	<input type="text"/>		
Contact:	<input type="text"/>		
Title:	<input type="text"/>		

GSA FORM 3669		PEGASYS LOCATION	GSA REQUIRED FIELD
Field #	Field Description	Field Description	
4.	Name and Address of GSA Organization	Issue Address Radio Button (on Office Addresses page)	YES
6A	GSA Project Officer	Issue Address Radio Button (on Office Addresses page)	YES
6B.	Telephone/FAX No.	Issue Address Radio Button (on Office Addresses page)	YES
6C.	E-Mail Address	Issue Address Radio Button (on Office Addresses page)	YES
17B.	Signature, Name, and Title of Procurement Officer	Issue Address Radio Button (on Office Addresses page)	YES

14.9.3 Header Accounting Line Page—GSA Form 3669 to Pegasys Purchase Request

Figure B-43: Purchase Request Header Accounting Line Page

Header Accounting Line

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

General

Line Number:

1

Source Number:

Transaction Type:



Period of Performance

Start Date:

End Date:

Related Cost Type:

N/A

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Line Amounts

Current Amount

Requested

\$0.00

Applied Credit

\$0.00

Net Total

\$0.00

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GSA FORM 3669		PEGASYS LOCATION	GSA REQUIRED FIELD
Field #	Field Description	Field Description	
1.	Period of Agreement	Period of Performance	YES
8.	Product/Service to be Performed	Description	YES
13.	Requesting Agency Accounting Classification	Accounting Line	YES

14.10 GSA Form 3669 (Inter/Intra Agency) to the Pegasys Purchase Order

Pegasys is used as a system for the data entry of purchasing transactions. The Purchasing subsystem enables GSA to incur costs against its budgets by recording these spending transactions. GSA currently uses various Forms to complete these transactions; Pegasys will enable these transactions to be entered online. GSA Forms will still be available in a printable format, but all information is entered online in Pegasys. To assist with this transition, Form Mappings have been designed for the **GSA Form 3669** that is currently used. The tables below each Pegasys screenshot describe the GSA Form field, the appropriate location on the Pegasys screen, and whether GSA requires the field to be entered.

These mappings will be most helpful if they are used in conjunction with the step-by-step procedures in the Pegasys Purchasing User's Guide. When completing the **GSA Form 3669**, use the procedures for completing an **Order**.

Note: Block 11 OPAC/SF1080 indicator will be filled in from the Vendor Information database if the Use for Payments information is completed citing either OPAC or SF1080.

Figure B-44: GSA Form 3669 for a Purchase Order

		PAGE 1 OF 1	
INTERAGENCY AGREEMENT		1. PERIOD OF AGREEMENT	Effective Date Completion Date
		Performance Period	
		Budget Period	
		2. AGREEMENT NO./MODIFICATION	
		3. DETERMINATION AND FINDING NUMBER	
4. NAME AND ADDRESS OF GSA ORGANIZATION		5. NAME AND ADDRESS OF OTHER AGENCY	
6A. GSA PROJECT OFFICER (Name and Title)		7A. OTHER AGENCY PROJECT OFFICER (Name and Title)	
6B. TELEPHONE FAX NO.		7B. TELEPHONE FAX NO.	
6C. E-MAIL ADDRESS(IF AVAILABLE)		7C. E-MAIL ADDRESS(IF AVAILABLE)	
6D. ADDRESS (IF DIFFERENT THAN BLOCK 4)		7D. ADDRESS (IF DIFFERENT THAN BLOCK 5)	
8. PRODUCT/SERVICE TO BE PERFORMED:		ATTACHMENTS: <input type="checkbox"/> Conditions of Agreement <input type="checkbox"/> Other	
9. ESTIMATED COSTS		10. STATUTORY AUTHORIZATION: <input type="checkbox"/> Economy Act 31 U.S.C. 1535 <input type="checkbox"/> Other:	
11. REQUESTING AGENCY BILLING INSTRUCTIONS <input type="checkbox"/> OPAC <input type="checkbox"/> SF 1080 <input type="checkbox"/> OTHER		12. REQUESTING AGENCY BILLING ADDRESS	
13. REQUESTING AGENCY ACCOUNTING CLASSIFICATION		14. AGENCY LOCATION CODE(ALC):	
15. GSA FINANCE OFFICE CONTACT NAME/TELEPHONE/FAX		16. OTHER AGENCY FINANCE OFFICE CONTACT NAME/TELEPHONE/FAX	
17. AUTHORIZED SIGNATURES(GSA)		18. AUTHORIZED SIGNATURES(OTHER AGENCY)	
17A. SIGNATURE, NAME, AND TITLE OF GSA FINANCE OFFICER		18A. SIGNATURE, NAME, AND TITLE OF OTHER AGENCY FINANCE OFFICER	
17B. SIGNATURE, NAME, AND TITLE OF GSA PROCUREMENT OFFICER		18B. SIGNATURE, NAME, AND TITLE OF OTHER AGENCY AUTHORIZING OFFICIAL	
17C. SIGNATURE, NAME, AND TITLE OF GSA PROGRAM AUTHORIZING OFFICIAL		18C. SIGNATURE, NAME, AND TITLE OF OTHER AGENCY AUTHORIZING OFFICIAL	
GENERAL SERVICES ADMINISTRATION			
GSA FORM 3669 (10/99)			

14.10.1 Leader Page—GSA Form 3669 to the Pegasys Purchase Order

Figure B-45: Purchase Order Header Page

[Header](#) [Fixed Assets](#) [Office Addresses](#) [Header Accounting Lines](#) [Itemized Lines](#) [Approval Routing](#) [Memos](#) [Summary](#)

[Amendment History](#) [Workflow Status](#) [Approval History](#)

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

General

Document Type:	<input type="button" value="GP"/> <input type="button" value="GMA Purchase Order"/>	Order Date: <input type="text"/>
Status:	<input type="text" value="NEW"/>	Accounting Period: <input type="text"/>
Document Number:	<input type="text" value="GPTEST"/>	Reporting Accounting Period: <input type="text"/>
Title:	<input style="border: 2px solid yellow; width: 100%; height: 20px;" type="text"/>	Document Classification: <input type="text"/>
Ordered By:	<input type="text"/>	Security Org: <input type="text" value="GSA"/>
Agency DUNS Number:	<input type="text"/>	Suppress Printing: <input type="checkbox"/>
Agency DUNS+4:	<input type="text"/>	Fast Pay: <input type="checkbox"/>
		Invoice Required: <input type="checkbox"/>
		Receipt Required: <input type="checkbox"/>

GSA Form 3669		PEGASYS LOCATION	GSA REQUIRED FIELD
Field #	Field Description	Field Description	
2.	Agreement No./ Modification	Pegasys Document Number	YES
5.	Name and Address of Other Agency	Vendor	YES
7A.	Other Agency Project Officer	Vendor	YES
7B.	Telephone/FAX No.	Vendor	YES
7C.	E-mail Address	Vendor	YES
9.	Estimated Costs	Net Order	YES
7D.	Address	Remit To Address	YES
15.	Finance Contact	Remit To Address	YES
14.	Agency Location Code	Customer Account Number	YES
17C.	Signature, Name, and Title of GSA Program Authorizing Official	Approval History - Manager Approval	YES

Note: Field 9, Estimated Costs, will print in the Net Order field.'

14.10.2 Office Address Page—GSA Form 3669 to the Pegasys Purchase Order

Figure B-46: Purchase Order Office Address Page

Office Address

Item: 1 2 3 4 5 6 7

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

General

Office Type:	<input type="text" value="Admin"/>	<input type="button" value="Get Address"/>	<input type="button" value="Clear Address"/>
Code:	<input type="text"/> <input type="text"/> <input type="button" value=""/>		
Standardized Format:	<input type="text" value="Yes"/>		
Name:	<input type="text"/>		
Address:	<input type="text"/> <input type="text"/> <input type="text"/>		
City:	<input type="text"/>		
State:	<input type="text"/> <input type="button" value=""/>		
Postal Code:	<input type="text"/> <input type="button" value=""/>		
County:	<input type="text"/>		
Country:	<input type="text"/> <input type="button" value=""/>		
Contact Code:	<input type="text"/> <input type="button" value=""/>		
Phone:	<input type="text"/>		
Fax:	<input type="text"/>		
Email:	<input type="text"/>		
Contact:	<input type="text"/>		
Title:	<input type="text"/>		

GSA FORM 3669		PEGASYS LOCATION	GSA REQUIRED FIELD
Field #	Field Description	Field Description	
4.	Name and Address of GSA Organization	Issue Office Address Radio Button (on Office Addresses page)	YES
6A.	GSA Project Officer	Issue Office Address Radio Button (on Office Addresses page)	YES
6B.	Telephone	Issue Office Address Radio Button (on Office Addresses page)	YES
6B.	FAX	Issue Office Address Radio Button (on Office Addresses page)	YES
6C.	E-Mail Address	Issue Office Address Radio Button (on Office Addresses page)	YES
17B.	Signature, Name, and Title of Procurement Officer	Issue Office Address Radio Button (on Office Addresses page)	YES

14.10.3 Header Accounting Line Page—GSA Form 3669 to the Pegasys Purchase Order

Figure B-47: Purchase Order Header Accounting Line Page

Header | Fixed Assets | Office Addresses | **Header Accounting Lines** | Itemized Lines | Approval Routing | Memos | Summary

Header Accounting Line | Tax Lines

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

General

Line Number:	<input type="text" value="1"/>	Source Number:	<input type="text"/>
Transaction Type:	<input type="text"/>	IPAC Document Identifier: <input type="text"/>	
Prompt Pay Type:	<input type="text"/>		
<i>Period of Performance</i>			
Start Date:	<input type="text"/>	End Date:	<input type="text"/>
Related Cost Type:	<input style="width: 150px; height: 20px; border: 1px solid black; border-radius: 5px; font-size: 0.8em;" type="text" value="N/A"/>		

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GSA FORM 3669		PEGASYS LOCATION	GSA REQUIRED FIELD
Field #	Field Description	Field Description	
1.	Period of Agreement	Period of Performance	YES
8.	Product/Service to be Performed	Description	YES
9.	Estimated Costs	Original Line Amount	YES
13.	Requesting Agency Accounting Classification	Accounting Line	YES

14.11 GSA Form 3669 (Inter/Intra Agency) to the Pegasys Itemized Request

Pegasys is used as a system for the data entry of purchasing transactions. The Purchasing subsystem enables GSA to incur costs against its budgets by recording these spending transactions. GSA currently uses various Forms to complete these transactions; Pegasys will enable these transactions to be entered online. GSA Forms will still be available in a printable format, but all information is entered online in Pegasys. To assist with this transition, Form Mappings have been designed for the **GSA Form 3669** that is currently used. The tables below each Pegasys screenshot describe the GSA Form field, the appropriate location on the Pegasys screen, and whether GSA requires the field to be entered.

These mappings will be most helpful if they are used in conjunction with the step-by-step procedures in the Pegasys Purchasing User's Guide. When completing the **GSA Form 3669**, use the procedures for completing an **Itemized Request**.

Figure B-48: GSA Form 3669 for an Itemized Request

INTERAGENCY AGREEMENT		PAGE 1 OF 1
		1. PERIOD OF AGREEMENT Performance Period _____ Budget Period _____ 2. AGREEMENT NO./MODIFICATION _____ 3. DETERMINATION AND FINDING NUMBER _____
4. NAME AND ADDRESS OF GSA ORGANIZATION		5. NAME AND ADDRESS OF OTHER AGENCY
6A. GSA PROJECT OFFICER (Name and Title)		7A. OTHER AGENCY PROJECT OFFICER (Name and Title)
6B. TELEPHONE _____ FAX NO. _____ 6C. E MAIL ADDRESS(IF AVAILABLE) _____		7B. TELEPHONE _____ FAX NO. _____ 7C. E MAIL ADDRESS(IF AVAILABLE) _____
6D. ADDRESS (IF DIFFERENT THAN BLOCK 4)		7D. ADDRESS (IF DIFFERENT THAN BLOCK 5)
8. PRODUCT/SERVICE TO BE PERFORMED:		ATTACHMENTS: <input type="checkbox"/> Conditions of Agreement <input type="checkbox"/> Other
9. ESTIMATED COSTS		10. STATUTORY AUTHORIZATION: <input type="checkbox"/> Economy Act 31 U.S.C. 1535 <input type="checkbox"/> Other: _____
11. REQUESTING AGENCY BILLING INSTRUCTIONS <input type="checkbox"/> OPAC <input type="checkbox"/> SF 1080 <input type="checkbox"/> OTHER		12. REQUESTING AGENCY BILLING ADDRESS
13. REQUESTING AGENCY ACCOUNTING CLASSIFICATION		14. AGENCY LOCATION CODE(ALC): _____
15. GSA FINANCE OFFICE CONTACT NAME/TELEPHONE/FAX		16. OTHER AGENCY FINANCE OFFICE CONTACT NAME/TELEPHONE/FAX
17. AUTHORIZED SIGNATURES(GSA)		18. AUTHORIZED SIGNATURES(OTHER AGENCY)
17A. SIGNATURE, NAME, AND TITLE OF GSA FINANCE OFFICER		18A. SIGNATURE, NAME, AND TITLE OF OTHER AGENCY FINANCE OFFICER
17B. SIGNATURE, NAME, AND TITLE OF GSA PROCUREMENT OFFICER		18B. SIGNATURE, NAME, AND TITLE OF OTHER AGENCY AUTHORIZING OFFICIAL
17C. SIGNATURE, NAME, AND TITLE OF GSA PROGRAM AUTHORIZING OFFICIAL		18C. SIGNATURE, NAME, AND TITLE OF OTHER AGENCY AUTHORIZING OFFICIAL
GENERAL SERVICES ADMINISTRATION		GSA FORM 3669 (10/99)

14.11.1 Header Page—GSA Form 3669 to the Pegasys Itemized Request

Figure B-49: Itemized Request Header Page

[Header](#) | [Office Addresses](#) | [Suggested Vendors](#) | [Header Accounting Lines](#) | [Itemized Lines](#) | [Approval Routing](#) | [Memos](#) | [Summary](#)

[Amendment History](#) | [Workflow Status](#) | [Approval History](#)

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

General

Document Type:	IQ <input type="button" value="Itemized Request"/>	Request Date:	<input type="text"/>	Reset:
Status:	NEW	Accounting Period:	<input type="text"/>	
Document Number:	IQTEST	Reporting Accounting Period:	<input type="text"/>	
Title:	<input type="text"/>			
* Authorized By:	<input type="text"/>			
Batch Number:	<input type="text"/>			
Document Classification:	<input type="text"/>			
Security Org:	GSA			
Suppress Printing:	<input type="checkbox"/>			

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Vendor Information

Vendor	<input type="text"/>	<input type="text"/>		<input type="button" value="More"/>
Code:	<input type="text"/>	<input type="text"/>		<input type="button" value="More"/>
Name:	<input type="text"/>			
Customer Account:	<input type="text"/>			

GSA Form 3669		PEGASYS LOCATION	GSA REQUIRED FIELD
Field #	Field Description	Field Description	
2.	Agreement No./Modification	Pegasys Document Number	YES
5.	Name and Address of Other Agency	Vendor	YES
7A.	Other Agency Project Officer	Vendor	YES
7B.	Telephone/FAX No.	Vendor	YES
7C.	E-mail Address	Vendor	YES
14.	Agency Location Code	Customer Account Number	YES
17C.	Signature, Name, and Title of GSA Program Authorizing Official	Approval History - Manager Approval	YES

Note: Field 9, Estimated Costs, will print in the Net Order field.

14.11.2 Office Address Page—GSA Form 3669 to the Pegasys Itemized Request

Figure B-50: Itemized Request Office Address Page

Office Address

Item: 1 2 3 4 5 6

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

General

Office Type:	<input type="text" value="COTR"/>	<input type="button" value="Get Address"/>
Code:	<input type="text"/>	
Address Format:	<input type="text" value="US"/>	
Name:	<input type="text"/>	
Address:	<input type="text"/>	
	<input type="text"/>	
City:	<input type="text"/>	
State:	<input type="text"/>	
Zip Code:	<input type="text"/>	
County:	<input type="text"/>	
Country:	<input type="text"/>	
Phone:	<input type="text"/>	

GSA FORM 3669		PEGASYS LOCATION	GSA REQUIRED FIELD
Field #	Field Description	Field Description	
4.	Name and Address of GSA Organization	Issue Office Address Radio Button (on Office Addresses page)	YES
6A.	GSA Project Officer	Issue Office Address Radio Button (on Office Addresses page)	YES
6B.	Telephone	Issue Office Address Radio Button (on Office Addresses page)	YES
6B.	FAX No.	Issue Office Address Radio Button (on Office Addresses page)	YES
6C.	E-Mail Address	Issue Office Address Radio Button (on Office Addresses page)	YES
17B.	Signature, Name, and Title of Procurement Officer	Issue Office Address Radio Button (on Office Addresses page)	YES

14.11.3 Itemized Line Page—GSA Form 3669 to the Pegasys Itemized Request

Figure B-51: Itemized Request Itemized Line Page

Itemized Line	Delivery Instances	Accounting Lines	QPB Instances
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[Expand All](#) | [Collapse All](#)

General

Line Number:	1	Source Number:	<input type="text"/>
Item #:	<input type="text"/>	* Commodity: <input type="text"/>	
Period of Performance		* Commodity Code: <input type="text"/>	
Start Date:	<input type="text"/>	End Date:	<input type="text"/>
		* Commodity Name: <input type="text"/>	
		Unit:	<input type="text"/>
Qty Price Breaks			
Use QPB			

GSA FORM 3669		PEGASYS LOCATION	GSA REQUIRED FIELD
Field #	Field Description	Field Description	
1.	Period of Agreement	Supp Info. Section	YES
8.	Product/Service to be Performed	Commodity Name	YES
8.	Product/Service to be Performed	Unit	YES
8.	Product/Service to be Performed	Quantity	YES
8.	Product/Service to be Performed	Unit Price	YES

14.11.4 Funding Button—GSA Form 3669 to the Pegasys Itemized Request

Figure B-52: Accounting Information Box

Template:	<input type="text"/>		Default	
BBFY:	EBFY:	Fund:	Region:	Org Code:
Program:	Project Code:	Activity:	Sub-Object Class:	Revenue Source:
Sub Revenue Source:	Building #:	System:	Vehicle Tag #:	Work Item:
ABC Activity:	Reimbursable Sub-Object Class:	Reimbursable Sub Object:	BETC:	Cost Organization:
Cohort Year:	PRC:			

GSA FORM 3669		PEGASYS LOCATION	GSA REQUIRED FIELD
Field #	Field Description	Field Description	
13.	Requesting Agency Accounting Classification	Accounting Line	YES

14.12 GSA Form 3669 (Inter/Intra Agency) to Pegasys Itemized Order

Pegasys is used as a system for the data entry of purchasing transactions. The Purchasing subsystem enables GSA to incur costs against its budgets by recording these spending transactions. GSA currently uses various Forms to complete these transactions; Pegasys will enable these transactions to be entered online. GSA Forms will still be available in a printable format, but all information is entered online in Pegasys. To assist with this transition, Form Mappings have been designed for the **GSA Form 3669** that is currently used. The tables below each Pegasys screenshot describe the GSA Form field, the appropriate location on the Pegasys screen, and whether GSA requires the field to be entered.

These mappings will be most helpful if they are used in conjunction with the step-by-step procedures in the Pegasys Purchasing User's Guide. When completing the **GSA Form 3669**, use the procedures for completing an **Itemized Order**.

Note: *Block 11 OPAC/SF1080 indicator will be filled in from the Vendor Information database if the Use for Payments information is completed citing either OPAC or SF1080.*

Figure B-53: GSA Form 3669 for an Itemized Order

		PAGE 1 OF 1	
INTERAGENCY AGREEMENT		1. PERIOD OF AGREEMENT Effective Date Completion Date Performance Period _____ Budget Period _____ 2. AGREEMENT NO./MODIFICATION _____ 3. DETERMINATION AND FINDING NUMBER _____	
4. NAME AND ADDRESS OF GSA ORGANIZATION		5. NAME AND ADDRESS OF OTHER AGENCY	
6A. GSA PROJECT OFFICER (Name and Title)		7A. OTHER AGENCY PROJECT OFFICER (Name and Title)	
6B. TELEPHONE _____ FAX NO. _____		7B. TELEPHONE _____ FAX NO. _____	
6C. E-MAIL ADDRESS(IF AVAILABLE)		7C. E-MAIL ADDRESS(IF AVAILABLE)	
6D. ADDRESS (IF DIFFERENT THAN BLOCK 4)		7D. ADDRESS (IF DIFFERENT THAN BLOCK 5)	
8. PRODUCT/SERVICE TO BE PERFORMED:		ATTACHMENTS: <input type="checkbox"/> Conditions of Agreement <input type="checkbox"/> Other	
9. ESTIMATED COSTS		10. STATUTORY AUTHORIZATION: <input type="checkbox"/> Economy Act 31 U.S.C. 1535 <input type="checkbox"/> Other:	
11. REQUESTING AGENCY BILLING INSTRUCTIONS <input type="checkbox"/> OPAC <input type="checkbox"/> SF 1080 <input type="checkbox"/> OTHER		12. REQUESTING AGENCY BILLING ADDRESS	
13. REQUESTING AGENCY ACCOUNTING CLASSIFICATION		14. AGENCY LOCATION CODE(ALC):	
15. GSA FINANCE OFFICE CONTACT NAME/TELEPHONE/FAX		16. OTHER AGENCY FINANCE OFFICE CONTACT NAME/TELEPHONE/FAX	
17. AUTHORIZED SIGNATURES(GSA)		18. AUTHORIZED SIGNATURES(OTHER AGENCY)	
17A. SIGNATURE, NAME, AND TITLE OF GSA FINANCE OFFICER		18A. SIGNATURE, NAME, AND TITLE OF OTHER AGENCY FINANCE OFFICER	
17B. SIGNATURE, NAME, AND TITLE OF GSA PROCUREMENT OFFICER		18B. SIGNATURE, NAME, AND TITLE OF OTHER AGENCY AUTHORIZING OFFICIAL	
17C. SIGNATURE, NAME, AND TITLE OF GSA PROGRAM AUTHORIZING OFFICIAL		18C. SIGNATURE, NAME, AND TITLE OF OTHER AGENCY AUTHORIZING OFFICIAL	
GENERAL SERVICES ADMINISTRATION		GSA FORM 3669 (10/99)	

14.12.1 Header Page—GSA Form 3669 to Pegasys Itemized Order

Figure B-54: Itemized Purchase Order Header Page

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

General

Document Type:	<input type="button" value="GO"/> <input type="button" value="GMA-Itemized Purchas"/>	Order Date:	<input type="text"/>
Status:	<input type="button" value="NEW"/>	Accounting Period:	<input type="text"/>
Document Number:	<input type="text" value="GOTEST"/>	Reporting Accounting Period:	<input type="text"/>
Title:	<input type="text"/>		
Ordered By:	<input type="text"/>		
Agency DUNS Number:	<input type="text"/>	Security Org:	<input type="button" value="GSA"/>
Agency DUNS+4:	<input type="text"/>	Suppress Printing:	<input type="checkbox"/>
		Fast Pay:	<input type="checkbox"/>
		Invoice Required:	<input type="checkbox"/>
		Receipt Required:	<input type="checkbox"/>

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GSA FORM 3669		PEGASYS LOCATION	GSA REQUIRED FIELD
Field #	Field Description	Field Description	
2.	Agreement No./ Modification	Pegasys Document Number	YES
5.	Name and Address of Other Agency	Vendor	YES
7A.	Other Agency Project Officer	Vendor	YES
7B.	Telephone/FAX No.	Vendor	YES
7C.	E-mail Address	Vendor	YES
7D.	Address	Remit To Address	YES
14.	Agency Location Code	Customer Account Number	YES
17C.	Signature, Name, and Title of GSA Program Authorizing Official	Approval History- Manager Approval	YES

Note: Field 9, Estimated Costs, will print in the Net Order field.

14.12.2 Office Address Page—GSA Form 3669 to Pegasys Itemized Order

Figure B-55: Itemized Purchase Order Office Address Page

[Header](#) | [Fixed Assets](#) | **Office Addresses** | [Header Accounting Lines](#) | [Itemized Lines](#) | [Approval Routing](#) | [Memos](#) | [Summary](#)

Office Address

Display Items [View as CSV](#) [Sort...](#)

Office Type	Office
<input type="radio"/> Admin	
<input type="radio"/> COTR	
<input type="radio"/> Delivery	
<input type="radio"/> Issue	
<input type="radio"/> Invoice	
<input type="radio"/> Order	
<input type="radio"/> Property	

[Go to top of page](#)

GSA FORM 3669		PEGASYS LOCATION	GSA REQUIRED FIELD
Field #	Field Description	Field Description	
4.	Name and Address of GSA Organization	Order Address Radio Button (on Office Addresses page)	YES
6A.	GSA Project Officer	Order Address Radio Button (on Office Addresses page)	YES
6B.	Telephone	Order Address Radio Button (on Office Addresses page)	YES
6B.	FAX No.	Order Address Radio Button (on Office Addresses page)	YES
6C.	E-Mail Address	Order Address Radio Button (on Office Addresses page)	YES
12.	Requesting Agency Billing Address	Invoice Address Radio Button (on Office Addresses page)	YES
15.	GSA Finance Office Contact Name/ Telephone/ FAX	Invoice Address Radio Button (on Office Addresses page)	YES
17B.	Signature, Name, and Title of Procurement Officer	Issue Address Radio Button (on Office Addresses page)	YES

14.12.3 Itemized Line Page—GSA Form 3669 to Pegasys Itemized Order

Figure B-56: Itemized Purchase Order Itemized Line Page

[Verify](#) [Save](#) [Submit](#) [Schedule](#) [Refresh](#) [Fund Currency](#) [Add Shortcut](#) [Attachments](#) [Route](#)

[Header](#) | [Fixed Assets](#) | [Office Addresses](#) | [Header Accounting Lines](#) | **[Itemized Lines](#)** | [Approval Routing](#) | [Memos](#) | [Summary](#)

Itemized Line | [Delivery Instances](#) | [Accounting Lines](#) | [Fixed Assets](#)

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

General

Line Number:	1	Source Number:	<input type="text"/>
Item #:	<input type="text"/>	Receipt Required:	<input type="checkbox"/>
Prompt Pay Type:	<input type="text"/>		
Period of Performance			
Start Date:	<input type="text"/>	End Date:	<input type="text"/>

* **Commodity:**

* Commodity Code:

* Commodity Name:

Unit:

[Use QPB](#)

GSA FORM 3669		PEGASYS LOCATION	GSA REQUIRED FIELD
Field #	Field Description	Field Description	
1.	Period of Agreement	Supp Info. Section	YES
8.	Product/Service to be Performed	Commodity Name	YES
8.	Product/Service to be Performed	Unit	YES
8.	Product/Service to be Performed	Quantity	YES
8.	Product/Service to be Performed	Unit Price	YES

15 Appendix C: External Procurements

Pegasys is a comprehensive financial management system. The system provides extensive functionality to record purchasing and budgeting activities. Those procurement activities that will be completed outside of Pegasys are noted in **Figure C-1: External Procurement Activities**

Figure C-1: External Procurement Activities

Current System	Pegasys	Plans
External Client Services Purchasing Documents (excluding the Form GSA 49)	Clients will send hard copy of the purchase order (e.g., Training) to External Services and they will enter the document into Pegasys.	No current plans for clients to receive Pegasys software, except for NARA.
Citibank	Interface invoice transactions in Phase 1 with Pegasys Credit Card System.	Interface will automatically load the statement, generate prepayments and payments and reconcile statements to obligations.
FedEx	Interface invoice transactions with Pegasys.	EDI
Fleet – FSS	Fleet invoices will directly interface with Pegasys in Phase II.	No plans to replace Fleet.
FSS 19	Interface with Fedpay, which will interface with NEAR in Phase I.	Interface with Pegasys, date is Phase 2.
ITAP/VITAP – Finance System	Pegasys will be used to enter invoices.	System will be replaced in Phase IA.
ITSS/ITOMS – FTS System	Interface Purchase Orders, Receipts, Expense Accruals with Pegasys and ITSS vendors only.	No plans to replace ITSS/ITOMS. ITOMS interface is Phase 1A.
OMIS – FTS System	Interface with NEAR – only operating expense into Pegasys; will backfill during Phase 1.	Interface with Pegasys, date is TBD.
PAR – Personnel System	Interface Employee information with Pegasys.	Interface with Pegasys for payroll transactions in Phase 2.
PIX FedEX – Region 6 Finance		System will be replaced in Phase IA.
Comprizon.com – PBS System	Interface Purchase Orders, Receipts and Requisitions with Pegasys.	All purchasing will continue in Comprizon.com except for Training Documents, Credit Card Transactions, and Direct Pay Transactions.
STAR – PBS System	Interface income transactions by building; Billing transactions; Cost distribution information; Reference data from NEAR to Pegasys in Phase I. STAR will directly interface with Pegasys in Phase II.	No plans to replace STAR.
TARGETS – PBS System	RWA Agreements will be established in PCAS. Pegasys Planning Subsystem will be used for tracking budgets, commitments and reconciliation.	System will be replaced in Phase I.
TOPS – FTS System	Interface telephone interfund from NEAR to Pegasys in Phase I. TOPS will directly interface with Pegasys in Phase II.	

Current System	Pegasys	Plans
TMR	Travel information will backfill to Pegasys from NEAR during Phase 1. Relocation is not part of TMR in Phase I; therefore, relocation will be entered into NEAR and backfilled to Pegasys.	No plans to directly enter travel transactions in Pegasys.
VCPC –	Pegasys will be used to enter accruals and payments for variable contracts (except for PBS).	Region 7 will continue to use VCPC.
VOLDR	No Interface with Pegasys	
Web Card	NEAR in Phase 1	Will be replaced by Pegasys Credit Card Module in Phase 1A.

16 Appendix D: Document Types

16.1 Document Type Usage and Definitions

16.1.1 Budgeting Document Types

Code	Name	Subsystem	Description
A1	Appropriation	Budget Execution	Represents a congressional appropriation or portion of a congressional appropriation.
A2	Apportionment	Budget Execution	Represents the amount apportioned by OMB.
A3	Allotment	Budget Execution	Represents the amount allotted to each lower budget level.
A4	Allowance	Budget Execution	Represents a breakdown of the budget below the Allotment level.
A5	Operating Plan	Budget Execution	Represents a breakdown of the budget below the A4 Allowance level.
A6	Lower Level 1	Budget Execution	Represents a breakdown of the budget below the A5 Operating Plan level.
A7	Lower Level 2	Budget Execution	Represents a breakdown of the budget below Lower Level 1.
AA	Appropriation	Budget Execution	Represents a congressional appropriation or portion of a congressional appropriation.
AT	Appropriation Transfer	Budget Execution	The appropriation transfer form is used to transfer budgetary resources between appropriations or revolving funds. It can be used to transfer resources between two GSA appropriations or revolving funds, or between one GSA appropriation or revolving fund and another agency's appropriation or revolving fund.
BR	Budget Reprogramming	Budget Execution	The budget reprogramming form is used to transfer budgetary resources between existing budget lines at the same budget level. For example, if there are two allotments, A and B, and \$100,000 is to be moved from allotment A to allotment B, the reprogramming form is used. The reprogramming form can be used to move resources between two different funds in Pegasys, but only if both funds are part of the same congressional appropriation (<i>i.e.</i> , the funds must have the same Treasury symbol).
R1	Fund Level	Budget Execution	Represents the highest level at which funds are distributed.
R2	Master Allowance	Budget Execution	Represents the total availability established by operating expense projections.
R3	Allowance	Budget Execution	Represents the total availability allowed to each budget level.
R4	Operating Plan	Budget Execution	Represents a breakdown of the budget below the R3 Allowance level.
R5	Lower Level Plan 1	Budget Execution	Represents a breakdown of the budget below the R4 Operating Plan level.
R6	Lower Level Plan 2	Budget Execution	Represents a breakdown of the budget below Lower Level Plan 1.
R7	Lower Level 2	Budget Execution	Represents a breakdown of the budget below Lower Level Plan 2.
RL	Revolving Apportioned Lower Level 1	Budget Execution	
RN	Revolving Apportioned Lower Level 2	Budget Execution	
RX	Revolving Apportionment	Budget Execution	
RY	Revolving Allotment	Budget Execution	
RZ	Revolving Apportioned Allowance	Budget Execution	

16.1.2 Purchasing Document Types

Code	Name	Subsystem	Description
AE	Estimated Accrual 3-Way	Purchasing	Used to record the estimated receipt of goods or services against an expense-based budget in a three-way match transaction.
AN	Estimated Accrual No-Way	Purchasing	Used to record the estimated receipt of goods or services against an expense-based budget in a transaction that does not require an invoice.
AR	Self-Reversing Estimated Accrual	Purchasing	Used to record the estimated receipt of goods or services against an expense-based budget in a two-way match transaction. If reversal options have been selected, the system will then automatically reverse the estimated accrual at the end of the specified period.
BL	BPA with Limitations	Purchasing	A purchase request form used to establish a BPA with Limitations in Pegasys. Blanket purchase agreements are pre-negotiated agreements between GSA and vendors.
BP	BPA without Limitations	Purchasing	A purchase request form used to establish a BPA without Limitations in Pegasys. Blanket purchase agreements are pre-negotiated agreements between GSA and vendors.
CL	Credit Card Log	Purchasing	Used to record and facilitate the reconciliation of credit card purchases.
CT	Credit Card Training Log	Purchasing	Used to record and facilitate the reconciliation of transactions in which a credit card is used to pay for a training course and contains information such as the vendor supplying the training, the attending employee(s), and the date and time of the training.
D6	Direct Pay - Region 6, Under \$2,500	Purchasing	Direct payments for less than \$2,500 from non-finance that use Region 6/ used by Services.
D7	Direct Pay - Region 7, Under \$2,500	Purchasing	Direct payments for less than \$2,500 from non-finance that use Region 7/ used by Services.
DC	Direct Pay - Region 6, Over \$2,500	Purchasing	Direct payments for more than \$2,500 from non-finance that use Region 6/ used by Services.
DF	Direct Pay Region 7, Over \$2,500	Purchasing	Direct payments for more than \$2,500 from non-finance that use Region 7/ used by Services.
DK	Finance Direct Pay - Region 6	Purchasing	Direct payments for finance users in Region 6.
DW	Finance Direct Pay - Region 7	Purchasing	Direct payments for finance users in Region 7.
DX	Finance Direct Pay - External Client	Purchasing	Direct payments for external clients.
FP	FSS Purchase Order	Purchasing	A purchase order form used to record purchases that may or may not contain commodity, unit quantity, and unit price information. Each commodity line item contains its own lines of funding. An FP document type indicates either a non-itemized or itemized purchase order used by FSS.
FW	FSS-Training Order	Purchasing	The training order form is used to obligate funds for training classes and contains information such as the vendor supplying the training, the attending employee(s), and the date and time of the training. An FW document type indicates a training order used by FSS.
FX	FSS Interagency	Purchasing	A purchase order form used to record purchases that may or may not contain commodity, unit quantity, and unit price information used to record purchase of goods or services from another agency of the federal government. Each commodity line item contains its own lines of funding. An FX document type indicates either a non-itemized or itemized purchase order used by FSS for interagency procurements.
FY	FSS-Prepaid Training Order	Purchasing	The training order contains information such as the vendor supplying the training, the employee(s) attending the training, the date and time of the training, and the accounting line to charge for the training. An FY document type indicates a training order used by FSS.

Code	Name	Subsystem	Description
GP	GMA Purchase Order	Purchasing	A purchase order form used to record purchases that may or may not contain commodity, unit quantity, and unit price information. Each commodity line item contains its own lines of funding. A GP document type indicates either a non-itemized or itemized purchase order used by GMA.
GW	GMA-Training Order	Purchasing	The training order form is used to obligate funds for training classes and contains information such as the vendor supplying the training, the attending employee(s), and the date and time of the training. A GW document type indicates a training order used by GMA.
GX	GMA Interagency	Purchasing	A purchase order form used to record purchases that may or may not contain commodity, unit quantity, and unit price information used to record purchase of goods or services from another agency of the federal government. Each commodity line item contains its own lines of funding. A GX document type indicates either a non-itemized or itemized form used by GMA for interagency procurements.
GY	GMA-Prepaid Training Order	Purchasing	The training order contains information such as the vendor supplying the training, the employee(s) attending the training, the date and time of the training, and the accounting line to charge for the training. A GY document type indicates a training order used by GMA.
IG	Intra-agency Purchase Request	Purchasing	Used to record a commitment of funds for goods or services but is <i>not</i> legally binding and may or may not contain commodity, unit quantity, and unit price information used to record purchase of goods or services from another agency of the federal government. Each commodity line item contains its own lines of funding. An IG document type indicates a purchase request used for intra-agency procurements.
IK	Itemized Match Invoice 2-Way R6	Purchasing	An itemized invoice that requires the match of an order and an invoice from the vendor for payment / Region 6.
IN	Non-Match Invoice	Purchasing	An IN document type is used for invoice returns.
IQ	Itemized Request	Purchasing	Used to record a commitment of funds for goods or services but is <i>not</i> legally binding. An itemized request form contains commodity, unit quantity, and unit price information. Each commodity line item contains its own line of funding.
IW	Itemized Match Invoice 2-Way R7	Purchasing	An itemized invoice that requires the match of an order and an invoice from the vendor for payment / Region 7.
IX	Intra-agency	Purchasing	Used to record purchasing transactions that may or may not contain commodity, unit quantity, and unit price information between services within GSA. Each commodity line item contains its own lines of funding.
LT	Travel Relocation Obligation	Purchasing	A non-itemized form used to obligate funds for employee Travel Relocation.
LV	Travel Relocation Voucher/Invoice	Purchasing	A Travel Relocation form used to record third-party vendors and vouchers for employee expenses.
M6	Match Invoice 3-Way R6	Purchasing	Requires match of an order, invoice, and receipt for payment / Region 6.
M7	Match Invoice 3-Way R7	Purchasing	Requires match of an order, invoice, and receipt for payment / Region 7.
MJ	Match Invoice 3-Way R7 Partial	Purchasing	Requires match of an order, invoice, and receipt for payment / Region 7.
MK	Match Invoice 2-Way R6	Purchasing	Requires match of an order and an invoice from the vendor for payment / Region 6.
MM	Mat Inv 3-Way R6 Partial	Purchasing	Requires match of an order, invoice, and receipt for payment / Region 6.
MW	Match Invoice 2-Way R7	Purchasing	Requires match of an order and an invoice from the vendor for payment / Region 7.
NA	Not Automated Match Invoice	Purchasing	A vendor invoice form that is not enabled for Automated Match.

Code	Name	Subsystem	Description
OP	Other Purchase Order	Purchasing	A purchase order form used to record purchases that may or may not contain commodity, unit quantity, and unit price information. Each commodity line item contains its own lines of funding. An OP document type indicates either a non-itemized or itemized purchase order used by someone other than the specified agencies or clients.
OW	Other-Training Order	Purchasing	The training order form is used to obligate funds for training classes and contains information such as the vendor supplying the training, the attending employee(s), and the date and time of the training. An OW document type indicates a training order used by someone other than the specified agencies or clients.
OY	Other-Prepaid Training Order	Purchasing	The training order contains information such as the vendor supplying the training, the employee(s) attending the training, the date and time of the training, and the accounting line to charge for the training. An OY document type indicates a training order used by someone other than the specified agencies or clients.
PJ	PBS 3-way Obligation	Purchasing	A form used by PBS to obligate funds to for transactions that are not otherwise recorded in Pegasys.
PN	PBS Construction Obligation	Purchasing	A form used by PBS to obligate funds for large construction projects.
PP	PBS Purchase Order	Purchasing	A purchase order form used to record purchases that may or may not contain commodity, unit quantity, and unit price information. Each commodity line item contains its own lines of funding. A PP document type indicates either a non-itemized or itemized purchase order used by PBS.
PR	Purchase Request	Purchasing	A request that may or may not contain commodity, unit quantity, and unit price information. Each commodity line item contains its own lines of funding. A purchase request is usually the first step in a Pegasys purchasing cycle, commits funds for goods, or services, but is <i>not</i> legally binding.
PW	PBS-Training Order	Purchasing	The training order form is used to obligate funds for training classes and contains information such as the vendor supplying the training, the attending employee(s), and the date and time of the training. A PW document type indicates a training order used by PBS.
PX	PBS Interagency	Purchasing	A purchase order form used to record purchases that may or may not contain commodity, unit quantity, and unit price information used to record purchase of goods or services from another agency of the federal government. Each commodity line item contains its own lines of funding. A PX document type indicates either a non-itemized or itemized purchase order used for interagency procurements.
PY	PBS-Prepaid Training Order	Purchasing	The training order contains information such as the vendor supplying the training, the employee(s) attending the training, the date and time of the training, and the accounting line to charge for the training. A PY document type indicates a training order used by PBS.
RC	Receipt	Purchasing	A receipt form used to record the receipt of purchases that do not contain commodity line items.
RK	Receipt – R6	Purchasing	A receipt form used to record the receipt of purchases that do not contain commodity line items / Region 6.
RM	Receipt-Manual	Purchasing	A receipt form used to record the receipt of purchases that do not contain commodity line items. Unlike other receipts, the RM does not need to be copied forward from an order, and it is not enabled for Automated Match.
RR	Purchase Request—RWA	Purchasing	A purchase request form used to establish a Reimbursable Work Authorization in Pegasys.

Code	Name	Subsystem	Description
RS	Reservation	Purchasing	A reservation is a pre-commitment of funds for a projected purchase. For example, within GSA a field office may enter a reservation to record the intent to purchase office supplies for a projected amount. Reservations will <i>not</i> decrease available budget amounts, but will decrease available plan amounts. The information on the reservation can be connected to future requests, orders, receipts, invoices, and payments. A reservation is an optional step and will typically be entered into Pegasys by a Funds Manager.
RW	Receipt – R7	Purchasing	A receipt form used to record the receipt of purchases that do not contain commodity line items / Region 7.
TP	FTS Purchase Order	Purchasing	A purchase order form used to record purchases that may or may not contain commodity, unit quantity, and unit price information. Each commodity line item contains its own lines of funding. A TP document type indicates either a non-itemized or itemized purchase order used by FTS.
TR	Training Request	Purchasing	A training request is usually the first step in a Pegasys purchasing cycle, commits funds for goods, or services, but is <i>not</i> legally binding. It is similar to a purchase request but contains additional training class information such as the vendor providing the training, the attending employee(s), and the date and time of the training.
TW	FTS-Training Order	Purchasing	The training order form is used to obligate funds for training classes and contains information such as the vendor supplying the training, the attending employee(s), and the date and time of the training. A TW document type indicates a training order used by FTS.
TX	FTS Interagency	Purchasing	A purchase order form used to record purchases that may or may not contain commodity, unit quantity, and unit price information used to record purchase of goods or services from another agency of the federal government. Each commodity line item contains its own lines of funding. A TX document type indicates either a non-itemized or itemized purchase order used by FTS for interagency procurements.
TY	FTS-Prepaid Training Order	Purchasing	The training order contains information such as the vendor supplying the training, the employee(s) attending the training, the date and time of the training, and the accounting line to charge for the training. A TY document type indicates a training order used by FTS.
XP	Client Purchase Order	Purchasing	A purchase order form used to record purchases that may or may not contain commodity, unit quantity, and unit price information. Each commodity line item contains its own lines of funding. An XP document type indicates either a non-itemized or itemized purchase order used by a client.
XW	Client-Training Order	Purchasing	The training order form is used to obligate funds for training classes and contains information such as the vendor supplying the training, the attending employee(s), and the date and time of the training. An XW document type indicates a training order used by a client.
XX	Client Interagency	Purchasing	A purchase order form used to record purchases that may or may not contain commodity, unit quantity, and unit price information used to record purchase of goods or services from another agency of the federal government. Each commodity line item contains its own lines of funding. An XX document type indicates either a non-itemized or itemized purchase order used by a client for interagency procurements.
XY	Client-Prepaid Training Order	Purchasing	The training order contains information such as the vendor supplying the training, the employee(s) attending the training, the date and time of the training, and the accounting line to charge for the training. An XY document type indicates a training order used by a client.
ZP	Pres Trans Purchase Order	Purchasing	A purchase order form used by the Presidential Transition team to record purchases that may or may not contain commodity, unit quantity, and unit price information. Each commodity line item contains its own lines of funding.

Code	Name	Subsystem	Description
ZX	Pres Trans Interagency Order	Purchasing	A purchase order form used by the Presidential Transition team to record purchases that may or may not contain commodity, unit quantity, and unit price information used to record purchase of goods or services from another agency of the federal government. Each commodity line item contains its own lines of funding.

16.1.3 Accounts Payable Document Types

Code	Name	Subsystem	Description
BA	Borrowing Authority	Accounts Payable	A payment authorization form used to record payments to vendors for one specific project where the budgetary entries have already been booked elsewhere.
CC	Credit Card Cost Transfer	Accounts Payable	An interface correction form used to make corrections to credit card transactions. Not active.
CP	Credit Card Payment	Accounts Payable	An interface correction form used to facilitate payment of a credit card bill.
HR	Holdback Release	Accounts Payable	A HR document type is used for Holdback Releases.
NV	Internal Voucher	Accounts Payable	
OC	CONVERSION - Payments	Accounts Payable	The payment authorization code for Conversion only.
P3	Travel Relocation Payment	Accounts Payable	A payment authorization form used to facilitate Travel Relocation payments for employees or third-party vendors.
P4	Travel Relocation Collection	Accounts Payable	A payment authorization form used to record repayment of outstanding travel advances.
P5	Expenditure Refund	Accounts Payable	A payment authorization form used to record an Expenditure Refund associated with Travel Relocation.
P6	Payment Authorization	Accounts Payable	The payment authorization code for finance/ Region 6.
P7	Payment Authorization	Accounts Payable	The payment authorization code for finance/ Region 7.
P8	Payment Authorization	Accounts Payable	The payment authorization code for finance/ Region 8.
P9	Payment Authorization	Accounts Payable	The payment authorization code for finance/ Region 9.
PA	Payment Authorization	Accounts Payable	A payment authorization certifies that a purchasing chain is complete and that the associated vendor should be paid. Pegasys payment authorization forms authorize payments for eight different payment models: normal payments, holdbacks, prepayments, credits, manual interest, penalties, discounts, and advance refunds.
PM	Manual Payment Authorization	Accounts Payable	A payment authorization form entered into the system manually that not reference a purchasing chain.
PQ	Revenue Refund	Accounts Payable	A payment authorization form used to facilitate revenue refunds. It does not need to reference other documents and is not enabled for Automated Match.

16.1.4 Project Cost Accounting

Code	Name	Subsystem	Description
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Code	Name	Subsystem	Description
ED	External Direct Agreement	Project Cost Accounting System	The External Direct Agreement replaces the reimbursable work authorization's (RWA) functionality for customers outside of GSA, by recording the RWA's terms and tracking the spending. The agreement can also increase the budget authority for the affected budget. These customer agreements record the external party's obligation to pay for all or part of GSA's agreement costs either through the reimbursement of actual costs or through the payment to GSA for goods or services provided.
IB	IBAA	Project Cost Accounting System	The Internal Direct Agreement replaces both the IBAA's and the internal RWA's (RWAs within GSA) functionality by recording the terms and tracking the spending. The agreement can also increase the budget authority for the affected budget. These agreements record the internal organization's obligation to pay for all or part of the recipient's agreement costs. The customer of the internal direct agreement represents an accounting entity within GSA. For each agreement, the accounting information is entered, as well as agreement details such as the maximum reimbursement amount and the frequency of cost transfers.
ID	Internal RWA	Project Cost Accounting System	The Internal Direct Agreement replaces both the IBAA's and the internal RWA's (RWAs within GSA) functionality by recording the terms and tracking the spending. The agreement can also increase the budget authority for the affected budget. These agreements record the internal organization's obligation to pay for all or part of the recipient's agreement costs. The customer of the internal direct agreement represents an accounting entity within GSA.

16.1.5 General Ledger

Code	Name	Subsystem	Description
BB	Beginning Balance	General Ledger	The beginning balance entry posts an amount equal to the GL accounts balance at the end of the closing fiscal year.
CE	Closing Entry	General Ledger	The Annual Close process generates closing entries for accounts that should have a zero dollar balance at year-end. Momentum determines whether or not to close an account based on settings on the General Ledger Account Maintenance table and the Year End Account Definition Maintenance table. Any account that has a balance and is not designated as a real/closing account on the General Ledger Account Maintenance table must be closed (have a zero balance) at year-end.
ET	Expense Transfer	General System	A standard voucher form used to record a cost transfer. If, for example, an employee transferred from GM&A to FSS but the payroll system was not updated with the employee's new funding information in a timely manner, the employee's payroll may be drawn from the wrong fund. If so, the ET is used to transfer from fund 262X to fund 255X.
JL	Labor Distribution	General System	A standard voucher form used to report information from the Labor-to-Pegasys Interface via the Transformation Process.

Code	Name	Subsystem	Description
JV	Journal Voucher	General Ledger	<p>A journal voucher transaction is used whenever there is a need to record non-standard accounting transactions in Pegasys. These transactions include:</p> <p>Miscellaneous events not handled by other subsystems such as recording the financial impact of events that took place in a system other than Pegasys.</p> <p>Transactions that should be automatically reversed at a later date such as a monthly payroll accrual amount. When reversing, there is an option to add a new line for the corrected amount, rather than reducing the selected line on documents that have been identified to automatically reverse.</p> <p>Transactions that reclassify accounts (<i>i.e.</i>, alter the accounting distribution on a processed transaction).</p> <p>Period-end adjustments such as entries required to close your books at year-end.</p> <p>Non-standard accruals such as work-in-progress accruals.</p> <p>Balance sheet transfers that may include, for example, the transfer of the cost of a capitalized item and its depreciation from one part of the agency to another.</p>
LA	Travel Relocation Interfund/ Employee Claim	General System	A standard voucher form used to set-up a payroll claim if an Employee was over-advanced or overpaid for Travel Relocation expenses or to correct an advance posted to the wrong accounting template.
LC	Travel Relocation Interfund Cost Transfer	General System	A standard voucher form used to record a cost transfer associated with employee Travel Relocation expenses.
LS	Travel Relocation Billing	General System	A standard voucher form used to bill OPM/GPO for payment and administrative fees. Once a payment has gone out on behalf of OPM/GPO, it is necessary to bill and replenish the 206x fund by recording an Interagency Transfer on a standard voucher document in Pegasys.
PC	AM Payment Correction - Budget Update	General System	A standard voucher form used to correct Automated Match errors.
RE	Reinstatement Entry	General Ledger	The reinstatement entry reverses the closing entry made in the preceding fiscal year, posting the entry in the current fiscal year's Beginning Balance period.

Code	Name	Subsystem	Description
SV	Standard Voucher	General System	<p>The Standard Voucher is used to record miscellaneous accounting transactions that are not included in any of the other Pegasys subsystems.</p> <p>As on most other Pegasys transactions, a transaction type is entered on the Standard Voucher that Pegasys uses to determine and perform system updates. The Standard Voucher updates any affected budget lines, plans, and projects based on the accounting event derived from the voucher's entered transaction type. <i>I.E.</i>, a Standard Voucher that is used to record an obligation (e.g., its transaction type points to an obligation accounting event) updates the unliquidated obligation amount for the affected budget line and increases the obligation amount in any corresponding plans and projects.</p> <p>Examples of uses of the Standard Voucher include:</p> <ul style="list-style-type: none"> Recording budget adjustments Changing the accounting distribution for a transaction Recording FTE usage

16.1.6 Vendor Document Types

Code	Name	Subsystem	Description
VC01-VC36	Vendor-NEAR	General System	For Conversion Use Only.
VENC	Vendor-Contracting Officer	General System	Form used by contracting officers to add or update information on the Vendor Maintenance table. The Vendor form differs from other Pegasys forms because vendor information is considered reference data and is, consequently, accessed via the Reference menu of the Desktop rather than the Applications menu.
VEND	Vendor Document	General System	Used to add or update information on the Vendor Maintenance table. The Vendor form differs from other Pegasys forms because vendor information is considered reference data and is, consequently, accessed via the Reference menu of the Desktop rather than the Applications menu.
VENF	Vendor-Finance	General System	Form used by authorized Finance office personnel to add or update information on the Vendor Maintenance table. The Vendor form differs from other Pegasys forms because vendor information is considered reference data and is, consequently, accessed via the Reference menu of the Desktop rather than the Applications menu.

16.1.7 Interface Document Types

Code	Name	Subsystem	Description
1B	EAS-Order	Purchasing	A non-itemized purchase order form created in EAS and processed through the EAS-to-Pegasys Interface. 1B documents will not be manually entered.

Code	Name	Subsystem	Description
1C	EAS-Receiving Report	Purchasing	A non-itemized receiving report form created in EAS and processed through the EAS-to-Pegasys Interface. 1C documents will not be manually entered.
1E	VCPC-Estimated Accrual	Purchasing	An estimated accrual form that is generated by the system to reflect the estimated receipt of goods or services recorded in VITAP/VCPC and sent to Pegasys through the Transformation Box.
2B	ITOMS-Order	Purchasing	A non-itemized purchase order form created in ITOMS and processed through the ITOMS-to-Pegasys Interface. 2A documents will not be manually entered.
2C	ITOMS-Receiving Report	Purchasing	A non-itemized receiving report form created in ITOMS and processed through the ITOMS-to-Pegasys Interface. 2C documents will not be manually entered.
2E	ITOMS-Estimated Accrual	Purchasing	An estimated accrual form created in ITOMS and processed through the ITOMS-to-Pegasys Interface. 2B documents will not be manually entered.
3K	PAR-Commitments/Accruals	General System	Payroll commitments and accruals used to record PAR pay period expenses until the end of a month. Both the commitments and accruals are reversed.
3L	PAR-All Others	General System	Records unfunded annual leave, bad debt expenses, military service credits, and imputed costs for PAR.
3M	PAR-Refunds/Advances	General System	Withholding and remitting records that record the breakout of gross pay.
3P	PAR-Disbursements	General System	Payroll expenditures used to record expenses for total payroll costs such as salary, benefits, and terminal leave. Expenditures are not reversed.
5D	FEDPAY-Payment Authorization	Account Payable	Payment authorizations to liquidate a FEDPAY purchasing chain. The other documents in this chain reside in the FEDPAY system and not in Pegasys.
5I	FEDPAY On-Line Invoice	Purchasing	
5K	FEDPAY-Reversible Obligation/ Accurals	General System	Accruals for FEDPAY purchasing chains that have not yet been paid.
5L	FEDPAY-All Others	General System	These reflect FEDPAY warehouse receipts and adjustments, claims and claim offsets, and Fleet interfund transfers.
5P	FEDPAY On-Line Payment Authorization	Accounts Payable	
5Q	FEDPAY-Claim Collection	General System	These documents reflect claims collections to offset FEDPAY claims established by a 5L.
6D	TMR-Payment Authorization	Accounts Payable	A non-itemized payment form generated by the system to reflect a travel-related or miscellaneous payment that has been recorded in TMR and sent to Pegasys through the Transformation Process.
6N	TMR-OPAC Collection	Accounts Payable	A non-itemized payment form that is manually entered in Pegasys to reflect the sum total of payments made on behalf of OPM employees through TMR.
6P	TMR - On-Line Payment Authorization	Accounts Payable	
6V	TMR-VOUCHER	Purchasing	
7D	CAPS - Payment Authorization	Accounts Payable	A non-itemized payment form that is generated by the system to reflect payment for a Citibank invoice that has been recorded in the Pegasys Credit Card Module.
8D	TAP - Payment Authorization	Accounts Payable	A non-itemized payment form that is generated by the system to reflect payments for non-prepaid and prepaid GBL/Carrier Bills in TAP and sent to Pegasys through the Transformation Process.

Code	Name	Subsystem	Description
8J	TAP - InterFund Charges	Accounts Payable	A non-itemized payment form that is generated by the system to reflect interfund payments in TAP and sent to Pegasys through the Transformation Process.
8L	TAP - All Other	General System	A standard voucher form that is generated by the system to reflect interfund collections, the establishment of claims, claim offsets, and claim reclassifications due to overcollections from the vendor in TAP and sent to Pegasys through the Transformation Process.
8Q	TAP - Claim Collection	General System	A standard voucher form that is generated by the system to reflect claim collections in TAP and sent to Pegasys through the Transformation Process.
8M	TAP Manual Interfund	General System	
8P	TAP - On-Line Payment Authorization	General System	
8R	TAP - On-Line Refund Payment Authorization	General System	
9D	FSS FLEET - Payment Authorization (Domestic)	Accounts Payable	Records direct payments made to FLEET vendors. Created from 9I invoices.
9F	FSS FLEET – Invoice (Foreign)	Purchasing	Records invoices from the AUTOPAY system from foreign vendors.
9G	FSS FLEET - Payment Authorization (Foreign)	Accounts Payable	Records direct payments made to foreign vendors. Created from 9F and 9M invoices.
9I	FLEET Interface Domestic Invoice	Purchasing	
9P	AUTOPAY - Payment Authorization (Domestic)	Accounts Payable	
9M	FSS FLEET – Invoice (Foreign)	Purchasing	Records on-line invoices from foreign vendors.
9V	FLEET Interface Domestic Invoice ONLINE	Purchasing	
1VEN	Vendor-EAS	General System	A Vendor form created by EAS and processed through the EAS-to-Pegasys Interface. 1VEN documents will not be manually entered into Pegasys.
2VEN	Vendor-ITOMS	General System	A Vendor form created in ITOMS by ITSS and processed through the ITOMS-to-Pegasys Interface. 2VEN documents will not be manually entered.
4VEN	Vendor-NEAR	General System	A Vendor form created in NEAR processed through the NEAR-to-Pegasys Interface. 4VEN documents will not be manually entered.
FE	FED EX Invoice	Purchasing	Itemized Invoices that record weekly invoices from Federal Express for domestic and foreign shipments.
HB	TOPS - Order	Purchasing	A non-itemized purchase order form that is generated by the system to reflect a purchase has been recorded in VITAP/TOPS and sent to Pegasys through the Transformation Process.
HC	TOPS - Receiving Report	Purchasing	A receiving report form that is generated by the system to reflect the receipt of goods or services recorded in VITAP/TOPS and sent to Pegasys through the Transformation Process.

Code	Name	Subsystem	Description
HE	TOPS - Estimated Accrual 3-way	Purchasing	An estimated accrual form that is generated by the system to reflect the estimated receipt of goods or services recorded in VITAP/TOPS and sent to Pegasys through the Transformation Process.
PF	FED EX Payment	Accounts Payable	A direct payment generated by the system against FE invoices.
UD	UPPS - Payment Authorization	Accounts Payable	A payment authorization form that is generated by the system to initiate payment of a purchasing transaction entered in VITAP/UPPS and sent to Pegasys through the Transformation Process.
UE	UPPS - Estimated Accrual No-way	Purchasing	An estimated accrual form that is generated by the system to reflect the estimated receipt of goods or services recorded in VITAP/UPPS and sent to Pegasys through the Transformation Process.

17 Appendix E: Transaction Types

17.1 Transaction Types

A **Transaction Type** is a code that is used to define the transaction. In most situations, the code for transaction type will default by the system. These defaults can be found in the **Document Type Maintenance** table.

In some cases, the **Transaction Type** will not default and the user must select the appropriate type. These cases include:

- Standard Invoices
- Itemized Invoices
- Standard Vouchers

To select the appropriate Transaction Type, the user can click the **Transaction Type** hyperlink to search for a list of the possible codes and select the appropriate one. Transaction Type values default for reservations, requests, orders, receipts, and invoices. The user should leave the **Transaction Type** field empty and allow the system to fill it in when the form is verified/processed. **Figure E-1: Purchasing Documents Transaction Types** displays the valid transaction types for Pegasys purchasing documents.

Figure E-1: Purchasing Documents Transaction Types

If Creating this Type of Document	Uses Transaction Type (Default Value)
RS—Reservation	01
BL, BP, PR—Request	01
CI, CL, CT, FO, GO, NO, OO, PO, TO, XO, ZO, FP, GP, NP, OP, PP, TP, XP, ZP, NR, NT, PT—Order	01
FX, GX, NX, OX, PX, TX, XX, ZX, FZ, GZ, OZ, PZ, TZ, XZ—Interagency Order	01
FW, GW, PW, TW, FY, GY, NY, PY, TY—Training	01
RC—Receipt	01

Invoice forms do not default in the transaction type. If the user does not fill in the transaction type, the system will generate an error message when the form is verified/processed. **Figure E-2: Invoice Transaction Type** displays the valid transaction types for invoices.

Figure E-2: Invoice Transaction Type

If Creating this Type of Document	Uses Transaction Type (Default Value)
M6—Match Invoice – 3 Way R6	01
M7—Match Invoice – 3 Way R7	01
MJ—Match Invoice – 3 Way R7 Partial	01
MK—Match Invoice – 2 Way R6	01
MW—Match Invoice – 2 Way R7	01
I6—Itemized Match Invoice – 3 Way R6	01
I7—Itemized Match Invoice – 3 Way R7	01
IK—Itemized Match Invoice – 3 Way R6	01
IW—Itemized Match Invoice – 3 Way R7	01

If Creating this Type of Document	Uses Transaction Type (Default Value)
NI—NARA Match Invoice – 3 Way	01
NK—NARA Match Invoice – 3 Way R6	01
IN—Non-Match Invoice For Invoice Return	01
NA—Non-Automated Match Invoice	01
FE—FED EX Invoice	01
DK—Finance Direct Pay – Region 6	01
DW—Finance Direct Pay – Region 7	01
D6—Direct Pay – Region 6, Under \$3000	01
D7—Direct Pay – Region 7, Under \$3000	01
DC—Direct Pay – Region 6, Over \$3000	01
DF—Direct Pay – Region 7, Over \$3000	01
DX—External Client	01

To view the **Transaction Type Maintenance** table, follow the steps below:

1. Select **References—Document—Transaction Definitions** from the menu bar.
2. Enter the **Fiscal Year** and a particular Pegasys form in the **Document Type** field. Additional search criteria may be entered, as well. Click the **Search** button.
3. Select the **Transaction Type** record and click the **Open** button. The next page displays the default values associated with that document type.
4. To select or search for another transaction type, click the **Transaction Definitions** hyperlink in the **Breadcrumbs Track**.

If the user selects a **Transaction Type** for a form that is not set up to default, or leaves the field empty for a form that will not default, the system will generate an error message when the user verifies or processes.

Figure E-3: Purchasing Transaction Types displays all the valid purchasing Transaction Types.

Figure E-3: Purchasing Transaction Types

Document Type	If Creating this Type of Document	Uses Transaction Type (Default Value)
1A	EAS – Request	01
1B	EAS – Order	01
1C	EAS Receipt	01
2B	ITOMS – Order	01
2C	ITOMS – Receipt	01
2E	ITOMS – Estimated Accrual	01
3K	PAR – Commitments	01
3K	PAR – Accruals	01
3L	PAR – Unfunded Annual Leave	01
3L	PAR – Forgive Employee Debt	02
3L	PAR – Imputed Cost/Revenue	03
3L	PAR – MiscDeductions/FERS	04
3L	PAR – MiscDeductions/CSRS	05
3M	PAR – Gross Wages Payment	30
3M	PAR – Withholding/Remitting – FERS	01
3M	PAR – Withholding/Remitting – FERS – Gov't Contribution	02
3M	PAR – Withholding/Remitting – CSRS	03

Document Type	If Creating this Type of Document	Uses Transaction Type (Default Value)
3M	PAR – Withholding/Remitting – CSRS – Gov't Contribution	04
3M	PAR – Withholding/Remitting – HBI/GLI	05
3M	PAR – Withholding/Remitting – HBI/GLI – Gov't Contribution	06
3M	PAR – Withholding/Remitting – Federal	07
3M	PAR – Withholding/Remitting – Federal – Gov't Contribution	08
3M	PAR – Withholding/Remitting – TSP	09
3M	PAR – Withholding/Remitting – TSP – Gov't Contribution	10
3M	PAR – Withholding/Remitting – Third Parties	11
3M	PAR – Withholding/Remitting – State/City/Local Taxes	12
3M	PAR – Withholding – Savings Bonds	13
3M	PAR – Remitting – Savings Bonds	14
3M	PAR – Withholding/Remitting – Savings Account Deductions	15
3M	PAR – Withholding/Remitting – Offsets/MiscDeductions	16
3M	PAR – Withholding/Remitting – Tax Levies	17
3M	PAR – Garnishment Fee Revenue	31
3M	PAR – Employee Claim	32
3M	PAR – Gov't Payments – FERS	21
3M	PAR – Gov't Payments – CSRS	22
3M	PAR – Gov't Payments – HBI/GLI	23
3M	PAR – Gov't Payments – Federal	24
3P	PAR – Detail Payments	01
3P	PAR – Advance Employee Pay	02
4A	NEAR – Commitment	01
4B	NEAR – Obligation	01
4B	NEAR Obligation	01
4C	NEAR – Accrual	01
4J	NEAR – Interfund Cost Transfer – Foreign Currency	05
4J	NEAR – Interfund Cost Transfer – Non-OPAC	01
4J	NEAR – Interfund Cost Transfer – OPAC	03
4J	NEAR – Reimb Interfund Cost Transfers – Non-OPAC	02
4J	NEAR – Reimb Interfund Cost Transfers – OPAC	04
5D	FEDPAY – In Transit From Suppliers	01
5D	FEDPAY – COGS	02
5D	FEDPAY – COGS Freight	03
5D	FEDPAY – Interest Penalties	IN
5D	FEDPAY – Time Discounts	DI
5D	FEDPAY – Over Collection Refund	04
5D	FEDPAY – OPAC Intransit From Suppliers	05
5D	FEDPAY – OPAC COGS	06
5D	FEDPAY – OPAC COGS Freight	07
5D	FEDPAY – Manual Inventory Intransit From Suppliers	08
5D	FEDPAY – Manual COGS	09
5D	FEDPAY – Manual COGS Freight	10
5D	FEDPAY – Intransit From Suppliers	01
5D	FEDPAY – COGS	02
5D	FEDPAY – COGS Freight	03
5D	FEDPAY – Prepayment	11
5K	FEDPAY – Reversible Obligations	01
5K	FEDPAY – Reversible Accruals	02
5L	FEDPAY – Establish Claim	01
5L	FEDPAY – Claim Offset Inventory In Transit From Suppliers	02
5L	FEDPAY – Claim Offset COGS	03
5L	FEDPAY – Claim Offset COGS Freight	04
5L	FEDPAY – Over Collection Reclassification	05
5L	FEDPAY – Adjustments Inventory In Transit From Suppliers	06

Document Type	If Creating this Type of Document	Uses Transaction Type (Default Value)
5L	FEDPAY – Adjustments COGS	07
5L	FEDPAY – Adjustments COGS Freight	08
5L	FEDPAY – Adjustments COGS Inventory	09
5L	FEDPAY – Warehouse Receipts	10
5L	FEDPAY – Interfund Collection	11
5L	FEDPAY – Advance Write-Off	12
5L	FEDPAY – Over Collection Liability Write-Off	13
5L	FEDPAY – Interfund Charge	14
5Q	FEDPAY – Claim Collection	01
6D	TMR – Payment Authorization	01
6D	TMR – Disbursement In Transit	01
6D	TMR – Treasury Reconciliation	01
6D	TMR – Check Cancellation	01
6D	TMR – Check Cancellation Reconciliation	01
6D	TMR – Payment Authorization – Reimbursable	02
6D	TMR – Disbursement In Transit	02
6D	TMR – Treasury Reconciliation	02
6D	TMR – Check Cancellation – Reimbursable	02
6D	TMR – Check Cancellation Reconciliation – Reimbursable	02
6D	TMR – Interest	IN
6D	TMR – Interest – Disbursement In Transit	IN
6D	TMR – Interest – Treasury Reconciliation	IN
6D	TMR – Payment Authorization – OPM Employees	03
6D	TMR – Disbursement In Transit – OPM Employees	03
6D	TMR – Treasury Reconciliation– OPM Employees	03
6D	TMR – Check Cancellation – OPM Employees	03
6D	TMR – Check Cancellation Reconciliation – OPM Employees	03
6D	TMR – Interest -Check Cancellation	IN
6D	TMR – Interest -Check Cancellation Reconciliation	IN
6K	TMR – Accrual	01
6L	TMR – OPAC Collection	01
6N	TMR – Accrual	01
9B	Payment Authorization – Non-OPAC (No Check)	02
9B	Payment Authorization – Reimb Non-OPAC (No Check)	01
9C	Payment Authorization – Non-OPAC (No Check)	02
9C	Payment Authorization – Reimb Non-OPAC (No Check)	01
9D	Payment Authorization – Non-OPAC (No Check)	02
9D	Payment Authorization – Reimb Non-OPAC (No Check)	01
9E	Payment Authorization – Non-OPAC (No Check)	02
9E	Payment Authorization – Reimb Non-OPAC (No Check)	01
9F	Payment Authorization – Non-OPAC (No Check)	02
9F	Payment Authorization – Reimb Non-OPAC (No Check)	01
9G	Payment Authorization – Non-OPAC (No Check)	02
9G	Payment Authorization – Reimb Non-OPAC (No Check)	01
9H	Payment Authorization – Non-OPAC (No Check)	02
9H	Payment Authorization – Reimb Non-OPAC (No Check)	01
9I	Payment Authorization – Non-OPAC (No Check)	02
9I	Payment Authorization – Reimb Non-OPAC (No Check)	01
9J	Payment Authorization – Non-OPAC (No Check)	02
9J	Payment Authorization – Reimb Non-OPAC (No Check)	01
9K	Payment Authorization – Non-OPAC (No Check)	02
9K	Payment Authorization – Reimb Non-OPAC (No Check)	01
9L	Payment Authorization – Non-OPAC (No Check)	02
9L	Payment Authorization – Reimb Non-OPAC (No Check)	01
9M	Payment Authorization – Non-OPAC (No Check)	02

Document Type	If Creating this Type of Document	Uses Transaction Type (Default Value)
9M	Payment Authorization – Reimb Non-OPAC (No Check)	01
9N	Payment Authorization – Non-OPAC (No Check)	02
9N	Payment Authorization – Reimb Non-OPAC (No Check)	01
9O	Payment Authorization – Non-OPAC (No Check)	02
9O	Payment Authorization – Reimb Non-OPAC (No Check)	01
9P	Payment Authorization – Non-OPAC (No Check)	02
9P	Payment Authorization – Reimb Non-OPAC (No Check)	01
9Q	Payment Authorization – Non-OPAC (No Check)	02
9Q	Payment Authorization – Reimb Non-OPAC (No Check)	01
9R	Payment Authorization – Non-OPAC (No Check)	02
9R	Payment Authorization – Reimb Non-OPAC (No Check)	01
9S	Payment Authorization – Non-OPAC (No Check)	02
9S	Payment Authorization – Reimb Non-OPAC (No Check)	01
AE	Estimated Accrual 3 Way	01
AI	Itemized Estimated Accrual	01
AN	Estimated Accrual No-Way	01
AR	Self-Reversing Estimated Accrual	
BA	Construction in Progress Payment – Borrowed Authority	B3
BA	Interest Expense on Borrowed Authority	B4
BA	Repayment of Borrowed Authority	B6
BA	Repayment of Borrowed Authority – Principal	B5
BA	Borrowing Authority Disbursement (No Check)	01
BA	Borrowing Authority Disbursement (No Check)	02
BA	Paying S/T Capitalized Interest with Non SF224 Cash	03
BA	B/A Late Other Int Exp w/ Non SF224 Cash	04
BA	Borrowing Authority Disbursement (No Check)	99
BA	Repayment of Borrowed Authority – Interest	B6
BL	BPA with Limitations	01
BP	BPA without Limitations	01
CI	Credit Card Itemized Log	01
CL	Credit Card Log	01
CT	Credit Card Training Log	01
D6	Direct Pay – Region 6, Under \$3000	01
D7	Direct Pay – Region 7, Under \$3000	01
DC	Direct Pay – Region 6, Over \$3000	01
DF	Direct Pay – Region 7, Over \$3000	01
DK	Finance Direct Pay – Region 6	01
DW	Finance Direct Pay – Region 7	01
DX	Direct Pay – External Client	01
ED	External Direct Agreement	01
ED	External Direct Agreement (for IBAAs)	02
FE	FED EX Invoice	01
FO	FSS – Itemized Purchase Order	01
FP	FSS – Non-Itemized Purchase Order	01
FW	FSS – Training Order	01
FX	FSS – Non-Itemized Interagency	01
FY	FSS – PP Training Order	01
FZ	FSS – Itemized Interagency	01
GO	GM & A – Itemized Purchase Order	01
GP	GM & A – Non-Itemized Purchase Order	01
GW	GM & A – Training Order	01
GX	GM & A – Non-Itemized Interagency	01
GY	GM & A – PP Training Order	01
GZ	GM & A – Itemized Interagency	01
HR	Holdback Release – Non-OPAC	01

Document Type	If Creating this Type of Document	Uses Transaction Type (Default Value)
HR	Holddback Release – Non-OPAC (No Check)	02
I6	Itemized Match Invoice – 3 Way Region 6	01
I7	Itemized Match Invoice – 3 Way Region 7	01
IB	IBAA	01
IC	Itemized Receipt	01
ID	Internal RWA	01
IG	Intraagency Itemized Order	01
IK	Itemized Match Invoice – 2 Way Region 6	01
IQ	Itemized Request	01
IN	Non-Match Invoice For Invoice Return	01
IQ	Itemized Request	01
IT	Intraagency Itemized Order	01
IW	Itemized Match Invoice – 2 Way Region 7	01
IX	Intraagency Itemized Order	01
M6	Match Invoice – 3 Way Region 6	01
M7	Match Invoice – 3 Way Region 7	01
MJ	Match Invoice – 3 Way Region 7 Partial	01
MK	Match Invoice – 2 Way Region 6	01
MW	Match Invoice – 2 Way Region 7	01
NA	Non Automated Match Invoice	01
NT	Downward Adj PY udo-oblig unpaid unexpired	02
NV	Payment Authorization – Non-OPAC (No Check)	01
OC	Conversion – Non-OPAC	01
OC	Conversion – OPAC	03
OC	Conversion – Reimb Non-OPAC	02
OC	Conversion – Reimb OPAC	04
OO	Other – Itemized Purchase Order	01
OP	Other – Non-Itemized Purchase Order	01
OW	Other – Training Order	01
OX	Other – Non-Itemized Interagency	01
OY	Other – PP Training Order	01
OZ	Other – Itemized Interagency	01
P6	Payment Authorization – Check/EFT – Non Reimbursable	01
P6	Payment Authorization – Check/EFT – Interest	IN
P6	Payment Authorization – Check/EFT – Discount	DI
P6	Payment Authorization – Check/EFT – Reimbursable	02
P6	Payment Authorization – No Check	03
P6	Payment Authorization – No Check – Reimbursable	04
P6	Payment Authorization – No Check – Interest	I2
P6	Payment Authorization – No Check – Discount	D2
P6	Memorandum Discount Taken	MT
P6	Memorandum Discount Lost	ML
P6	PA Non Reim Check/EFT NSTPP	C1
P6	PA Reim Check/EFT NSTPP	C2
P6	Payment Authorization - Reimb Non-OPAC (No Check) - Ctr Hblk	04
P6	Non-224 Cash (American consulates)	07
P6	IPAC Operating Exps/Program costs	09
P6	Cost Transfer	10
P6	Cost transfer reimbursable	11
P6	Equipment Oper Purchase	13
P6	Interfund Transfer (GL 1010.10)	20
P6	Interfund Cost Transfer - Reimbursable (PG80)	21
P6	Interfund Cost Transfer - Interest	22
P6	Non 224 Cash	97
P6	Payment Authorization - No Check	98

Document Type	If Creating this Type of Document	Uses Transaction Type (Default Value)
P7	Payment Authorization – Check/EFT – Non Reimbursable	01
P7	Payment Authorization – Check/EFT – Interest	IN
P7	Payment Authorization – Check/EFT – Discount	DI
P7	Payment Authorization – Check/EFT – Reimbursable	02
P7	Payment Authorization – No Check	03
P7	Payment Authorization – No Check – Reimbursable	04
P7	Payment Authorization – No Check – Interest	I2
P7	Payment Authorization – No Check – Discount	D2
P7	Memorandum Discount Lost	ML
P7	Memorandum Discount Taken	MT
P7	Payment Authorization Check/EFT - Interest	KD
P7	Payment Authorization Check/EFT - Interest Reimbursable	IR
P7	Holddback Release - Check/EFT	06
P7	Holddback Release Reimbursable - Check/EFT	07
P7	Payment Authorization Check/EFT - NonReimbursable	08
P7	Cost Transfer	10
P7	Cost transfer reimbursable	11
P7	Holddback Release - NO Check	12
P7	Holddback Release Reimbursable - No Check	13
P7	Erroneous Charges	14
P7	Erroneous Charges	15
P7	Interfund Transfer (GL 1010.10)	20
P7	Interfund Cost Transfer - Reimbursable (PG80)	21
P7	Correction of asset	96
P7	Non 224 cash	97
P7	Holddback on Non Reimbursable Payment	98
P7	Holddback - Reimbursable Payment	99
P7	PA Non Reim Check/EFT NSTPP	C1
P7	PA - NonReimb Check/EFT NSTPP	C2
P8	Payment Authorization – Check/EFT – Non Reimbursable	01
P8	Payment Authorization – Check/EFT – Interest	IN
P8	Payment Authorization – Check/EFT – Discount	DI
P8	Payment Authorization – Check/EFT – Reimbursable	02
P8	Payment Authorization – No Check	03
P8	Payment Authorization – No Check – Reimbursable	04
P8	Payment Authorization – No Check – Interest	I2
P8	Payment Authorization – No Check – Discount	D2
P8	Payment Authorization - No Check -Inv Adj	05
P8	Interfund Transfer (GL 1010.10)	20
P8	Interfund Cost Transfer - Reimbursable (PG80)	21
P9	Payment Authorization – Check/EFT – Non Reimbursable	01
P9	Payment Authorization – Check/EFT – Interest	IN
P9	Payment Authorization – Check/EFT – Discount	DI
P9	Payment Authorization – Check/EFT – Reimbursable	02
P9	Payment Authorization – No Check	03
P9	Payment Authorization – No Check – Reimbursable	04
P9	Payment Authorization – No Check – Interest	I2
P9	Payment Authorization – No Check – Discount	D2
PA	Payment Authorization – Manual Interest Penalty – Non-OPAC	11
PA	Payment Authorization – Manual Interest/Penalty – Reimb Non-OPAC	12
PA	Payment Authorization – Manual Interest/Penalty – Reimb Non-OPAC	14
PA	Payment Authorization – Manual Interest/Penalty – Reimb OPAC	16
PA	Payment Authorization – Manual Interest/Penalty Non-OPAC	13
PA	Payment Authorization – Manual Interest/Penalty OPAC	15
PA	Payment Authorization – Non-OPAC	01

Document Type	If Creating this Type of Document	Uses Transaction Type (Default Value)
PA	Payment Authorization – Non-OPAC (No Check)	03
PA	Payment Authorization – OPAC	05
PA	Payment Authorization – Reimb Non-OPAC	02
PA	Payment Authorization – Reimb Non-OPAC (No Check)	04
PA	Payment Authorization - Reimb Non-OPAC (No Check) Ctr Hblk	04
PA	Payment Authorization – Reimb Non-OPAC Contract Holdback	02
PA	Payment Authorization – Reimb OPAC	06
PA	Payment Authorization - No Check	98
PA	Payment Authorization - No Check - Reimbursable	99
PF	FedEx – Payment Authorization – Non-OPAC	01
PF	FedEx – Payment Authorization – Non-OPAC – Interest	IN
PM	Payment Authorization – Check/EFT – Non Reimbursable	01
PM	Payment Authorization – Check/EFT – Interest	IN
PM	Payment Authorization – Check/EFT – Discount	DI
PM	Payment Authorization – Check/EFT – Reimbursable	02
PM	Payment Authorization – No Check	03
PM	Payment Authorization – No Check – Reimbursable	04
PM	Payment Authorization – No Check – Interest	I2
PM	Payment Authorization – No Check – Discount	D2
PM	Holdback Release - Check/EFT	06
PM	Holdback Release Reimbursable - Check/EFT	07
PM	Payment Authorization No Check	08
PM	Payment Authorization - No Check - Reimbursable	09
PM	Holdback Release - NO Check	12
PM	Holdback Release Reimbursable - No Check	13
PM	Prepayment - Cash Link (206X)	14
PM	Cost Transfer	99
PO	PBS – Itemized Purchase Order	01
PP	PBS – Non-Itemized Purchase Order	01
PR	Purchase Request	01
PR	Commitments from Allot realized resources	03
PW	PBS – Training Order	01
PX	PBS – Non-Itemized Interagency	01
PY	PBS – PP Training Order	01
PZ	PBS – Itemized Interagency	01
RC	Interest Accrued against Borrowed Authority	B2
RC	Interest Payable on Borrowed Authority	B1
RC	Receipt - Conversion	01
RM	Receipt – Manual	01
RS	Reservation	01
SV	Payment Authorization – Non-OPAC (No Check)	01
SV	Payment Authorization – Reimb Non-OPAC (No Check)	01
TO	FTS – Itemized Purchase Order	01
TP	FTS – Non-Itemized Purchase Order	01
TR	Training Request	01
TW	FTS – Training Order	01
TX	FTS – Non-Itemized Interagency	01
TY	FTS – PP Training Order	01
TZ	FTS – Itemized Interagency	01
XO	Client – Itemized Purchase Order	01
XP	Client – Non-Itemized Purchase Order	01
XW	Client – Training Order	01
XX	Client – Non-Itemized Interagency	01
XY	Client – PP Training Order	01
XZ	Client – Itemized Interagency	01

Document Type	If Creating this Type of Document	Uses Transaction Type (Default Value)
ZO	Pres Trans – Itemized Purchase Order	01
ZP	Pres Trans – Non-Itemized Purchase Order	01
ZX	Pres Trans – Non-Itemized Interagency	01