Introduction

GSA will use three types of estimated accrual forms: 3-way Order–Invoice–Receipt (**AE** doc type), Self-Reversing 2-way Order–Invoice (**AR** doc type), and the No Way Intra-Agency (**AN** doc type). All estimated accruals liquidate orders for the estimated amount like actual receipts. Actual receipts will liquidate either the estimated accruals or the order on the 3-way form. The 2-way form does not require a receipt, but has an automatic **Reversal Options** field to allow the system to reverse it when specified. The 2-way form will be used for prepaid training and credit card accruals that hit expense-based budgets. The No Way estimated accrual is used for intra-agency orders and will be closed by the Interfund Near Billing Interface.
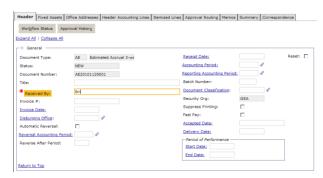
- In Pegasys 6.5.0, users will create an **AR** document type to record both non-itemized and itemized transactions.

- Fields with red asterisks (*) are mandatory for Pegasys processes, but may not include all fields required by GSA policy.

- For detailed information, please refer to the Estimated Accruals chapter of the Purchasing User Guide.

Creating an Estimated Accrual with Header Accounting Lines

1. Log into **Pegasys**.

2. Select **Transactions—Purchasing—New— Estimated Accrual** from the Pegasys menu bar to display the **New Estimated Accrual** page.

3. Enter a document type for the estimated accrual in the **Document Type** box.

   - **AE–Estimated Accrual 3-Way** for a non-itemized 3-way estimated accrual.

   - **AI–Itemized Estimated Accrual** for an itemized 3-way estimated accrual.

   - **AR–Self Reversing Accrual** for an Order/Invoice 2-way estimated accrual.

- *Note: The AR doc type will be used for credit card accruals.*

   - **AN–Estimated Accrual No Way** for estimated accrual for an intra-agency order (**IX** doc type).

4. Click **Generate** to generate a unique number in the **Document Number** field.

5. Enter the appropriate **Security Org** in the box.

   - *If left blank, the Security Org will default to the user's default Security Organization.*

6. Select the **Copy Forward** radio button.

7. Click **Next**.
   The Copy Forward page displays.

8. Enter the appropriate Order **Document Type** in the **Document Type** box.

9. Enter the document number that will be copied forward. If the document number is unknown, enter search criteria in the **Search Criteria** group box.

10. Click **Search**.

11. Select the desired document from the generated list. Click **Finish**.

12. The **Header** page of the **Estimated Accrual** form will be displayed.

    - *Note: Information from the Purchase Order will automatically populate the corresponding fields.*

13. Enter the name of the person creating the estimated accrual in the **Received By** field.

14. For the **AR** Doc Type, enter the following information in the **General** group box:

    - Check the **Automatic Reversal** check box

- Enter the accounting period in which the accrual should be reversed in the **Reversal Accounting Period** field, or enter the number of accounting periods after which the accrual should be reversed in the **Reverse After Period** field.

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

16. Select the appropriate line and click the **Header Accounting Line** hyperlink.

    - *The accounting information that was copied forward is displayed.*

17. In the **Line Amounts** group box, enter the estimated amount of the accrual in the **Amounts** field.

18. In the **Document Reference** group box (if appropriate), check the **Final** check box to fully liquidate the referenced document.

19. In the **Description** group box, enter descriptive information about the header accounting line.

20. Return to the **Header Accounting Lines** page by clicking the **Header Accounting Lines** hyperlink.

21. Additional lines can be modified by repeating **steps 16-20**.

    - *Lines can be deleted by selecting the appropriate line and clicking **Remove**.*

    - *Lines can be copied by selecting the desired line, clicking **Copy**, selecting the new line and clicking the **Header Accounting Line** hyperlink to open the new line and make needed changes.*

    - *Lines can be modified by selecting the desired line and clicking the **Header Accounting Line** hyperlink to make any needed changes.*

22. Click **Verify**. Any errors will be displayed. If necessary, correct the errors and click **Verify** again.

23. Click **Submit** to process the estimated accrual.

Creating an Estimated Accrual with Itemized Lines

1. To create an **Itemized Estimated Accrual** follow **Steps 1-14** for **Creating an Estimated Accrual with Header Accounting Lines**.

   - *All steps will be similar with the exception of the Itemized Lines page.*

2. Select the **Itemized Lines** tab.

3. Select the appropriate line and click the **Itemized Line** hyperlink.

   - *The commodity information that was copied forward is displayed.*

4. If different from the ordered quantity copied forward, in the **Line Amounts** group box enter the estimated **Received**, **Inspected**, and **Accepted** quantities.

5. Click the **Prorate** button to distribute the amount proportionally across each funding line.

6. Click the **Funding** tab.

7. Follow **Steps 16–23** of **Creating an Estimated Accrual with Header Accounting Lines** to complete the Itemized Estimated Accrual form.

   - *Before Pegasys can generate a payment authorization, an estimated accrual must be referenced by an actual receipt.*

   - *Estimated Accrual forms do not have to be approved.*

GSA Policy

- When created, estimated accruals **must** reference a purchase order.

- If a user selects the **Final** check box on the accounting line of an estimated accrual form, the order will be closed for the full amount. The user cannot create a new estimated accrual receipt against the order because it is closed.

- If a user selects the **Final** check box on the accounting line of a receipt, the referenced estimated accrual will be closed for its full amount and the order will be closed for the amount of the receipt.

- 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.

Pegasys Resources

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

General Services Administration

GSA

The Integrated Financial Management System

Pegasys 6.5.0: Creating Estimated Accruals Quick Reference Card

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