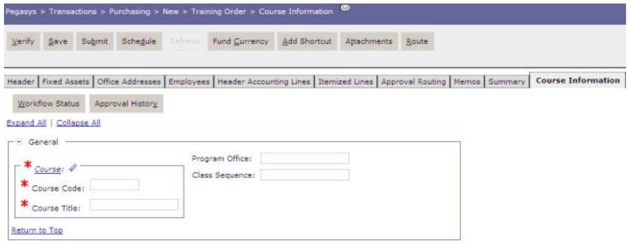
Introduction

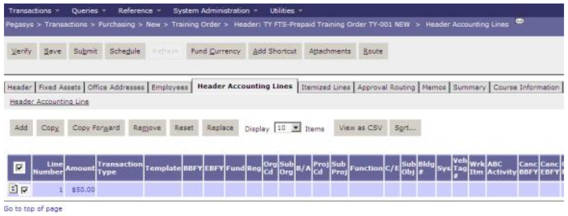
- Orders are created in Pegasys when a decision is made to purchase goods or services from a vendor.
- Once approved, Training Order form (GSA Form 300) is processed to obligate funds. The document can then be printed and sent to the vendor. Orders may later be associated to future receipts, invoices, and payments. Sometimes a Training Request (**TR**) can precede an order.
- Fields with red asterisks (*) are mandatory for Pegasys processes, but may not include all fields required by GSA policy.
- In Pegasys, users create one document type to record both non-itemized and itemized transactions.
- For detailed information, please refer to the Training Orders chapter of the Purchasing User Guide.

Creating a Training Order

1. Log into **Pegasys**.
2. Select **Transactions—Purchasing—New—Training Order** from the menu bar.
3. The **New Training Order** page displays.
4. Enter the appropriate document type in the **Document Type** field.
5. Pegasys generates a unique number in the **Document Number** field after clicking **Generate**.
   - *Leave the **Security Org** and **Document Title** fields blank.*
6. To copy forward the **TR**, follow **Steps 7–11**. Otherwise, skip to **Step 12**.
7. Select the **Copy Forward** radio button.
8. Click **Next**. *The **Copy Forward** page displays.*
9. Enter **TR** in the **Document Type** field.
10. Enter the document number of the appropriate Training Request in the **Document Number** field or the appropriate values in the **Search Criteria** fields if the Document Number is unknown.
11. Click **Search** and select the appropriate document from the generated list.
12. Click **Finish** to display the form's **Header** page.
    - *If the copy forward was used, all of the corresponding fields from the **TR**, except for Suggested Vendors, will be on the new Training Order.*
    - *The user's default **Security Org** will populate the field on the **Header** page. The default Security Org is **GSA**.*
13. In the **General** group box, enter purchaser's name in the **Ordered By** field.
    - ***Order Date, Acctg Period,** and **Reporting Acctg Period** fields will default to the current date, when the form is Verified or Submitted.*
    - *The **Document Number** will be copied forward from the **TR** and will populate the **Title** field.*
14. In the **Vendor Information** group box, click the **Code** hyperlink to search for a vendor. The **Search—Vendor Code** page displays. Enter the applicable search criteria and click **Search**. Find the appropriate vendor record and click the corresponding Select button.
    - *The **Vendor Name** field will populate from the Vendor Code that is selected.*
15. Enter the appropriate code in the **Remit To Address** field.
16. If appropriate, use the **Contracts** group box to enter a Contract/Order or Lease Number if not copied forward from the **TR**. (if applicable)
17. Use the **Discount Terms** group box to enter discount terms about the order. (if applicable)
18. Select the **Office Addresses** tab. *The **Office Addresses** page displays.*
19. Select the appropriate **Office Type** and click the **Office Address** hyperlink. The specific Office Address page displays.
    - ***Delivery, Invoice, and Order office** addresses are required on a Purchase Order.*
    - *Do <u>not</u> enter COTR address on Training Form.*
20. Enter the appropriate address in the **Code** field.
21. Click the **Get Address** button to populate the fields in the **Address Information** section.
22. To return to the **Office Addresses** page click the **Office Addresses** hyperlink and repeat steps **19-21** as needed.
23. Select the **Course Information** tab. *The **Course Information** page displays*



24. In the **General** group box, enter or search for the **Course Code** and **Course Title**
25. Enter the **Program Office** and **Class Sequence**, if known.
26. In the **Course Dates** group box, enter or click on the **Start Date, End Date** and/or **Drop Date** links to select the dates if applicable.
27. In the **Course Hours** group box, enter both **Duty** and **Non-Duty** hours.
28. In the **Training Address** group box, enter the **Training Address** or check the **Address Same As Vendor** checkbox.
29. Enter the **Objective** and **Benefits** of the training course in the **Objective and Benefits** box.
30. Click the **Employees** tab to enter employees who will attend the class.
31. Click **Add.**
32. Enter the appropriate employee information and click **Search**
33. Select the appropriate employee from the generated list and click **Select** to add the employee to the Training Order.
34. Select the Header Accounting Lines tab. *The **Header Accounting** tab displays*



35. To add a line, click **Add.**
36. To open an existing line, select the appropriate line and click the **Header Accounting Line** hyperlink. *The **Header Accounting Line** page displays.*
    - *If you copied forward a **TR**, specific line information from the **TR** will be displayed.*

37. In the **Line Amounts** group box, enter the appropriate amount values. If a **TR** was copied forward, skip to **Step 45**; otherwise, proceed to **Step 38**.

38. In the **Document Reference** group box, check the **Final** check box to fully liquidate applicable line copied forward from the **TR**.

39. In the **Accounting Dimensions** group box, click the **Template** link to search for a template. *The **Search—Template** page displays.*

40. Enter the applicable search criteria and click **Search**. Find the appropriate template record and click the corresponding **Select** button. The selected template will populate in the Template field

41. Click **Default** to populate the fields in the **Accounting Dimensions** group box.

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

42. Go to the **Description** field to view or enter descriptive information about this line.

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

44. New lines can be created by clicking **Add** and repeating steps **37 – 43.**

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

45. If necessary, click the **Approval Routing** tab and add the appropriate approvers individually or via a routing list.

46. To view a summary of the header accounting lines or make changes to the header accounting lines, click the **Summary** tab.

47. Click **Verify**.

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

48. Click Submit to submit the order form for approvals or processing.

GSA Policy

- All training orders require **Accounting Classification, Funds Authorization**, **Manager, and Training Coordinator** approvals.
- Only a processed Training Order can be amended. To amend an Order, select **Transactions—Purchasing—Amend—Training Order** from the menu bar.
- The Requisitioner and names on the **Delivery** and **Order** office address tab pages will receive an e-mail notification when a receipt is required for payment.
- The vendor name or designated agent cannot be changed once a training order is created except with the use of a Novation.

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

The Integrated Financial Management System

Pegasys 6.5.0: Creating Training Orders Quick Reference Card

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