



Pegasys Quick Reference Guide

Creating a Direct Payment: Intro

- A Direct Pay (Certified Invoice) in Pegasys is typically used to pay oral procurements. Using a Direct Pay invoice form allows the transaction to be processed and paid without a corresponding receipt or order.
- Fields with red asterisks (*) are mandatory for Pegasys processes but may not include all fields required by GSA policy.
- For detailed information on Direct Pay (Certified Invoices), please refer to the Orders chapter of the Purchasing User Guide.

GSA Policy

- All Direct Payment forms require a minimum of three approvals: Accounting Classification, Funds Authorization and Direct Pay Approver. However, Direct Payments for more than \$3,500 or created by Finance also require a Finance approval. If the Direct Payment transaction is less than \$3,500, users must use the Contract Information box on the Header page to enter a valid contract number or blanket agreement number.
- Users must route all forms for more than \$3,500 to be approved by Region 6 to the 6BCP Direct Pay routing list and forms to be approved by Region 7 to the 7BCP Direct Pay routing list.

Creating a Direct Payment

1. Select **Transactions** → **Purchasing** → **New** → **Match Invoice** from the Pegasys menu bar.
2. Enter one of the following document types. PBS should follow their service policy.
 - a. D6 - Direct Pay - Region 6, Under \$3,500
 - b. D7 - Direct Pay - Region 7, Under \$3,500
 - c. DC- Direct Pay - Region 6, Over \$3,500
 - d. DF- Direct Pay - Region 7, Over \$3,500
 - e. DK - Finance Direct Pay - Region 6
 - f. DW - Finance Direct Pay - Region 7
3. Select **Generate**.
4. Enter the **Security Org**.
 - a. Select GSA if the form is to be viewed, approved or processed by another service.
5. Select **Finish**.



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Figure 1: New Match Invoice

[Pegasys](#) / [Transactions](#) / [Purchasing](#) / [New](#) / [New Match Invoice](#)

1 - 1 of 1 results

New ArrayList creation successfully cancelled.

New Match Invoice

* Document Type

Document Number Format Prefix

Security Org

* Document Number

Title

Copy Document None
 Copy From
 Copy Forward

File

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6. Enter your name in the **Invoiced By** field.



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Figure 2: Header for Match Invoice

Pegasys / Transactions / Purchasing / New / Match Invoice / Header: D6 Direct Pay - Region 6, Under \$3,500 D6201802270000 NEW FULL FORM

Header | Fixed Assets | Office Addresses | Header Accounting Lines | Itemized Lines | Approval Routing | ...

Status	NEW	Accounting Period	
Document Number	D6201802270000	Reporting Accounting Period	
Title		Document Classification	
* Invoiced By	na	Security Org	GSA
* Invoice #		Additional Payee Name	
Vendor's Invoice Date		Accomplished Date	
* Log Date		<input type="checkbox"/> Suppress Printing	
Invoice Status		<input type="checkbox"/> Fast Pay	
Invoice Status Reason		<input type="checkbox"/> Electronic	
Rejection Comments			

Period of Performance

Start Date	
End Date	

Vendor Information

Vendor		More
Address Name		
Customer Account		
* Address Code		More

Designated Agent

Vendor		More	Default
Address Name			

7. Enter the vendor's **Invoice Number**.

- a. Do not use any punctuation (i.e., hyphens or slashes).
- b. Field length cannot exceed 12 characters.
- c. If you are paying a phone bill and the phone bill DOES NOT have an invoice number, the invoice number should be created using the following format:
 - i. 10 digit telephone number + 1 digit month code + 1 digit for the last digit of the fiscal year.
 - ii. Example:
 1. Telephone # = 4105551212
 2. Month (of October) = A
 3. Fiscal Year 2001 = 1
 4. Translates as Invoice # 4105551212A1
 - iii. Month Codes:
 1. October: A
 2. November: B
 3. December: C
 4. January: D
 5. February: E



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6. March: F
 7. April: G
 8. May: H
 9. June: I
 10. July: J
 11. August: K
 12. September: L
8. Complete the following date fields:
- a. **Vendor's Invoice Date:** The issuing date displayed on the vendor's invoice.
 - b. **Log Date:** The received date stamped on the invoice by GSA.
 - c. **Invoice Date:** The date the invoice was recorded in Pegasys. (If left blank, this field will default to the current date once the form is verified or processed.)

NOTE: The Accounting Period and Reporting Accounting Period fields will default to the current accounting period and reporting accounting period when the form is Verified or Submitted.

9. Enter the Vendor Code, or select the **Code** link to search.
- a. If searching: The Search - Vendor Code page will display. Enter the applicable search criteria, and select **Search**. Find the appropriate vendor record, and select the corresponding **Select** button.
 - b. The Vendor Name field will populate from the Vendor Code that is selected. Vendor's name and address should match what is displayed on the invoice.

Figure 3: Vendor Information

— Vendor Information

Vendor

* Vendor 380387840 ☆

More

Address Name

10. Enter or search for the required code for the vendor's **Remit To Address** in the appropriate field.



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NOTE: Vendor's payment address displayed on invoice. If not completed, vendor payment will not occur.

Figure 4: Customer Account

Customer Account ☆

* Address Code ☆ [More](#)

11. If an invoice amount is more than \$3,500, enter a valid contract number or blanket purchase agreement number in the **Contract** group. Otherwise proceed to step 13.

Figure 5: Contracts Details

— Contracts

Contracts Number ☆

Blanket Agreement Number ☆

Delivery Order Number ☆

Expiration Date 📅

Type of Action ▾

Order Type ▾

Priority ▾

Priority Rating ▾

Date Signed 📅

[View Contract / Blanket Agreement](#)

[Default Contract / Blanket Agreement To Lines](#)

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

13. Select **Add**.



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Figure 6: Header Accounting Lines

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

Header Accounting Line Contracts Pay Receipts

1 - 1 of 1 results

<input type="checkbox"/>	Line Number	Invoiced Amount	Line Type	Transaction Type	Amount
<input checked="" type="checkbox"/>	1	\$0.00	Normal		\$0.00
Total Header Funded Amount					\$0.00

References... **Add** **Copy** **Remove** **Reset** **Replace** 10 per page

[Go to top of page](#)

Verify **Save** **Submit** **Schedule** **Refresh** **Fund Currency** ...

14. Enter the **Invoiced Amount** for the direct payment in the Line Amounts group box.

Figure 7: Line Amounts

— Line Amounts

	Current Amount
Invoiced	<input type="text" value="\$0.00"/>
Applied Credit	<input type="text" value="\$0.00"/>
Net Total	<input type="text" value="\$0.00"/>

15. Enter or search for the **Template** in the **Accounting Dimensions** box.

- If searching: The Search-Template page displays. Enter the applicable search criteria, and select **Search**. Find the appropriate template record, and select the corresponding **Select** button.
- The selected template will populate in the Template field.



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- c. If using a favorite: Select favorites icon and select desired template. This will populate the template field. Select the **Default** button to populate the accounting dimensions.
16. Enter any other required accounting dimensions.
 17. Enter the **Agreement information** if required by the template, otherwise, **proceed to Step 21.**
 - a. Enter only the numeric characters of the Reimbursable Work Authorization (RWA) number in the Agreement Number Field.
 - b. Enter “1” the Line code associated with the RWA in the Agreement Line Number Field.

Figure 8: Agreement Details

— Agreement

Agreement Number		☆		Agreement Line Number	
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18. In the Payments group box, the Prompt Pay Type field will default to STD. If the direct payment amount is more than \$3,500 or needs to be paid before 30 days, enter the appropriate Schedule information on the Disbursing Information page or enter the appropriate **Prompt Pay Type**.

Figure 9: Prompt Pay Type

— Payments

Interest Reason		☆
Discount Lost Reason		☆
Prompt Pay Type		☆
Quantity	0.000000	
Unit		☆
* Delivery Date		📅
* Acceptance Date		📅

19. Enter the **Acceptance Date** and **Delivery Dates**.
20. Enter necessary information in the **Description** box.
21. Select the **Header Account Lines** link to return.



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22. To add additional accounting lines, repeat Steps 14 - 22.
 - a. If any changes are need to be made to an Accounting Line, select the desired line, select the **Accounting Line** link and make necessary changes.
 - b. Lines can be copied by selecting the desired line, selecting **Copy**, selecting the new line and selecting the **Header Accounting Line** link to make necessary changes.
 - c. Lines can be removed by selecting the desired line and selecting **Remove**.
23. Select the **Approval Routing** tab.
24. Select **Add User** or **Add Routing List**.

Figure 10: Approval Routing

The screenshot shows a navigation bar with tabs: Header, Fixed Assets, Office Addresses, Header Accounting Lines, Itemized Lines, and Approval Routing. Below the tabs, it says "No results" with icons for sorting, filtering, and deleting. A search bar contains "Approver Name" and "Approver Id". At the bottom, there are buttons for "Add Routing List", "Add User", and "Remove", along with pagination controls showing "10 per page" and "Page 1 of 1". A "Go to top of page" link is also visible.

25. Enter the appropriate search criteria, and select **Search**.

Figure 11: Search User ID and Name

Search Criteria

The search form has two input fields: "User ID" and "Name". Below the fields are two buttons: "Search" and "Cancel".

26. Select the user or routing list you wish to add.



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Figure 12: Principal ID

1 - 10 of 54 results

Principal ID

jamesdebusk

27. On the **Disbursing Information** tab, **do not** manually complete the Disbursing Method field; it will default after the form is Verified or Submitted.
28. Select **Save** and then **Verify**.
 - a. Any errors will be displayed. If necessary, correct the errors and select to Verify again.
29. Select **Submit**.

Figure 13: Submit Option

