



Pegasys Quick Reference Guide

Creating a Receipt: Intro

- Receipt forms are completed in Pegasys to record the delivery and acceptance of goods and services from a processed Purchase 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 Reservations and Requests chapter of the Purchasing User Guide.

GSA Policy

- Receipts must reference a Purchase Order.
- The Requisitioner and names entered in the Internet field of Office Addresses Order and Delivery tabs will be sent email notification, requesting a receiving report if the receipt is not logged at the time the invoice is logged.
- The Receipt Date field on the Header page identifies the date the form was created in Pegasys and not the date the goods or services were received. Enter the actual date the goods or services were received in the Delivery Date field on the Header page.
- No approvals are required to process a receipt.

Creating a Receipt

1. Select **Transactions** → **Purchasing** → **New** → **Receipt** from the Pegasys menu bar.
2. Enter **RK** or **RW** (Receipt) in the Document Type box.
3. Select **Generate** to generate a unique number in the Document Number field.
 - a. Leave the Security Org and Document Title fields blank.
4. Select **Next**.



Pegasys Quick Reference Guide

Figure 1: New Receipt

Pegasys / Transactions / Purchasing / New / **New Receipt** 

New Receipt

* Document Type RW ☆ Receipt7

Document Number Format Prefix ☆

Security Org ☆

* Document Number **Generate**

Title

Copy Document None Copy From Copy Forward

File Browse... No file selected.

[Go to top of page](#)

5. Enter the **desired value** in the Document Type field.
6. Enter the **document number** of the order to be copied forward in the Document Number field.
7. Select **Search**.
 - a. If the document number is unknown, enter the appropriate values in the **Search Criteria fields**.



Pegasys Quick Reference Guide

Figure 2: Select Next Option

Pegasys / Transactions / Purchasing / New / **New Receipt**

New Receipt

* Document Type RW ☆ Receipt7

Document Number Format Prefix ☆

Security Org ☆

* Document Number **Generate**

Title

Copy Document None
 Copy From
 Copy Forward

File Browse... No file selected.

[Go to top of page](#)

8. Select the appropriate document from the generated list, and select **Finish**.
9. Enter the **name** of the individual who received the goods or services in the **Received By** field found in the General group box.
 - a. Receipt Date, Accounting Period and Reporting Accounting Period fields will default to the current date when the form is Verified or Processed.



Pegasys Quick Reference Guide

Figure 3: Header Option

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

General

Document Type RW Receipt7 Receipt Date []

Status NEW Accounting Period []

Document Number RW201802280003 Reporting Accounting Period []

Title 21756692 Batch Number []

* Received By na

- 10. Enter the **Invoice Number**.
- 11. Enter the **Accepted Date** and **Delivery Date**.

Figure 4: Header Accounting Lines Fields

Invoice # 3170250 Document Classification []

Disbursing Office AU7 Security Org PBS

Automatic Reversal Suppress Printing

Reversed Fast Pay

Reversal Accounting Period [] Delivery Date 06/22/2016

Accepted Date []

Delivery Date []

- 12. Select the **Header Accounting Lines** tab.
- 13. To access a line, select the appropriate line, and select the **Header Accounting Line** link.

Figure 5: Line Amounts

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

Header Accounting Line History Invoices

1 - 1 of 1 results

Line Number	Transaction Type	Net Amount	Outstanding Amount	Accounting Template	BBFY	EBFY
1	01	\$33,198.03	\$0.00	2015-P-00-192-P00M2100-PG60	2015	
Total Header Funded Amou		\$33,198.03	\$0.00			

- 14. Change the **Line Amounts** fields for the amounts received.



Pegasys Quick Reference Guide

Figure 6: Line Amount Fields

- Line Amounts	
Amount	\$33,198.03
Holdback Amount	\$0.00

15. Select the **Final** checkbox found in the **Document Reference** group box if this is the final receipt for the order.

NOTE: Failure to select the Final checkbox will result in an open obligation.

Figure 7: Document Reference

- Document Reference

Type	Number	Item	ExhibitItem	Accounting
2E ☆	2E20140418000310 ☆	0000 ☆	☆	1 ☆

Final
 Misc
 Liquidate Items

16. Select the **Header Accounting Lines** link to return.

17. Remaining unused lines should be deleted.

a. To delete a line, select the appropriate line, and select **Remove**.

NOTE: The **Summary** tab can be used to view or make changes to the header accounting lines.

18. Select **Save** and then **Verify**.

a. Any errors will be displayed. If necessary, correct the errors and select to Verify again.

19. Select **Submit**.

Figure 8: Submit

<input type="button" value="Verify"/>	<input type="button" value="Save"/>	<input type="button" value="Submit"/>	<input type="button" value="Schedule"/>	<input type="button" value="Refresh"/>	<input type="button" value="Fund Currency"/>	...
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