



Pegasys Quick Reference Guide

Estimated Accruals Intro

GSA uses the three following types of Estimated Accrual forms:

- **3-Way**
 - Order-Invoice-Receipt (AE doc type)
- **Self-Reversing 2-Way**
 - Order-Invoice (AR doc type)
- **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.

- 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.

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 Accruals receipt against the order because it is closed.
- If a user selects the Final checkbox 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



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accomplished by manually referencing the order on a separate line on the receipt for the additional amount.

Creating an Estimated Accrual with Header Accounting Lines

1. Select **Transactions** → **Purchasing** → **New** → **Estimated Accrual** from the Pegasys menu bar.
2. Enter the **Document Type**.
 - a. **AE**-Estimated Accrual 3-Way for a non-itemized 3-Way Estimated Accrual.
 - b. **AR**-Self-Reversing Accrual for an Order/Invoice 2-Way Estimated Accrual.
 - i. The AR doc type will be used for credit card accruals.
 - c. **AN**-Estimated Accrual No-Way for Estimated Accrual for an intra-agency order (IX doc type).
3. Select **Generate**.
4. Enter the appropriate **Security Org**.

NOTE: If left blank, the Security Org will be the user's default Security Organization.
5. Select the **Copy Forward** button.
6. Select **Next**.



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Figure 1: New Estimated Accrual

Pegasys / Transactions / Purchasing / New / **New Estimated Accrual**

New Estimated Accrual

* Document Type

Document Number Format Prefix

Security Org

* Document Number

Title

Copy Document None
 Copy From
 Copy Forward

File No file selected.

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7. Enter the appropriate **Document Type**.
NOTE: The document type should be the **Purchase Order**.
8. Enter the document number that will be copied forward.
 - a. If the document number is unknown, enter search criteria in the Search Criteria group box.
9. Select **Search**.



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Figure 2: Search Criteria

Copy Forward

Search Criteria

Document Type ☆ ☆

Document Number

Document Status ▾

User ID

Title

Accounting Period

Accounting Period

From Date 📅

To Date 📅

Vendor ☆ ☆

Search

Copy Lines

Copy all lines Choose which lines to copy Copy no lines

+ Additional Criteria

+ Accounting Dimensions

< Back **Finish** **Cancel**

10. Select the desired document from the generated list, and select **Finish**.
11. Enter the name of the person creating the Estimated Accrual in the **Received By** field.

Figure 3: Header Field

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

Status

Document Number

Title

* Received By

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

Suppress Printing

Fast Pay

Accepted Date 📅

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

- NOTE:** For the **AR** Doc Type, perform the following in the General group box:
- a. Check the **Automatic Reversal** checkbox.



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- b. 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.

Figure 4: Reversal Accounting Period

Automatic Reversal

Reversal Accounting Period

Reverse After Period

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

Figure 5: Header Accounting Lines

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

Header Accounting Line

1 - 1 of 1 results

<input type="checkbox"/>	Line Number	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm
<input checked="" type="checkbox"/>	1	\$2,222.00			2015		000X			
Total Header Funded Amou		\$2,222.00								

References... Add Copy Remove Reset Replace 10 per page Page 1 of 1

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Verify Save Submit Schedule Refresh Fund Currency ...

- 14. Enter the estimated amount of the accrual in the **Amounts** field found in the **Line Amounts** group box.



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Figure 6: Line Amounts

– Line Amounts

Amount	<input type="text" value="\$0.00"/>
Holdback Amount	<input type="text" value="\$0.00"/>

15. Enter necessary information in the **Description** box.
16. Select the **Header Accounting Lines** link to return.
17. Additional lines can be modified by repeating steps **13-16**.
 - a. Lines can be deleted by selecting the appropriate line and selecting **Remove**.
 - b. Lines can be copied by selecting the desired line, selecting **Copy**, selecting the new line and selecting the **Header Accounting Line** link to open the new line and make necessary changes.
 - c. Lines can be modified by selecting the desired line and selecting the **Header Accounting Line** link to make any necessary changes.
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 7: Submit Button

