



Pegasys Quick Reference Guide

PJ/PN Document Types: Introduction and Business rules

- Orders are created in Comprizon when a decision is made to purchase goods or services from a vendor.
- Once awarded, the Purchase order form (i.e., GSA Form 300 or SF-1442) from Comprizon is used to record an obligation in Pegasys. Orders may later be associated to receipts, invoices and payments. A Purchase Request (Pegasys document type PR) can precede an order. (For PBS documents, requisitions/PRs are created and processed in Comprizon.)
- Blue fields are mandatory for Pegasys processes, but may not include all fields required by GSA or PBS policy.

PBS Business Rules

- Any modifications to PJ or PN documents should be entered directly in Pegasys by the region. Continue to send paper modifications to Finance on existing IB (non-recurring service) documents.
- Purchase orders must be signed by the contracting officer prior to obligating funds in Pegasys. No approvals are required for PJs or PNs in Pegasys.
- The PBSCONTR role is required to have access to PJ and PN documents.
- Receiving Reports should be processed directly in Pegasys for all contracts created in Pegasys.

PJ/PN Document Types: Recording an Obligation

1. Select **Transactions** → **Purchasing** → **New** → **Order** from the Pegasys menu bar.
2. Enter **PJ** or **PN** in the **Document Type** Field.
 - a. PJ: PBS 3-Way Obligation (Generally awarded on GSA Form 300)
 - b. PN: Construction (Comprizon Order awarded on a SF - Form 1442)
3. Enter the complete PJ or PN number generated by Comprizon in the **Document Number** field.
4. The Security Org field will default with the user's Security Org.
5. Select **Finish**.



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Figure 1: New Purchasing Order page

[Pegasys](#) / [Transactions](#) / [Purchasing](#) / [New](#) / **New Order** 

New Order

* Document Type

Security Org

* Document Number

Title

Copy Document None
 Copy From
 Copy Forward

File

[Go to top of page](#)

6. Enter the **Pegasys Document Number** (PDN) in the **Title** Field.
 - a. Order Date, Accounting Period and Reporting Accounting Period fields will default to the current date, when the form is Verified or Processed.
 - b. Leave the **Document Classification** field blank.



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Figure 2: Purchasing Order Header page

Pegasys / Transactions / Purchasing / New / Order / Header: PN PBS Construction Obligation PN201803021 NEW FULL FORM

Header | Fixed Assets | Office Addresses | Credit Cards | Header Accounting Lines | Itemized Lines | ...

Expand All | Collapse All

— General

Document Type	PN	PBS Construction Obligati	Order Date	<input type="text"/>
Status	NEW		Accounting Period	<input type="text"/>
Document Number	PN201803021		Reporting Accounting Period	<input type="text"/>
Title	PN201803021		Document Classification	<input type="text"/>
Ordered By	<input type="text"/>		Security Org	GSA
Agency DUNS Number	<input type="text"/>		<input type="checkbox"/> Suppress Printing	
Agency DUNS+4	<input type="text"/>		<input type="checkbox"/> Fast Pay	
Disbursing Office	<input type="text"/>		<input type="checkbox"/> Invoice Required	
			<input type="checkbox"/> Receipt Required	

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

7. Enter the vendor code, or select **Vendor** in the Vendor Info group box to search for a vendor.

Figure 3: Vendor Information section

— Vendor Information

Vendor

* Vendor

[More](#)

Address Name

- a. Enter applicable search criteria, and select **Search**.



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Figure 4: Vendor Search Criteria

Search Criteria

Code	<input type="text"/>
DUNS Number	<input type="text"/>
DUNS+4	<input type="text"/>
CAGE Code	<input type="text"/>
AAC/DODAAC	<input type="text"/> ☆
Name	<input type="text"/>
Legal Name	<input type="text"/>
TIN	<input type="text"/>
Vendor Category	<input type="text"/> ☆
Vendor Class	<input type="text"/> ☆
Vendor Group	<input type="text"/> ☆
Vendor Type	<input type="text"/> ☆
Default Payment Type	<input type="text"/> ☆
Reporting Attribute	<input type="text"/> ▼
Currency Code	<input type="text"/> ☆

8. Find the vendor, and select **Select**.



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Figure 5: Vendor Select

		Vendor Codes	Address Code
Select	★	28399J	28399J

- a. The Vendor Name field will populate from the Vendor Code that is selected.
- 9. In the **Remit To Address** field, enter the same vendor code that was input in the Vendor field (Ex: If “00008” was selected in the Vendor address code field, enter “00008” in the Remit to Address field).

NOTE: It is important that the Remit to Address matches the address that will be on the vendor invoice.

Figure 6: Customer Account and Remit To Address

Customer Account ☆

* Remit To Address ☆ [More](#)

- 10. Enter a Contract Number in the **Contracts Number** field, and, if applicable, a Delivery Order Number in the **Delivery Order Number** field.

Figure 7: Contracts Section

— Contracts

Contracts Number ☆

Blanket Agreement Number ☆

Delivery Order Number ☆

- 11. Enter a brief description of the supply/services being ordered in the **Description** field.
- 12. Select the **Office Addresses** tab.
- 13. Select the appropriate **Office Type**.



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14. Select the **Office Address** hyperlink.

Figure 8: Office Addresses page

Header Fixed Assets Office Addresses Credit Cards Header Accounting Lines Itemized Lines ...

Office Address

1 - 7 of 7 results

Office Type	Office	Address Code	Address Name	Address Line 1	City	State	Postal Code	County	Country
<input type="radio"/> Admin									
<input checked="" type="radio"/> COR									
<input type="radio"/> Delivery									
<input type="radio"/> Issue									
<input type="radio"/> Invoice									
<input type="radio"/> Order									
<input type="radio"/> Property									

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a. The specific Office Address will display.

15. Enter the appropriate address in the **Code** field.

16. Select the **Update Address** button to populate the fields in the Address Information section.

Figure 9: Update Address Information

Office Address

Item: 1 2 3 4 5 6 7

— General

Default Mailing Address Update Address Clear Address

Office Type: COR

Code: 28399J

AAC/DODAAC:

Standardized Format: Yes

Address Name:

Address Line 1:

17. Select the **Office Addresses** link to return. Repeat steps 13-16 as needed.



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

19. Select **Add**.

Figure 10: Header Accounting Lines tab

Line Number	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org
No results								
Total Header Funded Amou								

20. For **PN documents**, enter CONSTR14 in the **Prompt Pay Type** field (General section). For all other document types, leave the Prompt Pay Type field blank.

Figure 11: Prompt Pay Type

— General

Line Number

Transaction Type

Prompt Pay Type

Related Cost Type

21. Enter the appropriate value in the **Line Amounts** field.



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Figure 12: Line Amounts Section

— Line Amounts	
	Current Amount
Ordered	<input type="text" value="\$0.00"/>
Applied Credit	<input type="text" value="\$0.00"/>
Withholding Tax	<input type="text" value="\$0.00"/>
Line Amount After Withholding	<input type="text" value="\$0.00"/>
Withholding Tax Allowance	<input type="text" value="\$0.00"/>
Net Total	<input type="text" value="\$0.00"/>

22. Enter the template (if known), or select the **Template** link located in the Accounting Dimensions box (lower on the page).

Figure 13: Accounting Dimensions Section

— Accounting Dimensions					
* Template <input type="text"/>		<input type="button" value="Default"/>			
* BBFY <input type="text" value=">"/>	EBFY <input type="text" value=">"/>	* Fund <input type="text"/>	Region <input type="text"/>	Org Code <input type="text"/>	Program <input type="text"/>
Project Code <input type="text" value="☆"/>	Activity <input type="text" value="☆"/>	* Sub-Object Class <input type="text" value="☆"/>	Building # <input type="text" value="☆"/>	Location/System <input type="text" value="☆"/>	Vehicle Tag # <input type="text" value="☆"/>
Work Item <input type="text" value="☆"/>	Lease # <input type="text" value="☆"/>	Cost Organization <input type="text" value="☆"/>	YBA <input type="text" value=">"/>	BETC <input type="text" value="☆"/>	Cohort Yr <input type="text" value=">"/>
PRC <input type="text" value="☆"/>					

23. Enter the applicable search criteria.

24. Select **Search**.



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Figure 14: Accounting Template Search Criteria

Search Criteria

Name

Security Org ☆

Effective Dates

Start Date 📅

End Date 📅

25. Find the appropriate template record, and select the corresponding **Select** button.
 - a. The selected template will populate in the **Template** field.

Figure 15: Select Accounting Template

1 - 10 of 483 results

	Name	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Acty	SOC
<input type="button" value="Select"/> ★	NV-14C479186	2018		285X	09	Q09MDBA0		TM10			AF247	L52

26. Select the **Default** button to populate the template field if you are manually typing in the template or using a template from your favorites.

Figure 16: Accounting Dimensions Default Button

— Accounting Dimensions

* Template ☆

27. Complete any other required accounting elements that were not populated by the accounting template (Ex: Function Code, Cost Element, etc.).
28. Enter an **RWA number** or Agreement Number in the Agreement group box, if applicable.
 - a. Enter the numeric portion of the Agreement Number in the Agreement Number field.
 - b. Verify which Agreement Line must be charged, and enter that number in the Agreement Line Number field.

Figure 17: Agreement section

— Agreement

Agreement Number ☆

Agreement Line Number

29. Enter descriptive information in the **Description** field further down the page.



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30. Select the **Header Accounting Lines** link to return to the Header Accounting Lines page.
31. If needed, create new lines by selecting the **Add** button and repeating steps 20-29.
NOTE: Lines can be copied by selecting the appropriate line, selecting the Copy button and then selecting the Header Accounting Line hyperlink to open the new line to make needed changes. Lines can be deleted by selecting the appropriate line and selecting the Remove button.
32. Select **Save** and then **Verify**.
 - a. Any errors will be displayed. If necessary, correct the errors and select Verify again.
33. Select the **Submit** button to submit the order form.

Figure 18: Submit button

