



Pegasys Quick Reference Guide

Processing a PS (PBS Supplemental Lease Agreement) Form

1. Select **Transactions** → **Purchasing** → **Correct** from the Pegasys menu bar.
2. Enter the document type **PS**.
3. Enter the **document number** provided to the Realty Specialist.
4. Select **Search**.
5. Select the PS document.
6. Select **Correct**.

Figure 1: Correct PS Document

1 - 1 of 1 results ↓ ↕ ↗ ✕ ✕

Document Type	Document Number	Amendment / Modification Number	Title	Document Date	Document Status	User ID	Contracting Officer
PS	PS0019226	2	PS0019226	05/15/2012	Processed	debracelenza	

Correct GL Detail
10 per page ▾ << < Page 1 of 1 > >>

7. Once in the form, add any information that was not known at the time of the award.
8. On the Header page, enter the **Order Date** from the SLA.
9. Enter the **Accounting Period** and **Reporting Accounting Period** dates. If left blank, these fields will default to the current period.
10. Select **Verify**.
 - a. Any errors will be displayed. If necessary, correct the errors and select **Verify** again.
11. Select **Submit**.
 - a. Pegasys will update the database.



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Figure 2: Correct PS Document Header Page

Header Fixed Assets Office Addresses Credit Cards Header Accounting Lines Novation Vendor History ...

— General

Document Type	PS PBS Supplemental Lease /	Orig Order Date	06/27/2013
Status	CORRECT	<input type="checkbox"/> Reset	
Document Number	PS0026799	Order Date	<input type="text"/> 📅
Title	SECURITY UPGRADES TO FBI SPACE KEW GARDENS	Accounting Period	<input type="text"/> ☆
Ordered By	JOSEPH VIRGA	Reporting Accounting Period	<input type="text"/> ☆
Agency DUNS Number	<input type="text"/>	Document Classification	<input type="text"/> ☆
Agency DUNS+4	<input type="text"/>	Security Org	PBS
Disbursing Office	<input type="text"/> ☆		