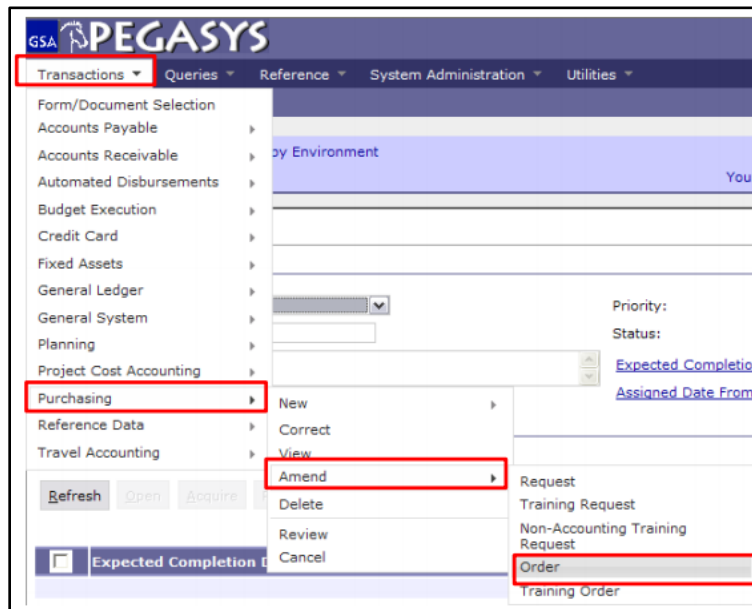


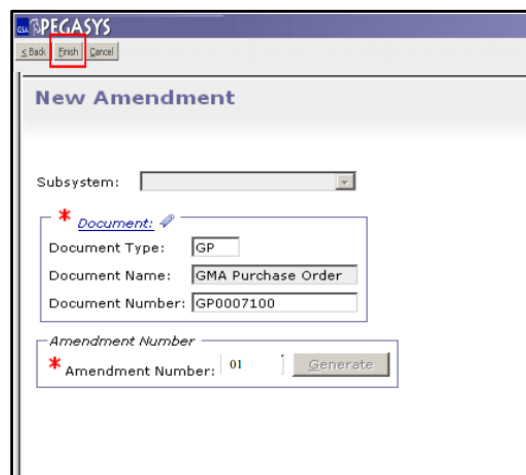


CREATING AN AMENDMENT

- You need to create an amendment if there are changes that need to be made to the document.



1. Select **Transactions** from the top left of the screen.
2. Select **Purchasing > Amend > Order**.



3. Enter the **Document Type**, **Document Number** and **Amendment Number** in the appropriate fields.
4. Click **Finish**.



Pegasys Quick Reference Card

Amendment Information

Date: 04/30/2009

Justification: Test 1234

5. Enter the **Date** and **Justification** for the Amendment.

GSA PEGASYS

Transactions > Queries > Reference > System Administration > Utilities

Pegasys > Transactions > Purchasing > Raw > Match Invoice > Header: P7 Direct Pay - Region 7 Under \$3,000 P22050423000 NEW

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route Invoice Image

Header | Office Addresses | **Header Accounting Lines** | Itemized Lines | Approval Routing | Memos | Disbursing Information

Header Accounting Line Contracts Pay Receipts

Item: 1 2

Expand All Collapse All

General

Line Number: 1 Source Number:

Transaction Type:

Line Type: Normal

Period of Performance

Start Date: End Date:

Related Cost Type: N/A

Reference Prepayment/Holdback/Suspension

Type: Number: Accounting: View

Line Amounts

	Current Amount
Invoiced	\$0.00
Applied Credit	\$0.00
Net Total	\$0.00

6. Enter the **Line Amounts** - *Invoiced, Applied Credit and Net Total*.



Pegasys Quick Reference Card

Accounting Dimensions

* Template: 11-G-00-262X-CST1-S00B0410-BD [Default]

* BBFY: 2011 EBFY: * Fund: 262X * Region: 00 * Org Code: S00B0410

* Program: CST1 Project Code: B04 * Activity: CS040 * Sub-Object Class: Building #:

System: Vehicle Tag #: Work Item: ABC Activity: YBA:

BCTC: Cost Organization: Cohort Year: PRC:

[Return to Top](#)

Agreement

Agreement Number: Agreement Line Number:

[Return to Top](#)

Note: Approval is needed when changing the funding, accounting template and/or dollar amount.

7. Enter your accounting changes:
 - **Accounting Template**
 - **Activity**
 - **Sub-Object Class (SOC)**
 - **Building Number**
 - **Vehicle Tag**
 - **Work Item**
 - **Etc.**

GSA PEGASYS

Transactions ▾ Queries ▾ Reference ▾ System Administration ▾ Utilities ▾ Bookmarks ▾

Pegasys > Transactions > Purchasing > New > Request > Header

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

Header Office Addresses Suggested Vendors Header Accounting Lines Itemized Lines Approval Routing Memos Summary Correspondence

Amendment History Workflow Status Approval History

[Expand All](#) | [Collapse All](#)

8. To finish the form:
 - **Save** the form.
 - **Verify** and correct any errors.
 - **Submit** the document for approvals and processing.