Pegasys Quick Reference Guide

IX/PX Document Types: Intro & Business Rules

- PX is a Memorandum of Understanding (MOU) or Inter-agency Agreement where obligations are incurred to procure goods or services between other federal agencies and GSA.
- IX is an MOU or Intra-agency Agreement where obligations are incurred to procure goods or services between GSA services.
- Commercial vendors should never be used with an MOU. A formal contract should be issued through Comprizon.
- Blue fields are mandatory for Pegasys processes but may not include all fields required by GSA or PBS policy.

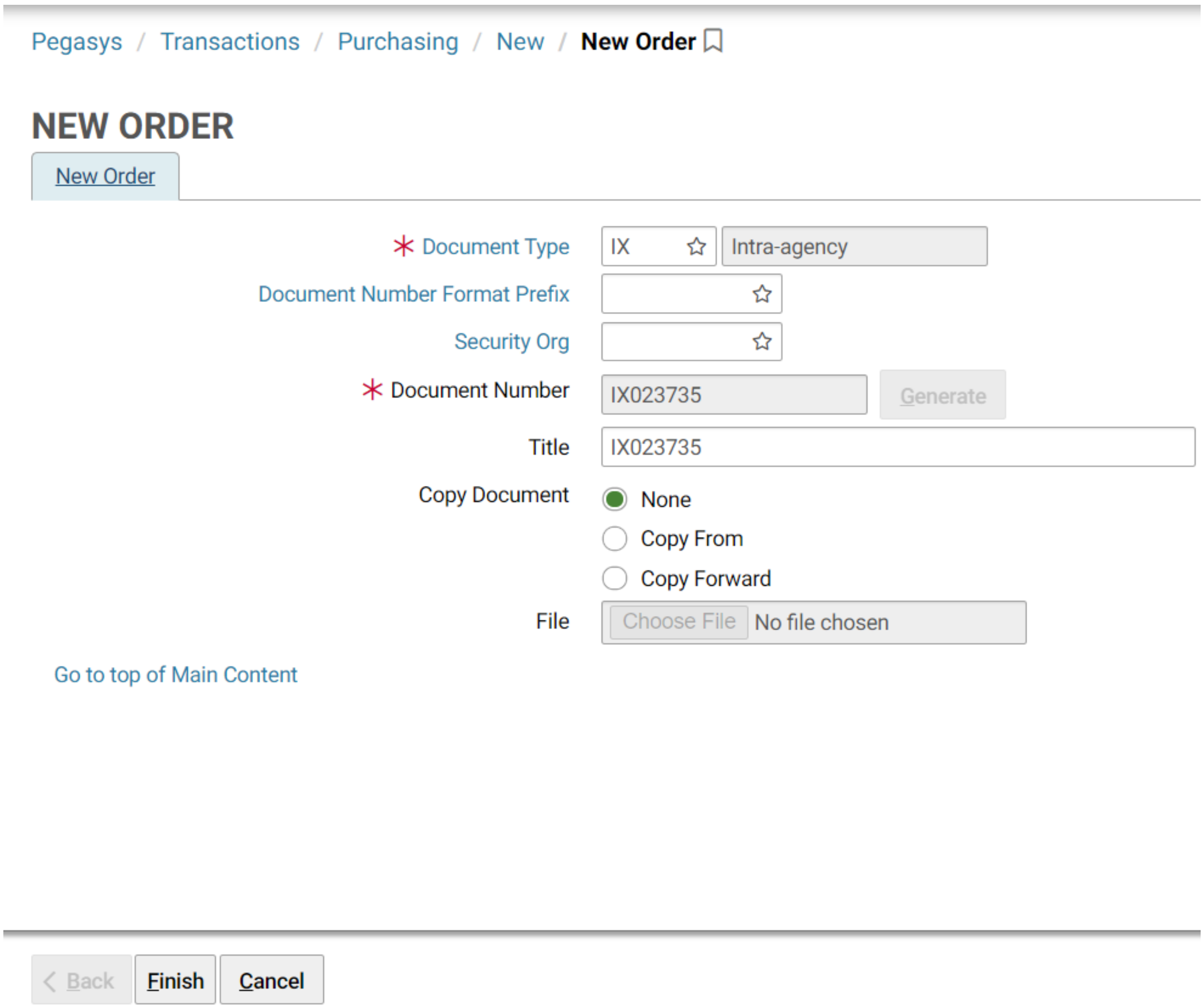
PBS Business Rules

- All MOU forms require a minimum of three approvals: Accounting Classification, Funds Authorization and Manager.
- The Requisitioner role is required to have access to PX and IX documents.
- Any modification to PX/IX documents should be entered directly in Pegasys by the region.

IX/PX Document Types: Recording an Obligation

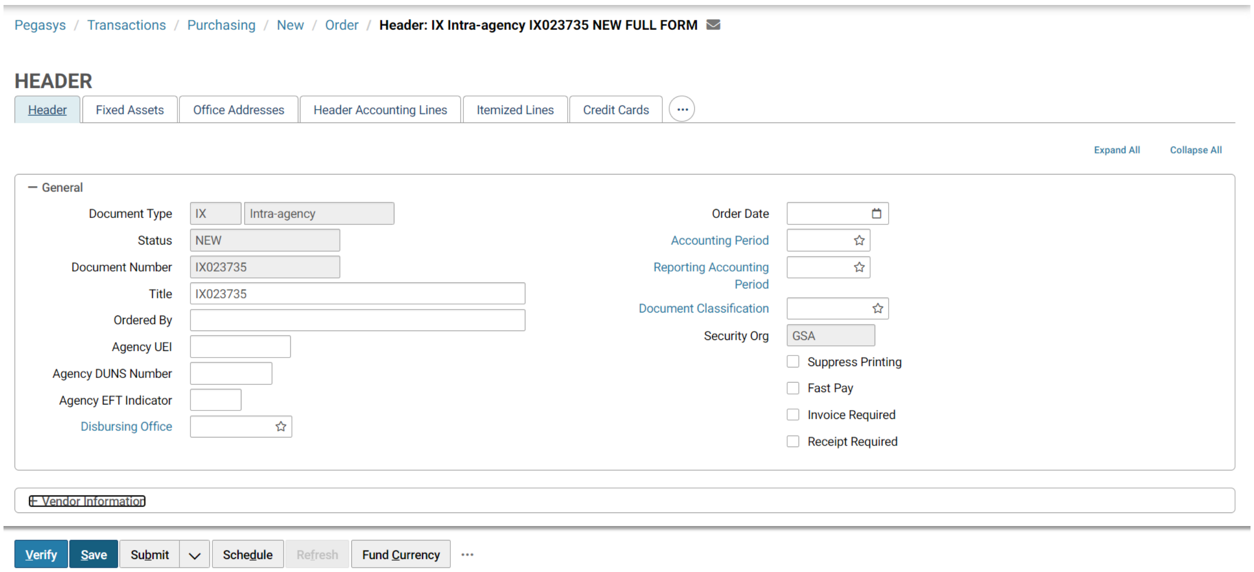
1. Select **Transactions → Purchasing → New → Order** from the Pegasys menu bar.
2. Enter **IX** or **PX** in the **Document Type** Field.
   a. IX - Intra-agency Agreement
   b. PX - Inter-agency Agreement
3. Select **Generate**.
   a. Pegasys creates a unique number in the **Document Number** field.
   b. Once the **Document Number** is generated, the **Generate** button will be disabled, prohibiting multiple clicks so that sequence numbers are not skipped.
4. Leave the Security Org and Doc Number Prefix fields blank.
5. Enter the **Pegasys Document Number** (PDN) (the one that was just generated) in the **Title** Field.
6. Select **Finish**.

Figure 1: New Purchasing Order Page



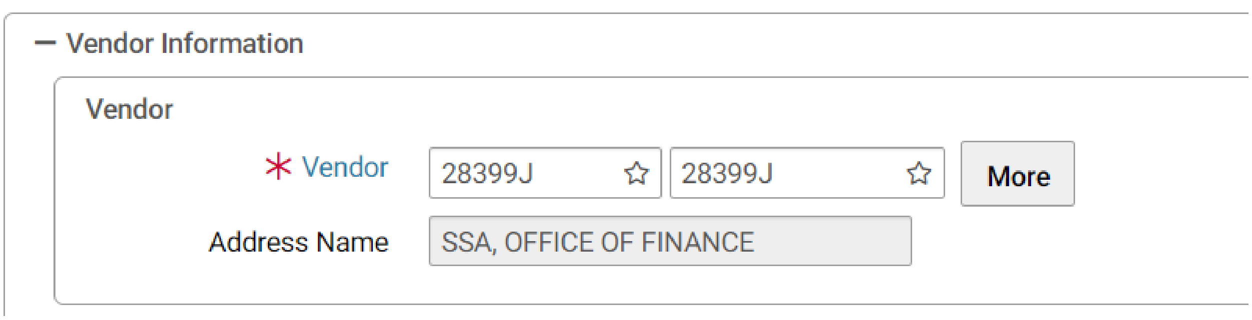
a. The **Header Page** will display.

Figure 2: Purchasing Order Header Page



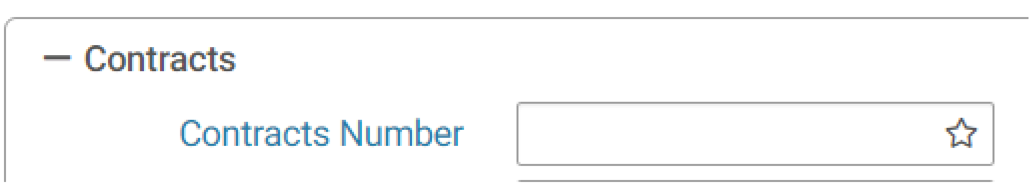
7. Enter the vendor code in the **Vendor** field of the Vendor Info section.
   a. The Address Name field will populate from the Vendor Code that is selected.

Figure 3: Vendor Information Section



8. In the **Remit To Address** field, enter the same vendor code that was input in the Vendor field.
9. If appropriate, type a Contract Number in the **Contracts Number** field.

Figure 4: Contracts Number Field

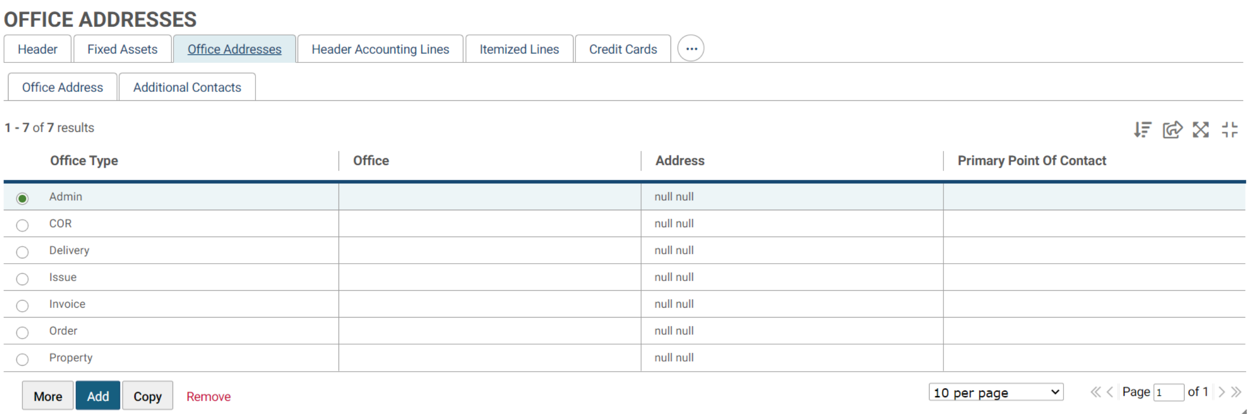


10. In the **Description** field, enter a brief description of the supply/services being ordered.

11. Select the **Office Addresses** tab.
12. Select from an expanded list of Office Types, and select the **Office Address** link.

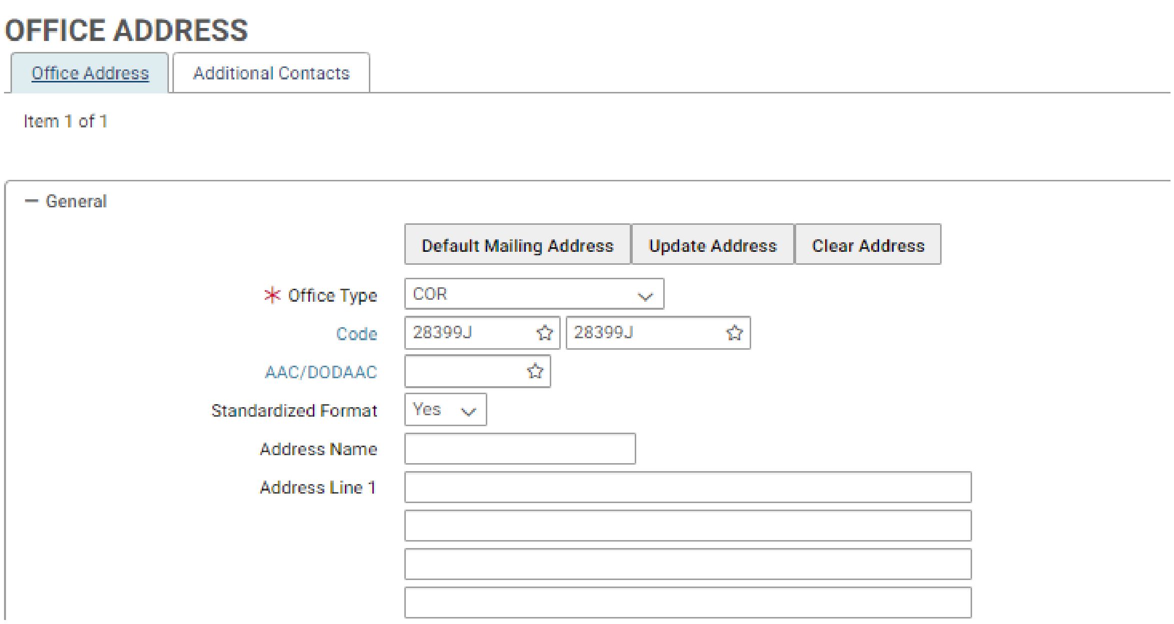
    NOTE: The “Invoice” address is required for MOU documents.

Figure 5: Office Addresses page



13. Enter the appropriate address in the **Code** field.
14. Select the **Update Address** button.
    a. The address information will populate.

Figure 6: Update Address Information

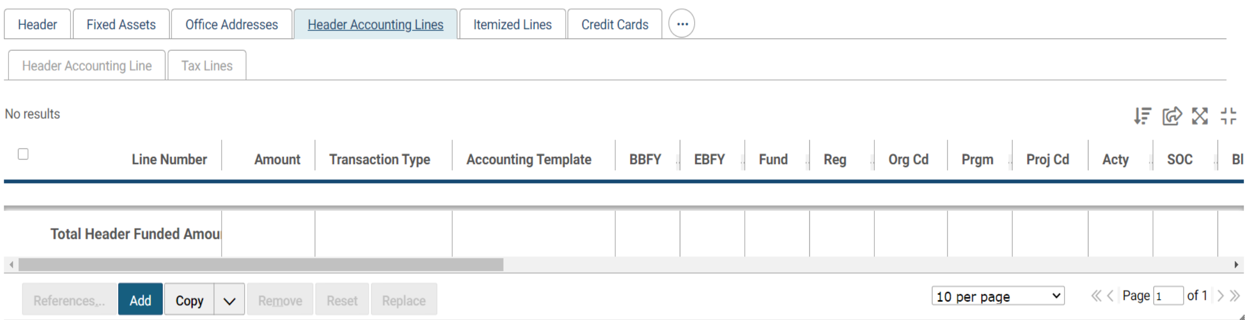


15. Select the Additional Contacts tab to add multiple Contacts.
16. To return to the Office Addresses page, select the **Office Addresses** link.

a. Repeat steps 13-15 as needed.

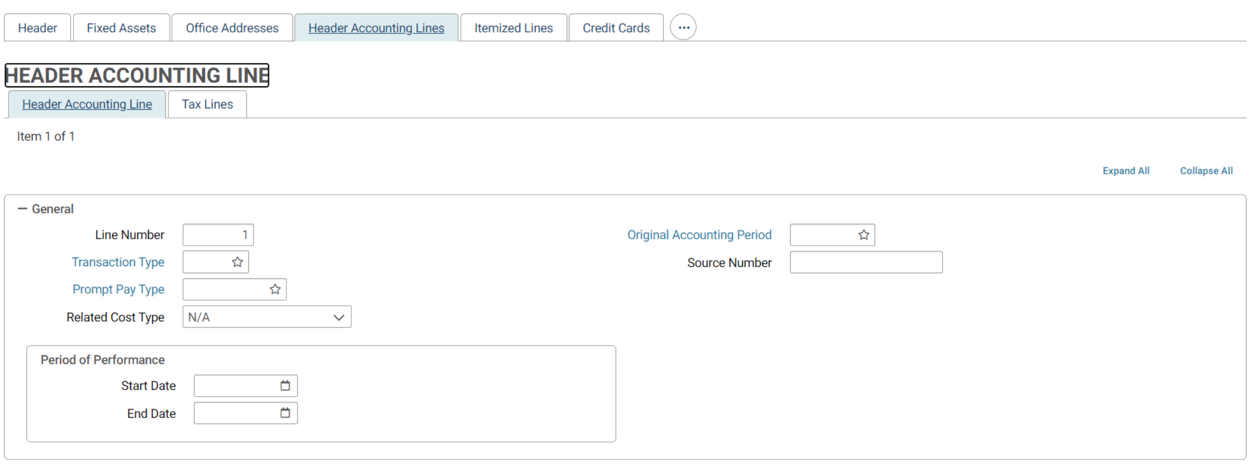
17. Select the **Header Accounting Lines** tab.
18. Select **Add**.

Figure 7: Header Accounting Lines Tab



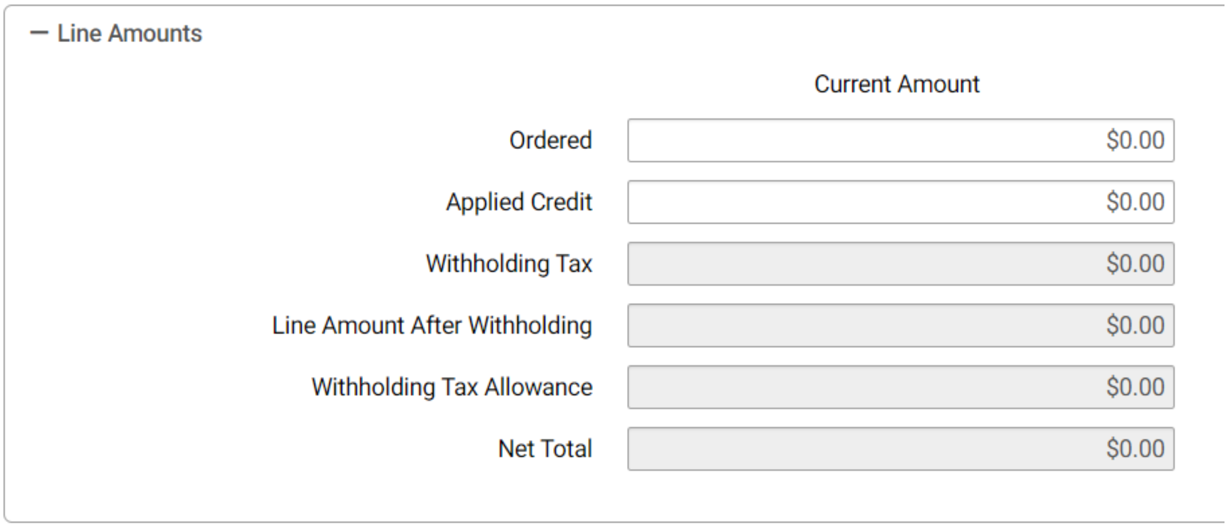
a. A new **Header Accounting Line** page will display.

Figure 8: Header Accounting Line Page



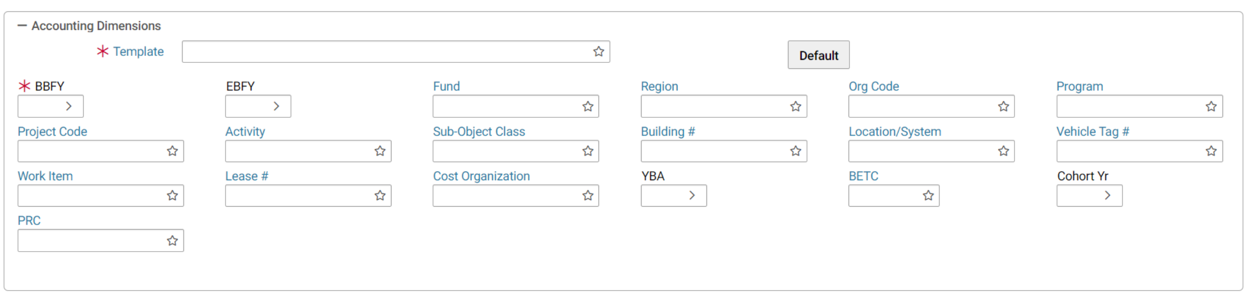
19. Enter the appropriate value in the **Line Amounts** field.

Figure 9: Line Amounts Section



20. Enter the appropriate information, or select the **Template** link located in the Accounting Dimensions box lower on the page.

Figure 10: Accounting Dimensions section

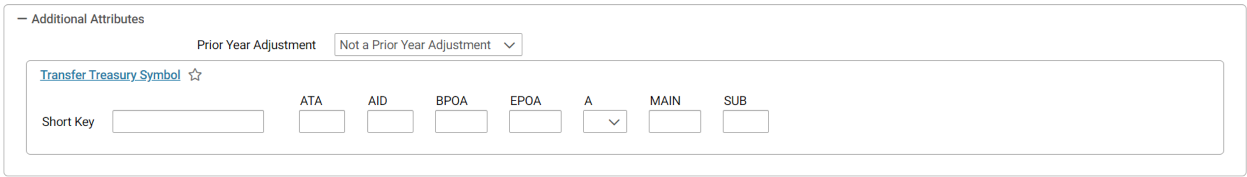


a. Select the **Default** button to populate the template field if using a template from your favorites.

b. To Search, select the **Template** link. Enter the applicable search criteria, and select **Search**. Find the appropriate template record, and select the corresponding **Select** button. The selected template will populate in the Template field.
Complete any other required accounting elements that were not populated by the accounting template. (Ex: Function Code, Cost Element, etc.).

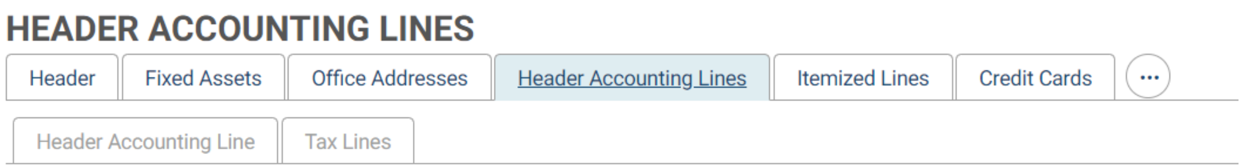
21. Populate the Transfer Treasury Symbol information in the **Additional Attributes** section.

Figure 11: Additional Attributes



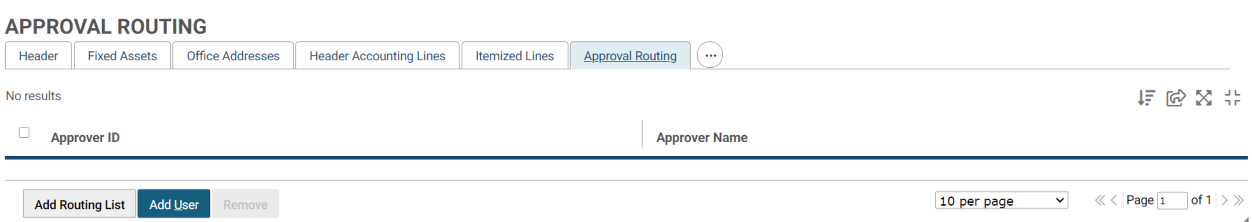
22. Enter descriptive information in the **Description** field lower on the page.
23. Select the **Header Accounting Lines** link to return to the Header Accounting Lines page.

Figure 12: Header Accounting Lines Link



24. If needed, create new lines by selecting the **Add** button and repeating steps 19-23.
    NOTE: Lines can be copied by selecting the appropriate line, selecting the **Copy** button and then selecting the Header Accounting Line link to open the new line to make needed changes.
    Lines can be deleted by selecting the appropriate line and selecting the **Remove** button.
25. Select the **Approval Routing** tab.

Figure 13: Approval Routing Tab



26. Add the appropriate approvers individually or via a routing list.
27. Select **Save** and then **Verify**.
    a. Errors will be displayed. If necessary, correct the errors and select **Verify** again.
28. Select the **Submit** button to submit the order form to standard workflow for approvals.
    a. The user can select the **Submit/Urgent** split button, to set a Workflow Priority of Urgent when submitting the form for approval.

Figure 14: Submit Button