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.

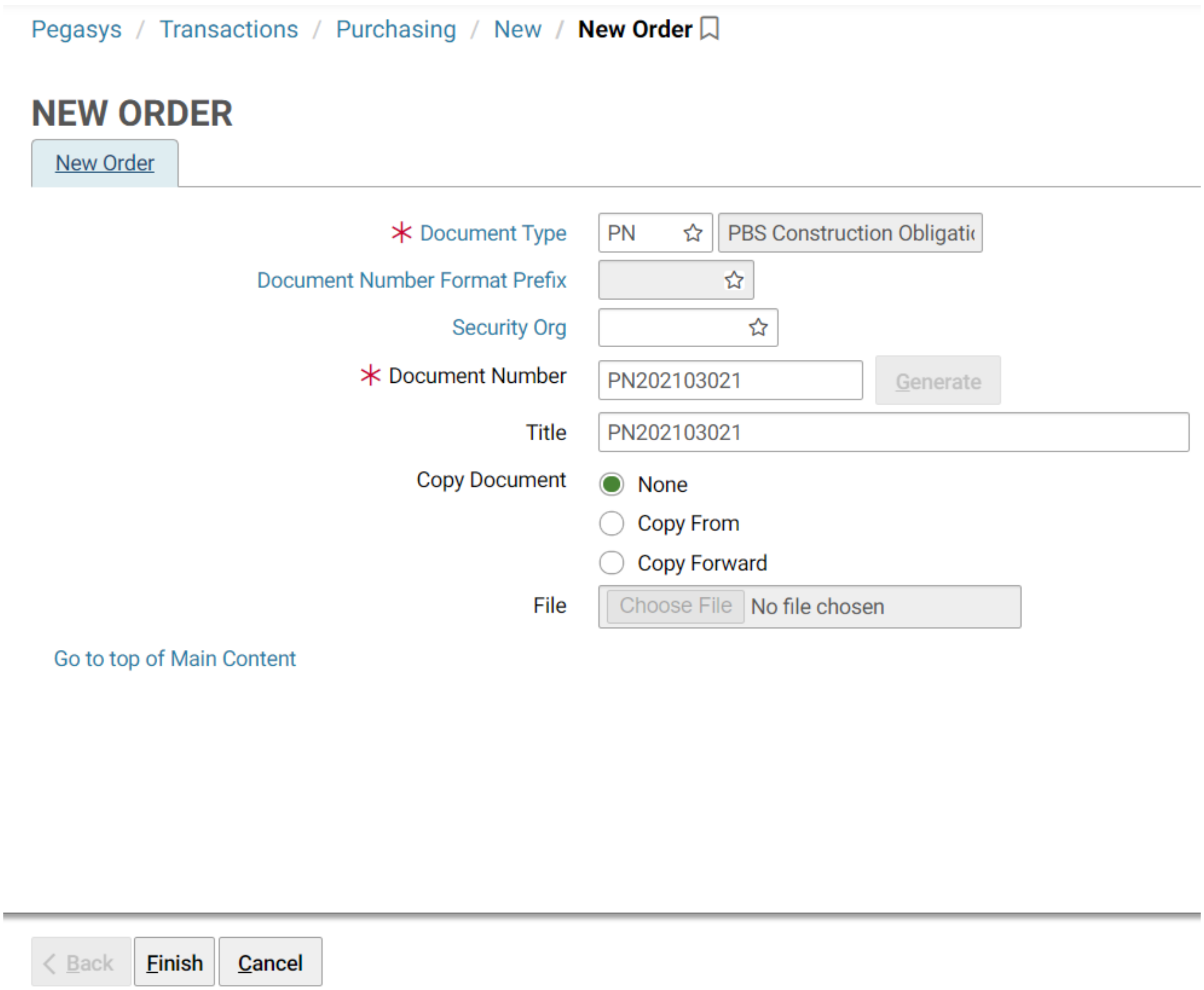
PBS Business Rules

- 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

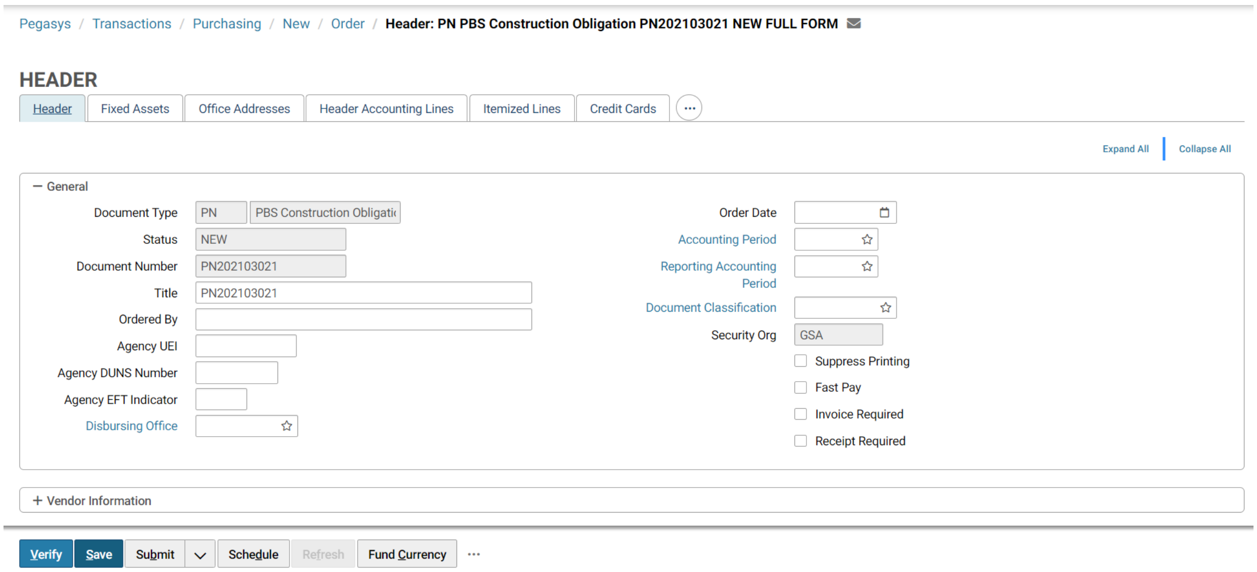
1. Select **Transactions** → **Purchasing** → **New** → **Order** from the Pegasys menu bar.
2. Enter **PJ** or **PN** in the **Document Type** Field.
    a. PJ: PBS 3-Way Obligation (Generally awarded on GSA Form 300)
    b. PN: Construction (Comprizon Order awarded on a SF - Form 1442)
3. Enter the 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**.

Figure 1: New Purchasing Order Page



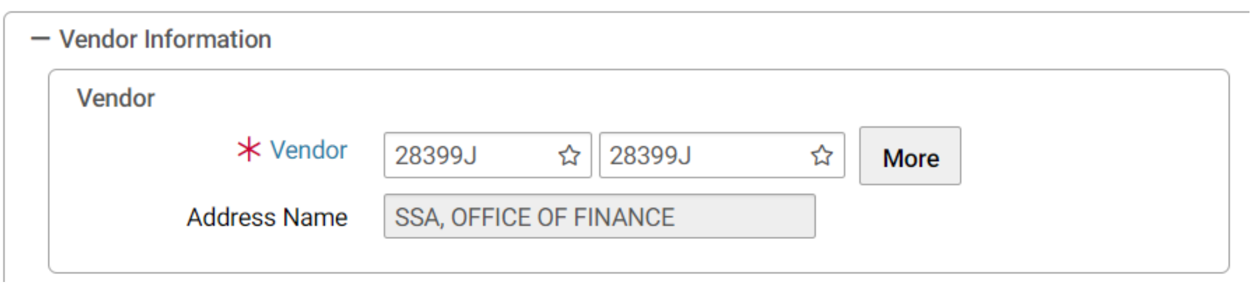
6. Enter the **Pegasys Document Number** (PDN) in the **Title** Field.
    a. Order Date, Accounting Period and Reporting Accounting Period fields will default to the current date, when the form is Verified or Processed.
    b. Leave the **Document Classification** field blank.

Figure 2: Purchasing Order Header Page



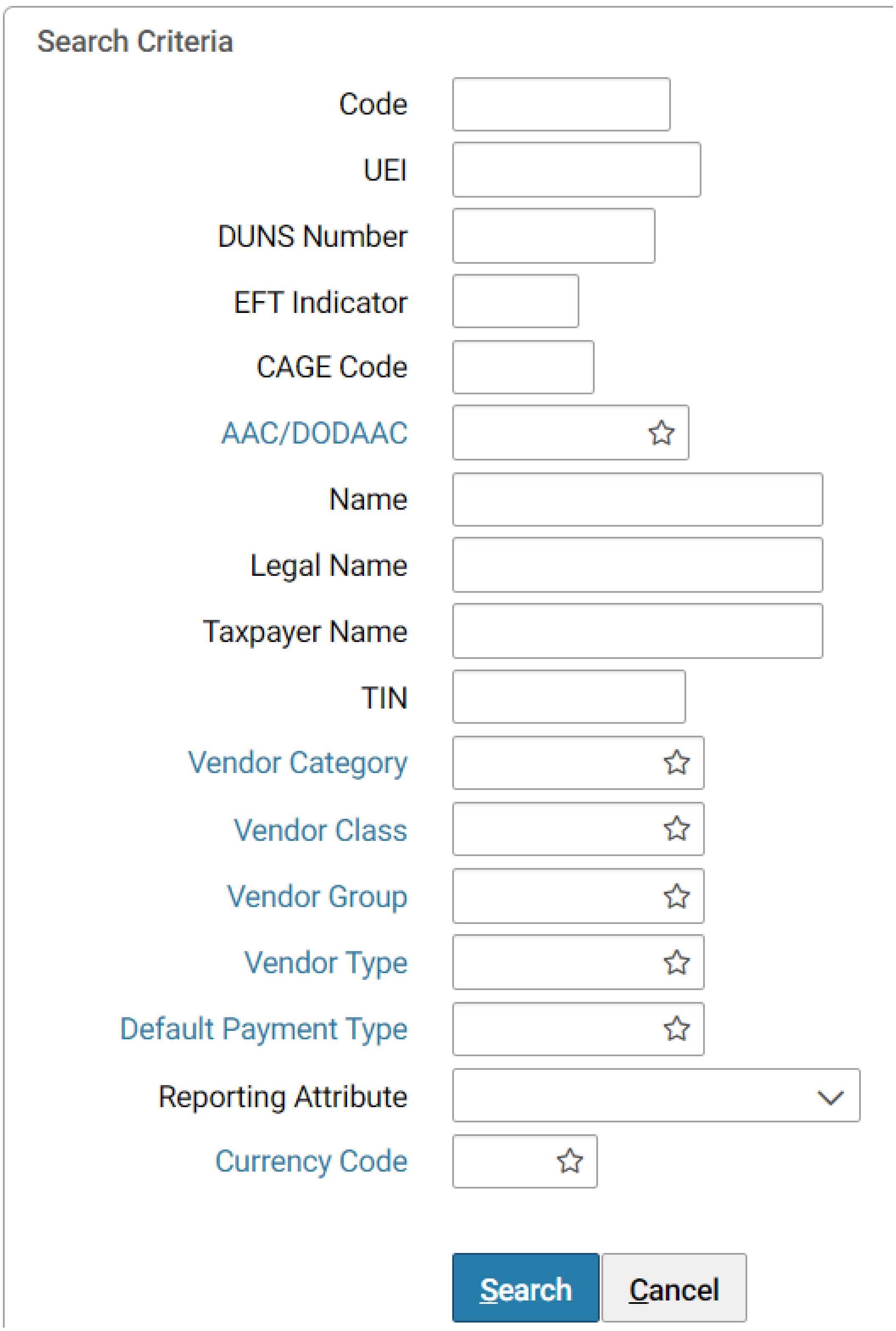
7. Enter the vendor code, or select **Vendor** in the Vendor Info group box to search for a vendor.

Figure 3: Vendor Information section



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

Figure 4: Vendor Search Criteria



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

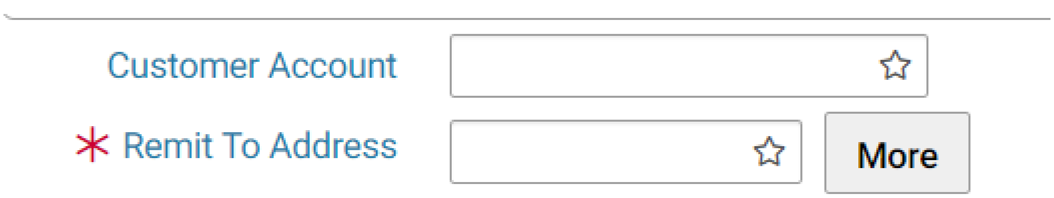
Figure 5: Vendor Select

		Vendor Codes	Address Code
Select		28399J	28399J

   a. The Vendor Name field will populate from the Vendor Code that is selected.

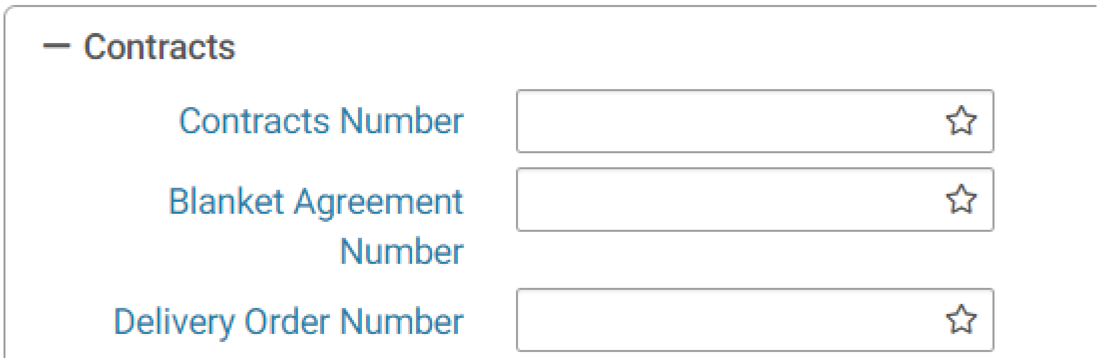
9. In the **Remit To Address** field, enter the same vendor code that was input in the Vendor field (Ex: If "00008" was selected in the Vendor address code field, enter "00008" in the Remit to Address field).
   NOTE: It is important that the Remit to Address matches the address that will be on the vendor invoice.

Figure 6: Customer Account and Remit To Address



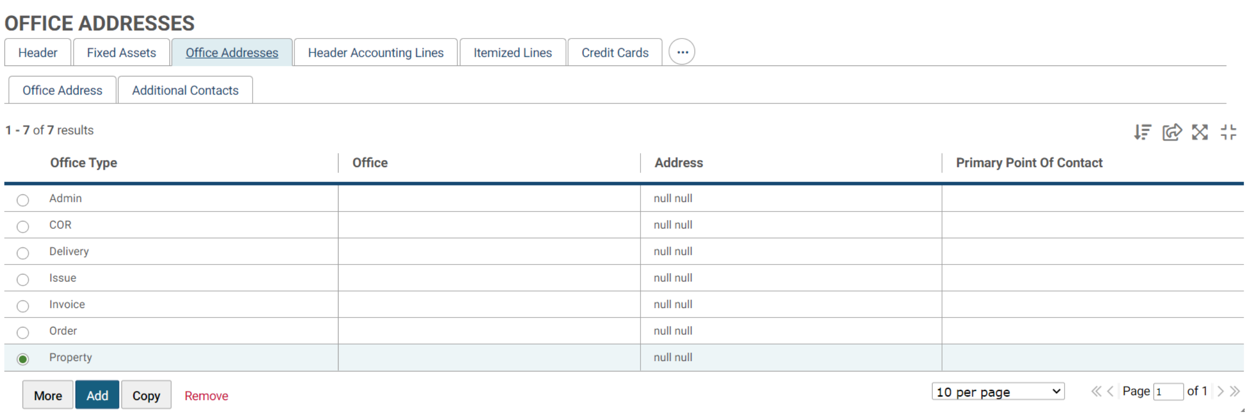
10. Enter a Contract Number in the **Contracts Number** field, and, if applicable, a Delivery Order Number in the **Delivery Order Number** field.

Figure 7: Contracts Section



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

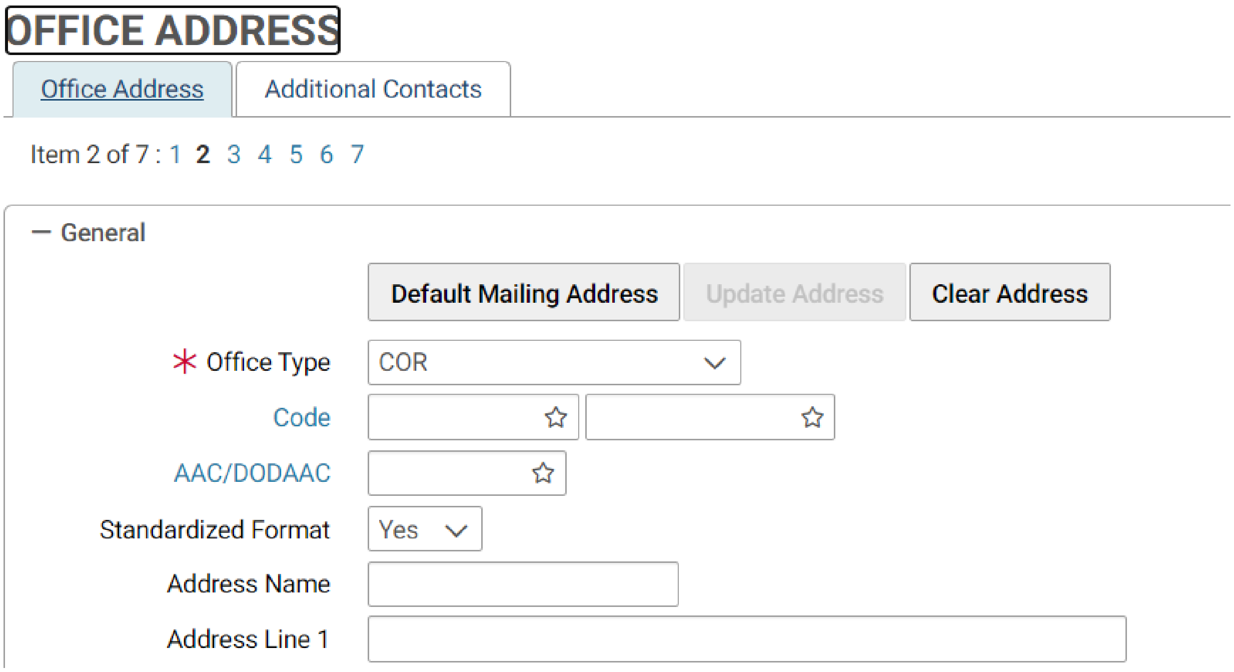
Figure 8: Office Addresses page



   a. The specific Office Address will display.

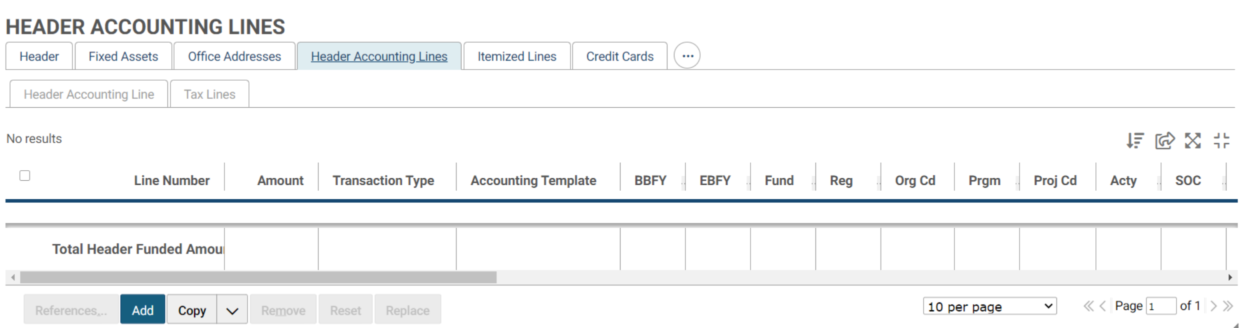
15. Enter the appropriate address in the **Code** field.
16. Select the **Update Address** button to populate the fields in the Address Information section.

Figure 9: Update Address Information



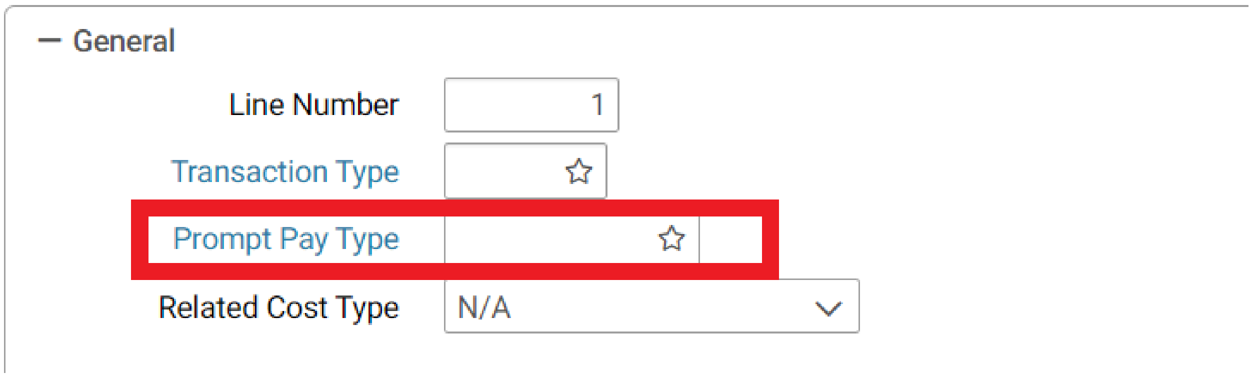
17. Select from an expanded list of Office Types.
18. Select the Additional Contacts tab to add multiple Contacts.
19. Select the **Office Addresses** link to return. Repeat steps 13-16 as needed.
20. Select the **Header Accounting Lines** tab.
21. Select **Add**.

Figure 10: Header Accounting Lines Tab



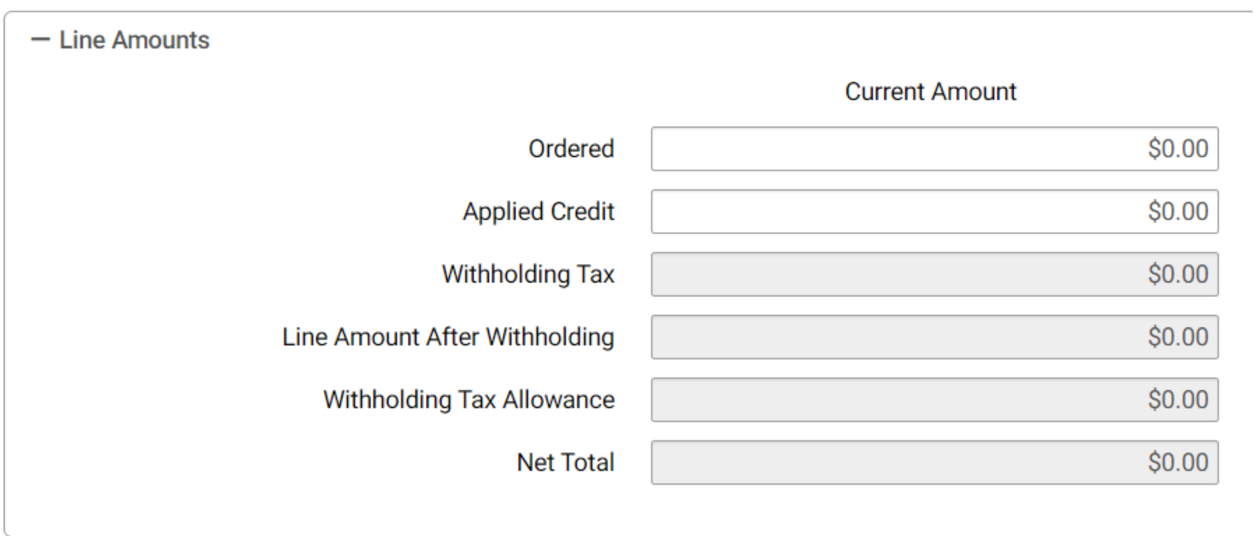
22. For **PN documents**, enter CONSTR14 in the **Prompt Pay Type** field (General section). For all other document types, leave the Prompt Pay Type field blank.

Figure 11: Prompt Pay Type



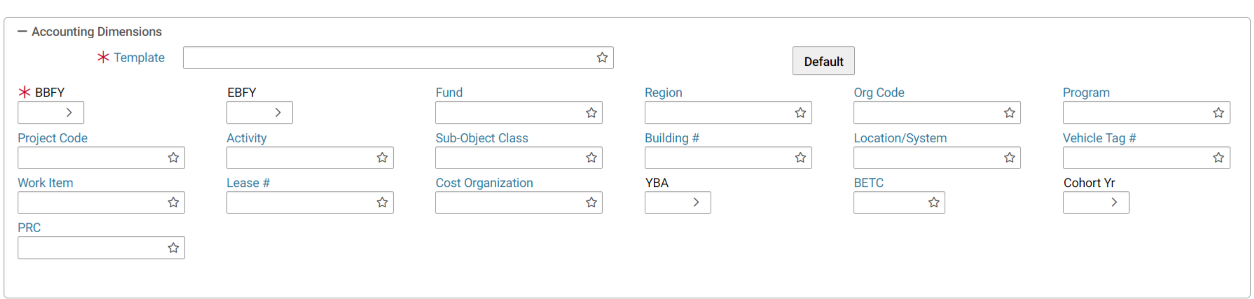
23. Enter the appropriate value in the **Line Amounts** field.

Figure 12: Line Amounts Section



24. 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

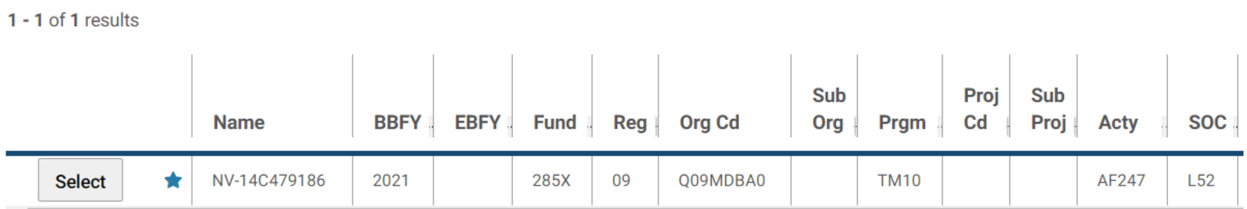


25. Enter the applicable search criteria.
26. Select **Search**.

Figure 14: Accounting Template Search Criteria

27. 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



28. 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

29. Complete any other required accounting elements that were not populated by the accounting template (Ex: Function Code, Cost Element, etc.).
30. 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

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

32. Select the **Header Accounting Lines** link to return to the Header Accounting Lines page.
33. 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.
34. Select **Save** and then **Verify**.
    a. Any errors will be displayed. If necessary, correct the errors and select Verify again.
35. Select the **Submit** button to submit the order form.
    a. The user can select the Submit/Urgent split button, to set a Workflow Priority of Urgent when submitting the form for approval.

Figure 18: Submit Button