



# 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	Temporary Amendment Number	Title	Document Date	Document Status	User ID	Contracting Officer
<input checked="" type="radio"/> PS	PS0033439	LA 29		PS0033439 - LA21 GS-10B-05872 AK3303ZZ	01/21/2020	Processed	stevengerogers	

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.
  - b. The user can select the **Submit/Urgent** split button, to set a Workflow Priority of Urgent when submitting the form for approval.



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**Figure 2: Correct PS Document Header Page**

## HEADER

[Header](#) | [Fixed Assets](#) | [Office Addresses](#) | [Header Accounting Lines](#) | [Novation Vendor History](#) | [Novation Designated Agent History](#) | [...](#)

— General

Document Type	PS	PBS Supplemental Lease /	Orig Order Date	12/13/2016
Status	CORRECT		<input type="checkbox"/> Reset	
Document Number	PS0033439		Order Date	<input type="text" value=""/>
Title	PS0033439 - LA21 GS-10B-05872 AK3303ZZ		Accounting Period	<input type="text" value=""/> ☆
Ordered By	Lindsey Snow		Reporting Accounting Period	<input type="text" value=""/> ☆
Agency UEI	<input type="text" value=""/>		Document Classification	<input type="text" value=""/> ☆
Agency DUNS Number	<input type="text" value=""/>		Security Org	GSA
Agency EFT Indicator	<input type="text" value=""/>		<input type="checkbox"/> Suppress Printing	
Disbursing Office	<input type="text" value=""/> ☆		<input type="checkbox"/> Fast Pay	
			<input type="checkbox"/> Invoice Required	
			<input type="checkbox"/> Receipt Required	