United States Department of Agriculture

Finance Pegasys 7.8

User Guide

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Guide Summary

The Finance User Guide is divided into 2 documents, which contains the following sections. This is Document 1.

Document 1

- **Section 1: How do I Use this Guide?**
- **Section 2: Pegasys Homepage & Navigation**
- **Section 3: Direct Payment Invoice**
- **Section 4: Invoice Documents**
- **Section 5: Automated Match Queries**
- **Section 6: Payment Authorization Documents**
- **Section 7: Finance Reports**
- **Section 8: Novations**
- **Section 9: Replace Values**
- **Section 10: Pegasys Capitalization Procedures**
- **Section 11: Pegasys Judgment Claims Process**

Document 2

- Section 12: Purchasing Public Debt
- Section 13: Refund Payment Procedures
- Section 14: Special Payment Procedures
- Section 15: How do I Record Payment Credits in Pegasys?
- Section 16: How do I Record Prior Year Cost Transfers in Pegasys?
- Section 17: How do I Record Bounced Checks in Pegasys?
- Section 18: PBS Construction Contracts Procedures
- Section 19: General Ledger
- Section 20: Propagate Component TSYM System Wide
- Section 21: Appendix A: Field Descriptions
- Section 22: Appendix B: Finance Direct Pay Checklist
- Section 23: Appendix C: Document Types
- Section 24: Appendix D: Action Code Crosswalk

Table of Contents

Guide Summary 1
Table of Contents 2
Table of Figures 8
Table of Tables 13
Revision Log 14
1 How do I use This Guide? 18
1.1 What Information is Included in the Finance User's Guide? 18
1.2 What is the Structure of the Finance User's Guide? 19
1.3 What Terminology and Conventions are used in the Finance User's Guide? 19
1.3.1 Window Elements 19
1.3.1.1 What are the Data Field Types in the Purchasing Subsystem? 22
1.3.2 What Terminology is used in the Pegasys User's Guide? 24
2 Pegasys Homepage & Navigation 26
2.1 What is Pegasys? 26
2.1.1 How do I access Pegasys? 26
2.1.2 How do I obtain a Pegasys user ID? 26
2.1.3 How do I obtain a Pegasys password? 26
2.1.4 When does my temporary password expire? 26
2.1.5 How do I set my Security Questions and Answers? 26
2.1.6 How do I change my Pegasys Password? 27
2.1.7 What do I do when I forget my Password or I fail to change my temporary password? 29
2.1.8 How do I Sign In to Pegasys? 32
2.1.9 How do I Exit/Sign Out of Pegasys? 33
2.2 What Elements do I see on the Pegasys Homepage? 34
2.3 What Elements do I see on Pegasys pages? 35
2.3.1 How are Pegasys pages displayed? 35
2.3.2 Where are System Messages and Buttons displayed? 36
2.3.3 Where are Summary Lines displayed on a form? 36
2.3.4 How do I know when a Field is required? 41
2.3.5 What are Reference Field hyperlinks? 41

2.3.6 How do I search in Pegasys? 42
2.3.7 What do I need to remember about navigating in Pegasys? 42
2.4 Why does Pegasys log me out after 15 minutes of inactivity? 42
2.5 How can I Create and Use a Favorite? 42
2.6 For what purpose may I use the Menu Bar? 45
2.6.1 How can I Create and Organize Bookmarks? 46
2.6.2 What are the Transactions Menu Options and their Descriptions? 47
2.6.3 What are the Queries Menu Options and their Descriptions? 48
2.6.4 What are the Reference Menu Options and their Descriptions? 48
2.6.5 What are the System Administration Menu Options and their Descriptions? 49
2.6.6 What are the Utilities Menu Options and their Descriptions? 50
2.6.7 What are the Reports Menu Options and their Descriptions? 51
2.6.8 What are the Batch Execution Options and their Descriptions? 51
2.7 For what purpose may I use the Link Strip? 51
2.7.1 How are Document and Office Defaults helpful to me? 53
2.7.2 How do I assign Alternate Assignees and Groups? 54
2.7.3 How do I indicate that I am unavailable? 54
2.7.4 How can I Create and Organize Shortcuts? 54
2.7.5 How is the Open New Window feature helpful to me? 55
2.7.6 How do I access Pegasys On-line Help topics? 56
2.8 For what purpose may I use the Breadcrumbs Track? 56
2.9 For what purpose may I use the Inbox? 57
2.9.1 How do I open a Workflow Task from my Inbox? 57
2.9.2 How do I view Completed Tasks? 57
2.9.3 How Do I Re-Assign Multiple Workflow Tasks to Another User? 58
2.10 What is Workflow? 58
2.10.1 How does Pegasys process Forms? 59
2.10.2 What can I do with a Form reserved in Workflow? 60
2.10.3 Approvals Required After Form Correction 60
2.10.4 What are Alternate Assignees? 60
2.11 How do I Create a Custom Routing List? 60
2.12 How do I Ad-Hoc Route a Form or Document in Pegasys? 62
2.13 How do I Add or View a Memo on my Form or Document? 63

3 Direct Payment Invoice....65
3.1 What are Direct Payment Invoices in Pegasys?....65
3.2 What are the Direct Pay Approvals?....66
3.2.1 What Approvals are needed for Non-Finance Users?....66
3.2.2 What Approvals are needed for Finance Users?....66
3.2.3 What are the Approval Types in Pegasys? 67
3.2.4 How do I Apply an Approval in Pegasys?....67
3.2.5 How do I Disapprove a Direct Payment Invoice? 69
3.3 How do I Complete a Non-Itemized Direct Payment Invoice? 69
3.4 What are Vendor Forms in Pegasys? 74
3.4.1 How do I Complete a Vendor Form in Pegasys?....75
3.4.2 How do I Add a New Address Lines to an Existing Vendor Form?....79
3.4.3 How do I Use the Vendor Form to Generate the Vendor Registration Number for a New Vendor? 82
4 Invoice Documents 86
4.1 What is Automated Match? 86
4.1.1 What are the Pegasys Matching Models? 86
4.1.2 What is the Matching Criteria? 88
4.1.3 What is the Final Flag Match Functionality?....89
4.1.4 What is the Matching Process? 90
4.2 What are the Match Invoice Documents with Header Accounting Lines?....91
4.2.1 How do I Create a Match Invoice Document with Header Accounting Lines? 91
4.3 What are the Match Invoice Documents with Itemized Lines? 97
4.3.1 How do I Create a Match Invoice Document with Itemized Lines?....98
4.4 When should Partial Payment Invoices be used? 104
4.5 When do I use the Payment Adjustment Button? 104
4.5.1 How do I Enter a Payment Adjustment?....104
4.6 When do I Return an Invoice to a Vendor? 106
4.6.1 What are the Procedures for Returning an Invoice? 106
4.6.2 What are the Procedures for Annotating Returned Invoices?....107
4.7 What is Miscellaneous Referencing?....108
4.7.1 How do I create Miscellaneous Referencing on an invoice with header accounting lines? 108

4.7.2 How do I create Miscellaneous Referencing on an invoice with itemized lines? ..109
4.8 When do I use the Invoice Receipts Tab? 110
4.8.1 How do I Delete a Receipt Reference? 110
4.8.2 How do I Add a Receipt Reference? 111
4.8.3 How can I Modify a Receipt Reference? 112
4.9 How do I Book Manual Payments? 113
4.10 How do I create Payments of IX Non-Automated Match Invoices? 115
4.10.1 What are the Accounts Payable Procedures? 115
4.10.2 What are the Accounting Operations Procedures? 117
5 Automated Match Queries 121
5.1 What is the Match Query Overview? 121
5.1.1 What is the Automated Match Status Query? 121
5.1.1.1 How do I Perform an Automated Match Status Query? 122
5.1.2 What is the Completed Match Review Query? 124
5.1.2.1 How do I Perform a Completed Match Review Query? 125
5.1.2.2 How do I Approve or Reject Completed Match Documents? 126
6 Payment Authorization Documents 128
6.1 What is a Payment Authorization? 128
6.1.1 How can I Review a Payment Authorization Document? 128
6.1.2 How can I Cancel a Payment Authorization Document? 129
7 Finance Reports 131
7.1 How can I access Reports in Pegasys? 131
7.2 What are the Standard Finance Reports? 131
7.3 How can I Print Reports and Forms? 132
7.3.1 How can I Print from the Reports Menu? 132
7.3.2 How do I view Shared Reports? 133
8 Novations 135
8.1 How can I Review Novation History? 135
8.2 What is the Vendor Mismatch and the Completed Match Query? 136
8.3 How can I Create Match Invoices by Referencing Novated Purchase Orders? 137
9 Replace Values 138
9.1 Overview 138
9.2 Replace Values for the General System Subsystem 138

9.2.1 Replace Values for Header Accounting Line(s) 139
9.2.1.1 Using Replace Values to Correct a Single Line 139
9.2.1.2 Using Replace Values to Correct Multiple Lines 142
9.2.1.3 Using Replace Values to Delete Line(s) 143
9.2.1.4 How to Delete Values 145
9.2.1.5 How to Reset Lines 146
10 Pegasys Capitalization Procedures 147
10.1 How do I Record Delivery of a Phase for WCF? 147
10.2 How do I Reclassify Expenses to the Asset? 149
10.3 How do I Adjust for Short/Long Term Assets? 151
10.4 How do I Recognize Expenses against the Client Fund? 153
10.5 How do I Recognize Depreciation of the WCF? 155
10.6 How do I Recognize Income? 157
11 Pegasys Judgment Claims Process 160
11.1 Introduction 160
11.1.1 Overview of Judgment Claims Process 160
11.1.1.1 Judgment Claim Accruals 160
11.1.1.2 Judgment Claim Settlements 160
11.2 Tort Judgment Claims 160
11.2.1 Recording Tort Judgment Claims Under $2,500 161
11.2.1.1 How Do I Enter an Accrual for a Tort Claim Under $2,500? 161
11.2.1.2 How Do I Establish Payment for a Settled Tort Judgment Claim Under $2,500? 163
11.2.1.3 How Do I Enter an Accrual Reversal for a Tort Claim Under $2,500? 166
11.2.2 Recording Tort Judgment Claims Over $2,500 167
11.2.2.1 How Do I Enter an Accrual for a Tort Claim Over $2,500? 167
11.2.2.2 How Do I Enter an Accrual Reversal for a Tort Claim Over $2,500? 169
11.3 Contract Dispute Judgment Claims 171
11.3.1 Recording Unfunded Contract Dispute Judgment Claims 171
11.3.1.1 How Do I Enter an Accrual for an Unfunded Contract Dispute Claim? 172
11.3.1.2 How Do I Reclassify a Contract Dispute Liability as an Interagency Liability with Treasury? 174

11.3.1.3 How Do I Enter an Accrual Reversal for an Unfunded Contract Dispute Claim? 176

11.3.1.4 How Do I Reverse a Contract Dispute Liability Classified as an Interagency Liability with Treasury? 178

11.3.1.5 How Do I Establish an Interagency Order to secure Funding for the Treasury Paid Contract Dispute Claim? 179

11.3.1.6 How Do I Establish an Invoice for the Interagency Order related to the Treasury Paid Contract Dispute Claim? 179

11.3.2 Recording Funded Contract Dispute Judgment Claims 180

11.3.2.1 How Do I Enter an Estimated Accrual for a Funded Contract Dispute Claim?180

11.3.2.2 How Do I Liquidate an Estimated Accrual for a Funded Contract Dispute Claim? 183

11.3.2.3 How Do I Establish an Invoice for the Funded Order related to the Contract Dispute Claim? 183

11.3.2.3.1 GSA Pays Claimant 183

11.3.2.3.2 Reimbursing Treasury for Payment made to Claimant 184

Table of Figures

Figure 1: Direct Payment Document Window....20
Figure 2: Action Button Bar....21
Figure 3: Header Accounting Line Window....23
Figure 4: Security Question and Answer Page....27
Figure 5: Account Maintenance....28
Figure 6: User Information....28
Figure 7: Enter Current Password to Make Changes....28
Figure 8: Forgot Password Link....29
Figure 9: Password Reset User Information....30
Figure 10: Password Reset Link Sent Via Email....30
Figure 11: Reset Email....31
Figure 12: New Pegasys Sign in Page....31
Figure 13: New Password Page....32
Figure 14: Accept and Continue Page....32
Figure 15: Sign In....33
Figure 16: Sign Out....34
Figure 17: Pegasys Homepage....35
Figure 18: Multiple Tabs (Pages)....35
Figure 19: Header Accounting Line Information....37
Figure 20: Itemized Lines Information....37
Figure 21: Summary Tab....37
Figure 22: Summary Tab Continued....38
Figure 23: Ellipsis button and Summary Tab....38
Figure 24: Adding a New Accounting Line....38
Figure 25: Defaulting an Accounting Template....39
Figure 26: Defaulting Information from a Referenced Line....39
Figure 27: Selecting a Cell....40
Figure 28: Details Button....40
Figure 29: Sort Header Accounting Lines....41
Figure 30: Header Page....43
Figure 31: Vendor Information....43

Figure 32: Favorites Look-Up Box 44
Figure 33: Reference Data Search Page 44
Figure 34: Pegasys Menu Bar 45
Figure 35: Bookmarks Tab 46
Figure 36: Pegasys Link Strip 52
Figure 37: Document Default Page 53
Figure 38: New Site Map Window 56
Figure 39: Search Routing List Page 61
Figure 40: Search - Security Organization Page 61
Figure 41: New Memo 64
Figure 42: Approval Routing Page 67
Figure 43: User Search Page 68
Figure 44: Routing List Search Page 68
Figure 45: New Match Invoice 70
Figure 46: Direct Payment Invoice Form 71
Figure 47: Contracts Information Section 73
Figure 48: Accounting Dimensions Section 73
Figure 49: Shipping Information Section 74
Figure 50: Approval Routing Tab 74
Figure 51: New Vendor Document Page 75
Figure 52: Header Page-New Vendor Document 76
Figure 53: Procurement Information Section 78
Figure 54: Payment Information Section 78
Figure 55: New Vendor Document - New Address Lines 79
Figure 56: Header Page-New Address Lines 80
Figure 57: Procurement Information Section-New Address Lines 81
Figure 58: Payment Information Section-New Address Lines 81
Figure 59: Bank Information Section 82
Figure 60: New Vendor Document-Generate Vendor Registration Number 83
Figure 61: VCSS Registration Section 83
Figure 62: Transmit to VCSS 84
Figure 63: Contacts Tab 84
Figure 64: Contact Type 84

Figure 65: VCSS Registration Number 85
Figure 66: Header Accounting Line Match Example.....89
Figure 67: Matching Process 90
Figure 68: New Match Invoice-with Header Accounting Lines.....92
Figure 69: Copy Forward Search.....93
Figure 70: Header Page-Match Invoice with Header Accounting Lines.....94
Figure 71: Vendor Information Window.....95
Figure 72: Description Section 96
Figure 73: Header Accounting Lines-Match Invoice with Header Accounting Lines 96
Figure 74: Disbursing Information Page - Match Invoice with Header Accounting Lines.....97
Figure 75: New Match Invoice Page-Itemized Lines 98
Figure 76: Header Page-Itemized Lines 100
Figure 77: Itemized Lines Page 102
Figure 78: Header Accounting Lines Page - Itemized Lines.....102
Figure 79: Header Accounting Line Page - Itemized Lines 103
Figure 80: Disbursing Information Page - Itemized Lines 103
Figure 81: Payment Adjustment Details Section.....104
Figure 82: Vendor Dates Section.....107
Figure 83: Vendor Dates Section - Annotating Returned Invoices 107
Figure 84: Accounting Dimensions Section - Miscellaneous Referencing 108
Figure 85: Accounting Dimensions Section - Miscellaneous Referencing - Itemized Lines.....109
Figure 86: Header Accounting Line Page - Delete Receipt Reference 110
Figure 87: Receipts Page 111
Figure 88: Header Accounting Line Page - Add Receipt Reference.....111
Figure 89: Receipts Page - Add Receipt Reference.....112
Figure 90: Header Accounting Line - Modify Receipt Reference.....113
Figure 91: Receipts Page - Modify Receipt Reference.....113
Figure 92: Disbursing Information Page - Manual Payments 114
Figure 93: Manual Checkbox.....115
Figure 94: New Invoice Page - Non-Automated Match Invoice 116
Figure 95: Header Page - Non-Automated Match Invoice 117
Figure 96: New Payment Authorization Page 118
Figure 97: Header Page - Payment Authorization 119

Figure 98: Disbursing Information Page - Payment Authorization 120
Figure 99: Automated Match Status Query Page 122
Figure 100: Invoice Document Match Detail 123
Figure 101: View Invoice Page 124
Figure 102: Completed Match Review Query Page 125
Figure 103: Invoice Document Match Detail Page 126
Figure 104: Review Page - Payment Authorization 129
Figure 105: Cancel Page - Payment Authorization 130
Figure 106: View Reports Page 132
Figure 107: Report Status 134
Figure 108: Review Page - Novation History 135
Figure 109: Novation Vendor History Page 136
Figure 110: Completed Match Review Query - Vendor Mismatch Checkbox 137
Figure 111: Correct Page - Correct Single Line 140
Figure 112: Accounting Line - Replace Button 141
Figure 113: Correct Page - Multiple Lines 142
Figure 114: Header Accounting Line Page - Multiple Lines 143
Figure 115: Correct Page - Replace Values 144
Figure 116: Header Accounting Line-Replace Values 145
Figure 117: New Standard Voucher Page - WCF 147
Figure 118: Header Page - WCF 148
Figure 119: Accounting Line Page - WCF 148
Figure 120: New Standard Voucher Page - Reclassify Asset Expenses 149
Figure 121: Header Page - Reclassify Asset Expenses 150
Figure 122: Accounting Line Page - Reclassify Asset Expenses 150
Figure 123: New Standard Voucher Page - Asset Term Adjustment 151
Figure 124: Header Page - Asset Term Adjustment 152
Figure 125: Accounting Line Page - Asset Term Adjustment 152
Figure 126: New Standard Voucher Page - Client Fund Expenses 153
Figure 127: Header Page - Client Fund Expenses 154
Figure 128: Accounting Line Page - Client Fund Expenses 154
Figure 129: New Standard Voucher Page - WCF Depreciation 155
Figure 130: Header Page - WCF Depreciation 156

Figure 131: Accounting Line Page - WCF Depreciation....156
Figure 132: New Standard Voucher Page – Income....157
Figure 133: Header Page - Income....158
Figure 134: Accounting Line Page - Income....158
Figure 135: New Standard Voucher Page - Tort Claim....161
Figure 136: Header Page - Tort Claim....162
Figure 137: Accounting Line Page – Tort Claim....162
Figure 138: New Match Invoice Page - Establish Payment....163
Figure 139: Header Page - Establish Payment....164
Figure 140: Header Accounting Line Page - Establish Payment....165
Figure 141: Correct Page - Accrual Reversal - Under $2,500....166
Figure 142: Accounting Line Page - Accrual Reversal - Under $2,500....167
Figure 143: New Standard Voucher Page - Accrual - Over $2,500....168
Figure 144: Header Page - Accrual - Over $2,500....168
Figure 145: Accounting Line Page - Accrual - Over $2,500....169
Figure 146: Correct Page - Accrual Reversal - Over $2,500....170
Figure 147: Accounting Line Page - Accrual Reversal - Over $2,500....171
Figure 148: New Standard Voucher Page - Accrual - Unfunded Contract Dispute Claim....172
Figure 149: Header Page - Accrual - Unfunded Contract Dispute Claim....173
Figure 150: Accounting Line - Accrual - Unfunded Contract Dispute Claim....173
Figure 151: New Standard Voucher Page - Liability Reclassification....174
Figure 152: Header Page - Liability Reclassification....175
Figure 153: Accounting Line Page - Liability Reclassification....175
Figure 154: Correct Page - Accrual Reversal - Unfunded Contract Dispute Claim....176
Figure 155: Accounting Line Page - Accrual Reversal - Unfunded Contract Dispute Claim....177
Figure 156: Correct Page - Reverse Contract Dispute Liability....178
Figure 157: New Accounting Line Page - Reverse Contract Dispute Liability....179
Figure 158: New Estimated Accrual Page....181
Figure 159: Header Page - Treasury Judgment Claim Estimated Accrual....182
Figure 160: Header Accounting Line Page - Treasury Judgment Claim Estimated Accrual....182

Table of Tables

Table 1: Window Element Descriptions 20
Table 2: Action Button Bar Field Descriptions 21
Table 3: Accounting Lines Window Field Descriptions 23
Table 4: General Terminology and Conventions 24
Table 5: Transaction Menu Options 47
Table 6: Query Menu Option Descriptions 48
Table 7: Reference Menu Option Descriptions 49
Table 8: System Administration Menu Option Descriptions 50
Table 9: Utilities Menu Options Descriptions 50
Table 10: Reports Menu Options Descriptions 51
Table 11: Batch Execution Menu Options Descriptions 51
Table 12: Direct Payment Invoice Document Types 65
Table 13: Monthly Codes 72
Table 14: GSA Matching Models 87
Table 15: Match Invoice with Header Accounting Lines Document Types 91
Table 16: Match Invoice with Itemized Lines Document Types 97
Table 17: Standard Finance Reports 131
Table 18: Replace Values Features 138

Revision Log

Date	Version No.	Description	Author	Reviewer	Review Date
3/11	Draft/ Version .1	Original Draft	Danielle Becker, Daniel McNeil	Tegan Dinardo, Michael Wong, Alexis McCurin	3/11
11/14	Draft-Version2	Draft- Applied 7.1.2 enhancements	Karin Keswani, Matthew Randall	Karin Keswani and Matthew Randall	11/14
1/15	Final	• Added Note to figure 1-6 in description Column for required fields row that reads, "**NOTE**: Sometimes an asterisk is not required and some that are required do not have an asterisk." • Added Note to 2.3.4 at end of paragraph: **NOTE**: Sometimes an asterisk is not required and some that are required do not have an asterisk.	Karin Keswani	Karin Keswani	1/15
2/18	Revision 1.0	Updated to reflect the following changes for Pegasys 7.5.1 Upgrade: • Applied 508 standards and performed testing. • Updated screen shots and provided Alternate Text. • Added note to 2.10.1: **NOTE**: Users can add and respond to comments on transactions at the tab and individual field levels. • Updated 7.3 to reflect changes to the Reports menu.	Kevin Hillman	Jenny Lewis, Marice Grissom	2/18

Date	Version No.	Description	Author	Reviewer	Review Date
5/18	Final Version	Final Version • No additional changes.	Kevin Hillman	Jenny Lewis, Marice Grissom	5/18

Date	Version No.	Description	Author	Reviewer	Review Date
3/21	Revision 2.0	Document 1 of 2 • Moved the Guide Summary after cover page and created separate doc • Updated Submit button notes to include Urgent Workflow Priority • Updated Figures 1-4, 6-33, 35-37, 39-45, 48-50, 53-56, 58, 60-70, 72, 74, 76, 77-144 for User Experience (UX) and Unique Entity Identifier (UEI) changes • Updated "generate document number" references to address why it becomes disabled • Section 3.4.3: Removed reference to VENC • Section 4.3.1: Updated step 2 for Document Types for New Match Invoices • Table 16: Updated Document Types (M6, MF, MK, and MW) • Section 2.9.3: Added Mass Re-assign functionality • Deleted references to NEAR. Document 2 of 2 • Updated Submit button notes to include Urgent Workflow Priority • Updated "generate document number" references to address why it becomes disabled. • Updated Figures 9-95 for UX and UEI changes • Table 42: Added UEI • Appendix C: Indicated inactive document types with N/A. • Deleted references to NEAR.	Jad Youssef	Amy Cozzolino, Marice Grissom, Jun Kim	3/21

Date	Version No.	Description	Author	Reviewer	Review Date
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7/21	Final 5.0	Updated to reflect the following changes for the Pegasys 7.8 Upgrade: • Applied USDA/GSA comments dated 6/22/2021. • Applied 508 standards and performed testing.	Marice Grissom	Vicki Schlosser	7/21

1 How do I use This Guide?

This section serves as a guide for understanding the layout of the Pegasys Finance User's Guide. It is important that all users read and understand the concepts explained in this section.

1.1 What Information is Included in the Finance User's Guide?

Pegasys is a comprehensive financial management system. The system provides extensive functionality to record Finance and budgeting activities.

The Finance User Guide details the concepts and functions of the Pegasys Purchasing and Accounts Payable subsystems. The User's guide is separated into the following twelve sections. Each section is self-standing to allow users to become proficient in a functional area quickly.

- **Section 1** - How to Use this Guide
- **Section 2** - Pegasys Desktop
- **Section 3** - Direct Payments
- **Section 4** - Invoice Documents
- **Section 5** - Automated Match Queries
- **Section 6** - PA Documents
- **Section 7** - Finance Reports
- **Section 8** - Novations
- **Section 9** - Replace Values
- **Section 10** - MOU/Capitalization Procedures
- **Section 11** - Judgment/Claims Procedures
- **Section 12** - Purchase Public Debts (Investments)
- **Section 13** - Refund Payment Procedures
- **Section 14** - Special Payment Procedures
- **Section 15** - Payment Credits
- **Section 16** - Prior Year Cost Transfers
- **Section 17** - Bounced Checks
- **Section 18** - PBS Construction Contracts
- **Section 19** - General Ledger
- **Section 20** - Propagate Component TSYM System Wide

1.2 What is the Structure of the Finance User's Guide?

To assist users in locating specific information, each section follows the same structure described below.

- **Section Overview:** Provides a brief synopsis of the section and outlines the topics that are to be covered.
- **Topic Specific Headings:** Discusses specific finance functions, such as, requests, direct pay, or approval types.
- **Step-by-Step Instructions:** Provides instructional steps on how to enter data into the system and guides users through a transaction; GSA policy is included where applicable.

In addition to the functional sections, the Finance User's Guide includes the following appendices, which augment the information provided in each section.

- **Appendix A - Field Descriptions:** Provides screen shots and field definitions for the Pegasys Purchasing and Accounts Payable subsystem pages.
- **Appendix B – Finance Direct Pay Checklist:** Provides a checklist for the creation and processing of Direct Payment forms and documents.
- **Appendix C - Transaction Types:** Provides a listing of the Transaction Types used by the relevant subsystems.
- **Appendix D - Action Code Crosswalk**: Provides a crosswalk of the Action Codes to the relevant Pegasys Information (e.g., Document Types, Line Types, and Reference Flags).

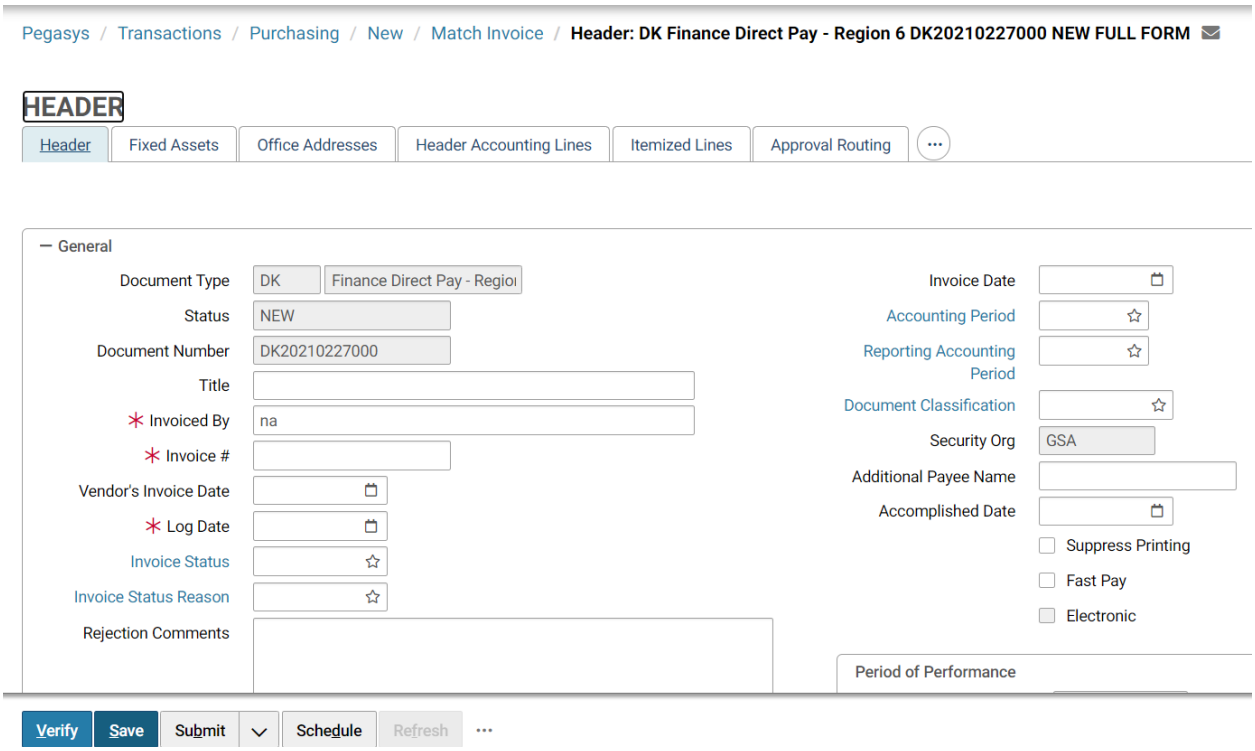
1.3 What Terminology and Conventions are used in the Finance User's Guide?

This section identifies special terminology and conventions that are used throughout the Finance User's Guide.

1.3.1 Window Elements

Figure 1 displays a typical window in Pegasys.

Figure 1: Direct Payment Document Window



Remember, not all Pegasys screens will have the same window elements. For instance, some windows may have only one page; therefore, these windows will have no tabs displayed.

The window elements are described in **Table 1** below.

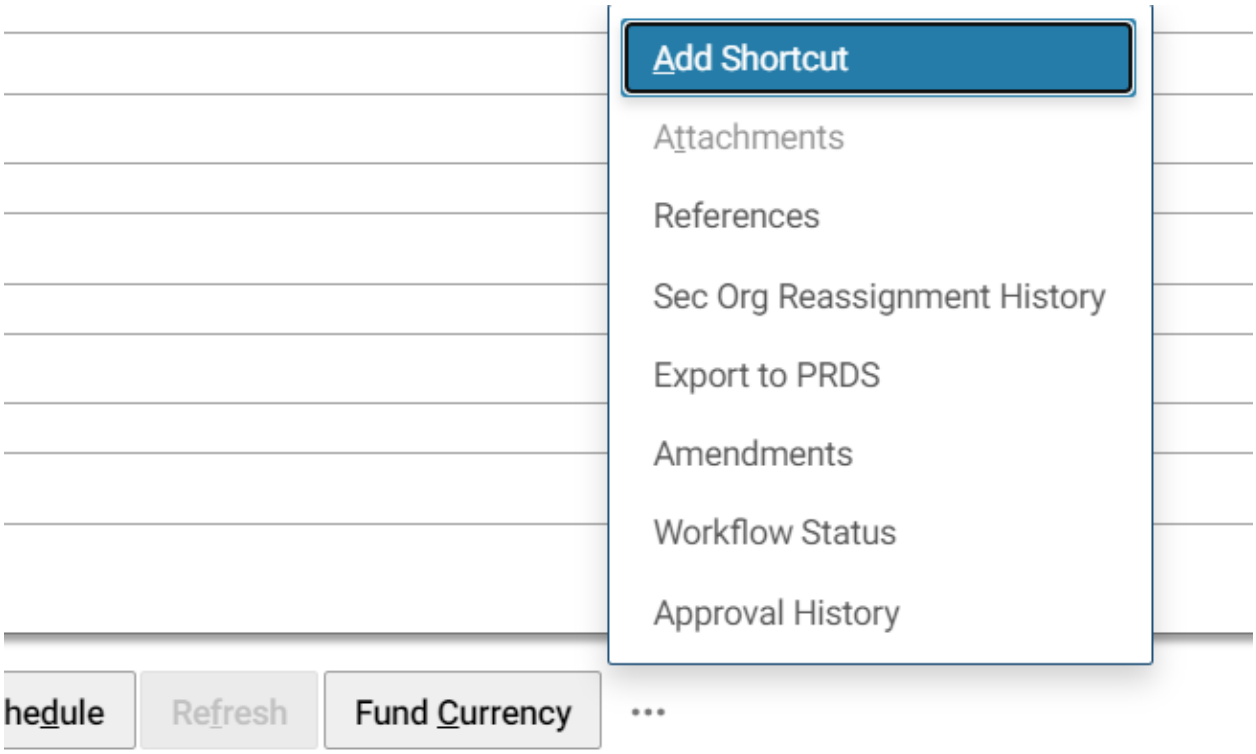
Table 1: Window Element Descriptions

Window Element	Description	How to Access
Title bar	Displays the name of the current window.	Automatically displayed when a window is opened.
Menu bar	Displays a list of commands.	Select a menu item to display its pull-down menu (list of commands).
Tab	Designates each page in a window.	Automatically displayed if more than one page of fields and buttons exist.
Page	Displays fields and buttons. When a page is displayed, it is considered to be the "current" page.	Select the tab to access the desired page.

Window Element	Description	How to Access
Action buttons	Controls changes made to the entire window.	Select desired button.
Check box	If checked, indicates the field is true.	Select to check. If already checked, select to uncheck.

Figure 2 illustrates Pegasys Action buttons.

Figure 2: Action Button Bar



All Pegasys forms display a set of action buttons at the bottom of the form window. **Table 2** below describes the common Action buttons.

Table 2: Action Button Bar Field Descriptions

Field Name	Description	Features
Verify	Populates all defaulted fields. Performs validity, relationship and funding edits. Checks the form for errors, such as invalid codes or blank required fields.	N/A

Field Name	Description	Features
Save	Enables the form to be saved as a draft. Does not check for errors or update other subsystems. Typically, forms will be placed on Hold while awaiting approvals.	N/A
Submit	Performs Verify functions. Updates the general ledger and relevant budgets, plans, and projects (based on the accounting implications of the form being processed).	N/A
Schedule	Schedules form to process during nightly offline processing.	GSA currently not using.
Refresh	Clears the form window. Restores form to last saved state. • Caution: When creating new forms, this button will delete the form and all related information.	N/A
Fund Currency	Views the form/document in fund currency.	GSA currently not using.
Add Shortcut	Adds the form/document as a shortcut.	N/A
Attachments	Enables external documents, such MS Word or Excel to be attached to the form. When an external document has been attached to a form or document, a paperclip appears in the corner of the document icon. Attachment functionality has been extended to various notebooks and queries; this functionality will allow users to view and manage attachments at notebook and query level, therefore users will no longer need to navigate to the form/document level to add an attachment. Attachments associated with forms/documents will not be visible from the Notebooks or Queries; and vice versa.	N/A
Print	Enables the form to be printed.	N/A
Route	Enables the form/document to be routed to another user or group of users.	N/A

1.3.1.1 **What are the Data Field Types in the Purchasing Subsystem?**

Figure 3 displays typical data fields in the Purchasing Subsystem.

Figure 3: Header Accounting Line Window

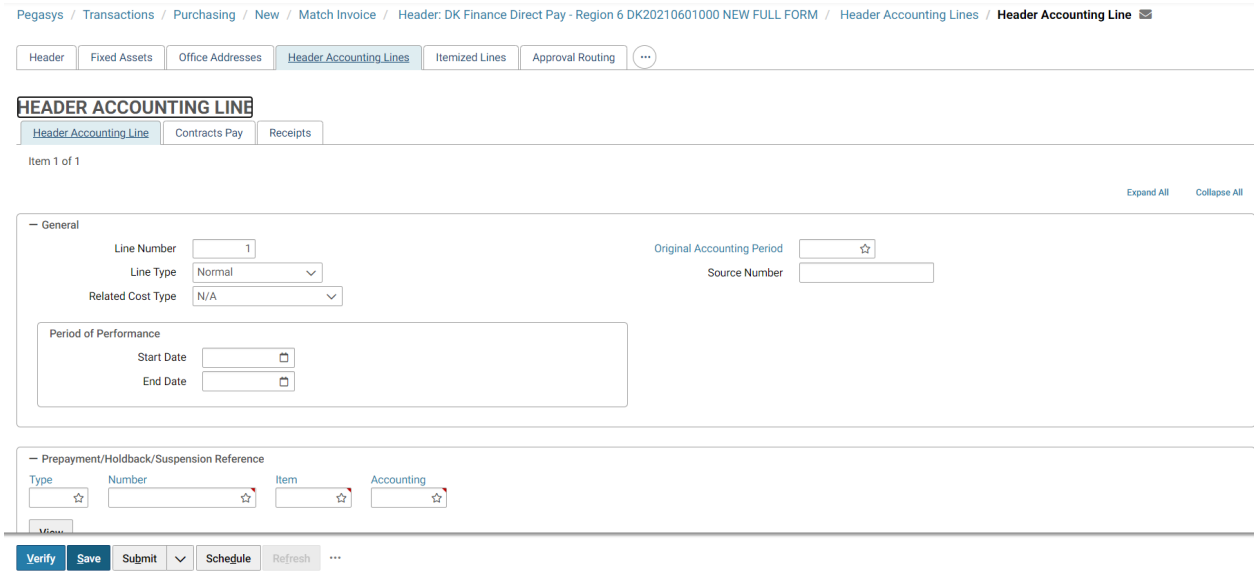


Table 3 provides a description of the terms introduced in the Accounting Lines Window display.

Table 3: Accounting Lines Window Field Descriptions

Field Type	Designated By	Descriptions
Group box	Fields grouped together with a single group box name. For example, the Line Amounts in Groups all "amounts" for the line.	Groups related fields within a window or page.
Required field	Field names with red asterisks are system-required fields. GSA requires that additional fields be completed to properly process and record spending transactions in Pegasys. Please refer to Appendix B - Form Mappings for detailed information on transitioning GSA forms to their Pegasys counterparts.	Fields that must be completed. • **NOTE:** Sometimes an asterisk is not required and some that are required do not have an asterisk.
Defaulted field	Field that automatically displays a value when a window is opened.	Fields that can be changed but automatically display a value.
Optional field	Field names in black lettering.	Fields that do not require a value.
System-maintained field	Fields shaded in gray.	Fields that are automatically displayed but cannot be changed.

Field Type	Designated By	Descriptions
Group box	Fields grouped together with a single group box name. For example, the Line Amounts in Groups all "amounts" for the line.	Groups related fields within a window or page.
Required field	Field names with red asterisks are system-required fields. GSA requires that additional fields be completed to properly process and record spending transactions in Pegasys. Please refer to Appendix B - Form Mappings for detailed information on transitioning GSA forms to their Pegasys counterparts.	Fields that must be completed. • **NOTE**: Sometimes an asterisk is not required and some that are required do not have an asterisk.
Defaulted field	Field that automatically displays a value when a window is opened.	Fields that can be changed but automatically display a value.
Optional field	Field names in black lettering.	Fields that do not require a value.

1.3.2 What Terminology is used in the Pegasys User's Guide?

Table 4 describes general terminology and conventions used throughout the User's Guide.

Table 4: General Terminology and Conventions

Terminology or Convention	Descriptions	Where Typically Found
Bolded text	• Text that represent the following: • Button names • Field names • Window titles • Menu names • Check box names • Form names • Document names • Table names	• Instructional steps. • Titles of screen shots. • Text used to describe a topic. • Bolding is not used in any Field and Button Description tables.

Terminology or Convention	Descriptions	Where Typically Found
Please refer to Section X.X	Indicates that additional information can be found regarding a topic in another section of the manual. The number to the left of the decimal point represents the chapter number, and the number(s) to the right of the decimal place represents the chapter section.	Text used to describe a topic. Instructional steps.
Select	Use the left mouse button to select a menu option or tab in a window.	Instructional steps.
Enter 'Normal'	User is to type the value between the single quotes in the identified field.	Instructional steps.
Select Transactions - Purchasing - New - Order	Sequentially identifies menu commands users are to select. For example, select Transactions - Purchasing - New - Order indicates a user should select Applications from the menu bar, select Purchasing from the subsequent pull- down menu, and select New Order from the next pull-down menu in that order.	Instructional steps.

2 Pegasys Homepage & Navigation

2.1 What is Pegasys?

Pegasys is GSA's integrated financial management system that provides extensive functionality to record purchasing and budgeting activities.

2.1.1 How do I access Pegasys?

Access to Pegasys is restricted to employees of the General Services Administration (GSA) and other select, authorized persons. Initially, you will be provided with a URL to access Pegasys from your Microsoft Edge or Google Chrome web browser. In order to login to Pegasys, you must exist in the system as a valid user and must be assigned the authority to perform specific tasks, such as viewing vendor data, creating purchase orders, and applying approvals; therefore, you must obtain a unique User ID and an associated password to gain access to the system. The following section addresses the procedures for obtaining a GSA user ID and password to logon to Pegasys.

2.1.2 How do I obtain a Pegasys user ID?

Your Functional Coordinator or Service Representative may obtain a User ID and password (lowercase not to exceed 30 characters) from the Pegasys Security Administrator through a request. The User ID determines your rights within the system for creating and processing forms and accessing tables and queries.

2.1.3 How do I obtain a Pegasys password?

An initial password may be obtained from the Pegasys Security Administrator. You must enter the password exactly as it has been established to successfully login to Pegasys. Passwords are case sensitive and have a minimum length of eight characters that may be a combination of letters, special characters, and numbers.

2.1.4 When does my temporary password expire?

The initial password will expire after three logins. If you do not change your temporary password, you will be prevented from accessing the system. The password expiration data allowed will be determined by the security policy associated to each User ID. This expiration date can vary depending on the type of user

2.1.5 How do I set my Security Questions and Answers?

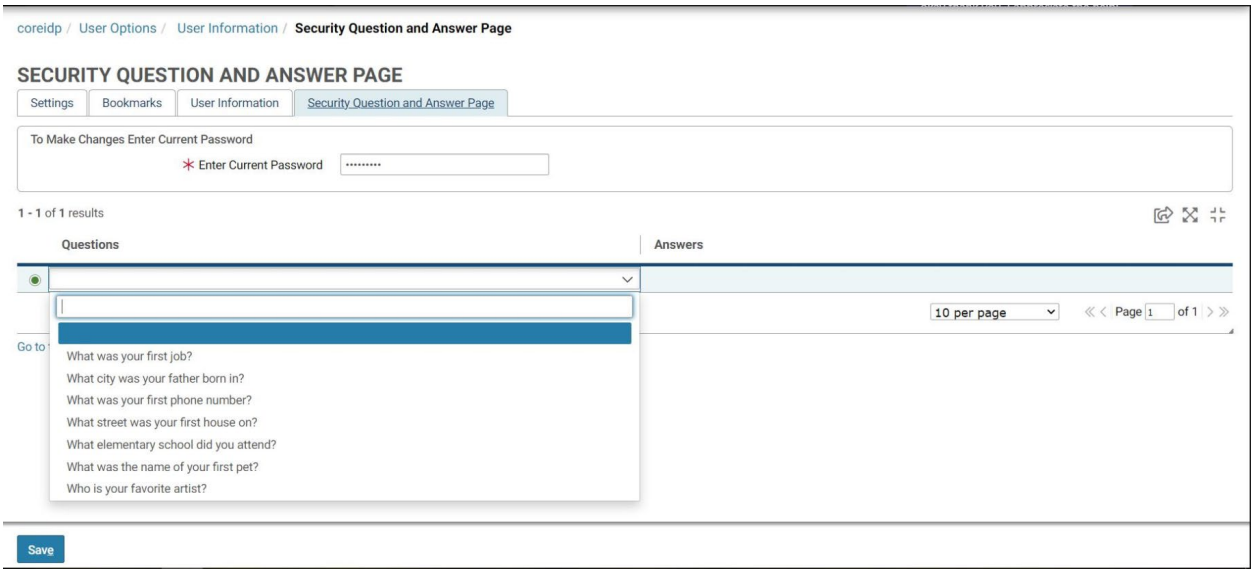
Users need to set their security questions and answers to be able to use the "Forgot your password?" link.

After the initial login, the user must set up his/her security questions and corresponding answers. The following steps describe how to set up your security questions.

1. Navigate to the **Account Maintenance** Menu using the Link Strip on the top right of the page. The Account Maintenance tabs will be displayed.
2. Select the Security Question and Answer Page tab.
3. Enter your current password.
4. Select a question from the Questions drop down box.
5. Enter your answer for the question in the Answer text box.
6. Select **Save**.

   NOTE: Users can set up or change more than one question and corresponding answer for their accounts.

Figure 4: Security Question and Answer Page

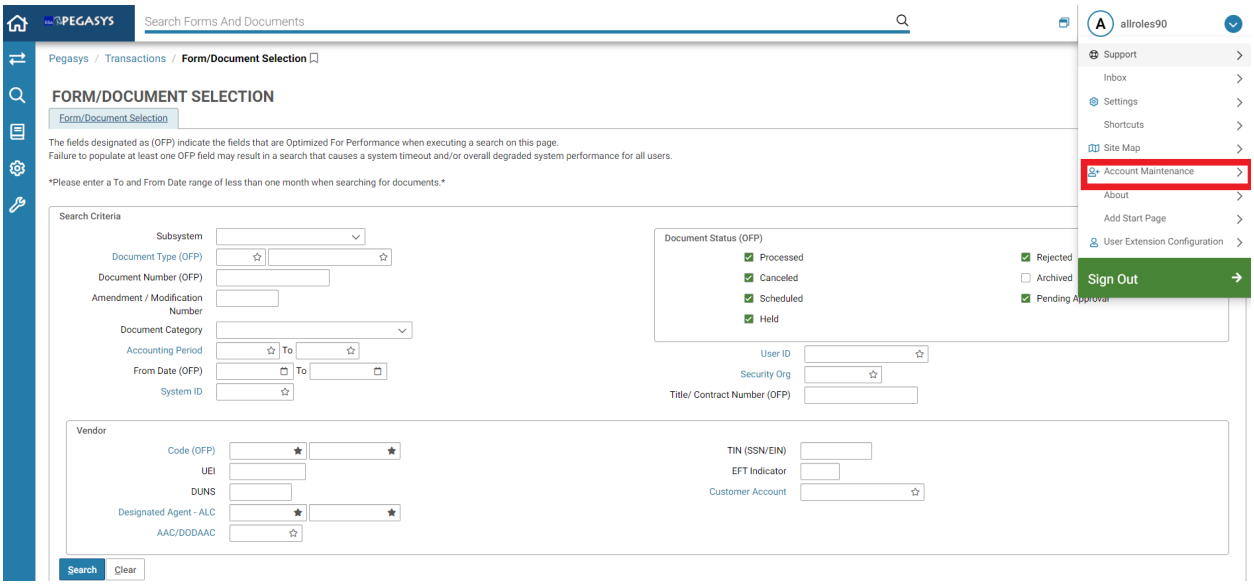


2.1.6 How do I change my Pegasys Password?

After the initial login, the user must change his/her password. The following steps describe how to change your Pegasys password.

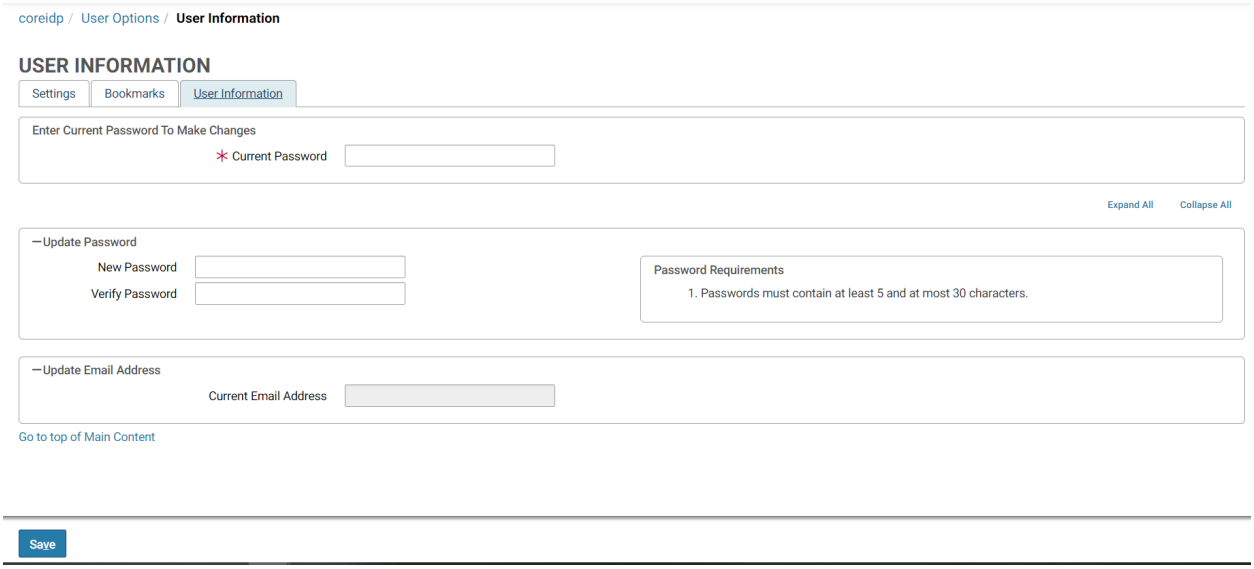
1. In the Link Strip in the top right of the page, select the **Account Maintenance** hyperlink. The Account Maintenance tabs will be displayed.

Figure 5: Account Maintenance



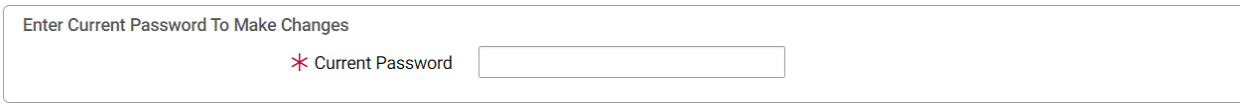
2. Select the **User Information** tab. The User Information tab will be displayed.

Figure 6: User Information



3. Type the initial password in the **Current Password** field.

Figure 7: Enter Current Password to Make Changes



4. Type the new password in the **New Password** field.

NOTE: Passwords can be alphanumeric and must be at least five characters long.

5. Type the new password again in the **Verify Password** field.

   NOTE: Remember that passwords are case sensitive and must be entered in the **Verify Password** field exactly as they were entered in the **New Password** field.

6. Select the **Save** button to change your password.

   NOTE: A system message will state that the password change succeeded.

2.1.7 What do I do when I forget my Password or I fail to change my temporary password?

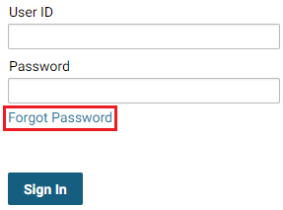
If you have forgotten your password, please select the "Forgot your password?" link on the Pegasys homepage. After setting your security questions and answers in the Account Maintenance menu, once you select the forgot password link, you will be prompted to answer one or more of your security questions. After correctly answering the security questions, you will receive a message stating that your password reset link has been sent via email. Upon receiving an email from Pegasys, select the link which will open a new page where you can change their password prior to logging into Pegasys.

NOTE: If your security questions and answers have not been set up yet, you need to complete that process before being able to reset your password using the Forgot Password link.

A user can follow the steps below to reset their password:

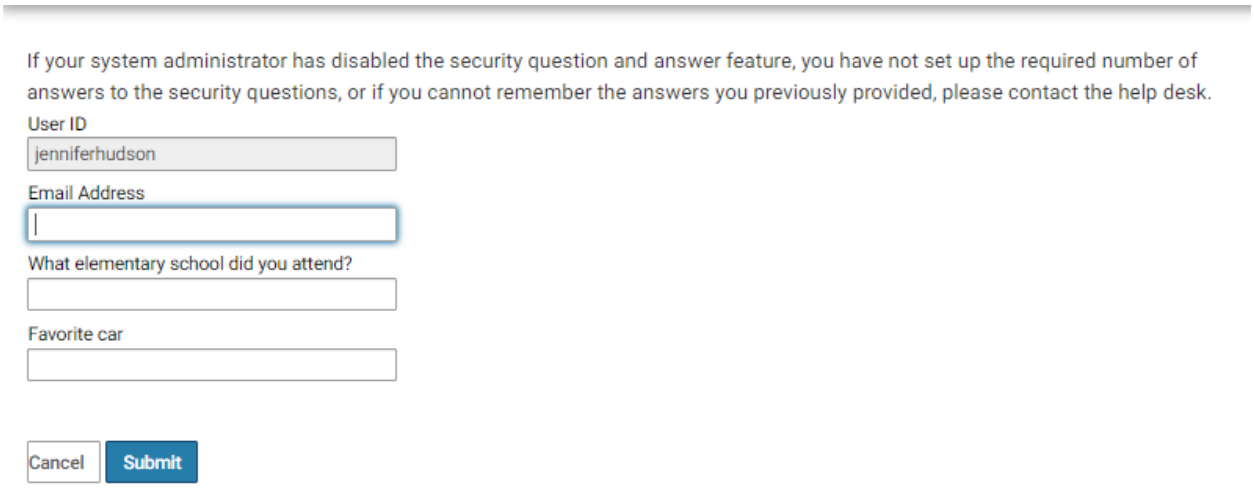
1. Navigate to the Pegasys sign in page.
2. Select the **Forgot Password** link.

Figure 8: Forgot Password Link



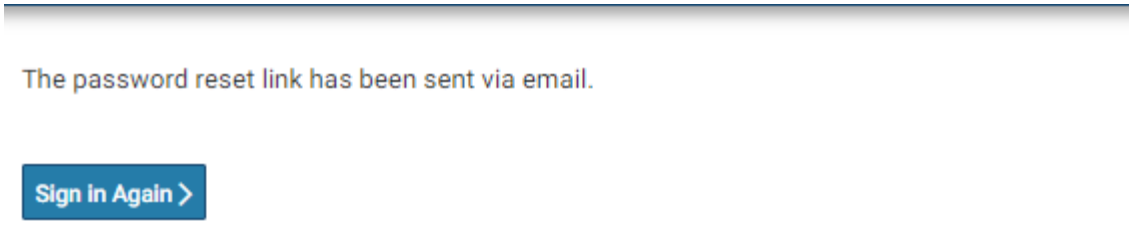
3. On the New page displayed, enter in your User ID, Email Address, and the answers to your two security questions.

Figure 9: Password Reset User Information



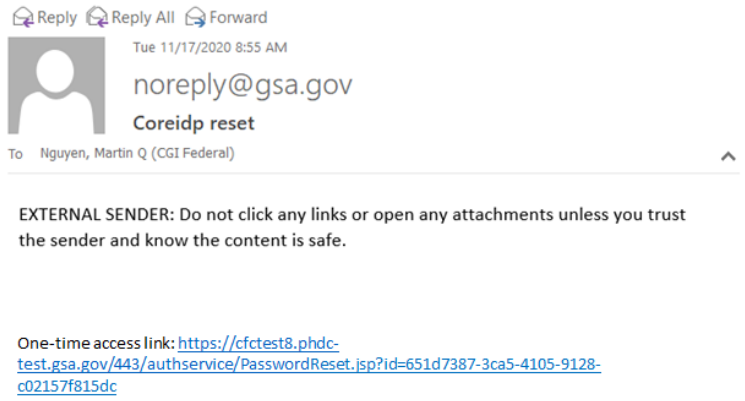
4. Select the **Submit** button.
5. A message will appear stating "The password reset link has been sent via email".

Figure 10: Password Reset Link Sent Via Email



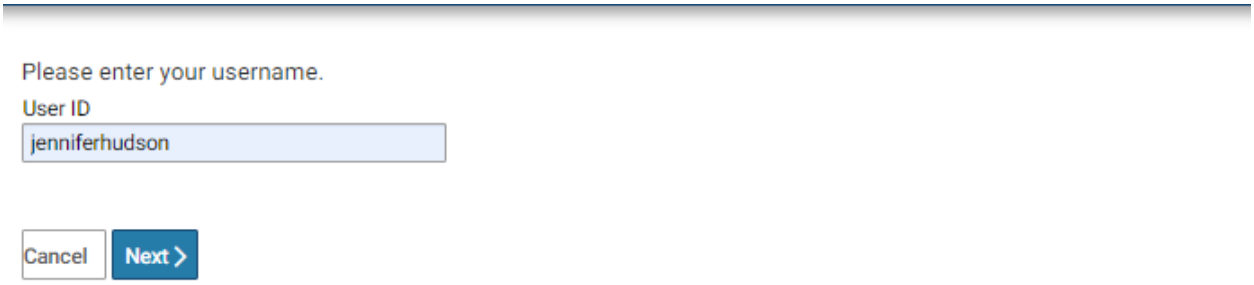
6. Navigate to your email and open the Reset email.
7. Select the One-Time access link.

Figure 11: Reset Email



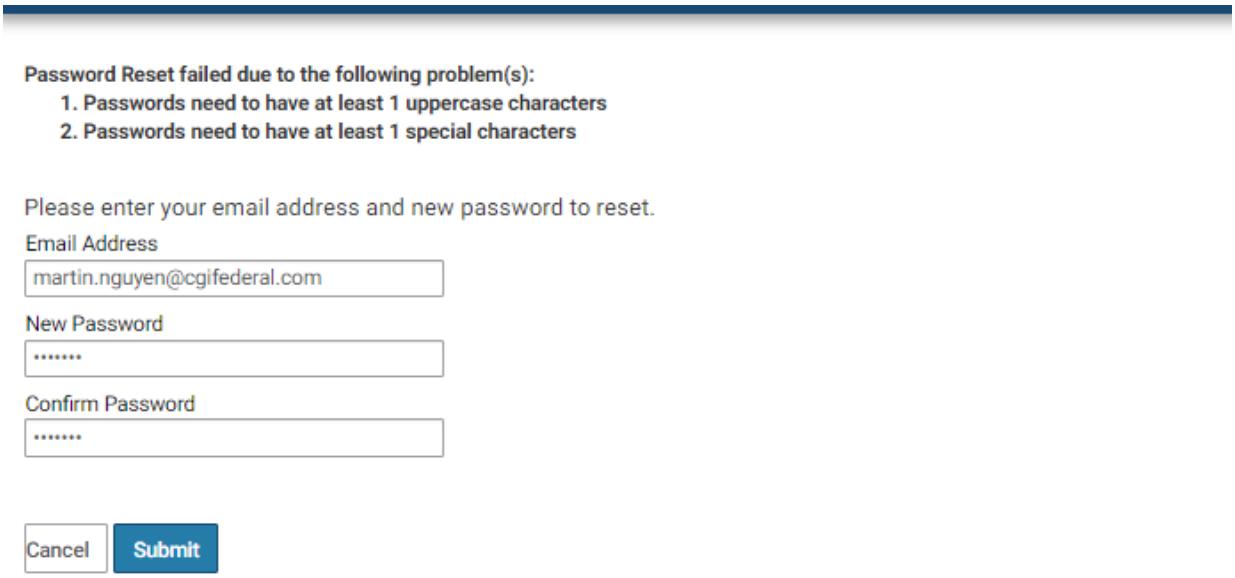
8. After select the external link, it will open a new VCSS sign in page.
9. Enter your User Id and select the **Next** button.

Figure 12: New Pegasys Sign in Page



10. On the next page enter your Email Address, New Password, and your New Password again under Confirm Password.

Figure 13: New Password Page



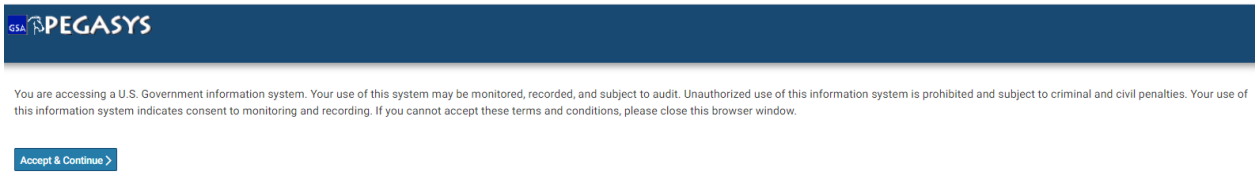
11. Select the **Submit** button.
12. You will receive a second email stating the password for user id associated with this email address has been changed.
13. Navigate back to the Pegasys sign in page and attempt to sign in with your User ID and New Password.
14. The Pegasys Home page should be displayed after a successful sign in.

2.1.8 How do I Sign In to Pegasys?

The following steps describe how to sign in to Pegasys. Only one Pegasys session is permitted per Login ID (you cannot initiate multiple sessions at the same time, however, multiple windows can be opened at the same time). After logging in, the User ID is displayed in the top right corner and is present on every page. This is particularly useful for users who have multiple User IDs.

1. Open your web browser and enter the designated URL address. The Pegasys Accept and Continue page will be displayed. Select the **Accept and Continue** button.

Figure 14: Accept and Continue Page



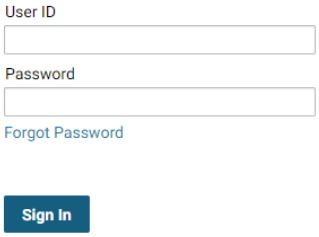
2. The Pegasys Sign in page will be displayed. Enter your Pegasys User ID in the User Name field.

NOTE: Login is lowercase.

3. Enter your Pegasys password in the **Password** field.

   NOTE: Passwords are case sensitive.

Figure 15: Sign In



4. Select the **Sign In** button. The Pegasys Homepage will be displayed.
5. If Pegasys finds an existing session logged in for your User ID, then select the **Continue** button to login.

   NOTE: Any information not saved in this previous session will be lost.

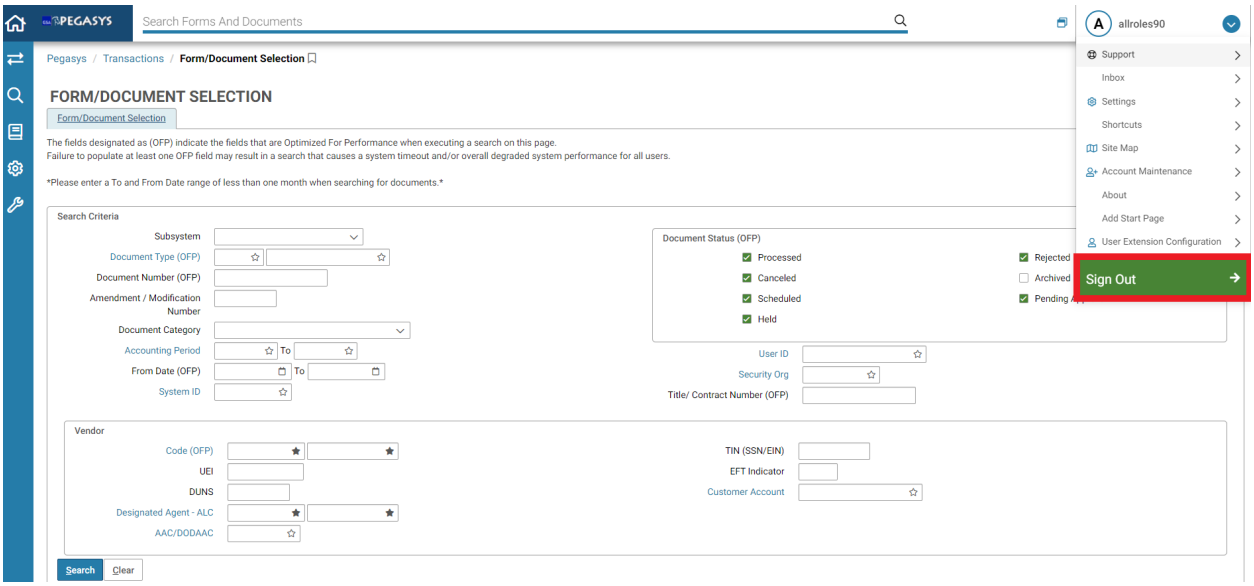
   NOTE: Users who apply the Single Sign-On functionality with their Pegasys User ID role, enable a secure authorization that is automatically linked so no User ID and password input is needed for access.

2.1.9 How do I Exit/Sign Out of Pegasys?

When signing out of Pegasys, it is extremely important to exit the system properly. The following procedure describes the only correct way to exit Pegasys.

1. In the Link Strip on the top right of the page, select the **Sign Out** hyperlink. The Pegasys Sign Out page will be displayed.

Figure 16: Sign Out



2. Do not select the **'X'** in your web browser to log off Pegasys. This will not log your session out of the application.

2.2 What Elements do I see on the Pegasys Homepage?

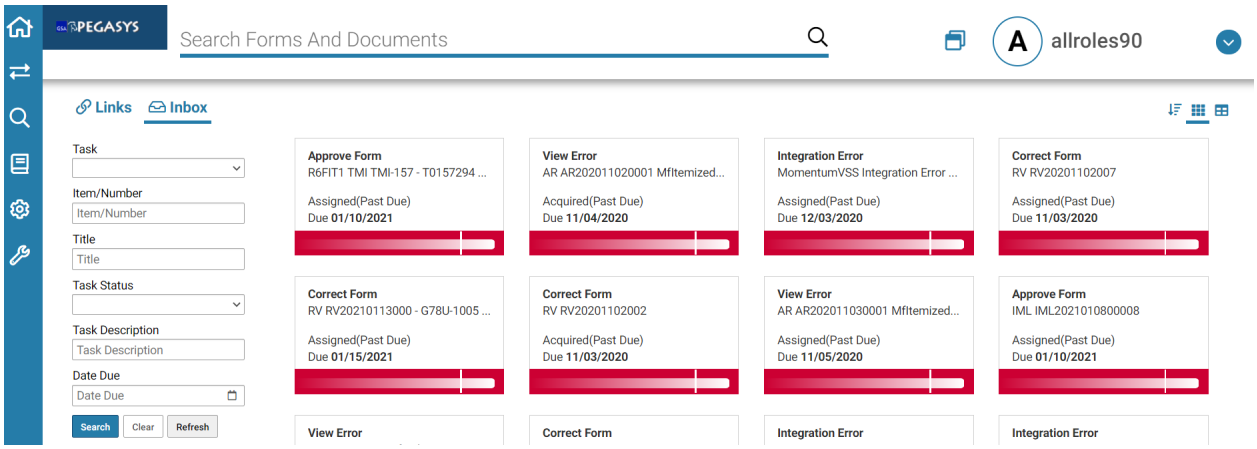
When users initially login to the application and access the homepage, the elements that they see depend on the setup their system administrator has chosen for their site. Users will see their last successful login time, the number of login attempts since the user's last successful login and the number of unsuccessful attempts. A typical user will also see the following items:

- Menu Bar
- Link Strip
- Breadcrumbs Track
- Navigation Panel
- Inbox

The Menu Bar, Link Strip, and the Breadcrumbs Track appear on almost every page in Pegasys. These elements provide the primary basis of navigation in Pegasys.

Figure 17 displays the Pegasys homepage (Currently set to the Inbox) where the User can search, view, and select any assignments in their Inbox or navigate to any subsystem using the navigation menus on the left hand side or the top right of the page.

Figure 17: Pegasys Homepage

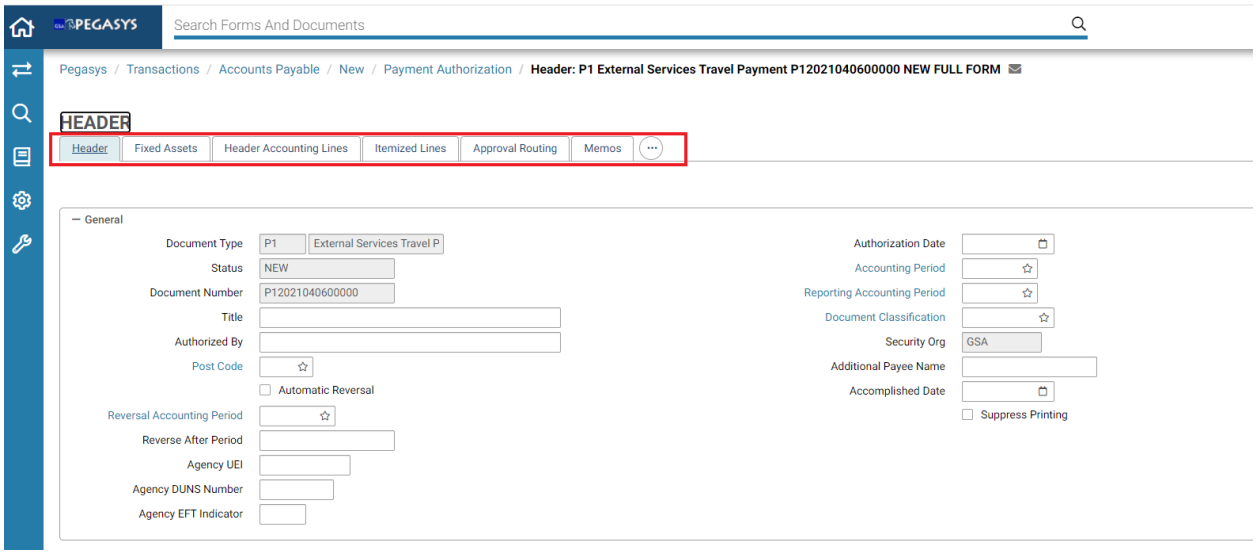


2.3 What Elements do I see on Pegasys pages?

2.3.1 How are Pegasys pages displayed?

Multiple pages are displayed as tabs in a notebook style. For instance, the different pages on a form or query can be accessed by selecting the appropriate tab on the current page. Pages are divided into sections that can be expanded or collapsed. Many of the sections contain information that was entered on a separate page via a button link in previous versions of Pegasys. Using the web browser scroll bar, users may scroll up or down to view all the sections on a page.

Figure 18: Multiple Tabs (Pages)



2.3.2 Where are System Messages and Buttons displayed?

System messages are displayed at the top of the page underneath the Breadcrumbs Track. These system messages never obscure other features on the page. All navigational elements and the remaining page content are always visible to the user in the web browser window.

NOTE: The breadcrumbs at the top of the page provides a path that links users back to the previous locations accessed in Pegasys. **Figure 18** displays a Pegasys page with the breadcrumb path at the top of the page.

System messages may be informational , warning , or error messages that must be corrected before processing or updates can occur. If Pegasys returns an error message, the user needs to make the appropriate corrections, and then attempt again the action that previously prompted the error message. It is highly recommended that forms are verified by selecting the **Verify** button, successfully before users submit them for approval or processing by selecting the **Submit** button. Pegasys provides a selectable message functionality that enables the user to select system messages reported during form verification and be taken to the field on the page that is related to that error message. Action buttons are also located at the top left corner of the page, just above the notebook style tabs of forms and reference tables, and on some queries.

Verifying a form will ensure it is filled out correctly, and if not, the system will return error messages. Those error messages need to be overwritten or corrected depending on the specific message that is displayed. Submitting a form should be performed after the user ensures the form is filled out correctly. After the submit button is selected, the form will be sent out for approval and or processing.

2.3.3 Where are Summary Lines displayed on a form?

Summary lines allow users to view the line amount, transaction type, accounting dimension information, and the commodity information (if applicable) of all the lines on the form or document. There are two ways to view summary lines. The first is by selecting either the Header Accounting Lines tab or the Itemized Lines tab on a transaction. Within the Header Accounting Line or an Itemized Line tab the user can select a line to view it. Users have the ability to view the Funding Total Amount and Unit Price Amount at the line level of the page (Under the Itemized Lines tab). The transaction's Payment Amount will be available from the Header Accounting Lines pages. The Total Header Funded Amount is available on both the Header Accounting Lines tab and Summary tab. The Payment Unit Price Amount and the Total are both available on the Summary tab to allow users to use a single tab to review the impact of all lines of the transaction.

Figure 19: Header Accounting Line Information

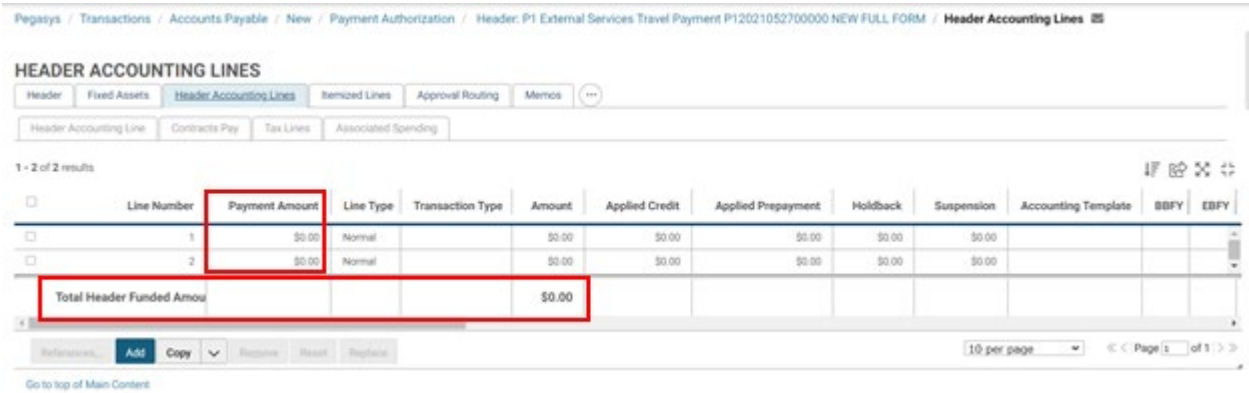
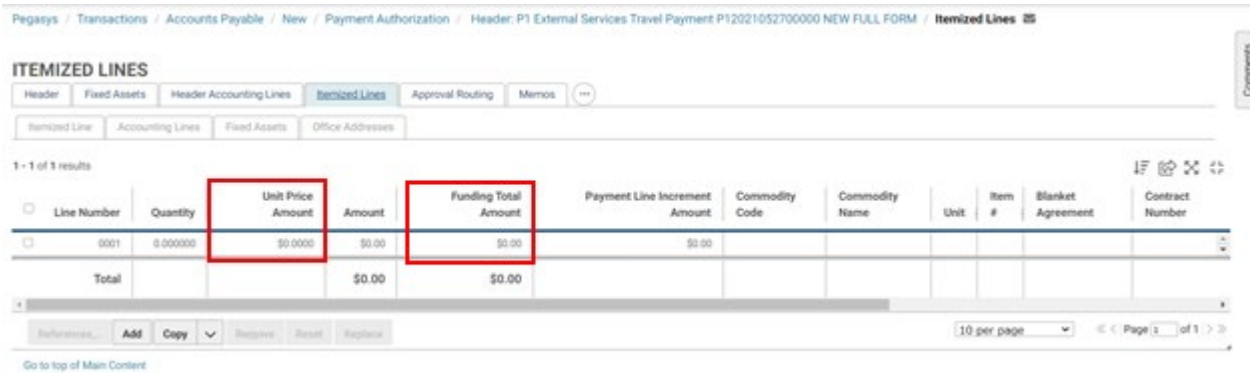


Figure 20: Itemized Lines Information



The second way to view summary information is by selecting the Summary tab on the transaction. From this tab users can view a summary of all lines, make changes to existing lines, and add new accounting lines. The Summary tab also allows a user to select a column heading and drag it to a preferred location as well as expand or contract a column width.

Figure 21: Summary Tab

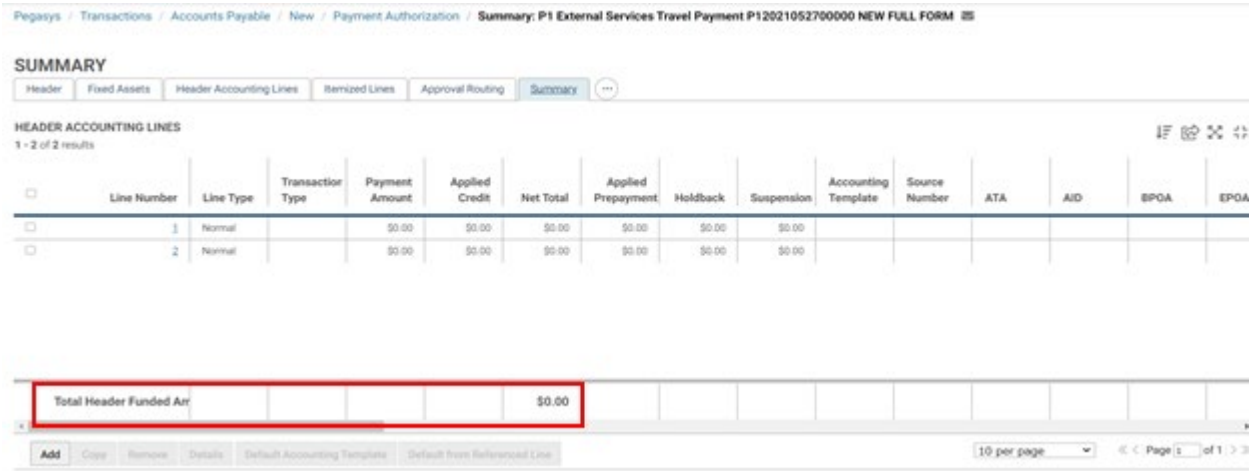
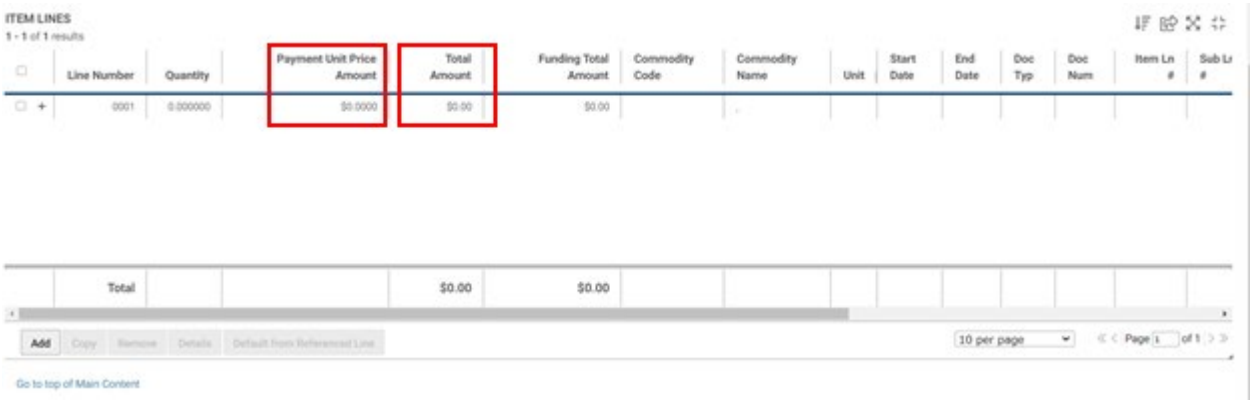
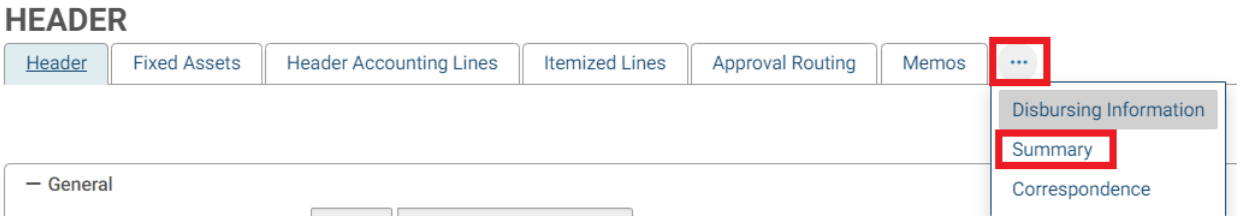


Figure 22: Summary Tab Continued



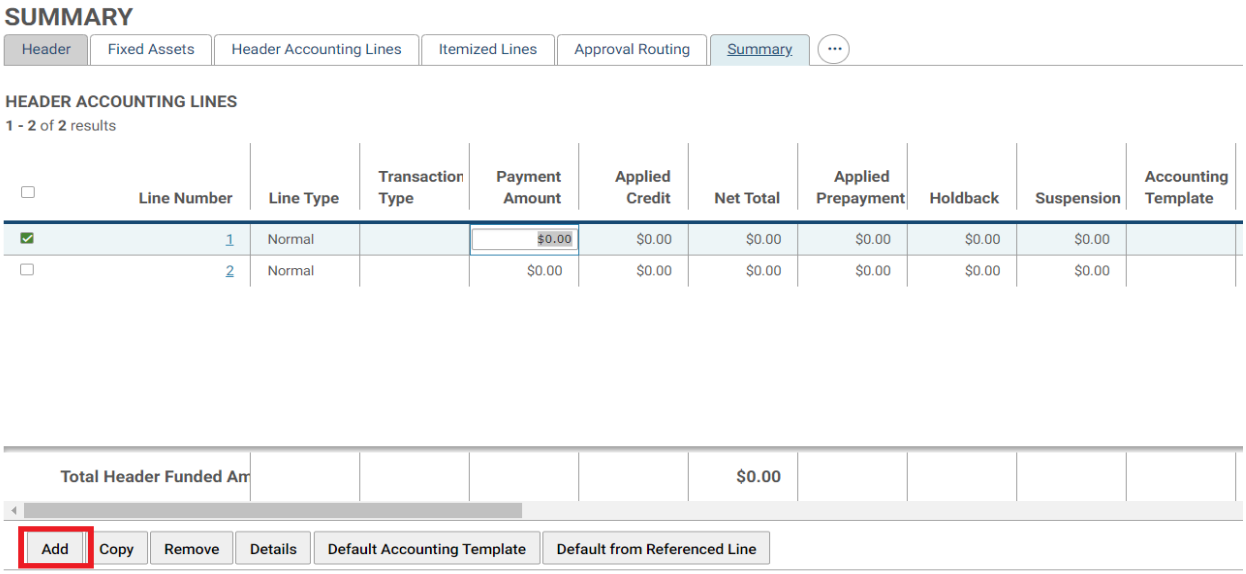
On the form page the user can select the **Summary Tab** by selecting the **Ellipsis** button.

Figure 23: Ellipsis button and Summary Tab



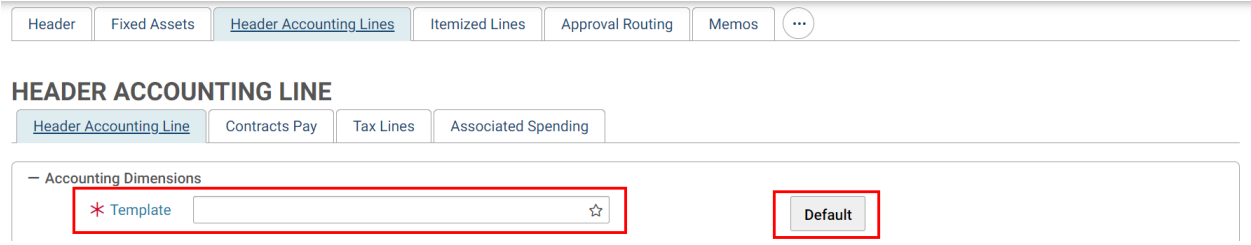
1. To add a new line, select the **Add** button. A new line will be displayed.
    a. To add information to the new line, select inside the cell and type in the information.

Figure 24: Adding a New Accounting Line



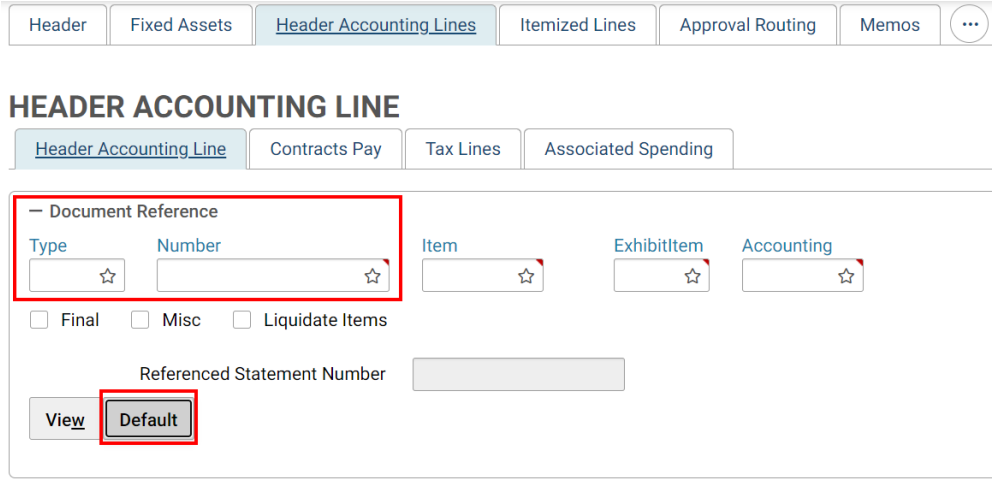
2. To default an accounting template, enter an accounting template in the Template cell, and select the **Default** Accounting Template button.

Figure 25: Defaulting an Accounting Template



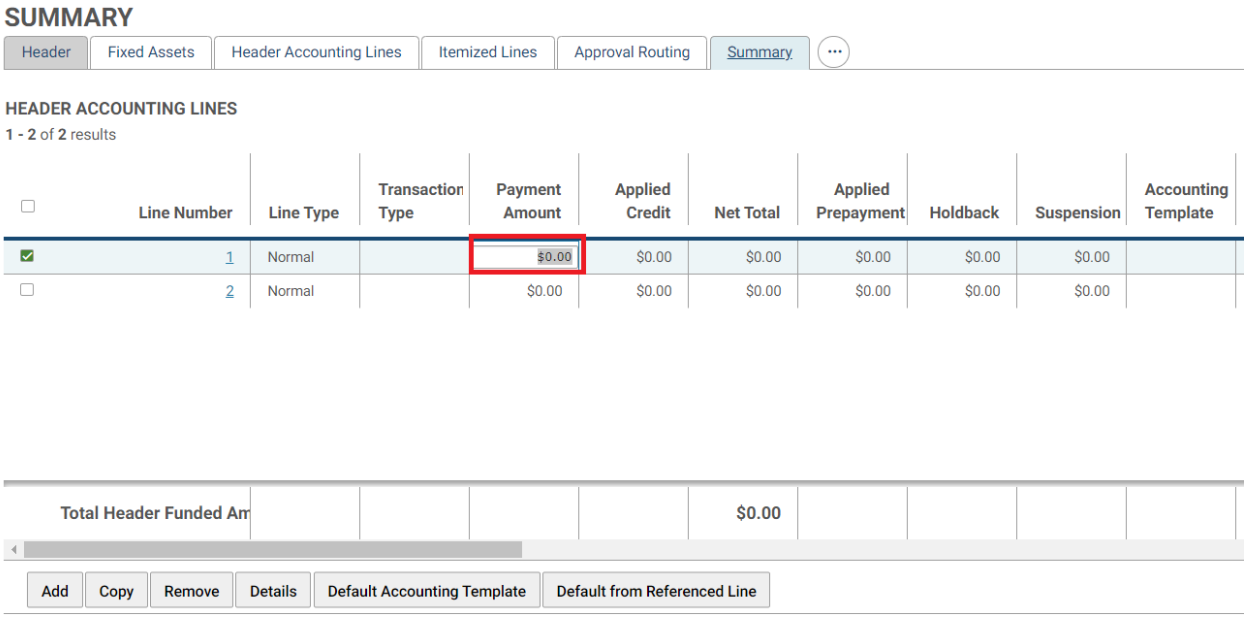
3. To default information from a referenced line, enter a Referenced Document Type and Document Number in the cells provided, and select the **Default** from Referenced Line button.

Figure 26: Defaulting Information from a Referenced Line



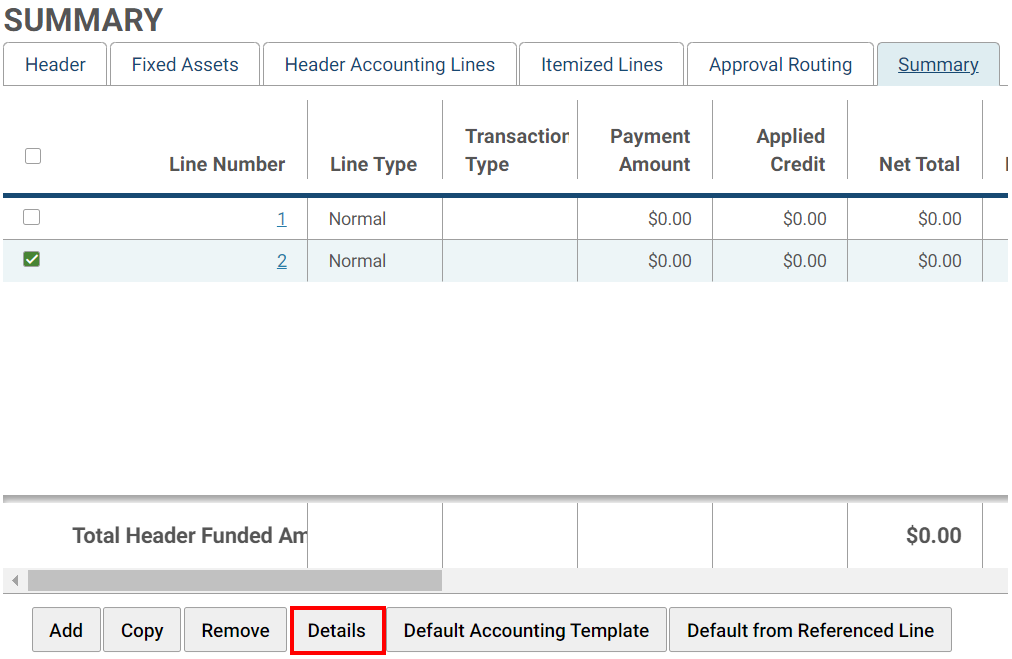
4. To update an existing line, select the desired line, select inside the desired cell(s) for the field that should be updated, and make the change.

Figure 27: Selecting a Cell



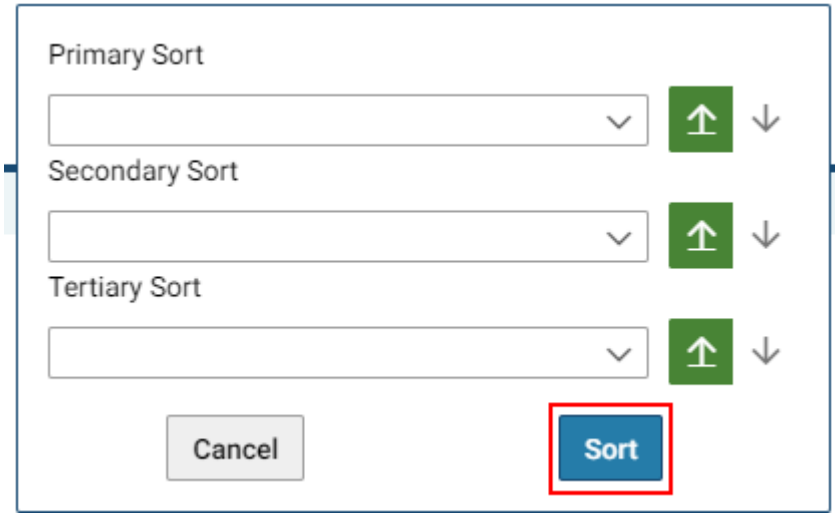
5. To copy an existing line, select the desired line and select the **Copy** button. A new line will be created.
6. To remove an existing line, select the desired line and select the **Remove** button.
7. To see the header accounting line for a specific line, select the line, and select the **Details** button. The header accounting line will be displayed.

Figure 28: Details Button



8. To sort accounting lines, select the **Sort** button. Choose the Sort criteria and select **OK**.

Figure 29: Sort Header Accounting Lines



9. To view the accounting lines as a CSV, select the export button , then select **View in CSV**.
10. To move a column heading, select a column heading and drag it to the desired location.
11. To expand or contract the column width, select the vertical line before or after the column heading and drag outwards to increase the width or drag inwards to decrease the width size.

2.3.4 How do I know when a Field is required?

Required fields are indicated by a red asterisk (*). Pegasys returns a hard error at the top of the page if a required field is not filled in when a user attempts to submit his or her form for processing, or save updates within Pegasys.

2.3.5 What are Reference Field hyperlinks?

Fields that have references to other data within Pegasys are underlined in blue. By selecting these hyperlinks, users are taken to a reference data search page. From this page, they may search for and select the appropriate reference item. Selecting a value from this page will populate the corresponding reference fields on the original page. When searching for a date to enter in a reference field, the user can select the hyperlink to bring up a calendar of days, from which they may select the date. Upon selection this date is populated in the corresponding reference field.

2.3.6 How do I search in Pegasys?

The asterisk (*) can be used as a wild card value. More than one wildcard can be used when searching. Reference field hyperlinks are indicated by blue underlined text and will take the user to a search page for reference data.

2.3.7 What do I need to remember about navigating in Pegasys?

Users should not use the web browser buttons to navigate in Pegasys; this will result in an error. For instance, when the web browser Back button is selected, then the following message will appear: "You are about to end your session. Select to logout or return to the current page." At this point, the user would select to return to the current page if they did not want to end the login session.

2.4 Why does Pegasys log me out after 15 minutes of inactivity?

If a user has been inactive in the system for more than fifteen minutes, then Pegasys will timeout. The user will be unable to keep working in the application in their existing login session. Any unsaved information will be lost. For this reason, it is recommended that users save their forms often, especially if they will be idle in the application for any period of time.

Inactivity on a certain web page will cause the user to timeout. For instance, if it takes the user longer than 15 minutes to enter information on a funding line, then they will be timed out. If however it takes less than 15 minutes to enter the line information, then the 15 minute clock is reset.

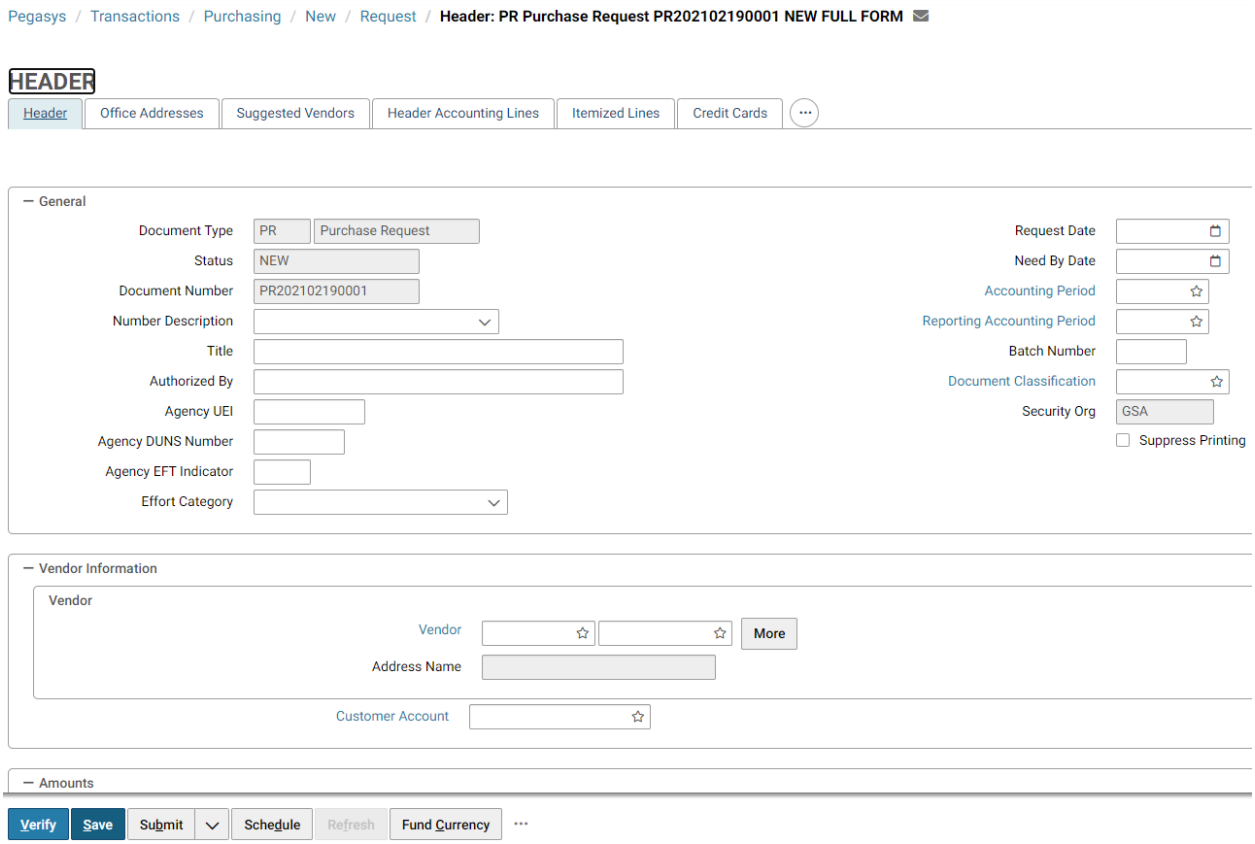
If a user has multiple windows open in the same session, they only need to perform actions in one window to not be timed out in Pegasys.

2.5 How can I Create and Use a Favorite?

The Favorites feature allows users to designate and quickly access frequently-used reference data in Pegasys. For reference fields with blue hyperlinks, selecting the star-shaped Favorites icon ★ will drop down a list of favorites from which users may select a value to populate that reference field. For instance, instead of having to type in or search for a vendor code or an accounting template, the user may simply Select the Favorites icon to select that reference code. From the Favorites icon next to a reference field, users may select from a list of existing favorites, as well as add or remove values from the list. There is no limit to the number of favorites a user may select. The following steps describe how to create, use, and delete a favorite.

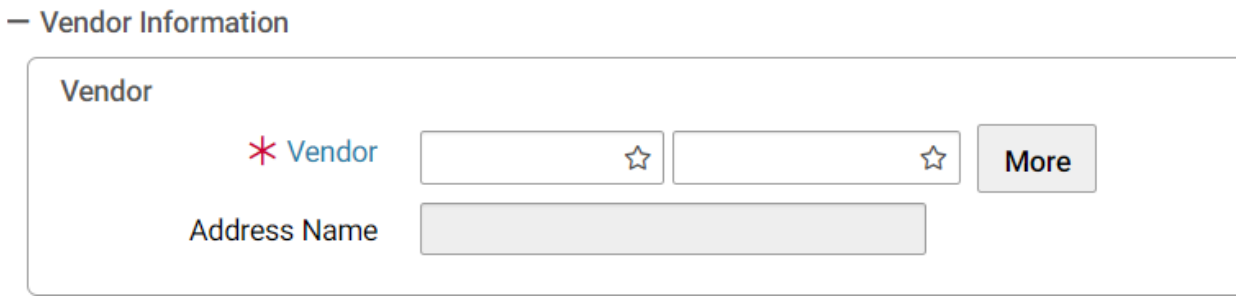
1. Create a new form. The Header page of a new form will be displayed.

Figure 30: Header Page



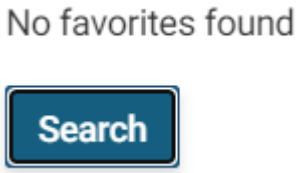
2. Find a reference field with a hyperlink (e.g., a blue underlined field). One example is the **Vendor Code** in the **Vendor Info** section on the **Header** page.

Figure 31: Vendor Information



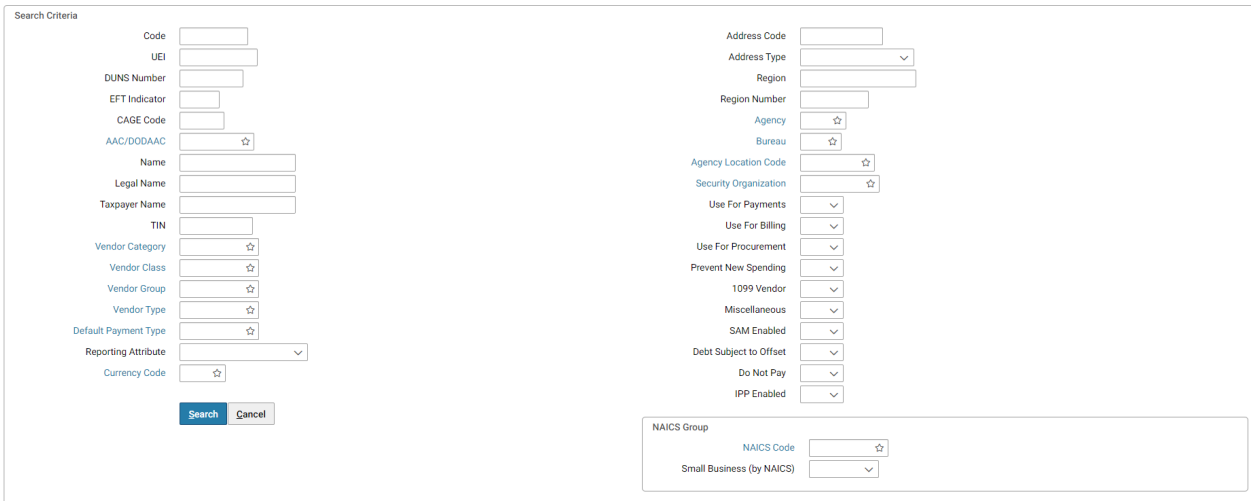
3. Select the **Favorites** icon ★ next to the reference field. The Favorites look-up box will be displayed.

Figure 32: Favorites Look-Up Box



4. **To add a favorite**, select the **Search…** hyperlink in the Favorites look-up box. The reference data search page will be displayed.

Figure 33: Reference Data Search Page



5. Enter the search criteria, and select the **Search** button. The search results will be displayed in the bottom portion of the page.

   NOTE: If you do not know the full value, enter a partial value and the * wildcard symbol before or after the value entered.

6. For the desired reference data record, select the **Favorites** icon ★.
7. Select the **Cancel** button. You are returned to the form page where you left off.
8. To select a favorite, select the **Favorites** icon ★ next to the reference data field from step 2 (e.g., **Vendor Code**). The Favorites look-up box will be displayed. The reference data code added in step 6 appears in the list of Favorites.
9. From the list of **favorites**, select the desired reference data record. The reference data information will be populated in the corresponding data entry fields.
10. To delete a favorite, select the **Favorites** icon ★ next to the reference data field from step 2 (e.g., **Vendor Code**). The Favorites look-up box will be displayed. The reference data code added in step 6 appears in the list of Favorites.
11. Select the **recycling bin** icon next to the **favorite** record you wish to delete. The Favorites look-up box is closed, and you are returned to the form page where you left off.

12. Select the **Favorites** icon ★ next to the reference data field from step 2 (e.g., **Vendor Code**). The Favorites look-up box will be displayed. The Favorite reference data code deleted in step 10 no longer appears in the list of Favorites. The favorite's icon is a small black star.

2.6 For what purpose may I use the Menu Bar?

Located beneath the Pegasys image, the Menu Bar displays the menu options available on the Pegasys Homepage. Users can choose to expand menu items by either hovering over the menu item or by Selecting on it. Users can also choose the speed at which the menu item displays. Both of these settings can be found by Selecting on the Preferences link in the top right corner and then selecting the Usability Settings tab. Instructions on how to set your menu settings can be found in **Section 2.6.2. Figure 34** displays the Pegasys menu bar found on the Homepage.

Figure 34: Pegasys Menu Bar

The Menu Bar consists of the following options:

- **Transactions** - Allows users to create, amend, correct, view, delete, review, and cancel forms and documents, grouped by subsystem. Only the available Pegasys subsystems are displayed. Security rights determine which subsystem users can access. Form/Document Selection also appears here, and provides access to forms and documents in all subsystems. Security rights determine what documents users can access.
- **Queries** - Allows users to perform queries. Only the available queries are displayed, and are grouped by category. Security rights determine which queries users can access. The Reference Query is available at the document level, the accounting line level, and the itemized line level. Additional information is available from the tree section, which can

also be exported to a comma delimited (CSV) file. More information will be displayed in the Reference Query tree so that users will not have to select individual records to view details such as the Invoice Number. The View Unprocessed Transactions Added to Reference Query provides users with the ability to view unprocessed transactions in the Reference Query.

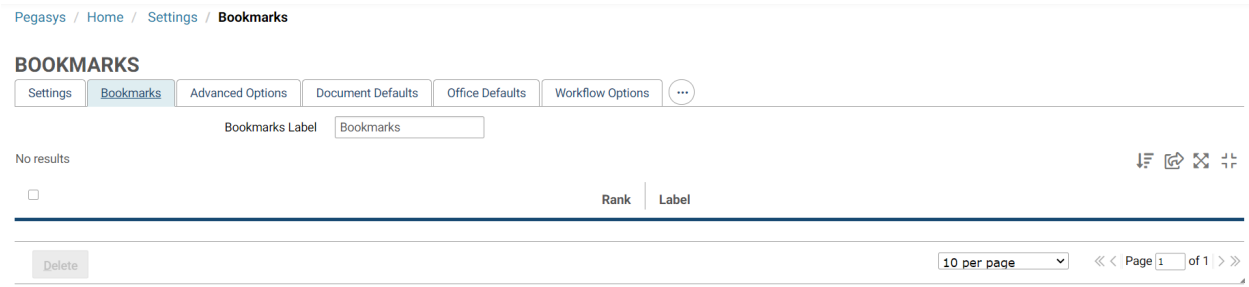
- **Reference** - Provides access to the Pegasys reference data tables. These reference tables store all the valid values in the system and provide Pegasys the means to verify data prior to forms being processed.
- The data tables are grouped by category in this menu.
- **System Administration** - Allows users to modify settings for general administration, approvals, batch setup, configuration, reference, security, and workflow.
- **Utilities** - Provides access for users to create reports and setup, monitor, and execute batch jobs. Security rights determine which utilities users can access.

2.6.1 How can I Create and Organize Bookmarks?

Bookmarks allow users to create a custom menu that can be used for easy access to a Pegasys new form creation page, query, reference data search page, or to any of the Report or Batch Execution pages. Bookmarks can be established for pages by Selecting on the bookmark icon found at the end of the Breadcrumbs Track. The following steps describe how to create, access, and organize Bookmarks.

1. From the menu bar, select a Pegasys page that is a new form creation page, query, reference data search page, report- or batch execution-related page. The selected Pegasys page appears.
2. Select the bookmark icon at the end of the **Breadcrumbs Track**. A system message will indicate that the action was successful; a bookmark has been added. If this is your first bookmark, a menu labeled "Bookmarks" has now been to the added to the menu bar.
3. To open a bookmark, select the Pegasys page you bookmarked from the **Bookmarks** menu. The correct bookmarked page appears.
4. **To organize your bookmarks**, select **Organize Bookmarks** from the **Bookmarks** menu. The Bookmarks tab on your User Preferences page will be displayed.

Figure 35: Bookmarks Tab



NOTE: The Bookmarks tab can also be accessed from Preferences hyperlink in the Link Strip.

5. **To change the Bookmarks menu name**, enter a new name in the **Bookmarks Label**. Select the **Save** button. The name of the Bookmarks menu on the menu bar has now changed.
6. **To change the order in which your bookmarks are displayed in the Bookmarks menu**, highlight a bookmark record. Change the rank to a numeral either above or below your other bookmarks. Select the **Save** button. System message will state that the action was successful.
7. From the menu bar, select the **Bookmarks** menu. The bookmarked items are re-ordered based on the change in rank.
8. Return to the **Bookmarks** tab. **To delete a bookmark**, highlight a bookmark record. Select the **Delete** button. Then select the **Save** button. The bookmark is deleted.

2.6.2 What are the Transactions Menu Options and their Descriptions?

Table 5 describes the options available from the **Transactions** menu.

Table 5: Transaction Menu Options

Option	Description
Accounts Payable	Provides access to Accounts Payable forms and documents.
Automated Disbursements	Provides access to Automated Disbursement transactions.
Budget Execution	Provides access to the Budgeting transactions.
Credit Card	Provides access to Credit Card Reconciliation Notebook.
Fixed Assets	Provides access to Fixed Asset forms and documents.
General Ledger	Provides access to General Ledger forms and documents.
General System	Provides access to General System forms and documents.
Planning	Provides access to Planning notebooks.
Project Cost Accounting	Provides access to Project Cost Accounting (PCAS) transactions.
Purchasing	Provides access to the Purchasing transactions.
Travel Accounting	Provides access to the Travel Accounting transactions.
Reference Data	Provides access to Vendor documents.
Form/Document Selection	Provides access to all forms and documents in Pegasys that the individual user has the authority to view.

Option	Description
Faceted Search	Provides access to specific forms and documents in Pegasys that the individual user can narrow down using filters.

2.6.3 What are the Queries Menu Options and their Descriptions?

Table 6 describes the options available from the **Queries** menu.

Table 6: Query Menu Option Descriptions

Option	Description
Accounts Receivable	Provides access to Automated Receivable queries.
Automated Disbursements	Provides access to Automated Disbursement queries.
Budget Execution	Provides access to the Budgeting queries.
Document	Provides access to the Recurring Profile queries.
External Reports	Provides access to the External Reports queries.
Fixed Assets	Provides access to the Fixed Assets queries.
General Ledger	Provides access to General Ledger queries.
General System	Provides access to General System queries.
GPRA	Provides access to Workcount/PMI Definition query.
Metrics	Provides access to the Metrics queries.
Planning	Provides access to Planning queries.
Project Cost Accounting	Provides access to Project Cost Accounting (PCAS) queries.
Purchasing	Provides access to the Purchasing queries.
Travel Accounting	Provides access to the Travel Tax query.
Vendor	Allows users to query Vendor related information.
Workflow	Provides access to the Workflow queries.
Workload	Provides access to all Workload assignments.

2.6.4 What are the Reference Menu Options and their Descriptions?

Table 7 describes the options available from the **Reference** menu.

Table 7: Reference Menu Option Descriptions

Option	Description
Accounts Payable	Provides access to the Accounts Payable reference data.
Accounts Receivable	Provides access to Accounts Receivable reference data.
Automated Disbursements	Provides access to the Automated Disbursements reference data.
Budget Execution	Provides access to the Budget Execution reference data.
Cost Allocation	Provides access to the Cost Allocation reference data.
Credit Card	Provides access to the Credit Card reference data.
Date	Provides access to date-related reference data.
Dimensions	Provides access to accounting dimension reference data.
Document	Provides access to Document reference data.
Employee	Provides access to Employee reference data and Routing Lists set up.
External Reports	Provides access to External Reports setup and definitions.
Fixed Assets	Provides access to Fixed Assets reference data.
General Ledger	Provides access to the General Ledger reference data.
General System	Provides access to the General System reference data.
GPRA	Provides access to GPRA measurements and goals.
Project Cost Accounting	Provides access to PCAS reference data.
Purchasing	Provides access to the Purchasing reference data.
Travel Accounting	Provides access to the Travel Accounting reference data.
Vendor	Provides access to Vendor related reference data.
Workload	Provides access to Workload setup data.

2.6.5 What are the System Administration Menu Options and their Descriptions?

Table 8 describes the options available from the System Administration menu.

Table 8: System Administration Menu Option Descriptions

Option	Description
Administration	Provides access to current logins and forms in process.
Approvals	Provides access to approval setup and logs.
Batch Setup	Provides access to batch process setup.
Configuration	Provides access to system settings and relationship edits. Relationship Edits have the capability to configure the triggers for edits for reference data creation and modification, including the Accounting Dimensions and Vendor reference tables, the Vendor form, the Accounting Template, and for the Dimension and Vendor Rollups. Additionally, the system allows the ability to associate unique Problem Definitions with Relationship Edits.
Reference	Provides access to referential integrity and problem definitions. System administrator may suppress error messages and successfully process a correction or amendment even if an unchanged piece of data is no longer valid (e.g., a reference data has an expired end date).
Security	Provides access to Pegasys' security setup.
Workflow	Provides access to standard workflow process information.

2.6.6 What are the Utilities Menu Options and their Descriptions?

Table 9 describes the options available from the **Utilities** menu.

Table 9: Utilities Menu Options Descriptions

Option	Description
Reports	Provides access to various standard reports, as well as the ability to print certain GSA forms, documents, and reports. Users can View Reports and check Report Status.
Batch Execution	Provides access to offline processing through various batch processes. Users will be able to access this menu only if they have the appropriate security role.
Manage External Documents	Provides access to external documents.
External Applications	Provides access to external application links.

Option	Description
Business Intelligence	Provides access to the Business Dashboard/Monitor.

2.6.7 What are the Reports Menu Options and their Descriptions?

Table 10 describes the options available from the **Reports** menu.

Table 10: Reports Menu Options Descriptions

Option	Description
Run Reports	Allows users to view the available reports and to submit for printing various GSA forms and documents.
Report Status	Allows users to access a report that was submitted for printing.

2.6.8 What are the Batch Execution Options and their Descriptions?

Table 11 describes the options available on the **Batch Execution** menu.

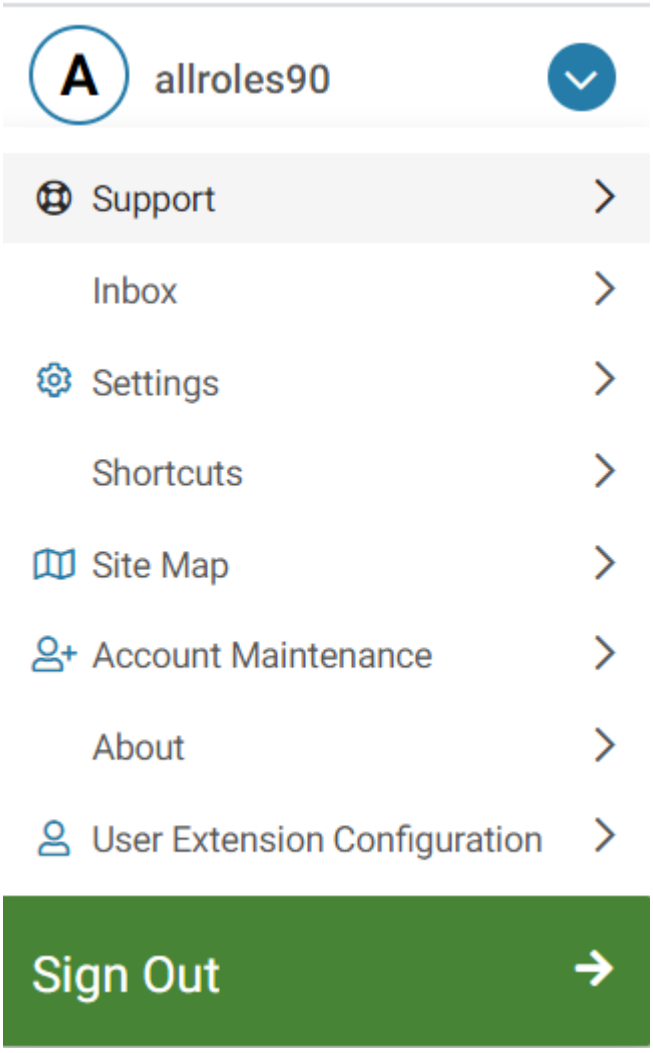
Table 11: Batch Execution Menu Options Descriptions

Option	Description
Batch Job	Allows user to create and maintain batch jobs.
Batch Job Executions	Allows the user to receive a status on any executed batch job.
Batch Job Monitor	Allows the user to monitor when a batch job is run.
Disbursement Parameter Setup	Allows the user to set the parameters for the four main disbursement jobs.

2.7 For what purpose may I use the Link Strip?

The Link Strip is located at the top, right-hand corner of the page. The link strip consists of the Inbox, User preferences, Informational, and navigational hyperlinks. **Figure 36** displays the Pegasys Link Strip found on the homepage.

Figure 36: Pegasys Link Strip



The Link Strip contains the following hyperlinks:

- **Support -** Allows users to access Pegasys on-line help topics.
- **Inbox -** Returns users to their Inbox.
- **Settings** - Allows users to configure display/navigation settings, bookmarks, advanced options, document defaults, office defaults, and workflow options.
- **Shortcuts** - Allows users direct access to forms and documents.
- **Site Map -** Provides an alternative way to view menus and their contents.
- **Account Maintenance** - Allows users to configure display/navigation settings, organize bookmarks and change their password.
- **About** - The About link pops up a window with technical and legal information about this version of Pegasys.

- **Add Start Page** - Makes the current page the default start page.
- **Sign Out** - Allows users to exit Pegasys.
- **New Window icon** - Allows users to open a new window in the same Pegasys session.

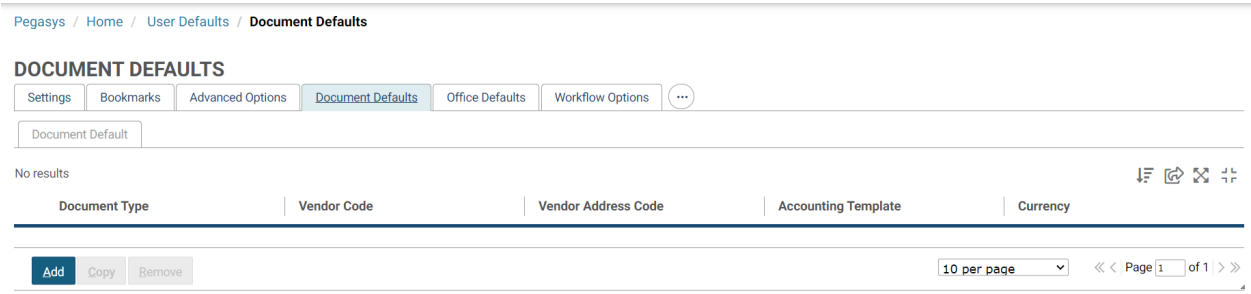
2.7.1 How are Document and Office Defaults helpful to me?

Setting your Document Defaults saves users time and eliminates repetitive data entry by automatically filling in vendor codes and accounting templates with the same information each time a user creates a new Pegasys transaction for your specified document type. Office Defaults populate in the appropriate office addresses for all documents the user creates. Office Address Usability will have additional options for searching, selecting, and updating addresses entered on the Office maintenance table. The system will automatically default the corresponding information from the maintenance table when the user enters the address on transactions using the Office Code and Address Code fields. This default will replace the need for the user to manually select the Get Address button following entry of the code fields. Automatic address refreshing when the user processes, corrects, or amends a transaction will be added for even greater convenience.

The following steps describe how to create, access, and organize Document and Office Defaults:

1. In the **Link Strip,** select the **Settings** hyperlink and then select the **Document Defaults** tab.
2. Select the **Add** button. The Document Default page will be displayed.

Figure 37: Document Default Page



3. Enter the appropriate information in the **Document Type**, **Vendor**, and **Accounting Template** fields. Type **USD** in the **Currency** field.

   NOTE: If necessary, utilize the reference field hyperlink or Favorites icon to make your selections. You may enter as few or as many fields as necessary.

4. Select the **Save** button. System message will state that the action was successful; the document default was saved.
5. Select the **Office Defaults** hyperlink and repeat steps 2-4 to save any **Office Defaults**. System message will state that the action was successful; the office default was saved.

2.7.2 How do I assign Alternate Assignees and Groups?

Alternate Assignees will receive tasks when the user is unavailable. Assignees will not inherit the security of the unavailable user, so in order to complete the task the alternate assignees must have valid security permission themselves. Upon returning to an available status, incomplete or non-acquired tasks will be removed from the Inbox of the alternate assignees and future tasks will only be assigned to the original Pegasys user.

1. In the **Link Strip**, select the **Settings** hyperlink and then select the **Availability** tab.
    a. Go to step 2 to select alternates individually.
    b. Go to step 5 to select alternate groups.
2. In the Alternate Assignees/Groups group box, select the **Alternate Assignees** hyperlink.
3. Select the **Add** button and search for the appropriate User ID of your backup.

    NOTE: If you do not know the full value, enter a partial value and the * wildcard symbol before or after the value entered.
4. Select the **Select** button to select the User ID, and select the **Save** button.
5. To select an Alternate Group, select the **Alternate Groups** hyperlink.
6. Select the **Add** button and search for the Code.

    NOTE: If you do not know the full value, enter a partial value and the * wildcard symbol before or after the value entered.
7. Select the **Select** button to select the Code, and select the **Save** button.

2.7.3 How do I indicate that I am unavailable?

1. In the **Link Strip**, select the **Preferences** hyperlink and then select the **Availability** tab.
2. In the **Main Participant Details** group box, uncheck the **Available** checkbox.
3. Select the **Supervisor** hyperlink.
4. Search for the User ID, choose the User ID, and select the **Select** button.

    NOTE: If you do not know the full value, enter a partial value and the * wildcard symbol before or after the value entered.
5. Select the **Save** button.

2.7.4 How can I Create and Organize Shortcuts?

Shortcuts are a convenient way to directly access saved forms or processed documents, eliminating the need to use the Menu Bar to perform a search. From the Link Strip, users can access their list of shortcuts and jump straight to a form or document. Hierarchical folders can be employed to assist in organizing shortcuts. The following steps describe how to create, access, and organize shortcuts:

1. If adding a shortcut to a previously saved form or processed document, first open the form or document in **Correct, View,** or **Amend** mode. Skip to Step 3.
2. On a new form, select the **Save** button.

   NOTE: Forms must first be saved successfully before users may add a shortcut to them.
3. Select the **Add Shortcut** button. A system message will indicate that the action was successful; a shortcut to the form or document has been created.
4. To access your shortcuts, select the **Shortcuts** hyperlink in the **Link Strip**. The Shortcuts page will be displayed listing all your previously saved shortcuts.
5. Double-select the hyperlink corresponding to your document number. The form or document will be displayed in read-only or an editable mode, respectively.
6. To **create a new folder** in your list of shortcuts, select the **Shortcuts** link in the **Link Strip**. Then select the folder labeled **Shortcuts**. The Shortcuts folder is highlighted.
7. Select the **New Folder** button. In the **Shortcut Detail Information** section, enter a name for your new folder in the **Label** field. Select the **Save** button. A new folder is listed within the Shortcuts folder.
8. To **move a shortcut** to a different folder, select once on the hyperlink corresponding to your document number. Then, select the scissor-shaped **Cut** icon. The form or document that has been cut is italicized.
9. Select the **folder** to which you wish to add your shortcut. Then select the **Paste** icon. The form or document has been moved into the selected folder.
10. Select the **Save** button.
11. To **delete a shortcut**, select once on the hyperlink corresponding to your document number. Then select the **Delete** button. The form or document is crossed out.
12. Select the **Save** button. The form or document is removed.
13. To **delete a folder**, select once on any folder except the Shortcuts folder. Then select the **Delete** button. The folder is crossed out.
14. Select the **Save** button. The folder is removed.

2.7.5 How is the Open New Window feature helpful to me?

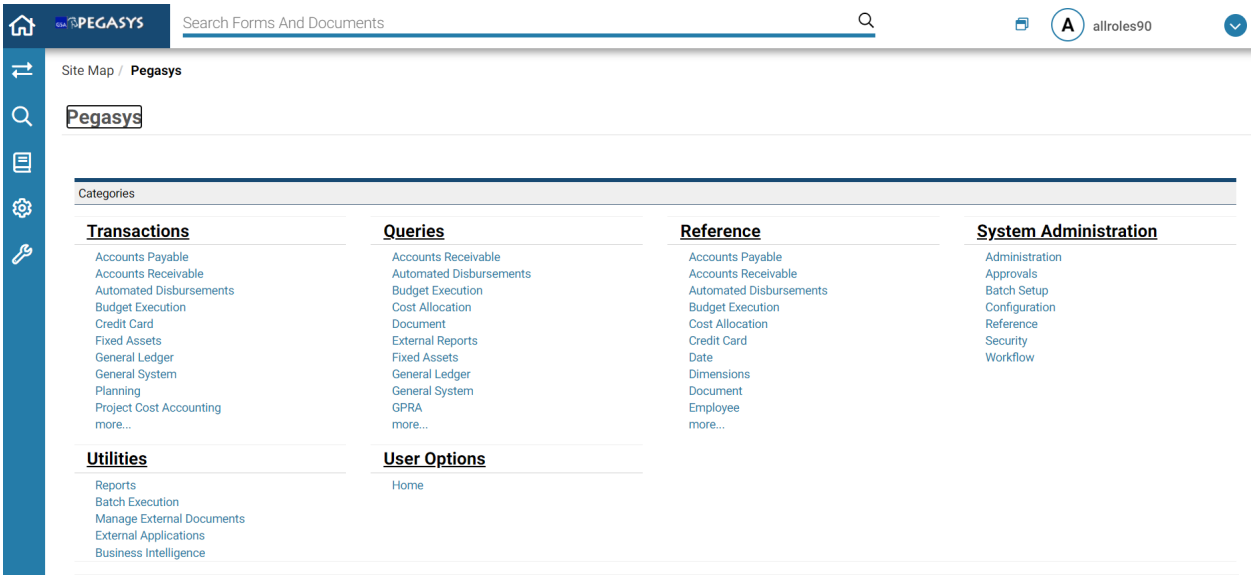
The double cascading box icon found on the Link Strip allows users to open a new window in the same Pegasys session. This feature is useful when the user wishes to look up additional information, but does not want to lose the page on which he or she is currently working. For instance, if the user is filling out a purchase order form, but needs to look up information in a reference table, then he or she may open a new window and navigate to that reference table, while the purchase form is still open.

NOTE: It is advisable that users save their forms often. If users are idle in Pegasys for more than fifteen minutes, then the application will timeout. Any unsaved work will be lost.

The following steps describe how to use the Open New Window feature.

1. In the **Link Strip**, select the **New Window** icon . A new site map window appears onscreen.

Figure 38: New Site Map Window



2. To close any additional Pegasys window, select the **Close Window** link in the **Link Strip**. The new window will close onscreen.

   NOTE: The Close Window link replaces the Logout link on a new window opened in your Pegasys session.

3. Do not select the **'X'** in your web browser to close a Pegasys window.

2.7.6 How do I access Pegasys On-line Help topics?

1. In the **Link Strip**, select the **Help** hyperlink. Pegasys' expanded On-line Help window appears onscreen.
2. Using the scroll bar, scroll down to the new **How-To's** to select one to review.
3. When finished, close the On-Line Help window by Selecting the **'X'** in your web browser.

2.8 For what purpose may I use the Breadcrumbs Track?

The Breadcrumbs Track appears directly beneath the Menu Bar. The Breadcrumbs Track traces the user's path as he or she navigates through Pegasys. The current page is the right-most breadcrumb. Breadcrumbs provide a path that links users back to previous locations accessed in Pegasys. Each breadcrumb is a hyperlink. Users will Select these hyperlinks to navigate through Pegasys in lieu of the Internet Explorer or Netscape Navigator Back button.

2.9 For what purpose may I use the Inbox?

The Inbox will be displayed on the Homepage after logging in to Pegasys. It is also accessible by Selecting the Inbox hyperlink in the Link Strip. The Inbox contains forms that require the user's approval or correction, and also forms or documents that have been manually routed to the user for his or her review. Tasks will remain in the Inbox until the assignment is completed or terminated. The completed tasks are listed under the Completed Tasks tab.

Users may filter through the Inbox task list using any of the Inbox column headers found in the Search Criteria group box. For a complete discussion of approving a form from the Inbox, please refer to **Section 10: Approvals & Vendors** in the Pegasys Purchasing User Guide.

2.9.1 How do I open a Workflow Task from my Inbox?

The following steps describe how to open a workflow task from the Inbox.

NOTE: An e-mail notification will be sent to the Pegasys user advising them of the arrival of a workflow task in their Inbox.

1. View the **Inbox**. Users may have **Approve Form**, **Correct Form**, or **Ad-Hoc Routing Task** records in their Inboxes.
2. Highlight the workflow task record you wish to open.
3. Select the **Open** button. The form will be displayed in read-only mode for approvals and in an editable mode for corrections.
4. If opening an Ad-Hoc Routing task, then the **Notification of Ad Hoc Mailing Router Workflow Task** page will be displayed.

   Select the **View** button to review the form or document in read-only mode.
5. If the ad-hoc routed item is a form, select the **Correct** button to open the form in an editable mode.
6. The **Ad-Hoc Routing Task** will remain in the Inbox until the assignment is manually completed. Therefore, on the **Notification of Ad Hoc Mailing Router Workflow Task** page, select the **Complete** button.
7. **Approve Form** and **Correct Form** tasks will be removed automatically from the Inbox after the user has either approved or resubmitted the corrected form.

2.9.2 How do I view Completed Tasks?

1. View the **Inbox**, then select the **Completed Tasks** tab.
2. If necessary, enter the appropriate search parameters and select the **Search** button to search for the completed task. Information regarding the completed tasks will be displayed.

2.9.3 How Do I Re-Assign Multiple Workflow Tasks to Another User?

The original User ID already has multiple workflow assignments in accepted or acquired status. To re-assign multiple tasks from that user id an Admin user needs to follow the steps below.

1. Navigate to **System Administration - Administration - Task Administration**.
2. Enter the appropriate criteria to return the workflow tasks for the original user.
3. Select all the desired workflow tasks.
4. Select the **Re-Assign** button.
5. Select **Add**.
6. Select **Search User/Group** and enter the new User or Group ID.
7. Select the returned result.
8. Select the tasks under "**Selected Tasks.**"
9. Select the **Re-Assign** button.

Administrative users have the ability to Re-Assign workflow tasks from one user to another user ID or group ID if needed.

NOTE: All acquired or assigned workflow tasks can be reassigned except for Workload View Assignment, Workload View Amendment, Evaluation – Begin (Offer Evaluation), Evaluation – Manage (Offer Evaluation), Vendor Evaluation (Vendor Performance Evaluation), Apply Electronic Signature, and Awaiting Vendor Signature.

2.10 What is Workflow?

Workflow is the automation of a business process, in whole or part, during which documents, information, or tasks are passed from one participant to another for action according to a procedural set of rules. In Pegasys, Workflow handles the correction, approval, and ad-hoc or manual routing of forms and documents. Workflow has a Task Email Notification functionality to provide agencies with the ability to: enable more extensive email notification content configuration, establish a link within the email notification that leads to the actual task as opposed to the inbox, and extend the new logic to supported tasks for mobile applications. There is also the ability to include a Universal Resource Locator (URL) link in the Task Email Notification message.

Pegasys automatically routes forms for approval based on a list of approvers selected on the form's Approval Routing tab in combination with the approval template and type associated with the document type. The form appears as an Approve Form task in the approving official's Inbox. As with all workflow tasks an e-mail notification will be sent to the Pegasys user advising them of the existence of a new task in their Inbox.

Workflow provides the ability for a user to view an inbox task without acquiring it, as well as provide a means for the user to acquire and complete the task that is being viewed without having to return to the Inbox. This will allow users to review detailed task information before acquiring it

and removing the task from the inboxes of other assignees. Search criteria have been expanded and add new fields to the result set for the Inbox and Completed Tasks query pages. The additional search criteria give users flexibility and efficiency in search for their workflow tasks. These additional values allow users to sort the Inbox task by the desired column. Users can quickly determine which tasks are assigned to them and need prompt attention.

2.10.1 **How does Pegasys process Forms?**

After a user selects the Submit button on a form, and the system indicates that it was submitted successfully for processing, the form is now reserved in Workflow. On form submission, the following logic occurs in Pegasys: the application first checks for hard or non-overridden errors on the form. If there are hard or non-overridden errors, then the form is returned to the submitter's Inbox as a Correct Form task. The user may open the form from the Inbox to correct it. Please refer to **Section 2.9.1** in the Pegasys Purchasing User Guide. After correctly resubmitting the form, it is removed from the user's Inbox.

If there are no hard or non-overridden errors on the form, Pegasys next checks for applicable approval templates based on the document type and document amount. If the form does not require approvals, then Pegasys will process it.

If the form does require approvals, Pegasys next determines the order of the approval types, if multiple. For example, on a purchase request, the Manager approval must be applied first, followed by the Account Classification approval, and finally the Funds Authorization approval. This approval order is determined by GSA Policy. Users will not need to add approvers to the form in any specific order; Pegasys will automatically route the forms for approval in the correct order. In combination with the approvers listed on the form's Approval Routing tab, the application will then send an Approve Form task to the appropriate users.

After the first approval is applied, Pegasys will then automatically route the form to the second approver, and so on and so forth. After the final approval is applied, Pegasys automatically processes the form.

If the Prohibit Duplicate Approver checkbox is checked on the Document Type table, users who have already applied approvals on a form (and have the ability to apply multiple approval levels) will not receive tasks for later approvals on the same transaction.

NOTE: Users can add and respond to comments on transactions at the tab and individual field levels.

NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

For a complete discussion of approving a form from the Inbox, please refer to **Section 10 Approvals & Vendors** in the Pegasys Purchasing User Guide.

2.10.2 What can I do with a Form reserved in Workflow?

Normal document actions (e.g., Correct, Delete) are restricted on forms reserved in Workflow. If a user tries to correct or delete a form in workflow, the system displays an error message that the form is reserved in workflow. The user then has the option to unreserve the form, if he or she has the appropriate security permission. If the user unreserves the form, then the form is removed from workflow. For instance, the form will be removed from any user's Inbox in which it currently resides. This applies to both Approve Form and Correct Form tasks. The form is then available for correction or deletion. Please refer to **Section 2.10.3** for additional information on how corrections and amendments on form and documents affect approvals. The Sequential Amendment Number Generation functionality improves the generation of amendment numbers; it changes the Amendment Number generation logic to increment the Amendment Number from the last saved form rather than from the last generated number.

2.10.3 Approvals Required After Form Correction

When a form is approved, certain key information recorded on the document, such as the vendor information, full accounting distribution, and dollar amount on each line of the form, cannot be changed without approval from the appropriate approving officials. When users correct or amend a form or document to change this information, and approvals have already been applied, Pegasys will automatically drop all pre-existing approvals. On submission, the form must route through the entire approval chain again. If the changes do not impact key information recorded on the form, such as the information listed above, then the form or document will retain all the previous approvals and return to the Inbox of the approving official who needs to approve it next. In the case of a document, it will remain in a processed state.

2.10.4 What are Alternate Assignees?

Users can assign tasks to alternates during a period of inactivity. A Pegasys user or an administrator may specify alternate assignees (user IDs) that will receive tasks when the user is unavailable. During that period, tasks assigned to the unavailable user will be sent to the Inbox of that user and the Inboxes of all assignees. Assignees will not inherit the security of the unavailable user, so in order to complete the task the alternate assignees must have valid security permission themselves. Upon returning to an available status, incomplete or non- acquired tasks will be removed from the Inbox of the alternate assignees and future tasks will only be assigned to the original Pegasys user.

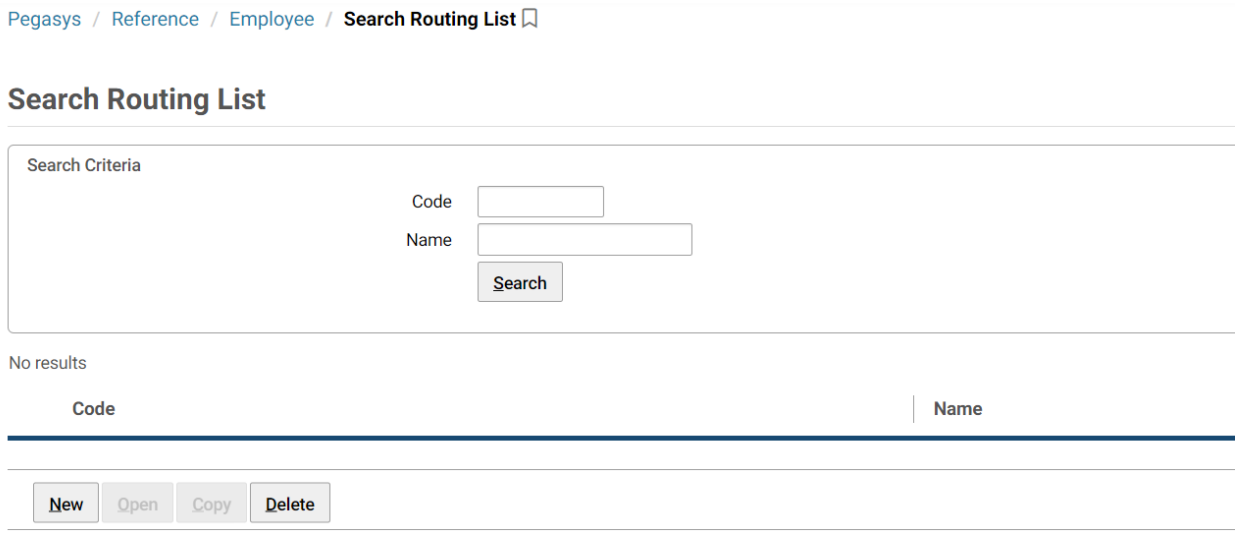
Users have the ability to individually setup their availability options on the Availability tab through the User Preferences. The Principal Availability table tracks users out of office preferences, including alternate assignees.

2.11 How do I Create a Custom Routing List?

Custom Routing Lists are lists of user-defined addressees. Routing Lists allow Pegasys users to add multiple approvers to a form at once, or allow users to ad-hoc or manually route forms or documents to others for review. The following steps describe how to create a custom routing list.

1. From the **Reference** menu, select **Employee - Routing Lists** from the menu bar. The Search Routing List page will be displayed.

Figure 39: Search Routing List Page



2. Select the **New** button. The Routing List page will be displayed.

   On the **Routing List** tab, enter all appropriate information.

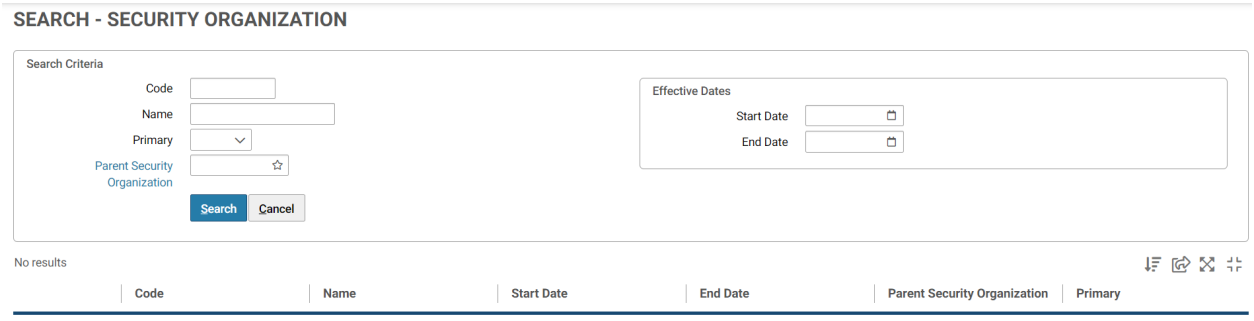
   NOTE: The Code field is required. The routing list's codes naming convention is: the user's correspondence symbol followed by text that describes the purpose of the routing list, e.g., 4BB-Trng. The **Code** field cannot exceed ten characters.

3. Enter a name that describes the routing list in the **Name** field.

   NOTE: The Name cannot contain spaces, quotes, apostrophes, or any other special characters.

4. Select the **Security Org** reference field hyperlink. The Search - Security Organization page will be displayed.

Figure 40: Search - Security Organization Page



5. Enter your search criteria in the appropriate fields. Select the **Search** button. The search results will be displayed in the bottom portion of the page.

NOTE: If you do not know the full value, enter a partial value and the * wildcard symbol before or after the value entered.

6. Highlight the security organization record. Then select the **Select** button. Select **GSA** to make the routing list available to all employees. The selected security organization will be populated in the corresponding reference field.
7. Select the **Mail Stop** tab. The Mail Stop page will be displayed.

   Select the **Add** button. The Add User page will be displayed.

   Enter your search criteria in the appropriate fields. Select the **Search** button. The search results will be displayed in the bottom portion of the page.

   NOTE: If you do not know the full value, enter a partial value and the * wildcard symbol before or after the value entered.
8. Highlight the record for the user to be added to the routing list. Then select the **Select** button. The selected user will be added to the routing list.
9. Repeat steps 7 - 8 to add additional users to the routing list. When all users have been added to the routing list, select the **Save** button. System message will state that the save action was successful.
10. The top-down order of users in the routing lists does not affect the order in which Workflow will route the form for approval. However, the order of users in routing lists does affect the order in which ad-hoc routed forms and documents will be sent to other users for review. In an ad-hoc route, the first user in the routing list will receive the routed item first. The second user listed will receive the routed item second.

2.12 How do I Ad-Hoc Route a Form or Document in Pegasys?

The following steps describe how to manually send a form or document in Pegasys.

NOTE: An e-mail notification will be sent to the Pegasys user advising them of the existence of a new workflow task in their Inbox.

1. From the **Form/Document Selection** page, search for a previously saved form or processed document. Highlight the document record and select the **Route** button. Skip to Step 4.
2. On a new form, select the **Save** button.

   NOTE: Forms must first be saved successfully before users may route them to others for review.
3. Select the **Route** button. The Route page will be displayed.
4. Edit the Subject and Description fields, as necessary.

   NOTE: Information entered in the Description field will appear in the Inbox's Description
5. Select the **Mail Stop** tab.

Go to step 6 to select recipients one by one.

Go to step 9 to select multiple recipients saved in a routing list.

6. To select recipients one by one, select the **Add User/Group** button. The User Search page will be displayed.
7. Enter your search criteria in the appropriate fields. Select the **Search** button. The search results will be displayed in the bottom portion of the page.

   NOTE: If you do not know the full value, enter a partial value and the * wildcard symbol before or after the value entered.
8. Highlight the record for the recipient of the form or document. Then select the **Select** button.

   NOTE: The selected user is added to the list on the Mail Stop tab.
9. To select multiple recipients saved in a routing list, select the **Add Routing List** button.
10. Repeat steps 6-8 to search for and select a routing list to add as mail stops.
11. Review the list of recipients. Then select the **Previous** button.

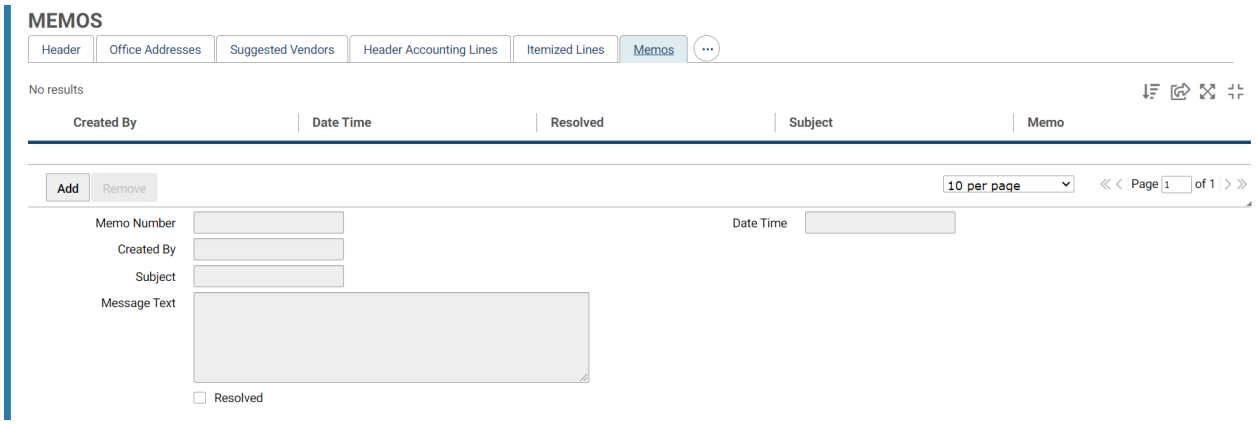
    NOTE: The form or document will be sent to the recipients in the order listed on the Mail Stops tab.
12. Select the **Send** button. A system message will state that the 'submit' action was successful.

2.13 How do I Add or View a Memo on my Form or Document?

A memo is a message that users can add to a form or document to provide additional information or direction for the originator or recipient. For instance, when applying an approval or disapproval to a form, approving officials may include their comments. These comments appear on the form or document as a memo. Memos are accessible by Selecting the Memos tab on the form or document. The following steps describe how to add or view a memo on a form or document.

1. If adding a memo to a previously saved form or processed document, first open the form or document in **Correct** or **Amend** mode. Skip to Step 3.
2. Create a new form.
3. Select the **Memos** tab. The Memos tab will be displayed and lists any memos previously added to the form or document.
4. To add a new memo, select the **Add** button. A new memo is added to the form; the Subject and Message Text fields become editable.

Figure 41: New Memo



5. Type your memo **Subject**.

   NOTE: The Subject is limited to nineteen characters. The text in the Subject field is entered in the memo record.

6. Type your **Message Text**.

   NOTE: The Message Text is limited to 255 characters. The text in the Message Text field is entered in the memo record.

7. Select the **Save** button. System message will state that the form was saved successfully.
8. To delete a memo, highlight the memo record and select the **Remove** button. The memo record will be crossed out.
9. Select the **Save** button. System message will state that the form was saved successfully; the memo record has been removed.

3 Direct Payment Invoice

This section is designed to familiarize users with the procedures for entering a direct payment invoice into Pegasys and its payment generation process. Direct payment invoice can be used to facilitate an oral procurement purchase, sometimes referred to as a certified invoice. All oral procurements must be captured in Pegasys to record the Obligation. Oral procurements can be recorded by generating either a Purchase Order (itemized or non-itemized) or Direct Pay. However, unlike purchase orders, direct payment invoices allow users to request payment for a vendor by completing a single form. The following topics are covered in this section:

- Direct Payment Overview
- Direct Payment Approval Process
- Creating Direct Payment Invoices
- Vendor Forms

3.1 What are Direct Payment Invoices in Pegasys?

Typically, a direct payment purchase is a reimbursement for work-related charges incurred by an employee or other type of purchase where only the vendor invoice is required for payment generation. After the direct pay form has been entered, it must be approved. Direct payment invoices follow the one-way automated match model, which generates a payment authorization when the direct pay document is approved and processed. GSA will use direct payment invoice forms to make payments to a vendor or employee based on the information submitted on an invoice. For example, a direct payment invoice could be used to pay for work-related home telephone charges. Additionally, Finance will use direct payment invoice forms for claims. Both manually entered and interfaced transactions can follow this purchasing model.

Direct payment forms are simply invoice forms. In Pegasys there are several direct payment invoice document types. **Table 12** identifies the document type each PFS Division should use when entering a direct payment invoice.

Table 12: Direct Payment Invoice Document Types

Day	Step	Description
D6	Direct Pay - Region 6	Service personnel using the Heartland Finance Center
D7	Direct Pay - Region 7	Service personnel using the Greater Southwest Finance Center
DC	Direct Pay - Region 6	Service Personnel using the Heartland Finance Center
DF	Direct Pay Region 7	Service personnel using the Greater Southwest Finance Center

Day	Step	Description
DK	Finance Direct Pay - Region 6	Finance personnel using the Heartland Finance Center
DW	Finance Direct Pay - Region 7	Finance personnel using the Greater Southwest Finance Center
DX	Finance Direct Pay	Finance personnel that enter direct payment invoices for external clients

The above direct payment forms record non-itemized transactions. GSA has not identified a need to record itemized direct payment invoice transactions.

3.2 What are the Direct Pay Approvals?

The dollar amount of the payment and the role of the individual entering the direct payment determine which approval types are required. The following sections detail the approval process for both Service personnel and Finance users.

3.2.1 What Approvals are needed for Non-Finance Users?

Direct payment invoice forms entered by Service personnel that are less than or equal to $10,000 require three approvals: Direct Pay Approver, Accounting Classification, and Funds Authorization. In addition to these approval types, direct payment invoices greater than $10,000 also require approval from a Finance Direct Pay Approver. Financial Information & Operations Division users will route direct payment invoices greater than $10,000 to the BCE Direct Pay Approver mail group for Finance approval, and Financial Services Division users will route direct payment invoices greater than $10,000 to the BCF Direct Pay Approver mail group for Finance approval. Also, all Service personnel are required to enter a valid contract number or blanket agreement number on the Header page of Direct Payment Invoice forms that exceed $10,000.

3.2.2 What Approvals are needed for Finance Users?

Direct payment invoices entered by Service personnel that are greater than $10,000 to less than or equal to $100,000 require the approval of a Finance user that is authorized to approve payments according to specific threshold limitations. Direct pay invoices entered that are over $100,000 up to $99,999,999.000 require the following approval types: Finance Approve FDP, Finance Approver Senior, and Special Direct Pay Approver. Direct payment invoices that are over $99,999,999.00 require the following approval types Direct Pay Approver, Accounting Classification, Funds Authorization, and Finance Special Direct Pay Approver. Once the approval has been applied and the form has been processed, the automated match process will be initiated. Finance personnel are not required to enter a contract number or blanket agreement number if the direct payment invoice exceeds $3,000, for example Tort claims, EEO settlements, etc. However, if the payment exceeds $3,000 and refers to a contract or BPA, Finance personnel must enter that information when inputting the direct payment invoice.

3.2.3 What are the Approval Types in Pegasys?

Below is a list of all direct payment invoice approval types and a description of each.

- **Direct Pay Approver** - An approval applied by a person authorized to approve direct pay transactions (typically reimbursements for work-related purchases).
- **Accounting Classification** - An approval applied by an analyst that indicates that the appropriate accounting strip information was applied to the direct payment invoice.
- **Funds Authorization** - An approval applied by a budget analyst that indicates funding is available for the accounting strip specified on the direct payment invoice.
- **Finance Direct Payment Approver** – A Finance user that is authorized to approve payments according to specific threshold limitations. The Finance Direct Pay Approval types are: Finance Approve FDP, Finance Approver Senior, and Special Direct Pay Approver**.**

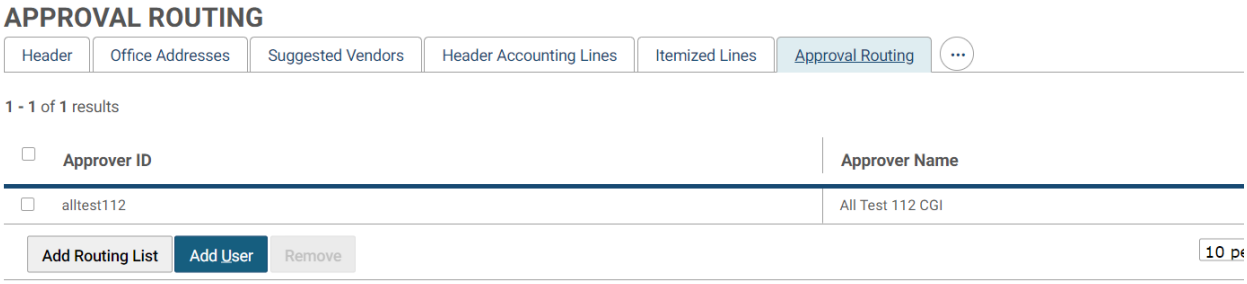
NOTE: An approver may have the authority to apply one or more approval types.

3.2.4 How do I Apply an Approval in Pegasys?

The following steps describe how to apply an approval on a direct pay form. When you are approving a form, you will receive the form in your Inbox.

1. Review the form to ensure it contains required and correct information.
2. On the form, select the **Approval Routing** tab. The **Approval Routing** page will be displayed.

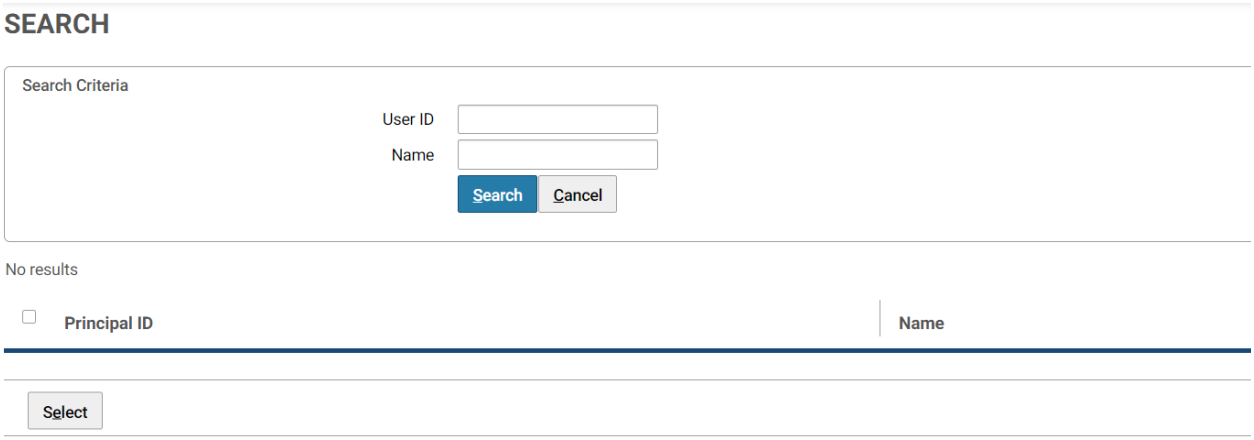
Figure 42: Approval Routing Page



NOTE: Since the form's creator has not yet added approvers, none will be listed.

3. To add approvers one by one to the form, select the **Add** button. The **User Search** page will be displayed.

Figure 43: User Search Page



NOTE: To add multiple approvers that are stored in a routing list, please view step 6.

4. Enter the **Principal ID or User ID** of the form's approver in the appropriate search fields, and select the **Search** button. The search results listing the form's approver will appear.

   NOTE: If users do not know the specific **Principal ID** of the approver, then they may use the asterisk (*) as a wildcard in the search. (Please see screenshot below for an example of using the * as a wildcard.)

5. Highlight the appropriate **Principal ID** record for the approver of the form. Then select the **Select** button.

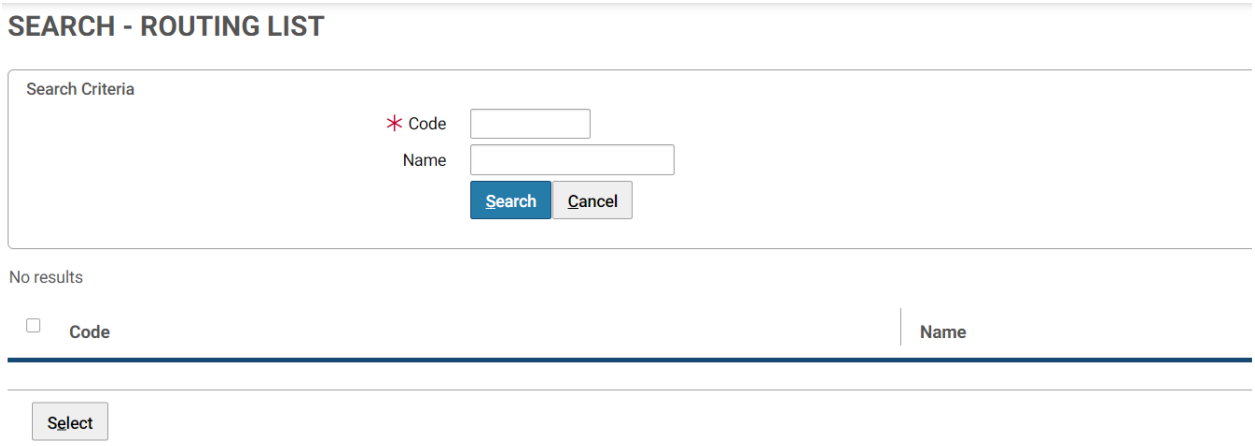
6. The selected user will be added to the approvers list on the **Approval Routing** tab.

   Repeat **steps 3-5** to add additional approvers to the form.

   Reminder: Users will be required to add all approvers to a form, even if one of the approvers is the form's creator.

7. To add to the form multiple approvers that are stored in a routing list, select the **Add Routing List** button. The **Routing List Search** page will be displayed.

Figure 44: Routing List Search Page



8. Enter the **Routing List Code** or **Routing List Name** in the appropriate search fields, and select the **Search** button. The search results will appear.

   NOTE: If users do not know the specific **Routing List Code** or **Routing List Name**, then they may use the asterisk (*) as a wildcard in the search. (Please see screenshot below for an example of using the * as a wildcard.)

9. Highlight the appropriate **Routing List** record. Then select the **Select** button.
10. The users saved in the routing list will be added to the approvers list on the **Approval Routing** tab. Repeat **steps 6-8** to add additional routing lists to the form.

    NOTE: Users may add multiple users and/or routing lists to the Approvers list on a form. **Reminder**: users will be required to add all approvers to a form, even if one of the approvers is the form's creator and submitter.

3.2.5 How do I Disapprove a Direct Payment Invoice?

If you receive a form in your Inbox and decide not to apply an approval, you can return the form to the originator with an explanation of why the form was not approved. The following steps describe how to return a form to the originator if you do not wish to apply an approval.

1. Review the form to ensure it contains required and correct information.
2. Select the **Disapprove** button on the form if the form does not contain required and correct information.
3. Enter a reason for the disapproval. The Approve Form task is removed from the user's inbox. The form is returned to the initiator's Inbox with a Correct Form status.

3.3 How do I Complete a Non-Itemized Direct Payment Invoice?

The following steps describe how to complete a Non-Itemized Direct Payment Invoice form in Pegasys. Refer to the **Finance User Guide 2 of 2, Section 21** for a detailed description of all fields on the Direct Payment Invoice form.

1. Select **Transactions → Purchasing → New → Match Invoice** from the menu bar.
2. Select one of the following document types:
   a. **DK** - Finance Direct Pay - Region 6
   b. **DW** - Finance Direct Pay - Region 7
   c. **DX** - Finance Direct Pay (external clients)
   d. **D6** - Direct Pay - Region 6 Under $3,000
   e. **D7** - Direct Pay - Region 7 Under $3,000
3. Select the **Generate** button.

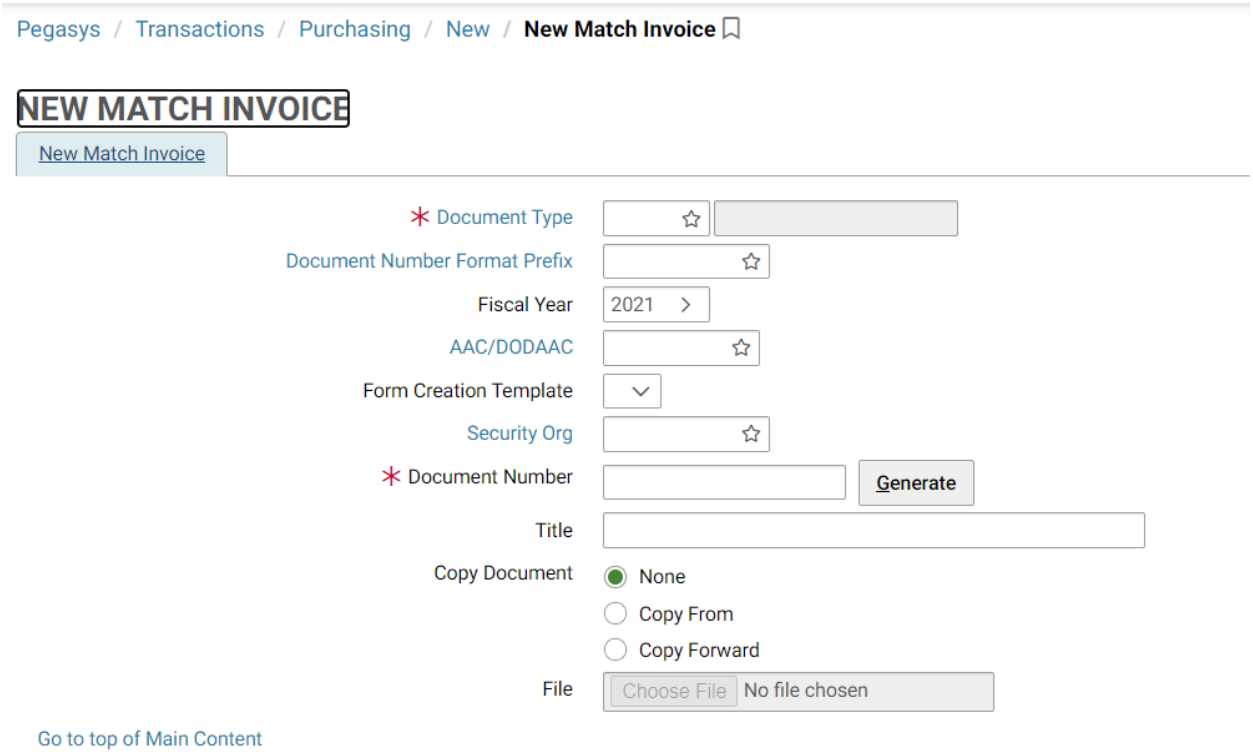
   Pegasys automatically generates a unique document number in the **Document Number** field. However, if you select DX as the document type, you will need to enter the number provided to the client in the **Document Number** field. Once the document number is

generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

The **Security Org** field will default to the user's default security organization once the form is opened. The Finance security organization should only be selected when sensitive/confidential information should not be shared outside of Finance.

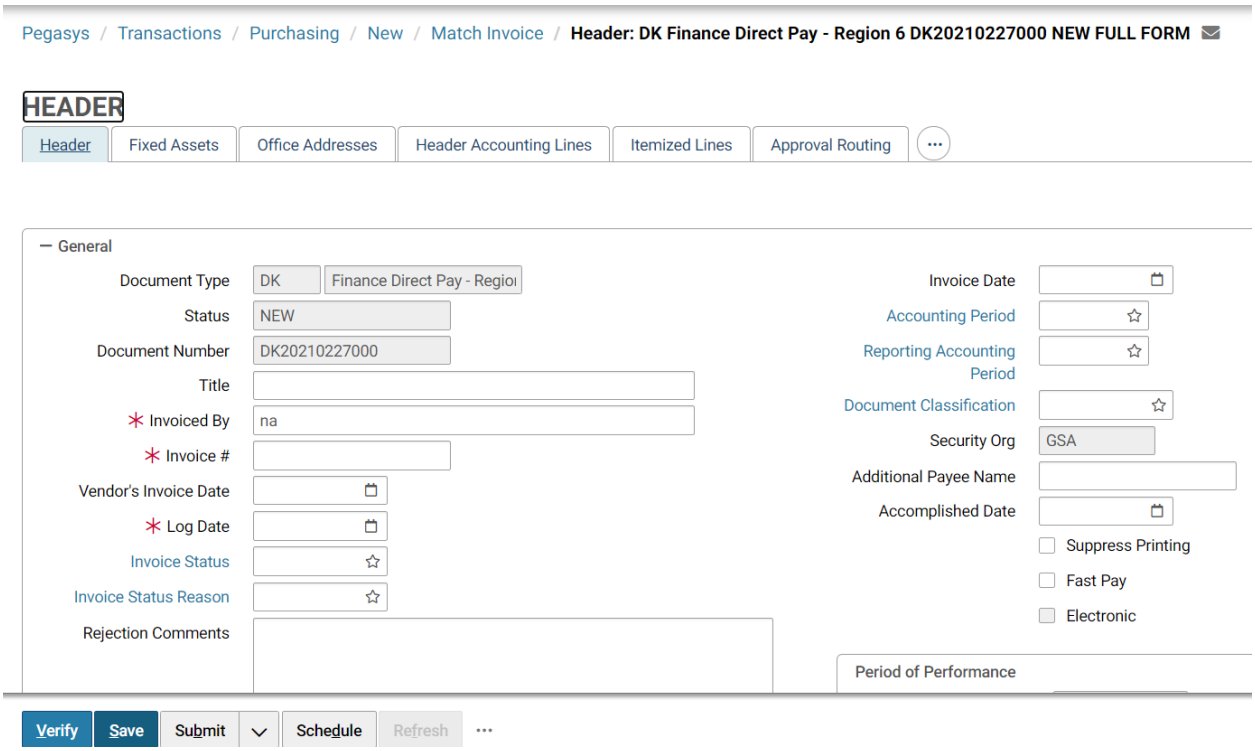
Enter the ACT number in the **Document Title** field.

Figure 45: New Match Invoice



4. Select the **Finish** button. The **Header** page of the Direct Payment Invoice form will be displayed.

Figure 46: Direct Payment Invoice Form



5. Enter your name in the **Requested By** field.
6. The **Invoice Date**, **Accounting Period**, and **Reporting Accounting Period** fields default to the current date and period once the form is verified or processed.

   To enter or change the Invoice Date use the format MM/DD/YY and MM/YY to change the **Accounting** or **Reporting periods** fields.
7. Enter the date on the vendor's invoice in the **Vendor's Invoice Date** field.
8. Enter the date the invoice was actually received by the designated billing office in the **Log Date** field.

   The designated billing office is required to date stamp invoices upon receipt.
9. If applicable, enter a customer account number in the **Customer Account** field.
10. Enter the invoice number in the **Invoice** field.
    a. Do not use any punctuation (i.e., hyphens or slashes) or spaces
    b. Field length cannot exceed 30 characters
    c. If you are paying a phone bill and the phone bill does not have an invoice number, the invoice number should be created using the following format:
    d. 10 digit telephone number + 1 digit month code + 2 digit for the last 2 digits of fiscal year
    e. For example, Invoice # 4105551212A21 translates to: 4105551212 = Telephone #. Telephone number plus month (A-L/Oct-Sept) plus 2 digit FY

i. A = Month of invoice (e.g., Oct)

ii. 21 = FY

f. Month Codes:

Table 13: Monthly Codes

Month	Letter Code
October	A
November	B
December	C
January	D
February	E
March	F
April	G
May	H
June	I
July	J
August	K
September	L

11. Scroll down to the **Vendor Code** field. Select the **Code** link to search for the appropriate vendor code and address code. The Vendor Code represents the vendor's TIN and is a required field.

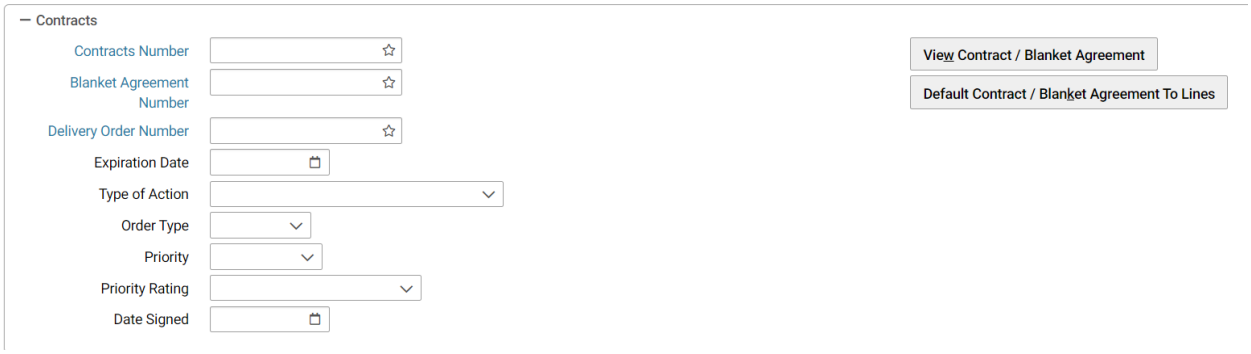
12. Enter the vendor's remittance address code in the **Remit To Address** field.

    Select the **Remit To Address** link to search for and select the vendor. The Remit To Address is a required field.

    NOTE: If referencing a contract, delivery order, or blanket purchase agreement specify the information on the direct payment invoice in the Contracts Information section.

    NOTE: Finance personnel are <u>not</u> required to enter a valid contract number or blanket agreement number if the direct payment exceeds $3,000, unless one applies.

Figure 47: Contracts Information Section



13. Scroll down to enter the **Description** with any descriptive information about the direct payment.

    NOTE: Extended description text field allows for a maximum disk space of 60K (whereas regular description fields hold 255 characters), but printing of the extended description field on forms or reports will be determined by the room available on the form or report.

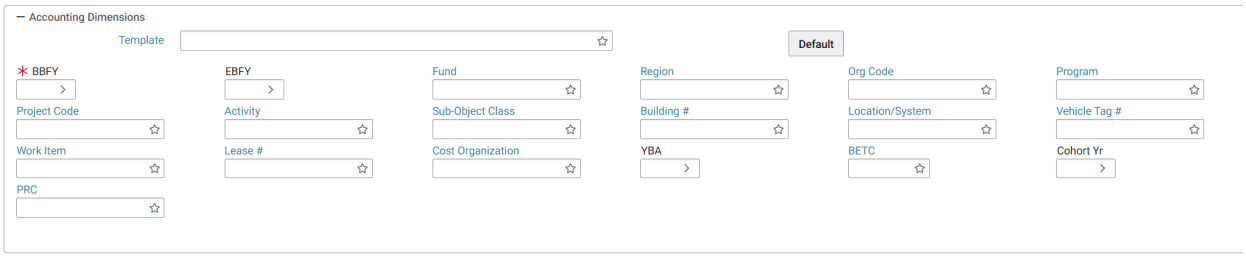
14. Select the **Header Accounting Lines tab** and select the **Add** button.

15. Enter the amount of the direct payment invoice in the **Invoiced** field of the Line Amounts section.

    If the default transaction type is set up for the specific document type, the Transaction Type automatically defaults to the correct transaction type code once the form is verified or processed.

16. Scroll down to the **Accounting Dimensions** section to enter the accounting strip details.

Figure 48: Accounting Dimensions Section



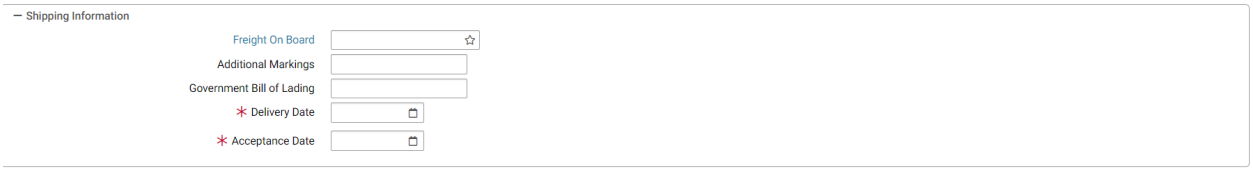
17. Enter the name of the desired accounting template in the **Template** field and select the **Default** button to default the related accounting dimensions.

    Select the **Template** link to locate valid accounting templates.

18. Complete any other required accounting elements that were not populated by the accounting template.

19. Scroll down to the Shipping Information section and enter the applicable dates in the **Acceptance Date** and **Delivery Date** fields. Both fields are required. Enter the exact date the goods/services were received and the exact date the goods/services were accepted.

Figure 49: Shipping Information Section

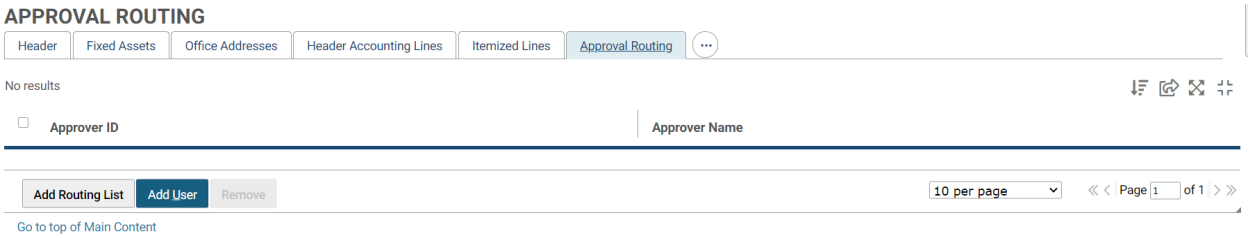


20. Scroll down to the **Description** section to enter any required descriptive information about this line.

    NOTE: Extended description text field allows for a maximum disk space of 60K (whereas regular description fields hold 255 characters), but printing of the extended description field on forms or reports will be determined by the room available on the form or report.

21. To add additional lines, select the **Header Accounting Lines** link and select the **Add** button then repeating **Steps 16 - 23**.
22. Select the **Verify** button to ensure that the data on the direct payment invoice is entered.
23. Correct any errors that are returned.
24. Select the **Approval Routing** tab and add the appropriate approvers individually or via a routing list.

Figure 50: Approval Routing Tab



25. Select the **Verify** button. Correct any errors that are returned.
26. Select the **Submit** button to submit the direct pay invoice for approval.

    Refer to the **Finance User Guide 2 of 2, Section 22** for a copy of the Finance Direct Pay checklist.

    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

27. To approve the direct pay invoice, refer to **Section 3.2.4.**

3.4 What are Vendor Forms in Pegasys?

Vendors are an integral part of the Finance process. In Pegasys, the term “vendor” refers to commercial vendors, government agencies, and all other payees with whom GSA does business. Vendors are identified by a unique vendor code. The vendor’s Taxpayer Identification Number (TIN) will be used as the vendor code. All vendors must have a valid vendor code recorded in Pegasys before the vendor can be used in a spending transaction. A valid vendor code means that

the vendor's Taxpayer Identification Number exists and is marked as "active" on the Vendor Maintenance table. The Vendor Maintenance table stores TINs, vendor addresses, and other information about the vendor, such as business type and size. It is a list of all GSA vendors and is available for all Pegasys users to view through the **Search** functionality.

GSA will use Vendor forms to add new vendors and update existing vendors on the Vendor Maintenance table. Only Finance personnel and Contracting Officers will be authorized to create or correct vendor forms. Please refer to the following for additional information related to the completion of vendor forms in Pegasys see the **Finance User Guide 2 of 2, Section 21** for screen prints and detailed field descriptions.

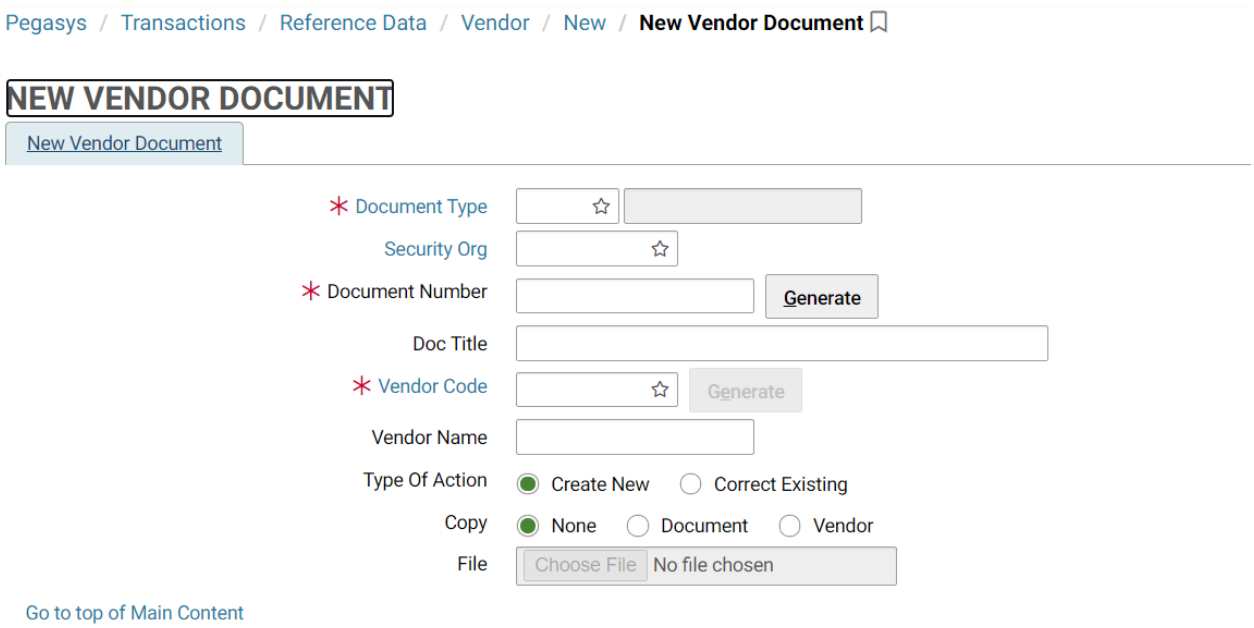
User Defined Field (UDF) and Extensibility functionality includes the ability to capture UDF fields on the Vendor record, as well as add fields via Extensibility that will automatically flow through to the backing entity. The idea is to add user defined fields to the Vendor Form/Document, Review Vendor Query, and Vendor Maintenance Table to enable agencies to determine additional information that they would like to capture on the Vendor record in Pegasys.

3.4.1 How do I Complete a Vendor Form in Pegasys?

The following steps describe how to complete a Vendor Form to add a new record to the Vendor Maintenance table.

1. Select **Transactions → Reference Data → Vendor → New → Vendor Document** from the menu bar. The New Vendor Document page will be displayed.

Figure 51: New Vendor Document Page



2. Enter **VEND** or **VENF**- Vendor Finance (if you are a Finance Center employee).

   NOTE: Please refer to the **Finance User Guide 2 of 2, Appendix C** for detailed information on the Document Types and how to select them.

3. Select the **Generate** button. Pegasys automatically generates a unique document number in the **Document Number** field. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

   Reminder: The **Security Org** field must always be GSA otherwise not everyone can see the vendor.

4. Enter the vendor's **TIN** (Taxpayer Identification Number) in the **Vendor Code** field.

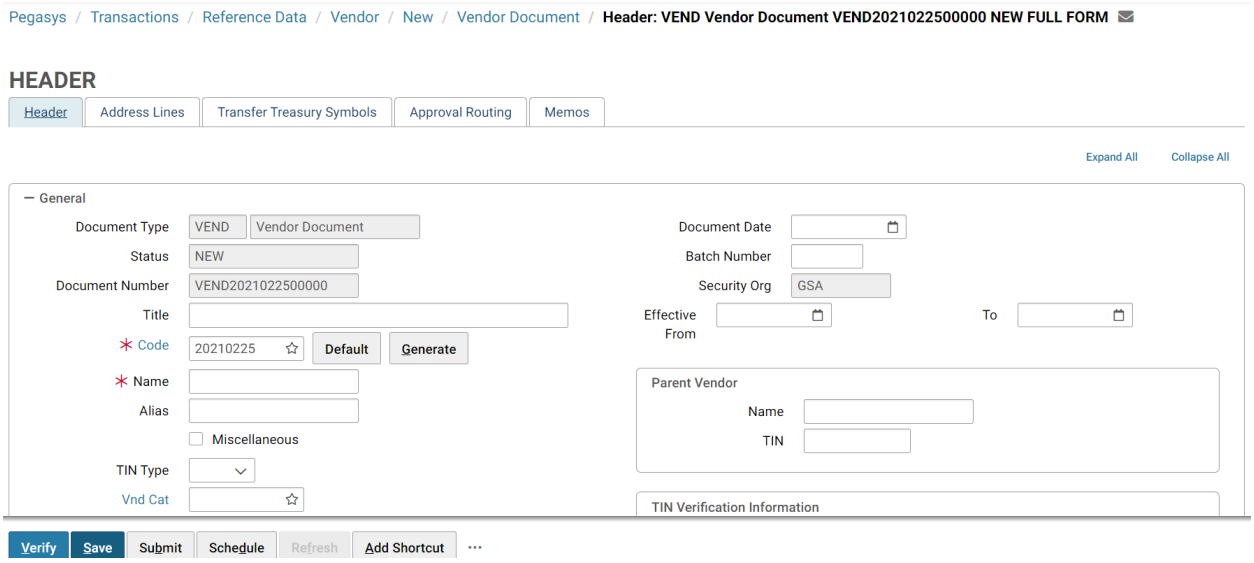
   NOTE: The Taxpayer Identification Number must be entered with no spaces or dashes between the numbers, e.g., 123456789.

   NOTE: Pegasys can be configured to automatically create a new vendor code based on a predefined number format. If this is the standard practice, the **Generate** button will be enabled.

   Select the appropriate Type of Action. The **Create New** radio button will default.

5. Select the **Finish** button. The Vendor Form page opens with the Header page displayed.

Figure 52: Header Page-New Vendor Document



6. The **Code** field displays the value that was entered on the **New Vendor Document** screen. If a name was entered in the **New Vendor Document** page it is defaulted into the **Name** field.

7. Enter the appropriate **SSN** or **EIN** in the required **SSN** or **EIN** fields. (This number must be the same as the TIN or EIN number entered as the Vendor Code on the **New Vendor Document** screen). Select the respective TIN Type from the drop-down list (SSN or EIN).

8. For the **Vnd Cat - Vendor Category** field, select the **Vnd Cat** hyperlink then the **Search** button. Select the appropriate category.

9. For the **Vnd Typ - Vendor Type** field, select the **Vnd Typ** hyperlink then the **Search** button. Select the appropriate vendor type.

NOTE: The **Active Status** field is defaulted to "Active".

10. Select an approval status from the **Approval Status** drop-down box.

    Only vendors that are identified as Reviewed are eligible for use in Pegasys transactions.

11. Select **Vendor** from the **Vendor/Provider** drop-down list.
12. Select the reporting attribute from the **Report Attribute** drop-down list.

    NOTE the **1099** field defaults to unchecked.

    Unless the vendor is a state or federal government entity, check the **1099** check box. Complete any additional information on the Header tab that is applicable to the vendor.

    NOTE: Once the vendor has more than two address lines associated with it; do not change the Header page information.

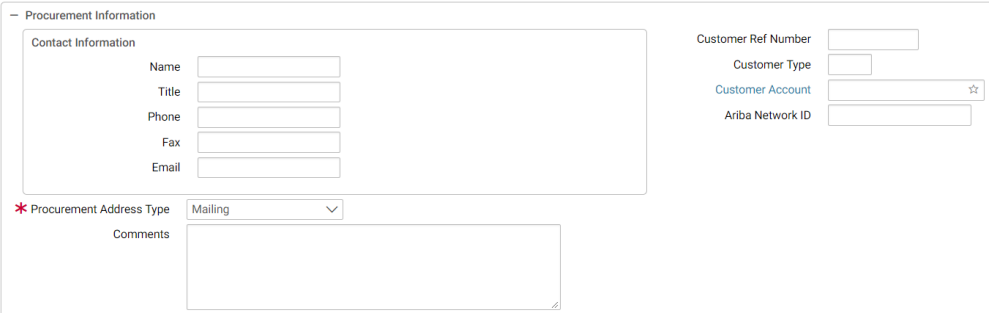
13. Select the **Address Lines** tab. The **Address Lines** page will be displayed.
14. Select the **Add/Change** button.
15. Enter a unique address code for this address record in the **Address Code** field then select the **Nex**t button.

    Address codes should start at "00001" and increase incrementally by one for each subsequent address entered.

16. Complete the following required fields for the vendor:
    a. DUNS Number
    b. UEI
    c. Electronic Funds Transfer (EFT) Indicator (DUNS +4 was relabeled to EFT Indicator)
    d. Name
17. Enter **Vnd Cat** type (if 1099 box on **Header** page was checked).
18. Check the **Use for Procurement**, and **Use for Payment** fields where applicable. If the **Use for Procurement** field is checked, then the vendor will be eligible for use on Pegasys purchasing documents.
19. If **Use for Procurement** is checked, scroll down to the **Procurement Information** section. Fill in the appropriate information such as **Contact Information**, **Customer Ref Number**, and **Customer Account**.

    The **Procurement Information** section.

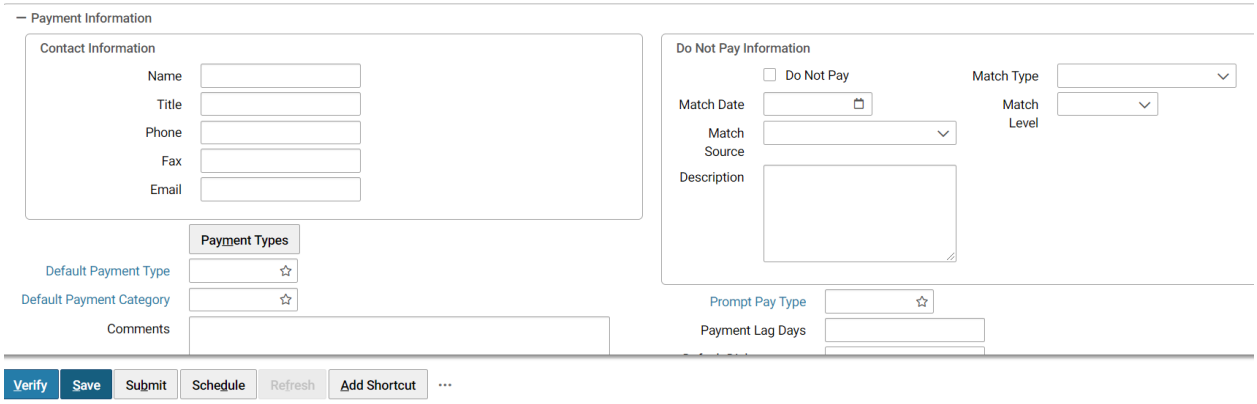
Figure 53: Procurement Information Section



20. If **Use for Payments** is checked, scroll down to the **Payment Information** section.

    The **Payment Information** section.

Figure 54: Payment Information Section



21. Enter the **Default Payment Type**.

    NOTE: Default payment type must agree with the selected **Vnd Cat - Vendor Category** code.

22. Select the **Payment Types** hyperlink. The **Search - Prompt Pay Type** page will be displayed.

23. Enter the appropriate search criteria and select the **Search** button. The matching search results will appear.

24. Select the appropriate type of payment (Check or EFT) and select the **Select** button.

25. Select the **Address Lines** link to add additional addresses.

    You can add multiple addresses for this vendor repeating Steps 15-27. Use a unique code for each address.

26. Select the **Verify** button. Any errors will be displayed. Correct the errors and select the **Verify** button again.

27. Select the **Submit** button to process the form and add the vendor to the **Vendor Maintenance** table.

NOTE: If another vendor exists with the same Vendor Code, the system will display a duplicate error and the vendor will not be submitted.

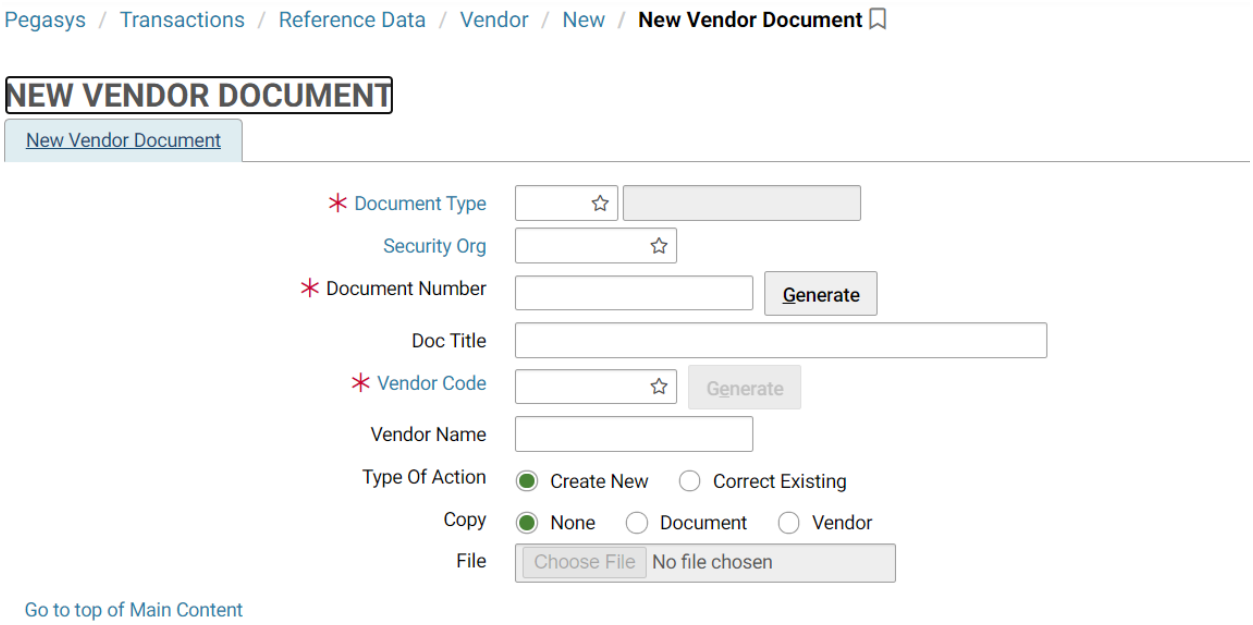
NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

3.4.2 How do I Add a New Address Lines to an Existing Vendor Form?

The following steps describe how to add a new line to an existing Vendor form. If an address line needs to be changed, forward a request to Finance to make the changes.

1. Select **Transactions → Reference Data → Vendor → New → Vendor Document** to access the **New Vendor Document** screen. The **New Vendor Document** screen will be displayed.

Figure 55: New Vendor Document - New Address Lines



2. Select **VENF** - Vendor Finance (if you are a Finance Center employee) from the Doc Type drop-down list.

   NOTE: Please refer to the **Finance User Guide 2 of 2, Appendix C** for detailed information on the Document Types and how to select them.

3. Select the **Generate** button. Pegasys automatically generates a unique document number in the **Document Number** field. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

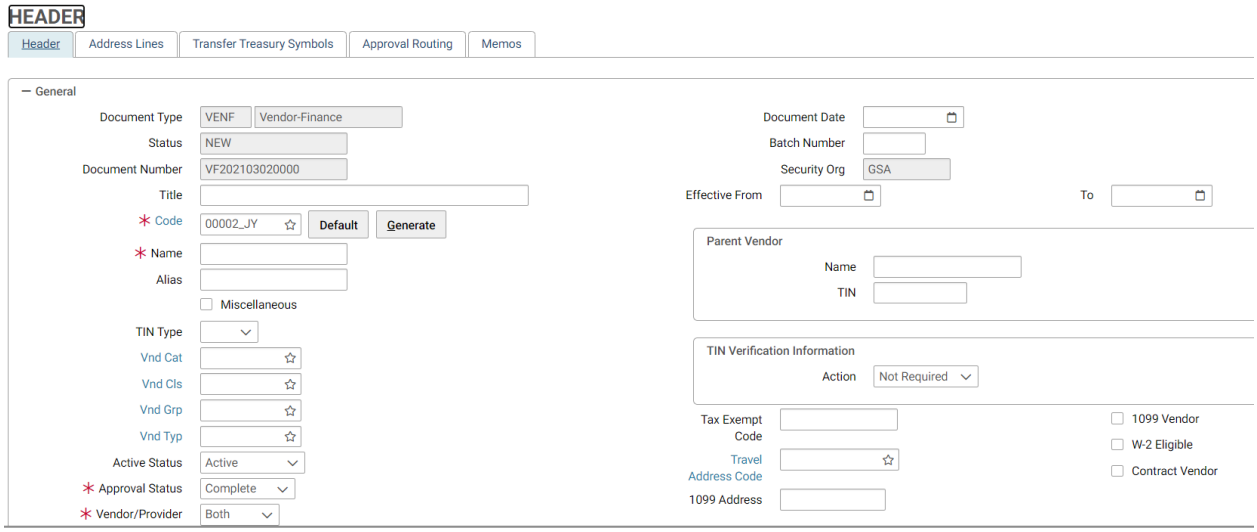
   NOTE: The **Security Org** field must always be GSA.

4. Enter the vendor's **TIN** (Taxpayer Identification Number) in the **Vendor Code** field.

NOTE: The Taxpayer Identification Number must be entered without spaces or dashes between the numbers, e.g., 12345678 otherwise the system will return an error.

5. Select **Correct Existing** radio button in the Type of Action group box.
6. Select the **Finish** button. The **Header** page of the Vendor form will be displayed.

Figure 56: Header Page-New Address Lines



NOTE: Do not change the information displayed on the Header page unless an update needs to be made.

7. Select the **Address Lines** tab.
8. Select the address line to change and select the **Address Line** hyperlink. The **Address Line** page will be displayed.
9. Enter a unique address code for this address record in the **Code** field.

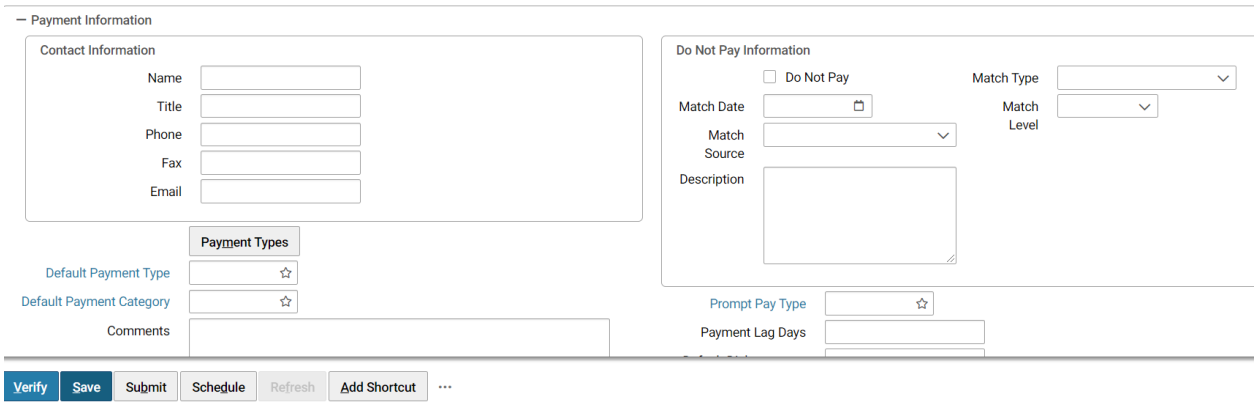
   Address codes start at "00001" and increase incrementally by one for each subsequent address entered.
10. Complete the following required address fields for the vendor.
    a. Name
    b. Address
    c. City
    d. State
    e. Zip Code
11. Select the appropriate Line Action from the **Line Action** drop-down list. The values are Add, Change, and Delete. The line action indicates whether to add, delete, or change the line.
12. Enter **Vnd Cat** type (if 1099 box on Header page was checked).

13. Enter the appropriate vendor type in the **Vnd Typ** field. Select the **Vnd Type** field to select valid Vnd Type.
14. Check the **Use for Procurement** and **Use for Payment** fields where applicable. If the **Use for Procurement** field is checked, then the vendor will be eligible for use on Pegasys purchasing documents.
15. If **Use for Procurement** is checked, go to the **Procurement Information** section. Fill in the appropriate information such as **Contact Information**, **Customer Ref Number**, and **Customer Account**.

Figure 57: Procurement Information Section-New Address Lines

16. If **Use for Payments** is checked, go to the **Payment Information** section.

Figure 58: Payment Information Section-New Address Lines



17. Enter the **Default Payment** in the **Default Payment Type**.

    NOTE: Default payment type must agree with the selected Vnd Cat - Vendor Category code.

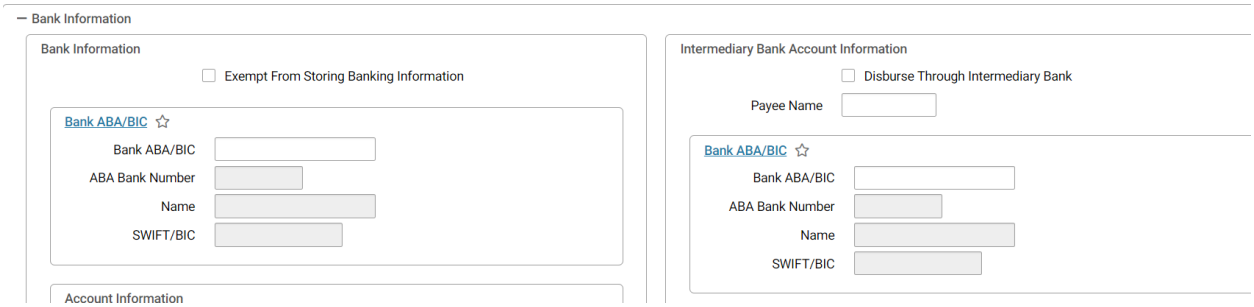
18. Select the **Group Payment** check box. This allows multiple payments being made to a vendor address on the same day to be grouped into one payment.

    The payments are listed separately on the schedule to preserve an audit trail, but only one payment is made to the vendor for the full amount, instead of multiple payments with different amounts.

    Do not select the **Prompt Payment** check box.

19. Go to on the **Banking Information** group box.

Figure 59: Bank Information Section



20. In the **Payment Information** section, select the **Payment Types** button and choose either Check or EFT.

    Search for and select the appropriate type of payment.

21. To add multiple addresses for this vendor repeat Steps 6-18. Use a unique code for each address.

22. Select the **Verify** button. Any error(s) will be displayed. Correct the errors and select the Verify button again.

23. Select the **Submit** button to process the form and update the vendor record on the **Vendor Maintenance** table.

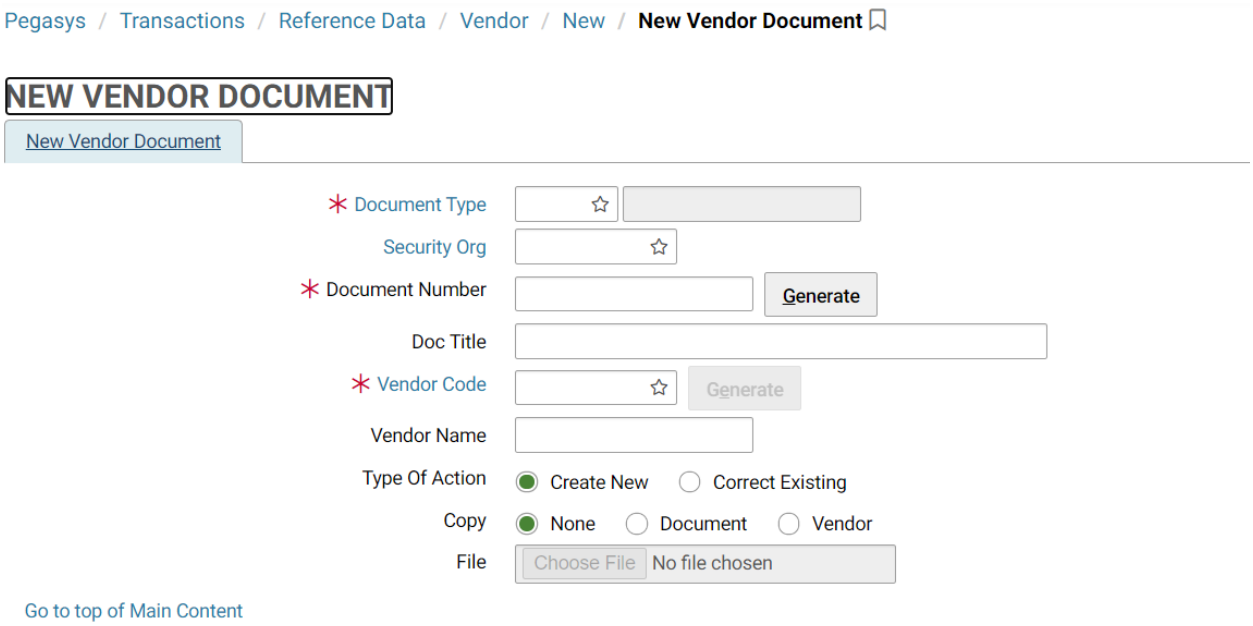
    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select Urgent.

3.4.3 How do I Use the Vendor Form to Generate the Vendor Registration Number for a New Vendor?

It is possible to use the vendor form to generate the Vendor Registration Number for new vendors which already exist in CCRC. Follow the steps in the previous two sections to complete the basic vendor information.

1. Select **Transactions → Vendor → New → Vendor Document** to access the **New Vendor Document** screen. The **New Vendor Document** form screen will be displayed.

Figure 60: New Vendor Document-Generate Vendor Registration Number



2. Select **VEND** or **VENF** - Vendor Finance (if you are a Finance Center employee) from the Doc Type drop-down list.

   NOTE: Please refer to the **Finance User Guide 2 of 2, Appendix C** for detailed information on the Document Types and how to select them.

3. Select the **Generate** button. Pegasys automatically generates a unique document number in the **Document Number** field. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

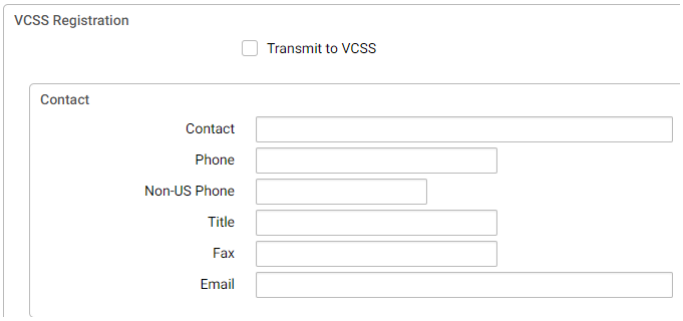
   NOTE: The **Security Org** field must always be GSA.

4. Enter the vendor's **TIN** (Taxpayer Identification Number) in the **Vendor Code** field.

   NOTE: The Taxpayer Identification Number must be entered without spaces or dashes between the numbers, e.g., 12345678 otherwise the system will return an error.

5. Select the **Finish** button. The **Header** page of the Vendor form will be displayed.

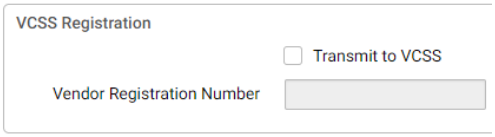
Figure 61: VCSS Registration Section



6. In the **VCSS Registration** section, select the **Transmit to VCSS** box and complete known information in the **Contact** section.
7. Select the **Address Lines** tab.
8. Select the address line to change and select the **Address Line** hyperlink. The **Address Line** page will be displayed.
9. Enter a unique address code for this address record in the **Code** field or enter an existing address code.

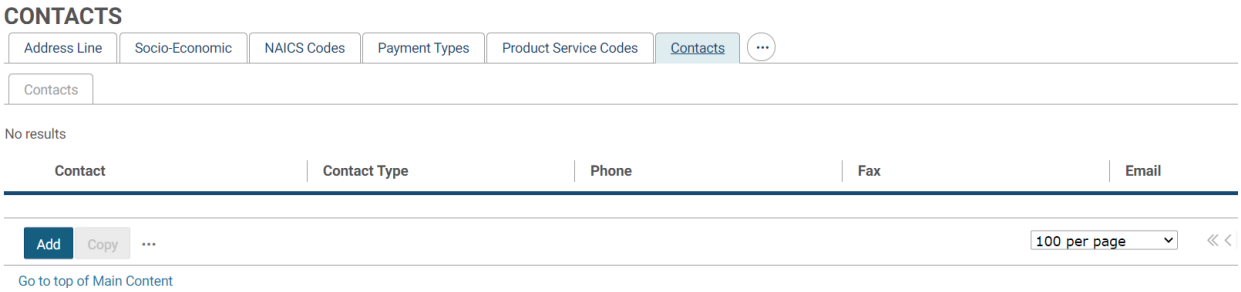
   Address codes start at "00001" and increase incrementally by one for each subsequent address entered.
10. Select the appropriate Line Action from the **Line Action** drop-down list. The values are Add, Change, and Delete. The line action indicates whether to add, delete, or change the line.
11. In the **VCSS Registration** section, select the **Transmit to VCSS** checkbox.

Figure 62: Transmit to VCSS



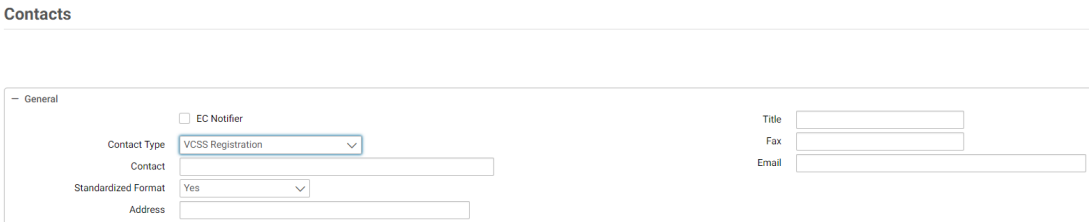
12. Select the **Contacts** tab and select the **Add** button.

Figure 63: Contacts Tab



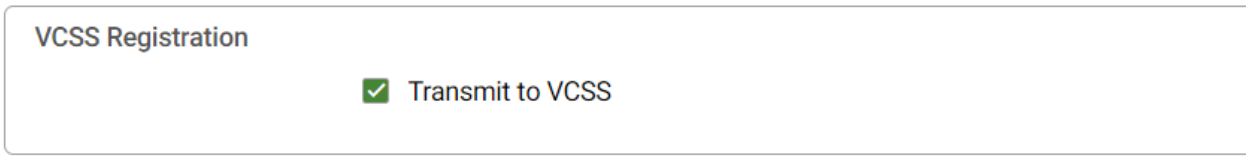
13. Select **VCSS Registration** for the **Contact Type**. Complete any missing fields.

Figure 64: Contact Type



14. Select the **Verify** button.
15. Return to the **Address Lines** tab. The Vendor Registration Number now appears.

Figure 65: VCSS Registration Number



16. Select the **Submit** button.

    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

4 Invoice Documents

This section is designed to familiarize users with the various matching models for invoices and how to enter invoices in Pegasys. The Purchasing subsystem records an invoice received from a vendor for the purchase of goods, training, or services. Match Invoice forms (both Non- Itemized and Itemized) must reference the applicable order document to record the invoice. The following topics are covered in this section.

- Automated Match Overview
- Match Invoices with Header Accounting Lines
- Match Invoices with Itemized Lines
- Payment of IX Non-Automated Match Invoices

4.1 What is Automated Match?

When new or modified purchase orders, receipts, or invoices are processed, Pegasys will initiate the automated match process.

The automated match process examines each document and matches it to related documents. If, however, Pegasys cannot find a match after a designated period, an e-mail message will be generated requesting the receipt or invoice, as appropriate, for those transactions that are in suspense status. Notification messages are sent to GSA personnel to request a receipt based on criteria such as:

- Ordering office
- Requisitioner
- Delivery office

Once the match is complete for a purchasing chain, system options determine what happens next.

- If the amount is below $10,000, a payment may be created automatically.
- Otherwise, the match must be reviewed and approved by Finance personnel before the payment is created.

If the payment being made is different than the invoice amount, the user may assign an adjustment code describing the reason for the difference. These codes can be entered on the Completed Match Review Query, payment authorization document, or the invoice. Pegasys will generate an administrative difference statement based on the adjustment code for the payment. If known, the administrative difference code should be entered at the time the invoice is created.

4.1.1 What are the Pegasys Matching Models?

Pegasys supports the following matching models:

- One-way match (e.g., direct pay invoice)

- Two-way match - Order/Invoice (e.g., prepaid training and most government payments)
- Three-way/Four-way match - Order/Receipt/Invoice (e.g., standard training and purchasing)

NOTE: Non-Automated Match documents are used to manually match an invoice to an order that should not be used for the disbursement of payment, such as Intra-agency orders.

Table 14 provides the document types that will be used for the different types of matching models.

Table 14: GSA Matching Models

Model	Order Document Type	Receipt Document Type	Invoice Document Type	Payment Authorization Document Type
Standard Purchasing Chain - with Header Accounting Lines	*P	RK, RW	M6, M7	P6, P7
Standard Purchasing Chain - with Itemized Lines	*O	IC, IF	I6, I7	II, IU
Standard Training Model	*W	RK, RW	M6, M7	P6, P7
Prepaid Training Model	*Y	-	MK, MW	P6, P7
Inter-Agency Purchasing Model - with Header Accounting Lines	*X	-	MK, MW	P6, P7
Inter-Agency Purchasing Model - with Itemized Lines	*Z	-	IK, IW	II, IU

Model	Order Document Type	Receipt Document Type	Invoice Document Type	Payment Authorization Document Type
Intra-Agency Purchasing Model - with Header Accounting Lines	IX (Non-Automated match model)	-	-	4J, PA
Intra-Agency Purchasing model - with Itemized Lines	IT (Non-Automated match model)	-	-	II, IU
Direct Pay Model	D6 (Direct Pay - Region 6) D7 (Direct Pay - Region 7) DK (Finance Direct Pay - Region 6) DW (Finance Direct Pay - Region 7) DX (Finance Direct Pay - External Clients Region 6)	-	-	II, IU

- Doc types ending K, C, or 6 = Kansas City Finance Center
- Doc types ending in W, F, or 7 = Fort Worth Finance Center

4.1.2 What is the Matching Criteria?

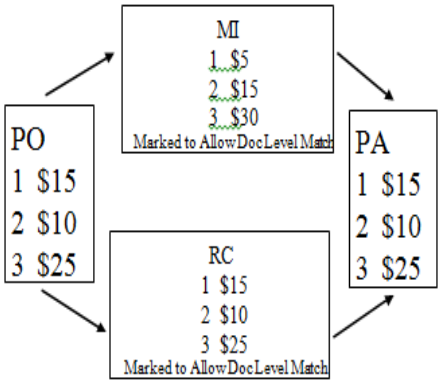
The matching process examines each line of the invoice. For an invoice with Header Accounting Lines the process examines each accounting line. For an invoice with Itemized Lines the process examines each item line.

- For matching purposes of chains with Itemized Lines, Pegasys compares the itemized line quantity in itemized chains.
    - For example, an invoice-itemized line that references itemized line 1 of an order will only be compared to receipts that reference itemized line 1 of the order.

Pegasys will not examine the accounting lines within an itemized line.

- For chains with Header Accounting Lines, a match occurs when there is an exact match between a receipt and an invoice; otherwise, the match is based on the document level match. For example, in the following figure, the automated match is completed because the total document amount of the invoice matches the document amount of the receipt, and these amounts do not exceed that of the purchase order. Notice however that the dollar amounts for the accounting lines on the receipt and match invoice vary.

Figure 66: Header Accounting Line Match Example



Pegasys also uses the following criteria to match invoices to receipts:

- An invoice number can be entered on the receipt if it is known.
- If an invoice number does not match the invoice number on a receipt then Pegasys uses the period of performance for matching purposes.
- A service period or period of performance can be entered on both the invoice and receipt of recurring orders.

  NOTE: Invoices and receipts can be manually matched.

4.1.3 What is the Final Flag Match Functionality?

The matching functionality enables a user to fully close Automated Match one-way document chains, two-way order/invoice document chains, and three-way document chains by providing final flag functionality.

To initiate the final flag functionality, the **Final Flag** check box is on the Accounting Lines of an itemized match invoice (II). On process of the invoice, the system creates a completed match record, and it deletes the order checked from the **Automated Match Status** query. (It should be noted, however, that the order record will be maintained on the **Status** query for cases in which the invoice **Final Flag** does not reference all of the order's accounting lines.)

When the completed match record is in a Status of "Approved" for Payment, the system creates a payment authorization (IP). As the system attempts to process the IP document, it will copy forward the II final flag onto the IP Accounting Line(s). If the system successfully processed the IP, it uses existing payment final logic to close the referenced order line(s) for the full amount. The system also returns the un-invoiced money back to the referenced request or to the budget. If the system cannot process the IP, the system will not perform any of the updates listed above, but it will change the invoice's completed match record to a Status of "Payment Rejected".

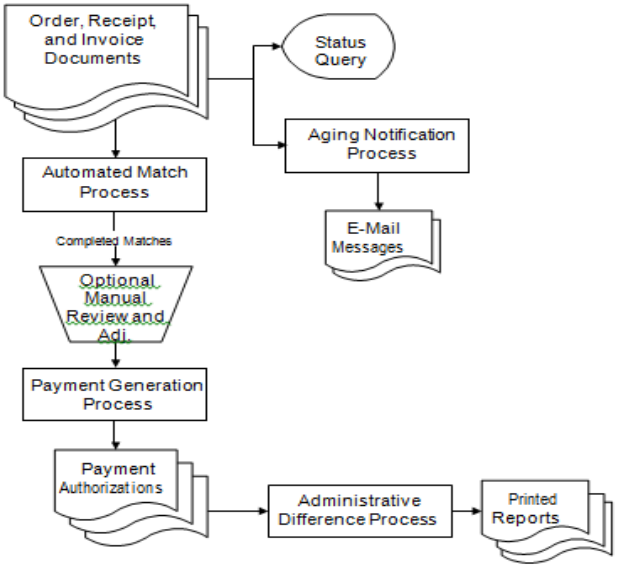
Similarly, for three-way chains, the user checks the **Final Flag** box on the Accounting Lines of an II. On process of the invoice, the system will attempt to match the invoice to a receipt(s), and if it is successful, it will delete the appropriate receipt record(s) from the **Automated Match Status**

query. (It should be noted, however, that the receipt record(s) will be maintained on the **Status** query for cases in which the invoice final flag is not linked to all of the receipt's accounting lines.

When the system makes a completed match record for the invoice and its Status is "Approved" for Payment, the system creates a payment authorization (IP). As the system attempts to process the IP document, it will copy forward the II final flag onto the IP accounting line(s). If the system successfully processed the IP, it uses existing payment final logic to close the referenced receipt line(s) for the full amount. If the system cannot process the IP, the system will not perform any updates, but it will change the invoice's completed match record to a Status of "Payment Rejected".

4.1.4 What is the Matching Process?

Figure 67: Matching Process



Below are the steps involved in the Matching Process, as displayed above in **Figure 67**. The steps are listed in two parts to reflect two different paths that are taken from the initial step.

Part 1:

1. Order, Receipt, and Invoice Documents
2. Status Query
3. Aging Notification Process
4. E-Mail Messages

Part 2:

1. Order, Receipt, and Invoice Documents
2. Automated Match Process

3. Completed Matches
4. Optional, Manual Review and Adi
5. Payment Generation Process
6. Payment Authorizations
7. Administrative Difference Process
8. Printed Reports

4.2 What are the Match Invoice Documents with Header Accounting Lines?

In Pegasys, the record of a vendor's non-itemized invoice is entered on the Match Invoice form. The Finance Technician enters the Match Invoice to record the vendor's invoice for goods, training, or services provided. Whenever a Match Invoice is created, the appropriate document type must be selected. The different types of Match Invoice documents are listed in **Table 15**.

Table 15: Match Invoice with Header Accounting Lines Document Types

Doc Type	Doc Category	Region	Description
M6	MI	6	Match Invoice with Header Accounting Lines - 3-Way Region 6 only
M7	MI	7	Match Invoice with Header Accounting Lines - 3-Way Region 7 only
MK	MI	6	Match Invoice with Header Accounting Lines - 2-Way Region 6 only
MW	MI	7	Match Invoice with Header Accounting Lines - 2-Way Region 7 only

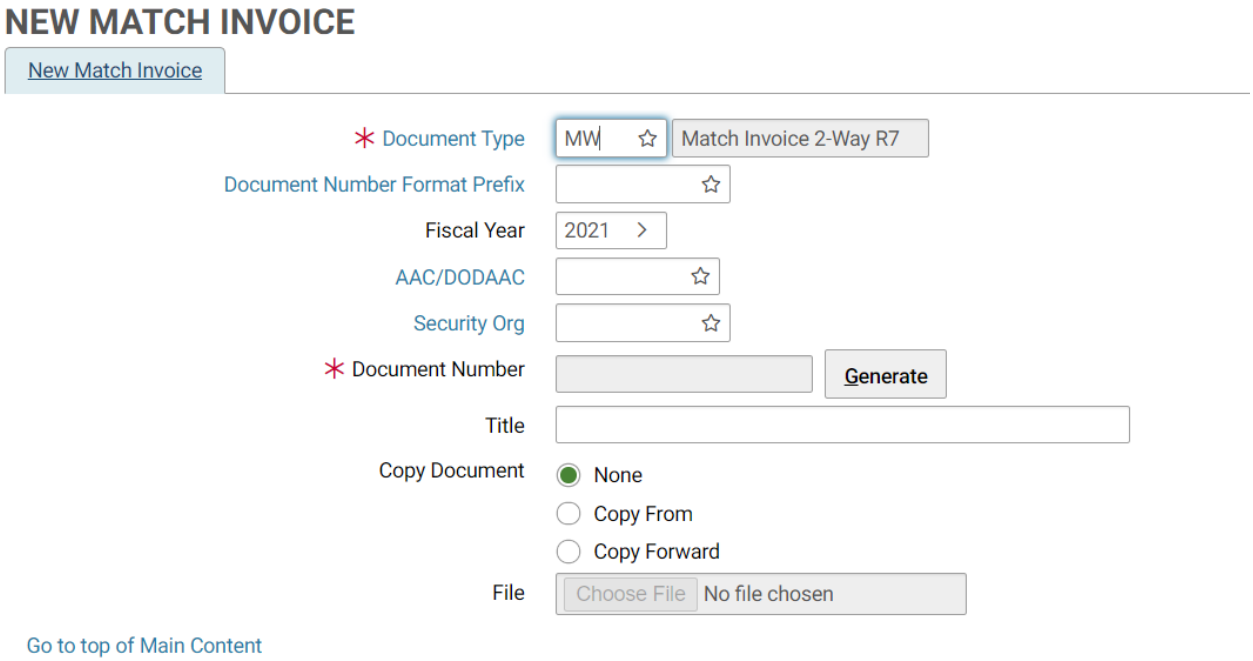
4.2.1 How do I Create a Match Invoice Document with Header Accounting Lines?

Non-Itemized invoices must reference the appropriate non-itemized order. The **Copy Forward** feature is used to reference the order. The Copy Forward functionality for invoice (IV) to payable (IP) scenarios has been updated, so that the invoice's references are also copied forward to all itemized (product/service) lines, in addition to all accounting or funding lines.

The following steps describe how to create a non-itemized match invoice document.

1. Select **Transactions → Purchasing → New → Match Invoice** from the menu bar. The **New Match Invoice** page will be displayed.

Figure 68: New Match Invoice-with Header Accounting Lines



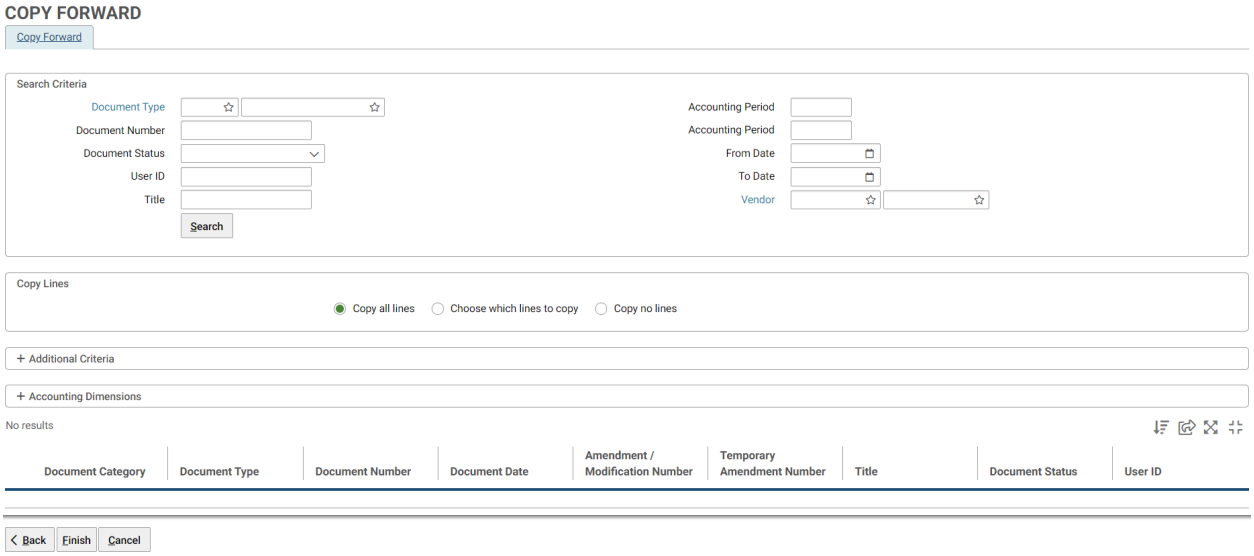
2. Enter the proper match invoice type in the **Document Type** box:
   a. **MK -** Match Invoice 2-way R6
   b. **MW -** Match Invoice 2-way R7
   c. **M6 -** Match Invoice 3-way R6
   d. **M7 -** Match Invoice 3-way R7

   Care should be taken when selecting a match invoice document type.
3. A unique document number will be generated in the **Document Number** field after selecting the **Generate** button. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.
4. Do not enter any text in the **Document Title** field.

   The **Security Org** field will default to **GSA** once the form is opened. The Finance security organization should only be selected when sensitive/confidential information should not be shared outside of Finance.

   The recommended method for creating an invoice is by using the **Copy Forward** option.
5. Select the **Copy Forward** option.
6. Select the **Next** button.

Figure 69: Copy Forward Search

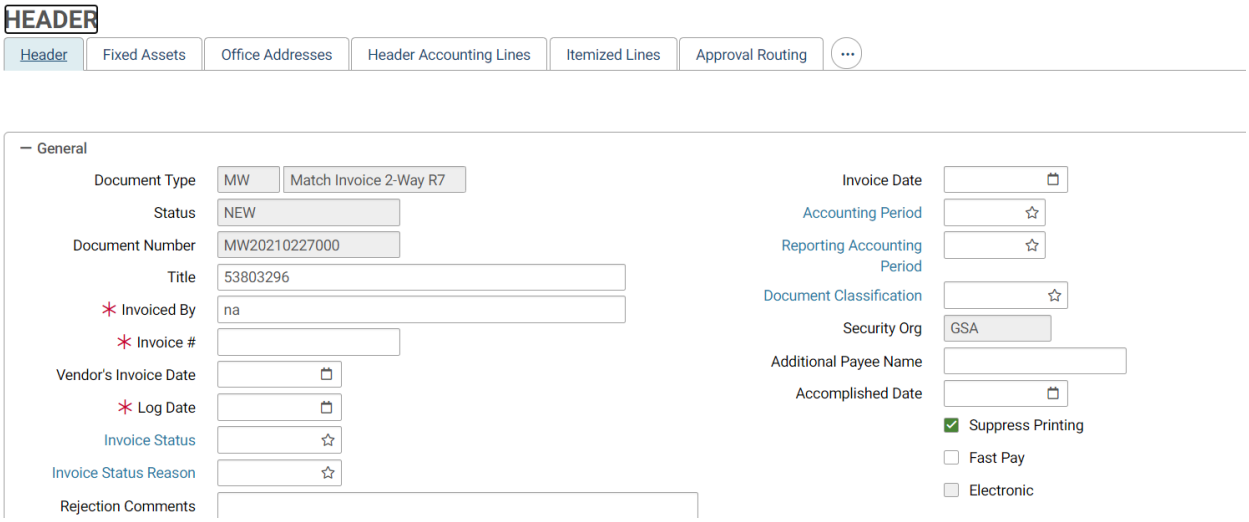


7. Enter the document type of the purchase order the invoice is referencing in the **Document Type** field.
8. Enter the document number of the purchase order the invoice is referencing in the **Document Number** field.

   NOTE: To copy forward specific lines from the referenced document, select the **Choose which lines to copy** radio button.
9. Select the **Search** button.
10. Select the appropriate document from the generated list.
11. If selecting specific lines Select the **Next** button. If selecting all lines, select the **Finish** button and go to **step 12**. The **Choose Accounting Lines** page will be displayed.

    Select the appropriate lines and select the **Next** button. The **Choose Itemized Lines** page will be displayed.
12. Select the appropriate lines and select the **Finish** button. The **Header** page of the Match Invoice form will be displayed.

Figure 70: Header Page-Match Invoice with Header Accounting Lines



Since the **Copy Forward** option was used, all information on the order is copied to the invoice.

13. Enter the **Invoice #** on the match invoice.
14. The **Invoice Date**, **Accounting Period**, and **Reporting Accounting Period** fields default to the current date and period once the form is verified or processed.

    To enter or change the **Invoice Date** use the format MM/DD/YY and MM/YY to change the **Accounting** or **Reporting periods** fields. The **Invoice Date** should reflect the date the invoice is processed.
15. Enter the date on the vendor's invoice in the **Vendor's Invoice Date** field.
16. Enter the date the invoice was actually received by the designated billing office in the **Log Date** field.

    NOTE: The designated billing office must date-stamp invoices upon receipt. Otherwise, the log date will equal the Vendor's Invoice Date.
17. Enter the **Period of Performance Start** and **End Date**.

    The start date should be the date that the ordered services were initiated and the end date is the date on which the services concluded. The Period of Performance dates entered on the Header page are also displayed on each accounting line on the Accounting Lines page.

    The Period of Performance dates are typically used for recurring orders.
18. The vendor's **Remit To Address** code should copy forward from the order.

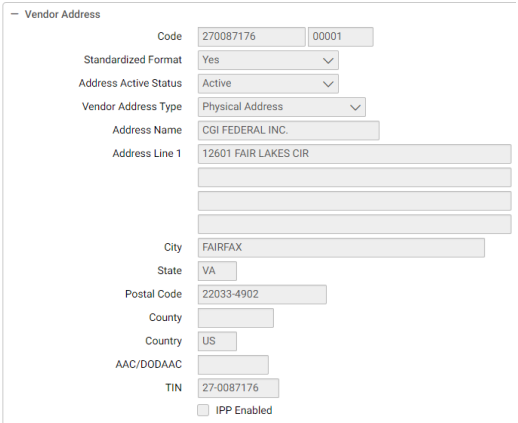
    NOTE: If the **Remit To Address** is missing, instruct the Contracting Officer to amend the order.

    NOTE: The Vendor code on the invoice must match the vendor code on the order it references. The system allows the address code to vary from the order. However, current Finance policy is the Vendor code and the Address codes be the same.

NOTE: Select the **More** button to display the **Vendor Information** page, which lists the address information for each vendor.

NOTE: The Designated Agent should have been copied forward from the order. If it did not copy forward and the invoice shows a designated agent, finance will need to contact the Contracting Officer for clarification. If a DA should be included, the order will need to be amended to add that.

Figure 71: Vendor Information Window



19. Enter a **Customer Account Number** if one exists for the vendor.
20. All match invoices must record the invoice number of the received invoice.
21. Go to the **Discount Terms** section to enter any tender or discount information.

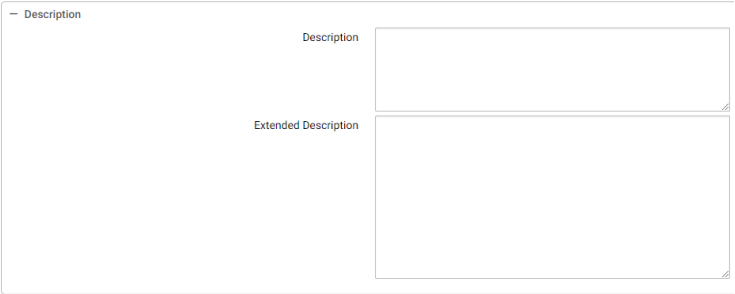
    See the **Finance User Guide 2 of 2, Section 23** for a description of the fields on the **Discount Terms** group box.

    While discounts will copy forward, care should be taken to validate the actual terms on the invoice if this information is missing on the invoice submitted by the vendor.
22. If applicable, go to the **Payment Adjustment** section to enter an adjustment reason code.

    Adjustment reason codes identify why the full amount on the vendor's invoice was not paid and will create an administrative difference statement. See **Section 4.5.1** for detail procedures on how to enter a payment adjustment.
23. In the **Description** field enter a description, if necessary.

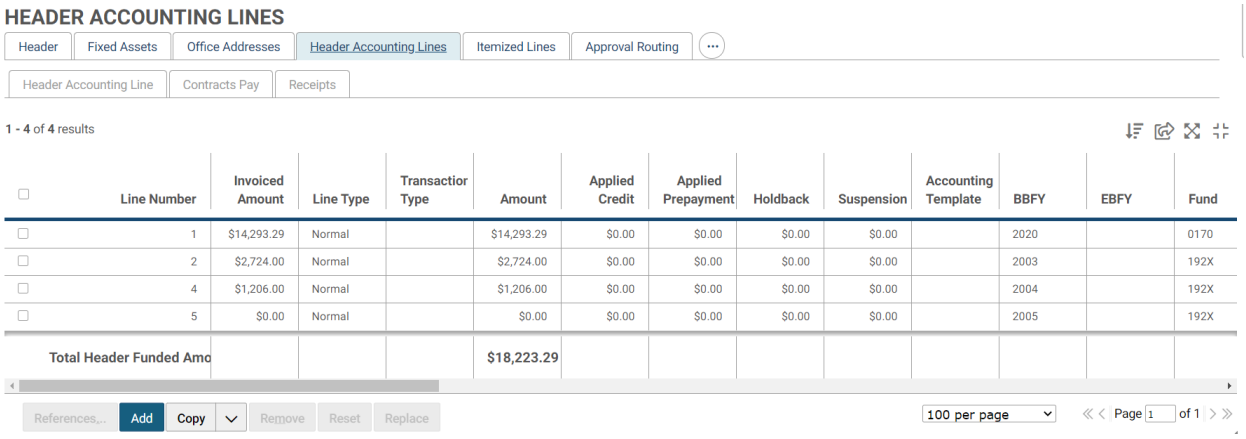
    NOTE: If necessary, use the **Extended Description** text field to enter additional description details. The **Extended Description** text field will hold an additional 60 KB.

Figure 72: Description Section



24. Select the **Header Accounting Lines tab**. The **Header Accounting Lines** page will be displayed.
25. Select the appropriate line display the accounting details that were copied forward from the order.

Figure 73: Header Accounting Lines-Match Invoice with Header Accounting Lines



Line Number	Invoiced Amount	Line Type	Transactior Type	Amount	Applied Credit	Applied Prepayment	Holdback	Suspension	Accounting Template	BBFY	EBFY	Fund
1	$14,293.29	Normal		$14,293.29	$0.00	$0.00	$0.00	$0.00		2020		0170
2	$2,724.00	Normal		$2,724.00	$0.00	$0.00	$0.00	$0.00		2003		192X
4	$1,206.00	Normal		$1,206.00	$0.00	$0.00	$0.00	$0.00		2004		192X
5	$0.00	Normal		$0.00	$0.00	$0.00	$0.00	$0.00		2005		192X
Total Header Funded Amo				$18,223.29								

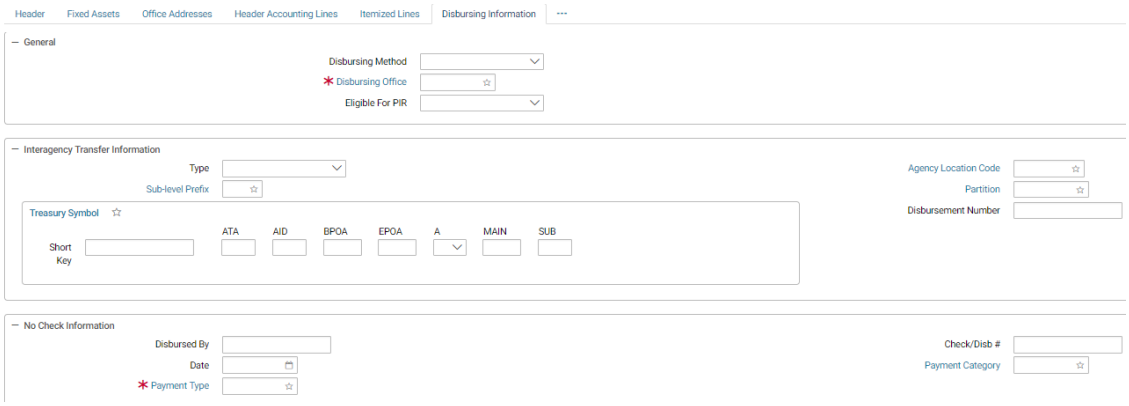
26. Select the **Header Accounting Line** hyperlink to view the details of the selected line.
27. Enter the **Period of Performance Start** and **End Date**.

    The start date should be the date that the ordered services were initiated and the end date is the date on which the services concluded. The Period of Performance dates entered on the **Header** page are also displayed on each accounting line on the **Accounting Lines** page.
28. If the invoice is less than the ordered amount, change the **Amount** field on the **Header Accounting Line** page.
29. Go to the **Payments** section and enter any payment-related information, if necessary.

    If a Prompt Payment was entered on the obligation it will copy forward to the invoice. For payments less than or equal to $3,000 enter FST as the Prompt Pay type. For payments greater than $3,000 enter STD.
30. Go to the **Description** or **Extended Description** field to enter descriptive information about the current accounting line. This information will be copied forward if entered on the purchase order.

31. Select the **Header Accounting Lines** hyperlink. Repeat **Steps 27-35** for each line on the Header Accounting Lines page.
32. Select the **Disbursing Information** tab. The **Disbursing Information** page will be displayed.

Figure 74: Disbursing Information Page - Match Invoice with Header Accounting Lines



The **Disbursing Method** and **Disbursing** fields will default once the form is verified or processed.

If disbursing method is IPAC then the Inter-Agency Transfer Information section fields must be completed.

33. Select the **Verify** button to ensure that the data on the match invoice was entered correctly.

    Any validation error against the match invoice will be displayed. All errors must be corrected in order to process the match invoice.

34. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

4.3 What are the Match Invoice Documents with Itemized Lines?

In Pegasys, the record of a vendor's invoice is entered on the Match Invoice with Itemized Lines form. A Finance Technician enters the Match Invoice to record the vendor's invoice for goods, training, or services provided. Whenever a Match Invoice with Itemized Lines is created, the appropriate document type must be selected. The different types of Itemized Match Invoice documents are listed in **Table 16**.

Table 16: Match Invoice with Itemized Lines Document Types

Doc Type	Doc Category	Region	Description
M6	II	6	Match Invoice with Itemized Lines - 3-Way Region 6 only

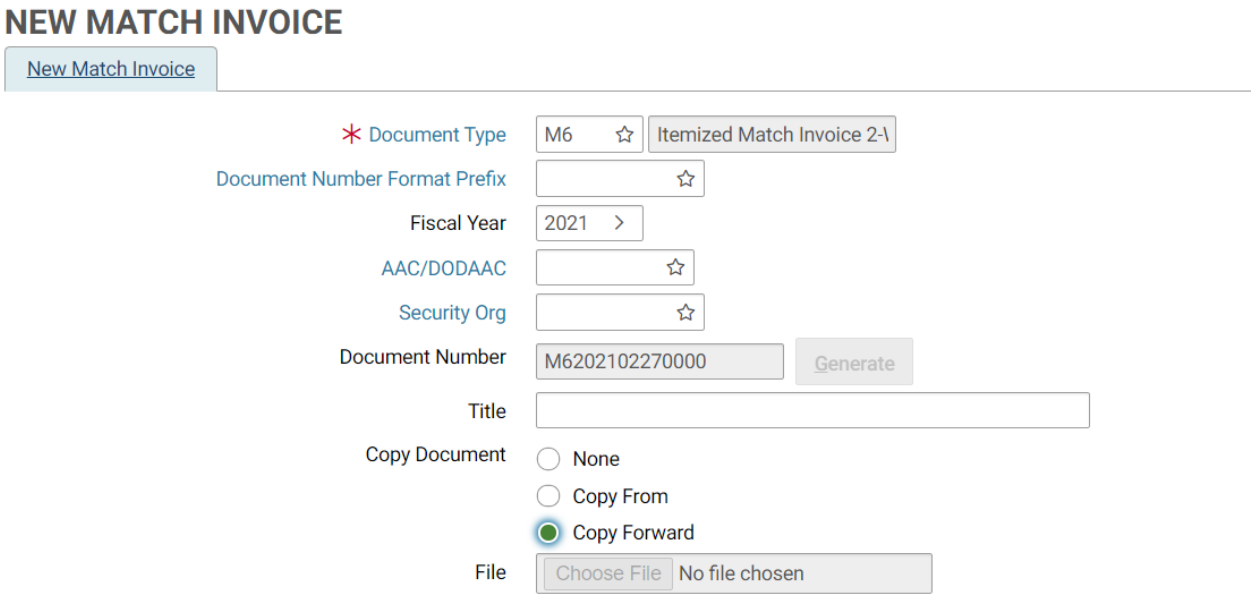
Doc Type	Doc Category	Region	Description
MF	II	7	Match Invoice with Itemized Lines - 3-Way Region 7 only
MK	II	6	Match Invoice with Itemized Lines - 2-Way Region 6 only
MW	II	7	Match Invoice with Itemized Lines - 2-Way Region 7 only

4.3.1 How do I Create a Match Invoice Document with Itemized Lines?

Invoices with itemized lines must reference the appropriate order with itemized lines. The **Copy Forward** feature is used to reference the order. The following steps describe how to create a match invoice with itemized lines document.

1. Select **Transaction** → **Purchasing** → **New** → **Match Invoice** from the menu bar. The **New Match Invoice** page will be displayed.

Figure 75: New Match Invoice Page-Itemized Lines



2. Enter the proper Match Invoice type in the **Document Type** box:
   a. **MK** - Match Invoice 2-way R6
   b. **MW** - Match Invoice 2-way R7
   c. **M6** - Match Invoice 3-way R6
   d. **MF** - Match Invoice 3-way R7

   Care should be taken when selecting a match invoice document type.
3. A unique document number will be generated in the **Document Number** field after selecting the **Generate** button. Once the document number is generated, the [**Generate**]

button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

Do not enter any text in the Document Title field or it will overwrite the document title in the document to be copied forward.

The Security Org field will default to GSA once the form is opened. The Finance security organization should only be selected when sensitive/confidential information should not be shared outside of Finance.

The recommended method for creating an invoice is by using the Copy Forward option.

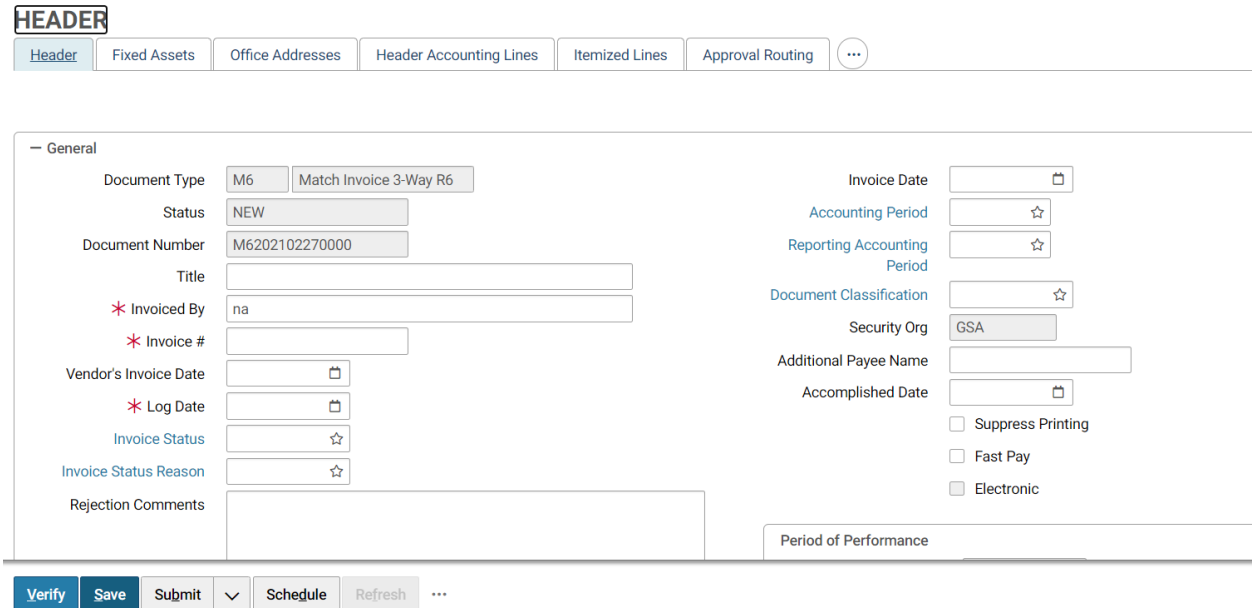
4. Select the **Copy Forward** option.
5. Select the **Next** button.
6. Enter the document type of the purchase order the invoice is referencing in the **Document Type** field.
7. Enter the document number of the purchase order the invoice is referencing in the **Document Number** field.

   NOTE: To copy forward specific lines from the referenced document, select the **Choose which lines to copy** radio button.
8. Select the **Search** button.
9. Select the appropriate document from the generated list.
10. If selecting specific lines Select the **Next** button. If selecting all lines, select the **Finish** button and go to **step 11**. The **Choose Accounting Lines** page will be displayed.

    Select the appropriate lines and select the **Next** button. The **Choose Itemized Lines** page will display.

    Select the appropriate lines and select the **Finish** button.
11. The **Header** page of the Match Invoice form will be displayed.

Figure 76: Header Page-Itemized Lines



Since the **Copy Forward** option was used, all information on the order is copied to the invoice.

12. Enter the **Invoice** # on the match invoice.

    NOTE: All match invoices must record the invoice number of the received invoice. This is a required field, so if this is not entered a hard error would be thrown and the invoice could not be successfully processed (and therefore not paid).

13. The **Invoice Date, Accounting Period, and Reporting Accounting Period** fields default to the current date and period once the form is verified or processed.

    NOTE: To enter or change the Invoice Date use the format MM/DD/YY and MM/YY to change the Accounting or Reporting periods fields. The Invoice Date should reflect the date the invoice is processed.

14. Enter the date on the vendor's invoice in the **Vendor's Invoice Date** field.

15. Enter the date the invoice was actually received by the designated billing office in the **Log Date** field.

    NOTE: The designated billing office is required to date stamp invoices upon receipt. Otherwise, the log date will equal the Vendor's Invoice date.

16. Enter the **Period of Performance Start** and **End Date**.

    NOTE: The start date should be the date that the ordered services were initiated and the end date is the date on which the services concluded. The Period of Performance dates entered on the Header page are also displayed on each accounting line on the Accounting Lines page.

    NOTE: The Period of Performance dates are typically used for recurring orders.

17. The vendor's **Remit To Address** code should copy forward from the order.

NOTE: If the **Remit To Address** code is missing, instruct the Contracting Officer to amend the order.

NOTE: The vendor code on invoice must match the vendor code on the order that it references. The system allows the address code to vary from order. However, current Finance policy is the Vendor code and the Address codes be the same.

NOTE: Select the **More** button to display the **Vendor Information** window, which lists the address information for each vendor.

18. Go to the **Contract Information** section to enter any specific contract information.

    NOTE: See the **Finance User Guide 2 of 2, Section 21** for a description of the fields on the Contract Information dialog box.

19. Go to the **Discount Terms** section to enter any tender or discount information.

    NOTE: See **Finance User Guide 2 of 2, Section 21** for a description of the fields on the Discount Terms box.

    NOTE: While discounts will copy forward, care should be taken to validate the actual terms on the invoice. If this information is missing on the invoice submitted by the vendor and terms have been copied forward from the order, leave the terms as they were copied forward.

20. If applicable, go to the **Payment Adjustment** section to enter an adjustment reason code.

    NOTE: Adjustment reason codes identify why the full amount on the vendor's invoice was not paid and will create an administrative difference statement. See **Section 4.5.1** for detailed procedures on how to enter a payment adjustment.

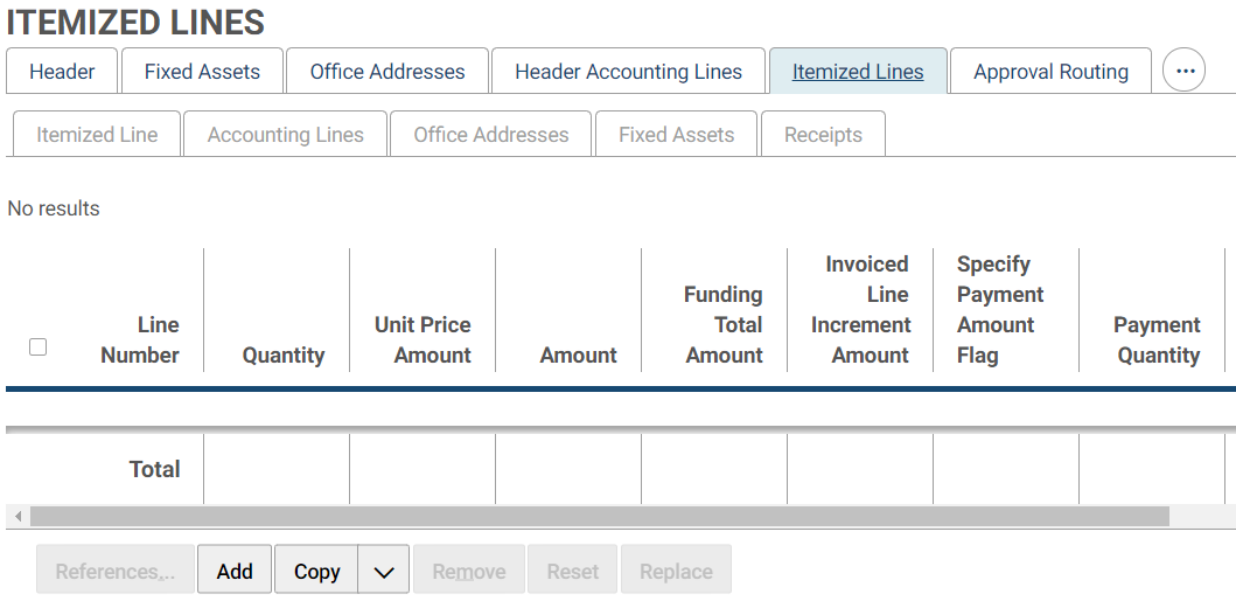
21. In the **Description** field enter a description, if necessary. The Description field will be displayed. Select the **OK** button when complete.

    NOTE: If necessary, use the **Extended Description** text field to enter additional description details. The **Extended Description** text field will hold an additional 60 KB.

22. Select the **Itemized Lines** tab. The **Itemized Lines** page will be displayed.

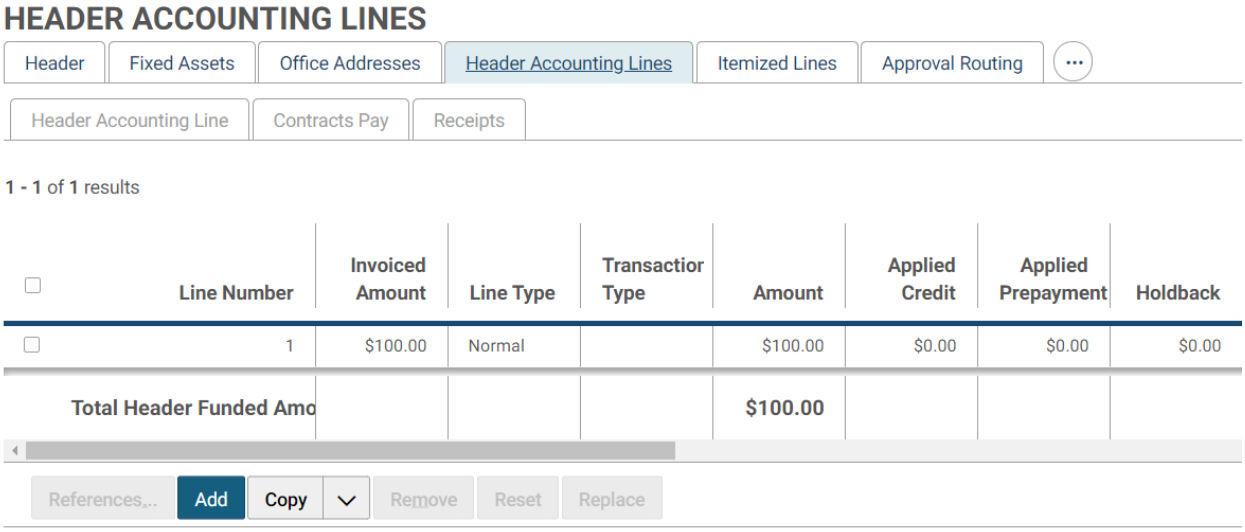
23. Select the appropriate line to display the accounting details that were copied forward from the order.

Figure 77: Itemized Lines Page



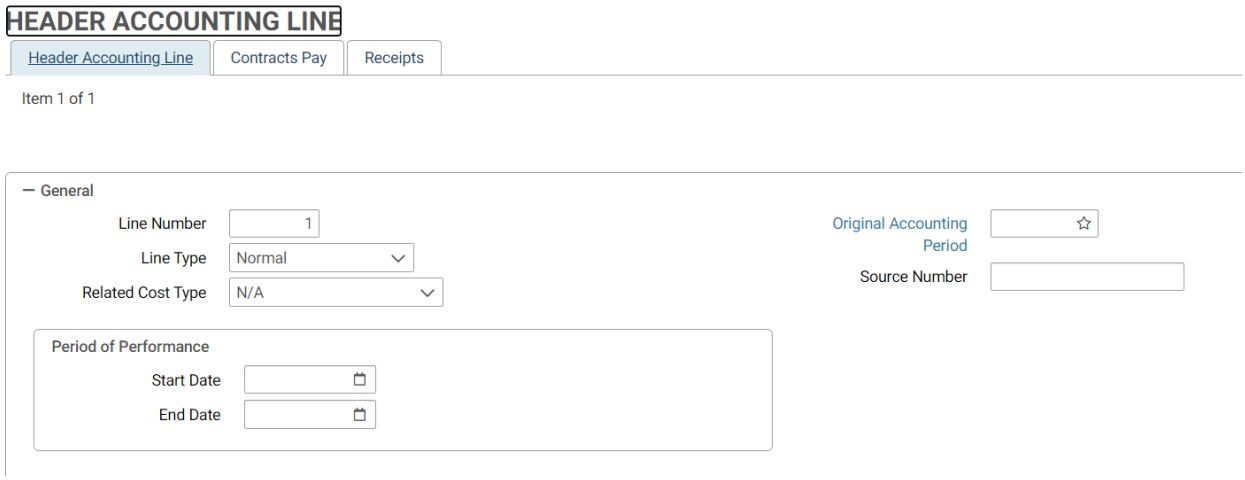
24. Select the **Accounting Lines** hyperlink to view accounting strip details. The **Header Accounting Lines** page will be displayed.

Figure 78: Header Accounting Lines Page - Itemized Lines



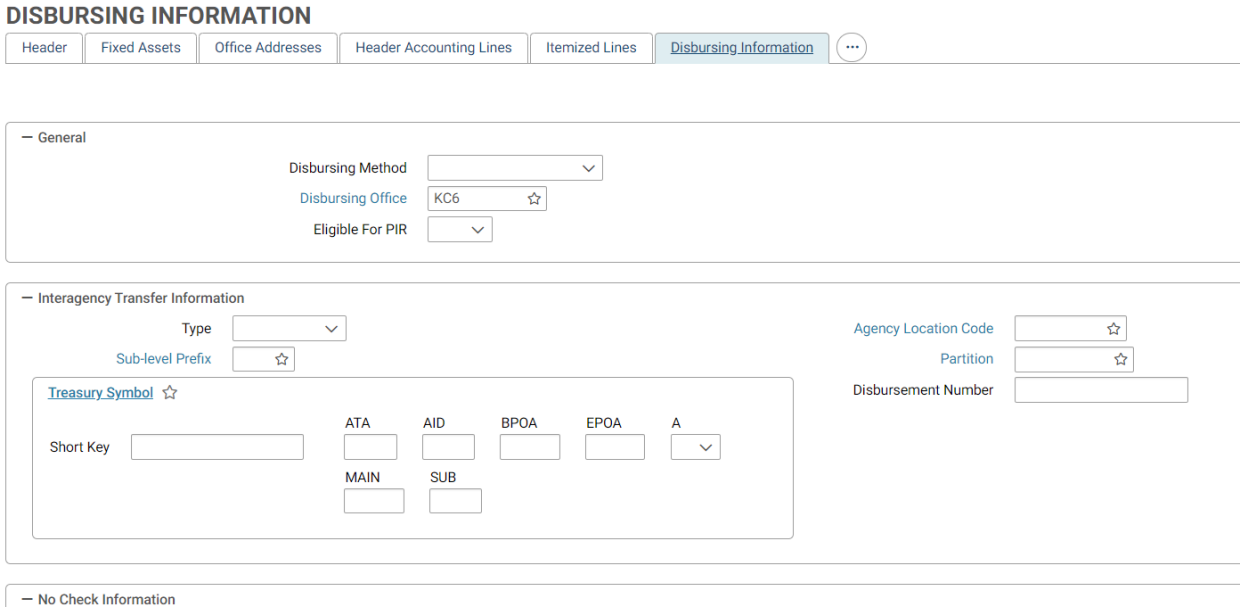
25. Select the appropriate line and select the **Accounting Line** link. The **Header Accounting Line** page will display.

Figure 79: Header Accounting Line Page - Itemized Lines



26. Use the **Description** field to enter descriptive information about the current accounting line. This information will be copied forward if entered on the purchase order.
27. Repeat **Steps 25 - 30** for each line on the **Accounting Lines** page.
28. Select the **Disbursing Information** tab. The **Disbursing Information** page will be displayed.

Figure 80: Disbursing Information Page - Itemized Lines



NOTE: Disbursing Method and **Disbursing** fields will default once the form is verified or processed.

NOTE: If disbursing method is **Inter-Agency Transfer** then the **Inter-Agency Transfer Information** section fields must be completed.

29. Select the **Verify** button to ensure that the data on the match invoice was entered correctly. Any validation error against the match invoice will be displayed. All errors must be corrected in order to process the match invoice.
30. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

4.4 When should Partial Payment Invoices be used?

Partial Payment invoices should only be used when the intent is to pay a vendor an amount less than the invoiced amount (e.g., PBS construction contracts). Partial Payment invoices will create a payment for each line of the invoice when it is matched. Typically, no payment will be made for an invoice until all lines are fully matched. Finance users must select a document type of MM (Mat Inv 3-Way R6 Partial) or MJ (Mat Inv 3-Way R7 Partial) to create a Partial Payment invoice. Once the appropriate document type is selected, users should follow the same procedures for creating M6 and M7 invoices. Refer to **Section 4.2.1** for step-by-step procedures.

4.5 When do I use the Payment Adjustment Button?

The **Payment Adjustment** section is located on the **Header** page of an invoice. When used, these fields allow users to enter a payment adjustment code and an explanation of the adjustment. Payment adjustments can be entered on the **Completed Match Query** window, the payment authorization document, or the invoice. However, it is recommended that users enter payment adjustments on the invoice if this information is known at the time the invoice is created. Payment adjustment codes entered on the invoice are copied forward to the payment and used to create an administrative difference statement.

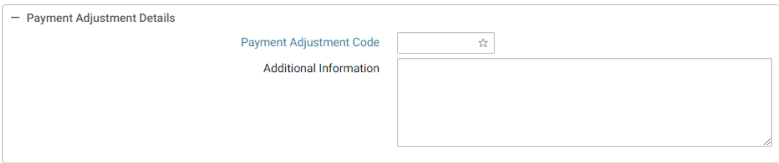
This section focuses on entering payment adjustments on an invoice and procedures for generating an administrative difference statement.

4.5.1 How do I Enter a Payment Adjustment?

The following steps describe how to enter a payment adjustment on an invoice.

1. Access the **Header** page of the desired invoice document.
2. Go to the **Payment Adjustment Details** section.

Figure 81: Payment Adjustment Details Section



3. Enter the applicable code in the **Adjustment Code** field.

   The following are the Payment Adjustments set up in Pegasys:

   a. FOB Dest - No trans charges allowed
   b. Re-marking charge
   c. Insurance charge not allowed per PO
   d. Taxes Not
   e. Transp Charges
   f. Accessorial Charge Not Allowed
   g. Inside Delivery Not
   h. Service Charges Not
   i. Cost of Testing Materials
   j. IRS Claim Offset
   k. Labor Claim Offset
   l. Court Claim Offset
   m. Claim Offset
   n. Invoice Exceeds PO
   o. Quantity Billed Difference
   p. Unit Cost Difference
   q. Quantity and Unit Cost Difference
   r. Re-invoice With Paid Freight Bill
   s. Offset for Marking Charge
   t. Msde Charges Previously Paid
   u. Invoice Is Added Incorrectly
   v. Charges Not Authorized
   w. Detailed explanation follows
   x. Current Billing Period

4. Enter detailed information about the adjustment in the **Additional Information** free-text field.
5. Complete the form as you would any other invoice.
6. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
7. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

4.6 When do I Return an Invoice to a Vendor?

An invoice must be reviewed as soon as possible after receipt to determine if it is proper. If an invoice is not proper, indication must be made as to why it is improper, and it must be returned to the vendor as soon as possible, not to exceed seven days after receipt.

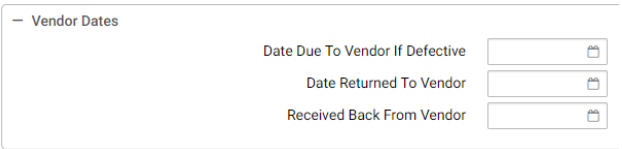
NOTE: The date of return is the date the properly annotated defective invoice has been mailed or electronically transmitted to the vendor.

4.6.1 What are the Procedures for Returning an Invoice?

The following procedures describe how to indicate that an invoice has been returned to a vendor.

1. Access the **Header** page of the desired invoice document.
2. Complete the **Header** page as you would any other invoice.
3. In the **General** section, enter a reason code for returning the invoice in the **Invoice Status** field. The following are the valid Invoice Status Codes in Pegasys:
    a. Inv/Imp Inv - Missing ACT No/PO Number
    b. Inv/Imp Inv - Duplicate
    c. Inv/Imp Inv - Billed to Wrong Agency
    d. Inv/Imp Inv - Illegible
    e. Inv/Imp Inv - Billed to Wrong Designated Billing Office
    f. Goods/Services Have Not Been Received/Accepted
    g. Goods Returned to Vendor
    h. Prepayment is Unauthorized
    i. Defective Goods
    j. Purchase Order Has Been Paid In Full
    k. Service Period Billed is Outside Terms of Contract
    l. Items Billed Are not Authorized On Purchase Order
    m. Partial Payment is Not Authorized
    n. Accepted VSS Invoices
    o. Reject VSS Invoice
4. Go to the **Vendor Dates** section.

Figure 82: Vendor Dates Section



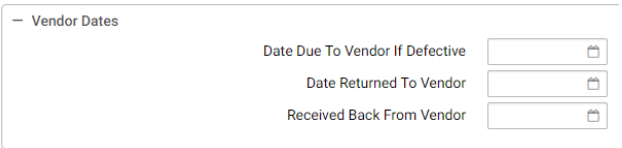
5. Enter the date the invoice was returned to the vendor in the **Date Returned To Vendor** field.
6. Use the **Description** field to annotate how the invoice was returned (e.g., mailed or electronically transmitted) and any other additional information.
7. Complete as much of the invoice as possible.
8. Select the **Save** button to save the invoice.
9. Return the invoice to the vendor.

4.6.2 What are the Procedures for Annotating Returned Invoices?

The following procedures describe how to annotate an invoice that has been resubmitted by a vendor.

1. Select **Transactions** → **Purchasing** → **Correct** from the menu bar.
2. Enter the **Document Type** and **Document Number** of the invoice to be corrected in the appropriate fields. The Document Status group box defaults to Held.
3. Select the **Search** button.
4. Select the appropriate document from the Generated list.
5. Select the **Finish** button. The Header page of the invoice will be displayed.
6. In the **General** section, delete the contents of the **Invoice Status** field.
7. Go to the **Vendor Dates** section.

Figure 83: Vendor Dates Section - Annotating Returned Invoices



8. Enter the date the invoice was returned to the vendor in the **Date Returned To Vendor** field.
9. Use the **Description** field to annotate how the vendor returned the invoice.
10. Complete all remaining required fields.
11. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.

12. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

4.7 What is Miscellaneous Referencing?

The **Miscellaneous** check box is used to identify charges not included in the dollar amount of the purchase order, such as freight, taxes, and delivery charges. Miscellaneous references should not be entered on receipt documents. When entered on an invoice, the miscellaneous amount does not liquidate the referenced purchase order.

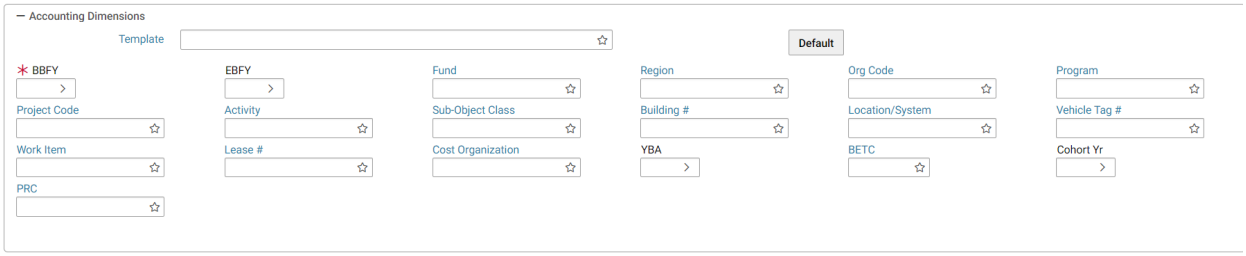
4.7.1 How do I create Miscellaneous Referencing on an invoice with header accounting lines?

The following steps describe the procedures for adding miscellaneous charges to a non - itemized invoice.

1. Select the **Header Accounting Lines** page of the desired invoice.
2. Select the line that displays the accounting information you wish to use for the miscellaneous reference.

   Review the **Accounting Dimensions** section to view or change the accounting strip for the selected line.

Figure 84: Accounting Dimensions Section - Miscellaneous Referencing



3. Select the **Copy** button. All information, including the line amount, is copied to a New Accounting Line.
4. Change the **Amount** field to reflect the miscellaneous amount.
5. Check the **Misc.** check box. The referenced line number is deleted and the field is disabled.
6. Complete all remaining required fields.
7. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.

8. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

   NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

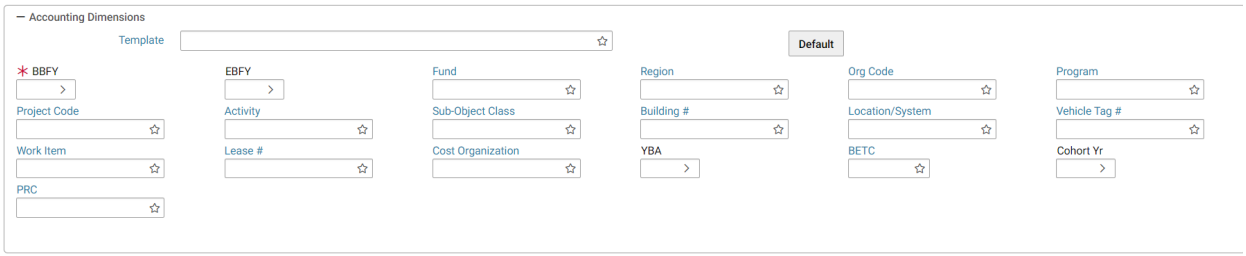
4.7.2 How do I create Miscellaneous Referencing on an invoice with itemized lines?

The following steps describe the procedures for adding miscellaneous charges to an itemized invoice.

1. Select the **Itemized Lines** page of the desired itemized invoice.
2. Select the line that displays the line information you wish to use for the miscellaneous reference.

   NOTE: Review the **Accounting Dimensions** section to view or change the accounting strip for the selected line.

Figure 85: Accounting Dimensions Section - Miscellaneous Referencing - Itemized Lines



3. Select the **Copy** button. All information, including the quantity, unit price, and line amount, is copied to the new itemized line.
4. Check the **Misc**. check box. The referenced line number is deleted and the field is disabled.
5. Change the **Quantity** field to 1.
6. Change the **Unit Price** field to reflect the miscellaneous amount.
7. Select the **Accounting Lines tab** to review the corresponding accounting line. Select the appropriate line and select the **Accounting Line** hyperlink.
8. Change the **Line Amount** field to reflect the miscellaneous amount.
9. Complete all remaining required fields.
10. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
11. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

4.8 When do I use the Invoice Receipts Tab?

The **Receipts** tab is located on the **Header Accounting Lines** page of match invoices with header accounting lines and on the **Itemized Lines** page of match invoices with itemized lines. This tab will only be enabled for invoice documents that use the three-way automated match model. Pegasys automatically matches receipts to processed invoices. When Selected, this tab opens the **Invoice Receipt Match** page. If matching receipt lines exist, this page will list all receipt lines to which the invoice line is matched. For each match, the page shows the quantity (for itemized documents) and dollar amount of the match and the amount of the match for which payment has been made.

The automated match process can automatically link invoice and receipt lines, or users can manually link the two. Users can also add, delete, or change existing references. When new references are created or existing references are changed or deleted, Pegasys performs the following edits.

- The unpaid matched amount and quantity for a match cannot be reduced below zero.
- For example, if an invoice and a receipt have been matched for $100 and payment has been issued for that $100, the match cannot be reduced or removed.
- The unmatched amount and quantity for the receipt line cannot be reduced below zero.
- For example, if $90 of a $100 receipt line has been matched to an invoice line, the user cannot increase the match amount by more than $10.
- The unmatched amount and quantity for the invoice line cannot be decreased below zero unless both the receipt and invoice document types have the **Allow Document- Level Match** option enabled.

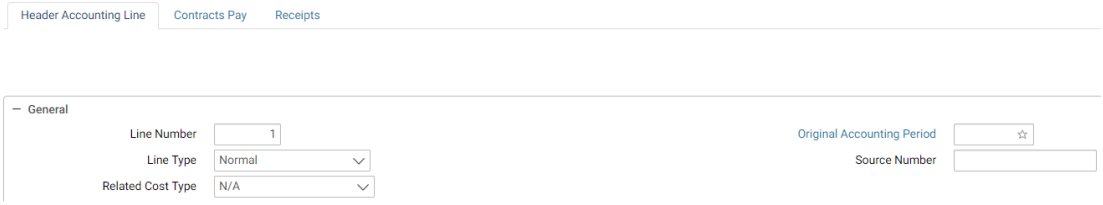
The following sections focus on adding, deleting, and changing references.

4.8.1 How do I Delete a Receipt Reference?

If a receipt line has been automatically matched to the wrong invoice line, the reference can be deleted. However, once a reference is deleted, Pegasys will no longer automatically match the receipt to this invoice. The following steps describe how to delete a receipt reference.

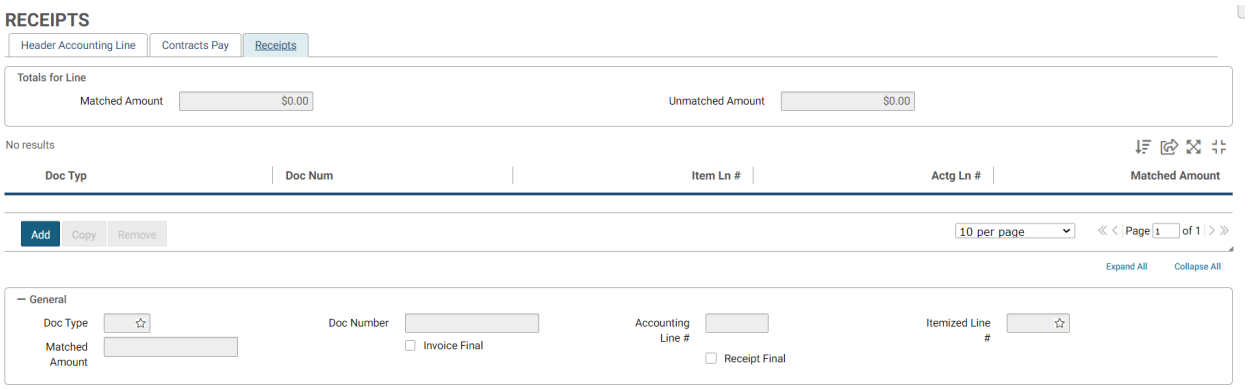
1. Access the **Header Accounting Lines** or **Itemized Lines** page of the desired three-way match invoice.

Figure 86: Header Accounting Line Page - Delete Receipt Reference



2. Select the **Receipts** tab. The **Receipts** page will be displayed.

Figure 87: Receipts Page



3. Select the receipt line to be deleted.
4. Select the **Remove** button.
5. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
6. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

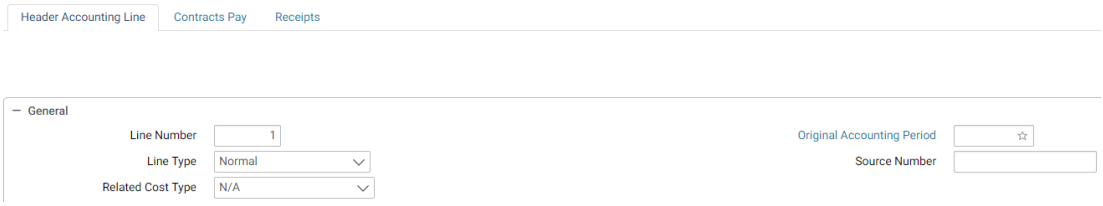
   NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

4.8.2 How do I Add a Receipt Reference?

The following steps describe how to add a receipt reference to an invoice line.

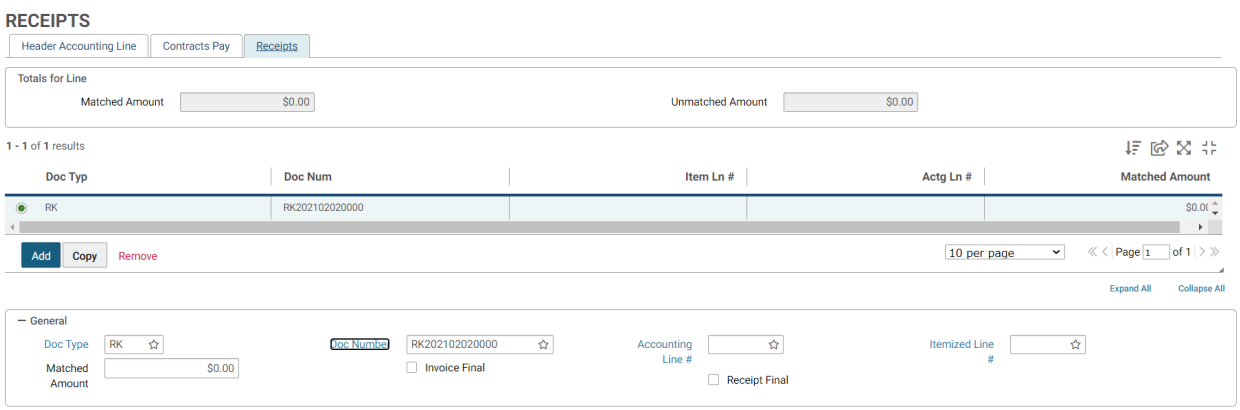
1. Access the **Header Accounting Lines** or **Itemized Lines** page of the desired three-way match invoice.

Figure 88: Header Accounting Line Page - Add Receipt Reference



2. Select the **Receipts** tab. The **Receipts** page will be displayed.

Figure 89: Receipts Page - Add Receipt Reference



3. Select the **Add** button.
4. Enter the details of the receipt document to be added in the **Document Details** fields.
   a. **Doc Type** - Enter the receipt document type to be added in the **Doc Type** box.
   b. **Doc Number** - Enter the document number of the receipt to be added in the **Doc Number** field.
   c. **Accounting Line #** - Enter the accounting line number of the receipt to be added.
   d. **Itemized Line #** - Enter the itemized line number of the receipt to be added.
5. Enter the amount of the receipt line in the **Match Amount** field, or if you are adding an itemized receipt line enter the receipt quantity in the **Quantity to Apply** field.

   This amount cannot exceed the **Unmatched Amount** or **Unmatched Quantity** displayed in the **Totals for Line** group box.

   Do not change or check the **Invoice** or **Receipt Final** check boxes. GSA is not using these flags.
6. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
7. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

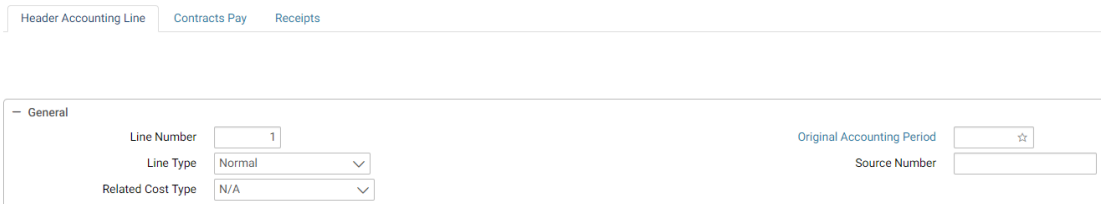
   NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

4.8.3 How can I Modify a Receipt Reference?

In addition to deleting and adding receipt references, you can also modify an existing reference. For example, you can increase or decrease the amount to apply on non-itemized receipt references, or you can increase or decrease the quantity to apply for itemized receipt references. The following steps describe how to modify an existing receipt reference.

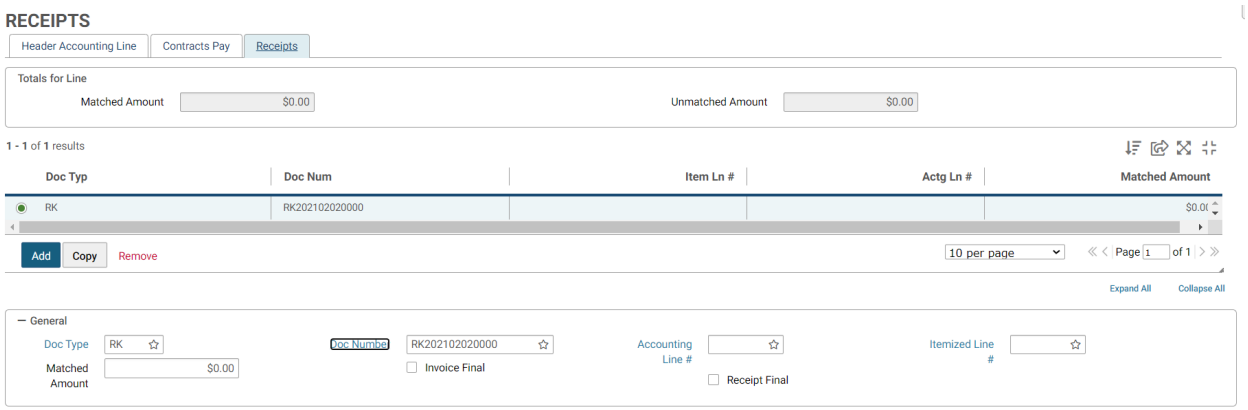
1. Access the **Header Accounting Lines** or **Itemized Lines** page of the desired three-way match invoice.

Figure 90: Header Accounting Line - Modify Receipt Reference



2. Select the **Receipts** button. The **Receipts** page will be displayed.

Figure 91: Receipts Page - Modify Receipt Reference



3. Select the receipt reference to be modified.
4. Make changes to the **Document Details**, **Amount to Apply** if a header accounting line, or **Quantity to Apply** if an itemized line, as needed.
5. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
6. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

   NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

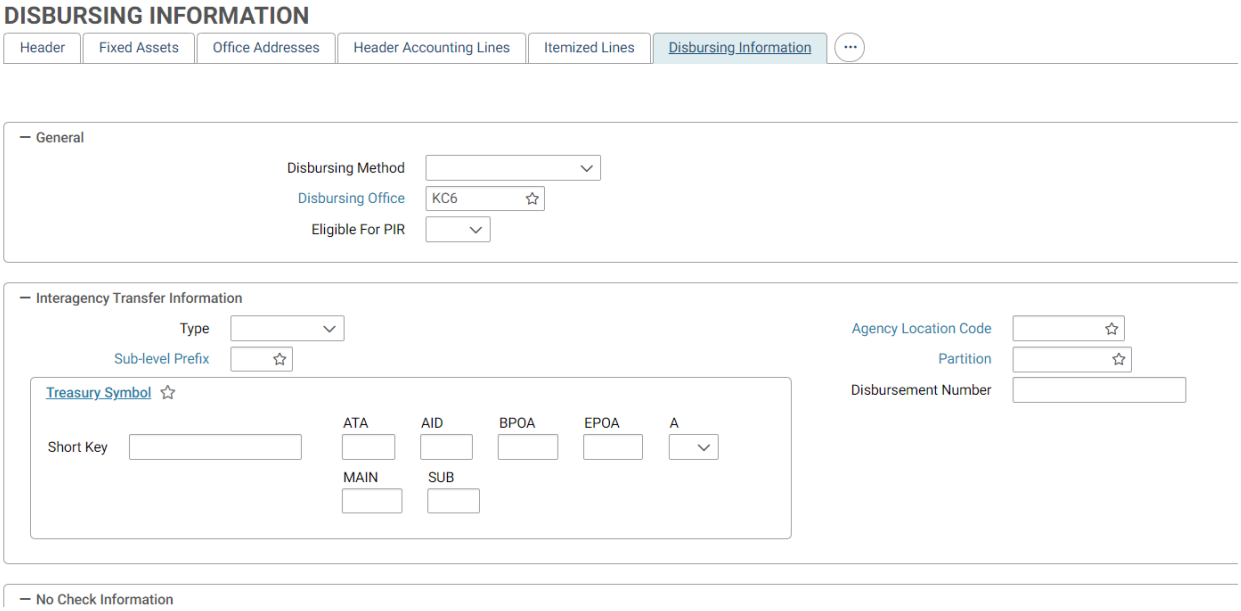
4.9 How do I Book Manual Payments?

The booking of manual payments for automated match documents is based on the **Disbursing Information** page of the invoice. The invoice for which the manual payment has been made should be entered as any invoice with the exception of the completion of **Disbursing Information** page.

The following procedures detail how to book manual payments in Pegasys.

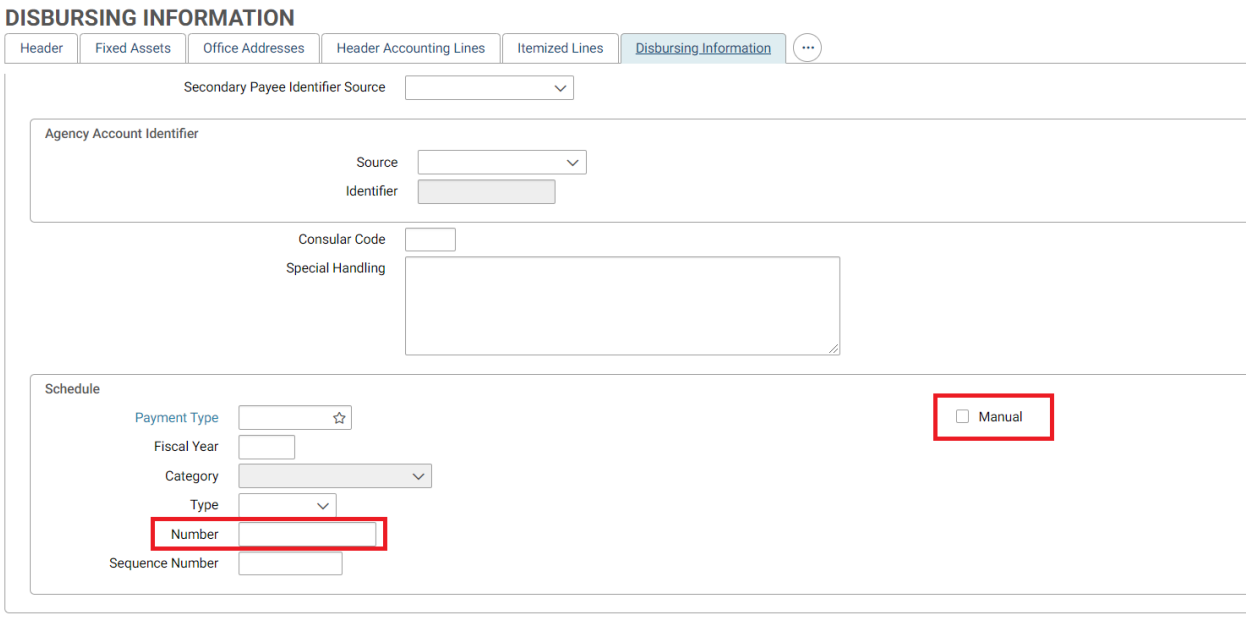
1. Create the desired match invoice document.
    a. For non-itemized invoices refer to **Section 4.2.1** Steps 1-12.
    b. For itemized invoices refer to **Section 4.3.1** Steps 1-11.
2. Complete the **Header** and **Header Accounting/Itemized Lines** page as you would any other invoice.
3. Select the **Disbursing Information** tab. The **Disbursing Information** page will display.

Figure 92: Disbursing Information Page - Manual Payments



4. Select the **Disbursing** Method dropdown field and select **Check/EFT**.
5. Scroll down to the Schedule sub-section within the Treasury/FRB Disbursing Information section and select the **Manual** checkbox.
6. Enter in the **Number** field under the Schedule sub-section.

Figure 93: Manual Checkbox



7. Enter the calendar date of the manual payment in the **Date** field of the **No Check** Information group box. Enter the date using the format MM/DD/YY. For example, 03/19/01.
8. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
9. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

   NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

4.10 How do I create Payments of IX Non-Automated Match Invoices?

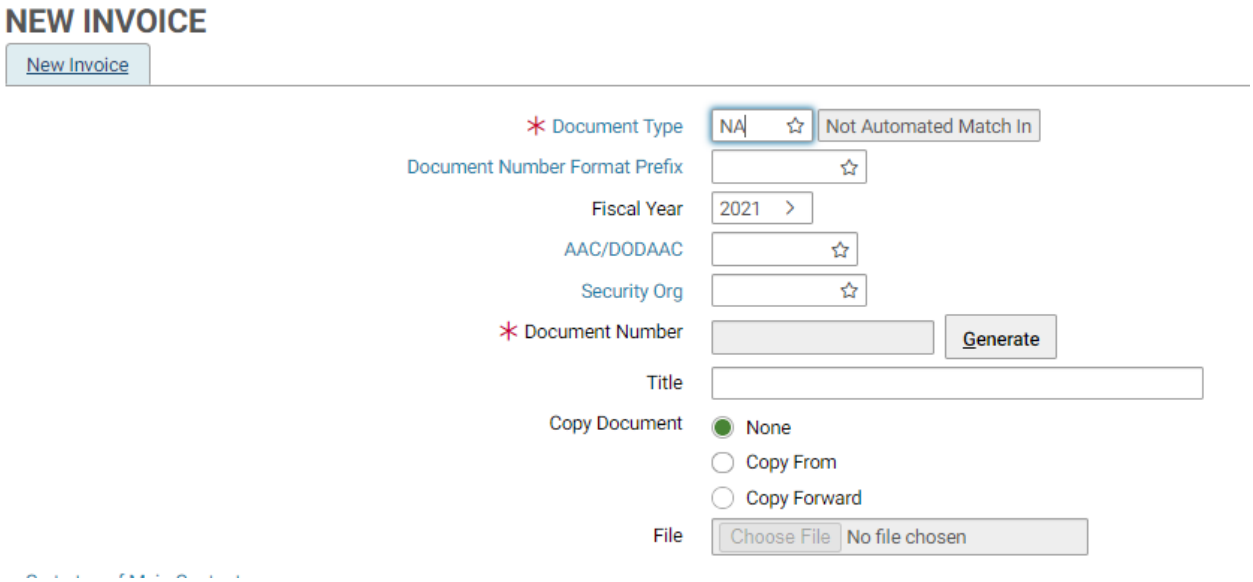
In Pegasys, if an order with header accounting lines is placed with another GSA organization, an Intra-Agency Order with header accounting lines is completed. The document type for such an Intra-Agency Orders is IX. To do so, both Accounts Payable and Accounting Operations procedures must be completed. The following sections provide step-by-step procedures on how to create a Non-Automated match invoice for IX documents.

4.10.1 What are the Accounts Payable Procedures?

The following Accounts Payable procedures must be completed to create a Non-Automated invoice for IX documents.

1. Select **Transactions** → **Purchasing** → **New** → **Invoice** from the menu bar. The **New Invoice** page will be displayed.

Figure 94: New Invoice Page - Non-Automated Match Invoice



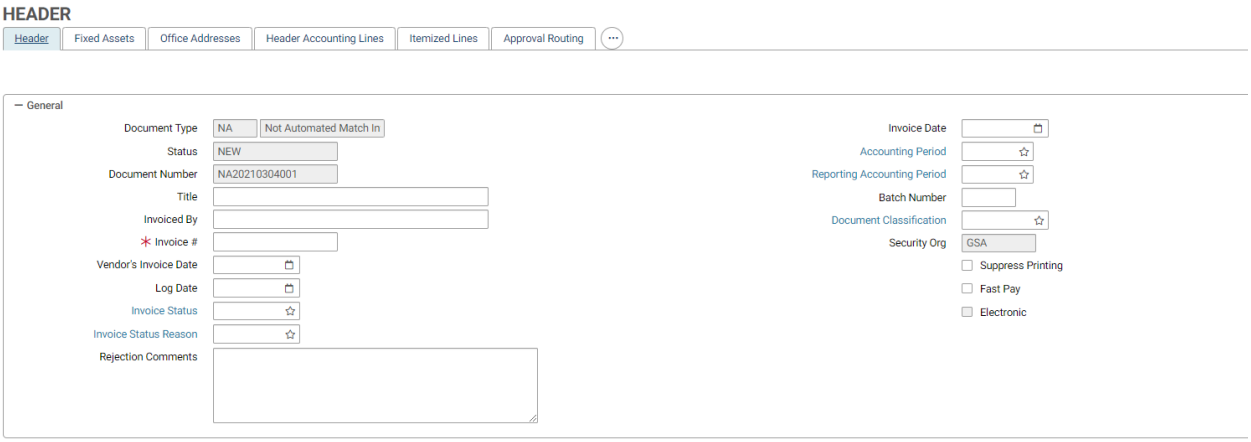
2. Enter **NA** (Non-Automated Match Invoice) in **Document Type** box.
3. A unique document number will be generated in the **Document Number** field after selecting the **Generate** button. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

   Do not enter any text in the **Document Title** field.

   The **Security Org** field will default to GSA once the form is opened. The Finance security organization should only be selected when sensitive/confidential information should not be shared outside of Finance.

   The recommended method for creating an invoice is by using the **Copy Forward** option.
4. Select the **Copy Forward** option.
5. Select the **Next** button.
6. Enter **IX** in the **Document Type** field.
7. Enter the document number of the IX document that the Non-Automated match invoice is referencing in the **Document Number** field.
8. Select the **Search** button.
9. Select the appropriate document from the generated list.
10. Select the **Finish** button. The **Header** page of the Non-Automated Match Invoice form will be displayed.

Figure 95: Header Page - Non-Automated Match Invoice



11. Complete all fields on the **Header** page as you would an Automated Match Invoice document.
12. Select the **Header Accounting Lines tab**. The **Header Accounting Lines** page will display.
13. Select the appropriate line.
14. Select the **Header Accounting Line** hyperlink. The **Header Accounting Line** page will display.
15. In the **General** section, enter **FST** in the **Prompt Pay Type** field.
16. Select the **Save** button to save changes to the Accounting Line.
17. Select the **Accounting Lines** hyperlink**.** Repeat **Steps 13 - 17** for each Accounting Line.
18. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
19. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

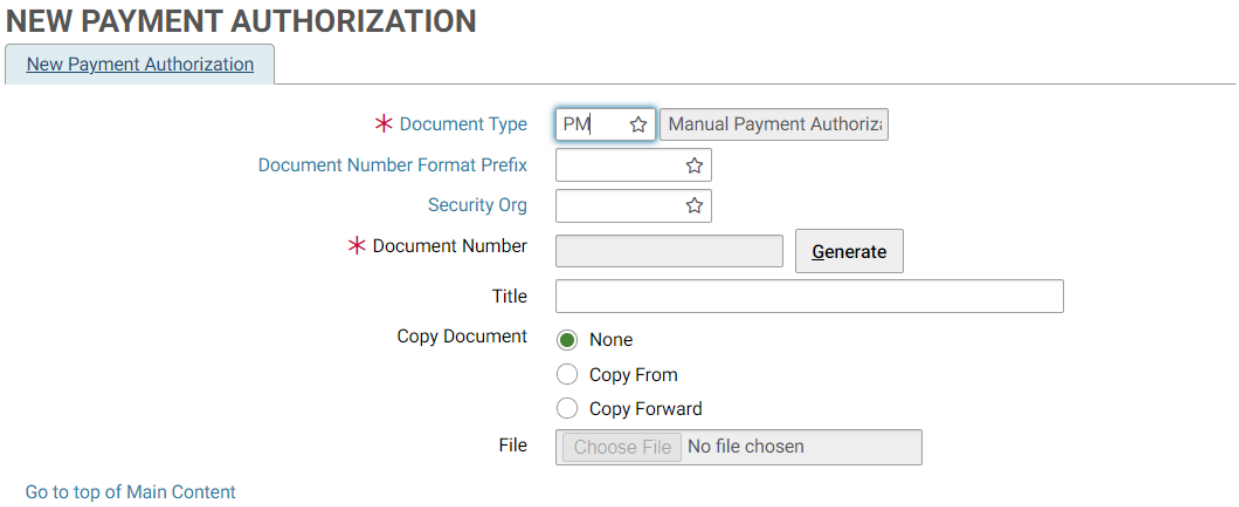
    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

4.10.2 What are the Accounting Operations Procedures?

Once the Non-Automated Match Invoice document is processed, the following Accounting Operations procedures must be followed to create a payment authorization document.

1. Select **Transactions → Accounts Payable → New → Payment Authorization** from the menu bar. The **New Payment Authorization** page will be displayed.

Figure 96: New Payment Authorization Page



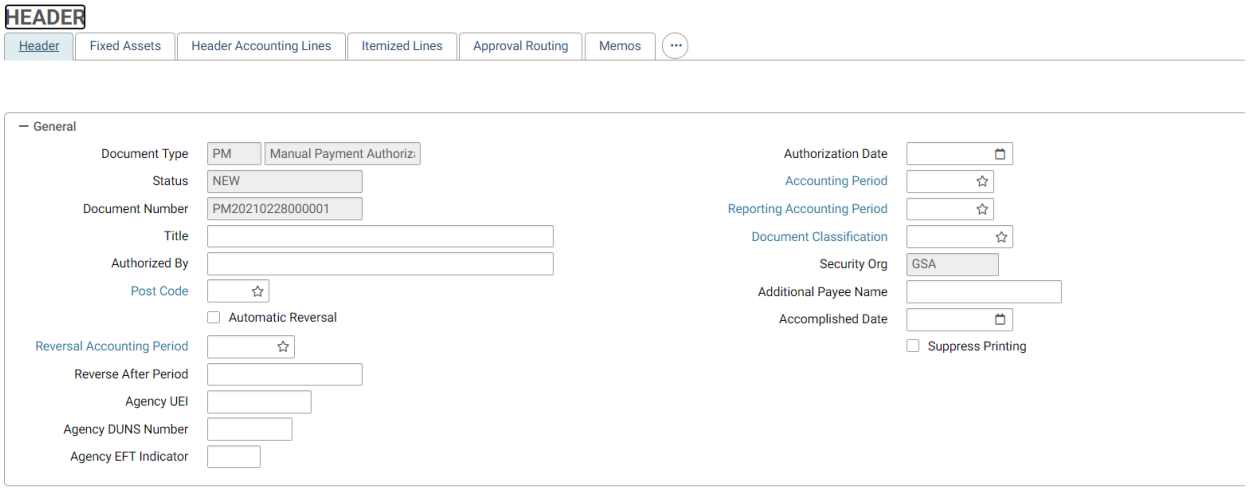
2. Enter **PM** - Manual Payment Authorization in the **Document Type** field.
3. A unique document number will be generated in the **Document Number** field after selecting the **Generate** button. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

   Do not enter any text in the **Document Title** field.

   The **Security Org** field will default to GSA once the form is opened. The Finance security organization should only be selected when sensitive/confidential information should not be shared outside of Finance.

   The recommended method for creating a document is by using the **Copy Forward** option.
4. Select the **Copy Forward** option.
5. Select the **Next** button.
6. Enter **IX** in the **Document Type** box.
7. Enter the document number of the Non-Itemized Intra-Agency Order that the PM is referencing in the **Document Number** field.
8. Select the **Search** button.
9. Select the appropriate document from the generated list.
10. Select the **Finish** button. The **Header** page of the Payment Authorization form will be displayed.

Figure 97: Header Page - Payment Authorization



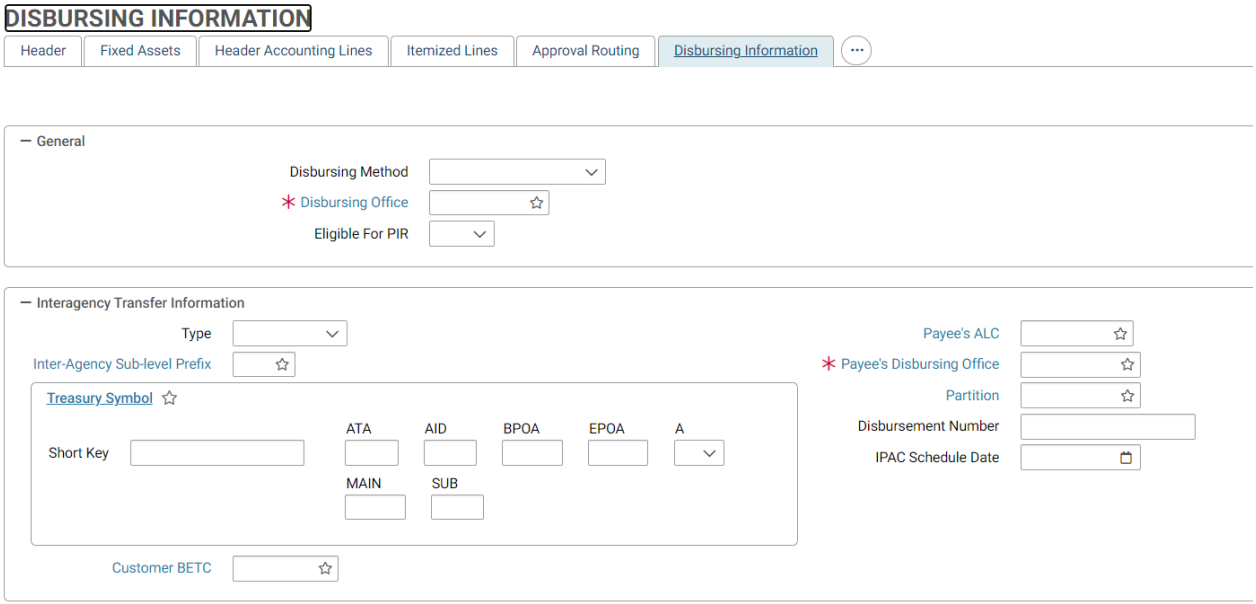
11. Enter your name in the **Authorized By** field.
12. Select the **Header Accounting Lines tab**. The **Header Accounting Lines** page displays.
13. Select the desired line.
14. Select the **Header Accounting Line** hyperlink. The **Header Accounting Line** page displays.
15. Complete the following fields in the **Vendor Invoice Reference** section and select the **Default** button.
    a. **Type** (document type) - Enter **NA**
    b. **Document** (document number) - Enter the document number of the referenced NA
    c. **Fourth field** - Enter the Accounting Line number of the referenced NA

    The fields in the **Reference Document** group box are copied forward.

    Check the **Final** check box in the **Reference Document** group box to liquidate any remaining open items.
16. Change the line as needed.

    Go to the **Accounting Dimensions** section to view or change the dimensions on the header accounting line.
17. Review the **Invoice Information** section.
18. Select the **Header Accounting Lines** hyperlink. Repeat **Steps 13-18** for each **Header Accounting Line**.
19. Select the **Disbursing Information** tab. The **Disbursing Information** page displays.

Figure 98: Disbursing Information Page - Payment Authorization



20. Enter **Inter-Agency Transfer** in the **Disbursing Method** drop-down box.
21. Enter one of the following office codes in the **Disbursing Office** field:
    a. **AU7** - Austin, TX Disbursing Office
    b. **KC6** - KC, MO Disbursing Office
    c. **WADC** - Washington DC Disbursing Office
22. Complete all fields in the Inter-Agency Transfer Information section.
    a. Type - The type of inter-agency transfer
    b. Inter-Agency Symbol - The symbol for the agency
    c. Disbursement Number - The number of the disbursement
    d. Payee's ALC - The Agency Location Code for the payee
    e. Payee's Disbursing Office - The disbursing office of the payee
23. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
24. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

5 Automated Match Queries

This section is designed to familiarize users with the match queries that are available in Pegasys. There are two types of queries, Automated Match Status Query and Completed Match Review Query. These queries allow users to view the status of documents scheduled for the automated match process. This section will cover the following topics:

- Match Query Overview
- Automated Match Status Query
- Completed Match Review Query
- Approving a Document Match in the Completed Match Review Query
- Rejecting a Document Match in the Completed Match Review Query

5.1 What is the Match Query Overview?

Before payment is made, documents must pass through an automated matching process - one-way, two-way, or three-way - which has been pre-determined by their document type. There are two queries that can be performed to determine the match status of a document: Automated Match Status Query and Completed Match Review Query.

5.1.1 What is the Automated Match Status Query?

The Automated Match Status Query allows users to enter search criteria to list documents that have not completed the automated match process. Users are able to view summary and detailed information for automated match documents, as well as view summary and detailed information for possible document matches.

For each order, receipt, or invoice, the Automated Match Status Query displays:

- The documents needed for a successful match
- The documents that have been matched to date
- The number of days a document has been waiting for a match
- The date the document was loaded to the Automatic Matching Status table

Users can query the Automated Match Status based on any combination of the following criteria:

- One or more specific document types
- A specific document number
- Documents that have been waiting for a specific length of time
- Documents that have been waiting before a specific date
- A specific vendor

- A specific disbursing office
- A specified vendor invoice number
- The document amount
- The invoice date
- The contract number

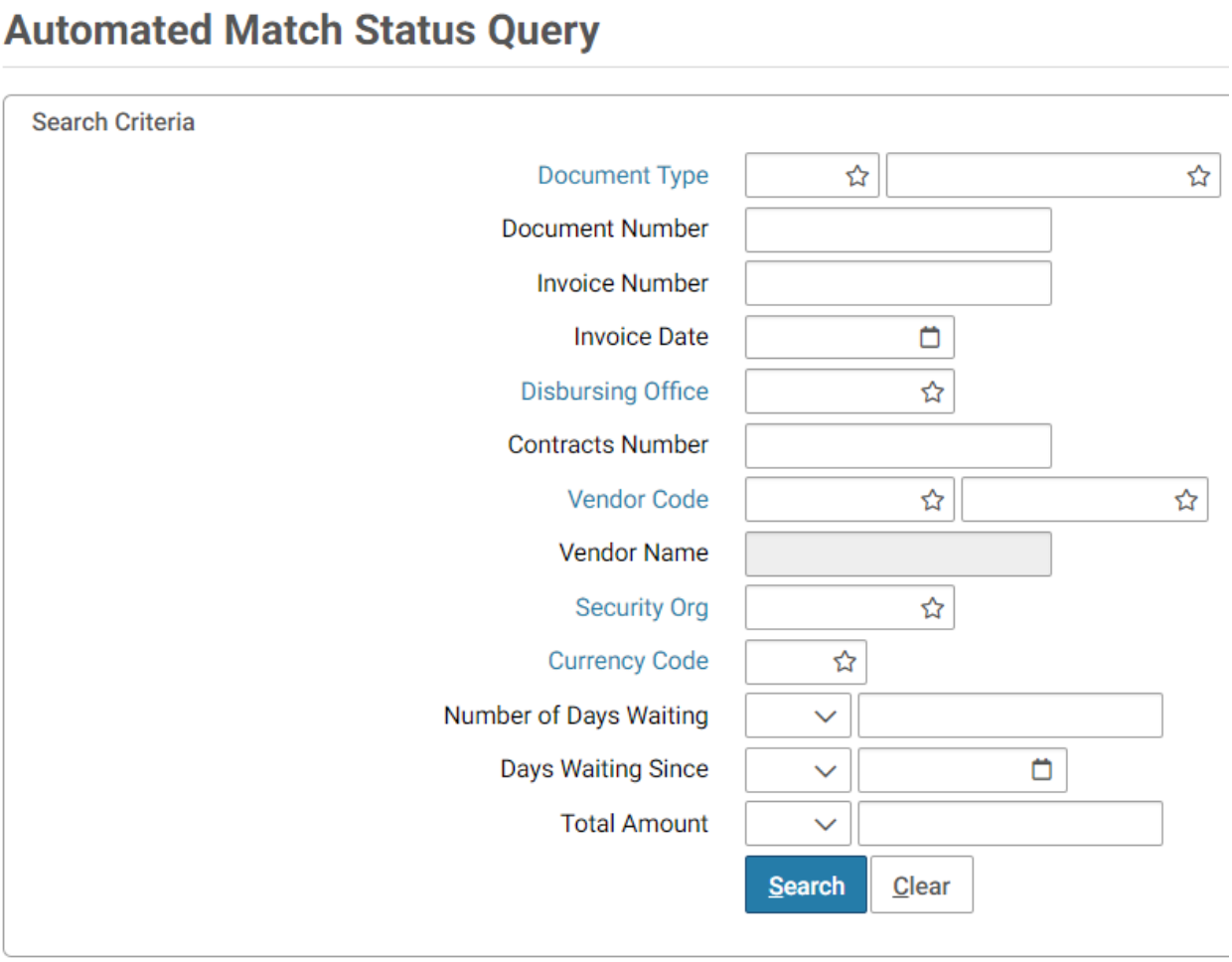
NOTE: If criteria are not entered, all documents waiting to match will be retrieved providing the number of match documents does not exceed the search limit set in your user preferences.

5.1.1.1 How do I Perform an Automated Match Status Query?

The following steps describe how to perform an **Automated Match Status Query**.

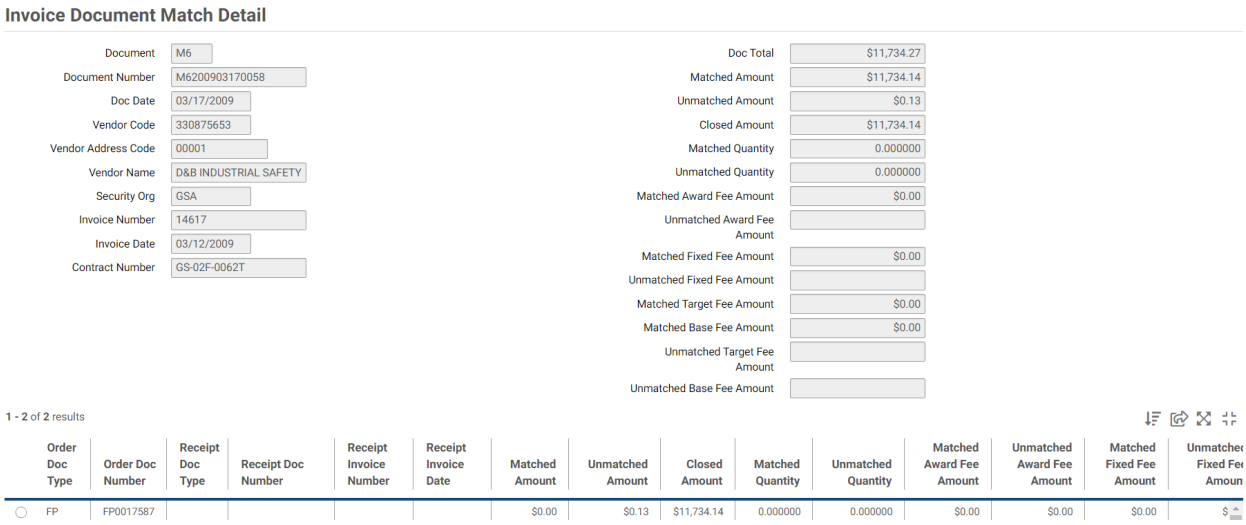
1. Select **Queries → Purchasing → Automated Match Status Query** from the menu bar. The **Automated Match Status Query** page will be displayed.

Figure 99: Automated Match Status Query Page



2. Complete the appropriate field(s) in the **Selection Criteria** group box. Entering no criteria will display a list of all documents waiting to be matched.
3. Select the **Search** button. The record display box will be populated with documents that match the search criteria. More specific criteria will narrow the search.
4. Select the desired document from the generated list.
5. Select the **Details** button. The **Document Match Detail** window will be displayed.

Figure 100: Invoice Document Match Detail



Invoice Document Match Detail

Document	M6
Document Number	M6200903170058
Doc Date	03/17/2009
Vendor Code	330875653
Vendor Address Code	00001
Vendor Name	D&B INDUSTRIAL SAFETY
Security Org	GSA
Invoice Number	14617
Invoice Date	03/12/2009
Contract Number	GS-02F-0062T

Doc Total	$11,734.27
Matched Amount	$11,734.14
Unmatched Amount	$0.13
Closed Amount	$11,734.14
Matched Quantity	0.000000
Unmatched Quantity	0.000000
Matched Award Fee Amount	$0.00
Unmatched Award Fee Amount	
Matched Fixed Fee Amount	$0.00
Unmatched Fixed Fee Amount	
Matched Target Fee Amount	$0.00
Matched Base Fee Amount	$0.00
Unmatched Target Fee Amount	
Unmatched Base Fee Amount	

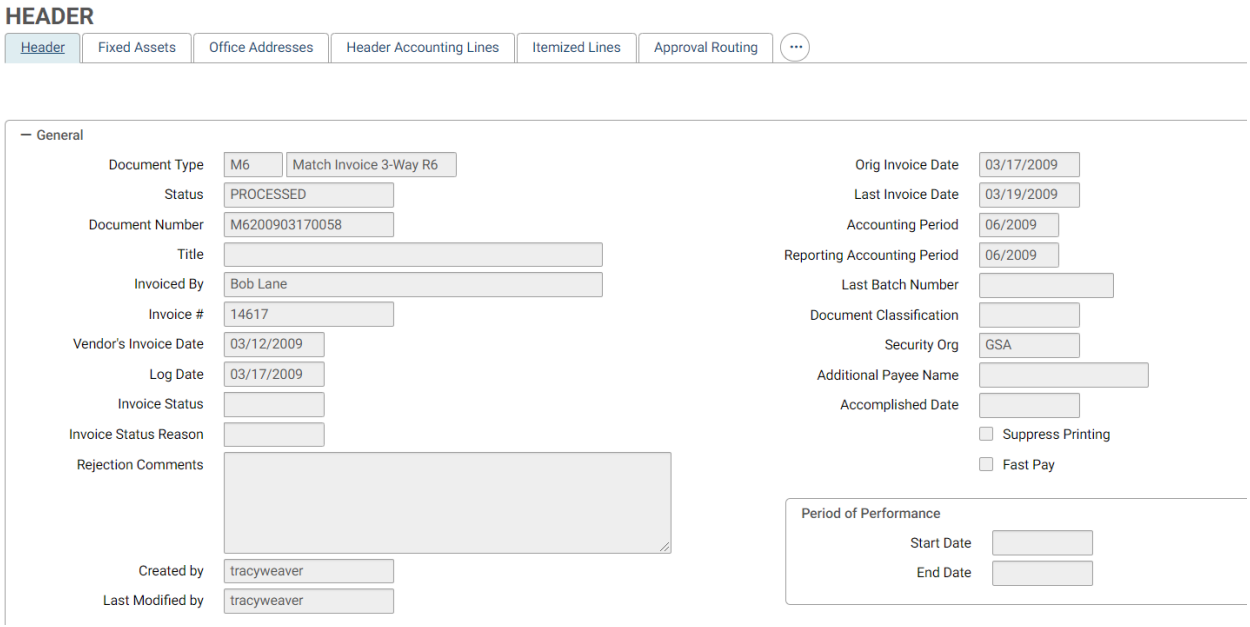
1 - 2 of 2 results

Order Doc Type	Order Doc Number	Receipt Doc Type	Receipt Doc Number	Receipt Invoice Number	Receipt Invoice Date	Matched Amount	Unmatched Amount	Closed Amount	Matched Quantity	Unmatched Quantity	Matched Award Fee Amount	Unmatched Award Fee Amount	Matched Fixed Fee Amount	Unmatched Fixed Fee Amount
FP	FP0017587					$0.00	$0.13	$11,734.14	0.000000	0.000000	$0.00	$0.00	$0.00	$

6. Select the appropriate match record.
7. Review the details regarding the selected document.

   Select the **View Invoice** button to view the selected document, or Select the **Invoice Line Detail** button to view only line details.

Figure 101: View Invoice Page



8. To close the window, select the **Close Window** hyperlink in the **Link Strip**.

5.1.2 What is the Completed Match Review Query?

The Completed Match Review Query allows users to enter search criteria to list documents that have completed the automated match process. Users can:

- Display summary or detailed information for automated match documents.
- View all documents in the completed match chain.
- Add payment adjustment information.

Any combination of the following criteria can be used when querying:

- A specific document number or type.
  - **Ready for review** - The match is complete but has not been approved for payment.
  - **Approved for payment** - The match is complete and has been approved but payment has not yet been generated.
  - **Payment deleted** - The match is complete and a payment has been created. The payment form has subsequently been deleted.
  - **Payment rejected** - The match is complete and a payment has been created. The payment form did not process successfully.
  - **Payment cancelled** - The match is complete and a payment has been created. The payment has been cancelled.

- **Payment corrected** - The match is complete and a payment has been created. The payment has been corrected.
- **Errors** - The match is complete but matching errors were encountered. This message will only occur when the unit price(s) of itemized documents do not match.
- **Paid** - The match is complete and a payment has been successfully created.
- **Match Rejected** - The match was previously rejected by a reviewing user.
- **Disb. In Progress** - The match is complete and a payment has been successfully created. The payment is being disbursed.
- **Disb. Cancelled** - The match is complete and a payment has been successfully created. Disbursement of the payment has been cancelled.
- **Disb. Confirmed** - The match is complete and a payment has been successfully created. The payment was successfully disbursed.

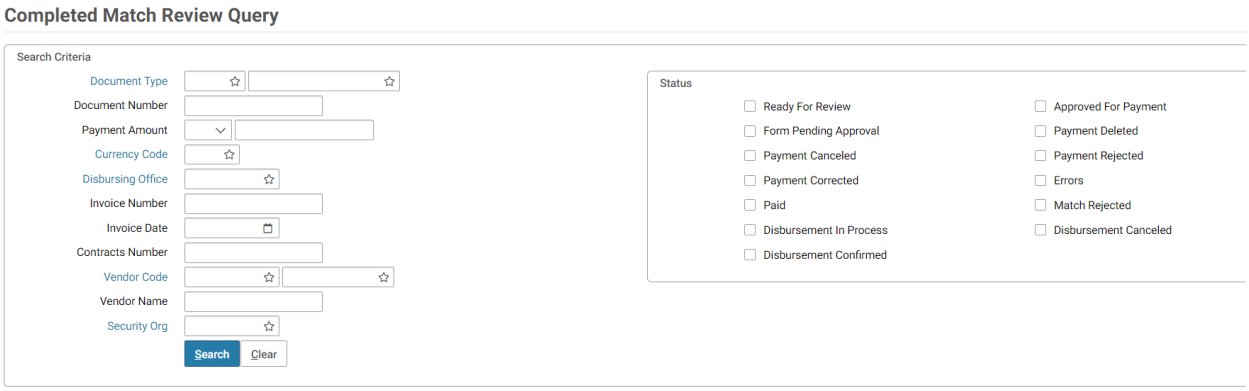
- Documents for a specific vendor.
- Documents for a specific disbursing office.
- Documents with a specific invoice number.
- Documents meeting specific dollar amount criteria.
- Documents with a specific invoice date.
- Documents with a specific contract number.

5.1.2.1 How do I Perform a Completed Match Review Query?

The following steps describe how to perform a Completed Match Review Query.

1. Select **Queries → Purchasing → Completed Match Review Query** from the menu bar. The **Completed Match Review Query** page will be displayed.

Figure 102: Completed Match Review Query Page



2. Complete the appropriate field(s) in the **Selection Criteria** group box.

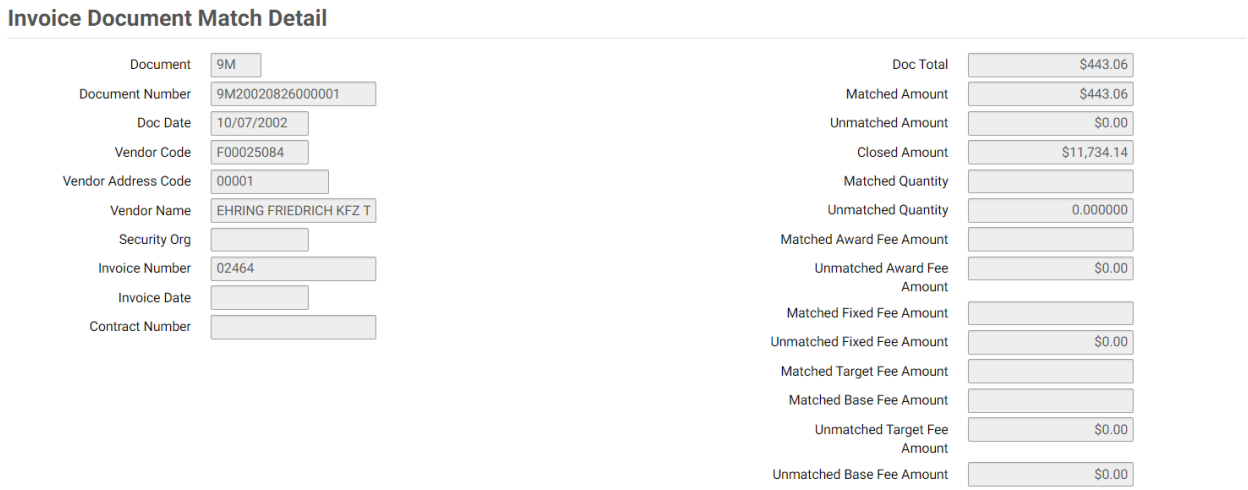
Entering no criteria in the **Search Criteria** group box will display all documents in the Completed Match Summary table, providing that the number of completed match documents does not exceed the search limit.

3. Select the **Search** button.

   The record display box will be populated with documents that match the search criteria. More specific criteria will narrow the search.

4. Select the desired document from the generated list.
5. Select the **Details** button. The **Invoice Document Match Detail** page will be displayed.

Figure 103: Invoice Document Match Detail Page



Invoice Document Match Detail

Document	9M	Doc Total	$443.06
Document Number	9M20020826000001	Matched Amount	$443.06
Doc Date	10/07/2002	Unmatched Amount	$0.00
Vendor Code	F00025084	Closed Amount	$11,734.14
Vendor Address Code	00001	Matched Quantity	
Vendor Name	EHRING FRIEDRICH KFZ T	Unmatched Quantity	0.000000
Security Org		Matched Award Fee Amount	
Invoice Number	02464	Unmatched Award Fee Amount	$0.00
Invoice Date		Matched Fixed Fee Amount	
Contract Number		Unmatched Fixed Fee Amount	$0.00
		Matched Target Fee Amount	
		Matched Base Fee Amount	
		Unmatched Target Fee Amount	$0.00
		Unmatched Base Fee Amount	$0.00

6. Review the details regarding the selected document.

   Select the **View Invoice** button to view the selected document, or Select the **Invoice Line Detail** button to view only line details.

7. Select a record from the **Matches** group box.

   The **View Order**, **Order Detail**, **View Receipt** and **Receipt Detail** buttons are enabled for the matching documents.

8. To close the window, select the **Close Window** hyperlink in the **Link Strip**. To leave the Completed Match Review Query, select a previous link in the breadcrumb trail or select a Pegasys menu option.

5.1.2.2 How do I Approve or Reject Completed Match Documents?

After examining document matches, users with proper security rights can either approve such matches for automated payment or reject them from the automated payment process. The following steps describe how to approve or reject completed match documents.

1. Follow the steps performing a Completed Match Review Query to identify matches that should be approved or rejected.

Please refer to **Section 5.1.2.1.**

2. Select the desired record from the **Completed Match Review Query** window to be approved or rejected. The selected line will become highlighted.
3. Review the completed match documents for the purchasing chain.

   Select the **Details** button to review documents.
4. Return to the **Completed Match Review Query** page.
5. In the **Match Action** section, select **APPROVE MATCH** from the **Status** drop-down box to initiate the payment generation process, or select **REJECT MATCH** to suspend the process.
6. Select the **Save** button. System messages indicate that the Action was successful.
7. Select the **Inbox** hyperlink in the **Link Strip** to close the **Completed Match Review Query**.

6 Payment Authorization Documents

This section is designed to familiarize users with the use of the Payment Authorization portion of the Accounts Payable subsystem. The Accounts Payable subsystem is used to accomplish payment to vendors, employees, or other agencies for goods, services, or training received.

- Payment Authorization Overview
- Payment Authorizations with Header Accounting Lines

6.1 What is a Payment Authorization?

The payment authorization represents the final step in the Pegasys purchasing chain. Authorizing a payment certifies the payment document is complete and that the associated vendor should be paid. Payments are disbursed using the Pegasys automated disbursement process.

Pegasys payment authorization documents authorize payments for eight different payment models: normal payments, holdbacks, prepayments, credits, manual interest, penalties, discounts, and advance refunds. Depending on the selected model, the payment authorization document may require a combination of previously referenced purchasing documents (e.g., orders, receipts, or invoices).

Most Pegasys payment authorization transactions will be system-generated regardless of the purchasing model followed. Pegasys supports four automated matching models, which involve the matching of selected document types within the same purchasing chain. The matching models are:

- One-way (Direct Pay)
- Two-way (Order/Invoice)
- Three-way (Order/Receipt/Invoice)
- Four-Way (Order/Receipt/Acceptance/Invoice)

  * **NOTE** GSA will be using one-way, two-way, and three-way match.

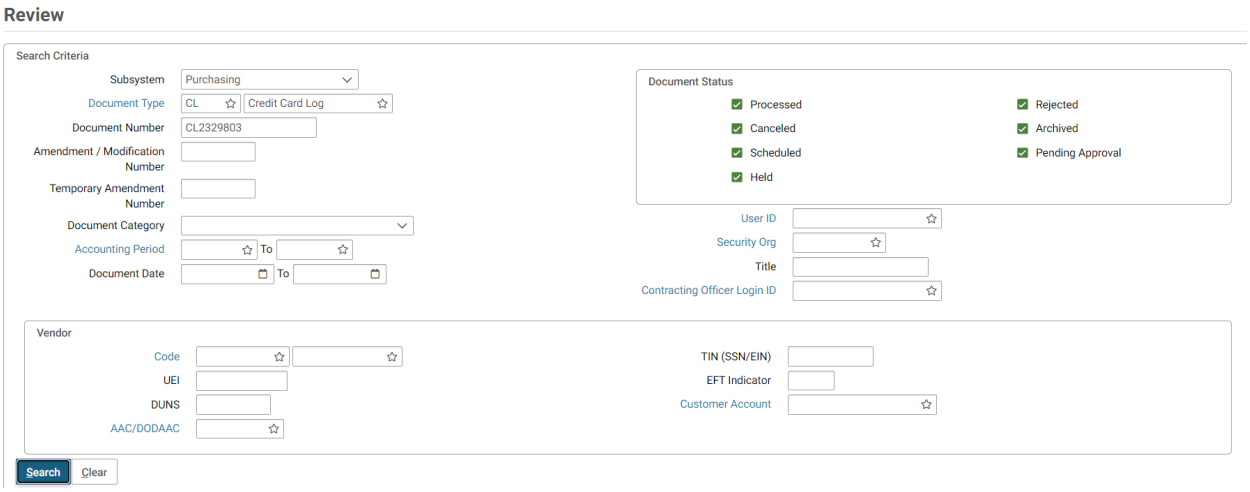
When all documents required to complete a single match have been successfully linked, the automated matching process will mark the chain as either “Ready for Review” or “Approved for Payment”, based on the system options established. Purchasing chains marked as “Ready for Review” will be reviewed by Finance personnel and will be approved or rejected. Those marked as “approved” will be selected by the offline Payment Generation process, then disbursed accordingly.

6.1.1 How can I Review a Payment Authorization Document?

The Pegasys **Review** option allows users to view processed and canceled PA documents. Documents accessed through the **Review Status** functionality are displayed in view-only mode and no changes or edits are permitted. The following steps describe how to review a Payment Authorization document in Pegasys.

1. Select **Transactions → Accounts Payable → Review** from the menu bar. The **Review** page will be displayed.

Figure 104: Review Page - Payment Authorization



2. Enter the appropriate payment authorization document type in the **Document Type**.

   The **Processed** check box in the Document Status group box defaults to checked. To include canceled documents in the search, select the **Canceled** check box.

3. Enter the document number of the payment authorization document in the **Document Number** field.

   If the document number is unknown, complete one or more fields in the **Document Search Criteria** group box. Select the **Search** button and Pegasys will return those documents that match the search criteria entered. Select the document to be reviewed.

4. Select the **View** button.

   The **Header** page of the desired Payment Authorization document will be displayed. The PA will be displayed in view-only mode.

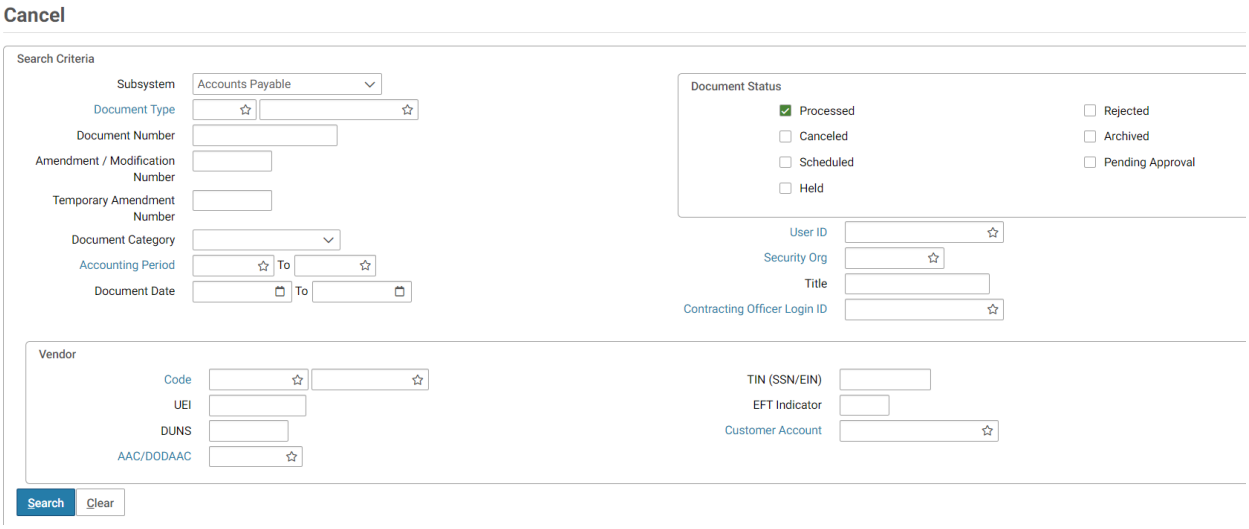
5. Review the desired pages.

6.1.2 How can I Cancel a Payment Authorization Document?

Pegasys' **Cancel Document** option allows users to cancel processed Payment Authorization documents. By canceling a payment authorization the user is preventing a disbursement from going to a vendor or designated agent. The following steps describe how to cancel a payment authorization document.

1. Select **Transactions → Accounts Payable → Cancel** from the menu bar. The **Cancel** page will be displayed.

Figure 105: Cancel Page - Payment Authorization



2. Select the appropriate payment authorization document type from the **Document Type** drop-down box. The **Processed** check box in the Document Status group box defaults to checked.
3. Enter the document number of the payment authorization to be canceled in the **Document Number** field.

   If a document number is unknown, complete one or more fields in the **Document Search Criteria** group box. Select the **Search** button to display those documents that match the search criteria entered. Select the document to be canceled.
4. Select the **Cancel** button. The **Header** page of the document to be canceled will be displayed.
5. View the desired pages.
6. Select the **Submit** button to successfully cancel the payment authorization.

   NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

7 Finance Reports

In Pegasys, the Reports menu can be used to display and print standard forms and reports for the various subsystems (e.g., Purchasing subsystem, Budgeting subsystem). The Reports menu allows users to display and print forms without having to open the document. All purchasing forms, which GSA has decided are printable, can be viewed and printed using the Reports menu. Finance related reports can be found within various directories of the Reports menu.

- Reports Overview
- Standard Finance Reports
- Viewing Forms and Reports On-line
- Printing Forms and Reports

7.1 How can I access Reports in Pegasys?

Users can access all printable reports and forms from the **Reports** menu. Additionally, users can print specific forms and documents from the form or document page. In Pegasys, forms are defined as those transactions that have a status of held or rejected. These transactions have been entered but have not performed system updates to Pegasys' budgeting or spending transactions. Once a form is successfully processed, it performs the necessary system updates, at which point it is considered a document. If a form or document can be printed from its own page, then the **Print** button at the top of the page will be enabled. If this button is not available, either the document must be processed before it can be printed or the form is not a printable transaction.

7.2 What are the Standard Finance Reports?

There are several standard Finance reports in Pegasys, which are designed to help you manage your day-to-day activities. To access these reports, select **Utilities → Reports → View Reports** from the menu bar, and expand both the Purchasing and Finance folders. **Table 17** displays a list of all available Finance reports and a description of each.

Table 17: Standard Finance Reports

Report Name	Subsystem/Type	Description
Completed Match Summary (L)	Purchasing/Reports	Displays payments that are either in "review" or "rejected" status.
Rejected Payments (L)	Purchasing/Finance Reports	Displays payments that have been rejected along with their associated error codes and error code descriptions.

7.3 How can I Print Reports and Forms?

This section provides step-by-step procedures on how to print reports and forms from the **Reports** menu and printing from the document window. Only subsystems and reports the user has security access for will be displayed for the user.

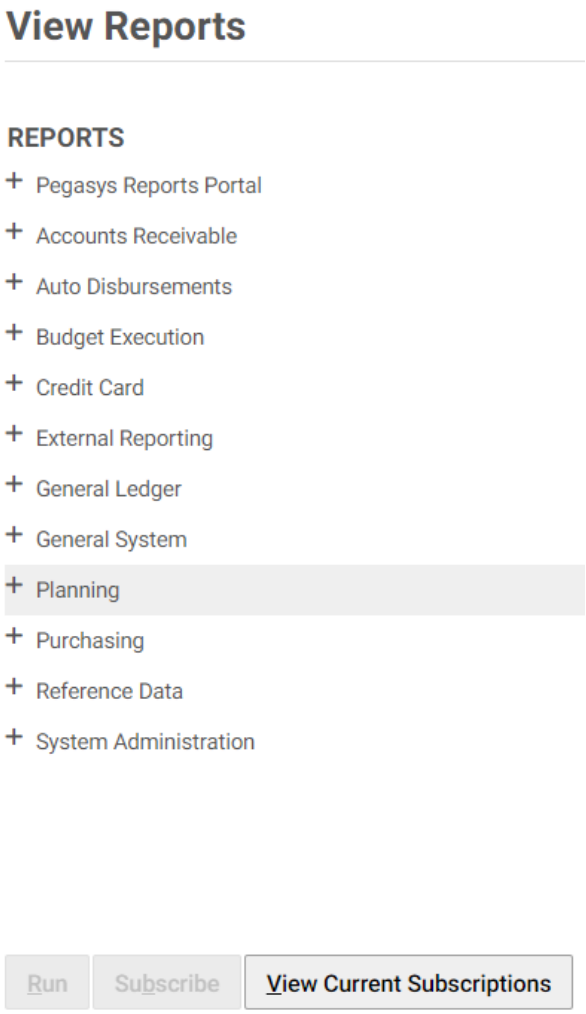
7.3.1 How can I Print from the Reports Menu?

The **Reports** menu provides access to various standard reports, as well as the ability to print certain GSA forms, such as GSA Form 300 and GSA 49.

This section provides step-by-step procedures on how to print reports and forms from the **Reports** menu.

1. Select **Utilities → Reports → View Reports** from the menu bar. The **View Reports** page will be displayed.

Figure 106: View Reports Page



2. Select the **Purchasing** folder.
3. Select the Finance Reports folder and select the desired Finance report to be printed.
4. Select the **Run** button.

   NOTE: If a report displays the letter (P) after the name, the recommended printing orientation is portrait. If it displays the letter (L), landscape is the recommended printing orientation.

   Your web browser print orientation may have to be set with each report to match the recommended report display.

   Complete the required fields for the selected report in the Parameters group box.
5. Select the parameters you want the report to display.
6. Select the desired output from the **Saved Output Format** field. The user can select one of the following: HTML, HTML+CSV, HTML+PDF, PDF or SPF.

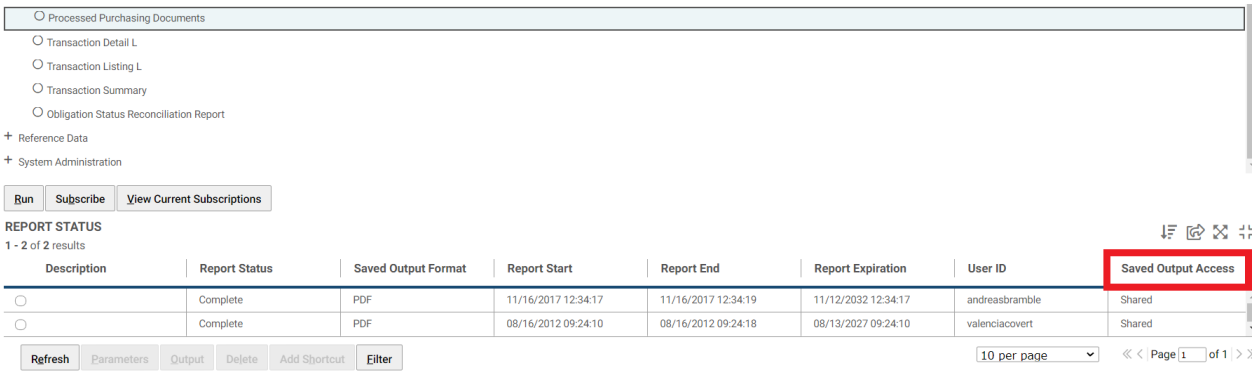
   PDF Output is recommended for optimal formatting.
7. Select **Private** or **Shared** in the **Saved Output Access** drop down list. If **Shared** is selected, the report can be viewed by users who have access to the selected security organization selected.
8. Select **Run** to run the report.
9. Return to the **View Reports** screen and select the report again.
10. In the **Report Status** section, select the report and select **Output**.
11. After the report output opens, select the print icon to print.

7.3.2 How do I view Shared Reports?

If a user selects the shared option when generating a report, the user can select a security organization by which users belonging to that security organization can view the report.

1. Select **Utilities → Reports → View Reports** from the menu bar. The **View Reports** page will display.
2. Select the report you would like to view. If a shared report exists for the selected report, it will be displayed in the **Report Status** section.

Figure 107: Report Status



3. Select the shared report from the **Report Status** section and select the **Output** button.

8 Novations

On some occasions, it is necessary for GSA to record a Novation agreement against an existing contract the agency has with a vendor. If GSA receives notice that a company with which it has a contract has been absorbed by another company, it may become necessary to transfer any obligations recorded in Pegasys from the former company to the latter by updating the vendor and/or designated agent information on related purchase orders. Therefore, Pegasys allows users to change the vendor and/or designated agent information on existing purchase orders, even those that have been referenced by subsequent receipts or invoices.

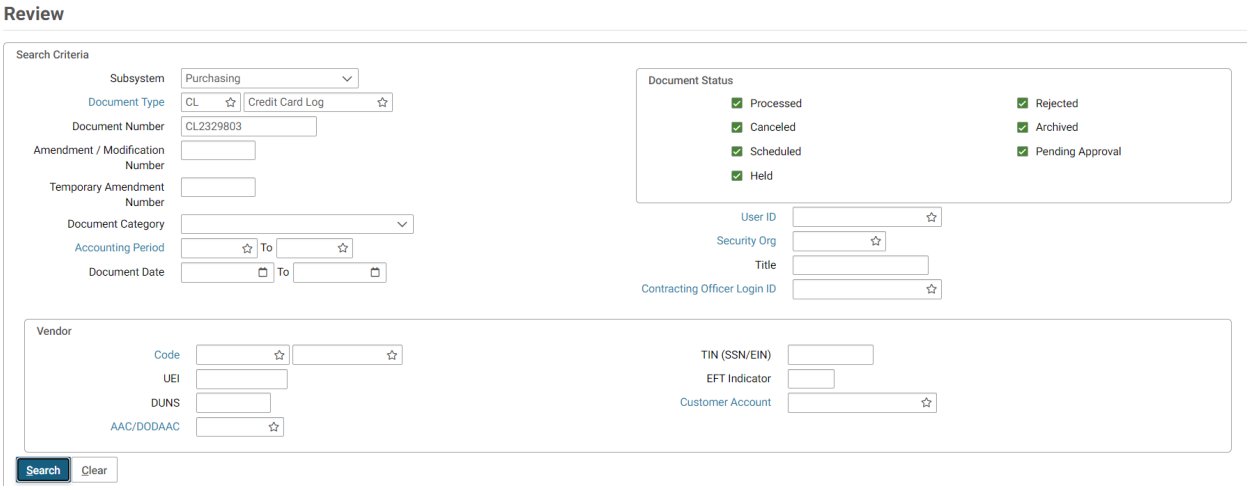
The system also maintains a "Novation History" for each purchase order to record and track these changes. Users can later specify any vendor/designated agent combination from a purchase order's novation history on subsequent referencing documents (receipts and match invoices). When printing a novated purchase order, however, only the most recently entered vendor will appear on the printed version of the document.

8.1 How can I Review Novation History?

Anytime vendor or designated agent information on a processed purchase order is corrected or amended, Pegasys records the change in the purchase order's novation history. When the **Novation History** page is displayed, each vendor or designated agent novation appears under its respective tab and is assigned a sequence number. The line with the highest sequence number refers to the current vendor or designated agent while the line assigned sequence number "1" represents the purchase order's original vendor and/or designated agent. The following steps describe how to review a purchase order's novation history.

1. Select **Transactions → Purchasing → Review** from the menu bar. The **Review** page will be displayed.

Figure 108: Review Page - Novation History



NOTE: The status checkboxes in the **Document Status** section will default to Processed**.**

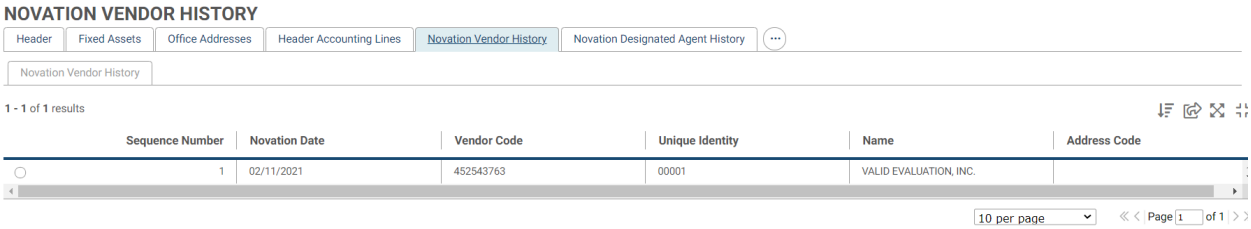
2. Enter a document type in the **Document Type** field.

3. Enter the document number of the document to be reviewed in the **Document Number** field.

   NOTE: If the document number is unknown, please refer to the **Purchasing User's Guide, Section 4.1** for instructions on how to search for the document.

4. Select the **Search** button. The matching search results will be displayed.
5. Select the appropriate document from the generated list.
6. Select the **View** button. The **Header** page of the selected document will be displayed in a read-only format. All fields will be protected.
7. Select the **Novation Vendor History** button. The **Novation Vendor History** page will be displayed.

Figure 109: Novation Vendor History Page



8. Select the appropriate **Novation.**
9. Select the **Novation Vendor History** hyperlink to view details of the Vendor Novation.
10. Select the **Novation Vendor History** hyperlink to return to the **Novation Vendor History** page.
11. Select the **Designated Agent History** tab and follow **steps 8 - 10** to review the Designated Agent Novation History.

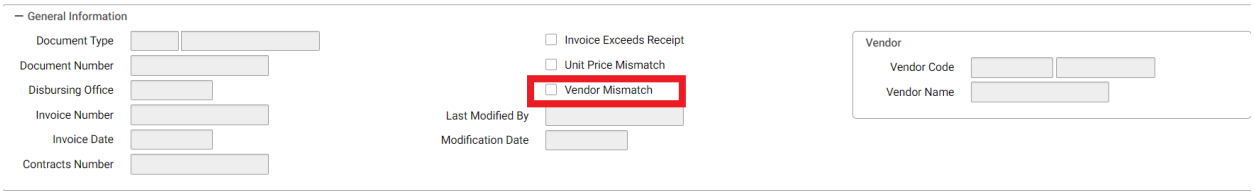
8.2 What is the Vendor Mismatch and the Completed Match Query?

Because a purchase order's vendor information can be novated after it has been referenced, it is possible for receipts and match invoices referencing the same purchase order to contain different vendors. In turn, this conflicting vendor information will prevent the system from generating a payment authorization. For example, GSA places and receives an order with Company A, but the match invoice is not entered until after the purchase order is novated to Company B, then the receipt and the match invoice will have copied forward different vendors from the same purchase order.

To accommodate situations such as this, the **Completed Match Review Query** includes a **Vendor Mismatch** indicator checkbox, see **Figure 110**. The **Vendor Mismatch** indicator flags indicate any complete three-way match transaction in which the receipt and invoice documents use different vendors.

Any transaction that has been flagged as a Vendor Mismatch will remain on the **Completed Match Review Query** in "**Ready for Review**" status until it is manually changed to **Approved for Payment**. After the status has been changed to "**Approved for Payment**", the vendor listed on the match invoice will copy forward to the payment authorization.

Figure 110: Completed Match Review Query - Vendor Mismatch Checkbox



8.3 How can I Create Match Invoices by Referencing Novated Purchase Orders?

When entering a vendor's invoice into the system by copying forwarding a novated purchase order, the procedures are basically the same as for those for entering any other match invoice with one notable exception. Specifically, the vendor that defaults into the **Header** page of the invoice form can be replaced with any other vendor in the novation history of the referenced purchase order.

If, for example, there are three vendors in the novation history of the purchase order, Company A, Company B, and Company C, and it is Company C that copies forward to the match invoice, the user can replace it with either Company A or Company B. The user cannot, however, replace the existing vendor with an entity that is not listed on the order's novation history. Please refer the **Section 8.1** for instructions on viewing the novation history of a purchase order.

If the vendor is replaced with a different entity from the order's novation history, the user will, during verification or processing, receive an **Information Dialog** box indicating that the vendor listed on the invoice is not the same as on the referenced document. If this should occur, simply proceed as intended.

NOTE: On the **Vendor Activity Query**, the match invoice will always appear with the vendor that was specified on the **Header** page of invoice form at the time it was processed.

9 Replace Values

This section details functionality referred to as **Replace Values,** that allows users to select and simultaneously change or delete one, many, or all accounting line(s) on a form or document at one time.

In Pegasys, **Replace Values** functionality is available for the **Purchasing**, **Accounts Payable**, and other subsystems. This section will describe how to use **Replace Values** features on forms and documents in the **General System** subsystem.

- **Section 9.1 - Overview**
- **Section 9.2 - Replace Values for the General System Subsystem**

9.1 Overview

To assist users in locating specific information, each section follows the same structure described below.

- Section Overview

  Provides a brief synopsis of the section and outlines the topics that are to be covered.
- How to Process Replace Values for the General System Subsystem

  Discusses specific data input fields for the General System subsystem and includes step-by-step instructions describing how to select, change, delete, or reset one or more accounting line(s) on a form or document.

9.2 Replace Values for the General System Subsystem

The following steps detail the procedures for creating a recurring estimated accrual profile with a variable amount.

Within the **General System** subsystem, Replace Values features can be found on Orders, Receipts and Invoice forms or documents. Replace Values functionality is available when creating a new Purchasing form/document or correcting an existing one. Replace Values functionality allows the user to simultaneously change or delete one, many, or all field values on an accounting line(s). When Replace Values features are used to make changes on a form, Pegasys will immediately make the change to the individual accounting line(s). The following section describes fields that were impacted by Replace Values functionality.

Table 18: Replace Values Features

Field	Display	Description
Data-input	Data, except @	Fills in data for selected accounting lines.
Data-input	Blank	No change will be made for selected accounting lines.

Field	Display	Description
Data-input	@	Deletes any existing data for selected accounting lines.
Check box	Filled with a check	Fills in a check for selected accounting lines.
Check box	Gray	No change will be made for selected accounting lines.
Check box	Blank	Deletes any existing checks for selected accounting lines.
Drop-down list box	A choice selected, except @	Fills in data for selected accounting lines.
Drop-down list box	Blank	No change will be made for selected accounting lines.
Drop-down list box	@	Deletes any existing data for selected accounting lines.
Radio button	One button filled	Only that button will be filled for selected accounting lines.
Radio button	All buttons blank	No change will be made for selected accounting lines.

9.2.1 Replace Values for Header Accounting Line(s)

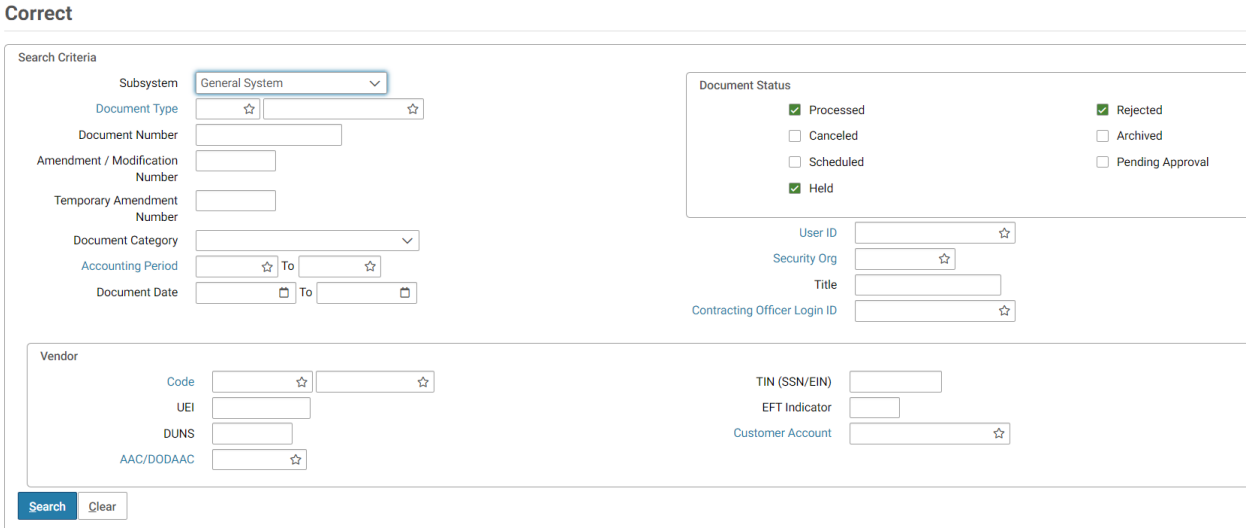
Replace Values features can be used on new forms or on those being corrected and are accessed from the form's **Header Accounting Lines** page. After selecting the desired line(s), the system will provide **Delete**, **Reset**, or **Replace Values** options. Also, individual lines can be reviewed by Selecting the **Details** button.

9.2.1.1 Using Replace Values to Correct a Single Line

To change the field values of an accounting line(s) simply Select the **Header Accounting Lines**, select the desired line(s) from the **Header Accounting Lines** page, and then select the **Replace** button to display the **Header Accounting Line** window. The following steps describe how to use Replace Values to correct a single accounting line.

1. Select **Transactions → General System → Correct** from the Pegasys menu bar. The **Correct** page will be displayed.

Figure 111: Correct Page - Correct Single Line

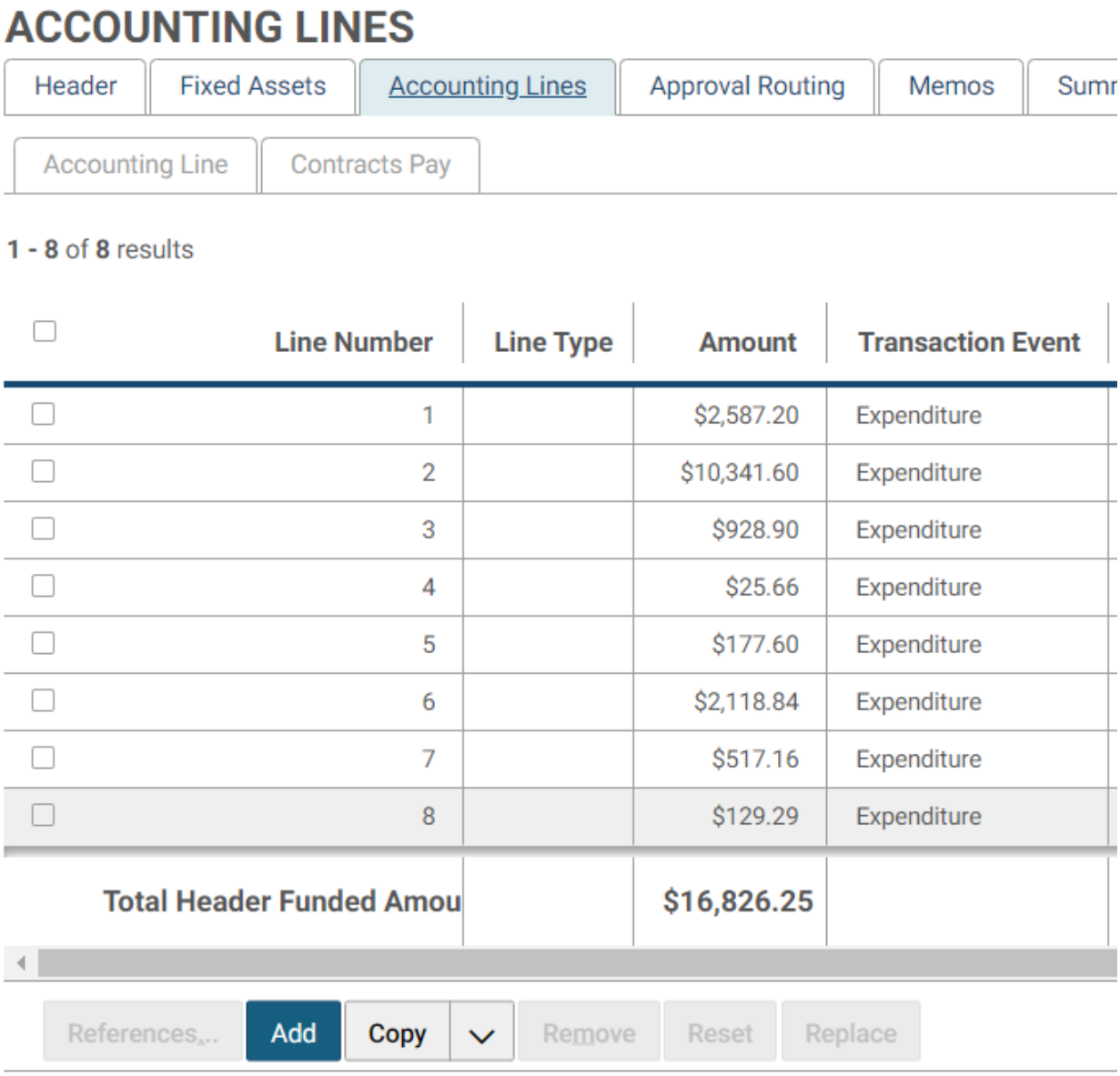


2. Check the desired document status check box from the **Document Status** group box.
3. Enter a document type in the **Document Type** box.
4. Enter the document number in the **Document Number** field.
5. Select the **Search** button. The matching search results will be displayed.
6. Select the appropriate document from the generated list and select the **Correct** button.

   The **Header** page of the selected form or document will be displayed.
7. Select the **Accounting Lines tab**. The **Accounting Lines** page will be displayed.
8. Select the appropriate line. The selected line is highlighted and the **Replace** button will become enabled.

   For this example, the dollar amount of a line will be changed to $300.00.
9. Select the **Replace** button. The **Accounting Line** page will be displayed.

Figure 112: Accounting Line - Replace Button



a. **NOTE:** Enter the appropriate field values. If no entry is made in a given field, no changes will be made to that field.

b. **Search** options are available for various fields.

10. In the **Amount** field, enter the desired dollar amount. For this example, enter **$300.00**.
11. Select the **Apply** button. The **Accounting Lines** page will be displayed.

    The Line Amount has now been replaced with $300.00.
12. Select the **Verify** button.

NOTE: If error messages are displayed, review the messages, and correct the form accordingly.

13. Select the **Submit** button.

    NOTE: System message indicates the form was submitted for processing successfully. Pegasys is updated with the changes.

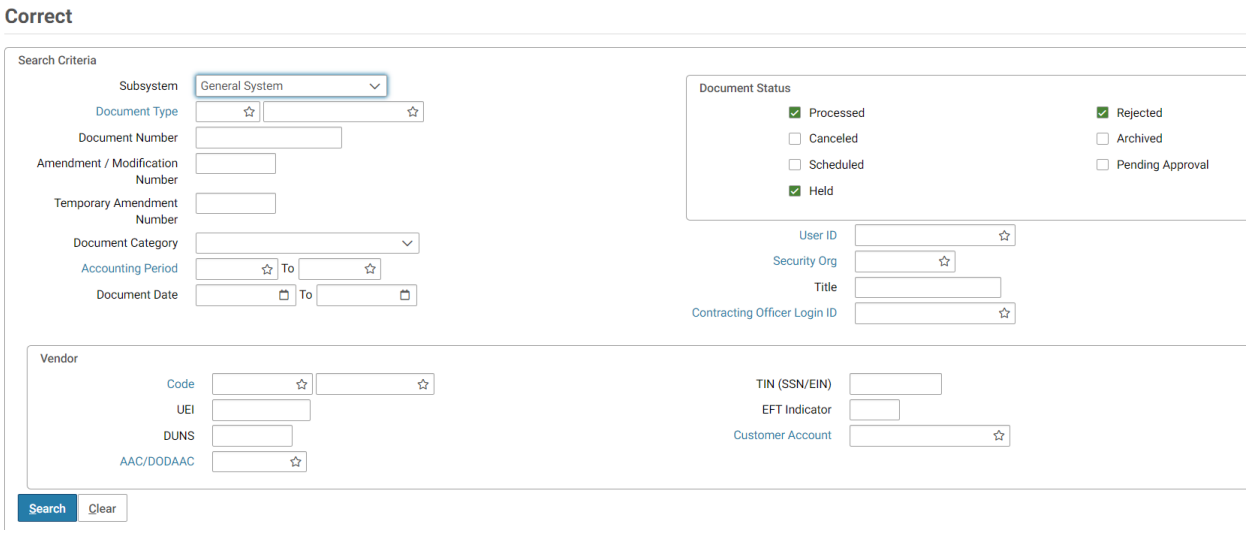
    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

9.2.1.2 Using Replace Values to Correct Multiple Lines

Replace Values functionality can be used to correct several lines of a document at one time. The following steps describe how to use **Replace Values** to correct multiple lines on a form or document simultaneously.

1. Select **Transactions → General System → Correct** from the Pegasys menu bar. The **Correct** page will be displayed.

Figure 113: Correct Page - Multiple Lines



2. Check the desired document status check box from the **Document Status** group box.
3. Enter a document type in the **Document Type** box.
4. Enter the document number in the **Document Number** field.
5. Select the **Search** button. The matching search results will be displayed.
6. Select the appropriate document from the generated list and select the **Correct** button.

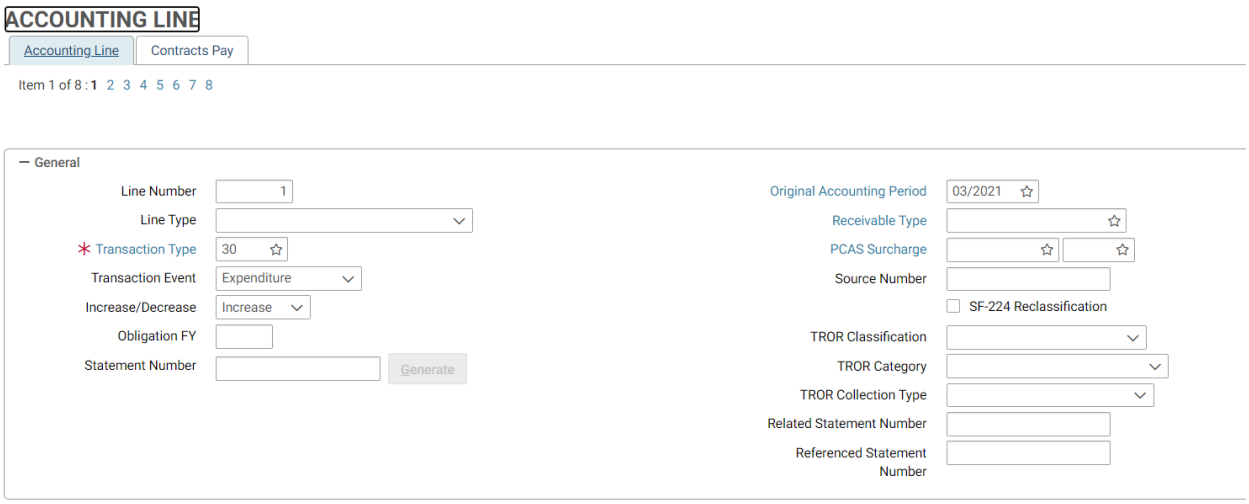
   The **Header** page of the selected form or document will be displayed.
7. Select the **Header Accounting Lines tab**. The **Header Accounting Lines** page will be displayed.

8. Select the appropriate lines. To select multiple lines, select the selection boxes for any/all the lines you want to select.

   NOTE: In this example, the line amount for all lines will be changed to $200.00 using Replace Values.

9. Select the **Replace** button. The **Header Accounting Line** page will be displayed.

Figure 114: Header Accounting Line Page - Multiple Lines



   NOTE: Enter the appropriate field values. If no entry is made in a given field, no change will be made to that field. **Search** options are available for various fields.

10. In the **Amount** field, enter the desired dollar amount. For this example, enter **$200.00**.
11. **Select the Apply button.**
12. The **Header Accounting Lines** page will be displayed. The line amount will be **$200.00** for all lines.
13. Select the **Verify** button.

    NOTE: If error messages are displayed, review the messages, and correct the form accordingly.

14. Select the **Submit** button.

    NOTE: System message indicates the form was submitted for processing successfully. Pegasys is updated with the changes.

    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

9.2.1.3 **Using Replace Values to Delete Line(s)**

Replace Values functionality allows the user to simultaneously delete one, many, or all accounting lines(s) associated with a form or document. From a form's **Summary** page, select the

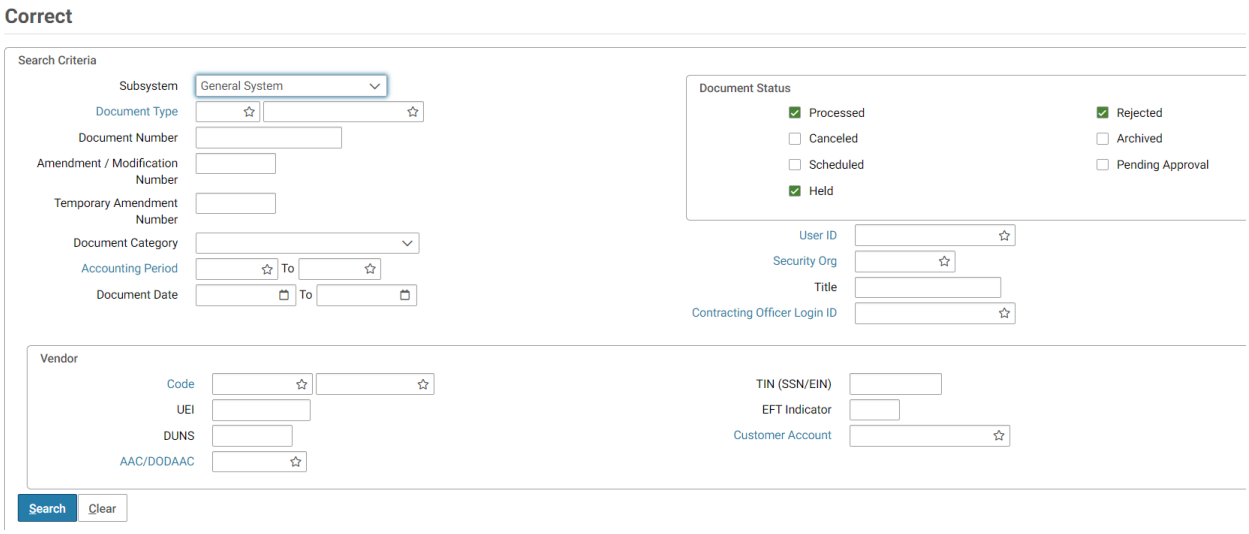
appropriate line(s), and select the **Delete** button. After selecting on the **Delete** button, Pegasys will prompt the user to confirm whether or not the line(s) should actually be deleted. After confirming that the selected line(s) are to be deleted, the form can be processed.

Once accounting lines are deleted and the form has been processed or held/saved, the deleted accounting lines **cannot** be **restored**. If the form has not yet been processed or held/saved, the **Refresh** button can be used to **restore** the entire document back to the last save, which restores the deleted accounting lines, as well as restores all other accounting lines back to when the document was last saved. In addition, you can close the form without processing or saving and reopen the Form/Document.

The following steps describe how to delete lines from a document using Replace Values features.

1. Select **Transactions → General System → Correct** from the Pegasys menu bar. The **Correct** page will be displayed.

Figure 115: Correct Page - Replace Values



2. Check the desired document status check box from the **Document Status** group box.
3. Enter a document type in the **Document Type** box.
4. Enter the document number in the **Document Number** field.
5. Select the **Search** button. The matching search results will be displayed.
6. Select the appropriate document from the generated list and select the **Correct** button.

   The **Header** page of the selected form or document will be displayed.
7. Select the **Header Accounting Lines tab**. The **Header Accounting Lines** page will be displayed.
8. Select the appropriate line(s). To select multiple lines, select the selection boxes for any/all the lines you want to select.

   NOTE: The **Remove** button will become enabled.

9. Select the **Remove** button.
10. Select the **Verify** button. Correct any errors that are returned.

    NOTE: The line(s) will immediately be removed from the **Header Accounting Lines** page. At least one line must remain for the form to process.
11. Select the **Submit** button.

    NOTE: System message indicates the form was submitted for processing successfully. Pegasys is updated with the changes.

    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

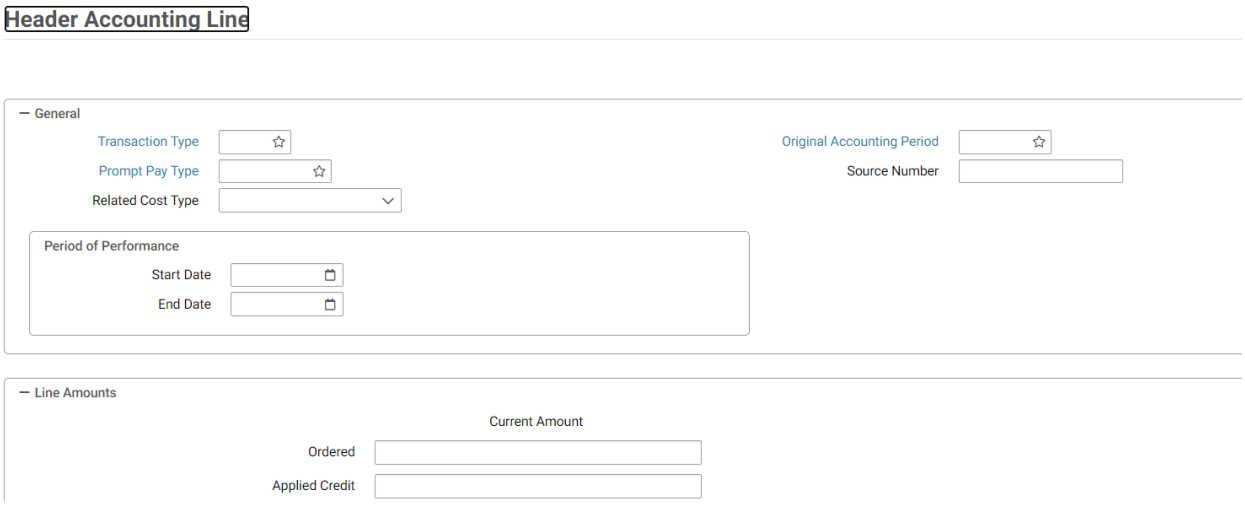
9.2.1.4 **How to Delete Values**

Replace Values makes it possible for the user to delete field values from drop-down menus, text fields, and check boxes by entering the "@" symbol in the appropriate Replace Values input field(s). This action indicates that Pegasys should delete all pre-existing values for the specified field(s) on all selected lines.

The following steps describe how to use Replace Values functionality to delete values from all selected accounting lines simultaneously.

1. From the **Header Accounting Lines** page, select the appropriate line(s). To select multiple lines, select the selection boxes for any/all the lines you want to select.
2. Select the **Replace** button. The **Header Accounting Line** window will be displayed.

Figure 116: Header Accounting Line-Replace Values



3. In the **Project Code** field, enter the "@" symbol.

    NOTE: If you wish to delete values from any drop-down menu, such as the To/From field, the "@" symbol is provided as a drop-down menu option.

    To delete values from check boxes, select twice in the check box and it will become blank.

4. Select the **Apply** button.
5. The values for the **Project Code** field will be deleted from all selected lines.
6. Select the **Verify** button.

   NOTE: If error messages are displayed, review the messages, and correct the form accordingly.
7. Select the **Submit** button.

   NOTE: System message indicates the form was submitted for processing successfully. Pegasys is updated with the changes.

   NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

9.2.1.5 **How to Reset Lines**

The Replace Values functionality provides a **Reset** feature that allows the user to restore information on selected lines back to the state in which it was last saved. The **Reset** button is found on the **Header Accounting Lines** page of the Order.

The following steps describe how to use the **Reset** button to restore the value of the lines selected in the example.

1. From the **Header Accounting Lines** page, select the appropriate line(s). To select multiple lines, select the selection boxes for any/all the lines you want to select.
2. Select the **Reset** button.
3. Select the **Verify** button and correct any errors that are returned. The selected lines are restored to their previously saved state.
4. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

   NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

10 Pegasys Capitalization Procedures

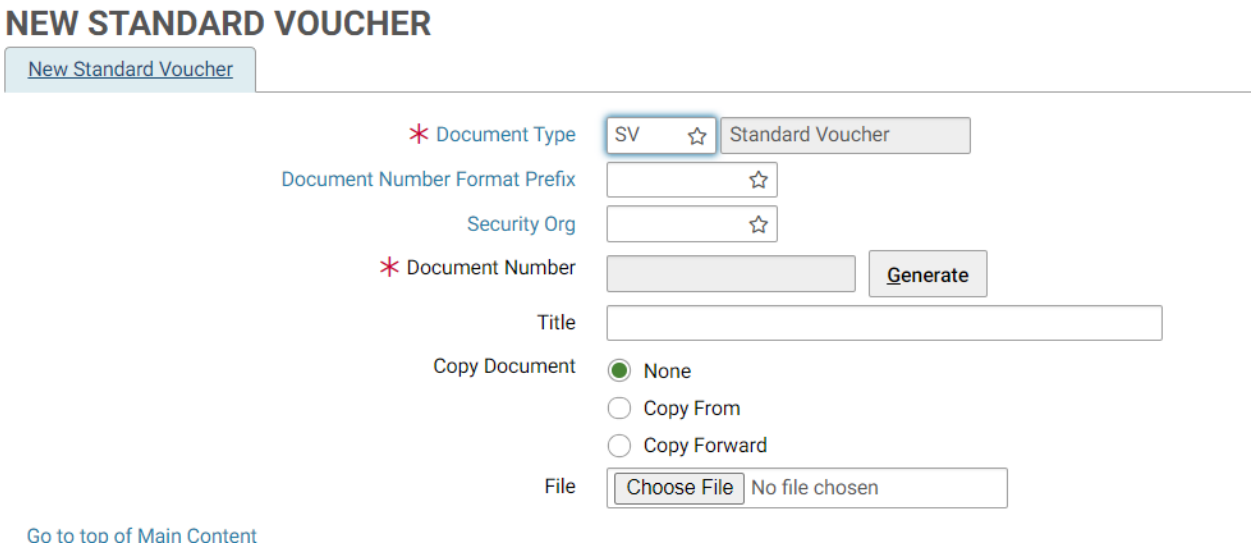
The project costs, asset depreciation, and prepaid amortization entries associated with the Pegasys project, are recorded in Pegasys. The following sections provide step-by-step procedures for recording MOUs, costs, periodic adjustments, phase deliveries, and recognition of expenses. **Many of these procedures have been replaced by the Fixed Assets Module within Pegasys. Please refer to the Pegasys Fixed Assets User Guides.**

10.1 How do I Record Delivery of a Phase for WCF?

When a phase of the Pegasys project is completed, this delivery is recorded in Pegasys by creating a Standard Voucher (**SV**) document. The **SV** recognizes the delivery for the WCF only. See below for step-by-step instructions on recognizing delivery against client funds.

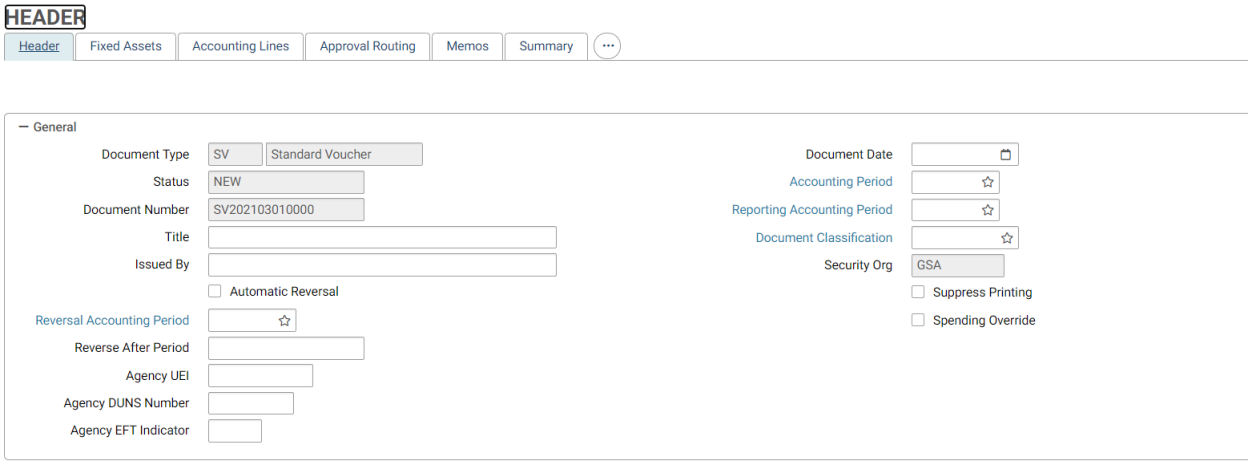
1. Select **Transactions → General System → New → Standard Voucher** from the menu bar. The **New Standard Voucher** page will be displayed.

Figure 117: New Standard Voucher Page - WCF



2. Enter **SV** in the **Document Type** field.
3. A unique document number will be automatically generated in the **Document Number** field after the Selecting the **Generate** button. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.
4. Select the **Finish** button. The **Header** page of the Standard Voucher form will be displayed.

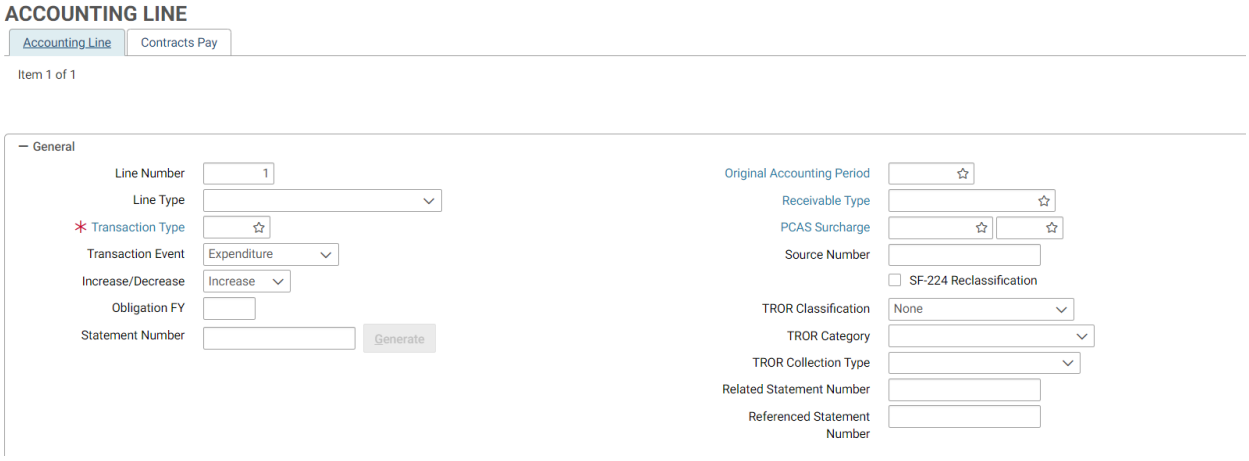
Figure 118: Header Page - WCF



The **Document Date**, **Accounting Period**, and **Reporting Accounting Period** will default to the current date when the form is Verified or Processed.

5. Select the **Accounting Lines** tab. The **Accounting Lines** page will be displayed.
6. Select the **Add** button to create a new line. The **Accounting Line** page will be displayed.

Figure 119: Accounting Line Page - WCF



7. Enter **01** as the Transaction Type.
8. Select **G/L Transfer** from the **Transaction Event** drop-down box.
9. Select **Increase** from the **Increase/Decrease** drop-down box.
10. Enter the appropriate amount in the **Amount** field.
11. Go to the Accounting Dimensions section and enter the appropriate WCF accounting template in the **Template** field.
12. Select the **Default** button to populate fields in the Accounting Dimensions section. Enter additional fields as needed.

13. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
14. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

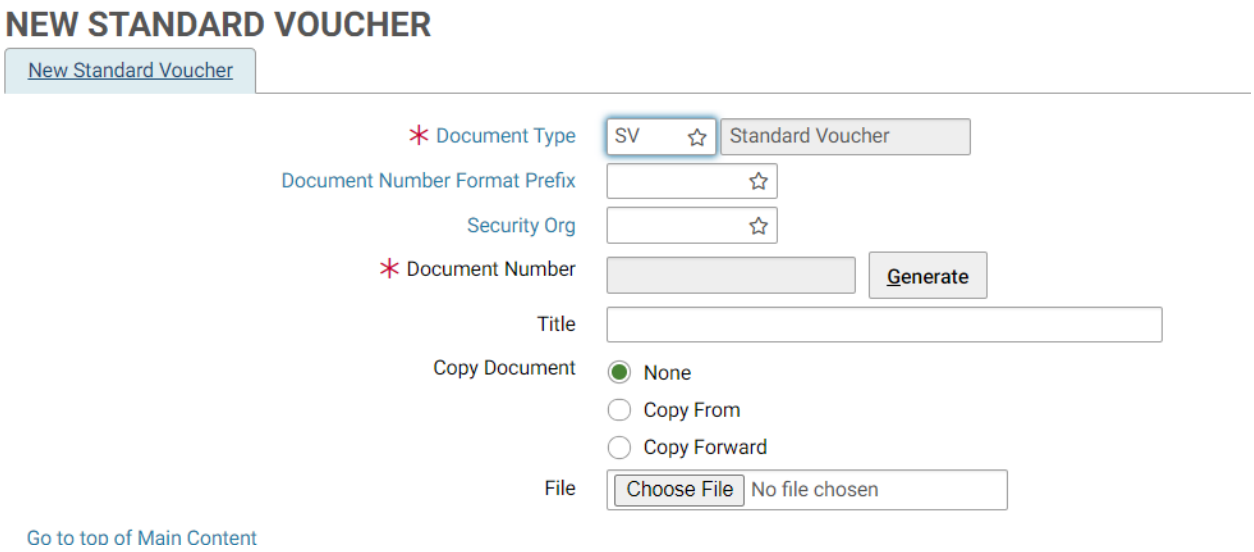
    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

10.2 How do I Reclassify Expenses to the Asset?

To reclassify expenses to an asset, create a Standard Voucher (**SV**) document.

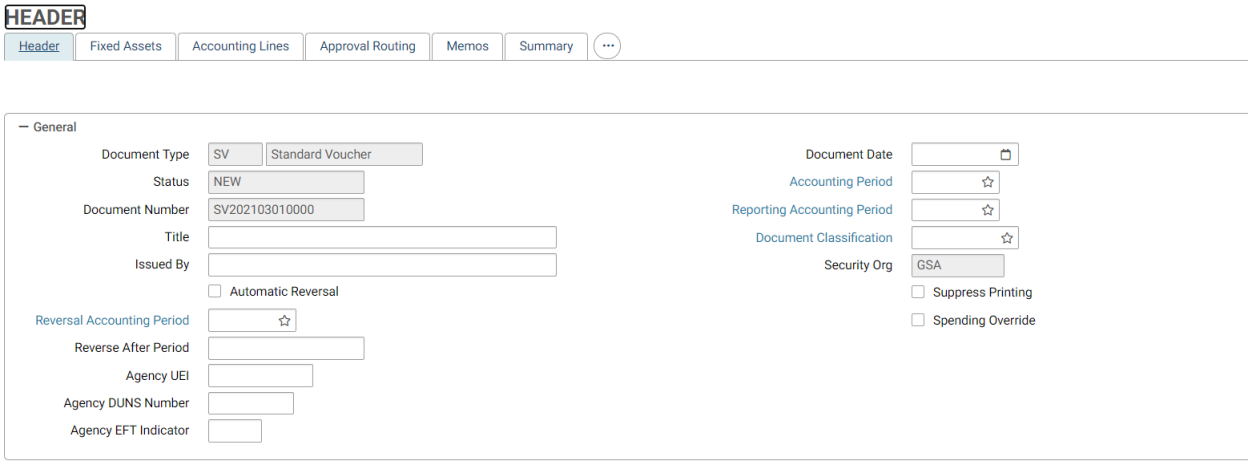
1. Select **Transactions → General System → New → Standard Voucher** from the menu bar. The **New Standard Voucher** page will be displayed.

Figure 120: New Standard Voucher Page - Reclassify Asset Expenses



2. Enter **SV** in the **Document Type** field.
3. A unique document number will be automatically generated in the **Document Number** field after selecting the **Generate** button. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.
4. Select the **Finish** button. The **Header** page of the Standard Voucher form will be displayed.

Figure 121: Header Page - Reclassify Asset Expenses

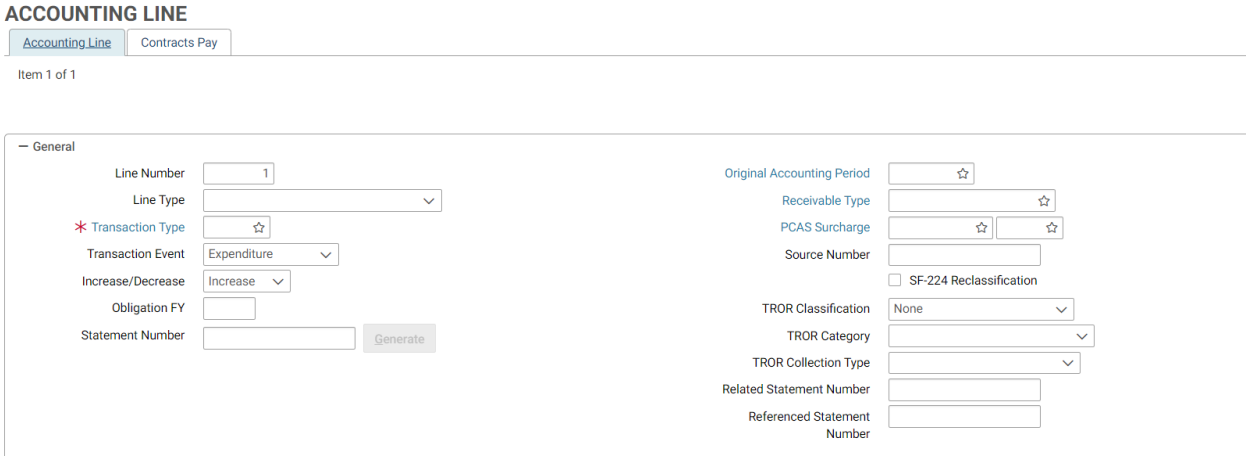


The **Header** page of the Standard Voucher form will be displayed.

NOTE: The **Document Date, Accounting Period,** and **Reporting Accounting Period** will default to the current date when the form is Verified or Processed.

5. Select the **Accounting Lines tab**. The **Accounting Lines** page will be displayed.
6. Select the **Add** button to create a new line. The **Accounting Line** page will be displayed.

Figure 122: Accounting Line Page - Reclassify Asset Expenses



7. Enter **02** as the **Transaction Type**.
8. Select **G/L Transfer** from the **Transaction Event** drop-down box.
9. Select **Increase** from the **Increase/Decrease** drop-down box.
10. Enter the appropriate amount in the **Amount** field.
11. Go to the Accounting Dimensions section and enter the appropriate WCF accounting template in the **Template** field.

12. Select the **Default** button to populate fields in the Accounting Dimensions section. Enter additional fields as needed.
13. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
14. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

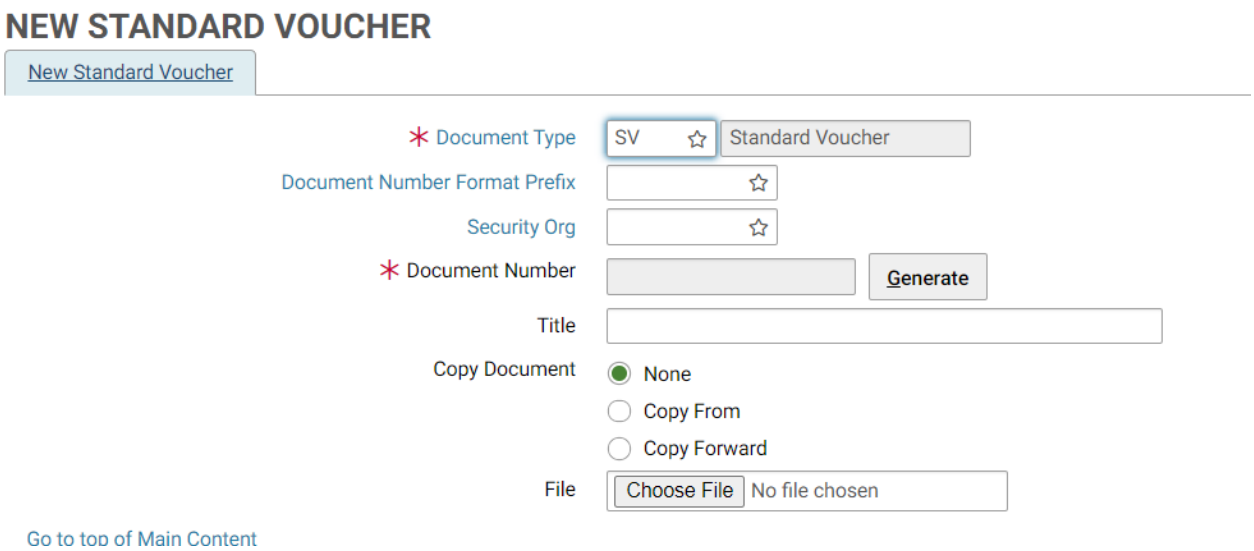
    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

10.3 How do I Adjust for Short/Long Term Assets?

Annual entries must be made which adjust the value of the asset from long to short term. This is accomplished on a Standard Voucher (**SV**) document.

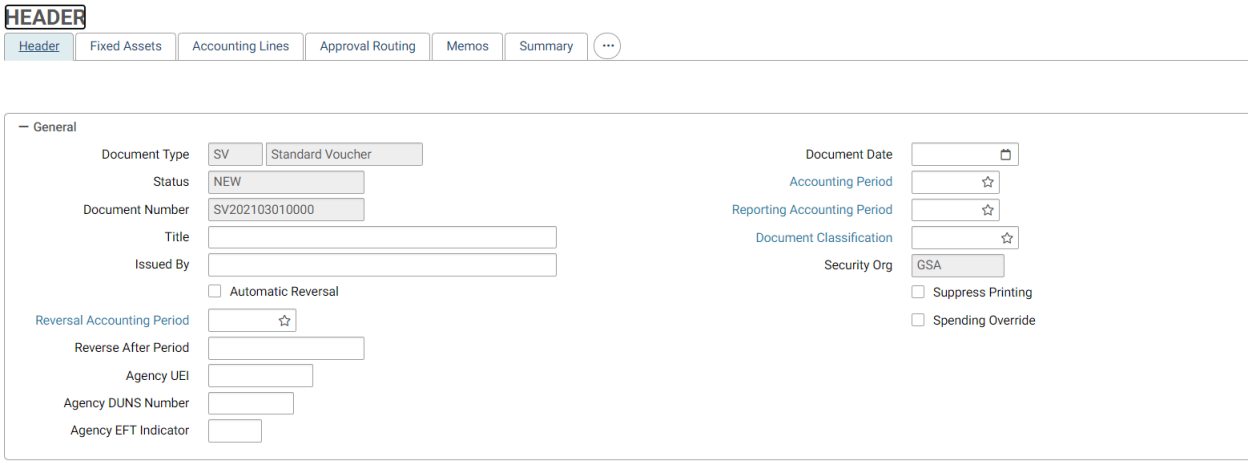
1. Select **Transactions → General System → New → Standard Voucher** from the menu bar. The **New Standard Voucher** page will be displayed.

Figure 123: New Standard Voucher Page - Asset Term Adjustment



2. Enter **SV** in the **Document Type** field.
3. A unique document number will be automatically generated in the **Document Number** field after selecting the **Generate** button. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.
4. Select the **Finish** button. The **Header** page of the Standard Voucher form will be displayed.

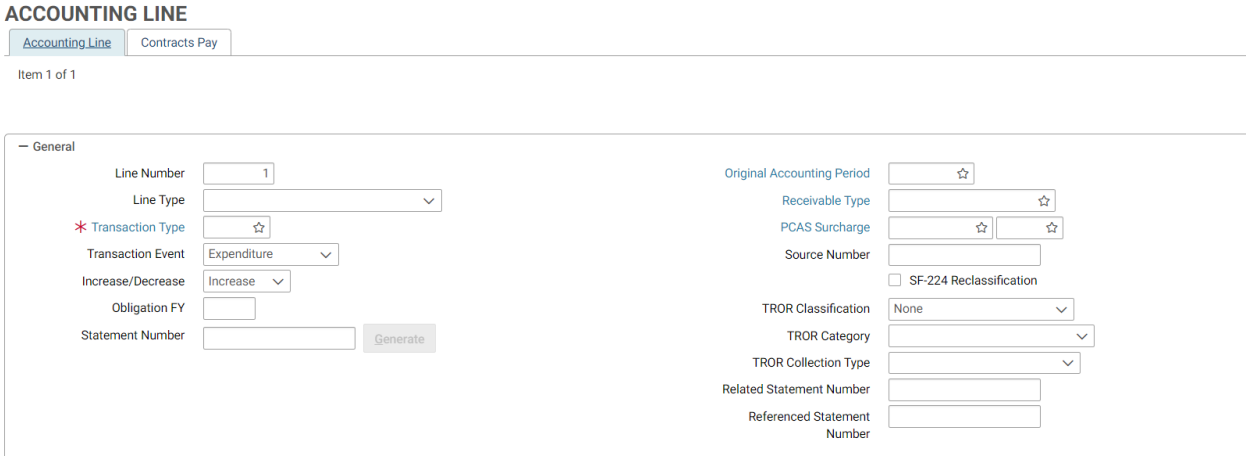
Figure 124: Header Page - Asset Term Adjustment



The **Document Date, Accounting Period,** and **Reporting Accounting Period** will default to the current date when the form is Verified or Processed.

5. Select the **Accounting Lines tab**. The **Accounting Lines** page will be displayed.
6. Select the **Add** button to create a new line. The **Accounting Line** page will be displayed.

Figure 125: Accounting Line Page - Asset Term Adjustment



7. Enter **03** as the **Transaction Type**.
8. Select **G/L Transfer** from the **Transaction Event** drop-down box.
9. Select **Increase** from the **Increase/Decrease** drop-down box.
10. Enter appropriate amount in the **Amount** field.
11. Go to the Accounting Dimensions section and enter the appropriate 262X accounting template in the **Template** field.
12. Select the **Default** button to populate fields in the Accounting Dimensions section. Enter additional fields as needed.

13. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
14. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

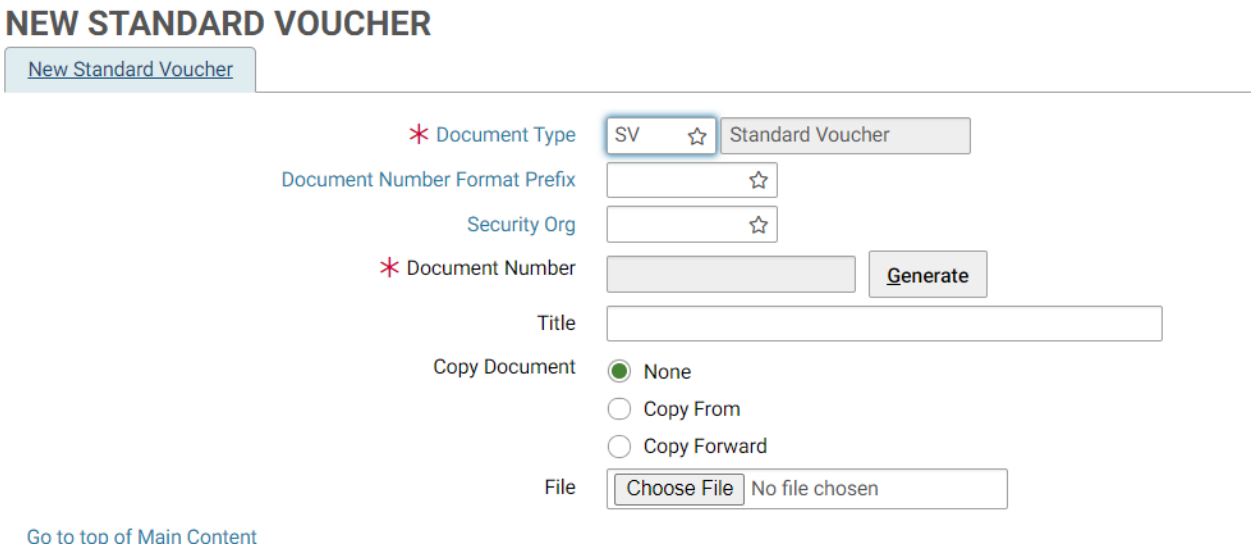
    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

10.4 How do I Recognize Expenses against the Client Fund?

Monthly entries must be made to recognize expenses incurred by the client fund. This is accomplished on a Standard Voucher (**SV**) document.

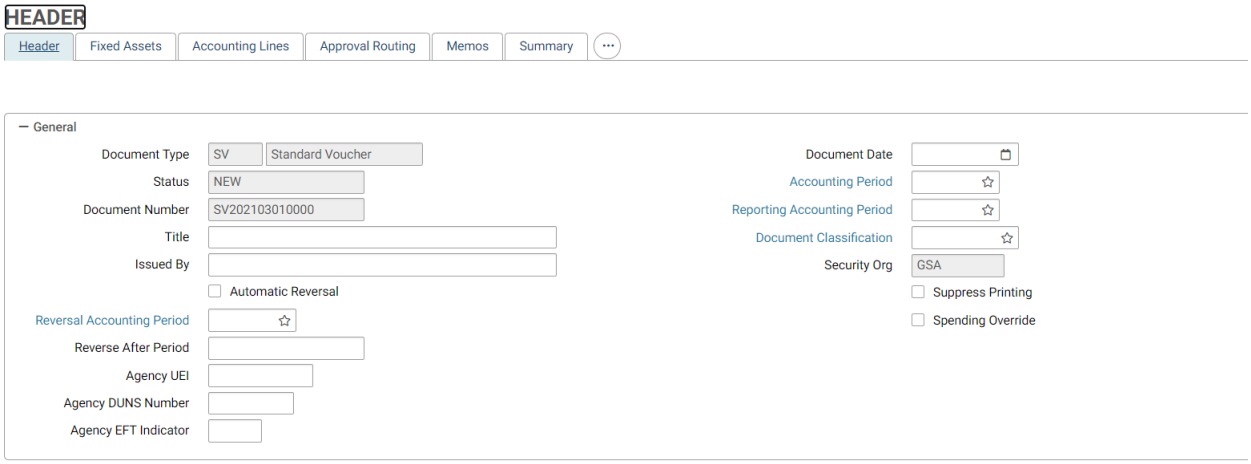
1. Select **Transactions → General System → New → Standard Voucher** from the menu bar. The **New Standard Voucher** page will be displayed.

Figure 126: New Standard Voucher Page - Client Fund Expenses



2. Enter **SV** in the **Document Type** field.
3. A unique document number will be automatically generated in the **Document Number** field after selecting the **Generate** button. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.
4. Select the **Finish** button. The **Header** page of the Standard Voucher form will be displayed.

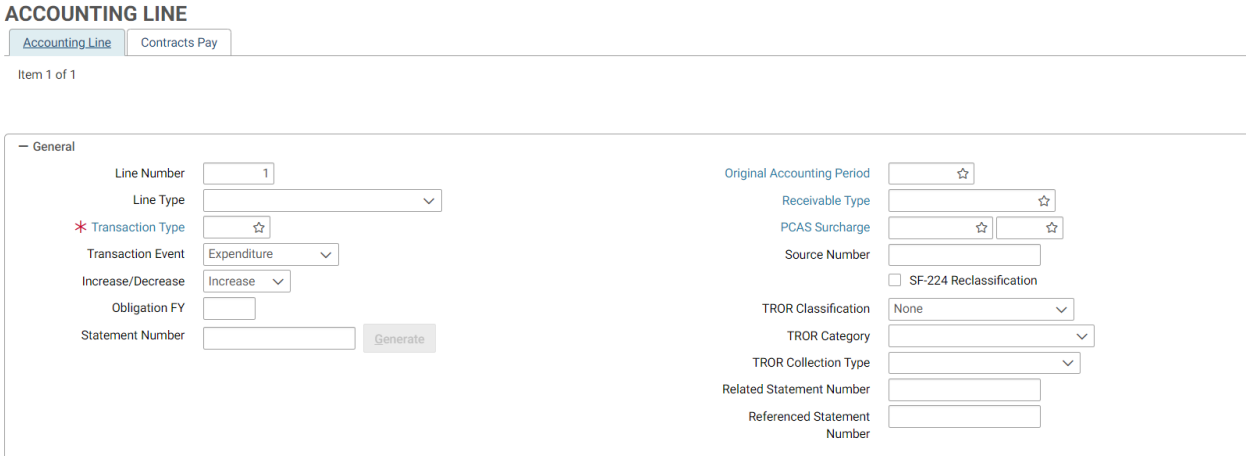
Figure 127: Header Page - Client Fund Expenses



NOTE: The **Document Date, Accounting Period,** and **Reporting Accounting Period** will default to the current date when the form is Verified or Processed.

5. Select the **Accounting Lines** tab. The **Accounting Lines** page will be displayed.
6. Select the **Add** button to create a new line. The **Accounting Line** page will be displayed.

Figure 128: Accounting Line Page - Client Fund Expenses



7. Enter **04** as the **Transaction Type**.
8. Select **G/L Transfer** from the **Transaction Event** drop-down box.
9. Select **Increase** from the **Increase/Decrease** drop-down box.
10. Enter the amount of the adjustment in the **Amount** field for the appropriate client funds.
11. Go to the Accounting Dimensions section and enter the appropriate accounting template in the **Template** field.
12. Select the **Default** button to populate fields in the Accounting Dimensions section. Enter additional fields as needed.

13. Select the **Accounting Lines** hyperlink. Repeat Steps 6 - 13 for each client fund.
14. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
15. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

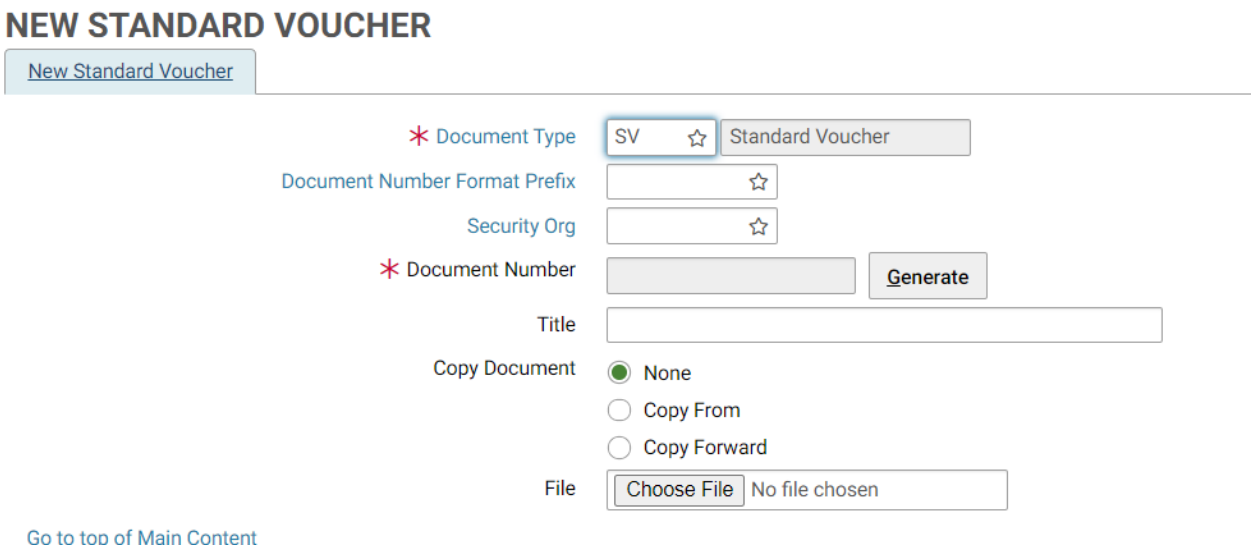
    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

10.5 How do I Recognize Depreciation of the WCF?

Monthly entries must be made to recognize the depreciation of the asset against the WCF. This is completed on a Standard Voucher (**SV**) document.

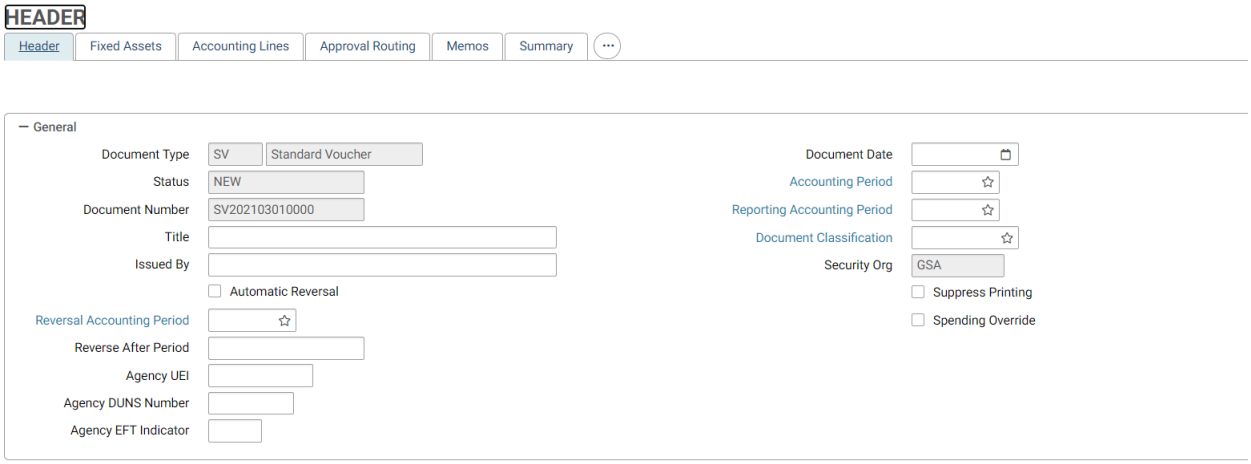
1. Select **Transactions → General System → New → Standard Voucher** from the menu bar. The **New Standard Voucher** page will be displayed.

Figure 129: New Standard Voucher Page - WCF Depreciation



2. Enter **SV** in the **Document Type** field.
3. A unique document number will be automatically generated in the **Document Number** field after selecting the **Generate** button. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.
4. Select the **Finish** button. The **Header** page of the Standard Voucher form will be displayed.

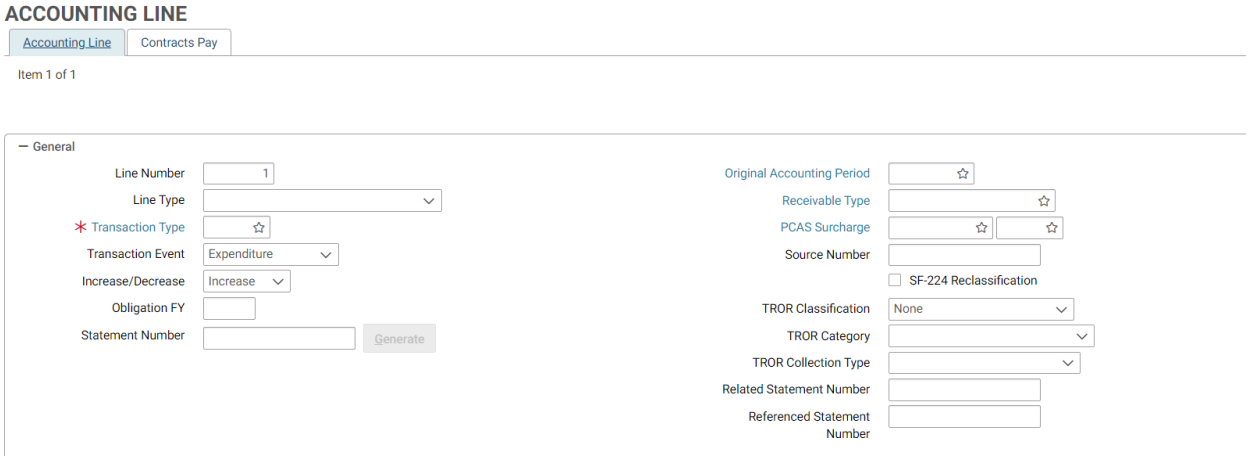
Figure 130: Header Page - WCF Depreciation



The **Document Date, Accounting Period,** and **Reporting Accounting Period** will default to the current date when the form is Verified or Processed.

5. Select the **Accounting Lines tab**. The **Accounting Lines** page will be displayed.
6. Select the **Add** button to create a new line. The **Accounting Line** page will be displayed.

Figure 131: Accounting Line Page - WCF Depreciation



7. Enter **05** as the **Transaction Type**.
8. Select **G/L Transfer** from the **Trans Event** drop-down box.
9. Select **Increase** from the **Increase/Decrease** drop-down box.
10. Enter the amount of the adjustment in the **Line Amount** field for the appropriate client funds.
11. Go to the **Accounting Dimensions** section and enter the appropriate accounting template in the **Template** field.
12. Select the **Default** button to populate fields in the **Accounting Dimensions** section. Enter additional fields as needed.

13. Select the **Accounting Lines** hyperlink. Repeat **Steps 6 - 13** for each client fund.
14. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
15. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

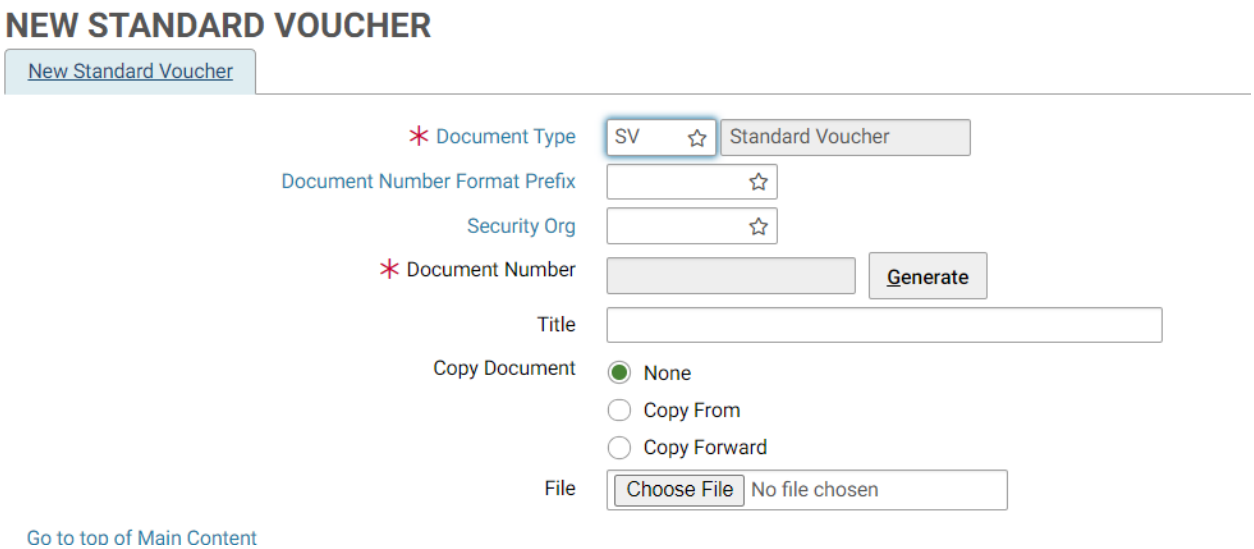
    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

10.6 How do I Recognize Income?

Income to the WCF must be recognized monthly by recording a Standard Voucher (**SV**) document.

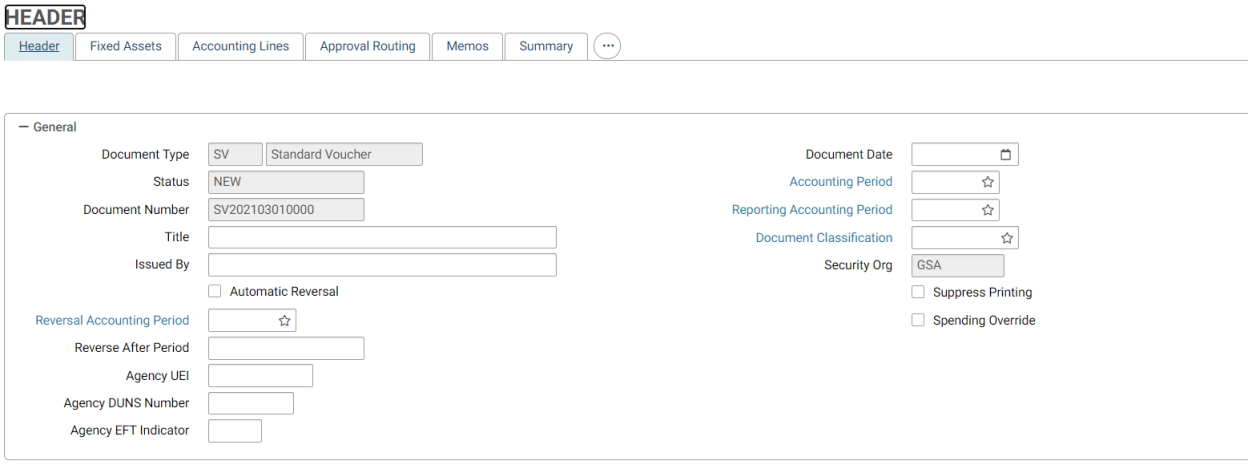
1. Select **Transactions → General System → New → Standard Voucher** from the menu bar. The **New Standard Voucher** page will be displayed.

Figure 132: New Standard Voucher Page – Income



2. Enter **SV** in the **Document Type** field.
3. A unique document number will be automatically generated in the **Document Number** field after selecting the **Generate** button. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.
4. Select the **Finish** button. The **Header** page of the Standard Voucher form will be displayed.

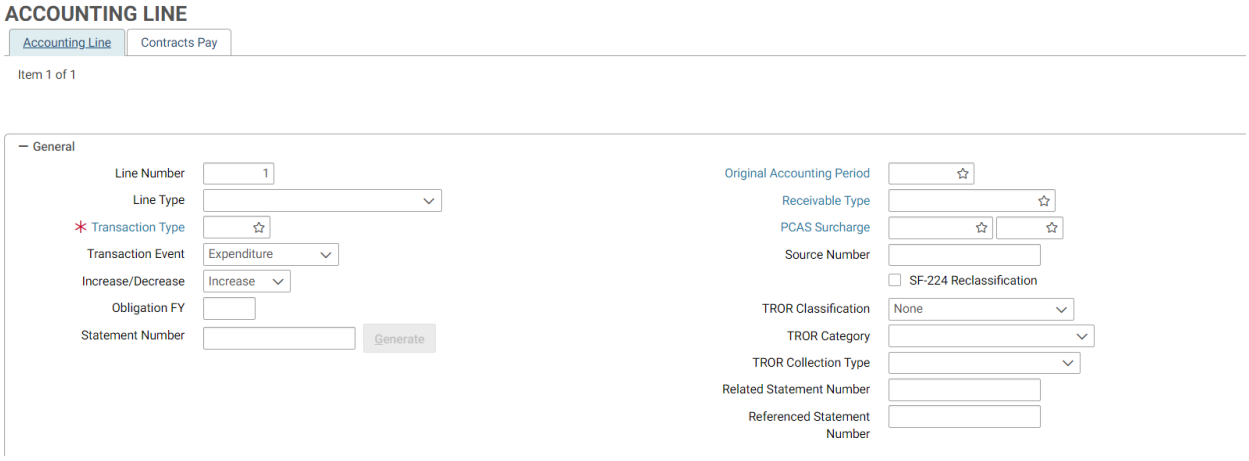
Figure 133: Header Page - Income



NOTE: The **Document Date, Accounting Period,** and **Reporting Accounting Period** will default to the current date when the form is Verified or Processed.

5. Select the **Accounting Lines tab**. The **Accounting Lines** page will be displayed.
6. Select the **Add** button to create a new line. The **Accounting Line** page will be displayed.

Figure 134: Accounting Line Page - Income



7. For the first four lines, enter **06** in the **Transaction Type** field.
8. Select **Revenue** from the **Transaction Event** drop-down box.
9. Select **Increase** from the **Increase/Decrease** drop-down box.
10. Enter the amount in the **Amount** field.
11. Go to the **Accounting Dimensions** section and enter the appropriate accounting template in the **Template** field.
12. Select the **Default** button to populate fields in the **Accounting Dimensions** section. Enter additional fields as needed.

13. Select the **Accounting Lines** hyperlink. Repeat **Steps 6 - 13** for each of three remaining client funds.
14. For the fifth line of the **SV**, enter **06** in the **Transaction Type** field.
15. Select **G/L Transfer** from the **Transaction Event** drop-down box.
16. Enter the depreciation amount in the **Amount** field.
17. Go to the **Accounting Dimensions** section and enter the appropriate WCF accounting template in the **Template** field.
18. Select the **Default** button to populate fields in the **Accounting Dimensions** section. Enter additional fields as needed.
19. For the sixth line of the **SV**, enter **01** in the **Transaction Type** field.
20. Select **G/L Transfer** from the **Transaction Event** drop-down box.
21. Enter the income recognition amount in the **Amount** field.
22. Go to the **Accounting Dimensions** section and enter the appropriate WCF accounting template in the **Template** field.
23. Select the **Default** button to populate fields in the **Accounting Dimensions** section. Enter additional fields as needed.
24. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
25. Select the **Submit** button. A system message indicates the form was submitted for processing successfully.

    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

11 Pegasys Judgment Claims Process

11.1 **Introduction**

Judgment Claims are entered into Pegasys. This user guide provides step-by-step instructions for entering transactions in Pegasys to record accruals and payments of claims paid from either the Department of Treasury's (Treasury) Judgment Fund or GSA Funds.

11.1.1 **Overview of Judgment Claims Process**

There are two distinct processes required to record accounting and budgetary entries for open claims (contingent liabilities) and the payment of settled claims.

11.1.1.1 **Judgment Claim Accruals**

At specified intervals during the year the Office of General Counsel (OGC) provides each Controller/CFO of the Services and Staff Offices with a listing of open claims with an assessment of the likelihood for loss; "probable", "possible" or "remote". The Controller's Offices are responsible for ensuring that accruals are recorded for open claims in "probable" status.

11.1.1.2 **Judgment Claim Settlements**

The claim settlement process involves the request for payment to the claimant. Payment to the claimant may be from the Treasury Judgment Fund or directly from GSA funds. OGC is responsible for providing settlement documentation and proper Treasury forms to the proper regional contact (i.e., Contracting officer, other designated official). The contact is responsible for forwarding applicable documentation to the Finance Center for payment processing. If a claim is to be paid from the Treasury Judgment Fund, the Finance Centers forward appropriate documentation to Treasury for payment of the claim. Depending on the circumstances, GSA is responsible for reimbursing Treasury (Treasury Judgment Fund) for claim payments made on behalf of the agency.

11.2 **Tort Judgment Claims**

The following step-by-step procedures describe how to enter accruals and payments for Tort Judgment Claims. The Tort Judgment Claims fall into two categories - Less than $2,500 and Over $2,500.

Tort Claims less than and over $2,500 are initially recorded in Pegasys as contingent liabilities by establishing an accrual to record the contingent liability. Once the Tort Claim is settled, the contingent liability accrual is "reversed" and a payment is generated. If the Tort Claim settlement amount is less than $2,500 the payment is generated using GSA Funds. For Tort Claim settlements over $2,500 payment is disbursed by Treasury using funding from the Treasury Judgment Fund.

Employee administrative and grievance claims (non-receivable related) are also recorded in Pegasys using the Tort Claim procedures outlined on the following pages of this section.

11.2.1 Recording Tort Judgment Claims Under $2,500

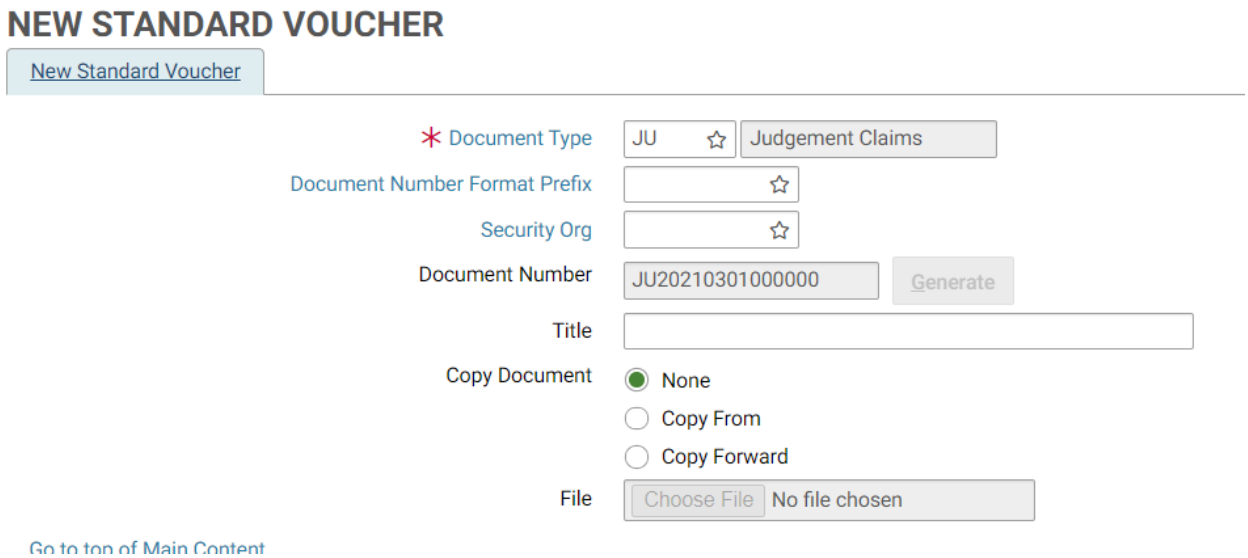
Processing for Tort Claims under $2,500 involves recording an accrual, an accrual reversal, and subsequently a payment to the claimant after settlement.

11.2.1.1 How Do I Enter an Accrual for a Tort Claim Under $2,500?

The following steps detail the procedures for establishing an accrual in Pegasys to record the "contingent liability" for the "probable loss" claim.

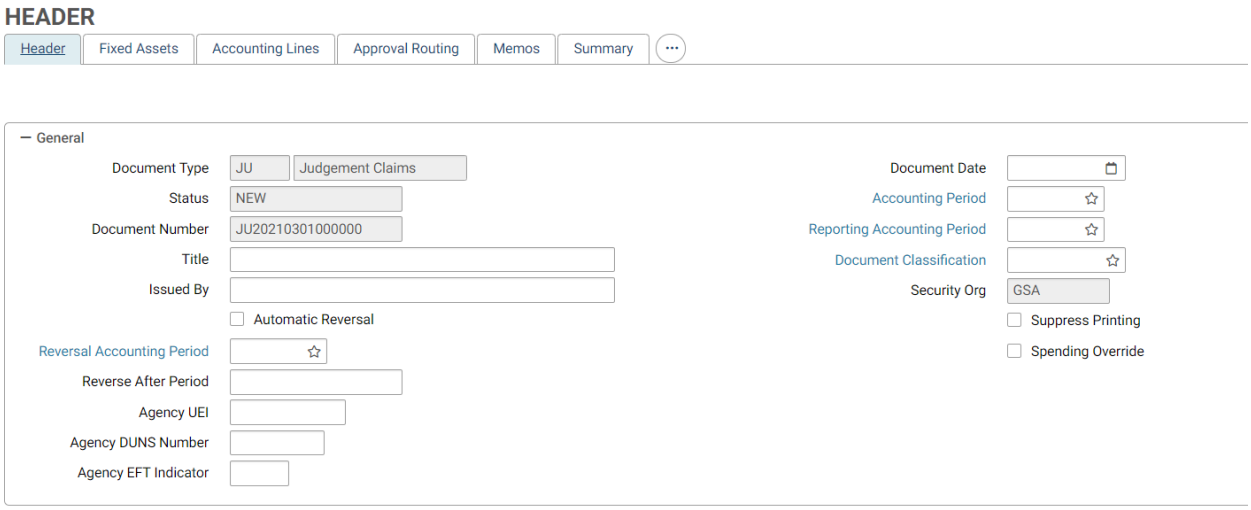
1. Select **Transactions → General System → New → Standard Voucher** from the menu bar. The **New Standard Voucher** page will be displayed.

Figure 135: New Standard Voucher Page - Tort Claim



2. Enter **JU - Judgment Claim** Document Type in the **Document Type** field.
3. A unique document number will be generated in the **Document Number** field after selecting the **Generate** button. The **Security Org** defaults to GSA.
4. Select the **Finish** button. The **Header** page of the Judgment Claim form will be displayed.

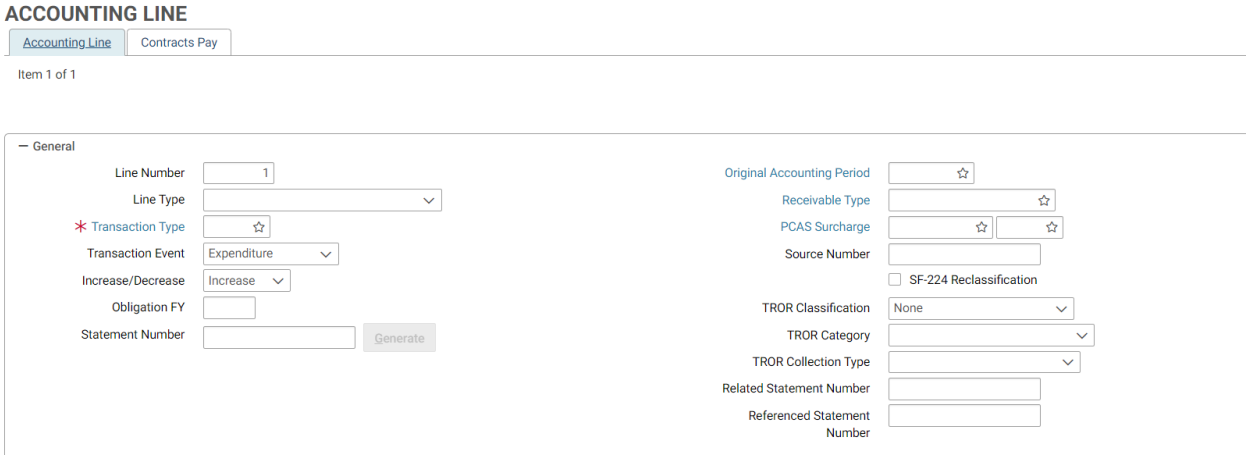
Figure 136: Header Page - Tort Claim



NOTE: The Treasury Judgment Claim Form date and period fields will default to the current **Document Date**, **Accounting Period**, and **Reporting Accounting Period** after the Form is Verified or Processed.

5. In the **Description** field enter the appropriate information to identify the "probable loss contingency" (e.g., LOSSCOXX).
6. Select the **Accounting Lines tab**. The **Accounting Lines** summary page will be displayed.
7. Select the **Add** button. The **Accounting Line** page will be displayed.

Figure 137: Accounting Line Page – Tort Claim



8. Enter the appropriate Transaction Type in the **Transaction Type** field.
9. Select the appropriate Transaction Event from the **Transaction Event** box.
10. Enter the "contingency probable loss" amount being accrued in the **Amount** field.
11. In the **Accounting Dimensions** section, enter the appropriate accounting template in the **Template** field.

12. Select the **Default** button to populate the fields in the **Accounting Dimensions** section. Enter additional fields as needed.
13. Select the **Accounting Lines** hyperlink to return to the **Accounting Lines** page.
14. New lines may be added by Selecting the **Add** button.

    NOTE: A line may be copied by selecting the appropriate line, selecting the **Copy** button, selecting the **Accounting Line** link, and then making the appropriate changes to the line.
15. Existing lines may be deleted by selecting the desired line and selecting the **Remove** button.
16. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
17. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

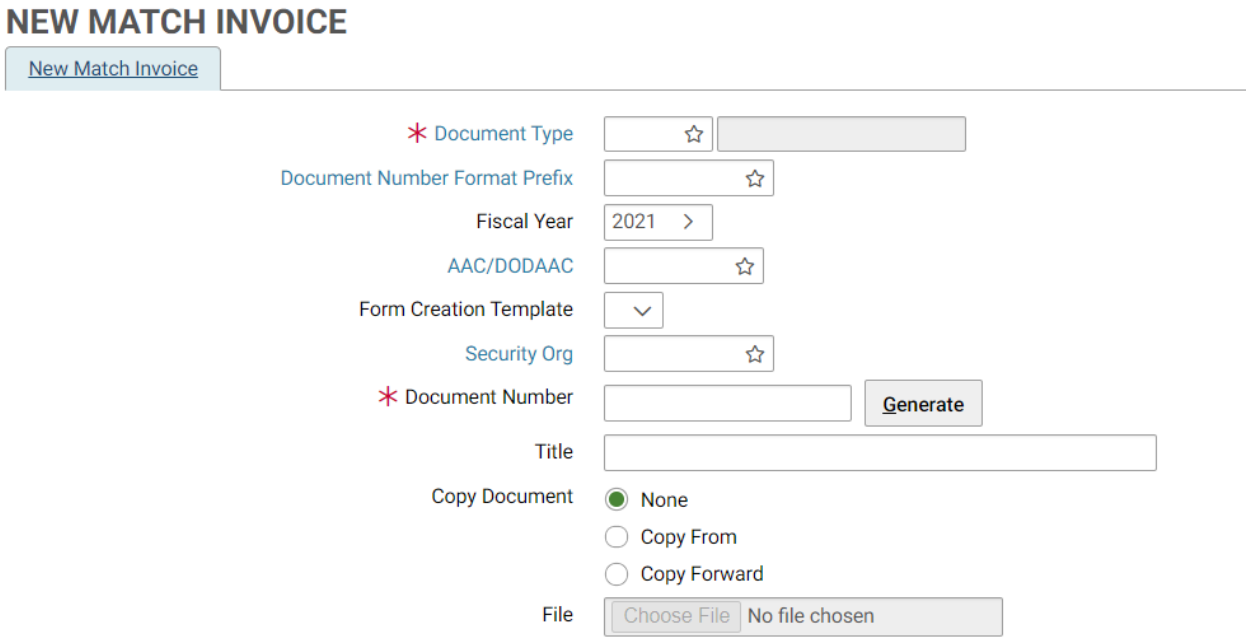
    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

11.2.1.2 How Do I Establish Payment for a Settled Tort Judgment Claim Under $2,500?

The following steps describe how to establish a Direct Pay Form in Pegasys to generate payment for a Tort Settlement Claim under $2,500.

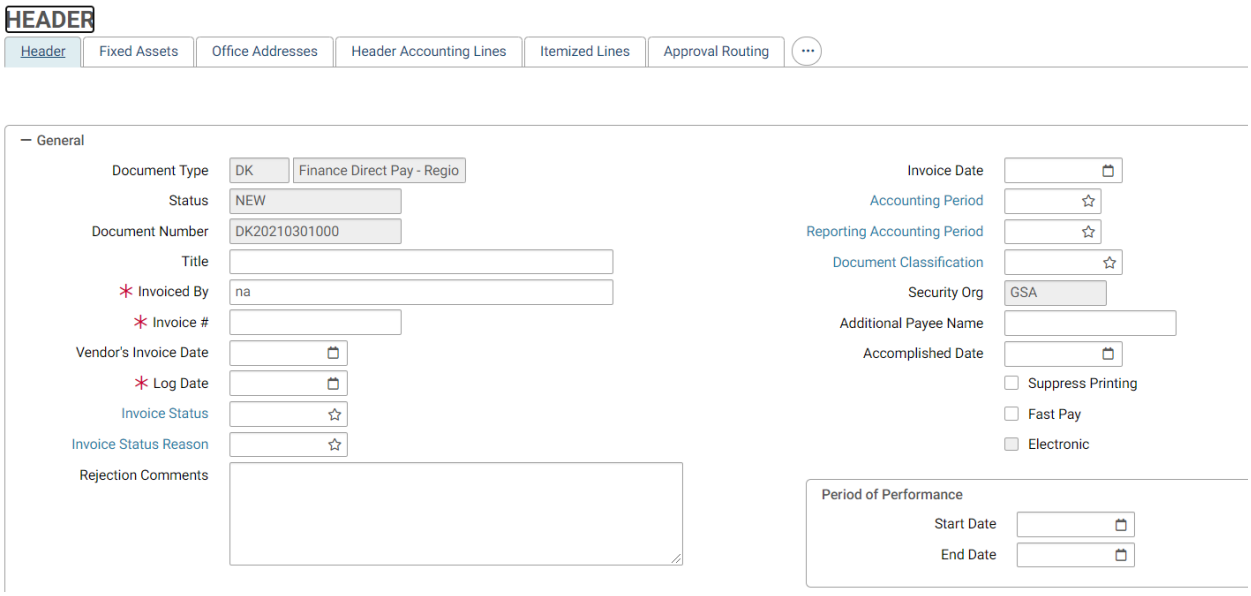
1. Select **Transactions → Purchasing → New → Match Invoice** from the menu bar. The **New Match Invoice** page will be displayed.

Figure 138: New Match Invoice Page - Establish Payment



2. Enter one of the following Document Types in the **Document Type** field:
   a. **DK** - Finance Direct Pay - Region 6
   b. **DW** - Finance Direct Pay - Region 7
3. A unique document number will be generated in the **Document Number** field after selecting the **Generate** button. The **Security Org** defaults to GSA. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.
4. Select the **Finish** button. The **Header** page of the Direct Pay Form is displayed.

Figure 139: Header Page - Establish Payment



NOTE: The **Invoice Date**, **Accounting Period**, and **Reporting Accounting Period** fields default to the current date after the Form is verified or processed.

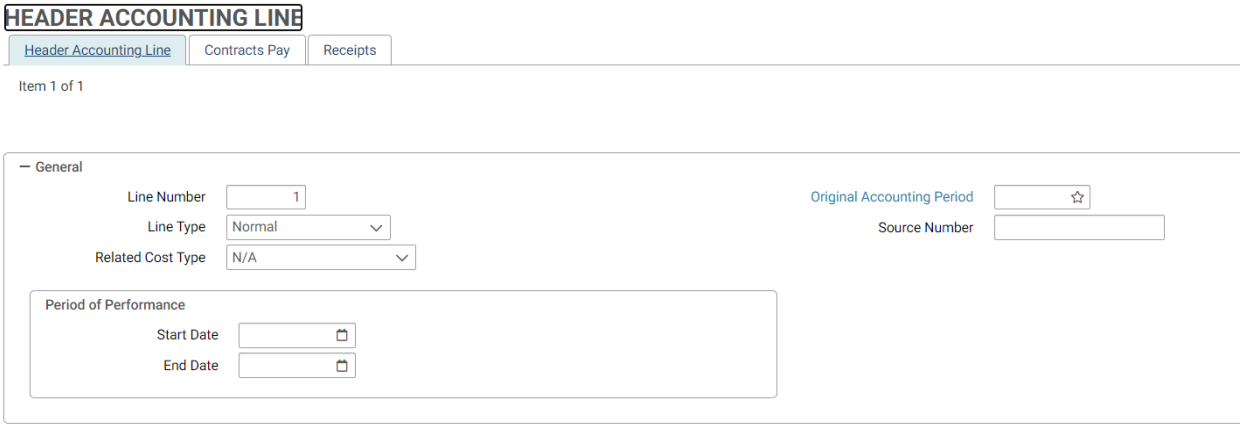
5. Enter your name in the **Received By** field.
6. Enter the current date in the **Vendor Invoice Date** field.
7. Enter the current date in the **Log Date** field.
8. In the **Vendor Code** field, enter the appropriate vendor code and address code.
9. Enter the vendor's remittance address code in the **Remit To Address** field.

   NOTE: If you need to **add a new Pegasys Vendor**, refer to the **Section 3.4** for step-by-step Vendor Form procedures.
10. Enter the "Settlement - Claim Docket Number" in the **Invoice #** field.

    NOTE: Do not use any punctuation (i.e., hyphens or slashes).
11. If referencing a contract, delivery order, or blanket purchase agreement specify the information on the direct payment in the **Contract Information** group box.

12. In the **Description** field, enter “Settlement - Claim Name”.
13. Select the **Header Accounting Lines tab**. The **Header Accounting Lines** page will be displayed.
14. Select the **Add** button. The **Header Accounting Line** page will be displayed.

Figure 140: Header Accounting Line Page - Establish Payment



15. In the **Line Amounts** section, enter the Tort Claim Settlement amount in the **Invoiced** field.

    NOTE: The Transaction Type automatically defaults to the correct transaction type code once the form is verified or processed.
16. In the **Accounting Dimensions** section, enter the appropriate accounting template in the **Template** field.
17. Select the **Default** button to populate fields in the **Accounting Dimensions** section. Enter additional fields as needed.
18. Go to the **Payments** section.

    NOTE: Tort Claims are not subject to Prompt Pay.
19. In the **Accept/Delivery Date** field enter the current date.
20. In the **Description** field enter any required descriptive information about the claim payment.
21. Select the **Header Accounting Lines** hyperlink to return to the **Header Accounting Lines** page.
22. Select the **Add** button to create a new line on the Direct Pay form.

    NOTE: Select the appropriate line and select the **Header Accounting Line** link to modify a line.

    To copy a line, select the appropriate line and select the **Copy** button. Select the **Header Accounting Line** link and make the desired changes.

23. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
24. Select the **Submit** button. A system message indicates the form was submitted for processing successfully.

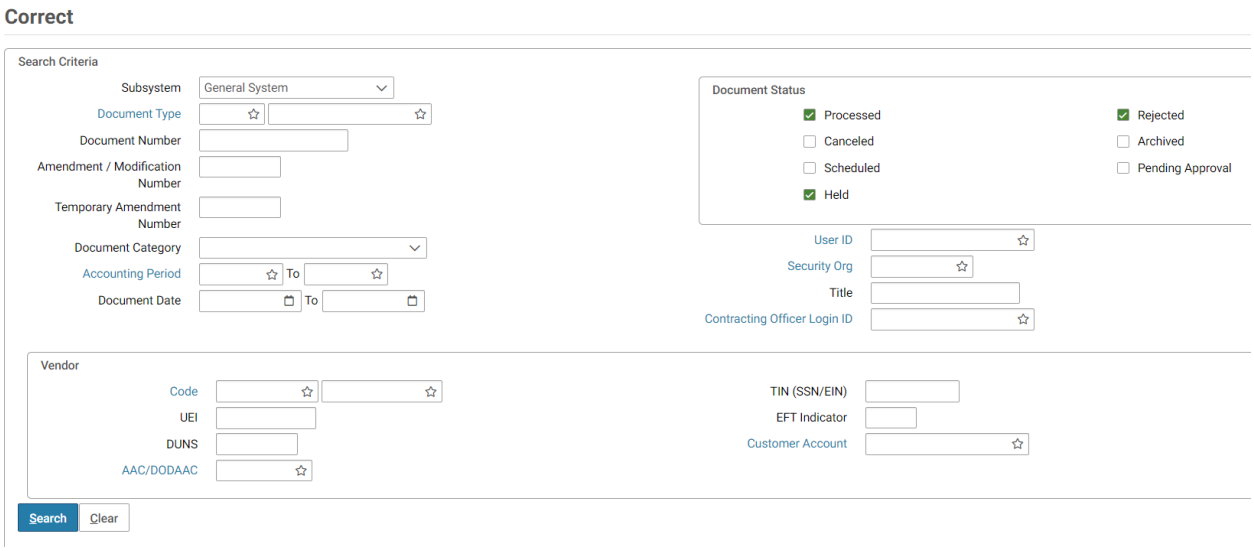
    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

11.2.1.3 How Do I Enter an Accrual Reversal for a Tort Claim Under $2,500?

The following steps detail the procedures for reversing a "contingent liability" accrual previously recorded for a "probable loss" claim under $2,500.

1. Select **Transactions → General System → Correct** from the menu bar. The **Correct** page will be displayed.

Figure 141: Correct Page - Accrual Reversal - Under $2,500

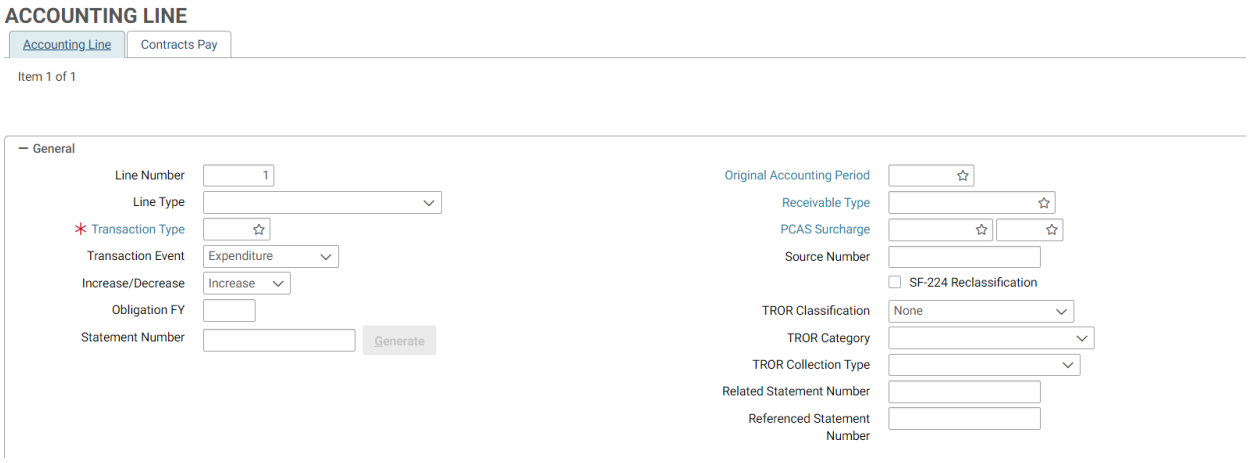


2. Enter **JU - Judgment Claim** Document Type in the **Document Type** field.
3. Enter the original Document Number associated with the contingent liability "accrual" established that you are now ready to reverse in the **Document Number** field.
4. Uncheck the **Held** box and select the **Processed** box under the **Document Status** group box.
5. Select the **Search** button. The Treasury Claim document record will be displayed.
6. Highlight the desired Treasury Claim document and select the **Correct** button. The **Header** of the selected **Treasury Claim Document** will be displayed.
7. Select the **Accounting Lines tab**. The **Accounting Lines** page will be displayed.
8. Select the appropriate Line.
9. Select the **Copy** button.

NOTE: All of the accounting information on the previous Accounting Line is copied to the new line.

10. Select the new line and select the **Accounting Line** hyperlink to open the new line. The **Accounting Line** page will be displayed.

Figure 142: Accounting Line Page - Accrual Reversal - Under $2,500



11. Enter the appropriate Transaction Type in the **Transaction Type** field.
12. Enter the appropriate Transaction Event in the **Transaction Event** drop-down box.
13. Select **Decrease** from the **Increase/Decrease** drop-down box.
14. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
15. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

11.2.2 Recording Tort Judgment Claims Over $2,500

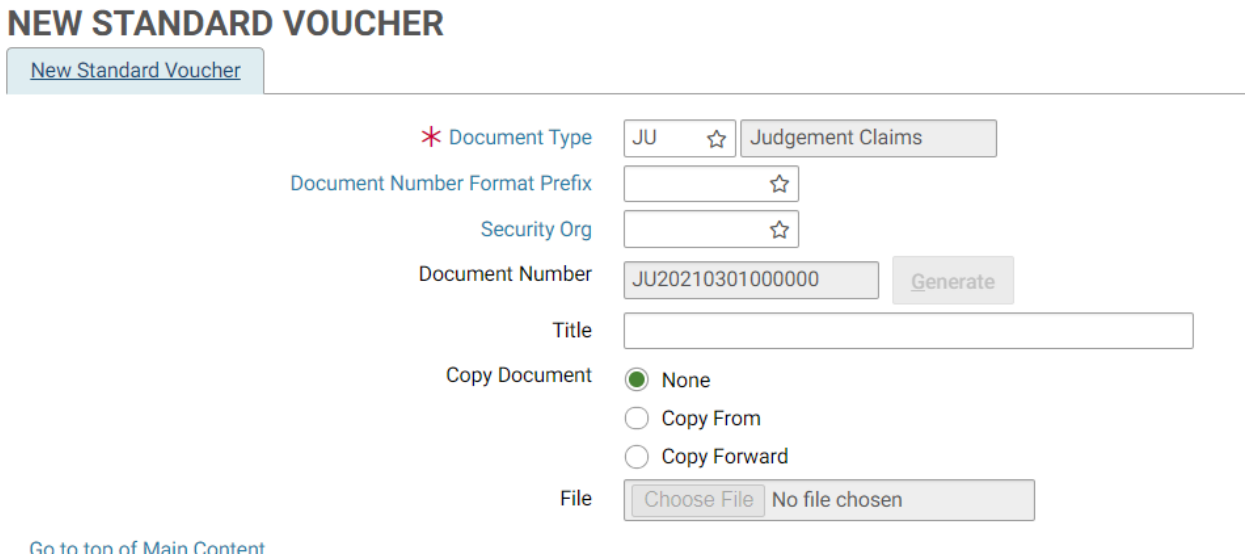
Processing Tort Claims over $2,500 involves establishing an accrual to record a contingent liability for the probable loss amount. The contingent liability accrual is reversed once the Tort Claim has been settled and paid by Treasury via the Treasury Judgment Fund. Finally, a transaction is entered in Pegasys to record the payment made by Treasury on GSA's behalf.

11.2.2.1 How Do I Enter an Accrual for a Tort Claim Over $2,500?

The following steps detail the procedures for establishing an accrual in Pegasys to record a "contingent liability" for a "probable loss" claim over $2,500.

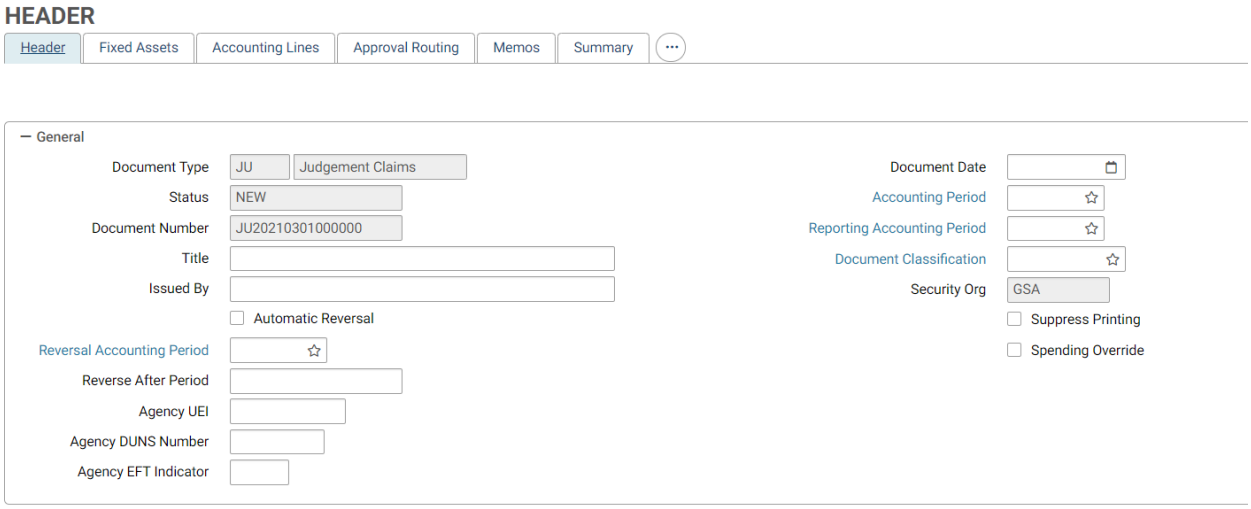
1. Select **Transactions → General System → New → Standard Voucher** from the menu bar. The **New Standard Voucher** page will be displayed.

Figure 143: New Standard Voucher Page - Accrual - Over $2,500



2. Enter **JU - Judgment Claim** Document Type in the **Document Type** box.
3. A unique document number will be generated in the **Document Number** field after selecting the **Generate** button. The **Security Org** defaults to GSA. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.
4. Select **Finish** button. The **Header** page of the Treasury Judgment Claim Accrual Form is displayed.

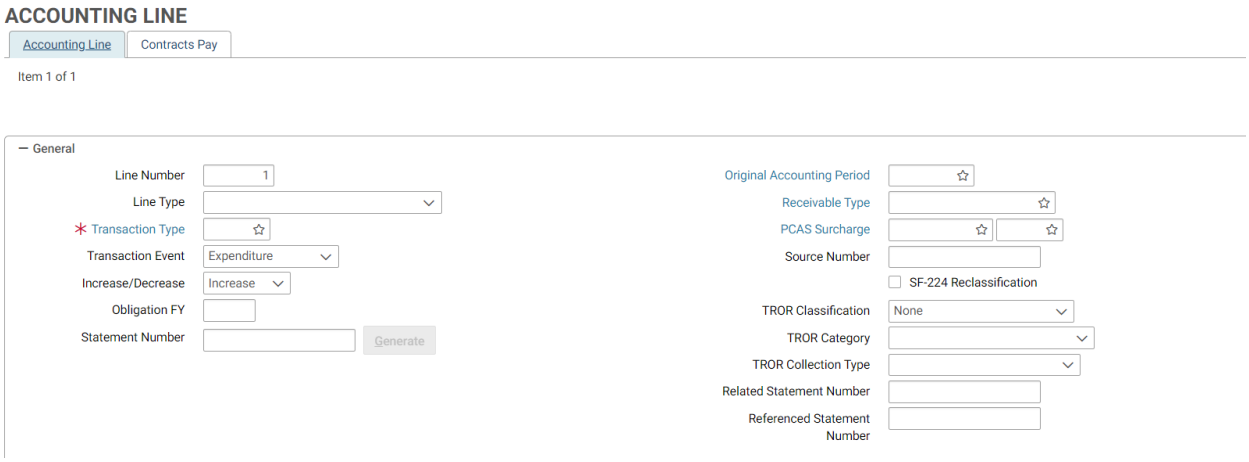
Figure 144: Header Page - Accrual - Over $2,500



NOTE: The Treasury Claim Form date and period fields will default to the current **Document Date**, **Accounting Period**, and **Reporting Accounting Period** after the Form is Verified or Processed.

5. In the **Description** field enter the appropriate information to identify the "probable loss contingency" (e.g., LOSSCOXX).
6. Select the **Accounting Lines tab**. The **Accounting Lines** summary page will be displayed.
7. Select the **Add** button to create a new line. The **Accounting Line** page will be displayed.

Figure 145: Accounting Line Page - Accrual - Over $2,500



8. Enter the appropriate Transaction Type in the **Transaction Type** field.
9. Select the appropriate Transaction Event from the **Transaction Event** box.
10. Enter the "contingency probable loss" amount being accrued in the **Amount** field.
11. In the **Accounting Dimensions** section, enter the appropriate accounting template in the **Template** field.
12. Select the **Default** button to populate fields in the **Accounting Dimensions** section. Enter additional fields as needed.
13. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
14. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

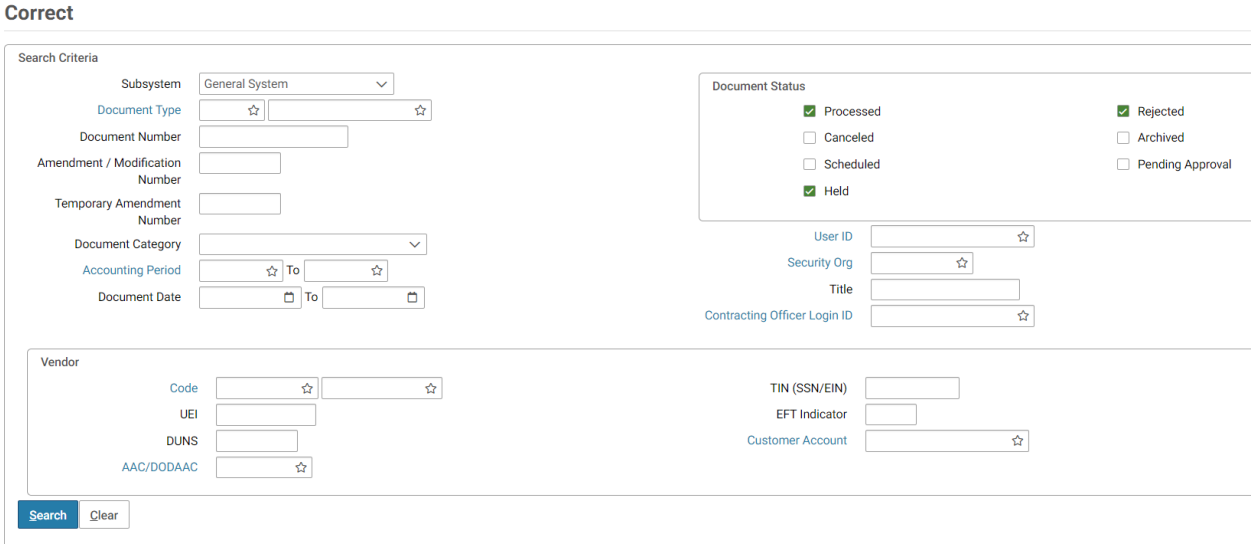
    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

11.2.2.2 How Do I Enter an Accrual Reversal for a Tort Claim Over $2,500?

The following steps detail the procedures for reversing a "contingent liability" accrual previously recorded for a "probable loss" claim over $2,500.

1. Select **Transactions → General System → Correct** from the menu bar. The **Correct** page will be displayed.

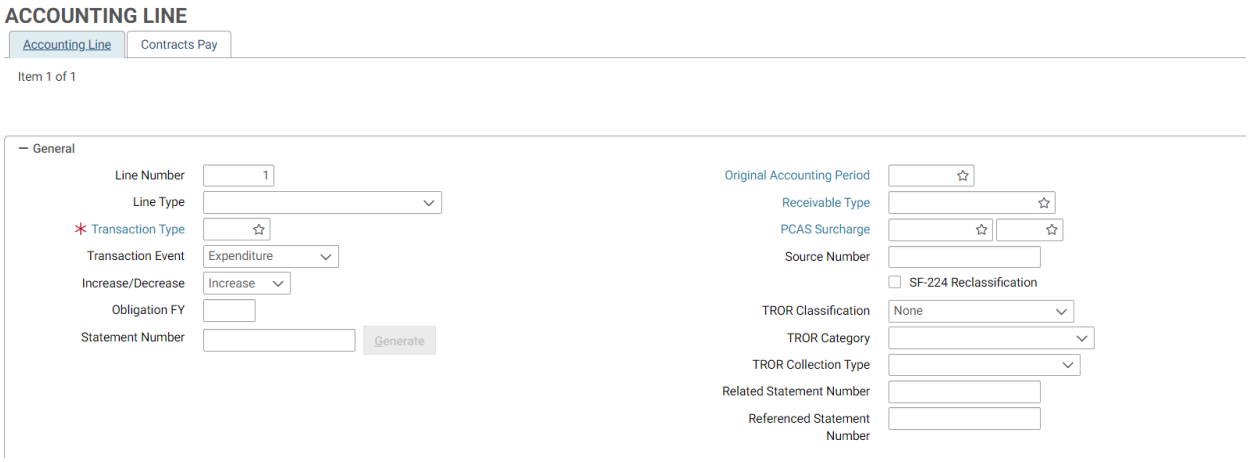
Figure 146: Correct Page - Accrual Reversal - Over $2,500



2. Enter **JU - Judgment Claim** Document Type in the **Document Type** box.
3. Enter the original Document Number associated with the contingent liability "accrual" established that you are now ready to reverse in the **Document Number** field.
4. Uncheck the **Held** box and check the **Processed** box under the **Document Status** group box.
5. Select the **Search** button.
6. Select the desired Treasury Claim document and select the **Correct** button. The **Header** of the selected **Treasury Claim Document** is displayed.
7. Select the **Accounting Lines tab**. The **Accounting Lines** page will be displayed.
8. Select the appropriate line.
9. Select the **Copy** button.

   NOTE: All of the accounting information on the previous Accounting Line is copied to the new line.
10. Select the new line and select the **Accounting Line** hyperlink to open the new line. The **Accounting Line** page will be displayed.

Figure 147: Accounting Line Page - Accrual Reversal - Over $2,500



11. Enter the appropriate Transaction Type in the **Transaction Type** field.
12. Enter the appropriate Transaction Event from the **Transaction Event** box.
13. Select **Increase** from the **Increase/Decrease** drop-down box.
14. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
15. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

11.3 Contract Dispute Judgment Claims

This section of the document provide step-by-step procedures for entering accruals, estimated accruals, and invoices to generate payments for Contract Dispute Judgment Claims. The Contract Dispute Judgment Claims fall into two categories - Unfunded and Funded.

- **Section 11.3.1** - Provides an overview of the unfunded contract disputes workflow and step-by-step procedures for entering accruals, orders, and invoices to generate Pegasys payments for Treasury.
- **Section 11.3.2** - Provides an overview of the funded contract disputes workflow and step-by-step procedures for entering estimated accruals and invoices to generate Pegasys payments for the claimant or Treasury.

11.3.1 Recording Unfunded Contract Dispute Judgment Claims

The unfunded Contract Dispute Claims are initially recorded in Pegasys by establishing an accrual to record the contingent liability. A payment is disbursed to the claimant by Treasury (Treasury Judgment Fund) after the Contract Dispute is settled. Treasury submits a reimbursement billing to GSA. GSA obtains funding to reimburse Treasury, the unfunded

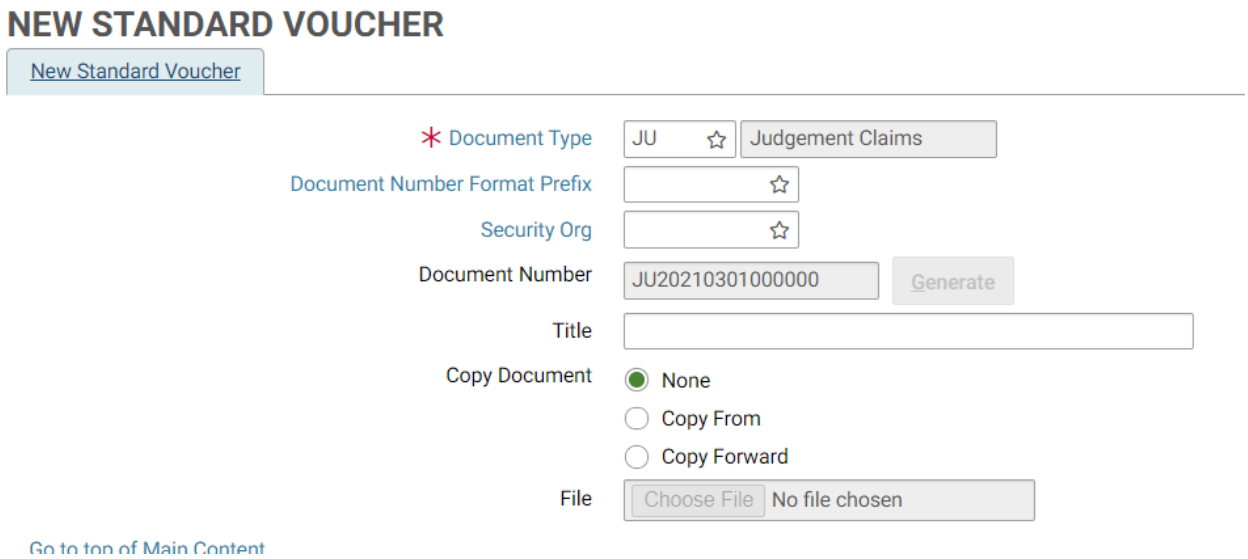
contingent liability accrual is "reversed" and a payment is generated for repayment of the Treasury Judgment Fund.

11.3.1.1 How Do I Enter an Accrual for an Unfunded Contract Dispute Claim?

The following steps detail the procedures for establishing an accrual in Pegasys to record the "unfunded contingent liability" for the "probable loss" of the claim.

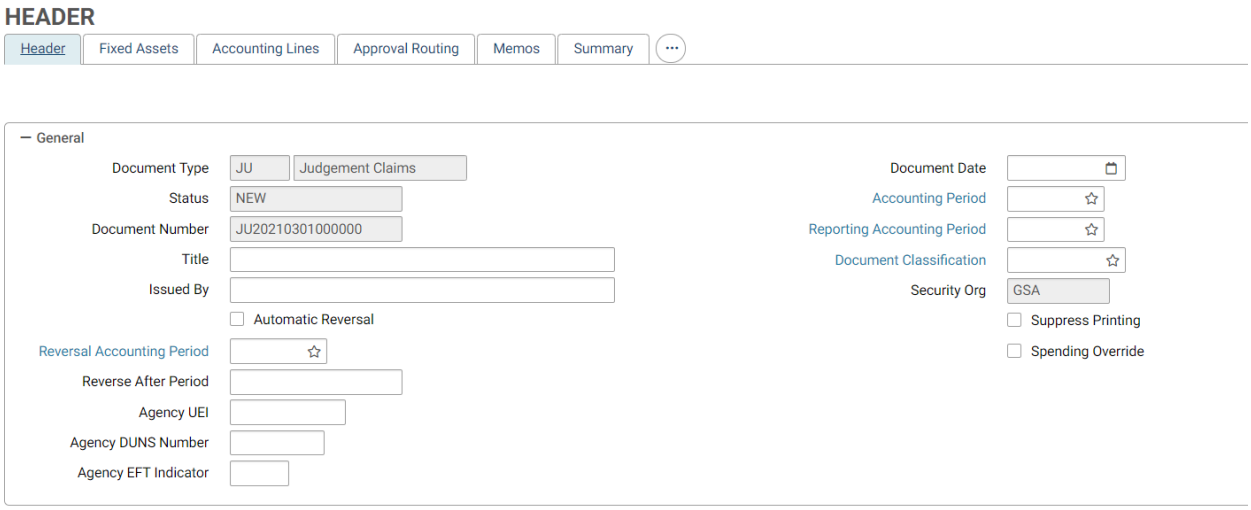
1. Select **Transactions → General System → New → Standard Voucher** from the menu bar. The **New Standard Voucher** page will be displayed.

Figure 148: New Standard Voucher Page - Accrual - Unfunded Contract Dispute Claim



2. Enter **JU - Judgment Claim** in the **Document Type** box. Press the **[Tab]** key. A unique document number will be generated in the Document Number field after selecting the **Generate** button. The **Security Org** defaults to GSA. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.
3. Select **Finish** button. The **Header** page of the Treasury Judgment Claim form will be displayed.

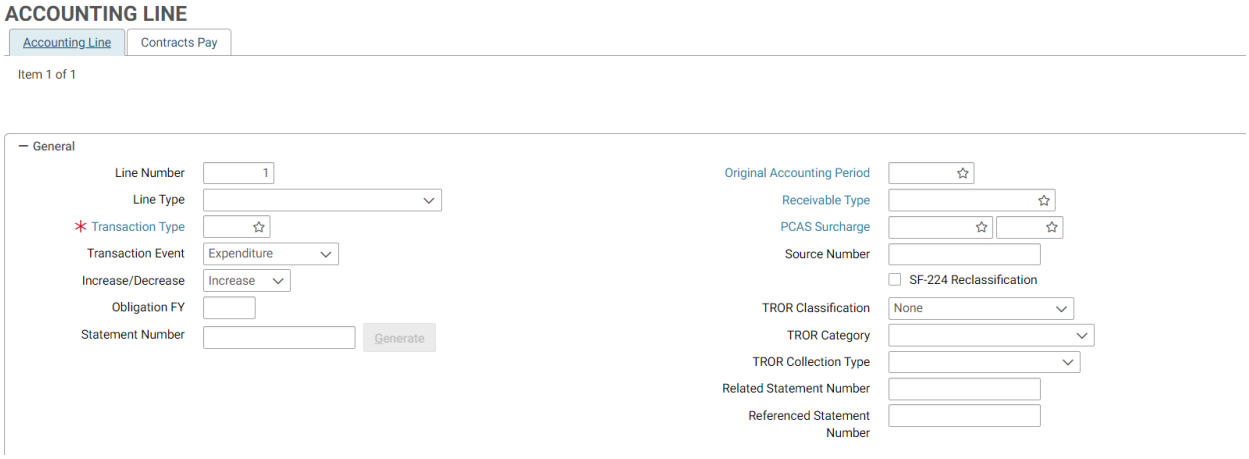
Figure 149: Header Page - Accrual - Unfunded Contract Dispute Claim



NOTE: The Treasury Claim Form date and period fields will default to the current **Document Date**, **Acctg Period**, and **Reporting Acctg Period** after the Form is Verified or Processed.

4. In the **Description** field enter the appropriate information to identify the "probable loss contingency" (e.g., LOSSCOXX).
5. Select the **Accounting Lines tab**. The **Accounting Lines** summary page will be displayed.
6. Select the **Add** button. The **Accounting Line** page will be displayed.

Figure 150: Accounting Line - Accrual - Unfunded Contract Dispute Claim



7. Enter the appropriate Transaction Type in the **Transaction Type** field.
8. Enter the appropriate Transaction Event in the **Trans Event** box.
9. Enter the "unfunded contingency" amount being accrued in the **Amount** field.
10. In the **Accounting Dimensions** section, enter the appropriate accounting template in the **Template** field.

11. Select the **Default** button to populate fields in the **Accounting Dimensions** section. Enter additional fields as needed.
12. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
13. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

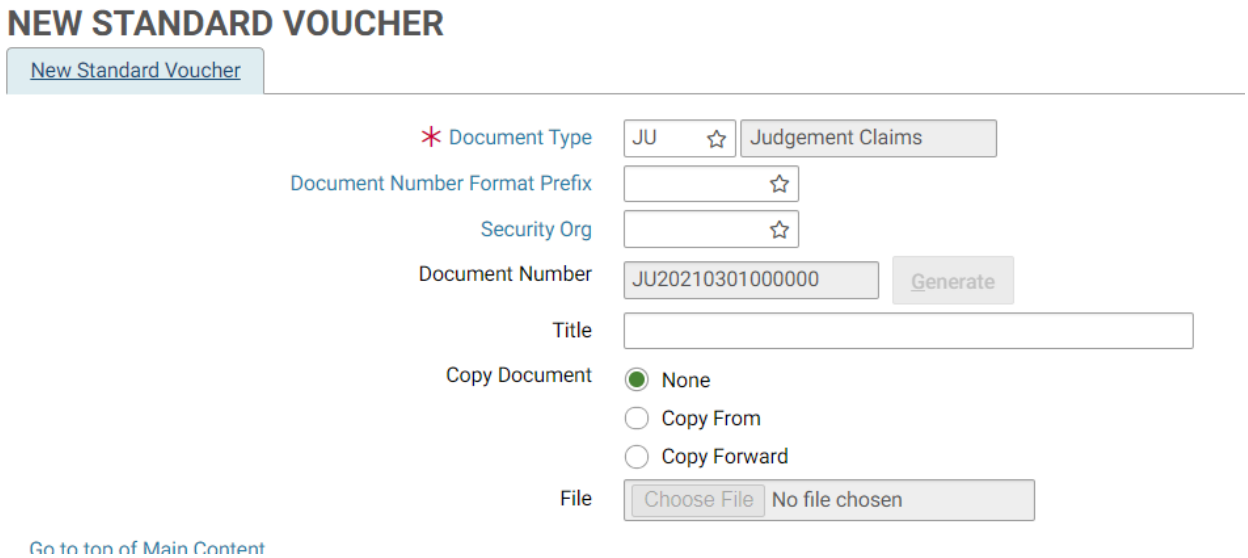
11.3.1.2 How Do I Reclassify a Contract Dispute Liability as an Interagency Liability with Treasury?

After the Finance Center reviews and forwards Contract Dispute Claim documentation (FMS Forms 197 or 197-A) to Treasury for payment via the Treasury Judgment Fund, Treasury generates a payment to the Claimant on the behalf of GSA. Finally, an accounting transaction is entered in Pegasys to "reclassify the unfunded contingent liability as an interagency liability" with Treasury.

The following steps detail the procedures for "reclassifying an unfunded contingent liability as an interagency liability" with Treasury.

1. Select **Transactions → General System → New → Standard Voucher** from the menu bar. The **New Standard Voucher** page will be displayed.

Figure 151: New Standard Voucher Page - Liability Reclassification

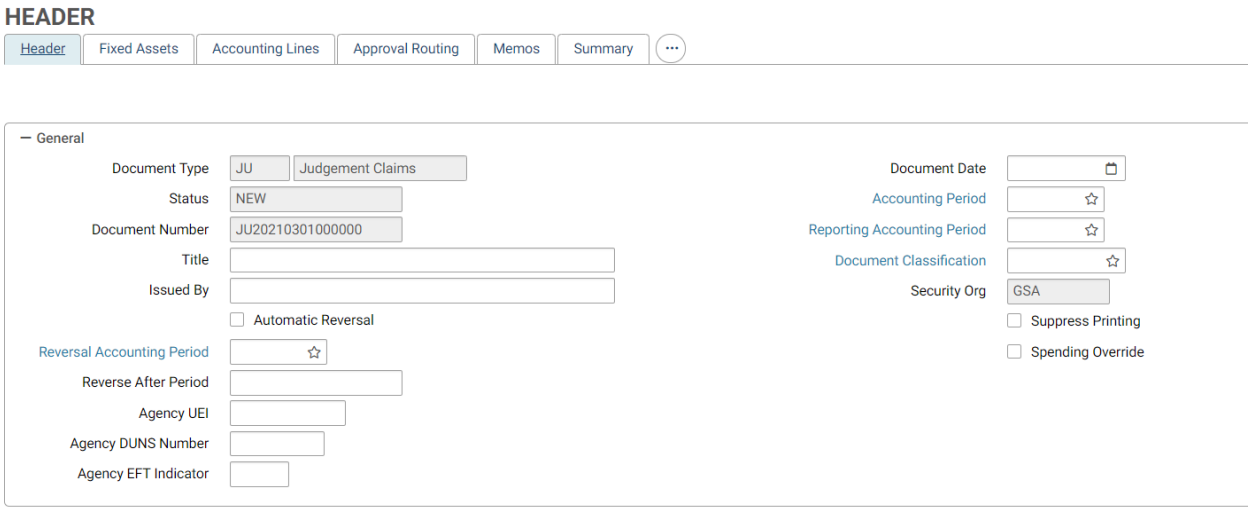


2. Select the **Treasury Judgment Claim** from the **Doc Type** drop-down list box.
3. A unique document number will be generated in the Document Number field after selecting the **Generate** button. The **Security Org** defaults to GSA. Once the document

number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

4. Select the **Finish** button. The **Header** page of the **Treasury Judgment Claim** form will be displayed.

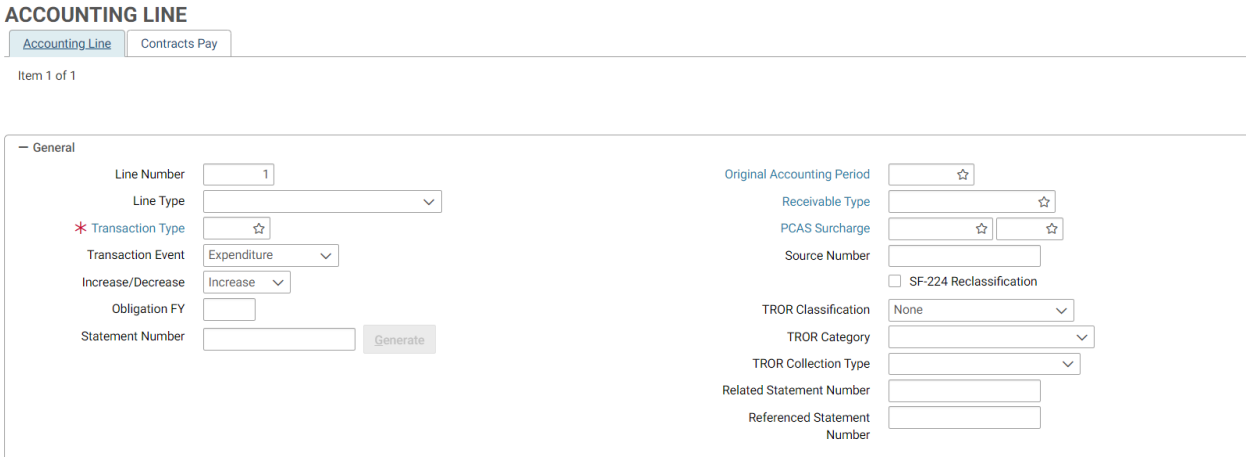
Figure 152: Header Page - Liability Reclassification



NOTE: The Treasury Claim Form date and period fields will default to the current **Document Date**, **Acctg Period**, and **Reporting Acctg Period** after the Form is Verified or Processed.

5. In the **Description** field enter the appropriate information to identify the "probable loss contingency" (e.g., LOSSCOXX).
6. Select the **Accounting Lines tab**. The **Accounting Lines** summary page will be displayed.
7. Select the **Add** button. The **Accounting Line** page will be displayed.

Figure 153: Accounting Line Page - Liability Reclassification



8. Enter the appropriate Transaction Type in the **Transaction Type** field.

9. Enter the appropriate Transaction Event in the **Transaction Event** box.
10. Enter the "unfunded contingency" amount being reclassified in the **Amount** field.
11. In the **Accounting Dimensions** section, enter the appropriate accounting template in the **Template** field.
12. Select the **Default** button to populate fields in the **Accounting Dimensions** section. Enter additional fields as needed.
13. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
14. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

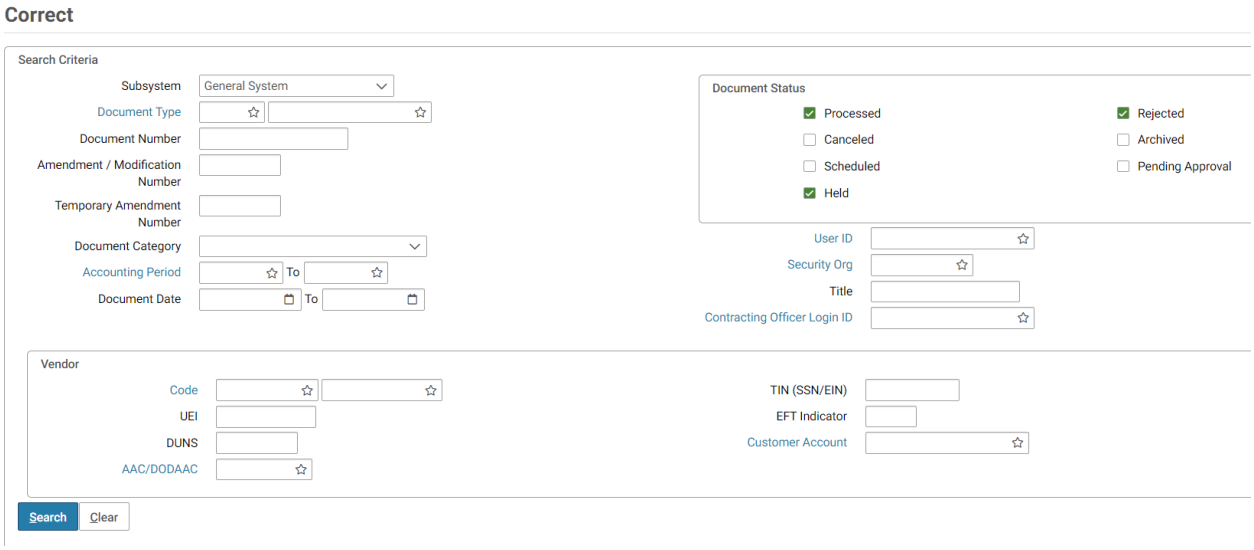
11.3.1.3 How Do I Enter an Accrual Reversal for an Unfunded Contract Dispute Claim?

Treasury forwards a Reimbursement Billing to the Finance Center for repayment of the Contract Dispute claim payment made on GSA's behalf. The Service Office responsible for the Contract Dispute obtains funding and informs the Finance Center that funding will be made available to reimburse the Treasury Judgment Fund. The Finance Center reverses the unfunded contingent liability for the respective Contract Dispute claim.

The following steps detail the procedures for reversing an "unfunded contingent liability" accrual previously recorded as a "probable loss" Contract Dispute claim.

1. Select **Transactions → General System → Correct** from the menu bar. The **Correct** page will be displayed.

Figure 154: Correct Page - Accrual Reversal - Unfunded Contract Dispute Claim

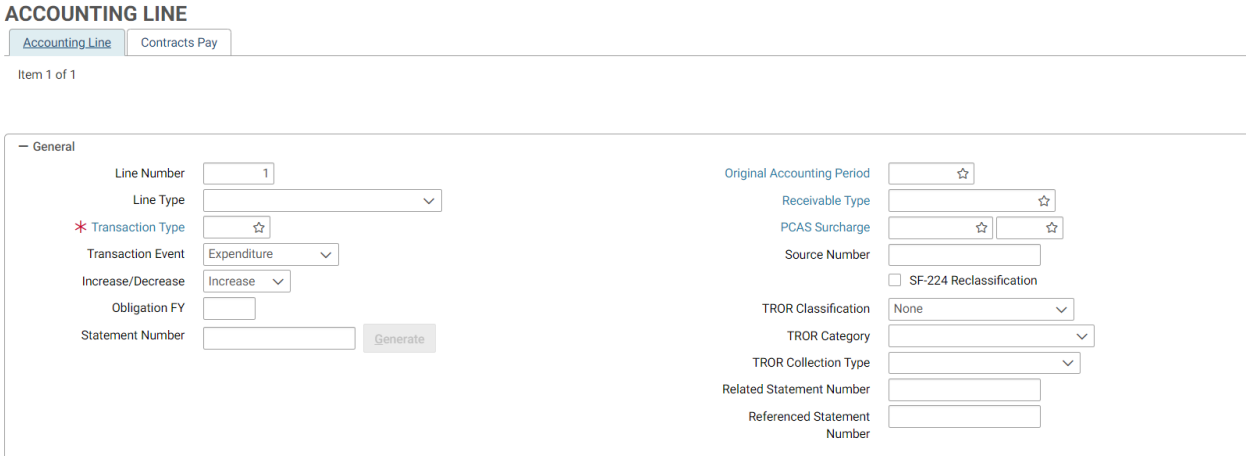


2. Enter **JU - Judgment Claim** in the **Document Type** field.
3. Enter the original Document Number associated with the unfunded contingent liability "accrual" established that you are now ready to reverse in the **Document Number** field.
4. Uncheck the **Held** box and check the **Processed** box under the **Document Status** group box.
5. Select the **Search** button. The **Treasury Claim** document record will be displayed.
6. Highlight the desired Treasury Claim document record and select the **Correct** button. The **Header** of the selected **Treasury Claim Document** is displayed.
7. Select the **Accounting Lines** tab. The **Accounting Lines** summary page will be displayed.
8. Select the appropriate line.
9. Select the **Copy** button.

   NOTE: All of the accounting information on the previous Accounting Line is copied to the new line.

10. Select the new line.
11. Select the **Accounting Line** hyperlink. The **Accounting Line** page will be displayed.

Figure 155: Accounting Line Page - Accrual Reversal - Unfunded Contract Dispute Claim



12. Enter the appropriate Transaction Type in the **Transaction Type** field.
13. Enter the appropriate Transaction Event in the **Transaction Event** box.
14. Select the **Decrease** option next to the **Amount** field. Select the **Verify** button to ensure that the data has been entered correctly on the form.
15. If error messages are displayed, review the message and correct the form accordingly.
16. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

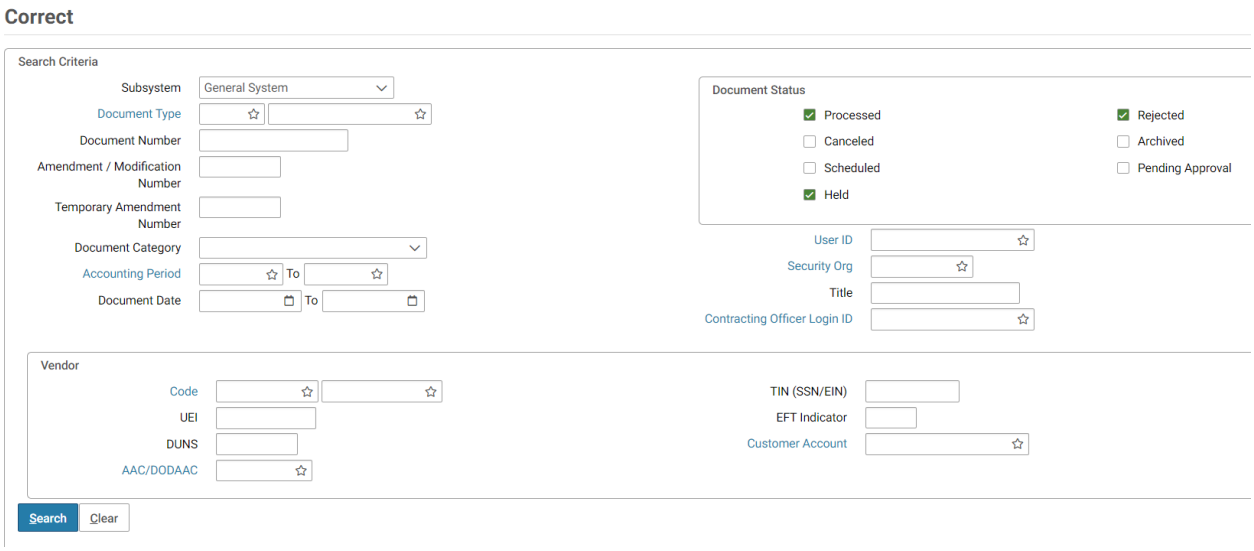
    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

11.3.1.4 How Do I Reverse a Contract Dispute Liability Classified as an Interagency Liability with Treasury?

The following steps detail the procedures for reversing an "unfunded contingent liability" accrual previously reclassified as an "interagency liability" with Treasury.

1. Select **Transactions → General System → Correct** from the menu bar. The **Correct** page will be displayed.

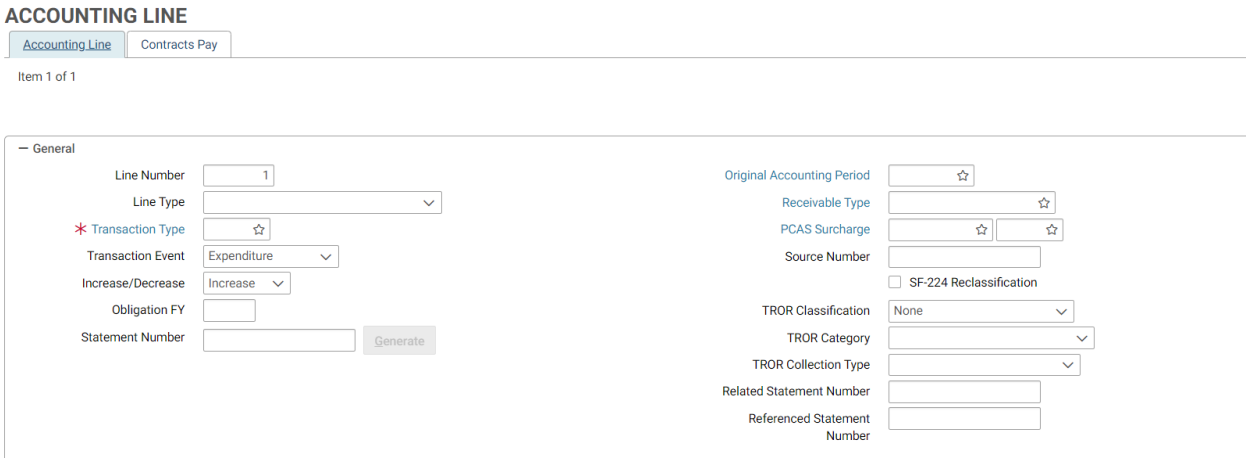
Figure 156: Correct Page - Reverse Contract Dispute Liability



2. Enter **JU - Judgment Claim** Document Type in the **Document Type** box.
3. Enter the original Document Number associated with the unfunded contingent liability "accrual" established that you are now ready to reverse in the **Document Number** field.
4. Uncheck the **Held** box and check the **Processed** box under the **Document Status** group box.
5. Select the **Search** button.
6. Select the desired document and select the **Correct** button. The **Header** of the selected **Treasury Claim Document** is displayed.
7. Select the **Accounting Lines** tab. The **Accounting Lines** page will be displayed.
8. Select the appropriate line.
9. Select the **Copy** button.

   NOTE: All of the accounting information on the previous Accounting Line is copied the new line.
10. Select the new line.
11. Select the **Accounting Line** hyperlink. The **New Accounting Line** page will be displayed.

Figure 157: New Accounting Line Page - Reverse Contract Dispute Liability



12. Enter the appropriate Transaction Type in the **Transaction Type** field.
13. Enter the appropriate Transaction Event in the **Transaction Event** box.
14. Select **Decrease** from the **Increase/Decrease** drop-down box.
15. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
16. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

11.3.1.5 How Do I Establish an Interagency Order to secure Funding for the Treasury Paid Contract Dispute Claim?

The Service Office responsible for the Contract Dispute claim establishes an Interagency Order to reimburse the Treasury Judgment Fund. The Finance Center subsequently establishes a Match Invoice to generate a Pegasys payment document.

The step-by-step procedures describing how to establish a Pegasys Interagency Order Form to secure funding for Treasury paid Contract Dispute are provided in the **Pegasys Purchasing Users Guide**. **Refer to Section 6.1 "Create a Purchase Order or Record an Oral Procurement"** for the detailed data entry instructions.

11.3.1.6 How Do I Establish an Invoice for the Interagency Order related to the Treasury Paid Contract Dispute Claim?

After the Service Office responsible for the Contract Dispute claim has established and approved an Interagency Order to reimburse the Treasury Judgment Fund. The Finance Center establishes a match Invoice for the Interagency Order using Treasury as the Designated Agent for payment.

The step-by-step procedures describing how to establish a Pegasys match Invoice for a previously established Interagency Order are provided in the **Pegasys Finance Users Guide**. Refer to **Section 4.2.1** which includes steps on Creating Non-Itemized Match Invoice Documents for the detailed data entry instructions.

NOTE: In addition to the required Pegasys match Invoice data Treasury will be entered as the Designated Agent. Assigning Treasury as the Designated Agent enables GSA to generate 1099 reporting data for the contract's vendor and disburse a payment to reimburse the Treasury Judgment Fund.

Treasury will be assigned as the **Designated Agent** using the following **Vendor Code** and **Vendor Address Code:**

- Treasury Vendor Code - TBP (To Be Provided)
- Designated Agent Address Code - TBP (To Be Provided)

The assigned Designated Agent Address Code for Treasury to support the Judgment Claims workflow will be provided in the Final version of the Pegasys Judgment Claims Users Guide.

11.3.2 Recording Funded Contract Dispute Judgment Claims

Processing for funded Contract Dispute Claims involve recording an estimated accrual, an actual receipt, and subsequently either a payment to the claimant or to reimburse Treasury for making a payment to the claimant after settlement on GSA's behalf.

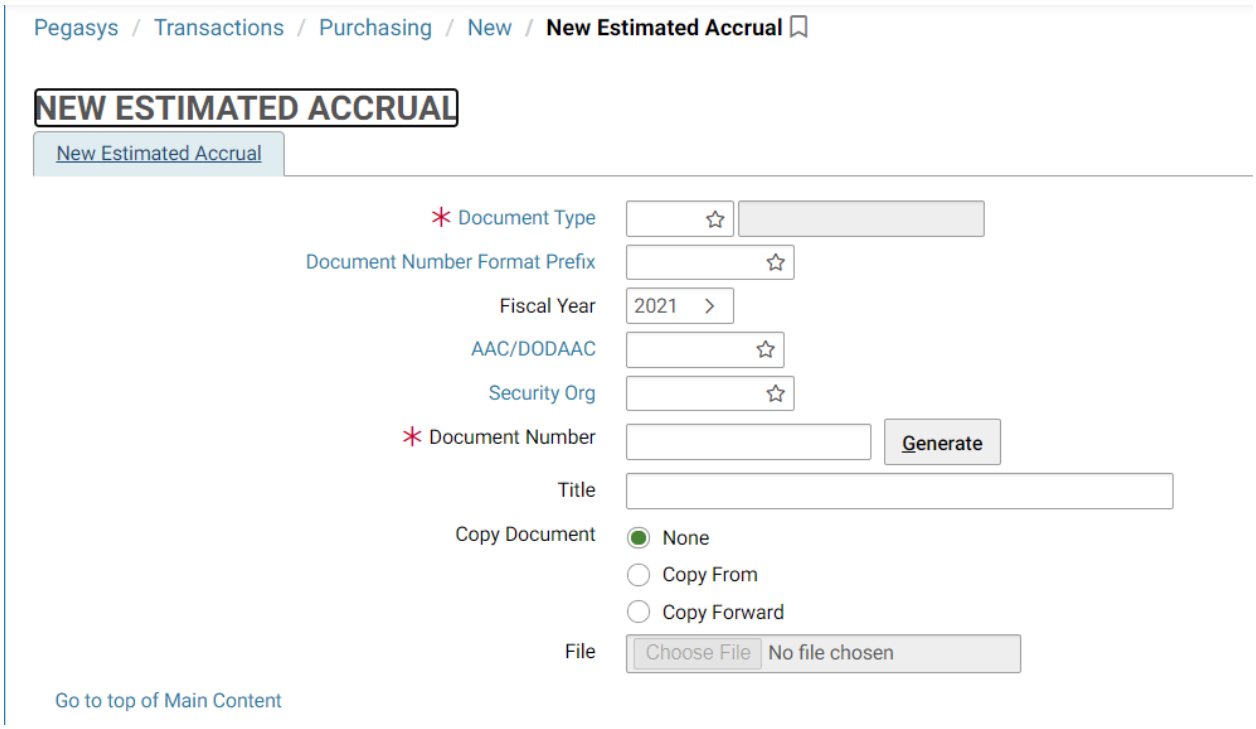
The figures on the following pages present an overview of each Pegasys Funded Contract Dispute workflow.

11.3.2.1 How Do I Enter an Estimated Accrual for a Funded Contract Dispute Claim?

The following steps detail the procedures for establishing an Estimated Accrual in Pegasys to record the "unfunded contingent liability" for the "probable loss" claim.

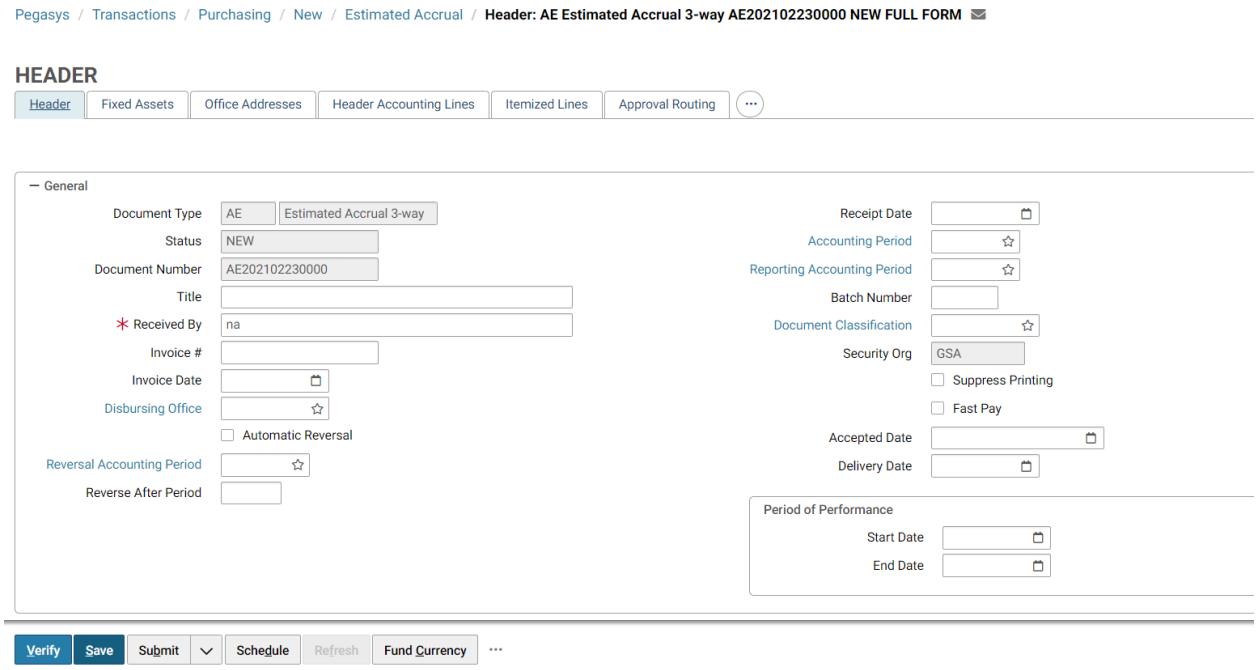
1. Select **Transactions → Purchasing → New → Estimated Accrual** from the menu bar. The **New Estimated Accrual** page will be displayed.

Figure 158: New Estimated Accrual Page



2. Enter appropriate document type in the **Document Type** field.
3. A unique document number will be generated in the **Document Number** field after selecting the **Generate** button. The **Security Org** defaults to GSA. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.
4. Select the **Copy Forward** radio button.
5. Select the **Next** button.
6. In the **Document Type** field, enter the appropriate Order Document Type.
7. In the **Document Number** field, type the document number to copy forward.
8. Select the **Search** button.
9. Select the appropriate document from the generated list.
10. Select the **Finish** button. The **Header** page of the Treasury Judgment Claim Estimated Accrual form will be displayed.

Figure 159: Header Page - Treasury Judgment Claim Estimated Accrual



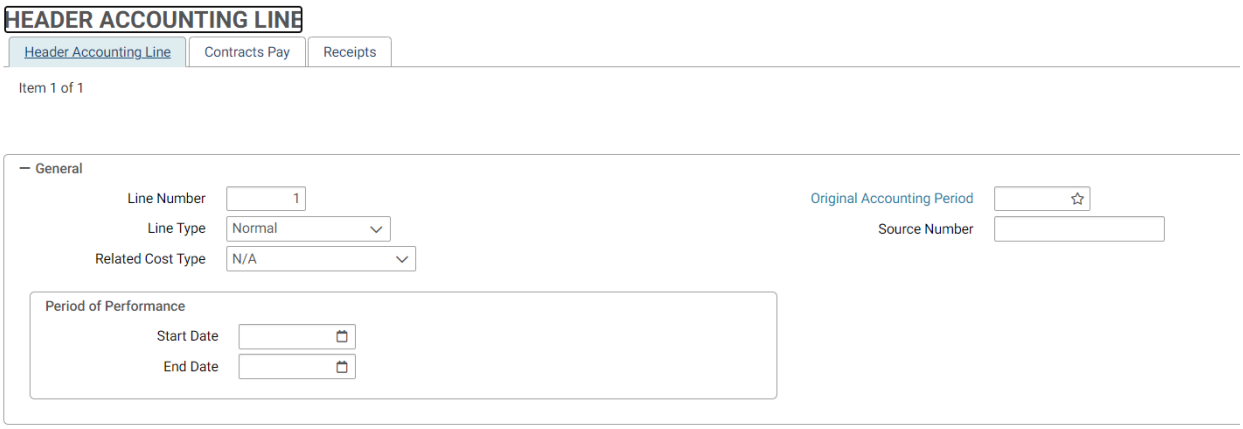
11. Enter the name of the person creating the estimated accrual in the **Received By** field.

    NOTE: The Treasury Judgment Estimated Accrual Form date and period fields will default to the current **Document Date**, **Accounting Period**, and **Reporting Accounting Period** after the form is Verified or Processed.

    NOTE: Do not use the **Accepted Date** and **Delivery Date** fields.

12. Select the **Header Accounting Lines** tab. The **Header Accounting Lines** page will be displayed.
13. Select the appropriate line.
14. Select the **Header Accounting Line** hyperlink link to open the line. The **Header Accounting Line** page will be displayed.

Figure 160: Header Accounting Line Page - Treasury Judgment Claim Estimated Accrual



15. In the **Line Amounts** section, enter the estimated "funded contingency" amount being reclassified in the **Amount** field.
16. In the **Description** field enter the appropriate information to identify the "probable loss contingency" (e.g., LOSSCOXX)**.**
17. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
18. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

11.3.2.2 How Do I Liquidate an Estimated Accrual for a Funded Contract Dispute Claim?

Treasury forwards a Reimbursement Billing to the Finance Center for repayment of the Contract Dispute claim payment made on GSA's behalf. The Service Office responsible for the Contract Dispute obtains funding and informs the Finance Center that funding is available to reimburse the Treasury Judgment Fund. The Finance Center processes a Pegasys Receipt. The Receipt liquidates the estimated accrual and the unfunded contingent liability for the respective Contract Dispute claim.

The step-by-step procedures describing how to liquidate a Pegasys Estimated Accrual using an Actual Receipt are provided in the **Pegasys Purchasing Users Guide**. **Section 8.1.5 "Liquidating a Non-Itemized Estimated Accrual" from the Purchasing User Guide** for the detailed data entry instructions.

11.3.2.3 How Do I Establish an Invoice for the Funded Order related to the Contract Dispute Claim?

The next step is to process the match Invoice so that a payment can be generated by Pegasys Automated Disbursement batch jobs. A Pegasys match Invoice is established to generate payment for either the Claimant (GSA pays) or Treasury (Treasury paid claimant on GSA's behalf).

11.3.2.3.1 GSA Pays Claimant

If, GSA is paying the claimant the normal match Invoice procedures are followed by the Finance Centers as documented in the Pegasys Finance Users Guide. The step-by-step procedures describing how to establish a Pegasys match Invoice are provided in the **Pegasys Finance Users Guide**. **Refer to Section 4, and Section 4.2.1** which includes steps on Creating Non-Itemized Match Invoice Documents for the detailed data entry instructions.

11.3.2.3.2 Reimbursing Treasury for Payment made to Claimant

If, GSA is reimbursing Treasury for a payment made to the claimant then Treasury must be entered as the Designated Agent on the match Invoice. The step-by-step procedures describing how to establish a Pegasys match Invoice are provided in the **Pegasys Finance Users Guide**. **Refer to Section 4, and Section 4.2.1** which includes steps on Creating Non-Itemized Match Invoice Documents for the detailed data entry instructions.

NOTE: In addition to the required Pegasys match Invoice data Treasury will be entered as the Designated Agent. Assigning Treasury as the Designated Agent enables GSA to generate 1099 reporting data for the contract's vendor and reimburse the Treasury Judgment Fund.

Treasury will be assigned as the **Designated Agent** using the following **Vendor Code** and **Vendor Address Code:**

- Treasury Vendor Code - TBP (To Be Provided)
- Designated Agent Address Code - TBP (To Be Provided)