



Pegasys Quick Reference Guide

Creating a Direct Payment: Intro

- A Direct Pay (Certified Invoice) in Pegasys is typically used to pay oral procurements. Using a Direct Pay invoice form allows the transaction to be processed and paid without a corresponding receipt or order.
- Fields with red asterisks (*) are mandatory for Pegasys processes but may not include all fields required by GSA policy.
- For detailed information on Direct Pay (Certified Invoices), please refer to the Orders chapter of the Purchasing User Guide.

GSA Policy

- All Direct Payment forms require a minimum of three approvals: Accounting Classification, Funds Authorization and Direct Pay Approver. However, Direct Payments for more than \$10,000 or created by Finance also require a Finance approval. If the Direct Payment transaction is less than \$10,000, users must use the Contract Information box on the Header page to enter a valid contract number or blanket agreement number.
- Users must route all forms for more than \$10,000 to be approved by the FIOD Direct Pay routing list and the FSD Direct Pay routing list.

Creating a Direct Payment

1. Select **Transactions** → **Purchasing** → **New** → **Match Invoice** from the Pegasys menu bar.
2. Enter one of the following document types. PBS should follow their service policy.
 - a. D6 - Direct Pay - Region 6, Under \$10,000
 - b. D7 - Direct Pay - Region 7, Under \$10,000
 - c. DC- Direct Pay - Region 6, Over \$10,000
 - d. DF- Direct Pay - Region 7, Over \$10,000
 - e. DK - Finance Direct Pay - Region 6
 - f. DW - Finance Direct Pay - Region 7
3. Select **Generate**. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.
4. Enter the **Security Org**.
 - a. Select GSA if the form is to be viewed, approved or processed by another service.
5. Select **Finish**.



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Figure 1: New Match Invoice

Pegasys / Transactions / Purchasing / New / **New Match Invoice**

NEW MATCH INVOICE

[New Match Invoice](#)

* Document Type: D6 Direct Pay - Region 6, Uni

Document Number Format Prefix:

Fiscal Year: 2021

AAC/DODAAC:

Security Org:

* Document Number: D6202104130000

Title:

Copy Document: None
 Copy From
 Copy Forward

File: No file chosen

[Go to top of Main Content](#)

6. Enter your name in the **Invoiced By** field.

Figure 2: Header for Match Invoice

Pegasys / Transactions / Purchasing / New / Match Invoice / **Header: D6 Direct Pay - Region 6, Under \$10,000 D6202104130000 NEW FULL FORM**

HEADER

[Header](#) [Fixed Assets](#) [Office Addresses](#) [Header Accounting Lines](#) [Itemized Lines](#) [Approval Routing](#)

General

Document Type: D6 Direct Pay - Region 6, Uni

Status: NEW

Document Number: D6202104130000

Title:

* Invoiced By: na

* Invoice #:

Vendor's Invoice Date:

* Log Date:

Invoice Status:

Invoice Status Reason:

Rejection Comments:

Invoice Date:

Accounting Period:

Reporting Accounting Period:

Document Classification:

Security Org: GSA

Additional Payee Name:

Accomplished Date:

Suppress Printing

Fast Pay

Electronic

Period of Performance

Start Date:

End Date:

7. Enter the vendor's **Invoice Number**.
- Do not use any punctuation (i.e., hyphens or slashes).
 - Field length cannot exceed 30 characters.



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- 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:
 - i. 10-digit telephone number + 1 **alpha** character month code + 2-digit FY year.
 - ii. Example:
 1. Telephone # = 4105551212
 2. Month (of October) = A
 3. Fiscal Year 2021 = 21
 4. Translates as Invoice: 4105551212A1
 - iii. Month Codes:
 1. October: A
 2. November: B
 3. December: C
 4. January: D
 5. February: E
 6. March: F
 7. April: G
 8. May: H
 9. June: I
 10. July: J
 11. August: K
 12. September: L

8. Complete the following date fields:
 - a. **Vendor's Invoice Date:** The issuing date displayed on the vendor's invoice.
 - b. **Log Date:** The received date stamped on the invoice by GSA.
 - c. **Invoice Date:** The date the invoice was recorded in Pegasys. (If left blank, this field will default to the current date once the form is verified or processed.)

NOTE: The Accounting Period and Reporting Accounting Period fields will default to the current accounting period and reporting accounting period when the form is Verified or Submitted.

9. Enter the Vendor Code, or select the **Code** link to search.
 - a. If searching: The Search - Vendor Code page will display. Enter the applicable search criteria, and select **Search**. Find the appropriate vendor record, and select the corresponding **Select** button.



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- b. The Vendor Name field will populate from the Vendor Code that is selected. Vendor's name and address should match what is displayed on the invoice.

Figure 3: Vendor Information

— Vendor Information

Vendor

* Vendor

Address Name

10. Enter or search for the required code for the vendor's **Remit To Address** in the appropriate field.

NOTE: Vendor's payment address displayed on invoice. If not completed, vendor payment will not occur.

Figure 4: Customer Account

Customer Account

* Address Code

11. If an invoice amount is more than \$10,000, enter a valid contract number or blanket purchase agreement number in the **Contract** group. Otherwise proceed to step 13.

Figure 5: Contracts Details

— Contracts

Contracts Number

Blanket Agreement Number

Delivery Order Number

Expiration Date

Type of Action

Order Type

Priority

Priority Rating

Date Signed

12. Select the **Header Accounting Lines** tab.

13. Select **Add**.



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Figure 6: Header Accounting Lines

HEADER ACCOUNTING LINES

Header | Fixed Assets | Office Addresses | **Header Accounting Lines** | Itemized Lines | Approval Routing | ...

Header Accounting Line | Contracts Pay | Receipts

1 - 1 of 1 results

<input type="checkbox"/>	Line Number	Invoiced Amount	Line Type	Transaction Type	Amount	Applied Credit
<input checked="" type="checkbox"/>	1	\$0.00	Normal		\$0.00	\$0.00
Total Header Funded Amount					\$0.00	

References... **Add** Copy ▾ Remove Reset Replace

14. Enter the **Invoiced Amount** for the direct payment in the Line Amounts group box.

Figure 7: Line Amounts

— Line Amounts

	Current Amount
Invoiced	<input type="text" value="\$0.00"/>
Applied Credit	<input type="text" value="\$0.00"/>
Net Total	<input type="text" value="\$0.00"/>

15. Enter or search for the **Template** in the **Accounting Dimensions** box.

- If searching: The Search-Template page displays. Enter the applicable search criteria, and select **Search**. Find the appropriate template record, and select the corresponding **Select** button.
- The selected template will populate in the Template field.
- If using a favorite: Select favorites icon and select desired template. This will populate the template field. Select the **Default** button to populate the accounting dimensions.

16. Enter any other required accounting dimensions.



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Figure 8: Accounting Template

17. Enter the **Agreement information** if required by the template, otherwise, **proceed to Step 21.**

- a. Enter only the numeric characters of the Reimbursable Work Authorization (RWA) number in the Agreement Number Field.
- b. Enter “1” the Line code associated with the RWA in the Agreement Line Number Field.

Figure 9: Agreement Details

18. In the Payments group box, the Prompt Pay Type field will default to STD.

Figure 10: Prompt Pay Type

19. Enter the **Acceptance Date** and **Delivery Dates**.



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NOTE: The Delivery Date is the date in which goods and services were received and the Acceptance date is the date in which goods and services were deemed acceptable.

Acceptance must take place within 7 days of the Delivery Date.

20. Enter necessary information in the **Description** box.
21. Select the **Header Account Lines** link to return.
22. To add additional accounting lines, repeat Steps 14 - 22.
 - a. If any changes are need to be made to an Accounting Line, select the desired line, select the **Accounting Line** link and make necessary changes.
 - b. Lines can be copied by selecting the desired line, selecting **Copy**, selecting the new line and selecting the **Header Accounting Line** link to make necessary changes.
 - c. Lines can be removed by selecting the desired line and selecting **Remove**.
23. Select the **Approval Routing** tab.
24. Select **Add User** or **Add Routing List**.

Figure 11: Approval Routing

APPROVAL ROUTING

Header | Fixed Assets | Office Addresses | Header Accounting Lines | Itemized Lines | **Approval Routing** | ...

No results

<input type="checkbox"/> Approver ID	Approver Name
<p>Add Routing List Add User Remove</p>	

25. Enter the appropriate search criteria, and select **Search**.

Figure 12: Search User ID and Name

SEARCH

Search Criteria

User ID

Name

Search

26. Select the Principal ID (User ID) or routing list you wish to add.



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Figure 13: Principal ID

Principal ID	Name
<input checked="" type="checkbox"/> allroles90	All Roles 90 CGI

27. On the **Disbursing Information** tab, **do not** manually complete the Disbursing Method field; it will default after the form is Verified or Submitted.
28. Select **Save** and then **Verify**.
 - a. Any errors will be displayed. If necessary, correct the errors and select to Verify again.
 - b. **NOTE:** Attach the necessary backup (i.e., invoice, emails) to support this payment.
29. Select **Submit**.

Figure 14: Submit Option

...

NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select the **Submit dropdown arrow** and then select **Urgent**.