Pegasys Quick Reference Guide

Creating a Purchase Order: Intro

- Orders are created in Pegasys when a decision is made to purchase goods or services from a vendor.
- Once approved, the Purchase Order form (GSA Form 300) is processed to obligate funds. The document can then be printed and sent to the vendor. Orders may later be associated to future receipts, invoices, and payments. Sometimes, a Purchase Request (PR) can precede an order.
- Fields with red asterisks (*) are mandatory for Pegasys processes but may not include all fields required by GSA policy.
- In Pegasys, users create one document type to record both non-itemized and itemized transactions.
- For detailed information, please refer to the Reservations and Requests chapter of the Purchasing User Guide.

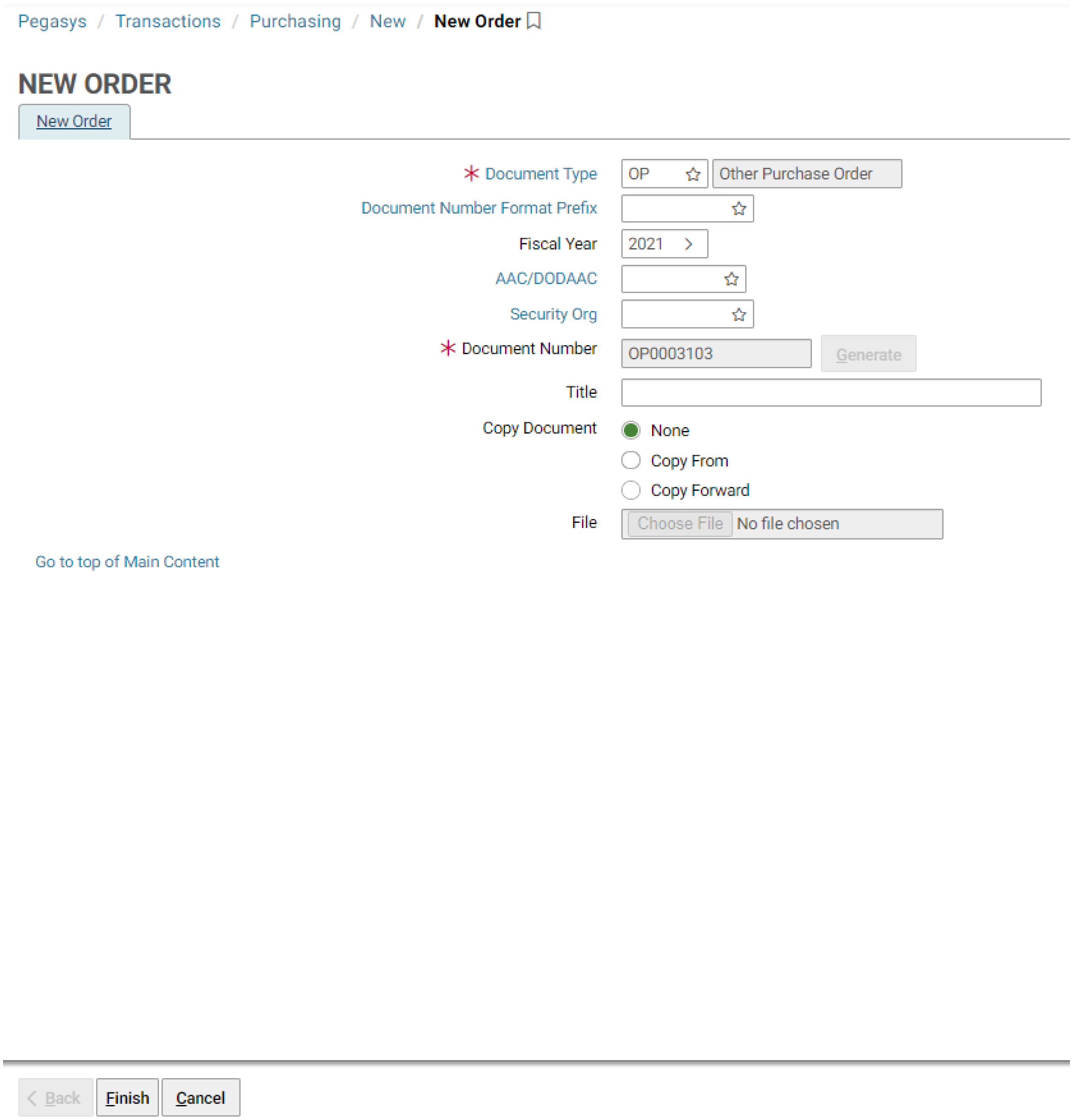
GSA Policy

- All purchase orders require approval from an Authorized Buyer if the purchase is $3,000 or less, or approval from a Contracting Officer if the purchase is more than $3,000.
- Only a processed Purchase Order can be amended. To amend an Order, select Transactions → Purchasing → Amend → Order from the Pegasys menu bar.
- The Requisitioner and the name entered on the Delivery office address tab page will receive an email notification if receipt is not logged at the time the invoice is logged.
- The vendor name or designated agent cannot be changed once a purchase order is created except with the use of a Novation.

Creating a Purchase Order

1. Select **Transactions** → **Purchasing** → **New** → **Order** from the Pegasys menu bar.
2. Enter the appropriate document type in the **Document Type** field.
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. Leave the Security Org and Document Title fields blank.
    a. The user's default Security Org will populate the field on the Header page. The default Security Org is GSA.

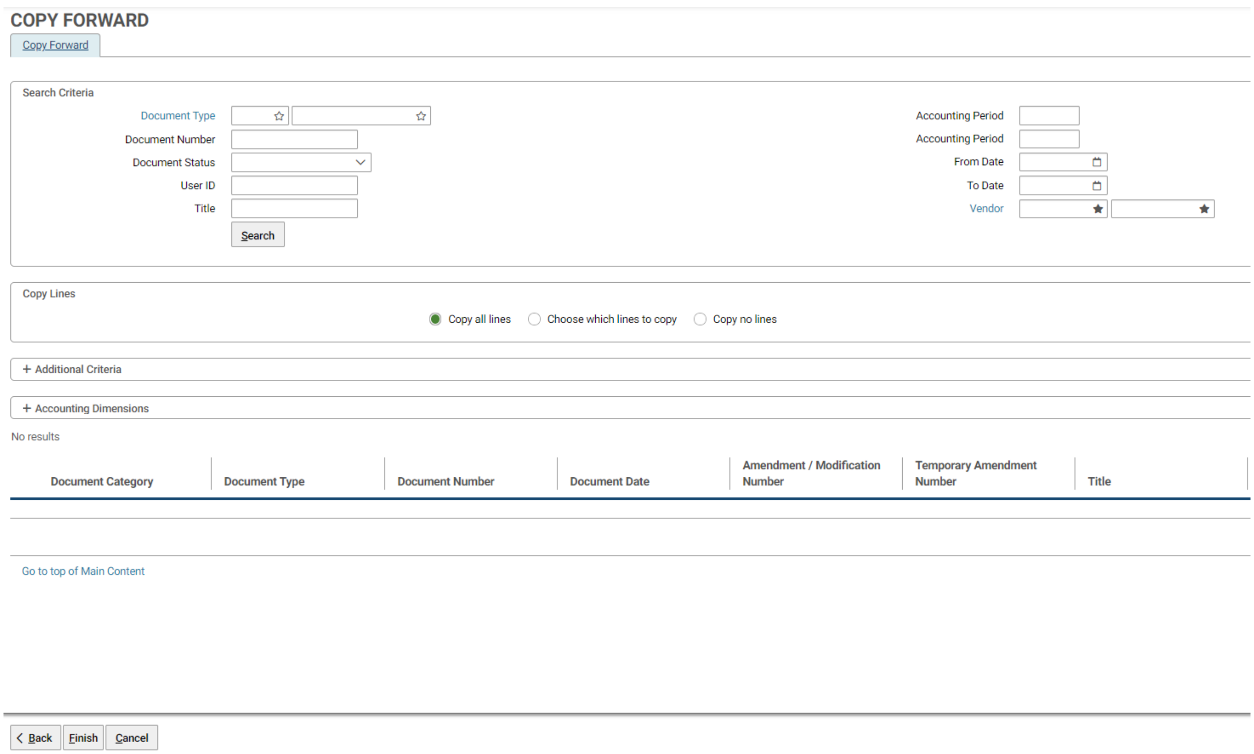
Figure 1: New Order



5. To copy forward the PR, **follow Steps 6 - 11**. Otherwise, **skip to Step 12**.
6. Select **Copy Forward**.
7. Select **Next**.
8. Enter **PR** in the Document Type field.

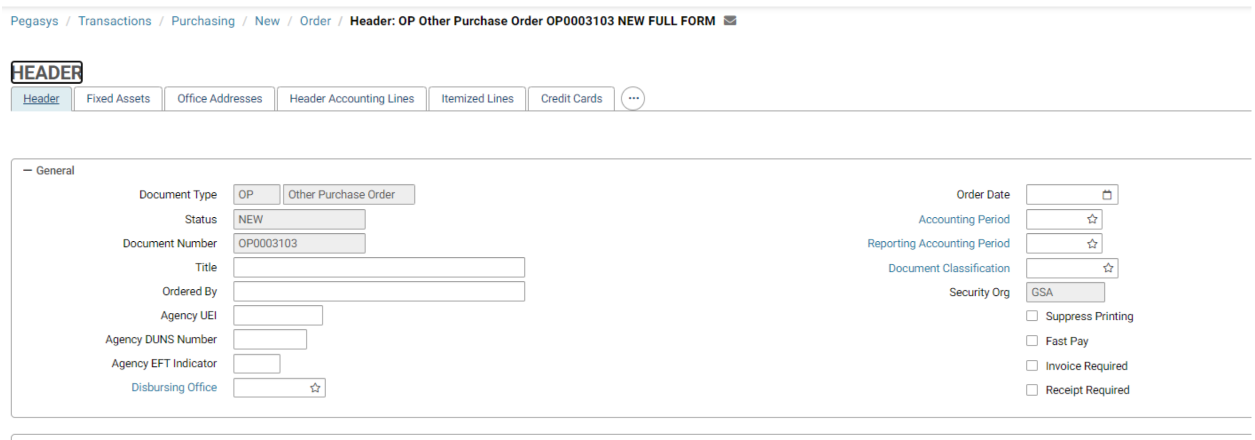
9. Enter the document number of the appropriate purchase request in the **Document Number** field or the appropriate values in the **Search Criteria** fields if the document number is unknown.
10. Select **Search**.

Figure 2: Copy Forward



11. Select the appropriate document from the list.
12. Select **Finish**.
    a. If the copy forward was used, all of the corresponding fields from the PR, except for Suggested Vendors, will be on the new Purchase Order.
13. Enter the purchaser's name in the **Ordered By** field.
    a. Order Date, Acctg Period and Reporting Acctg Period fields will default to the current date when the form is Verified or Submitted.
    b. If you copied forward, the PDN Number will be copied forward from the PR and will populate the Title field.

Figure 3: Header Field



14. Enter a **vendor** in the Vendor Information group box, or select the **Code** link to search for a vendor and follow the steps below.
    a. Enter the applicable search criteria, and select **Search**. Find the appropriate vendor record, and select the corresponding **Select** button.
    b. The Vendor Name field will populate from the Vendor Code that is selected.

Figure 4: Vendor Information

15. Enter the appropriate code in the **Remit To Address** field.
    NOTE: The Remit To Address should be the second box of the Vendor Code.

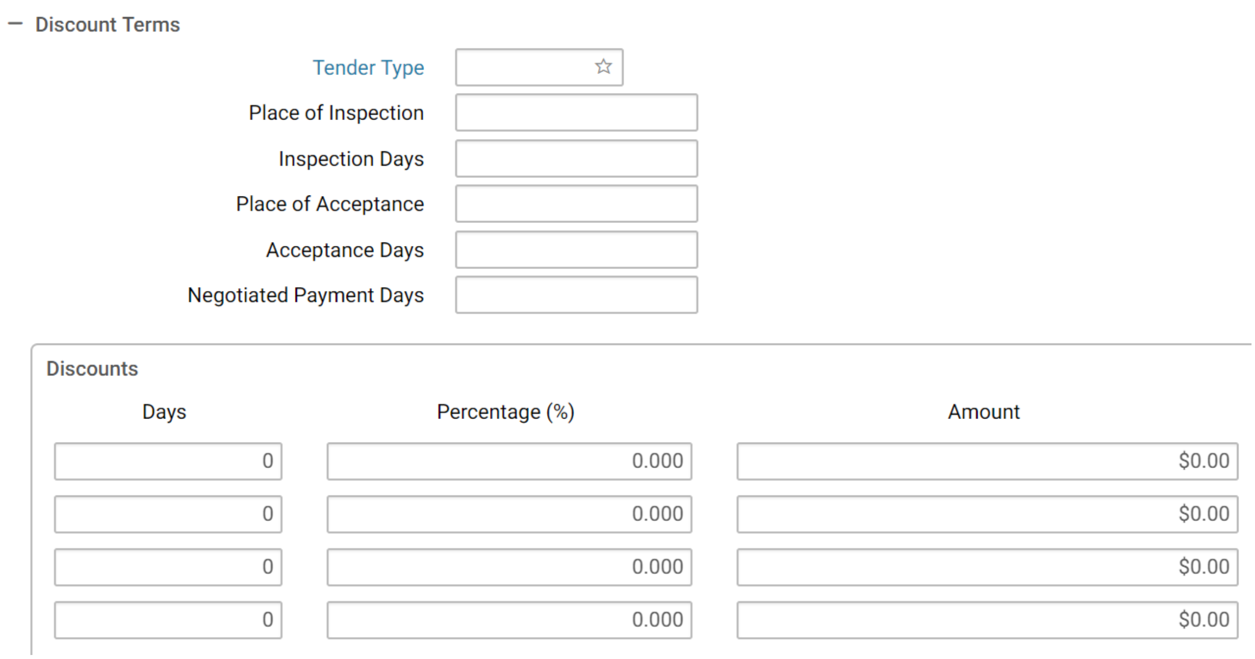
Figure 5: Customer Account and Remit to Address Field

16. Enter a **Contract, Order** or **Lease Number** in the Contract group box if not copied forward from the PR.

Figure 6: Contract Details

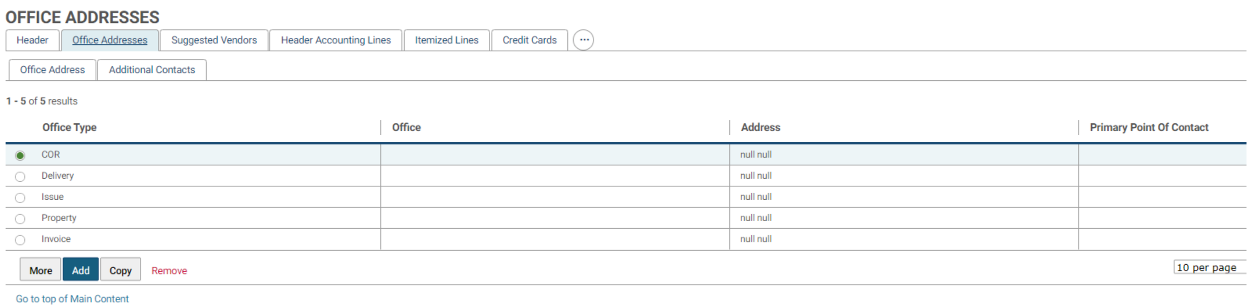
17. Enter discount terms about the order in the Discount Terms group box.
    a. If not entered, payment will be made NET 30 days or according to the vendor code.

Figure 7: Discount Terms



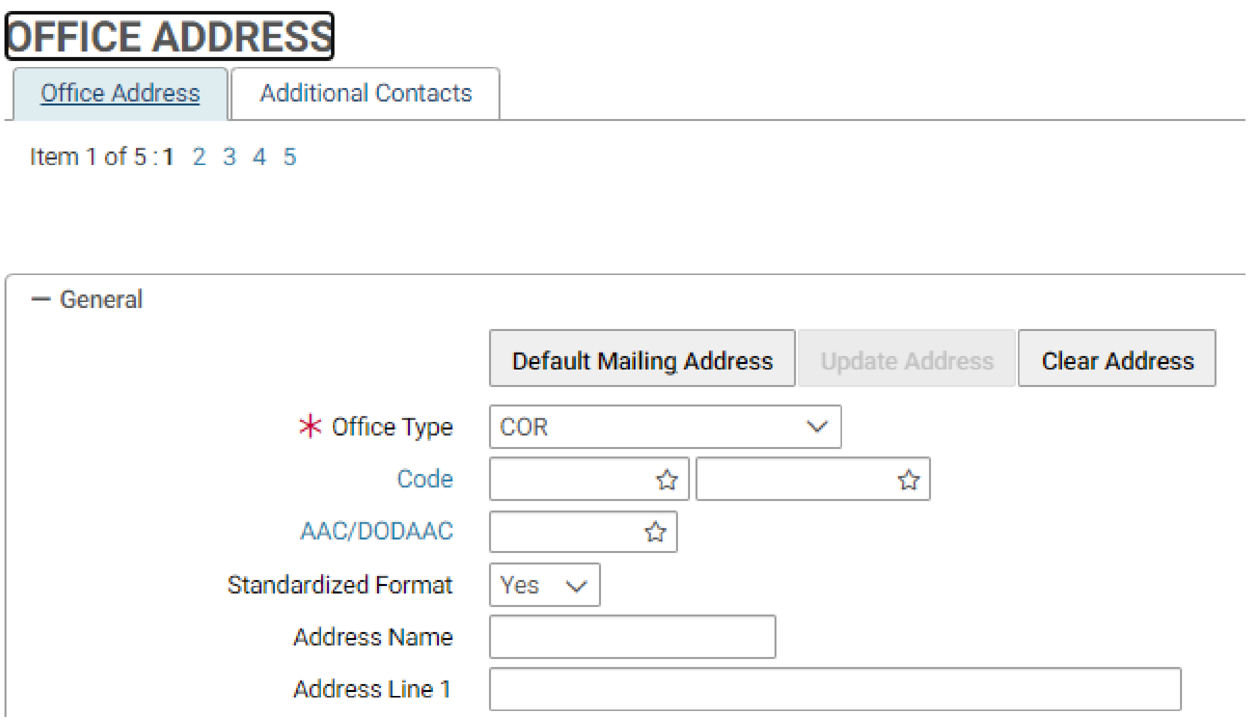
18. Select the **Office Addresses** tab.
19. Select the **Add** button.
20. Select the appropriate **Office Type**.

Figure 8: Office Addresses



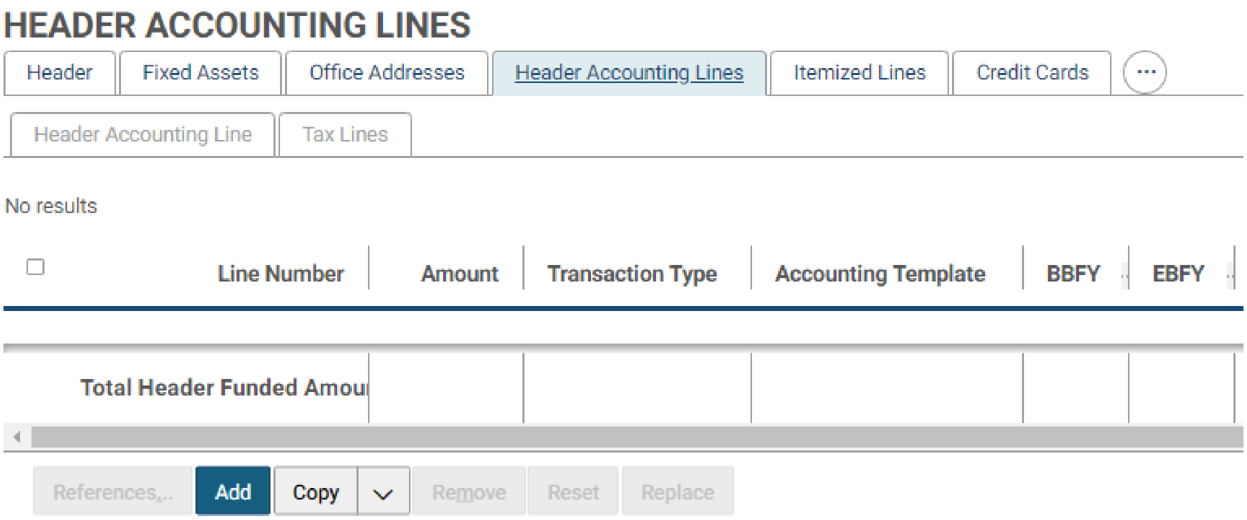
21. Enter the appropriate address in the **Code, Address Name, and Email Address** fields.
    NOTE: Users should use a valid email address for each Office Address type that is added.

Figure 9: Office Address Sub Tab



22. Select the **Office Addresses** tab to return, and repeat steps **19 - 21** as needed.
    NOTE: Additional Contacts can be added to any entered addresses, and multiple secondary contacts can be entered for each office address.
23. Select the **Header Accounting Lines** tab.
24. Select **Add** to add a line.

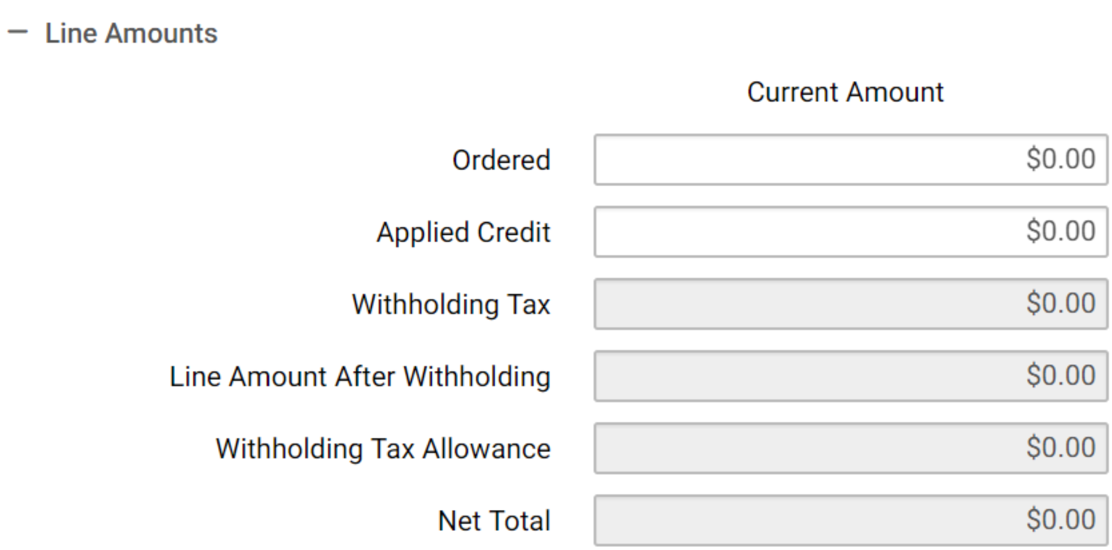
Figure 10: Header Accounting Lines Tab



   a. To open an existing line, select the appropriate line, and select the **Header Accounting Line** link.

25. Enter the appropriate amounts for the **Purchase Order** in the Line Amounts group box.
   a. If PR was copied forward, **skip to step 33**; otherwise proceed to **step 26**.

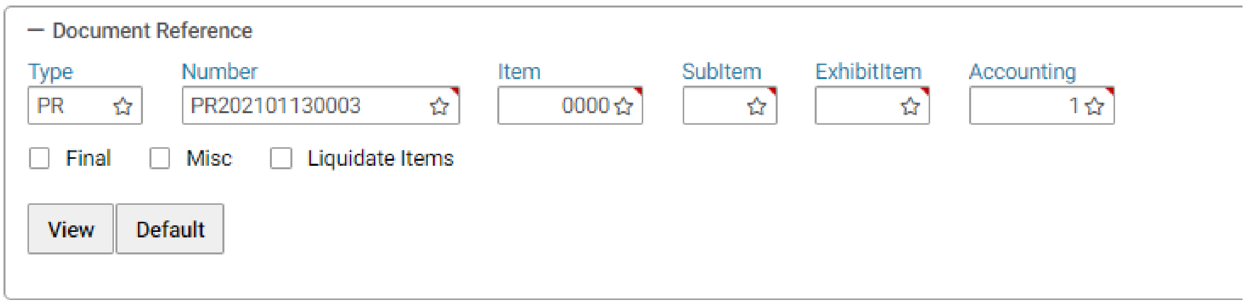
Figure 11: Line Amount



26. Complete the document reference section, but only mark the Final checkbox if you are ready to close out the PR.

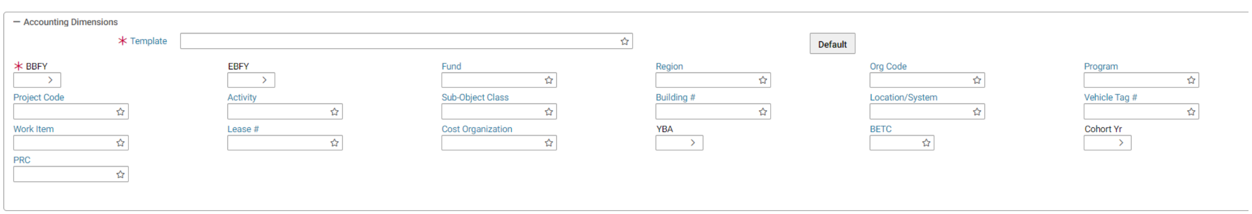
NOTE: Document reference is filled out if you copy forwarded the PR. If you manually enter in the PR information, select the **Default** button to link the documents.

Figure 12: Document Reference



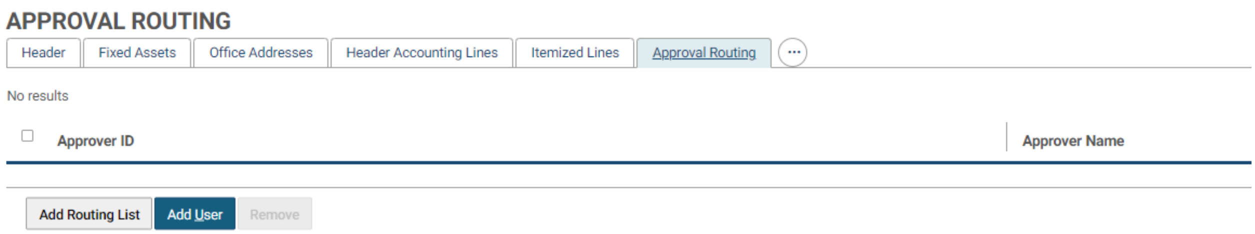
27. Enter the **Template** in the Accounting Dimensions group box.
    a. To search for a template, select on the template link, enter the applicable search criteria and select Search. Find the appropriate template record, and select the corresponding Select button. The selected template will populate in the Template field.

Figure 13: Accounting Dimensions



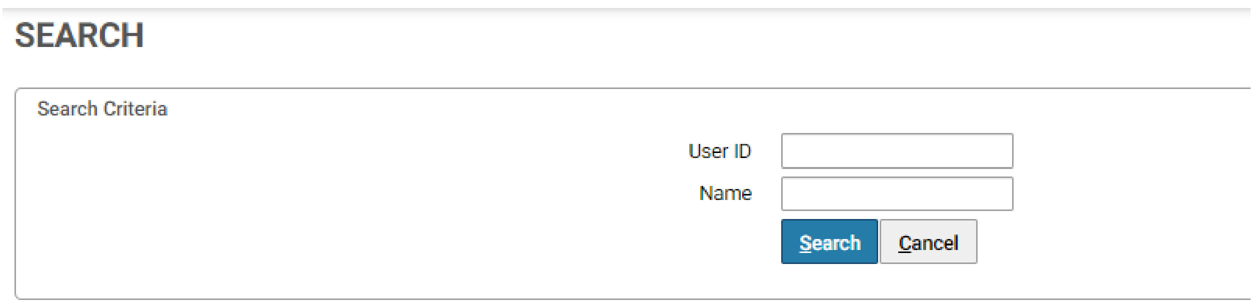
28. Complete any other required accounting elements that were not populated by the accounting template.
29. View or enter necessary information about this line in the **Description field**.
30. Select the **Header Accounting Lines** link to return.
    a. New lines can be created by selecting **Add** and repeating steps **24 - 31**.
    b. Lines can be copied by selecting the appropriate line, selecting **Copy** and then selecting the **Header Accounting Line** link to open the new line to make needed changes.
    c. Lines can be deleted by selecting the appropriate line and selecting **Remove**.
31. If necessary, select the **Approval Routing** tab, and select **Add User** or **Add Routing List**.

Figure 14: Approval Routing



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

Figure 15: User ID and Name Search Criteria

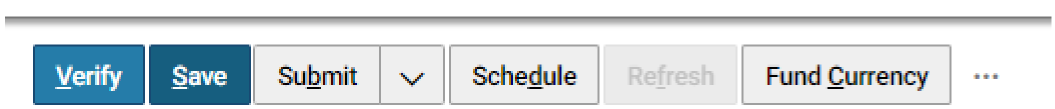


33. Select the **Select** button to indicate the user or routing list you wish to add.

Figure 16: Principal ID

34. Select **Verify.**
    a. Correct any errors that are displayed.
35. Select **Save.**
    a. Attach backup documents.
36. Select the **Submit** button at the bottom of the page.

Figure 17: Save Verify and Submit Button



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