Pegasys Quick Reference Guide

Creating a Receipt: Intro

- Receipt forms are completed in Pegasys to record the delivery and acceptance of goods and services from a processed Purchase 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

- Receipts must reference a Purchase Order.
- The Requisitioner and names entered in the Internet field of Office Addresses Order and Delivery tabs will be sent email notification, requesting a receiving report if the receipt is not logged at the time the invoice is logged.
- The Receipt Date field on the Header page identifies the date the form was created in Pegasys and not the date the goods or services were received. Enter the actual date the goods or services were received in the Delivery Date field on the Header page.
- No approvals are required to process a receipt.

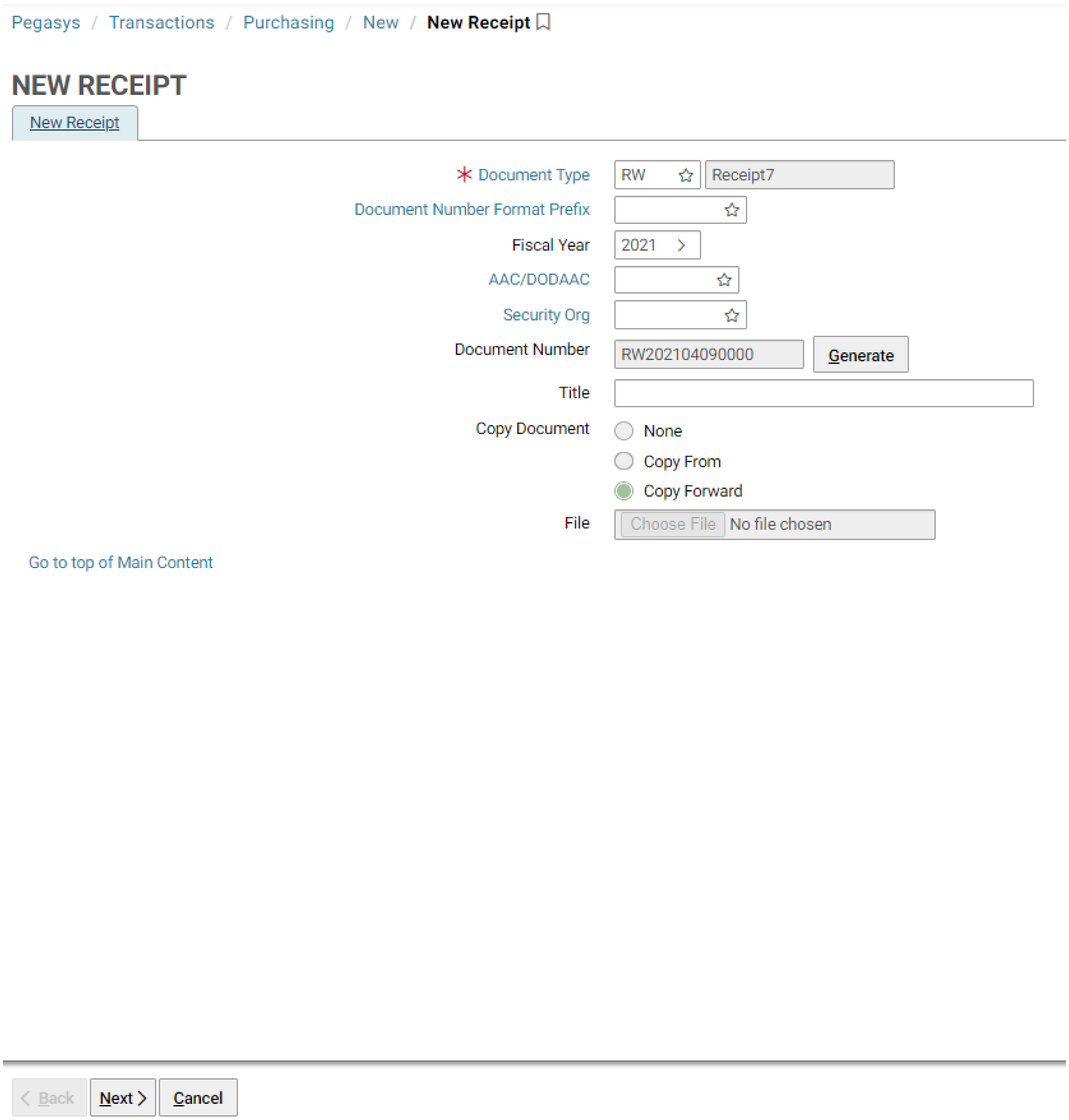
Creating a Receipt

1. Select **Transactions → Purchasing → New → Receipt** from the Pegasys menu bar.
2. Enter **RK** or **RW** (Receipt) in the Document Type box.

   Select **Generate** to generate a unique 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.

   a. Leave the Security Org and Document Title fields blank.
3. Select **Next**.

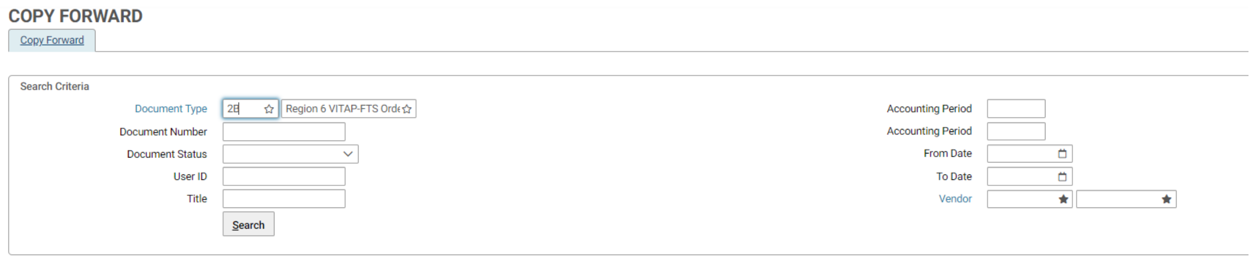
Figure 1: New Receipt



4. The Copy Forward page will be displayed. Enter the desired value **(**Itemized Order**)** in the Document Type field.
5. Enter the **document number** of the order to be copied forward in the Document Number field.
6. Select **Search**.

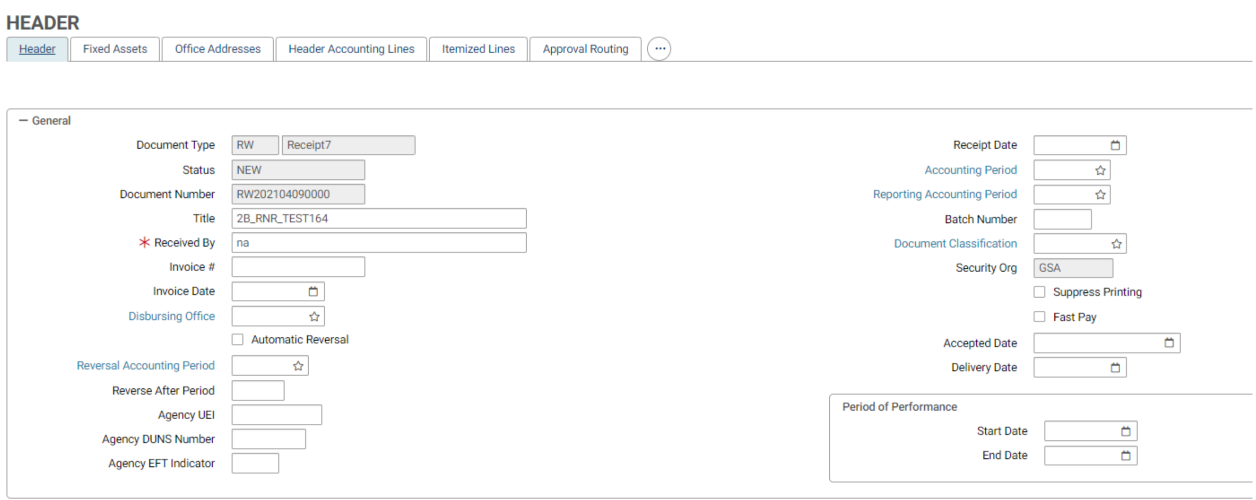
a. If the document number is unknown, enter the appropriate values in the **Search Criteria fields**.

Figure 2: Copy Forward



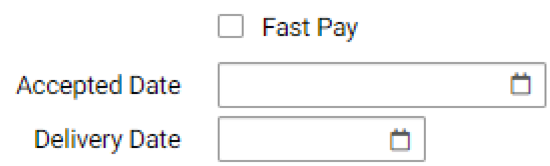
7. Select the appropriate document from the generated list, and select **Finish**.
8. Enter the **name** of the individual who received the goods or services in the **Received By** field found in the General group box.
   a. Receipt Date, Accounting Period and Reporting Accounting Period fields will default to the current date when the form is Verified or Processed.

Figure 3: Header Page



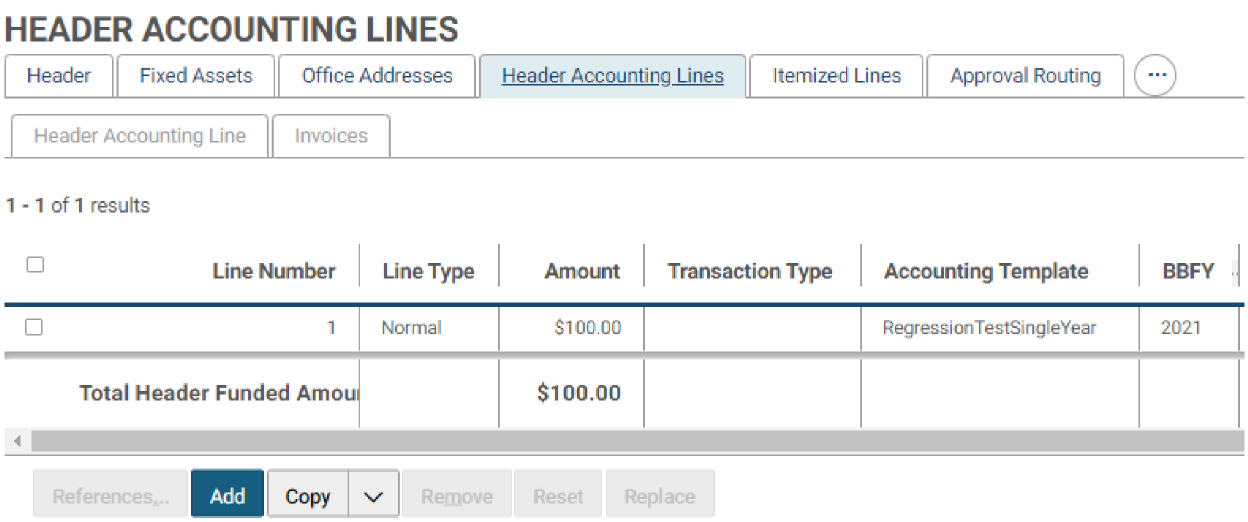
9. Enter the **Invoice Number**.
   NOTE: Do not enter special characters in the Invoice Number.
10. Enter the **Accepted Date** and **Delivery Date**.
   NOTE: The Delivery Date is the date in which goods/services were received, and the Acceptance date is the date in which goods/services were deemed acceptable. Acceptance must take place within 7 days of the Delivery Date.

Figure 4: Header Fields



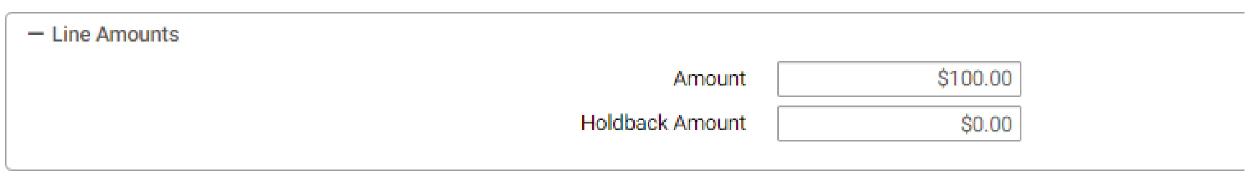
11. Select the **Header Accounting Lines** tab.
12. To access a line, select the appropriate line, and select the **Header Accounting Line** sub-tab.

Figure 5: Header Accounting Line



13. Change the **Line Amounts** fields for the amounts received.

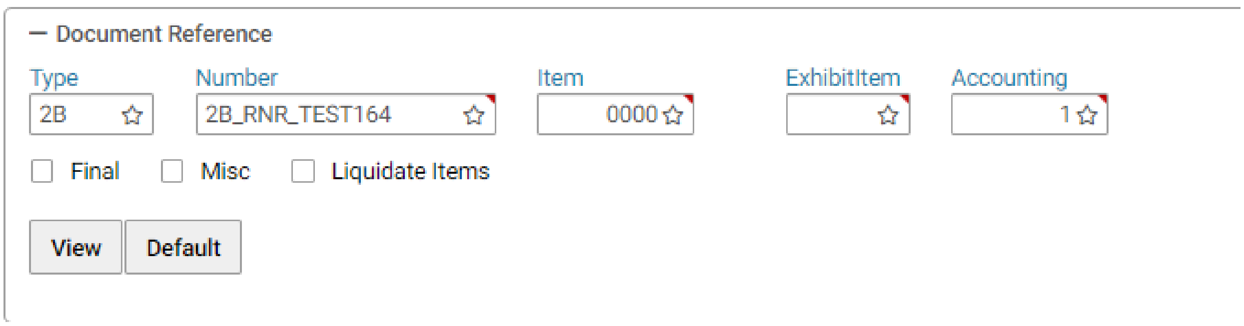
Figure 6: Line Amount Fields



14. Select the **Final** checkbox found in the **Document Reference** group box if this is the final receipt for the order.

    NOTE: Failure to select the Final checkbox will result in an open obligation.

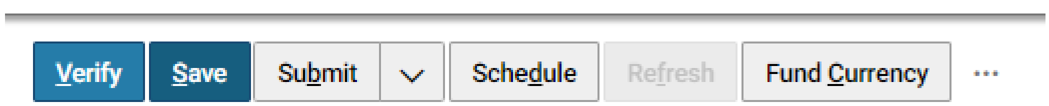
Figure 7: Document Reference



15. Select the **Header Accounting Lines** link to return.
16. Remaining unused lines should be deleted.
    a. To delete a line, select the appropriate line, and select **Remove**.

    NOTE: The **Summary** tab can be used to view or make changes to the header accounting lines.
17. Select **Save** and then **Verify**.
    a. Any errors will be displayed. If necessary, correct the errors and select to Verify again.
18. Select the **Submit** at the bottom of the page.

Figure 8: Submit



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