



Pegasys Quick Reference Guide

Estimated Accruals Intro

GSA uses the three following types of Estimated Accrual forms:

- **3-Way**
 - Order-Invoice-Receipt (AE doc type)
- **Self-Reversing 2-Way**
 - Order-Invoice (AR doc type)

All Estimated Accruals liquidate orders for the estimated amount like actual receipts. Actual receipts will liquidate either the Estimated Accruals or the order on the 3-way form.

The 2-way form does not require a receipt but has an automatic Reversal Options field to allow the system to reverse it when specified. The 2-Way form will be used for prepaid training and credit card accruals that hit expense-based budgets.

- Users will create an AR document type to record both non-itemized and itemized transactions.
- Fields with red asterisks (*) are mandatory for Pegasys processes but may not include all fields required by GSA policy.
- For detailed information, please refer to the Estimated Accruals chapter of the Purchasing User Guide.

GSA Policy

- When created, Estimated Accruals must reference a Purchase Order. If a user selects the Final check box on the accounting line of an Estimated Accrual form, the order will be closed for the full amount. The user cannot create a new Estimated Accruals receipt against the order because it is closed.
- If a user selects the Final checkbox on the accounting line of a receipt, the referenced Estimated Accrual will be closed for its full amount and the order will be closed for the amount of the receipt.
- If the receipt is greater than the Estimated Accrual, the Estimated Accrual is closed for its actual amount and the order will be closed for the additional amount. This will be accomplished by manually referencing the order on a separate line on the receipt for the additional amount.



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Creating an Estimated Accrual with Header Accounting Lines

1. Select **Transactions** → **Purchasing** → **New** → **Estimated Accrual** from the Pegasys menu bar.
2. Enter the **Document Type**.
 - a. **AE**-Estimated Accrual 3-Way for a non-itemized 3-Way Estimated Accrual.
 - b. **AR**-Self-Reversing Accrual for an Order/Invoice 2-Way Estimated Accrual.
 - i. The AR doc type will be used for credit card accruals.
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 appropriate **Security Org**.

NOTE: If left blank, the Security Org will be the user's default Security Organization.
5. Select the **Copy Forward** button.
6. Select **Next**.








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Figure 1: New Estimated Accrual

[Pegasys](#) / [Transactions](#) / [Purchasing](#) / [New](#) / [New Estimated Accrual](#) 

NEW ESTIMATED ACCRUAL

[New Estimated Accrual](#)

* Document Type	AE 	Estimated Accrual 3-way
Document Number Format Prefix	<input type="text"/>	
Fiscal Year	2021	
AAC/DODAAC	<input type="text"/>	
Security Org	<input type="text"/>	
* Document Number	AE202104090000	<input type="button" value="Generate"/>
Title	<input type="text"/>	
Copy Document	<input checked="" type="radio"/> None <input type="radio"/> Copy From <input type="radio"/> Copy Forward	
File	<input type="button" value="Choose File"/> No file chosen	

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7. Enter the appropriate **Document Type**.
NOTE: The document type should be the **Purchase Order**.
8. Enter the document number that will be copied forward.
 - a. If the document number is unknown, enter search criteria in the Search Criteria group box.
9. Select **Search**.



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Figure 2: Search Criteria

COPY FORWARD

[Copy Forward](#)

Search Criteria

Document Type: GP ☆ | GMA Purchase Order ☆

Document Number:

Document Status: Processed ▾

User ID:

Title:

Accounting Period:

Accounting Period:

From Date: 07/16/2020 🗓

To Date: 04/09/2021 🗓

Vendor: ☆ | ☆

Copy Lines

Copy all lines Choose which lines to copy Copy no lines

+ Additional Criteria

+ Accounting Dimensions

10. Select the desired document from the generated list, and select **Finish**.
11. Enter the name of the person creating the Estimated Accrual in the **Received By** field.

Figure 3: Header Field

HEADER

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

— General

Document Type: AE | Estimated Accrual 3-way

Status: NEW

Document Number: AE202104090000

Title: Copier MFD with Full Maintenance Services

* Received By: allroles147

Invoice #:

Invoice Date: 🗓

Disbursing Office: ☆

Automatic Reversal

Reversal Accounting Period: ☆

Reverse After Period:

Receipt Date: 🗓

Accounting Period: ☆

Reporting Accounting Period: ☆

Batch Number:

Document Classification: ☆

Security Org: GSA

Suppress Printing

Fast Pay

Accepted Date: 🗓

Delivery Date: 🗓

Period of Performance

Start Date: 🗓

End Date: 🗓

— Vendor Information

▾ ⋮

- NOTE:** For the **AR** Doc Type, perform the following in the General group box:
- a. Check the **Automatic Reversal** checkbox.



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- b. Enter the accounting period in which the accrual should be reversed in the **Reversal Accounting Period** field, or enter the number of accounting periods after which the accrual should be reversed in the **Reverse After Period** field.

Figure 4: Reversal Accounting Period

Automatic Reversal

Reversal Accounting Period

Reverse After Period

- 12. Select the **Header Accounting Lines** tab.
- 13. Select the appropriate line, and select the **Header Accounting Line** link.

Figure 5: Header Accounting Lines

HEADER ACCOUNTING LINES

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

Header Accounting Line

1 - 1 of 1 results

<input type="checkbox"/>	Line Number	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd
<input type="checkbox"/>	7	\$8.00		2019-P-00-192-P00M3108-PG61	2019		192X	00	P00M3108
Total Header Funded Amc		\$8.00							

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

- 14. Enter the estimated amount of the accrual in the **Amounts** field found in the **Line Amounts group** box.



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Figure 6: Line Amounts

- Line Amounts	
Amount	<input type="text" value="\$8.00"/>
Holdback Amount	<input type="text" value="\$0.00"/>

15. Enter necessary information in the **Description** box.
16. Select the **Header Accounting Lines** link to return.
17. Additional lines can be modified by repeating steps **13-16**.
 - a. Lines can be deleted by selecting the appropriate line and selecting **Remove**.
 - b. Lines can be copied by selecting the desired line, selecting **Copy**, selecting the new line and selecting the **Header Accounting Line** link to open the new line and make necessary changes.
 - c. Lines can be modified by selecting the desired line and selecting the **Header Accounting Line** link to make any necessary changes.
18. Select **Save** and then **Verify**.
 - a. Any errors will be displayed. If necessary, correct the errors and select to Verify again.
19. Select the **Submit** button at the bottom of the page.

Figure 7: Submit Button

Verify	Save	Submit	▼	Schedule	Refresh	Fund Currency	...
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NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select the **Submit dropdown arrow** and then select **Urgent**.