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Finance

Pegasys 6.5 User Guide

General Services Administration

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Revision Log

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1 How do I Use This Guide?

This chapter 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 chapter.

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

- **Chapter 1**—How to Use this Guide
- **Chapter 2**—Pegasys Desktop
- **Chapter 3**—Direct Payments
- **Chapter 4**—Invoice Documents
- **Chapter 5**—Automated Match Queires
- **Chapter 6**—PA Documents
- **Chapter 7**—Finance Reports
- **Chapter 8**—Novations
- **Chapter 9**—Replace Vaules
- **Chapter 10**—MOU/Capitalization Procedures
- **Chapter 11**—Judgment/Claims Procedures
- **Chapter 12**—Purchase Public Debts (Investments)
- **Chapter 13**—Refund Payment Procedures
- **Chapter 14**—Special Payment Procedures
- **Chapter 15**—Payment Credits
- **Chapter 16**—Prior Year Cost Transfers
- **Chapter 17**—Bounced Checks
- **Chapter 18**—PBS Construction Contracts

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

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

- **Chapter Overview:** Provides a brief synopsis of the chapter 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 chapters, the Finance User's Guide includes the following appendices, which augment the information provided in each chapter.

- **Appendix A**—**Field Descriptions:** Provides screen shots and field definitions for the Pegasys Purchasing and Accounts Payable subsystem pages.

- **Appendix B**—**Direct Pay Checklist:** Provides a checklist for the creation and processing of Direct Payment forms and documents.

- **Appendix C**—**Document Types**: Provides a listing and definition for all relevant Subsystem Document Types, as well as guidelines for using them.

- **Appendix D**—**Transaction Relationships:** Provides a listing of the Transaction Relationships used by relevant subsystems.

- **Appendix E**—**Transaction Types:** Provides a listing of the Transaction Types used by the relevant subsystems.

- **Appendix F**—**External Procurements:** Provides a detailed listing of the types of procurement activities that will occur outside of the relevant financial subsystems.

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 1-1: Purchasing Document Window displays a typical window in Pegasys.

Figure 1-1   Purchasing 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 following table describes the window elements shown in *Figure 1-1: Purchasing Document Window*.

Figure 1-2   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.	Click 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. For example, in Figure 1-1: Purchasing Document Window, Accounting Line 1 is the current page of the Accounting Lines.	Click the tab to access the desired page.
Action buttons	Controls changes made to the entire window. For example, the Process button in Figure 1-1: Purchasing Document Window processes a form.	Click desired button.
Check box	If checked, indicates the field is true.	Click to check. If already checked, click to uncheck.

Figure 1-3: Action Button Bar illustrates Pegasys Action buttons.

Figure 1-3   Action Button Bar
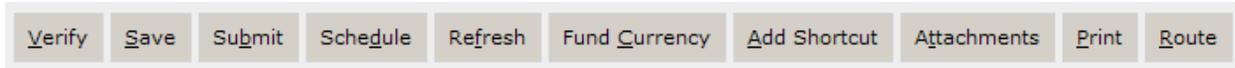
All Pegasys forms display a set of action buttons at the bottom of the form window. Figure 1-4: Action Button Bar Field Descriptions describes the common Action buttons.

Figure 1-4   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.	
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.	
Submit	Performs Verify functions. Updates the general ledger and relevant budgets, plans, and projects (based on the accounting implications of the form being processed).	
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.	
Fund Currency	Views the form/document in fund currency.	GSA currently not using.
Add Shortcut	Adds the form/document as a shortcut.	
Attachment s	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.	
Print	Enables the form to be printed.	
Route	Enables the form/document to be routed to another user or group of users.	

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

Figure 1-5: Header Accounting Lines Window displays typical data fields in the Purchasing Subsystem.

Figure 1-5   Accounting Lines Window

Figure 1-6: Header Accounting Lines Window Field Descriptions provides a description of the terms introduced in the Accounting Lines Window displayed in Figure 1-5: Accounting Lines Window.

Figure 1-6   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 Figure 1-5: Accounting Lines Window 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.
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.

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

Figure 1-7: General Terminology and Conventions describes general terminology and conventions used throughout the User's Guide.

Figure 1-7   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.
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.
Click	Use the left mouse button to select a button 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 Internet Explorer or Netscape Navigator 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 (lowercase not to exceed 30 characters) from the Pegasys Security Administrator through a request. The User ID and password determine 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 alphanumeric.

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.

2.1.5   How do I set my Security Questions and Answers?

In order to use the "Forgot your password?" link, your security questions and answers must be set up. To set up your security questions and answers, navigate to the Preferences Menu and click on the Security Question and Answer Page tab. Enter your current password and select a question from the Questions drop down box. Enter your answer for the question in the Answer text box.

Figure 2-1 Security Question and Answer Page
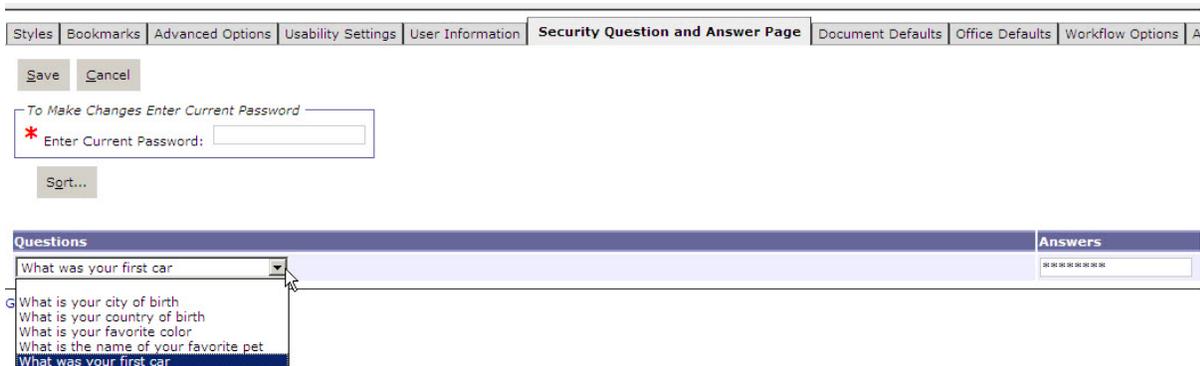
2.1.6 What do I do when I forget my Password or I fail to change my temporary password?

If you have forgotten your password please click the "Forgot your password?" link on the Pegasys homepage. After setting your security questions and answers in the Preferences menu, once you click 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.

Figure 2-2 Sign In

2.1.7 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). After logging in, the user id is displayed in the top right hand corner and is present on every page. This is particularly useful for users who have multiple user ids.

Notes

1. Open your web browser and enter the designated URL address.

   The Pegasys Sign In page will be displayed.

2. 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.*

| User ID: | |
| Password: | |

Sign In

Forgot your password?

4.   Click the **Sign In** button.

The Pegasys Homepage will be displayed.

5.   If Pegasys finds an existing session logged in for your User ID, then
click the **Continue** button to login.

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

2.1.8   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.

Notes

1.   In the **Link Strip**, click the Sign Out hyperlink.
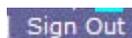
Sign Out

The Pegasys Sign Out page will be displayed.

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

2.1.9   How do I change my Pegasys Password?

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

Notes

1.   In the Link Strip, click the **Preferences** hyperlink.

The user preferences tabs will be displayed.

Preferences

2.   Select the User Information tab.

The User Information tab will be displayed.
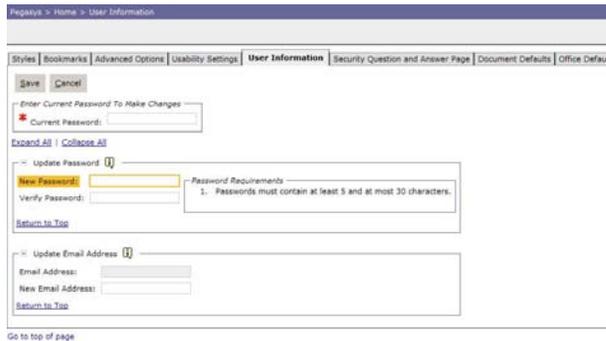
3. Type the initial password in the Current Password field.

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

   Note*: Passwords can be alphanumeric and must be at least eight 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. Click the **Save** button to change your password.

   Note: *A system message will state that the password change succeeded.*
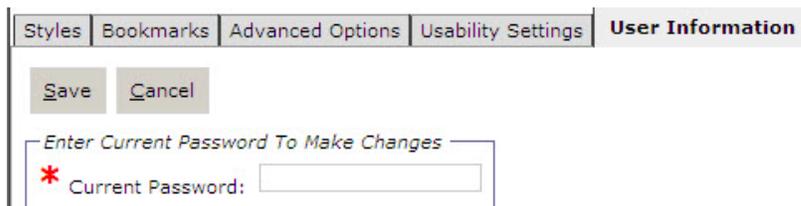
2.2   What Elements do I see on the Pegasys Homepage?

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 successfully log in time, the number of login attempts since the user's last successfully 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 2-3: **Pegasys*** Homepage displays the Pegasys homepage.

Figure 2-3 Pegasys Homepage
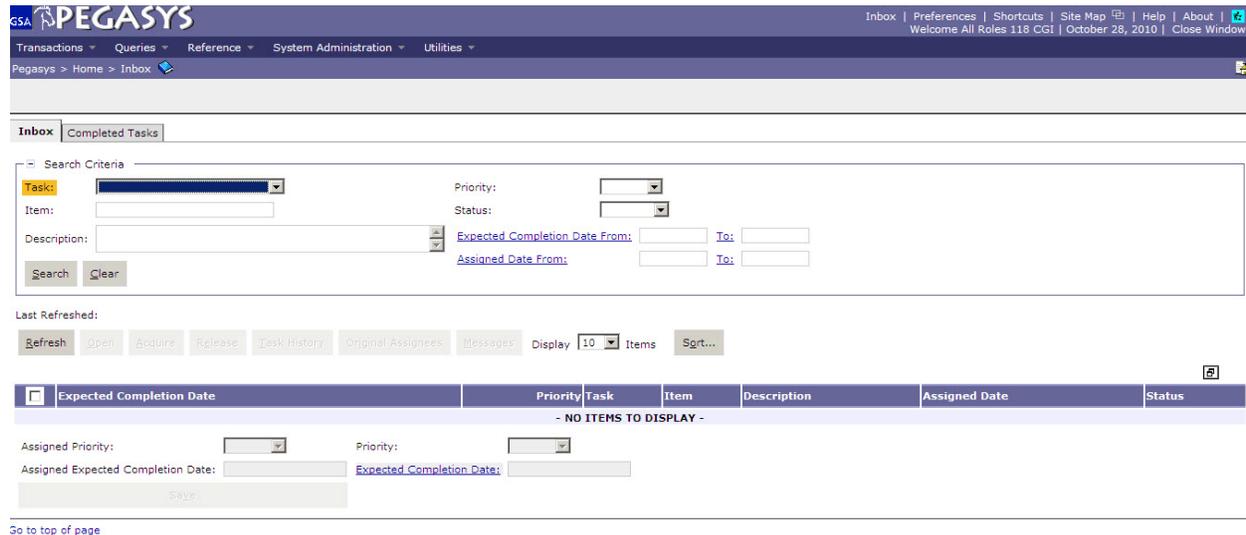
2.3   What Elements do I see on Pegasys pages?

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 clicking 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.

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.

System messages may be [icon] informational, [icon] warning, or [icon] 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 successfully before users submit them for approval or processing. Pegasys provides a clickable message functionality that enables the user to click on 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.

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, if it exists, the commodity information of all the lines on the form or document at the same time. There are two ways to view summary lines. The first way is by selecting either the Header Accounting Lines tab or the Itemized Lines tab on a transaction. From those tabs, users may highlight a specific line, and click either the Header Accounting Lines or Itemized Lines hyperlink to view line 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 click on a column heading and drag it to a preferred location as well as expand or contract a column width. *Figure 2-4 Summary Tab* displays the Summary Tab.

Figure 2-4 Summary Tab
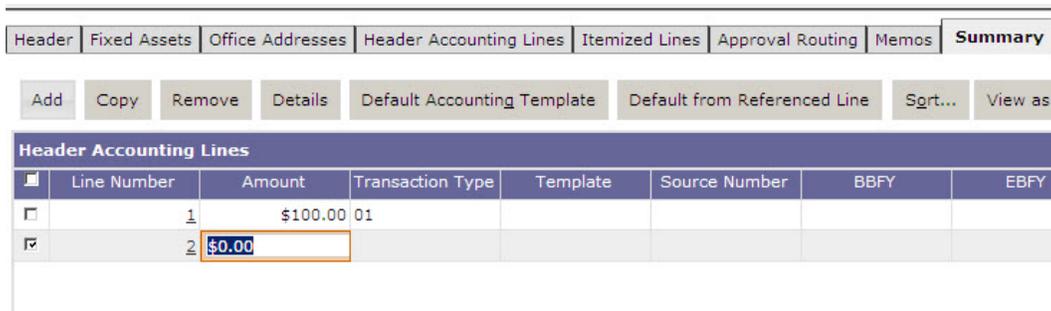
The following steps describe how to use the Summary tab. These steps refer to header accounting lines but the same steps can be used for the Item Lines section on the Summary tab.

Notes

1. To add a new line, click the **Add** button. *A new line will be displayed.*

2. To add information to the new line, click inside the cell and type in the information.
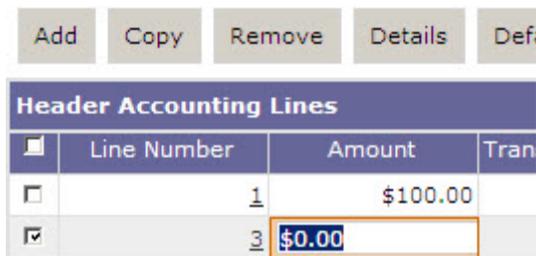
3. To default an accounting template, enter an accounting template in the Template cell, and click the **Default Accounting Template** button.

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

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

6. To copy an existing line, select the desired line and click the **Copy** button. *A new line will be created.*

7. To remove an existing line, select the desired line and click the **Remove** button.

8. To see the header accounting line for a specific line, select the line, and click the **Details** button. *The header accounting line will be displayed.*

9. To sort accounting lines, click the **Sort** button. Choose the Sort criteria and click **OK**.
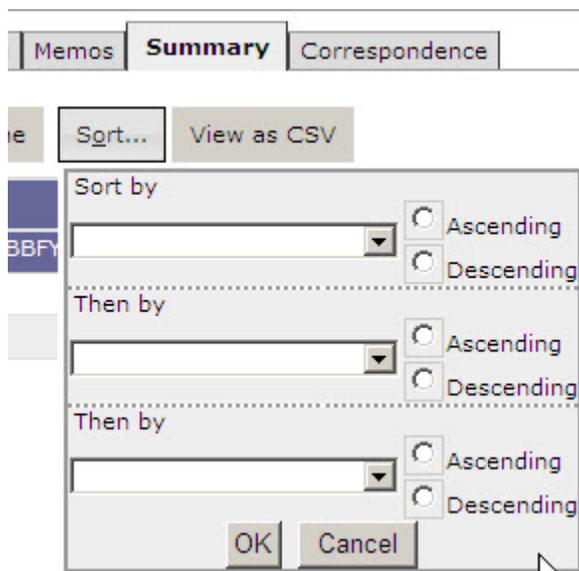
10. To view the accounting lines as a CSV, click the **View as CSV** button.

11. To move a column heading, click on a column heading and drag it to the desired location.

12. To expand or contract the column width, click on the vertical line before or after the column heading and drag outwards to increase the width or drag inwards to decrease the width size.
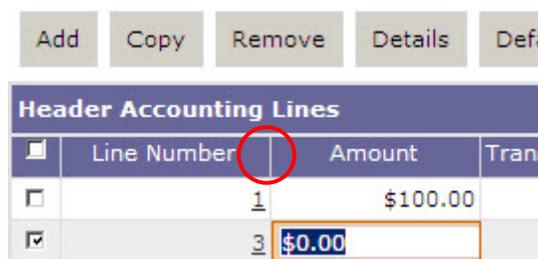
2.3.4   How do I know when a Field is required?

Required fields are indicated by a red asterisk (*). Pegasys returns a hard error at the top of the page if a required field isn't 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 clicking 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.

2.3.6   What are the Common Icons?

Inbox icons are also found on many other tables, forms/documents, and queries throughout Pegasys:

    ☑ - Clicking the **Checkbox** icon on column headings selects all records; on a line it selects only that record

    🛈 - Clicking the **Bubble Help** icon displays topic information

    ⧉ - Clicking the **Toggle** icon maximizes or minimizes the search results area on the page.

Go to top of page - Clicking the Go to top of page link takes user to the top of the current page.

    ✉ - Clicking the envelope icon will generate a new email containing a link to the current transaction or entity

    🏠 - Clicking the Start Page icon will save the current page as the first page a user will see when logging into Pegasys.

2.3.7   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. 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 click the hyperlink to bring up a calendar of days, from which he or she may select the date. Upon selection this date is populated in the corresponding reference field.

2.3.8   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, if the web browser Back button is clicked, then the following message will appear: "You are about to end your session. Click to logout or return to the current page." At this point, the user would click to return to the current page if he or she 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 his or her 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 is defined as staying on the same HTML page. For instance, if it takes the user longer than 15 minutes to enter information on a funding line, then he or she will be timed out. If however it takes less than 15 minutes to enter the line information, and the user moves on to enter information on another funding line, then the 15 minute clock is reset.

If a user has multiple windows open in the same session, then he or she only needs to be active on 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, clicking the 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 click 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.

Notes

1.   Create a new form.

   The Header page of a new form will be displayed.
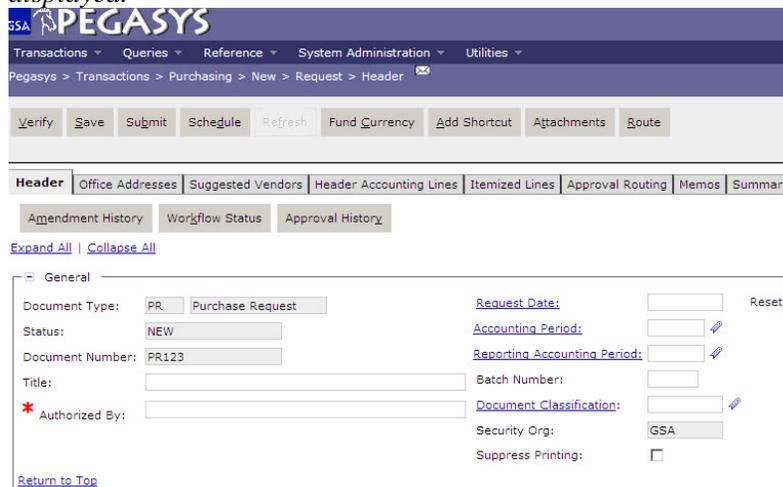
2.   Find a reference field with a hyperlink (e.g. a blue underlined field). One example is the **Vendor Code** in the **Vendor Info** section on the **Header** page.

Notes

3.   Click the **Favorites** icon ✎ next to the reference field.

The Favorites look-up box will be displayed.

4.   **To add a favorite**, click the **Search…** hyperlink in the Favorites look-up box.

The reference data search page will be displayed.

5.   Enter the search criteria, and click on the **Search** button.

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

The search results will be displayed in the bottom portion of the page.

6.   For the desired reference data record, click the **Favorites** icon ✎.

7.   Click the **Cancel** button.

You are returned to the form page where you left off.

8.   To select a favorite, click 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.

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Notes

9.   From the list of **favorites**, click the desired reference data record.

The reference data information will be populated in the corresponding data entry fields.

10.   To delete a favorite, click the **Favorites** icon 🖉 next to 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.   Click 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.   Click 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.

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 clicking on it. Users can also choose the speed at which the menu item displays. Both of these settings can be found by clicking 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 2-2: Pegasys Menu Bar* displays the Pegasys menu bar found on the Homepage.

Figure 2-5 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.

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- **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.

- **Utilities**—Provides access for users to create reports and setup, monitor, and execute batch jobs. Security rights determine which utilities users can access.

- **Bookmarks**—A customizable pull-down menu that includes user-specified links to frequently-used Pegasys queries and reference tables without having to navigate through the other menus in the Menu Bar.

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 clicking on the book icon found at the end of the Breadcrumbs Track. The following steps describe how to create, access, and organize Bookmarks.

Notes

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. Click the **book** **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 added to 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.

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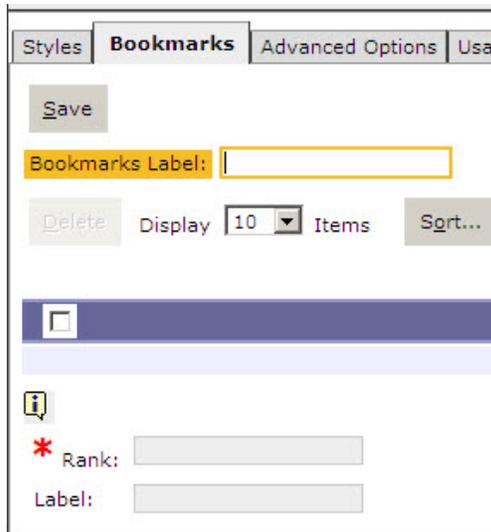
Note: *The Bookmarks tab can also be accessed from Preferences hyperlink in the Link Strip.*

5. **To change the Bookmarks menu name**, enter a new name in the **Bookmarks Label**. Click 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. Click the **Save** button.

    System message will state that the action was successful.

7. From the menu bar, click 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. Click the **Delete** button. Then click the **Save** button.

    The bookmark is deleted.

2.6.2   How are Submenu Options displayed in Pegasys?

If the symbol " ▸ " will be displayed after a menu option, then a submenu exists for that option. To view the submenu, click the menu option. As mentioned in Section 2.6, users can choose to expand menu or sub menu items by either hovering over the menu or by clicking on it. Users can also choose the speed at which the menu item displays. Both of these settings can be found by clicking on the Preferences link in

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the top right corner and then selecting the Usability Settings tab. The following steps describe how to set your menu item options.

Notes

1. Click on the **Preferences** link in the top right hand corner.

2. Click the "Usability Settings" tab.

3. In the Navigation Menu group box, the Require Click to Show/Hide Menus and the Require Click to Show/Hid Submenus checkboxes will default to checked. To change the setting so that you can hover over the menu item instead of clicking on the menu item, uncheck these two checkboxes.
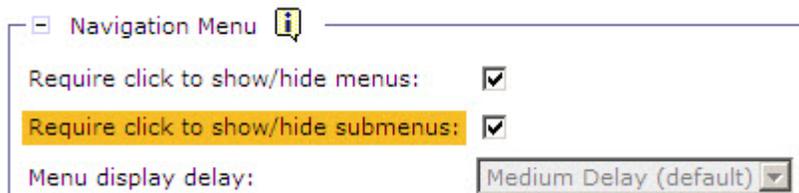
4. The Menu display delay dropdown box will default to Medium speed. To change the speed, choose your desired speed from the options in the Menu display delay drop down box.

5. Click **Save** to save your changes.

2.6.3   What are the Transactions Menu Options and their Descriptions?

Figure 2-6 Transaction Menu Option Descriptions describes the options available from the **Transactions** menu.

Figure 2-6 Transaction Menu Option Descriptions

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.

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Option	Description
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.

2.6.4   What are the Queries Menu Options and their Descriptions?

Figure 2-7 Query Menu Option Descriptions describes the options available from the **Queries** menu.

Figure 2-7 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.

2.6.5   What are the Reference Menu Options and their Descriptions?

Figure 2-8 Reference Menu Option Descriptions describes the options available from the **Reference** menu.

Figure 2-8 Reference Menu Option Descriptions

Option	Description

Option	Description
Accounts Payable	Provides access to the Accounts Payable reference data.
Accounts Receivable	Provides access to Automated 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.

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

Figure 2-9 System Administration Menu Option Description describes the options available from the
System Administration menu.

Figure 2-9 System Administration Menu Option Description

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.
Reference	Provides access to referential integrity and problem definitions.
Security	Provides access to Pegasys' security setup.
Workflow	Provides access to standard workflow process information.

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2.6.7   What are the Utilities Menu Options and their Descriptions?

Figure 2-10 Utilities Menu Option Descriptions describes the options available from the **Utilities** menu.

Figure 2-10 Utilities Menu Option 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.

2.6.8   What are the Reports Menu Options and their Descriptions?

Figure 2-11 Reports Menu Option Descriptions describes the options available from the **Reports** menu.

Figure 2-11 Reports Menu Option 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.

2.6.9   What are the Batch Execution Options and their Descriptions?

Figure 2-12 Batch Execution Menu Option Descriptions describes the options available on the **Batch Execution** menu.

Figure 2-12 Batch Execution Menu Option Descriptions

Option	Definition
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 static hyperlinks the Inbox, user preferences, informational, and navigational pages. *Figure 2-13 Pegasys Link Strip* displays the Pegasys Link Strip found on the homepage.

Figure 2-13 Pegasys Link Strip

Inbox | Preferences | Shortcuts | Site Map ⊞ | Help | About |
Welcome All Roles 118 CGI | October 28, 2010 | Sign Out
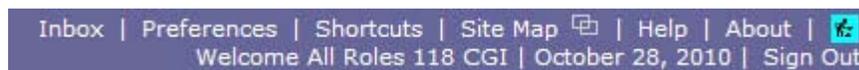
The Link Strip contains the following hyperlinks:

- **Inbox—**Returns users to their Inbox.

- **Preferences—**Allows users to customize their desktop by setting styles, bookmarks, user defaults, and advanced options. It also allows users to change their passwords.

- **Shortcuts**—Allows users direct access to forms and documents.

- **Site Map**—Provides an alternative way to view menus and their contents.

- **New Window icon** ⊡—Allows users to open a new window in the same Pegasys session.

- **Sign Out**—Allows users to exit Pegasys.

- **Help**—Allows users to access Pegasys on-line help topics.

- **About**—The About link pops up a window with technical and legal information about this version of Pegasys.

2.7.1   What User Settings may I change in Preferences?

The **Preferences** link allows users to set Pegasys styles, bookmarks, advanced options, and document and office defaults. It also allows users to change their passwords.

- **Styles**: The display options used by Pegasys:

  - The *Themes* section allows users to change Pegasys' appearance according to two pre-defined themes. Pegasys 6.5.0 offers both the Default and Simple theme. The system defaults the Default theme as seen in *Figure 2-14 Styles Tab*.

Figure 2-14 Styles Tab
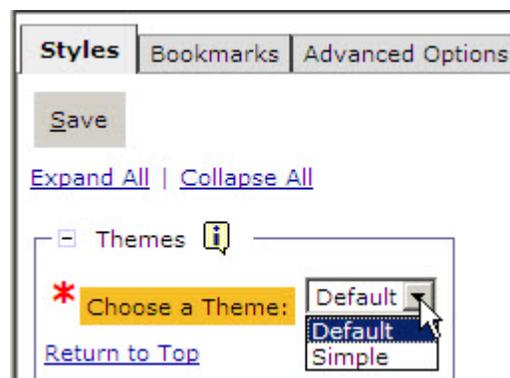
To choose the Simple theme, choose Simple from the **Choose a Theme** drop down box. Click the **Save** button. Refer to *Figure 2-15 Simple Theme* below to see a screenshot of the new Simple theme.

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Figure 2-15 Simple Theme

- ▸ The *Help* section allows users to choose whether Information Help will be displayed throughout Pegasys.

- **Bookmarks:** Bookmarks allow for easy access to a user's favorite new form creation pages, queries and reference data tables. On this tab, users can organize in what order their established bookmarks are listed in the Bookmarks menu in the menu bar, re-name a bookmark, or delete any bookmark. A bookmark is added to the list by clicking the book icon at the end of the Breadcrumbs Track when accessing a query or reference data search page in Pegasys. Please see 2.6.1: How Can I Create and Organize Bookmarks?

- **Advanced Options**:

  - ▸ *Enable Offline Email Notification*: This option enables the GSOFFLINE batch job to send out email notifications to the user once the batch job is complete. When email notification is on, the last user to modify a document receives an email from GSOFFLINE stating the process status of the document.

  - ▸ *Search Limit*: This option allows users to specify the maximum number of records to be returned when searching. For example, if the user specifies 90 for a search limit and initiates a vendor search that generates a list of 200 records, Pegasys will ask the user to narrow the search criteria. Lowering the search limit speeds up searching, while increasing the search limit returns more records.

- **Usability Settings:** On this tab, users can change their options for automatic tabbing, expanded sections and an alternate start page as well as indicating whether or not they are expert users. Users can also choose the way the menu and sub menu items are displayed, the speed at which menu and submenu items are displayed, and reset the Start Page.

- **User Information:** On this tab, user can update their password. To make changes, the user must enter their current password.

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- **Security Question and Answer Page**: On this tab, users can choose security questions and fill in the appropriate answers. To make changes, the user must enter their current password.

- **Document Defaults**: Allows users to set defaults for the Vendor, Accounting Template, and Currency to be used when forms are created. Establishing a default value here results in that value automatically populating applicable areas in forms. For example, if the value the user specifies for the Vendor Code is "ABC" for the GP document type, when the user creates a new GP form, the Vendor Code field will be populated with "ABC".

- **Office Defaults**: The Office Defaults tab works similarly to the Document Defaults tab. It allows users to set default location code values for multiple offices.

- **Workflow Options:** On this tab, users can view their workflow options

- **Availability:** On this tab, users can change their availability status.

2.7.2   How are Document and Office Defaults helpful to Me?

Setting your Document Defaults saves users time and eliminate 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. The following steps describe how to create, access, and organize Document and Office Defaults:

Notes

1.   In the **Link Strip,** click the **Preferences** hyperlink and then select the **Document Defaults** tab.

2.   Click the **Add** button.

The Document Default page will be displayed.
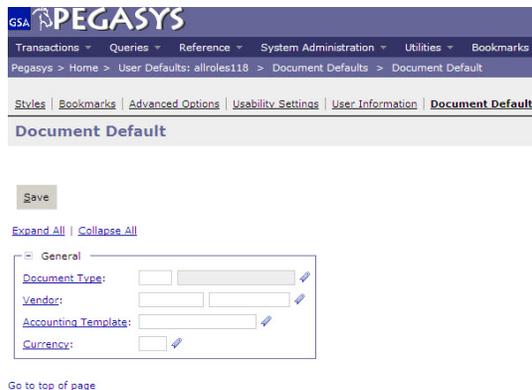
3.   Enter the appropriate information in the **Document Type**, **Vendor**, and **Accounting Template** fields. Type **USD** in the **Currency** field.

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.*

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Notes

4. Click the **Save** button.

   System message will state that the action was successful; the document default was saved.

5. Click 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.

2.7.3   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.

Notes

1. In the **Link Strip,** click the **Preferences** hyperlink and then select the **Availability** tab.

   - Go to step 2 to select alternates individually
   - Go to step 5 to select alternate groups

2. In the **Alternate Assignees/Groups** group box, select the **Alternate Assignee** hyperlink.

3. Click 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. Click the **Select** button to select the User ID, and click the **Save** button.

5. To select an Alternate Group, select the **Alternate Groups** hyperlink.

6. Click 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. Click the **Select** button to select the Code, and click the **Save** button.

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2.7.4   How do I indicate that I am unavailable?

Notes

1. In the **Link Strip,** click the **Preferences** hyperlink and then select the **Availability** tab.

2. In the **Main Participant Details** group box, uncheck the **Available checkbox**.

3. Click the **Supervisor** hyperlink.

4. Search for the User ID, choose the User ID, and click 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. Click the **Save** button.

2.7.5   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:

Notes

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, click the **Save** button.

   Note: *Forms must first be saved successfully before users may add a shortcut to them*

3. Click 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,** click the **Shortcuts** hyperlink in the **Link Strip**.

   The Shortcuts page will be displayed listing all your previously saved shortcuts.

5. Double-click the hyperlink corresponding to your document number.

   The form or document will be displayed in read-only or an editable mode, respectively.

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Notes

6. **To create a new folder** in your list of shortcuts, click the **Shortcuts** link in the **Link Strip**. Then click the folder labeled **Shortcuts**.

   The Shortcuts folder is highlighted.

7. Click the **New Folder** button. In the **Shortcut Detail Information** section, enter a name for your new folder in the **Label** field. Click the **Save** button.

   A new folder is listed within the Shortcuts folder.

8. To **move a shortcut** to a different folder, click once on the hyperlink corresponding to your document number. Then, click the 🗐 **Cut** icon.

   The form or document that has been cut is italicized.

9. Click the **folder** to which you wish to add your shortcut. Then click the 📋 **Paste** icon.

   The form or document has been moved into the selected folder.

10. Click the **Save** button.

11. To **delete a shortcut**, click once on the hyperlink corresponding to your document number. Then click the **Delete** button.

    The form or document is crossed out.

12. Click the **Save** button.

    The form or document is removed.

13. To **delete a folder**, click once on any folder except the Shortcuts folder. Then click the **Delete** button.

    The folder is crossed out.

14. Click the **Save** button.

    The folder is removed.

2.7.6   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.

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

1. In the **Link Strip,** click the **New Window** icon 🗗.

    A new site map window appears onscreen.
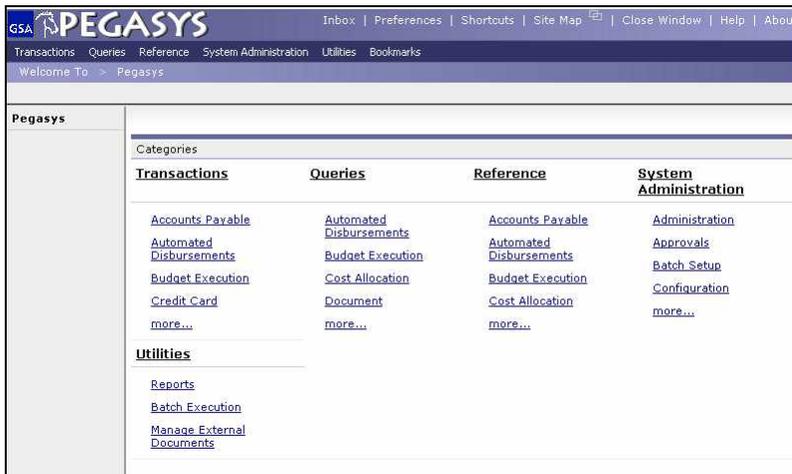
1. To close any additional Pegasys window, click the **Close Window**
    link in the **Link Strip**.

    The new window will close onscreen.

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

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

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

1. In the **Link Strip,** click 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 clicking 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

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hyperlink. Users will click 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 clicking 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 *Chapter 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*: A Lotus Notes e-mail notification will be sent to the Pegasys user advising them of the arrival of a workflow task in their Inbox.*

Notes

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. Click 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.

    Click the **View** button to review the form or document in read-only mode.

5. If the ad-hoc routed item is a form, click 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, click 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?

The following steps describe how to view a completed task from the Inbox.

Notes

1.   View the **Inbox**, then click the **Completed Tasks** tab.

2.   If necessary, enter the appropriate search parameters and click the
     Search button to search for the completed task.

     Information regarding the completed tasks will be displayed.

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.

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, a Lotus Notes e-mail notification will be sent to the Pegasys user advising them of the existence of a new task in their Inbox.

2.10.1   How does Pegasys process Forms?

After a user clicks 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 2.10.1: How do I Open a Workflow Task from my Inbox?*** in this chapter of the Pegasys Purchasing User Guide. After correcting re 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 doesn't 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.

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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 abilty to apply multiple approval levels) will not receive tasks for later approvals on the same transaction.

For a complete discussion of approving a form from the Inbox, please refer to *Chapter 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*: *Approvals Required After Form Correction* below for additional information on how corrections and amendments on form and documents affect approvals.

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, as described in *Section 2.7.3: How do I assign Alternate Assignees and Groups?*. 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, as described in *2.7.4 : How do I indicate that I am unavailable?.* 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.

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1. From the **Reference** menu, select **Employee—Routing Lists** from the menu bar.

Search Routing List

Search Criteria
Code:
Name:

Search

New Open Copy Delete Display 10 ▾ Items Sort...
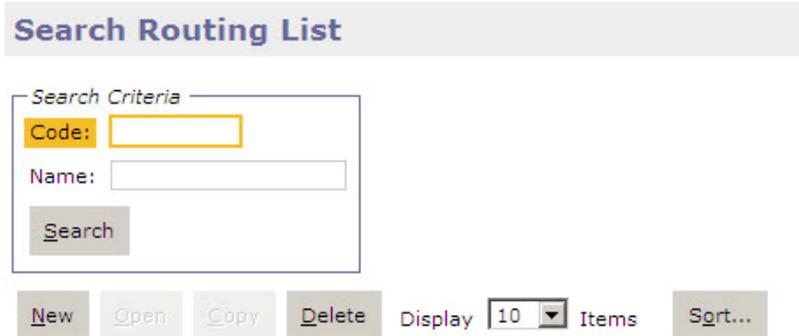
The Search Routing List page will be displayed.

2. Click 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. Click the **Security Org** reference field hyperlink.

The *Search - Security Organization page will be displayed.*

Search Criteria
Code:
Name:

Search Cancel

Display 10 ▾ Items View as CSV Sort...

Code

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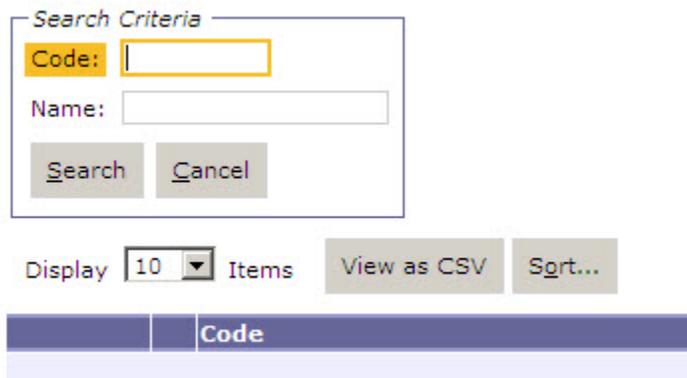
Notes

5. Enter your search criteria in the appropriate fields. Click the **Search** button.

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

   The search results will be displayed in the bottom portion of the page.

6. Highlight the security organization record. Then click 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. Click the **Mail Stop** tab.

   The Mail Stop page will be displayed.

   Click the **Add** button.

   The Add User page will be displayed.

   Enter your search criteria in the appropriate fields. Click the **Search** button.

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

   The search results will be displayed in the bottom portion of the page.

8. Highlight the record for the user to be added to the routing list. Then click 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, click 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.

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

Notes

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

2.   On a new form, click the **Save** button.

   Note: *Forms must first be saved successfully before users may route them to other for review.*

3.   Click 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 field.*

5.   Click 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, click the **Add User/Group** button.

   Note: *The User Search page will be displayed*

7.   Enter your search criteria in the appropriate fields. Click the **Search** button.

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

   The search results will be displayed in the bottom portion of the page.

8.   Highlight the record for the recipient of the form or document. Then click 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, click 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 click the **Previous** button.

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Note: *The form or document will be sent to the recipients in the order listed on the **Mail Stops** tab.*

12. Click 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 clicking the Memos tab on the form or document. The following steps describe how to add or view a memo on a form or document.

Notes

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. Click 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, click the **Add** button.

    A new memo is added to the form; the Subject and Message Text fields become editable.
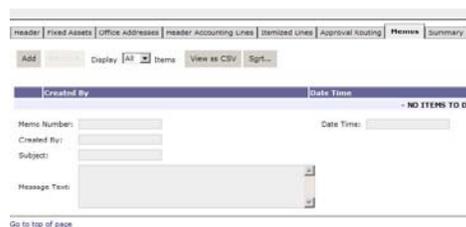
5. Type your memo **Subject**.

    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. Click the **Save** button.

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System message will state that the form was saved successfully.

8. To delete a memo, highlight the memo record and click the **Remove** button.

The memo record will be crossed out.

9. Click the **Save** button.

System message will state that the form was saved successfully; the memo record has been removed.

2.14   What can be printed 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.

To view the reports available through Pegasys and to print various GSA forms and documents, select **Run View Reports** from the **Reports** pull-down menu. Use **Report Status** from the **Reports** pull-down to access a report that was previously generated. Forms will be displayed in a web browser with the option of printing using **Adobe Acrobat**. For a complete discussion of available reports and printing procedures, please refer to *Chapter 11: Standard Purchasing Report*s in the Pegasys Finance User's Guide.

2.14.1   How do I Print and Display Forms using the Reports Menu?

The following steps describe how to print and display purchasing forms using the **Reports** menu in Pegasys. Please refer to *Chapter 11: Standard Purchasing Report* for additional details on printing forms.

Notes

1. From the **Utilities** menu, select **Reports—Run Reports**.

*The **Run Reports** page will be displayed.*

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Run Reports

Select Report

- ⊞ 📁 Banking
- ⊞ 📁 Budget Execution
- ⊞ 📁 Cost Allocation
- ⊞ 📁 Credit Card
- ⊞ 📁 Desktop
- ⊞ 📁 External Reporting
- ⊞ 📁 General Ledger
- ⊞ 📁 General System
- ⊞ 📁 Planning
- ⊞ 📁 Project Cost Accounting
- ⊞ 📁 Purchasing
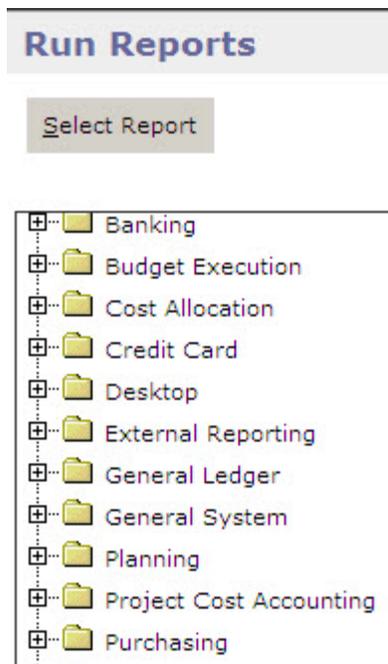
2. Click the **Expand** icon for the **Purchasing** folder to view the available reports.

3. Highlight the desired form.

4. Click the **Select Report** button.

   The report Parameters and Options page will be displayed.

5. In the **Parameters** section, enter the appropriate information.

   *The number and type of fields in the **Parameters** group box may vary depending upon what form or report is being selected from the available reports.*

   Parameter information is case-sensitive.

6. In the **Options** section, select the Saved Output Format.

The user can select HTML and PDF

7. Click the **Run** button.

System message will state that the report has been submitted successfully.

8. From the **Utilities** menu, select **Reports – Report Status.**

The Report Status Maintenance page will be displayed.

9. Select **Purchasing** from the **Report Subsystem** drop-down box.
   In the **Logon ID** field, type your User ID. Enter any additional

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search criteria.

10. Click the **Search** button.

11. Highlight the General System report record. Then click the **Details** button.

12. Highlight the latest execution record. Ensure the **Report Status** is **Complete.** Then click the **Output** button.

The report appears onscreen in the specified report output format.

13. To print the form, click on the **Print** button in Adobe Acrobat.

The form will be sent to the user's default printer.

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3 Direct Payment Invoice

This chapter 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 chapter:

- 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. ***Figure 3-1***: ***Direct Payment Invoice Document*** Types displays the ***Direct Payment Invoice Document*** Types table, which identifies the document type each region should use when entering a direct payment invoice.

Figure 3-1   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
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 $3,000 require three approvals: Direct Pay Approver, Accounting Classification, and Funds Authorization. In addition to these approval types, direct payment invoices greater than $3,000 also require approval from a Finance Direct Pay Approver. Heartland Finance Center users will route direct payment invoices greater than $3,000 to the 6BC.P Direct Pay Approver mail group for Finance approval, and Greater Southwest Finance Center users will route direct payment invoices greater than $3,000 to the 7BC.P 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 $3,000.

3.2.2   What Approvals are needed for Finance Users?

Direct payment invoices entered by Finance personnel that are less than or equal to $100,000 require the approval of a Finance Direct Pay Approver. Direct payment invoices entered that are over $100,000 requires the following approval types Direct Pay Approver, Accounting Classification, Funds Authorization, and Finance Approver Senior. 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 contact 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 certified to authorize payments up to $100,000 on behalf of the government.

Note: *An approver may have the authority to apply <u>one or more</u> 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.

Notes

1. Review the form to ensure it contains required and correct information.

2. On the form, click the **Approval Routing** tab.

    *The **Approval Routing** page will be displayed.*
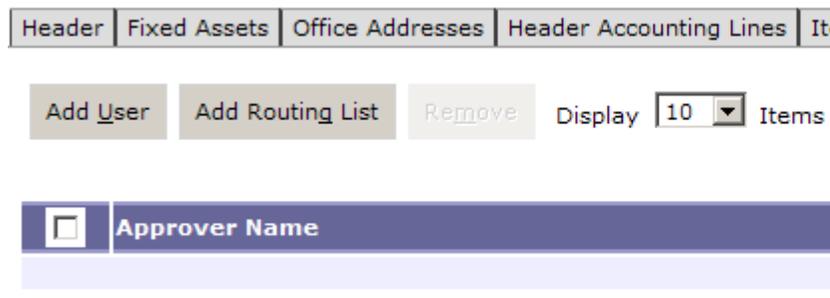
    Note: Since the form's creator has not yet added approvers, none will be listed.

3. To add approvers one by one to the form, click the **Add** button.

    *The **User Search** page will be displayed.*
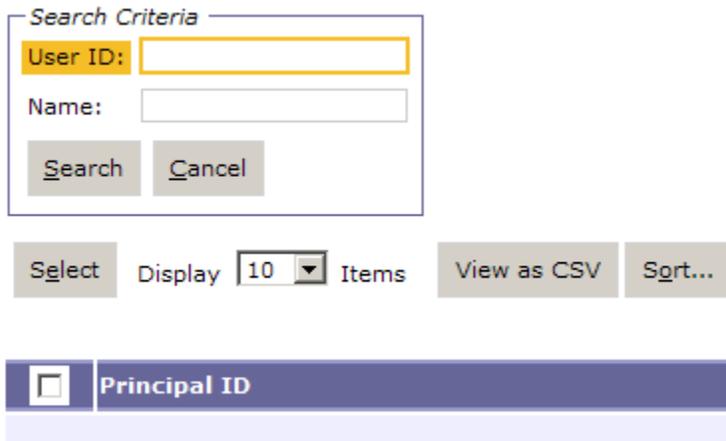
    Note: to add multiple approvers that are stored in a routing list, please view step 6.

4. Enter the **Principal ID or User ID** of the form's approver in the appropriate search fields, and click the **Search** button.

Notes

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 click 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, click the **Add Routing List** button.

*The **Routing List Search** page will be displayed.*
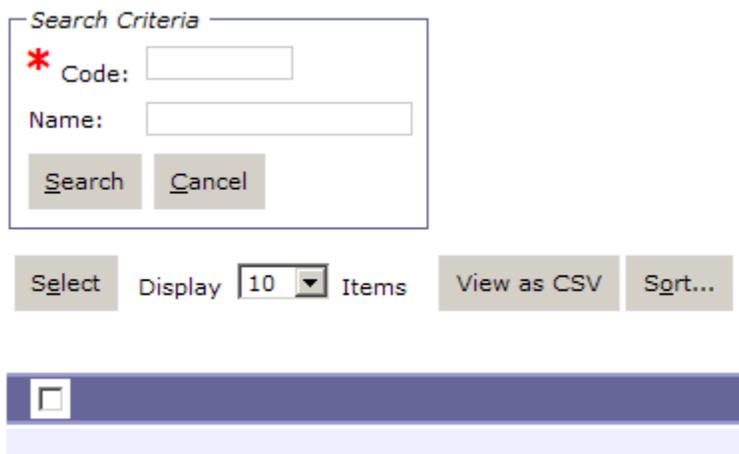
8.   Enter the **Routing List Code** or **Routing List Name** in the appropriate search fields, and click the **Search** button.

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 click the **Select** button.

![CGI Federal logo]

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Notes

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.

Notes

1. Review the form to ensure it contains required and correct information.

2. Click 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 Appendix A: Field Descriptions for a detailed description of all fields on the Direct Payment Invoice form.

Notes

1. Select **Transactions—Purchasing—New—Match Invoice** from the menu bar.

2. Select one of the following document types:

   ▪ **DK**—Finance Direct Pay—Region 6
   ▪ **DW**—Finance Direct Pay—Region 7
   ▪ **DX**—Finance Direct Pay (external clients)
   ▪ **D6** — Direct Pay – Region 6 Under $3000
   ▪ **D7** — Direct Pay – Region 7 Under $3000

3. Click 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*

Notes

*client in the **Document Number** field.*

*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.*
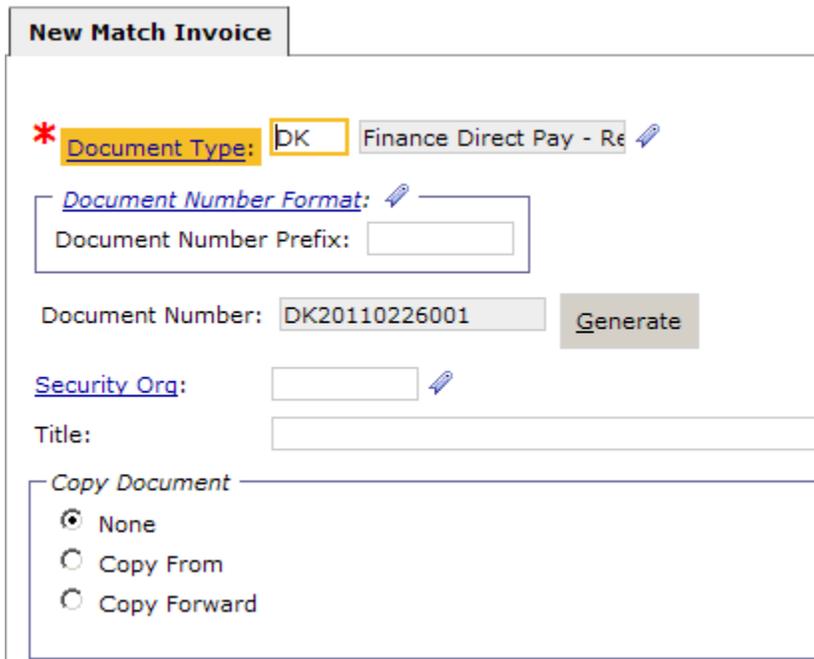
New Match Invoice

* Document Type: DK   Finance Direct Pay - Re

Document Number Format:
Document Number Prefix: [   ]

Document Number: DK20110226001   Generate

Security Org: [   ]

Title: [   ]

Copy Document
- ⦿ None
- ○ Copy From
- ○ Copy Forward

4.   Click the **Finish** button.

*The **Header** page of the Direct Payment Invoice form will be displayed.*

Notes
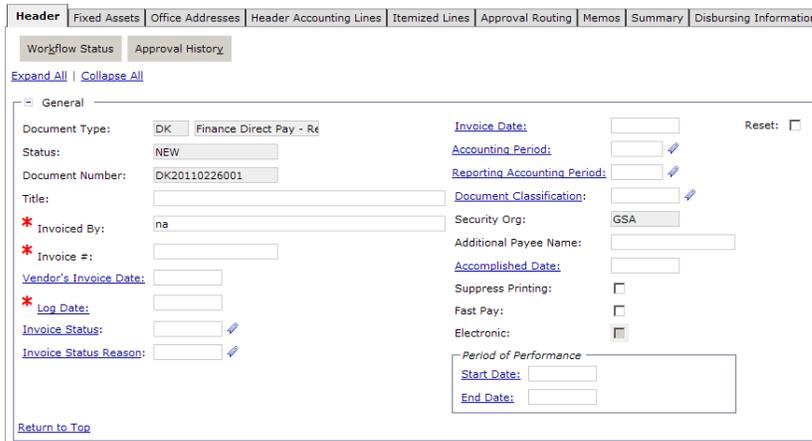
5. Enter your name in the **Requested By** field.

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.

    ▪ Do not use any punctuation (i.e., hyphens or slashes) or spaces
    ▪ Field length cannot exceed 30 characters
    ▪ 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:
      ▸ 10 digit telephone number + 1 digit month code + 1 digit for the last digit of fiscal year
      ▸ For example, Invoice # 4105551212A1 translates to:
        4105551212 = Telephone #

            A = Month of Oct.

            1 = FY2001

Notes

Month Codes:

Oct. **A** Jan. **D** Apr.**G** July **J**

Nov. **B** Feb. **E** May **H** Aug. **K**

Dec. **C** Mar. **F** June **I** Sept. **L**

11. Scroll down to the **Vendor Code** field. Click 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.

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

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

     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.

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

     Note: *Extended description text field allows for a maximum disk*

Notes

*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.*

15. Select the **Header Accounting Lines** tab and click the **Add** button.

16. 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*

17. Scroll down to the **Accounting Dimensions** section to enter the
    accounting strip details.
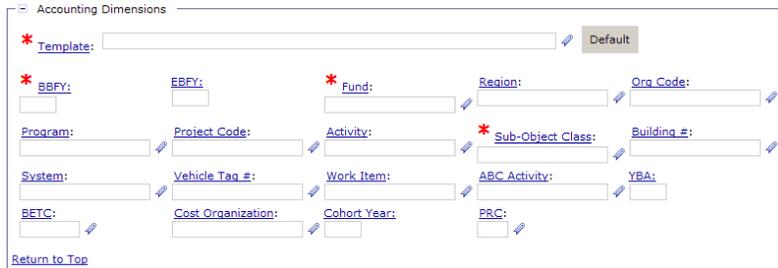
18. Enter the name of the desired accounting template in the **Template**
    field and click the **Default** button to default the related accounting
    dimensions.

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

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

20. Scroll down to the **Payments** section.

21. Enter **FST** in the **Prompt Pay Type** field if the direct payment
    invoice amount is <=$3000, or enter **STD** if the direct payment
    invoice amount is >$3000.

22. Enter the applicable dates in the **Acceptance Date** and **Delivery
    Date** fields. The **Delivery Date** field is required.

    Enter the later of the **Acceptance** or **Delivery Date**.

23. 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.*

24. To add additional lines, click the **Header Accounting Lines** link
    and click the **Add** button then repeating **Steps 16 - 23**.

25. Click the **Verify** button to ensure that the data on the direct payment
    invoice is entered.

26. Correct any errors that are returned.

27. Select the Disbursing Information tab.

    *The **Disbursing Method** field will default after the form is verified or
    processed.*

    <u>***Do not***</u> *manually complete this field.*
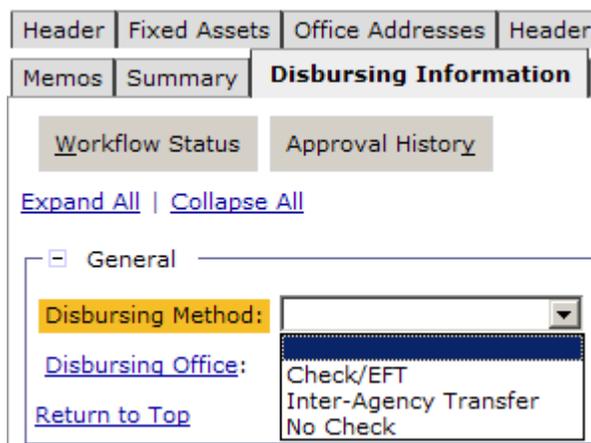
28. Click the **Approval Routing** tab and add the appropriate approvers
    individually or via a routing list.

29. Click the **Verify** button. Correct any errors that are returned.

30. Click the **Submit** button to submit the direct pay invoice for
    approval.

    *Refer to **Appendix B: Finance Direct Pay Checklist** for a copy of*

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the Finance Direct Pay checklist.

31. To approve the direct pay invoice, refer to **Section 3.4.2: How do I
    Apply an Approval in Pegasys?**

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: *Appendix A: Field Descriptions* for screen prints and detailed field descriptions.

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.

Notes

1. Select **Transactions—Reference Data —Vendor—New—Vendor Document**
   from the menu bar.

   *The **New Vendor Document** page will be displayed.*

Notes

2. Enter **VENC**–Vendor Contracting Officer (if you are a Contracting Officer) or **VENF**–Vendor Finance (if you are a Finance Center employee).

    Note: *Please refer to **Appendix C: Document Types** detailed information on the Document Types and how to select them.*

3. Click the **Generate** button.

    *Pegasys automatically generates a unique document number in the **Document Number** field.*

    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. Click the **Finish** button.

    *The **Vendor Form** page opens with the Header page displayed.*

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Notes
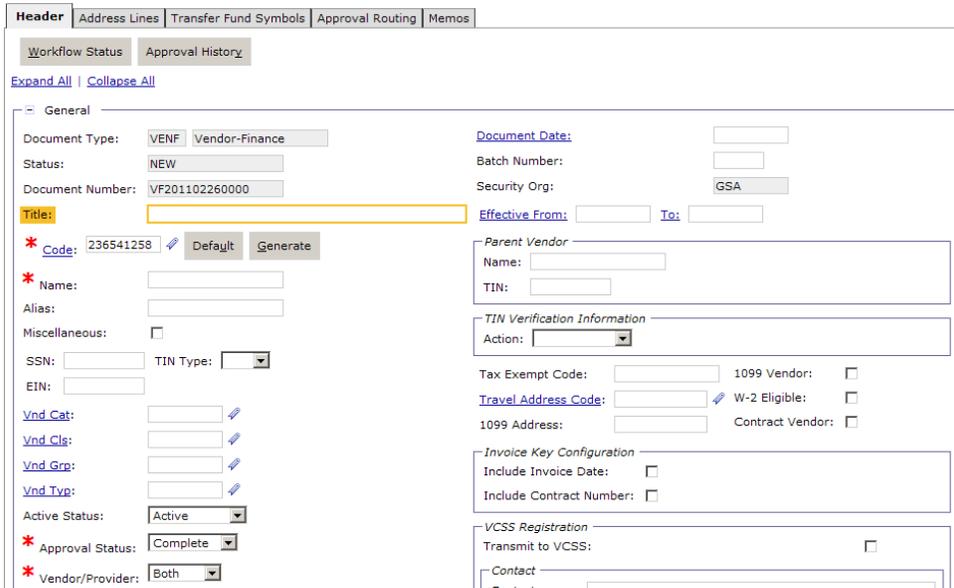
6. The **Code** field displays the value that was entered on the **New Vendor Document** screen.

   *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, click the **Vnd Cat** hyperlink then the **Search** button. Select the appropriate category.

9. For the **Vnd Typ—Vendor Type** field, click 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.

13. Note the **1099** field defaults to unchecked.

    *Unless the vendor is a state or federal government entity, check the **1099** check box.*

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Notes

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.*

14. Select the **Address Lines** tab.

    The Address Lines page will be displayed.

15. Click the **Add/Change** button.

16. Enter a unique address code for this address record in the **Address Code** field then click the **Next** button.

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

17. Complete the following required fields for the vendor:

    ▪ DUNS Number
    ▪ DUNS + 4
    ▪ Name

18. Enter **Vnd Cat** type (if 1099 box on **Header** page was checked).

19. 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.

20. 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.

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

    The Payment Information section.

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Notes
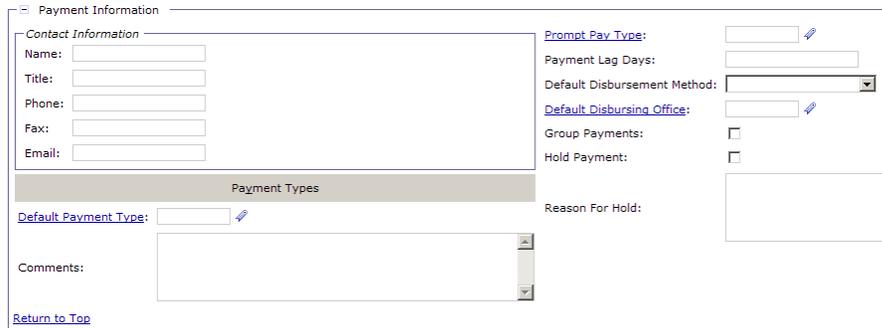
22. Enter the **Default Payment Type**.

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

23. Click the **Payment Types** hyperlink.

   *The **Search – Prompt Pay Type** page will be displayed.*

24. Enter the appropriate search criteria and click the **Search** button.

   The matching search results will appear.

25. Select the appropriate type of payment (Check or EFT) and click the **Select** button.

26. Click 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.

27. Click the **Verify** button.

   *Any errors will be displayed. Correct the errors and click the **Verify** button again.*

28. Click 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.

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.

Notes

1. Select **Transactions—Vendor—New—Vendor Document** to access the **New Vendor Document** screen.

   *The **New Vendor Document** form screen will be displayed.*

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Notes
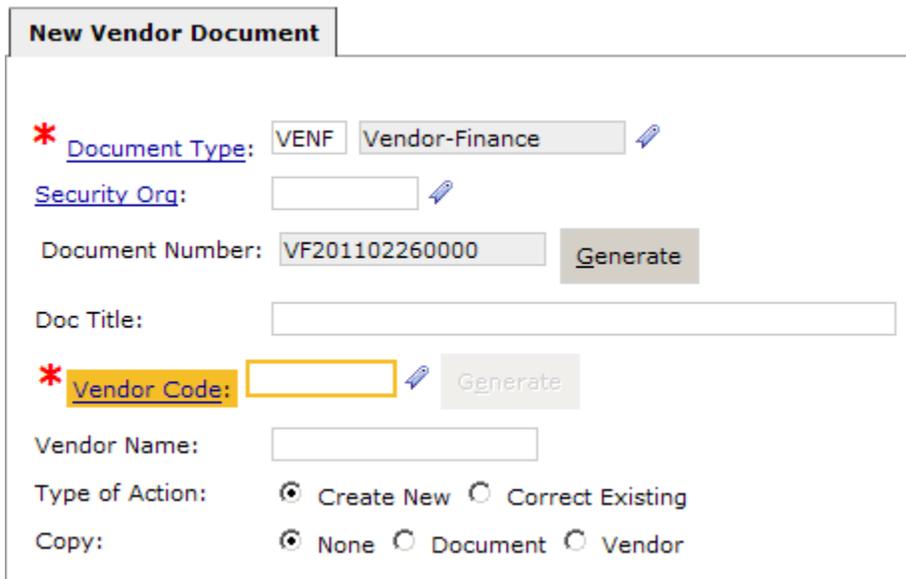
New Vendor Document

* Document Type: | VENF | Vendor-Finance

Security Org: | [   ]

Document Number: | VF201102260000 | Generate

Doc Title: | [   ]

* Vendor Code: | [   ] | Generate

Vendor Name: | [   ]

Type of Action: ⦿ Create New   ○ Correct Existing

Copy: ⦿ None   ○ Document   ○ Vendor

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

   Note: *Please refer to **Appendix C: Document Types** detailed information on the Document Types and how to select them.*

3. Click the **Generate** button.

   *Pegasys automatically generates a unique document number in the **Document Number** field.*

   *Reminder: 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. Click the **Finish** button.

   *The **Header** page of the Vendor form will be displayed.*

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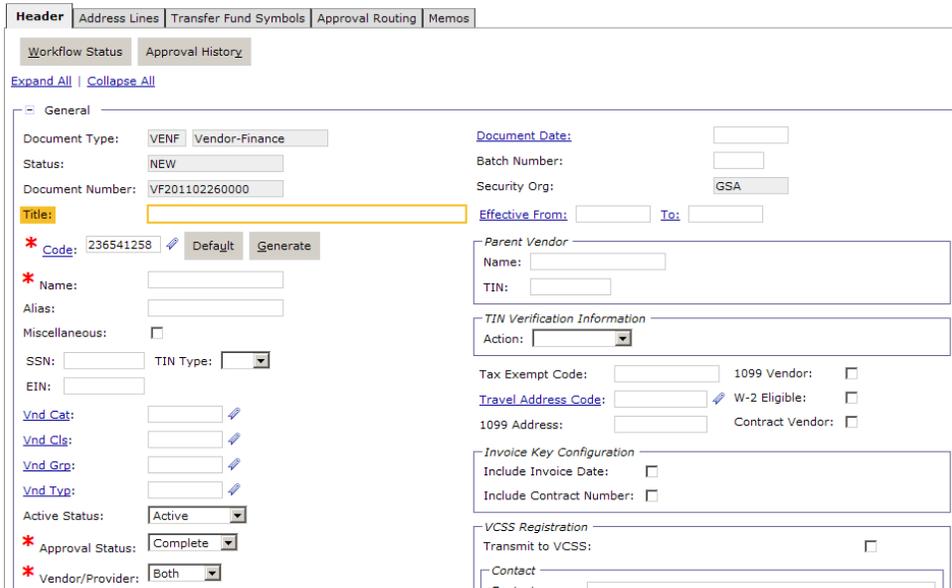
Note: *Do not change the information displayed on the Header page unless an update needs to be made.*

7. Select the **Address Lines** tab.

8. Select the address line to change and click 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.

    - Name
    - Address
    - City
    - State
    - 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.

    *Click the **Vnd Type** field to select valid Vnd Type.*

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Notes

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**.

16. If **Use for Payments** is checked, go to the **Payment Information** section.
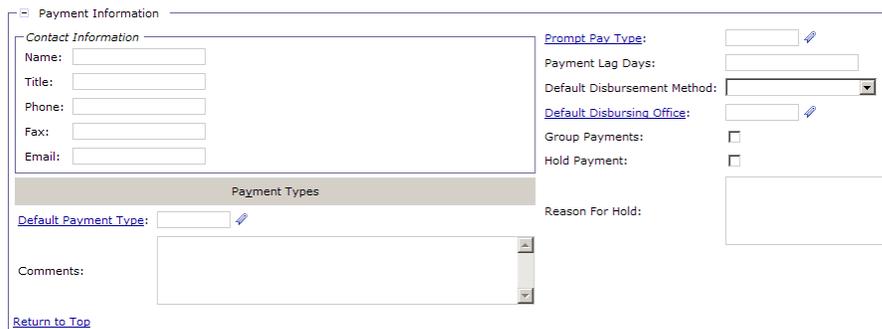
17. Enter the **Default Payment** in the **Default Payment Type**.

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

18. Click 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.

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Notes

```
┌─ Bank Information ──────────────────────────────────────────────────┐
│                                                                     │
│  ┌─ Bank Information ──────────┐   ┌─ Intermediary Bank Account Information ─┐
│  │ Exempt From Storing          │   │ Disburse Through Intermediary Bank: ☐  │
│  │ Banking Information:    ☐    │   │ Payee Name:            [_____]       │
│  │                              │   │                                        │
│  │ Bank ABA/BIC: ✎              │   │  ┌─ Bank ABA/BIC: ✎ ─────────────────┐ │
│  │   Bank ABA/BIC:  [_____]  │   │  │ Bank ABA/BIC:    [_____]         │ │
│  │   ABA Bank Number: [____]    │   │  │ ABA Bank Number: [____]             │ │
│  │   Name:          [_____]  │   │  │ Name:            [_____]         │ │
│  │   SWIFT/BIC:     [_____]  │   │  │ SWIFT/BIC:       [_____]         │ │
│  │                              │   │                                        │
│  │  ┌─ Account Information ───┐  │   │  ┌─ Account Information ──────────────┐ │
│  │  │ Bank Account Type: [▼]  │  │   │  │ Account Type:    [▼]                │ │
│  │  │ Payee Account Type: []  │  │   │  │ Account Name:    [_____]         │ │
│  │  │ Bank Account Number/     │  │   │  │ Account Number/IBAN: [_____]     │ │
│  │  │   IBAN:        [_____]│  │   │                                        │
│  │  │ Lock Box Number:[_____]│ │                                           │
│  │  │ EFT Waiver:      ☐       │  │                                           │
│  └──────────────────────────────┘                                           │
│                                                                     │
│  ACH US Phone Num:      [_____]                                  │
│  ACH Non-US Phone Num:  [_____]                                  │
│  ACH Fax Number:        [_____]                                  │
│  ACH Email:             [_____]                                  │
│  CCRC Bank Error:       ☐                                           │
│  CCRC Bank Error Date:  [_____]                                  │
│  Return to Top                                                      │
└─────────────────────────────────────────────────────────────────────┘
```

20. In the **Payment Information** section, click 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. Click the **Verify** button.

    Any error(s) will be displayed. Correct the errors and click the Verify button again.

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

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.

Notes

1. Select **Transactions—Vendor—New—Vendor Document** to access the **New Vendor Document** screen.

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*The **New Vendor Document** form screen will be displayed.*

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

   Note: *Please refer to **Appendix C: Document Types** detailed information on the Document Types and how to select them.*

3. Click the **Generate** button.

   *Pegasys automatically generates a unique document number in the **Document Number** field.*

   Reminder: *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. Click the **Finish** button.

Notes
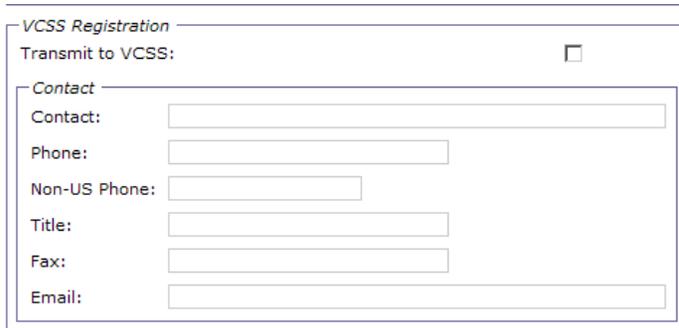
*The **Header** page of the Vendor form will be displayed.*

6. In the **VCSS Registration** box, click the Transmit to **VCSS box** and complete and known information in the **Contact** section.

7. Select the **Address Lines** tab.

8. Select the address line to change and click 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** box, click the Transmit to **VCSS box**.
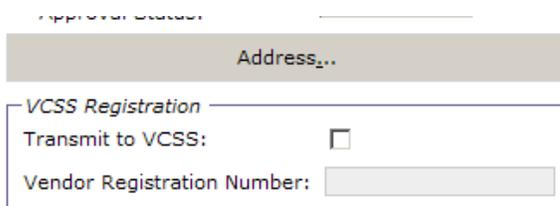
12 Select the **Contacts** tab and click the **Add** button.

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

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Notes
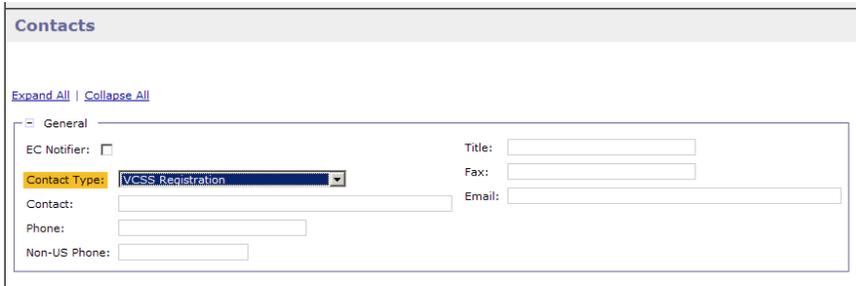
14 Click the **Verify** button.
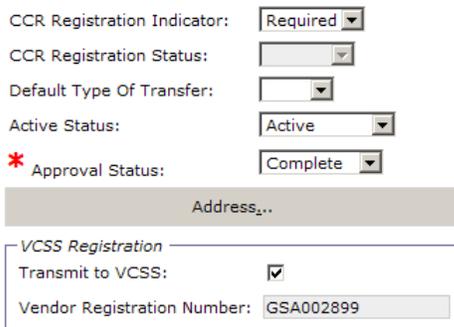
15 Return to the **Address Lines** tab, notice the Vendor Registration Number now appears.

16 Click the **Submit** button.

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4 Invoice Documents

This chapter 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 chapter.

- 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 $3,000, 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.*

Figure 4-1: GSA Matching Models provides the document types that will be used for the different types of matching models.

Figure 4-1   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
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 type starting with * = Service Indicator*
- *Doc types ending K, C, or 6 = Kansas City Finance Center*
- *Doc types ending in W, F, or 7 = Fort Worth FinanceCenter*

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.

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- 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 4-2   Header Accounting Line Match Example
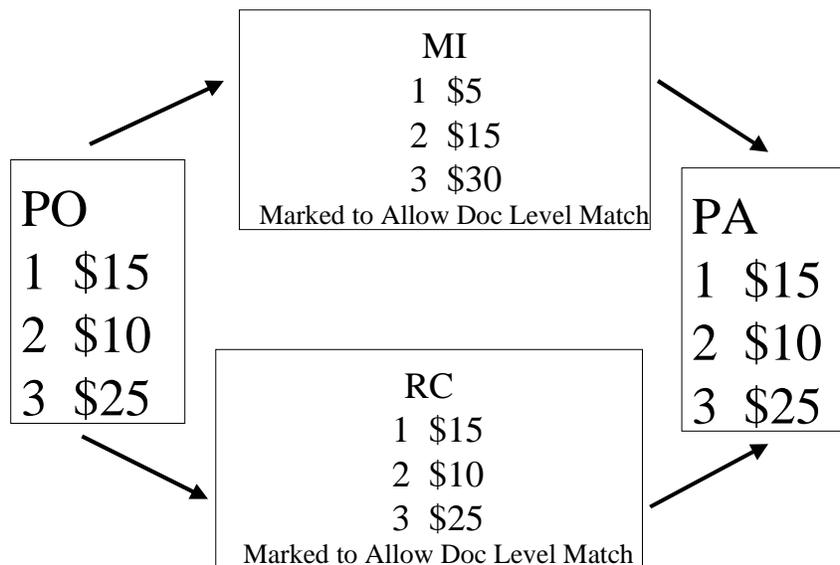
Pegasys also uses the following criteria to match invoices to receipts:

- 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 4-3   Matching Process
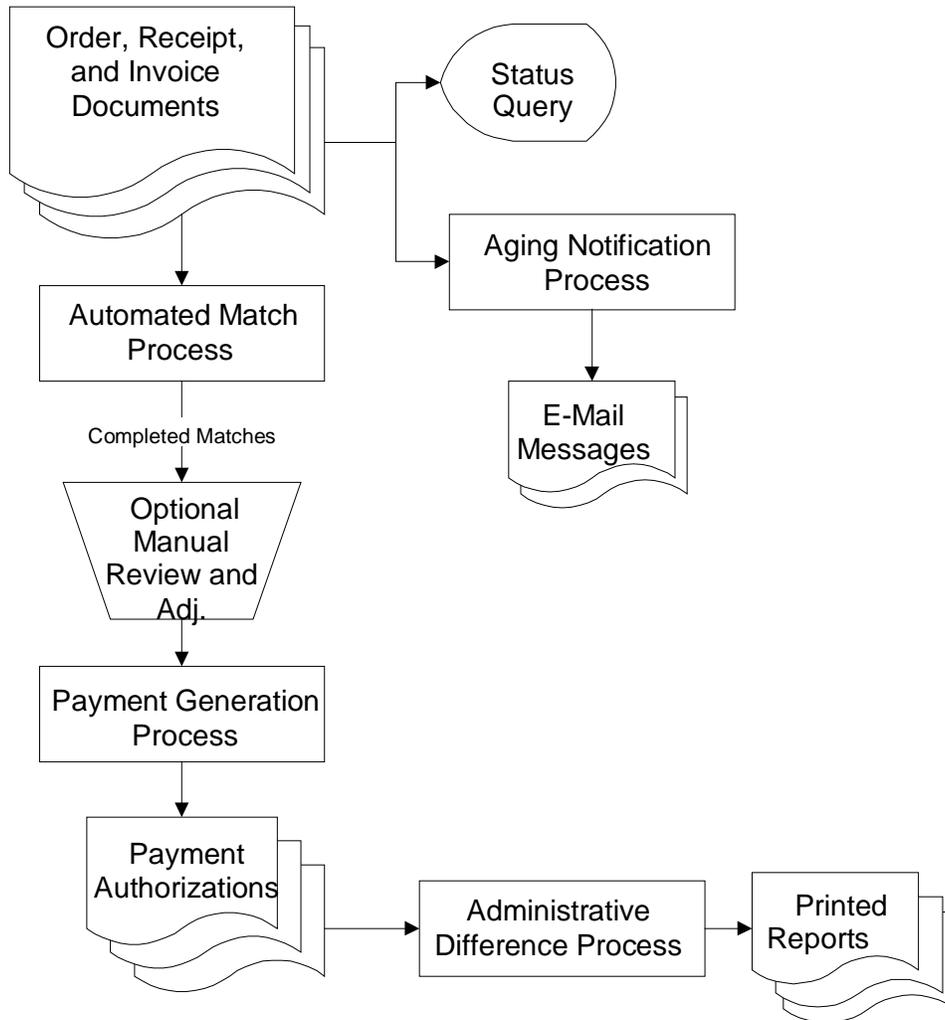
4.2   What are the Match Invoice Documents with Header Accounting Lines?

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 *Figure 4-4: Match Invoice with Header Accounting Lines Document* Types.

Figure 4-4   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

Doc Type	Doc Category	Region	Description
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 following steps describe how to create a non-itemized match invoice document.

Notes

1.   Select **Transactions—Purchasing—New—Match Invoice** from the menu bar.

   *The **New Match Invoice** page will be displayed.*
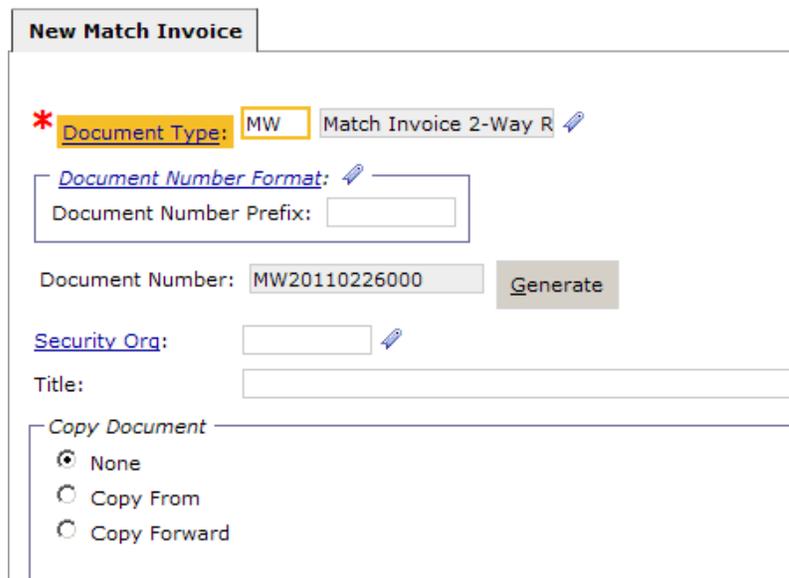
2.   Enter the proper match invoice type in the **Document Type** box:

   ▪ **MK—**Match Invoice 2-way R6
   ▪ **MW—**Match Invoice 2-way R7
   ▪ **M6—**Match Invoice 3-way R6
   ▪ **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 clicking the **Generate** button.

4.   <u>Do not</u> 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. Click the **Next** button.
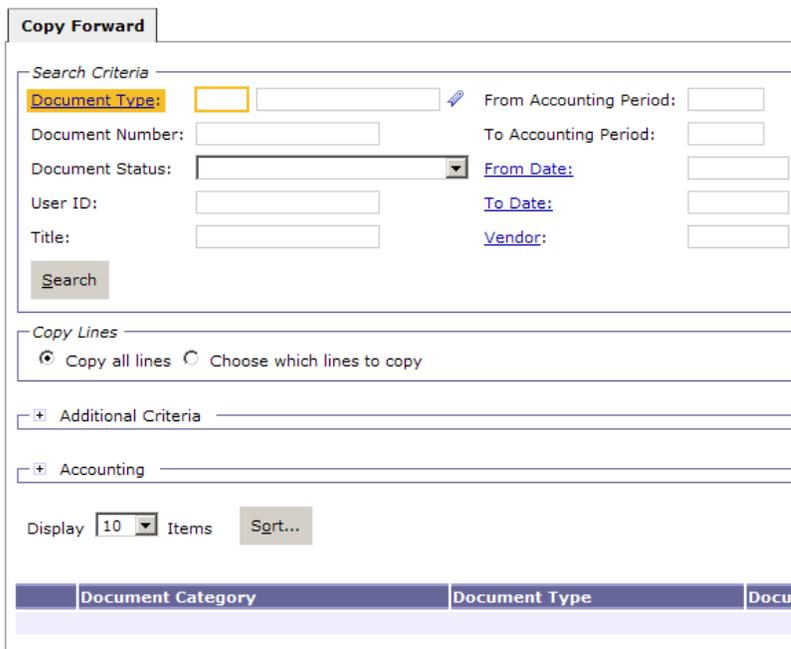
7. Enter the document type of the purchase order the invoice is referencing in the **Document Type** field.

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. Click the **Search** button.

10. Select the appropriate document from the generated list.

11. If selecting specific lines click the **Next** button. If selecting all lines, click the **Finish** button and go to **step 12**.

   The **Choose Accounting Lines** page will be displayed.

   Select the appropriate lines and click the **Next** button.

   The **Choose Itemized Lines** page will be displayed.

Notes

12. Select the appropriate lines and click the **Finish** button.

    *The **Header** page of the Match Invoice form will be displayed.*
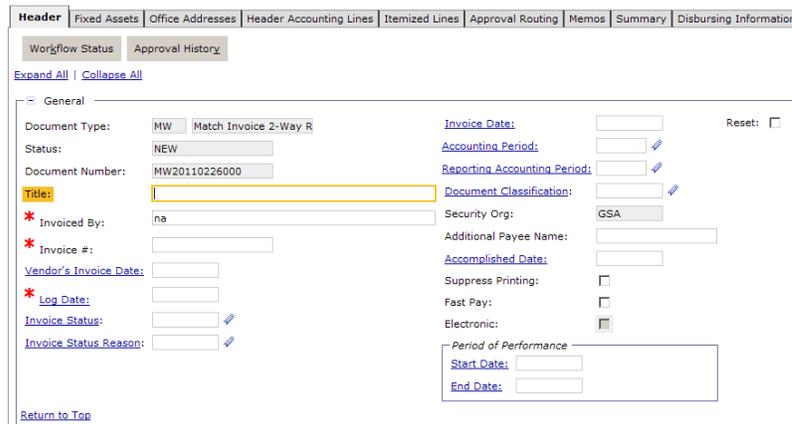
    *Since the **Copy Forward** option was used, all information on the order is copied to the invoice.*

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.

    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.

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

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

    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 order. However, current Finance policy is they should be the same.

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

19. Enter the **Designated Agent** on the match invoice.

    *The **Designated Agent** field should only be used for Assignments. In Pegasys, in addition to the primary payee, the user may optionally enter a designated agent. The designated agent code identifies a third party who will receive the check or EFT payment on behalf of the primary payee.*

    *Click in the **Designated Agent Code** hyperlink to obtain a list of valid codes. **Designated Agent Name** and **Address** are automatically filled once Designated Agent Code has been entered.*

    *Click the **More** button to display the **Vendor Information** window, which lists the address information for each designated agent.*

20. Enter a **Customer Account Number** if one exists for the vendor.

21. *All match invoices must record the invoice number of the received invoice.*

22. Go to the **Contract Information** section to enter any specific

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contract information.

*See **Appendix A: Field Descriptions** for a description of the fields on the **Contract Information** group box.*

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

*See **Appendix A: Field Descriptions** 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.

24. 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: How do I Enter a Payment Adjustment?** for detail procedures on how to enter a payment adjustment.*

25. 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.

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

*The **Header Accounting Lines** page will be displayed.*

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

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28. Click the **Header Accounting Line** hyperlink to view the details of the selected line.

29. 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.*

30. If the invoice is less than the ordered amount, change the **Amount** field on the **Header Accounting Line** page.

31. Click the **Final Flag** check box.

    Caution: *Using the **Final Flag** check box on this invoice will fully liquidate the referenced line on the purchase order and fully close that portion of the order. No further receipts or estimated accruals will be permitted against the closed order line unless an amendment action to the order is processed in Pegasys to increase the obligation on that line. The amendment action will require the same approvals as the original order. Payments to vendors could be delayed if an order line is closed unintentionally and a receipt is needed to process a legitimate invoice on hand in Finance.*

32. Go to the **Agreement** section and enter any related agreement information.

    This information will be copied forward if entered on the purchase order.

33. Go to the **Contract Line** section to enter a **Contract** and **Sub-Contract Line Item Number**, if applicable.

    These numbers must be valid in the Contract Maintenance table.

34. 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 $2,500 enter FST as the Prompt Pay type. For payments greater than $2,500 enter STD.

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35. 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.

36. Click the **Header Accounting Lines** hyperlink. Repeat **Steps 27–35** for each line on the **Header Accounting Lines** page.

37. Click the **Disbursing Information** tab.

    *The **Disbursing Information** page will be displayed.*

    *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.

38. Click 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.

39. Click the **Submit** button.

    System message indicates the form was submitted for processing successfully.

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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 *Figure 4-5: Match Invoice with Itemized Lines Document Types*.

Figure 4-5   Match Invoice with Itemized Lines Document Types

Doc Type	Doc Category	Region	Description
I6	II	6	Match Invoice with Itemized Lines—3-Way Region 6 only
I7	II	7	Match Invoice with Itemized Lines —3-Way Region 7 only
IK	II	6	Match Invoice with Itemized Lines —2-Way Region 6 only
IW	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.

Notes

1.   Select **Transaction—Purchasing—New—Match Invoice** from the menu bar.

The New Match Invoice page will be displayed.
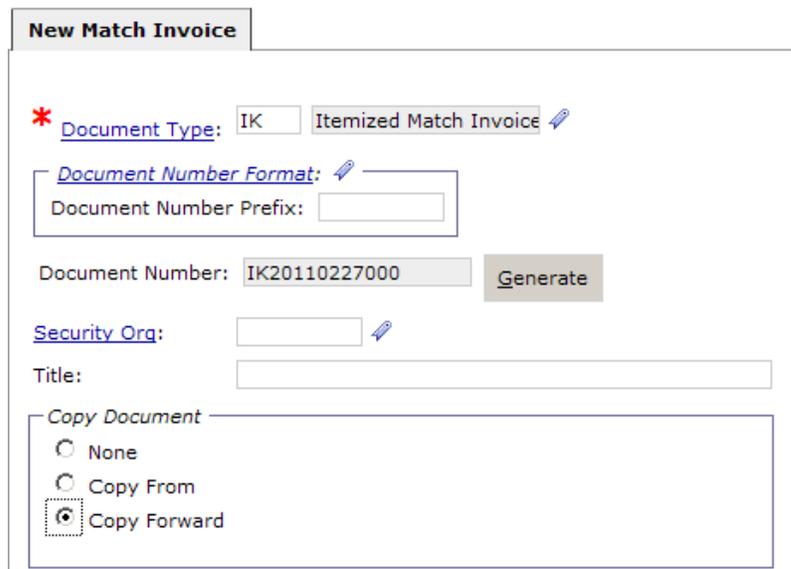
2.   Enter the proper Match Invoice type in the **Document Type** box:

 ▪ **IK**—Match Invoice 2-way R6

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- **IW**—Match Invoice 2-way R7
- **I6**—Match Invoice 3-way R6
- **I7**—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 clicking the **Generate** button.

   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. Click 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, click the **Choose which lines to copy** radio button.

8. Click the **Search** button.

9. Select the appropriate document from the generated list.

10. If selecting specific lines click the **Next** button. If selecting all lines, click the **Finish** button and go to **step 11**.

    The **Choose Accounting Lines** page will be displayed.

    Select the appropriate lines and click the **Next** button.

    The **Choose Itemized Lines** page will display.

    Select the appropriate lines and click the **Finish** button.

11. The **Header** page of the Match Invoice form will be displayed.
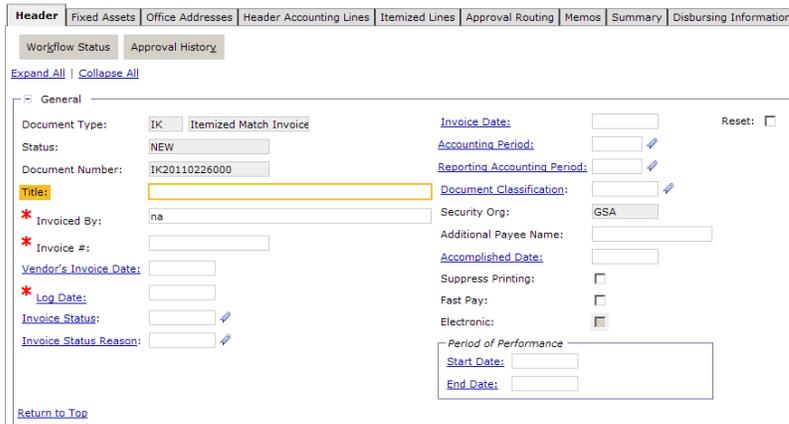
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*Since the **Copy Forward** option was used, all information on the order is copied to the invoice.*

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

   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.

   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.

   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.**

   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

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orders.

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

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

    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 they should be the same.

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

18. If applicable, enter the **Designated Agent** on the match invoice.

    *The **Designated Agent** field should only be used for Assignments. Designated Agent Name and Address are automatically filled once Designated Agent Code has been entered.*

    *Click the **More** button to display the Vendor Information window, which lists the address information for each designated agent.*

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

    See Appendix A: Field Descriptions for a description of the fields on the Contract Information dialog box.

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

    See Appendix A: Field Descriptions for a description of the fields on the Discount Terms 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 and terms have been copied forward from the order, leave the terms as they were copied forward.

21. 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: How do I Enter a Payment Adjustment? for detail procedures on how to enter a payment adjustment.

22. In the **Description** field enter a description, if necessary.

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The Description field will be displayed. Click 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.

23. Select the **Itemized Lines** tab.

*The **Itemized Lines** page will be displayed.*

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

25. Click the **Accounting Lines** hyperlink to view accounting strip details.

*The **Accounting Lines** page will be displayed.*

26. Select the appropriate line and click the **Accounting Line** link.

*The **Accounting Line** page will display.*

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```
 ┌─────────────────────────────────────────────────────────────────┐
 │ Header Accounting Line │ Contracts Pay │ Receipts │              │
 │                                                                   │
 │  Expand All │ Collapse All                                        │
 │  ┌─ General ──────────────────────────────────────────────────┐  │
 │  │  Line Number:      1            Source Number: [          ] │  │
 │  │  Transaction Type: [01] ✎                                   │  │
 │  │  Line Type:        [Normal    ▼]                            │  │
 │  │  ┌─ Period of Performance ──────────────────────────────┐   │  │
 │  │  │  Start Date: [        ]  End Date: [        ]        │   │  │
 │  │  └──────────────────────────────────────────────────────┘   │  │
 │  │  Related Cost Type: [N/A        ▼]                          │  │
 │  │  Return to Top                                               │  │
 │  └────────────────────────────────────────────────────────────┘  │
 │                                                                   │
 │  ┌─ Prepayment/Holdback/Suspension Reference ─────────────────┐  │
 │  │  Type:    Number:        Item:    Accounting:  ┌──────┐     │  │
 │  │  [  ] ✎   [        ] ✎   [   ] ✎  [      ] ✎   │ View │     │  │
 │  │                                                 └──────┘     │  │
 │  │  Return to Top                                               │  │
 │  └────────────────────────────────────────────────────────────┘  │
 └─────────────────────────────────────────────────────────────────┘
```

27. Click the **Final Flag** check box.

    Caution: Using the Final Flag check box on this invoice will fully liquidate the referenced line on the purchase order and fully close that portion of the order. No further receipts or estimated accruals will be permitted against the closed order line unless an amendment action to the order is processed in Pegasys to increase the obligation on that line. The amendment action will require the same approvals as the original order. Payments to vendors could be delayed if an order line is closed unintentionally and a receipt is needed to process a legitimate invoice on hand in Finance.

28. Use the **Agreement** section to enter any related agreement information.

    This information will be copied forward if entered on the purchase order.

29. 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.

30. Repeat **Steps 26–30** for each line on the **Accounting Lines** page.

31. Click the **Disbursing Information** tab.

    *The **Disbursing Information** page will be displayed.*

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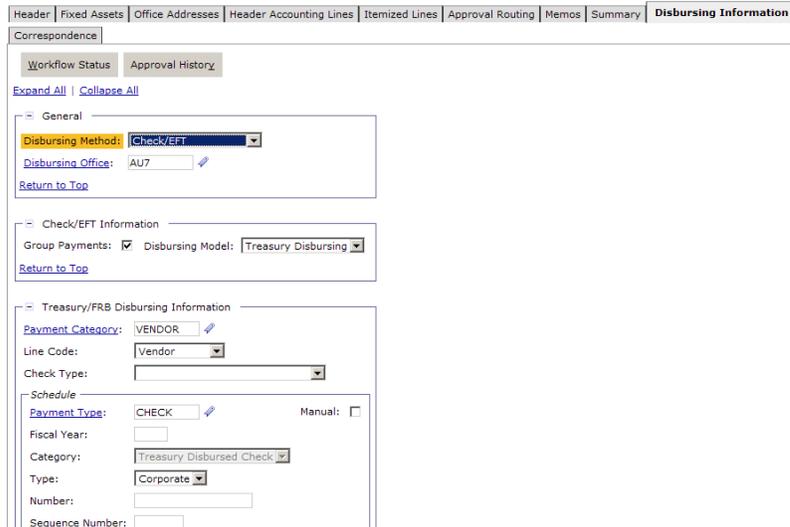
Disbursing Method and *Disbursing* *fields will default once the*
form is verified or processed.

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

32. Click 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.

33. Click the **Submit** button.

System message indicates the form was submitted for processing
successfully.

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

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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.

Notes

1.   Access the **Header** page of the desired invoice document.

2.   Go to the **Payment Adjustment** section.

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

The following are the Payment Adjustments set up in Pegasys:

- FOB Dest - No trans charges allowed

- Re-marking charge

- Insurance charge not allowed per PO

- Taxes Not

- Transp Charges

- Accessorial Charge Not Allowed

- Inside Delivery Not

- Service Charges Not

- Cost of Testing Materials

- IRS Claim Offset

- Labor Claim Offset

- Court Claim Offset

- Claim Offset

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- Invoice Exceeds PO

- Quantity Billed Difference

- Unit Cost Difference

- Quantity and Unit Cost Difference

- Re-invoice With Paid Freight Bill

- Offset for Marking Charge

- Msde Charges Previously Paid

- Invoice Is Added Incorrectly

- Charges Not Authorized

- Detailed explanation follows...

- Current Billing Period

4. Enter detail information about the adjustment in the **Additional Information** free-text field.

5. Complete the form as you would any other invoice.

6. Click 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. Click the **Submit** button.

   System message indicates the form was submitted for processing successfully.

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.

Notes

1. Access the **Header** page of the desired invoice document.

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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:

    - Inv/Imp Inv - Missing ACT No/PO Number

    - Inv/Imp Inv – Duplicate

    - Inv/Imp Inv - Billed to Wrong Agency

    - Inv/Imp Inv – Illegible

    - Inv/Imp Inv - Billed to Wrong Designated Billing Office

    - Goods/Services Have Not Been Received/Accepted

    - Goods Returned to Vendor

    - Prepayment is Unauthorized

    - Defective Goods

    - Purchase Order Has Been Paid In Full

    - Service Period Billed is Outside Terms of Contract

    - Items Billed Are not Authorized On Purchase Order

    - Partial Payment is Not Authorized

    - Accepted VSS Invoices

    - Reject VSS Invoice

4. Go to the **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

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(*e.g.,* mailed or electronically transmitted) and any other additional information.

7. Complete as much of the invoice as possible.

8. Click 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.

Notes

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. Click the **Search** button.

4. Select the appropriate document from the Generated list

5. Click 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** group box.

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. Click 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

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the form accordingly.

12. Click the **Submit** button.

   System message indicates the form was submitted for processing successfully.

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 reference 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.

Notes

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.*

3. Click 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.

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7. Click 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. Click the **Submit** button.

   System message indicates the form was submitted for processing successfully.

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.

Notes

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.

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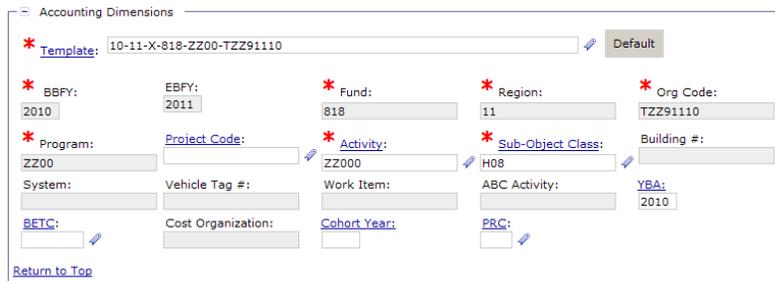
3. Click the **Copy** button.

   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 click the **Accounting Line** hyperlink.

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8. Change the **Line Amount** field to reflect the miscellaneous amount.

9. Complete all remaining required fields.

10. Click 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. Click the **Submit** button.

    System message indicates the form was submitted for processing successfully.

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 clicked, 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.

Notes

1. Access the **Header Accounting Lines** or **Itemized Lines** page of

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Notes

the desired three-way match invoice.

2.   Click the **Receipts** tab.

      *The **Receipts** page will be displayed.*

3.   Select the receipt line to be deleted.

4.   Click the **Remove** button.

5.   Click 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.   Click the **Submit** button.

      *System message indicates the form was submitted for processing
      successfully.*

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4.8.2   How do I Add a Receipt Reference?

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

Notes

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

2.   Click the **Receipts** tab.

      *The **Receipts Match** page will be displayed.*

3.   Click the **Add** button.

4.   Enter the details of the receipt document to be added in the
      Document Details fields.

      - **Doc Type** - Enter the receipt document type to be added in the
        Doc Type box.
      - **Doc Number** - Enter the document number of the receipt to be
        added in the **Doc Number** field.
      - **Accounting Line #** - Enter the accounting line number of the
        receipt to be added.

![CGI Federal logo]

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Notes

▪ **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.   Click 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.   Click the **Submit** button.

System message indicates the form was submitted for processing successfully.

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.

Notes

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

2.   Click the **Receipts** button.

*The **Receipts Match** page will be displayed.*

Notes

| Header Accounting Line | Contracts Pay | **Receipts** |

Totals for Line
Matched Amount: $750.00
Unmatched Amount: $0.00

Add   Copy   Remove   Display 10 ▾ Items   View as CSV   Sort...

	Document Type	Document Number	Item Line Number	Accounting Line Number	Matched Amount
📄 ◉	RK	RK201001210031	0	1	$750.00

Expand All | Collapse All

General

| Doc Type: | RK ✎ | Doc Number: | RK201001210031 ✎ | Accounting Line #: | 1 ✎ | Itemized Line #: | 0 ✎ |
| Matched Amount: | $750.00 | Invoice Final: | ☐ | Receipt Final: | ☐ | | |

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.   Click 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.   Click the **Submit** button.

      System message indicates the form was submitted for processing successfully.

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.

Notes

1.   Create the desired match invoice document.

      ▪ For non-itemized invoices refer to *Section 4.2.1: How do I Create a Match Invoice Document with Header Accounting Lines ?* Steps 1–12.
      ▪ For itemized invoices refer to *Section 4.2.1*: *How do I Create a Match Invoice Document with Itemized Lines ?* 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.*
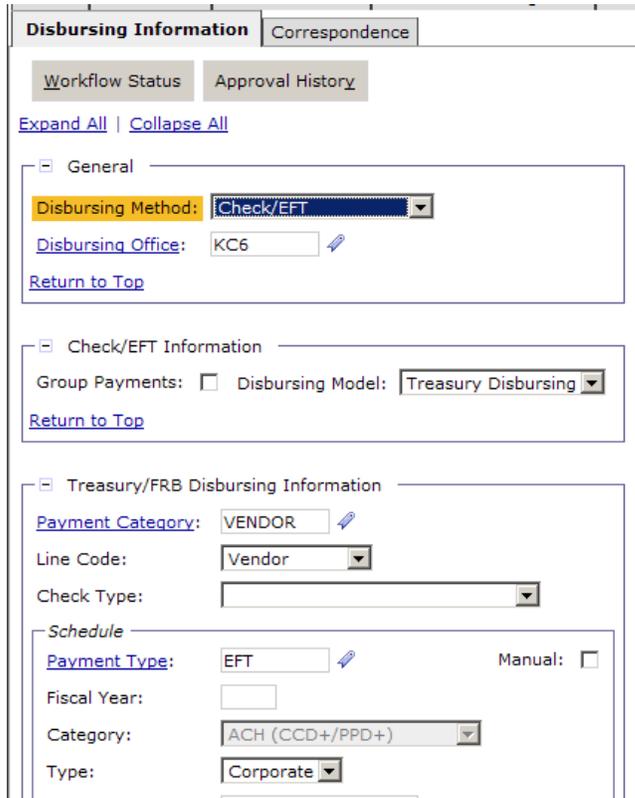
4.   Enter **No Check** in the **Disbursement Method** box.

5.   Enter the name of the person requesting the manual payment in the **Disbursed By** field of the **No Check Information** section.

6.   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. The interface will convert the calendar date to the Julian date needed by NEAR.

7.   Click 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.   Click the **Submit** button.

     System message indicates the form was submitted for processing successfully.

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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. Since payments for IX documents are not disbursed through NEAR, a Non-Automated match invoice is used to reference IX documents. 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.

Notes

1. Select **Transactions—Purchasing—New—Invoice** from the menu bar.

    *The **New Invoice** page will be displayed.*
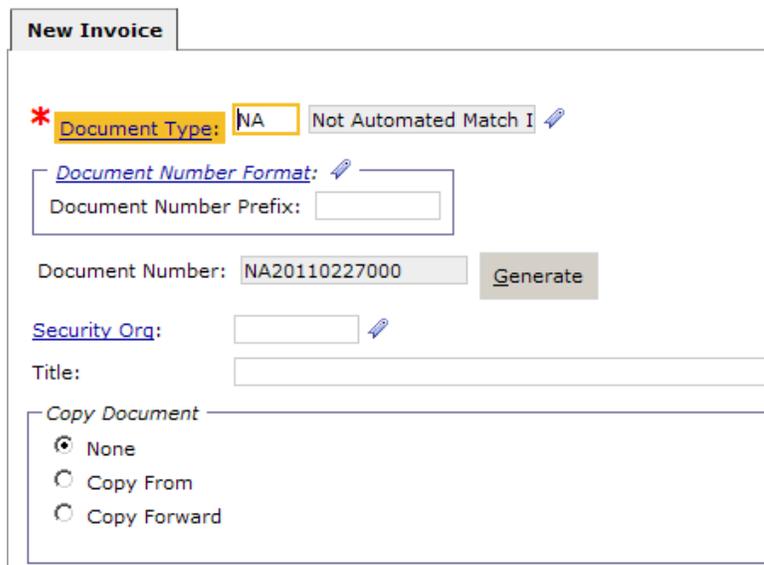
2. Enter **NA** (Non-Automated Match Invoice) in **Document Type** box.

3. A unique document number will be generated in the **Document Number** field after clicking the **Generate** button.

    *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.*

Notes

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

4. Select the **Copy Forward** option.

5. Click 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. Click the **Search** button.

9. Select the appropriate document from the generated list.

10. Click the **Finish** button.

   The **Header** *page of the Non-Automated Match Invoice form will be displayed.*
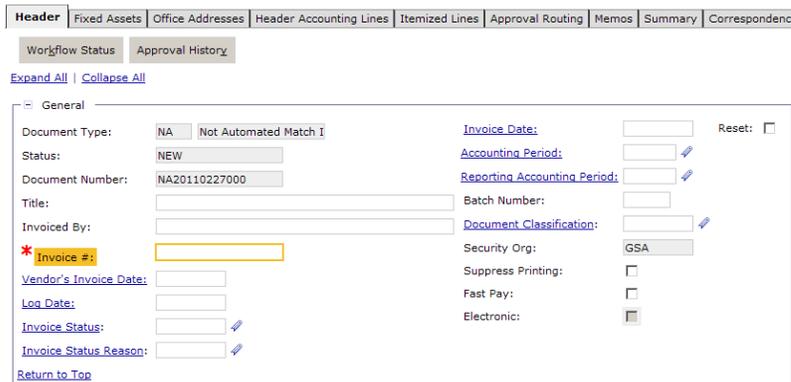
11. Complete all fields on the **Header** page as you would an Automated Match Invoice document.

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

   The **Header Accounting Lines** *page will display.*

13. Select the appropriate line.

14. Click 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. Click the **Save** button to save changes to the Accounting Line.

17. Select the **Accounting Lines** hyperlink**.** Repeat **Steps 13–17** for each Accounting Line.

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Notes

18. Click 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. Click the **Submit** button.

   *System message indicates the form was submitted for processing successfully.*

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.

Notes

1. Select **Transactions—Accounts Payable—New—Payment Authorization** from the menu bar.

   The New Payment Authorization page will be displayed.

2. Enter **PM** – Manual Payment Authorization in the **Document Type** field.

3. A unique document number will be generated in the **Doc Number** field after clicking the **Generate** button.

   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

Notes

Finance.

*The recommended method for creating a document is by using the **Copy Forward** option.*

4. Select the **Copy Forward** option.

5. Click 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. Click the **Search** button.

9. Select the appropriate document from the generated list.

10. Click the **Finish** button.

    *The **Header** page of the Payment Authorization form will be displayed.*
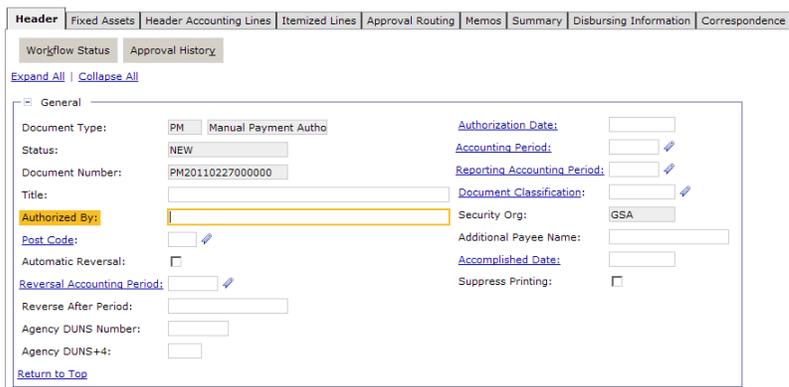
11. Enter your name in the **Authorized By** field.

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

    *The **Header Accounting Lines** page displays.*

13. Select the desired line.

14. Click the **Header Accounting Line** hyperlink.

    *The **Header Accounting Line** page displays.*

15. Complete the following fields in the **Vendor Invoice Reference** section and click the **Default** button.

    - **Type** (document type)—Enter **NA**
    - **Document** (document number)—Enter the document number of the referenced NA

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Notes

▪ **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 accounting strip.*

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.*
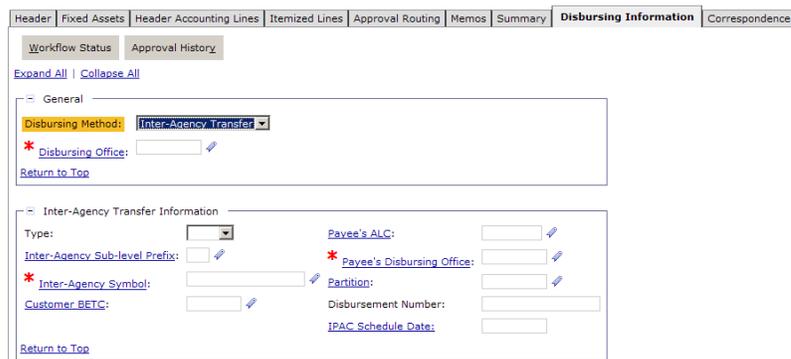
20.   Enter **Inter-Agency Transfer** in the **Disbursing Method** drop-down box.

21.   Enter one of the following office codes in the **Disbursing Office** field:

▪ **AU7**—Austin, TX Disbursing Office
▪ **KC6**—KC, MO Disbursing Office
▪ **WADC**—Washington DC Disbursing Office

22.   Complete all fields in the Inter-Agency Transfer Information section.

Type – The type of inter-agency transfer

Inter-Agency Symbol – The symbol for the agency

Disbursement Number – The number of the disbursement

Notes

Payee's ALC – The Agency Location Code for the payee

Payee's Disbursing Office - The disbursing office of the payee

23. Click 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.
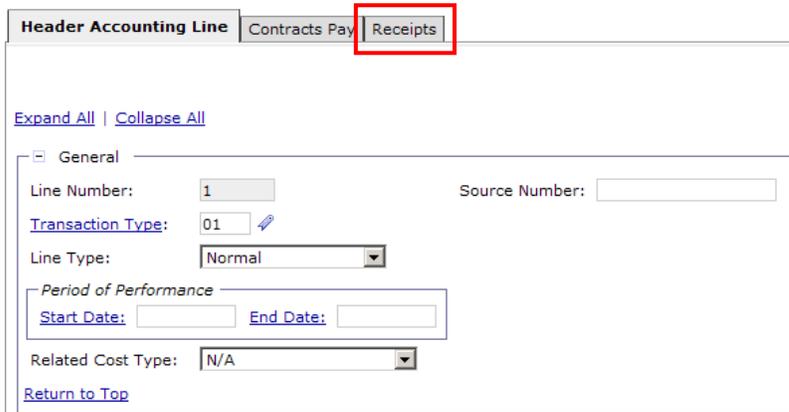
24. Click the **Submit** button.

    System message indicates the form was submitted for processing successfully.

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5   Automated Match Queries

This chapter 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 chapter 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**.

Notes

1.   Select **Queries—Purchasing—Automated Match Status Query** from the menu bar.

*The **Automated Match Status Query** page will be displayed.*

Automated Match Status Query

Search Criteria

Document Type:

Document Number:

Invoice Number:

Invoice Date:

Disbursing Office:

Contracts Number:

Vendor

Vendor Code:

Vendor Name:

Security Org:

Currency Code:

Number of Days Waiting: Value:

Days Waiting Since: Value:

Total Amount: Value:

Search   Clear

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

Entering no criteria will display a list of all documents waiting to

Notes

be matched.

3. Click 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. Click the **Details** button.

   *The **Document Match Detail** window will be displayed.*

6. Select the appropriate match record.

7. Review the details regarding the selected document.

   *Click the **View Invoice** button to view the selected document, or click the Invoice **Line Detail** button to view only line details.*
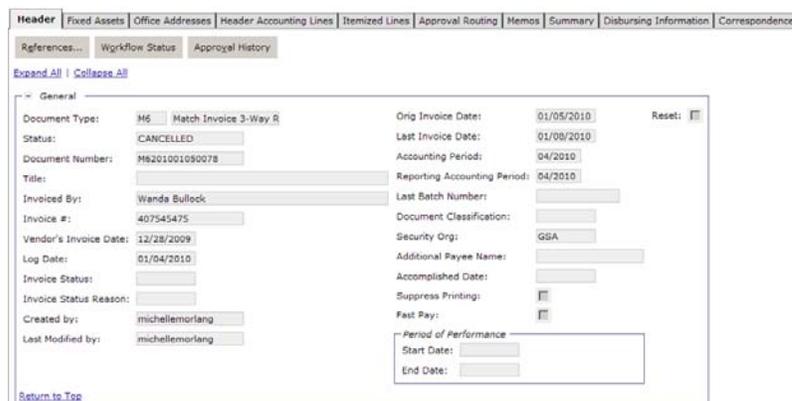
8. To close the window, click the **Close Window** hyperlink in the

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.

Notes

1.   Select **Queries—Purchasing—Completed Match Review Query**
from the menu bar.

*The **Completed Match Review Query** page will be displayed.*

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.   Click 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.   Click the **Details** button.

*The **Completed Match Review Details** page will be displayed.*

Notes

Invoice Document Match Detail

Document:	M6
Document Number:	M6201102020008
Doc Date:	
Vendor Code:	F00031086
Vendor Address Code:	00001
Vendor Name:	FORD AUTOHAUS GERI
Security Org:	GSA
Invoice Number:	IM6201102020008
Invoice Date:	02/02/2011
Contract Number:	

Doc Total:	$10.000
Matched Amount:	$10.000
Unmatched Amount:	$0.000
Closed Amount:	$0.000

View Invoice   Invoice Line Detail

Display [10 ▼] Items   View as CSV   Sort...

View Order   Order Detail   View Receipt   Receipt Detail

	Order Doc Type	Order Doc Number	Receipt Doc Type	Receipt Doc Number
	XP	XP2011BTP02021	RK	RK201102020005

Go to top of page

6.   Review the details regarding the selected document.

*Click the **View Invoice** button to view the selected document, or click 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, click the **Close Window** hyperlink in the **Link Strip**. To leave the Completed Match Review Query, click a previous link in the breadcrumb trail or click on 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.

Notes

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: How do I Perform a Completed Match Review Query?***

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.

*Click the **Details** button to review documents.*

Notes

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. Click the **Save** button.

    System messages indicate that the Action was successful.

7. Click the **Inbox** hyperlink in the **Link Strip** to close the
    Completed Match Review Query.

6 Payment Authorization Documents

This chapter 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.

Notes

1. Select **Transactions—Accounts Payable—Review** from the menu bar.

*The **Review** page will be displayed.*
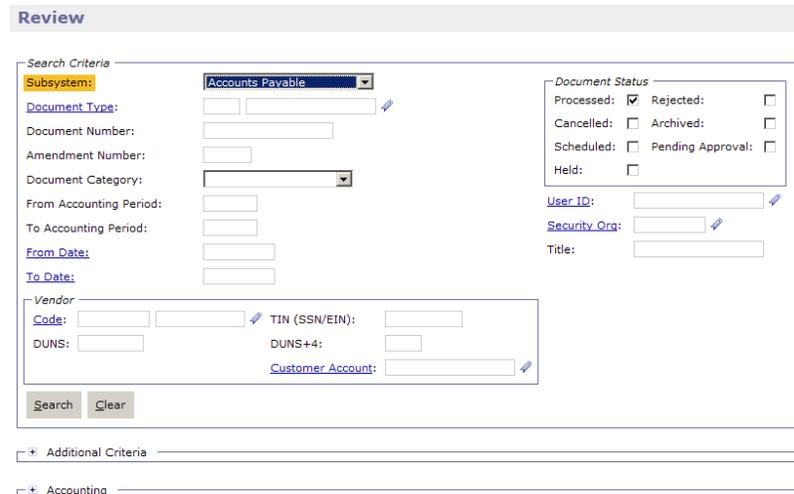
2. Enter the appropriate payment authorization document type in the **Document Type**.

   *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. Click the **Search** button and Pegasys will return those documents that match the search criteria entered. Select the document to be reviewed.*

4. Click 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

Notes

bar.

*The **Cancel** page will be displayed.*

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. Click the **Search** button to display those documents that match the search criteria entered. Select the document to be canceled.*

4. Click the **Cancel** button.

   *The **Header** page of the document to be canceled will be displayed.*

5. View the desired pages.

6. Click the **Submit** button to successfully cancel the payment authorization.

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 **Reports—Run Reports—View Reports** from the menu bar, and expand both the Purchasing and Finance folders. *Figure 7-1: Standard Finance Reports* displays a list of all available Finance reports and a description of each.

Figure 7-1   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?

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

Notes

1.   Select **Utilities—Reports—Run Reports** from the menu bar.

      *The **Run Reports** page will be displayed.*
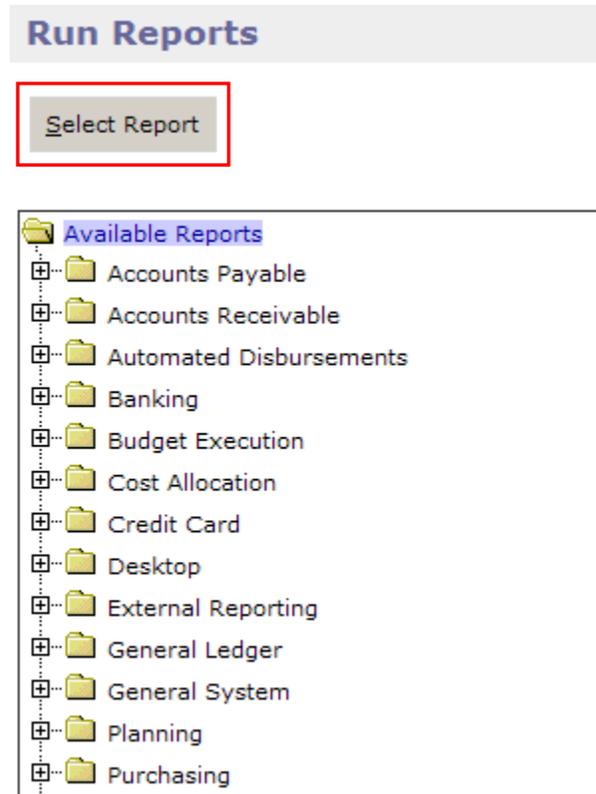
2.   Select the **Purchasing** folder.

3.   Select the Finance Reports folder and select the desired Finance
      report to be printed.

4.   Click the **Select Report** 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

Notes

Parameters group box.

5. Select the parameters you want the report to display.

6. Select the desired output from the **Report 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 the **Private** or **Shared** in the Report View Access Indicator
    drop down list. If **Shared** is selected, the report can be viewed by
    users who have access to the selected security organization
    selected.

8. Click **Print** to run the report.

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.

Notes

1. Select **Utilities—Reports—Report Status** from the menu bar.

    *The **Report Status Maintenance** page will display.*
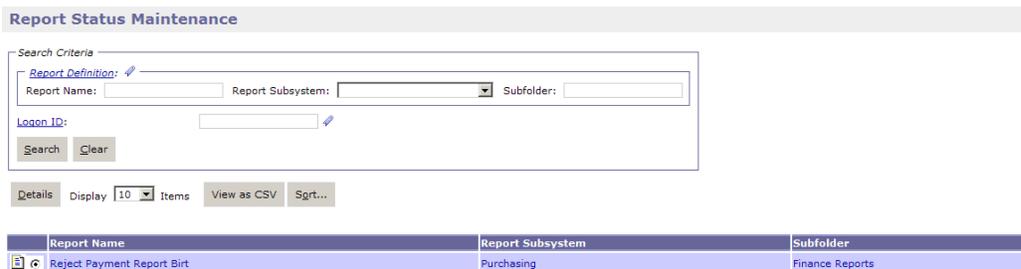
2. Enter the appropriate information in the **Search Criteria** group box.

3. Click the **Search** button.

4. Select the appropriate report from the generated list.

5. Click the **Details** button.

7.3.3 What is the Status Review option under the Reports menu item used for?

Selecting "Report Status" allows the user to check the status, view report output, view report errors, view
report parameters, delete, or route previously executed reports. All reports previously executed by the
user are presented on the Report Status Maintenance table, with report details shown in ***Figure 7-2
Report Executions Page***. The Report Status Maintenance table also displays reports executed by
other users within the same Security Organization, as well as, reports that were executed granting Shared

Report Output View Access to that Security Organization. Entries displayed on the Report Status Maintenance table are filtered to only include reports matching the criteria described above.

Figure 7-2   Report Executions Page

Report Status	Saved Output Format	Report Start	Report End
Complete	PDF	03/01/2011 16:15:19	03/01/2011 11:15:25

Expand All | Collapse All

General

Report Start:	03/01/2011 16:15:19
Report End:	03/01/2011 11:15:25
Report Subsystem:	Purchasing
Report Name:	Reject Payment Report
Report Expiration:	03/31/2011 16:15:19
Subfolder:	Finance Reports
Saved Output Format:	PDF
Report Status:	Complete

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 <u>original</u> vendor and/or designated agent. The following steps describe how to review a purchase order's novation history.

Notes

1.   Select **Transactions—Purchasing—Review** from the menu bar.

*The **Review** page will be displayed.*
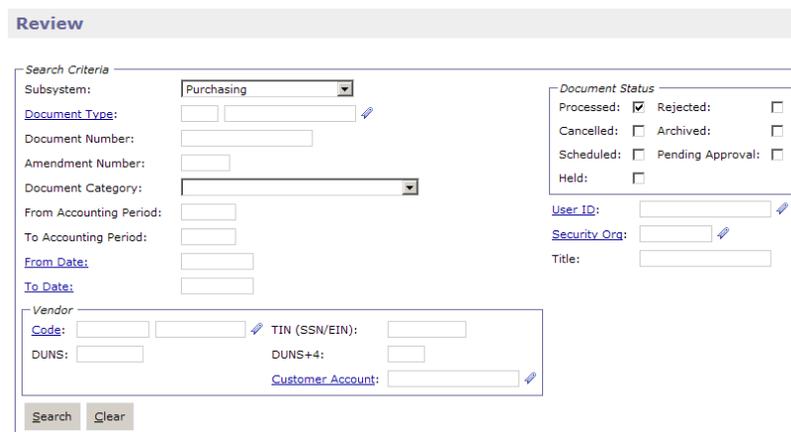
Note: *The status checkboxes in the **Document Status** group box will default to **Processed**.*

2.   Enter a document type in the **Document Type** drop-down box.

Notes

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 Section 4.1: How to Search for a Form or Document of the Purchasing User's Guide for instructions on how to search for a document.*

4. Click the **Search** button.

   The matching search results will be displayed.

5. Select the appropriate document from the generated list.

6. Click the **View** button.

   *The **Header** page of the selected document will be displayed in a read-only format. All fields will be protected.*

7. Click the **Novation Vendor History** button.

   *The **Novation Vendor History** page will be displayed.*
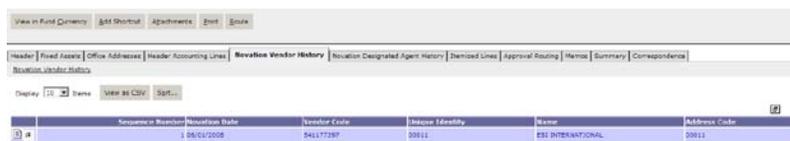
8. Select the appropriate **Novation.**

9. Click the **Novation Vendor History** hyperlink to view details of the Vendor Novation.

10. Click the **Novation Vendor History** hyperlink to return to the **Novation Vendor History** page.

11. Click 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 check box, see *Figure 8-1: Completed Match Review Query*. The **Vendor Mismatch** indicator flags 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**", <u>the vendor listed on the match invoice will copy forward to the payment authorization</u>.

Figure 8-1   Completed Match Review Query
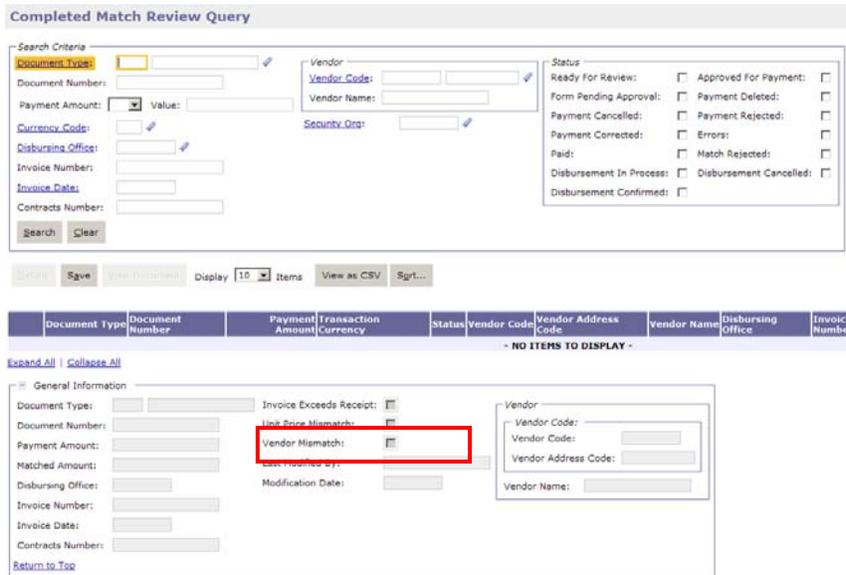
8.3   How can I Create Match Invoices by Referencing Novated Purchase Orders?

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 <u>any other vendor in the novation history of the referenced purchase order</u>.

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 <u>cannot</u>, however, replace the existing vendor with an entity that is not listed on the order's novation history. Please refer the ***Section 8.1: How can I Review Novation History?*** 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 chapter 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 chapter 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 chapter 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.

Figure 9-1   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.
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.

Field	Display	Description
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 clicking 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 click the **Header Accounting Lines**, select the desired line(s) from the **Header Accounting Lines** page, and then click 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.

Notes

1.   Select **Transactions—[General System]—Correct** from the Pegasys menu bar.

 *The **Correct** page will be displayed.*

2.   Check the desired document status check box from the **Document Status** group box.

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3.   Enter a document type in the **Document Type** box.

4.   Enter the document number in the **Document Number** field.

5.   Click the **Search** button.

The matching search results will be displayed.

6.   Select the appropriate document from the generated list and click 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.

Note:

▪ *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.   Click the **Replace** button.

Note:

▪ *The **Header Accounting Line** page will be displayed.*
▪ *Enter the appropriate field values. If no entry is made in a given field, no changes 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 **$300.00**.

11.   Click the **Apply** button.

12.   The **Accounting Lines** page will be displayed.

▪ The Line Amount has now been replaced with $300.00.

13.   Click the **Verify** button.

Note: *If error messages are displayed, review the messages, and*

Notes

correct the form accordingly.

14.   Click the **Submit** button.

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

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.

Notes

1   Select **Transactions—[General System]—Correct** from the Pegasys menu bar.

*The **Correct** page will be displayed.*

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   Click the **Search** button.

The matching search results will be displayed.

6   Select the appropriate document from the generated list and click the **Correct** button.

*The **Header** page of the selected form or document will be displayed.*

Notes

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

   *The **Header Accounting Lines** page will be displayed.*

8. Select the appropriate lines. To select multiple lines, click 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. Click the **Replace** button.

   Note:

   - *The **Header Accounting Line** page will be displayed.*
   - *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. **Click the Apply button.**

12. The **Header Accounting Lines** page will be displayed. The line amount will be **$200.00** for all lines.

13. Click the **Verify** button.

Notes

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

14. Click the **Submit** button.

Note: *System message indicates the form was submitted for processing successfully. Pegasys is updated with the cha[...]*

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 click the **Delete** button. After clicking 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.

Notes

1. Select **Transactions—[General System]—Correct** from the Pegasys menu bar.

    *The **Correct** page will be displayed.*
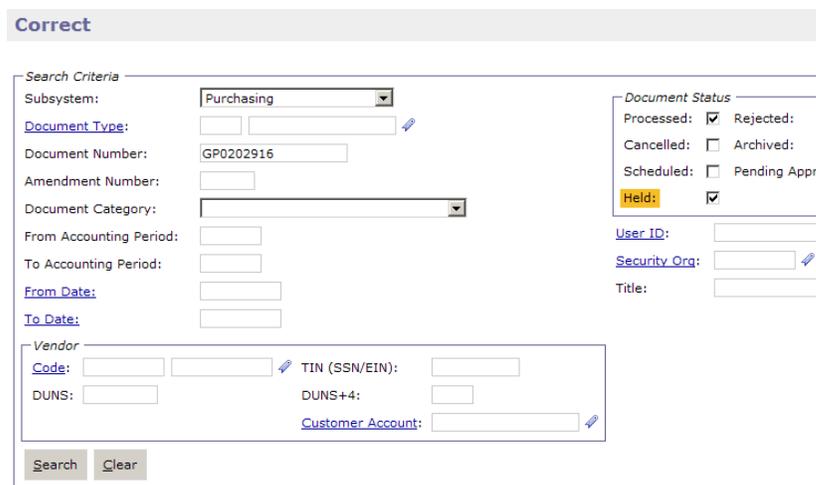
2. Check the desired document status check box from the **Document Status** group box.

3. Enter a document type in the **Document Type** box.

4. Enter the document number in the **Document Number** field.

Notes

5. Click the **Search** button.

   The matching search results will be displayed.

6. Select the appropriate document from the generated list and click 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, click the
   selection boxes for any/all the lines you want to select.

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

9. Click the **Remove** button.

10. Click 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. Click the **Submit** button.

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

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 <u>all selected lines</u>.

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

Notes

1. From the **Header Accounting Lines** page, select the appropriate
   line(s). To select multiple lines, click the selection boxes for any/all
   the lines you want to select.

2. Click the **Replace** button.

   *The **Header Accounting Line** window will be displayed.*

Notes

Header Accounting Line

Expand All | Collapse All

General

Transaction Type: Source Number:

Prompt Pay Type: IPAC Document Identifier:

Period of Performance
Start Date: End Date:

Related Cost Type:

Return to Top

Line Amounts

	Original Amount	Change Amount	Current Amount
Ordered			
Applied Credit			
Withholding Tax			
Line Amount After Withholding			
Withholding Tax Allowance			
Net Total			

Return to Top

Document Reference

Type: Number: Item: SubItem: Accounting: Final: ☐   Misc: ☐   View   Default

Liquidate Items: ☐

Return to Top

3. In the **Proj** (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, click twice in the check box and it will become blank.*

4. Click the **Apply** button.

5. The values for the **Proj** field will be deleted from all selected lines.

6. Click the **Verify** button.

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

7. Click the **Submit** button.

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

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.

Notes

1. From the **Header Accounting Lines** page, select the appropriate line(s). To select multiple lines, click the selection boxes for any/all the lines you want to select.

2. Click the **Reset** button.

3. Click the **Verify** button and correct any errors that are returned.

    The selected lines are restored to their previously saved state.

4. Click the **Submit** button.

    System message indicates the form was submitted for processing successfully.

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 (**HZ**) document. The **HZ** recognizes the delivery for the WCF only. See *Section 10.3: How do I Record Delivery of a Phase for Client Funds?* for step-by-step instruction 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.

2 Enter **HZ** in the **Document Type** field.

3 A unique document number will be automatically generated in the **Doc Number** field after the clicking the **Generate** button.
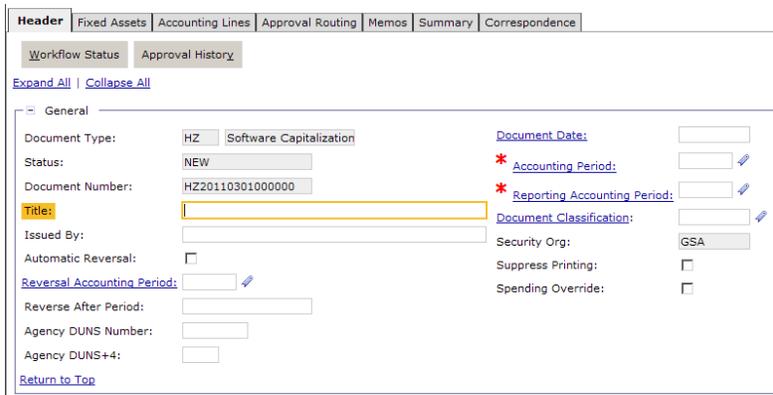
4 Click the **Finish** button.

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- *The **Header** page of the Standard Voucher form will be displayed.*
- *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. Click the **Add** button to create a new line.

   *The **Accounting Line** page will be displayed.*
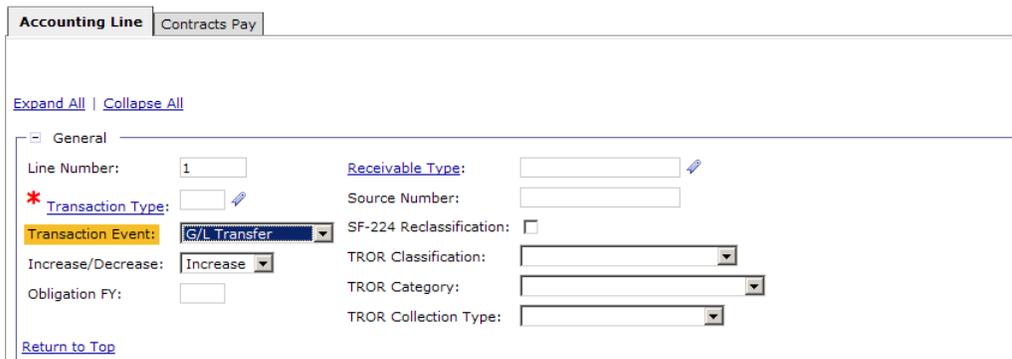
7. Enter **01** as the **Transaction Type**.

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 appropriate amount in the **Amount** field.

11. Go to the **Accounting Dimensions** section and enter the appropriate WCF accounting template in the **Template** field.

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12. Click the **Default** button to populate fields in the **Accounting Dimensions** section. Enter additional fields as needed.

13. Click 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. Click the **Submit** button.

    System message indicates the form was submitted for processing successfully.

10.2   How do I Reclassify Expenses to the Asset?

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

1. Select **Transactions—General System—New—Standard Voucher** from the menu bar.

   *The **New Standard Voucher** page will be displayed.*

2. Enter **HZ** in the **Document Type** field.

3. A unique document number will be automatically generated in the **Doc Number** field after clicking the **Generate** button.

4. Click the **Finish** button.

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- *The **Header** page of the Standard Voucher form will be displayed.*
- *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. Click the **Add** button to create a new line.

   *The **Accounting Line** page will be displayed.*

7. Enter **02** 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 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. Click the **Default** button to populate fields in the **Accounting Dimensions** section. Enter additional fields as needed.

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13. Click 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. Click the **Submit** button.

   System message indicates the form was submitted for processing successfully.

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 (**HZ**) document.

1. Select **Transactions—General System—New—Standard Voucher** from the menu bar.

   *The **New Standard Voucher** page will be displayed.*

2. Enter **HZ** in the **Document Type** field.

3. A unique document number will be automatically generated in the **Doc Number** field after clicking the **Generate** button.

4. Click the **Finish** button.

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- The **Header** page of the Standard Voucher form will be displayed.
- 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. Click the **Add** button to create a new line.

    The Accounting Line page will be displayed.

7. Enter **03** 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 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. Click the **Default** button to populate fields in the **Accounting Dimensions** section. Enter additional fields as needed.

13. Click 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. Click the **Submit** button.

    System message indicates the form was submitted for processing successfully.

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 (**HZ**) document.

1. Select **Transactions—General System—New—Standard Voucher** from the menu bar.

    The New Standard Voucher page will be displayed.

2. Enter **HZ** in the **Document Type** field.

3. A unique document number will be automatically generated in the **Doc Number** field after clicking the **Generate** button.

4. Click the **Finish** button.

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- *The **Header** page of the Standard Voucher form will be displayed.*
- *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. Click the **Add** button to create a new line.
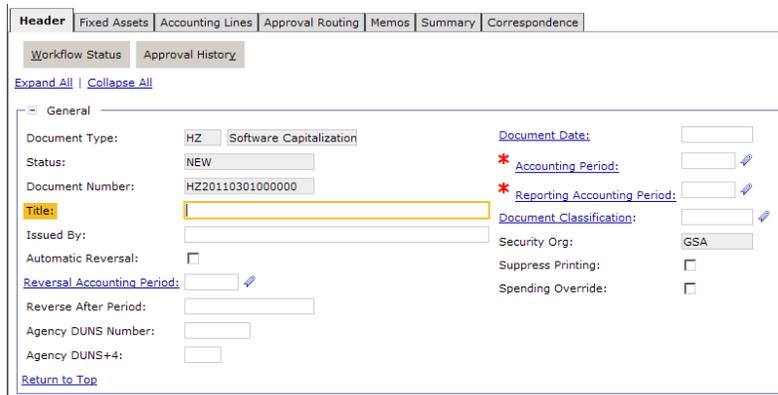
   *The **Accounting Line** page will be displayed.*

7. Enter **04** 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 **Amount** field for the appropriate client funds.

11. Go to the **Accounting Dimensions** section and enter the appropriate accounting template in the **Template** field.

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12. Click 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. Click 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. Click the **Submit** button.

    System message indicates the form was submitted for processing successfully.

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 (**HZ**) document.

1. Select **Transactions—General System—New—Standard Voucher** from the menu bar.

    *The **New Standard Voucher** page will be displayed.*

2. Enter **HZ** in the **Document Type** field**.**

3. A unique document number will be automatically generated in the **Doc Number** field after clicking the Generate button.

4. Click the **Finish** button.

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- *The **Header** page of the Standard Voucher form will be displayed.*
- *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.   Click the **Add** button to create a new line.

*The **Accounting Line** page will be displayed.*

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. Click 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. Click 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. Click the **Submit** button.

    System message indicates the form was submitted for processing successfully.

10.6 How do I Recognize Income?

Income to the WCF must be recognized monthly by recording a Standard Voucher (**HZ**) document.

1. Select **Transactions—General System—New—Standard Voucher** from the menu bar.

    The New Standard Voucher page will be displayed.

2. Enter **HZ** in the **Document Type** field.

3. A unique document number will be automatically generated in the **Doc Number** field after clicking the **Generate** button.

4. Click the **Finish** button.

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- *The **Header** page of the Standard Voucher form will be displayed.*
- *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.   Click the **Add** button to create a new line.

   *The **Accounting Line** page will be displayed.*

7.   For the first four lines, enter **06** in the **Trans Type** field.

8.   Select **Revenue** from the **Trans Event** drop-down box

9.   Select **Increase** from the **Increase/Decrease** drop-down box.

10.   Enter the amount in the **Amount** field.

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11. Go to the **Accounting Dimensions** section and enter the appropriate accounting template in the **Template** field.

12. Click 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 **Trans Type** field.

15. Select **G/L Transfer** from the **Trans 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. Click 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 **Trans Type** field.

20. Select **G/L Transfer** from the **Trans 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. Click the **Default** button to populate fields in the **Accounting Dimensions** section. Enter additional fields as needed.

24. Click 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. Click the **Submit** button.

     System message indicates the form was submitted for processing successfully.

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11 Pegasys Judgement 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.

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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.

Notes

1. Select **Transactions—General System—New—Standard Voucher** from the menu bar.

   The New Standard Voucher page will be displayed.

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 clicking the **Generate** button.

   The Security Org defaults to GSA.

4. Click the **Finish** button.

   The Header page of the Judgment Claim form will be displayed.

Notes

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. Click the **Add** button.

   The **Accounting Line** *page will be displayed.*

8. Enter the appropriate Transaction Type in the **Transaction Type** field.

9. Select the appropriate Transaction Event from the **Trans Event** box.

10. Enter the "contingency probable loss" amount being accrued in the **Amount** field.

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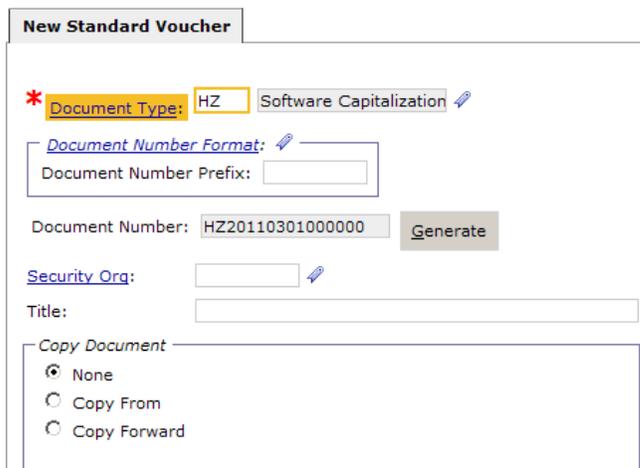
11. In the **Accounting Dimensions** section, enter the appropriate accounting template in the **Template** field.

12. Click the **Default** button to populate the fields in the **Accounting Dimensions** section. Enter additional fields as needed.

13. Click the **Accounting Lines** hyperlink to return to the **Accounting Lines** page.

14. New lines may be added by clicking the **Add** button.

    A line may be copied by selecting the appropriate line, clicking the **Copy** button, clicking 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 clicking the **Remove** button.

16. Click 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. Click the **Submit** button.

    System message indicates the form was submitted for processing successfully.

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.

2. Enter one of the following Document Types in the **Document Type** field:

   ▪ **DK**—Finance Direct Pay—Region 6
   ▪ **DW**—Finance Direct Pay—Region 7

3. A unique document number will be generated in the **Document Number** field after clicking the **Generate** button.

   *The **Security Org** defaults to GSA.*

4. Click the **Finish** button.

   *The **Header** page of the Direct Pay Form is displayed.*

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Note: The **Invoice Date**, **Accounting Period**, and **Reporting Accounting Period** fields default to the current date at

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 **Finance Users Guide, Chapter 3 – Direct Pays, Secti***
   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 paym

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. Click the **Add** button.

   *The **Header Accounting Line** page will be displayed.*
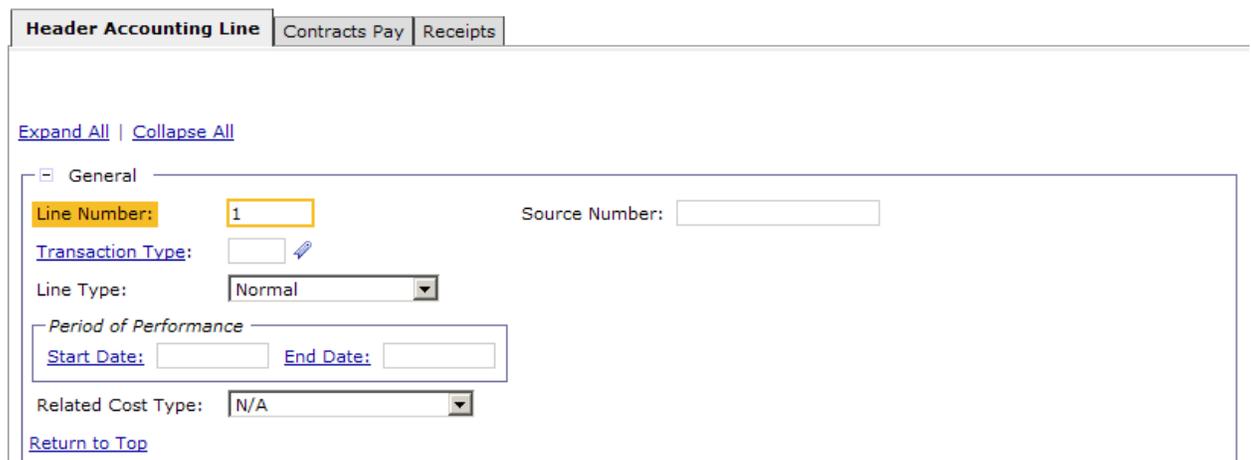
15. In the **Line Amounts** section, enter the Tort Claim Settlement amount in the **Invoiced** field.

   Note: The Transaction Type automatically defaults to the correct transaction type code once the form is verified or p

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16. In the **Accounting Dimensions** section, enter the appropriate accounting template in the **Template** field.

17. Click 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. Click the **Header Accounting Lines** hyperlink to return to the **Header Accounting Lines** page.

22. Click the **Add** button to create a new line on the Direct Pay form.

    Select the appropriate line and click the **Header Accounting Line** link to modify a line.

    To copy a line, select the appropriate line and click the **Copy** button. Click the **Header Accounting Line** link and

23. Click 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. Click the **Submit** button.

    System message indicates the form was submitted for processing successfully.

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.*

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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 **Document Number** field.

4.   Uncheck the **Held** box and check the **Processed** box under the **Document Status** group box.

5.   Click the **Search** button.

The Treasury Claim document record will be displayed.

6.   Highlight the desired Treasury Claim document and click 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.   Click 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 click the **Accounting Line** hyperlink to open the new line.

*The **Accounting Line** page will be displayed.*

11.   Enter the appropriate Transaction Type in the **Transaction Type** field.

12.   Enter the appropriate Transaction Event in the **Trans Event** drop-down box.

13.   Select **Decrease** from the **Increase/Decrease** drop-down box.

14.   Click 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.   Click the **Submit** button.

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System message indicates the form was submitted for processing successfully.

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.

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 clicking the **Generate** button.

   The Security Org defaults to GSA.

4.   Click **Finish** button.

   The Header page of the Treasury Judgment Claim Accrual Form is displayed.

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*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.   Click the **Add** button to create a new line.

*The **Accounting Line** page will be displayed.*

8.   Enter the appropriate Transaction Type in the **Transaction Type** field.

9.   Select the appropriate Transaction Event from the **Trans 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. Click the **Default** button to populate fields in the **Accounting Dimensions** section. Enter additional fields as needed.

13. Click 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. Click the **Submit** button.

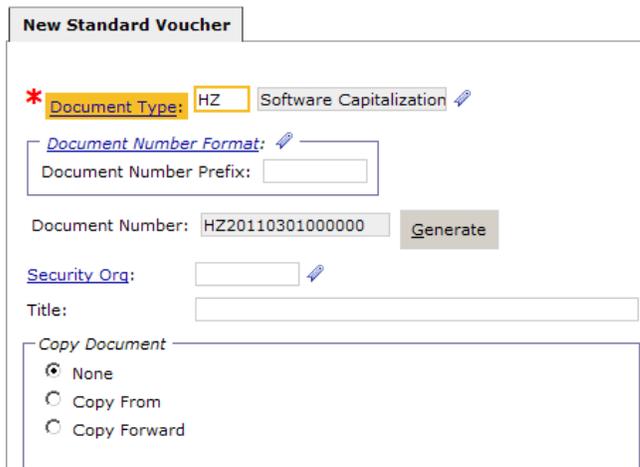   *System message indicates the form was submitted for processing successfully.*

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.

Notes

1. Select **Transactions—General System—Correct** from the menu bar.

   *The **Correct** page will be displayed.*

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. Click the **Search** button.

6. Select the desired Treasury Claim document and click the **Correct** button.

   *The **Header** of the selected **Treasury Claim Document** is displayed.*

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7. Select the **Accounting Lines** Tab.

    *The **Accounting Lines** page will be displayed.*

8. Select the appropriate line**.**

9. Click 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 click the **Accounting Line** hyperlink to open the new line.

    *The **Accounting Line** page will be displayed.*

11. Enter the appropriate Transaction Type in the **Transaction Type** field.

12. Enter the appropriate Transaction Event from the **Trans Event** box.

13. Select **Increase** from the **Increase/Decrease** drop-down box.

14. Click 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. Click the **Submit** button.

    System message indicates the form was submitted for processing successfully.

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 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.

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- **Section 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.

Notes

1.   Select **Transactions—General System—New—Standard Voucher** from the menu bar.

   *The **New Standard Voucher** page will be displayed.*
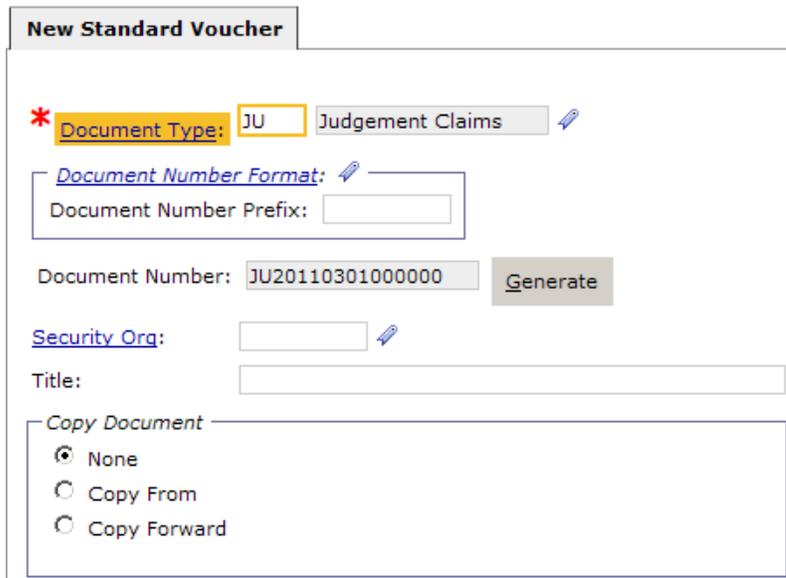
   New Standard Voucher

   * Document Type: JU   Judgement Claims

   Document Number Format:
   Document Number Prefix: ____

   Document Number: JU20110301000000   Generate

   Security Org: ____

   Title: ____

   Copy Document
   ◉ None
   ○ Copy From
   ○ Copy Forward

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 clicking the Generate button.

   *The **Security Org** defaults to GSA.*

3.   Click **Finish** button.

   *The **Header** page of the Treasury Judgment Claim form will be*

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displayed.
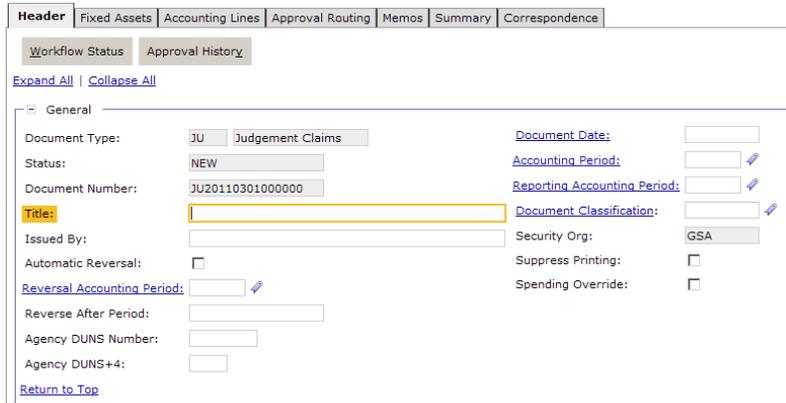
*Note: The Treasury Claim Form date and period fields will default to the current **Document Date**, **Acctg Period**, and **Reporting Acctg Period** after the Form is Verified or Processed.*

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. Click the **Add** button.

    *The **Accounting Line** page will be displayed.*

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. Click the **Default** button to populate fields in the **Accounting**

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Dimensions section. Enter additional fields as needed.

12. Click 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. Click the **Submit** button.

    System message indicates the form was submitted for processing successfully.

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.

Notes

1. Select **Transactions—General System—New—Standard Voucher** from the menu bar.

   *The **New Standard Voucher** page will be displayed.*

2. Select the **Treasury Judgment Claim** from the **Doc Type**

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drop-down list box.

3. A unique document number will be generated in the Document
    Number field after clicking the **Generate** button.

    *The **Security Org** defaults to GSA.*

4. Click the **Finish** button.

    *The **Header** page of the **Treasury Judgment Claim** form will be
    displayed.*

    *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. Click the **Add** button.

    *The **Accounting Line** page will be displayed.*

8. Enter the appropriate Transaction Type in the **Transaction Type**
    field.

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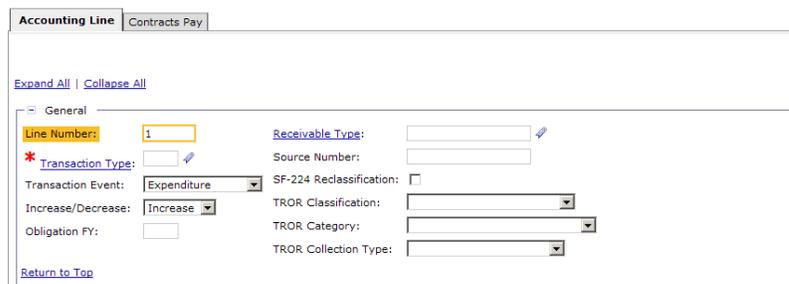
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9. Enter the appropriate Transaction Event in the **Trans Event** box.

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. Click the **Default** button to populate fields in the **Accounting Dimensions** section. Enter additional fields as needed.

13. Click 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. Click the **Submit** button.

    System message indicates the form was submitted for processing successfully.

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.

Notes

1. Select **Transactions—General System—Correct** from the menu bar.

   *The **Correct** page will be displayed.*

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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. Click the **Search** button.

    The Treasury Claim document record will be displayed.

6. Highlight the desired Treasury Claim document record and click 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. Click 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. Click the **Accounting Line** hyperlink.

    *The **Accounting Line** page will be displayed.*

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12. Enter the appropriate Transaction Type in the **Transaction Type** field.

13. Enter the appropriate Transaction Event in the **Trans Event** box.

14. Select the **Decrease** option next to the **Amount** field.

15. Click 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. Click the **Submit** button.

    System message indicates the form was submitted for processing successfully.

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.*

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Notes

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. Click the **Search** button.
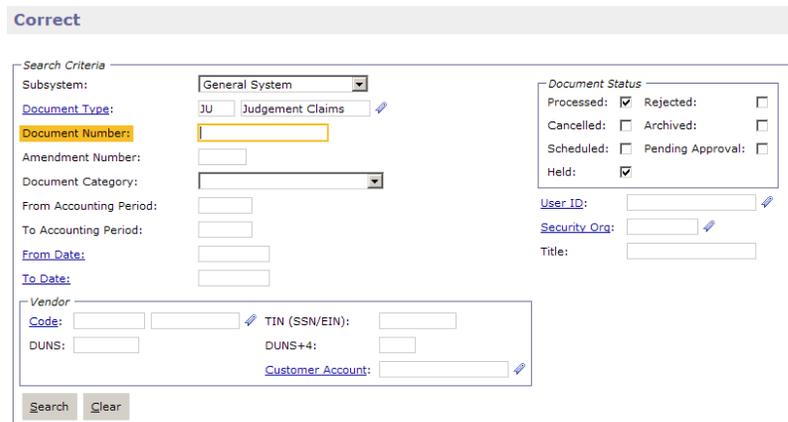
6. Select the desired document and click the **Correct** button.

    *Note: 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. Click 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. Click the **Accounting Line** hyperlink.

    *The new **Accounting Line** page will be displayed.*

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12. Enter the appropriate Transaction Type in the **Transaction Type** field.

13. Enter the appropriate Transaction Event in the **Trans Event** box.

14. Select **Decrease** from the **Increase/Decrease** drop-down box.

15. Click 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. Click the **Submit** button.

    System message indicates the form was submitted for processing successfully.

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 Chapter 6, Orders, 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 Chapter 4, Invoices, Section – 4.2.1 "Creating Non-Itemized Match Invoice Documents"*** for the detailed data entry instructions.

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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.

Figures 3-3 and 3-4 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.

Notes

1. Select **Transactions—Purchasing—New—Estimated Accrual** from the menu bar.

   The New Estimated Accrual page will be displayed.
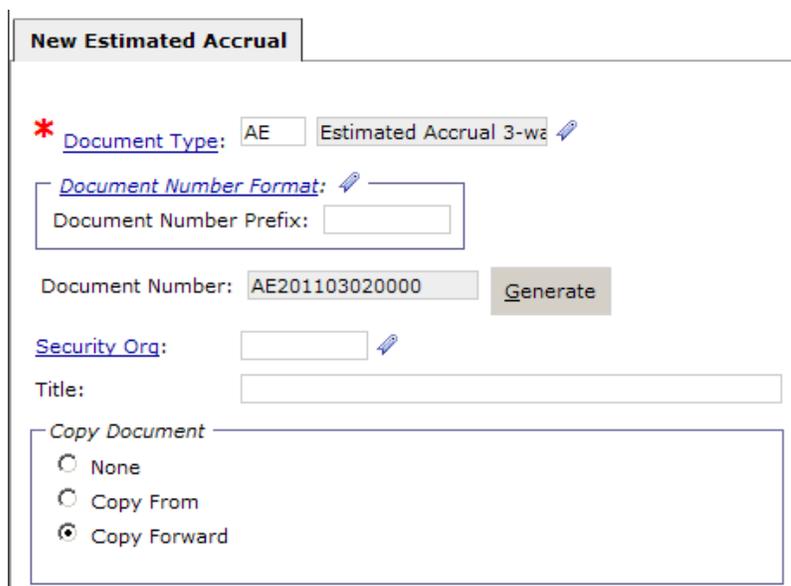
Notes

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

3. A unique document number will be generated in the **Document Number** field after clicking the **Generate** button.

   The Security Org defaults to GSA.

4. Select the **Copy Forward** radio button.

5. Click 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. Click the **Search** button.

9. Select the appropriate document from the generated list.

10. Click the **Finish** button.

    *The **Header** page of the Treasury Judgment Claim Estimated Accrual form will be displayed.*
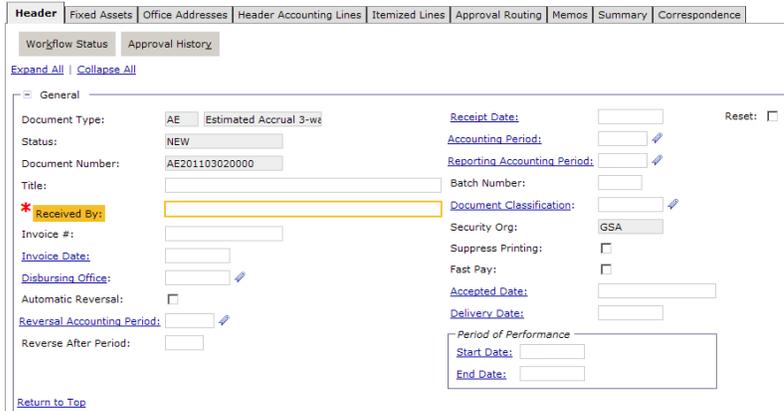
11. Enter the name of the person creating the estimated accrual in the **Received By** field.

    *The Treasury Judgment Estimated Accrual 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.*

    *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.

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Notes

14. Click the **Header Accounting Line** hyperlink link to open the line.

    *The **Header Accounting Line** page will be displayed.*

Header Accounting Line

Expand All | Collapse All

General

Line Number: 1	Source Number:
Transaction Type:	
Accepted Date:	
Delivery Date:	
Related Cost Type: N/A	

Period of Performance

Start Date: | End Date: |

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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. Click 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. Click the **Submit** button.

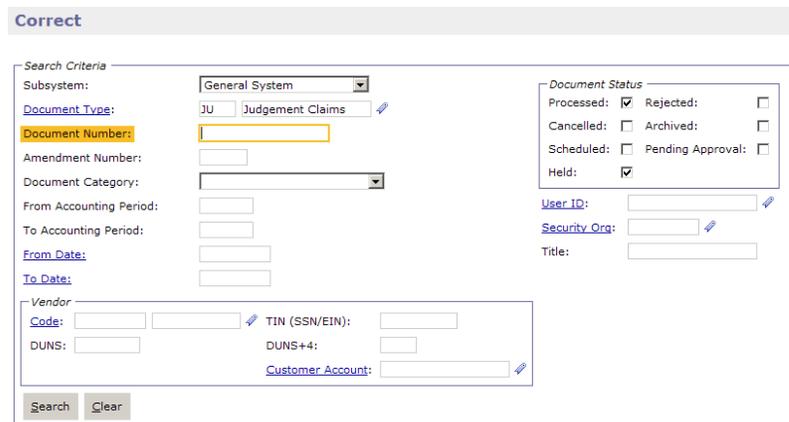   *System message indicates the form was submitted for processing successfully.*

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**. *Refer to Chapter 8, Estimated Accruals, Section – 8.1.5 "Liquidating a Non-Itemized Estimated Accrual"* for the detailed data entry instructions.

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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 Chapter 4, Invoices, Section – 4.2.1 "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 Chapter 4, Invoices, Section – 4.2.1 "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)

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12   Purchasing Public Debt

12.1   Purchase at Par with Accrued Interest

Figure 12-1 Purchase at Par with Accrued Interest

| Purchase | → | Accrue Int. | → | Collect Int. | → | **Mature** |
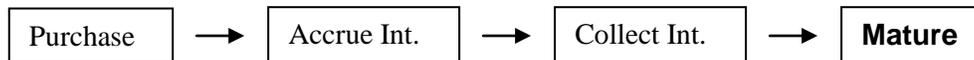
12.1.1   How do I Record the Purchase of an Investment at Par with Accrued Interest?

To record the purchase of an investment at par value with accrued interest at the time of the purchase, create a two-line SV document in Pegasys.

- Line 1 – Record the purchase price par value amount with document type IA and transaction type 01.The dollar amount used for this line is the par value of the investment.

- Line 2 – Record the entries for the purchase of accrued interest (for amortized funds) by using document type IA and transaction type 05 **OR** 06 (for non-amortized funds). The dollar amount used for this line is the amount of accrued interest purchased with the investment at the time of purchase.

12.1.2   How do I Accrue Other Interest?

To accrue other interest, create a single line SV document in Pegasys.

- Line 1 – Record the accrual of other interest with document type IA and transaction type 07. The dollar amount used for this line is the newly accrued interest amount on the investment.

12.1.3   How do I Collect Interest?

To record the collection of Interest, create a single line SV in Pegasys.

- Line 1 – Record the entries for the collection of interest (previously accrued) with document type IA transaction type 08 **OR** 09 (for interest not previously accrued). The dollar amount used for this line is the current interest collected using document type IA and transaction type 08 for the amount that was previously accrued and transaction type 09 for the amount that was not previously accrued. If a portion of the interest collected was previously accrued and a portion was not previously accrued, the document will need two lines. The first line will be the amount that was previously accrued using document type IA and transaction type 08 and the second line will be the amount that was not previously accrued using IA09.

12.1.4   How do I Record the Maturation of an Investment?

To record the maturation of an investment, create a single line SV in Pegasys.

- Line 1 – Record the maturity of the Investment at Par value with document type IA and transaction type 11. The dollar amount used for this line is the par value of the investment.

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12.2   Purchase at Par without Accrued Interest

A Blanket Purchase Agreement with Limitations is created in Pegasys, by completing a **Purchase Request**. The **PR** commits the funds and reduces your budget's available balance (for obligation and used funds). When creating or modifying a BPA, information such as vendor, which is normally <u>not</u> required on a **PR** will be required.

Figure 12-2 Purchase at Par without Accrued Interest

| Purchase | → | Accrue Int. | → | Collect Int. | → | **Mature** |
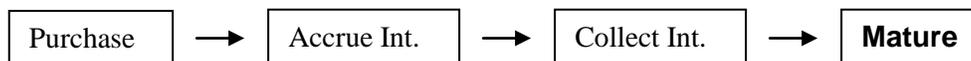
12.2.1   How do I Purchase an Investment at Par without Accrued Interest?

To record the purchase of an investment at par value, create a single line SV document in Pegasys.

- Line 1 – Record the principal purchase price with document type IA and transaction type 01. The dollar amount used for this line is the par value of the investment.

12.2.2   How do I Accrue Other Interest?

To accrue other interest, create a single line SV document in Pegasys.

- Line 1 – Record the accrual of other interest with document type IA and transaction type 07. The dollar amount used for this line is the newly accrued interest amount on the investment.

12.2.3   How do I Collect Interest?

To record the collection of Interest, create a single/multi line SV in Pegasys.

- Line 1 – Record the entries for the collection of interest (previously accrued) with document type IA and transaction type 08 **OR** 09 (for interest not previously accrued). The dollar amount used for this line is the current interest collected using transaction type 08 for the amount that was previously accrued and 09 for the amount that was not previously accrued. If a portion of the interest collected was previously accrued and a portion was not previously accrued, the document will need two lines. The first line will be the amount that was previously accrued using transaction type 08 and the second line will be the amount that was not previously accrued using transaction type 09.

12.2.4   How do I Record the Maturation of an Investment?

To record the maturation of an investment, create a single line SV in Pegasys.

- Line 1 – Record the maturity of the Investment at Par value with document type IA and transaction type 11. The dollar amount used for this line is the par value of the investment.

12.3   Purchase at Premium with Accrued Interest not Amortizing the Premium

Figure 12-3 Purchase at Premium with Accrued Interest not Amortizing the Premium

| Purchase | → | Accrue Int. | → | Collect Int. | → | **Mature** |
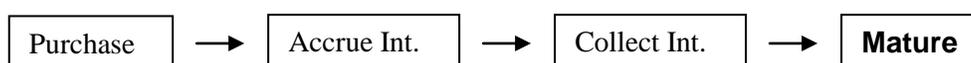
12.3.1   How do I Purchase an Investment at Premium with Accrued Interest?

To record the purchase of an investment at a premium with accrued interest, create a three line SV document in Pegasys.

- Line 1 – Record the principal purchase price with document type IA and transaction type 01. The dollar amount used for this line is the par value of the investment.

- Line 2 – Record the entries for the purchase of accrued interest with document type IA and transaction type 06. The dollar amount used for this line is the amount of accrued interest purchased with the investment at the time of purchase.

- Line 3 – Record the entries for the premium with document type IA and transaction type 03. The dollar amount used for this line is the amount of premium paid for the investment.

12.3.2   How do I Accrue Other Interest?

To accrue other interest, create a single line SV document in Pegasys.

- Line 1 – Record the accrual of other interest with document type IA transaction type 07. The dollar amount used for this line is the newly accrued interest amount on the investment.

12.3.3   How do I Collect Interest?

To record the collection of Interest, create a single/multi line SV in Pegasys.

- Line 1 – Record the entries for the collection of interest (previously accrued) with document type IA and transaction type 08 *OR* 09 (for interest not previously accrued). The dollar amount used for this line is the current interest collected using transaction type 08 for the amount that was previously accrued and 09 for the amount that was not previously accrued. If a portion of the interest collected was previously accrued and a portion was not previously accrued, the document will need two lines. The first line will be the amount that was previously accrued using transaction type 08 and the second line will be the amount that was not previously accrued using transaction type 09.

12.3.4   How do I Record the Maturation of an Investment?

To record the maturation of an investment, create a two line SV in Pegasys.

- Line 1 – Record the maturity of the Investment at Par value with document type IA transaction type 11. The dollar amount used for this line is the par value of the investment.

- Line 2 – Record the premium maturity with document type IA and transaction type 12. The dollar amount used for this line is the amount of premium paid for the investment.

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12.4 Purchase at Premium with Accrued Interest Amortizing the Premium

Figure 12-4 Purchase at Premium with Accrued Interest Amortizing the Premium

| Purchase | → | Accrue Int. | → | Collect Int. | → | Amortize Premium |

Mature

12.4.1 How do I Purchase an Investment at Premium with Accrued Interest at time of purchase and amortize the premium?

To record the purchase of an investment at a premium with accrued interest and also amortize the premium, create a three-line SV document in Pegasys.

- Line 1 – Record the principal purchase price with document type IA and transaction type 01. The dollar amount used for this line is the par value of the investment.

- Line 2 – Record the entries for the purchase of accrued interest with document type IA and transaction type 05. The dollar amount used for this line is the amount of accrued interest purchased with the investment at the time of purchase.

- Line 3 – Record the entries for the premium with document type IA and transaction type 02. The dollar amount used for this line is the amount of premium paid for the investment.

12.4.2 How do I Accrue Other Interest?

To accrue other interest, create a single line SV document in Pegasys.

- Line 1 – Record the accrual of other interest with document type IA and transaction type 07. The dollar amount used for this line is the newly accrued interest amount on the investment.

12.4.3 How do I Collect Interest (All)?

To record the collection of Interest, create a single/multi line SV in Pegasys.

- Line 1 – Record the entries for the collection of interest (previously accrued) with document type IA and transaction type 08 *OR* 09 (for interest not previously accrued). The dollar amount used for this line is the current interest collected using transaction type 08 for the amount that was previously accrued and 09 for the amount that was not previously accrued. If a portion of the interest collected was previously accrued and a portion was not previously accrued, the document will need two lines. The first line will be the amount that was previously accrued using transaction type 08 and the second line will be the amount that was not previously accrued using transaction type 09.

12.4.4 How do I Amortize the Premium?

To amortize the premium, create a single line SV in Pegasys.

- Line 1 – Record the amortization of the premium with document type IA and transaction type 10 with a **Decrease** indicator. The dollar amount used for this line is the amount of premium paid for the investment.

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12.4.5 How do I Record the Maturation of an Investment?

To record the maturation of an investment, create a two-line SV in Pegasys.

- Line 1 – Record the maturity of the Investment at Par value with document type IA and transaction type 11. The dollar amount used for this line is the par value of the investment.

- Line 2 – Record the premium maturity with document type IA and transaction type 12. The dollar amount used for this line is the amount of premium paid for the investment.

12.5 Purchase at Premium without Accrued Interest not amortizing the Premium

Figure 12-5 Purchase at Premium without Accrued Interest not Amortizing the Premium

| Purchase | ⟶ | Accrue Int. | ⟶ | Collect Int. | ⟶ | **Mature** |
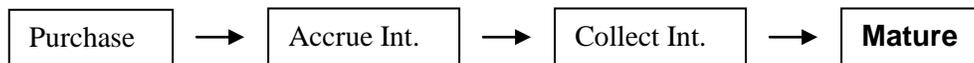
12.5.1 How do I Purchase an Investment at Premium without Accrued Interest at time of purchase and amortize the premium?

To record the purchase of an investment at a premium with accrued interest and also amortize the premium, create a two-line SV document in Pegasys.

- Line 1 – Record the principal purchase price with document type IA and transaction type 01. The dollar amount used for this line is the par value of the investment.

- Line 2 – Record the entries for the premium with document type IA and transaction type 02. The dollar amount used for this line is the amount of premium paid for the investment.

12.5.2 How do I Accrue Other Interest?

To accrue other interest, create a single line SV document in Pegasys.

- Line 1 – Record the accrual of other interest with document type IA and transaction type 07. The dollar amount used for this line is the newly accrued interest amount on the investment.

12.5.3 How do I Collect Interest?

To record the collection of Interest, create a single/multi line SV in Pegasys.

- Line 1 – Record the entries for the collection of interest (previously accrued) with document type IA and transaction type 08 *OR* 09 (for interest not previously accrued). The dollar amount used for this line is the current interest collected using transaction type 08 for the amount that was previously accrued and 09 for the amount that was not previously accrued. If a portion of the interest collected was previously accrued and a portion was not previously accrued, the document will need two lines. The first line will be the amount that was previously accrued using transaction type 08 and the second line will be the amount that was not previously accrued using 09.

12.5.4 How do I Record the Maturation of an Investment?

To record the maturation of an investment, create a two-line SV in Pegasys.

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- Line 1 – Record the maturity of the Investment at Par value with document type IA and transaction type 11. The dollar amount used for this line is the par value of the investment.

- Line 2 – Record the premium maturity with document type IA and transaction type 12. The dollar amount used for this line is the amount of premium paid for the investment.

12.6   Purchase investment at a Premium without Accrued Interest amortizing the Premium

Figure 12-6 Purchase Investment at a Premium without Accrued Interest Amortizing the Premium
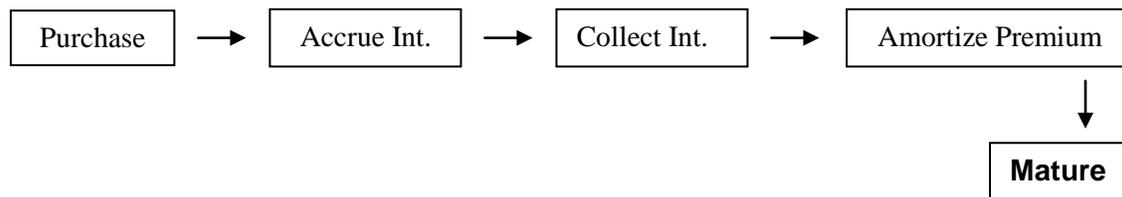
12.6.1   How do I Purchase an Investment at a Premium with Accrued Interest at time of purchase and amortize the premium?

To record the purchase of an investment at a premium with accrued interest and also amortize the premium, create a two-line SV document in Pegasys.

- Line 1 – Record the principal purchase price with document type IA and transaction type 01. The dollar amount used for this line is the par value of the investment.

- Line 2 – Record the entries for the premium with document type IA and transaction type 02. The dollar amount used for this line is the amount of premium paid for the investment.

12.6.2   How do I Accrue Other Interest?

To accrue other interest, create a single line SV document in Pegasys.

- Line 1 – Record the accrual of other interest with document type IA and transaction type 07. The dollar amount used for this line is the newly accrued interest amount on the investment.

12.6.3   How do I Collect Interest?

To record the collection of Interest, create a single/multi line SV in Pegasys.

- Line 1 – Record the entries for the collection of interest (previously accrued) with document type IA and transaction type 08 *OR* 09 (for interest not previously accrued). The dollar amount used for this line is the current interest collected using transaction type 08 for the amount that was previously accrued and 09 for the amount that was not previously accrued. If a portion of the interest collected was previously accrued and a portion was not previously accrued, the document will need two lines. The first line will be the amount that was previously accrued using transaction type 08 and the second line will be the amount that was not previously accrued using 09.

12.6.4   How do I Amortize the Premium?

To amortize the premium, create a single line SV in Pegasys.

- Line 1 – Record the amortization of the premium with document type IA and transaction type 10 with a **Decrease** indicator. The dollar amount used for this line is the amount of premium paid for the investment.

12.6.5   How do I Record the Maturation of an Investment?

To record the maturation of an investment, create a two-line SV in Pegasys.

- Line 1 – Record the maturity of the Investment at Par value with document type IA and transaction type 11. The dollar amount used for this line is the par value of the investment.

- Line 2 – Record the premium maturity with document type IA and transaction type 12. The dollar amount used for this line is the amount of premium paid for the investment.

12.7   Purchase investment at a Discount with Accrued Interest amortizing the Discount

Figure 12-7 Purchase Investment at a Discount with Accrued Interest Amortizing the Discount

Purchase	→	Accrue Int.	→	Collect Int.	→	Amortize Discount

$$\downarrow$$

Mature

12.7.1   How do I Purchase an Investment at a Discount with Accrued Interest at time of purchase and amortize the discount?

To record the purchase of an investment at a premium with accrued interest and also amortize the premium, create a three-line SV document in Pegasys.

- Line 1 – Record the principal purchase price with document type IA and transaction type 01. The dollar amount used for this line is the par value of the investment.

- Line 2 – Record the entries for the purchase of accrued interest with document type IA and transaction type 05. The dollar amount used for this line is the amount of accrued interest purchased with the investment at the time of purchase.

- Line 3 – Record the entries for the discount with document type IA and transaction type 04. The dollar amount used for this line is the amount of the discount given with the purchase of the investment.

12.7.2   How do I Accrue Other Interest?

To accrue other interest, create a single line SV document in Pegasys.

- Line 1 – Record the accrual of other interest with document type IA and transaction type 07. The dollar amount used for this line is the newly accrued interest amount on the investment.

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12.7.3   How do I Collect Interest?

To record the collection of Interest, create a single/multi line SV in Pegasys.

- Line 1 – Record the entries for the collection of interest (previously accrued) with document type IA and transaction type 08 *OR* 09 (for interest not previously accrued). The dollar amount used for this line is the current interest collected using transaction type 08 for the amount that was previously accrued and 09 for the amount that was not previously accrued. If a portion of the interest collected was previously accrued and a portion was not previously accrued, the document will need two lines. The first line will be the amount that was previously accrued using transaction type 08 and the second line will be the amount that was not previously accrued using transaction type 09.

12.7.4   How do I Amortize the Discount?

To amortize the discount, create a single line SV in Pegasys.

- Line 1 – Record the amortization of the discount with document type IA and transaction type 10. The dollar amount used for this line is the amount of the discount given with the purchase of the investment.

12.7.5   How do I Record the Maturation of an Investment?

To record the maturation of an investment, create a two-line SV in Pegasys.

- Line 1 – Record the maturity of the Investment at Par value with document type IA and transaction type 11. The dollar amount used for this line is the par value of the investment.

- Line 2 – Record the discount maturity with document type IA and transaction type 14. The dollar amount used for this line is the amount of the discount given with the purchase of the investment.

12.8   Purchase at Discount without Accrued Interest Amortizing the Discount

Figure 12-8 Purchase at Discount without Accrued Interest Amortizing the Discount
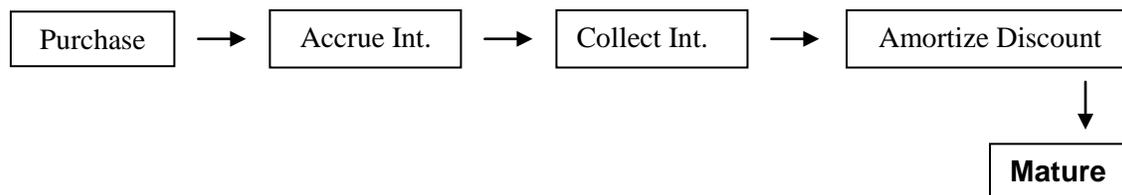
12.8.1   How do I Purchase an Investment at Discount with Accrued Interest at time of purchase and amortize the discount?

To record the purchase of an investment at a discount with accrued interest and also amortize the discount, create a two-line SV document in Pegasys.

- Line 1 – Record the principal purchase price with document type IA and transaction type 01. The dollar amount used for this line is the par value of the investment.

- Line 2 – Record the entries for the discount with document type IA and transaction type 04. The dollar amount used for this line is the amount of the discount given with the purchase of the investment.

12.8.2   How do I Accrue Other Interest?

To accrue other interest, create a single line SV document in Pegasys.

- Line 1 – Record the accrual of other interest with document type IA and transaction type 07. The dollar amount used for this line is the newly accrued interest amount on the investment.

12.8.3   How do I Collect Interest?

To record the collection of Interest, create a single/multi line SV in Pegasys.

- Line 1 – Record the entries for the collection of interest (previously accrued) with document type IA and transaction type 08 **OR** 09 (for interest not previously accrued). The dollar amount used for this line is the current interest collected using transaction type 08 for the amount that was previously accrued and 09 for the amount that was not previously accrued. If a portion of the interest collected was previously accrued and a portion was not previously accrued, the document will need two lines. The first line will be the amount that was previously accrued using transaction type 08 and the second line will be the amount that was not previously accrued using 09.

12.8.4   How do I Amortize the Discount?

To amortize the discount, create a single line SV in Pegasys.

- Line 1 – Record the amortization of the discount with document type IA and transaction type 10. The dollar amount used for this line is the amount of the discount given with the purchase of the investment.

## 12.8.5   How do I Record the Maturation of an Investment?

To record the maturation of an investment, create a two-line SV in Pegasys.

- Line 1 – Record the maturity of the Investment at Par value with document type IA and transaction type 11. The dollar amount used for this line is the par value of the investment.

- Line 2 – Record the discount maturity with document type IA and transaction type 14. The dollar amount used for this line is the amount of the discount given with the purchase of the investment.

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13   Refund Payment Procedures

Beginning October 1, 2002, Refund Payments are now processed in Pegasys. Refunds can be recorded against known Funds (*i.e.,* 262X, 110) or against Deferred Funds such as 206X, 207X, or 197X. Step-by-step instructions for recording Refund Payments are listed below.

13.1   How do I Process a Refund Against a Known Fund?

The refund process in Pegasys begins with the creation of a Direct Pay Match Invoice document. Once the Direct Pay Match Invoice has been processed, the document will run through the Automated Match (AM) Batch Job and create a payment. The payment will then be disbursed for the amount listed on the Match Invoice to the designated vendor. Please refer to ***Figure 13-1 Fund Refunds Document Type Table*** below, for a listing of Refund Reasons and associated Document Types.

Figure 13-1   Fund Refunds Document Type Table

Refund Reason	NEAR G/L Account	Document Type
A/R Reclassification	2018/1032	E3
Refunds/Prepayments	2921,2923,2924/1032	E1
Advances from Others TAPS	2943/1032	E4
Deferred Credit (General)	2901/1032	E5
Deferred Credits (Unamortized Short Term)	2919/1032	E6

To Create a Direct Pay Match Invoice:

Notes

1.   Select **Transactions—Purchasing—New—Match Invoice** from the menu bar.

*The **New Match Invoice** page will be displayed.*

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2. In the **Document Type** field, enter the appropriate document type. Please refer to *Figure 13-1 Fund Refunds Document Type Table*.

3. A unique document number will be automatically generated in the **Doc Number** field after clicking the **Generate** button.

4. Click the **Finish** button.

    *The **Header** page of the Match Invoice form will be displayed.*

5. In the **Title** field, enter any unique identifying information (e.g., customer's name) that will aid in identifying the refund transaction when generating Pegasys queries and reports

    Note: Vendor's Invoice Date, Log Date, Accounting Period, and Reporting Accounting Period fields will default to the current date and period when the form is Verified or

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Processed.

6. Enter the **Vendor Code** and **Vendor Address Code.** The vendor name will be inferred from the vendor code.

    *Note: When recording a **NARA** refund enter **NARAREFUND** in the **Vendor Code** field. Press the **[Tab]** key. The **Vendor Address Code** field will default to **00001**. For NARA refunds only, follow Steps 6-8 below*

    For **non-NARA** refunds, proceed to **Step 10**.

7. Click the **More** button in the **Vendor** group box.

    Note: *The **Vendor Details** page will be displayed.*

8. Enter the Name, Address, City, State, and Zip Code of the person receiving the refund.

9. Click the **OK** button.

10. Enter the Vendor's invoice number in the **Invoice #** field.

11. In the **Description** field, enter descriptive information about the refund.

    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.*

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

    *The **Header Accounting Lines** page will be displayed.*

13. To add a new line, click the **Add** button.

    *The **Header Accounting Line** page will be displayed.*

14. In the **Line Amounts** section, enter the dollar amount in the **Invoiced** field**.**

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Notes

15. In the **Accounting Dimensions** section, enter the appropriate accounting template for the Fund the refund is to be recorded against.

    Note: *Special templates have been set up for Refunds. These templates are named, "REFUND-FY03-XXXX" where XXXX stands for the Fund Code.*

16. Click the **Default** button to populate fields in the **Accounting Dimensions** section. Enter additional fields as needed.

17. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

    To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and click the **Remove** button.

18. Click 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. Click the **Submit** button.

    System message indicates the form was submitted for processing successfully.

13.2   How Do I Process a Refund Against a Deferred Fund?

The process for recording a refund against a Deferred Fund also begins with the establishment of a Direct Pay Match Invoice **(E2)**. A different **Doc Type** and the use off a special **Cost Element** and **Function Code** in the accounting template are what distinguish the two Refund Payment processes.

To Create a Direct Pay Match Invoice:

Notes

1. Select **Transactions—Purchasing—New—Match Invoice** from the menu bar.

   The New Match Invoice page will be displayed.

Notes

2. In the **Document Type** field, enter **E2.**

3. A unique document number will be automatically generated in the **Doc Number** field after clicking the **Generate** button.

4. Click the **Finish** button.

*Note: The **Header** page of the Direct Pay Match Invoice form will be displayed.*

*Note: **Vendor's Invoice Date**, **Log Date**, **Accounting Period**, and **Reporting Accounting Period** fields will default to the current date and period when the form is Verified or Processed.*

Notes

5. Enter the **Vendor Code** and **Vendor Address Code.** The vendor name will be inferred from the vendor code.

6. Enter the Vendor's invoice number in the **Invoice #** field.

7. In the **Description** field, enter descriptive information about the refund.

   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.*

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

   *The **Header Accounting** Lines page will be displayed.*

9. Click the **Add** button to add a new line.

   *The **Header Accounting Line** page will be displayed.*
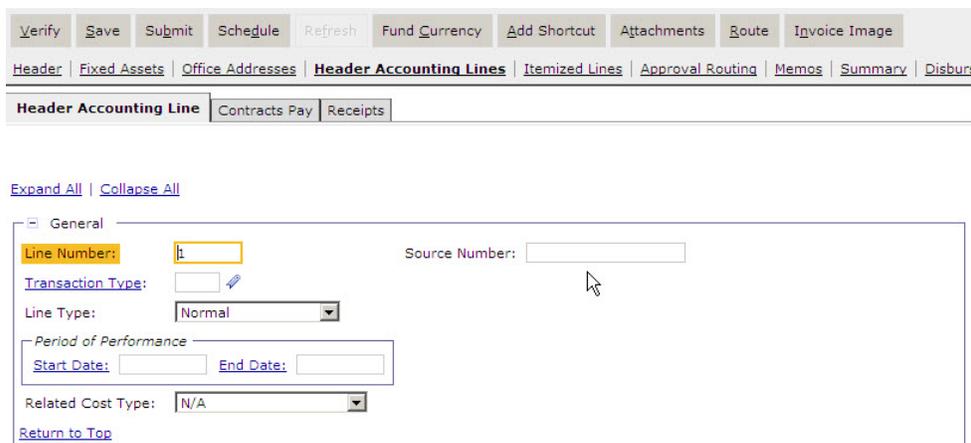
10. In the **Line Amount** section, enter the dollar amount in the **Invoiced** field.

11. In the **Accounting Dimensions** section, enter the appropriate accounting template.

12. Enter the appropriate Cost Element and Function Code, please refer to,

    *Figure 13-2   Refunds – Deferred Funds (206X, 207X, 197X)*below:

Figure 13-2   Refunds – Deferred Funds (206X, 207X, 197X)

Refund Reason	NEAR DR Account	Sub-Object Class	Activity
Refunds – Liability for Deposit (General) G/L Acct: 2400.01	2402 2403 2405	998	GXR01

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Refund Reason	NEAR DR Account	Sub-Object Class	Activity
Refunds – Liability for Deposit (Personal) G/L Acct: 2400.02	2407	998	GXR02
Refunds – Liability for Deposit (Real) G/L Acct: 2400.03	2408	998	GXR03

Notes

13. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

    To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and click the **Remove** button.

14. Click 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. Click the **Submit** button.

    System message indicates the form was submitted for processing successfully.

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14   Special Payment Procedures

The following chapter details the procedures for processing Deferred Payments, Payment over Cancellation and Payment Only Chains for Expenditure Refunds.

14.1   How Do I Process Deferred Payments?

Beginning October 1, 2002, Deferred Payment transactions (NEAR Action Codes D9, G9, and M9) will be processed in Pegasys. Transactions entered online in Pegasys will immediately impact budgets. Therefore, Deferred Payment transactions recorded against expense-based funds, such as 255X, will immediately draw down against available budget amounts. Step-by-step instructions for recording Deferred Payment transactions are listed in *Section 14.1.1: How do I make a Payment against a Deferred Fund?* and *Section 14.1.2: How do I Allocate Deferred Payments?*

14.1.1   How do I make a Payment against a Deferred Fund?

The Deferred Payments process in Pegasys begins with the creation of a Direct Pay Match Invoice document.

To Create a Direct Pay Match Invoice

Notes

1.   Select **Transactions—Purchasing—New—Match Invoice** from the menu bar.

   *The **New Match Invoice** page will be displayed.*

2.   In the **Document Type** field, enter **E2 – Prepayment/Refunds (General, Pers Prop, Real Prop)**.

3.   A unique document number will be automatically generated in the **Document Number** field after clicking the **Generate** button.

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4. Click the **Finish** button.

    *The **Header** page of the Direct Pay Match Invoice form will be displayed.*
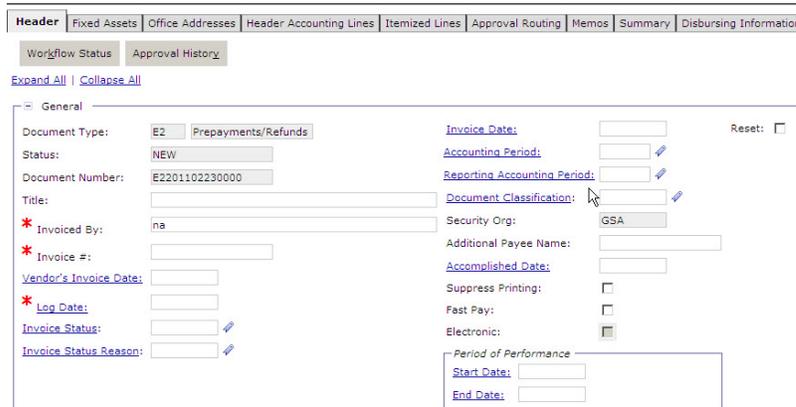
5. Enter the appropriate information in the **Title** or **Description** field.

    Note: *Information entered in either the **Title** field or the **Description** field of the **Header** page will be used to track the transaction. This information will appear on the Deferred Payments report, which is currently under development.*

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

    Note: ***Vendor's Invoice Date**, **Log Date**, **Acctg Period**, and **Reporting Accounting Period** fields will default to the current date and period when the form is Verified or Processed*

7. Enter the Vendor's invoice number in the **Invoice #** field.

8. Enter the date in the **Accomplished Date** field.

9. Enter the **Vendor Code** and **Vendor Address Code**. The vendor name will be inferred from the vendor code.

10. In the **Description** field enter descriptive information about the refund.

    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.*

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

    *The **Header Accounting Lines** summary page will be displayed.*

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12. Click the **Add** button to add a new line.

     *The **Header Accounting Line** page will be displayed.*

13. In the **Line Amounts** section, enter the dollar amount in the
     Invoiced field.

14. In the **Accounting Dimensions** section, enter the appropriate
     accounting template in the **Template** field.

15. Click the **Default** button to populate the fields in the **Accounting
     Dimensions** section. Enter additional fields, as needed.

16. Enter the appropriate **Sub Object Class** and **Activity**, please refer
     to *Figure 14-1 Deferred Payments Accounting Elements Table*.

Figure 14-1   Deferred Payments Accounting Elements Table

Refund Reason	Sub Object Class	Activity
Deferred Charges/Prepaid G/L Acct: 1450.24	999	GXP24
Prepay (Other) G/L Acct: 1450.99	999	GXP99

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17. Click the **Tax Lines** tab. To add a new line, click the **Add**
    button.Select the newly created line and click the Tax Lines
    hyperlink. Enter the Withholding Type and the Tax Amount.

18. Go to the **Summary** tab to view a summary of the accounting lines.
    To update an existing line, select the line, click in the text box for
    the field you would like to update, and make the update.

    To add a new line, click the **Add** button and follow the instructions
    above on how to enter a header accounting line. To delete a line,
    select the line and click the **Remove** button.

19. Click the **Verify** button.

    One-error message will be returned, indicating that the payment
    may not be grouped.

20. Click the **Submit** button.

14.1.2   How do I Allocate Deferred Payments?

Once the Direct Pay Match Invoice has been processed, the deferred costs must then be allocated to either
a previously obligated expense or to a non-previously obligated expense. Step-by-step instructions are
provided in *Section 14.1.2.1: Allocating Deferred Costs to a Previous Obligated Expense and Section
14.1.2.2: Allocating Deferred Costs to a Non-Previously Obligated Expense*.

14.1.2.1   Allocating Deferred Costs to a Previously Obligated Expense

The first step in allocating Deferred Costs to a previously obligated expense is to create a Pegasys
Payment document (**PU**).

Notes

1. Select **Transactions—Accounts Payable—New—Payment
   Authorization** from the menu bar.

   *The **New Payment Authorization** page will be displayed.*

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New Payment Authorization

* Document Type: PU   Allocate Prepayment ✐

Document Number Format: ✐
Document Number Prefix: [   ]

* Document Number: [   ]   Generate
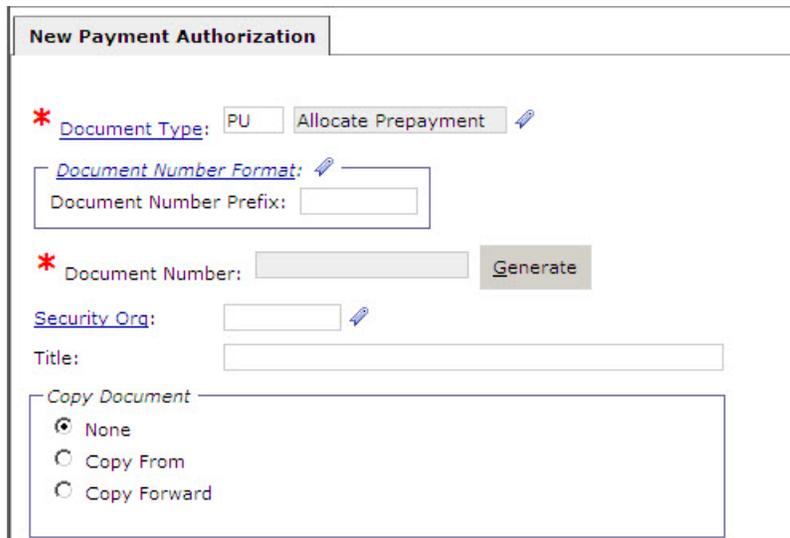
Security Org: [   ] ✐

Title: [   ]

Copy Document
  ⦿ None
  ○ Copy From
  ○ Copy Forward

2.   Enter **PU – Allocate Payment** in the **Document Type** field.

3.   A unique document number will be automatically generated in the **Doc Number** field after clicking the **Generate** button.

4.   Select the **Copy Forward** radio button.

5.   Click the **Next** button.

     The Copy Forward page will be displayed.

6.   Enter the Purchase Order Doc Type (*e.g.*, GP, FP, TP, NP, etc.) of the obligation the Deferred Costs are to be allocated to in the **Doc Type** field.

7.   Enter the Purchase Order document number in the **Doc Number** field.

8.   Click the **Search** button.

     The matching search results will be displayed.

9.   Select the appropriate document from the generated list.

10. Click the **Finish** button.

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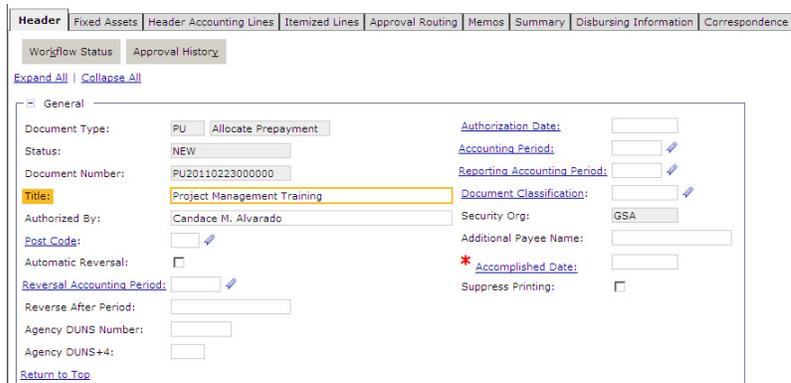
Note:

- The **Header** page of the payment form will be displayed. Information entered on the obligation will be displayed on the payment.
- Information entered in either the **Title** field or the **Description** field of the **Header** page will be used to track the transaction. This information will appear on the Deferred Payments report, which is currently under development.

11. Enter your name in the **Authorized By** field.

    Note: *Authorization Date, Acctg Period, and Reporting Accountingg Period fields will default to the current date and period when the form is Verified or Processed.*

12. Enter the date in the **Accomplished Date** field.

    Note: *The Accomplished Date on the PU- Allocate Payment must be the same as the date on the EU- Clear Payment*

13. In the **Vendor** section, enter the appropriate vendor in the **Code** field.

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

    The Header Accounting Lines summary page will be displayed.

15. Click the **Add** button to create a new line.

    The Header Accounting Line page will be displayed.

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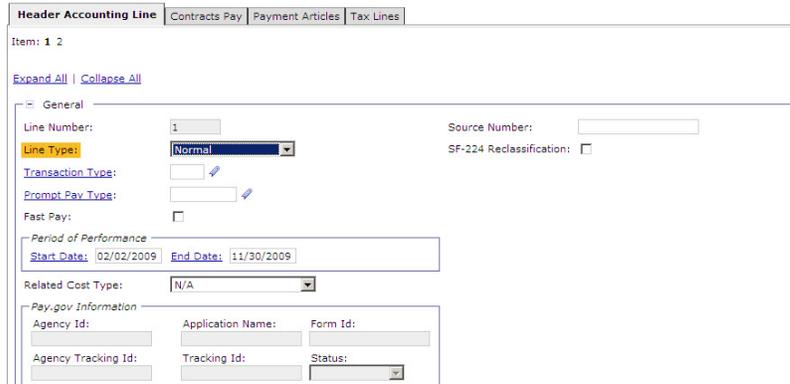
16. Enter the appropriate dollar amount in the Payment **Amount** field.

17. Click the Header Accounting Line link. Delete any accounting lines that are not related to the Deferred Payment by selecting the appropriate line on the **Header Accounting Lines** page and clicking on the **Remove** button.

18. Click the Tax Lines tab. To add a new line, click the Add button.Select the newly created line and click the Tax Lines hyperlink. Enter the Withholding Type and the Tax Amount.

19. Select the **Disbursing Information** tab.

    *The **Disbursing Information** page will be displayed.*
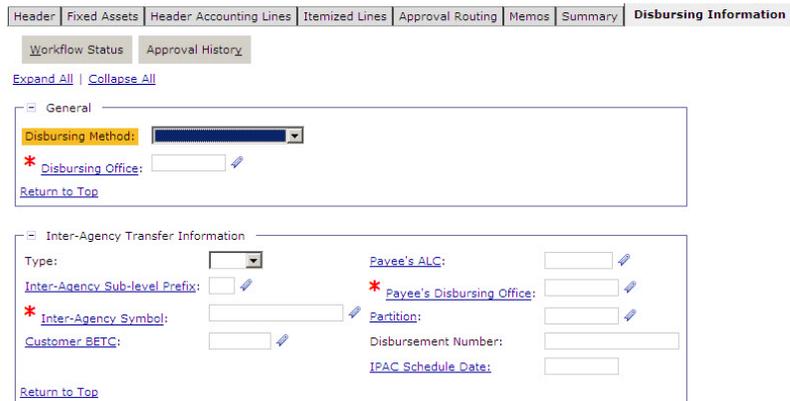
20. Select **No Check** from the **Disbursing Method** drop-down list box.

21. In the **Disbursing Office** field, enter the appropriate disbursing office information.

22. Enter the date in the **Check/Disbursement Number** field.

23. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for

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the field you would like to update, and make the update.

To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and click the **Remove** button.

24. Click 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. Click the **Submit** button.

    System message indicates the form was submitted for processing successfully.

26. Now that a payment has been created, which references the original obligation, the account balance related to the charge must be backed out of the Deferred Fund (206X, 207X, 197X). This process is accomplished by creating a Pegasys Standard Voucher (**steps 26–45** below).

27. Select **Transactions—General System—New—Standard Voucher** from the Pegasys menu bar.

    *The **New Standard Voucher** page will be displayed.*
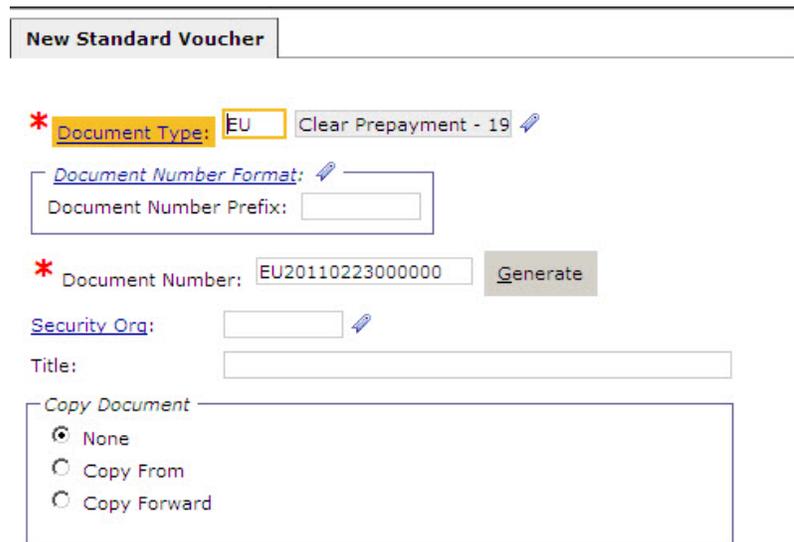
28. Enter **EU – Clear Prepayment** in the **Document Type** field.

29. A unique document number will be automatically generated in the **Doc Number** field after clicking on the **Generate** button.

30. Click the **Finish** button.

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*The **Header** page of the **EU – Clear Prepayment** form will be displayed.*
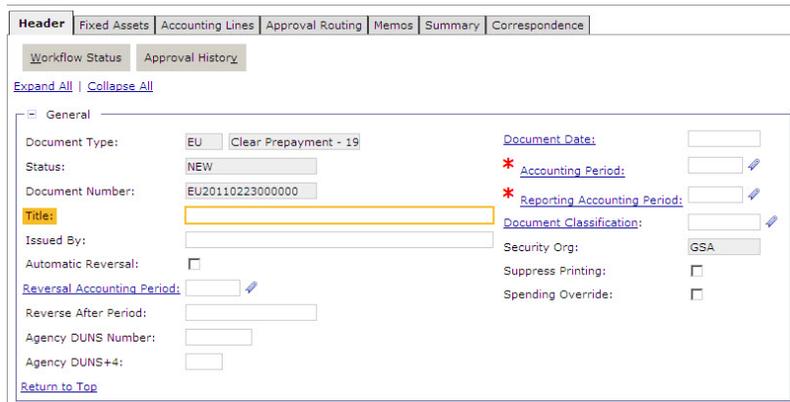
Note:

- The **Header** page of the **EU – Clear Prepayment** form will be displayed. <u>Do</u> <u>not</u> check the **Automatic Reversal** check box.
- The **Document Date**, **Accounting Period**, and **Reporting Accounting Period** will default to the current date and period when the form is Verified or Processed.

31. Select the **Accounting Lines** tab.

    *The **Accounting Lines** summary page will be displayed.*

32. Click the **Add** button to create a new accounting line.

    *The **Accounting Line** page will be displayed.*
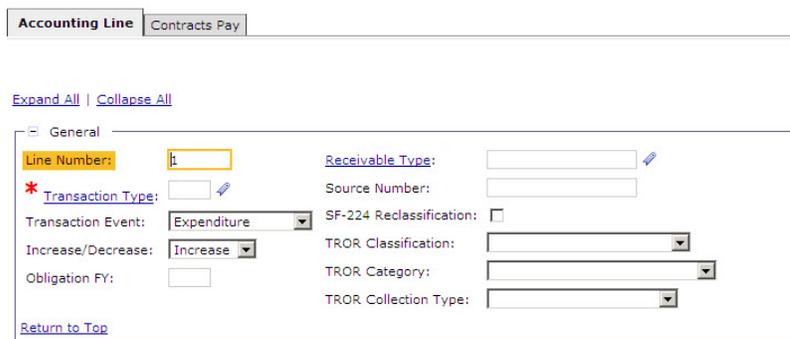
33. Enter **01** in the **Transaction Type** field.

34. Select **G/L Transfer** from the **Transaction Event** drop-down box.

35. Select **Decrease** from the **Increase/Decrease** drop-down box.

36. Enter the appropriate vendor information in the **Vendor Information** section.

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37. Enter the appropriate amount in the **Line Amount** field.

38. In the **Accounting Dimensions** section, enter the appropriate accounting template in the **Template** field.

39. Click the **Default** button to populate the fields in the **Accounting Dimensions** section. Enter additional fields, as needed.

40. Enter the appropriate **Activity Code**. *Please refer to Figure 14-1 Deferred Payments Accounting Elements Table*

41. In the **Description** field, enter any descriptive information about this line of the expense transfer.
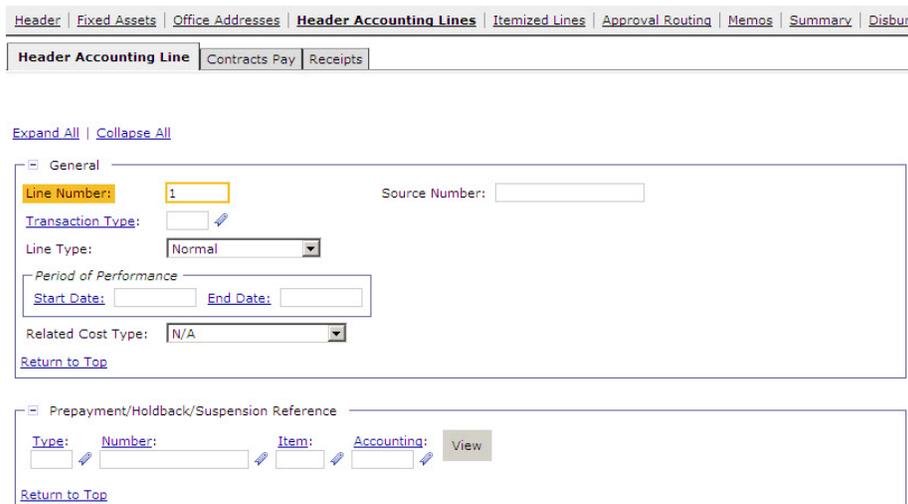
    Note: *Extended description text field allows for a maximum disk space of 60K (whereas regular description fields hold 255 characters), but printing of the extended description field on forms or reports will be determined by the room available on the form or report.*

42. In the **Payment Info** section, enter the appropriate disbursing office information in the **Disbursing Office** field.

43. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

    To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and click the **Remove** button.

44. Click 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.

45. Click the **Submit** button.

    System message indicates the form was submitted for processing successfully.

14.1.2.2   Allocating Deferred Costs to A Non-Previously Obligated Expense

Allocating Deferred Costs to a non-previously obligated expense is accomplished by creating a 2-Line Pegasys Standard Voucher called an **ET- Expense Transfer** to move the balances to the proper Fund and expense account. Step-by-step instructions for creating an **ET** are provided below.

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1. Select **Transactions—General System—New—Standard Voucher** from the menu bar.

   *The **New Standard Voucher** page will be displayed.*
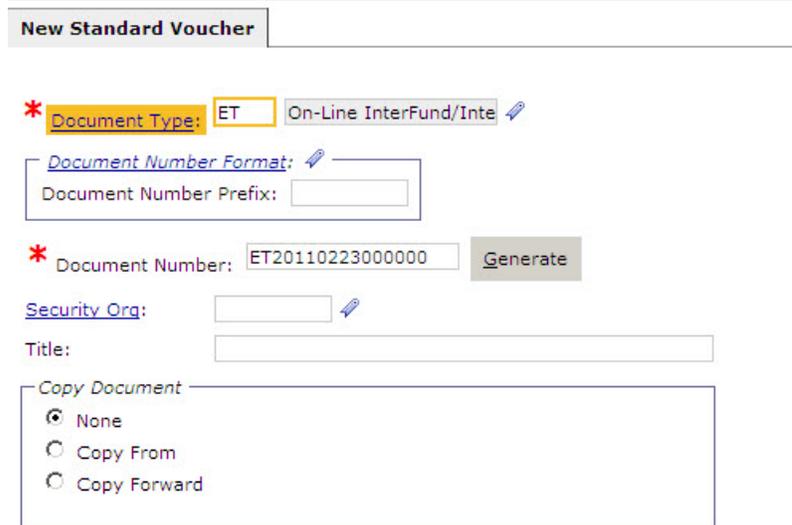
   New Standard Voucher

   * <u>Document Type:</u> ET   On-Line InterFund/Inte ✐

   <u>Document Number Format:</u> ✐
   Document Number Prefix:

   * Document Number: ET20110223000000   Generate

   <u>Security Org:</u> ✐

   Title:

   ┌─ Copy Document ─────────────────
   | ⦿ None
   | ◯ Copy From
   | ◯ Copy Forward

2. Enter **ET – Expense Transfer** in the **Document Type** field.

3. A unique document number will be automatically generated in the **Doc Number** field after clicking the **Generate** button.

4. Click the **Finish** button.
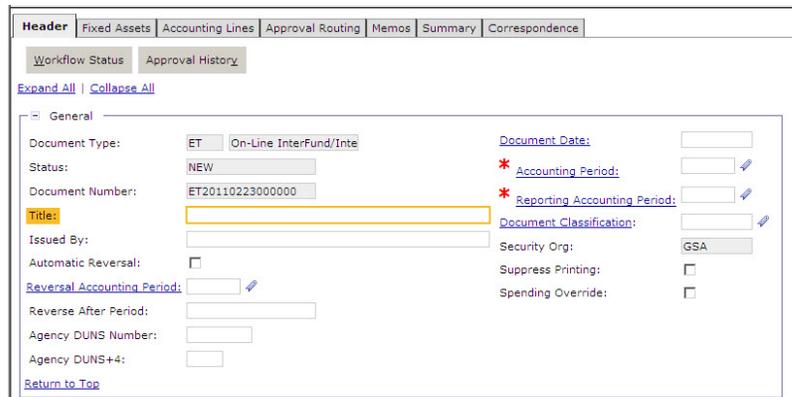
   | Header | Fixed Assets | Accounting Lines | Approval Routing | Memos | Summary | Correspondence |

   Workflow Status   Approval History

   <u>Expand All</u> | <u>Collapse All</u>

   ┌─ General ─
   | Document Type: ET   On-Line InterFund/Inte   <u>Document Date:</u>
   | Status: NEW   ***** <u>Accounting Period:</u>   ✐
   | Document Number: ET20110223000000   ***** <u>Reporting Accounting Period:</u> ✐
   | Title: <u>Document Classification:</u>   ✐
   | Issued By: Security Org: GSA
   | Automatic Reversal: ☐   Suppress Printing: ☐
   | <u>Reversal Accounting Period:</u>   ✐   Spending Override: ☐
   | Reverse After Period:
   | Agency DUNS Number:
   | Agency DUNS+4:
   | <u>Return to Top</u>

   Note:

   - The **Header** page of the **Expense Transfer** form will be displayed. <u>Do not</u> check the **Automatic Reversal** check box.
   - Information entered in either the **Title** field or the **Description** field of the **Header** page will be used to track the transaction. This information will appear on the Deferred Payments report,

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Notes

which is currently under development.
- The **Document Date, Accounting Period**, and **Reporting Accounting Period** will default to the current date and period when the form is Verified or Processed.

5.   Select the **Accounting Lines** tab.

*The **Accounting Lines** summary page will be displayed.*

6.   Click the **Add** button to create a new line.

*The **Accounting Line** page will be displayed.*

7.   Enter **03** in the **Transaction Type** field**.**

8.   Select **G/L Transfer** from the **Transaction Event** drop-down box.

9.   Select **Decrease** from the **Increase/Decrease** drop-down box.

10.   Enter the appropriate amount in the **Line Amount** field.

11.   In the **Accounting Dimensions** section, enter the accounting template for the Interfund Cash Credit – Deferred Account in the **Template** field.

12.   Click the **Default** button to populate the fields in the **Accounting Dimensions** section. Enter additional fields, as needed.

13.   Enter the appropriate **Activity Code**. Please refer to *Figure 14-1 Deferred Payments Accounting Elements Table.*

14.   In the **Description** field, enter any descriptive information about this line of the expense transfer.

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.*

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15. Return to the **Accounting Lines** page by clicking the **Accounting Lines** hyperlink.

16. Click the **Add** button to create a new accounting line.

17. Enter **01** in the **Transaction Type** field.

18. Select **G/L Transfer** from the **Transaction Event** drop-down box.

19. Select **Increase** from the **Increase/Decrease** drop-down box**.**

20. Enter the same amount as **Line 1** in the **Line Amount** field.

21. In the **Accounting Dimensions** section, enter the appropriate accounting template for the proper fund in the **Template** field.

22. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

    To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and click the **Remove** button.

23. Click 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. Click the **Submit** button.

    System message indicates the form was submitted for processing successfully.

14.2   How do I Record a Payment Over Cancellation?

The following procedures outline how to record a payment over cancellation in Pegasys.

Notes

1. Select **Transactions—General System—New—Standard Voucher** from the menu bar.

   *The **New Standard Voucher** page will be displayed.*

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New Standard Voucher

* **Document Type:** PC   Payment Over Cancella

Document Number Format:
Document Number Prefix:

Document Number: PC20110223000   Generate

Security Org:

Title:

Copy Document
- (•) None
- ( ) Copy From
- ( ) Copy Forward
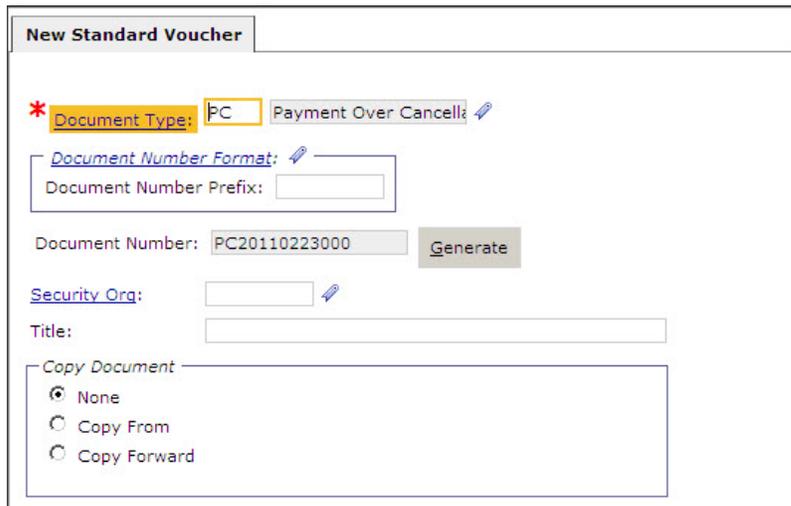
2. Enter **PC – Payment over Cancellation** in the **Document Type** field.

3. A unique number will automatically generate in the Doc Number field after clicking the **Generate** button.

4. Click the **Finish** button.

    The **Header** *page of the* **PC – Payment over Cancellation** *form will be displayed.*

Header | Fixed Assets | Accounting Lines | Approval Routing | Memos | Summary | Correspondence

Workflow Status   Approval History

Expand All | Collapse All

General

Document Type:	PC Payment Over Cancella	Document Date:	
Status:	NEW	Accounting Period:	
Document Number:	PC20110223000	Reporting Accounting Period:	
Title:		Document Classification:	
Issued By:		Security Org:	GSA
Automatic Reversal:	☐	Suppress Printing:	☐
Reversal Accounting Period:		Spending Override:	☐
Reverse After Period:			
Agency DUNS Number:			
Agency DUNS+4:			

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5. Select the **Accounting Lines** tab.

    The **Accounting Lines** *summary page will be displayed.*

    Note: Refer to the chart below for the **Trans Type**, **Trans Event** and **Activity Code** appropriate to the type of payment over cancellation you wish to process.

Transaction Description	Trans Type	Trans Event	Activity
Payment Over Cancellation — Reimbursable	02	Expenditure	N/A
Payment Over Cancellation — Non Reimbursable	01	Expenditure	N/A
Payment Over Cancellation — 206X	03	G/L Transfer	GXP99-1450.99/1010.02 GX000-1450.24/1010.02

Notes

6. Click the **Add** button to create a new line.

    *The **Header Accounting Line** page will be displayed.*

7. Enter the appropriate Transaction Type in the **Transaction Type** field.

8. Select the appropriate Transaction Event from the **Transaction Event** drop-down box.

9. Select **Increase** from the **Increase/Decrease** drop-down box.

10. Enter the amount in the **Line Amount** field.

11. In the **Accounting Dimensions** section, enter the appropriate accounting template in the **Template** field.

    *Note: In the **Document Reference** section, enter the appropriate payment document in the **Type** field, and the document number and accounting line number in the **Document** and **Line Number** fields.*

Notes

*Click the **Default** button to bring forward the accounting strip information from the payment and populate the **Template** field.*

12. In the **Payment Info** section, enter the appropriate value in the **Disbursing Office** field.

13. Enter the cancellation confirmation number in the **Number** field**.**

14. Enter the accomplish date in the **Accomplished Date** field.

    *Note: If a value is not entered, the **Accomplished Date** field will default to the current date when the form is verified or processed.*

15. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

    To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and click the **Remove** button.

16. Click 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. Click the **Submit** button.

    System message indicates the form was submitted for processing successfully.

14.3   How do I Record a One Way Expenditure Refund?

On May 3, 2002, Credit Procedures were provided for five distinct scenarios. Since then, a need has been established for addressing no-way chains, or chains in which only a payment exists. The procedures provided in this memo address the particular scenario where an Expenditure Refund must be created on an SV rather than a payment document so that it may reference the original payment.

For tracking purposes, users should correct the original payment to add a memo with descriptive information about the SV. Procedures are provided below for correcting the original payment. Please note this may only be accomplished within the same book month as the payment was processed. If the payment was created in a previous book month, it is not possible to correct the original payment. If needed, procedures for using the Vendor Activity Query to research the original payment are also provided below.

Notes

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Notes

1. Select **Transactions—General System—New—Standard Voucher** from the menu bar.

    *The **New Standard Voucher** page will be displayed.*
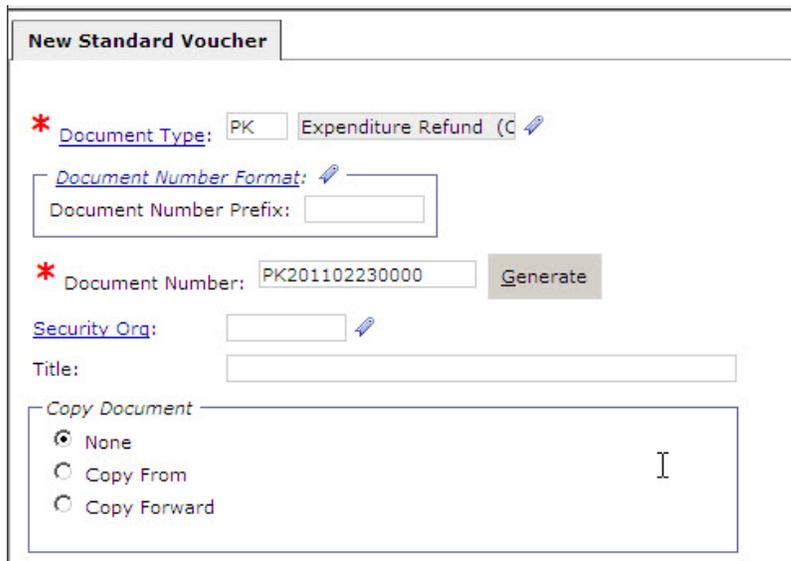
2. Enter **PK – Expenditure Refund (One Way)** in the **Document Type** box.

3. A unique document number will be automatically generated in the **Doc Number** field after clicking the **Generate** button.

4. Click the **Finish** button.

    *The **Header** page of the **PK – Expenditure Refund (One Way)** form will be displayed.*

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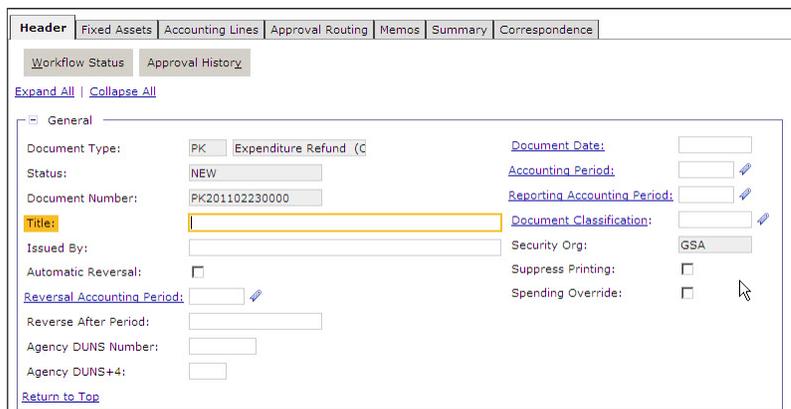
Notes

5.   Select the **Accounting Lines** tab.

      *The **Accounting Lines** page will be displayed.*

6.   Click the **Add** button to create a new line.

      *A new **Accounting Line** page will be displayed.*
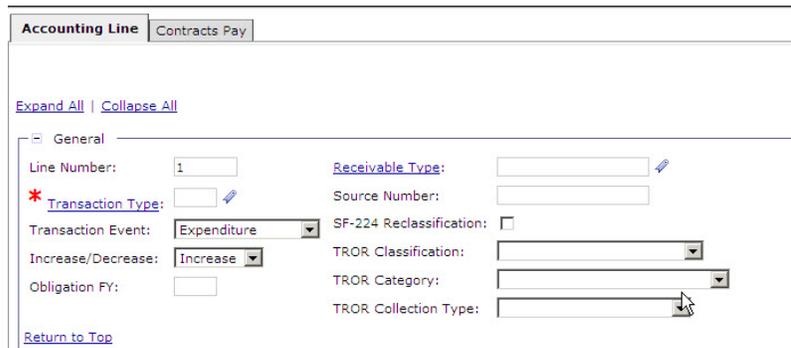
7.   Enter the appropriate transaction type in the **Transaction Type**
      field.

      *Note: Refer to the chart below for the **Trans Type**, **Trans Event**,
      and **Function Code** appropriate to the **Expenditure Refund**
      transaction you wish to process*

Transaction Description	Trans Type	Trans Event	Activity
Expenditure Refund – Non Reimbursable	01	Expenditure	N/A
Expenditure Refund - Reimbursable	02	Expenditure	N/A
Expenditure Refund - 206X Only	03	GL Transfer	GXP99 — 1450.99/Cash GXP11 —1450.11/Cash GXR01 —2400.01/Cash GXR02 —2400.02/Cash GXR03 —2400.03/Cash
IPAC Refund – Non Reimbursable -No Check	04	Expenditure	N/A
IPAC Refund – Reimbursable – No Check	05	Expenditure	N/A

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Transaction Description	Trans Type	Trans Event	Activity
IPAC Deferred Prepayment (1450.11/Cash)	06	Expenditure	N/A
IPAC Deferred Prepayment (1450.24/Cash)	07	Expenditure	N/A
IPAC Deferred Prepayment (1450.99/Cash)	08	Expenditure	N/A
IPAC Refund (206X)	09	GL Transfer	GXP99 — 1450.99/Cash GXP11 —1450.11/Cash GXR01 —2400.01/Cash GXR02 —2400.02/Cash GXR03 —2400.03/Cash
One-Way Expenditure Refund - Non Reimbursable non-224	10		
Receipt of cash from imprest fund	11		
IPAC receipt of Other revenue	12		
Travel Advance Refund - Collection	13		
DEPOSIT FUND	14		
COLLECTIONS	15		
Inventory Held for future sale	16		
Interfund Charges	20		
One-Way Expenditure P/R Offset - Non Reimbursable (1010.02)	21		
One-way Expenditure P/R Offset - Reimbursable (1010.02)	22		

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8. Enter the appropriate transaction event in the **Trans Event** field.

9. Select **Decrease** from the **Increase/Decrease** drop-down field.

10. In the **Document Reference** section, enter the appropriate payment document in the **Type** field. Enter the appropriate document number in the **Document** field, and line number in the **Item** and **Accounting** fields.

11. Click the **Default** button to bring forward the accounting strip information from the payment and populate the **Template** field.

12. Enter the credit amount in the **Line Amount** field.

13. Go to the **Payment Info** section.

   ▪ Enter the appropriate value in the **Disbursing Office** field.
   ▪ Enter the schedule number in the **Number** field to identify the payment for SF 224 reporting purposes.

   Note: *In the **Number** field, enter the date associated with the document number. For example, if the document number is LC20020430000003, the **Number** field will display 20020430.*

14. Enter the accomplish date in the **Accomplished Date** field.

   Note: *If a value is not entered, the **Accomplished Date** field will default to the current date when the form is Verified or Processed.*

15. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

   To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and click the **Remove** button.

16. Click 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. Click the **Submit** button.

   System message indicates the form was submitted for processing

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successfully.

If the refund occurs in the same month as the payment, correct the original payment to add the reference information.

Notes

1. Select **Transactions—Accounts Payable—Correct** from the menu bar.

   *The **Correct** page will be displayed.*
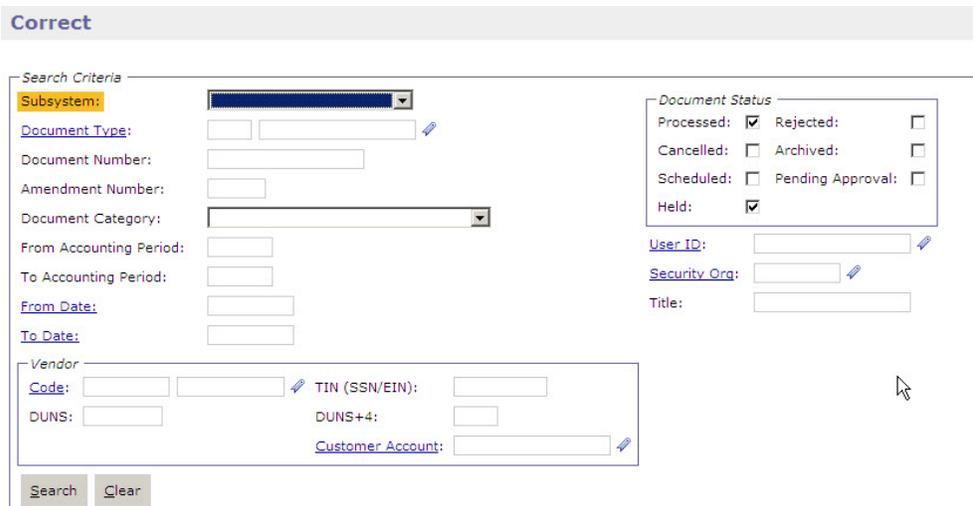
2. Enter the appropriate payment in the **Document Type** box.

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

4. In the **Document Status** group box, select the **Processed** check box and deselect any other check boxes that are checked.

5. Click the **Search** button.

   The matching search results will be displayed.

6. Select the appropriate document record from the generated list and click the **Correct** button.

   *The **Header** page of the payment document form will be displayed.*

7. Click the **Memos** tab.

   *The **Memos** page will be displayed.*

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Notes

8. Click the **Add** button.

9. Enter an appropriate subject in the **Subject** field.

10 In the **Message Text** field, enter a description and the SV document number of the SV document.

11 Click 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 Click the **Submit** button.

    System message indicates the form was submitted for processing successfully.

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15 How do I Record Payment Credits in Pegasys?

The following procedures are used to record credits in Pegasys.

15.1 How do I Record an Expenditure Refund?

A vendor sends a check back to GSA and the GSA lockbox cashes the check. This check could have been sent as a result of a vendor misunderstanding or in response to a bill for a refund.

Notes

1. Select **Transactions—Accounts Payable—New—Payment Authorization** from the menu bar.

   The New Payment Authorization page will be displayed.

2. Enter **PM – Manual Payment Authorization** in the **Document Type** field.

3. A unique document number will be automatically generated in the **Document Number** field when you click the **Generate** button.

4. Click the **Finish** button.

   The Header page of the payment form will be displayed.

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Notes

5. Enter the date in the **Accomplished Date** field.

6. **Note:** The **Authorization Date**, **Accounting Period**, and **Reporting Accounting Period** fields will default to the current date and period when the form is Verified or Processed

7. In the **Vendor Code** field, enter the vendor code for the vendor of the bounced check. Press the **[Tab]** key or enter the vendor address code if not already populated in the **Address Code** field.

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

    *The **Header Accounting** Lines page will be displayed.*

9. Click the **Add** button to add a new line.

    *The **Header Accounting Line** page will be displayed.*

10 Select a **Line Type** of **Credit** and enter the credit amount in the Payment **Amount** field.

Notes

11 ▪ For <u>Non Reimbursable</u> expenditure refunds, enter **01** in the **Trans Type** field.

    ▪ For <u>Reimbursable</u> expenditure refunds, enter **02** in the **Transaction Type** field.

12 Miscellaneously reference the Order (regardless of 2-way or 3-way) in the **Document Reference** section or click the Header Accounting line link and click the Copy Forward button to reference the Order.

13 Miscellaneously reference the Vendor Invoice in the **Vendor Invoice Reference** section.

14 In the **Accounting Dimensions** section, enter the appropriate accounting template in the **Template** field. Use the same accounting strip listed on the Order.

15 Click the **Default** button to populate fields in the **Accounting Dimensions** section. Enter additional fields as needed.

16 Select the **Disbursing Information** tab.

*The **Disbursing Information** page will be displayed.*
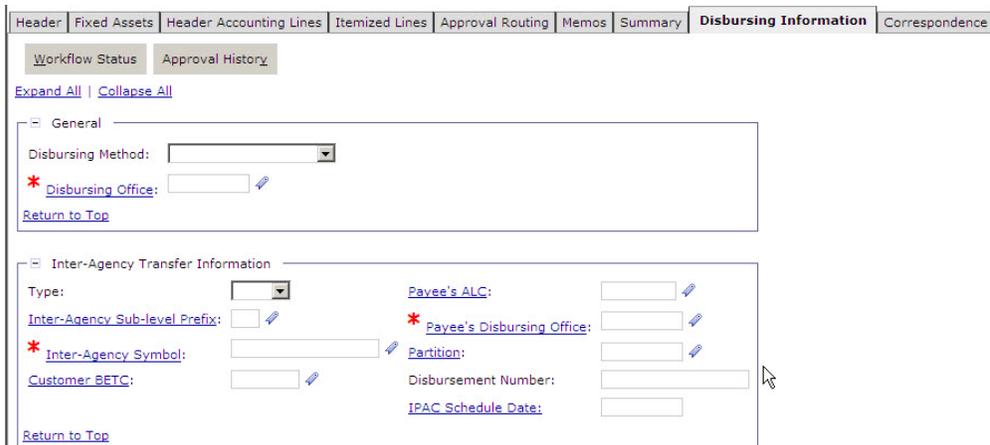
17 Select **No Check** from the **Disbursing Method** drop-down list.

18 In the **Disbursing Office** field, enter the appropriate disbursing office information.

19 Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and click the **Remove** button.

20 Click 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

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accordingly.

21 Click the **Submit** button.

System message indicates the form was submitted for processing successfully.

If Necessary, Create a New Payment in Pegasys

Notes

1. Create a Direct Pay invoice document (**DK** or **DW**) in Pegasys. Please refer to the Pegasys Finance User's Guide for step-by-step instructions on how to create a Direct Pay invoice.

2. Miscellaneously reference the original Order in the **Document Reference** section or click the Header Accounting line link and click the Copy Forward button to reference the Order.

3. Complete the document with the information needed to re-create the original invoice.

    Note:

    It is not necessary to enter the same dates from the previous invoice because the payment being created is not subject to Prompt Pay and will therefore not incur interest. The dates, if left untouched, will default to the current.

    When entering the **Invoice Number** on the document, you will need to modify the number slightly (i.e., add the letter "A" to the end of the number) because you cannot reference the exact same **Invoice Number** on a second invoice.

4. Process the document as usual and allow Automated Match to create the payment.

15.2   How do I Apply a Credit to a Subsequent Invoice?

A vendor issues a credit to GSA after a payment has been made. GSA wants to apply this credit to a subsequent invoice.

To resolve this scenario record an **Applied Credit** on the Invoice.

Recording an Applied Credit

Notes

1. When the next Invoice comes in from the vendor, create the appropriate Invoice document and enter the invoice information as usual. Please refer to the Pegasys Finance User's Guide for step-

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by-step instructions on creating Invoice documents.

2. Enter the **Applied Credit** amount in the **Applied Credit** field in
    the **Line Amounts** section of the **Accounting Lines** tab. For
    example, if the credit was for $100 and your invoice was $1000.
    Enter $1000 in the **Invoiced** field and $100 in the **Applied Credit**
    field. Automated Match will create a match and a payment for the
    net amount of $900.

    *Note: Since Automated Match creates a payment and a match for
    the net amount, $100 remains unmatched. If you would like to
    return the money to the budget, use the **Final** flag check box on
    the Invoice. In Pegasys, the **Final** flag will copy to the payment. If
    the Receipt has a **Final** flag set to true, the open amount will be
    returned to the Budget. If the receipt has a **Final** flag set to false,
    the open amount will return to the Order.*

    If Necessary, Move the Applied Credit to the Appropriate
    Accounting Strip

In Pegasys, process an **ET- Expense Transfer**. This will be a 2-line **ET** where one line contains a
Decrease flag and the other an **Increase** flag. The decrease line would contain the correct accounting
strip and the increase line would contain the incorrect accounting strip.

Note: *Make sure the **Trans Event** is set to "Expenditure" and the **Trans Type** is either '01' for non-
reimbursable or '02' for reimbursable activity on each of the lines. For tracking purposes,
miscellaneously reference the associated invoices on each line.*

Create an ET- Expense Transfer in Pegasys

Notes

1. Select **Transactions—General System—New—Standard Voucher.**
    *The **New Standard Voucher** page will be displayed.*

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Notes

New Standard Voucher

* Document Type:

Document Number Format:
Document Number Prefix:

* Document Number: Generate

Security Org:

Title:

Copy Document
- ○ None
- ○ Copy From
- ○ Copy Forward

2. Enter **ET – Expense Transfer** in the **Document Type** field.

3. A unique number will automatically generate in the **Document Number** field after clicking the **Generate** button.

4. Click the **Finish** button.

| Header | Fixed Assets | Accounting Lines | Approval Routing | Memos | Summary | Correspondence |

Workflow Status   Approval History

Expand All | Collapse All

General

Document Type:	ET	On-Line InterFund/Inte		Document Date:	
Status:	NEW		***** Accounting Period:	
Document Number:	ET20110225000000		***** Reporting Accounting Period:	
Title:			Document Classification:	
Issued By:			Security Org:	GSA
Automatic Reversal:	☐		Suppress Printing:	☐
Reversal Accounting Period:			Spending Override:	☐
Reverse After Period:				
Agency DUNS Number:				
Agency DUNS+4:				

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Note: *The **Header** page of the **ET – Expense Transfer** form will be displayed. <u>Do not</u> check the **Reversal Options Automated Reversal** check box.*

5. Select the **Accounting Lines** tab.

    *The **Accounting Lines** page will be displayed.*

6. Click the **Add** button to add a new line.

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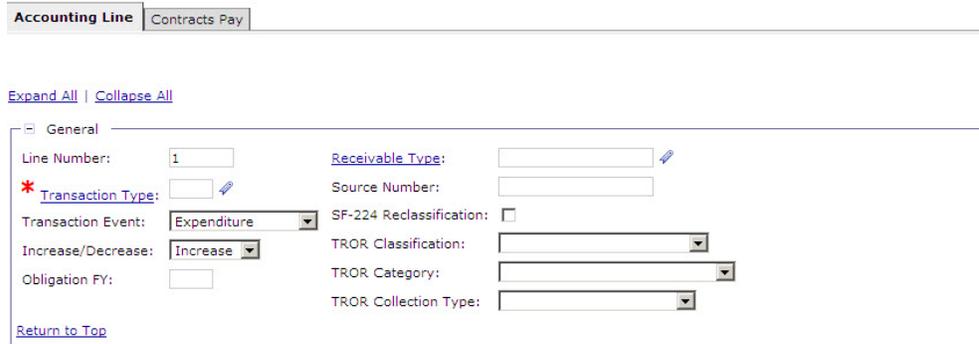
*The **Accounting Line** page will be displayed.*

| Accounting Line | Contracts Pay |

Expand All | Collapse All

┌─ General ──┐
│ Line Number: 1   Receivable Type: ▭ ✎ │
│ * Transaction Type: ▭ ✎   Source Number: ▭   │
│ Transaction Event: Expenditure ▾   SF-224 Reclassification: ☐│
│ Increase/Decrease: Increase ▾   TROR Classification: ▭ ▾ │
│ Obligation FY: ▭   TROR Category: ▭ ▾ │
│   TROR Collection Type: ▭ ▾│
│ Return to Top   │
└──┘

7. Enter **01** (Non Reimbursable) or **02** (Reimbursable) in the **Transaction Type** field.

8. Confirm that the **Trans Event** drop-down box defaults to **Expenditure**.

9. Select **Decrease** from the **Increase/Decrease** drop-down box.

10 Enter the expense amount to be transferred in the **Line Amount** field.

11 In the **Accounting Dimensions** section, enter the <u>correct</u> accounting template information in the **Template** field.

12 Click the **Default** button to populate the fields in the **Accounting Dimensions** section. Enter additional fields, such as **Cost Element** and **Function Code**, as needed.

13 Return to the **Accounting Lines** summary page by clicking on the **Accounting Lines** hyperlink.

14 Add a new line by clicking the **Add** button.

*The **Accounting Line** page will be displayed.*

15 Enter **01** (Non Reimbursable) or **02** (Reimbursable) in the **Transaction Type** field.

16 Confirm that the **Trans Event** drop-down box defaults to **Expenditure**.

17 Select **Increase** from the **Increase/Decrease** drop-down box.

18 Enter the expense amount to be recorded in the **Line Amount** field.

Note: *The amount entered should equal the **Line Amount** entered on **Line 1** of the Expense Transfer form. This will ensure that the Expense Transfer form nets to "zero."*

19 In the **Accounting Dimensions** section, enter the <u>incorrect</u> accounting template information in the **Template** field.

20 Click the **Default** button to populate the fields in the **Accounting Dimensions** section. Enter additional fields, such as **Sub Object Class** and **Activity**, as needed.

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Notes

21 Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and click the **Remove** button.

22 Click 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.

23 Click the **Submit** button.

System message indicates the form was submitted for processing successfully.

15.3 How do I Apply Part of a Large Overpayment to a Smaller Future Invoice?

GSA has a claim against a vendor for an overpayment and wants to apply a portion of the claim to a subsequent invoice, for which the dollar amount is **SMALLER** than that of the claim.

In Pegasys, users will record a no-check payment against the new invoice and then create a one-line **ET – Expense Transfer** document.

Applying the Overpayment in Pegasys

Notes

1. Create an invoice document (**M6, M7, DK,** or **DW**).

2. Be sure to use a **Disbursing Method** of **No Check.**

3. Use the **No Check Information** section fields to reference the original overpayment and/or claim code.

Note: *Alphanumeric values may be entered in the **Disbursed By** field. Only numeric values may be entered in the **Check/Disb. #** field.*

4. Process the document and automated match will create a no-check payment.

5. Create a single-line **ET- Expense Transfer** to remove the excess money from the budget where the overpayment occurred. This document should reflect the dollar amount of the Invoice and the accounting strip from the document where the overpayment occurred. Use the **Decrease** option , a **Trans Type** of **01** (non-reimbursable) or **02** (reimbursable), and a **Trans Event** of **Expenditure** on the line. Process this transaction.

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15.4 How do I Record an Invoice/Payment Processed Against an Incorrect Receipt/Order?

A payment was sent to the correct vendor, but was processed against an incorrect purchasing chain. Specifically, the invoice was matched to the wrong receipt and order.

The procedures for this scenario include creating a payment in Pegasys with a Credit line type to re-open the order of the inaccurately referenced chain. In addition, a no-check invoice/payment will be processed against the appropriate chain to record the expenditure against the correct ACT number.

Re-Opening the Order in Pegasys

Notes

1. Manually create a **P6** (for Region 6) or **P7** (for Region 7) by copying forward from the erroneously referenced order. If that order is closed, create this payment without copy forward and do a manual reference to the order.

2. Select a **Line Type** of **Credit** and enter the dollar amount of the credit in the **Amount** field on the **Accounting Lines** page.

3. Enter a **Disbursing Method** of **No Check** on the **Disbursing Information** page. This will enable the **No Check Information** fields, which should be filled in appropriately.

4. **This step applies to a 3-way Chain only.** In Pegasys, the payment credit line will open the order in the amount of the credit. The receipt that was referencing this order will remain in Pegasys and is essentially not useful. Correct the receipt and place the words "Erroneous Receipt" in the **Title** field. If it has an open amount, it will be important to reduce the receipt by the open amount and prepare to re-enter a new receipt on its behalf.

5. **This step applies to a 3-way Chain only.** Create a new receipt to replace the receipt that was erroneously referenced.

Booking the Expenditure Against the Correct Chain

Create a **No-Check** invoice in Pegasys against the correct order. Automated Match will create a payment that will not be disbursed.

15.5 How Do I Correct an Overbooked IPAC Transaction?

An IPAC transaction is double-booked in Pegasys.

The resolution for this scenario involves creating a payment with a credit line type to reduce the IPAC booking against a given chain. The payment document will reopen the Order for the amount of the credit.

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Notes

1. Select **Transactions—Accounts Payable—New—Payment Authorization** from the menu bar.

    *The **New Payment Authorization** page will be displayed.*
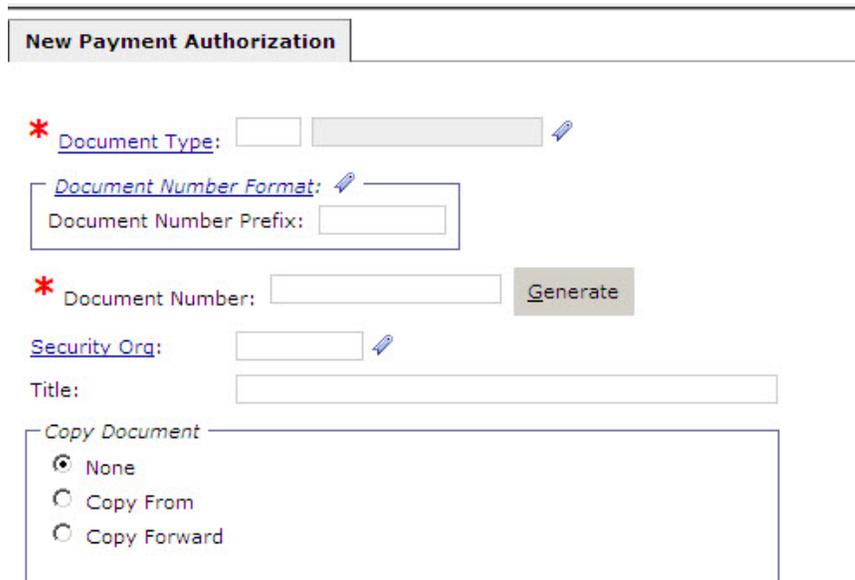
2. Enter **PM – Manual Payment Authorization** in the **Document Type** field.

3. A unique document number will be automatically generated in the **Document Number** field after clicking the **Generate** button.

4. Click the **Copy Forward** radio button.

5. Click the **Next** button.

6. Enter the purchase order document type in the **Document Type** field.

7. Enter the purchase order number in the **Document Number** field.

8. Click the **Search** button.

9. Select the appropriate document from the generated list.

10. Click the **Finish** button.

    Note: *The **Header** page of the payment form will be displayed.*

Notes

Header | Fixed Assets | Header Accounting Lines | Itemized Lines | Approval Routing | Memos | Summary | Disbursing Information | Correspondence

Workflow Status   Approval History

Expand All | Collapse All

─ General ─

Document Type:	PM Manual Payment Autho
Status:	NEW
Document Number:	PM20110225000004
Title:	
Authorized By:	
Post Code:	
Automatic Reversal:	☐
Reversal Accounting Period:	
Reverse After Period:	
Agency DUNS Number:	
Agency DUNS+4:	

Authorization Date:	
Accounting Period:	
Reporting Accounting Period:	
Document Classification:	
Security Org:	GSA
Additional Payee Name:	
Accomplished Date:	
Suppress Printing:	☐

Return to Top

11. Enter the date in the **Accomplished Date** field.

12. **Note:** *The **Authorization Date**, **Accounting Period**, and **Reporting Accounting Period** fields will default to the current date and period when the form is Verified or Processed.*

13. In the **Vendor Code** field, enter the vendor code for the vendor of the bounced check. Press the **[Tab]** key or enter the vendor address code if not already populated in the **Address Code** field.

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

    *The **Header Accounting** Lines page will be displayed.*

15. Click the **Add** button to add a new line.

    *The **Header Accounting Line** page will be displayed.*

Header Accounting Line | Contracts Pay | Payment Articles | Tax Lines

Expand All | Collapse All

─ General ─

Line Number:	1
Line Type:	Normal ▼
Transaction Type:	
Prompt Pay Type:	
Fast Pay:	☐

Source Number:	
SF-224 Reclassification:	☐

─ Period of Performance ─

Start Date:		End Date:	

16. Select a **Line Type** of **Credit**.

17. Enter either **01** (Non Reimbursable – No Check) or **02** (Reimbursable – No Check) in

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the **Transaction Type** field.

18. In the **Line Amounts** section, enter the dollar amount of the credit in the **Payment** field..

19. In the **Accounting Dimensions** section, enter the appropriate accounting template in the **Template** field.

20. Click the **Default** button to populate fields in the **Accounting Dimensions** section. Enter additional fields as needed.

21. Select the **Disbursing Information** tab.

    *The **Disbursing Information** page will be displayed.*
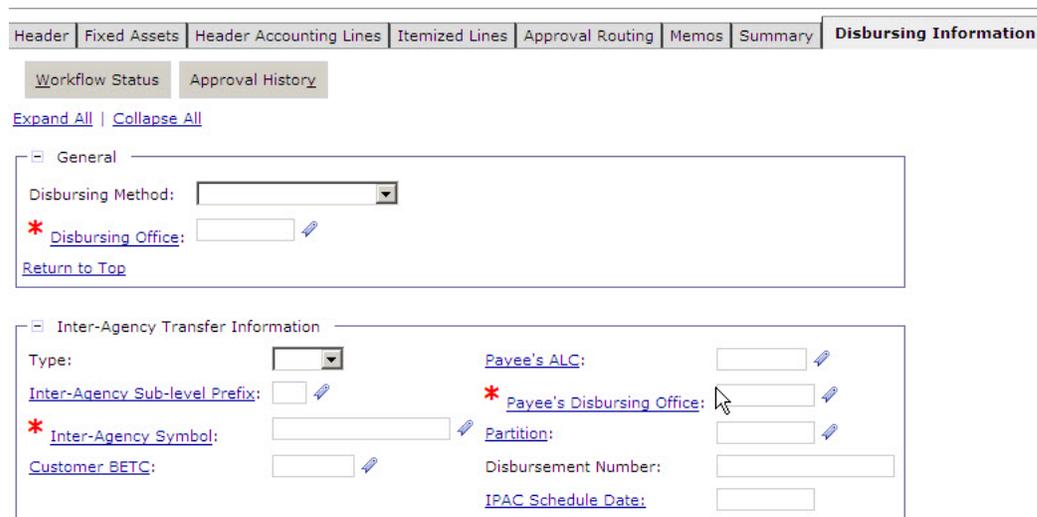
22. Select **No Check** from the **Disbursing Method** drop-down list.

23. In the **Disbursing Office** field enter the appropriate disbursing office information.

24. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

    To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and click the **Remove** button.

25. Click 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.

26. Click the **Submit** button.

    System message indicates the form was submitted for processing successfully.

27. **(For 3-way chains only.)** In Pegasys, the payment credit line will open the Order in the amount of the credit. The receipt that was referencing this order will remain in Pegasys

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and is essentially no longer useful. Correct the Receipt and place the words "Erroneous Receipt" in the **Title** field. If it has an open amount, it will be important to reduce the receipt by the open amount and prepare to re-enter a new receipt on its behalf. Create a new receipt to replace the receipt that was erroneously referenced. This receipt should reflect only what should be open.

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16   How Do I Record Prior Year Cost Transfers in Pegasys?

Occasionally it may be necessary to correct or change the budget fiscal year in which an expense was recorded. To accomplish this type of correction or change, create a Pegasys standard voucher document type **ET – Expense Transfer**. The **ET – Expense Transfer** will move the expense from the incorrect Budget Fiscal year to the correct one. Because the **ET** only references the Payment Authorization, this adjusting entry must be completed after disbursement has occurred. To create an **ET– Expense Transfer**, follow the steps outlined below.

Note: *These instructions are applicable whenever a partial or full disbursement has been made out of Pegasys and there is a need to change the fiscal year in which the expense was recorded.*

16.1   How Do I Create a Prior Year Cost Transfer?

Notes

1.   Select **Transactions—General System—New—Standard Voucher** from the menu bar.

   *The **New Standard Voucher** page will be displayed.*

2.   Enter **ET – Expense Transfer** in the **Document Type** field.

3.   A unique number will automatically generate in the **Doc Number** field after clicking the **Generate** button.

4.   Click the **Finish** button.

Note: *The **Header** page of the **ET – Expense Transfer** form will be displayed. Do not check the **Reversal Options Automated Reversal** check box.*

5. Enter the accounting period in which the expense transfer should be recorded in the **Accounting Period** field.

6. In the **Description** field, enter any descriptive information related to the expense transfer.

    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.*

7. Select the **Accounting Lines** tab.

    *The **Accounting Lines** page will be displayed.*

8. To add a new line, click the **Add** button.

    *The **Accounting Line** page will be displayed.*
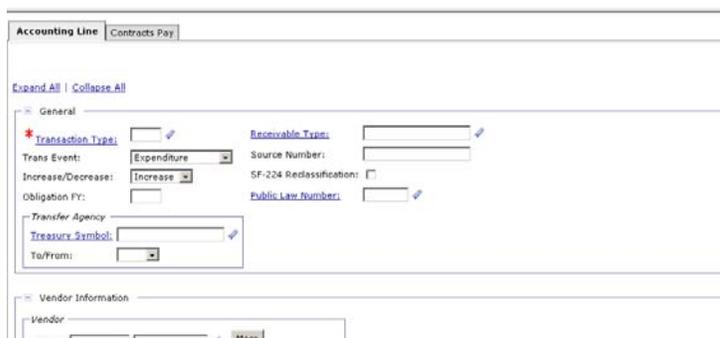
9. Enter the appropriate transaction type in the **Transaction Type** field.

Notes

10. Confirm that the **Trans Event** drop-down box defaults to **Expenditure**.

11. Select **Decrease or Increase** from the **Increase/Decrease** drop-down box**.**

12. Enter the expense amount to be transferred in the **Line Amount** field.

13. In the **Accounting Dimensions** section, enter the incorrect budget fiscal year accounting template information in the **Template** field.

14. Click the **Default** button to populate the fields in the **Accounting Dimensions** section. Enter additional fields, such as **Sub Object Class** and **Activity**, as needed.

15. Return to the **Accounting Lines** summary page by clicking the **Accounting Lines** hyperlink.

16. Add a new line by clicking the **Add** button.

    The Accounting Line page will be displayed.

17. Enter the appropriate transaction type in the **Transaction Type** field.

18. Confirm that the **Trans Event** drop-down box defaults to **Expenditure**.

19. Select **Decrease or Increase** from the **Increase/Decrease** drop-down box**.**

20. Enter the expense amount to be recorded in the **Line Amount** field.

    Note: *The amount entered should equal the Line Amount entered on Line 1 of the Expense Transfer form. This will ensure that the Expense Transfer form nets to "zero."*

21. In the **Accounting Dimensions** section, enter the correct budget fiscal year accounting template information in the **Template** field.

22. Click the **Default** button to populate the fields in the **Accounting Dimensions** section. Enter additional fields, such as **Sub Object Class** and **Activity**, as needed.

23. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

    To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and click the **Remove** button.

24. Click 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. Click the **Submit** button.

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Notes

System message indicates the form was submitted for processing successfully.

17   How Do I Record Bounced Checks in Pegasys?

When GSA receives a check that subsequently bounces, this information will be recorded in Pegasys by following the instructions provided below. Separate instructions are provided in Section 3 for recording bounced checks associated with Travel Relocation transactions.

Note: These procedures are applicable only for recording bounced checks resulting from a previous disbursement in Pegasys. (For example, these procedures are not applicable for handling bounced checks resulting from the sale of surplus property, billed receivable, etc.)

17.1   How Do I Record a Bounced Check from a Non-Reimbursable Expenditure Refund?

Notes

1. Select **Transactions—Accounts Payable—New—Payment Authorization** from the menu bar.

    *The **New Payment Authorization** page will be displayed.*

2. Enter **PM – Manual Payment Authorization** in the **Document Type** box.

3. A unique document number will be automatically generated in the **Document Number** field when you click the **Generate** button.

4. Click the **Finish** button.

    *The **Header** page of the payment form will be displayed.*

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Notes

5. Enter the date in the **Accomplished Date** field.

6. **Note:** The **Authorization Date**, **Accounting Period**, and **Reporting Accounting Period** fields will default to the current date and period when the form is verified or processed

7. In the **Vendor Code** field, enter the vendor code for the vendor of the bounced check. Press the **[Tab]** key or enter the vendor address code if not already populated in the **Address Code** field.

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

    *The **Header Accounting** Lines page will be displayed.*

9. Click the **Add** button to add a new line.

    *The **Header Accounting Line** page will be displayed.*

10 Enter **01** in the **Transaction Type** field.

11 In the **Line Amounts** section, enter the dollar amount of the check that bounced in the **Payment** field.

Notes

12 In the **Accounting Dimensions** section, enter the appropriate accounting template in the **Template** field.

13 Click the **Default** button to populate fields in the **Accounting Dimensions** section. Enter additional fields as needed.

14 Select the **Disbursing Information** tab.

*The **Disbursing Information** page will be displayed.*

15 Select **No Check** from the **Disbursing Method** drop-down list.

16 In the **Disbursing Office** field enter the appropriate disbursing office information.

17 Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and click the **Remove** button.

18 Click 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 Click the **Submit** button.

System message indicates the form was submitted for processing successfully.

17.2   How Do I Record a Bounced Check from a Reimbursable Expenditure Refund?

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Notes

1. Select **Transactions—Accounts Payable—New—Payment Authorization** from the menu bar.

   *The **New Payment Authorization** page will be displayed.*
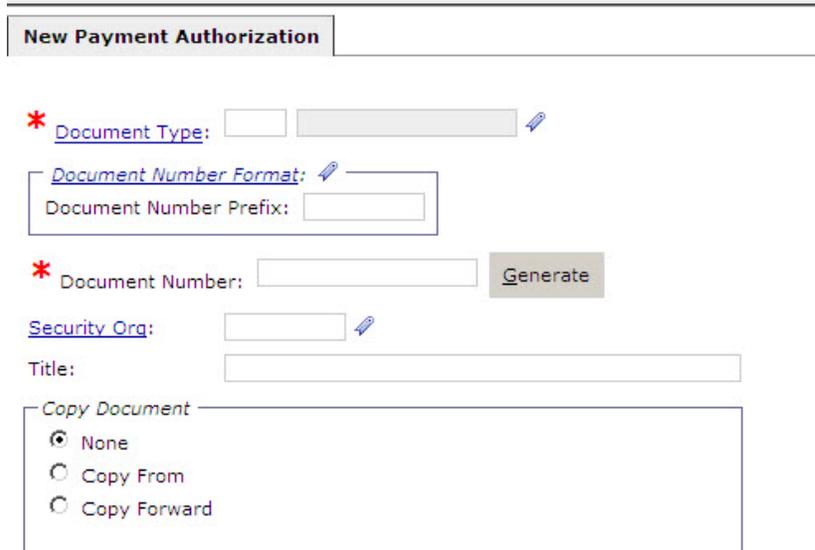
2. Enter **PM – Manual Payment Authorization** in the **Document Type** box.

3. A unique document number will be automatically generated in the **Document Number** field when you click the **Generate** button.

4. Click the **Finish** button.

   *The **Header** page of the payment form will be displayed.*

5. Enter the date in the **Accomplished Date** field.

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Notes

6. **Note:** The **Authorization Date**, **Accounting Period**, and **Reporting Accounting Period** fields will default to the current date and period when the form is Verified or Processed

7. In the **Vendor Code** field, enter the vendor code for the vendor of the bounced check. Press the **[Tab]** key or enter the vendor address code if not already populated in the **Address Code** field.

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

    *The **Header Accounting** Lines page will be displayed.*

9. Click the **Add** button to add a new line.

    *The **Header Accounting Line** page will be displayed.*

10 Enter **02** in the **Transaction Type** field.

11 In the **Line Amounts** section, enter the dollar amount of the check that bounced in the **Payment** field.

12 In the **Accounting Dimensions** section, enter the appropriate accounting template in the **Template** field.

13 Click the **Default** button to populate fields in the **Accounting Dimensions** section. Enter additional fields as needed.

14 Select the **Disbursing Information** tab.

    *The **Disbursing Information** page will be displayed.*

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Notes

15 Select **No Check** from the **Disbursing Method** drop-down list.

16 In the **Disbursing Office** field enter the appropriate disbursing office information.

17 Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and click the **Remove** button.

18 Click 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 Click the **Submit** button.

System message indicates the form was submitted for processing successfully.

17.3   How do I record a Bounced Check associated with Travel Relocation Transaction?

After an advance refund or expenditure refund has been received from an employee and recorded for Travel Relocation, the check may bounce. In order to correct this, GSA must record another payment document to cancel out the effect of the refund.

Create a Travel Relocation Collection document to record a bounced check for an Advance Refund by following the steps below:

Notes

1. Select **Transactions—Accounts Payable—New—Payment Authorization** from the menu bar.

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Notes

*The **New Payment Authorization** page will be displayed.*

New Payment Authorization

* Document Type:

Document Number Format:
Document Number Prefix:

* Document Number: Generate

Security Org:

Title:

Copy Document
- ⦿ None
- ○ Copy From
- ○ Copy Forward
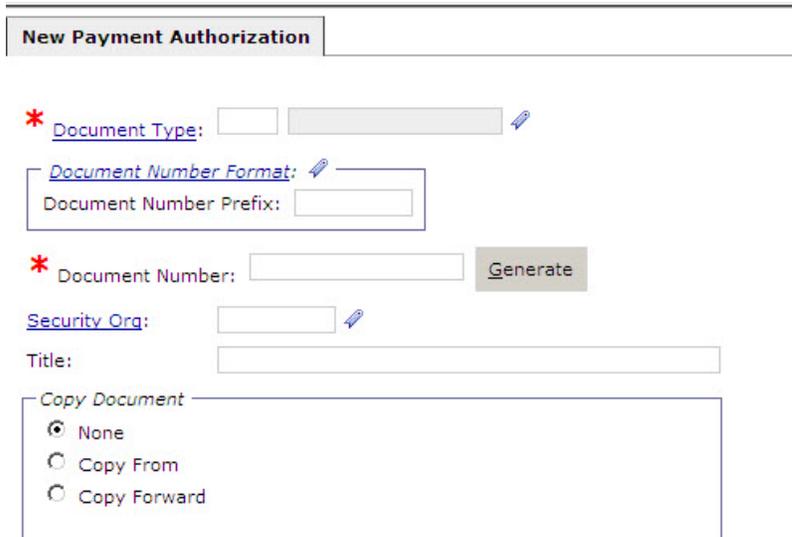
2. Enter **P4 – *Travel Relocation Collection*** in the **Document Type** box.

3. A unique document number will be automatically generated in the **Document Number** field after clicking the **Generate** button.

4. Click the **Finish** button.

| Header | Fixed Assets | Header Accounting Lines | Itemized Lines | Approval Routing | Memos | Summary | Disbursing Information |

Workflow Status | Approval History

Expand All | Collapse All

General

Document Type:	P4 Travel Relocation Colle	Authorization Date:	
Status:	NEW	Accounting Period:	
Document Number:	P420110225000000	Reporting Accounting Period:	
Title:		Document Classification:	
Authorized By:		Security Org:	GSA
Post Code:		Additional Payee Name:	
Automatic Reversal:	☐	Accomplished Date:	
Reversal Accounting Period:		Suppress Printing:	☐
Reverse After Period:			
Agency DUNS Number:			
Agency DUNS+4:			

*The **Header** page payment form will be displayed.*

5. **Note:** The **Authorization Date**, **Accounting Period**, **Reporting Accounting Period** and **Accomplished Date** fields will default to the current date and period when the form is Verified or Processed

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6. In the **Vendor Code** field, enter the vendor code for the vendor of the bounced check. Press the **[Tab]** key or enter the vendor address code if not already populated in the **Address Code** field.

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

    *The **Header Accounting Lines** page will be displayed.*

8. Click the **Add** button to add a new line.

   *The **Header Accounting Line** page will be displayed.*

    Note: *The **Transaction Type** will default to **01** when the form is Verified or Processed.*

9. In the **Document Reference** section, enter **LT** in the **Type** field. Enter the document number in the **Document** field, and the appropriate line number in the **Item** and **Accounting** fields

10. Click the **Default** button to bring forward the accounting strip information from the obligation that will be displayed under the **Document Reference View** button.

11. Check the **Misc.** check box in the **Reference Document** section.

    Note: *This causes the document line number to disappear and disable the **Default** button.*

12. Enter the dollar amount of the check that bounced in the **Payment** field in the **Line Amounts** section.

13. In the **Description** button enter the name of the employee who bounced the check.

    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.

14. Select the **Disbursing Information** tab.

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Notes
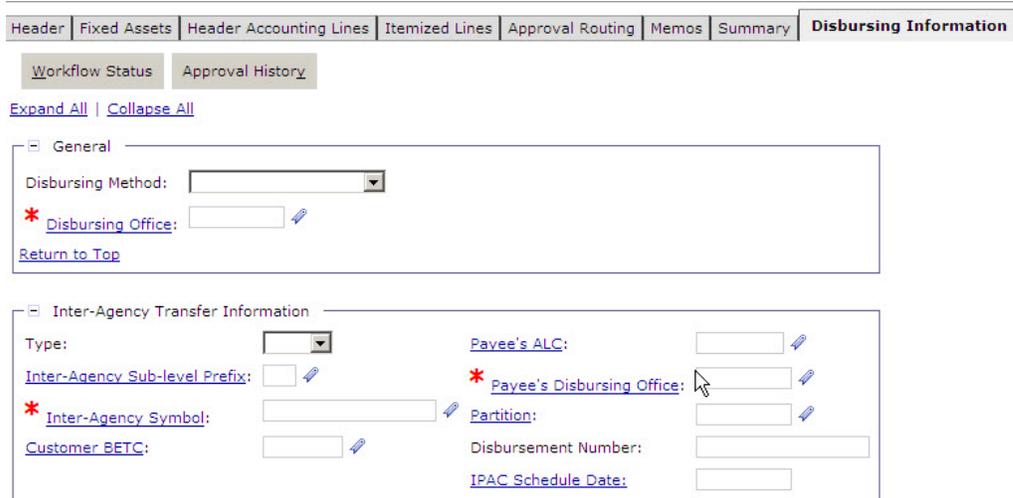
*The **Disbursing Information** page will be displayed.*

15. Select **No Check** from the **Disbursing Method** drop-down list.

16. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

    To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and click the **Remove** button.

17. Click 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. Click the **Submit** button.

    System message indicates the form was submitted for processing successfully.

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18   PBS Construction Contracts Procedures

The following chapter details the procedures for processing PBS Construction Contracts in Pegasys as well as specific instructions for using Holdbacks and Holdback Releases.

18.1   How Do I Record PBS Construction Contracts in Pegasys?

Record PBS Construction Contract obligations using **PN—PBS Construction Obligation** forms. *Chapter 6* of the Purchasing User's Guide will provide adequate instruction for entering these forms on-line. The only additional step is to manually enter the Document Number of the obligation you create by following these steps:

Step 1 – Obligate

Notes

1. Select **Transactions-Purchasing-New-Order** from the menu bar.

    The New Order page will be displayed.
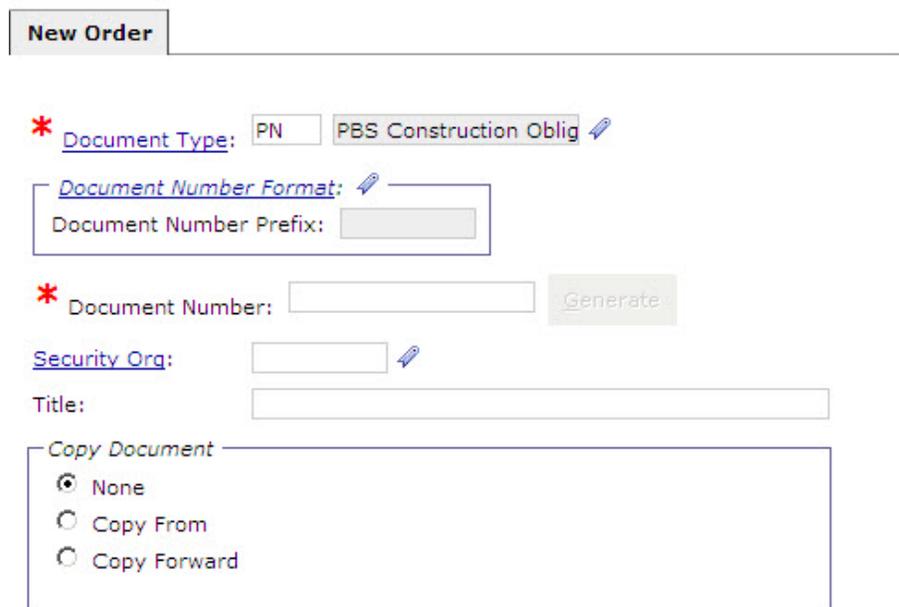
2. Enter **PN—PBS Construction Obligation** in the **Document Type** field.

3. In the **Document Number** field, enter the letters **PN** followed by the PBS ACT Number.

    Note: Creating the document number this way, will allow for easier tracking of the contract in Pegasys

Step 2 – Receipt

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Record receipts **RW—Receipt** forms by copying forward the information from the **PN—PBS Construction Obligation** created in Step 1. *Chapter 7* of the Purchasing User's Guide will provide adequate instruction for entering these forms on-line.

Notes

1.   From the **Header Accounting Lines** summary page, open the appropriate **Header Accounting Line.**

      *The **Header Accounting Line** page will be displayed.*

2.   In the **Line Amounts** section, enter the holdback amount in the **Holdback Amount** field.
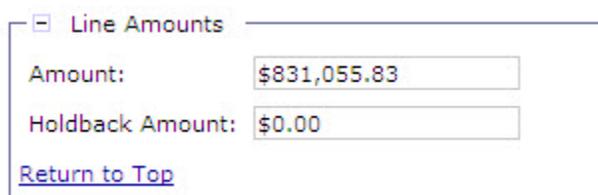
Step 3 – Invoice

Record invoices on **MF—Match Invoice 3-Way R7** forms by copying forward the information from the **PN—PBS Construction Obligation** created in Step 1. *Chapter 4* of the Finance User's Guide will provide adequate instruction for entering these forms on-line. In the event of a final payment, the **Prompt Pay Type** is changed to "**CONSTR30**". To record a different **Prompt Pay Type**, follow the directions below:

Notes

1.   From the **Header Accounting Lines** summary page, open the appropriate **Header Accounting Line.**

      *The **Header Accounting Line** page will be displayed.*

2.   In the **Prompt Pay Type** field, enter the appropriate code.

3.   To search for a Prompt Pay Type, click the **Prompt Pay Type** hyperlink.

      *The **Search – Prompt Pay Type** page will be displayed.*

4.   Enter the appropriate search criteria and click the **Search** button.

      The matching search results will be displayed.

5.   Select the appropriate code.

      *The **Header Accounting Line** page will be displayed and the selected **Prompt Pay** code will be populated.*

Step 4 – Pay

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P7—Payment Authorization documents will be created by the Pegasys Automated Match batch job. The Finance User's Guide and the Automated Disbursements User's Guide may be helpful resources that address payment functionality. If a holdback was entered on the receipt, then this information will copy forward to the payment and the net amount will be disbursed.

Step 5 – Releasing or Canceling Holdbacks

A Holdback entered on the receipt indicates that a specified amount of money is to be withheld on the vendor payment until or unless certain criteria are met. If a Holdback amount was entered on the receipt created in Step 3 that amount will not generate on the Step 4 payment. After the Step 4 payment has been generated there are two ways to address the Holdback amount from the receipt created in Step 3: Release the Holdback or cancel the Holdback. Both approaches are detailed below.

Releasing a Holdback

Use a **PM—Manual Payment Authorization** to record a Holdback Release. When recording a Holdback Release, you must specify the holdback you are releasing by referencing the payment document on which the holdback occurred. The oldest holdback should be released first. Use the PBS Construction Contracts Report to determine the oldest payment with an un-released holdback. If you need to release more than one holdback, simply add another **Header Accounting Line** referencing an additional payment with a holdback. Follow the directions below.

Notes

1. Select **Transactions—Accounts Payable—New-Payment Authorization** from the menu bar.

    The New Payment Authorization page will be displayed.
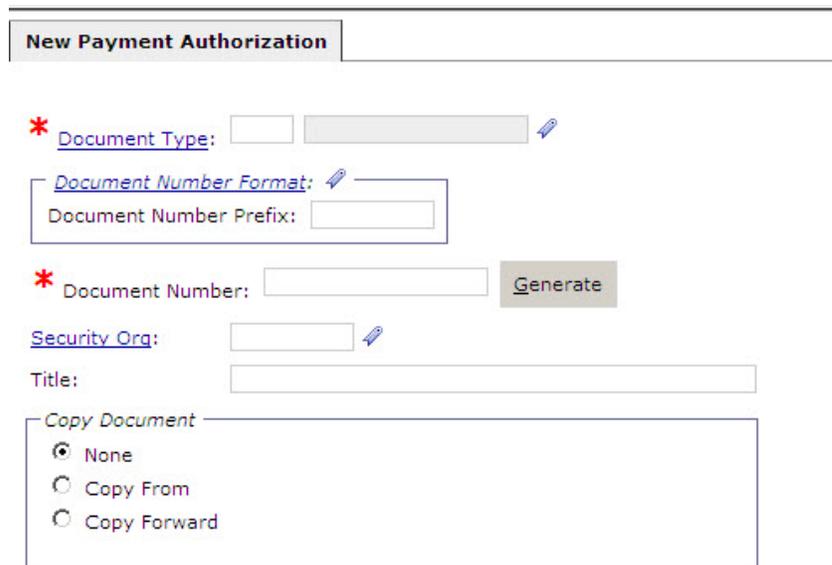
2. Enter **PM** in the **Document Type** field.

3. A **PM—Manual Payment Authorization** document number will be generated in the **Document Number** field after clicking the **Generate** button

4. Select the **Copy Forward** option.

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5. Click the **Next** button.

6. Enter **PN** in the **Document Type** field.

7. Enter the **PN—PBS Construction Obligation** document number, for which the release is being created, in the **Document Number** field.

8. Click the **Finish** button.

   *The **Header** page of the Payment Authorization form will be displayed.*
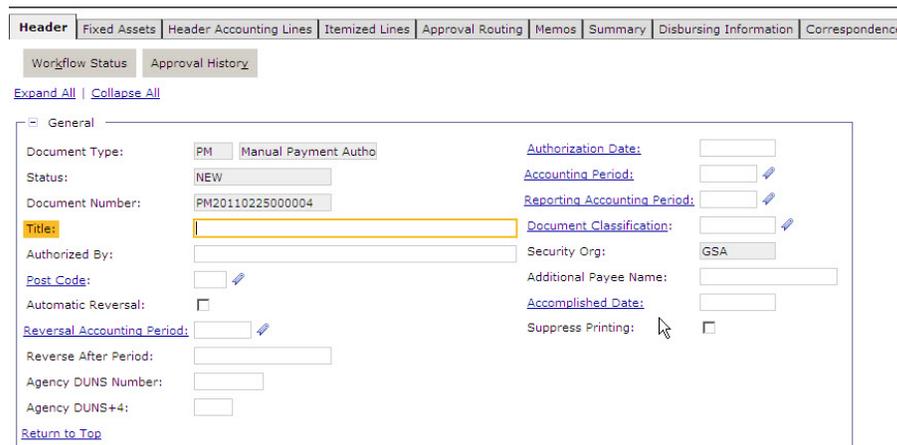
9. Enter your name in the **Authorized By** field.

10. Click the **Header Accounting Lines** page and select the appropriate **Header Accounting Line** for which the release is being created. Then click the **Header Accounting Line** hyperlink.

    *The **Header Accounting Line** page will be displayed.*

11. In the **Line Amounts** section, enter the holdback release amount in the **Holdback Amount** field.

12. Delete the value **PN** displayed in the **Type** field of the **Reference Document** section. This will delete the entire reference to the obligation.

    Note: *Copying forward the **PN—PBS Construction Obligation** allowed all the information noted on the obligation, to be automatically entered on the payment*

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document. Pegasys will not allow a direct reference to the order when the form is processed so it <u>must</u> be deleted.

13. Go to the **Accounting Dimension** section and delete the Sub Object Class value.

   Note: The Sub Object Class must be deleted because a Holdback Release is a balance sheet transfer. Therefore, the Sub Object Class value is prohibited.

14. Go to the **Reference Prepayment/Holdback/Suspension** section and reference the oldest holdback payment. Enter **P7** or **PM** in the **Type** field and the document number in the **Document** field, and appropriate line number in the **Item** and **Accounting** fields.

   Note: Use the PBS Construction Contracts Report to determine the oldest payment with an un-released holdback. If you need to release more than one holdback, simply add another Accounting Line referencing an additional payment with a holdback.

15. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

   To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and click the **Remove** button.

16. Click 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. Click the **Submit** button.

   System message indicates the form was submitted for processing successfully.

Canceling a Holdback

Should GSA determine never to release a Holdback, the Holdback amount should be liquidated and the money returned to the obligation (The PN created in step 1). To do this create a **PU—Allocate Prepayment. Line 1** will release the Holdback and the **Line 2** will credit the dollar amount back to the obligation (The PN created in step 1).
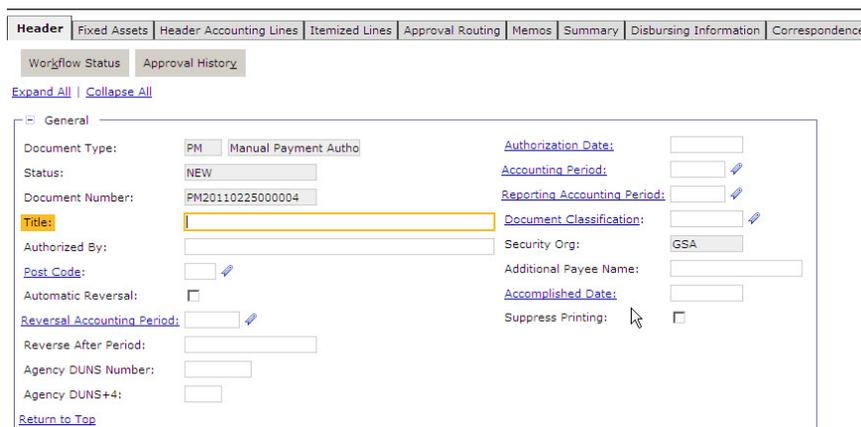
1. Select **Transactions—Accounts Payable—New-Payment Authorization** from the menu bar.

   The New Payment Authorization page will be displayed.

2. Enter **PU** in the **Document Type** field.

3. A **PU—Allocate Prepayment** document number will be generated in the

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Document Number field after clicking the **Generate** button

4. Select the **Copy Forward** option.

5. Click the **Next** button.

6. The **Copy Forward** page displays.

7. Enter **PN** in the **Document Type** field.

8. Enter the appropriate **PN—PBS Construction Obligation** document number (from step 1) in the **Document Number** field.

9. Click the **Finish** button.

   *The **Header** page of the Allocate Prepayment form will be displayed.*
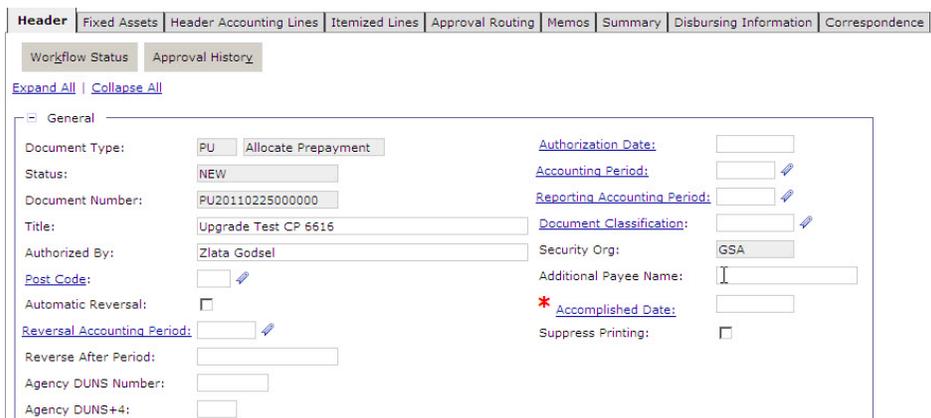
10. Enter your name in the **Authorized By** field.

11. Click the **Header Accounting Lines** tab.

    *The **Header Accounting Lines** page will be displayed.*

12. Open the appropriate **Header Accounting Line** for which the release is being created.

13. Enter **Holdback Release** in the **Line Type** field. Enter the Holdback release amount in the **Amount** field.

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Note: Reference the Holdback payment that will never be released in the **Prepayment/Holdback/Suspension Reference** group box. Enter **P7** in the **Type** field and the relevant document number in the **Document** field, tab to enter the line number that should be referenced.

Use the **PBS Contracts Report** to determine the oldest payment with un-released holdback. If you need to release more than one holdback, add another **Header Accounting Line** to reference an additional payment with a holdback.

14. Delete the value **PN** displayed in the **Type** field of the **Reference Document** group box. This will delete the entire reference to the obligation (the **PN** created in step 1).

Note: Copying forward the **PN-PBS Contract Obligation** allowed all the information notated on the obligation to be automatically inferred on the payment document. Pegasys will not allow a direct reference to the Purchase Order when the form is processed, so the obligation must be deleted.

15. Go to the **Accounting Dimensions** section and delete the Sub Object Class value.

Note: Sub Object Class must be deleted because a Holdback Release is a balance sheet transfer. Therefore the Sub Object Class value is prohibited.

16. Return to the **Header Accounting Lines** page by clicking on the **Header Accounting Lines** hyperlink.

17. Select the **Header Accounting** on which you just worked.

18. Click the **Copy** button.

A new line will display on the **Header Accounting Lines** page list (contains the data from previous line).

19. Select the newly created line.

20. Click the **Header Accounting Line** hyperlink.

The (new) Header Accounting Line page will display.

21. Enter **Credit** in the **Line Type** field.

22. Go to the **Accounting Dimensions** section and enter the appropriate Sub Object Class value.

23. In the **Reference Document** section, enter **PN** in the **Type** field. Then enter the **PN** document number (from step 1) in the **Document** field. Enter the line number that should be referenced. You can also click the header accounting line link and the Copy Forward button to reference the document.

24. Return to the **Header Accounting Lines** page by clicking the **Header Accounting Lines** hyperlink.

25. Click the **Disbursing Information** tab.

The Disbursing Information page will be displayed.

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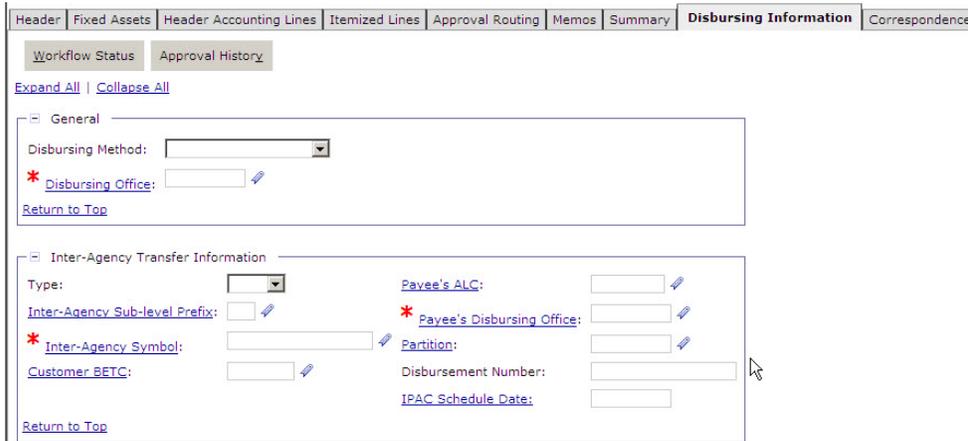
26. Enter **No Check** in the **Disbursing Method** field.

27. In the **Disbursing Office** field, enter the appropriate value.

28. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

   To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and click the **Remove** button.

29. Click 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.

30. Click the **Submit** button.

   System message indicates the form was submitted for processing successfully.

Refer to the chart below for selecting the correct **Transaction Type** for appropriate posting(s). ***** Indicates there are **Flexible Definitions** that exist. **Transaction Types** 23 and 25 are to be used when entering **Program** PG80. Identified accounts in **bold** print cite negative posting amounts.

Doc Type	Trans Type	Trans Description	Acctg Event	GL Acctg	Posting Seq	Debit Acct	Credit Acct	Flex Def
PU	22	Holdback Release-Check/EFT	SPN5	4102	1	2130	2110.02	N/A
PU	23	Holdback Release Reimbursable-Check/EFT	SPN8	4102	1	2130	2110.02	N/A
PU	24	Holdback (restore money to order)	SPN3	2030	1	4610	4901	*

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Doc Type	Trans Type	Trans Description	Acctg Event	GL Acctg	Posting Seq	Debit Acct	Credit Acct	Flex Def
PU	24	Holdback (restore money to order)	SPN3	2030	2	(6100.01)	(2110.02)	*
PU	25	Holdback-Reimbursable (restore money to order)	SPN7	2060	1	4610	4901	N/A
PU	25	Holdback-Reimbursable (restore money to order)	SPN7	2060	2	6500.01	2110.02	N/A

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A.   Field Descriptions

A.1   Direct Payments

Direct Payment forms are created in Pegasys to record an accrued expenditure, record delivery, acceptance of goods or services, record receipt of the vendor invoice, and initiate payment once all required approvals have been applied. The Direct Payment is a modified Match Invoice form.

A.1.1   Direct Payment Header Page

Whether you are using D6, D7, DK, DW, or DX document types the first page of the Direct Payment form is the header page. This page contains general information about the direct payment. *Figure A-1: Direct Payment Header Page* displays the Header page of the Direct Payment form.

Figure A-1: Direct Payment Header Page
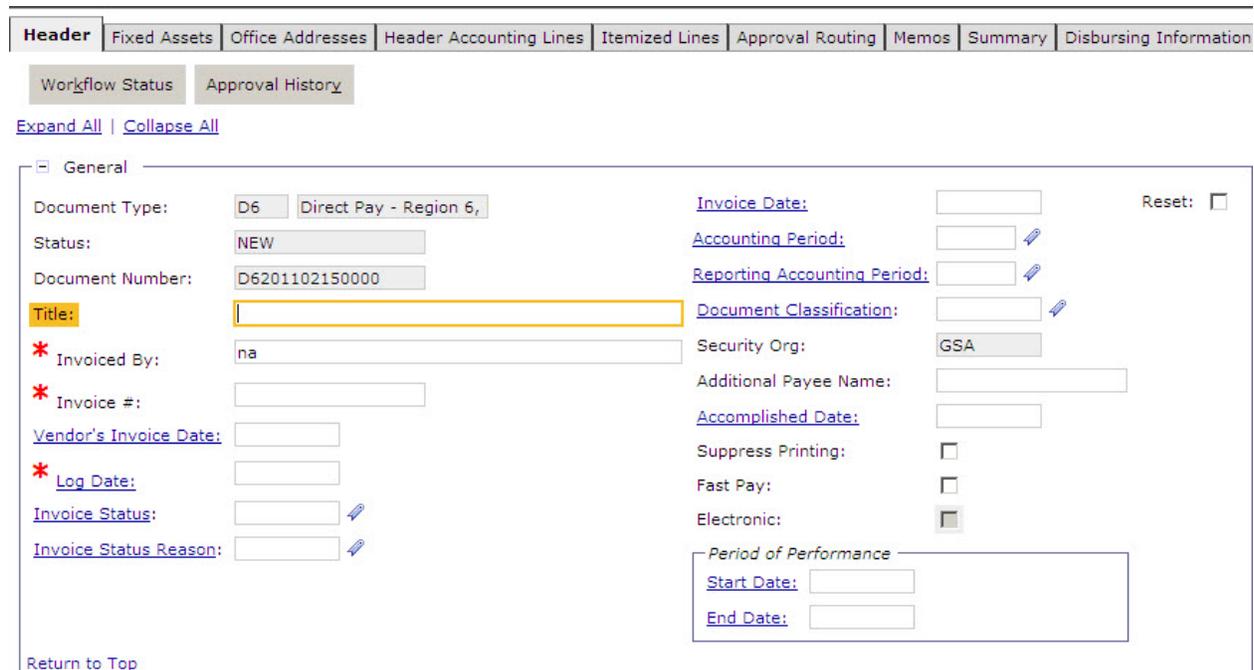
The table in *Figure A-2: Direct Payment Header Page Field Descriptions* provides additional information about the **Direct Payment Header Page fields**.

Figure A-2: Direct Payment Header Page Field Descriptions

Field Name	Description	Features
Title	Used to store the ACT number in *Phase 1 of Pegasys Implementation.*	System-generated when the direct payment is created.
Invoiced By	The name of the person who received the goods or service.	Optional.

Field Name	Description	Features
Invoice Date	The date the invoice is entered into Pegasys. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Required by GSA. If blank, defaults to the current date.
Vendor's Invoice Date	The date on the vendor's invoice. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Required by GSA. If blank, defaults to the current date.
Log Date	The date stamp of the designated billing office (Service/Finance).	Required by GSA..
Accounting Period	The accounting period in which this transaction is to be recorded. Enter the value in the following formats, where MM is fiscal month and YY is fiscal year: MM/YY MM/YYYY	Required by GSA. If blank, defaults to the reporting accounting period associated with the Date field.
Reporting Accounting Period	The accounting period, in which this transaction should be reported, based on when the transaction should have been entered. Enter the value in the following formats, where MM is fiscal month and YY is fiscal year: MM/YY MM/YYYY	Required by GSA.. If blank, defaults to the reporting accounting period associated with the Date field.
Document Classification	The predefined group (defined on the Document Classification Maintenance table) to which this transaction belongs.	GSA is not using for Phase 1.
Security Org	The security organization established when the form was created. Only users in the specified security organization will have access to the form. **Note:** *If sending to other services for approval, users must select "GSA" as the security organization.*	System-maintained. Defaults to the user's security organization.
Accomplished Date	For inter-agency transfer payments, the date the direct fund transfer actually occurred. Enter the value in the following format: MM/DD/YY MM/DD/YYYY	Optional..
Additional Payee Name	The name of the additional vendor receiving the disbursement.	GSA not using.
Date Due To Vendor If Defective	The date the defective invoice is due to the vendor.	Optional.
Date Returned To Vendor	The date the defective invoice was returned to the vendor.	Optional.
Date Received Back From Vendor	The date the corrected invoice was received back from the vendor.	Optional.

Field Name	Description	Features
Suppress Printing (check box)	If checked, inhibits the ability to print the form.	GSA not using.
Fast Pay (check box)	Currently not in use.	GSA not using.
Totals (group box)		
Net Amount	The net amount of the transaction	System-maintained.
Cost + Fee Amount	The cost amount of the transaction.	System-maintained.
Holdback Amount	The amount of the order total that is being held back from payment.	GSA is not using for Phase 1.
Applied Prepayment Amount	The amount of prepayments to be applied to this prepayment accounting line.	GSA not using.
Prorate Amount	The sum of all accounting lines on the form. This field is updated by clicking on the **Prorate** button.	
Prorate (button)	Recalculates the document totals across all accounting lines while maintaining the same percentage amounts for each accounting line.	
Vendor (group box)		
Code	Displayed in two fields: Field 1: Vendor Code—A code specifically assigned to a particular vendor listed on the Vendor Maintenance table. This code is generally the vendor TIN (Taxpayer Identification Number), except for foreign vendors and employees. Field 2: Address Code—The address code linked to the vendor code listed in Field 1.	Required. The combination of vendor code and vendor address code must be valid on the Vendor Maintenance table.
Name	The name of the vendor providing the goods or services.	Required. System-maintained. The value will be defaulted from the Vendor Maintenance table once a vendor code is specified.
More (button)	Displays the **Vendor Information** dialog box that identifies address information about the vendor.	Unavailable unless the vendor criteria are entered in the code fields.
Remit To Address	Address code of the vendor receiving the payment.	Required.
More (button)	Displays the **Vendor Information** dialog box that identifies address information about the vendor.	Unavailable unless the vendor criteria are entered in the Remit To Address field.
Period of Performance (group box)		
Start Date	The date on which the ordered services began. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Optional.

Field Name	Description	Features
End Date	The date on which the ordered services ceased. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Optional.
Designated Agent (group box)		
Code	Displayed in two fields: Field 1: Designated Agent Code—The code that specifically identifies the vendor to be used as a designated agent. Field 2: Address Code—The address code linked to the Designated Agent code listed in Field 1.	Optional. Click on the hyperlink for Search options. Used for assignments only.
Name	The name of the designated agent.	Optional. System-maintained.
More (button)	Displays the **Designated Agent Information** dialog box that identifies additional information about the designated agent.	Unavailable unless criteria are entered in the code fields.
Customer Account	Select ALC (Agency Location Code) here, if needed orders for inter-agency agreements.	Optional.
Invoice #	The number on the invoice sent from the vendor.	Required.
Invoice Status	The status of the invoice.	Optional.
Description	Displays the **Description** box, a free-text field 255 characters long used to enter additional information about the line.	Optional.
Extended Description		
Contracts (group box)	Displays the **Order Contract Information** dialog box in which details of the contract the direct payment are associated.	Optional.
Contracts Number	The contract number that applies to this item. The value must be valid in the Contract maintenance table.	Optional.
Blanket Agreement Number	The number of the blanket purchase agreement. The value must be valid in the Blanket Agreement maintenance table.	Optional.
Delivery Order Number	The number of the delivery order to which this form applies.	Optional.
Contracts Specialist:	The name of the contract specialist.	Optional.
Expiration Date:	The expiration date for the agreement.	Optional.
Type of Action:	The type of purchasing action ordered (for example, competitive contract, task order, simplified purchase).	Optional.
Order Type:	The type of order associated with the payment, either Delivery or Purchase.	Optional.

Field Name	Description	Features
Priority:	The priority level associated with this item.	Optional.
Priority Rating:	The priority rating associated with this document (1-10).	Optional.
Date Signed	The date the agreement was signed. Enter the value in the following format: MM/DD/YYYY.	Optional.
Discount Terms (group box)	Displays the Terms dialog box that describes specifics of the direct payment such as, the direct payment's tender type, information regarding place of inspection, and the estimated holdback percentage.	Optional.
Negotiated Payment Days	The number of days after an invoice is received within which payment must be made to avoid interest charges.	Optional.
Discounts	Discount Amount, Date, and Percentage.	Optional.
Shipping Info (group box)	Displays the shipping information for the invoice.	Optional
Freight On Board:	The freight on board location determining who pays the shipping charges.	Optional
Additional Markings	Additional information that will be used to further identify the shipping location or delivery method.	Optional
Govt Bill if Lading	The government bill of lading for the shipment.	Optional
Delivery Date	The date the purchased goods or services were delivered. Valid format: MM/DD/YY or MM/DD/YYYY.	Optional
Payment Adjustment Details (group box)	Displays the payment adjustment code and details for the invoice.	Optional
External System Information	Displays the external system id and document number.	Optional

A.1.2   Direct Pay Disbursing Information Page

The **Direct Pay Disbursing Information** page contains the disbursement information that is used for payment. *Figure A-3: Direct Pay Disbursing Information Page* displays the Disbursing Information page of the Direct Pay form.

Figure A-3: Direct Pay Disbursing Information Page
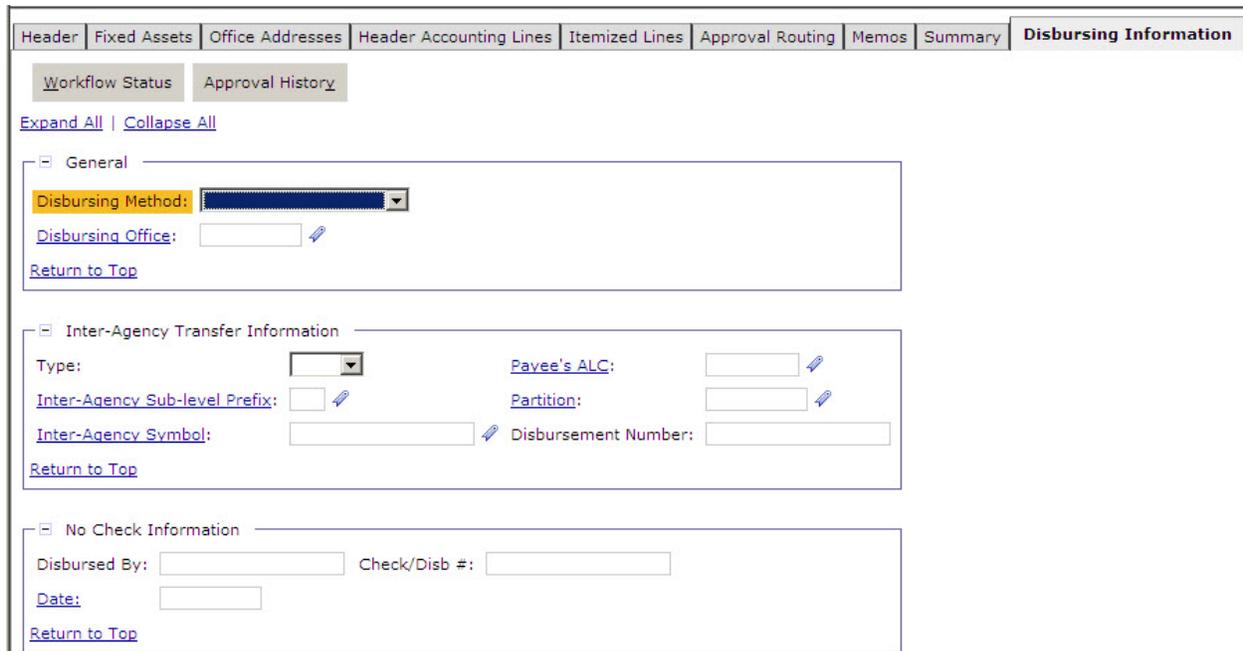
The table in *Figure A-4: Direct Pay Disbursing Information Page Field Descriptions* provides additional information about **Direct Pay Disbursing Information** fields.

Figure A-4: Direct Pay Disbursing Information Page Field Descriptions

Field Name	Description	Features
Disbursing Method	Indicates whether the payment is a no check payment (*i.e.*, manual payment), an inter-agency transfer (*i.e.*, a payment which will occur through a direct transfer of funds between government agencies), or a check/EFT payment.	Required. Drop-down list box. Automatically defaults to the vendor's preferred disbursing method based on the site ID once the form verified. However, this field can also be completed manually.
Disbursing Office	The code that identifies the office that will disburse the given payment. The value must be valid on the Disbursing Office Maintenance table	Required. Automatically defaults to the disbursing office once the form is verified. However, this field can also be completed manually.
Inter-Agency Transfer Information (group box)		
Disbursement Number	The Treasury-assigned number which identifies the direct funds transfer (*e.g.*, the SF-1081 number).	Enabled when the disbursing method is inter-agency transfer.
Inter-Agency Symbol	Symbol of the fund being disbursed	Use only for OPAC payments. Required.

Field Name	Description	Features
Type	Can be either 1080, 1081, or OPAC. Cannot be entered unless the Disbursing Method is Inter-Agency Transfer.	Required for inter-agency. Drop-down-list box.
Inter-Agency Sub-level Prefix:	The unique code that is a component piece of the Inter-Agency Treasury Symbol, representing a programmatic breakdown of the account for Treasury publication purposes. The code is up to 2 characters long, in numeric format. It is displayed at the beginning of the Treasury Symbol inside parenthesis. Example: Treasury Symbol 27 characters: (41)18-4704/051234.888 where Sub-level Prefix = 41, Agency = 18, Source Agency = 47, Fiscal Year From = 2004, Fiscal Year To = 2005, Main Account = 1234 and Sub Account = 888.	Optional
Payee's ALC:	The Agency Location Code for the payee.	Optional
No Check Information (group box)		
Disbursed By	The entity or system responsible for disbursing the no check payment.	No check. Person requesting the manual.
Check/Disb #	The check number or identifying information for the no check payment.	Disabled.
Date	The date a no check payment was actually disbursed.	Disabled.
Check/EFT Information (group box)		
Disbursing Model	Indicates the method of disbursement for this payment. The agency can print its own check using the system or choose to disburse the payment using FRB Disbursing, State Disbursing, Bank Disbursing, or Treasury Disbursing.	Drop down box
Treasury/FRB Disbursing Information (group box)		
Payment Category	The payment category. Determines whether or not the payment is subject to Treasury Offsets.	Optional
Line Code	Used to crosswalk category to type. Valid values are Vendor and Miscellaneous.	Drop Down box.
Schedule (box)		
Payment Type	The type of disbursement method to be used.	Optional
Fiscal Year	Identifies the fiscal year to which the item is assigned.	Optional
Category	Identifies the schedule category to which the payment type is assigned. Schedule category is used by the Automated Disbursements process to determine the appropriate format for the generated payment schedule. Each schedule category may be used for only one payment type. Updated by the Treasury reconciliation process.	System Maintained
Type	Indicates the type of check selected (for example, mailed, hand pick-up, comment card, etc.).	Optional
Number	Identifies the schedule number to which the payment type is assigned.	Optional
Sequence Number	Identifies the schedule sequence number to which the payment type is assigned.	Optional

Field Name	Description	Features
Agency Printing Information (group box)		
Payment Category	The payment category. Determines whether or not the payment is subject to Treasury Offsets.	Optional. Defaults to not selected.
Line Code	Used to crosswalk category to type. Valid values are Vendor and Miscellaneous.	Drop Down box. No Values
Check Type	Indicates the type of check selected (for example, mailed, hand pick-up, comment card, etc.).	Drop Down box. No Values
Agency Printing Type	Indicates whether the agency disbursements office will print a check for this payment using the automated disbursements process or will use the manual check transaction to record a hand written check or print a check on demand.	Drop Down box
State Disbursing Information		
Payment Type:	The type of disbursement method to be used.	Optional.
Mail Code:	The mail code of the disbursement information. Valid options include Mail Direct, Pouch to Post, Return to USDO, Special Handling and Save for Vendor Pick-up.	Drop down box. Defaults to not selected.
Post Dated Check Date	The post dated check date of the disbursement information.	Optional.
Eligible for Revaluation	Signifies whether the disbursement is eligible for revaluation.	Optional.
Comments to Print	Any comments to be printed on a bill beyond the standard text included in the bills text code. The user must specify whether these comments are to be included on the forms printed bill, any related dunning letters, or both.	Optional

A.1.3   Direct Pay Header Accounting Line Page

The **Direct Pay Header Accounting Line** page contains the disbursement information that is used for payment. *Figure A-5: Direct Pay Header Accounting Line Page* displays the Accounting Line page of the Direct Pay form.

Figure A-5: Direct Pay Header Accounting Line Page

The table in *Figure A-6: Direct Pay Header Accounting Line Page Field Descriptions* provides additional information about Direct Pay Accounting Lines fields.

Figure A-6: Direct Pay Header Accounting Line Page Field Descriptions

Field Name	Description	Features
Line Number	A number that uniquely identifies the line.	Optional. If blank, system will default to the value of the next sequential number from the highest line number already entered.
Line Type	The type of item accounting line.	Optional. Defaults to Normal.
Transaction Type	An alphanumeric code is used in combination with the transaction's document type that determines general ledger postings and budgetary impact. Valid values are listed in the Transaction Definition Maintenance table.	Required, defaults based on document type.
Period of Performance	The beginning effective date of the referenced contract.	Optional
Related Cost Type	The category to which the accounting line relates to.	Drop Down Box
Source Number	The specific source of the financial transaction activity.	The specific source of the financial transaction activity.
Line Amounts (group box)		

Field Name	Description	Features
Invoiced	The dollar amount of the accounting line. Must be greater than zero.	Required.
Applied Credit	The credit amount applied to the accounting line.	GSA not using.
Net Amount	The difference between the original line amount and the applied credit.	System-maintained.
Prepayment/Holdback/Suspension Amount		
Holdback Amount	Of the net authorized, the amount to be held back based on the contract terms.	GSA not using.
Applied Prepayment	The amount of prepayments to be applied to this payment accounting line.	Optional.
Accounting (group box)—will copy forward from the order except for Direct Pay		
Template	The accounting template used to obtain the accounting strip. Valid values are listed in the Accounting Template Maintenance table.	Required.
BFYs	**Budget Fiscal Year(s)** of the accounting strip for which the form is being processed. Displayed in two fields: Field 1: Beginning budget fiscal year (BBFY) Field 2: Ending budget fiscal year, if applicable (EBFY).	Required. Will default based on the accounting template selected.
Fund	The fund code of the accounting strip.	Required. Will default based on the accounting template selected.
Reg	The region code of the accounting strip. Valid values are listed in the Region Maintenance table.	Will default based on the accounting template selected.
Program	The program code of the accounting strip. Valid values listed in the Program Maintenance table.	Will default based on the accounting template selected.
Org	The organization code of the accounting strip. Valid values are listed in the Organization Maintenance table.	Will default based on the accounting template selected.
Sub Object Class	The sub object class of the accounting strip. Valid values are listed in the Sub Object Class Maintenance table.	Required. Object class is inferred from the Cost Element.
Activity	The activity code of the accounting strip. Valid values are listed in the Activity Maintenance table.	May default and/or may become required, based on the accounting template selected.
Proj	The project/grant/case number/audit number code/profit center of the accounting strip. Valid values are listed in the Project Maintenance table.	May default and/or may become required, based on the accounting template selected.

Field Descriptions
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Field Name	Description	Features
Sub	Currently not in use.	
Bldg #	The building number of the accounting strip. Valid values are listed in the Building Number Maintenance table.	
Wrk Itm	The work item/work category code of the accounting strip. Valid values are listed in the Sub Project Maintenance table.	
Syst	The system code of the accounting strip. Valid values are listed in the System Maintenance table.	May default and/or may become required, based on the accounting template selected.
Cost Org	Currently not in use.	GSA not using.
CBFY's	Canceled Budget Fiscal Year(s) of the accounting strip for which the form is being processed against.	GSA not using.
CanceledFund	The canceled fund code that the form is being processed against.	GSA not using.
Document Reference (group box)		
Type	The document type of the referenced document.	Required unless entering a purchasing document that follows the one-way automated match model. Drop-down list provides list of valid values.
Document	Consists of two fields: Field 1: The document number of the referenced document. Field 2: The line number of the referenced accounting line.	Required unless entering a purchasing document that follows the one-way automated match model. Click on the hyperlink to search.
Final (checkbox)	If checked, liquidates the referenced document and returns unused money to the budget..	Optional. A check will default when the request is processed and the line amount equals the referenced line amount.
Misc (checkbox)	If checked, the accounting line will update the referenced document's miscellaneous amount and does not liquidate a specific accounting line amount.	Optional. Defaults to unchecked.
Default (button)	Brings over accounting data from a purchase order or receipt (if the Copy Forward feature was not used). However, will not bring forward the ACT number.	Optional.
View (button)	The **View** button shows the document selected in the record display box.	Optional.

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Field Name	Description	Features
Prepayment/Holdback/Suspension Reference (group box)		
Type	The document type of the referenced prepayment/holdback document.	Required unless entering a purchasing document that follows the one-way automated match model. Drop-down list provides list of valid values.
Document	Consists of two fields: Field 1: The document number of the referenced prepayment/holdback document. Field 2: The line number of the referenced accounting line.	Required unless entering a purchasing document that follows the one-way automated match model.
Period of Performance (group box)		
Start Date	The date ordered services begin. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Optional. Click the hyperlink for date options.
End Date	The date ordered services cease. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Optional. Click the hyperlink for date options.
Description	Displays the **Description** dialog box, a free-text field 255 characters long used to enter additional information about the line.	Optional.
Extended Description	Displays the Extended Decscription dialog box, a free text field which allows more characters than the Description box.	Optional
Agreement (box)	Used to specify an agreement (_e.g.,_ RWA, IBAA) to be associated with the direct payment. Displayed in two fields: Field 1: Agreement number. Valid values are listed in the Direct Agreements Maintenance table. Field 2: Line number of the referenced agreement line.	Optional. Only entered by PBS Phase I.
Contracts Line (box)	Used to specify a contract line item number (CLIN)or sub-contract line item number that is referenced by the direct payment.	Optional.
Contracts Number:	The contract number that applies to this item. The value must be valid in the Contract maintenance table.	Optional.
Blanket Agreement Number:	The number of the blanket purchase agreement. The value must be valid in the Blanket Agreement maintenance table.	Optional.
Delivery Order Number:	The number of the delivery order to which this form applies.	Optional.

Field Name	Description	Features
Contracts Line Item Number:	The number of the contract line to which this form applies.	Optional.
Sub Contracts Line Item Number:	The number of the sub-contract line to which this form applies.	Optional.
Blanket Agreement Line Item Number:	The line item number of the blanket purchase agreement associated with this form.	Optional.
Sub Blanket Agreement Line Item Number:	The line item number of the sub blanket purchase agreement associated with this form.	Optional.
Payments (box)	Displays the **Payment Information** dialog box that identifies the interest reason, discount lost reason, and prompt pay type.	Optional.
Interest Reason:	An alphanumeric code identifying the reason why the payment will incur an interest penalty. The value must be valid in the Interest Reason maintenance table.	Optional.
Discount Lost Reason:	An alphanumeric code identifying the reason why the payment will not include a discount.	Optional.
Prompt Pay Type:	Used to classify payments subject to prompt payment regulations. Identifies payment terms, such as number of payment days, interest and penalty rates, etc.	Optional.
Quantity	Indicates quantity number of itemized line.	Optional.
Unit:	The standard unit of measure of the commodity. The field defaults to the value associated with the commodity code as defined on the Commodities table.	Optional.
Delivery Date:	The date the purchased goods or services were delivered. Valid format: MM/DD/YY or MM/DD/YYYY.	Optional.
Acceptance Date:	The date goods or services were accepted. Valid format: MM/DD/YY or MM/DD/YYYY.	Optional.

A.1.3.1   Receipts Window

The **Receipts** tab displays the Invoice/Receipt Match page that allows the user to reference or unlink a Receipt or an Order on a Match Invoice. *Figure A-7: Invoice/Receipt Match* displays the Invoice/Receipt Match page.

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Figure A-7: Invoice/Receipt Match

| Header | Fixed Assets | Office Addresses | **Header Accounting Lines** | Itemized Lines | Approval Routing | Memos | Summary | Disbursing Information |

| Header Accounting Line | Contracts Pay | **Receipts** |

Totals for Line
Matched Amount: $0.00
Unmatched Amount: $0.00

| Add | Copy | Remove | Display [10 ▼] Items   View as CSV   Sort... |

Document Type	Document Number	Item Line Number	Accounting Li
- NO ITEMS TO DISPLAY -			

Expand All | Collapse All

General

Doc Type: [____] 🖉   Doc Number: [_____] 🖉   Accounting Line #: [____] 🖉   Itemized Line #: [____] 🖉
Matched Amount: [_____] Invoice Final: ☐   Receipt Final: ☐

The table in ***Figure A-8: Invoice/Receipt Match Field Descriptions*** provides addition information about the **Invoice/Receipt Match Page** fields.

Figure A-8: Invoice/Receipt Match Field Descriptions

Field Name	Description	Features
Document Details	Consists of three fields: Field 1: The Document type being referenced. Field 2: The document number of the referenced document. Field 3: The line number of the referenced accounting line.	Optional. Select a valid entry from the drop down associated with Field 1.
Matched Amount	Dollar amount of the referenced receipt applicable to Match Invoice.	Enter the dollar amount of referenced line.
Invoice Final	If checked, fully liquidates the referenced receipt indicating this is the last invoice.	Optional.
Receipt Final	If checked, fully liquidates the referenced purchase order indicating this is the last receipt.	GSA not using.

A.2   Match Invoice Document

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 form when the vendor invoice is received. These invoices record an invoice received from a vendor for goods, training, or services. Whenever a Match Invoice is created, the type must be selected. The different types of Match Invoice documents are listed in ***Figure A-9: Match Invoice Document Types.***

Figure A-9: Match Invoice Document Types

Doc Type	Doc Category	Region	Description
M6	MI	6	Match Invoice—3-Way Region 6 only
M7	MI	7	Match Invoice—3-Way Region 7 only

Doc Type	Doc Category	Region	Description
MK	MI	6	Match Invoice—2-Way Region 6 only
MW	MI	7	Match Invoice—2-Way Region 7 only

A.2.1   Match Invoice Header Page

The first page of the Match Invoice form is the Header page. The Header page contains general information about the invoice such as the date of the invoice, the invoice number and the vendor. *Figure A-10: Match Invoice Header Page* displays the Header page of the Match Invoice form.

Figure A-10: Match Invoice Header Page
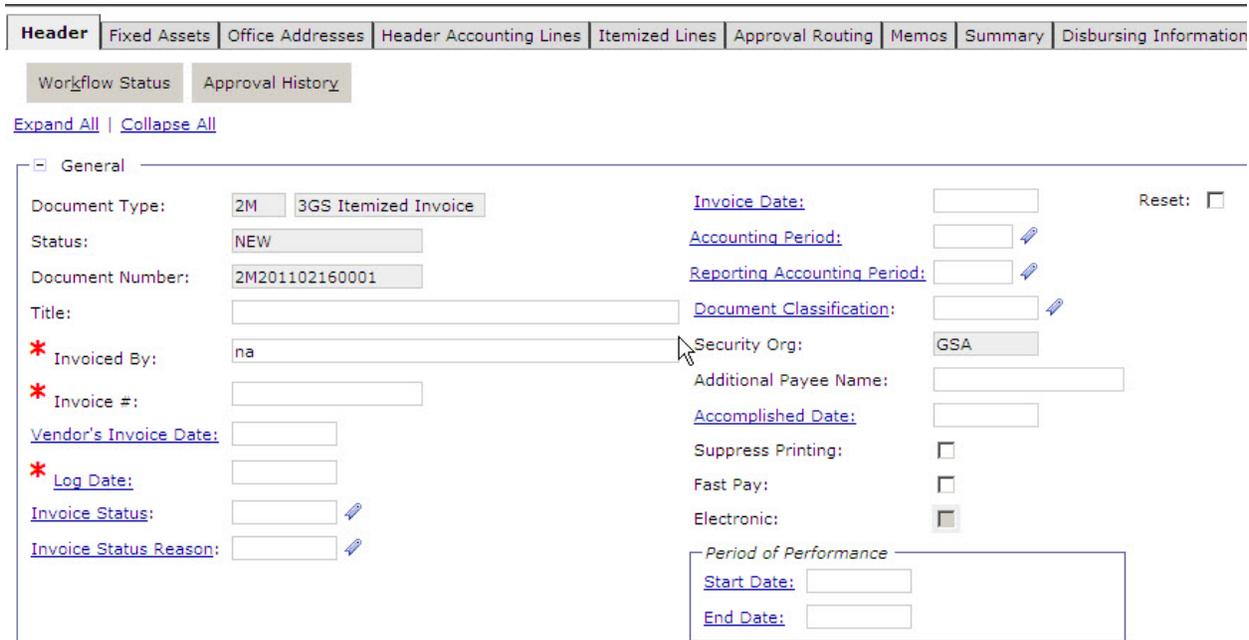
The table in *Figure A-11: Match Invoice Header Page Field Descriptions* provides additional information about Match Invoice Header Page fields.

Figure A-11: Match Invoice Header Page Field Descriptions

Field Name	Description	Features
Title	Used to store the ACT number in Phase 1 of Pegasys Implementation.	System-generated.
Invoice Date	The date the invoice is entered into Pegasys. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	If blank, defaults to the current date.
Vendor's Invoice Date	The date on the vendor's invoice. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	If blank, defaults to the current date.

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Field Name	Description	Features
Log Date	The date stamp of the designated billing office (Service/Finance).	Required.
Acctg Period	The accounting period in which this transaction is to be recorded. Enter the value in one of the following formats, where MM is fiscal month and YYYY is fiscal year: MM/YY MM/YYYY	Optional. If blank, defaults to the reporting accounting period associated with the **Date** field.
Reporting Acctg Period	The accounting period, in which this transaction should be reported, based on when the transaction should have been entered. Enter the value in one of the following formats, where MM is fiscal month and YYYY is fiscal year: MM/YY MM/YYYY	Optional. If blank, defaults to the reporting accounting period associated with the **Date** field.
Document Classification	The pre-defined group (defined in the Document Classification Maintenance table) to which this transaction belongs.	GSA not using in Phase I.
Security Org	The security organization established when the form was created. Only users in the specified security organization will have access to the form. **Note:** If sending to another service for approval, user must select "GSA" as the security organization.	System-maintained. Defaults to the user's security organization.
Accomplished Date	For inter-agency transfer payments, the date the direct fund transfer actually occurred. Enter the value in the following format: MM/DD/YY MM/DD/YYYY	Optional.
Additional Payee Name	The name of the additional vendor receiving the disbursement.	
Date Due To Vendor If Defective	The date the defective invoice is due to the vendor.	Optional.
Date Returned To Vendor	The date the defective invoice was returned to the vendor.	Optional.
Date Received Back From Vendor	The date the corrected invoice was received back from the vendor.	Optional.
Suppress Printing (check box)	If checked, inhibits the ability to print the form.	Optional. Defaults to unchecked.
Fast Pay (check box)	If checked, enables the invoice for fast payment.	Optional. Defaults to unchecked.
Totals (group box)		
Net Amount	The net amount of the transaction	System-maintained.
Cost + Fees Amount	The cost amount of the transaction.	System-maintained.

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Field Name	Description	Features
Holdback Amount	Of the net authorized, the amount to be held back based on the contract terms.	GSA not using. System-maintained.
Applied Prepayment	The amount of prepayments to be applied to this payment accounting line.	Optional. System-maintained.
Prorated Amount	The sum of all accounting lines on the form. This field is updated by clicking on the **Prorate** button.	Optional.
Prorate (button)	Recalculates the document totals across all accounting lines while maintaining the same percentage amounts for each accounting line.	Optional.
Vendor (group box)		
Code	Displayed in two fields: Field 1: Vendor Code—A code specifically assigned to a particular vendor listed on the Vendor Maintenance table. This code is generally the vendor TIN (Taxpayer Identification Number), except for foreign vendors and employees. Field 2: Address Code—The address code linked to the vendor code listed in Field 1.	Required. The combination of Vendor Code and Vendor Address Code must be valid on the Vendor Maintenance table.
Name	The name of the vendor providing the goods or services. This value will be defaulted from the Vendor Maintenance table once a Vendor Code is specified.	System-maintained. This value defaults from the Vendor Maintenance table once a vendor code is specified.
More (button)	Displays the **Vendor Information** window that identifies address information about the vendor.	Unavailable unless criteria are entered in the Vendor Code fields.
Remit To Address	Address of the vendor receiving the payment.	Optional.
More (button)	Displays the **Vendor Details** box that identifies address information about the vendor.	Unavailable unless the vendor criteria are entered in the **Remit To Address** field.
Period of Performance (group box)		
Start Date	The date on which the ordered services began. Enter the value in the following format: MM/DD/YY MM/DD/YYYY	Optional.
End Date	The date on which the ordered services ceased. Enter the value in the following format: MM/DD/YY MM/DD/YYYY	Optional.
Designated Agent (group box)		

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Field Name	Description	Features
Code	Displayed in two fields: Field 1: Designated Agent Code—A unique code assigned to a specific designated agent listed on the Vendor Maintenance table. The code is the TIN, except for foreign designated agents. Field 2: Address Code—The address code linked to the Designated Agent code listed in Field 1.	Optional. The combination of Vendor Code and Vendor Address Code must be valid on the Vendor Maintenance table.
Name	The name of the designated agent. This value will be defaulted from the Vendor Maintenance table once a Vendor Code is specified.	System-maintained.
More (button)	Displays the **Vendor Information** window that identifies address information about the vendor.	Unavailable unless the vendor criteria are entered in the **Designated Agent Code** fields.
Customer Account	GSA's account number with the vendor.	Optional.
Invoice #	The number on the invoice sent from the vendor.	Required.
Invoice Status	The status of the invoice.	Optional.
Payment Adjustment (group)	Displays the **Payment Adjustment** details that provides the adjustment reason code and additional information as to why the payment is different that the invoiced amount.	Optional.
Description (button)	Displays the **Description** dialog box, a free-text field 255 characters long used to enter additional information about the form.	Optional.
Contracts (box)	Displays the **Order Contract Information** details of the contract the purchase order are associated.	Optional.
Discount Terms	Displays the **Discount Terms** box that describes specifics of the direct payment such as, the direct payment's tender type, information regarding place of inspection, and the estimated holdback percentage..	Optional.
Shipping Information (group box)		
Freight On Board:	The freight on board location determining who pays the shipping charges.	Optional
Additional Markings	Additional information that will be used to further identify the shipping location or delivery method.	Optional
Govt Bill if Lading	The government bill of lading for the shipment.	Optional
Delivery Date	The date the purchased goods or services were delivered. Valid format: MM/DD/YY or MM/DD/YYYY.	Optional
External System Information	Displays the external system id and document number.	Optional

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A.2.1.1   More Button

The **More** button displays the **Vendor Details** window that contains additional address information about the selected vendor. The selected vendor will most likely be another agency. *Figure A-12: Vendor Details Window* displays the **Vendor Details** window.

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Figure A-12: Vendor Details Window

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The table in *Figure A-13: Vendor Information Window Field Descriptions* provides additional information about **Vendor Details** fields.

Figure A-13: Vendor Information Window Field Descriptions

Field Name	Description	Features
Vendor Details (group box)		
Code	Displayed in two fields: Field 1: Vendor Code—A unique code assigned to a specific vendor listed on the Vendor Maintenance table. The code is the TIN (Taxpayer Identification Number), except for foreign vendors. Field 2: Address Code—The address code linked to the Vendor Code listed in Field 1.	System-maintained.
Standardized Format	Indicates if the vendor is in standardized format.	System-maintained.
Address Active Status	Indicates if the vendor address status is active.	System-maintained.
Vendor Address Type	Indicates the type of vendor address.	System-maintained.
Name	The name of the vendor providing the goods or services.	System-maintained.
Address	The vendor's street address.	System-maintained.
City	The city where the vendor is located.	System-maintained.
State	The state where the vendor is located. Valid values are listed in the State Maintenance table.	System-maintained.
Zip Code	The postal or zip code for the vendor.	System-maintained.
County	The county of the vendor address.	
Country	The country of the vendor address. Valid values are listed in the Country Maintenance table.	System-maintained.
Phone	The phone number of the vendor. Enter the value in the following format: (###) ### - #####	System-maintained.
Fax	The fax number of the vendor. Enter the value in the following format: (###) ### - ####	System-maintained.
Email	The Internet e-mail address of the vendor.	System-maintained.
Contact	The contact person at the vendor's organization.	System-maintained.
Title	The contact person's title.	System-maintained.
DUNS	The vendor DUNS.	System-maintained.
DUNS+4	The vendor DUNS+4.	System-maintained.
CCR Enabled	Indicates if the vendor is CCR enabled.	System-maintained.
VCSS Enabled	Indicates if the vendor is VCSS enabled.	System-maintained.
Currency Code	The vendor currency code.	System-maintained.

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Field Name	Description	Features
Bank Information	The vendor bank information.	System-maintained.

A.2.1.2   Contracts Box

The **Contracts** box displays information about the contract that applies to this purchase. *Figure A-14: Contracts Box* displays the **Contracts** box.

Figure A-14: Contracts Box
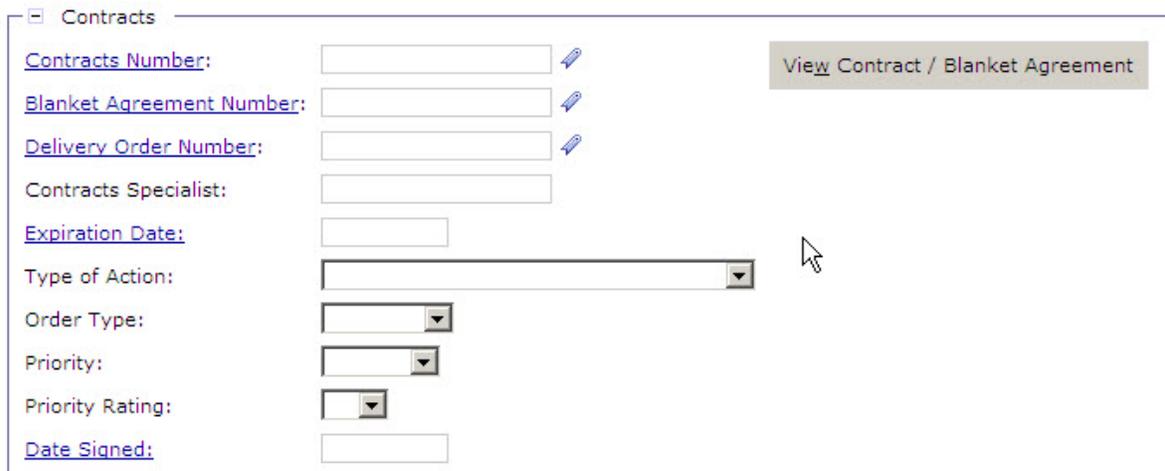
The table in *Figure A-15: Order Contract Info. Field Descriptions* provides additional information about the Contract Information box.

Figure A-15: Order Contract Info. Field Descriptions

Field Name	Description	Features
Contract Number	The contract number that is associated with this purchase. Value must be valid in the Contract Maintenance table.	Optional.
Blanket Agreement #	The blanket purchase agreement number that is associated with this purchase. Value must be valid in the Blanket Agreement Maintenance table.	Optional.
Delivery Order Number	The delivery order number that is associated with this purchase.	Optional. Unavailable unless a value has been entered into the Contract Number field.
Contract Specialist	The name of the Contract Specialist who assisted with the creation of the associated contract, Blanket Purchase Agreement (BPA), or delivery order.	Optional.
Expiration Date	The date on which the associated contract expires.	Optional.
Type of Action	The current type of procurement action.	Optional.
Order Type	The current purchasing action. Possible entries include delivery or purchase.	Optional.

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Field Name	Description	Features
Priority	The priority level associated with the order. Possible entries include: high, medium, or low.	Optional..
Priority Rating	The priority rating of this order. Possible entries include numbers 1 through 10.	Optional.
Date Signed	The date on which the associated contract was signed.	Optional.

A.2.1.3   Discount Term Box

The **Discount Terms** box contains additional information pertaining to specifics of the order.
Figure A-16: Discount Terms Box displays the **Discount Terms** box.

Figure A-16: Discount Terms Box
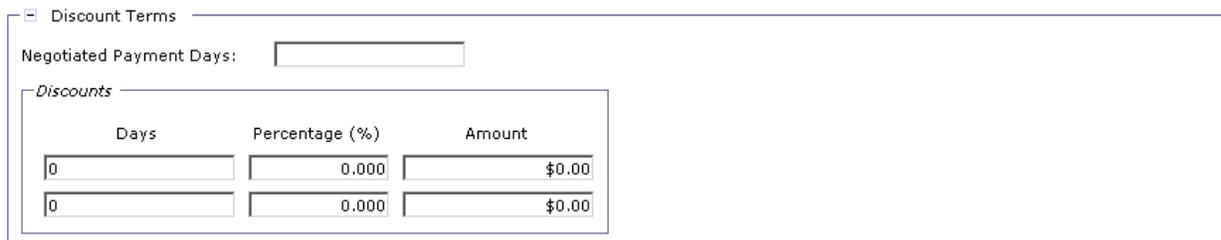
The table in *Figure A-17: Discount Terms Field Descriptions* provides additional information
about the **Discount Terms** box.

Figure A-17: Discount Terms Field Descriptions

Field Name	Description	Features
Negotiated Payment Days	The number of days after an invoice is received within which payment must be made to avoid interest charges.	Optional.
Discounts (group box)		
Days	The number of days when you receive the invoice that the associated discount is applicable. Three fields are available to enter discounts over different day ranges.	Optional. Defaults to zero.
Percentage	The discount percentage you receive on an order if paid within the corresponding discount days.	Optional. Defaults to zero.
Amount	The discount amount you receive on an order if paid within the corresponding discount days.	Optional. Defaults to zero.

A.2.2   Match Invoice Disbursing Information Page

The **Match Invoice Disbursing Information** page contains the disbursement information that is
used for payment. *Figure A-18: Match Invoice Disbursing Information Page* displays the
Disbursing Information page of the Match Invoice form.

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Figure A-18: Match Invoice Disbursing Information Page

The table in *Figure A-19: Match Invoice Disbursing Information Page Field Descriptions* provides additional information about the **Match Invoice Disbursing Information** fields.

Figure A-19: Match Invoice Disbursing Information Page Field Descriptions

Field Name	Description	Features
Disbursing Method	Indicates whether the payment is a no check payment (*i.e.*, a payment which has been or will be disbursed by another system or entity); an inter-agency transfer (*i.e.*, a payment which will occur through a direct transfer of funds between government agencies); or a check/EFT payment, which will be disbursed through Pegasys.	Required. Drop-down list box.
Disbursing Office	The code that identifies the office that will disburse the given payment. The value must be valid on the Disbursing Office Maintenance table	Required.
Inter-Agency Transfer Information (group box)		
Disbursement Number	The Treasury-assigned number which identifies the direct funds transfer (*e.g.*, the SF-1081 number).	Disabled.
Inter-Agency Symbol	The billing agency's Treasury symbol into which the funds will be transferred.	Disabled.
Type	Can be either 1080, 1081, or OPAC. Cannot be entered unless the Disbursing Method is Inter-Agency Transfer.	Disabled. Drop-down-list box.

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Field Name	Description	Features
Inter-Agency Sub-Level Prefix	The unique code that is a component piece of the Inter-Agency Treasury Symbol, representing a programmatic breakdown of the account for Treasury publication purposes. The code is up to 2 characters long, in numeric format. It is displayed at the beginning of the Treasury Symbol inside parenthesis. Example: Treasury Symbol 27 characters: (41)18-4704/051234.888 where Sub-level Prefix = 41, Agency = 18, Source Agency = 47, Fiscal Year From = 2004, Fiscal Year To = 2005, Main Account = 1234 and Sub Account = 888.	Optional
Payee's ALC	The Agency Location Code for the payee.	Optional
No Check Information (group box)		
Disbursed By	The entity or system responsible for disbursing the no check payment.	Disabled.
Check/Disb #	The check number or identifying information for the no check payment.	Disabled.
Date	The date a no check payment was actually disbursed.	Disabled.
Check/EFT Information (group box)		
Disbursed By	The entity or system responsible for disbursing the no check payment.	Optional
Group Payments (check box)	Indicates whether this payment is eligible for grouping with other payments to the same payee in a single check.	Optional
Treasury/FRB Disbursing Information (group box)		
Payment Category	The payment category. Determines whether or not the payment is subject to Treasury Offsets.	Optional
Line Code	Used to crosswalk category to type. Valid values are Vendor and Miscellaneous.	Optional
Check Type	Indicates the type of check selected (*e.g.,* mailed, hand pick up, comment card).	Drop Down Box
Payment Type	The type of disbursement method to be used.	Optional
Fiscal Year	Identifies the fiscal year to which the item is assigned.	Optional
Category	Identifies the schedule category to which the payment type is assigned. Schedule category is used by the Automated Disbursements process to determine the appropriate format for the generated payment schedule. Each schedule category may be used for only one payment type. Updated by the Treasury reconciliation process.	Disabled.
Type	The type of the schedule on which this payment will be submitted to Treasury (*e.g.,* corporate or personal).	Select option from drop-down list box
Number	Identifies the schedule number to which the payment type is assigned.	Optional
Sequence Number	Identifies the schedule sequence number to which the payment type is assigned.	Optional

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Field Name	Description	Features
Manual	Indicates that the payment will be submitted to Treasury on a manual schedule.	Optional
Agency Printing Information (group box)		
Payment Category	The payment category. Determines whether or not the payment is subject to Treasury Offsets.	Optional.
Line Code	Used to crosswalk category to type. Valid values are Vendor and Miscellaneous.	Disabled.
Check Type	Indicates the type of check selected (for example, mailed, hand pick-up, comment card, etc.).	Disabled.
Agency Printing Type	Indicates whether the agency disbursements office will print a check for this payment using the automated disbursements process or will use the manual check transaction to record a hand written check or print a check on demand.	Drop down box.
State Disbursing Information (group box)		
Payment Type	The type of disbursement method to be used.	Optional.
Mail Code	The mail code of the disbursement information. Valid options include Mail Direct, Pouch to Post, Return to USDO, Special Handling and Save for Vendor Pick-up.	Drop Down box.
Post-Dated Check Date	The post dated check date of the disbursement information.	Optional.
Eligible for Revaluation	Signifies whether the disbursement is eligible for revaluation.	Checkbox.
Comments To Print (button)	Text to be printed on a check/EFT payment.	Optional

A.2.3   Match Invoice Header Accounting Lines Page

The **Match Invoice Header Accounting Lines** page contains the disbursement information that is used for payment. *Figure A-20: Match Invoice Header Accounting Lines* Page displays the Accounting Line page of the Match Invoice form.

![CGI Federal logo]

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Figure A-20: Match Invoice Header Accounting Lines Page

The table in *Figure A-21: Match Invoice Header Accounting Line Page Field* Descriptions provides additional information about the **Match Invoice Accounting Line** fields.

Figure A-21: Match Invoice Header Accounting Line Page Field Descriptions

Field Name	Description	Features
Line Number	The number of the accounting line currently displayed.	Optional. If blank, system will default to the value of the next sequential number from the highest line number already entered.
Line Type	The type of item accounting line.	Optional. Defaults to Normal.
Transaction Type	An alphanumeric code that is used in conjunction with the transaction's document type that determines general ledger postings. Valid values are listed in the Transaction Definition Maintenance table.	Required, defaults based on document type.
Line Type	The type of accounting line (for example, normal, prepayment, credit, etc.)	Drop down box.
Source Number	The specific source of the financial transaction activity.	Optional
Related Cost Type	The category to which the accounting line relates to.	Drop down box.
Invoiced	The total original dollar amount of the invoices accounting lines.	Required.
Applied Credit	The total amount of credits applied to this transaction.	Optional.

Field Name	Description	Features
Net Total	The total amount minus any applied credits.	System-generated.
Add (button)	Adds the displayed Accounting Line to the form.	
Type	The document type of the referenced document.	Optional. Drop-down list provides a list of valid values.
Number/Accounting	Consists of two fields: Field 1: The document number of the referenced document. Field 2: The line number of the referenced accounting line.	Optional.
Final (check box)	If checked, liquidates the referenced document and returns unused money to the budget.	Optional. A check will default when the order is processed and the line amount equals the referenced line amount.
Misc (check box)	If checked, the accounting line will update the referenced document's miscellaneous amount and does not liquidate a specific accounting line amount.	Optional. Defaults to unchecked.
Default (button)	Brings over accounting data from a purchase order or receipt (if Copy Forward was not used to reference a purchase order or receipt when creating the current match invoice. However, will not bring forward the ACT number.	Optional.
Holdback Amount	Of the net authorized, the amount to be held back based on the contract terms.	Optional.
Applied Prepayment Amount	The amount of prepayments to be applied to this payment accounting line.	Optional.
Start Date	The date ordered services begin. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Optional.
End Date	The date ordered services cease. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Optional.
Description	Displays the **Description** box, a free-text field 255 characters long used to enter additional information about the line.	Optional.
Extended Description	Displays the **Extended Description** box, to enter additional information about the line.	Optional
Agreement (box)	Used to specify an agreement (*e.g.,* RWA and IBAA) to be associated with the order. Displayed in two fields: Field 1: Agreement Number—Valid values are listed in the Direct Agreement Maintenance table. Field 2: Line Number	Optional.

Field Name	Description	Features
Contract Line (box)	Used to specify a contract line item number (CLIN) or sub-contract line item number that is referenced by the order.	Optional.
Receipts (tab)	Retains a list of all the receipt lines to which the invoice line matches. Only enabled when used for a three-way match.	System-generated. User can manually reference an existing receipt.
Payments (box)	Displays the **Payment Information** dialog box that identifies the interest reason, discount lost reason, and prompt pay type.	Optional.
Disbursing Information (box)		
Schedule Date	The date on which the payment must be selected by the automated disbursements process to be disbursed on time. Please enter the value in the following format: MM/DD/YY or MM/DD/YYYY.	Optional
Early Payment Approval	If the entered schedule date is more than eight days before the prompt payment schedule date, this field indicates whether the early payment has been approved. Used for prompt payment reporting purposes.	Drop Down box.
Exclude External Offset	Flag indicating whether the disbursed payment should be excluded from external offsets.	Checkbox.
Exclude Internal Offset	Flag indicating whether the disbursed payment should be excluded from internal offsets.	Checkbox.

A.2.3.1   Receipts Window

The **Receipts** tab displays the Invoice/Receipt Match page that allows the user to reference or unlink a Receipt or Order on a Match Invoice. *Figure A-22: Invoice/Receipt Match Window* displays the Invoice/Receipt Match page.

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Figure A-22: Invoice/Receipt Match Window

The table in *Figure A-23: Invoice/Receipt Match Window Field Descriptions* provides additional information about the **Invoice/Receipt Match** fields.

Figure A-23: Invoice/Receipt Match Window Field Descriptions

Field Name	Description	Features
Document Details	Consists of three fields: Field 1: The Document type being referenced. Field 2: The document number of the referenced document. Field 3: The line number of the referenced accounting line.	Optional. Select a valid entry from the drop down associated with Field 1. Click the hyperlinks to Search.
Matched Amount	Dollar amount of the referenced receipt applicable to Match Invoice.	Enter the dollar amount of referenced line.
Invoice Final	If checked, fully liquidates the referenced receipt indicating this is the last invoice.	Optional.
Receipt Final	If checked, fully liquidates the referenced purchase order indicating this is the last receipt.	Optional

A.2.4   Itemized Match Invoice Itemized Lines Page

Figure A-24: Match Invoice Itemized Lines Page displays the Itemized Lines page of the Match Invoice form. This page contains the disbursement information that is used for payment.

Figure A-24: Match Invoice Itemized Lines Page

The table in *Figure A-25: Match Invoice Itemized Lines Page Field Descriptions* provides additional information about the **Itemized Match Invoice Itemized Lines** fields.

Figure A-25: Match Invoice Itemized Lines Page Field Descriptions

Field Name	Description	Features
Line Number	The number of the accounting line currently displayed. If no value is entered, Pegasys will default this value to the next sequential number from the highest line number already entered.	Optional.
Commodity Code	The commodity code of the commodity line item being entered. Valid values must be listed in the Commodity Maintenance table.	Optional.
Unit	The unit of measure in which the commodity item is sold (*e.g.*, case, dozen, each). This value must be valid in the Units Maintenance table.	Required. The value will default if the Commodity Code is entered.
Commodity Name	The name of the commodity item being ordered. If a commodity code is entered, the name defaults.	Required.
Item #	The item number of the commodity being ordered (*i.e.*, vendor's catalog number).	Optional.
Reference (group box)		
Type	The document type of the referenced document.	Optional. Drop-down list box.
Document	Consists of two fields: Field 1: Document Number—The document number of the referenced document. Field 2: Referenced Line—The line number of the referenced itemized line.	Optional.

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Field Name	Description	Features
Misc (check box)	If checked, the accounting line will update the referenced document's miscellaneous amount. Will not liquidate a specific itemized line amount.	Defaults to unchecked.
Default (button)	Brings over accounting data from a purchase order or receipt (if Copy Forward was not used to reference a purchase order or receipt when creating the current match invoice.	Optional.
Line Amounts		
Quantity	The number of units ordered.	Required.
Unit Price	The price for each unit of the commodity.	Required.
Total	The total dollar amount of the itemized line (*i.e.*, quantity x unit price).	System-maintained.
Discounted Unit Price	The unit discount entered in the Discounts/Credits group box.	System-maintained.
Discounted Total	The total discount entered in the Discounts/Credits group box.	System-maintained.
Prorate (button)	Recalculates the document totals across all accounting line while maintaining the same percentage amounts for each accounting line.	Optional.
Discounts/Credits (group box)		
Type of Credit	The type of credit or discount offered by the vendor.	Optional. Drop-down list box.
Per Unit	The amount of the per unit discount/credit offered by the vendor. When the Discount Type is "per unit," this amount will be subtracted from the original unit price to determine the discounted unit price.	Optional.
Total	The amount of the per unit discount/credit offered by the vendor. When the Discount Type is "total", this amount will be subtracted from the original total amount (*i.e.,* quantity x unit price) to determine the discounted total.	Optional.
Description (box)	Displays the **Description** dialog box, a free text field of 255 characters to enter additional information about the line.	Optional.
Shipping Information (box)	Displays the **Shipping Info** dialog box that provides information on shipping requirements such as delivery date, FOB, carrier, and GBL.	Optional.
Contract Line (box)	Used to specify a contract line item number or sub-contract line item number that is referenced by the direct payment.	Optional.
Fixed Assets (tab)	Displays the Asset tab .	Optional

Field Name	Description	Features
Receipts (tab)	Retains a list of all the receipt lines to which the invoice line match. Only enabled when used for a three-way match.	System-generated. User can manually reference an existing receipt.
Payments (box)	Displays the **Payment Information** dialog box that identifies the interest reason, discount lost reason, and prompt pay type.	Optional.
Options (box)	Displays the IDC Type.	Drop Down

A.2.4.1   Accounting Line

The **Accounting Line** link button displays the Accounting Line Information page that contains the funding and accounting information of the commodity line. *Figure A-26: Accounting Line Information* displays the Accounting Line Information page.

Figure A-26: Accounting Line Information

The table in *Figure A-27: Accounting Line Page Field Descriptions* provides additional information about the **Accounting Line** page fields.

Figure A-27: Accounting Line Page Field Descriptions

Field Name	Description	Features
Itemized Line (group box)		
Line Number	The number of the accounting line currently displayed. If no value is entered, Pegasys will default this value to the next sequential number from the highest line number already entered.	Optional.

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Field Name	Description	Features
Line Type	The type of item accounting line.	Optional. Defaults to normal. Drop-down list provides a list of valid values.
Prompt Pay Type	An alphanumeric code that identifies the prompt pay type.	Optional
Transaction Type	An alphanumeric code is used in conjunction with the transaction's document type, to infer general ledger postings. Valid values are listed in the Transaction Definition Maintenance table.	Required, defaults based on document type.
Invoiced Line Amount	The original dollar amount of the accounting line.	Optional.
Holdback Amount	Of the net authorized, the amount to be held back based on the contract terms.	Optional.
Suspension	Of the net authorized, the amount to be suspended.	Optional.
Description	Displays the **Description** box, a free-text field 255 characters long used to enter additional information about the line.	Optional.
Agreement	Used to specify an agreement (*e.g.,* RWA, IBAA) to be associated with the direct payment. Displayed in two fields: Field 1: Agreement number. Valid values are listed in the Direct Agreements Maintenance table. Field 2: Line number.	Optional. Only entered by PBS Phase I.
Refresh (button)	Clears any additions or changes made to the Accounting Lines page.	
Reference (group box)		
Line Number	The line number of the referenced accounting line.	Optional.
Final (check box)	If checked, liquidates the referenced accounting line.	Optional. A check will default when the request is processed and the line amount equals the referenced line amount.

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Field Name	Description	Features
Prepayment/Holdback/Suspension Reference(group box)		
Type	The document type of the referenced prepayment/holdback document.	Required unless entering a purchasing document that follows the one-way automated match model. Drop-down list provides list of valid values.
Document	Consists of two fields: Field 1: The document number of the referenced prepayment/holdback document. Field 2: The line number of the referenced accounting line.	Required unless entering a purchasing document that follows the one-way automated match model. Click the hyperlink to Search,
Accounting Dimensions		
Template	The accounting template used to obtain the accounting strip. Valid values are listed in the Accounting Template Maintenance table.	Required.
BFYs	**Budget Fiscal Year(s)** of the accounting strip for which the form is being processed. Displayed in two fields: Field 1: Beginning Budget Fiscal Year (BBFY) Field 2: Ending Budget Fiscal Year, if applicable (EBFY).	Required.
Fund	The fund code of the accounting strip. Valid values are listed in the Fund Maintenance table.	Required. May default based on the accounting template selected.
Reg	The region code of the accounting strip. Valid value is listed in the Region Maintenance table.	May default and/or may become required based on the accounting template selected.
Program	The program of the accounting strip. Valid values are listed in the Program Maintenance table.	May default and/or may become required based on the accounting template selected.
Org	The organization code of the accounting strip. Valid values are listed in the Organization Maintenance table.	May default and/or may become required based on the accounting template selected.
Sub Object Class	The sub object class of the accounting strip. Valid values are listed in the Sub Object Class Maintenance table.	May default and/or may become required based on the accounting template selected. Object Class is inferred from the Cost Element.
Activity	The activity of the accounting strip. Valid values are listed in the Activity Maintenance table.	May default and/or may become required based on the accounting template selected.
Proj	The project/grant/case number/audit number code/profit center of the accounting strip. Valid values are listed in the Project Maintenance table.	May default and/or may become required based on the accounting template selected.

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Field Name	Description	Features
Bldg #	The building number of the accounting strip. Valid values are listed in the Building Number Maintenance table.	May default and/or may become required based on the accounting template selected.
Wrk Itm	The work item/work category code of the accounting strip. Valid values are listed in the Work Item Maintenance table.	May default and/or may become required based on the accounting template selected.
Syst	The system code of the accounting strip. Valid values are listed in the System Maintenance table.	May default and/or may become required based on the accounting template selected.
Veh Tag #	The vehicle tag number of the accounting strip. Valid values are listed in the Vehicle Tag Maintenance table.	May default and/or may become required based on the accounting template selected.
Cost Org	Currently not in use.	

A.2.4.2   Receipts Window

The **Receipts** tab displays the Invoice/Receipt Match page that allows the user to reference a Receipt or an Order on an Itemized Match Invoice. *Figure A-28: Invoice/Receipt Match Box* displays the Invoice/Receipt Match page.

Figure A-28: Invoice/Receipt Match Box
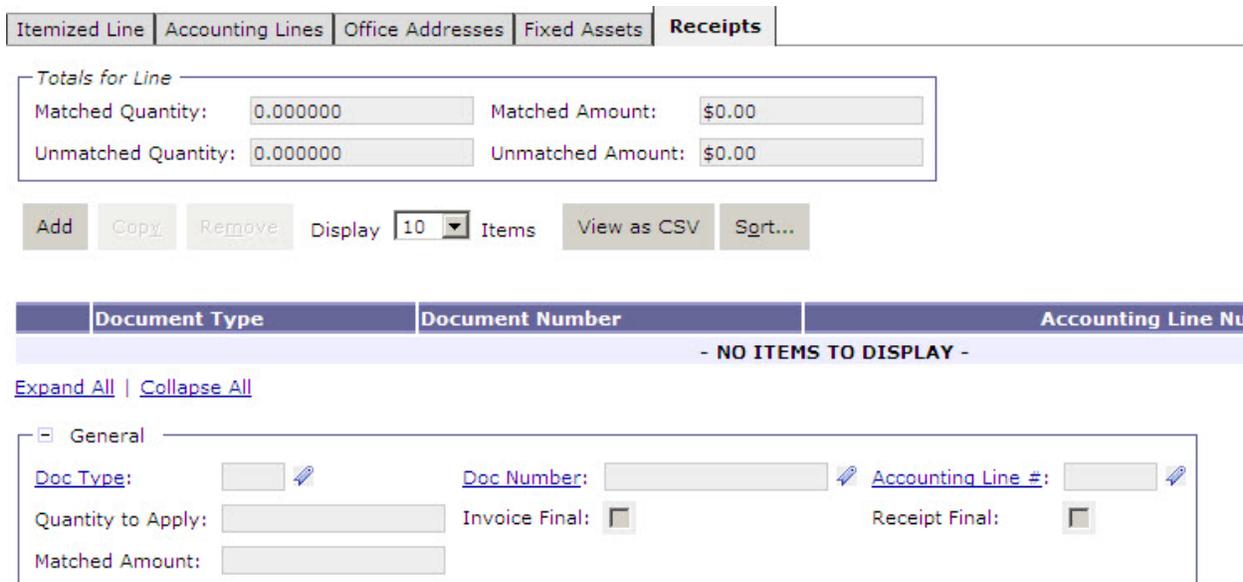
The table in *Figure A-29: Invoice/Receipt Match Tab Field Descriptions* provides additional information regarding the **Invoice/Receipt Match Page** fields.
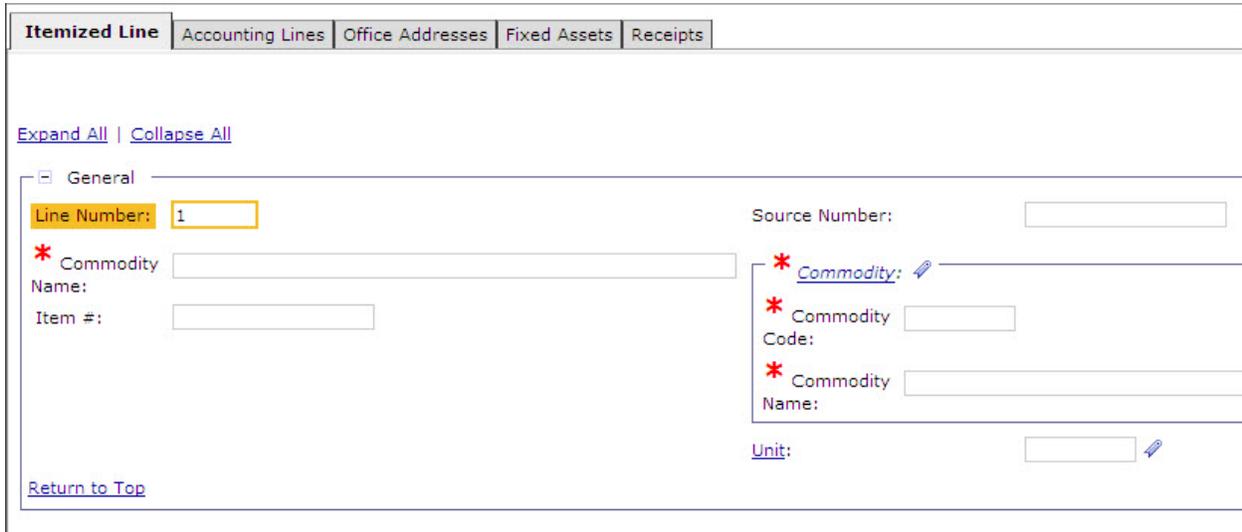
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Figure A-29: Invoice/Receipt Match Tab Field Descriptions

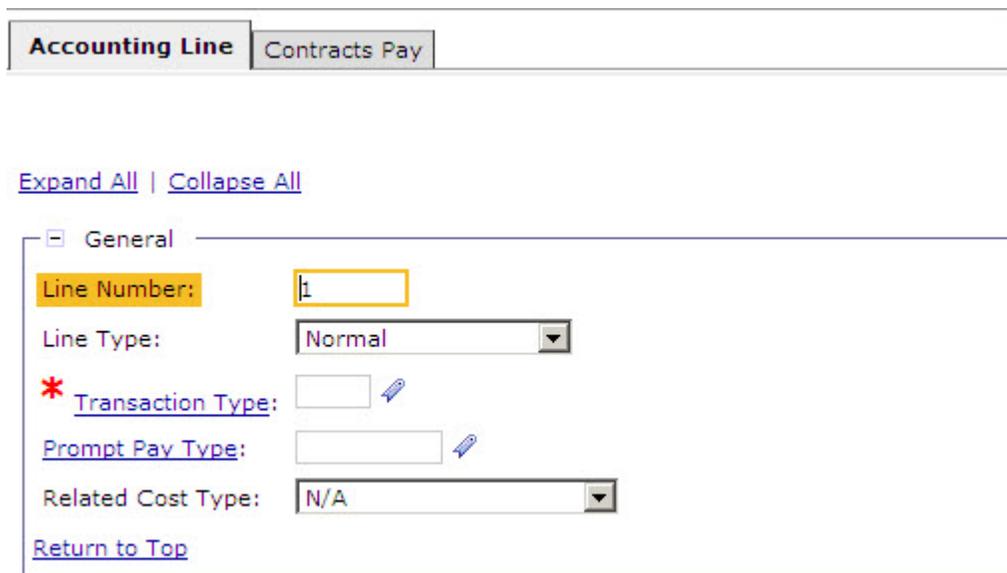| Field Name	Description	Features
Document Details	Consists of three fields: Field 1: Document Type—The Document type being referenced. Field 2: Document Number—The document number of the referenced document. Field 3: Referenced Line—The line number of the referenced accounting line.	Optional. Select a valid entry from the drop down associated with Field 1.
Matched Amount	Dollar amount of the referenced receipt applicable to Itemized Match Invoice.	Enter the dollar amount of referenced line.
Invoice Final	If checked, fully liquidates the referenced receipt indicating this is the last invoice.	Optional.
Receipt Final	If checked, fully liquidates the referenced purchase order indicating this is the last receipt.	Disabled.

A.2.5

A.3   Automated Match Queries

To access the automated match queries, select **Queries—Purchasing—Automated Match Status Query**. *Figure A-30 Automated Match Status Query* displays the *Automated Match Status Query* page.

Figure A-30   Automated Match Status Query
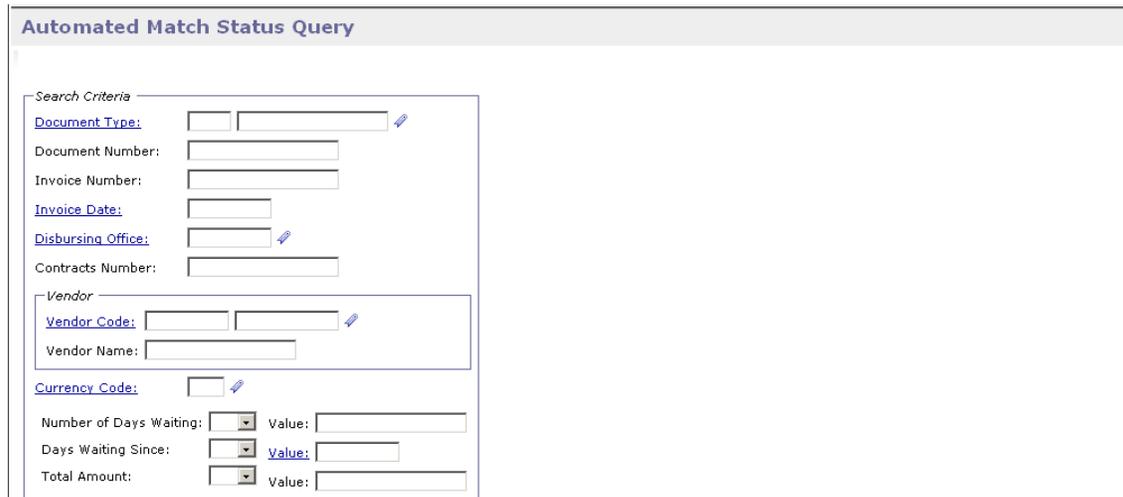
Figure A-31: Automated Match Status Query Field and Button Descriptions provides additional information about the **Automated Match Status Query** page.

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Figure A-31: Automated Match Status Query Field and Button Descriptions

Field Name	Description	Features
Search Criteria (group box)		
Document	Displayed in two fields: Field 1: Document Type: a specific document type. Field 2: Document Number: a specific document number.	Optional.
Invoice #	A specific invoice number.	Optional.
Disbursing Office	The code of the Disbursing Office.	Optional.
Contracts Number	The applicable contract number	Optional
Vendor (group box)		
Code	Displayed in two fields: Field 1: Vendor Code— A unique code assigned to a specific vendor listed on the Vendor Maintenance table. The code is the TIN (Taxpayer Identification Number), except for foreign vendors and employees. Field 2: Address Code—The address code linked to the Vendor Code listed in Field 1.	Optional. Click the hyperlink for search options. pp
Name	The name of the vendor providing the goods or services.	System-maintained.
Number of Days Waiting	Displayed in two fields: Field 1: A drop-down list offering options of the relevant number of days a document has been waiting. (Choices are =, <, >, >=, <=, and <>.) Field 2: An approximate number of days a document has been waiting, used in accordance with a designated inequality in the previous field.	Optional.
Days Waiting Since	Displayed in two fields: Field 1: A drop-down list offering options of the relevant time since a certain date that a document has been waiting. (Choices are =, <, >, >=, <=, and <>.) Field 2: An approximate date that a document began waiting for a match, used in accordance with a designated inequality in the previous field.	Optional. Field 2 can click date options.
Total Amount	Displayed in two fields: Field 1: A drop-down list offering inequality options for a specific dollar amount. (Choices are =, <, >, >=, <=, and <>.) Field 2: An approximate dollar amount used by the document.	Optional.
Security Org	The applicable security organization.	Optional
Currency Code	The currency code of the item.	Optional
Search (button)	Click the Search button to find documents related to the search criteria and populate the record display box with such documents.	Optional.

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Field Name	Description	Features
Detail (button)	The **Detail** button shows further detail about a document selected in the record display box.	Optional.

A.3.1 Document Match Detail

If a document line is selected on the Automated Match Status Query page and the **Details** button is clicked, the **Document Match Detail** dialog box appears. This dialog box gives more information regarding possible matches to the document selected. There are three scenarios regarding how the information will be displayed:

If an **Invoice** (Match Invoice or Itemized Match Invoice) is selected before clicking the **Details** button, the Order **Document Match Detail** dialog box shows the detail of the **Invoice** in the upper area of the dialog box. Possible matching **Orders** and **Receipts** appear in the lower area.

If an **Order** (Non-Itemized or Itemized) is selected before clicking the **Details** button, the **Document Match Detail** dialog box shows the detail of the **Order** in the upper area of the dialog box. Possible matching **Invoices** and **Receipts** appear in the lower area.

If a **Receipt** (Non-Itemized or Itemized) is selected before clicking the **Details** button, the **Document Match Detail** dialog box shows the detail of the **Receipt** in the upper area of the dialog box. Possible matching **Orders** and **Invoices** appear in the lower area.

Figure A-32: Document Match Detail page displays the **Document Match Detail** page.

Figure A-32: Document Match Detail page

Order Document Match Detail

Document:	2B	Doc Total:	$2.780
Document Number:	2BA20020713010719	Matched Amount:	$0.000
Doc Date:	10/01/2001	Unmatched Amount:	$2.780
Vendor Code:	363113919	Closed Amount:	$2.780
Vendor Address Code:	00002		
Vendor Name:	INFORMIX SOFTWARE		
Security Org:	GSA		
Invoice Number:			
Invoice Date:			
Contract Number:			

View Order   Order Line Detail   Display 10 Items   View as CSV   Sort...

View Receipt   Receipt Detail

	Receipt Doc Type	Receipt Doc Number	Invoice Doc Type	Invoice Doc Number
	2C	2CA20020713008512		

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Figure A-33: Document Match Detail Field and Button Descriptions provides additional
information regarding the **Document Match Detail** dialog box.

Figure A-33: Document Match Detail Field and Button Descriptions

Field Name	Description	Features
Document	Displayed in two fields: Field 1: Document Type: A drop-down list of document types. Field 2: Document Number: a specific document number.	System-maintained.
Doc Date	The date the document was created.	System-maintained.
Vendor	Displayed in three fields: Field 1: Vendor Code—A unique code, assigned to a specific vendor providing the goods or services. The code is the TIN (Taxpayer Identification Number), except for foreign vendors. Field 2: Address Code—The address code linked to the Vendor Code listed in Field 1. Field 3: Name—The name of the vendor on the document linked to the Vendor Code in Field 1 and the Address Code in Field 2.	System-maintained.
Invoice #	A specific invoice number.	System-maintained.
Invoice Date	The specific invoice date.	System-maintained
Contract Number	The specific contract number.	System-maintained.
Doc Total	The total dollar amount.	System-maintained.
Matched	The dollar amount that matches between the selected document and potential matches.	System-maintained.
Unmatched	The amount that is unmatched between the selected document and potential matches.	System-maintained.
Closed	The amount that has been paid.	System-maintained.
Matches (group box)		
View Order (button)	Opens the actual Order selected from the Matches box.	Optional.
Order Detail (button)	Opens a **Document Match Detail** dialog box, based on the Order selected from the Matches box.	Optional.
View Invoice (button)	Opens the actual Receipt selected from the Matches box.	Optional.
Invoice Detail (button)	Opens a **Document Match Detail** dialog box, based on the Receipt selected from the Matches box.	Optional.

A.3.2   Line Detail

The **Line Detail** dialog box provides line-level detail regarding potential matches for a document.
For itemized documents, this detail is at the itemized line level. For non-itemized documents, the
detail is at the accounting line level. The **Line Detail** query is similar to the **Document Match
Detail** in the way it populates the list of potential matches to a document. The information is

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accumulated at the line level rather than being summarized at the document level.***Figure A-34: Document Match Line Detail for an*** Order displays a Order Document Match Line Detail.

Figure A-34: Document Match Line Detail for an Order

Figure A-35: *Document Match Line Detail for an Order Field and Button* Descriptions provides additional information about the **Document Match Line Detail** page.

Figure A-35: Document Match Line Detail for an Order Field and Button Descriptions

Field Name	Description	Features
Doc #	Displayed in two fields: Field 1: Document Type: A drop-down list of document types. Field 2: Document Number: a specific document number.	System-maintained.
Doc Date	The date the document was created.	System-maintained.
Vendor	Displayed in three fields: Field 1: Vendor Code—A unique code assigned to a specific vendor listed on the Vendor Maintenance table. The code is the TIN (Taxpayer Identification Number), except for foreign vendors and employees. Field 2: Address Code—The address code linked to the Vendor Code listed in Field 1. Field 3: Name—The name of the vendor on the document linked to the Vendor Code in Field 1 and the Address Code in Field 2.	System-maintained.
Invoice #	Displays the vendor's invoice number.	System-maintained.
Invoice Date	Displays the invoice date.	System-maintained.
Contract Number	Displays the contract number.	System-maintained.
Doc Total	The total dollar amount.	System-maintained.

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Field Name	Description	Features
Matched	The dollar amount that matches between the selected document and potential matches.	System-maintained.
Unmatched	The dollar amount that is unmatched between the selected document and potential matches.	System-maintained.
Closed	The amount that has been paid.	System-maintained.
ViewOrder (button)	Opens the actual Order selected from the Itemized Lines box.	Optional. Availability of option depends on document selected in the Matches box.
ViewInvoice (button)	Opens the actual Invoice selected from the Itemized Lines box.	Optional. Availability of option depends on document selected in the Matches box.

A.3.3   Completed Match Review

To access the completed match review, select **Queries—Purchasing—Completed Match Review Query**. *Figure A-36: Completed Match Query* Page displays the **Completed Match Review Query** page.

Figure A-36: Completed Match Review Query page
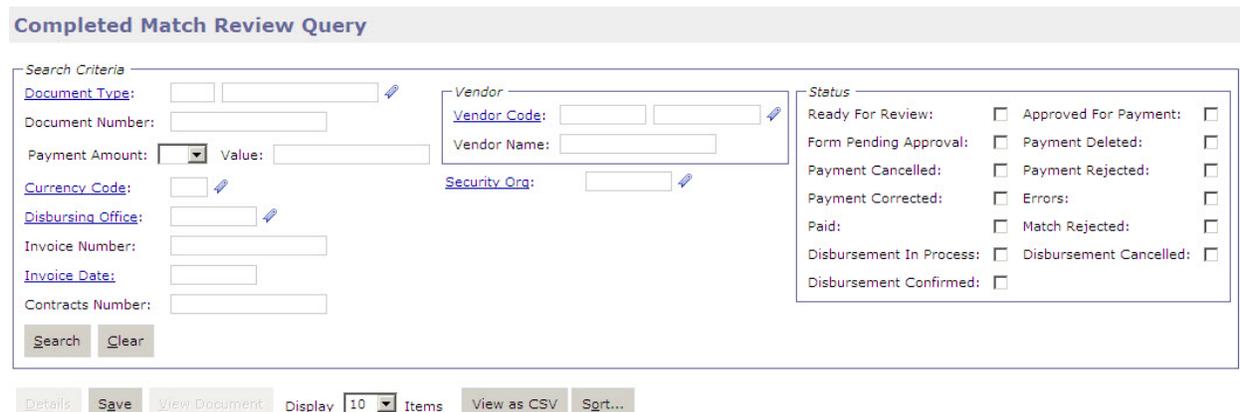
Figure A-37: Completed Match Review Query Field and Button Descriptions provides additional information about **Completed Match Review Query** dialog box.

Figure A-37: Completed Match Review Query Field and Button Descriptions

Field Name	Description	Features
Search Criteria (group box)		
Document	Displayed in two fields: Field 1: Document Type: A drop-down list of document types. Field 2: Document Number: a specific document number.	Optional.

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Field Name	Description	Features
Status	A drop-down list displaying the status of the record: Ready for review Approved for payment Rejected Contains errors	Optional.
Payment Amount	Displayed in two fields: Field 1: A drop-down list offering inequality options regarding a specific dollar amount. (Choices are =, <, >, >=, <=, and <>.) Field 2: An approximate dollar amount used by the document.	Optional.
Disbursing Office	The code for the Disbursing Office.	Optional. Click the hyperlink to Search..
Invoice #	A specific invoice number for the search.	Optional.
Invoice Date	A specific invoice date for the search.	Optional
Contracts Number	A specific contract number for the search.	Optional.
Document Type	A drop-down list of document types.	Optional.
Disbursing Office	The disbursing office out of which payment should be made.	System-maintained.
Invoice #	The invoice number for the receipt.	System-maintained.
Vendor (group box)		
Code	The code specifically assigned to a particular vendor listed on the Vendor Maintenance table. The code is usually the TIN (Tax Identification Number) except for foreign vendors.	Optional. Click the hyperlink to Search.
Name	The name of the vendor on the document linked to the Vendor Code in Field 1 and the Address Code in Field 2	Optional. Click the hyperlink to search.
Selected Documents (record display box)	Display is based on search criteria.	System-maintained.
Document	Displayed in two fields: Field 1: Document Type: A drop-down list of document types. Field 2: Document Number: A specific document number.	System-maintained.
Payment Amount	Payment amount on the invoice.	System-maintained.
Unit Price Mismatch (check box)	Checked if the unit prices of the documents do not match.	System-generated.
Invoice Exceeds Receipt (check box)	Checked if the dollar/unit amount on the invoice exceeds the amount on the receipt.	System-generated.
Payment Adjustment Details	Displays the **Adjustment Information**.	Required if adjustments are made to documents.
Disbursing Info box	Displays the Disbursing Info.	System-maintained.

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Field Name	Description	Features
Match Action	Drop down box to choose a Match Status.	Drop Down box.
Vendor (group box)		
Code	The code specifically assigned to a particular vendor listed on the Vendor Maintenance table. The code is usually the TIN (Tax Identification Number) except for foreign vendors.	System-maintained.
Name	The name of the vendor on the document linked to the Vendor Code in Field 1 and the Address Code in Field 2.	System-maintained.
Search(button)	Displays all documents that meet the search criteria.	
Clear (button)	Clears the entered search results.	
Detail (button)	Displays the **Document Details** dialog box.	Available once a document is selected.
View Document (button)	Displays the document in Review Status mode.	Available once a document is selected.
Approve (button)	Sets the record's status to "Approved", approving the document for payment. Once the status has been set to approved, a payment will be created the next time the Payment Generation process is run.	Optional.
Reject (button)	Sets the record's status to "Rejected", disapproving the document for payment. Any problems must be corrected manually on the relevant document.	Optional.
Update (button)	Updates the completed match record by saving information entered on the **Adjustment Information** dialog box such as the Adjustment Code and additional information.	Optional.

A.4   Payment Authorization Header Page

The **Header** page of the **Payment Authorization** form contains information relevant to the entire form. Included on this page is information regarding the recipient of the payment (i.e., payee), designated agent information, and adjustment information. The Header page is shown in ***Figure A-38: Payment Authorization Header*** Page.

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Figure A-38: Payment Authorization Header Page
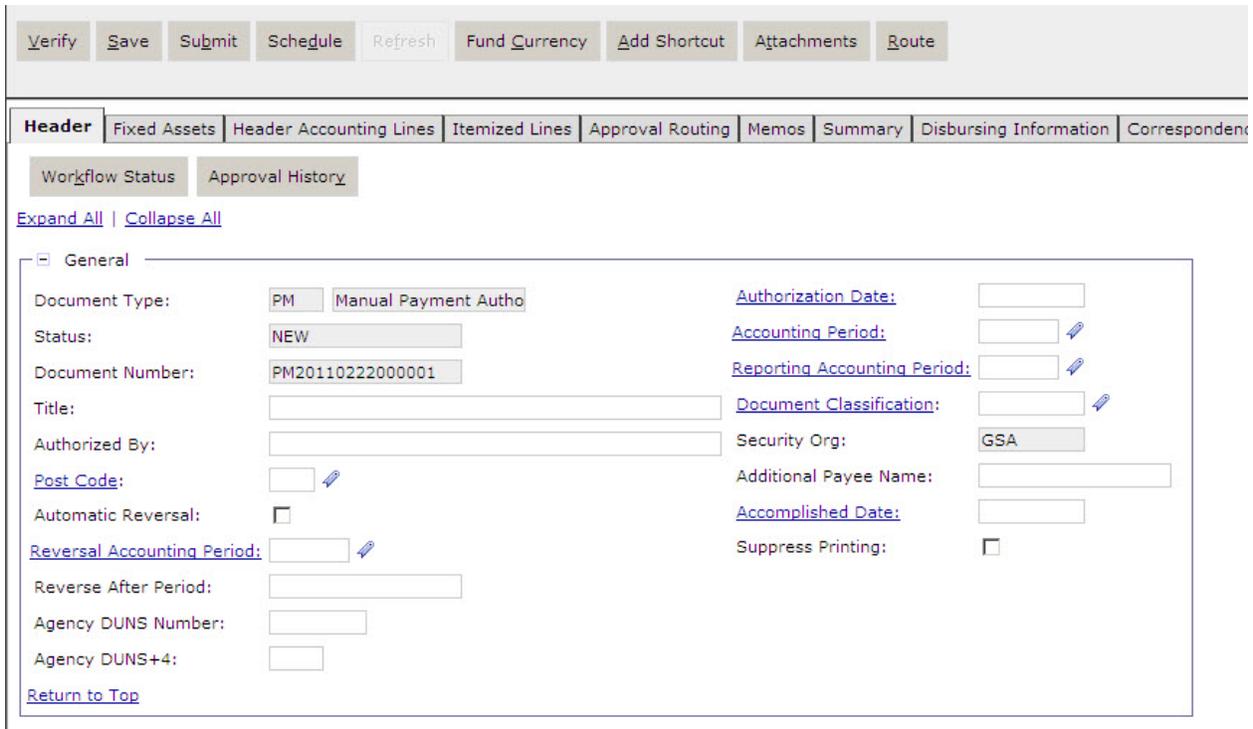
The table in *Figure A-39: Payment Authorization Header Page Field and Button* Descriptions describes the fields and buttons found on the Header page of the Payment Authorization form.

Figure A-39: Payment Authorization Header Page Field and Button Descriptions

Field Name	Description	Features
Title	The title of the Payment Authorization form. Can be up to 50 characters in length. Used to store the ACT number in Phase 1.	Optional.
Authorized By	The name of the person authorizing the payment.	Optional.
Amounts (group box)		
Net Amount	The net amount of the payment accounting line.	System-maintained.
Cost + Fees Amount	The cost amount of the payment.	System-maintained.
Applied Prepayments	The amount of prepayments to be applied to this payment accounting line.	System-maintained.
Holdback Amount	Of the net authorized, the amount to be held back based on the contract terms.	System-maintained.
Prorate Amount	The prorate amount of the payment.	Optional.
Prorate (button)	Recalculated the document totals across all accounting lines while maintaining the same percentage amounts for each accounting line.	Unavailable unless an amount has been entered in the Prorate Amount field.
Vendor (group box)		

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Field Name	Description	Features
Code	A unique code assigned to a specific vendor listed on the Vendor Maintenance table. The code is the TIN, except for foreign vendors and employees.	Required. The combination of vendor code and vendor address code must be valid in the Vendor Maintenance table.
Name	The name of the vendor.	System-maintained. Will default from the Vendor Maintenance table once the VendorCode has been specified.
More…(button)	Displays the **Vendor Details** window box that identifies address information about the vendor.	
Designated Agent (group box)		
Code	A unique code assigned to a specific vendor listed on the Vendor Maintenance table. The code is the TIN, except for foreign vendors and employees.	Optional.
Name	The name of the Designated Agent. This value will be defaulted from the Vendor Maintenance table once a Vendor Code is specified.	System-maintained.
More…(button)	Displays the **Vendor Information** window box that identifies address information about the Designated Agent.	
Authorized Date	The date the payment authorization was entered. Enter the value in one of the following formats, where MM is fiscal month and YY is fiscal year: MM/DD/YY MM/DD/YYYY	Optional. If blank, defaults to the current date.
Acctg Period	The accounting period in which this transaction is to be recorded. Enter the value in one of the following formats, where MM is fiscal month and YY is fiscal year: MM/DD/YY MM/DD/YYYY	Optional. If blank, defaults to the current date.
Reporting Acctg Period	The accounting period, in which this transaction should be reported, based on when the transaction should have been entered. Enter the value in one of the following formats, where MM is fiscal month and YY is fiscal year: MM/DD/YY MM/DD/YYYY	Optional. If blank, defaults to the current date.
Batch Number	A free-form entry field that identifies the batch number associated with this transaction. Used to group multiple related documents together for offline processing and/or reporting purposes.	Optional.
Document Classification	The predefined group (found in the Document Classification Maintenance table) to which this transaction belongs.	Optional.

Field Descriptions
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Field Name	Description	Features
Security Org	The established security organization for the form.	System-maintained.
Additional Payee Name	The name of the additional vendor or employee receiving the disbursement.	Optional.
Accomplished Date	For inter-agency transfer payments, the date the direct fund transfer actually occurred. Enter the value in one of the following formats, where MM is fiscal month and YY is fiscal year: MM/DD/YY MM/DD/YYYY	Optional.
Suppress Printing (checkbox)	If checked, inhibits the ability to print the form.	Optional. Defaults to unchecked.
Eligible for Offset (checkbox)	An option that indicates whether this payment should be considered for Treasury offset. Defaults from the vendor code.	Optional. Defaults to unchecked.
Description…(button)	Displays a free text field 255 characters long used to enter additional information about the transaction.	Optional.
Payment Adjustment Details(box)	Displays the Payment Adjustment Information.	Optional.

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Field Descriptions
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B.   Finance Direct Pay Checklist

B.1   Direct Pay Invoice Header Page

FYI	Title = ACT number
Verify	Received = Person receiving goods or services
FYI	Vendor "More" = Name and address on invoice
FYI	Remit to "More" = Name and address for payment (will normally be the same as above)
Verify	Alternate Payee = Should always be blank
Verify	Designated Agent = Assignee
FYI	Invoice Status = May contain status code
Verify	Invoice # = Invoice number (constructed for invoices without actual number)
Verify	Amounts "Net" = Amount of invoice, will determine the level of approval authority and whether contract reference is required
Verify	Vendor's Invoice Date = Actual date on the vendor's invoice
Verify	Log Date = Date that invoice was received
Verify	Description = Description of goods or services
Verify	Contract = Will contain contract number when appropriate
Verify	Terms = Contains discount terms from invoice
FYI	References = May contain reference document such as Purchase Request
FYI	Payment Adjustment = May contain code for administrative difference statement
FYI	Approvals = The person(s) applying the approvals

B.2   Direct Pay Invoice Disbursing Information Page

Verify	Disbursing Method = Method of disbursement
Verify	Disbursing Office = Finance Center making payment
Verify	Inter-Agency Transfer Method = Will be populated if the Disbursing Method is Inter-Agency transfer.

B.3   Direct Pay Invoice Accounting Lines Page

FYI	Amounts "Net" = Amount of MDL in NEAR
Verify	Accounting = Accounting strip (**Note:** *Object Class is inferred for Pegasys*)
FYI	Reference = May be used to reduce BPA, Reservation, or Purchase Request
FYI	Agreement = May contain RWA or IBAA number
FYI	Period of Performance = May be used to indicate service dates
Verify	Payments "Accept/Delivery Dates" = Later of the delivery date or acceptance

C. Document Types (as of June 21, 2000)

C.1 Document Type Usage and Definitions

C.1.1 Interface Document Types

Code	Name	Subsystem	Description
1A	EAS—Request	Purchasing	A Non-Itemized Purchase Request form created in EAS and processed through the EAS-to-Pegasys Interface. 1A documents will not be manually entered into Pegasys.
1B	EAS—Order	Purchasing	A Non-Itemized Purchase Order form created in EAS and processed through the EAS-to-Pegasys Interface. 1B documents will not be manually entered.
1C	EAS—Receiving Report	Purchasing	A Non-Itemized Receiving Report form created in EAS and processed through the EAS-to-Pegasys Interface. 1C documents will not be manually entered.
1D	EAS—Itemized Request	Purchasing	An itemized Purchase Request form created in EAS and processed through the EAS-to-Pegasys Interface. 1D documents will not be manually entered.
1E	EAS—Itemized Order	Purchasing	An Itemized Purchase Order form created in EAS and processed through the EAS-to-Pegasys Interface. 1E documents will not be manually entered.
2A	ITOMS—Order	Purchasing	A Non-Itemized Purchase Order form created in ITOMS and processed through the ITOMS-to-Pegasys Interface. 2A documents will not be manually entered.
2B	ITOMS—Estimated Accrual	Purchasing	An Estimated Accrual form created in ITOMS and processed through the ITOMS-to-Pegasys Interface. 2B documents will not be manually entered.
2C	ITOMS—Receiving Report	Purchasing	A Non-Itemized Receiving Report form created in ITOMS and processed through the ITOMS-to-Pegasys Interface. 2C documents will not be manually entered.
2D	ITOMS—Itemized Order	Purchasing	An Itemized Purchase Order form created in ITOMS and processed through the ITOMS-to-Pegasys Interface. 2D documents will not be manually entered.
2E	ITOMS—Itemized Receipt	Purchasing	An Itemized Receiving Report form created in ITOMS and processed through the ITOMS-to-Pegasys Interface. 2E documents will not be manually entered.
4A	NEAR—Commitment	Purchasing	A Purchase Request form created in NEAR and processed through the NEAR-to-Pegasys Interface. 4A documents will not be manually entered. 4A documents are generated by NEAR Action Codes 20 and 21 into Pegasys.
4B	NEAR—Obligation	Purchasing	A Purchase Order form created in NEAR and processed through the NEAR-to-Pegasys Interface. 4B documents will not be manually entered. 4B documents are generated by NEAR Action Codes 30 and A5 into Pegasys.

Code	Name	Subsystem	Description
4C	NEAR—Accrual	Purchasing	An Accrual form created in NEAR and processed through the NEAR-to-Pegasys Interface. 4C documents will not be manually entered. 4C documents are generated by NEAR Action Codes A1 and A5 into Pegasys.
4D	NEAR—Payments	Accounts Payable	A Payment Authorization form created in NEAR and processed through the NEAR-to-Pegasys Interface. 4D documents will not be manually entered. 4D documents are generated by NEAR Action Codes into Pegasys.
4J	NEAR Interfund	General Systems	
4E	NEAR-Income	General Systems	
4F	Payroll Commitment	General Systems	
4G	Payroll Accrual	General Systems	
4H	Payroll Payment	General Systems	
4I	Labor Distribution	General Systems	
4K	NEAR—Temporary Accrual	General Systems	
4L	NEAR—Adjustment	General Systems	
1VEN	Vendor—EAS	Reference Data	A Vendor form created by EAS and processed through the EAS-to-Pegasys Interface. 1VEN documents will not be manually entered into Pegasys.
2VEN	Vendor—ITOMS	Reference Data	A Vendor form created in ITOMS by ITSS and processed through the ITOMS-to-Pegasys Interface. 2VEN documents will not be manually entered.
4VEN	Vendor—NEAR	Reference Data	A Vendor form created in NEAR processed through the NEAR-to Pegasys Interface. 4VEN documents will not be manually entered.

C.1.2   Budgeting Document Types

Code	Name	Subsystem	Description
AA	Appropriation	Budgeting	Represents a congressional appropriation or portion of a congressional appropriation.
A1	Appropriation	Budgeting	Represents a congressional appropriation or portion of a congressional appropriation.
A2	Apportionment	Budgeting	Represents the amount apportioned by OMB.
A3	Allotment	Budgeting	Represents the amount allotted to each lower budget level.
A4	Allowance	Budgeting	Represents a further breakdown of the budget.
A5	Operating Plan	Budgeting	Represents a further breakdown of the budget.
A6	Lower Level 1	Budgeting	Represents a further breakdown of the budget.
A7	Lower Level 2	Budgeting	Represents a further breakdown of the budget.
R1	Fund Level	Budgeting	Represents the highest level at which funds are distributed.

Code	Name	Subsystem	Description
R2	Master Allowance	Budgeting	Represents the total availability established by operating expense projections.
R3	Allowance	Budgeting	Represents the total availability allowed to each budget level.
R4	Operating Plan	Budgeting	Represents a further breakdown of the budget.
R5	Lower Level Plan 1	Budgeting	Represents a further breakdown of the budget.
R6	Lower Level Plan 2	Budgeting	Represents a further breakdown of the budget.
BR	Budget Reprogramming	Budgeting	The budget reprogramming form is used to transfer budgetary resources between existing budget lines at the same budget level. For example, if you have two allotments, A and B, and want to move $100,000 from allotment A to allotment B, you would use the reprogramming form. The reprogramming form can be used to move resources between two different funds in Pegasys, but only if both funds are part of the same congressional appropriation (*i.e.,* the funds must have the same Treasury symbol).

C.1.3   Purchasing Document Types

Code	Name	Subsystem	Description
RS	Reservation	Purchasing	A reservation is a pre-commitment of funds for a projected purchase. For example, within GSA a field office may enter a reservation to record the intent to purchase office supplies for a projected amount. Reservations will *not* decrease available budget amounts, but will decrease available plan amounts. The information on the reservation can be connected to future requests, orders, receipts, invoices, and payments. A reservation is an optional step and will typically be entered into Pegasys by a Funds Manager.
IQ	Itemized Request	Purchasing	The request, usually the first step in Pegasys's purchasing cycle (unless a reservation has been created), involves a commitment of funds for goods, services, or training, but is *not* legally binding. A commitment, the setting aside of funds draws down fund availability in Pegasys budgets and plans. An Itemized Request form contains commodity line items that include unit, quantity, and unit price information. Each commodity line item contains its own line of funding.
PR	Purchase Request	Purchasing	The request, usually the first step in Pegasys's purchasing cycle (unless a reservation has been created), involves a commitment of funds for goods, services, or training, but is *not* legally binding. A commitment, the setting aside of funds draws down fund availability in Pegasys budgets and plans. A non-itemized request, referred to as a Purchase Request form in Pegasys, does not contain commodity line items. The Purchase Request form may contain multiple lines of funding; however, all funding is associated with a single line item.
RR	Purchase Request—RWA	Purchasing	

Code	Name	Subsystem	Description
TR	Training Request	Purchasing	The request, usually the first step in Pegasys' purchasing cycle (unless a reservation has been created), involves a commitment of funds for goods, services, or training, but is _not_ legally binding. A commitment, the setting aside of funds draws down fund availability in Pegasys budgets and plans. A Training Request form is similar to a purchase request and contains additional training class information such as the vendor providing the training, the employee(s) attending the training, the date and time of the training, and the accounting line(s) to charge for the training.
FO	FSS—Itemized Purchase Order	Purchasing	An Itemized Purchase Order form contains commodity line items that include unit quantity and unit price information. Each commodity line item contains its own lines of funding. Orders may be associated with previously entered reservations or requests, and may later be connected to future receipts, invoices, and payments. A Contract Specialist, or an individual with purchasing authority, typically enters an order into Pegasys. An FO document type indicates an itemized purchase order used by FSS.
FP	FSS—Non-Itemized Purchase Order	Purchasing	A Purchase Order form is created within Pegasys to record purchases that do not contain commodity line items. An FP document type indicates a non-itemized purchase order used by FSS.
FW	FSS—Training Order	Purchasing	The Training Order form, used to obligate funds for training classes, is similar in appearance and functionality to other orders within Pegasys. The training order contains information such as the vendor supplying the training, the employee(s) attending the training, the date and time of the training, and the accounting line to charge for the training. An FW document type indicates a training order used by FSS.
FX	FSS—Non-Itemized Inter-Agency	Purchasing	A Purchase Order form is created within Pegasys to record purchases that do not contain commodity line items. An FX document type indicates a non-itemized purchase order used for inter-agency procurements.
FY	FSS—Prepaid Training Order	Purchasing	The Training Order contains information such as the vendor supplying the training, the employee(s) attending the training, the date and time of the training, and the accounting line to charge for the training
FZ	FSS—Itemized Inter-Agency	Purchasing	An Itemized Purchase Order form contains commodity line items that include unit quantity and unit price information. Each commodity line item contains its own lines of funding. Orders may be associated with previously entered reservations or requests, and may later be connected to future receipts, invoices, and payments. A Contract Specialist, or an individual with purchasing authority, typically enters an order into Pegasys. An FZ document type indicates an itemized purchase order used for inter-agency procurements.
IX	Non-Itemized Inter-Agency	Purchasing	A Purchase Order form is created within Pegasys to record purchases that do not contain commodity line items. An IX document type indicates a non-itemized purchase order used for inter-agency procurements.

Code	Name	Subsystem	Description
IZ	Itemized Inter-Agency	Purchasing	An Itemized Purchase Order form contains commodity line items that include unit quantity and unit price information. Each commodity line item contains its own lines of funding. Orders may be associated with previously entered reservations or requests, and may later be connected to future receipts, invoices, and payments. A Contract Specialist, or an individual with purchasing authority, typically enters an order into Pegasys. An IZ document type indicates an itemized purchase order used for inter-agency procurements.
GO	GMA—Itemized Purchase Order	Purchasing	An Itemized Purchase Order form contains commodity line items that include unit quantity and unit price information. Each commodity line item contains its own lines of funding. Orders may be associated with previously entered reservations or requests, and may later be connected to future receipts, invoices, and payments. A Contract Specialist, or an individual with purchasing authority, typically enters an order into Pegasys. A GO document type indicates an itemized purchase order used by GMA.
GP	GMA—Non-Itemized Purchase Order	Purchasing	A Purchase Order form is created within Pegasys to record purchases that do not contain commodity line items. A GP document type indicates a non-itemized purchase order used by GMA.
GW	GMA—Training Order	Purchasing	The Training Order form, used to obligate funds for training classes, is similar in appearance and functionality to other orders within Pegasys. The training order contains information such as the vendor supplying the training, the employee(s) attending the training, the date and time of the training, and the accounting line to charge for the training. A GW document type indicates a training order used by GMA.
GX	GMA—Non-Itemized Inter-Agency	Purchasing	A Purchase Order form is created within Pegasys to record purchases that do not contain commodity line items. A GX document type indicates a non-itemized purchase order used for inter-agency procurements.
GY	GMA—Prepaid Training Order	Purchasing	The Training Order contains information such as the vendor supplying the training, the employee(s) attending the training, the date and time of the training, and the accounting line to charge for the training.
GZ	GMA—Itemized Inter-Agency	Purchasing	An Itemized Purchase Order form contains commodity line items that include unit quantity and unit price information. Each commodity line item contains its own lines of funding. Orders may be associated with previously entered reservations or requests, and may later be connected to future receipts, invoices, and payments. A Contract Specialist, or an individual with purchasing authority, typically enters an order into Pegasys. A GZ document type indicates an itemized purchase order used for inter-agency procurements.

Code	Name	Subsystem	Description
OO	Other—Itemized Purchase Order	Purchasing	An Itemized Purchase Order form contains commodity line items that include unit quantity and unit price information. Each commodity line item contains its own lines of funding. Orders may be associated with previously entered reservations or requests, and may later be connected to future receipts, invoices, and payments. A Contract Specialist, or an individual with purchasing authority, typically enters an order into Pegasys. An OO document type indicates an itemized purchase order used by some one other than the specified agencies or clients.
OP	Other—Non-Itemized Purchase Order	Purchasing	A Purchase Order form is created within Pegasys to record purchases that do not contain commodity line items. An OP document type indicates a non-itemized purchase order used by some one other than the specified agencies or clients.
OW	Other—Training Order	Purchasing	The Training Order form, used to obligate funds for training classes, is similar in appearance and functionality to other orders within Pegasys. The training order contains information such as the vendor supplying the training, the employee(s) attending the training, the date and time of the training, and the accounting line to charge for the training. An OW document type indicates a training order used by some one other than the specified agencies or clients.
OX	Other—Non-Itemized Inter-Agency	Purchasing	A Purchase Order form is created within Pegasys to record purchases that do not contain commodity line items. An OX document type indicates a non-itemized purchase order used for inter-agency procurements.
OY	Other—Prepaid Training Order	Purchasing	The Training Order contains information such as the vendor supplying the training, the employee(s) attending the training, the date and time of the training, and the accounting line to charge for the training.
OZ	Other—Itemized Inter-Agency	Purchasing	An OX document type indicates a non-itemized purchase order used for inter-agency procurements.
PW	PBS—Training Order	Purchasing	The Training Order form, used to obligate funds for training classes, is similar in appearance and functionality to other orders within Pegasys. The training order contains information such as the vendor supplying the training, the employee(s) attending the training, the date and time of the training, and the accounting line to charge for the training. A PW document type indicates a training order used by PBS.
PY	PBS—Prepaid Training Order	Purchasing	The Training Order contains information such as the vendor supplying the training, the employee(s) attending the training, the date and time of the training, and the accounting line to charge for the training.
TP	FTS—Non-Itemized Purchase Order	Purchasing	A Purchase Order form is created within Pegasys to record purchases that do not contain commodity line items. A TP document type indicates a non-itemized purchase order used by FTS.

Code	Name	Subsystem	Description
TO	FTS—Itemized Purchase Order	Purchasing	An Itemized Purchase Order form contains commodity line items that include unit quantity and unit price information. Each commodity line item contains its own lines of funding. Orders may be associated with previously entered reservations or requests, and may later be connected to future receipts, invoices, and payments. A Contract Specialist, or an individual with purchasing authority, typically enters an order into Pegasys. A TO document type indicates an itemized purchase order used by FTS.
TW	FTS—Training Order	Purchasing	The Training Order form, used to obligate funds for training classes, is similar in appearance and functionality to other orders within Pegasys. The training order contains information such as the vendor supplying the training, the employee(s) attending the training, the date and time of the training, and the accounting line to charge for the training. A TW document type indicates a training order used by FTS.
TX	FTS—Non-Itemized Inter-Agency	Purchasing	A Purchase Order form is created within Pegasys to record purchases that do not contain commodity line items. A TX document type indicates a non-itemized purchase order used for inter-agency procurements.
TY	FTS—Prepaid Training Order	Purchasing	The Training Order contains information such as the vendor supplying the training, the employee(s) attending the training, the date and time of the training, and the accounting line to charge for the training.
TZ	FTS—Itemized Inter-Agency	Purchasing	An Itemized Purchase Order form contains commodity line items that include unit quantity and unit price information. Each commodity line item contains its own lines of funding. Orders may be associated with previously entered reservations or requests, and may later be connected to future receipts, invoices, and payments. A Contract Specialist, or an individual with purchasing authority, typically enters an order into Pegasys. A TZ document type indicates an itemized purchase order used for inter-agency procurements.
XO	Client—Itemized Purchase Order	Purchasing	An Itemized Purchase Order form contains commodity line items that include unit quantity and unit price information. Each commodity line item contains its own lines of funding. Orders may be associated with previously entered reservations or requests, and may later be connected to future receipts, invoices, and payments. A Contract Specialist, or an individual with purchasing authority, typically enters an order into Pegasys. An XO document type indicates an itemized purchase order used by a client.
XP	Client—Non-Itemized Purchase Order	Purchasing	A Purchase Order form is created within Pegasys to record purchases that do not contain commodity line items. An XP document type indicates a non-itemized purchase order used by a client.
XW	Client—Training Order	Purchasing	The Training Order form, used to obligate funds for training classes, is similar in appearance and functionality to other orders within Pegasys. The training order contains information such as the vendor supplying the training, the employee(s) attending the training, the date and time of the training, and the accounting line to charge for the training. An XW document type indicates a training order used by a client.

Code	Name	Subsystem	Description
XX	Client—Non-Itemized Inter-Agency	Purchasing	A Purchase Order form is created within Pegasys to record purchases that do not contain commodity line items. An XX document type indicates a non-itemized purchase order used for inter-agency procurements.
XY	Client—Prepaid Training Order	Purchasing	The Training Order contains information such as the vendor supplying the training, the employee(s) attending the training, the date and time of the training, and the accounting line to charge for the training.
XZ	Client—Itemized Inter-Agency	Purchasing	An XZ document type indicates a non-itemized purchase order used for inter-agency procurements.
IG	Inter-Agency Purchase Request	Purchasing	An IG document type indicates a non-itemized purchase request used for inter-agency procurements.
IX	Non-Itemized Inter-Agency Order	Purchasing	An IX document type indicates a non-itemized order used for inter-agency procurements.
IT	Itemized Inter-Agency Order	Purchasing	An IT document type indicates an itemized purchase order used for inter-agency procurements.
RC	Receipt	Purchasing	A Receipt form (non-itemized) is created in Pegasys to record the receipt of purchases that do not contain commodity line items.
RK	Receipt—R6	Purchasing	A Receipt form (non-itemized) is created in Pegasys to record the receipt of purchases that do not contain commodity line items/Region 6.
RW	Receipt—R7	Purchasing	A Receipt form (non-itemized) is created in Pegasys to record the receipt of purchases that do not contain commodity line items/Region 7.
IC	Itemized Receipt—Region 6	Purchasing	An Itemized Receipt (Region 6) form is created in Pegasys to record the receipt of purchases that contain commodity line items. The Itemized Receipt form includes the condition of goods and the dollar amount of goods accepted by the receiver.
IF	Itemized Receipt—Region 7	Purchasing	An Itemized Receipt (Region 7) form is created in Pegasys to record the receipt of purchases that contain commodity line items. The Itemized Receipt form includes the condition of goods and the dollar amount of goods accepted by the receiver.
IK	Itemized Match Invoice 2-Way R6	Purchasing	Requires match of order and invoice from the vender for payment/Region 6.
IW	Itemized Match Invoice 2-Way R7	Purchasing	Requires match of order and invoice from vendor for payment/Region 7.
I6	Itemized Match Invoice 3-Way R6	Purchasing	Requires match of order, invoice, and receipt for payment.
I7	Itemized Match Invoice 3-Way R7	Purchasing	Requires match of order, invoice, and receipt for payment.
MK	Match Invoice 2-Way R6	Purchasing	Requires match of order and invoice from the vender for payment/Region 6.
MW	Match Invoice 2-Way R7	Purchasing	Requires match of order and invoice from the vender for payment/Region 7.

Code	Name	Subsystem	Description
M6	Match Invoice 3-Way R6	Purchasing	Requires match of order, invoice, and receipt for payment/Region 6.
M7	Match Invoice 3-Way R7	Purchasing	Requires match of order, invoice, and receipt for payment/Region 7.
IN	Non-Match Invoice	Purchasing	An IN document type is used for invoice returns.
DX	Finance Direct Pay	Purchasing	Direct pay for external client.
DK	Finance Direct Pay—Region 6	Purchasing	Direct payments for finance users in Region 6.
DW	Finance Direct Pay—Region 7	Purchasing	Direct payments for finance users in Region 7.
D6	Direct Pay—Region 6	Purchasing	Direct payments from non-finance that use Region 6/used by Services.
D7	Direct Pay—Region 7	Purchasing	Direct payments from non-finance that use Region 7/used by Services.

C.1.4   Accounts Payable Document Types

Code	Name	Subsystem	Description
PA	Payment Authorization	Accounts Payable	The Payment Authorization represents the final step in the Pegasys purchasing cycle. Authorizing a payment certifies that a purchasing chain is complete and that the associated vendor should be paid. Pegasys Payment Authorization forms authorize payments for eight different payment models: normal payments, holdbacks, prepayments, credits, manual interest, penalties, discounts, and advance refunds.
P6	Payment Authorization	Accounts Payable	The Payment Authorization code for finance/ Region 6.
P7	Payment Authorization	Accounts Payable	The Payment Authorization code for finance/ Region 7.
HR	Payment Authorization	Accounts Payable	A HR document type is used for Holdback Releases.
OC	Payment Authorization	Accounts Payable	The Payment Authorization code for Conversion only.

C.1.5   Project Cost Accounting

Code	Name	Subsystem	Description
IB	IBAA	Project Cost Accounting System	The Internal Direct Agreement replaces both the IBAA's and the internal RWA's (RWAs within GSA) functionality by recording the terms and tracking the spending. The agreement can also increase the budget authority for the affected budget. These agreements record the internal organization's obligation to pay for all or part of the recipient's agreement costs. The customer of the internal direct agreement represents an accounting entity within GSA. For each agreement, the accounting information is entered, as well as agreement details such as the maximum reimbursement amount and the frequency of cost transfers.
ED	External Direct Agreement	Project Cost Accounting System	The External Direct Agreement replaces the reimbursable work authorization's (RWA) functionality for customers outside of GSA, by recording the RWA's terms and tracking the spending. The agreement can also increase the budget authority for the affected budget. These customer agreements record the external party's obligation to pay for all or part of GSA's agreement costs either through the reimbursement of actual costs or through the payment to GSA for goods or services provided.
ID	Internal RWA	Project Cost Accounting System	The Internal Direct Agreement replaces both the IBAA's and the internal RWA's (RWAs within GSA) functionality by recording the terms and tracking the spending. The agreement can also increase the budget authority for the affected budget. These agreements record the internal organization's obligation to pay for all or part of the recipient's agreement costs. The customer of the internal direct agreement represents an accounting entity within GSA.

C.1.6   General Ledger

Code	Name	Subsystem	Description
JV	Journal Voucher	General Ledger	The Pegasys journal voucher transaction is used whenever you need to record non-standard accounting transactions in Pegasys. These transactions include:
			Miscellaneous events not handled by other subsystems such as recording the financial impact of events that took place in a system other than Pegasys.
			Transactions that should be automatically reversed at a later date such as a monthly payroll accrual amount.
			Transactions that reclassify accounts (*i.e.,* alter the accounting distribution on a processed transaction).
			Period-end adjustments such as entries required to close your books at year-end.
			Non-standard accruals such as work-in-progress accruals.
			Balance sheet transfers that may include, for example, the transfer of the cost of a capitalized item and its depreciation from one part of your agency to another.

Code	Name	Subsystem	Description
SV	Standard Voucher	General System	The Standard Voucher is used to record miscellaneous accounting transactions that are not included in any of the other Pegasys subsystems.
			As on most other Pegasys transactions, a transaction type is entered on the Standard Voucher that Pegasys uses to determine system updates to perform in Pegasys. The Standard Voucher updates any affected budget lines, plans, and projects based on the accounting event derived from the voucher's entered transaction type. *I.E.,* a Standard Voucher that is used to record an obligation (*e.g.*, its transaction type points to an obligation accounting event) updates the unliquidated obligation amount for the affected budget line and increases the obligation amount in any corresponding plans and projects.
			Examples of uses of the Standard Voucher include:
			Recording budget adjustments
			Changing the accounting distribution for a transaction
			Recording FTE usage

C.1.7   Vendor Document Types

Code	Name	Subsystem	Description
VENC	Vendor Contracting Officer	Reference Data	Creating a vendor through the Vendor Form is similar to creating other forms in Pegasys. In Pegasys, "vendor" refers to commercial vendors, government agencies, and all other payees with whom GSA does business. The Vendor Form differs from other Pegasys forms because vendors are considered reference data. Consequently, the creation of a Vendor resides in the Reference section of the Desktop, versus the Applications section.
VENF	Vendor-Finance	Reference Data	See Above Details.

C.1.8   Conversion Document Types

Code	Name	Subsystem	Description
VC01-VC37	Vendor-NEAR	Reference Data	For Conversion Use Only.

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D. Transaction Relationships

The table in *Figure D-1: Transaction Relationships* represents a description of the type of documents that will be created by the NEAR-to-Pegasys interface based on the NEAR Action Code of the NEAR transaction being processed.

Figure D-1   Transaction Relationships

NEAR Action Code	Pegasys Document Category	Pegasys Document Type	Pegasys Document Type Name	Interface Processing
20	PR	4A	NEAR Commitment	All commitments processed during one execution of the NEAR-to-Pegasys interface with the same ACT Number, Subsystem Designator (SSD), and Vendor Number will create one 'NEAR Commitment' document in Pegasys. For each unique combination of Multiple Distribution Line (MDL) and Organization Region (OrgReg) for a given ACT Number, the interface will create one accounting line on the document related to the ACT Number. The interface will then update GSA Spending table with the appropriate information.
20+/-	PR	4A	NEAR Commitment	The interface will use GSA Spending table to determine the appropriate 'NEAR Commitment' document and accounting line to correct. A change to the dollar amount for that accounting line will then be processed.
21	PR	4A	NEAR Commitment	All commitments processed during one execution of the NEAR-to-Pegasys interface with the same ACT Number, Subsystem Designator (SSD), and Vendor Number will create one 'NEAR Commitment' document in Pegasys. For each unique combination of Multiple Distribution Line (MDL) and Organization Region (OrgReg) for a given ACT Number, the interface will create one accounting line on the document related to the ACT Number. The interface will then update GSA Spending table with the appropriate information.
21+/-	PR	4A	NEAR Commitment	The interface will use the GSA Spending table to determine the appropriate 'NEAR Commitment' document and accounting line to correct. A change to the dollar amount for that accounting line will then be processed.
22	SV	4F	NEAR Payroll Commitment	All Payroll commitments processed during one execution of the NEAR-to-Pegasys interface with the same accounting data (excluding Cost Element) will create one 'NEAR Payroll Commitment' document in Pegasys. For each unique Cost Element, the interface will create one accounting line.

NEAR Action Code	Pegasys Document Category	Pegasys Document Type	Pegasys Document Type Name	Interface Processing
30	PO	4B	NEAR Obligation	All obligations processed by the NEAR-to-Pegasys interface with the same ACT Number, Vendor Number, and SSD will use one 'NEAR Obligation' document in Pegasys. For each unique combination of MDL and OrgReg for a given ACT Number, the interface will create one accounting line on the document related to the ACT Number. The interface will then update the GSA Spending table with the appropriate information.
30+/-	PO	4B	NEAR Obligation	The interface will use the GSA Spending table to determine the appropriate 'NEAR Obligation' document and accounting line to correct. A change to the dollar amount for that accounting line will then be processed.
81	PA	4J	NEAR Interfund	All interfund payments (both 81 and 85) processed during one execution of the NEAR-to-Pegasys interface with the same ACT Number, Vendor Number and SSD will create one 'NEAR Interfund' document in Pegasys. For each unique combination of MDL and OrgReg for a given ACT Number, the interface will create one accounting line on the document related to the ACT Number. The interface will use the GSA Spending table to determine the appropriate 'NEAR Receipt' document that will be referenced by the accounting line created by an 81 transaction. Specifically, if there is an accounting line on a 'NEAR Receipt' document with the same MDL and OrgReg, the interface will create one accounting line that references this document. In all cases the Vendor and Vendor Address Codes will be pulled from the referenced document not the 81 transaction.
81+/-	PA	4J	NEAR Interfund	This will not be processed as a correction. Instead the interface will use the same logic as described in the processing of the 81 transactions allowing for negative dollar amounts.
81 (SSD 11)	PA	4J	NEAR Interfund	All interfund payments (both 81 and 85) processed during one execution of the NEAR-to-Pegasys interface with the same ACT Number will create one 'NEAR Interfund' document in Pegasys. For each unique combination of MDL and OrgReg for a given ACT Number, the interface will create one accounting line on the document related to the ACT Number. The interface will use the ACT/MDL Crosswalk to determine the appropriate accounting line on a Pegasys order document to reference. The interface will reference a 'Pegasys Obligation' (DTYP not equal to 4B) by matching ACT, SSD, MDL, and Org Region on the GSA Spending table. In all cases the Vendor and Vendor Address Codes will be pulled from the referenced document not the 81 transaction.
81+/- (SSD 11)	PA	4J	NEAR Interfund	This will not be processed as a correction. Instead the interface will use the same logic as described in the processing of the 81 (SSD 11) transactions allowing for negative dollar amounts.

NEAR Action Code	Pegasys Document Category	Pegasys Document Type	Pegasys Document Type Name	Interface Processing
85	PA	4J	NEAR Interfund	All interfund payments (both 81 and 85) processed during one execution of the NEAR-to-Pegasys interface with the same ACT Number, Vendor Number and SSD will create one 'NEAR Interfund' document in Pegasys. For each unique combination of MDL and OrgReg for a given ACT Number, the interface will create one accounting line on the document related to the ACT Number. The interface will use the GSA Spending table to determine the appropriate 'NEAR Receipt' document that will be referenced by the accounting line created by an 81 transaction. Specifically, if there is an accounting line on a 'NEAR Receipt' document with the same MDL and OrgReg, the interface will create one accounting line that references this document. In all cases the Vendor and Vendor Address Codes will be pulled from the referenced document not the 81 transaction.
85+/-	PA	4J	NEAR Interfund	This will not be processed as a correction. Instead the interface will use the same logic as described in the processing of the 85 transactions allowing for negative dollar amounts.
A1	RC	4C	NEAR Accrual	All purchasing accruals (A1) processed by the NEAR-to-Pegasys interface with the same ACT Number, SSD, and Vendor Number will use one 'NEAR Accrual' document in Pegasys. For each unique combination of MDL and OrgReg for a given ACT Number, the interface will create one accounting line on the document related to the ACT Number. The interface will use the GSA Spending table to determine the appropriate 'NEAR Obligation' document and accounting line to reference. If the Open Item's Key values (*i.e.,* ACT, MDL, SSD, and OrgReg) for the A1 being processed are the same as those for an existing accounting line on a 'NEAR Accrual' document, the interface will increment the amount on the existing accounting line and not create a new accounting line. In the event that a new accounting line on a 'NEAR Accrual' document was created, the interface will update the GSA Spending table with the appropriate information.
A1+/-	RC	4C	NEAR Accrual	The interface will use the GSA Spending table to determine the appropriate 'NEAR Accrual' document and accounting line to correct. A change to the dollar amount for that accounting line will then be processed.
A5	PO/RC	4B/4C	NEAR Obligation/ Accrual	The A5 Transaction will be converted on the NEAR side to a 30 and A1 transaction with 'A5' in the **Net Days** field.
A5+/-	PO/RC	4B/4C	NEAR Accrual	The A5 Transaction will be converted on the NEAR side to a 30 and A1 transaction with 'A5' in the **Net Days** field.

NEAR Action Code	Pegasys Document Category	Pegasys Document Type	Pegasys Document Type Name	Interface Processing
A7	SV	4K	NEAR Temporary Accrual	All temporary accruals processed during one execution of the NEAR-to-Pegasys interface with the same Fund Code will use one 'NEAR Temporary Accrual' document in Pegasys. For each A7 transaction for a given fund, the interface will create one accounting line on the document related to the fund. When the accounting line is created, the interface will set the Automatic Reversal Flag to 'True' and the accounting line will reverse at the beginning of the next accounting period.
				Note: Only the A7 transactions that credit the NEAR GL Account 2013 will be processed. Therefore the automatic reversal created by Pegasys will not conflict with the automatic reversal created by NEAR (A7 with GL debit equal to 2013).
A8	PA	4M	NEAR Holdback	All holdback accruals processed by the NEAR-to-Pegasys interface with the same ACT Number, SSD, and Vendor Number will use one 'NEAR Holdback' document in Pegasys. For each unique combination of MDL and OrgReg for a given ACT Number, the interface will create one accounting line on the document related to the ACT Number. The amount on the A8 transaction will be used for both the payment and holdback amount on the accounting line. This will result in a payment of zero dollars (total line amount less the holdback amount) and a holdback for the appropriate amount.
				The interface will use the GSA Spending table to determine the appropriate 'NEAR Receipt' document and accounting line to reference. If the Open Item's Key values (*i.e.,* ACT, MDL, SSD, and OrgReg) for the A8 being processed are the same as those for an existing accounting line on a 'NEAR Holdback' document, the interface will increment the amount on the existing accounting line and not create a new accounting line. In the event that a new accounting line on a 'NEAR Accrual' document was created, the interface will update the GSA Spending table with the appropriate information.
				Note: To determine if the key values are the same, the interface will use the GSA Spending table to look for accounting lines on 'NEAR Holdback' documents with the same Open Item's Key values.
A8+/-	PA	4M	NEAR Holdback	The interface will use the GSA Spending table to determine the appropriate 'NEAR Holdback' document and accounting line to correct. A change to the total dollar amount for that accounting line and the holdback dollar amount will then be processed.

NEAR Action Code	Pegasys Document Category	Pegasys Document Type	Pegasys Document Type Name	Interface Processing
D1	PA	4D	NEAR Payment	All standard payments (D1 and D2) processed during one execution of the NEAR-to-Pegasys interface with the same ACT Number will create one 'NEAR Payment' document in Pegasys. For each unique combination of MDL and OrgReg for a given ACT Number Vendor Number and SSD, the interface will create one accounting line on the document related to the ACT Number. The interface will use the GSA Spending table to determine the appropriate 'NEAR Receipt' document that will be referenced by the accounting line created by a D1 transaction. Specifically, if there is an accounting line on a 'NEAR Receipt' document with the same MDL and OrgReg, the interface will create one accounting line that references this document. In the case where there is no receipt, the interface will reject the D1 transaction. **Note:** In all cases, the interface will use a Disbursing method of 'No Check' with a Payment Line Type of 'Normal'.
D1 (SSD 11)	PA	4D	NEAR Payment	All Pegasys discount and interest transactions (D1 and D2) processed by the NEAR-to-Pegasys interface will change the dollar amount on the related accounting line of the Pegasys payment document. The interface will use the Payment Transaction Crosswalk to determine the appropriate document and accounting line to update. **Note:** The Payment Transaction Crosswalk is updated by the Pegasys-to-NEAR interface with the necessary information.
D2	PA	4D	NEAR Payment	All standard payments (D1 and D2) processed during one execution of the NEAR-to-Pegasys interface with the same ACT Number will create one 'NEAR Payment' document in Pegasys. For each unique combination of MDL and OrgReg for a given ACT Number, the interface will create one accounting line on the document related to the ACT Number that references nothing. **Note:** The interface will use a Disbursing method of 'No Check' with a Payment Line Type of 'Normal'.
D2 (SSD 11)	PA	4D	NEAR Payment	All Pegasys discount and interest transactions (D1 and D2) processed by the NEAR-to-Pegasys interface will change the dollar amount on the related accounting line of the Pegasys payment document. The interface will use the Payment Transaction Crosswalk to determine the appropriate document and accounting line to update. **Note:** The Payment Transaction Crosswalk is updated by the Pegasys-to-NEAR interface with the necessary information.

NEAR Action Code	Pegasys Document Category	Pegasys Document Type	Pegasys Document Type Name	Interface Processing
D7	PA	4D	NEAR Payment	All Lease payments (H7 and D7) processed during one execution of the NEAR-to-Pegasys interface with the same ACT Number, SSD, and Vendor Number will create one 'NEAR Payment' document in Pegasys. For each unique combination of MDL and OrgReg for a given ACT Number, the interface will create one accounting line on the document related to the ACT Number. The interface will perform a lookup on the GSA Spending table for a 'NEAR Receipt' to reference. If one is found and the open amount is greater than the amount of the Lease Payment, than a 'NEAR Payment' will be created referencing this line. If there is not enough money open on the 'NEAR Receipt' or there is no Receipt to reference, the interface will perform a second lookup on the GSA Spending table for the 'NEAR Commitment'. If a record is returned a second line will be added to the 4D that miscellaneously references the Commitment. **Note:** The interface will use a Disbursing method of 'No Check' with a Payment Line Type of 'Normal'.
D8	PA	4N	NEAR Holdback Release	All standard holdback releases processed during one execution of the NEAR-to-Pegasys interface with the same ACT Number, SSD, Vendor Number will use one 'NEAR Holdback Release' document in Pegasys. For each unique combination of MDL and OrgReg for a given ACT Number, the interface will create one accounting line on the document related to the ACT Number. A Disbursing Method of 'No Check' and Payment Line Type of 'Holdback Release' will be used on the accounting line. The interface will use the GSA Spending table to determine the appropriate 'NEAR Holdback' document and accounting line to reference.
F1	PA	4D	NEAR Payment	This will be processed in the exact same manner as a D1 transaction.
F1+/-	PA	4D	NEAR Payment	This will be processed in the exact same manner as a D1+/- transaction.
F2	PA	4D	NEAR Payment	This will be processed in the exact same manner as a D2 transaction.
F2+/-	PA	4D	NEAR Payment	This will be processed in the exact same manner as a D2+/- transaction.

NEAR Action Code	Pegasys Document Category	Pegasys Document Type	Pegasys Document Type Name	Interface Processing
G1	PA	4D	NEAR Payment	This will be processed in the exact same manner as a D1 transaction. **Note:** The Pegasys Payment Authorization document allows for a Disbursing Method of 'Inter-Agency Transfer'. However, when using this Disbursing Method on a payment, the Disbursement Number and Inter-Agency Symbol are required and this information is not available on the GX transaction. Therefore, the interface will use the 'No Check' Disbursing Method. For the interface to record the appropriate impact against the Pegasys GL, a separate transaction type will be used when processing GX payments.
G1+/-	PA	4D	NEAR Payment	This will be processed in the exact same manner as a D1+/- transaction.
G5	PA	4D	NEAR Payment	This will be processed in the exact same manner as a D2 transaction.
G5+/-	PA	4D	NEAR Payment	This will be processed in the exact same manner as a D2+/- transaction.
H1	PA	4D	NEAR Payment	This will be processed in the exact same manner as a D1 transaction.
H1+/-	PA	4D	NEAR Payment	This will be processed in the exact same manner as a D1+/- transaction.
H2	PA	4D	NEAR Payment	This will be processed in the exact same manner as a D2 transaction.
H2+/-	PA	4D	NEAR Payment	This will be processed in the exact same manner as a D2+/- transaction.
H7	PA	4D	NEAR Payment	This will be processed in the exact same manner as a D7 transaction.
H7+/-	PA	4D	NEAR Payment	This will be processed in the exact same manner as a D7+/- transaction.
H8	PA	4D	NEAR Payment	This will be processed in the exact same manner as a D8 transaction.
H8+/-	PA	4D	NEAR Payment	This will be processed in the exact same manner as a D8+/- transaction.
J7 (non-income)	SV	4L	NEAR Adjustment	All journal vouchers processed during one execution of the NEAR-to-Pegasys interface with the same Fund and Region Code will use one 'NEAR Adjustment' document in Pegasys. For each J7 transaction for a given fund and region, the interface will create one accounting line on the document related to the fund and region. **Note:** The interface will use the NEAR Transaction Crosswalk to determine the appropriate Transaction Type to use when creating the accounting line. This Transaction Type will be used by the Pegasys Document Processing Servers to update the appropriate GL accounts.

NEAR Action Code	Pegasys Document Category	Pegasys Document Type	Pegasys Document Type Name	Interface Processing
J8 (SSD 70)	SV	4I	NEAR Labor Distribution	All PBS labor distribution from SSD 70 processed during one execution of the NEAR-to-Pegasys interface with the same Organization Code will use one 'NEAR Labor Distribution' document in Pegasys. For each J8 transaction for a given organization, the interface will create two accounting lines. The first accounting line will reverse the expense established by the 'Payroll Payment' documents. The second accounting line will reestablish the expense in the accounting data specified on the J8 transaction. **Note:** The first accounting line will use the accounting data on the J8 transaction along with the following values: Function Code '000' and no Building Code. This will ensure that the correct accounting distribution created by the 'Payroll Payment' is reversed.
J8 (SSD 71 & 72)	SV	4I	NEAR Labor Distribution	All PBS labor distribution from SSD 71 or 72 processed during one execution of the NEAR-to-Pegasys interface with the same Organization Code will use one 'NEAR Labor Distribution' document in Pegasys. For each J8 transaction for a given organization, the interface will create one accounting line. If the J8 transaction is from SSD 71, the accounting line will reverse the expense established by the J8 transaction from SSD 70. If the J8 transaction is form SSD 72, the accounting line will establish the expense in the accounting data specified on the J8 transaction from SSD 72. **Note:** The accounting line created by the J8 transaction from SSD 71 will use the accounting data specified on the J8 transaction, because it is the same as that specified on the J8 transaction from SSD 70.
L1	PA	4D	NEAR Payment	This will be processed in the exact same manner as a D1 transaction.
L1+/-	PA	4D	NEAR Payment	This will be processed in the exact same manner as a D1+/- transaction.
M1	PA	4D	NEAR Payment	This will be processed in the exact same manner as a D1 transaction.
M1+/-	PA	4D	NEAR Payment	This will be processed in the exact same manner as a D1+/- transaction.
M2	PA	4D	NEAR Payment	This will be processed in the exact same manner as a D2 transaction.
M2+/-	PA	4D	NEAR Payment	This will be processed in the exact same manner as a D2+/- transaction.
M8	PA	4D	NEAR Payment	This will be processed in the exact same manner as a D8 transaction.
M8+/-	PA	4D	NEAR Payment	This will be processed in the exact same manner as a D8+/- transaction.

NEAR Action Code	Pegasys Document Category	Pegasys Document Type	Pegasys Document Type Name	Interface Processing
N5 (81-)	PA	4J	NEAR Interfund Transfer	The NEAR N5 transaction will not be sent to Pegasys. The NEAR Extract routine will convert the N5 to an 81- and put 'N5' in the **Net Days** field.
P2	SV	4H	NEAR Payroll Payment	All Payroll reversals processed during one execution of the NEAR-to-Pegasys interface with the same accounting data (excluding Cost Element) will create one 'NEAR Payroll Payment' document in Pegasys. For each unique Cost Element, the interface will create one accounting line with a negative dollar amount to reverse an expense.
P3	SV	4G	NEAR Payroll Accrual	All Payroll accruals for holiday and overtime pay (P3) processed during one execution of the NEAR-to-Pegasys interface with the same accounting data (excluding Cost Element) will create one 'NEAR Payroll Accrual' document in Pegasys. For each unique Cost Element, the interface will create one accounting line. When the accounting line is created, the interface will set the Automatic Reversal Flag to 'True' and the accounting line will reverse at the beginning of the next accounting period. **Note:** Only the P3 transactions that credit the NEAR GL Account 2016 will be processed. Therefore the automatic reversal created by Pegasys will not conflict with the automatic reversal created by NEAR (P3 with GL debit equal to 2016).
P4	SV	4H	NEAR Payroll Payment	All Payroll payments (both P4 and P5) processed during one execution of the NEAR-to-Pegasys interface with the same accounting data (excluding Cost Element) will create one 'NEAR Payroll Payment' document in Pegasys. For each transaction, the interface will create one accounting line.
P5	SV	4H	NEAR Payroll Payment	All Payroll payments (both P4 and P5) processed during one execution of the NEAR-to-Pegasys interface with the same accounting data (excluding Cost Element) will create one 'NEAR Payroll Payment' document in Pegasys. For each transaction, the interface will create one accounting line.
P6	SV	4G	NEAR Payroll Accrual	All Payroll accruals (P6) processed during one execution of the NEAR-to-Pegasys interface with the same accounting data (excluding Cost Element) will create one 'NEAR Payroll Accrual' document in Pegasys. For each transaction, the interface will create one accounting line. If the NEAR GL debit account is 2016 then the interface will use a negative dollar amount. If the NEAR GL credit account is 2016 then the interface will use a positive dollar amount.

NEAR Action Code	Pegasys Document Category	Pegasys Document Type	Pegasys Document Type Name	Interface Processing
Income	SV	4E	NEAR Income	All income transactions processed during one execution of the NEAR-to-Pegasys interface with the same Fund and Region Codes will create one 'NEAR Income' document in Pegasys. For each income transaction for a given fund and region, the interface will create one accounting line on the document related to the fund. The interface will use a negative dollar amount if the GL debit account begins with a 4. If the GL credit account begins with a 4, the interface will use a positive amount. The extract file will never include NEAR transaction that have both debit and credit accounts beginning with a 4. **Note:** The interface does not use the NEAR Action Code to distinguish an income transaction. Instead all transactions that debit or credit a NEAR GL account that begins with a 4 (NEAR Income GL accounts begin with 4) is considered by the interface to be an income transaction.

E. Action Code Crosswalk

E.1 General Action Code Crosswalk

DTYP	Reference Flag	Action Code		DTYP	Reference Flag	Action Code
1B	F	30		DI	F	A5
1C	F	A5		DI	T	A1
1C	T	A1		DP	F	A5
1E	F	30		DP	T	A1
1F	F	A5		FO	F	30
1F	T	A1		FP	F	30
2A	F	30		FW	F	30
2B	F	A5		FX	F	30
2B	T	A1		FY	F	30
2C	F	A5		FZ	F	30
2C	T	A1		GO	F	30
2D	F	30		GP	F	30
2E	F	A5		GW	F	30
2E	T	A1		GW	T	30
CI	F	30		GX	F	30
CI	T	30		GY	F	30
CL	F	30		GZ	F	30
CL	T	30		HR	T	D8
CP	F	85		HR	T	M8
CP	F	87		IC	F	A5
CP	F	88		IC	T	A1
CP	F	M9		IF	F	A5
CP	T	81		IF	T	A1
CP	T	87		IG	F	30
CP	T	88		IT	F	30
CP	T	M9		IX	F	30
CT	F	30		OO	F	30
CT	T	30		OP	F	30
DC	F	A5		OW	F	30
DC	T	A1		OX	F	30

DTYP	Reference Flag	Action Code
OY	F	30
OZ	F	30
PO	F	30
PP	F	30
PW	F	30
PX	F	30
PY	F	30
PZ	F	30
RC	F	A5
RC	T	A1
RK	F	A5
RK	T	A1
RW	F	A5
RW	T	A1
TO	F	30

DTYP	Reference Flag	Action Code
TP	F	30
TW	F	30
TX	F	30
TY	F	30
TZ	F	30
XO	F	30
XP	F	30
XW	F	30
XX	F	30
XY	F	30
XZ	F	30
ZO	F	30
ZP	F	30
ZW	F	30

E.2   Credit Card Payment Action Code Crosswalk

Note: Action Code M9's are created for the Prepayment batch job documents. Action Code 81s are created when a Credit Card payment references a Credit Card Log (CI, CT, or CL). An Action Code of 85 is created when a payment references only an accounting template. Whenever an Action Code of 81 or 85 is created, an 88 is created to reimburse the Credit Card suspense fund (206X). If an 81- or 85- credit is applied to an account, then an 87 is created to debit the suspense fund.

Document Type	Transaction Type	Reference Flag	Susp Fund Flag	Line Type	Pay Line Type	Action Code
CP	01	F	T	NR	NR	87
CP	01	T	T	NR	NR	87
CP	01	F	T	NR	PP	M9
CP	01	T	T	NR	PP	M9
CP	03	T	F	CR	NR	81
CP	03	T	F	NR	NR	81
CP	03	F	F	CR	NR	85
CP	03	F	F	NR	NR	85
CP	01	F	T	CR	NR	88
CP	01	T	T	CR	NR	88

Document Type	Transaction Type	Reference Flag	Susp Fund Flag	Line Type	Pay Line Type	Action Code
CP	05	T	F	CR	NR	81
CP	05	T	F	NR	NR	81
CP	05	F	F	CR	NR	85
CP	05	F	F	NR	NR	85
CP	03	F	T	CR	NR	88
CP	03	T	T	CR	NR	88

E.3   Payment Authorization Crosswalk

DTYP	REF FL	Disb Meth	Pay TYP	Pay Line LYP	Action Code
P6	F	C	CHECK	MI	D2
P6	F	C	CHECK	NR	D2
P6	F	C	CHECK	PN	D2
P6	F	C	EFT	MI	D2
P6	F	C	EFT	NR	D2
P6	F	C	EFT	PN	D2
P6	F	C	OPAC	MI	D2
P6	F	C	OPAC	NR	D2
P6	F	C	OPAC	PN	D2
P6	F	I	OPAC	NR	G5
P6	F	I		NR	G5
P6	F	N		MI	M2
P6	F	N		NR	M2
P6	F	N		PN	M2
P6	T	C	CHECK	MI	D1
P6	T	C	CHECK	NR	D1
P6	T	C	CHECK	PN	D1
P6	T	C	EFT	MI	D1
P6	T	C	EFT	NR	D1
P6	T	C	EFT	PN	D1
P6	T	C	OPAC	MI	D1
P6	T	C	OPAC	NR	D1
P6	T	C	OPAC	PN	D1
P6	T	I	OPAC	NR	G1
P6	T	I		NR	G1

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DTYP	REF FL	Disb Meth	Pay TYP	Pay Line LYP	Action Code
P6	T	N		MI	M1
P6	T	N		NR	M1
P6	T	N		PN	M1
P7	F	C	CHECK	MI	D2
P7	F	C	CHECK	NR	D2
P7	F	C	CHECK	PN	D2
P7	F	C	EFT	MI	D2
P7	F	C	EFT	NR	D2
P7	F	C	EFT	PN	D2
P7	F	C	OPAC	MI	D2
P7	F	C	OPAC	NR	D2
P7	F	C	OPAC	PN	D2
P7	F	I	OPAC	NR	G5
P7	F	I		NR	G5
P7	F	N		MI	M2
P7	F	N		NR	M2
P7	F	N		PN	M2
P7	T	C	CHECK	MI	D1
P7	T	C	CHECK	NR	D1
P7	T	C	CHECK	PN	D1
P7	T	C	EFT	MI	D1
P7	T	C	EFT	NR	D1
P7	T	C	EFT	PN	D1
P7	T	C	OPAC	MI	D1
P7	T	C	OPAC	NR	D1
P7	T	C	OPAC	PN	D1
P7	T	I	OPAC	NR	G1
P7	T	I		NR	G1
P7	T	N		MI	M1
P7	T	N		NR	M1
P7	T	N		PN	M1

F.   External Procurements

NEAR will continue to be the GSA system of record during the first phase of the Pegasys implementation. During Phase 2, the General Ledger subsystem will implemented and Pegasys will become the GSA system of record. During Phase I, Pegasys will handle most GSA purchasing transactions. Those procurement activities that will be completed outside of Pegasys in Phase I are noted in *Figure F-1: External Procurement Activities.*

Figure F-1   External Procurement Activities

Current System	Pegasys	Plans
External Client Services Purchasing Documents (excluding the Form GSA 49)	Clients will send hard copy of the purchase order (e.g., Training) to External Services and they will enter the document into Pegasys.	No current plans for clients to receive Pegasys software, except for NARA.
Citibank	Interface invoice transactions in Phase 1 with Pegasys Credit Card System.	Interface will automatically load the statement, generate prepayments and payments and reconcile statements to obligations.
FedEx	Interface invoice transactions with Pegasys.	EDI
Fleet—FSS	Fleet invoices will directly interface with Pegasys in Phase II.	No plans to replace Fleet.
FSS 19	Interface with Fedpay, which will interface with NEAR in Phase I.	Interface with Pegasys, date is Phase 2.
ITAP/VITAP—Finance System	Pegasys will be used to enter invoices.	System will be replaced in Phase IA.
ITSS/ITOMS—FTS System	Interface Purchase Orders, Receipts, Expense Accruals with Pegasys and ITSS vendors only.	No plans to replace ITSS/ITOMS. ITOMS interface is Phase 1A.
OMIS—FTS System	Interface with NEAR—only operating expense into Pegasys; will backfill during Phase 1.	Interface with Pegasys, date is TBD.
PAR—Personnel System	Interface Employee information with Pegasys.	Interface with Pegasys for payroll transactions in Phase 2.
PIX FedEX—Region 6 Finance		System will be replaced in Phase IA.
Comprizon.com—PBS System	Interface Purchase Orders, Receipts and Requisitions with Pegasys.	All purchasing will continue in Comprizon.com except for Training Documents, Credit Card Transactions, and Direct Pay Transactions.
STAR—PBS System	Interface income transactions by building; Billing transactions; Cost distribution information; Reference data from NEAR to Pegasys in Phase I. STAR will directly interface with Pegasys in Phase II.	No plans to replace STAR.

Current System	Pegasys	Plans
TARGETS—PBS System	RWA Agreements will be established in PCAS. Pegasys Planning Subsystem will be used for tracking budgets, commitments and reconciliation.	System will be replaced in Phase I.
TOPS—FTS System	Interface telephone interfund from NEAR to Pegasys in Phase I. TOPS will directly interface with Pegasys in Phase II.	
TMR	Travel information will backfill to Pegasys from NEAR during Phase 1. Relocation is not part of TMR in Phase I; therefore, relocation will be entered into NEAR and backfilled to Pegasys.	No plans to directly enter travel transactions in Pegasys.
VCPC—	Pegasys will be used to enter accruals and payments for variable contracts (except for PBS).	Region 7 will continue to use VCPC.
VOLDR	No Interface with Pegasys	
Web Card	NEAR in Phase 1	Will be replaced by Pegasys Credit Card Module in Phase 1A.