



Pegasys Quick Reference Guide

Changing the Alias on a Credit Card Log (CL) or Training Order (CT)

Use these steps to change a credit card alias when the credit card statement line is in **DEFAULTED** or **AVAILABLE** status. (It has NOT been reconciled to the CL/CT yet, and is **NOT** in a **Paid** status, referenced by a **Cost Transfer CP**.)

1. Login to Pegasys.
2. Select Transactions → Form/Document Selection.
3. In the Document Number field, enter the CL/CT number you wish to correct.
4. Select the **Search** button to display the CL/CT statement lines.
5. Select the returned record to be corrected.
6. Select the **Correct** button.
7. Navigate to the Credit Cards tab.
8. Select the current alias record and select the Remove button.
9. **NOTE:** The current alias is shown with a line through it.
10. Select **Add** to display a new line.
11. Enter the new alias in the Alias field that needs to be added to this document.
12. Select **Search** button to display statement lines.
13. Select the returned record.
14. Select **Select** button.
15. You will automatically be returned to the Credit Cards tab and should see the first alias with a line through it, and the new alias added, as shown below:

Figure 1: Updating from Original Card Alias to New Card Alias

Header: CL Credit Card Log CL2181251 CORRECT FULL FORM / Credit Cards

Header Fixed Assets Office Addresses Credit Cards Header Accounting Lines Novation Vendor History ...

1 - 2 of 2 results

<input type="checkbox"/> Alias	Name	Status	Credit Card
CASSANDRAIHA7018	CASSANDRA I HAYNES...GANCELED	Active	*****
<input checked="" type="checkbox"/> LYNNMILLIS5921	LYNN M GILLIS	Active	

Add Remove 10 per page

16. Navigate to the **Approval Routing** tab and ensure the correct approver is listed.
 - a. If it is not correct, select **Add User**, search for the appropriate User ID, select the ID and select the **Select** button.



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- i. For the old User ID that was already listed, select it and select the **Remove** button.
 1. You should see the first Approver ID with a line through it, and the new Approver ID added.
 - b. If it is already correct, no further action is required on this tab.
17. Select **Verify**. Notice the original alias record will disappear.
18. Override any overrideable errors and correct any hard errors, if necessary.
19. Select **Submit** to process document.
20. On the Form/Document Selection page, select **Search** for the CL/CT again.
21. If the form goes to a “**Pending Approval**” status, an Approver should follow the next steps to approve the CL/CT.
 - a. Navigate to the Inbox.
 - b. Select Approve Form from the Task drop down, then select Search.
 - c. Select the appropriate CL/CT to be approved.
 - d. Select the **Open and Acquire** button.
 - i. The form will be displayed in read-only format. If corrections are necessary, then you should disapprove the form. Disapproving a form returns it to the Inbox of the original submitter as a Correct Form task. The submitter may then make the appropriate corrections to the form, and resubmit it for approval.
 - e. Review the form and if acceptable, select the **Approve** button.
 - f. If necessary, type a comment related to the approval, in the Comments section.
 - g. Select the **Continue** button. You will be returned to your Inbox. A system message will state “Work item has been completed”.
22. On the Form/Document Selection page, select **Search** button for the CL/CT again.
23. Verify the CL/CT goes to “**Processed**” status.
24. To confirm the change, select the document record, and select **View** button.
25. Navigate to the Credit Cards tab, and verify the alias is the desired alias for the document.

Use these steps to change a credit card alias when the credit card statement line is in RECONCILED status. (It has been reconciled to the CL/CT, but is NOT already in a Paid status and referenced by a Cost Transfer CP.)

1. Login to Pegasys.
2. Select Transactions → Credit Card → Credit Card Statement Reconciliation Notebook.



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3. Select the appropriate card alias associated to the CL/CT within the Credit Card shuttle box.
4. Select “**Reconciled**” in the Status shuttle box.
5. Select **Search** button to display the bank statement lines.
6. Locate the statement line that references the CL/CT that needs to be updated to a different alias, within the Statement Activity section.
7. Select the Reconciled statement line and select Actions → **Unreconcile All** button.
8. Verify the action was successful and the statement line is now in “**Available**” status.
9. Select Transactions → Form/Document Selection.
10. In the Document Number field, enter the CL/CT number you wish to correct.
11. Select **Search** button to display the CL/CT statement lines.
12. Select the returned record to be corrected.
13. Select **Correct**.
14. Navigate to the Credit Cards tab.
15. Select the current alias record and select **Remove** button.
NOTE: The current alias is shown with a line through it.
16. Select **Add** button to display a new line.
17. Enter the new alias in the Alias field that needs to be added to this document.
18. Select **Search** button to display statement lines.
19. Select the returned record.
20. Select **Select** button.
21. You will automatically be returned to the Credit Cards tab and should see the first alias with a line through it, and the new alias added, as shown in ***Login to Pegasys***.
22. Select Transactions → Form/Document Selection.
23. In the Document Number field, enter the CL/CT number you wish to correct.
24. Select the **Search** button to display the CL/CT statement lines.
25. Select the returned record to be corrected.
26. Select the **Correct** button.
27. Navigate to the Credit Cards tab.
28. Select the current alias record and select the **Remove** button.
NOTE: The current alias is shown with a line through it.
29. Select **Add** to display a new line.
30. Enter the new alias in the Alias field that needs to be added to this document.
31. Select **Search** button to display statement lines.
32. Select the returned record.



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33. Select button.
34. You will automatically be returned to the Credit Cards tab and should see the first alias with a line through it, and the new alias added, as shown below:
35. **Figure 1** above.
36. Navigate to the **Approval Routing** tab and ensure the correct approver is listed.
 - a. If it is not correct, select **Add User**, search for the appropriate User ID, select the ID and select the **Select** button.
 - i. For the old User ID that was already listed, select it and select the **Remove** button.
 1. You should see the first Approver ID with a line through it, and the new Approver ID added.
 - b. If it is already correct, no further action is required on this tab.
37. Select **Verify** button. Notice the original alias record will disappear.
38. Override any overrideable errors and correct any hard errors, if necessary.
39. Select **Submit** to process document.
40. On the Form/Document Selection page, select **Search** button for the CL/CT again.
41. If the form goes to a “**Pending Approval**” status, an Approver should follow the next steps to approve the CL/CT.
 - a. Navigate to the Inbox.
 - b. Select Approve Form from the Task drop down, then select Search.
 - c. Select the appropriate CL/CT to be approved.
 - d. Select the **Open and Acquire** button.
 - i. The form will be displayed in read-only format. If corrections are necessary, then you should disapprove the form. Disapproving a form returns it to the Inbox of the original submitter as a Correct Form task. The submitter may then make the appropriate corrections to the form, and resubmit it for approval.
 - e. Review the form and if acceptable, select the **Approve** button.
 - f. If necessary, type a comment related to the approval, in the Comments section.
 - g. Select the **Continue** button. You will be returned to your Inbox. A system message will state “Work item has been completed”.
42. On the Form/Document Selection page, select **Search** for the CL/CT again.
43. Verify the CL/CT goes to “**Processed**” status.
44. To confirm the change, select the document record, and select **View**.



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45. Navigate to the Credit Cards tab, and verify the alias is now the desired alias for the document.

Use these steps to change a credit card alias when the credit card statement line is in PARTIALLY RECONCILED status. (It has been partially reconciled to a CL/CT, but is NOT already in a Paid status, and referenced by a Cost Transfer CP.)

1. Login to Pegasys.
2. Select Transactions → Credit Card → Credit Card Statement Reconciliation Notebook.
3. Select the appropriate card alias associated to the CL/CT within the Credit Card shuttle box.
4. Select “**Partially Reconciled**” in the Status shuttle box.
5. Select **Search** to display the bank statement lines.
6. Locate the statement line that references the CL/CT that needs to be updated to a different alias, within the Statement Activity section.
7. Select the Reconciled statement line and select Actions → **Unreconcile All** button.
8. Verify the action was successful and the statement line is now in “**Available**” status.
9. Select Transactions → Form/Document Selection.
10. In the Document Number field, enter the CL/CT number you wish to correct.
11. Select **Search**.
12. Select the returned record to correct.
13. Select **Correct**.
14. Navigate to the Credit Cards tab.
15. Select the current alias record and select **Remove** button.
NOTE: The current alias is shown with a line through it.
16. Select **Add** button to display a new line.
17. Enter the new alias in the Alias field that needs to be added to this document.
18. Select **Search** button to display statement lines.
19. Select the returned record.
20. Select **Select** button.
21. You will automatically be returned to the Credit Cards tab and should see the first alias with a line through it, and the new alias added, as shown in *Login to Pegasys*.
22. Select Transactions → Form/Document Selection.
23. In the Document Number field, enter the CL/CT number you wish to correct.
24. Select the **Search** button to display the CL/CT statement lines.
25. Select the returned record to be corrected.
26. Selection the **Correct** button.



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27. Navigate to the Credit Cards tab.
28. Select the current alias record and select the **Remove** button.
NOTE: The current alias is shown with a line through it.
29. Select **Add** to display a new line.
30. Enter the new alias in the Alias field that needs to be added to this document.
31. Select **Search** button to display statement lines.
32. Select the returned record.
33. Select **Select** button.
34. You will automatically be returned to the Credit Cards tab and should see the first alias with a line through it, and the new alias added, as shown below:
35. **Figure 1** above.
36. Navigate to the **Approval Routing** tab and ensure the correct approver is listed.
 - a. If it is not correct, select **Add User**, search for the appropriate User ID, select the ID and select the **Select** button.
 - i. For the old User ID that was already listed, select it and select the **Remove** button.
 1. You should see the first Approver ID with a line through it, and the new Approver ID added.
 - b. If it is already correct, no further action is required on this tab.
37. Select **Verify**. Notice the original alias record will disappear.
38. Override any overrideable errors and correct any hard errors, if necessary.
39. Select **Submit**.
40. On the Form/Document Selection page, select **Search** for the CL/CT again.
41. If the form goes to a "**Pending Approval**" status, an Approver should follow the next steps to approve the CL/CT.
 - a. Navigate to the Inbox.
 - b. Select Approve Form from the Task drop down, then select Search.
 - c. Select the appropriate CL/CT to be approved.
 - d. Select the **Open and Acquire** button.
 - i. The form will be displayed in read-only format. If corrections are necessary, then you should disapprove the form. Disapproving a form returns it to the Inbox of the original submitter as a Correct Form task. The submitter may then make the appropriate corrections to the form, and resubmit it for approval.



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- e. Review the form and if acceptable, select the **Approve** button.
 - f. If necessary, type a comment related to the approval, in the Comments section.
 - g. Select the **Continue** button. You will be returned to your Inbox. A system message will state “Work item has been completed”.
42. On the Form/Document Selection page, select **Search** for the CL/CT again.
 43. Verify the CL/CT goes to “**Processed**” status.
 44. To confirm the change, select the document record, and select **View**.
 45. Navigate to the Credit Cards tab, and verify the alias is now the desired alias for the document.

A Fully Expended CL/CT

If a CL or CT was already expended for the full amount referencing *card alias A*, but you would like to change it to *card alias B*, then a new CL/CT referencing *card alias B* must be entered. It has already been reconciled to a credit card statement line for a different alias and the status is currently PAID (or was in a Paid status and reopened). The CL/CT is referenced on a Cost Transfer CP. If you attempt to correct the original CL/CT to change the alias, you will receive the following error: CC0142E *The Credit Card Alias cannot be changed because this document has already been referenced on a cost-transfer payment.*

Please follow the steps below for this scenario.

1. Login to Pegasys.
2. Select Transactions → Form/Document Selection.
3. In the Document Number field, enter the CL/CT number.
4. Select the **Reference Query** button.
5. Confirm that there is at least one Credit Card Payment CP referenced below that is **Processed and Closed**.
 - a. When there is a CP listed, this CL/CT has already been referenced on a payment, meaning it was used for reconciliation on a statement line and therefore cannot have the credit card alias changed on this CL/CT, even if the statement line is reopened.
6. If the CL/CT should have never been reconciled to a statement line for *card alias A*, that was in a **Paid** status, then the statement line can be reopened and unreconciled.
7. Select Transactions → Credit Card → Credit Card Statement Reconciliation Notebook.
8. Select the appropriate card alias associated to the CL/CT within the Credit Card shuttle box.
9. Select “**PAID**” in the Status shuttle box.
10. Select **Search** to display the bank statement lines.



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11. Locate the statement line that references the CL/CT, within the Statement Activity section.
12. Select the **Paid** statement line and select Actions → **Reopen Paid Line** button.
13. Select the **Reconciled** statement line and select Actions → **Unreconcile All** button.
14. Verify the action was successful and the statement line is now in “**Available**” status.
 - a. This statement line will need to be re-reconciled to a new CL/CT, or directly to an Accounting strip, when appropriate.
 - b. A new CL/CT with the new credit card alias (*card alias B*) needs to be created, if you have a new charge for *card alias B*.
 - i. **NOTE:** This can be done by copying from a previously created CL/CT and updating the credit card alias and any other information, if needed.
15. Select Transactions → Form/Document Selection.
16. In the Document Number field, enter the original CL/CT number.
17. This CL/CT needs to either be deobligated or cancelled, if there is no other statement line for *card alias A* for it to be reconciled.

A Partially Expended CL/CT

If a CL or CT was already expended and closed for a partial amount, which referenced *card alias A*, and an outstanding balance remains but needs to change to *card alias B* on the document, then it must be fully deobligated. Then a new CL/CT referencing *card alias B* needs to be entered. If you attempt to correct the original CL/CT to change the alias you will receive the following error: CC0142E *The Credit Card Alias cannot be changed because this document has already been referenced on a cost-transfer payment.*

Please follow the steps below for this scenario.

1. Login to Pegasys.
2. Select Transactions → Form/Document Selection.
3. In the Document Number field, enter the CL/CT number you wish to correct.
4. Select **Search** to display the CL/CT statement lines.
5. Select the returned record to be corrected.
6. Select **View**.
7. Navigate to the “**Header Accounting Lines**” tab.
8. Note the “**Outstanding Amount**” of each accounting line.
9. Return to Form/Document Selection.
10. Select **Correct**.
11. Navigate to the Header Accounting Lines tab and select the accounting line.



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12. Then select **Header Accounting Line**.
13. Scroll down to the Line Amounts section.
14. In the “**Change Amount**” field, enter a negative amount equaling the inverse of the line’s outstanding amount.
FOR EXAMPLE: If the outstanding amount of the document noted in step 8 is \$150.00, make the change amount \$(150.00).
15. **Verify** the document.
16. Override any overrideable errors.
17. Select **Submit**.
18. On the Form/Document Selection page, select **Search** for the CL/CT.
19. If the form goes to a “**Pending Approval**” status, an Approver should follow the next steps to approve the CL/CT.
 - a. Navigate to the Inbox.
 - b. Select Approve Form from the Task drop down, then select Search.
 - c. Select the appropriate CL/CT to be approved.
 - d. Select the **Open and Acquire** button.
 - i. The form will be displayed in read-only format. If corrections are necessary, then you should disapprove the form. Disapproving a form returns it to the Inbox of the original submitter as a Correct Form task. The submitter may then make the appropriate corrections to the form, and resubmit it for approval.
 - e. Review the form and if acceptable, select the **Approve** button.
 - f. If necessary, type a comment related to the approval, in the Comments section.
 - g. Select the **Continue** button. You will be returned to your Inbox. A system message will state “Work item has been completed”.
20. On the Form/Document Selection page, select **Search** for the CL/CT again.
21. Verify the CL/CT goes to “**Processed**” status.
22. Select Transactions → Purchasing → New → Order or Training Order.
23. Create a new CL/CT for the appropriate amount, referencing the new credit card alias (*card alias B*).