



Pegasys Quick Reference Guide

Check Query

1. Select Queries → Automated Disbursements → Check Query from the Pegasys menu bar.
2. Enter the **Disbursing Office** and, if known, the Check Number or Payment Date fields.
 - a. The **Check Date** is the date the check was disbursed.
3. Select **Search**.
 - a. The query results will populate in the bottom portion of the page.

Figure 1: Check Query Search Criteria

Pegasys / Queries / Automated Disbursements / Check Query

Check Query

Search Criteria

Disbursing Office	<input type="text" value=""/>	Schedule FY	<input type="text" value=""/>
Check Symbol	<input type="text" value=""/>	Schedule Category	<input type="text" value=""/>
Check/Trace Number	<input type="text" value=""/>	Schedule Type	<input type="text" value=""/>
Payment Date	<input type="text" value=""/>	Schedule Number	<input type="text" value=""/>
Check FY	<input type="text" value=""/>	Bank ABA/BIC	<input type="text" value=""/>
Vendor Code	<input type="text" value=""/> <input type="text" value=""/>		

4. Select the check payment record that you wish to view, and select **Details**.

Figure 2: Check Query Search Criteria Populated

Check Query

Search Criteria

Disbursing Office	<input type="text" value="AU7"/>	Schedule FY	<input type="text" value=""/>
Check Symbol	<input type="text" value=""/>	Schedule Category	<input type="text" value=""/>
Check/Trace Number	<input type="text" value=""/>	Schedule Type	<input type="text" value=""/>
Payment Date	<input type="text" value="03/31/2017"/>	Schedule Number	<input type="text" value=""/>
Check FY	<input type="text" value=""/>	Bank ABA/BIC	<input type="text" value=""/>
Vendor Code	<input type="text" value=""/> <input type="text" value=""/>		

1 - 10 of 20 results

	Disbursing Office	Check Symbol	Check/Trace Number	Payment Date	Check FY	Vendor Code	Address Code	Schedule FY	Schedule Category	Schedule Type
<input type="radio"/>	AU7	4030	69320689	03/31/2017	2017	166002551	00001	2017	Treasury Disbursed Check	Corporate
<input type="radio"/>	AU7	4030	69320690	03/31/2017	2017	166002551	00002	2017	Treasury Disbursed Check	Corporate
<input type="radio"/>	AU7	4030	69320691	03/31/2017	2017	226002470	00003	2017	Treasury Disbursed Check	Corporate



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NOTE: If Treasury provided information about an Offset, continue to **Step 5**. If there is no Offset information to record, follow steps **Step 6-9**.

- Record Treasury’s Offset information in the **Offset Amount** section. Enter the Offset Amount and a description, if desired, in the **Offset Information** field. Select **Save**.

Figure 3: Offset Amount Section

– Offset Amount

Offset Amount

Offset Information

- Select the **Check Query Details** tab.
- Select the record to view the payment detail information.

Figure 4: Check Query Details

Check Query Summary | **Check Query Details**

1 - 1 of 1 results

Doc Typ	Doc Num	Item Ln #	Actg Ln #	Record Type
<input checked="" type="radio"/> UD	UD201703290032	0000	1	Principal

[View Document](#)

- Select **View Document** to view the payment document.
 - The payment document will appear in a new window.
- Select the X in the top right corner of the window to close the window.