



Pegasys Quick Reference Card

COMPLETED MATCH REVIEW QUERY

The Completed Match Review query allows a user to view completed matches that are ready for payment and check the status of payments authorized by the Automated Match process.

Users are able to search for documents in “Pending Approval” status and approve the match for payment generation.

Searching for Completed Match Awaiting Approval

1. Login to Pegasys and Navigate to Queries > Purchasing > Completed Match Review Query.
2. In the search criteria section, perform the following:
 - a. Check the 'Ready For Review' flag.
 - b. Enter the Document Number of the invoice in the document number field.
3. Select search.

Figure 1: Searching for Match

Completed Match Review Query

Search Criteria

Document Type

Document Number

Payment Amount

Currency Code

Disbursing Office

Invoice Number

Invoice Date

Contracts Number

Vendor Code

Vendor Name

Security Org

Status

Ready For Review

Form Pending Approval

Payment Canceled

Payment Corrected

Paid

Disbursement In Process

Disbursement Confirmed

Approved For Payment

Payment Deleted

Payment Rejected

Errors

Match Rejected

Disbursement Canceled

1 - 1 of 1 results

Document Type	Document Number	Payment Amount	Transaction Currency	Status	Vendor Code	Vendor Address Code	Vendor Name	Disbursing Office	Invoice Number	Invoice Date	Contracts Number	Security Org	Matched Amount	Matched Quantity
MF	MF201711270002	\$0.00	USD	Ready For Review	205967707	00001	YANCEY PROPERTIES LLC	AU7	3WAYINV	11/27/2017	3WAYTESTING	GSA	\$1,000.00	0.00000

4. Verify a match is returned in the item collection box.

Figure 2: Match is Found

1 - 1 of 1 results

Document Type	Document Number	Payment Amount	Transaction Currency	Status	Vendor Code	Vendor Address Code	Vendor Name	Disbursing Office	Invoice Number	Invoice Date	Contracts Number	Security Org	Matched Amount	Matched Quantity
MF	MF201711270002	\$0.00	USD	Ready For Review	205967707	00001	YANCEY PROPERTIES LLC	AU7	3WAYINV	11/27/2017	3WAYTESTING	GSA	\$1,000.00	0.00000



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Reviewing a 3-way Match

NOTE: Prior to reviewing a match, complete the “Searching for Completed Match Awaiting Approval” section and continue with the steps below.

1. Once search results are returned, select the Invoice in the item collections box. Once the document is selected, select [Details].

Figure 3: Completed Match Query Item Collection

Completed Match Review Query

Search Criteria

Document Type: MF201711270002

Document Number: MF201711270002

Payment Amount: \$0.00

Currency Code: USD

Disbursing Office: AU7

Invoice Number: 3WAYINV

Invoice Date: 11/27/2017

Contracts Number: 3WAYTESTING

Vendor Code: 205967707

Vendor Name: YANCEY PROPERTIES LLC

Security Org: GSA

[Search](#) [Clear](#)

Status

Ready For Review

Form Pending Approval

Payment Canceled

Payment Corrected

Paid

Disbursement In Process

Disbursement Confirmed

Approved For Payment

Payment Deleted

Payment Rejected

Errors

Match Rejected

Disbursement Canceled

1 - 1 of 1 results

Document Type	Document Number	Payment Amount	Transaction Currency	Status	Vendor Code	Vendor Address Code	Vendor Name	Disbursing Office	Invoice Number	Invoice Date	Contracts Number	Security Org	Matched Amount	Matched Quantity	Matched Award Fee Amount	Matched Fixed Fee Amount
MF	MF201711270002	\$0.00	USD	Ready For Review	205967707	00001	YANCEY PROPERTIES LLC	AU7	3WAYINV	11/27/2017	3WAYTESTING	GSA	\$1,000.00	0.000000	\$0.00	\$0.00

[Details](#) [Save](#) [View Document](#)

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2. Select [View Invoice], wait for the window to load and then minimize the window.
3. Select [View Order], wait for the window to load and then minimize the window.
4. Select [View Receipt], wait for the window to load and then minimize the window.

Figure 4: View Invoice/Order/Receipt Buttons

Invoice Document Match Detail

Document: MF

Document Number: MF201711270002

Doc Date:

Vendor Code: 205967707

Vendor Address Code: 00001

Vendor Name: YANCEY PROPERTIES LLI

Security Org: GSA

Invoice Number: 3WAYINV

Invoice Date: 11/27/2017

Contract Number: 3WAYTESTING

Doc Total: \$1,000.00

Matched Amount: \$1,000.00

Unmatched Amount: \$0.00

Closed Amount:

Matched Quantity: 0.000000

Unmatched Quantity: 0.000000

Matched Award Fee Amount: \$0.00

Unmatched Award Fee Amount: \$0.00

Matched Fixed Fee Amount: \$0.00

Unmatched Fixed Fee Amount: \$0.00

Matched Incentive Fee Amount: \$0.00

Unmatched Incentive Fee Amount: \$0.00

1 - 1 of 1 results

Order Doc Type	Order Doc Number	Receipt Doc Type	Receipt Doc Number	Receipt Invoice Number	Receipt Invoice Date	Matched Amount	Unmatched Amount	Closed Amount	Matched Quantity	Unmatched Quantity	Matched Award Fee Amount	Unmatched Award Fee Amount	Matched Fixed Fee Amount	Unmatched Fixed Fee Amount	Matched Incentive Fee Amount
PN	PN2017112700	RW	RW2017112700	3WAYINV	11/27/2017	\$1,000.00	\$0.00	\$0.00	0.000000	0.000000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

[View Invoice](#) [Invoice Line Detail](#) [View Order](#) [Order Detail](#) [View Receipt](#) [Receipt Detail](#)

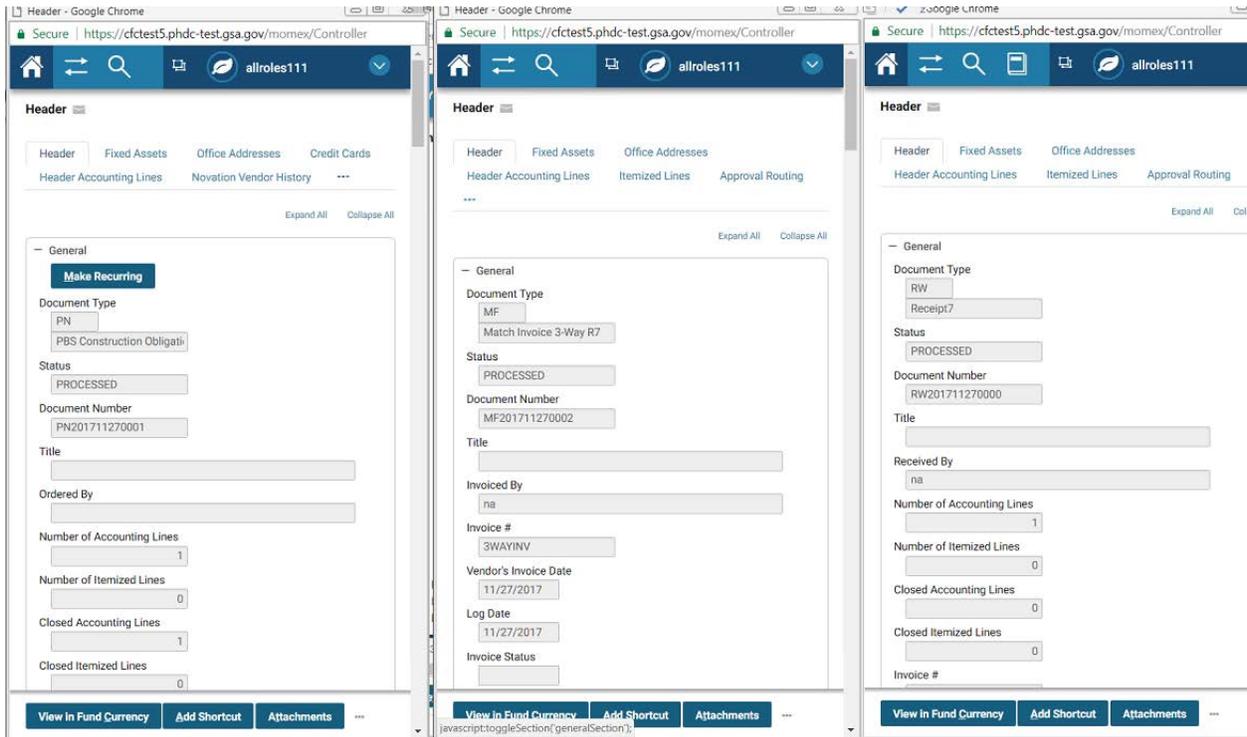
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OPTIONAL: Rearrange the windows to view the Vendor Information section for all three of these windows simultaneously.

Figure 5: Visibility of all Documents

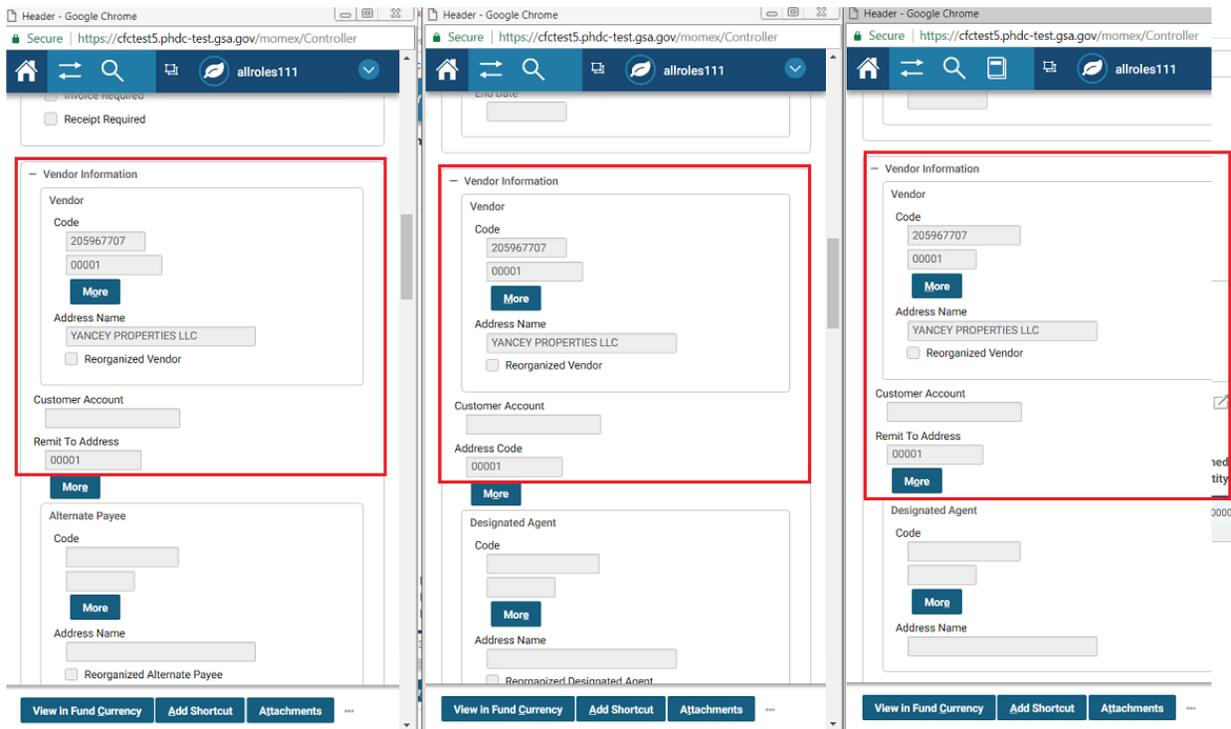


5. For each of these open documents, perform the following actions:
 - a. Scroll to the Vendor Information Section and Verify that the information matches across all three documents.



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Figure 6: Vendor Information Section for all 3 Documents

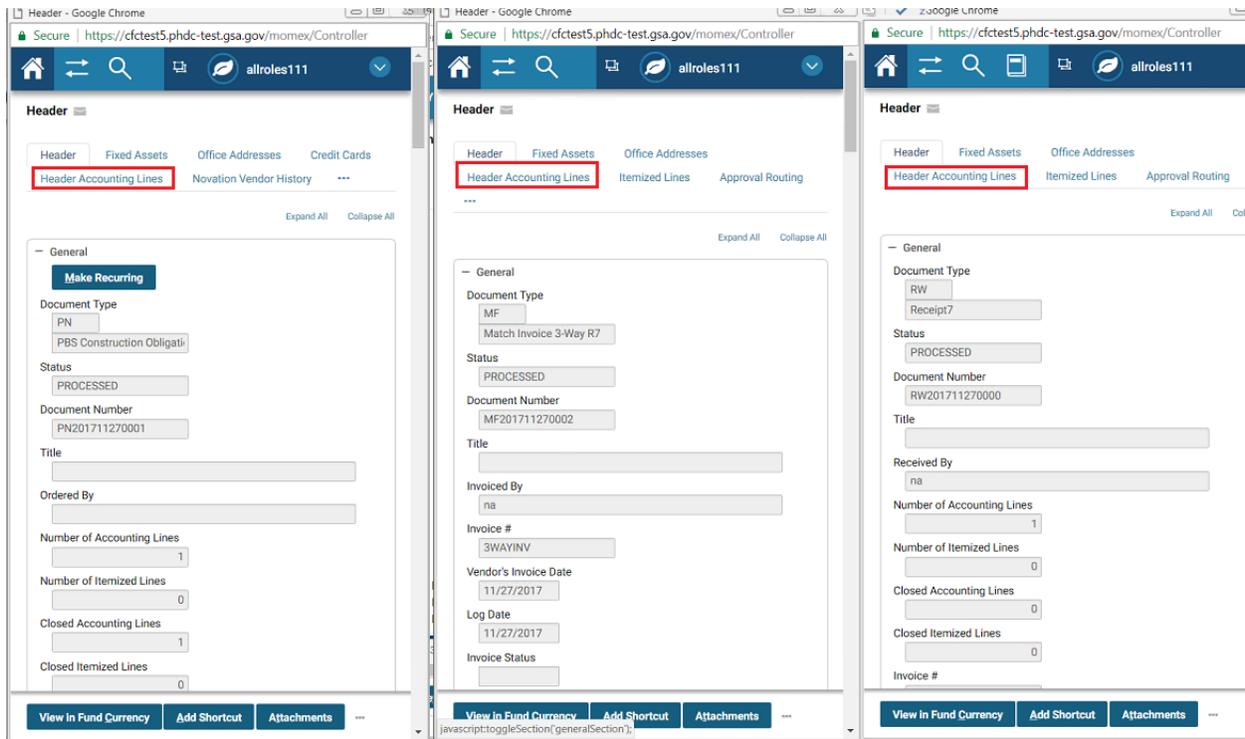


- b. Scroll to the top of the page and Select the Header Accounting Lines tab. Review data on the Header Accounting line.



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Figure 7: Header Accounting Lines tab

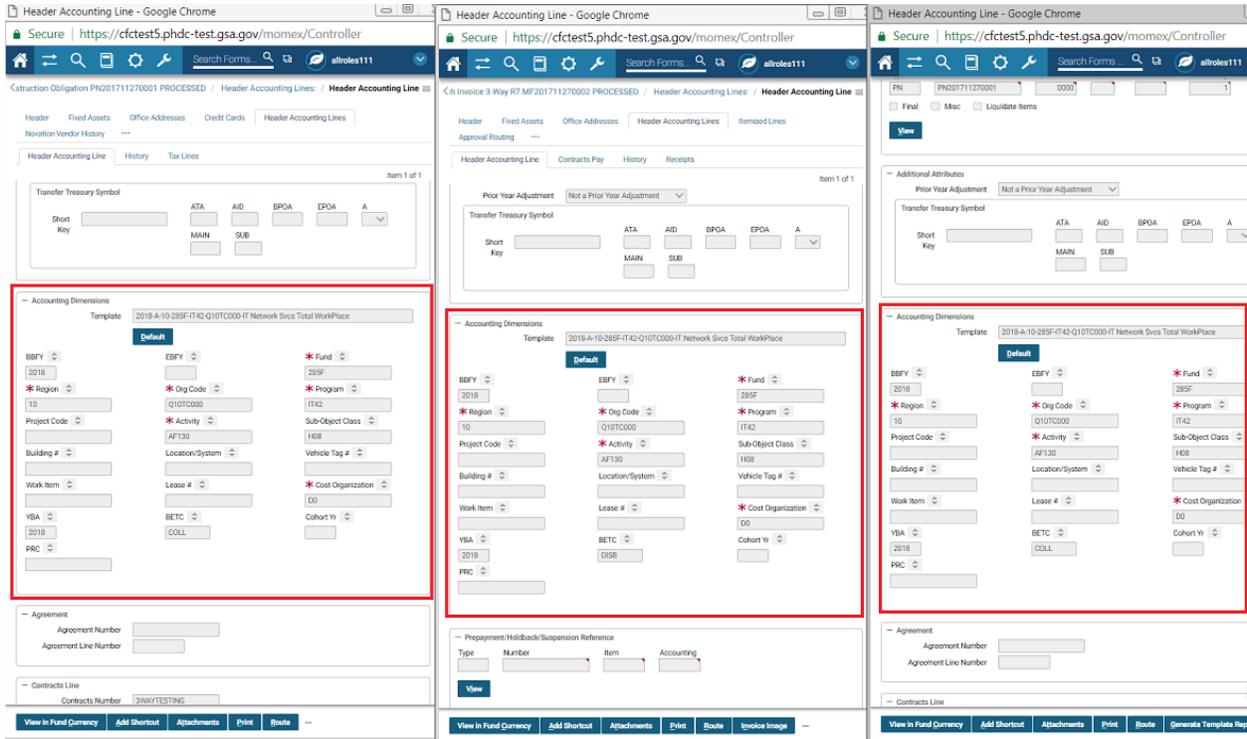


- c. Scroll to the Accounting Dimensions Section and Verify that the dimensions match across all three documents.



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Figure 8: Accounting Dimensions



Match has been reviewed, close all three windows.

Reviewing a 1-way Match

NOTE: Prior to reviewing a match, complete the “Searching for Completed Match Awaiting Approval” section and continue with the steps below.

1. Once search results are returned, select the Invoice in the item collections box. Once the document is selected, select [Details].



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Figure 9: Details Button on a Completed Match Review Query

Completed Match Review Query

Search Criteria

Document Type: DW Finance Direct Pay - Regi

Document Number: [input]

Payment Amount: [input]

Currency Code: [input]

Disbursing Office: AU7

Invoice Number: [input]

Invoice Date: [input]

Contracts Number: [input]

Vendor Code: [input]

Vendor Name: [input]

Security Org: [input]

[Search](#) [Clear](#)

Status

- Ready For Review
- Form Pending Approval
- Payment Canceled
- Payment Corrected
- Paid
- Disbursement In Process
- Disbursement Confirmed
- Approved For Payment
- Payment Deleted
- Payment Rejected
- Errors
- Match Rejected
- Disbursement Canceled

1 - 1 of 1 results

Document Type	Document Number	Payment Amount	Transaction Currency	Status	Vendor Code	Vendor Address Code	Vendor Name	Disbursing Office	Invoice Number	Invoice Date	Contracts Number	Security Org	Matched Amount	Matched Quantity	Matched Award Fee Amount	Matched Fixed Fee Amount
DW	DW2017112800	\$0.00	USD	Ready For Review	205967707	00001	YANCEY PROPERTIES LLC	AU7	5546978	11/28/2017		GSA	\$100.00	0.000000	\$0.00	\$0.00

[Details](#) [Save](#) [View Document](#)

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2. Select [View Invoice].

Figure 10: View Invoice Button

Invoice Document Match Detail

Document: DW

Document Number: DW2017112800

Doc Date: [input]

Vendor Code: 205967707

Vendor Address Code: 00001

Vendor Name: YANCEY PROPERTIES LL

Security Org: GSA

Invoice Number: 5546978

Invoice Date: 11/28/2017

Contract Number: [input]

Doc Total: \$100.00

Matched Amount: \$100.00

Unmatched Amount: \$0.00

Closed Amount: [input]

Matched Quantity: 0.000000

Unmatched Quantity: 0.000000

Matched Award Fee Amount: \$0.00

Unmatched Award Fee Amount: \$0.00

Matched Fixed Fee Amount: \$0.00

Unmatched Fixed Fee Amount: \$0.00

Matched Incentive Fee Amount: \$0.00

Unmatched Incentive Fee Amount: \$0.00

1 - 1 of 1 results

Order Doc Type	Order Doc Number	Receipt Doc Type	Receipt Doc Number	Receipt Invoice Number	Receipt Invoice Date	Matched Amount	Unmatched Amount	Closed Amount	Matched Quantity	Unmatched Quantity	Matched Award Fee Amount	Unmatched Award Fee Amount	Matched Fixed Fee Amount	Unmatched Fixed Fee Amount	Matched Incentive Fee Amount	Unmatched Incentive Fee Amount
						\$100.00	\$0.00	\$0.00	0.000000	0.000000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

[View Invoice](#) [Invoice Line Detail](#)

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3. Select [Invoice Image] to open a hardcopy of the invoice to compare with the invoice on Pegasys.



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Figure 11: Invoice Image Button

The screenshot displays the Pegasys system interface for an invoice. The top navigation bar includes 'Header', 'Fixed Assets', 'Office Addresses', 'Header Accounting Lines', 'Itemized Lines', and 'Approval Routing'. The main content area is divided into two sections: 'General' and 'Vendor Information'. The 'General' section contains fields for Document Type (DW - Finance Direct Pay - Reg), Status (PROCESSED), Document Number (DW20171128000), Title, Invoiced By (jns), Invoice # (5546978), Vendor's Invoice Date (11/28/2017), Log Date (11/28/2017), Invoice Status, Invoice Status Reason, Rejection Comments, Created by (altrioles111), and Last Modified by (altrioles111). The 'Vendor Information' section includes Vendor Code (205967707), Address Name (YANCEY PROPERTIES LLC), and Designated Agent Code. The bottom navigation bar contains buttons for 'View in Fund Currency', 'Add Shortcut', 'Attachments', 'Print', 'Route', and 'Invoice Image', with the 'Invoice Image' button highlighted by a red box.

Approving Match and Confirming Payment Generation

NOTE: Prior to reviewing a match, complete the “Searching for Completed Match Awaiting Approval” section and continue with the steps below.

1. Once the search results are returned, Verify that the Status is “Ready for Review”.
2. Select the Invoice in the item collections box and change the status in the Match Action section to APPROVE MATCH.



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Figure 12: Status Approve Match

General Information

Document Type: MF
 Document Number: MF201711270002
 Disbursing Office: AU7
 Invoice Number: 3WAYINV
 Invoice Date: 11/27/2017
 Contracts Number: 3WAYTESTING

Invoice Exceeds Receipt
 Unit Price Mismatch
 Vendor Mismatch

Last Modified By: All Roles 111 CGI
 Modification Date: 11/27/2017

Vendor: Vendor Code, Vendor Name

Match Amount Information

Payment Amount: \$0.00
 Matched Amount: \$1,000.00
 Matched Quantity: 0.000000
 Matched Award Fee Amount: \$0.00
 Matched Fixed Fee Amount: \$0.00
 Matched Incentive Fee Amount: \$0.00

Match Action

Status: APPROVE MATCH

APPROVE MATCH
 REJECT MATCH
 Ready For Review
 Payment Deleted
 Payment Canceled
 Payment Rejected
 Payment Corrected
 Errors
 Paid
 Disb In Process

Payment Adjustment Details

Payment Adjustment Code
 Additional Information

Disbursing Info

Disbursement Method
 Disbursement Date

Payment Type
 Schedule Number

3. Select [Save].

Figure 13: Save button

Completed Match Review Query

Currency Code
 Disbursing Office
 Invoice Number
 Invoice Date
 Contracts Number
 Vendor Code
 Vendor Name
 Security Org

Search Clear

Payment Canceled
 Payment Rejected
 Errors
 Match Rejected
 Disbursement Canceled

1 - 1 of 1 results

Document Type	Document Number	Payment Amount	Transaction Currency	Status	Vendor Code	Vendor Address Code	Vendor Name	Disbursing Office	Invoice Number	Invoice Date	Contracts Number	Security Org	Matched Amount	Matched Quantity
MF	MF201711270002	\$0.00	USD	Approved For Payment	205967707	00001	YANCEY PROPERTIES LLC	AU7	3WAYINV	11/27/2017	3WAYTESTING	GSA	\$1,000.00	0.000000

Details Save View Document

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Expand All

General Information

4. Verify that the “Action was successful” message is returned.



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Figure 14: Action Was Successful Message

1 - 1 of 1 results

ⓘ Action was successful.

Completed Match Review Query

Search Criteria

Document Type

Document Number MF201711270002

Payment Amount

Currency Code

Disbursing Office

Invoice Number

Invoice Date

Contracts Number

Vendor Code

Vendor Name

Security Org

Status

Ready For Review

Form Pending Approval

Payment Canceled

Payment Corrected

Paid

Disbursement In Process

Disbursement Confirmed

Approved For Payment

Payment Deleted

Payment Rejected

Errors

Match Rejected

Disbursement Canceled

1 - 1 of 1 results

Document Type	Document Number	Payment Amount	Transaction Currency	Status	Vendor Code	Vendor Address Code	Vendor Name	Disbursing Office	Invoice Number	Invoice Date	Contracts Number	Security Org
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- The next time OAIMPGEN runs in production it will pick up all Approved for Payment matches.