



# Pegasys Quick Reference Guide

## Reconcile a Bank Statement Line to a Credit Card Log:

### Intro

- A credit card user conducts all reconciliation actions within the Statement Reconciliation Notebook.
- When a credit card statement is received from the bank, the following batch jobs are run:
  - The Statement Load batch job loads the bank statement into Pegasys.
  - The Email Notification batch job notifies cardholders when new charges are loaded into their reconciliation notebook.
  - The Prepayment batch job creates a payment to the bank. The batch job will pay the charges from each user's default accounting template prior to the auto reconciliation batch job.

**NOTE:** Default accounting templates will begin with “CC” (ex: CC-192X-PG61-P00Y0001-PG901-619).

- The Auto Reconciliation batch job attempts to reconcile the statement to any credit card logs that have been entered into Pegasys.
- Once the Reconciliation batch job has been run, the user needs to manually reconcile the statement lines that were not auto-reconciled.
- Fields denoted with a red star are mandatory for Pegasys processes but may not include all fields required by GSA policy.
- For detailed information, please refer to the Credit Card Reconciliation Process section of the Credit Card User Guide.

### GSA Policy

- Reconcile logs to appropriate bank statement lines. Failure to do so will result in a **DOUBLE OBLIGATION**.
- Allow unlimited changes to bank statement lines after reconciliation or after a transfer of funds to the indicated accounting strip.
- Amend the credit card log if the bank statement line is unreconciled from a credit card log because of incorrect accounting information.
- Do not use the Approve or Reject actions. GSA does not use that functionality.

### Unreconcile a Defaulted Bank Statement Line

1. In the **Statement Activity** section, select the Defaulted statement line.



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2. Select the ellipsis (...) button.
3. Select **Actions**.
4. Select **Unreconcile All**.

### Reconcile a Bank Statement Line to a Credit Card Log

The following steps describe how to “manually” reconcile a bank statement line to an existing Credit Card Log document.

1. Select **Transactions** → **Credit Card** → **Statement Reconciliation Notebook** from the menu bar of the desktop. The Statement Reconciliation page is displayed.

**Figure 1: Statement Reconciliation Search Criteria**

#### Statement Reconciliation

Search Criteria

**Credit Card**

Items added: 0

ADRIENNELWIL7100  
ADRIENNERSIM3759  
ADRIENNERSIM4611  
ALANRRAUTENB3528  
ALANRRAUTENB6699  
ALFORDCBLAKE3421  
ALFORDCBLAKE4777

Add all Remove all

**Status**

Items added: 0

Loaded  
Available  
Suspended  
Defaulted  
Offset  
Pending Default  
Auto Reconciled

Add all Remove all

Approval Group

Card Status

Charge Date  To

**Search** **Clear** **View Disputes**

2. The credit cards that a user has security permissions to view will be displayed in the **Credit Card** box.
3. Select a **Credit Card** alias.
4. To narrow the search, select one or more status values. Use the CTRL key, select additional statuses then the Right Arrow to select more than one status.  
**NOTE:** An open search will not retrieve Paid statement lines. To search for a paid statement line, you must select and add the Paid status.
5. Select the **Search** button to display the credit card bank statement lines. The results matching the search criteria will be displayed.



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**Figure 2: Statement Reconciliation Credit Card Bank Statement Lines**

Statement Activity  
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<input type="checkbox"/> Alias	Line Number	Status	Charge/Credit	Charge Date	Vendor Name	Charge Amount	Reconciled Amount	Dispute Status	Dispute Amount	Dispute Unmatched Amount
<input type="checkbox"/> WENDYTHOMPS	10	Available	Charge	09/22/2017	XL MECHANICAL AND ENER	\$2,690.60	\$0.00	None	\$0.00	\$0.00
<input type="checkbox"/> WENDYTHOMPS	11	Available	Charge	09/22/2017	DION LOCKSMITH	\$162.00	\$0.00	None	\$0.00	\$0.00
<input type="checkbox"/> WENDYTHOMPS	12	Defaulted	Charge	09/22/2017	PIZZAGALLI PROPERTIES	\$945.06	\$945.06	None	\$0.00	\$0.00
<input type="checkbox"/> WENDYTHOMPS	13	Defaulted	Charge	09/22/2017	PIZZAGALLI PROPERTIES	\$2,062.11	\$2,062.11	None	\$0.00	\$0.00
<input type="checkbox"/> WENDYTHOMPS	9	Defaulted	Charge	09/22/2017	PREMIER AND COMPANIES, I	\$6.32	\$6.32	None	\$0.00	\$0.00
<input type="checkbox"/> WESLEYEBRUBA	12	Defaulted	Charge	05/24/2017	3M/RXPR 02112486 02112	\$159.00	\$159.00	None	\$0.00	\$0.00
<input type="checkbox"/> WENDYTHOMPS	3	Available	Charge	05/11/2017	CONTACT COMMUNICATIO	\$24.50	\$0.00	None	\$0.00	\$0.00
<input type="checkbox"/> WENDYTHOMPS	0	Defaulted	Charge	05/11/2017	METAVANTE-TDS CONV FEE	\$3.95	\$3.95	None	\$0.00	\$0.00
<input type="checkbox"/> WENDYTHOMPS	1	Defaulted	Charge	05/11/2017	TDS PAYMENT	\$124.50	\$124.50	None	\$0.00	\$0.00
<input type="checkbox"/> WENDYTHOMPS	2	Defaulted	Charge	04/10/2017	AUTOMATION AIDS INC.	\$257.11	\$257.11	None	\$0.00	\$0.00

Filter View Retrieve Transactions Actions Attachments 10 per page Page 1 of 3

- With a Defaulted statement line selected, select the ellipsis (...), then **Actions - Unreconcile All** button.
- The status of the statement line will change to Available in the **Statement Activity** section.

**Figure 3: Statement Reconciliation Available Statement Line Status**

Statement Activity  
1 - 10 of 237 results

<input type="checkbox"/> Alias	Line Number	Status	Charge/Credit	Charge Date	Vendor Name	Charge Amount	Reconciled Amount	Dispute Status	Dispute Amount	Dispute Unmatched Amount
<input type="checkbox"/> WENDYTHOMPS	10	Available	Charge	09/22/2017	XL MECHANICAL AND ENER	\$2,690.60	\$0.00	None	\$0.00	\$0.00
<input type="checkbox"/> WENDYTHOMPS	11	Available	Charge	09/22/2017	DION LOCKSMITH	\$162.00	\$0.00	None	\$0.00	\$0.00
<input checked="" type="checkbox"/> WENDYTHOMPS	12	Available	Charge	09/22/2017	PIZZAGALLI PROPERTIES	\$945.06	\$0.00	None	\$0.00	\$0.00

- In the **Statement Activity** section, ensure the “Available” statement line is selected.
- Select the **Retrieve Transactions** button.
- The **Transaction/Accounting Activity** section will open Credit Card Log documents associated with the alias of the credit card user. Select the appropriate transaction for the reconciliation.
- In the **Transactions/Accounting** section, enter a **Reconciliation Amount**.



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### Figure 4: Statement Reconciliation - Reconciliation Amount

Transaction/Accounting Activity  
1 - 10 of 16 results

<input type="checkbox"/> Alias	Bulk	Type of Activity	Reconciliation Amount	Accounting Template	Charge Date	Vendor Name	Line Amount	Unreconciled Amount	Document Type	Doc Num	Item Ln #	Acctg Line Num
<input type="checkbox"/> WENDYTHOMP	No	Transaction	\$0.00	2017-P-01-192-P0125200-PG60	04/04/2017	GSA ADVANTAGE OFFICE SUPPLIES	\$250.86	\$45.00	CL	CL2129770	0000	1
<input checked="" type="checkbox"/> WENDYTHOMP	No	Transaction	\$945.06	2017-P-01-192-P0125200-PG60	04/04/2017	GSA ADVANTAGE OFFICE SUPPLIES	\$2,137.85	\$1,000.34	CL	CL2129775	0000	1

- In the Transactions/Accounting Activity section, select the **Actions** button and select **Reconcile**.
- In the **Statement Activity** section, the status of the statement line changes from Available to Reconciled. In the **Reconciliation Activity** section, the status is also Reconciled and the corresponding Credit Card Log document number appears.

### Figure 5: Statement Reconciliation Reconciled Status

Reconciliation Activity  
1 - 1 of 1 results

<input type="checkbox"/> Alias	Reconciliation Line Number	Status	Reconciliation Date	Reconciled Amount	Unreconciled Amount	Type	Doc Type	Doc Num	Item Ln #	Acctg Line Num	Accounting Template	Vendor Code	Address Code	Vi N
<input type="checkbox"/> WENDYTHOMP01535	2	Reconciled	11/10/2017	\$945.06	\$55.28	Transaction	CL	CL2129775	0000	1	2017-P-01-192-P0125200-PG60	440553234	00349	GI AL OF SL

View Unreconcile **Retrieve** 10 per page Page 1 of 1

**NOTE:** Selecting a reconciliation activity in the **Reconciliation Activity** section of the Statement Reconciliation Notebook and selecting **View**, then **Details**, will display the **Reconciliation Activity Details** page. This page now displays the Contract, Agreement, and Description sections.

- A message at the top of the desktop indicates that the reconciliation was successful.

### Figure 6: Statement Reconciliation Successful Message

Pegasys / Transactions / Credit Card / Statement Reconciliation

1 - 1 of 1 results

i Action Successful.

- The status of the statement line will change from Reconciled to Paid after the nightly credit card batch cycles are run and no errors are encountered.



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### Unreconcile and Re-reconcile Reconciled Bank Statement Lines

1. In the **Statement Activity** section, select the Reconciled Statement Line.
2. Select the ellipsis (...) button.
3. Select **Actions**.
4. Select **Unreconcile All**.
5. The charge line is now ready to be re-reconciled to a different credit card log.

### Unreconcile and Re-reconcile Paid Bank Statement Lines

1. In the **Statement Activity** section, select the Paid Statement Line.
2. Select the ellipsis (...) button.
3. Select **Actions**.
4. Select **Reopen Paid Line**.
5. This should move the Paid line back to Reconciled status.
6. Select the **Unreconcile All** button to bring the line to Available status.
7. The charge line is now ready to be re-reconciled to a different credit card log.