



# Pegasys Quick Reference Guide

## Re-Reconcile and Correct CL Accounting Dimensions: Introduction

When a credit card statement line has been Reconciled and Paid, but it was determined later that the accounting dimensions or template needs to be updated on the Order (CL or CT document), the following steps need to be taken:

1. Unreconcile the Paid statement lines' reconciliation activity.
2. Add Accounting Information and Reconcile the Available statement line to it.
3. Allow the nightly Credit Card Payment batch job to run. (Note: This reopens the credit card transaction, so that it can be corrected.)
4. Unreconcile the Paid statement lines' reconciliation activities again until the status is back to Available.
5. Correct the Credit Card log (CL) or Training Credit Card Log (CT) document. Copy the Header Accounting Line to create a second line. Open the original line and change the amount to \$0. Then open the new line and update the accounting dimensions/template as necessary. Then proceed to verify and process the document.
6. Allow the nightly Credit Card Automated Reconciliation batch job to run OR manually retrieve the transactions and Reconcile to the updated CL or CT document.
7. Allow the nightly Credit Card Payment batch job to run.

**The detailed steps are listed below.**

### Unreconcile Paid Charges

1. Select Transactions-Credit Card-Statement Reconciliation Notebook from the Pegasys menu bar.
2. Select the desired Credit Card from the Credit Card shuttle box.
3. Select **Paid** from the Status shuttle box.
4. Select **Search** to display the bank statement lines.
5. Find the statement line related to the CL or CT that needs to be updated.
6. Select **Actions** and **Reopen Paid Line**. Then select **Retrieve** in the **Reconciliation Activity** section and select the reconciliation activity in **Reconciled** status and select the **Unreconcile** button to bring back to an **Available** status.



## Pegasys Quick Reference Guide

7. The charges are now ready to be reconciled. The statement line status will change from **Paid** to **Available**.

### Reconcile a Statement Line Temporarily to an Accounting Strip

1. In the **Statement Activity** section, select the Available line to reconcile to an Accounting Strip.
2. In the **Transaction/Accounting** section, select **Add** and select **Accounting Information**.
3. A new line in the Transaction/Accounting section will be added with a Type of Activity of Accounting.
4. Enter an Accounting Template in the Template text box for that line.  
**NOTE:** This is not necessarily the template/dimensions that will be used on the updated CL. To search for an Accounting Template, select the **View** button and select **Details**. In the Accounting Dimensions group box, select the Template link and search for a template. Select the “X” in the top right corner to close the Details screen.
5. The system will default the Reconciliation Amount of the charge or credit.
6. With the line still selected in the **Transaction/Accounting** section, select the **Actions** button and choose **Reconcile**.

The status of the line in the Statement Activity section changes from Available to Reconciled.

### Credit Card Payment Batch Job and Unreconcile Paid Line

1. Follow regular procedures for allowing the nightly **Credit Card Payment batch job** to run, so that it picks up and creates a payment (CP). The statement line status will change to Paid.
2. Select **Transactions-Credit Card-Statement Reconciliation Notebook** from the Pegasys menu bar.
3. Select desired Credit Card from the Credit Card shuttle box.
4. Select Paid from the Status shuttle box.
5. Select **Search** to display the statement line.
6. Select the statement line related to the CL or CT that needs to be updated.
7. Select **Actions** and **Reopen Paid Line**. Then select **Retrieve** in the **Reconciliation Activity** section and select the reconciliation activity in **Reconciled** status and select the **Unreconcile** button to bring back to an Available status.



## Pegasys Quick Reference Guide

8. The charges are now ready to be Re-reconciled to the CL or CT (after updating). The statement line status will change from Paid to Available.

### Correct Credit Card Log (CL) or Training Credit Card Log (CT) to Update Accounting Dimensions

1. Select Transactions-Form/Document Selection from the Pegasys menu bar.
2. Search for the processed CL or CT (related to the statement line that needs the accounting dimensions updated) that will now be available to correct.
3. Select the processed document and select the **Correct** button.
4. Navigate to the Header Accounting Lines tab and select Line 1.
5. Select the **Copy** button to create **Line 2**.
6. Open **Line 1** and change the Ordered Current Amount to **\$0**.
7. Open **Line 2** and update the **Accounting Dimensions** section with the correct dimensions or template, as necessary.
8. Select **Verify** (and correct any errors, if they exist) and **Submit**.  
A Prch-Credit Card approval is required. Document needs to go through an approver before the status is updated to Processed.

### Re-reconcile to CL or CT and Payment

1. The updated CL or CT document and Available statement line should now both be ready to re-reconcile. This reconciliation can be done in one of two ways:
  - a. Let the nightly Credit Card Automated Reconciliation job run.
  - b. Manually reconcile the statement line to the available CL or CT within the Statement Reconciliation Notebook.
2. If the manual option is taken: Select **Transactions-Credit Card-Statement Reconciliation Notebook** from the Pegasys menu bar.
3. Select the desired Credit Card from the Credit Card shuttle box.
4. Select **Available** from the Status shuttle box.
5. Select **Search** to display the bank statement lines.
6. Select the appropriate statement line and select **Retrieve-Transactions**.
7. Select the same (updated) CL or CT document from the **Transaction/Accounting** section.



## Pegasys Quick Reference Guide

8. Enter the full Reconciliation Amount and select **Actions-Reconcile**. The statement line status will change from Available to Reconciled.
9. Follow regular procedures for allowing the nightly **Credit Card Payment batch job** to run, so that it creates a new payment (CP) for the new reconciliation. Within the **Reconciliation Notebook**, the statement line status will change to **Paid** and the Reconciliation Activity will display the same CL or CT Doc type and Doc Num, but with the Log/Acctg Line Num of 2 (instead of 1).

## 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.
- Convenience checks and fee transactions should be reconciled to a credit card log rather than to an accounting strip.
- Use Vendor Code **460358360** for all convenience check fees.

## Pegasys Resources

- Functional Coordinator
- Service Representative
- Pegasys Web Site
- <https://pegasys-phdc.gsa.gov/momex?alt-idp-id=SECAUTHPROD>
- Pegasys User Guide
- Quick Reference Guides
- IT Service Desk:  
[OCFOServiceDesk@gsa.gov](mailto:OCFOServiceDesk@gsa.gov)  
1-866-450-6588