General Services Administration

Finance Pegasys 7.8

User Guide

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2 of 3

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Guide Summary

The Finance User Guide is divided into three documents, which contain the following sections. This is Document 2.

Document 1

- Section 1: How do I Use this Guide?
- Section 2: Pegasys Homepage & Navigation
- Section 3: Direct Payment Invoice
- Section 4: Invoice Documents
- Section 5: Automated Match Queries
- Section 6: Payment Authorization Documents
- Section 7: Finance Reports
- Section 8: Novations
- Section 9: Replace Values
- Section 10: Pegasys Capitalization Procedures
- Section 11: Pegasys Judgment Claims Process

Document 2

- **Section 12: Purchasing Public Debt**
- **Section 13: Refund Payment Procedures**
- **Section 14: Special Payment Procedures**
- **Section 15: How do I Record Payment Credits in Pegasys?**
- **Section 16: How do I Record Prior Year Cost Transfers in Pegasys?**
- **Section 17: How do I Record Bounced Checks in Pegasys?**
- **Section 18: PBS Construction Contracts Procedures**
- **Section 19: General Ledger**
- **Section 20: Propagate Component TSYM System Wide**
- **Section 21: IPP Procedures**
- **Section 22: ITS Foreign Invoice and Payment Procedures**

Document 3

- Section 23: Appendix A: Field Descriptions
- Section 24: Appendix B: Finance Direct Pay Checklist

- Section 25: Appendix C: Document Types
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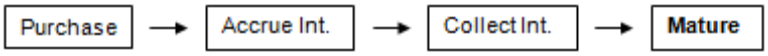
12 Purchasing Public Debt

12.1 Purchase at Par Value with Accrued Interest

Figure 1: Purchase at Par Value with Accrued Interest



12.1.1 How do I Record the Purchase of an Investment at Par Value with Accrued Interest?

To record the purchase of an investment at par value with accrued interest at the time of the purchase, create a two-line SV document in Pegasys.

- Line 1 - Record the purchase price par value amount with document type IA and transaction type 01. The dollar amount used for this line is the par value of the investment.
- Line 2 - Record the entries for the purchase of accrued interest (for amortized funds) by using document type IA and transaction type 05 **OR** 06 (for non-amortized funds). The dollar amount used for this line is the amount of accrued interest purchased with the investment at the time of purchase.

12.1.2 How do I Accrue Other Interest?

To accrue other interest, create a single line SV document in Pegasys.

- Line 1 - Record the accrual of other interest with document type IA and transaction type 07. The dollar amount used for this line is the newly accrued interest amount on the investment.

12.1.3 How do I Collect Interest?

To record the collection of Interest, create a single line SV in Pegasys.

- Line 1 - Record the entries for the collection of interest (previously accrued) with document type IA transaction type 08 **OR** 09 (for interest not previously accrued). The dollar amount used for this line is the current interest collected using document type IA and transaction type 08 for the amount that was previously accrued and transaction type 09 for the amount that was not previously accrued. If a portion of the interest collected was previously accrued and a portion was not previously accrued, the document will need two lines. The first line will be the amount that was previously accrued using document type IA and transaction type 08 and the second line will be the amount that was not previously accrued using IA09.

12.1.4 How do I Record the Maturation of an Investment?

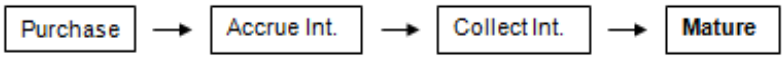
To record the maturation of an investment, create a single line SV in Pegasys.

- Line 1 - Record the maturity of the Investment at Par value with document type IA and transaction type 11. The dollar amount used for this line is the par value of the investment.

12.2 Purchase at Par Value without Accrued Interest

A Blanket Purchase Agreement with Limitations is created in Pegasys, by completing a **Purchase Request**. The **PR** commits the funds and reduces your budget's available balance (for obligation and used funds). When creating or modifying a BPA, information such as vendor, which is normally not required on a **PR** will be required.

Figure 2: Purchase at Par Value without Accrued Interest



12.2.1 How do I Purchase an Investment at Par Value without Accrued Interest?

To record the purchase of an investment at par value, create a single line SV document in Pegasys.

- Line 1 - Record the principal purchase price with document type IA and transaction type 01. The dollar amount used for this line is the par value of the investment.

12.2.2 How do I Accrue Other Interest?

To accrue other interest, create a single line SV document in Pegasys.

- Line 1 - Record the accrual of other interest with document type IA and transaction type 07. The dollar amount used for this line is the newly accrued interest amount on the investment.

12.2.3 How do I Collect Interest?

To record the collection of Interest, create a single/multi line SV in Pegasys.

- Line 1 - Record the entries for the collection of interest (previously accrued) with document type IA and transaction type 08 **OR** 09 (for interest not previously accrued). The dollar amount used for this line is the current interest collected using transaction type 08 for the amount that was previously accrued and 09 for the amount that was not previously accrued. If a portion of the interest collected was previously accrued and a portion was not previously accrued, the document will need two lines. The first line will be the amount that was previously accrued using transaction type 08 and the second line will be the amount that was not previously accrued using transaction type 09.

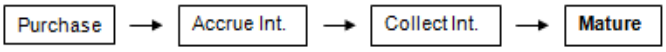
12.2.4 How do I Record the Maturation of an Investment?

To record the maturation of an investment, create a single line SV in Pegasys.

- Line 1 - Record the maturity of the Investment at Par value with document type IA and transaction type 11. The dollar amount used for this line is the par value of the investment.

12.3 Purchase at Premium with Accrued Interest not Amortizing the Premium

Figure 3: Purchase at Premium with Accrued Interest not Amortizing the Premium



12.3.1 How do I Purchase an Investment at Premium with Accrued Interest?

To record the purchase of an investment at a premium with accrued interest, create a three-line SV document in Pegasys.

- Line 1 - Record the principal purchase price with document type IA and transaction type 01. The dollar amount used for this line is the par value of the investment.
- Line 2 - Record the entries for the purchase of accrued interest with document type IA and transaction type 06. The dollar amount used for this line is the amount of accrued interest purchased with the investment at the time of purchase.
- Line 3 - Record the entries for the premium with document type IA and transaction type 03. The dollar amount used for this line is the amount of premium paid for the investment.

12.3.2 How do I Accrue Other Interest?

To accrue other interest, create a single line SV document in Pegasys.

- Line 1 - Record the accrual of other interest with document type IA transaction type 07. The dollar amount used for this line is the newly accrued interest amount on the investment.

12.3.3 How do I Collect Interest?

To record the collection of Interest, create a single/multi line SV in Pegasys.

- Line 1 - Record the entries for the collection of interest (previously accrued) with document type IA and transaction type 08 **OR** 09 (for interest not previously accrued). The dollar amount used for this line is the current interest collected using transaction type 08 for the amount that was previously accrued and 09 for the amount that was not previously accrued. If a portion of the interest collected was previously accrued and a portion was not previously accrued, the document will need two lines. The first line will

be the amount that was previously accrued using transaction type 08 and the second line will be the amount that was not previously accrued using transaction type 09.

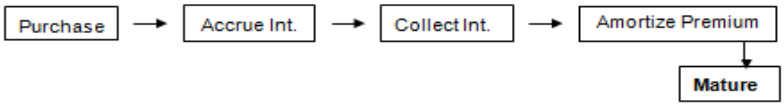
12.3.4 How do I Record the Maturation of an Investment?

To record the maturation of an investment, create a two line SV in Pegasys.

- Line 1 - Record the maturity of the Investment at Par value with document type IA transaction type 11. The dollar amount used for this line is the par value of the investment.
- Line 2 - Record the premium maturity with document type IA and transaction type 12. The dollar amount used for this line is the amount of premium paid for the investment.

12.4 Purchase at Premium with Accrued Interest Amortizing the Premium

Figure 4: Purchase at Premium with Accrued Interest Amortizing the Premium



12.4.1 How do I Purchase an Investment at Premium with Accrued Interest at time of purchase and amortize the premium?

To record the purchase of an investment at a premium with accrued interest and also amortize the premium, create a three-line SV document in Pegasys.

- Line 1 - Record the principal purchase price with document type IA and transaction type 01. The dollar amount used for this line is the par value of the investment.
- Line 2 - Record the entries for the purchase of accrued interest with document type IA and transaction type 05. The dollar amount used for this line is the amount of accrued interest purchased with the investment at the time of purchase.
- Line 3 - Record the entries for the premium with document type IA and transaction type 02. The dollar amount used for this line is the amount of premium paid for the investment.

12.4.2 How do I Accrue Other Interest?

To accrue other interest, create a single line SV document in Pegasys.

- Line 1 - Record the accrual of other interest with document type IA and transaction type 07. The dollar amount used for this line is the newly accrued interest amount on the investment.

12.4.3 How do I Collect Interest (All)?

To record the collection of Interest, create a single/multi line SV in Pegasys.

- Line 1 - Record the entries for the collection of interest (previously accrued) with document type IA and transaction type 08 **OR** 09 (for interest not previously accrued). The dollar amount used for this line is the current interest collected using transaction type 08 for the amount that was previously accrued and 09 for the amount that was not previously accrued. If a portion of the interest collected was previously accrued and a portion was not previously accrued, the document will need two lines. The first line will be the amount that was previously accrued using transaction type 08 and the second line will be the amount that was not previously accrued using transaction type 09.

12.4.4 How do I Amortize the Premium?

To amortize the premium, create a single line SV in Pegasys.

- Line 1 - Record the amortization of the premium with document type IA and transaction type 10 with a **Decrease** indicator. The dollar amount used for this line is the amount of premium paid for the investment.

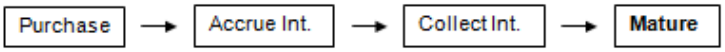
12.4.5 How do I Record the Maturation of an Investment?

To record the maturation of an investment, create a two-line SV in Pegasys.

- Line 1 - Record the maturity of the Investment at Par value with document type IA and transaction type 11. The dollar amount used for this line is the par value of the investment.
- Line 2 - Record the premium maturity with document type IA and transaction type 12. The dollar amount used for this line is the amount of premium paid for the investment.

12.5 Purchase at Premium without Accrued Interest not amortizing the Premium

Figure 5: Purchase at Premium without Accrued Interest not Amortizing the Premium



12.5.1 How do I Purchase an Investment at Premium without Accrued Interest at time of purchase and amortize the premium?

To record the purchase of an investment at a premium with accrued interest and also amortize the premium, create a two-line SV document in Pegasys.

- Line 1 - Record the principal purchase price with document type IA and transaction type 01. The dollar amount used for this line is the par value of the investment.
- Line 2 - Record the entries for the premium with document type IA and transaction type 02. The dollar amount used for this line is the amount of premium paid for the investment.

12.5.2 How do I Accrue Other Interest?

To accrue other interest, create a single line SV document in Pegasys.

- Line 1 - Record the accrual of other interest with document type IA and transaction type 07. The dollar amount used for this line is the newly accrued interest amount on the investment.

12.5.3 How do I Collect Interest?

To record the collection of Interest, create a single/multi line SV in Pegasys.

- Line 1 - Record the entries for the collection of interest (previously accrued) with document type IA and transaction type 08 **OR** 09 (for interest not previously accrued). The dollar amount used for this line is the current interest collected using transaction type 08 for the amount that was previously accrued and 09 for the amount that was not previously accrued. If a portion of the interest collected was previously accrued and a portion was not previously accrued, the document will need two lines. The first line will be the amount that was previously accrued using transaction type 08 and the second line will be the amount that was not previously accrued using 09.

12.5.4 How do I Record the Maturation of an Investment?

To record the maturation of an investment, create a two-line SV in Pegasys.

- Line 1 - Record the maturity of the Investment at Par value with document type IA and transaction type 11. The dollar amount used for this line is the par value of the investment.
- Line 2 - Record the premium maturity with document type IA and transaction type 12. The dollar amount used for this line is the amount of premium paid for the investment.

12.6 Purchase investment at a Premium without Accrued Interest amortizing the Premium

Figure 6: Purchase Investment at a Premium without Accrued Interest Amortizing the Premium

12.6.1 How do I Purchase an Investment at a Premium with Accrued Interest at time of purchase and amortize the premium?

To record the purchase of an investment at a premium with accrued interest and also amortize the premium, create a two-line SV document in Pegasys.

- Line 1 - Record the principal purchase price with document type IA and transaction type 01. The dollar amount used for this line is the par value of the investment.
- Line 2 - Record the entries for the premium with document type IA and transaction type 02. The dollar amount used for this line is the amount of premium paid for the investment.

12.6.2 How do I Accrue Other Interest?

To accrue other interest, create a single line SV document in Pegasys.

- Line 1 - Record the accrual of other interest with document type IA and transaction type 07. The dollar amount used for this line is the newly accrued interest amount on the investment.

12.6.3 How do I Collect Interest?

To record the collection of Interest, create a single/multi line SV in Pegasys.

- Line 1 - Record the entries for the collection of interest (previously accrued) with document type IA and transaction type 08 **OR** 09 (for interest not previously accrued). The dollar amount used for this line is the current interest collected using transaction type 08 for the amount that was previously accrued and 09 for the amount that was not previously accrued. If a portion of the interest collected was previously accrued and a portion was not previously accrued, the document will need two lines. The first line will be the amount that was previously accrued using transaction type 08 and the second line will be the amount that was not previously accrued using 09.

12.6.4 How do I Amortize the Premium?

To amortize the premium, create a single line SV in Pegasys.

- Line 1 - Record the amortization of the premium with document type IA and transaction type 10 with a **Decrease** indicator. The dollar amount used for this line is the amount of premium paid for the investment.

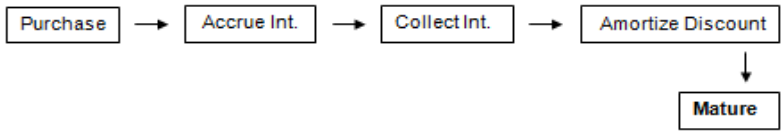
12.6.5 How do I Record the Maturation of an Investment?

To record the maturation of an investment, create a two-line SV in Pegasys.

- Line 1 - Record the maturity of the Investment at Par value with document type IA and transaction type 11. The dollar amount used for this line is the par value of the investment.
- Line 2 - Record the premium maturity with document type IA and transaction type 12. The dollar amount used for this line is the amount of premium paid for the investment.

12.7 Purchase investment at a Discount with Accrued Interest amortizing the Discount

Figure 7: Purchase Investment at a Discount with Accrued Interest Amortizing the Discount



12.7.1 How do I Purchase an Investment at a Discount with Accrued Interest at time of purchase and amortize the discount?

To record the purchase of an investment at a premium with accrued interest and also amortize the premium, create a three-line SV document in Pegasys.

- Line 1 - Record the principal purchase price with document type IA and transaction type 01. The dollar amount used for this line is the par value of the investment.
- Line 2 - Record the entries for the purchase of accrued interest with document type IA and transaction type 05. The dollar amount used for this line is the amount of accrued interest purchased with the investment at the time of purchase.
- Line 3 - Record the entries for the discount with document type IA and transaction type 04. The dollar amount used for this line is the amount of the discount given with the purchase of the investment.

12.7.2 How do I Accrue Other Interest?

To accrue other interest, create a single line SV document in Pegasys.

- Line 1 - Record the accrual of other interest with document type IA and transaction type 07. The dollar amount used for this line is the newly accrued interest amount on the investment.

12.7.3 How do I Collect Interest?

To record the collection of Interest, create a single/multi line SV in Pegasys.

- Line 1 - Record the entries for the collection of interest (previously accrued) with document type IA and transaction type 08 **OR** 09 (for interest not previously accrued). The dollar amount used for this line is the current interest collected using transaction type 08 for the amount that was previously accrued and 09 for the amount that was not previously accrued. If a portion of the interest collected was previously accrued and a portion was not previously accrued, the document will need two lines. The first line will be the amount that was previously accrued using transaction type 08 and the second line will be the amount that was not previously accrued using transaction type 09.

12.7.4 How do I Amortize the Discount?

To amortize the discount, create a single line SV in Pegasys.

- Line 1 - Record the amortization of the discount with document type IA and transaction type 10. The dollar amount used for this line is the amount of the discount given with the purchase of the investment.

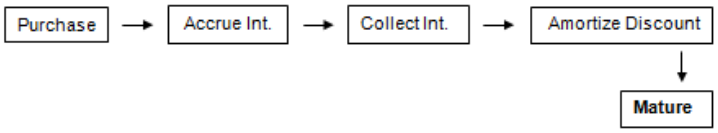
12.7.5 How do I Record the Maturation of an Investment?

To record the maturation of an investment, create a two-line SV in Pegasys.

- Line 1 - Record the maturity of the Investment at Par value with document type IA and transaction type 11. The dollar amount used for this line is the par value of the investment.
- Line 2 - Record the discount maturity with document type IA and transaction type 14. The dollar amount used for this line is the amount of the discount given with the purchase of the investment.

12.8 Purchase at Discount without Accrued Interest Amortizing the Discount

Figure 8: Purchase at Discount without Accrued Interest Amortizing the Discount



12.8.1 How do I Purchase an Investment at Discount with Accrued Interest at time of purchase and amortize the discount?

To record the purchase of an investment at a discount with accrued interest and also amortize the discount, create a two-line SV document in Pegasys.

- Line 1 - Record the principal purchase price with document type IA and transaction type 01. The dollar amount used for this line is the par value of the investment.
- Line 2 - Record the entries for the discount with document type IA and transaction type 04. The dollar amount used for this line is the amount of the discount given with the purchase of the investment.

12.8.2 How do I Accrue Other Interest?

To accrue other interest, create a single line SV document in Pegasys.

- Line 1 - Record the accrual of other interest with document type IA and transaction type 07. The dollar amount used for this line is the newly accrued interest amount on the investment.

12.8.3 How do I Collect Interest?

To record the collection of Interest, create a single/multi line SV in Pegasys.

- Line 1 - Record the entries for the collection of interest (previously accrued) with document type IA and transaction type 08 **OR** 09 (for interest not previously accrued). The dollar amount used for this line is the current interest collected using transaction type 08 for the amount that was previously accrued and 09 for the amount that was not previously accrued. If a portion of the interest collected was previously accrued and a portion was not previously accrued, the document will need two lines. The first line will be the amount that was previously accrued using transaction type 08 and the second line will be the amount that was not previously accrued using 09.

12.8.4 How do I Amortize the Discount?

To amortize the discount, create a single line SV in Pegasys.

- Line 1 - Record the amortization of the discount with document type IA and transaction type 10. The dollar amount used for this line is the amount of the discount given with the purchase of the investment.

12.8.5 How do I Record the Maturation of an Investment?

To record the maturation of an investment, create a two-line SV in Pegasys.

- Line 1 - Record the maturity of the Investment at Par value with document type IA and transaction type 11. The dollar amount used for this line is the par value of the investment.
- Line 2 - Record the discount maturity with document type IA and transaction type 14. The dollar amount used for this line is the amount of the discount given with the purchase of the investment.

13 Refund Payment Procedures

Refund Payments are processed in Pegasys. Refunds can be recorded against known Funds (i.e., 262X, 110) or against Deferred Funds such as 206X, 207X, or 197X. Step-by-step instructions for recording Refund Payments are listed below.

13.1 How do I Process a Refund Against a Known Fund?

The refund process in Pegasys begins with the creation of a Direct Pay Match Invoice document. Once the Direct Pay Match Invoice has been processed, the document will run through the Automated Match (AM) Batch Job and create a payment. The payment will then be disbursed for the amount listed on the Match Invoice to the designated vendor. Please refer to **Table 1** below, for a listing of Refund Reasons and associated Document Types.

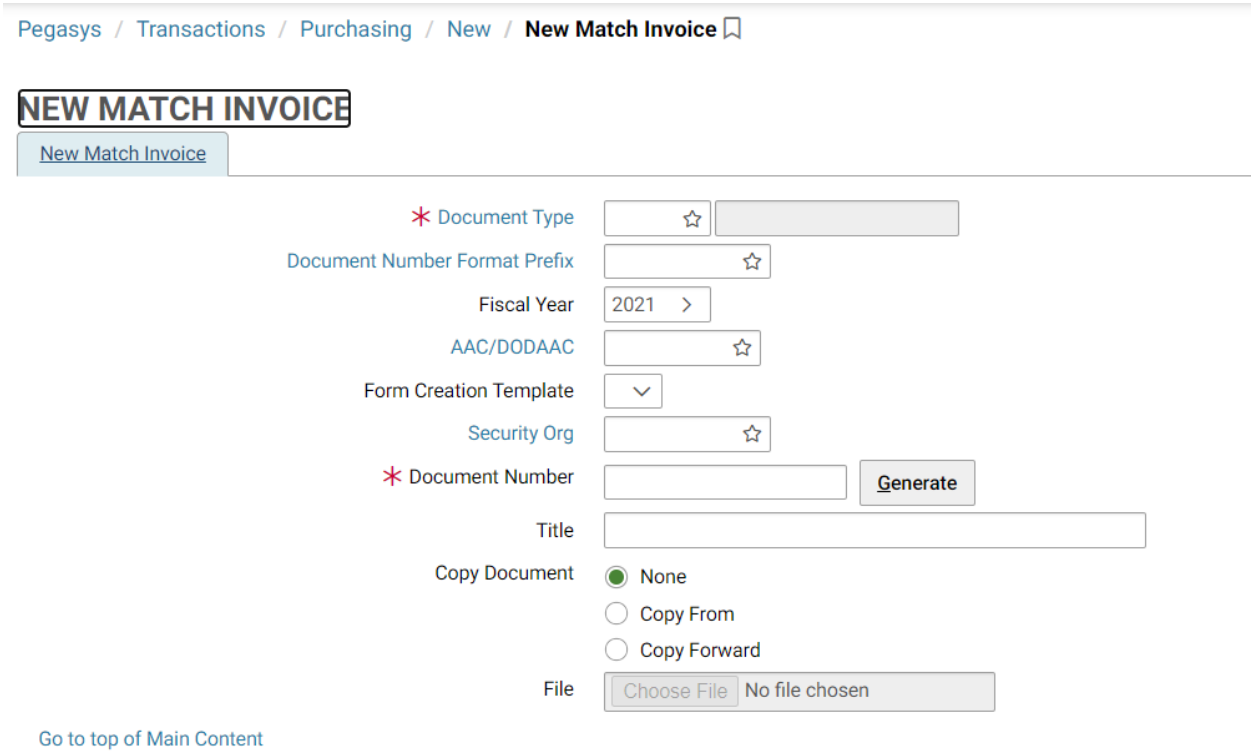
Table 1: Fund Refunds Document Type Table

Refund Reason	**Document Type**
A/R Reclassification	E3
Refunds/Prepayments	E1
Advances from Others TAPS	E4
Deferred Credit (General)	E5
Deferred Credits (Unamortized Short Term)	E6

13.1.1 To Create a Direct Pay Match Invoice:

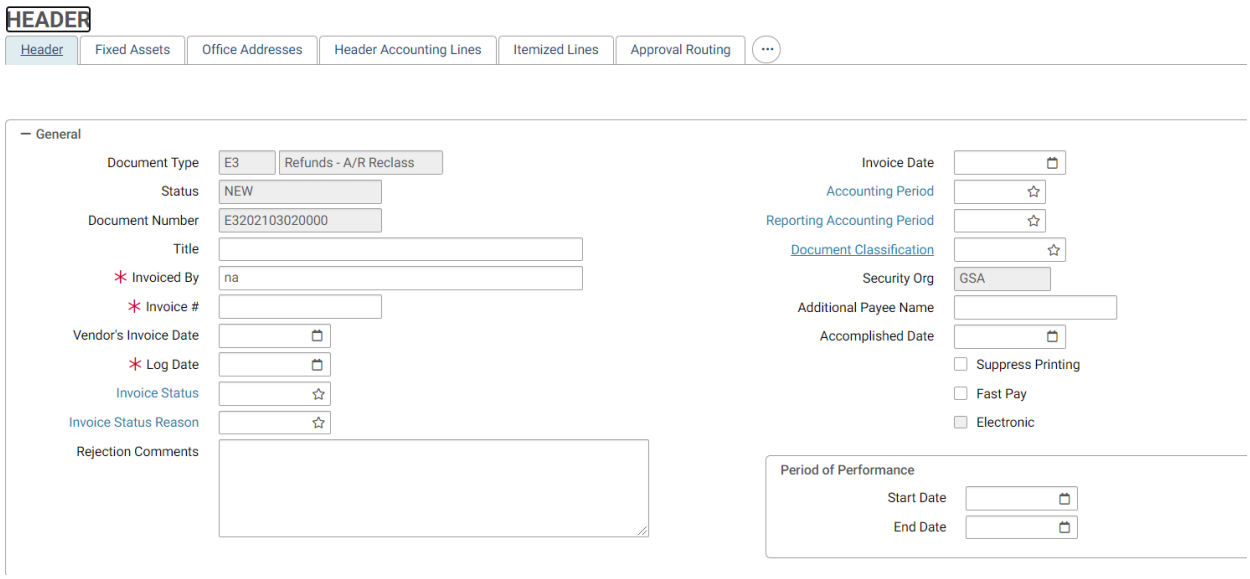
1. Select **Transactions → Purchasing → New → Match Invoice** from the menu bar. The **New Match Invoice** page will be displayed.

Figure 9: New Match Invoice Page - Direct Pay



2. In the **Document Type** field, enter the appropriate document type. Please refer to **Table 1.**
3. A unique document number will be automatically generated in the **Document Number** field after selecting the **Generate** button. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.
4. Select the **Finish** button. The **Header** page of the Match Invoice form will be displayed.

Figure 10: Header Page - Direct Pay



5. In the **Title** field, enter any unique identifying information (e.g., customer's name) that will aid in identifying the refund transaction when generating Pegasys queries and reports.

   NOTE: Vendor's Invoice Date, **Log Date**, **Accounting Period**, and **Reporting Accounting Period** fields will default to the current date and period when the form is Verified or Processed.

6. Enter the **Vendor Code** and **Vendor Address Code.** The vendor name will be inferred from the vendor code.

   NOTE: When recording a **NARA** refund enter **NARAREFUND** in the **Vendor Code** field. Press the **[Tab]** key. The **Vendor Address Code** field will default to **00001**. For NARA refunds only, follow Steps 7-9 below.

   For **non-NARA** refunds, proceed to **Step 10**.

7. Select the **More** button in the **Vendor** group box.

   NOTE: The **Vendor Details** page will be displayed.

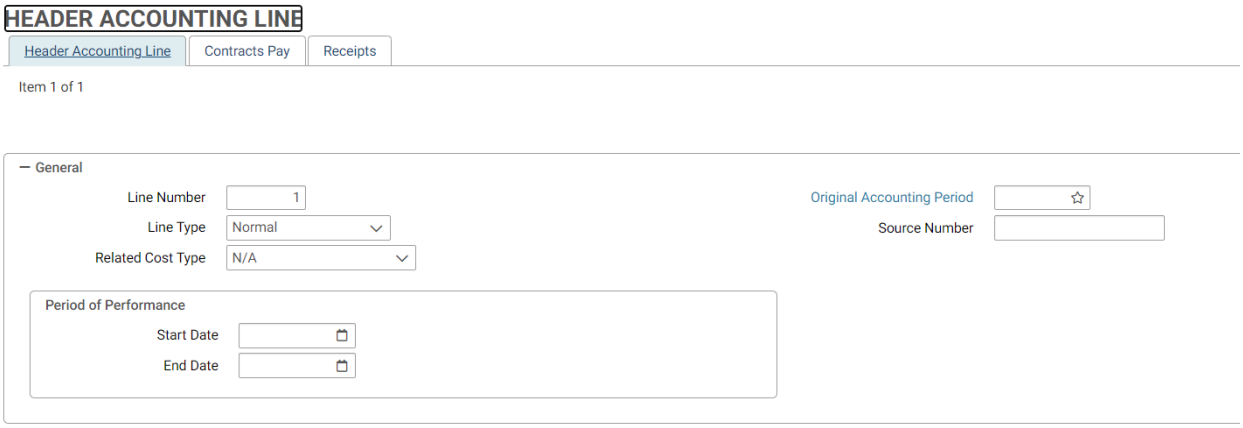
8. Enter the Name, Address, City, State, and Zip Code of the person receiving the refund.
9. Select the **OK** button.
10. Enter the Vendor's invoice number in the **Invoice #** field.
11. In the **Description** field, enter descriptive information about the refund.

    NOTE: Extended description text field allows for a maximum disk space of 60K (whereas regular description fields hold 255 characters), but printing of the extended description field on forms or reports will be determined by the room available on the form or report.

12. Select the **Header Accounting Lines** tab. The **Header Accounting Lines** page will be displayed.

13. To add a new line, select the **Add** button. The **Header Accounting Line** page will be displayed.

Figure 11: Header Accounting Line Page - Direct Pay



14. In the **Line Amounts** section, enter the dollar amount in the **Invoiced** field**.**
15. In the **Accounting Dimensions** section, enter the appropriate accounting template for the Fund the refund is to be recorded against.

    NOTE: Special templates have been set up for Refunds. These templates are named, "REFUND-FY03-XXXX" where XXXX stands for the Fund Code.
16. Select the **Default** button to populate fields in the **Accounting Dimensions** section. Enter additional fields as needed.
17. Go to the **Summary** tab to view a summary of the accounting lines.
18. To update an existing line, select the line, select in the text box for the field you would like to update, and make the update.
19. To add a new line, select the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and select the **Remove** button.
20. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
21. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

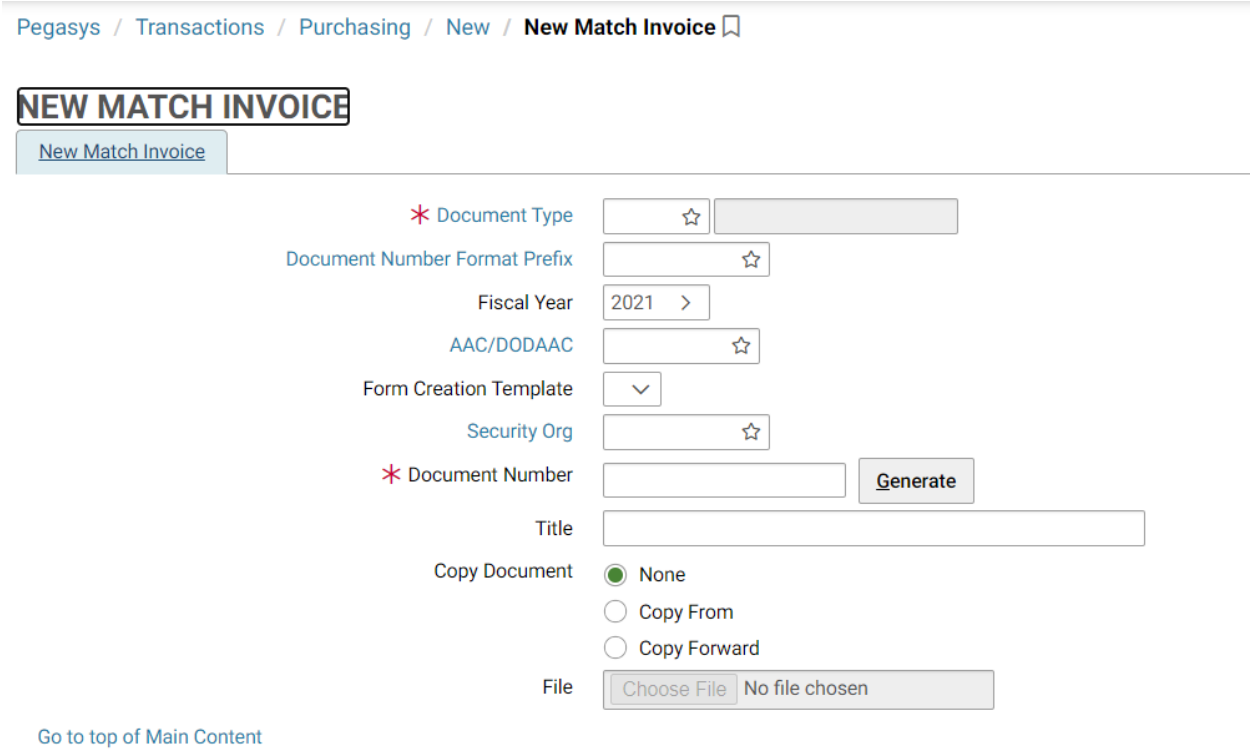
13.2 How Do I Process a Refund Against a Deferred Fund?

The process for recording a refund against a Deferred Fund also begins with the establishment of a Direct Pay Match Invoice **(E2)**. A different **Doc Type** and the use off a special **Cost Element** and **Function Code** in the accounting template are what distinguish the two Refund Payment processes.

To Create a Direct Pay Match Invoice:

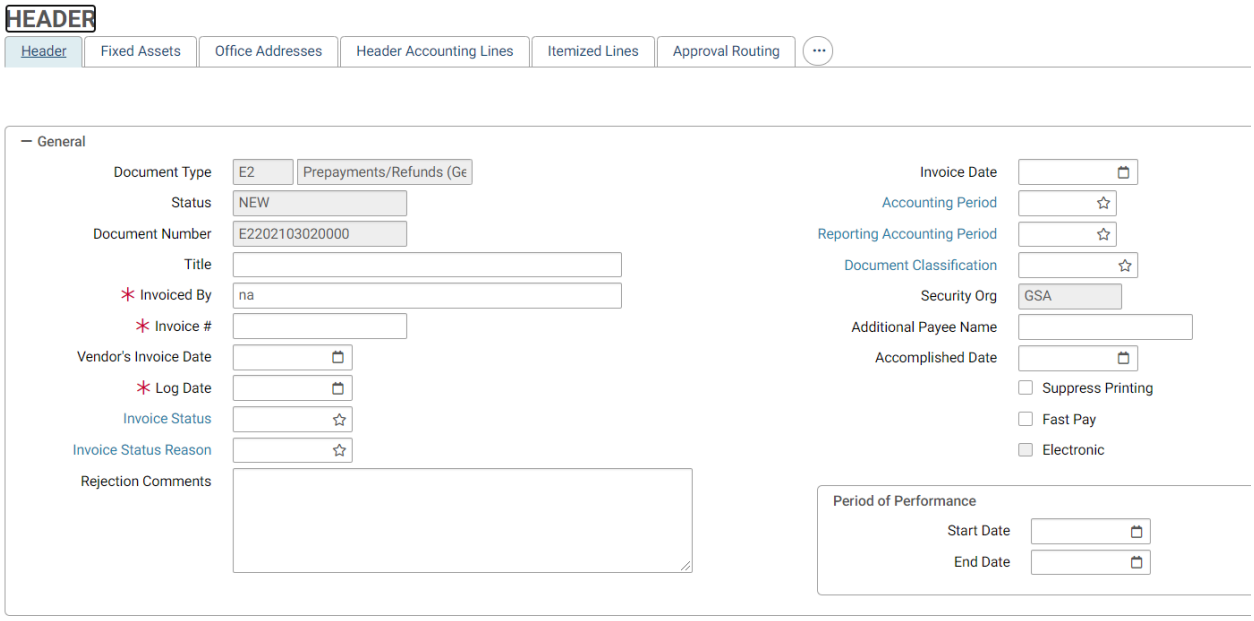
1. Select **Transactions → Purchasing → New → Match Invoice** from the menu bar. The **New Match Invoice** page will be displayed.

Figure 12: New Match Invoice Page - Refund



2. In the **Document Type** field, enter **E2.**
3. A unique document number will be automatically generated in the **Document Number** field after selecting the **Generate** button. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.
4. Select the **Finish** button. The Header page of the Direct Pay Match Invoice form will be displayed.

Figure 13: Header Page - Refund

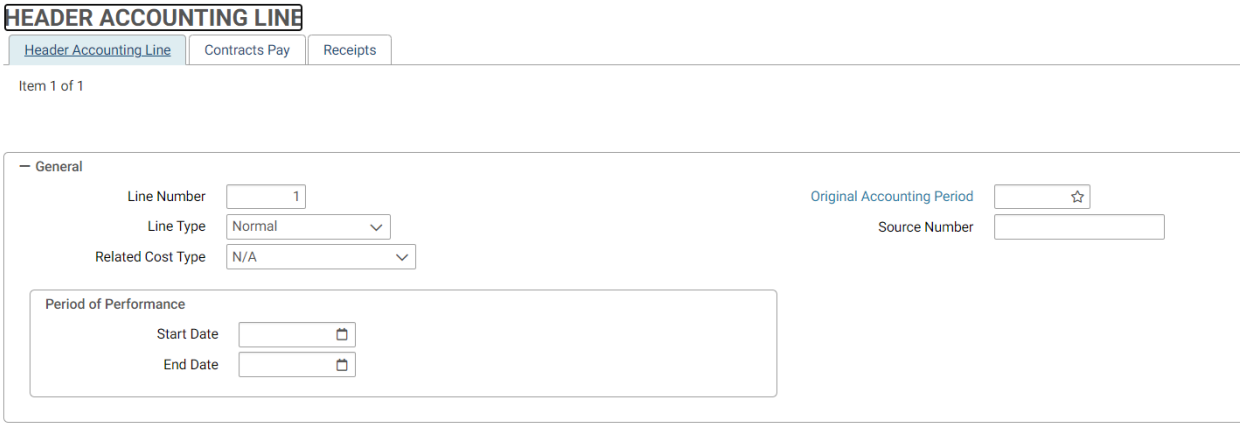


NOTE: Vendor's Invoice Date, **Log Date**, **Accounting Period**, and **Reporting Accounting Period** fields will default to the current date and period when the form is Verified or Processed.

5. Enter the **Vendor Code** and **Vendor Address Code.** The vendor name will be inferred from the vendor code.
6. Enter the Vendor's invoice number in the **Invoice #** field.
7. In the **Description** field, enter descriptive information about the refund.

   NOTE: Extended description text field allows for a maximum disk space of 60K (whereas regular description fields hold 255 characters), but printing of the extended description field on forms or reports will be determined by the room available on the form or report.
8. Select the **Header Accounting Lines** tab. The **Header Accounting** Lines page will be displayed.
9. Select the **Add** button to add a new line. The **Header Accounting Line** page will be displayed.

Figure 14: Header Accounting Line Page - Refund



10. In the **Line Amount** section, enter the dollar amount in the **Invoiced** field.
11. In the **Accounting Dimensions** section, enter the appropriate accounting template.
12. Enter the appropriate Cost Element and Function Code, please refer to, **Table 2** below:

Table 2: Refunds - Deferred Funds (206X, 207X, 197X)

Refund Reason	Sub-Object Class	Activity
Refunds - Liability for Deposit (General) G/L Acct: 2400.01	998	GXR01
Refunds - Liability for Deposit (Personal) G/L Acct: 2400.02	998	GXR02
Refunds - Liability for Deposit (Real) G/L Acct: 2400.03	998	GXR03

13. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, select in the text box for the field you would like to update, and make the update.

    To add a new line, select the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and select the **Remove** button.
14. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
15. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

14 Special Payment Procedures

The following section details the procedures for processing Deferred Payments, Payment over Cancellation and Payment Only Chains for Expenditure Refunds.

14.1 How Do I Process Deferred Payments?

Beginning October 1, 2002, Deferred Payment will be processed in Pegasys. Transactions entered online in Pegasys will immediately impact budgets. Therefore, Deferred Payment transactions recorded against expense-based funds, such as 255X, will immediately draw down against available budget amounts. Step-by-step instructions for recording Deferred Payment transactions are listed in **Section 14.1.1** and **Section 14.1.2.**

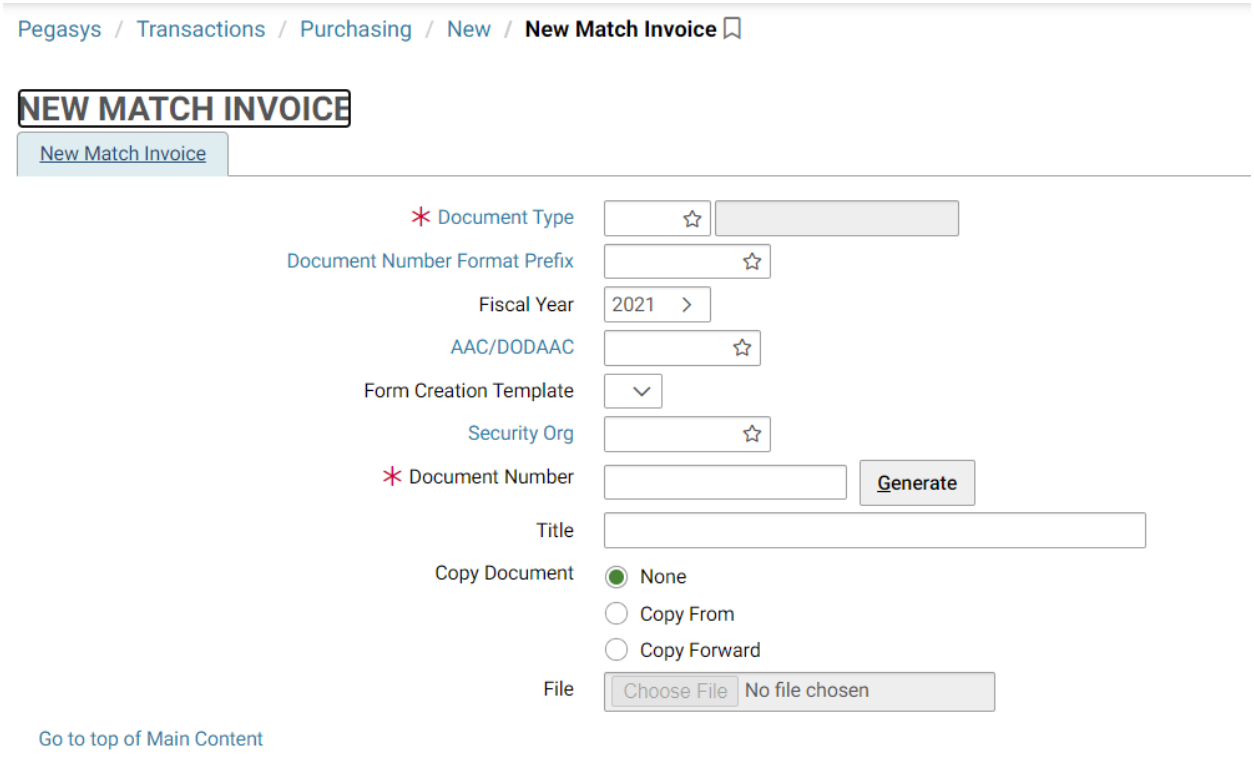
14.1.1 How do I make a Payment against a Deferred Fund?

The Deferred Payments process in Pegasys begins with the creation of a Direct Pay Match Invoice document.

To Create a Direct Pay Match Invoice

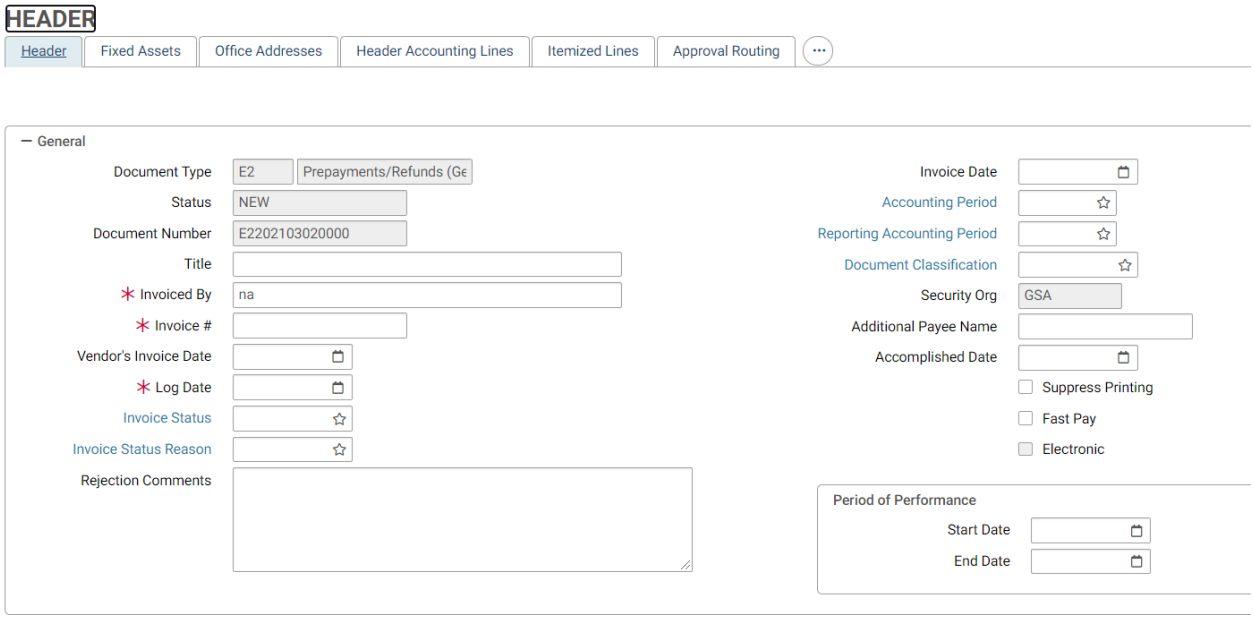
1. Select **Transactions → Purchasing → New → Match Invoice** from the menu bar. The **New Match Invoice** page will be displayed.

Figure 15: New Match Invoice Page - Deferred Fund Payment



2. In the **Document Type** field, enter **E2 - Prepayment/Refunds (General, Pers Prop, Real Prop)**.
3. A unique document number will be automatically generated in the **Document Number** field after selecting the **Generate** button. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.
4. Select the **Finish** button. The **Header** page of the Direct Pay Match Invoice form will be displayed.

Figure 16: Header Page - Deferred Fund Payment



5. Enter the appropriate information in the **Title** or **Description** field.

   NOTE: Information entered in either the **Title** field or the **Description** field of the **Header** page will be used to track the transaction. This information will appear on the Deferred Payments report, which is currently under development.

6. Enter the vendor's invoice date in the **Vendor Invoice Date** field.

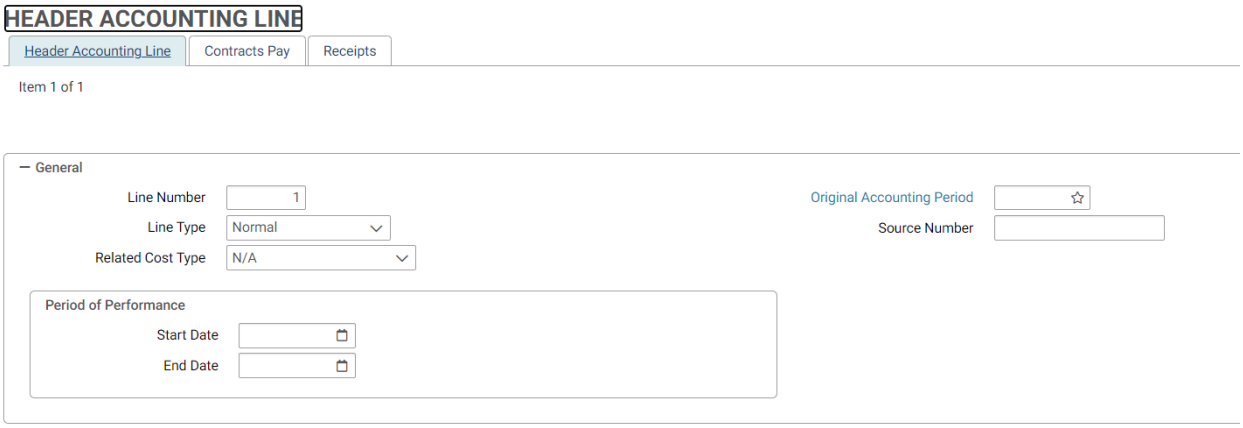
   NOTE: Vendor's Invoice Date, **Log Date**, **Acctg Period**, and **Reporting Accounting Period** fields will default to the current date and period when the form is Verified or Processed.

7. Enter the Vendor's invoice number in the **Invoice #** field.
8. Enter the date in the **Accomplished Date** field.
9. Enter the **Vendor Code** and **Vendor Address Code**. The vendor name will be inferred from the vendor code.
10. In the **Description,** enter information about the refund.

NOTE: Extended description text field allows for a maximum disk space of 60K (whereas regular description fields hold 255 characters), but printing of the extended description field on forms or reports will be determined by the room available on the form or report.

11. Select the **Header Accounting Lines** tab. The **Header Accounting Lines** summary page will be displayed.
12. Select the **Add** button to add a new line. The **Header Accounting Line** page will be displayed.

Figure 17: Header Accounting Line Page - Deferred Fund Payment



13. In the **Line Amounts** section, enter the dollar amount in the **Invoiced** field.
14. In the **Accounting Dimensions** section, enter the appropriate accounting template in the **Template** field.
15. Select the **Default** button to populate the fields in the **Accounting Dimensions** section.

    Enter additional fields, as needed.
16. Enter the appropriate **Sub Object Class** and **Activity**, please refer to **Table 3.**

Table 3: Deferred Payments Accounting Elements Table

Refund Reason	Sub Object Class	Activity
Deferred Charges/Prepaid G/L Acct: 1450.24	999	GXP24
Prepay (Other) G/L Acct: 1450.99	999	GXP99

17. Select the **Tax Lines** tab. To add a new line, select the **Add** button. Select the newly created line and select the Tax Lines hyperlink. Enter the Withholding Type and the Tax Amount.
18. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, select in the text box for the field you would like to update, and make the update.

To add a new line, select the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and select the **Remove** button.

19. Select the **Verify** button. One-error message will be returned, indicating that the payment may not be grouped.
20. Select the **Submit** button.

    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

14.1.2 How do I Allocate Deferred Payments?

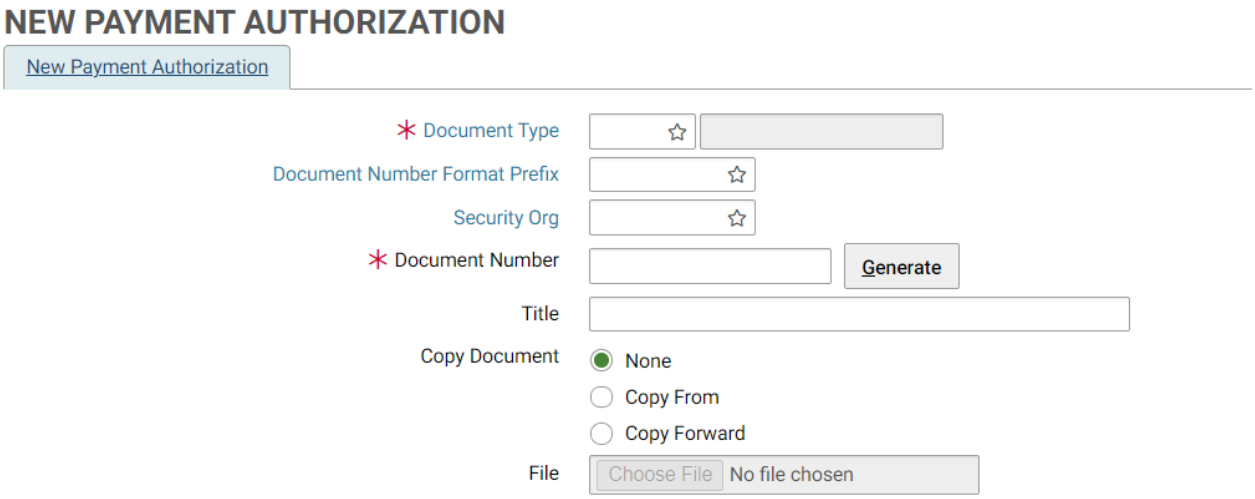
Once the Direct Pay Match Invoice has been processed, the deferred costs must then be allocated either to a previously obligated expense or to a non-previously obligated expense. Step-by-step instructions are provided in **Section 14.1.2.1** and **Section 14.1.2.2.**

14.1.2.1 Allocating Deferred Costs to a Previously Obligated Expense

The first step in allocating Deferred Costs to a previously obligated expense is to create a Pegasys Payment document **(PU)**.

1. Select **Transactions → Accounts Payable → New → Payment Authorization** from the menu bar. The **New Payment Authorization** page will be displayed.

Figure 18: New Payment Authorization-Deferred Cost Allocation

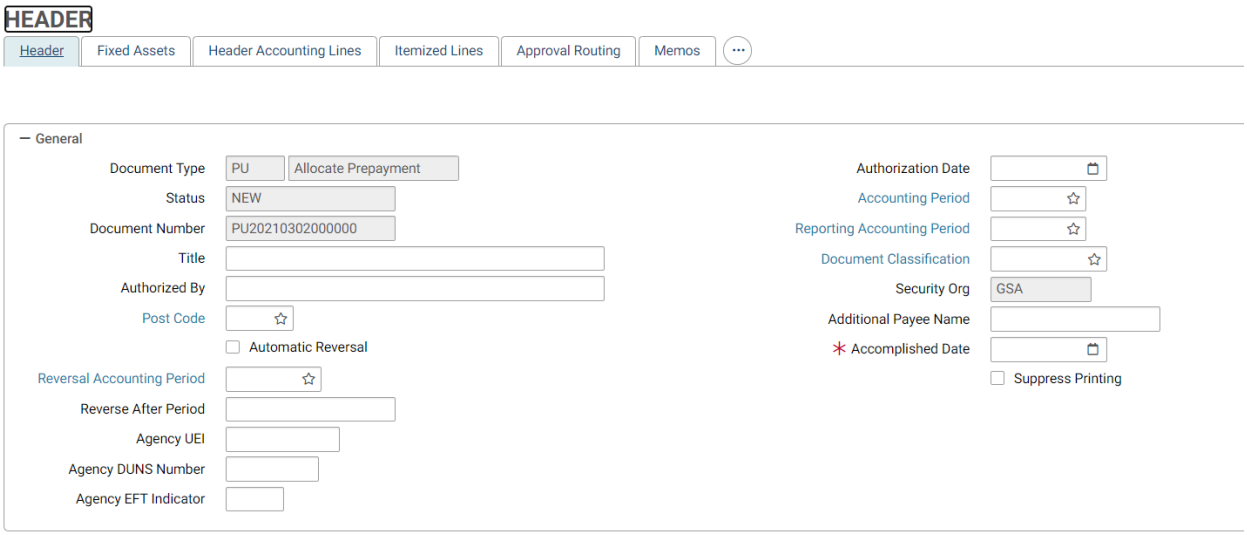


2. Enter **PU - Allocate Payment** in the **Document Type** field.
3. A unique document number will be automatically generated in the **Document Number** field after selecting the **Generate** button. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

4. Select the **Copy Forward** radio button.
5. Select the **Next** button. The **Copy Forward** page will be displayed.
6. Enter the Purchase Order Doc Type (e.g., GP, FP, TP, NP, etc.) of the obligation the Deferred Costs are to be allocated to in the **Doc Type** field.
7. Enter the Purchase Order document number in the **Doc Number** field.
8. Select the **Search** button. The matching search results will be displayed.
9. Select the appropriate document from the generated list.
10. Select the **Finish** button. The **Header** page of the payment form will be displayed.

    Information entered on the obligation will be displayed on the payment.

Figure 19: Header Page - Deferred Cost Allocation



NOTE: Information entered in either the **Title** field or the **Description** field of the **Header** page will be used to track the transaction. This information will appear on the Deferred Payments report, which is currently under development.

11. Enter your name in the **Authorized By** field.

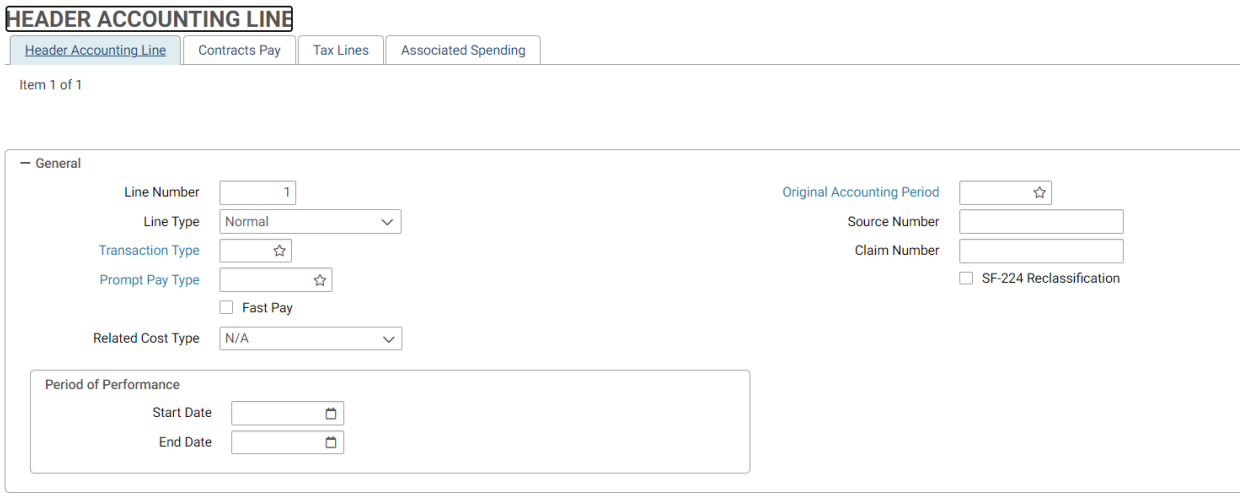
    NOTE: Authorization Date, Accounting Period, and **Reporting Accounting Period** fields will default to the current date and period when the form is Verified or Processed.

12. Enter the date in the **Accomplished Date** field.

    NOTE: The Accomplished Date on the **PU- Allocate Payment** must be the same as the date on the **EU- Clear Payment.**

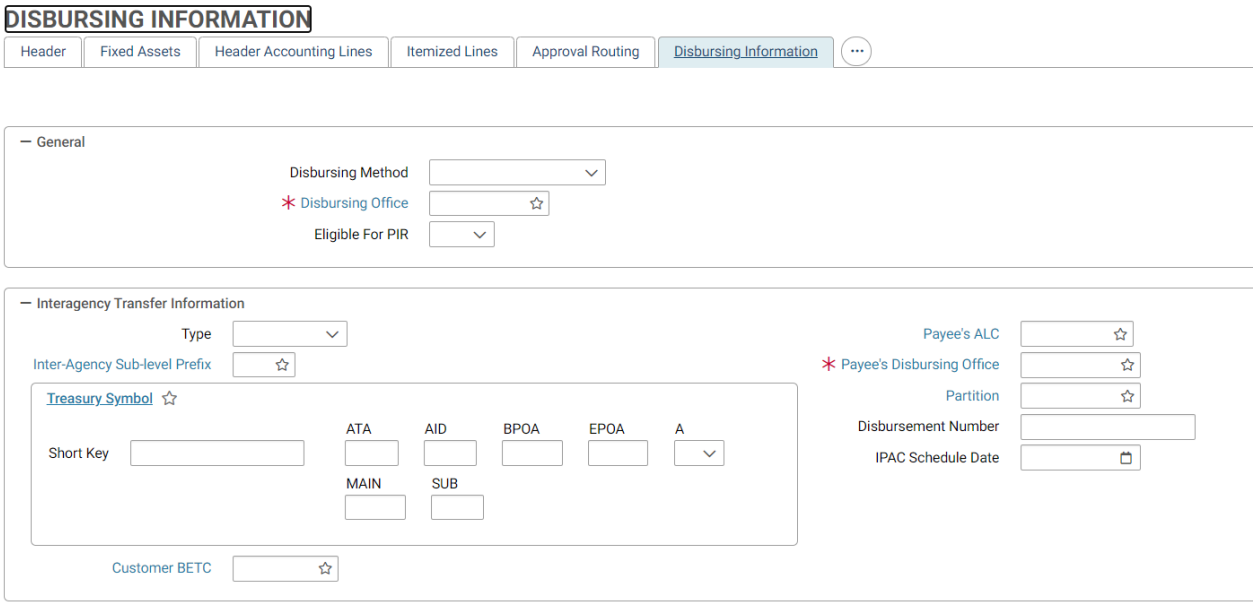
13. In the **Vendor** section, enter the appropriate vendor in the **Code** field.
14. Select the **Header Accounting Lines** tab. The **Header Accounting Lines** summary page will be displayed.
15. Select the **Add** button to create a new line. The **Header Accounting Line** page will be displayed.

Figure 20: Header Accounting Line Page - Deferred Cost Allocation



16. Enter the appropriate dollar amount in the **Payment Amount** field.
17. Select the **Header Accounting Line** link. Delete any accounting lines that are not related to the Deferred Payment by selecting the appropriate line on the **Header Accounting Lines** page and selecting the **Remove** button.
18. Select the **Tax Lines** tab. To add a new line, select the **Add** button. Select the newly created line and select the **Tax Lines** hyperlink. Enter the **Withholding Type** and the **Tax Amount**.
19. Select the **Disbursing Information** tab. The **Disbursing Information** page will be displayed.

Figure 21: Disbursing Information Page - Deferred Cost Allocation



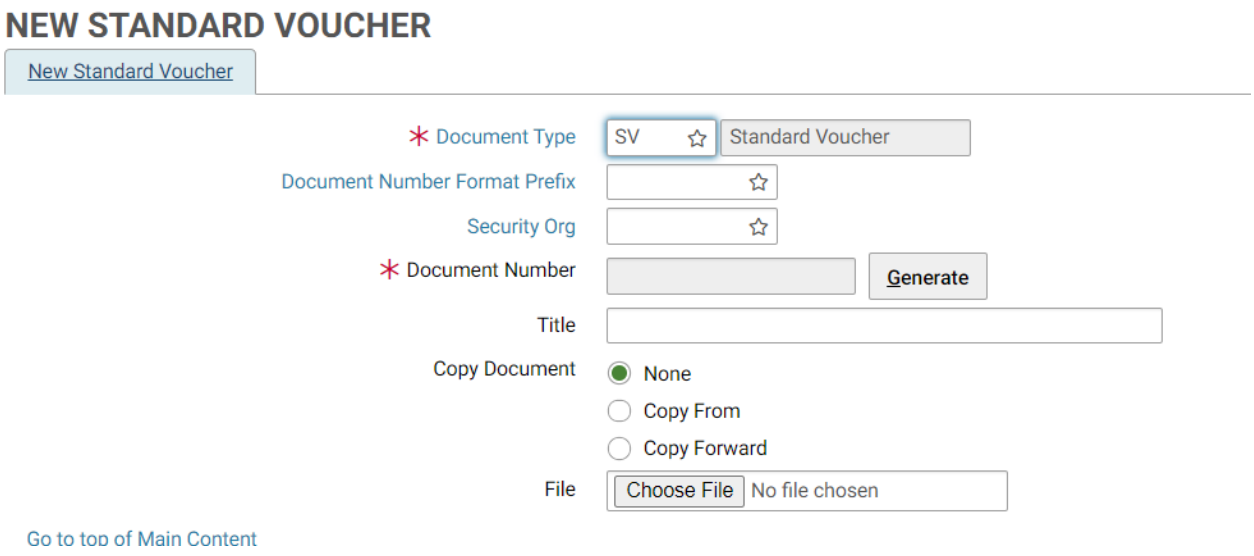
20. Select **No Check** from the **Disbursing Method** drop-down list box.

21. In the **Disbursing Office** field, enter the appropriate disbursing office information.
22. Enter the date in the **Check/Disbursement Number** field.
23. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, select in the text box for the field you would like to update, and make the update.

    To add a new line, select the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and select the **Remove** button.
24. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
25. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.
26. Now that a payment has been created, which references the original obligation, the account balance related to the charge must be backed out of the Deferred Fund (206X, 207X, 197X). This process is accomplished by creating a Pegasys Standard Voucher (**steps 26-45** below).
27. Select **Transactions → General System → New → Standard Voucher** from the Pegasys menu bar. The **New Standard Voucher** page will be displayed.

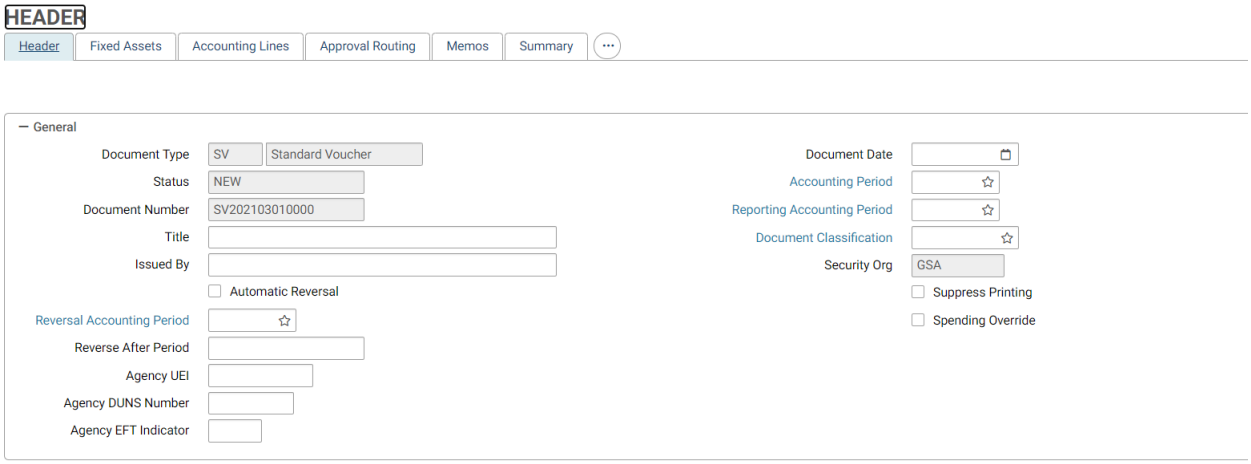
Figure 22: New Standard Voucher Page - Deferred Cost Allocation



28. Enter **SV – Standard Voucher** in the **Document Type** field.
29. A unique document number will be automatically generated in the **Document Number** field after selecting the **Generate** button. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

30. Select the **Finish** button. The **Header** page of the **SV – Standard Voucher** form will be displayed.

Figure 23: Header Page - Deferred Cost Allocation-Standard Voucher

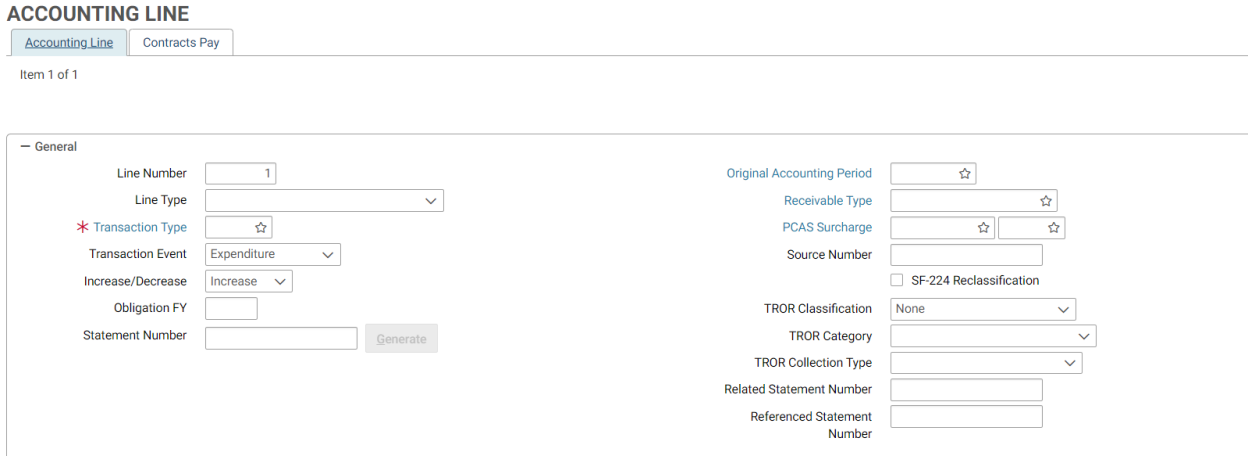


NOTE: The **Header** page of the **SV – Standard Voucher** form will be displayed. Do not check the **Automatic Reversal** check box.

The **Document Date**, **Accounting Period**, and **Reporting Accounting Period** will default to the current date and period when the form is Verified or Processed.

31. Select the **Accounting Lines** tab. The **Accounting Lines** summary page will be displayed.
32. Select the **Add** button to create a new accounting line. The **Accounting Line** page will be displayed.

Figure 24: Accounting Line Page - Deferred Cost Allocation - Standard Voucher



33. Enter **01** in the **Transaction Type** field.
34. Select **G/L Transfer** from the **Transaction Event** drop-down box.
35. Select **Decrease** from the **Increase/Decrease** drop-down box.

36. Enter the appropriate vendor information in the **Vendor Information** section.
37. Enter the appropriate amount in the **Line Amount** field.
38. In the **Accounting Dimensions** section, enter the appropriate accounting template in the **Template** field.
39. Select the **Default** button to populate the fields in the **Accounting Dimensions** section.

    Enter additional fields, as needed.
40. Enter the appropriate **Activity Code**. Please refer to **Table 3**.
41. In the **Description** field, enter any descriptive information about this line of the expense transfer.

    NOTE: Extended description text field allows for a maximum disk space of 60K (whereas regular description fields hold 255 characters), but printing of the extended description field on forms or reports will be determined by the room available on the form or report.
42. In the **Payment Info** section, enter the appropriate disbursing office information in the **Disbursing Office** field.
43. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, select in the text box for the field you would like to update, and make the update.

    To add a new line, select the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and select the **Remove** button.
44. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
45. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

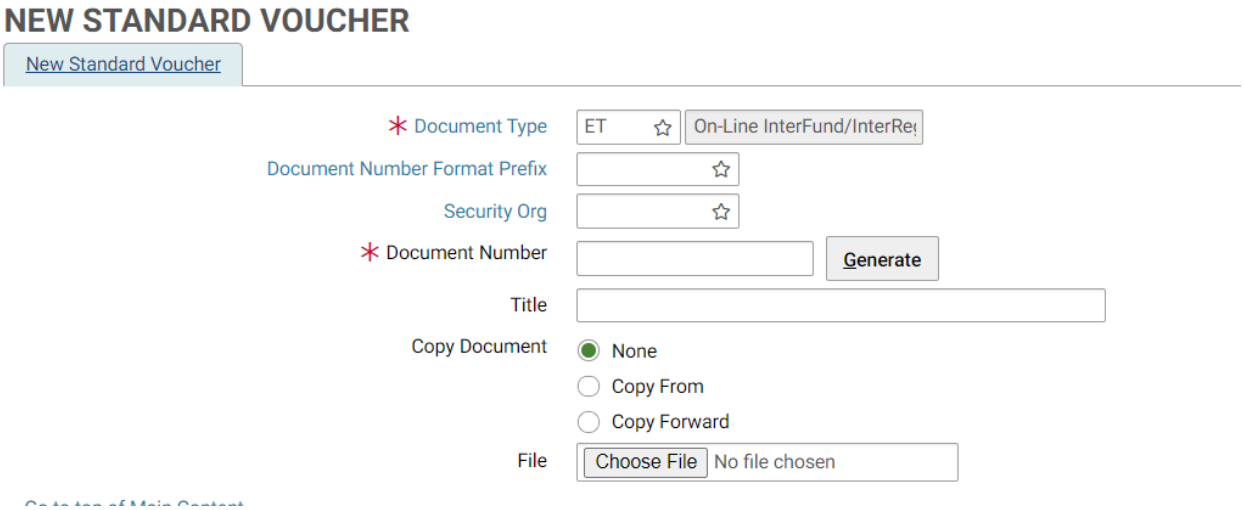
    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

14.1.2.2 Allocating Deferred Costs to a Non-Previously Obligated Expense

Allocating Deferred Costs to a non-previously obligated expense is accomplished by creating a 2-Line Pegasys Standard Voucher called an **ET- Expense Transfer** to move the balances to the proper Fund and expense account. Step-by-step instructions for creating an **ET** are provided below.

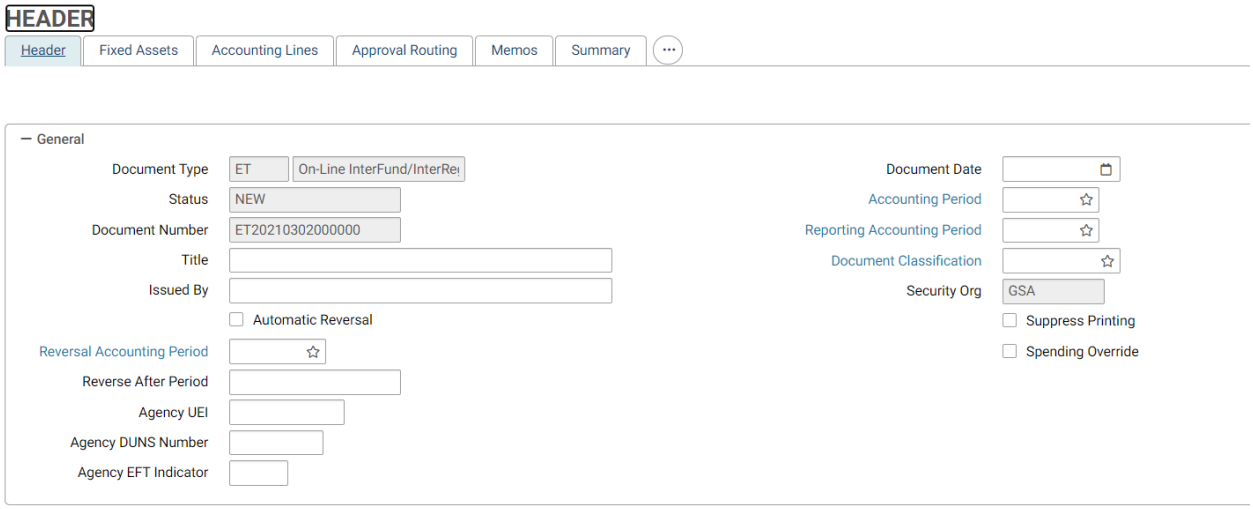
1. Select **Transactions → General System → New → Standard Voucher** from the menu bar. The **New Standard Voucher** page will be displayed.

Figure 25: New Standard Voucher Page - Expense Transfer



2. Enter **ET - Expense Transfer** in the **Document Type** field.
3. A unique document number will be automatically generated in the **Document Number** field after selecting the **Generate** button. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.
4. Select the **Finish** button.

Figure 26: Header Page - Expense Transfer



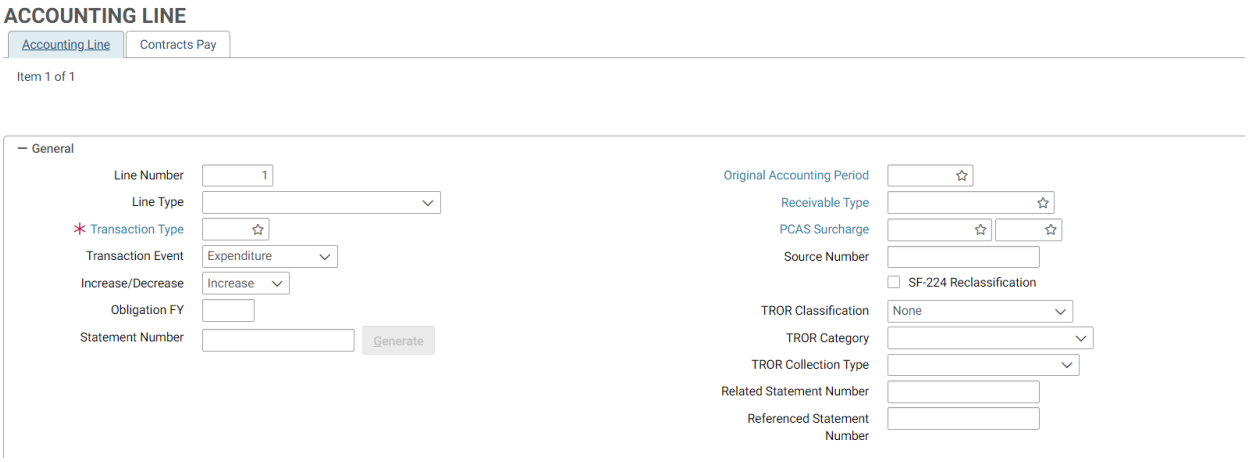
NOTE: The **Header** page of the **Expense Transfer** form will be displayed. Do not check the **Automatic Reversal** check box.

Information entered in either the **Title** field or the **Description** field of the **Header** page will be used to track the transaction. This information will appear on the Deferred Payments report, which is currently under development.

The **Document Date, Accounting Period**, and **Reporting Accounting Period** will default to the current date and period when the form is Verified or Processed.

5. Select the **Accounting Lines** tab. The **Accounting Lines** summary page will be displayed.
6. Select the **Add** button to create a new line. The **Accounting Line** page will be displayed.

Figure 27: Accounting Line Page - Expense Transfer



7. Enter **03** in the **Transaction Type** field.
8. Select **G/L Transfer** from the **Transaction Event** drop-down box.
9. Select **Decrease** from the **Increase/Decrease** drop-down box.
10. Enter the appropriate amount in the **Line Amount** field.
11. In the **Accounting Dimensions** section, enter the accounting template for the Interfund Cash Credit - Deferred Account in the **Template** field.
12. Select the **Default** button to populate the fields in the **Accounting Dimensions** section.

    Enter additional fields, as needed.

    Enter the appropriate Activity Code. Please refer to **Table 3**.
13. In the **Description** field, enter any descriptive information about this line of the expense transfer.

    NOTE: Extended description text field allows for a maximum disk space of 60K (whereas regular description fields hold 255 characters), but printing of the extended description field on forms or reports will be determined by the room available on the form or report.
14. Return to the **Accounting Lines** page by selecting the **Accounting Lines** hyperlink.
15. Select the **Add** button to create a new accounting line.
16. Enter **01** in the **Transaction Type** field.
17. Select **G/L Transfer** from the **Transaction Event** drop-down box.
18. Select **Increase** from the **Increase/Decrease** drop-down box**.**
19. Enter the same amount as **Line 1** in the **Line Amount** field.

20. In the **Accounting Dimensions** section, enter the appropriate accounting template for the proper fund in the **Template** field.
21. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, select in the text box for the field you would like to update, and make the update.

    To add a new line, select the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and select the **Remove** button.
22. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
23. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

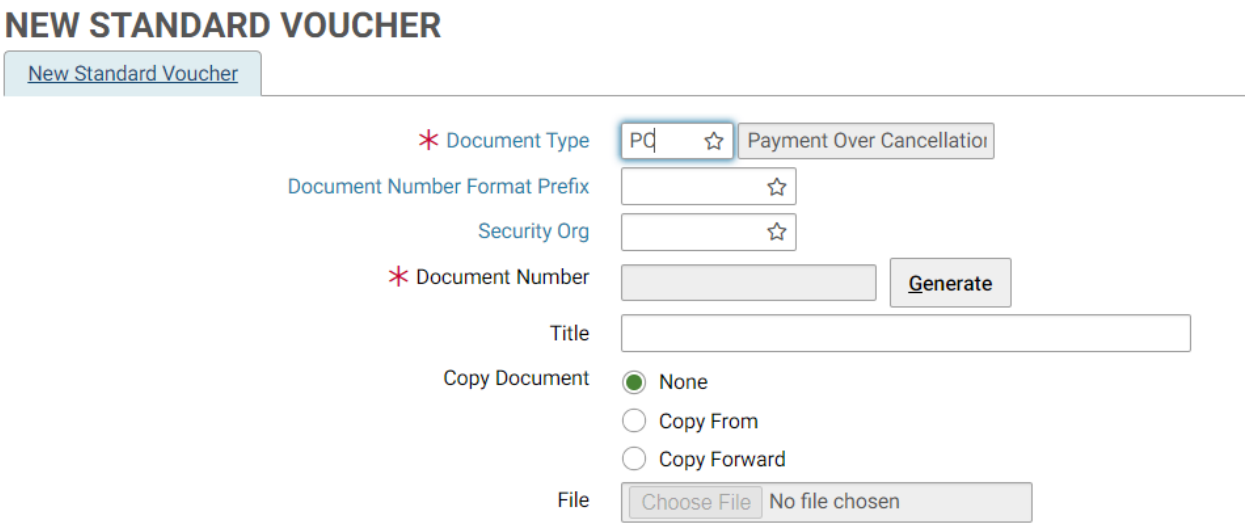
    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

14.2 How do I Record a Payment Over Cancellation?

The following procedures outline how to record a payment over cancellation in Pegasys.

1. Select **Transactions → General System → New → Standard Voucher** from the menu bar. The **New Standard Voucher** page will be displayed.

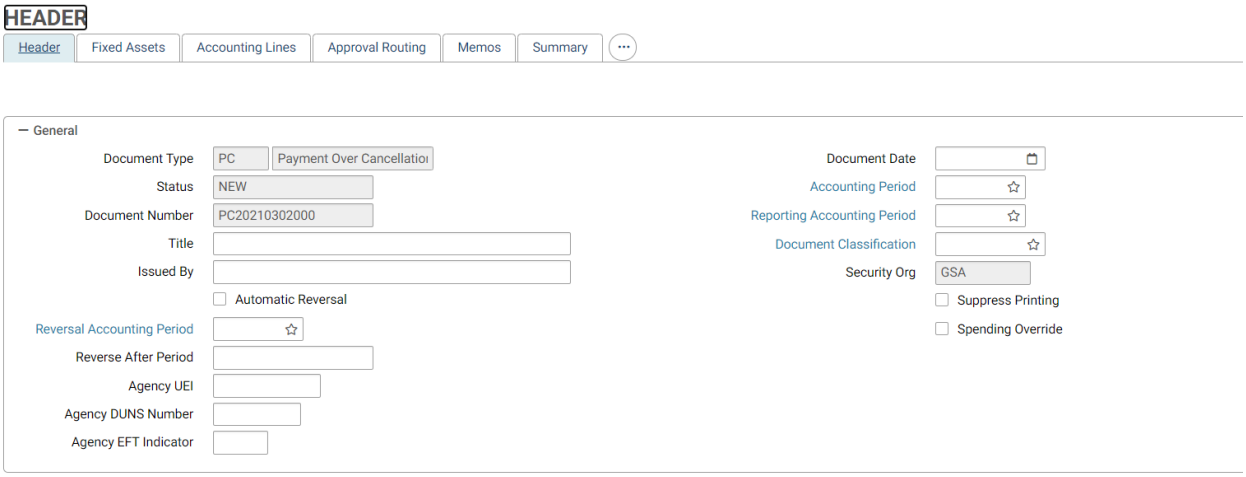
   Figure 28: New Standard Voucher Page - Record Payment Over Cancellation



2. Enter **PC - Payment over Cancellation** in the **Document Type** field.
3. A unique number will automatically generate in the Doc Number field after selecting the **Generate** button. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

4. Select the **Finish** button. The **Header** page of the **PC - Payment over Cancellation** form will be displayed.

Figure 29: Header Page - Record Payment Over Cancellation



5. Select the **Accounting Lines** tab. The **Accounting Lines** summary page will be displayed.

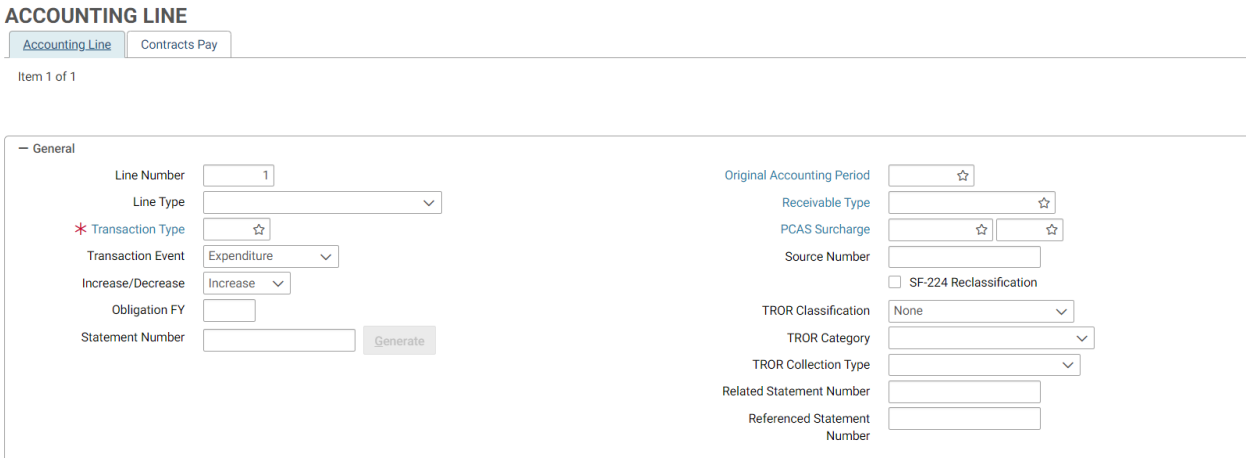
   NOTE: Refer to the chart below for the **Trans Type**, **Trans Event** and **Activity Code** appropriate to the type of payment over cancellation you wish to process.

Table 4: Transaction Types - Record Payment Over Cancellation

Transaction Description	Trans Type	Trans Event	Activity
Payment Over Cancellation - Reimbursable	02	Expenditure	N/A
Payment Over Cancellation - Non Reimbursable	01	Expenditure	N/A
Payment Over Cancellation - 206X	03	G/L Transfer	• GXP99-1450.99/1010.02 • GX000-1450.24/1010.02

6. Select the **Add** button to create a new line. The **Header Accounting Line** page will be displayed.

Figure 30: Header Accounting Line Page - Record Payment Over Cancellation



7. Enter the appropriate Transaction Type in the **Transaction Type** field.
8. Select the appropriate Transaction Event from the **Transaction Event** drop-down box.
9. Select **Increase** from the **Increase/Decrease** drop-down box.
10. Enter the amount in the **Line Amount** field.
11. In the **Accounting Dimensions** section, enter the appropriate accounting template in the **Template** field.

    NOTE: In the **Document Reference** section, enter the appropriate payment document in the **Type** field, and the document number and accounting line number in the **Document** and **Line Number** fields. Select the **Default** button to bring forward the accounting strip information from the payment and populate the **Template** field.
12. In the **Payment Info** section, enter the appropriate value in the **Disbursing Office** field.
13. Enter the cancellation confirmation number in the **Number** field**.**
14. Enter the accomplish date in the **Accomplished Date** field.

    NOTE: If a value is not entered, the **Accomplished Date** field will default to the current date when the form is verified or processed.
15. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, select in the text box for the field you would like to update, and make the update.

    NOTE: To add a new line, select the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and select the **Remove** button.
16. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
17. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

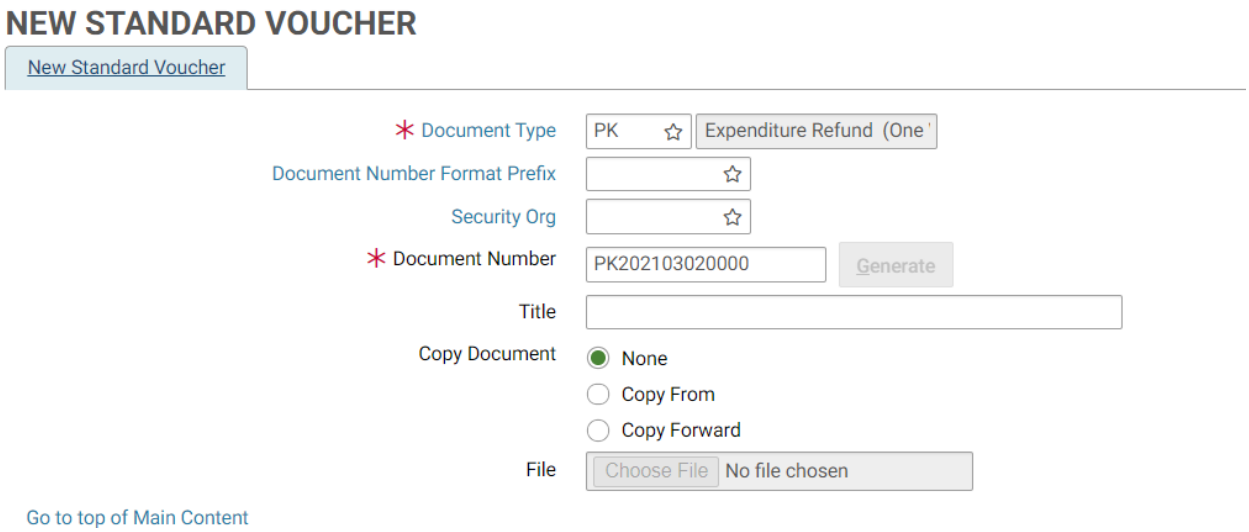
14.3 How do I Record a One Way Expenditure Refund?

On May 3, 2002, Credit Procedures were provided for five distinct scenarios. Since then, a need has been established for addressing no-way chains, or chains in which only a payment exists. The procedures provided in this memo address the particular scenario where an Expenditure Refund must be created on an SV rather than a payment document so that it may reference the original payment.

For tracking purposes, users should correct the original payment to add a memo with descriptive information about the SV. Procedures are provided below for correcting the original payment. Please note this may only be accomplished within the same book month as the payment was processed. If the payment was created in a previous book month, it is not possible to correct the original payment. If needed, procedures for using the Vendor Activity Query to research the original payment are also provided below.

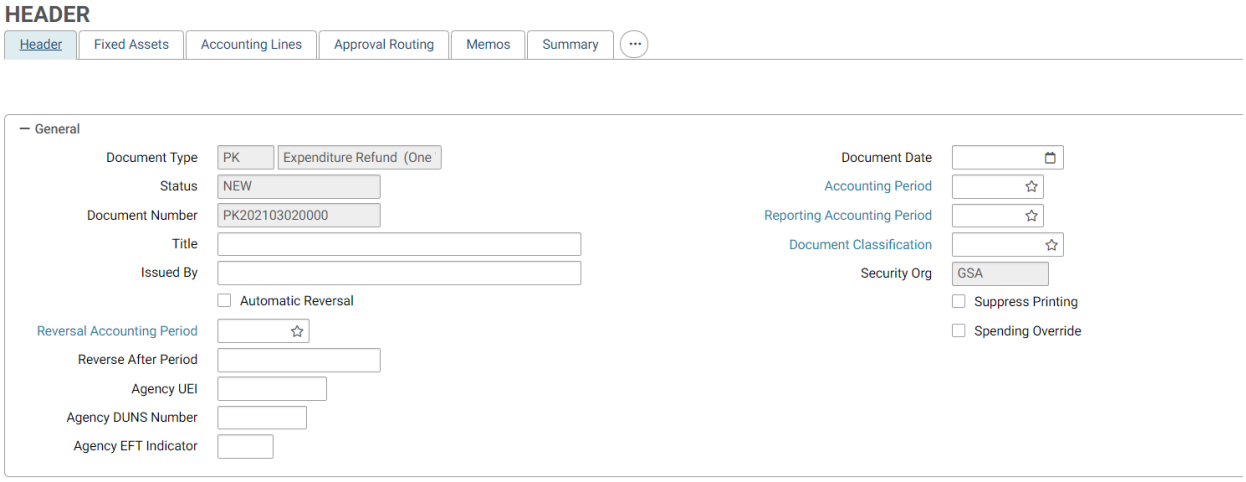
1. Select **Transactions → General System → New → Standard Voucher** from the menu bar. The **New Standard Voucher** page will be displayed.

Figure 31: New Standard Voucher Page - Record One-Way Expenditure Refund



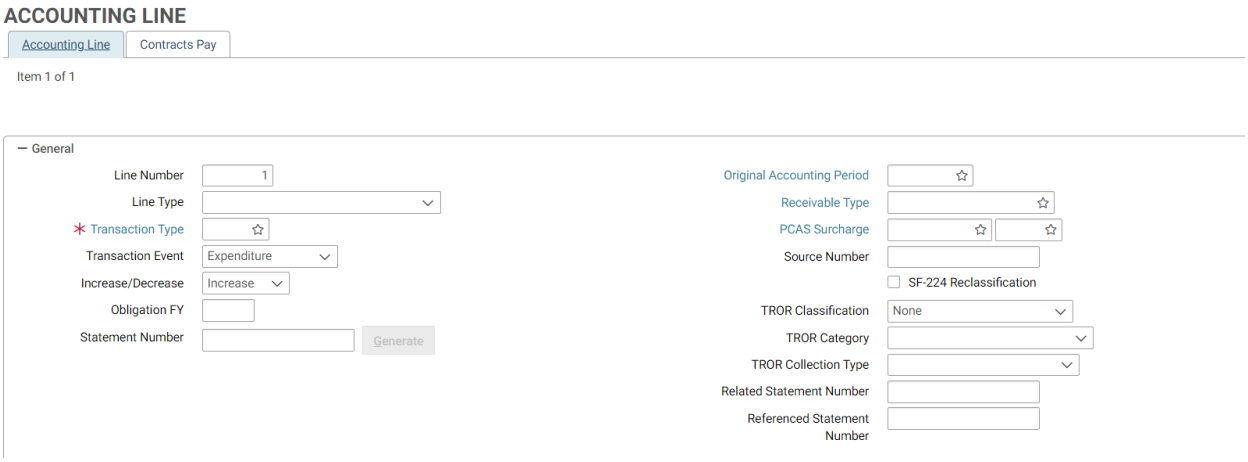
2. Enter **PK - Expenditure Refund (One Way)** in the **Document Type** field.
3. A unique document number will be automatically generated in the **Document Number** field after selecting the **Generate** button. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.
4. Select the **Finish** button. The **Header** page of the **PK - Expenditure Refund (One Way)** form will be displayed.

Figure 32: Header Page - Record One-Way Expenditure Refund



5. Select the **Accounting Lines** tab. The **Accounting Lines** page will be displayed.
6. Select the **Add** button to create a new line. A **New Accounting Line** page will be displayed.

Figure 33: New Accounting Line Page - Record One-Way Expenditure Refund



7. Enter the appropriate transaction type in the **Transaction Type** field.

   NOTE: Refer to the chart below for the **Transaction Type**, **Transaction Event**, and **Function Code** appropriate to the **Expenditure Refund** transaction you wish to process.

Table 5: Transaction Types-Record One-Way Expenditure Refund

Transaction Description	Trans Type	Trans Event	Activity
Expenditure Refund - Non Reimbursable	01	Expenditure	N/A

Transaction Description	Trans Type	Trans Event	Activity
Expenditure Refund - Reimbursable	02	Expenditure	N/A
Expenditure Refund - 206X Only	03	GL Transfer	• GXP99 - 1450.99/Cash • GXP11 - 1450.11/Cash • GXR01 - 2400.01/Cash • GXR02 - 2400.02/Cash • GXR03 - 2400.03/Cash
IPAC Refund - Non Reimbursable -No Check	04	Expenditure	N/A
IPAC Refund - Reimbursable - No Check	05	Expenditure	N/A
IPAC Deferred Prepayment (1450.11/Cash)	06	Expenditure	N/A
IPAC Deferred Prepayment (1450.24/Cash)	07	Expenditure	N/A
IPAC Deferred Prepayment (1450.99/Cash)	08	Expenditure	N/A
IPAC Refund (206X)	09	GL Transfer	• GXP99 - 1450.99/Cash • GXP11 - 1450.11/Cash • GXR01 - 2400.01/Cash • GXR02 - 2400.02/Cash • GXR03 - 2400.03/Cash
One-Way Expenditure Refund - Non Reimbursable non-224	10	N/A	N/A
Receipt of cash from imprest fund	11	N/A	N/A

Transaction Description	Trans Type	Trans Event	Activity
IPAC receipt of Other revenue	12	N/A	N/A
Travel Advance Refund - Collection	13	N/A	N/A
DEPOSIT FUND	14	N/A	N/A
COLLECTIONS	15	N/A	N/A
Inventory Held for future sale	16	N/A	N/A
Interfund Charges	20	N/A	N/A
One-Way Expenditure P/R Offset - Non Reimbursable (1010.02)	21	N/A	N/A
One-way Expenditure P/R Offset - Reimbursable (1010.02)	22	N/A	N/A

8. Enter the appropriate transaction event in the **Transaction Event** field.
9. Select **Decrease** from the **Increase/Decrease** drop-down field.
10. In the **Document Reference** section, enter the appropriate payment document in the **Type** field. Enter the appropriate document number in the **Document** field, and line number in the **Item** and **Accounting** fields.
11. Select the **Default** button to bring forward the accounting strip information from the payment and populate the **Template** field.
12. Enter the credit amount in the **Line Amount** field.
13. Go to the **Payment Info** section.
    a. Enter the appropriate value in the **Disbursing Office** field.
    b. Enter the schedule number in the **Number** field to identify the payment for SF 224 reporting purposes.

    NOTE: In the **Number** field, enter the date associated with the document number. For example, if the document number is LC20020430000003, the **Number** field will display 20020430.
14. Enter the accomplish date in the **Accomplished Date** field.

    NOTE: If a value is not entered, the **Accomplished Date** field will default to the current date when the form is Verified or Processed.
15. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, select in the text box for the field you would like to update, and make the update.

NOTE: To add a new line, select the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and select the **Remove** button.

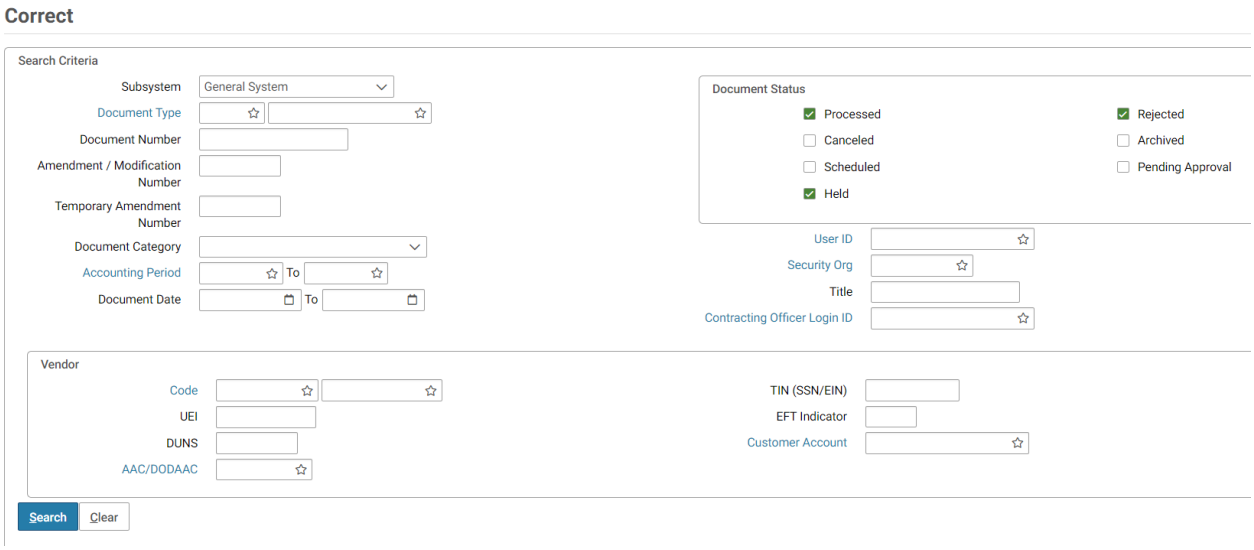
16. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
17. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

If the refund occurs in the same month as the payment, correct the original payment to add the reference information.

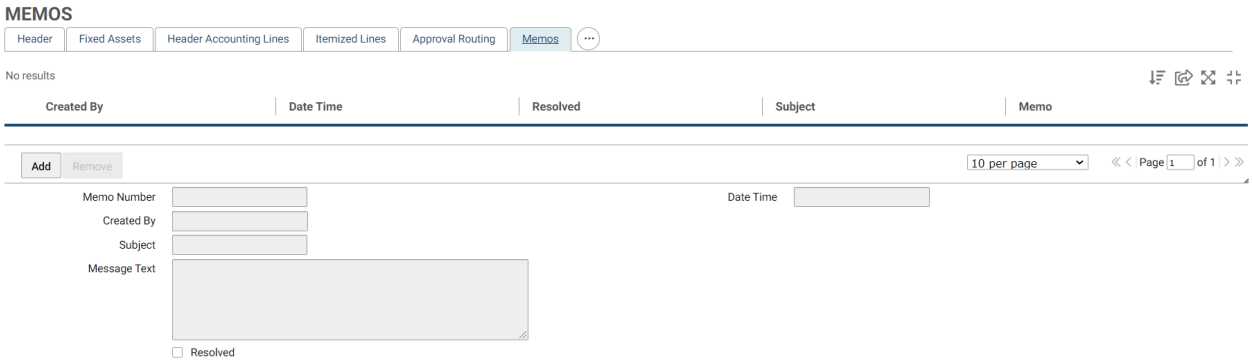
1. Select **Transactions → Accounts Payable → Correct** from the menu bar. The **Correct** page will be displayed.

Figure 34: Correct Page - Add Reference Information



2. Enter the appropriate payment in the **Document Type** box.
3. Enter the payment document number in the **Document Number** field.
4. In the **Document Status** group box, select the **Processed** check box and deselect any other check boxes that are checked.
5. Select the **Search** button. The matching search results will be displayed.
6. Select the appropriate document record from the generated list and select the **Correct** button. The Header page of the payment document form will be displayed.
7. Select the **Memos** tab. The Memos page will be displayed.

Figure 35: Memos Page - Add Reference Information



8. Select the **Add** button.
9. Enter an appropriate subject in the **Subject** field.
10. In the **Message Text** field, enter a description and the SV document number of the SV document.
11. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
12. Select the **Submit** button. A system message indicates the form was submitted for processing successfully.
13. **NOTE**: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

15 How do I Record Payment Credits in Pegasys?

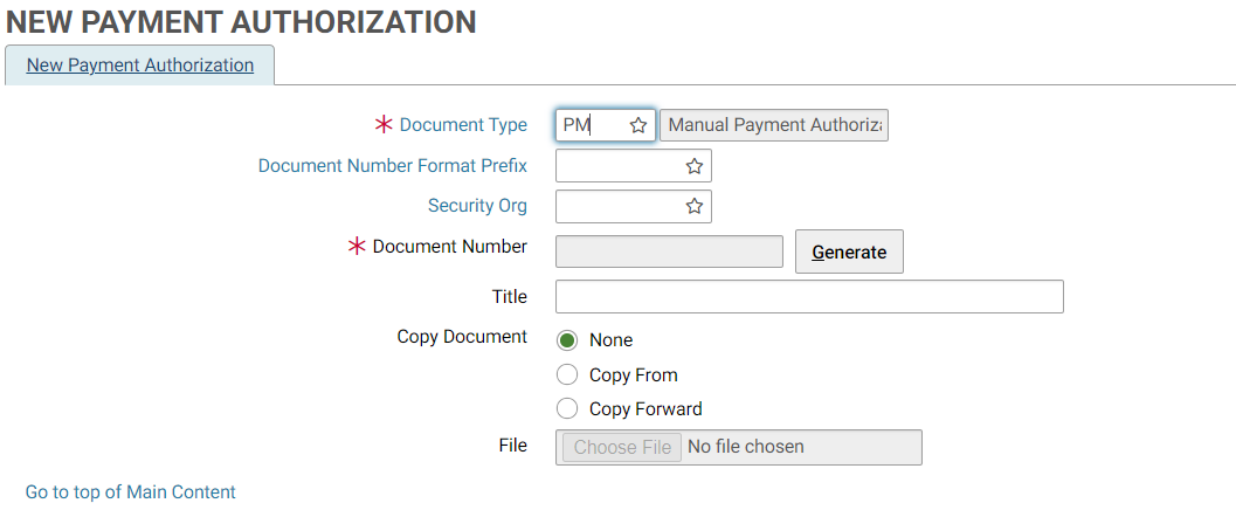
The following procedures are used to record credits in Pegasys.

15.1 How do I Record an Expenditure Refund?

A vendor sends a check back to GSA and the GSA lockbox cashes the check. This check could have been sent as a result of a vendor misunderstanding or in response to a bill for a refund.

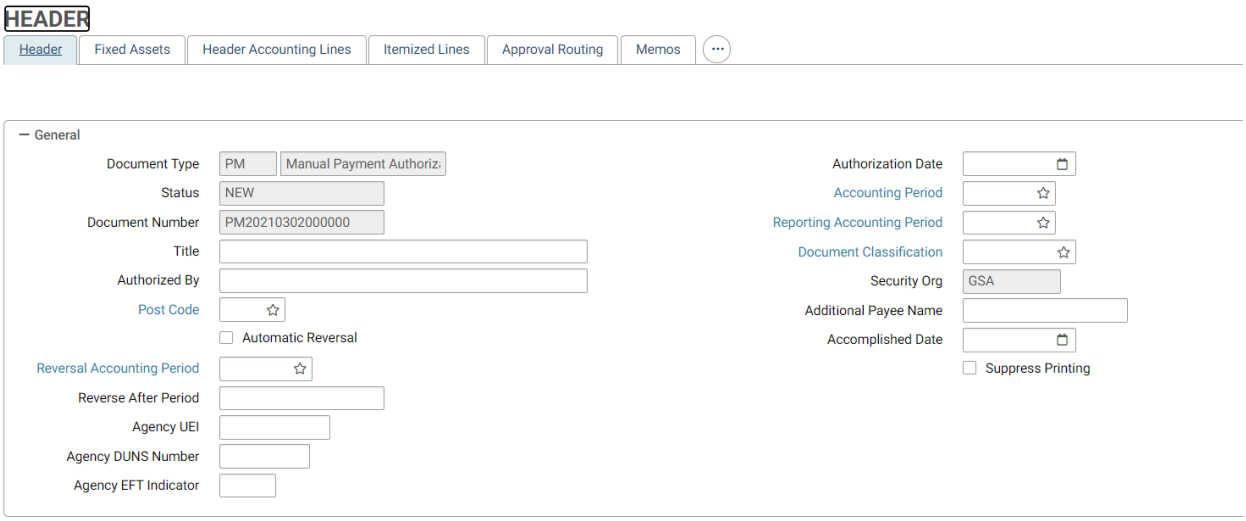
1. Select **Transactions → Accounts Payable → New → Payment Authorization** from the menu bar. The **New Payment Authorization** page will be displayed.

Figure 36: New Payment Authorization Page - Record Expenditure Refund



2. Enter **PM - Manual Payment Authorization** in the **Document Type** field.
3. A unique document number will be automatically generated in the **Document Number** field when you select the **Generate** button. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.
4. Select the **Finish** button. The **Header** page of the payment form will be displayed.

Figure 37: Header Page - Record Expenditure Refund

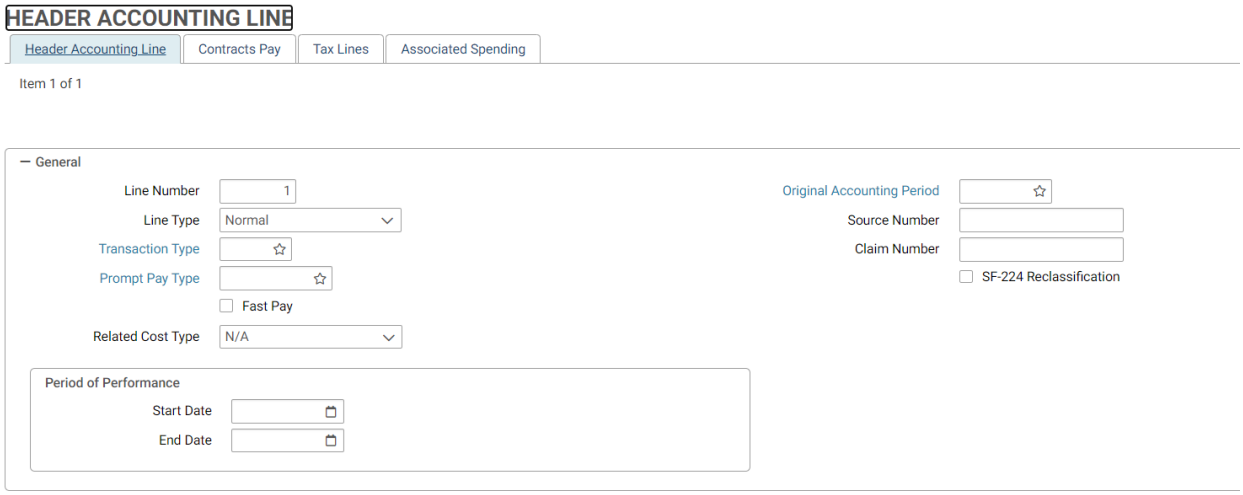


5. Enter the date in the **Accomplished Date** field.

   NOTE: The **Authorization Date**, **Accounting Period**, and **Reporting Accounting Period** fields will default to the current date and period when the form is Verified or Processed.

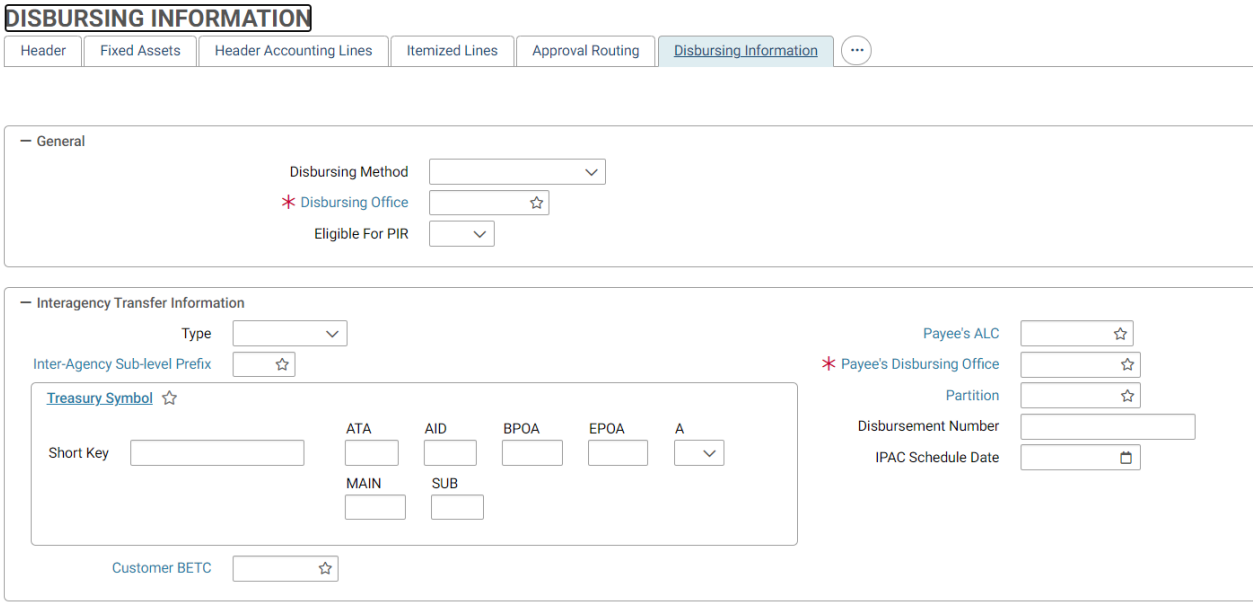
6. In the **Vendor Code** field, enter the vendor code for the vendor of the bounced check.
7. Press the **[Tab]** key or enter the vendor address code if not already populated in the **Address Code** field.
8. Select the **Header Accounting Lines** tab. The **Header Accounting Lines** page will be displayed.
9. Select the **Add** button to add a new line. The **Header Accounting Line** page will be displayed.

Figure 38: Header Accounting Line Page - Record Expenditure Refund



10. Select a **Line Type** of **Credit** and enter the credit amount in the Payment **Amount** field.
    a. For Non Reimbursable expenditure refunds, enter 01 in the Transaction Type field.
    b. For Reimbursable expenditure refunds, enter 02 in the Transaction Type field.
11. Miscellaneously reference the Order (regardless of 2-way or 3-way) in the **Document Reference** section or select the Header Accounting line link and select the Copy Forward button to reference the Order.
12. Miscellaneously reference the Vendor Invoice in the **Vendor Invoice Reference** section.
13. In the **Accounting Dimensions** section, enter the appropriate accounting template in the **Template** field. Use the same accounting strip listed on the Order.
14. Select the **Default** button to populate fields in the **Accounting Dimensions** section. Enter additional fields as needed.
15. Select the **Disbursing Information** tab. The **Disbursing Information** page will be displayed.

Figure 39: Disbursing Information Page - Record Expenditure Refund



16. Select **No Check** from the **Disbursing Method** drop-down list.
17. In the **Disbursing Office** field, enter the appropriate disbursing office information.
18. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, select in the text box for the field you would like to update, and make the update.

    NOTE: To add a new line, select the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and select the **Remove** button.

19. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
20. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

If Necessary, Create a New Payment in Pegasys

1. Create a Direct Pay invoice document (**DK** or **DW**) in Pegasys. Please refer to the **Pegasys Finance User's Guide** for step-by-step instructions on how to create a Direct Pay invoice.
2. Miscellaneously reference the original Order in the **Document Reference** section or select the Header Accounting line link and select the Copy Forward button to reference the Order.
3. Complete the document with the information needed to re-create the original invoice.

   NOTE: It is not necessary to enter the same dates from the previous invoice because the payment being created is not subject to Prompt Pay and will therefore not incur interest. The dates, if left untouched, will default to the current.

   When entering the **Invoice Number** on the document, you will need to modify the number slightly (i.e., add the letter "A" to the end of the number) because you cannot reference the exact same **Invoice Number** on a second invoice.
4. Process the document as usual and allow Automated Match to create the payment.

15.2 How do I Apply a Credit to a Subsequent Invoice?

A vendor issues a credit to GSA after a payment has been made. GSA wants to apply this credit to a subsequent invoice.

To resolve this scenario record an **Applied Credit** on the Invoice.

Recording an Applied Credit

1. When the next Invoice comes in from the vendor, create the appropriate Invoice document and enter the invoice information as usual. Please refer to the Pegasys Finance User's Guide for step-by-step instructions on creating Invoice documents.
2. Enter the **Applied Credit** amount in the **Applied Credit** field in the **Line Amounts** section of the **Accounting Lines** tab. For example, if the credit was for $100 and your invoice was $1,000. Enter $1,000 in the **Invoiced** field and $100 in the **Applied Credit** field. Automated Match will create a match and a payment for the net amount of $900.

   NOTE: Since Automated Match creates a payment and a match for the net amount, $100 remains unmatched. If you would like to return the money to the budget, use the **Final** flag check box on the Invoice. In Pegasys, the **Final** flag will copy to the payment. If the

Receipt has a **Final** flag set to true, the open amount will be returned to the Budget. If the receipt has a **Final** flag set to false, the open amount will return to the Order.

If Necessary, Move the Applied Credit to the Appropriate Accounting Strip

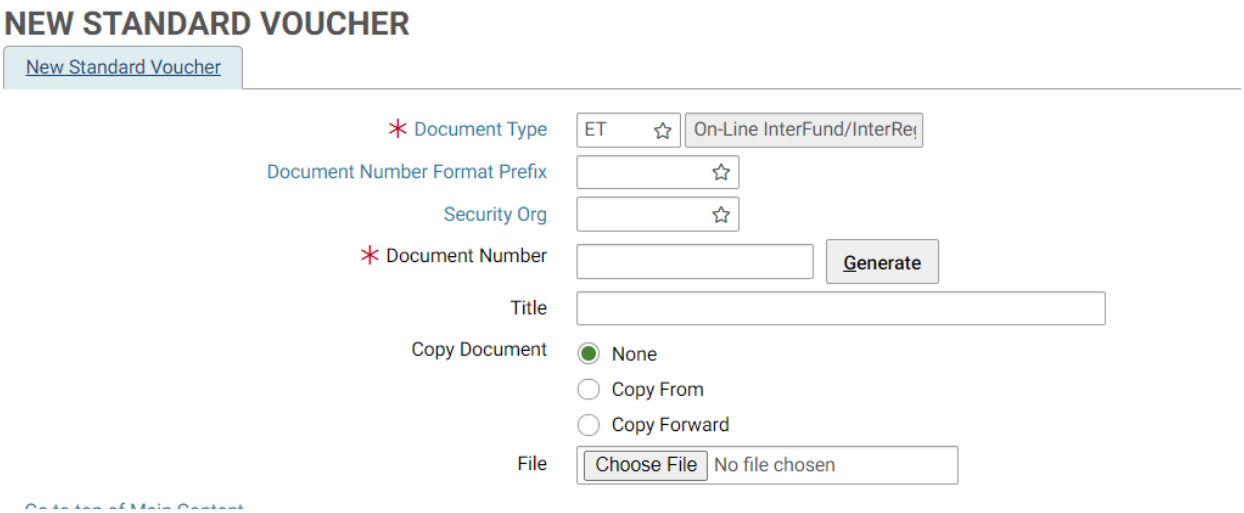
In Pegasys, process an **ET- Expense Transfer**. This will be a 2-line **ET** where one line contains a **Decrease** flag and the other an **Increase** flag. The decrease line would contain the correct accounting strip and the increase line would contain the incorrect accounting strip.

NOTE: Make sure the **Transaction Event** is set to "**Expenditure**" and the **Transaction Type** is either **'01'** for non-reimbursable or **'02'** for reimbursable activity on each of the lines. For tracking purposes, miscellaneously reference the associated invoices on each line.

Create an ET- Expense Transfer in Pegasys

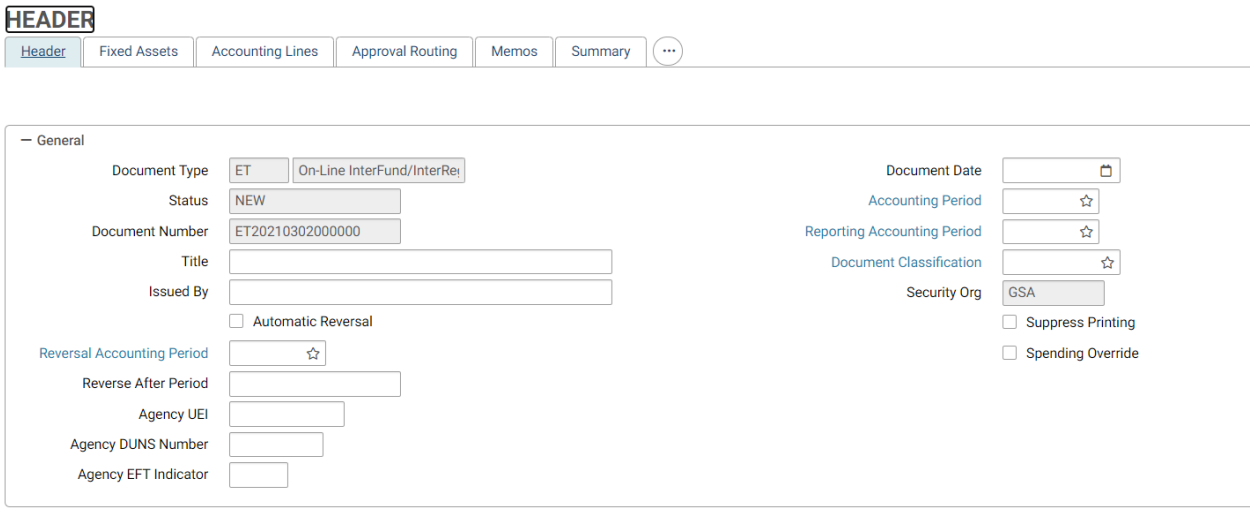
1. Select **Transactions → General System → New → Standard Voucher**. The **New Standard Voucher** page will be displayed.

Figure 40: New Standard Voucher Page - Apply Credit to Subsequent Invoice



2. Enter **ET - Expense Transfer** in **the Document Type** field.
3. A unique number will automatically generate in the **Document Number** field after selecting the **Generate** button. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.
4. Select the **Finish** button.

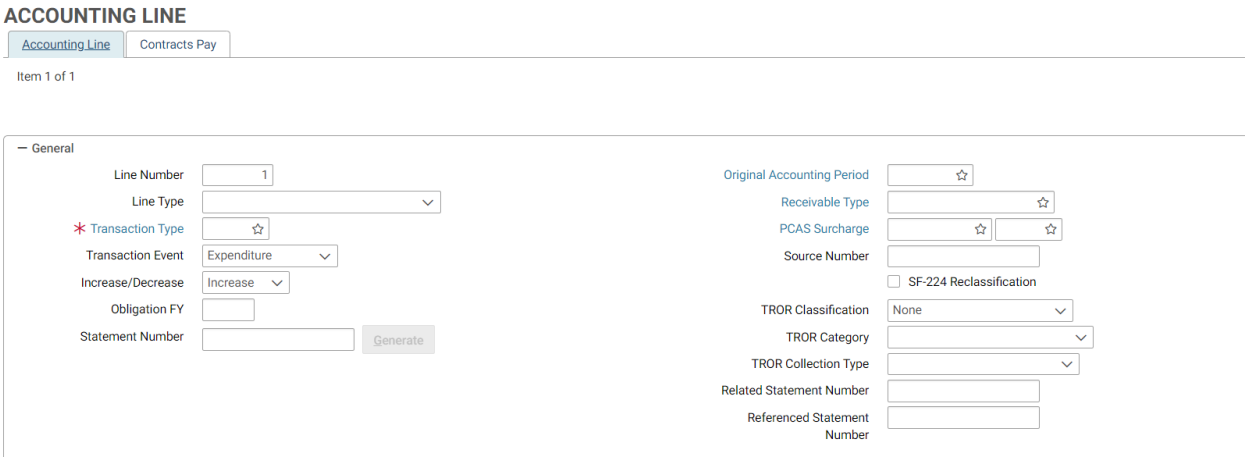
Figure 41: Header Page - Apply Credit to Subsequent Invoice



NOTE: The Header page of the **ET - Expense Transfer** form will be displayed. Do not check the **Reversal Options Automated Reversal** check box.

5. Select the **Accounting Lines** tab. The **Accounting Lines** page will be displayed.
6. Select the **Add** button to add a new line. The **Accounting Line** page will be displayed.

Figure 42: Accounting Line Page - Apply Credit to Subsequent Invoice



7. Enter **01** (Non Reimbursable) or **02** (Reimbursable) in the **Transaction Type** field.
8. Confirm that the **Transaction Event** drop-down box defaults to **Expenditure**.
9. Select **Decrease** from the **Increase/Decrease** drop-down box.
10. Enter the expense amount to be transferred in the **Line Amount** field.
11. In the **Accounting Dimensions** section, enter the correct accounting template information in the **Template** field.
12. Select the **Default** button to populate the fields in the **Accounting Dimensions** section.

Enter additional fields, such as **Cost Element** and **Function Code**, as needed.

13. Return to the **Accounting Lines** summary page by selecting on the **Accounting Lines** hyperlink.
14. Add a new line by selecting the **Add** button. The **Accounting Line** page will be displayed.
15. Enter **01** (Non Reimbursable) or **02** (Reimbursable) in the **Transaction Type** field.
16. Confirm that the **Trans Event** drop-down box defaults to **Expenditure**.
17. Select **Increase** from the **Increase/Decrease** drop-down box.
18. Enter the expense amount to be recorded in the **Line Amount** field.

    NOTE: The amount entered should equal the **Line Amount** entered on **Line 1** of the Expense Transfer form. This will ensure that the Expense Transfer form nets to "zero".
19. In the **Accounting Dimensions** section, enter the incorrect accounting template information in the **Template** field.
20. Select the **Default** button to populate the fields in the **Accounting Dimensions** section.

    Enter additional fields, such as **Sub Object Class** and **Activity**, as needed.
21. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, select in the text box for the field you would like to update, and make the update.
    a. To add a new line, select the **Add** button and follow the instructions above on how to enter a header accounting line.
    b. To delete a line, select the line and select the **Remove** button.
22. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
23. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

15.3 How do I Apply Part of a Large Overpayment to a Smaller Future Invoice?

GSA has a claim against a vendor for an overpayment and wants to apply a portion of the claim to a subsequent invoice, for which the dollar amount is **SMALLER** than that of the claim.

In Pegasys, users will record a no-check payment against the new invoice and then create a one-line **ET - Expense Transfer** document.

Applying the Overpayment in Pegasys

1. Create an invoice document (**M6, M7, DK,** or **DW**).

2. Be sure to use a **Disbursing Method** of **No Check.**
3. Use the **No Check Information** section fields to reference the original overpayment and/or claim code.

   NOTE: Alphanumeric values may be entered in the **Disbursed By** field. Only numeric values may be entered in the **Check/Disb. #** field.
4. Process the document and automated match will create a no-check payment.
5. Create a single-line **ET- Expense Transfer** to remove the excess money from the budget where the overpayment occurred. This document should reflect the dollar amount of the Invoice and the accounting strip from the document where the overpayment occurred. Use the **Decrease** option, a **Trans Type** of **01** (non- reimbursable) or **02** (reimbursable), and a **Trans Event** of **Expenditure** on the line. Process this transaction.

15.4 How do I Record an Invoice/Payment Processed Against an Incorrect Receipt/Order?

A payment was sent to the correct vendor, but was processed against an incorrect purchasing chain. Specifically, the invoice was matched to the wrong receipt and order.

The procedures for this scenario include creating a payment in Pegasys with a Credit line type to re-open the order of the inaccurately referenced chain. In addition, a no-check invoice/payment will be processed against the appropriate chain to record the expenditure against the correct ACT number.

Re-Opening the Order in Pegasys

1. Manually create a **P6** (for Region 6) or **P7** (for Region 7) by copying forward from the erroneously referenced order. If that order is closed, create this payment without copy forward and do a manual reference to the order.
2. Select a **Line Type** of **Credit** and enter the dollar amount of the credit in the **Amount** field on the **Accounting Lines** page.
3. Enter a **Disbursing Method** of **No Check** on the **Disbursing Information** page. This will enable the **No Check Information** fields, which should be filled in appropriately.
4. **This step applies to a 3-way Chain only.** In Pegasys, the payment credit line will open the order in the amount of the credit. The receipt that was referencing this order will remain in Pegasys and is essentially not useful. Correct the receipt and place the words “Erroneous Receipt” in the **Title** field. If it has an open amount, it will be important to reduce the receipt by the open amount and prepare to re-enter a new receipt on its behalf.
5. **This step applies to a 3-way Chain only.** Create a new receipt to replace the receipt that was erroneously referenced.

Booking the Expenditure Against the Correct Chain

Create a **No-Check** invoice in Pegasys against the correct order. Automated Match will create a payment that will not be disbursed.

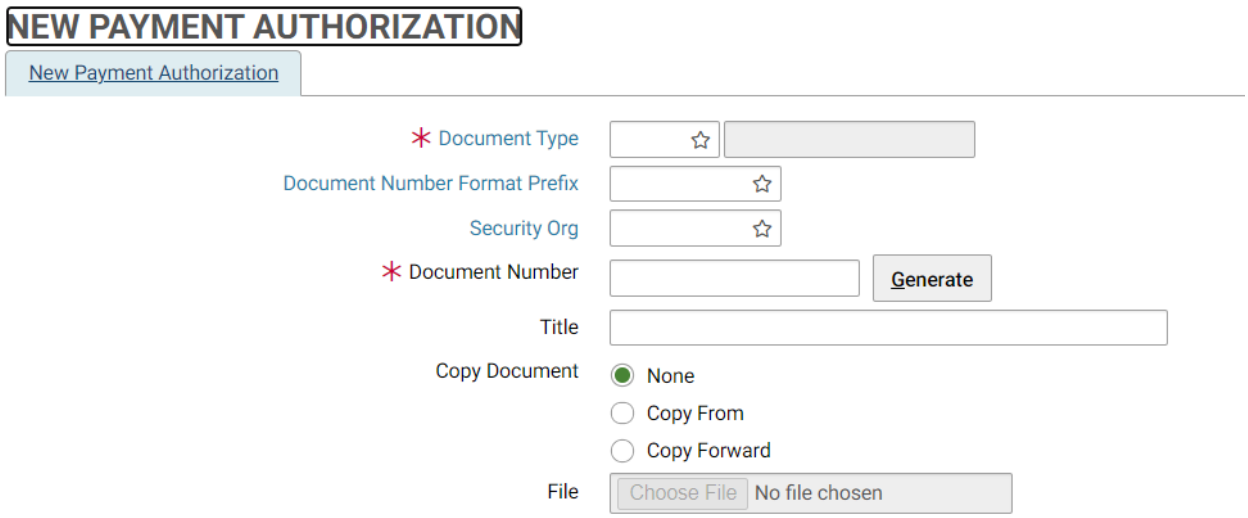
15.5 How Do I Correct an Overbooked IPAC Transaction?

An IPAC transaction is double-booked in Pegasys.

The resolution for this scenario involves creating a payment with a credit line type to reduce the IPAC booking against a given chain. The payment document will reopen the Order for the amount of the credit.

1. Select **Transactions → Accounts Payable → New → Payment Authorization** from the menu bar. The **New Payment Authorization** page will be displayed.

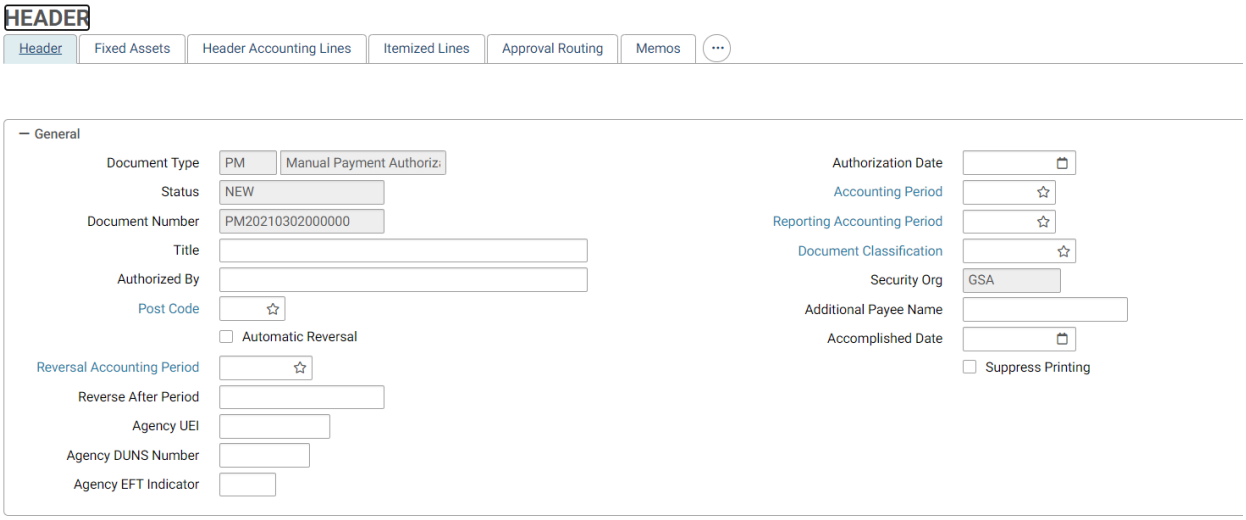
Figure 43: New Payment Authorization Page - Correct Overbooked IPAC Transaction



2. Enter **PM - Manual Payment Authorization** in the **Document Type** field.
3. A unique document number will be automatically generated in the **Document Number** field after selecting the **Generate** button. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.
4. Select the **Copy Forward** radio button.
5. Select the **Next** button.
6. Enter the purchase order document type in the **Document Type** field.
7. Enter the purchase order number in the **Document Number** field.
8. Select the **Search** button.
9. Select the appropriate document from the generated list.

10. Select the **Finish** button. The **Header** page of the payment form will be displayed.

Figure 44: Header Page - Correct Overbooked IPAC Transaction

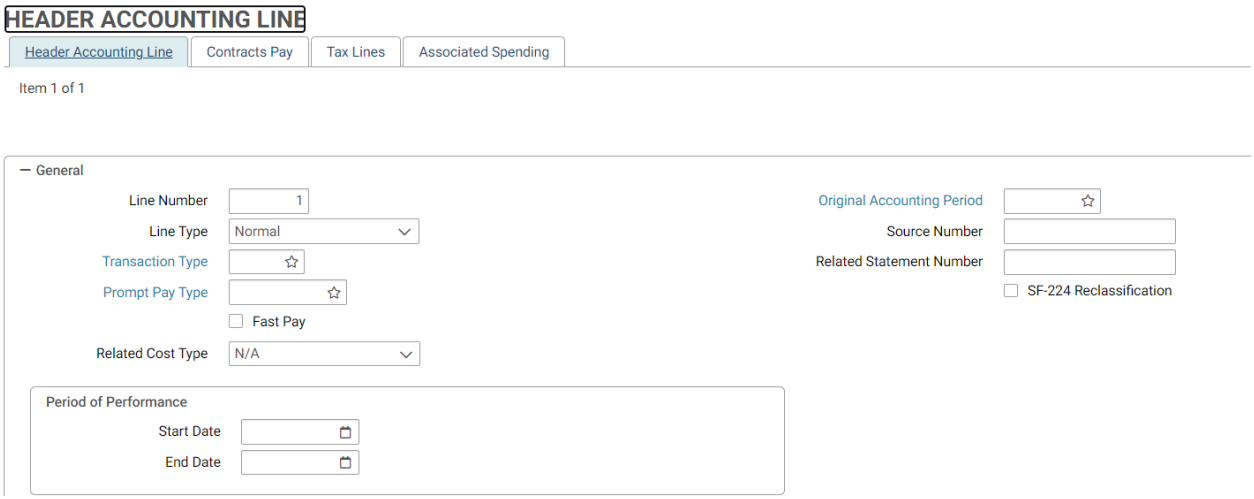


11. Enter the date in the **Accomplished Date** field.

    NOTE: The **Authorization Date**, **Accounting Period**, and **Reporting Accounting Period** fields will default to the current date and period when the form is Verified or Processed.

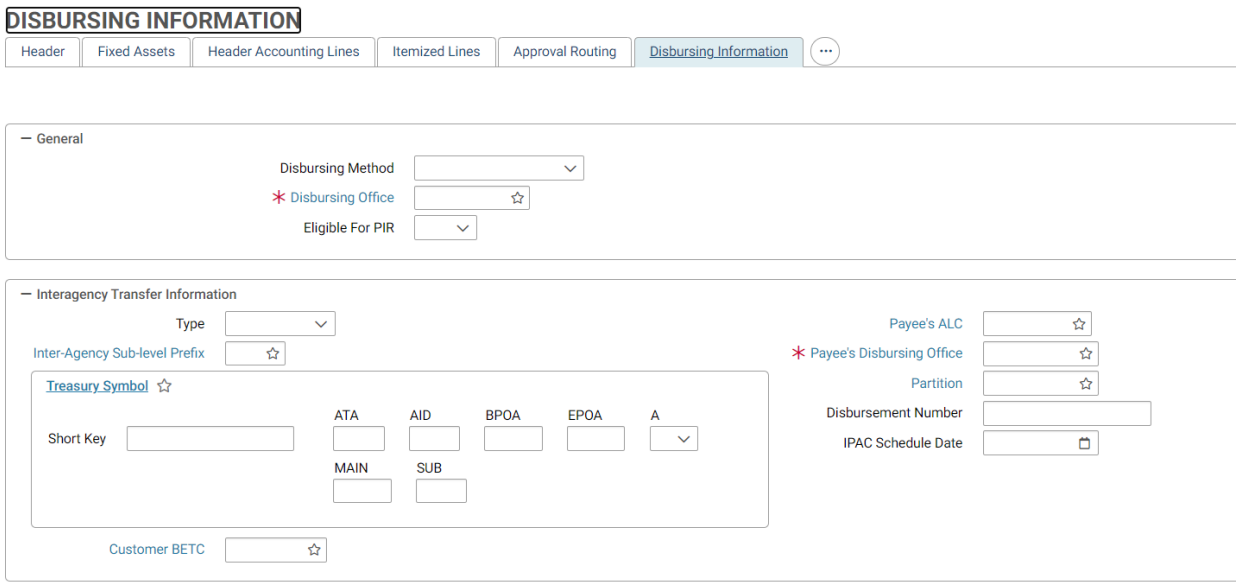
12. In the **Vendor Code** field, enter the vendor code for the vendor of the bounced check.
13. Press the **[Tab]** key or enter the vendor address code if not already populated in the **Address Code** field.
14. Select the **Header Accounting Lines** tab. The **Header Accounting Lines** page will be displayed.
15. Select the **Add** button to add a new line. The **Header Accounting Line** page will be displayed.

Figure 45: Header Accounting Line Page - Correct Overbooked IPAC Transaction



16. Select a **Line Type of Credit**.
17. Enter either **01** (Non Reimbursable - No Check) or **02** (Reimbursable - No Check) in the **Transaction Type** field.
18. In the **Line Amounts** section, enter the dollar amount of the credit in the **Payment** field.
19. In the **Accounting Dimensions** section, enter the appropriate accounting template in the **Template** field.
20. Select the **Default** button to populate fields in the **Accounting Dimensions** section. Enter additional fields as needed.
21. Select the **Disbursing Information** tab. The **Disbursing Information** page will be displayed.

Figure 46: Disbursing Information Page - Correct Overbooked IPAC Transaction



22. Select **No Check** from the **Disbursing Method** drop-down list.
23. In the **Disbursing Office** field, enter the appropriate disbursing office information.
24. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, select in the text box for the field you would like to update, and make the update.

    NOTE: To add a new line, select the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and select the **Remove** button.
25. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
26. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.
27. **(For 3-way chains only.)** In Pegasys, the payment credit line will open the Order in the amount of the credit. The receipt that was referencing this order will remain in Pegasys and is essentially no longer useful. Correct the Receipt and place the words "Erroneous Receipt" in the **Title** field. If it has an open amount, it will be important to reduce the receipt by the open amount and prepare to re-enter a new receipt on its behalf. Create a new receipt to replace the receipt that was erroneously referenced. This receipt should reflect only what should be open.

16 How do I Record Prior Year Cost Transfers in Pegasys?

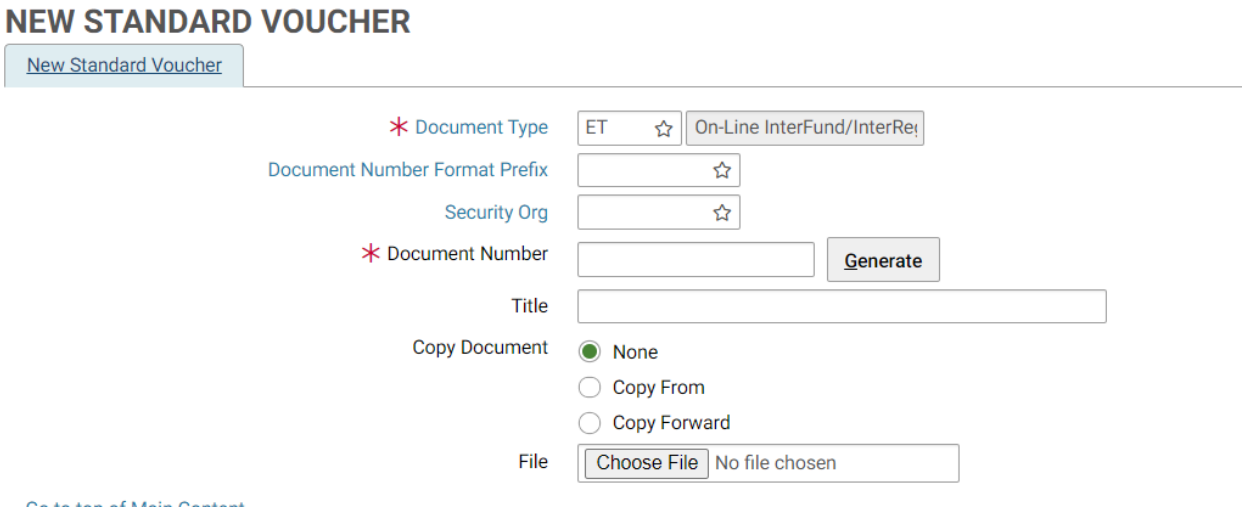
Occasionally it may be necessary to correct or change the budget fiscal year in which an expense was recorded. To accomplish this type of correction or change, create a Pegasys standard voucher document type **ET - Expense Transfer**. The **ET - Expense Transfer** will move the expense from the incorrect Budget Fiscal year to the correct one. Because the **ET** only references the Payment Authorization, this adjusting entry must be completed after disbursement has occurred. To create an **ET- Expense Transfer**, follow the steps outlined below.

NOTE: These instructions are applicable whenever a partial or full disbursement has been made out of Pegasys and there is a need to change the fiscal year in which the expense was recorded.

16.1 How Do I Create a Prior Year Cost Transfer?

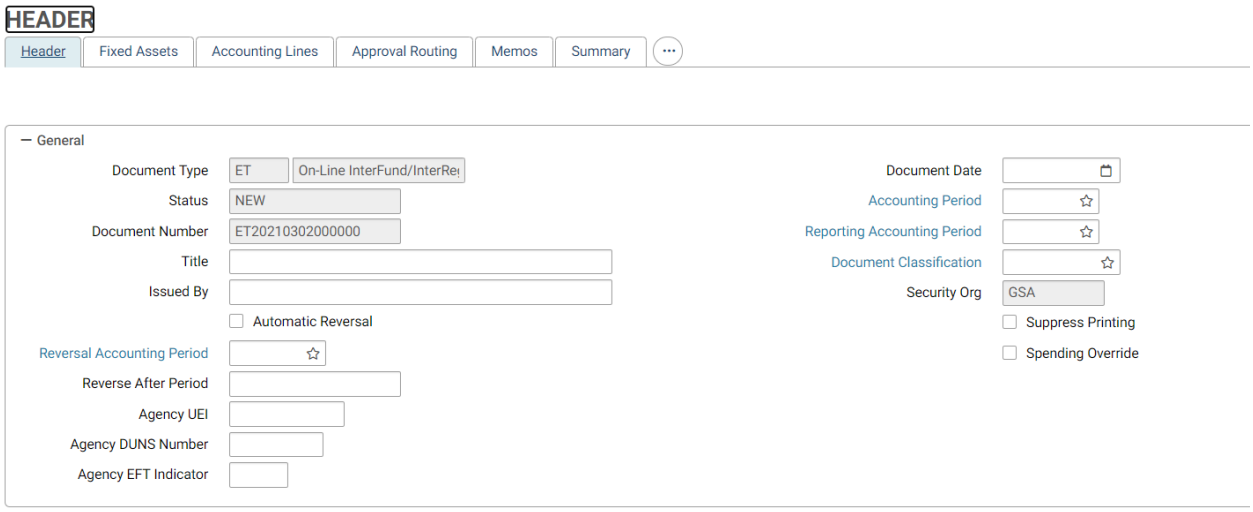
1. Select **Transactions → General System → New → Standard Voucher** from the menu bar. The **New Standard Voucher** page will be displayed.

Figure 47: New Standard Voucher Page - Create Prior Year Cost Transfer



2. Enter **ET - Expense Transfer** in the **Document Type** field.
3. A unique number will automatically generate in the **Doc Number** field after selecting the **Generate** button. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.
4. Select the **Finish** button.

Figure 48: Header Page - Create Prior Year Cost Transfer

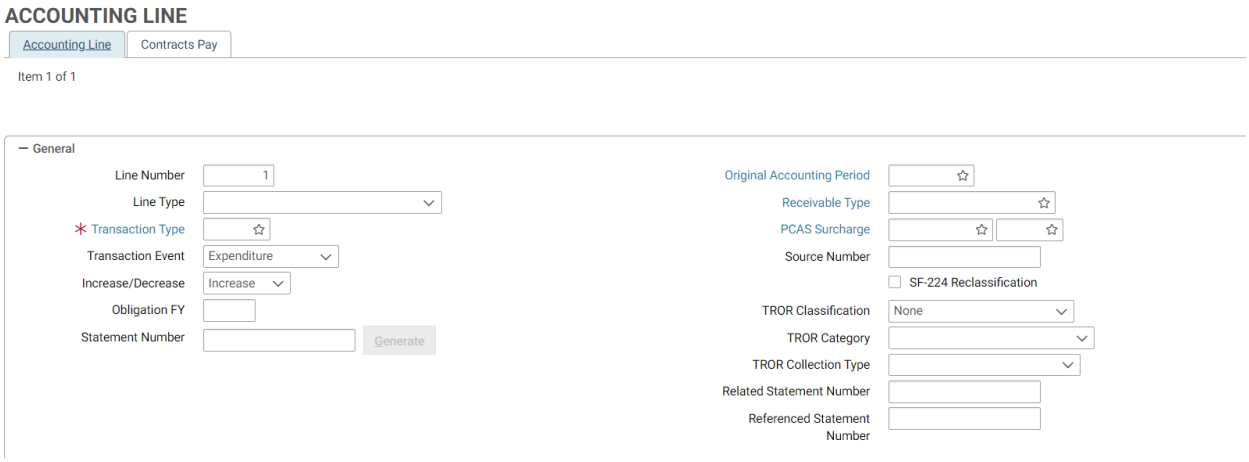


NOTE: The **Header** page of the **ET - Expense Transfer** form will be displayed. Do not check the **Reversal Options Automated Reversal** check box.

5. Enter the accounting period in which the expense transfer should be recorded in the **Accounting Period** field.
6. In the **Description** field, enter any descriptive information related to the expense transfer.

   NOTE: Extended description text field allows for a maximum disk space of 60K (whereas regular description fields hold 255 characters), but printing of the extended description field on forms or reports will be determined by the room available on the form or report.
7. Select the **Accounting Lines** tab. The **Accounting Lines** page will be displayed.
8. To add a new line, select the **Add** button. The **Accounting Line** page will be displayed.

Figure 49: Accounting Line Page - Create Prior Year Cost Transfer



9. Enter the appropriate transaction type in the **Transaction Type** field.
10. Confirm that the **Transaction Event** drop-down box defaults to **Expenditure**.

11. Select **Decrease** or **Increase** from the **Increase/Decrease** drop-down box**.**
12. Enter the expense amount to be transferred in the **Line Amount** field.
13. In the **Accounting Dimensions** section, enter the incorrect budget fiscal year accounting template information in the **Template** field.
14. Select the **Default** button to populate the fields in the **Accounting Dimensions** section. Enter additional fields, such as **Sub Object Class** and **Activity**, as needed.
15. Return to the **Accounting Lines** summary page by selecting the **Accounting Lines** hyperlink.
16. Add a new line by selecting the **Add** button. The **Accounting Line** page will be displayed.
17. Enter the appropriate transaction type in the **Transaction Type** field.
18. Confirm that the **Transaction Event** drop-down box defaults to **Expenditure**.
19. Select **Decrease** or **Increase** from the **Increase/Decrease** drop-down box**.**
20. Enter the expense amount to be recorded in the **Line Amount** field.

    NOTE: The amount entered should equal the **Line Amount** entered on **Line 1** of the Expense Transfer form. This will ensure that the Expense Transfer form nets to "zero".
21. In the **Accounting Dimensions** section, enter the correct budget fiscal year accounting template information in the **Template** field.
22. Select the **Default** button to populate the fields in the **Accounting Dimensions** section. Enter additional fields, such as **Sub Object Class** and **Activity**, as needed.
23. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, select in the text box for the field you would like to update, and make the update.

    To add a new line, select the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and select the **Remove** button.
24. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
25. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

17 How do I Record Bounced Checks in Pegasys?

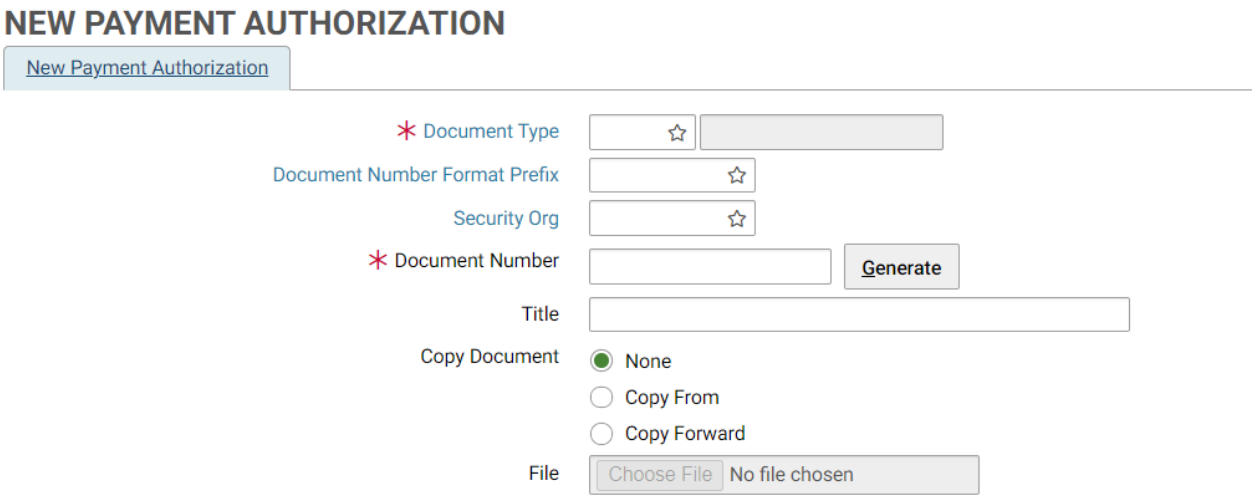
When GSA receives a check that subsequently bounces, this information will be recorded in Pegasys by following the instructions provided below. Separate instructions are provided in the **Finance User Guide 1 of 2, Section 3** for recording bounced checks associated with Travel Relocation transactions.

NOTE: These procedures are applicable only for recording bounced checks resulting from a previous disbursement in Pegasys. (For example, these procedures are not applicable for handling bounced checks resulting from the sale of surplus property, billed receivable, etc.)

17.1 How Do I Record a Bounced Check from a Non-Reimbursable Expenditure Refund?

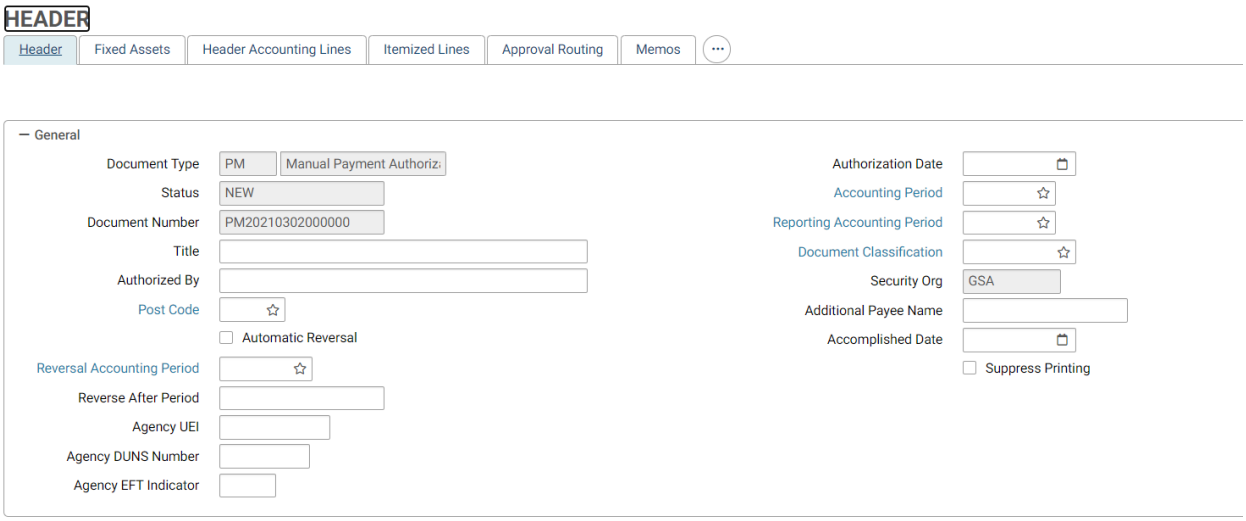
1. Select **Transactions → Accounts Payable → New → Payment Authorization** from the menu bar. The **New Payment Authorization** page will be displayed.

Figure 50: New Payment Authorization-Non-Reimbursable Expenditure Refund



2. Enter **PM - Manual Payment Authorization** in the **Document Type** box.
3. A unique document number will be automatically generated in the **Document Number** field when you select the **Generate** button. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.
4. Select the **Finish** button. The **Header** page of the payment form will be displayed.

Figure 51: Header Page - Non-Reimbursable Expenditure Refund

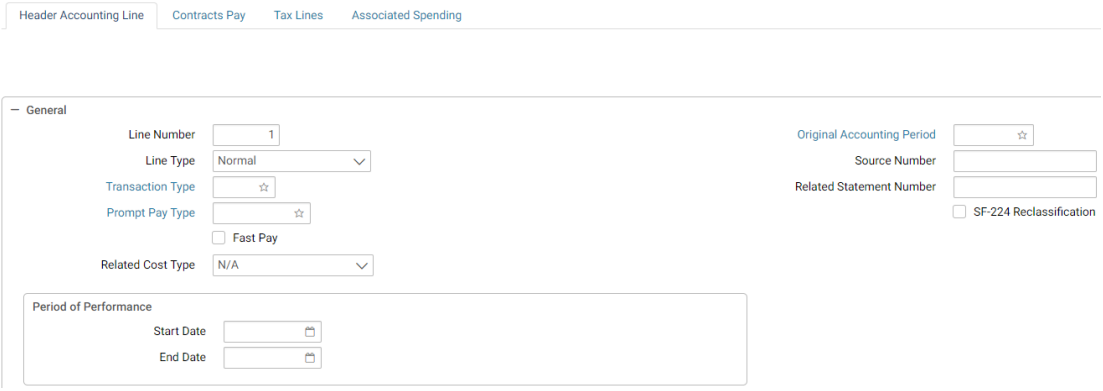


5. Enter the date in the **Accomplished Date** field.

   NOTE: The **Authorization Date**, **Accounting Period**, and **Reporting Accounting Period** fields will default to the current date and period when the form is verified or processed.

6. In the **Vendor Code** field, enter the vendor code for the vendor of the bounced check.
7. Press the **[Tab]** key or enter the vendor address code if not already populated in the **Address Code** field.
8. Select the **Header Accounting Lines** tab. The **Header Accounting Lines** page will be displayed.
9. Select the **Add** button to add a new line. The **Header Accounting Line** page will be displayed.

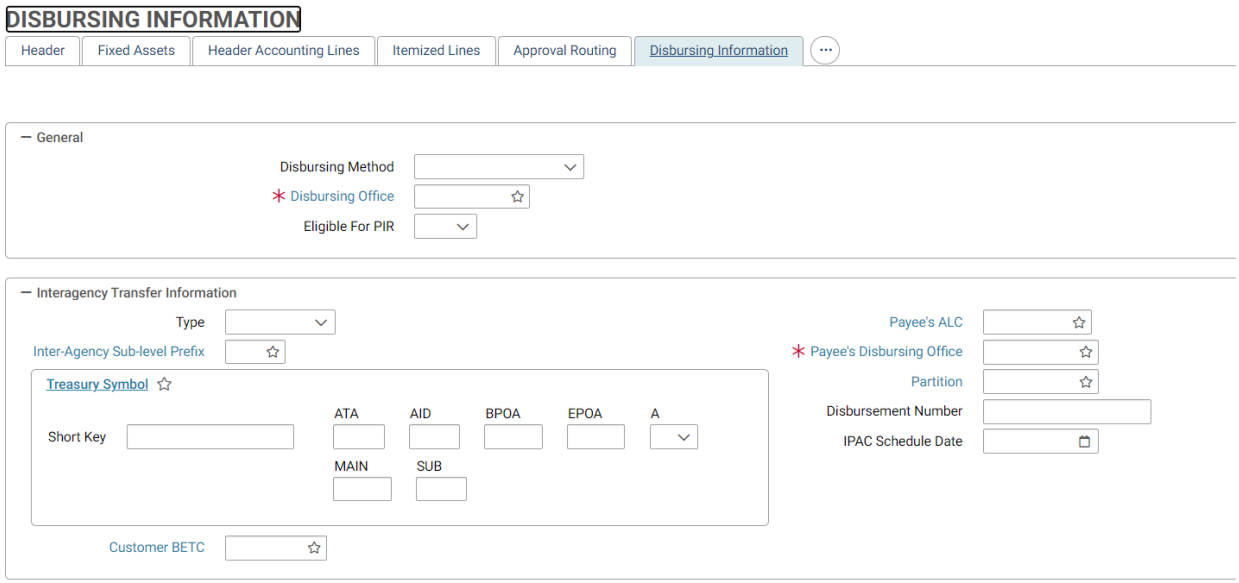
Figure 52: Header Accounting Line Page - Non-Reimbursable Expenditure Refund



10. Enter **01** in the **Transaction Type** field.
11. In the **Line Amounts** section, enter the dollar amount of the check that bounced in the **Payment** field.

12. In the **Accounting Dimensions** section, enter the appropriate accounting template in the **Template** field.
13. Select the **Default** button to populate fields in the **Accounting Dimensions** section. Enter additional fields as needed.
14. Select the **Disbursing Information** tab. The **Disbursing Information** page will be displayed.

Figure 53: Disbursing Information Page - Non-Reimbursable Expenditure Refund



15. Select **No Check** from the **Disbursing Method** drop-down list.
16. In the **Disbursing Office** field, enter the appropriate disbursing office information.
17. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, select in the text box for the field you would like to update, and make the update.

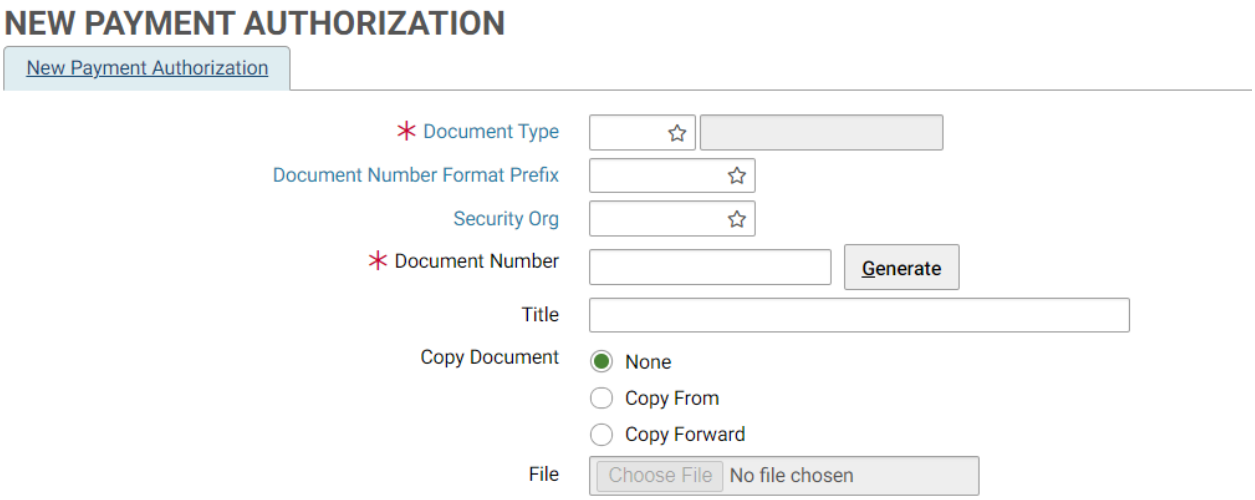
    NOTE: To add a new line, select the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and select the **Remove** button.
18. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
19. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

17.2 How Do I Record a Bounced Check from a Reimbursable Expenditure Refund?

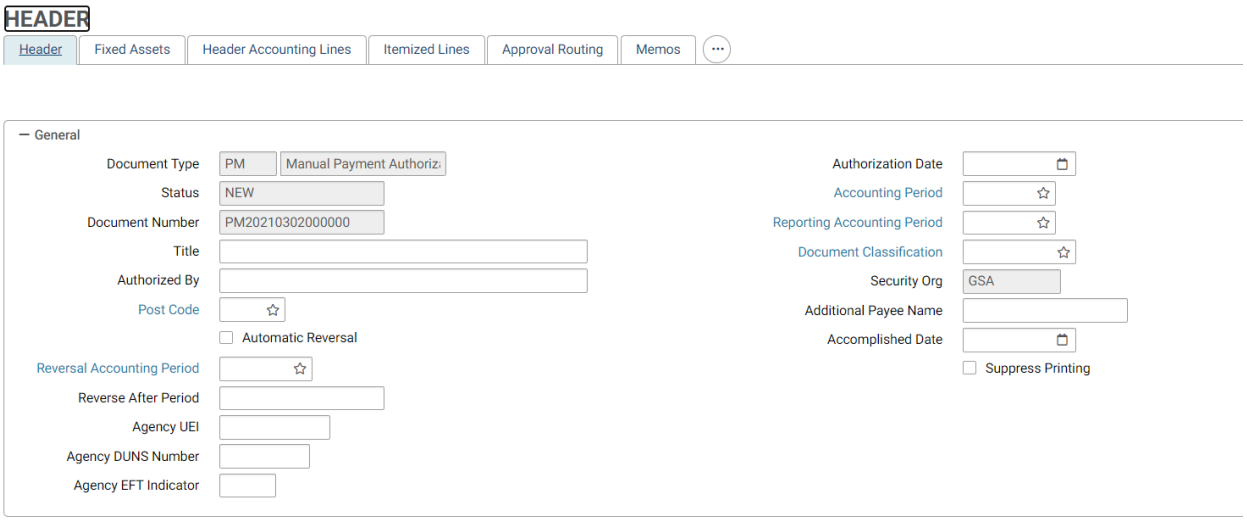
1. Select **Transactions → Accounts Payable → New → Payment Authorization** from the menu bar. The **New Payment Authorization** page will be displayed.

Figure 54: New Payment Authorization Page - Reimbursable Expenditure Refund



2. Enter **PM - Manual Payment Authorization** in the **Document Type** box.
3. A unique document number will be automatically generated in the **Document Number** field when you select the **Generate** button. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.
4. Select the **Finish** button. The **Header** page of the payment form will be displayed.

Figure 55: Header Page - Reimbursable Expenditure Refund

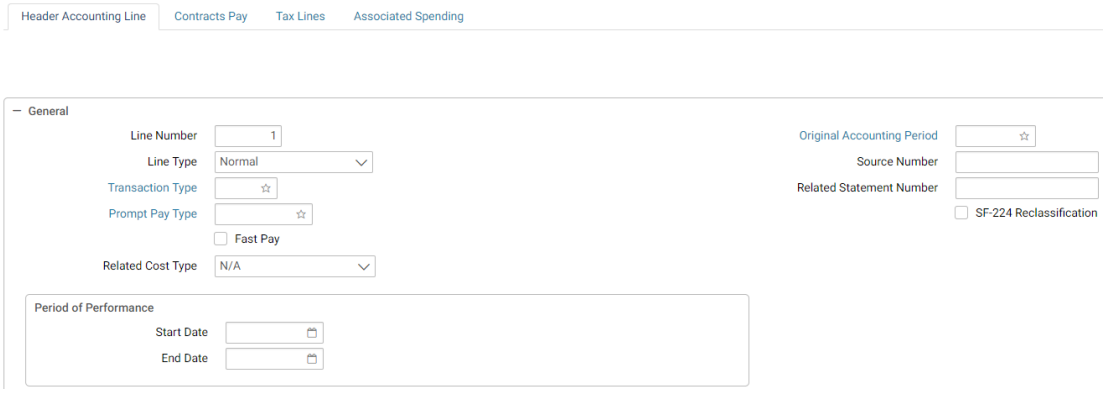


5. Enter the date in the **Accomplished Date** field.

   NOTE: The **Authorization Date**, **Accounting Period**, and **Reporting Accounting Period** fields will default to the current date and period when the form is Verified or Processed.

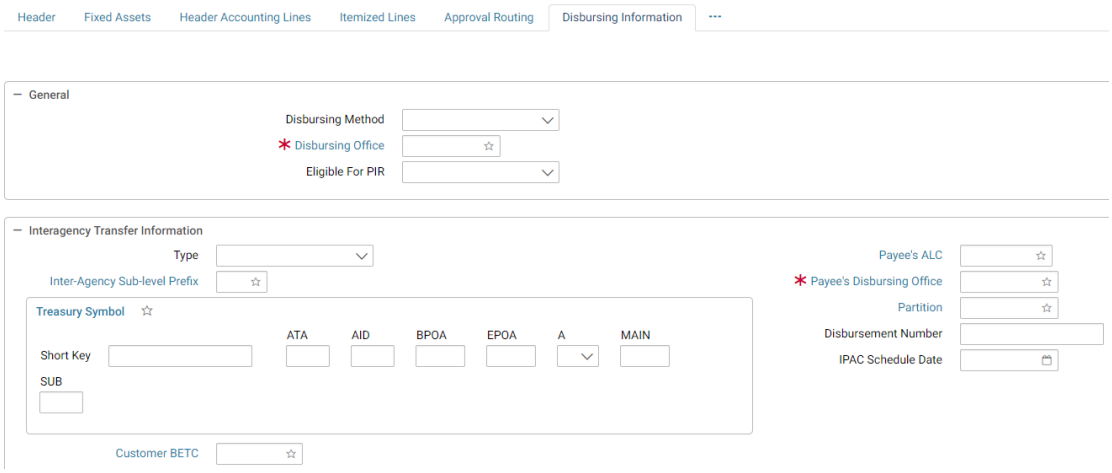
6. In the **Vendor Code** field, enter the vendor code for the vendor of the bounced check.
7. Press the **[Tab]** key or enter the vendor address code if not already populated in the **Address Code** field.
8. Select the **Header Accounting Lines** tab. The **Header Accounting Lines** page will be displayed.
9. Select the **Add** button to add a new line. The **Header Accounting Line** page will be displayed.

Figure 56: Header Accounting Lines Page - Reimbursable Expenditure Refund



10. Enter **02** in the **Transaction Type** field.
11. In the **Line Amounts** section, enter the dollar amount of the check that bounced in the **Payment** field.
12. In the **Accounting Dimensions** section, enter the appropriate accounting template in the **Template** field.
13. Select the **Default** button to populate fields in the **Accounting Dimensions** section. Enter additional fields as needed.
14. Select the **Disbursing Information** tab. The **Disbursing Information** page will be displayed.

Figure 57: Disbursing Information Page - Reimbursable Expenditure Refund



15. Select **No Check** from the **Disbursing Method** drop-down list.
16. In the **Disbursing Office** field, enter the appropriate disbursing office information.
17. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, select in the text box for the field you would like to update, and make the update.

    NOTE: To add a new line, select the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and select the **Remove** button.
18. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
19. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

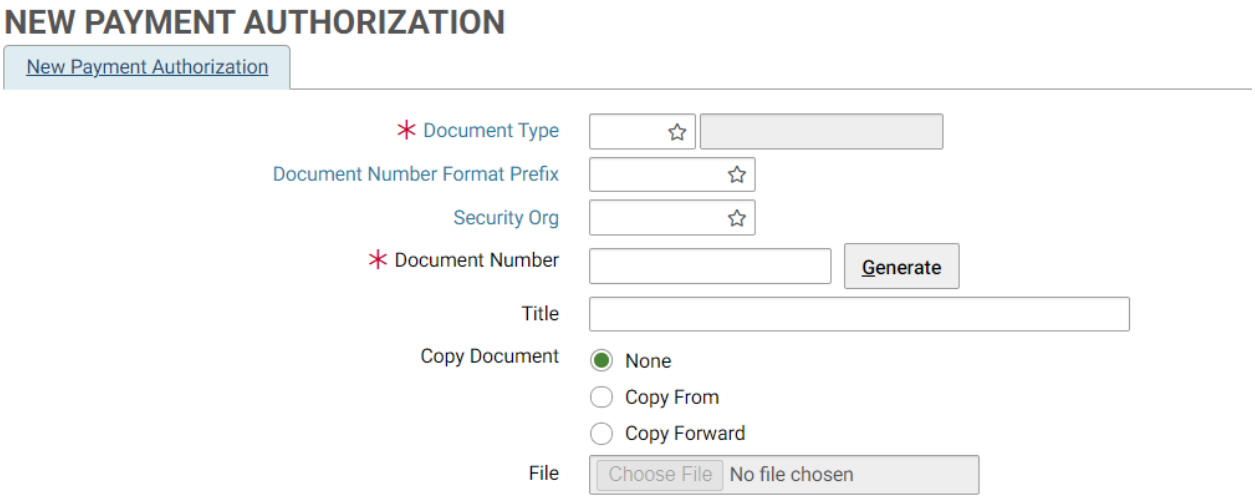
17.3 How do I record a Bounced Check associated with Travel Relocation Transaction?

After an advance refund or expenditure refund has been received from an employee and recorded for Travel Relocation, the check may bounce. In order to correct this, GSA must record another payment document to cancel out the effect of the refund.

Create a Travel Relocation Collection document to record a bounced check for an Advance Refund by following the steps below:

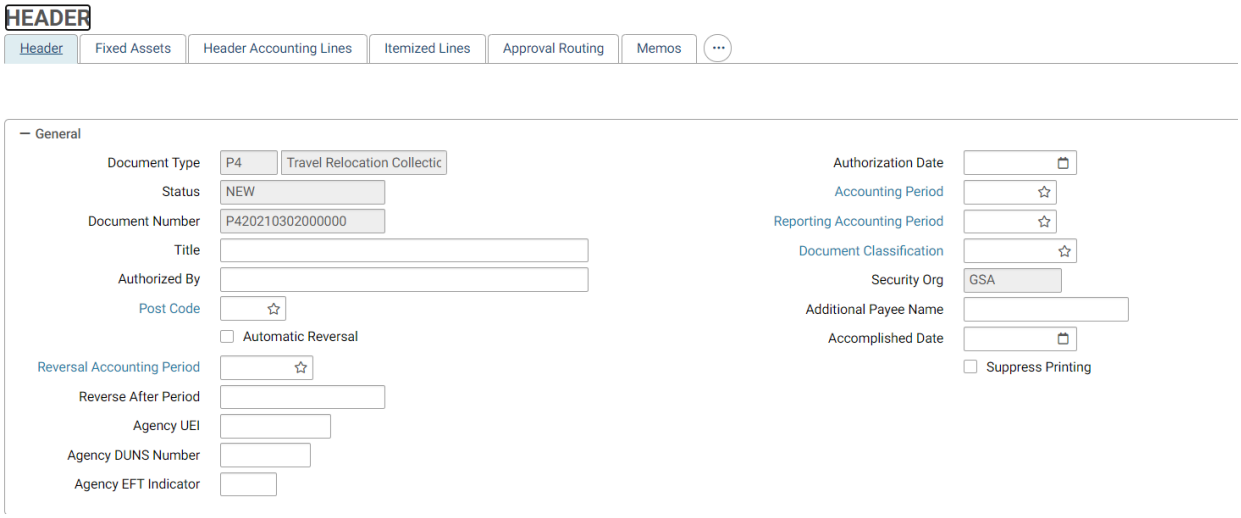
1. Select **Transactions → Accounts Payable → New → Payment Authorization** from the menu bar. The **New Payment Authorization** page will be displayed.

Figure 58: New Payment Authorization Page - Travel Relocation



2. Enter **P4 - Travel Relocation Collection** in the **Document Type** box.
3. A unique document number will be automatically generated in the **Document Number** field after selecting the **Generate** button. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.
4. Select the **Finish** button. The **Header** page payment form will be displayed.

Figure 59: Header Page - Travel Relocation

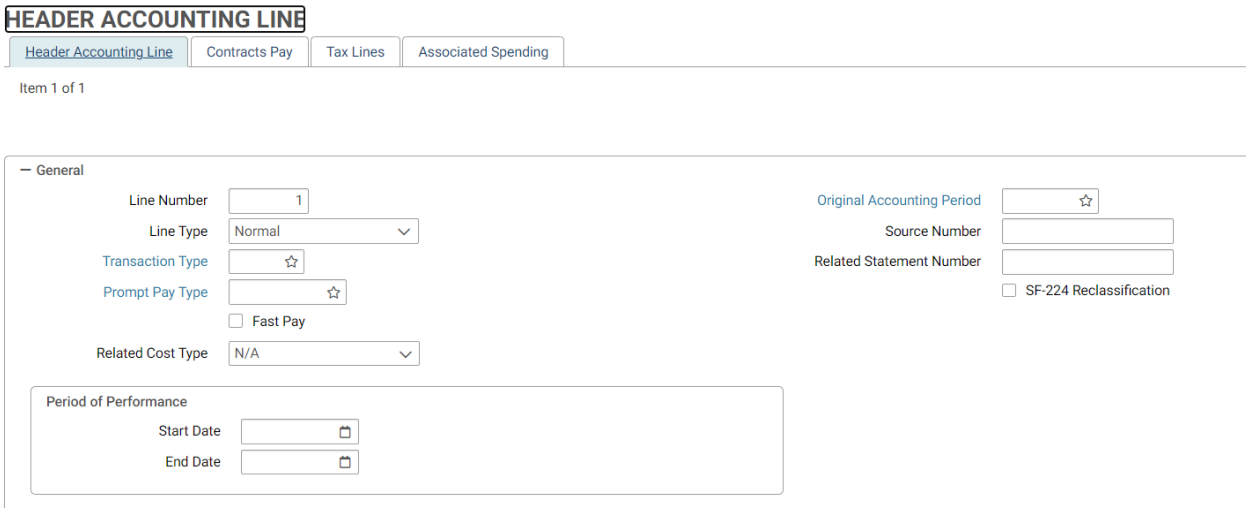


NOTE: The **Authorization Date**, **Accounting Period**, **Reporting Accounting Period** and **Accomplished Date** fields will default to the current date and period when the form is Verified or Processed.

5. In the **Vendor Code** field, enter the vendor code for the vendor of the bounced check. Press the **[Tab]** key or enter the vendor address code if not already populated in the **Address Code** field.

6. Select the **Header Accounting Lines** tab. The **Header Accounting Lines** page will be displayed.
7. Select the **Add** button to add a new line. The **Header Accounting Line** page will be displayed.

Figure 60: Header Accounting Line Page - Travel Relocation



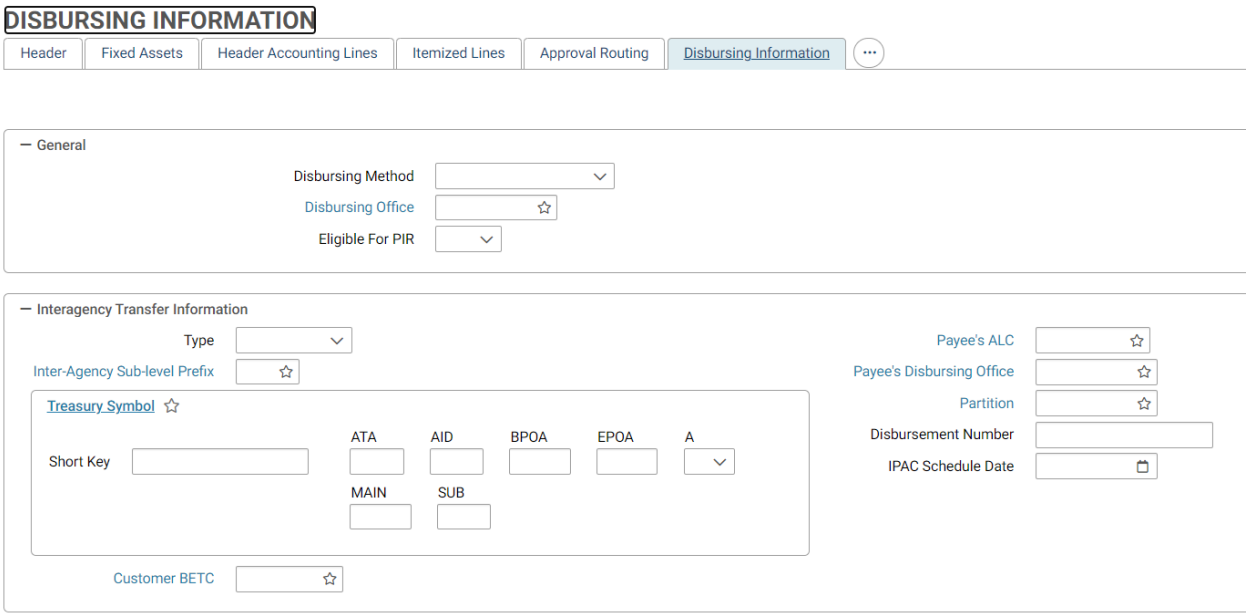
NOTE: The **Transaction Type** will default to **01** when the form is Verified or Processed.

8. In the **Document Reference** section, enter **LT** in the **Type** field. Enter the document number in the **Document** field, and the appropriate line number in the **Item** and **Accounting** fields.
9. Select the **Default** button to bring forward the accounting strip information from the obligation that will be displayed under the **Document Reference View** button.
10. Check the **Misc.** check box in the **Document Reference** section.

    NOTE: This causes the document line number to disappear and disable the **Default** button.
11. Enter the dollar amount of the check that bounced in the **Payment** field in the **Line Amounts** section.
12. In the **Description** field, enter the name of the employee who bounced the check.

    NOTE: If necessary, use the **Extended Description** text field to enter additional description details. The **Extended Description** text field will hold an additional 60 KB.
13. Select the **Disbursing Information** tab. The **Disbursing Information** page will be displayed.

Figure 61: Disbursing Information Page - Travel Relocation



14. Select **No Check** from the **Disbursing Method** drop-down list.
15. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, select in the text box for the field you would like to update, and make the update.

    NOTE: To add a new line, select the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and select the **Remove** button.
16. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
17. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

18 PBS Construction Contracts Procedures

The following section details the procedures for processing PBS Construction Contracts in Pegasys as well as specific instructions for using Holdbacks and Holdback Releases.

18.1 How Do I Record PBS Construction Contracts in Pegasys?

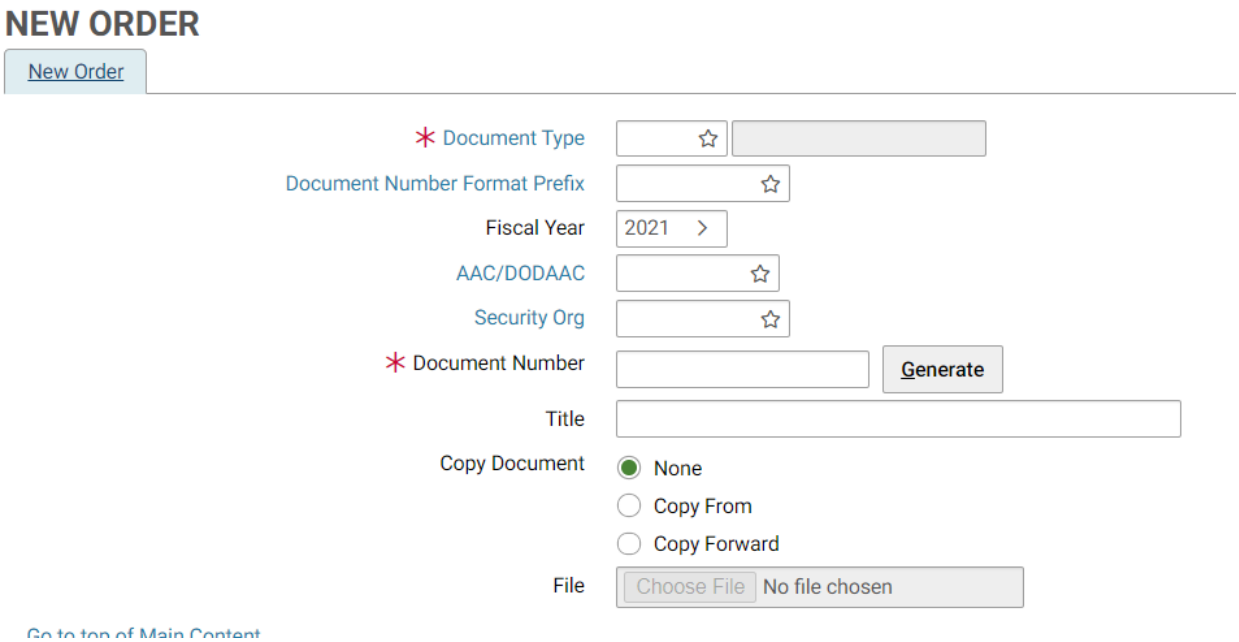
PBS Construction contract obligations are established through EASi interface or directly entered in Pegasys. The direct entered process is described as follows:

Step 1 - Obligation:

Record PBS Construction Contract obligations using **PN - PBS Construction Obligation** forms or **EN – EASi Construction Obligation forms**. The **Purchasing User Guide 2 of 5, Section 6,** will provide adequate instruction for entering order forms on-line. The only additional step is to enter the Document Number manually on the New Order Page for a PN document or EN document. The following steps are applicable for PN or EN orders. For illustration purposes, a PN order is used, as follows:

1. Select **Transactions → Purchasing → New → Order** from the menu bar. The **New Order** page will be displayed.

Figure 62: New Order Page - Record PBS Construction Contracts



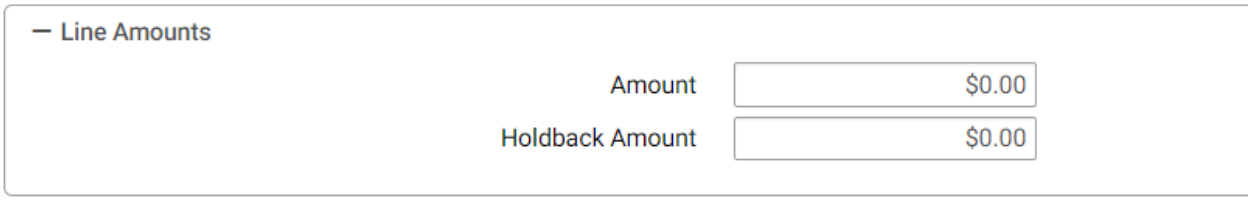
2. Enter **PN - PBS Construction Obligation** in the **Document Type** field.
3. In the **Document Number** field, enter the PN PBS Construction order document number.

Step 2 - Receipt:

Record receipts **RW - Receipt** forms by copying forward the information from the **PN - PBS Construction Obligation** created in Step 1. The **Purchasing User Guide 2 of 2, Section 7** will provide adequate instruction for entering these forms on-line.

1. From the **Header Accounting Lines** summary page, open the appropriate **Header Accounting Line**. The **Header Accounting Line** page will be displayed.
2. In the **Line Amounts** section, enter the holdback amount in the **Applied Credit** field.

Figure 63: Line Amounts Section - Record PBS Construction Contracts



Step 3 - Invoice:

Record invoices on **MF - Match Invoice 3-Way R7** forms by copying forward the information from the **PN - PBS Construction Obligation** created in Step 1. The **Finance User Guide 1 of 2, Section 4** will provide adequate instruction for entering these forms on-line. In the event of a final payment, the **Prompt Pay Type** is changed to "**CONSTR30**". To record a different **Prompt Pay Type**, follow the directions below:

1. From the **Header Accounting Lines** summary page, open the appropriate **Header Accounting Line**. The **Header Accounting Line** page will be displayed.
2. In the **Prompt Pay Type** field, enter the appropriate code.
3. To search for a Prompt Pay Type, select the **Prompt Pay Type** hyperlink. The **Search - Prompt Pay Type** page will be displayed.
4. Enter the appropriate search criteria and select the **Search** button. The matching search results will be displayed.
5. Select the appropriate code. The **Header Accounting Line** page will be displayed and the selected **Prompt Pay** code will be populated.

Step 4 - Pay:

P7 - Payment Authorization documents will be created by the Pegasys Automated Match batch job. The Finance User's Guide and the Automated Disbursements User's Guide may be helpful resources that address payment functionality. If a holdback was entered on the receipt, then this information will copy forward to the payment and the net amount will be disbursed.

Step 5 - Releasing or Canceling Holdbacks

A Holdback entered on the receipt indicates that a specified amount of money is to be withheld on the vendor payment until or unless certain criteria are met. If a Holdback amount was entered on, the receipt created in Step 3 that amount will not generate on the Step 4 payment. After the Step 4

payment has been generated, there are two ways to address the Holdback amount from the receipt created in Step 3: Release the Holdback or cancel the Holdback. Both approaches are detailed below.

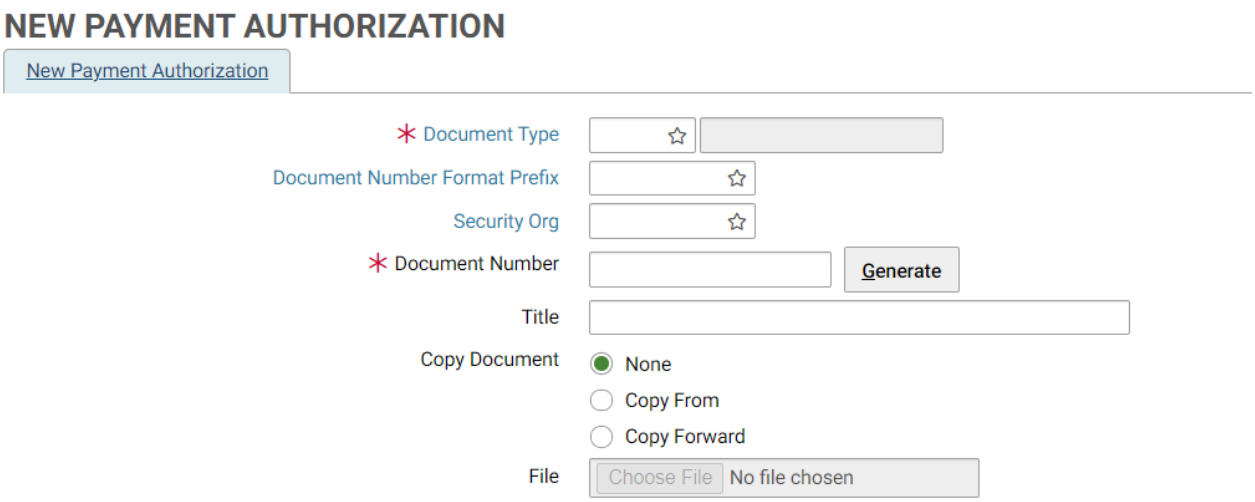
Releasing a Holdback

The process to release holdback depends on whether the holdback was established with an RW or EC document, as well as, whether the holdback was established erroneously or on purpose. If the holdback was processed purposefully on an RW document, use a PM - Manual Payment Authorization to record the Holdback Release.

Use a **PM - Manual Payment Authorization** to record a Holdback Release. When recording a Holdback Release, you must specify the holdback you are releasing by referencing the payment document on which the holdback occurred. The oldest holdback should be released first. Use the PBS Construction Contracts Report to determine the oldest payment with an un-released holdback. If you need to release more than one holdback, simply add another **Header Accounting Line** referencing an additional payment with a holdback. Follow the directions below.

1. Select **Transactions → Accounts Payable → New → Payment Authorization** from the menu bar. The **New Payment Authorization** page will be displayed.

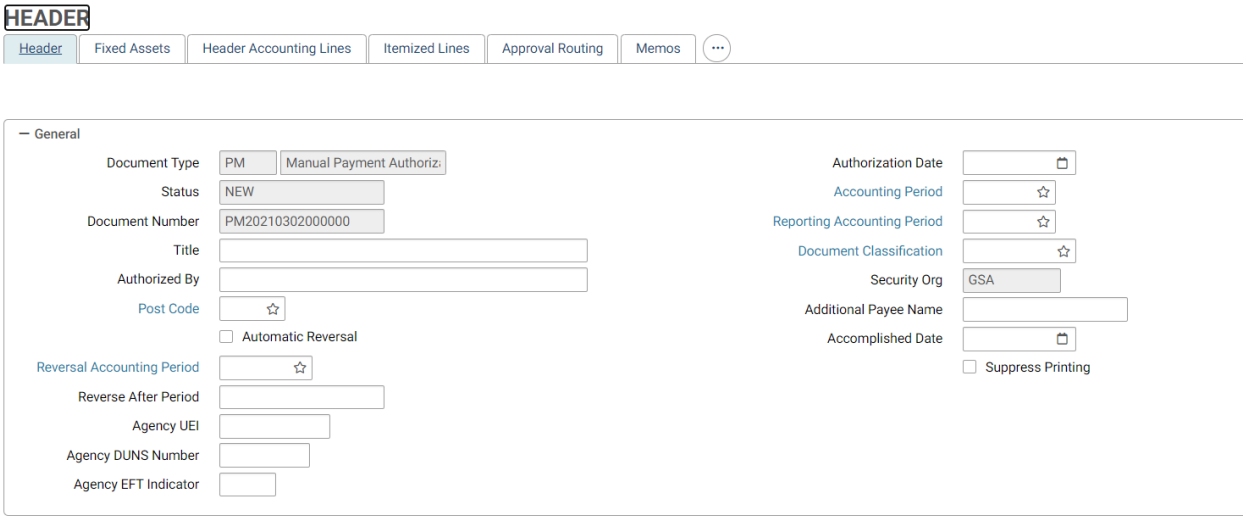
Figure 64: New Payment Authorization Page - Record PBS Construction Contracts



2. Enter **PM** in the **Document Type** field.
3. A **PM - Manual Payment Authorization** document number will be generated in the **Document Number** field after selecting the **Generate** button. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.
4. Select the **Copy Forward** option.
5. Select the **Next** button.

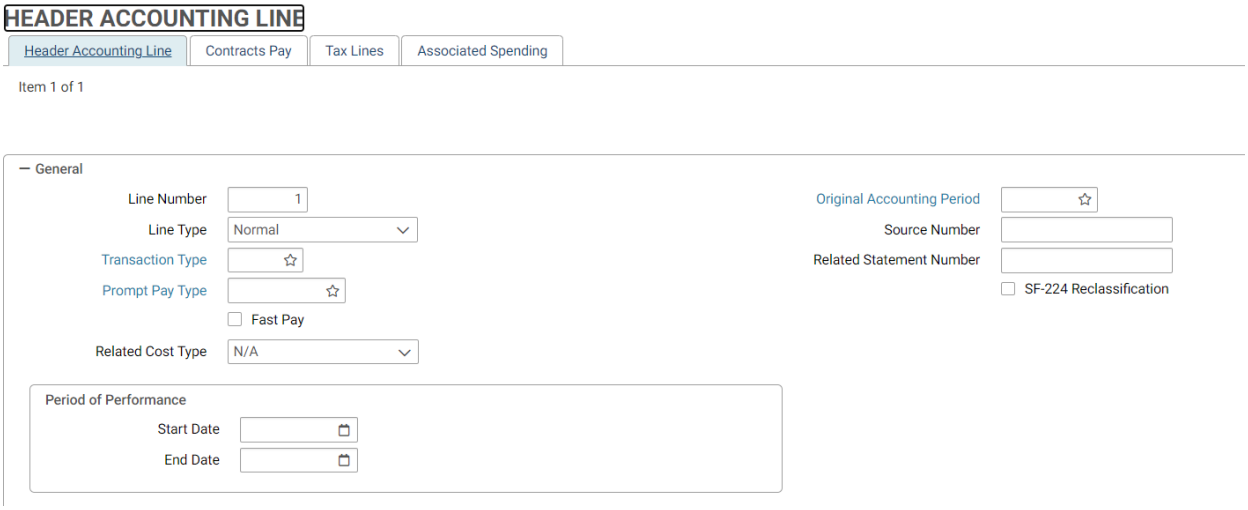
6. Enter **PN** in the **Document Type** field.
7. Enter the **PN - PBS Construction Obligation** document number, for which the release is being created, in the **Document Number** field.
8. Select the **Finish** button. The **Header** page of the Payment Authorization form will be displayed.

Figure 65: Header Page - Record PBS Construction Contracts



9. Enter your name in the **Authorized By** field.
10. Select the **Header Accounting Lines** page and select the appropriate **Header Accounting Line** for which the release is being created. Then select the **Header Accounting Line** hyperlink. The **Header Accounting Line** page will be displayed.

Figure 66: Header Accounting Line Page - Record PBS Construction Contracts



11. In the **Line Amounts** section, enter the holdback release amount in the **Holdback Amount** field.

12. Delete the value **PN** displayed in the **Type** field of the **Reference Document** section. This will delete the entire reference to the obligation.

    NOTE: Copying forward the **PN - PBS Construction Obligation** allowed all the information noted on the obligation, to be automatically entered on the payment document. Pegasys will not allow a direct reference to the order when the form is processed so it must be deleted.

13. Go to the **Accounting Dimension** section and delete the Sub Object Class value.

    NOTE: The Sub Object Class must be deleted because a Holdback Release is a balance sheet transfer. Therefore, the Sub Object Class value is prohibited.

14. Go to the **Reference Prepayment/Holdback/Suspension** section and reference the oldest holdback payment. Enter **P7** or **PM** in the **Type** field and the document number in the **Document** field, and appropriate line number in the **Item** and **Accounting** fields.

    NOTE: Use the PBS Construction Contracts Report to determine the oldest payment with an un-released holdback. If you need to release more than one holdback, simply add another Accounting Line referencing an additional payment with a holdback.

15. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, select in the text box for the field you would like to update, and make the update.

    To add a new line, select the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and select the **Remove** button.

16. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.

17. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

Instructions for the holdback release on EC receiving reports are contained separately from this document in the Retainage Release in EASi Google document.

Canceling a Holdback

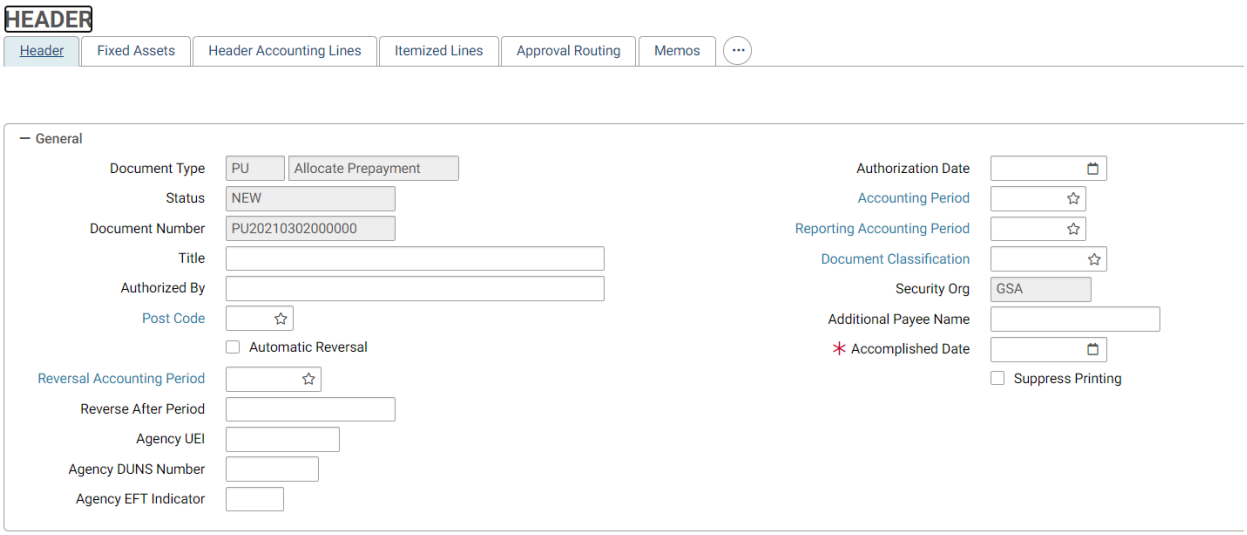
Should GSA determine never to release a Holdback, the Holdback amount should be liquidated and the money returned to the obligation (The PN created in step 1). To do this create a **PU - Allocate Prepayment. Line 1** will release the Holdback and the **Line 2** will credit the dollar amount back to the obligation (The PN created in step 1).

1. Select **Transactions → Accounts Payable → New → Payment Authorization** from the menu bar. The **New Payment Authorization** page will be displayed.
2. Enter **PU** in the **Document Type** field.
3. A **PU - Allocate Prepayment** document number will be generated in the **Document Number** field after selecting the **Generate** button. Once the document number is

generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

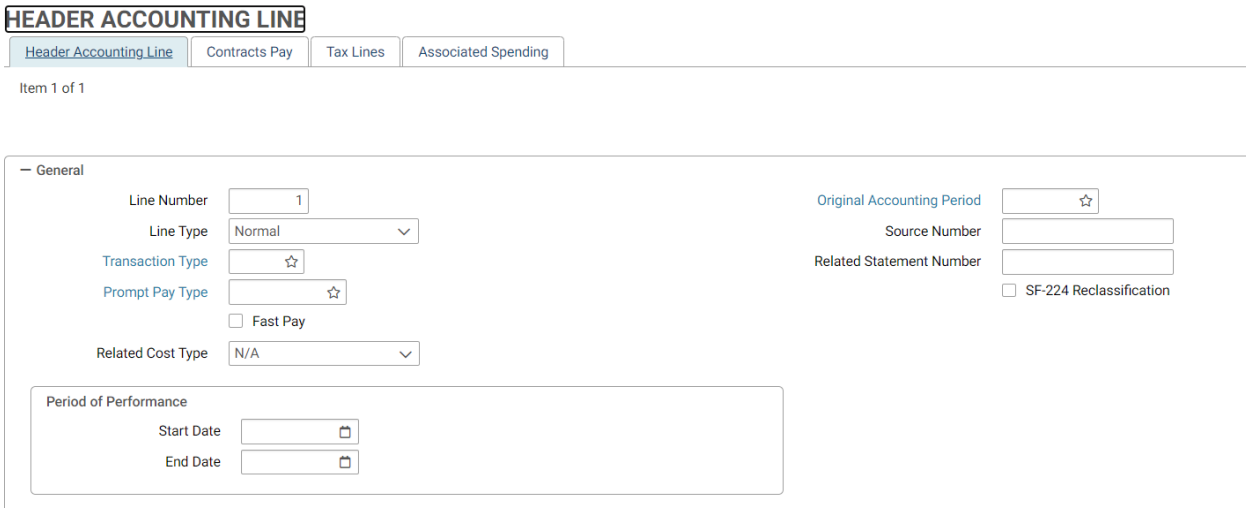
4. Select the **Copy Forward** option.
5. Select the **Next** button.
6. The **Copy Forward** page displays.
7. Enter **PN** in the **Document Type** field.
8. Enter the appropriate **PN - PBS Construction Obligation** document number (from step 1 in the **Document Number** field.
9. Select the **Finish** button. The **Header** page of the Allocate Prepayment form will be displayed.

Figure 67: Header Page - Canceling Holdback



10. Enter your name in the **Authorized By** field.
11. Select the **Header Accounting Lines** tab. The **Header Accounting Lines** page will be displayed.
12. Open the appropriate **Header Accounting Line** for which the release is being created.

Figure 68: Header Accounting Lines Page - Canceling Holdback



13. Enter **Holdback Release** in the **Line Type** field. Enter the Holdback release amount in the **Amount** field.

    NOTE: Reference the Holdback payment that will never be released in the **Prepayment/Holdback/Suspension Reference** group box. Enter **P7** in the **Type** field and the relevant document number in the **Document** field, tab to enter the line number that should be referenced.

    Use the **PBS Contracts Report** to determine the oldest payment with un-released holdback. If you need to release more than one holdback, add another **Header Accounting Line** to reference an additional payment with a holdback.

14. Delete the value **PN** displayed in the **Type** field of the **Reference Document** group box. This will delete the entire reference to the obligation (the **PN** created in step 1).

    NOTE: Copying forward the **PN-PBS Contract Obligation** allowed all the information notated on the obligation to be automatically inferred on the payment document. Pegasys will not allow a direct reference to the Purchase Order when the form is processed, so the obligation must be deleted.

15. Go to the **Accounting Dimensions** section and delete the Sub Object Class value.

    NOTE: Sub Object Class must be deleted because a Holdback Release is a balance sheet transfer. Therefore, the Sub Object Class value is prohibited.

16. Return to the **Header Accounting Lines** page by selecting on the **Header Accounting Lines** hyperlink.

17. Select the **Header Accounting** on which you just worked.

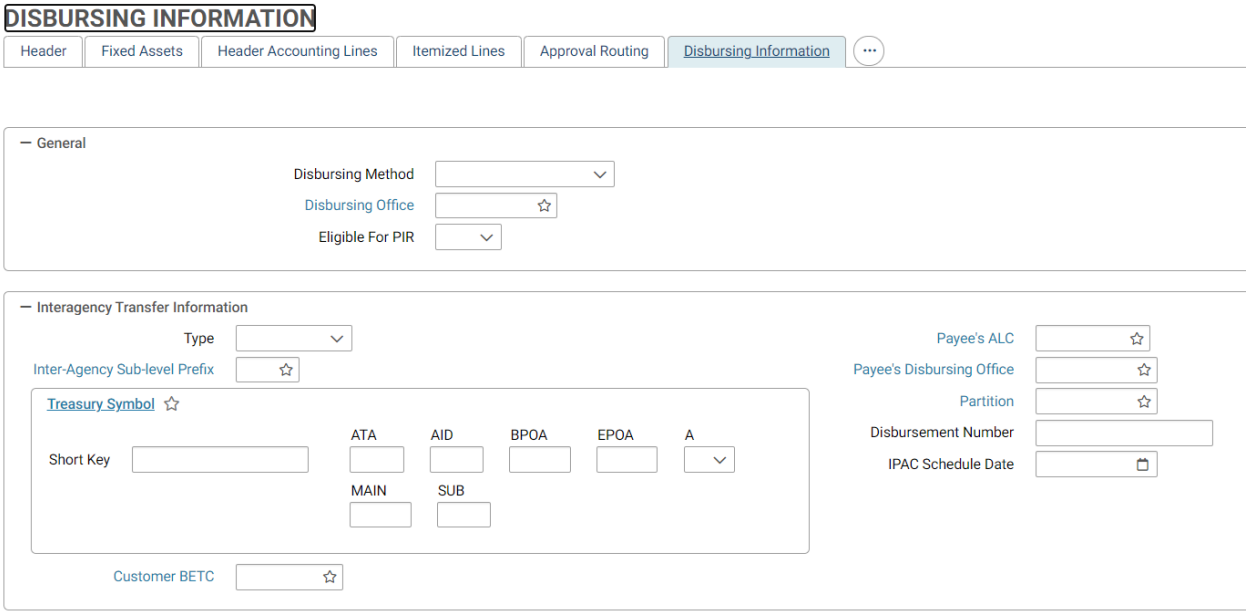
18. Select the **Copy** button. A new line will display on the **Header Accounting Lines** page list (contains the data from previous line).

19. Select the newly created line.

20. Select the **Header Accounting Line** hyperlink. The (new) **Header Accounting Line** page will display.

21. Enter **Credit** in the **Line Type** field.
22. Go to the **Accounting Dimensions** section and enter the appropriate Sub Object Class value.
23. In the **Reference Document** section, enter **PN** in the **Type** field. Then enter the **PN** document number (from step 1) in the **Document** field. Enter the line number that should be referenced. You can also select the header accounting line link and the Copy Forward button to reference the document.
24. Return to the Header Accounting Lines page by selecting the **Header Accounting Lines** hyperlink.
25. Select the **Disbursing Information** tab. The **Disbursing Information** page will be displayed.

Figure 69: Disbursing Information Page - Canceling Holdback



26. Enter **No Check** in the **Disbursing Method** field.
27. In the **Disbursing Office** field, enter the appropriate value.
28. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, select in the text box for the field you would like to update, and make the update.

    NOTE: To add a new line, select the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and select the **Remove** button.
29. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
30. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

Refer to **Table 6** for selecting the correct **Transaction Type** for appropriate posting(s). An asterisk (*) indicates there are **Flexible Definitions** that exist. **Transaction Types** 23 and 25 are to be used when entering **Program** PG80. Identified accounts in **bold** print cite negative posting amounts.

Table 6: Transaction Types - Canceling Holdback

Doc	Trans	Trans Description	Acctg	GL	Posting	Debit Acct	Credit	Flex
PU	22	Holdback Release-Check/EFT	SPN5	4102	1	2130	2110.02	N/A
PU	23	Holdback Release Reimbursable-Check/EFT	SPN8	4102	1	2130	2110.02	N/A
PU	24	Holdback (restore money to order)	SPN3	2030	1	4610	4901	*
PU	24	Holdback (restore money to order)	SPN3	2030	2	(6100.01)	(2110.02)	*
PU	25	Holdback-Reimbursable (restore money to order)	SPN7	2060	1	4610	4901	N/A
PU	25	Holdback-Reimbursable (restore money to order)	SPN7	2060	2	6500.01	2110.02	N/A

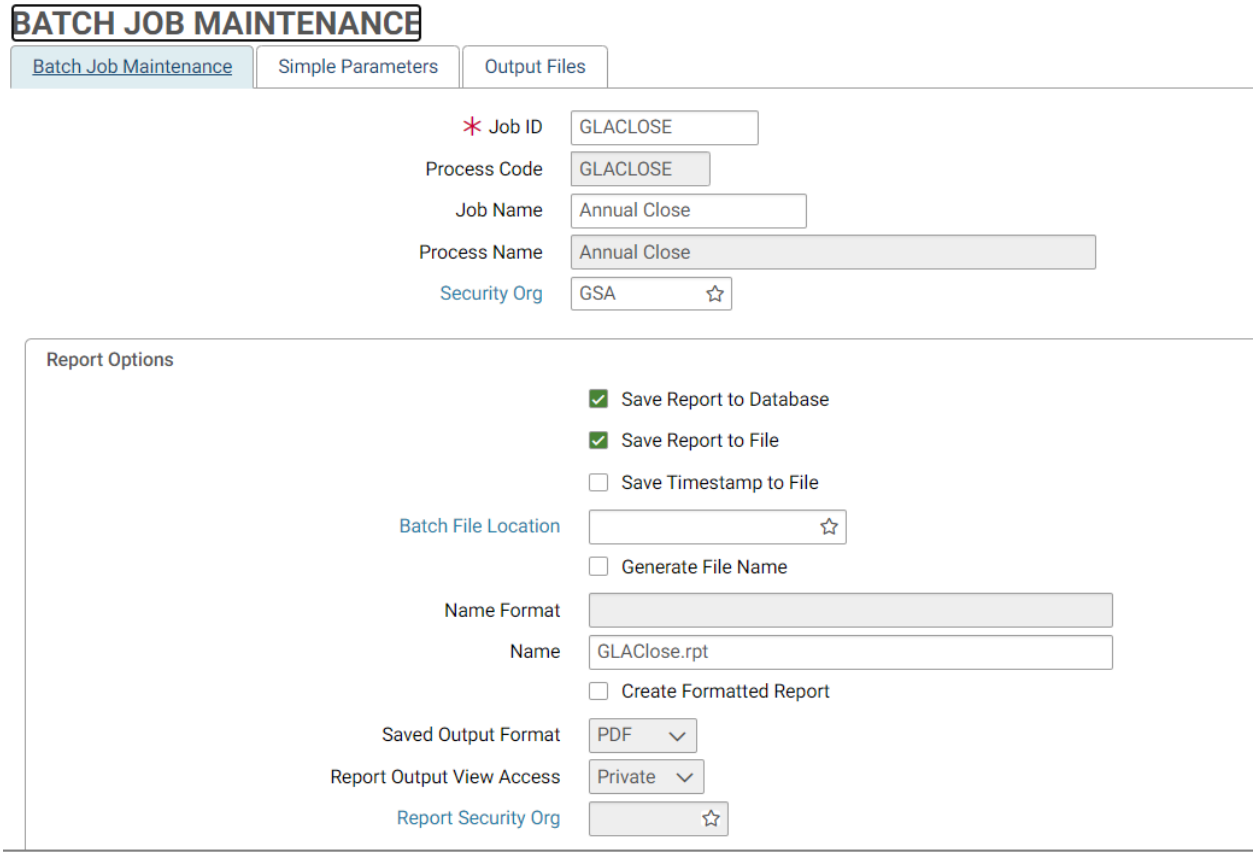
19 General Ledger

19.1 Annual Close

The Annual Close batch process (GLACLOSE) in Pegasys works within the General Ledger module to close the books at year-end and prepare the general ledger for the new fiscal year. The Annual Close process can be run in either Preliminary or Final Mode. Executing in Preliminary mode creates the same output file as Final mode, but it does not create documents or update the accounting journals. Instead, it updates a set of preliminary general ledger rollup tables users can access through the Preliminary Trial Balance Reports. When the Annual Close process is executed in Final Mode, database updates are made to the accounting journals by way of journal voucher document processing. Jobs can be executed in preliminary mode without the need to have specific accounting periods open or closed. There is the option of each error message displayed in the batch job report to be preceded by a date/timestamp taken from the time it was encountered.

“Save Timestamp to Report” (shown below), on the Batch Job Maintenance Page which will allow users to state if they would like error messages to display the date/timestamp next to each error message in the batch job report. The date/timestamp already exists in the logs, but it will now precede each error message and be displayed within the batch job report if desired. Displaying the date/timestamp along with each error message in the batch job report allows for better tracking and identifying of issues, while also providing an accurate timing of the execution and receipt of error.

Figure 70: Batch Job Maintenance Page



19.2 Document Reversal Addition Parameters for 7.1.2 Upgrade

Agencies have different selection criteria and business needs when reversing open transactions during the annual close process and to accommodate different business processes, additional parameters will be provided for the Annual Close Document Reversal Batch Process (ACDOCRVS). Existing configuration options will continue to be available along with the additional criteria defined in this enhancement.

In order to provide the ability to execute the ACDOCRVS batch process based on additional criteria, the following new simple parameters will be added to the batch job:

1. The Document Level Reversal parameter allows users to specify that the reversal should be performed at the document level selecting all open lines within each document that meets the selection criteria. This parameter will default to False for agencies who wish to continue the reversal process at the line level.
2. One or All Line Match flag is used in conjunction with the Document Level Reversal parameter to determine whether the document should be selected for reversal only when one of the open lines meets the selection criteria or when all open lines of the document meet the selection criteria.

In addition to these new simple parameters, the simple parameters that used to define the selection criteria prior to this enhancement (except for Document Categories and Document Types parameters) will be moved to the complex parameters. Allowing users to define the selection criteria via the complex parameters enables them to define multiple 'or' conditions that a document or line must meet before it can be reversed. For each complex parameter group, the following new parameters will be available:

1. Include/Exclude Flag identifies whether a given complex parameter group defines inclusion logic versus exclusion logic.
2. Rollups for each dimension code allow users to define inclusion or exclusion logic based on the rollup values such as organization category.

The existing batch process allows agencies to either include or exclude no year funds using the No Year Flag parameter. When the flag is set to True, the system selects no year funds along with multi-year and single year funds. However, there is no way for the users to select no year funds exclusively. The No Year Flag parameter will be modified to enable agencies to execute the batch process only for no year funds excluding single and multi-year funds.

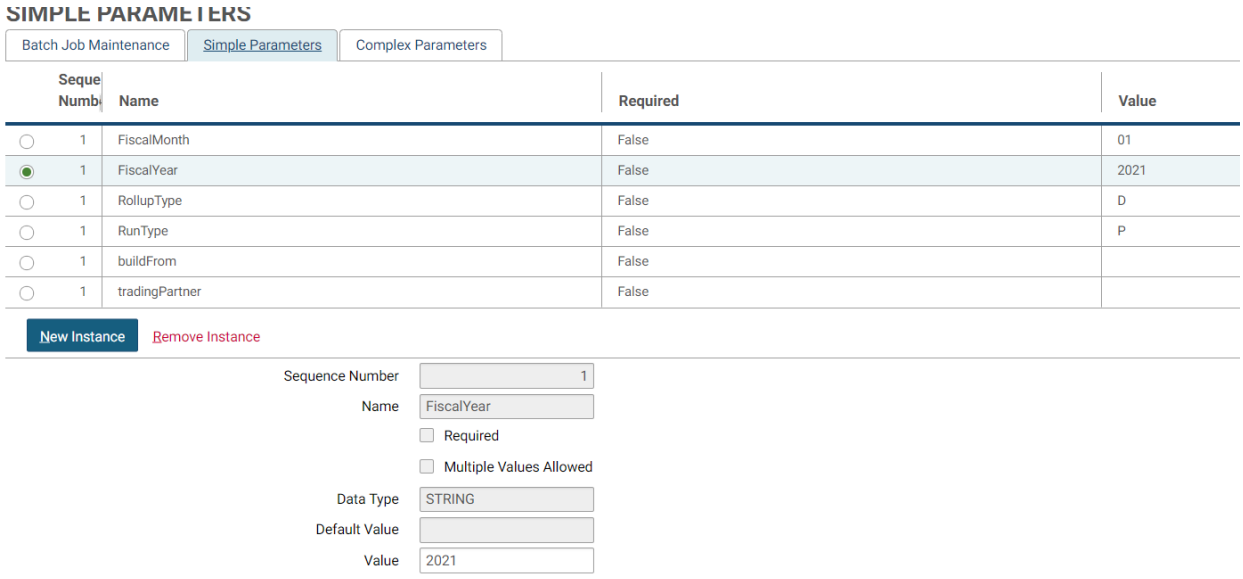
19.3 GL and Entity Rebuild Performance

Performance improvements have been made to the GL Rebuild (GLREBUILD) batch process, which is modified to support the ability to narrow down which records are to be rebuilt by Trading Partner. The option to build any of the periodic tables directly from the journals, instead of relying on previous periodic tables to have been rebuilt first, decreasing the time required to complete the rebuild.

Users may rebuild any of the three periodic rollup tables from the accounting journals. This will be accomplished by adding a new batch parameter “buildFrom”, which will allow users to specify whether to use the accounting journals or periodic tables when executing the GLREBUILD batch process. Valid values include Null (defaults to P), J (Journals), and P (Periodic). If a user chooses to rebuild using the accounting journals then any of the periodic tables can be built using data from the accounting journals in any specific order. Only if the tables are being rebuilt from the periodic tables will they need to be rebuilt in a specific order. The annual rollup tables will continue to be built from the periodic tables and currently do not require any specific order to be rebuilt.

In addition to the buildFrom parameter, this enhancement will add another parameter “tradingPartner” which will allow users to enter a specific Trading Partner value as a selection parameter. If the tradingPartner parameter contains a null value then the GLREBUILD process will select and build data for all Trading Partner values as it currently does. If the trading Partner parameter contains a valid value, then the GLREBUILD process will select and build data only for the Trading Partner entered as the selection parameter.

Figure 71: Parameters for GL Rebuild Batch Process



The Plan Rebuild job will infer the Fiscal Year and Fiscal Month based on the Plan's start and end accounting periods. For Project Rebuild, From and To Fiscal Month and Fiscal Year parameters are added.

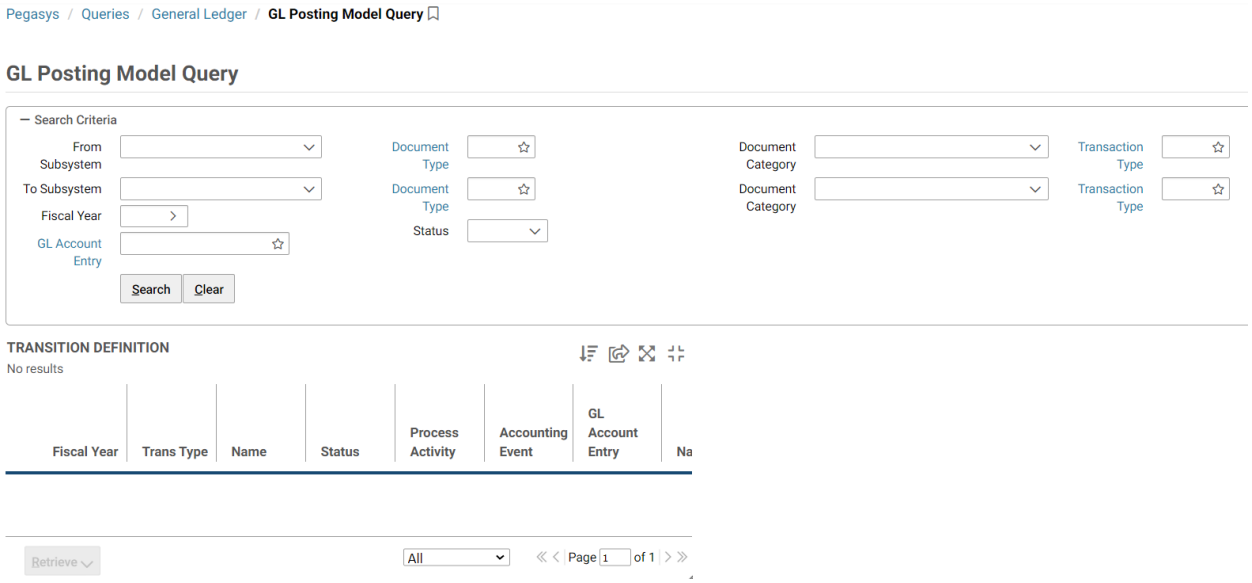
19.4 GTAS - SGL and Agency Expansion

The Government-wide Treasury Account Symbol Adjusted Trial Balance System (GTAS), a legislative update, will allow GSA to be CGAC compliant in order to submit bulk files to GTAS. This enhancement implements the final portion of the overall GTAS legislative enhancement for GSA, implementing the general ledger conversion from the four-digit SGL structure to the six-digit SGL structure.

19.5 Posting Model Information

This information will be a complete breakdown of every unique transaction definition, including which accounts are debited and credited, the specific accounting event, the process activity, and the flexible definition information, for a specified fiscal year. This will provide the GL Posting Model information in both query and report form. The query can be used for online verification and research shown below. The report will display information by selected fiscal year for distribution to applicable agency and audit personnel.

Figure 72: GL Posting Model Query



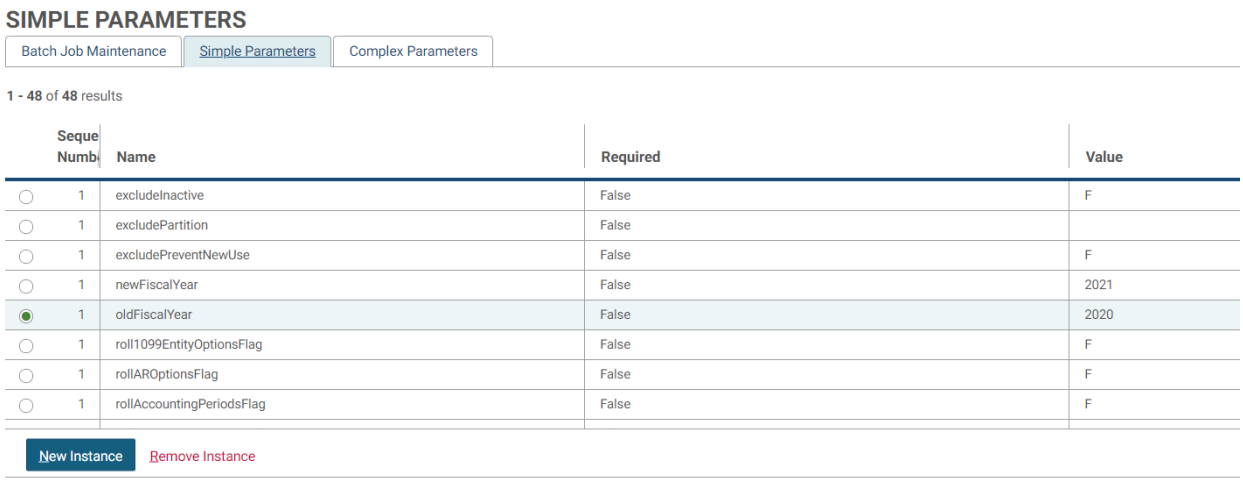
19.6 New Year Rollover Process Parameter

During the course of the year, an agency updates reference data to an Inactive status when the data should no longer to be used. When the New Year Rollover batch process (GSROLL) is run at the end of the fiscal year, all of the previous year's fiscal year reference data can be rolled over.

This provides the ability to determine whether reference data records marked as Inactive or Prevent New Use should be rolled over, as well as to exclude specified partitions from the rollover process, thereby streamlining the batch setup process for agencies that utilize multiple partitions.

1. Exclude Inactive parameter on the Simple Parameters of the batch process: when set to True, the system will exclude reference table records/dimensions where the Inactive flag = True.
2. Exclude Prevent New Use parameter on the Simple Parameters of the batch process: when set to True, the system will exclude reference table records/dimensions where the Prevent New Use flag = True.

Figure 73: GSROLL Simple Parameters



20 Propagate Component TSYM System Wide

Modifies the GWA/STAR String Treasury Symbol to the Component Treasury Symbol structure. A portion of the transition is included in the GTAS enhancement, which will make the component pieces and labeling changes to the treasury symbol maintenance table.

This enhancement will accomplish the following objectives:

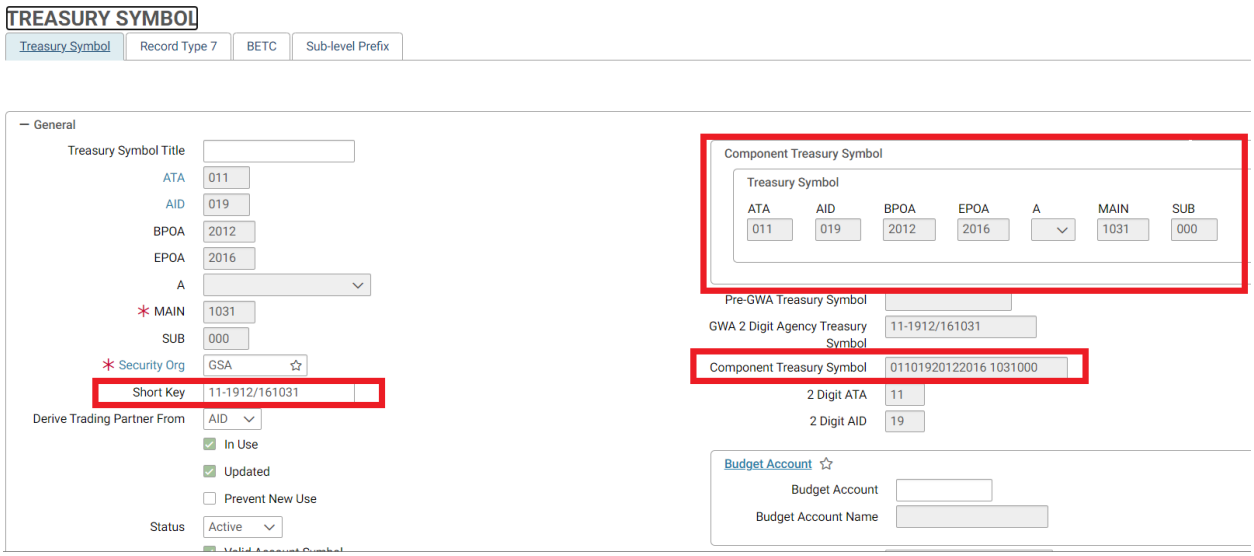
1. Allow the user to view the individual component treasury symbol in all areas where the concatenated string is currently displayed in the system.
2. Transition all reports to use the component treasury symbol where the concatenated string is currently used as a parameter or displayed in output.
3. Allow users to define how the treasury symbol short key is created.
4. Provide type-ahead functionality to ease data entry burden for the component fields.
5. Allow users to search on any portion of the component treasury symbol for all queries that currently use the treasury symbol concatenated string as search criteria.
6. Include the component treasury symbol on all interface files that currently capture the string treasury symbol.
7. Allow users to use the treasury symbol short key throughout the system for data entry purposes.
8. Use the component treasury symbol for all baseline integrations.
9. Add treasury symbol to the accounting strip component making it viewable in the document item collection pages.
10. Include component treasury symbol in the data warehouse.

The areas affected by this enhancement are outlined below.

Treasury Symbol Composite:

Previously, the treasury symbol was displayed as a single data entry field throughout the system. As part of this enhancement, the system uses a new treasury symbol composite, which includes the treasury symbol short key in addition to individual fields for all treasury symbol component elements. All outputs, whether as part of an item collection or report output, will contain the various components of the treasury symbol and will not include the treasury symbol short key. The areas of the system affected by this change are outlined below. In **Figure 74**, the Treasury Symbol Composite format is displayed on the Treasury Symbol Reference Maintenance Table.

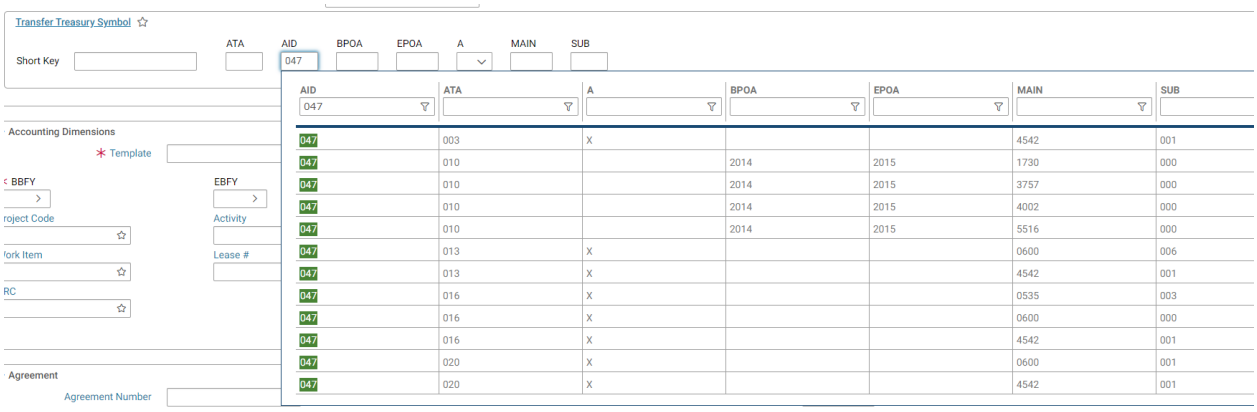
Figure 74: Treasury Symbol Reference Table - Composite TSYM Format



Form and Document Tables:

A Treasury Symbol composite will be created to allow users to view and enter treasury symbol information (Allocation Transfer Agency, Agency Identifier, Beginning Period of Availability, Ending Period of Availability, Available Type, and Main Account Code). This relates to the transfer treasury symbol and customer treasury symbol fields that are directly entered on transactions. When entering a Treasury Symbol, **Figure 75** demonstrates type-ahead functionality that enables faster and more efficient search/entry.

Figure 75: Document Component TSYM Entry with Type-Ahead Functionality



Additionally, view only fields will be visible on the item collections for header accounting lines and optional fields: document number format prefix and funding lines. The component treasury symbol fields will not be editable and will be inferred from the fund specified on the funding line.

Queries:

Queries will contain the treasury symbol composite if the existing parameter allowed searching on treasury symbol, customer treasury symbol or transfer treasury symbol. The item collections will not show the short key and will only show the component pieces. Many of the queries contain accounting strip components to include fund. The treasury symbol composite will be added to the accounting strip component in many areas (documents and forms) but will not be available as search parameters in instances where the treasury symbol, customer treasury symbol or transfer treasury symbol are not currently visible. Additionally, on result screens where the accounting strip component is displayed, the treasury symbol composite will be viewable.

Figure 76: Component TSYM Inclusion in Accounting Strip

21 IPP Procedures

21.1 IPP Transaction Query

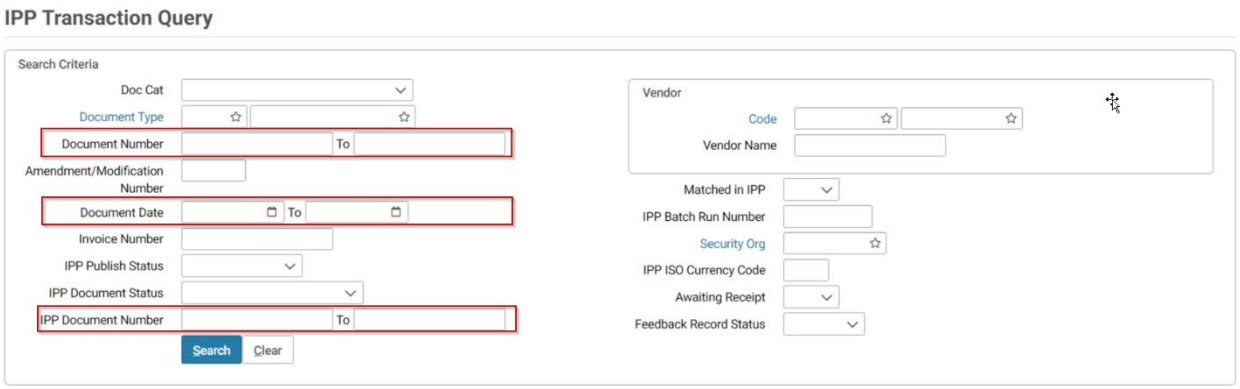
The IPP Transaction Query serves as a central point for IPP transactions. Every document and vendor exported to IPP or received from IPP is added to this query. Record details of transactions provide an overview of document/vendor information and the transaction's IPP status. The record detail also includes an IPP specific history record of the status updates and/or publish updates.

21.1.1 How do I Review Documents on the IPP Transaction Query?

The following steps describe how to **review documents on the IPP Transaction Query**.

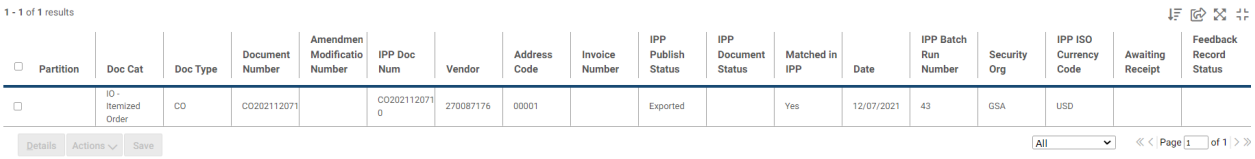
1. Select **Queries → Purchasing → IPP Transaction Query** from the menu bar. The **IPP Transaction Query** page will be displayed.

Figure 77: IPP Transaction Query



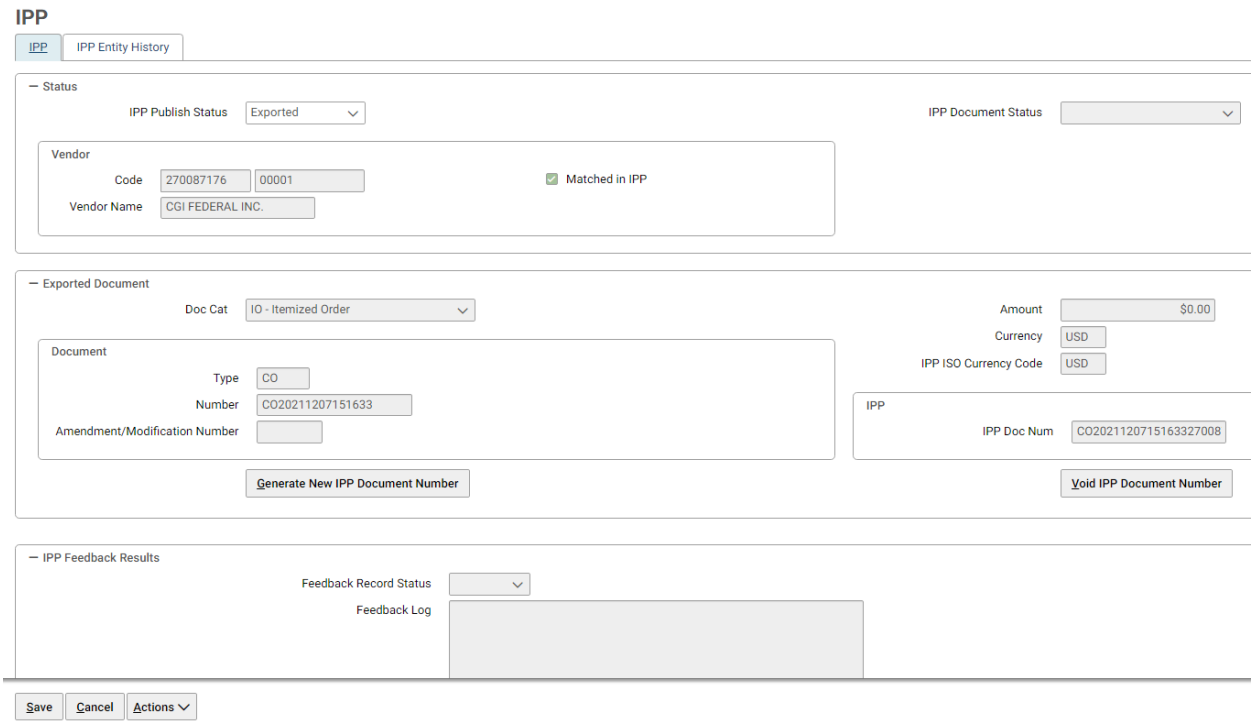
2. Complete the appropriate field(s) in the **Search Criteria** group box. More specific criteria will narrow the search. Specific documents can be queried by utilizing the **Document Number** and **To** fields (both fields should be populated).
    a. **NOTE**: When searching for a specific **Document Number**, **Document Date**, or **IPP Document Number**, users should always enter the value in both the From and To fields. Failure to utilize both fields may result in Pegasys performing an open query in an attempt to search for an unbounded collection.
3. Select the **Search** button. The record display box will be populated with documents and vendors that match the search criteria.

Figure 78: IPP Transaction Query: Record Display Box



4. Select the desired document from the generated list.
5. Select the **Details** button. The **IPP** page will be displayed.

Figure 79: IPP Transaction Query: Detail Page



6. Review the IPP information.
7. In the Exported Document section there are two buttons: **Generate New IPP Document Number** and **Void IPP Document Number**.
    a. Generate New IPP Document Number performs the following actions:
        i. The System creates a new history status for the record with the original IPP Document Number is created and the IPP Document Status is set to 'Closed' on the history record and query record. The system sets the IPP Publish Status to 'Ready to Export' for the original history record. When the next IPP export interface is runs, the updated purchase order is exported to the IPP with a Closed status. All historical payments are associated with this version of the purchase order.

1. Add permission must be granted on the IPP Transaction Query to use this button. The IPPUPDATE role is configured with this permission in Pegasys.

ii. A new entity record is created for the new IPP Document Number and the system sets the IPP Publish Status of the new record to 'Ready to Export'. A new history record is also added to the Publish Status History for the new record. When the next IPP export interface is runs, the new Purchase orders is exported to the IPP. Future invoices will be associated with the new Purchase order however; the items expensed from the previous order will be send to the IPP in the "Quantity Invoiced" field and thus show as pay outside of the IPP when in fact they were probably paid inside the IPP on the old Purchase Order Number.

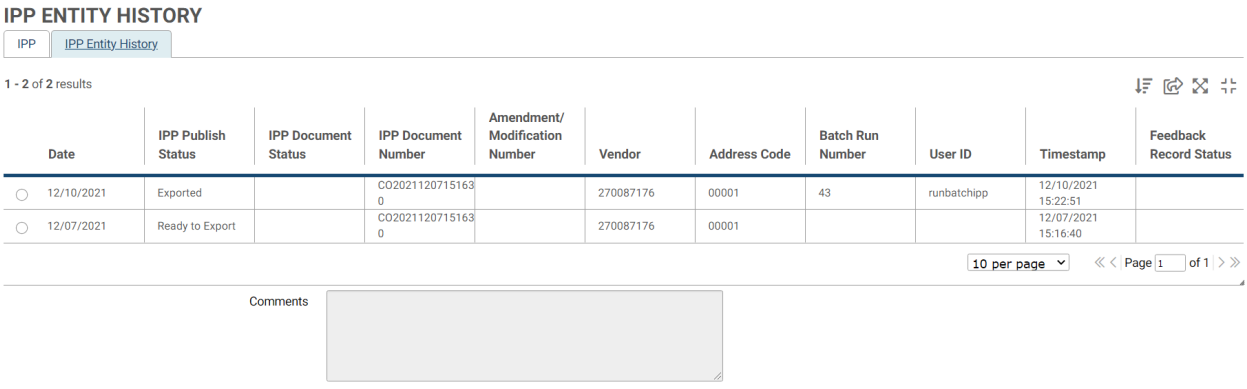
b. Void IPP Document Number performs the following actions:

i. The system sets the IPP Document Status to 'Void' on the history record and query record, then sets the IPP Publish Status to 'Ready to Export' for the history record. The record is exported to IPP where the corresponding IPP Purchase Order is identified as Voided.

1. Update permission must be granted on the IPP Transaction Query to use this button. The IPPUPDATE role is configured with this permission in Pegasys.

8. Select the **Actions** button. Select **View Document**. The document **Header** window will be displayed.
9. Review document information.
10. Select the **Close Window** hyperlink in the Link Strip.
11. Select the **IPP Entity History** tab. The **IPP Entity History** page will be displayed.

Figure 80: IPP Transaction Query: IPP Entity History Page



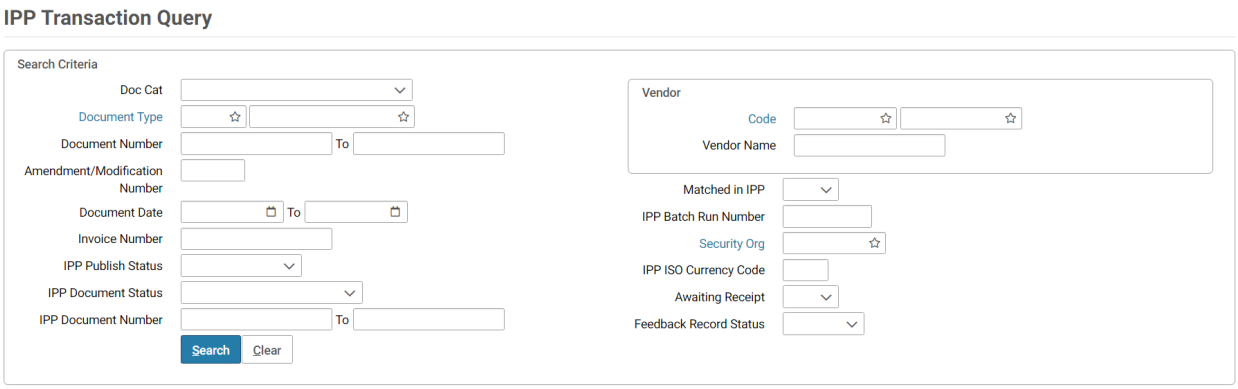
12. Review the IPP entity history.

21.1.2 How to Review Vendors on the IPP Transaction Query

The following steps describe how to **review vendors on the IPP Transaction Query.**

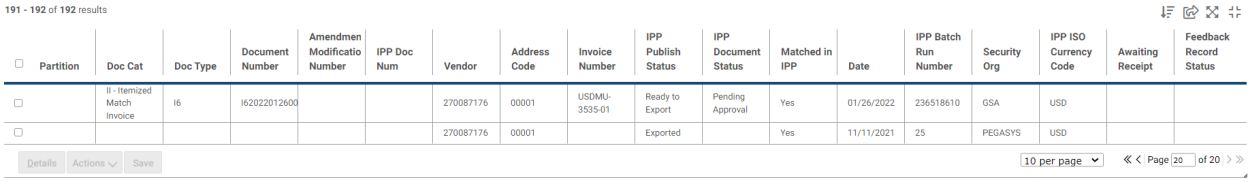
1. Select **Queries → Purchasing → IPP Transaction Query** from the menu bar. The **IPP Transaction Query** page will be displayed.

Figure 81: IPP Transaction Query



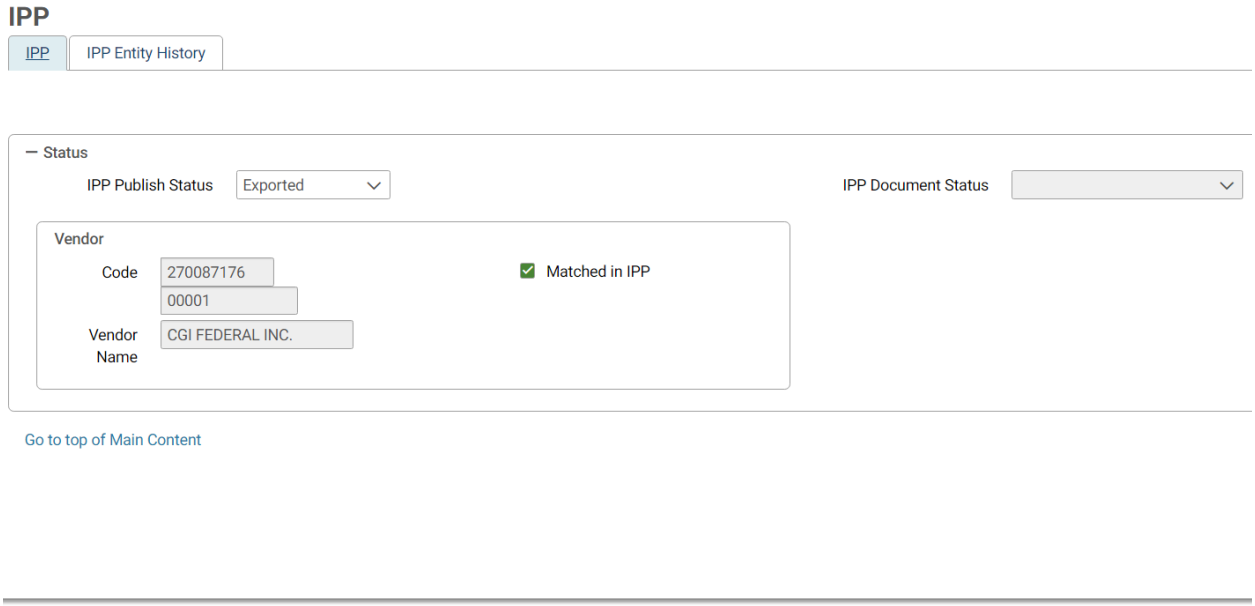
2. Complete the appropriate field(s) in the **Search Criteria** group box. More specific criteria will narrow the search. Specific vendors can be queried by utilizing the **Code** and/or **Vendor Name** fields in the **Vendor** section.
3. Select the **Search** button. The record display box will be populated with documents and vendors that match the search criteria.

Figure 82: IPP Transaction Query: Record Display Box



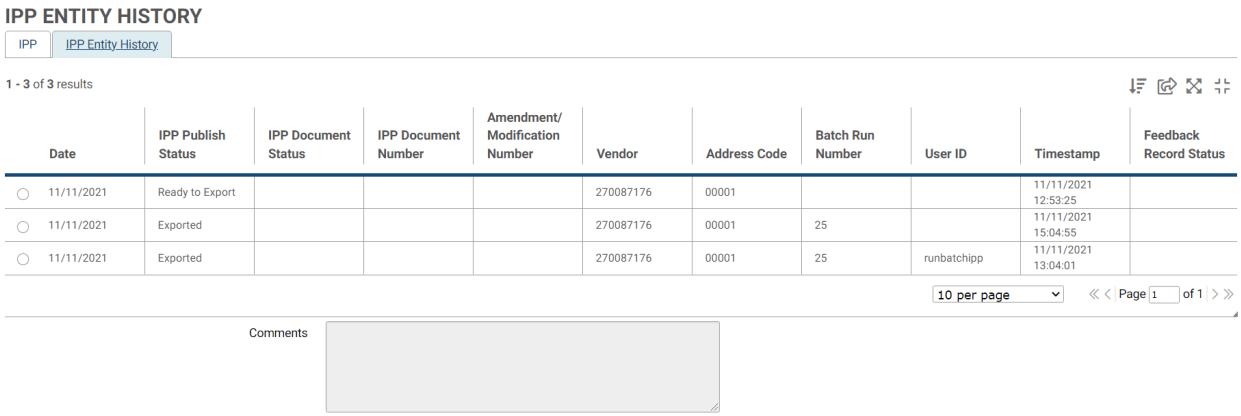
4. Select the desired vendor from the generated list.
5. Select the **Details** button. The **IPP** page will be displayed.

Figure 83: IPP Transaction Query: IPP Page



6. Review the IPP information.
7. Select the **Actions** button. Select **View Document**. The document **Header** window will be displayed.
8. Review document information.
9. Select the **Close Window** hyperlink in the Link Strip.
10. Select the **IPP Entity History** tab. The **IPP Entity History** page will be displayed.

Figure 84: IPP Transaction Query: IPP Entity History



11. Review the IPP entity history.

22 ITS Foreign Invoice and Payment Procedures

22.1 How do I configure a Foreign Bank for receiving ITS Payments for Foreign Vendors?

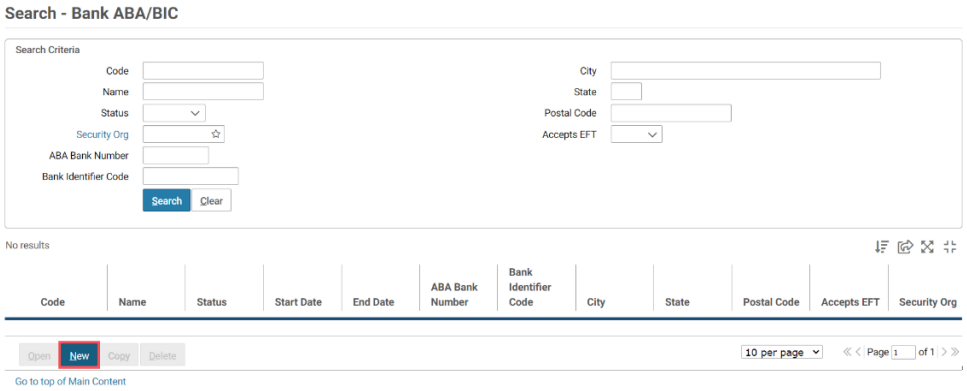
To support ITS payments to foreign vendors, bank data must be configured appropriately in Pegasys with SWIFT and Overseas Routing information.

22.1.1 Set up a new Bank

Steps to navigate to and create a Bank configured to receive ITS Payments for foreign vendors.

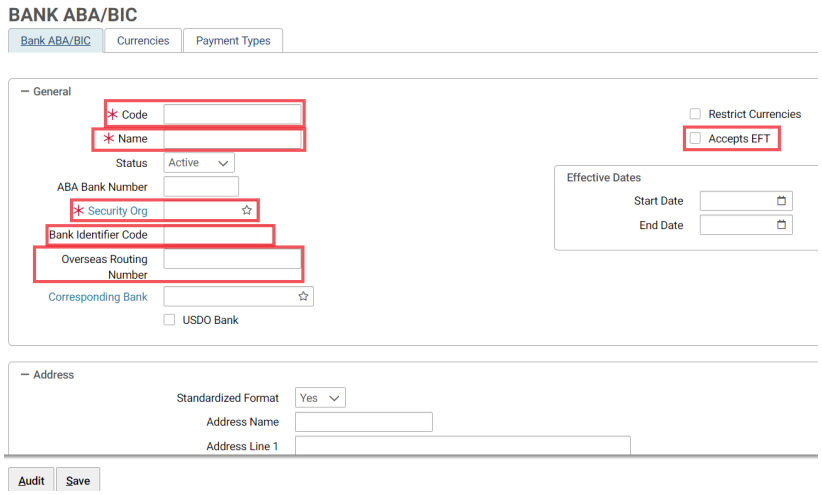
1. Select **Reference → General System → Bank ABA/BICs** from the menu bar. The **Bank ABA/BIC** page will be displayed.

Figure 85: Bank ABA/BIC



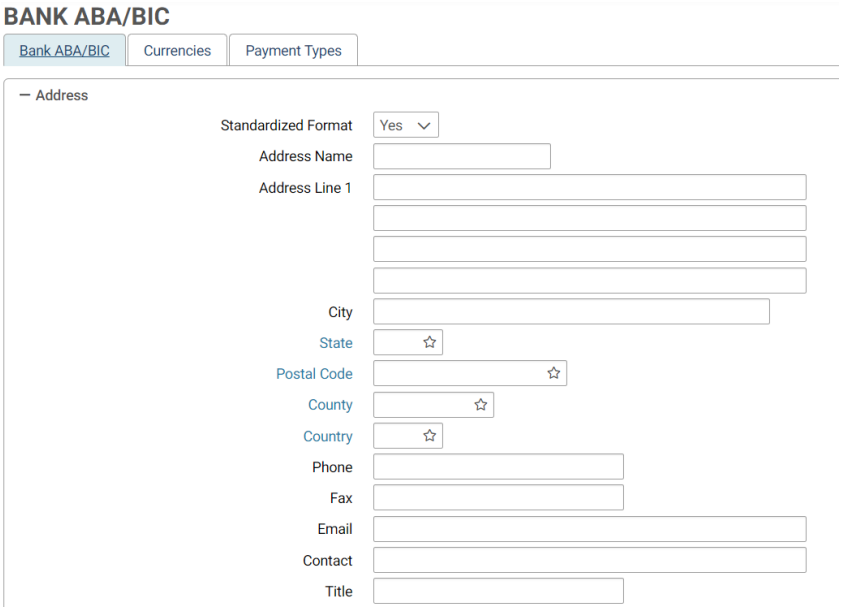
2. Select **[New]**. The **Bank ABA/BIC: New Bank Page will be displayed**.
3. Complete the appropriate field(s) in the **General** group box.

Figure 86: Bank ABA/BIC: New Bank Page



4. Complete the appropriate field(s) in the **Address** group box.

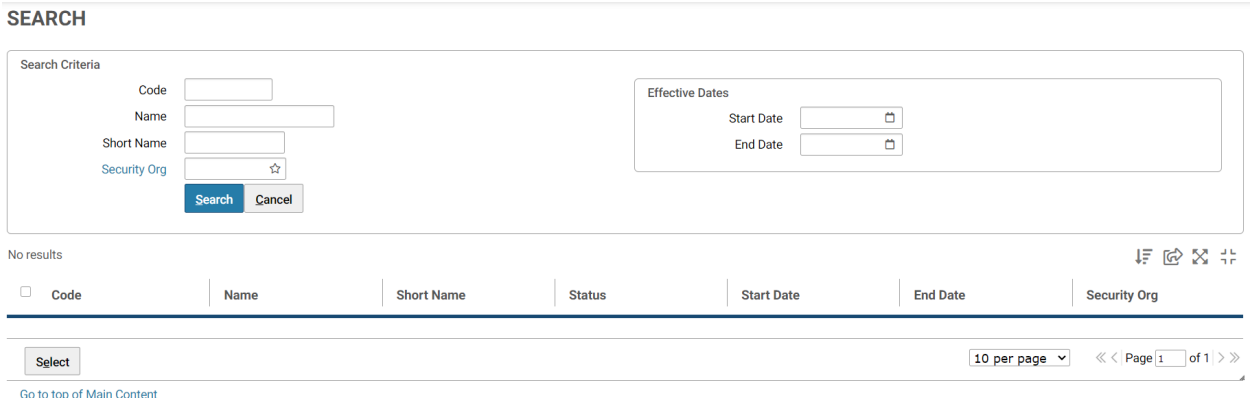
Figure 87: Bank ABA/BIC: New Bank Page: Address Group Box



NOTE: There are five (5) **Country codes** that ITS payments are sent to. These codes are: **Belgium (BE)**, **Germany (DE)**, **Japan (JP)**, **Italy (IT)**, and **Netherlands (NL)**.

5. Complete the **Description**.
6. Select the **Payment Types** tab. The **Payment Types** page will be displayed.
7. Select **[Add].**
8. Enter '**ITSEFT**' in the **Code** field.

Figure 88: Payment Types Search Criteria



9. Select **[Search].** The results will be displayed.
10. From the displayed results, **[Select]** the Payment Type you want to add.
11. Review the information on the **Bank ABA/BIC** and **Payment Types** tabs.

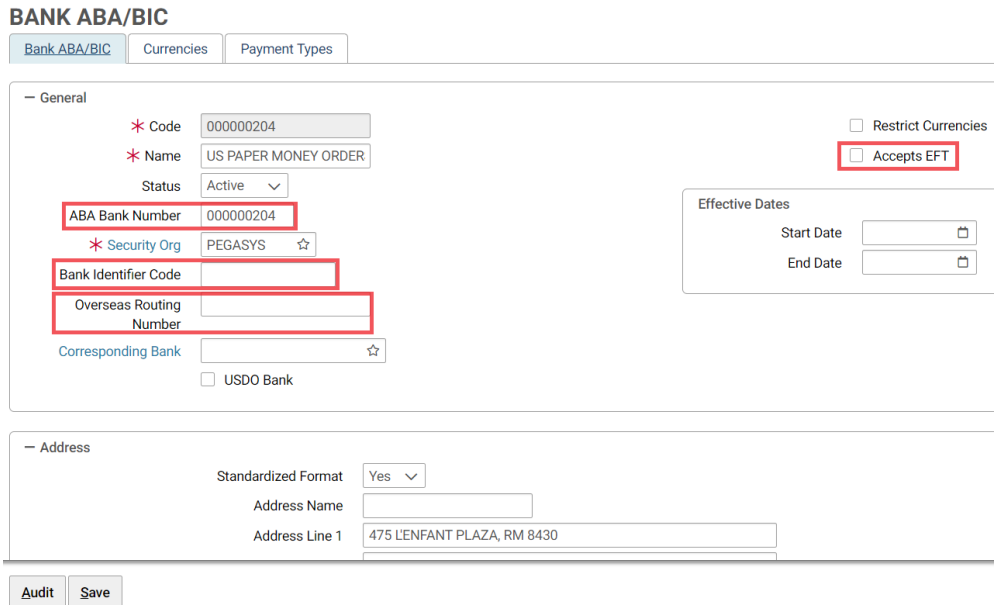
12. Select **[Save]**. Select **[Verify]** and Override any errors.
    a. Select **[Save]** again if errors were overridden.

22.1.2 Update an Existing Bank

Steps to update a Bank for Receiving ITS Payments for Foreign Vendors.

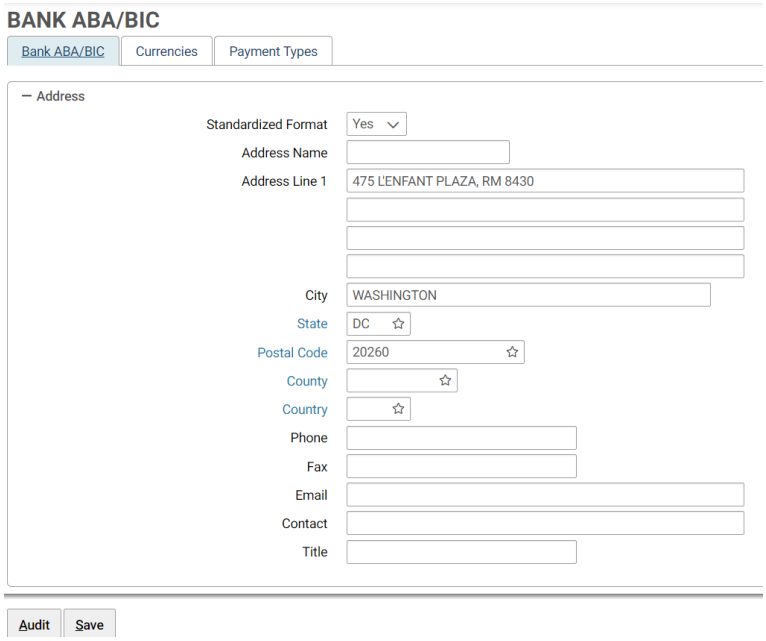
1. Select **Reference → General System → Bank ABA/BICs** from the menu bar. The **Bank ABA/BIC** page will be displayed.
2. Complete the appropriate field(s) in the **Search Criteria** group box. More specific criteria will narrow the search.
3. Select **[Search]**. The results will be displayed.
4. Select the desired entity and select **[Open]**. The **Bank ABA/BIC** page will be displayed.

Figure 89: Bank ABA/BIC Page



5. Clear the **ABA Bank Number** field.
6. Populate the **Bank Identifier Code** field.
7. Populate the **Overseas Routing Number** field.
8. Complete the other appropriate field(s) in the **General** group box.
9. Complete the appropriate field(s) in the **Address** group box.

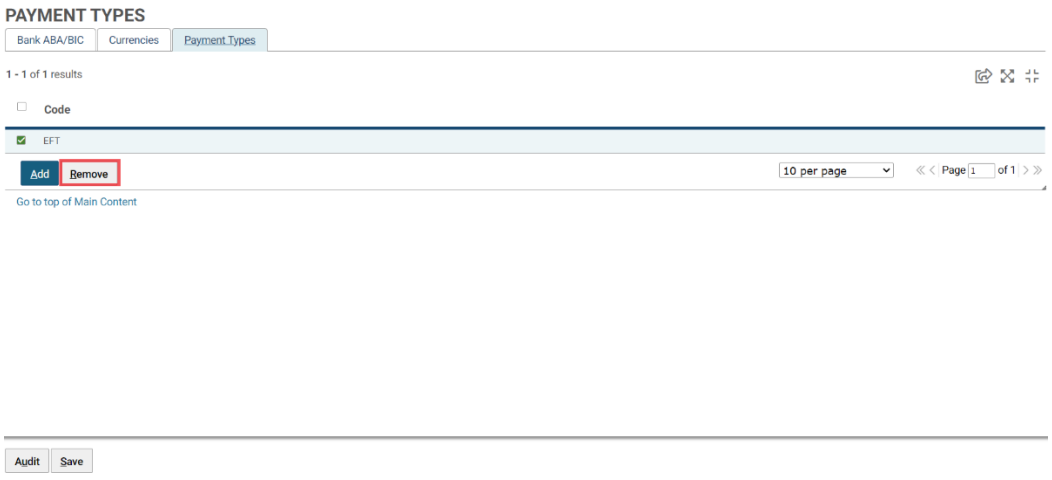
Figure 90: Bank ABA/BIC: Address Group Box



NOTE: There are five (5) **Country codes** that ITS payments are sent to. These codes are: **Belgium (BE)**, **Germany (DE)**, **Japan (JP)**, **Italy (IT)**, and **Netherlands (NL)**.

10. Complete the **Description**.
11. Select the **Payment Types** tab. The **Payment Types** page will be displayed.
12. To add a payment type, select **[Add]**. The Payment Types Criteria Search page will be displayed.
    a. To remove a payment type, select the desired payment type and select **[Remove]**.

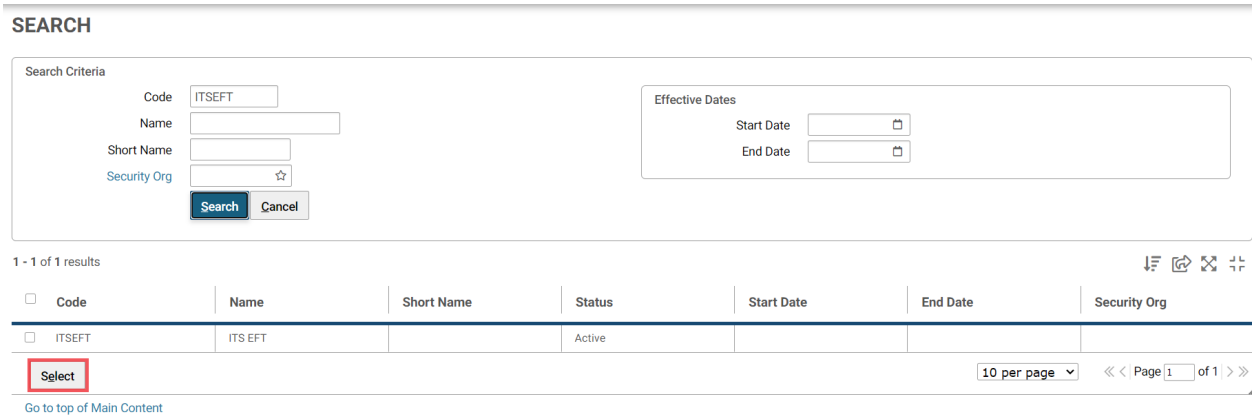
Figure 91: Payment Types tab



13. Enter '**ITSEFT**' in the **Code** field.
14. Select **[Search].** The results will be displayed.

15. From the displayed results, **[Select]** the payment type you want to add.

Figure 92: Payment Types Search Criteria



16. Review the information on the **Bank ABA/BIC** and **Payment Types** tabs.
17. Select **[Save]**. Select **[Verify]** and Override any errors.
    a. Select **[Save]** again if errors were overridden.

22.2 How do I configure a Foreign Vendor Address for ITS Payments?

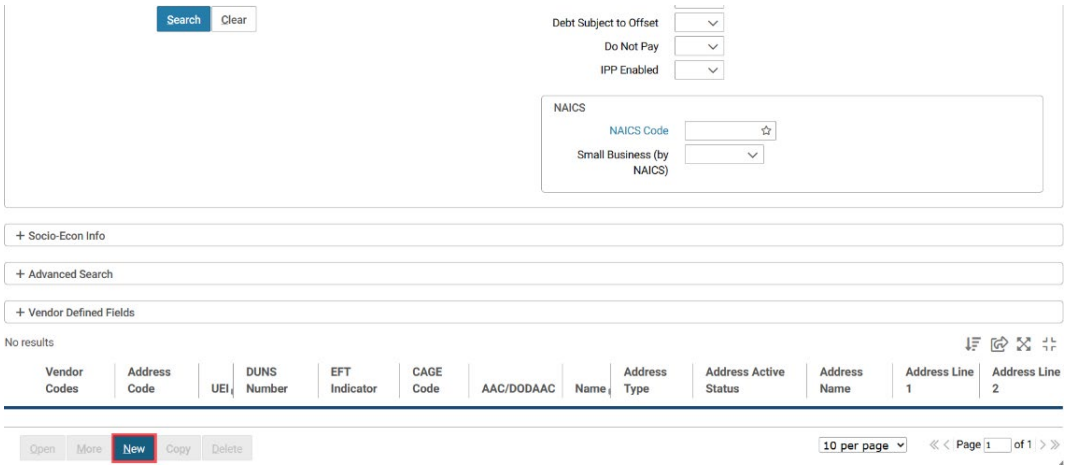
Foreign vendors that will be receiving payments via the Pegasys ITS payment process will require configuration at their Address Level to ensure their payments are made via ITS.

22.2.1 Configure a new Vendor

Steps to configure a new Foreign Vendor Address for ITS Payments.

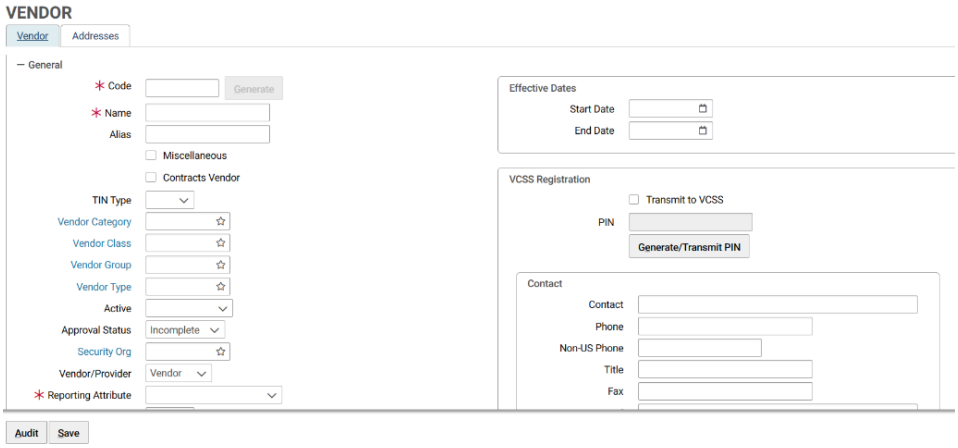
1. Select **Reference → Vendor → Vendor Codes** from the menu bar. The **Search – Vendor Codes** page will be displayed.

Figure 93: Search – Vendor Codes Page



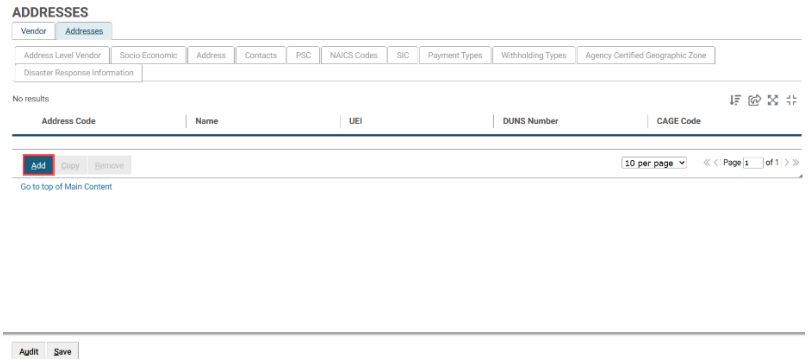
2. Select **[New]**. A new **Vendor** page will be displayed.

Figure 94: New Vendor Page



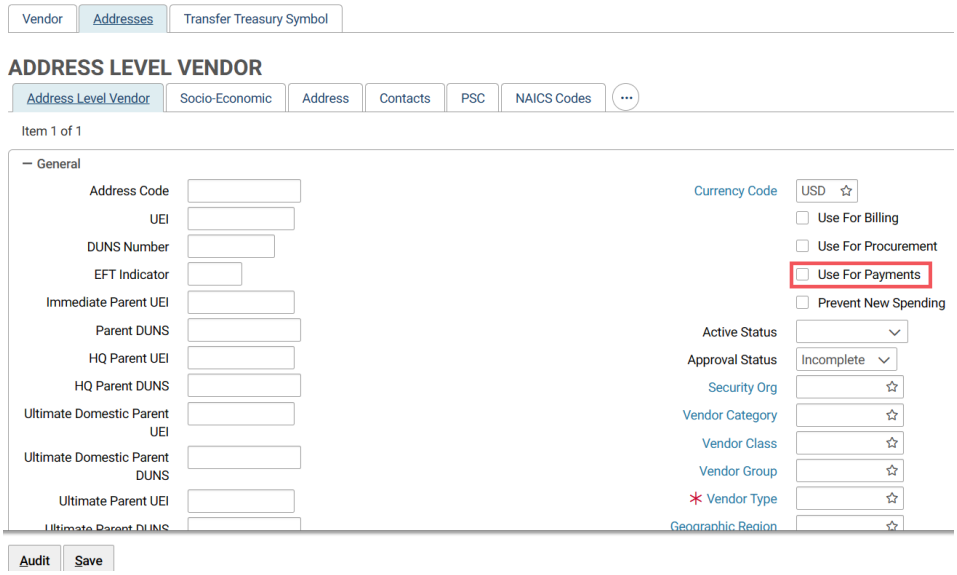
3. Complete the appropriate fields in the following sections:
    a. General
    b. Parent Vendor
    c. Invoice Key Configuration
    d. Tax Information
    e. Debarment
    f. Offset Information
    g. Vendor Defined Fields
    h. Description
4. Select the Addresses tab. The Addresses page will be displayed.

Figure 95: Addresses Page



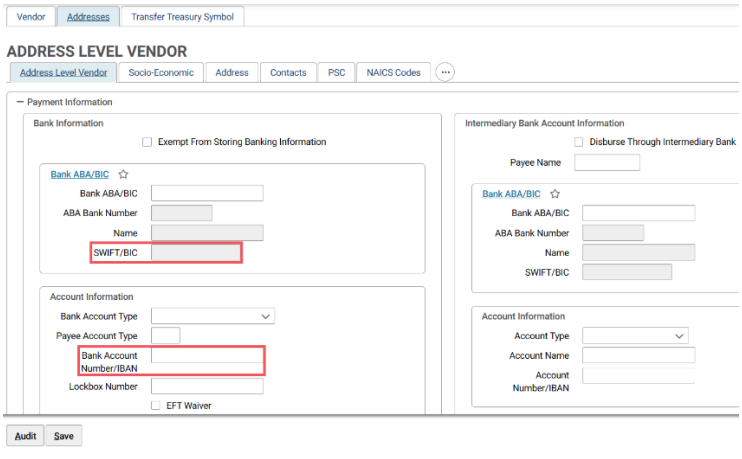
5. Select **[Add]**. The **Address Level Vendor** Page will be displayed.

Figure 96: Address Level Vendor Page



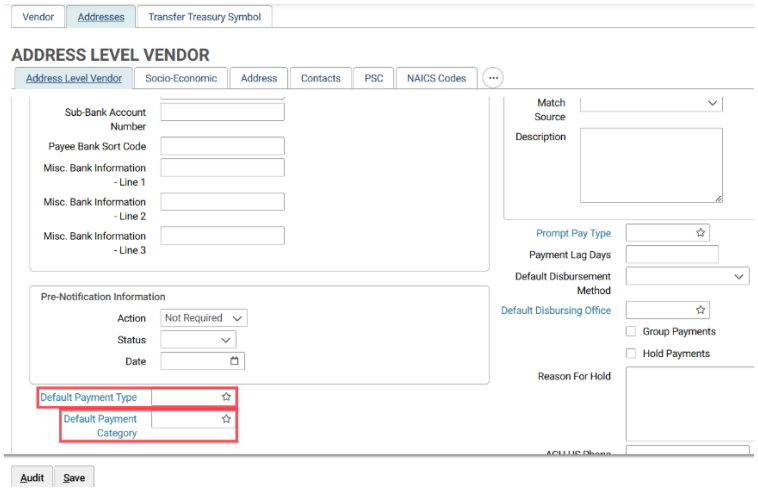
6. Complete the appropriate fields in the following sections:
    a. General
        i. **Use For Payments** box must be checked.
    b. Supplemental Information
    c. Billing Information
    d. Procurement Information
    e. Payment Information
        i. Under the **Bank Information** sub-section, the Bank ABA/BIC entity entered needs to be configured with **SWIFT** information. Additionally, banks associated with ITS vendors require a properly formatted International Bank Account Number **(IBAN)**.

Figure 97: Payment Information: IBAN



ii. The Default Payment Type and Default Payment Category fields are required. The supported Default Payment Types are ITSEFT and ITSCHECK. The supported Default Payment Category is ITS_VEND.

Figure 98: Payment Information: Default Payment Fields



f. Designated Agent

g. Credit Card Information

h. Classification Information

i. Offset Information

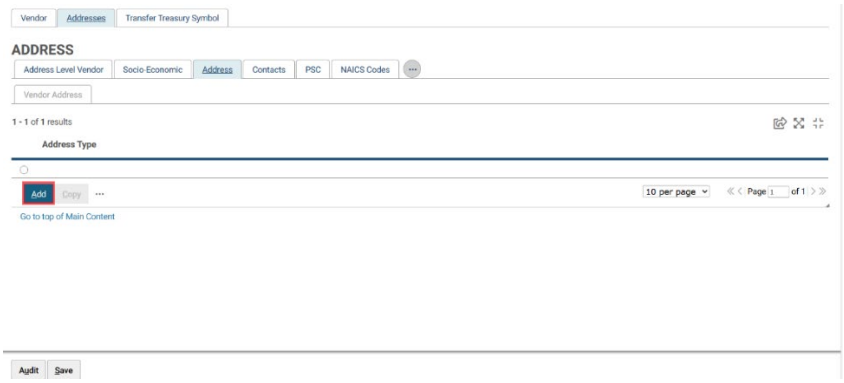
j. Status

k. Vendor Defined Fields

l. Description

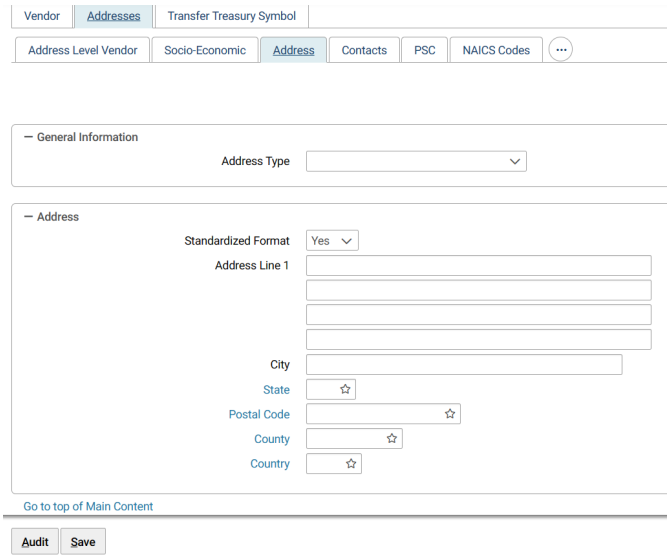
7. Select the **Address** tab. The **Address** page will be displayed.

Figure 99: Address Page



8. Select **[Add]**. The **Vendor Address** page will be displayed.

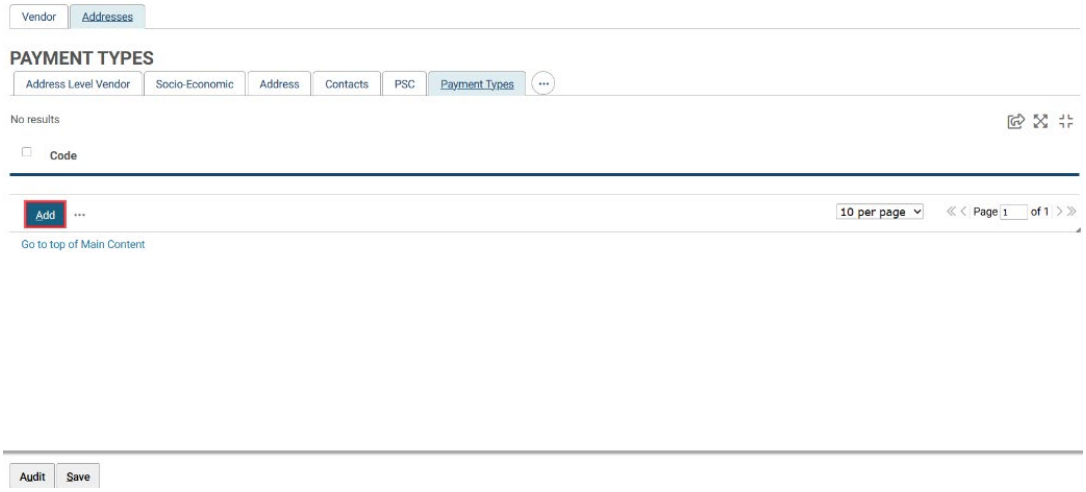
Figure 100: Vendor Address Page



a. There are five (5) **Country codes** that support where remittance addresses for ITS Vendors reside. These codes are: **Belgium (BE)**, **Germany (DE)**, **Japan (JP)**, **Italy (IT)**, and **Netherlands (NL)**.

9. Complete the appropriate fields in the **General Information** and **Address** sections.
10. Select **[Save]**.
11. Repeat steps 8-10 for each address you want to add.
    a. A remittance address is required.
12. Select the **Payment Types** tab. The **Payment Types** page will be displayed.

Figure 101: Payment Types Page



13. Select **[Add]**. The **Payment Type** search criteria page will be displayed.

a. **NOTE**: For ITS payments, **ITSEFT** and **ITSCHECK** payments are the only supported payment types.

i. For ITSEFT, foreign vendors with remittance addresses in all five-country codes are supported: **Belgium (BE)**, **Germany (DE)**, **Japan (JP)**, **Italy (IT)**, and **Netherlands (NL)**.

ii. For ITSCHECK, foreign vendors must have a remittance address within **Germany (DE)**, **Japan (JP)**, or **Italy (IT).** Please note that only 35 characters can be entered on Address line 1 and 2 before the value is truncated. Address Lines 3 and 4 will not be included in the submission.

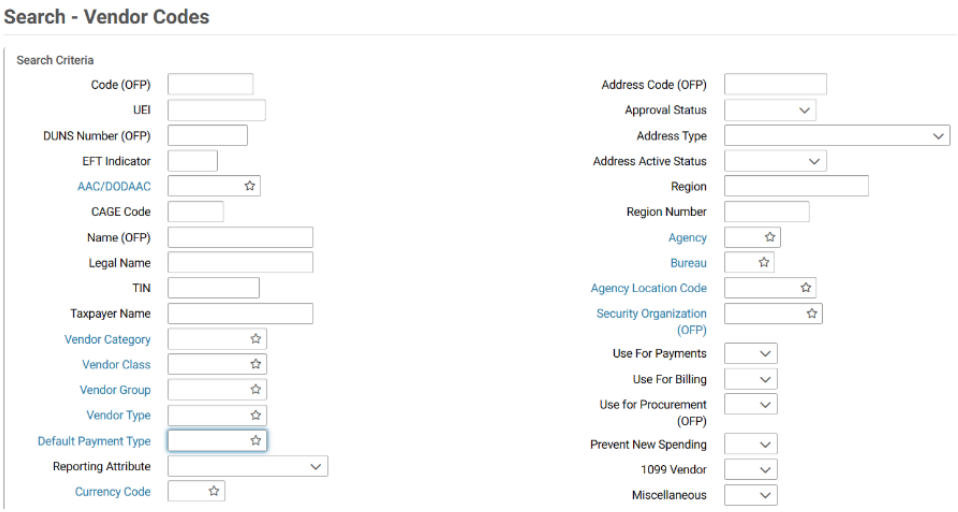
14. Complete the appropriate field(s) in the **Search Criteria** group box. More specific criteria will narrow the search.
15. Select **[Search]**. The results will be displayed.
16. From the displayed results, **[Select]** the payment type you want to add.
17. Repeat steps 13-16 for another Payment Type.
18. Complete the appropriate fields on the remaining tabs when applicable. Some tabs will require selecting the ellipsis (…).
    a. Socio-Economic Tab
    b. Contacts Tab
    c. PSC Tab
    d. NAICS Tab
    e. SIC Tab
    f. Withholding Types Tab
    g. Agency Certified Geographic Zone
    h. Disaster Response Information Tab
19. Select **[Save]**. Select **[Verify]** and Override any errors.
    a. If errors were overridden, select **[Save]** again.

22.2.2 Configure an existing Vendor

Steps to configure a current Foreign Vendor Address for ITS Payments.

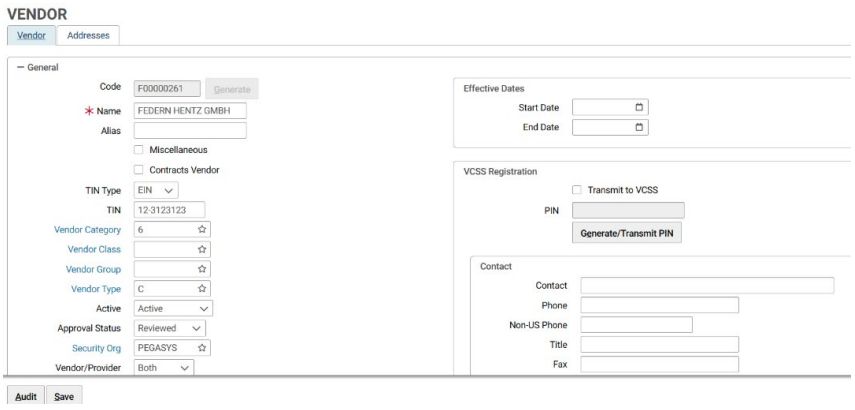
1. Select **Reference → Vendor → Vendor Codes** from the menu bar. The **Search – Vendor Codes** page will be displayed.

Figure 102: Search – Vendor Codes Page



2. Complete the appropriate field(s) in the Search Criteria group box. More specific criteria will narrow the search.
3. Select [Search]. The results will be displayed.
4. Select the desired entity and select [Open]. The Vendor page will be displayed.

Figure 103: Current Vendor Page

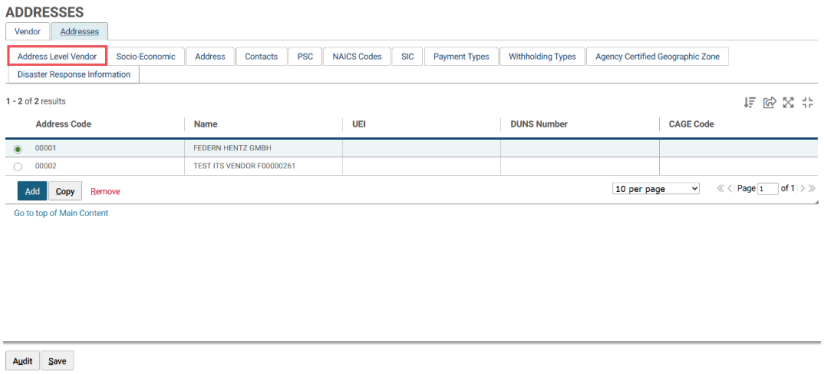


5. Complete the appropriate fields in the following sections:
    a. General
    b. Parent Vendor
    c. Invoice Key Configuration
    d. Tax Information
    e. Debarment
    f. Offset Information
    g. Vendor Defined Fields

h. Description

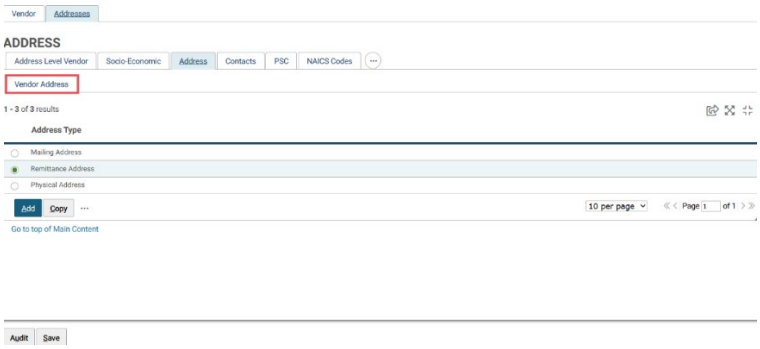
6. Select the **Addresses** tab. The **Addresses** page will be displayed.

Figure 104: Addresses Level Vendor Page



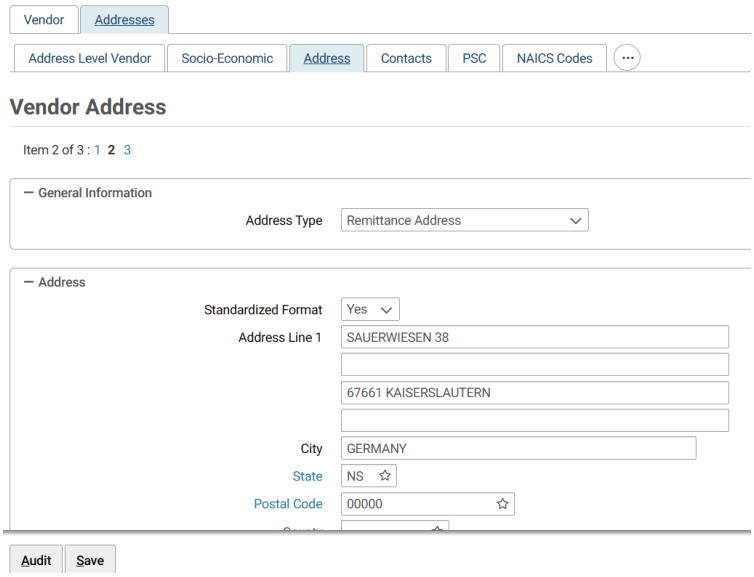
7. Select the desired address code and select the **Address Level Vendor** tab.
8. Complete the appropriate fields in the following sections:
    a. General
        i. **Use For Payments** box must be checked.
    b. Supplemental Information
    c. Billing Information
    d. Procurement Information
    e. Payment Information
        i. Under the **Bank Information** sub-section, the Bank ABA/BIC entity entered needs to be configured with **SWIFT** information. Additionally, banks associated with ITS vendors require a properly formatted **IBAN**.
        ii. The **Default Payment Type** and **Default Payment Category** fields are required. The supported **Default Payment Types** are **ITSEFT** and **ITSCHECK**. The supported **Default Payment Category** is **ITS_VEND**.
    f. Designated Agent
    g. Credit Card Information
    h. Classification Information
    i. Offset Information
    j. Status
    k. Vendor Defined Fields
    l. Description
9. Select the **Address** tab. The **Address** page will be displayed.

Figure 105: Vendor Address Page



10. Select the desired address type and select the **Vendor Address** tab. The **Vendor Address** page will be displayed.

Figure 106: Vendor Address: Address Entry Page



   a. There are five (5) **Country codes** that are supported for ITS Vendors. These codes are: **Belgium (BE)**, **Germany (DE)**, **Japan (JP)**, **Italy (IT)**, and **Netherlands (NL)**.

11. Complete the appropriate fields in the **General Information** and **Address** sections.
12. Select **[Save]**.
13. Repeat steps 8-10 for each address you want to add.
    a. A remittance address is required.
14. Select the **Payment Types** tab. The **Payment Type** page will be displayed.
15. Select **[Add]**. The **Payment Type** search criteria page will be displayed.
    a. **NOTE**: For ITS payments, ITSEFT and ITSCHECK payments are the only supported payment types.

i. For ITSEFT, foreign vendors in all five country codes are supported: **Belgium (BE)**, **Germany (DE)**, **Japan (JP)**, **Italy (IT)**, and **Netherlands (NL)**.

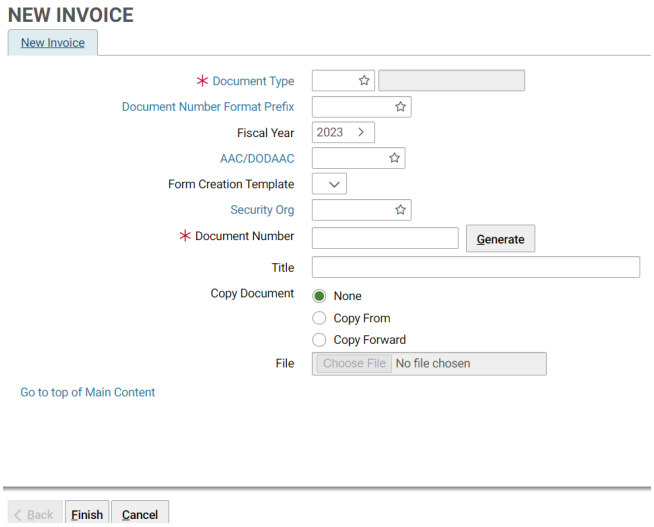
ii. For ITSCHECK, foreign vendors must have a remittance address within **Germany (DE)**, **Japan (JP)**, or **Italy (IT).**

16. Complete the appropriate field(s) in the **Search Criteria** group box. More specific criteria will narrow the search.
17. Select **[Search]**. The results will be displayed.
18. From the displayed results, **[Select]** the payment type you want to add.
19. Repeat steps 13-16 for another Payment Type.
20. Complete the appropriate fields on the remaining tabs when applicable. Some tabs will require selecting the ellipsis (…).
    a. Socio-Economic Tab
    b. Contacts Tab
    c. PSC Tab
    d. NAICS Tab
    e. SIC Tab
    f. Withholding Types Tab
    g. Agency Certified Geographic Zone
    h. Disaster Response Information Tab
21. Select **[Save]**. Select **[Verify]** and Override any errors.
    a. If errors were overridden, select **[Save]** again.

22.3 How do I create a manual ITS Foreign Vendor Invoice?

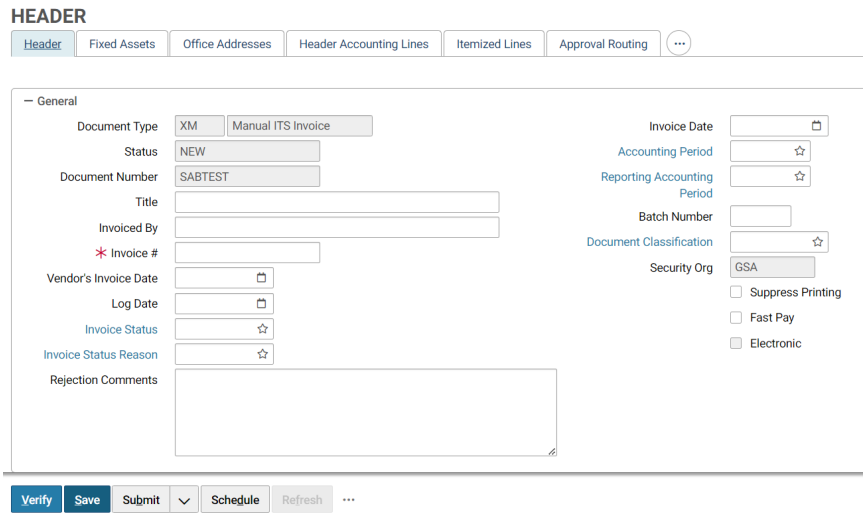
1. Select **Transactions → Purchasing → New → Invoice** from the menu bar. The **New Invoice** page will be displayed.

Figure 107: New Invoice Page



2. Enter **XM** - Manual ITS Invoice in the **Document Type** box.
3. Enter a unique document number in the **Document Number** field.
4. Select the **Finish** button. The **Header** page of the payment form will be displayed.

Figure 108: Header Page - Manual ITS Invoice



5. Complete the appropriate fields in the following sections:
    a. General
    b. ITS Conversion Request
        i. Enter **JPY** in the **Foreign Currency Code** field for transactions with Japan as the country. Enter **EUR** for all other transactions.
        ii. Enter the **Country Code** of the country this transaction is with. If the **Foreign Currency Code** is **JPY,** the **Country Code** should be **JP**

(Japan). If the **Foreign Currency Code** is **EUR**, the **Country Code** can be **BE (Belgium)**, **DE (Germany)**, **IT (Italy)**, or **NL (Netherlands)**.

iii. For Euros, leave **Foreign Currency Exchange Rate** as **1.100000000000.**

iv. For Yen, leave **Foreign Currency Exchange Rate** as …

c. Amounts

d. Contracts

e. Shipping Information

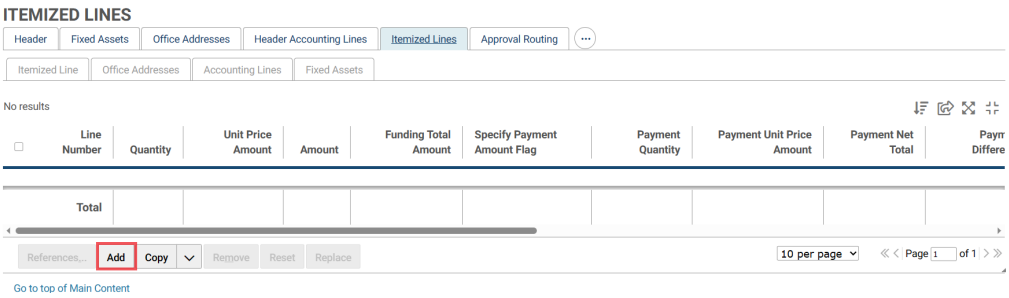
f. Vendor Dates

g. External System Information

h. h. Description

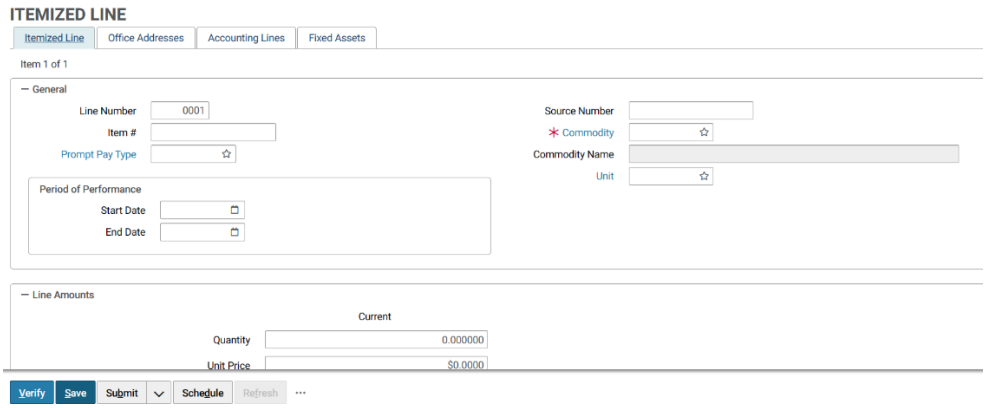
6. Select the **Itemized Lines** tab. The **Itemized Lines** page will be displayed.

Figure 109: Manual ITS Invoice: Itemized Lines Page



7. Select **[Add]**. The new **Itemized Line** page will be displayed.

Figure 110: Manual ITS Invoice: New Itemized Line Page



8. Complete the appropriate fields in the following sections:

a. General

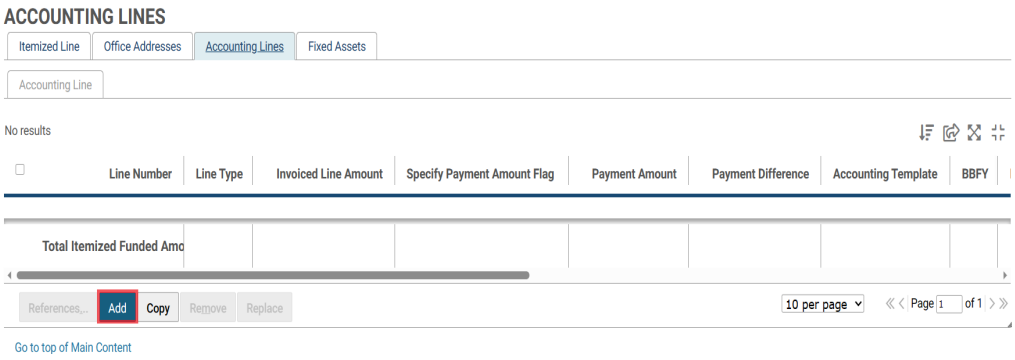
b. Line amounts

c. Specify Payment Amounts

d. Taxes
e. Fees
f. Supplemental Info
g. Pricing Options
h. Contracts Line
i. Shipping Information
j. User Defined Fields
k. Description

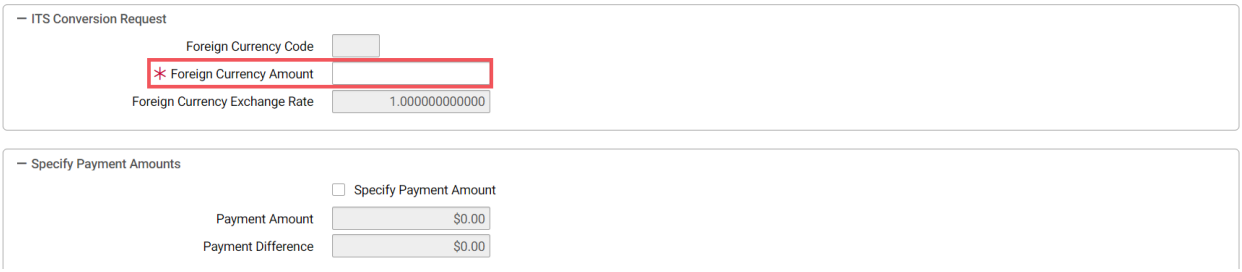
9. Select the **Accounting Lines** tab. The **Accounting Lines** page will be displayed.

Figure 111: Accounting Lines Page



10. Select [Add]. The new Accounting Line page will be displayed.

Figure 112: New Accounting Line Page



11. Complete the appropriate fields in the following sections:

a. General
b. Line Amounts
c. ITS Conversion Request
    i. Enter the Foreign Currency Amount.
d. Specify Payment Amounts
e. e. Additional Attributes

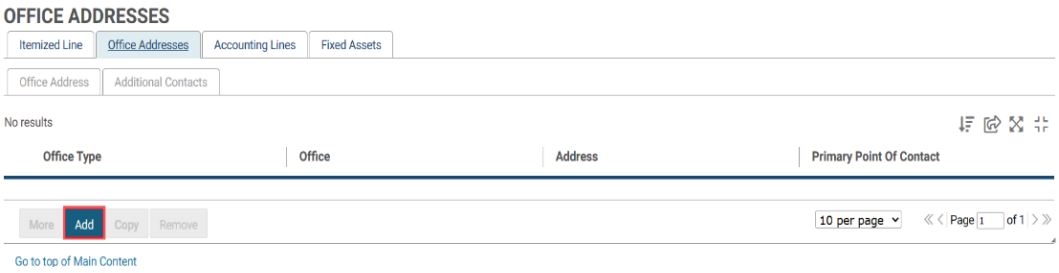
f. Accounting Dimensions

g. Agreement

h. Description

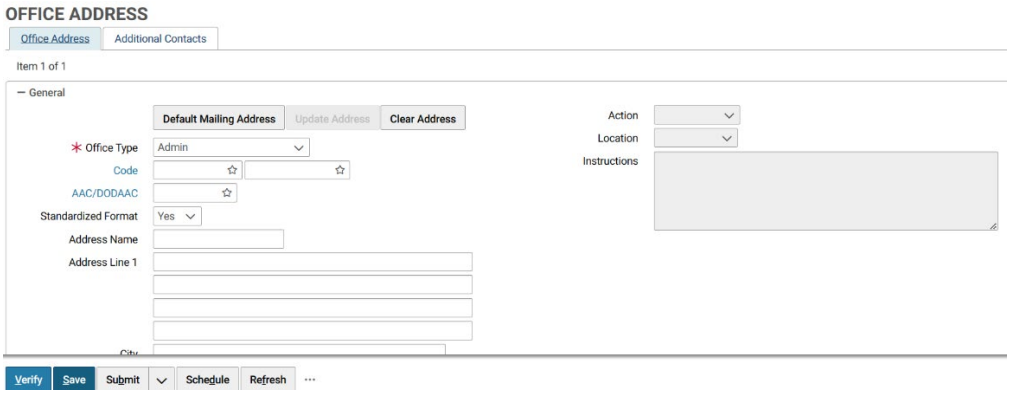
12. Select the **Office Addresses** tab. The **Office Addresses** page will be displayed.

Figure 113: Office Addresses Page



13. Select **[Add]**. The new **Office Addresses** page will be displayed.

Figure 114: New Office Addresses Page



14. Complete the appropriate fields in the **General** section.

15. Select **[Save]**. Select **[Verify]** and Override any errors.

a. If errors were overridden, select **[Save]** again.

22.4 Pegasys Invoice-to-Pay Automated Process

Pegasys is configured to generate payments automatically upon ITS-enabled invoice processing. This process is referred to as Invoice-to-Pay (I2P). As GSAFleet.Gov replaces GSA's Fleet Management System (FMS) as the source system of interfaced foreign currency invoices, the method of integration will transition from a flat file interface to web service submissions.

Itemized Vendor Invoices with itemized lines and itemized accounting lines will be sent to Pegasys via the Financial Management Enterprise Service Bus (FMESB). Interfaced Fleet invoices will use the new XF document type, while manually entered invoices in Pegasys will

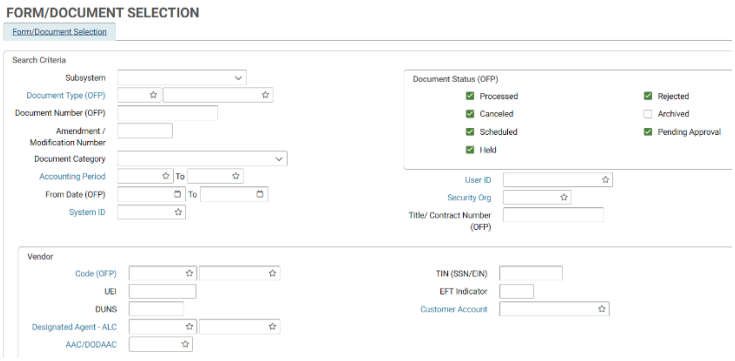
use the new XM document type. The I2P process will generate 9G payment documents by copying forward any processed XM or XF document and submitting the payment to workflow.

22.5 How do I review an ITS Foreign Vendor Payment generated from the Pegasys Invoice-to-Pay Process?

Due to the automated payment generation process of I2P, submitters of ITS invoices will not immediately know the Payment document number of the generated payment. To identify the payment, users should leverage Pegasys' Document Reference Query.

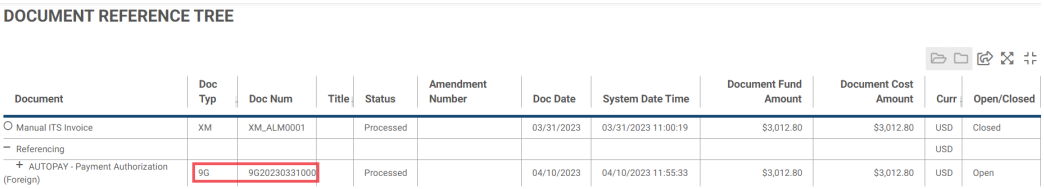
1. Select Transactions → Form/Document Selection from the menu. The Search – Document Type page will be displayed.

Figure 115: Search – Document Type Page



2. Enter the XM or XF document number in the **Document Number** field and select **[Search]**. The results will be displayed at the bottom of the page.
3. Select the document and select the **[Reference Query]** button. The Document Reference Tree page will be displayed.
4. Select the + next to **Referencing** to view the referenced 9G payment document.

Figure 116: Document Reference Tree Page



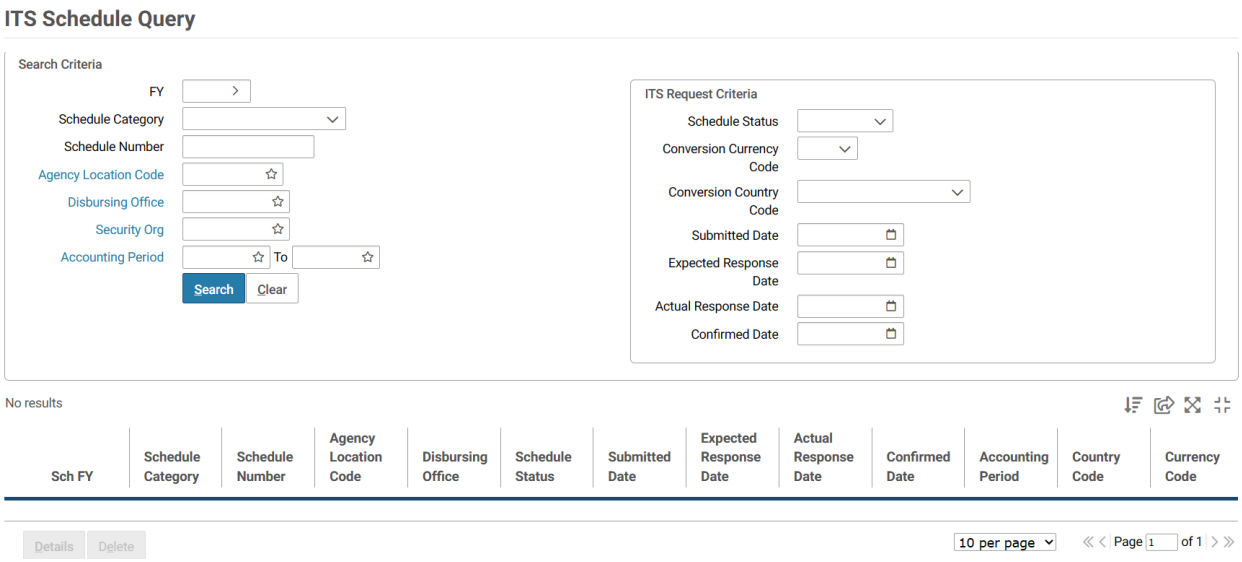
5. Scroll down the page and review the General section of the 9G document. If additional information is required, select **[View Document]**.

22.6 How do I use the ITS Schedule Query to review ITS Payment Schedules?

Reviewing ITS Foreign Payments and their respective schedules can be done using Pegasys' ITS Schedule Query.

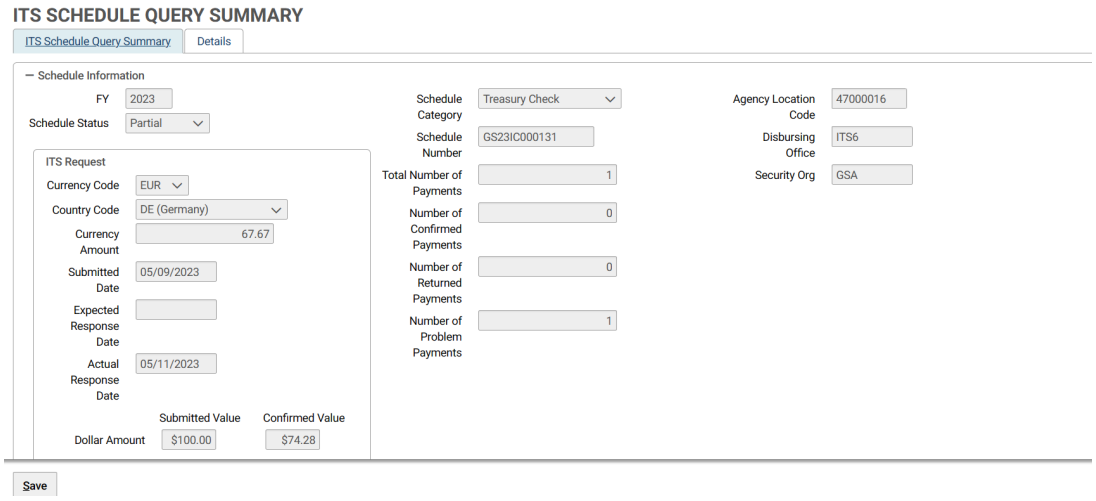
1. Select Queries → Automated Disbursements → ITS Schedule Query from the menu. The ITS Schedule Query page will be displayed.

Figure 117: Schedule Query Page



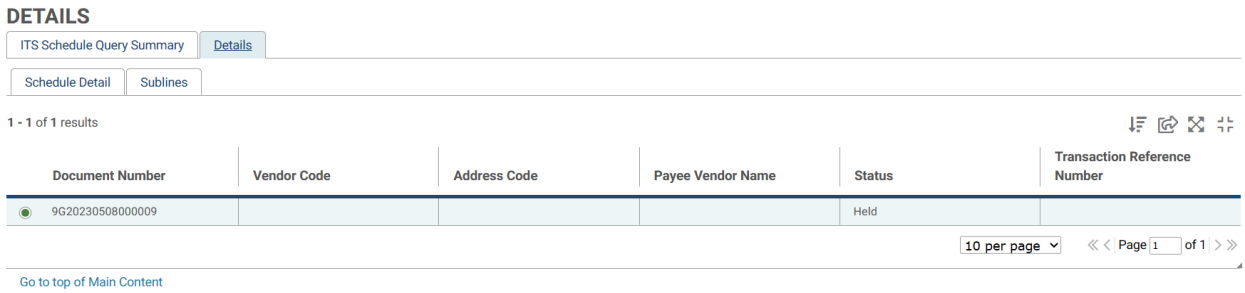
2. Complete the appropriate fields and select **[Search]**. The result(s) will be displayed at the bottom of the page.
3. Select the desired schedule record and select the **[Details]** button. The **Schedule Query Summary** page will be displayed.

Figure 118: Schedule Query Summary Page



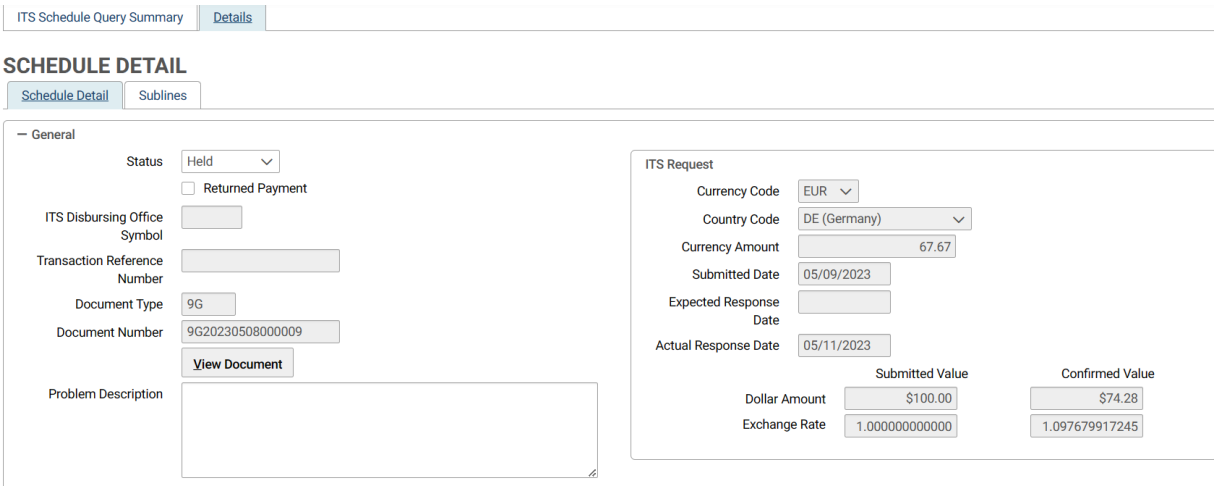
4. Review the information on the **Schedule Query Summary** page.
5. Select the **Details** tab. The **Details** page will be displayed.

Figure 119: Details Page



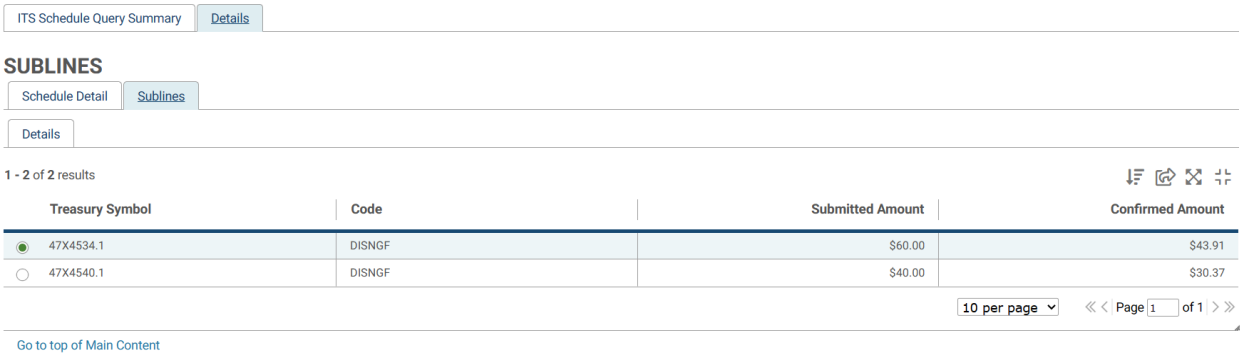
6. Select the desired record(s) and select the **Schedule Detail** tab. The **Schedule Detail** page will be displayed.

Figure 120: Schedule Detail Page



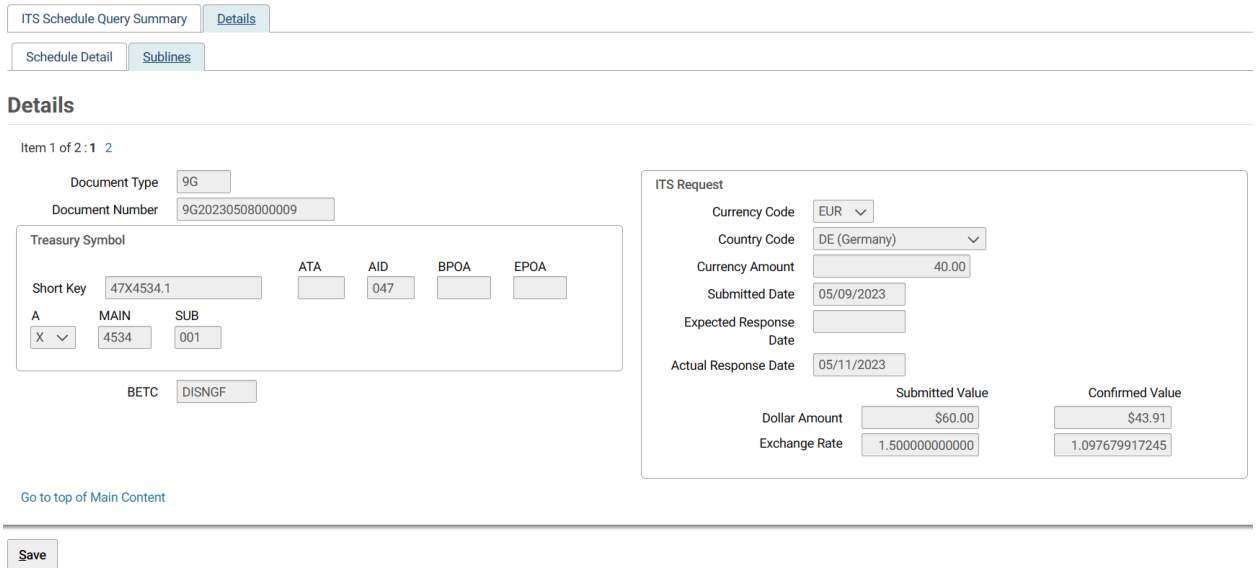
7. Select the **Sublines** tab. The **Sublines** page will be displayed.

Figure 121: Sublines Page



8. Select a row and then select the **Details** sub tab. The **Subline - Details** page will be displayed.

Figure 122: Subline - Details Page



22.6.1 Workflow, Troubleshooting, and Canceling ITS Payment Schedules

After the Invoice-to-Pay (I2P) process has generated ITS vendor payments, the Pegasys batch job ADITSEXP is run to identify ITS payments which are ready to send to ITS as a request to convert and disburse. The ADITSEXP job then builds a schedule record to track that request in Pegasys and sends a corresponding ITS detail schedule file to ITS. Once the schedule is received, ITS will review the contents of the schedule and attempt to execute the request to convert and disburse. Processing time will usually be two business days, but in some cases, processing may require 3 business days. One processed, ITS will create a Standard Response Format (SRF) file, which will be sent to Pegasys. The file will contain the confirmed, disbursed USD amount for all payments in the corresponding schedule.

The new ADITSIMP batch process will process that file and update the schedule and underlying payments accordingly in Pegasys. After a payment is picked up for disbursement and associated to a schedule via ADITSEXP, there are four possible scenarios for that distinct payment as it is reviewed and routed for conversion and disbursement by ITS:

1. The payment detail, which includes vendor, bank, and conversion information, passes initial review by ITS and is routed for conversion and disbursement. ITS sends back confirmation 2-3 business days later.
2. payment detail does not pass initial review by ITS. ITS will move the payment into a held correction status in their system and will e-mail designated POCs at GSA. The POCs have the option to either correct the payment via the ITS front end to enable conversion and disbursement or do nothing in ITS. If the POC chooses to take no corrective action in ITS, the corresponding ITS Detail Schedule record in Pegasys should be set to Problem

status, allowing the payment and referenced invoice to be canceled. A correction to the vendor's banking or address information will be needed before a new invoice should be entered.

3. The payment detail passes ITS review, and ITS processes the request to convert and disburse, sending back a corresponding SRF confirmation to Pegasys. Shortly thereafter, ITS's third party payment partner reports it is unable to complete payment with the current payment details. ITS will send another SRF file referencing the payment and mark it as a return record. ADITSIMP will recognize the return and cancel the corresponding Pegasys payment document.
4. The payment detail passes ITS review, and ITS processes the request to convert and disburse. The Office of Foreign Assets Control (OFAC) reviews the detail and elects to hold the payment while confirming the vendor's payment eligibility. ITS sends a SRF file denoting the payment is being held by OFAC. ADITSIMP will process this and mark the corresponding payment accordingly. A subsequent SRF file will either confirm the payment or mark it as a return.