



# Pegasys Quick Reference Guide

## AUTOMATIC ACCOUNTING LINE REVERSAL IN THE PURCHASE QUERY

The Purchase Query shows the status of open Obligations, Commitments, Receipts, and Reservations. It is used to search for groups of documents meeting certain financial statuses. It provides on-line search capability for purchasing- or acquisitions-related documents.

Users are able to enable and/or approve accounting lines for automated document reversal, as well as view the automated document reversal status for the associated accounting lines.

### Searching for a Specific Document in the Purchase Query

1. Log in to Pegasys. Navigate to Queries → Purchasing → Purchase Query.
2. Utilize the basic search if a specific document requiring reversal has been identified.
3. Uncheck the **Include Historical Records** flag.
4. Type in **Document Number** in both the **From** and **To** document number fields to ensure that only the specified document is returned in the search results.
5. Select **Search**.

**Figure 1: Purchase Query Search Basic Search Criteria**

The screenshot displays the 'Purchase Query' search interface. It features two tabs: 'Basic Search' (selected) and 'Advanced Search'. The search criteria are as follows:

- Query Type: [Dropdown menu]
- Document Category: [Dropdown menu]
- Document Type: [Text input with star icon]
- Document Number: [From: GP0256533] [To: GP0256533] (This row is highlighted with a red box)
- IPAC Document Identifier: [Text input]
- Outstanding Amount: [Dropdown menu: outstanding] [Text input]
- Include Historical Records:  (This checkbox is highlighted with a red box)

At the bottom, there are two buttons: 'Search' and 'Clear'.

6. All accounting lines associated with the selected document are returned in the search results.



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Figure 2: Purchase Query Search Results

1 - 10 of 10 results

<input type="checkbox"/>	Enabled for Automatic Reversal	Approved for Automatic Reversal	Document Type	Document Number	Item Line #	Line #	Date	Currency	Total Amount	Outstanding Amount	Closed Amount
<input type="checkbox"/>	No	No	GP	GP0256533	0000	1	01/20/2015	USD	\$10,442.52	\$0.00	\$10,442.52
<input checked="" type="checkbox"/>	No	No	GP	GP0256533	0000	10	01/20/2015	USD	\$3,480.00	\$1,739.58	\$1,740.42
<input type="checkbox"/>	No	No	GP	GP0256533	0000	2	01/20/2015	USD	\$10,442.52	\$0.00	\$10,442.52
<input type="checkbox"/>	No	No	GP	GP0256533	0000	3	01/20/2015	USD	\$242.95	\$0.00	\$242.95
<input type="checkbox"/>	No	No	GP	GP0256533	0000	4	01/20/2015	USD	\$10,442.52	\$0.00	\$10,442.52
<input checked="" type="checkbox"/>	No	No	GP	GP0256533	0000	5	01/20/2015	USD	\$11,834.46	\$140.98	\$11,693.48
<input checked="" type="checkbox"/>	No	No	GP	GP0256533	0000	6	01/20/2015	USD	\$10,658.52	\$2,526.03	\$8,132.49
<input checked="" type="checkbox"/>	No	No	GP	GP0256533	0000	7	01/20/2015	USD	\$2,020.02	\$888.02	\$1,132.00
<input checked="" type="checkbox"/>	No	No	GP	GP0256533	0000	8	01/20/2015	USD	\$5,221.26	\$248.70	\$4,972.56
<input checked="" type="checkbox"/>	No	No	GP	GP0256533	0000	9	01/20/2015	USD	\$1,010.00	\$55.04	\$954.96

## Basic Search and Grouping Results in the Purchase Query

1. Enter **Query Type**, **Document Category** and any other search criteria, as desired.
2. Select **Outstanding Amount** > \$0.00 to return only open outstanding amounts in the search results.
3. Uncheck the **Include Historical Records** flag.
4. Select **Search**.

Figure 3: Basic Search in the Purchase Query

**Purchase Query**

Basic Search    Advanced Search

Query Type: Obligations

Document Category: IO-Itemized Order

Document Type: GP ☆    GMA Purchase Order ☆

Document Number: [ ] To [ ]

IPAC Document Identifier: [ ]

Outstanding Amount: > outstanding Amount \$0.00

Include Historical Records

Search    Clear

5. Right click on **Item Line #** header and select **Group** to group search results by Document Number.



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Figure 4: Grouping Function

Document Type	Document Number	
GP	GP0256440	<div style="border: 1px solid black; padding: 2px; display: inline-block;">           Lock  <span style="border: 1px solid red; padding: 2px;">Group</span> </div>
GP	GP0256533	0000
GP	GP0256533	0000
GP	GP0256533	0000

6. Search Results are grouped by Document Number.
7. Users can select review and then select open accounting lines for multiple documents at once by selecting the **Enable for Automatic Reversal** checkbox at the top of the menu pane.

Figure 5: Search Results

1 - 10 of 21 results

<input type="checkbox"/> Enabled for Automatic Reversal	Approved for Automatic Reversal	Document Type	Document Number
<b>GP0256440 - (1) total this page</b>			
<input type="checkbox"/> No	No	GP	GP0256440
<b>GP0256533 - (6) total this page</b>			
<input type="checkbox"/> No	No	GP	GP0256533
<input type="checkbox"/> No	No	GP	GP0256533
<input type="checkbox"/> No	No	GP	GP0256533
<input type="checkbox"/> No	No	GP	GP0256533
<input type="checkbox"/> No	No	GP	GP0256533
<input type="checkbox"/> No	No	GP	GP0256533

8. Select a line in the results and Select **References**.



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- In the Accounting Line Reference Tree, Select the plus sign (+) next to the **Referenced** row to expand it and display further information.

**Figure 6: Reference Button Basic Search**

Document	Doc Typ	Doc Num	Status
<input type="radio"/> Erin's I&A Itemized Invoice	!!V	EB-557689-!!V-3-001	Processed
<input checked="" type="radio"/> Referenced			

- Select the document in the Referenced section and hover your mouse over the Document Number to view outstanding amounts.

**NOTE:** The view document button (which is accessible by tabbing) allows the user to access the full document.

**Figure 7: Viewing Outstanding Amounts Basic Search**

Document	Doc Typ	Doc Num	Status	Amend #	Actg Ln #	Item Ln #	Original Amount	Closed Amount	Curr	Open/Closed	Trans Typ
<input type="radio"/> PBS 3-way Obligation	PJ	PJ010518221	Processed		1		\$41.95	\$21.95	USD	Open	01
Referencing							\$0.00	\$0.00			
<input type="radio"/> Receipt6	RK	RK201805110001	Processed		1		\$21.95	\$0.00	USD	Open	01

  

**RK - RK201805110001**  
 Document Date 05/11/2018  
 Accounting Period 08/2018

**RICOH CORPORATION**  
 POST OFFICE BOX 73210  
 CHICAGO, IL 60673-7210  
 Invoice Number N/A

Line 1 of 1  
 Contract PJ010518221159  
more info available on line(s) ...

Doc Date 05/11/2018  
 System Date 05/11/2018 12:37:40  
 Time

Outstanding \$21.95

	# Lines	\$ Amount
Total	1	21.95
Closed	0	0.00
Outstanding	1	21.95

- If the outstanding amount is greater than 0 for any of the referenced documents, copy the Document number and perform a basic search for this document in the Purchase Query. Enable and Approve the Accounting Lines for Reversal.



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## Advanced Search in the Purchase Query

Users may utilize the various Advanced Search criterion and filters available to customize their search results. For example, a user with an **Approver** role may search for open documents that are enabled but awaiting approval for reversal by filtering search results by the **Enabled** status column.

1. Navigate to the **Advanced Search** tab in the Purchase Query.
2. Select advanced search criteria, as desired.
3. Select **Search**.

**Figure 8: Purchase Query Advanced Search**

**Purchase Query**

Basic Search **Advanced Search**

Select preconfigured search

New Query

Tell us what the query does.

Document Type  =  GP  AND

Enabled  =  Yes

1 - 6 of 6 results

<input type="checkbox"/>	Enabled for Automatic Reversal	Approved for Automatic Reversal	Document Type	Document Number	Item Line #	Line #	Date	Currency
<input type="checkbox"/>	Yes	No	GP	GP0256533	0000	10	12/18/2015	USD
<input type="checkbox"/>	Yes	No	GP	GP0256533	0000	5	08/02/2016	USD

4. Select a line in the results and Select **References**.
5. In the Accounting Line Reference Tree, Select to expand the (+) next to the Referenced row.



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Figure 9: Referenced Button Advanced Search

Document	Doc Typ	Doc Num	Status
<input type="radio"/> Erin's I&A Itemized Invoice	IIV	EB-557689-IIV-3-001	Processed
<input checked="" type="radio"/> Referenced			

  

<a href="#">View Document</a>	<a href="#">View GL Detail</a>	<a href="#">View Transaction Detail</a>	<a href="#">View Processed Only</a>
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6. Select the document in the **Referenced** section and hover your mouse over the Document Number to view outstanding amounts.

**NOTE:** The view document button (which is accessible by tabbing) allows the user to access the full document.

Figure 10: Viewing Outstanding Amounts Advanced Search

Document	Doc Typ	Doc Num	Status	Amend #	Actg Ln #	Item Ln #	Sub Ln #	Exhibit Ln #	Original Amount	Clo
<input type="radio"/> Erin's I&A Itemized Invoice	IIV	EB-557689-IIV-3-001	Processed		2	0002			\$125.00	
<input type="radio"/> Referenced									\$0.00	
<input checked="" type="radio"/> IO for IPP Conv	ZP1	EB-557689-ZP1-3-001	Processed						\$500.00	

  

**ZP1 - EB-557689-ZP1-3-001**

Document Date: 02/06/2017      Accounting Period: 05/2017

**USA SAFETY SOLUTIONS**  
 295 Technology Dr  
 Suite #66  
 Room #66  
 Lebanon, VA 24266

	# Lines	\$ Amount
Total	6	3,000.00
Closed	6	3,000.00
Outstanding	0	0.00

- a. If the outstanding amount is greater than 0 for any of the referenced documents, copy the Document number and perform a basic search for this document in the Purchase Query. Enable and Approve the Accounting Lines for Reversal.

## Enable and Approve Accounting Lines for Reversal in the Purchase Query

1. Select all open accounting lines with outstanding amounts. **NOTE:** ALL open accounting lines must be selected for reversal.



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Select on **Automatic Reversal** and select **Enable**. **NOTE:** User must have the **Enable** security access.

**Figure 11: Enable Accounting Lines**

1 - 10 of 10 results

<input type="checkbox"/>	Enabled for Automatic Reversal	Approved for Automatic Reversal	Document Type	Document Number
<input type="checkbox"/>	No	No	GP	GP0256533
<input checked="" type="checkbox"/>	No	No	GP	GP0256533
<input type="checkbox"/>	No	No	GP	GP0256533
<input type="checkbox"/>	No	No	GP	GP0256533
<input type="checkbox"/>	No	No	GP	GP0256533
<input checked="" type="checkbox"/>	No	No	GP	GP0256533
<input checked="" type="checkbox"/>	No	No	GP	GP0256533
<input checked="" type="checkbox"/>	No	No	GP	GP0256533
<input checked="" type="checkbox"/>	No	No	GP	GP0256533
<input checked="" type="checkbox"/>	No	No	GP	GP0256533

**Automatic Reversal**

- Enable**
- Disable
- Approve

Once accounting lines are enabled for reversal, select all open accounting lines and Select **Approve**. **NOTE:** User must have the **Approve** security access.



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### Figure 12: Approve Accounting Lines

1 - 10 of 10 results

<input type="checkbox"/>	Enabled for Automatic Reversal	Approved for Automatic Reversal	Document Type	Document Number	Item Line #	Line #
<input type="checkbox"/>	No	No	GP	GP0256533	0000	1
<input checked="" type="checkbox"/>	Yes	No	GP	GP0256533	0000	10
<input type="checkbox"/>	No	No	GP	GP0256533	0000	2
<input type="checkbox"/>	No	No	GP	GP0256533	0000	3
<input type="checkbox"/>	No	No	GP	GP0256533	0000	4
<input checked="" type="checkbox"/>	Yes	No	GP	GP0256533	0000	5
<input checked="" type="checkbox"/>	Yes	No	GP	GP0256533	0000	6
<input checked="" type="checkbox"/>	Yes	No	GP	GP0256533	0000	7
<input checked="" type="checkbox"/>	Yes	No	GP	GP0256533	0000	8
<input checked="" type="checkbox"/>	Yes	No	GP	GP0256533	0000	9

Automatic Reversal ▼    References    View Document

Enable

Disable

Approve

- After lines have been approved for reversal, the ACDOCRVS batch job will reverse the approved accounting in the next batch run. After lines have been selected for reversal by the batch job, the Automated Reversal Status will appear as **Completed**.

### Figure 13: Accounting Reversal Status Completed

1 - 10 of 10 results

<input type="checkbox"/>	Enabled for Automatic Reversal	Approved for Automatic Reversal	Document Type	Document Number	Item Line #	Line #	Date	Currency	Total Amount	Outstandir Amount	Closed Amount	User ID	Automatic Reversal Status	Enabled By	Approved By
<input type="checkbox"/>	No	No	GP	GP0256533	0000	1	01/20/2015	USD	\$10,442.52	\$0.00	\$10,442.52	davidmpttr			
<input checked="" type="checkbox"/>	Yes	Yes	GP	GP0256533	0000	10	01/20/2015	USD	\$3,480.00	\$1,739.58	\$1,740.42	davidmpttr	Completed	alroles122	alroles122
<input type="checkbox"/>	No	No	GP	GP0256533	0000	2	01/20/2015	USD	\$10,442.52	\$0.00	\$10,442.52	davidmpttr			
<input type="checkbox"/>	No	No	GP	GP0256533	0000	3	01/20/2015	USD	\$242.95	\$0.00	\$242.95	davidmpttr			
<input type="checkbox"/>	No	No	GP	GP0256533	0000	4	01/20/2015	USD	\$10,442.52	\$0.00	\$10,442.52	davidmpttr			
<input checked="" type="checkbox"/>	Yes	Yes	GP	GP0256533	0000	5	01/20/2015	USD	\$11,834.46	\$140.98	\$11,693.48	davidmpttr	Completed	alroles122	alroles122
<input checked="" type="checkbox"/>	Yes	Yes	GP	GP0256533	0000	6	01/20/2015	USD	\$10,658.52	\$2,526.03	\$8,132.49	davidmpttr	Completed	alroles122	alroles122
<input checked="" type="checkbox"/>	Yes	Yes	GP	GP0256533	0000	7	01/20/2015	USD	\$2,020.02	\$888.02	\$1,132.00	davidmpttr	Completed	alroles122	alroles122
<input checked="" type="checkbox"/>	Yes	Yes	GP	GP0256533	0000	8	01/20/2015	USD	\$5,221.26	\$248.70	\$4,972.56	davidmpttr	Completed	alroles122	alroles122
<input checked="" type="checkbox"/>	Yes	Yes	GP	GP0256533	0000	9	01/20/2015	USD	\$1,010.00	\$55.04	\$954.96	davidmpttr	Completed	alroles122	alroles122

Automatic Reversal ▼    References    View Document    10 per page    Page 1 of 1