AUTOMATIC ACCOUNTING LINE REVERSAL IN THE PURCHASE QUERY

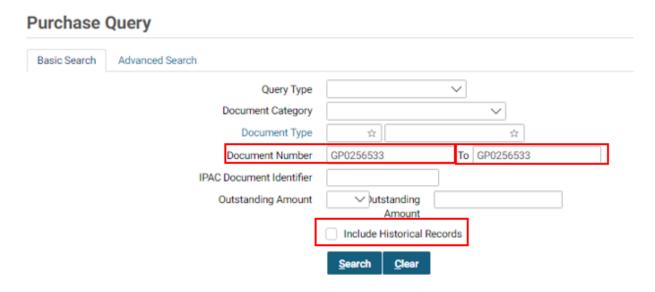
The Purchase Query shows the status of open Obligations, Commitments, Receipts, and Reservations. It is used to search for groups of documents meeting certain financial statuses. It provides on-line search capability for purchasing- or acquisitions-related documents.

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 \rightarrow Purchasing \rightarrow 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



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



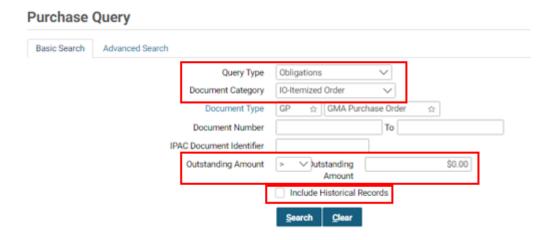
Figure 2: Purchase Query Search Results



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



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

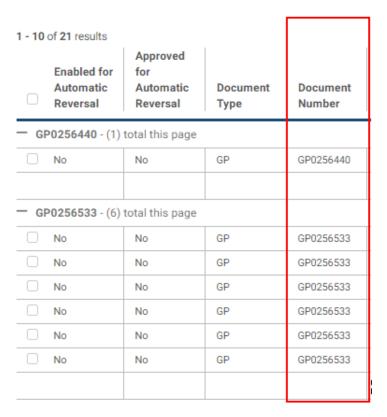


Figure 4: Grouping Function

Document Type	Document Number	Lock Group
GP	GP0256440	Group
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



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



9. 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 N	um	Status
O Erin's I&A Itemized Invoice		ΙΙV	EB-557689-!IV-3-001		Processed	
+ Referenced						
4						
<u>V</u> iew Document	V <u>i</u> ew GL Detail	View Processed Only		d Only		

10. 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.

Actg Ln Original Closed Amount Open/Clos€ Trans Typ O PBS 3-way Obligation PJ PJ010518221 Processed \$41.95 Open 01 - Referencing \$0.00 \$0.00 O Receipté RK - RK201805110001 Document Date 05/11/2018 Accounting Period 08/2018 RICOH CORPORATION POST OFFICE BOX 73210 CHICAGO, IL 60673-7210 Expand All Colla - General Ontract PJ010518221159 Doc Date 05/11/2018 System Date 05/11/2018 12:37:40 Acta Ln # Item Ln #

Figure 7: Viewing Outstanding Amounts Basic Search

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.

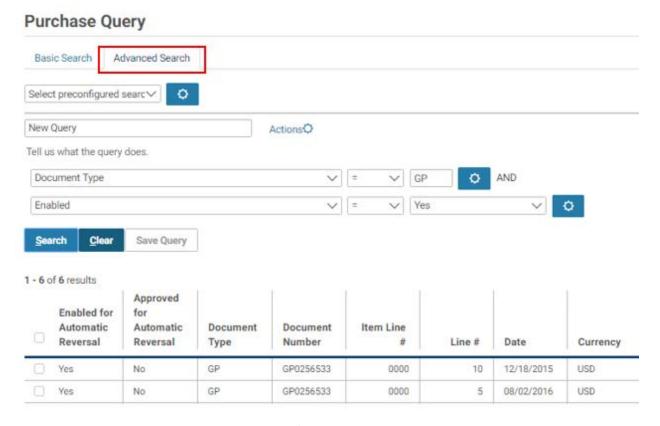


Advanced Search in the Purchase Query

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



- 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.



Figure 9: Referenced Button Advanced Search

Document			Doc Typ	Doc N	lum	Status
O Erin's I&A Itemized Invoice		!IV	EB-557689-!IV-3-001		Processed	
+ Referenced						
4						
<u>V</u> iew Document	V <u>i</u> ew GL Detail	Vig	View Transaction Detail View Processed		ed Only	

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.

Actg Ln # Item Ln # Sub Ln# O Erin's I&A Itemized Invoice ‼V EB-557689-IIV-3-001 \$125.00 \$0.00 EB-557689-ZP1-3-001 Document Date 02/06/2017 Accounting Period 05/2017 **USA SAFETY SOLUTIO...** 295 Technology Dr Building #66 Suite #66 Room #66 Lebanon, VA 24266 02/06/2017 ZP1 Doc Typ EB-557689-ZP1-3-001 02/07/2017 11:18:45 PROCESSED Accepted \$2,250,00 Expended \$750.00 Item Ln # Sub Ln # Total 3,000.00

Figure 10: Viewing Outstanding Amounts Advanced Search

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.

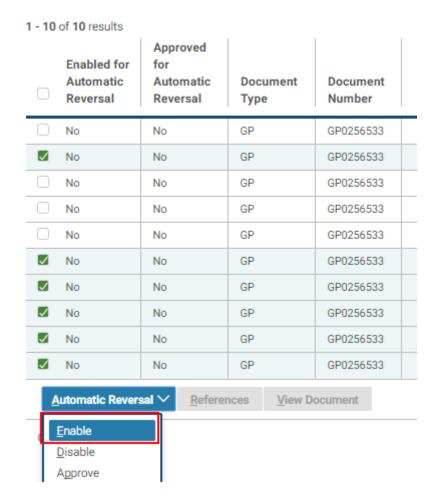
Enable and Approve Accounting Lines for Reversal in the Purchase Query

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



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

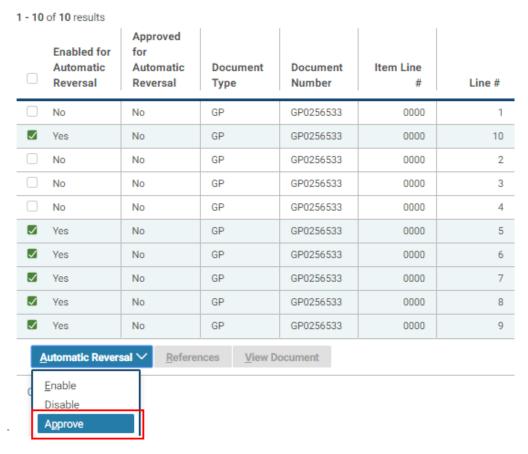
Figure 11: Enable Accounting Lines



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



Figure 12: Approve Accounting Lines



2. 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

