



# 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 online 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. Login 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**

### Purchase Query

The screenshot shows the 'Purchase Query' search interface. At the top, there are two tabs: 'Basic Search' (selected) and 'Advanced Search'. Below the tabs, the search criteria are as follows:

- Query Type: A dropdown menu.
- Document Category: A dropdown menu.
- Document Type: A dropdown menu with a star icon on the right.
- Document Number: Two input fields, the first containing 'GP1109751' and the second containing 'GP1109751', separated by 'To'.
- IPAC Document Identifier: An empty input field.
- Outstanding Amount: A dropdown menu with a greater-than sign (>) and an input field containing '\$0.00'.
- Include Historical Records: An unchecked checkbox.
- Search and Clear buttons: Two buttons at the bottom.

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 - 2 of 2 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	GP1109751	0001	1	12/17/2020	USD	\$1,000.00	\$1,000.00	\$0.00
<input type="checkbox"/>	No	No	GP	GP1109751	0002	1	12/17/2020	USD	\$100.00	\$100.00	\$0.00

## 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 > ▾

Include Historical Records

Search Clear

5. Select 'Document Number' header and select [Group] to group search results by Document Number.



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**Figure 4: Grouping Function**

<input type="checkbox"/>	Enabled for Automatic Reversal	Approved for Automatic Reversal	Document Type	Document Number	Item	
<input type="checkbox"/>	Yes	No	GP	GP0963636		
<input type="checkbox"/>	Yes	Yes	GP	GP0277392	0000	1
<input type="checkbox"/>	Yes	Yes	GP	GP0351941	0000	1
<input type="checkbox"/>	Yes	Yes	GP	GP0376698	0000	2

Lock  
**Group**  
 Sort Ascending

6. Search Results are grouped by Document Number.
7. Users can select review and 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**

<input type="checkbox"/>	Enabled for Automatic Reversal	Approved for Automatic Reversal	Document Type	Document Number ^
- GP0277392 - (1) total this page				
<input type="checkbox"/>	Yes	Yes	GP	GP0277392
- GP0351941 - (1) total this page				
<input type="checkbox"/>	Yes	Yes	GP	GP0351941
- GP0376698 - (1) total this page				
<input type="checkbox"/>	Yes	Yes	GP	GP0376698

8. Select a line in the results and select [References].
9. In the Accounting Line Reference Tree, select the (+) next to the Referenced row to expand.



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**Figure 6: Reference Button Basic Search**

Document	Doc Typ	Doc Num	Status
<input type="radio"/> GMA Purchase Order	GP	GP0277392	Processed
<input type="checkbox"/> + Referenced			
<input type="checkbox"/> + Referencing			

10. Select the document in the Referenced section and hover your mouse over the Document Number.


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

Document	Doc Typ	Doc Num	Status	Amend #	Actg Ln #	Item Ln #	Original Amount	Closed Amount	Curr	O
<input type="radio"/> GMA Purchase Order	GP	GP0277392	Processed	P00001	1		\$241,921.19	\$241,921.19	USD	CI
<input type="checkbox"/> - Referenced							\$0.00	\$0.00	USD	
<input type="radio"/> Purchase Request	PR	PR200901140028	Processed		1		\$250,000.00	\$250,000.00	USD	CI
<input type="checkbox"/> + Referencing									USD	

**PR - PR200901140028**

Document Date **05/12/2009**      Accounting Period **08/2009**

Description  
Contract Support to complete the requirements of the National Continuity Plan. \$20K will be use for Labor cost.



Expended **\$241,921.19**

	# Lines	\$ Amount
Total	1	250,000.00
Closed	1	250,000.00
Outstanding	0	0.00

**General**

Doc Typ

Doc Num

Status

Amend #

Actg Ln #

Item Ln #

- a. If the outstanding amount is greater than or equal to 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  [Actions](#)

Tell us what the query does.

Match All  Match Any

Document Type  =  GP AND

Enabled  =  Yes

**Search** | **Clear** | **Save Query**

1 - 10 of 147 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"/>	Yes	Yes	GP	GP0277392	0000	1	07/26/2018	USD	\$241,921.19	\$0.00	\$241,921.19
<input type="checkbox"/>	Yes	Yes	GP	GP0351941	0000	1	07/26/2018	USD	\$31,149.67	\$0.00	\$31,149.67
<input type="checkbox"/>	Yes	Yes	GP	GP0376698	0000	2	07/26/2018	USD	\$5,970.24	\$0.00	\$5,970.24
<input type="checkbox"/>	Yes	Yes	GP	GP0393169	0000	5	01/16/2020	USD	\$2,054.10	\$0.00	\$2,054.10

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



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**Figure 9: Referenced Button Advanced Search**

Document	Doc Typ	Doc Num	Status	Amend #
<input type="radio"/> GMA Purchase Order	GP	GP0277392	Processed	P00001
<input type="checkbox"/> Referenced				
<input type="checkbox"/> Referencing				

View Document
View GL Detail
View Transaction Detail
View Processed Only

- Select the document in the Referenced section and hover your mouse over the Document Number.

**Figure 10: Viewing Outstanding Amounts Advanced Search**

Document	Doc Typ	Doc Num	Status	Amend #	Actg Ln #	Item Ln #	Original Amount	Closed Amount	Curr	Open/Closed
<input type="radio"/> GMA Purchase Order	GP	GP0277392	Processed	P00001	1		\$241,921.19	\$241,921.19	USD	Closed
<input type="checkbox"/> Referenced							\$0.00	\$0.00	USD	
<input type="radio"/> Purchase Request	PR	PR200901140028	Processed		1		\$250,000.00	\$250,000.00	USD	Closed
<input type="checkbox"/> Referencing									USD	

View Document
View GL Detail
View Transaction Detail

General

Invoice

Agreement

Contract

**PR - PR200901140028**

Document Date **05/12/2009**      Accounting Period **08/2009**

Description  
Contract Support to complete the requirements of the National Continuity Plan. \$20K will be use for Labor cost.

Expended **\$241,921.19**

	# Lines	\$ Amount
Total	1	250,000.00
Closed	1	250,000.00
Outstanding	0	0.00



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- 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.
2. Select “Automatic Reversal” and select ‘Enable’. **NOTE:** User must have the “Enable” security access.

**Figure 11: Enable Accounting Lines**

<input type="checkbox"/>	Enabled for Automatic Reversal	Approved for Automatic Reversal	Document Type	Document Number
<input checked="" type="checkbox"/>	No	No	GP	GP1109689
<input type="checkbox"/>	No	No	GP	GP1109690
<input type="checkbox"/>			GP	GP1109694
<input type="checkbox"/>			GP	GP1109695

Enable

Disable

Approve

Disapprove

Automatic Reversal ▾    References    View Document

3. 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

<input type="checkbox"/>	Enabled for Automatic Reversal	Approved for Automatic Reversal	Document Type	Document Number
<input checked="" type="checkbox"/>	No	Yes	GP	GP1109689
<input type="checkbox"/>	No	No	GP	GP1109690
<input type="checkbox"/>	No	No	GP	GP1109694
<input type="checkbox"/>	No	No	GP	GP1109695

Enable

Disable

**Approve**

Disapprove

Automatic Reversal v    References    View Document

- 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 148 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	User ID	Automatic Reversal Status	Enabled
<input type="checkbox"/>	Yes	Yes	GP	GP0277392	0000	1	07/26/2018	USD	\$241,921.19	\$0.00	\$241,921.19	runbatchoi	Completed	dianeleck
<input type="checkbox"/>	Yes	Yes	GP	GP0351941	0000	1	07/26/2018	USD	\$31,149.67	\$0.00	\$31,149.67	runbatchoi	Completed	dianeleck
<input type="checkbox"/>	Yes	Yes	GP	GP0376698	0000	2	07/26/2018	USD	\$5,970.24	\$0.00	\$5,970.24	runbatchoi	Completed	dianeleck
<input type="checkbox"/>	Yes	Yes	GP	GP0393169	0000	5	01/16/2020	USD	\$2,054.10	\$0.00	\$2,054.10	hilarybusbee	Completed	daniellepe
<input type="checkbox"/>	Yes	Yes	GP	GP0393169	0000	6	01/16/2020	USD	\$1,738.24	\$0.00	\$1,738.24	hilarybusbee	Completed	daniellepe
<input type="checkbox"/>	Yes	Yes	GP	GP0407362	0000	1	08/22/2018	USD	\$3,891.15	\$0.00	\$3,891.15	pegteamfx11	Completed	dianeleck
<input type="checkbox"/>	Yes	Yes	GP	GP0450999	0000	1	07/26/2018	USD	\$391,625.39	\$0.00	\$391,625.39	runbatchoi	Completed	dianeleck
<input type="checkbox"/>	Yes	Yes	GP	GP0450999	0000	2	07/26/2018	USD	\$915.61	\$0.00	\$915.61	runbatchoi	Completed	dianeleck
<input type="checkbox"/>	Yes	Yes	GP	GP0478875	0000	2	09/05/2018	USD	\$1,195.04	\$0.00	\$1,195.04	stephaniesteffensmeier	Completed	phylliswat
<input type="checkbox"/>	Yes	Yes	GP	GP0511859	0000	1	02/22/2019	USD	\$150,192.05	\$0.00	\$150,192.05	pegteamfx11	Completed	dianeleck