Pegasys Quick Reference Guide

Introduction

- The Credit Card user conducts all reconciliation actions within the Statement Reconciliation Notebook.
- When a credit card statement is received from the bank, the following batch jobs are run:
  - The Statement Load batch job loads the bank statement into Pegasys.
  - The Prepayment batch job creates a payment to the bank. The batch job will pay the entire statement from each user's default accounting strip.
- Fields denoted with a red asterisk are mandatory for Pegasys processes, but may not include all fields required by GSA policy.
- For detailed information, please refer to the Reconcile Bank Statement Lines chapter of the Credit Card User Guide.

Unreconcile a Defaulted Bank Statement Line

1. In the **Statement Activity** section, select the Defaulted or Reconciled Statement Line.
2. Select the ellipsis (…) button.
3. Select **Actions**.
4. Select **Unreconcile All**.

Reconcile a Single Bank Statement Line to an Accounting Strip

1. Select **Transactions → Credit Card → Statement Reconciliation Notebook** from the menu bar of the desktop. The Statement Reconciliation page is displayed.
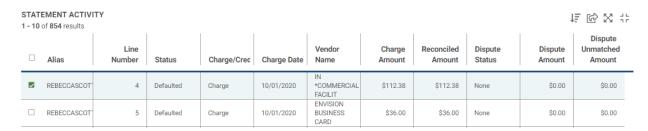
Figure 1: Statement Reconciliation Search Criteria - Reconcile Single Bank Statement Line

2. The credit cards that a user has security permissions to view will be displayed in the **Credit Card** box.

3. To narrow the search, select one or more status values. Use the CTRL key, select multiple statuses and select the Right Arrow button to select more than one status.

4. Select the **Search** button to display the credit card bank statement lines. The results matching the search criteria will be displayed.

Figure 2: Statement Reconciliation Credit Card Bank Statement Lines - Reconcile Single Bank Statement Line

5. With a Defaulted statement line selected, select the ellipsis (…), then **Actions - Unreconcile All** button.

6. The status of the statement line will change to Available in the **Statement Activity** section.

Figure 3: Statement Reconciliation Available Status - Reconcile Single Bank Statement Line

7. In the **Statement Activity** section, ensure the "Available" statement line is selected.

8. In the **Transaction/Accounting Activity** section, select **Add** and **Accounting Information.**

Figure 4: Statement Reconciliation Transaction/Accounting Activity Section Add Accounting Information Buttons - Reconcile Single Bank Statement Line

9. A new record is added to the Transaction/Accounting Activity section.

Figure 5: Statement Reconciliation Transaction/Accounting Activity Section - Reconcile Single Bank Statement Line

TRANSACTION/ACCOUNTING ACTIVITY

1 - 1 of 1 results

	Alias	Bulk	Type of Activity	Reconciliation Amount	Accounting Template	Charge Date	Vendor Name
☑	REBECCASCOTT4925		Accounting	$112.38		10/01/2020	

Filter	View ∨	Actions ∨	Add ∨		10 per page ∨

10. Select **View** then **Details**. The **Activity Details** screen will open.

Figure 6: Transaction/Accounting Activity Section View Button - Reconcile Single Bank Statement Line

TRANSACTION/ACCOUNTING ACTIVITY

1 - 1 of 1 results

	Alias	Bulk	Type of Activity	Reconciliation Amount	Accounting Template	Charge Date	Vendor Name
☑	REBECCASCOTT4925		Accounting	$112.38		10/01/2020	

Filter	View ∨	Actions ∨	Add ∨		10 per page ∨

Details
Document

11. Enter the accounting template in the **Template** text box.

You may also search for the Template by selecting the **Template** field label. Enter Search criteria. Select the **Search** button. Search results are displayed. To select a Template select the corresponding **Select** button.

Figure 7: Statement Reconciliation Transaction/Accounting Activity Template Field - Reconcile Single Bank Statement Line

| Template | CC-192X-PG61-P1025500-PGA91-K01 ☆ | Default | Default Dispute Accounting |

Choose **Default** button. This will populate the accounting information associated with the template.

NOTE: Use SOC (Sub Object Class) J01 (Credit Card Administrative Fees) for convenience check fees.

NOTE: If the purchase involves a vehicle whose TAG# must be recorded, the user should enter the TAG# in the Vehicle Tag field. The Vehicle Tag is edited and validated against the Vehicle Tag Number Maintenance table.

Complete any other required accounting elements that were not populated by the accounting template.

12. In the **Vendor** group box, enter a valid **Vendor Code** (required for all convenience checks and fees transactions and optional for all other transactions).

    To search for a vendor use the following steps:

    a. Select on the **Address Code** hyperlink to search for a Vendor.

    b. Enter appropriate search criteria and select the **Search** button.

    c. Select the **Select** button for the vendor you wish to add.

       NOTE: Do not use Vendor Code CCVEND for convenience checks and fees transactions. CCVEND can be used for all other one-time credit card vendor transactions.

    d. Use Vendor Code 460358360 for all convenience check fees.

    e. If a vendor code is entered, the Pegasys Vendor name will be displayed in credit card reports.

13. Scroll to the bottom of the Activity Details window and enter descriptive information about the accounting line in the Description field.

    NOTE: Federal Supply Service Fund 285 uses this field to enter gallons of gas purchased. Gallons of gas must be entered in the exact format as shown below. As noted in the following examples, enter eight numeric digits and right justify the gallons of gas
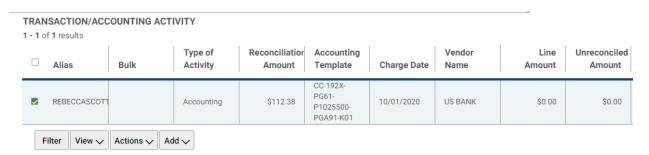
purchased. The right-most digit represents tenths of a gallon and leading zeroes are entered to the left of the whole number of gallons of gas. Round all gallons of gas purchased to the nearest tenth of a gallon. Do not enter a decimal point.

5 gallons of gas should be entered as 00000050 gallons of gas.

To close the **Activity Details** screen, select the **X** in the top right hand corner.

14. The system will default the amount of the charge or credit. To change this amount, enter the amount to be reconciled in the **Reconciliation Amount** field.

Figure 8: Statement Reconciliation - Accounting Template Field - Reconcile Single Bank Statement Line

15. In the **Transaction/Accounting Activity** section, select the **Actions** button and select **Reconcile**.

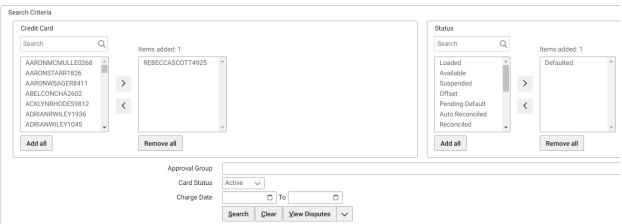**Figure 9: Statement Reconciliation Reconcile Button - Reconcile Single Bank Statement Line**

16. In the Statement Activity section, the status of the selected statement line should change from **Available** to **Reconciled**. A message at the top of the desktop also indicates that the reconciliation was successful.

17. The status of the statement line will change from Reconciled to Paid after the nightly credit card batch cycles are run and no errors are encountered.

Reconcile Multiple Bank Statement Lines to an Accounting Strip

1. Select **Transactions → Credit Card → Statement Reconciliation Notebook** from the menu bar of the desktop. The Statement Reconciliation page is displayed.

Figure 10: Statement Reconciliation Search Criteria - Reconcile Multiple Bank Statement Lines

2. The credit cards that a user has security permissions to view will be displayed in the **Credit Card** box.

3. To narrow the search, select one or more status values. Use the CTRL key, select multiple statuses and select the Right Arrow button to select more than one status.

4. Select the **Search** button to display the credit card bank statement lines. The results matching the search criteria will be displayed.

5. With a Defaulted statement line selected, select **Actions - Unreconcile All** button.

6. Repeat step 5 for additional statement lines.

7. The status of the statement lines will change to Available in the **Statement Activity** section.

8. In the **Statement Activity** section, select the multiple "Available" statement lines.

Figure 11: Statement Reconciliation Available Status - Reconcile Multiple Bank Statement Lines

9. In the **Transaction/Accounting Activity** section, select **Add** and **Accounting Information**.

Figure 12: Statement Reconciliation Transaction/Accounting Activity Section Add Accounting Information Buttons - Reconcile Multiple Bank Statement Lines

10. A new record is added to the Transaction/Accounting Activity section.

Figure 13: Statement Reconciliation Transaction/Accounting Activity Section - Reconcile Multiple Bank Statement Lines

TRANSACTION/ACCOUNTING ACTIVITY
1 - 1 of 1 results

	Alias	Bulk	Type of Activity	Reconciliation Amount	Accounting Template	Charge Date	Vendor Name
☑	REBECCASCOTT4925		Accounting	$36.00		10/01/2020	

11. Select **View** then **Details**. The **Activity Details** screen will open.
12. Enter the accounting template in the **Template** text box.

    You may also search for the Template by selecting the **Template** field label. Enter Search criteria. Select the **Search** button. Search results are displayed. To select a Template select the corresponding **Select** button.

Figure 14: Statement Reconciliation Transaction/Accounting Activity Template Field - Reconcile Multiple Bank Statement Lines

Template [CC-192X-PG61-P1025500-PGA91-K01   ☆] [Default] [Default Dispute Accounting]

    Choose **Default** button. This will populate the accounting information associated with the template.

    NOTE: Use SOC (Sub Object Class) J01 (Credit Card Administrative Fees) for convenience check fees.

    NOTE: If the purchase involves a vehicle whose TAG# must be recorded, the user should enter the TAG# in the Vehicle Tag field. The Vehicle Tag is edited and validated against the Vehicle Tag Number Maintenance table.

    Complete any other required accounting elements that were not populated by the accounting template.

13. In the **Vendor** group box, enter a valid **Vendor Code** (required for all convenience checks and fees transactions and optional for all other transactions).

    To search for a vendor use the following steps:

    a. Select on the **Address Code** hyperlink to search for a Vendor.

    b. Enter appropriate search criteria and select the **Search** button.

    c. Select the **Select** button for the vendor you wish to add.

NOTE: Do not use Vendor Code CCVEND for convenience checks and fees transactions. CCVEND can be used for all other one-time credit card vendor transactions.

d. Use Vendor Code 460358360 for all convenience check fees.

e. If a vendor code is entered, the Pegasys Vendor name will be displayed in credit card reports.

14. Scroll to the bottom of the Activity Details window and enter descriptive information about the accounting line in the Description field.

NOTE: Federal Supply Service Fund 285 uses this field to enter gallons of gas purchased. Gallons of gas must be entered in the exact format as shown below. As noted in the following examples, enter eight numeric digits and right justify the gallons of gas purchased. The right-most digit represents tenths of a gallon and leading zeroes are entered to the left of the whole number of gallons of gas. Round all gallons of gas purchased to the nearest tenth of a gallon. Do not enter a decimal point.

5 gallons of gas should be entered as 00000050 gallons of gas.

To close the **Activity Details** screen, select the **X** in the top right hand corner.

15. The system will default the amount of the charge or credit. To change this amount, enter the amount to be reconciled in the **Reconciliation Amount** field. The Reconciliation Amount should equal the sum of the statement lines selected.

Figure 15: Statement Reconciliation - Accounting Template Field - Reconcile Multiple Bank Statement Lines

TRANSACTION/ACCOUNTING ACTIVITY

1 - 1 of 1 results

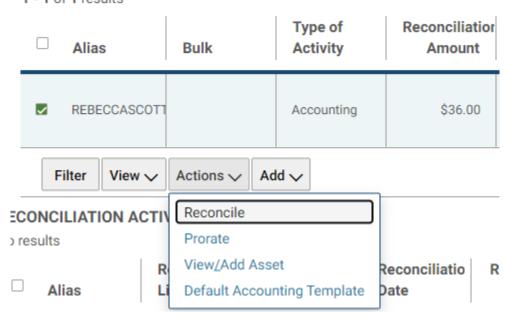|	Alias	Bulk	Type of Activity	Reconciliation Amount	Accounting Template
☑	REBECCASCOTT4925		Accounting	$36.00	CC-192X-PG61-P1025500-PGA91-K01

16. In the **Transaction/Accounting Activity** section, select the **Actions** button and select **Reconcile**.

Figure 16: Statement Reconciliation Reconcile Button

17. In the Statement Activity section, the status of the selected statement lines should change from **Available** to **Reconciled**. A message at the top of the desktop also indicates that the reconciliation was successful.

18. The status of the statement lines will change from Reconciled to Paid after the nightly credit card batch cycles are run and no errors are encountered.

Unreconcile and Re-reconcile Reconciled Bank Statement Lines

1. In the **Statement Activity** section, select the Defaulted or Reconciled Statement Line.
2. Select the ellipsis (…) button.
3. Select **Actions**.
4. Select **Unreconcile All**.
5. The charge line is now ready to be re-reconciled to a different accounting strip.

Unreconcile and Re-reconcile Paid Bank Statement Lines

1. In the Statement Activity section, select the Paid Statement Line.
2. Select the ellipsis (…) button.
3. Select **Actions**.

Pegasys Quick Reference Guide

4. Select **Reopen Paid Line**.

5. The Paid line should update back to Reconciled status.

6. Select the **Unreconcile All** button to bring the line to Available status.

7. The charge line is now ready to be re-reconciled to a different accounting strip.

GSA Policy

- Allow unlimited changes to bank statement lines after reconciliation or after a transfer of funds to the indicated accounting strip.
- Amend credit card log if the bank statement line is unreconciled from a credit card log because of incorrect accounting information.
- Convenience checks and fee transactions should be reconciled to a credit card log rather than to an accounting strip.

Pegasys Resources

- Functional Coordinator
- Service Representative
- Pegasys Web Site
  https://corporateapps.gsa.gov/applications/financial-apps/pegasys/
- Pegasys User Guide
- Quick Reference Guides
- IT Service Desk:
  businessapps@gsa.gov
  1-866-450-6588