



Pegasys Quick Reference Guide

Reconcile a Bank Statement Line to a Credit Card Log:

Intro

- A 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 Email Notification batch job notifies cardholders when new charges are loaded into their reconciliation notebook.
 - The Prepayment batch job creates a payment to the bank. The batch job will pay the charges from each user's default accounting template prior to the auto reconciliation batch job.
- NOTE:** Default accounting templates will begin with “CC” (ex: CC-192X-PG61-P00Y0001-PG901-619).
- The Auto Reconciliation batch job attempts to reconcile the statement to any credit card logs that have been entered into Pegasys.
 - Once the Reconciliation batch job has been run, the user needs to manually reconcile the statement lines that were not auto-reconciled.
 - Fields denoted with a red star are mandatory for Pegasys processes but may not include all fields required by GSA policy.
 - For detailed information, please refer to the Credit Card Reconciliation Process section of the Credit Card User Guide.

GSA Policy

- Reconcile logs to appropriate bank statement lines. Failure to do so will result in a **DOUBLE OBLIGATION**.
- Allow unlimited changes to bank statement lines after reconciliation or after a transfer of funds to the indicated accounting strip.
- Amend the credit card log if the bank statement line is unreconciled from a credit card log because of incorrect accounting information.
- Do not use the Approve or Reject actions. GSA does not use that functionality.

Unreconcile a Defaulted Bank Statement Line

1. In the **Statement Activity** section, select the Defaulted statement line.



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2. Select the ellipsis (...) button.
3. Select **Actions**.
4. Select **Unreconcile All**.

Reconcile a Bank Statement Line to a Credit Card Log

The following steps describe how to “manually” reconcile a bank statement line to an existing Credit Card Log document.

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

Statement Reconciliation

Search Criteria

Credit Card

Search

Items added: 0

AARONMCMULLE0268
AARONSTARR1826
AARONWSAGER8411
ABELCONCHA2602
ACKLYNRHODES9812
ADRIANRWILEY1936
ADRIANWILEY1045

Add all Remove all

Status

Search

Items added: 0

Loaded
Available
Suspended
Defaulted
Offset
Pending Default
Auto Reconciled

Add all Remove all

Approval Group

Card Status Active

Charge Date To

Search Clear View Disputes

2. The credit cards that a user has security permissions to view will be displayed in the **Credit Card** box.
3. Select a **Credit Card** alias.
4. To narrow the search, select one or more status values. Use the CTRL key, select additional statuses then the Right Arrow to select more than one status.
NOTE: An open search will not retrieve Paid statement lines. To search for a paid statement line, you must select and add the Paid status.
5. Select the **Search** button to display the credit card bank statement lines. The results matching the search criteria will be displayed.



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Figure 2: Statement Reconciliation Credit Card Bank Statement Lines

STATEMENT ACTIVITY
1 - 10 of 1,133 results

<input type="checkbox"/> Alias	Line Number	Status	Charge/Credit	Charge Date	Vendor Name	Charge Amount	Reconciled Amount	Dispute Status	Dispute Amount	Unr
<input type="checkbox"/> JEANPACHECO0647	2	Available	Charge	04/10/2020	IN *REB-ROWE SERVICES,	\$64.93	\$0.00	None	\$0.00	
<input type="checkbox"/> REBECCASCOTT4925	4	Defaulted	Charge	10/01/2020	IN *COMMERCIAL FACILIT	\$112.38	\$112.38	None	\$0.00	
<input type="checkbox"/> REBECCASCOTT4925	5	Defaulted	Charge	10/01/2020	ENVISION BUSINESS CARD	\$36.00	\$36.00	None	\$0.00	
<input type="checkbox"/> REBECCASCOTT4925	2	Available	Charge	10/01/2020	IN *COMMERCIAL FACILIT	\$1,404.13	\$0.00	None	\$0.00	
<input type="checkbox"/> REBECCASCOTT4925	3	Available	Charge	10/01/2020	IN *COMMERCIAL FACILIT	\$168.57	\$0.00	None	\$0.00	
<input type="checkbox"/> REBECCASCOTT4925	5	Defaulted	Charge	10/23/2020	IN *COMMERCIAL FACILIT	\$1,364.28	\$1,364.28	None	\$0.00	
<input type="checkbox"/> MELINDACORNI0680	2	Available	Charge	09/30/2019	CROSSROADS DIVERSIFIED	\$2,150.00	\$0.00	None	\$0.00	
<input type="checkbox"/> CURTISSCHUMA3127	4	Defaulted	Charge	09/29/2020	JLWS ENTERPRISES	\$392.60	\$392.60	None	\$0.00	
<input type="checkbox"/> LAURARODRIGU5466	6	Defaulted	Charge	11/25/2020	URBAN SERVICES GROUP.	\$1,229.28	\$1,229.28	None	\$0.00	
<input type="checkbox"/> LAURARODRIGU5466	9	Defaulted	Charge	09/30/2020	FASTSIGNS BLUE POND SI	\$1,372.49	\$1,372.49	None	\$0.00	

Filter View Retrieve Transactions Actions Attachments 10 per page << Page 1 of 114 >>

- With a Defaulted statement line selected, select the ellipsis (...), then **Actions - Unreconcile All** button.
- The status of the statement line will change to Available in the **Statement Activity** section.

Figure 3: Statement Reconciliation Available Statement Line Status

STATEMENT ACTIVITY
1 - 50 of 1,133 results

<input type="checkbox"/> Alias	Line Number	Status	Charge/Cred	Charge Date	Vendor Name	Charge Amount	Reconciled Amount	Dispute Status	Dispute Amount	Dispute Unmatched Amount
<input type="checkbox"/> JEANPACHECO	2	Available	Charge	04/10/2020	IN *REB-ROWE SERVICES,	\$64.93	\$0.00	None	\$0.00	\$0.00
<input type="checkbox"/> REBECCASCOT	2	Available	Charge	10/01/2020	IN *COMMERCIAL FACILIT	\$1,404.13	\$0.00	None	\$0.00	\$0.00
<input checked="" type="checkbox"/> REBECCASCOT	3	Available	Charge	10/01/2020	IN *COMMERCIAL FACILIT	\$168.57	\$0.00	None	\$0.00	\$0.00

- In the **Statement Activity** section, ensure the “Available” statement line is selected.
- Select the **Retrieve Transactions** button.
- The **Transaction/Accounting Activity** section will open Credit Card Log documents associated with the alias of the credit card user. Select the appropriate transaction for the reconciliation.
- In the **Transactions/Accounting** section, enter a **Reconciliation Amount**.



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Figure 4: Statement Reconciliation – Reconciliation Amount

TRANSACTION/ACCOUNTING ACTIVITY
1 - 10 of 34 results

<input type="checkbox"/> Alias	Bulk	Type of Activity	Reconciliation Amount	Accounting Template	Charge Date	Vendor Name	Line Amount	Unreconciled Amount	Document Type	Doc Num	Item Ln #	Acctg Line Num
<input type="checkbox"/> REBECCASCO	No	Transaction	\$0.00	2020-P-10-192-P1025114-PG61	04/13/2020	NORTHERN MANAGEMENT SERVICES, INC.	\$3,260.00	\$3,260.00	CL	CL2319335	0000	1
<input checked="" type="checkbox"/> REBECCASCO	No	Transaction	\$168.57	2020-P-10-192-P1025116-PG61	04/13/2020	DELTA BUILDING SERVICES, INC.	\$415.43	\$415.43	CL	CL2319337	0000	1

- In the Transactions/Accounting Activity section, select the **Actions** button and select **Reconcile**.
- In the **Statement Activity** section, the status of the statement line changes from Available to Reconciled. In the **Reconciliation Activity** section, the status is also Reconciled and the corresponding Credit Card Log document number appears.

Figure 5: Statement Reconciliation Reconciled Status

RECONCILIATION ACTIVITY
1 - 1 of 1 results

<input type="checkbox"/> Alias	Reconciliation Line Number	Status	Reconciliation Date	Reconciled Amount	Unreconciled Amount	Type	Doc Typ	Doc Num	Item Ln #	Acctg Line Num	Accounting Template	Vendor Code	Address Code
<input type="checkbox"/> REBECCASCOTT4925	2	Reconciled	12/30/2020	\$168.57	\$246.86	Transaction	CL	CL2319337	0000	1	2020-P-10-192-P1025116-PG61	841540438	00001

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NOTE: Selecting a reconciliation activity in the **Reconciliation Activity** section of the Statement Reconciliation Notebook and selecting **View**, then **Details**, will display the **Reconciliation Activity Details** page. This page now displays the Contract, Agreement, and Description sections.

- A message at the top of the desktop indicates that the reconciliation was successful.

Figure 6: Statement Reconciliation Successful Message

Pegasys / Transactions / Credit Card / Statement Reconciliation

SYSTEM MESSAGES
1 - 1 of 1 results

i Action Successful.

- 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.



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Unreconcile and Re-reconcile Reconciled Bank Statement Lines

1. In the **Statement Activity** section, select the 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 credit card log.

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**.
4. Select **Reopen Paid Line**.
5. This should move the Paid line 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 credit card log.