# Pegasys Quick Reference Guide

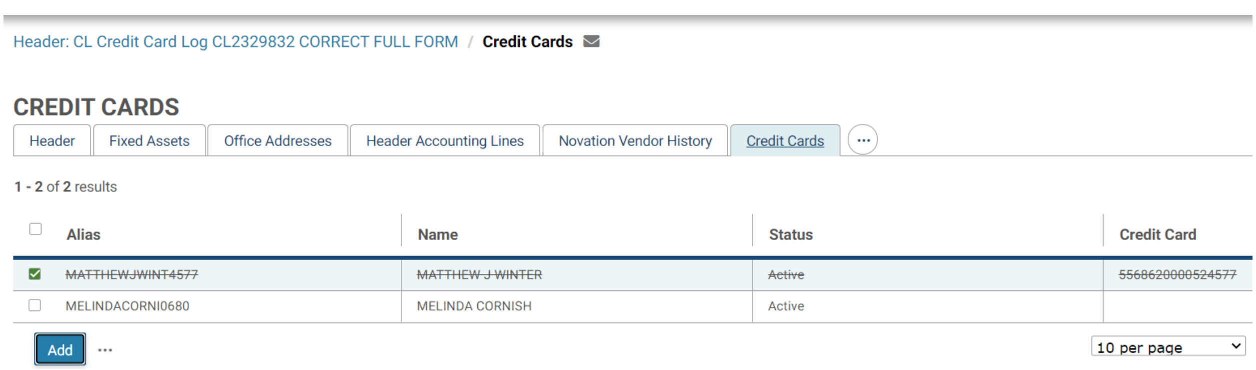
## Changing the Alias on a Credit Card Log (CL) or Training Order (CT)

**Use these steps to change a credit card alias when the credit card statement line is in DEFAULTED or AVAILABLE status. (It <u>has NOT been reconciled</u> to the CL/CT yet, and is NOT in a Paid status, referenced by a Cost Transfer CP.)**

1. Login to Pegasys.
2. Select Transactions → Form/Document Selection.
3. In the Document Number field, enter the CL/CT number you wish to correct.
4. Select the **Search** button to display the CL/CT statement lines.
5. Select the returned record to be corrected.
6. Select the **Correct** button.
7. Navigate to the Credit Cards tab.
8. Select the current alias record and select the **Remove** button.

   **NOTE**: The current alias is shown with a line through it.
9. Select **Add** to display a new line.
10. Enter the new alias in the Alias field that needs to be added to this document.
11. Select **Search** button to display statement lines.
12. Select the returned record.
13. Select button.
14. You will automatically be returned to the Credit Cards tab and should see the first alias with a line through it, and the new alias added, as shown in the figure below:

**Figure 1: Updating from Original Card Alias to New Card Alias**




15. Navigate to the **Approval Routing** tab and ensure the correct approver is listed.

   a. If it is not correct, select **Add User**, search for the appropriate User ID, select the ID and select the **Select** button.
      i. For the old User ID that was already listed, select it and select the **Remove** button.
         1. You should see the first Approver ID with a line through it, and the new Approver ID added.
   b. If it is already correct, no further action is required on this tab.
16. Select **Verify**. Notice the original alias record will disappear.
17. Override any overrideable errors and correct any hard errors, if necessary.
18. Select **Submit** to process document.
   a. The user can select the Submit/Urgent split button, to set a Workflow Priority of Urgent when submitting the form for approval.
19. On the Form/Document Selection page, select **Search** for the CL/CT again.
20. If the form goes to a **"Pending Approval"** status, please proceed to the next step, however, if the status is **"Processed"**, you are finished and can confirm the alias changed by following the last 2 steps.
21. If the CL or CT is in **"Pending Approval"** status, an Approver should follow the next steps to approve the CL/CT. (**NOTE**: Re-approval may be needed if certain fields, such as amounts, were updated since the first approval. For instance, if the document required a SQL update to the amount, it would need to be approved again.)
   a. Navigate to the Inbox.
   b. Select Approve Form from the Task drop down, then select Search.
   c. Select the appropriate CL/CT to be approved.
   d. Select the **Open and Acquire** button.
      i. The form will be displayed in read-only format. If corrections are necessary, then you should disapprove the form. Disapproving a form returns it to the Inbox of the original submitter as a Correct Form task. The submitter may then make the appropriate corrections to the form, and resubmit it for approval.
   e. Review the form and if acceptable, select the **Approve** button.
   f. If necessary, type a comment related to the approval, in the Comments section.
   g. Select the **Continue** button. You will be returned to your Inbox. A system message will state "Work item has been completed".
22. On the Form/Document Selection page, select **Search** button for the CL/CT again.

23. Verify the CL/CT goes to **“Processed”** status.
24. To confirm the change, select the document record, and select **View** button.
25. Navigate to the Credit Cards tab, and verify the alias is the desired alias for the document.

**Use these steps to change a credit card alias when the credit card statement line is in RECONCILED status. (It has been reconciled to the CL/CT, but is NOT already in a Paid status and referenced by a Cost Transfer CP.)**

1. Login to Pegasys.
2. Select Transactions → Credit Card → Credit Card Statement Reconciliation Notebook.
3. Select the appropriate card alias associated to the CL/CT within the Credit Card shuttle box.
4. Select “**Reconciled**” in the Status shuttle box.
5. Select **Search** button to display the bank statement lines.
6. Locate the statement line that references the CL/CT that needs to be updated to a different alias, within the Statement Activity section.
7. Select the Reconciled statement line and select Actions → **Unreconcile All** button.
8. Verify the action was successful and the statement line is now in “**Available**” status.
9. Select Transactions → Form/Document Selection.
10. In the Document Number field, enter the CL/CT number you wish to correct.
11. Select **Search** button to display the CL/CT statement lines.
12. Select the returned record to be corrected.
13. Select **Correct**.
14. Navigate to the Credit Cards tab.
15. Select the current alias record and select **Remove** button.
    **NOTE**: The current alias is shown with a line through it.
16. Select **Add** button to display a new line.
17. Enter the new alias in the Alias field that needs to be added to this document.
18. Select **Search** button to display statement lines.
19. Select the returned record.
20. Select the Select button.
21. You will automatically be returned to the Credit Cards tab and should see the first alias with a line through it, and the new alias added, as shown in **Figure 1** above.
22. Navigate to the **Approval Routing** tab and ensure the correct approver is listed.
    a. If it is not correct, select **Add User**, search for the appropriate User ID, select the ID and select the **Select** button.

            i. For the old User ID that was already listed, select it and select the **Remove** button.
                1. You should see the first Approver ID with a line through it, and the new Approver ID added.
    b. If it is already correct, no further action is required on this tab.

23. Select **Verify** button. Notice the original alias record will disappear.
24. Override any overrideable errors and correct any hard errors, if necessary.
25. Select **Submit** to process document.
    a. The user can select the Submit/Urgent split button, to set a Workflow Priority of Urgent when submitting the form for approval.
26. On the Form/Document Selection page, select **Search** button for the CL/CT again.
27. If the form goes to a **“Pending Approval”** status, please proceed to the next step, however, if the status is **“Processed”**, you are finished and can confirm the alias changed by following the last 2 steps.
28. If the CL or CT is in a “**Pending Approval”** status, an Approver should follow the next steps to approve the CL/CT. (**NOTE**: Re-approval may be needed if certain fields, such as amounts, were updated since the first approval. For instance, if the document required a SQL update to the amount, it would need to be approved again.)
    a. Navigate to the Inbox.
    b. Select Approve Form from the Task drop down, then select Search.
    c. Select the appropriate CL/CT to be approved.
    d. Select the **Open and Acquire** button.
        i. The form will be displayed in read-only format. If corrections are necessary, then you should disapprove the form. Disapproving a form returns it to the Inbox of the original submitter as a Correct Form task. The submitter may then make the appropriate corrections to the form, and resubmit it for approval.
    e. Review the form and if acceptable, select the **Approve** button.
    f. If necessary, type a comment related to the approval, in the Comments section.
    g. Select the **Continue** button. You will be returned to your Inbox. A system message will state “Work item has been completed”.
29. On the Form/Document Selection page, select **Search** for the CL/CT again.
30. Verify the CL/CT goes to **“Processed”** status.
31. To confirm the change, select the document record, and select **View**.

32. Navigate to the Credit Cards tab, and verify the alias is now the desired alias for the document.

**Use these steps to change a credit card alias when the credit card statement line is in PARTIALLY RECONCILED status. (It has been partially reconciled to a CL/CT, but is NOT already in a Paid status, and referenced by a Cost Transfer CP.)**

1. Login to Pegasys.
2. Select Transactions → Credit Card → Credit Card Statement Reconciliation Notebook.
3. Select the appropriate card alias associated to the CL/CT within the Credit Card shuttle box.
4. Select "**Partially Reconciled**" in the Status shuttle box.
5. Select **Search** to display the CL/CT bank statement lines.
6. Locate the statement line that references the CL/CT that needs to be updated to a different alias, within the Statement Activity section.
7. Select the Reconciled statement line and select Actions → **Unreconcile All** button.
8. Verify the action was successful and the statement line is now in "**Available**" status.
9. Select Transactions → Form/Document Selection.
10. In the Document Number field, enter the CL/CT number you wish to correct.
11. Select **Search**.
12. Select the returned record to correct.
13. Select **Correct**.
14. Navigate to the Credit Cards tab.
15. Select the current alias record and select **Remove** button.
    **NOTE**: The current alias is shown with a line through it.
16. Select **Add** button to display a new line.
17. Enter the new alias in the Alias field that needs to be added to this document.
18. Select **Search** button to display statement lines.
19. Select the returned record.
20. Select the Select button.
21. You will automatically be returned to the Credit Cards tab and should see the first alias with a line through it, and the new alias added, as shown in **Figure 1** above.
22. Navigate to the **Approval Routing** tab and ensure the correct approver is listed.
    a. If it is not correct, select **Add User**, search for the appropriate User ID, select the ID and select the **Select** button.

i. For the old User ID that was already listed, select it and select the **Remove** button.
   1. You should see the first Approver ID with a line through it, and the new Approver ID added.

b. If it is already correct, no further action is required on this tab.

23. Select **Verify**. Notice the original alias record will disappear.
24. Override any overrideable errors and correct any hard errors, if necessary.
25. Select **Submit**.
    a. The user can select the Submit/Urgent split button, to set a Workflow Priority of Urgent when submitting the form for approval.
26. On the Form/Document Selection page, select **Search** for the CL/CT again.
27. If the form goes to a **“Pending Approval”** status, please proceed to the next step, however, if the status is **“Processed”**, you are finished and can confirm the alias changed by following the last 2 steps.
28. If the CL or CT is in “**Pending Approval”** status, an Approver should follow the next steps to approve the CL/CT. (**NOTE**: Re-approval may be needed if certain fields, such as amounts, were updated since the first approval. For instance, if the document required a SQL update to the amount, it would need to be approved again.)
    a. Navigate to the Inbox.
    b. Select Approve Form from the Task drop down, then select Search.
    c. Select the appropriate CL/CT to be approved.
    d. Select the **Open and Acquire** button.
       i. The form will be displayed in read-only format. If corrections are necessary, then you should disapprove the form. Disapproving a form returns it to the Inbox of the original submitter as a Correct Form task. The submitter may then make the appropriate corrections to the form, and resubmit it for approval.
    e. Review the form and if acceptable, select the **Approve** button.
    f. If necessary, type a comment related to the approval, in the Comments section.
    g. Select the **Continue** button. You will be returned to your Inbox. A system message will state “Work item has been completed”.
29. On the Form/Document Selection page, select **Search** for the CL/CT again.
30. Verify the CL/CT goes to **“Processed”** status.
31. To confirm the change, select the document record, and select **View**.

32. Navigate to the Credit Cards tab, and verify the alias is now the desired alias for the document.

## Deobligating a Partially Reconciled CL/CT

**If a CL or CT was already expended and closed for a partial amount, which referenced *card alias A*, and an outstanding balance remains but needs to change to *card alias B* on the document, then it must be fully deobligated. Then a new CL/CT referencing *card alias B* needs to be entered. Please follow the steps below for this scenario.**

1. Login to Pegasys.
2. Select Transactions → Form/Document Selection.
3. In the Document Number field, enter the CL/CT number you wish to correct.
4. Select **Search** to display the CL/CT statement lines.
5. Select the returned record to be corrected.
6. Select **View**.
7. Navigate to the "**Header Accounting Lines**" tab.
8. **NOTE** the "**Outstanding Amount**" of each accounting line.
9. Return to Form/Document Selection.
10. Select **Correct**.
11. Navigate to the Header Accounting Lines tab and select the accounting line.
12. Then select **Header Accounting Line**.
13. Scroll down to the Line Amounts section.
14. In the **"Change Amount"** field, enter a negative amount equaling the inverse of the line's outstanding amount.

    **FOR EXAMPLE**: If the outstanding amount of the document noted in step 8 is $150.00, make the change amount $(150.00).
15. **Verify** the document.
16. Override any overrideable errors.
17. Select **Submit**.
    a. The user can select the Submit/Urgent split button, to set a Workflow Priority of Urgent when submitting the form for approval.
18. On the Form/Document Selection page, select **Search** for the CL/CT.
19. If the form goes to a **"Pending Approval"** status, please proceed to the next step, however, if the status is **"Processed"**, you are finished.

20. If the CL or CT is in "**Pending Approval"** status, an Approver should follow the next steps to approve the CL/CT.
    a. Navigate to the Inbox.
    b. Select Approve Form from the Task drop down, then select Search.
    c. Select the appropriate CL/CT to be approved.
    d. Select the **Open and Acquire** button.
        i. The form will be displayed in read-only format. If corrections are necessary, then you should disapprove the form. Disapproving a form returns it to the Inbox of the original submitter as a Correct Form task. The submitter may then make the appropriate corrections to the form, and resubmit it for approval.
    e. Review the form and if acceptable, select the **Approve** button.
    f. If necessary, type a comment related to the approval, in the Comments section.
    g. Select the **Continue** button. You will be returned to your Inbox. A system message will state "Work item has been completed".
21. On the Form/Document Selection page, select **Search** for the CL/CT again.
22. Verify the CL/CT goes to **"Processed"** status.
23. Select Transactions → Purchasing → New → Order or Training Order.
24. Create a new CL/CT for the appropriate amount, <u>referencing the new credit card alias</u>.

# A Fully Expended CL/CT

**If a CL or CT was already expended for the full amount referencing *card alias A*, but you would like to change it to *card alias B*, then a new CL/CT referencing *card alias B* must be entered. It has already been reconciled to a credit card statement line for a different alias and the status is currently PAID (or was in a Paid status and reopened). The CL/CT is referenced on a Cost Transfer CP. If you attempt to correct the original CL/CT to change the alias, you will receive the following error: CC0142E *The Credit Card Alias cannot be changed because this document has already been referenced on a cost-transfer payment.***

**Please follow the steps below for this scenario.**

1. Login to Pegasys.
2. Select Transactions → Form/Document Selection.
3. In the Document Number field, enter the CL/CT number.
4. Select the **Reference Query** button.

5. Confirm that there is at least one Credit Card Payment CP referenced below that is **Processed** and **Closed**.
    a. When there is a CP listed, this CL/CT has already been referenced on a payment, meaning it was used for reconciliation on a statement line and therefore cannot have the credit card alias changed on this CL/CT, even if the statement line is reopened.
6. If the CL/CT should have never been reconciled to a statement line for *card alias A*, that was in a **Paid** status, then the statement line can be reopened and unreconciled.
7. Select Transactions → Credit Card → Credit Card Statement Reconciliation Notebook.
8. Select the appropriate card alias associated to the CL/CT within the Credit Card shuttle box.
9. Select "**PAID**" in the Status shuttle box.
10. Select **Search** to display the bank statement lines.
11. Locate the statement line that references the CL/CT, within the Statement Activity section.
12. Select the **Paid** statement line and select Actions → **Reopen Paid Line** button.
13. Select the **Reconciled** statement line and select Actions → **Unreconcile All** button.
14. Verify the action was successful and the statement line is now in "**Available**" status.
    a. This statement line will need to be re-reconciled to a new CL/CT, or directly to an Accounting strip, when appropriate.
    b. A new CL/CT with the new credit card alias (*card alias B*) needs to be created, if you have a new charge for *card alias B*.
        i. **NOTE**: This can be done by copying from a previously created CL/CT and updating the credit card alias and any other information, if needed.
15. Select Transactions → Form/Document Selection.
16. In the Document Number field, enter the original CL/CT number.
17. This CL/CT needs to either be deobligated or cancelled, if there is no other statement line for *card alias A* for it to be reconciled.

# A Partially Expended CL/CT

**If a CL or CT was already expended and closed for a partial amount, which referenced *card alias A*, and an outstanding balance remains but needs to change to *card alias B* on the document, then it must be fully deobligated. Then a new CL/CT referencing *card alias B* needs to be entered. If you attempt to correct the original CL/CT to change the alias you will receive the following error: CC0142E *The Credit Card Alias cannot be changed because this document has already been referenced on a cost-transfer payment.***

**Please follow the steps below for this scenario.**

1. Login to Pegasys.
2. Select Transactions → Form/Document Selection.
3. In the Document Number field, enter the CL/CT number you wish to correct.
4. Select **Search** to display the CL/CT statement lines.
5. Select the returned record to be corrected.
6. Select **View**.
7. Navigate to the "**Header Accounting Lines**" tab.
8. Note the "**Outstanding Amount**" of each accounting line.
9. Return to Form/Document Selection.
10. Select **Correct**.
11. Navigate to the Header Accounting Lines tab and select the accounting line.
12. Then select **Header Accounting Line**.
13. Scroll down to the Line Amounts section.
14. In the **"Change Amount"** field, enter a negative amount equaling the inverse of the line's outstanding amount.
    **FOR EXAMPLE**: If the outstanding amount of the document noted in step 8 is $150.00, make the change amount $(150.00).
15. **Verify** the document.
16. Override any overrideable errors.
17. Select **Submit**.
18. On the Form/Document Selection page, select **Search** for the CL/CT.
19. If the form goes to a "**Pending Approval"** status, an Approver should follow the next steps to approve the CL/CT.
    a. Navigate to the Inbox.
    b. Select Approve Form from the Task drop down, then select Search.
    c. Select the appropriate CL/CT to be approved.
    d. Select the **Open and Acquire** button.
        i. The form will be displayed in read-only format. If corrections are necessary, then you should disapprove the form. Disapproving a form returns it to the Inbox of the original submitter as a Correct Form task. The submitter may then make the appropriate corrections to the form, and resubmit it for approval.
    e. Review the form and if acceptable, select the **Approve** button.
    f. If necessary, type a comment related to the approval, in the Comments section.

g. Select the **Continue** button. You will be returned to your Inbox. A system message will state “Work item has been completed”.

20. On the Form/Document Selection page, select **Search** for the CL/CT again.
21. Verify the CL/CT goes to **“Processed”** status.
22. Select Transactions → Purchasing → New → Order or Training Order.
23. Create a new CL/CT for the appropriate amount, referencing the new credit card alias (*card alias B*).