



Pegasys Quick Reference Guide

Creating a Credit Card Training Log: Intro

Creating the Credit Card Training log form can be used to record credit card transactions in Pegasys.

- Once approved, the log is processed to obligate funds and will be displayed in the Statement Reconciliation Notebook to be reconciled later with a Bank Statement line.
- Keep in mind that this is the first step in the reconciliation process. Step two requires that you reconcile your logs to the appropriate Bank Statement lines to complete the reconciliation process. Failure to do so will result in a Double Obligation.

GSA Policy

- A Training Credit Card Log acts as an order to obligate funds for a training course.
- All credit card logs require approval from a Prch-Credit Card approver.
- Contact a Contracting Officer or the Finance Center to establish the vendor on the Vendor Maintenance table.
- The syntax structure of the credit card alias is the user's first name, middle initial if a common name i.e., John Smith and last name (12 characters maximum) and the last four digits of the user's credit card number.
- All credit charge lines must be either Offset or reconciled to an accounting line. Never reconcile a credit to either a Credit Card/Training Log (CL or CT).

Creating a Credit Card Training Log

To consolidate multiple requests on a single Training Credit Card Log, refer to the **Pegasys Purchasing User's Guide, Chapter 6**. The following steps describe how to complete a Training Credit Card Log form within Pegasys.

NOTE: Only one training course is entered for each Training Credit Card Log form.

1. Login to Pegasys.
2. Select **Transactions** → **Purchasing** → **New** → **Training Order** from the Pegasys menu bar. The New Order page is displayed.



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Figure 1: Credit Card Training Log New Order Page

The screenshot shows a web form titled "New Training Order". The form contains the following elements:

- Document Type:** A dropdown menu with "CT" selected and a search icon. A "Credit Card Training Log" button is visible next to it.
- Document Number Format Prefix:** A text input field with a search icon.
- Security Org:** A text input field with a search icon.
- Document Number:** A text input field with a "Generate" button.
- Title:** A text input field.
- Copy Document:** Three radio button options: "None" (selected), "Copy From", and "Copy Forward".
- File:** A "Choose File" button and a "No file chosen" label.

3. **REQUIRED** - Enter CT into the **Document Type** field.
NOTE: You may search for the Document Type by selecting the **Document Type** field label. Enter Search criteria. Select **Search** button. Search results are displayed. To select a Document Type select corresponding **Select** button. New Order page is displayed with the Document Type field completed.
4. To generate a Document Number select the **Generate** button. A unique document number will be generated in the **Document Number** field. Once the **Document Number** is generated, the **Generate** button will be disabled, prohibiting multiple selections so that sequence numbers are not skipped.
NOTE: The Doc Number format is the type of Credit Card Log form (i.e., CL, CT) followed by seven digits (i.e., CT#####).
5. Type the appropriate security organization in the **Security Org** field.
NOTE: You may search for the Security Org by selecting the Security Org field label. Enter Search criteria. Select Search button. Search results are displayed. To select a Security Organization select corresponding Select button. New Order page is displayed with the Security Org field completed.
NOTE: When creating a form that must be viewed, approved, or processed by another Service, the user must select **GSA** as the security organization. If left blank, the Security Org will default to the user's default Security Org (please refer to the **Pegasys Credit Card User Guide Section 1.3: Pegasys Security Policies** for more details on how to select the appropriate security organization). The default Security Org for DNFSB is DNFSB.



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6. If the Training Request (TR) already exists, continue to Step 7 to reference the applicable Training Request; otherwise, proceed to Step 15.
7. Select the **Copy Forward** radio button.
8. Select **Next** button. The Copy Forward page is displayed.
9. In the **Document Type** field, enter TR.
10. In the **Doc Number** field, type the TR number to copy forward.
NOTE: To search for a TR, enter Search criteria on the Copy Forward page. Select **Search** button. Select corresponding TR radio button.
11. You may copy all lines of a TR or choose which lines to copy. If selecting copy all lines, continue to step 16. If selecting choose which lines to copy, continue to step 12.
12. Select **Next** button. The Choose Accounting Lines page is displayed.
13. Select **Accounting Lines** to be copied.
14. Select **Next** Button. Choose Itemized Lines page is displayed.
15. Select **Finish** button. The Header page is displayed.

Figure 2: Credit Card Training Log Header Page

The screenshot shows the 'Credit Card Training Log Header Page' with the following elements:

- Navigation Tabs:** Header (selected), Fixed Assets, Office Addresses, Employees, Header Accounting Lines, Itemized Lines, and a menu icon.
- General Section:**
 - Document Type: CT (selected), Credit Card Training Log
 - Status: NEW
 - Document Number: CT0078748
 - Title: [Empty field]
 - Ordered By: [Empty field]
 - Agency UEI: [Empty field]
 - Agency DUNS Number: [Empty field]
 - Agency EFT Indicator: [Empty field]
 - Disbursing Office: [Empty field]
 - Order Date: [Empty field]
 - Accounting Period: [Empty field]
 - Reporting Accounting Period: [Empty field]
 - Security Org: GSA
 - Options: Suppress Printing, Fast Pay, Invoice Required, Receipt Required
- Vendor Information Section:**
 - Vendor:** * Vendor [Empty field] [Empty field] More; Address Name [Empty field]
 - Alternate Payee:** Vendor [Empty field] [Empty field] More; Address Name [Empty field]

16. If the request was copied forward, review all information populated in the fields identified in all the following steps and make any necessary changes, then proceed to Step 50; otherwise continue to the next step.
17. Complete the **Ordered By** field.
18. **REQUIRED** - Enter the Vendor Code. The vendor name and address will be inferred from the vendor code that is entered.



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- a. To Search for a Vendor Code select on the Code field label. Enter Search criteria and select the Search button. To select a Vendor from the results select the Select button corresponding to that Vendor.
- b. Or if Favorites are set up, select the star in the field and select a vendor from the list. If the vendor is not found, perform one of the following:
 - i. Enter vendor code CCVEND (This vendor code cannot be used for convenience checks and fees transactions.)
 - ii. Request a new code at <https://corporateapps.gsa.gov/?s=vendor+requests>.
 - iii. CONVENIENCE CHECK FEES - A specific Vendor Address will be used (see TIP C03).

NOTE: Convenience Checks are only to be used by OIG.

19. Select **OK** to close the Vendor Details page. Header page is displayed.
20. Enter a customer account number, if one exists with the vendor, in the **Customer Account** field.
21. **REQUIRED** - Enter the Remit to Address.
22. **REQUIRED** - Enter a description about the Credit Card Log in the **Description** field.
23. Select the appropriate **Business Classification** for the vendor, if known.
24. If referencing a contract, delivery order, or Blanket Purchase Agreement, specify the information by completing appropriate fields in the **Contracts** section.

NOTE: Additional contractual and procurement information such as Expiration Date, Order Type, and Type of Action can also be entered.
25. **RECOMMENDED** - Enter the **Authorization Code** in the **Credit Card Information** section.
26. **RECOMMENDED** - Enter Date of Charge also in the **Credit Card Information** section.
27. **REQUIRED** - Select the **Credit Cards** button. (This opens the Credit Cards page.) Select the Add button to add an Alias. Enter applicable Search criteria. Select the **Search** button. Search results are displayed. Select the appropriate Alias and select the Select button.

NOTE: The user's credit card number will not appear on this screen or be available for other users to view. The alias that has been previously established for the credit card will be used in place of the credit card number. The syntax structure of the alias is the first 12 characters of a user's name in this format: First Name + Middle Initial if a common name i.e., John Smith + Last Name and the last 4-digits of the user's credit card number. The user should be aware that if the credit card number is entered, it displays in Pegasys and can be viewed by unauthorized individuals.



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28. If the GSA Form 300 is to be printed, select an **Office Address** on the Office Addresses tab.
 - a. Select from an expanded list of Office Types.
 - b. Select the Additional Contacts tab to add multiple Contacts.
29. Select the **Course Information** tab to enter information about the training.

Figure 3: Course Information Page Navigation

Header Fixed Assets **Office Addresses** Employees Credit Cards Header Accounting Lines ...

Office Address

1 - 7 of 7 results

Office Type	Office	Address Code	Address Name
<input type="radio"/> COR			
<input type="radio"/> Issue			

- Itemized Lines
- Approval Routing
- Memos
- Course Information
- Summary
- Correspondence

Figure 4: Credit Card Training Log Course Information Tab

Header Fixed Assets Office Addresses Employees Credit Cards **Course Information** ...

General

* Course ☆

* Course Code TEST

* Course Title test

Program Office

Class Sequence

Course Dates

Start Date

End Date

Drop Date

Course Hours

Duty Hours 0.000000

Non-duty 0.000000

Total

30. Enter the Start and End dates for the training course. Enter a Drop Date for the course, if applicable.
31. Enter both Duty and Non-duty course hours. Pegasys will calculate the Total course hours.
32. **REQUIRED** - Select the **Employees** tab to enter the names of employees who will attend the training class. The Employees page will be displayed.



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Figure 5: Credit Card Training Log Employees Tab

<input type="checkbox"/> Code	Last Name
<input type="checkbox"/> 100046801	BOSE M LAST2644

33. To add an employee, select the **Add** button. Enter employee Search criteria and select the Search button. Results are displayed. To select an employee, check the corresponding check box next the employee's name and select the **Select** button.
34. Select **Course Information** tab to return to Course Information page.
35. REQUIRED - Enter the **Course Code** and **Title**.
NOTE: To Search for a Course, select the **Course** label. Enter Search criteria. Select the **Search** button. Results are displayed. To select a Course, select corresponding **Select** button. Course Information page is displayed with **Code** and **Title** fields completed.
 - a. If the Course has no Course Code, enter **None**.
 - b. If the Course is not found by the Search function, enter the **Course Code** and **Title** on the form. The Credit Card Training Log form can be processed; however, this will not update the Course Maintenance table.
36. Enter the Program Office and Class Sequence, if known.
37. Enter the objectives and benefits of the training course in the Objectives and Benefits box.
38. Enter the Training Address information.
39. Select the Header Accounting Lines tab. The Header Accounting Lines page will be displayed.
40. REQUIRED - Select an existing Header Accounting Line by selecting the line and selecting Header Accounting Line link or create a new Header Accounting Line by selecting the **Add** button.
 - a. TO REMOVE an existing line, select the line by selecting its tab and select the **Remove** button.
 - b. TO COPY an existing line, select the line to copy, and select the **Copy** button.
41. REQUIRED - Enter Line Amount in the **Line Amounts** section in the **Ordered** field.



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Figure 6: Credit Card Training Log Header Accounting Line Tab Line Amounts Section

- Line Amounts

	Current Amount
Ordered	\$0.00
Applied Credit	\$0.00
Net Total	\$0.00

42. REQUIRED (for federal transactions) – Enter the **Transfer Treasury Account Symbol (TAS)** in the **Additional Attributes** section. The Transfer TAS must be entered on any interagency and intra-agency accounting transactions with a federal vendor. **Pegasys will not process federal transactions without a Transfer TAS.**

NOTE: Transfer TAS is **not** required when the seller is a commercial or nonfederal vendor.

- a. Obtain the Transfer TAS from the seller/trading partner **at the time of purchase**. For additional guidance, review the [Transfer Treasury Account Symbol Reference Guide](#).
- b. Enter the appropriate elements. Use the short key, if known; however, not all short keys are available in the list of valid Treasury Account Symbols. In such cases, enter the individual elements. Use the following table as a guide:

Table 1: Component TAS Layout

Key	Field Name	Size	Description	Format/Validations
A	Sub-level Prefix (SP)	2	The Sub-level Prefix is a programmatic breakdown of the account for Treasury publication purposes.	GSA currently leaves the Sub-level Prefix field blank for financial reporting purposes.
B	Allocation Transfer Agency Identifier (ATA)	3	The Agency Identifier of the agency receiving funds through an allocation transfer.	If ATA does not apply, leave blank.
C	Agency Identifier (AID)	3	Agency Identifier of account owner. Used in conjunction with the main account code, the AID represents the department or agency responsible for the TAS.	Value required, never blank.



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Key	Field Name	Size	Description	Format/Validations
D	Beginning Period of Availability (BPOA)	4	In annual and multi-year funds, identifies the first year of funds availability under law that an appropriation account may incur new obligations.	Always used with EPOA. Not applicable if Availability Type Code is an “X” or “F”
E	Ending Period of Availability (EPOA)	4	In annual and multi-year funds, identifies the last year of funds availability under law that an appropriation account may incur new obligations.	Always used with BPOA. Not applicable if Availability Type Code is an “X” or “F”
F	Availability Type Code (A)	1	Identifies no-year accounts “X”, clearing/suspense account “F”, and Treasury’s central summary general ledger accounts “A”	Not applicable if BPOA or EPOA codes are applicable to a TAS.
G	Main Account Code (MAIN)	4	Identifies the type and purpose of the fund.	Value required, never blank.
H	Sub-Account Code (SUB)	3	Identifies an available receipt or other Treasury-defined subdivision of the main account.	Value required, never blank.

- c. Even after entering a valid Transfer TAS, you might receive a warning or error message. Use the [Transfer Treasury Account Symbol Reference Guide](#) to review error messages and possible solutions. For additional assistance, send an email to the SSO Code Request mailbox.

43. REQUIRED - Select an **Accounting Template** for the Header Accounting Line in the Accounting Dimensions section.

Figure 7: Credit Card Training Log Accounting Dimensions Section

The screenshot displays the Accounting Dimensions section of a software interface. At the top, there is a dropdown menu for 'Accounting Dimensions' and a 'Default' button. Below this, a grid of input fields is organized into columns. The first column contains fields for BBFY, Project Code, Work Item, and PRC. The second column contains EBFY, Activity, and Lease #. The third column contains Fund, Sub-Object Class, and Cost Organization. The fourth column contains Region, Building #, and YBA. The fifth column contains Org Code, Location/System, and BETC. The sixth column contains Program and Vehicle Tag #. Each field has a small icon to its right, likely for clearing or refreshing the value.



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NOTE: To Search for an Accounting Template select the Template field label. Enter Search criteria. Select the Search button. Results are displayed. To select a Template select the Select button next to corresponding Template. Header Accounting Line page is displayed. Or if Favorites are set up, select the star in the field and select one from the list. Complete other required accounting elements that were not populated by the accounting template.

NOTE: When referencing a document do not use the Misc. Reference option.

44. Select the **Description** field to enter descriptive information about this line.
GSA will be using the **Extended Description** field, which holds up to 60K of disk space. Printing of the extended description field on forms or reports will be determined by the room available on the form or report.
45. Enter Contracts Line information in the **Contracts Line** section, if applicable.
NOTE: To Search for a Contract select on the Contract Number field label. Enter Search criteria. Select Search button. Results are displayed. To select a Contract select the Select button next to the corresponding Contract. Header Accounting Line page is displayed. Specify the contracts line item number or sub-contracts line item number applicable to the Credit Card Log form.
46. On the form, select the Approval Routing tab or link. The Approval Routing page will be displayed. Since the form's creator has not yet added an approver, none will be listed.
47. To add an approver to the form, select the **Add User** button.
48. Enter the **User ID** or **Name** of the form's approver in the appropriate search fields, and select the **Search** button. If users do not know the specific User ID or Name of the approver, then they may use the asterisk (*) as a wildcard in the search. The search results listing the form's approver will appear.
49. Select the appropriate Principal ID record for the approver of the form. Then choose the **Select** button.
50. The selected user will be added to the approvers list on the **Approval Routing** tab.
51. **Reminder:** Users are required to add an approver to a form, even if the approver is the form's creator.
52. Select the **Verify** button. Errors will be displayed at the top of the page if any are applicable. Correct the errors on the form and select **Verify** again to ensure all errors are resolved.
53. Select the **Submit** button once all errors are resolved. Form was Submitted Successfully for processing message appears.
 - a. The user can select the **Submit/Urgent** split button, to set a Workflow Priority of Urgent when submitting the form for approval.