



Pegasys Quick Reference Guide

Creating a Credit Card Log: Intro

Creating the Credit Card log form should 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

- If you only want to document the purchase, use document type CL-Credit Card Log for all credit card purchases.
- 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 Log (CL) or Credit Card Training Log (CT).

Creating a Credit Card Log

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

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



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Figure 1: Purchasing New Order/Credit Card Log Page

[New Order](#)

* Document Type

Document Number Format Prefix

Security Org

* Document Number

Title

Copy Document None
 Copy From
 Copy Forward

File

3. **REQUIRED** - Enter **CL** 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 **Generate** button. A unique document number will appear in the **Document Number** field. Once the **Document Number** is generated, the **Generate** button will be disabled, prohibiting multiple selects so that sequence numbers are not skipped.

The Doc Number format is the type of Credit Card Log form (i.e., CL, CT) followed by seven digits (i.e., CL#####).

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).



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6. If the **Purchase Request (PR)** already exists, continue to Step 7 to reference the applicable **Purchase 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 **Doc Type** field, enter PR.
10. In the **Doc Number** field, type the PR number to copy forward.
NOTE: To search for a PR, enter Search criteria on the Copy Forward page. Select Search button. Select corresponding PR radio button.
11. You may copy all lines of a PR or choose which lines to copy. If selecting **copy all lines**, continue to step 15. 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 Accounting Lines page is displayed.
15. Select **Finish** button. The **Header** page is displayed.

Figure 2: Credit Card Log Form Header Page

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 40; 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 a vendor from the list by selecting the star in the field. 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>.
19. CONVENIENCE CHECK FEES - A specific Vendor Address will be used (see TIP C03).
- NOTE:** Convenience Checks are only to be used by OIG.
20. REQUIRED - Enter the **Remit to Address**.
21. REQUIRED - Enter a description about the **Credit Card Log** in the **Description** field.
22. Enter a customer account number, if one exists with the vendor, in the **Customer Account** field.
23. 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 Priority, Priority Rating, Expiration Date, Order Type, and Type of Action can also be entered.
24. RECOMMENDED - Enter the **Authorization Code** in the **Credit Card Information** section.
25. RECOMMENDED - Enter **Date of Charge** also in the **Credit Card Information** section.
26. 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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- 27. If the GSA Form 300 is to be printed, select an Office Address on the **Office Addresses** tab.
- 28. Select the Header Accounting Lines tab. The **Header Accounting Lines** page will be displayed.

Figure 3: Credit Card Log Header Accounting Lines Page

- 29. **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. The Transaction Type will default when the Credit Card Log form is verified or processed.
- 30. **REQUIRED** - Enter Line Amount in the **Line Amounts** section in the **Ordered** field.

Figure 4: Credit Card Log Header Accounting Line Tab Line Amounts Section

	Current Amount
Ordered	\$0.00
Applied Credit	\$0.00
Withholding Tax	\$0.00
Line Amount After Withholding	\$0.00
Withholding Tax Allowance	\$0.00



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31. 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 federal vendors. **Pegasys will not process federal transactions without a Transfer TAS.**

NOTE: The 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 to assist you:

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.
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”



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Key	Field Name	Size	Description	Format/Validations
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.

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

Figure 5: Credit Card Log Header Accounting Line Accounting Dimensions Section

NOTE: To Search for an Accounting Template select on the Template field label. Enter Search criteria. Select Search button. Results are displayed. To select a Template select the Select button next to corresponding Template. Header Accounting Line page is displayed.



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Or if Favorites is set up, select the star in the field to select one. Complete any other required accounting elements that were not populated by the accounting template.

NOTE: Never use the Misc. Reference option for Credit Card transactions when referencing a document.

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

33. If you are ordering services, enter the **Period of Performance** start and end dates in the **General** section.

34. Select in the Description field to enter descriptive information about this line.

NOTE: Federal Supply Service Fund 285 uses the description 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.

15.512 gallons of gas should be entered as 00000155 gallons of gas. 5 gallons of gas should be entered as 00000050 gallons of gas.

35. Enter Agreement information in the **Agreement** section. Enter Agreement Number and Line Number, if applicable.

Figure 6: Credit Card Log Agreement Section

The screenshot shows a search interface for the 'Agreement' section. At the top left, there is a dropdown menu with a minus sign and the text 'Agreement'. Below this, the label 'Agreement Number' is followed by a text input field containing a star icon. To the right, the label 'Agreement Line Number' is followed by a greyed-out text input field.

NOTE: To Search for an Agreement select on the **Agreement Number** field label. Enter Search criteria. Select the **Search** button. Results are displayed. To select an Agreement select the Select button next to corresponding Agreement. Header Accounting Line page is displayed.

36. Enter Contract Line information in the **Contract Line** section, if applicable.

NOTE: To Search for a Contract select on the Contract Number field label. Enter Search criteria. Select the Search button. Results are displayed. To select a Contract select the



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Select button next to corresponding Contract. Header Accounting Line page is displayed. Specify the contract line item number or sub-contract line item number applicable to the Credit Card Log form.

37. 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.
38. To add an approver to the form, select the **Add User** button. The search page will be displayed.
39. 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.
40. Highlight the appropriate **Principal ID** record for the approver of the form. Then select the **Select** button.
41. The selected user will be added to the approvers list on the **Approval Routing** tab.
42. **Reminder:** Users are required to add an approver to a form, even if the approver is the form's creator.
43. 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.
44. 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.