

United States Department of Agriculture
Credit Card Pegasys 7.8
User Guide



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Revision Log

Date	Version No.	Description	Author	Reviewer	Review Date
2/11	Draft/ Version .1	Original Draft	Daniel McNeil	N/A	N/A
2/11	Draft/ Version 1.1	Edits to Original Draft	Samantha Tobias	Danielle Becker	2/11
4/11	Final Version 1.2	Final - No comments to draft	N/A	Jennifer Ritchey	4/11
11/14	Draft- Version 2	Draft- &.7.1.2 Enhancements	Karin Keswani	Karin Keswani, Matthew Randall	11/14
1/15	Final Version 2	Removed all references to DC Courts. Figure 2-14 now reflects that the trans type for CP - Credit Card Payment is P1. Section 9.1.3.2 now reflects Citibank instead of Primepay. In section 3, first Note, added sentence at end of the note to read, "Credit card logs should not be created for credit transactions." In section 1.21, updated link to: http://www.gsa.gov/portal/directive/d0/content/520486 . Updated link of https://finance3.gsa.gov/vendorrequest/start.aspx in sections: 2.4.6.1, 2.6.11, 3.2, 3.4.	Karin Keswani	Karin Keswani	1/15

Date	Version No.	Description	Author	Reviewer	Review Date
1/18	Draft Version 3	<p>Updated to reflect the following changes for Pegasys 7.5.1 Upgrade:</p> <ul style="list-style-type: none"> • Applied 508 standards and performed testing. • Updated screen shots and provided Alternate Text. • Updated section 1.2.1 to remove the link for the GSA Order document. This link is no longer valid. • Updated section 2.1.1 with a new link for the procurement Purchase Card Training course. • Updated sections 2.4.6.1, 2.6.12, 3.1 and 3.2 with a new link for GSA's vendor request website. • Updated sections 2.6.5, 8.4 and 8.5 to reflect the Update Offsetting for the Immediate Model enhancement. • Updated sections 2.4.1, 3.1, 3.2, and 3.4 to reflect the Allow for Multiple Aliases on Credit Card Obligations enhancement. • Updated sections 5.1 and 5.2 to reflect the Credit Card Filtering and Enhance Credit Card Notebook Activity enhancements. • Updated section 5.1 to reflect the Add Contract Number, Agreement Number/Line Number, and Description to the Reconciliation Activity Details in the Credit Card Notebook enhancement. • Added sections 7.1.1, 7.1.2 and 7.1.3 for the Enable Credit Card Users to Unreconcile and/or Restore Statement Lines That Have Already Been Paid enhancement and the Reopen Paid Line and Unreconcile All on Credit Card Notebook requirement change. • Added section 7.1.4 Reopen a Paid Line to Reconcile to the Same Credit Card document but Different Accounting Dimensions for a change implemented in June 2017. 	Veronica Braxton	Amy Cozzolino, Marice Grissom, Jenny Lewis	12/17, 1/18

Date	Version No.	Description	Author	Reviewer	Review Date
1/18	Cont'd	<ul style="list-style-type: none"> Updated section 10.1 with new links to access Pegasys and to contact the Functional Coordinator. Removed the link for the Credit Card Video. This link is no longer valid. 			
5/18	Final Version 4.0	<ul style="list-style-type: none"> Removed all references to DNFSB Removed all references to Citibank Updated the purchasing limits in section 1.2.4 Removed the following sections: When do I received the monthly bank statement from Citibank and What are the credit card user's responsibilities in reviewing and approving the monthly statement Replaced references to Region 6 Finance and Heartland Finance Center with USDA-PFS Removed the What is the Role of Region 6 Finance Center section Added the Credit Card Clearing Report to section 9.1.1 Replaced Fund 455 with 285 	Veronica Braxton, Amy Cozzolino	Jenny Lewis, Marice Grissom	5/18
1/21	Final Version 5.0	<p>Updated to reflect the following changes for the Pegasys 7.8 Upgrade:</p> <ul style="list-style-type: none"> Updated figures 2, 3, 5-8, 12-19, 21- 26, 28-40, 42-47, 49-68, to display current 7.8 version of Pegasys screen prints. Updated Figures 12, 42, 43, 49,62 and 63 to display the Pegasys 7.8 shuttle box style Added section 4.6 for MIT-665 Review Form task and the steps included to perform the form task. Added a Review Task after Verify steps (Section 3.1 - step 41, Section 3.2 - step 51, Section 4.2 - step 9, Section 4.3 - step 9, Section 4 - step 13, Section 7.1.4 - Step 6, and Section 7.1.4.4 Step 9). Added Section 5.3 "Adding Asset Data" under Reconcile Bank Statement Lines and new Figures 58-63. 	Jad Youssef	Amy Cozzolino, Marice Grissom	1/21

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4/21	Final Version 6.0	Updated to reflect the following changes for the Pegasys 7.8 Upgrade: <ul style="list-style-type: none">• Applied USDA/GSA comments dated 3/1/21.• Applied 508 standards and performed testing.	Jad Youssef	Amy Cozzolino, Marice Grissom	3/21
5/21	Final Version 7.0	Updated to reflect the following changes for the Pegasys 7.8 Upgrade: <ul style="list-style-type: none">• Applied USDA/GSA comments dated 4/23/21.• Applied 508 standards and performed testing.	Jad Youssef	Marice Grissom	5/21
6/21	Final Version 8.0	Updated to reflect the following changes for the Pegasys 7.8 Upgrade: <ul style="list-style-type: none">• Applied USDA/GSA comments dated 5/17/21.• Applied 508 standards and performed testing.	Jad Youssef	Marice Grissom	6/21

1 General

1.1 Introduction

1.1.1 What is the purpose of the Pegasys Credit Card User Guide?

The Pegasys Credit Card User Guide details the concepts and functions and provides step-by-step instructions of the Pegasys Credit Card subsystem. The User guide is separated into the following 10 sections:

- Section 1 - General
- Section 2 - Credit Card Overview
- Section 3 - Create Credit Card Logs
- Section 4 - Search, View, Correct, Amend, Cancel, Delete, or Query Credit Card Log Forms and Documents
- Section 5 - Reconcile Bank Statement Lines
- Section 6 - Approve Pegasys Credit Card Transactions
- Section 7 - Unreconcile Bank Statement Lines
- Section 8 - Reconcile Charges and Credits
- Section 9 - Standard Credit Card Reports and Forms
- Section 10 - Help

1.1.2 What is the Pegasys Credit Card Subsystem?

The Pegasys Credit Card subsystem is a component that complements the functionality of the Purchasing and the Accounts Payable subsystems by allowing users to enter data for purchases of goods and services made with a credit card or convenience check and to reconcile those transactions with the bank statement.

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

1.1.3 What are the advantages for me to use Pegasys Credit Card Subsystem?

Using the Pegasys Credit Card subsystem, users obtain the following benefits:

- **Electronic logging.** The Pegasys Credit Card subsystem provides an electronic logging capability. This allows users to obligate funds immediately for the logged transaction.
- **Automatic reconciliation.** Once the bank's statement is loaded into Pegasys, a nightly offline process reconciles each statement line to the electronic log.
- **Ability to record multiple lines.** The Pegasys Credit Card subsystem log documents can include up to 9,999 lines.

- **Unlimited cost transfers.** Users can make as many cost transfers as necessary to ensure the accurate accounting of credit card costs.
- **Integrated tool.** The Pegasys Credit Card subsystem is fully integrated with the budget and purchasing subsystems.

1.2 Agency Policy Guidelines

1.2.1 Where do I find GSA's policy governing credit cards?

The GSA Order CFO 4200.1 provides guidance to GSA employees on the use of credit cards for purchases and is the official GSA policy document regarding the small purchase credit card program. The GSA Order CFO 4200.1 provides guidance to GSA employees on the use of credit cards for purchases and is the official GSA policy document regarding the small purchase credit card program.

1.2.2 What are the Primary Roles and Related Responsibilities of the Purchase Card Program as stated in the GSA Order CFO 4200.1?

A quick recap is as follows:

- **Cardholders** - Responsible for using the card and convenience checks to pay for authorized purchases for official business in compliance with applicable procurement regulations, for safeguarding the card, convenience checks, and account number, for documenting all purchase card transactions, resolving disputed transactions with vendors as necessary, reviewing and reconciling all transactions and assigning the correct accounting code via the credit card system, and ensuring that audit trails are maintained for all purchases.

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

- **Approving officials** - Responsible for designating employees to be cardholders, approving purchase card use, monitoring the purchase card account activity of the cardholders in their organizations, verifying that all transactions are made to meet legitimate Government requirements, ensuring that applicable procurement regulations are followed, and ensuring that cardholders reconcile all transactions and maintain records to provide an audit trail for all purchases.
- **Funds approval officials** - Responsible for providing funding authority to the cardholder by approving the GSA Form 3661, Purchase and Travel Card Application, for new accounts and limit changes. Your funds manager is the official who has the authority to approve expenditures in your organization.

1.2.3 How do the Roles and Related Responsibilities stated in the GSA Order CFO 4200.1 differ from those in Pegasys?

The procedures that follow in this User's Guide are generally applicable only to Pegasys credit card subsystem functionality and processing. Under no circumstances should they be construed

as superseding or revising the credit card policies and responsibilities transmitted by the official GSA Order CFO 4200.1. In particular, certain cardholder responsibilities, such as documenting all purchase card transactions, may be optionally performed via the Pegasys credit card log; but the requirement to document all transactions in some format is mandatory to the program and must be performed by the cardholder in some other systematic way if not performed within Pegasys.

Similarly, approving officials are responsible for approving purchase card use and verifying that all transactions are made to meet legitimate Government requirements. Any references to cardholders or funds approval officials “approving” purchase card transactions are in a Pegasys system context - not in a purchase card program context. Only “approving officials” as defined by CFO 4200.1 and as designated on a properly approved GSA Form 3661 have the authority to “approve purchase card use” as that term is used in the GSA Order.

1.2.4 How does Pegasys track my purchasing limit on my credit card?

All purchasing limits are handled outside Pegasys. If you are not a warranted contracting officer, your single-purchase limit will be \$10,000 or less. A warranted contracting officer may have a single-purchase limit corresponding to the level of purchasing authority up to \$250,000. The funds manager for your organization sets your monthly spending limit.

The amounts were increased on February 15, 2018 per the Memo entitled:

Increase in the Micro-Purchase and Simplified Acquisition Thresholds and Impact on the GSA Purchase Card

1.3 Pegasys Security Policies

1.3.1 What methods of access are used to maintain security of the Pegasys System?

- **Logins** - Grace logins for new and expired passwords will be set to three. The user will need to re-enter login after 15 minutes of inactivity. Three login attempts are permitted.
NOTE: If a user is locked out after three attempts, please call the service desk at 1-866-450-6588 or select the forgotten password link.
- **Passwords** - Passwords are valid for 90 days and may be reused after 5 iterations. Expired passwords will be stored for 90 days.
- **Roles and Approval Types** - Pegasys has one role and one approval type for the Credit Card subsystem.
- **Role - Cardholder** - person who has been issued a credit card has the authority to create logs and reconcile transactions. This role also includes persons that act on behalf of a cardholder.
- **Approver - Prch - Credit Card** - A person who has the authority to apply the approvals required on a CL or CT document type.

The responsibility of a Pegasys Credit Card approver differs from the responsibility of an Approving Official as referenced in GSA Order CFO 4200.1. The Pegasys Credit Card approver approves only the Credit Card Log entry and is not approving the actual credit card purchase. The Prch-Credit Card approval type is required on all Credit Card Log forms. Each office will define how the administrative approvals are applied to the Pegasys Credit Card Log forms.

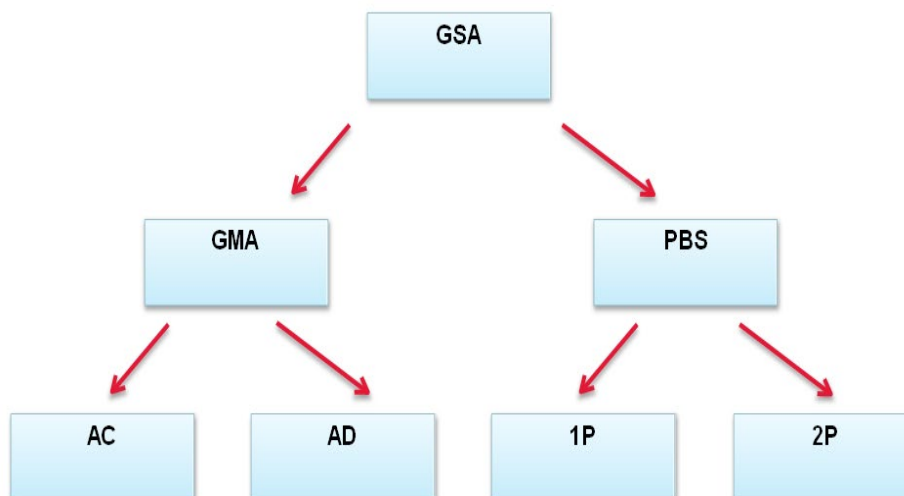
- **Security Organizations** - Security levels are established as a hierarchy with the highest level (Pegasys in GSA as the parent organization) containing the most document access and the lowest level (Correspondence Symbol) containing the least document access. A child organization is established for each of the Services. This allows users to gain access to the general data of the parent organization, as well as the specific data for the child organization. Each Service organization will have several two-digit Correspondence Symbol child organizations.

Users are grouped under these organizations based on their functional roles and system needs. In Pegasys, the Security Organization is established at the document level. A user would only be able to view documents associated with the Security Organization(s) to which they belong.

If a user does not select a Security Organization when creating a new document, it will default to the user's "default security organization." The default Security Organization for users belonging to FSS, PBS, or FTS (Central Office) will be their Service. The default Security Organization for users belonging to IG, FCIC, or FTS (Regions) will be their two-digit Correspondence Symbol. Users will have GSA as their default Security Organization.

In **Figure 1**, GSA is the parent Security Organization; GMA and PBS are child Security Organizations called "Service Levels"; and AC, AD, 1P and 2P are Security Organizations called "Correspondence Symbols".

Figure 1: Security Organization Hierarchy Example



The Security Organization Hierarchy Example above are as follows:

- GSA
 - o GMA
 - AC
 - AD
 - o PBS
 - 1P
 - 2P

2 Credit Card Overview

2.1 User Setup and Maintenance

2.1.1 How are new credit card users setup in Pegasys?

The following steps describe how a new credit card user will be set-up in Pegasys.

1. New user (i.e., cardholder or approving official) completes the procurement Purchase Card Training course on the following website: <https://gsaolu.gsa.gov>.
2. The new user completes and submits GSA Form 3661, Purchase Card Application and Maintenance, to the Credit Card Coordinator or Designated Official.
3. Credit Card Coordinator or Designated Official verifies that the new user successfully completes the procurement Purchase Card Training course.
4. Purchase Card Manager enters the information from GSA Form 3661 into U.S. Bank Access Online.
5. Credit Card Coordinator or Designated Official faxes a copy of the new user's GSA Form 3661 to Pegasys Security Group at Fax# (202) 501-2913. At this point, the Pegasys Security Group begins setting up the new cardholder or approving official in Pegasys with an ID and credit card role.
6. The Pegasys Security Group forwards a copy of the GSA Form 3661 to the Pegasys Credit Card Group.

2.1.2 How will Pegasys handle maintenance changes such as name changes, default coding changes, E-mail address changes for transaction notification, approving official changes, and/or hierarchy changes for a credit card?

1. The cardholder or the cardholder's supervisor documents changes on GSA Form 3661 and submits to the Credit Card Coordinator or Designated Official.
2. The Credit Card Coordinator or Designated Official contacts the bank with the maintenance changes and faxes the form immediately to the Pegasys Security Group at Fax# (202) 501-2913.
3. Pegasys Security Group forwards a copy of the GSA Form 3661 to the Pegasys Credit Card Group.

2.1.3 How is a canceled credit card manually deactivated in Pegasys?

The following steps describe how a canceled credit card will be manually deactivated in Pegasys.

1. The cardholder or cardholder's supervisor notifies the Credit Card Coordinator or Designated Official that a credit card needs to be deactivated.
2. The Credit Card Coordinator or Designated Official contacts the bank to deactivate the credit card.

3. If necessary, the Pegasys Credit Card Group forwards the change to the Pegasys Security Group to remove the credit card role from the user. If this is the only role that the user has, then the user's Pegasys ID is deactivated.
4. Cardholder or Approving Official (if cardholder separated) disputes any unauthorized charges with the bank.

2.1.4 What do I do if the credit card is lost or stolen?

The following steps describe how a lost or stolen credit card will be handled in Pegasys.

1. The cardholder immediately calls the bank to report a lost/stolen card. (The old account number remains in the Pegasys Credit Card Table for payment of subsequent valid charges).
2. The cardholder disputes unauthorized charges with the bank.

2.2 Access to the Pegasys Credit Card Subsystem

2.2.1 How do I access the Credit Card Subsystem?

You should contact your Functional Coordinator or Service Representative in order to obtain a "user role" from the Pegasys Security Administrator through a request.

2.2.2 What are the Pegasys Roles and Approval Types for the Credit Card Subsystem?

Pegasys has one role and one approval type for the Credit Card subsystem.

- **Role - Credit Cardholder** - A person who has been issued a credit card and has authority to create logs and reconcile transactions. This role also includes persons that act on behalf of a cardholder.
- **Approver - Prch - Credit Card** - A person who has the authority to apply the approval required on credit card log transactions.

The responsibility of a Pegasys Credit Card approver differs from the responsibility of an Approving Official as referenced in GSA Order CFO 4200.1. The Pegasys Credit Card approver approves only the Credit Card Log entry and is not approving the actual credit card purchase. The Prch-Credit Card approval type is required on all Credit Card Log forms. Each office will define how the administrative approvals are applied to the Pegasys Credit Card Log forms.

2.2.3 Who has access to my credit card within the credit card subsystem?

Within the Pegasys Credit Card subsystem, the cardholder as well as additional users can be given access to specific cards. These users are called supervisors and can be granted all access (add, delete, list, update, view, process with, verify with, and approve) or just view access. The following types of supervisors have been defined within the Credit Card subsystem and will have

access to the bank statement lines and reconciliations displayed in the Reconciliation Notebook for one or more credit cards:

- **Cardholder** - A person who has the authority to perform all reconciliation actions in the Reconciliation Notebook. The cardholder will always have this access for his/her card.
- **Reconciler** - A person who has the authority to perform all reconciliation actions in the Reconciliation Notebook. Individuals who do not have a credit card but reconcile cards for other cardholders will have this access.
- **Notebook Viewer** - A person who has the authority to view the Reconciliation Notebook, but cannot make any changes to transactions. This person is responsible for informing the cardholder, or the person who can make changes to someone's card (i.e., Reconciler) that changes must be made in the Reconciliation Notebook.
- **Cost Transfer** - A person who has the authority to view the Reconciliation Notebook and reconcile transactions including PAID items to logs and accounting strips. This person will not be able to create Pegasys Credit Card logs.
- **Activity Notification** - A person who wants to be notified of any credit card activity. This person does not have to be a Pegasys user.
- **Approving Officials** - A person who has the authority to perform all actions in the Reconciliation Notebook. The Approving Official will have access to all cards he/she approves.

GSA Services and clients will define the administration of these roles to a credit card.

2.3 Create a Credit Card Log Form

2.3.1 How do I enter data for purchases of goods and services made with a credit card or convenience check in Pegasys?

The Credit Card Log document is used to record the purchases of goods or services using a credit card. The first step is to select **Transactions - Purchasing - New - Order** from the Pegasys Menu Bar. A **Create a New Order** page is displayed. Please refer to **Figure 2**.

Figure 2: Create a New Order Page**NEW ORDER**[New Order](#)

* Document Type	CL ☆ Credit Card Log
Document Number Format Prefix	☆
Security Org	☆
* Document Number	CL2329927 Generate
Title	
Copy Document	<input checked="" type="radio"/> None <input type="radio"/> Copy From <input type="radio"/> Copy Forward
File	Choose File No file chosen

2.3.2 Is it mandatory that I log my credit card purchases into Pegasys?

The Credit Card Log document is an electronic document for users to record a credit card transaction in Pegasys. It is mandatory that the user enter a log for each transaction immediately into Pegasys. Logging will ease reconciliation of bank statement lines, provide you with a detailed log of what the purchase was for, and update your budgets immediately.

2.3.2.1 What is my option if I do not want to log a transaction?

You may go directly to the Reconciliation Notebook in Pegasys and manually reconcile your Credit Card bank statement line to an accounting strip.

2.3.2.2 How soon must I log a transaction?

If a Credit Card Log document was not created prior to the user receiving e-mail notification, the bank statement line will automatically be paid to the default accounting strip when it is loaded from the bank. At this point, the Credit Card Log document may be created by the Credit Card user. The bank statement line should be unreconciled from the default accounting strip and manually reconciled to the newly created document.

If a Credit Card Log document for a transaction is not entered into Pegasys immediately, accounting updates will not be applied and the funds will not be obligated against the budget. Consequently, fund managers cannot accurately track expenditures and update budgets for auditing purposes. The timeliness, efficiency, and high accuracy of the Credit Card Log document option offer a significant advantage through the auditing process.

2.3.3 What document types are available for credit card log forms?

There are two types of Credit Card Log forms: **CL** and **CT** (training). For a list of Credit Card document types, see **Table 1**.

Table 1: Credit Card Document Types

Code	Name	Subsystem	Description
CL	Credit Card Log	Credit Card	A Credit Card Log is an order to obligate funds. It is used for credit card purchases with or without commodity details.
CT	Credit Card Training Log	Credit Card	A Training Credit Card Log acts as an order to obligate funds for a training course.
CP	Credit Card Payment	Credit Card	An imprest fund document type is used to transfer funds within Pegasys from the Credit Card subsystem.
PR or IQ	Purchase Request	Purchasing	<ul style="list-style-type: none"> The request, usually the first step in Pegasys' purchasing cycle (unless a reservation has been created), involves a commitment of funds for goods, services, or training, but is not legally binding. A commitment, the setting aside of funds draws down fund availability in Pegasys budgets and plans. The Purchase request can use non-itemized lines or itemized lines. A non-itemized request does not contain commodity line items. The Purchase Request form may contain multiple lines of funding; however, all funding is associated with a single line item. An Itemized Request form contains commodity line items that include unit, quantity, and unit price information. Each commodity line item contains its own line of funding.
TR	Training Request	Purchasing	The request, usually the first step in Pegasys' purchasing cycle (unless a reservation has been created), involves a commitment of funds for goods, services, or training, but is not legally binding. A commitment, the setting aside of funds draws down fund availability in Pegasys budgets and plans. A Training Request form is similar to a purchase request and contains additional training class information such as the vendor providing the training, the employee(s) attending the training, the date and time of the training, and the accounting line(s) to charge for the training.

2.3.3.1 What factors determine the type of credit card log to enter into Pegasys?

If the user wants to document only the purchase, use document type CL - Credit Card Log for all credit card purchases.

If the user needs to send a copy of the document to the vendor, use the document type that corresponds to the purchase (i.e., CL - Credit Card Log, or CT - Credit Card Training Log).

2.3.3.2 How are the Credit Card Log forms identified in Pegasys?

The **Document Number** on the **Create a New Order** page is populated with a system-generated number uniquely identifying the Credit Card Log document being created. Credit Card Logs entered into Pegasys will be numbered in this format: DT##### where DT equals the document type followed by a seven- digit system-generated sequential number (e.g., CL0000217 for a Credit Card Log). It will be displayed in the Title bar of the Credit Card document page.

2.3.4 What is the purpose of the Security Org when I create a Credit Card Log form?

Security Organization is established at the document level. It is important to realize that users in other Security Organizations may require document access. Therefore, when creating a Credit Card Log form, users must select the Security Organization that will enable appropriate document access. Once the Security Organization is selected, it will be system maintained on the **Header** tab and cannot be changed. **Figure 3** displays the page from which the user will select the appropriate Security Organization. Please refer to **Table 2**.

Figure 3: Security Organization Page

Search Criteria

Code: 3*

Name:

Primary:

Parent Security Organization:

Search Cancel

Effective Dates

Start Date:

End Date:

1 - 10 of 20 results

	Code	Name	Start Date	End Date	Parent
Select	3A	Office of the Regional Administrator, Region 3 LLGSA			GMA
Select	3AD	Office of the Deputy Regional Administrator, Reg 3 LLGSA			GMA
Select	3ADC	Congressional Services LLGSA			GMA
Select	3ADE	Equal Employment Opportunity Office, Region 3 LLGSA			GMA
Select	3ADS	Program Services Division, Region 3 LLGSA			GMA

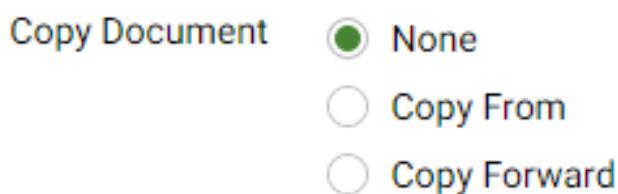
Table 2: Security Organization Document Access Table

Security Organization	Document Access
The user selects the correspondence level symbol security organization. (e.g., 2P, TI, 9F)	Only users within the correspondence symbol security organization can view, list, reference, approve, and process the form.
The user selects the Service security level organization. (e.g., FTS, FSS, PBS, GMA)	All users within the Service can view, list, reference, approve, and process the form.
The user selects the GSA security organization.	All users within GSA can view, list, reference, approve, and process the form.

At each Security Organization level, only the cardholder and designated individuals (i.e., Approving Official or Supervisor) will be able to view the Credit Card Log documents and reconciliations for that credit card. The different types of supervisors define the type of access these individuals may have for a credit card. For example, a Budget Analyst may access as a supervisor defined as a Notebook Viewer, which is a person who has the authority to view the Reconciliation Notebook, but cannot make any changes to transactions. The Notebook Viewer is responsible for informing the cardholder or the person who can make changes to someone's card (i.e., Reconciler), that changes must be made in the Reconciliation Notebook.

2.3.5 What is meant by the term “Referencing” and how is it accomplished in Pegasys?

Referencing is a Pegasys feature that allows purchasing activities to be linked together to form a purchasing chain. Through referencing, a Credit Card Log can be linked to its associated request. When referencing is used, Pegasys will automatically liquidate the referenced spending transaction, **if the final flag is checked** or if the document has been referenced for its full amount. For example, if you enter a Credit Card Log for \$100 that references a purchase request, Pegasys will automatically reduce the outstanding amount of the request by \$100. **Figure 4** displays the section of the **Create a New Order** page where the **Copy Forward** function is accessed.

Figure 4: Copy Forward Function

Document referencing is accomplished by using the **Copy Forward** function. When creating a new Credit Card Log form that will be linked to a previous request, select the **Create a New Order** page and select the **Copy Forward** radio button. The **Copy Forward** function reduces data entry when creating new purchasing forms and ensures that vital information is maintained

from one transaction to the next in the purchasing chain. The **Copy From** function is used when the user wants to use an existing form to create the same type of form (i.e., use an existing Credit Card Log to create another Credit Card Log). The **Copy From** option also supports reduced data entry in that it provides GSA a “template” to create forms. However, **Copy From** does not link Credit Card Logs to existing requests, as does the **Copy Forward** function.

2.3.6 What do I do if a request has been recorded in Pegasys and a credit card is going to be used for the purchase?

The user must reference the request by using the **Copy Forward** function when creating the Credit Card Log form. Copying the information forward from the request to the Credit Card Log form eliminates redundant data. If multiple requests are to be referenced on a Credit Card Log form, the additional requests will be identified in the manual reference group box on the additional accounting lines/itemized lines pages.

2.3.6.1 What must be done if a request has been processed in Pegasys and I elect not to create a Credit Card Log document?

The user must delete the purchase request, itemized request, or training request from Pegasys. Please refer to **Section 4.5** for more information on how to cancel a purchase request or training request that will not be copied forward into a Credit Card Log document.

2.4 Enter Date in the Credit Card Log

2.4.1 What Window Elements are Displayed for a typical Credit Card Log Page?

Credit Card Log forms are designed to resemble a notebook. The tabs across the top of the form represent the notebook pages.

- The **Header** page contains general information about the Credit Card Log form such as the date of the Credit Card Log form, the name of the person who created the Credit Card Log form, the date of the credit card charge, and the vendor.
- The **Office Addresses** page contains address information associated with the Credit Card Log form. The minor tabs on the page display the address types that may be entered.
- The **Credit Cards** page is where the user adds their Credit Card Alias to the Credit Card Log form. This page is accessed by selecting the Credit Cards tab or by selecting the Credit Cards button within the Credit Card Information section on the Header page.
- The **Header Accounting Lines/Itemized Lines** page contains the accounting information that is used to fund the credit card purchase. When completing the Header Accounting Lines/Itemized Lines page of the Credit Card Log form, an existing request can be referenced. When referencing a request, the accounting information and the line amount(s) from the request appear on the Credit Card Log form. The referenced request is liquidated once the Credit Card Log form is processed.

- The **Approval Routing** page contains the appropriate approver that the user adds to the form.
- The **Memos** page contains messages that users may add to provide additional information or direction for the originator or recipient.
- The **Summary** page allows users to view accounting information at a glance, make changes to existing lines, and add new header or itemized lines such that data-entry resembles entry of information in cells within a spreadsheet application.

Figure 5 displays a typical Credit Card Log document window.

Figure 5: Credit Card Log Document Header Page

Pegasys / Transactions / Purchasing / New / Order / Header: CL Credit Card Log CL2329927 NEW FULL FORM

HEADER

Header Fixed Assets Office Addresses Header Accounting Lines Itemized Lines Credit Cards

General

Document Type: CL Credit Card Log
 Status: NEW
 Document Number: CL2329927
 Title:
 Ordered By:
 Agency UEI:
 Agency DUNS Number:
 Agency EFT Indicator:
 Disbursing Office:

Order Date:
 Accounting Period:
 Reporting Accounting Period:
 Document Classification:
 Security Org: GSA
☐ Suppress Printing
☐ Fast Pay
☐ Invoice Required
☐ Receipt Required

Vendor Information

Vendor: * Vendor More
 Address Name:
 Customer Account:
 * Remit To Address: More

Alternate Payee
 Vendor: More
 Address Name:

Designated Agent
 Vendor: More Default
 Address Name:

Remember, not all Pegasys screens will have the same window elements. For instance, some windows may have only one page; therefore, these windows will have no tabs displayed. The table describes the window elements shown in **Table 3**.

Table 3: Window Element Descriptions

Window Element	Description	How to Access
Title bar	Displays the name of the current window.	Automatically displayed when a window is opened.
Menu bar	Displays a list of commands.	Select a menu item to display its pull- down menu (list of commands).
Tab	Designates each page in a window.	Automatically displayed if more than one page of fields and buttons exist.

Window Element	Description	How to Access
Page	Displays fields and buttons. When a page is displayed, it is considered to be the “current” page.	Select the tab to access the desired page.
Drop-down list Arrow	Displays a drop-down list box that contains valid values for the current field. Only values listed in the drop-down list box can be selected.	Select the arrow to display the drop-down list box and select the desired option to select it.
Action buttons	Controls changes made to the entire window.	Select desired button.
Check box	If checked, indicates the field is true.	Select to check. If already checked, select to uncheck.

2.4.2 How Does Pegasys Define its Required and Optional Field Types?

Table 4 provides a description of the terms introduced in the Accounting Lines window displayed in **Figure 8**.

Table 4: Field Type Descriptions

Field type	Description	Details
Group box	Fields grouped together with a single group box name. For example, the Accounting Dimensions in Figure 8 groups all Accounting Dimensions.	Groups related fields within a window or page.
Required field	Field names marked with an asterisk are system-required fields.	Fields that must be completed.
Defaulted field	Field that automatically displays a value when a window is opened.	Fields that can be changed but automatically display a value.
Optional field	Field names that do not have an asterisk.	Fields that do not require a value.
System-maintained field	Fields that are shaded in gray.	Fields that are automatically displayed but cannot be changed.

2.4.3 What are the Functions of the Icons on the Action Button Bar on the Credit Card Log Form?

Figure 6 illustrates Pegasys Action buttons.

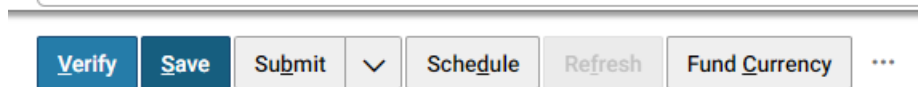
Figure 6: Action button Bar

Table 5 describes the common Action buttons.

Table 5: Action Button Description

Field Name	Description	Features
Verify	Populates all defaulted fields. Performs validity, relationship and funding edits. Checks the form for errors, such as invalid codes or blank required fields.	N/A
Save	Saves the form as a draft. Does not check for errors or update other subsystems. The window of the saved form stays open until the user selects the 'X' to close it.	N/A
Submit	Performs Verify functions. Updates the general ledger and relevant budgets, plans, and projects (based on the accounting implication of the form being processed).	N/A
Urgent	User can select the Submit/Urgent split button, to submit the form with urgency.	N/A
Schedule	Schedules form to process during nightly offline processing.	USDA/GSA currently not using.
Refresh	Clears the form window. Restores form to last saved state. Caution: When creating new forms, this button will delete the form.	N/A
Fund Currency	Sets the currency on the form that is associated with the fund. Determines the currency in which a budget is established when the fund code is used on budget documents. Only appears as an open if the form/document is set to use the transaction currency set as a default for the transaction type.	N/A
Add Shortcut	Allows user to add the document to the shortcut menu.	N/A
Attachments	Allows user to attach external documents, such as MS Word or Excel to the form. When an external document has been attached to a form, a paperclip appears in the corner of the form icon.	N/A
Print	Enables the form to be printed.	N/A

2.4.4 What is the Minimum Information Required to Process the Credit Card Log Form?

Table 6: Minimum Information Required to Process a Credit Card Log Form

Name	Description
Vendor Code	The code of the vendor to whom the credit card charges were made.
Remit to Address	Allows the user to specify an address where the payment should be remitted.
Alias	The name associated with the credit card being used.
Description	A text field 255 characters in length used to enter additional information.
Accounting Dimensions	Accounting dimensions are classification codes that record detailed accounting information for a transaction. Accounting dimensions are used to: <ul style="list-style-type: none"> • Define which budget against which a document should be processed. • Define which plan(s) against which a document should be processed. • Classify documents for cost accounting purposes. • Classify documents for reporting purposes.

2.4.5 How are Date Fields Generally Displayed on the Header Page of the Credit Card Log Form?

Dates on Pegasys forms are generally displayed in the following format: MM/DD/YYYY. The dates on the Header page will default to the current date when the form is held (i.e., awaiting approval) or verified. **Figure 7** displays the Date Fields and Formats on the Header page.

Figure 7: Date Fields and Formats

Order Date 01/14/2021

Accounting Period 01/2021

Reporting Accounting Period

2.4.6 What Vendor Code do I Always Use for a One Time Credit Card Vendor Transaction?

Vendor code CCVEND is not preferred. When a vendor code exists, it should be used instead of CCVEND. If you anticipate using a particular vendor and an existing vendor code does not exist, a request should be submitted to add the new vendor code to the vendor table. When no vendor code exists, **CCVEND** can be entered in the Vendor Code field then select on the More button to enter name, address, city, state, and zip code information. For Foreign Vendors that have

alphanumeric zip codes, enter 11111 in the Zip Code field. CCVEND cannot be used for convenience checks and convenience checks fees transactions.

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

2.4.6.1 Whom Do I Contact to Establish a Vendor?

If the desired vendor is not in the Vendor Maintenance table, new vendor requests can be completed on GSA's vendor request website at <https://www.finance.ocfo.gsa.gov/VendorRequest/co/Stepd.aspx>.

2.4.6.2 What information needs to be included for Vendor Requests?

Requests for vendor address modifications need to include the following information:

- Vendor name
- Vendor's complete address
- Vendor's taxpayer identification number (TIN)
- Vendor contact name and telephone number, if available
- Vendor banking information if paid by Electronic Funds Transfer (EFT)
- Routing number (American Bankers Association (ABA) number)
- Type of account
- Account number
- Vendor's 5-digit Pegasys Address Code if previously established

2.4.7 Where do I Enter the Credit Card Purchase Information (e.g., Authorization Code and Date of Charge)?

The user enters credit card purchase information under the **Credit Card Information** section on the Header page.

2.4.7.1 Does the Credit Card Subsystem Display Actual Credit Card Numbers to the Users?

The credit card number will not appear on any screen or be available for other users to view.

2.4.7.2 What is the Syntax Structure of the Credit Card Alias?

The syntax structure of the credit card alias is the user's first name, middle initial, last name, (12 characters maximum) and the last 4 digits of the user's credit card number.

2.4.8 What are Credit Card Transaction Types?

A Credit Card **Transaction Type** is a code that is used with the Credit Card Log Document Type to define the transaction, how the transaction will update the budgets and plans, and how it will post to the general ledger. For Credit Card transactions, the code for transaction type will default by the system. These defaults can be found in the Document Type Maintenance table. The user should leave the **Transaction Type** field empty and allow the system to fill it in when the form is verified/processed. **Table 7** displays the valid transaction types for Pegasys credit card documents.

Table 7: Credit Card Document Transaction Types

If Creating this Type of Document	Uses Transaction Type (Default Value)
CL - Credit Card Log	01
CT - Credit Card Training Log	01
CP - Credit Card Payment	P1
CP - Credit Card Dispute	05
CP - Credit Card Payment Transfer	03

2.4.8.1 How do I View the Transaction Type Maintenance Table?

To view the Transaction Type Maintenance table, follow the steps below:

1. Select Reference - Document - Document Types from the menu bar.
2. Search for a particular transaction type using the Search Criteria section provided. Open the document type.
3. Scroll down and there will be multiple selection boxes with all the trans type information.

If the user does not select a **Transaction Type** on a form and a default transaction type has not been set up, the system will generate an error message when the user verifies or processes the form.

2.4.9 What are Accounting Templates?

In Pegasys, accounting data (budget fiscal year(s), fund, region, organization, sub-object class, activity, project, program, canceled budget fiscal year(s), and canceled fund) has been organized into Accounting Templates. The template corresponds to an accounting strip, which funds the spending transaction.

2.4.9.1 What is the Basic Format for an Accounting Template?

G00 - FY11 - 262X - GBT1 - S00H0150, for example.

- 00 = Service Region
- FY11 = Fiscal Year
- 262X = Fund
- GBT1 = Program
- S00H0150 = Organization code

2.4.9.2 How do I Enter an Accounting Template?

To enter a required accounting Template, select on the blue field Template in the Funding section. The search criteria page will display the following options:

- Search
- Cancel
- Update

If some portion of the template has been entered, choose the Search option. There are searching options of: Name, Security Org, and Effective Dates. A system search of accounting templates beginning with the information entered will be conducted. Once the appropriate template has been selected, the remaining template fields will populate by default.

See **Figure 8** for an example of an accounting line.

Figure 8: Header Accounting Lines Page

The screenshot displays the 'Header Accounting Lines Page' with a 'Accounting Dimensions' section. It includes a 'Template' search bar and a 'Default' button. Below these are several input fields organized in columns:

- Column 1:** BBFY (2021), Project Code, Work Item, PRC.
- Column 2:** EBFY, Activity, Lease #.
- Column 3:** Fund (285F), Sub-Object Class, Cost Organization.
- Column 4:** Region, Building #, YBA.
- Column 5:** Org Code, Location/System, BETC.
- Column 6:** Program, Vehicle Tag #, Cohort Yr.

2.4.10 How and Where do I Enter Gallons of Gas?

Federal Supply Service Fund 285 enters gallons of gas purchased on the **Header Accounting Lines** page in the **Description** box of the Credit Card Log or in the Description box on the **Reconcile to Accounting Strip** page of the Reconciliation Notebook.

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. Please refer to **Figure 9**.

Figure 9: Gallons of Gas Description

* Description 00000050 gallons of gas

Extended Description

2.4.11 Where do I Enter Vehicle Tag Numbers on a Credit Card Transaction?

Vehicle tag numbers can be entered on the **Accounting Lines** page of the Credit Card Log or on the **Reconcile to Accounting Strip** page of the Reconciliation Notebook. In either case, enter the vehicle tag number in the **Veh Tag#** field for accounting templates associated with Fund 285 and various budget activity/cost element combinations. Vehicle Tag numbers are edited and validated against the **Vehicle Tag# Maintenance** table in Pegasys.

2.4.12 How is Agreement Information Entered in the Credit Card Log Form?

The user enters the agreement number that is a Reimbursable Work Authorization (RWA) or an Intrabudget Activity Authorization (IBAA), on the **Header Accounting Lines** page or **Itemized Lines** page under the **Agreement** section on the Credit Card Log form. In field one of the **Agreement** field, enter the numeric portion of the **Agreement** Number. In field two of the **Agreement** field, enter “1”. Please refer to **Figure 10**.

Figure 10: Agreement Number

— Agreement

Agreement Number ☆

Agreement Line Number

2.4.13 When do I use the Misc. Reference Option When Referencing a Request Document for a Credit Card Log Document?

The user should never use the Misc. reference option for Credit Card transactions when referencing a document.

2.4.14 How do I Add, Delete, or Copy Header Accounting Information?

On the **Header Accounting Lines** page, there are three action buttons. The **Add** button allows a new line to be entered on the form. The **Remove** button will delete the accounting line from the form. The **Copy** button will add an exact copy of the current line to the form. When entering a new accounting line where one or more accounting data elements will change, but the majority of the accounting strip information will remain the same, use the **Copy** button to reduce data entry. These actions may also be performed from the **Accounting Summary** page. See the Purchasing User Guide for more information.

2.4.15 What Edits are Performed in Pegasys When You Verify that Information Entered on the Credit Card Log Form is Valid and Correct?

The following edits are applied to every Pegasys spending transaction:

- **Spending Edits** - Transaction amounts are checked against available budget amounts.
- **Validity Edits** - All codes (e.g., commodity codes, vendor codes) are checked against the appropriate reference table data.
- **Relationship Edits** - Accounting Templates are compared to Pegasys accounting elements to ensure compatibility.

2.4.16 Must the Credit Card Log Form be Approved?

A Prch - Credit Card approval is required for all Credit Card Log documents. The Credit Card approver can be the cardholder, an approving official, supervisor or a budget/financial analyst.

Each office will define how the administrative approvals are applied to the Credit Card Log document.

2.4.16.1 What is the Effect When an Approval is not Applied to the Credit Card Log Form?

The Credit Card Log form will remain unprocessed in the system. If the Credit Card Log form was not processed prior to the bank statement being loaded into Pegasys, the system will not automatically match the log document to the appropriate bank statement lines at that time.

2.4.17 What Happens to the Credit Card Log Form When it is Processed?

Processing the Credit Card Log form turns the form into a document, which then updates all budgets and plans. Once processed, the Credit Card Log document will display in the Reconciliation Notebook. All transactions processed against a card can easily be reviewed in the Reconciliation Notebook. **Table 8** displays the Pegasys Credit Card Log document categories and associated document types, along with the budgetary impact of each document.

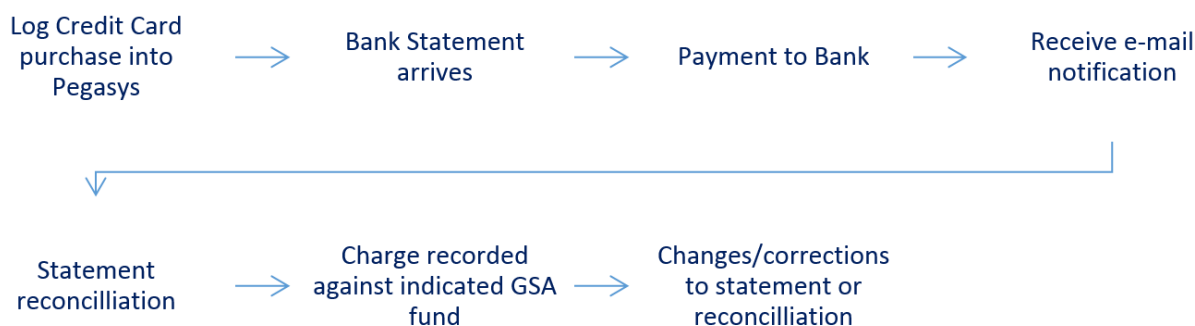
Table 8: Pegasys Credit Card Log Document Categories and Document Types

Pegasys Document Categories	Budgetary Impact	Pegasys Document Types	Notes
Purchase Request	Commitment	PR and IQ	PR's are not created in the Credit Card Subsystem, but are copied forward from the Purchasing Subsystem.
Training Request	Commitment	TR	TR's are not created in the Credit Card Subsystem, but are copied forward from the Purchasing Subsystem.
Credit Card Log	Obligation	CL	The log document acts as an order and is created in the Purchasing Subsystem.
Credit Card Training Log	Obligation	CT	The log document acts as an order and is created in the Purchasing Subsystem.

2.5 Credit Card Processing Cycle

2.5.1 What Happens During the Credit Card Processing Cycle?

The Credit Card processing cycle consists of two primary activities: tracking credit card purchases and reconciling the bank charges to the processed Credit Card Log or accounting strip. The Credit Card process involves the steps in **Figure 11**.

Figure 11: Credit Card Processing Cycle

The Credit Card Processing Cycle above are as follows:

- Log Credit Card purchase into Pegasys
- Bank Statement arrives
- Payment to Bank

- Receive e-mail notification
- Statement reconciliation
- Charge recorded against indicated GSA fund
- Changes/correction to statement or reconciliation

2.5.1.1 How is the Credit Card Log Document Used During the Credit Card Processing Cycle?

Information captured on the Credit Card Log document is used to assist in auto reconciliation or manual reconciliation with the bank statement lines.

2.5.1.2 What Happens to the Credit Card Log Documents in the Auto Reconciliation Process?

When the bank statement arrives, it is loaded into Pegasys through a nightly offline process that attempts to match the credit card bank statement with certain criteria on the Credit Card Log documents automatically.

2.5.1.3 What Criteria Does Pegasys Use to Automatically Match the Credit Card Log Documents to the Appropriate Bank Statement Line?

Pegasys uses the following criteria:

- Credit Card number/Alias
- Authorization code (if populated on the Credit Card Log document)
- Charge date and dollar amount (an exact match)
- Charge amount within tolerance limit
- Charge date within tolerance limit

For each selected bank statement line, Pegasys locates all Credit Card Log documents that use the same Credit Card as the bank statement line. For each of these Credit Card Log documents, there are three levels of match attempts using the criteria listed above. These three levels of match attempts are:

- First Automatic Match Attempt by Authorization Code
- Second Automatic Match Attempt by Exact Dollar Amount and Charge Date
- Third Automatic Match Attempt by Charge Date and Dollar Amount Within Tolerance

First Automatic Match Attempt by Authorization Code. Pegasys looks at the authorization code on the bank statement line and checks to see if a Credit Card Log document exists with that authorization code. If a match is found, Pegasys checks to ensure that the date and dollar amount are within tolerance limit.

Second Automatic Match Attempt by Exact Dollar Amount and Charge Date. If a match is not found based on the authorization code, Pegasys looks for a Credit Card Log document where the date and dollar amounts exactly match the bank statement line. However, if there are multiple charges for a credit card with the same amount and date, no match is made.

Third Automatic Match Attempt by Dollar Amount and Charge Date Within Tolerance. If a match is not found for a credit card based on exact charge date and dollar amount, Pegasys looks for a Credit Card Log document where the date and the dollar amounts match within tolerance limits set for the credit card.

When Pegasys finds a match based on date and amount within the tolerance limit, it saves the potential match and continues checking the remaining transactions. However, if another possible match is found, no match is made and the process skips to the next statement line. The reconciliation process will consider it a match only if no other potential match is found.

If a match is found based on one of the three match attempts, the process prorates the amount of the bank statement line across all of the accounting lines on the Credit Card Log document, creating a reconciliation record that ties each accounting line to the bank statement line.

Example: A Credit Card Log document is created for a total of \$300. There are two accounting lines with different funding associated with each line. The amount for Accounting Line 1 is \$100 and the amount for Accounting Line 2 is \$200. The bank statement line comes in from the bank for a total of \$300 (the amount of the Credit Card Log document). When Pegasys matches the bank statement line to the Credit Card Log document, it will reconcile the bank statement line \$100 for Accounting Line 1 and \$200 for Accounting Line 2.

The process always reconciles for exactly the amount on the bank statement line, regardless of whether that amount equals the amount of the summary transaction. After a successful match, a Credit Card Reconciliation record is created listing the following:

- Credit Card Log document ID and line number
- Bank Statement ID and line number
- Reconciled amount (statement amount)
- Credit card number

2.5.1.4 What information is created once the nightly Offline Statement Load Process is successfully run?

The process creates new statements, statement lines, and statement line details. A user can view all transactions processed against a card to which he/she has access in the Reconciliation Notebook.

2.5.1.5 What Occurs When a Payment is Made to the Bank?

GSA will pay the bank statements immediately upon receipt prior to completed reconciliation. The bank statement amount will be paid against the accounting strip defined by the credit card user's default accounting template. This process is done through a nightly offline process.

2.6 Credit Card Reconciliation Process

2.6.1 How Do I Know When I Need to Access the Reconciliation Notebook?

After the bank statement is loaded into Pegasys through the nightly offline process, the cardholder and other designated people are notified by e-mail that a new bank statement has been received. The e-mail notice contains the following information: card alias, charge date, credit card transaction type, amount, vendor city, and state. The e-mail indicates to the user that new charges have been received against their card and the user should begin reconciliation for these new charges.

2.6.2 How do I Access the Reconciliation Notebook so that Credit Card Purchases can be Reconciled with the Bank Statement Lines?

The user selects **Transactions - Credit Card - Statement Reconciliation Notebook** from the menu bar on the desktop. The Statement Activity section of the Reconciliation Notebook is used to conduct all reconciliation actions.

Figure 12 displays the Statement Reconciliation Notebook Page Search Criteria section.

Figure 12: Statement Reconciliation Notebook Statement Page Search Criteria

Statement Reconciliation

Search Criteria

Credit Card

Search

Items added: 1132

AARONMCMULLE0268
AARONSTARR1826
AARONWISAGER8411
ABELCONCHA2602
ACKLYNRHODES9812
ADRIANRWILEY1936
ADRIANRWILEY1045

Add all Remove all

Status

Search

Items added: 1

Loaded
Suspended
Defaulted
Offset
Pending Default
Auto Reconciled
Reconciled

Add all Remove all

Approval Group


Card Status Active

Charge Date To

Search Clear View Disputes

Figure 13: Statement Reconciliation Notebook Statement Activity

STATEMENT ACTIVITY
1 - 3 of 3 results



<input type="checkbox"/> Alias	Line Number	Status	Charge/Crec	Charge Date	Vendor Name	Charge Amount	Reconciled Amount	Dispute Status	Dispute Amount	Dispute Unmatched Amount
<input type="checkbox"/> REBECCASCOT	0	Defaulted	Charge	06/22/2020	IN *COMMERCIAL FACILIT	\$309.05	\$309.05	None	\$0.00	\$0.00
<input type="checkbox"/> REBECCASCOT	5	Defaulted	Charge	10/01/2020	ENVISION BUSINESS CARD	\$36.00	\$36.00	None	\$0.00	\$0.00
<input type="checkbox"/> REBECCASCOT	5	Defaulted	Charge	10/23/2020	IN *COMMERCIAL FACILIT	\$1,364.28	\$1,364.28	None	\$0.00	\$0.00

10 per page << >> Page 1 of 1

The Credit Card Shuttle Box displays a list of selectable aliases where the user is an authorized user of the corresponding cards. The Credit Card shuttle box is comprised of the following buttons:

- **Add All button**
 - o Located below the Credit Card (Selection) box.
 - o Selecting this button moves all aliases in the left side of the box to the right side of the box, and uses those aliases in the search.
- **Remove All button**
 - o Located below the Credit Card (Selected) box.
 - o Selecting this button moves all aliases from the right side of the box to the left side of the box, so that those card aliases are not used in the search.
- **Right Arrow button (Single selection)**
 - o Located between the Credit Card (Selection) box and the Credit Card (Selected) box.
 - o Selecting this button moves the selected alias(es) from the left side of the box to the right side of the box, and uses those aliases in the search.
- **Left Arrow button (Single selection)**
 - o Located between the Credit Card (Selection) box and the Credit Card (Selected) box.
 - o Selecting this button moves the selected alias(es) from the right side of the box to the left side of the box, so that those card aliases are not used in the search.

NOTE: These buttons work the same for selecting the Status of the statement line within the Status Shuttle box.

2.6.3 What Credit Cards are Visible when the Reconciliation Notebook is Opened?

The credit cards that a user has security rights to view will be displayed.

2.6.4 What Functions can be Performed Within the Reconciliation Notebook?

The purpose of the Reconciliation Notebook is to allow credit card users to manually reconcile records that were not matched during the reconciliation process, unreconcile previously matched records if necessary, and correct reconciliations that were made automatically or incorrectly.

The Reconciliation Notebook is divided into four sections.

1. The Search Criteria section at the top, allows the user to select particular credit cards as well as specify the status of specific statement lines to be displayed.
2. The Statement Activity section on the left hand side, allows the user to search, view, and sort the statement lines sent by the bank. The Filter button can be used to further select a subset of statement lines. The View button allows the user to examine details, payments, SmartPay3 details, history, and errors related to the selected statement line, as well as any offset details (if applicable). The Actions button allows the user to perform the accept, approve, or reject actions although none of these options will be used by GSA. In addition, the Pending Offset, Offset, and Revert Offset options are available to perform actions of offsetting or reverting an offset. Under the Actions button is also where a statement line can be unreconciled, reopened, or restored, by using the following options: Unreconcile All, Reopen Paid Line, and Restore To Paid. The Attachments button allows the user to view attachments. The Retrieve Transactions button pulls all transactions related to the selected card alias into the Transaction/Accounting Activity box to the right.
3. The Transaction/Accounting Activity section on the right hand side, allows the user to reconcile open Credit Card Logs or accounting strips with available statement lines. The Filter button can be used to find the appropriate transaction. The View button allows the user to examine details or enter additional details on the Activity Details modal, or view the document selected. The Actions button is where the user would select Reconcile when the credit card transaction or accounting information is ready to be reconciled to the statement line. The Add button provides the options to create Accounting Information for reconciling and to add a transaction that does not have credit card information. This capability allows cardholders to reconcile credit card charges and credits to any transaction that was paid for with a credit card, including those where the credit card number was inadvertently left off the credit card order at the time the transaction was entered into Pegasys.
4. The Reconciliation Activity section at the bottom is used to display items that have been reconciled to the statement line. When the statement line is selected in the Statement Activity section, it can be unreconciled to bring it to an Available status and ready for reconciliation.

NOTE: Selecting the Reject action on bank statement lines with a status of Reconciled, Auto Reconciled, or Suspend will change the line's status to Reject and will prevent the line from being transferred to the indicated accounting strip. If this action is selected by mistake, the line must be properly reconciled to an accounting strip or a credit card log before it can be transferred. To change a Rejected bank statement line to Reconciled status, select the bank statement line and select the Accept action if the line was previously reconciled to an

accounting strip or a credit card log. If not, select the Rejected bank statement line, reconcile the line to an accounting strip or credit card log and select the Accept action.

2.6.5 What Items do I Take Action on Within the Reconciliation Notebook?

Reconciliation Notebook. Bank Statement lines will not have the status of “approved”, “pending default,” “accepted”, “auto approved”, “suspended”, “partially reconciled”, or “rejected”.

Table 9: Bank Statement Line Status Search Criteria

Status Criteria	Descriptions	Proceed To
Loaded	Displays new statement lines that have been loaded into Pegasys by the nightly offline process.	The user should wait until the line is in “Defaulted” status after the next nightly offline Prepayment process has run.
Available	Displays statement lines that were previously “paid” or “defaulted” but were unreconciled using the Unreconcile button.	Reconcile the statement line to the appropriate Credit Card Log document or directly to an accounting strip.
Suspended	N/A	Not applicable for GSA.
Defaulted	Displays statement lines that have been prepaid to the bank, following the nightly offline process.	Unreconcile the statement line to bring it to an “Available” status and ready for reconciliation.
Pending Default	Displays statement lines that have been validated in the nightly offline process, but the charge against the indicated accounting strip has not been completed.	Not applicable for GSA.
Auto Reconciled	Displays statement lines that have been auto reconciled to a Credit Card Log document through the nightly offline process.	The user should wait until the line is in “Paid” status after the next nightly offline process.
Reconciled	Displays statement lines that have been reconciled to a Credit Card Log document or to an accounting strip using the Reconciled action.	No action by the user is required. The nightly offline process will record the charge against the indicated transaction and mark the statement lines as “Paid”.

Status Criteria	Descriptions	Proceed To
Partially Reconciled	N/A	Not applicable for GSA. If partial amounts are reconciled, the bank statement line status will remain in the status Partially Reconciled until the full amount is reconciled.
Error	Displays statement lines for which an error was reported on the related CP document.	Use the View button to display the payment for the statement line with “Error” status. Follow GSA policy for correcting errors on a rejected CP, if one is generated. Once the errors are corrected, the corresponding statement line will change to “Paid” status.
Paid	Displays statement lines where the purchase amount was recorded against the indicated credit card log or accounting strip.	No action by the user is required unless the statement line was reconciled to the wrong transaction. In this case, the user should “reopen” the statement line and reconcile it to the correct transaction.
Accepted	Displays previously “reconciled” statement lines that have been accepted for payment by selecting the “Accept” action.	Not applicable for GSA. <ul style="list-style-type: none"> If a line is in “Accepted” status, no action needed by user. The nightly offline process will record the charge against the indicated transaction and mark the statement lines as “Paid”.
Approved	Displays previously “reconciled” statement lines that have been approved for payment by selecting the “Approve” action.	Not applicable for GSA. <ul style="list-style-type: none"> If a line is in “Approved” status, no action needed by user. The nightly offline process will record the charge against the indicated transaction and mark the statement lines as “Paid”.
Auto Approved	N/A	Not applicable for GSA.

Status Criteria	Descriptions	Proceed To
Rejected	Displays statement lines that have been rejected and sent back to user for action.	Not applicable for GSA. <ul style="list-style-type: none"> If selected by mistake, select the bank statement line and select the Accept action if the line was previously reconciled to an accounting strip or a credit card log. If the bank statement line has not been reconciled, select the Reject bank statement line, reconcile the line to an accounting strip or credit card log.
Offset	Displays a credit line that is offset with its matching charge statement line.	No further action is needed.
Pending Offset	Displays a statement line that will be offset to its matching opposing charge/credit statement line once it is loaded into Pegasys.	Once the opposing, matching statement line exists in the system, it can be offset to the Pending Offset statement line.

2.6.6 What Happens if I do not Reconcile my Bank Statement Lines?

The bank statement line will remain reconciled to the default accounting strip for that credit card with a status of **Defaulted**, unless it is unreconciled and re-reconciled to a Credit Card Log document or to another accounting strip. Default coding will begin with CC (e.g., CC-192X-PG61-P00Y0001-PG901- 619).

2.6.7 How do I Determine Whether to Reconcile the Statement Line by Using the Add Accounting Information Button?

If the user reconciles the bank statement line to a Credit Card Log document, always select the **Retrieve Transactions** button. If the user reconciles directly to an accounting strip, select the **Add Accounting Information** button. Statement lines for credit (rather than a charge) as well as fees for convenience check should be reconciled using the Add Accounting Information button.

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

2.6.8 What is the Effect if I Reconcile Only a Partial Amount of my Bank Statement Line?

The user must reconcile the entire amount of the bank statement line.

2.6.9 Why do I Need to Enter Vendor Information in the Reconciliation Notebook?

GSA is required to report vendor information for IRS Form 1099 when manually entering an accounting strip for convenience checks and convenience check fees transactions.

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

2.6.10 How Does Pegasys Handle Changes/Corrections to Bank Statement Lines?

The user is allowed to make unlimited changes to bank statement items after reconciliation or after a charge recorded against the indicated GSA fund has been completed. The user will go to the Reconciliation Notebook and select the appropriate bank statement lines, unreconcile, and make the necessary changes. A nightly offline process will transfer charges between accounting strips.

2.6.10.1 What Must I do When Changing the Accounting Strip on a Credit Card Log Document and the Bank Statement Line Already is Reconciled to the Credit Card Log Document and has a Paid Status?

If a bank statement line with “Paid” status is being unreconciled from a Credit Card Log document, the user must first put the statement line back into a Reconciled status by selecting the Reopen Paid Line button. The user must next bring the statement line back to Available status by selecting the Unreconcile button. Once the statement line becomes available, it should be reconciled temporarily to an accounting strip using the Add Accounting Information button. After the offline process runs that night, the statement line will be paid and the Credit Card Log document will be re-opened. At this point, the Credit Card Log document may be amended with the correct accounting information. Next, the statement line can be unreconciled from the temporary accounting strip and reconciled to the amended Credit Card Log document.

NOTE: This process takes two days, one day to reconcile to the accounting strip so the CL can be reopened, and another day to re-reconcile to the amended Credit Card Log document. Refer to *What are the Step-by-Step Instructions to Unreconcile a Bank Statement Line?* for more details.

2.6.11 How Does Pegasys Process Miscellaneous Charges (e.g., Shipping Charges)?

Miscellaneous references are applied in the Reconciliation Notebook.

2.6.12 How do I Reconcile Bank Statement Lines for Convenience Checks and Convenience Check Fees?

The **Reconciliation Notebook** displays bank statement lines for convenience checks just as it would for any other credit card charge. However, the bank applies a 1.25% administrative fee to the total amount of each convenience check. A separate bank statement line for the convenience check’s fee will appear in the **Reconciliation Notebook**.

Bank statement lines for both convenience checks and convenience check fees must be reconciled to a valid accounting strip and a valid Pegasys vendor. Do not use vendor code CCVEND for either bank statement lines. When you reconcile bank statement lines for convenience check fees, the bank statement lines that reflect a 1.25% administrative fee, ALWAYS assign the following vendor information. Additionally, enter 522 (Credit Card Administrative Fees) in the SOC (sub-object class) field of the accounting strip.

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

If you attempt to reconcile a bank statement line for a convenience check and the desired vendor is not in the Vendor Maintenance table, new vendor requests can be completed on GSA's vendor request website at <https://finance.ocfo.gsa.gov/VendorRequest/co/Stepd.aspx>.

2.7 Credit Card Reports

2.7.1 What Types of Standard Credit Card Reports are Available in Pegasys?

Please refer to **Section 9** for a list of the reports and procedural steps on how to generate the Credit Card reports.

3 Create Credit Card Logs

In Pegasys, creating the Credit Card Log form is mandatory and is used to record the purchase of goods or services on the credit card. Keep in mind that creating a credit card log is the first step in the reconciliation process. Step two requires that the user also reconcile their logs to the appropriate bank statement lines to complete the reconciliation process. **NOTE:** Failure to do so will result in a double obligation.

Further details are discussed in **Section 5**. If the user needs to send a copy of the document to the vendor, use the document type that corresponds to the purchase (i.e., CL- Credit Card Log or CT- Training Credit Card Log).

NOTE: If the user wants only to document the purchase, use document type CL-Credit Card Log for all credit card purchases. Credit card logs should not be created for credit transactions.

Table 10 lists the minimum required fields for a Credit Card Log form.

Table 10: Credit Card Log Form - Minimum Required Fields

Name	Description
Vendor Code	The code of the vendor to whom the credit card charges were made.
Remit to Address	Allows the user to specify an address where the payment should be remitted.
Alias	The name associated with the credit card being used.
Description	A text field 255 characters in length used to enter additional information.
Accounting Dimensions	Accounting dimensions are classification codes that record detailed accounting information for a transaction. Accounting dimensions are used to: <ul style="list-style-type: none">• Define which budget against which a document should be processed.• Define which plan(s) against which a document should be processed.• Classify documents for cost accounting purposes• Classify documents for reporting purposes.

3.1 What are the Step by Step Instructions to Create a Credit Card Log Form?

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

1. Sign into Pegasys.
2. Select **Transactions - Purchasing - New - Order** from the Pegasys menu bar. The New Order page is displayed in **Figure 14**.

Figure 14: Purchasing New Order/Credit Card Log Page

NEW ORDER

The screenshot shows the 'NEW ORDER' page in Pegasys. A 'New Order' button is at the top left. The form contains the following fields and controls:

- * Document Type:** A dropdown menu with 'CL' selected and a star icon. A 'Credit Card Log' button is to its right.
- Document Number Format Prefix:** A text input field with a star icon.
- Security Org:** A text input field with a star icon.
- * Document Number:** A text input field containing 'CL2329927' and a 'Generate' button.
- Title:** A text input field.
- Copy Document:** Radio buttons for 'None' (selected), 'Copy From', and 'Copy Forward'.
- File:** A 'Choose File' button and 'No file chosen' text.

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 selection attempts 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 **Section 1.3** for more details on how to select the appropriate security organization).

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 in **Figure 15**.

Figure 15: Credit Card Log Form Header Page

Pegasys / Transactions / Purchasing / New / Order / Header: CL Credit Card Log CL2329927 NEW FULL FORM

HEADER

Header Fixed Assets Office Addresses Header Accounting Lines Itemized Lines Credit Cards

General

Document Type: CL Credit Card Log

Status: NEW

Document Number: CL2329927

Title:

Ordered By:

Agency UEI:

Agency DUNS Number:

Agency EFT Indicator:

Disbursing Office:

Order Date:

Accounting Period:

Reporting Accounting Period:

Document Classification:

Security Org: GSA

☐ Suppress Printing

☐ Fast Pay

☐ Invoice Required

☐ Receipt Required

Vendor Information

Vendor: * Vendor Address Name Customer Account * Remit To Address

Alternate Payee: Vendor Address Name

Designated Agent: Vendor Address Name

Verify Save Submit Schedule Refresh Fund Currency

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.
 - 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://finance.ocfo.gsa.gov/VendorRequest/co/Stepd.aspx>.
19. CONVENIENCE CHECK FEES - A specific Vendor Address will be used (see TIP C03).

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

Figure 16: Credit Card Log Vendor Address Section

Standardized Format	<input type="text" value="v"/>
Address Name	<input type="text"/>
Address Line 1	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value="☆"/>
Postal Code	<input type="text" value="☆"/>
County	<input type="text" value="☆"/>
Country	<input type="text" value="☆"/>

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 + 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.
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 in **Figure 17**.

Figure 17: Credit Card Log Header Accounting Lines Page

HEADER ACCOUNTING LINES

Header Fixed Assets Office Addresses Header Accounting Lines Itemized Lines Credit Cards ...

Header Accounting Line Tax Lines

No results

<input type="checkbox"/>	Line Number	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm
Total Header Funded Amou										

References... **Add** Copy ▼ Remove Reset Replace

[Go to top of Main Content](#)

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 18: Credit Card Log Header Accounting Line Tab Line Amounts Section

— Line Amounts	
	Current Amount
Ordered	\$0.00
Applied Credit	\$0.00
Withholding Tax	\$0.00
Line Amount After Withholding	\$0.00
Withholding Tax Allowance	\$0.00
Net Total	\$0.00

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

Figure 19: Credit Card Log Header Accounting Line Accounting Dimensions Section

Accounting Dimensions

Template

BBFY

>

Project Code

Work Item

PRC

EBFY

>

Activity

Lease #

Fund

Sub-Object Class

Cost Organization

Region

Building #

YBA

>

Default

Org Code

Location/System

BETC

Program

Vehicle Tag #

Cohort Yr

>

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 the corresponding Template. Header Accounting Line page is displayed.

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.

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

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

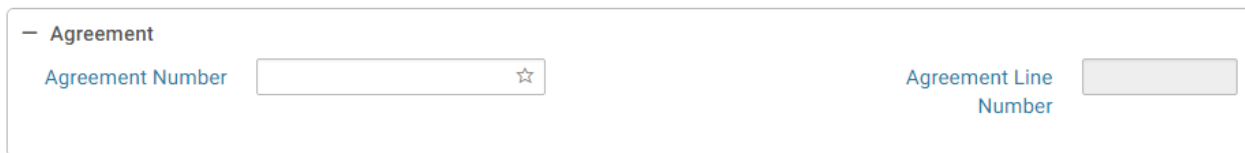
NOTE: Federal Supply Service Fund 285 uses the description field to enter gallons of gas purchased.

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.

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

Figure 20: Credit Card Log Agreement Section



The screenshot shows a form section titled "Agreement". Below the title, there are two input fields. The first field is labeled "Agreement Number" and has a search icon (a star) to its right. The second field is labeled "Agreement Line Number".

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 the corresponding Agreement. The Header Accounting Line page is displayed.

34. 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 Select button next to the 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.

35. 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.
36. To add an approver to the form, select the **Add User** button. The search page will be displayed.
37. 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.
38. Highlight the appropriate **Principal ID** record for the approver of the form. Then select the **Select** button.
39. The selected user will be added to the approvers list on the **Approval Routing** tab.

Reminder: Users are required to add an approver to a form, even if the approver is the form's creator.

40. 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.
41. **OPTIONAL STEP:** If needed, a user can submit a Review Form Task to have a Reviewer review and comment on the form. Select the Ellipsis button, select Route, select the Review Form. Once a new window is opened, enter in the appropriate information and select submit at the bottom of the page.
42. Select the **Submit** button once all errors are resolved. Form was Submitted Successfully for processing message appears. The User can select the dropdown on the Submit button and select Urgent.

NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select Submit then Urgent.

3.2 What are the Step by Step Instructions to Create a Training Credit Card Log Form?

To consolidate multiple requests on a single Training Credit Card Log, refer to the Pegasys Purchasing User's Guide, Section 6: Orders. 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 in **Figure 21**.

Figure 21: Credit Card Training Log New Order Page

NEW TRAINING ORDER

The screenshot shows the 'NEW TRAINING ORDER' form. At the top left, there is a button labeled 'New Training Order'. The form contains several fields and options:

- Document Type:** A dropdown menu with 'CT' selected and a star icon. To the right is a button labeled 'Credit Card Training Log'.
- Document Number Format Prefix:** A text input field with a star icon.
- Security Org:** A text input field with a star icon.
- Document Number:** A text input field with 'CT0078756' entered. To the right is a 'Generate' button.
- Title:** A text input field.
- Copy Document:** Radio button options: 'None' (selected), 'Copy From', and 'Copy Forward'.
- File:** A button labeled 'Choose File' and a text label 'No file chosen'.

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 selection attempts 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., 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 **Section 1.3** for more details on how to select the appropriate security organization).

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 in **Figure 22**.

Figure 22: Credit Card Training Log Header Page

HEADER | Fixed Assets | Office Addresses | Employees | Header Accounting Lines | Itemized Lines | ...

Expand All | Collapse All

General

Document Type: CT | Credit Card Training Log

Status: NEW

Document Number: CT0078756

Title:

Ordered By:

Agency UEI:

Agency DUNS Number:

Agency EFT Indicator:

Disbursing Office:

Order Date:

Accounting Period:

Reporting Accounting Period:

Security Org: GSA

☐ Suppress Printing

☐ Fast Pay

☐ Invoice Required

☐ Receipt Required

Vendor Information

Vendor

* Vendor:

Address Name:

Alternate Payee

Vendor:

Address Name:

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.

- a. To Search for a Vendor Code select on the **Code** field label. Enter Search criteria and select **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**.
 - ii. Request a new code at <https://finance.ocfo.gsa.gov/VendorRequest/co/Stepd.aspx>.
 - iii. **CONVENIENCE CHECK FEES** - A specific Vendor Address will be used (see TIP C03).

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

Figure 23: Credit Card Training Log Vendor Address Section

The screenshot shows a web form titled "Advanced Search" with a minus icon. The form contains the following fields and controls:

- Standardized Format:** A dropdown menu with a downward arrow.
- Address Name:** A single-line text input field.
- Address Line 1:** A multi-line text input field consisting of five stacked boxes.
- City:** A single-line text input field.
- State:** A dropdown menu with a star icon.
- Postal Code:** A single-line text input field with a star icon.
- County:** A single-line text input field with a star icon.
- Country:** A single-line text input field with a star icon.

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 + 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.

28. If the GSA Form 300 is to be printed, select an Office Address on the **Office Addresses** tab.

29. Select the **Course Information** tab to enter information about the training.

Figure 24: Course Information Page Navigation

The screenshot shows the 'OFFICE ADDRESSES' tab selected in the top navigation bar. A dropdown menu is open, showing options: Credit Cards, Approval Routing, Memos, Course Information (highlighted), Summary, and Correspondence. The main content area shows a table with columns for Office Type, Office, Address, and Primary Point Of Contact. The 'Issue' row is selected. The bottom of the screen shows a 'More' button, 'Add', 'Copy', and 'Remove' buttons, and a pagination control showing '10 per page' and 'Page 1 of 1'.

Figure 25: Credit Card Training Log Course Information Tab

The screenshot shows the 'COURSE INFORMATION' tab selected. The 'General' section contains a 'Course' link, a star icon, and fields for 'Course Code' and 'Course Title'. The 'Program Office' and 'Class Sequence' fields are also present. The 'Course Dates' section has fields for 'Start Date', 'End Date', and 'Drop Date'. The 'Course Hours' section has fields for 'Duty Hours', 'Non-duty', and '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 in **Figure 26**.

Figure 26: Credit Card Training Log Employees Tab

The screenshot shows the 'EMPLOYEES' tab selected. The main content area shows a table with columns for Code and Last Name. The first row shows '100046801' and 'LAST4328'. The bottom of the screen shows a 'Go to top of Main Content' link, 'Add' and 'Remove' buttons, and a pagination control showing '10 per page' and 'Page 1 of 1'.

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 to 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 the 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.

Figure 27: Credit Card Training Log Header Accounting Line Tab Line Amounts Section

Line Amounts
Current Amount

Ordered	<input type="text"/>	\$0.00
Applied Credit	<input type="text"/>	\$0.00
Net Total	<input type="text"/>	\$0.00

42. REQUIRED - Select an Accounting Template for the Header Accounting Line in the Accounting Dimensions section shown in **Figure 28**.

Figure 28: Credit Card Training Log Accounting Dimensions Section

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 the 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 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.

43. Select in 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.

44. 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.

45. 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.

46. To add an approver to the form, select the **Add User** button.

47. 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.

48. Select the appropriate Principal ID record for the approver of the form. Then select the **Select** button.

49. The selected user will be added to the approvers list on the **Approval Routing** tab.

Reminder: Users are required to add an approver to a form, even if the approver is the form's creator.

50. 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.
51. OPTIONAL STEP: If needed, a user can submit a Review Form Task to have a Reviewer review and comment on the form. Select the Ellipsis button, select Route, select the Review Form. Once a new window is opened, enter in the appropriate information and select submit at the bottom of the page.
52. Select the **Submit** button once all errors are resolved. Form was Submitted Successfully for processing message appears. The User can select the dropdown on the Submit button and select Urgent.

NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select Submit then Urgent.

4 Search, View, Correct, Amend, Cancel, Delete, or Query Credit Card Log Forms and Documents

4.1 How do I View a Credit Card Log?

The Pegasys View Form option allows users to view held or rejected Credit Card Log forms, but prohibits the user from making changes. When viewing a log, all fields are protected. The following steps describe how to view a log.

1. Select **Transactions - Purchasing - View** from the menu bar. The *View* page will be displayed in **Figure 29**.

Figure 29: Credit Card Log View Page

View

Search Criteria		Document Status	
Subsystem	Purchasing	<input type="checkbox"/> Processed	<input type="checkbox"/> Rejected
Document Type	CL <input type="button" value="☆"/> Credit Card Log <input type="button" value="☆"/>	<input type="checkbox"/> Canceled	<input type="checkbox"/> Archived
Document Number	<input type="text"/>	<input type="checkbox"/> Scheduled	<input type="checkbox"/> Pending Approval
Amendment / Modification Number	<input type="text"/>	<input checked="" type="checkbox"/> Held	
Temporary Amendment Number	<input type="text"/>		
Document Category	<input type="text"/>	User ID	<input type="text"/>
Accounting Period	<input type="text"/> ☆ To <input type="text"/> ☆	Security Org	<input type="text"/>
Document Date	<input type="text"/> To <input type="text"/>	Title	<input type="text"/>
		Contracting Officer Login ID	<input type="text"/>

2. Check the desired document status check box(es) from the **Document Status** group box.
3. Enter a Document Type in the **Document Type** field.
 - a. You may search for the Document Type by selecting the **Document Type** field label. Enter Search criteria. Select the **Search** button. Search results are displayed. To select a Document Type select corresponding **Select** button. The *View* page is displayed with the **Document Type** field completed.
4. Enter the document number of the form or document in the **Document Number** field.
5. Select **Search** button. Results are displayed. Select document or form that you wish to view.
6. Select the **View** button. The *Header* page of the selected form will be displayed in **Figure 30**. All fields will be protected.

Figure 30: Credit Card Log Header Page

HEADER

Header Fixed Assets Office Addresses Header Accounting Lines Novation Vendor History Novation Designated Agent History ...

— General

Make Recurring

Document Type **CL** Credit Card Log

Status **PROCESSED**

Document Number **CL2329803**

Title

Ordered By

Number of Accounting Lines **1**

Number of Itemized Lines **0**

Closed Accounting Lines **0**

Closed Itemized Lines **0**

Agency UEI

Agency DUNS Number

Agency EFT Indicator

Disbursing Office **KC6**

Created by **allroles90**

Last Modified by **allroles90**

Orig Order Date **10/05/2020**

Last Order Date **10/06/2020**

Accounting Period **01/2021**

Reporting Accounting Period **01/2021**

Last Batch Number

Document Classification

Security Org **GSA**

Last Amendment Number **0**

☐ Suppress Printing

☒ Fast Pay

☐ Invoice Required

☐ Receipt Required

☐ Allow System Generated Accrual

4.1.1 How do I search for a form?

1. Select **Transactions - Purchasing - View** from the menu bar. The *View* page will be displayed in **Figure 31**.

The Document Status checkbox will default to *Held*.

Figure 31: Credit Card Training Log View Page

View

Search Criteria

Subsystem **Purchasing**

Document Type **CL** Credit Card Log

Document Number

Amendment / Modification Number

Temporary Amendment Number

Document Category

Accounting Period To

Document Date To

Document Status

☒ Processed

☐ Canceled

☐ Scheduled

☐ Held

☐ Rejected

☐ Archived

☐ Pending Approval

User ID **allroles90**

Security Org

Title

Contracting Officer Login ID

Vendor

Code

UEI

DUNS

AAC/DODAAC

TIN (SSN/EIN)

EFT Indicator

Customer Account

Search **Clear**

2. Enter a Document Type in the **Document Type** field.
 - a. 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 the corresponding **Select** button. The View page is displayed with the **Document Type** field completed.

3. In the **Document Number** field, enter the document number, if known, and proceed to step 7. If the document number is unknown, proceed to step 4.
4. In the **Search Criteria** group box, enter one or more of the following search criteria:
 - a. Document Category
 - b. Document Number
 - c. User ID (user login ID)
 - d. Document Date From
 - e. Document Date To

For example, user John Doe wants to initiate a search for all Credit Card Logs created with his user ID for the month of February. The search criteria would be entered this way, USER ID = johndoe, From Date = 02/01/04, To Date = 02/28/04.

5. If additional search criteria are needed, expand the **Additional Criteria, Procurement, Accounting Dimensions, User Defined Header Fields, and Additional Search** sections. If no additional search criteria are needed, go to step 7.
6. Enter one or more of the following additional search criteria:
 - a. Amount From Amount
 - b. Amount To Amount
 - c. Open/Closed
 - d. Alternate Payee Code
 - e. Alternate Payee Address Code
 - f. Designated Agent Code
 - g. Designated Agent Address Code
 - h. Template
 - i. Any accounting dimension
7. Select the **Search** button. The forms matching the search criteria will be displayed.
8. Select the desired form and select **View** button. The form will be opened for review.

4.2 How do I Correct a Form or Document?

Pegasys users can correct a Credit Card Log as a form or a document. The difference between correcting a form and correcting a document is the status. All successfully processed forms become documents; thus, all forms have a status of “Held,” or “Rejected,” while all documents have the status of “Processed.”

The following steps describe how to correct a form or a document.

1. Select **Transactions - Purchasing - Correct** from the menu bar. The *Correct an Existing Form/Document* page will be displayed in **Figure 32**.

Figure 32: Credit Card Log Correct Page

Correct

2. Check the desired document status check box(es) from the **Document Status** group box.
3. Enter a Document Type in the **Document Type** field.
You may search for the Document Type by selecting the **Document Type** field label. Enter Search criteria. Select the **Search** button. Search results are displayed. To select a Document Type select corresponding **Select** button. The *Correct* page is displayed with the **Document Type** field completed.
4. Enter the document number of the form or document in the **Document Number** field.
5. Select **Search** button. Results are displayed. Select document or form that you wish to correct.
6. Select the **Correct** button. The *Header* page of the selected form will be displayed in **Figure 33**.

Figure 33: Correct Credit Card Log Header Page

7. Enter the desired changes.

8. Select the **Verify** button. Any errors will be displayed. Review the error message and correct the form. Repeat step 7, if necessary.
9. OPTIONAL STEP: If needed, a user can submit a Review Form Task to have a Reviewer review and comment on the form. Select the Ellipsis button, select Route, select the Review Form. Once a new window is opened, enter in the appropriate information and select submit at the bottom of the page.
10. Select the **Submit** button to process the form.

NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select Submit then Urgent.

4.3 How do I Amend a Document?

1. Select **Transactions - Purchasing - Amend** - Desired Input Type (Request, Training Request, Non-Accounting Training Request, Order, Training Order) from the menu bar. The *New Amendment* page will be displayed.

Figure 34: Credit Card Log New Amendment Page

Pegasys / Transactions / Purchasing / Amend / New Amendment

New Amendment

Subsystem	Purchasing ▼	
* Document Type	CL ☆	Credit Card Log
* Document Number	☆	
Prefix		
* Amendment Number		Generate

2. Enter the Document Type in the **Document Type** field.
 3. Enter the document number of the document in the **Document Number** field.
 4. Enter a number for the amendment in the **Amendment Number** field.
- NOTE:** Amendments to Pegasys Credit Card Logs will follow your current amendment naming conventions.
5. Select the **OK** button. The *Header* page of the selected document will be displayed.

Figure 35: Amended Credit Card Log Header Page

HEADER

Header Fixed Assets Office Addresses Header Accounting Lines Novation Vendor History Novation Designated Agent History ...

General

Document Type Credit Card Log

Status

Document Number

Amendment Number

Title

Ordered By

Agency UEI

Agency DUNS Number

Agency EFT Indicator

Disbursing Office ☆

Order Date

Accounting Period ☆

Reporting Accounting Period ☆

Document Classification ☆

Security Org

☐ Reset

☐ Suppress Printing

☒ Fast Pay

☐ Invoice Required

☐ Receipt Required

6. Enter the desired changes.
7. Return to the Header page if necessary and scroll to the Amendment Information section. Enter the reason for the modification in the Justification text box.

Figure 36: Credit Card Log Amendment Information Section

Amendment Information

Date

* Justification

8. Select the **Verify** button. Any errors will be displayed. Review the error message and correct the form. Repeat if necessary.
9. **OPTIONAL STEP:** If needed, a user can submit a Review Form Task to have a Reviewer review and comment on the form. Select the Ellipsis button, select Route, select the Review Form. Once a new window is opened, enter in the appropriate information and select submit at the bottom of the page.
10. Select the **Submit** button to process the amendment to the document.

NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select Submit then Urgent.

4.4 How do I Delete a Form?

1. Select **Transactions - Purchasing - Delete** from the menu bar. The Delete page will be displayed.

Figure 37: Credit Card Log Delete Page

Delete

Search Criteria

Subsystem	Purchasing	
Document Type	CL	Credit Card Log
Document Number		
Amendment / Modification Number		
Temporary Amendment Number		
Document Category		
Accounting Period		To
Document Date		To

Document Status

<input type="checkbox"/> Processed	<input type="checkbox"/> Rejected
<input type="checkbox"/> Canceled	<input type="checkbox"/> Archived
<input type="checkbox"/> Scheduled	<input type="checkbox"/> Pending Approval
<input checked="" type="checkbox"/> Held	

User ID	
Security Org	
Title	
Contracting Officer Login ID	

Vendor

Code		
UEI		
DUNS		
AAC/DODAAC		

TIN (SSN/EIN)	
EFT Indicator	
Customer Account	

Search **Clear**

2. Enter a Document Type in the **Document Type** field.
You may search for the Document Type by selecting the **Document Type** field label. Enter Search criteria. Select the **Search** button. Search results are displayed. To select a Document Type select the corresponding **Select** button. *Delete* page is displayed with the **Document Type** field completed.
3. Enter the document number of the form in the **Document Number** field.
4. Select **Search** button. Results are displayed. Select document or form that you wish to delete.
5. Select **Delete** button. *Confirmation* page is opened.
6. Select the **Yes** button to delete the form, or the **No** button to cancel the deletion process.

4.5 How do I Cancel a Document?

1. Select Transactions - Purchasing - Cancel from the menu bar. The Cancel page will be displayed.
2. Enter a Document Type in the **Document Type** field.
You may search for the Document Type by selecting the **Document Type** field label. Enter Search criteria. Select the **Search** button. Search results are displayed. To select a Document Type select the corresponding **Select** button. The *Cancel* page is displayed with the **Document Type** field completed.
3. Enter the document number you wish to cancel in the **Document Number** field.
4. Select the **Search** button. Results are displayed. Select document or form that you wish to cancel.
5. Select the **Cancel** button. The *Header* page is displayed.

6. Select the **Verify** button. Any errors will be displayed. Review the error message and correct the form. Repeat Step 6 if necessary.
7. **OPTIONAL STEP:** If needed, a user can submit a Review Form Task to have a Reviewer review and comment on the form. Select the **Ellipsis** button, select **Route**, select the **Review Form**. Once a new window is opened, enter in the appropriate information and select **submit** at the bottom of the page.
8. Select the **Submit** button.

NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Submit** then **Urgent**.

NOTE: A Confirmation dialog box is not displayed.

4.6 How do I submit a Review Form Task for an unprocessed CL or CT?

1. A CL or CT has been created and saved.
2. Within the form, or after searching and selecting it from the Form/Document Selection page, on the bottom of the page select the **Ellipsis** button, select **Route**, then select **Review Form**.
3. There will be multiple fields displayed including the Title, Date Created, Submitter, Submitter name, as well as a few other fields identifying the document.
4. In the **Description** field, enter in your reason for submitting the review form, and enter in the due date in the **Due Date** field.
5. At the bottom of the page are four buttons, **Add User/Group**, **Add Routing List**, **Copy** and **Remove**.
6. The user can choose to select the **Add User/Group** button or **Add Routing List** button to add the appropriate reviewer(s) to review the form.
7. When the user has finished filling out the review form, they need to select the **Submit** button at the bottom of the page, which is also next to the **Cancel** button.
8. After submitting the review form, the user must select the X at the top right of the page and close out of the form from correct mode.
9. The Review Form task for this form will be sent to the Reviewer(s) Inbox where they will have the opportunity to review and add any comments. Once completed, the Reviewer will route the Review Form task back to the Submitter by repeating the same steps (2-7) above.
10. The Submitter will receive the Review Form task in their Inbox and can see the comments from the Reviewer. They will then have the opportunity to respond again, if needed. Otherwise, if all concerns are addressed, the task can be completed and the form should be finalized and Submitted for processing.

NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Submit** then **Urgent**.

4.7 How do I Query for a Document Using the References Button?

Referencing is a Pegasys feature that allows credit card transactions to be linked together to form a purchasing chain. To view documents that have been linked together, select the **References** button available on the **Header Accounting Lines** page of all Credit Card Logs.

NOTE: Only those documents that have been referenced using the copy forward function will be displayed. The following steps describe how to query a document using the **References** button.

1. Select **Transactions - Purchasing - View** from the menu bar.
2. Enter a Document Type in the Document Type field.

You may search for the Document Type by selecting the **Document Type** field label. Enter Search criteria. Select the **Search** button.

Search results are displayed. To select a Document Type select corresponding **Select** button. View page is displayed with the **Document Type** field completed.

3. Enter the document number of the document in the Document Number field.
4. Select **Search** button. Results are displayed. Select document or form that you wish to review.
5. Select **View** button. Header page is displayed.
6. Select the **Ellipsis** button - **References** button.

Figure 38: Credit Card Log Reference Page

DOCUMENT REFERENCE TREE

Document	Doc Typ	Doc Num	Title	Status	Amendment Number	Doc Date	System Date Time	Document Fund Amount	Document Cost Amount	Curr	Open/Closed
<input type="radio"/> Credit Card Log	CL	CL2329803		Processed		10/06/2020	10/06/2020 11:13:03	\$55.24	\$0.00	USD	Open

General

Doc Typ	CL	Document Amount	\$55.24	Doc Date	10/06/2020
Doc Num	CL2329803	Document Cost Amount	\$0.00	System Date Time	10/06/2020 11:13:03
Title		Document Closed Amount	\$0.00		
Status	Processed	Curr	USD		
Amendment Number		Open/Closed	Open		
Statement #					
Last Modified By	allroles90				

7. Select on the plus sign to expand the Referencing section.

NOTE: The Referencing section is only viewable if the document has been referenced.

8. To view a specific document in the chain, select the row.

When the document is highlighted, the fields below are displayed.

9. Select the **View Document** button to view the highlighted document. The highlighted document will be opened for review.

4.8 What are the Common Error Messages in Pegasys?

Pegasys provides three levels of warning and error messages: Informational, Overrideable, and Hard. All Pegasys error messages share a similar structure. The first line of the error message displays the name of the form or table where the error occurred, including the specific line or field followed by an error code and error message.

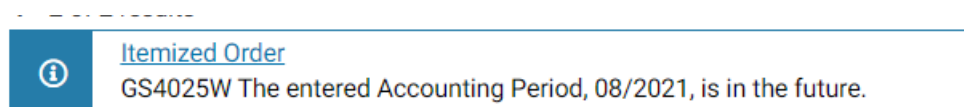
Error messages display the following key elements:

- Error symbol - identifies the type of error as informational, overrideable, or hard.
- Error code - displays a seven-digit error. The first two characters represent the subsystem that issued the error (in this example, the error occurred in the General Systems subsystem). The last character designates the severity (e.g., W-warning, E- hard error).
- Window title - identifies the location on the form where the error occurred.
- Error description - gives a detailed explanation of the problem that occurred.
- Error counter - identifies the total number of errors Pegasys encountered while trying to verify or process a transaction.

4.8.1 How do I identify an information message?

Informational messages are blue and appear with an “i” in a circle at the beginning of the window. Informational messages notify you of situations that may require further attention. However, informational messages do not prevent a form from being processed in Pegasys. When informational messages appear, evaluate the impact of the problem, and continue processing the form, if appropriate.

Figure 39: Informational Message

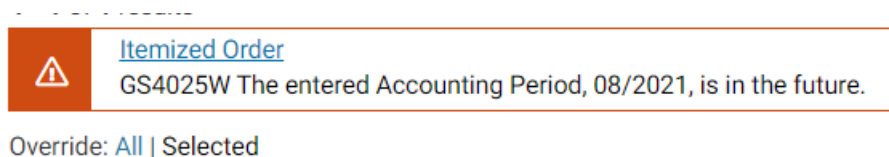


4.8.2 How do I identify an Overrideable Error?

Overrideable errors notify you of situations that require special attention. They prevent a form from being accepted by Pegasys; however, an individual with the appropriate authority can override them. An overrideable error is orange and appears with a “!” in a triangle at the beginning of the window, before it has been overridden. An overrideable error turns into an informational message after it has been overridden. It changes from orange to blue and appears with a “i” in a circle at the beginning of the window.

Figure 40 displays an overrideable error message.

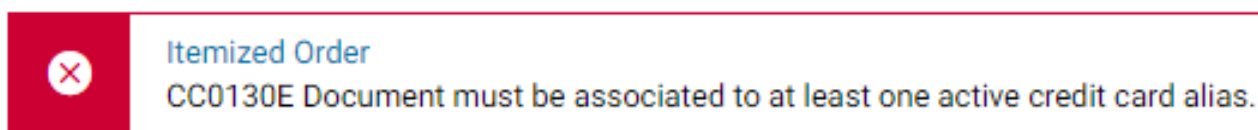
Figure 40: Overrideable Error Message



4.8.3 How do I identify the Hard Error message code?

Hard error messages are red and appear with an “x” at the beginning. These error messages indicate that data must be corrected before the transaction can be processed. The users cannot override a hard error message and the error must be fixed before Pegasys will accept the document.

Figure 41: Hard Error Message



4.8.4 What are the common credit card errors?

The messages displayed in **Table 11** are examples of possible error messages. There may be slight variations to the actual wording of the error message; however, the meaning and possible solutions are still applicable.

Table 11: Common Credit Card Error Codes

Common Error Codes	Description	Solution
PE0002E	Accounting lines total is not equal to the itemized line total.	The sum of the accounting lines must equal the itemized line total. The accounting lines are accessed through the “Funding” button on the Itemized Lines page.
PE0003E	The unit price cannot be negative.	Unit price must be a positive number.
PE0007E	The line quantity cannot be negative.	You cannot order a negative amount of a commodity.
PE0151E	Accepted amount cannot be greater than the received amount.	You cannot accept more than you actually receive.

Common Error Codes	Description	Solution
PE0230E	The inter-agency symbol is required.	Complete the inter-agency symbol on the form.
PE0061E	The course title for the referenced document on line 'X' must match this form's course title.	The course title must match on both documents.
PE0300E	Line 'X' Line Amount must equal the unit cost times the quantity, but does not.	Be sure that the line amount you entered matches the product of the unit cost times the quantity.
BE0031E	Attempting to spend against 'X' fund which is expired and does not allow spending.	You must select an active fund to process the form successfully.

5 Reconcile Bank Statement Lines

The Credit Card user conducts all reconciliation actions within the Reconciliation Notebook, including manually reconciling bank statement lines that were not matched automatically, unmatching bank statement lines that were matched automatically, and correcting reconciliations that were made automatically or manually.

Each bank statement line must be reconciled for the full amount.

The user is able to reconcile to transactions that do not contain a credit card number via the Add Transaction functionality in the Credit Card Reconciliation notebook. This capability allows cardholders to reconcile credit card charges and credits to any transaction that was paid for with a credit card, including those where the credit card number was inadvertently left off the credit card order at the time the transaction was entered into Pegasys.

Figure 42: Statement Reconciliation Page

Statement Reconciliation

Search Criteria

Credit Card

Search

AARONMCMULLE0268
AARONSTARR1826
AARONWSAGER8411
ABELCONCHA2602
ACKLYNRHODES9812
ADRIANRWILEY1936
ADRIANRWILEY1045

Items added: 0

Add all Remove all

Status

Search

Loaded
Available
Suspended
Defaulted
Offset
Pending Default
Auto Reconciled

Items added: 0

Add all Remove all

Approval Group

Card Status: Active

Charge Date: To

Search Clear View Disputes

+ Dispute/Offset Totals

STATEMENT ACTIVITY

No results

Alias	Line Number	Status	Charge/Crec	Charge Date	Vendor Name	Charge Amount	Reconciled Amount
-------	-------------	--------	-------------	-------------	-------------	---------------	-------------------

TRANSACTION/ACCOUNTING ACTIVITY

No results

Alias	Bulk	Type of Activity	Reconciliation Amount	Accounting Template	Charge Date	Vendor Name	Line Amount
-------	------	------------------	-----------------------	---------------------	-------------	-------------	-------------

5.1 What are the Step-by-Step Instructions to Manually Reconcile a Bank Statement Line to a Credit Card Log document?

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 43: Statement Reconciliation Search Criteria for Manually reconcile a Bank statement line

Statement Reconciliation

Search Criteria

Credit Card

Search

Items added: 0

AARONMCMULLE0268
AARONSTARR1826
AARONWSAGER8411
ABELCONCHA2602
ACKLYNRHODES9812
ADRIANRWILEY1936
ADRIANRWILEY1045

> <

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

- The credit cards that a user has security permissions to view will be displayed in the **Credit Card** box.
 - Select a **Credit Card** alias.
 - 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.
- Select the **Search** button to display the credit card bank statement lines. The results matching the search criteria will be displayed.

Figure 44: Statement Reconciliation Credit Card Bank Statement Lines to Unreconcile

STATEMENT ACTIVITY
1 - 7 of 7 results

<input type="checkbox"/>	Alias	Line Number	Status	Charge/Credit	Charge Date	Vendor Name	Charge Amount	Reconciled Amount	Dispute Status	Dispute Amount	Dispute Unmatched Amount
<input type="checkbox"/>	WENDYTHOMPSON	1	Defaulted	Charge	06/22/2020	BLUEBAY OFFICE INC	\$778.24	\$778.24	None	\$0.00	\$0.00
<input type="checkbox"/>	WENDYTHOMPSON	2	Defaulted	Charge	06/22/2020	BLUEBAY OFFICE INC	\$693.12	\$693.12	None	\$0.00	\$0.00
<input type="checkbox"/>	WENDYTHOMPSON	3	Defaulted	Charge	06/22/2020	BLUEBAY OFFICE INC	\$206.75	\$206.75	None	\$0.00	\$0.00
<input type="checkbox"/>	WENDYTHOMPSON	0	Defaulted	Charge	01/08/2021	TDS TELECOM	\$129.46	\$129.46	None	\$0.00	\$0.00
<input type="checkbox"/>	WENDYTHOMPSON	1	Defaulted	Charge	01/08/2021	CONTACT COMMUNICATION	\$24.92	\$24.92	None	\$0.00	\$0.00
<input type="checkbox"/>	WENDYTHOMPSON	0	Defaulted	Charge	11/26/2020	COMCAST BOSTON	\$88.40	\$88.40	None	\$0.00	\$0.00
<input type="checkbox"/>	WENDYTHOMPSON	1	Defaulted	Charge	11/27/2020	MARCELL OIL COMPANY	\$185.00	\$185.00	None	\$0.00	\$0.00

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- Select the Defaulted bank statement line and select the **Actions** button - **Unreconcile All** button.

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

Figure 45: Statement Reconciliation Available Statement Line Status

STATEMENT ACTIVITY
1 - 7 of 7 results

<input type="checkbox"/>	Alias	Line Number	Status	Charge/Credit	Charge Date	Vendor Name	Charge Amount	Reconciled Amount	Dispute Status	Dispute Amount	Unn
<input type="checkbox"/>	WENDYTHOMPSO9290	1	Available	Charge	06/22/2020	BLUEBAY OFFICE INC	\$778.24	\$0.00	None	\$0.00	
<input type="checkbox"/>	WENDYTHOMPSO9290	2	Available	Charge	06/22/2020	BLUEBAY OFFICE INC	\$693.12	\$0.00	None	\$0.00	
<input checked="" type="checkbox"/>	WENDYTHOMPSO9290	3	Available	Charge	06/22/2020	BLUEBAY OFFICE INC	\$206.75	\$0.00	None	\$0.00	

8. Select the **Ellipsis** button - **Retrieve Transactions** button.
9. 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.
10. In the **Transactions/Accounting** section, enter a **Reconciliation Amount**.

Figure 46: Statement Reconciliation - Reconciliation Amount

TRANSACTION/ACCOUNTING ACTIVITY
1 - 1 of 1 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 checked="" type="checkbox"/>	WENDYTHOMPSO9290	No	Transaction	\$69.95	2020-P-01-192-P0125200-PG61	06/16/2020	COMCAST	\$69.95	\$69.95	CL	CL2328939	0000	1

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11. In the **Transactions/Accounting Activity** section, select the **Ellipsis** button then select the **Actions** button and select **Reconcile**.
12. 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 47: Statement Reconciliation Reconciled Status

RECONCILIATION ACTIVITY
1 - 1 of 1 results

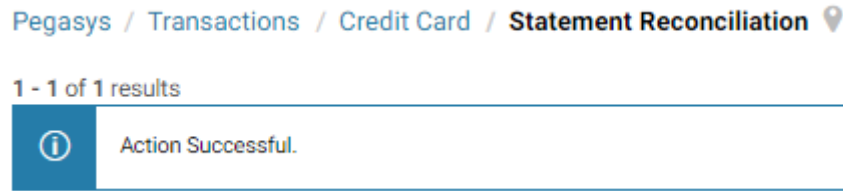
Alias	Reconciliation Line Number	Status	Reconciliation Date	Reconciled Amount	Unreconciled Amount	Type	Doc Typ	Doc Num	Item Ln #	Acctg Line Num	Accounting Template	Vendor Code	Address Code
WENDYTHOMPSO9290	2	Partially Reconciled	01/19/2021	\$69.95	\$0.00	Transaction	CL	CL2328939	0000	1	2020-P-01-192-P0125200-PG61	202750802	00001

View Unreconcile Retrieve 10 per page << Page 1 of 1 >>

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.

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

Figure 48: Statement Reconciliation Successful Message



14. 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.

5.2 What are the Step-by-Step Instructions to Manually Reconcile a Bank Statement Line by Using the Add Accounting Information Button (No Credit Card Log Document)?

The following steps describe how to “manually” reconcile a bank statement line to an accounting strip. It is customary to reconcile credits and the fees associated with convenience checks to an accounting strip.

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

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

Figure 49: Statement Reconciliation Search Criteria

Statement Reconciliation

The screenshot shows the "Search Criteria" form for Statement Reconciliation. It has two main sections: "Credit Card" and "Status".

Credit Card Section:

- Search box with a magnifying glass icon.
- Items added: 5
- List of credit card numbers: AARONMCMULLE0268, AARONSTARR1826, AARONWSAGER8411, ABELCONCHA2602, ACKLYNRHODES9812, ADRIANRWILEY1936, ADRIANRWILEY1045.
- Buttons: Add all, Remove all.

Status Section:

- Search box with a magnifying glass icon.
- Items added: 1
- List of statuses: Loaded, Available, Suspended, Offset, Pending Default, Auto Reconciled, Reconciled.
- Buttons: Add all, Remove all.

Additional Search Criteria:

- Approval Group: [Text box]
- Card Status: Active (dropdown menu)
- Charge Date: [Text box] To [Text box]
- Buttons: Search, Clear, View Disputes (dropdown menu)

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

- 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.

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.

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

Figure 50: Statement Reconciliation Credit Card Bank Statement Lines

STATEMENT ACTIVITY
1 - 58 of 58 results

<input type="checkbox"/> Alias	Line Number	Status	Charge/Cred	Charge Date	Vendor Name	Charge Amount	Reconciled Amount	Dispute Status	Dispute Amount
<input checked="" type="checkbox"/> MATTHEWRYAN8663	3	Defaulted	Credit	09/28/2020	FRONTENDMAS	\$390.00	\$390.00	None	\$0.00
<input type="checkbox"/> MATTHEWRYAN8663	3	Defaulted	Credit	09/28/2020	FRONTENDMAS	\$390.00	\$390.00	None	\$0.00

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

Figure 51: Statement Reconciliation Available Status

STATEMENT ACTIVITY
1 - 7 of 7 results

<input type="checkbox"/> Alias	Line Number	Status	Charge/Credit	Charge Date	Vendor Name	Charge Amount	Reconciled Amount	Dispute Status	Dispute Amount	Unn
<input checked="" type="checkbox"/> MATTHEWRYAN8663	3	Available	Credit	09/28/2020	FRONTENDMASTERS.COM	\$390.00	\$0.00	None	\$0.00	
<input type="checkbox"/> MATTHEWRYAN8663	3	Defaulted	Credit	09/28/2020	FRONTENDMASTERS.COM	\$390.00	\$390.00	None	\$0.00	
<input type="checkbox"/> MATTHEWRYAN8663	3	Defaulted	Credit	09/28/2020	FRONTENDMASTERS.COM	\$390.00	\$390.00	None	\$0.00	
<input type="checkbox"/> MATTHEWRYAN8663	7	Defaulted	Charge	06/04/2020	IN *PRTNRS, LLC	\$9,775.50	\$9,775.50	None	\$0.00	
<input type="checkbox"/> MATTHEWRYAN8663	3	Defaulted	Credit	09/28/2020	FRONTENDMASTERS.COM	\$390.00	\$390.00	None	\$0.00	
<input type="checkbox"/> MATTHEWRYAN8663	3	Defaulted	Credit	09/28/2020	FRONTENDMASTERS.COM	\$390.00	\$390.00	None	\$0.00	
<input type="checkbox"/> MATTHEWRYAN8663	3	Defaulted	Credit	09/28/2020	FRONTENDMASTERS.COM	\$390.00	\$390.00	None	\$0.00	

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- In the **Statement Activity** section, ensure the “Available” statement line is selected.
- In the **Transaction/Accounting Activity** section, select **Add** and **Accounting Information**.

Figure 52: Statement Reconciliation Transaction/Accounting Activity Section Add Accounting Information Button

TRANSACTION/ACCOUNTING ACTIVITY ↓ ↶ ✕ ⌵

No results

<input type="checkbox"/>	Alias	Bulk	Type of Activity	Reconciliation Amount	Accounting Template	Charge Date
<div> <div>+</div> Actions <div> <div>+</div> Add <div>Accounting Information</div> <div>Transaction</div> </div> </div>						

...
10 per page
« < Page 1 of 1 > »

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

Figure 53: Statement Reconciliation Transaction/Accounting Activity Section

TRANSACTION/ACCOUNTING ACTIVITY ↓ ↶ ✕ ⌵

1 - 1 of 1 results

<input type="checkbox"/>	Alias	Bulk	Type of Activity	Reconciliation Amount	Accounting Template	Charge Date
<input checked="" type="checkbox"/>	MATTHEWRYAN8663		Accounting	\$390.00		09/28/2020

...
10 per page
« < Page 1 of 1 > »

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

Figure 54: Transaction/Accounting Activity Section View Button

TRANSACTION/ACCOUNTING ACTIVITY

1 - 1 of 1 results

<input type="checkbox"/>	Alias	Bulk	Type of Activity	Reconciliati Amount	Accounting Template	Charge Date	Vendor Name
<input checked="" type="checkbox"/>	MATTHEWRY		Accounting	\$390.00		09/28/2020	

Filter

View

...

10 per page

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Details

Document

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

You may 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 55: Statement Reconciliation Transaction/Accounting Activity Template Field

Template

12. 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).
14. To search for a vendor use the following steps:
- 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.
- d. Do not use Vendor Code CCVEND for convenience checks and fees transactions.
- e. Use Vendor Code 460358360 for all convenience check fees.
- f. If a vendor code is entered, the Pegasys Vendor name will be displayed in credit card reports.

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

15. 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.

16. 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 56: Statement Reconciliation - Accounting Template Field

TRANSACTION/ACCOUNTING ACTIVITY

1 - 1 of 1 results

<input type="checkbox"/> Alias	Bulk	Type of Activity	Reconciliation Amount	Accounting Template	Charge Date	Vendor Name	Line Amount	Unreconciled Amount
<input checked="" type="checkbox"/> MATTHEWRYAN		Accounting	\$390.00	CC-192X-PG61-P0125100-PGA92-K01	09/28/2020		\$0.00	\$0.00

Filter View Actions Add

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

Figure 57: Statement Reconciliation Reconcile Button

TRANSACTION/ACCOUNTING ACTIVITY
1 - 1 of 1 results

<input type="checkbox"/>	Alias	Bulk	Type of Activity	Reconciliation Amount
<input checked="" type="checkbox"/>	MATTHEWRYAN		Accounting	\$390.00

Filter View ▾ Actions ▾ Add ▾

RECONCILIATION ACTIVITY Reconcile

18. 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.
19. 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.

5.3 How to Add Asset Data to a Credit Card Reconciliation – Reconcile to Statement Line

The following steps show how to reconcile a credit card statement line to a credit card log document with an asset reference. Please note that the following steps are focused on the portion of reconciling an asset reference in the credit card log reconciliation process, and do not show all relevant steps for a Credit Card reconciliation.

1. On the Statement reconciliation screen, enter search criteria and select **Search**. Select the checkbox next to the statement line in the Statement Activity section and select **Retrieve**. In the Transactions/Accounting screen, select the ellipsis button next to the view button and select **Actions, select View/Add Asset**.

Figure 58: View/Add Asset Option

TRANSACTION/ACCOUNTING ACTIVITY						
1 - 10 of 31 results						
<input type="checkbox"/>	Alias	Bulk	Type of Activity	Reconciliation Amount	Accounting Template	Charge Date
<input checked="" type="checkbox"/>	JOHNHJEDINY5590	No	Transaction	\$0.00	2020-A-00-285X-DS00-Q000A000-AF200-TTS Common Services	05/27/2020
					2020-G-00-	

2. Select **Add** to add an asset.

Figure 59: Asset Number Field

CREDIT CARD ASSET INFORMATION

×

1 - 1 of 1 results

⌵
🔗
🗑️
⛶

Asset Number	Asset Type	Betterment #	Reconciliation Amount
<div> 🟢 <input type="text"/> ☆ </div>			\$0.00

Add

Copy

Remove

10 per page

⌵

⏪
<
Page 1 of 1
>
⏩

3. If you know the asset information, enter the asset information in the appropriate text boxes and skip to Step 5. If you do not know the asset number, right select in the text box and select the Search hyperlink.

Figure 60: Asset Number Search Link

CREDIT CARD ASSET INFORMATION ×

1 - 1 of 1 results ⌵ ⌶ ⌷ ⌸

Asset Number	Asset Type	Betterment #	Reconciliation Amount
<input type="text"/>			\$0.00

Add Copy Remove
10 per page ⏪ < Page 1 of 1 > ⏩

No favorites found
Search

Figure 61: Asset Number Search Page - Add Asset

CREDIT CARD ASSET INFORMATION ×

1 - 1 of 1 results ⌵ ⌶ ⌷ ⌸

Search Criteria

Asset Type

Asset Number

Search Cancel

CPO Code

CE Code

No results ⌵ ⌶ ⌷ ⌸

Asset Type	Asset Number	Custodial Prop Officer	CPO Name	Cognizant Employee	CE Name
------------	--------------	------------------------	----------	--------------------	---------

- Enter the search criteria and search for the asset. Select the asset.

Figure 62: Reconciliation Amount Field

CREDIT CARD ASSET INFORMATION ×

1 - 1 of 1 results ⌵ ⌶ ⌷ ⌸

Asset Number	Asset Type	Betterment #	Reconciliation Amount
NDC00009COPY_JYDC1250ZZ			<input type="text" value="\$0.00"/>

Add Copy Remove
10 per page ⏪ < Page 1 of 1 > ⏩

5. Enter an amount in the Reconciliation Amount text box. Select the **X** in the top right corner to close the window.
 6. Enter a Reconciliation amount in the Transaction/Accounting box for the transaction.
 7. Select the **Ellipsis** button and select **Actions - Reconcile**.
- Pegasys will issue a message stating that the reconciliation is successful.

Figure 63: Reconciliation Successful Confirmation Message

SYSTEM MESSAGES

1 - 1 of 1 results

i	Action Successful.
---	--------------------

Statement Reconciliation

Search Criteria

Credit Card

MATTHEWJ
Q

Add all

>
<

Items added: 1

MATTHEWJWINT4577
Q

Remove all

5.4 How to Manually Apply a Miscellaneous Reference

Miscellaneous charges (e.g., shipping charges) will appear as a separate bank statement line or will be included with the bank statement line for the purchase.

If there is a miscellaneous charge and the purchase was not logged, proceed to What are the Step-by-Step Instructions to Manually Reconcile a Bank Statement Line by Using the Add Accounting Information Button (No Credit Card Log Document).

If there is a miscellaneous charge and the purchase has been logged, proceed to **Section 5.1** and follow the instructions to reconcile the portion accounted for by the CL or CT. Then proceed to What are the Step-by-Step Instructions to Manually Reconcile a Bank Statement Line by Using the Add Accounting Information Button (No Credit Card Log Document) and follow the instructions to reconcile the miscellaneous charge to an accounting strip.

Alternatively, if there is a miscellaneous charge and the purchase has been logged, it is possible to first correct the Credit Card Log Document to add a new accounting line for the miscellaneous charge. Once the Credit Card Log Document is corrected, proceed to What are the Step-by-Step Instructions to Manually Reconcile a Bank Statement Line to an Accounting Strip (No Credit Card Log Document).

6 Approve Pegasys Credit Card Transactions

6.1 Who Approves the Credit Card Log Form?

All Credit Card Log forms require only the Prch-Credit Card Approval Type before they can be processed within Pegasys.

The approver can be the cardholder, an Approving Official, supervisor, or manager. If the cardholder's office dictates the Credit Card Log form must be approved by a manager or supervisor, the completed Credit Card Log forms are routed electronically through Pegasys to the appropriate officials for review and approval.

6.2 How do I Apply an Approval?

The following steps outline how to apply an approval on a Credit Card Log form, if one has been routed to you by a cardholder. Forms awaiting approval can be found in your Inbox as 'Approve Form' tasks.

1. View the Inbox to determine if you have any forms requiring your approval. To perform a search, select **Approve Form** from the **Task** drop down then select **Search**.

Figure 64: Pegasys Inbox

The screenshot displays the Pegasys Inbox interface. On the left is a sidebar with search filters: Task (dropdown), Item/Number (text input), Title (text input), Task Status (dropdown), Task Description (text input), and Date Due (calendar icon). Below these are buttons for Search, Clear, and Refresh, and a link for Additional Criteria. The main area shows a grid of 12 task tiles, each with a title, description, status, due date, and a progress bar.

Task Title	Description	Status	Due Date
Approve Form	R6FIT1 TMI TMI-157 - T0157294 ...	Assigned(Past Due)	Due 01/10/2021
View Error	AR AR202011020001 Mfitemized...	Acquired(Past Due)	Due 11/04/2020
Integration Error	MomentumVSS Integration Error ...	Assigned(Past Due)	Due 12/03/2020
Correct Form	RV RV202010113000 - G78U-1005 ...	Assigned(Past Due)	Due 01/15/2021
Correct Form	RV RV20201102007	Assigned(Past Due)	Due 11/03/2020
Correct Form	RV RV20201102002	Acquired(Past Due)	Due 11/03/2020
View Error	AR AR202011030001 Mfitemized...	Assigned(Past Due)	Due 11/05/2020
Approve Form	IML IML202101080008	Assigned(Past Due)	Due 01/10/2021
View Error	CL CL2329844 MfOrderProcess	Assigned(Past Due)	Due 11/12/2020
Correct Form	MAG MAG202012280001 - MBC...	Assigned(Past Due)	Due 12/29/2020
Integration Error	MomentumVSS Integration Error ...	Assigned(Past Due)	Due 12/03/2020
Integration Error	MomentumVSS Integration Error ...	Assigned(Past Due)	Due 12/06/2020

2. Select the tile for the form to which you would like to apply the approval.
3. Select the **Open and Acquire** button.

The form will be displayed in read-only format. If corrections are necessary, then you should disapprove the form. (Please refer to **Section 6.3**) 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.

4. Review the form to ensure that it has been filled out completely and correctly.
5. If the form is acceptable, select the **Approve** button.

6. If necessary, type a comment related to the approval.
7. Select the **Continue** button. You will be returned to your Inbox. A system message will state that the Workflow item has been completed.

NOTE: After your approval, Pegasys will automatically process the form. The form has now become a document that updates the budget and any related plans within Pegasys.

If, after applying the approvals, it becomes necessary to make additional changes to the form that affect certain fundamental fields, then Pegasys will automatically remove all approvals from the form. On submission, the form will automatically return to the approver's Inbox for approval.

6.3 How do I Disapprove a Form?

The following steps outline how to disapprove a Credit Card Log form. Disapproving a form returns it to the Inbox of the original submitter (e.g., cardholder) as a 'Correct Form' task. The submitter may then make the appropriate corrections to the form, and resubmit it for approval.

NOTE: If, after applying the approvals, it becomes necessary to make additional changes to the form that affect certain fundamental fields, then Pegasys will automatically remove all approvals from the form. On submission, the form will automatically return to first approver's Inbox for approval.

1. If the form should be disapproved, select the **Disapprove** button.
2. Type a comment related to the disapproval. This comment is required.
3. Select the **Continue** button. You will be returned to your Inbox. A system message will state that the Workflow Item has been completed.

NOTE: Pegasys will now automatically route the form to the Inbox of the original submitter as a Correct Form task.

6.4 What are the Responsibilities as an Approving Official for Credit Card Activity in Pegasys?

The Approving Official should review the Monthly Credit Card Transactions Report for his/her cardholder's credit card activity to ensure appropriate use of the credit card. The Approving Official need not go into Pegasys to approve these transactions. You may print, sign, and file the report as a record of your approval.

If the Approving Official identifies any questionable items on the statement, he/she should review the credit card activity with the cardholder. Any further action regarding questionable charges should be addressed using guidelines provided in the GSA Order CFO 4200.1. The Approving Official also ensures that all transactions are reconciled and records are maintained to provide an audit trail for all purchases.

Additionally, USDA-PFS will receive the monthly US Bank bank statement file to compare the daily credit card activity to the monthly credit card activity.

7 Unreconcile Bank Statement Lines

The credit card user is allowed to make unlimited changes to bank statement lines after reconciliation or after a transfer to the indicated accounting strip has been completed. The user must select the bank statement line with a status of Defaulted or Reconciled. The **Unreconcile All** button is then selected by the user to make the necessary changes. If the statement line has a status of Paid, the **Reopen Paid Line** button and then **Unreconcile** button must be selected by the user before making necessary re-reconciliations. A nightly offline process will transfer charges between accounting strips after it is reconciled.

IMPORTANT NOTE: If an already Paid statement line is being reopened in order to reconcile it to the same Credit Card document but with different Accounting dimensions, refer to **Section 7.1.4**.

7.1 What are the Step-by-Step Instructions to Unreconcile a Bank Statement Line?

A reconciled bank statement line may be unreconciled and re-reconciled as many times as needed.

7.1.1 Unreconcile a Bank Statement Line Before Being Paid

To unreconcile a statement line mistakenly reconciled to the incorrect Credit Card Log document or accounting information in a status **before being paid**, follow the steps below.

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**.

Continue by following the instructions in **Section 5.1** or **Section 5.2** to re-reconcile the statement line to a Credit Card Log document or accounting strip.

Figure 65: Statement Activity Unreconcile All Button

<input type="checkbox"/>	Alias	Line Number	Status	Charge/Credi	Charge Date	Vendor Name
<input checked="" type="checkbox"/>	MATTHEWRYAN	7	Defaulted	Charge	06/04/2020	IN *PRTN LLC
<input type="checkbox"/>	MATTHEWRYAN	3	Defaulted	Credit	09/28/2020	FRONTEN
<input type="checkbox"/>	MATTHEWRYAN	3	Defaulted	Credit	09/28/2020	FRONTEN
<input type="checkbox"/>	MATTHEWRYAN	3	Defaulted	Credit	09/28/2020	FRONTEN

Filter

View ▾

...

10 per page ▾

Page 1 of 1

RECONCILIATION AC

No results

☐ Alias
 ☐ Reconc
 ☐ Num
 ☐ Status
 ☐ Reconciliation Date
 ☐ Reconciled Amount

Retrieve Transactions

☐ Actions

Pending Offset

Revert Offset

Offset

Unreconcile All

Reopen Paid Line

Restore To Paid

Continue by following the instructions in **Section 5.1** or **Section 5.2** to re-reconcile the statement line to a Credit Card Log document or accounting strip.

7.1.2 Unreconcile a Bank Statement Line After Being Paid

To unreconcile a statement line mistakenly reconciled to the incorrect Credit Card Log document or accounting information **after being paid**, follow the steps below.

NOTE: When the statement line is back to an Available status it can be re-reconciled to a different Credit Card document or Accounting Information. If a reopened statement line needs to be re-reconciled to the SAME Credit Card document, but using different Accounting Dimensions, please see **Section 7.1.4**.

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

Figure 66: Statement Activity Reopen Paid Line Button**STATEMENT ACTIVITY**

1 - 10 of 317 results



<input type="checkbox"/>	Alias	Line Number	Status	Charge/Credit	Charge Date ▾	Vendor Name
<input type="checkbox"/>	MATTHEWJWINT4577	1	Paid	Charge	10/01/2020	ENVISION B
<input type="checkbox"/>	MATTHEWJWINT4577	2	Paid	Charge	06/10/2020	VERIZON*OI
<input type="checkbox"/>	MATTHEWJWINT4577	3	Paid	Charge	06/09/2020	LB AND B A
<input type="checkbox"/>	MATTHEWJWINT4577	1	Paid	Charge	06/09/2020	STAPLS723

Filter

View ▾

...

10 per page ▾

<< < Page 1 of 32 > >>

RECONCILIATION ACT
 No results

<input type="checkbox"/>	Alias	Reco Numl	Reconciliation Date	Reconciled Amount	Unreconciled Amount
<div> Retrieve Transactions Actions Pending Offset Revert Offset Offset Unreconcile All Reopen Paid Line Restore To Paid </div>					

Continue by following the instructions in **Section 5.1** or **Section 5.2** to re-reconcile the statement line to a Credit Card Log document or accounting strip.

7.1.3 Return an Unreconciled Bank Statement Line Back to Paid Status

For a statement line that has been inadvertently unreconciled after being paid, follow the steps below to return the status to Paid.

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

Figure 67: Statement Activity Restore to Paid Button

STATEMENT ACTIVITY ↓ ↻ ↗ ⛶

1 - 1 of 1 results

<input type="checkbox"/>	Alias	Line Number	Status	Charge/Credit	Charge Date ▾	Vendor Name
<input checked="" type="checkbox"/>	MATTHEWJWINT4577	1	Reconciled	Charge	10/01/2020	ENVISION BUSINESS CARD

Filter View ... 10 per page ▾ << < Page 1 of 1 > >>

RECONCILIATION ACTIVITY 1 - 1 of 1 results

<input type="checkbox"/>	Alias	Status	Reconciliation Date	Reconciled Amount
<input type="checkbox"/>	MATTHEWJWINT4577	Reconciled	11/20/2020	\$55.24

Retrieve Transactions

☰ Actions

Pending Offset

Revert Offset

Offset

Unreconcile All

Reopen Paid Line

Restore To Paid

7.1.4 Reopen a Paid Line to Reconcile to the Same Credit Card document but Different Accounting Dimensions

When a credit card statement line has been Reconciled and Paid, but it was determined later that the accounting dimensions or template needs to be updated on the Order (CL or CT document), the following steps need to be taken:

1. Unreconcile the Paid statement lines' reconciliation activity.
2. Add Accounting Information and Reconcile the Available statement line to it.
3. Allow the nightly Credit Card Payment batch job to run. (**NOTE:** This reopens the credit card transaction, so that it can be corrected.)
4. Unreconcile the Paid statement lines' reconciliation activities again until the status is back to Available.
5. Correct the Credit Card log (CL) or Training Credit Card Log (CT) document. Copy the Header Accounting Line to create a second line. Open the original line and change the

amount to \$0. Then open the new line and update the accounting dimensions/template as necessary. Then proceed to verify and process the document.

6. **OPTIONAL STEP:** If needed, a user can submit a Review Form Task to have a Reviewer review and comment on the form. Select the Ellipsis button, select Route, select the Review Form. Once a new window is opened, enter in the appropriate information and select submit at the bottom of the page.
7. Allow the nightly Credit Card Automated Reconciliation batch job to run OR manually retrieve the transactions and Reconcile to the updated CL or CT document.
8. Allow the nightly Credit Card Payment batch job to run.

The detailed steps are listed below.

7.1.4.1 Unreconcile Paid Charges

1. Select Transactions-Credit Card-Statement Reconciliation Notebook from the Pegasys menu bar.
2. Select the desired Credit Card from the Credit Card shuttle box.
3. Select **Paid** from the Status shuttle box.
4. Select **Search** to display the bank statement lines.
5. Find the statement line related to the CL or CT that needs to be updated.
6. Select **Actions** and **Reopen Paid Line**. Then select **Retrieve** in the **Reconciliation Activity** section and select the reconciliation activity in **Reconciled** status and select the **Unreconcile** button to bring back to an Available status.
7. The charges are now ready to be reconciled. The statement line status will change from Paid to Available.

7.1.4.2 Reconcile a Statement Line Temporarily to an Accounting Strip

1. In the **Statement Activity** section, select the **Available** line to reconcile to an Accounting Strip.
2. In the **Transaction/Accounting** section, select **Add** and select **Accounting Information**.
3. A new line in the **Transaction/Accounting** section will be added with a Type of Activity of Accounting.
4. Enter an Accounting Template in the **Template** text box for that line.

NOTE: This is not necessarily the template/dimensions that will be used on the updated CL.

To search for an Accounting Template, select the **View** button and select **Details**. In the **Accounting Dimensions** group box, select the **Template** link and search for a template. Select the x in the top right corner to close the Details screen.

5. The system will default the **Reconciliation Amount** of the charge or credit.

6. With the line still selected in the **Transaction/Accounting** section, select the **Actions** button and choose **Reconcile**.

The status of the line in the Statement Activity section changes from Available to Reconciled.

7.1.4.3 Credit Card Payment Batch Job and Unreconcile Paid Line

1. Follow regular procedures for allowing the nightly **Credit Card Payment batch job** to run, so that it picks up and creates a payment (CP). *The statement line status will change to Paid.*
2. Select **Transactions-Credit Card-Statement Reconciliation Notebook** from the Pegasys menu bar.
3. Select desired Credit Card from the Credit Card shuttle box.
4. Select **Paid** from the Status shuttle box.
5. Select **Search** to display the statement line.
6. Select the statement line related to the CL or CT that needs to be updated.
7. Select **Actions** and **Reopen Paid Line**. Then select **Retrieve** in the **Reconciliation Activity** section and select the reconciliation activity in **Reconciled** status and select the **Unreconcile** button to bring back to an Available status.
8. The charges are now ready to be Re-reconciled to the CL or CT (after updating). *The statement line status will change from Paid to Available.*

7.1.4.4 Correct Credit Card Log (CL) or Training Credit Card Log (CT) to Update Accounting Dimensions

1. Select Transactions-Form/Document Selection from the Pegasys menu bar.
2. Search for the processed CL or CT (*related to the statement line that needs the accounting dimensions updated*) that will now be available to correct.
3. Select the processed document and select the **Correct** button.
4. Navigate to the Header Accounting Lines tab and select Line 1.
5. Select the **Copy** button to create **Line 2**.
6. Open **Line 1** and change the Ordered Current Amount to **\$0**.
7. Open **Line 2** and update the **Accounting Dimensions** section with the correct dimensions or template, as necessary.
8. Select **Verify** (and correct any errors, if they exist) and **Submit**. A Prch-Credit Card approval is required. Document needs to go through an approver before the status is updated to **Processed**.

NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select Submit then Urgent.

9. **OPTIONAL STEP:** If needed, a user can submit a Review Form Task to have a Reviewer review and comment on the form. Select the Ellipsis button, select Route, select the Review Form. Once a new window is opened, enter in the appropriate information and select submit at the bottom of the page.

7.1.4.5 Re-reconcile to CL or CT and Payment

1. The updated CL or CT document and Available statement line should now both be in a status of ready to re-reconcile. This reconciliation can be done in one of two ways: 1- Let the nightly Credit Card Automated Reconciliation job run. 2- Manually reconcile the statement line to the available CL or CT within the Statement Reconciliation Notebook.
2. If the manual option is chosen: Select **Transactions-Credit Card-Statement Reconciliation Notebook** from the Pegasys menu bar.
3. Select the desired Credit Card from the Credit Card shuttle box.
4. Select **Available** from the Status shuttle box.
5. Select **Search** to display the bank statement lines.
6. Select the appropriate statement line and select **Retrieve-Transactions**.
7. Select the same (updated) CL or CT document from the **Transaction/Accounting** section.
8. Enter the full Reconciliation Amount and select **Actions-Reconcile**. *The statement line status will change from Available to Reconciled.*
9. Follow regular procedures for allowing the nightly **Credit Card Payment batch job** to run, so that it creates a new payment (CP) for the new reconciliation. *Within the Reconciliation Notebook, the statement line status will change to Paid and the Reconciliation Activity will display the same CL or CT Doc type and Doc Num, but with the Log/Acctg Line Num of 2 (instead of 1).*

8 Reconcile Disputed Charges and Credits

8.1 What are the Step-by-Step Instructions to Reconcile a Disputed Charge to an Accounting Strip?

The following steps describe how to reconcile a disputed charge to an accounting strip. GSA is no longer using the dispute functionality of Pegasys.

If there is a disputed charge and the purchase was not logged, proceed to **Section 5.2**.

If there is a disputed charge and the purchase has been logged, proceed to **Section 5.1**.

8.2 What are the Step-by-Step Instructions to Reconcile a Credit to an Accounting Strip?

When the credit comes in, it should be reconciled to an accounting strip as well (using the same accounting information that used for the disputed charge, proceed to **Section 5.2**.

8.3 What are the Step-by-Step Instructions to Correct a Bank Statement Line that has an Error Status Displayed?

The following steps describe how to correct bank statement line errors in the Statement Reconciliation notebook after the payment batch is run. Error may occur due to vendor deactivation or budget issues.

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

Figure 68: Statement Reconciliation Search Criteria to correct a Bank statement line

Statement Reconciliation

Search Criteria

Credit Card

MARYFGODFREY7065

MARYJOHNSON7395

MATHEWMOODY4692

MATTHEWCONRA2719

MATTHEWEMARK2694

MATTHEWEMARK3282

MATTHEWJWINT4577

>

<

Items added: 0

Add all

Remove all

Status

Offset

Pending Default

Auto Reconciled

Reconciled

Partially Reconciled

Error

Paid

Accepted

>

<

Items added: 0

Add all

Remove all

Approval Group

Card Status

Charge Date To

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. Select the **Error** status and select the right arrow to add it.

Figure 69: Statement Reconciliation Error Status

The screenshot shows a 'Status' selection interface. On the left, there is a search bar with a magnifying glass icon. Below it is a list of status options: 'Auto Reconciled', 'Reconciled', 'Partially Reconciled', 'Error' (highlighted), 'Paid', 'Accepted', 'Approved', and 'Auto Approved'. To the right of the list are two arrow buttons, '>' and '<'. Further right is a box labeled 'Items added: 0' which is currently empty. At the bottom left is an 'Add all' button, and at the bottom right is a 'Remove all' button.

5. Select the **Search** button to display the credit card bank statement lines.
6. Select the **Error** bank statement line.
7. Select the **View** button.
8. Select **Payments**.

Figure 70: Statement Reconciliation Payments Button

STATEMENT ACTIVITY ↓ ↶ ↷ ↲

1 - 10 of 439 results

<input type="checkbox"/>	Alias	Line Number	Status	Charge/Credit	Charge Date ▾	Vendor Name
<input checked="" type="checkbox"/>	JAMESLANGLOI7496	3	Error	Charge	01/14/2021	ULINE *SHIF SUPPLIES
<input type="checkbox"/>	AARONWSAGER8411	1	Error	Charge	01/13/2021	GRADUATE SCHOOL
<input type="checkbox"/>	KRISPALMER1252	14	Error	Charge	01/13/2021	NATL PROPERTY MGMNT AS

◀ ◻ ▶

Filter View ▾ ... 10 per page ▾ << < Page 1 of 44 > >>

RECONCILIATION

No results

Details

Dispute/Matching Details

Payments

SmartPay2

History

Errors

Offset Details

<input type="checkbox"/>	Alias	Status	Reconciliation Date	Reconciled Amount	Unreconciled Amount
--------------------------	-------	--------	---------------------	-------------------	---------------------

9. Select the Rejected form.
10. Select the **View Document** button.

Figure 71: Statement Line Payment Document Page

STATEMENT LINE PAYMENTS

Statement Information

Alias

JAMESLANGLOI7496

Statement Line Number

3

Charge Date

01/14/2021

Authorization Code

026424

Vendor Code

ULINE *SHIP SUPPLII

Charge Amount

\$107.47

Reconciled Amount

\$107.47

Unreconciled Amount

\$0.00

Dispute Amount

\$0.00

1 - 1 of 1 results

Document Type

Document Number

Accounting Line Number

Document Title

Document Status

Payment Date

Payment Amount

User ID

CP

CP2021011700

2

Credit Card Prepayment Process

Rejected

01/17/2021

\$107.47

runbatchccgs

View Document

10 per page

Page 1 of 1

11. **Error** messages are displayed on the rejected Credit Card payment (CP) forms.
12. Review the **Errors**. Follow GSA policy to determine who will correct the rejected CPs. Once the CP forms are corrected, the status of the corresponding statement lines will change to **Paid**.

8.4 What are the Step-by-Step Instructions to Offset Unpaid Credit and Charge Statement Lines?

The following steps describe how to offset credit and charge lines for the same amount to be closed out in the Credit Card Notebook.

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

USDA

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4. To narrow the search, select one or more status values. Use the CTRL key, double select, or select additional statuses then the Right Arrow to select more than one status.
5. Select the **Search** button to display the credit card bank statement lines. The results matching the search criteria will be displayed.
6. Select both the charge and credit statement lines that has a matching card alias, amount, and accounting dimensions.
7. Select the Actions button then select Offset. *The status of both statement lines will update to Offset.*

NOTE: If only one of the statement lines currently exists and has not yet received the corresponding statement line, select the line that exists and select **Actions - Pending Offset**, to indicate an offset will occur. After the missing line is added to the Credit Card Statement Reconciliation Notebook, it can be offset to the pending offset line.

8.5 What are the Step-by-Step Instructions to Offset Paid and Unpaid Credit and Charge Statement Lines?

The following steps describe how to offset credit and charge lines for the same amount when one line is already Paid and the other is Unpaid and needs to be closed out in the Credit Card Notebook.

1. Select Transactions - Credit Card - Statement Reconciliation Notebook from the menu bar of the desktop. The Statement Reconciliation page is displayed.
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. Select search criteria to return a charge statement line in 'Paid' status and a credit statement line in 'Available' or 'Defaulted' status.
5. Select both charge and credit statement lines.
6. Select the Actions button then select Offset.
7. The status is now displayed as 'Pending Offset' in the Statement activity section.
8. Select **View-Offset Details** to open the Statement Line Offset Details page.
9. A link is created between the offsetting statement lines so that the lines are associated to each other.
10. Close the Statement Line Offset Details page.
11. Allow the Credit Card Payment batch job to run.
12. Navigate back to **Transactions - Credit Card - Statement Reconciliation Notebook**.
13. Search for the previously 'Pending Offset' charge and credit statement lines.
14. Both statement lines are now in a status of 'Offset'.

9 Standard Credit Card Reports and Forms

9.1 Credit Card Reports

9.1.1 What Types of Credit Card Reports are available in Pegasys?

Table 12 summarizes the Credit Card Reports by report name, report menu folder, target users, and minimum advised frequency of use.

Table 12: Standard Credit Card Reports

Report Name	Report Menu Folder	Target Users	Minimum Advised Frequency of Use
Monthly CRCD Transactions	Credit Card → Reports	General Credit Card Users & Approving Officials	Monthly
CRCD Log Transactions	Credit Card → Reports	General Credit Card Users	Monthly
Unreconciled CRCD Logs	Credit Card → Reports	General Credit Card Users	Monthly
Credit Card Status Report	Credit Card → Reports	General Credit Card Users	On demand
CRCD Trans by App Official	Credit Card → Reports	Approving Officials	Monthly
Statement Line Payment History	Credit Card → Finance Reports	General Credit Card Users	On demand
Imported Daily Card Tans	Credit Card → Finance Reports	USDA-PFS & Pegasys Operations	Daily
Credit Card Clearing Report	Credit Card → Finance Reports	USDA-PFS & Pegasys Operations	On demand

9.1.2 How do I Generate and Print Credit Card Reports from the Reports Menu?

The following steps describe how to run the Credit Card Reports from the Reports Menu.

1. Login to Pegasys.
2. Select **Utilities - Reports - View Reports** from the Menu Bar on the desktop. The View Reports page is displayed for the available reports.

Figure 72: View Reports Page to Print Credit Card Report

View Reports


REPORTS

- + Pegasys Reports Portal
- + Accounts Receivable
- + Auto Disbursements
- + Budget Execution
- + **Credit Card**
- + External Reporting
- + General Ledger
- + General System
- + Planning
- + Purchasing
- + Reference Data
- + System Assurance

3. Select the + plus box next to the **Credit Card** folder to expand the folder.
4. Select the plus box next to the **Reports** folder to expand the folders and view the available reports.
5. Select the Credit Card Status Report L report to be viewed or printed. Select the **Run** button.
6. Fill in the fields in the **Parameters** and **Options** group boxes. The fields may vary based on the selected reports.
7. Select **Run** to run the report. The following message: *“The report has been successfully submitted.”* will be displayed.
8. Select **Utilities - Reports - View Reports** from the Menu Bar on the desktop.

9. Select the report from the **View Reports** menu.
10. Select the report run in the Report Status section and select the **Output** button.

Figure 73: View Reports Report Status Section

REPORT STATUS							
1 - 1 of 1 results							
Description	Report Status	Saved Output Format	Report Start	Report End	Report Expiration	User ID	Saved Output Access
	Complete	PDF	01/19/2021 18:50:43	01/19/2021 18:50:45	01/16/2036 18:50:43	allroles90	Shared
<div> Refresh Parameters Output Delete Add Shortcut Filter </div> <div> 10 per page </div> <div> << < Page 1 of 1 > >> </div>							

11. Use the printer icon to print the report. Use the “X” button at the far right of the title bar to close out of Adobe Reader.

9.1.3 What Types of Information do each of the Reports provide me?

9.1.3.1 General Credit Card Users

- Monthly CRCRD Transactions - Lists all transactions for a selected credit card statement period by Credit Card Alias and can be utilized by an Approving Official as approval of a cardholder’s credit card purchases that have been logged and reconciled in Pegasys. If a charge has been reconciled in Pegasys, the report also displays all applicable reconciliation information. The Alias, From Date, and To Date are the parameters entered to generate this report.

NOTE: Alias is a required parameter. The Credit Card Alias must be entered in the exact format as shown below. The Date parameters must be entered in MM/DD/YYYY format.

- o Credit Card Alias

- Use all caps and no spaces (e.g., DOLORESFEDEL0500).

- CRCRD Trans by App Official - Displays all cardholder transactions under a selected Approving Official for a selected credit card statement period by Credit Card Alias. It is beneficial for Approving Officials’ after-the-fact approval of their cardholders’ credit card purchases. Approval Group Name, Statement Start Date, and Statement End Date are the parameters entered to generate this report.

NOTE: Approval Group Name is a required parameter. The date parameters should be entered in the MM/DD/YYYY format.

- Credit Card Status Report - Provides a snapshot of the current status of GSA credit cards entered in the Pegasys Credit Card Maintenance table. The output provides basic card information such as alias, cardholder, expiration date, and approval group. The Approving Official and Alias are the parameters entered to generate this report.
- **NOTE:** Approving Official is a required parameter. The Approving Official and the Credit Card Alias must be entered in the exact format as shown below.
 - o Approving Official

- Capitalize the first character of the Approving Official's first and last name and enter the remaining characters in lower case.
 - Enter a space between the first and last name (e.g., Paul Padula).
 - o Credit Card Alias
 - Use all caps and no spaces (e.g., DOLORESFEDEL0500).
- CRCD Log Transactions - Generates a listing of all Pegasys Credit Card Log (CL, CT) transactions that have been entered in Pegasys, organized by Approving Official, date, and reconciliation status. The Approving Official, Credit Card Alias, Date Range, and Reconciliation Status (All Logs or Unreconciled Logs only) are the parameters entered to generate this report.

NOTE: The Date Range is a required parameter. The Approving Official and the Credit Card Alias must be entered in the exact format as shown below. The date range must be entered in the MM/DD/YYYY format. Status can be selected from a drop-down menu.

- o Approving Official
 - Capitalize the first character of the Approving Official's first and last name and enter the remaining characters in lower case.
 - Enter a space between the first and last name (e.g., Paul Padula)
 - o Credit Card Alias
 - Use all caps and no spaces (e.g., DOLORESFEDEL0500).
- Statement Line History - Provides information about each Pegasys payment transaction that is recorded against the bank statement lines. The following input parameters are available: Credit Card Type Name, Alias, From Date, and To Date. In addition, the report output can optionally include disputed charges.

NOTE: Credit Card Type Name is a required parameter.

- o Credit Card Type Name must be entered as 'GSA Purchase Card'; the Alias must be entered in the format shown below; the date range must be entered in MM/DD/YYYY format; and the 'Include Disputes' can be indicated as T or F in a drop- down menu.
 - o Credit Card Alias
 - Use all caps and no spaces (e.g., DOLORESFEDEL0500).

9.1.3.2 USDA-PFS

- Imported Daily Card Tans - Provides Pegasys Credit Card Operations staff the necessary data to identify discrepancies against the bank report. The report displays the imported file names, date of the import, and various applicable dollar amounts.

9.2 Credit Card Forms

9.2.1 What Types of Procurement Forms Support the Credit Card Subsystem?

There are two Standard GSA procurement forms for the Credit Card subsystem - the GSA 3076 and the GSA 300. A user can generate a report for multiple documents through the selection criteria (please refer to **Section 9.2.1.3**). A user can generate a GSA Form 300 for Credit Card Log documents and a GSA Form 3076 for Credit Card Training Log documents processed in Pegasys.

9.2.1.1 How do I generate and print GSA forms?

Once a document is processed in Pegasys, a printed form can be generated from the screen in which the document was completed or via the Pegasys Reports menu.

9.2.1.2 How do I generate and print CGS forms from an online Pegasys document?

The GSA Form that prints from the information entered in Pegasys is based on the Document type that is selected. After the information is entered and processed into Pegasys, simply hit the Print Preview button on the Pegasys screen to generate the GSA Form. For example, if a CL (Credit Card Log document) Document Type was selected, then a GSA Form 300 will be displayed on the desktop.

NOTE: Table 13 identifies which GSA Form will be available for printing based on the document type selected.

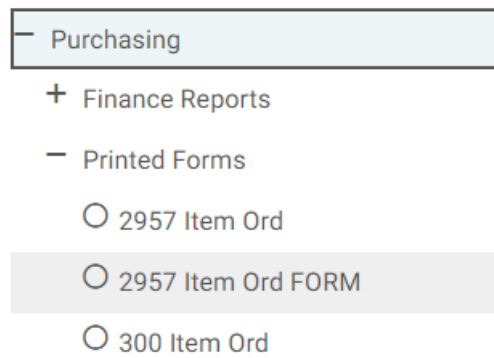
Table 13: Document Type/GSA Form that Prints from the Print Button

Document Type	GSA Form that Prints (from Print Button)
CL - Credit Card Log Document	GSA Form 300
CT - Credit Card Training Log Document	GSA Form 3076

9.2.1.3 How do I generate and print GSA forms from the Reports Menu?

Credit Card Log Documents and Credit Card Training Log Documents are found In the Printed Forms section.

Figure 74: View Reports Page



10 Help

10.1 What Resources are available when I need Help with the Credit Card Subsystem?

- GSA Online University
 - o Pegasys Navigation course
 - o Pegasys Credit Cards course
- Credit Card User's Guide
- Credit Card Quick Reference Cards
 - o Creating Non-Itemized Credit Card Logs
 - o Reconcile a Bank Statement Line to a Credit Card Log
 - o Reconcile a Bank Statement Line to an Accounting Strip
- Pegasys Website
 - o <https://corporateapps.gsa.gov/applications/financial-apps/pegasys/>
- Functional Coordinator
 - o <https://corporateapps.gsa.gov/applications/financial-apps/pegasys/pegasys-support/fc-sr/>
- Service Representative
 - o <https://corporateapps.gsa.gov/applications/financial-apps/pegasys/pegasys-support/fc-sr/>
- Pegasys Hotline (202) 501-HELP (4357)

10.2 Who are the Functional Coordinators and Service Representatives?

Table 14: Functional Coordinators and Representatives

Role	Name	Phone	E-Mail
Pegasys F/C and S/R Lead	TBD	TBD	TBD