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Finance Pegasys 7.8

User Guide

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2 of 2

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Guide Summary

The Finance User Guide is divided into 2 documents, which contains the following sections. This is Document 2.

Document 1

- Section 1: How do I Use this Guide?
- Section 2: Pegasys Homepage & Navigation
- Section 3: Direct Payment Invoice
- Section 4: Invoice Documents
- Section 5: Automated Match Queries
- Section 6: Payment Authorization Documents
- Section 7: Finance Reports
- Section 8: Novations
- Section 9: Replace Values
- Section 10: Pegasys Capitalization Procedures
- Section 11: Pegasys Judgment Claims Process

Document 2

- **Section 12: Purchasing Public Debt**
- **Section 13: Refund Payment Procedures**
- **Section 14: Special Payment Procedures**
- **Section 15: How do I Record Payment Credits in Pegasys?**
- **Section 16: How do I Record Prior Year Cost Transfers in Pegasys?**
- **Section 17: How do I Record Bounced Checks in Pegasys?**
- **Section 18: PBS Construction Contracts Procedures**
- **Section 19: General Ledger**
- **Section 20: Propagate Component TSYM System Wide**
- **Section 21: Appendix A: Field Descriptions**
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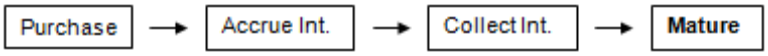
12 Purchasing Public Debt

12.1 Purchase at Par Value with Accrued Interest

Figure 1: Purchase at Par Value with Accrued Interest



12.1.1 How do I Record the Purchase of an Investment at Par Value with Accrued Interest?

To record the purchase of an investment at par value with accrued interest at the time of the purchase, create a two-line SV document in Pegasys.

- Line 1 - Record the purchase price par value amount with document type IA and transaction type 01. The dollar amount used for this line is the par value of the investment.
- Line 2 - Record the entries for the purchase of accrued interest (for amortized funds) by using document type IA and transaction type 05 **OR** 06 (for non-amortized funds). The dollar amount used for this line is the amount of accrued interest purchased with the investment at the time of purchase.

12.1.2 How do I Accrue Other Interest?

To accrue other interest, create a single line SV document in Pegasys.

- Line 1 - Record the accrual of other interest with document type IA and transaction type 07. The dollar amount used for this line is the newly accrued interest amount on the investment.

12.1.3 How do I Collect Interest?

To record the collection of Interest, create a single line SV in Pegasys.

- Line 1 - Record the entries for the collection of interest (previously accrued) with document type IA transaction type 08 **OR** 09 (for interest not previously accrued). The dollar amount used for this line is the current interest collected using document type IA and transaction type 08 for the amount that was previously accrued and transaction type 09 for the amount that was not previously accrued. If a portion of the interest collected was previously accrued and a portion was not previously accrued, the document will need two lines. The first line will be the amount that was previously accrued using document type IA and transaction type 08 and the second line will be the amount that was not previously accrued using IA09.

12.1.4 How do I Record the Maturation of an Investment?

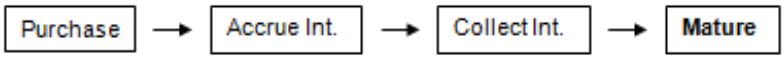
To record the maturation of an investment, create a single line SV in Pegasys.

- Line 1 - Record the maturity of the Investment at Par value with document type IA and transaction type 11. The dollar amount used for this line is the par value of the investment.

12.2 Purchase at Par Value without Accrued Interest

A Blanket Purchase Agreement with Limitations is created in Pegasys, by completing a **Purchase Request**. The **PR** commits the funds and reduces your budget's available balance (for obligation and used funds). When creating or modifying a BPA, information such as vendor, which is normally not required on a **PR** will be required.

Figure 2: Purchase at Par Value without Accrued Interest



12.2.1 How do I Purchase an Investment at Par Value without Accrued Interest?

To record the purchase of an investment at par value, create a single line SV document in Pegasys.

- Line 1 - Record the principal purchase price with document type IA and transaction type 01. The dollar amount used for this line is the par value of the investment.

12.2.2 How do I Accrue Other Interest?

To accrue other interest, create a single line SV document in Pegasys.

- Line 1 - Record the accrual of other interest with document type IA and transaction type 07. The dollar amount used for this line is the newly accrued interest amount on the investment.

12.2.3 How do I Collect Interest?

To record the collection of Interest, create a single/multi line SV in Pegasys.

- Line 1 - Record the entries for the collection of interest (previously accrued) with document type IA and transaction type 08 **OR** 09 (for interest not previously accrued). The dollar amount used for this line is the current interest collected using transaction type 08 for the amount that was previously accrued and 09 for the amount that was not previously accrued. If a portion of the interest collected was previously accrued and a portion was not previously accrued, the document will need two lines. The first line will be the amount that was previously accrued using transaction type 08 and the second line will be the amount that was not previously accrued using transaction type 09.

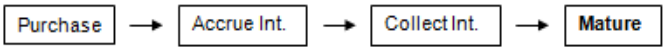
12.2.4 How do I Record the Maturation of an Investment?

To record the maturation of an investment, create a single line SV in Pegasys.

- Line 1 - Record the maturity of the Investment at Par value with document type IA and transaction type 11. The dollar amount used for this line is the par value of the investment.

12.3 Purchase at Premium with Accrued Interest not Amortizing the Premium

Figure 3: Purchase at Premium with Accrued Interest not Amortizing the Premium



12.3.1 How do I Purchase an Investment at Premium with Accrued Interest?

To record the purchase of an investment at a premium with accrued interest, create a three-line SV document in Pegasys.

- Line 1 - Record the principal purchase price with document type IA and transaction type 01. The dollar amount used for this line is the par value of the investment.
- Line 2 - Record the entries for the purchase of accrued interest with document type IA and transaction type 06. The dollar amount used for this line is the amount of accrued interest purchased with the investment at the time of purchase.
- Line 3 - Record the entries for the premium with document type IA and transaction type 03. The dollar amount used for this line is the amount of premium paid for the investment.

12.3.2 How do I Accrue Other Interest?

To accrue other interest, create a single line SV document in Pegasys.

- Line 1 - Record the accrual of other interest with document type IA transaction type 07. The dollar amount used for this line is the newly accrued interest amount on the investment.

12.3.3 How do I Collect Interest?

To record the collection of Interest, create a single/multi line SV in Pegasys.

- Line 1 - Record the entries for the collection of interest (previously accrued) with document type IA and transaction type 08 **OR** 09 (for interest not previously accrued). The dollar amount used for this line is the current interest collected using transaction type 08 for the amount that was previously accrued and 09 for the amount that was not previously accrued. If a portion of the interest collected was previously accrued and a portion was not previously accrued, the document will need two lines. The first line will

be the amount that was previously accrued using transaction type 08 and the second line will be the amount that was not previously accrued using transaction type 09.

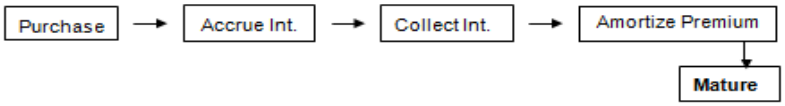
12.3.4 How do I Record the Maturation of an Investment?

To record the maturation of an investment, create a two line SV in Pegasys.

- Line 1 - Record the maturity of the Investment at Par value with document type IA transaction type 11. The dollar amount used for this line is the par value of the investment.
- Line 2 - Record the premium maturity with document type IA and transaction type 12. The dollar amount used for this line is the amount of premium paid for the investment.

12.4 Purchase at Premium with Accrued Interest Amortizing the Premium

Figure 4: Purchase at Premium with Accrued Interest Amortizing the Premium



12.4.1 How do I Purchase an Investment at Premium with Accrued Interest at time of purchase and amortize the premium?

To record the purchase of an investment at a premium with accrued interest and also amortize the premium, create a three-line SV document in Pegasys.

- Line 1 - Record the principal purchase price with document type IA and transaction type 01. The dollar amount used for this line is the par value of the investment.
- Line 2 - Record the entries for the purchase of accrued interest with document type IA and transaction type 05. The dollar amount used for this line is the amount of accrued interest purchased with the investment at the time of purchase.
- Line 3 - Record the entries for the premium with document type IA and transaction type 02. The dollar amount used for this line is the amount of premium paid for the investment.

12.4.2 How do I Accrue Other Interest?

To accrue other interest, create a single line SV document in Pegasys.

- Line 1 - Record the accrual of other interest with document type IA and transaction type 07. The dollar amount used for this line is the newly accrued interest amount on the investment.

12.4.3 How do I Collect Interest (All)?

To record the collection of Interest, create a single/multi line SV in Pegasys.

- Line 1 - Record the entries for the collection of interest (previously accrued) with document type IA and transaction type 08 **OR** 09 (for interest not previously accrued). The dollar amount used for this line is the current interest collected using transaction type 08 for the amount that was previously accrued and 09 for the amount that was not previously accrued. If a portion of the interest collected was previously accrued and a portion was not previously accrued, the document will need two lines. The first line will be the amount that was previously accrued using transaction type 08 and the second line will be the amount that was not previously accrued using transaction type 09.

12.4.4 How do I Amortize the Premium?

To amortize the premium, create a single line SV in Pegasys.

- Line 1 - Record the amortization of the premium with document type IA and transaction type 10 with a **Decrease** indicator. The dollar amount used for this line is the amount of premium paid for the investment.

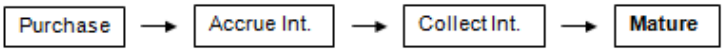
12.4.5 How do I Record the Maturation of an Investment?

To record the maturation of an investment, create a two-line SV in Pegasys.

- Line 1 - Record the maturity of the Investment at Par value with document type IA and transaction type 11. The dollar amount used for this line is the par value of the investment.
- Line 2 - Record the premium maturity with document type IA and transaction type 12. The dollar amount used for this line is the amount of premium paid for the investment.

12.5 Purchase at Premium without Accrued Interest not amortizing the Premium

Figure 5: Purchase at Premium without Accrued Interest not Amortizing the Premium



12.5.1 How do I Purchase an Investment at Premium without Accrued Interest at time of purchase and amortize the premium?

To record the purchase of an investment at a premium with accrued interest and also amortize the premium, create a two-line SV document in Pegasys.

- Line 1 - Record the principal purchase price with document type IA and transaction type 01. The dollar amount used for this line is the par value of the investment.
- Line 2 - Record the entries for the premium with document type IA and transaction type 02. The dollar amount used for this line is the amount of premium paid for the investment.

12.5.2 How do I Accrue Other Interest?

To accrue other interest, create a single line SV document in Pegasys.

- Line 1 - Record the accrual of other interest with document type IA and transaction type 07. The dollar amount used for this line is the newly accrued interest amount on the investment.

12.5.3 How do I Collect Interest?

To record the collection of Interest, create a single/multi line SV in Pegasys.

- Line 1 - Record the entries for the collection of interest (previously accrued) with document type IA and transaction type 08 **OR** 09 (for interest not previously accrued). The dollar amount used for this line is the current interest collected using transaction type 08 for the amount that was previously accrued and 09 for the amount that was not previously accrued. If a portion of the interest collected was previously accrued and a portion was not previously accrued, the document will need two lines. The first line will be the amount that was previously accrued using transaction type 08 and the second line will be the amount that was not previously accrued using 09.

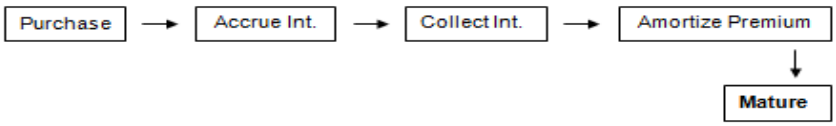
12.5.4 How do I Record the Maturation of an Investment?

To record the maturation of an investment, create a two-line SV in Pegasys.

- Line 1 - Record the maturity of the Investment at Par value with document type IA and transaction type 11. The dollar amount used for this line is the par value of the investment.
- Line 2 - Record the premium maturity with document type IA and transaction type 12. The dollar amount used for this line is the amount of premium paid for the investment.

12.6 Purchase investment at a Premium without Accrued Interest amortizing the Premium

Figure 6: Purchase Investment at a Premium without Accrued Interest Amortizing the Premium



12.6.1 How do I Purchase an Investment at a Premium with Accrued Interest at time of purchase and amortize the premium?

To record the purchase of an investment at a premium with accrued interest and also amortize the premium, create a two-line SV document in Pegasys.

- Line 1 - Record the principal purchase price with document type IA and transaction type 01. The dollar amount used for this line is the par value of the investment.
- Line 2 - Record the entries for the premium with document type IA and transaction type 02. The dollar amount used for this line is the amount of premium paid for the investment.

12.6.2 How do I Accrue Other Interest?

To accrue other interest, create a single line SV document in Pegasys.

- Line 1 - Record the accrual of other interest with document type IA and transaction type 07. The dollar amount used for this line is the newly accrued interest amount on the investment.

12.6.3 How do I Collect Interest?

To record the collection of Interest, create a single/multi line SV in Pegasys.

- Line 1 - Record the entries for the collection of interest (previously accrued) with document type IA and transaction type 08 **OR** 09 (for interest not previously accrued). The dollar amount used for this line is the current interest collected using transaction type 08 for the amount that was previously accrued and 09 for the amount that was not previously accrued. If a portion of the interest collected was previously accrued and a portion was not previously accrued, the document will need two lines. The first line will be the amount that was previously accrued using transaction type 08 and the second line will be the amount that was not previously accrued using 09.

12.6.4 How do I Amortize the Premium?

To amortize the premium, create a single line SV in Pegasys.

- Line 1 - Record the amortization of the premium with document type IA and transaction type 10 with a **Decrease** indicator. The dollar amount used for this line is the amount of premium paid for the investment.

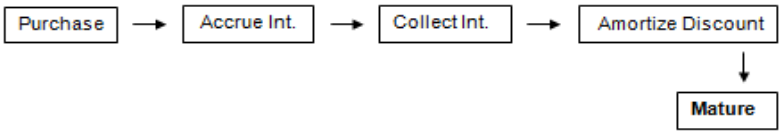
12.6.5 How do I Record the Maturation of an Investment?

To record the maturation of an investment, create a two-line SV in Pegasys.

- Line 1 - Record the maturity of the Investment at Par value with document type IA and transaction type 11. The dollar amount used for this line is the par value of the investment.
- Line 2 - Record the premium maturity with document type IA and transaction type 12. The dollar amount used for this line is the amount of premium paid for the investment.

12.7 Purchase investment at a Discount with Accrued Interest amortizing the Discount

Figure 7: Purchase Investment at a Discount with Accrued Interest Amortizing the Discount



12.7.1 How do I Purchase an Investment at a Discount with Accrued Interest at time of purchase and amortize the discount?

To record the purchase of an investment at a premium with accrued interest and also amortize the premium, create a three-line SV document in Pegasys.

- Line 1 - Record the principal purchase price with document type IA and transaction type 01. The dollar amount used for this line is the par value of the investment.
- Line 2 - Record the entries for the purchase of accrued interest with document type IA and transaction type 05. The dollar amount used for this line is the amount of accrued interest purchased with the investment at the time of purchase.
- Line 3 - Record the entries for the discount with document type IA and transaction type 04. The dollar amount used for this line is the amount of the discount given with the purchase of the investment.

12.7.2 How do I Accrue Other Interest?

To accrue other interest, create a single line SV document in Pegasys.

- Line 1 - Record the accrual of other interest with document type IA and transaction type 07. The dollar amount used for this line is the newly accrued interest amount on the investment.

12.7.3 How do I Collect Interest?

To record the collection of Interest, create a single/multi line SV in Pegasys.

- Line 1 - Record the entries for the collection of interest (previously accrued) with document type IA and transaction type 08 **OR** 09 (for interest not previously accrued). The dollar amount used for this line is the current interest collected using transaction type 08 for the amount that was previously accrued and 09 for the amount that was not previously accrued. If a portion of the interest collected was previously accrued and a portion was not previously accrued, the document will need two lines. The first line will be the amount that was previously accrued using transaction type 08 and the second line will be the amount that was not previously accrued using transaction type 09.

12.7.4 How do I Amortize the Discount?

To amortize the discount, create a single line SV in Pegasys.

- Line 1 - Record the amortization of the discount with document type IA and transaction type 10. The dollar amount used for this line is the amount of the discount given with the purchase of the investment.

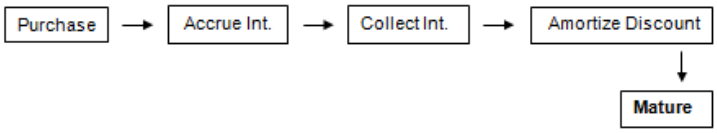
12.7.5 How do I Record the Maturation of an Investment?

To record the maturation of an investment, create a two-line SV in Pegasys.

- Line 1 - Record the maturity of the Investment at Par value with document type IA and transaction type 11. The dollar amount used for this line is the par value of the investment.
- Line 2 - Record the discount maturity with document type IA and transaction type 14. The dollar amount used for this line is the amount of the discount given with the purchase of the investment.

12.8 Purchase at Discount without Accrued Interest Amortizing the Discount

Figure 8: Purchase at Discount without Accrued Interest Amortizing the Discount



12.8.1 How do I Purchase an Investment at Discount with Accrued Interest at time of purchase and amortize the discount?

To record the purchase of an investment at a discount with accrued interest and also amortize the discount, create a two-line SV document in Pegasys.

- Line 1 - Record the principal purchase price with document type IA and transaction type 01. The dollar amount used for this line is the par value of the investment.
- Line 2 - Record the entries for the discount with document type IA and transaction type 04. The dollar amount used for this line is the amount of the discount given with the purchase of the investment.

12.8.2 How do I Accrue Other Interest?

To accrue other interest, create a single line SV document in Pegasys.

- Line 1 - Record the accrual of other interest with document type IA and transaction type 07. The dollar amount used for this line is the newly accrued interest amount on the investment.

12.8.3 How do I Collect Interest?

To record the collection of Interest, create a single/multi line SV in Pegasys.

- Line 1 - Record the entries for the collection of interest (previously accrued) with document type IA and transaction type 08 **OR** 09 (for interest not previously accrued). The dollar amount used for this line is the current interest collected using transaction type 08 for the amount that was previously accrued and 09 for the amount that was not previously accrued. If a portion of the interest collected was previously accrued and a portion was not previously accrued, the document will need two lines. The first line will be the amount that was previously accrued using transaction type 08 and the second line will be the amount that was not previously accrued using 09.

12.8.4 How do I Amortize the Discount?

To amortize the discount, create a single line SV in Pegasys.

- Line 1 - Record the amortization of the discount with document type IA and transaction type 10. The dollar amount used for this line is the amount of the discount given with the purchase of the investment.

12.8.5 How do I Record the Maturation of an Investment?

To record the maturation of an investment, create a two-line SV in Pegasys.

- Line 1 - Record the maturity of the Investment at Par value with document type IA and transaction type 11. The dollar amount used for this line is the par value of the investment.
- Line 2 - Record the discount maturity with document type IA and transaction type 14. The dollar amount used for this line is the amount of the discount given with the purchase of the investment.

13 Refund Payment Procedures

Refund Payments are processed in Pegasys. Refunds can be recorded against known Funds (i.e., 262X, 110) or against Deferred Funds such as 206X, 207X, or 197X. Step-by-step instructions for recording Refund Payments are listed below.

13.1 How do I Process a Refund Against a Known Fund?

The refund process in Pegasys begins with the creation of a Direct Pay Match Invoice document. Once the Direct Pay Match Invoice has been processed, the document will run through the Automated Match (AM) Batch Job and create a payment. The payment will then be disbursed for the amount listed on the Match Invoice to the designated vendor. Please refer to **Table 1** below, for a listing of Refund Reasons and associated Document Types.

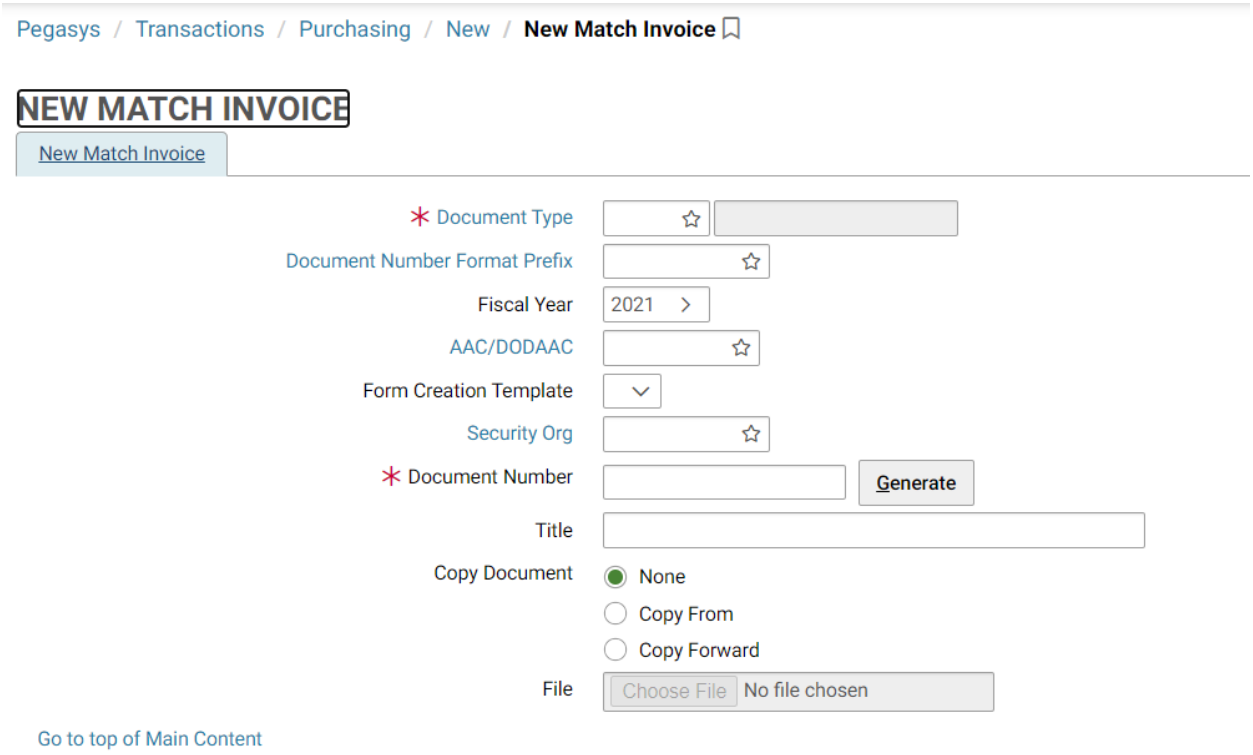
Table 1: Fund Refunds Document Type Table

Refund Reason	Document Type
A/R Reclassification	E3
Refunds/Prepayments	E1
Advances from Others TAPS	E4
Deferred Credit (General)	E5
Deferred Credits (Unamortized Short Term)	E6

13.1.1 To Create a Direct Pay Match Invoice:

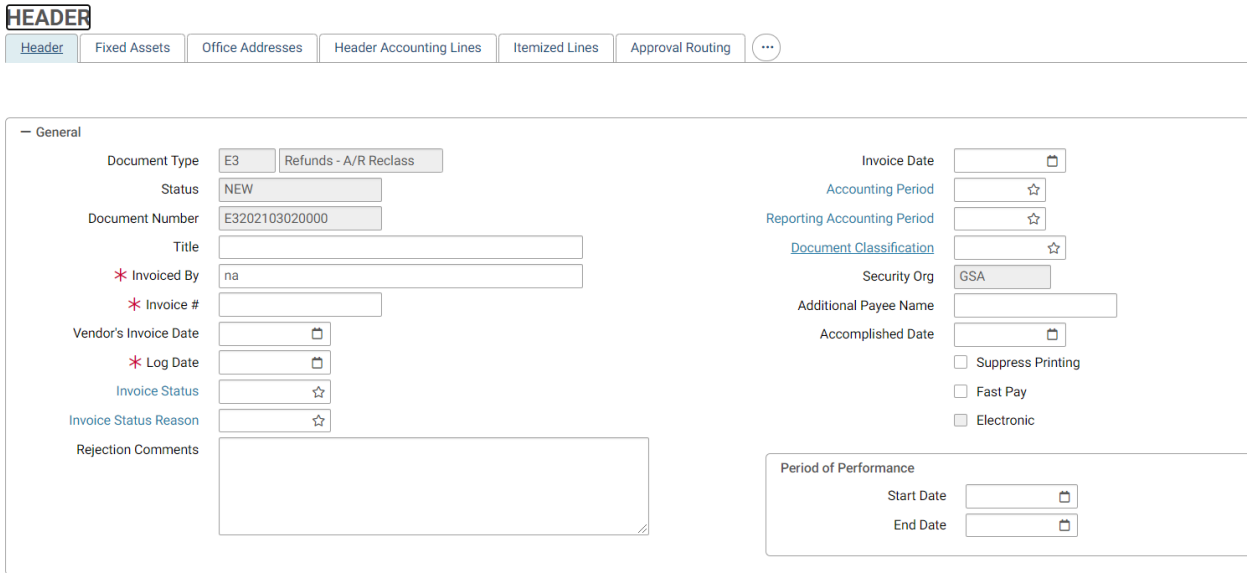
1. Select **Transactions → Purchasing → New → Match Invoice** from the menu bar. The **New Match Invoice** page will be displayed.

Figure 9: New Match Invoice Page - Direct Pay



2. In the **Document Type** field, enter the appropriate document type. Please refer to **Table 1.**
3. A unique document number will be automatically generated in the **Document Number** field after selecting the **Generate** button. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.
4. Select the **Finish** button. The **Header** page of the Match Invoice form will be displayed.

Figure 10: Header Page - Direct Pay



5. In the **Title** field, enter any unique identifying information (e.g., customer's name) that will aid in identifying the refund transaction when generating Pegasys queries and reports.

   NOTE: Vendor's Invoice Date, **Log Date**, **Accounting Period**, and **Reporting Accounting Period** fields will default to the current date and period when the form is Verified or Processed.

6. Enter the **Vendor Code** and **Vendor Address Code.** The vendor name will be inferred from the vendor code.

   NOTE: When recording a **NARA** refund enter **NARAREFUND** in the **Vendor Code** field. Press the **[Tab]** key. The **Vendor Address Code** field will default to **00001**. For NARA refunds only, follow Steps 6-8 below.

   For **non-NARA** refunds, proceed to **Step 10**.

7. Select the **More** button in the **Vendor** group box.

   NOTE: The **Vendor Details** page will be displayed.

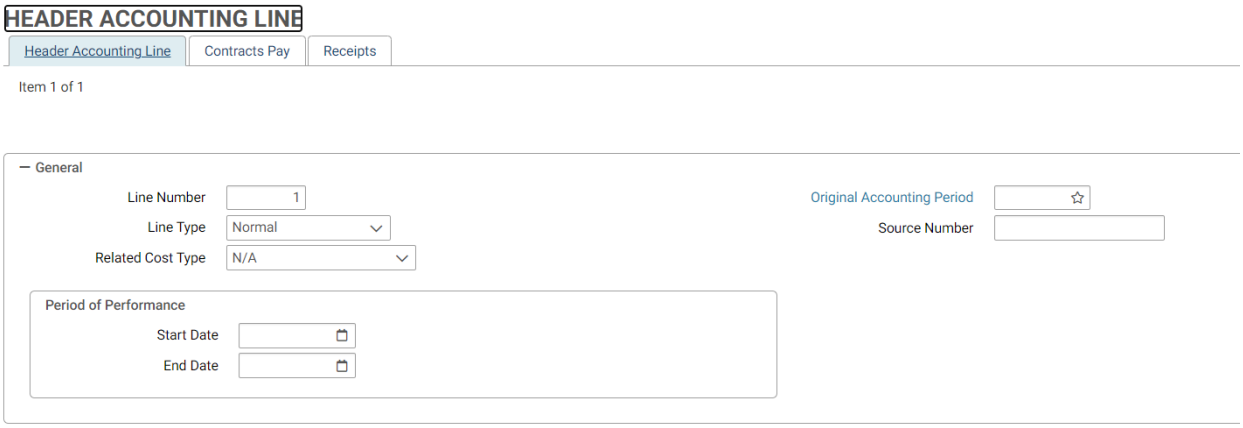
8. Enter the Name, Address, City, State, and Zip Code of the person receiving the refund.
9. Select the **OK** button.
10. Enter the Vendor's invoice number in the **Invoice #** field.
11. In the **Description** field, enter descriptive information about the refund.

    NOTE: Extended description text field allows for a maximum disk space of 60K (whereas regular description fields hold 255 characters), but printing of the extended description field on forms or reports will be determined by the room available on the form or report.

12. Select the **Header Accounting Lines** tab. The **Header Accounting Lines** page will be displayed.

13. To add a new line, select the **Add** button. The **Header Accounting Line** page will be displayed.

Figure 11: Header Accounting Line Page - Direct Pay



14. In the **Line Amounts** section, enter the dollar amount in the **Invoiced** field**.**
15. In the **Accounting Dimensions** section, enter the appropriate accounting template for the Fund the refund is to be recorded against.

    NOTE: Special templates have been set up for Refunds. These templates are named, "REFUND-FY03-XXXX" where XXXX stands for the Fund Code.
16. Select the **Default** button to populate fields in the **Accounting Dimensions** section. Enter additional fields as needed.
17. Go to the **Summary** tab to view a summary of the accounting lines.
18. To update an existing line, select the line, select in the text box for the field you would like to update, and make the update.
19. To add a new line, select the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and select the **Remove** button.
20. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
21. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

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

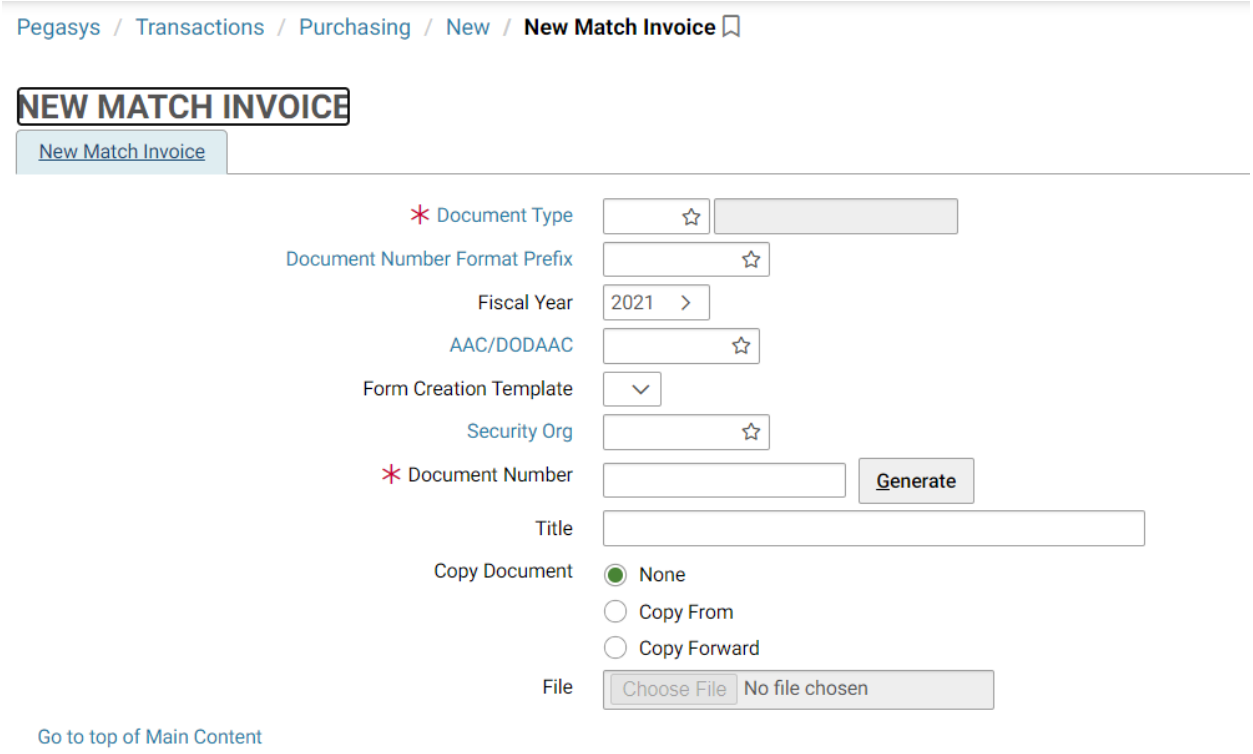
13.2 How Do I Process a Refund Against a Deferred Fund?

The process for recording a refund against a Deferred Fund also begins with the establishment of a Direct Pay Match Invoice **(E2)**. A different **Doc Type** and the use off a special **Cost Element** and **Function Code** in the accounting template are what distinguish the two Refund Payment processes.

To Create a Direct Pay Match Invoice:

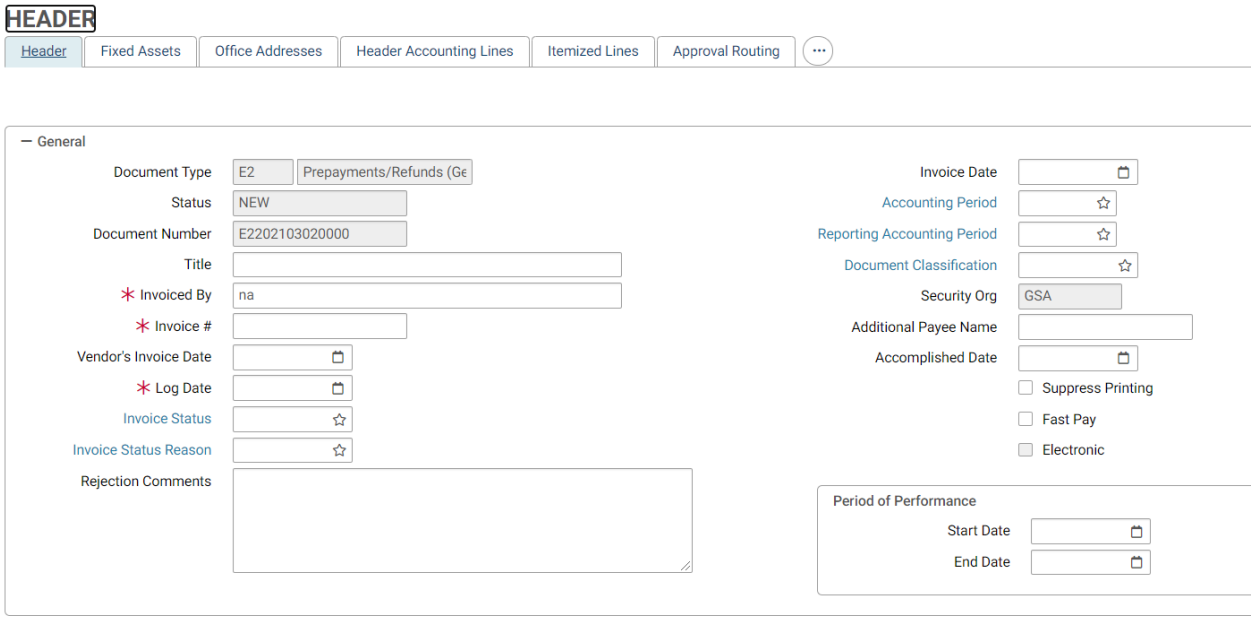
1. Select **Transactions → Purchasing → New → Match Invoice** from the menu bar. The **New Match Invoice** page will be displayed.

Figure 12: New Match Invoice Page - Refund



2. In the **Document Type** field, enter **E2.**
3. A unique document number will be automatically generated in the **Document Number** field after selecting the **Generate** button. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.
4. Select the **Finish** button. The Header page of the Direct Pay Match Invoice form will be displayed.

Figure 13: Header Page - Refund

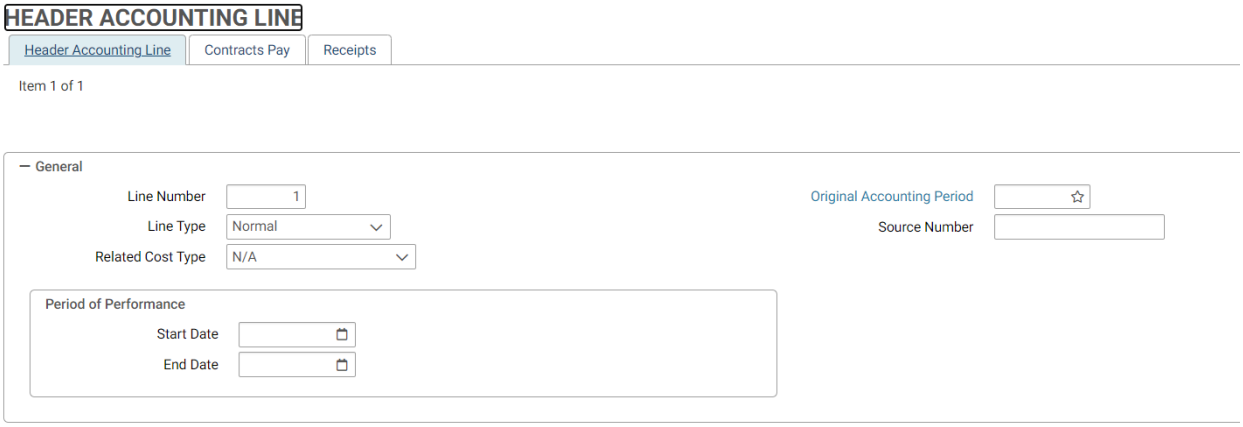


NOTE: Vendor's Invoice Date, **Log Date**, **Accounting Period**, and **Reporting Accounting Period** fields will default to the current date and period when the form is Verified or Processed.

5. Enter the **Vendor Code** and **Vendor Address Code.** The vendor name will be inferred from the vendor code.
6. Enter the Vendor's invoice number in the **Invoice #** field.
7. In the **Description** field, enter descriptive information about the refund.

   NOTE: Extended description text field allows for a maximum disk space of 60K (whereas regular description fields hold 255 characters), but printing of the extended description field on forms or reports will be determined by the room available on the form or report.
8. Select the **Header Accounting Lines** tab. The **Header Accounting** Lines page will be displayed.
9. Select the **Add** button to add a new line. The **Header Accounting Line** page will be displayed.

Figure 14: Header Accounting Line Page - Refund



10. In the **Line Amount** section, enter the dollar amount in the **Invoiced** field.
11. In the **Accounting Dimensions** section, enter the appropriate accounting template.
12. Enter the appropriate Cost Element and Function Code, please refer to, **Table 2** below:

Table 2: Refunds - Deferred Funds (206X, 207X, 197X)

Refund Reason	Sub-Object Class	Activity
Refunds - Liability for Deposit (General) G/L Acct: 2400.01	998	GXR01
Refunds - Liability for Deposit (Personal) G/L Acct: 2400.02	998	GXR02
Refunds - Liability for Deposit (Real) G/L Acct: 2400.03	998	GXR03

13. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, select in the text box for the field you would like to update, and make the update.

    To add a new line, select the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and select the **Remove** button.
14. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
15. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

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

14 Special Payment Procedures

The following section details the procedures for processing Deferred Payments, Payment over Cancellation and Payment Only Chains for Expenditure Refunds.

14.1 How Do I Process Deferred Payments?

Beginning October 1, 2002, Deferred Payment will be processed in Pegasys. Transactions entered online in Pegasys will immediately impact budgets. Therefore, Deferred Payment transactions recorded against expense-based funds, such as 255X, will immediately draw down against available budget amounts. Step-by-step instructions for recording Deferred Payment transactions are listed in **Section 14.1.1** and **Section 14.1.2.**

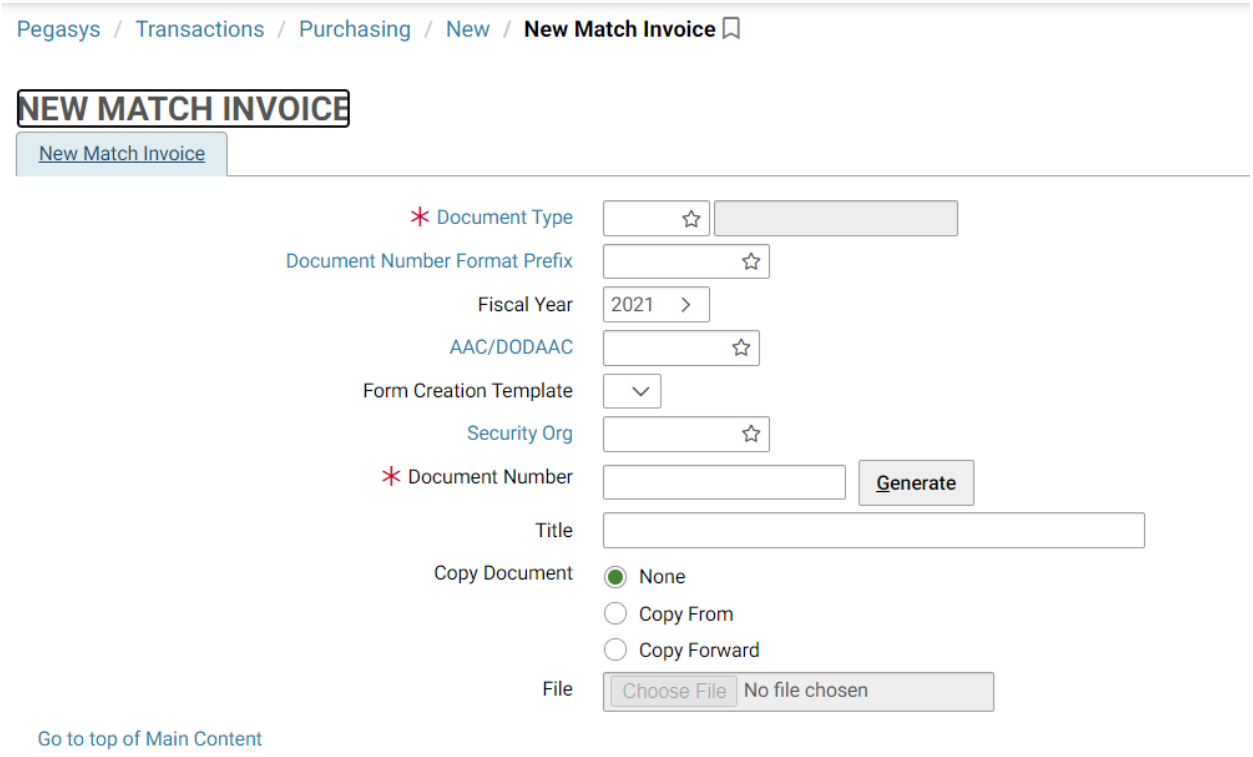
14.1.1 How do I make a Payment against a Deferred Fund?

The Deferred Payments process in Pegasys begins with the creation of a Direct Pay Match Invoice document.

To Create a Direct Pay Match Invoice

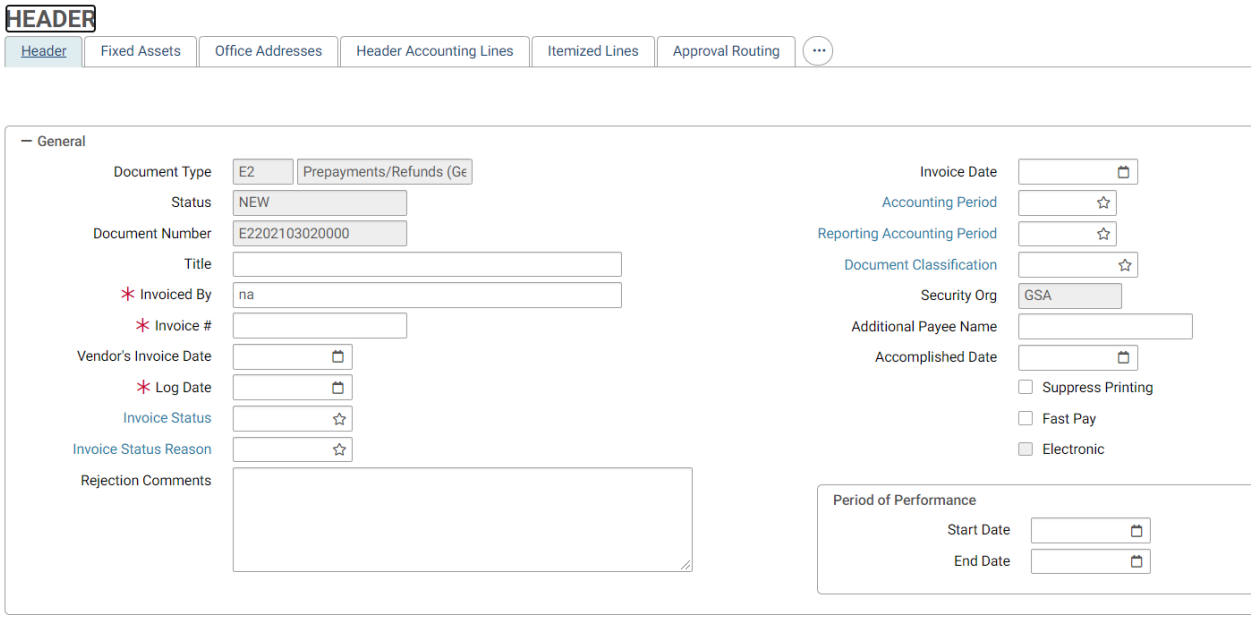
1. Select **Transactions → Purchasing → New → Match Invoice** from the menu bar. The **New Match Invoice** page will be displayed.

Figure 15: New Match Invoice Page - Deferred Fund Payment



2. In the **Document Type** field, enter **E2 - Prepayment/Refunds (General, Pers Prop, Real Prop)**.
3. A unique document number will be automatically generated in the **Document Number** field after selecting the **Generate** button. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.
4. Select the **Finish** button. The **Header** page of the Direct Pay Match Invoice form will be displayed.

Figure 16: Header Page - Deferred Fund Payment



5. Enter the appropriate information in the **Title** or **Description** field.

   NOTE: Information entered in either the **Title** field or the **Description** field of the **Header** page will be used to track the transaction. This information will appear on the Deferred Payments report, which is currently under development.

6. Enter the vendor's invoice date in the **Vendor Invoice Date** field.

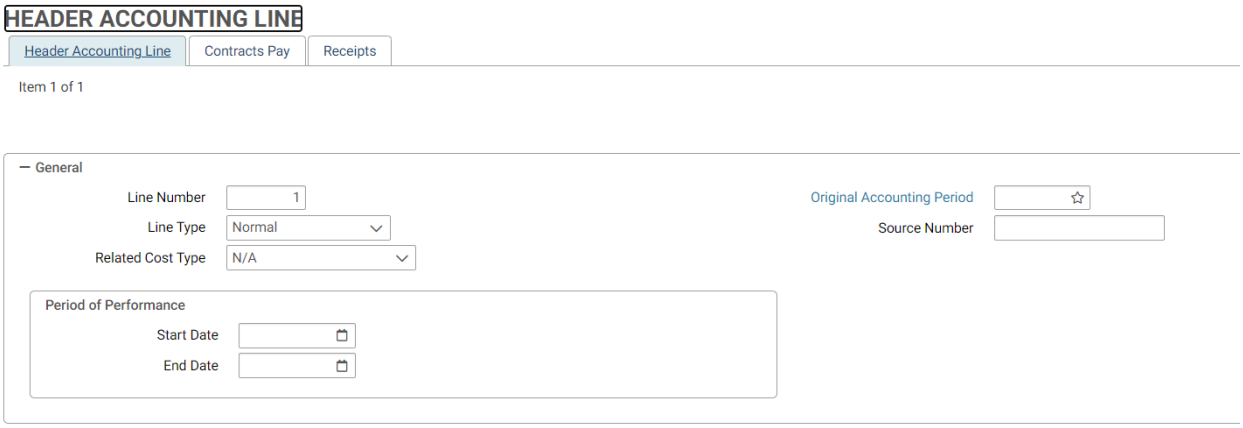
   NOTE: Vendor's Invoice Date, **Log Date**, **Acctg Period**, and **Reporting Accounting Period** fields will default to the current date and period when the form is Verified or Processed.

7. Enter the Vendor's invoice number in the **Invoice #** field.
8. Enter the date in the **Accomplished Date** field.
9. Enter the **Vendor Code** and **Vendor Address Code**. The vendor name will be inferred from the vendor code.
10. In the **Description,** enter information about the refund.

NOTE: Extended description text field allows for a maximum disk space of 60K (whereas regular description fields hold 255 characters), but printing of the extended description field on forms or reports will be determined by the room available on the form or report.

11. Select the **Header Accounting Lines** tab. The **Header Accounting Lines** summary page will be displayed.
12. Select the **Add** button to add a new line. The **Header Accounting Line** page will be displayed.

Figure 17: Header Accounting Line Page - Deferred Fund Payment



13. In the **Line Amounts** section, enter the dollar amount in the **Invoiced** field.
14. In the **Accounting Dimensions** section, enter the appropriate accounting template in the **Template** field.
15. Select the **Default** button to populate the fields in the **Accounting Dimensions** section.

    Enter additional fields, as needed.
16. Enter the appropriate **Sub Object Class** and **Activity**, please refer to **Table 3.**

Table 3: Deferred Payments Accounting Elements Table

Refund Reason	Sub Object Class	Activity
Deferred Charges/Prepaid G/L Acct: 1450.24	999	GXP24
Prepay (Other) G/L Acct: 1450.99	999	GXP99

17. Select the **Tax Lines** tab. To add a new line, select the **Add** button. Select the newly created line and select the Tax Lines hyperlink. Enter the Withholding Type and the Tax Amount.
18. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, select in the text box for the field you would like to update, and make the update.

To add a new line, select the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and select the **Remove** button.

19. Select the **Verify** button. One-error message will be returned, indicating that the payment may not be grouped.
20. Select the **Submit** button.

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

14.1.2 How do I Allocate Deferred Payments?

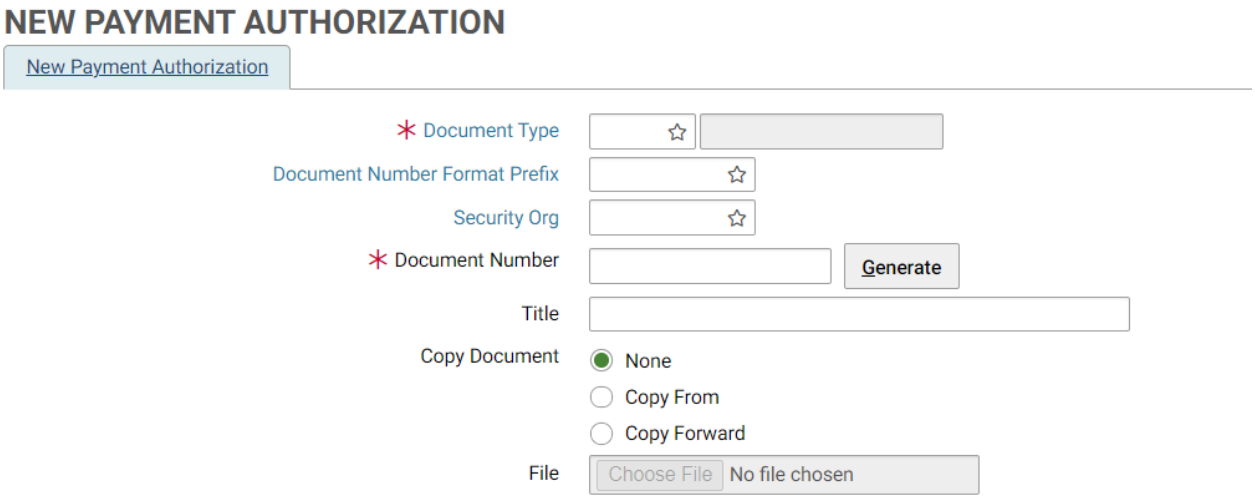
Once the Direct Pay Match Invoice has been processed, the deferred costs must then be allocated to either a previously obligated expense or to a non-previously obligated expense. Step-by-step instructions are provided in **Section 14.1.2.1** and **Section 14.1.2.2.**

14.1.2.1 Allocating Deferred Costs to a Previously Obligated Expense

The first step in allocating Deferred Costs to a previously obligated expense is to create a Pegasys Payment document **(PU)**.

1. Select **Transactions → Accounts Payable → New → Payment Authorization** from the menu bar. The **New Payment Authorization** page will be displayed.

Figure 18: New Payment Authorization-Deferred Cost Allocation

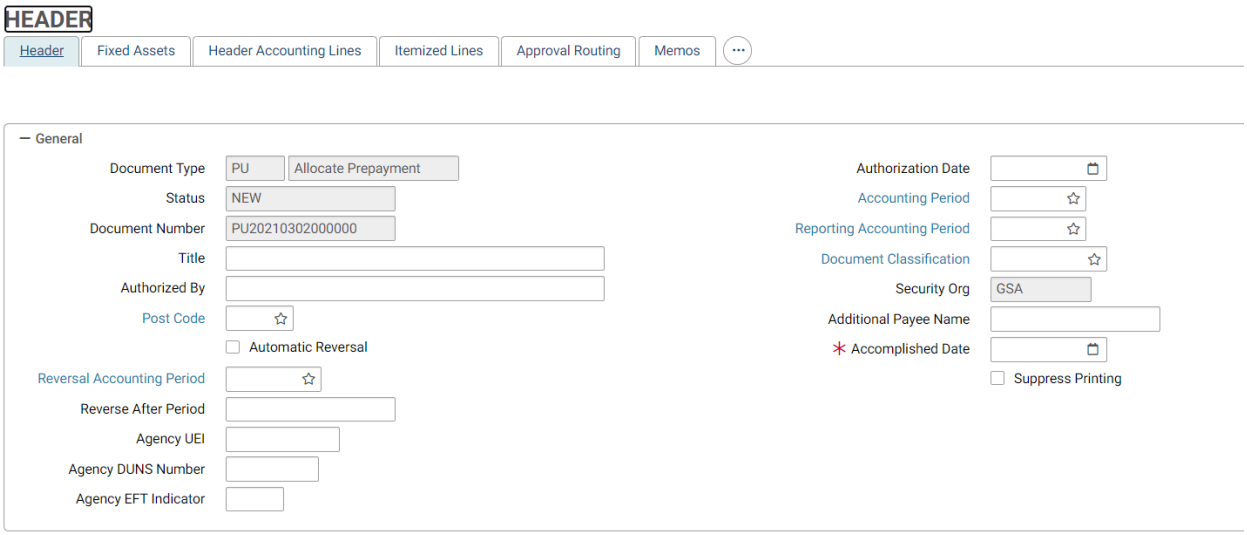


2. Enter **PU - Allocate Payment** in the **Document Type** field.
3. A unique document number will be automatically generated in the **Document Number** field after selecting the **Generate** button. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

4. Select the **Copy Forward** radio button.
5. Select the **Next** button. The **Copy Forward** page will be displayed.
6. Enter the Purchase Order Doc Type (e.g., GP, FP, TP, NP, etc.) of the obligation the Deferred Costs are to be allocated to in the **Doc Type** field.
7. Enter the Purchase Order document number in the **Doc Number** field.
8. Select the **Search** button. The matching search results will be displayed.
9. Select the appropriate document from the generated list.
10. Select the **Finish** button. The **Header** page of the payment form will be displayed.

    Information entered on the obligation will be displayed on the payment.

Figure 19: Header Page - Deferred Cost Allocation



NOTE: Information entered in either the **Title** field or the **Description** field of the **Header** page will be used to track the transaction. This information will appear on the Deferred Payments report, which is currently under development.

11. Enter your name in the **Authorized By** field.

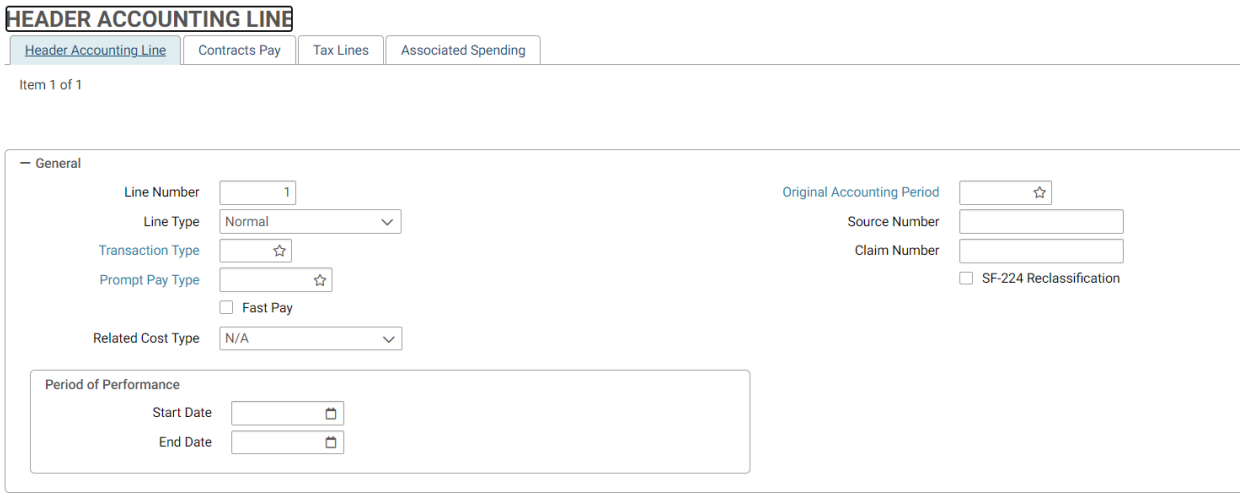
    NOTE: Authorization Date, Accounting Period, and **Reporting Accounting Period** fields will default to the current date and period when the form is Verified or Processed.

12. Enter the date in the **Accomplished Date** field.

    NOTE: The Accomplished Date on the **PU- Allocate Payment** must be the same as the date on the **EU- Clear Payment.**

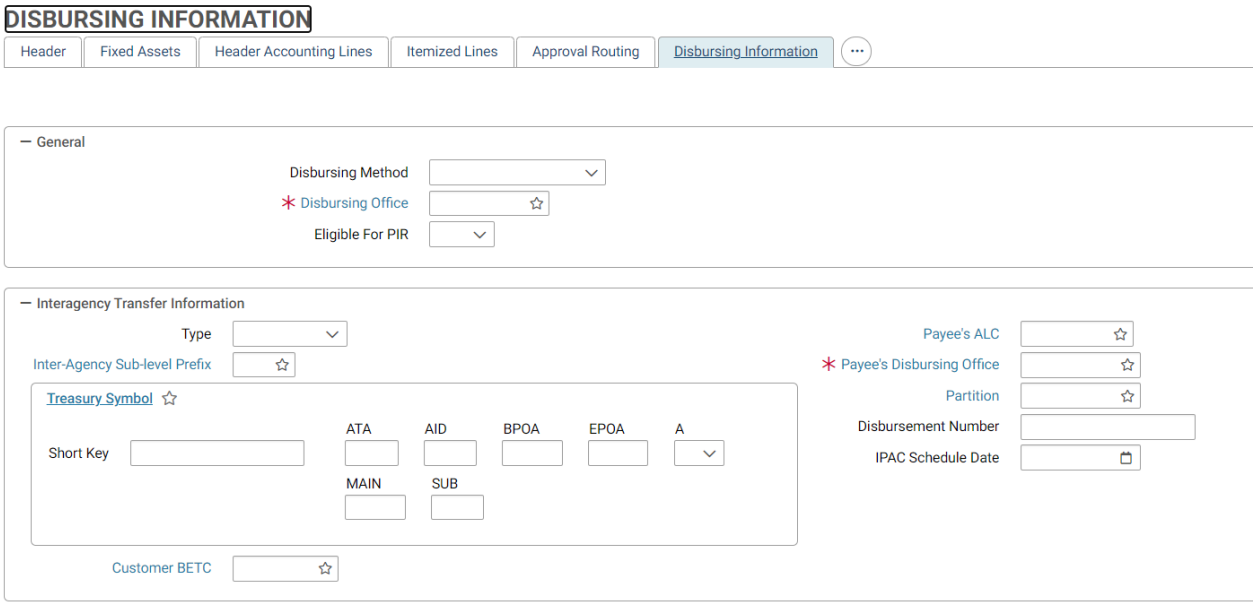
13. In the **Vendor** section, enter the appropriate vendor in the **Code** field.
14. Select the **Header Accounting Lines** tab. The **Header Accounting Lines** summary page will be displayed.
15. Select the **Add** button to create a new line. The **Header Accounting Line** page will be displayed.

Figure 20: Header Accounting Line Page - Deferred Cost Allocation



16. Enter the appropriate dollar amount in the **Payment Amount** field.
17. Select the **Header Accounting Line** link. Delete any accounting lines that are not related to the Deferred Payment by selecting the appropriate line on the **Header Accounting Lines** page and selecting the **Remove** button.
18. Select the **Tax Lines** tab. To add a new line, select the **Add** button. Select the newly created line and select the **Tax Lines** hyperlink. Enter the **Withholding Type** and the **Tax Amount**.
19. Select the **Disbursing Information** tab. The **Disbursing Information** page will be displayed.

Figure 21: Disbursing Information Page - Deferred Cost Allocation



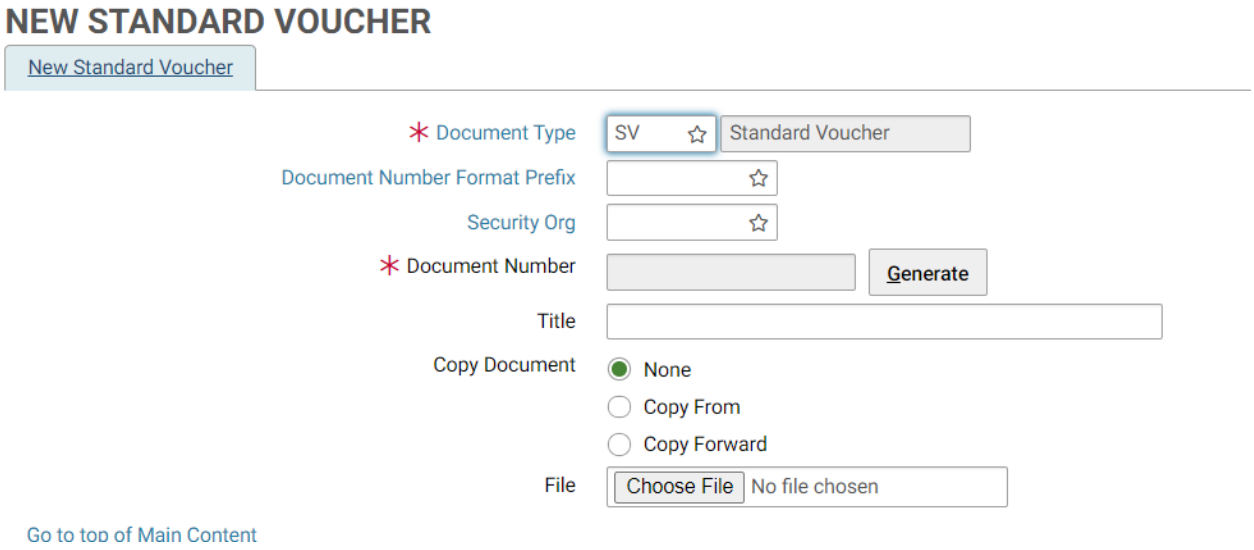
20. Select **No Check** from the **Disbursing Method** drop-down list box.

21. In the **Disbursing Office** field, enter the appropriate disbursing office information.
22. Enter the date in the **Check/Disbursement Number** field.
23. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, select in the text box for the field you would like to update, and make the update.

    To add a new line, select the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and select the **Remove** button.
24. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
25. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.
26. Now that a payment has been created, which references the original obligation, the account balance related to the charge must be backed out of the Deferred Fund (206X, 207X, 197X). This process is accomplished by creating a Pegasys Standard Voucher (**steps 26-45** below).
27. Select **Transactions → General System → New → Standard Voucher** from the Pegasys menu bar. The **New Standard Voucher** page will be displayed.

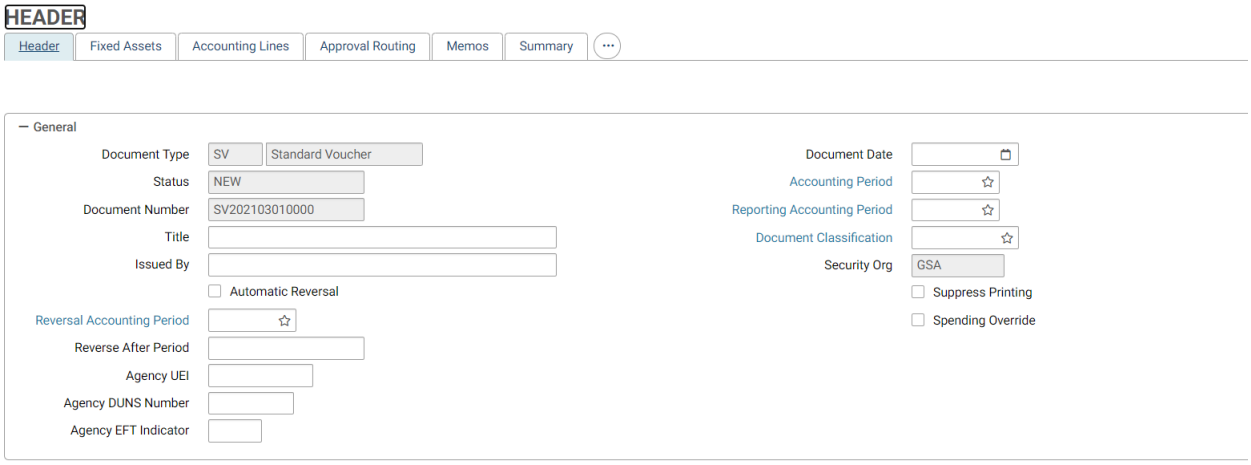
Figure 22: New Standard Voucher Page - Deferred Cost Allocation



28. Enter **SV** – **Standard Voucher** in the **Document Type** field.
29. A unique document number will be automatically generated in the **Document Number** field after selecting the **Generate** button. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

30. Select the **Finish** button. The **Header** page of the **SV – Standard Voucher** form will be displayed.

Figure 23: Header Page - Deferred Cost Allocation-Standard Voucher

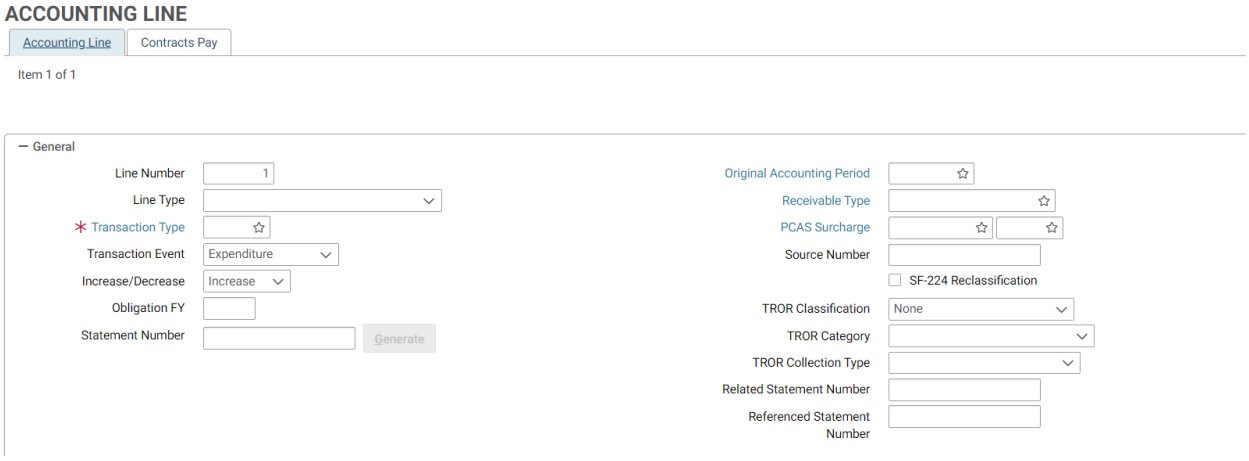


NOTE: The **Header** page of the **SV – Standard Voucher** form will be displayed. Do not check the **Automatic Reversal** check box.

The **Document Date**, **Accounting Period**, and **Reporting Accounting Period** will default to the current date and period when the form is Verified or Processed.

31. Select the **Accounting Lines** tab. The **Accounting Lines** summary page will be displayed.
32. Select the **Add** button to create a new accounting line. The **Accounting Line** page will be displayed.

Figure 24: Accounting Line Page - Deferred Cost Allocation - Standard Voucher



33. Enter **01** in the **Transaction Type** field.
34. Select **G/L Transfer** from the **Transaction Event** drop-down box.
35. Select **Decrease** from the **Increase/Decrease** drop-down box.

36. Enter the appropriate vendor information in the **Vendor Information** section.
37. Enter the appropriate amount in the **Line Amount** field.
38. In the **Accounting Dimensions** section, enter the appropriate accounting template in the **Template** field.
39. Select the **Default** button to populate the fields in the **Accounting Dimensions** section.

    Enter additional fields, as needed.
40. Enter the appropriate **Activity Code**. Please refer to **Table 3**.
41. In the **Description** field, enter any descriptive information about this line of the expense transfer.

    NOTE: Extended description text field allows for a maximum disk space of 60K (whereas regular description fields hold 255 characters), but printing of the extended description field on forms or reports will be determined by the room available on the form or report.
42. In the **Payment Info** section, enter the appropriate disbursing office information in the **Disbursing Office** field.
43. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, select in the text box for the field you would like to update, and make the update.

    To add a new line, select the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and select the **Remove** button.
44. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
45. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

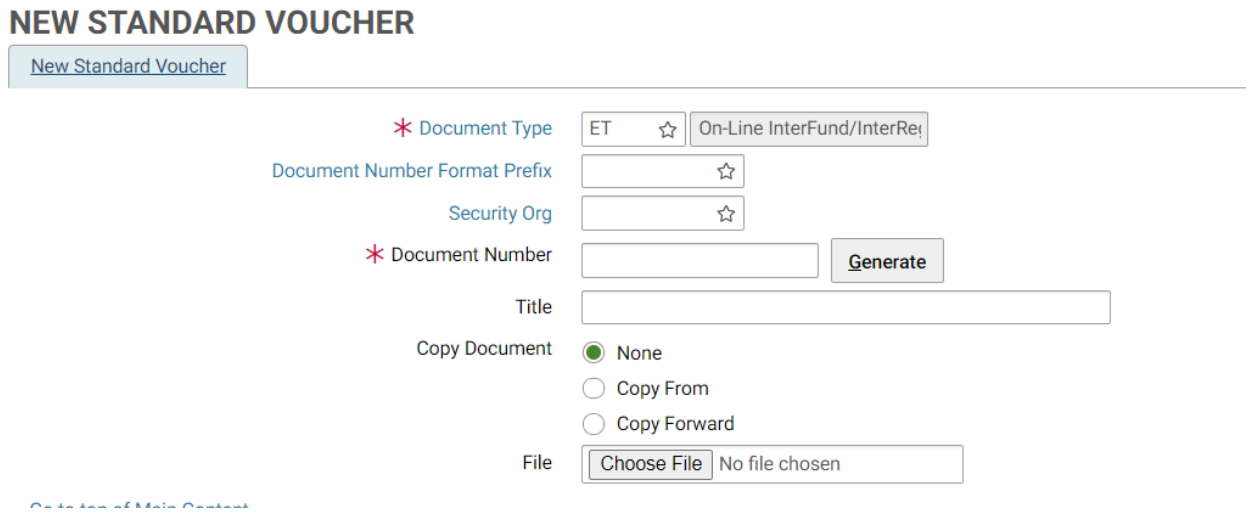
    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

14.1.2.2 Allocating Deferred Costs to a Non-Previously Obligated Expense

Allocating Deferred Costs to a non-previously obligated expense is accomplished by creating a 2-Line Pegasys Standard Voucher called an **ET- Expense Transfer** to move the balances to the proper Fund and expense account. Step-by-step instructions for creating an **ET** are provided below.

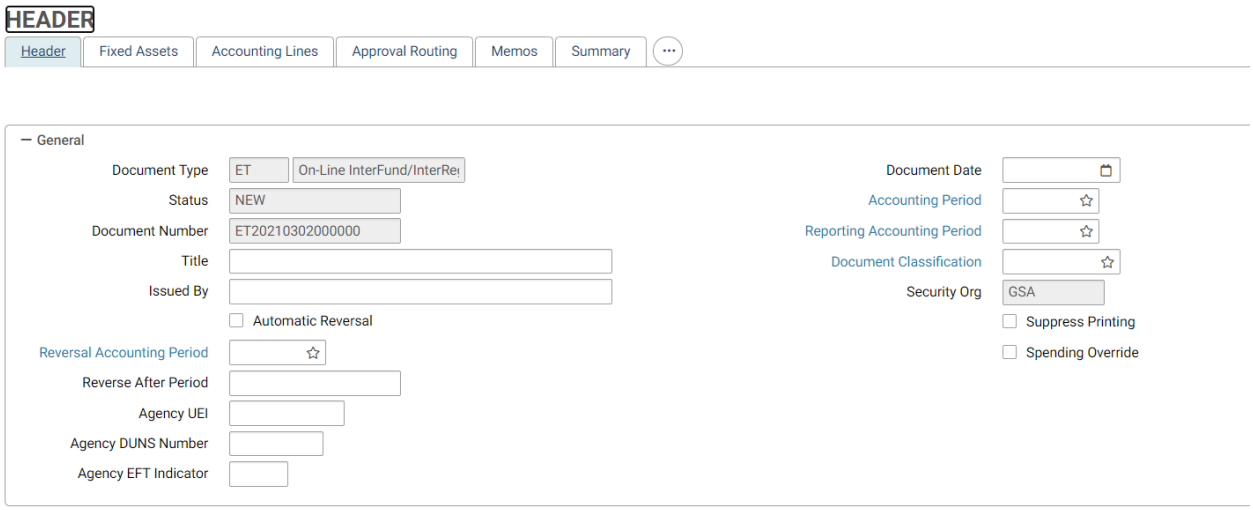
1. Select **Transactions → General System → New → Standard Voucher** from the menu bar. The **New Standard Voucher** page will be displayed.

Figure 25: New Standard Voucher Page - Expense Transfer



2. Enter **ET - Expense Transfer** in the **Document Type** field.
3. A unique document number will be automatically generated in the **Document Number** field after selecting the **Generate** button. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.
4. Select the **Finish** button.

Figure 26: Header Page - Expense Transfer



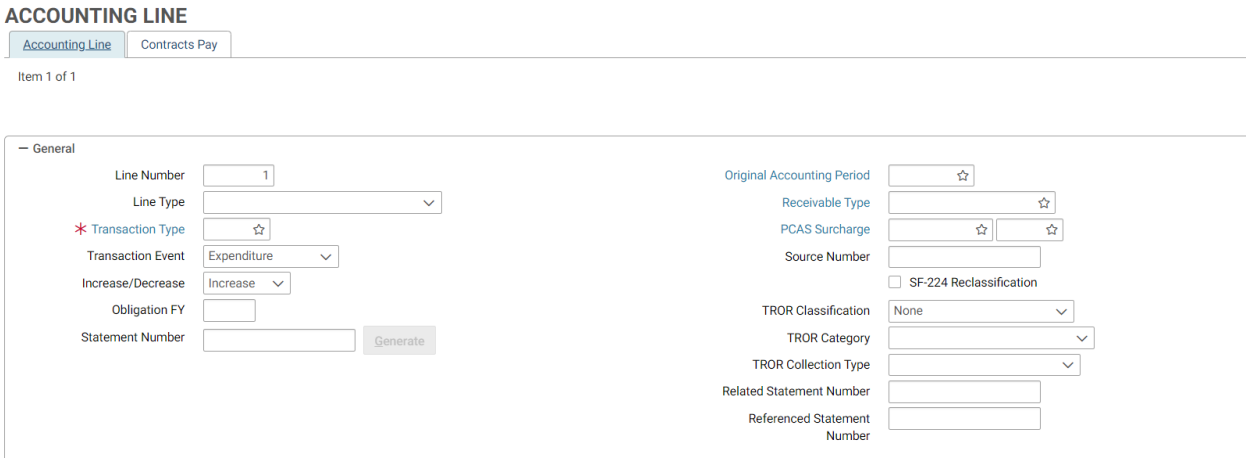
NOTE: The **Header** page of the **Expense Transfer** form will be displayed. Do not check the **Automatic Reversal** check box.

Information entered in either the **Title** field or the **Description** field of the **Header** page will be used to track the transaction. This information will appear on the Deferred Payments report, which is currently under development.

The **Document Date, Accounting Period**, and **Reporting Accounting Period** will default to the current date and period when the form is Verified or Processed.

5. Select the **Accounting Lines** tab. The **Accounting Lines** summary page will be displayed.
6. Select the **Add** button to create a new line. The **Accounting Line** page will be displayed.

Figure 27: Accounting Line Page - Expense Transfer



7. Enter **03** in the **Transaction Type** field.
8. Select **G/L Transfer** from the **Transaction Event** drop-down box.
9. Select **Decrease** from the **Increase/Decrease** drop-down box.
10. Enter the appropriate amount in the **Line Amount** field.
11. In the **Accounting Dimensions** section, enter the accounting template for the Interfund Cash Credit - Deferred Account in the **Template** field.
12. Select the **Default** button to populate the fields in the **Accounting Dimensions** section.

    Enter additional fields, as needed.

    Enter the appropriate Activity Code. Please refer to **Table 3**.
13. In the **Description** field, enter any descriptive information about this line of the expense transfer.

    NOTE: Extended description text field allows for a maximum disk space of 60K (whereas regular description fields hold 255 characters), but printing of the extended description field on forms or reports will be determined by the room available on the form or report.
14. Return to the **Accounting Lines** page by selecting the **Accounting Lines** hyperlink.
15. Select the **Add** button to create a new accounting line.
16. Enter **01** in the **Transaction Type** field.
17. Select **G/L Transfer** from the **Transaction Event** drop-down box.
18. Select **Increase** from the **Increase/Decrease** drop-down box**.**
19. Enter the same amount as **Line 1** in the **Line Amount** field.

20. In the **Accounting Dimensions** section, enter the appropriate accounting template for the proper fund in the **Template** field.
21. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, select in the text box for the field you would like to update, and make the update.

    To add a new line, select the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and select the **Remove** button.
22. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
23. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

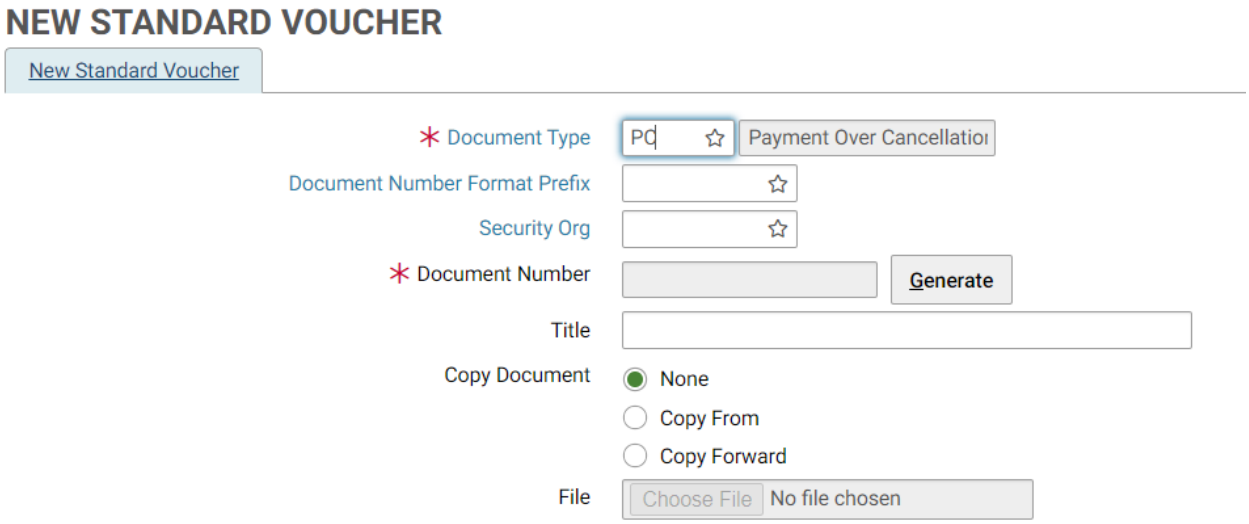
    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

14.2 How do I Record a Payment Over Cancellation?

The following procedures outline how to record a payment over cancellation in Pegasys.

1. Select **Transactions → General System → New → Standard Voucher** from the menu bar. The **New Standard Voucher** page will be displayed.

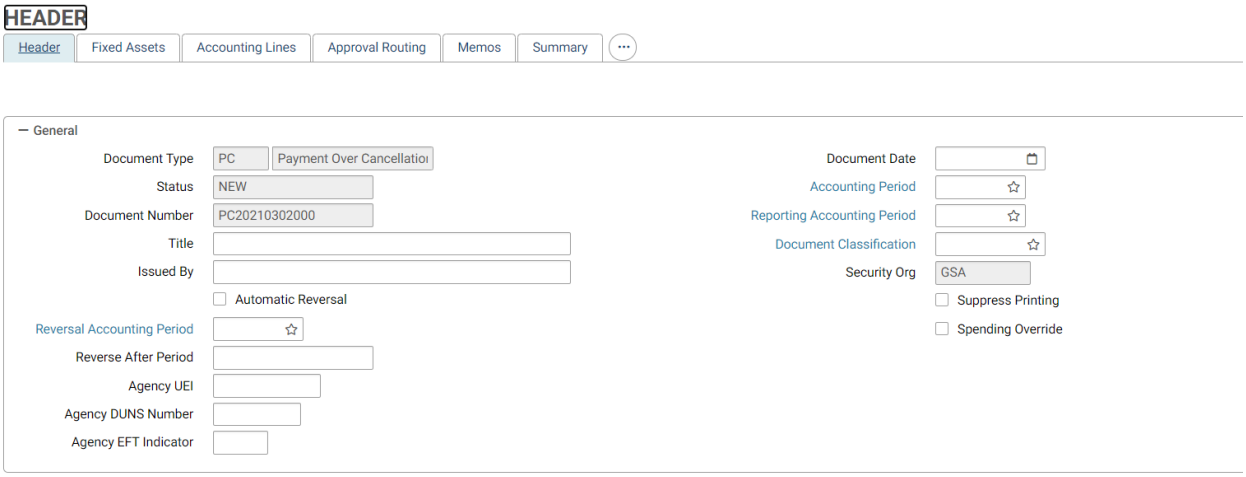
   Figure 28: New Standard Voucher Page - Record Payment Over Cancellation



2. Enter **PC - Payment over Cancellation** in the **Document Type** field.
3. A unique number will automatically generate in the Doc Number field after selecting the **Generate** button. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

4. Select the **Finish** button. The **Header** page of the **PC - Payment over Cancellation** form will be displayed.

Figure 29: Header Page - Record Payment Over Cancellation



5. Select the **Accounting Lines** tab. The **Accounting Lines** summary page will be displayed.

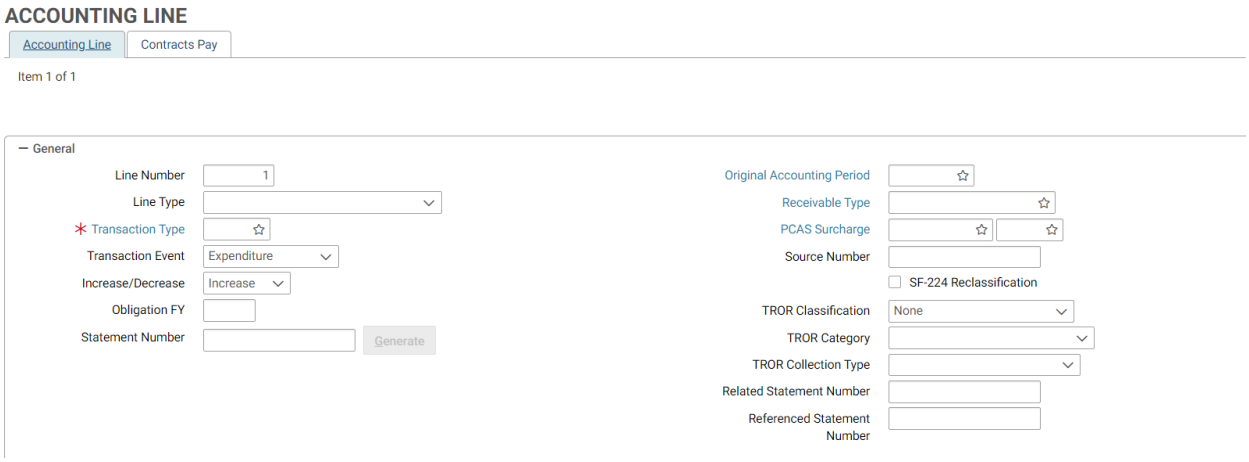
   NOTE: Refer to the chart below for the **Trans Type**, **Trans Event** and **Activity Code** appropriate to the type of payment over cancellation you wish to process.

Table 4: Transaction Types - Record Payment Over Cancellation

Transaction Description	Trans Type	Trans Event	Activity
Payment Over Cancellation - Reimbursable	02	Expenditure	N/A
Payment Over Cancellation - Non Reimbursable	01	Expenditure	N/A
Payment Over Cancellation - 206X	03	G/L Transfer	• GXP99-1450.99/1010.02 • GX000-1450.24/1010.02

6. Select the **Add** button to create a new line. The **Header Accounting Line** page will be displayed.

Figure 30: Header Accounting Line Page - Record Payment Over Cancellation



7. Enter the appropriate Transaction Type in the **Transaction Type** field.
8. Select the appropriate Transaction Event from the **Transaction Event** drop-down box.
9. Select **Increase** from the **Increase/Decrease** drop-down box.
10. Enter the amount in the **Line Amount** field.
11. In the **Accounting Dimensions** section, enter the appropriate accounting template in the **Template** field.

    NOTE: In the **Document Reference** section, enter the appropriate payment document in the **Type** field, and the document number and accounting line number in the **Document** and **Line Number** fields. Select the **Default** button to bring forward the accounting strip information from the payment and populate the **Template** field.
12. In the **Payment Info** section, enter the appropriate value in the **Disbursing Office** field.
13. Enter the cancellation confirmation number in the **Number** field**.**
14. Enter the accomplish date in the **Accomplished Date** field.

    NOTE: If a value is not entered, the **Accomplished Date** field will default to the current date when the form is verified or processed.
15. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, select in the text box for the field you would like to update, and make the update.

    NOTE: To add a new line, select the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and select the **Remove** button.
16. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
17. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

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

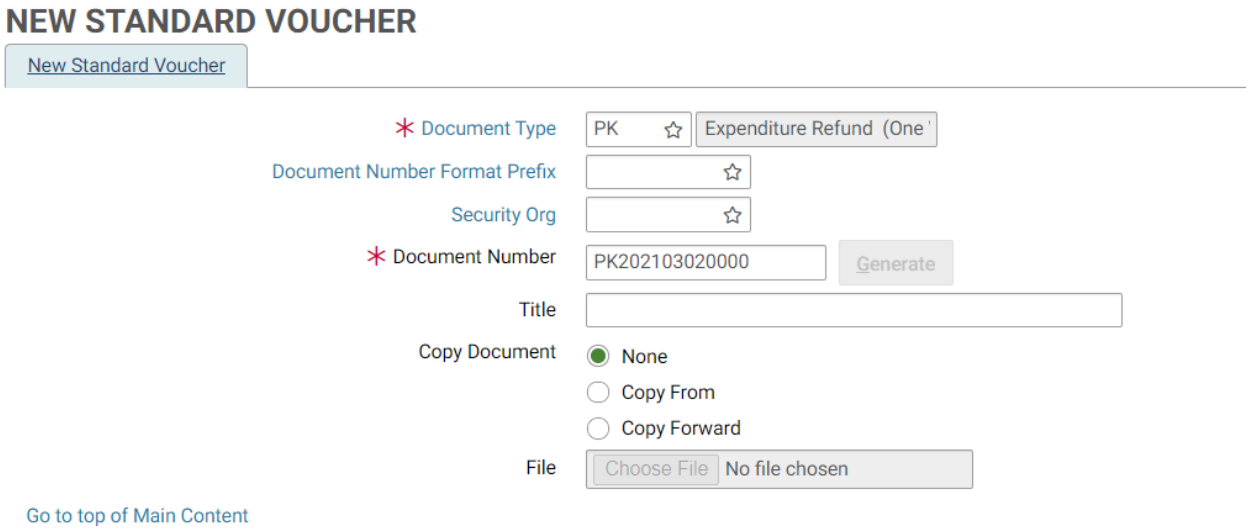
14.3 How do I Record a One Way Expenditure Refund?

On May 3, 2002, Credit Procedures were provided for five distinct scenarios. Since then, a need has been established for addressing no-way chains, or chains in which only a payment exists. The procedures provided in this memo address the particular scenario where an Expenditure Refund must be created on an SV rather than a payment document so that it may reference the original payment.

For tracking purposes, users should correct the original payment to add a memo with descriptive information about the SV. Procedures are provided below for correcting the original payment. Please note this may only be accomplished within the same book month as the payment was processed. If the payment was created in a previous book month, it is not possible to correct the original payment. If needed, procedures for using the Vendor Activity Query to research the original payment are also provided below.

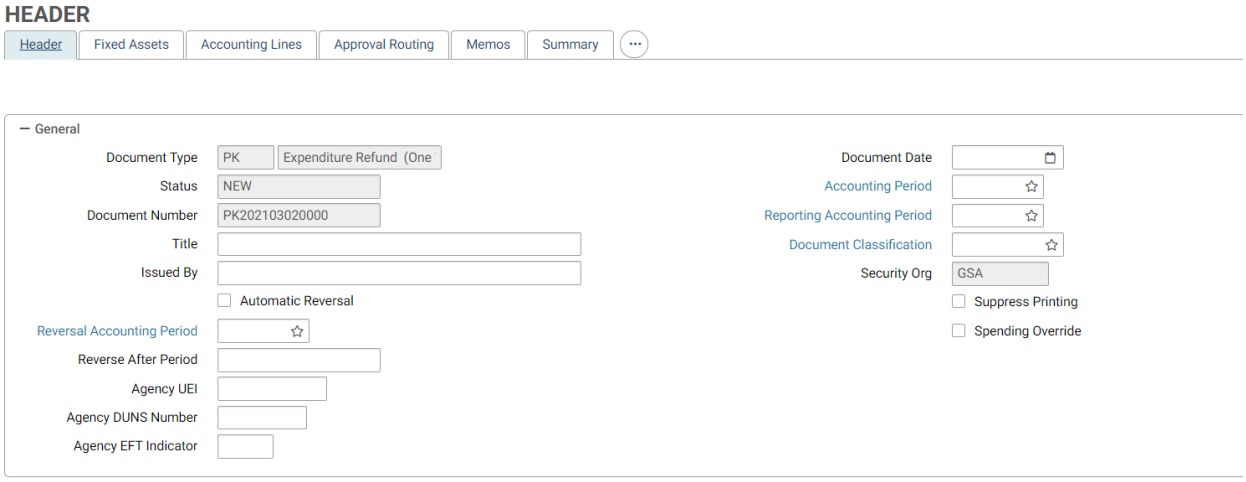
1. Select **Transactions → General System → New → Standard Voucher** from the menu bar. The **New Standard Voucher** page will be displayed.

Figure 31: New Standard Voucher Page - Record One-Way Expenditure Refund



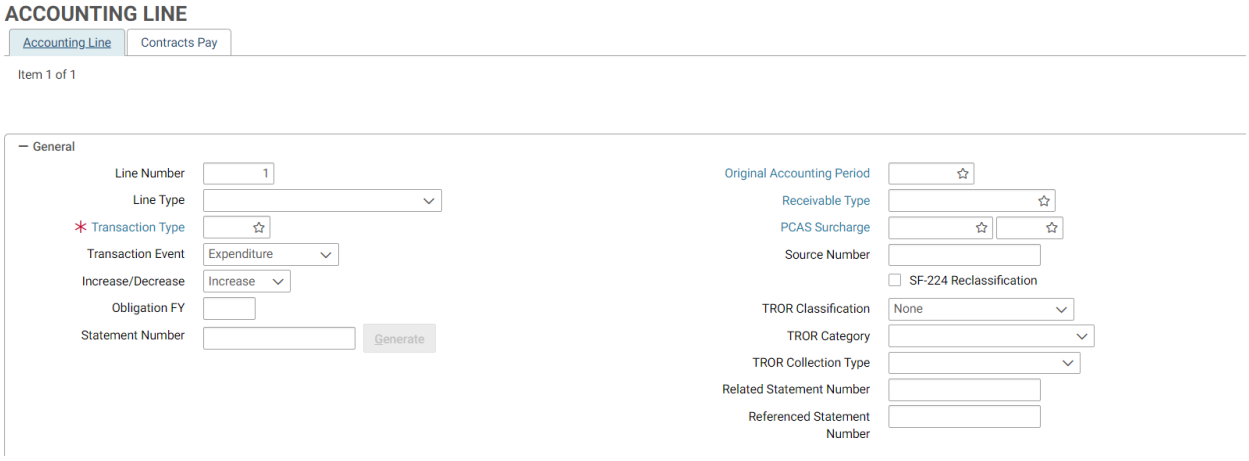
2. Enter **PK - Expenditure Refund (One Way)** in the **Document Type** field.
3. A unique document number will be automatically generated in the **Document Number** field after selecting the **Generate** button. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.
4. Select the **Finish** button. The **Header** page of the **PK - Expenditure Refund (One Way)** form will be displayed.

Figure 32: Header Page - Record One-Way Expenditure Refund



5. Select the **Accounting Lines** tab. The **Accounting Lines** page will be displayed.
6. Select the **Add** button to create a new line. A **New Accounting Line** page will be displayed.

Figure 33: New Accounting Line Page - Record One-Way Expenditure Refund



7. Enter the appropriate transaction type in the **Transaction Type** field.

   NOTE: Refer to the chart below for the **Transaction Type**, **Transaction Event**, and **Function Code** appropriate to the **Expenditure Refund** transaction you wish to process.

Table 5: Transaction Types-Record One-Way Expenditure Refund

Transaction Description	Trans Type	Trans Event	Activity
Expenditure Refund - Non Reimbursable	01	Expenditure	N/A

Transaction Description	Trans Type	Trans Event	Activity
Expenditure Refund - Reimbursable	02	Expenditure	N/A
Expenditure Refund - 206X Only	03	GL Transfer	• GXP99 - 1450.99/Cash • GXP11 - 1450.11/Cash • GXR01 - 2400.01/Cash • GXR02 - 2400.02/Cash • GXR03 - 2400.03/Cash
IPAC Refund - Non Reimbursable -No Check	04	Expenditure	N/A
IPAC Refund - Reimbursable - No Check	05	Expenditure	N/A
IPAC Deferred Prepayment (1450.11/Cash)	06	Expenditure	N/A
IPAC Deferred Prepayment (1450.24/Cash)	07	Expenditure	N/A
IPAC Deferred Prepayment (1450.99/Cash)	08	Expenditure	N/A
IPAC Refund (206X)	09	GL Transfer	• GXP99 - 1450.99/Cash • GXP11 - 1450.11/Cash • GXR01 - 2400.01/Cash • GXR02 - 2400.02/Cash • GXR03 - 2400.03/Cash
One-Way Expenditure Refund - Non Reimbursable non-224	10	N/A	N/A
Receipt of cash from imprest fund	11	N/A	N/A

Transaction Description	Trans Type	Trans Event	Activity
IPAC receipt of Other revenue	12	N/A	N/A
Travel Advance Refund - Collection	13	N/A	N/A
DEPOSIT FUND	14	N/A	N/A
COLLECTIONS	15	N/A	N/A
Inventory Held for future sale	16	N/A	N/A
Interfund Charges	20	N/A	N/A
One-Way Expenditure P/R Offset - Non Reimbursable (1010.02)	21	N/A	N/A
One-way Expenditure P/R Offset - Reimbursable (1010.02)	22	N/A	N/A

8. Enter the appropriate transaction event in the **Transaction Event** field.
9. Select **Decrease** from the **Increase/Decrease** drop-down field.
10. In the **Document Reference** section, enter the appropriate payment document in the **Type** field. Enter the appropriate document number in the **Document** field, and line number in the **Item** and **Accounting** fields.
11. Select the **Default** button to bring forward the accounting strip information from the payment and populate the **Template** field.
12. Enter the credit amount in the **Line Amount** field.
13. Go to the **Payment Info** section.
    a. Enter the appropriate value in the **Disbursing Office** field.
    b. Enter the schedule number in the **Number** field to identify the payment for SF 224 reporting purposes.

    NOTE: In the **Number** field, enter the date associated with the document number. For example, if the document number is LC20020430000003, the **Number** field will display 20020430.
14. Enter the accomplish date in the **Accomplished Date** field.

    NOTE: If a value is not entered, the **Accomplished Date** field will default to the current date when the form is Verified or Processed.
15. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, select in the text box for the field you would like to update, and make the update.

NOTE: To add a new line, select the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and select the **Remove** button.

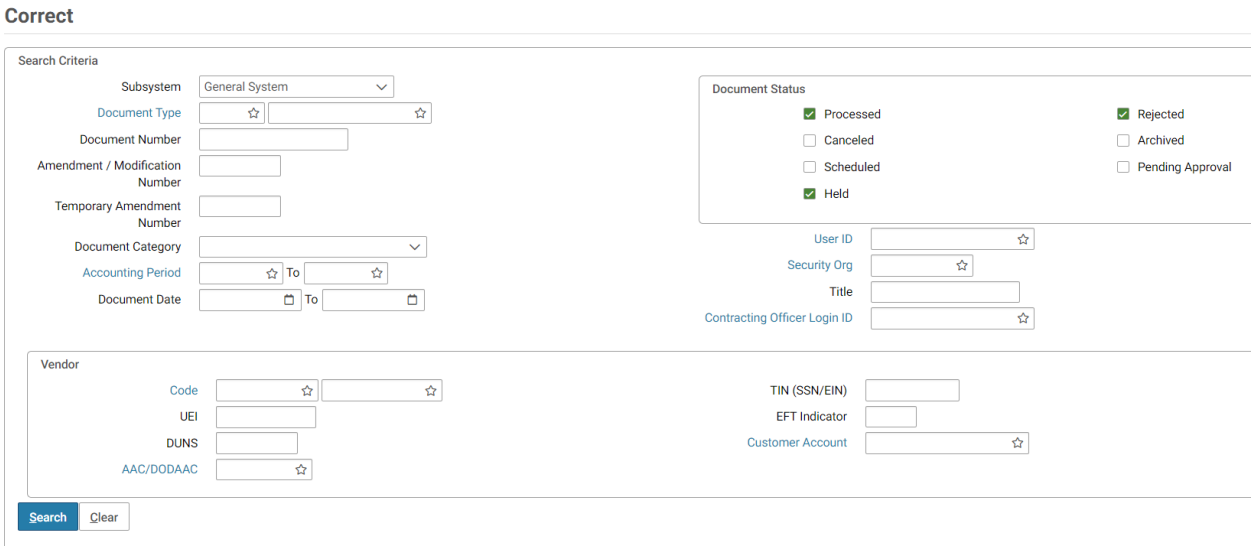
16. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
17. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

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

If the refund occurs in the same month as the payment, correct the original payment to add the reference information.

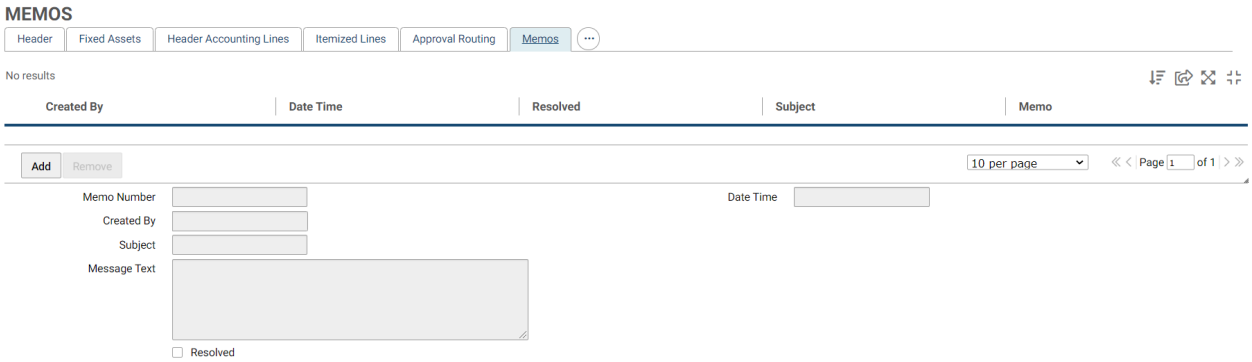
1. Select **Transactions → Accounts Payable → Correct** from the menu bar. The **Correct** page will be displayed.

Figure 34: Correct Page - Add Reference Information



2. Enter the appropriate payment in the **Document Type** box.
3. Enter the payment document number in the **Document Number** field.
4. In the **Document Status** group box, select the **Processed** check box and deselect any other check boxes that are checked.
5. Select the **Search** button. The matching search results will be displayed.
6. Select the appropriate document record from the generated list and select the **Correct** button. The Header page of the payment document form will be displayed.
7. Select the **Memos** tab. The Memos page will be displayed.

Figure 35: Memos Page - Add Reference Information



8. Select the **Add** button.
9. Enter an appropriate subject in the **Subject** field.
10. In the **Message Text** field, enter a description and the SV document number of the SV document.
11. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
12. Select the **Submit** button. A system message indicates the form was submitted for processing successfully.
13. **NOTE**: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.

15 How do I Record Payment Credits in Pegasys?

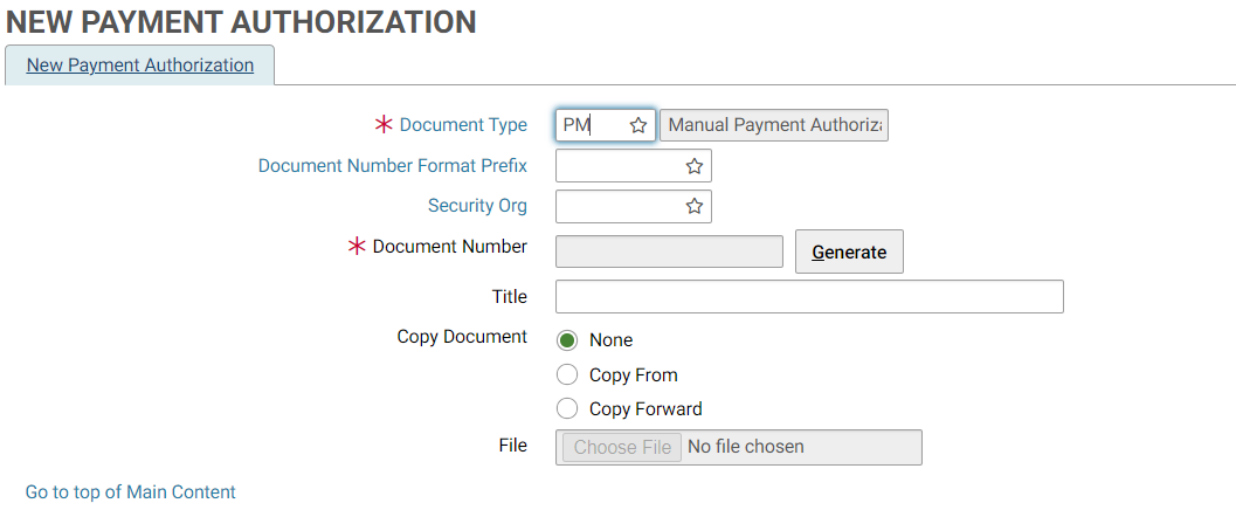
The following procedures are used to record credits in Pegasys.

15.1 How do I Record an Expenditure Refund?

A vendor sends a check back to GSA and the GSA lockbox cashes the check. This check could have been sent as a result of a vendor misunderstanding or in response to a bill for a refund.

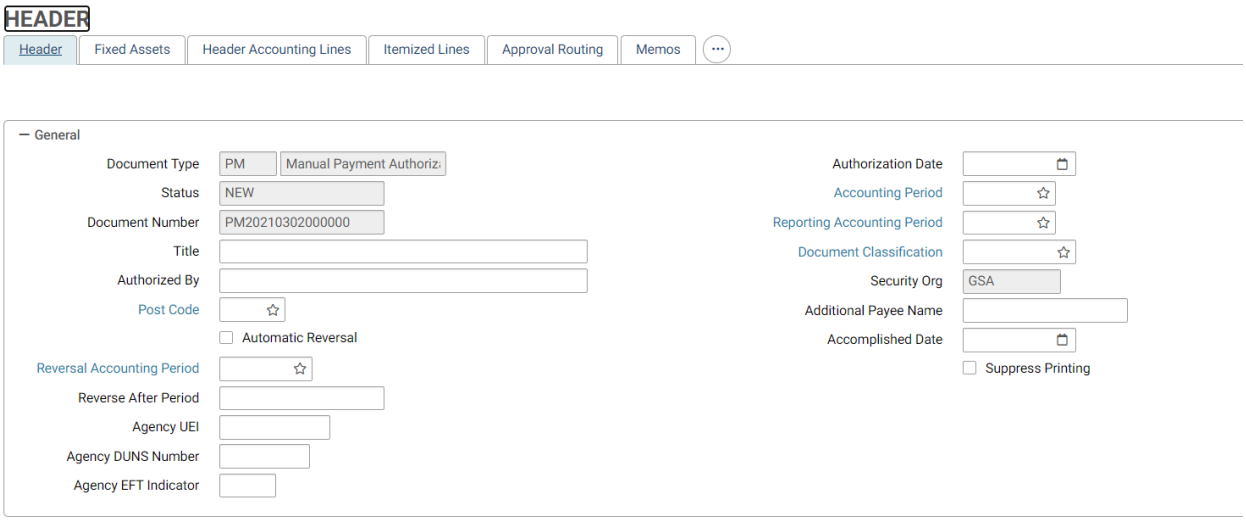
1. Select **Transactions → Accounts Payable → New → Payment Authorization** from the menu bar. The **New Payment Authorization** page will be displayed.

Figure 36: New Payment Authorization Page - Record Expenditure Refund



2. Enter **PM - Manual Payment Authorization** in the **Document Type** field.
3. A unique document number will be automatically generated in the **Document Number** field when you select the **Generate** button. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.
4. Select the **Finish** button. The **Header** page of the payment form will be displayed.

Figure 37: Header Page - Record Expenditure Refund

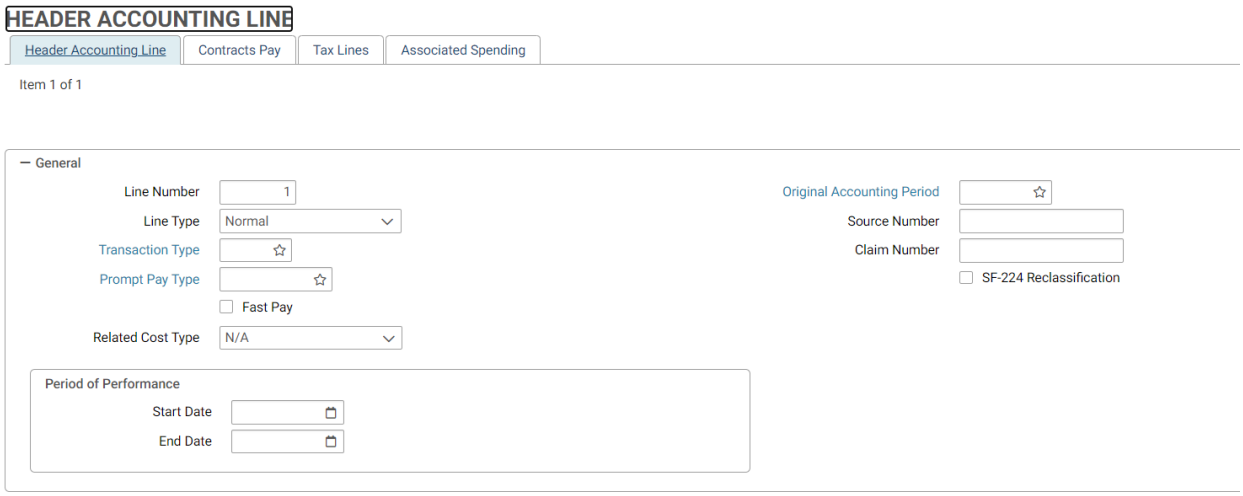


5. Enter the date in the **Accomplished Date** field.

   NOTE: The **Authorization Date**, **Accounting Period**, and **Reporting Accounting Period** fields will default to the current date and period when the form is Verified or Processed.

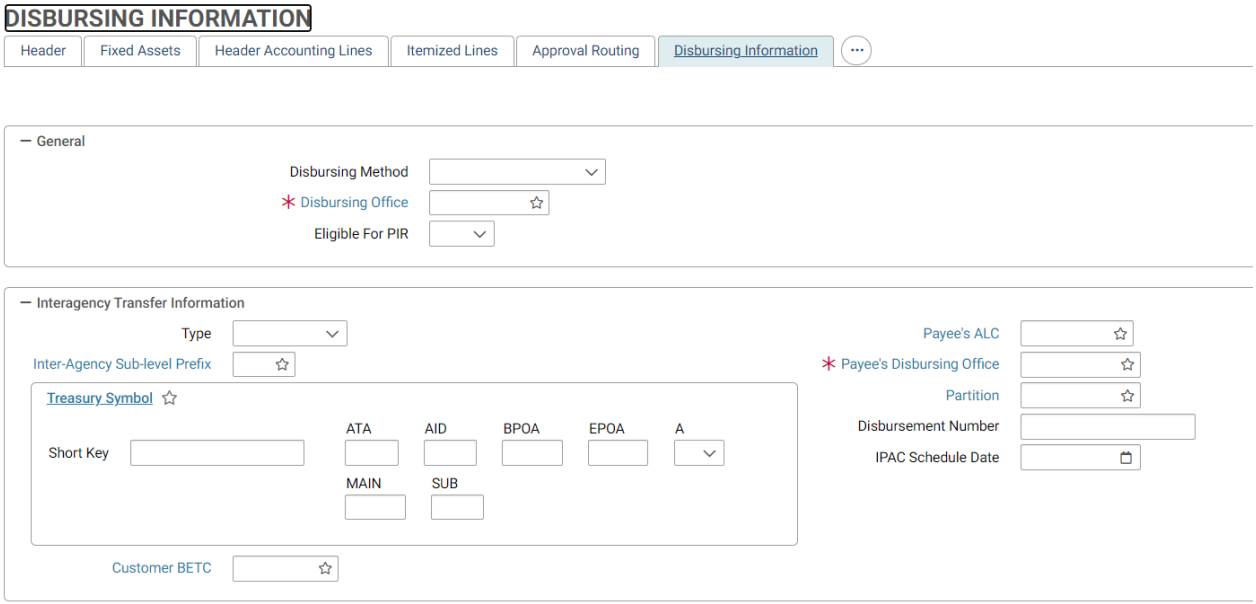
6. In the **Vendor Code** field, enter the vendor code for the vendor of the bounced check.
7. Press the **[Tab]** key or enter the vendor address code if not already populated in the **Address Code** field.
8. Select the **Header Accounting Lines** tab. The **Header Accounting Lines** page will be displayed.
9. Select the **Add** button to add a new line. The **Header Accounting Line** page will be displayed.

Figure 38: Header Accounting Line Page - Record Expenditure Refund



10. Select a **Line Type** of **Credit** and enter the credit amount in the Payment **Amount** field.
    a. For Non Reimbursable expenditure refunds, enter 01 in the Transaction Type field.
    b. For Reimbursable expenditure refunds, enter 02 in the Transaction Type field.
11. Miscellaneously reference the Order (regardless of 2-way or 3-way) in the **Document Reference** section or select the Header Accounting line link and select the Copy Forward button to reference the Order.
12. Miscellaneously reference the Vendor Invoice in the **Vendor Invoice Reference** section.
13. In the **Accounting Dimensions** section, enter the appropriate accounting template in the **Template** field. Use the same accounting strip listed on the Order.
14. Select the **Default** button to populate fields in the **Accounting Dimensions** section. Enter additional fields as needed.
15. Select the **Disbursing Information** tab. The **Disbursing Information** page will be displayed.

Figure 39: Disbursing Information Page - Record Expenditure Refund



16. Select **No Check** from the **Disbursing Method** drop-down list.
17. In the **Disbursing Office** field, enter the appropriate disbursing office information.
18. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, select in the text box for the field you would like to update, and make the update.

    NOTE: To add a new line, select the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and select the **Remove** button.

19. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
20. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

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

If Necessary, Create a New Payment in Pegasys

1. Create a Direct Pay invoice document (**DK** or **DW**) in Pegasys. Please refer to the **Pegasys Finance User's Guide** for step-by-step instructions on how to create a Direct Pay invoice.
2. Miscellaneously reference the original Order in the **Document Reference** section or select the Header Accounting line link and select the Copy Forward button to reference the Order.
3. Complete the document with the information needed to re-create the original invoice.

   NOTE: It is not necessary to enter the same dates from the previous invoice because the payment being created is not subject to Prompt Pay and will therefore not incur interest. The dates, if left untouched, will default to the current.

   When entering the **Invoice Number** on the document, you will need to modify the number slightly (i.e., add the letter "A" to the end of the number) because you cannot reference the exact same **Invoice Number** on a second invoice.
4. Process the document as usual and allow Automated Match to create the payment.

15.2 How do I Apply a Credit to a Subsequent Invoice?

A vendor issues a credit to GSA after a payment has been made. GSA wants to apply this credit to a subsequent invoice.

To resolve this scenario record an **Applied Credit** on the Invoice.

Recording an Applied Credit

1. When the next Invoice comes in from the vendor, create the appropriate Invoice document and enter the invoice information as usual. Please refer to the Pegasys Finance User's Guide for step-by-step instructions on creating Invoice documents.
2. Enter the **Applied Credit** amount in the **Applied Credit** field in the **Line Amounts** section of the **Accounting Lines** tab. For example, if the credit was for $100 and your invoice was $1,000. Enter $1,000 in the **Invoiced** field and $100 in the **Applied Credit** field. Automated Match will create a match and a payment for the net amount of $900.

   NOTE: Since Automated Match creates a payment and a match for the net amount, $100 remains unmatched. If you would like to return the money to the budget, use the **Final** flag check box on the Invoice. In Pegasys, the **Final** flag will copy to the payment. If the

Receipt has a **Final** flag set to true, the open amount will be returned to the Budget. If the receipt has a **Final** flag set to false, the open amount will return to the Order.

If Necessary, Move the Applied Credit to the Appropriate Accounting Strip

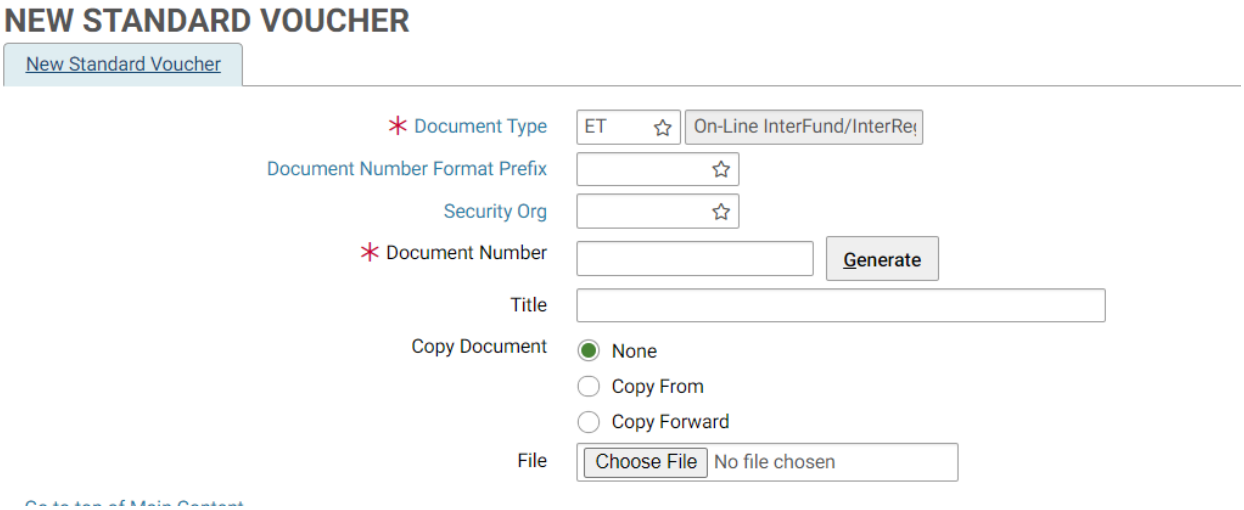
In Pegasys, process an **ET- Expense Transfer**. This will be a 2-line **ET** where one line contains a **Decrease** flag and the other an **Increase** flag. The decrease line would contain the correct accounting strip and the increase line would contain the incorrect accounting strip.

NOTE: Make sure the **Transaction Event** is set to "**Expenditure**" and the **Transaction Type** is either **'01'** for non-reimbursable or **'02'** for reimbursable activity on each of the lines. For tracking purposes, miscellaneously reference the associated invoices on each line.

Create an ET- Expense Transfer in Pegasys

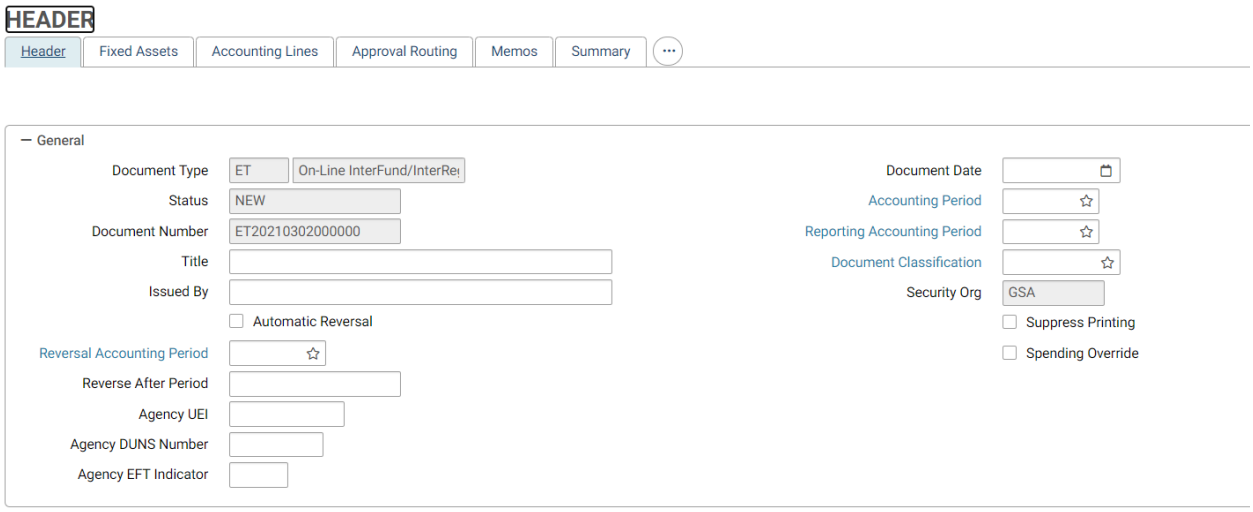
1. Select **Transactions → General System → New → Standard Voucher**. The **New Standard Voucher** page will be displayed.

   Figure 40: New Standard Voucher Page - Apply Credit to Subsequent Invoice



2. Enter **ET - Expense Transfer** in **the Document Type** field.
3. A unique number will automatically generate in the **Document Number** field after selecting the **Generate** button. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.
4. Select the **Finish** button.

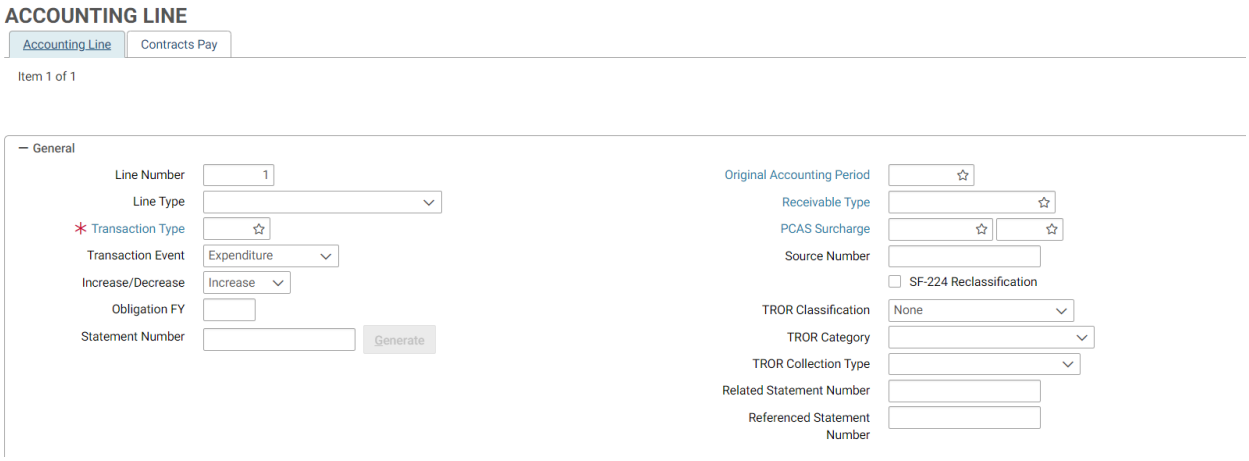
Figure 41: Header Page - Apply Credit to Subsequent Invoice



NOTE: The Header page of the **ET - Expense Transfer** form will be displayed. Do not check the **Reversal Options Automated Reversal** check box.

5. Select the **Accounting Lines** tab. The **Accounting Lines** page will be displayed.
6. Select the **Add** button to add a new line. The **Accounting Line** page will be displayed.

Figure 42: Accounting Line Page - Apply Credit to Subsequent Invoice



7. Enter **01** (Non Reimbursable) or **02** (Reimbursable) in the **Transaction Type** field.
8. Confirm that the **Transaction Event** drop-down box defaults to **Expenditure**.
9. Select **Decrease** from the **Increase/Decrease** drop-down box.
10. Enter the expense amount to be transferred in the **Line Amount** field.
11. In the **Accounting Dimensions** section, enter the correct accounting template information in the **Template** field.
12. Select the **Default** button to populate the fields in the **Accounting Dimensions** section.

Enter additional fields, such as **Cost Element** and **Function Code**, as needed.

13. Return to the **Accounting Lines** summary page by selecting on the **Accounting Lines** hyperlink.
14. Add a new line by selecting the **Add** button. The **Accounting Line** page will be displayed.
15. Enter **01** (Non Reimbursable) or **02** (Reimbursable) in the **Transaction Type** field.
16. Confirm that the **Trans Event** drop-down box defaults to **Expenditure**.
17. Select **Increase** from the **Increase/Decrease** drop-down box.
18. Enter the expense amount to be recorded in the **Line Amount** field.

    NOTE: The amount entered should equal the **Line Amount** entered on **Line 1** of the Expense Transfer form. This will ensure that the Expense Transfer form nets to "zero".
19. In the **Accounting Dimensions** section, enter the incorrect accounting template information in the **Template** field.
20. Select the **Default** button to populate the fields in the **Accounting Dimensions** section.

    Enter additional fields, such as **Sub Object Class** and **Activity**, as needed.
21. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, select in the text box for the field you would like to update, and make the update.
    a. To add a new line, select the **Add** button and follow the instructions above on how to enter a header accounting line.
    b. To delete a line, select the line and select the **Remove** button.
22. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
23. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

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

15.3 How do I Apply Part of a Large Overpayment to a Smaller Future Invoice?

GSA has a claim against a vendor for an overpayment and wants to apply a portion of the claim to a subsequent invoice, for which the dollar amount is **SMALLER** than that of the claim.

In Pegasys, users will record a no-check payment against the new invoice and then create a one-line **ET - Expense Transfer** document.

Applying the Overpayment in Pegasys

1. Create an invoice document (**M6, M7, DK,** or **DW**).

2. Be sure to use a **Disbursing Method** of **No Check.**
3. Use the **No Check Information** section fields to reference the original overpayment and/or claim code.

   NOTE: Alphanumeric values may be entered in the **Disbursed By** field. Only numeric values may be entered in the **Check/Disb. #** field.
4. Process the document and automated match will create a no-check payment.
5. Create a single-line **ET- Expense Transfer** to remove the excess money from the budget where the overpayment occurred. This document should reflect the dollar amount of the Invoice and the accounting strip from the document where the overpayment occurred. Use the **Decrease** option, a **Trans Type** of **01** (non- reimbursable) or **02** (reimbursable), and a **Trans Event** of **Expenditure** on the line. Process this transaction.

15.4 How do I Record an Invoice/Payment Processed Against an Incorrect Receipt/Order?

A payment was sent to the correct vendor, but was processed against an incorrect purchasing chain. Specifically, the invoice was matched to the wrong receipt and order.

The procedures for this scenario include creating a payment in Pegasys with a Credit line type to re-open the order of the inaccurately referenced chain. In addition, a no-check invoice/payment will be processed against the appropriate chain to record the expenditure against the correct ACT number.

Re-Opening the Order in Pegasys

1. Manually create a **P6** (for Region 6) or **P7** (for Region 7) by copying forward from the erroneously referenced order. If that order is closed, create this payment without copy forward and do a manual reference to the order.
2. Select a **Line Type** of **Credit** and enter the dollar amount of the credit in the **Amount** field on the **Accounting Lines** page.
3. Enter a **Disbursing Method** of **No Check** on the **Disbursing Information** page. This will enable the **No Check Information** fields, which should be filled in appropriately.
4. **This step applies to a 3-way Chain only.** In Pegasys, the payment credit line will open the order in the amount of the credit. The receipt that was referencing this order will remain in Pegasys and is essentially not useful. Correct the receipt and place the words “Erroneous Receipt” in the **Title** field. If it has an open amount, it will be important to reduce the receipt by the open amount and prepare to re-enter a new receipt on its behalf.
5. **This step applies to a 3-way Chain only.** Create a new receipt to replace the receipt that was erroneously referenced.

Booking the Expenditure Against the Correct Chain

Create a **No-Check** invoice in Pegasys against the correct order. Automated Match will create a payment that will not be disbursed.

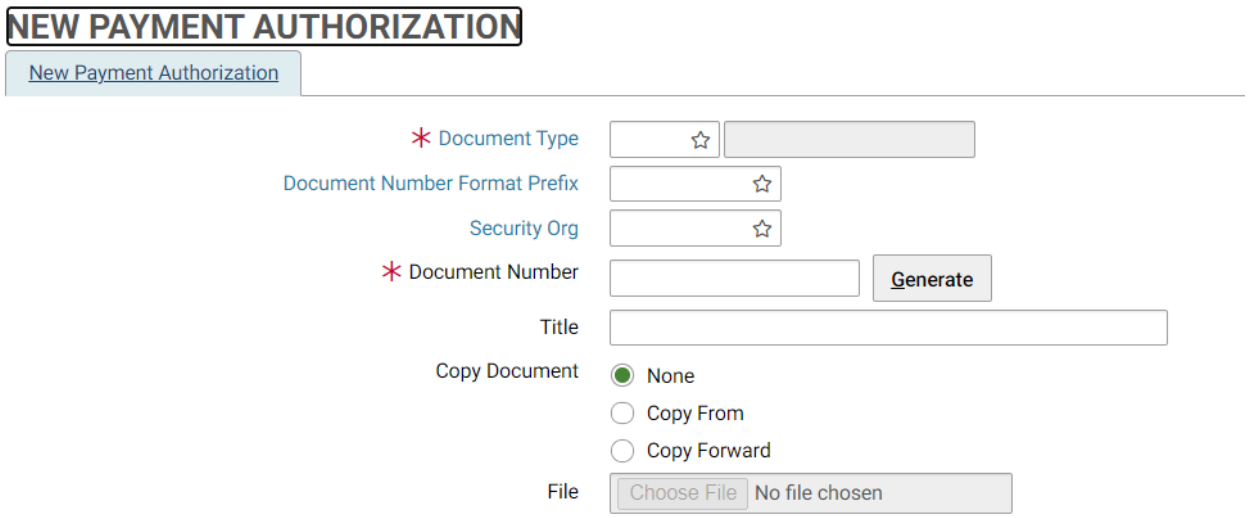
15.5 How Do I Correct an Overbooked IPAC Transaction?

An IPAC transaction is double-booked in Pegasys.

The resolution for this scenario involves creating a payment with a credit line type to reduce the IPAC booking against a given chain. The payment document will reopen the Order for the amount of the credit.

1. Select **Transactions → Accounts Payable → New → Payment Authorization** from the menu bar. The **New Payment Authorization** page will be displayed.

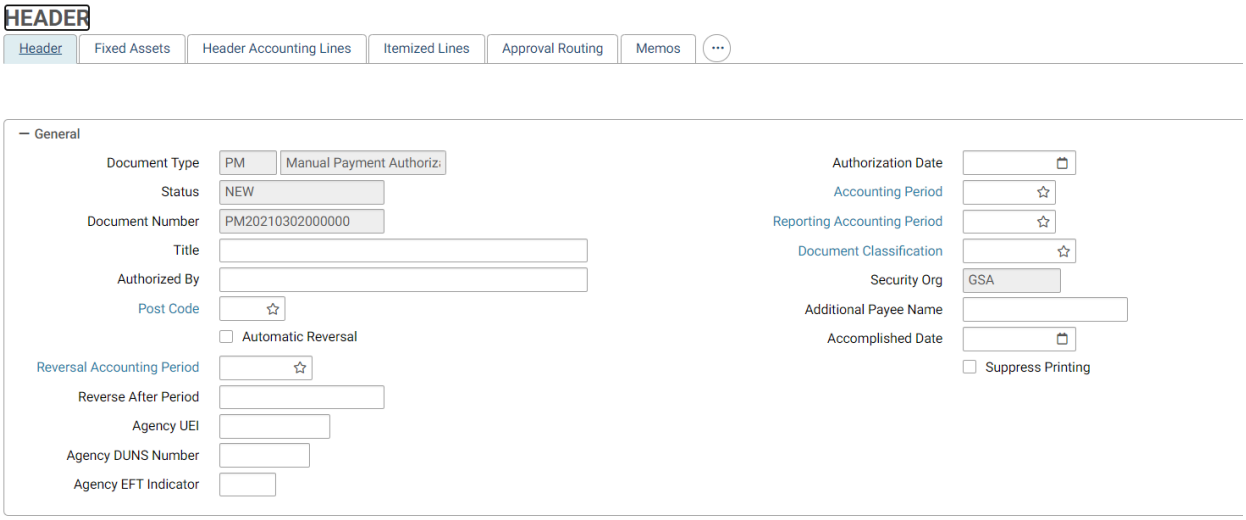
Figure 43: New Payment Authorization Page - Correct Overbooked IPAC Transaction



2. Enter **PM - Manual Payment Authorization** in the **Document Type** field.
3. A unique document number will be automatically generated in the **Document Number** field after selecting the **Generate** button. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.
4. Select the **Copy Forward** radio button.
5. Select the **Next** button.
6. Enter the purchase order document type in the **Document Type** field.
7. Enter the purchase order number in the **Document Number** field.
8. Select the **Search** button.
9. Select the appropriate document from the generated list.

10. Select the **Finish** button. The **Header** page of the payment form will be displayed.

Figure 44: Header Page - Correct Overbooked IPAC Transaction

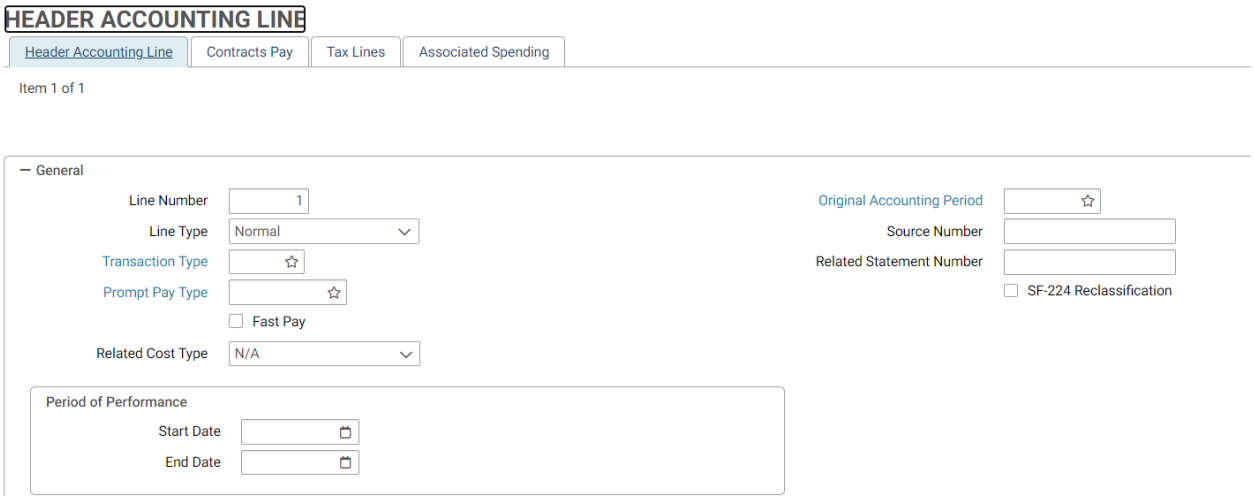


11. Enter the date in the **Accomplished Date** field.

    NOTE: The **Authorization Date**, **Accounting Period**, and **Reporting Accounting Period** fields will default to the current date and period when the form is Verified or Processed.

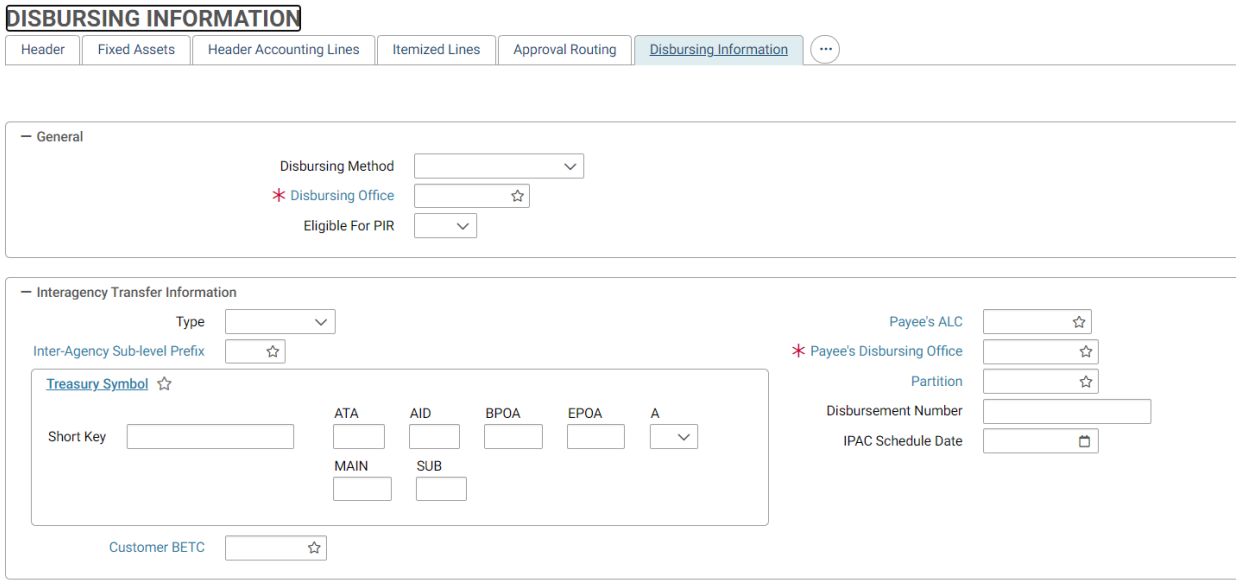
12. In the **Vendor Code** field, enter the vendor code for the vendor of the bounced check.
13. Press the **[Tab]** key or enter the vendor address code if not already populated in the **Address Code** field.
14. Select the **Header Accounting Lines** tab. The **Header Accounting Lines** page will be displayed.
15. Select the **Add** button to add a new line. The **Header Accounting Line** page will be displayed.

Figure 45: Header Accounting Line Page - Correct Overbooked IPAC Transaction



16. Select a **Line Type of Credit**.
17. Enter either **01** (Non Reimbursable - No Check) or **02** (Reimbursable - No Check) in the **Transaction Type** field.
18. In the **Line Amounts** section, enter the dollar amount of the credit in the **Payment** field.
19. In the **Accounting Dimensions** section, enter the appropriate accounting template in the **Template** field.
20. Select the **Default** button to populate fields in the **Accounting Dimensions** section. Enter additional fields as needed.
21. Select the **Disbursing Information** tab. The **Disbursing Information** page will be displayed.

Figure 46: Disbursing Information Page - Correct Overbooked IPAC Transaction



22. Select **No Check** from the **Disbursing Method** drop-down list.
23. In the **Disbursing Office** field enter the appropriate disbursing office information.
24. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, select in the text box for the field you would like to update, and make the update.

    NOTE: To add a new line, select the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and select the **Remove** button.
25. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
26. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select **Urgent**.
27. **(For 3-way chains only.)** In Pegasys, the payment credit line will open the Order in the amount of the credit. The receipt that was referencing this order will remain in Pegasys and is essentially no longer useful. Correct the Receipt and place the words "Erroneous Receipt" in the **Title** field. If it has an open amount, it will be important to reduce the receipt by the open amount and prepare to re-enter a new receipt on its behalf. Create a new receipt to replace the receipt that was erroneously referenced. This receipt should reflect only what should be open.

16 How do I Record Prior Year Cost Transfers in Pegasys?

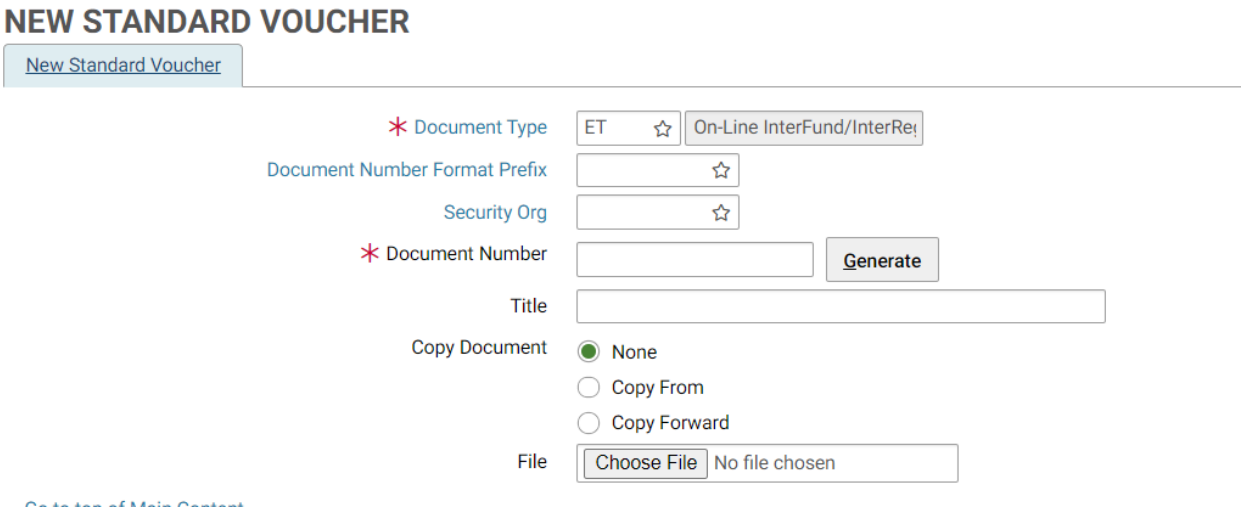
Occasionally it may be necessary to correct or change the budget fiscal year in which an expense was recorded. To accomplish this type of correction or change, create a Pegasys standard voucher document type **ET - Expense Transfer**. The **ET - Expense Transfer** will move the expense from the incorrect Budget Fiscal year to the correct one. Because the **ET** only references the Payment Authorization, this adjusting entry must be completed after disbursement has occurred. To create an **ET- Expense Transfer**, follow the steps outlined below.

NOTE: These instructions are applicable whenever a partial or full disbursement has been made out of Pegasys and there is a need to change the fiscal year in which the expense was recorded.

16.1 How Do I Create a Prior Year Cost Transfer?

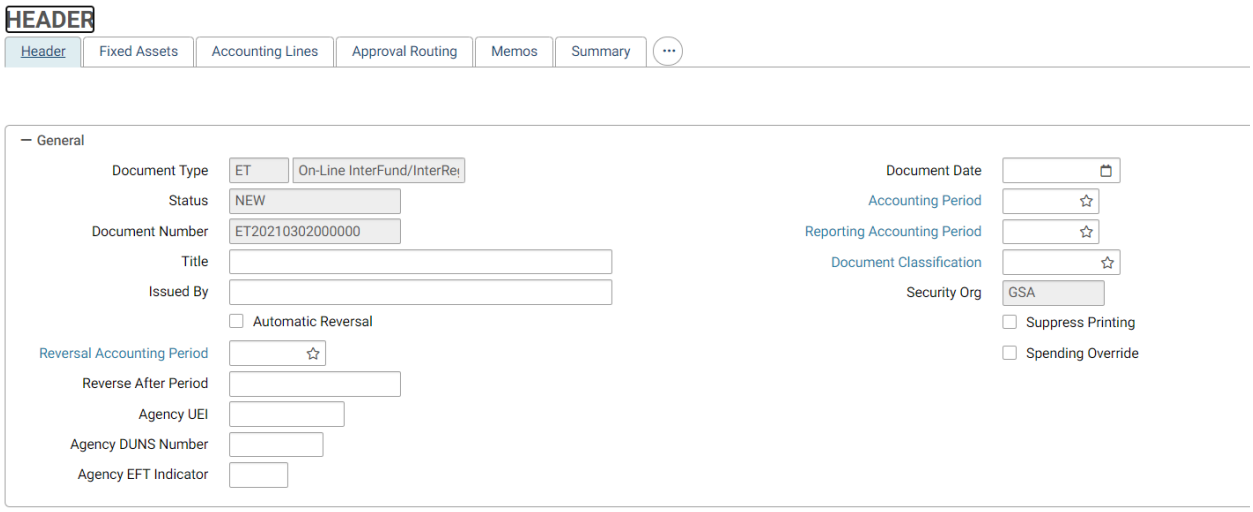
1. Select **Transactions → General System → New → Standard Voucher** from the menu bar. The **New Standard Voucher** page will be displayed.

Figure 47: New Standard Voucher Page - Create Prior Year Cost Transfer



2. Enter **ET - Expense Transfer** in the **Document Type** field.
3. A unique number will automatically generate in the **Doc Number** field after selecting the **Generate** button. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.
4. Select the **Finish** button.

Figure 48: Header Page - Create Prior Year Cost Transfer

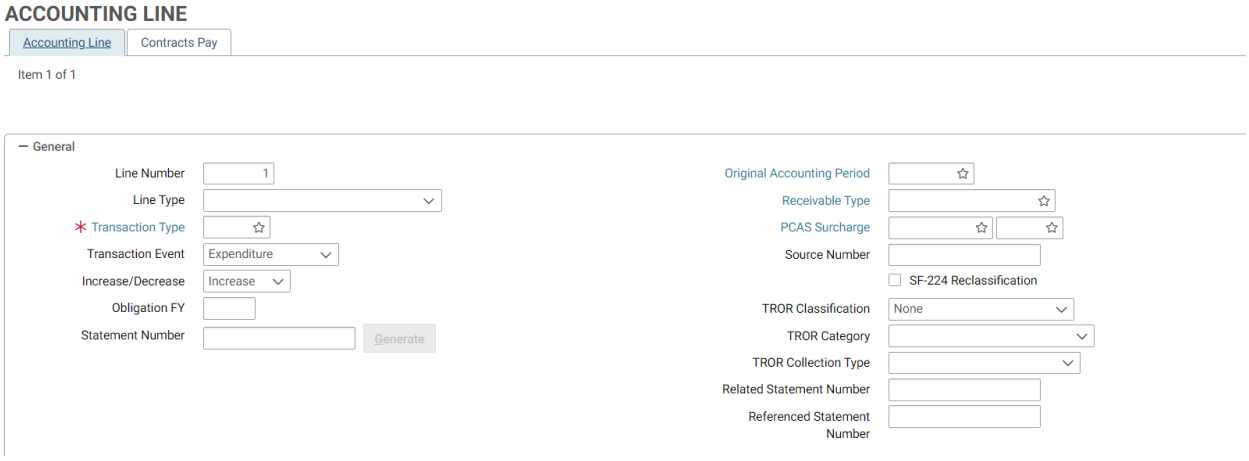


NOTE: The **Header** page of the **ET - Expense Transfer** form will be displayed. Do not check the **Reversal Options Automated Reversal** check box.

5. Enter the accounting period in which the expense transfer should be recorded in the **Accounting Period** field.
6. In the **Description** field, enter any descriptive information related to the expense transfer.

   NOTE: Extended description text field allows for a maximum disk space of 60K (whereas regular description fields hold 255 characters), but printing of the extended description field on forms or reports will be determined by the room available on the form or report.
7. Select the **Accounting Lines** tab. The **Accounting Lines** page will be displayed.
8. To add a new line, select the **Add** button. The **Accounting Line** page will be displayed.

Figure 49: Accounting Line Page - Create Prior Year Cost Transfer



9. Enter the appropriate transaction type in the **Transaction Type** field.
10. Confirm that the **Transaction Event** drop-down box defaults to **Expenditure**.

11. Select **Decrease** or **Increase** from the **Increase/Decrease** drop-down box**.**
12. Enter the expense amount to be transferred in the **Line Amount** field.
13. In the **Accounting Dimensions** section, enter the incorrect budget fiscal year accounting template information in the **Template** field.
14. Select the **Default** button to populate the fields in the **Accounting Dimensions** section. Enter additional fields, such as **Sub Object Class** and **Activity**, as needed.
15. Return to the **Accounting Lines** summary page by selecting the **Accounting Lines** hyperlink.
16. Add a new line by selecting the **Add** button. The **Accounting Line** page will be displayed.
17. Enter the appropriate transaction type in the **Transaction Type** field.
18. Confirm that the **Transaction Event** drop-down box defaults to **Expenditure**.
19. Select **Decrease** or **Increase** from the **Increase/Decrease** drop-down box**.**
20. Enter the expense amount to be recorded in the **Line Amount** field.

    NOTE: The amount entered should equal the **Line Amount** entered on **Line 1** of the Expense Transfer form. This will ensure that the Expense Transfer form nets to "zero".
21. In the **Accounting Dimensions** section, enter the correct budget fiscal year accounting template information in the **Template** field.
22. Select the **Default** button to populate the fields in the **Accounting Dimensions** section. Enter additional fields, such as **Sub Object Class** and **Activity**, as needed.
23. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, select in the text box for the field you would like to update, and make the update.

    To add a new line, select the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and select the **Remove** button.
24. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
25. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

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

17 How do I Record Bounced Checks in Pegasys?

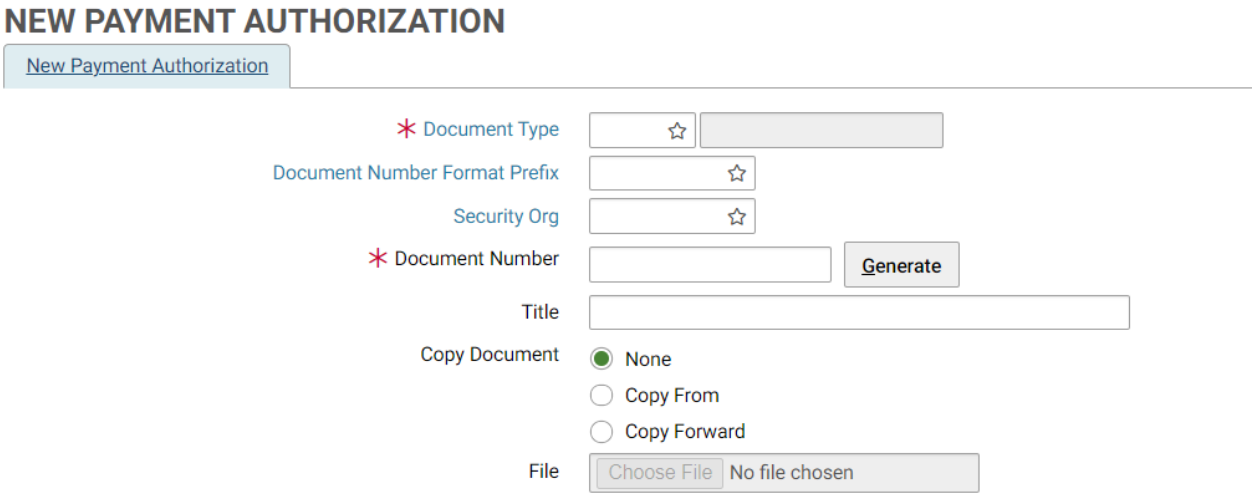
When GSA receives a check that subsequently bounces, this information will be recorded in Pegasys by following the instructions provided below. Separate instructions are provided in the **Finance User Guide 1 of 2, Section 3** for recording bounced checks associated with Travel Relocation transactions.

NOTE: These procedures are applicable only for recording bounced checks resulting from a previous disbursement in Pegasys. (For example, these procedures are not applicable for handling bounced checks resulting from the sale of surplus property, billed receivable, etc.)

17.1 How Do I Record a Bounced Check from a Non-Reimbursable Expenditure Refund?

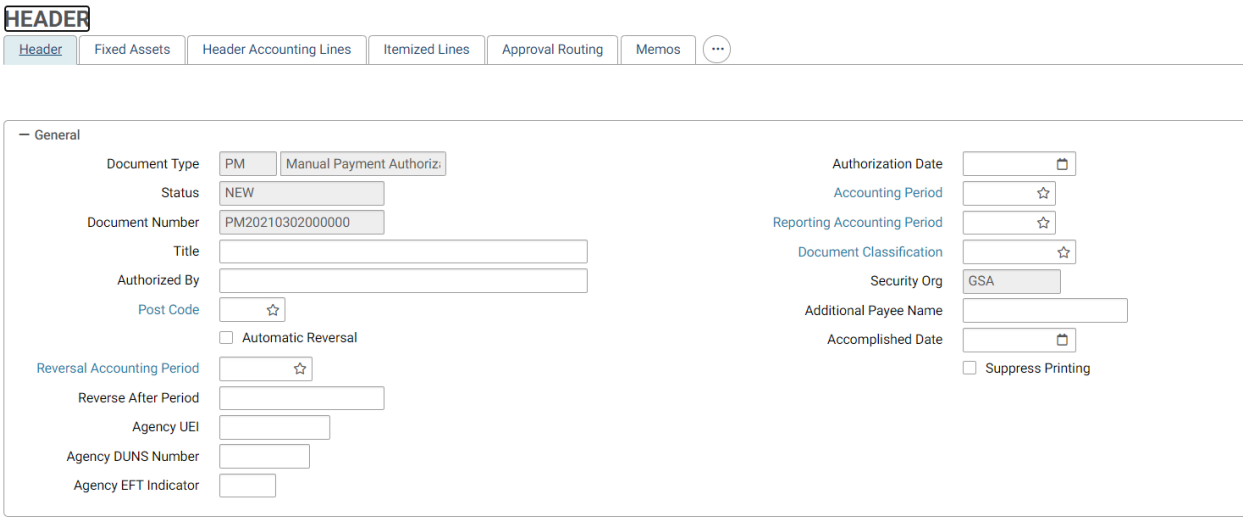
1. Select **Transactions → Accounts Payable → New → Payment Authorization** from the menu bar. The **New Payment Authorization** page will be displayed.

Figure 50: New Payment Authorization-Non-Reimbursable Expenditure Refund



2. Enter **PM - Manual Payment Authorization** in the **Document Type** box.
3. A unique document number will be automatically generated in the **Document Number** field when you select the **Generate** button. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.
4. Select the **Finish** button. The **Header** page of the payment form will be displayed.

Figure 51: Header Page - Non-Reimbursable Expenditure Refund

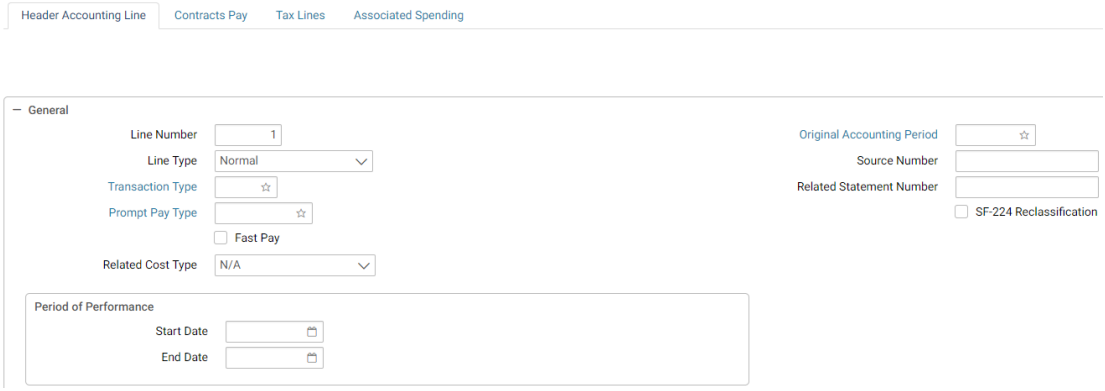


5. Enter the date in the **Accomplished Date** field.

   NOTE: The **Authorization Date**, **Accounting Period**, and **Reporting Accounting Period** fields will default to the current date and period when the form is verified or processed.

6. In the **Vendor Code** field, enter the vendor code for the vendor of the bounced check.
7. Press the **[Tab]** key or enter the vendor address code if not already populated in the **Address Code** field.
8. Select the **Header Accounting Lines** tab. The **Header Accounting Lines** page will be displayed.
9. Select the **Add** button to add a new line. The **Header Accounting Line** page will be displayed.

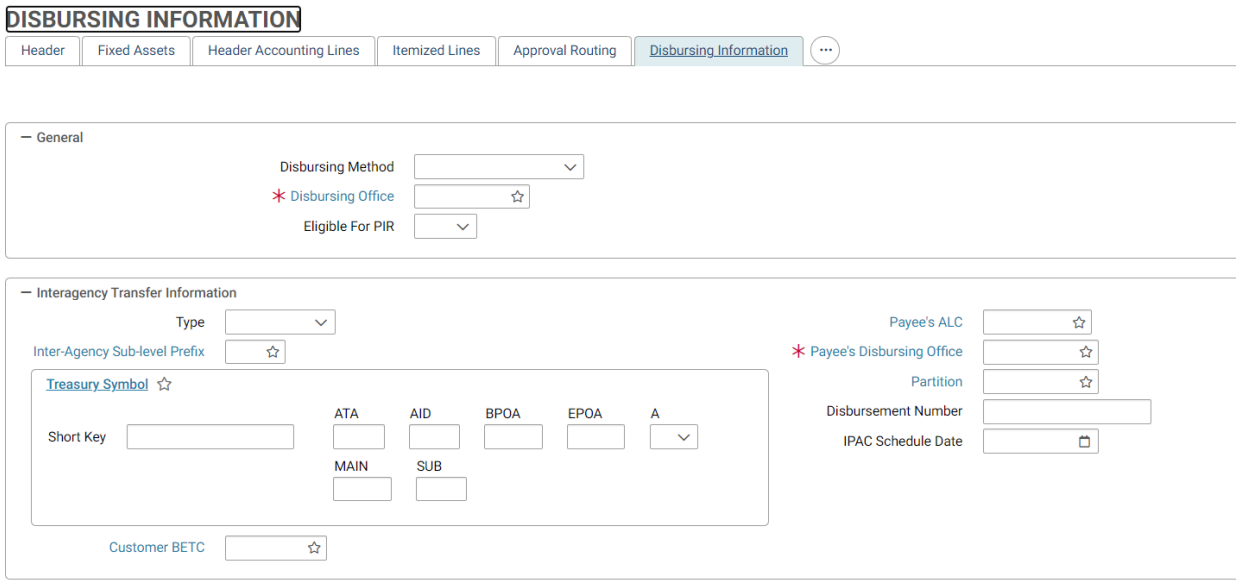
Figure 52: Header Accounting Line Page - Non-Reimbursable Expenditure Refund



10. Enter **01** in the **Transaction Type** field.
11. In the **Line Amounts** section, enter the dollar amount of the check that bounced in the **Payment** field.

12. In the **Accounting Dimensions** section, enter the appropriate accounting template in the **Template** field.
13. Select the **Default** button to populate fields in the **Accounting Dimensions** section. Enter additional fields as needed.
14. Select the **Disbursing Information** tab. The **Disbursing Information** page will be displayed.

Figure 53: Disbursing Information Page - Non-Reimbursable Expenditure Refund



15. Select **No Check** from the **Disbursing Method** drop-down list.
16. In the **Disbursing Office** field enter the appropriate disbursing office information.
17. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, select in the text box for the field you would like to update, and make the update.

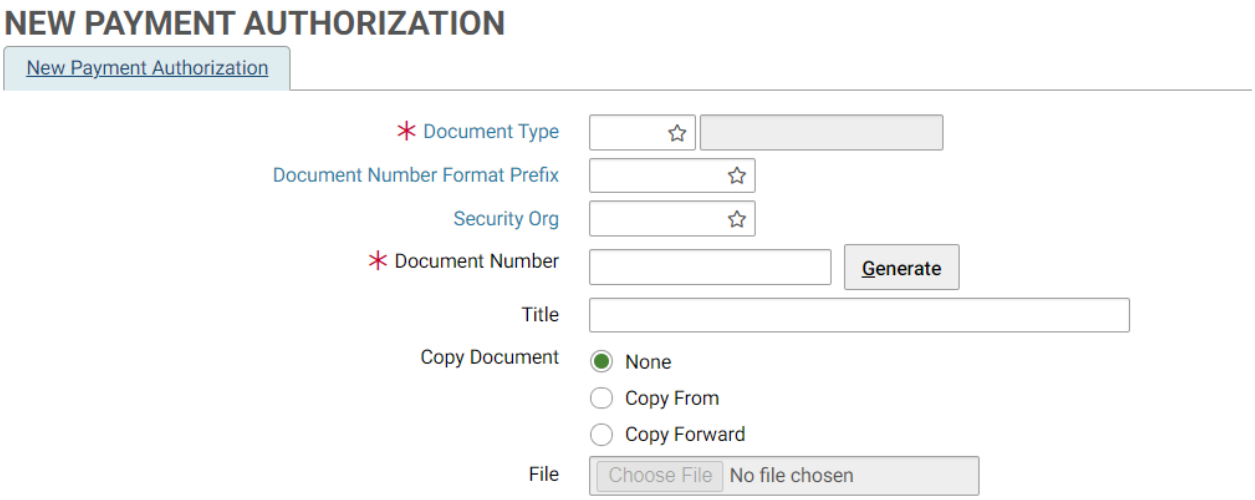
    NOTE: To add a new line, select the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and select the **Remove** button.
18. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
19. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

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

17.2 How Do I Record a Bounced Check from a Reimbursable Expenditure Refund?

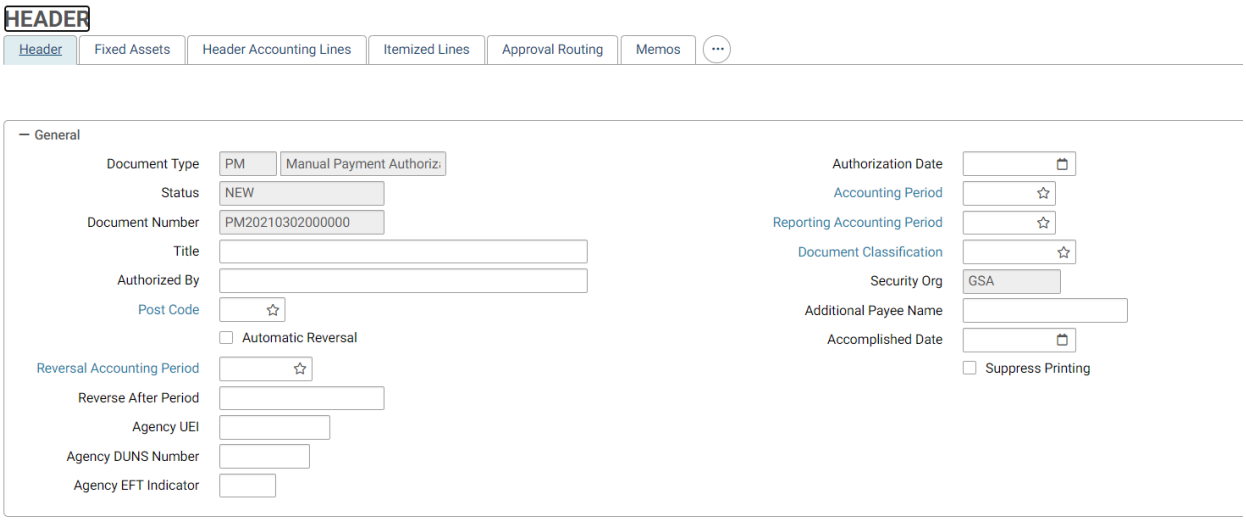
1. Select **Transactions → Accounts Payable → New → Payment Authorization** from the menu bar. The **New Payment Authorization** page will be displayed.

Figure 54: New Payment Authorization Page - Reimbursable Expenditure Refund



2. Enter **PM - Manual Payment Authorization** in the **Document Type** box.
3. A unique document number will be automatically generated in the **Document Number** field when you select the **Generate** button. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.
4. Select the **Finish** button. The **Header** page of the payment form will be displayed.

Figure 55: Header Page - Reimbursable Expenditure Refund

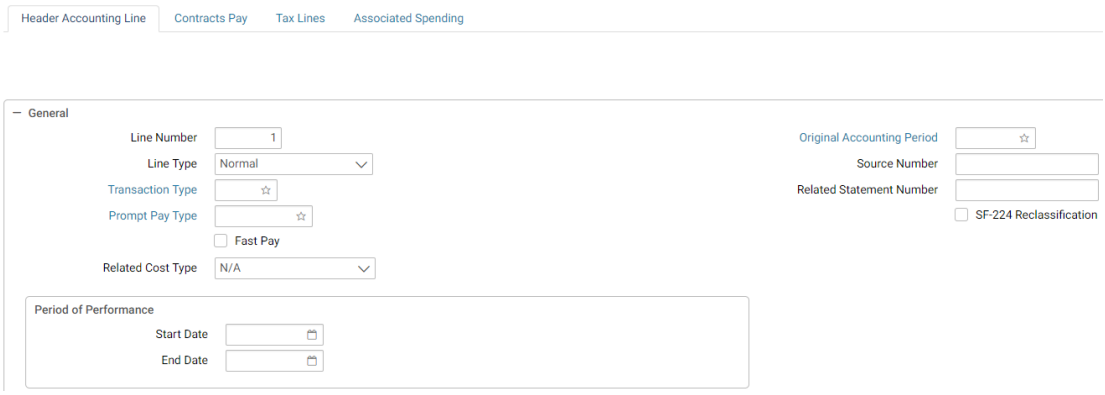


5. Enter the date in the **Accomplished Date** field.

   NOTE: The **Authorization Date**, **Accounting Period**, and **Reporting Accounting Period** fields will default to the current date and period when the form is Verified or Processed.

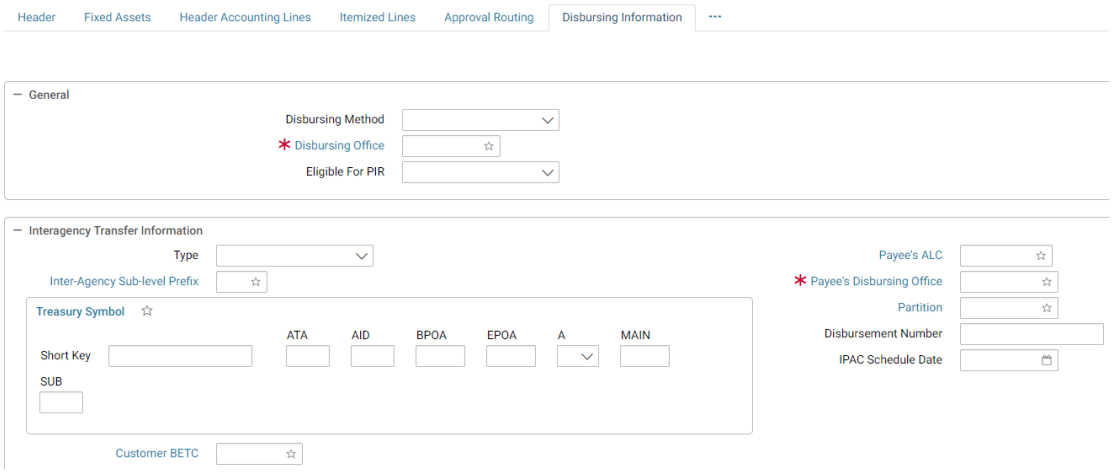
6. In the **Vendor Code** field, enter the vendor code for the vendor of the bounced check.
7. Press the **[Tab]** key or enter the vendor address code if not already populated in the **Address Code** field.
8. Select the **Header Accounting Lines** tab. The **Header Accounting Lines** page will be displayed.
9. Select the **Add** button to add a new line. The **Header Accounting Line** page will be displayed.

Figure 56: Header Accounting Lines Page - Reimbursable Expenditure Refund



10. Enter **02** in the **Transaction Type** field.
11. In the **Line Amounts** section, enter the dollar amount of the check that bounced in the **Payment** field.
12. In the **Accounting Dimensions** section, enter the appropriate accounting template in the **Template** field.
13. Select the **Default** button to populate fields in the **Accounting Dimensions** section. Enter additional fields as needed.
14. Select the **Disbursing Information** tab. The **Disbursing Information** page will be displayed.

Figure 57: Disbursing Information Page - Reimbursable Expenditure Refund



15. Select **No Check** from the **Disbursing Method** drop-down list.
16. In the **Disbursing Office** field, enter the appropriate disbursing office information.
17. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, select in the text box for the field you would like to update, and make the update.

    NOTE: To add a new line, select the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and select the **Remove** button.
18. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
19. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

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

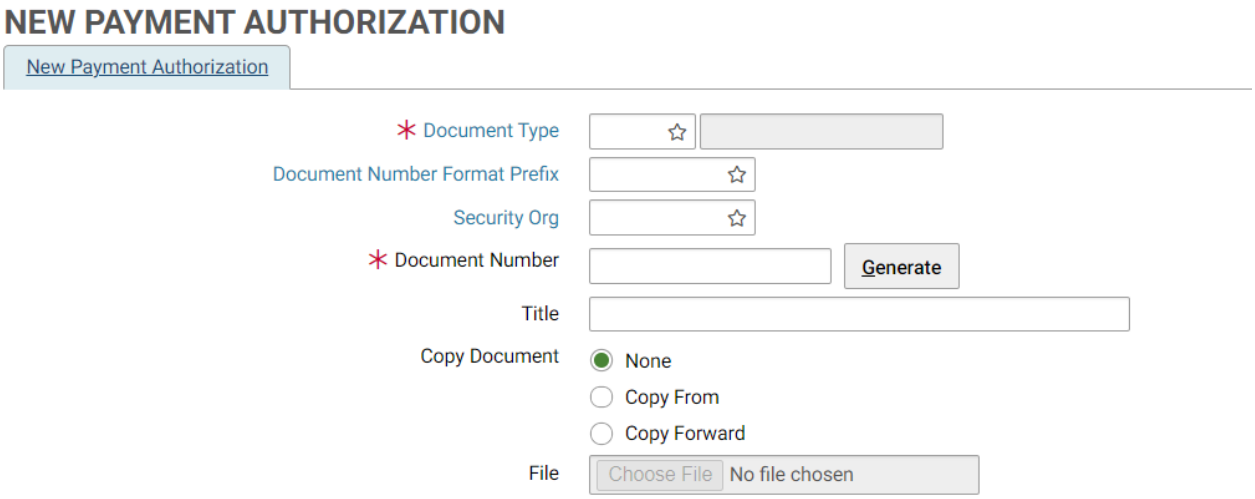
17.3 How do I record a Bounced Check associated with Travel Relocation Transaction?

After an advance refund or expenditure refund has been received from an employee and recorded for Travel Relocation, the check may bounce. In order to correct this, GSA must record another payment document to cancel out the effect of the refund.

Create a Travel Relocation Collection document to record a bounced check for an Advance Refund by following the steps below:

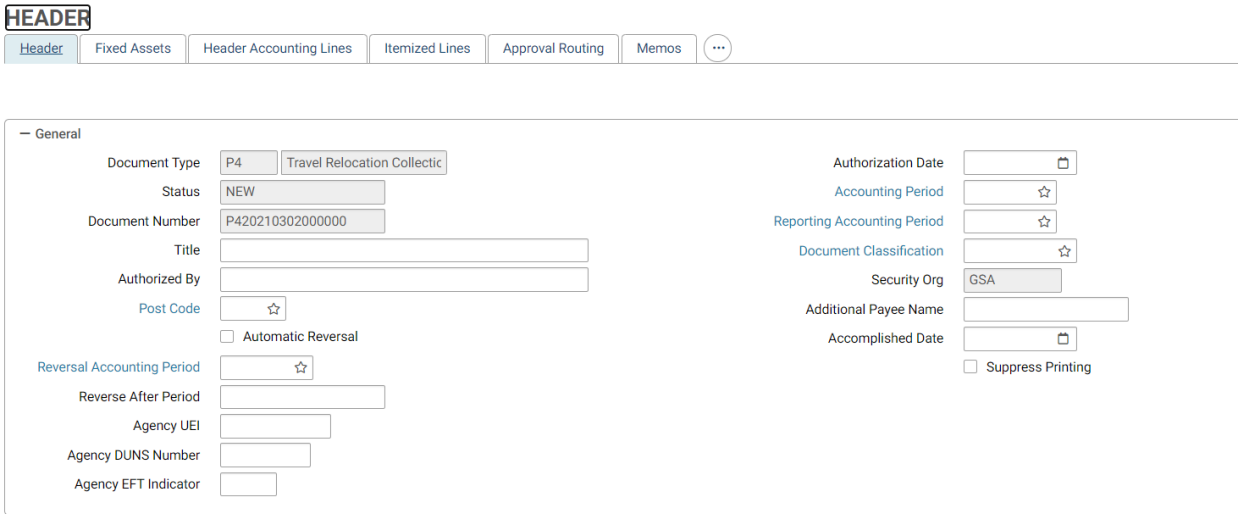
1. Select **Transactions → Accounts Payable → New → Payment Authorization** from the menu bar. The **New Payment Authorization** page will be displayed.

Figure 58: New Payment Authorization Page - Travel Relocation



2. Enter **P4 - Travel Relocation Collection** in the **Document Type** box.
3. A unique document number will be automatically generated in the **Document Number** field after selecting the **Generate** button. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.
4. Select the **Finish** button. The **Header** page payment form will be displayed.

Figure 59: Header Page - Travel Relocation

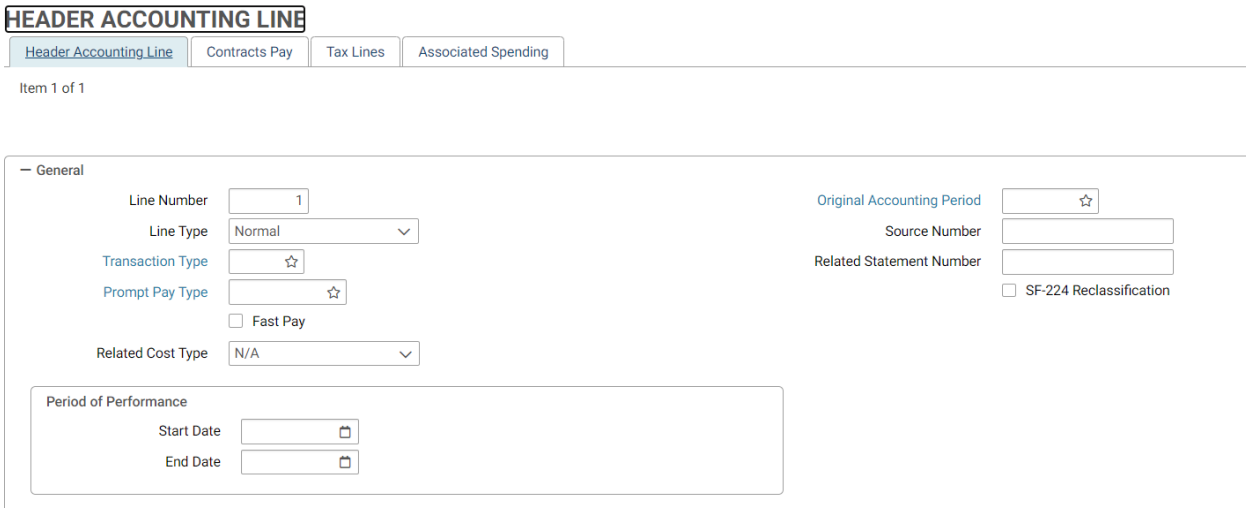


NOTE: The **Authorization Date**, **Accounting Period**, **Reporting Accounting Period** and **Accomplished Date** fields will default to the current date and period when the form is Verified or Processed.

5. In the **Vendor Code** field, enter the vendor code for the vendor of the bounced check. Press the **[Tab]** key or enter the vendor address code if not already populated in the **Address Code** field.

6. Select the **Header Accounting Lines** tab. The **Header Accounting Lines** page will be displayed.
7. Select the **Add** button to add a new line. The **Header Accounting Line** page will be displayed.

Figure 60: Header Accounting Line Page - Travel Relocation



NOTE: The **Transaction Type** will default to **01** when the form is Verified or Processed.

8. In the **Document Reference** section, enter **LT** in the **Type** field. Enter the document number in the **Document** field, and the appropriate line number in the **Item** and **Accounting** fields.
9. Select the **Default** button to bring forward the accounting strip information from the obligation that will be displayed under the **Document Reference View** button.
10. Check the **Misc.** check box in the **Document Reference** section.

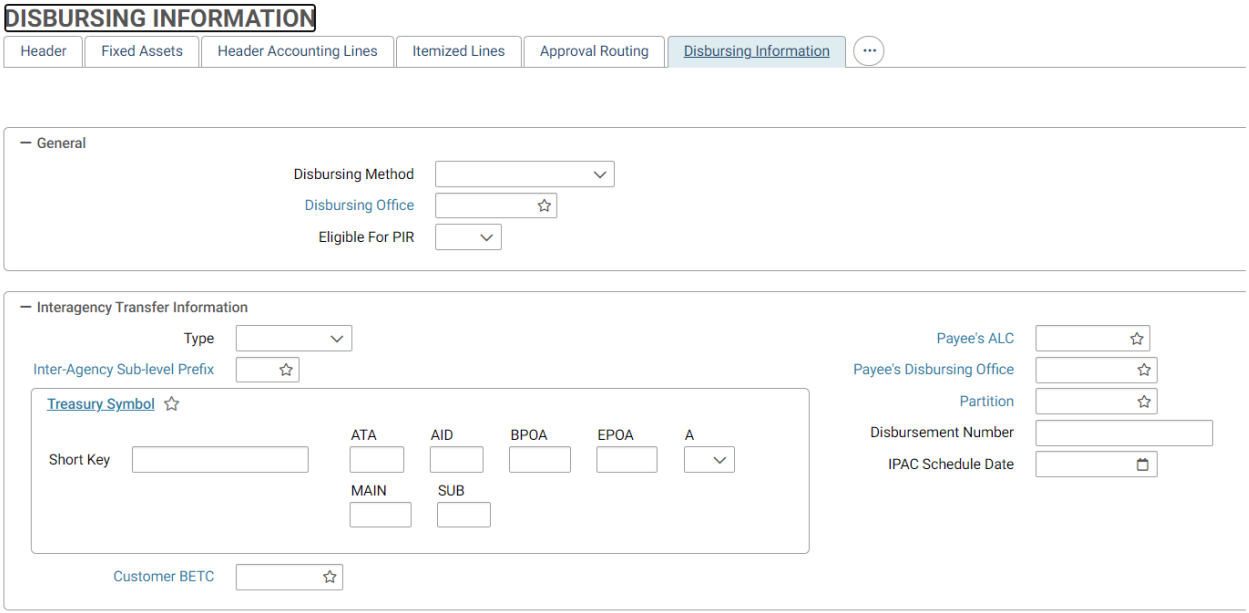
    NOTE: This causes the document line number to disappear and disable the **Default** button.

11. Enter the dollar amount of the check that bounced in the **Payment** field in the **Line Amounts** section.
12. In the **Description** field, enter the name of the employee who bounced the check.

    NOTE: If necessary, use the **Extended Description** text field to enter additional description details. The **Extended Description** text field will hold an additional 60 KB.

13. Select the **Disbursing Information** tab. The **Disbursing Information** page will be displayed.

Figure 61: Disbursing Information Page - Travel Relocation



14. Select **No Check** from the **Disbursing Method** drop-down list.
15. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, select in the text box for the field you would like to update, and make the update.

    NOTE: To add a new line, select the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and select the **Remove** button.
16. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
17. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

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

18 PBS Construction Contracts Procedures

The following section details the procedures for processing PBS Construction Contracts in Pegasys as well as specific instructions for using Holdbacks and Holdback Releases.

18.1 How Do I Record PBS Construction Contracts in Pegasys?

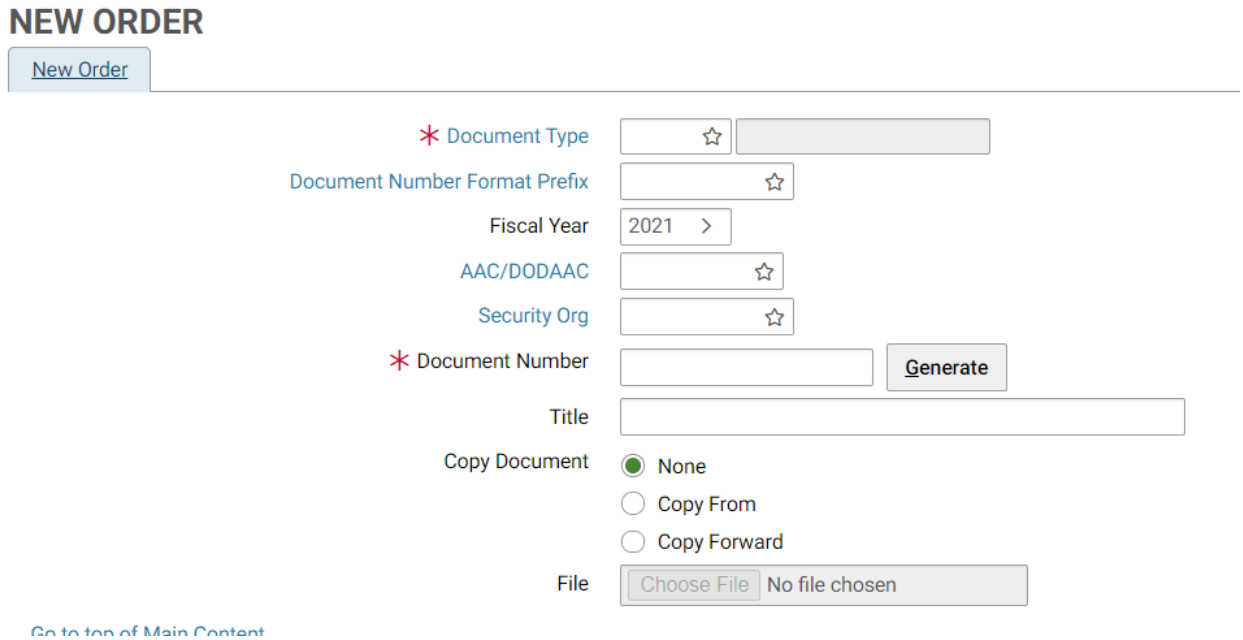
PBS Construction contract obligations are established through EASi interface or directly entered in Pegasys. The direct entered process is described as follows:

Step 1 - Obligation:

Record PBS Construction Contract obligations using **PN - PBS Construction Obligation** forms or **EN – EASi Construction Obligation forms**. The **Purchasing User Guide 2 of 5, Section 6,** will provide adequate instruction for entering order forms on-line. The only additional step is to enter the Document Number manually on the New Order Page for a PN document or EN document. The following steps are applicable for PN or EN orders. For illustration purposes, a PN order is used, as follows:

1. Select **Transactions → Purchasing → New → Order** from the menu bar. The **New Order** page will be displayed.

Figure 62: New Order Page - Record PBS Construction Contracts



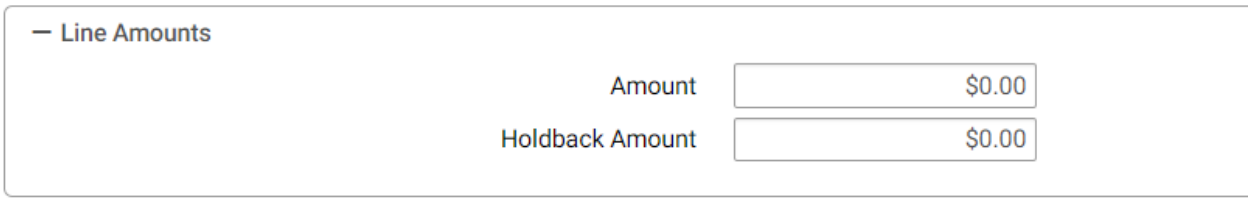
2. Enter **PN - PBS Construction Obligation** in the **Document Type** field.
3. In the **Document Number** field, enter the PN PBS Construction order document number.

Step 2 - Receipt:

Record receipts **RW - Receipt** forms by copying forward the information from the **PN - PBS Construction Obligation** created in Step 1. The **Purchasing User Guide 2 of 2, Section 7** will provide adequate instruction for entering these forms on-line.

1. From the **Header Accounting Lines** summary page, open the appropriate **Header Accounting Line**. The **Header Accounting Line** page will be displayed.
2. In the **Line Amounts** section, enter the holdback amount in the **Applied Credit** field.

Figure 63: Line Amounts Section - Record PBS Construction Contracts



Step 3 - Invoice:

Record invoices on **MF - Match Invoice 3-Way R7** forms by copying forward the information from the **PN - PBS Construction Obligation** created in Step 1. The **Finance User Guide 1 of 2, Section 4** will provide adequate instruction for entering these forms on-line. In the event of a final payment, the **Prompt Pay Type** is changed to "**CONSTR30**". To record a different **Prompt Pay Type**, follow the directions below:

1. From the **Header Accounting Lines** summary page, open the appropriate **Header Accounting Line**. The **Header Accounting Line** page will be displayed.
2. In the **Prompt Pay Type** field, enter the appropriate code.
3. To search for a Prompt Pay Type, select the **Prompt Pay Type** hyperlink. The **Search - Prompt Pay Type** page will be displayed.
4. Enter the appropriate search criteria and select the **Search** button. The matching search results will be displayed.
5. Select the appropriate code. The **Header Accounting Line** page will be displayed and the selected **Prompt Pay** code will be populated.

Step 4 - Pay:

P7 - Payment Authorization documents will be created by the Pegasys Automated Match batch job. The Finance User's Guide and the Automated Disbursements User's Guide may be helpful resources that address payment functionality. If a holdback was entered on the receipt, then this information will copy forward to the payment and the net amount will be disbursed.

Step 5 - Releasing or Canceling Holdbacks

A Holdback entered on the receipt indicates that a specified amount of money is to be withheld on the vendor payment until or unless certain criteria are met. If a Holdback amount was entered on the receipt created in Step 3 that amount will not generate on the Step 4 payment. After the Step 4

payment has been generated, there are two ways to address the Holdback amount from the receipt created in Step 3: Release the Holdback or cancel the Holdback. Both approaches are detailed below.

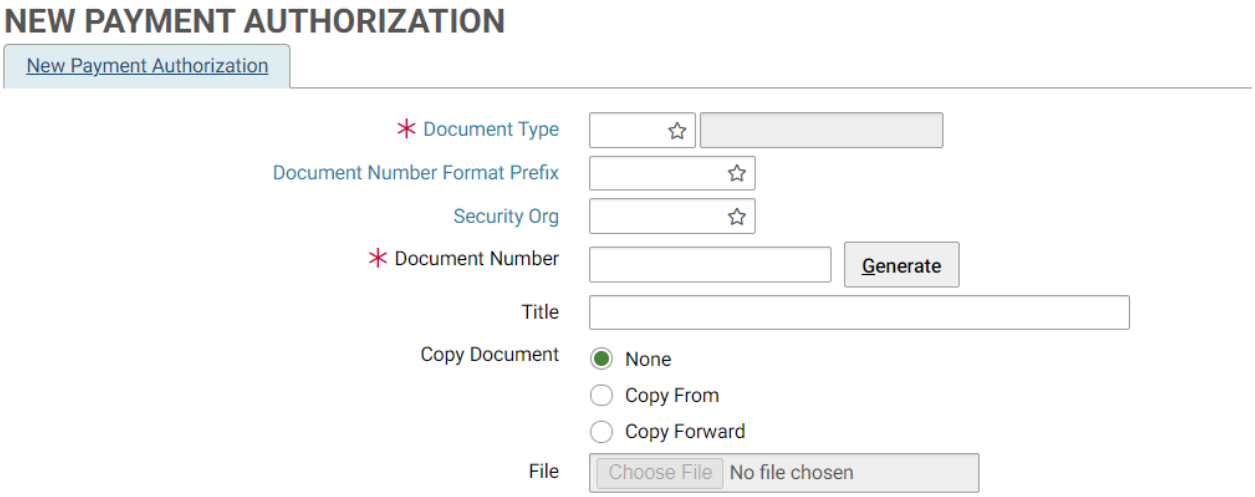
Releasing a Holdback

The process to release holdback depends on whether the holdback was established with an RW or EC document, as well as, whether the holdback was established erroneously or on purpose. If the holdback was processed purposefully on an RW document, use a PM - Manual Payment Authorization to record the Holdback Release.

Use a **PM - Manual Payment Authorization** to record a Holdback Release. When recording a Holdback Release, you must specify the holdback you are releasing by referencing the payment document on which the holdback occurred. The oldest holdback should be released first. Use the PBS Construction Contracts Report to determine the oldest payment with an un-released holdback. If you need to release more than one holdback, simply add another **Header Accounting Line** referencing an additional payment with a holdback. Follow the directions below.

1. Select **Transactions → Accounts Payable → New → Payment Authorization** from the menu bar. The **New Payment Authorization** page will be displayed.

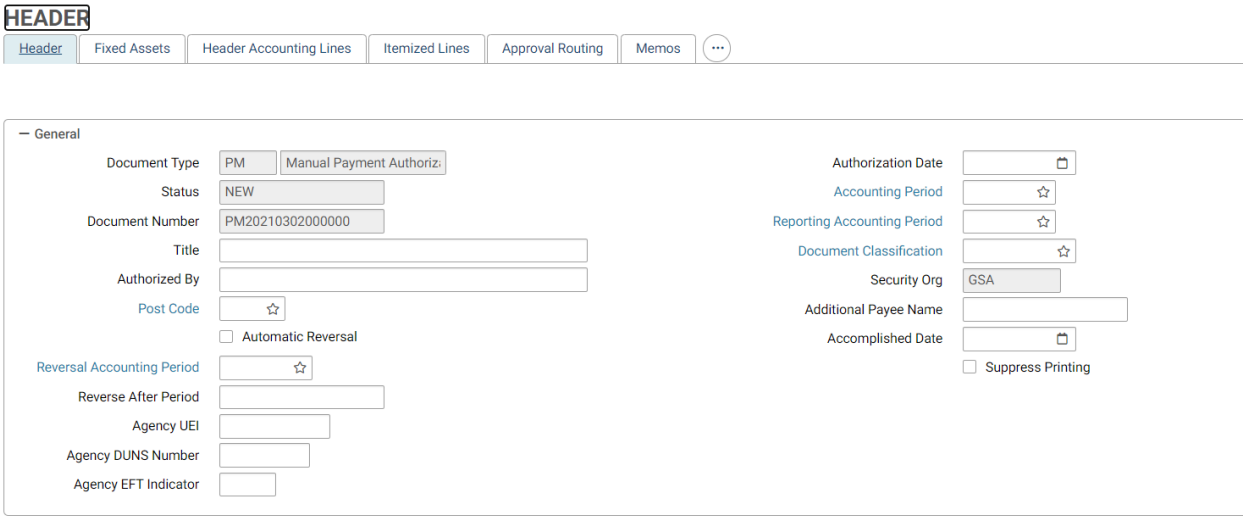
Figure 64: New Payment Authorization Page - Record PBS Construction Contracts



2. Enter **PM** in the **Document Type** field.
3. A **PM - Manual Payment Authorization** document number will be generated in the **Document Number** field after selecting the **Generate** button. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.
4. Select the **Copy Forward** option.
5. Select the **Next** button.

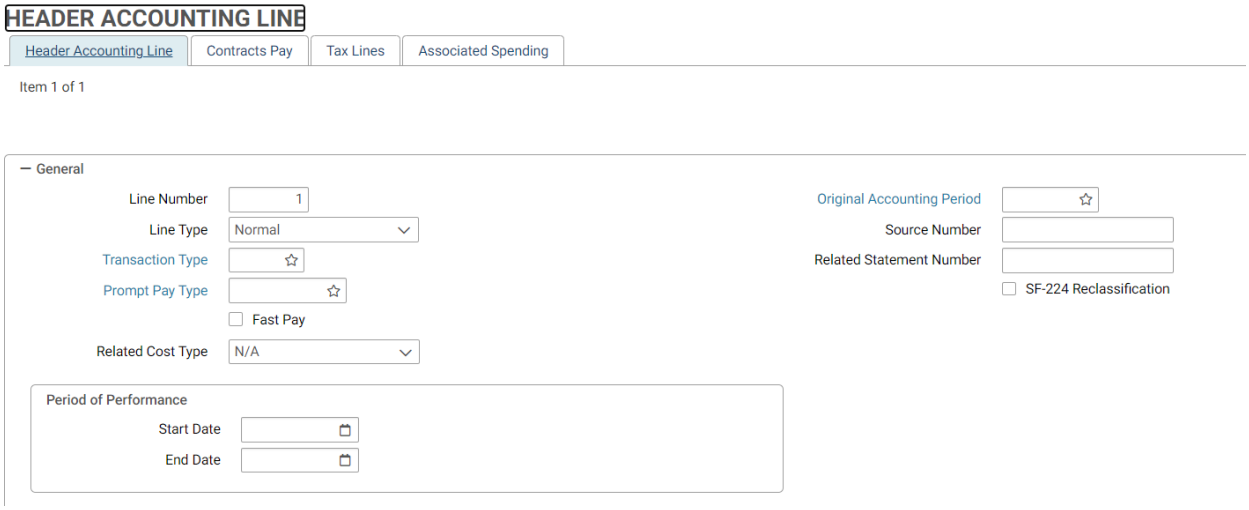
6. Enter **PN** in the **Document Type** field.
7. Enter the **PN - PBS Construction Obligation** document number, for which the release is being created, in the **Document Number** field.
8. Select the **Finish** button. The **Header** page of the Payment Authorization form will be displayed.

Figure 65: Header Page - Record PBS Construction Contracts



9. Enter your name in the **Authorized By** field.
10. Select the **Header Accounting Lines** page and select the appropriate **Header Accounting Line** for which the release is being created. Then select the **Header Accounting Line** hyperlink. The **Header Accounting Line** page will be displayed.

Figure 66: Header Accounting Line Page - Record PBS Construction Contracts



11. In the **Line Amounts** section, enter the holdback release amount in the **Holdback Amount** field.

12. Delete the value **PN** displayed in the **Type** field of the **Reference Document** section. This will delete the entire reference to the obligation.

    NOTE: Copying forward the **PN - PBS Construction Obligation** allowed all the information noted on the obligation, to be automatically entered on the payment document. Pegasys will not allow a direct reference to the order when the form is processed so it must be deleted.

13. Go to the **Accounting Dimension** section and delete the Sub Object Class value.

    NOTE: The Sub Object Class must be deleted because a Holdback Release is a balance sheet transfer. Therefore, the Sub Object Class value is prohibited.

14. Go to the **Reference Prepayment/Holdback/Suspension** section and reference the oldest holdback payment. Enter **P7** or **PM** in the **Type** field and the document number in the **Document** field, and appropriate line number in the **Item** and **Accounting** fields.

    NOTE: Use the PBS Construction Contracts Report to determine the oldest payment with an un-released holdback. If you need to release more than one holdback, simply add another Accounting Line referencing an additional payment with a holdback.

15. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, select in the text box for the field you would like to update, and make the update.

    To add a new line, select the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and select the **Remove** button.

16. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.

17. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

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

Instructions for the holdback release on EC receiving reports are contained separately from this document in the Retainage Release in Easi Google document.

Canceling a Holdback

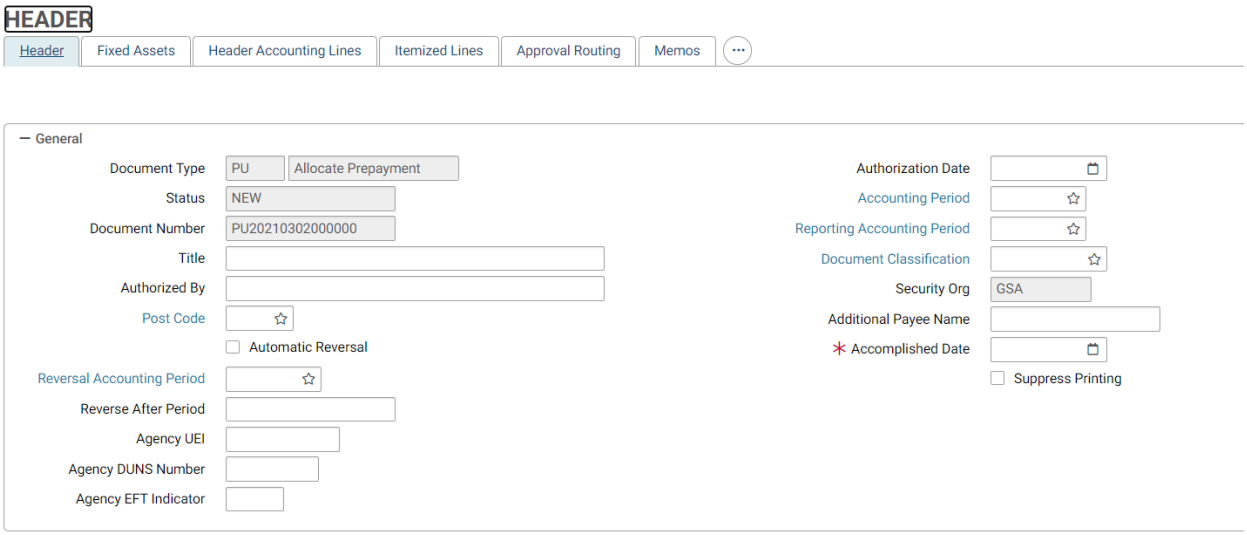
Should GSA determine never to release a Holdback, the Holdback amount should be liquidated and the money returned to the obligation (The PN created in step 1). To do this create a **PU - Allocate Prepayment. Line 1** will release the Holdback and the **Line 2** will credit the dollar amount back to the obligation (The PN created in step 1).

1. Select **Transactions → Accounts Payable → New → Payment Authorization** from the menu bar. The **New Payment Authorization** page will be displayed.
2. Enter **PU** in the **Document Type** field.
3. A **PU - Allocate Prepayment** document number will be generated in the **Document Number** field after selecting the **Generate** button. Once the document number is

generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

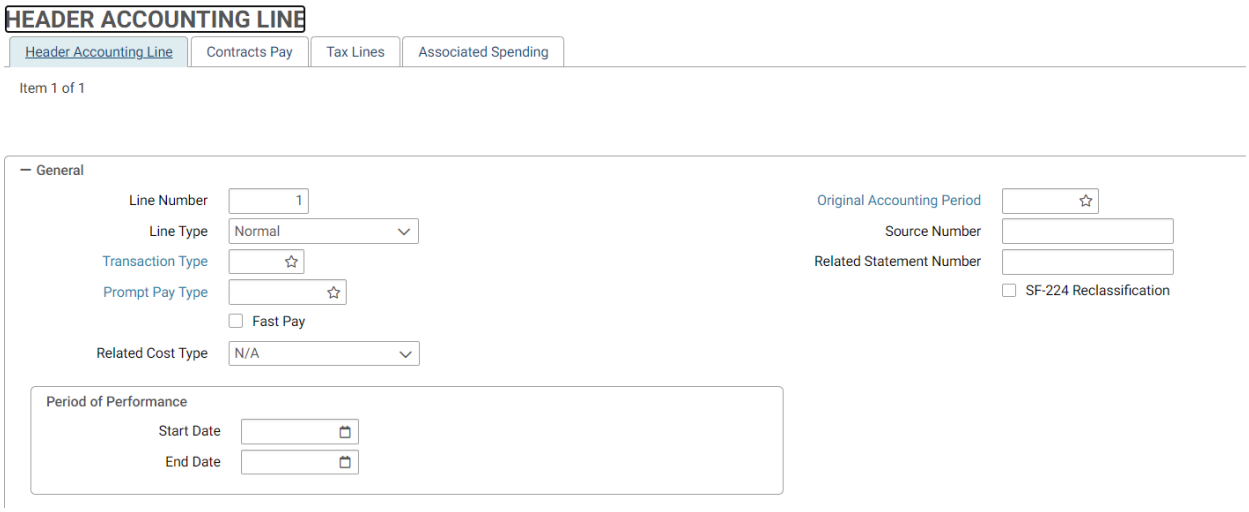
4. Select the **Copy Forward** option.
5. Select the **Next** button.
6. The **Copy Forward** page displays.
7. Enter **PN** in the **Document Type** field.
8. Enter the appropriate **PN - PBS Construction Obligation** document number (from step 1 in the **Document Number** field.
9. Select the **Finish** button. The **Header** page of the Allocate Prepayment form will be displayed.

Figure 67: Header Page - Canceling Holdback



10. Enter your name in the **Authorized By** field.
11. Select the **Header Accounting Lines** tab. The **Header Accounting Lines** page will be displayed.
12. Open the appropriate **Header Accounting Line** for which the release is being created.

Figure 68: Header Accounting Lines Page - Canceling Holdback



13. Enter **Holdback Release** in the **Line Type** field. Enter the Holdback release amount in the **Amount** field.

    NOTE: Reference the Holdback payment that will never be released in the **Prepayment/Holdback/Suspension Reference** group box. Enter **P7** in the **Type** field and the relevant document number in the **Document** field, tab to enter the line number that should be referenced.

    Use the **PBS Contracts Report** to determine the oldest payment with un-released holdback. If you need to release more than one holdback, add another **Header Accounting Line** to reference an additional payment with a holdback.

14. Delete the value **PN** displayed in the **Type** field of the **Reference Document** group box. This will delete the entire reference to the obligation (the **PN** created in step 1).

    NOTE: Copying forward the **PN-PBS Contract Obligation** allowed all the information notated on the obligation to be automatically inferred on the payment document. Pegasys will not allow a direct reference to the Purchase Order when the form is processed, so the obligation must be deleted.

15. Go to the **Accounting Dimensions** section and delete the Sub Object Class value.

    NOTE: Sub Object Class must be deleted because a Holdback Release is a balance sheet transfer. Therefore, the Sub Object Class value is prohibited.

16. Return to the **Header Accounting Lines** page by selecting on the **Header Accounting Lines** hyperlink.

17. Select the **Header Accounting** on which you just worked.

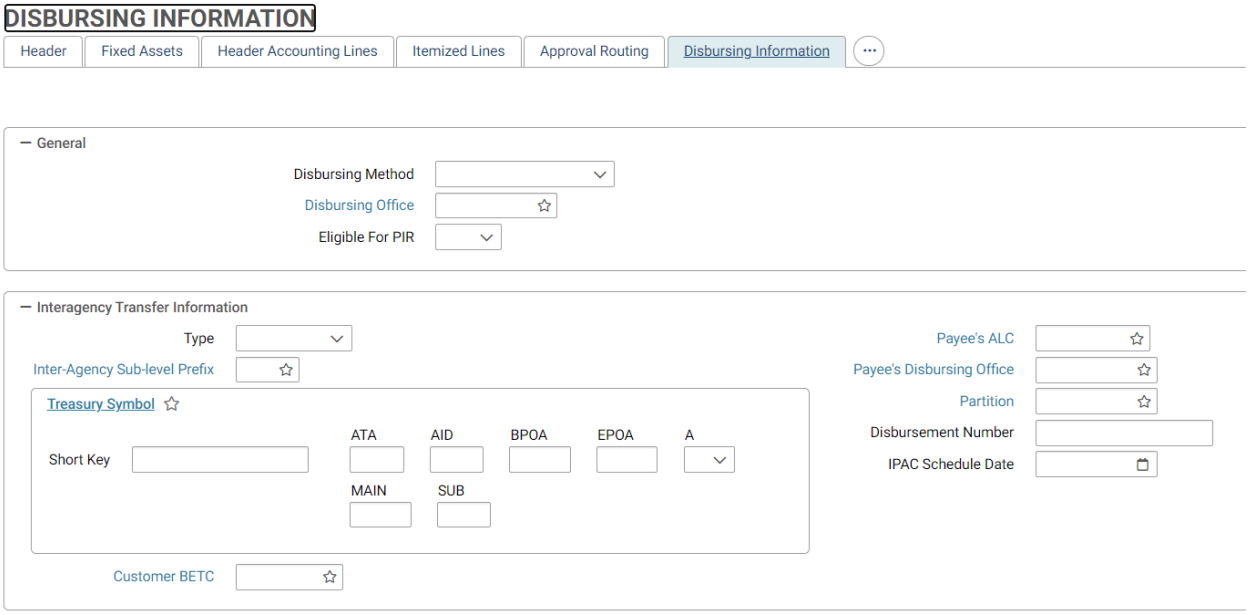
18. Select the **Copy** button. A new line will display on the **Header Accounting Lines** page list (contains the data from previous line).

19. Select the newly created line.

20. Select the **Header Accounting Line** hyperlink. The (new) **Header Accounting Line** page will display.

21. Enter **Credit** in the **Line Type** field.
22. Go to the **Accounting Dimensions** section and enter the appropriate Sub Object Class value.
23. In the **Reference Document** section, enter **PN** in the **Type** field. Then enter the **PN** document number (from step 1) in the **Document** field. Enter the line number that should be referenced. You can also select the header accounting line link and the Copy Forward button to reference the document.
24. Return to the Header Accounting Lines page by selecting the **Header Accounting Lines** hyperlink.
25. Select the **Disbursing Information** tab. The **Disbursing Information** page will be displayed.

Figure 69: Disbursing Information Page - Canceling Holdback



26. Enter **No Check** in the **Disbursing Method** field.
27. In the **Disbursing Office** field, enter the appropriate value.
28. Go to the **Summary** tab to view a summary of the accounting lines. To update an existing line, select the line, select in the text box for the field you would like to update, and make the update.

    NOTE: To add a new line, select the **Add** button and follow the instructions above on how to enter a header accounting line. To delete a line, select the line and select the **Remove** button.
29. Select the **Verify** button to ensure that the data has been entered correctly on the form. If error messages are displayed, review the message and correct the form accordingly.
30. Select the **Submit** button. System message indicates the form was submitted for processing successfully.

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

Refer to **Table 6** for selecting the correct **Transaction Type** for appropriate posting(s). An asterisk (*) indicates there are **Flexible Definitions** that exist. **Transaction Types** 23 and 25 are to be used when entering **Program** PG80. Identified accounts in **bold** print cite negative posting amounts.

Table 6: Transaction Types - Canceling Holdback

Doc	Trans	Trans Description	Acctg	GL	Posting	Debit Acct	Credit	Flex
PU	22	Holdback Release-Check/EFT	SPN5	4102	1	2130	2110.02	N/A
PU	23	Holdback Release Reimbursable-Check/EFT	SPN8	4102	1	2130	2110.02	N/A
PU	24	Holdback (restore money to order)	SPN3	2030	1	4610	4901	*
PU	24	Holdback (restore money to order)	SPN3	2030	2	(6100.01)	(2110.02)	*
PU	25	Holdback-Reimbursable (restore money to order)	SPN7	2060	1	4610	4901	N/A
PU	25	Holdback-Reimbursable (restore money to order)	SPN7	2060	2	6500.01	2110.02	N/A

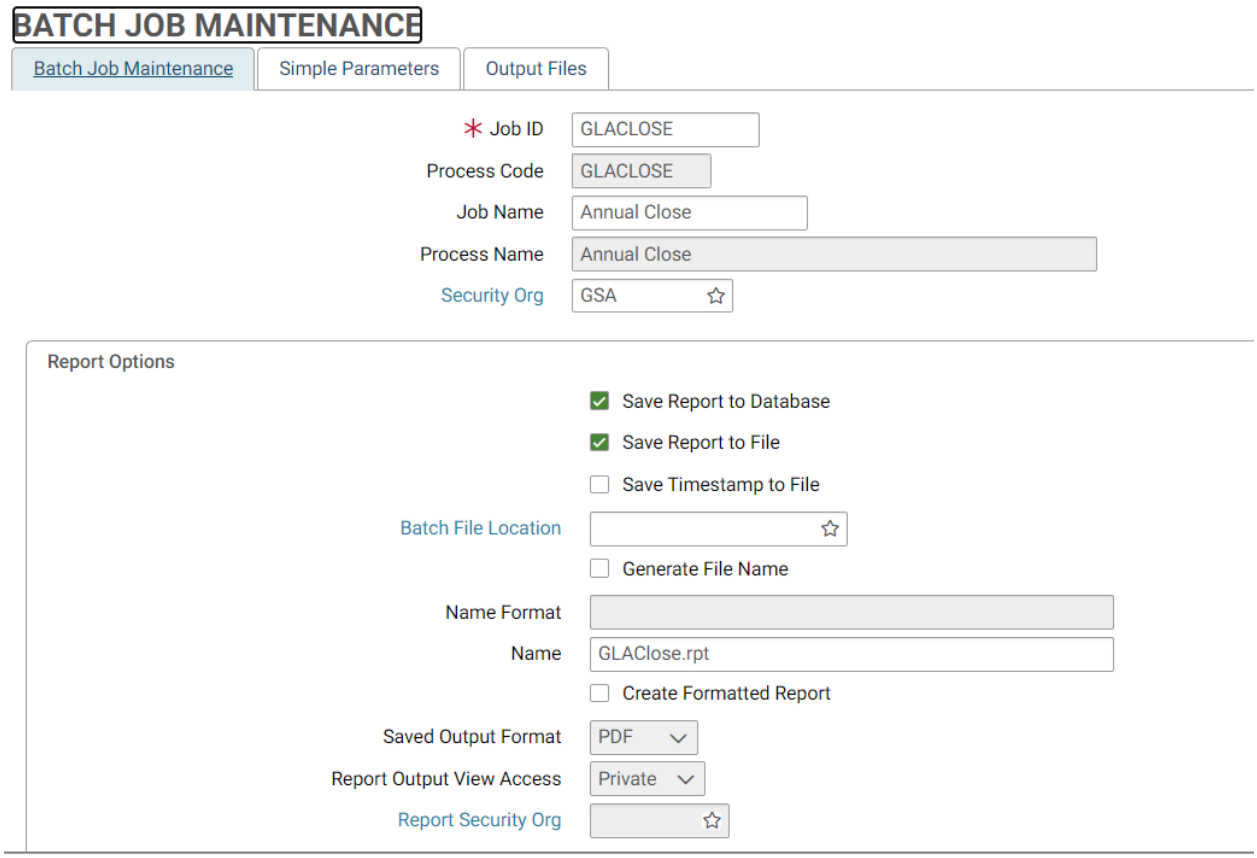
19 General Ledger

19.1 Annual Close

The Annual Close batch process (GLACLOSE) in Pegasys works within the General Ledger module to close the books at year-end and prepare the general ledger for the new fiscal year. The Annual Close process can be run in either Preliminary or Final Mode. Executing in Preliminary mode creates the same output file as Final mode, but it does not create documents or update the accounting journals. Instead, it updates a set of preliminary general ledger rollup tables users can access through the Preliminary Trial Balance Reports. When the Annual Close process is executed in Final Mode, database updates are made to the accounting journals by way of journal voucher document processing. Jobs can be executed in preliminary mode without the need to have specific accounting periods open or closed. There is the option of each error message displayed in the batch job report to be preceded by a date/timestamp taken from the time it was encountered.

“Save Timestamp to Report” (shown below), on the Batch Job Maintenance Page which will allow users to state if they would like error messages to display the date/timestamp next to each error message in the batch job report. The date/timestamp already exists in the logs, but it will now precede each error message and be displayed within the batch job report if desired. Displaying the date/timestamp along with each error message in the batch job report allows for better tracking and identifying of issues, while also providing an accurate timing of the execution and receipt of error.

Figure 70: Batch Job Maintenance Page



19.2 Document Reversal Addition Parameters for 7.1.2 Upgrade

Agencies have different selection criteria and business needs when reversing open transactions during the annual close process and to accommodate different business processes, additional parameters will be provided for the Annual Close Document Reversal Batch Process (ACDOCRVS). Existing configuration options will continue to be available along with the additional criteria defined in this enhancement.

In order to provide the ability to execute the ACDOCRVS batch process based on additional criteria, the following new simple parameters will be added to the batch job:

1. The Document Level Reversal parameter allows users to specify that the reversal should be performed at the document level selecting all open lines within each document that meets the selection criteria. This parameter will default to False for agencies who wish to continue the reversal process at the line level.
2. One or All Line Match flag is used in conjunction with the Document Level Reversal parameter to determine whether the document should be selected for reversal only when one of the open lines meets the selection criteria or when all open lines of the document meet the selection criteria.

In addition to these new simple parameters, the simple parameters that used to define the selection criteria prior to this enhancement (except for Document Categories and Document Types parameters) will be moved to the complex parameters. Allowing users to define the selection criteria via the complex parameters enables them to define multiple 'or' conditions that a document or line must meet before it can be reversed. For each complex parameter group, the following new parameters will be available:

1. Include/Exclude Flag identifies whether a given complex parameter group defines inclusion logic versus exclusion logic.
2. Rollups for each dimension code allow users to define inclusion or exclusion logic based on the rollup values such as organization category.

The existing batch process allows agencies to either include or exclude no year funds using the No Year Flag parameter. When the flag is set to True, the system selects no year funds along with multi-year and single year funds. However, there is no way for the users to select no year funds exclusively. The No Year Flag parameter will be modified to enable agencies to execute the batch process only for no year funds excluding single and multi-year funds.

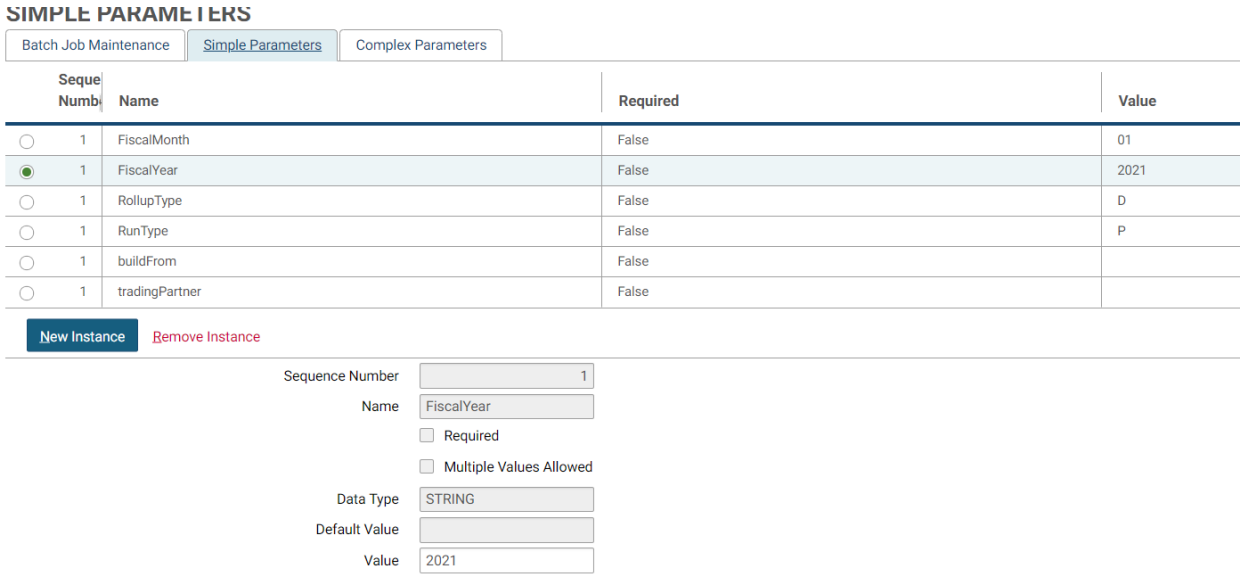
19.3 GL and Entity Rebuild Performance

Performance improvements have been made to the GL Rebuild (GLREBUILD) batch process, which is modified to support the ability to narrow down which records are to be rebuilt by Trading Partner. The option to build any of the periodic tables directly from the journals, instead of relying on previous periodic tables to have been rebuilt first, decreasing the time required to complete the rebuild.

Uses may rebuild any of the three periodic rollup tables from the accounting journals. This will be accomplished by adding a new batch parameter “buildFrom”, which will allow users to specify whether to use the accounting journals or periodic tables when executing the GLREBUILD batch process. Valid values include Null (defaults to P), J (Journals), and P (Periodic). If a user chooses to rebuild using the accounting journals then any of the periodic tables can be built using data from the accounting journals in any specific order. Only if the tables are being rebuilt from the periodic tables will they need to be rebuilt in a specific order. The annual rollup tables will continue to be built from the periodic tables and currently do not require any specific order to be rebuilt.

In addition to the buildFrom parameter, this enhancement will add another parameter “tradingPartner” which will allow users to enter a specific Trading Partner value as a selection parameter. If the tradingPartner parameter contains a null value then the GLREBUILD process will select and build data for all Trading Partner values as it currently does. If the trading Partner parameter contains a valid value, then the GLREBUILD process will select and build data only for the Trading Partner entered as the selection parameter.

Figure 71: Parameters for GL Rebuild Batch Process



The Plan Rebuild job will infer the Fiscal Year and Fiscal Month based on the Plan's start and end accounting periods. For Project Rebuild, From and To Fiscal Month and Fiscal Year parameters are added.

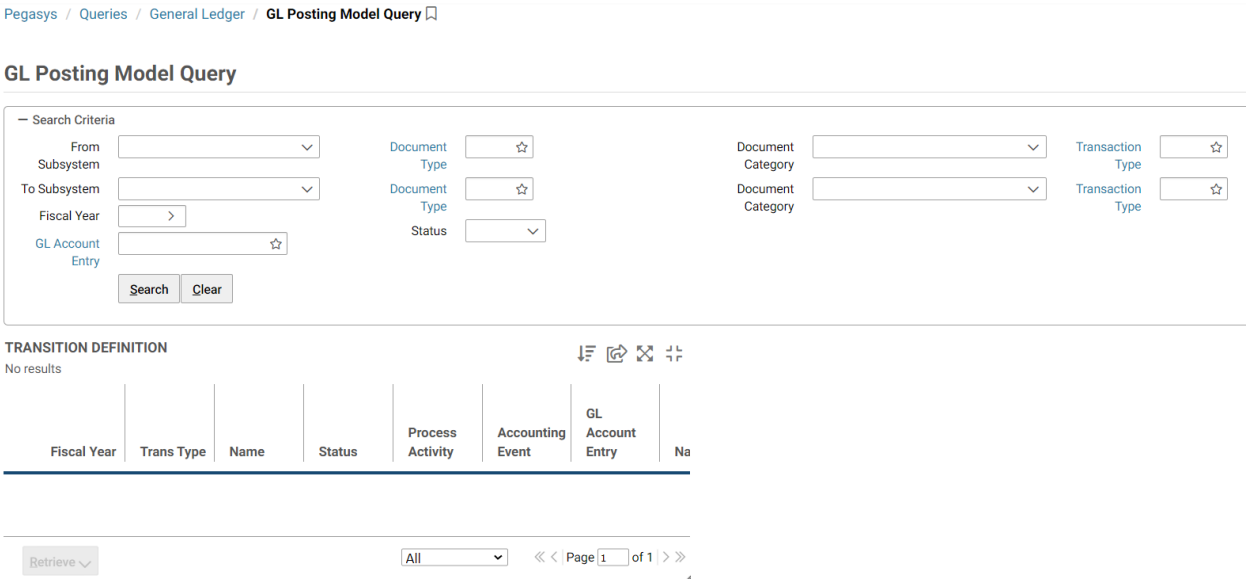
19.4 GTAS - SGL and Agency Expansion

The Government-wide Treasury Account Symbol Adjusted Trial Balance System (GTAS), a legislative update, will allow GSA to be CGAC compliant in order to submit bulk files to GTAS. This enhancement implements the final portion of the overall GTAS legislative enhancement for GSA, implementing the general ledger conversion from the four-digit SGL structure to the six-digit SGL structure.

19.5 Posting Model Information

This information will be a complete breakdown of every unique transaction definition, including which accounts are debited and credited, the specific accounting event, the process activity, and the flexible definition information, for a specified fiscal year. This will provide the GL Posting Model information in both query and report form. The query can be used for online verification and research shown below. The report will display information by selected fiscal year for distribution to applicable agency and audit personnel.

Figure 72: GL Posting Model Query



19.6 New Year Rollover Process Parameter

During the course of the year, an agency updates reference data to an Inactive status when the data should no longer to be used. When the New Year Rollover batch process (GSROLL) is run at the end of the fiscal year, all of the previous year's fiscal year reference data can be rolled over.

This provides the ability to determine whether reference data records marked as Inactive or Prevent New Use should be rolled over, as well as to exclude specified partitions from the rollover process, thereby streamlining the batch setup process for agencies that utilize multiple partitions.

1. Exclude Inactive parameter on the Simple Parameters of the batch process: when set to True, the system will exclude reference table records/dimensions where the Inactive flag = True.
2. Exclude Prevent New Use parameter on the Simple Parameters of the batch process: when set to True, the system will exclude reference table records/dimensions where the Prevent New Use flag = True.

Figure 73: GSROLL Simple Parameters

SIMPLE PARAMETERS

Batch Job Maintenance | Simple Parameters | Complex Parameters

1 - 48 of 48 results

Seque Numb	Name	Required	Value
1	excludeInactive	False	F
1	excludePartition	False	
1	excludePreventNewUse	False	F
1	newFiscalYear	False	2021
1	oldFiscalYear	False	2020
1	roll1099EntityOptionsFlag	False	F
1	rollAROptionsFlag	False	F
1	rollAccountingPeriodsFlag	False	F

New Instance Remove Instance

20 Propagate Component TSYM System Wide

Modifies the GWA/STAR String Treasury Symbol to the Component Treasury Symbol structure. A portion of the transition is included in the GTAS enhancement, which will make the component pieces and labeling changes to the treasury symbol maintenance table.

This enhancement will accomplish the following objectives:

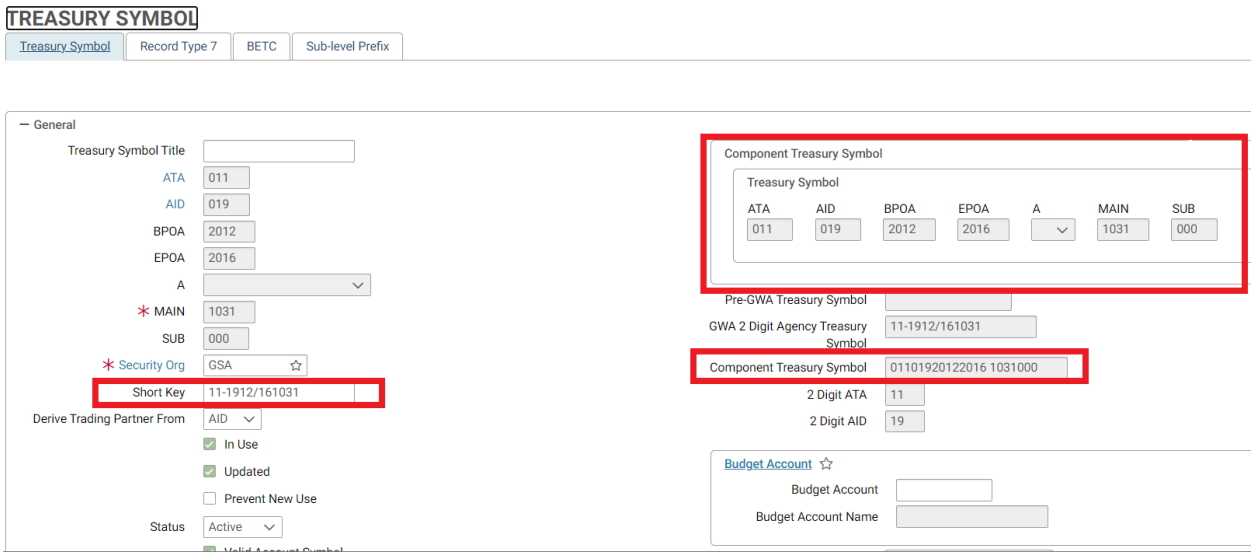
1. Allow the user to view the individual component treasury symbol in all areas where the concatenated string is currently displayed in the system.
2. Transition all reports to use the component treasury symbol where the concatenated string is currently used as a parameter or displayed in output.
3. Allow users to define how the treasury symbol short key is created.
4. Provide type-ahead functionality to ease data entry burden for the component fields.
5. Allow users to search on any portion of the component treasury symbol for all queries that currently use the treasury symbol concatenated string as search criteria.
6. Include the component treasury symbol on all interface files that currently capture the string treasury symbol.
7. Allow users to use the treasury symbol short key throughout the system for data entry purposes.
8. Use the component treasury symbol for all baseline integrations.
9. Add treasury symbol to the accounting strip component making it viewable in the document item collection pages.
10. Include component treasury symbol in the data warehouse.

The areas affected by this enhancement are outlined below.

Treasury Symbol Composite:

Previously, the treasury symbol was displayed as a single data entry field throughout the system. As part of this enhancement, the system uses a new treasury symbol composite, which includes the treasury symbol short key in addition to individual fields for all treasury symbol component elements. All outputs, whether as part of an item collection or report output, will contain the various components of the treasury symbol and will not include the treasury symbol short key. The areas of the system affected by this change are outlined below. In **Figure 74**, the Treasury Symbol Composite format is displayed on the Treasury Symbol Reference Maintenance Table.

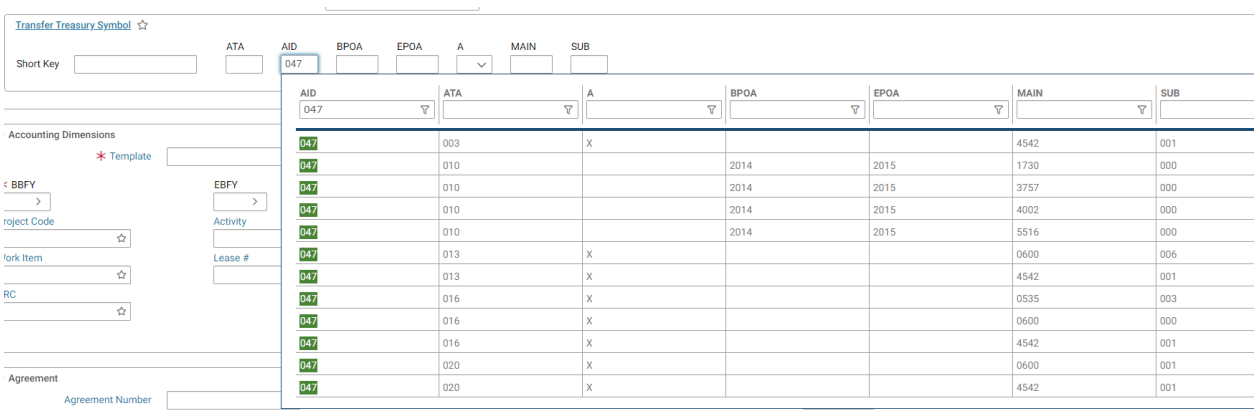
Figure 74: Treasury Symbol Reference Table - Composite TSYM Format



Form and Document Tables:

A Treasury Symbol composite will be created to allow users to view and enter treasury symbol information (Allocation Transfer Agency, Agency Identifier, Beginning Period of Availability, Ending Period of Availability, Available Type, and Main Account Code). This relates to the transfer treasury symbol and customer treasury symbol fields that are directly entered on transactions. When entering a Treasury Symbol, **Figure 75** demonstrates type-ahead functionality that enables faster and more efficient search/entry.

Figure 75: Document Component TSYM Entry with Type-Ahead Functionality



Additionally, view only fields will be visible on the item collections for header accounting lines and optional fields: document number format prefix and funding lines. The component treasury symbol fields will not be editable and will be inferred from the fund specified on the funding line.

Queries:

Queries will contain the treasury symbol composite if the existing parameter allowed searching on treasury symbol, customer treasury symbol or transfer treasury symbol. The item collections will not show the short key and will only show the component pieces. Many of the queries contain accounting strip components to include fund. The treasury symbol composite will be added to the accounting strip component in many areas (documents and forms) but will not be available as search parameters in instances where the treasury symbol, customer treasury symbol or transfer treasury symbol are not currently visible. Additionally, on result screens where the accounting strip component is displayed, the treasury symbol composite will be viewable.

Figure 76: Component TSYM Inclusion in Accounting Strip

21 Appendix A: Field Descriptions

21.1 Direct Payments

Direct Payment forms are created in Pegasys to record an accrued expenditure, record delivery, acceptance of goods or services, record receipt of the vendor invoice, and initiate payment once all required approvals have been applied. The Direct Payment is a modified Match Invoice form.

21.1.1 Direct Payment Header Page

Whether you are using D6, D7, DC, DF, DK, DW, or DX document types the first page of the Direct Payment Match Invoice form is the header page. This page contains general information about the direct payment. **Figure 77** displays the **Header** page of the Direct Payment form.

Figure 77: Direct Payment Header Page

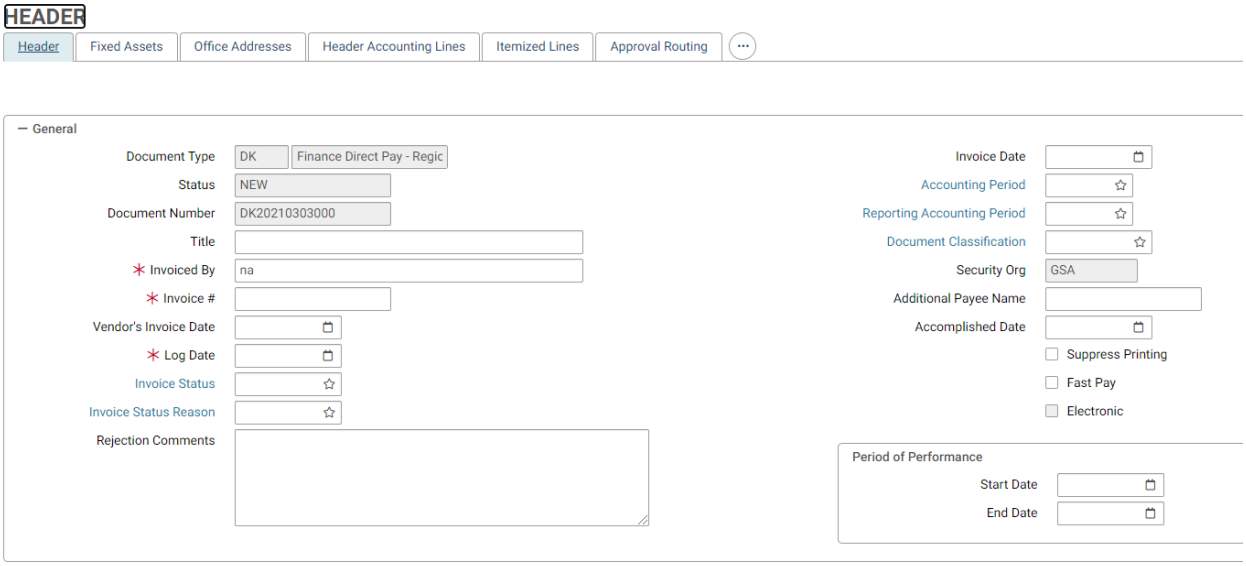


Table 7 - Table 15 provides additional information about the Direct Payment Header Page fields.

Table 7: Direct Payment Header Page Field Descriptions

Field Name	Description	Features
Title	Used to store the ACT number in Phase 1 of Pegasys Implementation.	System-generated when the direct payment is created.
Invoiced By	The name of the person who received the goods or service.	Optional.

Field Name	Description	Features
Invoice Date	The date the invoice is entered into Pegasys. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	• Required by GSA. • If blank, defaults to the current date.
Vendor's Invoice Date	The date on the vendor's invoice. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	• Required by GSA. • If blank, defaults to the current date.
Log Date	The date stamp of the designated billing office (Service/Finance).	Required by GSA.
Accounting Period	The accounting period in which this transaction is to be recorded. Enter the value in the following formats, where MM is fiscal month and YY is fiscal year: MM/YY MM/YYYY	• Required by GSA. • If blank, defaults to the reporting accounting period associated with the Date field.
Reporting Accounting Period	The accounting period, in which this transaction should be reported, based on when the transaction should have been entered. Enter the value in the following formats, where MM is fiscal month and YY is fiscal year: MM/YY MM/YYYY	• Required by GSA. • If blank, defaults to the reporting accounting period associated with the Date field.
Document Classificatio n	The predefined group (defined on the Document Classification Maintenance table) to which this transaction belongs.	GSA is not using for Phase 1.
Security Org	The security organization established when the form was created. Only users in the specified security organization will have access to the form. • **NOTE**: If sending to other services for approval, users must select "GSA" as the security organization.	• System-maintained. • Defaults to the user's security organization.
Accomplish ed Date	For inter-agency transfer payments, the date the direct fund transfer actually occurred. Enter the value in the following format: MM/DD/YY MM/DD/YYYY	Optional.
Additional Payee Name	The name of the additional vendor receiving the disbursement.	GSA not using.

Field Name	Description	Features
Date Due To Vendor If Defective	The date the defective invoice is due to the vendor.	Optional.
Date Returned To Vendor	The date the defective invoice was returned to the vendor.	Optional.
Date Received Back From Vendor	The date the corrected invoice was received back from the vendor.	Optional.
Suppress Printing (check box)	If checked, inhibits the ability to print the form.	GSA not using.
Fast Pay (check box)	Currently not in use.	GSA not using.

Table 8: Direct Payment Header Page Field Descriptions - Totals Group Box

Field Name	Description	Features
Net Amount	The net amount of the transaction	System-maintained.
Cost + Fee Amount	The cost amount of the transaction.	System-maintained.
Holdback Amount	The amount of the order total that is being held back from payment.	GSA is not using for Phase 1.
Applied Prepayment Amount	The amount of prepayments to be applied to this prepayment accounting line.	GSA not using.
Prorate Amount	The sum of all accounting lines on the form. This field is updated by selecting on the Prorate button.	N/A
Prorate (button)	Recalculates the document totals across all accounting lines while maintaining the same percentage amounts for each accounting line.	N/A

Table 9: Direct Payment Header Page Field Descriptions - Vendors Group Box

Field Name	Description	Features
Code	Displayed in two fields: • Field 1: Vendor Code - A code specifically assigned to a particular vendor listed on the Vendor Maintenance table. This code is generally the vendor TIN (Taxpayer Identification Number), except for foreign vendors and employees. • Field 2: Address Code - The address code linked to the vendor code listed in Field 1.	• Required. • The combination of vendor code and vendor address code must be valid on the Vendor Maintenance table.
Name	The name of the vendor providing the goods or services.	• Required. • System-maintained. • The value will be defaulted from the Vendor Maintenance table once a vendor code is specified.
More (button)	Displays the Vendor Information dialog box that identifies address information about the vendor.	Unavailable unless the vendor criteria are entered in the code fields.
Remit To Address	Address code of the vendor receiving the payment.	Required.
More (button)	Displays the Vendor Information dialog box that identifies address information about the vendor.	Unavailable unless the vendor criteria are entered in the Remit To Address field.

Table 10: Direct Payment Header Page Field Description - Period of Performance group box

Field Name	Description	Features
Start Date	The date on which the ordered services began. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Optional.
End Date	The date on which the ordered services ceased. Enter the value in one of the following formats: MM/DD/YY MM/DD/YYYY	Optional.

Table 11: Direct Payment Header Page Field Descriptions - Designated Agent

Field Name	Description	Features
Code	Displayed in two fields: • Field 1: Designated Agent Code - The code that specifically identifies the vendor to be used as a designated agent. • Field 2: Address Code - The address code linked to the Designated Agent code listed in Field 1.	• Optional. • Select on the hyperlink for Search options. • Used for assignments only.
Name	The name of the designated agent.	• Optional. • System-maintained.
More (button)	Displays the Designated Agent Information dialog box that identifies additional information about the designated agent.	Unavailable unless criteria are entered in the code fields.
Customer Account	Select ALC (Agency Location Code) here, if needed orders for inter-agency agreements.	Optional.
Invoice #	The number on the invoice sent from the vendor.	Required.
Invoice Status	The status of the invoice.	Optional.
Description	Displays the Description box, a free-text field 255 characters long used to enter additional information about the line.	Optional.

Table 12: Direct Payment Header Page Field Descriptions - Extended Descriptions - Contacts Group Box

Field Name	Description	Features
Contracts (group box)	Displays the Order Contract Information dialog box in which details of the contract the direct payment are associated.	Optional.
Contracts Number	The contract number that applies to this item. The value must be valid in the Contract maintenance table.	Optional.
Blanket Agreement Number	The number of the blanket purchase agreement. The value must be valid in the Blanket Agreement maintenance table.	Optional.
Delivery Order Number	The number of the delivery order to which this form applies.	Optional.

Field Name	Description	Features
Contracts Specialist:	The name of the contract specialist.	Optional.
Expiration Date:	The expiration date for the agreement.	Optional.
Type of Action:	The type of purchasing action ordered (for example, competitive contract, task order, simplified purchase).	Optional.
Order Type:	The type of order associated with the payment, either Delivery or Purchase.	Optional.
Priority:	The priority level associated with this item.	Optional.
Priority Rating:	The priority rating associated with this document (1-10).	Optional.
Date Signed	The date the agreement was signed. Enter the value in the following format: MM/DD/YYYY.	Optional.

Table 13: Direct Payment Header Page Field Descriptions - Discount Terms

Field Name	Description	Features
Discount Terms (group box)	Displays the Terms dialog box that describes specifics of the direct payment such as, the direct payment's tender type, information regarding place of inspection, and the estimated holdback percentage.	Optional.
Negotiated Payment Days	The number of days after an invoice is received within which payment must be made to avoid interest charges.	Optional.
Discounts	Discount Amount, Date, and Percentage.	Optional.

Table 14: Direct Payment Header Page Field Descriptions - Shipping Info

Field Name	Description	Features
Freight On Board:	The freight on board location determining who pays the shipping charges.	Optional
Additional Markings	Additional information that will be used to further identify the shipping location or delivery method.	Optional
Govt Bill of Lading	The government bill of lading for the shipment.	Optional

Field Name	Description	Features
Delivery Date	The date the purchased goods or services were delivered. Valid format: MM/DD/YY or MM/DD/YYYY.	Optional

Table 15: Direct Payment Header Page Field Descriptions - Additional Group Boxes

Group Box Name	Description	Features
Payment Adjustment Details (group box)	Displays the payment adjustment code and details for the invoice.	Optional
External System Information (Group Box)	Displays the external system id and document number.	Optional

21.1.2 Direct Pay Disbursing Information Page

The **Direct Pay Disbursing Information** page contains the disbursement information that is used for payment. **Figure 78** displays the Disbursing Information page of the Direct Pay form.

Figure 78: Direct Pay Disbursing Information Page

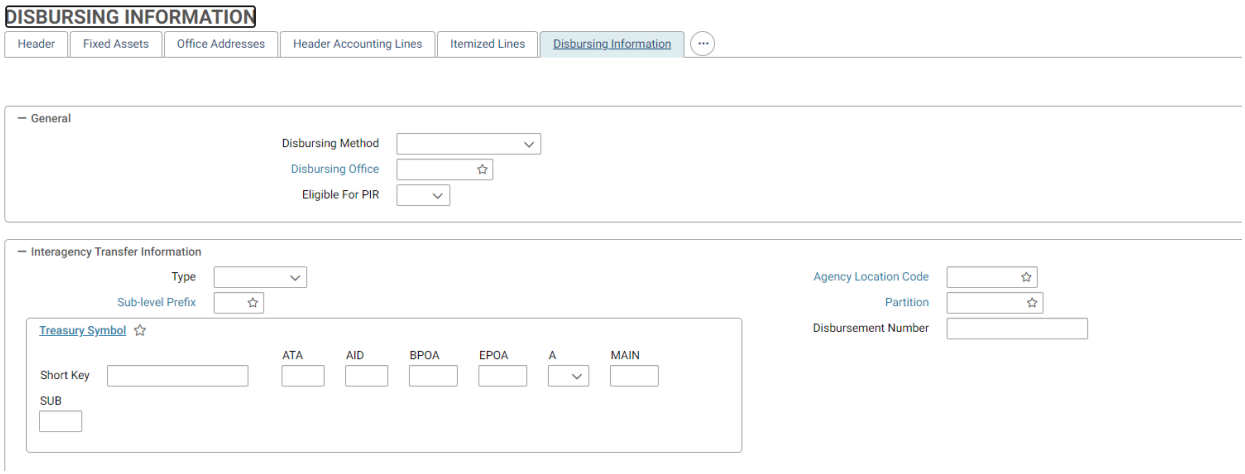


Table 16 - Table 23 provide additional information about Direct Pay Disbursing Information fields.

Table 16: Direct Pay Disbursing Information Page Field Descriptions

Field Name	Description	Features
Disbursing Method	Indicates whether the payment is a no check payment (i.e., manual payment), an inter-agency transfer (i.e., a payment which will occur through a direct transfer of funds between government agencies), or a check/EFT payment.	• Required. • Drop-down list box. • Automatically defaults to the vendor's preferred disbursing method based on the site ID once the form verified. However, this field can also be completed manually.
Disbursing Office	The code that identifies the office that will disburse the given payment. The value must be valid on the Disbursing Office Maintenance table.	• Required. • Automatically defaults to the disbursing office once the form is verified. However, this field can also be completed manually.

Table 17: Direct Pay Disbursing Information Page Field Descriptions – Inter - Agency - Transfer Information Group Box

Field Name	Description	Features
Disbursement Number	The Treasury-assigned number which identifies the direct funds transfer (e.g., the SF-1081 number).	Enabled when the disbursing method is inter-agency transfer.
Inter-Agency Symbol	Symbol of the fund being disbursed.	• Use only for IPAC payments. • Required.
Type	Can be either 1080, 1081, or IPAC. Cannot be entered unless the Disbursing Method is Inter-Agency Transfer.	• Required for inter-agency. • Drop-down-list box.

Field Name	Description	Features
Inter-Agency Sub-level Prefix:	The unique code that is a component piece of the Inter- Agency Treasury Symbol, representing a programmatic breakdown of the account for Treasury publication purposes. The code is up to 2 characters long, in numeric format. It is displayed at the beginning of the Treasury Symbol inside parenthesis. Example: Treasury Symbol 27 characters: (41)18-4704/051234.888 where Sub-level Prefix = 41, Agency = 18, Source Agency = 47, Fiscal Year From = 2004, Fiscal Year To = 2005, Main Account = 1234 and Sub Account = 888.	Optional
Payee's ALC:	The Agency Location Code for the payee.	Optional

Table 18: Direct Pay Disbursing Information Page Field Descriptions - No Check Information Group Box

Field Name	Description	Features
Disbursed By	The entity or system responsible for disbursing the no check payment.	• No check. • Person requesting the manual.
Check/Disb #	The check number or identifying information for the no check payment.	Disabled.
Date	The date a no check payment was actually disbursed.	Disabled.

Table 19: Direct Pay Disbursing Information Page Field Descriptions - Check/EFT Information Group Box

Field Name	Description	Features
Disbursing Model	Indicates the method of disbursement for this payment. The agency can print its own check using the system or choose to disburse the payment using FRB Disbursing, State Disbursing, Bank Disbursing, or Treasury Disbursing.	Drop down box

Table 20: Direct Pay Disbursing Information Page Field Descriptions - Treasury/FRB Disbursing Information group Box

Field Name	Description	Features
Payment Category	The payment category. Determines whether the payment is subject to Treasury Offsets.	Optional
Line Code	Used to crosswalk category to type. Valid values are Vendor and Miscellaneous.	Drop Down box.

Table 21: Direct Pay Disbursing Information Page Field Descriptions - Schedule Box

Field Name	Description	Features
Payment Type	The type of disbursement method to be used.	Optional
Fiscal Year	Identifies the fiscal year to which the item is assigned.	Optional
Category	Identifies the schedule category to which the payment type is assigned. Schedule category is used by the Automated Disbursements process to determine the appropriate format for the generated payment schedule. Each schedule category may be used for only one payment type. Updated by the Treasury reconciliation process.	System Maintained
Type	Indicates the type of check selected (for example, mailed, hand pick-up, comment card, etc.).	Optional
Number	Identifies the schedule number to which the payment type is assigned.	Optional
Sequence Number	Identifies the schedule sequence number to which the payment type is assigned.	Optional

Table 22: Direct Pay Disbursing Information Page Field Descriptions - Agency Printing Information Group Box

Field Name	Description	Features
Payment Category	The payment category. Determines whether the payment is subject to Treasury Offsets.	• Optional. • Defaults to not selected.

Field Name	Description	Features
Line Code	Used to crosswalk category to type. Valid values are Vendor and Miscellaneous.	• Drop Down box. • No Values
Check Type	Indicates the type of check selected (for example, mailed, hand pick-up, comment card, etc.).	• Drop Down box. • No Values
Agency Printing Type	Indicates whether the agency disbursements office will print a check for this payment using the automated disbursements process or will use the manual check transaction to record a hand written check or print a check on demand.	Drop Down box

Table 23: Direct Pay Disbursing Information Page Field Descriptions - State-Disbursing Information

Field Name	Description	Features
Payment Type:	The type of disbursement method to be used.	Optional.
Mail Code:	The mail code of the disbursement information. Valid options include Mail Direct, Pouch to Post, Return to USDO, Special Handling and Save for Vendor Pick-up.	• Drop down box. • Defaults to not selected.
Post Dated Check Date	The post dated check date of the disbursement information.	Optional.
Eligible for Revaluation	Signifies whether the disbursement is eligible for revaluation.	Optional.
Comments to Print	Any comments to be printed on a bill beyond the standard text included in the bills text code. The user must specify whether these comments are to be included on the forms printed bill, any related dunning letters, or both.	Optional.

21.1.3 Direct Pay Header Accounting Line Page

The **Direct Pay Header Accounting Line** page contains the disbursement information that is used for payment. **Figure 79** displays the Accounting Line page of the Direct Pay form.

Figure 79: Direct Pay Header Accounting Line Page

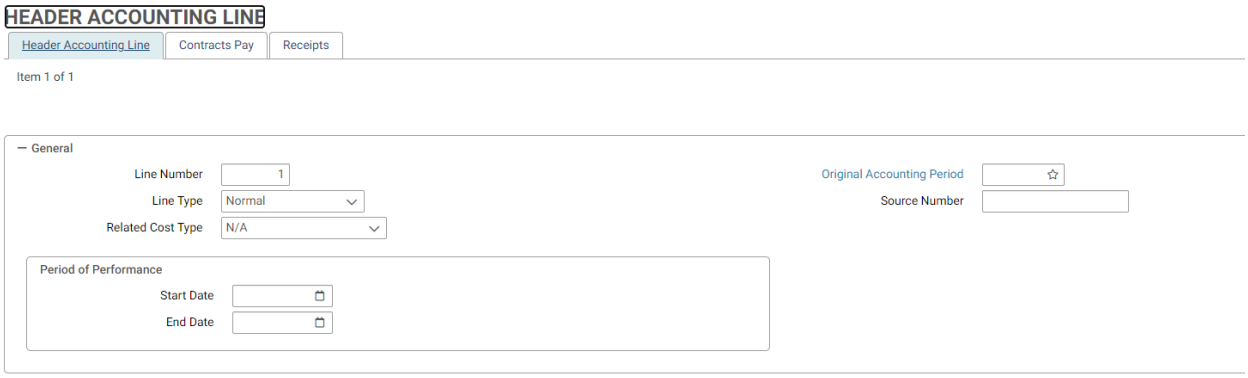


Table 24 through **Table 32** provide additional information about Direct Pay Accounting Lines fields and their descriptions.

Table 24: Direct Pay Header Accounting Line Page Field Descriptions

Field Name	Description	Features
Line Number	A number that uniquely identifies the line.	• Optional. • If blank, system will default to the value of the next sequential number from the highest line number already entered.
Line Type	The type of item accounting line.	• Optional. • Defaults to Normal.
Transaction Type	An alphanumeric code is used in combination with the transaction's document type that determines general ledger postings and budgetary impact. Valid values are listed in the Transaction Definition Maintenance table.	Required, defaults based on document type.
Period of Performance	The beginning effective date of the referenced contract.	Optional
Related Cost Type	The category to which the accounting line relates.	Drop Down Box
Source Number	The specific source of the financial transaction activity.	The specific source of the financial transaction activity.

Table 25: Direct Pay Header Accounting Line Page Field Descriptions - Line Amounts (group box)

Field Name	Description	Features
Invoiced	The dollar amount of the accounting line. Must be greater than zero.	Required.
Applied Credit	The credit amount applied to the accounting line.	GSA not using.
Net Amount	The difference between the original line amount and the applied credit.	System-maintained.
Prepayment/Holdback/Suspension Amount	N/A	N/A
Holdback Amount	Of the net authorized, the amount to be held back based on the contract terms.	GSA not using.
Applied Prepayment	The amount of prepayments to be applied to this payment accounting line.	Optional.

Table 26: Direct Pay Header Accounting Line Page Field Descriptions - Accounting (group box) - will copy forward from the order except for Direct Pay

Field Name	Description	Features
Template	The accounting template used to obtain the accounting strip. Valid values are listed in the Accounting Template Maintenance table.	Required.
BFYs	Budget Fiscal Year(s) of the accounting strip for which the form is being processed. Displayed in two fields: • Field 1: Beginning budget fiscal year (BBFY). • Field 2: Ending budget fiscal year, if applicable (EBFY).	• Required. • Will default based on the accounting template selected.
Fund	The fund code of the accounting strip.	• Required. • Will default based on the accounting template selected.
Reg	The region code of the accounting strip. Valid values are listed in the Region Maintenance table.	Will default based on the accounting template selected.

Field Name	Description	Features
Program	The program code of the accounting strip. Valid values listed in the Program Maintenance table.	Will default based on the accounting template selected.
Org	The organization code of the accounting strip. Valid values are listed in the Organization Maintenance table.	Will default based on the accounting template selected.
Sub Object Class	The sub object class of the accounting strip. Valid values are listed in the Sub Object Class Maintenance table.	• Required. • Object class is inferred from the Cost Element.
Activity	The activity code of the accounting strip. Valid values are listed in the Activity Maintenance table.	May default and/or may become required, based on the accounting template selected.
Proj	The project/grant/case number/audit number code/profit center of the accounting strip. Valid values are listed in the Project Maintenance table.	May default and/or may become required, based on the accounting template selected.
Sub	Currently not in use.	N/A
Bldg #	The building number of the accounting strip. Valid values are listed in the Building Number Maintenance table.	N/A
Wrk Itm	The work item/work category code of the accounting strip. Valid values are listed in the Sub Project Maintenance table.	N/A
Syst	The system code of the accounting strip. Valid values are listed in the System Maintenance table.	May default and/or may become required, based on the accounting template selected.
Cost Org	Currently not in use.	GSA not using.
CBFY's	Canceled Budget Fiscal Year(s) of the accounting strip for which the form is being processed.	GSA not using.

Field Name	Description	Features
CanceledFund	The canceled fund code that the form is being processed against.	GSA not using.

Table 27: Direct Pay Header Accounting Line Page Field Descriptions - Document Reference Group Box

Field Name	Description	Features
Type	The document type of the referenced document.	• Required unless entering a purchasing document that follows the one-way automated match model. • Drop-down list provides list of valid values.
Document	Consists of two fields: • Field 1: The document number of the referenced document. • Field 2: The line number of the referenced accounting line.	• Required unless entering a purchasing document that follows the one-way automated match model. • Select on the hyperlink to search.
Final (checkbox)	If checked, liquidates the referenced document and returns unused money to the budget.	• Optional. • A check will default when the request is processed and the line amount equals the referenced line amount.
Misc (checkbox)	If checked, the accounting line will update the referenced document's miscellaneous amount and does not liquidate a specific accounting line amount.	• Optional. • Defaults to unchecked.

Field Name	Description	Features
Default (button)	Brings over accounting data from a purchase order or receipt (if the Copy Forward feature was not used). However, will not bring forward the ACT number.	Optional.
View (button)	The View button shows the document selected in the record display box.	Optional.

Table 28: Direct Pay Header Accounting Line Page Field Descriptions - Prepayment/Holdback/Suspension Reference (group box)

Field Name	Description	Features
Type	The document type of the referenced prepayment/holdback document.	• Required unless entering a purchasing document that follows the one-way automated match model. • Drop-down list provides list of valid values.
Document	Consists of two fields: • Field 1: The document number of the referenced prepayment/holdback document. • Field 2: The line number of the referenced accounting line.	Required unless entering a purchasing document that follows the one-way automated match model.

Table 29: Direct Pay Header Accounting Line Page Field Descriptions - Period of Performance (group box)

Field Name	Description	Features
Start Date	The date ordered services begin. Enter the value in one of the following formats: • MM/DD/YY • MM/DD/YYYY	• Optional. • Select the hyperlink for date options.
End Date	The date ordered services cease. Enter the value in one of the following formats: • MM/DD/YY • MM/DD/YYYY	• Optional. • Select the hyperlink for date options.

Table 30: Direct Pay Header Accounting Line Page Field Descriptions - Description section and Agreement Box

Field Name	Description	Features
Description	Displays the Description dialog box, a free-text field 255 characters long used to enter additional information about the line.	Optional.
Extended Description	Displays the Extended Description dialog box, a free text field that allows more characters than the Description box.	Optional
Agreement (box)	Used to specify an agreement (e.g., RWA, IBAA) to be associated with the direct payment. Displayed in two fields: • Field 1: Agreement number. Valid values are listed in the Direct Agreements Maintenance table. • Field 2: Line number of the referenced agreement line.	• Optional. • Only entered by PBS Phase I.

Table 31: Direct Pay Header Accounting Line Page Field Descriptions - Contracts Line Group Box

Field Name	Description	Features
Contracts Line (box)	Used to specify a contract line item number (CLIN) or sub-contract line item number that is referenced by the direct payment.	Optional.
Contracts Number:	The contract number that applies to this item. The value must be valid in the Contract maintenance table.	Optional.
Blanket Agreement Number:	The number of the blanket purchase agreement. The value must be valid in the Blanket Agreement maintenance table.	Optional.
Delivery Order Number:	The number of the delivery order to which this form applies.	Optional.
Contracts Line Item Number:	The number of the contract line to which this form applies.	Optional.

Field Name	Description	Features
Sub Contracts Line Item Number:	The number of the sub-contract line to which this form applies.	Optional.
Blanket Agreement Line Item Number:	The line item number of the blanket purchase agreement associated with this form.	Optional.
Sub Blanket Agreement Line Item Number:	The line item number of the sub blanket purchase agreement associated with this form.	Optional.

Table 32: Direct Pay Header Accounting Line Page Field Descriptions - Payments (box)

Field Name	Description	Features
Interest Reason:	An alphanumeric code identifying the reason why the payment will incur an interest penalty. The value must be valid in the Interest Reason maintenance table.	Optional.
Discount Lost Reason:	An alphanumeric code identifying the reason why the payment will not include a discount.	Optional.
Prompt Pay Type:	Used to classify payments subject to prompt payment regulations. Identifies payment terms, such as number of payment days, interest and penalty rates, etc.	Optional.
Quantity:	Indicates quantity number of itemized line.	Optional.
Unit:	The standard unit of measure of the commodity. The field defaults to the value associated with the commodity code as defined on the Commodities table.	Optional.
Delivery Date:	The date the purchased goods or services were delivered. Valid format: MM/DD/YY or MM/DD/YYYY.	Optional.
AcceptanceDate:	The date goods or services were accepted. Valid format: MM/DD/YY or MM/DD/YYYY.	Optional.

21.1.3.1 Receipts Window

The **Receipts** tab displays the Invoice/Receipt Match page that allows the user to reference or unlink a Receipt or an Order on a Match Invoice. **Figure 80** displays the Invoice/Receipt Match page.

Figure 80: Invoice/Receipt Match Page

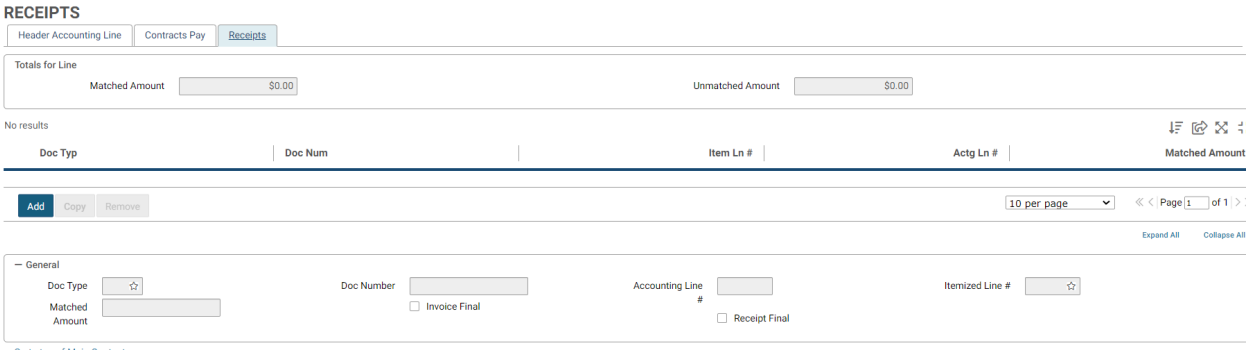


Table 33 provides addition information about the **Invoice/Receipt Match Page** fields.

Table 33: Invoice/Receipt Match Field Descriptions

Field Name	Description	Features
Document Details	Consists of three fields: • Field 1: The Document type being referenced. • Field 2: The document number of the referenced document. • Field 3: The line number of the referenced accounting line.	• Optional. • Select a valid entry from the drop down associated with Field 1.
Matched Amount	Dollar amount of the referenced receipt applicable to Match Invoice.	Enter the dollar amount of referenced line.
Invoice Final	If checked, fully liquidates the referenced receipt indicating this is the last invoice.	Optional.
ReceiptFinal	If checked, fully liquidates the referenced purchase order indicating this is the last receipt.	GSA not using.

21.2 Match Invoice Document

In Pegasys, the record of a vendor's non-itemized invoice is entered on the Match Invoice form. The Finance Technician enters the Match Invoice form when the vendor invoice is received. These invoices record an invoice received from a vendor for goods, training, or services. Whenever a Match Invoice is created, the type must be selected. The different types of Match Invoice documents are listed in **Table 34.**

Table 34: Match Invoice Document Types

Doc Type	Doc Category	Region	Description
M6	MI	6	Match Invoice - 3-Way Region 6 only
M7	MI	7	Match Invoice - 3-Way Region 7 only
MK	MI	6	Match Invoice - 2-Way Region 6 only
MW	MI	7	Match Invoice - 2-Way Region 7 only

21.2.1 Match Invoice Header Page

The first page of the Match Invoice form is the Header page. The Header page contains general information about the invoice such as the date of the invoice, the invoice number and the vendor. **Figure 81** displays the Header page of the Match Invoice form.

Figure 81: Match Invoice Header Page

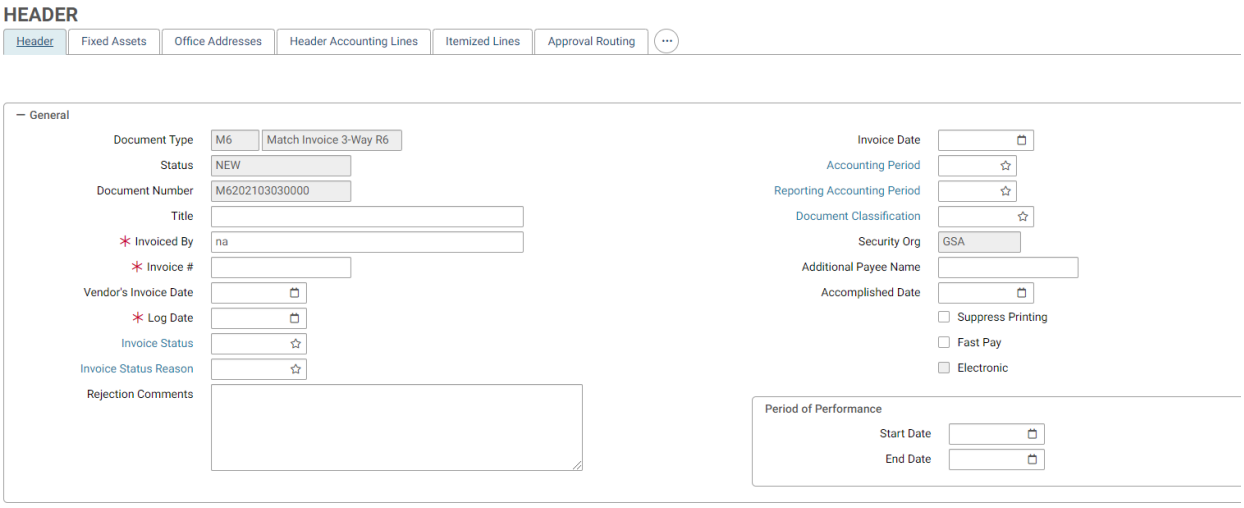


Table 35 through **Table 41** provide additional information about Match Invoice Header Page field descriptions.

Table 35: Match Invoice Header Page Field Descriptions

Field Name	Description	Features
Title	Used to store the ACT number in Phase 1 of Pegasys Implementation.	System-generated.
Invoice Date	The date the invoice is entered into Pegasys. Enter the value in one of the following formats: • MM/DD/YY • MM/DD/YYYY	If blank, defaults to the current date.
Vendor's Invoice Date	The date on the vendor's invoice. Enter the value in one of the following formats: • MM/DD/YY • MM/DD/YYYY	If blank, defaults to the current date.
Log Date	The date stamp of the designated billing office (Service/Finance).	Required.
Accounting Period	The accounting period in which this transaction is to be recorded. Enter the value in one of the following formats, where MM is fiscal month and YYYY is fiscal year: • MM/YY • MM/YYYY	• Optional. • If blank, defaults to the reporting accounting period associated with the Date field.
Reporting Accounting Period	The accounting period, in which this transaction should be reported, based on when the transaction should have been entered. Enter the value in one of the following formats, where MM is fiscal month and YYYY is fiscal year: • MM/YY • MM/YYYY	• Optional. • If blank, defaults to the reporting accounting period associated with the Date field.
Document Classification	The pre-defined group (defined in the Document Classification Maintenance table) to which this transaction belongs.	GSA not using in Phase I.
Security Org	The security organization established when the form was created. Only users in the specified security organization will have access to the form. • **NOTE**: If sending to another service for approval, user must select "GSA" as the security organization.	• System-maintained. • Defaults to the user's security organization.

Field Name	Description	Features
Accomplished Date	For inter-agency transfer payments, the date the direct fund transfer actually occurred. Enter the value in the following format: • MM/DD/YY • MM/DD/YYYY	Optional.
Additional Payee Name	The name of the additional vendor receiving the disbursement.	N/A
Date Due To Vendor If Defective	The date the defective invoice is due to the vendor.	Optional.
Date Returned To Vendor	The date the defective invoice was returned to the vendor.	Optional.
Date Received Back From Vendor	The date the corrected invoice was received back from the vendor.	Optional.
Suppress Printing (check box)	If checked, inhibits the ability to print the form.	• Optional. • Defaults to unchecked.
Fast Pay (check box)	If checked, enables the invoice for fast payment.	• Optional. • Defaults to unchecked.

Table 36: Match Invoice Header Page Field Descriptions - Totals (group box)

Field Name	Description	Features
Net Amount	The net amount of the transaction	System-maintained.
Cost + Fees Amount	The cost amount of the transaction.	System-maintained.
Holdback Amount	Of the net authorized, the amount to be held back based on the contract terms.	• GSA not using. • System-maintained.
Applied Prepayment	The amount of prepayments to be applied to this payment accounting line.	• Optional. • System-maintained.
Prorated Amount	The sum of all accounting lines on the form. This field is updated by selecting on the Prorate button.	Optional.

Field Name	Description	Features
Prorate (button)	Recalculates the document totals across all accounting lines while maintaining the same percentage amounts for each accounting line.	Optional.

Table 37: Match Invoice Header Page Field Descriptions - Vendor (group box)

Field Name	Description	Features
Code	Displayed in two fields: • Field 1: Vendor Code - A code specifically assigned to a particular vendor listed on the Vendor Maintenance table. This code is generally the vendor TIN (Taxpayer Identification Number), except for foreign vendors and employees. • Field 2: Address Code - The address code linked to the vendor code listed in Field 1.	• Required. • The combination of Vendor Code and Vendor Address Code must be valid on the Vendor Maintenance table.
Name	The name of the vendor providing the goods or services. This value will be defaulted from the Vendor Maintenance table once a Vendor Code is specified.	• System-maintained. • This value defaults from the Vendor Maintenance table once a vendor code is specified.
More (button)	Displays the Vendor Information window that identifies address information about the vendor.	Unavailable unless criteria are entered in the Vendor Code fields.
Remit To Address	Address of the vendor receiving the payment.	Optional.
More (button)	Displays the Vendor Details box that identifies address information about the vendor.	Unavailable unless the vendor criteria are entered in the Remit To Address field.

Table 38: Match Invoice Header Page Field Descriptions - Period of Performance (group box)

Field Name	Description	Features
Start Date	The date on which the ordered services began. Enter the value in the following format: • MM/DD/YY • MM/DD/YYYY	Optional.
End Date	The date on which the ordered services ceased. Enter the value in the following format: • MM/DD/YY • MM/DD/YYYY	Optional.

Table 39: Match Invoice Header Page Field Descriptions - Designated Agent (group box)

Field Name	Description	Features
Code	Displayed in two fields: • Field 1: Designated Agent Code - A unique code assigned to a specific designated agent listed on the Vendor Maintenance table. The code is the TIN, except for foreign designated agents. • Field 2: Address Code - The address code linked to the Designated Agent code listed in Field 1.	• Optional. • The combination of Vendor Code and Vendor Address Code must be valid on the Vendor Maintenance table.
Name	The name of the designated agent. This value will be defaulted from the Vendor Maintenance table once a Vendor Code is specified.	System-maintained.
More (button)	Displays the Vendor Information window that identifies address information about the vendor.	Unavailable unless the vendor criteria are entered in the Designated Agent Code fields.
Customer Account	GSA's account number with the vendor.	Optional.

Field Name	Description	Features
Invoice #	The number on the invoice sent from the vendor.	Required.
Invoice Status	The status of the invoice.	Optional.

Table 40: Match Invoice Header Page Field Descriptions - Additional Groups

Field Name	Description	Features
Payment Adjustment (group)	Displays the Payment Adjustment details that provides the adjustment reason code and additional information as to why the payment is different that the invoiced amount.	Optional.
Description (button)	Displays the Description dialog box, a free-text field 255 characters long used to enter additional information about the form.	Optional.
Contracts (box)	Displays the Order Contract Information details of the contract the purchase order are associated.	Optional.
Discount Terms	Displays the Discount Terms box that describes specifics of the direct payment such as, the direct payment's tender type, information regarding place of inspection, and the estimated holdback percentage.	Optional.

Table 41: Match Invoice Header Page Field Descriptions - Shipping Information (group box)

Field Name	Description	Features
Freight On Board:	The freight on board location determining who pays the shipping charges.	Optional
Additional Markings	Additional information that will be used to further identify the shipping location or delivery method.	Optional
Govt Bill of Lading	The government bill of lading for the shipment.	Optional

Field Name	Description	Features
Delivery Date	The date the purchased goods or services were delivered. Valid format: MM/DD/YY or MM/DD/YYYY.	Optional
External System Information	Displays the external system id and document number.	Optional

21.2.1.1 More Button

The **More** button displays the **Vendor Details** window that contains additional address information about the selected vendor. The selected vendor will most likely be another agency. **Figure 82** displays the **Vendor Details** window.

Figure 82: Vendor Details Window

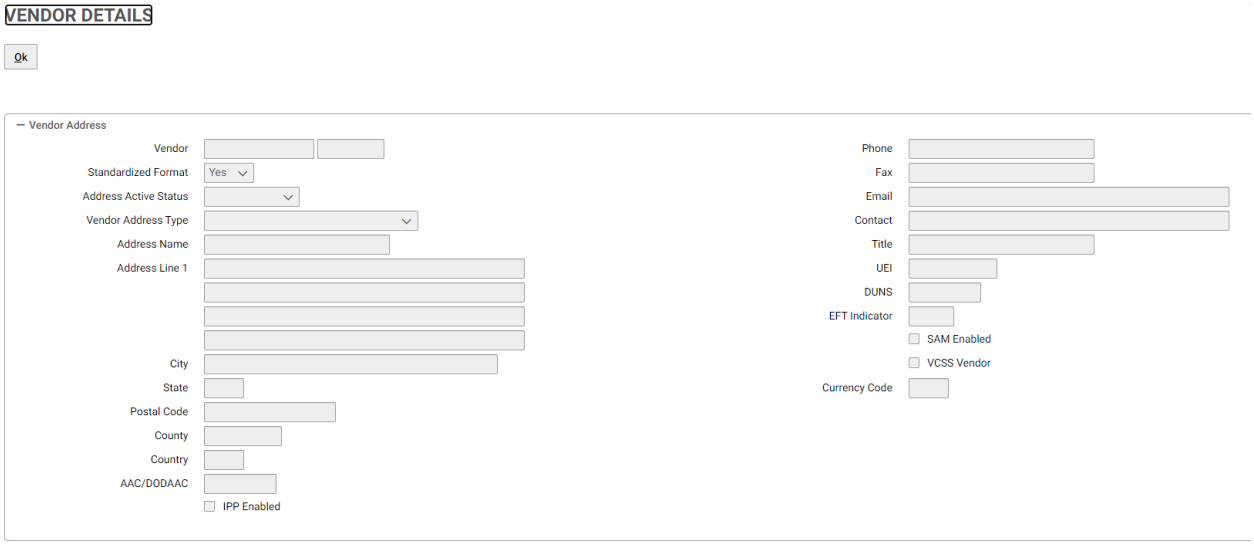


Table 42 provides additional information about Vendor Details fields.

Table 42: Vendor Information Window Field Descriptions - Vendors Details Group Box

Field Name	Description	Features
Code	Displayed in two fields: • Field 1: Vendor Code - A unique code assigned to a specific vendor listed on the Vendor Maintenance table. The code is the TIN (Taxpayer Identification Number), except for foreign vendors. • Field 2: Address Code - The address code linked to the Vendor Code listed in Field 1.	System-maintained.
Standardized Format	Indicates if the vendor is in standardized format.	System-maintained.
Address Active Status	Indicates if the vendor address status is active.	System-maintained.
Vendor Address Type	Indicates the type of vendor address.	System-maintained.
Name	The name of the vendor providing the goods or services.	System-maintained.
Address	The vendor's street address.	System-maintained.
City	The city where the vendor is located.	System-maintained.
State	• The state where the vendor is located. • Valid values are listed in the State Maintenance table.	System-maintained.
Zip Code	The postal or zip code for the vendor.	System-maintained.
County	The county of the vendor address.	N/A
Country	• The country of the vendor address. • Valid values are listed in the Country Maintenance table.	System-maintained.
Phone	• The phone number of the vendor. • Enter the value in the following format: (###) ### - #####	System-maintained.
Fax	• The fax number of the vendor. • Enter the value in the following format: (###) ### - ####	System-maintained.

Field Name	Description	Features
Email	The Internet e-mail address of the vendor.	System-maintained.
Contact	The contact person at the vendor's organization.	System-maintained.
Title	The contact person's title.	System-maintained.
DUNS	The vendor DUNS.	System-maintained.
UEI	The vendor Unique Entity Identifier	System-maintained
EFT Indicator	The vendor Electronic Funds Transfer (EFT) Indicator (DUNS +4 was relabeled as EFT Indicator).	System-maintained.
CCR Enabled	Indicates if the vendor is CCR enabled.	System-maintained.
VCSS Enabled	Indicates if the vendor is VCSS enabled.	System-maintained.
Currency Code	The vendor currency code.	System-maintained.
Bank Information	The vendor bank information.	System-maintained.

21.2.1.2 Contracts Box

The **Contracts** box displays information about the contract that applies to this purchase.

Figure 83 displays the **Contracts** box.

Figure 83: Contracts Box

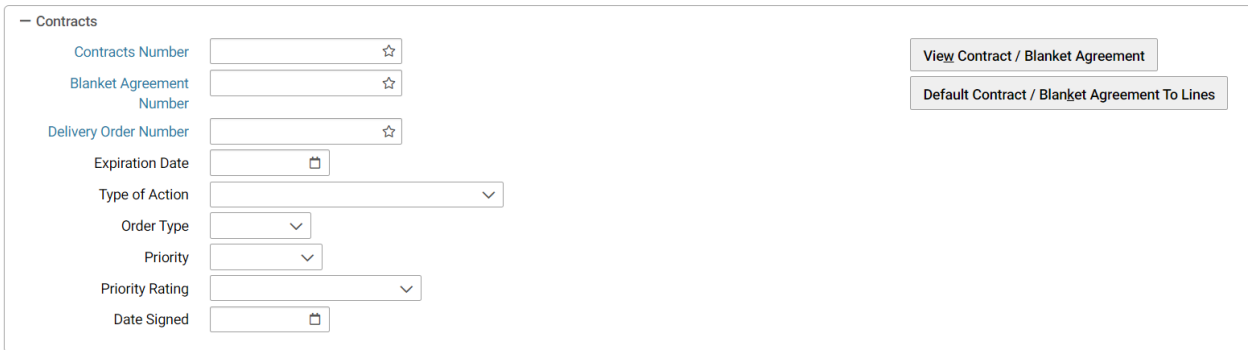


Table 43 provides additional information about the Contract Information box.

Table 43: Order Contract Information Field Descriptions

Field Name	Description	Features
Contract Number	The contract number that is associated with this purchase. Value must be valid in the Contract Maintenance table.	Optional.
Blanket Agreement #	The blanket purchase agreement number that is associated with this purchase. Value must be valid in the Blanket Agreement Maintenance table.	Optional.
Delivery Order Number	The delivery order number that is associated with this purchase.	• Optional. • Unavailable unless a value has been entered into the Contract Number field.
Contract Specialist	The name of the Contract Specialist who assisted with the creation of the associated contract, Blanket Purchase Agreement (BPA), or delivery order.	Optional.
Expiration Date	The date on which the associated contract expires.	Optional.
Type of Action	The current type of procurement action.	Optional.
Order Type	The current purchasing action. Possible entries include delivery or purchase.	Optional.
Priority	The priority level associated with the order. Possible entries include: high, medium, or low.	Optional.
Priority Rating	The priority rating of this order. Possible entries include numbers 1 through 10.	Optional.
Date Signed	The date on which the associated contract was signed.	Optional.

21.2.1.3 Discount Term Box

The **Discount Terms** box contains additional information pertaining to specifics of the order. **Figure 84** displays the **Discount Terms** box.

Figure 84: Discount Terms Box

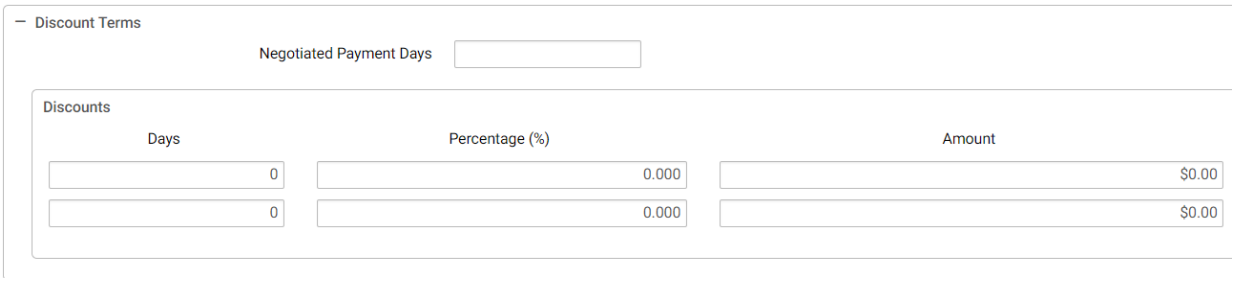


Table 44 through **Table 45** provide additional information about the **Discount Terms** box.

Table 44: Discount Terms Field Descriptions

Field Name	Description	Features
Negotiated Payment Days	The number of days after an invoice is received within which payment must be made to avoid interest charges.	Optional.

Table 45: Discount Terms Field Descriptions - Discounts (group box)

Field Name	Description	Features
Days	The number of days when you receive the invoice that the associated discount is applicable. Three fields are available to enter discounts over different day ranges.	• Optional. • Defaults to zero.
Percentage	The discount percentage you receive on an order if paid within the corresponding discount days.	• Optional. • Defaults to zero.
Amount	The discount amount you receive on an order if paid within the corresponding discount days.	• Optional. • Defaults to zero.

21.2.2 Match Invoice Disbursing Information Page

The **Match Invoice Disbursing Information** page contains the disbursement information that is used for payment. **Figure 85** displays the Disbursing Information page of the Match Invoice form.

Figure 85: Match Invoice Disbursing Information Page

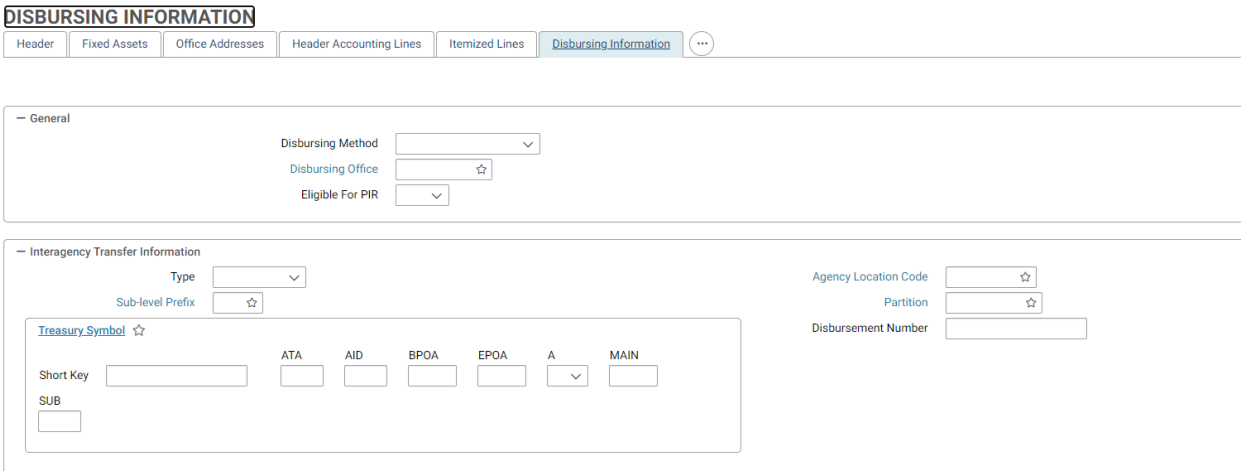


Table 46 through **Table 52** provide additional information about the **Match Invoice Disbursing Information** fields.

Table 46: Match Invoice Disbursing Information Page Field Descriptions

Field Name	Description	Features
Disbursing Method	Indicates whether the payment is a no check payment (i.e., a payment which has been or will be disbursed by another system or entity); an inter-agency transfer (i.e., a payment which will occur through a direct transfer of funds between government agencies); or a check/EFT payment, which will be disbursed through Pegasys.	• Required. • Drop-down list box.
Disbursing Office	The code that identifies the office that will disburse the given payment. The value must be valid on the Disbursing Office Maintenance table.	Required.

Table 47: Match Invoice Disbursing Information Page Field Descriptions - Inter-Agency Transfer Information (group box)

Field Name	Description	Features
Disbursement Number	The Treasury-assigned number which identifies the direct funds transfer (e.g., the SF-1081 number).	Disabled.
Inter-Agency Symbol	The billing agency's Treasury symbol into which the funds will be transferred.	Disabled.

Field Name	Description	Features
Type	Can be either 1080, 1081, or IPAC. Cannot be entered unless the Disbursing Method is Inter - Agency Transfer.	• Disabled. • Drop-down-list box.
Inter-Agency Sub- Level Prefix	The unique code that is a component piece of the Inter- Agency Treasury Symbol, representing a programmatic breakdown of the account for Treasury publication purposes. The code is up to 2 characters long, in numeric format. It is displayed at the beginning of the Treasury Symbol inside parenthesis. Example: Treasury Symbol 27 characters: (41)18-4704/051234.888 where Sub-level Prefix = 41, Agency = 18, Source Agency = 47, Fiscal Year From = 2004, Fiscal Year To = 2005, Main Account = 1234 and Sub Account = 888.	Optional
Payee's ALC	The Agency Location Code for the payee.	Optional

Table 48: Match Invoice Disbursing Information Page Field Descriptions - No Check Information (group box)

Field Name	Description	Features
Disbursed By	The entity or system responsible for disbursing the no check payment.	Disabled.
Check/Disb #	The check number or identifying information for the no check payment.	Disabled.
Date	The date a no check payment was actually disbursed.	Disabled.

Table 49: Match Invoice Disbursing Information Page Field Descriptions - Check/EFT Information (group box)

Field Name	Description	Features
Disbursed By	The entity or system responsible for disbursing the no check payment.	Optional

Field Name	Description	Features
Group Payments (check box)	Indicates whether this payment is eligible for grouping with other payments to the same payee in a single check.	Optional

Table 50: Match Invoice Disbursing Information Page Field Descriptions - Treasury/FRB Disbursing Information (group box)

Field Name	Description	Features
Payment Category	The payment category. Determines whether the payment is subject to Treasury Offsets.	Optional
Line Code	Used to crosswalk category to type. Valid values are Vendor and Miscellaneous.	Optional
Check Type	Indicates the type of check selected (e.g., mailed, hand pick up, comment card).	Drop Down Box
Payment Type	The type of disbursement method to be used.	Optional
Fiscal Year	Identifies the fiscal year to which the item is assigned.	Optional
Category	Identifies the schedule category to which the payment type is assigned. Schedule category is used by the Automated Disbursements process to determine the appropriate format for the generated payment schedule. Each schedule category may be used for only one payment type. Updated by the Treasury reconciliation process.	Disabled.
Type	The type of the schedule on which this payment will be submitted to Treasury (e.g., corporate or personal).	Select option from drop-down list box
Number	Identifies the schedule number to which the payment type is assigned.	Optional
Sequence Number	Identifies the schedule sequence number to which the payment type is assigned.	Optional

Field Name	Description	Features
Manual	Indicates that the payment will be submitted to Treasury on a manual schedule.	Optional

Table 51: Match Invoice Disbursing Information Page Field Descriptions - Agency Printing Information (group box)

Field Name	Description	Features
Payment Category	The payment category. Determines whether the payment is subject to Treasury Offsets.	Optional.
Line Code	Used to crosswalk category to type. Valid values are Vendor and Miscellaneous.	Disabled.
Check Type	Indicates the type of check selected (for example, mailed, hand pick-up, comment card, etc.).	Disabled.
Agency Printing Type	Indicates whether the agency disbursements office will print a check for this payment using the automated disbursements process or will use the manual check transaction to record a hand written check or print a check on demand.	Drop down box.

Table 52: Match Invoice Disbursing Information Page Field Descriptions - State Disbursing Information (group box)

Field Name	Description	Features
Payment Type	The type of disbursement method to be used.	Optional.
Mail Code	The mail code of the disbursement information. Valid options include Mail Direct, Pouch to Post, Return to USDO, Special Handling and Save for Vendor Pick-up.	Drop Down box.
Post-Dated Check Date	The post dated check date of the disbursement information.	Optional.

Field Name	Description	Features
Eligible for Revaluation	Signifies whether the disbursement is eligible for revaluation.	Checkbox.
Comments To Print (button)	Text to be printed on a check/EFT payment.	Optional.

21.2.3 Match Invoice Header Accounting Line Page

The **Match Invoice Header Accounting Line** page contains the disbursement information that is used for payment. **Figure 86** displays the Accounting Line page of the Match Invoice form.

Figure 86: Match Invoice Header Accounting Line Page

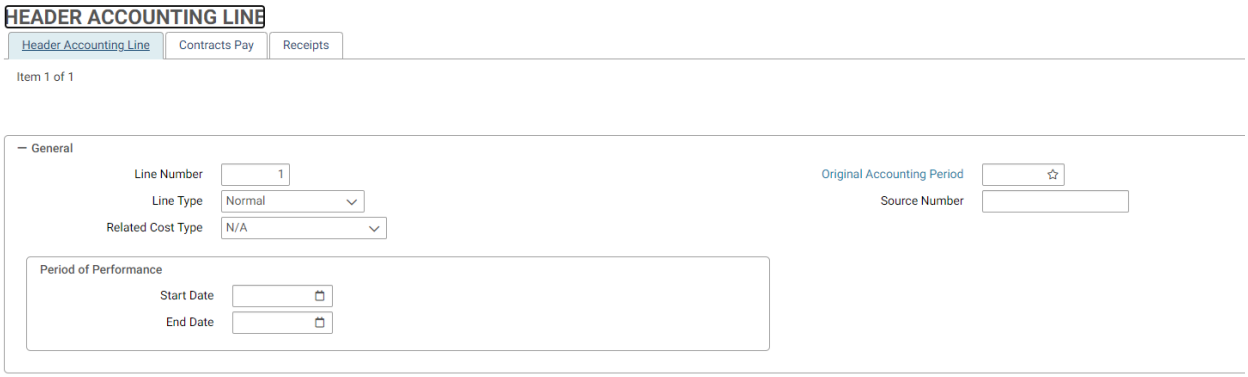


Table 53 through **Table 54** provide additional information about the **Match Invoice Accounting Line** fields.

Table 53: Match Invoice Header Accounting Line Page Field Descriptions

Field Name	Description	Features
Line Number	The number of the accounting line currently displayed.	• Optional. • If blank, system will default to the value of the next sequential number from the highest line number already entered.
Line Type	The type of item accounting line.	• Optional. • Defaults to Normal.

Field Name	Description	Features
Transaction Type	An alphanumeric code that is used in conjunction with the transaction's document type that determines general ledger postings. Valid values are listed in the Transaction Definition Maintenance table.	Required, defaults based on document type.
Line Type	The type of accounting line (for example, normal, prepayment, credit, etc.)	Drop down box.
Source Number	The specific source of the financial transaction activity.	Optional.
Related Cost Type	The category to which the accounting line relates to.	Drop down box.
Invoiced	The total original dollar amount of the invoices accounting lines.	Required.
Applied Credit	The total amount of credits applied to this transaction.	Optional.
Net Total	The total amount minus any applied credits.	System-generated.
Add (button)	Adds the displayed Accounting Line to the form.	N/A
Type	The document type of the referenced document.	• Optional. • Drop-down list provides a list of valid values.
Number/Accounting	Consists of two fields: • Field 1: The document number of the referenced document. • Field 2: The line number of the referenced accounting line.	Optional.

Field Name	Description	Features
Final (check box)	If checked, liquidates the referenced document and returns unused money to the budget.	• Optional. • A check will default when the order is processed and the line amount equals the referenced line amount.
Misc (check box)	If checked, the accounting line will update the referenced document's miscellaneous amount and does not liquidate a specific accounting line amount.	• Optional. • Defaults to unchecked.
Default (button)	Brings over accounting data from a purchase order or receipt (if Copy Forward was not used to reference a purchase order or receipt when creating the current match invoice. However, will not bring forward the ACT number.	Optional.
Holdback Amount	Of the net authorized, the amount to be held back based on the contract terms.	Optional.
Applied Prepayment Amount	The amount of prepayments to be applied to this payment accounting line.	Optional.
Start Date	The date ordered services begin. Enter the value in one of the following formats: • MM/DD/YY • MM/DD/YYYY	Optional.
End Date	The date ordered services cease. Enter the value in one of the following formats: • MM/DD/YY • MM/DD/YYYY	Optional.
Description	Displays the Description box, a free-text field 255 characters long used to enter additional information about the line.	Optional.
Extended Description	Displays the Extended Description box, to enter additional information about the line.	Optional

Field Name	Description	Features
Agreement (box)	Used to specify an agreement (e.g., RWA and IBAA) to be associated with the order. Displayed in two fields: • Field 1: Agreement Number - Valid values are listed in the Direct Agreement Maintenance table. • Field 2: Line Number	Optional.
Contract Line (box)	Used to specify a contract line item number (CLIN) or sub-contract line item number that is referenced by the order.	Optional.
Receipts (tab)	Retains a list of all the receipt lines to which the invoice line matches. Only enabled when used for a three-way match.	• System-generated. • User can manually reference an existing receipt.
Payments (box)	Displays the Payment Information dialog box that identifies the interest reason, discount lost reason, and prompt pay type.	Optional.

Table 54: Match Invoice Header Accounting Line Page Field Descriptions - Disbursing Information (box)

Field Name	Description	Features
Schedule Date	The date on which the payment must be selected by the automated disbursements process to be disbursed on time. Please enter the value in the following format: MM/DD/YY or MM/DD/YYYY.	Optional.
Early Payment Approval	If the entered schedule date is more than eight days before the prompt payment schedule date, this field indicates whether the early payment has been approved. Used for prompt payment reporting purposes.	Drop Down box.
Exclude External Offset	Flag indicating whether the disbursed payment should be excluded from external offsets.	Checkbox.

Field Name	Description	Features
Exclude Internal Offset	Flag indicating whether the disbursed payment should be excluded from internal offsets.	Checkbox.

21.2.3.1 Receipts Window

The **Receipts** tab displays the Invoice/Receipt Match page that allows the user to reference or unlink a Receipt or Order on a Match Invoice. **Figure 87** displays the Invoice/Receipt Match page.

Figure 87: Invoice/Receipt Match Page

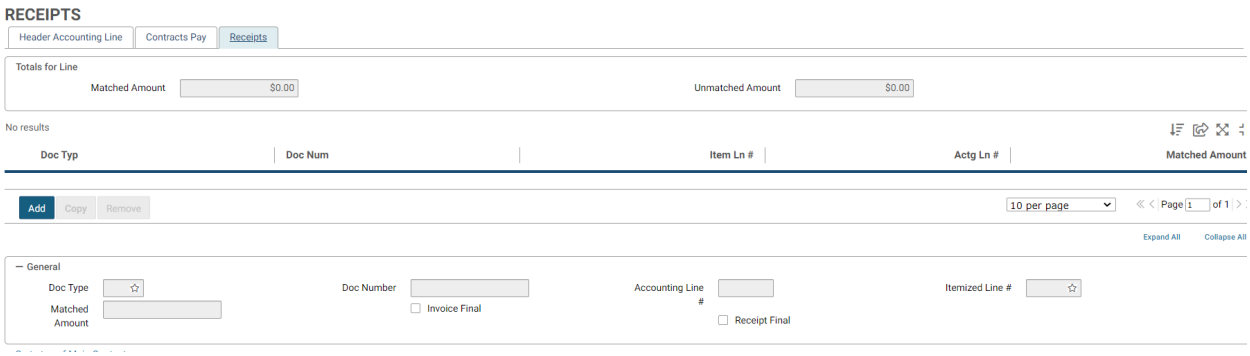


Table 55 provides additional information about the **Invoice/Receipt Match** fields.

Table 55: Invoice/Receipt Match Window Field Descriptions

Field Name	Description	Features
Document Details	Consists of three fields: • Field 1: The Document type being referenced. • Field 2: The document number of the referenced document. • Field 3: The line number of the referenced accounting line.	• Optional. • Select a valid entry from the drop down associated with Field 1. • Select the hyperlinks to Search.
Matched Amount	Dollar amount of the referenced receipt applicable to Match Invoice.	Enter the dollar amount of referenced line.
Invoice Final	If checked, fully liquidates the referenced receipt indicating this is the last invoice.	Optional.
Receipt Final	If checked, fully liquidates the referenced purchase order indicating this is the last receipt.	Optional

21.2.4 Itemized Match Invoice Itemized Lines Page

Figure 88 displays the Itemized Lines page of the Match Invoice form. This page contains the disbursement information that is used for payment.

Figure 88: Match Invoice Itemized Lines Page

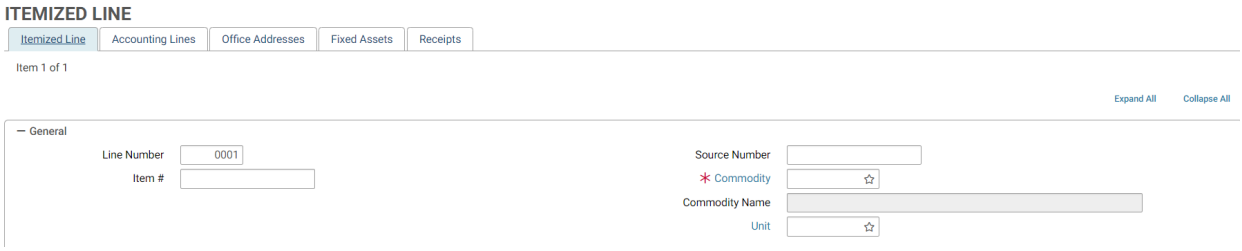


Table 56 through **Table 59** provide additional information about the Itemized Match Invoice Itemized Lines fields.

Table 56: Match Invoice Itemized Lines Page Field Descriptions

Field Name	Description	Features
Line Number	The number of the accounting line currently displayed. If no value is entered, Pegasys will default this value to the next sequential number from the highest line number already entered.	Optional.
Commodity Code	The commodity code of the commodity line item being entered. Valid values must be listed in the Commodity Maintenance table.	Optional.
Unit	The unit of measure in which the commodity item is sold (e.g., case, dozen, each). This value must be valid in the Units Maintenance table.	• Required. • The value will default if the Commodity Code is entered.
Commodity Name	The name of the commodity item being ordered. If a commodity code is entered, the name defaults.	Required.
Item #	The item number of the commodity being ordered (i.e., vendor's catalog number).	Optional.

Field Name	Description	Features
Description (box)	Displays the Description dialog box, a free text field of 255 characters to enter additional information about the line.	Optional.
Shipping Information (box)	Displays the Shipping Info dialog box that provides information on shipping requirements such as delivery date, FOB, carrier, and GBL.	Optional.
Contract Line (box)	Used to specify a contract line item number or sub-contract line item number that is referenced by the direct payment.	Optional.
Fixed Assets (tab)	Displays the Asset tab.	Optional.
Receipts (tab)	Retains a list of all the receipt lines to which the invoice line match. Only enabled when used for a three-way match.	• System-generated. • User can manually reference an existing receipt.
Payments (box)	Displays the Payment Information dialog box that identifies the interest reason, discount lost reason, and prompt pay type.	Optional.
Options (box)	Displays the IDC Type.	Drop Down.

Table 57: Match Invoice Itemized Lines Page Field Descriptions - Reference (group box)

Field Name	Description	Features
Type	The document type of the referenced document.	• Optional. • Drop-down list box.
Document	Consists of two fields: • Field 1: Document Number - The document number of the referenced document. • Field 2: Referenced Line - The line number of the referenced itemized line.	Optional.
Misc (check box)	If checked, the accounting line will update the referenced document's miscellaneous amount. Will not liquidate a specific itemized line amount.	Defaults to unchecked.

Field Name	Description	Features
Default (button)	Brings over accounting data from a purchase order or receipt (if Copy Forward was not used to reference a purchase order or receipt when creating the current match invoice.	Optional.

Table 58: Match Invoice Itemized Lines Page Field Descriptions - Line Amounts

Field Name	Description	Features
Quantity	The number of units ordered.	Required.
Unit Price	The price for each unit of the commodity.	Required.
Total	The total dollar amount of the itemized line (i.e., quantity x unit price).	System-maintained.
Discounted Unit Price	The unit discount entered in the Discounts/Credits group box.	System-maintained.
Discounted Total	The total discount entered in the Discounts/Credits group box.	System-maintained.
Prorate (button)	Recalculates the document totals across all accounting line while maintaining the same percentage amounts for each accounting line.	Optional.

Table 59: Match Invoice Itemized Lines Page Field Descriptions - Discounts/Credits (group box)

Field Name	Description	Features
Type of Credit	The type of credit or discount offered by the vendor.	• Optional. • Drop-down list box.
Per Unit	The amount of the per unit discount/credit offered by the vendor. When the Discount Type is “per unit,” this amount will be subtracted from the original unit price to determine the discounted unit price.	Optional.

Field Name	Description	Features
Total	The amount of the per unit discount/credit offered by the vendor. When the Discount Type is "total", this amount will be subtracted from the original total amount (i.e., quantity x unit price) to determine the discounted total.	Optional.

21.2.4.1 Accounting Line

The **Accounting Line** link button displays the Accounting Line Information page that contains the funding and accounting information of the commodity line. **Figure 89** displays the Accounting Line Information page.

Figure 89: Accounting Line Information Page

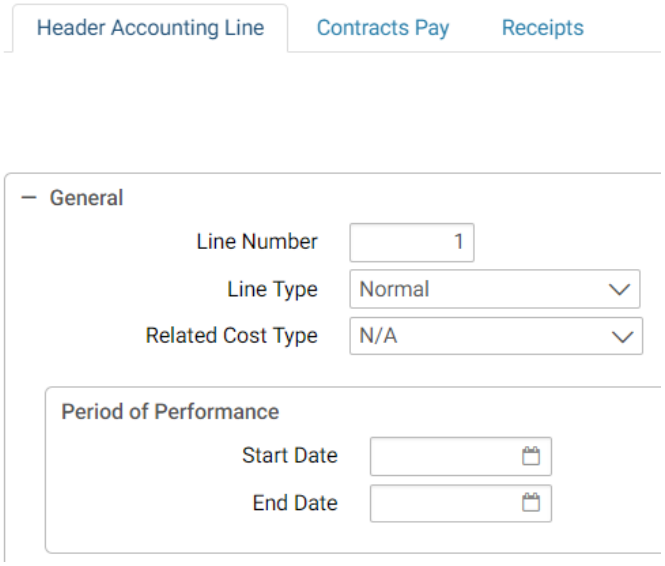


Table 60 through **Table 63** provide additional information about the **Accounting Line** page fields.

Table 60: Accounting Line Page Field Descriptions - Itemized Line Group Box

Field Name	Description	Features
Line Number	The number of the accounting line currently displayed. If no value is entered, Pegasys will default this value to the next sequential number from the highest line number already entered.	Optional.

Field Name	Description	Features
Line Type	The type of item accounting line.	• Optional. • Defaults to normal. • Drop-down list provides a list of valid values.
Prompt Pay Type	An alphanumeric code that identifies the prompt pay type.	Optional.
Transaction Type	An alphanumeric code is used in conjunction with the transaction's document type, to infer general ledger postings. Valid values are listed in the Transaction Definition Maintenance table.	Required, defaults based on document type.
Invoiced Line Amount	The original dollar amount of the accounting line.	Optional.
Holdback Amount	Of the net authorized, the amount to be held back based on the contract terms.	Optional.
Suspension	Of the net authorized, the amount to be suspended.	Optional.
Description	Displays the Description box, a free-text field 255 characters long used to enter additional information about the line.	Optional.
Agreement	Used to specify an agreement (e.g., RWA, IBAA) to be associated with the direct payment. Displayed in two fields: • Field 1: Agreement number. Valid values are listed in the Direct Agreements Maintenance table. • Field 2: Line number.	• Optional. • Only entered by PBS Phase I.
Refresh (button)	Clears any additions or changes made to the Accounting Lines page.	N/A

Table 61: Accounting Line Page Field Descriptions - Reference (group box)

Field Name	Description	Features
Line Number	The line number of the referenced accounting line.	Optional.

Field Name	Description	Features
Final (check box)	If checked, liquidates the referenced accounting line.	• Optional. • A check will default when the request is processed and the line amount equals the referenced line amount.

Table 62: Accounting Line Page Field Descriptions - Prepayment/Holdback/Suspension Reference (group box)

Field Name	Description	Features
Type	The document type of the referenced prepayment/holdback document.	• Required unless entering a purchasing document that follows the one-way automated match model. • Drop-down list provides list of valid values.
Document	Consists of two fields: • Field 1: The document number of the referenced prepayment/holdback document. • Field 2: The line number of the referenced accounting line.	• Required unless entering a purchasing document that follows the one-way automated match model. • Select the hyperlink to Search.

Table 63: Accounting Line Page Field Descriptions - Accounting Dimensions

Field Name	Description	Features
Template	• The accounting template used to obtain the accounting strip. • Valid values are listed in the Accounting Template Maintenance table.	Required.

Field Name	Description	Features
BFYs	• Budget Fiscal Year(s) of the accounting strip for which the form is being processed. Displayed in two fields: • Field 1: Beginning Budget Fiscal Year (BBFY). • Field 2: Ending Budget Fiscal Year, if applicable (EBFY).	Required.
Fund	• The fund code of the accounting strip. • Valid values are listed in the Fund Maintenance table.	• Required. • May default based on the accounting template selected.
Reg	• The region code of the accounting strip. • Valid value is listed in the Region Maintenance table.	May default and/or may become required based on the accounting template selected.
Program	• The program of the accounting strip. • Valid values are listed in the Program Maintenance table.	May default and/or may become required based on the accounting template selected.
Org	• The organization code of the accounting strip. • Valid values are listed in the Organization Maintenance table.	May default and/or may become required based on the accounting template selected.
Sub Object Class	• The sub object class of the accounting strip. • Valid values are listed in the Sub Object Class Maintenance table.	• May default and/or may become required based on the accounting template selected. • Object Class is inferred from the Cost Element.
Activity	• The activity of the accounting strip. • Valid values are listed in the Activity Maintenance table.	May default and/or may become required based on the accounting template selected.
Proj	• The project/grant/case number/audit number code/profit center of the accounting strip. • Valid values are listed in the Project Maintenance table.	May default and/or may become required based on the accounting template selected.

Field Name	Description	Features
Bldg #	• The building number of the accounting strip. • Valid values are listed in the Building Number Maintenance table.	May default and/or may become required based on the accounting template selected.
Wrk Itm	• The work item/work category code of the accounting strip. Valid values are listed in the Work Item Maintenance table.	May default and/or may become required based on the accounting template selected.
Syst	• The system code of the accounting strip. • Valid values are listed in the System Maintenance table.	May default and/or may become required based on the accounting template selected.
Veh Tag #	• The vehicle tag number of the accounting strip. • Valid values are listed in the Vehicle Tag Maintenance table.	May default and/or may become required based on the accounting template selected.
Cost Org	Currently not in use.	N/A

21.2.4.2 Receipts Window

The **Receipts** tab displays the Invoice/Receipt Match page that allows the user to reference a Receipt or an Order on an Itemized Match Invoice. **Figure 90** displays the Invoice/Receipt Match page.

Figure 90: Invoice/Receipt Match Page

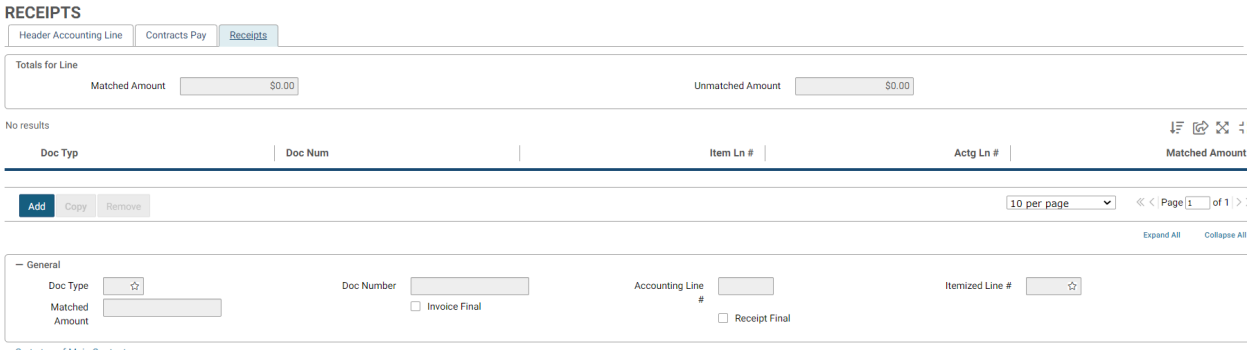


Table 64 provides additional information regarding the **Invoice/Receipt Match Page** fields.

Table 64: Invoice/Receipt Match Tab Field Descriptions

Field Name	Description	Features
Document Details	Consists of three fields: • Field 1: Document Type - The Document type being referenced. • Field 2: Document Number - The document number of the referenced document. • Field 3: Referenced Line - The line number of the referenced accounting line.	• Optional. • Select a valid entry from the drop down associated with Field 1.
Matched Amount	Dollar amount of the referenced receipt applicable to Itemized Match Invoice.	Enter the dollar amount of referenced line.
Invoice Final	If checked, fully liquidates the referenced receipt indicating this is the last invoice.	Optional.
Receipt Final	If checked, fully liquidates the referenced purchase order indicating this is the last receipt.	Disabled.

21.3 Automated Match Queries

To access the automated match queries, select **Queries → Purchasing → Automated Match Status Query**. **Figure 91** displays the **Automated Match Status Query** page.

Figure 91: Automated Match Status Query

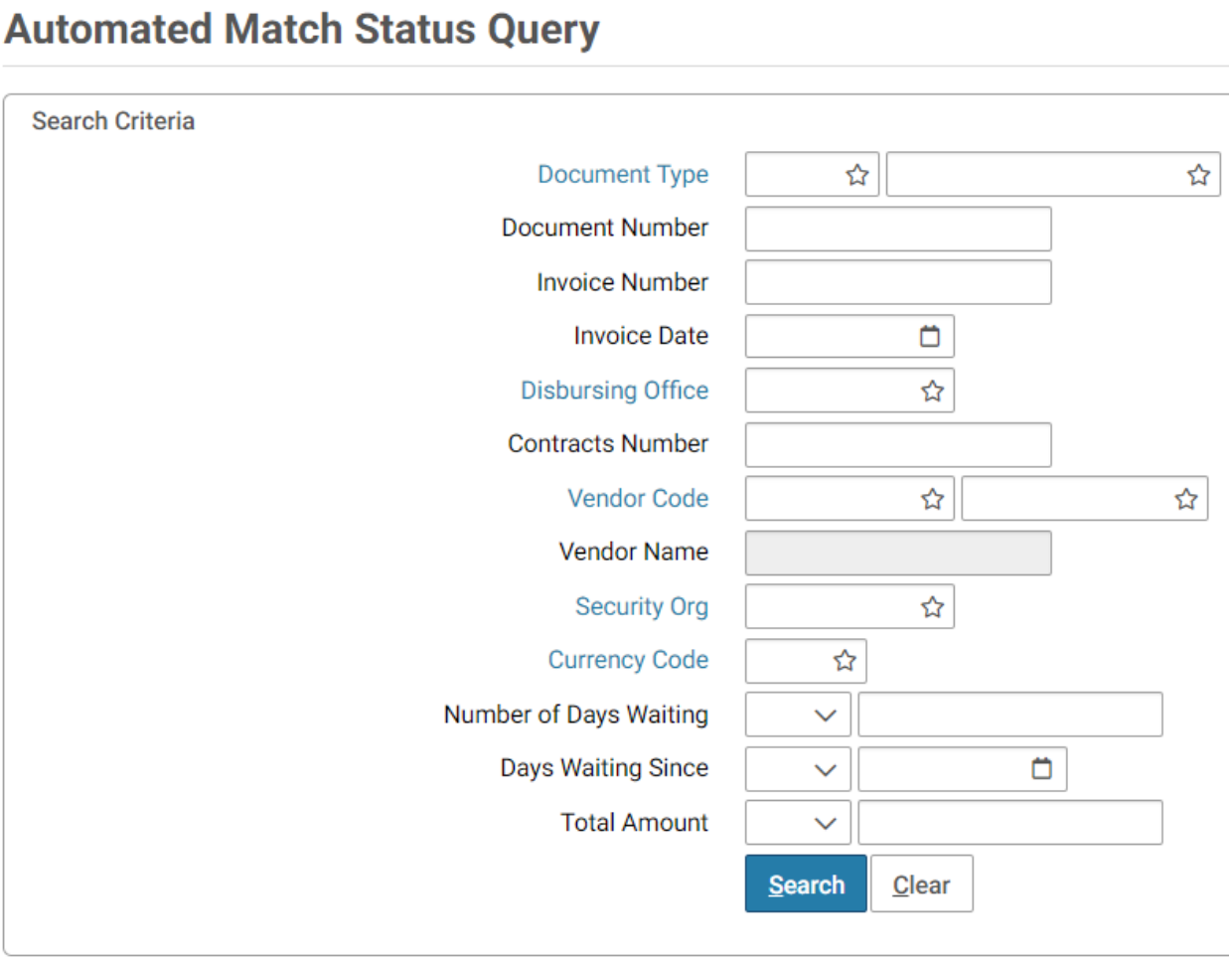


Table 65 through **Table 66** provide additional information about the **Automated Match Status Query** page.

Table 65: Automated Match Status Query Field and Button Descriptions - Search Criteria Group Box

Field Name	Description	Features
Document	Displayed in two fields: • Field 1: Document Type: a specific document type. • Field 2: Document Number: a specific document number.	Optional.
Invoice #	A specific invoice number.	Optional.
Disbursing Office	The code of the Disbursing Office.	Optional.

Field Name	Description	Features
Contracts Number	The applicable contract number	Optional.
Number of Days Waiting	Displayed in two fields: • Field 1: A drop-down list offering options of the relevant number of days a document has been waiting. (Choices are =, <, >, >=, <=, and <>.) • Field 2: An approximate number of days a document has been waiting; used in accordance with a designated inequality in the previous field.	Optional.
Days Waiting Since	Displayed in two fields: • Field 1: A drop-down list offering options of the relevant time since a certain date that a document has been waiting. (Choices are =, <, >, >=, <=, and <>.) • Field 2: An approximate date that a document began waiting for a match, used in accordance with a designated inequality in the previous field.	• Optional. • Field 2 can select date options.
Total Amount	Displayed in two fields: • Field 1: A drop-down list offering inequality options for a specific dollar amount. (Choices are =, <, >, >=, <=, and <>.) • Field 2: An approximate dollar amount used by the document.	Optional.
Security Org	The applicable security organization.	Optional.
Currency Code	The currency code of the item.	Optional.
Search (button)	Select the Search button to find documents related to the search criteria and populate the record display box with such documents.	Optional.
Detail (button)	The Detail button shows further detail about a document selected in the record display box.	Optional.

Table 66: Automated Match Status Query Field and Button Descriptions - Vendor (group box)

Field Name	Description	Features
Code	Displayed in two fields: • Field 1: Vendor Code - A unique code assigned to a specific vendor listed on the Vendor Maintenance table. The code is the TIN (Taxpayer Identification Number), except for foreign vendors and employees. • Field 2: Address Code - The address code linked to the Vendor Code listed in Field 1.	• Optional. • Select the hyperlink for search options.
Name	The name of the vendor providing the goods or services.	System-maintained.

21.3.1 Order Document Match Detail

If a document line is selected on the Automated Match Status Query page and the **Details** button is selected, the **Order Document Match Detail** dialog box appears. This dialog box gives more information regarding possible matches to the document selected. There are three scenarios regarding how the information will be displayed:

If an **Invoice** (Match Invoice or Itemized Match Invoice) is selected before selecting the **Details** button, the **Order Document Match Detail** dialog box shows the detail of the **Invoice** in the upper area of the dialog box. Possible matching **Orders** and **Receipts** appear in the lower area.

If an **Order** (Non-Itemized or Itemized) is selected before selecting the **Details** button, the **Order Document Match Detail** dialog box shows the detail of the **Order** in the upper area of the dialog box. Possible matching **Invoices** and **Receipts** appear in the lower area.

If a **Receipt** (Non-Itemized or Itemized) is selected before selecting the **Details** button, the **Order Document Match Detail** dialog box shows the detail of the **Receipt** in the upper area of the dialog box. Possible matching **Orders** and **Invoices** appear in the lower area.

Figure 92 displays the **Order Document Match Detail** page.

Figure 92: Order Document Match Detail Page

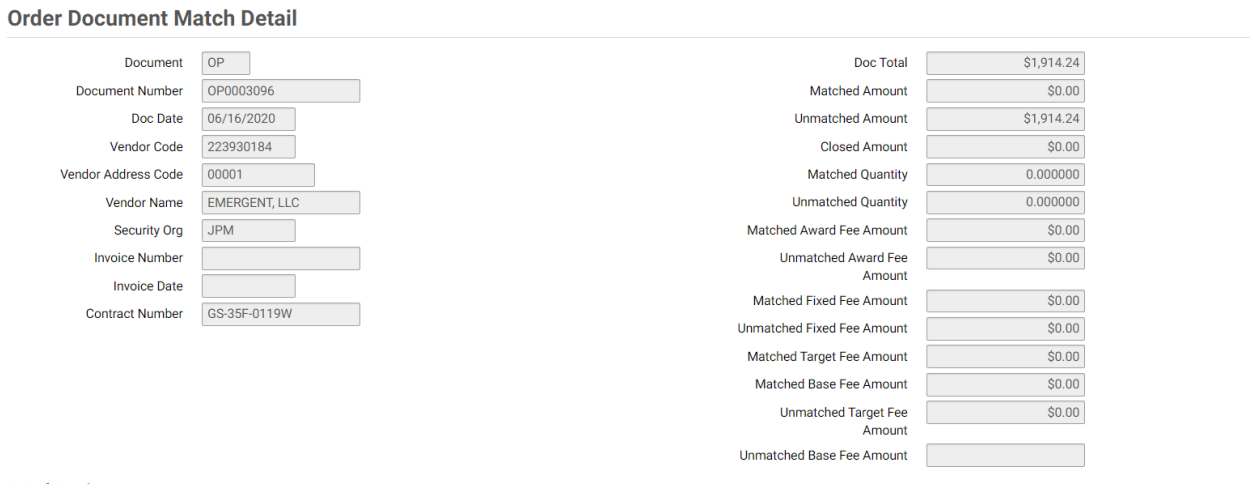


Table 67 through **Table 68** provide additional information regarding the **Order Document Match Detail** dialog box.

Table 67: Order Document Match Detail Field and Button Descriptions

Field Name	Description	Features
Document	Displayed in two fields: • Field 1: Document Type: A drop-down list of document types. • Field 2: Document Number: a specific document number.	System-maintained.
Doc Date	The date the document was created.	System-maintained.
Vendor	Displayed in three fields: • Field 1: Vendor Code - A unique code, assigned to a specific vendor providing the goods or services. The code is the TIN (Taxpayer Identification Number), except for foreign vendors. • Field 2: Address Code - The address code linked to the Vendor Code listed in Field 1. • Field 3: Name - The name of the vendor on the document linked to the Vendor Code in Field 1 and the Address Code in Field 2.	System-maintained.
Invoice #	A specific invoice number.	System-maintained.

Field Name	Description	Features
Invoice Date	The specific invoice date.	System-maintained
Contract Number	The specific contract number.	System-maintained.
Doc Total	The total dollar amount.	System-maintained.
Matched	The dollar amount that matches between the selected document and potential matches.	System-maintained.
Unmatched	The amount that is unmatched between the selected document and potential matches.	System-maintained.
Closed	The amount that has been paid.	System-maintained.

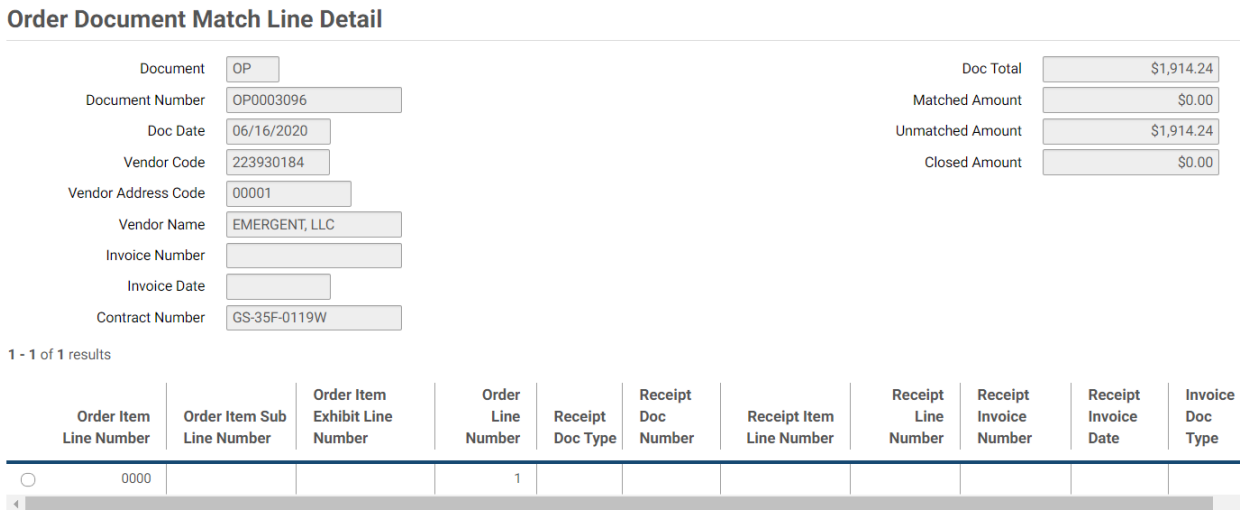
Table 68: Order Document Match Detail Field and Button Descriptions - Matches Group Box

Field Name	Description	Features
View Order (button)	Opens the actual Order selected from the Matches box.	Optional.
Order Detail (button)	Opens a Document Match Detail dialog box, based on the Order selected from the Matches box.	Optional.
View Invoice (button)	Opens the actual Receipt selected from the Matches box.	Optional.
Invoice Detail (button)	Opens a Document Match Detail dialog box, based on the Receipt selected from the Matches box.	Optional.

21.3.2 Line Detail

The **Line Detail** dialog box provides line-level detail regarding potential matches for a document. For itemized documents, this detail is at the itemized line level. For non-itemized documents, the detail is at the accounting line level. The **Line Detail** query is similar to the **Document Match Detail** in the way it populates the list of potential matches to a document. The information is accumulated at the line level rather than being summarized at the document level. **Figure 93** displays an Order Document Match Line Detail.

Figure 93: Order Document Match Line Detail



Order Document Match Line Detail

Document	OP	Doc Total	$1,914.24
Document Number	OP0003096	Matched Amount	$0.00
Doc Date	06/16/2020	Unmatched Amount	$1,914.24
Vendor Code	223930184	Closed Amount	$0.00
Vendor Address Code	00001		
Vendor Name	EMERGENT, LLC		
Invoice Number			
Invoice Date			
Contract Number	GS-35F-0119W		

1 - 1 of 1 results

Order Item Line Number	Order Item Sub Line Number	Order Item Exhibit Line Number	Order Line Number	Receipt Doc Type	Receipt Doc Number	Receipt Item Line Number	Receipt Line Number	Receipt Invoice Number	Receipt Invoice Date	Invoice Doc Type
0000			1							

Table 69 provides additional information about the Order Document Match Line Detail page.

Table 69: Document Match Line Detail for an Order Field and Button Descriptions

Field Name	Description	Features
Doc #	Displayed in two fields: • Field 1: Document Type: A drop-down list of document types. • Field 2: Document Number: a specific document number.	System-maintained.
Doc Date	The date the document was created.	System-maintained.
Vendor	Displayed in three fields: • Field 1: Vendor Code - A unique code assigned to a specific vendor listed on the Vendor Maintenance table. The code is the TIN (Taxpayer Identification Number), except for foreign vendors and employees. • Field 2: Address Code - The address code linked to the Vendor Code listed in Field 1. • Field 3: Name - The name of the vendor on the document linked to the Vendor Code in Field 1 and the Address Code in Field 2.	System-maintained.
Invoice #	Displays the vendor's invoice number.	System-maintained.
Invoice Date	Displays the invoice date.	System-maintained.

Field Name	Description	Features
Contract Number	Displays the contract number.	System-maintained.
Doc Total	The total dollar amount.	System-maintained.
Matched	The dollar amount that matches between the selected document and potential matches.	System-maintained.
Unmatched	The dollar amount that is unmatched between the selected document and potential matches.	System-maintained.
Closed	The amount that has been paid.	System-maintained.
ViewOrder (button)	Opens the actual Order selected from the Itemized Lines box.	• Optional. • Availability of option depends on document selected in the Matches box.
ViewInvoice (button)	Opens the actual Invoice selected from the Itemized Lines box.	• Optional. • Availability of option depends on document selected in the Matches box.

21.3.3 Completed Match Review

To access the completed match review, select **Queries → Purchasing → Completed Match Review Query**. **Figure 94** displays the **Completed Match Review Query** page.

Figure 94: Completed Match Review Query Page

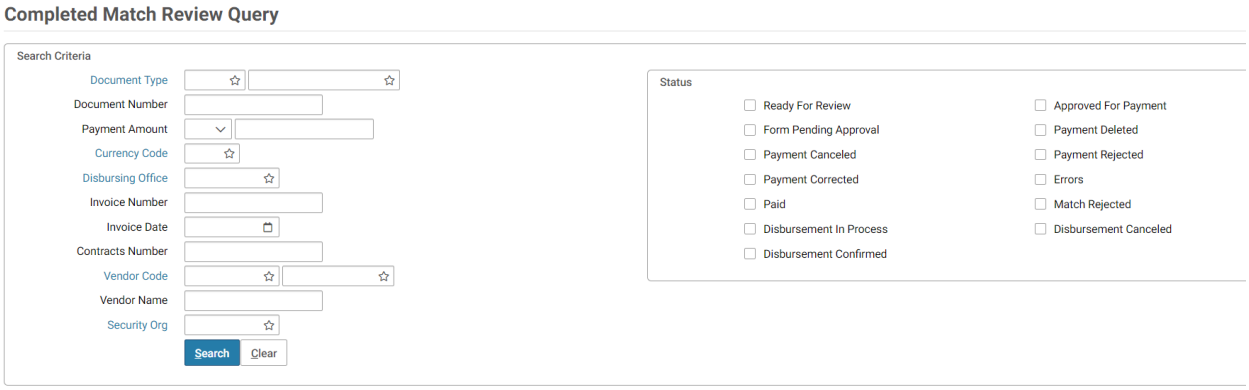


Table 70 through **Table 73** provide additional information about the **Completed Match Review Query** page.

Table 70: Completed Match Review Query Field and Button Descriptions - Search Criteria Group Box

Field Name	Description	Features
Document	Displayed in two fields: • Field 1: Document Type: A drop-down list of document types. • Field 2: Document Number: a specific document number.	Optional.
Status	A drop-down list displaying the status of the record: Ready for review Approved for payment Rejected Contains errors	Optional.
Payment Amount	Displayed in two fields: • Field 1: A drop-down list offering inequality options regarding a specific dollar amount. (Choices are =, <, >, >=, <=, and <>.) • Field 2: An approximate dollar amount used by the document.	Optional.
Disbursing Office	The code for the Disbursing Office.	• Optional. • Select the hyperlink to Search.
Invoice #	A specific invoice number for the search.	Optional.
Invoice Date	A specific invoice date for the search.	Optional.
Contracts Number	A specific contract number for the search.	Optional.
Document Type	A drop-down list of document types.	Optional.
Disbursing Office	The disbursing office out of which payment should be made.	System-maintained.
Invoice #	The invoice number for the receipt.	System-maintained.
Selected Documents (record display box)	Display is based on search criteria.	System-maintained.

Field Name	Description	Features
Document	Displayed in two fields: • Field 1: Document Type: A drop-down list of document types. • Field 2: Document Number: A specific document number.	System-maintained.
Payment Amount	Payment amount on the invoice.	System-maintained.
Unit Price Mismatch (check box)	Checked if the unit prices of the documents do not match.	System-generated.
Invoice Exceeds Receipt (check box)	Checked if the dollar/unit amount on the invoice exceeds the amount on the receipt.	System-generated.
Payment Adjustment Details	Displays the Adjustment Information.	Required if adjustments are made to documents.
Disbursing Info box	Displays the Disbursing Info.	System-maintained.
Match Action	Drop down box to choose a Match Status.	Drop Down box.

Table 71: Completed Match Review Query Field and Button Descriptions - Vendor (group box)

Field Name	Description	Features
Code	The code specifically assigned to a particular vendor listed on the Vendor Maintenance table. The code is usually the TIN (Tax Identification Number) except for foreign vendors.	• Optional. • Select the hyperlink to Search.
Name	The name of the vendor on the document linked to the Vendor Code in Field 1 and the Address Code in Field 2.	• Optional. • Select the hyperlink to search.

Table 72: Completed Match Review Query Field and Button Descriptions - Vendor (group box)

Field Name	Description	Features
Code	The code specifically assigned to a particular vendor listed on the Vendor Maintenance table. The code is usually the TIN (Tax Identification Number) except for foreign vendors.	System-maintained.
Name	The name of the vendor on the document linked to the Vendor Code in Field 1 and the Address Code in Field 2.	System-maintained.

Table 73: Completed Match Review Query Button Descriptions

Field Name	Description	Features
Search(button)	Displays all documents that meet the search criteria.	N/A
Clear (button)	Clears the entered search results.	N/A
Detail (button)	Displays the Document Details dialog box.	Available once a document is selected.
View Document (button)	Displays the document in Review Status mode.	Available once a document is selected.
Approve (button)	Sets the record's status to "Approved", approving the document for payment. Once the status has been set to approved, a payment will be created the next time the Payment Generation process is run.	Optional.
Reject (button)	Sets the record's status to "Rejected", disapproving the document for payment. Any problems must be corrected manually on the relevant document.	Optional.
Update (button)	Updates the completed match record by saving information entered on the Adjustment Information dialog box such as the Adjustment Code and additional information.	Optional.

21.4 Payment Authorization Header Page

The **Header** page of the **Payment Authorization** form contains information relevant to the entire form. Included on this page is information regarding the recipient of the payment (i.e., payee), designated agent information, and adjustment information. The Header page is shown in **Figure 95**.

Figure 95: Payment Authorization Header Page

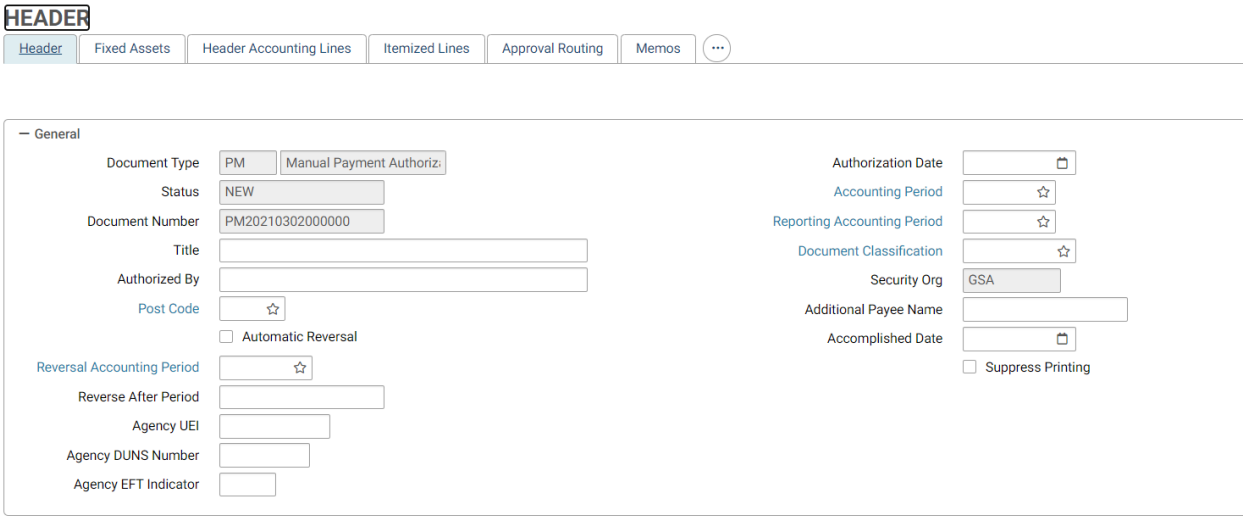


Table 74 through **Table 77** describe the fields and buttons found on the Header page of the Payment Authorization form.

Table 74: Payment Authorization Header Page Field and Button Descriptions

Field Name	Description	Features
Title	The title of the Payment Authorization form. Can be up to 50 characters in length. Used to store the ACT number in Phase 1.	Optional.
Authorized By	The name of the person authorizing the payment.	Optional.
Authorized Date	The date the payment authorization was entered. Enter the value in one of the following formats, where MM is fiscal month and YY is fiscal year: • MM/DD/YY • MM/DD/YYYY	• Optional. • If blank, defaults to the current date.

Field Name	Description	Features
Accounting Period	The accounting period in which this transaction is to be recorded. Enter the value in one of the following formats, where MM is fiscal month and YY is fiscal year: • MM/DD/YY • MM/DD/YYYY	• Optional. • If blank, defaults to the current date.
Reporting Accounting Period	The accounting period, in which this transaction should be reported, based on when the transaction should have been entered. Enter the value in one of the following formats, where MM is fiscal month and YY is fiscal year: • MM/DD/YY MM/DD/YYYY	• Optional. • If blank, defaults to the current date.
Batch Number	A free-form entry field that identifies the batch number associated with this transaction. Used to group multiple related documents together for offline processing and/or reporting purposes.	Optional.
Document Classification	The predefined group (found in the Document Classification Maintenance table) to which this transaction belongs.	Optional.
Security Org	The established security organization for the form.	System-maintained.
Additional Payee Name	The name of the additional vendor or employee receiving the disbursement.	Optional.
Accomplished Date	For inter-agency transfer payments, the date the direct fund transfer actually occurred. Enter the value in one of the following formats, where MM is fiscal month and YY is fiscal year: • MM/DD/YY • MM/DD/YYYY	Optional.
Suppress Printing (checkbox)	If checked, inhibits the ability to print the form.	• Optional. • Defaults to unchecked.

Field Name	Description	Features
Eligible for Offset (checkbox)	An option that indicates whether this payment should be considered for Treasury offset. Defaults from the vendor code.	• Optional. • Defaults to unchecked.
Description…(button)	Displays a free text field 255 characters long used to enter additional information about the transaction.	Optional.
Payment Adjustment Details(box)	Displays the Payment Adjustment Information.	Optional.

Table 75: Payment Authorization Header Page Field and Button Descriptions - Amounts (group box)

Field Name	Description	Features
Net Amount	The net amount of the payment accounting line.	System-maintained.
Cost + Fees Amount	The cost amount of the payment.	System-maintained.
Applied Prepayments	The amount of prepayments to be applied to this payment accounting line.	System-maintained.
Holdback Amount	Of the net authorized, the amount to be held back based on the contract terms.	System-maintained.
Prorate Amount	The prorate amount of the payment.	Optional.
Prorate (button)	Recalculated the document totals across all accounting lines while maintaining the same percentage amounts for each accounting line.	Unavailable unless an amount has been entered in the Prorate Amount field.

Table 76: Payment Authorization Header Page Field and Button Descriptions - Vendor (group box)

Field Name	Description	Features
Code	A unique code assigned to a specific vendor listed on the Vendor Maintenance table. The code is the TIN, except for foreign vendors and employees.	• Required. • The combination of vendor code and vendor address code must be valid in the Vendor Maintenance table.
Name	The name of the vendor.	• System-maintained. • Will default from the Vendor Maintenance table once the VendorCode has been specified.
More…(button)	Displays the Vendor Details window box that identifies address information about the vendor.	N/A

Table 77: Payment Authorization Header Page Field and Button Descriptions - Designated Agent (group box)

Field Name	Description	Features
Code	A unique code assigned to a specific vendor listed on the Vendor Maintenance table. The code is the TIN, except for foreign vendors and employees.	Optional.
Name	The name of the Designated Agent. This value will be defaulted from the Vendor Maintenance table once a Vendor Code is specified.	System-maintained.
More…(button)	Displays the Vendor Information window box that identifies address information about the Designated Agent.	N/A

22 Appendix B: Finance Direct Pay Checklist

22.1 Direct Pay Invoice Header Page

Table 78: Direct Pay Invoice Header Page

Validation	Description
FYI	Title = ACT Number
Verify	Received = Person receiving goods or services
FYI	Vendor "More" = Name and address on invoice
FYI	Remit to "More" = Name and address for payment (will normally be the same as above)
Verify	Alternate Payee = Should always be blank
Verify	Designated Agent = Assignee
FYI	Invoice Status = May contain status code
Verify	Invoice # = Invoice number (constructed for invoices without actual number)
Verify	Amounts "Net" = Amount of invoice, will determine the level of approval authority and whether contract reference is required
Verify	Vendor's Invoice Date = Actual date on the vendor's invoice
Verify	Log Date = Date that invoice was received
Verify	Description = Description of goods or services
Verify	Contract = Will contain contract number when appropriate
Verify	Terms = Contains discount terms from invoice
FYI	References = May contain reference document such as Purchase Request
FYI	Payment Adjustment = May contain code for administrative difference statement
FYI	Approvals = The person(s) applying the approvals

22.2 Direct Pay Invoice Disbursing Information Page

Table 79: Direct Pay Invoice Disbursing Information Page

Validation	Description
Verify	Disbursing Method = Method of disbursement

Validation	Description
Verify	Disbursing Office = Finance Center making payment
Verify	Inter-Agency Transfer Method = Will be populated if the Disbursing Method is Inter-Agency transfer.

22.3 Direct Pay Invoice Accounting Lines Page

Table 80: Direct Pay Invoice Accounting Lines Page

Validation	Description
Verify	Accounting = Accounting strip (**NOTE**: Object Class is inferred for Pegasys)
FYI	Reference = May be used to reduce BPA, Reservation, or Purchase Request
FYI	Agreement = May contain RWA or IBAA number
FYI	Period of Performance = May be used to indicate service dates
Verify	Payments “Accept/Delivery Dates” = Later of the delivery date or acceptance

23 Appendix C: Document Types

23.1 Document Type Usage and Definitions

23.1.1 Interface Document Types

Table 81: Interface Document Types

Code	Name	Subsystem	Description
1A	EAS - Request	Purchasing	N/A
1B	EAS - Order	Purchasing	A Non-Itemized Purchase Order form created in EAS and processed through the EAS-to-Pegasys Interface. 1B documents will not be manually entered.
1C	EAS - Receiving Report	Purchasing	A Non-Itemized Receiving Report form created in EAS and processed through the EAS-to-Pegasys Interface. 1C documents will not be manually entered.
1D	EAS - Itemized Request	Purchasing	An itemized Purchase Request form created in EAS and processed through the EAS-to-Pegasys Interface. 1D documents will not be manually entered.
1E	EAS - Itemized Order	Purchasing	An Itemized Purchase Order form created in EAS and processed through the EAS-to-Pegasys Interface. 1E documents will not be manually entered.
2A	ITOMS - Order	Purchasing	N/A
2B	ITOMS - Estimated Accrual	Purchasing	An Estimated Accrual form created in ITOMS and processed through the ITOMS-to-Pegasys Interface. 2B documents will not be manually entered.
2C	ITOMS - Receiving Report	Purchasing	A Non-Itemized Receiving Report form created in ITOMS and processed through the ITOMS-to-Pegasys Interface. 2C documents will not be manually entered.
2D	ITOMS - Itemized Order	Purchasing	N/A
2E	ITOMS - Itemized Receipt	Purchasing	An Itemized Receiving Report form created in ITOMS and processed through the ITOMS-to-Pegasys Interface. 2E documents will not be manually entered.

Code	Name	Subsystem	Description
4A	NEAR - Commitment	Purchasing	N/A
4B	NEAR - Obligation	Purchasing	N/A
4C	NEAR - Accrual	Purchasing	N/A
4D	NEAR - Payments	Accounts Payable	N/A
4J	NEAR Interfund	General Systems	N/A
4E	NEAR- Income	General Systems	N/A
4F	Payroll Commitment	General Systems	N/A
4G	Payroll Accrual	General Systems	N/A
4H	Payroll Payment	General Systems	N/A
4I	Labor Distribution	General Systems	N/A
4K	NEAR - Temporary Accrual	General Systems	N/A
4L	NEAR - Adjustment	General Systems	N/A
1VEN	Vendor - EAS	Reference Data	N/A
2VEN	Vendor - ITOMS	Reference Data	N/A
4VEN	Vendor - NEAR	Reference Data	N/A

23.1.2 Budgeting Document Types

Table 82: Budgeting Document Types

Code	Name	Subsystem	Description
AA	Appropriation	Budgeting	Represents a congressional appropriation or portion of a congressional appropriation.
A1	Appropriation	Budgeting	Represents a congressional appropriation or portion of a congressional appropriation.
A2	Apportionment	Budgeting	Represents the amount apportioned by OMB.
A3	Allotment	Budgeting	Represents the amount allotted to each lower budget level.
A4	Allowance	Budgeting	Represents a further breakdown of the budget.
A5	Operating Plan	Budgeting	Represents a further breakdown of the budget.
A6	Lower Level 1	Budgeting	Represents a further breakdown of the budget.
A7	Lower Level 2	Budgeting	Represents a further breakdown of the budget.
R1	Fund Level	Budgeting	Represents the highest level at which funds are distributed.
R2	Master Allowance	Budgeting	Represents the total availability established by operating expense projections.
R3	Allowance	Budgeting	Represents the total availability allowed to each budget level.
R4	Operating Plan	Budgeting	Represents a further breakdown of the budget.
R5	Lower Level Plan 1	Budgeting	Represents a further breakdown of the budget.
R6	Lower Level Plan 2	Budgeting	Represents a further breakdown of the budget.
BR	Budget Reprogramming	Budgeting	The budget reprogramming form is used to transfer budgetary resources between existing budget lines at the same budget level. For example, if you have two allotments, A and B, and want to move $100,000 from allotment A to allotment B, you would use the reprogramming form. The reprogramming form can be used to move resources between two different funds in Pegasys, but only if both funds are part of the same congressional appropriation (i.e., the funds must have the same Treasury symbol).

23.1.3 Purchasing Document Types

Table 83: Purchasing Document Types

Code	Name	Subsystem	Description
RS	Reservation	Purchasing	N/A
IQ	Itemized Request	Purchasing	N/A – Cannot be entered manually.
PR	Purchase Request	Purchasing	The request, usually the first step in the 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 non-itemized request, referred to as a Purchase Request form in Pegasys, 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.
RR	Purchase Request - RWA	Purchasing	N/A
TR	Training Request	Purchasing	The request, usually the first step in the 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.
FO	FSS - Itemized Purchase Order	Purchasing	N/A
FP	FSS - Non-Itemized Purchase Order	Purchasing	A Purchase Order form is created within Pegasys to record purchases that do not contain commodity line items. An FP document type indicates a non-itemized purchase order used by FSS.

Code	Name	Subsystem	Description
FW	FSS - Training Order	Purchasing	The Training Order form, used to obligate funds for training classes, is similar in appearance and functionality to other orders within Pegasys. The training order contains information such as the vendor supplying the training, the employee(s) attending the training, the date and time of the training, and the accounting line to charge for the training. An FW document type indicates a training order used by FSS.
FX	FSS - Non-Itemized Inter-Agency	Purchasing	A Purchase Order form is created within Pegasys to record purchases that do not contain commodity line items. An FX document type indicates a non-itemized purchase order used for inter-agency procurements.
FY	FSS - Prepaid Training Order	Purchasing	N/A
FZ	FSS - Itemized Inter-Agency	Purchasing	N/A
IX	Non-Itemized Inter-Agency	Purchasing	A Purchase Order form is created within Pegasys to record purchases that do not contain commodity line items. An IX document type indicates a non-itemized purchase order used for inter-agency procurements.
IZ	Itemized Inter-Agency	Purchasing	N/A
GO	GMA - Itemized Purchase Order	Purchasing	N/A
GP	GMA - Non-Itemized Purchase Order	Purchasing	A Purchase Order form is created within Pegasys to record purchases that do not contain commodity line items. A GP document type indicates a non-itemized purchase order used by GMA.
GW	GMA - Training Order	Purchasing	N/A
GX	GMA - Non-Itemized Inter-Agency	Purchasing	A Purchase Order form is created within Pegasys to record purchases that do not contain commodity line items. A GX document type indicates a non-itemized purchase order used for inter-agency procurements.

Code	Name	Subsystem	Description
GY	GMA - Prepaid Training Order	Purchasing	The Training Order contains information such as the vendor supplying the training, the employee(s) attending the training, the date and time of the training, and the accounting line to charge for the training.
GZ	GMA - Itemized Inter-Agency	Purchasing	An Itemized Purchase Order form contains commodity line items that include unit quantity and unit price information. Each commodity line item contains its own lines of funding. Orders may be associated with previously entered reservations or requests, and may later be connected to future receipts, invoices, and payments. A Contract Specialist, or an individual with purchasing authority, typically enters an order into Pegasys. A GZ document type indicates an itemized purchase order used for inter-agency procurements.
OO	Other - Itemized Purchase Order	Purchasing	N/A
OP	Other - Non-Itemized Purchase Order	Purchasing	A Purchase Order form is created within Pegasys to record purchases that do not contain commodity line items. An OP document type indicates a non-itemized purchase order used by someone other than the specified agencies or clients.
OW	Other - Training Order	Purchasing	N/A
OX	Other - Non-Itemized Inter-Agency	Purchasing	A Purchase Order form is created within Pegasys to record purchases that do not contain commodity line items. An OX document type indicates a non-itemized purchase order used for inter-agency procurements.
OY	Other - Prepaid Training Order	Purchasing	The Training Order contains information such as the vendor supplying the training, the employee(s) attending the training, the date and time of the training, and the accounting line to charge for the training.
OZ	Other - Itemized Inter-Agency	Purchasing	An OX document type indicates a non-itemized purchase order used for inter-agency procurements.

Code	Name	Subsystem	Description
PW	PBS - Training Order	Purchasing	N/A
PY	PBS - Prepaid Training Order	Purchasing	The Training Order contains information such as the vendor supplying the training, the employee(s) attending the training, the date and time of the training, and the accounting line to charge for the training.
TP	FTS - Non-Itemized Purchase Order	Purchasing	A Purchase Order form is created within Pegasys to record purchases that do not contain commodity line items. A TP document type indicates a non-itemized purchase order used by FTS.
TO	FTS - Itemized Purchase Order	Purchasing	An Itemized Purchase Order form contains commodity line items that include unit quantity and unit price information. Each commodity line item contains its own lines of funding. Orders may be associated with previously entered reservations or requests, and may later be connected to future receipts, invoices, and payments. A Contract Specialist, or an individual with purchasing authority, typically enters an order into Pegasys. A TO document type indicates an itemized purchase order used by FTS.
TW	FTS - Training Order	Purchasing	N/A
TX	FTS - Non-Itemized Inter-Agency	Purchasing	A Purchase Order form is created within Pegasys to record purchases that do not contain commodity line items. A TX document type indicates a non-itemized purchase order used for inter-agency procurements.
TY	FTS - Prepaid Training Order	Purchasing	The Training Order contains information such as the vendor supplying the training, the employee(s) attending the training, the date and time of the training, and the accounting line to charge for the training.

Code	Name	Subsystem	Description
TZ	FTS - Itemized Inter-Agency	Purchasing	An Itemized Purchase Order form contains commodity line items that include unit quantity and unit price information. Each commodity line item contains its own lines of funding. Orders may be associated with previously entered reservations or requests, and may later be connected to future receipts, invoices, and payments. A Contract Specialist, or an individual with purchasing authority, typically enters an order into Pegasys. A TZ document type indicates an itemized purchase order used for inter-agency procurements.
XO	Client - Itemized Purchase Order	Purchasing	N/A
XP	Client - Non-Itemized Purchase Order	Purchasing	N/A
XW	Client - Training Order	Purchasing	N/A
XX	Client - Non-Itemized Inter-Agency	Purchasing	N/A
XY	Client - Prepaid Training Order	Purchasing	N/A
XZ	Client - Itemized Inter-Agency	Purchasing	N/A
IG	Inter-Agency Purchase Request	Purchasing	N/A
IX	Non-Itemized Inter-Agency Order	Purchasing	An IX document type indicates a non-itemized order used for inter- agency procurements.
IT	Itemized Inter-Agency Order	Purchasing	N/A
RC	Receipt	Purchasing	N/A

Code	Name	Subsystem	Description
RK	Receipt - R6	Purchasing	A Receipt form (non-itemized) is created in Pegasys to record the receipt of purchases that do not contain commodity line items/Region 6.
RW	Receipt - R7	Purchasing	A Receipt form (non-itemized) is created in Pegasys to record the receipt of purchases that do not contain commodity line items/Region 7.
IC	Itemized Receipt - Region 6	Purchasing	N/A
IF	Itemized Receipt - Region 7	Purchasing	N/A
IK	Itemized Match Invoice 2-Way R6	Purchasing	N/A
IW	Itemized Match Invoice 2-Way R7	Purchasing	Requires match of order and invoice from vendor for payment/Region 7.
I6	Itemized Match Invoice 3-Way R6	Purchasing	N/A
I7	Itemized Match Invoice 3-Way R7	Purchasing	N/A
MK	Match Invoice 2- Way R6	Purchasing	Requires match of order and invoice from the vender for payment/Region 6.
MW	Match Invoice 2- Way R7	Purchasing	Requires match of order and invoice from the vender for payment/Region 7.
M6	Match Invoice 3- Way R6	Purchasing	Requires match of order, invoice, and receipt for payment/Region 6.
M7	Match Invoice 3- Way R7	Purchasing	Requires match of order, invoice, and receipt for payment/Region 7.
IN	Non-Match Invoice	Purchasing	N/A
DX	Finance Direct Pay	Purchasing	N/A

Code	Name	Subsystem	Description
DK	Finance Direct Pay - Region 6	Purchasing	Direct payments for finance users in Region 6.
DW	Finance Direct Pay - Region 7	Purchasing	Direct payments for finance users in Region 7.
D6	Direct Pay - Region 6	Purchasing	Direct payments from non-finance that use Region 6/used by Services.
D7	Direct Pay - Region 7	Purchasing	Direct payments from non-finance that use Region 7/used by Services.

23.1.4 Accounts Payable Document Types

Table 84: Accounts Payable Document Types

Code	Name	Subsystem	Description
PA	Payment Authorization	Accounts Payable	N/A
P6	Payment Authorization	Accounts Payable	The Payment Authorization code for finance/ Region 6.
P7	Payment Authorization	Accounts Payable	The Payment Authorization code for finance/ Region 7.
HR	Payment Authorization	Accounts Payable	N/A
OC	Payment Authorization	Accounts Payable	The Payment Authorization code for Conversion only.

23.1.5 Project Cost Accounting

Table 85: Project Cost Accounting

Code	Name	Subsystem	Description
IB	IBAA	Project Cost Accounting System	N/A

Code	Name	Subsystem	Description
ED	External Direct Agreement	Project Cost Accounting System	N/A
ID	Internal RWA	Project Cost Accounting System	N/A

23.1.6 General Ledger

Table 86: General Ledger

Code	Name	Subsystem	Description
JV	Journal Voucher	General Ledger	The Pegasys journal voucher transaction is used whenever you need to record non-standard accounting transactions in Pegasys. These transactions include: • Miscellaneous events not handled by other subsystems such as recording the financial impact of events that took place in a system other than Pegasys. • Transactions that should be automatically reversed later such as a monthly payroll accrual amount. • Transactions that reclassify accounts (i.e., alter the accounting distribution on a processed transaction). • Period-end adjustments such as entries required to close your books at year-end. • Non-standard accruals such as work-in-progress accruals. Balance sheet transfers that may include, for example, the transfer of the cost of a capitalized item and its depreciation from on 2. • Users can modify JV to allow a miscellaneous reference to all transactions processed via document processing (where appropriate) from one part of your agency to another.

Code	Name	Subsystem	Description
SV	Standard Voucher	General System	• The Standard Voucher is used to record miscellaneous accounting transactions that are not included in any of the other Pegasys subsystems. • As on most other Pegasys transactions, a transaction type is entered on the Standard Voucher that Pegasys uses to determine system updates to perform in Pegasys. The Standard Voucher updates any affected budget lines, plans, and projects based on the accounting event derived from the voucher's entered transaction type. i.e., a Standard Voucher that is used to record an obligation (e.g., its transaction type points to an obligation accounting event) updates the unliquidated obligation amount for the affected budget line and increases the obligation amount in any corresponding plans and projects. • Examples of uses of the Standard Voucher include: Recording budget adjustments. • Changing the accounting distribution for a transaction Recording FTE usage. • Users can modify SV to allow a miscellaneous reference to all transactions processed via document processing (where appropriate).
VENC	Vendor Contracting Officer	Reference Data	N/A
VENF	Vendor-Finance	Reference Data	N/A

23.1.7 Vendor Document Types

Table 87: Vendor Document Types

Code	Name	Subsystem	Description
VENC	Vendor Contracting Officer	Reference Data	N/A

Code	Name	Subsystem	Description
VENF	Vendor-Finance	Reference Data	N/A

23.1.8 Conversion Document Types

Table 88: Conversion Document Types

Code	Name	Subsystem	Description
VC01-VC37	Vendor-NEAR	Reference Data	N/A

24 Appendix D: Action Code Crosswalk

24.1 General Action Code Crosswalk

Table 89: General Action Code Crosswalk

DTYP	Reference Flag	Action Code
1B	F	30
1C	F	A5
1C	T	A1
1E	F	30
1F	F	A5
1F	T	A1
2A	F	30
2B	F	A5
2B	T	A1
2C	F	A5
2C	T	A1
2D	F	30
2E	F	A5
2E	T	A1
CI	F	30
CI	T	30
CL	F	30
CL	T	30
CP	F	85
CP	F	87
CP	F	88
CP	F	M9
CP	T	81
CP	T	87

DTYP	Reference Flag	Action Code
CP	T	88
CP	T	M9
CT	F	30
CT	T	30
DC	F	A5
DC	T	A1
DI	F	A5
DI	T	A1
DP	F	A5
DP	T	A1
FO	F	30
FP	F	30
FW	F	30
FX	F	30
FY	F	30
FZ	F	30
GO	F	30
GP	F	30
GW	F	30
GW	T	30
GX	F	30
GY	F	30
GZ	F	30
HR	T	D8
HR	T	M8
IC	F	A5
IC	T	A1
IF	F	A5

DTYP	Reference Flag	Action Code
IF	T	A1
IG	F	30
IT	F	30
IX	F	30
OO	F	30
OP	F	30
OW	F	30
OX	F	30
OY	F	30
OZ	F	30
PO	F	30
PP	F	30
PW	F	30
PX	F	30
PY	F	30
PZ	F	30
RC	F	A5
RC	T	A1
RK	F	A5
RK	T	A1
RW	F	A5
RW	T	A1
TO	F	30
TP	F	30
TW	F	30
TX	F	30
TY	F	30
TZ	F	30

DTYP	Reference Flag	Action Code
XO	F	30
XP	F	30
XW	F	30
XX	F	30
XY	F	30
XZ	F	30
ZO	F	30
ZP	F	30
ZW	F	30

24.2 Credit Card Payment Action Code Crosswalk

NOTE: Action Code M9's are created for the Prepayment batch job documents. Action Code 81s are created when a Credit Card payment references a Credit Card Log (CI, CT, or CL). An Action Code of 85 is created when a payment references only an accounting template. Whenever an Action Code of 81 or 85 is created, an 88 is created to reimburse the Credit Card suspense fund (206X). If an 81- or 85- credit is applied to an account, then an 87 is created to debit the suspense fund.

Table 90: Credit Card Payment Action Code Crosswalk

Document Type	Transaction Type	Reference Flag	Susp Fund Flag	Line Type	Pay Line Type	Action Code
CP	01	F	T	NR	NR	87
CP	01	T	T	NR	NR	87
CP	01	F	T	NR	PP	M9
CP	01	T	T	NR	PP	M9
CP	03	T	F	CR	NR	81
CP	03	T	F	NR	NR	81
CP	03	F	F	CR	NR	85
CP	03	F	F	NR	NR	85
CP	01	F	T	CR	NR	88
CP	01	T	T	CR	NR	88

Document Type	Transaction Type	Reference Flag	Susp Fund Flag	Line Type	Pay Line Type	Action Code
CP	05	T	F	CR	NR	81
CP	05	T	F	NR	NR	81
CP	05	F	F	CR	NR	85
CP	05	F	F	NR	NR	85
CP	03	F	T	CR	NR	88
CP	03	T	T	CR	NR	88

24.3 Payment Authorization Crosswalk

Table 91: Payment Authorization Crosswalk

DTYP	REF FL	Disb Meth	Pay TYP	Pay Line LYP	Action Code
P6	F	C	CHECK	MI	D2
P6	F	C	CHECK	NR	D2
P6	F	C	CHECK	PN	D2
P6	F	C	EFT	MI	D2
P6	F	C	EFT	NR	D2
P6	F	C	EFT	PN	D2
P6	F	C	IPAC	MI	D2
P6	F	C	IPAC	NR	D2
P6	F	C	IPAC	PN	D2
P6	F	I	IPAC	NR	G5
P6	F	I	N/A	NR	G5
P6	F	N	N/A	MI	M2
P6	F	N	N/A	NR	M2
P6	F	N	N/A	PN	M2
P6	T	C	CHECK	MI	D1
P6	T	C	CHECK	NR	D1
P6	T	C	CHECK	PN	D1

DTYP	REF FL	Disb Meth	Pay TYP	Pay Line LYP	Action Code
P6	T	C	EFT	MI	D1
P6	T	C	EFT	NR	D1
P6	T	C	EFT	PN	D1
P6	T	C	IPAC	MI	D1
P6	T	C	IPAC	NR	D1
P6	T	C	IPAC	PN	D1
P6	T	I	IPAC	NR	G1
P6	T	I	N/A	NR	G1
P6	T	N	N/A	MI	M1
P6	T	N	N/A	NR	M1
P6	T	N	N/A	PN	M1
P7	F	C	CHECK	MI	D2
P7	F	C	CHECK	NR	D2
P7	F	C	CHECK	PN	D2
P7	F	C	EFT	MI	D2
P7	F	C	EFT	NR	D2
P7	F	C	EFT	PN	D2
P7	F	C	IPAC	MI	D2
P7	F	C	IPAC	NR	D2
P7	F	C	IPAC	PN	D2
P7	F	I	IPAC	NR	G5
P7	F	I	N/A	NR	G5
P7	F	N	N/A	MI	M2
P7	F	N	N/A	NR	M2
P7	F	N	N/A	PN	M2
P7	T	C	CHECK	MI	D1
P7	T	C	CHECK	NR	D1
P7	T	C	CHECK	PN	D1

DTYP	REF FL	Disb Meth	Pay TYP	Pay Line LYP	Action Code
P7	T	C	EFT	MI	D1
P7	T	C	EFT	NR	D1
P7	T	C	EFT	PN	D1
P7	T	C	IPAC	MI	D1
P7	T	C	IPAC	NR	D1
P7	T	C	IPAC	PN	D1
P7	T	I	IPAC	NR	G1
P7	T	I	N/A	NR	G1
P7	T	N	N/A	MI	M1
P7	T	N	N/A	NR	M1
P7	T	N	N/A	PN	M1