# United States Department of Agriculture

# Travel Relocation Pegasys 7.8

# User Guide

Contract: # HHSN316201200011W

Order # AG-3144-D-16-0278

Version 4.0

March 2021

# Table of Contents

Table of Contents ..... 1
Table of Figures ..... 3
Revision Log ..... 5
1 Introduction ..... 7
2 Travel Relocation Transactions ..... 8
2.1 How Do I Record A Travel Relocation Obligation? ..... 8
2.2 How Do I Deobligate or Increase the Amount(s) On a Travel Relocation Obligation? ..... 11
2.3 How Do I Process a Document Level Reorganization? ..... 14
2.4 How Do I Process a Novation On a Travel Relocation Obligation? ..... 14
2.5 How Do I Record a Travel Advance To an Employee? ..... 15
2.6 How Do I Record Vouchers from the Employee and Invoices from Third-Party Vendors? ..... 19
2.7 How Do I Create a Payment To the Employee and to a Third-Party Vendor? ..... 23
2.8 How Do I Record a Payment Paid Via a Manual Schedule? ..... 26
2.9 How Do I Record Claims, Transfers, and Refunds? ..... 31
2.9.1 How Do I Record a Cost Transfer? ..... 31
2.9.2 How Do I Record an Advance Refund? ..... 34
2.9.3 How Do I Record an Expenditure Refund? ..... 36
2.10 How Do I Record a Travel Relocation Estimated Accrual? ..... 39
3 Disbursement Cancellations ..... 43
3.1 How Do I Replace A Payment Exactly As It Was? ..... 43
3.2 How Do I Reissue A Payment With Newly Calculated Interest, Penalty, Or Discount Amounts? ..... 43
3.3 How Do I Delete A Payment And Re-Open The Purchasing Chain? ..... 43
3.4 How Do I Delete A Payment And Close The Purchasing Chain? ..... 44
3.5 How Do I Delete Payments With An Applied Prepayment Amount? ..... 44
3.6 Disbursement Cancellation Steps ..... 44
3.6.1 How Do I Create a Payment Cancellation Document? ..... 44
3.6.2 How Do I Cancel A Reissued Payment In Cases Where There Was An Applied Prepayment? ..... 48
3.6.3 How Do I Delete a Disbursement Cancellation Form? ..... 49
3.6.4 How Do I Update the Disbursements Cancellations Awaiting Reconciliation Query? 51

4 Reports .....53
4.1 How Do I View A Report? .....53
4.2 What Is the Processed Travel Documents Report? .....54

# Table of Figures

Figure 1: New Travel Order....8
Figure 2: New Order Form....9
Figure 3: New Header Accounting Line....10
Figure 4: Header Accounting Line Form....10
Figure 5: New Amendment Order....11
Figure 6: Travel Relocation Obligation Amendment....12
Figure 7: Header Accounting Line....13
Figure 8: Change Amount....13
Figure 9: New Payment Authorization....15
Figure 10: New Payment Authorization Form....16
Figure 11: Payment Authorization Header Accounting Lines....17
Figure 12: New Invoice....19
Figure 13: New Travel Relocation Voucher/Invoice....21
Figure 14: Voucher Header Accounting Lines....22
Figure 15: Disbursing Information....29
Figure 16: Disbursing Information (Continued)....30
Figure 17: New Payment Authorization....32
Figure 18: New Payment Authorization Form....37
Figure 19: Payment Authorization Header Accounting Line....37
Figure 20: Disbursing Information Tab....38
Figure 21: New Estimated Accrual....40
Figure 22: New Estimated Accrual Document....41
Figure 23: New Disbursement Cancellation Creation....45
Figure 24: Disbursement Cancellation Form....46
Figure 25: Disbursement Cancellation Accounting Lines....46
Figure 26: Disbursement Cancellation Accounting Line....47
Figure 27: Cancelling a Payment....48
Figure 28: Deleting a Payment....49
Figure 29: Cancelling a Disbursement Cancellation....50
Figure 30: Disbursement Cancellations Awaiting Reconciliation Query....51
Figure 31: View Reports....53

Figure 32: Processed Purchasing Documents Report Output .....54

# Revision Log

| Date | Version | Description | Author | Reviewer | Review Date |
|---|---|---|---|---|---|
| 2/11 | .1 | Original Draft | • Danielle Becker | • Tegan Dinardo | 1/11 |
| 1/18 | 1.0 | Revision 1.0 - updated to reflect the following changes for Pegasys 7.5.1 Upgrade:<br>• Applied 508 standards and performed testing.<br>• Updated screen shots and provided Alternate Text.<br>• Applied formatting and alt text updates. | • Jason Pfaff | • Marice Grissom<br>• Maryann Lin<br>• Jenny Lewis | • 9/17<br>• 10/17 |
| 5/18 | 2.0 | Addressing Comments:<br>• Added Figure 16: Disbursing Information (Continued)<br>• Removed Section 2.91, Section 2.92, and Section 3<br>• Re-Updated TOC and TOF | • Anthony Perrone<br>• Jason Pfaff | • Marice Grissom<br>• Maryann Lin<br>• Jenny Lewis | 5/18 |
| 11/20 | 3.0 | Updated to reflect the following changes for the Pegasys 7.8 Upgrade:<br>▪ Applied 508 standards and performed testing.<br>▪ Updated Figures for User Experience: 3, 7, 11, 14, 19, 25.<br>▪ Updated Figures for new fields: 2, 6, 10, 12, 18, 26, 27, 28, 30. | • Veronica Braxton | • Marice Grissom | 11/20 |

| Date | Version | Description | Author | Reviewer | Review Date |
|---|---|---|---|---|---|
| 2/21 | 4.0 | Updated to reflect the following changes for the Pegasys 7.8 Upgrade:<br>▪ Applied USDA/GSA comments dated 12/10/20.<br>▪ Added Figure 26 for the Disbursement Cancellation Accounting Lines screen. | • Marice Grissom | • Mittie Boyer<br>• Joseph Elliott | 2/21 |
| 3/21 | 5.0 | Updated to reflect the following changes for the Pegasys 7.8 Upgrade:<br>▪ Applied USDA/GSA comments dated 2/26/21. | • Marice Grissom | • Joseph Elliott | 3/21 |

# 1 Introduction

This user guide provides step-by-step instructions for entering obligations, travel advances, invoices, and payments. Other topics include recording manual schedules, canceling disbursements, and reviewing reports.

There are several Pegasys resources available. This includes the Purchasing User Guide, the Automated Disbursements User Guide, and online help. The user guides are available on the Pegasys portal: https://corporateapps.gsa.gov/applications/financial-apps/pegasys/.

# 2 Travel Relocation Transactions

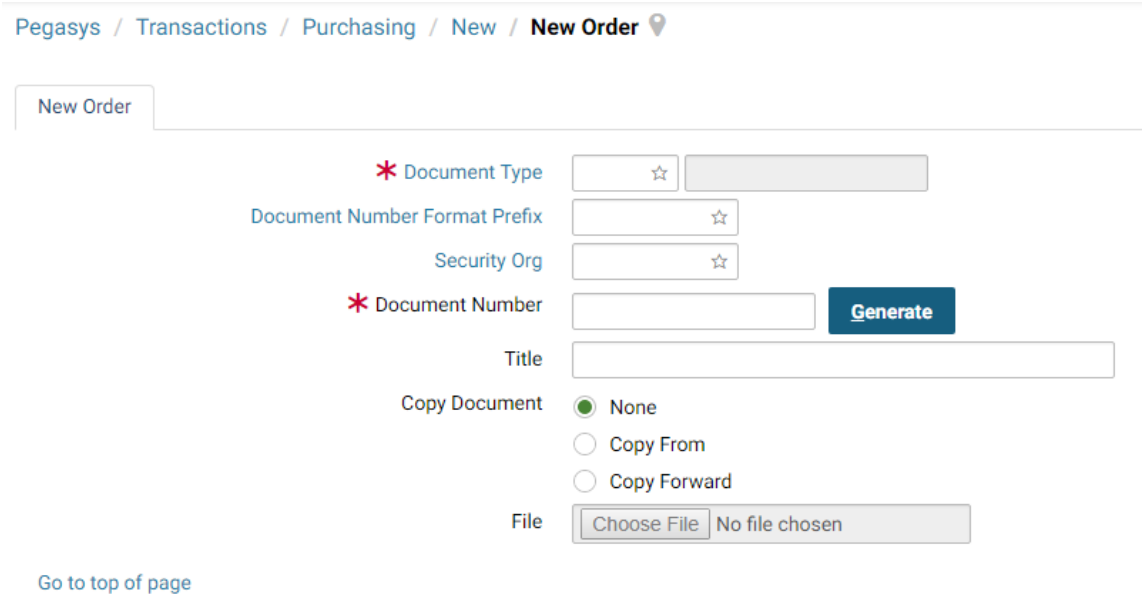
After an employee submits the necessary paperwork for their travel relocation needs, it is necessary to record the obligation in Pegasys. A specific document type and vendor must be used. If the employee requires a travel advance, this must be recorded in Pegasys as well. This is accomplished by processing a payment document with a Prepayment Line Type. When the employee sends in vouchers, it will be necessary to record invoices and payments for these transactions. It is possible to apply the whole travel advance or portions of the advance toward these payments so that the correct amount is disbursed to the employee. Invoices and payments will also be recorded for third-party vendors.

Instructions for recording all of these transactions are included in this guide.

## 2.1 How Do I Record A Travel Relocation Obligation?

1. Select **Transactions - Purchasing - New - Order** from the menu bar.

**Figure 1: New Travel Order**




**NOTE:** The **New Order** tab will be displayed.

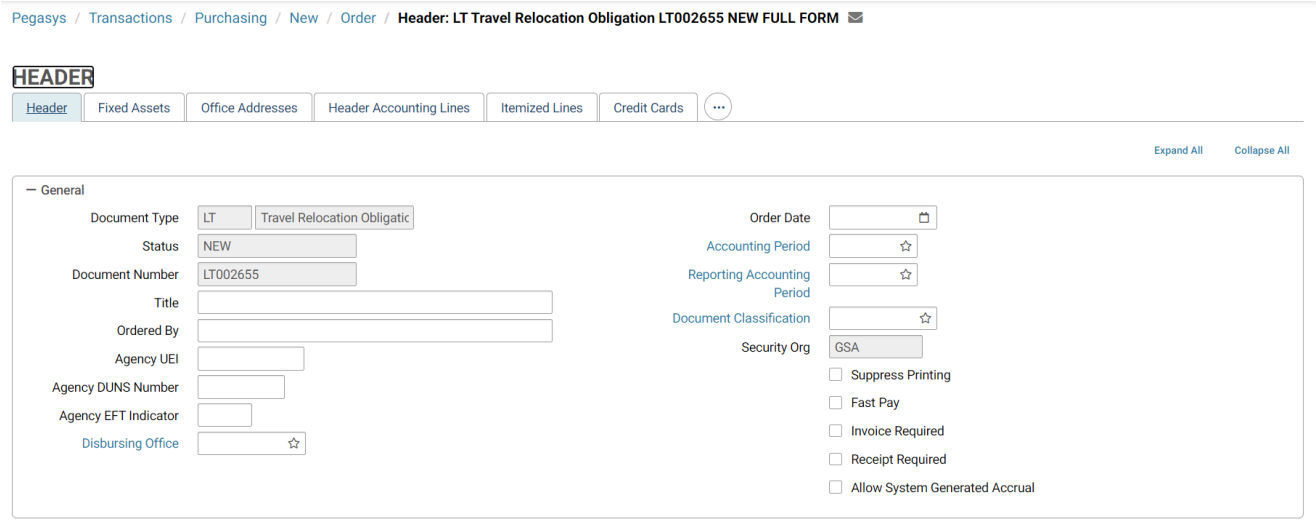
2. Enter **LT** in the **Document Type** textbox. Press the **[Tab]** key once **- Travel Relocation Obligation** will automatically appear in the **Document Type Name** textbox.

   To generate a **Document Number** select the **Generate** button. A unique document number will be generated in the **Document Number** field. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

3. Select the **Finish** button.

**NOTE:** The **Header** page of the **LT*- Travel Relocation Obligation** form will be displayed.

**Figure 2: New Order Form**




4. Enter the **Authorization Number** in the **Title** field.
5. Enter your name in the **Ordered By** field.

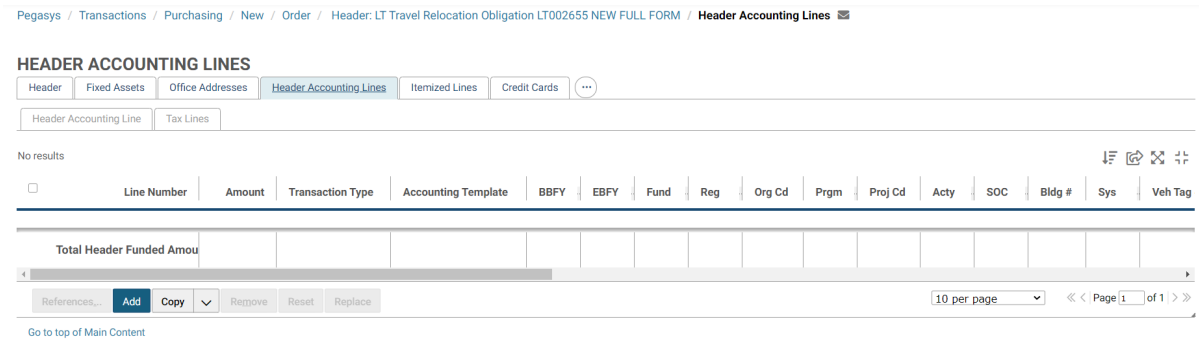
   **NOTE:** Order Date, Acctg Period, and Reporting Acctg Period fields will default to the current date and period when the form is Verified or Processed.

6. In the Vendor **Code** field, enter the miscellaneous vendor, **RELO**. Press the **[Tab]** key to populate the **Address Code** and **Name** fields automatically.

   **NOTE:** It is necessary to use this specific miscellaneous vendor in Pegasys so that payments to multiple vendors (i.e., the employee and third-party vendors) may be made at a later point.

7. In the **Remit to Address** field, enter the **RELO** address code, **00001**.
8. In the **Designated Agent** field, enter the address code if applicable or select the **Default** button.
9. In the **Description** field, enter the name of the employee for whom this order is being created.
10. The **Extended Description** text field allows for 60,000 characters (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.

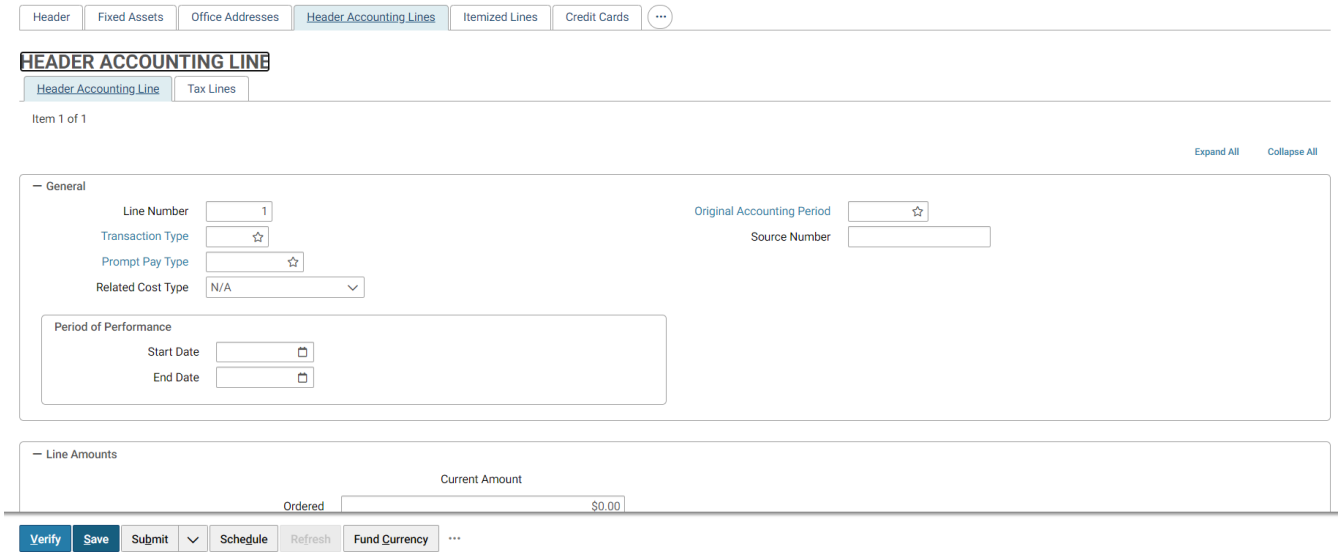
**Figure 3: New Header Accounting Line**




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

12. Select the **Add** button.
13. The **Header Accounting Line** page displays.

**Figure 4: Header Accounting Line Form**




14. In the **Line Amounts** group box, enter the desired dollar amount in the **Ordered** field.
15. In the **Accounting Dimensions** group box, select the Favorites icon in the **Template** field. Either select a preexisting favorite or select the Search link.
16. If searching for a template, enter search criteria, select the appropriate accounting template, and then select the **Select** button.
17. Select the **Default** button. The appropriate fields will be populated and additional fields may be required. Enter as needed. One example of an additional field is the BETC field.
18. In the Accounting Dimensions group box, select the **Default** button to default the Withholding Type accounting strip.
19. Select the **Header Accounting Lines** link.

20. Add additional lines as appropriate by repeating Steps 11-19.
21. To view a summary of the header accounting lines, select the **Summary** tab. 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 remove a line or multiple lines, select the line (s) and select the Delete button.
22. Select the **Verify** button. Any errors will be displayed. Correct the errors.

    **NOTE**: Forms in Held and Rejected status can be routed for review prior to submission. When initiating a review, the form can be routed to one or more reviewers in the Review Form Modal Window. Reviewers then can enter comments and/or suggest changes to the form. Users can accept/reject individual comments or reply to document a resolution. The Review Form Workflow & Commenting QRG (https://corporateapps.gsa.gov/applications/financial-apps/pegasys/) provides more details.

    a. Select the **Submit** button.

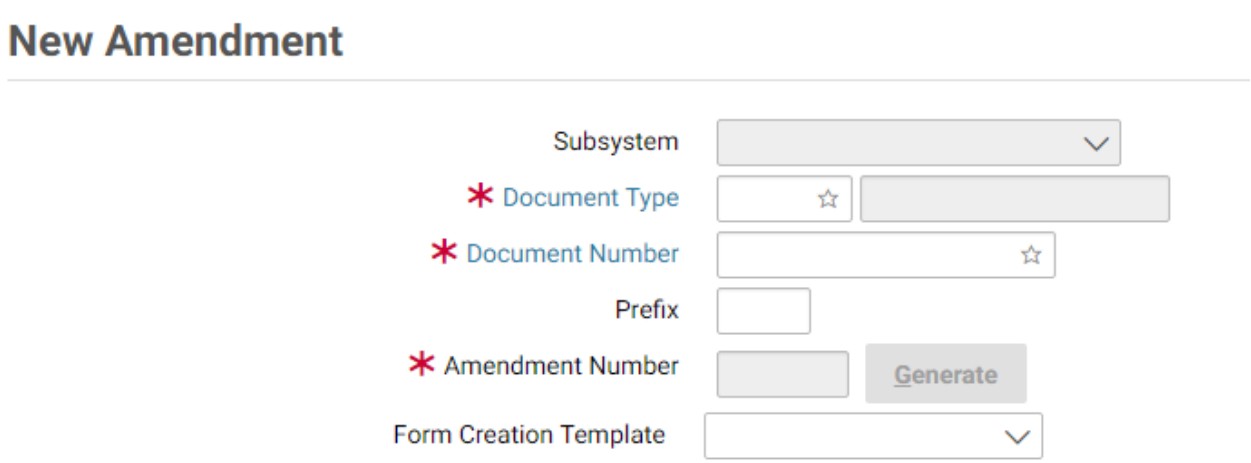
       **NOTE**: To set a Workflow Priority of Urgent when submitting a form for approval, select Submit then Urgent.

       Pegasys will display the message, "Form was submitted for processing successfully."

## 2.2 How Do I Deobligate or Increase the Amount(s) On a Travel Relocation Obligation?

1. Select **Transactions - Purchasing - Amend - Order** from the menu bar.

**Figure 5: New Amendment Order**

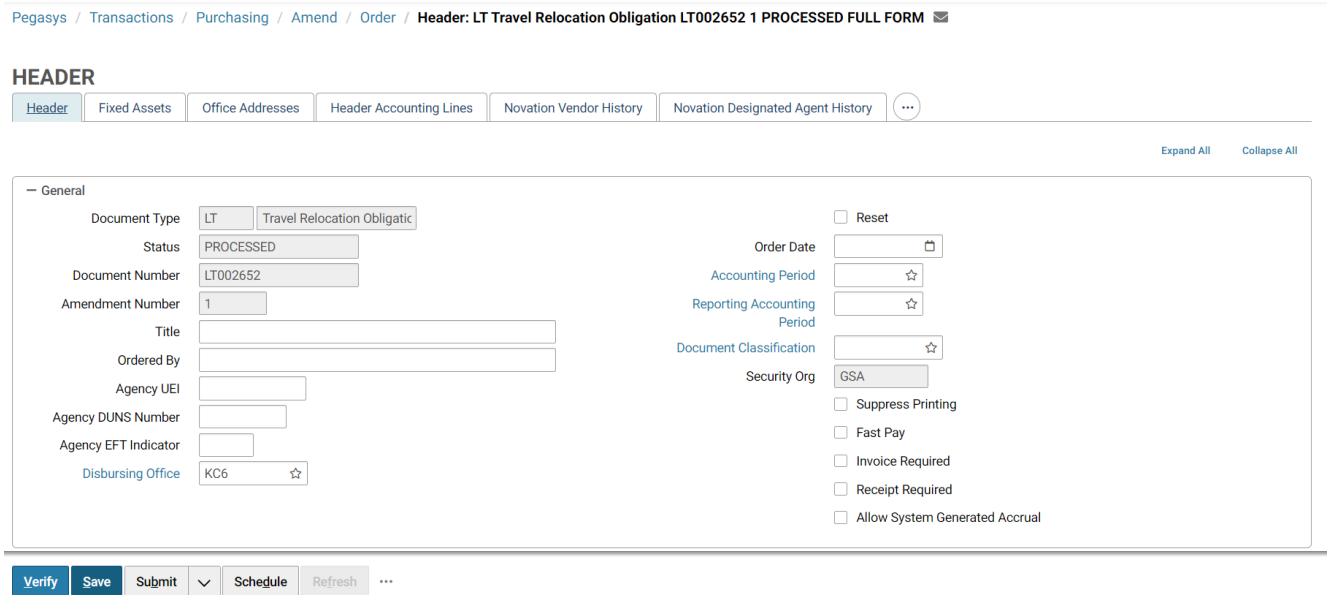



**NOTE:** The **New Amendment** page will be displayed.

2. Enter **LT** in the **Document Type** textbox. Press the [**Tab**] key once - **Travel Relocation Obligation** will automatically appear in the **Document Type Name** textbox.
3. Enter the **Document Number** of the LT document in the **Document Number** textbox.

   **NOTE:** If you do not know your document number, then you may select the Document link to search for it.
4. Enter the **amendment number** in the **Amendment Number** textbox.
5. Select the **OK** button.

**Figure 6: Travel Relocation Obligation Amendment**

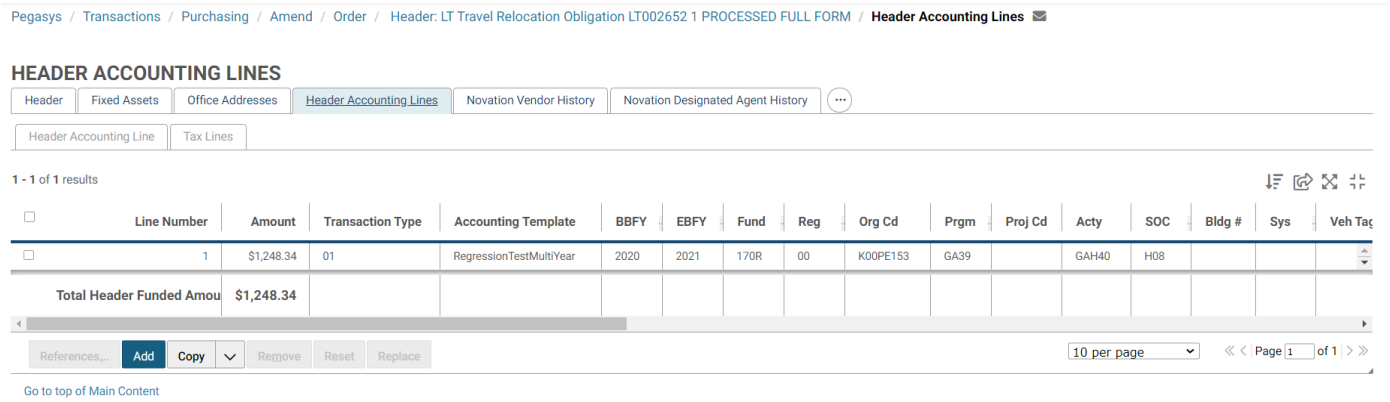



**NOTE:** The **Header** page of the **LT- Travel Relocation Obligation** form will be displayed.

6. Scroll down to the **Amendment Information** section. Enter the **Date** and amendment **Justification**.

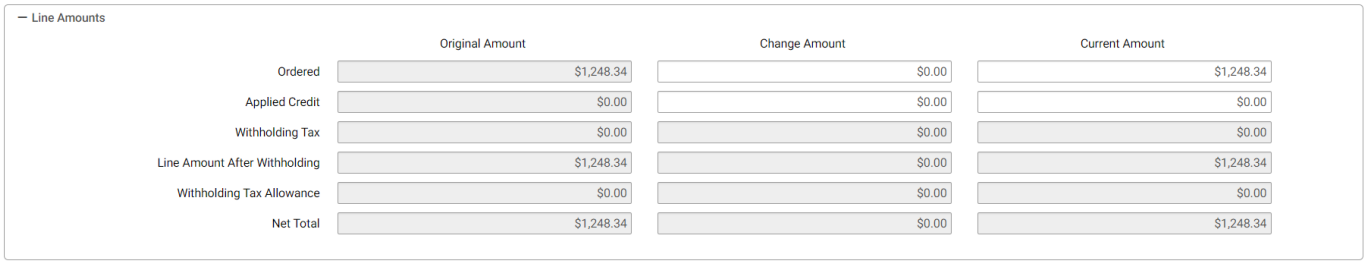
   **NOTE:** You may select the **Date** hyperlink to bring up a calendar from which you may select the date, or you may type the date (including "/") into the textbox.
7. Select the **Header Accounting Lines** tab.

**Figure 7: Header Accounting Line**




8. Select the line to deobligate or increase the amount, and then select the **Header Accounting Line** link.
9. The **Header Accounting Line** page displays.

**Figure 8: Change Amount**




10. In the **Line Amounts** section, enter one of the following:
    a. The **change amount** of the line in the **Change Amount** textbox; or
    b. The new **total amount** of the line in the **Current Amount** textbox; and then
    c. Press the **[Tab]** key once to default the remaining **Amount** field.
11. Select the **Verify** button. Any errors will be displayed. Correct the errors.

    **NOTE**: Forms in Held and Rejected status can be routed for review prior to submission. When initiating a review, the form can be routed to one or more reviewers in the Review Form Modal Window. Reviewers then can enter comments and/or suggest changes to the form. Users can accept/reject individual comments or reply to document a resolution. The Review Form Workflow & Commenting QRG (https://corporateapps.gsa.gov/applications/financial-apps/pegasys/) provides more details.
12. Select the **Submit** button.

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

    Pegasys will display the message, "Form was submitted for processing successfully."

## 2.3 How Do I Process a Document Level Reorganization?

Please review the Document Level Reorganization User Guide, which provides step-by-step procedures for creating a document level reorganization and executing the reorganization reports.

## 2.4 How Do I Process a Novation On a Travel Relocation Obligation?

1. Select **Transactions** - **Purchasing** - **Amend** - **Order** from the menu bar.

   **NOTE:** The **New Amendment** page will be displayed. See **Figure 5**.

2. Enter **LT** in the **Document Type** textbox. Press the **[Tab]** key once **- Travel Relocation Obligation** will automatically appear in the **Document Type Name** textbox.

3. Enter the document number of the LT document in the **Document Number** textbox.

   **NOTE:** If you do not know your document number, then you may select the **Document** link, search for the document number, and select **Select**.

4. Enter the amendment number in the Amendment Number textbox.

5. Select the OK button.

   **NOTE:** The Header page of the LT - Travel Relocation Obligation form will be displayed. See **Figure 6**.

6. Scroll down to the **Amendment Information** section. Enter the **Date** and amendment **Justification**.

   **NOTE:** You may select the **Date** hyperlink to bring up a calendar from which you may select the date, or you may type the date (including "/") into the textbox.

7. Scroll down to the **Novate Vendor** group box. Enter the date in the **Novation Date** field.

   **NOTE:** You may select the **Novation Date** hyperlink to bring up a calendar from which you may select the date, or you may type the date (including "/") into the textbox.

8. In the **Remit To Vendor Address** group box, enter the vendor's **Remit To Address** in the **Address Code** field.

   **NOTE:** You may select the **Remit To Address** hyperlink to search for the appropriate remit to address, or you may type the remit to address in the textbox.

9. In the **Vendor** group box, enter the vendor's **code** and **address code**.

   **NOTE:** To search for a vendor, select the **Code** hyperlink. The **Search -Vendor** page will be displayed. Enter the appropriate search criteria and select the **Search** button. From the search results, select the vendor record you wish to add to the form.

10. Select the **Verify** button. Any errors will be displayed. Correct the errors.

**NOTE**: Forms in Held and Rejected status can be routed for review prior to submission. When initiating a review, the form can be routed to one or more reviewers in the Review Form Modal Window. Reviewers then can enter comments and/or suggest changes to the form. Users can accept/reject individual comments or reply to document a resolution. The Review Form Workflow & Commenting QRG (https://corporateapps.gsa.gov/applications/financial-apps/pegasys/) provides more details.

11. Select the **Submit** button.

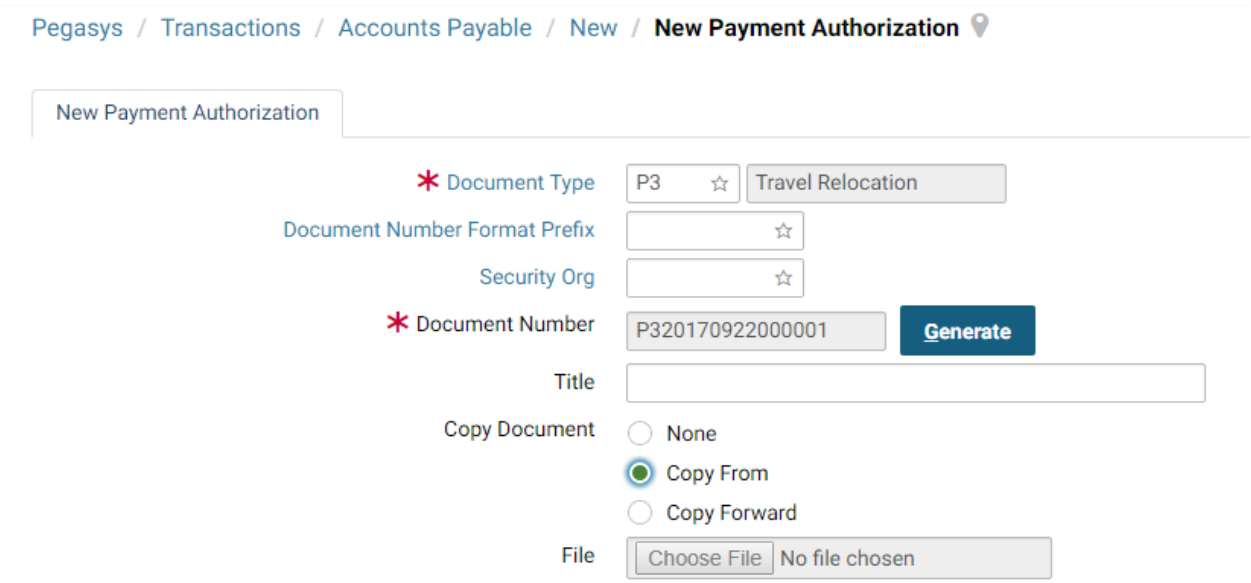
    **NOTE**: To set a Workflow Priority of Urgent when submitting a form for approval, select Submit then Urgent.

    Pegasys will display the message, "Form was submitted for processing successfully."

## 2.5 How Do I Record a Travel Advance To an Employee?

1. Select **Transactions - Accounts Payable - New - Payment Authorization** from the menu bar.

**Figure 9: New Payment Authorization**




**NOTE:** The **New Payment Authorization** tab will be displayed.

2. Enter **P3** in the **Document Type** textbox. Press the **[Tab]** key once **-Travel Relocation** will automatically appear in the **Document Type Name** textbox. Enter a number in the **Document Number** field.

   To generate a **Document Number** select the **Generate** button. A unique document number will be generated in the **Document Number** field. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

3. Select the **Copy Document -Copy Forward** radio button. Select the **Next** button.

**NOTE:** The **Copy Forward** tab will be displayed.

4. Enter **LT** in the **Document Type** field. Enter the **LT-Travel Relocation Obligation** number that is to be referenced in the **Document Number** field. Select **Search** and then select the appropriate document.

   The user may select the **Choose which lines to copy** radio button and copy forward selected lines of the document.

   a. Select the **Next** button.

      **NOTE:** The **Choose Accounting Lines** tab will be displayed.

   b. Select to add a checkmark next to the lines that you want copied forward, then select **Next**.

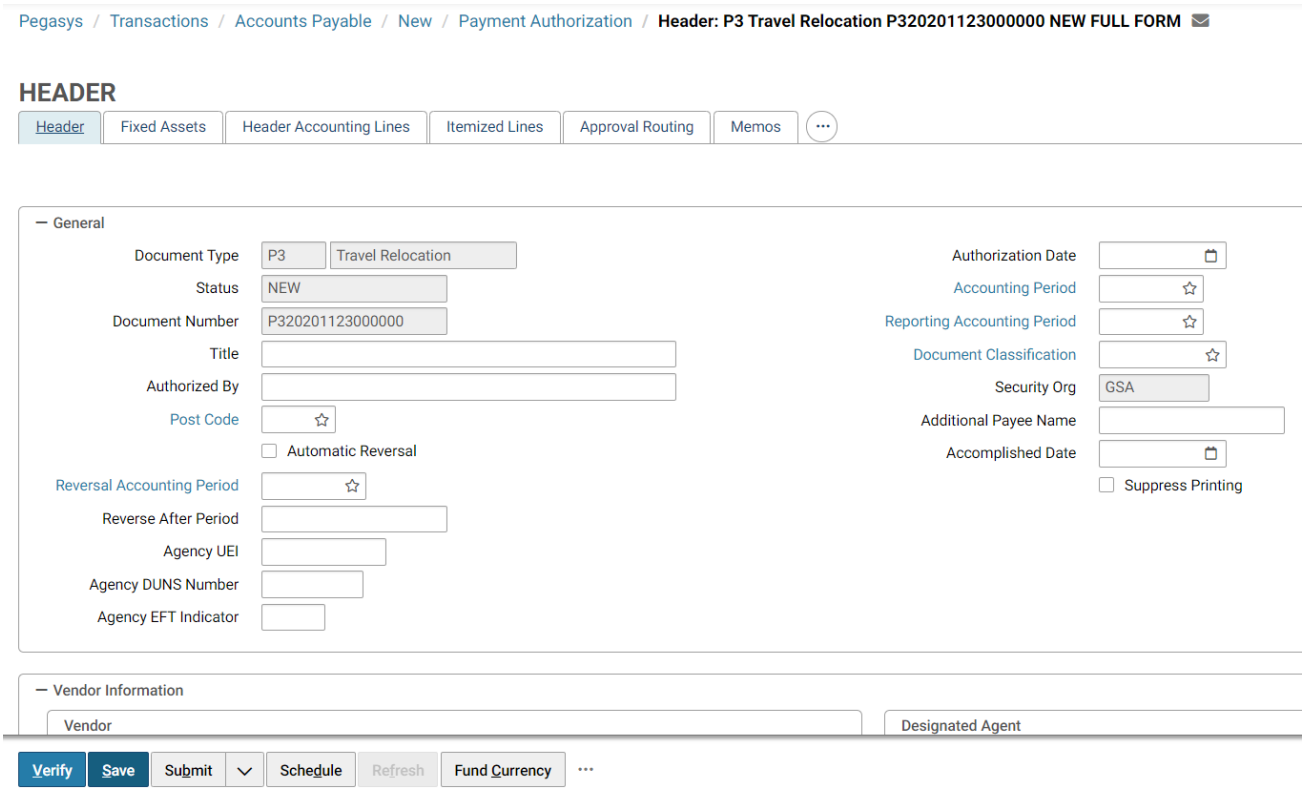
      **NOTE:** The **Choose Itemized Lines** tab will be displayed.

   c. If Itemized lines have been created, select to add a checkmark next to the lines that you want copied forward.

5. Select the **Finish** button.

   **NOTE:** The **Header** page of the **P3 - Travel Relocation** form will be displayed. Information entered on the **LT** will be displayed on the **P3**, including the employee's name under the **Description** button.

**Figure 10: New Payment Authorization Form**




6. Enter your name in the **Authorized By** field, if applicable.

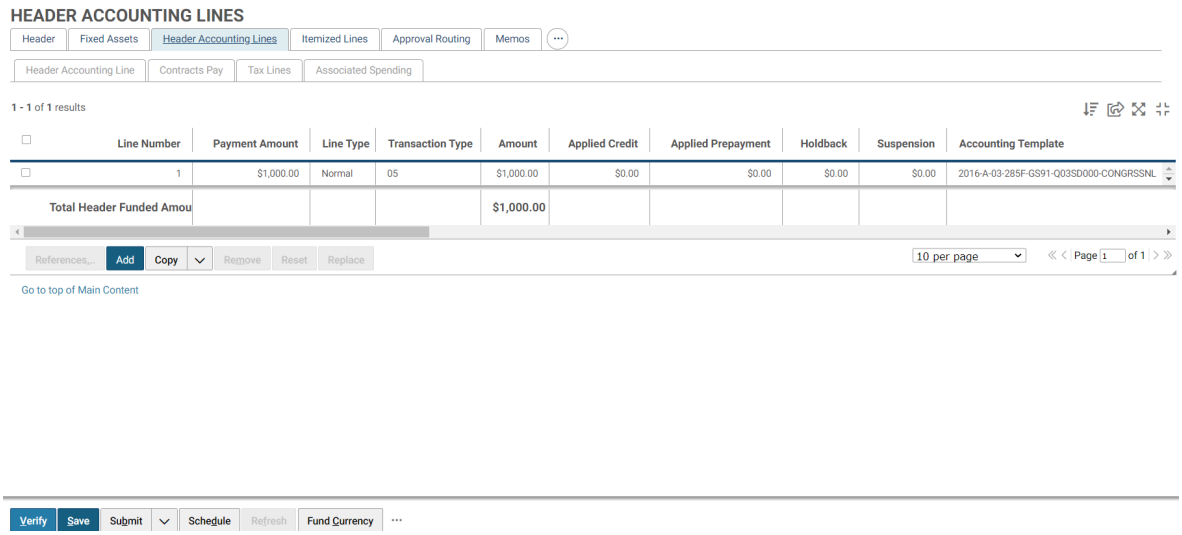
**NOTE: Authorization Date**, **Acctg Period**, and **Reporting Acctg Period** fields will default to the current date and period when the form is Verified or Processed.

7. In the **Vendor Information** group box, delete the **RELO** vendor in the **Code** field and press the **[Tab]** key to delete the vendor **Address Code** and **Name**. Enter the vendor code for the employee who is receiving the advance in the **Code** field. Press the **[Tab]** key to populate the **Address Code** and **Name** fields automatically.

   If the code is not known, select the **Code** link and search for the vendor code. Alternatively, if Favorites are set up, select the Favorites icon and select from the list.

8. Select the **Header Accounting Lines** tab.

**Figure 11: Payment Authorization Header Accounting Lines**







9. Select the line for which you want to issue an advance and select the **Header Accounting Line** link.
10. Select the Line Type of Prepayment from the Line type drop down menu.
11. Enter the Transaction Type of 05.
12. In the Line Amounts group box, adjust the dollar amount displayed in the Payment field to reflect the amount of the advance.
13. Check the **Misc.** check box in the **Document Reference** group box for the accounting line referenced for the advance. Remove the referenced line number.
14. Remove the Sub Object Class value from the Accounting **Dimensions** group box.
15. Select the **Header Accounting Lines** link. Select the accounting line(s) that should be deleted. Select the **Remove** button.

    If several accounting lines are copied forward from the obligation and contain accounting line information not pertaining to the Travel Advance, be sure to delete them by following the instructions below.

16. To add approvers to the form, select the **Approval Routing** tab. The **Approval Routing** page will be displayed. Since the form's creator has not yet added approvers, none will be listed.
17. To add approvers one by one to the form, select the **Add User** button. The **User Search** page will be displayed.

    **NOTE:** To add multiple approvers that are stored in a routing list, please view step 19.
18. Enter the **User ID** or **Name** of the form's approver in the appropriate search fields, and select the **Search** button. If users do not know the specific **User ID** or **Name** of the approver, then they may use the asterisk (*) as a wildcard in the search. The search results listing the form's approver will appear.
19. Highlight the appropriate **Principal ID** record for the approver of the form. Then select the **Select** button.
20. The selected user will be added to the approvers list on the **Approval Routing** tab. Repeat steps 16-19 to add additional approvers to the form.

    **NOTE:** Users are required to add all approvers to a form, even if one of the approvers is the form's creator.
21. To add multiple approvers to the form that are stored in a routing list, select the **Add Routing List** button. The **Routing List Search** page will be displayed.
22. Enter the **Routing List Code** or **Routing List Name** in the appropriate search fields, and select the **Search** button. If users do not know the specific **Routing List Code** or **Routing List Name**, then they may use the asterisk (*) as a wildcard in the search. The search results will appear.
23. Highlight the appropriate **Routing List** record. Then select the **Select** button.
24. The users saved in the routing list will be added to the approvers list on the **Approval Routing** tab. Repeat steps 19-21 to add additional routing lists to the form.

    **NOTE:** Users may add multiple users and/or routing lists to the Approvers list on a form. In addition, users will be required to add all approvers to a form, even if one of the approvers is the form's creator and submitter.
25. To view a summary of the header accounting lines, select the **Summary** tab. 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 remove a line or multiple lines, select the line (s) and select the **Delete** button.
26. Select the **Verify** button. Any errors will be displayed. Correct any errors that are returned.

**NOTE**: Forms in Held and Rejected status can be routed for review prior to submission. When initiating a review, the form can be routed to one or more reviewers in the Review Form Modal Window. Reviewers then can enter comments and/or suggest changes to the form. Users can accept/reject individual comments or reply to document a resolution. The Review Form Workflow & Commenting QRG (https://corporateapps.gsa.gov/applications/financial-apps/pegasys/) provides more details.

27. Select the **Save** button.
28. **Pegasys** will display the message, "Form was saved successfully".
29. Select the **Submit** button.

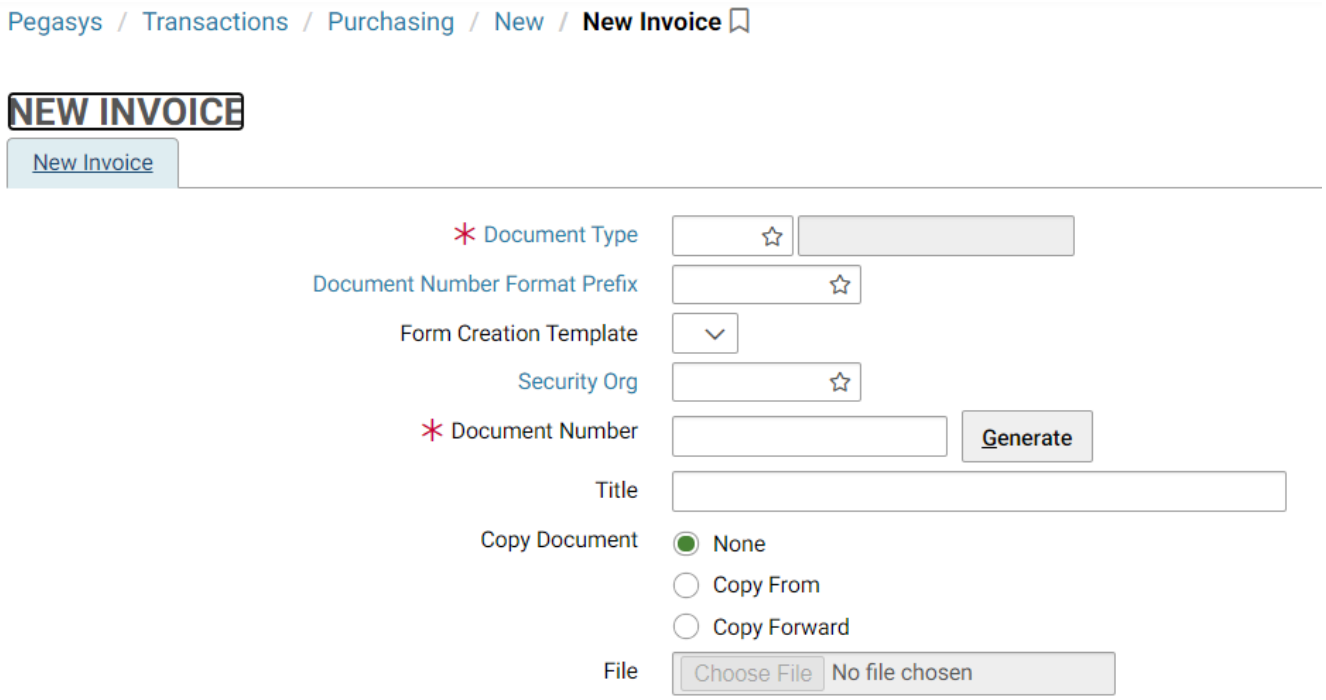
    **NOTE**: To set a Workflow Priority of Urgent when submitting a form for approval, select Submit then Urgent.

    Pegasys will display the message, "Form was submitted for processing successfully."

## 2.6 How Do I Record Vouchers from the Employee and Invoices from Third-Party Vendors?

1. Select **Transactions -Purchasing -New- Invoice** from the menu bar.

**Figure 12: New Invoice**




**NOTE:** The **New Invoice** tab will be displayed.

2. Enter **LV** in the **Document Type** textbox. Press the **[Tab]** key once **-Travel Relocation Voucher/Invoice** will automatically appear in the **Document Type Name** textbox.

To generate a **Document Number** select the **Generate** button. A unique document number will be generated in the **Document Number** field. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

3. Select the **Copy Document -Copy Forward** radio button. Select the **Next** button.

   **NOTE:** The **Copy Forward** tab will be displayed.

4. Enter **LT** in the **Document Type** field. Enter the **LT-Travel Relocation Obligation** number that is to be referenced in the **Document Number** field. Select **Search** and then select the appropriate document.

   The user may select the **Choose which lines to copy** radio button and copy forward selected lines of the document.

   a. Select the **Next** button.

      **NOTE:** The **Choose Accounting Lines** tab will be displayed.

   b. Select to add a checkmark next to the lines that you want copied forward, then select **Next**.

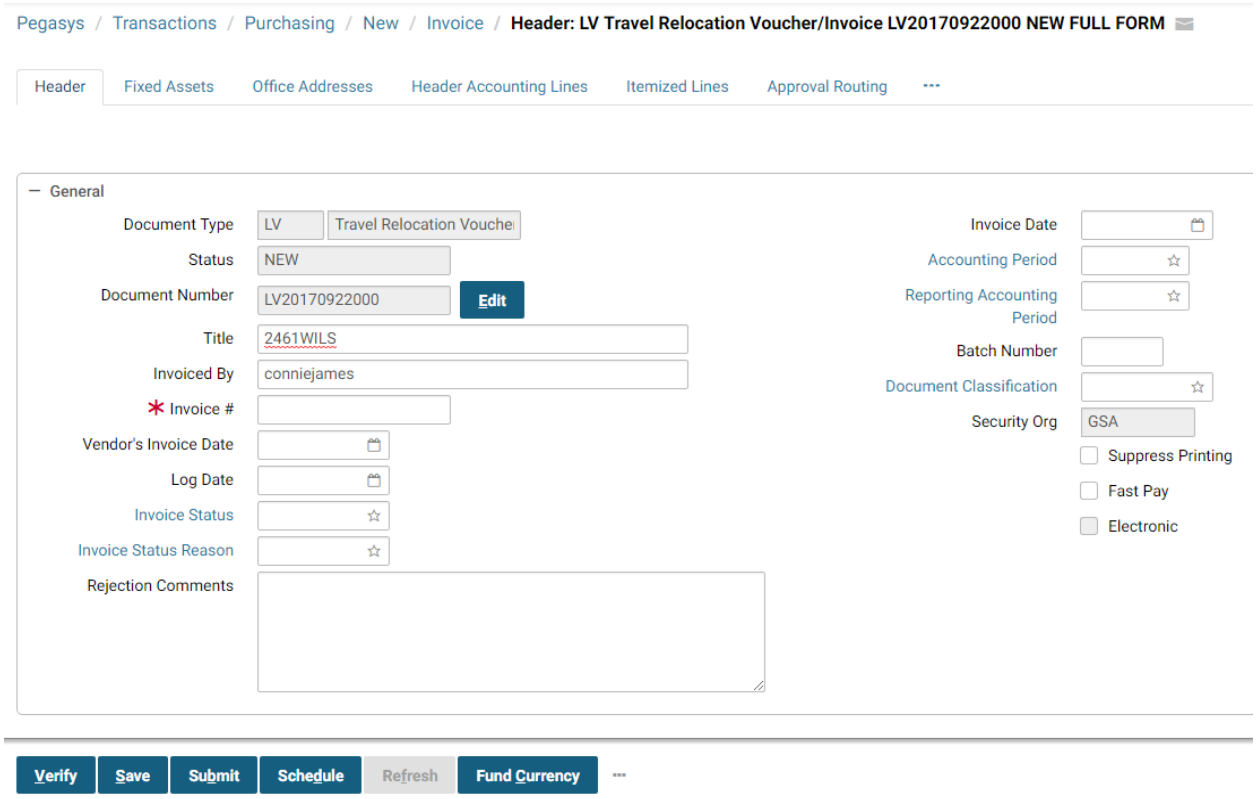
      **NOTE:** The **Choose Itemized Lines** tab will be displayed.

   c. If Itemized lines have been created, select to add a checkmark next to the lines that you want copied forward.

5. Select the **Finish** button.

   **NOTE:** The **Header** page of the **LV-Travel Relocation Voucher/Invoice** form will be displayed. Information entered on the **LT** will be displayed on the **LV**.

**Figure 13: New Travel Relocation Voucher/Invoice**

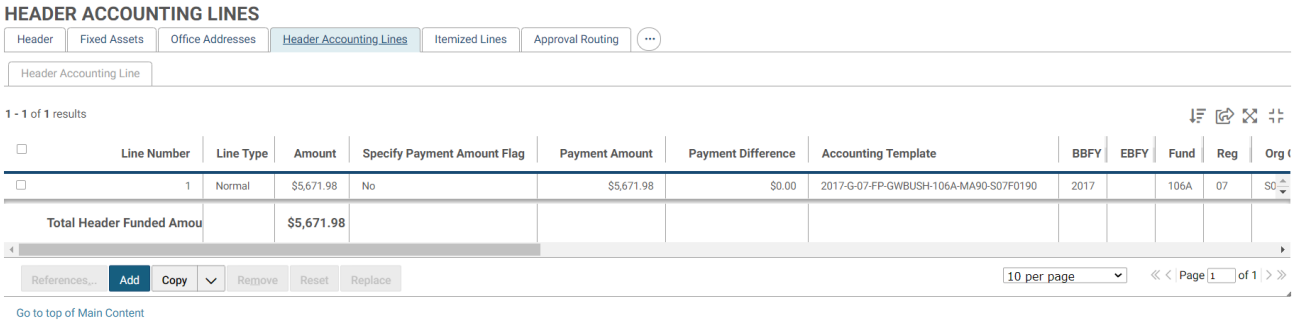



6. In the **Invoice #** field, for the employee, enter the Julian date followed by the type of relocation payment (e.g., 2105HHTRIP, 21121ST30TQ, 2119SELLHOME, 2126PCSEXPENSES); for the third-party vendor, enter the vendor's invoice number.
7. Enter the **Invoice Date** (date of employee voucher or Vendor's invoice is entered into Pegasys), **Vendor's Invoice Date** (date the employee signed the voucher or date on the Vendor's invoice), and **Log Date** (date stamp on the employee voucher or Vendor's invoice) with the appropriate dates.

   **NOTE:** If dates are not entered, the system will default to current date when the form is Verified or Processed.
8. In the **Vendor Information** group box, delete the **RELO** vendor in the **Code** field and press the **[Tab]** key to delete the vendor **Address Code** and **Name**. Enter the vendor code for the employee or third-party vendor who is receiving the payment in the **Code** field. Press the **[Tab]** key to populate the **Address Code** and **Name** fields.

   If the code is not known, select the **Code** link and search for the vendor code. Alternatively, if Favorites are set up, select the Favorites icon and select from the list.
9. In the **Designated Agent** group box, if applicable, select the **Default** button or enter in the Designated Agent Code.
10. Select the **Header Accounting Lines** tab.

**Figure 14: Voucher Header Accounting Lines**



11. Select the line for which you want to record the employee voucher or the Vendor's invoice and select the **Header Accounting Line** link.
12. In the Line Amounts group box, adjust the dollar amount in the Invoiced field to reflect the amount claimed on the employee voucher or the Vendor's invoice.

    **NOTE:** If several accounting lines are copied forward from the obligation and contain accounting information not pertaining to the Voucher, be sure to delete the extraneous accounting lines.
13. If applicable, enter the applied pre-payment amount for the employee in the **Description** field.
14. The **Extended Description** text field allows for 60,000 characters (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.
15. Select the **Header Accounting Lines** link. Select the accounting line(s) that should be deleted. Select the **Remove** button.

    **NOTE:** Repeat this step as necessary to remove the appropriate accounting lines.
16. To view a summary of the header accounting lines, select the **Summary** tab. 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 remove a line or multiple lines, select the line(s) and select the **Delete** button.
17. Select the **Verify** button. Any errors will be displayed. Correct any errors that are returned.

**NOTE**: Forms in Held and Rejected status can be routed for review prior to submission. When initiating a review, the form can be routed to one or more reviewers in the Review Form Modal Window. Reviewers then can enter comments and/or suggest changes to the form. Users can accept/reject individual comments or reply to document a resolution. The Review Form Workflow & Commenting QRG (https://corporateapps.gsa.gov/applications/financial-apps/pegasys/) provides more details.

18. Select the **Submit** button.

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

    Pegasys will display the message, "Form was submitted for processing successfully."

## 2.7 How Do I Create a Payment To the Employee and to a Third-Party Vendor?

The following instructions describe how to create a travel relocation payment.

**NOTE:** If the applied prepayment amount is for the full amount of the voucher, follow the same procedures. The payment will net to $0 and will correctly not appear on the **Undisbursed Payments** query for disbursement, but rather the **Zero Payments** query.

1. Select **Transactions - Accounts Payable - New - Payment Authorization** from the menu bar.

   **NOTE:** The **New Payment Authorization** dialog box will be displayed. See **Figure 9.**

   Enter **P3** in the **Document Type** textbox. Press the **[Tab]** key once **- Travel Relocation** will automatically appear in the **Document Type Name** textbox.

   To generate a **Document Number** select the **Generate** button. A unique document number will be generated in the **Document Number** field. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

2. Select the **Copy Document -Copy Forward** radio button. Select the **Next** button.

   **NOTE:** The **Copy Forward** tab will be displayed.

3. Enter **LT** in the **Document Type** field. Enter the **LT -Travel Relocation Obligation** number that is to be referenced in the **Document Number** field. Select **Search** and then select the appropriate document.

   The user may select the **Choose which lines to copy** radio button and copy forward selected lines of the document.

   a. Select the **Next** button.

      **NOTE:** The **Choose Accounting Lines** tab will be displayed.

   b. Select to add a checkmark next to the lines that you want copied forward, then select **Next.**

**NOTE:** The **Choose Itemized Lines** tab will be displayed.

c. If Itemized lines have been created, select to add a checkmark next to the lines you want copied forward.

4. Select the **Finish** button.

   **NOTE:** The **Header** page of the **P3-Travel Relocation** form will be displayed. Information entered on the **LT** will be displayed on the **P3**. See **Figure 10.**

5. Enter your name in the **Authorized By** field, if applicable.

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

6. In the **Vendor Information** group box, delete the **RELO** vendor in the **Code** field and press the **[Tab]** key to delete the vendor **Address Code** and **Name**. Enter the vendor code for the employee or third-party vendor who is receiving the payment in the **Code** field. Press the **[Tab]** key to populate the **Address Code** and name of the employee or the third-party vendor in the **Name** field.

   If the code is not known, select in the **Code** link and search for the vendor code. Alternatively, if Favorites are set up, select the Favorites icon and select from the list.

7. If applicable, in the **Designated Agent** group box, select the **Default** button or enter in the Code.

8. Select the **Header Accounting Lines** tab. See **Figure 11**.

9. Select the line for which you want to issue a payment and select the **Header Accounting Line** link.

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

   a. The amount entered on the payment is the full amount of the employee voucher (**LV** document type). Do not subtract the amount that has been advanced to the employee.

   b. If you wish to apply a portion of a prepayment issued to the employee, follow Steps 11 - 12. If not, skip to Step 13.

10. In the **Line Amounts** group box, if necessary, adjust the dollar amount displayed in the **Payment** field to reflect the full total amount being paid to the employee or to the third-party vendor.

11. In the **Applied Prepayment Amount** field, enter the amount of the Prepayment that you wish to apply to this payment.

    **NOTE:** Entering an amount in the **Applied Advance Amount** field will draw down the net amount actually being disbursed to the employee.

12. In the Invoice Information group box, enter **LV** as the **Document Type**. In the **Number** field, enter the **LV** document number of the employee voucher or Vendor's invoice that was recorded for the employee or third-party vendor.

    In the Accounting field, enter the line number of the employee voucher or Vendor's invoice that is referenced.

a. If an accrual was done for this invoice, update the **Document Reference Number**. In the Document Reference group box, enter **AE** as the Document Type in the **Type** field. In the **Number** field, enter the AE accrual document number that you are wanting to reference. In the **Accounting** field, enter the applicable line number of the accrual document that is being referenced.

13. In the **Reference Prepayment/Holdback/Suspension** group box, enter the **Document Type** and **Document Number** of the Prepayment document (**P3**) that was issued to the employee. Enter the line number of the prepayment document that is referenced. This is only is entered if an advance is outstanding for the employee.

14. If the payment is for a third-party vendor, use the **Payment** group box. Enter the acceptance and delivery date in the **Acceptance Date** and **Delivery Date** field, respectively. Enter the date that would be used if a receipt were being created.

    **NOTE:** If several accounting lines are copied forward from the obligation and contain accounting line information not pertaining to the Payment, be sure to delete them by following the instructions below.

15. Select the **Header Accounting Lines** link. Select the accounting line(s) that should be deleted. Select the **Remove** button.

16. To view a summary of the header accounting lines, select the **Summary** tab. 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 remove a line or multiple lines, select the line (s) and select the Delete button.

17. To add approvers to the form, select the **Approval Routing** tab. The **Approval Routing** page will be displayed. Since the form's creator has not yet added approvers, none will be listed.

18. To add approvers one by one to the form, select the **Add User** button. The **User Search** page will be displayed.

    **NOTE:** To add multiple approvers that are stored in a routing list, please view step 22.

19. Enter the **User ID** or **Name** of the form's approver in the appropriate search fields, and select the **Search** button. If users do not know the specific **User ID** or **Name** of the approver, then they may use the asterisk (*) as a wildcard in the search. The search results listing the form's approver will appear.

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

21. The selected user will be added to the approvers list on the **Approval Routing** tab. Repeat steps 18-21 to add additional approvers to the form.

    **NOTE:** Users are required to add all approvers to a form, even if one of the approvers is the form's creator.

22. To add multiple approvers to the form that are stored in a routing list, select the **Add Routing List** button. The **Routing List Search** page will be displayed.
23. Enter the **Routing List Code** or **Routing List Name** in the appropriate search fields, and select the **Search** button. If users do not know the specific **Routing List Code** or **Routing List Name**, then they may use the asterisk (*) as a wildcard in the search. The search results will appear.
24. Highlight the appropriate **Routing List** record. Then select the **Select** button.
25. The users saved in the routing list will be added to the approvers list on the **Approval Routing** tab. Repeat steps 22-24 to add additional routing lists to the form.

    **NOTE:** Users may add multiple users and/or routing lists to the Approvers list on a form. In addition, users will be required to add all approvers to a form, even if one of the approvers is the form's creator and submitter.
26. Select the **Verify** button. Any errors will be displayed. Correct any errors that are returned.

    **NOTE**: Forms in Held and Rejected status can be routed for review prior to submission. When initiating a review, the form can be routed to one or more reviewers in the Review Form Modal Window. Reviewers then can enter comments and/or suggest changes to the form. Users can accept/reject individual comments or reply to document a resolution. The Review Form Workflow & Commenting QRG (https://corporateapps.gsa.gov/applications/financial-apps/pegasys/) provides more details.
27. Select the **Save** button.
28. **Pegasys** will display the message, "Form was saved successfully".
29. Select the **Submit** button.

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

    Pegasys will display the message, "Form was submitted for processing successfully."

## 2.8 How Do I Record a Payment Paid Via a Manual Schedule?

If an emergency payment is sent to Treasury via the Secure Payment System (SPS), it is necessary to record this immediately in Pegasys. To do so, follow the instructions below.

**NOTE:** The steps below apply to all payments made to the employee and to third-party vendors, regardless if there is a Prepayment or Applied Prepayment on the document.

See the **Automated Disbursements User Guide** on the Pegasys Support website for more details about manual schedules.

1. Select **Transactions - Accounts Payable -New - Payment Authorization** from the menu bar.

   **NOTE:** The **New Payment Authorization** dialog box will be displayed. See **Figure 9.**

Enter **P3** in the **Document Type** textbox. Press the **[Tab]** key once **-Travel Relocation** will automatically appear in the **Document Type Name** textbox.

To generate a **Document Number** select the **Generate** button. A unique document number will be generated in the **Document Number** field. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

2. Select the **Copy Document - Copy Forward** radio button. Select the **Next** button.

   **NOTE:** The **Copy Forward** tab will be displayed.

3. Enter **LT** in the **Document Type** field. Enter the **LT** document number that is to be referenced in the **Document Number** field. Select **Search** and then select the appropriate document.

   The user may select the **Choose which lines to copy** radio button and copy forward selected lines of the document.

   a. Select the **Next** button.

      **NOTE:** The **Choose Accounting Lines** tab will be displayed.

   b. Select to add a checkmark next to lines that you want copied forward, then select **Next**.

      **NOTE:** The **Choose Itemized Lines** tab will be displayed.

   c. If Itemized lines have been created, select to add a checkmark next to the lines that you want copied forward.

4. Select the **Finish** button.

   **NOTE:** The **Header** page of the **P3-Travel Relocation** form will be displayed. Information entered on the **LT** will be displayed on the **P3** form. See **Figure 10.**

5. Enter your name in the **Authorized By** field, if applicable.

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

6. In the **Vendor Information** group box, delete the **RELO** vendor in the **Code** field and press the **[Tab]** key to delete the vendor **Address Code** and **Name**. Enter the vendor code for the employee who is receiving the advance in the **Code** field. Press the **[Tab]** key to populate the **Address Code** and **Name** fields automatically.

   If the code is not known, select the Code link and search for the vendor code. Alternatively, if Favorites are set up, select the Favorites icon and select from the list.

7. In the **Designated Agent** group box, select the **Default** button or enter the vendor information if applicable.

8. Select the **Header Accounting Lines** tab. See **Figure 11**.

9. Select the line for which a payment was submitted to Treasury. Select the **Header Accounting Line** link.

10. If appropriate in the **Line Type** field, use the drop-down list to select **Prepayment**, to record a prepayment.
11. If necessary, adjust the dollar amount displayed in the **Payment** field to reflect the amount that was paid via the Manual Schedule.
12. To apply a prepayment, enter the amount in the **Applied Advance Amount** field and enter the necessary document references.
13. Check the **Misc.** check box and remove the referenced line number in the **Reference Document** group box for the obligation referenced by the advance.
14. Select the **Header Accounting Lines** link. Select the accounting line(s) that should be deleted. Select the **Remove** button.
15. To view a summary of the header accounting lines, select the **Summary** tab. 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 remove a line or multiple lines, select the line (s) and select the **Delete** button.
16. To add approvers to the form, select the Approval Routing tab. The Approval Routing page will be displayed. Since the form's creator has not yet added approvers, none will be listed.
17. To add approvers one by one to the form, select the **Add User** button. The **User Search** page will be displayed.

    **NOTE:** To add multiple approvers that are stored in a routing list, please view step 21.
18. Enter the **User ID** or **Name** of the form's approver in the appropriate search fields, and select the **Search** button. If users do not know the specific **User ID** or **Name** of the approver, then they may use the asterisk (*) as a wildcard in the search. The search results listing the form's approver will appear.
19. Highlight the appropriate **Principal ID** record for the approver of the form. Then select the Select button.
20. The selected user will be added to the approvers list on the **Approval Routing** tab. Repeat steps 18-20 to add additional approvers to the form.

    **NOTE:** Users are required to add all approvers to a form, even if one of the approvers is the form's creator.
21. To add multiple approvers to the form that are stored in a routing list, select the **Add Routing List** button. The **Routing List Search** page will be displayed.
22. Enter the **Routing List Code** or **Routing List Name** in the appropriate search fields, and select the **Search** button. If users do not know the specific **Routing List Code** or **Routing List Name**, then they may use the asterisk (*) as a wildcard in the search. The search results will appear.
23. Highlight the appropriate **Routing List** record. Then select the **Select** button.

24. The users saved in the routing list will be added to the approvers list on the **Approval Routing** tab. Repeat steps 22-24 to add additional routing lists to the form.

    **NOTE:** Users may add multiple users and/or routing lists to the Approvers list on a form. In addition, users will be required to add all approvers to a form, even if one of the approvers is the form's creator and submitter.

25. Select the **Disbursing Information** tab.

**Figure 15: Disbursing Information**

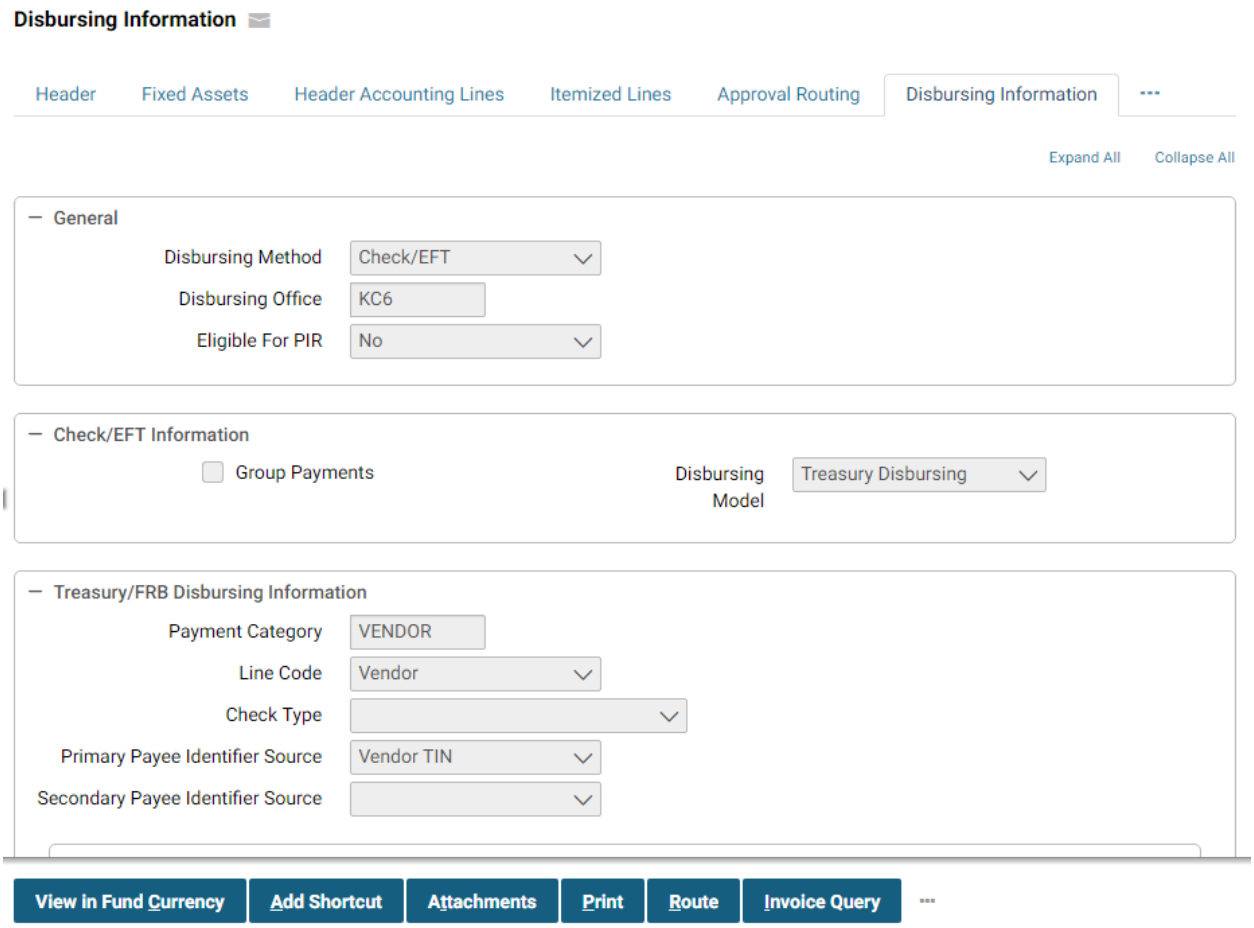
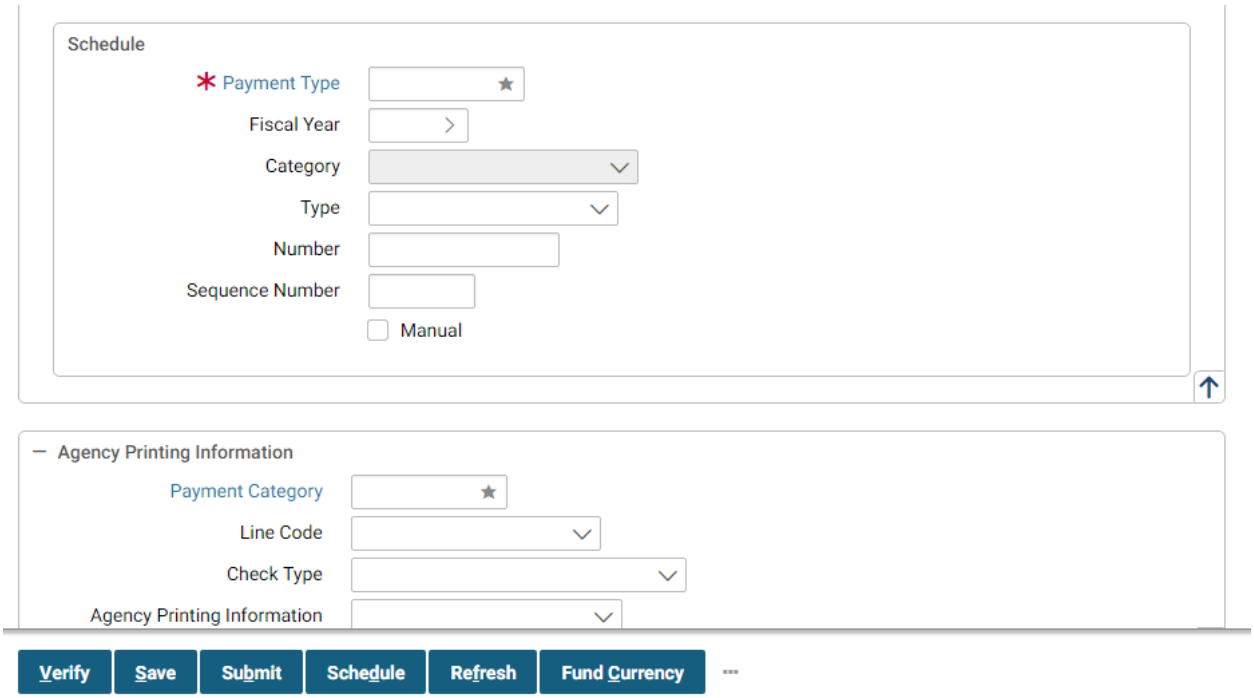


**Figure 16: Disbursing Information (Continued)**




Normally, the information on the **Disbursing Information** page will default. For purposes of entering a manual schedule, it is necessary to enter the following fields:

a. **Disbursing Method** - Select the **Check/EFT** disbursing method from the drop-down list.

b. **Disbursing Office** - Enter **KC6**.

c. **Disbursing Model** - Select **Treasury Disbursing** from the drop-down list.

d. **Payment Type** - Enter the appropriate payment type: **EFT** or **CHECK**.

e. **Manual** - Check this box to indicate that the schedule was transmitted manually.

f. **Fiscal Year** - Enter the current fiscal year.

g. **Type** - Enter the appropriate type from the drop-down list.

h. **Number** - Enter the Manual Schedule Number.

i. **Sequence Number** - Enter the sequence number "1". For subsequent payments referencing the same manual schedule number, simply use the next available sequence number.

   **NOTE:** Manual Schedule numbers are provided by Operations. The format of the number is as follows: **GSR*NY###**.

   Where GS = constants, R= region, * = Wires: W, Special check: C, EFT: E, N = sequential number, Y = last digit of Fiscal Year, and ### = Julian date.

   The appropriate payment types are EFT or CHECK.

26. Select the **Verify** button. Any errors will be displayed. Correct any errors that are returned.

    **NOTE**: Forms in Held and Rejected status can be routed for review prior to submission. When initiating a review, the form can be routed to one or more reviewers in the Review Form Modal Window. Reviewers then can enter comments and/or suggest changes to the form. Users can accept/reject individual comments or reply to document a resolution. The Review Form Workflow & Commenting QRG (https://corporateapps.gsa.gov/applications/financial-apps/pegasys/) provides more details.

27. Select the **Save** button and then select **OK**.
28. **Pegasys** will display the message, "Form was saved successfully".
29. Select the **Submit** button.

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

    Pegasys will display the message, "Form was submitted for processing successfully."

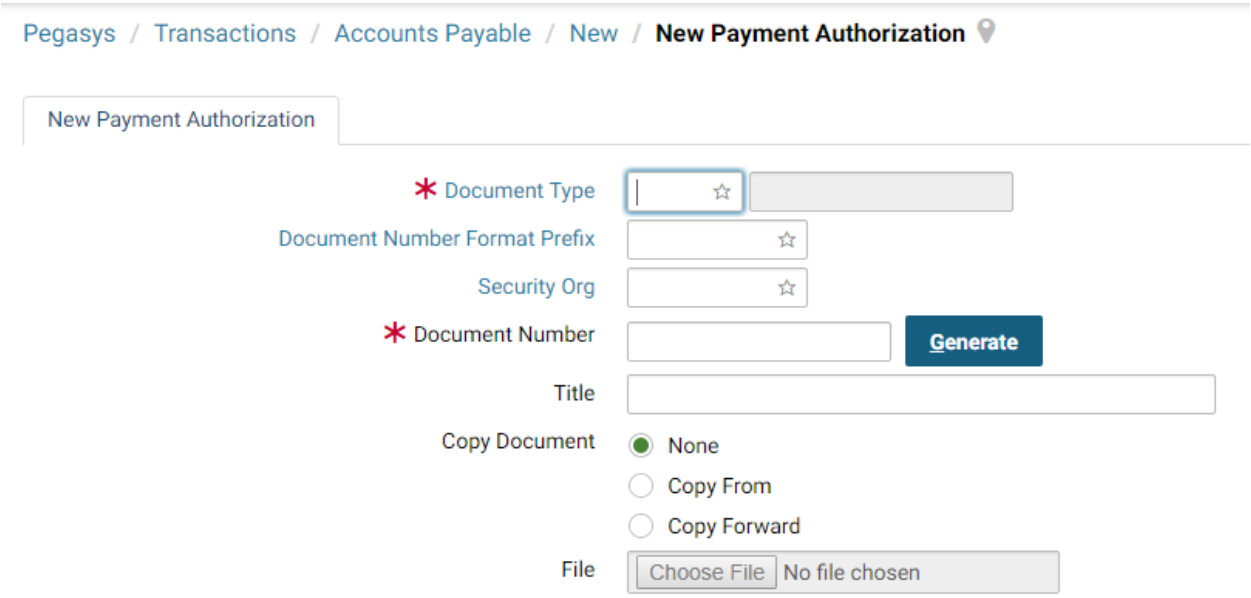
## 2.9 How Do I Record Claims, Transfers, and Refunds?

It may be necessary to record a claim against an employee, transfer funds, or record an employee's refunded travel money. These situations are addressed by the following instructions.

### 2.9.1 How Do I Record a Cost Transfer?

1. Select **Transactions - Accounts Payable - New - Payment Authorization** from the menu bar.

**Figure 17: New Payment Authorization**




**NOTE**: The New Payment Authorization dialog box will be displayed.

Enter **PU** in the **Document Type** textbox. Press the [**Tab**] key once -Allocate Prepayment will automatically appear in the **Document Type Name** textbox.

To generate a **Document Number** select the **Generate** button. A unique document number will be generated in the **Document Number** field. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

2. Select the **Finish** button.

   **NOTE:** The **Header** page of the **PU-Allocate Prepayment** form will be displayed.

3. Enter the **Authorization Number** in the Title field.

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

4. Enter your name in the **Authorized By** field.
5. In the **Vendor Info** box, enter the code for the Vendor or Employee in the **Code** field. Use the "**RELO**" Code for **Payroll Cost Transfers**. For guidance on using other Vendor Codes for specific circumstances (e.g., CBA airfare, Government Bill of Lading (GBL)) please consult the desk guide. Press the **[Tab]** key to populate the Address Code and Name fields automatically.
6. Enter the current date in the **Accomplished Date** field.
7. Select the **Header Accounting Lines** tab and select the **Add** button.
8. From the **Line Type** drop-down box, select **Normal.**

9. Enter the appropriate amount of the cost transfer in the **Payment Amount** field.
10. In the **Document Reference** group box, enter **LT** in the **Type** field. Enter the appropriate **LT** document number and line number in the **Document** and **Line Number** fields. (If you processed an Accrual for this amount, enter the appropriate **AE** document number.)
11. Select the **Default** button to bring forward the accounting strip information from the obligation that will populate the **Template** field displayed in the **Funding** section.

    **NOTE:** If different, enter the template from which the payment was made and press the **Default** button. The appropriate fields will be populated and additional fields may be required. Enter as needed.
12. In the **Vendor Invoice Reference Group** box, enter the invoice number in the **Invoice Number** field.

    **NOTE:** As an invoice number, use the **8J** Document Number for GBL Cost Transfer, **3P** Document Number for Payroll Cost Transfers and use the **MN** Document Number for Airfare billed on the corporate card.
13. To return to the Header Account Lines page, select the **Header Accounting Lines** link and then select the **Add** button.
14. From the **Line Type** drop-down box, select **Credit**.
15. Enter the same amount as Line 1 in the **Payment Amount** field.

    **NOTE:** For Interfund transfers, the decrease is equal to the amount of the increase so that the net effect is zero.
16. In the **Vendor Invoice Reference Group** box, enter the invoice number in the **Invoice Number** field.
17. **NOTE:** As an invoice number, use the **8J** Document Number for GBL Cost Transfer, **3P** Document Number for Payroll Cost Transfers and use the **MN** Document Number for Airfare billed on the corporate card.
18. In the **Accounting Dimensions** section, enter the Accounting template that funds are transferred from. Select the **Default** button. The appropriate fields will be populated and additional fields may be required. Enter as needed.
19. Select the **Disbursing Information** tab.
20. Select **No Check** from the Disbursing Method drop down list.
21. Enter **KC6** in the Disbursing Office field.
22. To view a summary of the header accounting lines, select the **Summary** tab. 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 remove a line or multiple lines, select the line(s) and select the **Delete** button.
23. Select the **Verify** button. Any errors will be displayed. Correct any errors that are returned.

**NOTE**: Forms in Held and Rejected status can be routed for review prior to submission. When initiating a review, the form can be routed to one or more reviewers in the Review Form Modal Window. Reviewers then can enter comments and/or suggest changes to the form. Users can accept/reject individual comments or reply to document a resolution. The Review Form Workflow & Commenting QRG (https://corporateapps.gsa.gov/applications/financial-apps/pegasys/) provides more details.

24. Select the **Save** button.
25. **Pegasys** will display the message, "Form was saved successfully".
26. Select the **Submit** button.

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

    Pegasys will display the message, "Form was submitted for processing successfully."

### 2.9.2 How Do I Record an Advance Refund?

1. Select **Transactions - Accounts Payable - New - Payment Authorization** from the menu bar.

   **NOTE:** The **New Payment Authorization** dialog box will be displayed. See **Figure 17.**

   Enter **P4** in the **Document Type** textbox. Press the **[Tab]** key once **-Travel Relocation Collection** will automatically appear in the **Document Type Name** textbox.

   To generate a **Document Number** select the **Generate** button. A unique document number will be generated in the **Document Number** field. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

2. Select the **Finish** button.

   **NOTE:** The **Header** page of the **P4-Travel Relocation Collection** form will be displayed.

3. Enter the **Authorization Number** in the **Title** field.
4. Enter your name in the **Authorized By** field.
5. Enter the **CD** or **FB** deposit date in the **Accomplished Date** field.
6. In the **Vendor Information** section, enter the vendor code for the employee who is repaying the outstanding advances. Press the **[Tab]** key to populate the **Address Code** and the name of the employee in the **Name** field.

   If the code is not known, select the **Code** link and search for the vendor code. Alternatively, if Favorites are set up, select the Favorites icon and select from the list.

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

7. Select the **Header Accounting Lines** tab and select the **Add** button.

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

8. Select **Credit** from the **Line Type** drop-down menu.
9. Enter the dollar amount repaid in the **Payment** field.
10. In the **Document Reference** group box, enter **LT** in the **Type** field. Enter the appropriate document number and line number in the **Document** and **Accounting** fields.
11. Select the **Default** button to bring forward the accounting strip information from the obligation that will be displayed under the **Funding** button.
12. Check the **Misc.** check box in the **Document Reference** group box. Remove the referenced line number.
13. In the **Accounting Dimensions** section, remove the cost element.
14. In the **Description** section, enter the name of the employee who is returning the check. Also, enter the **CD** or **FB** number and date of deposit.
15. The **Extended Description** text field allows for 60,000 characters (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.
16. Select the **Disbursing Information** tab.
17. The **Disbursing Information** page displays.
18. Select **No Check** from the **Disbursing Method** drop-down list.
19. Enter **KC6** in the **Disbursing Office** field.
20. Enter the CD or FB number in the **Check/Disbursement Number** field and the date of deposit in the **Date** field.
21. To view a summary of the header accounting lines, select the **Summary** tab. 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 remove a line or multiple lines, select the line (s) and select the **Delete** button.

22. Select the **Verify** button. Any errors will be displayed. Correct any errors that are returned.

**NOTE**: Forms in Held and Rejected status can be routed for review prior to submission. When initiating a review, the form can be routed to one or more reviewers in the Review Form Modal Window. Reviewers then can enter comments and/or suggest changes to the form. Users can accept/reject individual comments or reply to document a resolution. The Review Form Workflow & Commenting QRG (https://corporateapps.gsa.gov/applications/financial-apps/pegasys/) provides more details.

23. Select the **Save** button.
24. **Pegasys** will display the message, "Form was saved successfully".
25. Select the **Submit** button.

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

    Pegasys will display the message, "Form was submitted for processing successfully."

### 2.9.3 How Do I Record an Expenditure Refund?

1. Select **Transactions - Accounts Payable - New - Payment Authorization** from the menu bar.

   **NOTE:** The **New Payment Authorization** dialog box will be displayed. See **Figure 18.**

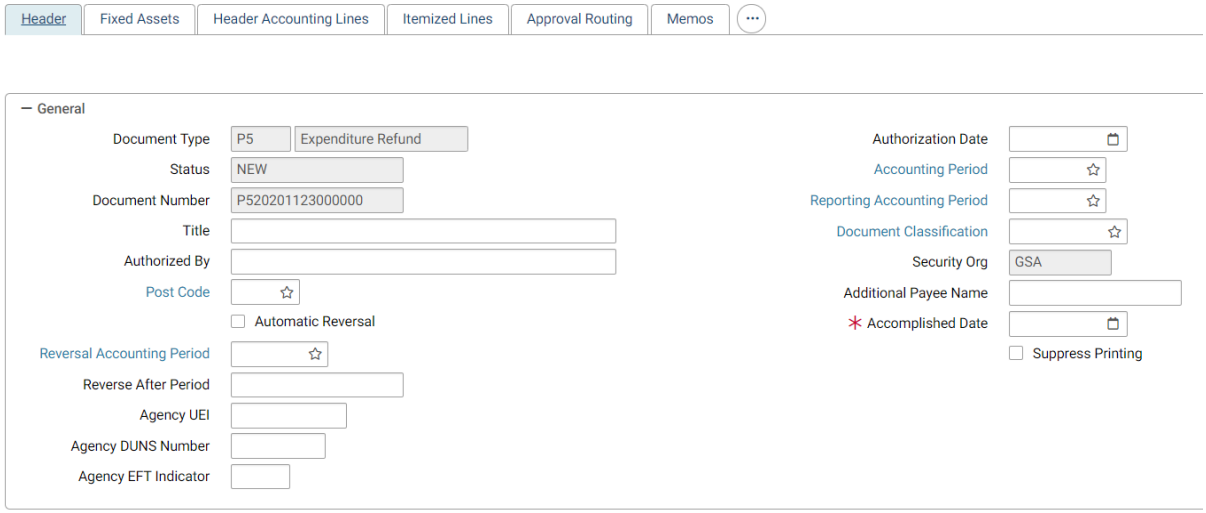
   Enter **P5** in the **Document Type** textbox. Press the **[Tab]** key once **-Expenditure Refund** will automatically appear in the **Document Type Name** textbox.

   To generate a **Document Number** select the **Generate** button. A unique document number will be generated in the **Document Number** field. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

2. Select the **Finish** button.

   **NOTE:** The **Header** page of the **P5-Expenditure Refund** form will be displayed.

**Figure 18: New Payment Authorization Form**

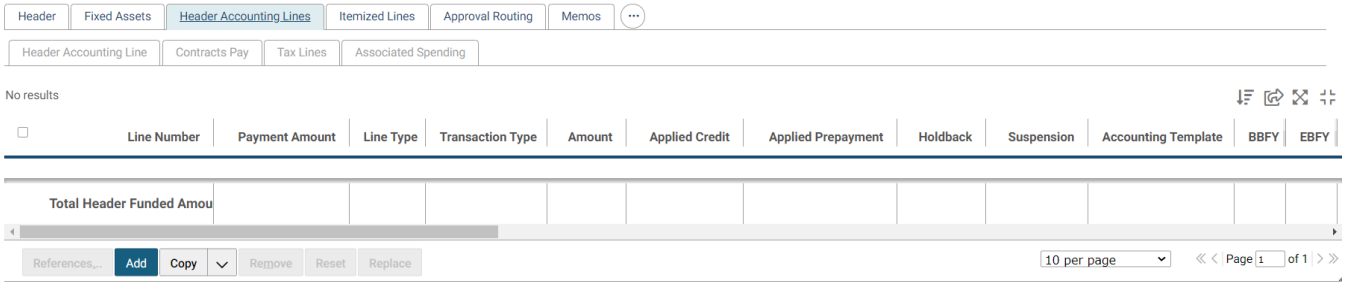



3. Enter the **Authorization Number** in the **Title** field.
4. Enter your name in the **Authorized By** field.
5. Enter the **CD** or **FB** deposit date in the **Accomplished Date** field.
6. In the **Vendor Information** section, enter the vendor code for the employee or vendor who returned a check to GSA and GSA cashed the check. Press the **[Tab]** key to populate the **Address Code** and the name of the employee or vendor in the **Name** field.

   If the code is not known, select the **Code** link and search for the vendor code. Alternatively, if Favorites are set up, select the Favorites icon and select from the list.

   **NOTE:** The **Authorization Date**, **Acctg Period**, and **Reporting Acctg Period** fields will default to the current date and period when the form is Verified or Processed.
7. If applicable, select the **Default** button in the **Designated Agent** group box or enter in the vendor information.
8. Select the **Header Accounting Lines** tab and select the **Add** button.

**Figure 19: Payment Authorization Header Accounting Line**

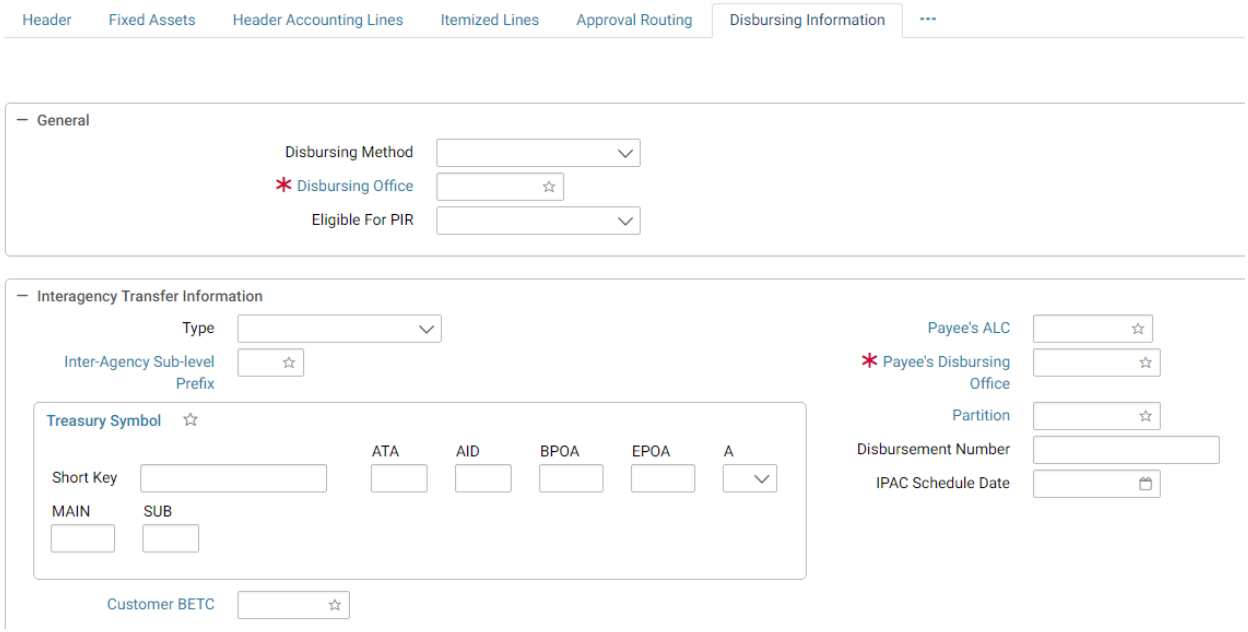



   **NOTE:** The **Transaction Type** will default to **01** when the form is Verified or Processed.
9. Select **Credit** from the **Line Type** drop-down menu.

10. In the **Document Reference** group box, enter **LT** in the **Type** field. Enter the appropriate **LT** document number and line numbers.
11. Select the **Default** button to bring forward the accounting strip information from the obligation that will be displayed in the **Funding** section.
12. Enter the dollar amount of the check that was returned in the **Payment** field if different from the defaulted value.
13. Check the **Misc.** check box in the **Document Reference** group box. Remove the referenced line number.
14. In the **Invoice Information** group box, enter the **LV** document type, document number, and the line number.
15. Select the **Default** button.
16. In the **Description** section, enter the name of the employee who is returning the check. Also, enter the **CD** or **FB** number and date of deposit.

    The **Extended Description** text field allows for 60,000 characters (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.
17. Select the **Disbursing Information** tab.

**Figure 20: Disbursing Information Tab**




18. Select **No Check** from the **Disbursing Method** drop-down list.
19. Enter **KC6** in the **Disbursing Office** field.
20. Enter the CD or FB number in the **Check/Disbursement Number** field and the date of deposit in the **Date** field.

21. To view a summary of the header accounting lines, select the **Summary** tab. 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 remove a line or multiple lines, select the line (s) and select the **Delete** button.

22. Select the **Verify** button. Any errors will be displayed. Correct any errors that are returned.

    **NOTE**: Forms in Held and Rejected status can be routed for review prior to submission. When initiating a review, the form can be routed to one or more reviewers in the Review Form Modal Window. Reviewers then can enter comments and/or suggest changes to the form. Users can accept/reject individual comments or reply to document a resolution. The Review Form Workflow & Commenting QRG (https://corporateapps.gsa.gov/applications/financial-apps/pegasys/) provides more details.

23. Select the **Save** button.

24. **Pegasys** will display the message, "Form was saved successfully".

25. Select the **Submit** button.

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

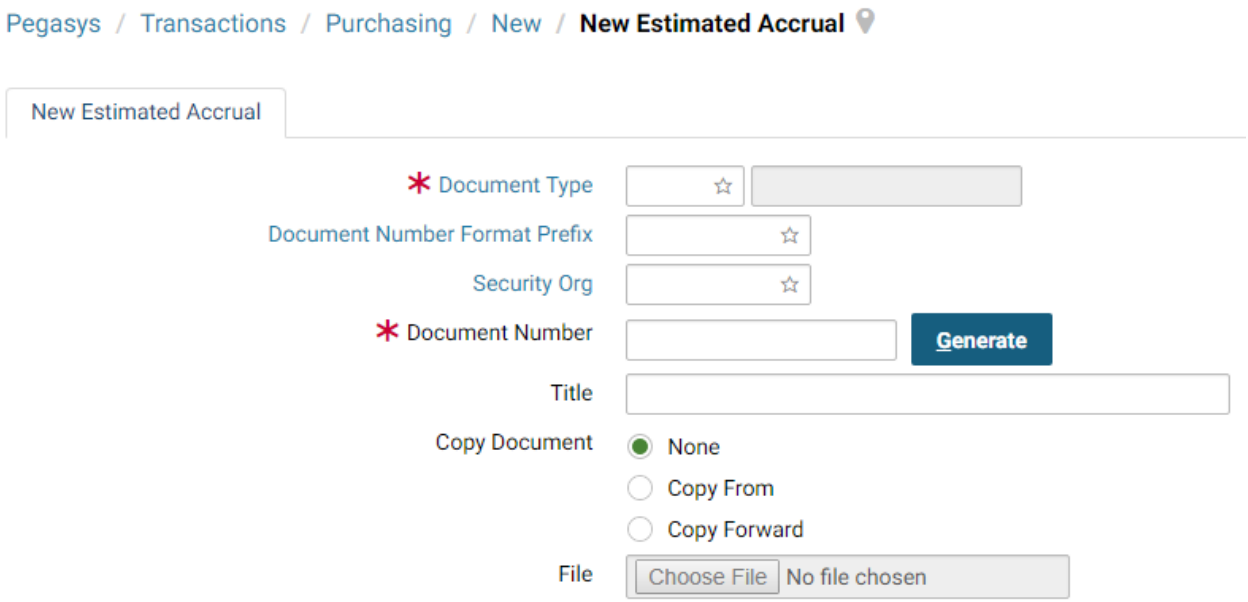
    Pegasys will display the message, "Form was submitted for processing successfully."

## 2.10 How Do I Record a Travel Relocation Estimated Accrual?

An estimated accrual form is a modified receipt form used by GSA to record the estimated costs of goods or services received from a vendor. GSA will use the AE - Estimated Accrual 3-Way document type to liquidate the travel relocation order for the estimated amount like an actual receipt.

1. Select **Transactions -Purchasing -New - Estimated Accrual** from the Pegasys menu bar.

**Figure 21: New Estimated Accrual**




**NOTE:** The **New Estimated Accrual** dialog box will be displayed.

Enter **AE** in the **Document Type** textbox. Press the **[Tab]** key once **-Estimated Accrual 3 Way** will automatically appear in the **Document Type Name** textbox.

To generate a **Document Number** select the **Generate** button. A unique document number will be generated in the **Document Number** field. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

2. Select the **Copy Document -Copy Forward** radio button. Select the **Next** button.

   **NOTE:** The **Copy Forward** tab will be displayed.

3. Enter **LT** in the **Document Type** field. Enter the **LT-Travel Relocation Obligation** number that is to be referenced in the **Document Number** field. Select **Search** and then select the appropriate document.

   The user may select the **Choose which lines to copy** radio button and copy forward selected lines of the document.

   a. Select the **Next** button.

      **NOTE:** The **Choose Accounting Lines** tab will be displayed.

   b. Select to add a checkmark next to the lines that you want copied forward, then select **Next**.

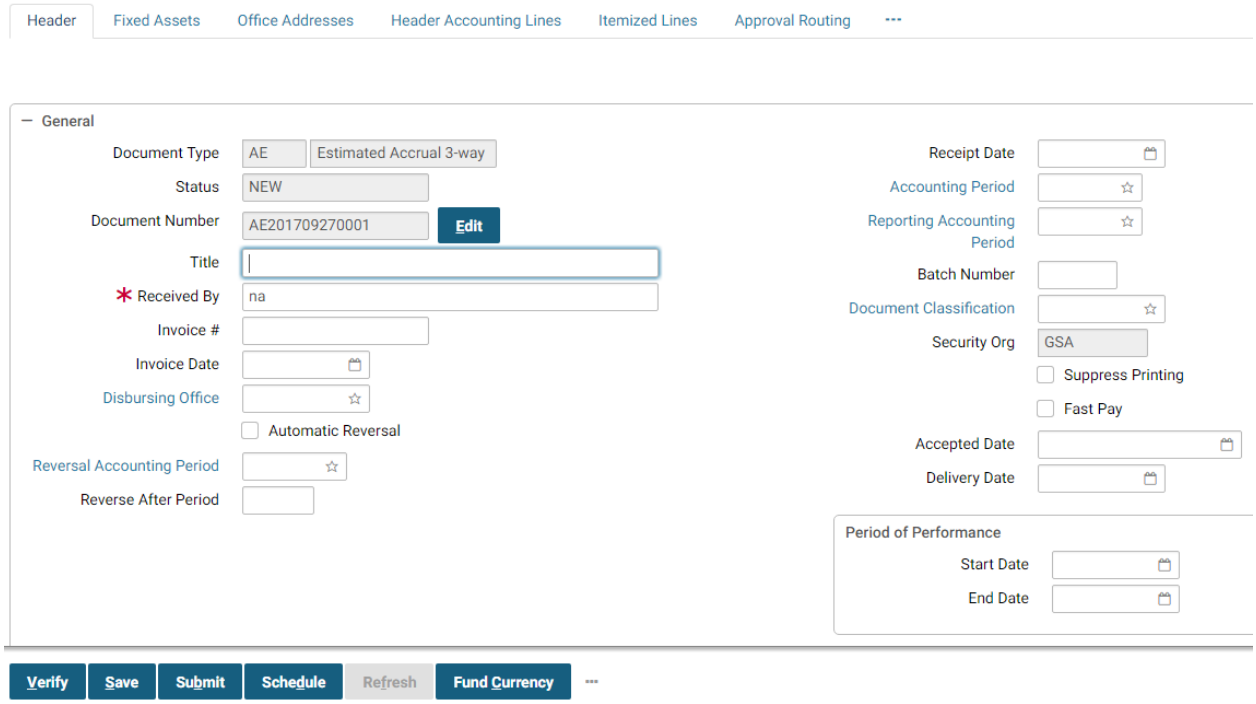
      **NOTE:** The **Choose Itemized Lines** tab will be displayed.

   c. If Itemized lines have been created, select to add a checkmark next to the lines that you want copied forward.

4. Select the **Finish** button.

**NOTE:** The **Header** page of the **Estimated Accrual** form will be displayed. Information from the LT will automatically be displayed on the **AE**.

**Figure 22: New Estimated Accrual Document**




5. Enter the name of the person creating the accrual in the **Received By** field.

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

6. Select the **Header Accounting Lines** tab and select an accounting line, then select the **Header Accounting Line** link.

7. Enter the estimated amount of the accrual in the **Line Amount** field.

8. If appropriate, in the **Document Reference** section check the **Final** check box to fully liquidate the referenced document.

   **NOTE:** If a user selects the **Final** check box on the accounting line of an estimated accrual form, the order will be closed for the full amount. The user cannot create a new estimated accrual receipt against the order because it is closed.

9. In the **Description** section, enter a description.

   **NOTE:** If several accounting lines are copied forward from the obligation and contain accounting line information not pertaining to the Travel Advance, be sure to delete them by following the instructions below.

10. Select the **Header Accounting Lines** link. Select the accounting line(s) that should be deleted. Select the **Remove** button.

11. To view a summary of the header accounting lines, select the **Summary** tab. 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 remove a line or multiple lines, select the line (s) and select the **Delete** button.

12. Select the **Verify** button. Any errors will be displayed. Correct any errors that are returned.

    **NOTE**: Forms in Held and Rejected status can be routed for review prior to submission. When initiating a review, the form can be routed to one or more reviewers in the Review Form Modal Window. Reviewers then can enter comments and/or suggest changes to the form. Users can accept/reject individual comments or reply to document a resolution. The Review Form Workflow & Commenting QRG (https://corporateapps.gsa.gov/applications/financial-apps/pegasys/) provides more details.

13. Select the **Save** button.

14. **Pegasys** will display the message, "Form was saved successfully".

# 3 Disbursement Cancellations

Disbursement cancellations should be entered immediately into Pegasys by creating a **Disbursement Cancellation** form. A single Disbursement Cancellation form will allow a user to cancel a payment for a number of scenarios. For example, the form will allow a user to replace a check if a payment was lost, and it also is possible to cancel a payment and re-open the invoice so that it can be corrected. This form can also be used to delete a payment and close the chain if the invoice will never be paid.

**NOTE:** Specific instructions are provided below for situations in which a payment document with an applied prepayment amount must be deleted.

## 3.1 How Do I Replace A Payment Exactly As It Was?

**Example:** If a vendor's paper check was ruined and GSA needs to replace the payment, the user would process a **Disbursement Cancellation** and choose a cancel type of **Replacement**. This will resend the original payment to the vendor. The steps for creating a Disbursement Cancellation are listed in **Section 3.6**.

A user must create the form with a Cancel Type of **Replacement** and if the transaction did not record Treasury's cancel confirmation information, it must be recorded on the Disbursements Cancellations Awaiting Reconciliation Query.

## 3.2 How Do I Reissue A Payment With Newly Calculated Interest, Penalty, Or Discount Amounts?

**Example:** If GSA loses a vendor's paper check and needs to reissue the payment, the user would process a **Disbursement Cancellation** and choose a cancel type of **Reissue**. New interest, penalty, or discount amounts are calculated based on the new disbursement date.

A user must create the form with a Cancel Type of **Reissue** and enter the new schedule date. If the transaction did not record Treasury's cancel confirmation information, it must be recorded on the Disbursements Cancellations Awaiting Reconciliation Query.

## 3.3 How Do I Delete A Payment And Re-Open The Purchasing Chain?

**Example:** If a disbursement needs to be cancelled so that a change can be made to the invoice, the user would process a **Disbursement Cancellation** with a Cancel Type of **Deletion** and **Re-Open** (check box) checked. This would cancel the payment document and re-open the invoice so that it could be modified.

A user must create the form with a Cancel Type of **Deletion** with **Re-Open** (check box) checked. After the invoice is corrected and processed, it is possible to create a new payment document.

## 3.4 How Do I Delete A Payment And Close The Purchasing Chain?

**Example:** If GSA decided that it should never have paid a specific invoice (and will not pay it in the future), it would be possible to process a **Disbursement Cancellation** and choose a Cancel Type of **Deletion,** without checking the **Re-Open** (check box). This would cancel the prior payment and close the invoice.

A user must create the form with a Cancel Type of **Deletion** without checking the **Re-Open** check box. The corresponding payment documents are cancelled and the dollars are returned to the budget.

## 3.5 How Do I Delete Payments With An Applied Prepayment Amount?

Payments with an Applied Prepayment amount may not be cancelled for Deletion. The only way to delete a payment with an applied prepayment amount is to cancel the payment for Reissue and then cancel the payment document itself before the nightly cycle of disbursements runs. Simply follow the step-by-step instructions in **Section 3.6** and then follow the additional steps in **Section 3.6.2**.

## 3.6 Disbursement Cancellation Steps

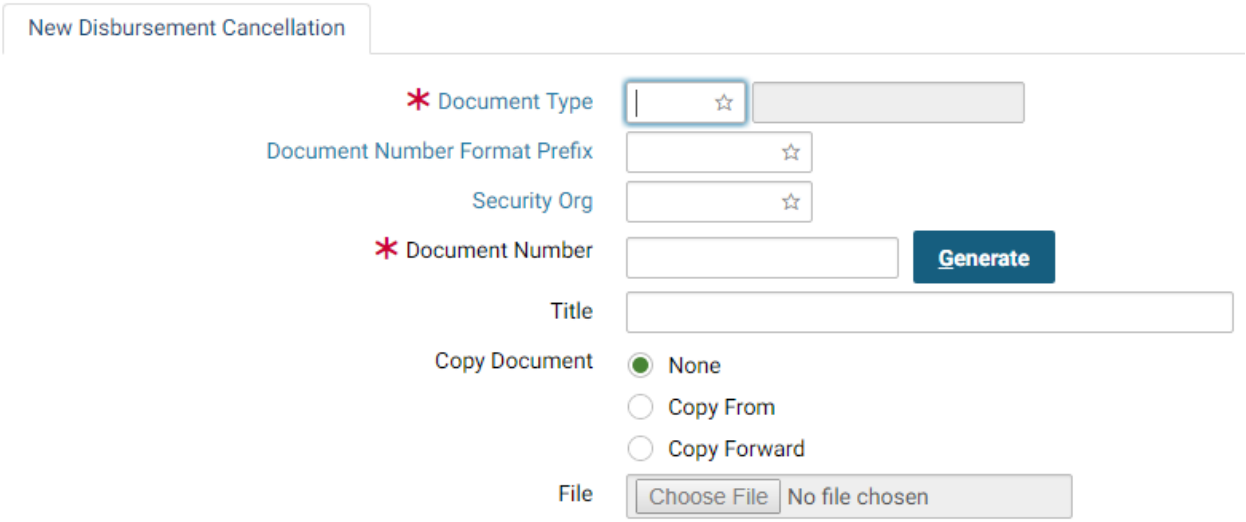
As stated above, disbursement cancellations should be entered immediately into Pegasys by creating a **Disbursement Cancellation** form. If Treasury provides the cancellation reconciliation information before the form is processed, the data should be recorded on the Disbursement Cancellation form. If the information is received after the form is processed, it is possible to record the information on the Disbursement Cancellations Awaiting Reconciliation Query. Once the cancellation confirmation information from Treasury is recorded, the confirmation is posted via the next nightly disbursements cycle.

**NOTE:** No more than one line should ever be added to a Disbursement Cancellation form. Additional payments to be cancelled should be entered on new forms.

### 3.6.1 How Do I Create a Payment Cancellation Document?

1. Select **Transactions - Automated Disbursements - New - Disbursement Cancellation** from the menu bar.

**Figure 23: New Disbursement Cancellation Creation**




**NOTE:** The New Disbursement Cancellation page will be displayed.

2. Enter **N6** in the **Document Type** field. Press the **[Tab]** key once - **Disbursement Cancellation R6** will automatically appear in the **Document Type Name** textbox.

   To generate a **Document Number** select the **Generate** button. A unique document number will be generated in the **Document Number** field. Once the document number is generated, the [**Generate**] button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

3. Enter the appropriate **Security Org**.

   **NOTE:** If left blank, the user's default Security Organization will populate this field.

4. Select the **Finish** button.

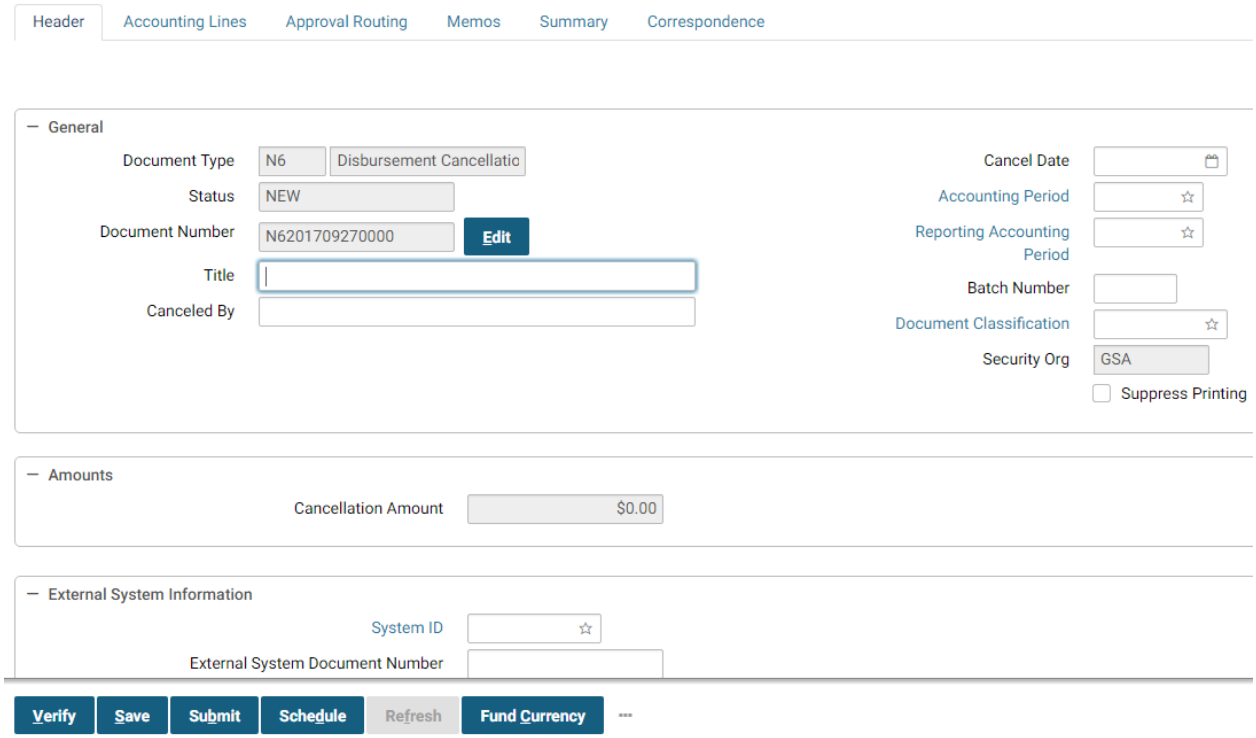
   The **Header** page of the **Disbursement Cancellation** form will be displayed.

5. Enter the **Authorization Number** in the **Title** field.

   **NOTE:**

   a. The **Cancel Date, Acctg Period**, and **Reporting Acctg Period** will default when the form is Verified or Processed.

**Figure 24: Disbursement Cancellation Form**




6. Enter your name in the **Cancelled By** field.
7. Select the **Accounting Lines** tab and select the **Add** button.

   **NOTE:** No more than one line should ever be added to a Disbursement Cancellation form. Additional payments to be cancelled should be entered on new forms.

**Figure 25: Disbursement Cancellation Accounting Lines**

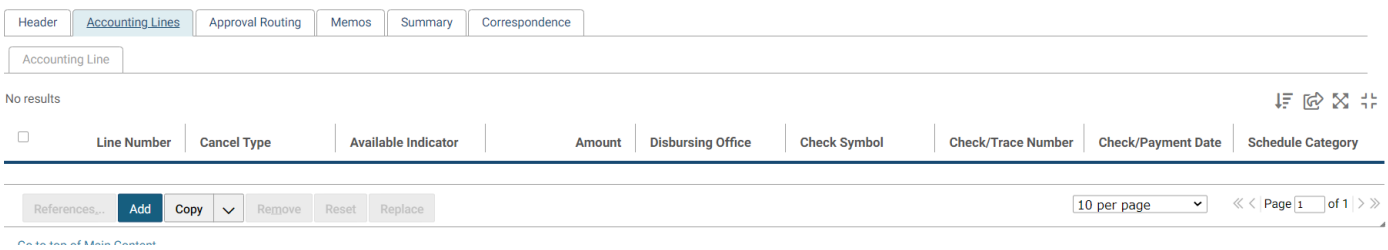
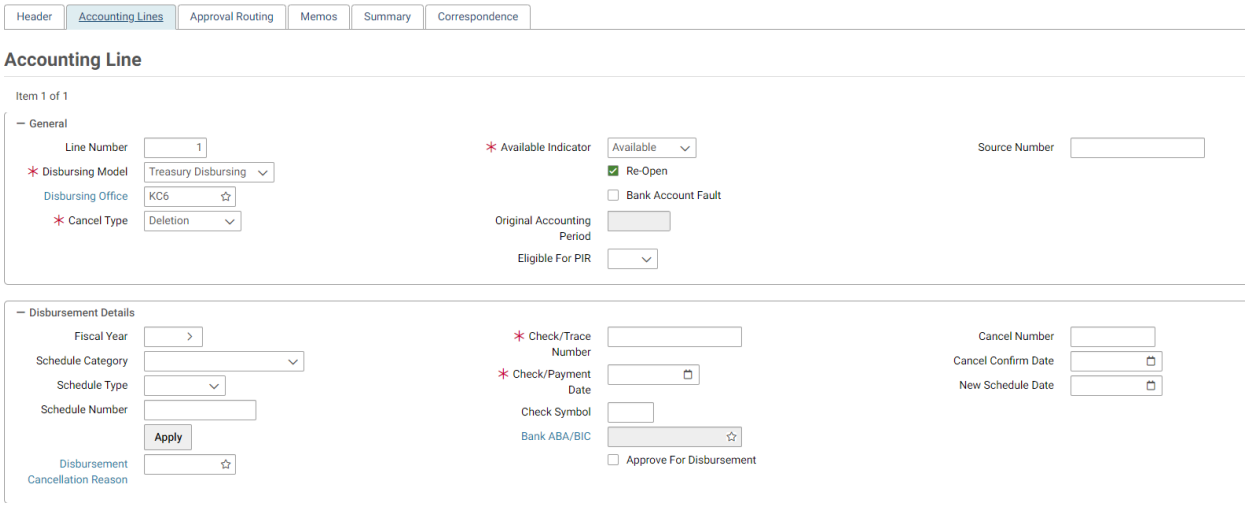


**Figure 26: Disbursement Cancellation Accounting Line**




8. Enter the following information associated with the payment:
    a. Enter KC6 as the **Disbursing Office**.
    b. If the disbursement was a Check, enter the appropriate **Check Symbol**.
    c. Enter the **Check/Trace Number**.
    d. Enter the **Check/Payment Date**; the date the payment was disbursed.
    e. Select from the drop-down menu the appropriate **Cancel Type** of Deletion, Reissue, or Replacement. Refer to the beginning of this chapter to decide the appropriate type.

       **NOTE:** If the Cancel Type of Replacement or Re-issue is selected, select the **Approve for Disbursement** check box.
    f. If the Cancel Type of Deletion is selected, check the **Re-Open** check box to re-open the invoice associated with the cancelled payment, if desired.
    g. Select Available or Unavailable from the **Available Indicator** drop-down menu. This will indicate whether the cancellation is available (SF-1098) or unavailable (SF-1184).
    h. If the disbursement was an EFT payment, select ACH (CCD+/PPD+) from the **Category** drop-down menu. If the disbursement was a Check, select the Category Treasury Disbursed Check from the drop-down menu. The payment information will then default into the form.
    i. Enter the **Cancel Number** and **Cancel Confirm Date**, if it is known.
    j. Select the **Apply Button** in the Disbursement Details group box.
9. To view a summary of the accounting lines, select the **Summary** tab. 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.

10. Select the **Verify** button. Any errors will be displayed. Correct any errors that are returned.

    **NOTE**: Forms in Held and Rejected status can be routed for review prior to submission. When initiating a review, the form can be routed to one or more reviewers in the Review Form Modal Window. Reviewers then can enter comments and/or suggest changes to the form. Users can accept/reject individual comments or reply to document a resolution. The Review Form Workflow & Commenting QRG (https://corporateapps.gsa.gov/applications/financial-apps/pegasys/) provides more details.

11. Select the **Save** button.
12. **Pegasys** will display the message, "Form was saved successfully".
13. Select the **Submit** button.

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

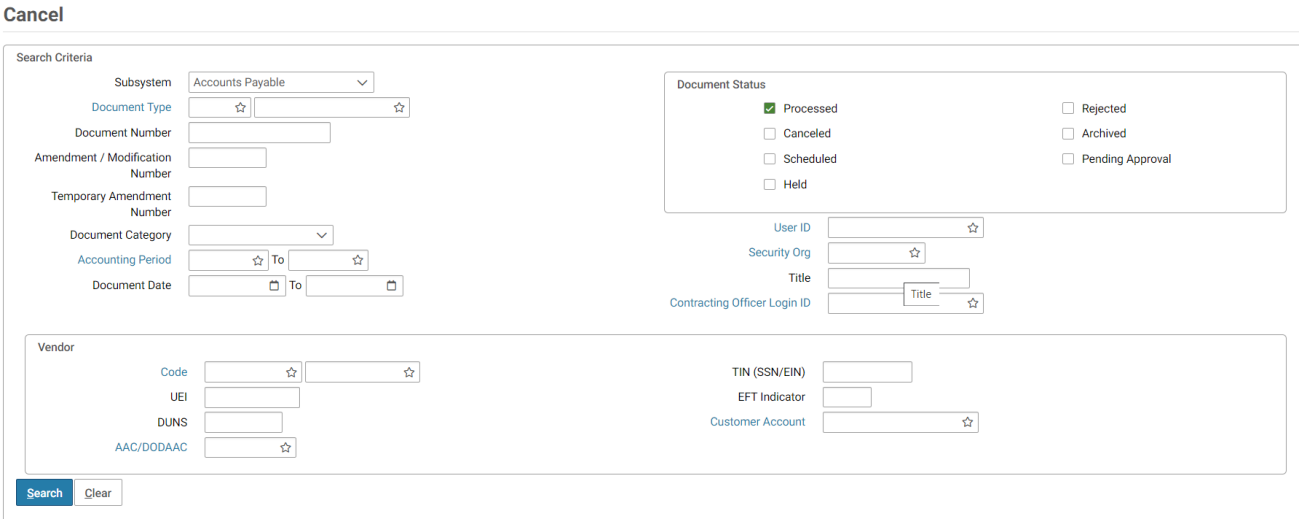
    Pegasys will display the message, "Form was submitted for processing successfully."

### 3.6.2 How Do I Cancel A Reissued Payment In Cases Where There Was An Applied Prepayment?

If a payment document must be cancelled, then the payment's disbursement must first be cancelled. If the payment had an applied prepayment amount entered on the document, the disbursement must be cancelled for Reissue, and then the payment document must be cancelled by following the instructions below.

1. Select **Transactions - Accounts Payable - Cancel** from the menu bar.

**Figure 27: Cancelling a Payment**




**NOTE:** The **Cancel** tab will be displayed.

2. Enter **P3** in the **Document Type** field.
3. In the **Document Number** field, enter the document number associated with the payment that must be cancelled and select the **Search** button.
4. Select the appropriate document and select the **Cancel** button.

   **NOTE:** If the document requires approvals and has already received approvals, the following message will appear, "The form/document that you are trying to correct is reserved in workflow. Select the Back button below to return to the previous page. If you want to proceed and unreserve the form/document, select Continue."
5. The Header page of the Travel Relocation Payment document will be displayed.
6. Select the **Submit** button. Pegasys will display the message, "Form name was submitted for processing successfully."

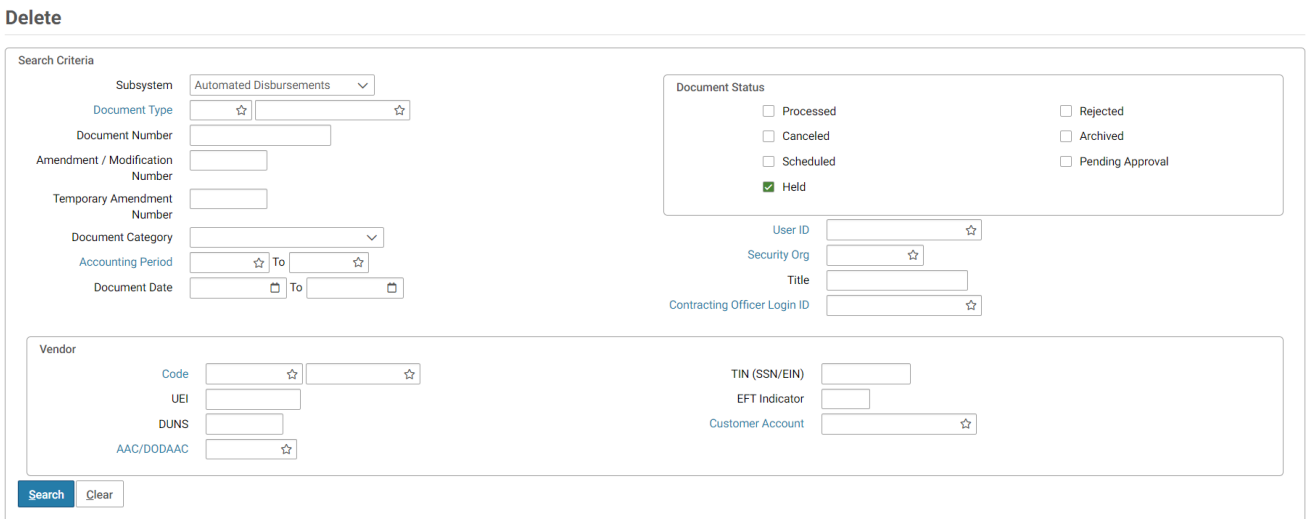
   **NOTE**: To set a Workflow Priority of Urgent when submitting a form for approval, select Submit then Urgent.

### 3.6.3 How Do I Delete a Disbursement Cancellation Form?

If the Disbursement Cancellation form is not yet processed, it is possible to delete the form by following the instructions below.

1. Select **Transactions - Automated Disbursements - Delete** from the menu bar.

**Figure 28: Deleting a Payment**



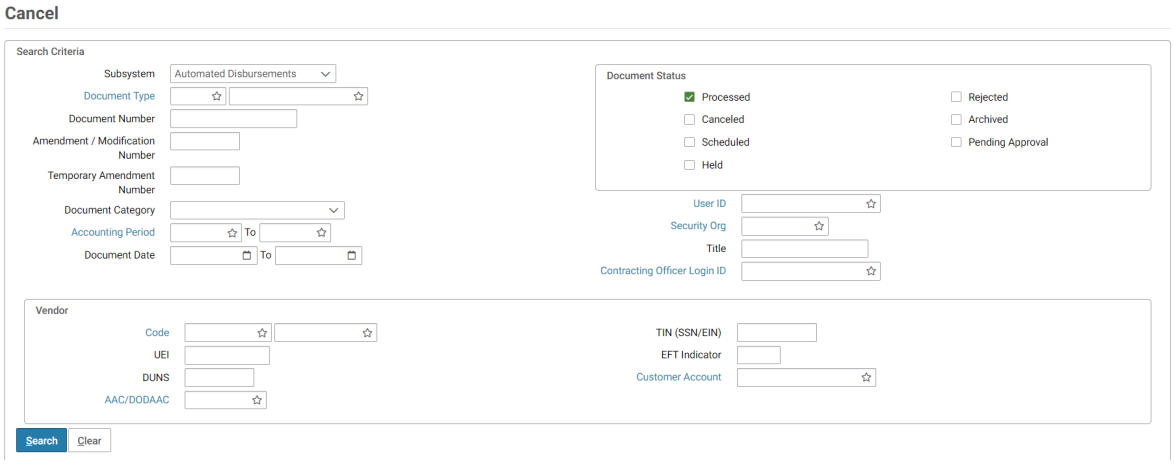

   **NOTE:** The **Delete** page will be displayed.
2. Enter the appropriate document type in the **Document Type** field. Enter the Document Number in the **Document Number** field. Select the **Search** button.
3. Select the appropriate document and then select the **Delete** button.
4. **Pegasys** will display the message, "Are you sure you want to delete this record?" Select the **Yes** button.

5. **Pegasys** will display the message, "Form PO2005 was deleted successfully."

## How Do I Cancel a Processed Disbursement Cancellation Document?

1. Select **Transactions - Automated Disbursements - Cancel** from the menu bar.

**Figure 29: Cancelling a Disbursement Cancellation**




**NOTE:** The **Cancel** page will be displayed.

2. Enter the document type in the **Document Type** field. In the **Document Number** field, enter the document number associated with the payment that must be cancelled and select the **Search** button.

3. Highlight the desired form and select **Cancel**.

   **NOTE:** The **Header** page of the **Disbursement Cancellation** will be displayed.

4. Select the **Verify** button.

   **NOTE**: Forms in Held and Rejected status can be routed for review prior to submission. When initiating a review, the form can be routed to one or more reviewers in the Review Form Modal Window. Reviewers then can enter comments and/or suggest changes to the form. Users can accept/reject individual comments or reply to document a resolution. The Review Form Workflow & Commenting QRG (https://corporateapps.gsa.gov/applications/financial-apps/pegasys/) provides more details.

5. Select the **Submit** button.

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

   Pegasys will display the message, "Form was submitted for processing successfully."

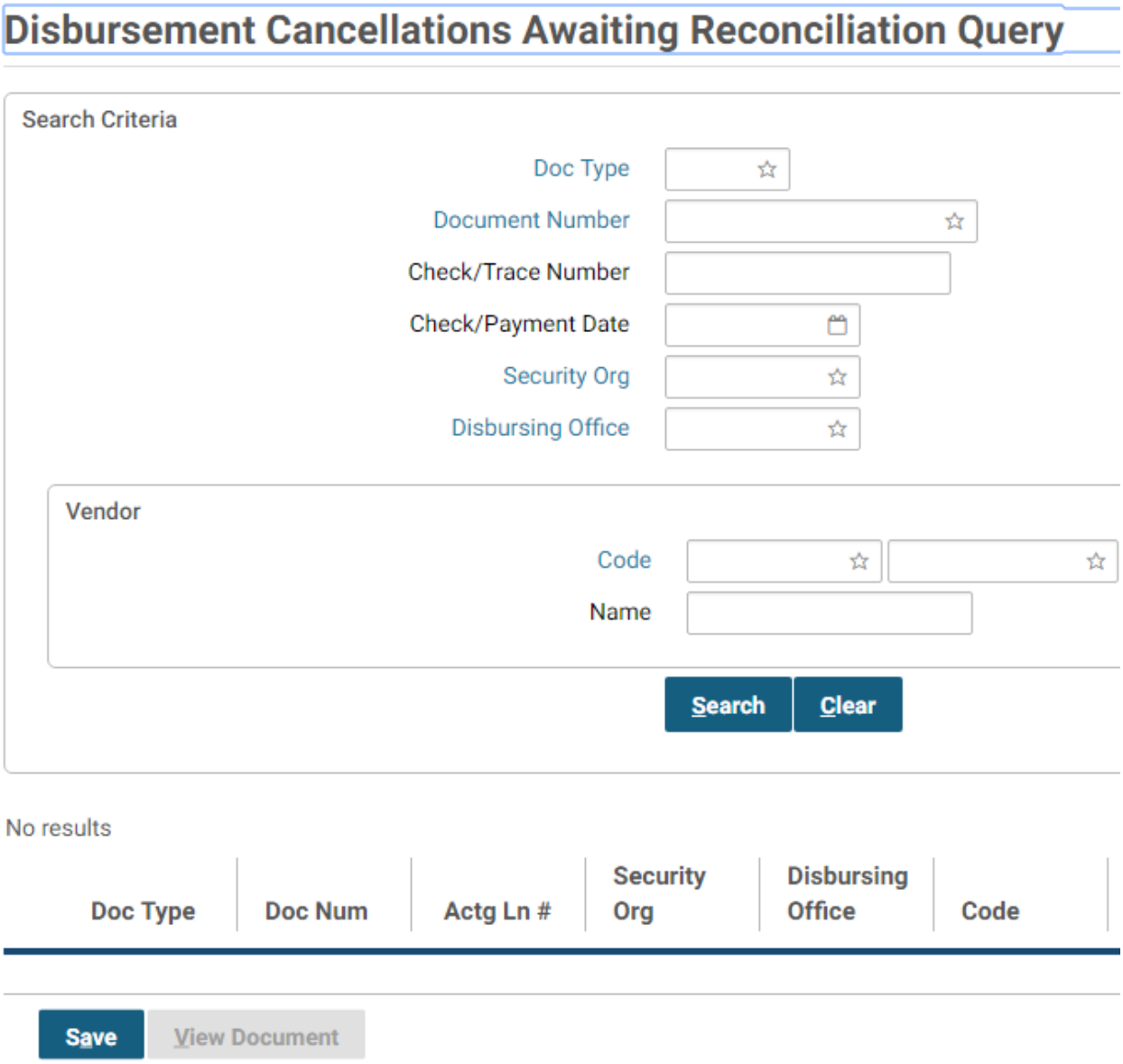
   **NOTE:** Corrections to Disbursement Cancellation documents are not allowed. If an update is needed, the Disbursement Cancellation document must be cancelled and re-entered. Once a Disbursement Cancellation document has been confirmed by the nightly cycle (after cancellation information has been recorded) it may no longer be cancelled.

### 3.6.4 How Do I Update the Disbursements Cancellations Awaiting Reconciliation Query?

For cancelled disbursements, Treasury will provide cancel confirmation information, which is required on the Disbursements Cancellations Awaiting Reconciliation Query. If this information was not known and was not recorded when the Disbursement Cancellation was processed, follow steps 1 – 8 to update the Disbursements Cancellations Awaiting Reconciliation Query.

1. Select **Queries - Automated Disbursements - Disbursements Cancellations Awaiting Reconciliation Query** from the menu bar.

**Figure 30: Disbursement Cancellations Awaiting Reconciliation Query**



**NOTE:** The **Disbursement Cancellations Awaiting Reconciliation Query** page will be displayed.

2. Enter the appropriate Disbursement Cancellation document type in the **Doc Type** field.
3. Enter the document number in the **Document Number** field, if known, and if the Check/Trace Number or the Check/Payment Date is known, enter that information in the **Check/Trace Number** or **Check/Payment Date** fields.
4. Select the **Search** button.
5. The query results will display in the window in the middle of the page. Select a record and the fields below the window will become populated.
6. Enter the **Cancel Confirm Date**, the **Cancel Number** and the **Accounting Period**.
7. Select the **Save** button. **Pegasys** will display the message, "Action was successful."
8. Close the query by selecting the **Clear** button. The nightly disbursements cycle will post the cancellation reconciliation once the confirmation data is entered, and remove records off this queue.

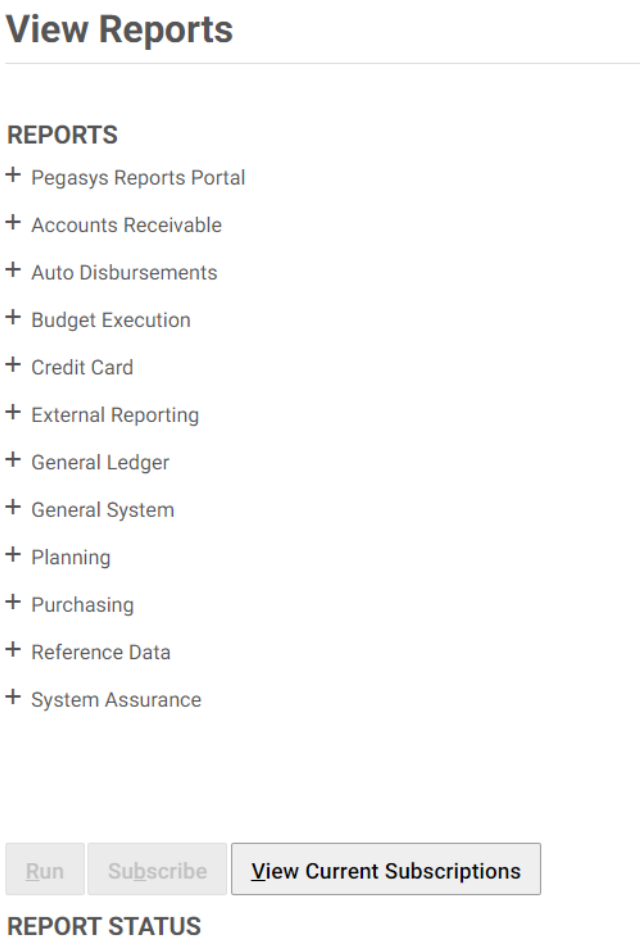
# 4 Reports

The Travel Advance and the Travel History Reports are available for Travel Relocation transactions. The following sections provide instructions for viewing the report and describe what the report displays.

## 4.1 How Do I View A Report?

1. Select **Utilities - Reports - View Reports**.

**Figure 31: View Reports**




**NOTE:** The **Reporting** window will be displayed for the available reports.

2. Open the Purchasing folder and then the Reports folder to expand the list of available reports.
3. Highlight the report to be viewed or printed and select the **Select Run** button.
4. Enter the **Parameters**. The **Parameters** group box will vary based on the selected reports.

5. Select the desired **Saved Output Format** from the drop-down list of the **Options** group box.

   **NOTE:** No information is required in the Print Queue field.

6. Select the **Submit** button.

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

   Pegasys will display the message, "Form was submitted for processing successfully."

## 4.2 What Is the Processed Travel Documents Report?

The Processed Travel Documents report displays a list of documents and document details for Pegasys Travel documents. For each document, the report lists its ID, date, vendor, line amounts and closed amounts.

**Figure 32: Processed Purchasing Documents Report Output**

09/28/2017 12:00 AM — **General Services Administration** — Page 2 of 2

**Invoices Report**

**Sorted by Document ID**

| Line | | Invoiced Amount | | Closed Amount | Outstanding Amount |
|---|---|---|---|---|---|
| **Transaction Currency Code: USD** | | | | | |
| **Document ID:** LV LV20170103000 | | | | | |
| **Partition:** | **Date:** | 01/03/2017 | **Vendor:** | PACIFIC TRANSFER LLC | |
| 1 | | $373.80 | | $373.80 | $0.00 |
| **Sub Total by Document ID:** | | **$373.80** | | **$373.80** | **$0.00** |
| **Document ID:** LV LV20170112000 | | | | | |
| **Partition:** | **Date:** | 01/12/2017 | **Vendor:** | ALLIED INTERNATIONAL N.A, INC. | |
| 1 | | $2,042.80 | | $2,042.80 | $0.00 |
| **Sub Total by Document ID:** | | **$2,042.80** | | **$2,042.80** | **$0.00** |
| **Sub Total by USD:** | | **$2,416.60** | | **$2,416.60** | **$0.00** |