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Automated Disbursements 7.8
User Guide

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Revision Log

Date	Version No.	Description	Author	Reviewer	Review Date
2/11	Draft/Version .1	Draft	Danielle Becker	Tegan Dinardo	1/11
4/11	Final Version 1.0	Final – No comments on Draft from GSA.	N/A	Jennifer Ritchey	4/11
11/14	Draft-Version 2	Draft-7.1.2 enhancements	Karin Keswani, Matthew Randall	Karin Keswani, Matthew Randall	11/14
1/15	Final	Updated first sentence in section 11 to read, "In order to accommodate Treasury's Do Not Pay initiative, GSA has the capability to create a vendor and/or payment file out of Pegasys that can be uploaded and processed in Do Not Pay.	Karin Keswani	Karin Keswani, Dan McNeil	1/15
1/18	Revision 1.0	Updated to reflect the following changes for Pegasys 7.5.1 Upgrade: • Applied 508 standards and performed testing. • Updated screen shots and provided Alternate Text.	Jason Pfaff	Jenny Lewis	1/18
5/18	Revision 2.0	No additional changes	Jason Pfaff	Marice Grissom, Jenny Lewis	5/18

Date	Version No.	Description	Author	Reviewer	Review Date
1/21	Revision 3.0	Updated to reflect the following changes for Pegasys 7.8 Upgrade: • Applied 508 standards and performed testing. • Updated screen shots and provided Alternate Text. • Updated the following sections for the Sequential Number Generation enhancement: 4.1.5, 5.2.1. • Updated the following sections for the Set Priorities for a Workflow Task enhancement: 2.5.1, 2.5.2.1, 4.1.5, 5.2.1, 5.2.3, 6.1, 9.2.1 – 9.2.3, 9.2.6. • Added Appendix B.10 for Cancel/Void Schedules Prior to Treasury Confirmation Enhancement • Updated the following sections for the SAM UEI enhancement: A.4.3, A.5.3. • Updated Appendix D. Formerly the 7.1.2 Upgrade Enhancements appendix. Added Section 2.6. • Updated the following sections for the Review Workflow enhancement: 2.5.1, 2.5.2.1, 4.1.5, 5.2.1, 6.1, 9.2, 9.2.1- 9.2.3, 9.2.6. • Updated tables in Appendix B for 508 Compliance. • Updated all sections for the User Experience enhancement.	Veronica Braxton	Marice Grissom	1/21
4/21	Revision 4.0	Updated to reflect the following changes for the Pegasys 7.8 Upgrade: • Applied USDA/GSA comments dated 2/10/21.	Veronica Braxton	Marice Grissom	4/21

Date	Version No.	Description	Author	Reviewer	Review Date
5/21	Revision 5.0	Updated to reflect the following changes for the Pegasys 7.8 Upgrade: • Applied USDA/GSA comments dated 4/23/21.	Veronica Braxton	Marice Grissom	5/21
5/21	Revision 6.0	Updated to reflect the following changes for the Pegasys 7.8 Upgrade: • Applied USDA/GSA comments dated 5/21/21.	Veronica Braxton	Marice Grissom	5/21

1 Introduction

Since October 10, 2001, the Pegasys Automated Disbursements (AD) subsystem has been disbursing a portion of GSA's payments. This user guide provides step-by-step instructions for users on how to enter and interpret disbursing related information on documents, view queries, enter schedule information from Treasury, cancel payments, create manual payments, and run reports.

Future disbursement information will be distributed through e-mail bulletins, news flashes, and the Pegasys website.

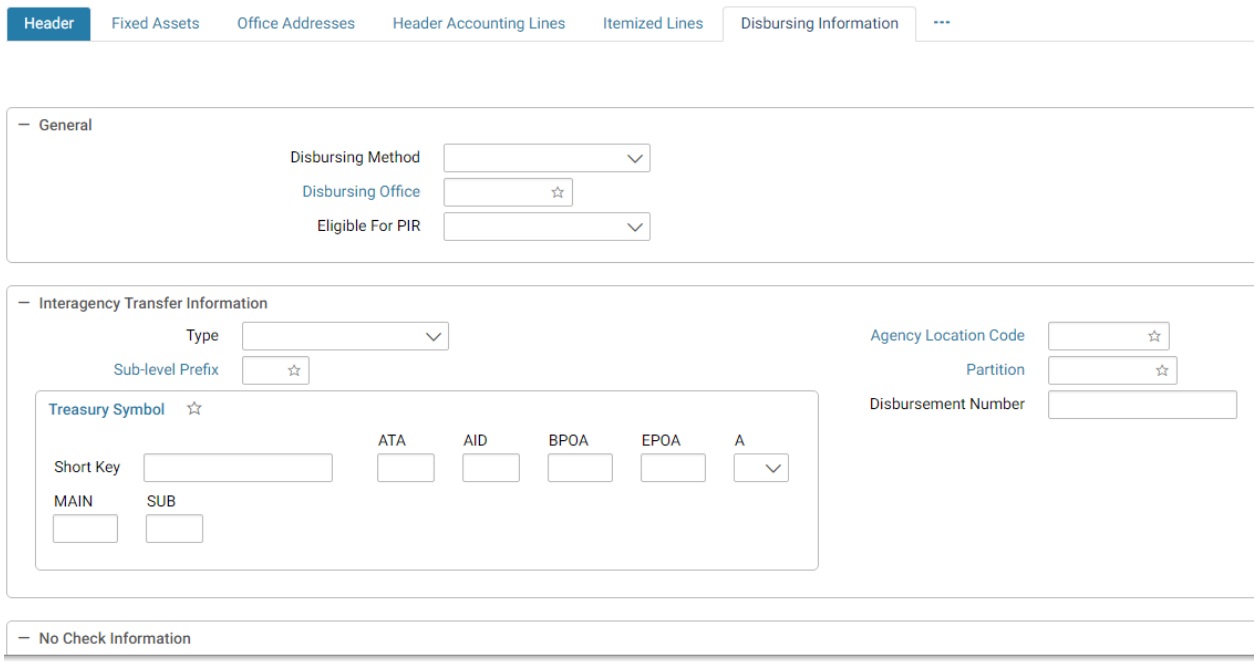
2 Payment Document Information

Pegasys payment documents contain many pieces of disbursing related information that instruct the system how and when to disburse payments.

2.1 What Disbursement Information is entered on the Payment Form?

The Disbursing Information page (**Figure 1**) on invoice and payment documents provides valuable disbursement information. The information on this page will default onto invoices and copy forward to payments, usually requiring no changes.

Figure 1: Payment Authorization Form - Disbursing Information Page



- **General** (section)
  - **Disbursing Method** - Indicates whether the payment is a No Check payment (i.e., a payment which has been or will be disbursed by another system or entity), an Inter-Agency Transfer (i.e., a payment which will occur through a direct transfer of funds between government agencies), or a Check/EFT payment that will be disbursed through Pegasys.
  - **Disbursing Office** - The code that identifies the office that will disburse the given payment.
- **Inter-Agency Transfer Information** (section) - When a Disbursing Method of Inter-Agency Transfer is selected, this section is displayed onscreen.
  - **Type** - Can be either 1080, 1081, or IPAC.

- **Inter-Agency Sub-Level Prefix** - The unique code that is a component piece of the Inter-Agency Treasury Symbol, representing a programmatic breakdown of the account for Treasury publication purposes. The code is up to 2 characters long, in numeric format. It is displayed at the beginning of the Treasury Symbol inside parenthesis.
- **Inter-Agency Symbol** - The billing agency's Treasury symbol into which the funds will be transferred.
- **Customer BETC** - The eight-character code used in the system to indicate the type of activity being reported, such as payments, collections, borrowings, etc. This code must accompany the Treasury Symbol and the dollar amounts in order to classify the transaction against the fund balance with Treasury.
- **Disbursement Number** - The Treasury-assigned number that identifies the direct funds transfer (e.g., the SF-1081 number).
- **Payee's ALC** - The Payee's Agency Location Code.
- **Payee's Disbursing Office** - The Payee's Disbursing Office.
- **IPAC Schedule Date** - The date the IPAC activity is scheduled to process. If left blank, the system defaults to the document date.

- **No Check Information** (section)
  - **Disbursed By** - The entity or system responsible for disbursing the no check payment.
  - **Date** - The date of the disbursement.
  - **Check/Disbursement Number** - The check or disbursement number of the transaction.
- **Check/EFT Information** (section)
  - **Group Payments Flag** - Indicates whether the payment is eligible for grouping with other payments to the same vendor.
  - **Disbursing Model** - Indicates whether the agency disbursing office will disburse this payment by printing its own check, or whether Pegasys will submit the payment to Treasury for disbursement. In Pegasys, the Disbursing Model will always be Treasury Disbursing.
- **Treasury/FRB Disbursing Information** (section)
  - **Payment Category** - The type of vendor being paid. Determines whether the payment is subject to Treasury Offsets and as a result, defaults to Vendor. Other valid value is Miscellaneous.
  - **Line Code** - Used to crosswalk user defined payment category to type of vendor being paid. Valid values are Vendor and Miscellaneous.
- **Check Type** - Indicates the type of check selected. Schedule (group box)
  - **Payment Type** - The type of disbursement method to be used (i.e., Check or EFT).

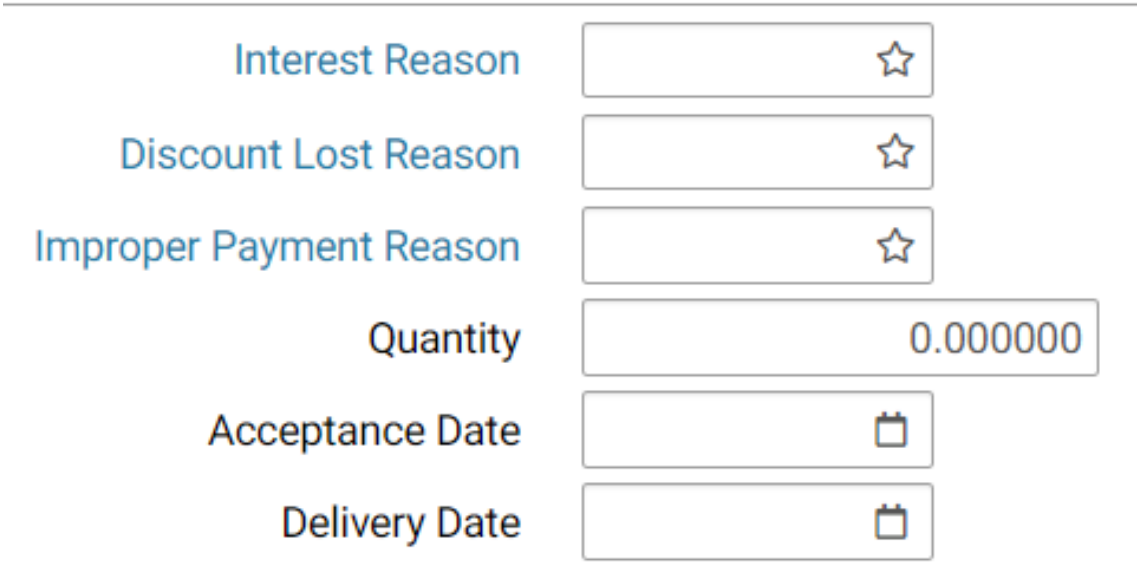
- **Fiscal Year** - Identifies the fiscal year to which the item is assigned.
- **Category** - The category of the schedule, derived by the payment type on which this payment will be submitted to Treasury (e.g., ACH, Treasury Disbursed Check, etc.).
- **Type** - The type of schedule on which this payment will be submitted to Treasury (e.g., Corporate or Personal).
- **Number** - Identifies the schedule number to which the payment type is assigned.
- **Sequence Number** - Identifies the schedule sequence number to which the payment type is assigned.
- **Manual Checkbox** - Indicates that the payment will be submitted to Treasury on a manual schedule **Section 6.1**.

- **Agency Printing Information** (section)
  - **Payment Category** - The payment category. Determines whether the payment is subject to Treasury Offsets.
  - **Line Code** - Used to crosswalk category to type. Valid values are Vendor and Miscellaneous.
  - **Check Type** - Indicates the type of check selected (for example, mailed, hand pick-up, comment card, etc.).
  - **Agency Printing Information** - Indicates whether the agency disbursements office will print a check for this payment using the automated disbursements process or will use the manual check transaction to record a hand written check or print a check on demand.
- **State Disbursing Information** (section)
  - **Payment Type** - The type of disbursement method to be used.
  - **Mail Code** - The mail code of the disbursement information. Valid options include Mail Direct, Pouch to Post, Return to USDO, Special Handling and Save for Vendor Pick-up.
  - **USDO Bank** - Indicates whether a bank is a USDO bank, and may be used by the Department of State to make payments from a U.S. Government bank account at the bank. Default is ‘False’.
- **Comments to Print** (section)
  - **Lines 1-13** - Any comments to be printed on the payment.

2.2 What does the Payments Section Display?

The Payments section is accessible by scrolling down the Header Accounting Line page of the payment form. This section shows valuable information, noted in **Figure 2** and the descriptions below.

Figure 2: Payments Section



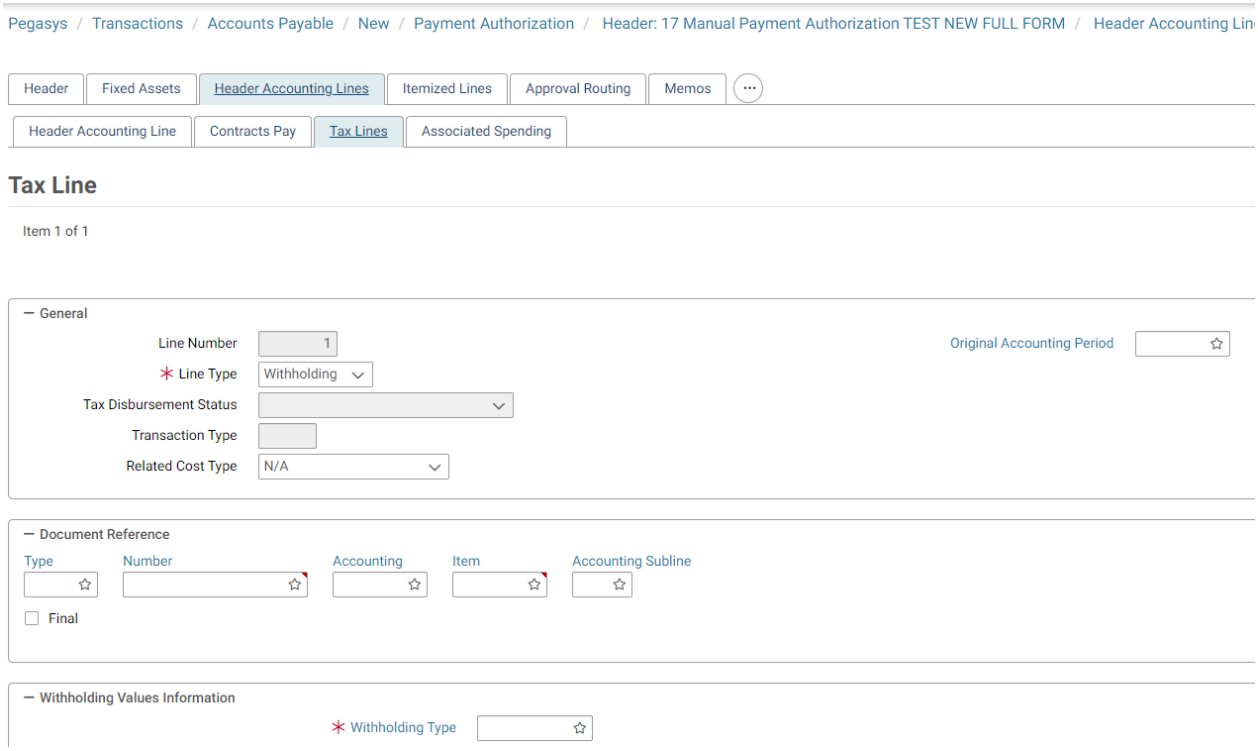
- **Interest Reason** - A numeric code identifying the reason why the payment will incur an interest penalty. This becomes a required field if Pegasys determines that the payment is late, but will default in a code of "02 - Finance Center Delay - Other."
- **Discount Lost Reason** - A numeric code identifying why an available discount was lost. This becomes a required field if Pegasys determines that the discount will be lost, but will default in a code of "01 - Not Economically Justifiable."
- **Improper Payment Reason -** Indicates the improper payment code.
- **Quantity** - The number of items or units.
- **Acceptance Date** - The date the purchased goods or services were accepted. This is copied forward from the referenced receipt or invoice to the payment.
- **Delivery Date** - The date the purchased goods or services were delivered. This is copied forward from the referenced receipt or invoice to the payment.

  NOTE: After a payment is processed and the **Schedule Date** has been calculated by Pegasys, the date is displayed in the **Disbursing Information** section located below the **General** section noted previously.

2.3 How do I add Tax Lines to a Payment?

Tax lines can be added to Payment Authorizations (IP), Third Party Payments (TP), and Orders (IO). To enter tax information, users can navigate to the header accounting line tab. Once selecting a header accounting line, the user can choose the Tax Lines hyperlink. On the Tax Lines tab, users can use the new withholding type field, as shown in **Figure 3**, on all tax lines which are associated with a taxing authority and a reporting category to ensure proper payment and reporting.

Figure 3: Tax Lines



2.4 How does Pegasys Calculate the Schedule Date?

At the time a payment document is processed, Pegasys determines the payment's Schedule Date. The Schedule Date is the date on which the payment must be selected for disbursement in order to be paid on time. Pegasys calculates this date based on several factors noted in **Figure 4**.

Figure 4: Payment Scheduling Calculation

- **Schedule Date** - The date Pegasys will begin the disbursements process in order to send the payment to Treasury in time.
- **Base Date** - Determined by the entered or inferred Prompt Pay Type and based on trigger date; either the date that the invoice is received or logged, the acceptance/ delivery date, or later of the two.
- **# of Payment Days** - Specified by GSA; depends on the prompt pay type or the negotiated payment days entered on order.

- **# of Days Late in Returning Invoice** - Difference between the date the invoice should have been returned to the vendor and the date the invoice was actually returned.
- **Disbursing Lag** - The number of days it takes Treasury to disburse a payment (2 days).

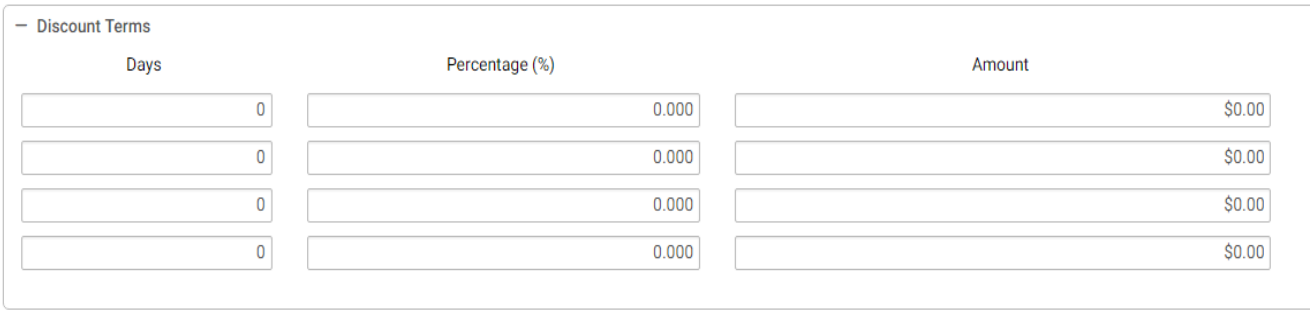
2.4.1 What Other Factors affect the Schedule Date?

When scheduling a payment to be disbursed, Pegasys will also check to see if there were any discount terms recorded on the order. These terms will copy forward to the payment and be displayed in the **Discount Terms** section on the **Header Accounting Line** page. Pegasys will perform calculations to determine if it is economically justified to take the discount. If so, this will be factored into the **Schedule Date** calculation.

Figure 5 displays the fields where discount information is stored on the payment.

NOTE: If a payment is not subject to Prompt Pay laws, Pegasys first checks to see if there are negotiated days on the order. Pegasys will also check to see if negotiated days have been set up for the vendor. If neither is entered, the payment will be scheduled for the payment document date.

Figure 5: Discount Terms Section



2.5 Is it possible to Change the Schedule Date?

Under certain circumstances, it may become necessary to change the **Schedule Date**. It is possible to change the designated prompt pay code or to enter a schedule date manually. There are two ways to accomplish this depending on the desired outcome.

2.5.1 When is it appropriate to Change the Prompt Pay Code?

If your intention is to alter the terms of the contract, it is possible to select a different Prompt Pay type. This will change the number of days in which the vendor must be paid. If not paid by that date, the payment will incur interest.

To change this code, locate the invoice or payment document you wish to alter. Navigate to the **Header Accounting Line** page and locate the Prompt Pay Type field. Select the **Prompt Pay Type** hyperlink to search for and select an appropriate Prompt Pay code. Successfully [**Verify**] the form.

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.

Once the form is successfully verified, select the [**Submit**] button to submit the form to Workflow for approvals or processing.

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

2.5.2 When is it appropriate to Manually Change the Schedule Date?

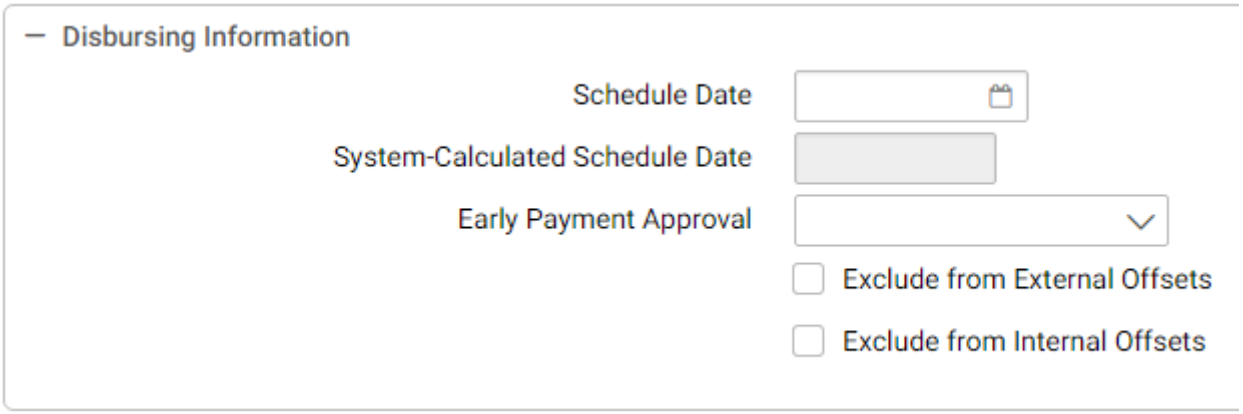
It is possible to change the Schedule Date by manually entering one on the invoice, payment, or Undisbursed Payment Query. This will instruct Pegasys to start disbursing the payment on the given day, but not to incur interest until the date designated by the Prompt Pay type. If a date is entered, warnings are issued to ensure that payments are not disbursed too early or discounts are lost.

If a schedule date is entered on the invoice (and then copied forward to the payment via Automated Match) or if the interface enters a schedule date on the payment it creates in Pegasys, this date will override any other calculated date or defaults.

2.5.2.1 How do I enter the Schedule Date on an Invoice or Payment?

1. Create or correct the invoice or payment document for which you wish to enter the schedule date.
2. Complete the document as usual.
3. Navigate to the Header Accounting Line page.
4. Scroll down to the **Disbursing Information** section.
5. Enter the necessary Schedule Date in the **Schedule Date** field. If the date entered is eight or more days early, select **Yes** from the **Early Payment Approval** drop down menu.

Figure 6: Entering a Schedule Date



6. Select the [**Verify**] button. Correct any errors reported on the form.

   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.

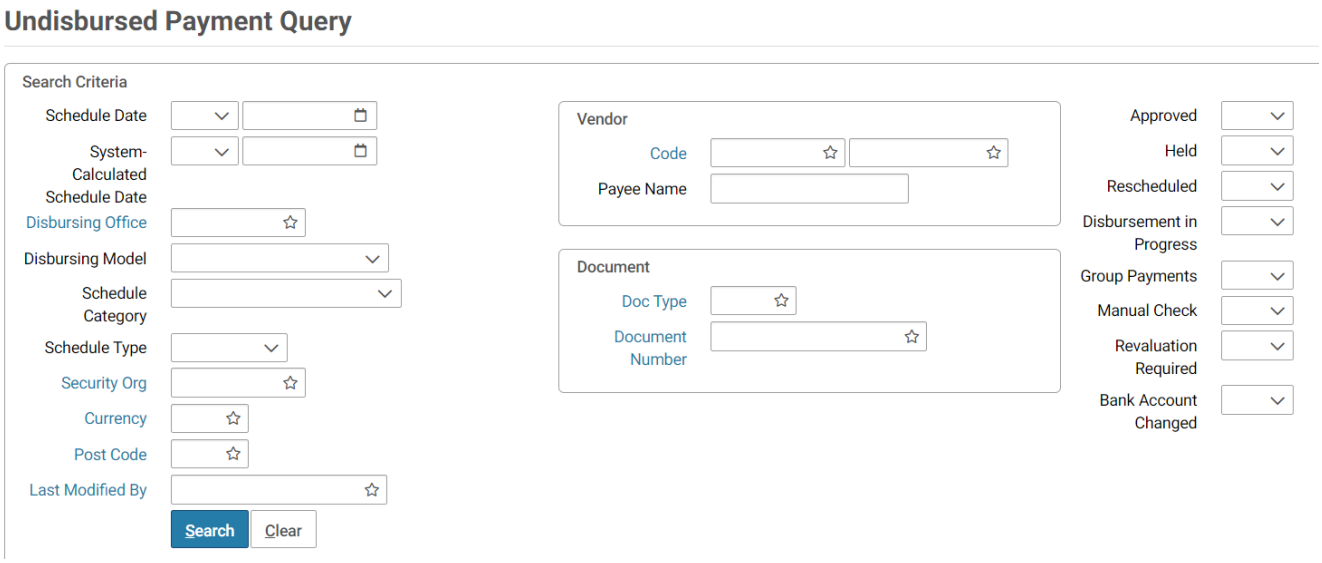
7. Once the form is successfully verified, select the [**Submit**] button to submit the form to Workflow for approvals or processing.

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

2.5.2.2 How do I Change the Schedule Date on the Undisbursed Payment Query?

1. Select Queries - Automated Disbursements - Undisbursed Payment Query from the Pegasys menu bar. The Undisbursed Payment Query is displayed.

Figure 7: Undisbursed Payment Query



2. Enter the payment document number in the **Document Number** field and Select the [**Search**] button.

   NOTE: If the full value is unknown, enter a partial value and the * wildcard symbol before or after the value entered. The search results will be displayed at the bottom of the page.

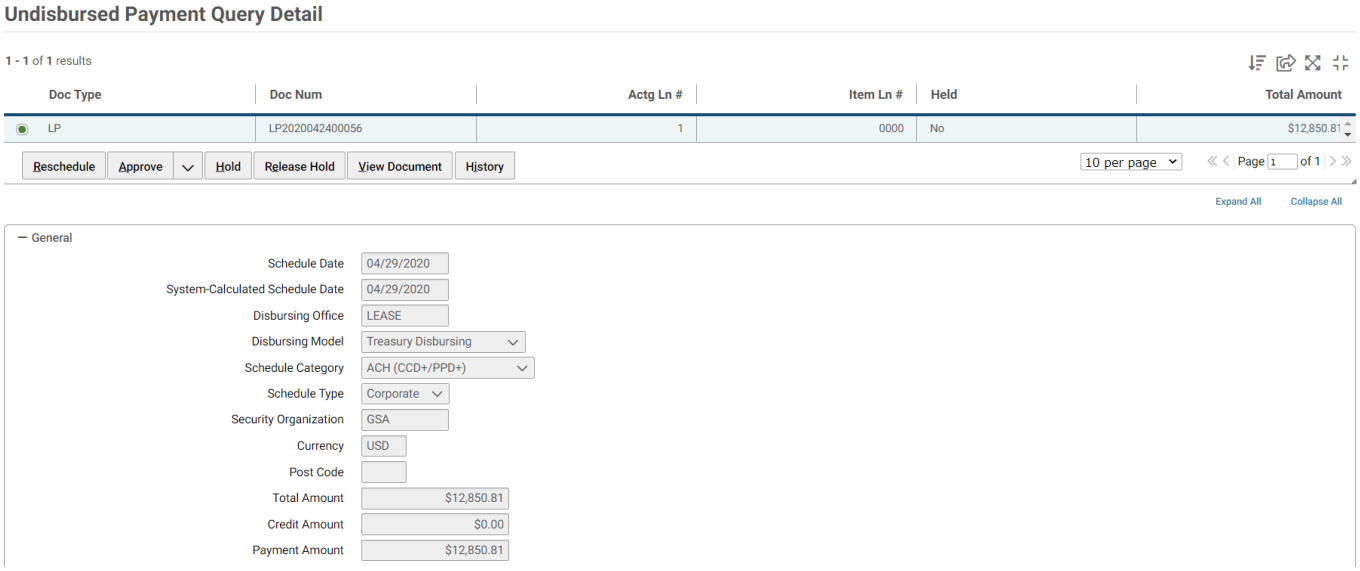
3. Select the payment to be rescheduled. Select the [**Reschedule**] button.
4. Enter the new Schedule Date on the **Reschedule** page and Select the [**OK**] button.
5. The selected payment will now have the new Schedule Date.
6. Select the **Inbox** hyperlink in the **Link Strip** to return to your inbox.

It may be necessary when entering a new Schedule Date to enter an **Interest Reason Code** or a **Discount Lost Reason Code**, depending on the new Schedule Date. In addition, if the new schedule date will be more than eight days before the prompt pay determined schedule date, then the Early Payment Approval flag must be checked. If any of these scenarios will occur, follow these steps:

The Undisbursed Payment Query Detail page is displayed.

1. Repeat steps 1-2 above.
2. Select the appropriate payment record and Select the [**Details**] button.

Figure 8: Undisbursed Payment Query Detail



3. In the **Rescheduling Information** section, enter the **New Schedule Date** and if necessary, enter the **Interest Reason Code** or **Discount Lost Reason Code** by Selecting the hyperlink and searching for and selecting the appropriate code.

   NOTE: If the new schedule date will be more than eight days before the prompt pay determined schedule date, use the drop down menu in the Early Payment Approval field and select Yes to approve the early payment.

4. Select the [**Reschedule**] button. The new date will populate the **Schedule Date** field.
5. Select the **Inbox** hyperlink in the **Link Strip** to return to your inbox.

2.6 Accounts Payable Transactions Summary Tab

There are additional fields on the Summary tab of Accounts Payable transactions. The additional fields allow users more flexibility to edit amounts on the Summary tab of a transaction and rids the need to edit amounts on individual accounting or itemized lines. Among the field additions to the Summary Page are Applied Credit, Applied Prepayment Amount, Holdback Amount, and Suspension Amount. These fields are also on the Header Accounting Lines and Itemized Accounting Lines tabs for consistency (shown in **Figure 9** and **Figure 10** below).

Figure 9: Itemized Payment - Header Accounting Line

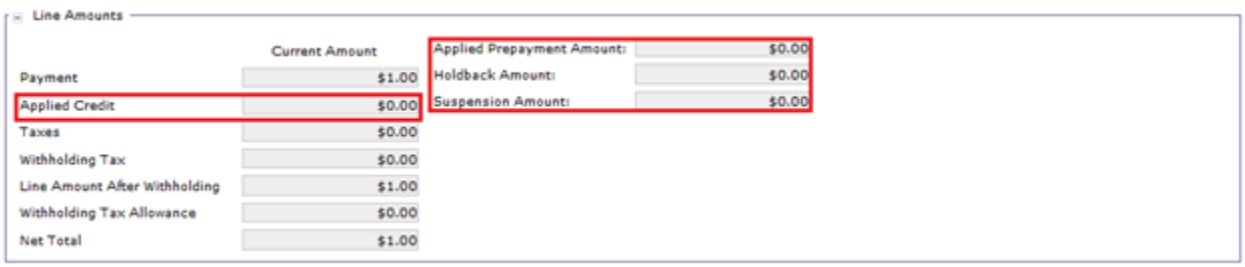
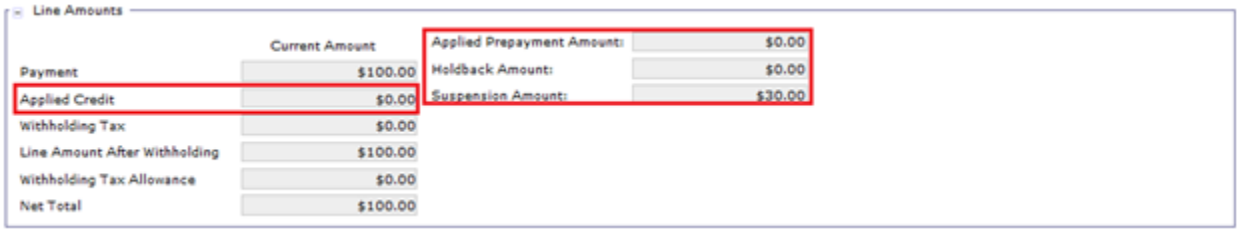


Figure 10: Itemized Payment - Itemized Accounting Line



Line Amounts

	Current Amount
Payment	$100.00
Applied Credit	$0.00
Withholding Tax	$0.00
Line Amount After Withholding	$100.00
Withholding Tax Allowance	$0.00
Net Total	$100.00

Applied Prepayment Amount:	$0.00
Holdback Amount:	$0.00
Suspension Amount:	$30.00

3 Disbursements Overview

Figure 11 shows the process through which Pegasys disburses payments. Details about each of these steps are included in the table below.

Figure 11: Disbursement Process Calendar

Day 1	Day 2	Day 3	3-5 Business Days Later	Next Day
View the Undisbursed Payments Query	Payment Selection Summary Report is Available	Vendor Receives Payment	Schedule Query updated with Treasury's Confirmation/Rejection Information	View the EFT Payment Query
View the Undisbursed Payments Report	Payment Selection Detail Report is Available	Nightly Disbursements Cycle Runs	Nightly Disbursements Cycle Runs	View the Check Query
View the Payments Awaiting Replacement Query	View the Schedule Query			View the Prompt Pay Detail Query
Nightly Disbursements Cycle Runs	Finance transmits schedule via ECS			Discount Earned and Lost Summary Report
	Nightly Disbursements Cycle Runs			Nightly Disbursements Cycle Runs

Table 1: Disbursement Process Details

Day	Step	Description
1	Undisbursed Payment Query	The Undisbursed Payment Query displays undisbursed and rescheduled payment accounting lines, with each accounting line within a payment displayed as its own line. For each payment accounting line, the query displays information such as the schedule date, disbursing office, vendor code, document type and number, payment amount, approval indicator, and a group payment indicator. As payments are disbursed, they are removed from this query.
1	Undisbursed Payments Summary Report	The Undisbursed Payments Summary Report displays the total number of payment accounting lines and disbursement amounts for all disbursement offices per schedule date.

Day	Step	Description
1	Payments Awaiting Replacement Query	The Payments Awaiting Replacement query displays Check or EFT payments that have been canceled for replacement. The query displays the disbursing office, trace number, payment date, schedule category, vendor name and payment amount. As the payments are disbursed again, they are removed from the query.
1	Nightly Disbursements Cycle Runs	Every evening, a series of batch jobs will run. These jobs will select and group payments and then create a Treasury Schedule.
2	Payment Selection Summary Report	The Payment Selection Summary Report displays what will be contained on the SF-1166 Report. This allows users to review a list of payment accounting lines selected for disbursements in a given cycle. The report lists the appropriations from which each payment is to be made as well as the total amount of payments per fund.
2	Payment Selection Detail Report	The Payment Selection Detail Report lists payments to be paid by Treasury. Each page lists the payment document lines within a payment sequence (i.e., each Check or EFT payment) for each schedule. It also lists the entire accounting distribution for each payment document line.
2	Schedule Query	The Schedule Query displays summary schedule information such as the date submitted, number of payments, and total vouchered amount. This query also provides a detailed list of all payment document lines included on the schedule, with the amount of each payment.
2	SF1166 Report	For each schedule, the report lists the appropriations from which the payment is to be made by Treasury as well as the total amount of payments per fund.
3-5	Schedule Query is Updated	Treasury confirmation or rejection of the schedule is recorded here.
3-5	Nightly Disbursements Cycle Runs	After Treasury confirmation/rejection information is entered on the Schedule Query, another nightly cycle of batch jobs will run. This will update all the records on the schedule, populate several reports and if confirmed, the nightly cycle will populate the Check and EFT Payment Queries.
Next Day	Check/EFT Payment Query	The Check/EFT Payment Query displays summary information for individual payments including the disbursing office, trace number, payment date, schedule category, payee code, schedule fiscal year, schedule type, and schedule number. A detailed list of all the payment lines and amounts is also available.

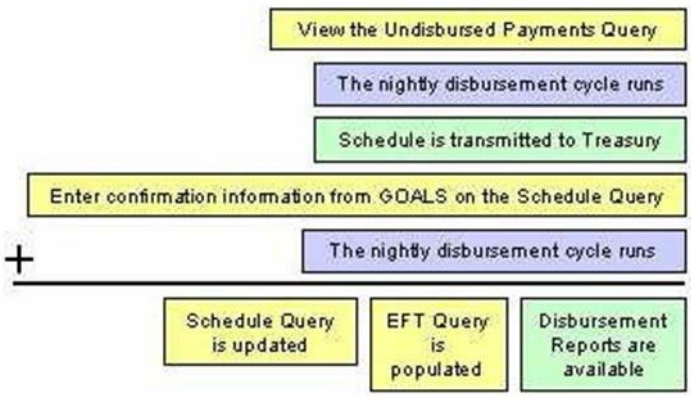
Day	Step	Description
Next Day	Summary of Net Outlays Report	The Summary of Net Outlays by Treasury Symbol provides summary totals of disbursements made for each Treasury Symbol for a specific month. The report also lists totals for all Treasury Symbols. The report displays disbursement amounts as negative numbers because they are stored as a credit to cash in the general ledger. Positive numbers represent a receipt of cash.
Next Day	Payment History Report	The Payment History report displays each payment document as well as each corresponding accounting line for all payments within the range defined by the report parameters.
Next Day	Discount Earned and Lost Summary Report	This report lists the discounts earned and lost by GSA. The report is grouped into two sections. The first section shows the summary of the discounts earned and lost by fund. It displays the information for the current month and year-to-date. The second section shows the detail of each invoice that offered a discount and whether the discount was earned or lost.

4 Disbursement Steps

Figure 11 illustrates, the disbursement process occurs over a number of days. **Figure 12** shows how the steps on the calendar add up to a successful disbursement.

This chapter provides instructions for reviewing the Undisbursed Payment Query, reviewing and updating the Schedule Query, and reviewing the EFT Payment Query, EFT Query, Check Query, and the Prompt Pay Query.

Figure 12: Disbursement Steps



4.1 Reviewing the Undisbursed Payment Query

The Undisbursed Payment Query displays undisbursed payments as well as rescheduled payments and any payments that have been rejected by Treasury. Undisbursed payment records are grouped and viewed based on their common attributes (Document Type, Document Number, Schedule Date, Disbursing Office, Vendor, etc.) so that users may optionally perform actions (Reschedule, Approve, Disapprove, Hold) on these undisbursed payment records as a “group”, rather than being required to apply actions to all individual lines of an undisbursed payment document that share the same attributes.

On the Undisbursed Payment Query Detail page, each accounting line in a payment is displayed as its own separate line. For each accounting line, this page displays information such as the schedule date, disbursing office, vendor code, document type and number, payment amount, approval indicator, and a group payment indicator. As payments are disbursed, they are removed from the query.

4.1.1 How do I View the Undisbursed Payment Query?

1. Select Queries - Automated Disbursements - Undisbursed Payment Query from the Pegasys menu bar. The Undisbursed Payment Query is displayed.

2. Enter the Schedule Date, Disbursing Office, and Document Type in the corresponding fields. Users may also search on Vendor Code, Security Org, Approved status (Yes or No), or any of the other available search criteria options.

   NOTE: The Schedule Date is the date Pegasys will begin the disbursement process in order to get the payment to Treasury in time. The nightly disbursing process selects eligible payments with a schedule date two days ahead of the current date.

3. Select the [Search] button. The query results will be displayed at the bottom of the page to clear search criteria, Select the [Clear] button.

4. Select the payment record to review and then select the [Details] button. The Undisbursed Payment Query Detail page is displayed.

   NOTE: Most payments on this query will default to Approved status. However, some Region 7 payments that are over a certain dollar limit may need to be manually approved. To do this, simply select the payments and Select the **Approve** button in the Undisbursed Payment Query. This process is explained in greater detail in the next section.

4.1.2 What does the Undisbursed Payment Query Display?

The Undisbursed Payment Query displays undisbursed payments as well as rescheduled payments and any payments that have been rejected by Treasury. Undisbursed payment records are grouped and viewed based on their common attributes (Document Type, Document Number, Schedule Date, Disbursing Office, Vendor, etc.) so that users may optionally perform actions (Reschedule, Approve, Disapprove, Hold) on these undisbursed payment records as a “group”, rather than being required to apply actions to all individual lines of an undisbursed payment document that share the same attributes.

On the Undisbursed Payment Query Detail page, each accounting line in a payment document has its own line. For example: if a payment document has 5 accounting lines, then the user will see 5 lines on this page, one for each accounting line. Each one of those accounting lines has the same document number in the Document Number field, with a different number in the Line Number field. For each accounting line, this page displays information such as the schedule date, disbursing office, vendor code, document type and number, payment amount, approval indicator, and a group payment indicator.

Payments can be approved or disapproved directly from the Undisbursed Payment Query, without going into the Undisbursed Payment Query Detail page. Using the above example, the user can select the payment (and its five lines) and, if it is unapproved - approve it and if it is approved - disapprove it.

NOTE: If the selected payments are approved, only the [**Disapprove**] button should be selected. If the selected payments are unapproved, then the [**Approve**] button should be selected.

Another advantage is that multiple payment documents can be selected and approved or unapproved en masse. Example: the user has entered certain parameters in the Undisbursed Payment Query and Selects the [**Search**] button. The result is ten payment documents. To approve all ten payment documents, the user simply selects all ten payment records and Selects the [**Approve**] button. If the

payment documents are approved already, the user can disapprove them by selecting all the lines and Selecting the [**Disapprove**] button.

4.1.3 What should I look for on the Undisbursed Payment Query Detail?

- **Schedule Date** - Displays the date that Pegasys will need to select the payment line to go through the disbursements process. Keep in mind that Pegasys has been set up to select payments two days ahead of the indicated Schedule Date so that the payment will be disbursed two days early.
- **Approved** (drop-down box) - Indicates whether the disbursement has been approved and is ready to be picked up by the disbursements process on the indicated schedule date. Region 6 payments will be approved for disbursement by default so this drop-down box will display 'Yes', unless a user has Selected the **[Disapprove]** button on the Undisbursed Payment Query page. Payments from Region 7 that are over a certain dollar amount may not default to approved.
- **Disbursement in Progress** (drop-down box) - If this drop-down box displays 'Yes,' that indicates that a payment line has been selected and is in the process of being disbursed. Once a payment line is in the process of being disbursed, no changes can be made. Because the disbursing process runs at night, a user will normally never see this drop- down box display 'Yes.'

Rescheduling Information (section)

- **New Schedule Date** - The new date on which Finance can reschedule the payment line to be selected by the disbursements process. This field allows Finance to reschedule a payment line so that Pegasys will disburse it at another date, if necessary.
- **Early Payment Approval** (drop-down box) - If a user enters a new schedule date that is more than eight days before the prompt pay determined schedule date, it is necessary to use the drop down menu to select **Yes.** This indicates the payment line is approved for early disbursement.
- **Interest Reason Code** - A code that identifies the reason why the payment line will incur an interest penalty. This is a required field if the payment line is being rescheduled for a later date and will incur interest. Select this link and search for and select an appropriate Interest Reason code.
- **Discount Lost Reason Code** - A code that identifies the reason why an available discount was lost. This is a required field if the payment line is being rescheduled for a later date and will lose its discount. Select this link and search for and select an appropriate Discount Lost Reason code.

4.1.4 How Can I Hold a Payment So That it Does Not Get Disbursed?

It is possible to hold a payment from being disbursed on the Undisbursed Payment Query.

1. Select Queries - Automated Disbursements - Undisbursed Payment Query from the Pegasys menu bar. The Undisbursed Payment Query is displayed.

2. Enter the **Schedule Date**, **Disbursing Office** and **Document Type** in the corresponding fields. Users can also search by **Vendor** or **Approved Status** (Yes/No) or any of the other available search criteria.

   NOTE: The **Schedule Date** is the date Pegasys will begin the disbursement process in order to get the payment to Treasury in time.

3. Select the **[Search]** button. All of the payments that match the parameters entered above will be displayed at the bottom of the page.
4. Select the appropriate payment document.
5. Select the **[Hold]** button.
6. If necessary, enter the **Held/Release Reason**. Then Select the **[OK]** button. System messages indicate that the Undisbursed Payment Hold was successful.

   NOTE: When the disbursement of this payment is to resume, repeat steps 1 - 3 and select the **Release** button. Then, proceed to step 6.

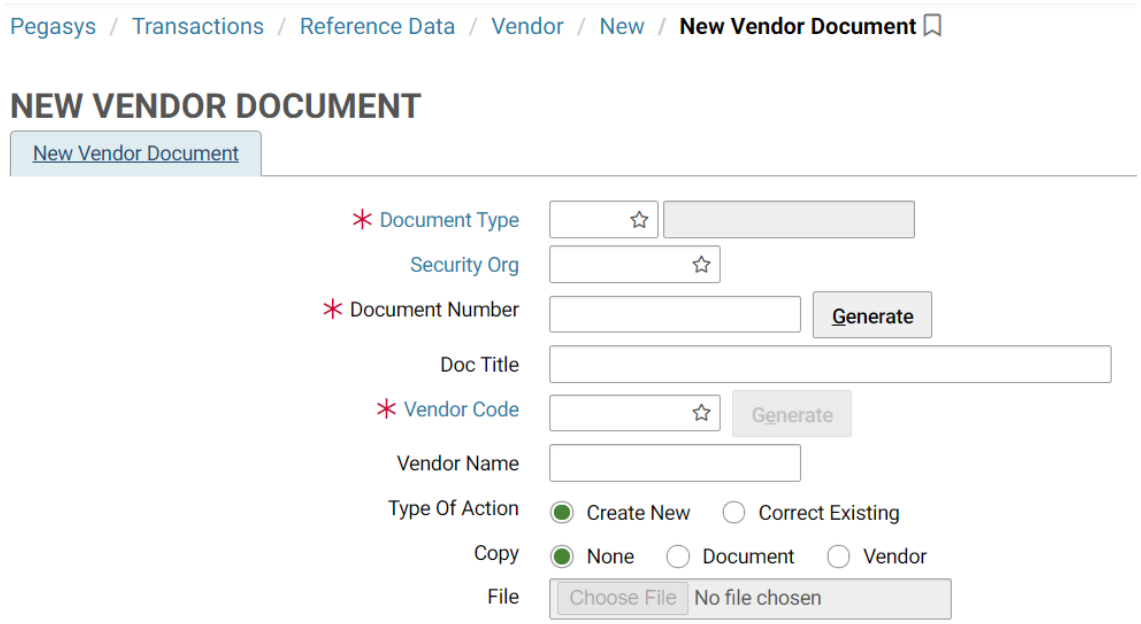
7. Select the **Inbox** hyperlink in the **Link Strip** to return to your inbox.

4.1.5 How Can I Hold all Payments to a Specific Vendor?

If it becomes necessary to prevent any payments to a specific vendor from being disbursed, this can be accomplished by altering the vendor's record in the Vendor Maintenance Table.

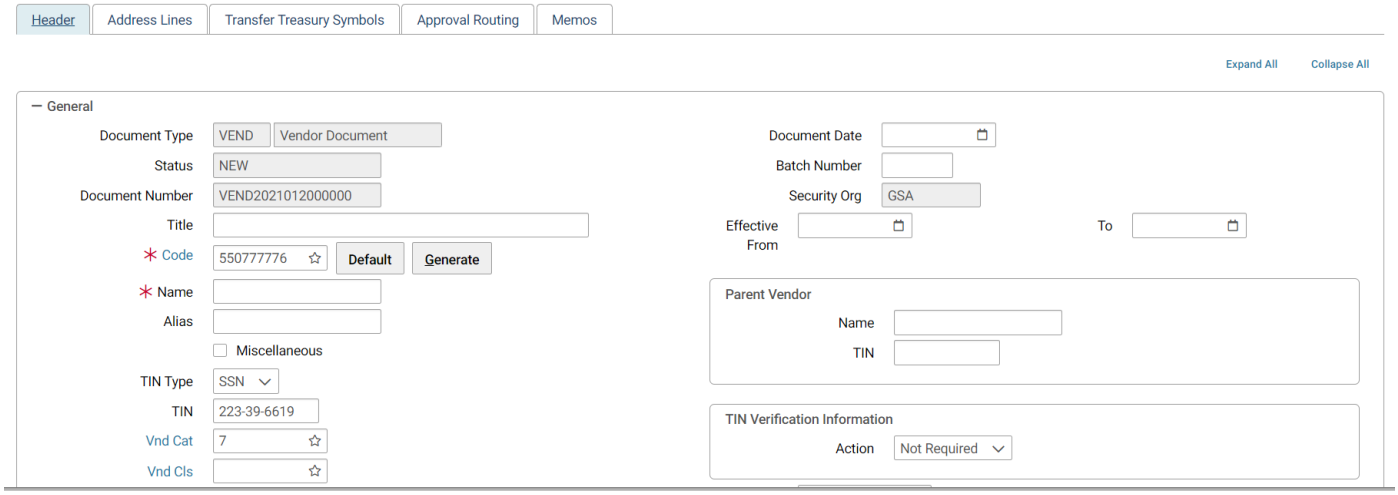
1. Select **Transactions - Reference Data - Vendor - New - Vendor Document** from the Pegasys menu bar. The **New Vendor Document** page is displayed.

Figure 13: New Vendor Document



2. Enter the appropriate **Document Type** and Select the **[Generate]** button to generate a document number automatically. 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 vendor's code in the **Vendor Code** field and then select the **Correct Existing** radio button. Select the **[Finish]** button. The **Header** page is displayed.

Figure 14: Vendor Header page



4. Select the **Address Lines** tab. Select the **[Add/Change]** button.
5. Enter the **Address Code** that should be modified. If necessary, select the **Address Code** hyperlink to search for and select the appropriate address code.
6. Select the appropriate **Line Action** from the drop-down box.
7. Select the **[Next]** button.
8. Scroll down to the Payment Information section. Check the Hold Payment checkbox.

   A reason for holding the payment must be entered in **Reason for Hold** box or an error message will appear after verification.
9. Select the **[Verify]** button and correct any 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.
10. Once the form is successfully verified, select the **[Submit]** button to submit the form to Workflow for processing. To set a Workflow Priority of Urgent when submitting a form for approval, select Submit then Urgent.

    NOTE: When disbursements to this specific vendor address code are to resume, simply repeat these steps and uncheck the **Hold Payment** flag.

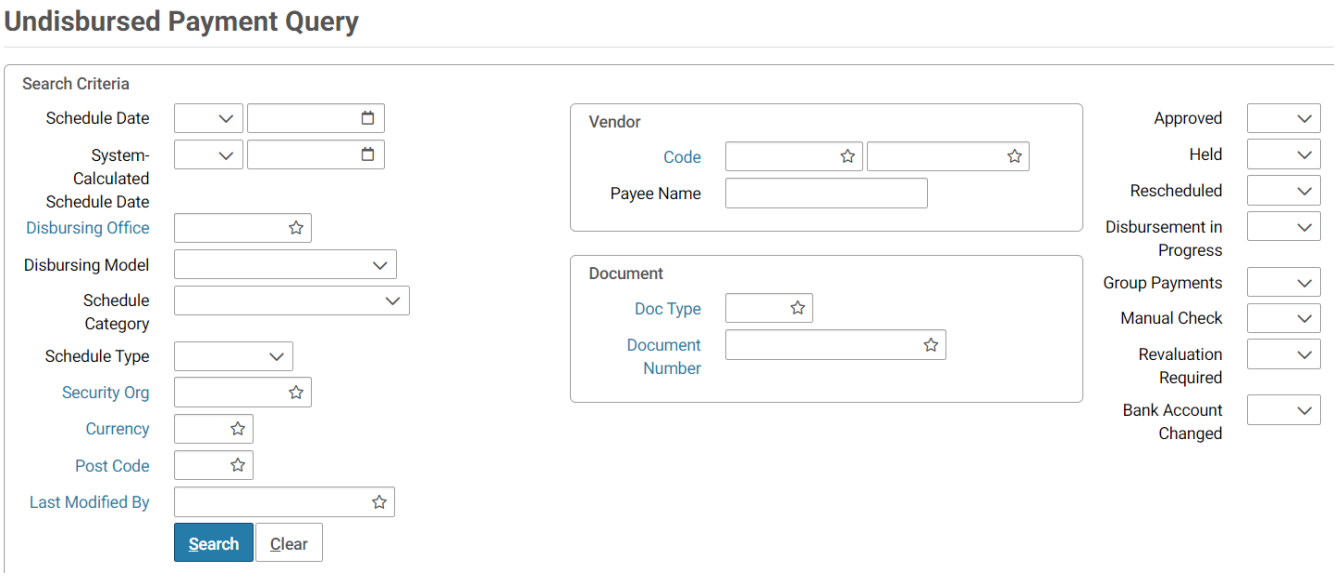
11. The Inbox is displayed. System messages indicate the form was submitted for processing successfully.

4.1.6 What if a Vendor Code is Deactivated and it may have been used on an Undisbursed Payment?

Once a payment is created and is sitting on the Undisbursed Payment Query, Pegasys will not perform an edit to make sure that the vendor is still valid. Therefore, any time a vendor code is deactivated, it is necessary to check the Undisbursed Payment Query for payments using that code. Then, users should un-approve the payment, cancel the payment document, and correct the invoice by entering a valid vendor.

1. Select Queries - Automated Disbursements - Undisbursed Payment Query from the Pegasys menu bar. The Undisbursed Payment Query is displayed.

Figure 15: Undisbursed Payment Query



2. Enter the vendor code and the vendor address code in the **Code** fields.

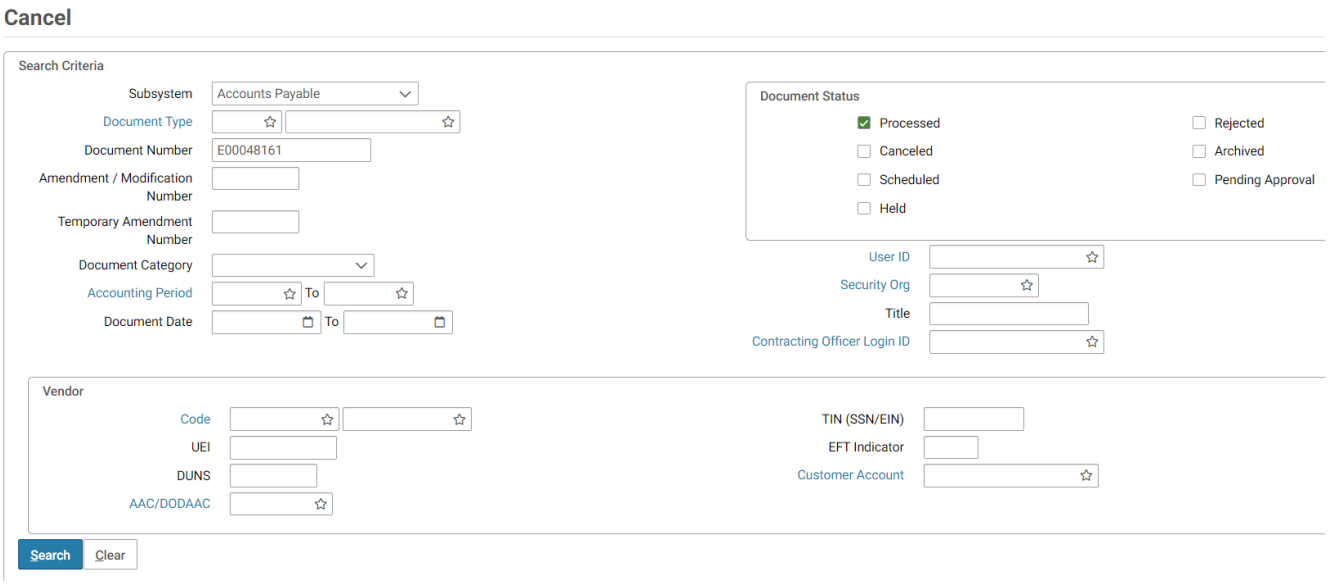
   NOTE: If the full value is unknown, enter a partial value and the * wildcard symbol before or after the value entered. The search results will be displayed at the bottom of the page.

3. Select the **[Search]** button. The query results will be displayed at the bottom of the page.
4. Highlight each separate line or Select the checkbox to the left of the header fields to select all lines at once.
5. Select the **[Disapprove]** button so that the payment(s) cannot be disbursed.

   NOTE: Take note of the document numbers associated with the payments that have been unapproved. They will need to be canceled so that the invoice can be corrected. Follow Steps 8-11 below to cancel a payment document.

6. Select **Transactions - Accounts Payable - Cancel** from the Pegasys menu bar. The **Cancel** page is displayed.

Figure 16: Cancel page



7. Enter the **Document Type** and the **Document Number**. Then Select the **[Search]** button.

   NOTE: If the full value is unknown, enter a partial value and the * wildcard symbol before or after the value entered. The search results will be displayed at the bottom of the page. The query results will populate the bottom portion of the page.

8. Highlight the appropriate document record and Select the **[Cancel]** button.
9. The payment document is displayed. Review the document and confirm that the inactivated vendor code was used in the **Vendor** group box.
10. Select the **[Submit]** button to cancel the payment document. System messages indicate the form was submitted for processing successfully.
11. It is now possible to correct the invoice. Once the invoice is processed with the correct vendor information, Pegasys will create a new payment via the Automated Match process. The payment will be available for review on the Undisbursed Payment Query.

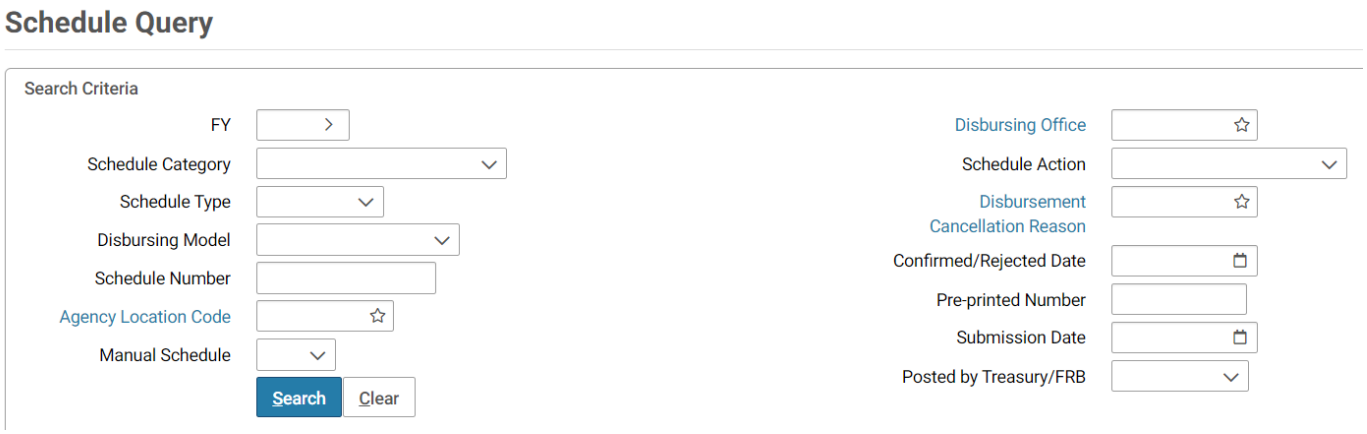
4.2 Reviewing the Schedule Query

Once all the payment documents have been selected by the nightly cycle, the Pegasys disbursements process creates a schedule file that is sent to Treasury for disbursement. At this stage, the schedule will be displayed on the Schedule Query with a Schedule Action of No Action, meaning it has not been updated with confirmation or rejection information from Treasury.

4.2.1 How do I View the Schedule Query?

1. Select **Queries - Automated Disbursements - Schedule Query** from the Pegasys menu bar. The **Schedule Query** is displayed.

Figure 17: Schedule Query

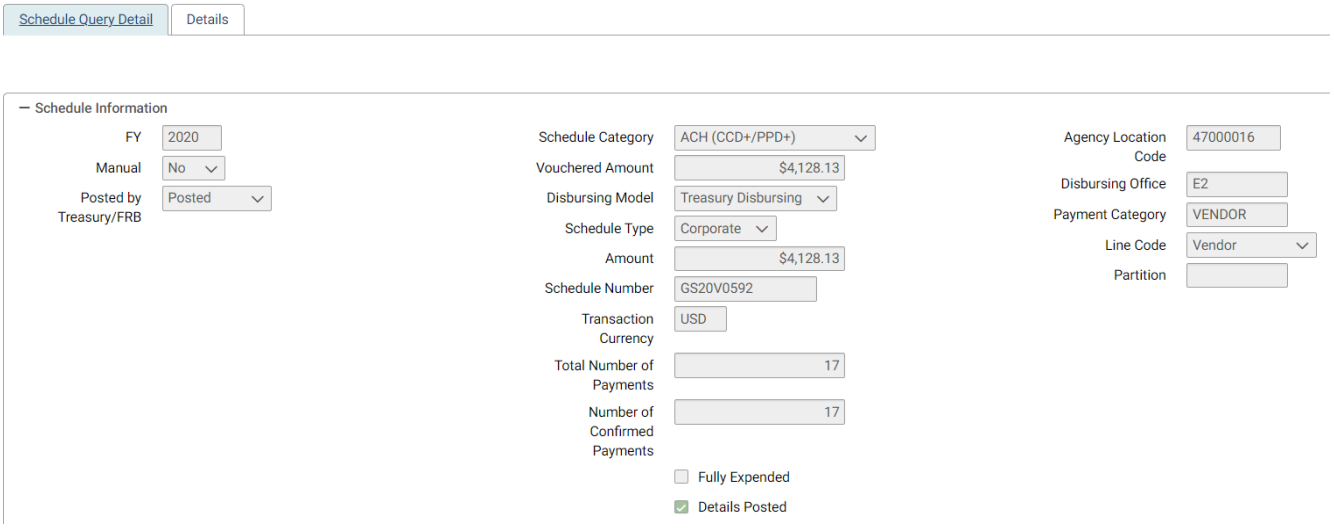


2. Enter the Fiscal Year and Disbursing Office. Select a Schedule Action of No Action and enter the Schedule Number if it is known.

   NOTE: The Schedule Action represents the status of the schedule:

3. **Confirm -** Treasury has confirmed the schedule and the payment has been sent to the vendor.
4. **No Action -** The information has been sent to Treasury but no confirmation has been received. If you were to look at the payment document, you would notice that the money is in transit.
5. **Rejected -** Treasury has rejected the schedule and has sent it back to GSA without disbursing.
6. **In Progress -** Not all of the Detail Lines in the Schedule have been confirmed/rejected. A Schedule with In Progress as the Schedule Action will not be picked up by Treasury Reconciliation.
7. **Complete -** All of the Payment Lines within the Schedule have either been confirmed or rejected. This Schedule will be picked up by Treasury Reconciliation, but some of the Payments within the Schedule may have been rejected and will not be picked until they are confirmed.
8. Select the **[Search]** button. The query results will be displayed at the bottom of the page.
9. Select the schedule record to review and Select the **[Details]** button. The **Schedule Query Detail** page is displayed.

Figure 18: Schedule Query Detail page

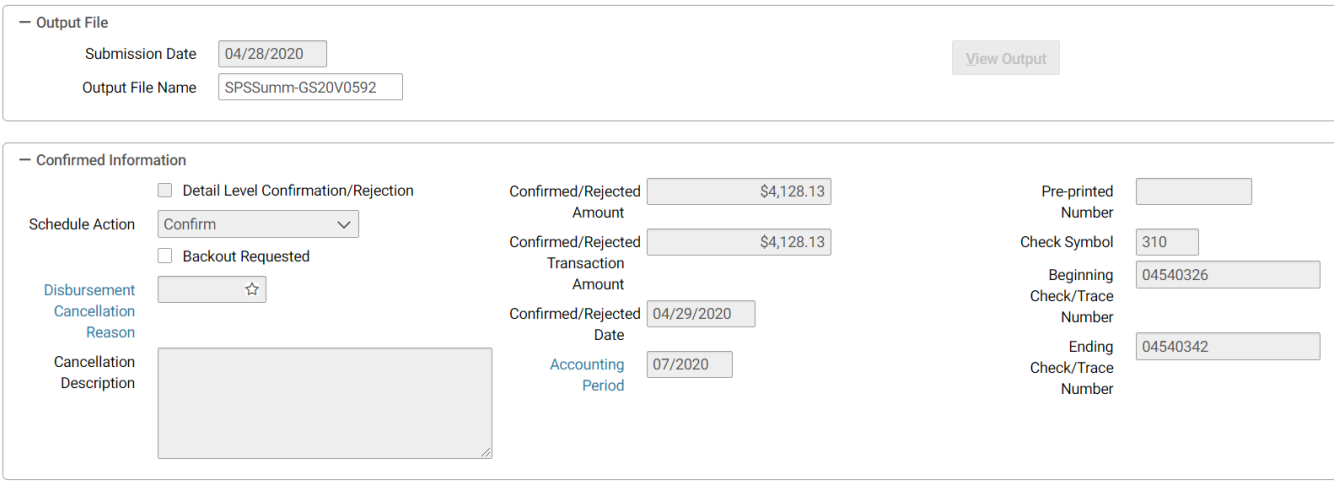


10. Select the **Details** tab to review additional information regarding this schedule.
11. Select the **Inbox** hyperlink in the **Link Strip** to return to your inbox.

4.2.2 What does the Schedule Query Detail page Display?

Figure 19 page displays summary schedule information for each schedule.

Figure 19: Schedule Query Detail Output File and Confirmed Information Sections



- **Schedule Action** (drop-down box)
  - **Confirm** - Treasury has confirmed the schedule and the payment has been sent to the vendor.
  - **No Action** - The information has been sent to Treasury but no confirmation has been received.

- **Rejected** - Treasury has rejected the schedule and has sent it back to GSA without disbursing.
- **In Progress** - Not all of the Detail Lines in the Schedule have been confirmed/rejected.
- A Schedule with In Progress as the Schedule Action will not be picked up by Treasury Reconciliation.
- **Complete** - All of the Payment Lines within the Schedule have either been confirmed or rejected. This Schedule will be picked up by Treasury Reconciliation, but some of the Payments within the Schedule may have been rejected and will not be picked until they are confirmed.

- **Submission Date** - The date the schedule was created by the Pegasys disbursements batch process.

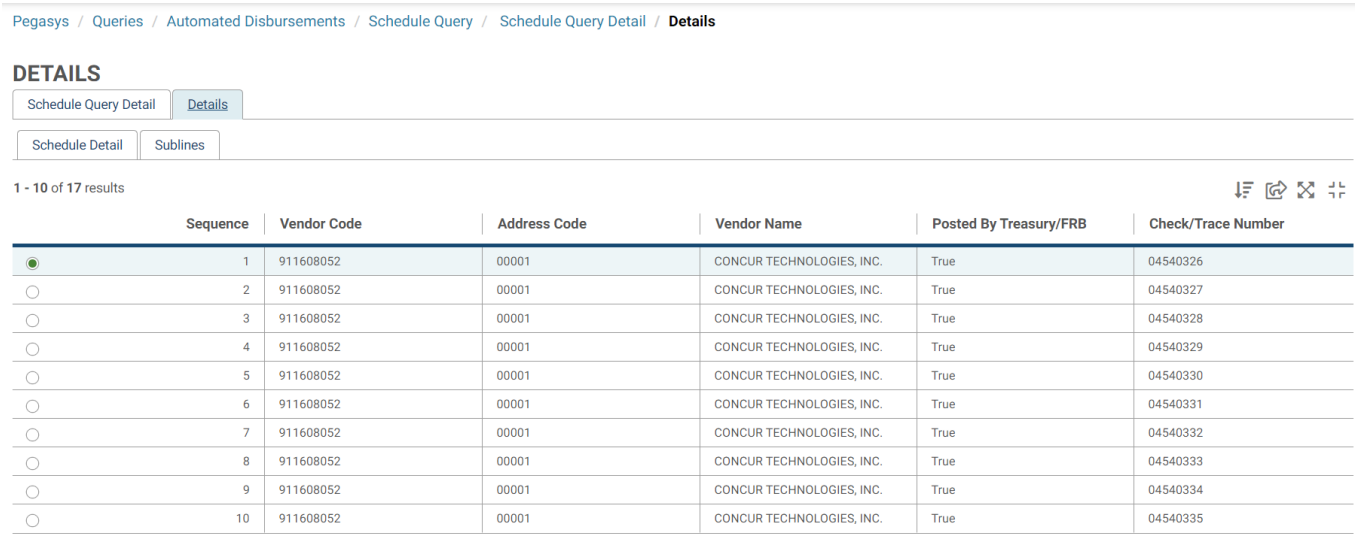
  Kansas City and Fort Worth disbursing offices will run these batch processes during the nightly cycle so the schedule will be transmitted to Treasury on the next business day. For TMR disbursements, the schedule will be submitted on the same day as it was created.

- **Vouchered Transaction Amount** - The total amount of the payments on the schedule.

4.2.3 How Can I Look at Each Payment Line?

1. Repeat Steps 1-4 from **Section 4.2.1**.
2. Select the **Details** tab. The **Details** page is displayed.

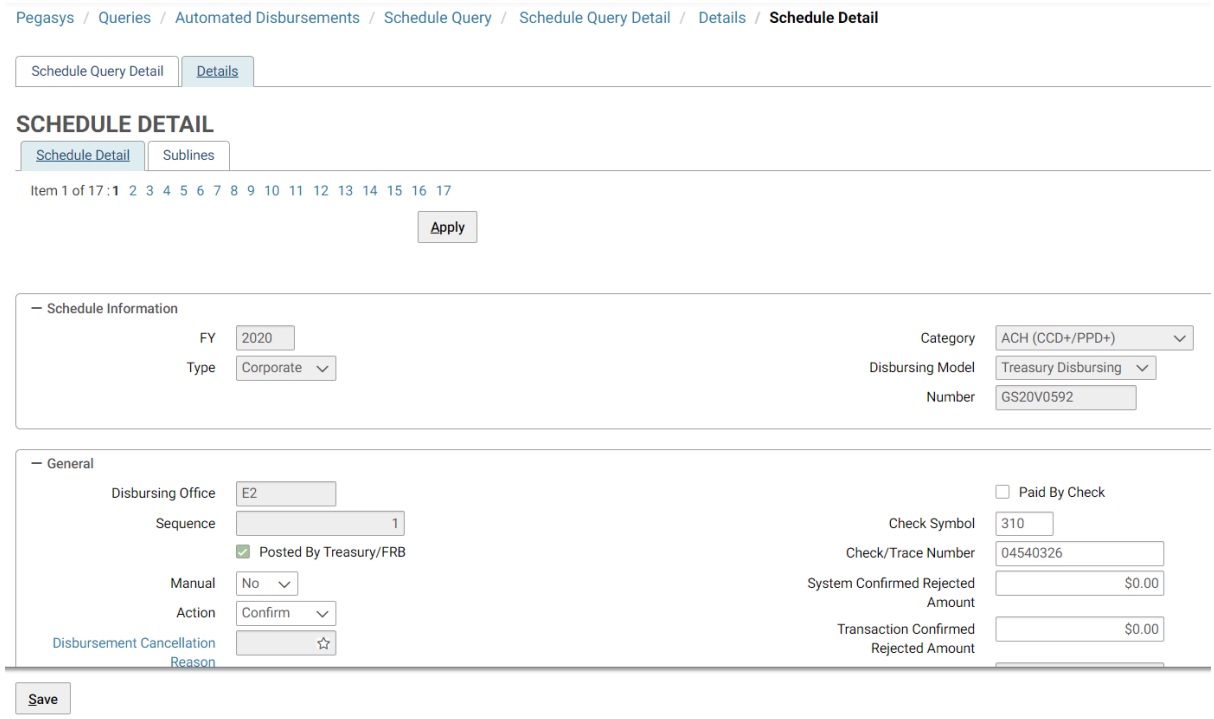
Figure 20: Details page



Sequence	Vendor Code	Address Code	Vendor Name	Posted By Treasury/FRB	Check/Trace Number
1	911608052	00001	CONCUR TECHNOLOGIES, INC.	True	04540326
2	911608052	00001	CONCUR TECHNOLOGIES, INC.	True	04540327
3	911608052	00001	CONCUR TECHNOLOGIES, INC.	True	04540328
4	911608052	00001	CONCUR TECHNOLOGIES, INC.	True	04540329
5	911608052	00001	CONCUR TECHNOLOGIES, INC.	True	04540330
6	911608052	00001	CONCUR TECHNOLOGIES, INC.	True	04540331
7	911608052	00001	CONCUR TECHNOLOGIES, INC.	True	04540332
8	911608052	00001	CONCUR TECHNOLOGIES, INC.	True	04540333
9	911608052	00001	CONCUR TECHNOLOGIES, INC.	True	04540334
10	911608052	00001	CONCUR TECHNOLOGIES, INC.	True	04540335

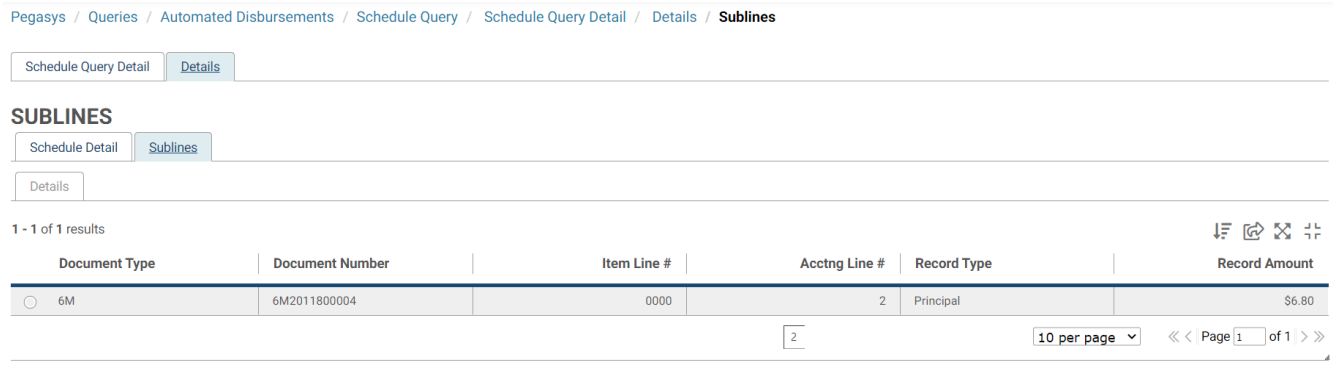
3. Highlight the vendor record to review and Select the **Schedule Detail** hyperlink. The **Schedule Detail** page is displayed.

Figure 21: Schedule Detail page



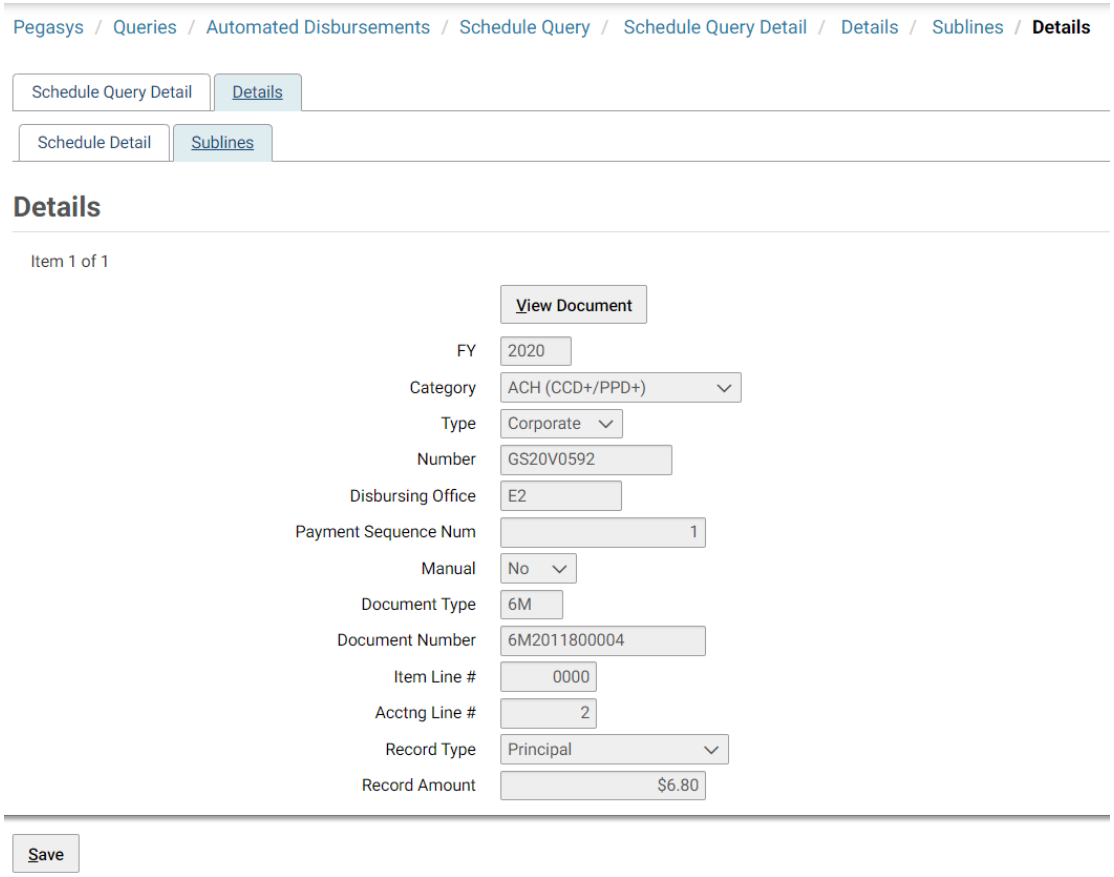
4. Note the information displayed on this page. Select the **Sublines** tab to view summary lines of all payment documents.

Figure 22: Sublines Page



5. Highlight the payment record to review and Select the **Details** link. The **Detail page** is displayed.

Figure 23: Detail Page



6. Note the information displayed in the fields on the page. It is also possible to view the individual payment documents by Selecting on the **View Document** button.
7. Select the **Inbox** hyperlink in the **Link Strip** to return to your inbox.

4.3 Updating the Schedule Query

Once all the payment documents have been selected by the nightly cycle, the Pegasys disbursements process creates a schedule file that is sent to Treasury for disbursement. Initially, the schedule will be displayed on the Schedule Query with a **Schedule Action** of No Action.

When Treasury sends confirmation or rejection information back to GSA via GOALS, it is necessary to record this information on the Schedule Query.

4.3.1 How Do I Record Treasury's Confirmation or Rejection of the Schedule?

1. Select **Queries - Automated Disbursements - Schedule Query** from the Pegasys menu bar. The **Schedule Query** is displayed.
2. Enter the Fiscal Year and Disbursing Office. Select a Schedule Action of No Action, and enter the Schedule Number or Submission Date if it is known.

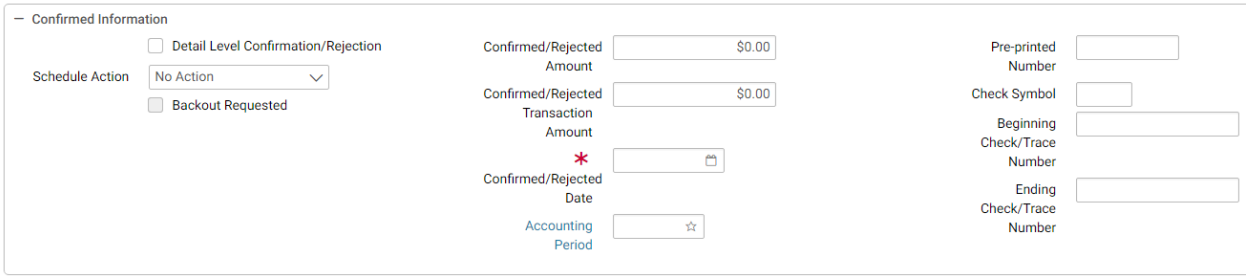
NOTE: The **Schedule Action** represents the status of the schedule:

3. **Confirm** - Treasury has confirmed the schedule and the payment has been sent to the vendor.
4. **No Action** - The information has been sent to Treasury but no confirmation has been received. If you were to look at the payment document, you would notice that the money is in transit.
5. **Rejected** - Treasury has rejected the schedule and has sent it back to GSA without disbursing
6. **In Progress** - Not all of the Detail Lines in the Schedule have been confirmed/rejected. A Schedule with In Progress as the Schedule Action will not be picked up by Treasury Reconciliation.
7. **Complete** - All of the Payment Lines within the Schedule have either been confirmed or rejected. This Schedule will be picked up by Treasury Reconciliation, but some of the Payments within the Schedule may have been rejected and will not be picked until they are confirmed.

   The **Submission Date** is the date the schedule was created by the Pegasys disbursements batch process. Kansas City and Fort Worth disbursing offices will run these batch processes during the nightly cycle so the schedule will be transmitted to Treasury on the next business day. For TMR disbursements, the schedule will be submitted on the same day as it was created.
8. Select the **[Search]** button.

   NOTE: The query results will populate the bottom of the page.
9. Select the schedule record you would like to view and then select the **[Details]** button. The **Schedule Query Detail** page is displayed.
10. At the bottom of the page, notice the **Confirmed Information section**.

Figure 24: Confirmed Information Section



11. To confirm a schedule, select a New Schedule Action of Confirm from the drop down menu. Then enter the Confirmed/Rejected Amount, Confirmed/Rejected Transaction Amount, the Confirmed/Rejected Date, and the Beginning and Ending Check/Trace Numbers. If confirming a Treasury Disbursed Check, also enter the Check Symbol.
12. To reject a schedule, select a New Schedule Action of Reject from the drop down menu. Then enter the Confirmed/Rejected Amount, Confirm/Rejected Transaction Amount, and the Confirmed/Rejected Date.
13. Select the [**Save**] button.

    NOTE: The **Confirmed Information** section on the page will be updated with the new schedule information.

It is possible to confirm or reject only certain payments within a particular Schedule and not confirm the other payments:

1. In the Schedule Query Details page, select the Detail Level Confirmation/Rejection flag in the Confirmed Information section.
2. Select the **Details** tab.
3. Highlight the vendor record you would like to view and Select the **Schedule Detail** link. The **Schedule Detail** page is displayed.
4. In the **General** section, select an **Action** of **Confirm** from the drop down menu. Then enter the **System Confirmed Rejected Amount**, **Transaction Confirmed Transaction Amount**, and **Check/Trace Number.** If confirming a Treasury Disbursed Check, also enter the **Check Symbol**.
5. Select the **Schedule Query Detail** hyperlink to return to the **Schedule Query Detail** page. Select **Complete** from the **Schedule Action** drop down menu and enter the new **Confirmed/Rejected Date**.
6. Select the **[Save]** button.
7. Select the **Inbox** hyperlink in the **Link Strip** to return to your inbox.

4.3.2 What if I Confirmed a Schedule in Error?

If a schedule is accidentally confirmed or rejected with incorrect information (e.g., the wrong confirmation date or check/trace numbers), and the mistake is caught the same day, it is possible to change the information by recording a new schedule action on the Schedule Query. In this case, simply follow the steps in **Section 4.3.1.**

If the mistake is caught after the nightly cycle has run, it will be necessary to “back out” the confirmation. Backing out a confirmation reverses the updates performed by the nightly cycle.

NOTE: It is not possible to back out the Rejection of a schedule once the nightly cycle has run. The payments on a rejected schedule are returned to the Undisbursed Payment Query.

4.3.2.1 How Do I Back Out a Schedule?

1. Select **Queries - Automated Disbursements - Schedule Query** from the Pegasys menu bar. The **Schedule Query** page is displayed.
2. Enter the Fiscal Year, the Schedule Number if known, the Disbursing Office, a Schedule Action of Confirm, and Posted in the Posted By Treasury field.
3. Select the [**Search**] button.

   NOTE: The query results will populate the bottom of the page
4. Select the record you would like to view and Select the [**Details**] button. The **Schedule Query Detail** page is displayed.
5. Check the **Backout Requested** checkbox in the Confirmation Information group box.

6. This check box will remain checked until the next nightly cycle backs out the requested schedule. This will restore the schedule to the Schedule Query with the status of No Action.
7. Select the **Save** button.
8. Select the **Inbox** hyperlink in the **Link Strip** to return to your inbox.

4.4 Reviewing a Confirmed or Rejected Schedule

The Schedule Query will be updated several times throughout the disbursements process. Once Treasury's confirmation or rejection information has been entered and the nightly disbursements cycle has run, it is possible to view the updated schedule.

4.4.1 How Do I View the Schedule Query?

1. Select **Queries - Automated Disbursements - Schedule Query** from the Pegasys menu bar. The **Schedule Query** page is displayed.
2. Enter the Fiscal Year and Disbursing Office. Then select a Schedule Action of Confirm or Reject and enter the Schedule Number or Submission Date if it is known. Select Posted from the Posted by Treasury drop-down box.

   NOTE: The Schedule Action represents the status of the schedule:
3. **Confirm -** Treasury has confirmed the schedule and the payment has been sent to the vendor.
4. **No Action** - The information has been sent to Treasury but no confirmation has been received.
5. **Rejected -** Treasury has rejected the schedule and has sent it back to GSA without disbursing.
6. **In Progress -** Not all of the Detail Lines in the Schedule have been confirmed/rejected. A Schedule with In Progress as the Schedule Action will not be picked up by Treasury Reconciliation.
7. **Complete -** All of the Payment Lines within the Schedule have either been confirmed or rejected. This Schedule will be picked up by Treasury Reconciliation, but some of the Payments within the Schedule may have been rejected and will not be picked until they are confirmed.

   The **Submission Date** is the date the schedule was created by the Pegasys disbursements batch process. Kansas City and Fort Worth disbursing offices will run these batch processes during the nightly cycle so the schedule will be transmitted to Treasury on the next business day. For TMR disbursements, the schedule will be submitted on the same day as it was created.
8. Select the **[Search]** button.

   NOTE: The query results will populate the bottom portion of the page.
9. Select the schedule record you would like to view and then select the **[Details]** button. The **Schedule Query Detail** page is displayed.
10. Select the **Details** tab to review additional information regarding this schedule.
11. Select the **Inbox** hyperlink in the **Link Strip** to return to your inbox.

4.4.2 What Does the Schedule Query Detail Page Display?

The Schedule Information window displays summary schedule information for each schedule.

- **Schedule Action**
  - **Confirm** - Treasury has confirmed the schedule and the payment has been sent to the vendor.
  - **No Action** - The information has been sent to Treasury but no confirmation has been received.
  - **Rejected** - Treasury has rejected the schedule and has sent it back to GSA without disbursing.
  - **In Progress** - Not all of the Detail Lines in the Schedule have been confirmed/rejected.

    A Schedule with In Progress as the Schedule Action will not be picked up by Treasury Reconciliation.
  - **Complete** - All of the Payment Lines within the Schedule have either been confirmed or rejected. This Schedule will be picked up by Treasury Reconciliation, but some of the Payments within the Schedule may have been rejected and will not be picked until they are confirmed.
- **Posted By Treasury** - Indicates whether Treasury's confirmation or rejection of the schedule has been posted by the Treasury reconciliation process and the nightly cycle has updated the schedule with that information.
- **Submission Date** - The date the schedule was created by the Pegasys disbursements batch process.
- Kansas City and Fort Worth disbursing offices will run these batch processes during the nightly cycle so the schedule will be transmitted to Treasury on the next business day. For TMR disbursements, the schedule will be submitted on the same day as it was created.
- **Details Posted** (check box) - Indicates whether the supporting payment authorizations have been posted by the Treasury reconciliation process.
- **Confirmed/Rejected Amount** - The amount of the schedule, which has been confirmed or rejected by Treasury.
- **Check/Trace Numbers** - The Check/EFT trace numbers assigned to the payments on the schedule.

4.4.3 How can I Look at Each Payment Line?

1. Repeat Steps 1-4 in **Section 4.4.1**.
2. Select the **Details** tab. The **Details** page is displayed.
3. Highlight the vendor record to review and Select the **Schedule Detail** link. The **Schedule Detail** page is displayed.

4. Note the information displayed on this page. Select the **Sublines** tab to view summary lines of all payment documents.
5. Highlight the payment record you would like to view and Select the **Details** link. The **Detail** page is displayed.
6. Note the information displayed in the fields on the page. It is also possible to view the individual payment documents by Selecting on the **View Document** button.

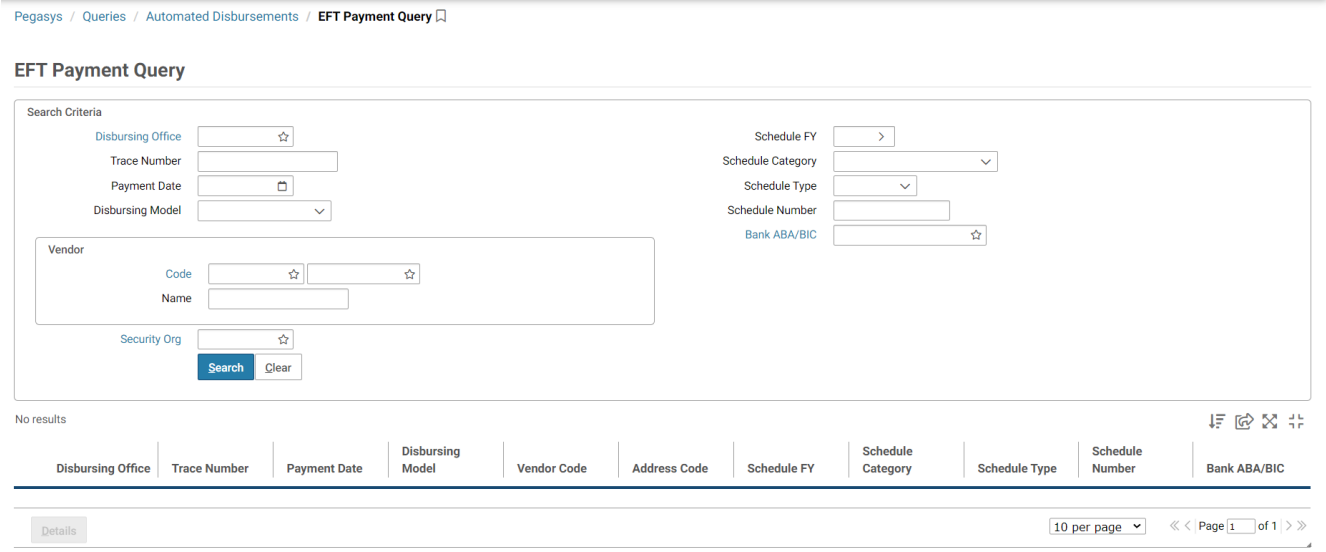
4.5 Reviewing the EFT Payment Query

After a Treasury schedule is confirmed and the nightly cycle runs, the EFT Payment Query is updated with a list of all the EFT payments that were made via ACH schedules.

4.5.1 How do I View the EFT Payment Query?

1. Select Queries - Automated Disbursements - EFT Payment Query from the Pegasys menu bar. The EFT Payment Query is displayed.

Figure 25: EFT Payment Query



2. Enter the disbursing office in the **Disbursing Office** field and if the trace number or payment date is known, enter that information in the **Trace Number** or **Payment Date** fields.

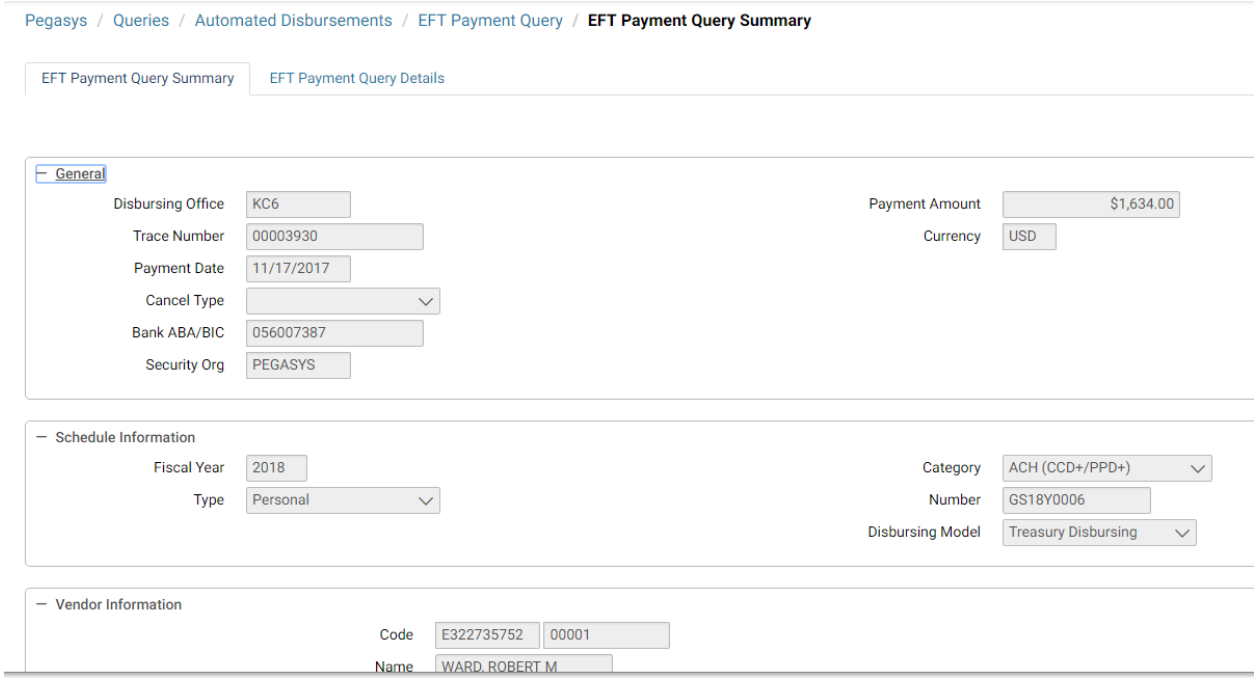
   NOTE: The **Payment Date** is the date the EFT payment was disbursed.

3. Select the **[Search]** button.

   NOTE: The query results will populate the bottom portion of the page. To clear the search criteria, select the [**Clear**] button.

4. Select the EFT payment record to review and Select the **[Details]** button. The **EFT Payment Query Summary** page is displayed.

Figure 26: EFT Payment Query Summary page



5. Record Treasury's Offset information in the **Offset Amount** section. Enter the **Offset Amount** and a description if desired in the **Offset Information** field. Then Select the **[Save]** button to save the offset information.

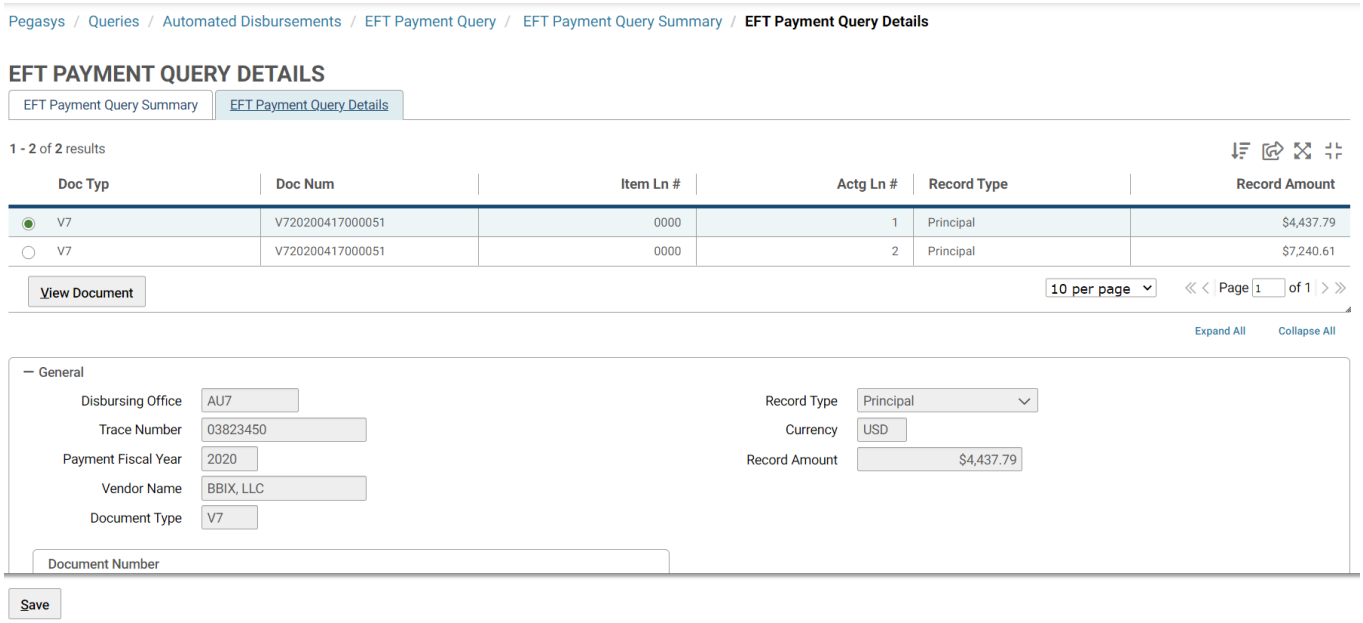
4.5.2 What Does the EFT Payment Query Summary Page Display?

- **General** (section)
  - **Disbursing Office** - The disbursing office that issued the EFT payment. Updated by the Treasury reconciliation process.
  - **Trace Number** - The trace number that identifies the EFT payment. Updated by the Treasury reconciliation process.
  - **Payment Date** - The date the EFT payment was disbursed.
  - **Cancel Type** - Indicates whether the EFT payment has been canceled, and if so, the type of cancel (i.e., replacement or deletion).
  - **Bank ABA/BIC** - The bank code that defines the bank to the system. Must be valid on the Bank *maintenance* table.
  - **Payment Amount** - The amount of the EFT payment.
- **Schedule Information** (section) - Displays the **Fiscal Year**, **Disbursing Model**, **Schedule Category**, **Schedule Type**, and **Schedule Number** that is associated with the EFT payment.
- **Vendor Information** - Provides the specific **Vendor Name**, **Vendor Code**, **Address Code**, and bank information.
- **Offset Amount** (section) - Records Treasury's Offset information.

4.5.3 How do I View Each Payment Line?

1. Repeat Steps 1-4 in **Section 4.5.1.**
2. Select the **EFT Payment Query Details** tab to review the specific payment document lines included in this payment. The **EFT Payment Query Details** page is displayed.

Figure 27: EFT Payment Query Details page



3. Users are able to view a list of all the payment document lines.

   Highlight a record so that the information populates the fields at the bottom of the page.
4. Select the [**View Document**] button to view the payment document.
5. Select the **Inbox** hyperlink to return to your inbox.

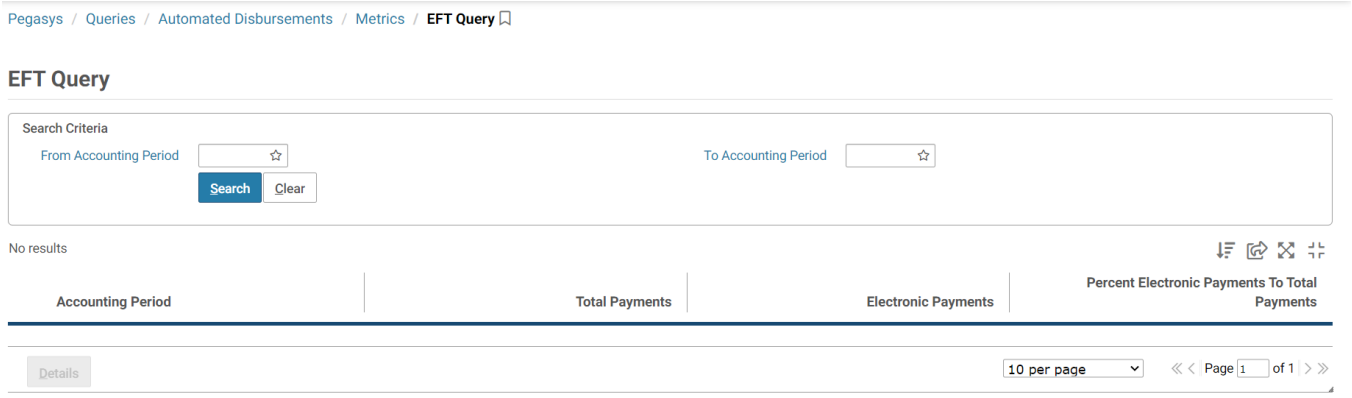
4.6 Reviewing the EFT Query

The EFT Query measures the extent to which vendors are paid electronically. A high use of EFT saves money, reduces paperwork, and improves cash management. GSA users may search for these metrics by accounting period range. The query details display the percentage of electronic payments to total payments grouped by disbursing office for the accounting period.

4.6.1 How Do I View the EFT Query?

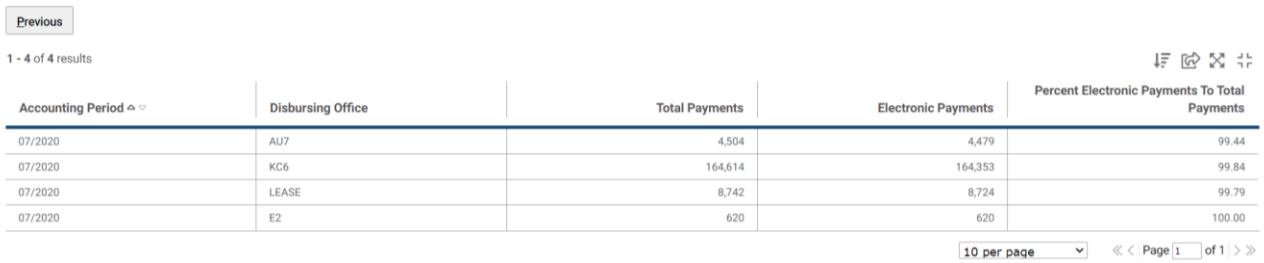
1. Select Queries - Automated Disbursements - Metrics - EFT Query from the Pegasys menu bar. The EFT Query is displayed.

Figure 28: EFT Query



2. Enter the To Accounting Period and the From Accounting Period and Select the [Search] button.
3. Choose an EFT query line and Select the [**Details**] button to view the Query Detail screen.

Figure 29: Query Detail Screen



4.7 Reviewing the Check Query

After a Treasury schedule is confirmed and the nightly cycle runs, the Check Query is updated with a list of all the check payments that were made via the Treasury Check schedule. It is possible to view the check information for each payment on the Check Query.

4.7.1 How Do I View the Check Query?

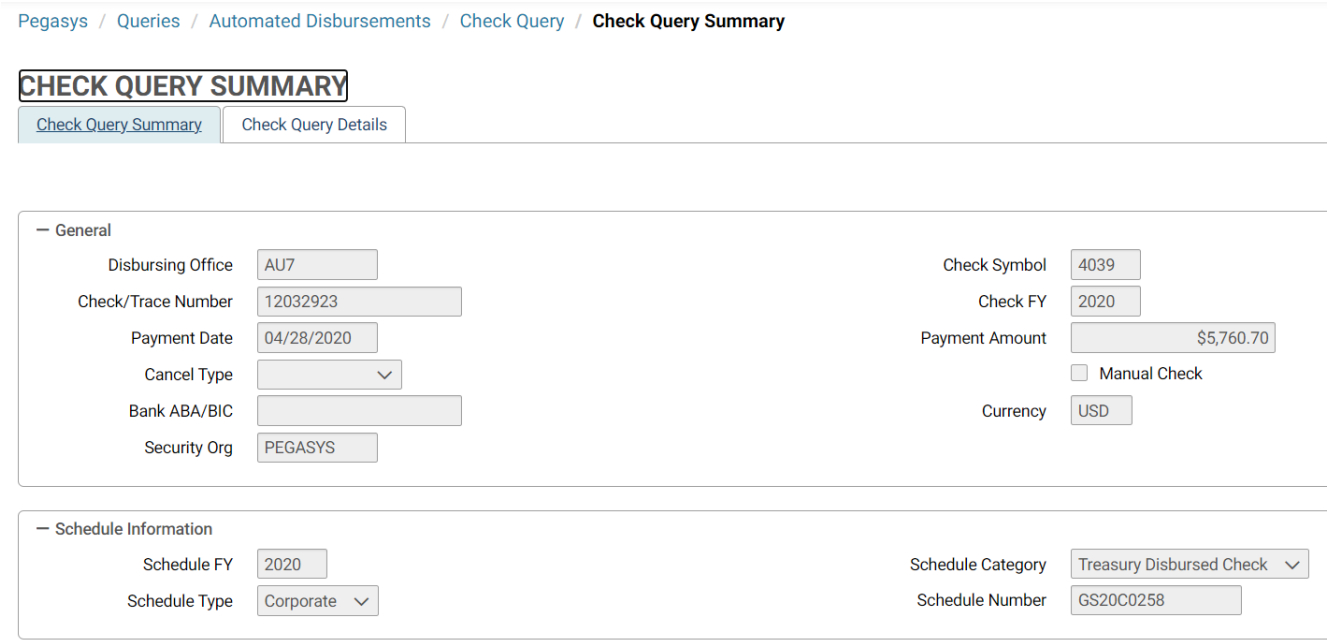
1. Select **Queries - Automated Disbursements - Check Query** from the Pegasys menu bar. The Check Query is displayed.
2. Enter the appropriate Disbursing Office in the **Disbursing Office** field and if the check number or payment date is known, enter that information in the **Check/Trace Number** or **Payment Date** fields.

   NOTE: The **Payment Date** is the date the Check was disbursed.
3. Select the **[Search]** button.

   NOTE: The query results will populate the bottom portion of the window.

4. Select the check payment record you would like to view and Select the **[Details]** button. The **Check Query Summary** page is displayed.

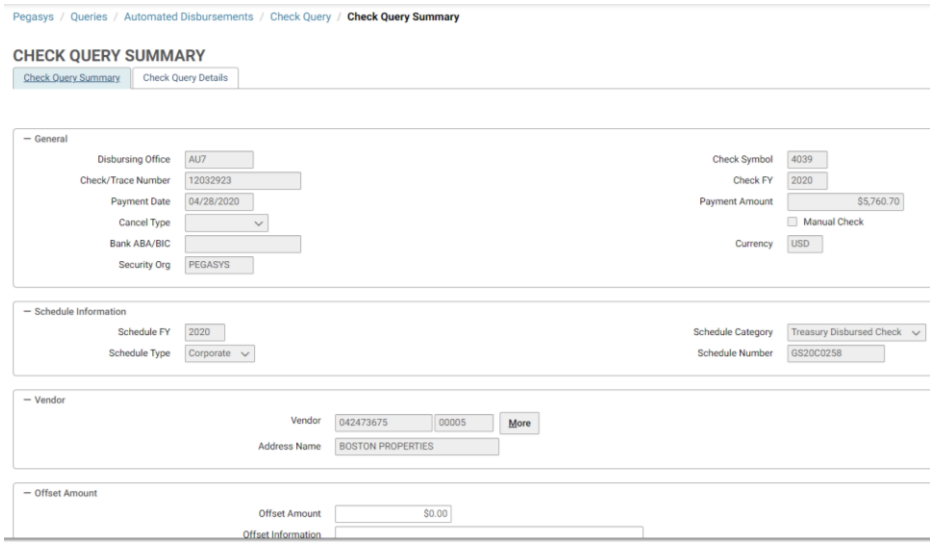
Figure 30: Check Query Summary page



Record Treasury's Offset information in the Offset Amount section. Enter the Offset Amount and a description if desired in the Offset **Information** field. Then Select the **Save** button to save the offset information.

4.7.2 What does the Check Query Summary Window Display?

Figure 31: Check Query Summary Window Display

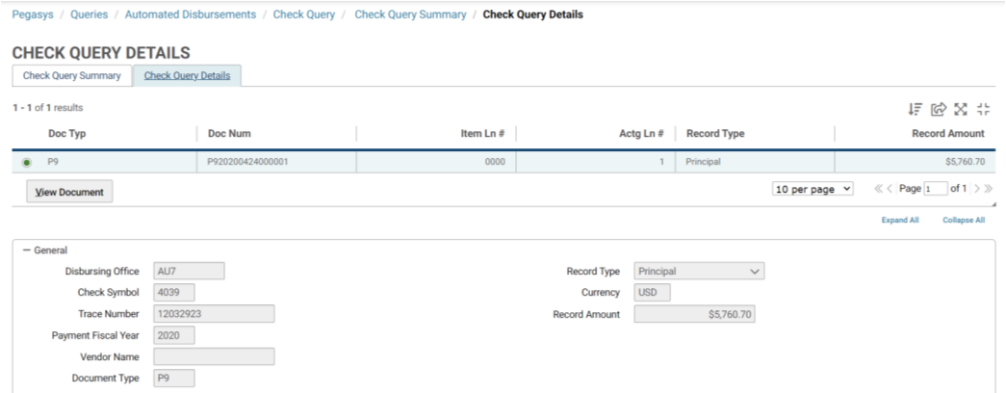


- **General** (section)
  - **Disbursing Office** - The disbursing office that issued the check. Updated by the check posting process, the Treasury reconciliation process, and Manual check transactions.
  - **Check /Trace Number** - The number that identifies the check. Updated by the check posting process, the Treasury reconciliation process, and Manual check transactions.
  - **Payment Date** - The date the check payment was disbursed.
  - **Cancel Type** - Indicates whether the check payment has been canceled, and if so, the type of cancel (i.e., replacement or deletion).
  - **Bank ABA/BIC** - The bank code that defines the bank to the system. Must be valid on the Bank maintenance table.
  - **Check Symbol** - The check symbol assigned to the disbursing office code.
  - **Check FY** - The fiscal year the check was printed. Updated by the check posting process, the Treasury reconciliation process, and Manual check transactions.
  - **Payment Amount** - The amount of the check payment.
  - **Manual Check** - Indicates whether the check was written manually. Updated by Manual Check transactions.
- **Schedule Information** (section) - Displays the Schedule Category, Schedule Type, and Schedule Number that is associated with the Check payment.
- **Vendor** - Provides the specific Vendor Name, Vendor Code, and Address Code.
- **Offset Amount** (section) - Records Treasury's Offset Amount and Information.

4.7.3 How do I View Each Payment Line?

1. Complete Steps 1-4 in **Section 4.7.1**.
2. Select the **Check Query Details** tab to view the specific payment authorization document lines included in this payment. The **Check Query Details** page is displayed.

Figure 32: Check Query Details page



3. Users are able to view a list of all the payment document lines.

   Highlight a record so that the information populates the fields at the bottom of the page.
4. Select the [**View Document**] button to view the payment document.
5. Select the **Inbox** hyperlink to return to your inbox.

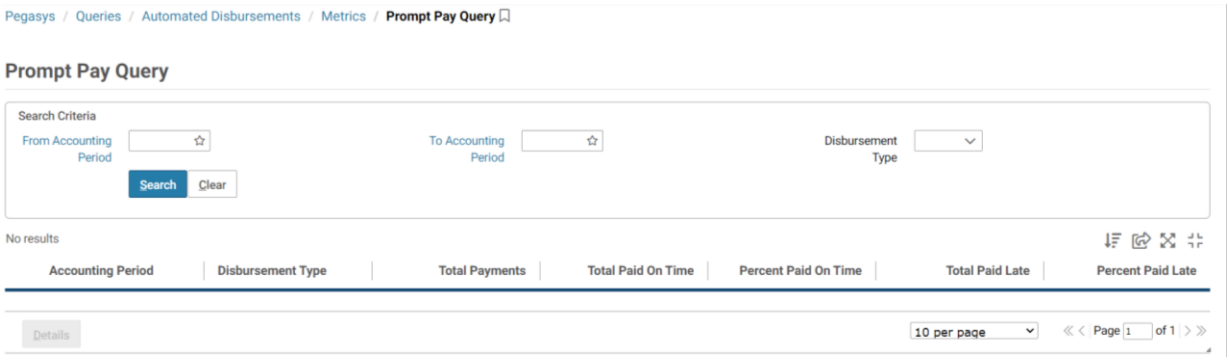
4.8 Reviewing the Prompt Pay Query

The Prompt Pay Query measures the total number of payments made on time based on the disbursement type. In addition to reflecting accountability and integrity, more on-time payments equates to fewer interest and penalty outlays. GSA users may search for these metrics by accounting period range and disbursement type. The query details display the percentage of payments paid on time and the percentage paid late grouped by disbursement type and disbursing office for the accounting period.

4.8.1 How can I View the Prompt Pay Query?

1. Select **Queries - Metrics - Prompt Pay Query** from the menu bar. The **Prompt Pay Query** page will be displayed.

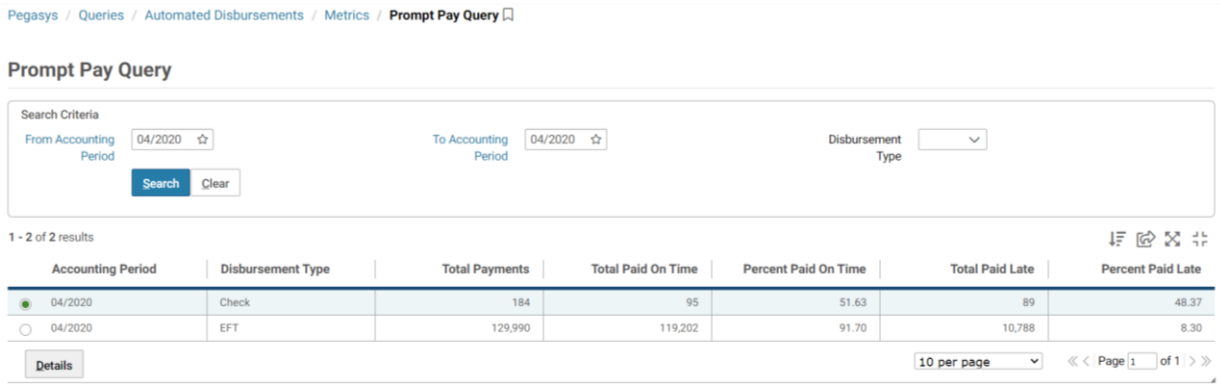
Figure 33: Prompt Pay Query page



2. The available parameters include From **Accounting Period, To Accounting Period**, and **Disbursement Type**. Enter the parameters that will narrow the results to those you would like to view.
3. Select the [**Search**] button. Select the [**Clear**] button to clear the results.

   NOTE: The query results will populate the bottom portion of the window.
4. Select the record you would like to view and Select the **Details** button. The **Prompt Pay Query Detail** page will be displayed.

Figure 34: Prompt Pay Query Detail page



5 Disbursement Cancellations

Payment cancellations should be entered immediately into Pegasys by creating a Disbursement Cancellation document. When Treasury sends the Cancellation Reconciliation information to GSA via GOALS, that information should be recorded on the Disbursement Cancellations Awaiting Reconciliation Query.

5.1 Cancelling a Payment

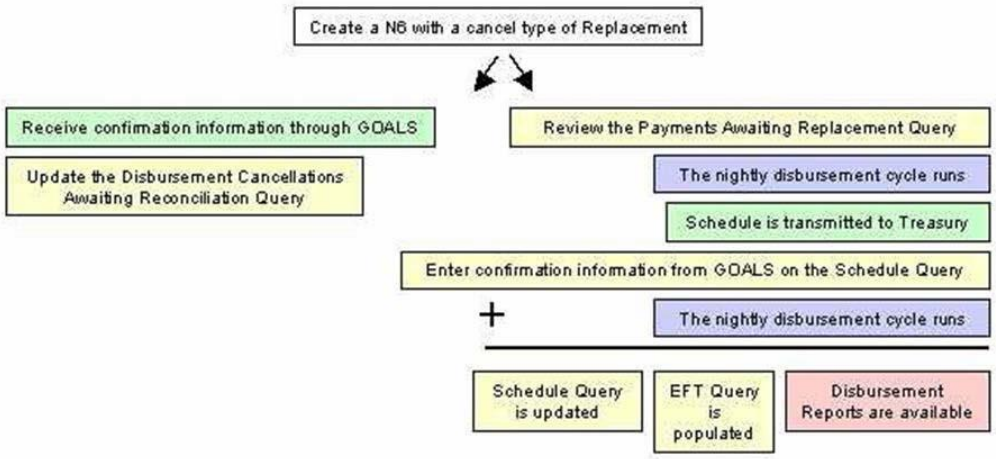
A single Disbursement Cancellation document enables a user to cancel a payment for a number of scenarios. For example, the document allows a user to replace a check if a payment was lost, and it also is possible to cancel a payment and re-open the invoice so that it can be corrected. This document can also be used to delete a payment and close the chain if the invoice will never be paid.

5.1.1 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 without re-calculating interest or discounts.

Figure 35 shows a user must create the document with a cancel type of Replacement and record Treasury's cancel confirmation information on the Disbursement Cancellations Awaiting Reconciliation Query. Users can view the replaced payment by going to the Payments Awaiting Replacement Query. Once the payment is selected from this query by the nightly cycle, the disbursement follows the same process as described in **Section 5.2.1** and **Section 5.2.4** which provide step-by-step instructions on how to create the Disbursement Cancellation, how to update the Disbursement Cancellations Awaiting Reconciliation Query, and how to view the replaced payment on the Payment Awaiting Replacement Query.

Figure 35: Replacing a Payment



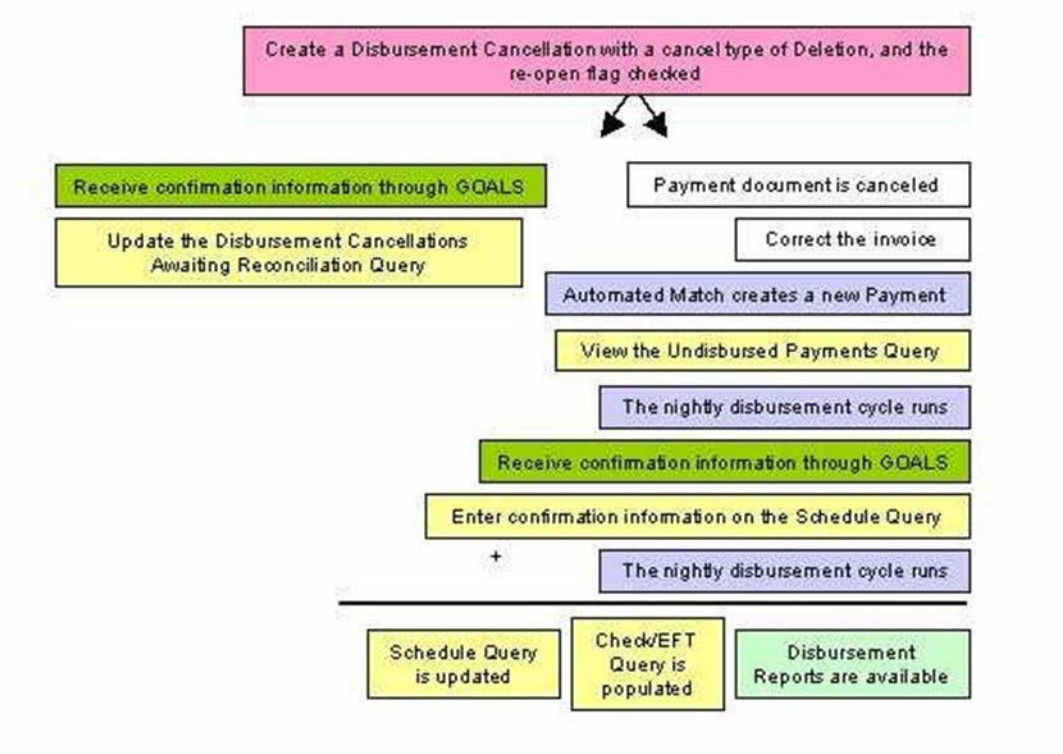
5.1.2 How do I Delete a Payment and Re-open the Purchasing Chain?

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.

Figure 36 shows a user must create the document with a cancel type of deletion with **Re-Open** (check box) checked. After the invoice is corrected and processed, the Automated Match batch job creates the new payment document. Users can then follow the exact same process as described in **Section 4.1.1**, where the payment is reviewed on the Undisbursed Payment Query. The payment will be selected for disbursement on the newly calculated schedule date.

Section 5.2.1 and **Section 5.2.4** provide step-by-step instructions on how to create the Disbursement Cancellation and how to update the Disbursement Cancellations Awaiting Reconciliation Query.

Figure 36: Deleting a Payment to Correct the Invoice



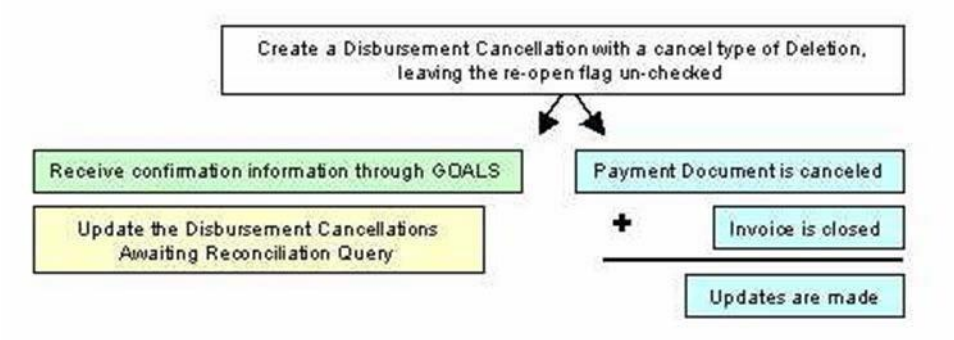
5.1.3 How do I Delete a Payment and Close the Purchasing Chain?

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.

Figure 37 shows a user must create the document with a cancel type of deletion without checking the **Re-Open** check box. The corresponding payment documents are canceled and the dollars are returned to the budget.

Section 5.2.1 and **Section 5.2.4** provide step-by-step instructions on how to create the Payment Cancellation and how to update the Disbursement Cancellations Awaiting Reconciliation Query.

Figure 37: Deleting a Payment to Close the Purchasing Chain



5.2 Automated Disbursements Cancel Reconciliation Disbursement Cancellation Steps

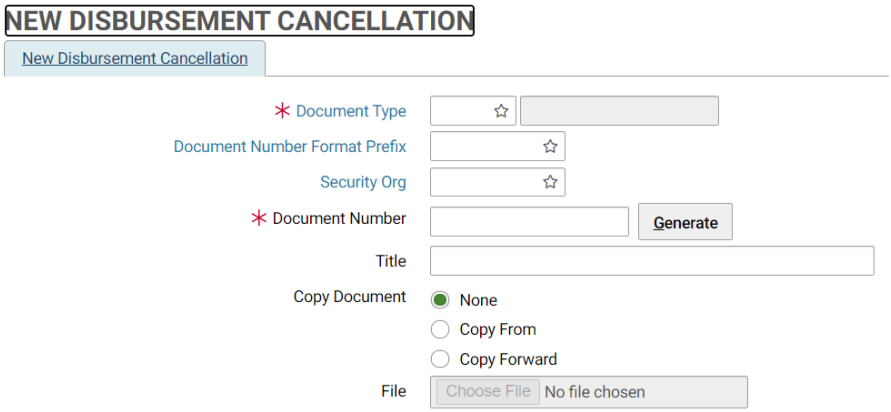
As stated above, payment cancellations should be entered immediately into Pegasys by creating a **Disbursement Cancellation** document. If Treasury provides the cancellation reconciliation information before the document is processed, the data should be recorded on the Disbursement Cancellation form. If the information is received after the document is processed, it is possible to record the information on the Cancellations Awaiting Reconciliation Query. The Automated Disbursement Cancel Reconciliation (NADCANREC) batch job will need to be run against the Disbursement Cancellation document. Once complete, the payment will go back to the Undisbursed Payment Query (UDPQ). 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 document. Additional payments to be cancelled should be entered on new documents.

5.2.1 How Do I Create a Payment Cancellation Document?

1. Select Transactions - Automated Disbursements - New - Disbursement Cancellation from the Pegasys menu bar. The New Disbursement Cancellation page is displayed.

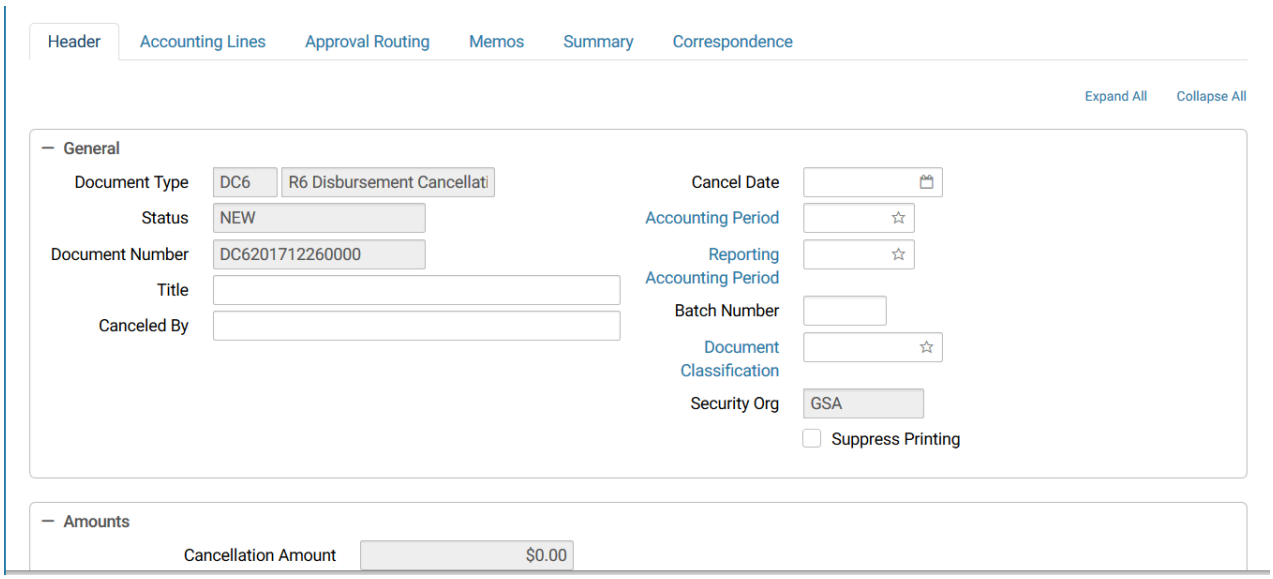
Figure 38: New Disbursement Cancellation page



2. Enter the appropriate **Disbursement Cancellation** document in the **Document Type** field.
3. Select the **Generate** button for Pegasys to populate a unique document number 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.
4. Enter the appropriate **Security Organization**.

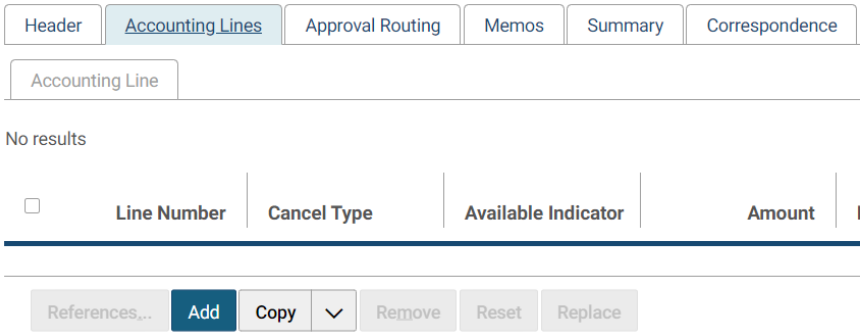
   NOTE: You may search for the **Security Org** by Selecting the **Security Org** hyperlink. The **Search - Security Organization** page is displayed. Enter **Search** criteria. Select the [**Search**] button. **Search** results are displayed. To select **a Security Organization** Select corresponding [**Select**] button. The **New Disbursement Cancellation** page is displayed with the **Security Org** field completed.
5. If left blank, the user's default security organization will populate this field.
6. Select the [**Finish**] button. The **Header** page is displayed.

Figure 39: Header page



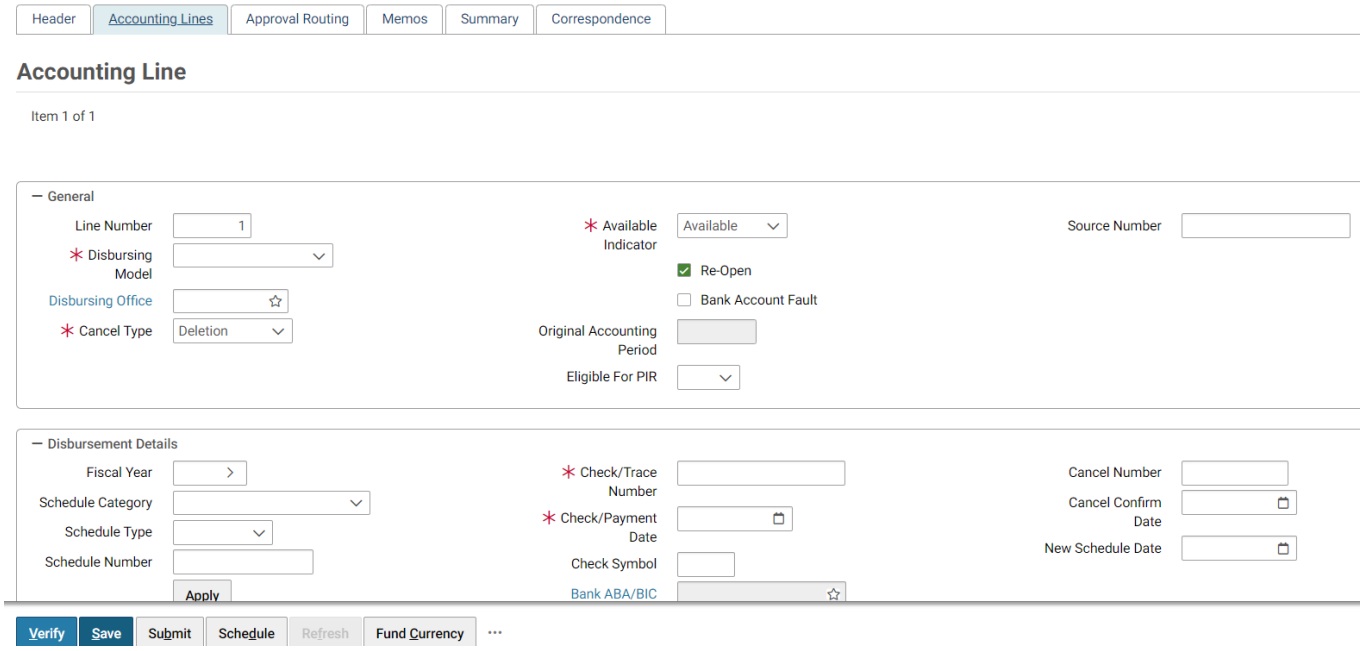
7. Enter your name in the **Cancelled By** field.
8. Select the Accounting Lines tab. The Accounting Lines Summary page is displayed.

Figure 40: Accounting Lines Summary page



9. Select the [**Add**] button to add a line to the Disbursement Cancellation form. The **Accounting Line** page is displayed.

Figure 41: Accounting Line page



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

10. Enter the following information associated with the payment:
11. Enter the Disbursing Office.
12. If the disbursement was a Check, enter the appropriate **Check Symbol**.
13. Enter the Check/Trace Number.
14. Enter the **Check/Payment Date**, the date the payment was disbursed.

15. Select the appropriate Cancel Type of Replacement or Deletion from the drop down menu. Refer to **Section 5.1.1** for descriptions of each type.
16. If the Cancel Type of Deletion is selected, check the **Re-Open** check box to re-open the invoice associated with the cancelled payment.
17. Select Yes or No from the **Available Indicator** drop down menu. This will indicate whether the cancellation is available (SF-1098) or unavailable (SF-1184).
18. If the disbursement was an EFT payment, select “ACH (CCD+/PPD+)” or “ACH (CTX)” from the **Category** drop down menu. If the disbursement was a Check, select "Treasury Disbursed Check" from the **Category** drop down menu. The payment information will then default into the document.
19. Enter the Cancel Number and Cancel Confirm Date if it is known.
20. Select the [**Verify**] button to ensure that the data has been entered correctly.

    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.
21. When successfully verified, select the [**Submit**] button to submit the Disbursement Cancellation form to Workflow for processing.

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

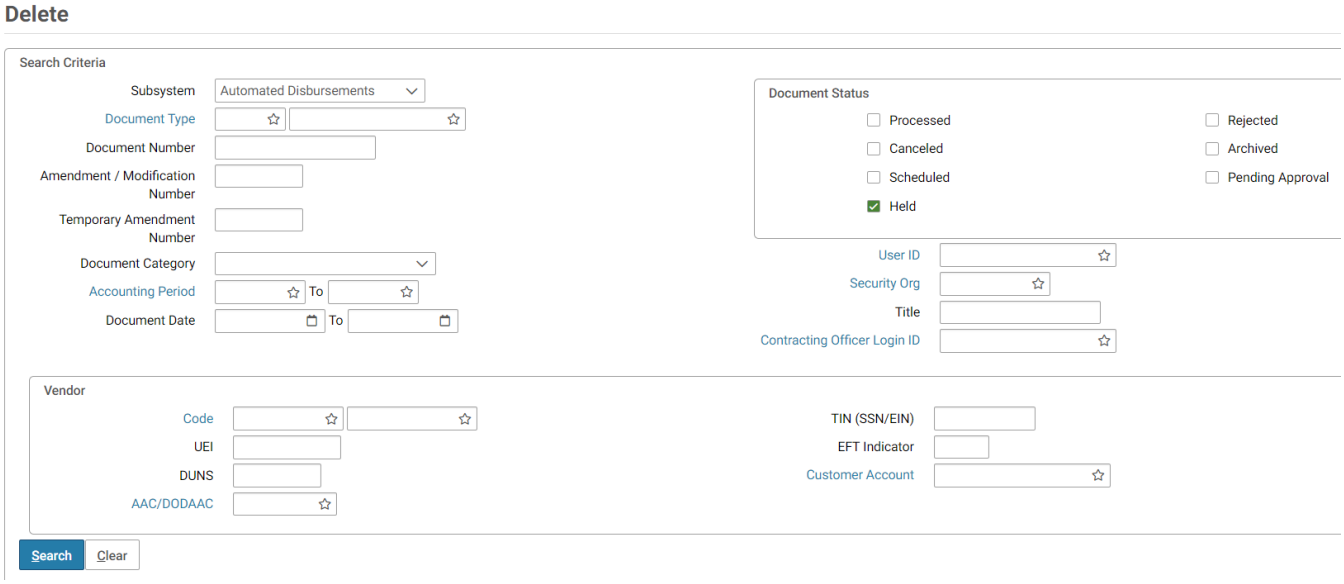
5.2.2 How Do I Delete a Disbursement Cancellation Document?

5.2.2.1 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 Pegasys menu bar. The **Delete** page is displayed.

Figure 42: Delete page



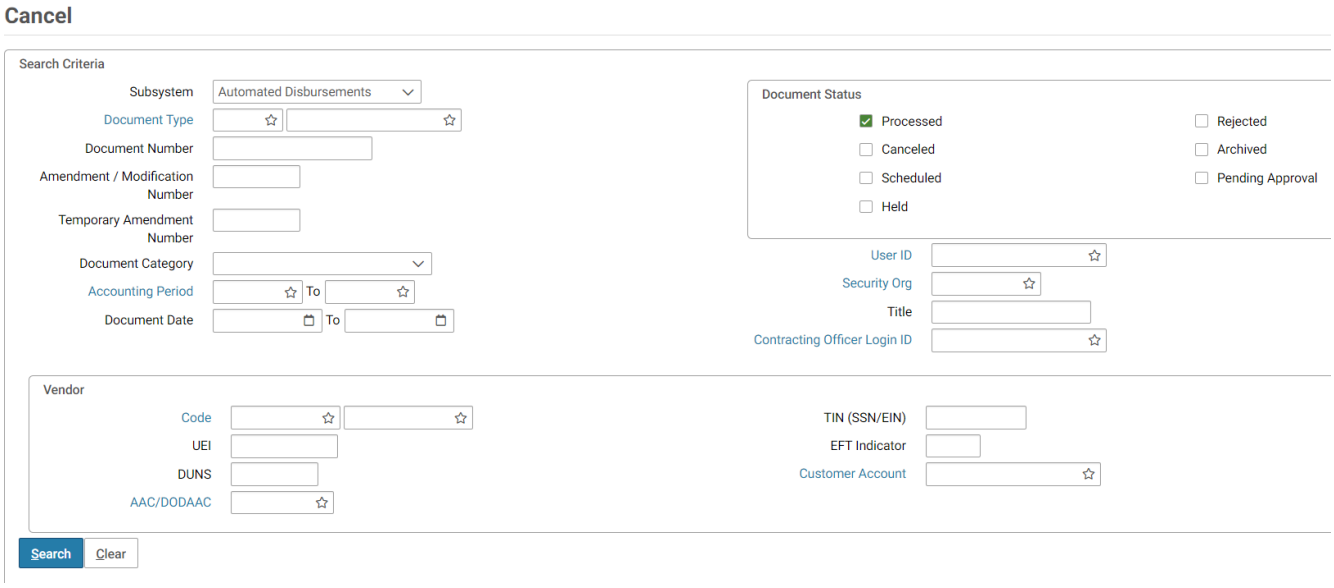
2. Enter the appropriate document type in the **Document Type** field.
3. Enter the Document Number in the **Document Number** field.
4. Select the **[Search]** button.

   NOTE: The search results will display at the bottom of the page.
5. Highlight the document record. Select the **[Delete]** button.
6. Select [**Yes**] to delete the form. The **Delete** page will be displayed. System messages indicate that the form was deleted successfully.

5.2.3 How do I Cancel a Processed Disbursement Cancellation Document?

1. Select **Transactions - Automated Disbursements - Cancel** from the Pegasys menu bar. The **Cancel** page is displayed.

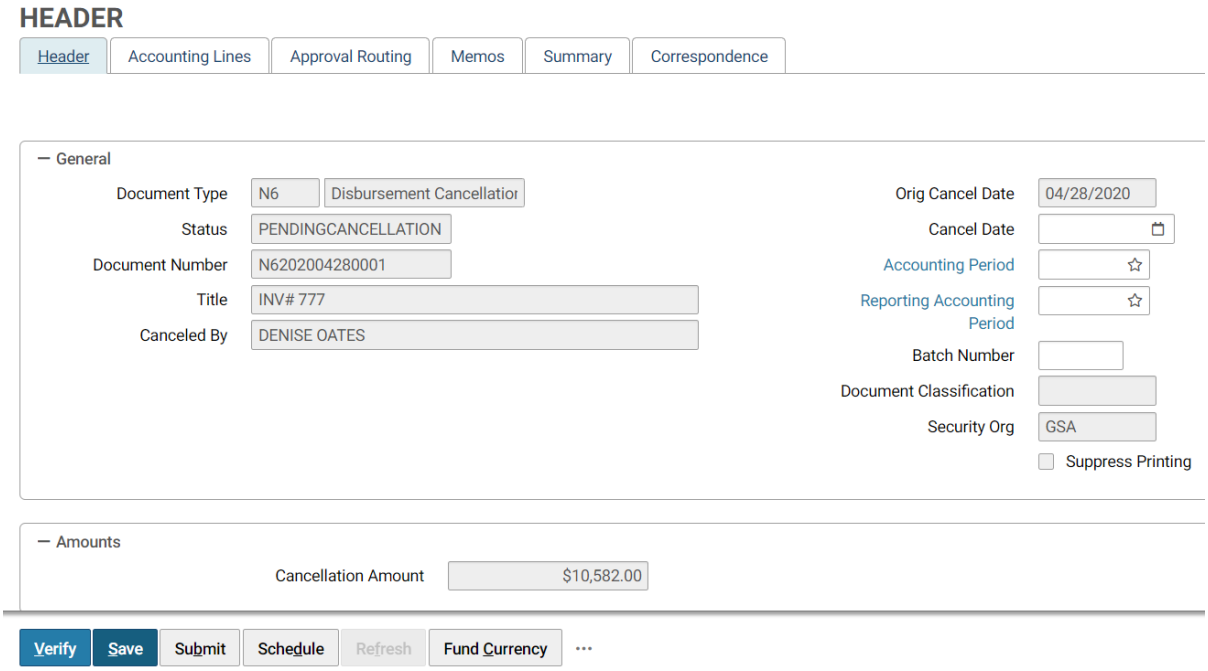
Figure 43: Cancel page - Search page



2. Enter the document type in the **Document Type** field. Enter the Document Number in the **Document Number** field.
3. Select the [**Search**] button.

   NOTE: The search results will display at the bottom of the page.
4. Highlight the document record. Select the [**Cancel**] button. The **Disbursement Cancellation Document** is displayed.

Figure 44: Disbursement Cancellation Document



5. Select the **[Submit]** button to process the cancellation.

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

6. The Inbox will be displayed. System messages indicate the form was submitted for processing successfully.

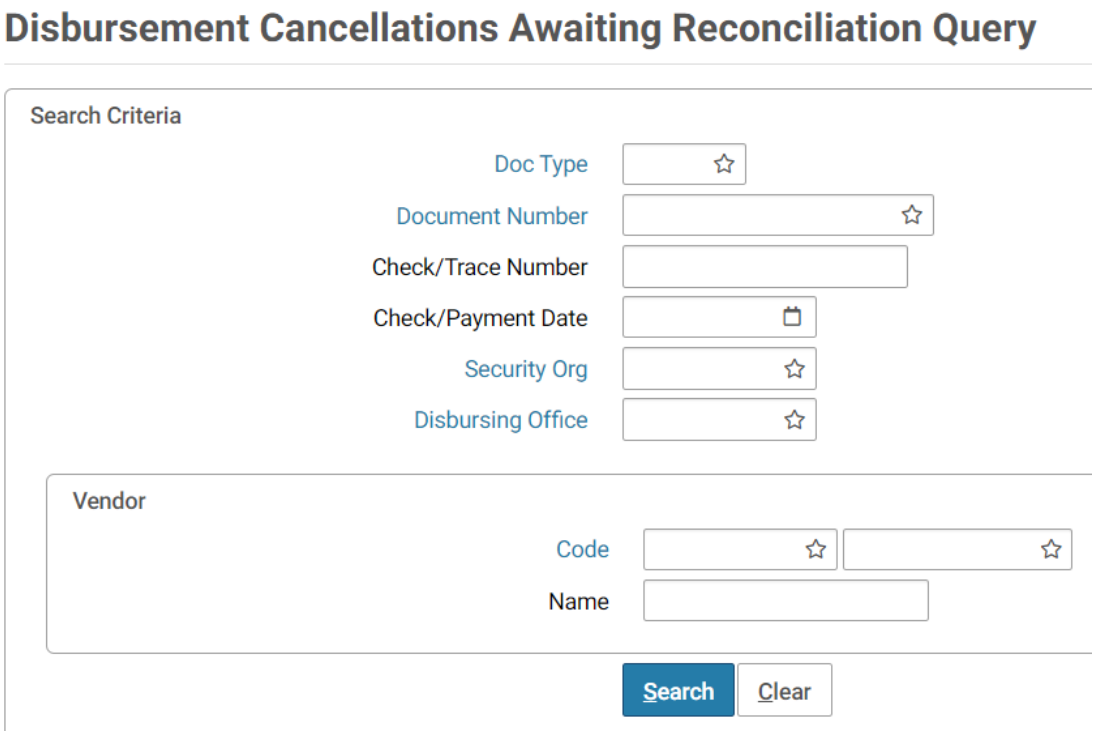
   NOTE: Corrections to Disbursement Cancellation documents are not allowed. If an update is needed, the Disbursement Cancellation document must be cancelled and re- entered. Once a Disbursement Cancellation document has been confirmed by the nightly cycle (after cancellation information has been recorded)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

5.2.4 How Do I Update the Disbursement Cancellations Awaiting Reconciliation Query?

Treasury will provide cancel confirmation information for all cancelled disbursements. It is necessary to record that information on the Disbursement Cancellations Awaiting Reconciliation Query if this information is not known when the Payment Cancellation is processed. To do this, follow the directions below.

1. Select Queries - Automated Disbursements - Disbursement Cancellations Awaiting Reconciliation Query from the Pegasys menu bar. The Disbursement Cancellations Awaiting Reconciliation Query is displayed.

Figure 45: Disbursement Cancellations Awaiting Reconciliation Query



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.

   NOTE: If the full value is unknown, enter a partial value and the * wildcard symbol before or after the value entered.

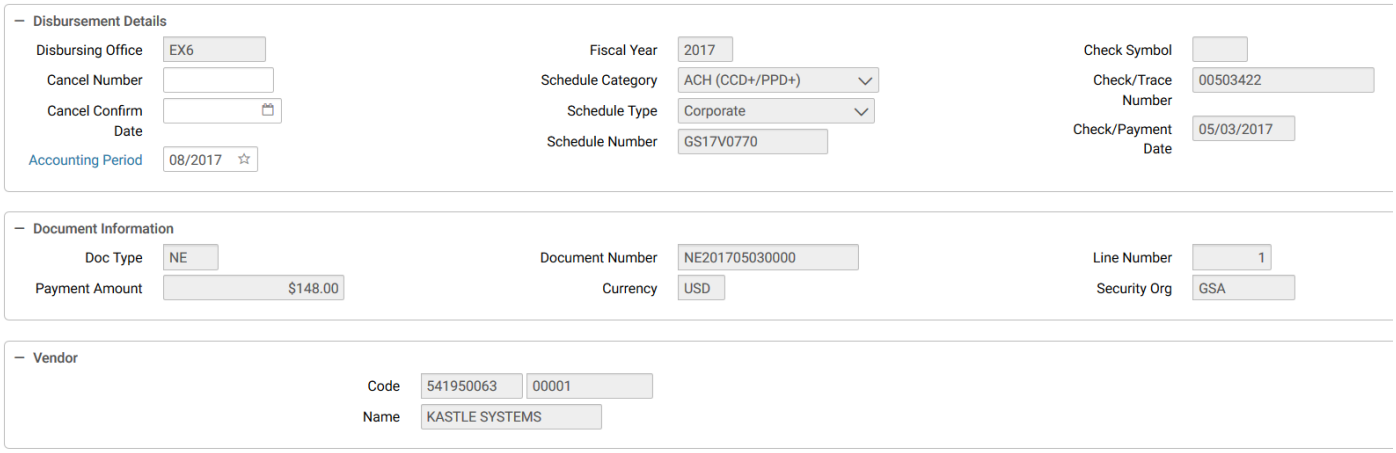
4. Select the [**Search**] button.

   NOTE: The query results will display in the middle of the page.

5. Select a document record, and the fields in the **Disbursement Details**, **Document Information** and **Vendor** sections will become populated.

6. Enter the new **Cancel Confirm Date** and the **Cancel Number**. The **Accounting Period** will default to the current period.

Figure 46: Disbursement Details- Cancel Confirm Date and Cancel Number



7. Select the **[Save]** button.

   NOTE: System messages indicate the action was successful.

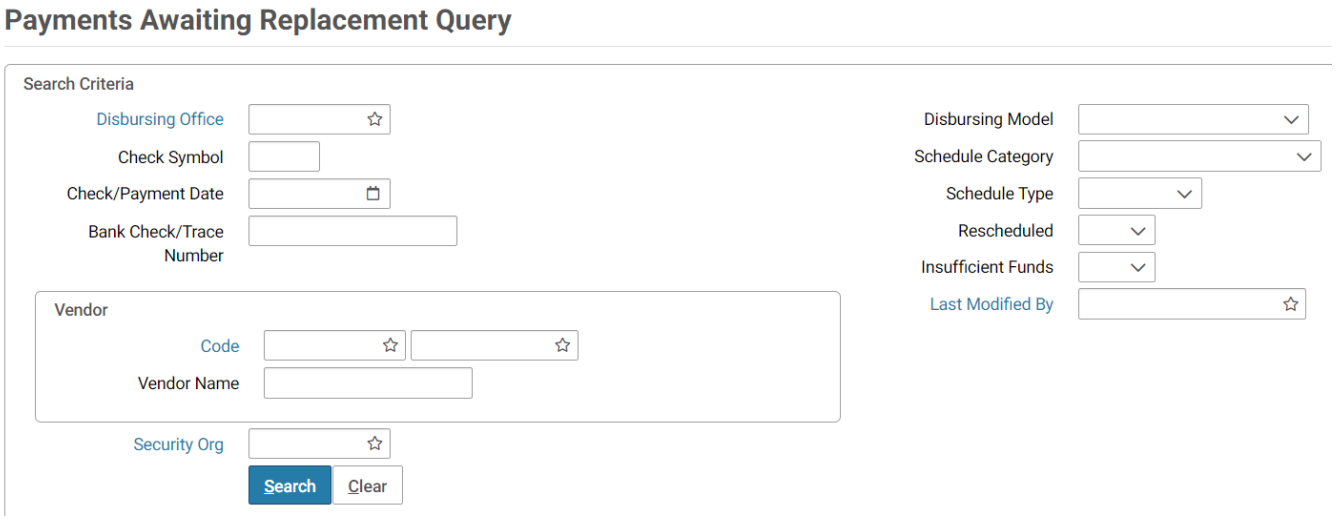
8. Select the **Inbox** hyperlink to return to your inbox. The nightly disbursements cycle will post the cancellation reconciliation once the confirmation data is entered, and remove records off this query.

5.2.5 How Can I View the Payments Awaiting Replacement Query?

Payments that are cancelled for replacement are stored on the Payments Awaiting Replacement Query until the next nightly disbursements cycle. This query should be reviewed in conjunction with the Undisbursed Payment Query.

1. Select Queries - Automated Disbursements - Payments Awaiting Replacement Query from the Pegasys menu bar. The Payments Awaiting Replacement Query page is displayed.

Figure 47: Payments Awaiting Replacement Query page



2. Enter the disbursing office in the **Disbursing Office** field.
3. Select the **[Search]** button.

   NOTE: The query results will display in the middle of the page.
4. Select a document record, and the information about that payment will populate the fields at the bottom of the page.
5. Enter the disbursing office in the **Disbursing Office** field.
6. Select the **[Search]** button.

   NOTE: The query results will display in the middle of the page.
7. Select a document record, and the information about that payment will populate the fields at the bottom of the page.
8. Select **Disapprove** from the **Disbursement Approval** drop down list and Select the **[Save]** button. This will hold the payment on the Payments Awaiting Replacement Query until it is approved again.
9. To approve the payment, select **Approve** from the **Disbursement Approval** drop down list and Select the **[Save]** button.

   NOTE: Payments cancelled for replacement will default as approved on the Payments Awaiting Replacement Query.

5.2.6 Can I view the Disbursement Cancellation Document in a reference query?

Yes, querying of Disbursement Cancellations allows users to view the Disbursement Cancellation (CX) document in the Reference query as shown in (**Figure 48**) below with visibility and auditability for cancelled checks and EFT payments. The CX has been a special case, compared to other transactions in the Reference query, because its references are indirect. That is, the CX directly references a disbursement schedule detail, which itself may consist of multiple payment

transactions. By showing a CX (and cancellation type) in a payable document's Reference query, it is easier for agencies to quickly identify whether and how (e.g., for Deletion, Reissue, or Replacement) a payable's disbursement has been cancelled.

Figure 48: Reference Query Showing CX Document

Document	Doc Typ	Doc Num	Title	Status
Disbursement Cancellation R6	N6	N6201801080001		Processed
Referenced				
Travel Relocation	P3	P320170425000000	2502DUNK	Processed
Travel Relocation Obligation	LT	LT002502	2502DUNK	Processed
Travel Relocation Voucher/Invoice	LV	LV20170425000	2502DUNK	Processed

Since the CX and MX post to the journals using the associated payment transaction document type instead of its own document type, Pegasys will return a message directing the user to query the associated payment transaction document type.

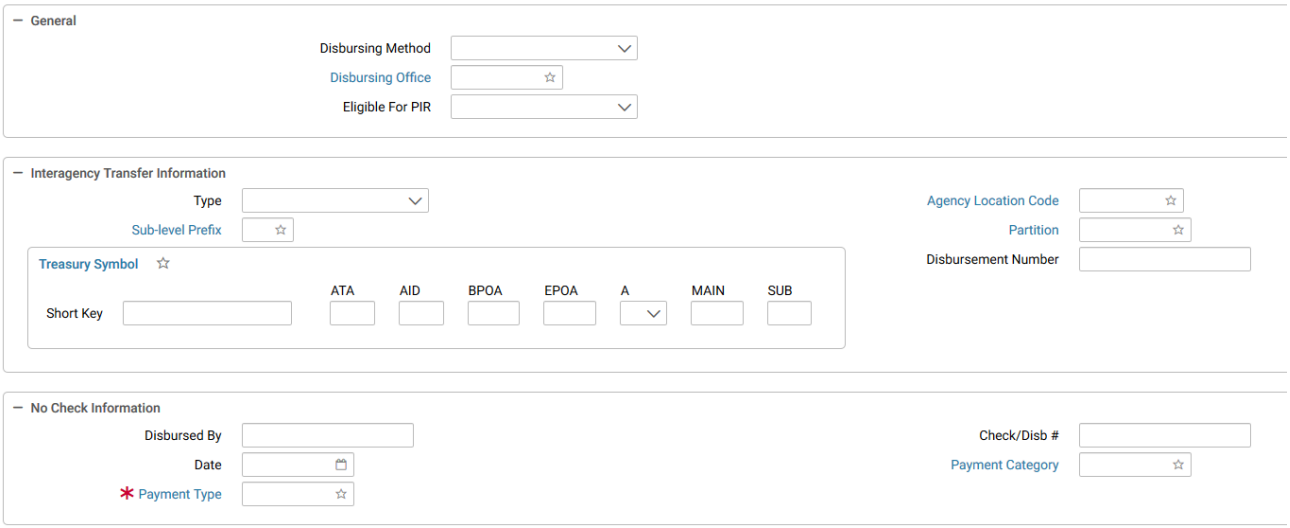
6 Manual Schedules

Manual schedules are created outside of Pegasys and transmitted to Treasury via the Electronic Communications System (ECS). It is then necessary to record this transmission in Pegasys. To record a manual schedule in Pegasys, the manual schedule information should be entered on the invoice. This information will be copied forward onto the payment that is created through Automated Match. Once the first payment is processed, a manual schedule record is placed on the Schedule Query and is available for review. Treasury's confirmation information should be recorded on the Schedule Query when it is received. The nightly cycle of batch jobs will then update all the payments associated with the manual schedule.

6.1 How Do I Record Manual Schedule Information On An Invoice?

1. Select **Transactions - Purchasing - New - Match Invoice** from the Pegasys menu bar. Create the appropriate match invoice document.
2. Complete the match invoice as usual and then select the **Disbursing Information** page.

Figure 49: Disbursing Information page



3. 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:
4. **Disbursing Method** - Select the Check/EFT disbursing method from the drop down list.
5. **Disbursing Model** - Select Treasury Disbursing from the drop down list.
6. **Payment Category** - The type of vendor being paid. Determines whether the payment is subject to Treasury Offsets and as a result, defaults to Vendor. Other valid value is Miscellaneous.
7. **Line Code** - Used to crosswalk user defined payment category to type of vendor being paid. Valid values are Vendor and Miscellaneous.
8. **Payment Type** - Select the appropriate payment type. You may search for the payment type by selecting the Payment Type hyperlink.

9. **Manual Flag** - Check this box to indicate that the schedule was transmitted manually.
10. **Fiscal Year** - Enter the current fiscal year (e.g., 2006).
11. **Type** - Select Corporate or Personal.
12. **Number** - Enter the Manual Schedule Number.
13. **Sequence Number** - Enter the sequence number "1". For subsequent payments referencing the same manual schedule number, simply use the next available sequence number.

    NOTE: The Manual Schedule Number should follow this naming convention: *GSRXNY###.*

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

    In Regions 6 and 7, this number will be provided by Operations.
14. Select the **[Verify]** button.

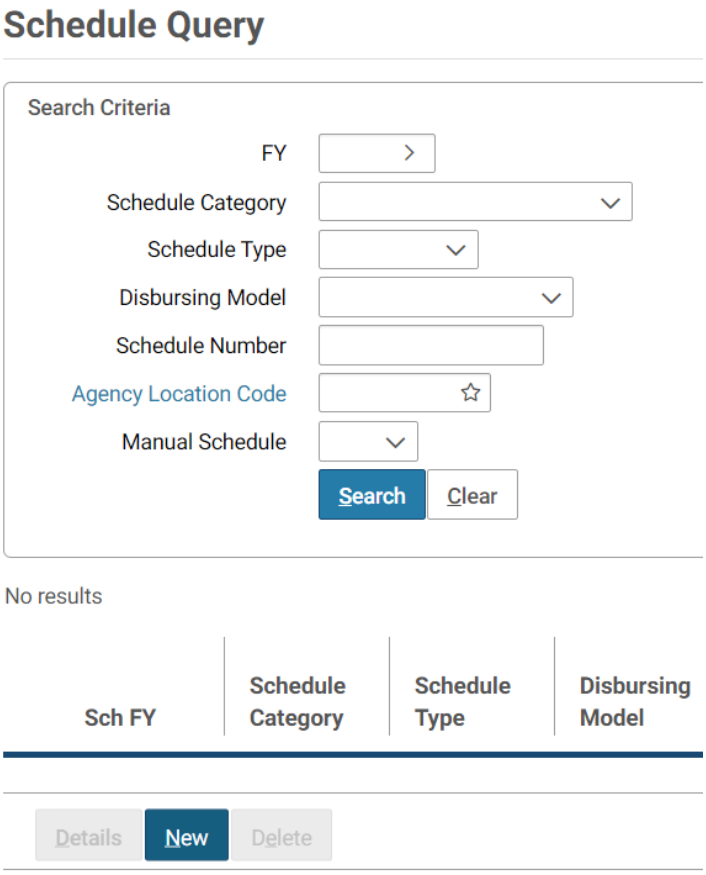
    NOTE: Forms in Held and Rejected status can be routed for review prior to submission. When initiating a review, the form can be routed to one or more reviewers in the Review Form Modal Window. Reviewers then can enter comments and/or suggest changes to the form. Users can accept/reject individual comments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

    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select Submit then Urgent.
16. Allow the payment document to be created by automated match. The manual schedule information entered on the invoice will be displayed on the **Disbursing Information** page of the payment.
17. Once the payment is processed, a record of the manual schedule will be created and ready for review on the Schedule Query.

6.2 How Do I View the Manual Schedule I Just Created?

1. Select **Queries** - **Automated Disbursements** - **Schedule Query** from the Pegasys menu bar. The **Schedule Query** is displayed.

Figure 50: Schedule Query

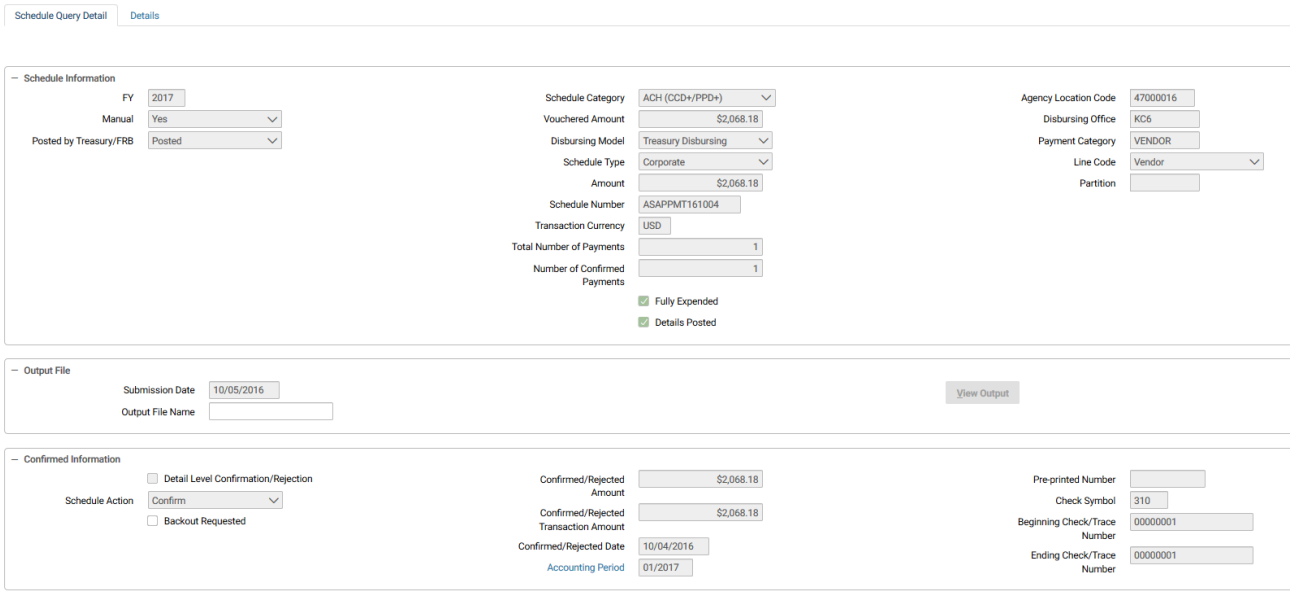


2. Enter the Manual Schedule number in the **Schedule Number** field and then select the [**Search**] button.

   NOTE: The query results will populate the bottom portion of the page.

3. Highlight the schedule record you wish to view and Select the [**Details**] button. The **Schedule Query Detail** page is displayed.

Figure 51: Schedule Query Detail page



6.2.1 What does the Schedule Information Window Display?

The **Schedule Query Detail** window displays summary schedule information for each schedule.

- **Schedule Action**
  - **Confirm** - Treasury has confirmed the schedule and the payment has been sent to the vendor.
  - **No Action** - The information has been sent to Treasury but no confirmation has been received.
  - **Rejected** - Treasury has rejected the schedule and has sent it back to GSA without disbursing.
  - **In Progress** - Not all of the Detail Lines in the Schedule have been confirmed/rejected. A Schedule with In Progress as the Schedule Action will not be picked up by Treasury Reconciliation.
  - **Complete** - All of the Payment Lines within the Schedule have either been confirmed or rejected. This Schedule will be picked up by Treasury Reconciliation, but some of the Payments within the Schedule may have been rejected and will not be picked until they are confirmed.
  - **Manual Dropdown** - A value of Yes indicates that the schedule is a manual schedule.
  - **Vouchered Transaction Amount** - The total amount of the payments on the schedule.
- **Output File**

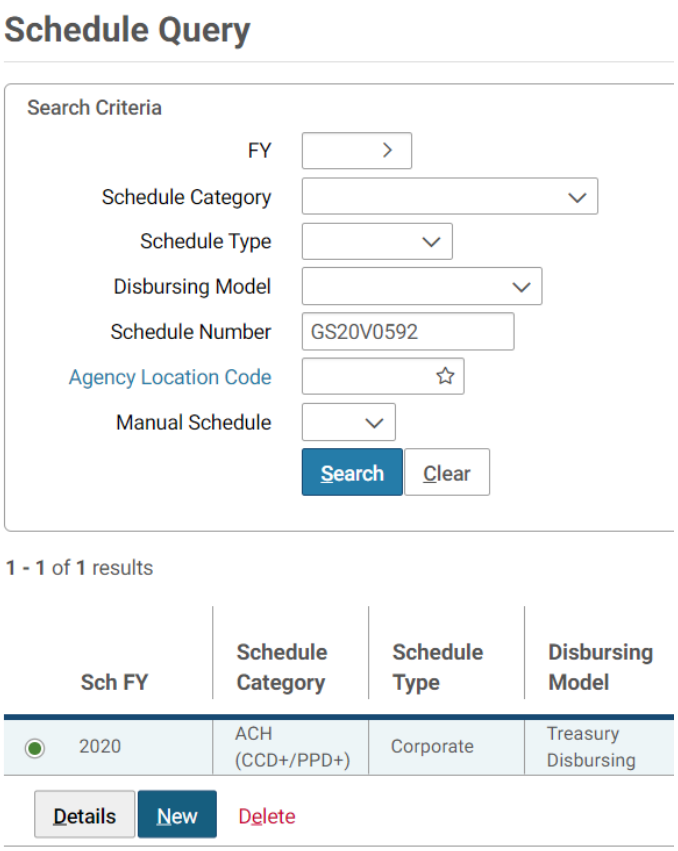
- **Submission Date** - The date the schedule was created by the Pegasys disbursements batch process. Kansas City and Fort Worth disbursing offices will run these batch processes during the nightly cycle so the schedule will be transmitted to Treasury on the next business day. For TMR disbursements, the schedule will be submitted on the same day as it was created.

6.3 What If I want to Cancel the Manual Schedule?

If a manual schedule was created in error, it is possible to cancel the schedule as long as it has not been confirmed in Pegasys. Simply cancel the payment document(s) and then delete the schedule from the Schedule Query. As each payment on the manual schedule is cancelled, the Detail records are removed from the Schedule record. When only the Schedule Summary remains, you can delete the schedule by following the instructions below.

1. Select **Queries** - **Automated Disbursements** - **Schedule Query** from the Pegasys menu bar. The **Schedule Query** page is displayed.

Figure 52: Schedule Query page



2. Enter the Manual Schedule number in the **Schedule Number** field and then select the [**Search**] button.

   NOTE: The query results will populate the bottom portion of the page.

3. Highlight the schedule record you wish to delete and Select the [**Delete**] button.
4. A confirmation message will display asking, “Are you sure you want to delete?” Select the [**Yes**] button.

6.4 What Happens After the Manual Schedule is Sent to Treasury?

After the manual schedule is sent to Treasury, Treasury will disburse the payment(s). In three to five days, Treasury will send the confirmation information for the schedule via GOALS. Schedule confirmation information should be entered normally (refer to **Section 4.3.1**.)

6.5 What Do I Do if Treasury Rejects the Manual Schedule?

Normally, if Treasury rejected a schedule, the rejection information would be recorded on the Schedule Query and all the payments would go back to the Undisbursed Payment Query. However, if Treasury rejects a manual schedule, it is necessary for a user to make the necessary corrections to the invoice or payment documents and re-submit the schedule to Treasury. Rejection information is not allowed to be recorded on the Schedule Query for a manual schedule.

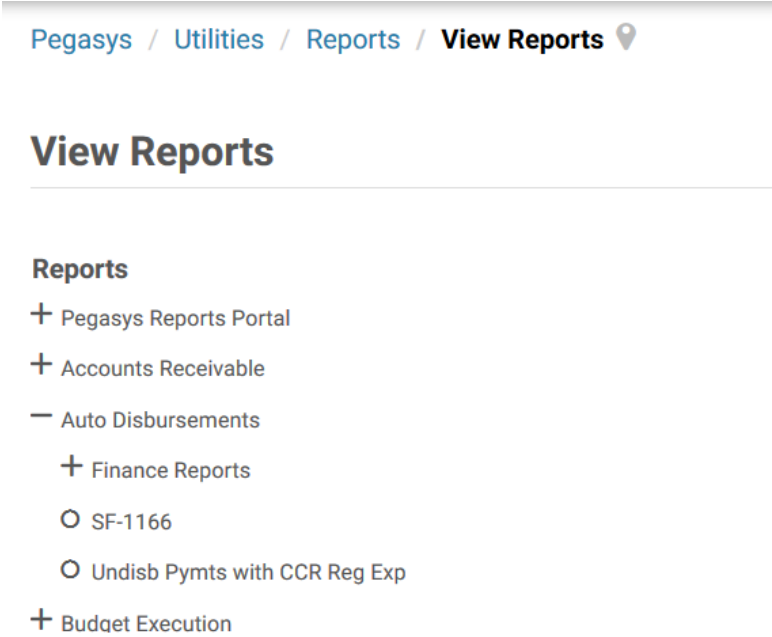
7 AD Reports

There are many reports available in the Automated Disbursements subsystem. Details on each one can be found in the descriptions below. This chapter will provide instructions on how to view a report and provide a detailed list of each report and its content.

7.1 How Can I View a Report?

1. Select **Utilities - Reports - View Reports** from the Pegasys menu bar. The **View Reports** page is displayed, listing all the available reports in Pegasys.

Figure 53: View Reports page



2. Select the expand icon for the **Auto Disbursements** folder.
3. Highlight the report to be viewed or printed.
4. Select the **Run** button. The report parameter page will be displayed.
5. Enter all appropriate parameters in the **Parameters.**
6. Select **Run** to run the report.
7. Select the **Refresh** button until the **Report Status** is **Complete**.
8. Highlight the latest execution record. Ensure the **Report Status** is **Complete.** Then select the **[Output]** button. The report appears onscreen in the specified report output format.

7.2 Disbursement Reports

7.2.1 Cancel from Undisbursed Payment Table Report

This report lists the payments that were canceled on the Undisbursed Payment table. **Table 2** displayed the Cancel from Undisbursed Payment Table Report parameters.

Table 2: Cancel from Undisbursed Payment Table Report Parameters

Parameter Name	Description
Disbursing Office (required)	The Disbursing Office to be selected for the report. Must be valid in the Disbursing Office Maintenance table.
Date	The date of activity that the report should include.

7.2.2 Discount Report

This report lists the discounts earned and lost by GSA. The report is grouped into two sections. The first section shows the summary of the discounts earned and lost by fund. It displays the information for the current month and year-to-date. The second section shows the detail of each invoice that offered a discount and whether the discount was earned or lost. **Table 3** displays the Discount report parameters.

Table 3: Discount Report Parameters

Parameter Name	Description
Disbursing Office (required)	The Disbursing Office to be selected for the report. Must be valid in the Disbursing Office Maintenance table.
Fiscal Month (required)	The month of activity that the report should include.
Fiscal Year (required)	The year of activity that the report should include.
Fund Code	The fund code to be selected for the report.

7.2.3 Foreign Currency Conversion Report

The report shows the total amount of foreign payments processed by Treasury for payments made by Fleet overseas. The report shows the schedule number of the batch, Routing numbers, Account Numbers, Invoice numbers, Foreign Dollar amounts, Currency codes, and US Dollar amount based upon the conversion made by Treasury. There is also a summary section at the end of the report that lists the Country codes on the schedule and the Total Foreign Dollar amount and Total US Dollar amount for each country. **Table 4** displays the parameters for the Foreign Currency Conversion report.

Table 4: Foreign Currency Conversion Parameters

Parameter Name	Description
Schedule Number (required)	The schedule number to be selected for the report.

7.2.4 Interest Penalties and Late Charges Report

This report displays the disbursing office, fund, organization code, reason code, invoice number, interest amount, total paid amount, vendor code, and schedule date for interest payments. **Table 5** displays the parameters for the Interest Penalties and Late Charges report.

Table 5: Interest Penalties and Late Charges Parameters

Parameter Name	Description
Disbursing Office (required)	The disbursing office to be selected for the report.
Month/Year (required)	The month/year to be selected for the report.
Fund	The fund that should be selected for the report.

7.2.5 Payment History Report

The Payment History report enables Finance to retrieve invoices by vendor TIN number. The report displays each payment document as well each corresponding accounting line for all payments within the range defined by the report parameters. The available parameters are Vendor TIN Number, Vendor Address Code, Invoice Number, Payment Doc Type, Payment Doc Number, Fund Code, Program, Title, Payment Date Range as well as Payment Amount range. Vendor TIN Number is a required parameter. **Table 6** displays the Payment History report parameters.

Table 6: Payment History Parameters

Parameter Name	Description
Vendor Tin Number	The unique vendor identification number.
Vendor Address Code	The code that specifies the office address for the vendor.
Invoice Number	The invoice number assigned by the vendor.
Payment Doc Type	The document type to be selected for the report.
Payment Doc Number	The unique number that identifies the payment document.
Fund Code	The fund code to be selected for the report.
Program	The Program to be selected for the report.

Parameter Name	Description
Title (Act Number)	The unique NEAR identification number for the payment document.
Payment Date From	The earliest payment date for which the report should be run.
Payment Date To	The last payment date for which the report should be run.
Amount Range From	The beginning dollar amount for which the report should be run.
Amount Range To	The ending dollar amount for which the report should be run.

7.2.6 Payment Selection Detail Report

The Payment Selection Detail Report expands on the information from the Payment Selection Summary Report and lists the payment document lines within a payment sequence (i.e., each Check/EFT payment) for each schedule. It also lists each payment document line's accounting strip, line amount, invoice number, and line type (i.e., interest). **Table 7** displays the Payment Selection Detail report parameters.

Table 7: Payment Selection Detail Parameters

Parameter Name	Description
Schedule Date	The date Pegasys will begin the disbursements process in order to send the payment to Treasury in time.
Disbursing Office	The Disbursing Office to be selected for the report. Must be valid in the Disbursing Office Maintenance table.
Disbursement Run Number	The run number of the disbursements cycle in which the payments were processed.
Schedule Number	The unique schedule number associated with the schedule.
Doc Type	The document type of the selected payment documents.
Fund	The Fund of the selected payment documents.
BBFY/EBFY	The BBFY and EBFY of the selected payment documents.

7.2.7 Payment Selection Summary Report

The Payment Selection Summary Report enables Finance Officers to retrieve a summary view of all payments within a selected Schedule. The report lists a payment count as well as total amounts per document type and fund for all payments within the selected schedule. Additionally, it displays a grand total payment count and payment amount for the selected schedule. This report is run by the nightly cycle and e-mailed to the regions. **Table 8** displays the parameters for the Payment Selection Summary report.

Table 8: Payment Selection Summary Parameters

Parameter Name	Description
Schedule Date From	The beginning date when Pegasys will select the payment to begin the disbursing process.
Schedule Date To	The ending date when Pegasys will select the payment to begin the disbursing process.
Disbursing Office	The Disbursing Office to be selected for the report. Must be valid in the Disbursing Office Maintenance table.
Disbursement Run Number	The run number of the disbursements cycle in which the payments were processed.
Schedule Number	The unique schedule number associated with the schedule.
Fund	The Fund of the selected payment documents.

7.2.8 Payment Selection Summary FODIS Report

The Payment Selection Summary FODIS Report displays the following information: Current Date, Treasury Payment Date, Schedule Number and Schedule Totals. **Table 9** displays the parameters for the Payment Selection Summary FODIS report.

Table 9: Payment Selection Summary FODIS Parameters

Parameter Name	Description
Schedule Number	The unique schedule number associated with the schedule.
User Security ID	The User Security ID

7.2.9 Undisbursed Payment Summary by PA Type Report

The Undisbursed Payments Report enables Finance officers to retrieve information on payments that have not yet been disbursed. For each payment, the report displays the document number, ACT number, schedule information, vendor information, as well as the payment amount. Additionally, the report displays the invoice number, fund, payment date, as well as discount and prompt pay considerations for each payment document line. **Table 10** displays the parameters for the Undisbursed Payments report.

Table 10: Undisbursed Payment Summary by PA Type Parameters

Parameter Name	Description
Disbursing Office (required)	The disbursing office to be selected for the report.

7.2.10 Undisbursed Payments Report

The Undisbursed Payments Report enables Finance officers to retrieve information on payment lines that have not yet been disbursed. For each payment line, the report displays the document number, schedule information, vendor information, as well as the payment amount. Additionally, the report displays the invoice number, fund, payment date, as well as discount and prompt pay considerations for each payment document line.

The parameters for the report include Schedule Date range, Disbursing Office, Document Type, Approval Status Indicator, Vendor Code range, and Fund Code. Three sort criteria parameters can be used to define the report's sort order. Valid sort criteria are Document Number, Disbursing Office, Schedule Date, Schedule Category, Fund, Title, Invoice Number, and Vendor Code. Schedule Date range and disbursing office are required parameters. **Table 11** displays the Undisbursed Payments report parameters.

Table 11: Undisbursed Payments Parameters

Parameter Name	Description
Schedule Date From	The beginning date when Pegasys will select the payment to begin the disbursing process.
Schedule Date To	The ending date when Pegasys will select the payment to begin the disbursing process.
Disbursing Office	The disbursing office code of the payments to be selected.
Document Type	The letter/number combination at the beginning of all document numbers that indicates the type of document.
Vendor Code From	The beginning of the range of vendor codes of the payments to be selected.
Vendor Code To	The end of the range of vendor codes of the payments to be selected.
Display Vend Held Pymts	If the report should display the vendor's held payments.
Fund	The Fund of the payments to be selected.
BBFY/EBFY	The BBFY, EBFY of the payments to be selected.
Approval Status	Indicator displays the approval status of a payment document.
Sort Criteria 1-3	The parameter used to determine how the report should be sorted. The following are valid values: C- Schedule Category, S-Schedule Date, D-Document Number, F- Fund, I-Invoice Number, S-Schedule Date, T-ACT Number, V-Vendor Code.

7.2.11 SF-1166 Report

The SF-1166 Report produces the SF-1166 forms for reporting to Treasury. For each Treasury schedule, the report lists the appropriations from which the payment is to be made by Treasury, as well as the total amount of payments per fund.

The report sorts the records by schedule category, type and number, agency location code, enclosure code, and appropriation (fund). **Table 12** displays the SF-1166 report parameters.

Table 12: SF-1166 Parameters

Parameter Name	Description
Print Date	The date Pegasys began the disbursements process in order to send the payment to Treasury in time.
Disbursement Run Number	The run number of the disbursements cycle in which the payments were processed.

7.2.12 Undisbursed Payments with CCR Reg Exp Report

The Undisbursed Payments with CCR Registrations Pending Expiration report displays information for Payment documents that are pending CCR registration expiration such as the Payment Document Number and Line, Vendor information and CCR Expiration Date.

There are no parameters for this report.

7.2.13 Outstanding Undisbursed Payment Report

The Outstanding Undisbursed Payment Report displays information for outstanding undisbursed payments by Disbursing Office in CSV format. **Table 13** displays the Outstanding Undisbursed Payment report parameters.

Table 13: Outstanding Undisbursed Payment Report Parameters

Parameter Name	Description
Disbursing Office (required)	The disbursing office to be selected for the report.

8 Reference Table Maintenance

The Pegasys Automated Disbursements (AD) subsystem uses information stored in a variety of tables. Each of these tables requires some kind of timely maintenance.

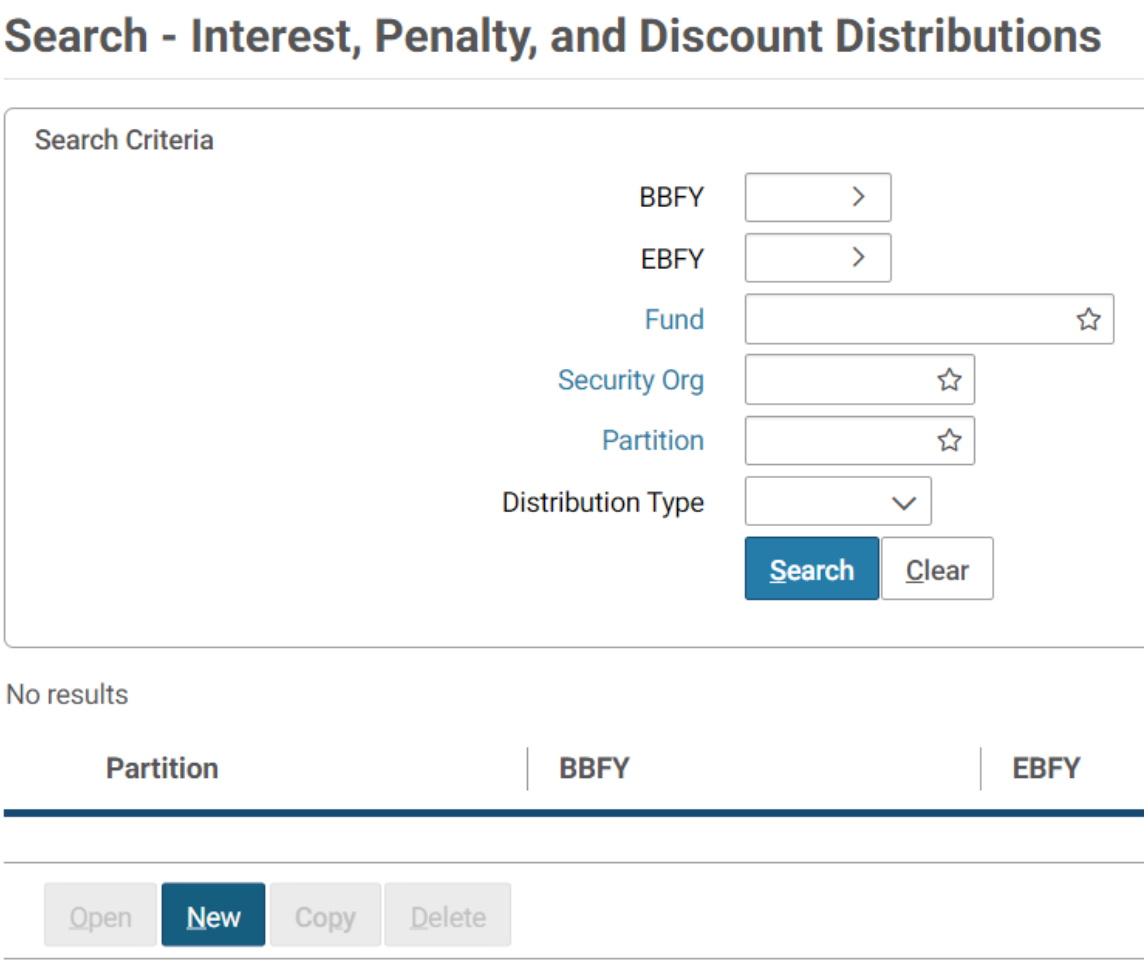
8.1 What Reference Tables Need to be Maintained on a Regular Basis?

8.1.1 Interest, Penalty, and Discount

This table needs to be updated for each new fund added to Pegasys. To do this, follow these instructions.

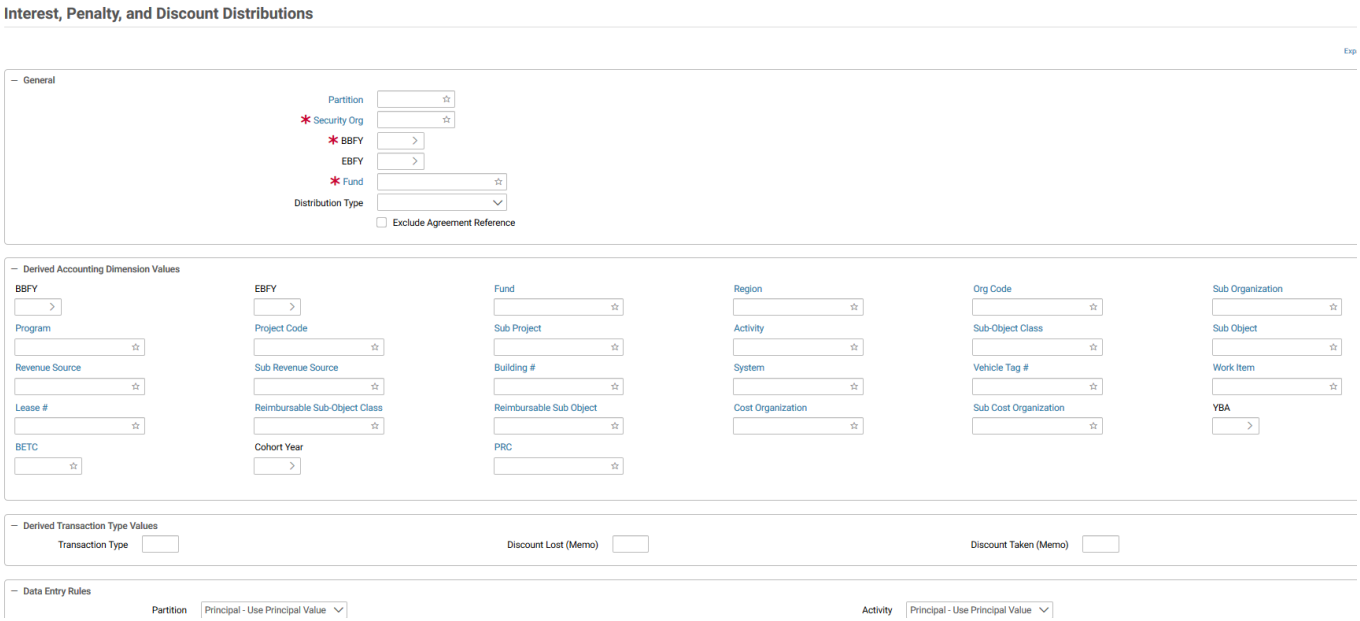
1. Select Reference - Automated Disbursements - Interest, Penalty, and Discount Distributions from the Pegasys menu bar. The Interest, Penalty, and Discount Distributions page is displayed.

Figure 54: Interest, Penalty, and Discount Distributions page Search Criteria



2. Select the [New] button. The Interest, Penalty, and Discount Distributions page is displayed.

Figure 55: Interest, Penalty, and Discount Distributions page



3. Enter the beginning and ending fiscal years in the **BBFY and EBFY** fields. These should match the beginning and ending fiscal years for the new fund. Enter the fund in the **Fund** field. Select the **Distribution Type** from the drop-down list.

   NOTE: You will need to add a separate record for each distribution type Interest, Penalty, and Discount (three records total for each fund).

4. In the **Derived Accounting Dimension Values** section, enter the appropriate values.
5. In the **Derived Transaction Type Values** section, enter the appropriate values.
6. No entries need to be made for a distribution type of **Penalty**. One entry needs to be made for distribution types of **Interest** and **Discount**.
7. For Interest, enter **P** in the **Transaction Type** field except for funds 255F and 285F. For these funds, the Transaction Type for interest is **UEV**.
8. For Discount, enter **N/A** in the **Transaction Type** field, except for funds 255F and 285F. For these funds, the Transaction Type for Discount is **DI**.
9. In the **Data Entry Rules** section, enter the appropriate values. For a distribution type of **Penalty**, all fields will have a value of Principal. For a distribution type of **Interest** or **Discount**, all fields will have a value of **Principal**, except **Transaction Type**, which will have a value of **Entered**.
10. Select the **[Save]** button to add the record to the table.
11. Select the Search - Interest, Penalty, and Discount Distributions hyperlink in the Breadcrumbs Track to return to the previous page.
12. Repeat this process for each distribution type for the fund.

8.1.2 Transaction Definitions

For each new Accounts Payable Document Type created, the Transaction Definitions table needs to have corresponding entries for all the disbursements process activities and new interest (IN) and discount (DI) transaction types.

Additionally, because the Transaction Definitions are fiscal year dependent, all transaction definitions associated with Automated Disbursements need to be rolled over at the beginning of each new fiscal year.

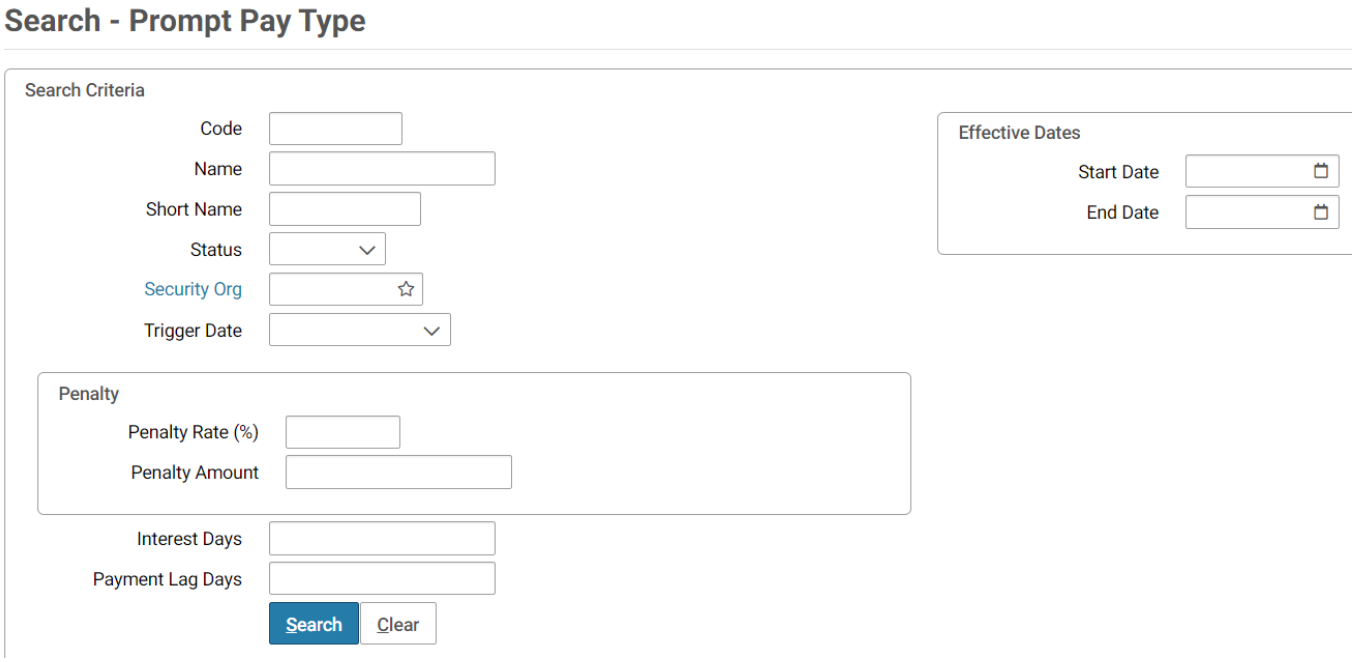
8.2 What Reference Tables need to be Updated Yearly?

8.2.1 Prompt Pay Types

The Interest Rate fields need to be updated twice yearly with the new interest rate when it is received from Treasury. To update the table:

1. Select Reference – Accounts Payable - Prompt Pay Types from the menu onscreen. The Search - Prompt Pay Type page is displayed.

Figure 56: Search - Prompt Pay Type page

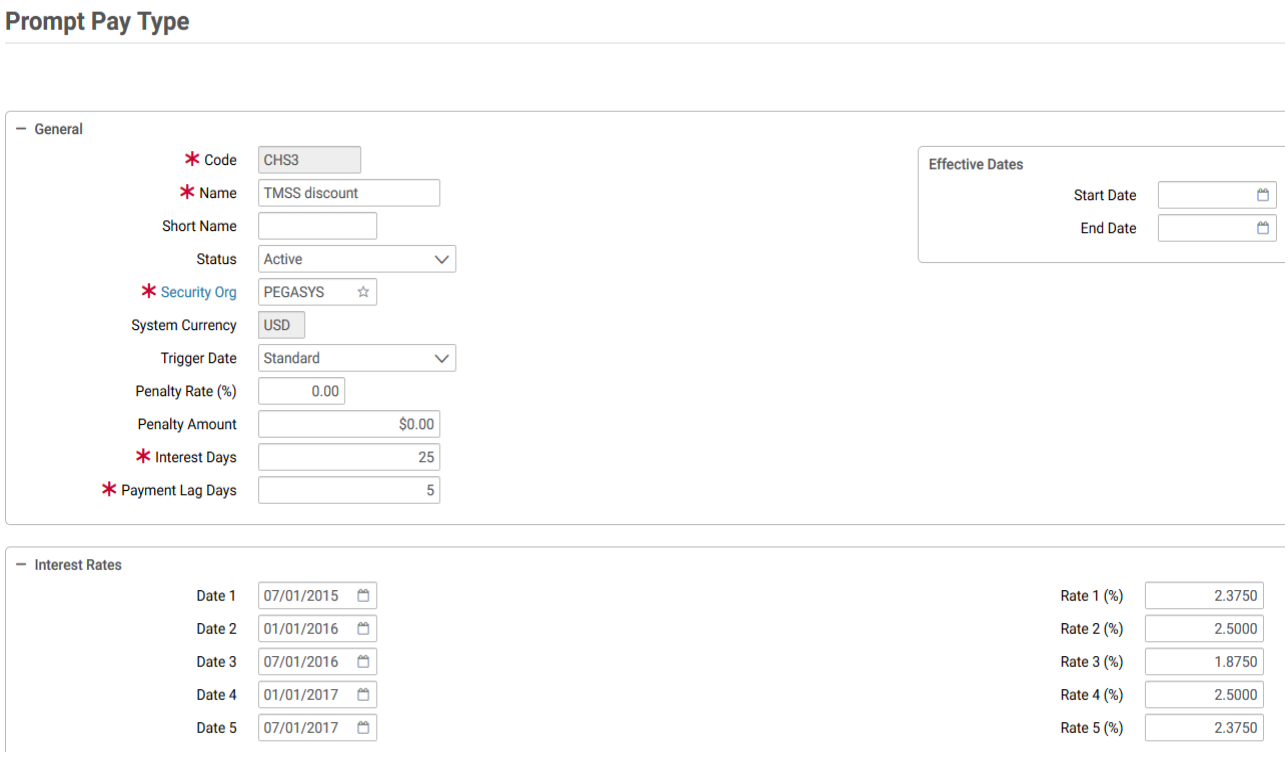


2. Enter the appropriate search criteria in the fields. Select the **[Search]** button.

   NOTE: The search results will display at the bottom of the page.

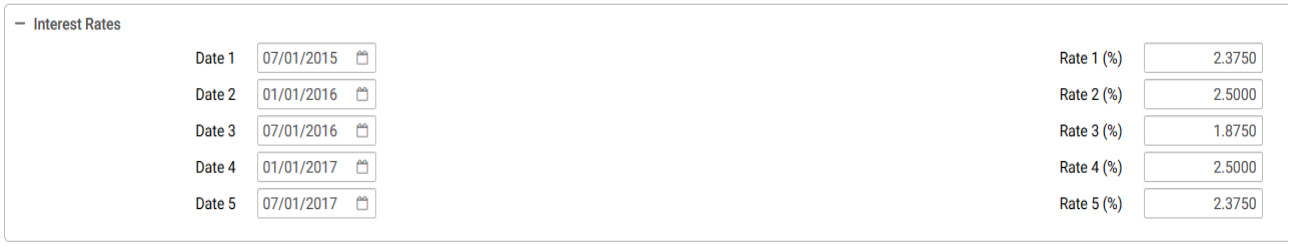
3. Highlight a prompt pay type record and Select the [**Open**] button. The **Prompt Pay Types** page is displayed.

Figure 57: Prompt Pay Types page



4. Update the **Interest Rates** and **Interest Dates** to include the most recent interest rate received from Treasury. The most recent interest rate and date should be entered in the fifth field.

Figure 58: Interest Rates and Interest Dates



5. Select the **[Save]** button.
6. Select the **Prompt Pay Types** hyperlink in the **Breadcrumbs Track** to return to the previous page.
7. Repeat these steps for every record in the table.

8.2.2 Payment Options

The Current Value of Funds Rate field needs to be updated yearly with the new current value of funds rate when it is received from Treasury. To update the value:

1. Select Reference - Accounts Payable - Payment Options from the menu onscreen. The Search - Payment Options page is displayed.

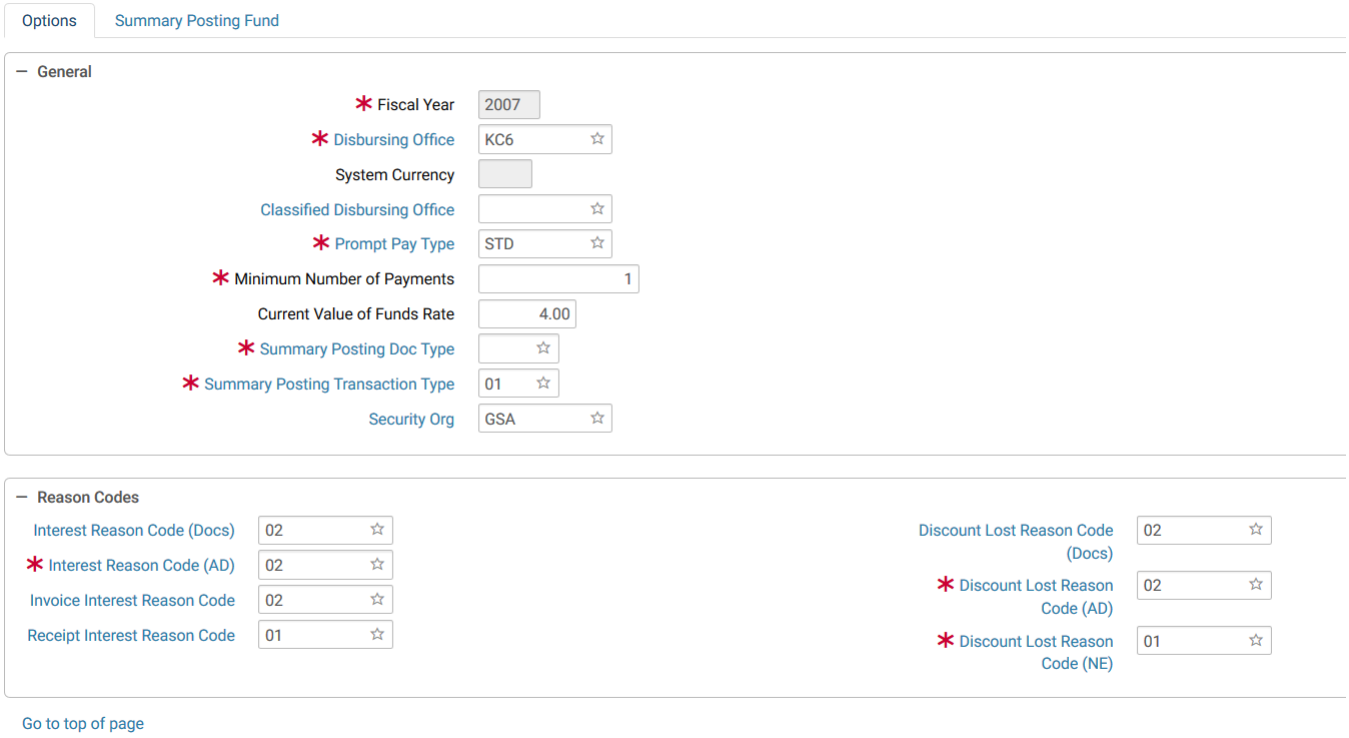
Figure 59: Search - Payment Options page

2. Enter the appropriate search criteria in the fields. Select the **[Search]** button.

   NOTE: The search results will display at the bottom of the page.

3. Highlight the payment option record for the current fiscal year and Select the [**Open**] button. The **Payment Options** page is displayed.

Figure 60: Payment Options page



4. Update the value in **the Current Value of Funds Rate** field and Select the [**Save**] button.

   NOTE: This table is fiscal year dependent so the table is rolled over at the beginning of each new fiscal year. No other changes need to be made to the table at that time.

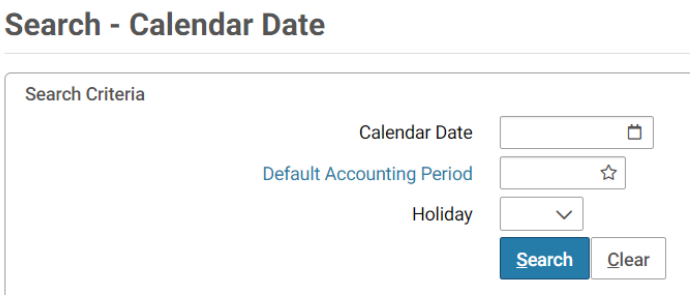
5. Select the **Inbox** hyperlink in the **Link Strip** to return to the Pegasys homepage.

8.2.3 Calendar Date Maintenance

At the beginning of a fiscal year, the Calendar Date table needs to be updated for all federal holidays. To update the table:

1. Select Reference - Date - Calendar Dates from the menu onscreen. The Search - Calendar Date page is displayed.

Figure 61: Search - Calendar Date page

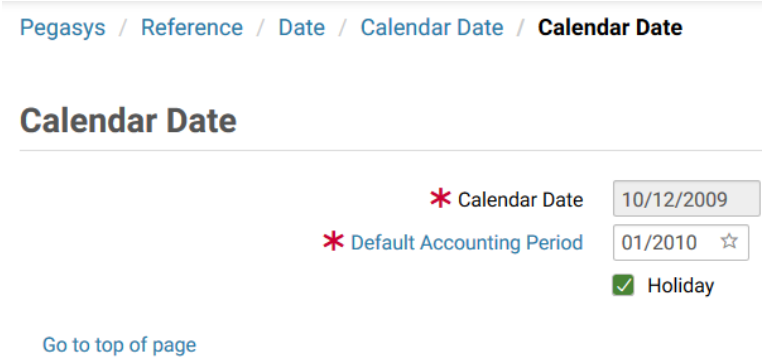


2. Enter the appropriate search criteria in the fields. Select the **[Search]** button.

   NOTE: The search results will display at the bottom of the page.

3. Highlight a record for the date that indicates a holiday and Select the **[Open]** button. The **Calendar Date** page is displayed.

Figure 62: Calendar Date page



4. Check the **Holiday** flag.
5. Select the **[Save]** button.
6. Select the **Calendar Date** hyperlink in the **Breadcrumbs Track** to return to the previous page.

7. Repeat for every holiday in the fiscal year.

8.3 What Reference Tables Need to be Rolled Over at the Beginning of Each Fiscal Year?

8.3.1 Payment Options

To update the value:

1. Select Reference - Accounts Payable - Payment Options from the Pegasys menu bar. The Search - Payment Options page is displayed.

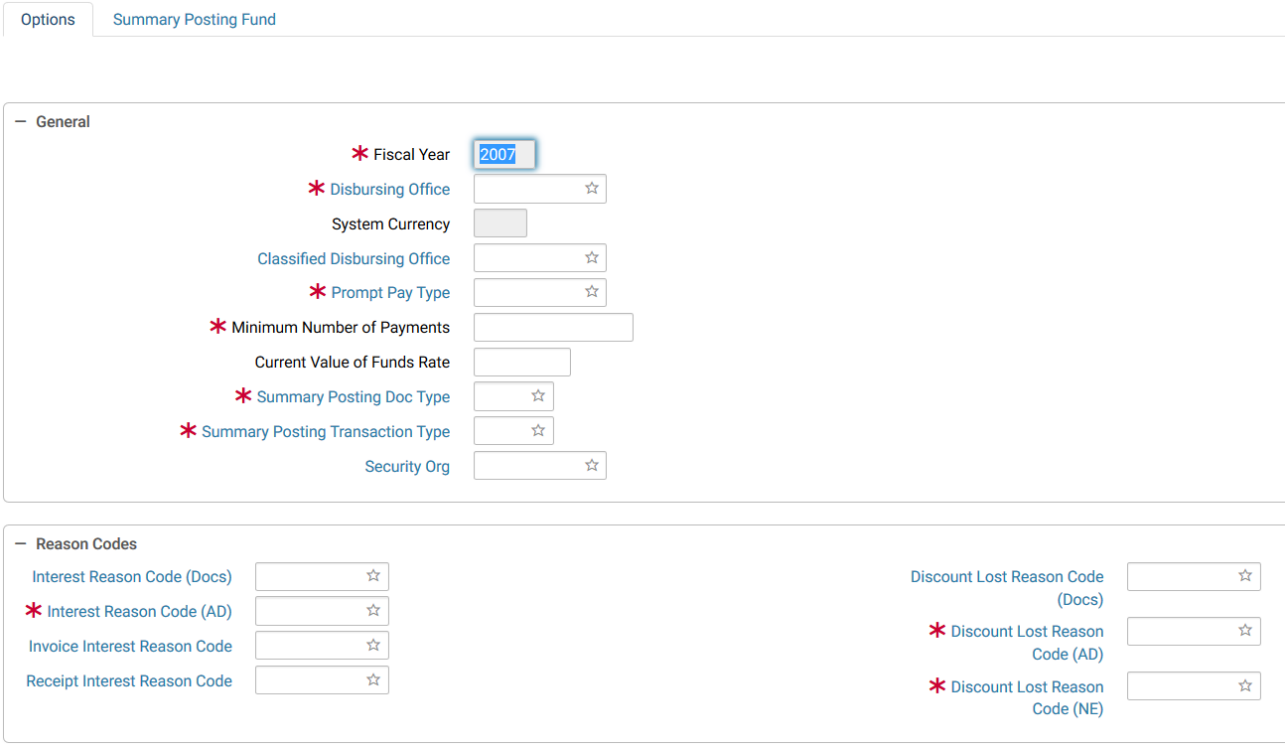
Figure 63: Search - Payment Options page

2. Enter the appropriate search criteria in the fields. Select the **[Search]** button.

   NOTE: The search results are displayed at the bottom of the page.

3. Highlight the payment option record for the current fiscal year and Select the **[Open]** button. The **Payment Options** page is displayed.

Figure 64: Payment Options page - At the Beginning of the Fiscal Year



4. Update the value in the **Current Value of Funds Rate** field and Select the **[Save]** button.
5. Select the **Inbox** hyperlink in the **Link Strip** to return to Pegasys homepage.

8.3.2 Schedule Numbers

The **Schedule Number Template Maintenance** table needs to be updated at the beginning of each new fiscal year with a new set of parameters. The table should include several sets of parameters for each schedule **Category** and **Type**. In the **Schedule Number Template Maintenance** window, a user enters the FY, Schedule Type, Payment Category and Schedule Category. The user then enters the format string, prefix, and starting and ending number. The Schedule numbers are then automatically created using those parameters.

Use format - GS+Fisc Year+Sched. Type+Seq #

8.3.3 Transaction Definitions

For each new Accounts Payable Document Type generated, the Transaction Definitions table needs to have corresponding entries for all the disbursements process activities and new interest (IN) and discount (DI) transaction types.

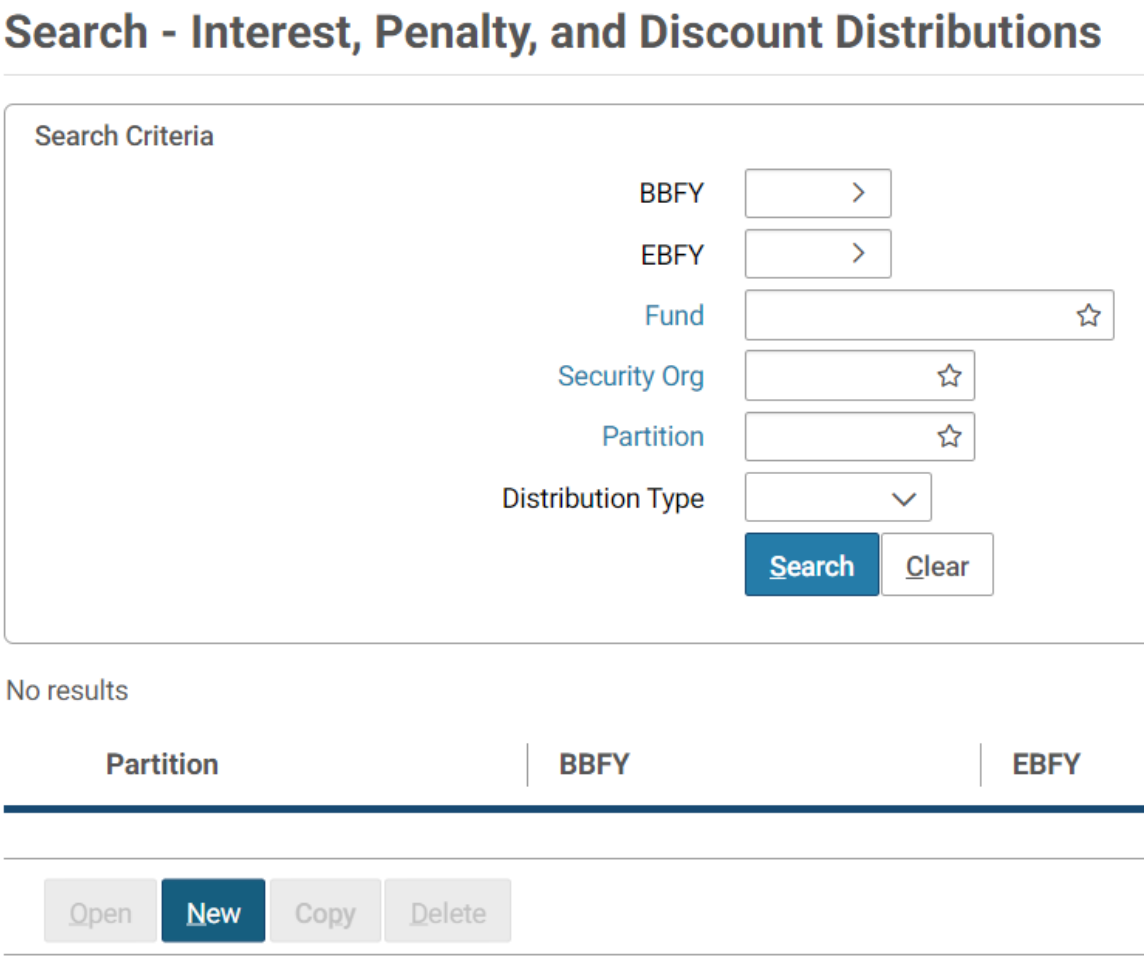
Additionally, because the Transaction Definitions are fiscal year dependent, all transaction definitions associated with Automated Disbursements need to be rolled over at the beginning of each new fiscal year.

8.3.4 Interest, Penalty, and Discount

This table is fiscal year dependent, so it needs to be rolled over at the beginning of each new fiscal year. Please note, however, that this table is Fund dependent as well and any updates to the fiscal year need to correspond to the fiscal year updates done on the actual Fund records.

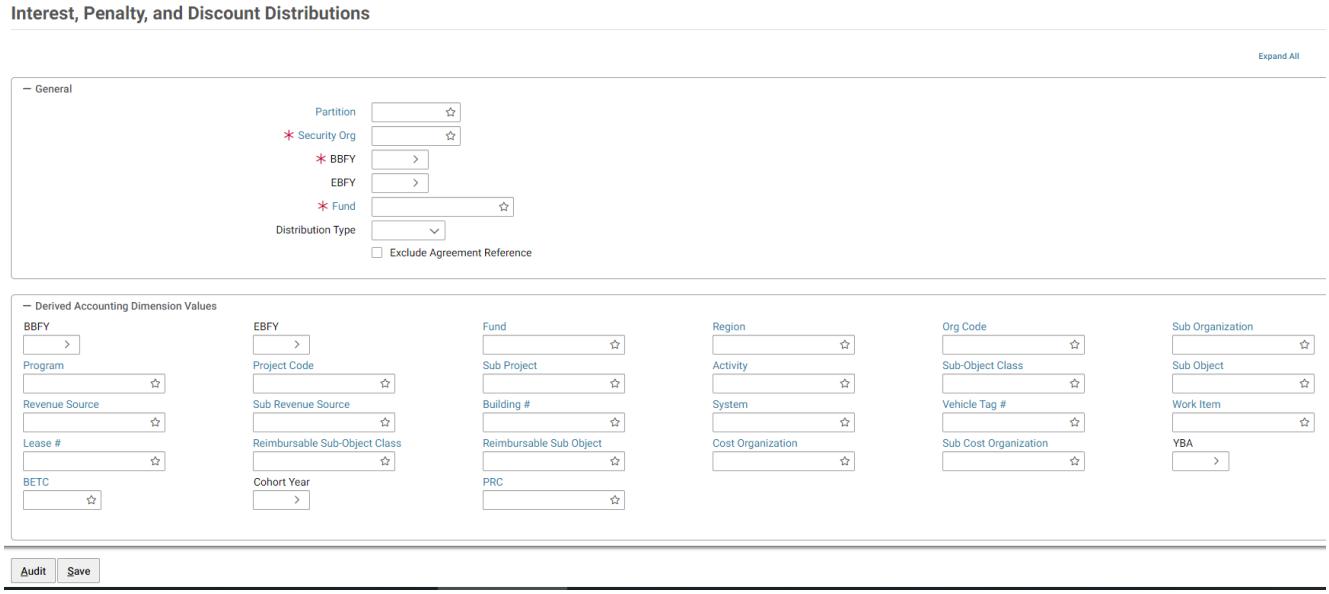
1. Select Reference - Automated Disbursements - Interest, Penalty, and Discount Distributions from the Pegasys menu bar. The Interest, Penalty, and Discount Distributions page is displayed.

Figure 65: Interest, Penalty, and Discount Distributions page - At the beginning of the Fiscal Year



2. Select the [New] button. The Interest, Penalty, and Discount Distributions page is displayed.

Figure 66: Interest, Penalty, and Discount Distributions page - At the Beginning of the Fiscal Year



3. Enter the beginning and ending fiscal years in the **BBFY/EBFY** fields. These should match the beginning and ending fiscal years for the new fund. Enter the fund in the **Fund** field. Select the **Distribution Type** from the drop-down list.

   NOTE: You will need to add a separate record for each distribution type Interest, Penalty, and Discount (three records total for each fund).

4. In the **Derived Accounting Dimension Values** section, enter the appropriate values.
5. In the **Derived Transaction Type Values** section, enter the appropriate values.
6. No entries need to be made for a distribution type of **Penalty**. One entry needs to be made for distribution types of **Interest** and **Discount**.
7. For Interest, enter **IN** in the **Transaction Type** field.
8. For Discount, enter **DI** in the **Transaction Type** field.
9. Enter the appropriate values on the Data Entry Rules tab. For a distribution type of Penalty, all fields will have a value of Principal. For a distribution type of Interest or Discount, all fields will have a value of Principal, except Transaction Type, which will have a value of Entered.
10. Select the [**Save**] button to add the record to the table.
11. Select the Search - Interest, Penalty, and Discount Distributions hyperlink in the Breadcrumbs Track to return to the previous page.
12. Repeat this process for each distribution type for the fund.

9 Replace Values

This chapter details functionality referred to as **Replace Values**, that allows users to select and simultaneously change or delete one, many or all Header Accounting Lines(s) on a form or document at one time. GSA documents with Header Accounting Lines are selected for the **Replace Values** functionality.

In Pegasys, the **Replace Values** functionality is available for **most** subsystems. This chapter will describe how to use **Replace Values** on forms and documents in the **Accounts Payable** subsystem.

- **Section 9.1** - How Do I Replace Values for the Accounts Payable
- **Section 9.2** - Replace Values for Accounting Line(s)

9.1 How Do I Replace Values for Accounts Payable

Within the **Accounts Payable** subsystem, the **Replace Values** features can be found on the following Accounts Payable forms or documents: Credit Card Cost Transfer, Credit Card Payment, and all Payment Authorization documents (**document category IP**). The **Replace Values** functionality is available when creating a new form or correcting an existing form or document. Please refer to **Table 15** for a display of Accounts Payable Document Categories that are affected by the **Replace Values** functionality. **Figure 67** lists fields added to the **Header Accounting Lines** page.

Replace Values functionality allows you to simultaneously change or delete one, many or all field values on a **Header Accounting Line**(s). The change is made at one time and from one location. If the field is on the Header Accounting Lines summary page, you can review the change in a summarized format as well as on individual lines. When you make a change on the form, Pegasys will immediately make the change to the individual accounting line(s) as well as to the **Header Accounting Lines** summary page. The following section describes fields that were impacted by **Replace Values** functionality.

Table 14: Replace Values Features

Field	Display	Description
Data-input	Data, except @	Fills in data for selected accounting lines.
Data-input	Blank	No change will be made for selected accounting lines.
Data-input	@	Deletes any existing data for selected accounting lines.
Check box	Filled with a check	Fills in a check for selected accounting lines.
Check box	Gray	No change will be made for selected accounting lines.
Check box	Blank	Deletes any existing checks for selected accounting lines.

Field	Display	Description
Drop-down list box	A choice selected, except @	Fills in data for selected accounting lines.
Drop-down list box	Blank	No change will be made for selected accounting lines.
Drop-down list box	@	Deletes any existing data for selected accounting lines.
Radio button	One button filled	Only that button will be filled for selected accounting lines.
Radio button	All buttons blank	No change will be made for selected accounting lines.

Table 15: Accounts Payable Document Categories

Subsystem	Document Categories
Accounts Payable	IP, IF, NV

Figure 67: Summary Tab Field Additions for Replace Values

Document Category	Rev Src	Sub Rev Src	Reimb Obj	Sub Reimb Obj.	Agreement	Contract#	CLIN	Sub CLIN	Ref Doc Type	Ref Doc #	Item Line #	Acct Line #	Acct Line Final	Misc.
Accounts Payable														
IP					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
IF					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

9.2 How do I Replace Values for Accounting Line(s)?

Replace Values can be used on new forms that have been saved or those being corrected, and is accessed from the form's **Header Accounting Lines** summary page. After selecting the desired line(s), the system will provide **Copy**, **Remove**, **Reset**, or **Replace** options. Also, individual lines can be reviewed by highlighting the record and then selecting the **Header Accounting Line** hyperlink.

If you decide to replace the value of a line(s), highlight the line and Select the **[Replace]** button. A page will be displayed with enabled data fields for you to populate selectively. You may enter values in one or multiple data fields. If the field value is unknown, select the reference field hyperlink to search for the appropriate value to enter in the desired field. After entering the values, Select the **[Apply]** button on the form or document to apply the changes. A message will display requiring you to confirm whether you want to proceed with replacing the value(s). Answer **[Yes]** to the message to indicate that you wish to proceed. If the field is originally displayed on the **Header Accounting**

Lines summary page, the **Header Accounting Lines** summary page will immediately display a list of the changes of all selected lines. After all values have been applied, select the **[Verify]** button to check for errors. If the system displays errors, correct the error one line at a time, or use the **Replace Values** functionality to make corrections.

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.

The **[Reset]** button is also available to restore the information on the selected lines back to the values, which were present when the form or document was last saved. If there are no errors and the document is **verified** successfully, select the **[Submit]** button to process the document.

9.2.1 How Do I Use Replace Values Functionality to Correct a Single Accounting Line?

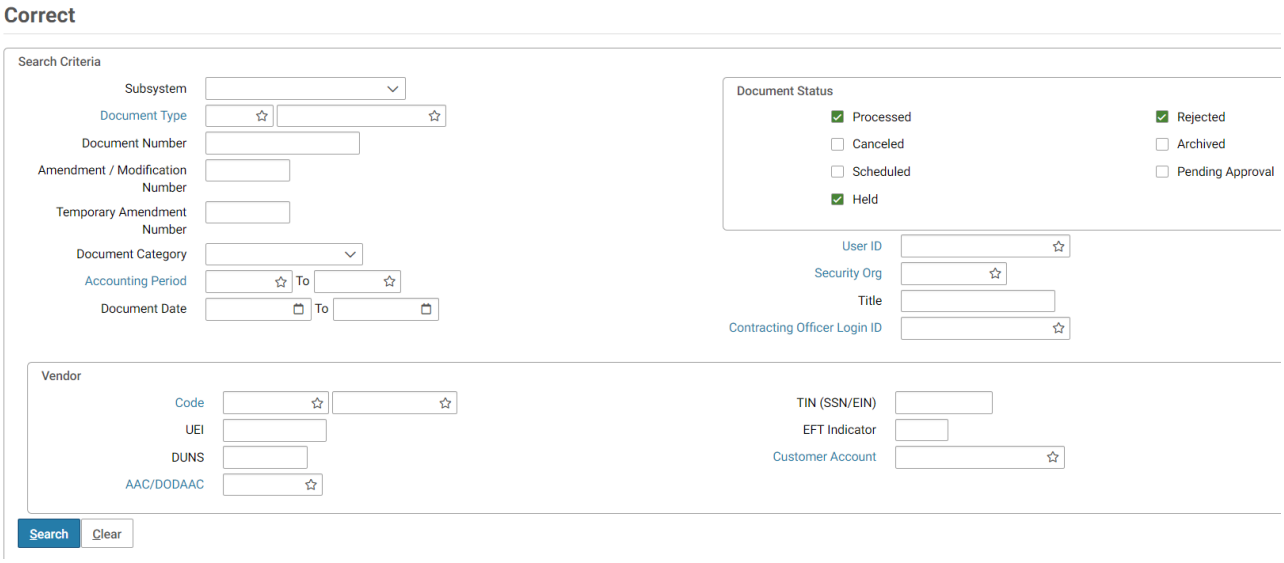
To change field values on a Header Accounting Line(s) simply select the **Header Accounting Lines** tab, highlight the desired line(s) on the **Header Accounting Lines** summary page and Select the **Replace Values** button to display an enabled blank screen to populate.

NOTE: Attach a brief Pegasys Memo to your form or document that describes why the line is being corrected. Pegasys Memo feature by accessible the Memos tab on the Form/Document.

The following steps detail how to apply **Replace Values** functionality to correct a single accounting line.

1. Select **Transactions - Accounts Payable - Correct** from the Pegasys menu bar onscreen. The **Correct** page is displayed.

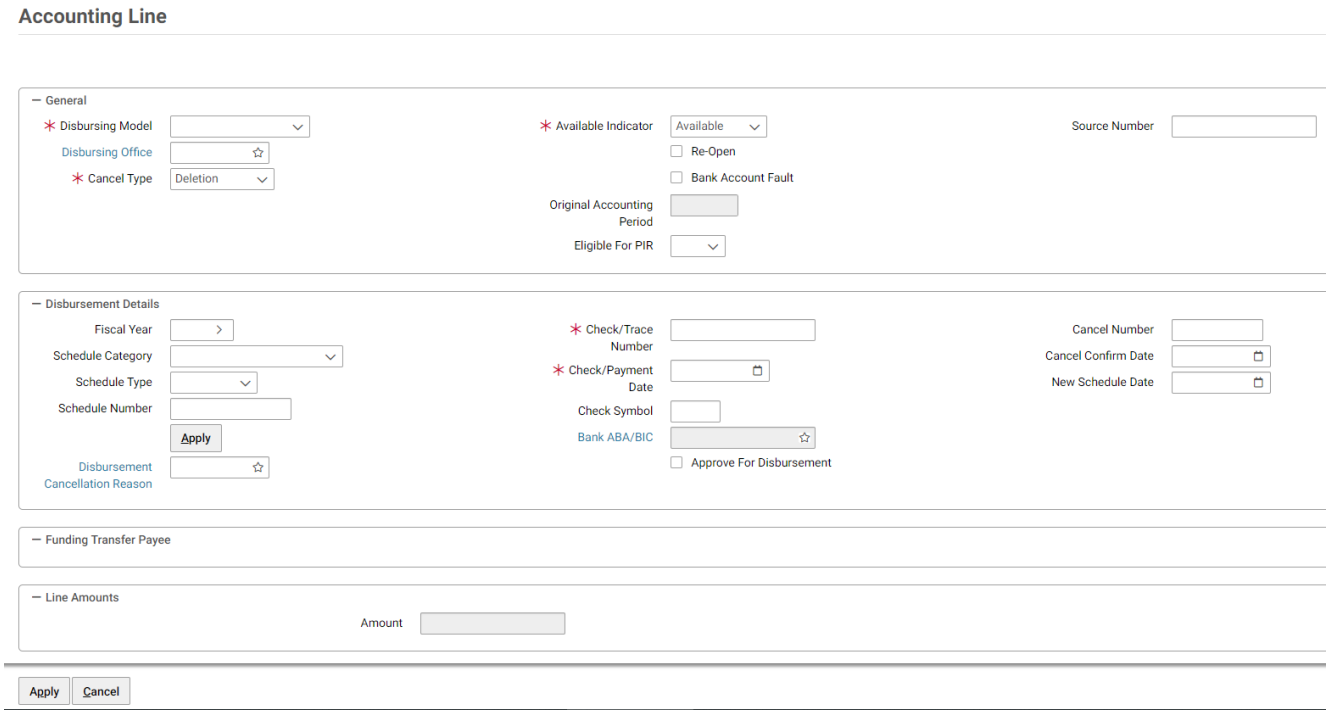
Figure 68: Correct page - for Correcting a Single Accounting Line



2. Check the desired document status check box from the **Document Status** group box.
3. Enter a document type in the **Document Type** field.
4. Enter the document number in the **Document Number** field.
5. Select the **[Search]** button.

   NOTE: The search results will be displayed at the bottom of the page.
6. Highlight a document record and then select the **[Correct]** button. The **Header** page of the selected form or document is displayed.
7. Select the Ac**counting Lines** tab. The A**ccounting Lines** summary page is displayed.
8. Highlight the appropriate line. The [**Replace**] button becomes enabled.
9. Select the **[Replace]** button. The **Replace Values** page displayed.

Figure 69: Header Accounting Lines - Replace Values page



10. Enter the appropriate field values. If no entry is made in a given field, no changes will be made to that field.
11. In the **Line Amount** field, enter the desired dollar amount.
12. Select the **[Apply]** button.
13. The **Header Accounting Lines** summary page is displayed.
14. Select the **[Verify]** button.
15. If error messages are displayed, review the messages, and correct the form accordingly.

    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.
16. Select the [**Submit**] button to process the form.

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

9.2.2 How Do I Use Replace Values Functionality to Correct Multiple Accounting Lines?

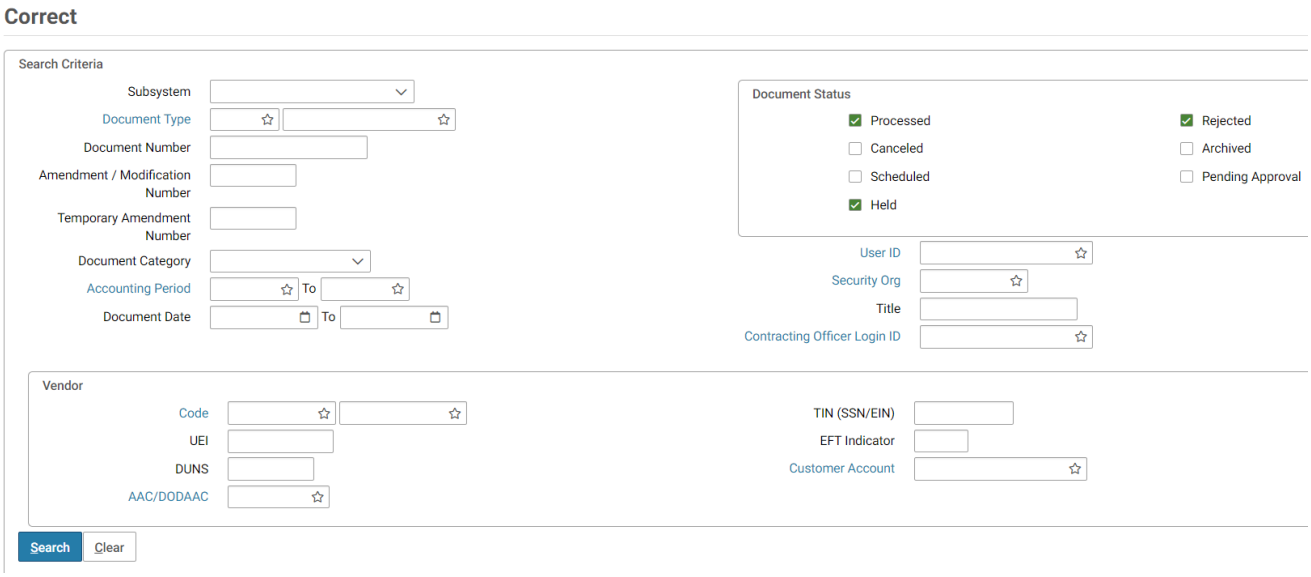
Multiple lines may be selected from the **Header Accounting Lines** summary page to apply corrections. The field values of the multiple lines may be changed at one time and from one place.

NOTE: Attach a brief Pegasys Memo to the form or document that describes why the lines are being corrected. Pegasys Memo feature is accessible by selecting the Memos tab on the Form/Document.

The following steps detail how to use the **Replace Values** functionality to correct multiple lines on a form at one time and from one place.

1. Select **Transactions - Accounts Payable - Correct** from the Pegasys menu bar. The **Correct** page is displayed.

Figure 70: Correcting multiple Accounting Lines - Correct page



2. Check the desired document status check box from the **Document Status** group box.
3. Enter a document type in the **Document Type** field.
4. Enter the document number in the **Document Number** field.
5. Select the **[Search]** button.

   NOTE: The search results will be displayed at the bottom of the page.
6. Highlight a document record and then select the **[Correct]** button. The **Header** page of the selected form or document is displayed.
7. Select the Header Accounting Lines tab. The Header Accounting Lines summary page is displayed.
8. Highlight the appropriate lines by selecting the associated check boxes. The **[Replace]** button becomes enabled.

   In this example, the line amount for all lines will be changed to $200.00 using **Replace Values**.
9. Select the **[Replace]** button. The **Replace Values** window is displayed.
10. Enter the appropriate field values. If no entry is made in a given field, no change will be made to that field.

    NOTE: Reference field hyperlinks to search pages are available.

11. In the Line Amount field, enter the desired dollar amount. For this example, enter $200.00.
12. Select the **[Apply**] button. The **Header Accounting Lines** summary page is displayed.

    The line amount will be $200.00 for all lines.
13. Select the **[Verify]** button. If error messages are displayed, review the messages, and correct the form accordingly.

    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.
14. Select the [**Submit**] button to process the form.

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

9.2.3 How Do I Remove Lines?

Pegasys allows users to simultaneously delete one, many or all accounting lines(s). Select the **Header Accounting Lines** tab and select the appropriate line(s). Next, select the [**Remove**] button. After Selecting on the [**Remove**] button, the line(s) will be marked out and a trashcan icon will appear next to the check box for the record. Select the [**Verify**] button. If error messages are displayed, review the messages, and correct the form accordingly.

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.

Select the **[Submit]** button to process the form or document. If all lines are deleted, you will not be able to process the form or document. Therefore, you must add another Header Accounting Line to the form or document to process successfully.

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

Once accounting lines are deleted, and the form has been processed or held/saved, the deleted Header Accounting Lines **cannot** be **restored**. If the form has not yet been processed or held/saved, the **Refresh** button can be used to **restore** the deleted Header Accounting Lines. In addition, you can navigate away from the Form/Document and then reopen it. All changes made prior to the last save will be lost. Therefore, once lines are deleted and the form is processed, you cannot use the **Refresh** or **Reset** functionality to retrieve the line(s).

NOTE: Attach a brief Pegasys Memo to your form or document that describes why the line(s) is being deleted. Pegasys Memo feature is accessible by selecting the Memos tab on the Form/Document.

The following steps detail how to delete line(s).

1. Select **Transactions - Accounts Payable - Correct** from the Pegasys menu bar. The **Correct** page is displayed.
2. Check the desired document status check box from the **Document Status** group box.
3. Enter a document type in the **Document Type** field.
4. Enter the document number in the **Document Number** field.
5. Select the **[Search]** button.

   NOTE: The search results will be displayed at the bottom of the page.
6. Highlight a document line and then select the **[Correct]** button. The **Header** page of the selected form or document is displayed.
7. Select the Header Accounting Lines tab. The Header Accounting Lines summary page is displayed.
8. Highlight the appropriate lines by selecting the associated check boxes. The **[Remove]** button becomes enabled.
9. Select the **[Remove]** button.
10. The line(s) will become marked out, and a trashcan icon will appear next to the check box for the record.

Figure 71: Line Number Marked Out Lines

Header Accounting Lines

1 - 1 of 1 results

	Line Number	Total Ordered Amount	Transaction Type	Net Total Amount	Accounting Template	BFY	Source Number	Sub Org
☐	~~1~~	~~$200.00~~	-	~~$200.00~~	-	~~2002~~	-	-

11. Select the **[Verify]** button. If error messages are displayed, review the messages, and correct the form accordingly.

    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 to process the form. At least one line must remain for the form to process.

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

9.2.4 How Do I Use Replace Values Functionality to Delete Values?

In addition to the **Replace Values** functionality allowing the user to simultaneously delete the entire accounting line(s) associated with a form or document (see **Section 9.2.3**), specific values on selected line(s) may also be deleted. Field values may be deleted for drop-down menus, in text fields, and check boxes. The **Replace Values** functionality allows you to enter the "**@**" symbol in any enabled text field of the **Replace Values** input field to indicate that Pegasys should delete all pre-existing values. For drop down menus, select the null value. For check boxes, you can select twice to delete.

NOTE: Attach a brief Pegasys Memo to your form or document that describes why the line(s) is being deleted. Pegasys Memo feature is accessible by selecting the Memos tab on the Form/Document.

The following steps will detail how to apply the "**@**" symbol to delete the **Amount Values** for the selected lines.

1. On the **Header Accounting Lines** summary page, highlight the appropriate lines by Selecting the check boxes associated with each line. The **Replace** button becomes enabled.
2. Select **[Replace]** button. The **Replace Values** page is displayed.

Figure 72: Replace Values page

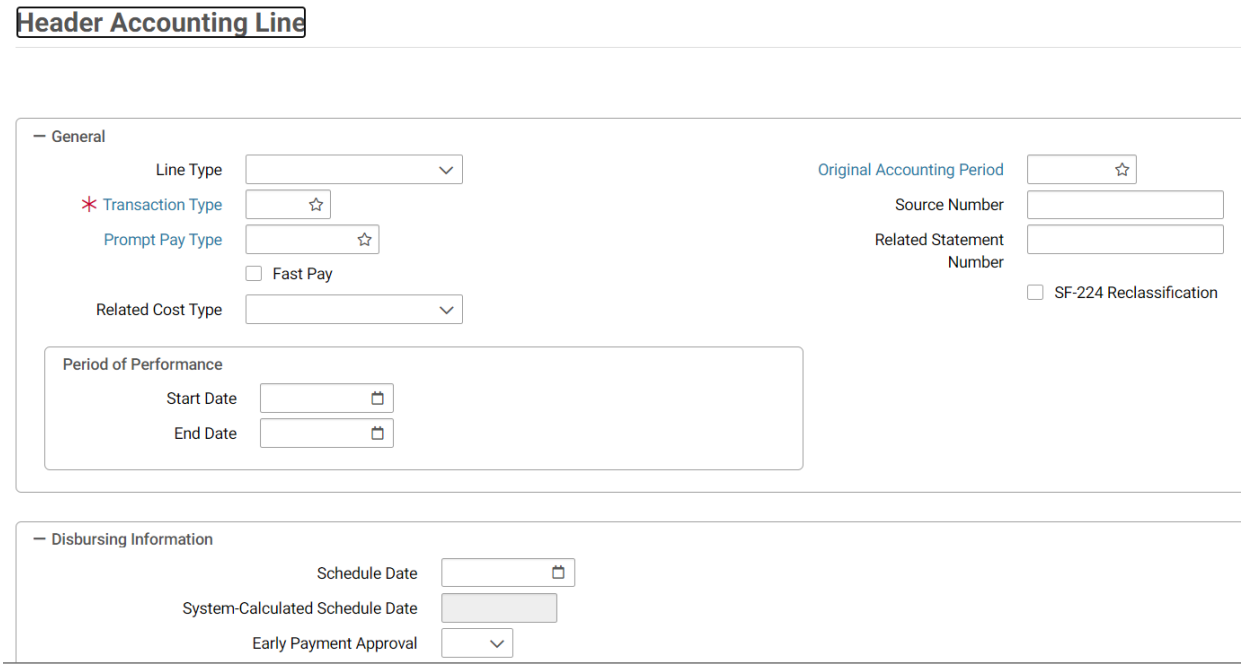
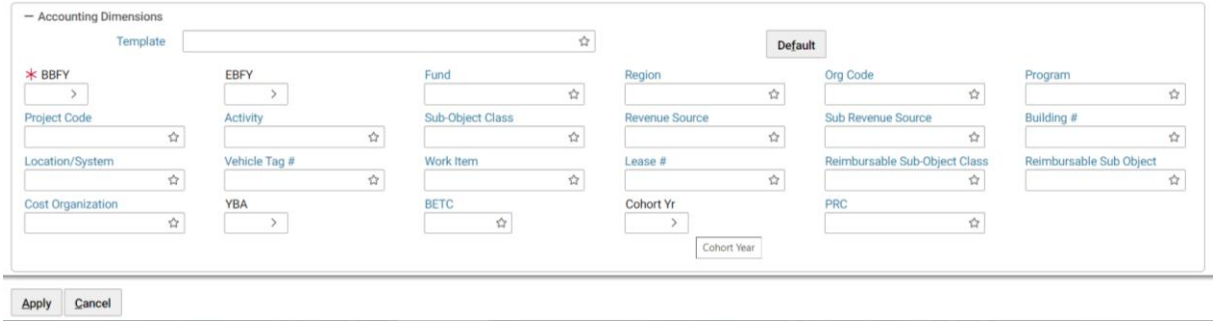


Figure 73: Replace Values Accounting Dimensions



3. In the **Project Code** field, enter the **"@"** symbol.
4. If you wish to delete values from any drop-down menu, select the null value.
5. To delete values from check boxes, Select twice in the check box and it will become blank.
6. Select the **[Apply]** button. The **Header Accounting Lines** summary page will be displayed.

   The values for the Project Code field will be deleted from all selected lines.

9.2.5 How Do I Use the Reset Lines Button?

The **Replace Values** functionality provides a **Reset** feature that allows the user to restore information on selected lines back to the state in which it was last saved. The **Reset Lines** button is found on the **Header Accounting Lines** summary page of the Form/Document.

The following steps describe how to use the **Reset Lines** button to restore the value of the lines selected in the example.

1. On the **Header Accounting Lines** summary page, highlight the appropriate lines by Selecting the check boxes associated with each line. The **[Reset]** button becomes enabled.
2. Select the **[Reset]** button.

   System message indicates that the reset line functionality is successful.

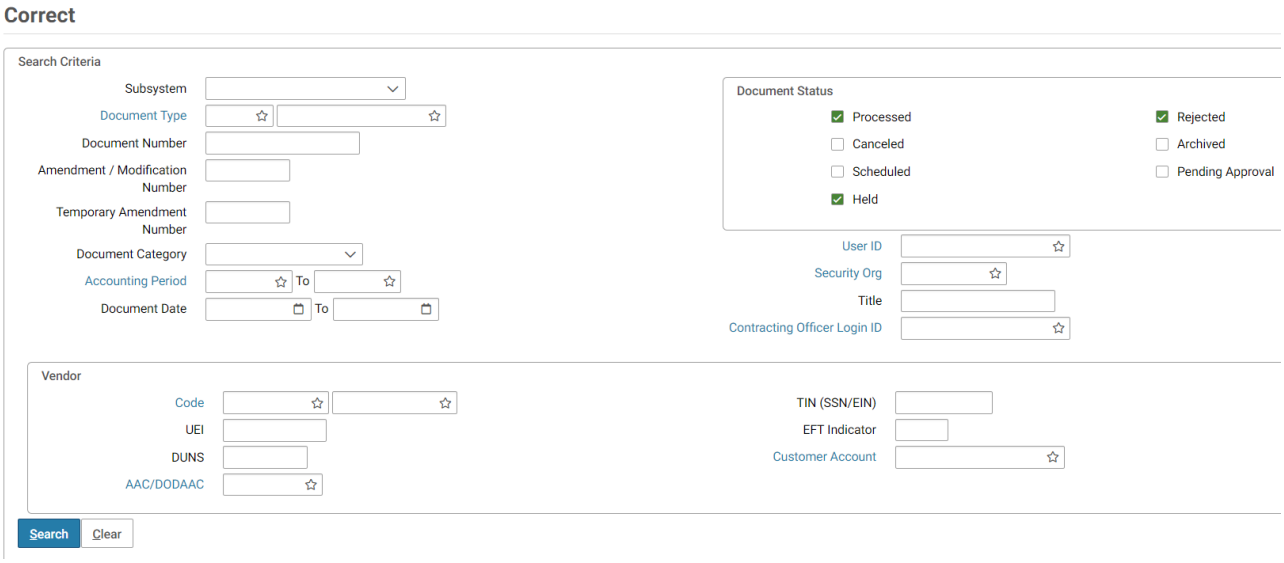
9.2.6 How Do I Use Replace Values to Change the Prompt Pay Type

The **Prompt Pay Type** data values enable Pegasys to schedule payments automatically for disbursement according to prompt payment regulations, vendor payment terms and available discounts. The **Prompt Pay** data field contains pre-defined data values, which you may select to enter the **Prompt Pay Type**. The **Replace Values** functionality will allow you to select a different Prompt Pay value to replace the value for one or several payment lines from one location.

The following steps detail how to apply **Replace Values** functionality to select a data value for several payment lines.

1. Select **Transactions - Accounts Payable - Correct** from the Pegasys menu bar. The **Correct** page is displayed.

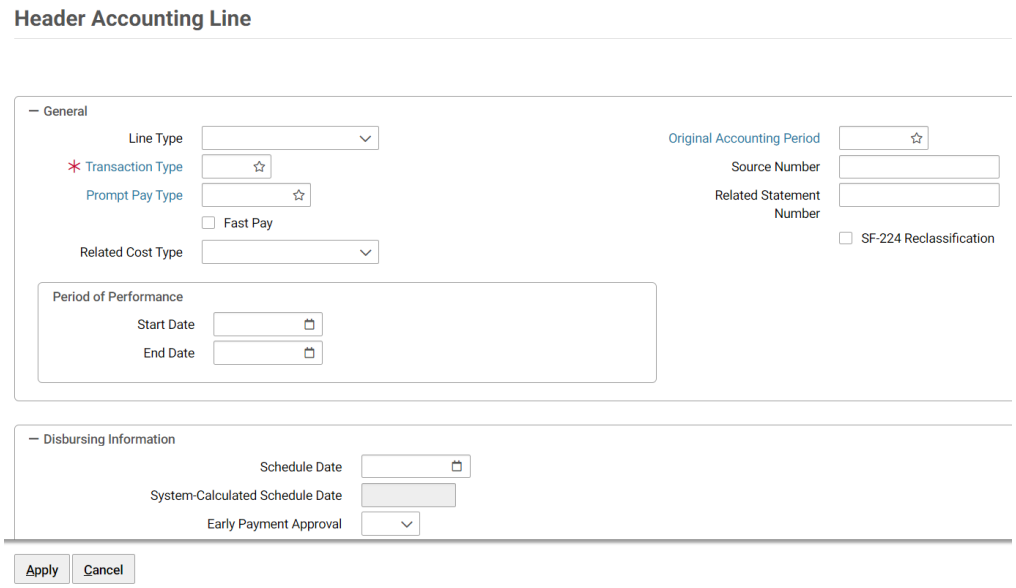
Figure 74: Correct page to change the Prompt Pay Type



2. Check the desired document status check box from the **Document Status** group box.
3. Enter a document type in the **Document Type** field.
4. Enter the document number in the **Document Number** field.
5. Select the **[Search]** button.

   NOTE: The search results will be displayed at the bottom of the page.
6. Highlight a document record and then select the **[Correct]** button. The **Header** page of the selected form or document is displayed.
7. Select the Header Accounting Lines tab. The Header Accounting Lines summary page is displayed.
8. Highlight the appropriate lines by selecting the associated check boxes. The [**Replace**] button becomes enabled.
9. Select the [**Replace**] button. The **Replace Values** page is displayed.

Figure 75: Replace Values page - to change the Prompt Pay Type



10. Enter the **Prompt Pay Type** value.

    NOTE: If the **Prompt Pay Type** field value is unknown, you may use the reference field hyperlink to search for a list of field values. Select a value. The selected Prompt Pay field value will populate in the **Prompt Pay Type** field.

11. Enter any other appropriate field values. If no entry is made in a given field, no changes will be made to that field.

    NOTE: Reference field hyperlinks to search pages are available.

12. Select the [**Apply**] button.

13. The **Header Accounting Lines** summary page will be displayed.

    The **Prompt Pay** values are replaced with the selected field value.

14. Select the [**Verify**] button. If error messages are displayed, review the messages, and correct the form accordingly.

    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.

15. Select the [**Submit**] button to submit the form to Workflow for approvals or processing.

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

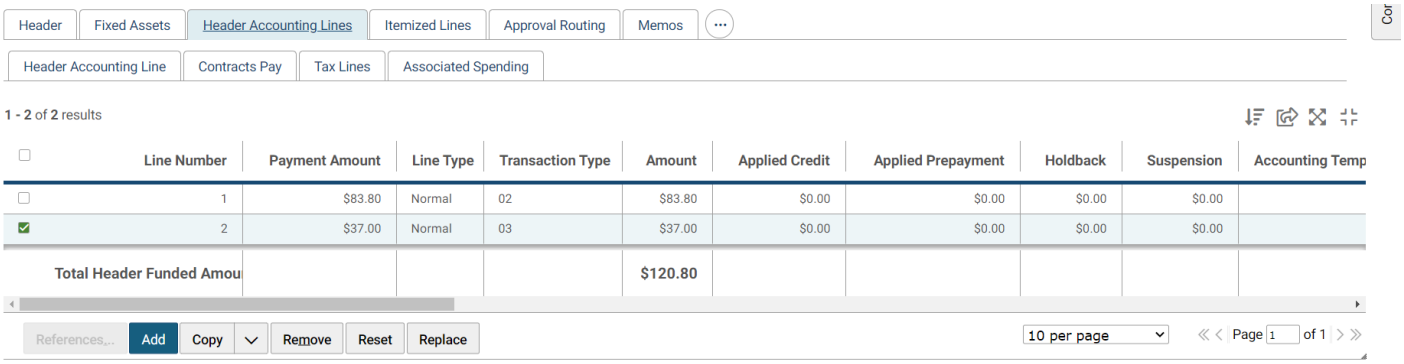
10 Summary Tab

The Summary tab displays a summary of the header accounting and itemized lines. On this tab, users can add new lines, and review, modify, and delete existing lines. Users can also select the Sort button to help organize the lines for easier viewing.

The following steps describe how to use the Summary tab. These steps refer to header accounting lines but the same steps can be used for the Item Lines section on the “Summary Tab”.

1. To add a new line, select the **Add** button. *A new line will be displayed.*
2. To add information to the new line, Select inside the cell and type in the information.

Figure 76: Summary Tab on The Header Accounting Line



3. To default an accounting template, enter an accounting template in the Template cell, and Select the **Default Accounting Template** button.
4. To default information from a referenced line, enter a Referenced Document Type and Document Number in the cells provided, and Select the **Default from Referenced Line** button.
5. To update an existing line, select the desired line, Select inside the desired cell(s) for the field that should be updated, and make the change.
6. To copy an existing line, select the desired line and Select the **Copy** button. A new line will be created.
7. To remove an existing line, select the desired line and Select the **Remove** button.
8. To see the header accounting line for a specific line, select the line, and Select the **Details** button. The header accounting line will be displayed.
9. To sort accounting lines, select the **Sort** button. Choose the Sort criteria and Select **OK**.

Figure 77: Sort Button

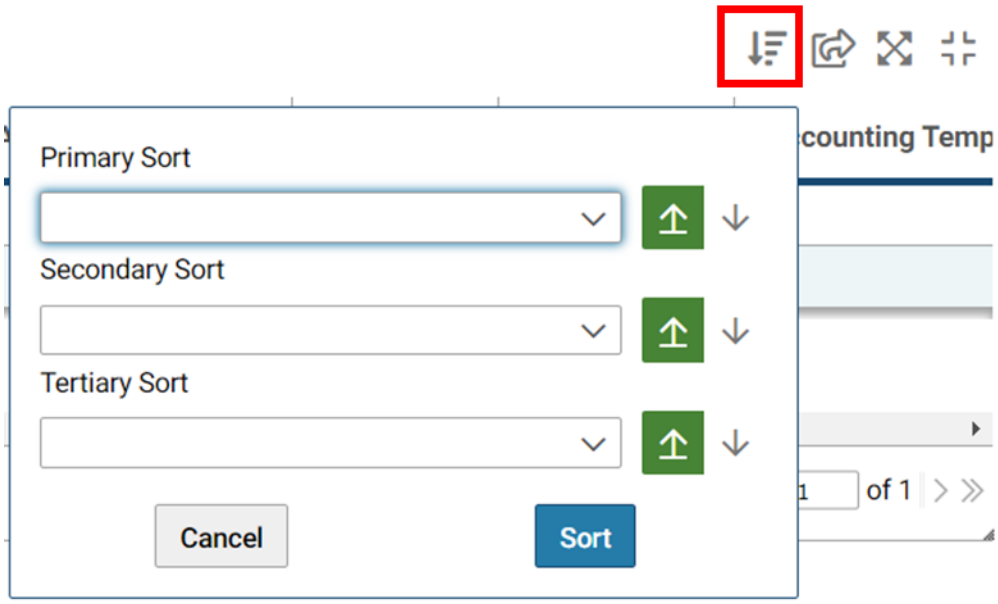
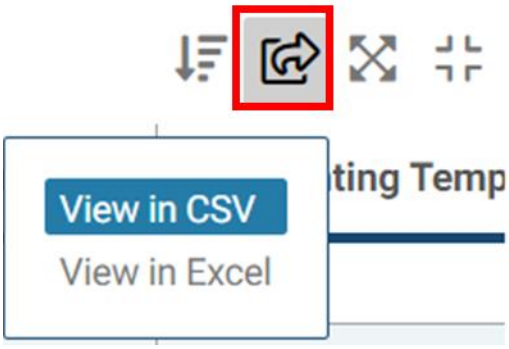


Figure 78: Export Button



10. To view the accounting lines as a CSV, Select the **Export** button.
11. To move a column heading, Select on a column heading and drag it to the desired location.
12. To expand or contract the column width, Select on the vertical line before or after the column heading and drag outwards to increase the width or drag inwards to decrease the width size.

11 Do Not Pay Initiative

In order to accommodate Treasury's Do Not Pay initiative, GSA has the capability to create a vendor and/or payment file out of Pegasys that can be uploaded and processed in Do Not Pay. This will assist in efforts to reduce improper payments and allows users to process a matched data file that can be downloaded from the Do Not Pay portal containing matched data. This allows the ability to update vendor records automatically in Pegasys based upon matched data available from Do Not Pay. Users can record information in Pegasys regarding a vendor's Do Not Pay status, including Match Level, Match Type, Match Source, Match Date and a Description field for recording details of a vendor's Do Not Pay status. Additionally, overrideable warnings will occur on new obligations, payments, or agreements created containing a vendor after the vendor has been configured as "Do Not Pay".

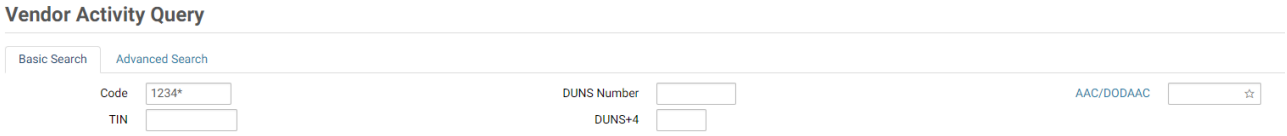
At a high-level, the following modifications have been made in support of Do Not Pay:

- Vendor
  - The Vendor Code maintenance table and Vendor Form will be updated to allow users to record the following information regarding a vendor's Do Not Pay status:
    - Do Not Pay flag
    - Do Not Pay Match Date
    - Do Not Pay Match Level
    - Do Not Pay Match Type
    - Do Not Pay Match Source
    - Do Not Pay Status Description
  - Additionally, the Do Not Pay flag will be added to vendor searches throughout Pegasys, including the following queries:
    - Vendor Activity Query
    - Vendor Review Query
    - Invoice Query
  - Monitoring Vendors' Do Not Pay Status:
  - An overrideable warning will be added to the following areas of Pegasys to notify a user if a vendor that is configured as "Do Not Pay" is used:
    - Obligations:
      - Order (IO)
      - Training Order (IT)
      - Award (QA)
      - Acquisition Order (QO)
      - Travel Authorization (TA)

- Payments:
  - Payment Authorization (IP)
  - Imprest Fund (IF)
  - Travel Advance (TN)
  - Third Party Payment (TP)
  - Travel Voucher (TV)
  - Bank Withdrawal (BW)
- Bills and Cash Receipts (Advance line type only)
- External Agreements
  - Contract maintenance table
  - Blanket Purchase Agreement maintenance table

- Do Not Pay Output Files:
  - This item will include a new batch process that will allow GSA to pull vendor and/or payment data out of Pegasys using a variety of simple and complex parameters to create a vendor and/or payment file that can be uploaded to and processed by Do Not Pay.
- Do Not Pay Match Data Import:
  - This item will also include a new batch process that will allow agencies to process a matched data file that was downloaded from Do Not Pay and contains match data from the Do Not Pay system. This batch process will provide the capability for GSA to update vendor records automatically in Pegasys based upon match data from the Do Not Pay system.
- Do Not Pay Website:
  - This item will include the ability to configure the Do Not Pay URL under System Settings and a menu option for launching the Do Not Pay website from Pegasys in the event that users want to review a vendor's current information in the Do Not Pay system.

Figure 79: Vendor Activity Query

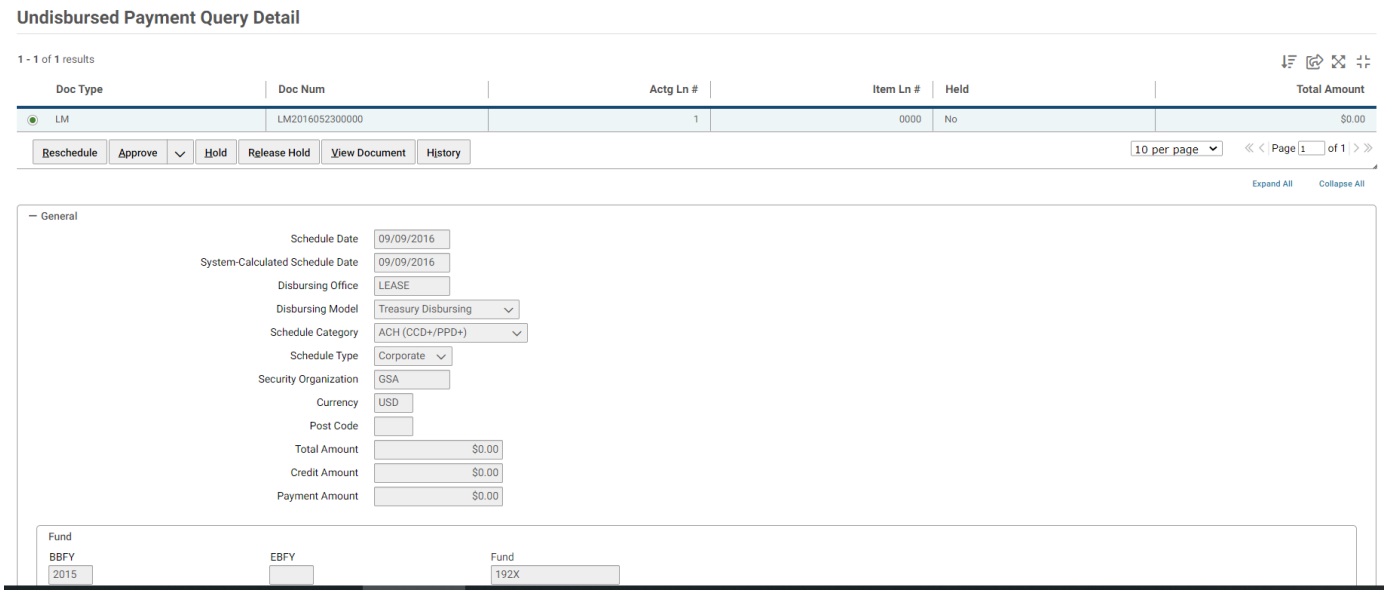


Appendix A: Automated Disbursement Field Descriptions

A.1 Undisbursed Payment Query

The Undisbursed Payment Query displays undisbursed payments (including advances and holdback releases, but not advance offsets or holdbacks), outstanding credits, and previously disbursed payments, which were rescheduled as a result of a cancel for reissue or a rejected Treasury schedule. Users can search on many fields, including schedule date, disbursing office, disbursing model, schedule category, schedule type, vendor information, document type, document number, rescheduled information, and disbursement status. Users can access detailed payment information by highlighting the summary record and selecting the "Details" button. Users can view a history of the payment by selecting the "History" button. The Certification History screen displays when payments are approved, disapproved, held, released, rescheduled and the User ID associated with these actions. Undisbursed payment records are grouped and viewed based on their common attributes (Document Type, Document Number, Schedule Date, Disbursing Office, Vendor, etc.) so that users may *optionally* perform actions (Reschedule, Approve, Disapprove) on these undisbursed payment records as a "group", rather than being required to apply actions to all individual lines of an undisbursed payment document that share the same attributes. As payments are disbursed, they are removed from the query.

Figure 80: Undisbursed Payment Query Detail page



A.1.1 Undisbursed Payments Query Field Descriptions

Table 16: Undisbursed Payments Query Field Descriptions

Field Name	Description
Schedule Date	The date on which the payment must be selected by the disbursements process in order to be disbursed on time. It is updated by Payment Authorization, Schedule posting, Treasury reconciliation process (rejected schedules), and disbursement cancellation transaction (cancels for reissue).
Disbursing Office	The disbursing office responsible for the payment. It is updated by Payment Authorization.
Disbursing Model	Indicates whether the payment is being disbursed by Treasury or an agency printed check. For GSA, this will always be Treasury Disbursing. It is updated by Payment Authorization.
Schedule Category	The category of the schedule on which the payment was originally submitted (Treasury Disbursed Check, ACH (CCD+/PPD+) or ACH (CTX). It is updated by Payment Authorization.
Schedule Type	The type of schedule on which the payment was originally submitted (Corporate or Personal). It is updated by Payment Authorization.
Security Organization	The established security organization for the payment.
Vendor Code	The vendor associated with the payment. It is updated by Payment Authorization.
Vendor Address Code	The code representing the address of the vendor. It is updated by Payment Authorization.
Vendor Name	The name of the vendor or employee receiving the payment. It is updated by Payment Authorization.
Document Type	The document type used to authorize the payment. It is updated by Payment Authorization.
Document Number	The document number used to authorize the payment. It is updated by Payment Authorization.
Item Line Number	The itemized line number of the Payment Authorization document.
Accounting Line Number	The accounting line number of the Payment Authorization document.

Field Name	Description
Approved (drop-down box)	Indicates that the disbursement has been approved and is ready to be picked up by the disbursements process on the indicated schedule date. Updated by the Schedule Posting process or on the Disbursing Information Page of the payment transaction. Also may be updated by Selecting on the Approve or Unapprove button on the Undisbursed Payments Query.
Rescheduled (drop-down box)	Indicates that the payment has been rescheduled due to errors in the schedule posting process. Updated by the Schedule posting process.
ECS/SPS (drop-down box)	Indicates if the payment was disbursed using to the Electronic Certification System (ECS).
Disbursement In Progress (drop-down box)	Indicates that a payment has been selected and is in the process of being disbursed. It is updated by the Payment Selection process.
Group Payments (drop-down box)	Indicates whether the payment is eligible for grouping with other payments to the same vendor. It is updated by Payment Authorization.
Manual Check (drop-down)	Indicates whether payments will be disbursed on a manual check. For GSA, this will always be unchecked. It is updated by Payment Authorization.
Revaluation Required (drop-down box)	Indicates whether revaluation is required for the payment.
Insufficient Funds (drop- down box)	Indicates whether the cash account associated with the payment's Treasury Symbol has been overdrawn. Updated by Insufficient Funds report.
Total Amount	The net total of the payment amount and the credit amount for the payment transaction. It is updated by Payment Authorization.
Credit Amount	The total amount of all credit lines on the payment transaction. It is updated by Payment Authorization.
Payment Amount	The amount of the payment to be disbursed. It is updated by Payment Authorization.

Table 17: Undisbursed Payments Query Rescheduling Information Field and Button Descriptions

Field Name	Description

Field Name	Description
New Schedule Date	The new date on which the payment will be selected by the disbursements process. It is updated by direct entry to the Undisbursed Payments query.
Early Payment Approval (drop-down box)	If the entered new schedule date is more than eight days before the prompt pay schedule date, this field indicates whether the early payment has been approved. Used for prompt pay reporting purposes. It is updated by direct entry to the Undisbursed Payments query.
Interest Reason Code	A code identifying the reason why the payment will incur an interest penalty if rescheduling will cause the payment to be late. It is updated by direct entry to the Undisbursed Payments query.
Discount Lost Reason Code	A code identifying why an available discount was lost if rescheduling will cause an available discount to be lost. It is updated by direct entry to the Undisbursed Payments query.
Reschedule (button)	If a New Schedule Date is entered, the Reschedule button is enabled and must be pressed to update the Undisbursed Payments query with the new schedule date.
Approve (button)	If the Disbursement Approval checkbox is not checked, this button must be pressed to approve the payment for disbursement.
Disapprove (button)	If the Disbursement Approval checkbox is checked, this button must be pressed to unapprove the payment and hold it from disbursement.
View Document (button)	Displays the Payment Authorization document.
Release/Hold (button)	Releases or Holds the payment.
History	Displays the certification history of the payment.

A.2 Schedule Query

A successful run of the automated disbursements process results in the generation of Treasury schedules. The Schedule query displays summary schedule information for each generated schedule, such as date submitted, number of payments, and total vouchered amount. Users can search on many fields, including schedule category and type, disbursing office, schedule action, and confirm/reject date. Users can access schedule detail information by highlighting the schedule record and selecting the “Details” button.

The Schedule query also reflects the most recent activity recorded for the schedule. For example, when users enter Treasury's confirmation or rejection of the schedule, the resulting schedule status, confirmed/rejected date, and confirmed/rejected amount are displayed on the query.

A.2.1 Schedule Query Detail Field Descriptions

Table 18: Schedule Query Detail Field Descriptions

Field Name	Description
Schedule Category	Identifies the schedule as one of the following: Treasury disbursed check, ACH (CCD+/PPD+), or ACH (CTX). It is updated by the schedule posting process, Payment transactions entered with a manual schedule number, Manual additions to the Change Schedule Information entry window.
Disbursing Model	Indicates whether the payment is being disbursed by Treasury or an agency printed check. For GSA, this will always be Treasury Disbursing. It is updated by Payment Authorization.
Schedule Type	Identifies the type of payments included on the schedule (i.e., corporate, personal). It is updated by the schedule posting process, Payment transactions entered with a manual schedule number, Manual additions to the Change Schedule Information entry window.
Schedule Number	The number assigned to the schedule by GSA. It is updated by the schedule posting process, Payment transactions entered with a manual schedule number, Manual additions to the Change Schedule Information entry window.
Confirmed/Rejected Date	The date on which Treasury confirmed or rejected the schedule. It is updated by manual updates or additions to the Change Schedule Information entry window, the Treasury reconciliation process (backed out schedules only).
Accounting Period	The accounting period to which the schedule is posted. It is updated by the Treasury reconciliation process.
Disbursing Office	The disbursing office responsible for disbursing the payments on the schedule. It is updated by the schedule posting process, Payment transactions entered with a manual schedule number, Manual additions to the Change Schedule Information entry window.
Payment Category	The type of vendor being paid. Determines whether the payment is subject to Treasury Offsets and as a result, defaults to Vendor. Other valid value is Miscellaneous.
Line Code	Indicated whether the code is Vendor or Miscellaneous.

Field Name	Description
Schedule Action	If the Posted by Treasury check box is false, this field represents the action which Pegasys should perform the next time you run the Treasury reconciliation process (i.e., no action, confirm, reject, in progress or complete). If the Posted by Treasury check box is true, this field represents the current status of the schedule. It is updated by the schedule posting process, Payment transactions entered with a manual schedule number, Manual additions to the Change Schedule Information entry window, the Treasury reconciliation process (backed out schedules).
Posted by Treasury/FRB (drop-down box)	Indicates whether Treasury's confirmation or rejection of the schedule has been posted by the Treasury reconciliation process. It is updated by the Treasury reconciliation process.
Vouchered Transaction Amount	The total amount of the payment transactions assigned to the schedule. It is updated by the schedule posting process, Payment transactions entered with a manual schedule number.
Details Posted (check box)	For manual schedules, indicates whether any of the supporting payment authorizations have been posted by the Treasury reconciliation process. It is updated by the Treasury reconciliation process.
Fully Expended (check box)	For manual schedules, indicates whether all of the supporting payment authorizations have been posted by the Treasury reconciliation process. It is updated by the Treasury reconciliation process.
Total Number of Payments	The total number of payments assigned to the schedule. It is updated by Schedule posting process, Payment transactions entered with a manual schedule number.
Number of Confirmed Payments	The number of confirmed payments on the schedule. System-maintained based on the schedule line action on the schedule detail records.
Pre-printed Number	The pre-printed number assigned to the schedule by Treasury. It is updated by manual updates or additions to the Change Schedule Information entry window.

Table 19: Schedule Query Detail Field Descriptions- Output File

Field Name	Description
Submission Date	The date the schedule was submitted to Treasury. It is updated by the schedule posting process, Payment transactions entered with a manual schedule number, Manual additions to the Change Schedule Information entry window.
Output File Name	The Output File Name.

Table 20: Schedule Query Detail Field Descriptions - Confirmed Information

Field Name	Description
Detail Level Confirmation/Rejection (check box)	Indicates whether the user confirms/rejects payments as a whole or at the line- level. If true, only confirm/reject date, accounting period, and action are entered at the header level; all other information is entered for each schedule detail. Otherwise all of the information if entered on the summary level.
Schedule Action (drop-down box)	The new action associated with the schedule (i.e., no action, confirm, reject, in progress or complete) based on Treasury's results.
Confirmed/Rejected Amount	The amount of the schedule that has been confirmed or rejected by Treasury. It is updated by manual updates or additions to the Change Schedule Information entry window, the Treasury reconciliation process (backed out schedules only).
Confirmed/Rejected Date	The date on which Treasury confirmed or rejected the schedule.
Accounting Period	The accounting period to which the schedule is posted.
Backout Requested (drop-down box)	For confirmed schedules, indicates whether you have requested that Pegasys back out the confirmation the next time you run the Treasury reconciliation process. Set to true by manual update to the Update Schedule Information section. Reset to false by the Treasury reconciliation process when backout is accomplished.
Pre-printed Number	The pre-printed number assigned to the schedule by Treasury.
Check Symbol	The check symbol associated with this disbursing office. It is updated by manual updates or additions to the Change Schedule Information entry window, the Treasury reconciliation process (backed out schedules only).
Confirmed/Rejected Transaction Amount	The amount of the schedule transactions that have been confirmed or rejected by Treasury. It is updated by manual updates or additions to the Change Schedule Information entry window, the Treasury reconciliation process (backed out schedules only).
Beginning Check/Trace Number	The check number or EFT trace number assigned to the first payment on the schedule. It is updated by manual updates or additions to the Change Schedule Information entry window, the Treasury reconciliation process (backed out schedules only).
Ending Check/Trace Number	The check or EFT trace number assigned to the last payment on the schedule. It is updated by manual updates or additions to the Change Schedule Information entry window, the Treasury reconciliation process (backed out schedules only).

Field Name	Description
Save (button)	After new information is added to the Update Schedule Information section, press Save to update the schedule.
Details (tab)	Displays schedule detail information. Highlight the vendor record and Select the Schedule Detail hyperlink.

A.2.2 Schedule Detail Query Field Descriptions

Figure 81: Schedule Detail page

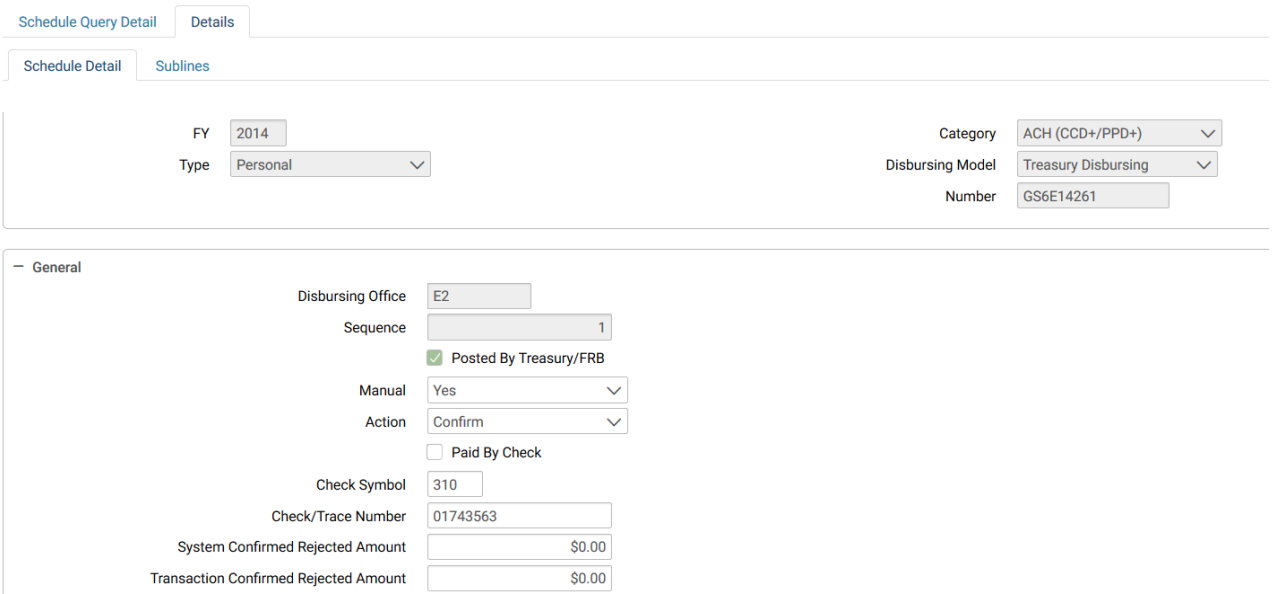


Table 21: Schedule Detail Query Field Descriptions - Schedule Information Section

Field Name	Description
FY	The fiscal year associated with the schedule. It is updated by the schedule posting process, Payment transactions entered with a manual schedule number, Manual additions to the Change Schedule Information entry window.
Type	Identifies the type of payments included on the schedule (i.e., corporate, personal). It is updated by the schedule posting process, Payment transactions entered with a manual schedule number, Manual additions to the Change Schedule Information entry window.
Category	Identifies the schedule as one of the following: Treasury disbursed check, ACH (CCD+/PPD+), or ACH (CTX). It is updated by the schedule posting process, Payment transactions entered with a manual schedule number, Manual additions to the Change Schedule Information entry window.

Field Name	Description
Disbursing Model	Indicates whether the payment is being disbursed by Treasury or an agency printed check. For GSA, this will always be Treasury Disbursing. It is updated by Payment Authorization.
Number	The number assigned to the schedule by your agency. It is updated by the schedule posting process, Payment transactions entered with a manual schedule number, Manual additions to the Change Schedule Information entry window.

Table 22: Schedule Detail Query Field Descriptions - General Section

Field Name	Description
Disbursing Office	The disbursing office responsible for disbursing the payments on the schedule. It is updated by the schedule posting process, Payment transactions entered with a manual schedule number, Manual additions to the Change Schedule Information entry window.
Sequence	The number that identifies the sequence of each payment within the schedule; used to assign the proper check number or EFT trace number to each payment. It is updated by the schedule posting process, Payment transactions entered with a manual schedule number.
Check Symbol	The check symbol associated with the disbursing office. It is updated by the schedule posting process.
Check/Trace Number	The check number or EFT trace number assigned to the payment by Treasury. It is updated by the Treasury reconciliation process.
Action	The action associated with the schedule (i.e., no action, confirm, reject, in progress or complete) based on Treasury's results.
Paid By Check (check box)	Indicates schedule has been paid by agency-disbursed check.
Posted By Treasury / FRB (check box)	Indicates whether Treasury's confirmation or rejection of the schedule has been posted by the Treasury reconciliation process. It is updated by the Treasury reconciliation process.
Manual (check box)	Indicates whether this schedule is a manual schedule. It is updated by payment transactions with the manual schedule check box set to true.
Total Amount	The total amount associated with each schedule line. It is updated by the schedule posting process, Payment transactions entered with a manual schedule number.

Field Name	Description
Transaction Confirmed Rejected Amount	The amount of the transaction that has been confirmed or rejected.
System Confirmed Rejected Amount	The amount of the schedule that has been confirmed or rejected by the system. Updated by manual updates or additions to the Treasury Schedule Control entry page, and the Treasury reconciliation process (backed out schedules only).

Table 23: Schedule Detail Query Field Descriptions - General Section - Vendor Group Box

Field Name	Description
Code	The code representing the vendor or employee receiving the payment. It is updated by the schedule posting process, Payment transactions entered with a manual schedule number.
Address Code	The code representing the address of the vendor. It is updated by the schedule posting process, Payment transactions entered with a manual schedule number.
Name	The name of the vendor or employee receiving the payment. It is updated by the schedule posting process, Payment transactions entered with a manual schedule number.
Sublines (tab)	Displays the Payment Authorization document information associated with each payment on the schedule. Highlight the payment record and Select the Details hyperlink.

Figure 82: Sublines page

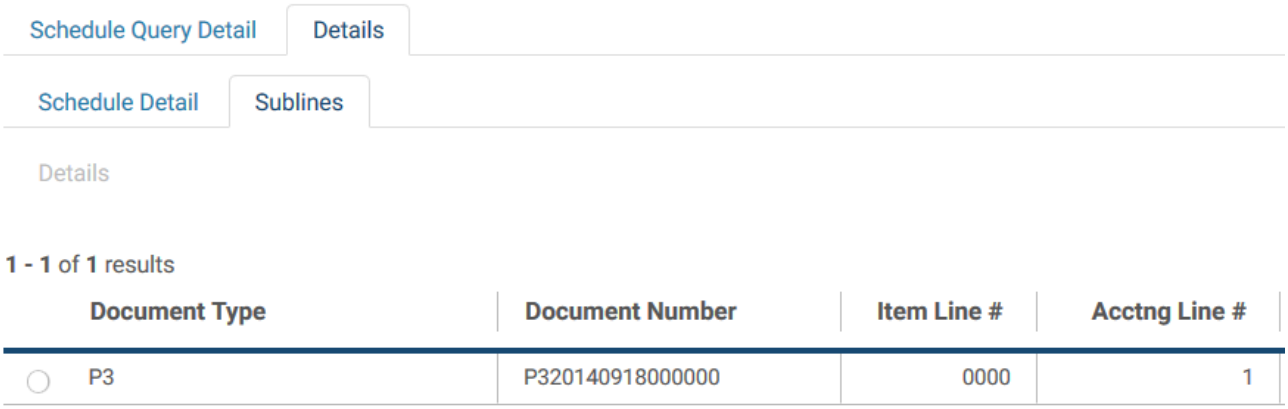


Table 24: Sublines Detail Query Field Descriptions

Field Name	Description
FY	The fiscal year associated with the schedule. It is updated by the schedule posting process, Payment transactions entered with a manual schedule number, Manual additions to the Change Schedule Information entry window.
Category	Identifies the schedule as one of the following: Treasury disbursed check, ACH (CCD+/PPD+), or ACH (CTX). It is updated by the schedule posting process, Payment transactions entered with a manual schedule number, Manual additions to the Change Schedule Information entry window.
Type	Identifies the type of payments included on the schedule (i.e., corporate, personal). It is updated by the schedule posting process, Payment transactions entered with a manual schedule number, Manual additions to the Change Schedule Information entry window.
Number	The number assigned to the schedule by your agency. It is updated by the schedule posting process, Payment transactions entered with a manual schedule number, Manual additions to the Change Schedule Information entry window.
Disbursing Office	The disbursing office responsible for disbursing the payments on the schedule. It is updated by the schedule posting process, Payment transactions entered with a manual schedule number, Manual additions to the Change Schedule Information entry window.
Payment Sequence Number	The number that identifies the sequence of each payment within the schedule; used to assign the proper check number or EFT trace number to each payment. It is updated by the schedule posting process, Payment transactions entered with a manual schedule number.
Manual (drop-down box)	Indicates whether this schedule is a manual schedule. It is updated by Payment transactions with the manual schedule check box set to true.
Document Type	The Payment Authorization document type associated with the payment. It is updated by the schedule posting process, Payment transactions entered with a manual schedule number.
Document Number	The Payment Authorization document number assigned to the payment. It is updated by the schedule posting process, Payment transactions entered with a manual schedule number.
Item Line #	The itemized line number of the Payment Authorization document. It is updated by the schedule posting process, Payment transactions entered with a manual schedule number.

Field Name	Description
Accting Line #	The accounting line number of the Payment Authorization document. It is updated by the schedule posting process, Payment transactions entered with a manual schedule number.
Record Type	The record type associated with the payment line (i.e., principal, credit, interest, penalty, discount, etc.) It is updated by the schedule posting process, Payment transactions entered with a manual schedule number.
Record Amount	The dollar amount associated with the record type. It is updated by the schedule posting process, Payment transactions entered with a manual schedule number.
View Document (button)	Displays the Payment Authorization document.

A.3 EFT Payment Query

A.3.1 EFT Payment Summary Query Field Descriptions

Figure 83: EFT Payment Query Summary page

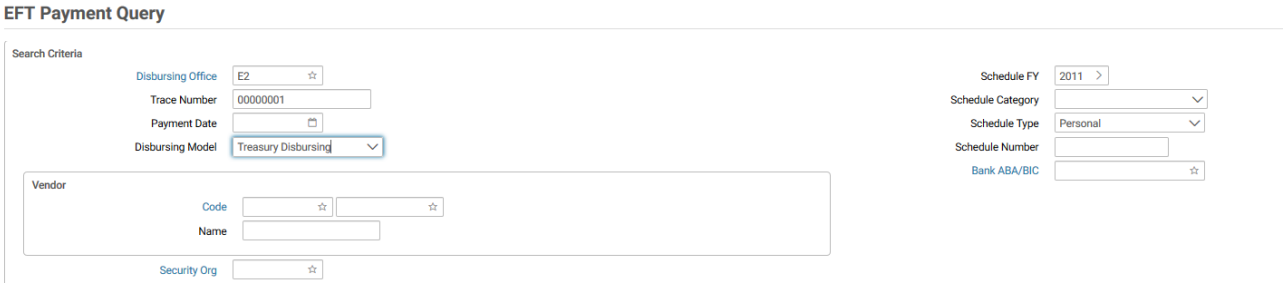


Table 25: EFT Payment Summary Query - General Section Field Descriptions

Field Name	Description
Disbursing Office	The disbursing office that issued the EFT payment. It is updated by the Treasury reconciliation process.
Payment Date	The date the EFT payment was disbursed. It is updated by the Treasury reconciliation process.
Bank Code	The code identifying the payer's bank. It is updated by the Treasury reconciliation process.
Trace Number	The trace number that identifies the EFT payment. It is updated by the Treasury reconciliation process.

Field Name	Description
Payment Amount	The amount of the EFT payment. It is updated by the Treasury reconciliation process.
Cancel Type	Indicates whether the EFT payment has been canceled, and if so, the type of cancel (i.e., replacement, reissue, or deletion). It is updated by the Treasury reconciliation process and Disbursement Cancellation documents.

Table 26: EFT Payment Summary Query - Schedule Information

Field Name	Description
Fiscal Year	The fiscal year of the schedule on which the payment was submitted to Treasury. It is updated by the Treasury reconciliation process.
Type	The type of schedule on which the payment was submitted to Treasury; ((i.e., Corporate or Personal)). It is updated by the Treasury reconciliation process.
Category	The category of schedule on which the payment was submitted to Treasury; (i.e., Treasury Disbursed Check, ACH (CCD+/PPD+), or ACH (CTX)). It is updated by the Treasury reconciliation process.
Number	The number of the schedule on which the payment was submitted to Treasury. It is updated by the Treasury reconciliation process.
Disbursing Model	Indicates whether the payment is being disbursed by Treasury or an agency printed check. For GSA, this will always be Treasury Disbursing. It is updated by Payment Authorization.

Table 27: EFT Payment Summary Query - Vendor Information Section

Field Name	Description
Address Code	The code that represents the vendor or employee receiving the EFT payment. It is updated by the Treasury reconciliation process.
Name	The name of the payee receiving the EFT payment. It is updated by the Treasury reconciliation process.
Bank ABA/BIC	The code identifying the payee’s bank. It is updated by the Treasury reconciliation process.
Bank Name	The name of the payee’s bank. It is updated by the Treasury reconciliation process.
Bank Account Number	The number of the payee’s bank account. It is updated by the Treasury reconciliation process.

Table 28: EFT Payment Summary Query - Offset Amount Section

Field Name	Description
Offset Amount	Records the dollar amount of offset. It is updated by direct entry.
Offset Information	Text field used to provide a description of the offset. It is updated by direct entry.
EFT Payment Query Detail s(tab)	Displays payment detail information after highlighting the appropriate EFT payment record.

A.3.2 EFT Payment Detail Query Field Descriptions

Figure 84: EFT Payment Detail page

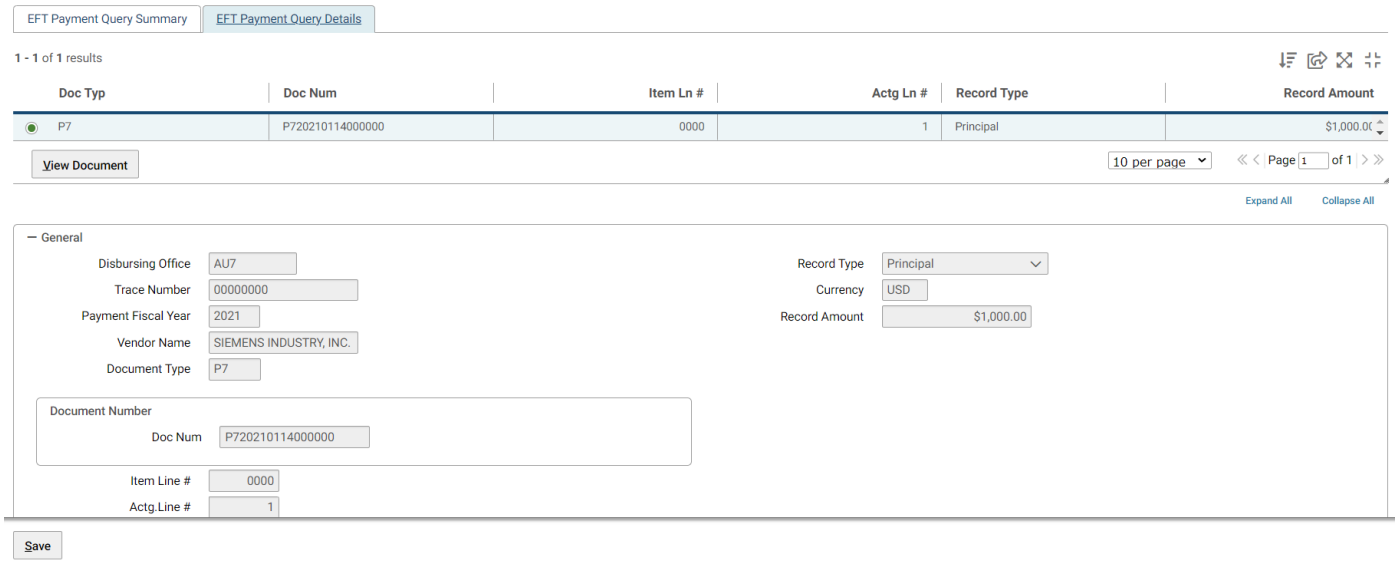


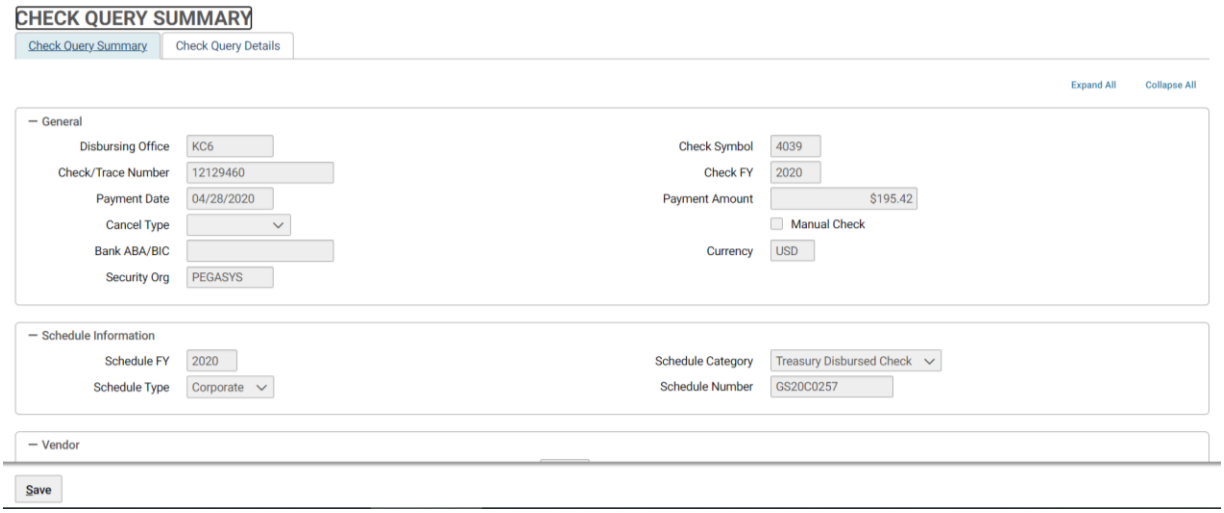
Table 29: EFT Payment Detail Query Field Descriptions

Field Name	Description
Disbursing Office	The disbursing office that issued the EFT payment. It is updated by the Treasury reconciliation process.
Trace Number	The trace number that identifies the EFT payment. It is updated by the Treasury reconciliation process.
Payment Fiscal Year	The fiscal year the EFT payment was disbursed. It is updated by the Treasury reconciliation process.
Vendor Name	The name of the payee receiving the EFT payment. It is updated by the Treasury reconciliation process.

Field Name	Description
Document Type	The Payment Authorization document type associated with the payment. It is updated by the Treasury reconciliation process.
Document Number	The Payment Authorization document number assigned to the payment. It is updated by the Treasury reconciliation process.
Item Line #	The itemized line number of the Payment Authorization document. It is updated by the Treasury reconciliation process.
Actg Line #	The accounting line number of the Payment Authorization document. It is updated by the Treasury reconciliation process.
Record Type	The record type associated with the payment line (i.e., principal, credit, interest, penalty, discount, etc.) It is updated by the Treasury reconciliation process.
Record Amount	The dollar amount associated with the record type. It is updated by the Treasury reconciliation process.
View Document (button)	Displays the Payment Authorization document.

A.4 Check Query

Figure 85: Check Query Summary page



A.4.1 Check Summary Query Field Descriptions

Table 30: Check Summary Query General Section Field Descriptions

Field Name	Description

Field Name	Description
Disbursing Office	The disbursing office that issued the check. It is updated by the Treasury reconciliation process.
Check /Trace Number	The number that identifies the check. It is updated by the Treasury reconciliation process.
Payment Date	The date the check was printed. It is updated by the Treasury reconciliation process.
Cancel Type (drop-down box)	Indicates whether the check has been canceled, and if so, the type of cancel (i.e., replacement, reissue, or deletion). It is updated by Disbursement Cancellation transactions.
Bank ABA/BIC	The code identifying the payer's bank. It is updated by the Treasury reconciliation process.
Check Symbol	The check symbol associated with this disbursing office. It is updated by the Treasury reconciliation process.
Check FY	The fiscal year the check was printed. It is updated by the Treasury reconciliation process.
Payment Amount	The amount of the check. It is updated by the Treasury reconciliation process.
Security Org	The Security Organization of the check.
Manual Check (check box)	Indicates whether the check was written manually. For GSA, this will always be false.

Table 31: Check Summary Query Schedule Information Section Field Descriptions

Field Name	Description
Schedule FY	The fiscal year of the schedule on which the check was submitted to Treasury. It is updated by the Treasury reconciliation process.
Schedule Category	The category of schedule on which the check was submitted to Treasury; (i.e., Treasury Disbursed Check, ACH (CCD+/PPD+), or ACH (CTX)). It is updated by the Treasury reconciliation process.
Schedule Type	The type of schedule on which the check was submitted to Treasury; ((i.e., Corporate or Personal)). It is updated by the Treasury reconciliation process.
Schedule Number	The number of the schedule on which the check was submitted to Treasury. It is updated by the Treasury reconciliation process.

Table 32: Check Summary Query Vendor Section Field Descriptions

Field Name	Description
Vendor Code and Vendor Address Code	The code that represents the vendor or employee receiving the check. It is updated by the Treasury reconciliation process.
Vendor Name	The name of the payee receiving the check. It is updated by the Treasury reconciliation process.
More (button)	Provides vendor address information on the Vendor Details page.

Table 33: Check Summary Query Offset Amount Section Field and Tab Descriptions

Field Name	Description
Offset Amount	Records the dollar amount of offset. It is updated by direct entry.
Offset Information	Text field used to provide a description of the offset. It is updated by direct entry.
Check Query Detail (tab)	Displays payment detail information after highlighting the appropriate check payment record.

A.4.2 Check Detail Query Field Descriptions

Figure 86: Check Query Details page

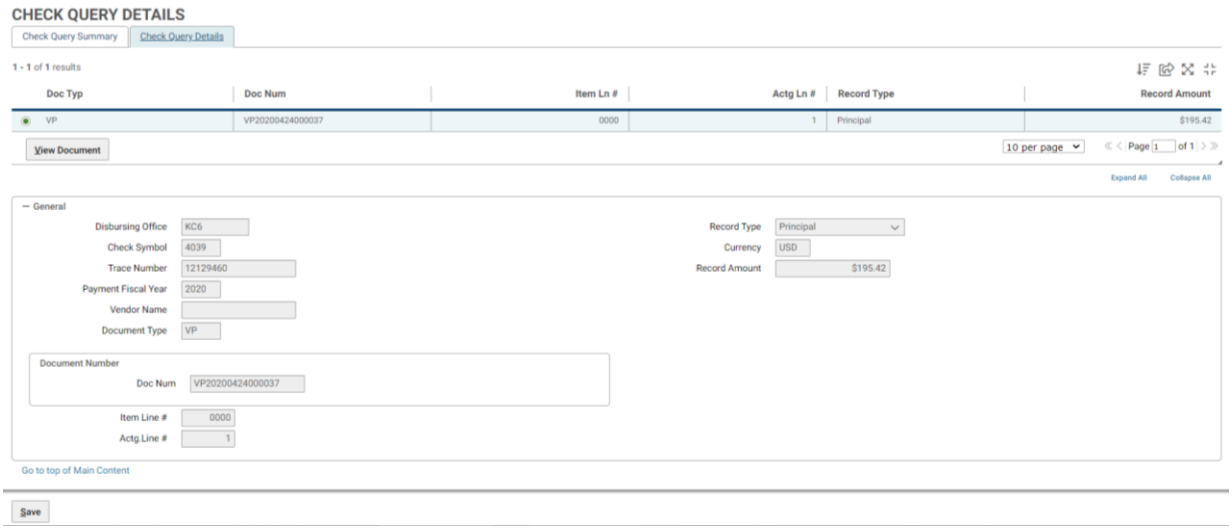


Table 34: Check Detail Query Field Descriptions

Field Name	Description
Disbursing Office	The disbursing office that issued the check. It is updated by the Treasury reconciliation process.

Field Name	Description
Check Symbol	The check symbol associated with this disbursing office. It is updated by the Treasury reconciliation process.
Trace Number	The number that identifies the check. It is updated by the Treasury reconciliation process.
Payment Fiscal Year	The fiscal year the check was printed. It is updated by the Treasury reconciliation process.
Vendor Name	The name of the payee receiving the check. It is updated by the Treasury reconciliation process.
Document Type	The Payment Authorization document type associated with the payment. It is updated by the Treasury reconciliation process.
Document Number	The Payment Authorization document number assigned to the payment. It is updated by the Treasury reconciliation process.
Item Line #	The itemized line number of the Payment Authorization document. It is updated by the Treasury reconciliation process.
Actg Line #	The accounting line number of the Payment Authorization document. It is updated by the Treasury reconciliation process.
Record Type	The record type associated with the payment line (i.e., principal, credit, interest, penalty, discount, etc.) It is updated by the Treasury reconciliation process.
Record Amount	The dollar amount associated with the record type. It is updated by the Treasury reconciliation process.

A.4.3 Check Vendor Details Field Descriptions

Figure 87: Vendor Details page

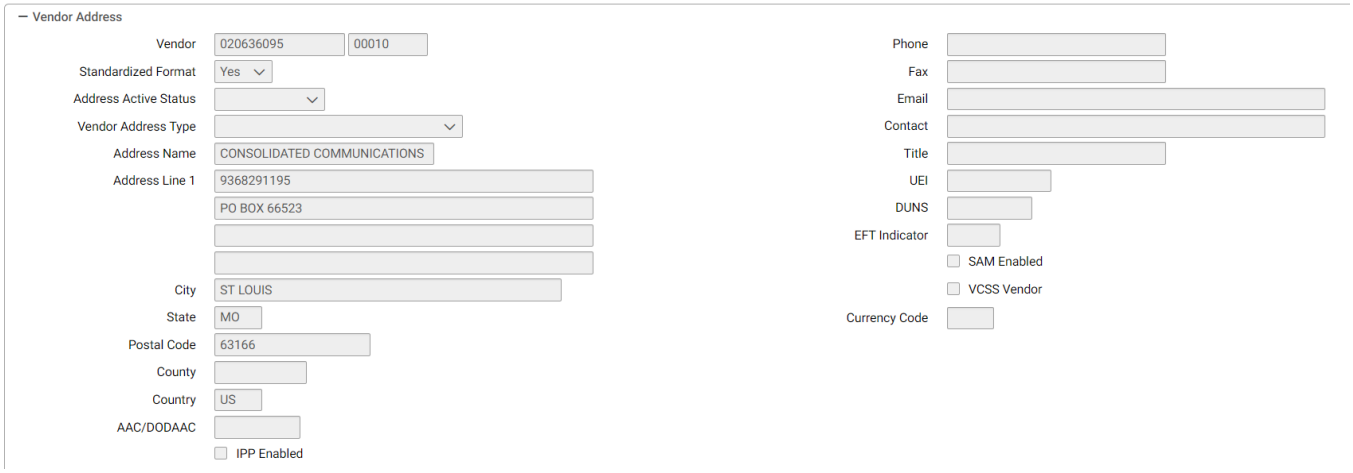


Table 35: Check Vendor Details Field Descriptions

Field Name	Description
Vendor Code and Vendor Address Code	The code that represents the vendor or employee receiving the check. It is updated by the Treasury reconciliation process.
Standardized Format	Determines if the payee's street address is the Standard US Format. If an address type of Non US is selected, up to 5 lines of 33 characters each may be entered to indicate the payee's address.
Address Active Status	Determines if the Vendor is Active.
Vendor Address Type	The type of address for the vendor.
Name	The name of the payee receiving the check. It is updated by the Treasury reconciliation process.
Address	The street address of the vendor or employee receiving the check. It is updated by the Treasury reconciliation process.
City	The city of the vendor or employee receiving the check. It is updated by the Treasury reconciliation process.
State	The state of the vendor or employee receiving the check. It is updated by the Treasury reconciliation process.
Zip Code	The zip code of the vendor or employee receiving the check. It is updated by the Treasury reconciliation process.
County	The county of the vendor or employee receiving the check. It is updated by the Treasury reconciliation process.

Field Name	Description
Country	The country of the vendor or employee receiving the check. It is updated by the Treasury reconciliation process.
Phone	The phone of the vendor or employee receiving the check. It is updated by the Treasury reconciliation process.
Fax	The fax of the vendor or employee receiving the check. It is updated by the Treasury reconciliation process.
Email	The email address of the vendor or employee receiving the check. It is updated by the Treasury reconciliation process.
Contact	The contact person of the vendor or employee receiving the check. It is updated by the Treasury reconciliation process.
Title	The title of the contact person of the vendor or employee receiving the check. It is updated by the Treasury reconciliation process.
UEI	The UEI for the vendor.
DUNS	The DUNS for the vendor.
EFT Indicator	The EFT Indicator for the vendor.
SAM Enab	Determines if the vendor is SAM enabled.
VCSS Vendor	Determines if the vendor is VSS enabled.
Currency Code	The currency code associated with the vendor.

A.5 Disbursement Cancellations Awaiting Reconciliation Query

A.5.1 Disbursements Cancellations Awaiting Reconciliation Query Field Descriptions

Figure 88: Disbursement Cancellations Awaiting Reconciliation Query Page

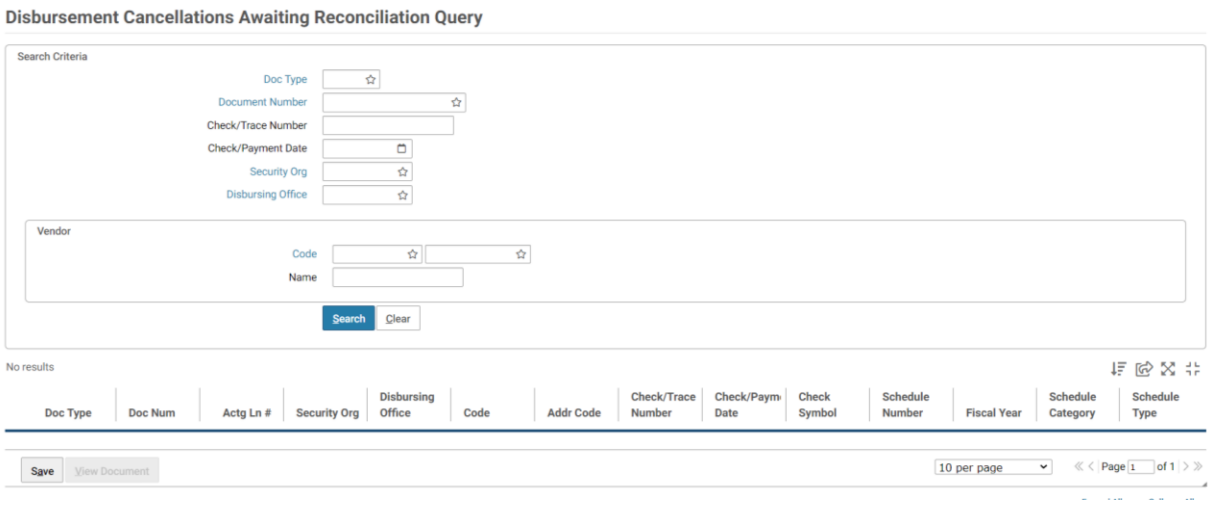


Figure 89: Disbursements Cancellations Awaiting Reconciliation Query Field Descriptions - Disbursement Details, Document Information and Vendor Sections

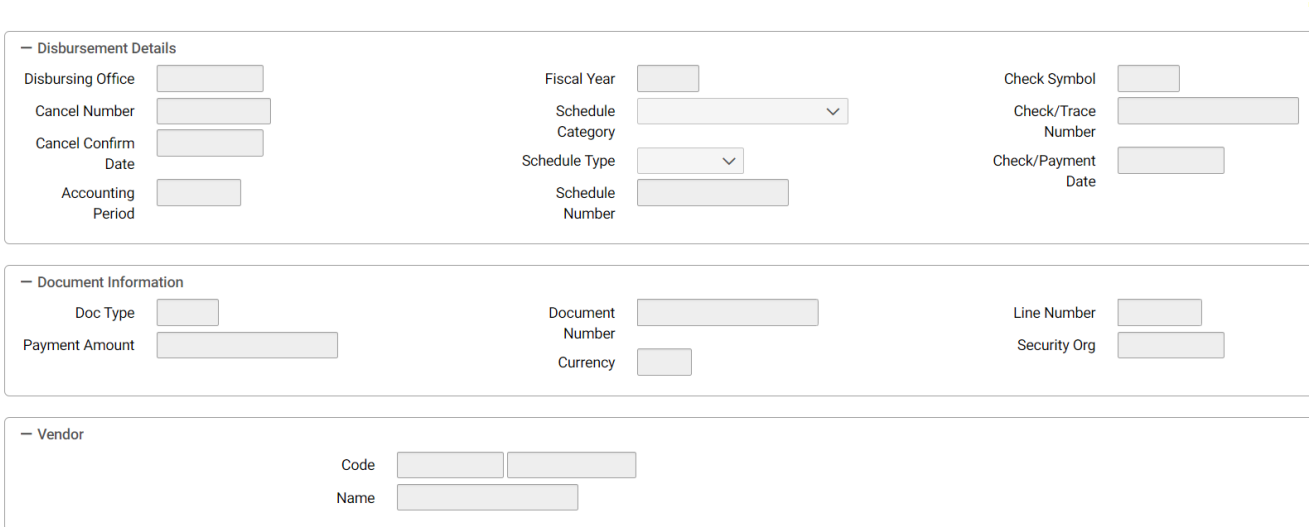


Table 36: Disbursements Cancellations Awaiting Reconciliation Query Field Descriptions - Disbursement Details Section

Field Name	Description
Cancel Number	The Treasury Cancel Number of the canceled payment. It is updated by Disbursements Cancellation document or direct entry.

Field Name	Description
Cancel Confirm Date	The confirmation date of the canceled payment. It is updated by Disbursements Cancellation document, Direct entry.
Accounting Period	The accounting period to which the cancellation is posted. It is updated by Disbursements Cancellation document, Direct entry.
Security Org	The security organization of the canceled payment.
Fiscal Year	The fiscal year the payment was made. It is updated by the Treasury reconciliation process.
Check/Trace Number	The check number or EFT trace number assigned to the payment by Treasury. It is updated by the Treasury reconciliation process.
Check Symbol	The check symbol associated with this disbursing office. It is updated by the Treasury reconciliation process.
Check/Payment Date	The date the payment was made. It is updated by the Treasury reconciliation process.

Table 37: Disbursements Cancellations Awaiting Reconciliation Query Field Descriptions - Schedule Details Section

Field Name	Description
Schedule Category	The category of schedule on which the payment was submitted to Treasury; (i.e., Treasury Disbursed Check, ACH (CCD+/PPD+), or ACH (CTX)). It is updated by the Treasury reconciliation process.
Schedule Type	The type of schedule on which the payment was submitted to Treasury; (i.e., Corporate or Personal). It is updated by the Treasury reconciliation process.
Schedule Number	The number of the schedule on which the payment was submitted to Treasury. It is updated by the Treasury reconciliation process.

Table 38: Disbursements Cancellations Awaiting Reconciliation Query Field Descriptions - Document Information Section

Field Name	Description
Doc Type	The document type used to cancel the payment (i.e., N6 or N7). It is updated by Disbursements Cancellation document.
Document Number	The document number used to cancel the payment (i.e., N6 or N7). It is updated by Disbursements Cancellation document.
Line Number	The line number used to cancel the payment. It is updated by Disbursements Cancellation document.

Field Name	Description
Payment Amount	The amount of the payment being canceled. It is updated by Disbursements Cancellation document.

Table 39: Disbursements Cancellations Awaiting Reconciliation Query Field Descriptions - Vendor Section and Buttons

Field Name	Description
Vendor Code and Vendor Address Code	The code representing the vendor or employee. It is updated by Disbursements Cancellation document.
Name	The name of the vendor or employee.
Save (button)	Saves the entered cancellation confirmation information.
View Document (button)	Displays the payment document.

A.5.2 Disbursement Cancellation Form Field Descriptions

Figure 90: Disbursement Cancellation Header Page

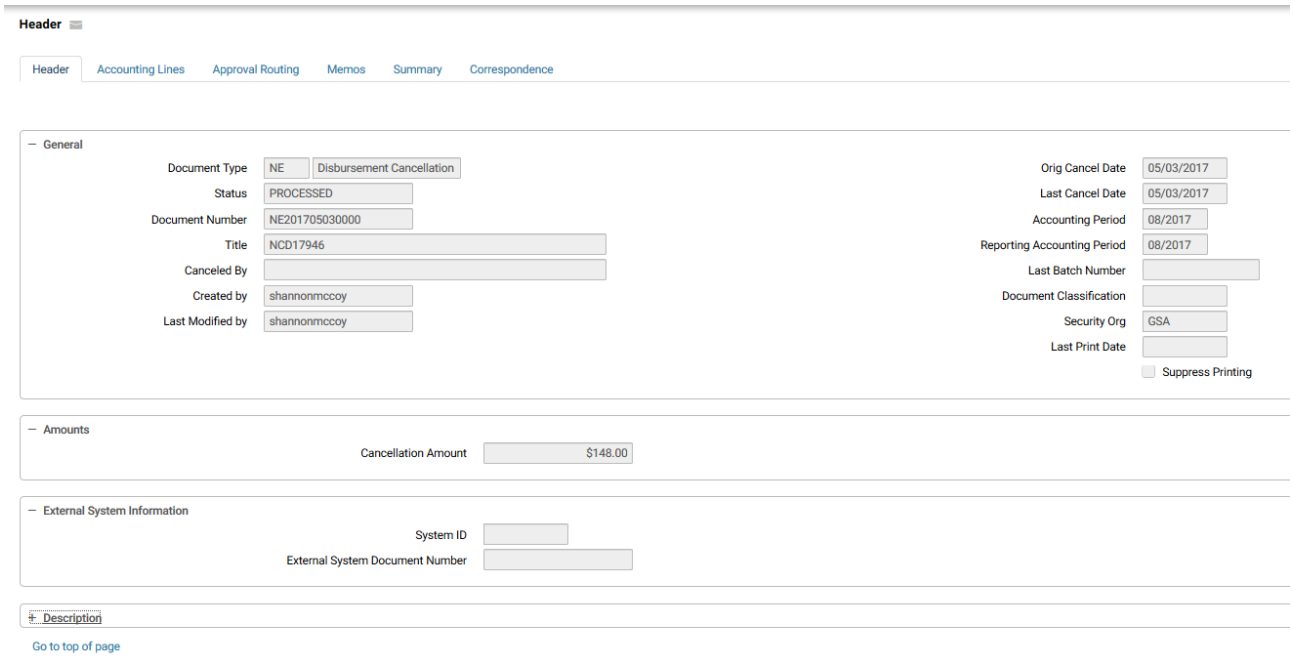


Table 40: Disbursement Cancellation Form General Section Field Descriptions

Field Name	Description
Document Type	The type of document as defined in the Document Type Maintenance table.

Field Name	Description
Status	The status of the cancellation form or document (e.g., New). This field is read-only.
Document Number	The document number for the form or document.
Title	The title of the form. Can be up to 30 characters in length. Defaults to the value entered when creating the form.
Cancelled By	The person authorizing the disbursement cancellation.
Cancellation Total	System Maintained. The sum of all line amounts.
Cancel Date	The date the disbursement cancellation was entered. If no date is entered, Pegasys will default this value to the current date. Please enter the value in the following format: MM/DD/YY or MM/DD/YYYY.
Accounting Period	The accounting period the document will affect. It must be valid in the Accounting Period Maintenance table. If no value is entered, Pegasys will default this value to the accounting period associated with the date entered or defaulted. Please enter the value in the following format: MM/YYYY. Right mouse list available.
Reporting Accounting Period	The accounting period that will be used for accounting purposes. It must be valid in the Accounting Period Maintenance table. If no value is entered, Pegasys will default this value to the accounting period associated with the date entered or defaulted. Please enter the value in the following format: MM/YYYY. Right mouse list available.
Last Batch Number	The batch number assigned to the disbursement cancellation.
Document Classification	A client-defined classification, which identifies a particular type of disbursement cancellation.
Security Org	System maintained. The established Security Organization for the form. Only users specified in the Security Organization will have access to this form. Displays the value entered when creating the form or the user's default Security Organization.
Suppress Printing (checkbox)	Indicates that this form should not be printed from Pegasys.

Table 41: Disbursement Cancellation Form Amounts Section Field Descriptions

Field Name	Description
Cancellation Amount	The total cancellation amount.

Table 42: Disbursement Cancellation Form External System Information Section Field Descriptions

Field Name	Description
System ID	The external system identifier.

Table 43: Disbursement Cancellation Form Description Section Field Descriptions

Field Name	Description
Description	A free text field used to enter a description of the cancellation.
Extended Description	A free text field used to enter an extended description of the cancellation that may contain up to 60K characters in length.

Figure 91: Disbursement Cancellation Accounting Line Page

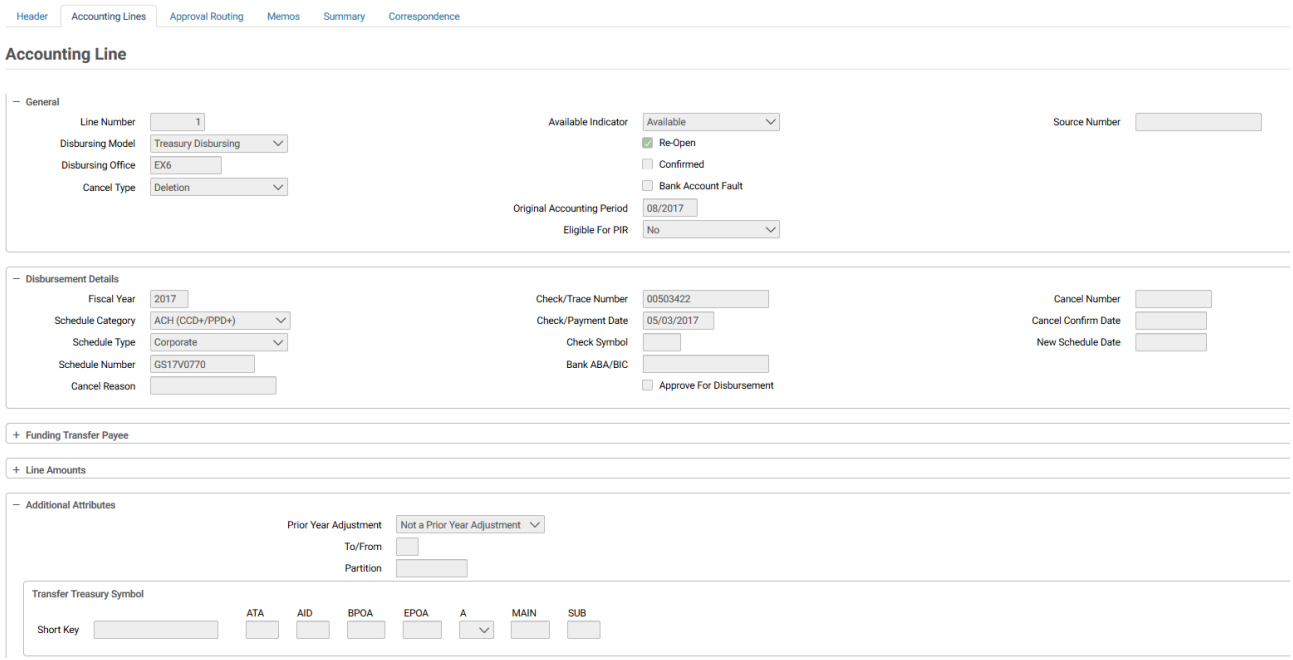


Table 44: Disbursements Cancellation Accounting Line General Section - Field Descriptions

Field Name	Description
Line Number	The number of the line currently displayed.
Disbursing Office	The disbursing office code, which identifies the disbursing office responsible for the disbursement being canceled.
Check Symbol	The check symbol assigned to this disbursing office code.

Field Name	Description
Check/Trace Number	The check number or EFT trace number of the disbursement being canceled.
Check/Payment Date	The date the check was printed or the electronic funds transfer occurred.
Cancel Type	Indicates whether you are canceling the disbursement for replacement, reissue, or deletion.
Bank CodeABA/BIC	The code of the bank responsible for the disbursement.
Available (drop-down box)	Indicates whether the cancellation is available (SF-1098) or unavailable (SF- 1184).
Re-open (check box)	Indicates whether a cancel for deletion should re-open the receipt/order and invoice referenced by the canceled payment.

Table 45: Disbursements Cancellation Accounting Line Transfer Agency Group Box Field Descriptions

Field Name	Description
Treasury Symbol	Indicates the particular Treasury Symbol with whom the agency is conducting the transaction. This Treasury Symbol will be used for TIER and FACTS II external reports when external reporting is done out of Pegasys. The agency and bureau codes can be inferred from this information.
To/From	• Indicates whether the payment is made to or from the specified Treasury Symbol. • Only enabled if the vendor has a reporting attribute of Government.

Table 46: Disbursements Cancellation Accounting Line Treasury Schedule Information Group Box Field Descriptions

Field Name	Description
Category	The category of the schedule on which this disbursement will be submitted to Treasury.
Type	Identifies the schedule type of the payment. Valid options are Corporate or Personal.
Number	Identifies the schedule number to which the payment type is assigned.
Bank Account Fault	Indicates a bank account fault.

Table 47: Disbursements Cancellation Accounting Line Cancel Information Group Box Field Descriptions

Field Name	Description
New Schedule Date	For disbursements canceled for reissue, the schedule date which will be assigned to the corresponding payment authorization when it is restored to the Undisbursed Payments query.
Cancel Number	The cancel number assigned by Treasury.
Cancel Confirm Date	The date on which Treasury confirmed the cancellation.

Table 48: Disbursements Cancellation Accounting Line Vendor Information Section Field Descriptions

Field Name	Description
Vendor Code and Vendor Address Code	The code representing the vendor or employee.
Name	The name of the vendor or employee.
More (button)	Provides vendor address information on the Vendor Details page.

Table 49: Disbursements Cancellation Accounting Line Amounts Section Field Descriptions

Field Name	Description
Amount	The amount disbursed, including principal, interest, penalty, and discounts.

Table 50: Disbursements Cancellation Accounting Line Description Section Field Descriptions

Field Name	Description
Description	A free text field used to enter a description of the cancellation.
Extended Description	A free text field used to enter an extended description of the cancellation that may contain up to 60K characters in length.

A.5.3 Disbursement Cancellation Vendor Details Field Descriptions

Table 51: Disbursement Cancellation Vendor Details Field Descriptions

Field Name	Description
Vendor Code and Vendor Address Code	The code that represents the vendor or employee receiving the check. It is updated by the Treasury reconciliation process.

Field Name	Description
StandardizedFormat	Determines if the payee's street address is the Standard US Format. If an address type of Non US is selected, up to 5 lines of 33 characters each may be entered to indicate the payee's address.
Address Active Status	Determines if the Vendor is Active.
Vendor Address Type	The type of address for the vendor.
Name	The name of the payee receiving the check. It is updated by the Treasury reconciliation process.
Address	The street address of the vendor or employee receiving the check. It is updated by the Treasury reconciliation process.
City	The city of the vendor or employee receiving the check. It is updated by the Treasury reconciliation process.
State	The state of the vendor or employee receiving the check. It is updated by the Treasury reconciliation process.
Zip Code	The zip code of the vendor or employee receiving the check. It is updated by the Treasury reconciliation process.
County	The county of the vendor or employee receiving the check. It is updated by the Treasury reconciliation process.
Country	The country of the vendor or employee receiving the check. It is updated by the Treasury reconciliation process.
Phone	The phone of the vendor or employee receiving the check. It is updated by the Treasury reconciliation process.
Fax	The fax of the vendor or employee receiving the check. It is updated by the Treasury reconciliation process.
Email	The email address of the vendor or employee receiving the check. It is updated by the Treasury reconciliation process.
Contact	The contact person of the vendor or employee receiving the check. It is updated by the Treasury reconciliation process.
Title	The title of the contact person of the vendor or employee receiving the check. It is updated by the Treasury reconciliation process.
UEI	The UEI for the vendor.
DUNS	The DUNS for the vendor.
EFT Indicator	The EFT Indicator for the vendor.
SAM Enabled	Determines if the vendor is SAM enabled.

Field Name	Description
VCSS Vendor	Determines if the vendor is VCSS enabled.
Currency Code	The currency code associated with the vendor.

Figure 92: Disbursement Cancellation Accounting Lines Page

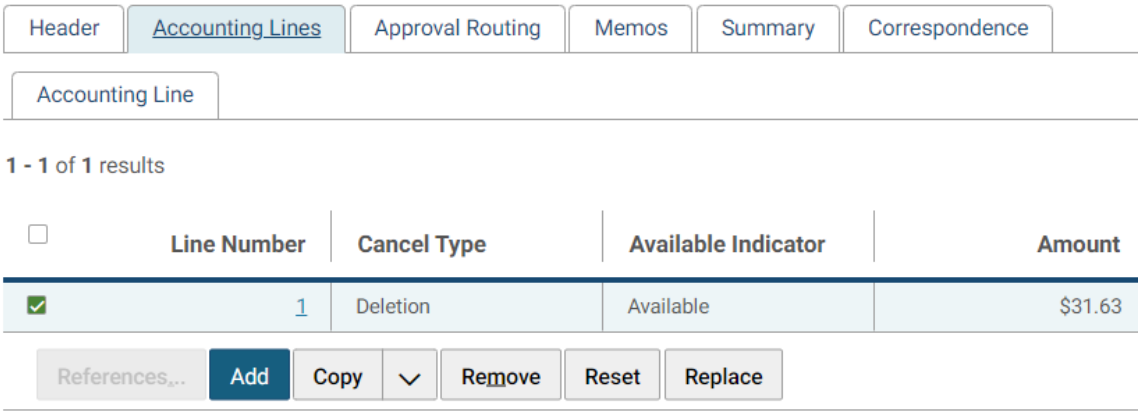


Table 52: Disbursement Cancellation Accounting Line Field Descriptions

Field Name	Description
Line Number	The number of the line on the form or document.
Amount	The amount disbursed, including principal, interest, penalty, and discounts.
Disbursing Office	The disbursing office code, which identifies the disbursing office responsible for the disbursement being canceled.
Check Symbol	The check symbol assigned to this disbursing office code.
Check/Trace Number	The check number or EFT trace number of the disbursement being canceled.
Check/Payment Date	The date the check was printed or the electronic funds transfer occurred.
Category	The category of the schedule on which GSA submitted the payment to Treasury.
Add (button)	Add a line to the form.
Copy (button)	Copy an existing line on the form. All information listed on the line will exist on the new line.
Remove (button)	Delete a line from the form. The line will remain visible on the page until verification.

Field Name	Description
Reset (button)	Reset values on the line(s) to their entries when the form was last saved.
Replace (button)	Replace values on the line(s).

A.6 Payments Awaiting Replacement Query

A.6.1 Payments Awaiting Replacement Query Field Descriptions

Figure 93: Payments Awaiting Replacement Query Page

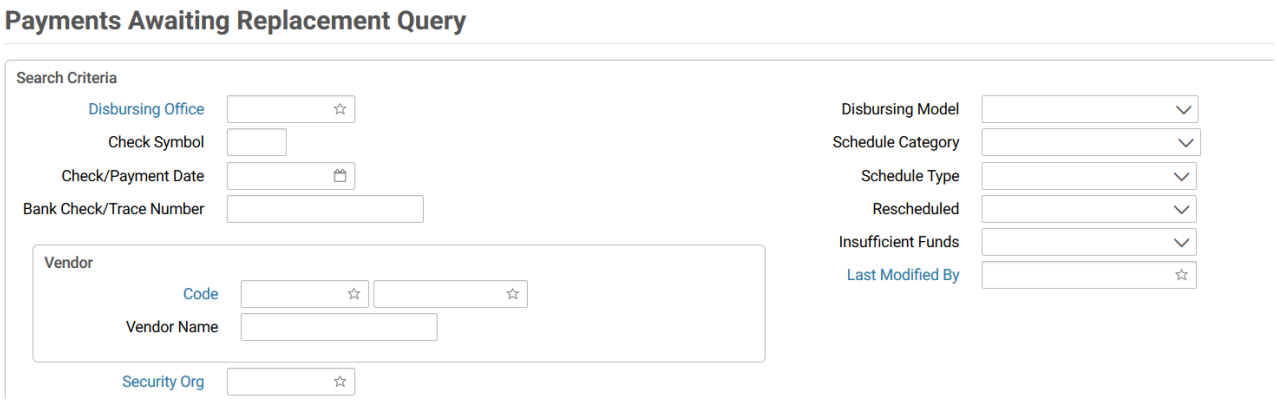


Table 53: Payments Awaiting Replacement Query Field Descriptions

Field Name	Description
Disbursing Office	The disbursing office responsible for the payment. It is updated by Disbursement cancellation transaction (cancel for replacement).
Check Symbol	The Treasury-assigned check symbol that uniquely identifies the disbursing office for check disbursement. It is updated by Disbursement cancellation transaction (cancel for replacement).
Check/Payment Date	The date the canceled check or EFT payment was originally disbursed. It is updated by Disbursement cancellation transaction (cancel for replacement).
Bank Check/Trace Number	The Treasury-assigned check number or EFT trace number that identifies the payment awaiting replacement. It is updated by Disbursement cancellation transaction (cancel for replacement).
Payment Amount	The amount of the payment to be replaced. It is updated by Disbursement cancellation transaction (cancel for replacement).

Field Name	Description
Disbursement Approval (drop-down box)	Indicates that the disbursement has been approved and is ready to be picked up by the disbursements process on the indicated schedule date. It is updated by direct entry.
Disbursing Model	Indicates whether the payment awaiting replacement is being disbursed by Treasury or an agency printed check. It is updated by Disbursement cancellation transaction (cancel for replacement).
Schedule Category	The category of schedule on which the payment was originally submitted. It is updated by Disbursement cancellation transaction (cancel for replacement).
Schedule Type	The type of schedule on which the payment was originally submitted. It is updated by Disbursement cancellation transaction (cancel for replacement).
Disbursement In Progress (check box)	Indicates that a payment has been selected and is in the process of being disbursed. It is updated by Payment selection.
Rescheduled Due To Posting Errors (check box)	Indicates that the payment must be rescheduled due to errors in the schedule posting process. It is updated by the Schedule posting process.
Insufficient Funds	Indicates whether the cash account associated with the payment's Treasury Symbol has been overdrawn. Updated by Insufficient Funds report.
Last Modified By	Displays the user ID of the last person to modify the document.

Table 54: Payments Awaiting Replacement Query Field Descriptions - Vendor Group Box

Field Name	Description
Vendor Code and Address Code	The code representing the vendor or employee receiving the replacement payment. It is updated by Disbursement cancellation transaction (cancel for replacement).
Vendor Name	The name of the vendor or employee receiving the replacement payment. It is updated by Disbursement cancellation transaction (cancel for replacement).

A.7 EFT Metric Query

A.7.1 EFT Metric Query Field Descriptions

Figure 94: EFT Metric Query

EFT QUERY DETAIL

Previous

1 - 4 of 4 results

Accounting Period	Disbursing Office	Total Payments	Electronic Payments	Percent Electronic Payments To Total Payments
04/2020	KC6	114,303	114,034	99.76
04/2020	E2	3,801	3,801	100.00
04/2020	AU7	4,194	4,152	99.00
04/2020	LEASE	8,899	8,881	99.80

Table 55: EFT Metric Query Field Descriptions

Field Name	Description
Accounting Period	The accounting period in which this transaction is recorded. It must be valid in the Accounting Period maintenance table. If no value is entered, the system defaults this value to the accounting period associated with the date entered or defaulted. If the accounting period for this document type is set to No Defaulting in the Document Type maintenance table, the user must enter a date in the accounting period field. If set to Protected, this field is read-only and cannot be edited. Enter the value in the following format: MM/YYYY.
Disbursing Office	The code that identifies the office that will disburse the given replenishment. The value must be valid in the Disbursing Office maintenance table.
Total Payments	The total number of payments from a specific disbursing office during a given accounting period.
Electronic Payments	The total number of electronic payments from a disbursing office during a given accounting period.
Percent Electronic Payments to Total Payments	The percentage of the total number of payments from a disbursing office during a given accounting period that were issued electronically.

A.8 Prompt Pay Metric Query

A.8.1 Prompt Pay Query Field Descriptions

Figure 95: Prompt Pay Query page

PROMPT PAY QUERY DETAIL

Previous

1 - 3 of 3 results

Accounting Period	Disbursement Type	Disbursing Office	Agency Location Code	Partition	Total Payments	Total Paid On Time	Percent Paid On Time	Total Paid Late	Percent Paid Late
07/2020	Check	AU7	47000017		2	1	50.00	1	50.00
07/2020	Check	LEASE	47000017		16	12	75.00	4	25.00
07/2020	Check	KC6	47000016		184	84	45.65	100	54.35

Table 56: Prompt Pay Query Field Descriptions

Field Name	Description
Accounting Period	The accounting period in which this transaction is recorded. It must be valid in the Accounting Period maintenance table. If no value is entered, the system defaults this value to the accounting period associated with the date entered or defaulted. If the accounting period for this document type is set to No Defaulting in the Document Type maintenance table, the user must enter a date in the accounting period field. If set to Protected, this field is read-only and cannot be edited. Enter the value in the following format: MM/YYYY.
Disbursement Type	The type of payment. Choices include Check and EFT.
Disbursing Office	The code that identifies the office that will disburse the given replenishment. The value must be valid in the Disbursing Office maintenance table.
Agency Location Code	The Agency Location Code for which the data belongs. Represents the disbursing entity (agency, bureau, and accounting station) that accomplished the disbursement or collection.
Total Payments	The total number of payments from a specific disbursing office during a given accounting period.
Percent Paid on Time	The percentage of prompt payments made on or before the prompt pay date.
Total Paid on Time	The total number of prompt payments made on or before the prompt pay date.
Total Paid Late	The total number of prompt payments made after the prompt pay date.
Percent Paid Late	The percentage of prompt payments made after the prompt pay date.

A.9 Interest and Penalties Paid Metric Query

A.9.1 Interest and Penalties Paid Metric Query Field Descriptions

Figure 96: Interest and Penalties Paid Metric Query page

INTEREST AND PENALTIES PAID QUERY DETAIL

Previous

1 - 3 of 3 results

Accounting Period	Disbursement Type	Disbursing Office	Agency Location Code	Partition	Total Amount Paid	Total Interest Paid	Percent Interest Paid	Total Penalties Paid	Percent Penalties Paid
07/2020	Check	LEASE	47000017		$306,862.10	$395.97	0.13	$0.00	0.00
07/2020	Check	KC6	47000016		$2,889,150.43	$1,128.69	0.04	$0.00	0.00
07/2020	Check	AU7	47000017		$132,762.77	$0.00	0.00	$0.00	0.00

Table 57: Interest and Penalties Paid Metric Query Field Descriptions

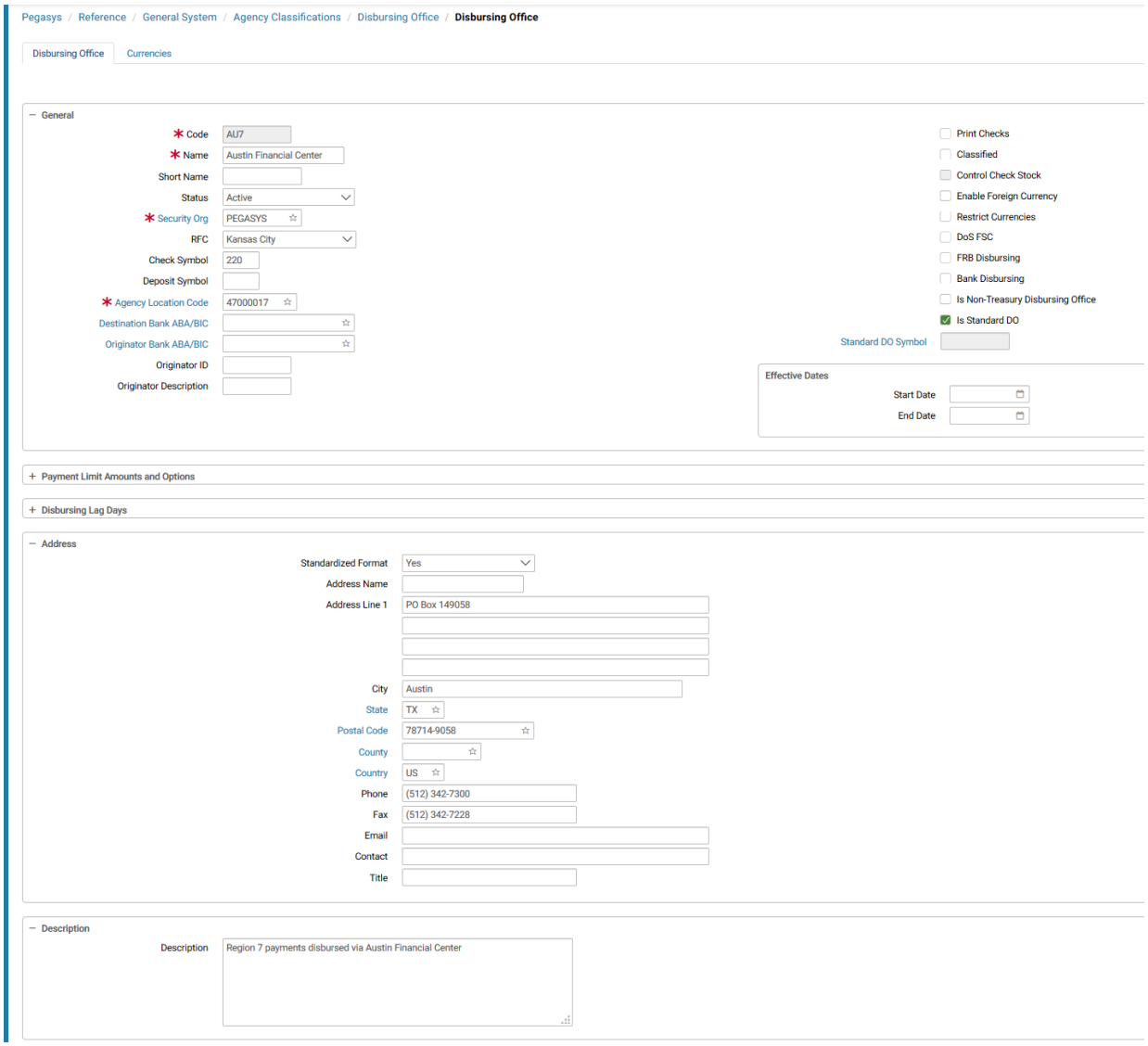
Field Name	Description
Accounting Period	The accounting period in which this transaction is recorded. It must be valid in the Accounting Period maintenance table. If no value is entered, the system defaults this value to the accounting period associated with the date entered or defaulted. If the accounting period for this document type is set to No Defaulting in the Document Type maintenance table, the user must enter a date in the accounting period field. If set to Protected, this field is read-only and cannot be edited. Enter the value in the following format: MM/YYYY.
Disbursement Type	The type of payment. Choices include Check and EFT.
Disbursing Office	The code that identifies the office that will disburse the given replenishment. The value must be valid in the Disbursing Office maintenance table.
Agency Location Code	The Agency Location Code for which the data belongs. Represents the disbursing entity (agency, bureau, and accounting station) that accomplished the disbursement or collection.
Total Amount Paid	The total of the amount paid.
Total Interest Paid	The total dollar amount of the interest paid.
Percent Interest Paid	The percent of the interest paid.
Total Penalties Paid	The total dollar amount of the penalties paid.
Percent Penalties Paid	The percent of the penalties paid.

B Appendix B: Maintenance Table Settings

B.1 Disbursing Office Maintenance

The Disbursing Office Maintenance table **Figure 97** is a General System reference table used to define valid Treasury disbursing offices. GSA will establish disbursing office codes for the Kansas City and Austin Financial Centers. In addition, a disbursing office code 'TMR' and 'E2' will be established to facilitate separate runs of TMR and E2 disbursements during the day. Each disbursing office is associated with an Agency Location Code (ALC), which will be used to create the monthly SF-224.

Figure 97: Disbursing Office Maintenance Table



B.1.1 Disbursing Office Codes (to be assigned to payments being disbursed)

Table 58: Disbursing Office Codes

Field	Description	Value	Value	Value	Value
Code	The disbursing office code to be used on a payment.	KC6	AU7	TMR	E2
Name	The name of the disbursing office.	Kansas City Financial Center	Austin Financial Center	Kansas City Financial Center	Kansas City Financial Center
Short Name	The name for the disbursing office to be used on reports when there is not enough space for the full name.	N/A	N/A	N/A	N/A
Status (drop-down box)	A flag that indicates if the code is currently being used.	Active	Active	Active	Active
Security Org	Restricts the use of the disbursing office to the users that belong to the selected Security Organization.	PEGASYS	PEGASYS	PEGASYS	PEGASYS
RFC	Indicates if the disbursing office is a regional financial center.	N/A	N/A	N/A	N/A
Check Symbol	The check symbol that uniquely identifies the disbursing office.	310	220	310	310
Deposit Symbol	The Treasury assigned code that identifies the office collecting the deposit.	N/A	N/A	N/A	N/A

Field	Description	Value	Value	Value	Value
Agency Location Code	The ALC associated with the disbursing office, which will be used for the SF-224.	47000016	47000017	47000016	47000016
FRB Destination Bank ABA/BIC	The destination bank for the payment.	N/A	N/A	N/A	N/A
FRB Originator Bank ABA/BIC	The originating bank for the payment.	N/A	N/A	N/A	N/A
FRB Originator ID	A ten-character text field for entering the ID of the originator.	N/A	N/A	N/A	N/A
FRB Originator Description	A ten-character text field for entering the description of the originator.	N/A	N/A	N/A	N/A
Print Checks (check box)	Indicates whether the disbursing office prints its own checks.	False	False	False	False
Classified (check box)	Indicates if this disbursing office is a classified disbursing office.	False	False	False	False
Control Check Stock (check box)	Indicates whether you will use the Check Stock Maintenance table to control check stock. Only enabled if the Print Checks flag is set to true.	False	False	False	False

Field	Description	Value	Value	Value	Value
Enable Foreign Currency (check box)	Indicates if this disbursing office can be used with foreign currencies.	False	False	False	False
Restrict Currencies (check box)	Determines if currencies are restricted to specified currencies for the disbursing office. If checked, currencies to be accepted by the disbursing office for transactions may be specified on the Currencies tab.	False	False	False	False
DoS FSC (check box)	Indicates if this disbursing office is a Department of State Financial Service Center.	False	False	False	False
FRB Disbursing (check box)	Indicates if this disbursing office disbursed through the Federal Reserve Bank.	False	False	False	False

Table 59: Disbursing Office Codes - Effective Dates Group Box

Field	Description	Value	Value	Value	Value
Start Date	The first date that this code is valid.	N/A	N/A	N/A	N/A
End Date	The last date that this code is valid.	N/A	N/A	N/A	N/A

Table 60: Disbursing Office Codes - Payments Lines amounts and Options sections

Field	Description	Value	Value	Value	Value

Field	Description	Value	Value	Value	Value
Accelerated Payment for Invoices Less Than Amount	The threshold amount for payments to be considered for the accelerated payment method (for example, Fast Pay). Payments less than this amount can potentially be eligible for accelerated payment.	$0.00	$0.00	$0.00	$0.00
Apply Partial Payments	Indicates whether the system should apply part of a payment.	True	True	True	True
Default Group Payments	Specifies the default setting that indicates whether the system should group payments to the same vendor with the same schedule date on a single check or EFT payment.	True	True	True	True
Enable Grouping	Indicates whether the system should allow users to group payments to the same vendor with the same schedule date on a single check or EFT payment if Default Group Payments is set to false.	True	True	True	True

Field	Description	Value	Value	Value	Value
Infer ALC From Fund	If true, indicates that the agency will specify an agency location code for each fund code as part of the user Fund reference data. If false, indicates that the agency will specify an agency location code for each disbursing office as part of the user Disbursing Office reference data.	False	False	False	False
Maximum ACH CCD+ Amount	The maximum dollar amount for which the automated disbursements process generates a single ACH CCD+ payment. Automated disbursements will not select individual payments that exceed this amount, and will not group payments so that their total exceeds this amount.	$999,999,999.99	$999,999,999.99	$999,999,999.99	$999,999,999.99

Field	Description	Value	Value	Value	Value
Maximum ACH CTX Amount	The maximum dollar amount for which the automated disbursements process generates a single ACH CTX payment. Automated disbursements will not select individual payments that exceed this amount, and will not group payments so that their total exceeds this amount.	$99,999,999.99	$99,999,999.99	$99,999,999.99	$99,999,999.99
Maximum ACH PPD+ Amount	The maximum dollar amount for which the automated disbursements process generates a single ACH PPD+ payment. Automated disbursements will not select individual payments that exceed this amount, and will not group payments so that their total exceeds this amount.	$999,999.99	$999,999.99	$999,999.99	$999,999.99

Field	Description	Value	Value	Value	Value
Maximum Check Amount	The maximum dollar amount for which the automated disbursements process generates a single check payment. Automated disbursements will not select individual payments that exceed this amount, and will not group payments so that their total exceeds this amount.	$9,999,999.99	$9,999,999.99	$9,999,999.99	$9,999,999.99
Maximum SDPR Amount	The maximum dollar amount for which the automated disbursements process generates a single SDPR payment. Automated disbursements will not select individual payments that exceed this amount, and will not group payments so that their total exceeds this amount.	$0.00	$0.00	$0.00	$0.00
Maximum TFCS Amount	The maximum payment amount for payments to be disbursed through TFCS.	$999,999,999.99	$999,999,999.99	$999,999,999.99	$999,999,999.99
Minimum SDPR Amount	The minimum payment amount for payments to be disbursed through SDPR.	$0.00	$0.00	$0.00	$0.00

Field	Description	Value	Value	Value	Value
Minimum TFCS Amount	The minimum payment amount for payments to be disbursed through TFCS.	$1.00	$1.00	$1.00	$1.00
Process EFT Payments	Indicates whether the agency disburses electronic funds transfer payments through Treasury.	True	True	True	True
System Currency	The system currency. Must be valid on the Currency Code maintenance table.	USD	USD	USD	USD
Take Credit if not Grouping	Indicates whether the system applies outstanding credits to single payments if the enable grouping indicator is false.	True	True	True	True
Use CTX	If set to true, EFT payments may be eligible for using the Corporate Trade Exchange (CTX) format for disbursements, if that payment type is also available for the specific vendor.	False	False	False	False

Table 61: Disbursing Office Codes - Payment Log Days Section

Field	Description	Value	Value	Value	Value
Agency Check	Payment Lags days between disbursing process and agency check distribution	0	0	0	0

Field	Description	Value	Value	Value	Value
Treasury Check	Payment lag days between disbursing process and treasury check distribution	2	2	2	2
ACH	Payment lag days between disbursing process and ACH distribution	2	2	2	2
TFCS	Payment lag days between disbursing process and TFCS distribution	0	0	0	0

Table 62: Disbursing Office Codes - Address Section

Field	Description	Value	Value	Value	Value
Standardized Format	N/A	Yes	Yes	Yes	Yes
Address Line 1	The first address line for the disbursing office.	PO Box 12599- 0599	PO Box 149058	PO Box 12599-0599	PO Box 12599-0599
Address Line 2	The second address line for the disbursing office.	N/A	N/A	N/A	N/A
Address Line 3	The third address line for the disbursing office.	N/A	N/A	N/A	N/A
City	The city where this disbursing office is located.	Kansas City	Austin	Kansas City	Kansas City
State	The state where this disbursing office is located.	MO	TX	MO	MO
Zip Code	The postal zip code for this disbursing office’s address.	64116-0599	78714-9058	64116-0599	64116-0599

Field	Description	Value	Value	Value	Value
County	The county where this disbursing office is located.	N/A	N/A	N/A	N/A
Country	The country where this disbursing office is located.	US	US	US	US
Phone	The phone number of the disbursing office.	(816) 414-2100	(512) 342-7300	(816) 414-2100	(816) 414-2100
Fax	The fax number of the disbursing office.	(816) 414-2111	(512) 342-7228	(816) 414-2111	(816) 414-2111
Email	The internet address of the disbursing office.	N/A	N/A	N/A	N/A
Contact	The contact person for the disbursing office.	N/A	N/A	N/A	N/A
Tile	The title of the contact person for the disbursing office.	N/A	N/A	N/A	N/A

Table 63: Disbursing Office Codes - Description Section

Field	Description	Value	Value	Value	Value
Description	A free text field used to enter additional information about the disbursing office.	Region 6 payments disbursed via Kansas City Financial Center	Region 7 payments disbursed via Austin Financial Center	TMR payments disbursed via Kansas City Financial Center	E2 payments disbursed via Kansas City Financial Center

B.1.2 Former (“Dummy”) Codes (no longer assigned to non-disbursed payments)

Table 64: Former (“Dummy”) Codes

Field	Description	Value	Value	Value

Field	Description	Value	Value	Value
Code	The disbursing office code to be used on a payment.	KCMO	AUTX	WADC
Name	The name of the disbursing office.	KC, MO Disbursing Office	AUSTIN, TX Disbursing Office	Washington DC Disbursing Office
Short Name	The name for the disbursing office to be used on reports when there is not enough space for the full name.	N/A	N/A	N/A
Status (drop-down box)	A flag that indicates if the code is currently being used.	Inactive	Inactive	Active
Security Org	Restricts the use of the disbursing office to the users that belong to the selected Security Organization.	PEGASYS	PEGASYS	PEGASYS
RFC	Indicates if the disbursing office is a regional financial center.	N/A	N/A	N/A
Check Symbol	The check symbol that uniquely identifies the disbursing office.	N/A	N/A	N/A
Deposit Symbol	The Treasury assigned code that identifies the office collecting the deposit.	N/A	N/A	N/A
Agency Location Code	The ALC associated with the disbursing office, which will be used for the SF-224.	47000016	47000017	47000001
FRB Destination Bank	The destination bank for the payment.	N/A	N/A	N/A
FRB Originator Bank	The originating bank for the payment.	N/A	N/A	N/A

Field	Description	Value	Value	Value
FRB Originator ID	A ten-character text field for entering the ID of the originator.	N/A	N/A	N/A
FRB Originator Description	A ten-character text field for entering the description of the originator.	N/A	N/A	N/A
FRB Disbursing (check box)	Indicates if this disbursing office disbursed through the Federal Reserve Bank.	False	False	False
Restrict Currencies (check box)	Determines if currencies are restricted to specified currencies for the disbursing office. If checked, currencies to be accepted by the disbursing office for transactions may be specified on the Currencies tab.	False	False	False
DoS FSC (check box)	Indicates if this disbursing office is a Department of State Financial Service Center.	False	False	False
Print Checks (check box)	Indicates whether the disbursing office prints its own checks.	False	False	False
Classified (check box)	Indicates if this disbursing office is a classified disbursing office.	False	False	False

Field	Description	Value	Value	Value
Control Check Stock (check box)	Indicates whether you will use the Check Stock Maintenance table to control check stock. Only enabled if the Print Checks flag is set to true.	False	False	False
Enable Foreign Currency (check box)	Indicates if this disbursing office can be used with foreign currencies.	False	False	False

Table 65: Former ("Dummy") Codes - Effective Dates Group Box

Field	Description
Start Date	The first date that this code is valid.
End Date	The last date that this code is valid.

Table 66: Former ("Dummy") Codes - Address Section

Field	Description
Standardized Format	N/A
Address Line 1	The first address line for the disbursing office.
Address Line 2	The second address line for the disbursing office.
Address Line 3	The third address line for the disbursing office.
City	The city where this disbursing office is located.
State	The state where this disbursing office is located.
Zip Code	The postal zip code for this disbursing office's address.
County	The county where this disbursing office is located.
Country	The country where this disbursing office is located.
Phone	The phone number of the disbursing office.
Fax	The fax number of the disbursing office.
Email	The email address of the disbursing office.
Contact	The contact person for the disbursing office.

Field	Description
Title	The title of the contact person for the disbursing office.

Table 67: Former ("Dummy") Codes - Description Section

Field	Description
Description	A free text field used to enter additional information about the disbursing office.

B.2 Default Payment Text Codes

The Default Payment Text maintenance table **(Figure 98)** is used to define and store standard text to be printed on checks. The user may define a different standard text clause for each payment document type.

Figure 98: Default Payment Text Codes

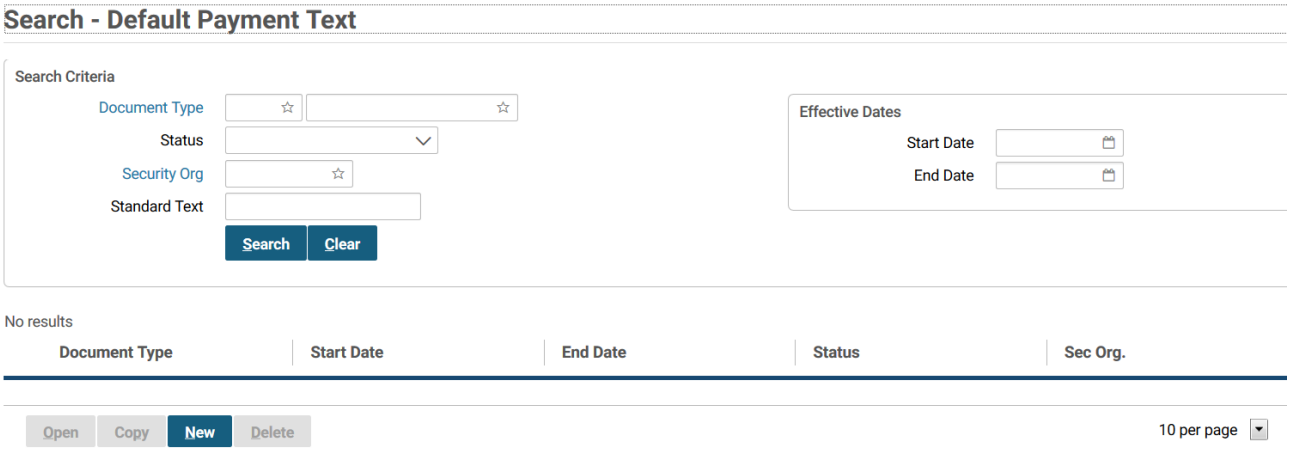


Table 68: Default Payment Text Codes - General Section

Field	Description
Document Type	The document type.
End Date	The last date that this code is valid.
Start Date	The first date that this code is valid.
Status	Determines whether the code is active or inactive.
Standard Text	Up to 40 characters of text printed on a check when no other text is specified.

B.3 Discount Lost Reasons

The Discount Lost Reason Maintenance **(Figure 99)** table provides valid codes used to identify reasons why a discount was not taken on a given disbursement. The discount lost reason is specified in three Pegasys situations:

- When the PA determines that it will lose a discount.
- When the Automated Disbursements process determines that a payment will lose a discount.
- When the Automated Disbursements process determines that it is not economically justifiable to take a discount.

Figure 99: Discount Lost Reason Table

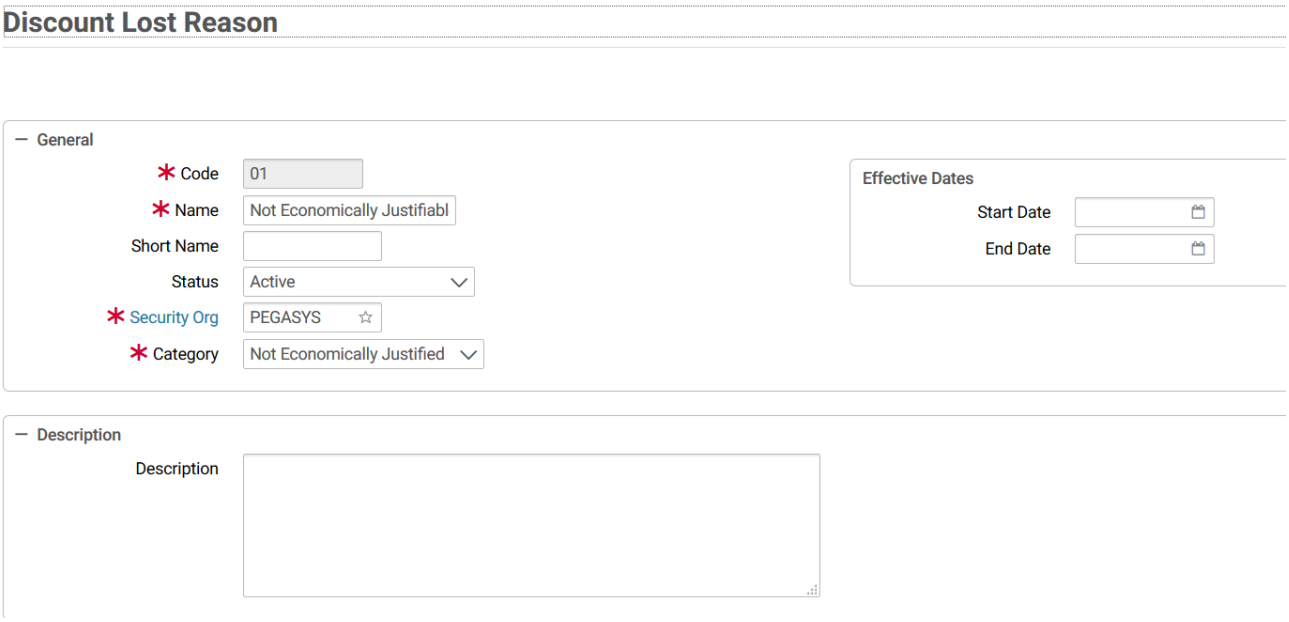


Table 69: Discount Lost Reason Table

Field	Description	Value	Value
Code	The discount lost reason identifier	01	02
Name	Name that accompanies the code	Not Economically Justifiable	Discount Lost
Short Name	Abbreviated name	N/A	N/A
Status (drop-down box)	Indicates whether it is a valid reason to use in the system	Active	Active

Field	Description	Value	Value
Security Org	Restricts the use of the discount lost reason to the users that belong to the selected Security Organization.	PEGASYS	PEGASYS
Category	The discount lost category to which the selected code belongs.	Not Economically Justified	System Processing Delay

Table 70: Discount Lost Reason Table - Effective Dates Group Box

Field	Description
Start Date	The first date that this code is valid.
End Date	The last date that this code is valid.

Table 71: Discount Lost Reason Table - Description Section

Field	Description
Description	A free text field used to enter additional information about the discount lost reason.

B.4 Interest Reasons

The Interest Reason Maintenance **(Figure 100)** table provides valid interest reason codes that are used to identify reasons why interest is due for a given disbursement.

Figure 100: Interest Reason Table

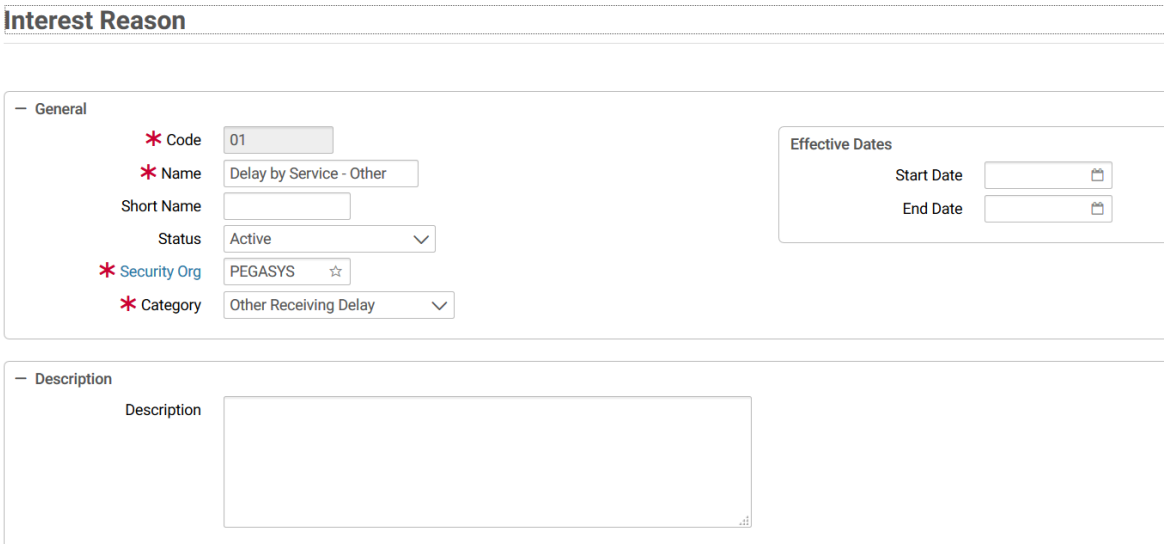


Table 72: Interest Reasons Table - General Section

Field	Description	Value	Value	Value	Value	Value	Value
Code	System identifier for interest reason	01	02	03	04	05	06
Name	Name that accompanies the code	Delay by Service - Other	Finance Center Delay - Other	Delay by Service - No Receiving Report	Delay by Service - No/ Defective PO or Contract	Finance Delay - Improper invoice not returned within 7 days	Finance Delay - Computer system problems / DO file returned
Short Name	Abbreviated name	N/A	N/A	N/A	N/A	N/A	N/A
Status (drop-down box)	Indicates whether it is a valid reason to use in the system	Active	Active	Active	Active	Active	Active
Security Org	Restricts the use of the discount lost reason to the users that belong to the selected Security Organization.	PEGASYS	PEGASYS	PEGASYS	PEGASYS	PEGASYS	PEGASYS
Category	The discount lost category to which the selected code belongs.	Other Receiving Delay	Other Delay by Paying Office	Late Receiving Report	Late Contract/Order	Defective Invoice	System Processing Delay

Table 73: Interest Reasons Table - Effective Dates Group Box

Field	Description
Start Date	The first date that this code is valid.

Field	Description
End Date	The last date that this code is valid.

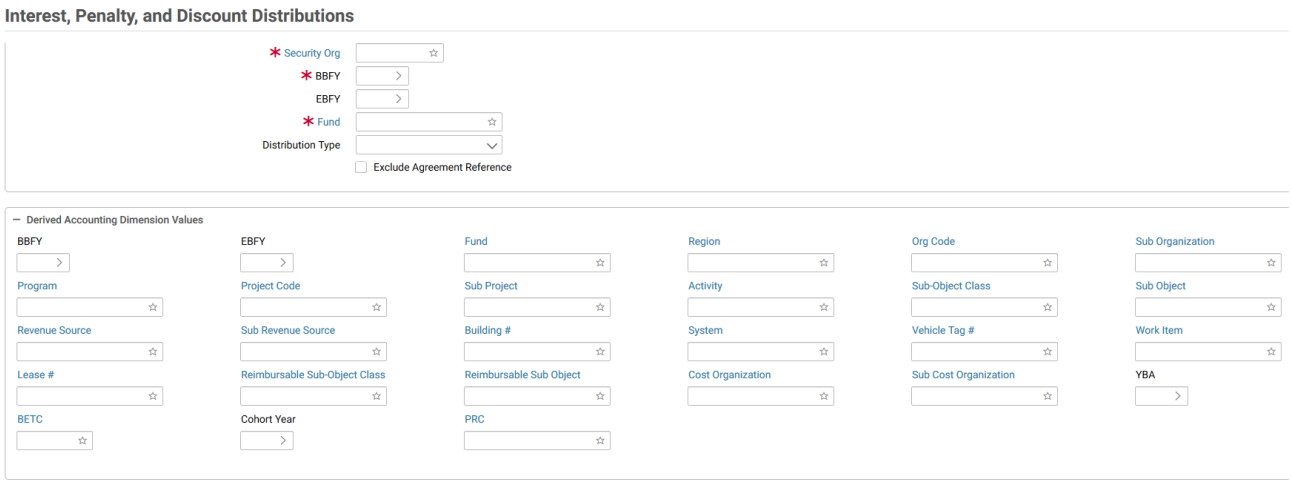
Table 74: Interest Reasons Table - Descriptions Section

Field	Description
Description	A free text field used to enter additional information about the discount lost reason.

B.5 Interest, Penalty, and Discount Distributions

The payment selection process in Pegasys assigns accounting distributions to interest, penalty, and discount lines based on options defined in the Interest, Penalty, and Discount Distributions Maintenance table **(Figure 101)**. On this table, GSA will determine for each fund whether interest, penalties, and discounts will be charged to the same accounting distribution as the payment principal line, or whether to use substitute values for some or all of the accounting dimensions on the principal line. This table will also determine the transaction type for general ledger postings.

Figure 101: Interest, Penalty, and Discount Distributions Table



NOTE: Data Entry Rule

For all accounting dimensions' Data Entry Rule: Indicates whether the record should use the accounting dimension code from the Principal line (P), the value entered on this table (UEV), or should not use that accounting dimension (DNU) to post interest, penalty, or discounts.

NOTE: Derived Values

For all accounting dimensions' Derived Value: Indicates the accounting dimension code to be used for posting interest, penalty, or discounts if that accounting dimension's Data Entry Rule is set to Use Entered Value.

Table 75: Interest, Penalty, and Discount Distributions Table

Field	Description	Value	Value	Value
BFY/Fund	The principal budget fiscal year(s) and fund to which the entered interest, penalty, and discount distributions apply.	All Funds	All Funds	All Funds
Distribution Type	Indicates whether the entered accounting distribution options and values apply to interest, penalty, or discount records.	Interest	Penalty	Discount

B.6 Payment Types

The Payment Types Maintenance **(Figure 102)** table defines the valid types of payments accepted by each vendor and bank. Each payment type is assigned to a unique system-defined schedule category, such as Treasury Disbursed Check or ACH (CCD+/PPD+). Payment types are entered on PA documents (or defaulted from the vendor address) to determine the type of schedule on which the payment will appear. The following table provides the payment types that will be used by GSA.

Figure 102: Payment Types Maintenance Table

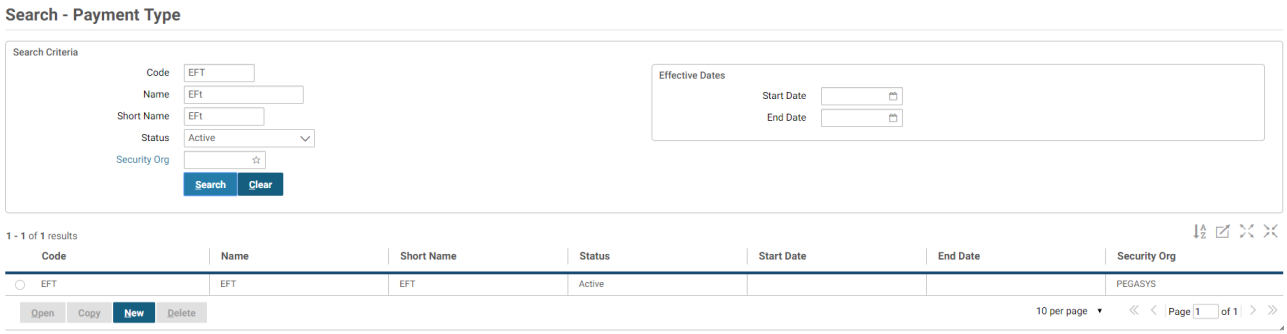


Table 76: Payment Types Maintenance Table - General Section

Field	Description	Value	Value	Value

Field	Description	Value	Value	Value
Code	System identifier for payment type	CHECK	EFT	OPAC
Name	Name of payment type	Treasury Check	EFT	OPAC
Short Name	Abbreviated name of payment type	N/A	N/A	N/A
Status (drop-down box)	Indicates whether it is a valid payment type to use in the system.	Active	Active	Inactive
Security Org	Restricts the use of the discount lost reason to the users that belong to the selected Security Organization.	PEGASYS	PEGASYS	PEGASYS
DoS Payment Category	Indicates if the payment category is DoS Check, DoS EFT, or DoS Paper Funds.	N/A	N/A	N/A
Schedule Category	Identifies which schedule category will be used by the disbursing process.	TC (Treasury Disbursed Check)	AC (ACH CCD+/PPD+)	TC (Treasury Disbursed Check)

Table 77: Payment Types Maintenance Table - General Section - Effective Dates Group Box

Field	Description
Start Date	The first date that this code is valid.
End Date	The last date that this code is valid.

Table 78: Payment Types Maintenance Table - Description section

Field	Description	Value
Description	A free text field used to enter additional information about the discount lost reason.	N/A

B.7 Payment Options

The Payment Options Maintenance table **(Figure 103)** provides disbursing options and defaults that are used by the automated disbursements offline processes. A payment option will be established for each fiscal year.

Figure 103: Payment Options Maintenance Table

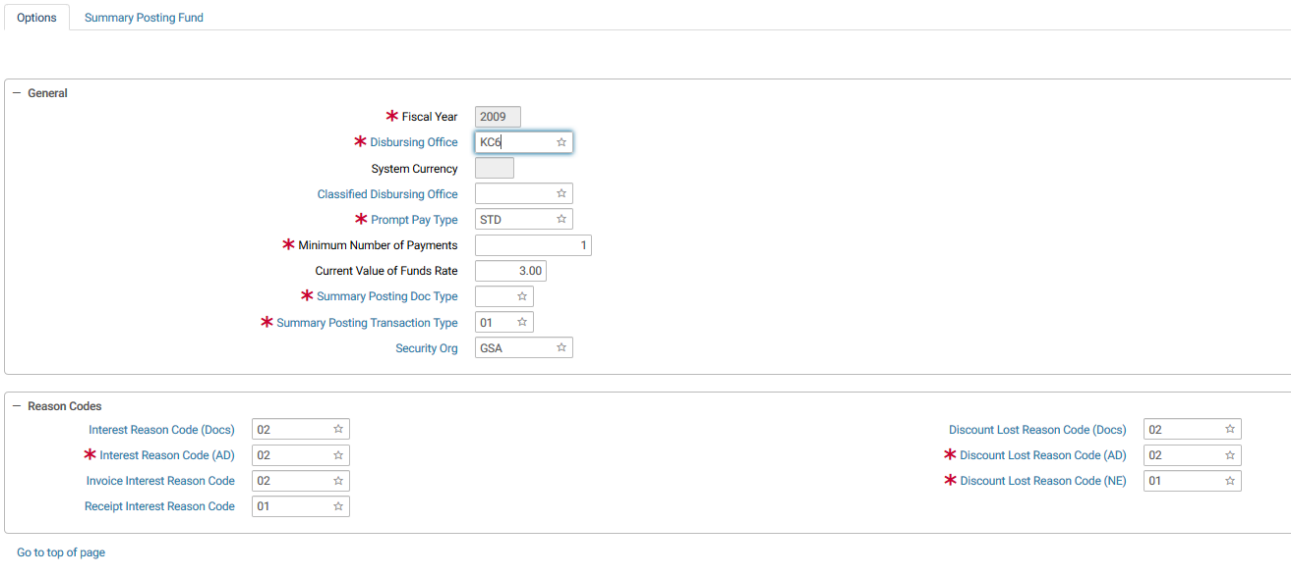


Table 79: Payment Options Maintenance Table - General Section

Field	Description	Value
Fiscal Year	Fiscal year to be used for payment option	Current
Disbursing Office	Disbursing office used as the default on payment transactions:	KC6
Classified Disbursing Office	The classified disbursing office to be used for payments to be used when making classified payments.	N/A
Prompt Pay Type	Type of prompt pay to be used	STD
Minimum Number of Payments	Minimum number of payments included on a schedule	1
Current Value of Funds Rate	Rate defined by Treasury to determine whether discounts are economically justifiable	1
Summary Posting Doc Type	Doc type to be used by Treasury Rec. when confirming a summary-level manual schedule	N/A

Field	Description	Value
Summary Posting Trans Type	Trans type to be used by Treasury rec. when confirming a summary-level manual schedule	01
Summary Posting Fund	Code to be used by Treasury Rec. when confirming a summary-level manual schedule	2002 206X

Table 80: Payment Options Maintenance Table - Reason Codes Section

Field	Description	Value
Interest Reason Code (Docs)	Default code to be used on a late payment if an interest reason code is not specified	02
Interest Reason Code (AD)	Default code to be used on the payment selection job if none were required on the PA	02
Invoice Interest Reason Code	Interest reason code on the invoice	02
Receipt Interest Reason Code	Interest reason code on the receipt	01
Discount Lost Reason Code (Docs)	Default reason used when user does not enter code on the PA	02
Discount Lost Reason Code (AD)	Default reason used by disbursing process if code was not used when PA processed	02
Discount Lost Reason Code (NE)	Default reason used when disbursing process determines a discount is not economically justifiable	01

B.8 Prompt Pay Types

The Prompt Pay Types, established on the Prompt Pay Type Maintenance table **(Figure 104)** (a General Systems reference table), specifies the number of payment days, the interest rates, and whether the payment dates should be calculated based on the invoice log date, the acceptance date, or the later of the two. Unless otherwise specified on the PA (via the entered invoice), the Prompt Pay Type will first be defaulted from the referenced purchase order. If no value is specified, the Prompt Pay Type will be defaulted from the vendor address. If no value is specified on the vendor address, then the Prompt Pay Type will be defaulted from the Payment Options table. Since a vendor may be subject to several Prompt Pay Types, GSA will not typically provide a default Prompt Pay Type on the vendor address. All Prompt Pay Types are shown in **Table 81, Table 82, Table 83** and **Table 84** on Prompt Pay Maintenance Tabs.

Figure 104: Prompt Pay Type Maintenance Table

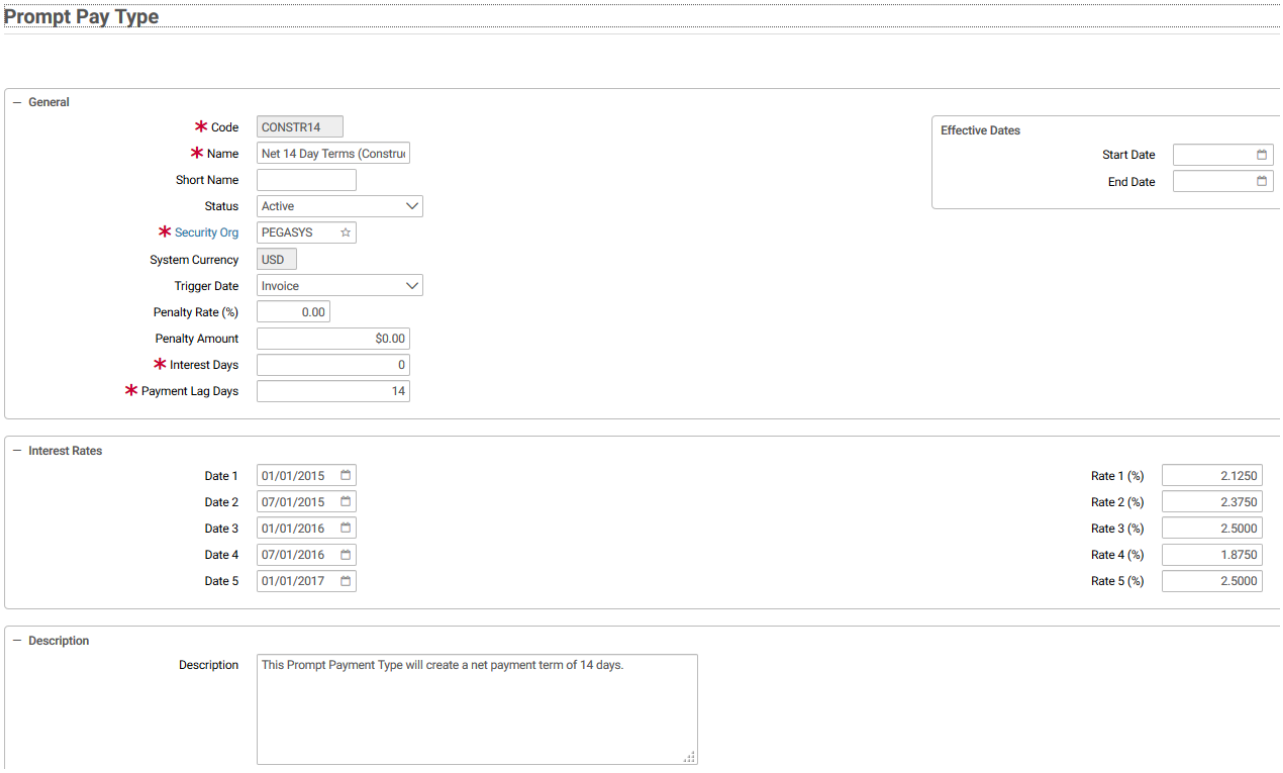


Table 81: Prompt Pay Type Maintenance Table - General Section

Field	Description	Value
Code	System identifier for the prompt pay type	STD
Name	Name of the prompt pay type	Standard
Short name	Abbreviated name of the prompt pay type (for reporting)	N/A
Status (drop-down box)	Indicates whether it is a valid prompt pay type to use in the system	Active
Security Org	Restricts the use of the discount lost reason to the users that belong to the selected Security	PEGASYS
Trigger Date	Used for payments subject to the standard prompt pay type where schedule date is based on the latter of the invoice log date versus the acceptance date.	Standard
Penalty Rate (%)	Annual fee to be applied to any payment qualifying for a penalty payment.	0

Field	Description	Value
Penalty Amount	Dollar amount of a flat rate fee for a penalty	$0.00
Interest Days	Incremental number of days from payment lag after which interest and penalties will begin to accrue on a payment	0
Payment Lag Days	Number of days that a payment should be held before being disbursed	30

Table 82: Prompt Pay Type Maintenance Table - Effective Dates Group box

Field	Description	Value
Start Date	The first date that this code is valid.	N/A
End Date	The last date that this code is valid.	N/A

Table 83: Prompt Pay Type Maintenance Table - Interest Rates Section

Field	Description	Value
Date 1	Date that an interest rate will be effective	07/01/2008
Rate 1 (%)	Annual effective interest rate	5.125
Date 2	Date that an interest rate will be effective	01/01/2009
Rate 2 (%)	Annual effective interest rate	5.6250
Date 3	Date that an interest rate will be effective	07/01/2009
Rate 3 (%)	Annual effective interest rate	4.8750
Date 4	Date that an interest rate will be effective	01/01/2010
Rate 4 (%)	Annual effective interest rate	3.2500
Date 5	Date that an interest rate will be effective	07/01/2010
Rate 5 (%)	Annual effective interest rate	3.1250

Table 84: Prompt Pay Type Maintenance Table - Description Section

Field	Description	Value
Description	A free text field used to enter additional information about the discount lost reason.	N/A

Table 85: All Prompt Pay Types in Prompt Pay Maintenance Tabs

Code	Name	Active	Security Organization	Trigger Date	Penalty Rate (%)	Penalty Amount	Interest Days	Payment Lag Days	Date and Interest Rate
CONSTR 14	Net 14 Day Terms (Construction)	Active	PEGASYS	Invoice	0%	$ -	0	14	• 01-JUL-08-5.125% • 01-JAN-09-5.6250% • 01-JUL-09-5.625% • 01-JAN-10-3.25% • 01-JUL-10 3.125-%
CONSTR 15	Net 15 Day Terms (Construction)	Active	PEGASYS	Invoice	0%	$ -	0	15	• 01-JUL-08-5.125% • 01-JAN-09-5.625% • 01-JUL-09-4.87% • 01-JAN-10-3.25% • 01-JUL-10-3.125%

Code	Name	Active	Security Organization	Trigger Date	Penalty Rate (%)	Penalty Amount	Interest Days	Payment Lag Days	Date and Interest Rate
CONSTR 18	Net 18 Day Terms (Construction)	Active	PEGASYS	Invoice	0%	$ -	0	18	• 01-JUL-08-5.125% • 01-JAN-09-5.625% • 01-JUL-09-4.875% • 01-JAN-10-3.24% • 01-JUL-10-3.125%
CONSTR 20	Net 20 Day Terms (Construction)	Active	PEGASYS	Invoice	0%	$ -	0	20	• 01-JUL-08-5.125% • 01-JAN-09-5.625% • 01-JUL-09-4.875% • 01-JAN-10-3.25% • 01-JUL-10-3.125%

Code	Name	Active	Security Organization	Trigger Date	Penalty Rate (%)	Penalty Amount	Interest Days	Payment Lag Days	Date and Interest Rate
CONSTR 21	Net 21 Day Terms (Construction)	Active	PEGASYS	Invoice	0%	$	0	21	• 01-JUL-08-5.125% • 01-JAN-09-5.625% • 01-JUL-09-4.875% • 01-JAN-10-3.25% • 01-JUL-10-3.125%
CONSTR 22	Net 22 Day Terms (Construction)	Active	PEGASYS	Invoice	0%	$ -	0	22	• 01-JUL-08-5.125% • 01-JAN-09-5.625% • 01-JUL-09-4.875% • 01-JAN-10-3.25%

Code	Name	Active	Security Organization	Trigger Date	Penalty Rate (%)	Penalty Amount	Interest Days	Payment Lag Days	Date and Interest Rate
CONSTR 23	Net 23 Day Terms (Construction)	Active	PEGASYS	Invoice	0%	$ -	0	23	• 01-JUL-08-5.125% • 01-JAN-09-5.625% • 01-JUL-09-4.875% • 01-JAN-10-3.25%
CONSTR 24	Net 24 Day Terms (Construction)	Active	PEGASYS	Invoice	0%	$ -	0	24	• 01-JUL-08-5.125% • 01-JAN-09-5.625% • 01-JUL-09-4.875%
CONSTR 25	Net 25 Day Terms (Construction)	Active	PEGASYS	Invoice	0%	$ -	0	25	• 01-JUL-08-5.125% • 01-JAN-09-5.625% • 01-JUL-09-4.875%

Code	Name	Active	Security Organization	Trigger Date	Penalty Rate (%)	Penalty Amount	Interest Days	Payment Lag Days	Date and Interest Rate
CONSTR 26	Net 26 Day Terms (Construction)	Active	PEGASYS	Invoice	0%	$ -	0	26	• 01-JUL-08-5.125% • 01-JAN-09-5.625% • 01-JUL-09-4.875%
CONSTR 27	Net 27 Day Terms (Construction)	Active	PEGASYS	Invoice	0%	$ -	0	27	• 01-JUL-08-5.125% • 01-JAN-09-5.625% • 01-JUL-09-4.875%
CONSTR 28	Net 28 Day Terms (Construction)	Active	PEGASYS	Invoice	0%	$ -	0	28	• 01-JUL-08-5.125% • 01-JAN-09-5.625% • 01-JUL-09-4.875%
CONSTR 29	Net 29 Day Terms (Construction)	Active	PEGASYS	Invoice	0%	$ -	0	29	• 01-JUL-08-5.125% • 01-JAN-09-5.625% • 01-JUL-09-4.875%

Code	Name	Active	Security Organization	Trigger Date	Penalty Rate (%)	Penalty Amount	Interest Days	Payment Lag Days	Date and Interest Rate
CONSTR 30	Net 30 Day Terms (Construction)	Active	PEGASYS	Invoice	0%	$ -	0	30	• 01-JUL-08-5.125% • 01-JAN-09-5.625% • 01-JUL-09-4.875%
E2	E2 prompt payment	Active	GSA	Standard	0%	$	0	30	NULL
E2T	E2 prompt payment for travelers	Active	GSA	Standard	0%	$ -	0	30	NULL
FST	Not Active, Do Not Use	Inactive	PEGASYS	Standard	0%	$ -	0	1	• 01-JUL-08-5.125% • 01-JAN-09-5.625% • 01-JUL-09-4.875%
LEASE	LEASE	Active	PEGASYS	Accept/Delivery	0%	$	0	4	NULL

Code	Name	Active	Security Organization	Trigger Date	Penalty Rate (%)	Penalty Amount	Interest Days	Payment Lag Days	Date and Interest Rate
NET10	Net 10 Day Terms	Active	PEGASYS	Standard	0%	$ -	0	10	• 01-JUL-08-5.125% • 01-JAN-09-5.625% • 01-JUL-09-4.875%
NET11	Net 11 Day Terms	Active	PEGASYS	Standard	0%	$ -	0	11	• 01-JUL-08-5.125% • 01-JAN-09-5.625% • 01-JUL-09-4.875%
NET14	Net 14 Day Terms	Active	PEGASYS	Invoice	0%	$ -	10	14	• 01-JUL-08-5.125% • 01-JAN-09-5.625% • 01-JUL-09-4.875%
NET15	Net 15 Day Terms	Active	PEGASYS	Standard	0%	$ -	0	15	• 01-JUL-08-5.125% • 01-JAN-09-5.625% • 01-JUL-09-4.875%

Code	Name	Active	Security Organization	Trigger Date	Penalty Rate (%)	Penalty Amount	Interest Days	Payment Lag Days	Date and Interest Rate
NET20	Net 20 Day Terms	Active	PEGASYS	Standard	0%	$ -	0	20	• 01-JUL-08-5.125% • 01-JAN-09-5.625% • 01-JUL-09-4.875%
NET21	Net 21 Day Terms	Active	PEGASYS	Standard	0%	$ -	0	21	• 01-JUL-08-5.125% • 01-JAN-09-5.625% • 01-JUL-09-4.875%
NET25	Net 25 Day Terms	Active	PEGASYS	Standard	0%	$ -	0	25	• 01-JUL-08-5.125% • 01-JAN-09-5.625% • 01-JUL-09-4.875%
NET31	Net 31 Day Terms	Active	PEGASYS	Standard	0%	$ -	0	31	• 01-JUL-08-5.125% • 01-JAN-09-5.625% • 01-JUL-09-4.875%

Code	Name	Active	Security Organization	Trigger Date	Penalty Rate (%)	Penalty Amount	Interest Days	Payment Lag Days	Date and Interest Rate
NET32	Net 32 Day Terms	Active	PEGASYS	Standard	0%	$ -	0	32	• 01-JUL-08-5.125% • 01-JAN-09-5.625% • 01-JUL-09-4.875%
NET35	Net 35 Day Terms	Active	PEGASYS	Standard	0%	$ -	0	35	• 01-JUL-08-5.125% • 01-JAN-09-5.625% • 01-JUL-09-4.875%
NET44	Net 44 Day Terms	Active	PEGASYS	Standard	0%	$ -	0	44	• 01-JUL-08-5.125% • 01-JAN-09-5.625% • 01-JUL-09-4.875%
NET45	Net 45 Day Terms	Active	PEGASYS	Standard	0%	$ -	0	45	• 01-JUL-08-5.125% • 01-JAN-09-5.625% • 01-JUL-09-4.875%

Code	Name	Active	Security Organization	Trigger Date	Penalty Rate (%)	Penalty Amount	Interest Days	Payment Lag Days	Date and Interest Rate
NET46	Net 46 Day Terms	Active	PEGASYS	Standard	0%	$ -	0	46	• 01-JUL-08-5.125% • 01-JAN-09-5.625% • 01-JUL-09-4.875%
NET60	Net 60 Day Terms	Active	PEGASYS	Standard	0%	$ -	0	60	• 01-JUL-08-5.125% • 01-JAN-09-5.625% • 01-JUL-09-4.875%
NET61	Net 61 Day Terms	Active	PEGASYS	Standard	0%	$ -	0	61	• 01-JUL-08-5.125% • 01-JAN-09-5.625% • 01-JUL-09-4.875%
NET67	Net 67 Day Terms	Active	PEGASYS	Standard	0%	$ -	0	67	• 01-JUL-08-5.125% • 01-JAN-09-5.625% • 01-JUL-09-4.875%

Code	Name	Active	Security Organization	Trigger Date	Penalty Rate (%)	Penalty Amount	Interest Days	Payment Lag Days	Date and Interest Rate
NET90	Net 90 Day Terms	Active	PEGASYS	Standard	0%	$ -	0	90	• 01-JUL-08-5.125% • 01-JAN-09-5.625% • 01-JUL-09-4.875%
NET120	Net 120 Day Terms	Active	PEGASYS	Standard	0%	$ -	0	120	• 01-JUL-08-5.125% • 01-JAN-09-5.625% • 01-JUL-09-4.875%
NET140	Net 140 Day Terms	Active	PEGASYS	Standard	0%	$ -	0	140	• 01-JUL-08-5.125% • 01-JAN-09-5.625% • 01-JUL-09-4.875%
STD	Standard	Active	PEGASYS	Standard	0%	$ -	0	30	• 01-JUL-08-5.125% • 01-JAN-09-5.625% • 01-JUL-09-4.875%

B.9 Schedule Number Template Maintenance

In the Schedule Number Template Maintenance window **(Figure 105)**, the FY, Schedule Type, Payment Category and Schedule Category values are entered. The user then enters the format string, prefix, and starting and ending number. The Schedule numbers are then automatically created using those parameters. The schedule number templates are shown in **Figure 105**.

Use format - GS+Fisc Year+Sched. Type+Seq #

Figure 105: Schedule Number Maintenance Table

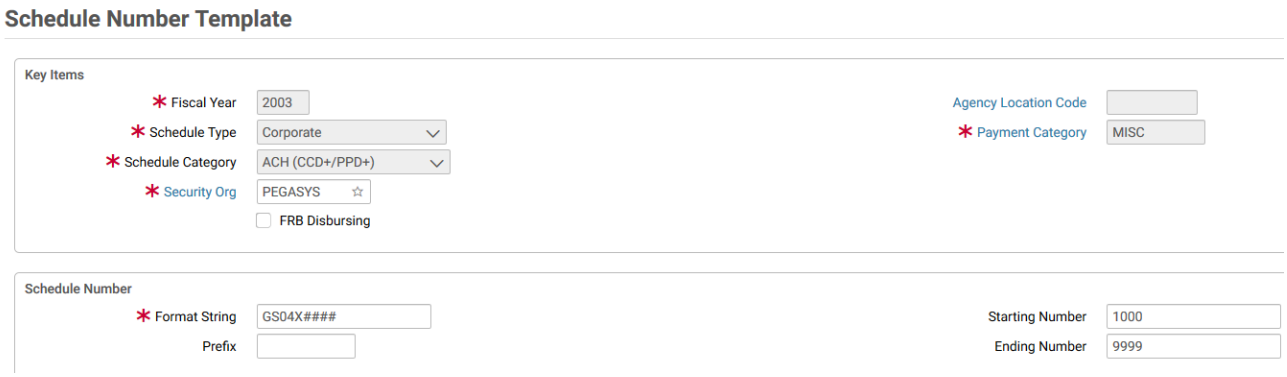


Table 86: Schedule Number Templates

Field	Description
Fiscal Year	The fiscal year associated with the schedule number.
Schedule Type	Indicates the type of schedule associated with the given schedule number; valid values are Corporate or Personal.
Payment Category	Indicates whether payments will be subject to Treasury Offsets.
Schedule Category	The payment category associated with the given schedule number; valid values are Treasury Disbursed Check, ACH (CCD+/PPD+), ACH (CTX), or TFCS.
FRB Disbursing (check box)	Indicates if schedule is disbursed through the Federal Reserve Bank.

Table 87: Schedule Number Templates - Schedule Number Group box

Field	Description
Prefix	The prefix associated with the Format string.
Format String	The number to be assigned to a schedule.
Starting Number	The starting number for the schedule template.

Field	Description
Ending Number	The ending number for the schedule template.

B.10 Disbursement Cancellation Reasons Maintenance

The Disbursement Cancellation Reason Maintenance **(Figure 106)** table provides valid cancellation reason codes that are used to identify reasons why a disbursement is being cancelled.

Figure 106: Disbursement Cancellation Reasons Maintenance Table

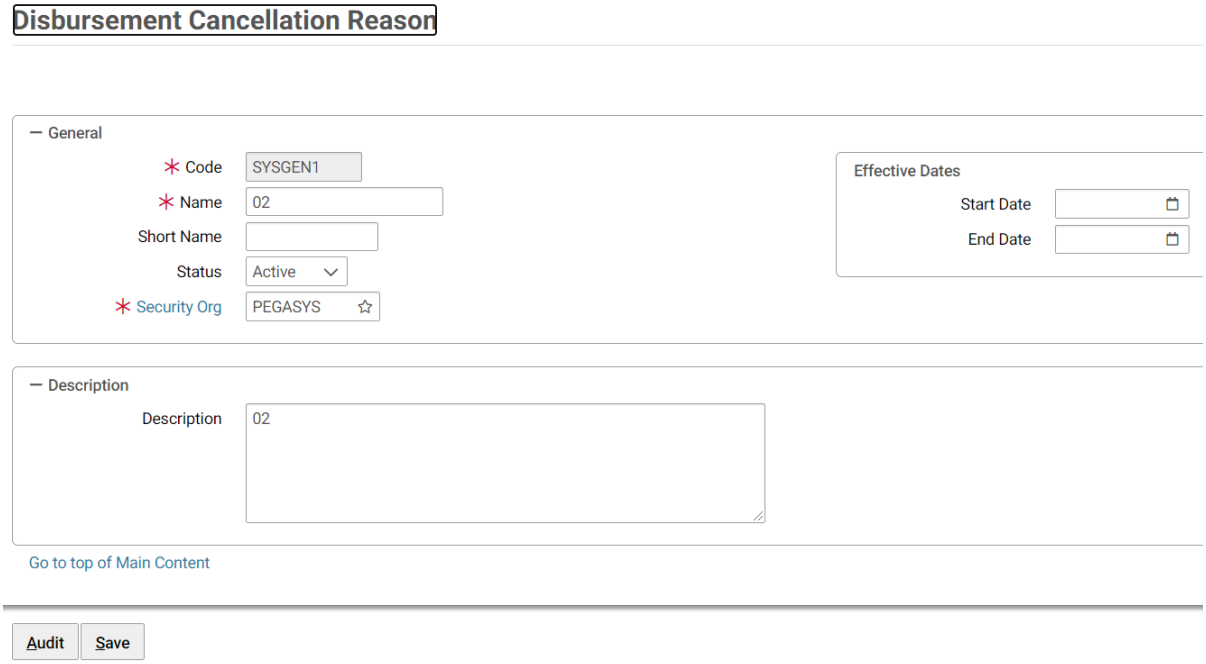


Table 88: Disbursement Cancellation Reason Table

Field	Description
Code	System identifier for disbursement cancellation reason
Name	Name that accompanies the code
Short Name	Abbreviated name
Status (drop- down box)	Indicates whether it is a valid reason to use in the system
Security Org	Restricts the use of the disbursement cancellation reason to the users that belong to the selected Security Organization.
Start Date	The first date that this code is valid.
End Date	The last date that this code is valid.

Field	Description
Description	A free text field used to enter additional information about the disbursement cancellation reason.

C Appendix C: Common Batch Return Codes

C.1 Common Return Codes List

NOTE: List Derived During Regression Testing of Automated Disbursements.

Table 89: Common Return Code Lists

Job Type	Error Category	Return Code	Warning/Error Message	Message Description	General Resolution Steps	POC
Payment Selection	Pegasys Data Error	8	BJ0521E: The agency location code could not be inferred by the fund or the disbursing office.	The Disbursing Office is not set-up properly for the ALC code.	Identify the disbursing office used on the payment document and verify the ALC set up on the Disbursing Office Maintenance table.	Data Reference Analyst
Payment Selection	Pegasys Data Error	8	BJ0521E: The agency location code could not be inferred by the fund or the disbursing office.	The Disbursing Office is not set-up properly for the ALC code.	Identify the disbursing office used on the payment document and verify the ALC set up on the Disbursing Office Maintenance table.	Data Reference Analyst
Payment Selection	Pegasys Data Error & Batch Error	8	BJ0510E: [Disbursing Office name] is not a valid Disbursing Office.	The disbursing office parameter value is not valid on the Disbursing Office Maintenance table.	Verify that the disbursing office is valid on the Disbursing Office table.	Program Analyst & Finance Centers
Payment Selection	Pegasys Data Error & Batch Error	4	BJ0525W: There are no undisbursed payments or replacement payments to be disbursed. Please verify the selection criteria and re-run if necessary.	There are no payments on the Undisbursed Payments Query that match the entered parameters for the job.	Verify the batch job parameter setting and review the payments to be selected on the Undisbursed Payments Query.	Program Analyst & Finance Centers

Job Type	Error Category	Return Code	Warning/Error Message	Message Description	General Resolution Steps	POC
Payment Selection	Pegasys Data Error	8	BJ0532E: The total payment amount [amount] for payment [doc#] exceeds the payment amount limit [amount] for [payment type] payments.	The selected payment has exceeded the maximum payment amount allowed by Treasury, as defined on the Payment Options table. This may happen due to interest amounts calculated during Payment Selection that bump the total payment amount over the defined limit.	Review the payment document and modify it to avoid exceeding the limit.	Finance Centers
Payment Selection	Pegasys Data Error	4	BJ0519W: Cannot Infer SSN or TIN for payment [doc#].	The vendor used on the payment document does not have a SSN/EIN entered on the vendor record.	Check set-up of the vendor used on payment in the Vendor Maintenance table. • **NOTE**: Error is only a warning/informati onal and that the payment will still disburse even if no action is taken.	Finance Centers

Job Type	Error Category	Return Code	Warning/Error Message	Message Description	General Resolution Steps	POC
Payment Processor	Batch Error	8	BJ0484E: No undisbursed payments for disbursement runNumber [runNumber].	The run number parameter entered does not have any corresponding payments. This message will appropriately be received if there were no payments to be disbursed that particular day.	Verify that Payment Selection completed and the script correctly populated runNumber for the job's parameter. If Payment Selection completed with a 4 and the message BJ0525W (see above) was received, then this message should be received (no resolution necessary).	Program Analyst
Payment Processor	Pegasys Data Error & Batch Error	12	BJ0498S: There are no more schedules for the following criteria:	The Schedule Numbers Maintenance table ran out of schedule numbers for the particular schedule category/type.	Add new numbers to the Schedule Number Maintenance table.	Data Reference Analyst/ Program Analyst
Payment Processor	Pegasys Data Error	8	BJ0491E: There are [number] Treasury check payments. The minimum specified in payment options is [min.#]. All Treasury check payment will be placed back onto the Undisbursed Payments Query.	The number of payments on a particular schedule is under the minimum number as defined on the Payment Options Maintenance table.	If the minimum number cannot be decreased, the jobs cannot run until more payments exist in the system to be disbursed.	Finance Centers

Job Type	Error Category	Return Code	Warning/Error Message	Message Description	General Resolution Steps	POC
Schedule Posting	Pegasys Data Error	8	BJ0706E: The undisbursed payment will be marked for rescheduling.	The payment will not be on a schedule.	Review returned payments on Undisbursed payments query.	Finance Centers
Schedule Posting	Pegasys Data Error	8	Payment Authorization\ Pa\ Accounting Line 1: AD0133E: No transaction definition exists for fiscal year [year], document type [doc type], transaction type [trans type code] and process activity [In Transit].	Schedule Posting requires that Transaction Definition codes are set up for each PA document type that points to the ‘ In Transit’ process activity. This transaction type code does not exist on the table.	Review Transaction Definition Maintenance table. An entry must be added for the payment document type that points to the ‘In Transit’ process activity.	Data Reference Analyst
Schedule Posting	Pegasys Data Error	8	BJ0699E: Problems were encountered with schedule [schedule number]. BJ0700E: All payments on the schedule will be placed back onto the Undisbursed Payments Query.	The schedule will not be created and all payments will be returned to the Undisbursed Payments query. Those payment documents that contained errors will be marked unapproved for disbursement.	Review returned payments on Undisbursed payments query. Once proper transaction types exist, payments must be approved for disbursement (see Automated Disbursements User’s Guide). All payment documents that did not have a transaction type problem will be automatically approved and can be re-run immediately.	Data Reference Analyst/ Finance Centers

Job Type	Error Category	Return Code	Warning/Error Message	Message Description	General Resolution Steps	POC
Schedule Posting	Pegasys Data Error	8	Payment Authorization\ Pa\ Accounting Line 1: AD0008E: No interest accounting distribution found for fund [fiscal year] [fund].	The interest accounting distribution was not set up properly.	Research the set-up existing for the identified fund and payment document. Verify that an interest distribution for that BFY/Fund was set up on the Interest, Penalties and Discount Distribution table.	Data Reference Analyst
Schedule Posting	Pegasys Data Error	12	BJ0776S: The schedule is missing for fiscal year [year] schedule category [category] schedule type [type] schedule number [number].	N/A	Add numbers to the Schedule Number table.	Data Reference Analyst
Treasury Reconciliation	Pegasys Data Error	8	Schedule/Schedule Detail: AD0134E: Cannot backout a schedule that contains a canceled check/payment.	A user may not request backout of a confirmed schedule if a check cancellation document has been recorded in Pegasys for a particular payment on that schedule.	Review the schedule on the Schedule Query. The Check Cancellation document may need to be cancelled in order to successfully back out the schedule.	Finance Centers
Treasury Reconciliation	Pegasys Data Error	8	BJ0633E: The following schedule was not posted.	N/A	Review the schedules on the Schedule Query.	Finance Centers

Job Type	Error Category	Return Code	Warning/Error Message	Message Description	General Resolution Steps	POC
Treasury Reconciliation	Pegasys Data Error	8	Payment Authorization\ Pa\ Accounting Line 1: AD0133E: No transaction definition exists for fiscal year [year], document type [doc type], transaction type [trans type code] and process activity Post Confirm Details.	Treasury Reconciliation requires that Transaction Definition codes are set up for each PA document type that points to the ‘ Post Confirm Details’ process activity. This transaction type code does not exist on the table.	Review Transaction Definition Maintenance table. An entry must be added for the payment document type that points to the ‘Post Confirm Details’ process activity.	Data Reference Analyst
Cancellation Reconciliation	Pegasys Data Error	8	Payment Authorization\ Pa\ Accounting Line 1: AD0133E: No transaction definition exists for fiscal year [year], document type [doc type], transaction type [trans type code] and process activity Cancellation Reconciliation.	Cancellation Reconciliation requires that Transaction Definition codes are set up for each PA document type that points to the ‘Cancellation Reconciliation’ process activity. This transaction type code does not exist on the table.	Review Transaction Definition Maintenance table. An entry must be added for the payment document type that points to the ‘Cancellation Reconciliation’ process activity.	Data Reference Analyst

D Automated Disbursement Edits

- When verifying a Check/Electronic Funds Transfer (EFT) payable, ensure there is a "Disbursement In Transit" Accounting Event established on the Transaction Definition maintenance table whenever the disbursing method is set to Federal Reserve Board (FRB), Treasury, or State Disbursing. To enforce this edit properly, it will be required that Pegasys check the referenced transaction definition on the transaction against the entries existing on the Transaction Definition maintenance table. Since the entries on the Transaction Definition maintenance table are entered by fiscal year, it will be required to determine the fiscal year used at the time of disbursement. The system will then validate that a "Disbursement In Transit" accounting even has been established for the fiscal year and transaction definition entered on the payable.
    - Pegasys will use the Schedule Date of the transaction to determine the fiscal year. The transaction definition referenced on the document in combination with the fiscal year will be checked against the transaction definition maintenance table. If no "Disbursement In Transit" accounting event has been established for the fiscal year and referenced transaction definition of the potential disbursement, the system will display the error code. If flexible postings are enabled, the system will check to see if a "Disbursement In Transit" flexible definition exists.
- When verifying a Check/EFT payable determine if an entry exists on the Interest, Penalty, and Discount Distribution table (shown in **Figure 108**) below for the fund referenced on the transaction if the line is eligible for Prompt Pay. This edit will help eliminate potential errors related to interest, penalty, and/or discounts due to missing entries on the Interest, Penalty, and Discount Distribution table. Although not all disbursements eligible for prompt pay will generate interest or penalties, provoking this edit for any payment lines, which could possibly generate interest, penalties, or use discounts will greatly reduce the number of errors caused by this issue during Payment Processor.
    - Pegasys will use the current logic to determine if a payment line is subject to prompt pay. If the payment line is eligible for prompt pay, the system will then check whether entries are necessary for Interest, Penalties, Discounts, or any combination of the three. If any discount terms have been entered on the transaction line, it will be necessary to have an entered Discount Distribution Type. For determining the need for Interest or Penalties, it will be necessary to check the entered Prompt Pay Type against the Prompt Pay Type Maintenance Table. If a Penalty Rate % or Penalty Amount has been entered for the referenced Prompt Pay Type, a Penalty Distribution Type is needed. If any Interest Rates have been entered, it is necessary to have an Interest Distribution Type.
    - After determining which of the three distribution types are needed for the transaction, Pegasys will then use the combination of Partition, Beginning Budget Fiscal Year (BBFY), Ending Budget Fiscal Year (EBFY), Fund Code, and needed Distribution Type and look to see if an entry exists for that combination on the Interest, Penalty, and Discount Distribution table. If it does not contain an entry, an error will be displayed.

- When verifying Check/EFT payables, ensure that a Schedule Number Template has been established for the anticipated Schedule Number used for the payment during the fiscal year of the disbursement. If a Schedule Number Template does not exist, the disbursing cycle will terminate during Payment Processor since it would be unable to assign schedules. Since the Schedule Number Template maintenance table (shown in **Figure 109**) below is also based on fiscal years, it will be required to determine the anticipated fiscal year of the disbursement. In addition, it will also be required to use information entered on the Disbursing Information tab on the transaction to identify the necessary template needed for the transaction properly.
    - The system will use the entered or anticipated Schedule Date of the transaction in order to determine the fiscal year. It will then use the entered Schedule Type, Payment Category, Schedule Category, and inferred Agency Location Code (ALC) on the transaction to determine which template would be needed. The ALC can either be inferred from the entered fund dimensions or derived from the entered disbursing office. The ALC is an optional entry on the Schedule Number Template maintenance table, so it not necessary for it to be verified upon initial look-up of the schedule number template. If the combination of information entered on the transaction cannot locate a corresponding entry on the Schedule Number Template maintenance table, an error will be displayed.
- Existing edits, which are enforced on the Imprest Fund (IF), Itemized Payment (IP), Travel Advance (TN), Third Party Payment Voucher (TP), and Travel Voucher (TV) Document Categories, will now be applied to the Itemized Match Invoice (II) Document Category as well. The edits introduced to the II Document Category as part of this item are all existing edits currently applied to other Document Categories; they will now just be applicable to the II Document Category.
- The errorsRemainApproved parameter on the Schedule Posting process (NADSCHPOST) allow users to configure whether payments that have posting errors are returned to the Undisbursed Payment query as Approved or Unapproved (shown in **Figure 110**) below. The Rescheduled flag will continue to be set on transactions, which the Schedule Posting process returns to the Undisbursed Payment query. The option to indicate that the payments be returned as Approved. Returning the payments as Unapproved could be preferred so that a subsequent execution of the disbursement cycle will not select the potential “problem” payments. Users will be able to review them first before the payment moves on to the next step. However, this will add another step for relevant users to review the payment again, especially if it is part of a zero payment. On the other hand, returning the payments as Approved could be preferred so that relevant users do not have to review the payment again, thus reducing the number of steps.
- This edit verifies that when referencing an invoice-by-invoice number, the Log Date for that invoice must match on all transactions lines, which reference that invoice. This edit validates against any reference of the same invoice within a document as well as other documents, which have already referenced the same invoice. The edit is performed during new form creation, corrections to existing lines, which already reference an invoice, and any correction to an existing line in which an invoice is being added or modified. Verifying the Log Dates match lessens the chance of manual error when referencing invoices, ensure interest and

penalties are calculated accurately, and that disbursements are scheduled accordingly. This validation will not be completed on invoice document references, only on references entered by an invoice number only.

- A confirmation message will be displayed to the user prior to completing a schedule rejection (shown in **Figure 107**) below. Since a schedule rejection cannot be backed out, this message lessens the chance that a schedule is inadvertently rejected.

Figure 107: Schedule Query - Schedule Rejection Confirmation

Figure 108: Interest, Penalty, and Discount Distributions Maintenance Table

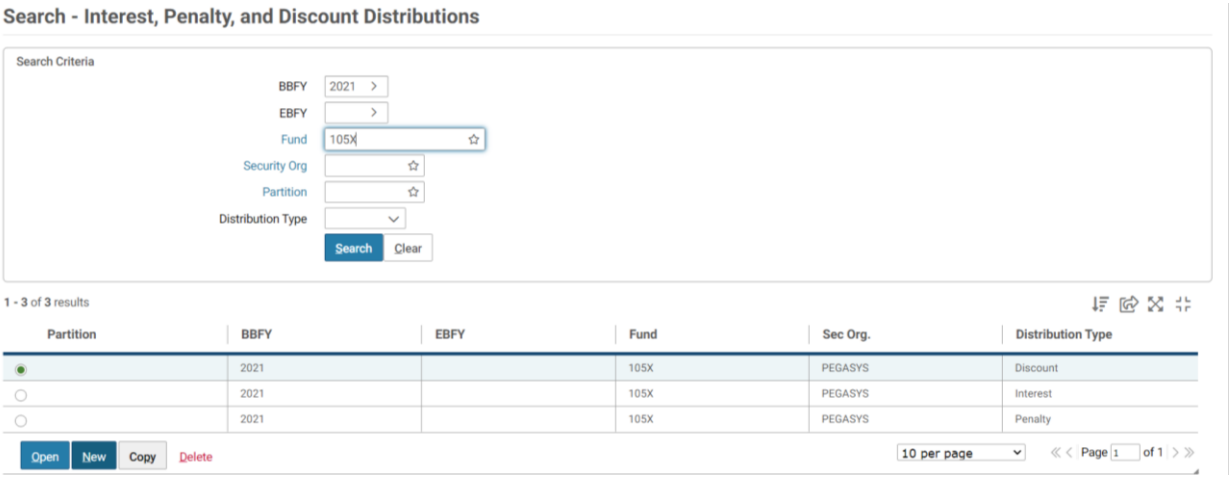
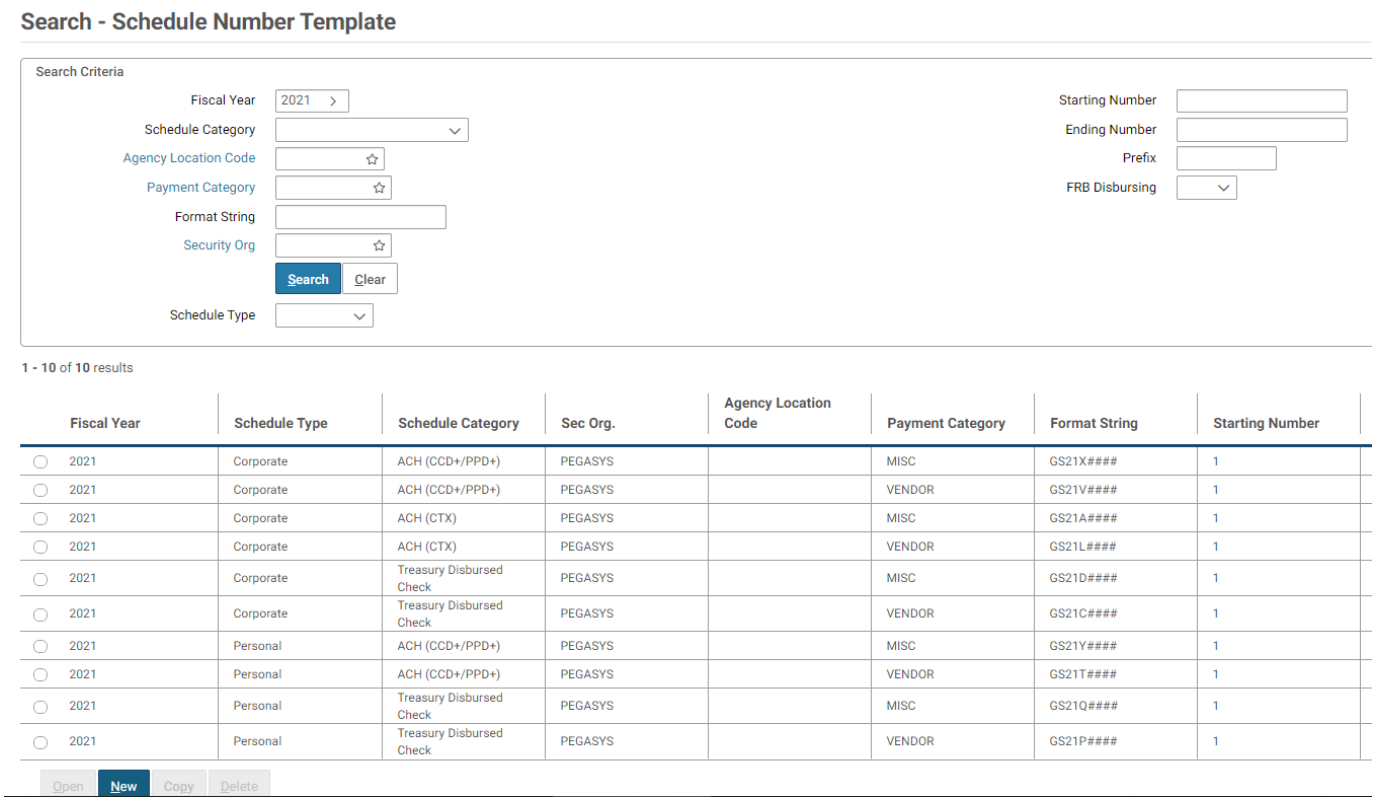
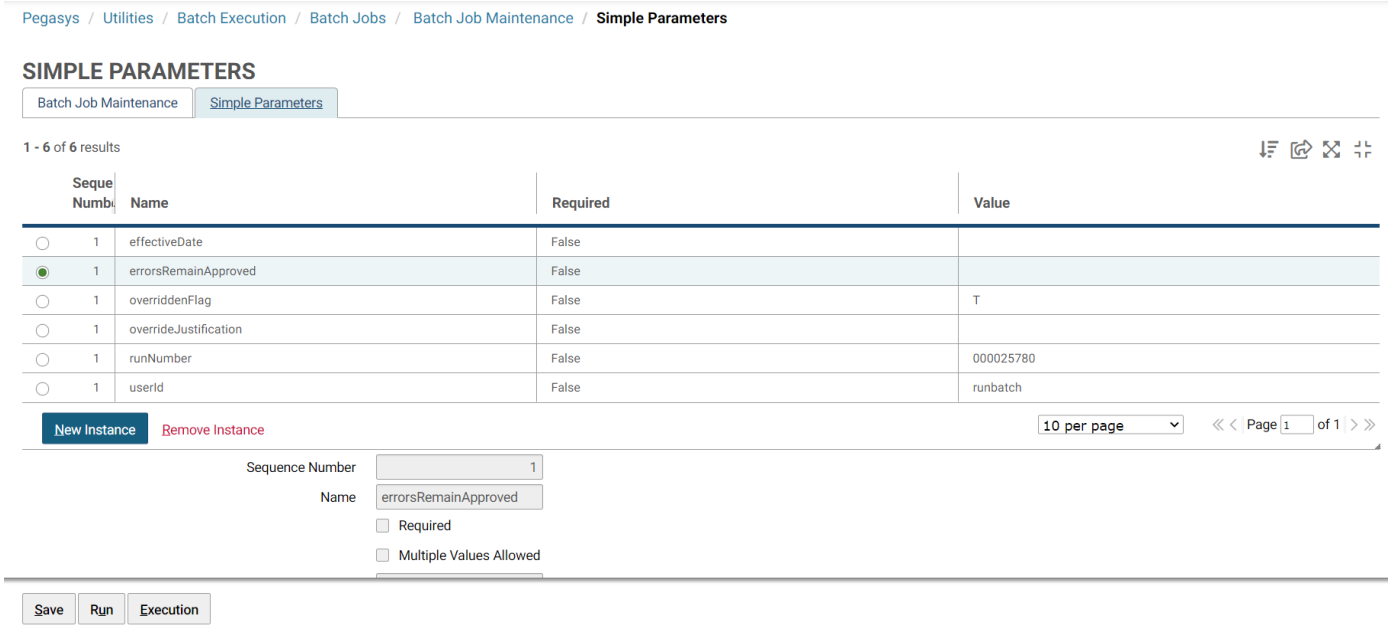


Figure 109: Schedule Number Template Maintenance Table



Fiscal Year	Schedule Type	Schedule Category	Sec Org.	Agency Location Code	Payment Category	Format String	Starting Number
2021	Corporate	ACH (CCD+/PPD+)	PEGASYS		MISC	GS21X####	1
2021	Corporate	ACH (CCD+/PPD+)	PEGASYS		VENDOR	GS21V####	1
2021	Corporate	ACH (CTX)	PEGASYS		MISC	GS21A####	1
2021	Corporate	ACH (CTX)	PEGASYS		VENDOR	GS21L####	1
2021	Corporate	Treasury Disbursed Check	PEGASYS		MISC	GS21D####	1
2021	Corporate	Treasury Disbursed Check	PEGASYS		VENDOR	GS21C####	1
2021	Personal	ACH (CCD+/PPD+)	PEGASYS		MISC	GS21Y####	1
2021	Personal	ACH (CCD+/PPD+)	PEGASYS		VENDOR	GS21T####	1
2021	Personal	Treasury Disbursed Check	PEGASYS		MISC	GS21Q####	1
2021	Personal	Treasury Disbursed Check	PEGASYS		VENDOR	GS21P####	1

Figure 110: Added "Errors Remain Approved" Parameter to NADSCHPOST



Sequence Number	Name	Required	Value
1	effectiveDate	False	
1	errorsRemainApproved	False	
1	overriddenFlag	False	T
1	overrideJustification	False	
1	runNumber	False	000025780
1	userId	False	runbatch