



# Pegasys Quick Reference Guide

## Check Query

1. Select Queries → Automated Disbursements → Check Query from the Pegasys menu bar.
2. Enter the **Disbursing Office** and, if known, the Check Number or Payment Date fields.
  - a. The **Check Date** is the date the check was disbursed.
3. Select **Search**.
  - a. The query results will populate in the bottom portion of the page.

**Figure 1: Check Query Search Criteria**

Pegasys / Queries / Automated Disbursements / Check Query

### Check Query

**Search Criteria**

Disbursing Office <input type="text" value=""/>	Schedule FY <input type="text" value="&gt;"/>
Check Symbol <input type="text" value=""/>	Schedule Category <input type="text" value="v"/>
Check/Trace Number <input type="text" value=""/>	Schedule Type <input type="text" value="v"/>
Payment Date <input type="text" value=""/>	Schedule Number <input type="text" value=""/>
Check FY <input type="text" value="&gt;"/>	Bank ABA/BIC <input type="text" value=""/>
Vendor Code <input type="text" value=""/> <input type="text" value=""/>	

4. Select the check payment record that you wish to view, and select **Details**.

**Figure 2: Check Query Search Criteria Populated**

### Check Query

**Search Criteria**

Disbursing Office <input type="text" value="LEASE"/>	Schedule FY <input type="text" value="&gt;"/>
Check Symbol <input type="text" value=""/>	Schedule Category <input type="text" value="v"/>
Check/Trace Number <input type="text" value=""/>	Schedule Type <input type="text" value="v"/>
Payment Date <input type="text" value="03/02/2021"/>	Schedule Number <input type="text" value=""/>
Check FY <input type="text" value="&gt;"/>	Bank ABA/BIC <input type="text" value=""/>
Vendor Code <input type="text" value=""/> <input type="text" value=""/>	

1 - 10 of 20 results

	Disbursing Office	Check Symbol	Check/Trace Number	Payment Date	Check FY	Vendor Code	Address Code	Schedule FY	Schedule Category	Schedule Type	Schedule Number	Bank ABA/BIC
<input type="radio"/>	LEASE	220	00000020	03/02/2021	2021	061278496	00001	2021	Treasury Disbursed Check	Corporate	GS21C0062	
<input type="radio"/>	LEASE	220	00000021	03/02/2021	2021	200360558	00001	2021	Treasury Disbursed Check	Corporate	GS21C0062	

**NOTE:** If Treasury provided information about an Offset, continue to **Step 5**. If there is no Offset information to record, follow steps **Step 6-9**.



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- Record Treasury’s Offset information in the **Offset Amount** section. Enter the Offset Amount and a description, if desired, in the **Offset Information** field. Select **Save**.

**Figure 3: Offset Amount Section**

– Offset Amount

Offset Amount

Offset Information

- Select the **Check Query Details** tab.
- Select the record to view the payment detail information.

**Figure 4: Check Query Details**

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1 - 5 of 5 results

Doc Typ	Doc Num	Item Ln #	Actg Ln #	Record Type
<input checked="" type="radio"/> LP	LP2020122201822	0000	1	Principal
<input type="radio"/> LP	LP2020122201823	0000	1	Principal
<input type="radio"/> LP	LP2020122201824	0000	1	Principal
<input type="radio"/> LP	LP2020122201825	0000	1	Principal
<input type="radio"/> LP	LP2020122201826	0000	1	Principal

- Select **View Document** to view the payment document.
  - The payment document will appear in a new window.
- Select the **X** in the top right corner of the window to close the window.