



Pegasys Quick Reference Guide

EFT Payment Query

1. Select Queries → Automated Disbursements → EFT Payment Query from the Pegasys menu bar.

Figure 1: EFT Payment Query Search Criteria

Pegasys / Queries / Automated Disbursements / EFT Payment Query

EFT Payment Query

Search Criteria

Disbursing Office	<input type="text" value=""/>	☆		Schedule FY	<input type="text" value=""/>	>										
Trace Number	<input type="text" value=""/>			Schedule Category	<input type="text" value=""/>	v										
Payment Date	<input type="text" value=""/>	📅		Schedule Type	<input type="text" value=""/>	v										
Disbursing Model	<input type="text" value=""/>		v	Schedule Number	<input type="text" value=""/>											
<p>Vendor</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Code</td> <td><input type="text" value=""/></td> <td style="width: 10%; text-align: right;">☆</td> <td><input type="text" value=""/></td> <td style="width: 10%; text-align: right;">☆</td> </tr> <tr> <td>Name</td> <td colspan="4"><input type="text" value=""/></td> </tr> </table>				Code	<input type="text" value=""/>	☆	<input type="text" value=""/>	☆	Name	<input type="text" value=""/>				Bank ABA/BIC <input type="text" value=""/> ☆		
Code	<input type="text" value=""/>	☆	<input type="text" value=""/>	☆												
Name	<input type="text" value=""/>															
Security Org	<input type="text" value=""/>	☆														
<input type="button" value="Search"/> <input type="button" value="Clear"/>																

2. Enter the **Disbursing Office** and, if known, the Trace Number or Payment Date fields.
 - a. The Payment Date is the date the EFT payment was disbursed.
3. Select **Search**.
 - a. The query results will populate in the bottom portion of the page.
4. Select the EFT payment record, and select **Details**.

Figure 2: EFT Payment Query Record

	Disbursing Office	Trace Number	Payment Date
KC6	00000220	03/05/2021	

- a. The EFT Payment Query Summary page will display.

Figure 3: EFT Payment Query Summary Tab

EFT Payment Query Summary
EFT Payment Query Details



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NOTE: If Treasury provided information about an Offset, continue to **Step 5**. If there is no Offset information to record, skip to **Step 7**.

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

Figure 4: Offset Amount Section

— Offset Amount

Offset Amount

Offset Information

- Select **Save**.
- Select the **EFT Payment Query Details** tab.
- Select the record to view the payment detail information.
- Select **View Document** to view the payment document.

Figure 5: EFT Payment Query Details Tab

[EFT Payment Query Summary](#) [EFT Payment Query Details](#)

1 - 1 of 1 results

Doc Typ	Doc Num
<input type="radio"/> P6	P620210305000000

- Select the **X** in the top right corner of the window to close the window to close the document window.