



Pegasys Quick Reference Guide

Schedule Query

1. Select Queries → Automated Disbursements → Schedule Query from the Pegasys menu.
2. Enter the Fiscal Year and Disbursing Office.
3. Select a Schedule Action of **Confirm** or **Reject**.
4. Enter the **Schedule Number** or **Submission Date** if it is known.
5. Select **Posted** from the Posted by Treasury drop-down list.
6. Select **Search**.

Figure 1: Schedule Query Page

Pegasys / Queries / Automated Disbursements / Schedule Query

Schedule Query

Search Criteria

FY	<input type="text" value=">"/>	Disbursing Office	<input type="text" value=""/>
Schedule Category	<input type="text" value="v"/>	Schedule Action	<input type="text" value="v"/>
Schedule Type	<input type="text" value="v"/>	Disbursement	<input type="text" value=""/>
Disbursing Model	<input type="text" value="v"/>	Cancellation Reason	<input type="text" value=""/>
Schedule Number	<input type="text" value=""/>	Confirmed/Rejected Date	<input type="text" value=""/>
Agency Location Code	<input type="text" value=""/>	Pre-printed Number	<input type="text" value=""/>
Manual Schedule	<input type="text" value="v"/>	Submission Date	<input type="text" value=""/>
	<input type="button" value="Search"/> <input type="button" value="Clear"/>	Posted by Treasury/FRB	<input type="text" value="v"/>

- a. The query results will populate in the bottom portion of the page.
7. Select the schedule record, and select **Details**.

Figure 2: Schedule Query Page (Continued)

Schedule Query

Search Criteria

FY	<input type="text" value="2021 >"/>	Disbursing Office	<input type="text" value="KC6"/>
Schedule Category	<input type="text" value="v"/>	Schedule Action	<input type="text" value="Confirm"/>
Schedule Type	<input type="text" value="v"/>	Disbursement	<input type="text" value=""/>
Disbursing Model	<input type="text" value="v"/>	Cancellation Reason	<input type="text" value=""/>
Schedule Number	<input type="text" value="GS21V0085"/>	Confirmed/Rejected Date	<input type="text" value=""/>
Agency Location Code	<input type="text" value=""/>	Pre-printed Number	<input type="text" value=""/>
Manual Schedule	<input type="text" value="v"/>	Submission Date	<input type="text" value=""/>
	<input type="button" value="Search"/> <input type="button" value="Clear"/>	Posted by Treasury/FRB	<input type="text" value="Posted"/>

1 - 1 of 1 results

Sch FY	Schedule Category	Schedule Type	Disbursing Model	Schedule Number	Agency Location Code	Manual Schedule	Disbursing Office	Schedule Action	Confirmed/R Date	Pre-printed Number	Subm Date	Posted by Treasury/FR
2021	ACH (CCD+/PPD+)	Corporate	Treasury Disbursing	GS21V0085	47000016	No	KC6	Confirm	03/05/2021		03/05/2021	Posted

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NOTE: Within the Search Criteria section are some of the following fields: FY (value 2021), Schedule Category dropdown, Schedule Type dropdown, Disbursing Model dropdown, Schedule Number (value GS21V0085), Agency Location Code, Manual Schedule dropdown, Disbursing Office (value KC6), Schedule Action (value Confirm), Confirmed/Rejected Date, Pre-Printed Number, Submission Date, and Posted By Treasury/FRB dropdown (value Posted).

8. Select the **Details** tab.
9. Select the vendor record, and select the **Schedule Detail** link.

Figure 3: Schedule Query Page Populated (Continued)

Schedule Query

Search Criteria

FY <input type="text" value="2021"/>	Disbursing Office <input type="text" value="KC6"/>
Schedule Category <input type="text"/>	Schedule Action <input type="text" value="Confirm"/>
Schedule Type <input type="text"/>	Disbursement <input type="text"/>
Disbursing Model <input type="text"/>	Cancellation Reason <input type="text"/>
Schedule Number <input type="text" value="GS21V0085"/>	Confirmed/Rejected Date <input type="text"/>
Agency Location Code <input type="text"/>	Pre-printed Number <input type="text"/>
Manual Schedule <input type="text"/>	Submission Date <input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/>	Posted by Treasury/FRB <input type="text" value="Posted"/>

1 - 1 of 1 results

Sch FY	Schedule Category	Schedule Type	Disbursing Model	Schedule Number	Agency Location Code	Manual Schedule	Disbursing Office	Schedule Action	Confirmed/R Date	Pre-printed Number	Subm Date	Posted by Treasury/FR
2021	ACH (CCD+/PPD+)	Corporate	Treasury Disbursing	GS21V0085	47000016	No	KC6	Confirm	03/05/2021		03/05/2021	Posted

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NOTE: Within the Schedule Query Search Criteria section are some of the following fields: FY (value 2021), Schedule Category dropdown, Schedule Type dropdown, Disbursing Model dropdown, Schedule Number (value GS21V0074), Agency Location Code, Manual Schedule dropdown, Disbursing Office (value KC6), Schedule Action (value Confirm), Confirmed/Rejected Date, Pre-Printed Number, Submission Date, and Posted By Treasury/FRB dropdown (value Posted).

10. Select the **Sublines** link to view the payment documents.
11. Select the Payment Record, and select the Details link to view payment detail information.



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Figure 4: Details Sub-Tab

Schedule Query Detail **Details**

SUBLINES

Schedule Detail **Sublines**

Details

1 - 1 of 1 results

Document Type	Document Number	Item Line #	Acctng Line #
P6	P620210305000000	0000	1

12. Select **Details** to preview the payment document.

Figure 5: Details Page

Schedule Query Detail **Details**

Schedule Detail **Sublines**

Details

Item 1 of 1

FY	2021
Category	ACH (CCD+/PPD+) <input type="button" value="v"/>
Type	Corporate <input type="button" value="v"/>
Number	GS21V0085
Disbursing Office	KC6
Payment Sequence Num	1
Manual	No <input type="button" value="v"/>
Document Type	P6
Document Number	P620210305000000
Item Line #	0000
Acctng Line #	1
Record Type	Principal <input type="button" value="v"/>
Record Amount	\$73.20



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13. Select **View Document** to view the payment document.

Figure 6: View Document

Header

HEADER

Header | Fixed Assets | Header Accounting Lines | Itemized Lines | Approval Routing | Memos | ...

General

Document Type: P6 | Payment Authorization-Re

Status: PROCESSED

Document Number: P620210305000000

Title: INV009030521181159

Authorized By: ALLROLESAUTOTESTER

Post Code:

Automatic Reversal

Reversal Accounting Period:

Reverse After Period:

Agency UEI:

Agency DUNS Number:

Agency EFT Indicator:

Created by: runbatcham

Last Modified by: runbatcham

Orig Authorization Date: 03/05/2021

Last Authorization Date: 03/05/2021

Accounting Period: 06/2021

Reporting Accounting Period: 06/2021

Document Classification:

Security Org: GSA

Additional Payee Name:

Accomplished Date: 03/05/2021

Suppress Printing

Vendor Information

Vendor: Vendor: 270087176 | 00001 |

Designated Agent: Vendor: | |

Address Name:

| | | | | | ...