

Introduction

Creating the Credit Card log form should be used to record credit card transactions in Pegasys.

- Once approved, the log is processed to obligate funds and will be displayed in the Reconciliation Notebook to be later reconciled with a Bank Statement line.
- Keep in mind that this is the first step in the reconciliation process. Step two requires that you reconcile your logs to the appropriate bank statement lines to complete the reconciliation process. **Failure to do so will result in a Double Obligation.**

Creating a Credit Card Log

- Select **Transactions—Purchasing—New—Order** from the Pegasys menu bar.
- Enter **CL** in the **Document Type** field.
- To generate a unique document number in the **Document Number** field, click **Generate**
- Enter the appropriate **Security Org.** If left blank, the **Security Org** field will default to the user's default Security Organization. (Enter **GSA** in this field if the form is to be viewed, referenced, approved, or processed by another Service.)
- Click **Finish** to display the form's Header page and enter the required following information:
 - The Order Date, Accounting Period, and Reporting Accounting Period fields will default when the form is verified or processed.*

- In the **Vendor Information** group box, enter or search for the **Vendor Code**.
 - To search for a **Vendor Code**, click the **Code** reference field hyperlink. Enter the appropriate search criteria and click the **Search** button.
 - Click the **Select** button for the vendor you wish to add.
 - Or, if **Favorites** are setup, select a favorite vendor from the list.

- Enter the **Remit to Address**
 - To search for a **Remit to Address**, click the **Remit to Address** reference field hyperlink. Enter the appropriate search criteria and click the **Search** button.
 - Click the **Select** button for the **Remit to Address** you wish to add.
 - Or, if **Favorites** are setup, select a favorite vendor from the list.

- In the **Credit Card Information** group box, enter or search for the **Alias** of the cardholder.
- If available, enter the **Authorization Code**.
- Enter or click the **Date of Charge** link to choose a recommended date of charge from the calendar.
- Enter a description in the **Description** field.

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

13. Click **Add** to add a Header Accounting Line.

14. In the **Line Amounts** group box, enter the **Ordered Amount**.

15. Enter the **Accounting Template** information in the **Accounting Dimensions** section.

- To search for an **Accounting Template**, click the **Template** reference field hyperlink. Enter appropriate search criteria and click the **Search** button.
- Click the **Select** button for the accounting template you wish to add.
- Or, if **Favorites** are setup, select a favorite accounting template from the list.

16. Enter any other required accounting elements.

17. Enter a vehicle tag number in the **Veh Tag#** field, if applicable.

18. In the **Agreement** group box, enter a Reimbursable Work Authorization (RWA) or an Intrabudget Activity Authorization (IBAA) number, if applicable.

- Enter the numeric portion of the agreement number in field 1 and enter **"1"** in field 2 of the **Agreement** field.

19. Enter descriptive information about the accounting line in the **Description** field. **Note:** Federal Supply Service Fund 455 uses this field to enter gallons of gas purchased (e.g., 5.8 gallons of gas is displayed as 00000058 with no decimal shown).
20. Return to the **Header Accounting Lines** page by clicking on the **Header Accounting Lines** hyperlink.
21. To add additional accounting lines, repeat **Steps 13-19** above.
22. Click the **Approval Routing** tab and click **Add User** or **Add Routing List**. Enter the appropriate search criteria and click Search. Click **Select** to select the user or routing list you wish to add.
23. Click **Verify**.
 - *Any errors will be displayed. If necessary, correct the errors and click **Verify** again.*
24. Click **Submit** to submit the log to Standard Workflow for approvals.

GSA Policy

- If the user wants only to document the purchase, use document type **CL–Credit Card Log** for all credit card purchases.
- All credit card logs require approval from a **Prch-Credit Card** approver.
- Contact a Contracting Officer or Finance Center to establish the vendor on the Vendor Maintenance table.
- Enter CCVEND in the **Vendor Code** field for a one-time credit card vendor transaction.
- Vendor Code CCVEND cannot be used for convenience checks and check fee transactions.
- The syntax structure of the credit card alias is the user's first name, middle initial, and last name (12 characters maximum) and the last 4 digits of the user's credit card number.

Pegasys Resources

- **Functional Coordinator**
- **Service Representative**
- **Pegasys Web Site**
<http://pegasys.gsa.gov>
- **Pegasys User Guides**
- **Quick Reference Cards**
- **OCFO Service Desk**
Email address - OCFOServiceDesk@gsa.gov
Telephone Number - 1-866-450-6588



**General
Services
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The Integrated Financial Management System



Pegasys 6.5.0: Creating a Credit Card Log Quick Reference Card