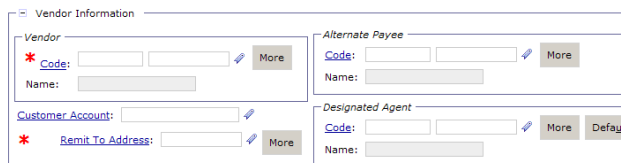## Introduction

Creating the Credit Card Training 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 Training Log

1. Select **Transactions—Purchasing—New—Training Order** from the Pegasys menu bar.

2. Enter **CT** in the **Document Type** field.

3. To generate a unique document number in the **Document Number** field, click **Generate**

4. 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.)

5. 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.*
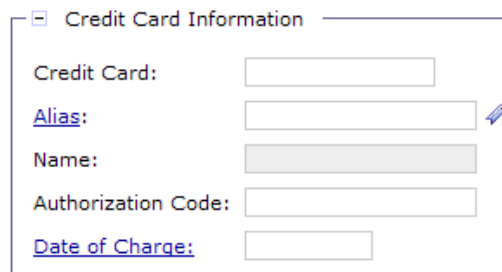

6. In the **Vendor Information** group box**,** enter or search for the **Vendor Code**.

   - *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.*

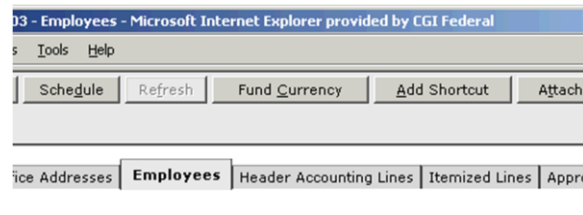   - *Or, if **Favorites** are setup, select a favorite vendor from the list.*

7. 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.*

8. In the **Credit Card Information** group box, enter or search for the **Alias** of the cardholder**.**

9. If available, enter the **Authorization Code**.

10. Enter or click the **Date of Charge** link to choose a recommended date of charge from the calendar.

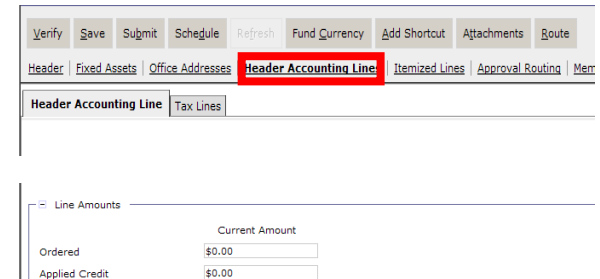Enter a description in the **Description** field

*The **Employees** page will be displayed.*

11. To add an employee, click the **Add** button. Enter employee **Name** click the **Search** button.

    Results are displayed. To select an employee, check the corresponding check box next the employee's name and click the **Select** button.

*To remove one or more selected employees, select employee(s) and click the **Remove** button. If the Employee's name is not listed in the **Search Criteria Call the OCFO Service Desk.***

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 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).

To add additional accounting lines, repeat **Steps 13-19** above.

18. Click Course Information tab to return to Course Information Page.
19. REQUIRED—Enter the Course Code and Title.

Note: *To* **Search** *for* **Course**, *click the* **Course** *label.*
Search –
Course *page is displayed. Enter* **Search** *criteria. Click* **Search**
button. Results are displayed. To select a **Course**, *click corresponding* **Select** *button.* **Course Information** *page is displayed with* **Code** *and* **Title** *fields completed.*
.. If the Course has no Course Code, enter None.
.. If the Course is not found by the Search function, enter the
Course Code and Title on the form. The Credit Card Training
Log form can be processed; however, this will not update the
Course Maintenance table.

20. Enter the appropriate address in the **Code** field.
21. Click the **Approval Routing** tab and click **Add User**. Enter the appropriate search criteria and click Search. Click **Select** to select the user or routing list you wish to add.
22. Click **Verify**.

Any errors will be displayed. If necessary, correct the errors and click **Verify** *again.* 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 **Purch-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 transactions.
- 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.
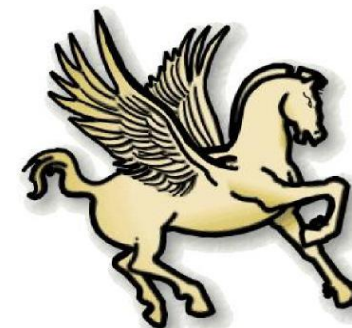

Pegasys Resources

- **Functional Coordinator**
- **Service Representative**
- **Pegasys Web Site**
  pegasys.gsa.gov
- **Pegasys User Guides**
- **Quick Reference Cards**
- **OCFO Service Desk**
  OCFOServiceDesk@gsa.gov
  1-866-450-6588

General Services Administration

The Integrated Financial Management System

Pegasys 6.5.0:

Creating a Credit Card Training Log

Quick ReferenceCard