

## Introduction

The Credit Card user conducts all reconciliation actions within the Reconciliation Notebook.

When a credit card statement is received from the bank, the following batch jobs are run:

- ▶ The Statement Load batch job loads the bank statement into Pegasys
- ▶ The Email Notification batch job notifies cardholders when new charges are loaded into their reconciliation notebook
- ▶ The Prepayment batch job creates a payment to the bank. The batch job will pay the charges from each user's default accounting template prior to the reconciliation batch job.
- ▶ Note: Default accounting templates will begin with CC (e.g., CC-192X-PG61-P00Y0001-PG901-619)
- ▶ The Auto-Reconciliation batch job attempts to reconcile the statement to any credit card logs that have been entered into Pegasys.

Once the Reconciliation batch job has been run, the user needs to manually reconcile those that were not auto reconciled.

Fields denoted with a red star are mandatory for Pegasys processes, but may not include all fields required by GSA policy.

For detailed information, please refer to the Credit Card Reconciliation Process section of the Credit Card User Guide.

## Reconcile a Bank Statement Line to a Credit Card Log

1. Select **Transactions > Credit Card > Statement Reconciliation Notebook**

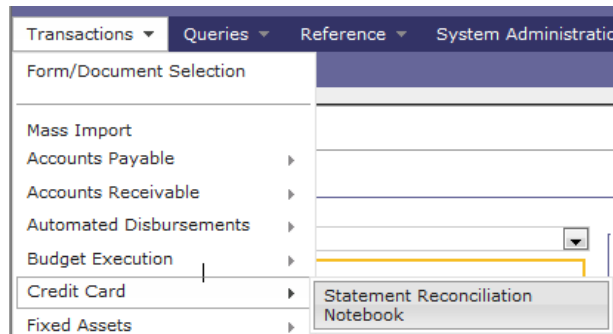


Figure 1: Credit Card Menu

Select the desired Credit Card(s) from the **Credit Card** shuttle box.



Figure 2: Credit Card Shuttle Box

2. Select the desired Credit Status from the **Status** shuttle box

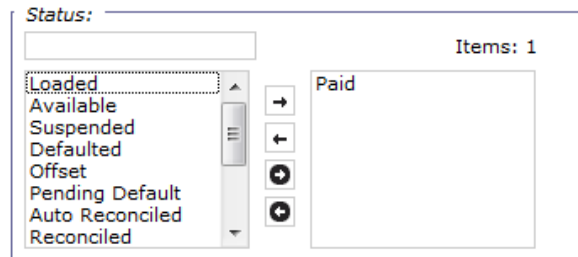


Figure 3: Credit Card Status Shuttle Box

3. Click the **Search** button to display the corresponding bank statement lines.
4. In the **Statement Activity** section, select the statement line in Defaulted status.

5. In the **Reconciliation Activity** section, click the **Retrieve** button.
6. In the **Reconciliation Activity** section, select the statement line and click the **Unreconcile** button

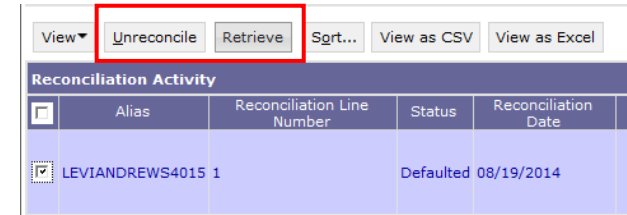


Figure 4: Reconciliation Activity Section

Note the statement line status changes from **Defaulted** to **Available** in the Statement Activity section.

7. In the **Statement Activity** section, select the statement line in Available status. Click the **Retrieve** button and select **Transactions**.
8. Select a credit card purchase log in the **Transaction/Accounting** section.
9. Enter a **Reconciliation** amount.



Figure 5: Transaction/Accounting Section

10. Click the **Action** button and click **Reconcile**.

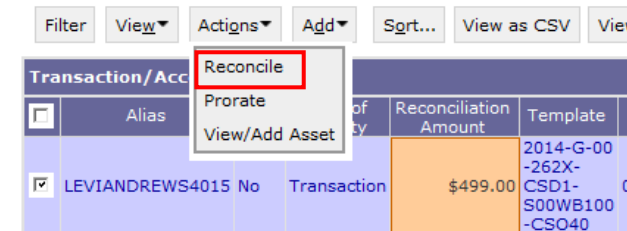


Figure 6: Reconcile Action

Note the statement line status changes from **Available** to **Reconciled** in the Statement Activity section.

## GSA Policy

- Reconcile logs to appropriate bank statement lines. Failure to do so will result in a **DOUBLE OBLIGATION**.
- Allow unlimited changes to bank statement lines after reconciliation or after a transfer of funds to the indicated accounting strip.
- Amend the credit card log if the bank statement line is unreconciled from a credit card log because of incorrect accounting information.
- Convenience checks and fee transactions should be reconciled to a credit card log rather than to an accounting strip.
- Use Vendor Code **460358360** for all convenience check fees.

## Pegasys Resources

- **Functional Coordinator**
- **Service Representative**
- **Pegasys Web Site**  
<http://pegasys.gsa.gov>
- **Pegasys User Guides**
- **Quick Reference Cards**
- **Financial Systems Service Desk**  
[OCFOServiceDesk@gsa.gov](mailto:OCFOServiceDesk@gsa.gov)  
1-866-450-6588



General  
Services  
Administration

## *The Integrated Financial Management System*



**Pegasys 7.1.2:**  
**Reconcile a Bank**  
**Statement Line to**  
**a Credit Card Log**