#### Introduction

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

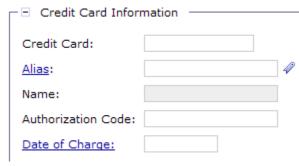
- Once approved, the log is processed to obligate funds and will be displayed in the Reconciliation Notebook to be later reconciled with a Bank Statement line.
- Keep in mind that this is the first step in the reconciliation process. Step two requires that you reconcile your logs to the appropriate bank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

## Creating a Credit Card Log

- 1. Select Transactions—Purchasing—New—Order from the Pegasys menu bar.
- 2. Enter **CL** 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.
- 11. Enter a description in the **Description** field.

- 12. Select the Header Accounting Lines tab.
- 13. Click Add to add a Header Accounting Line.

Verify Save Submit Scho	e <u>d</u> ule Re <u>f</u> resh	Fund <u>Currency</u>	Add Shortcut	Attachments	Route
Header   Fixed Assets   Office Add	dresses   Header	Accounting Line	s   Itemized Lin	es   Approval R	outing   Men
Header Accounting Line Tax	Lines				
Expand All   Collapse All					
- General					
Line Number: 1		Source Numb	Source Number:		
Transaction Type:		IPAC Docume			
Prompt Pay Type:	4				
Period of Performance		_			
Start Date: End	Date:				
Related Cost Type: N/A	v	_			
Return to Top					
☐ Line Amounts					
□ Line Amounts	Current Amou	nt			
☐ Line Amounts — Ordered	Current Amou	nt			
		nt			
Ordered	\$0.00	nt			
Ordered Applied Credit	\$0.00 \$0.00	nt			
Ordered Applied Credit Withholding Tax	\$0.00 \$0.00 \$0.00	nt			
Ordered Applied Credit Withholding Tax Line Amount After Withholding	\$0.00 \$0.00 \$0.00 \$0.00	nt			

- **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 <u>cannot</u> 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
Administration

# The Integrated Financial Management System



Pegasys 6.5.0:
Creating a Credit
Card Log
Quick Reference
Card