

# Key Dates for FY15 Year-end Closing for Pegasys Credit Card

Issued 9/16/2015

## CUTOFF DATES

**Monday, September 28:** Cutoff for un-reconciling statement lines from CL's and CT's for purposes of correcting the CL's and CT's and re-reconciling to them.

**Wednesday, September 30:** Cutoff for creating FY15 Credit Card Log (document type CL), Credit Card Training Log (CT), or Self-Reversing Accruals (AR) transactions so that new charges will be accounted for with FY15 funds.

## CORRECTING A CL OR CT THAT HAS BEEN PREVIOUSLY RECONCILED

The steps for correcting CL's and CT's that have already been used in reconciling statement lines are as follows. The cutoff to start this process is Monday, September 28, to allow time for corrections of data entry errors on Tuesday, September 29:

- A. On Monday, September 28, unreconcile the charge from the FY15 CL/CT and reconcile the charge to a valid accounting strip.
- B. By Tuesday, September 29, correct/amend the FY15 CL/CT. Then, in the Reconciliation Notebook, un-reconcile the charge from the accounting strip and manually re-reconcile it to the FY15 CL/CT.

## LAST CITIBANK FILE

**Monday, September 28:** The last daily file of charges for FY15 from Citibank will be loaded into Pegasys. These charges should be reconciled as soon as possible.

**Tuesday, September 29:** Cutoff for reconciling statement lines to CL's and CT's or Accounting Strips.

## AVOIDING DOUBLE OBLIGATIONS

To avoid double obligations, users must ensure that every charge line is reconciled to the CL or CT and is **NOT** reconciled to an accounting strip (including the default accounting strip).

If a statement line has been reconciled to an accounting strip and a CL or CT has also been created for the charge, the user should unreconcile the charge from the accounting strip and reconcile it to the CL or CT.

**By Wednesday, September 30, AR documents for Pegasys Credit Card charges should be processed** if goods and/or services have been or will be received by the end of FY15. The AR documents should be created by copying forward from a CL or CT. See **“Steps to create Self-Reversing Estimated Accruals (document type AR) for Pegasys Credit Card charges”** below.

## **Additional Information for FY15 Year-end Closing for Pegasys Credit Card**

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**(Cutoff dates provided on the previous pages apply to the information below.)**

- 1.** If you create a Self-Reversing Estimated Accrual (document type AR) for a charge and that charge appears in your Reconciliation Notebook prior to the end of FY15, you should cancel the AR prior to the end of FY15, and reconcile the charge to its CL/CT. Be aware that Pegasys will not allow reconciling a charge to a CL/CT that has an existing AR.
- 2.** To avoid double obligations, users should take special care to ensure that if a charge is in the Reconciliation Notebook and a CL/CT was created for it, then the two are reconciled and in Paid status. If a CL/CT exists and the charge is Paid to an accounting strip (default or otherwise) instead, that is a double obligation of funds. In this case, users should unreconcile the charge from the accounting strip and reconcile to the CL/CT.
- 3.** Here are some common scenarios if you need to correct a CL/CT transaction and its referencing AR:
  - A.** If you need to change any accounting codes or the information under the Credit Card Information section (Header tab), (e.g., charge date, authorization code, etc.) on a CL/CT transaction, you must first cancel any referencing AR. Then, correct the CL/CT. Then, if needed, create a new AR referencing the CL/CT.
  - B.** If you need to increase the \$ amount on a CL/CT and its referencing AR, you should correct them each separately. You should first correct the CL/CT and then the AR. In this case, you do not have to cancel the AR.
  - C.** If you need to decrease the \$ amount on a CL/CT and its referencing AR, you should correct the AR first and then the CL/CT. In this case, you do not have to cancel the AR.
- 4.** In the Reconciliation Notebook, there must be no charges with the status of Error. A charge in Error status will prevent Reconciled charges from changing to Paid.
- 5.** Please keep in mind when creating an AR that in the upper portion of the AR's Header tab (the General box), there is an open checkbox titled “Automatic Reversal.” **Be sure to check this box.** Underneath the checkbox is a field titled, “Reversal Accounting Period.” Enter 01/2016 in this field (which indicates the first accounting period for FY 2016).

6. Once FY16 starts, to reconcile a CL/CT that has an existing AR, either cancel the AR or wait until Pegasys reverses the AR. This should occur no later than October 10. Please keep in mind that if a prior year AR document is cancelled, it is considered a prior-year recovery.

During the month of October, an AR reversal job will run. In order to reconcile a CL/CT prior to the AR reversal, cancel the AR first. CL/CTs should still be reconciled within the 10 days, regardless of the status of the AR reversal job.

## Steps to Create Self-Reversing Estimated Accruals (Document Type AR) for Pegasys Credit Card Charges

These steps assume that a Credit Card Log (document type CL) or Credit Card Training Log (CT) transaction has been processed. For help with processing CL/CT transactions and other Pegasys Credit Card processes, refer to <http://finhrapps.gsa.gov/howto-quick-reference-pegasys.aspx>.

1. In Pegasys, select **Transactions** > **Purchasing** > **New** > **Estimated Accrual**.
2. Choose Doc Type **AR**, and press the Tab button on the keyboard.
3. Click the **Generate** button to generate the AR document number.
4. Click the **Copy Forward** radio button in the Copy Document box. Click the **Next** button located in the upper-right corner of the screen.

The screenshot displays the PEGASYS web application interface. At the top, the GSA PEGASYS logo is visible. Below the logo is a navigation bar with tabs: Transactions, Queries, Reference, System Administration, and Utilities. The breadcrumb trail indicates the current path: Pegasys > Transactions > Purchasing > New > New Estimated Accrual. The form itself is titled 'New Estimated Accrual' and contains several input fields and buttons. The 'Document Type' field is set to 'AR', and the 'Self-Reversing Estimate' checkbox is checked. The 'Document Number Format Prefix' and 'Security Org' fields are empty. The 'Document Number' field contains the value 'AR201509030001', and the 'Generate' button is visible next to it. The 'Title' field is empty. The 'Copy Document' section has three radio buttons: 'None', 'Copy From', and 'Copy Forward', with 'Copy Forward' selected. The 'File' field is empty, and the 'Browse...' button is visible. At the bottom of the form, there is a link to 'Go to top of page'.

5. In the Copy Forward screen, enter CL/CT in the Document Type field, and press the tab key. Enter the CL/CT number in the Document Number field, and click the **Search** button.

6. Select the CL/CT that was returned by your search, and click the **Finish** button located in the upper-right of your screen.

Copy Forward

Search Criteria

Document Type:

From Accounting Period:

Document Number:

CT0058173

To Accounting Period:

Document Status:

From Date:

User ID:

To Date:

Title:

Vendor:

Search

Copy Lines

☒ Copy all lines
 ☐ Choose which lines to copy
 ☐ Copy no lines

Additional Criteria

Accounting Dimensions

Sort...

Summary

	Document Category	Document Type	Document Number	Document Date	Title	Document Status
<input type="radio"/>	IT	CT	CT0058173	09/03/2015	FEB 103ND PRE RETIREMENT SEMINAR	Held

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7. In the AR's Header tab (in the General box), there is an open checkbox titled **Automatic Reversal**. Be sure to check this box. Underneath the checkbox is a field titled **Reversal Accounting Period**. Enter **01/2016** (which indicates the first accounting period for FY 2016).

<a href="#">Verify</a> <a href="#">Save</a> <a href="#">Submit</a> <a href="#">Schedule</a> <a href="#">Refresh</a> <a href="#">Fund Currency</a> <a href="#">Add Shortcut</a> <a href="#">Attachments</a>			
<b>Header</b> <a href="#">Fixed Assets</a> <a href="#">Office Addresses</a> <a href="#">Header Accounting Lines</a> <a href="#">Itemized Lines</a> <a href="#">Approval Routing</a> <a href="#">Memos</a> <a href="#">Summary</a> <a href="#">Correspondence</a>			
<a href="#">Workflow Status</a> <a href="#">Approval History</a> <a href="#">References...</a>			
<a href="#">Expand All</a>   <a href="#">Collapse All</a>			
- General			
Document Type	AR	Self-Reversing Estimate	<a href="#">Receipt Date</a>
Status	NEW		<a href="#">Accounting Period</a>
Document Number	AR201509030001		<a href="#">Reporting Accounting Period</a>
Title	FEB 103ND PRE RETIREMENT SEMINAR		Batch Number
* Received By	na		<a href="#">Document Classification</a>
Invoice #			Security Org
<a href="#">Invoice Date</a>			Suppress Printing
<a href="#">Disbursing Office</a>			Fast Pay
Automatic Reversal	<input checked="" type="checkbox"/>		<a href="#">Accepted Date</a>
<a href="#">Reversal Accounting Period</a>	01/2016		<a href="#">Delivery Date</a>
Reverse After Period			<a href="#">Period of Performance</a>
			<a href="#">Start Date</a>
			<a href="#">End Date</a>

8. Click the **Verify** button to check for errors, followed by the **Submit** button to submit the AR.