

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 Prepayment batch job creates a payment to the bank. The batch job will pay the entire statement from each user's default accounting strip.
- Fields denoted with a red asterisk are mandatory for Pegasys processes, but may not include all fields required by GSA policy.
- For detailed information, please refer to the Reconcile Bank Statement Lines chapter of the Credit Card User Guide.

Un-Reconcile Defaulted Charges

1. Select **Transactions—Credit Card—Reconciliation** from the Pegasys menu bar.
2. Select desired Credit Card(s) from the **Credit Card** shuttle box.
3. Select **Defaulted** from the Status shuttle box.
4. Click **Search** to display the bank statement lines.
5. In the **Reconciliation Activity** section, select a line in **Defaulted** Status and click the **Retrieve** button.
6. In the **Reconciliation Activity** section, select the line and click the **Unreconcile** button.
7. The charges are now ready to be reconciled. The statement line status will change from **Defaulted** to **Available**.

Reconcile a Bank Statement Line to an Accounting Strip

1. Select **Transactions—Credit Card—Reconciliation** from the Pegasys menu bar.
2. Select desired Credit Card(s) from the **Credit Card** shuttle box.
3. Select **Available** from the **Status** shuttle box.
4. Click **Search** to display the bank statement lines.
5. In the **Statement Activity** section, select the line to reconcile to an Accounting Strip.
6. In the **Transaction/Accounting** section, click **Add** and select **Accounting Information**.

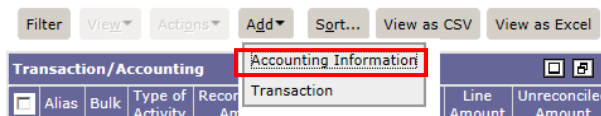


Figure 1: Add Accounting Information

7. A new line in the **Transaction/Accounting** section will be added with a Type of Activity of Accounting.
8. Enter an accounting template in the **Template** text box for that line. Then click the **Actions** button and choose **Default Accounting Template**.



Figure 2: Default Accounting Template Option

To search for an accounting template, click the **View** button and click **Details**. In the **Accounting Dimensions** group box, click the **Template** link and search for a template. Click the **x** in the top right corner to close the **Details** screen.

9. The system will default the amount of the charge or credit. To change this amount, enter

the amount to be reconciled in the **Reconciliation Amount** field.

10. To enter a vendor, click the **View** button and select **Details**. In the **Vendor** group box, enter a valid **Vendor Code** (required for all convenience checks and fees transactions and optional for all other transactions).
 - To search for a vendor use the following steps:
 - Click on the **Address Code** hyperlink to search for a **Vendor**.
 - Enter appropriate search criteria and click the **Search** button.
 - Click the **Select** button for the vendor you wish to add.

Note:

- Do not use Vendor Code **CCVEND** for convenience checks and fees transactions. **CCVEND** can be used for all other one-time credit card vendor transactions.
- If a vendor code is entered, the Pegasys Vendor name will be displayed in credit card reports.

11. 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).
- Enter vehicle tag number in the **Veh Tag#** field, if applicable.

12. To close the **Activity Details** screen, click the **X** in the top right hand corner.
13. With the line still selected in the **Transaction/Accounting** section, click the **Actions** button and choose **Reconcile**.
 - The status of the line in the **Statement Activity** section changes from **Available** to **Reconciled**.

Reconcile Multiple Bank Statement Lines to an Accounting Strip

1. Follow **Steps 1-4 of Reconcile a Bank Statement Line to an Accounting Strip**.
2. To reconcile multiple bank statement lines to an accounting strip, select multiple statement lines from the **Statement Activity** section.
3. Click the **Retrieve** button and select **Transactions**.
4. In the Transaction/Accounting section, click the **Add Accounting** button. One line will be added for the total amount of the lines selected in the **Statement Activity** section.
5. Follow Steps 8-12 of **Reconcile a Bank Statement Line to an Accounting Strip**.
 - *The status of the lines changes from Available to Reconciled.*

GSA Policy

- Allow unlimited changes to bank statement lines after reconciliation or after a transfer of funds to the indicated accounting strip.
- Amend 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.

Pegasys Resources

- **Functional Coordinator**
- **Service Representative**
- **Pegasys Web Site**
<http://pegasys.gsa.gov>
- **Pegasys User Guide**
- **Quick Reference Cards**
- **Financial Systems Service Desk**
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
an Accounting Strip
Quick Reference Card**