

EFT Payment Query

1. Select **Queries—Automated Disbursements—EFT Payment Query** from the Pegasys menu bar.
 - *The EFT Payment Query page will be displayed.*

Figure 1: EFT Payment Query

2. Enter the **Disbursing Office (LEASE)** and if known, enter the **Trace Number** or **Payment Date** fields.
 - *The Payment Date is the date the EFT payment was disbursed.*
3. Click **Search**.
4. Highlight the EFT payment record and click **Details**.
 - *The EFT Payment Query Summary page will be displayed.*
 - *Note: If Treasury provided information about an Offset, follow Step 5. If there is no Offset information to record, skip to Step 6.*

5. Record Treasury's Offset information in the **Offset Amount** section. Enter the **Offset Amount** and a description if desired in the **Offset Information** field. Click **Save**.
6. Click the **EFT Payment Query Details** tab.
7. Highlight the record to view the payment detail information.
8. Click **View Document** to view the payment document.
9. Click the **Close Window** link to close the document window.

Check Query

1. Select **Queries—Automated Disbursements—Check Query** from the Pegasys menu bar.

Figure 2: Check Query

2. Enter the **Disbursing Office (LEASE)** and if known, enter the **Check Number** or **Payment Date** fields.
 - *The Check Date is the date the check was disbursed.*
3. Click **Search**.

4. Highlight the check payment record and click **Details**.
 - *The Check Query page will be displayed.*
 - *Note: If Treasury provided information about an Offset, follow Step 5 in the EFT Payment Query Section. If there is no Offset information to record, skip to Steps 6-8 in the EFT Payments Query Section.*
5. Click the **Check Query** breadcrumb link to return to the previous screen

Schedule Query

1. Select **Queries—Automated Disbursements—Schedule Query** from the Pegasys menu bar.

Figure 3: Schedule Query

The Schedule Number has been expanded from 9 to 14 characters

2. Enter the **Fiscal Year** and **Disbursing Office (LEASE)**. Then select a **Schedule Action** of **Confirm** or **Reject** and enter the **Schedule Number** or **Submission Date** if it is known. Select **Posted** from the **Posted by Treasury** drop-down list box.
3. Click **Search**.
 - *The query results will populate in the bottom portion of the page.*
4. Highlight the schedule record and click **Details**.
 - *The **Schedule Query Detail** page will be displayed.*
5. Click the **Details** tab.
 - *The **Details** page will be displayed.*
6. Highlight the vendor record and click the **Schedule Detail** link.
7. Click the **Sublines** link to view the payment documents.
 - *The **Sublines** page will be displayed.*
8. Highlight the payment record and click the **Details** link to view payment detail information.
9. Click **View Document** to view the payment document.

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
1-866-450-6588



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Pegasys 7.1.2: Review an EFT Payment, Check, or Schedule Query Quick Reference Card