EFT Payment Query

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

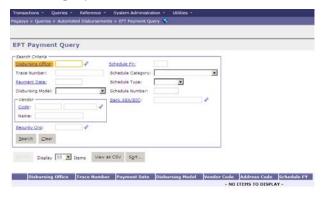


Figure 1:EFT Payment Query

- 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 Step5. 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

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 Step5 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

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

Schedule Query	
Search Criteria	
<u>FY</u> :	
Schedule Category:	▼
Schedule Type:	▼
Disbursing Model:	▼
Schedule Number:	
Agency Location Code:	a
Manual Schedule:	•
Disbursing Office:	4
Schedule Action:	▼
Confirmed/Rejected Date:	
Pre-printed Number:	
Submission Date:	
Posted by Treasury/FRB:	V
<u>S</u> earch <u>C</u> lear	

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.
- 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



General
Services
Administration

The Integrated Financial Management System



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