

EFT Payment Query

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

EFT Payment Query

Search Criteria

Disbursing Office: [] Schedule FY: []

Trace Number: [] Schedule Category: []

Payment Date: [] Schedule Type: []

Disbursing Model: [] Schedule Number: []

Vendor Code: [] Bank ABA/BIC: []

Vendor Name: []

Security: []

Search Clear

Display 10 Items View as CSV Spt...

Disbursing Office	Trace Number	Payment Date	Disbursing Model	Vendor Code	Address Code	Schedule FY
- NO ITEMS TO DISPLAY -						

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**.
 - *The query results will populate in the bottom portion of the page.*
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.
 - *The EFT Payment Detail page will be displayed.*
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.
 - *The Check Query page will be displayed.*

Check Query

Search Criteria

Disbursing Office: [] Schedule FY: []

Check Symbol: [] Schedule Category: []

Check/Trace Number: [] Schedule Type: []

Payment Date: [] Schedule Number: []

Check FY: [] Bank ABA/BIC: []

Vendor Code: []

Search Clear

Display 10 Items View as CSV Spt...

Disbursing Office	Check Symbol	Check/Trace Number	Payment Date	Check FY	Vendor Code	Address Code	Schedule FY	Schedule Category
- NO ITEMS TO DISPLAY -								

2. Enter the **Disbursing Office (LEASE)** and if known, enter the **Check Number** or **Payment Date** fields.

3. Click **Search**.
 - *The query results will populate in the bottom portion of the page.*
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

1. Select **Queries—Automated Disbursements—Schedule Query** from the Pegasys menu bar.
 - *The Schedule Query window will be displayed.*

Transactions > Queries > Reference > System Administration > Utilities > Pegasys > Queries > Automated Disbursements > Schedule Query

Schedule Query

Search Criteria

FY: 2011

Schedule Category: [v]

Schedule Type: [v]

Disbursing Model: [v]

Schedule Number: [v]

Manual Schedule: Yes [v]

Disbursing Office: [v] [v]

Schedule Action: [v]

Confirmed/Selected Date: [v]

Pre-printed Number: [v]

Submission Date: [v]

Posted by Treasury/FRB: [v]

Search Clear

New Details Update Display 10 items View as CSV Sgtr...

Sch FY	Schedule Category	Schedule Type	Disbursing Model	Schedule Number	Manual Schedule	Disbursing Office	Schedule Action
- NO ITEMS TO DISPLAY -							

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