Travel Relocation

Pegasys 6.5.0 User Guide

General Services Administration

Contract # GS-35F-4797H

Order # GS00V09PDC0220

Pegasys 6.5 Upgrade

Final

April 14, 2011

Table of Contents

Revision Log

Date	Version	Description	Author	Reviewer	Review Date
2/2011	Draft/Version .1	Original Draft	Danielle Becker	Tegan Dinardo	1/31/2011
4/2011	Final Version 1.0	Final – No comments received on the Draft		Jennifer Ritchey	4/14/2011

Travel Relocation
April 14, 2011
Final Version 1.0

Revision Log
Privileged and Confidential/©Copyright 2011, CGI Federal
iii

1   Introduction

- This user guide provides step-by-step instructions for entering obligations, travel advances, invoices, and payments. Other topics include recording manual schedules, canceling disbursements, and reviewing reports.

- There are several Pegasys resources available on the Pegasys website http://support.pegasys.gsa.gov. Other resources include the Purchasing User's Guide, the Automated Disbursements User Guide, and online help.

Creating Solutions for Government Innovation | ISO 9001:2000 Certified

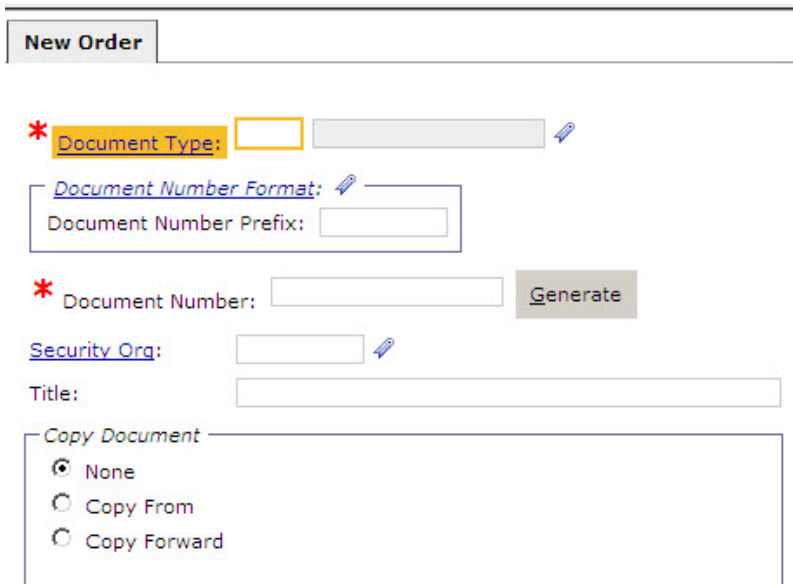# 2   Travel Relocation Transactions

After an employee submits the necessary paperwork for their travel relocation needs, it is necessary to record the obligation in Pegasys. A specific document type and vendor must be used. If the employee requires a travel advance, this must be recorded in Pegasys as well. This is accomplished by processing a payment document with a Prepayment Line Type. When the employee sends in vouchers, it will be necessary to record invoices and payments for these transactions. It is possible to apply the whole travel advance or portions of the advance toward these payments so that the correct amount is disbursed to the employee. Invoices and payments will also be recorded for third-party vendors.

Instructions for recording all of these transactions are included in this guide.

2.1   How Do I Record A Travel Relocation Obligation?

Notes

1.   Select **Transactions—Purchasing—New—Order** from the menu bar.

New Order

* Document Type:

Document Number Format:
Document Number Prefix:

* Document Number: Generate

Security Org:

Title:

Copy Document
  ⊙ None
  ○ Copy From
  ○ Copy Forward

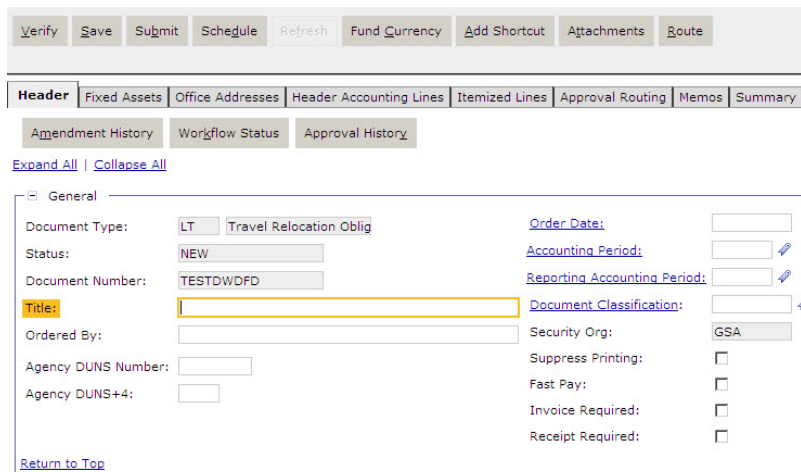**Note:** *The New Order tab will be displayed.*

2.   Enter **LT** in the **Document Type** textbox. Press the **[Tab]** key once **–** **Travel Relocation Obligation** will automatically appear in the **Document Type Name** textbox. Enter a number in the in the **Document Number** field.

3.   Click the **Finish** button.

   Note: *The **Header** page of the **LT– Travel Relocation Obligation***

form will be displayed.

4. Enter the **Authorization Number** in the **Title** Field.

5. Enter your name in the **Ordered By** field.

 Note:
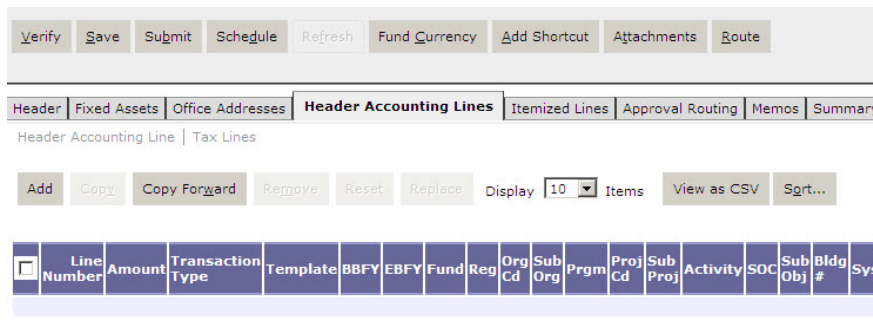
 ▪ *Order Date, Acctg Period, and Reporting Acctg Period fields will default to the current date and period when the form is Verified or Processed.*

6. In the Vendor **Code** field, enter the miscellaneous vendor, **RELO**. Press the **[Tab]** key to automatically populate the **Address Code** and **Name** fields.

 Note: *It is necessary to use this specific miscellaneous vendor in Pegasys so that payments to multiple vendors (i.e., the employee and third-party vendors) may be made at a later point.*

7. In the **Remit to Address** field, enter the **RELO** address code, **00001**.

8. In the **Designated Agent** field, enter the address code if applicable or click the **Default** button.

9. In the **Description** field, enter the name of the employee for whom this order is being created.

10. The **Extended Description** text field allows for 60,000 characters (whereas regular description fields hold 255 characters), but printing of the extended description field on forms or reports will be determined by the room available on the form or report.

11. Select the **Header Accounting Lines** tab.
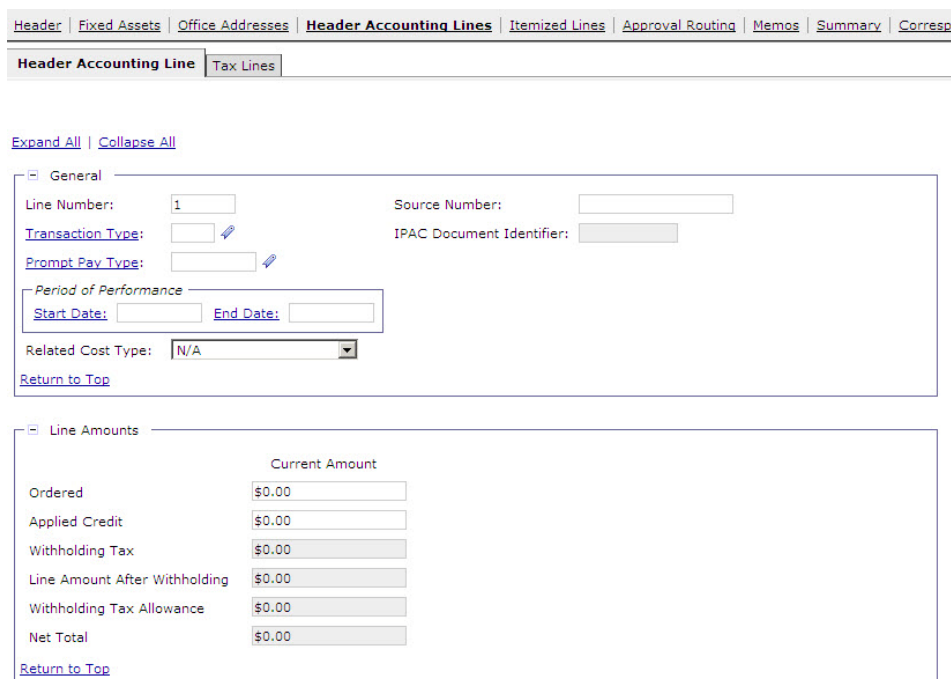
Notes

Note: *The **Transaction Type** will default to **01** when the form is Verified or Processed.*

Click the **Add** button.

12. The **Header Accounting Line** page displays.

13. In the **Line Amounts** group box, enter the desired dollar amount in the **Ordered** field.

14. In the **Accounting Dimensions** group box, click the Favorites icon in the **Template** field. Either click on a preexisting favorite or click the Search link.

15. If searching for a template, enter search criteria and select the appropriate accounting template and click the **Select** button.

16. Click the **Default** button. The appropriate fields will be populated

Notes

and additional fields may be required. Enter as needed.

17. To enter tax lines, click the Tax Lines tab. Click the **Add** button to add a new line. Select the new line and click the **Tax Lines** link.

18. Enter a **Withholding Type** and a **Tax Line** amount.

19. In the Accounting Dimensions group box, click the **Default** button to default the Withholding Type accounting strip.

20. Click the **Header Accounting Lines** link.

21. Add additional lines as appropriate by repeating Steps 11-19.

22. To a view a summary of the header accounting lines, click the **Summary** tab. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

    To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To remove a line or multiple lines, select the line (s) and click the **Delete** button.

23. Click the **Verify** button. Any errors will be displayed. Correct the errors.

24. Click the **Submit** button. **Pegasys** will display the message, "Form was submitted for processing successfully."

2.2   How Do I Deobligate Or Increase the Amount(S) On a Travel Relocation Obligation?

Notes

1. Select **Transactions—Purchasing—Amend—Order** from the menu bar.

Notes

Note: *The New Amendment page will be displayed.*

2.   Enter **LT** in the **Document Type** textbox. Press the **[Tab]** key once **– Travel Relocation Obligation** will automatically appear in the **Document Type Name** textbox.

3.   Enter the **Document Number** of the LT document in the   . **Document Number** textbox.

  Note: *If you do not know your document number, then you may click the Document link to search for it.*

4.   Enter the **amendment number** in the **Amendment Number** textbox.

5.   Click the **OK** button.

Note: *The Header page of the LT– Travel Relocation Obligation form will be displayed.*

Notes

6. Scroll down to the **Amendment Information** section. Enter the
    Date and amendment **Justification**.

    Note: *You may click the **Date** hyperlink to bring up a calendar
    from which you may select the date, or you may type the date
    (including "/") into the textbox.*

7. Select the **Header Accounting Lines** tab.

8. Select the line to deobligate or increase the amount, and
    then click the **Header Accounting Line** link.

9. The **Header Accounting Line** page displays.

10. In the **Line Amounts** section, enter one of the following:

    ▪ The **change amount** of the line in the **Change Amount** textbox;
    or
    ▪ The new **total amount** of the line in the **Current Amount**

Notes

> textbox; and then
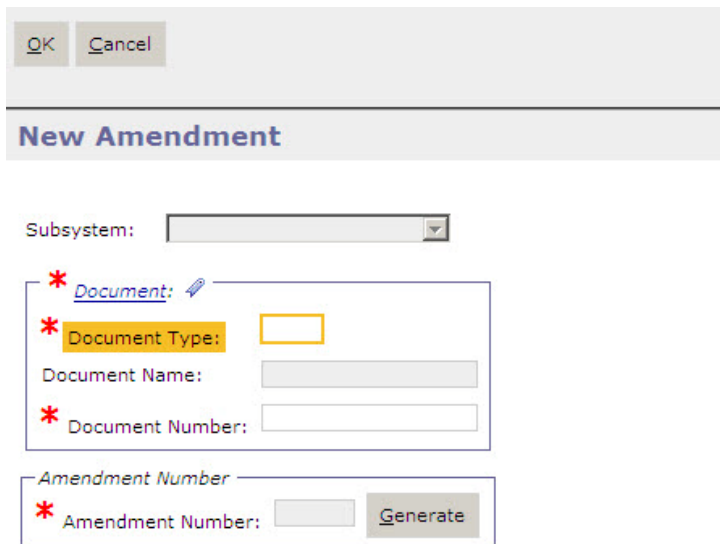> - Press the **[Tab]** key once to default the remaining **Amount** field.

11. Click the **Verify** button. Any errors will be displayed. Correct the errors.

12. Click the **Submit** button. **Pegasys** will display the message, "Form was submitted for processing successfully."
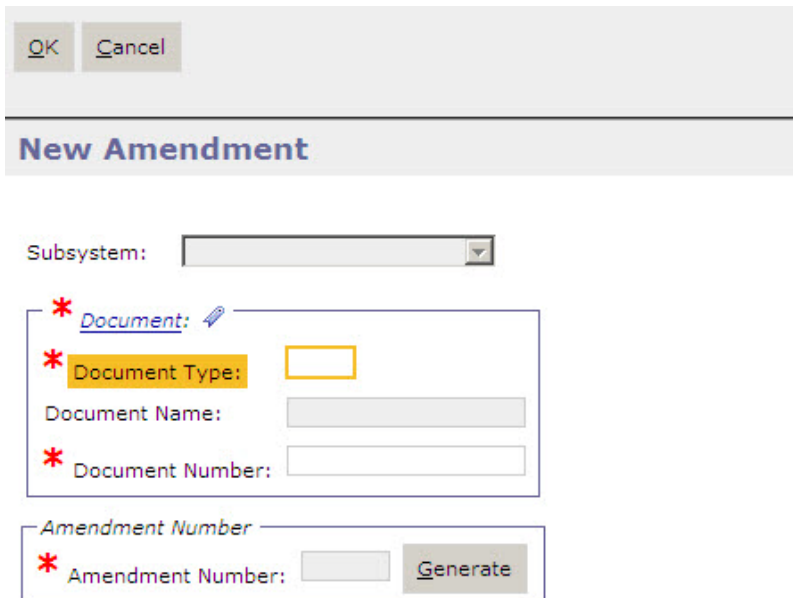
2.3 How Do I Process a Document Level Reorganization?

Please review the Document Level Reorganization User Guide, which provides step-by-step procedures for creating a document level reorganization and executing the reorganization reports.

2.4 How Do I Process a Novation On a Travel Relocation Obligation?

Notes

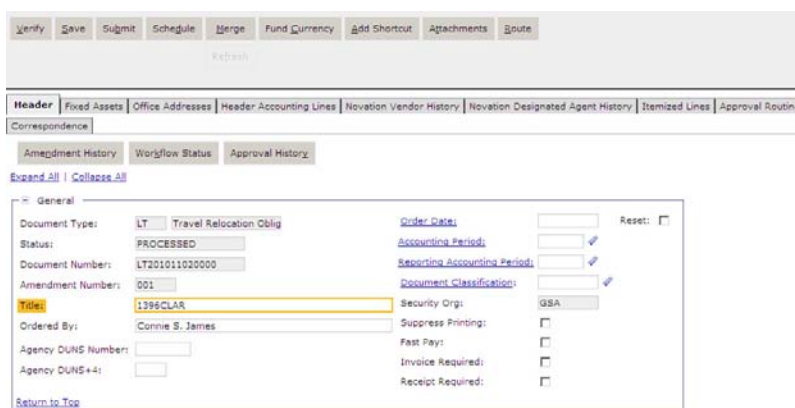1. Select **Transactions—Purchasing—Amend—Order** from the menu bar.

Note: *The New Amendment page will be displayed.*
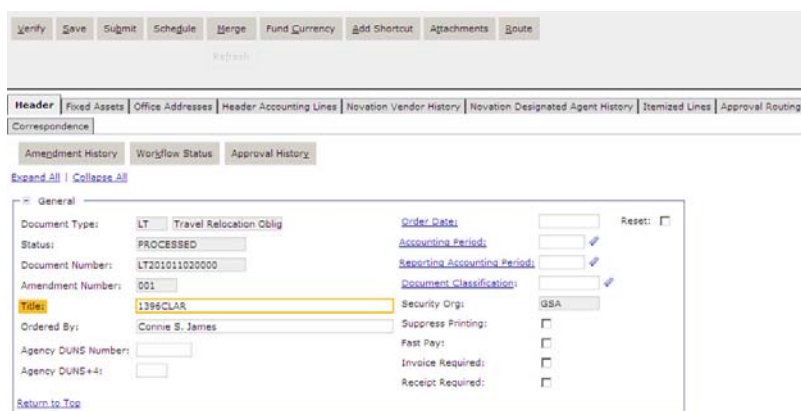
2. Enter **LT** in the **Document Type** textbox. Press the **[Tab]** key once – **Travel Relocation Obligation** will automatically appear in the **Document Type Name** textbox.

3. Enter the document number of the LT document in the **Document Number** textbox.

   Note: If you do not know your document number, then you may

Notes

click the **Document** link, search for the document number, and
click **Select**.

4.   Enter the amendment number in the Amendment Number textbox.

5.   Click the **OK** button.

>   **Note:** *The **Header** page of the **LT– Travel Relocation Obligation**
>   form will be displayed.*

6.   Scroll down to the **Amendment Information** section. Enter the
     Date and amendment **Justification**.

>   **Note:** *You may click the **Date** hyperlink to bring up a calendar
>   from which you may select the date, or you may type the date
>   (including "/") into the textbox.*

7.   Scroll down to the **Novate Vendor** group box. Enter the date in the
     Novation Date field.

>   **Note:** *You may click the **Novation Date** hyperlink to bring up a
>   calendar from which you may select the date, or you may type the
>   date (including "/") into the textbox.*

8.   In the **Remit To Vendor Address** group box, enter the vendor's
     Remit To Address in the **Address Code** field.

>   **Note:** *You may click the **Remit To Address** hyperlink to search for
>   the appropriate remit to address, or you may type the remit to
>   address in the textbox.*

9.   In the **Vendor** group box, enter the vendor's **code** and **address
     code**.

>   **Note:** *To search for a vendor, click the **Code** hyperlink. The
>   **Search – Vendor** page will be displayed. Enter the appropriate
>   search criteria and click the **Search** button. From the search
>   results, select the vendor record you wish to add to the form.*

10. Click the **Verify** button. Any errors will be displayed. Correct the

Notes
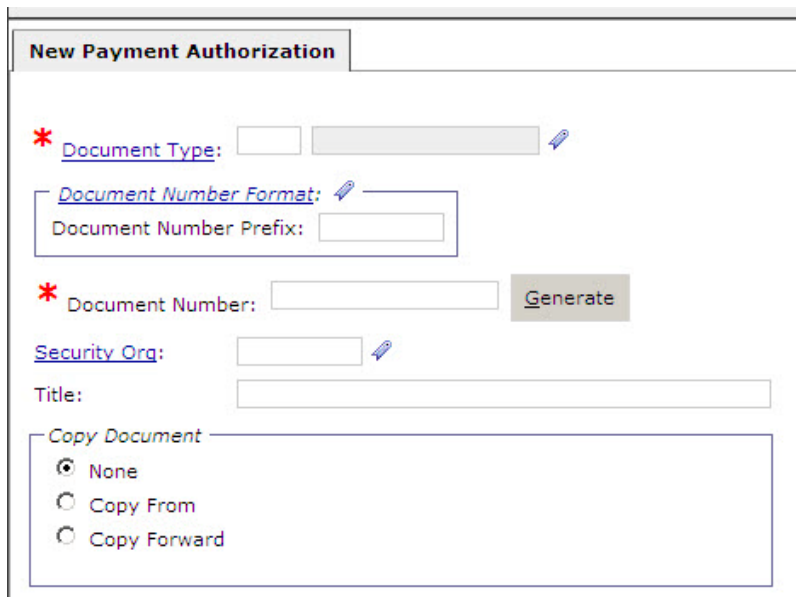
errors.

11. Click the **Submit** button. **Pegasys** will display the message, "Form was submitted for processing successfully."

2.5   How Do I Record a Travel Advance To an Employee?

Notes

1. Select **Transactions—Accounts Payable—New—Payment Authorization** from the menu bar.

Note: *The New Payment Authorization tab will be displayed.*

2. Enter **P3** in the **Document Type** textbox. Press the **[Tab]** key once – **Travel Relocation** will automatically appear in the **Document Type Name** textbox. Enter a number the **Document Number** field.

3. Click the **Copy Document – Copy Forward** radio button. Click the **Next** button.

    Note: *The Copy Forward tab will be displayed.*

4. Enter **LT** in the **Document Type** field. Enter the **LT– Travel Relocation Obligation** number that is to be referenced in the **Document Number** field. Click **Search** and then select the appropriate document.

    The user may click the Choose which lines to copy radio button and copy forward selected lines of the document.
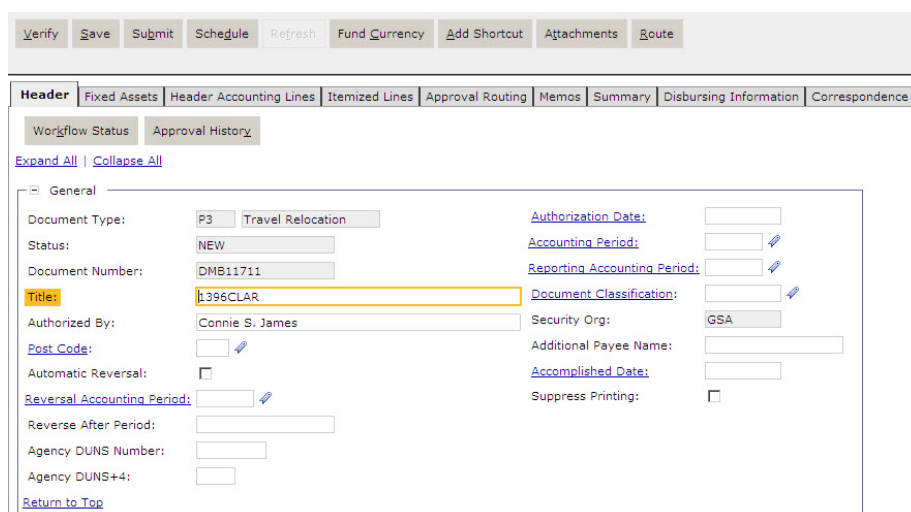
    ▪ *Click the Next button.*
    ▪ *Note: The Choose Accounting Lines tab will be displayed.*

Notes

- *Click to add a checkmark next to the lines that you want copied forward, then click **Next**.*
- *Note: The **Choose Itemized Lines** tab will be displayed.*
- *If Itemized lines have been created, click to add a checkmark next to the lines that you want copied forward.*

5.   Click the **Finish** button.
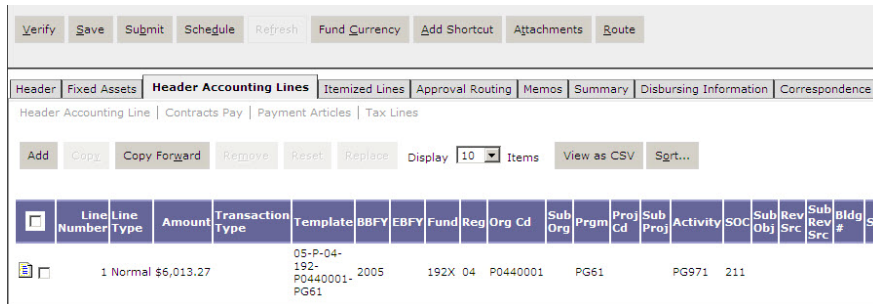
Note: *The **Header** page of the **P3– Travel Relocation** form will be displayed. Information entered on the **LT** will be displayed on the **P3**, including the employee's name under the **Description** button.*

Verify	Save	Submit	Schedule	Refresh	Fund Currency	Add Shortcut	Attachments	Route

Header | Fixed Assets | Header Accounting Lines | Itemized Lines | Approval Routing | Memos | Summary | Disbursing Information | Correspondence

Workflow Status | Approval History

Expand All | Collapse All

⊟ General

Document Type:	P3 Travel Relocation	Authorization Date:
Status:	NEW	Accounting Period:
Document Number:	DMB11711	Reporting Accounting Period:
Title:	t396CLAR	Document Classification:
Authorized By:	Connie S. James	Security Org: GSA
Post Code:		Additional Payee Name:
Automatic Reversal:	☐	Accomplished Date:
Reversal Accounting Period:		Suppress Printing: ☐
Reverse After Period:		
Agency DUNS Number:		
Agency DUNS+4:		
Return to Top		

6.   Enter your name in the **Authorized By** field, if applicable.

Note: *Authorization Date, Acctg Period, and Reporting Acctg Period fields will default to the current date and period when the form is Verified or Processed.*

7.   In the **Vendor Information** group box, delete the **RELO** vendor in the **Code** field and press the **[Tab]** key to delete the vendor **Address Code** and **Name**. Enter the vendor code for the employee who is receiving the advance in the **Code** field. Press the **[Tab]** key to automatically populate the **Address Code** and **Name** fields.

If the code is not known, click on the **Code** link and search for the vendor code. Or if Favorites are set up, click on the Favorites icon and select from the list.

8.   Select the **Header Accounting Lines** tab.

Travel Relocation Transactions
Privileged and Confidential/©Copyright 2011, CGI Federal
2-10

Travel Relocation
April 14, 2011
Final Version 1.0

Notes

9. Select the line for which you want to issue an advance and click the **Header Accounting Line** link. In the **Line Amounts** group box, if necessary, adjust the dollar amount displayed in the **Payment** field to reflect the amount of the advance.

10. Check the **Misc.** check box in the **Document Reference** group box for the accounting line referenced for the advance. Remove the referenced line number.

11. Remove the Sub Object Class value from the Accounting **Dimensions** group box.

    Note: *If several accounting lines are copied forward from the obligation and contain accounting line information not pertaining to the Travel Advance, be sure to delete them by following the instructions below.*

12. Select the **Header Accounting Lines** link. Select the accounting line that should be deleted. Click the **Remove** button.

13. To add approvers to the form, click the **Approval Routing** tab. The **Approval Routing** page will be displayed. Since the form's creator has not yet added approvers, none will be listed.

14. To add approvers one by one to the form, click the **Add User** button. The **User Search** page will be displayed.

    Note: *To add multiple approvers that are stored in a routing list, please view step 19.*

15. Enter the **User ID** or **Name** of the form's approver in the appropriate search fields, and click the **Search** button. If users do not know the specific **User ID** or **Name** of the approver, then they may use the asterisk ("*") as a wildcard in the search. The search results listing the form's approver will appear.

16. Highlight the appropriate **Principal ID** record for the approver of the form. Then click the **Select** button.

17. The selected user will be added to the approvers list on the **Approval Routing** tab. Repeat steps 15-17 to add additional approvers to the form.

Travel Relocation
April 14, 2011
Final Version 1.0

Travel Relocation Transactions
Privileged and Confidential/©Copyright 2011, CGI Federal
2-11

Notes

Note: *Users are required to add all approvers to a form, even if one of the approvers is the form's creator.*

18. To add multiple approvers to the form that are stored in a routing list, click the **Add Routing List** button. The **Routing List Search** page will be displayed.

19. Enter the **Routing List Code** or **Routing List Name** in the appropriate search fields, and click the **Search** button. If users do not know the specific **Routing List Code** or **Routing List Name**, then they may use the asterisk ("*") as a wildcard in the search. The search results will appear.

20. Highlight the appropriate **Routing List** record. Then click the **Select** button.

21. The users saved in the routing list will be added to the approvers list on the **Approval Routing** tab. Repeat steps 19-21 to add additional routing lists to the form.

    Note: *Users may add multiple users and/or routing lists to the Approvers list on a form. In addition, users will be required to add all approvers to a form, even if one of the approvers is the form's creator and submitter.*

22. To a view a summary of the header accounting lines, click the **Summary** tab. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

    To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To remove a line or multiple lines, select the line (s) and click the **Delete** button.

23. Click the **Verify** button. Any errors will be displayed. Correct any errors that are returned.

24. Click the **Save** button.

25. **Pegasys** will display the message, "Form was saved successfully".

26. Click the **Submit** button. **Pegasys** will display the message, "Form was submitted for processing successfully."

    Note: *The form will not process until all approvals have been placed on the form.*

2.6   How Do I Record Vouchers from the Employee and Invoices from Third-Party Vendors?

Notes

1. Select **Transactions—Purchasing—New—Invoice** from the menu

Notes

bar.

New Invoice

* Document Type: [ ]

Document Number Format:
Document Number Prefix: [ ]

* Document Number: [ ] Generate

Security Org: [ ]

Title: [ ]

Copy Document
◉ None
○ Copy From
○ Copy Forward

Note: *The New Invoice tab will be displayed.*

2. Enter **LV** in the **Document Type** textbox. Press the **[Tab]** key once – **Travel Relocation Voucher/Invoice** will automatically appear in the **Document Type Name** textbox. Enter a document number in the **Document Number** field.

3. Click the **Copy Document – Copy Forward** radio button. Click the **Next** button.

   Note: *The Copy Forward tab will be displayed.*

4. Enter **LT** in the **Document Type** field. Enter the **LT– Travel Relocation Obligation** number that is to be referenced in the **Document Number** field. Click **Search** and then select the appropriate document.

   The user may click the Choose which lines to copy radio button and copy forward selected lines of the document.

   ▪ *Click the Next button.*
   ▪ *Note: The Choose Accounting Lines tab will be displayed.*
   ▪ *Click to add a checkmark next to the lines that you want copied forward, then click Next.*
   ▪ *Note: The Choose Itemized Lines tab will be displayed.*
   ▪ *If Itemized lines have been created, click to add a checkmark next to the lines that you want copied forward.*

5. Click the **Finish** button.

   Note: *The Header page of the LV– Travel Relocation*

Travel Relocation
April 14, 2011
Final Version 1.0

Travel Relocation Transactions
Privileged and Confidential/©Copyright 2011, CGI Federal
2-13

Notes

Voucher/Invoice form will be displayed. Information entered
on the *LT* will be displayed on the *LV*.

6. In the **Invoice #** field, for the employee, enter the Julian date
    followed by the type of relocation payment (*e.g.,* 2105HHTRIP,
    21121ST30TQ, 2119SELLHOME, 2126PCSEXPENSES); for the
    third-party vendor, enter the vendor's invoice number.

7. Enter the **Invoice Date** (date of employee voucher or Vendor's
    invoice is entered into Pegasys), **Vendor's Invoice Date** (date the
    employee signed the voucher or date on the Vendor's invoice), and
    Log Date (date stamp on the employee voucher or Vendor's
    invoice) with the appropriate dates.

    Note: *If dates are not entered, the system will default to current
    date when the form is Verified or Processed.*

8. In the **Vendor Information** group box, delete the **RELO** vendor in
    the **Code** field and press the **[Tab]** key to delete the vendor
    Address Code and **Name**. Enter the vendor code for the employee
    or third-party vendor who is receiving the payment in the **Code**
    field. Press the **[Tab]** key to populate the **Address Code** and **Name**
    fields.

    If the code is not known, click on the **Code** link and search for the
    vendor code. Or if Favorites are set up, click on the Favorites icon
    and select from the list.

9. In the **Designated Agent** group box, if applicable, click the **Default**
    button or enter in the Designated Agent Code.

10. Select the **Header Accounting Lines** tab.

Notes

11. Select the line for which you want to record the employee voucher or the Vendor's invoice and click the **Header Accounting Line** link. In the **Line Amounts** group box, if necessary, adjust the dollar amount in the **Invoiced** field to reflect the amount claimed on the employee voucher or the Vendor's invoice.

    Note: *If several accounting lines are copied forward from the obligation and contain accounting information not pertaining to the Voucher, be sure to delete them.*

12. If applicable, enter the applied pre-payment amount for the employee in the **Description** field.

13. The **Extended Description** text field allows for 60,000 characters (whereas regular description fields hold 255 characters), but printing of the extended description field on forms or reports will be determined by the room available on the form or report.

14. Select the **Header Accounting Lines** link. Select the accounting line that should be deleted. Click the **Remove** button.

    Note: *Repeat this step as necessary to remove the appropriate accounting lines.*

15. To a view a summary of the header accounting lines, click the **Summary** tab. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

    To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To remove a line or multiple lines, select the line (s) and click the **Delete** button.

Travel Relocation
April 14, 2011
Final Version 1.0

Travel Relocation Transactions
Privileged and Confidential/©Copyright 2011, CGI Federal
2-15

16. Click the **Verify** button. Any errors will be displayed. Correct any errors that are returned.

17. Click the **Submit** button. **Pegasys** will display the message, "Form was submitted for processing successfully."
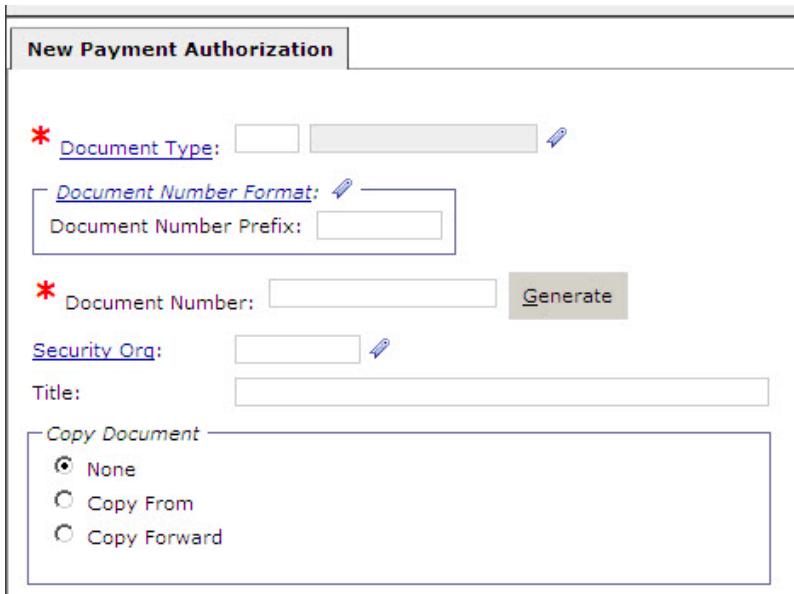
2.7 How Do I Create a Payment To the Employee and to a Third-Party Vendor?

The following instructions describe how to create a travel relocation payment.

Note: *If the applied prepayment amount is for the full amount of the voucher, follow the same procedures. The payment will net to $0 and will correctly <u>not</u> appear on the **Undisbursed Payments** query for disbursement, but rather the **Zero Payments** query.*

1. Select **Transactions—Accounts Payable—New—Payment Authorization** from the menu bar.

Note: The New Payment Authorization dialog box will be displayed.

2. Enter **P3** in the **Document Type** textbox. Press the **[Tab]** key once – **Travel Relocation** will automatically appear in the **Document Type Name** textbox. Click the **Generate** button. A unique document number will be automatically generated in the **Document Number** field.

3. Click the **Copy Document – Copy Forward** radio button. Click the **Next** button.

Note: The Copy Forward tab will be displayed

Travel Relocation Transactions
Privileged and Confidential/©Copyright 2011, CGI Federal
2-16

Travel Relocation
April 14, 2011
Final Version 1.0

Notes

4. Enter **LT** in the **Document Type** field. Enter the **LT – Travel Relocation Obligation** number that is to be referenced in the **Document Number** field. Click **Search** and then select the appropriate document.

    *The user may click the **Choose which lines to copy** radio button and copy forward selected lines of the document.*

    ▪ *Click the **Next** button.*
    ▪ *Note: The **Choose Accounting Lines** tab will be displayed.*
    ▪ *Click to add a checkmark next to the lines that you want copied forward, then click **Next**.*
    ▪ *Note: The **Choose Itemized Lines** tab will be displayed.*
    ▪ *If Itemized lines have been created, click to add a checkmark next to the lines you want copied forward.*

5. Click the **Finish** button.

    Note: *The **Header** page of the **P3– Travel Relocation** form will be displayed. Information entered on the **LT** will be displayed on the **P3**.*

Header	Fixed Assets	Header Accounting Lines	Itemized Lines	Approval Routing	Memos	Summary	Disbursing Information

Workflow Status   Approval History

Expand All | Collapse All

⊟ General

Document Type:	P3	Travel Relocation	Authorization Date:	
Status:	NEW		Accounting Period:	
Document Number:	P3DMB119		Reporting Accounting Period:	
Title:	1396CLAR		Document Classification:	
Authorized By:	Connie S. James		Security Org:	GSA
Post Code:			Additional Payee Name:	
Automatic Reversal:	☐		Accomplished Date:	
Reversal Accounting Period:			Suppress Printing:	☐
Reverse After Period:				
Agency DUNS Number:				
Agency DUNS+4:				

Return to Top

6. Enter your name in the **Authorized By** field, if applicable.

    Note: *Authorization Date, Acctg Period, and Reporting Acctg Period fields will default to the current date and period when the form is Verified or Processed.*

7. In the **Vendor Information** group box, delete the **RELO** vendor in the **Code** field and press the **[Tab]** key to delete the vendor **Address Code** and **Name**. Enter the vendor code for the employee or third-party vendor who is receiving the payment in the **Code** field. Press the **[Tab]** key to populate the **Address Code** and name

Travel Relocation
April 14, 2011
Final Version 1.0

Travel Relocation Transactions
Privileged and Confidential/©Copyright 2011, CGI Federal
2-17

Notes

of the employee or the third-party vendor in the **Name** field.

If the code is not known, click in the **Code** link and search for the vendor code. Or if Favorites are set up, click on the Favorites icon and select from the list.

8. If applicable, in the **Designated Agent** group box, click the **Default** button or enter in the Code.

9. Select the **Header Accounting Lines** tab.

10. Select the line for which you want to issue a payment and click the **Header Accounting Line** link. **Note:** *The Transaction Type will default to 01 when the form is Verified or Processed.*

   - The amount entered on the payment is the full amount of the employee voucher (**LV** document type). Do <u>not</u> subtract the amount that has been advanced to the employee.
   - If you wish to apply a portion of a prepayment issued to the employee, follow Steps 11–12. If not, skip to Step 13.

11. In the **Line Amounts** group box, if necessary, adjust the dollar amount displayed in the **Payment** field to reflect the full total amount being paid to the employee or to the third-party vendor.

12. In the **Applied Prepayment Amount** field, enter the amount of the Prepayment that you wish to apply to this payment.

   Note: *Entering an amount in the **Applied Advance Amount** field will draw down the net amount actually being disbursed to the employee.*

13. In the Invoice Information group box, enter **LV** as the document type. In the **Number** field, enter the **LV** document number of the employee voucher or Vendor's invoice that was recorded for the employee or third-party vendor.

14. In the **Reference Prepayment/Holdback/Suspension** group box, enter the **Document Type** and **Document Number** of the Prepayment document (**P3**) that was issued to the employee. Enter the line number of the prepayment document that is referenced.

15. In the **Accounting** field, enter the line number of the employee voucher or Vendor's invoice that is referenced.

Notes

16. If the payment is for a third-party vendor, use the **Payment** group box. Enter the acceptance and delivery date in the **Acceptance Date** and **Delivery Date** field, respectively. Enter the date that would be used if a receipt were being created.

    Note: *If several accounting lines are copied forward from the obligation and contain accounting line information not pertaining to the Payment, be sure to delete them by following the instructions below.*

17. Select the **Header Accounting Lines** link. Select the accounting line that should be deleted. Click the **Remove** button.

18. To a view a summary of the header accounting lines, click the **Summary** tab. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

    To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To remove a line or multiple lines, select the line (s) and click the **Delete** button.

19. To add approvers to the form, click the **Approval Routing** tab. The **Approval Routing** page will be displayed. Since the form's creator has not yet added approvers, none will be listed.

20. To add approvers one by one to the form, click the **Add User** button. The **User Search** page will be displayed.

    Note: *To add multiple approvers that are stored in a routing list, please view step 21.*

21. Enter the **User ID** or **Name** of the form's approver in the appropriate search fields, and click the **Search** button. If users do not know the specific **User ID** or **Name** of the approver, then they may use the asterisk ("*") as a wildcard in the search. The search results listing the form's approver will appear.

22. Highlight the appropriate **Principal ID** record for the approver of the form. Then click the **Select** button.

23. The selected user will be added to the approvers list on the **Approval Routing** tab. Repeat steps 18-21 to add additional approvers to the form.

    Note: *Users are required to add all approvers to a form, even if one of the approvers is the form's creator.*

24. To add multiple approvers to the form that are stored in a routing list, click the **Add Routing List** button. The **Routing List Search** page will be displayed.

25. Enter the **Routing List Code** or **Routing List Name** in the

Travel Relocation
April 14, 2011
Final Version 1.0

Travel Relocation Transactions
Privileged and Confidential/©Copyright 2011, CGI Federal
2-19

Notes

appropriate search fields, and click the **Search** button. If users do not know the specific **Routing List Code** or **Routing List Name**, then they may use the asterisk ("*") as a wildcard in the search. The search results will appear.

26. Highlight the appropriate **Routing List** record. Then click the **Select** button.

27. The users saved in the routing list will be added to the approvers list on the **Approval Routing** tab. Repeat steps 23-25 to add additional routing lists to the form.

    Note: Users may add multiple users and/or routing lists to the Approvers list on a form. In addition, users will be required to add all approvers to a form, even if one of the approvers is the form's creator and submitter.

28. Click the **Verify** button. Any errors will be displayed. Correct any errors that are returned.

29. Click the **Save** button.

30. **Pegasys** will display the message, "Form was saved successfully".

31. Click the **Submit** button. **Pegasys** will display the message, "Form was submitted for processing successfully."

    Note: *The form will not process until all approvals have been placed on the form.*

2.8   How Do I Record a Payment Paid Via a Manual Schedule?

If an emergency payment is sent to Treasury via the Secure Payment System (SPS), it is necessary to record this immediately in Pegasys. To do so, follow the instructions below.
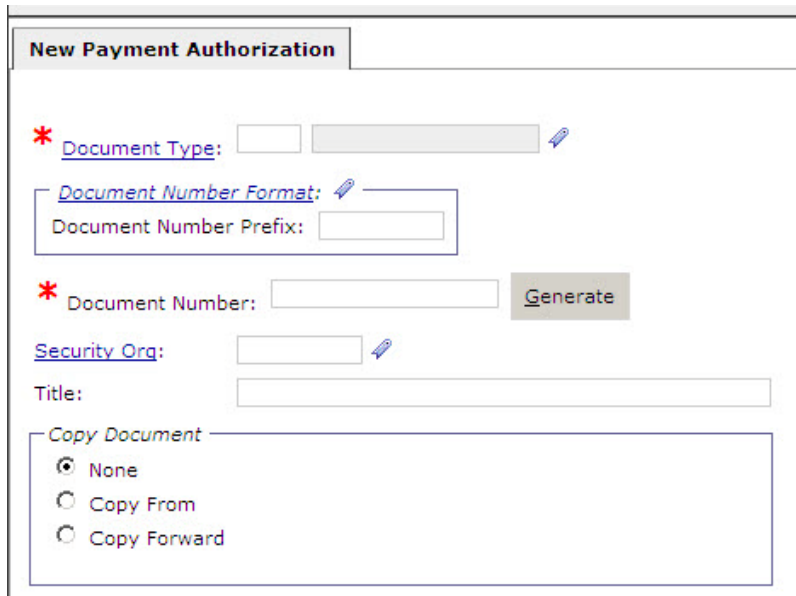
Note:

▪ The steps below apply to all payments made to the employee and to third-party vendors, regardless if there is a Prepayment or Applied Prepayment on the document.

▪ See the **Automated Disbursements User Guide** on the Pegasys Support website for more details about manual schedules.

Notes

1. Select **Transactions—Accounts Payable—New—Payment Authorization** from the menu bar.

Notes

New Payment Authorization

Document Type:

Document Number Format:
Document Number Prefix:

Document Number: [Generate]

Security Org:

Title:

Copy Document
○ None
○ Copy From
○ Copy Forward

Note: *The New Payment Authorization dialog box will be displayed.*

2.   Enter **P3** in the **Document Type** textbox. Press the **[Tab]** key once – **Travel Relocation** will automatically appear in the **Document Type Name** textbox. Click the **Generate** button. A unique document number will be automatically generated in the **Document Number** field.

3.   Click the **Copy Document—Copy Forward** radio button. Click the **Next** button.

   Note: *The Copy Forward tab will be displayed.*

4.   Enter **LT** in the **Document Type** field. Enter the **LT** document number that is to be referenced in the **Document Number** field. Click **Search** and then select the appropriate document.

   The user may click the **Choose which lines to copy** radio button and copy forward selected lines of the document.
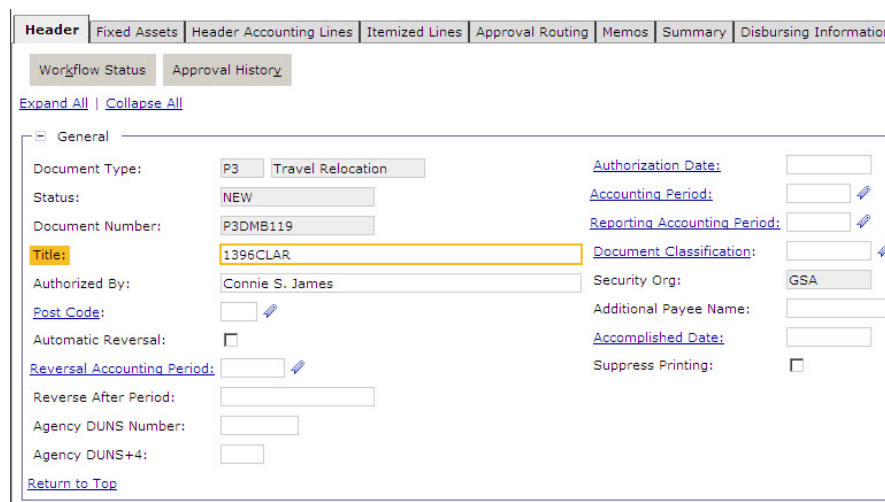
   ▪ Click the **Next** button.
   ▪ **Note:** *The Choose Accounting Lines tab will be displayed.*
   ▪ Click to add a checkmark next to lines that you want copied forward, then click **Next**.
   ▪ **Note:** *The Choose Itemized Lines tab will be displayed.*
   ▪ If Itemized lines have been created, click to add a checkmark next to the lines that you want copied forward.

5.   Click the **Finish** button.

   Note: *The **Header** page of the P3– Travel Relocation form*

Travel Relocation
April 14, 2011
Final Version 1.0

Travel Relocation Transactions
Privileged and Confidential/©Copyright 2011, CGI Federal
2-21

Notes

*will be displayed. Information entered on the **LT** will be
displayed on the **P3** form.*

6. Enter your name in the **Authorized By** field, if applicable.

    Note: *The **Authorization Date**, **Acctg Period**, and **Reporting
    Acctg Period** fields will default to the current date and period when
    the form is Verified or Processed.*

7. In the **Vendor Information** group box, delete the **RELO** vendor in
    the **Code** field and press the **[Tab]** key to delete the vendor
    Address Code and **Name**. Enter the vendor code for the employee
    who is receiving the advance in the **Code** field. Press the **[Tab]** key
    to automatically populate the **Address Code** and **Name** fields.

    If the code is not known, click on the **Code** link and search for the
    vendor code. Or if Favorites are set up, click on the Favorites icon
    and select from the list.

8. In the **Designated Agent** group box, click the **Default** button or
    enter the vendor information if applicable.

9. Select the **Header Accounting Lines** tab.

10. Select the line for which a payment was submitted to Treasury.
    Click the **Header Accounting Line** link.

Travel Relocation Transactions
Privileged and Confidential/©Copyright 2011, CGI Federal
2-22

Travel Relocation
April 14, 2011
Final Version 1.0

Notes

11. If appropriate in the **Line Type** field, use the drop-down list to select **Prepayment**, to record a prepayment.

12. If necessary, adjust the dollar amount displayed in the **Payment** field to reflect the amount that was paid via the Manual Schedule.

13. To apply a prepayment, enter the amount in the **Applied Advance Amount** field and enter the necessary document references.

14. Check the **Misc.** check box and remove the referenced line number in the **Reference Document** group box for the obligation referenced by the advance.

15. Select the **Header Accounting Lines** link. Select the accounting line that should be deleted. Click the **Remove** button.

16. To a view a summary of the header accounting lines, click the **Summary** tab. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

    To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To remove a line or multiple lines, select the line (s) and click the **Delete** button.

17. To add approvers to the form, click the **Approval Routing** tab. The **Approval Routing** page will be displayed. Since the form's creator has not yet added approvers, none will be listed.

18. To add approvers one by one to the form, click the **Add User** button. The **User Search** page will be displayed.

    Note: *To add multiple approvers that are stored in a routing list, please view step 21*

19. Enter the **User ID** or **Name** of the form's approver in the appropriate search fields, and click the **Search** button. If users do not know the specific **User ID** or **Name** of the approver, then they may use the asterisk ("*") as a wildcard in the search. The search results listing the form's approver will appear.

20. Highlight the appropriate **Principal ID** record for the approver of the form. Then click the **Select** button.

21. The selected user will be added to the approvers list on the **Approval Routing** tab. Repeat steps 18-20 to add additional approvers to the form.

    Note: *Users are required to add all approvers to a form, even if one of the approvers is the form's creator.*

22. To add multiple approvers to the form that are stored in a routing list, click the **Add Routing List** button. The **Routing List Search**

Travel Relocation
April 14, 2011
Final Version 1.0

Travel Relocation Transactions
Privileged and Confidential/©Copyright 2011, CGI Federal
2-23

Confidential and Proprietary Data. Use of the data contained herein is subject to CGI Federal restrictions
and applicable Federal Acquisition Data Rights Clauses
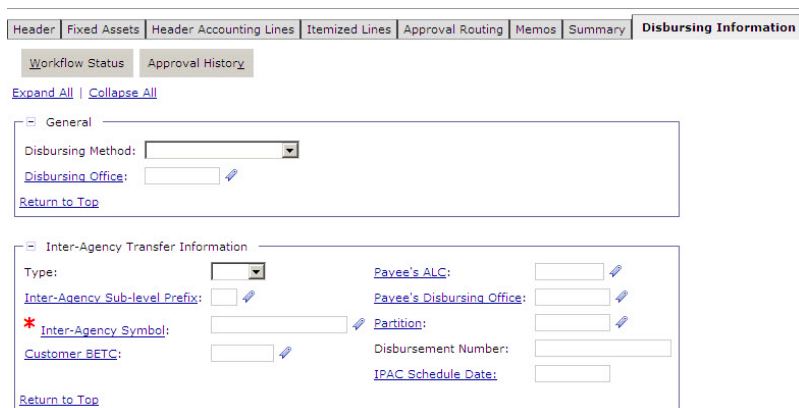
Notes

page will be displayed.

23. Enter the **Routing List Code** or **Routing List Name** in the appropriate search fields, and click the **Search** button. If users do not know the specific **Routing List Code** or **Routing List Name**, then they may use the asterisk ("*") as a wildcard in the search. The search results will appear.

24. Highlight the appropriate **Routing List** record. Then click the **Select** button.

25. The users saved in the routing list will be added to the approvers list on the **Approval Routing** tab. Repeat steps 22-24 to add additional routing lists to the form.

 Note: *Users may add multiple users and/or routing lists to*

 the Approvers list on a form. In addition, users will be

 required to add all approvers to a form, even if one of the

 approvers is the form's creator and submitter.

26. Select the **Disbursing Information** tab.

Normally, the information on the **Disbursing Information** page will default. For purposes of entering a manual schedule, it is necessary to enter the following fields:

- **Disbursing Method**—Select the **Check/EFT** disbursing method from the drop-down list.
- **Disbursing Office**—Enter **KC6**.
- **Disbursing Model**—Select **Treasury Disbursing** from the drop-down list.
- **Payment Type**—Enter the appropriate payment type: **EFT** or **CHECK**.

Travel Relocation Transactions
Privileged and Confidential/©Copyright 2011, CGI Federal
2-24

Travel Relocation
April 14, 2011
Final Version 1.0

Notes

- **Manual**—Check this box to indicate that the schedule was transmitted manually.
- **Fiscal Year**—Enter the current fiscal year.
- **Type**—Enter the appropriate type from the drop-down list.
- **Number**—Enter the Manual Schedule Number.
- **Sequence Number**—Enter the sequence number "1". For subsequent payments referencing the same manual schedule number, simply use the next available sequence number.

Note:

- Manual Schedule numbers are provided by Operations. The format of the number is as follows: GSR*NY###.
- Where GS = constants, R= region, * = Wires: W, Special check: C, EFT: E, N = sequential number, Y = last digit of Fiscal Year, and ### = Julian date.

The appropriate payment types are EFT or CHECK. a

27. Click the **Verify** button. Any errors will be displayed. Correct any errors that are returned.

28. Click the **Save** button and then click **OK**.

29. **Pegasys** will display the message, "Form was saved successfully".

30. Click the **Submit** button. **Pegasys** will display the message, "Form was submitted for processing successfully."

   Note: *The form will not process until all approvals have been placed on the form.*

2.9   How Do I Record Claims, Transfers, and Refunds?

It may be necessary to record a claim against an employee, transfer funds, or record an employee's refunded travel money. These situations are addressed by the following instructions.
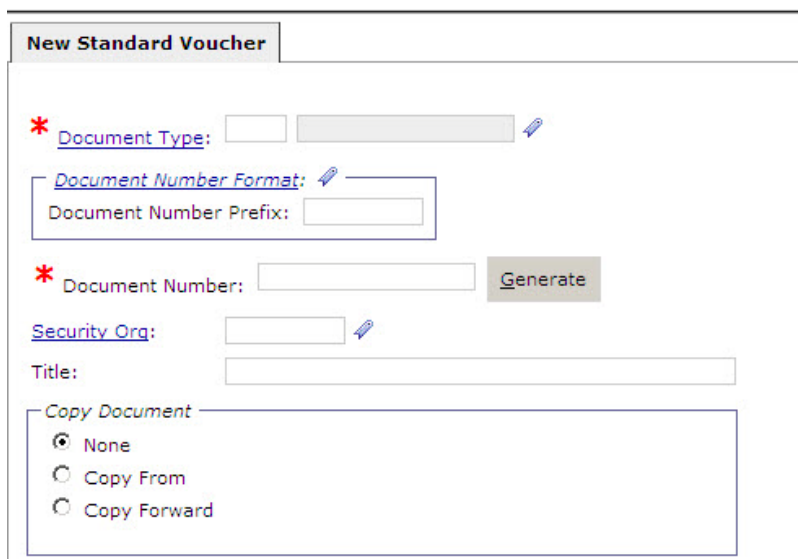
2.9.1   How Do I Set Up a Payroll Claim If an Employee Was Over- Advanced?

Simultaneously, a claim form is sent to payroll and a **LA** document type transaction is processed in Pegasys. The transaction will clear the "advance' general ledger and transfer to the "claim" general ledger. Follow the instructions below to create a **LA** document in Pegasys.

Notes

1. Select **Transactions—General System—New—Standard Voucher** from the menu bar.

Travel Relocation
April 14, 2011
Final Version 1.0

Travel Relocation Transactions
Privileged and Confidential/©Copyright 2011, CGI Federal
2-25

Notes

New Standard Voucher

* Document Type:

Document Number Format:
Document Number Prefix:

* Document Number: Generate

Security Org:

Title:

Copy Document
- ● None
- ○ Copy From
- ○ Copy Forward

Note: *The New Standard Voucher dialog box will be displayed*
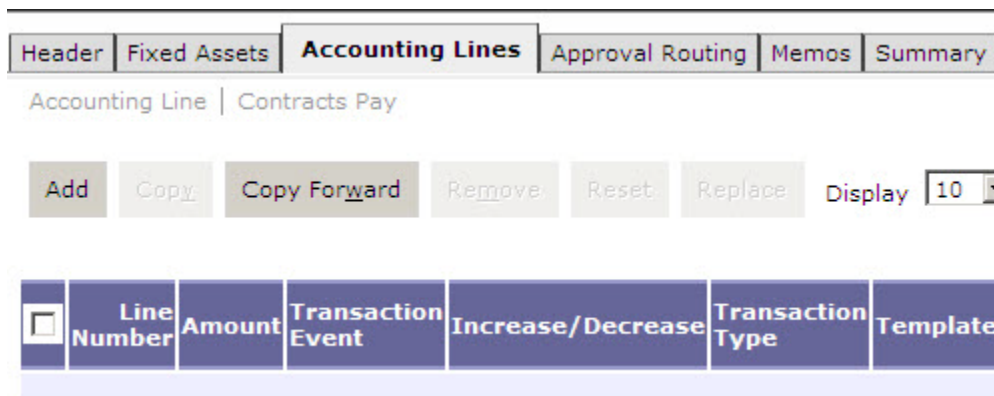
2. Enter **LA** in the **Document Type** textbox. Press the **[Tab]** key once – **Travel Relocation Interfund/Employee Claim** will automatically appear in the **Document Type Name** textbox. Click the **Generate** button. Enter a document number in the **Document Number** field.

3. Click the **Finish** button.

Note: *The **Header** page of the **LA– Travel Relocation Interfund/Employee Claim** form will be displayed.*

4. Enter the **Authorization Number** in the Title field.

Note: Document Date, Acctg Period, and Reporting Acctg Period fields will default to the current date and period when the form is **Verified**.

5. Select the **Accounting Lines** tab and click **Add**.

| Header | Fixed Assets | **Accounting Lines** | Approval Routing | Memos | Summary |

Accounting Line | Contracts Pay

| Add | Copy | Copy Forward | Remove | Reset | Replace | Display | 10 |

☐	Line Number	Amount	Transaction Event	Increase/Decrease	Transaction Type	Template

Travel Relocation Transactions
Privileged and Confidential/©Copyright 2011, CGI Federal
2-26

Travel Relocation
April 14, 2011
Final Version 1.0

Notes

6. Enter **11** in the **Transaction Type** field.

7. Select **Expenditure** from the **Trans Event** drop-down menu.

8. Select **Increase** from the **Increase/Decrease** drop-down menu.

9. In the **Vendor Info** group box, verify that the employee's vendor number and name default into Vendor Code and Name fields.

10. Enter the amount of the overpaid advance in the **Line Amount** field if amount is different from the defaulted amount.

11. In the **Accounting Dimensions** group box, if necessary, in the **Document Reference** group box, enter **P3** as the **Type**. Enter the advance **P3** document number and line number in the **Document** and **Line Number** fields.

12. If necessary, click the **Default** button to bring forward the accounting strip information from the advance payment and populate the **Template** field.

13. Enter the appropriate cost element in the **Sub Object Class** field.

14. In the **Payment Info** group box, enter **KC6** in the **Disbursing Office** field.

15. Enter the schedule number in the **Number** field to identify the payment for SF 224 reporting purposes.

    Note: *In the Number field, enter the date associated with the document number. For example, if the document number were LA20040430000003, the Number field would display 20040430.*

16. Enter the accomplish date in the **Accomplished Date** field.

17. In the **Description** section, enter the name of the employee who was overpaid an advance.

18. The **Extended Description** text field allows for 60,000 characters (whereas regular description fields hold 255 characters), but printing of the extended description field on forms or reports will be determined by the room available on the form or report.

19. Click the **Accounting Lines** link and then click the **Add** button.

20. Enter **10** in the **Transaction Type** field.

21. Select **G/L Transfer** from the **Transaction Event** drop-down menu.

22. Select **Increase** from the **Increase/Decrease** drop-down menu.

23. In the **Vendor Info** group box, verify that the employee's vendor number and name default into Vendor Code and Name fields.

24. Enter the same amount as Line 1 in the **Line Amount** field.

Travel Relocation
April 14, 2011
Final Version 1.0

Travel Relocation Transactions
Privileged and Confidential/©Copyright 2011, CGI Federal
2-27

Notes

Note: *For interfund transfers, the decrease is equal to the amount of the increase so that the net effect is zero.*

25. In the **Accounting Dimensions** group box, enter the same template as Line 1, excluding the cost element, and press the **Default** button. The appropriate fields will be populated and additional fields may be required. Enter as needed.

26. To a view a summary of the accounting lines, click the **Summary** tab. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

   To add a new line, click the **Add** button and follow the instructions above on how to enter an accounting line. To remove a line or multiple lines, select the line (s) and click the **Delete** button.

27. Click the **Verify** button. Any errors will be displayed. Correct any errors that are returned.

28. Click the **Save** button.

29. **Pegasys** will display the message, "Form was saved successfully".

30. Click the **Submit** button. **Pegasys** will display the message, "Form was submitted for processing successfully."

   Note: *Processing this LA form will not re-open the purchasing chain in any way. It will simply move the expense to payroll.*
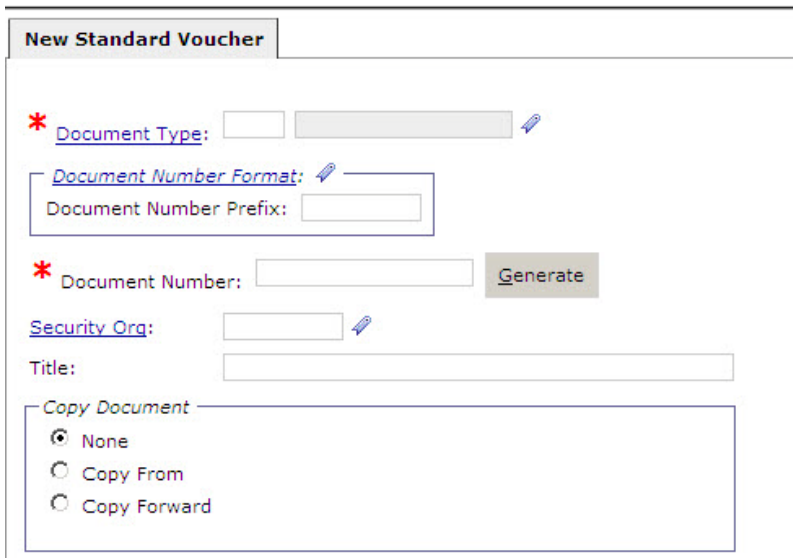
2.9.2 How Do I Set Up a Payroll Claim If an Employee Is Overpaid?

A Claim form is sent to Payroll. When Payroll collects the funds for overpayment, a **TA** document type transaction is processed in Pegasys. Follow the instructions below to create a **TA** document in Pegasys.

Notes

1. Select **Transactions—General System—New—Standard Voucher** from the menu bar.

Travel Relocation Transactions
Privileged and Confidential/©Copyright 2011, CGI Federal
2-28

Travel Relocation
April 14, 2011
Final Version 1.0

Notes

New Standard Voucher

* <u>Document Type</u>: [   ] [   ] ✐

┌─ *Document Number Format:* ✐ ─────────┐
│ Document Number Prefix: [   ]   │
└────────────────────────────────────┘

* Document Number: [   ] [Generate]

<u>Security Org</u>: [   ] ✐

Title: [   ]

┌─ *Copy Document* ──────────────────────┐
│ ⦿ None   │
│ ○ Copy From   │
│ ○ Copy Forward   │
│   │
└──┘

Note: *The New Standard Voucher dialog box will be displayed*

2. Enter **TA** in the **Document Type** textbox. Press the **[Tab]** key once
    – **Travel Advance – Clearing w/o Open Order** will automatically
    appear in the **Document Type Name** textbox. Click the **Generate**
    button. A unique document number will be automatically generated
    in the **Document Number** field.
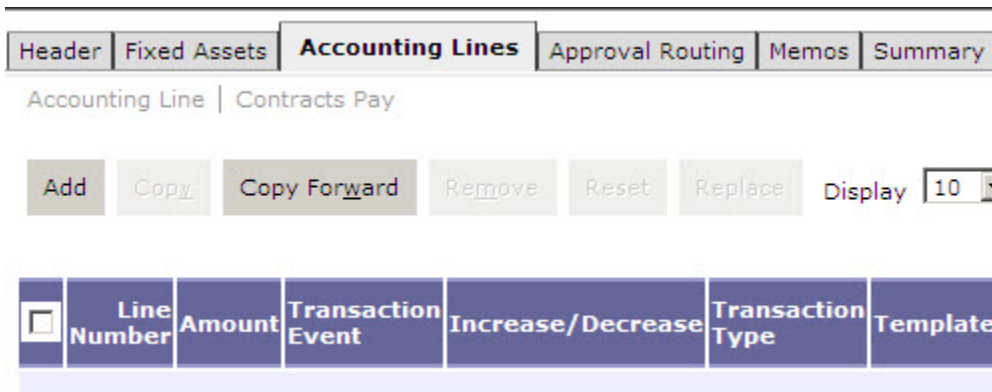
3. Click the **Finish** button.

    Note: *The Header page of the TA– Travel Advance – Clearing
    w/o Open Order form will be displayed.*

4. Enter the **Authorization Number** in the Title Field.

    Note: Document Date, Acctg Period, and Reporting Acctg Period
    fields will default to the current date and period when the form is
    Verified.

5. Select the **Accounting Lines** tab and click the **Add** button.

| Header | Fixed Assets | **Accounting Lines** | Approval Routing | Memos | Summary |
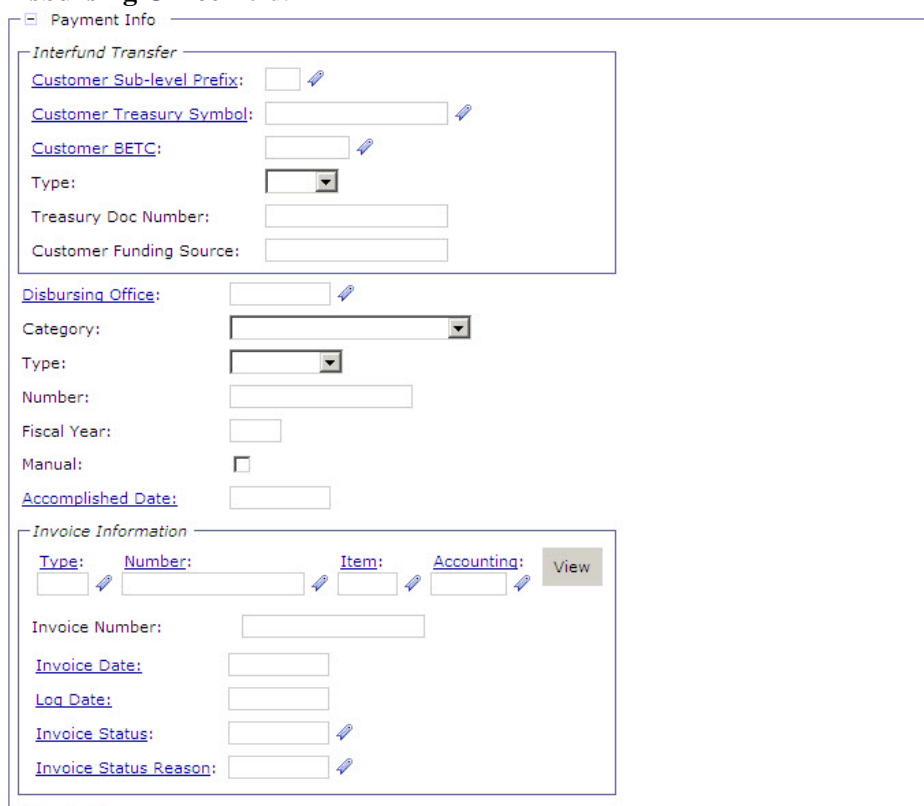
Accounting Line │ Contracts Pay

[Add] [Copy] [Copy Forward] [Remove] [Reset] [Replace]   Display [10 ▼]

☐	Line Number	Amount	Transaction Event	Increase/Decrease	Transaction Type	Template

Travel Relocation
April 14, 2011
Final Version 1.0

Travel Relocation Transactions
Privileged and Confidential/©Copyright 2011, CGI Federal
2-29

Notes

6. Enter **05** (funds non-reimbursable) or **06** (reimbursable – *i.e.,* only fund 192X with B/A 80) in the **Transaction Type** field.

7. Select **G/L Transfer** from the **Trans Event** drop-down menu.

8. Select **Increase** from the **Increase/Decrease** drop-down menu.

9. In the **Vendor Info** group box, verify that the employee's vendor number and name default into the Vendor Code and Name fields.

10. Enter the amount of the overpayment to the employee in the **Line Amount** field if amount is different from the defaulted amount.

11. In the **Document Reference** group box, enter **P3** in the **Type** field. Enter the appropriate **P3** advance document number and line number in the **Document** and **Line Number** fields.

12. In the **Accounting Dimensions** group box, click the **Default** button to bring forward the accounting strip information from the advance payment and populate the **Template** field.

13. Go to the **Payment Info** group box, enter **KC6** in the **Disbursing Office** field.

14. Enter the schedule number in the **Number** field to identify the payment for SF 224 reporting purposes.

Travel Relocation Transactions
Privileged and Confidential/©Copyright 2011, CGI Federal
2-30

Travel Relocation
April 14, 2011
Final Version 1.0

Notes

> **Note:** *In the **Number** field, enter the date associated with the document number. For example, if the document number were TA20040402000, the **Number** field would display 200404020.*

15. Enter the accomplish date in the **Accomplished Date** field.

> **Note:** *If a value is not entered, the **Accomplished Date** field will default to the current date when the form is Verified or Processed.*

16. In the **Description** group box, enter the name of the employee who was overpaid.

17. The **Extended Description** text field allows for 60,000 characters (whereas regular description fields hold 255 characters), but printing of the extended description field on forms or reports will be determined by the room available on the form or report.

18. To a view a summary of the accounting lines, click the **Summary** tab. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

    To add a new line, click the **Add** button and follow the instructions above on how to enter an accounting line. To remove a line or multiple lines, select the line (s) and click the **Delete** button.

19. Click the **Verify** button. Any errors will be displayed. Correct any errors that are returned.

20. Click the **Save** button.

21. **Pegasys** will display the message, "Form was saved successfully".

22. Click the **Submit** button. **Pegasys** will display the message, "Form was submitted for processing successfully."
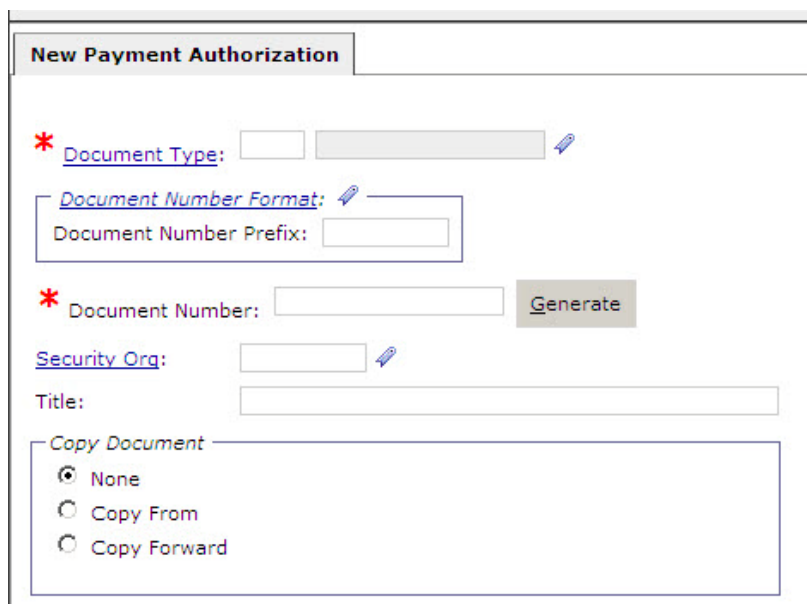
> **Note:** *The form will not process until all approvals have been placed on the form.*

2.9.3   How Do I Record a Cost Transfer?

Notes

1. Select **Transactions—Accounts Payable—New—Payment Authorization** from the menu bar.

Travel Relocation
April 14, 2011
Final Version 1.0

Travel Relocation Transactions
Privileged and Confidential/©Copyright 2011, CGI Federal
2-31

Notes

New Payment Authorization

* Document Type: _____ ✎

┌─ Document Number Format: ✎ ─────┐
  Document Number Prefix: [_____]
└──────────────────────────────────┘

* Document Number: [_____] Generate

Security Org: [_____] ✎

Title: [_____]

┌─ Copy Document ──────────────────────────┐
  ⦿ None
  ○ Copy From
  ○ Copy Forward
└──┘

Note: *The New Payment Authorization dialog box will be displayed.*

2. Enter **PU** in the **Document Type** textbox. Press the **[Tab]** key once – **Allocate Prepayment** will automatically appear in the **Document Type Name** textbox. Click the **Generate** button. A unique document number will be automatically generated in the **Document Number** field.

3. Click the **Finish** button.

    Note: *The Header page of the* **PU– Allocate Prepayment** *form will be displayed.*

4. Enter the **Authorization Number** in the Title field.

    Note: Authorization Date, Acctg Period, and Reporting Acctg Period, and Accomplished Date fields will default to the current date and period when the form is **Verified** or **Processed**.

5. Enter your name in the **Requested By** field.

6. In the **Vendor Info** box, enter the code for the Vendor or Employee in the Code field. Use the "**Relocation**" Code for **Payroll Cost Transfers** and the **GBL Vendor Code** for **GBL Cost Transfers**. Press the **[Tab]** key to automatically populate the Address Code and Name Fields.

7. Enter the current date in the **Accomplished Date** field.

8. Select the **Header Accounting Lines** tab and click the **Add** button.

9. From the **Line Type** drop-down box, select **Normal**

Travel Relocation Transactions
Privileged and Confidential/©Copyright 2011, CGI Federal
2-32

Travel Relocation
April 14, 2011
Final Version 1.0

Notes

10. Enter the appropriate amount of the cost transfer in the **Payment Amount** field.

11. In the **Document Reference** group box, enter **LT** in the **Type** field. Enter the appropriate **LT** document number and line number in the **Document** and **Line Number** fields. (If you processed an Accrual for this amount, enter the appropriate **AE** document number.)

12. Click the **Default** button to bring forward the accounting strip information from the obligation that will populate the **Template** field displayed in the **Funding** section.

    Note: *If different, enter the template from which the payment was made and press the **Default** button. The appropriate fields will be populated and additional fields may be required. Enter as needed.*

13. In the **Vendor Invoice Reference Group** box, enter the invoice number in the **Invoice Number** field.

    Note: *As an invoice number use the 8J number for GBL Cost Transfers and the 3P number for Payroll Cost Transfers.*

14. Click the **Header Accounting Lines** link and then click the **Add** button.

15. From the **Line Type** drop-down box, select **Credit**.

16. Enter the same amount as Line 1 in the **Payment Amount** field.

17. **Note:** *For interfund transfers, the decrease is equal to the amount of the increase so that the net effect is zero.*

18. In the **Vendor Invoice Reference Group** box, enter the invoice number in the **Invoice Number** field.

    Note: *As an invoice number use the 8J number for GBL Cost Transfers and the 3P number for Payroll Cost Transfers.*

19. In the **Accounting Dimensions** section, enter the Accounting template that funds are transferred from. Click the **Default** button. The appropriate fields will be populated and additional fields may be required. Enter as needed.

20. Select the **Disbursing Information** tab.

21. Select **No Check** from the Disbursing Method drop down list

22. Enter **KC6** in the Disbursing Office field.

23. To a view a summary of the header accounting lines, click the **Summary** tab. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

    To add a new line, click the **Add** button and follow the instructions

Travel Relocation
April 14, 2011
Final Version 1.0

Travel Relocation Transactions
Privileged and Confidential/©Copyright 2011, CGI Federal
2-33

Notes

above on how to enter a header accounting line. To remove a line or multiple lines, select the line (s) and click the **Delete** button.
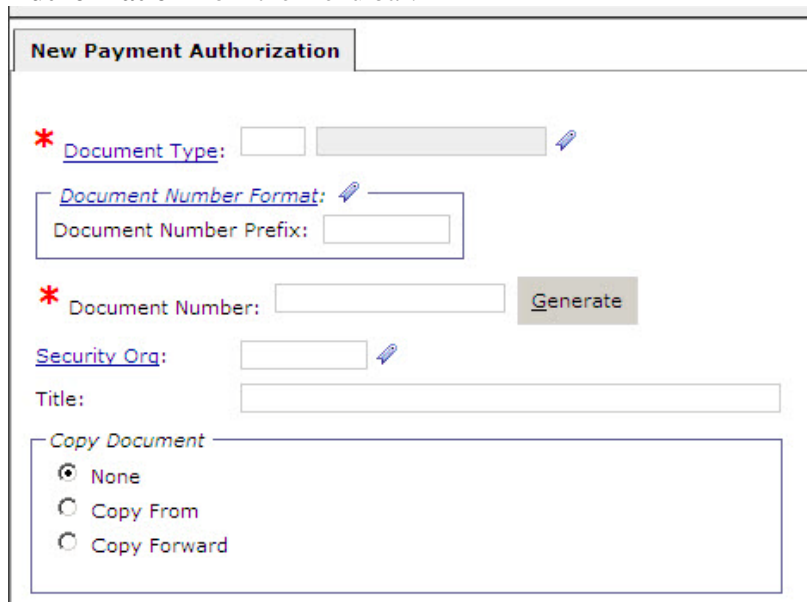
24. Click the **Verify** button. Any errors will be displayed. Correct any errors that are returned.

25. Click the **Save** button.

26. **Pegasys** will display the message, "Form was saved successfully".

27. Click the **Submit** button. **Pegasys** will display the message, "Form was submitted for processing successfully."

   Note: *The form will not process until all approvals have been placed on the form.*

2.9.4   How Do I Record an Advance Refund?

Notes

1. Select **Transactions—Accounts Payable—New—Payment Authorization** from the menu bar.

   Note: *The New Payment Authorization dialog box will be displayed.*

2. Enter **P4** in the **Document Type** textbox. Press the **[Tab]** key once – **Travel Relocation Collection** will automatically appear in the **Document Type Name** textbox. Click the **Generate** button. A unique document number will be automatically generated in the **Document Number** field.

3. Click the **Finish** button.

Travel Relocation Transactions
Privileged and Confidential/©Copyright 2011, CGI Federal
2-34

Travel Relocation
April 14, 2011
Final Version 1.0

Notes

> **Note:** *The **Header** page of the **P4– Travel Relocation Collection** form will be displayed.*

4. Enter the **Authorization Number** in the **Title** field.

5. Enter your name in the **Authorized By** field.

6. Enter the **CD** or **FB** deposit date in the **Accomplished Date** field

7. In the **Vendor Information** section, enter the vendor code for the employee who is repaying the outstanding advances. Press the **[Tab]** key to populate the **Address Code** and the name of the employee in the **Name** field.

    If the code is not known, click on the **Code** link and search for the vendor code. Or if Favorites are set up, click on the Favorites icon and select from the list.

    > **Note:** *The **Authorization Date**, **Acctg Period**, **Reporting Acctg Period** and **Accomplished Date** fields will default to the current date and period when the form is Verified or Processed.*

8. Select the **Header Accounting Lines** tab and click the **Add button**.

    > **Note:** *The **Transaction Type** will default to **01** when the form is Verified or Processed.*

9. Select **Credit** from the **Line Type** drop-down menu.

10. Enter the dollar amount repaid in the **Payment** field.

11. In the **Document Reference** group box, enter **LT** in the **Type** field. Enter the appropriate document number and line number in the **Document** and **Accounting** fields.

12. Click the **Default** button to bring forward the accounting strip information from the obligation that will be displayed under the **Funding** button.

13. Check the **Misc.** check box in the **Document Reference** group box. Remove the referenced line number.

14. In the **Accounting Dimensions** section, remove the cost element.

15. In the **Description** section, enter the name of the employee who is returning the check. Also enter the **CD** or **FB** number and date of deposit.

16. The **Extended Description** text field allows for 60,000 characters (whereas regular description fields hold 255 characters), but printing of the extended description field on forms or reports will be determined by the room available on the form or report.

17. Select the **Disbursing Information** tab.

Travel Relocation
April 14, 2011
Final Version 1.0

Travel Relocation Transactions
Privileged and Confidential/©Copyright 2011, CGI Federal
2-35

Confidential and Proprietary Data. Use of the data contained herein is subject to CGI Federal restrictions
and applicable Federal Acquisition Data Rights Clauses

Notes

18. The **Disbursing Information** page displays.

19. Select **No Check** from the **Disbursing Method** drop-down list.

20. Enter **KC6** in the **Disbursing Office** field.

21. Enter the CD or FB number in the **Check/Disbursement Number** field and the date of deposit in the **Date** field.

22. To a view a summary of the header accounting lines, click the **Summary** tab. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

    To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To remove a line or multiple lines, select the line (s) and click the **Delete** button.

23. Click the **Verify** button. Any errors will be displayed. Correct any errors that are returned.

24. Click the **Save** button.

25. **Pegasys** will display the message, "Form was saved successfully".

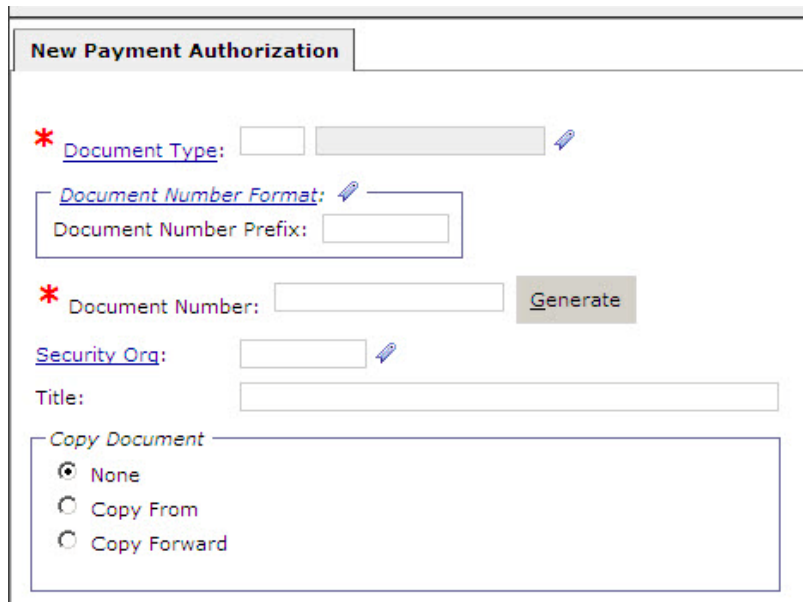26. Click the **Submit** button. **Pegasys** will display the message, "Form was submitted for processing successfully."

    Note: *The form will not process until all approvals have been placed on the form.*

2.9.5   How Do I Record an Expenditure Refund?

Notes

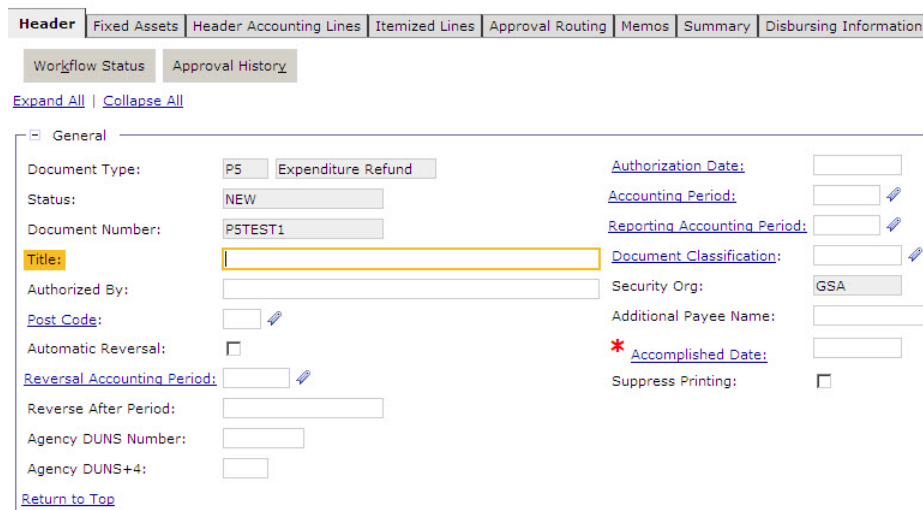1. Select **Transactions—Accounts Payable—New—Payment Authorization** from the menu bar.

Notes

Note: *The New Payment Authorization dialog box will be displayed.*

2. Enter **P5** in the **Document Type** textbox. Press the **[Tab]** key once – **Expenditure Refund** will automatically appear in the **Document Type Name** textbox. Click the **Generate** button. A unique document number will be automatically generated in the **Document Number** field.

3. Click the **Finish** button.

   Note: *The Header page of the P5– Expenditure Refund form will be displayed.*

Travel Relocation
April 14, 2011
Final Version 1.0

Travel Relocation Transactions
Privileged and Confidential/©Copyright 2011, CGI Federal
2-37

4. Enter the **Authorization Number** in the **Title** field.

5. Enter your name in the **Authorized By** field.

6. Enter the **CD** or **FB** deposit date in the **Accomplished Date** field.

7. In the **Vendor Information** section, enter the vendor code for the employee or vendor who returned a check to GSA and GSA cashed the check. Press the **[Tab]** key to populate the **Address Code** and the name of the employee or vendor in the **Name** field.

   If the code is not known, click on the **Code** link and search for the vendor code. Or if Favorites are set up, click on the Favorites icon and select from the list.

   Note: *The **Authorization Date**, **Acctg Period**, and **Reporting Acctg Period** fields will default to the current date and period when the form is Verified or Processed.*

8. If applicable, click the **Default** button in the **Designated Agent** group box or enter in the vendor information.

9. Select the **Header Accounting Lines** tab and click the **Add** button.

   Note: *The **Transaction Type** will default to **01** when the form is Verified or Processed.*
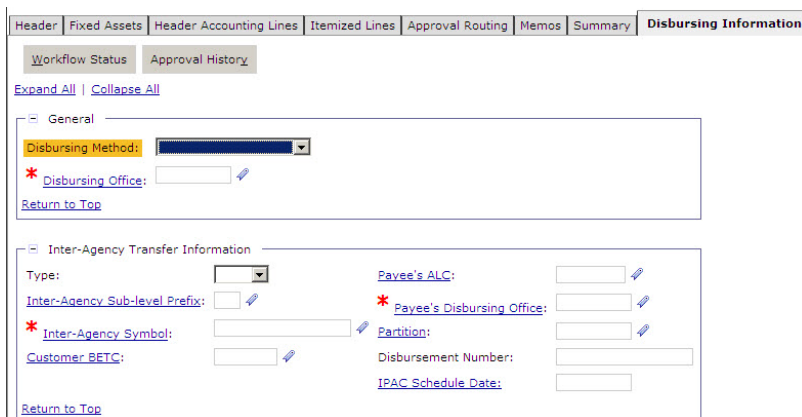
10. Select **Credit** from the **Line Type** drop-down menu.

11. Enter the dollar amount of the check that was returned in the **Payment** field if different from the defaulted value.

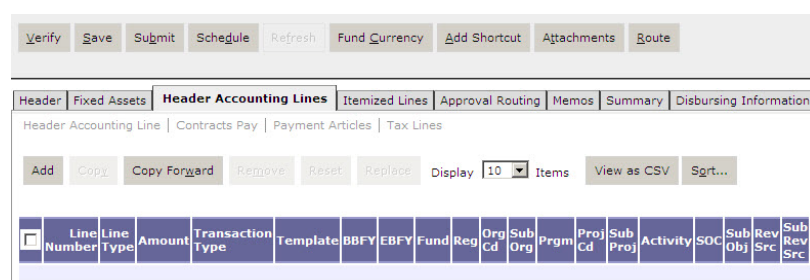12. In the **Document Reference** group box, enter **LT** in the **Type** field. Enter the appropriate **LT** document number and line numbers.

13. Click the **Default** button to bring forward the accounting strip information from the obligation that will be displayed in the **Funding** section.

14. Check the **Misc.** check box in the **Document Reference** group box. Remove the referenced line number.

15. In the **Invoice Information** group box, enter the **LV** document type, document number, and the line number.

Travel Relocation Transactions
Privileged and Confidential/©Copyright 2011, CGI Federal
2-38

Travel Relocation
April 14, 2011
Final Version 1.0

Notes

16. Click the **Default** button.

17. In the **Description** section, enter the name of the employee who is returning the check. Also enter the **CD** or **FB** number and date of deposit.

    The **Extended Description** text field allows for 60,000 characters (whereas regular description fields hold 255 characters), but printing of the extended description field on forms or reports will be determined by the room available on the form or report.

18. Select the **Disbursing Information** tab.

19. Select **No Check** from the **Disbursing Method** drop-down list.

20. Enter **KC6** in the Disbursing Office field.

21. Enter the CD or FB number in the **Check/Disbursement Number** field and the date of deposit in the **Date** field.

22. To a view a summary of the header accounting lines, click the **Summary** tab. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

    To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To remove a line or multiple lines, select the line (s) and click the **Delete** button.

23. Click the **Verify** button. Any errors will be displayed. Correct any errors that are returned.

24. Click the **Save** button.

25. **Pegasys** will display the message, "Form was saved successfully".

26. Click the **Submit** button. **Pegasys** will display the message, "Form was submitted for processing successfully."

    Note: *The form will not process until all approvals have been*

Travel Relocation
April 14, 2011
Final Version 1.0

Travel Relocation Transactions
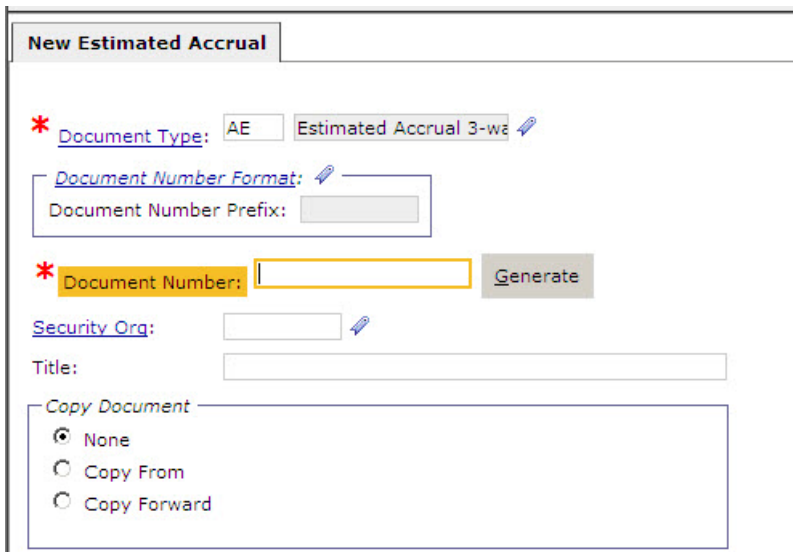Privileged and Confidential/©Copyright 2011, CGI Federal
2-39

placed on the form.

2.10 How Do I Record a Travel Relocation Estimated Accrual?

An estimated accrual form is a modified receipt form used by GSA to record the estimated costs of goods or services received from a vendor. GSA will use the AE – Estimated Accrual 3-Way document type to liquidate the travel relocation order for the estimated amount like an actual receipt.

Notes

1. Select **Transactions—Purchasing—New—Estimated Accrual** from the Pegasys menu bar.

   Note: The *New Estimated Accrual dialog box will be displayed.*

2. Enter **AE** in the **Document Type** textbox. Press the **[Tab]** key once – **Estimated Accrual 3 Way** will automatically appear in the **Document Type Name** textbox. Click the **Generate** button. A unique document number will be automatically generated in the **Document Number** field.

3. Click the **Copy Document – Copy Forward** radio button. Click the **Next** button.

   Note: *The Copy Forward tab will be displayed.*

4. Enter **LT** in the **Document Type** field. Enter the **LT– Travel Relocation Obligation** number that is to be referenced in the **Document Number** field. Click **Search** and then select the appropriate document.

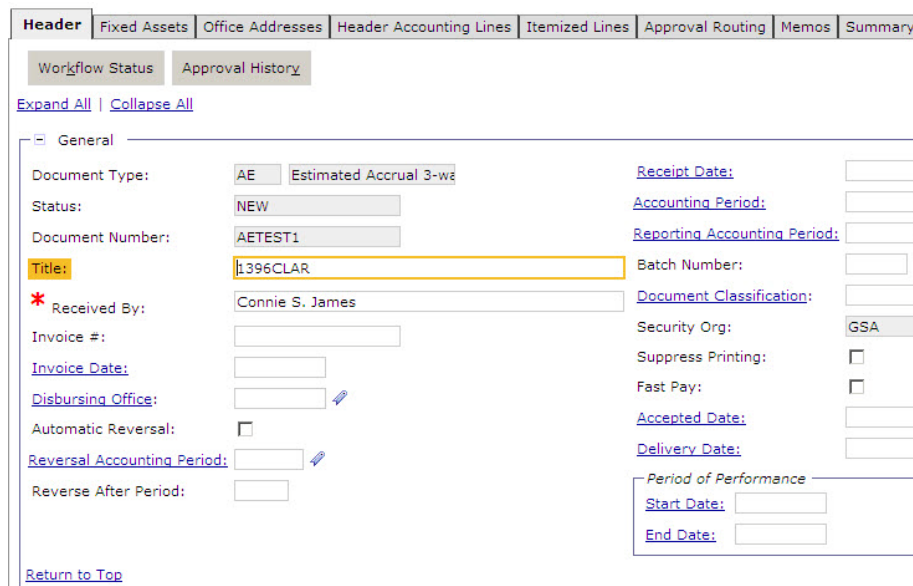   The user may click the **Choose which lines to copy** radio button and copy forward selected lines of the document.

Travel Relocation Transactions
Privileged and Confidential/©Copyright 2011, CGI Federal
2-40

Travel Relocation
April 14, 2011
Final Version 1.0

Notes

- Click the **Next** button.
- **Note:** *The **Choose Accounting Lines** tab will be displayed.*
- Click to add a checkmark next to the lines that you want copied forward, then click **Next**.
- **Note:** *The **Choose Itemized Lines** tab will be displayed.*
- If Itemized lines have been created, click to add a checkmark next to the lines that you want copied forward.

5. Click the **Finish** button.

   Note: *The **Header** page of the **Estimated Accrual** form will be displayed. Information from the LT will automatically be displayed on the AE.*

6. Enter the name of the person creating the accrual in the **Received By** field.

   Note: *Receipt Date, Acctg Period and Reporting Period fields will default to the current date and period when the form is Verified or Processed.*

7. Select the **Header Accounting Lines** tab and select an accounting line, then click the **Header Accounting Line** link.

8. Enter the estimated amount of the accrual in the **Line Amount** field.

9. If appropriate, in the **Document Reference** section check the **Final** check box to fully liquidate the referenced document.

   Note: *If a user selects the **Final** check box on the accounting line of an estimated accrual form, the order will be closed for the full*

Notes

*amount. The user cannot create a new estimated accrual receipt
against the order because it is closed.*

10. In the **Description** section, enter a description.

     Note: *If several accounting lines are copied forward from the
     obligation and contain accounting line information not pertaining
     to the Travel Advance, be sure to delete them by following the
     instructions below.*

11. Select the **Header Accounting Lines** link. Select the accounting
     line that should be deleted. Click the **Remove** button

12. To a view a summary of the header accounting lines, click the
     Summary tab. To update an existing line, select the line, click in
     the text box for the field you would like to update, and make the
     update.

     To add a new line, click the **Add** button and follow the instructions
     above on how to enter a header accounting line. To remove a line
     or multiple lines, select the line (s) and click the **Delete** button.

13. Click the **Verify** button. Any errors will be displayed. Correct any
     errors that are returned.

14. Click the **Save** button.

15. **Pegasys** will display the message, "Form was saved successfully".

     Note: *The form will not process until all approvals have been
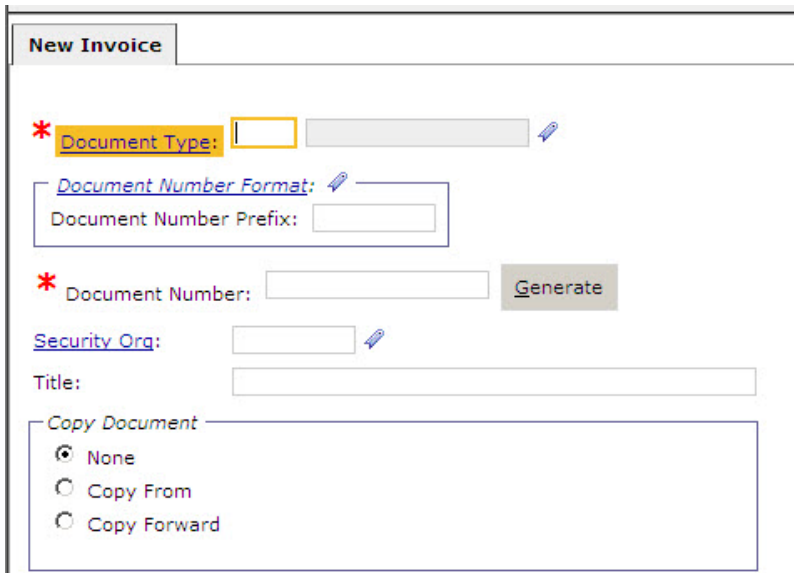   placed on the form.*

3 Transactions for OPM/GPO

When employees from OPM/GPO need to have travel relocation transactions booked in Pegasys, the following steps must be taken. Unlike travel relocation expenses being booked for GSA employees, obligations and prepayments will not be used for OPM/GPO employees. An invoice will be recorded using a 206x template when a voucher from an employee or an invoice from a corporate vendor is received. Then a payment will be created and disbursed through Pegasys.

3.1 How Do I Record Invoices for Third-Party Vendors and Vouchers for Employees?

Notes

1. Select **Transactions—Purchasing—New—Invoice** from the menu bar.
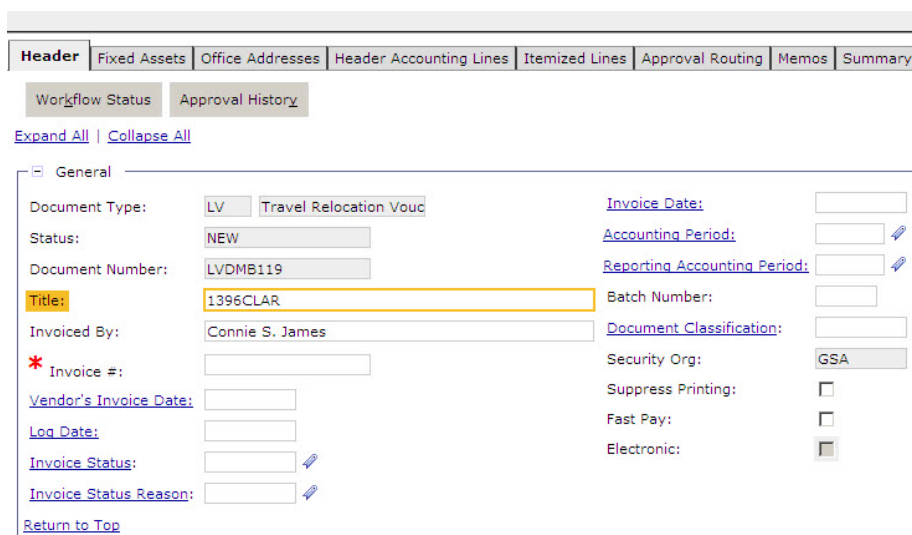
   Note: *The New Invoice dialog box will be displayed.*

2. Enter **LV** in the **Document Type** textbox. Press the **[Tab]** key once – **Travel Relocation Voucher/Invoice** will automatically appear in the **Document Type Name** textbox. Click the **Generate** button. A unique document number will be automatically generated in the **Document Number** field.

3. Click the **Finish** button.

   Note: *The Header page of the LV– Travel Relocation Voucher/Invoice form will be displayed.*

4. Enter the **Authorization Number** in the **Title** field.

5. Enter your name in the **Invoiced By** field.

6. Enter the vendor's invoice number in the **Invoice #** field. If the
    voucher is for an employee, use the **Invoice #** field to record the
    Julian date followed by the type of relocation payment (*e.g.,*
    2105HHTRIP).

7. Enter the **Invoice Date** (date of vendor invoice or employee
    voucher is entered into Pegasys), **Vendor's Invoice Date** (date on
    the Vendor's invoice or date the employee signed the voucher), and
    Log Date (date stamp on the vendor's invoice or employee
    voucher) with the appropriate dates.
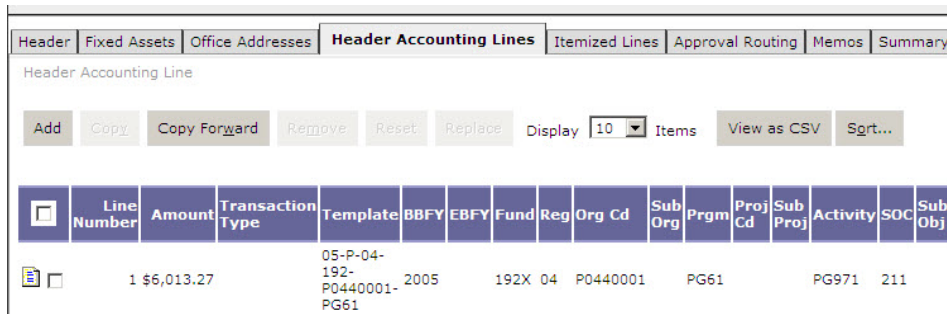
    Note: *If dates are not entered, the system will default to current
    date when the form is Verified or Processed.*

8. Enter the vendor code for the third-party vendor or employee who
    is receiving the payment in the **Code** field. Enter the vendor code
    for the employee who is receiving the advance in the **Code** field.
    Press the **[Tab]** key to automatically populate the **Address Code**
    and **Name** fields.

    If the code is not known, click on the **Code** link and search for the
    vendor code. Or if Favorites are set up, click on the Favorites icon
    and select from the list.

9. If applicable click the **Default** button for the **Designated Agent** or
    enter in the **Code**.

10. Select the **Header Accounting Lines** tab and click the **Add**
    button.

Notes

11. Enter the dollar amount in the **Invoiced Amount** field to reflect the amount of the Vendor's invoice or employee's voucher.

12. In the **Accounting Dimensions** section, enter the appropriate accounting template for fund 206X (*e.g.,* 206X-D0600000-FY04-GX00-GX000) in the **Template** field and press the **Default** button. The appropriate fields will be populated. Or if Favorites are set up, click the Favorites icon and select from the list.

13. Add additional lines as appropriate by repeating Steps 10-12, above.

14. To a view a summary of the header accounting lines, click the **Summary** tab. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

    To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To remove a line or multiple lines, select the line (s) and click the **Delete** button.
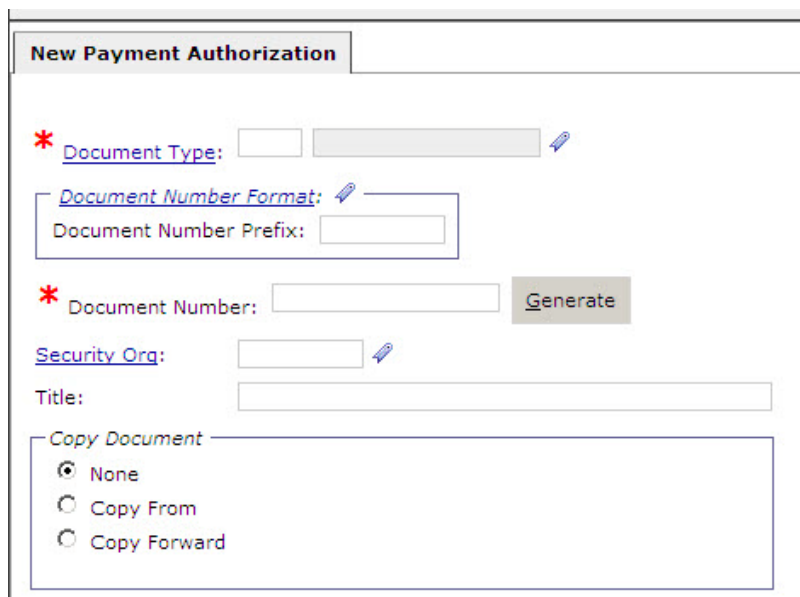
15. Click the **Verify** button. Any errors will be displayed. Correct any errors that are returned.

16. Click the **Save** button.

17. **Pegasys** will display the message, "Form was saved successfully".

18. Click the **Submit** button. **Pegasys** will display the message, "Form was submitted for processing successfully."

3.2   How Do I Record Payments for Third-Party Vendors and Employees?

Notes

1. Select **Transactions—Accounts Payable—New—Payment Authorization** from the menu bar.

Notes

New Payment Authorization

* Document Type:

Document Number Format:
Document Number Prefix:

* Document Number: Generate

Security Org:

Title:

Copy Document
  ⦿ None
  ○ Copy From
  ○ Copy Forward

> **Note:** *The New Payment Authorization dialog box will be displayed.*

2.   Enter **P3** in the **Document Type** textbox. Press the **[Tab]** key once – **Travel Relocation** will automatically appear in the **Document Type Name** textbox. Click the **Generate** button. A unique document number will be automatically generated in the **Document Number** field.

3.   Click the **Copy Document – Copy Forward** radio button. Click the **Next** button.

> **Note:** *The Copy Forward tab will be displayed.*

4.   Enter **LV** in the **Document Type** field. Enter the **– Travel Relocation Voucher/Invoice** number that is to be referenced in the **Document Number** field. Click **Search** and then select the appropriate document.

5.   The user may click the **Choose which lines to copy** radio button and copy forward selected lines of the document.

   ▪ Click the **Next** button.
   ▪ **Note:** *The Choose Accounting Lines tab will be displayed.*
   ▪ Click to add a checkmark next to the lines that you want copied forward, then click **Next**.
   ▪ **Note:** *The Choose Itemized Lines tab will be displayed.*
   ▪ If Itemized lines have been created, click to add a checkmark next to the lines that you want copied forward.
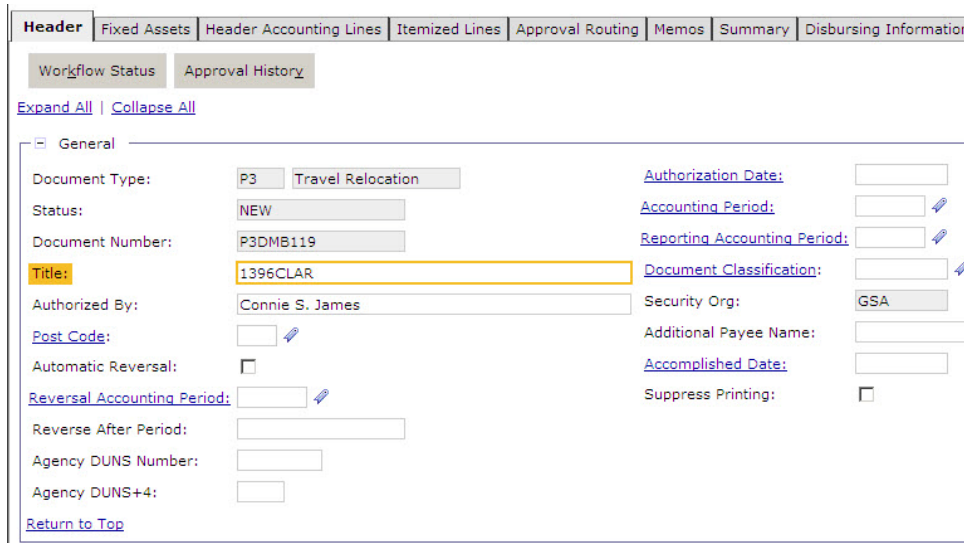
6.   Click the **Finish** button.

Note: *The **Header** page of the **P3- Travel Relocation Prepayments** form will be displayed. Information entered on the **LV** will be displayed on the **P3**.*

7.   Enter your name in the **Authorized By** field, if applicable.

Note: *The **Authorization Date**, **Acctg Period**, **Reporting Acctg Period**, and **Accomplished Date** fields will default to the current date and period when the form is Verified or Processed.*

8.   Select the **Header Accounting Lines** tab.

9.   Select the line for which you want to issue an advance and click the **Header Accounting Line** link.

10. If necessary, adjust the dollar amount displayed in the **Payment** field to reflect the amount of the payment.

11. If you are paying a third-party vendor, use the **Payment** group box. Enter the acceptance and delivery date in the **Acceptance Date** and **Delivery Date** field, respectively. Enter the date that would be used if a receipt were being created.

Notes

Payment

Interest Reason: [   ] ✏

Discount Lost Reason: [   ] ✏

Quantity: [0.000000]

Acceptance Date: [   ]

Delivery Date: [   ]

Note: *If several accounting lines are copied forward from the obligation and contain accounting line information not pertaining to the Travel Advance, be sure to delete them by following the instructions below.*

12. Select the **Header Accounting Lines** link. Select the accounting line that should be deleted. Click the **Remove** button.

13. To a view a summary of the header accounting lines, click the **Summary** tab. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

    To add a new line, click the **Add** button and follow the instructions above on how to enter a header accounting line. To remove a line or multiple lines, select the line (s) and click the **Delete** button.

14. To add approvers to the form, click the **Approval Routing** tab. The **Approval Routing** page will be displayed. Since the form's creator has not yet added approvers, none will be listed.

15. To add approvers one by one to the form, click the **Add User** button. The **User Search** page will be displayed.

    Note: *To add multiple approvers that are stored in a routing list, please view step 18.*

16. Enter the **User ID** or **User Name** of the form's approver in the appropriate search fields, and click the **Search** button. If users do not know the specific **Logon ID** or **Name** of the approver, then they may use the asterisk ("*") as a wildcard in the search. The search results listing the form's approver will appear.

17. Highlight the appropriate **Principal ID** record for the approver of the form. Then click the **Select** button.

18. The selected user will be added to the approvers list on the **Approval Routing** tab. Repeat steps 14-16 to add additional approvers to the form.

    Note: *Users are required to add all approvers to a form, even if one of the approvers is the form's creator.*

Notes

19. To add multiple approvers to the form that are stored in a routing list, click the **Add Routing List** button. The **Routing List Search** page will be displayed.

20. Enter the **Routing List Code** or **Routing List Name** in the appropriate search fields, and click the **Search** button. If users do not know the specific **Routing List Code** or **Routing List Name**, then they may use the asterisk ("*") as a wildcard in the search. The search results will appear.

21. Highlight the appropriate **Routing List** record. Then click the **Select** button.

22. The users saved in the routing list will be added to the approvers list on the **Approval Routing** tab. Repeat steps 18-20 to add additional routing lists to the form.

    Note: Users may add multiple users and/or routing lists to the Approvers list on a form. In addition, users will be required to add all approvers to a form, even if one of the approvers is the form's creator and submitter.

23. Click the **Verify** button. Any errors will be displayed. Correct any errors that are returned.

24. Click the **Save** button.

25. **Pegasys** will display the message, "Form was saved successfully".

26. Click the **Submit** button. **Pegasys** will display the message, "Form was submitted for processing successfully."

    Note: *The form will not process until all approvals have been placed on the form.*
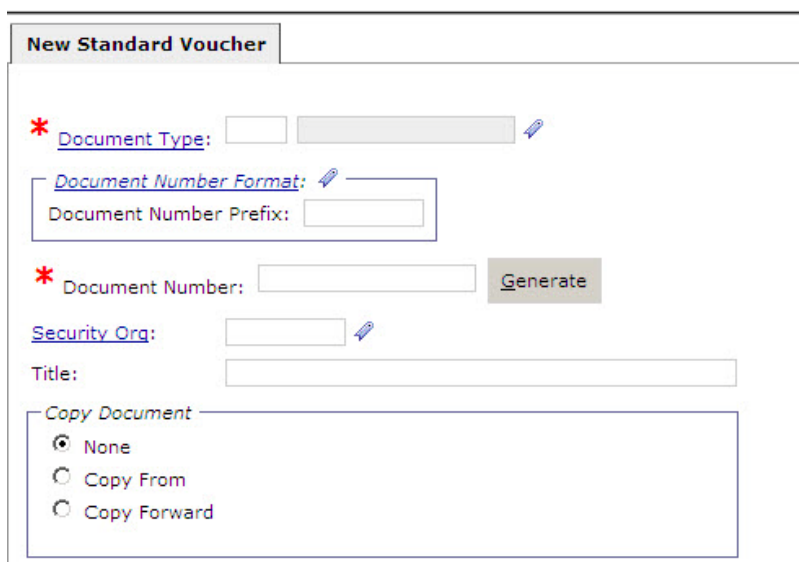
3.3   How Do I Bill OPM/GPO for Payment and Administrative Fees?

Once a payment (P3) has gone out on behalf of OPM/GPO, it is necessary to bill and replenish the 206x fund by recording an Interagency Transfer on a standard voucher document in Pegasys. It is possible at that time to charge any administrative fee associated with processing these transactions if needed.

Notes

1. Select **Transactions—General System—New—Standard Voucher** from the menu bar.

New Standard Voucher

* Document Type:

Document Number Format:
Document Number Prefix:

* Document Number: [Generate]

Security Org:

Title:

Copy Document
- ⦿ None
- ◯ Copy From
- ◯ Copy Forward

Note: *The New Standard Voucher dialog box will be displayed*

2. Enter **LS** in the **Document Type** textbox. Press the **[Tab]** key once – **Travel Relocation Billing** will automatically appear in the **Document Type Name** textbox. Click the **Generate** button. A unique document number will be automatically generated in the **Document Number** field.

3. Click the **Finish** button.

   Note:

   ▪ The **Header** page of the **LS – Travel Relocation Billing** form will be displayed.
   ▪ The **Document Date, Acctg Period,** and **Reporting Acctg Period** dates will default to the current date and period when the form is Verified or Processed.

4. Enter the **Authorization Number** in the **Title** field.

5. Select the **Accounting Lines** tab and click the **Add** button.

6. Enter **01** in the **Trans Type** field.

7. Select **G/L Transfer** from the **Trans Event** drop-down menu.

8. Select **Increase** from the **Increase/Decrease** drop-down menu.

9. In the **Vendor Information** section, enter the **Vendor Code**. Press the **[Tab]** key to automatically populate the **Address Code** and **Name** fields.

   If the code is not known, click on the **Code** link and search for the vendor code. Or if Favorites are set up, click on the Favorites icon and select from the list.

Notes

10. Enter the appropriate dollar amount in the **Line Amount** field.

11. In the **Accounting Dimensions** group box, enter the appropriate **206X** template (*e.g.,* 206X-D0600000-FY04-GX00-GX000) in the **Accounting Template** field and click the **Default** button. The appropriate fields will be populated. Or if Favorites are set up, click the Favorites icon and select the 206X template from the list.

    Note: *If you enter a Central Office 206X template, delete the value from the Sub Object Class field.*

12. In the **Payment Info** group box, enter **KC6** in the **Disbursing Office** field.

13. Enter the IPAC schedule number in the **Number** field to identify the payment for SF 224 reporting purposes.

14. Enter the IPAC Treasury accomplish date in the **Accomplished Date** field.

15. In the **Description** section, enter the **LV** and **P3** document number references in the **Description** field.

16. The **Extended Description** text field allows for 60,000 characters (whereas regular description fields hold 255 characters), but printing of the extended description field on forms or reports will be determined by the room available on the form or report.

17. Click the **Accounting Line** link and then click the **Add** button.

    To book revenue for an administrative fee, follow steps 18-27. Otherwise skip to Step #25.

18. On the new accounting line, enter **02** in the **Trans Type** field.

19. Use the **Trans Event** drop-down menu to select **Revenue**.

20. Select **Increase** from the **Increase/Decrease** drop-down menu.

21. Enter the dollar amount of the administrative fee in the **Line Amount** field.

22. In the **Accounting Dimensions** group box, enter the appropriate template (e.g., G00-FY04-6BC-262X-GBB3-S00B0261) in the **Template** field and press the **[Tab]** key. The appropriate fields will be populated and additional fields may be required. Or if Favorites are set up, click the Favorites icon and select from the list.

    Note: *Delete any value displayed in the **Sub Object Class** field.*

23. Enter the appropriate revenue source code (e.g., 4906) in the **Revenue Source** field.

24. Follow Steps 12-16, above for the second accounting line.

Notes

25. To a view a summary of the accounting lines, click the **Summary** tab. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

    To add a new line, click the **Add** button and follow the instructions above on how to enter an accounting line. To remove a line or multiple lines, select the line (s) and click the **Delete** button.

26. Click the **Verify** button. Any errors will be displayed. Correct any errors that are returned.

27. Click the **Save** button.

28. **Pegasys** will display the message, "Form was saved successfully".

29. Click the **Submit** button. **Pegasys** will display the message, "Form was submitted for processing successfully."

.

4   Disbursement Cancellations

Disbursement cancellations should be entered immediately into Pegasys by creating a **Disbursement Cancellation** form. A single Disbursement Cancellation form will allow a user to cancel a payment for a number of scenarios. For example, the form will allow a user to replace a check if a payment was lost, and it is also possible to cancel a payment and re-open the invoice so that it can be corrected. This form can also be used to delete a payment and close the chain if the invoice will never be paid.

Note: *Specific instructions are provided below for situations in which a payment document with an applied prepayment amount must be deleted.*

4.1   How Do I Replace A Payment Exactly As It Was?

Example: *If a vendor's paper check was ruined and GSA needs to replace the payment, the user would process a **Disbursement Cancellation** and choose a cancel type of **Replacement**. This will resend the original payment to the vendor.*

A user must create the form with a Cancel Type of **Replacement** and if the transaction did not record Treasury's cancel confirmation information, it must be recorded on the Disbursements Cancellations Awaiting Reconciliation Query.

4.2   How Do I Reissue A Payment With Newly Calculated Interest, Penalty, Or Discount Amounts?

Example: *If GSA loses a vendor's paper check and needs to reissue the payment, the user would process a **Disbursement Cancellation** and choose a cancel type of **Reissue**. New interest, penalty, or discount amounts are calculated based on the new disbursement date.*

A user must create the form with a Cancel Type of **Reissue** and enter the new schedule date. If the transaction did not record Treasury's cancel confirmation information, it must be recorded on the Disbursements Cancellations Awaiting Reconciliation Query.

4.3   How Do I Delete A Payment And Re-Open The Purchasing Chain?

Example: *If a disbursement needs to be cancelled so that a change can be made to the invoice, the user would process a **Disbursement Cancellation** with a Cancel Type of **Deletion** and **Re-Open** (check box) checked. This would cancel the payment document and re-open the invoice so that it could be modified.*

A user must create the form with a Cancel Type of **Deletion** with **Re-Open** (check box) checked. After the invoice is corrected and processed, it is possible to create a new payment document.

4.4   How Do I Delete A Payment And Close The Purchasing Chain?

Example: *If GSA decided that it should never have paid a specific invoice (and will not pay it in the future), it would be possible to process a **Disbursement Cancellation** and choose a Cancel Type of **Deletion,** without checking the **Re-Open** (check box). This would cancel the prior payment and close the invoice.*

A user must create the form with a Cancel Type of **Deletion** without checking the **Re-Open** check box. The corresponding payment documents are cancelled and the dollars are returned to the budget.

4.5   How Do I Delete Payments With An Applied Prepayment Amount?

Payments with an Applied Prepayment amount may not be cancelled for Deletion. They must be cancelled for Replacement or Reissue. The only way to delete a payment with an applied prepayment amount is to cancel the payment for Reissue and then delete the payment document itself before the nightly cycle of disbursements runs. Simply follow the step-by-step instructions in *Section 4.6: Disbursement Cancellation Steps* and then follow the additional steps in the

How Do I Cancel A Reissued Payment In Cases Where There Was An Applied Prepayment? section.

4.6   Disbursement Cancellation Steps

As stated above, disbursement cancellations should be entered immediately into Pegasys by creating a **Disbursement Cancellation** form. If Treasury provides the cancellation reconciliation information before the form is processed, the data should be recorded on the Disbursement Cancellation form. If the information is received after the form is processed, it is possible to record the information on the Disbursement Cancellations Awaiting Reconciliation Query. Once the cancellation confirmation information from Treasury is recorded, the confirmation is posted via the next nightly disbursements cycle.
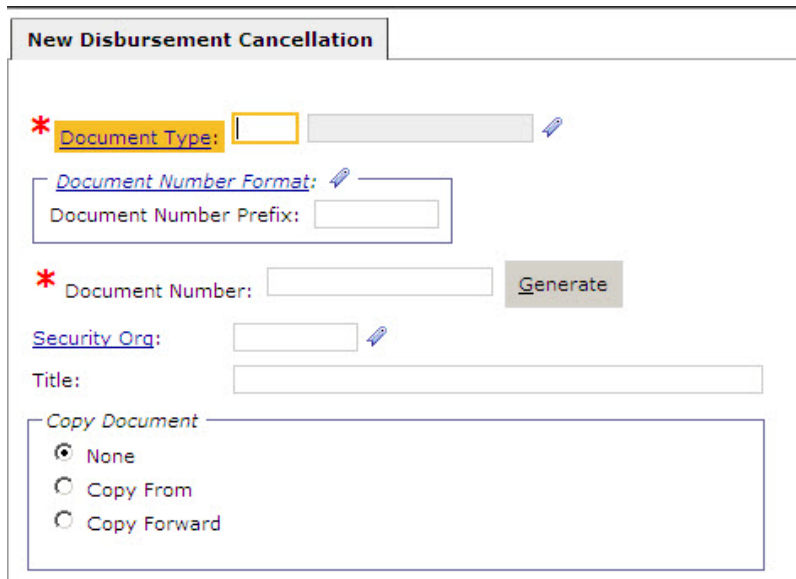
Note: *No more than one line should ever be added to a Disbursement Cancellation form. Additional payments to be cancelled should be entered on new forms.*

4.6.1   How Do I Create a Payment Cancellation Document?

Notes

1.   Select **Transactions—Automated Disbursements—New— Disbursement Cancellation** from the menu bar.

Notes

New Disbursement Cancellation

* **Document Type:** [   ]

Document Number Format:
Document Number Prefix: [   ]

* Document Number: [   ]   Generate

Security Org: [   ]

Title: [   ]

Copy Document
- (•) None
- ( ) Copy From
- ( ) Copy Forward

Note: *The New Disbursement Cancellation page will be displayed.*

2.   Enter **N6** in the **Document Type** field. Press the **[Tab]** key once - **Disbursement Cancellation R6** will automatically appear in the **Document Type Name** textbox. Enter a document number in the **Document Number** field.

3.   Enter the appropriate **Security Org**.

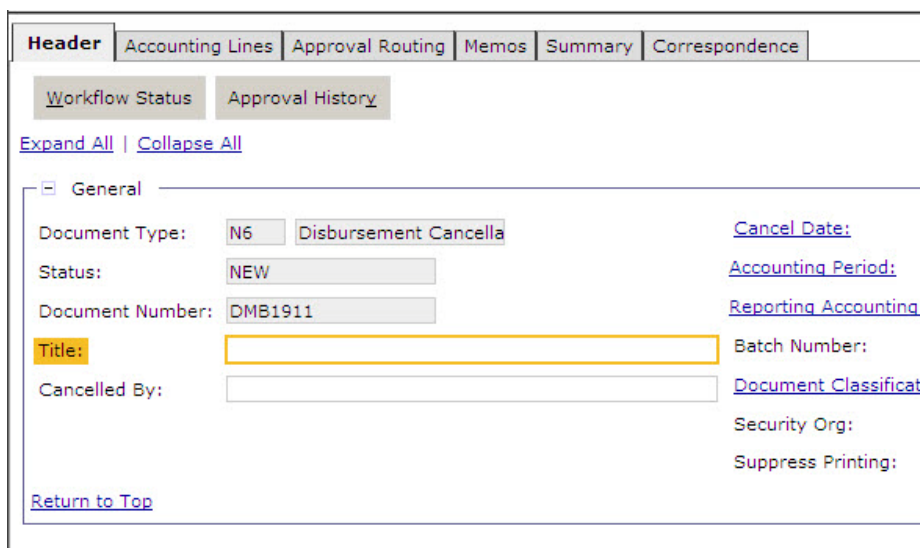**Note:** *If left blank, the user's default Security Organization will populate this field.*

4.   Click the **Finish** button.

5.   Enter the **Authorization Number** in the **Title** Field.
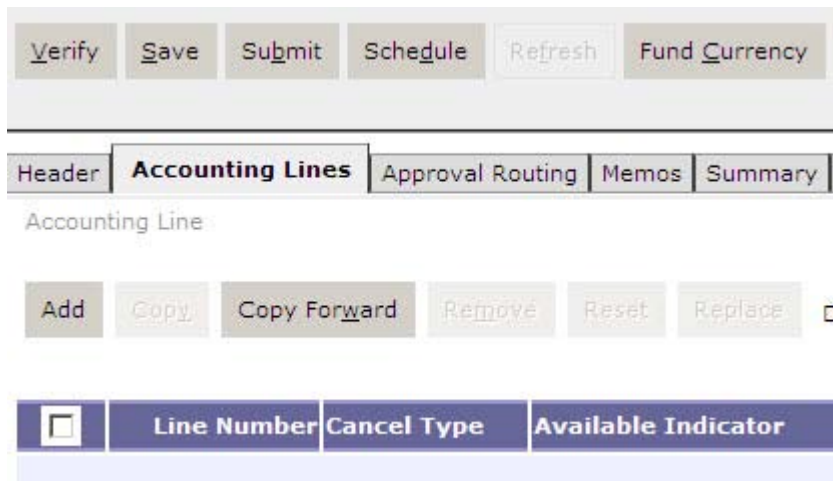
Note:

- *The **Header** page of the **Disbursement Cancellation** form will be displayed.*
- *The **Cancel Date, Acctg Period**, and **Reporting Acctg Period** will default when the form is Verified or Processed.*

Notes

6.   Enter your name in the **Cancelled By** field.

7.   Select the **Accounting Lines** tab and click the **Add** button.

   Note: *No more than one line should ever be added to a Disbursement Cancellation form. Additional payments to be cancelled should be entered on new forms.*

8.   Enter the following information associated with the payment:

   ▪ Enter KC6 as the **Disbursing Office**.
   ▪ If the disbursement was a Check, the appropriate Check Symbol will default into the field.
   ▪ Enter the **Check/Trace Number**.
   ▪ Enter the **Check/Payment Date**; the date the payment was disbursed.
   ▪ Select from the drop-down menu the appropriate **Cancel Type** of Deletion or Replacement. Refer to the beginning of this chapter

Notes

to decide the appropriate type.

- If the Cancel Type of Deletion is selected, check the **Re-Open** check box to re-open the invoice associated with the cancelled payment, if desired.
- Select Available or Unavailable from the **Available Indicator** drop-down menu. This will indicate whether the cancellation is available (SF-1098) or unavailable (SF-1184).
- If the disbursement was an EFT payment, select ACH (CCD+/PPD+) from the **Category** drop-down menu. If the disbursement was a Check, select the Category Treasury Disbursed Check from the drop-down menu. The payment information will then default into the form.
- Enter the **Cancel Number** and **Cancel Confirm Date**, if it is known.

9. To a view a summary of the accounting lines, click the **Summary** tab. To update an existing line, select the line, click in the text box for the field you would like to update, and make the update.

   To add a new line, click the **Add** button and follow the instructions above on how to enter an accounting line. To remove a line or multiple lines, select the line (s) and click the **Delete** button.

10. Click the **Verify** button. Any errors will be displayed. Correct any errors that are returned.

11. Click the **Save** button.

12. **Pegasys** will display the message, "Form was saved successfully".

13. Click the **Submit** button. **Pegasys** will display the message, "Form was submitted for processing successfully.
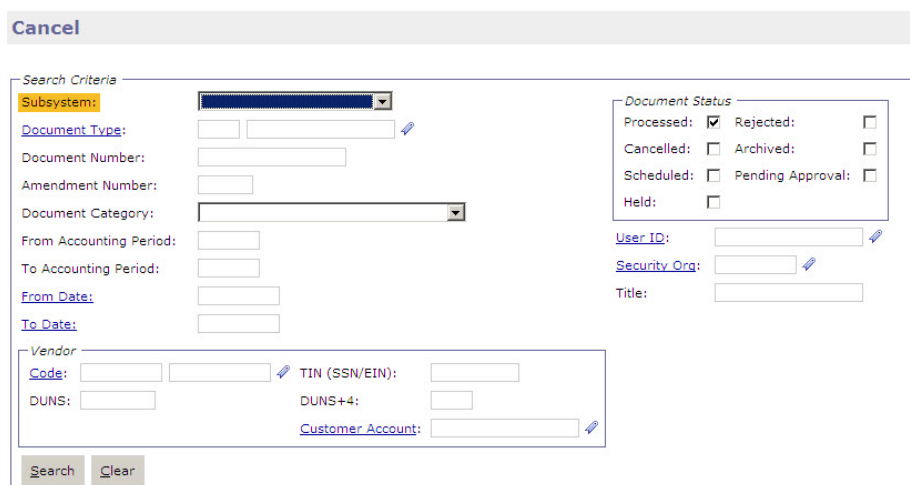
4.6.2 How Do I Cancel A Reissued Payment In Cases Where There Was An Applied Prepayment?

If a payment document must be cancelled, then the payment's disbursement must first be cancelled. If the payment had an applied prepayment amount entered on the document, the disbursement must be cancelled for Replacement or Reissue. If the disbursement is cancelled for Reissue, then the payment document must be cancelled by following the instructions below.

Notes

1. Select **Transactions—Accounts Payable—Cancel** from the menu bar.

Notes

Note: *The Cancel tab will be displayed.*

2. Enter **P3** in the **Document Type** field.

3. In the **Document Number** field, enter the document number associated with the payment that must be cancelled and click the **Search** button.

4. Select the appropriate document and click the **Cancel** button.

   Note: *If the document requires approvals and has already received approvals, the following message will appear: "The form/document that you are trying to correct is reserved in workflow. Click the Back button below to return to the previous page. If you want to proceed and unreserved the form/document, click Continue."*

5. The Header page of the Travel Relocation Payment document will be displayed.

6. Click the **Submit** button. Pegasys will display the message, "Form name was submitted for processing successfully."

4.6.3   How Do I Delete a Disbursement Cancellation Form?

If the Disbursement Cancellation form is not yet processed, it is possible to delete the form by following the instructions below.

Notes

1. Select **Transactions**—**Automated Disbursements**—**Delete** from the menu bar.

Notes

Delete

Note: *The **Delete** page will be displayed.*

2. Enter the appropriate document type in the **Document Type** field.
    Enter the Document Number in the **Document Number** field.
    Click the **Search** button.

3. Select the appropriate document and then click the **Delete** button.

4. **Pegasys** will display the message, "Are you sure you want to delete this record?" Click the **Yes** button.

5. **Pegasys** will display the message, "Form PO2005 was deleted successfully."
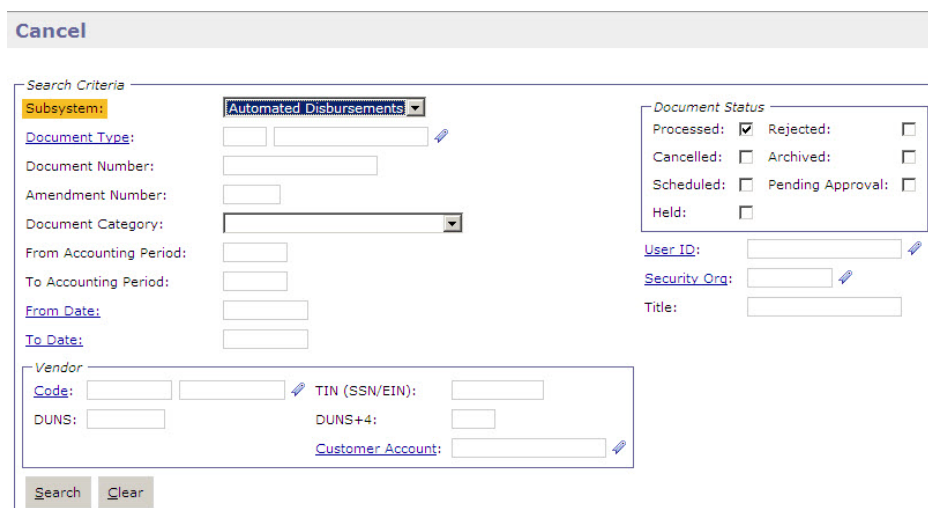
4.6.3.1   How Do I Cancel a Processed Disbursement Cancellation Document?

If an **N6** document was processed but had not yet gone through the nightly cycle, the document can be cancelled by following the steps below.

Notes

1. Select **Transactions—Automated Disbursements—Cancel** from the menu bar.

Notes

Cancel

Note: *The Cancel page will be displayed.*

2. Enter the document type in the **Document Type** field. In the **Document Number** field, enter the document number associated with the payment that must be cancelled and click the **Search** button.

3. Highlight the desired form and click **Cancel**.

Note: *The Header page of the Disbursement Cancellation will be displayed.*

4. Click the **Verify** button.

5. Click the **Submit** button. **Pegasys** will display the message, "Form was submitted for processing successfully."

Note: *Corrections to Disbursement Cancellation documents are <u>not</u> allowed. If an update is needed, the Disbursement Cancellation document must be cancelled and re-entered. Once a Disbursement Cancellation document has been confirmed by the nightly cycle (after cancellation information has been recorded) it may no longer be cancelled.*

4.6.4 How Do I Update the Disbursements Cancellations Awaiting Reconciliation Query?

Treasury will provide cancel confirmation information for all cancelled disbursements. It is necessary to record that information on the Disbursements Cancellations Awaiting Reconciliation Query, if this information is not known and was recorded when the Disbursement Cancellation is processed, following the directions below.
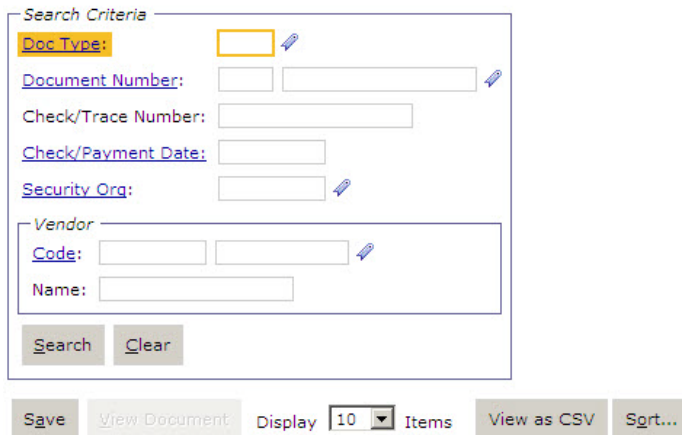
Notes

1. Select **Queries—Automated Disbursements—**

Notes

Disbursements Cancellations Awaiting Reconciliation Query from the menu bar.

Disbursement Cancellations Awaiting Reconciliation Query

Search Criteria
Doc Type: ___
Document Number: ___ ___
Check/Trace Number: ___
Check/Payment Date: ___
Security Org: ___

Vendor
Code: ___ ___
Name: ___

Search   Clear

Save   View Document   Display 10 Items   View as CSV   Sort...

Note: *The Disbursement Cancellations Awaiting Reconciliation Query page will be displayed.*

2. Enter the appropriate Disbursement Cancellation document type in the **Doc Type** field.

3. Enter the document number in the **Document Number** field, if known, and if the Check/Trace Number or the Check/Payment Date is known, enter that information in the **Check/Trace Number** or **Check/Payment Date** fields.

4. Click the **Search** button.

5. The query results will display in the window in the middle of the page. Select a record and the fields below the window will become populated.

6. Enter the **Cancel Confirm Date**, the **Cancel Number** and the **Accounting Period**.

7. Click the **Save** button. **Pegasys** will display the message, "Action was successful."

8. Close the query by clicking the **Clear** button. The nightly disbursements cycle will post the cancellation reconciliation once the confirmation data is entered, and remove records off this queue.

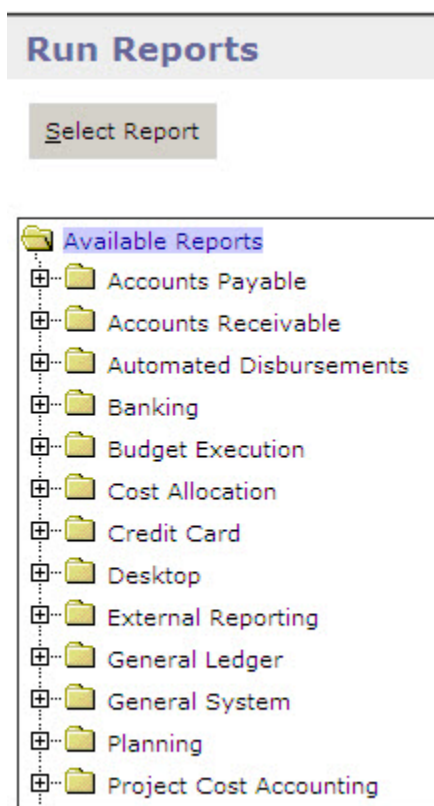Creating Solutions for Government Innovation | ISO 9001:2000 Certified

5   Reports

The Travel Advance and the Travel History Reports are available for Travel Relocation transactions. The following sections provide instructions for viewing the report and describe what the report displays.

5.1   How Do I View A Report?

Notes

1.   Select **Utilities—Reports—Run Reports**.

Run Reports

Select Report

Available Reports
- Accounts Payable
- Accounts Receivable
- Automated Disbursements
- Banking
- Budget Execution
- Cost Allocation
- Credit Card
- Desktop
- External Reporting
- General Ledger
- General System
- Planning
- Project Cost Accounting

Go to top of page

Note: *The **Reporting** window will be displayed for the available reports.*

2.   Open the Purchasing folder and then the Finance Reports folder to expand the list of available reports.

3.   Highlight the report to be viewed or printed and click the **Select Report** button.

4.   Enter the **Parameters**. The **Parameters** group box will vary based on the selected reports.

Notes

5. Select the desired **Saved Output Format** from the drop-down list
    of the **Options** group box.

    Note: *No information is required in the Print Queue field.*

6. Click the **Submit** button. **Pegasys** will display the message, "The
    report has been successfully submitted."

5.2   What Is the Processed Travel Documents Report?

The Processed Travel Documents report displays a list of documents and document details for Pegasys Travel documents. For each document, the report lists its ID, date, vendor, line amounts and closed amounts.

Processed Travel Documents

Run

Expand All | Collapse All

Parameters

* Report Level: Processed Travel Documents

   Processed Travel Documents

   * Report Type: 1 - Travel Auth.
   Which Documents:
   Document Range: Document Number From: Document Number To:
   Sort Criteria:
   Show Accounting Strip: ☐
   Currency Type:
   Accounting Period From:
   Accounting Period To:

Return to Top