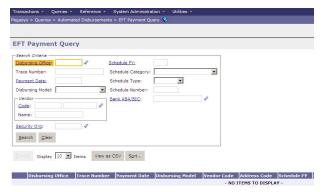
EFT Payment Query

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



- 2. Enter the **Disbursing Office (LEASE)** and if known, enter the **Trace Number** or **Payment Date** fields.
 - The **Payment Date** is the date the EFT payment was disbursed.
- 3. Click Search.
 - The query results will populate in the bottom portion of the page.
- **4.** Highlight the EFT payment record and click **Details**.
 - The EFT Payment Query Summary page will be displayed.
 - Note: If Treasury provided information about an Offset, follow Step5. If there is no Offset information to record, skip to Step 6.

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

Check Query

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

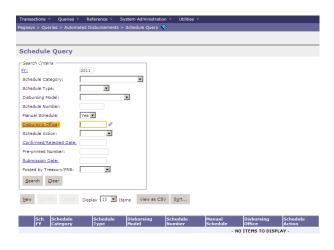


2. Enter the **Disbursing Office (LEASE)** and if known, enter the **Check Number** or **Payment Date** fields.

- The Check Date is the date the check was disbursed.
- 3. Click Search.
 - The query results will populate in the bottom portion of the page.
- **4.** Highlight the check payment record and click **Details**.
 - The Check Query page will be displayed.
 - Note: If Treasury provided information about an Offset, follow Step5 in the EFT Payment Query Section. If there is no Offset information to record, skip to Steps 6-8 in the EFT Payments Query Section.
- **5.** Click the **Check Query** breadcrumb link to return to the previous screen

Schedule Query

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



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

- 8. Highlight the payment record and click the **Details** link to view payment detail information.
- **9.** Click **View Document** to view the payment document.

Pegasys Resources

- Functional Coordinator
- Service Representative
- Pegasys Web Site http://pegasys.gsa.gov
- Pegasys User Guides
- Quick Reference Cards
- OCFO Service Desk Email address -

OCFOServiceDesk@gsa.gov

Telephone Number - 1-866-450-6588



General
Services
Administration

The Integrated Financial Management System



Pegasys 6.5.0:
Review an EFT
Payment, Check, or
Schedule Query
Quick Reference Card