Introduction

- The Credit Card user conducts all reconciliation actions within the **Reconciliation Notebook**.
- When a credit card statement is received from the bank, the following batch jobs are run:
  - ▸ The Statement Load batch job loads the bank statement into Pegasys.
  - ▸ The Prepayment batch job creates a payment to the bank. The batch job will pay the entire statement from each user's default accounting strip.
- Fields denoted with a red asterisik are mandatory for Pegasys processes, but may not include all fields required by GSA policy.
- The In Process Status has changed to Available in Pegasys 6.5.
- For detailed information, please refer to the Reconcile Bank Statement Lines chapter of the Credit Card User Guide.

Un-Reconcile Defaulted Charges

1. Select **Transactions—Credit Card—Reconciliation** from the Pegasys menu bar.
2. Select desired Credit Card(s) from the **Credit Card** group box.
   - *The **Credit Card** group box displays only the credit cards that the user has security to view.*
3. Select an Approval Group from the Approval Group group box, a Credit Card Status (the default value is Active), and select Defaulted from the Status group box.
4. Click **Search** to display the bank statement lines.

---

5. In the **Reconciliation Activity** section, select a line in Defaulted Status and click the **Retrieve** button.
6. In the **Reconciliation Activity** section, select the line and click the **Unreconcile** button.
7. The charges are now ready to be reconciled. *The statement line status will change from Defaulted to Available.*

Reconcile a Bank Statement Line to an Accounting Strip

1. Select **Transactions—Credit Card—Reconciliation** from the Pegasys menu bar.
2. Select desired Credit Card(s) from the **Credit Card** group box.
   - *The **Credit Card** group box displays only the credit cards that the user has security to view.*
3. Select an Approval Group from the Approval Group group box, a Credit Card Status (the default value is Active), and select Available from the Status group box.
4. Click **Search** to display the bank statement lines.
5. In the **Statement Activity** section, select the line to reconcile to an Accounting Strip. Click the **Retrieve** button and select Transactions.
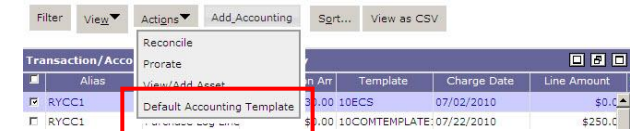

6. In the **Transaction/Accounting** section, click the **Add Accounting** button.

---

7. A new line in the **Transaction/Accounting** section will be added with a Type of Activity of Accounting.
8. Enter an accounting template in the **Template** text box for that line. Then click the **Actions** button and choose **Default Accounting Template.**

*To search for an accounting template, click the **View** button and click **Details**. In the **Accounting Dimensions** group box, click the **Template** link and search for a template. Click the x in the top right corner to close the Details screen.* **Note:** *Use SOC (Sub Object Class) J01 (Credit Card Administrative Fees) for convenience check fees.*

9. The system will default the amount of the charge or credit. To change this amount, enter the amount to be reconciled in the **Reconciliation Amount** field.
10. To enter a vendor, click the **View** button and select **Details**. In the **Vendor** group box, enter a valid **Vendor Code** (required for all convenience checks and fees transactions and optional for all other transactions).
    - *To search for a vendor use the following steps:*
      - *Click on the **Address Code** hyperlink to search for a **Vendor.***
      - *Enter appropriate search criteria and click the **Search** button.*
      - *Click the **Select** button for the vendor you wish to add.*

    Note:

- *Do not use Vendor Code **CCVEND** for convenience checks and fees transactions. **CCVEND** can be used for all other one-time credit card vendor transactions.*
- *Use Vendor Code **460358360** for all convenience check fees.*
- *If a vendor code is entered, the Pegasys Vendor name will be displayed in credit card reports.*

11. Enter descriptive information about the accounting line in the **Description** field.

   Note:
   - *Federal Supply Service Fund 455 uses this field to enter gallons of gas purchased (e.g., 5.8 gallons of gas is displayed as 00000058 with no decimal).*
   - *Enter vehicle tag number in the **Veh Tag#** field, if applicable.*

12. To close the **Activity Details** screen, click the X in the top right hand corner.

13. With the line still selected in the **Transaction/Accounting** section, click the **Actions** button and choose **Reconcile.**

   - *The status of the line in the Statement Activity section changes from Available to Reconciled.*

Reconcile Multiple Bank Statement Lines to an Accounting Strip

1. Follow **Steps 1-4** of **Reconcile a Bank Statement Line to an Accounting Strip.**

2. To reconcile multiple bank statement lines to an accounting strip, select multiple statement lines from the **Statement Activity** section.

3. Click the **Retrieve** button and select **Transactions.**

4. In the Transaction/Accounting section, click the **Add Accounting** button. One line will be added for the total amount of the lines selected in the **Statement Activity** section.

5. Follow Steps 8-12 of **Reconcile a Bank Statement Line to an Accounting Strip**.

   - *The status of the lines changes from Available to Reconciled.*

GSA Policy

- Allow unlimited changes to bank statement lines after reconciliation or after a transfer of funds to the indicated accounting strip.

- Amend credit card log if the bank statement line is unreconciled from a credit card log because of incorrect accounting information.

- Do <u>not</u> use the **Approve** or **Reject** actions. GSA is not using this functionality.

Pegasys Resources

- **Functional Coordinator**
- **Service Representative**
- **Pegasys Web Site**

  http://pegasys.gsa.gov

- **Pegasys User Guide**
- **Quick Reference Cards**
- **Name - OCFO Service Desk Email address - OCFOServiceDesk@gsa.gov Telephone Number - 1-866-450-6588**

General Services Administration

GSA

The Integrated Financial Management System

Pegasys 6.5.0: Reconcile a Bank Statement Line to an Accounting Strip Quick Reference Card