



General Services Administration Credit Card Pegasys 7.1.2 User Guide

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Contents

1	General	1-13
1.1	Introduction	1-13
1.1.1	What is the purpose of the Pegasys Credit Card User Guide?	1-13
1.1.2	What is the Pegasys Credit Card Subsystem?	1-13
1.1.3	What are the advantages for me to use the Pegasys Credit Card Subsystem?	1-13
1.2	Agency Policy Guidelines	1-14
1.2.1	Where do I find GSA's policy governing credit cards?	1-14
1.2.2	What are the Primary Roles and Related Responsibilities of the Purchase Card Program as stated in the GSA Order CFO 4200.1?	1-14
1.2.3	How do the Roles and Related Responsibilities stated in the GSA Order CFO 4200.1 differ from those in Pegasys?	1-15
1.2.4	How does Pegasys track my purchasing limit on my credit card?	1-15
1.3	Pegasys Security Policies.....	1-15
1.3.1	What methods of access are used to maintain security of the Pegasys System? ...	1-15
2	Credit Card Overview	2-17
2.1	User Setup and Maintenance	2-17
2.1.1	How are new credit card users set up in Pegasys?.....	2-17
2.1.2	How will Pegasys handle maintenance changes such as name changes, default coding changes, E-mail address changes for transaction notification, approving official changes, and/or hierarchy changes for a credit card?	2-17
2.1.3	How is a canceled credit card manually deactivated in Pegasys?.....	2-17
2.1.4	What do I do if the credit card is lost or stolen?	2-18
2.2	Access to the Pegasys Credit Card Subsystem.....	2-18
2.2.1	How do I access the Credit Card Subsystem?.....	2-18
2.2.2	What are the Pegasys Roles and Approval Types for the Credit Card Subsystem?	2-18

2.2.3	Who has access to my credit card within the credit card subsystem?	2-18
2.2.3.1	What is the Role of Region 6 Finance Center?	2-19
2.3	Create A Credit Card Log Form	2-19
2.3.1	How do I enter data for purchases of goods and services made with a credit card or convenience check in Pegasys?	2-19
2.3.2	Is it mandatory that I log my credit card purchases into Pegasys?	2-20
2.3.2.1	What is my option if I do not want to log a transaction?	2-20
2.3.2.2	How soon must I log a transaction?	2-20
2.3.3	What document types are available for credit card log forms?	2-21
2.3.3.1	What factors determine the type of credit card log to enter into Pegasys?	2-21
2.3.3.2	How are the Credit Card Log forms identified in Pegasys?	2-22
2.3.4	What is the purpose of the Security Org when I create a Credit Card Log form?	2-23
2.3.5	What is meant by the term “Referencing” and how is it accomplished in Pegasys?	2-24
2.3.5.1	What do I do if a request has been recorded in Pegasys and a credit card is going to be used for the purchase?	2-24
2.3.5.2	What must be done if a request has been processed in Pegasys and I elect not to create a Credit Card Log document?	2-25
2.4	Enter Date in the Credit Card Log	2-25
2.4.1	What window elements are displayed for a typical Credit Card Log page?	2-25
2.4.2	How does Pegasys define its Required and Optional field types?	2-27
2.4.3	What are the functions of the icons on the Action Button Bar on the Credit Card Log Form?	2-27
2.4.4	What is the minimum information required to process the Credit Card Log form? ...	2-28
2.4.5	How are Date Fields generally displayed on the header page of the Credit Card Log Form?	2-29
2.4.6	What Vendor Code do I always use for a One Time Credit Card Vendor Transaction?	2-29
2.4.6.1	Whom do I contact to establish a vendor?	2-29

2.4.6.2	What information needs to be included for Vendor Requests?	2-29
2.4.7	Where do I enter the credit card purchase information (e.g., Authorization Code and Date of Charge)?	2-30
2.4.7.1	Does the Credit Card Subsystem display actual credit card numbers to the users?	2-30
2.4.7.2	What is the syntax structure of the Credit Card Alias?	2-30
2.4.8	What are Credit Card Transaction Types?	2-30
2.4.8.1	How do I view the Transaction Type Maintenance Table?	2-30
2.4.9	What are Accounting Templates?	2-31
2.4.9.1	What is the basic format for an Accounting Template?	2-31
2.4.9.2	How do I enter an Accounting Template?	2-31
2.4.10	How and where do I enter gallons of gas?	2-32
2.4.11	Where do I enter vehicle tag numbers on a Credit Card Transaction?	2-32
2.4.12	How is Agreement Information entered in the Credit Card Log form?	2-33
2.4.13	When do I use the Misc. reference option when referencing a request document for a Credit Card Log document?	2-33
2.4.14	How do I add, delete, or copy Header Accounting information?	2-33
2.4.15	What edits are performed in Pegasys when you verify that information entered on the Credit Card Log form is valid and correct?	2-33
2.4.16	Must the Credit Card Log form be approved?	2-33
2.4.16.1	What is the effect when an approval is not applied to the Credit Card Log form? ...	2-34
2.4.17	What happens to the Credit Card Log form when it is processed?	2-34
2.5	Credit Card Processing Cycle	2-34
2.5.1	What happens during the Credit Card Processing cycle?	2-34
2.5.1.1	How is the Credit Card Log document used during the credit card processing cycle?	2-35
2.5.1.2	What happens to the Credit Card Log documents in the auto reconciliation process?	2-35

2.5.1.3	What criteria does Pegasys use to automatically match the Credit Card Log documents to the appropriate bank statement line?.....	2-35
2.5.1.4	What information is created once the nightly Offline Statement Load Process is successfully run?	2-36
2.5.1.5	What occurs when a payment is made to Citibank?.....	2-37
2.6	Credit Card Reconciliation Process	2-37
2.6.1	How do I know when I need to access the Reconciliation Notebook?	2-37
2.6.2	How do I access the Reconciliation Notebook so that credit card purchases can be reconciled with the bank statement lines?	2-37
2.6.3	What credit cards are seen when the Reconciliation Notebook is opened?	2-39
2.6.4	What functions can be performed within the Reconciliation Notebook?	2-39
2.6.5	What items do I take action on within the Reconciliation Notebook?.....	2-40
2.6.5.1	What happens if I do not reconcile my bank statement lines?.....	2-41
2.6.6	How do I determine whether to reconcile the statement line by using the Add Accounting button?	2-41
2.6.7	What is the effect if I reconcile only a partial amount of my bank statement line? ...	2-41
2.6.8	Why do I need to enter vendor information in the Reconciliation Notebook?	2-41
2.6.9	How does Pegasys handle changes/corrections to bank statement lines?	2-42
2.6.9.1	What must I do when changing the Accounting Strip on a Credit Card Log document and the bank statement line is already reconciled to the Credit Card Log document and has a Paid status?	2-42
2.6.10	How does Pegasys process miscellaneous charges (e.g., shipping charges)?.....	2-42
2.6.11	How do I reconcile bank statement lines for convenience checks and convenience check fees?.....	2-42
2.6.12	When do I receive the monthly bank statement from Citibank?	2-43
2.6.12.1	What information does my monthly statement contain?	2-43
2.6.13	What are the credit card user's responsibilities in reviewing and approving the monthly statement?	2-43

2.7	Credit Card Reports.....	2-43
2.7.1	What types of standard credit card reports are available in Pegasys?	2-43
3	Create Credit Card Logs.....	3-44
3.1	What is the workflow for a credit card purchase?.....	3-44
3.2	What are the Step by Step Instructions to create a Credit Card Log Form?	3-46
3.3	What is the Workflow for a Training Credit Card Purchase?	3-53
3.4	What are the Step by Step Instructions to Create a Training Credit Card Log Form? .	3-54
4	Search, View, Correct, Amend, Cancel, Delete, or Query Credit Card Log Forms and Documents.....	4-62
4.1	How do I View a Credit Card Log?.....	4-62
4.1.1	How do I search for a form?	4-63
4.1.2	How do I search for a document (Review Status)?	4-64
4.2	What is the Workflow for Correcting or Amending a Credit Card Log?.....	4-66
4.3	How do I Correct a Form or Document?	4-66
4.4	How do I Amend a Document?	4-68
4.5	How do I Delete a Form?.....	4-69
4.6	How do I Cancel a Document?	4-70
4.7	How do I Query for a Document Using the References Button?	4-71
4.8	What are the Common Error Messages in Pegasys?	4-73
4.8.1	How do I identify an information message?	4-73
4.8.2	How do I identify an Overrideable Error?	4-73
4.8.3	How do I identify the Hard Error message code?.....	4-74
4.8.4	What are Relationship Edit errors?	4-74
4.8.5	How do I correct a Relationship Edit error?	4-74

4.8.6	What are the common credit card errors?.....	4-75
5	Reconcile Bank Statement Lines	5-76
5.1	What is the Workflow for Reconciling Bank Statement Lines?	5-76
5.2	What are the Step-by-Step Instructions to Manually Reconcile a Bank Statement Line to a Credit Card Log document?	5-78
5.3	What are the Step-by-Step Instructions to Manually Reconcile a Bank Statement Line by Using the Add Accounting Button (No Credit Card Log Document)?	5-81
5.4	How to Manually Apply a Miscellaneous Reference.....	5-85
6	Approve Pegasys Credit Card Transactions	6-87
6.1	Who Approves the Credit Card Log Form?	6-87
6.2	How do I Apply an Approval?	6-87
6.3	How do I Disapprove a Form?	6-88
6.4	What are the Responsibilities as an Approving Official for Credit Card Activity in Pegasys?	6-88
7	Unreconcile Bank Statement Lines	7-89
7.1	What is the Workflow for Unreconciling Bank Statement Lines?	7-89
7.2	What are the Step-by-Step Instructions to Unreconcile a Bank Statement Line?	7-90
8	Reconcile Disputed Charges and Credits	8-91
8.1	What are the Step-by-Step Instructions to Reconcile a Disputed Charge to an Accounting Strip?	8-91
8.2	What are the Step-by-Step Instructions to Reconcile a Credit to an Accounting Strip?8-91	
8.3	What are the Step-by-Step Instructions to Correct a Bank Statement Line that has an Error Status Displayed?	8-91
9	Standard Credit Card Reports and Forms	9-93
9.1	Credit Card Reports.....	9-93
9.1.1	What Types of Credit Card Reports are available in Pegasys?	9-93

9.1.2	How do I Generate and Print Credit Card Reports from the Reports Menu?	9-93
9.1.3	What Types of Information do each of the Reports provide me?.....	9-97
9.1.3.1	General Credit Card Users	9-97
9.1.3.2	Heartland Finance Center.....	9-99
9.2	Credit Card Forms.....	9-99
9.2.1	What Types of Procurement Forms Support the Credit Card Subsystem?	9-99
9.2.1.1	How do I generate and print GSA forms?	9-99
9.2.1.2	How do I generate and print CGS forms from an online Pegasys document?	9-99
9.2.1.3	How do I generate and print GSA forms from the Reports Menu?	9-99
10	Help.....	10-101
10.1	What Resources are available when I need Help with the Credit Card Subsystem? .	10-101
10.2	Who are the Functional Coordinators and Service Representatives?	10-101

List of Exhibits

Figure 1-1: Security Organization Hierarchy Example	1-16
Figure 2-1: Create a New Order Page	2-20
Figure 2-2: Credit Card Document Types	2-21
Figure 2-3: Applying Pegasys to the Workplace	2-22
Figure 2-4: Search-Security Organization Page	2-23
Figure 2-5: Security Organization Document Access Table	2-23
Figure 2-6: Copy Forward Function	2-24
Figure 2-7: Credit Card Log Document Header Page	2-26
Figure 2-8: Window Element Descriptions	2-26
Figure 2-9: Field Type Descriptions	2-27
Figure 2-10: Action Button Bar	2-27
Figure 2-11: Action Button Description	2-27
Figure 2-12: Minimum Information Required to Process a Credit Card Log Form	2-28
Figure 2-13: Date Fields and Formats	2-29
Figure 2-14: Credit Card Document Transaction Types	2-30
Figure 2-15: Header Accounting Lines Page	2-31
Figure 2-16: Gallons of Gas	2-32
Figure 2-17: Agreement Number	2-33
Figure 2-18: Pegasys Credit Card Log Document Categories and Document Types	2-34
Figure 2-19: Credit Card Processing Cycle	2-34
Figure 2-20: Reconciliation Notebook Statement Page	2-38
Figure 2-21: Add Transaction –Reconcile without Alias	2-39

Figure 2-22: Bank Statement Line Status Search Criteria	2-40
Figure 3-1: Credit Card Log Form—Minimum Required Fields	3-44
Figure 3-2: Credit Card Purchase	3-45
Figure 4-1: Overridable Error Message	4-73
Figure 4-2: Hard Error Message	4-74
Figure 4-3: Relationship Edits Error	4-74
Figure 4-4: Common Credit Card Error Codes	4-75
Figure 5-1: Reconciling Bank Statement Lines	5-77
Figure 7-1: Unreconciling Bank Statement Lines	7-89
Figure 9-1: Standard Credit Card Reports	9-93
Figure 9-2: Document Type/GSA Form that Prints from the Print Button	9-99

Revision Log

Date	Version No.	Description	Author	Reviewer	Review Date
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Introduction

In March 2014, the General Services Administration (GSA) initiated a task to upgrade its current Momentum Financials software from release 6.5.1 to release 7.1.2. By upgrading, GSA will remain current with Momentum baseline software releases and can continue to support its mission of offering comprehensive and technologically progressive practices in federal financial management.

The Pegasys 7.1.2 Upgrade Software Release Notes document is intended to provide a high-level assessment of the impact to the Pegasys user given the software enhancements in Pegasys 7.1.2. This document addresses functionality relevant to the GSA business practices, and only includes additional functionality and software enhancements through the 7.1.2 release.

This document is organized in alphabetical order into chapters by type of enhancement and any subset of enhancements within that category type.

Prior to the upgrade, users should follow these steps to ease their move to Pegasys 7.1.2:

1. Clear items from the Inbox, including any ad-hoc routing tasks.
2. Apply all necessary approvals to partially approved forms, including VCSS invoices and CCRC forms.
3. Process all forms that are in "Held" or "Rejected" statuses.

1 General

1.1 Introduction

1.1.1 What is the purpose of the Pegasys Credit Card User Guide?

The Pegasys Credit Card User's Guide details the concepts and functions and provides step-by-step instructions of the Pegasys Credit Card subsystem. The User's guide is separated into the following 10 chapters. Each chapter is a standalone document to allow users to become proficient in a functional area quickly.

Chapter 1—General

Chapter 2—Credit Card Overview

Chapter 3—Create Credit Card Logs

Chapter 4—Search, View, Correct, Amend, Cancel, Delete, or Query Credit Card Log Forms and Documents

Chapter 5—Reconcile Bank Statement Lines

Chapter 6—Approve Pegasys Credit Card Transactions

Chapter 7—Unreconcile Bank Statement Lines

Chapter 8—Reconcile Charges and Credits

Chapter 9—Standard Credit Card Reports and Forms

Chapter 10—Help

1.1.2 What is the Pegasys Credit Card Subsystem?

The Pegasys Credit Card subsystem is a component that complements the functionality of the Purchasing and the Accounts Payable subsystems by allowing GSA, or DNFSB (Defense Nuclear Facilities Safety Board) to enter data for purchases of goods and services made with a credit card or convenience check and to reconcile those transactions with the bank statement.

1.1.3 What are the advantages for me to use the Pegasys Credit Card Subsystem?

Using the Pegasys Credit Card subsystem, users obtain the following benefits:

- **Electronic logging.** The Pegasys Credit Card subsystem provides an electronic logging capability. This allows users to immediately obligate funds for the logged transaction.

- **Automatic reconciliation.** Once the Citibank statement is loaded into Pegasys, a nightly offline process reconciles each statement line to the electronic log.
- **Ability to record multiple lines.** The Pegasys Credit Card subsystem log documents can include up to 9,999 lines.
- **Unlimited cost transfers.** Users can make as many cost transfers as necessary to ensure the accurate accounting of credit card costs.
- **Integrated tool.** The Pegasys Credit Card subsystem is fully integrated with the budget and purchasing subsystems.

1.2 Agency Policy Guidelines

1.2.1 Where do I find GSA's policy governing credit cards?

The GSA Order CFO 4200.1 provides guidance to GSA employees on the use of credit cards for purchases and is the official GSA policy document regarding the small purchase credit card program. A copy of the GSA Order document can be found by the URL [The GSA Order CFO 4200.1 provides guidance to GSA employees on the use of credit cards for purchases and is the official GSA policy document regarding the small purchase credit card program. A copy of the GSA Order document can be found by the URL <http://www.gsa.gov/portal/directive/d0/content/520486>](http://www.gsa.gov/portal/directive/d0/content/520486)

1.2.2 What are the Primary Roles and Related Responsibilities of the Purchase Card Program as stated in the GSA Order CFO 4200.1?

A quick recap is as follows:

- **Cardholders**—Responsible for using the card and convenience checks to pay for authorized purchases for official business in compliance with applicable procurement regulations, for safeguarding the card, convenience checks, and account number, for documenting all purchase card transactions, resolving disputed transactions with vendors as necessary, reviewing and reconciling all transactions and assigning the correct accounting code via the credit card system, and ensuring that audit trails are maintained for all purchases.
- **Approving officials**—Responsible for designating employees to be cardholders, approving purchase card use, monitoring the purchase card account activity of the cardholders in their organizations, verifying that all transactions are made to meet legitimate Government requirements, ensuring that applicable procurement regulations are followed, and ensuring that cardholders reconcile all transactions and maintain records to provide an audit trail for all purchases.
- **Funds approval officials**—Responsible for providing funding authority to the cardholder by approving the GSA Form 3661, Purchase and Travel Card Application, for new accounts and limit changes. Your funds manager is the official who has the authority to approve expenditures in your organization.

1.2.3 How do the Roles and Related Responsibilities stated in the GSA Order CFO 4200.1 differ from those in Pegasys?

The procedures that follow in this User's Guide are generally applicable only to Pegasys credit card subsystem functionality and processing. Under no circumstances should they be construed as superseding or revising the credit card policies and responsibilities transmitted by the official GSA Order CFO 4200.1. In particular, certain cardholder responsibilities, such as documenting all purchase card transactions, may be optionally performed via the Pegasys credit card log; but the requirement to document all transactions in some format is mandatory to the program and must be performed by the cardholder in some other systematic way if not performed within Pegasys.

Similarly, approving officials are responsible for approving purchase card use and verifying that all transactions are made to meet legitimate Government requirements. Any references to cardholders or funds approval officials "approving" purchase card transactions are in a Pegasys system context—not in a purchase card program context. Only "approving officials" as defined by CFO 4200.1 and as designated on a properly approved GSA Form 3661 have the authority to "approve purchase card use" as that term is used in the GSA Order.

1.2.4 How does Pegasys track my purchasing limit on my credit card?

All purchasing limits are handled outside Pegasys. If you are not a warranted contracting officer, your single-purchase limit will be \$2,500 or less. A warranted contracting officer may have a single-purchase limit corresponding to the level of purchasing authority up to \$100,000. The funds manager for your organization sets your monthly spending limit.

1.3 Pegasys Security Policies

1.3.1 What methods of access are used to maintain security of the Pegasys System?

- **Logins**—Grace logins for new and expired passwords will be set to three. The user will need to re- enter login after 15 minutes of inactivity. Three login attempts are permitted. Note: If a user is locked out after three attempts, please call the service desk at 1-866-740-0994 or click the forgotten password link.
- **Passwords**—Passwords are valid for 90 days and may be reused after 5 iterations. Expired passwords will be stored for 90 days.
- **Roles and Approval Types**—Pegasys has one role and one approval type for the Credit Card subsystem.
- **Role—Cardholder**—A person who has been issued a credit card has the authority to create logs and reconcile transactions. This role also includes persons that act on behalf of a cardholder.
- **Approver—Prch—Credit Card**—A person who has the authority to apply the approvals required on a CL or CT document type.

The responsibility of a Pegasys Credit Card approver differs from the responsibility of an Approving Official as referenced in GSA Order CFO 4200.1. The Pegasys Credit Card approver approves only the Credit Card Log entry and is not approving the actual credit

card purchase. The Prch–Credit Card approval type is required on all Credit Card Log forms. Each office will define how the administrative approvals are applied to the Pegasys Credit Card Log forms.

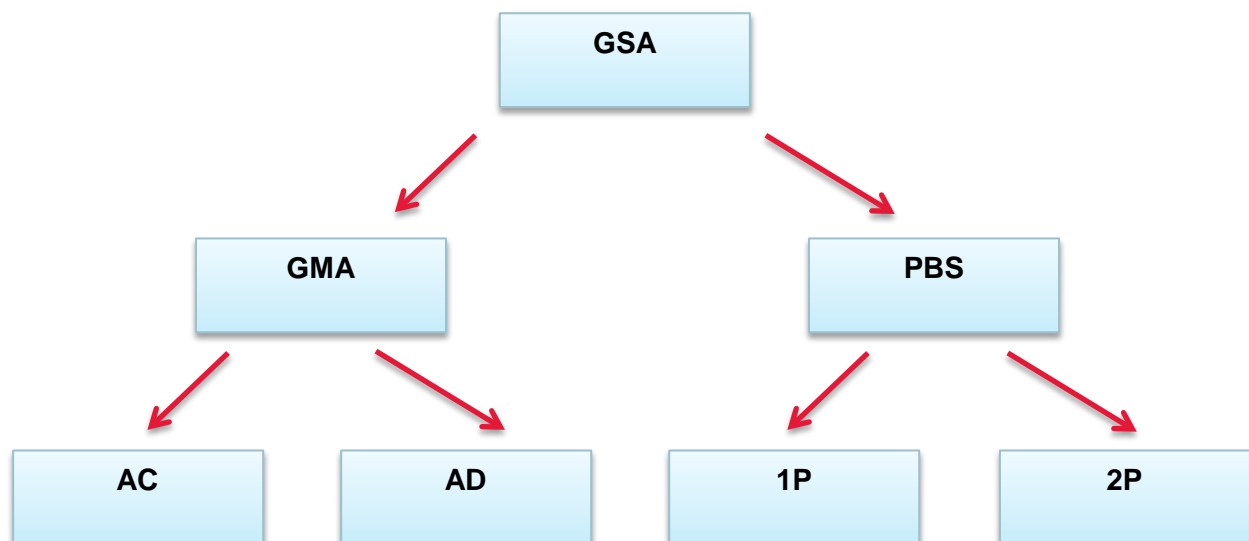
- **Security Organizations**—Security levels are established as a hierarchy with the highest level (Pegasys in GSA as the parent organization) containing the most document access and the lowest level (Correspondence Symbol) containing the least document access. A child organization is established for each of the Services. This allows users to gain access to the general data of the parent organization, as well as the specific data for the child organization. Each Service organization will have several two-digit Correspondence Symbol child organizations.

Users are grouped under these organizations based on their functional roles and system needs. In Pegasys, the Security Organization is established at the document level. A user would only be able to view documents associated with the Security Organization(s) to which they belong.

If a user does not select a Security Organization when creating a new document, it will default to the user's "default security organization." The default Security Organization for users belonging to FSS, PBS, or FTS (Central Office) will be their Service. The default Security Organization for users belonging to IG, FCIC, or FTS (Regions) will be their two-digit Correspondence Symbol. Users belonging to GM&A, or DNFSB will have GSA as their default Security Organization.

In Figure 1-1: Security Organization Hierarchy Example GSA is the parent Security Organization; GMA and PBS are child Security Organizations called "Service Levels"; and AC, AD, 1P and 2P are Security Organizations called "Correspondence Symbols".

Figure 1-1: Security Organization Hierarchy Example



2 Credit Card Overview

2.1 User Setup and Maintenance

2.1.1 How are new credit card users set up in Pegasys?

The following steps describe how a new credit card user will be set-up in Pegasys.

1. New user (i.e., cardholder or approving official) completes the procurement Purchase Card Training course on one of the following websites: <http://insite.gsa.gov> or <http://www.olu.gsa.gov>.
2. The new user completes and submits GSA Form 3661, Purchase Card Application and Maintenance, to the Credit Card Coordinator or Designated Official.
3. Credit Card Coordinator or Designated Official verifies that the new user successfully completes the procurement Purchase Card Training course.
4. Credit Card Coordinator or Designated Official enters the information from GSA Form 3661 into Citi-Direct or faxes a completed Citibank Set-up form to Citibank if access to Citi-Direct is not available.
5. Credit Card Coordinator or Designated Official faxes a copy of the new user's GSA Form 3661 to Pegasys Security Group at Fax# (202) 501-2913. At this point the Pegasys Security Group begins setting up the new cardholder or approving official in Pegasys with an ID and credit card role.
6. The Pegasys Security Group forwards a copy of the GSA Form 3661 to the Pegasys Credit Card Group.

2.1.2 How will Pegasys handle maintenance changes such as name changes, default coding changes, E-mail address changes for transaction notification, approving official changes, and/or hierarchy changes for a credit card?

1. The cardholder or the cardholder's supervisor documents changes on GSA Form 3661 and submits to the Credit Card Coordinator or Designated Official.
2. The Credit Card Coordinator or Designated Official contacts Citibank with the maintenance changes and faxes the form immediately to the Pegasys Security Group at Fax# (202) 501-2913.
3. Pegasys Security Group forwards a copy of the GSA Form 3661 to the Pegasys Credit Card Group.

2.1.3 How is a canceled credit card manually deactivated in Pegasys?

The following steps describe how a canceled credit card will be manually deactivated in Pegasys.

1. The cardholder or cardholder's supervisor notifies the Credit Card Coordinator or Designated Official that a credit card needs to be deactivated.
2. The Credit Card Coordinator or Designated Official contacts Citibank to deactivate the credit card.

3. If necessary, the Pegasys Credit Card Group forwards the change to the Pegasys Security Group to remove the credit card role from the user. If this is the only role that the user has, then the user's Pegasys ID is deactivated.
4. Cardholder or Approving Official (if cardholder separated) disputes any unauthorized charges with Citibank.

2.1.4 What do I do if the credit card is lost or stolen?

The following steps describe how a lost or stolen credit card will be handled in Pegasys.

1. The cardholder immediately calls Citibank to report a lost/stolen card. (The old account number remains in the Pegasys Credit Card Table for payment of subsequent valid charges.)
2. The cardholder disputes unauthorized charges with Citibank.

2.2 Access to the Pegasys Credit Card Subsystem

2.2.1 How do I access the Credit Card Subsystem?

You should contact Functional Coordinator or Service Representative in order to obtain a "user role" from the Pegasys Security Administrator through a request.

2.2.2 What are the Pegasys Roles and Approval Types for the Credit Card Subsystem?

Pegasys has one role and one approval type for the Credit Card subsystem.

- **Role—Credit Cardholder**—A person who has been issued a credit card and has authority to create logs and reconcile transactions. This role also includes persons that act on behalf of a cardholder.
- **Approver—Prch—Credit Card**—A person who has the authority to apply the approval required on credit card log transactions.

The responsibility of a Pegasys Credit Card approver differs from the responsibility of an Approving Official as referenced in GSA Order CFO 4200.1. The Pegasys Credit Card approver approves only the Credit Card Log entry and is not approving the actual credit card purchase. The Prch—Credit Card approval type is required on all Credit Card Log forms. Each office will define how the administrative approvals are applied to the Pegasys Credit Card Log forms.

2.2.3 Who has access to my credit card within the credit card subsystem?

Within the Pegasys Credit Card subsystem, the cardholder as well as additional users can be given access to specific cards. These users are called supervisors and can be granted all access (add, delete, list, update, view, process with, verify with, and approve) or just view access. The following types of supervisors have been defined within the Credit Card

subsystem and will have access to the bank statement lines and reconciliations displayed in the Reconciliation Notebook for one or more credit cards:

- **Cardholder**—A person who has the authority to perform all reconciliation actions in the Reconciliation Notebook. The cardholder will always have this access for his/her card.
- **Reconciler**—A person who has the authority to perform all reconciliation actions in the Reconciliation Notebook. Individuals who do not have a credit card but reconcile cards for other cardholders will have this access.
- **Notebook Viewer**—A person who has the authority to view the Reconciliation Notebook, but cannot make any changes to transactions. This person is responsible for informing the cardholder, or the person who can make changes to someone's card (i.e., Reconciler) that changes must be made in the Reconciliation Notebook.
- **Cost Transfer**—A person who has the authority to view the Reconciliation Notebook and reconcile transactions including PAID items to logs and accounting strips. This person will not be able to create Pegasys Credit Card logs.
- **Activity Notification**—A person who wants to be notified of any credit card activity. This person does not have to be a Pegasys user.
- **Approving Officials**—A person who has the authority to perform all actions in the Reconciliation Notebook. The Approving Official will have access to all cards he/she approves.

GSA Services and clients will define the administration of these roles to a credit card.

2.2.3.1 What is the Role of Region 6 Finance Center?

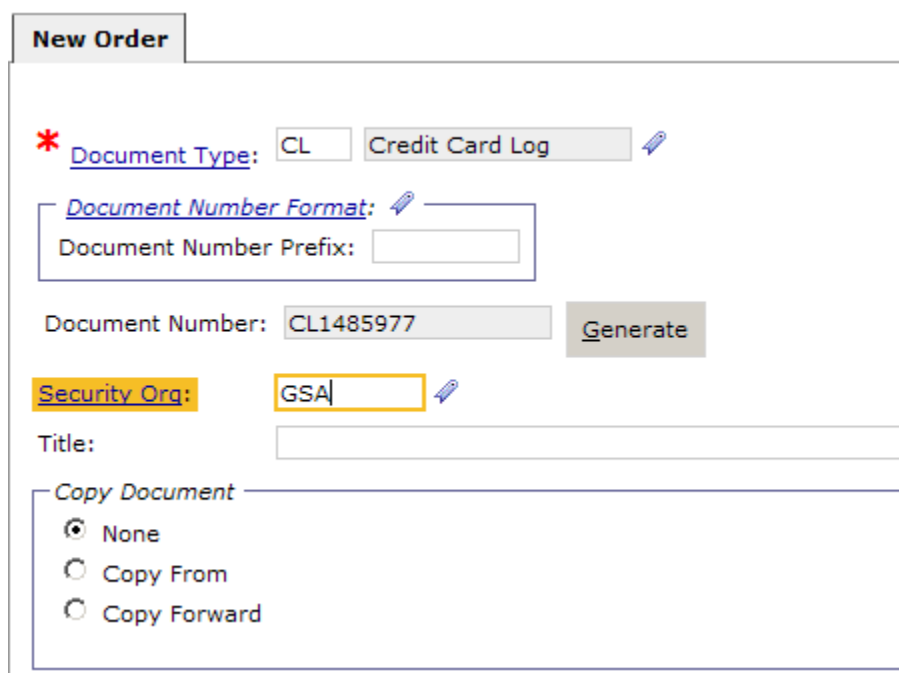
Region 6 Finance has access to all credit cards. Bank statement lines that are In Process, Rejected, or Error status may be charged to the default coding of the credit card by Region 6 Finance. Region 6 Finance may first notify the cardholder that they need to reconcile their bank statement line to the appropriate accounting strip. If the cardholder doesn't respond to the request, the Approving Official may be contacted, and a reminder e-mail may be sent to the cardholder. If the bank statement line has still not been reconciled to the appropriate accounting strip, Region 6 Finance will charge the bank statement line to the default coding of the credit card.

2.3 Create A Credit Card Log Form


2.3.1 How do I enter data for purchases of goods and services made with a credit card or convenience check in Pegasys?


The Credit Card Log document is used to record the purchases of goods or services using a credit card. The first step is to select **Transactions—Purchasing—New—Order** from the Pegasys Menu Bar. A **Create a New Order** page is displayed. Please refer to *Figure 2-1*.

Figure 2-1: Create a New Order Page




New Order

* **Document Type:** 

Document Number Format: 

Document Number Prefix:

Document Number:

Security Org: 

Title:

Copy Document

☒ None

☐ Copy From

☐ Copy Forward

2.3.2 Is it mandatory that I log my credit card purchases into Pegasys?

The Credit Card Log document is an electronic document for users to record a credit card transaction in Pegasys. It is mandatory that the user enter a log for each transaction immediately into Pegasys. Logging will ease reconciliation of bank statement lines, provide you with a detailed log of what the purchase was for, and update your budgets immediately.

2.3.2.1 What is my option if I do not want to log a transaction?

You may go directly to the Reconciliation Notebook in Pegasys and manually reconcile your Credit Card bank statement line to an accounting strip.

2.3.2.2 How soon must I log a transaction?

If a Credit Card Log document was not created prior to the user receiving e-mail notification, the bank statement line will automatically be paid to the default accounting strip when it is loaded from Citibank. At this point, the Credit Card Log document may be created by the Credit Card user. The bank statement line should be unreconciled from the default accounting strip and manually reconciled to the newly created document.

If a Credit Card Log document for a transaction is not entered into Pegasys immediately, accounting updates will not be applied and the funds will not be obligated against the budget. Consequently, fund managers cannot accurately track expenditures and update budgets for auditing purposes. The timeliness, efficiency, and high accuracy of the Credit Card Log document option offer a significant advantage through the auditing process.

2.3.3 What document types are available for credit card log forms?

There are two types of Credit Card Log forms: **CL** and **CT** (training). For a list of Credit Card document types see **Figure 2-2: Credit Card Document Types**.

Figure 2-2: Credit Card Document Types

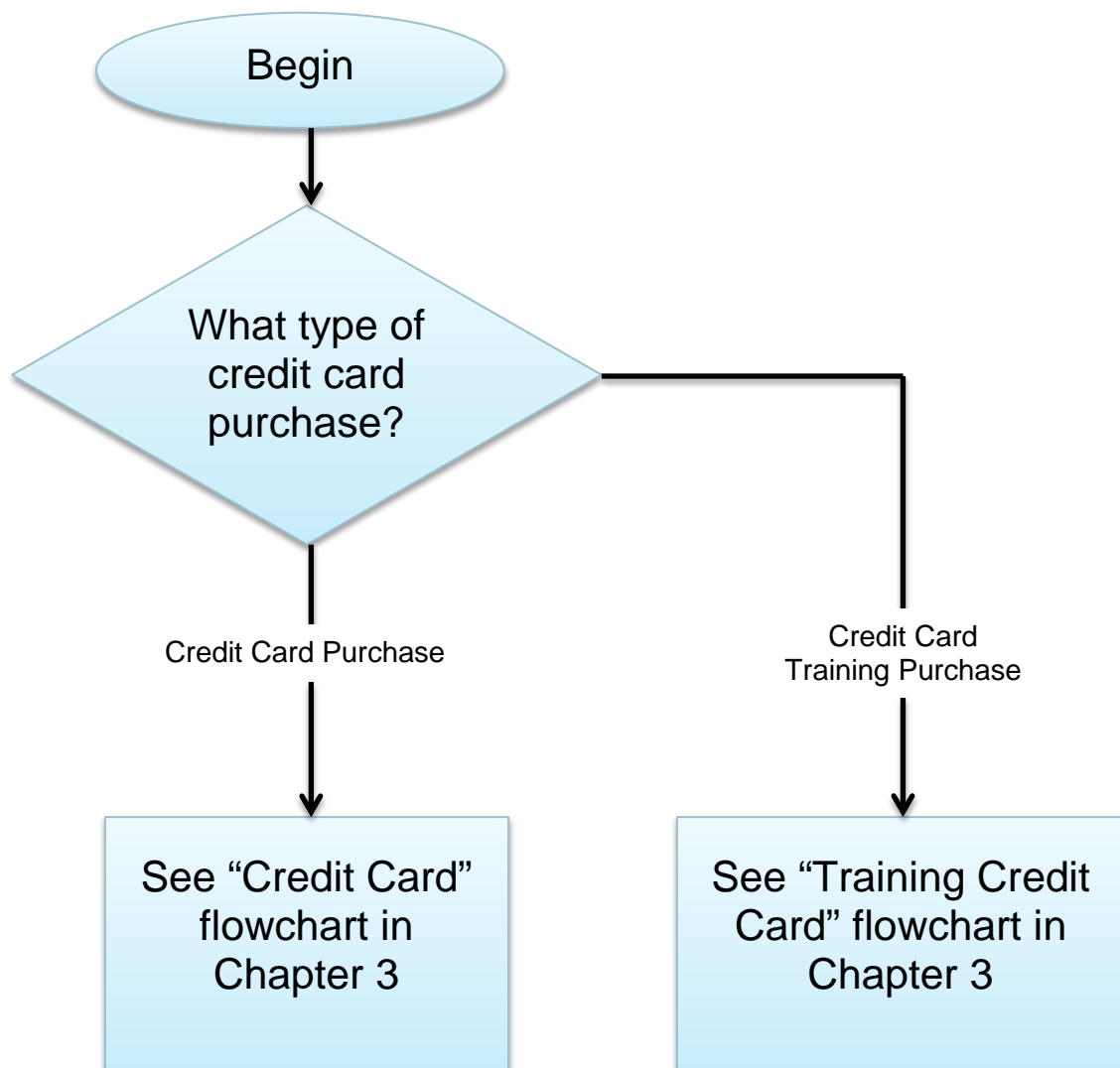
Code	Name	Subsystem	Description
CL	Credit Card Log	Credit Card	A Credit Card Log is an order to obligate funds. It is used for credit card purchases with or without commodity details.
CT	Credit Card Training Log	Credit Card	A Training Credit Card Log acts as an order to obligate funds for a training course.
CP	Credit Card Payment	Credit Card	An imprest fund document type is used to transfer funds within Pegasys from the Credit Card subsystem.
PR or IQ	Purchase Request	Purchasing	The request, usually the first step in Pegasys' purchasing cycle (unless a reservation has been created), involves a commitment of funds for goods, services, or training, but is not legally binding. A commitment, the setting aside of funds draws down fund availability in Pegasys budgets and plans. The Purchase request can use non itemized lines or itemized lines. A non-itemized request does not contain commodity line items. The Purchase Request form may contain multiple lines of funding; however, all funding is associated with a single line item. An Itemized Request form contains commodity line items that include unit, quantity, and unit price information. Each commodity line item contains its own line of funding.
TR	Training Request	Purchasing	The request, usually the first step in Pegasys' purchasing cycle (unless a reservation has been created), involves a commitment of funds for goods, services, or training, but is not legally binding. A commitment, the setting aside of funds draws down fund availability in Pegasys budgets and plans. A Training Request form is similar to a purchase request and contains additional training class information such as the vendor providing the training, the employee(s) attending the training, the date and time of the training, and the accounting line(s) to charge for the training.

2.3.3.1 What factors determine the type of credit card log to enter into Pegasys?

If the user wants to only document the purchase, use document type CL—Credit Card Log for all credit card purchases.

If the user needs to send a copy of the document to the vendor, use the document type that corresponds to the purchase (i.e., CL —Credit Card Log, or CT—Credit Card Training Log). Please refer to *Figure 2-3: Applying Pegasys to the Workplace*.

Figure 2-3: Applying Pegasys to the Workplace



2.3.3.2 How are the Credit Card Log forms identified in Pegasys?

The **Document Number** on the **Create a New Order** page is populated with a system-generated number uniquely identifying the Credit Card Log document being created. Credit Card Logs entered into Pegasys will be numbered in this format: DT##### where DT equals the document type followed by a seven-digit system-generated sequential number (e.g., CL0000217 for a Credit Card Log). It will be displayed in the Title bar of the Credit Card document page.

2.3.4 What is the purpose of the Security Org when I create a Credit Card Log form?

Security Organization is established at the document level. It is important to realize that users in other Security Organizations may require document access. Therefore, when creating a Credit Card Log form, users must select the Security Organization that will enable appropriate document access. Once the Security Organization is selected, it will be system maintained on the **Header** tab and cannot be changed. **Figure 2-4: Search-Security Organization** displays the page from which the user will select the appropriate Security Organization. Please refer to **Figure 2-5: Security Organization Document Access Table**.

Figure 2-4: Search-Security Organization Page



Select	Code	Name
Select	3A	Office of the Regional Administrator, Region 3
Select	3AD	Office of the Deputy Regional Administrator, Region 3
Select	3ADC	Congressional Services
Select	3ADE	Equal Employment Opportunity Office, Region 3
Select	3ADS	Program Services Division, Region 3

Figure 2-5: Security Organization Document Access Table

Security Organization	Document Access
The user selects the correspondence level symbol security organization. (e.g., 2P, TI, 9F)	Only users within the correspondence symbol security organization can view, list, reference, approve, and process the form.
The user selects the Service security level organization. (e.g., FTS, FSS, PBS, GMA)	All users within the Service can view, list, reference, approve, and process the form.
The user selects the GSA security organization.	All users within GSA can view, list, reference, approve, and process the form.

At each Security Organization level, only the cardholder and designated individuals (i.e., Approving Official or Supervisor) will be able to view the Credit Card Log documents and reconciliations for that credit card. The different types of supervisors define the type of access

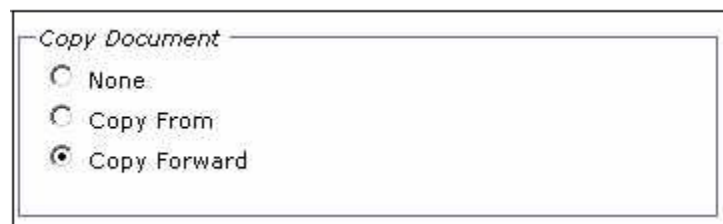
these individuals may have for a credit card. For example, a Budget Analyst may access as a supervisor defined as a Notebook Viewer, which is a person who has the authority to view the Reconciliation Notebook, but cannot make any changes to transactions. The Notebook Viewer is responsible for informing the cardholder or the person who can make changes to someone's card (i.e., Reconciler), that changes must be made in the Reconciliation Notebook.

2.3.5 What is meant by the term “Referencing” and how is it accomplished in Pegasys?

Referencing is a Pegasys feature that allows purchasing activities to be linked together to form a purchasing chain. Through referencing, a Credit Card Log can be linked to its associated request. When referencing is used, Pegasys will automatically liquidate the referenced spending transaction, **if the final flag is checked** or if the document has been referenced for its full amount. For example, if you enter a Credit Card Log for \$100 that references a purchase request, Pegasys will automatically reduce the outstanding amount of the request by \$100.

Figure 2-6: Copy Forward Function displays the **Create a New Order** page where the **Copy Forward** function is accessed.

Figure 2-6: Copy Forward Function



Copy Document

☐ None

☐ Copy From

☒ Copy Forward

Document referencing is accomplished by using the **Copy Forward** function. When creating a new Credit Card Log form that will be linked to a previous request, select the **Create a New Order** page and select the **Copy Forward** radio button. The **Copy Forward** function reduces data entry when creating new purchasing forms and ensures that vital information is maintained from one transaction to the next in the purchasing chain. The **Copy From** function is used when the user wants to use an existing form to create the same type of form (i.e., use an existing Credit Card Log to create another Credit Card Log). The **Copy From** option also supports reduced data entry in that it provides GSA a “template” to create forms. However, **Copy From** does not link Credit Card Logs to existing requests, as does the **Copy Forward** function.

2.3.5.1 What do I do if a request has been recorded in Pegasys and a credit card is going to be used for the purchase?

The user must reference the request by using the **Copy Forward** function when creating the Credit Card Log form. Copying the information forward from the request to the Credit Card Log form eliminates redundant data. If multiple requests are to be referenced on a Credit Card Log form, the additional requests will be identified in the manual reference group box on the additional accounting lines/itemized lines pages.

2.3.5.2 What must be done if a request has been processed in Pegasys and I elect not to create a Credit Card Log document?

The user must delete the purchase request, itemized request, or training request from Pegasys. Please refer to **Section 5.6 How do I Cancel a Document?** for more information on how to cancel a purchase request or training request that will not be copied forward into a Credit Card Log document.

2.4 Enter Date in the Credit Card Log

2.4.1 What window elements are displayed for a typical Credit Card Log page?

Credit Card Log forms are designed to resemble a notebook. The tabs across the top of the form represent the notebook pages.

- The **Header** page contains general information about the Credit Card Log form such as the date of the Credit Card Log form, the name of the person who created the Credit Card Log form, and the vendor.
- The **Office Addresses** page contains address information associated with the Credit Card Log form. The minor tabs on the page display the address types that may be entered.
- The **Header Accounting Lines/Itemized Lines** page contains the accounting information that is used to fund the credit card purchase. When completing the Header Accounting Lines/Itemized Lines page of the Credit Card Log form, an existing request can be referenced. When referencing a request, the accounting information and the line amount(s) from the request appear on the Credit Card Log form. The referenced request is liquidated once the Credit Card Log form is processed.
- The **Approval Routing** page contains the appropriate approver that the user adds to the form.
- The **Memos** page contains messages that users may add to provide additional information or direction for the originator or recipient
- The **Summary** page allows users to view accounting information at a glance, make changes to existing lines, and add new header or itemized lines such that data-entry resembles entry of information in cells within a spreadsheet application

Figure 2-7: Credit Card Log Document Header Page displays a typical Credit Card Log document window.

Figure 2-7: Credit Card Log Document Header Page

Remember, not all Pegasys screens will have the same window elements. For instance, some windows may have only one page; therefore, these windows will have no tabs displayed. The table in *Figure 2-8: Window Element Descriptions* describes the window elements shown in *Figure 2-7: Credit Card Log Document Header*.

Figure 2-8: Window Element Descriptions

Window Element	Description	How to Access
Title bar	Displays the name of the current window.	Automatically displayed when a window is opened.
Menu bar	Displays a list of commands.	Click a menu item to display its pull-down menu (list of commands).
Tab	Designates each page in a window.	Automatically displayed if more than one page of fields and buttons exist.
Page	Displays fields and buttons. When a page is displayed, it is considered to be the "current" page. For example, in Figure 3-15: Header Accounting Lines Page, Accounting Line 1 is the current page of the Accounting Lines.	Click the tab to access the desired page.
Drop-down list arrow	Displays a drop-down list box that contains valid values for the current field. Only values listed in the drop-down list box can be selected.	Click the arrow to display the drop-down list box and click the desired option to select it.

Action buttons	Controls changes made to the entire window. For example, the Process button in Figure 3-7: Credit Card Log Document Header processes a form.	Click desired button.
Check box	If checked, indicates the field is true.	Click to check. If already checked, click to uncheck.

2.4.2 How does Pegasys define its Required and Optional field types?

Figure 2-9: Field Type Descriptions provides a description of the terms introduced in the Accounting Lines window displayed in Figure 2-15: Header Accounting Lines.

Figure 2-9: Field Type Descriptions

Field type	Designated by	Descriptions
Group box	Fields grouped together with a single group box name. For example, the Line Amounts in Figure 3-15: Header Accounting Lines groups all “amounts” for the line.	Groups related fields within a window or page.
Required field	Field names in blue lettering are system-required fields. GSA requires that additional fields be completed to properly process and record spending transactions in Pegasys. These are marked with an asterisk.	Fields that must be completed.
Defaulted field	Field that automatically displays a value when a window is opened.	Fields that can be changed but automatically display a value.
Optional field	Field names in black lettering.	Fields that do not require a value.
System-maintained field	Fields that are shaded in gray.	Fields that are automatically displayed but cannot be changed.

2.4.3 What are the functions of the icons on the Action Button Bar on the Credit Card Log Form?

Figure 2-10: Action Button Bar illustrates Pegasys Action buttons.

Figure 2-10: Action Button Bar

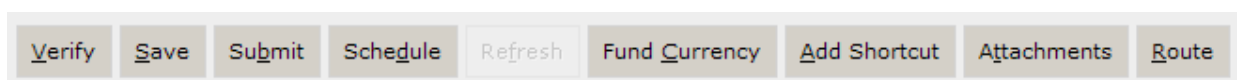


Figure 2-11: Action Button Description describes the common Action buttons.

Figure 2-11: Action Button Description

Field Name	Description	Features
Verify	Populates all defaulted fields. Performs validity, relationship and funding edits. Checks the form for errors, such as invalid codes or blank required fields.	
Save	Saves the form as a draft. Does not check for errors or update other subsystems. The window of the saved form stays open until the user clicks the 'X' to close it.	
Submit	Performs Verify functions. Updates the general ledger and relevant budgets, plans, and projects (based on the accounting implication of the form being processed).	
Schedule	Schedules form to process during nightly offline processing.	GSA currently not using.
Refresh	Clears the form window. Restores form to last saved state. Caution: When creating new forms, this button will delete the form	
Fund Currency	Sets the currency on the form that is associated with the fund. Determines the currency in which a budget is established when the fund code is used on budget documents. Only appears as an open if the form/document is set to use the transaction currency set as a default for the transaction type.	
Add Shortcut	Allows user to add the document to the shortcut menu.	
Attachments	Allows user to attach external documents, such as MS Word or Excel to the form. When an external document has been attached to a form, a paperclip appears in the corner of the form icon.	
Print	Enables the form to be printed.	

2.4.4 What is the minimum information required to process the Credit Card Log form?

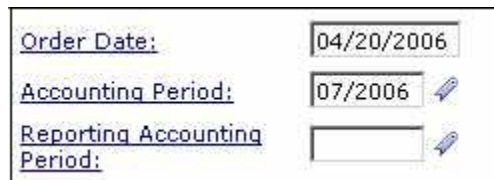
Figure 2-12: Minimum Information Required to Process a Credit Card Log Form

Name	Description
Vendor Code	The code of the vendor to whom the credit card charges were made.
Remit to Address	Allows the user to specify an address where the payment should be remitted.
Alias	The name associated with the credit card being used.
Description	A text field 255 characters in length used to enter additional information.
Accounting Dimensions	Accounting dimensions are classification codes that record detailed accounting information for a transaction. Accounting dimensions are used to: Define which budget against which a document should be processed Define which plan(s) against which a document should be processed Classify documents for cost accounting purposes Classify documents for reporting purposes

2.4.5 How are Date Fields generally displayed on the header page of the Credit Card Log Form?

Dates on Pegasys forms are generally displayed in the following format: MM/DD/YYYY. The dates on the Header page will default to the current date when the form is held (i.e., awaiting approval) or verified. *Figure 2-13: Date Fields and Formats* displays the Date Fields and Formats on the Header page.

Figure 2-13: Date Fields and Formats



Order Date:	04/20/2006
Accounting Period:	07/2006
Reporting Accounting Period:	

2.4.6 What Vendor Code do I always use for a One Time Credit Card Vendor Transaction?

Vendor code CCVEND is used for a one-time credit card vendor transaction. When CCVEND is entered, click the More button to enter name, address, city, state, and zip code information for the one-time vendor. For Foreign Vendors that have alphanumeric zip codes, enter 11111 in the Zip Code field. CCVEND cannot be used for convenience checks and convenience checks fees transactions.

2.4.6.1 Whom do I contact to establish a vendor?

If the desired vendor is not in the Vendor Maintenance table, new vendor requests can be completed on GSA's vendor request website at <https://finance3.gsa.gov/vendorrequest/start.aspx>

2.4.6.2 What information needs to be included for Vendor Requests?

Requests for vendor address modifications need to include the following information:

- Vendor name
- Vendor's complete address
- Vendor's taxpayer identification number (TIN)
- Vendor contact name and telephone number, if available
- Vendor banking information if paid by Electronic Funds Transfer (EFT)
- Routing number (American Bankers Association (ABA) number)
- Type of account
- Account number
- Vendor's 5-digit Pegasys Address Code if previously established

2.4.7 Where do I enter the credit card purchase information (e.g., Authorization Code and Date of Charge)?

The user enters credit card purchase information under the **Credit Card Information** section on the Header page.

2.4.7.1 Does the Credit Card Subsystem display actual credit card numbers to the users?

The credit card number will not appear on any screen or be available for other users to view.

2.4.7.2 What is the syntax structure of the Credit Card Alias?

The syntax structure of the credit card alias is the user's first name, middle initial, last name, (12 characters maximum) and the last 4 digits of the user's credit card number.

2.4.8 What are Credit Card Transaction Types?

A Credit Card **Transaction Type** is a code that is used with the Credit Card Log Document Type to define the transaction, how the transaction will update the budgets and plans, and how it will post to the general ledger. For Credit Card transactions, the code for transaction type will default by the system. These defaults can be found in the Document Type Maintenance table. The user should leave the **Transaction Type** field empty and allow the system to fill it in when the form is verified/processed. *Figure 2-14: Credit Card Document Transaction Types* displays the valid transaction types for Pegasys credit card documents.

Figure 2-14: Credit Card Document Transaction Types

If Creating this Type of Document	Uses Transaction Type (Default Value)
CL—Credit Card Log	01
CT—Credit Card Training Log	01
CP—Credit Card Payment	P1
CP—Credit Card Dispute	05
CP—Credit Card Payment Transfer	03

2.4.8.1 How do I view the Transaction Type Maintenance Table?

To view the Transaction Type Maintenance table, follow the steps below:

1. Select Reference—Document—Document Types from the menu bar.
2. Search for a particular transaction type using the Search Criteria section provided. Open the document type.
3. Scroll down and there will multiple selection boxes with all the trans type information.

If the user does not select a **Transaction Type** on a form and a default transaction type has not been set up, the system will generate an error message when the user verifies or processes the form.

2.4.9 What are Accounting Templates?

In Pegasys, accounting data (budget fiscal year(s), fund, region, organization, sub-object class, activity, project, program, canceled budget fiscal year(s), and canceled fund) has been organized into Accounting Templates. The template corresponds to an accounting strip, which funds the spending transaction.

2.4.9.1 What is the basic format for an Accounting Template?

G00 – FY11 – 262X – GBT1 – S00H0150, for example

- 00 = Service Region
- FY11 = Fiscal Year
- 262X = Fund
- GBT1 = Program
- S00H0150 = Organization code

2.4.9.2 How do I enter an Accounting Template?

To enter a required accounting Template, click on the blue field Template in the Funding section. The search criteria page will display the following options:

- Search
- Cancel
- Update

If some portion of the template has been entered, choose the Search option. There are searching options of: Name, Security Org, and Effective Dates. A system search of accounting templates beginning with the information entered will be conducted. Once the appropriate template has been selected, the remaining template fields will populate by default

See *Figure 2-15: Header Accounting Lines Page* for an example of an accounting line.

Figure 2-15: Header Accounting Lines Page

The Accounting Dimensions form contains the following fields and values:

- Template:** F05-FY10-455X-FE32
- BBFY:** 2010
- EBFY:** (empty)
- Fund:** 455X
- Region:** 05
- Org Code:** F0532101
- Program:** FE32
- Project Code:** (empty)
- Activity:** FE322
- Sub-Object Class:** 552
- Building #:** (empty)
- System:** A01
- Vehicle Tag #:** (empty)
- Work Item:** (empty)
- ABC Activity:** (empty)
- YBA:** (empty)
- RETC:** (empty)
- Cost Organization:** (empty)
- Cohort Year:** (empty)
- PRC:** (empty)

2.4.10 How and where do I enter gallons of gas?

Federal Supply Service Fund 455 enters gallons of gas purchased on the **Header Accounting Lines** page in the **Description** box of the Credit Card Log or in the Description box on the **Reconcile to Accounting Strip** page of the Reconciliation Notebook.

Gallons of gas must be entered in the exact format as shown below. As noted in the following examples, enter eight numeric digits and right justify the gallons of gas purchased. The right-most digit represents tenths of a gallon and leading zeroes are entered to the left of the whole number of gallons of gas. Round all gallons of gas purchased to the nearest tenth of a gallon. Do not enter a decimal point.

5 gallons of gas should be entered as 00000050 gallons of gas. Please refer to Figure 2-16: *Gallons of Gas*.

Figure 2-16: Gallons of Gas

The Description form shows the following entry:

- Description:** 00000050 gallons of gas
- Extended Description:** (empty)


2.4.11 Where do I enter vehicle tag numbers on a Credit Card Transaction?

Vehicle tag numbers can be entered on the **Accounting Lines** page of the Credit Card Log or on the **Reconcile to Accounting Strip** page of the Reconciliation Notebook. In either case, enter the vehicle tag number in the **Veh Tag#** field for accounting templates associated with Fund 455 and various budget activity/cost element combinations. Vehicle Tag numbers are edited and validated against the **Vehicle Tag# Maintenance** table in Pegasys.

2.4.12 How is Agreement Information entered in the Credit Card Log form?

The user enters the agreement number that is a Reimbursable Work Authorization (RWA) or an Intrabudget Activity Authorization (IBAA), on the **Header Accounting Lines** page or **Itemized Lines** page under the **Agreement** section on the Credit Card Log form. In field one of the **Agreement** field, enter the numeric portion of the **Agreement** Number. In field two of the **Agreement** field, enter "1". Please refer to Figure 2-17: *Agreement Number*.

Figure 2-17: Agreement Number



2.4.13 When do I use the Misc. reference option when referencing a request document for a Credit Card Log document?

The user should never use the Misc. reference option for Credit Card transactions when referencing a document.

2.4.14 How do I add, delete, or copy Header Accounting information?

On the **Header Accounting Lines** page there are three action buttons. The **Add** button allows a new line to be entered on the form. The **Remove** button will delete the accounting line from the form. The **Copy** button will add an exact copy of the current line to the form. When entering a new accounting line where one or more accounting data elements will change, but the majority of the accounting strip information will remain the same, use the **Copy** button to reduce data entry. These actions may also be performed from the **Accounting Summary** page. See the Purchasing User Guide for more information.

2.4.15 What edits are performed in Pegasys when you verify that information entered on the Credit Card Log form is valid and correct?

The following edits are applied to every Pegasys spending transaction:

- **Spending Edits**—Transaction amounts are checked against available budget amounts.
- **Validity Edits**—All codes (e.g., commodity codes, vendor codes) are checked against the appropriate reference table data.
- **Relationship Edits**—Accounting Templates are compared to Pegasys accounting elements to ensure compatibility.

2.4.16 Must the Credit Card Log form be approved?

A Prch—Credit Card approval is required for all Credit Card Log documents. The Credit Card approver can be the cardholder, an approving official, supervisor or a budget/financial analyst.

Each office will define how the administrative approvals are applied to the Credit Card Log document.

2.4.16.1 What is the effect when an approval is not applied to the Credit Card Log form?

The Credit Card Log form will remain unprocessed in the system. If the Credit Card Log form was not processed prior to the bank statement being loaded into Pegasys, the system will not automatically match the log document to the appropriate bank statement lines at that time.

2.4.17 What happens to the Credit Card Log form when it is processed?

Processing the Credit Card Log form turns the form into a document, which then updates all budgets and plans. Once processed, the Credit Card Log document will display in the Reconciliation Notebook. All transactions processed against a card can easily be reviewed in the Reconciliation Notebook. *Figure 2-18: Pegasys Credit Card Log Document Categories and Document Types* displays the Pegasys Credit Card Log document categories and associated document types, along with the budgetary impact of each document.

Figure 2-18: Pegasys Credit Card Log Document Categories and Document Types

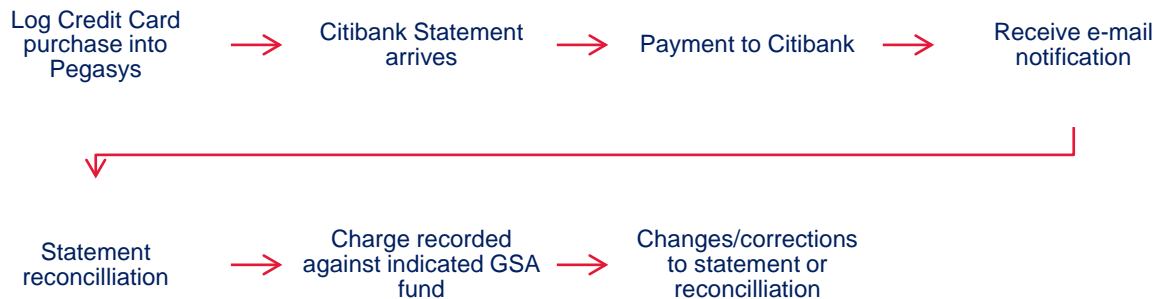
Pegasys Document Categories	Budgetary Impact	Pegasys Document Types	Notes
Purchase Request	Commitment	PR and IQ	PR's are not created in the Credit Card Subsystem, but are copied forward from the Purchasing Subsystem.
Training Request	Commitment	TR	TR's are not created in the Credit Card Subsystem, but are copied forward from the Purchasing Subsystem.
Credit Card Log	Obligation	CL	The log document acts as an order and is created in the Purchasing Subsystem.
Credit Card Training Log	Obligation	CT	The log document acts as an order and is created in the Purchasing Subsystem.

2.5 Credit Card Processing Cycle

2.5.1 What happens during the Credit Card Processing cycle?

The Credit Card processing cycle consists of two primary activities: tracking credit card purchases and reconciling the bank charges to the processed Credit Card Log or accounting strip. The Credit Card process involves the steps in *Figure 2-19: Credit Card Processing Cycle*.

Figure 2-19: Credit Card Processing Cycle



2.5.1.1 How is the Credit Card Log document used during the credit card processing cycle?

Information captured on the Credit Card Log document is used to assist in auto reconciliation or manual reconciliation with the bank statement lines.

2.5.1.2 What happens to the Credit Card Log documents in the auto reconciliation process?

When the Citibank statement arrives, the bank statement is loaded into Pegasys through a nightly offline process that attempts to automatically match information on the credit card bank statement with Credit Card Log documents based on certain criteria.

2.5.1.3 What criteria does Pegasys use to automatically match the Credit Card Log documents to the appropriate bank statement line?

Pegasys uses the following criteria:

- Credit Card number
- Authorization code (if populated on the Credit Card Log document)
- Charge date and dollar amount (an exact match)
- Charge amount within tolerance limit
- Charge date within tolerance limit

For each selected bank statement line, Pegasys locates all Credit Card Log documents that use the same Credit Card as the bank statement line. For each of these Credit Card Log documents, there are three levels of match attempts using the criteria listed above. These three levels of match attempts are:

- First Automatic Match Attempt by Authorization Code
- Second Automatic Match Attempt by Exact Dollar Amount and Charge Date
- Third Automatic Match Attempt by Charge Date and Dollar Amount Within Tolerance

First Automatic Match Attempt by Authorization Code. Pegasys looks at the authorization code on the bank statement line and checks to see if a Credit Card Log document exists with that authorization code. If a match is found, Pegasys checks to ensure that the date and dollar amount are within tolerance limit.

Second Automatic Match Attempt by Exact Dollar Amount and Charge Date. If a match is not found based on the authorization code, Pegasys looks for a Credit Card Log document where the date and dollar amounts exactly match the bank statement line. However, if there are multiple charges for a credit card with the same amount and date, no match is made.

Third Automatic Match Attempt by Dollar Amount and Charge Date Within Tolerance. If a match is not found for a credit card based on exact charge date and dollar amount, Pegasys looks for a Credit Card Log document where the date and the dollar amounts match within tolerance limits set for the credit card.

When Pegasys finds a match based on date and amount within the tolerance limit, it saves the potential match and continues checking the remaining transactions. However, if another possible match is found, no match is made and the process skips to the next statement line. The reconciliation process will consider it a match only if no other match is found

If a match is found based on one of the three match attempts, the process prorates the amount of the bank statement line across all of the accounting lines on the Credit Card Log document, creating a reconciliation record that ties each accounting line to the bank statement line.

Example: A Credit Card Log document is created for a total of \$300. There are two accounting lines with different funding associated with each line. The amount for Accounting Line 1 is \$100 and the amount for Accounting Line 2 is \$200. The bank statement line comes in from Citibank for a total of \$300 (the amount of the Credit Card Log document). When Pegasys matches the bank statement line to the Credit Card Log document, it will reconcile the bank statement line \$100 for Accounting Line 1 and \$200 for Accounting Line 2.

The process always reconciles for exactly the amount on the bank statement line, regardless of whether that amount equals the amount of the summary transaction. After a successful match, a Credit Card Reconciliation record is created listing the following:

- Credit Card Log document ID and line number
- Bank Statement ID and line number
- Reconciled amount (statement amount)
- Credit card number

2.5.1.4 What information is created once the nightly Offline Statement Load Process is successfully run?

The process creates new statements, statement lines, and statement line details. A user can view all transactions processed against a card to which he/she has access in the Reconciliation Notebook.

2.5.1.5 What occurs when a payment is made to Citibank?

GSA will pay the bank statements immediately upon receipt prior to completed reconciliation. The bank statement amount will be paid against the accounting strip defined by the credit card user's default accounting template. This process is done through a nightly offline process.

2.6 Credit Card Reconciliation Process

2.6.1 How do I know when I need to access the Reconciliation Notebook?

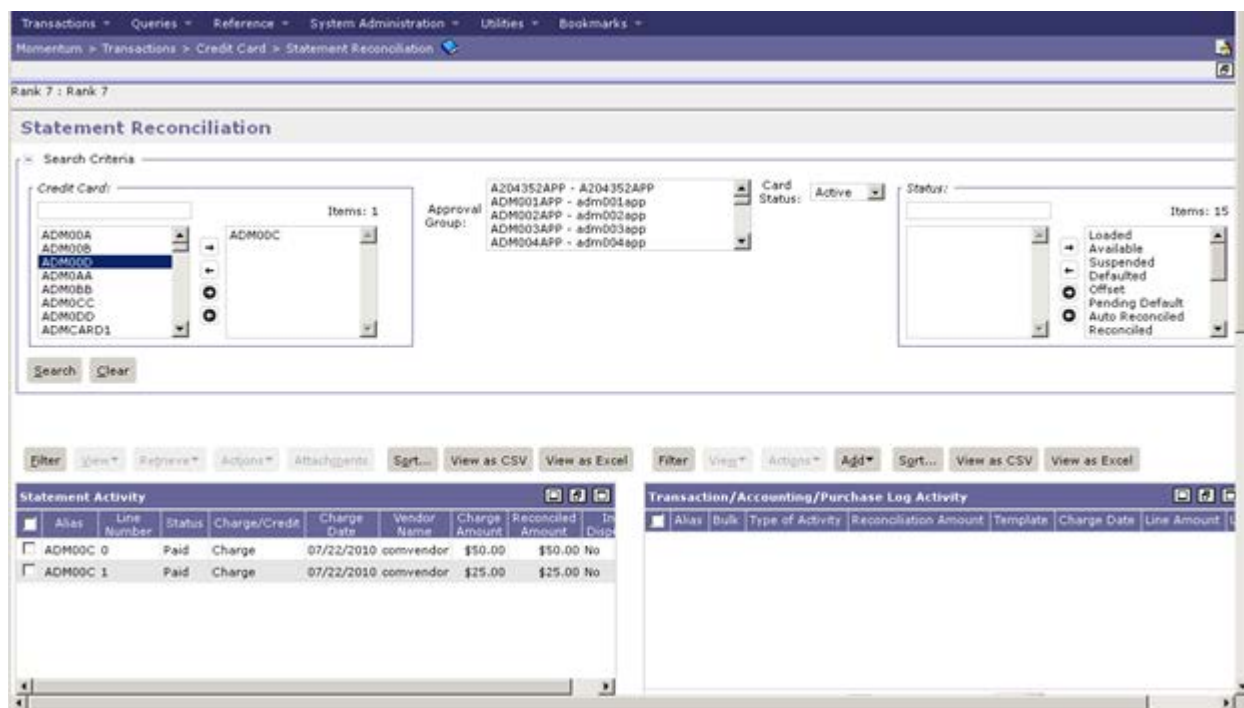
After the bank statement is loaded into Pegasys through the nightly offline process, the cardholder and other designated people are notified by e-mail that a new bank statement has been received. The e-mail notice contains the following information: card alias, charge date, credit card transaction type, amount, vendor city, and state. The e-mail indicates to the user that new charges have been received against their card and the user should begin reconciliation for these new charges.

2.6.2 How do I access the Reconciliation Notebook so that credit card purchases can be reconciled with the bank statement lines?

The user selects **Transactions—Credit Card—Reconciliation** from the menu bar on the desktop. The Statement page of the Reconciliation Notebook is used to conduct all reconciliation actions.

Figure 2-20: Reconciliation Notebook Statement Page displays the Statement page of the Reconciliation Notebook.

Figure 2-20: Reconciliation Notebook Statement Page



The Credit Card Alias Shuttle Box displays a list of selectable aliases where the user is an authorized user of the corresponding cards. The Alias shuttle box is comprised of the following buttons:

Add All button

- Located between the Alias Selection box and the Alias Selected box
- Clicking this button moves all aliases in the Alias Selection box to the Alias Selected box.

Remove All button

- Located between the Alias Selection box and the Alias Selected box
- Clicking this button moves all aliases from the Alias Selected box to the Alias Selection box.

Add button (Single selection)

- Located between the Alias Selection box and the Alias Selected box Clicking this button moves the selected alias(es) from the Available Aliases list box to the Selected Aliases list box.

Remove button (Single selection)

- Located between the Alias Selection box and the Alias Selected box
- Clicking this button moves the selected alias(es) from the Alias Selected box to the Alias Selection box.

For all buttons in the shuttle box, when the user hovers over the button, a metatag appears and identifies the function of the button (i.e. Add All, Add, etc.).

Warning, selecting the **Reject** action on bank statement lines with a status of Reconciled, Auto Reconciled, or Suspend will change the line's status to Reject and will prevent the line from being transferred to the indicated accounting strip. If this action is selected by mistake, the line must be properly reconciled to an accounting strip or a credit card log before it can be transferred. To change a Rejected bank statement line to Reconciled status, select the bank statement line and select the **Accept** action if the line was previously reconciled to an accounting strip or a credit card log. If not, select the Rejected bank statement line, reconcile the line to an accounting strip or credit card log and select the **Accept** action.

2.6.5 What items do I take action on within the Reconciliation Notebook?

Figure 2-22: Bank Statement Line Status Search Criteria describes the various status search criteria that can be used to find statement lines in the Reconciliation Notebook. Bank Statement lines will not have the status of “approved”, “pending default,” or “defaulted.”

Figure 2-22: Bank Statement Line Status Search Criteria

Status Criteria	Descriptions	Proceed To
Loaded	Displays new statement lines that have been loaded into Pegasys by the nightly offline process.	The user should wait until the line is in “defaulted” or “paid” status after the next nightly offline process.
Available	Displays statement lines that were previously “paid” or “defaulted” but were unreconciled using the Unreconcile button.	Reconcile the statement line to the appropriate Credit Card Log document or to an accounting strip.
Suspended		Not applicable for GSA.
Defaulted	Displays statement lines that have defaulted to the credit card default accounting strip following the nightly offline process.	Reconcile the statement line to the appropriate Credit Card Log document or to an accounting strip.
Pending Default	Displays statement lines that have been validated in the nightly offline process, but the charge against the indicated accounting strip has not been completed.	Not applicable for GSA.
Auto Reconciled	Displays statement lines that have been auto reconciled to a Credit Card Log document through the nightly offline process.	The user should wait until the line is in “paid” status after the next nightly offline process.
Reconciled	Displays statement lines that have been reconciled to a Credit Card Log document or to an accounting strip using the Reconciled action.	No action by the user is required. The nightly offline process will record the charge against the indicated transaction and mark the statement lines as “paid”.
Partially Reconciled		Not applicable for GSA.
Error	Displays statement lines for which an error was reported on the related CP document.	Use the View button to display the payment for the statement line with “Error” status. Follow GSA policy for correcting errors on the CP. Once the errors are corrected, the corresponding statement line will change to “paid”.
Paid	Displays statement lines where the purchase amount was recorded against the indicated credit card log or accounting strip.	No action by the user is required unless the statement line was reconciled to the wrong transaction. In this case, the user should

		"unreconcile" the statement line and reconcile it to the correct transaction.
Accepted	Displays previously "reconciled" statement lines that have been accepted for payment by selecting the "Accept" action.	Not applicable for GSA. If a line is in "Accepted" status, no action needed by user. The nightly offline process will record the charge against the indicated transaction and mark the statement lines as "paid".
Approved	Displays previously "reconciled" statement lines that have been approved for payment by selecting the "Approve" action.	Not applicable for GSA. If a line is in "Approved" status, no action needed by user. The nightly offline process will record the charge against the indicated transaction and mark the statement lines as "paid".
Auto Approved		Not applicable for GSA.
Rejected	Displays statement lines that have been rejected and sent back to user for action.	Not applicable for GSA. If clicked by mistake, select the bank statement line and select the Accept action if the line was previously reconciled to an accounting strip or a credit card log. If the bank statement line has not been reconciled, select the Reject bank statement line, reconcile the line to an accounting strip or credit card log.

2.6.5.1 What happens if I do not reconcile my bank statement lines?

The bank statement line will remain reconciled to the default accounting strip for that credit card with a status of **defaulted** unless it is unreconciled and re-reconciled to a Credit Card Log document or to another accounting strip. Default coding will begin with CC (e.g., CC-192X-PG61-P00Y0001-PG901- 619).

2.6.6 How do I determine whether to reconcile the statement line by using the Add Accounting button?

If the user reconciles the bank statement line to a Credit Card Log document, always select the **Reconcile** action. If the user reconciles directly to an accounting strip click the **Add Accounting** button. Statement lines for credit (rather than a charge) as well as fees for convenience check should be reconciled using the Add Accounting button.

2.6.7 What is the effect if I reconcile only a partial amount of my bank statement line?

The user must reconcile the entire amount of the bank statement line; otherwise, an error will prevent the statement line from being reconciled at all.

2.6.8 Why do I need to enter vendor information in the Reconciliation Notebook?

GSA is required to report vendor information for IRS Form 1099 when manually entering an accounting strip for convenience checks and convenience check fees transactions.

2.6.9 How does Pegasys handle changes/corrections to bank statement lines?

The user is allowed to make unlimited changes to bank statement items after reconciliation or after a charge recorded against the indicated GSA fund has been completed. The user will go to the Reconciliation Notebook and select the appropriate bank statement lines, un-reconcile, and make the necessary changes. A nightly offline process will transfer charges between accounting strips.

2.6.9.1 What must I do when changing the Accounting Strip on a Credit Card Log document and the bank statement line is already reconciled to the Credit Card Log document and has a Paid status?

If a bank statement line with “Paid” status is being unreconciled from a Credit Card Log document, the user must first click the unreconcile button from the Reconciliation Activity section. Once the statement line becomes available, it should be reconciled temporarily to an accounting strip using the Add Accounting button. After the offline process runs that night, the statement line will be paid and the Credit Card Log document will be re-opened. At this point, the Credit Card Log document may be amended with the correct accounting information. Next, the statement line can be unreconciled from the temporary accounting strip and reconciled to the amended Credit Card Log document. Note: this process takes two days, one day to reconcile to the accounting strip so the CL can be reopened, and another day to re- reconcile to the amended Credit Card Log document. Refer to *What are the Step-by-Step Instructions to Unreconcile a Bank Statement Line?* for more details.

2.6.10 How does Pegasys process miscellaneous charges (e.g., shipping charges)?

Miscellaneous references are applied in the Reconciliation Notebook.

2.6.11 How do I reconcile bank statement lines for convenience checks and convenience check fees?

The **Reconciliation Notebook** displays bank statement lines for convenience checks just as it would for any other credit card charge. However, Citibank applies a 1.25% administrative fee to the total amount of each convenience check. A separate bank statement line for the convenience check’s fee will appear in the **Reconciliation Notebook**.

Bank statement lines for both convenience checks and convenience check fees must be reconciled to a valid accounting strip and a valid Pegasys vendor. Do not use vendor code CCVEND for either bank statement lines. When you reconcile bank statement lines for convenience check fees, the bank statement lines that reflect a 1.25% administrative fee, ALWAYS assign the following vendor information. Additionally, enter 522 (Credit Card Administrative Fees) in the SOC (sub-object class) field of the accounting strip.

If you attempt to reconcile a bank statement line for a convenience check and the desired vendor is not in the Vendor Maintenance table, New vendor requests can be completed on GSA's vendor request website at <https://finance3.gsa.gov/vendorrequest/start.aspx>

2.6.12 When do I receive the monthly bank statement from Citibank?

On or near the 25th of each month, GSA receives the monthly Citibank bank statement file. The monthly bank statement file is loaded into Pegasys and an e-mail is sent to the credit cardholder and the Prch– Credit Card approver with that credit card’s activity for the month.

2.6.12.1 What information does my monthly statement contain?

The report is attached in an email to the credit cardholder and the Prch–Credit Card approver. It contains the default accounting strip, the transactions for the month, the related accounting information and the Prch-Credit Card approver’s name. If a transaction has not been reconciled, the report will display “None Assigned” in the report for the accounting strip and “Not Reconciled” for the transaction.

2.6.13 What are the credit card user’s responsibilities in reviewing and approving the monthly statement?

The Approving Official should review each individual’s credit card activity. If the Approving Official identifies any questionable items on the statement, they should review the credit card activity with the cardholder. Any further action regarding questionable charges should be addressed using the guidelines provided in the GSA Order CFO 4200.1. The Approving Official also ensures that all transactions are reconciled and records are maintained to provide an audit trail for all purchases.

Additionally, the Region 6 Finance Center will receive the monthly Citibank bank statement file to compare the daily credit card activity to the monthly credit card activity.

2.7 Credit Card Reports

2.7.1 What types of standard credit card reports are available in Pegasys?

Please refer to Chapter 9: Standard Credit Card Reports and Forms for a list of the reports and procedural steps on how to generate the Credit Card reports.

3 Create Credit Card Logs

In Pegasys, creating the Credit Card Log form is mandatory and is used to record the purchase of goods or services using the credit card. Keep in mind that creating a credit card log is the first step in the reconciliation process. Step two requires that the user also reconcile their logs to the appropriate bank statement lines to complete the reconciliation process. **Failure to do so will result in a DOUBLE OBLIGATION.** Further details are discussed in Chapter 5: Reconcile Bank Statement Lines. If the user needs to send a copy of the document to the vendor, use the document type that corresponds to the purchase (i.e., CL– Credit Card Log or CT–Training Credit Card Log).

Note: If the user wants only to document the purchase, use document type CL–Credit Card Log for all credit card purchases. Credit card logs should not be created for credit transactions.

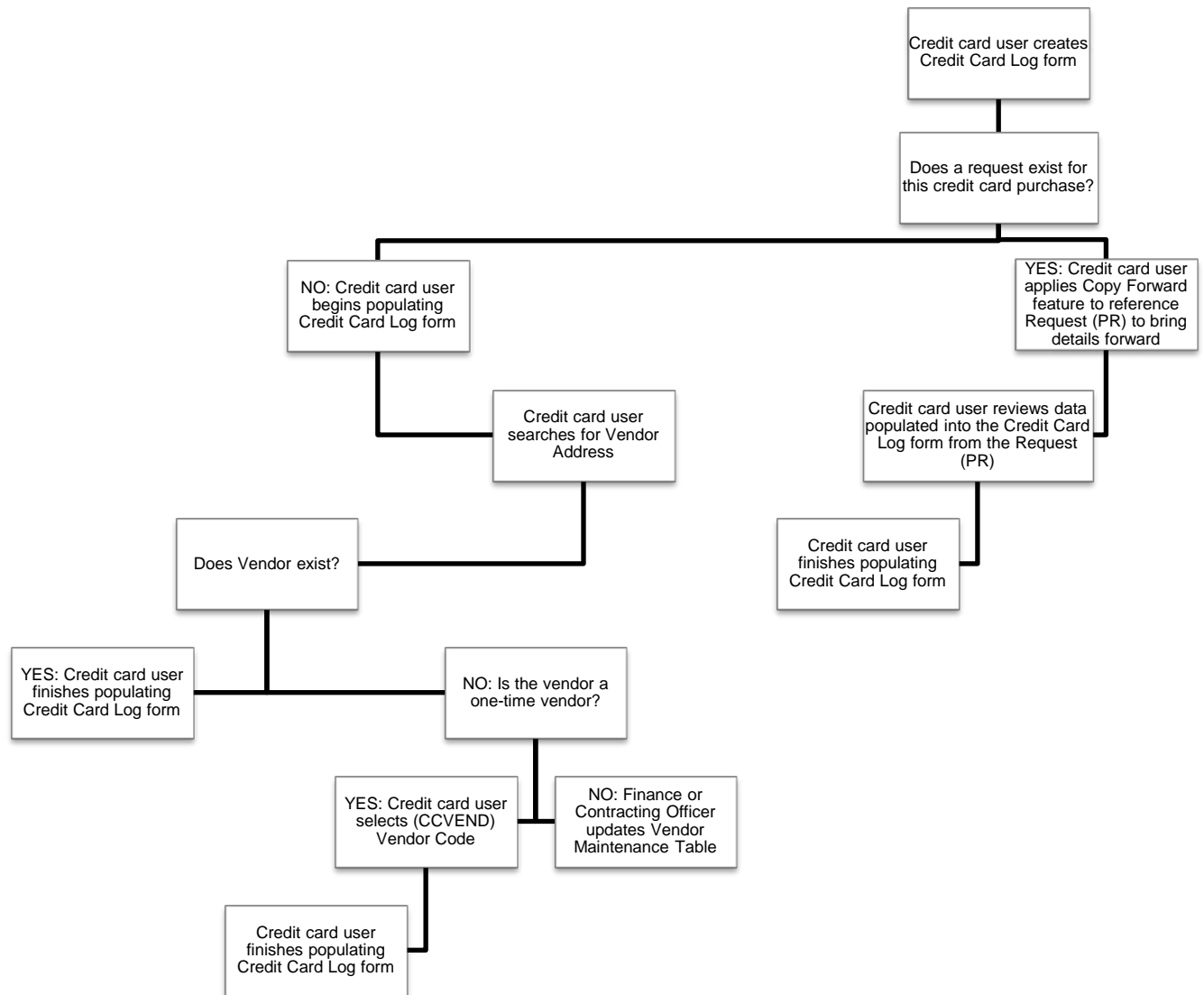
Figure 3-1: Credit Card Log Form—Minimum Required Fields lists the minimum required fields for a Credit Card Log form.

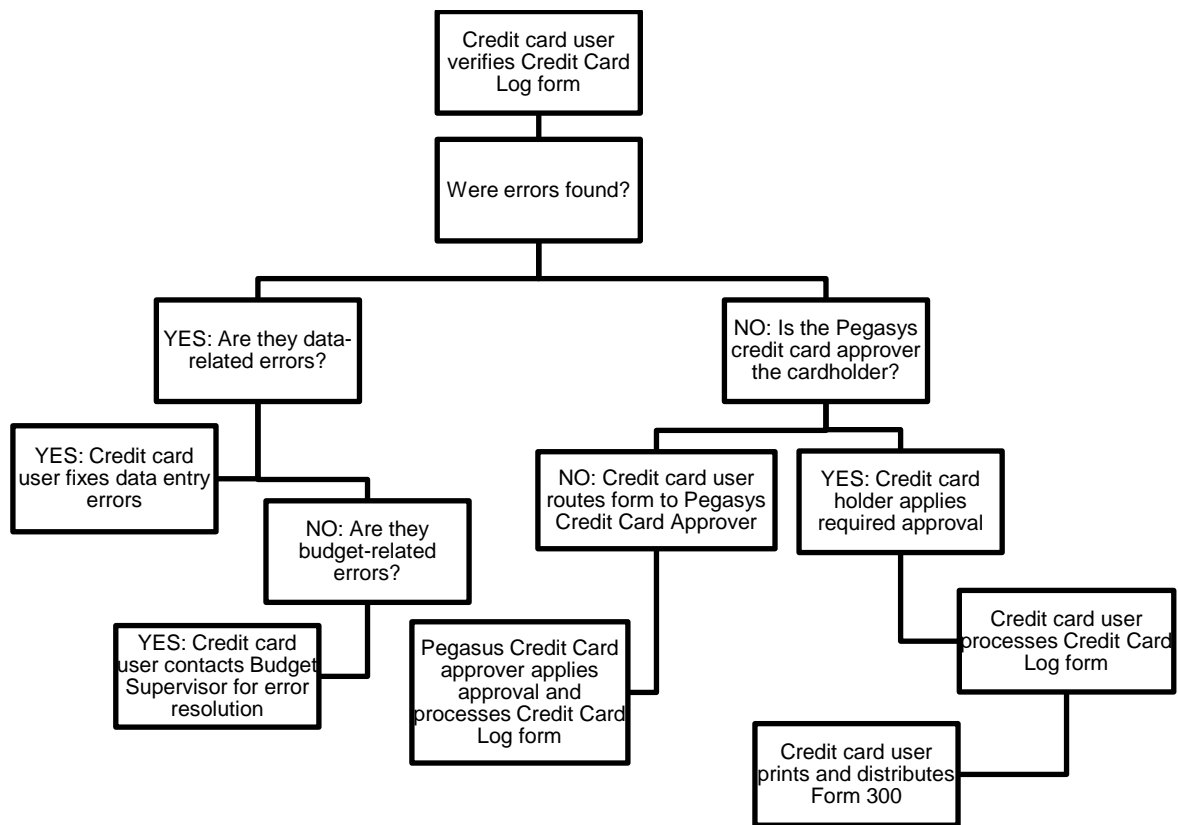
Figure 3-1: Credit Card Log Form—Minimum Required Fields

Name	Description
Vendor Code	The code of the vendor to whom the credit card charges were made.
Remit to Address	Allows the user to specify an address where the payment should be remitted.
Alias	The name associated with the credit card being used.
Description	A text field 255 characters in length used to enter additional information.
Accounting Dimensions	Accounting dimensions are classification codes that record detailed accounting information for a transaction. Accounting dimensions are used to: Define which budget against which a document should be processed Define which plan(s) against which a document should be processed Classify documents for cost accounting purposes Classify documents for reporting purposes

3.1 What is the workflow for a credit card purchase?

Figure 3-2: Credit Card Purchase

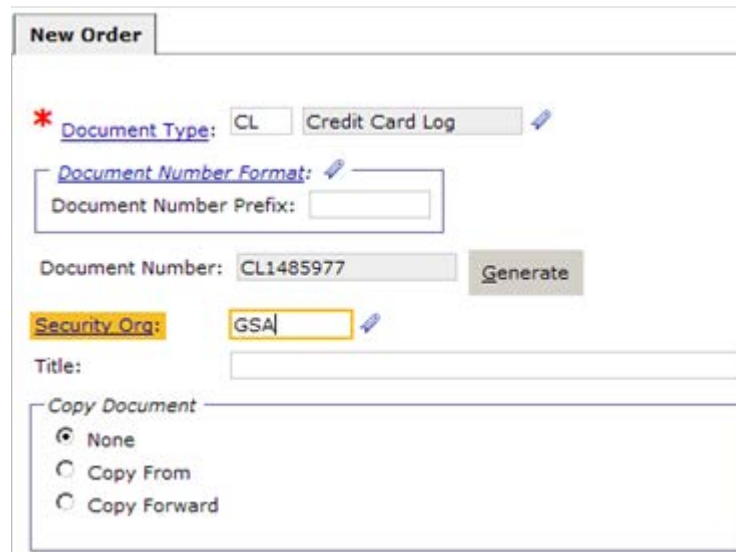




3.2 What are the Step by Step Instructions to create a Credit Card Log Form?

To consolidate multiple requests on a single Credit Card Log, refer to the Pegasys Purchasing User's Guide, Chapter 6: Orders. The following steps describe how to complete a Credit Card Log form within Pegasys.

1. Sign into Pegasys.
2. Select **Transactions—Purchasing—New—Order** from the Pegasys menu bar. The *New Order* page is displayed.



3. REQUIRED—Enter CL into the **Document Type** field.

Note: You may search for the Document Type by clicking the **Document Type** field label. *Search- Document Type* page is displayed. Enter Search criteria. Click **Search** button. Search results are displayed. To select a Document Type select corresponding **Select** button. *New Order* page is displayed with the Document Type field completed.

4. To generate a Document Number click **Generate** button. A unique document number will be generated in the **Document Number** field.

The Doc Number format is the type of Credit Card Log form (i.e., CL, CT) followed by seven digits (i.e., CL#####).

5. Type the appropriate security organization in the **Security Org** field.

Note: You may search for the Security Org by clicking the **Security** field label. *Search- Security Organization* page is displayed. Enter Search criteria. Click **Search** button. Search results are displayed. To select a Security Organization select corresponding Select button. *New Order* page is displayed with the **Security Org** field completed.

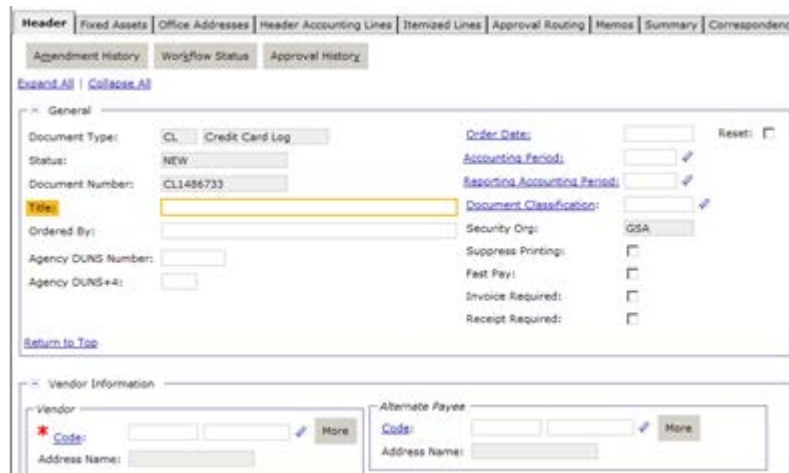
Note: When creating a form that must be viewed, approved, or processed by another Service, the user must select **GSA** as the security organization. If left blank, the Security Org will default to the user's default Security Org (please refer to Section 1.3: Pegasys Security Policies for more details on how to select the appropriate security organization). The default Security Org for DNFSB is DNFSB.

6. If the Purchase Request (PR) already exists, continue to Step 7 to reference the applicable Purchase Request; otherwise, proceed to Step 15.
7. Select the **Copy Forward** radio button.

8. Click **Next** button. The *Copy Forward* page is displayed.
9. In the **Doc Type** field, enter PR.
10. In the **Doc Number** field, type the PR number to copy forward.

Note: To search for a PR, enter Search criteria on the *Copy Forward* page. Select **Search** button. Select corresponding PR radio button.

11. You may *copy all lines* of a PR or *choose which lines to copy*. If selecting *copy all lines*, continue to step 16. If selecting *choose which lines to copy*, continue to step 12.
12. Click **Next** button. The *Choose Accounting Lines* page is displayed.
13. Select **Accounting Lines** to be copied.
14. Click Next Button. *Choose Itemized Lines* page is displayed.
15. Click **Finish** button. The *Header* page is displayed.



16. If the request was copied forward, review all information populated in the fields identified in all the following steps and make any necessary changes; otherwise, proceed to Step 38.
17. Complete the **Ordered By** field
18. REQUIRED—Enter the **Vendor Code**. The vendor name and address will be inferred from the vendor code that is entered.

To Search for a Vendor Code click on the **Code** field label. *Search –Vendor Code* page is displayed. Enter Search criteria and click **Search** button. To select a Vendor from the results click **Select** button corresponding to that Vendor.

Or if Favorites are set up, select a vendor from the list under **Favorites**.

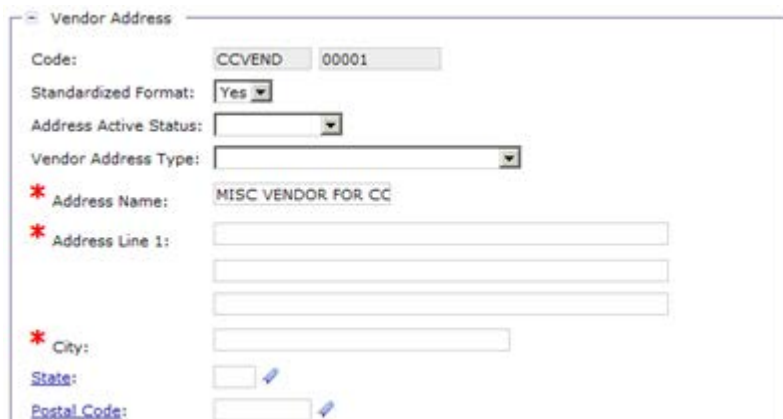
If the vendor is not found, perform one of the following:

CHARGES ONLY—Enter vendor code **CCVEND** for a one- time credit card vendor transaction in the Code field. (This vendor code cannot be used for convenience checks and fees transactions.)

CHARGES AND CONVENIENCE CHECKS—Request a new code at <https://finance3.gsa.gov/vendorrequest/start.aspx>

CONVENIENCE CHECK FEES — A specific Vendor Address will be used (see TIP C03)

19. If CCVEND was selected, click the **More** button to enter name, address, city, state, and zip code information.



20. Click OK to close the Vendor Details page. *Header* page is displayed.
21. REQUIRED—Enter the **Remit to Address**.
22. REQUIRED—Enter a description about the Credit Card Log in the **Description** field.
23. Enter a customer account number, if one exists with the vendor, in the **Customer Account** field.
24. Select the appropriate **Business Classification** for the vendor, if known.
25. If referencing a contract, delivery order, or Blanket Purchase Agreement, specify the information by completing appropriate fields in the **Contract Info** section.

Note: Additional contractual and procurement information such as Contract Specialist, Priority, Priority Rating, Date Signed, Expiration Date, Order Type, and Type of Action can also be entered.

26. REQUIRED—Enter Credit Card information in the **Credit Card Info** section.

Note: You may search for the Credit Card by clicking the **Alias** field label. *Search - Credit Card* page is displayed. Enter Search criteria. Click **Search** button. Search results are displayed. To select a Credit Card select corresponding **Select** button. *Header* page is displayed with the **Name and Alias** fields completed in the **Credit Card Info** section.

27. RECOMMENDED—Enter the **Authorization Code**.
28. RECOMMENDED—Enter **Date of Charge**.

The user's credit card number will not appear on this screen or be available for other users to view. The alias that has been previously established for the credit card, as

indicated in the screen shot below, will be used in place of the credit card number. The syntax structure of the alias is the first 12 characters of a user's name in this format: First Name + Middle Initial + Last Name and the last 4-digits of the user's credit card number.

Note: If the user enters his/her alias, the credit card number will not be viewable. The user should be aware that if the credit card number is entered, it displays in Pegasys and can be viewed by unauthorized individuals.

29. If the GSA Form 300 is to be printed, select the Office Addresses tab and refer to Appendix B: Form Mappings for information on form mappings to define what fields need to be populated for the form.
30. Select the Header Accounting Lines tab. The *Header Accounting Lines* page will be displayed.

[Header](#)
[Fixed Assets](#)
[Office Addresses](#)
[Header Accounting Lines](#)
[Itemized Lines](#)
[Approval Routing](#)
[Memos](#)
[Summary](#)

Header Accounting Line | Tax Lines

[Add](#)
[Copy](#)
[Copy Forward](#)
[Delete](#)
[Print](#)
[Refresh](#)

Display Items [View as CSV](#) [Sign...](#)

<input type="checkbox"/>	Line Number	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Req	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Activity	SDC	Sub Obj	Bddg #	System
--------------------------	-------------	--------	------------------	----------	------	------	------	-----	--------	---------	------	---------	----------	----------	-----	---------	--------	--------

31. **REQUIRED**—Select an existing Header Accounting Line by selecting the line and clicking **Header Accounting Line** link or create a new Header Accounting Line by clicking the **Add** button.

TO REMOVE an existing line, select the line by clicking its tab and click the **Remove** button.

TO COPY an existing line, select the line to copy, and click the **Copy** button.

The Transaction Type will default when the Credit Card Log form is verified or processed.

32. REQUIRED— Enter Line Amount in the **Line Amounts** section in the **Ordered** field.

33. REQUIRED— Select an **Accounting Template** for the **Header Accounting Line** in the **Accounting Dimensions** section.

Note: To Search for an Accounting Template click on the **Template** field label. *Search –Template* page is displayed. Enter Search criteria. Click **Search** button. Results are displayed. To select a Template click **Select** button next to corresponding Template. *Header Accounting Line* page is displayed.

Or if Favorites is set up, select a template from the list under **Favorites**.

Complete any other required accounting elements that were not populated by the accounting template.

Note: Never use the Misc. Reference option for Credit Card transactions when referencing a document.

Note: If the purchase involves a vehicle whose TAG# must be recorded, the user should enter the TAG# in the **Vehicle Tag** field under the **Accounting Lines** tab. The Vehicle Tag is edited and validated against the Vehicle Tag Number Maintenance Table.

34. If you are ordering services, enter the Period of Performance start and end dates.
35. Click in the **Description** field to enter descriptive information about this line.

Note: Federal Supply Service Fund 455 uses the description field to enter gallons of gas purchased.

Gallons of gas must be entered in the exact format as shown below. As noted in the following examples, enter eight numeric digits and right justify the gallons of gas purchased. The right most digit represents tenths of a gallon and leading zeroes are entered to the left of the whole number of gallons of gas. Round all gallons of gas purchased to the nearest tenth of a gallon. Do not enter a decimal point.

15.512 gallons of gas should be entered as 00000155 gallons of gas.

5 gallons of gas should be entered as 00000050 gallons of gas.

36. Enter Agreement information in the **Agreement** section. Enter Agreement Number and Line Number, if applicable



Note: To Search for an Agreement click on the **Number** field label. *Search – Agreement* page is displayed. Enter Search criteria. Click **Search** button. Results are displayed. To select an Agreement click **Select** button next to corresponding Agreement. *Header Accounting Line* page is displayed.

37. Enter Contract Line information in the **Contract Line** section, if applicable.

Note: To Search for a Contract click on the **Contract Number** field label. *Search – Contract* is displayed. Enter Search criteria. Click **Search** button. Results are displayed. To select a Contract click **Select** button next to corresponding Contract. *Header Accounting Line* page is displayed. Specify the contract line item number or sub-contract line item number applicable to the Credit Card Log form.

38. On the form, click the **Approval Routing** tab or link. The *Approval Routing* page will be displayed. Since the form's creator has not yet added an approver, none will be listed.
39. To add an approver to the form, click the **Add User** button. The *User Search* page will be displayed.
40. Enter the **Logon 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 User 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.
41. Highlight the appropriate **Principal ID** record for the approver of the form. Then click the **Select** button.
42. The selected user will be added to the approvers list on the **Approval Routing** tab.

Header	Fixed Assets	Office Addresses	Header Accounting Lines	Itemized Lines	Approval Routing
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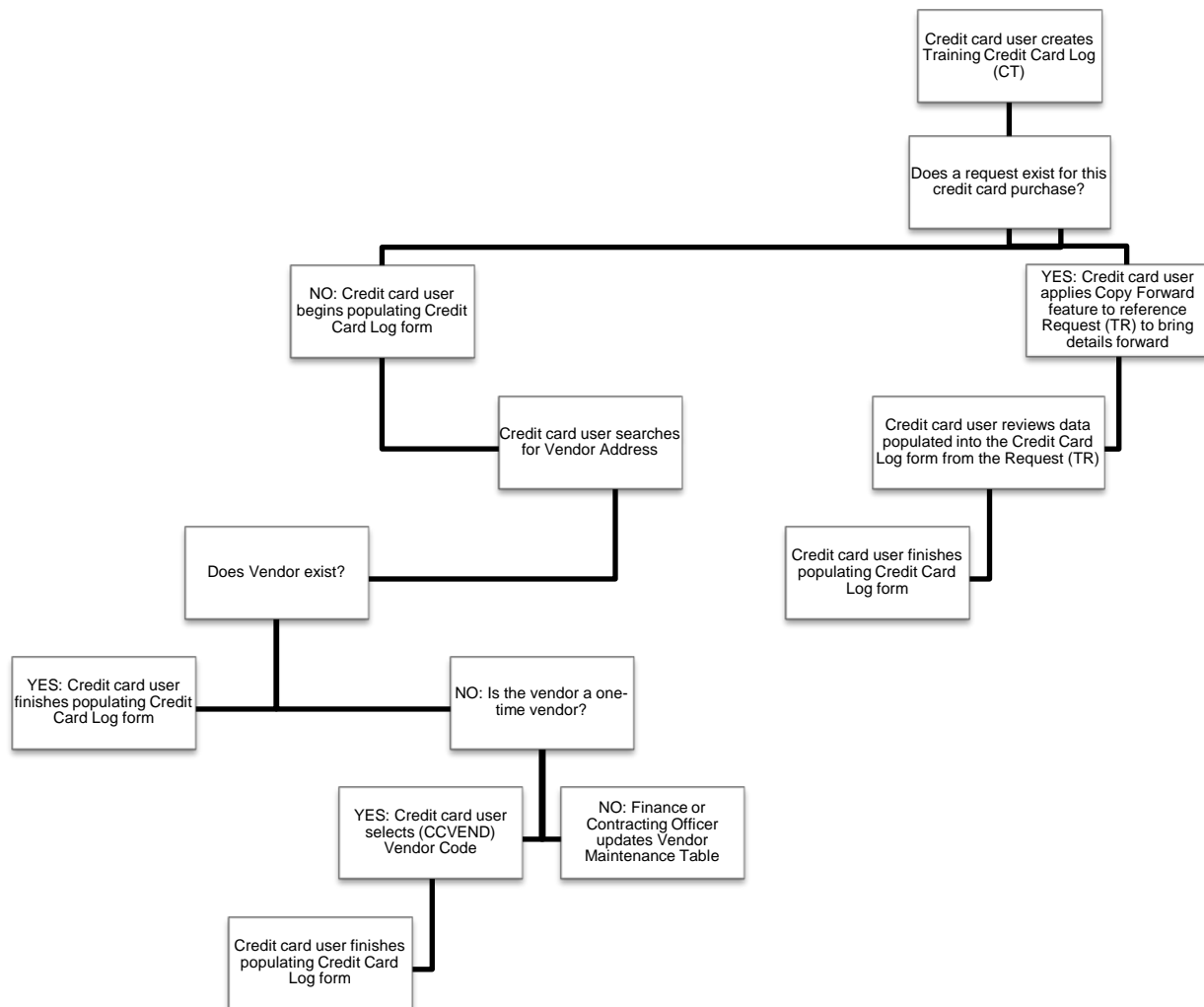
Display Items

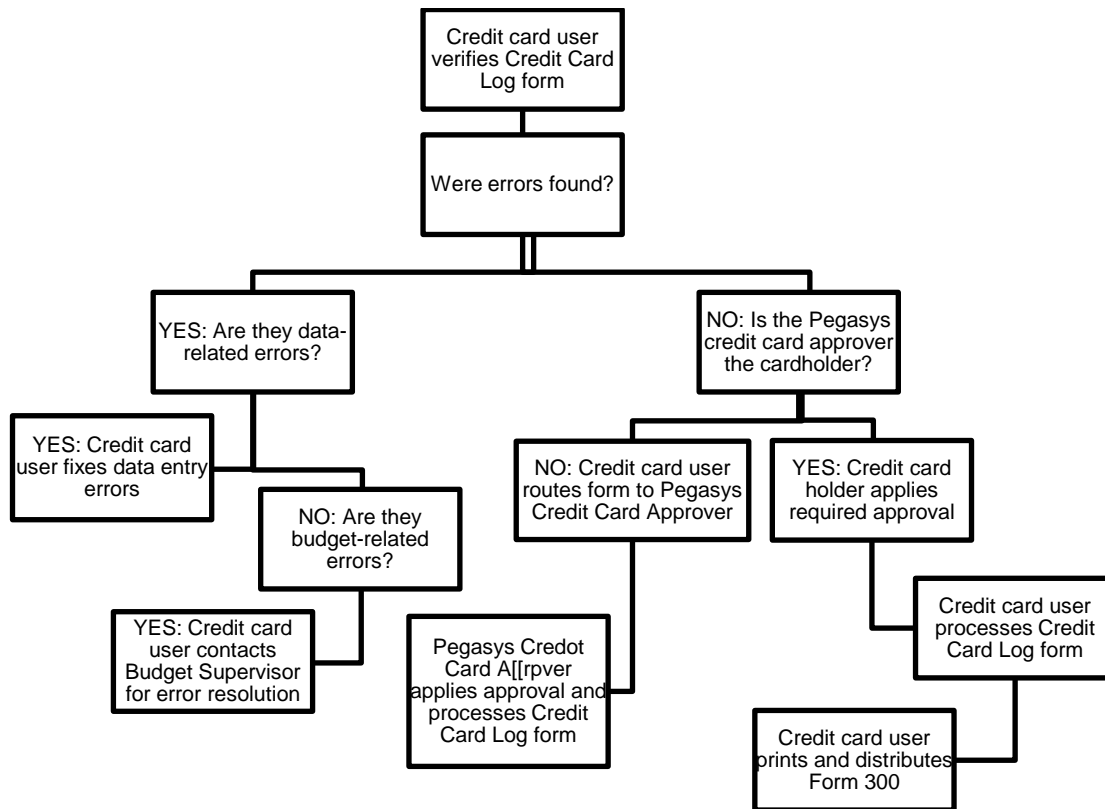
<input type="checkbox"/>	Approver Name
<input type="checkbox"/>	Bridget R. Jones

Reminder: Users are required to add an approver to a form, even if the approver is the form's creator.

43. Click the **Verify** button. Errors will be displayed at the top of the page. Correct the form.
44. Click the **Submit** button. Form was Submitted Successfully for processing message appears.

3.3 What is the Workflow for a Training Credit Card Purchase?



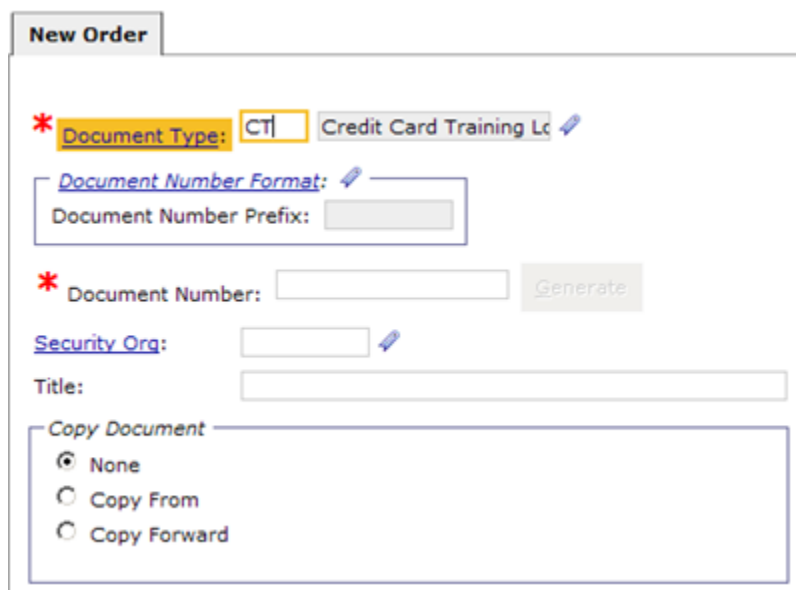


3.4 What are the Step by Step Instructions to Create a Training Credit Card Log Form?

To consolidate multiple requests on a single Training Credit Card Log, refer to the Pegasys Purchasing User's Guide, Chapter 6: Orders. The following steps describe how to complete a Training Credit Card Log form within Pegasys.

Note: Only one training course is entered for each Training Credit Card Log form.

1. Log into Pegasys.
2. Select **Transactions—Purchasing—New—Training Order** from the Pegasys menu bar. The *New Order* page is displayed.



3. REQUIRED—Enter CT into the **Document Type** field.

Note: You may search for the Document Type by clicking the **Document Type** field label. *Search- Document Type* page is displayed. Enter Search criteria. Click **Search** button. Search results are displayed. To select a Document Type select corresponding **Select** button. *New Order* page is displayed with the Document Type field completed.

4. To generate a Document Number click **Generate** button. A unique document number will be generated in the **Document Number** field.

The Doc Number format is the type of Credit Card Log form (i.e., CL, CT) followed by seven digits (i.e., CL#####).

5. Type the appropriate security organization in the **Security Org** field.

Note: You may search for the Security Org by clicking the **Security** field label. *Search- Security Organization* page is displayed. Enter Search criteria. Click **Search** button. Search results are displayed. To select a Security Organization select corresponding Select button. *New Order* page is displayed with the **Security Org** field completed.

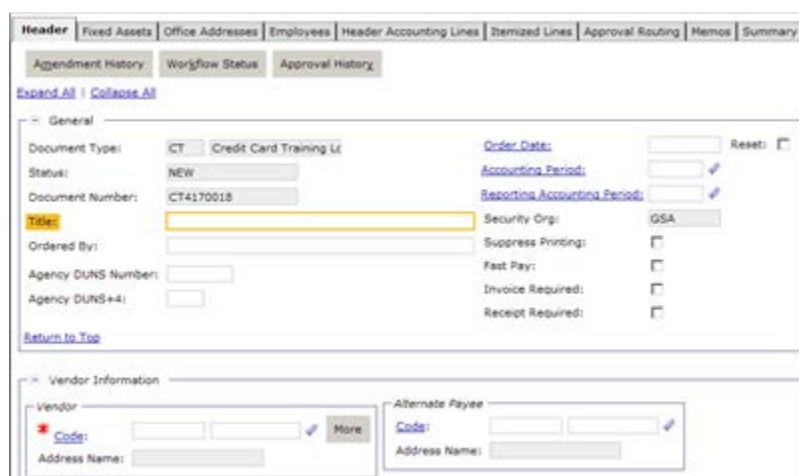
Note: When creating a form that must be viewed, approved, or processed by another Service, the user must select **GSA** as the security organization. If left blank, the Security Org will default to the user's default Security Org (please refer to Section 1.3: Pegasys Security Policies for more details on how to select the appropriate security organization). The default Security Org for DNFSB is DNFSB.

6. If the Training Request (TR) already exists, continue to Step 7 to reference the applicable Training Request; otherwise, proceed to Step 15.

7. Select the **Copy Forward** radio button.
8. Click **Next** button. The *Copy Forward* page is displayed.
9. In the **Doc Type** field, enter TR.
10. In the **Doc Number** field, type the TR number to copy forward.

Note: To search for a TR, enter Search criteria on the *Copy Forward* page. Select **Search** button. Select corresponding TR radio button.

11. You may *copy all lines* of a TR or *choose which lines to copy*. If selecting *copy all lines*, continue to step 16. If selecting *choose which lines to copy*, continue to step 12.
12. Click **Next** button. The *Choose Accounting Lines* page is displayed.
13. Select **Accounting Lines** to be copied.
14. Click Next Button. *Choose Itemized Lines* page is displayed.
15. Click **Finish** button. The *Header* page is displayed.



16. If the request was copied forward, review all information populated in the fields identified in all the following steps and make any necessary changes; otherwise, proceed to Step 49.
17. Complete the **Ordered By** field
18. REQUIRED—Enter the **Vendor Code**. The vendor name and address will be inferred from the vendor code that is entered.

To Search for a Vendor Code click on the **Code** field label. *Search –Vendor Code* page is displayed. Enter Search criteria and click **Search** button. To select a Vendor from the results click **Select** button corresponding to that Vendor.

Or if Favorites are set up, select a vendor from the list under **Favorites**.

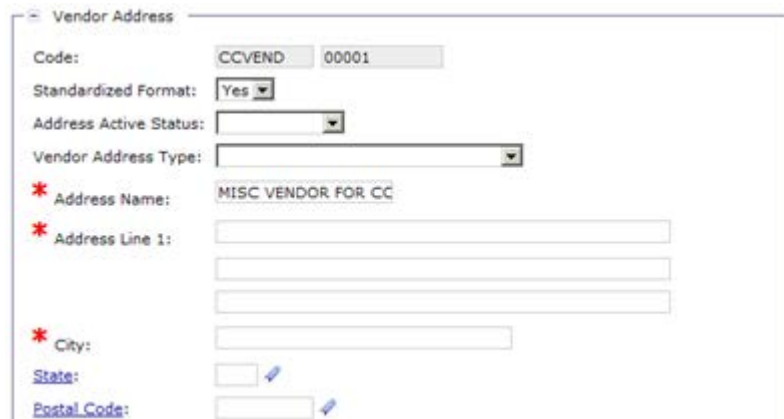
If the vendor is not found, perform one of the following:

CHARGES ONLY—Enter vendor code **CCVEND** for a one- time credit card vendor transaction in the Code field. (This vendor code cannot be used for convenience checks and fees transactions.)

CHARGES AND CONVENIENCE CHECKS—Request a new code at <https://finance3.gsa.gov/vendorrequest/start.aspx>

CONVENIENCE CHECK FEES — A specific Vendor Address will be used (see TIP C03)

19. If CCVEND was selected, click the **More** button to enter name, address, city, state, and zip code information.



The screenshot shows a 'Vendor Address' form with the following fields and values:

- Code: CCVEND 00001
- Standardized Format: Yes
- Address Active Status: (dropdown menu)
- Vendor Address Type: (dropdown menu)
- * Address Name: MISC VENDOR FOR CC
- * Address Line 1: (text input field)
- * City: (text input field)
- State: (text input field)
- Postal Code: (text input field)

20. Click OK to close the Vendor Details page. *Header* page is displayed.
21. Enter a customer account number, if one exists with the vendor, in the **Customer Account** field.
22. REQUIRED—Enter the **Remit to Address**.
23. REQUIRED—Enter a description about the Credit Card Log in the **Description** field.
24. Select the appropriate **Business Classification** for the vendor, if known.
25. If referencing a contract, delivery order, or Blanket Purchase Agreement, specify the information by completing appropriate fields in the **Contract Info** section.

Note: Additional contractual and procurement information such as Contract Specialist, Priority, Priority Rating, Date Signed, Expiration Date, Order Type, and Type of Action can also be entered.

26. REQUIRED—Enter Credit Card information in the **Credit Card Info** section.

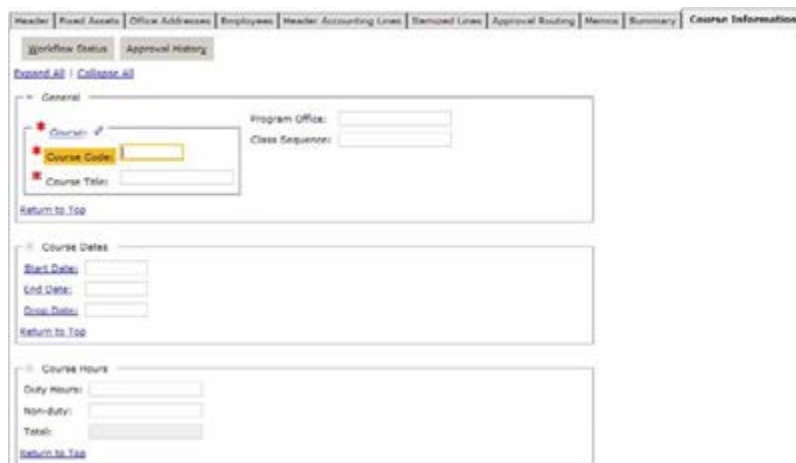
Note: You may search for the Credit Card by clicking the **Alias** field label. *Search - Credit Card* page is displayed. Enter Search criteria. Click **Search** button. Search results are displayed. To select a Credit Card select corresponding **Select** button. *Header* page is displayed with the **Name and Alias** fields completed in the **Credit Card Info** section.

27. RECOMMENDED—Enter the **Authorization Code**.
28. RECOMMENDED—Enter **Date of Charge**.

The user's credit card number will not appear on this screen or be available for other users to view. The alias that has been previously established for the credit card, as indicated in the screen shot below, will be used in place of the credit card number. The syntax structure of the alias is the first 12 characters of a user's name in this format: First Name + Middle Initial + Last Name and the last 4-digits of the user's credit card number.

Note: If the user enters his/her alias, the credit card number will not be viewable. The user should be aware that if the credit card number is entered, it displays in Pegasys and can be viewed by unauthorized individuals.

29. If the GSA Form 300 is to be printed, select the **Office Addresses** tab and refer to Appendix B: Form Mappings for information on form mappings to define what fields need to be populated for the form.
30. Select the **Course Information** tab to enter information about the training. The *Course Information* page will be displayed.



31. Enter the Start and End dates for the training course. Enter a Drop Date for the course, if applicable.
32. Enter both Duty and Non-duty course hours. Pegasys will calculate the Total course hours.
33. REQUIRED—Click the **Employees** tab to enter the names of employees who will attend the training class. The *Employees* page will be displayed.



34. To add an employee, click the **Add** button. Enter employee Search criteria and click the **Search** button. Results are displayed. To select an employee, check the corresponding check box next the employee's name and click the **Select** button. To remove one or more selected employees, select employee(s) and click the **Remove** button.

35. Click Course Information tab to return to Course Information page.
36. REQUIRED—Enter the Course Code and Title.

Note: To Search for Course, click the **Course** label. *Search – Course* page is displayed. Enter Search criteria. Click **Search** button. Results are displayed. To select a Course, click corresponding **Select** button. *Course Information* page is displayed with **Code** and **Title** fields completed.

If the Course has no Course Code, enter **None**.

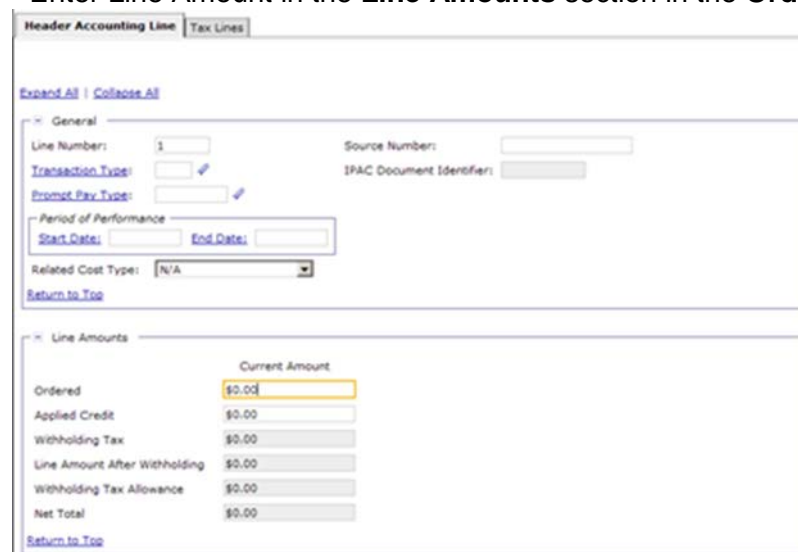
If the Course is not found by the Search function, enter the **Course Code** and **Title** on the form. The Credit Card Training Log form can be processed; however, this will not update the Course Maintenance table.

37. Enter the **Program Office** and **Class Sequence**, if known.
38. Enter the objectives and benefits of the training course in the **Objectives and Benefits** box.
39. Enter the **Training Address** information.
40. Select the Header Accounting Lines tab. The *Header Accounting Lines* page will be displayed.
41. REQUIRED—Select an existing Header Accounting Line by selecting the line and clicking **Header Accounting Line** link or create a new Header Accounting Line by clicking the **Add** button.

TO REMOVE an existing line, select the line by clicking its tab and click the **Remove** button.

TO COPY an existing line, select the line to copy, and click the **Copy** button.

42. REQUIRED— Enter Line Amount in the **Line Amounts** section in the **Ordered** field.



Ordered	Current Amount
<input type="text" value="\$0.00"/>	
Applied Credit	\$0.00
Withholding Tax	\$0.00
Line Amount After Withholding	\$0.00
Withholding Tax Allowance	\$0.00
Net Total	\$0.00

43. REQUIRED— Select an **Accounting Template** for the **Header Accounting Line** in the **Accounting Dimensions** section.



Note: To Search for an Accounting Template click on the **Template** field label. *Search –Template* page is displayed. Enter Search criteria. Click **Search** button. Results are displayed. To select a Template click **Select** button next to corresponding Template. *Header Accounting Line* page is displayed.

Or if Favorites is set up, select a template from the list under **Favorites**.

Complete any other required accounting elements that were not populated by the accounting template.

Note: Never use the Misc. Reference option for Credit Card transactions when referencing a document.

44. Click in the **Description** field to enter descriptive information about this line.

GSA will be using the **Extended Description** field, which holds up to 60K of disk space. Printing of the extended description field on forms or reports will be determined by the room available on the form or report.

45. Enter Contract Line information in the **Contract Line** section, if applicable.

Note: To Search for a Contract click on the **Contract Number** field label. *Search – Contract* is displayed. Enter Search criteria. Click **Search** button. Results are displayed. To select a Contract click **Select** button next to corresponding Contract. *Header Accounting Line* page is displayed. Specify the contract line item number or sub-contract line item number applicable to the Credit Card Log form.

46. On the form, click the **Approval Routing** tab or link. The *Approval Routing* page will be displayed. Since the form's creator has not yet added an approver, none will be listed.
47. To add an approver to the form, click the **Add User** button. The *User Search* page will be displayed.
48. Enter the **Logon 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 User 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.
49. Highlight the appropriate **Principal ID** record for the approver of the form. Then click the **Select** button.

50. The selected user will be added to the approvers list on the **Approval Routing** tab.



Reminder: *Users are required to add an approver to a form, even if the approver is the form's creator.*

51. Click the **Verify** button. Errors will be displayed at the top of the page. Correct the form.

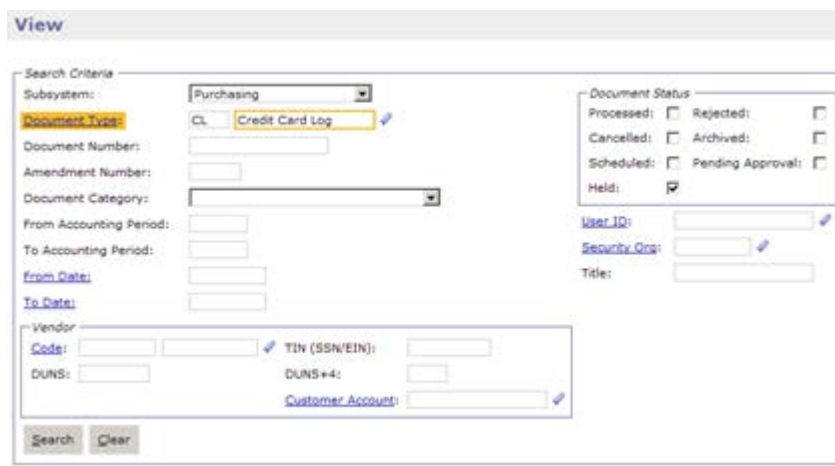
52. Click the **Submit** button. Form was Submitted Successfully for processing message appears.

4 Search, View, Correct, Amend, Cancel, Delete, or Query Credit Card Log Forms and Documents

4.1 How do I View a Credit Card Log?

The Pegasys View Form option allows users to view held or rejected Credit Card Log forms, but prohibits the user from making changes. When viewing a log, all fields are protected. The following steps describe how to view a log.

1. Select **Transactions—Purchasing—View** from the menu bar. The *View* page will be displayed.



2. Check the desired document status check box(es) from the **Document Status** group box.
3. Enter a Document Type in the **Document Type** field.
 - a. You may search for the Document Type by clicking the **Document Type** field label. *Search- Document Type* page is displayed. Enter Search criteria. Click **Search** button. Search results are displayed. To select a Document Type select corresponding **Select** button. *New Order* page is displayed with the **Document Type** field completed.
4. Enter the document number of the form or document in the **Document Number** field.
5. Click **Search** button. Results are displayed. Select document or form that you wish to view.
6. Click the **View** button. The *Header* page of the selected form will be displayed. All fields will be protected.

4.1.1 How do I search for a form?

1. Select **Transactions—Purchasing—View** from the menu bar. The **View** page will be displayed.

The **Document Status** checkbox will default to **Held**.

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

You may search for the Document Type by clicking the **Document Type** field label. *Search- Document Type* page is displayed. Enter Search criteria. Click **Search** button.

Search results are displayed. To select a Document Type select corresponding **Select** button. *New Order* page is displayed with the **Document Type** field completed.

3. In the **Document Number** field, enter the document number, if known and proceed to step 7 . If the document number is unknown, proceed to step 4.
4. In the **Search Criteria** group box, enter one or more of the following search criteria:
 - Category
 - Number
 - User ID (user login ID)
 - From Date
 - To Date

For example, user John Doe wants to initiate a search for all Credit Card Logs created with his user ID for the month of February. The search criteria would be entered this way, USER ID = johndoe, From Date = 02/01/04, To Date = 02/28/04.

5. If additional search criteria are needed, expand the **Add'l Criteria** section. The *Additional Search Criteria* section will be displayed. If no additional search criteria are needed, go to step 7.
6. Enter one or more of the following additional search criteria:
 - Amount From
 - Amount To
 - Open/Closed
 - Alternate Payee Code
 - Alternate Payee Address Code
 - Designated Agent Code
 - Designated Agent Address Code
 - Template
 - Any accounting dimension
7. Click the **Search** button. The forms matching the search criteria will be displayed. .
8. Select the desired form and click **View** button. The form will be opened for review.

4.1.2 How do I search for a document (Review Status)?

1. Select **Transactions—Purchasing—Review** from the menu bar. The *Review* page will be displayed.

The Processed check box in the **Document Status** group box will default to checked.

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

You may search for the Document Type by clicking the **Document Type** field label. *Search- Document Type* page is displayed. Enter Search criteria. Click **Search** button. Search results are displayed. To select a Document Type select corresponding **Select** button. *New Order* page is displayed with the *Document Type* field completed.

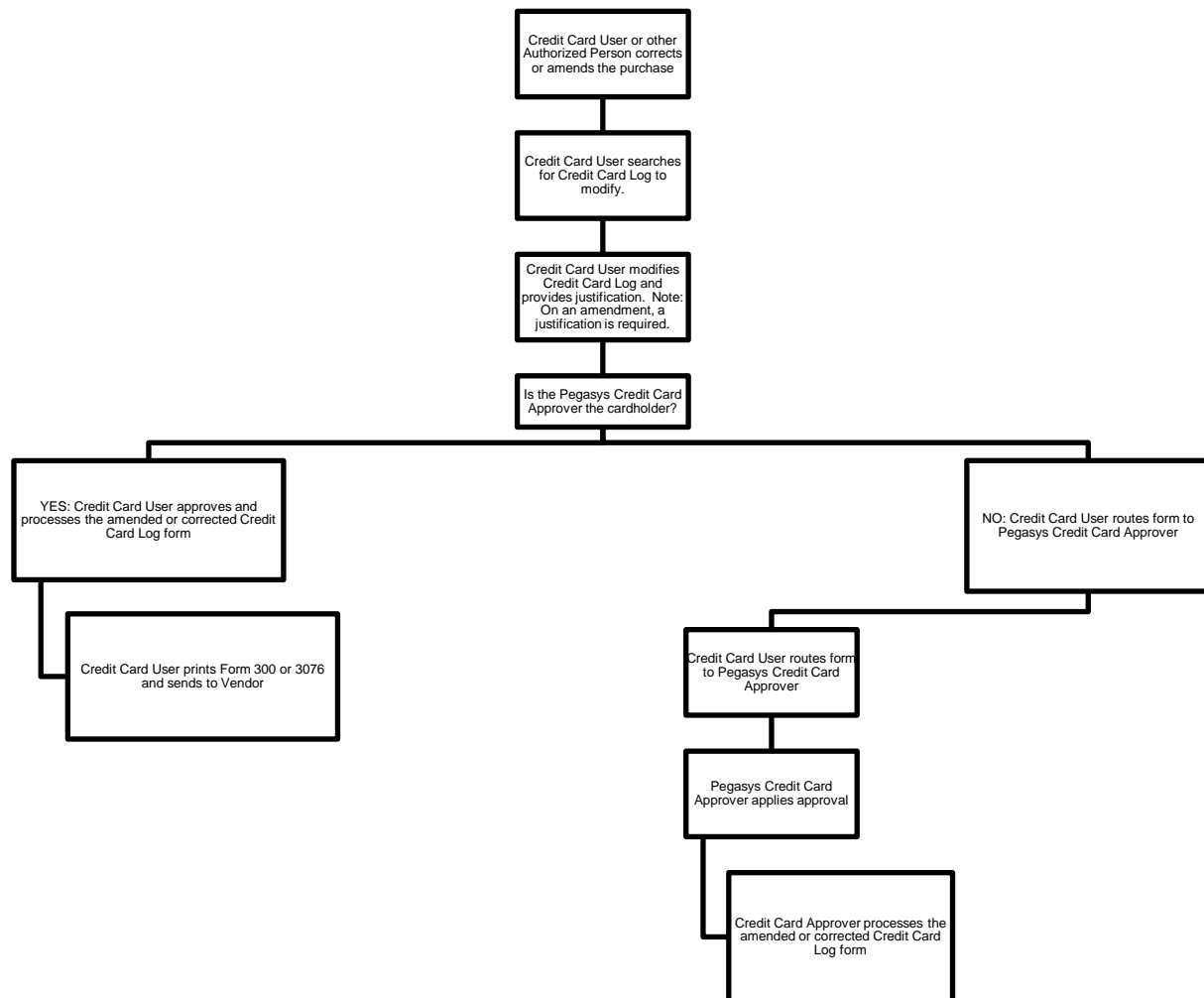
3. Enter the document number of document in the **Document Number** field proceed to Step 7 . If the document number is unknown, proceed to Step 4.
4. In the Document Search Criteria group box, enter one or more of the following search criteria:
 - Category
 - Number
 - User ID (user login ID)
 - From Date
 - To Date

For example, user John Doe wants to initiate a search for all Credit Card Logs created with his user ID for the month of February. The search criteria would be entered this way, USER ID = johndoe, From Date = 02/01/04, To Date = 02/28/04.

5. If additional search criteria are needed, expand the **Add'l Criteria** section. The *Additional Search Criteria* section will be displayed. If no additional search criteria are needed, go to step 7.
6. Enter one or more of the following additional search criteria:
 - Amount From
 - Amount To
 - Alternate Payee Code
 - Alternate Payee Address Code
 - Designated Agent Code

- Designated Agent Address Code
 - Any accounting dimension
7. Click the **Search** button. The documents matching the search criteria will be displayed.
 8. Select the desired document and click **View** button. The form will be opened for review.

4.2 What is the Workflow for Correcting or Amending a Credit Card Log?

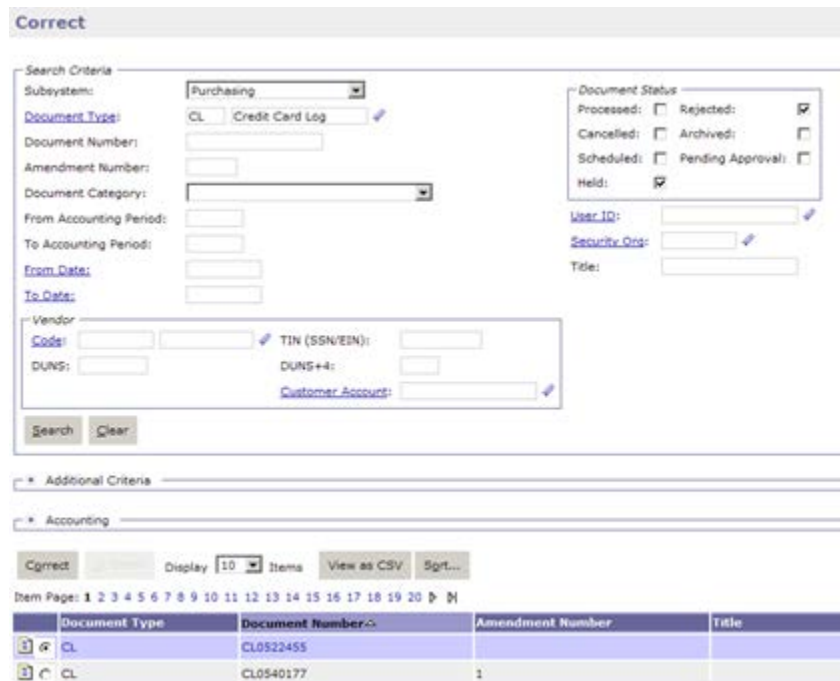


4.3 How do I Correct a Form or Document?

Pegasys users can correct a Credit Card Log as a form or a document. The difference between correcting a form and correcting a document is the status. All successfully processed forms become documents; thus, all forms have a status of “Held,” or “Rejected,” while all documents have the status of “Processed.”

The following steps describe how to correct a form or a document.

1. Select **Transactions—Purchasing—Correct** from the menu bar. The *Correct an Existing Form/Document* page will be displayed.



Document Type	Document Number	Amendment Number	Title
CL	CL0522455		
CL	CL0540177	1	

2. Check the desired document status check box(es) from the **Document Status** group box.
3. Enter a Document Type in the **Document Type** field.

You may search for the Document Type by clicking the **Document Type** field label. *Search- Document Type* page is displayed. Enter Search criteria. Click **Search** button. Search results are displayed. To select a Document Type select corresponding **Select** button. *New Order* page is displayed with the **Document Type** field completed.

4. Enter the document number of the form or document in the **Document Number** field.
5. Click **Search** button. Results are displayed. Select document or form that you wish to correct.
6. Click the **Correct** button. The *Header* page of the selected form will be displayed.

Itemized Order GS4023E The entered Accounting Period, 12/2010, is in the past, but this Document Type does not allow prior A

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

Header Fixed Assets Office Addresses Header Accounting Lines Novation Vendor History Novation Designated Agent History Itemized L

Amendment History Workflow Status Approval History

[Expand All](#) | [Collapse All](#)

General

Document Type: CL Credit Card Log Orig Order Date: 02/25/2005 Reset: ☐

Status: REJECTED Order Date: 10/01/2010

Document Number: CL0703018 Accounting Period: 03/2011

Title: Reporting Accounting Period: 03/2011

Ordered By: Mary Sophia Document Classification:

Agency DUNS Number: Security Org: NARA

Agency DUNS+4: Suppress Printing: ☐

Fast Pay: ☒

Invoice Required: ☐

Receipt Required: ☐

[Return to Top](#)

7. Enter the desired changes.
8. Click the **Verify** button. Any errors will be displayed. Review the error message and correct the form. Repeat step 8, if necessary.
9. Click the **Submit** button to process the form.

4.4 How do I Amend a Document?

1. Select **Transactions—Purchasing—Amend** -Desired Input Type(Request, Training Request, Non-Accounting Training Request, Order, Training Order) from the menu bar. The *New Amendment* page will be displayed.

New Amendment

Subsystem: Purchasing

*** Document:**

*** Document Type:** CL

Document Name: Credit Card Log

*** Document Number:** CL0540177

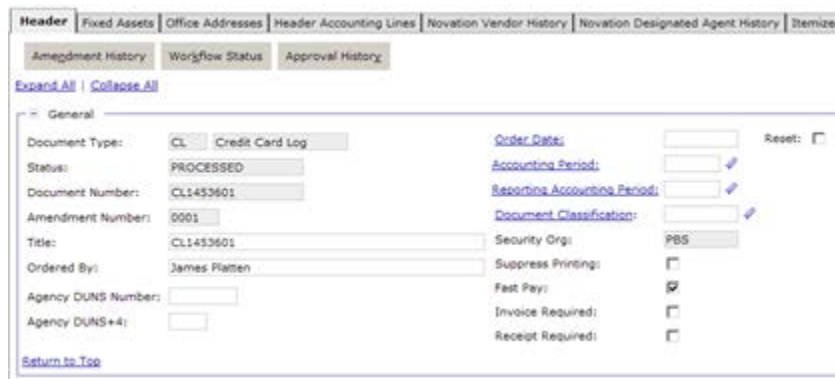
Amendment Number

*** Amendment Number:** 0002 [Generate](#)

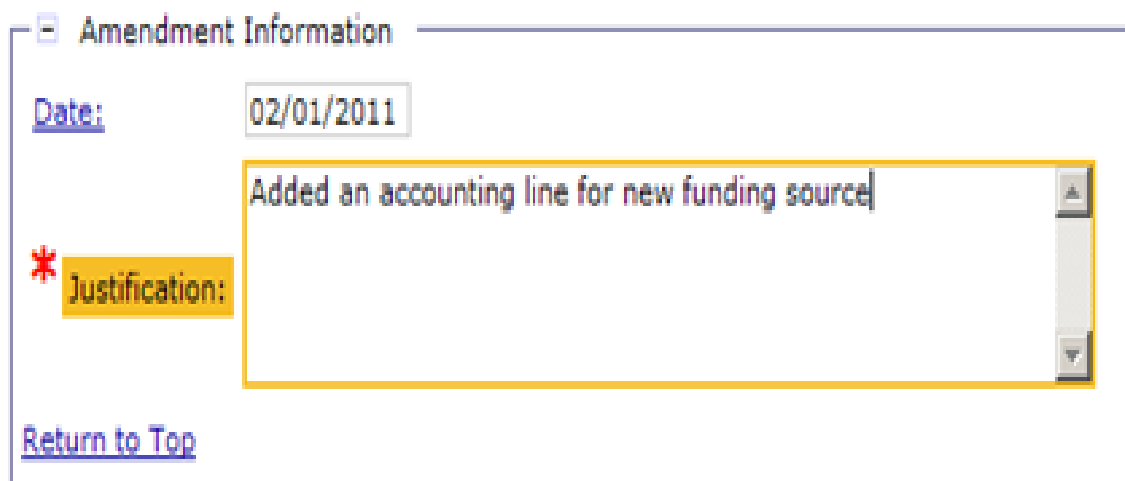
2. Enter the Document Type in the **Document Type** field.
3. Enter the document number of the document in the **Document Number** field.
4. Enter a number for the amendment in the **Amendment Number** field.

Note: Amendments to Pegasys Credit Card Logs will follow your current amendment naming conventions.

- Click the **OK** button. The *Header* page of the selected document will be displayed.



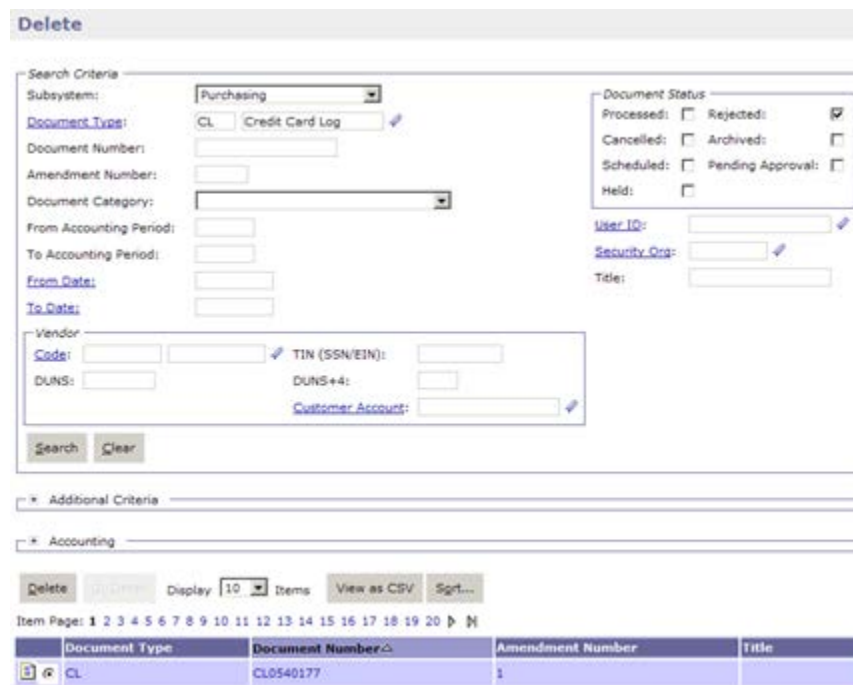
- Enter the desired changes
- Return to the *Header* page if necessary and scroll to the **Amendment** Information section. Enter the reason for the modification in the Justification text box



- Click the **Verify** button. Any errors will be displayed. Review the error message and correct the form. Repeat Step 10 if necessary.
- The **Amendment History** button may be used to review any previous amendments.
- Click the **Submit** button to process the amendment to the document.

4.5 How do I Delete a Form?

- Select **Transactions—Purchasing—Delete** from the menu bar. The *Delete* page will be displayed.



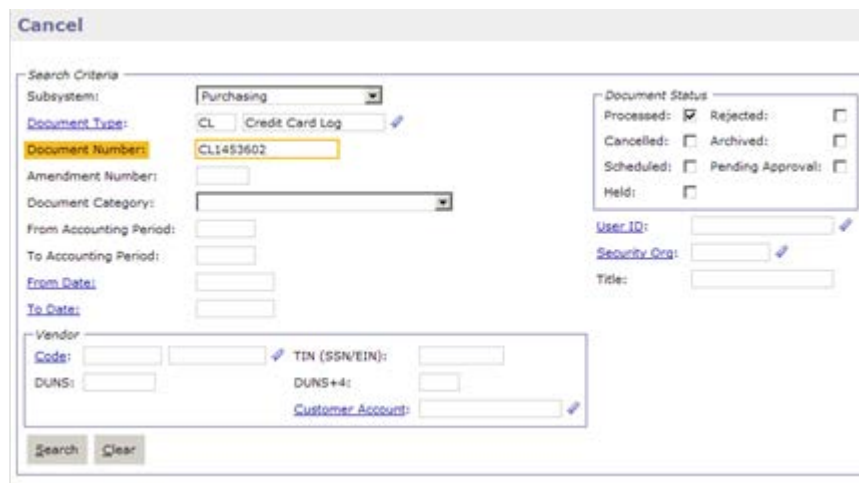
2. Enter a Document Type in the **Document Type** field.

You may search for the Document Type by clicking the **Document Type** field label. *Search- Document Type* page is displayed. Enter Search criteria. Click **Search** button. Search results are displayed. To select a Document Type select corresponding **Select** button. *New Order* page is displayed with the **Document Type** field completed.

3. Enter the document number of the form in the **Document Number** field.
4. Click **Search** button. Results are displayed. Select document or form that you wish to delete.
5. Click **Delete** button. *Confirmation* page is opened.
6. Select the **Yes** button to delete the form, or the **No** button to cancel the deletion process.

4.6 How do I Cancel a Document?

1. Select **Transactions—Purchasing—Cancel** from the menu bar. The *Cancel* page will be displayed.



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

You may search for the Document Type by clicking the **Document Type** field label. *Search- Document Type* page is displayed. Enter Search criteria. Click **Search** button. Search results are displayed. To select a Document Type select corresponding **Select** button. *New Order* page is displayed with the Document Type field completed.

3. Enter the document number you wish to cancel in the **Document Number** field.
4. Click **Search** button. Results are displayed. Select document or form that you wish to cancel.
5. Click **Cancel** button. *Header* page is displayed.
6. Click the **Verify** button. Any errors will be displayed. Review the error message and correct the form. Repeat Step 6 if necessary.
7. Click the **Submit** button. Note: A Confirmation dialog box is not displayed.

4.7 How do I Query for a Document Using the References Button?

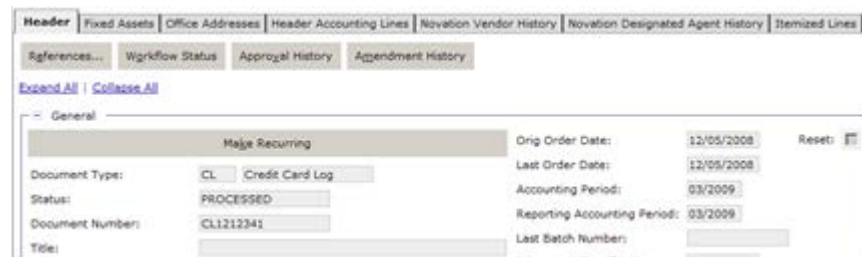
Referencing is a Pegasys feature that allows credit card transactions to be linked together to form a purchasing chain. To view documents that have been linked together click the **Reference** button available on all Credit Card Logs. The linked documents are then displayed in the *References Tree* window in a graphic resembling a tree branch. For example, when you query a Credit Card Log, the related purchase request and payment documents are displayed in the reference tree. Note: Only those documents that have been referenced using the copy forward function will be displayed. The following steps describe how to query a document using the **References Tree** button. When a document is selected from the tree, **Document Type**, **Document Number**, **Document Total**, and **Document Date** are displayed to the right of the window.

1. Select **Transactions—Purchasing—Review** from the menu bar.
2. Enter a Document Type in the **Document Type** field.

You may search for the Document Type by clicking the **Document Type** field label. *Search- Document Type* page is displayed. Enter Search criteria. Click **Search** button.

Search results are displayed. To select a Document Type select corresponding **Select** button. *New Order* page is displayed with the **Document Type** field completed.

3. Enter the document number of the document in the Document Number field.
4. Click **Search** button. Results are displayed. Select document or form that you wish to review.
5. Click **View** button. *Header* page is displayed.



6. Click the **References** button. The *Document Reference Tree* page will appear.



Note: If the User Preferences option has been set to Auto Expand, the Reference Tree will automatically display all referenced documents..

7. Click on the plus sign to expand the Reference Tree.
8. To view a specific document in the chain, click on the document number.

When the document is highlighted, the Document Type, Document Number, Document Total, and Document Date fields are displayed.

Note: The credit card payment transaction may be displayed; however, users will not be allowed to access the document.

9. Click the **View** button to view the highlighted document. The highlighted document will be opened for review.
10. Click the **View Line Level Detail** button to view a specific accounting line on the selected document. The **View Line Level Detail** button lists all lines included on the selected document.
11. To redisplay the Reference Tree, click OK button.


4.8 What are the Common Error Messages in Pegasys?

Pegasys provides three levels of warning and error messages: Informational, Overrideable, and Hard. All Pegasys error messages share a similar structure. The first line of the error message displays an error code, followed by the name of the form or table where the error occurred, including the specific line or field. The message concludes with a brief description of the error.



Error messages display the following key elements:

- **Error symbol**—identifies the type of error as informational, overrideable, or hard.
- **Error code**—displays a seven-digit error. The first two characters represent the subsystem that issued the error (in this example, the error occurred in the General Systems subsystem). The last character designates the severity (e.g., W-warning, E-hard error).
- **Window title**—identifies the location on the form where the error occurred.
- **Error description**—gives a detailed explanation of the problem that occurred.
- **Error counter**—identifies the total number of errors Pegasys encountered while trying to verify or process a transaction.

4.8.1 How do I identify an information message?

Informational messages appear with an  at the beginning of the window. Informational messages notify you of situations that may require further attention. However, informational messages do not prevent a form from being processed in Pegasys. When informational messages appear, evaluate the impact of the problem, and continue processing the form, if appropriate.

4.8.2 How do I identify an Overrideable Error?

Overrideable errors notify you of situations that require special attention. They prevent a form from being accepted by Pegasys; however, an individual with the appropriate authority can override them. An overrideable error appears with a  at the beginning of the window, before it has been overridden. An overrideable error appears with an  at the beginning of the window after it has been overridden.

If you do not want to override any errors, or if other errors exist on the form, make the necessary changes to correct the problem(s). *Figure 4-1: Overridable Error Message* displays an overrideable error message.

Figure 4-1: Overridable Error Message



4.8.3 How do I identify the Hard Error message code?






Hard error messages appear with a  at the beginning. These error messages indicate that data must be corrected before the transaction can be processed. The users cannot override a hard error message and the error must be fixed before Pegasys will accept the document.

Figure 4-2: Hard Error Message displays a Hard Error message.

Figure 4-2: Hard Error Message

 Itemized Order	GS0089E The Office Addresses tab is required.
 Itemized Order	GS0303E There are no lines in this document.
 Itemized Order\Address Code	GS0228E No value was provided. Please enter a value.
 Itemized Order\Remit To Address Code	GS0228E No value was provided. Please enter a value.

4.8.4 What are Relationship Edit errors?

Relationship edits define valid combinations of accounting elements (i.e., accounting classification structure) or other elements on a transaction. Each relationship edit has a unique number and a description of the error to assist the user in correcting the problem. The unique number in the error message corresponds to the Edit Number in the Relationship Edit Maintenance table. *Figure 4-3: Relationship Edits Error displays a relationship edit error.*

Figure 4-3: Relationship Edits Error

 Standard Voucher\Standard Voucher Line 1 GS0144E Relationship edit 2401 violated. Organization is required !!!!!.

4.8.5 How do I correct a Relationship Edit error?

The following steps outline how to correct a Relationship Edit error.

1. Take note of the error number and message.
2. Review the form.
3. Enter the corrected accounting element(s).
4. Click the **Verify** button to re-verify the form.

Note: If you determine the accounting element combination entered on the transaction is correct submit a request to the Pegasys Hotline to have the edit added to the Relationship Edit Maintenance table.

If you determine that the accounting element combination is new and should be a valid Relationship Edit value in Pegasys, then submit a request, along with an explanation, to the your Service Representative or Functional Coordinator who will then coordinate with the CFO Office.

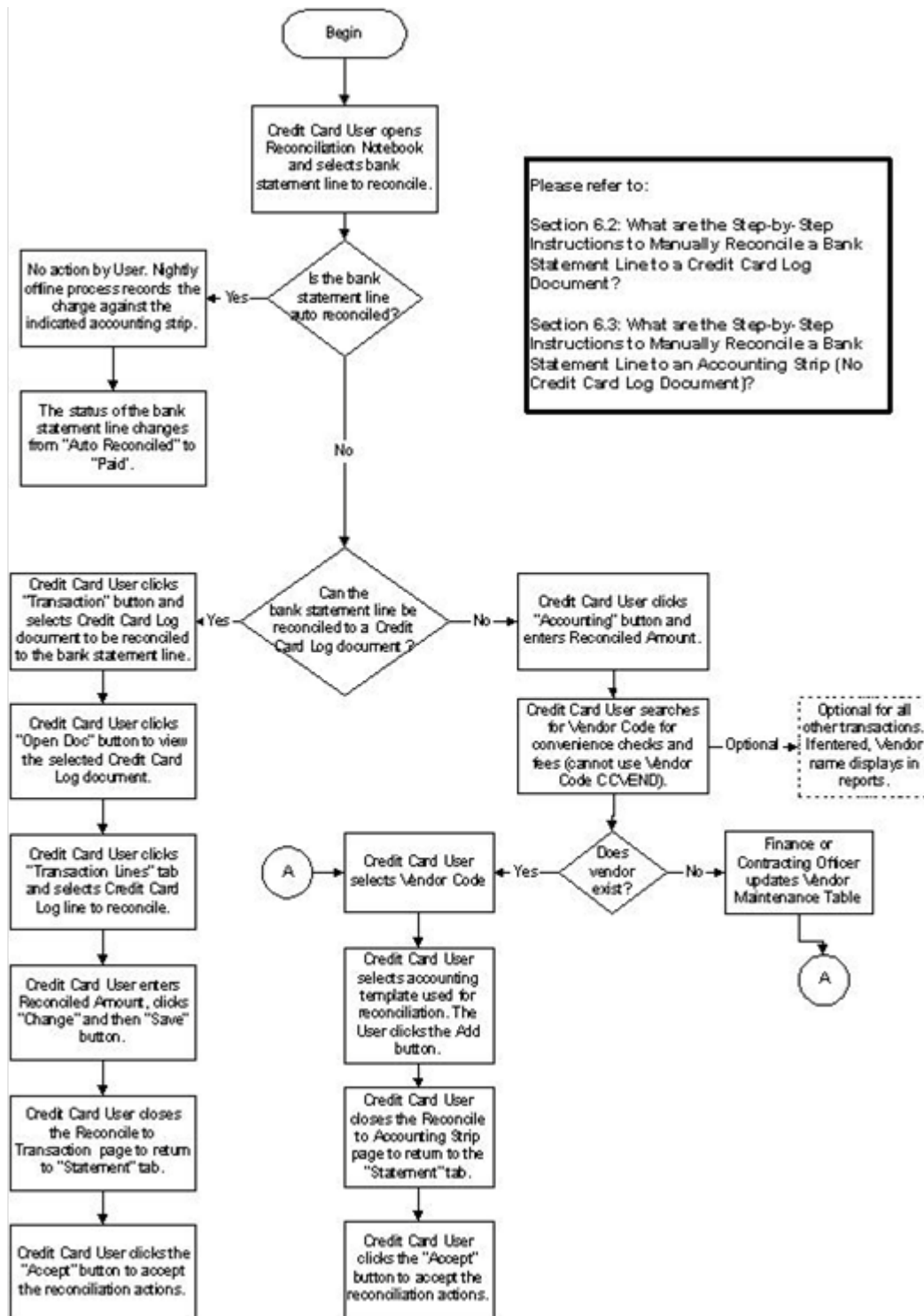
4.8.6 What are the common credit card errors?

The messages displayed in *Figure 4-4: Common Credit Card Error Codes* are examples of possible error messages. There may be slight variations to the actual wording of the error message; however, the meaning and possible solutions are still applicable.

Figure 4-4: Common Credit Card Error Codes

Common Error Codes	Description	Solution
GS0002E	Accounting lines total is not equal to the itemized line total.	The sum of the accounting lines must equal the itemized line total. The accounting lines are accessed through the "Funding" button on the Itemized Lines page.
GS0003E	The unit price cannot be negative.	Unit price must be a positive number.
GS0007E	The line quantity cannot be negative.	You cannot order a negative amount of a commodity.
GS0151E	Accepted amount cannot be greater than the received amount.	You cannot accept more than you actually receive.
PE0230E	The inter-agency symbol is required.	Complete the inter-agency symbol on the form.
PE0061E	The course title for the referenced document on line 'X' must match this form's course title.	The course title must match on both documents.
PE0300E	Line 'X' Line Amount must equal the unit cost times the quantity, but does not.	Be sure that the line amount you entered matches the product of the unit cost times the quantity.
BE0031E	Attempting to spend against 'X' fund which is expired and does not allow spending.	You must select an active fund to successfully process the form.

Figure 5-1: Reconciling Bank Statement Lines



5.2 What are the Step-by-Step Instructions to Manually Reconcile a Bank Statement Line to a Credit Card Log document?

The following steps describe how to “manually” reconcile a bank statement line to an existing Credit Card Log document.

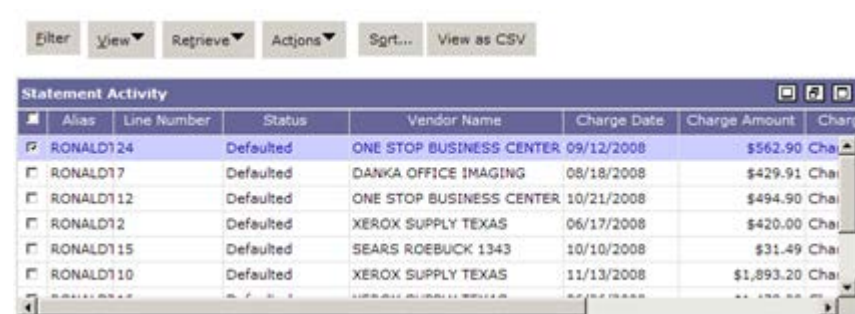
1. Select **Transactions—Credit Card—Reconciliation** from the menu bar of the desktop. The *Statement Reconciliation* page is displayed.



The **Statement Reconciliation** form contains the following fields:

- Search Criteria:** A dropdown menu showing "EDWARDWARD0931" and "JENNIFERJENNIFER2".
- Credit Card:** A text input field.
- Approval Group:** A text input field.
- Card Status:** A dropdown menu set to "Active".
- Status:** A multi-select dropdown menu with options: Suspended, Defaulted, Pending Default, Auto Reconciled, and Reconciled.
- Buttons:** "Search" and "Clear".

2. The credit cards that a user has security permissions to view will be displayed in the **Credit Card** box.
3. Select a **Credit Card** alias.
4. To narrow the search, select one or more status values. NOTE: Use the CTRL key to select more than one status.
5. Click the **Search** button to display the credit card bank statement lines. The results matching the search criteria will be displayed.



The **Statement Activity** table displays the following data:

Alias	Line Number	Status	Vendor Name	Charge Date	Charge Amount	Charge
RONALD124		Defaulted	ONE STOP BUSINESS CENTER	09/12/2008	\$562.90	Chai
RONALD17		Defaulted	DANKA OFFICE IMAGING	08/18/2008	\$429.91	Chai
RONALD112		Defaulted	ONE STOP BUSINESS CENTER	10/21/2008	\$494.90	Chai
RONALD12		Defaulted	XEROX SUPPLY TEXAS	06/17/2008	\$420.00	Chai
RONALD115		Defaulted	SEARS ROEBUCK 1343	10/10/2008	\$31.49	Chai
RONALD110		Defaulted	XEROX SUPPLY TEXAS	11/13/2008	\$1,893.20	Chai

6. Select the Defaulted bank statement line to be reconciled to a Credit Card Log document.

Note: All new bank statement lines are initially paid from the credit card holder’s default accounting information. Selected the “defaulted” statement line to be reconciled to a Credit Card Log document.

7. In the **Reconciliation Activity** section, click the **Retrieve** button.

Filter	View	Retrieve	Actions	Sgtr...	View as CSV
--------	------	----------	---------	---------	-------------

Statement Activity							
Alias	Line Number	Status	Vendor Name	Charge Date	Charge Amount	Charge	
RONALD124		Defaulted	ONE STOP BUSINESS CENTER	09/12/2008	\$562.90	Char	
RONALD17		Defaulted	DANKA OFFICE IMAGING	08/18/2008	\$429.91	Char	
RONALD112		Defaulted	ONE STOP BUSINESS CENTER	10/21/2008	\$494.90	Char	
RONALD12		Defaulted	XEROX SUPPLY TEXAS	06/17/2008	\$420.00	Char	
RONALD115		Defaulted	SEARS ROEBUCK 1343	10/10/2008	\$31.49	Char	
RONALD110		Defaulted	XEROX SUPPLY TEXAS	11/13/2008	\$1,893.20	Char	

Page 1 of 2 Show 10 rows per page Rows 1 - 10 of 12

View	Unreconcile	Retrieve	Sgtr...	View as CSV
------	-------------	----------	---------	-------------

Reconciliation Activity							
Alias	Status	Reconciliation Da	Reconciled Amou	Unreconciled Am	Type	Template	
RONALC Paid		09/12/2008	\$562.90	\$0.00	Accounting	CC-192X-PG61-P0110	

- Select the Reconciliation Line. In the **Reconciliation Activity** section, click the **Unreconcile** button. The selected line will disappear from the **Reconciliation Activity** section. The status of the statement line will change to Available in the **Statement Activity** section.

Filter	View	Retrieve	Actions	Sgtr...	View as CSV
--------	------	----------	---------	---------	-------------

Statement Activity							
Alias	Line Number	Status	Vendor Name	Charge Date	Charge Amount	Charge	
RONALD124		Available	ONE STOP BUSINESS CENTER	09/12/2008	\$562.90	Char	
RONALD17		Defaulted	DANKA OFFICE IMAGING	08/18/2008	\$429.91	Char	
RONALD112		Defaulted	ONE STOP BUSINESS CENTER	10/21/2008	\$494.90	Char	
RONALD12		Defaulted	XEROX SUPPLY TEXAS	06/17/2008	\$420.00	Char	
RONALD115		Defaulted	SEARS ROEBUCK 1343	10/10/2008	\$31.49	Char	
RONALD110		Defaulted	XEROX SUPPLY TEXAS	11/13/2008	\$1,893.20	Char	

Page 1 of 2 Show 10 rows per page Rows 1 - 10 of 12

View	Unreconcile	Retrieve	Sgtr...	View as CSV
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Reconciliation Activity							
Alias	Status	Reconciliation Da	Reconciled Amou	Unreconciled Am	Type	Template	

- In the **Statement Activity** section, click the **Retrieve** button and select Transactions. This will populate the **Transaction/Accounting** section with all open Credit Card Log documents associated with the alias of the credit card user.

Filter	View	Actions	Add Accounting	Sgtr...	View as CSV
--------	------	---------	----------------	---------	-------------

Transaction/Accounting						
Alias	Type of Activity	Reconciliation Am	Template	Charge Date	Line Amount	Unre
<input checked="" type="checkbox"/> RONALD Transaction		\$0.00	10-P-09-192-P092L220-PG61	08/27/2010	\$562.90	
<input type="checkbox"/> RONALD Transaction		\$0.00	10-P-09-192-P092L220-PG61	08/27/2010	\$420.00	
<input type="checkbox"/> RONALD Transaction		\$0.00	10-P-09-192-P092L220-PG61	08/27/2010	\$31.49	

10. In the **Transactions/Accounting** section, enter a **Reconciliation Amount**.

Filter	View	Actions	Add Accounting	Sgtr...	View as CSV
--------	------	---------	----------------	---------	-------------

Transaction/Accounting						
Alias	Type of Activity	Reconciliation Am	Template	Charge Date	Line Amount	Unre
<input checked="" type="checkbox"/> RONALD Transaction		\$560.90	10-P-09-192-P092L220-PG61	08/27/2010	\$562.90	
<input type="checkbox"/> RONALD Transaction		\$0.00	10-P-09-192-P092L220-PG61	08/27/2010	\$420.00	
<input type="checkbox"/> RONALD Transaction		\$0.00	10-P-09-192-P092L220-PG61	08/27/2010	\$31.49	

11. In the **Transactions/Accounting** section, click the **Actions** button and select **Reconcile**.

Filter	View	Actions	Add Accounting	Sgtr...	View as CSV
--------	------	---------	----------------	---------	-------------

Reconcile	Prorate	View/Add Asset
-----------	---------	----------------

Transaction/Accounting						
Alias	Type of Activity	Reconciliation Am	Template	Charge Date	Line Amount	Unre
<input checked="" type="checkbox"/> RONALD Transaction		\$560.90	10-P-09-192-P092L220-PG61	08/27/2010	\$562.90	
<input type="checkbox"/> RONALD Transaction		\$0.00	10-P-09-192-P092L220-PG61	08/27/2010	\$420.00	
<input type="checkbox"/> RONALD Transaction		\$0.00	10-P-09-192-P092L220-PG61	08/27/2010	\$31.49	

12. In the **Statement Activity** section, the status of the statement line changes from Available to Reconciled. In the **Reconciliation Activity** section, the status is also Reconciled and the corresponding Credit Card Log document appears.

Statement Activity						
Alias	Line Number	Status	Vendor Name	Charge Date	Charge Amount	
<input checked="" type="checkbox"/> RONALD124		Reconciled	ONE STOP BUSINESS CENTER	09/12/2008	\$562.90	
<input type="checkbox"/> RONALD17		Defaulted	DANKA OFFICE IMAGING	08/18/2008	\$429.91	
<input type="checkbox"/> RONALD112		Defaulted	ONE STOP BUSINESS CENTER	10/21/2008	\$494.90	
<input type="checkbox"/> RONALD12		Defaulted	XEROX SUPPLY TEXAS	06/17/2008	\$420.00	
<input type="checkbox"/> RONALD115		Defaulted	SEARS ROEBUCK 1343	10/10/2008	\$31.49	
<input type="checkbox"/> RONALD110		Defaulted	XEROX SUPPLY TEXAS	11/13/2008	\$1,893.20	

Page 1 of 2 Show 10 rows per page Rows 1 - 10

View	Unreconcile	Retrieve	Sgtr...	View as CSV
------	-------------	----------	---------	-------------

Reconciliation Activity						
Alias	Status	Reconciliation Da	Reconciled Amou	Unreconciled Am	Type	Log/Doc Num
<input checked="" type="checkbox"/> RONALC Reconciled		02/02/2011	\$562.90	\$0.00	Transaction	CL1532215

13. A message at the top of the desktop indicates that the reconciliation was successful.

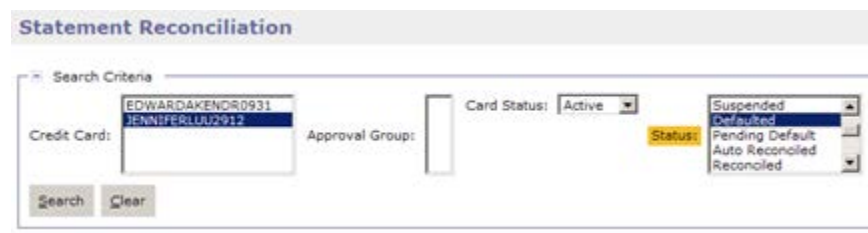


14. The status of the statement line will change from **Reconciled** to **Paid** after the nightly credit card batch cycles are run and no errors are encountered.

5.3 What are the Step-by-Step Instructions to Manually Reconcile a Bank Statement Line by Using the Add Accounting Button (No Credit Card Log Document)?

The following steps describe how to “manually” reconcile a bank statement line to an accounting strip. It is customary to reconcile credits and the fees associated with convenience checks to an accounting strip.

1. Select **Transactions—Credit Card—Reconciliation** from the menu bar of the desktop. The *Statement Reconciliation* page is displayed.



2. The credit cards that a user has security permissions to view will be displayed in the **Credit Card** box.
3. To narrow the search, select one or more status values. NOTE: Use the CTRL key to select more than one status.
4. Click the **Search** button to display the credit card bank statement lines. The results matching the search criteria will be displayed.

Filter View Retrieve Actions Sgrr... View as CSV

Statement Activity						
<input type="checkbox"/>	Alias	Line Number	Charge Amount	Charge/Credit	Charge Date	Vendor
<input checked="" type="checkbox"/>	JENNIFER 308		\$30.00	Credit	01/30/2009	ONESOURCE FACI
<input type="checkbox"/>	JENNIFER 290		\$30.00	Credit	11/04/2010	OFFICE DEPOT #5

Page 1 of 1 Show 10 rows per page

View Unreconcile Retrieve Sgrr... View as CSV

Reconciliation Activity						
<input type="checkbox"/>	Alias	Reconciliation Lin	Status	Reconciliation Da	Reconciled Amou	Unreconciled Am
<input checked="" type="checkbox"/>	JENNIFER 2		Paid	01/30/2009	\$30.00	\$0.00

- Select the bank statement line to be reconciled by adding accounting instead of to a credit card log document.
- In the Reconciliation Activity section, click the **Retrieve** button.
- Select the Reconciliation Line. In the **Reconciliation Activity** section, click the **Unreconcile** button. The selected line will disappear from the **Reconciliation Activity** section. The status of the statement line will change to Available in the **Statement Activity** section.

Statement Activity						
<input type="checkbox"/>	Alias	Line Number	Status	Charge Amount	Charge/Credit	Charge Date
<input checked="" type="checkbox"/>	JENNIFER 308		Available	\$30.00	Credit	01/30/2009
<input type="checkbox"/>	JENNIFER 290		Paid	\$30.00	Credit	11/04/2010

- In the **Statement Activity** section, select the "Available" statement line.
- Enter the full accounting template in the **Template** text box for that line.

Filter View Actions Add Accounting Sgrr... View as CSV

Transaction/Accounting						
<input type="checkbox"/>	Alias	Type of Activity	Reconciliation Arr	Template	Charge Date	
<input checked="" type="checkbox"/>	JENNIFER Accounting		\$30.00	G00-FY11-262X-GBT1-S00H0150	01/30/2009	

Then click the **Actions** button and choose **Default Accounting Template**. This will populate the accounting information associated with the template.

Filter View Actions Add Accounting Sgrr... View as CSV

Transaction/Accounting						
<input type="checkbox"/>	Alias	Type of Activity	Reconciliation Arr	Template	Charge Date	
<input checked="" type="checkbox"/>	JENNIFER Accounting		\$30.00	G00-FY11-262X-GBT1-S00H0150	01/30/2009	

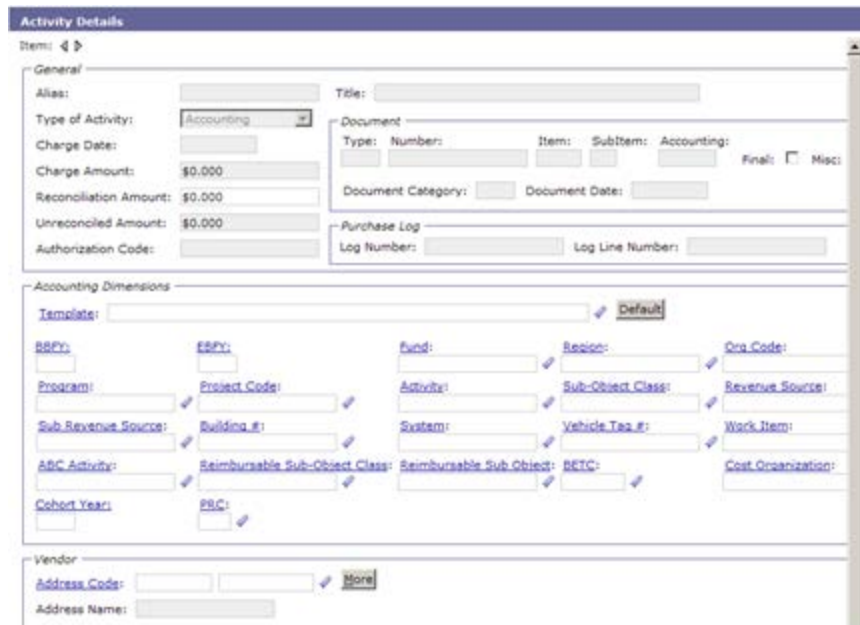
Reconcile
Prorate
View/Add Asset
Default Accounting Template

To search for an accounting template, click the **View** button and click **Details**.



The screenshot shows a web interface with a top navigation bar containing buttons: Filter, View, Actions, Add Accounting, Sort..., and View as CSV. Below the navigation bar is a table titled "Transaction Accounting". The table has columns: Alias, Type of Activity, Reconciliation Am, Template, and Charge Date. A single row is visible with the following data: JENNIFE Accounting, Accounting, \$30.00, and 01/30/2009. A "Details" link is highlighted in the top navigation bar.

In the **Accounting Dimensions** group box, click the **Template** link and search for a template.



The screenshot shows the "Activity Details" form. The "General" section includes fields for Alias, Title, Type of Activity (set to Accounting), Charge Date, Charge Amount (\$0.000), Reconciliation Amount (\$0.000), Unreconciled Amount (\$0.000), and Authorization Code. The "Document" section includes fields for Type, Number, Item, SubItem, Accounting, Final, Misc, Document Category, and Document Date. The "Purchase Log" section includes fields for Log Number and Log Line Number. The "Accounting Dimensions" section is expanded, showing a "Template" dropdown set to "Default". Below this are various fields for accounting dimensions, including BPP, Program, Sub Revenue Source, ABC Activity, Cohort Years, PSC, Fund, Project Code, Activity, System, Reimbursable Sub-Object Class, Reimbursable Sub-Object, RETC, Region, Sub-Object Class, Vehicle Tag #, Revenue Source, Work Item, and Cost Organization. The "Vendor" section includes fields for Address Code and Address Name.

Note: Use SOC (Sub Object Class) J01 (Credit Card Administrative Fees) for convenience check fees.

Note: If the purchase involves a vehicle whose TAG# must be recorded, the user should enter the TAG# in the Vehicle Tag field. The Vehicle Tag is edited and validated against the Vehicle Tag Number Maintenance table.

Complete any other required accounting elements that were not populated by the accounting template.

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

10. 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.

Alias	Type of Activity	Reconciliation Amt	Template	Charge Date
JENNIFER Accounting		\$30.00		01/30/2009

- 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.

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.

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

- To enter a description, click the View button and select Details. Scroll to the bottom of the Activity Details window and 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. Gallons of gas must be entered in the exact format as shown below. As noted in the following examples, enter eight numeric digits and right justify the gallons of gas purchased. The right most digit represents tenths of a gallon and leading zeroes are entered to the left of the whole number of gallons of gas. Round all gallons of gas purchased to the nearest tenth of a gallon. Do not enter a decimal point.

5 gallons of gas should be entered as 00000050 gallons of gas.

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

13. In the Transaction/Accounting section, click the **Actions** button and select **Reconcile**.

Template	Charge Date	Line Amo
0-FY11-262X-GBT1-S00H0150	01/30/2009	

14. In the Statement Activity section, the status of the selected statement line should change from **Available** to **Reconciled**. A message at the top of the desktop also indicates that the reconciliation was successful.

15. The status of the statement line will change from **Reconciled** to **Paid** after the nightly credit card batch cycles are run and no errors are encountered.

5.4 How to Manually Apply a Miscellaneous Reference

Miscellaneous charges (e.g., shipping charges) will appear in the as a separate bank statement line or will be included with the bank statement line for the purchase.

If there is a miscellaneous charge and the purchase was not logged, proceed to *What are the Step-by-Step Instructions to Manually Reconcile a Bank Statement Line by Using the Add Accounting Button (No Credit Card Log Document)*.

If there is a miscellaneous charge and the purchase has been logged, proceed to *Section 5.2: What are the Step-by-Step Instructions to Manually Reconcile a Bank Statement Line to a Credit Card Log Document?* and follow the instructions to reconcile the portion accounted for by the CL or CT. Then proceed to *What are the Step-by-Step Instructions to Manually Reconcile a Bank Statement Line by Using the Add Accounting Button (No Credit Card Log Document)* and follow the instructions to reconcile the miscellaneous charge to an accounting strip.

Alternatively, if there is a miscellaneous charge and the purchase has been logged, it is possible to first correct the Credit Card Log Document to add a new accounting line for the miscellaneous charge. Once the Credit Card Log Document is corrected, proceed to *What are the Step-by-Step Instructions to Manually Reconcile a Bank Statement Line to an Accounting Strip (No Credit Card Log Document)*.

6 Approve Pegasys Credit Card Transactions

6.1 Who Approves the Credit Card Log Form?

All Credit Card Log forms require only the Prch–Credit Card Approval Type before they can be processed within Pegasys.

The approver can be the cardholder, an Approving Official, supervisor, or manager. If the cardholder's office dictates the Credit Card Log form must be approved by a manager or supervisor, the completed Credit Card Log forms are routed electronically through Pegasys to the appropriate officials for review and approval.

6.2 How do I Apply an Approval?

The following steps outline how to apply an approval on a Credit Card Log form, if one has been routed to you by a cardholder. Forms awaiting approval can be found in your Inbox as 'Approve Form' tasks.

1. View the Inbox to determine if you have any forms requiring your approval. These forms will appear as **Approve Form** tasks in your Inbox.

Note: Forms can only be opened for approval from the user's Inbox.

2. Highlight the workflow task record for the form to which you would like to apply the approval.
3. Click the **Open** button.

The form will be displayed in read-only format. If corrections are necessary, then you should disapprove the form. (Please refer to Section 6.3: *How do I Disapprove a Form?*) Disapproving a form returns it to the Inbox of the original submitter as a **Correct Form** task. The submitter may then make the appropriate corrections to the form, and resubmit it for approval.

4. Review the form to ensure that it has been filled out completely and correctly.
5. If the form is acceptable, click the **Approve** button at the top of the form.
6. If necessary, type a comment related to the approval.

Note: Information entered here will appear on the form/document's **Memos** tab.

7. Click the **Continue** button. You will be returned to your Inbox. A system message will state that the Workflow action "approve" was successfully submitted.

Note: After your approval, Pegasys will automatically process the form. The form has now become a document that updates the budget and any related plans within Pegasys.

If, after applying the approvals, it becomes necessary to make additional changes to the form that affect certain fundamental fields, then Pegasys will automatically remove all

approvals from the form. On submission, the form will automatically return to approver's Inbox for approval.

6.3 How do I Disapprove a Form?

The following steps outline how to disapprove a Credit Card Log form. Disapproving a form returns it to the Inbox of the original submitter (e.g., cardholder) as a 'Correct Form' task. The submitter may then make the appropriate corrections to the form, and resubmit it for approval.

Note: If, after applying the approvals, it becomes necessary to make additional changes to the form that affect certain fundamental fields, then Pegasys will automatically remove all approvals from the form. On submission, the form will automatically return to first approver's Inbox for approval.

1. If the form should be disapproved, click the **Disapprove** button at the top of the form.
2. Type a comment related to the disapproval. This comment is required.

Note: Information entered here will appear on the form/document's **Memos** tab.

3. Click the **Continue** button. You will be returned to your Inbox. A system message will state that the Workflow action "disapprove" was successfully submitted.

Note: Pegasys will now automatically route the form to the Inbox of the original submitter as a Correct Form task.

6.4 What are the Responsibilities as an Approving Official for Credit Card Activity in Pegasys?

The Approving Official should review the Monthly Credit Card Transactions Report for his/her cardholder's credit card activity to ensure appropriate use of the credit card. The Approving Official need not go into Pegasys to approve these transactions. You may print, sign, and file the report as a record of your approval.

If the Approving Official identifies any questionable items on the statement, he/she should review the credit card activity with the cardholder. Any further action regarding questionable charges should be addressed using guidelines provided in the GSA Order CFO 4200.1. The Approving Official also ensures that all transactions are reconciled and records are maintained to provide an audit trail for all purchases.

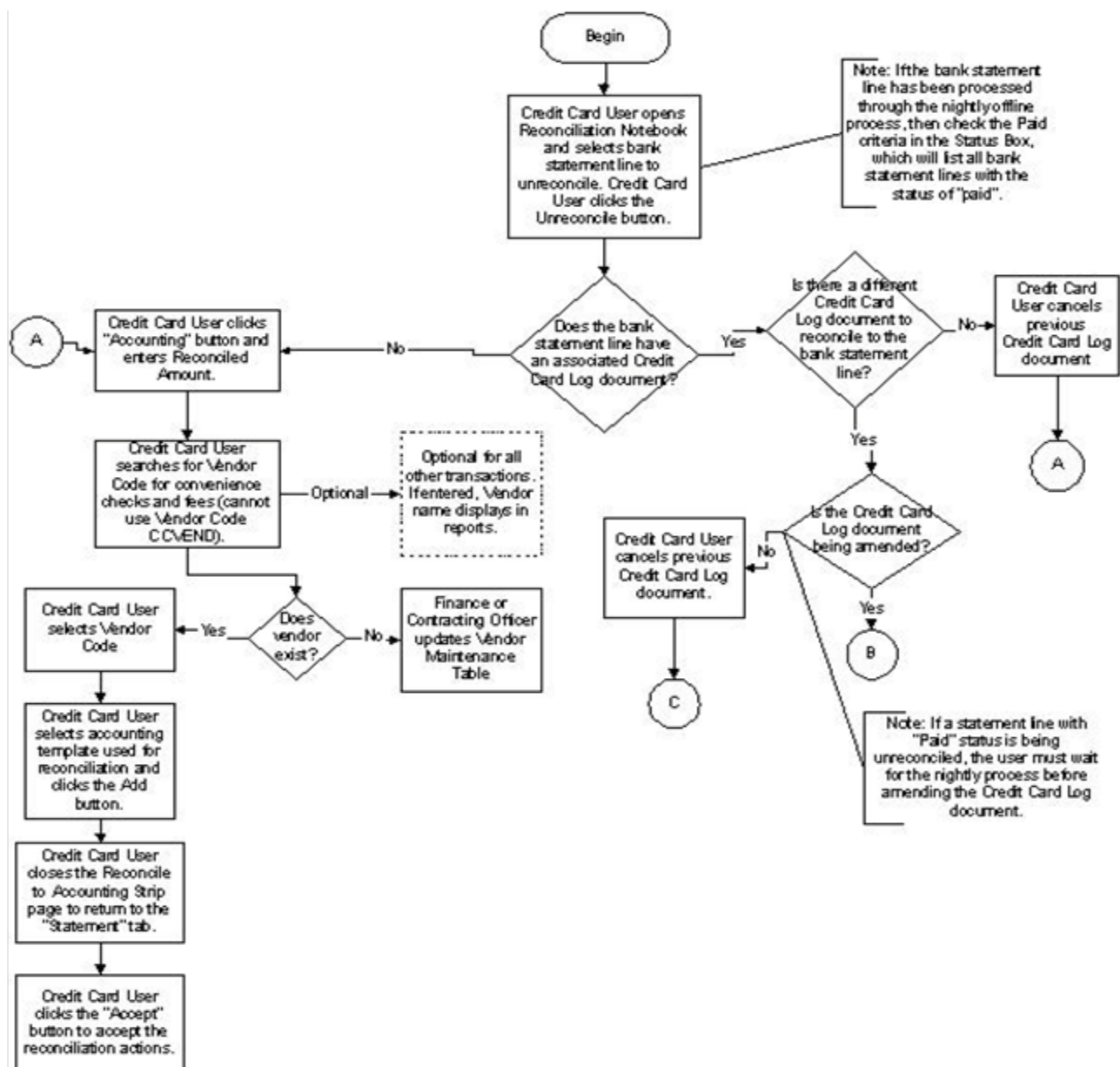
Additionally, the Region 6 Finance Center will receive the monthly Citibank bank statement file to compare the daily credit card activity to the monthly credit card activity.

7 Unreconcile Bank Statement Lines

The credit card user is allowed to make unlimited changes to bank statement lines after reconciliation or after a transfer to the indicated accounting strip has been completed. The user must select the bank statement line with a status of Defaulted or Paid. The **Unreconcile** button is then selected by the user to make the necessary changes. A nightly offline process will transfer charges between accounting strips.

7.1 What is the Workflow for Unreconciling Bank Statement Lines?

Figure 7-1: Unreconciling Bank Statement Lines



7.2 What are the Step-by-Step Instructions to Unreconcile a Bank Statement Line?

A reconciled bank statement line may be unreconciled and re-reconciled as many times as needed.

To re-reconcile a statement line from a Credit Card Log to the same log after it has been corrected or amended...

1. Select the statement line in the Reconciliation Notebook
2. In the **Reconciliation Activity** section, click the **Unreconcile** button. The status of the statement line changes to **Available**.
3. Follow the instructions *What are the Step-by-Step Instructions to Manually Reconcile a Bank Statement Line by Using the Add Accounting Button (No Credit Card Log Document)*. To re- reconcile the statement line to a temporary accounting strip.
4. The state of the line will change to "Paid" after the nightly batch cycles complete and if no errors are encountered.
5. Only after the statement line is in the "Paid" state, can the Credit Card Log be corrected or amended. Make necessary changes to the original Credit Card Log or cancel the Credit Card Log if it is not needed. (See the **Purchasing User Guide** for instructions on how to correct or amend a purchase order.)
6. Return to the Reconciliation Notebook, repeat Step 2 to unreconcile the statement line from the accounting strip in Step 3.
7. Now the statement line can be re-reconciled to the same Credit Card Log. Follow the instructions *What are the Step-by-Step Instructions to Manually Reconcile a Bank Statement Line to a Credit Card Log Document?*
8. The state of the line will change to **Paid** after nightly credit card processes complete and if no errors are encountered.

To reconcile a statement line from one accounting strip to another:

1. Select the statement line in the Reconciliation Notebook.
2. In the **Reconciliation Activity** section, click the **Retrieve** button. A row is loaded which displays the accounting template to which the statement line is currently reconciled.
3. In the **Reconciliation Activity** section, click the **Unreconcile** button. The status of the statement line changes to **Available**.
4. Follow the instructions *What are the Step-by-Step Instructions to Manually Reconcile a Bank Statement Line by Using the Add Accounting Button (No Credit Card Log Document)*. to re- reconcile the statement line to a different accounting strip.
5. The state of the line will change to **Paid** after nightly credit card processes complete and if no errors are encountered.

8 Reconcile Disputed Charges and Credits

8.1 What are the Step-by-Step Instructions to Reconcile a Disputed Charge to an Accounting Strip?

The following steps describe how to reconcile a disputed charge to an accounting strip. GSA is no longer using the dispute functionality of Pegasys.

If there is a disputed charge and the purchase was not logged, proceed to *What are the Step-by-Step Instructions to Manually Reconcile a Bank Statement Line by Using the Add Accounting Button (No Credit Card Log Document)*.

If there is a disputed charge and the purchase has been logged, proceed to Section 5.2: *What are the Step-by-Step Instructions to Manually Reconcile a Bank Statement Line to a Credit Card Log Document?*

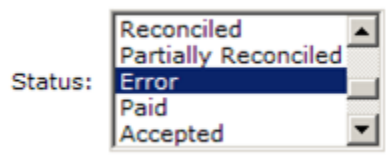
8.2 What are the Step-by-Step Instructions to Reconcile a Credit to an Accounting Strip?

When the credit comes in, it should be reconciled to an accounting strip as well (using the same accounting information that used for the disputed charge, proceed to *What are the Step-by-Step Instructions to Manually Reconcile a Bank Statement Line by Using the Add Accounting Button (No Credit Card Log Document)*).

8.3 What are the Step-by-Step Instructions to Correct a Bank Statement Line that has an Error Status Displayed?

The following steps describe how to correct bank statement line errors in the reconciliation notebook after the payment batch is run. Error may occur due to vendor deactivation or budget issues.

1. Select **Transactions—Credit Card—Reconciliation** from the menu bar of the desktop. The *Statement Reconciliation* page is displayed.
2. The credit cards that a user has security permissions to view will be displayed in the **Credit Card** drop-down menu.
3. Select a **Credit Card** alias from the drop-down menu.
4. Select the **Error** status.



5. Click the **Search** button to display the credit card bank statement lines.
6. Select the **Error** bank statement line.

Filter	View	Retrieve	Actions	Sgnt...	View as CSV
Statement	Details				
Alias	Payments				
PATR	SmartPay2 Details				
	History				

edit	Status	Charge Date	Charge Amount	Vendor Name	Reconciled Am
	Error	12/04/2007	\$484.30	XEROX CORPORATION	\$484

7. In the **Statement Activity** section, click the **View** button and select the **Payments** link.
8. **Error** messages are displayed on the rejected Credit Card payment (CP) forms.
9. Review the **Errors**. Follow GSA policy to determine who will correct the rejected CPs. Once the CP forms are corrected, the status of the corresponding statement lines will change to **Paid**.

9 Standard Credit Card Reports and Forms

9.1 Credit Card Reports

9.1.1 What Types of Credit Card Reports are available in Pegasys?

The following table summarizes the Credit Card Reports by report name, report menu folder, target users, and minimum advised frequency of use.

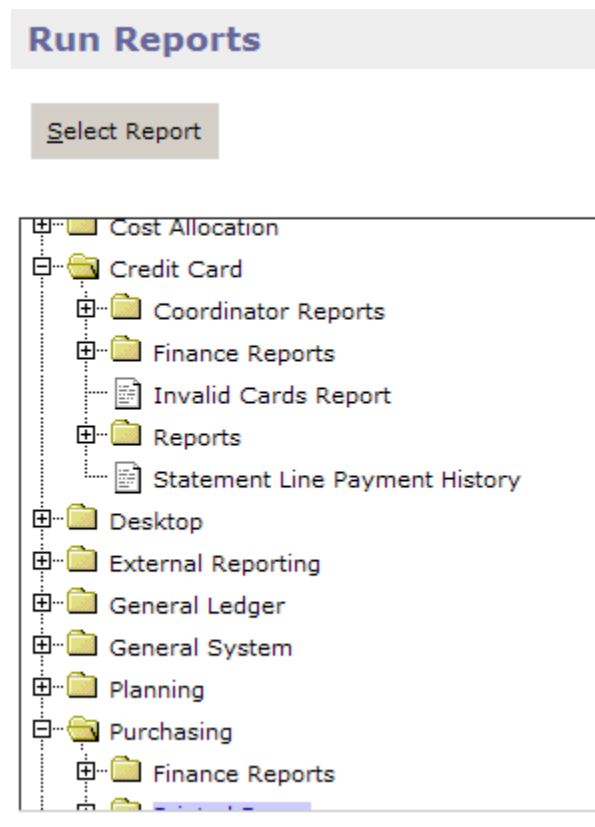
Figure 9-1: Standard Credit Card Reports

Report Name	Report Menu Folder	Target Users	Minimum Advised Frequency of Use
Monthly CRCD Transactions	Credit Card→Reports	General Credit Card Users & Approving Officials	Monthly
CRCD Log Transactions	Credit Card→Reports	General Credit Card Users	Monthly
Unreconciled CRCD Logs	Credit Card→Reports	General Credit Card Users	Monthly
Credit Card Status Report	Credit Card→Reports	General Credit Card Users	On demand
CRCD Trans by App Official	Credit Card→Reports	Approving Officials	Monthly
Statement Line History	Credit Card→Reports	General Credit Card Users	On demand
Imported Daily Card Trans	Credit Card→Finance Reports	Heartland Finance Center & Pegasys Operations	Daily
Statistics Report	Credit Card→Finance Reports	Heartland Finance & Pegasys Operations	On demand

9.1.2 How do I Generate and Print Credit Card Reports from the Reports Menu?


The following steps describe how to run the Credit Card Reports from the Reports Menu.

1. Log into Pegasys.
2. Select **Utilities— Reports –Run Reports** from the Menu Bar on the desktop. The *Run Reports* page is displayed for the available reports.



3. Click the + box next to the **Credit Card** folder to expand the folder.
4. Click the plus box next to the **Reports** or the **Finance Reports** folder to expand the folders and view the available reports.
5. Select the report to be viewed or printed. Click **Select Report** button.
6. Fill in the fields in the **Parameters** group box. The fields may vary based on the selected reports.
7. Click **Submit** to run the report.

Pegasys > Utilities > Reports > Run Reports > Report Name

 The report has been successfully submitted.

Unreconciled CRCD Logs BIRT

[Run](#)

[Expand All](#) | [Collapse All](#)

Parameters


* **Report Level:** Unreconciled CRCD Logs

Unreconciled CRCD Logs


* **Fiscal Year:**

* **Fund:**

* **Region:** 

Org Code: 


Log Approver:

Alias: 

[Return to Top](#)

Options

Dynamic Web Viewer: Off **Saved Output Access:** Private

Saved Output Format: PDF **Security Organization:** 

[Return to Top](#)

The following message: “Your report has been successfully submitted.” will be displayed

8. Select **Utilities— Reports –Report Status** from the Menu Bar on the desktop.
9. Enter the report name or search for it.

Report Status Maintenance

Search Criteria

Report Definition:

Report Name: Report Subsystem: Subfolder:

Login ID:

Report Name	Report Subsystem
Unreconciled CRCO Logs BIRT	Credit Card

10. Select the report and click the **Details** button.

Report Status	Saved Output Format	Report Start
Complete	PDF	02/03/2011 15:34:15
Complete	PDF	02/03/2011 15:11:16

[Expand All](#) | [Collapse All](#)

General

Report Start: 02/03/2011 15:34:15

Report End: 02/03/2011 10:34:26

Report Subsystem: Credit Card

Report Name: Unreconciled CRCO Logs BIRT

Report Expiration: 03/05/2011 15:34:15

Subfolder: Reports

Saved Output Format: PDF

Report Status: Complete

11. Once the status of the report is Complete, click the **Output** button to display the report. If a PDF format was specified, a new browser window will open and the report will be shown through Adobe Reader.

02/03/2011 03:11 PM

General Service Administration

Pegasys Report of Unreconciled Credit Card Logs

Fiscal Year: 2010 Fund: 181X Region: 00

Page 2 of 10

Log No.	Org No.	Account Charged	Amount	Vendor	Payment Log Approval	Alias
CL140780	087110	PG&I P&G&I P&G&I 101	\$ 122.63	STAPLES NATIONAL	John F. Ferguson	JEROMEFERG
Total for Org Code P1000001						
CL123001	087110	PG&I P&G&I P&G&I 101	\$ 346.00	MISC VENDOR FOR	Robert Weiler	ROBERTWEILER
CL141104	087110	PG&I P&G&I P&G&I 101	\$ 419.49	MISC VENDOR FOR	Robert Weiler	ROBERTWEILER
CL141104	087110	PG&I P&G&I P&G&I 101	\$ 1112.50	MISC VENDOR FOR	Robert Weiler	ROBERTWEILER
CL141104	087110	PG&I P&G&I P&G&I 101	\$ 401.20	MISC VENDOR FOR	Loraine Lowery	LORENALLOWE
CL140203	087110	PG&I P&G&I P&G&I 101	\$ 315.50	MISC VENDOR FOR	Robert Weiler	ROBERTWEILER
CL140780	087110	PG&I P&G&I P&G&I 101	\$ 398.00	MISC VENDOR FOR	Robert Weiler	ROBERTWEILER
CL141104	087110	PG&I P&G&I P&G&I 101	\$ 769.25	MISC VENDOR FOR	Robert Weiler	ROBERTWEILER
CL141104	087110	PG&I P&G&I P&G&I 101	\$ 409.47	MISC VENDOR FOR	Robert Weiler	ROBERTWEILER
CL141104	087110	PG&I P&G&I P&G&I 101	\$ 398.07	MISC VENDOR FOR	Robert Weiler	ROBERTWEILER
CL140780	087110	PG&I P&G&I P&G&I 101	\$ 360.00	MOBILE INDUSTRY	Heavily A. Chaffey	HEAVILYACHAFF
CL140780	087110	PG&I P&G&I P&G&I 101	\$ 318.00	MILLER'S OFFICE	Valerie L. King	VALERIELKING
CL140780	087110	PG&I P&G&I P&G&I 101	\$ 400.57	MILLER'S OFFICE	Valerie L. King	VALERIELKING
CL140780	087110	PG&I P&G&I P&G&I 101	\$ 510.98	MILLER'S OFFICE	Valerie L. King	VALERIELKING
CL140780	087110	PG&I P&G&I P&G&I 101	\$ 275.00	MISC VENDOR FOR	Robert Weiler	ROBERTWEILER
Total for Org Code P1000001						
CL131157	087110	PG&I P&G&I P&G&I 101	\$ 4910.00	40MPROV, INC.	Tina Finney	TINAFINNEY
CL131157	087110	PG&I P&G&I P&G&I 101	\$ 398.00	MISC VENDOR FOR	Tammy N. Sumner	TAMMYSUMNER
CL131157	087110	PG&I P&G&I P&G&I 101	\$ 40.00	MISC VENDOR FOR	Tammy N. Sumner	TAMMYSUMNER
CL131157	087110	PG&I P&G&I P&G&I 101	\$ 890.23	40MPROV, INC.	Tammy N. Sumner	TAMMYSUMNER
CL131157	087110	PG&I P&G&I P&G&I 101	\$ 115.00	PLANNING, INC.	Tammy N. Sumner	TAMMYSUMNER
CL140780	087110	PG&I P&G&I P&G&I 101	\$ 968.75	SEA ADVANTAGE	Tammy N. Sumner	TAMMYSUMNER
Total for Org Code P1000001						
CL141104	087110	PG&I P&G&I P&G&I 101	\$ 100.00	MANAGEMENT CONC	Tiffany N. Sumner	TIFFANYSUMNER
CL140780	087110	PG&I P&G&I P&G&I 101	\$ 800.00	MANAGEMENT CONC	Tiffany N. Sumner	TIFFANYSUMNER
Total for Org Code P1000001						
CL140780	087110	PG&I P&G&I P&G&I 101	\$ 700.00	MISC VENDOR FOR	Tiffany N. Sumner	TIFFANYSUMNER
Total for Org Code P1000001						
CL140780	087110	PG&I P&G&I P&G&I 101	\$ 275.00	MISC VENDOR FOR	Tammy N. Sumner	TAMMYSUMNER
CL140780	087110	PG&I P&G&I P&G&I 101	\$ 400.00	MISC VENDOR FOR	Collette Scott	COLLETTESCOT
Total for Org Code P1000001						
CL131157	087110	PG&I P&G&I P&G&I 101	\$ 10.70	USPO - WEST V1	Loraine Lowery	LORENALLOWE
CL131157	087110	PG&I P&G&I P&G&I 101	\$ 9.24	USPO - WEST V1	Loraine Lowery	LORENALLOWE
CL131157	087110	PG&I P&G&I P&G&I 101	\$ 14.54	MISC VENDOR FOR	Loraine Lowery	LORENALLOWE
CL140780	087110	PG&I P&G&I P&G&I 101	\$ 46.62	MISC VENDOR FOR	Loraine Lowery	LORENALLOWE
CL140780	087110	PG&I P&G&I P&G&I 101	\$ 66.76	MISC VENDOR FOR	Loraine Lowery	LORENALLOWE
CL140780	087110	PG&I P&G&I P&G&I 101	\$ 129.27	MISC VENDOR FOR	Loraine Lowery	LORENALLOWE
CL140780	087110	PG&I P&G&I P&G&I 101	\$ 290.00	MISC VENDOR FOR	Loraine Lowery	LORENALLOWE
CL140780	087110	PG&I P&G&I P&G&I 101	\$ 477.00	MISC VENDOR FOR	Loraine Lowery	LORENALLOWE
CL140780	087110	PG&I P&G&I P&G&I 101	\$ 149.00	MISC VENDOR FOR	Loraine Lowery	LORENALLOWE
CL140780	087110	PG&I P&G&I P&G&I 101	\$ 30.20	CONSTRUCTION OFF	Loraine Lowery	LORENALLOWE
CL140780	087110	PG&I P&G&I P&G&I 101	\$ 10.00	USPO - WEST V1	Loraine Lowery	LORENALLOWE
CL140780	087110	PG&I P&G&I P&G&I 101	\$ 250.94	USPO - WEST V1	Loraine Lowery	LORENALLOWE

- Use the printer icon to print the report. Use the "X" button at the far right of the title bar to close out of Adobe Reader.
- Click the **Previous** button to return to the Report Status Maintenance page.

[Previous](#)
[Refresh](#)
[Parameters](#)
[Output](#)
[Delete](#)
[Route](#)
[Add Shortcut](#)

Report Status	Saved Output Format
Complete	PDF
Complete	PDF

[Expand All](#) | [Collapse All](#)

9.1.3 What Types of Information do each of the Reports provide me?

9.1.3.1 General Credit Card Users

- Monthly CRCD Transactions**—Lists all transactions for a selected credit card statement period by Credit Card Alias and can be utilized by an Approving Official as approval of a cardholder's credit card purchases that have been logged and reconciled in Pegasys. If a charge has been reconciled in Pegasys, the report also displays all applicable reconciliation information. The Alias, From Date, and To Date are the parameters entered to generate this report. Note: Alias is a required parameter. The Credit Card Alias must be entered in the exact format as shown below. The Date parameters must be entered in MM/DD/YYYY format.
 - Credit Card Alias
 - Use all caps and no spaces (e.g., DOLORESFEDEL0500)

- CRCD Trans by App Official—Displays all cardholder transactions under a selected Approving Official for a selected credit card statement period by Credit Card Alias. It is beneficial for Approving Officials' after-the-fact approval of their cardholders' credit card purchases. Approval Group Name, Statement Start Date, and Statement End Date are the parameters entered to generate this report. Note: Approval Group Name is a required parameter. The date parameters should be entered in the MM/DD/YYYY format.
- Credit Card Status Report—Provides a snapshot of the current status of GSA credit cards entered in the Pegasys Credit Card Maintenance table. The output provides basic card information such as alias, cardholder, expiration date, and approval group. The Approving Official and Alias are the parameters entered to generate this report. Note: Approving Official is a required parameter. The Approving Official and the Credit Card Alias must be entered in the exact format as shown below.
 - Approving Official
 - Capitalize the first character of the Approving Official's first and last name and enter the remaining characters in lower case.
 - Enter a space between the first and last name (e.g., Paul Padula)
 - Credit Card Alias
 - Use all caps and no spaces (e.g., DOLORESFEDEL0500)
- CRCD Log Transactions—Generates a listing of all Pegasys Credit Card Log (CL,CT) transactions that have been entered in Pegasys, organized by Approving Official, date, and reconciliation status. The Approving Official, Credit Card Alias, Date Range, and Reconciliation Status (All Logs or Unreconciled Logs only) are the parameters entered to generate this report. Note: The Date Range is a required parameter. The Approving Official and the Credit Card Alias must be entered in the exact format as shown below. The date range must be entered in the MM/DD/YYYY format. Status can be selected from a drop-down menu.
 - Approving Official
 - Capitalize the first character of the Approving Official's first and last name and enter the remaining characters in lower case.
 - Enter a space between the first and last name (e.g., Paul Padula)
 - Credit Card Alias
 - Use all caps and no spaces (e.g., DOLORESFEDEL0500)
- Statement Line History—Provides information about each Pegasys payment transaction that is recorded against Citibank statement lines. The following input parameters are available: Credit Card Type Name, Alias, From Date, and To Date. In addition, the report output can optionally include disputed charges. Note: Credit Card Type Name is a required parameter.
 - Credit Card Type Name must be entered as 'GSA Purchase Card', or 'DNFSB Purchase Card'; the Alias must be entered in the format shown below; the date range must be entered in MM/DD/YYYY format; and the 'Include Disputes' can be indicated as T or F in a drop- down menu.
 - Credit Card Alias
 - Use all caps and no spaces (e.g., DOLORESFEDEL0500)

9.1.3.2 Heartland Finance Center

- Imported Daily Card Trans—Provides Pegasys Credit Card Operations staff the necessary data to identify discrepancies against the Citibank Report. The report displays the imported file names, date of the import, and various applicable dollar amounts.

9.2 Credit Card Forms

9.2.1 What Types of Procurement Forms Support the Credit Card Subsystem?

There are two Standard GSA procurement forms for the Credit Card subsystem—the GSA 3076 and the GSA 300. A sample of the GSA Form 300 and GSA Form 3076 can be found in Appendix B: Form Mappings. A user can generate a report for multiple documents through the selection criteria (please refer to Section 9.2.1.3: *How do I Generate and Print GSA Forms from the Reports Menu?*). A user can generate a GSA Form 300 for Credit Card Log documents and a GSA Form 3076 for Credit Card Training Log documents processed in Pegasys.

9.2.1.1 How do I generate and print GSA forms?

Once a document is processed in Pegasys, a printed form can be generated from the screen in which the document was completed or via the Pegasys Reports menu.

9.2.1.2 How do I generate and print CGS forms from an online Pegasys document?

The GSA Form that prints from the information entered in Pegasys is based on the Document type that is selected. After the information is entered and processed into Pegasys, simply hit the Print Preview button on the Pegasys screen to generate the GSA Form. For example, if a CL (Credit Card Log document) Document Type was selected, then a GSA Form 300 will be displayed on the desktop. Note: *Figure 9-2: Document Type/GSA Form that Prints from the Print Button* identifies which GSA Form will be available for printing based on the document type selected.

Figure 9-2: Document Type/GSA Form that Prints from the Print Button

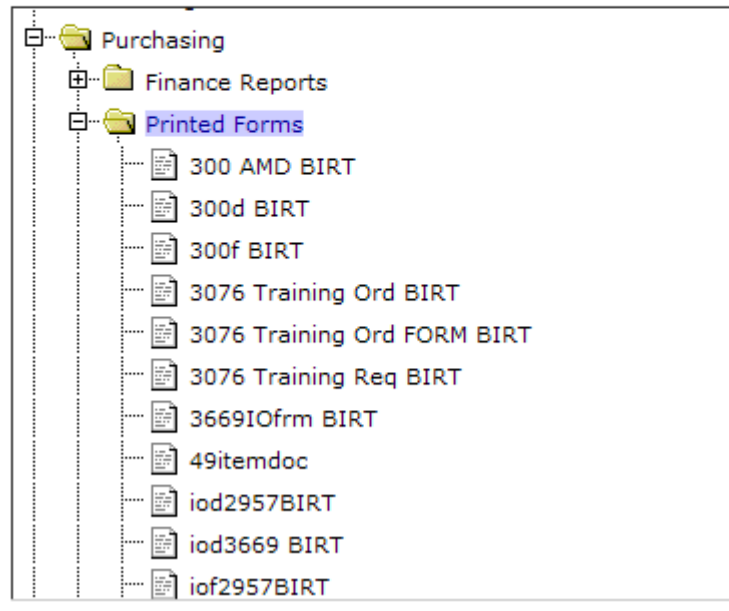
Document Type	GSA Form that Prints (from Print Button)
CL—Credit Card Log Document	GSA Form 300
CT—Credit Card Training Log Document	GSA Form 3076

9.2.1.3 How do I generate and print GSA forms from the Reports Menu?

Credit Card Log Documents and Credit Card Training Log Documents are found In the Printed Forms section.

Run Reports

Select Report



10 Help

10.1 What Resources are available when I need Help with the Credit Card Subsystem?

- GSA Online University
 - Pegasys Navigation course
 - Pegasys Credit Cards course
- Credit Card User's Guide
- Credit Card Quick Reference Cards
 - Creating Non-Itemized Credit Card Logs
 - Reconcile a Bank Statement Line to a Credit Card Log
 - Reconcile a Bank Statement Line to an Accounting Strip
- Pegasys Web Site
 - www.pegasys.gsa.gov
 - <http://support.pegasys.gsa.gov>
- Functional Coordinator
 - <http://pegasys.gsa.gov/hl/fc.html>
- Service Representative
- Pegasys Hotline (202) 501-HELP (4357)
- Credit Card Video
 - <http://pegasys.gsa.gov/support/video.html>

10.2 Who are the Functional Coordinators and Service Representatives?

Role	Name	Phone	E-Mail
Pegasys F/C and S/R Lead			