

**General Services Administration
Billing and Accounts Receivable
Pegasys 7.8 User Guide**



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2 of 10

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Guide Summary

To meet 508 compliance requirements, the BAAR Guide is divided into 10 documents, which contains the following sections. This is Document 2.

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- Section 1: General
- Section 2: BAAR Overview
- Section 3: BAAR Feeder System Integrations
- Section 4: BAAR User Actions and Procedures
 - o Section 4.1: BAAR User Actions
 - o Section 4.2: Detail Billing Records from Detail Billing Record Query
 - o Section 4.3: PCAS Agreements

Document 2

- o **Section 4.4: Manual Billing**
- o **Section 4.5: Standard Voucher (SV)**
- o **Section 4.6: BAAR Queries**
 - **Section 4.6.1: Search Functionality**
 - **Section 4.6.2: Billing Query**
 - **Section 4.6.3: Billing Statement Query**

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- Section 4.6.4: Retired IPAC Transaction Query
- Section 4.6.5: G-Invoicing/IPAC Outbound Query
- Section 4.6.6: G-Invoicing/IPAC Staging Query
- Section 4.6.7: IPAC Import Query
- Section 4.6.8: G-Invoicing/IPAC Reconciliation Activity Query
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- Section 4.6.12: Query IPAC Rejections (G-Invoicing/IPAC Staging Query)
- Section 4.6.13: Vendor Activity Query
- o Section 4.7: Debt Accounts (Claims)

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- o Section 4.9: Correspondence
- o Section 4.10: Disputes (Non-IPAC)
- o Section 4.11: Amend DA to Set the Debt Appeal Forbearance Flag
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4 BAAR User Actions and Procedures

4.4 Manual Billing

Most billing transactions in Pegasys (Billing Documents (BD), Internal Vouchers (NV) and Imputed Rent Standard Vouchers (SV)) are created via interface/automated processes. The main billing vehicles used in the automated creation of BD and NV transactions are:

- Detail Billing Records received from GSA feeder systems (as described in **BAAR User Guide 1 of 10, Section 4.2**)
- PCAS Agreements (as described in **BAAR User Guide 1 of 10, Section 4.3**)

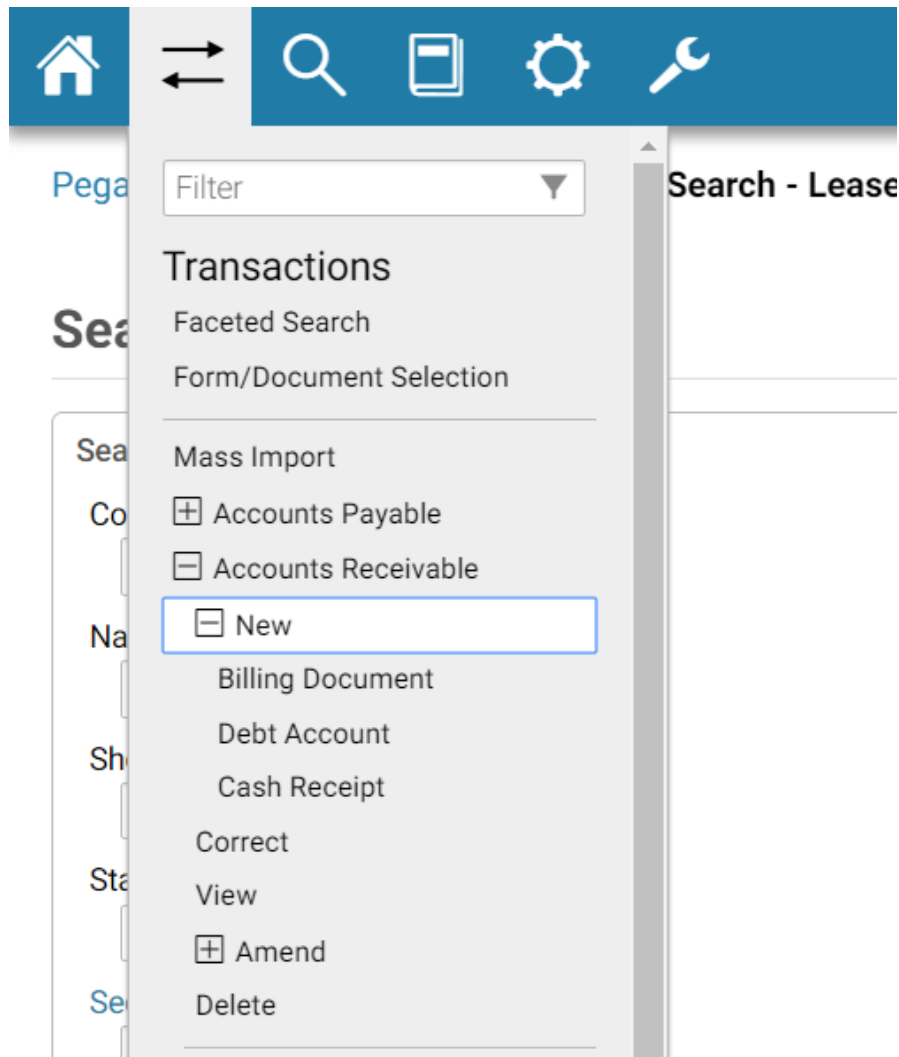
Each of these billing vehicles uses several batch processes to ultimately generate and process the Pegasys billing transactions.

In some circumstances, however, it is necessary to create transactions manually using the Pegasys user interface, or “online”. After document processing, it may also be necessary to correct, amend, or cancel a Billing Document, or correct/cancel an Internal Voucher. These actions can also be performed via the Pegasys user interface. This section describes the steps a user would take to manually create, correct, amend (if applicable), and cancel Billing Documents (BD), Internal Vouchers (NV), and Standard Vouchers (SV) in Pegasys.

New Pegasys transactions are manually created from the Pegasys Transactions Menu. In each subsystem of the menu, the system offers the choice to create (“New”), correct, view and other document actions applicable to the selected document category:

- **Billing Document (BD)** documents are found under the Accounts Receivable subsystem within the Transactions menu.
- **Internal Voucher (NV)** documents are found under the Accounts Payable subsystem within the Transactions menu.
- **Standard Voucher (SV)** documents are found under the General System subsystem within the Transactions menu.

NOTE: Manual Billing creation varies by business line. See for business line rules, see **BAAR User Guide 10 of 10, Appendix C.7**.

Figure 1: New Billing Document Navigation

4.4.1 Manual Billing: Billing Document (BD) Description and Uses

Pegasys Billing Documents (BD) provide the ability to recognize revenue for goods or services provided and record a corresponding receivable for the customer to whom those goods or services were delivered. BDs processed to recognize income and record the associated customer receivable utilize the Pegasys BD accounting line Normal Line Type.

Additionally, BDs can be used to record customer credits, which may result from billing errors, special discounts or changes in recurring billing rates. BDs used to record credit amounts owed to the customer utilize the Pegasys BD accounting line Credit Line Type.

BDs require that the user specify the Customer's name and address using the customer's Pegasys Vendor Code; however, a BD can simply be one transaction of a larger Statement to be sent to the customer. BDs and the associated agreement also provide GSA with an opportunity to define

the text that should be displayed on the customer's PDF bill (via the Comments to Print and Description fields).

Additionally Detail Billing Records or an Agreement reference (depending on the GSA business line) can be included on the BD to provide more information regarding the goods or services for which the BD will be used to bill the customer.

BDs can be created via the following methods:

- Automatically, via:
 - o Detail Billing Record Import, Crosswalk, Discount, and Summarization batch processes.
 - o PCAS Project Bill Generation (PCPROJBILL) batch process.
- Manually, via:
 - o Stand-alone - Users must enter all applicable fields on the BD.
 - o Copy From - Information from an existing BD is copied into a new BD.
 - o Copy Forward - Information from an existing Itemized Payment (IP) is copied into a new BD.
 - o Mass Import

Treasury and G-Invoicing/IPAC Billing Documents:

Pegasys G-Invoicing/IPAC BDs provide the ability to bill GSA customers using Treasury's IPAC system. The main difference between G-Invoicing/IPAC and non-IPAC BDs is that the G-Invoicing/IPAC BDs contain additional information that is required for submission to the G-Invoicing/IPAC system.

- **G-Invoicing/IPAC Designation:** G-Invoicing/IPAC Bills are designated for G-Invoicing/IPAC by the Inter-Agency Flag on the BD header being set to True, AND the Type of Transfer being set to G-Invoicing/IPAC.

Once a BD has been established as a G-Invoicing/IPAC BD, it must be determined whether the G-Invoicing/IPAC billing will send 1) Detail Billing Record level information/amounts (DBE Detail = Yes) or 2) summary accounting line information to Treasury (DBE Detail = No). This determination is made via the DBE Detail Indicator field on the BD header.

Revenue Credit Card Billing Documents:

Revenue Credit Card BDs provide the ability to bill GSA customers and receive a corresponding collection using pre-authorized credit card transactions. The main difference between Revenue Credit Card and standard non-IPAC BDs is that Revenue Credit Card BDs contain additional information that is required for settlement.

- **Centralized Collections Services Section:** Used to document the information needed by WorldPay, GSA's settlement agent, to settle the pre-authorized credit card transaction successfully. The information in this section includes the customer Credit Card Number,

Card Type, Expiration Date, Authorization Code, Authorization Amount, and Authorization Date.

Revenue Credit Card BDs also make use of a Bank Charge Indicator to determine whether the billing should be performed daily (D) or in a summary (S) fashion, semi-monthly.

Subsequent batch processing is used to send the required information from the BD and any associated DBRs to WorldPay for settlement.

DoD Interfund Billing Documents:

DoD Interfund BDs provide the ability to bill the Department of Defense via the SIBAC system. The main difference between DoD Interfund and standard non-IPAC BDs is that DoD Interfund BDs utilize a unique statement number format required by DoD.

Subsequent batch processing is used to send the required information from the BD and any associated DBRs to the SIBAC system for collection.

Hybrid Billing Documents:

Automated and manual hybrid billing documents are created for the Telecomm and WAN business lines.

G-Invoicing Billing Documents:

G-Invoicing automated billing document type, MDG, for Manual Business lines are created via external direct agreements using the Project Code Billing PCPROJBILL batch job process.

Manual Business Lines G-Invoicing billing documents are also created via manual creation and they are the MMG and MFG document types.

4.4.1.1 Available Billing Document (BD) Types

Each BAAR Business Line will use predetermined document types (though there are some exceptions). Some Document Types will be shared across multiple business lines. The document type is a configuration of the Document Category. For example, the Billing Document (BD) is a Document Category. For most document categories, each Business Line has been assigned a unique document type to accommodate different business processes as well as to provide a unique system categorization of the business line's transactions; however, certain document types will be shared by multiple business lines.

Billing Document Number Formats are derived from the Statement number that is created as a result of generating a Statement Number. Thus, each Billing Document number will include the Statement Number imbedded within it. There are a few exceptions.

The Statement Number formats are defined per document type and business line. For example, the Statement Number format for Rent Manual is the letters 'AA' followed by 6 incremented digits. (e.g., 'AA'+#####). Unlike the manual Rent documents and other business lines, the

RENT interface provides its own statement number. The Statement Number format for Fleet Leasing Non-IPAC for example, is the letter 'N' followed by 7 incremented digits. (e.g., 'N'+#####). Fleet Leasing uses different naming conventions for IPAC and non-IPAC vendors.

Please refer to the appendix for a full listing and breakdown of Document types and their descriptions. See **BAAR Guide 8 of 10, Section A.2.**

4.4.1.2 Billing Document (BD) - User-Defined Form Field Descriptions

The listing of User-Defined fields on the Billing Document (BD) Form is available at **BAAR Guide 9 of 10, Section B.4.**

4.4.1.3 Query Billing Document (BD)

Processed Billing Document (BD) information can be viewed on the following Pegasys queries:

- Queries → Accounts Receivable → Billing Query.
- Queries → Accounts Receivable → Billing Statement Query.
- Transactions → Form/Document Selection.
- Queries → General Ledger → GL Account Detail.
- Queries → Vendor → Vendor Activity Query.

For querying Detail Billing Records, see **BAAR User Guide 1 of 10, Section 4.2.**

Please see **Section 4.6** for Billing Queries.

4.4.1.4 Automated Methods to Create Billing Documents (BD)

Billing Documents (BDs) which use DBR functionality will primarily be created by the automated Summarization process (ARDBSUMR). BDs that use PCAS functionality will be primarily created via the Project Bill Generation Batch Process (PCPROJBILL).

The Project Bill Generation process creates bills associated with agreements. After costs have been distributed to the customers, customers can be billed for the costs by running the Project Bill Generation process. This process uses the cost information specified in the agreements and the information on the PCAS Billing Option maintenance table to generate Billing Documents, Cash Receipts (for Advance offsets), and Internal Vouchers.

For further information about creating agreements, see **BAAR User Guide 1 of 10, Section 4.3.**

The following section provides instruction for creating Billing Documents (BD), including how to create Detail Billing Records from within the document, using the Pegasys user interface manually/online.

For further information about creating Detail Billing Records for use in Summarization, see **BAAR User Guide 1 of 10, Section 4.2.**

4.4.1.5 Manual Creation of Billing Document (BD): G-Invoicing/IPAC/Non-IPAC/DoD Interfund/Revenue Credit Card Normal Line Type

The Normal line type is used in Receivables to recognize revenue. The following steps describe how to create the Billing Document (BD) form manually with a Normal line type using the Pegasys user interface.

The users are required to populate the following types of fields to create the BD manually:

- **Pegasys System required fields:** These fields have the red asterisk and the system throws hard error when they are left blank.
- **GSA Business Process required fields:** These fields are optional in Pegasys but required to be populated per the business process of each Business line.

Table 1: List of Appendices: Business Process Required Fields for BD creation

Business Line	Reference to Appendices
Fleet Leasing	BAAR User Guide 10 of 10 Section C.7.1 Appendix: Create Billing Document (BD) - Fleet Leasing
Rent	BAAR User Guide 10 of 10 Section C.7.2 Appendix: Create Billing Document (BD) - Rent
Global Supply	BAAR User Guide 10 of 10 Section C.7.3 Appendix: Create Billing Document (BD) - Global Supply
RWA/HOTD/Manual Business Lines	BAAR User Guide 10 of 10 Section C.7.4 Appendix: Create Billing Document (BD) - RWA/HOTD/Manual Business Lines
Outlease	BAAR User Guide 10 of 10 Section C.7.5 Appendix: Create Billing Document (BD) - Outlease
Region 6 Manual Business Lines	BAAR User Guide 10 of 10 Section C.7.9 Appendix: Create Billing Document (BD) - Region 6 Manual Business Lines
Region 7 Manual Business Lines	BAAR User Guide 10 of 10 Section C.7.10 Appendix: Create Billing Document (BD) - Region 7 Manual Business Lines

Business Line	Reference to Appendices
AAS	BAAR User Guide 10 of 10 Section C.7.6 Appendix: Create Billing Document (BD) - AAS
WAN	BAAR User Guide 10 of 10 Section C.7.8 Appendix: Create Billing Document (BD) - WAN
Telecom	BAAR User Guide 10 of 10 Section C.7.7 Appendix: Create Billing Document (BD) - Telecom
FAS Information Technology Category	BAAR User Guide 10 of 10 Section C.7.11 Appendix: Create Billing Document (BD) - FAS Information Technology Category
Fleet Rental	BAAR User Guide 10 of 10 Section C.7.12 Appendix: Create Billing Document (BD) - Fleet Rental
Fleet Purchasing	BAAR User Guide 10 of 10 Section C.7.13 Appendix: Create Billing Document (BD) - Fleet Purchasing

Steps to Create an Accounts Receivable Billing Document (BD) Form (G-Invoicing/IPAC /non-IPAC/DoD Interfund/ Revenue Credit Card)

1. Navigate to Transactions → Accounts Receivable → New → Billing Document.
The New Billing Document page is displayed.

Figure 2: New Billing Document

Pegasys / Transactions / Accounts Receivable / New / **New Billing Document**

NEW BILLING DOCUMENT

[New Billing Document](#)

* Document Type ☆

Document Number Format Prefix ☆

Statement Number **Generate**

Security Org ☆

* Document Number **Generate**

Title

Copy Document None
 Copy From
 Copy Forward

File No file chosen

[Go to top of Main Content](#)

[Back](#) [Finish](#) [Cancel](#)

2. **REQUIRED:** Enter Document Type.

NOTE: Only manual document types are used for online creation.

Figure 3: Enter Document Type

Pegasys / Transactions / Accounts Receivable / New / **New Billing Document**

NEW BILLING DOCUMENT

[New Billing Document](#)

* Document Type ☆

Document Number Format Prefix ☆

Statement Number **Generate**

Security Org ☆

* Document Number **Generate**

Title

Copy Document None
 Copy From
 Copy Forward

File No file chosen

[Go to top of Main Content](#)

3. Select the **Generate** button next to Statement Number to generate a **Statement Number**. A unique Statement number will be generated in the **Statement Number** field.

Figure 4: Generate Statement Number

Pegasys / Transactions / Accounts Receivable / New / New Billing Document

NEW BILLING DOCUMENT

New Billing Document

* Document Type LMN Fleet Leasing Non-IPAC BD

Document Number Format Prefix

Statement Number N0000074

Security Org

Document Number

Title

Copy Document None
 Copy From
 Copy Forward

File No file chosen

[Go to top of Main Content](#)

NOTE: If the user does not select the Generate Statement number on the new form creation, the user can add a Statement number on the BD header page. However, the Statement number will not be included in the Document Number if the user does not generate the statement number on the New Form page. The document number format that is created when a user selects Generate (Document Number) is derived off the Statement number that is created when hitting Generate Statement Number.

NOTE: The Statement Number formats are defined per document type and business line. For example, the Statement Number format for Rent Manual is the letters ‘AA’ followed by 6 incremented digits. (e.g., ‘AA’+#####)


The Statement Number format for Fleet Leasing Non-IPAC is the letter ‘N’ followed by 7 incremented digits. (e.g., ‘N’+#####).

The Statement Number format for Fleet Leasing IPAC is the letters ‘L’ followed by 7 incremented digits. (e.g., ‘L’+#####).

The complete list of Statement Number formats is defined in the Configuration Spreadsheet. To view Statement Number Formats in Pegasys, navigate to Reference → Accounts Receivable → Statement Number Formats.


4. Select the **Generate** button next to Document Number to generate a **Document Number**. A unique document number will be generated in the **Document Number** field. Once the document number is generated, the **Generate** button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

Figure 5: Generate Document Number

Pegasys / Transactions / Accounts Receivable / New / **New Billing Document** 

NEW BILLING DOCUMENT

[New Billing Document](#)

* Document Type 

Document Number Format Prefix

Statement Number

Security Org

Document Number

Title

Copy Document None
 Copy From
 Copy Forward

File No file chosen

[Go to top of Main Content](#)

NOTE: The Document Number Formats are defined per document type and business line. For example: the Document Number format for ‘RMN’ is the document type of Billing Document (BD) form followed by the Statement Number the document was created and combined with 2 incremented digits. (e.g., RMNSSSSSSSS###).

The Document Number format for ‘LMN’ is the document type of Billing Document (BD) form followed by the Statement Number the document was created and combined with 2 incremented digits. (e.g., LMNSSSSSSSS###).

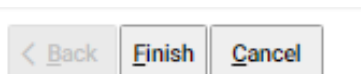
The RMN and FMN Document Types use the generic Document Number Format.

The complete list of Document Number formats is defined in the Configuration Spreadsheet. To view Document Number Formats in Pegasys, navigate to Reference → Document → Document Number Formats.

NOTE: Pegasys Copy From functionality can be used to facilitate document creation as well. Use the Copy From functionality to facilitate the creation of Billing Documents using the same Vendor, Accounting or Agreement data.

5. Select the **Finish** Button.

Figure 6: Select the Finish Button



6. The Header page is displayed. On the “Header” page, populate the Pegasys system required fields and GSA Business Process required fields in the following sections. The Pegasys system required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but are required to be populated per the business process of each business line.

For details on these fields, refer to **BAAR Guide 9 of 10, Section B.4.**

- a. General
- b. Vendor Information
- c. External System Information
- d. User Defined Fields

Figure 7: BD Header General Section

Figure 8: Vendor Information

Figure 9: External System Information and User Defined Fields

7. **REQUIRED for IPAC ONLY:** Select the Default button in the Designated Agent Group Box.

Figure 10: Default Button

NOTE: If a Designated Agent exists for the entered Vendor Code, the system will default the Designated Agent Vendor and Address Code and a message stating, “Action was successful” will be displayed.

NOTE: The Disbursing Office, System ID, Billing Reference Number, Text Code, Business Line will default from the Document Type settings. The Security Org will default from the user’s Default Security Org setting on the Principals table.

- REQUIRED for IPAC ONLY** - Enter the required IPAC information in the Inter Agency Section.

NOTE: The following fields of the document header Inter-agency Transfer section will default by the system (via document type extensibility) and do not need to be updated by a user: Inter-Agency Flag, Bill Type/Type of Transfer, Use Statement For IPAC, IPAC DBE Detail indicator.

The Customer ALC field is also defaulted by the system, but not until the form is verified or processed (again, no updates needed by a user).

NOTE: The IPAC DBE Detail indicator will default based on the Business Line IPAC BD Document Type used.

Figure 11: Required IPAC Information in the Inter Agency Section

- Select the Accounting Lines tab.

Figure 12: Accounting Lines Tab

- Select the Add button to enter a new Accounting Line.

Figure 13: Add Button-Accounting Line

ACCOUNTING LINES

Header | Accounting Lines | Office Addresses | Approval Routing | Memos | Summary

Accounting Line | Charge Lines | Associated Spending | Detail Billing Record Search | Modified Detail Billing Records

No results

<input type="checkbox"/>	Line Number	Line Type	Amount	Transaction Type	Accounting Template	BBFY	EBFY
Total Header Funded Amou							

References... **Add** Copy Remove Reset Replace

[Go to top of Main Content](#)

NOTE: To modify an accounting line, select the checkbox by the row and then select the ‘Accounting Line’ link to open the page. To delete an existing line, select the line by highlighting its tab and select on the Remove button.

Figure 14: Accounting Lines Tab-Modify

Header | Accounting Lines | Office Addresses | Approval Routing | Memos | Summary

ACCOUNTING LINE

Accounting Line | Charge Lines | Associated Spending | Detail Billing Record Search | Modified Detail Billing Records

Item 1 of 1

Expand All Collapse All

General

Line Number:
 Line Type: Normal
 Billing Status: Unbilled
 Transaction Type:

Exclude from Offset: Internal External

Bill Print: Yes Dunning Print

Period of Performance: Start Date: End Date:

Receivable Type: Receivable Type: FLLNI

Record Type: PR
 Overpayment Cause:
 IPA Deferred Date:
 Original Accounting Period:
 Source Number:
 Related Statement Number:

Overdue Charges: Administrative Charge Type:
 Penalty Type:
 Interest Type:
 Interest Rate:
 Interest Assessment Model: Fixed Assess Current Period IPA

11. On the “Accounting Line” page, populate the Pegasys system required fields and GSA Business Process required fields in the following sections. The Pegasys system required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but are required to be populated per the business process of each business line.

For details on these fields, refer to **BAAR Guide 9 of 10, Section B.4.**

- a. General
- b. Period Of Performance
- c. Line Amounts
- d. Interagency Transfer

- e. Funding Authorization Source
 - f. Contract Information (**NOTE:** The Contract Number value should be equal to the Business Line value from the BD Header)
12. **REQUIRED for ALL FEDERAL CUSTOMERS:** Enter the Treasury Symbol Short Key and components (ATA, AID, BPOA, EPOA, A, MAIN, SUB) in the Additional Attributes Transfer Treasury Symbol section.
- NOTE:** The Transfer Treasury Symbol is the Treasury Symbol associated with the customer specified in the Vendor section on the BD header.
- NOTE:** If the Transfer Treasury Symbol fields are not populated, the system will automatically populate them from the values entered in the Interagency Transfer section Customer Treasury Symbol short key and components when the form is verified or submitted for processing.

Figure 15: Additional Attributes

13. **REQUIRED:** Enter the Accounting Template and select Default.

Example Accounting Template For Rent Bills:

11RNT-00-192X-PG61-PGA31

Please see the BAAR Phase 3 Consolidated Configuration Guide for the complete list of Accounting Templates as well as the Pegasys Accounting Template Reference Table.

14. To search for the Accounting Template, select the Template link.

Figure 16: Accounting Dimensions

NOTE: When searching for accounting templates, list the office code flanked by asterisks ("*FLT*" or "*RNT*") in the Accounting Template Description field.

Figure 17: Accounting Templates Search

15. Select an Accounting Template.

NOTE: The accounting template dimensions will populate when searching and selecting a template value.

Figure 18: Accounting Template Selection

Select	★	2020-A-03-285X-TM10-Q03MD000-AF246	2020		285X	03	Q03MD000		TM10
Select	★	2020-A-03-285X-TM10-Q03MD000-AF246-R03 - Regional Fleet Ops	2020		285X	03	Q03MD000		TM10

NOTE: The Accounting Template is made up of certain (but not all) Accounting Dimensions.

NOTE: Please enter the Revenue Source Code, Program Code or other Accounting Dimensions that are needed.

NOTE: The Accounting Dimensions section BETC field will default based on the Doc Type/Line Type BETC default configuration for the associated Treasury Symbol.

Figure 19: BETC Field

16. **REQUIRED for ALL FEDERAL CUSTOMERS:** Enter the Treasury Symbol Short Key and components (ATA, AID, BPOA, EPOA, A, MAIN, SUB) in the Interagency Transfer Customer Treasury Symbol section.

NOTE: The Customer Treasury Symbol is the Treasury Symbol associated with the customer specified in the Vendor section on the BD header and should match the Transfer Treasury Symbol populated in the Additional Attributes section.

Figure 20: Interagency Transfer Customer Treasury Symbol Section

17. **REQUIRED for IPAC ONLY:** Enter the Customer BETC in the Interagency Transfer section.

- a. For Normal Line Type IPAC BDs: DISB
- b. For Credit Line Type IPAC BDs: COLL

NOTE: The Interagency Transfer section Customer BETC field will default based on the Doc Type/Line Type BETC default configuration for the associated Treasury Symbol.

Figure 21: Customer BETC in the Interagency Transfer Section

The screenshot shows the 'Interagency Transfer' section. At the top right is a 'Customer Sub-level Prefix' field with a star icon. Below this is a 'Customer Treasury Symbol' field with a star icon. Underneath are several input fields: 'Short Key', 'ATA', 'AID', 'BPOA', 'EPOA', 'A' (a dropdown menu), 'MAIN', and 'SUB'. At the bottom right is a 'Customer BETC' field with a star icon.

18. For business lines that utilize DBRs, select Detail Billing Record Search tab to add DBRs.

Figure 22: Detail Billing Record Search Tab (1)

The screenshot shows a series of tabs: 'Header', 'Accounting Lines', 'Office Addresses', 'Approval Routing', 'Memos', and 'Summary'. Below these is the 'ACCOUNTING LINE' section with sub-tabs: 'Accounting Line', 'Charge Lines', 'Associated Spending', 'Detail Billing Record Search', and 'Modified Detail Billing Records'. The 'Detail Billing Record Search' sub-tab is highlighted.

19. The Detail Billing Record Search page is displayed (for business lines that utilize DBRs only).

Figure 23: Detail Billing Record Search Page

Header
Accounting Lines
Office Addresses
Approval Routing
Memos
Summary

DETAIL BILLING RECORD SEARCH

Accounting Line
Charge Lines
Associated Spending
Detail Billing Record Search
Modified Detail Billing Records

Search Criteria

Record Identifier

Record Date

Last Modified By

Charge Period

— General Detail Billing Elements

Credit/Adjustment Indicator

Advance Indicator

+ Detail Billing Elements

No results

	Record Identifier	Selected For IPAC	Chargeback End Date	Pending Chargeback Amount	External Surcharge Flag	Surcharge Indicator	Signal Code	Interfund Indicator
<input type="checkbox"/>								

Add
Edit
Copy
View
Disassociate Record
Dispute Records
...

20. Select Add (for business lines that utilize DBRs only).
21. The Modified Detail Billing Records page is displayed (for business lines that utilize DBRs only).

Figure 24: Modified Detail Billing Records

Header
Accounting Lines
Office Addresses
Approval Routing
Memos
Summary

Accounting Line Charge Lines Associated Spending Detail Billing Record Search Modified Detail Billing Records

Modified Detail Billing Record

— General

Record Identifier

Source Record ID

System Created DBR

Record Status New

Quantity

Unit Price Amount

Unit

* Amount

Discount Amount

Surcharge Amount

* Record Date

* Charge Period

Billing Description

Articles Or Services

Agency

Bureau

Agency Location Code

Customer Identification Code

Customer Identification Code #2

Period of Performance

Start Date

End Date

NOTE: The Record Status will default to New.

Figure 25: Modified Detail Billing Record-New

NOTE: For IPAC BDs the Selected for IPAC value should be set to No.

Figure 26: Selected For IPAC Drop Down

- Enter the Required **Detail Billing Elements** (for business lines that utilize DBRs only). The Pegasys system required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but are required to be populated per the business process of each business line.

For details on Detailed Billing Record fields, refer to **BAAR User Guide 1 of 10, Section 4.2.3**.

Figure 27: Detail Billing Elements

23. Select **Modified Detail Billing Record** tab (for business lines that utilize DBRs only).

Figure 28: Modified Detail Billing Record tab

NOTE: To copy the Detail Billing Record, select the record and select “Copy”. A unique identifier will be generated for each copied Detail Billing Record.

NOTE: To revert the changes made to the Detail Billing Records, select the Detail Billing Record and select “Revert Changes”.

NOTE: To disassociate the Detail Billing Record, select the Detail Billing Record and select “Disassociate”.

NOTE: Users should not disassociate Detail Billing Records without consenting operational management, including in the event of an erroneous billing to customer. Alternatively, Finance users can amend the document down with the appropriate security permissions and supporting documentation rather than disassociating the Detail Billing Records.

24. Select the **Office Addresses** tab.

25. Select the **Add** button.

Figure 29: Remit To

26. Select the Remit To **Office Type**.

Please see the Configuration Guide for Office Table information.

Figure 30: Office Address

Header
Accounting Lines
Office Addresses
Approval Routing
Memos
Summary

OFFICE ADDRESS

Office Address

Additional Contacts

Item 1 of 1

General

Default Mailing Address
Update Address
Clear Address

* Office Type

Remit To

Code

AAC/DODAAC

Standardized Format

Yes

Address Name

Address Line 1

City

State

Postal Code

County

Country

More

Employee

Grade

Preferred Method of Contact

Phone

Fax

27. Populate additional fields at the bottom of the page. This is optional.
28. Select the **Additional Contacts** tab to add multiple Contacts.
29. Select **Save**.
30. Select **Verify**.

Figure 31: Verify-LMN

GSA

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NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the **Verify** button again.

NOTE: BETC and Customer BETC will default based on your Billing Document's Line Type and Treasury Symbol after selecting the **Verify** button.

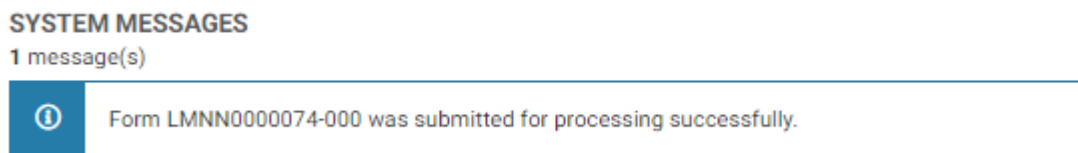
NOTE: Forms in Held and Rejected status can be routed for review prior to submission. When initiating a review, the form can be routed to one or more reviewers in the Review Form Modal Window. Reviewers then can enter comments and/or suggest changes to the form. Users can accept/reject individual comments or reply to document a resolution. The Review Form Workflow & Commenting QRG

(<https://corporateapps.gsa.gov/applications/financial-apps/pegasys/>) provides more details.

31. Select **Submit**.

32. If no errors are encountered upon selecting the **Submit** button, a message appears stating that the form has been submitted for processing.

Figure 32: Form Submitted for Processing



4.4.2 **Manual Billing: Interfund/Intrafund: Internal Voucher (NV) Description and Uses**

Interfund/Intrafund payment processing within GSA is a common business practice across business lines that serve internal GSA clients.

Interfund vs. Intrafund:

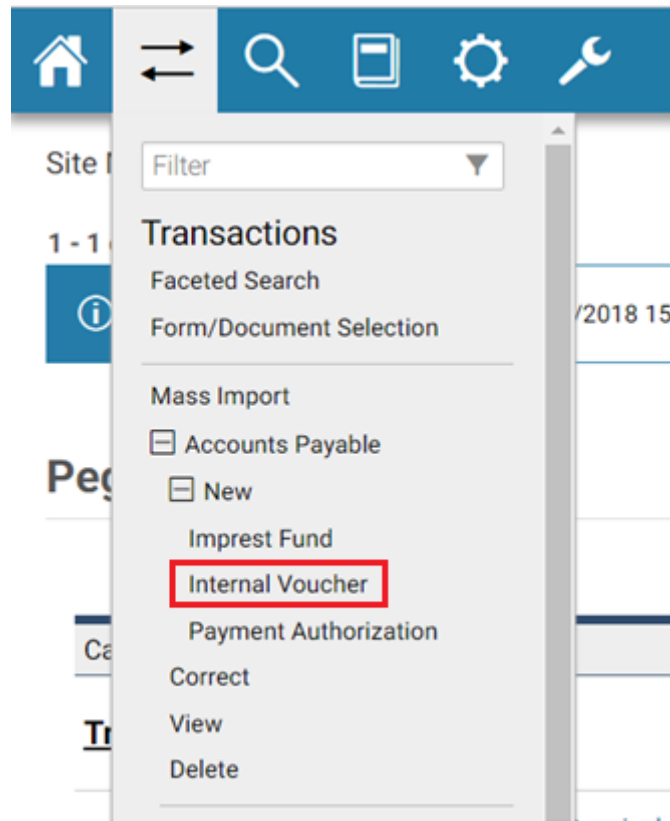
Interfund transactions are used for billing within GSA, but not within the same Treasury Accounting Symbols (TAS). This is when one GSA service bills another GSA service. For example, the 192X fund bills the 285 fund.

Intrafund transactions are used when there is billing within the same TAS (a service billing itself). Intrafund is also used by Fleet Leasing/Rental where fund 285X Region 01 bills 299X Region 02 for leasing a vehicle. In this scenario, Region 01 would need to recognize the income and Region 02 would need to recognize the expense.

The Internal Voucher (NV) permits the simultaneous recording of expenditures for the receiver of goods/services (buyer) and a collection for the provider of the goods/services (seller). As such, the Internal Voucher (NV) is considered an Accounts Payable transaction rather than an Accounts Receivable transaction. Although Internal Vouchers (NVs) are an Accounts Payable transaction, Internal Vouchers (NVs) do not result in a cash disbursement because they are an internal transfer.

Internal Vouchers (NV) are found under the Accounts Payable subsystem menu in Pegasys.

Figure 33: Internal Vouchers



Internal Vouchers (NV) require that a user specify both a Buyer and Seller Accounting Strip and transaction types. The user can optionally add Detail Billing Records to the Internal Voucher (NV) and/or reference and liquidate customer-funding document (e.g., IX document).

4.4.2.1 Available Internal Voucher (NV) Document Types

Each BAAR Business Line will use predetermined document types. The document type is a configuration of the Document Category. For example, the Internal Voucher (NV) is a Document Category. For most document categories, each Business Line has been assigned a unique document type to accommodate different business processes as well as to provide a unique system categorization of the business line's transactions; however, certain document types will be shared by multiple business lines.

Please refer to the appendix for a full listing and breakdown of Document types and their descriptions.

NOTE: The second character designates whether the document type is used for manual or interfaced processing ("M" for manual; "D" for interfaced).

4.4.2.2 Internal Voucher (NV) - User-Defined Form Field Descriptions

The listing of User-Defined fields on the Internal Voucher (NV) Form is available in **BAAR Guide 9 of 10, Section B.5.**

4.4.2.3 Query Interfund/Intrafund: Internal Voucher (NV)

Internal Voucher (NV) (Interfund/Intrafund) information can be viewed on the following Pegasys queries:

- Transactions → Form/Document Selection.
- Queries → General Ledger → GL Account Detail.
- Queries → General System → Transaction Journal Query.

For querying Detail Billing Records, see **BAAR Guide 1 of 10, Section 4.2.**

Please see **Section 4.6.2** for more information on the Billing Query.

4.4.2.4 Automated Methods to Create Internal Vouchers (NV)

Internal Vouchers (NV) will primarily be created by the automated Detail Billing Record Summarization process (ARDBSUMR) for those business lines that use Detail Billing Records.

The Project Bill Generation process creates bills (BDs and NVs) associated with agreements. After costs have been distributed to the customers, customers can be billed for the costs by running the Project Bill Generation process. This process uses the cost information specified in the agreements and the information on the PCAS Billing Option maintenance table to generate Billing Documents, Cash Receipts (for Advance offsets), and Internal Vouchers.

For further information about agreements, see **BAAR Guide 1 of 10, Section 4.3.**

For further information about creating Detail Billing Records for use in Summarization, see **BAAR Guide 1 of 10, Section 4.2.**

4.4.2.5 Manual Creation of Internal Voucher (NV)

The Internal Voucher (NV) document is used to recognize revenue and expenditure for transactions within an agency. This section provides instruction for creating Internal Vouchers (NV) with a Normal line type using the Pegasys user interface. It also includes how to create Detail Billing Records from within the Internal Voucher (NV) document using the Pegasys user interface manually/online.

The users are required to populate the following types of fields to create the Internal Voucher:

- **Pegasys System Required fields** - These fields have the red asterisk and the system throws hard error when they are left blank.

- **GSA Business process required fields** - These fields are optional in Pegasys but required to be populated per the business process of each Business line.

Steps to Create an Accounts Payable Internal Voucher (NV) form

1. Navigate to Transactions → Accounts Payable → New → Internal Voucher.
The New Internal Voucher page is displayed.

Figure 34: New Internal Voucher

2. **REQUIRED:** Enter **Document Type**.

NOTE: Only manual document types are used for online creation.

Figure 35: Document Type

3. Select the **Generate Statement Number** button to generate a **Statement Number**. A unique Statement number will be generated in the **Statement Number** field.

NOTE: If the user does not select the Generate Statement number on the new form creation, the user can generate a Statement number on the NV header page. However, the Statement number will not be included in the Document Number if the user does not generate the statement number on the New Form page.

NOTE: The Statement Number formats are defined per document type and business line. For example, the Statement Number format for Rent Manual is the letters ‘AA’ followed by 6 incremented digits. (e.g., ‘AA’+#####)

The complete list of Statement Number formats is defined in the Configuration Spreadsheet and the Pegasys Statement Number Formats Reference table.

4. Select the **Generate** button to generate a **Document Number**. A unique document number will be generated in the Document Number field. Once the document number is generated, the **Generate** button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

NOTE: The Document Number Formats are defined per document type and business line. For example: the Document Number format for ‘RMV’ is the document type of Internal Voucher form followed by the Statement Number the document was created and combined with 2 incremented digits. (e.g., RMVSSSSSSS###). The RMN and LMN Document Types use the generic Document Number Format.

The complete list of Document Number formats is defined in the Configuration Spreadsheet and the Pegasys Document Number Formats Reference table.

5. Select the **Finish** Button.

Figure 36: NV Header

The screenshot shows the 'NEW INTERNAL VOUCHER' form in the Pegasys system. The breadcrumb trail at the top reads 'Pegasys / Transactions / Accounts Payable / New / New Internal Voucher'. The form title is 'NEW INTERNAL VOUCHER' with a sub-link 'New Internal Voucher'. The form contains several input fields and buttons:

- Document Type:** RDV (with a star icon) and Rent NV.
- Document Number Format Prefix:** An empty text field with a star icon.
- Statement Number:** An empty text field with a 'Generate' button to its right.
- Security Org:** An empty text field with a star icon.
- Document Number:** RDV-000 with a 'Generate' button to its right.
- Title:** An empty text field.
- Copy Document:** Radio buttons for 'None' (selected), 'Copy From', and 'Copy Forward'.
- File:** A 'Choose File' button and the text 'No file chosen'.

 At the bottom of the form, there are three buttons: '< Back', 'Finish' (highlighted with a red box), and 'Cancel'. A link 'Go to top of Main Content' is also visible above the buttons.

6. The NV header page is displayed.

Figure 37: NV Header Page

Pegasys / Transactions / Accounts Payable / New / Internal Voucher / Header: RDV Rent NV RDV-000 NEW FULL FORM

HEADER

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

General

Document Type: RDV | Rent NV
 Status: NEW
 Document Number: RDV-000
 * Statement Number:
 Title:
 Authorized By:
 Post Code:
 * Disbursing Office: GS193
 Buyer Disbursing Office:

Voucher Date:
 Accounting Period:
 Reporting Accounting Period:
 Batch Number:
 Document Classification:
 Security Org: GSA
 * Accomplished Date:
 Suppress Printing

Vendor Information

Vendor: * Vendor: 880185258 | 00001 |
 Address Name: MACH CONSTRUCTION CO., INC.

NOTE: The Accounting Period and Reporting Accounting Period will default to the current date when these fields are left blank and the form is verified or processed.

7. On the “Header” tab, populate the Pegasys System required fields and GSA Business Process required fields in the following sections. The Pegasys System required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but required to be populated per the business process of each Business line. For details on these fields, refer to **BAAR Guide 10 of 10, Section C.8.**
 - a. General.
 - b. Vendor Information.
 - c. User Defined Fields.
 - d. Description.
8. Select the **Header Accountings Line** tab.

Figure 38: Header Account Lines tab

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

Detail Billing Record Search | Header Accounting Line | Modified Detail Billing Records | Associated Spending

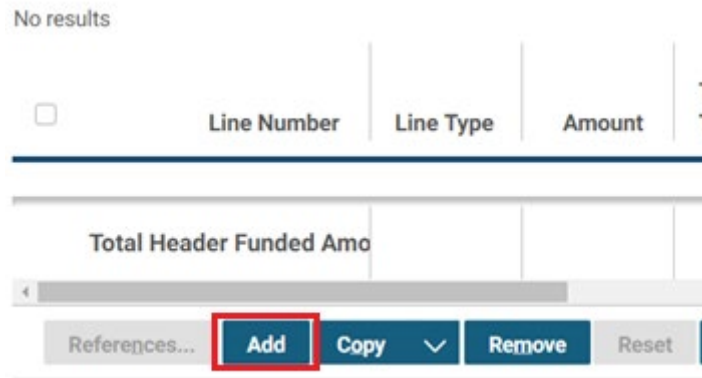
No results

Line Number	Line Type	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm
Total Header Funded Amo										

References... 10 per page

9. Select the Add button to enter a new Header Accounting Line.

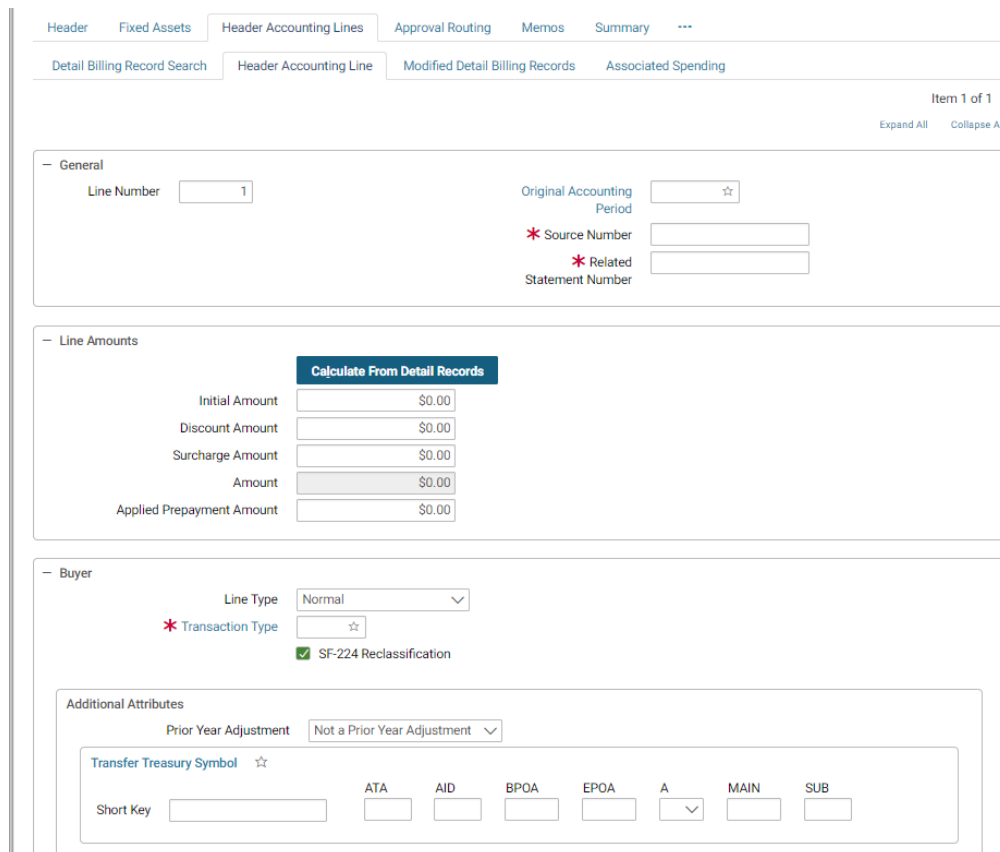
Figure 39: Add Button-Header Accounting Line



NOTE: To modify an accounting line, select the checkbox by the row and then select the ‘Header Accounting Line’ link to open the page. To delete an existing line, select the line by highlighting its tab and select on the **Remove** button.

10. The Header Accounting Line page is displayed.

Figure 40: Header Accounting Line



11. On the “Header Accounting Line” tab, populate the Pegasys System required fields and GSA Business Process required fields in the following sections. The Pegasys System

required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but required to be populated per the business process of each Business line. For details on these fields, refer to **BAAR Guide 10 of 10, Section C.8.**

- a. General
- b. Line Amounts
- c. Buyer
 - i. Including the Accounting Dimensions- Select the Default button after entering the Accounting template to populate the accounting dimensions from the template.
 - ii. Buyer Vendor Code and Vendor Address Code – **NOTE:** These fields will default from the Buyer Reference Document.
 - iii. The Transaction Type is B1 (Interfund Expense) or B3 (Interfund Expense Credit).
- d. Seller
 - i. Including the Accounting Dimensions - Select the Default button after entering the Accounting template to populate the accounting dimensions from the template.
 - ii. Seller Vendor Code and Vendor Address Code – **NOTE:** These fields will default from the NV Header.
 - iii. The Transaction Type is S1 (Interfund Revenue) or S3 (Interfund Revenue Credit).
- e. User Defined Fields
- f. Description

Figure 41: Header Accounting Line Fields

Reference Document

Type ★ Number ★ Item ☆ Accounting ☆

Final Misc Liquidate Items

[View](#) [Default](#)

Advance Reference Document

Type ★ Number ★ Accounting ☆

[View](#)

Agreement

Agreement Number ★ Agreement Line Number

Vendor

Vendor ★ ★ [More](#)

Name

Buyer Description

Description

Seller

Line Type ▼

Transaction Type ☆

SF-224 Reclassification

Additional Attributes

Prior Year Adjustment ▼

12. For business lines that do not use Detail Billing Records, move to step 18.

NOTE: Business Lines that use PCAS (Project Cost Accounting System) do not use Detail Billing Records.

13. Select the **Detail Billing Record Search** tab.

Figure 42: Detail Billing Record Search Tab (2)

14. Select the **Add** button.

The Modified Detail Billing Record page is displayed.

Figure 43: Modified Detail Billing Record Page

Modified Detail Billing Record

15. On the “Modified Detail Billing Record” page, populate the Pegasys System required fields and GSA Business Process required fields in the following sections. The Pegasys System required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but required to be populated per the business process of each

Business line. For details on DBR fields, refer to **BAAR User Guide 1 of 10, Section 4.2.3.**

- a. General
- b. Vendor Information
- c. Inter-Agency Transfer
- d. Description
- e. Accounting Dimensions
 - i. Select the **Default** button after entering the Accounting template to populate the accounting dimensions from the template.

NOTE: Business lines that use Project Cost Accounting should proceed to Step 26, as these documents will not use Detail Billing Records.

Figure 44: Modified Detail Billing Record Page-Populated Fields

The screenshot shows a web form titled "General" with the following fields and values:

- Record Identifier: [Empty]
- Source Record ID: [Empty]
- System Created DBR:
- Record Status: New (dropdown)
- Quantity: 1.000000
- Unit Price Amount: \$5.00
- Unit: [Empty]
- * Amount: \$5.00
- Discount Amount: \$0.00
- Surcharge Amount: \$0.00
- * Record Date: 03/03/2021 (calendar icon)
- Billing Description: [Empty text area]
- Articles Or Services: [Empty text area]
- Selected For IPAC: [Empty dropdown]
- Pending Chargeback Amount: \$0.00
- Agency: [Empty]
- Bureau: [Empty]
- Agency Location Code: [Empty]
- Customer Identification Code: [Empty]
- Customer Identification Code #2: [Empty]
- Period of Performance:
 - Start Date: [Empty]
 - End Date: [Empty]

16. Select the **Detail Billing Element Fields** tab.

The Detail Billing Element Fields page is displayed.

Figure 45: Detail Billing Element Fields

The screenshot shows a web form titled "General Detail Billing Elements" with the following fields and values:

- Credit/Adjustment Indicator: [Empty]
- Advance Indicator: [Empty]
- Assignment Agency: [Empty]
- * Interfund Indicator: T
- DBE Period of Performance:
 - * Start Date: 03/03/2021 (calendar icon)
 - * End Date: 03/03/2021 (calendar icon)

Below this is a section titled "Detail Billing Elements" with the following fields:

- Building Zip Code: [Empty]
- Building Address: [Empty]
- Building City: [Empty]
- Building Name: [Empty]
- Building State: [Empty]
- * Non-Cancelable OA Designation: F

At the bottom left, there is a link: "Go to top of Main Content"

Figure 46: Fleet Leasing/ Rental and Rent Detail Billing Elements

General Detail Billing Elements

Credit/Adjustment Indicator ☆

Advance Indicator

DBE Period of Performance

* Start Date

* End Date

Assignment Agency

* Interfund Indicator

Detail Billing Elements

Building Zip Code

Building Address

Building City

Building Name

Building State

* Non-Cancelable OA Designation

[Go to top of Main Content](#)

17. On the “Detail Billing Elements” tab, populate the Pegasys System required fields and GSA Business Process required fields in the following sections. The Pegasys System required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but required to be populated per the business process of each Business line. The following Business Lines use DBRs: Global Supply, Fleet Leasing, Fleet Rental, Rent, Telecomm and WAN. For details on DBR fields, refer to **BAAR User Guide 1 of 10, Section 4.2.3**.
- General Detail Billing Elements
 - Business Line Detail Billing Elements.

18. Select the **Save** button.

19. Select the **Verify** button.

NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the **Verify** button again.

NOTE: Forms in Held and Rejected status can be routed for review prior to submission. When initiating a review, the form can be routed to one or more reviewers in the Review Form Modal Window. Reviewers then can enter comments and/or suggest changes to the form. Users can accept/reject individual comments or reply to document a resolution. The Review Form Workflow & Commenting QRG (<https://corporateapps.gsa.gov/applications/financial-apps/pegasys/>) provides more details.

20. Select the **Submit** button.

21. If no errors are encountered upon selecting the **Submit** button, a message appears stating that the form has been submitted for processing.

4.4.2.6 Maintain Correspondence on Internal Voucher (NV)

BAAR correspondence functionality enables users to communicate electronically with GSA customers (and vice versa) regarding statements and collections. Correspondence is documented within Pegasys and can be researched and referred to in efforts to better assist GSA customers.

Document level correspondence can be added to Internal Voucher (NV) documents and forms. Correspondence is available on all document types falling under the BAAR Internal Voucher (NV) document category.

To add correspondence to an Internal Voucher (NV) document or form, follow the steps below.

Steps to Create Correspondence on an Internal Voucher (NV) form

If adding correspondence to an already processed document:

NOTE: Correspondence can be added during new form creation by navigating to Transactions → Accounts Payable → New → Internal Voucher.

1. Navigate to Transactions → Form/Document Selection.

Figure 47: Form/Document Selection-NV

The screenshot shows the 'Form/Document Selection' interface. At the top, there is a title 'Form/Document Selection' and a performance notice: 'The fields designated as (OFP) indicate the fields that are Optimized For Performance when executing a search on this page. Failure to populate at least one OFP field may result in a search that causes a system timeout and/or overall degraded system performance for all users.' Below this is a note: '*Please enter a To and From Date range of less than one month when searching for documents.*'

The main search area is divided into several sections:

- Search Criteria:** Includes fields for Subsystem (dropdown), Document Type (OFP) (text with star), Document Number (OFP) (text), Amendment / Modification Number (text), Document Category (dropdown), Accounting Period (text with star and To), From Date (OFP) (text with star and To), and System ID (text with star).
- Document Status (OFP):** A box containing checkboxes for Processed, Canceled, Scheduled, Held, Rejected, and Archived. Pending Approval is also listed.
- Other Fields:** User ID (text with star), Security Org (text with star), Title/ Contract Number (OFP) (text).
- Vendor:** Includes Code (OFP) (text with star), DUNS (text), Designated Agent - ALC (text with star), AAC/DODAAC (text with star), TIN (SSN/EIN) (text), DUNS+4 (text), and Customer Account (text with star).

At the bottom of the search area are 'Search' and 'Clear' buttons.

2. **REQUIRED** - Enter the **Document Number** or **Statement Number** at a minimum. Populate the remaining search parameters and select **Search**.

NOTE: Enter as many details for the transaction as available. See **BAAR User Guide 3 of 10, Section 4.6.4**.

3. Select the desired document from the item collection and select **View**.
The Internal Voucher (NV) form/document header tab is displayed.

Figure 48: Internal Voucher (NV) Form/Document Header Tab

4. Select the **Correspondence** tab.
5. The Correspondence page Search Criteria section and item collection is displayed.

Figure 49: Correspondence Page Search Criteria Section

6. Select the **Add** button.
7. On the page, populate the Pegasys system required fields and GSA Business Process required fields in the following sections. The Pegasys system required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but are required to be populated per the business process of each business line. For details on these fields, refer to **BAAR Guide 10 of 10, Section C.12**.
 - a. Contact Person

NOTE: This is generally the customer’s information.
 - b. Agency Contact

NOTE: This is the information of the Pegasys user entering the correspondence.
 - c. Correspondence
8. Select the **Save** button.

NOTE: Upon selecting Save, the following Correspondence fields are automatically populated:

- a. **Record Number** - Records the next available correspondence record number.

- b. **Creator** - Records the user ID of the person creating the correspondence record.
- c. **Created Date** - Records the date and time the record is created.
- d. **Last Modified By** - Records the user ID of the person modifying the correspondence record.
- e. **Last Modified Date** - Records the date and time the record is modified.

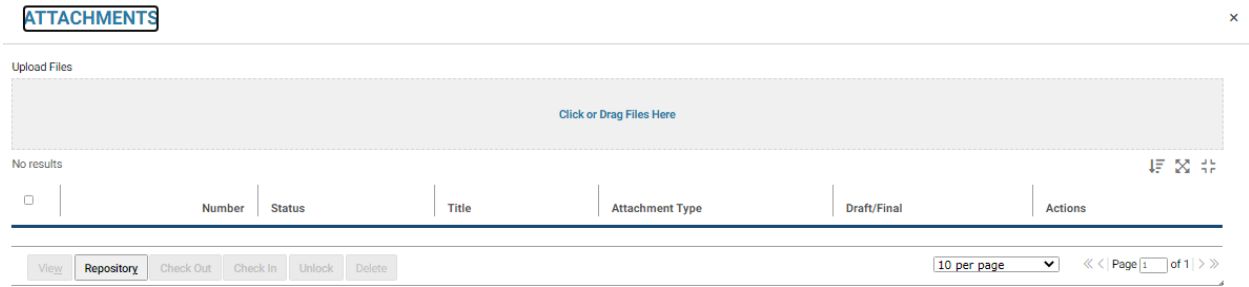
Figure 50: Correspondence Fields (1)

9. The **Attachments** page is displayed.

Figure 51: Attachments Page

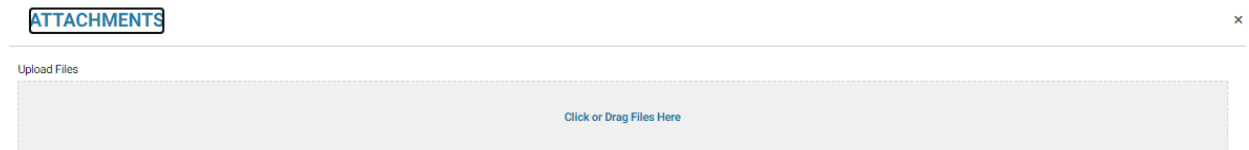
10. Select **Click or Drag Files Here**.

Figure 52: Click or Drag Files Here



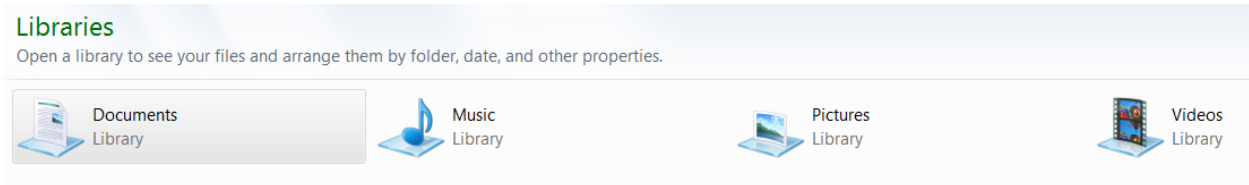
11. The Click or Drag Files page is displayed.

Figure 53: Click or Drag Files Page



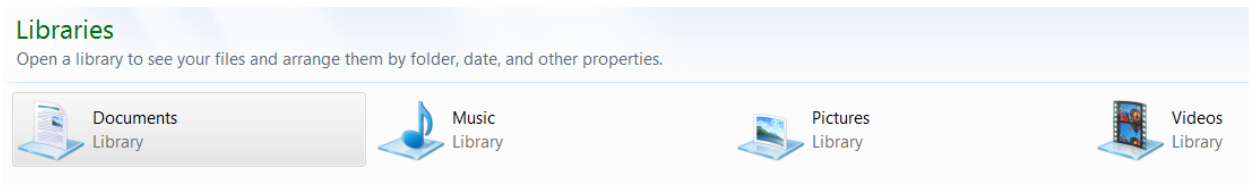
12. File Upload screen using the local directory is displayed.

Figure 54: File Upload Screen (1)



13. Select the desired file from the local directory and select **Open**.

Figure 55: File Upload Screen (2)



14. The correspondence attachment page is displayed.

Figure 56: Correspondence Attachments Page

ATTACHMENTS

Number	<input type="text" value="1"/>	<input type="checkbox"/> Attachment	<input type="checkbox"/> Signed
Title	<input type="text" value="TEST.docx"/>		<input type="checkbox"/> Transmit to External Application
Number of Pages	<input type="text"/>		Description <input type="text"/>
Attachment Date	<input type="text" value="03/03/2021"/>		
Attachment Type	<input type="text" value="★"/>		<input type="checkbox"/> Attachment Editable Flag
Draft/Final	<input type="text" value="▼"/>		
File Name	<input type="text" value="TEST.docx"/>		
File Type	<input type="text" value="docx"/>		

NOTE: Although selecting the Attachment checkbox denotes the file as an actual attachment, the file will not be transmitted to VCSS because Internal Voucher (NV) documents are not displayed in VCSS. If not selected, the file will be considered internal GSA “supporting documentation”.

NOTE: Selecting the Sensitive checkbox denotes the file contains sensitive materials and should be treated with caution.

15. Select the **Apply** button.

Figure 57: Apply Button

ATTACHMENTS

Number	<input type="text" value="1"/>	<input type="checkbox"/> Attachment	<input type="checkbox"/> Signed
Title	<input type="text" value="TEST.docx"/>		<input type="checkbox"/> Transmit to External Application
Number of Pages	<input type="text"/>		Description <input type="text"/>
Attachment Date	<input type="text" value="03/03/2021"/>		
Attachment Type	<input type="text" value="★"/>		<input type="checkbox"/> Attachment Editable Flag
Draft/Final	<input type="text" value="▼"/>		
File Name	<input type="text" value="TEST.docx"/>		
File Type	<input type="text" value="docx"/>		

16. Select **Exit**.

17. Select **Save**.

18. The attachments page associated with the selected correspondence record, including an item collection of attachment files as well as detail information regarding each file is displayed.




Figure 58: Attachments Page Associated with the Selected Detailed Correspondence Record

ATTACHMENTS x

Upload Files

Click or Drag Files Here

1 - 1 of 1 results ⌵ ⌵ ⌵

<input type="checkbox"/>	Number	Status	Title	Attachment Type	Draft/Final	Actions
<input checked="" type="checkbox"/>	1	 	TEST.docx			

Number of Pages

Attachment Date
03/03/2021

Description

File Name
TEST.docx

File Type
docx

Attachment

Transmit to External Application

Signed

Checked Out/Locked By
allroles100

Last Modified
03/03/2021 19:12:13

View Repository Check Out Check In Unlock Delete
10 per page
Page 1 of 1

19. To send an email to the Contact Person containing the information from the correspondence record, select the record in the item collection and select Email.

The system-generated message notifying the user that the email was created and sent to the address documented in the To Email Address field is displayed.

4.4.3 Manual Billing: Billing Corrections and Amendments

Billing transactions can be created via automated processes or manually, however, they can only be corrected (or amended) manually. The next section will describe how to correct, amend and cancel Billing Documents (BD) and Internal Vouchers (NV) as well as how to correct Detail Billing Records from within the associated document.

Corrections, Amendments, and Cancellations of Billing Documents are subdivided into non-IPAC and G-Invoicing/IPAC, as there are limitations on correcting/amending transactions after they have been sent to Treasury via G-Invoicing/IPAC. For more information on the differences between G-Invoicing/IPAC and non-IPAC, please refer to **Section 4.4.1**.

Region 6 and Region 7 differ slightly regarding Correct, Amend, Cancellation procedures:

- To negate a document's accounting and budget affect, the method preferred by Region 6 calls for the document to be amended down to \$0 (rather than cancelling the document).
- To negate a document's accounting and budget affect, the method preferred by Region 7 calls for the document to be cancelled.

Corrections should only be performed on Held/Rejected Billing Document forms or Internal Vouchers (Internal Vouchers (NV) cannot be amended; therefore the following subsections include correction of the NV only).

G-Invoicing corrections and amendments follow the same process.

4.4.3.1 Amend Billing Document (BD)

To amend a Billing Document, the user must have the appropriate security permissions. Amendments are used to modify billing information on documents that are already processed (i.e., the document status in Pegasys is “Processed”). Modifications to forms that are in “Rejected” or “Held” status should be done through the corrections process and not through the amendment process. If forms are created through an automated process, but are rejected during processing, their status in Pegasys will be “Rejected”. Correction is a less preferable action on the transaction as it does not have the audit capability that the amendment action has.

NOTE: If forms are created via an automated process but reject during processing, the documents will have to be corrected in order to complete the initial processing rather than amending. To modify the Detail Billing Records from Billing Documents, see **Section 4.4.3.2**.

Steps to Amend an Accounts Receivable Billing Document (BD) Form

1. Navigate to Transactions → Form Document Selection.

NOTE: For Non-IPAC, the document can also be corrected from the Billing Query, or Transactions → Accounts Receivable → Amend. See **Section 4.6.1** to query the Billing Query and launch a document amendment. For IPAC, the document can also be amended from Transactions → Accounts Receivable → Amend.

Figure 59: Form/Document Selection-Amend BD

2. **REQUIRED** - Enter the **Statement Number** or the **Document Number**.

NOTE: Enter as many details for the transaction as available. See **BAAR User Guide 3 of 10, Section 4.6.4** for how to query on Form/Document Selection. The Statement Number is in the Advanced Criteria Group Box.

Figure 60: Enter Statement/Document Number

3. Select the **Search** button to execute the query.

- Select the record of the document to amend.

Figure 61: Document Amendment Selection

Document Type	Document Number	Amendment / Modification Number	Title	Document Date	Document Status	User ID
LMN	LMNN0000074-000			04/28/2023	Processed	atthelx17

- Select the Amend/Modify button to open the document in amend mode.

Figure 62: New Amendment

Pegasys / Transactions / Accounts Receivable / Amend / **New Amendment**

New Amendment

Subsystem:

Document Type:

Document Number:

Prefix:

* Amendment Number:

[Go to top of Main Content](#)

The screenshot above shows the first screen in the amendment process. Here, the Document Type, Document Name, Document Number, and Amendment Number must be populated by manually inputting, auto-populating, or generating the data.

- REQUIRED:** Enter or select the **Generate** button next to the Amendment Number field to generate an amendment number.
- Select the **Ok** button to continue the Amendment processing.

Figure 63: New Amendment on BD

Pegasys / Transactions / Accounts Receivable / Amend / **New Amendment**

New Amendment

Subsystem:

Document Type:

Document Number:

Prefix:

* Amendment Number:

[Go to top of Main Content](#)

- The Header page is displayed.

Figure 64: Header Page on BD

Pegasys / Transactions / Accounts Receivable / Amend / Billing Document / Header: LMN Fleet Leasing Non-IPAC BD Manual LMNN000074-000 00001 PROCESSED FULL FORM

HEADER

Header | Accounting Lines | Office Addresses | Approval Routing | Memos | Summary

Expand All Collapse All

General

Document Type: LMN Fleet Leasing Non-IPAC BD
 Status: PROCESSED
 Document Number: LMNN000074-000
 Statement Number: N0000074
 Amendment Number: 00001
 Title:
 Billed By:
 Post Code:
 Agency UFI:
 Agency DUNS Number:
 Agency EFT Indicator:
 Bill Generated Flag:
 Bill Generated Date:

Document Date:
 Accounting Period:
 Reporting Accounting Period:
 Batch Number:
 Document Classification:
 Security Org: GSA
 Business Line: FLEETLEASN

9. **REQUIRED** - Enter the Amendment Justification on the BD header.

Figure 65: Amendment Information on BD

Amendment Information

Date: 03/04/2021

* Justification: Updated line

10. Amend the incorrect information or add new information to the Billing Document (BD) header and or BD accounting lines.

NOTE: If the Billing Document (BD) has not been referenced by a collection, most fields are editable.

To modify the Detail Billing Records, see **Section 4.4.3.4**.

NOTE: For IPAC, if amending to \$0 in lieu of cancelling the document, enter the reason for zeroing out the document.

NOTE: For IPAC, if amending the document because it is related to a chargeback, enter descriptive information, such as why the chargeback is being rebilled or accepted.

11. To change the amount, select the accounting line tab.

Figure 66: Accounting Lines Tab on BD

Pegasys / Transactions / Accounts Receivable / Amend / Billing Document / Header: LMN Fleet Leasing Non-IPAC BD Manual LMNN000074-000 00001 PROCESSED FULL FORM / Accounting Lines

ACCOUNTING LINES

Header | Accounting Lines | Office Addresses | Approval Routing | Memos | Summary

Accounting Line | Charge Lines | Associated Spending | Detail Billing Record Search | Modified Detail Billing Records

1 - 1 of 1 results

Line Number	Line Type	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgrn	Proj Cd	Acty	SOC	Rev Src	Bldg #	Sys	Veh Tag #	Wrk Itm	Lease #	Cost Org	YBA	
1	Normal	\$10.00	01	2023PL01-285F-TM11-Q00MDZ11-AP111-A02	2023		285F	01	Q00MDZ11	TM11		AP111		0002		A02					2023	
Total Header Funded Amou		\$10.00																				

10 per page Page 1 of 1

12. Update the amount in the Initial Amount field using the “Current” column value.

If entering an increased amount, the change column will be populated with the increase amount.

If entering a decreased amount, the change column will be populated with the decrease value.

To amend documents for resolving chargebacks, refer to **BAAR User Guide 1 of 10, Section 4.1.**

Figure 67: Line Amounts-Current Amount

Line Amounts			
	Calculate From Detail Records		
	Original	Change	Current
Initial Amount:	\$500.00	(\$100.00)	\$400.00
Discount Amount:	\$0.00	\$0.00	\$0.00
Surcharge Amount:	\$0.00	\$0.00	\$0.00
Principal Amount:	\$500.00	(\$100.00)	\$400.00
Interest Amount:	\$0.00	\$0.00	\$0.00
Admin Charges Amount:	\$0.00	\$0.00	\$0.00
Penalty Amount:	\$0.00	\$0.00	\$0.00
Total:	\$500.00	(\$100.00)	\$400.00

- To use the amendment to null out the transaction, enter the new amount of \$0.00. This will reduce the transaction amount to \$0.00 without using the Cancel action.

NOTE: While this section uses changing the amount as an example of an amendment, amendments can be used to change other data as well.

Figure 68: Line Amounts-Null Transaction

Line Amounts			
	Calculate From Detail Records		
	Original	Change	Current
Initial Amount:	\$500.00	(\$500.00)	\$0.00
Discount Amount:	\$0.00	\$0.00	\$0.00
Surcharge Amount:	\$0.00	\$0.00	\$0.00
Principal Amount:	\$500.00	(\$500.00)	\$0.00
Interest Amount:	\$0.00	\$0.00	\$0.00
Admin Charges Amount:	\$0.00	\$0.00	\$0.00
Penalty Amount:	\$0.00	\$0.00	\$0.00
Total:	\$500.00	(\$500.00)	\$0.00

- Select the **Save** button.

Figure 69: Save Button.

Pegasys / Transactions / Accounts Receivable / Amend / Billing Document / Header: LMN Fleet Leasing Non-IPAC BD Manual LMNN000074-000 00001 HELD FULL FORM / Accounting Lines: 1 / Accounting Line

SYSTEM MESSAGES
1-2 of 2 results

- Billings Document/Billings Document Line
AR6040 The Bill Type/Type of Transfer on the Vendor differs from the Bill Type/Type of Transfer on the Billing Document
- Form LMNN000074-000 00001 was saved successfully.

Header: Accounting Lines | Office Addresses | Approval Routing | Memos | Summary

ACCOUNTING LINE

Accounting Line | Charge Lines | Associated Spending | Detail Billing Record Search | Modified Detail Billing Records

Item 1 of 1

Line Type: [Normal] | Billing Status: [Unbilled] | Transaction Type: [01]

Exclude from Offset: Internal, External

Bill Print: Yes, Dunning Print

Period of Performance: Start Date, End Date

Receivable Type: [FLN] | Record Type: [PR] | Overpayment Cause: [] | IPA Deferred Date: [04/28/2023] | Original Accounting Period: [07/2023] | Source Number: [] | Related Statement Number: []

Overdue Charges: Administrative Charge Type: [FEDADMIN], Penalty Type: [FEDPENALTY], Interest Type: [FEDINT], Interest Rate: [0.000], Interest Assessment Model: [Fixed], Assess Current Period IPA

Line Amounts

	Original	Change	Current
Initial Amount:	\$10.00	(\$10.00)	\$0.00
Discount Amount:	\$0.00	\$0.00	\$0.00
Overdue Amount:	\$0.00	\$0.00	\$0.00

Verify Save Submit Schedule Refresh Fund Currency

15. Select the **Verify** button.

Figure 70: Verify-LMN

Pegasys / Transactions / Accounts Receivable / Amend / Billing Document / Header: LMN Fleet Leasing Non-IPAC BD Manual LMNN000074-000 00001 HELD FULL FORM / Accounting Lines: 1 / Accounting Line

SYSTEM MESSAGES
1-4 of 4 results

- Billings Document/Billings Document Line
ADD147W Bureau code and the entered Treasury Symbol 014-X0102-000 do not match with the Bureau code 36 for the government Vendor DOI, US FISH & WILDLIFE SERVICE.
- Billings Document/Billings Document Line
G333651 The entered Transfer Treasury Symbol is not valid for the entered Vendor.
- Form LMNN000074-000 00001 was verified successfully.

Header: Accounting Lines | Office Addresses | Approval Routing | Memos | Summary

ACCOUNTING LINE

Accounting Line | Charge Lines | Associated Spending | Detail Billing Record Search | Modified Detail Billing Records

Item 1 of 1

Line Number: [1] | Line Type: [Normal] | Billing Status: [Unbilled] | Transaction Type: [01]

Exclude from Offset: Internal, External

Bill Print: Yes, Dunning Print

Period of Performance: Start Date, End Date

Receivable Type: [FLN] | Record Type: [PR] | Overpayment Cause: [] | IPA Deferred Date: [04/28/2023] | Original Accounting Period: [07/2023] | Source Number: [] | Related Statement Number: []

Overdue Charges: Administrative Charge Type: [FEDADMIN], Penalty Type: [FEDPENALTY], Interest Type: [FEDINT], Interest Rate: [0.000], Interest Assessment Model: [Fixed], Assess Current Period IPA

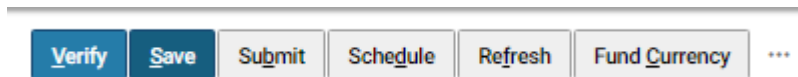
Verify Save Submit Schedule Refresh Fund Currency

NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the **Verify** button again.

NOTE: Forms in Held and Rejected status can be routed for review prior to submission. When initiating a review, the form can be routed to one or more reviewers in the Review Form Modal Window. Reviewers then can enter comments and/or suggest changes to the form. Users can accept/reject individual comments or reply to document a resolution. The Review Form Workflow & Commenting QRG (<https://corporateapps.gsa.gov/applications/financial-apps/pegasys/>) provides more details.

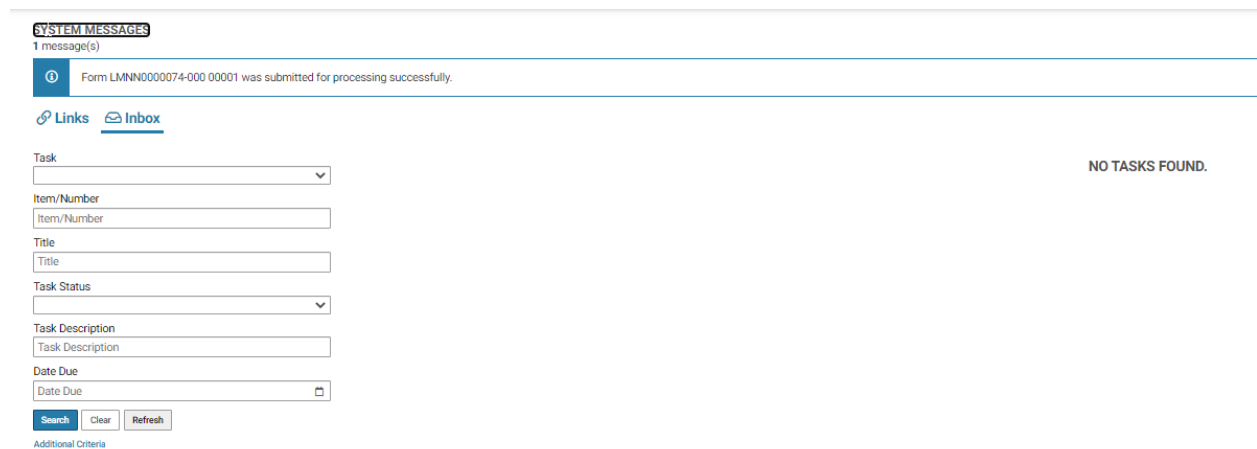
16. Select the **Submit** button.

Figure 71: Submit Button



17. If no errors are encountered upon selecting the **Submit** button, a message appears stating that the form has been submitted for processing.

Figure 72: Submission Message



18. Navigate back to Form Document Selection and query the document following the steps above in order to confirm the updates have processed successfully.

NOTE: Querying the document is an optional step, but a good habit when submitting amendments/corrections.

Figure 73: Form Document Selection (1 of 2)

Figure 74: Form Document Selection (2 of 2)

1 - 1 of 1 results

Document Type	Document Number	Amendment / Modification Number	Title	Document Date	Document Status	User ID
LMN	LMN0000074-000	00001		04/28/2023	Processed	alibae117

Go to top of Main Content

4.4.3.2 Correct Billing Document (BD)

To correct a Billing Document, the user must have the appropriate security permissions. Correction is a less preferable action on the transaction as it does not have the audit capability that the amendment action has. However, if forms are created via an automated process but reject during processing, the documents will have to be corrected in order to complete the initial processing.

To modify the Detail Billing Records from Billing Document, see **Section 4.4.3.4**.

Steps to Correct an Accounts Receivable BD Form

1. Navigate to Transactions → Form/Document Selection.

NOTE: The document can also be corrected from Transactions → Accounts Receivable → Correct.

Figure 75: Form/Document Selection for BD Form

2. **REQUIRED:** Enter the **Statement Number** or the **Document Number**.

NOTE: Enter as many details for the transaction as available. Please refer to **BAAR User Guide 3 of 10, Section 4.6.4** for how to query on Form/Document Selection.

Figure 76: Statement Number or Document Status Number on BD Correction

3. Select the **Search** button to execute the query.
4. Select the record of the form to correct.
5. Select the Correct button to open the form in Correct Mode.

Figure 77: Correct Button on BD Correction

6. The Header page is displayed.

Figure 78: Header Page on BD Correction

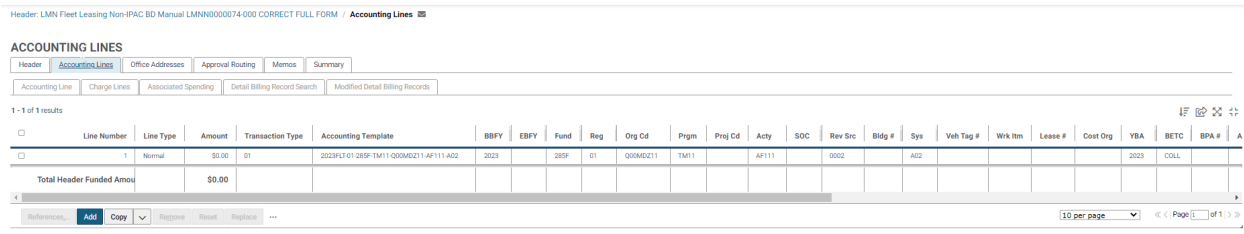
7. Correct the incorrect information or add information to the appropriate tab of the BD.

NOTE: If the BD has not been fully referenced by a collection or accepted by Treasury, most fields are correctable.

To modify the DBRs, refer to **Section 4.4.3.4**.

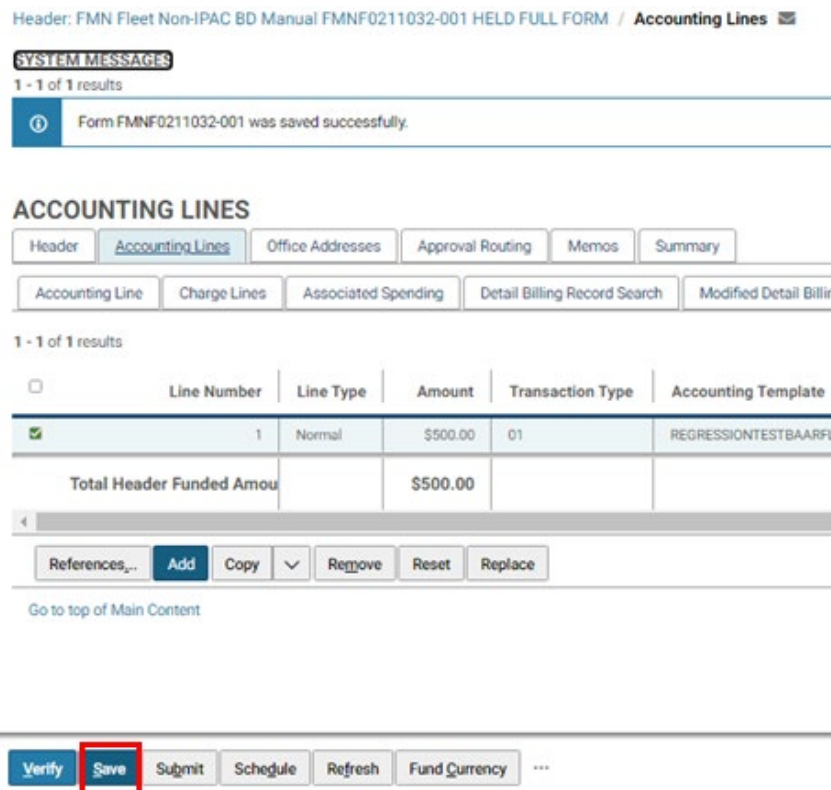
8. Select the **Accounting Line** tab and correct the incorrect information or add information to the appropriate fields.

Figure 79: Accounting Line Tab for BD Correction



9. Select the **Save** button.

Figure 80: Save Button on BD Correction



10. Select the **Verify** button.

NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the **Verify** button again.

NOTE: Forms in Held and Rejected status can be routed for review prior to submission. When initiating a review, the form can be routed to one or more reviewers in the Review Form Modal Window. Reviewers then can enter comments and/or suggest changes to the form. Users can accept/reject individual comments or reply to document a resolution. The Review Form Workflow & Commenting QRG (<https://corporateapps.gsa.gov/applications/financial-apps/pegasys/>) provides more details.

Figure 81: Verify Button on BD Correction

Form LMNN0000074-000 was verified successfully.

ACCOUNTING LINES

Header | Accounting Lines | Office Addresses | Approval Routing | Memos | Summary

Accounting Line | Change Lines | Associated Spending | Detail Billing Record Search | Modified Detail Billing Records

1 - 1 of 1 results

<input type="checkbox"/>	Line Number	Line Type	Amount	Transaction Type	Accounting Template
<input checked="" type="checkbox"/>	1	Normal	\$0.00	01	2023FLT-01-285F-TM11-Q00MDZ11-AF111-A02
Total Header Funded Amou			\$0.00		

References... Add Copy Remove Reset Replace ...

[Go to top of Main Content](#)

Verify Save Submit Schedule Refresh Fund Currency ...

11. Select the **Submit** button.
12. If no errors are encountered upon selecting the **Submit** button, a message appears stating that the form has been submitted for processing.

Figure 82: Successful Processing Message on BD Correction

SYSTEM MESSAGES
1 message(s)

Form LMNN0000074-000 was submitted for processing successfully.

13. Navigate back to Form/Document Selection and query the document following the steps above in order to confirm the updates have processed successfully.

NOTE: Querying the document is an optional step, but a good habit when submitting corrections/amendments.

4.4.3.3 Cancel Billing Document (BD)

To cancel a Billing Document, the user must have the appropriate security permissions. The cancellation process reduces the transaction to \$0 amount in the journals but retains the transaction information in a “Canceled” state.

NOTE: Once a document has been cancelled, it can no longer be corrected or amended; it can only be viewed.

NOTE: Consult the regional business process for when to cancel and when to amend to \$0.00. For example, if a user calls and says that they mis-keyed something, but the entry will still be received, then Region 6 will amend/correct the transaction to \$0.00 rather than canceling while Region 7 would cancel the transaction.

Steps to Cancel an Accounts Receivable Billing Document (BD) Form

1. Navigate to Transactions → Form/Document Selection.

NOTE: The document can also be corrected from Transactions → Accounts Receivable → Cancel.

Figure 83: Form/Document Selection for BD Cancellation

2. **REQUIRED** - Enter the **Statement Number** or the **Document Number**.

NOTE: Enter as many details for the transaction as available. Please refer to **BAAR User Guide 3 of 10, Section 4.6.4** for how to query on Form/Document Selection.

Figure 84: Statement Number/Document Number on BD Cancellation (1 of 2)

FORM/DOCUMENT SELECTION

Form/Document Selection

Search Criteria

Subsystem

Document Type (OFF)

Document Number (OFF) LMNN0000074-000

Amendment / Modification Number

Document Category

Accounting Period To

From Date (OFF) To

System ID

Document Status (OFF)

Processed Rejected

Cancelled Archived

Scheduled Pending Approval

Held

User ID

Security Org

Title/ Contract Number (OFF)

Vendor

Code (OFF)

UEI

DUNS

Designated Agent - ALC

AAC/DODAAC

TIN (SSN/EIN)

EFT Indicator

Customer Account

Figure 85: Statement Number/Document Number on BD Cancellation (2 of 2)

Advanced Search

Statement Number

Referenced Statement Number

Line Statement Number

3. Select the **Search** button to execute the query.
4. Select the record of the document to cancel.
5. Select the **Cancel** button.

Figure 86: Cancel Button on BD Cancellation

Document Type	Document Number	Amendment / Modification Number	Title	Document Date	Document Status	User ID
LMN	LMNN0000074-000	00001		04/28/2023	Processed	aflois117

...

10 per page << Page 1 of 1 >>

6. The document will be opened in a new window in Pending Cancellation mode.

Figure 87: BD Header in Pending Cancellation Mode

Header: LMN Fleet Leasing Non-IPAC BD Manual LMNN0000074-000 PENDINGCANCELLATION FULL FORM

HEADER

General

Document Type LMN Fleet Leasing Non-IPAC B

Status PENDINGCANCELLATION

Document Number LMNN0000074-000

Statement Number N0000074

* Amendment Number 00002

Title

Billed By

Post Code

Agency UEI

Agency DUNS Number

Agency EFT Indicator

Original Document Date 04/28/2023

Document Date

Accounting Period

Reporting Accounting Period

Batch Number

Document Classification

Security Org GSA

Business Line FLEETLEASN

7. **REQUIRED** - Enter the **Cancel Reason**.

Figure 88: Cancel Reason on BD Cancellation

Cancel Reason

Cancellation Reason

* Cancellation Justification

8. Select the Save button.

Figure 89: Save Button on BD Cancellation

SYSTEM MESSAGES
1 - 1 of 1 results
Form LMNN000074-000 was saved successfully.

HEADER
Header Accounting Lines Office Assignments Approval Routing Memos Summary

General

Document Type	LMN Fleet Leasing Non-IPAC B	Original Document Date	04/28/2023
Status	HELD-CANCEL	Document Date	04/28/2023
Document Number	LMNN000074-000	Accounting Period	07/2023
Statement Number	N0000074 <input type="button" value="Generate"/>	Reporting Accounting Period	
* Amendment Number	00002	Batch Number	
Title		Document Classification	
Billed By		Security Org	GSA
Post Code		Business Line	FLEETLEASN
Agency UEI			
Agency DUNS Number			
Agency EFT Indicator			

Vendor Information

Vendor	* Vendor	1448SR	1448SR	<input type="button" value="More"/>
Address Name	DOI, US FISH & WILDLIFE SERVICE			

Designated Agent

Vendor			<input type="button" value="More"/>	<input type="button" value="Default"/>
Address Name				

9. Select Verify button.

Figure 90: Verify Button on BD Cancellation

SYSTEM MESSAGES
1 - 4 of 4 results

- ❌ Billing Document [Billing Document Line 1]
AD0147W Bureau code and the entered Treasury Symbol -014--X-0102-000 do not match with the Bureau code 36 for the government Vendor DOI US FISH & WILDLIFE SERVICE.
- ❌ Billing Document [Billing Document Line 1]
GS3366I The entered Transfer Treasury Symbol is not valid for the entered Vendor.
- ✅ Form LMNN0000074-000 was verified successfully.

HEADER

Header | Accounting Lines | Office Addresses | Approval Routing | Memos | Summary

General

Document Type	LMN Fleet Leasing Non-IPAC B	Original Document Date	04/28/2023
Status	HELD/CANCEL	Document Date	04/28/2023
Document Number	LMNN0000074-000	Accounting Period	07/2023
Statement Number	N0000074	Reporting Accounting Period	07/2023
* Amendment Number	00002	Batch Number	
Title		Document Classification	
Billed By		Security Org	GSA
Post Code		Business Line	FLEETLEASN
Agency UEI			
Agency DUNS Number			
Agency EFT Indicator			

Vendor Information

Vendor	* Vendor	1448SR	1448SR	More
Address Name	DOI US FISH & WILDLIFE SERVICE			

Designated Agent	Vendor		More	Default
Address Name				

NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the **Verify** button again.

NOTE: Forms in Held and Rejected status can be routed for review prior to submission. When initiating a review, the form can be routed to one or more reviewers in the Review Form Modal Window. Reviewers then can enter comments and/or suggest changes to the form. Users can accept/reject individual comments or reply to document a resolution. The Review Form Workflow & Commenting QRG (<https://corporateapps.gsa.gov/applications/financial-apps/pegasys/>) provides more details.

10. Select the **Submit** button.

11. After selecting the **Submit** button, if no errors are encountered, a message appears stating that the form has been submitted for processing.

Figure 91: Successful Submission Message on BD Cancellation

SYSTEM MESSAGES
1 message(s)

- ✅ Form LMNN0000074-000 was submitted for processing successfully.

[Links](#) | [Inbox](#)

NOTE: When the document has been approved, the document status will be Canceled.

12. To check the status of the document, navigate back to Form/Document Selection.

NOTE: Querying the document after amending or correcting is an optional step, but a good habit when submitting corrections/amendments.

Figure 92: Form/Document Selection for BD Cancellation (1 of 2)

Pegasys / Transactions / Form/Document Selection

FORM/DOCUMENT SELECTION

Form/Document Selection

The fields designated as (OFF) indicate the fields that are Optimized For Performance when executing a search on this page. Failure to populate at least one OFF field may result in a search that causes a system timeout and/or overall degraded system performance for all users.

Please enter a To and From Date range of less than one month when searching for documents.

Search Criteria

Subsystem

Document Type (OFF)

Document Number (OFF) LMNN0000074-000

Amendment / Modification Number

Document Category

Accounting Period To

From Date (OFF) To

System ID

Document Status (OFF)

Processed

Canceled

Scheduled

Held

User ID

Security Org

Title/ Contract Number (OFF)

Vendor

Code (OFF)

UEI

DUNS

Designated Agent - ALC

AAC/DODAAC

TIN (SSN/EIN)

EFT Indicator

Customer Account

Figure 93: Form/Document Selection for BD Cancellation (2 of 2)

1 - 1 of 1 results

Document Type	Document Number	Amendment / Modification Number	Title	Document Date	Document Status	User ID
LMN	LMNN0000074-000	00002		04/28/2023	Cancelled	alikes117

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4.4.3.4 Modify Detail Billing Record (Non Shared Field) by Amending Billing Document (BD)

To correct a Detail Billing Record associated with a non-IPAC Billing Document (BD); the user must have the appropriate security permissions. **NOTE:** As the steps to amend a document are different than the steps to correct a document, however, there is no difference in the action to update a Detail Billing Record from Correct or Amend Mode.

Please see **BAAR User Guide 1 of 10, Section 4.2.4** to Modify Detail Billing Records from the Detail Billing Record Query.

NOTE: Consult the regional business process for when to cancel and when to amend to \$0.00. For example, if a user calls and says that they mis-keyed something, but the entry will still be received, then Region 6 will amend/correct the transaction to \$0.00 rather than canceling while Region 7 would cancel the transaction.

Steps to correct a Detail Billing Record from within a Billing Document (BD) (non-IPAC)

1. Navigate to Transactions → Form Document Selection.

NOTE: The document can also be corrected from the Billing Query, or Transactions → Accounts Receivable → Correct. See **Section 4.6.1** to query the Billing Query and launch a document correction.

Figure 94: Form/Document Selection-Correct DBR Record

- REQUIRED** - Enter the **Statement Number** or the **Document Number**.

NOTE: Enter as many details for the transaction as available. See **BAAR User Guide 3 of 10, Section 4.6.4** for how to query on Form/Document Selection.

- Select the **Search** button to execute the query.

Figure 95: Form/Document Selection for Detail Billing Record Correction

- Select the record of the document to correct.

Figure 96: Document Selection for Detail Billing Record Correction

1 - 1 of 1 results

Document Type	Document Number	Amendment / Modification Number	Title	Document Date	Document Status	User ID
LM	LMIL000120-000			04/28/2023	Processed	alroles117

10 per page Page 1 of 1

- Select the **Correct** button to open the document in Correct Mode.

Figure 97: Correct Button for Detail Billing Record Correction

Header: LMI Fleet Leasing IPAC BD Manual LML0000120-000 CORRECT FULL FORM

Accounting Lines

Document Type: LMI Fleet Leasing IPAC BD Manual
 Status: CORRECT
 Document Number: LML0000120-000
 Statement Number: L0000120 [Generate]

Original Document Date: 04/28/2023
 Document Date: []
 Accounting Period: []
 Reporting Accounting Period: []
 Batch Number: []
 Document Classification: []
 Security Org: GSA
 Business Line: FLEETLEASN

6. Select the **Accounting Lines** tab.

Figure 98: Accounting Lines tab for Detail Billing Record Correction

Header: LMI Fleet Leasing IPAC BD Manual LML0000120-000 CORRECT FULL FORM / Accounting Lines

ACCOUNTING LINES

Accounting Line | Charge Lines | Associated Spending | Detail Billing Record Search | Modified Detail Billing Records

1 - 1 of 1 results

Line Number	Line Type	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm	Proj Cd	Acty	SOC	Rev Src	Bldg #	Sys	Vet
1	Normal	\$10.00	01	2023PLF01-285F-TM11-Q00MDZ11-AF111-A02	2023		285F	01	Q00MDZ11	TM11		AF111		0002		A02	
Total Header Funded Amou		\$10.00															

References, Add, Copy, Remove, Reset, Replace, ...

7. Select the accounting line record to correct.
8. To correct Detail Billing Records associated to the BD, select **Detail Billing Record Search** link.

Figure 99: Detail Billing Record Search Link

Header: LMI Fleet Leasing IPAC BD Manual LML0000120-000 CORRECT FULL FORM / Accounting Lines

ACCOUNTING LINES

Accounting Line | Charge Lines | Associated Spending | Detail Billing Record Search | Modified Detail Billing Records

1 - 1 of 1 results

Line Number	Line Type	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm	Proj Cd	Acty	SOC	Rev Src	Bldg #	Sys	Vet
1	Normal	\$10.00	01	2023PLF01-285F-TM11-Q00MDZ11-AF111-A02	2023		285F	01	Q00MDZ11	TM11		AF111		0002		A02	
Total Header Funded Amou		\$10.00															

References, Add, Copy, Remove, Reset, Replace, ...

NOTE: Edited or manually created Detail Billing Records will be visible and correctable via the “Modified Detail Billing Record” tab until the form has processed successfully.

9. Enter the appropriate search criteria and select search.

Figure 100: Detailed Billing Record Search

NOTE: For the list of Detail Billing Record search criteria, see **BAAR User Guide 1 of 10, Section 4.2**.

NOTE: For improved performance on queries, enter multiple fields of the search criteria. Users should not perform “blind” queries, i.e., executing searches without entering any search criteria.

10. To correct the Detail Billing Record, select the **Edit** button.

Figure 101: Edit Button for Detail Billing Record

Last Modified By	Quantity	Amount	Record Date	Accounting Period	Selected For G-Inv/IPAC	Chargeback End Date	Pending Chargeback Amount	DBE Period of Performance Start Date	DBE Period of Performance End Date	Interfund Indicator	Credit/Adjustment Indicator	Advance Indicator	Starting Mileage	Ending Mileage	Miles Driven	Days Used	Daily/Monthly Rate Amount	Optional Equipment Rate Amount	Mileage Rate Amount	Description	Vehicle Class	Vehicle Tag	Billing Estimate Code
ghoak117	1.000000	\$10.00	04/28/2023				\$0.00						0	0	0	0	\$0.00	\$0.00	\$0.0000				

NOTE: Select an action for the Detail Billing Record from the action buttons. Add, Edit, Copy, View, Disassociate Record, Dispute Records, View as CSV, Sort for the Detail Billing Record.

11. The Detail Billing Record will be opened in a new window to the “**Modified Detail Billing Record**” page in Update status.

Figure 102: Modified Detail Billing Record-Edit

Modified Detail Billing Record

Item 1 of 1

General

Record Identifier	LLT000000000003	Agency	
Source Record ID		Bureau	
<input type="checkbox"/> System Created DBR		Agency Location Code	
Record Status	Update	Customer Identification Code	
Quantity	1.000000	Customer Identification Code #2	
Unit Price Amount	\$10.00	Period of Performance	
Unit	EA	Start Date	
Amount	\$10.00	End Date	
Discount Amount	\$0.00		
Surcharge Amount	\$0.00		
* Record Date	04/28/2023		
Charge Period			
Billing Description			
Articles Or Services			
Selected For G-Inv/IPAC			
Pending Chargeback Amount	\$0.00		

NOTE: The Detail Billing Record Status will be “Update”.

12. To edit the Detail Billing Record, correct/update the appropriate non-shared fields.

NOTE: Shared fields can be corrected from the document level, i.e., directly on the BD header or accounting line field. The Detail Billing Record shared fields will not be updated. See **BAAR User Guide 1 of 10, Section 4.2.2** for information on Shared vs. Non Shared fields.

Figure 103: Detailed Billing Record Modification

Modified Detail Billing Record

Item 1 of 1

General

Record Identifier	LLT000000000003	Agency	
Source Record ID		Bureau	
<input type="checkbox"/> System Created DBR		Agency Location Code	
Record Status	Update	Customer Identification Code	
Quantity	1.000000	Customer Identification Code #2	
Unit Price Amount	\$10.00	Period of Performance	
Unit	EA	Start Date	
Amount	\$10.00	End Date	
Discount Amount	\$0.00		
Surcharge Amount	\$0.00		
* Record Date	04/28/2023		
Charge Period			
Billing Description			
Articles Or Services			
Selected For G-Inv/IPAC			
Pending Chargeback Amount	\$0.00		

13. Select the **Save** button.

NOTE: Updated/new Detail Billing Records are visible from the Modified Detail Billing Record tab until the form is processed.

Figure 104: Save Button on Detailed Billing Record Modification

1 - 1 of 1 results

i Form LMIL0000120-000 was saved successfully.

Header **Accounting Lines** Office Addresses Approval Routing Memos Summary

Accounting Line Charge Lines Associated Spending Detail Billing Record Search **Modified Detail Billing Records**

Modified Detail Billing Record

Item 1 of 1

— General

Record Identifier

Source Record ID

System Created DBR

Record Status

Quantity

Unit Price Amount

Unit ☆

Amount

Discount Amount

Surcharge Amount

* Record Date 📅

Charge Period ☆

Billing Description

Articles Or Services

Selected For G-Inv/IPAC

Pending Chargeback Amount

4.4.3.5 Modify Detail Billing Record (Non Shared Field) by Amending IPAC Billing Document (BD)

To modify a Detail Billing Record associated with an IPAC Billing Document (BD), the user must have the appropriate security permissions to amend the BD and correct Detail Billing Records. **NOTE:** DBRs are not amended or corrected, but once the DBR is associated to a document, the DBR can only be modified from within the document. The DBR can be modified to disassociate in order to update shared fields, steps are provided in the section below.

NOTE: Only non-shared detail billing fields can be modified when updating a Detail Billing Record via a document amendment. Non-shared fields refer to those fields that are only found on

the Detail Billing Record (and not on the header and/or accounting line). Non-shared fields are used to store detailed, non-financial information such as Building Name (Rent) or Mileage Rate (Fleet Leasing/Rental).

Please refer to **Section 4.4.3.1** for how to amend Billing Document (BD). Please refer to **BAAR User Guide 1 of 10, Section 4.2.4** to Modify Detail Billing Records from the Detail Billing Record Query.

NOTE: Consult the regional business process for when to cancel and when to amend to \$0.00. For example, if a user calls and says that they mis-keyed something, but the entry will still be received, then Region 6 will amend/correct the transaction to \$0.00 rather than canceling while Region 7 would cancel the transaction.

Steps to Modify an IPAC DBR by Amending an IPAC BD

1. Navigate to Transactions → Form/Document Selection.

NOTE: The document can also be corrected from the IPAC Transaction Query, or Transactions → Accounts Receivable → Amend and the Detail Billing Record Query.

2. **REQUIRED:** Enter the **Statement Number** or the **Document Number**.

NOTE: Enter as many details for the transaction as available. Please refer to **BAAR User Guide 3 of 10, Section 4.6.4** for how to query on Form/Document Selection.

Figure 105: Statement or Document Number on IPAC BD Amendment

FORM/DOCUMENT SELECTION

Form/Document Selection

The fields designated as (OFF) indicate the fields that are Optimized For Performance when executing a search on this page. Failure to populate at least one OFF field may result in a search that causes a system timeout and/or overall degraded system performance for all users.

Please enter a To and From Date range of less than one month when searching for documents.

Search Criteria

Subsystem: Accounts Receivable

Document Type (OFF): RMI Rent IPAC BD Manual

Document Number (OFF):

Amendment / Modification Number:

Document Category:

Accounting Period: From Date (OFF): 02/15/2021 To:

System ID:

Document Status (OFF): Processed Canceled Scheduled Held Rejected Archived Pending Approval

User ID: Security Org: Title/ Contract Number (OFF):

Vendor: Code (OFF): UEI: DUNS: Designated Agent - ALC: AAC/DODAAC: TIN (SSN/EIN): EFT Indicator: Customer Account:

Search Clear

3. Select the **Search** button to execute the query.
4. Select the record of the document to amend.
5. Select the **Amend** button to open the document in Amend Mode.

Figure 106: Amend Button on IPAC BD Amendment

Document Type	Document Number	Amendment / Modification Number	Temporary Amendment Number	Title	Document Date	Document Status	User ID
RMI	RMIAAC0387.000				02/22/2021	Processed	ALLROLES_ACCTS_REC

Cancel View Reference Query Amend/Modify 10 per page Page 1 of 1

NOTE: If the BD’s article IPAC Status is In-Transit or Confirmed, no amendments/corrections are allowed to that accounting line/article combination, including modifying the DBRs associated to the accounting line.

6. Enter the **Amendment Number** or select **Generate**.

Figure 107: New BD Amendment

Pegasys / Transactions / Accounts Receivable / Amend / **New Amendment** 

New Amendment

Subsystem	<input type="text" value=""/>
Document Type	<input type="button" value="RMI"/> <input type="button" value="Rent IPAC BD Manual"/>
Document Number	<input type="text" value="RMIAAC00307-000"/>
Prefix	<input type="text" value=""/>
* Amendment Number	<input type="text" value=""/> <input type="button" value="Generate"/>

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7. Select the **OK** button.

Figure 108: OK Button on New IPAC BD Amendment

Pegasys / Transactions / Accounts Receivable / Amend / **New Amendment** 

New Amendment

Subsystem	<input type="text" value="Accounts Receivable"/>
Document Type	<input type="button" value="RMI"/> <input type="button" value="Rent IPAC BD Manual"/>
Document Number	<input type="text" value="RMIAAC00307-000"/>
Prefix	<input type="text" value=""/>
* Amendment Number	<input type="text" value="00001"/> <input type="button" value="Generate"/>

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<input type="button" value="OK"/>	<input type="button" value="Cancel"/>
-----------------------------------	---------------------------------------

8. Correct the incorrect information or add information to the BD.
9. Select the **Accounting Lines** tab.
10. Select an accounting line.
11. To correct DBRs associated to the BD, select Detail Billing Record Search link.

NOTE: Edited or manually created DBRs will be visible and correctable via the “Modified Detail Billing Record” tab until the form has processed successfully.

Figure 109: Accounting Lines Tab on IPAC BD Amendment

ACCOUNTING LINES

Header | **Accounting Lines** | Office Addresses | Approval Routing | Memos | Summary

Accounting Line | Charge Lines | Associated Spending | Detail Billing Record Search | Modified Detail Billing Records

1 - 1 of 1 results

<input type="checkbox"/>	Line Number	Line Type	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd
<input checked="" type="checkbox"/>	1	Normal	\$100.00	01	REGRESSIONTESTBAARRENT	2021		192X	11	P1126001
Total Header Funded Amou			\$100.00							

References... **Add** Copy Remove Reset Replace ...

[Go to top of Main Content](#)

12. Enter the appropriate search criteria and select **Search**.

NOTE: For the list of Detail Billing Record search criteria, refer to **BAAR User Guide 1 of 10, Section 4.2.1**.

NOTE: For improved performance on queries, enter multiple fields of the search criteria. Users should not perform “blind” queries, i.e., executing searches without entering any search criteria.

13. Select the appropriate action for the DBR from the action buttons: **Add, Edit, Copy, View, Disassociate Record, Dispute Records, View as CSV, and Sort for the DBR**.

14. To correct the DBR, select the **Edit** button.

Figure 110: Edit Button on IPAC BD Amendment

1 - 1 of 1 results

<input type="checkbox"/>	Record Identifier	Last Modified By	Quantity	Amount	Record Date	Accounting Period	Selected For IPAC	Chargeback End Date	Pending Chargeback Amount
<input checked="" type="checkbox"/>	M0M02FP0005CSE27X00	ALLROLES_ACCTS_REC	1.000000	\$100.00	02/22/2021		No		\$0.00

Add **Edit** **Copy** **View** **Disassociate Record** **Dispute Records** ...

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The DBR will be opened in a new window to the “**Modified Detail Billing Record**” page in Update status.

Figure 111: Modified DBR

15. To edit the DBR, correct/update the appropriate non-shared fields.

NOTE: Shared fields can be corrected from the document level, i.e., directly on the BD header or accounting line field. The DBR shared fields will not be updated.

16. **REQUIRED** if correcting documents to “Use DBE Detail” from “Use Article Qty/Sum DBE Amounts” - Enter the **Quantity and Unit Price** fields **on each** of the DBRs if they were manually created.

NOTE: DBRs imported and cross-walked will contain all the required fields.

Figure 112: DBR Quantity, Unit Price and Amount fields

17. Select the **Save** button.

NOTE: Updated/new DBRs are visible from the Modified Detail Billing Record tab until the form is processed.

18. To add DBRs, select **Add** or select a record to copy.

Figure 113: Add Button on IPAC BD Amendment



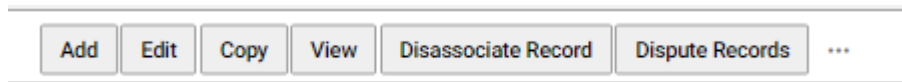
NOTE: When copying DBRs, each DBR will have a unique Record Identifier.

19. To disassociate a DBR from the accounting line, select the Detail Billing Record Search tab.

20. Select the DBR to disassociate and select Disassociate Record.

IMPORTANT NOTE: Consult management before disassociating DBRs. “Orphaned” DBRs will continue to be picked up by summarization. Disassociating DBRs can create erroneous billing. Please refer to **BAAR User Guide 1 of 10, Section 4.2** on Detail Billing Records for additional information.

Figure 114: Disassociate Record Button



21. The DBR will be put on the Modified Detail Billing Records page with a Record Status of Remove.

Figure 115: Record Status

MODIFIED DETAIL BILLING RECORDS

Accounting Line Charge Lines Associated Spending Detail Billing Record Search Modified Detail Billing Records

Modified Detail Billing Record

1 - 1 of 1 results

<input type="checkbox"/>	Record Identifier	Record Status	Amount	Record Date	Selected For IPAC	Pending Chargeback Amount	Interfund Indicator	Credit/Adjustment Indicator
<input checked="" type="checkbox"/>	MOM02FP0005CSE27X00	Update	\$100.00	02/22/2021	No	\$0.00		

Add Copy Revert Changes Disassociate

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NOTE: If the DBR is only visible on the Modified Detail Billing Records tab, select the record to disassociate and select **Disassociate**. The DBR’s Record Status will be updated from “New” to “Remove”. This is the same action as is happening on the Detail Billing Record Search screen in step 20.

Figure 116: Disassociate Button on Modified Detail Billing Records tab

MODIFIED DETAIL BILLING RECORDS

Accounting Line | Charge Lines | Associated Spending | Detail Billing Record Search | **Modified Detail Billing Records**

Modified Detail Billing Record

1 - 1 of 1 results

<input type="checkbox"/>	Record Identifier	Record Status	Amount	Record Date	Selected For IPAC	Pending Chargeback Amount	Interfund Indicator	Credit/Adjustment Indicator
<input checked="" type="checkbox"/>	MOM02FP0005CSE27X00	Update	\$100.00	02/22/2021	No	\$0.00		

Add | Copy | Revert Changes | **Disassociate**

[Go to top of Main Content](#)

22. After disassociating or changing DBR amounts, select the accounting line to make any necessary updates to the accounting line amount.

Figure 117: Line Amounts for DBR Modification

Line Amounts

Calculate From Detail Records

	Original	Change	Current
Initial Amount:	\$100.00	\$0.00	\$100.00
Discount Amount:	\$0.00	\$0.00	\$0.00
Surcharge Amount:	\$0.00	\$0.00	\$0.00
Principal Amount:	\$100.00	\$0.00	\$100.00
Interest Amount:	\$0.00	\$0.00	\$0.00
Admin Charges Amount:	\$0.00	\$0.00	\$0.00
Penalty Amount:	\$0.00	\$0.00	\$0.00
Total:	\$100.00	\$0.00	\$100.00

NOTE: The associated article amount will also be updated automatically when selecting **Calculate from Detail Records**.

NOTE: The updated sum of the DBRs must equal the accounting line initial amount or a hard error is returned. The line amount can be updated by selecting “**Calculate from Detail Records**” on the accounting line.

23. **REQUIRED** for AMENDMENTS - Enter the **Amendment Justification**.

Figure 118: Amendment Justification

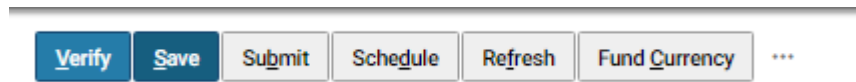
Amendment Information

Date

* Justification

24. Select the **Verify** button.

Figure 119: Verify Button on DBR Modification

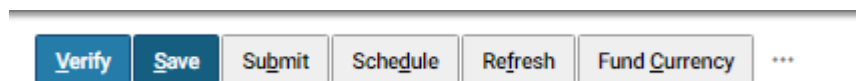


NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again.

NOTE: Forms in Held and Rejected status can be routed for review prior to submission. When initiating a review, the form can be routed to one or more reviewers in the Review Form Modal Window. Reviewers then can enter comments and/or suggest changes to the form. Users can accept/reject individual comments or reply to document a resolution. The Review Form Workflow & Commenting QRG (<https://corporateapps.gsa.gov/applications/financial-apps/pegasys/>) provides more details.

25. Select the **Save** button.

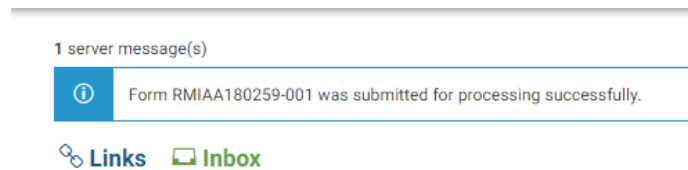
Figure 120: Save Button on DBR Modification



26. Select the **Submit** button.

27. If no errors are encountered upon selecting the **Submit** button, a message appears stating that the form has been submitted for processing.

Figure 121: Successful Submission Record on DBR Modification



28. Navigate back to Form/Document Selection and query the document following the steps above in order to confirm the updates have processed successfully.

NOTE: Querying the document is an optional step, but a good habit when submitting amendments/corrections.

Figure 122: Form/Document Selection Confirmation of Processed DBR Modification

Document Type	Document Number	Amendment / Modification Number	Temporary Amendment Number	Title	Document Date	Document Status	User ID
RM	RMIAA08257-000				02/22/2021	Processed	ALLROLES_ACCTE_REC

Correct Cancel Delete View Reference Query Append/Modify

10 per page << >> Page

4.4.3.6 Correct an Internal Voucher

To correct an Internal Voucher, the user must have the appropriate security permissions. The correction process varies by business line. NVs cannot be amended therefore the only way to update or edit an Internal Voucher is via the “Correct” function. Forms that are created via an automated process but reject during processing will also have to be corrected in order to complete the initial processing.

To modify the Detail Billing Records, see **Section 4.4.3.7**.

Steps to Correct an Internal Voucher (NV) form

1. Navigate to Transactions → Form Document Selection.

NOTE: The document can also be corrected from Transactions → Accounts Payable → Correct.

Figure 123: Form/Document Selection to Correct NV form

FORM/DOCUMENT SELECTION

Form/Document Selection

The fields designated as (OFF) indicate the fields that are Optimized For Performance when executing a search on this page. Failure to populate all least one OFF field may result in a search that causes a system timeout and/or overall degraded system performance for all users.

Please enter a To and From Date range of less than one month when searching for documents.

<p>Search Criteria</p> <p>Subsystem <input type="text"/></p> <p>Document Type (OFF) <input type="text"/></p> <p>Document Number (OFF) <input type="text"/></p> <p>Amendment / Modification Number <input type="text"/></p> <p>Document Category <input type="text"/></p> <p>Accounting Period <input type="text"/> To <input type="text"/></p> <p>From Date (OFF) <input type="text"/> To <input type="text"/></p> <p>System ID <input type="text"/></p>	<p>Document Status (OFF)</p> <p><input checked="" type="checkbox"/> Processed <input checked="" type="checkbox"/> Rejected</p> <p><input checked="" type="checkbox"/> Canceled <input type="checkbox"/> Archived</p> <p><input checked="" type="checkbox"/> Scheduled <input checked="" type="checkbox"/> Pending Approval</p> <p><input checked="" type="checkbox"/> Held</p> <p>User ID <input type="text"/></p> <p>Security Org <input type="text"/></p> <p>Title/ Contract Number (OFF) <input type="text"/></p>
<p>Vendor</p> <p>Code (OFF) <input type="text"/> *</p> <p>UEI <input type="text"/></p> <p>DUNS <input type="text"/></p> <p>Designated Agent - ALC <input type="text"/> *</p> <p>AAC/DODAAC <input type="text"/></p>	<p>TIN (SSN/EIN) <input type="text"/></p> <p>EFT Indicator <input type="text"/></p> <p>Customer Account <input type="text"/></p>

2. **REQUIRED:** Enter the **Statement Number** or the **Document Number**.

NOTE: Enter as many details for the transaction as available. See **BAAR User Guide 3 of 10, Section 4.6.4:** for how to query on Form/Document Selection.

Figure 124: Statement and Document Number Search on Form/Document Selection for NV Correction

FORM/DOCUMENT SELECTION

Form/Document Selection

Please enter a To and From Date range of less than one month when searching for documents.

Search Criteria

Subsystem: Accounts Payable

Document Type (OFF): RDV | Rent NV

Document Number (OFF):

Amendment / Modification Number:

Document Category:

Accounting Period: To

From Date (OFF): 03/03/2021 To

System ID:

Document Status (OFF)

Processed Rejected

Cancelled Archived

Scheduled Pending Approval

Held

User ID:

Security Org:

Title / Contract Number (OFF):

Vendor

Code (OFF): *

UEI:

DUNS:

Designated Agent - ALC: *

AAC/DODAAC:

TIN (SSN/EIN):

EFT Indicator:

Customer Account:

Search **Clear**

3. Select the **Search** button to execute the query.

Figure 125: Search Button on Form/Document Selection

Document Type	Document Number	Amendment / Modification Number	Temporary Amendment Number	Title	Document Date	Document Status	User ID
RDV	RDV-000				03/03/2021	Processed	allolax100

Correct Cancel View Reference Query Amend/Modify

10 per page << Page 1 of 1 >>

4. Select the **Correct** button to open the document in Correct Mode.
- NOTE:** If the document was previously processed, the document status will show as CORRECT. If the form was HELD or REJECTED, the document status will not show as CORRECT.
5. To Correct the transaction down to \$0 without cancelling it, select the Header Accounting Line tab.

Figure 126: Header Page on NV Correction

HEADER

Header Fixed Assets Header Accounting Lines Approval Routing Memos Summary

General

Document Type: RDV | Rent NV

Status: CORRECT

Document Number: RDV-000

* Statement Number: TEST **Generate**

Title:

Authorized By:

Post Code:

* Disbursing Office: GS193

Buyer Disbursing Office:

Orig Voucher Date: 03/03/2021

Reset Document Date

Voucher Date:

Accounting Period:

Reporting Accounting Period:

Batch Number:

Document Classification:

Security Org: GSA

* Accomplished Date: 03/03/2021

Suppress Printing

6. Select the appropriate accounting line and select the Header Accounting Line link.
- NOTE:** For multiple accounting line documents, to reduce the entire transaction to \$0, repeat these steps for each accounting line.

Figure 127: Header Accounting Lines Tab on NV Correction-Record Selected

HEADER ACCOUNTING LINES

Header Fixed Assets Header Accounting Lines Approval Routing Memos Summary ...

Detail Billing Record Search Header Accounting Line Modified Detail Billing Records Associated Spending

1 - 1 of 1 results

Line Number	Line Type	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm
1	Normal	\$5.00	B1	RegressionTes	2021		192X	04	P0425303	PG61
Total Header Funded Amc		\$5.00								

References... **Add** Copy Remove Reset Replace

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7. Reduce the Initial Amount to \$0.00.

Figure 128: Line Amounts on NV Correction

- Line Amounts

Calculate From Detail Records

Initial Amount	\$5.00
Discount Amount	\$0.00
Surcharge Amount	\$0.00
Amount	\$5.00
Applied Prepayment Amount	\$0.00

NOTE: If Detail Billing Records are associated with the document, the billing records amounts will need to be reduced as well. See **Section 4.4.3.7** to Correct the Detail Billing Record from the NV document, including disassociate. The correction process varies by business line.

Figure 129: Status on NV Correction Header

- Correct the incorrect information or add information to the Internal Voucher.

NOTE: If the Internal Voucher (NV) has not been referenced, most fields are correctable.

To modify the Detail Billing Records from within an NV, see **Section 4.4.3.7**.

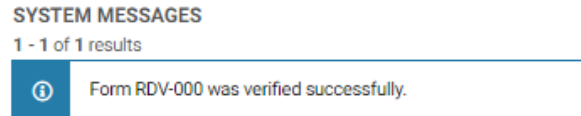
Figure 130: Title and Description on NV Correction Header

- Select the **Verify** button.

NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the **Verify** button again.

NOTE: Forms in Held and Rejected status can be routed for review prior to submission. When initiating a review, the form can be routed to one or more reviewers in the Review Form Modal Window. Reviewers then can enter comments and/or suggest changes to the form. Users can accept/reject individual comments or reply to document a resolution. The Review Form Workflow & Commenting QRG (<https://corporateapps.gsa.gov/applications/financial-apps/pegasys/>) provides more details.

Figure 131: Successful Verification of NV Correction



10. Select the **Save** button.

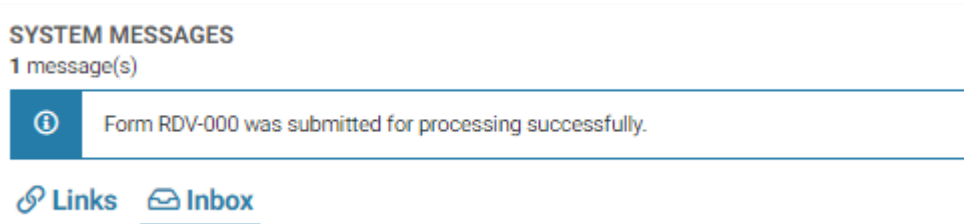
Figure 132: Successful Save on NV Correction-Header



11. Select the **Submit** button.

NOTE: If no errors are encountered upon selecting the **Submit** button a message appears stating that the form has been submitted for processing.

Figure 133: Successful Submission Message for NV Correction



12. Navigate back to Form Document Selection and query the document following the steps above in order to confirm the updates have processed successfully.

NOTE: Querying the document is an optional step, but a good habit when submitting corrections/amendments.

Figure 134: Form/Document Selection Confirmation of Processed NV Correction-Processed Status

Document Type	Document Number	Amendment / Modification Number	Temporary Amendment Number	Title	Document Date	Document Status	User ID
RDV	RDV-000				03/04/2021	Processed	aholmes100

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4.4.3.7 Modify Detail Billing Record (Non-Shared Field) by Correcting Internal Voucher (NV)

To correct a Detail Billing Record associated with an Internal Voucher (NV); the user must have the appropriate security permissions. Please see **Section 4.4.3.6** for how to correct an Internal Voucher (NV). Please see **BAAR User Guide 1 of 10, Section 4.2.4** to Modify Detail Billing Records from the Detail Billing Record Query.

Steps to Correct a Detail Billing Record from within an Internal Voucher (NV)

1. Navigate to Transactions → Form Document Selection.

NOTE: The document can also be corrected from Transactions → Accounts Payable → Correct.

Figure 135: Form/Document Selection to Correct DBR from NV

2. **REQUIRED** - Enter the **Statement Number** or the **Document Number**.

NOTE: Enter as many details for the transaction as available. See **BAAR User Guide 3 of 10, Section 4.6.4** for how to query on Form/Document Selection.

Figure 136: Statement and Document Number Search on Form/Document Selection to Correct DBR from NV

3. Select the **Search** button to execute the query.

4. Select the record of the document to correct.

Figure 137: Form/Document Selection for NV Correction

Document Type	Document Number	Amendment / Modification Number	Temporary Amendment Number	Title	Document Date	Document Status	User ID
RDV	RDV-000				03/03/2021	Processed	alliles100

5. Select the **Correct** button to open the document in Correct Mode.
6. The Header page is displayed.

Figure 138: Header Tab on NV Correction

HEADER

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

General

Document Type: RDV | Rent NV
 Status: CORRECT
 Document Number: RDV-000
 * Statement Number: TEST | Generate
 Title:
 Authorized By:
 Post Code:
 * Disbursing Office: GS193
 Buyer Disbursing Office:

Orig Voucher Date: 03/03/2021
 Reset Document Date
 Voucher Date:
 Accounting Period:
 Reporting Accounting Period:
 Batch Number:
 Document Classification:
 Security Org: GSA
 * Accomplished Date: 03/03/2021
 Suppress Printing

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

Figure 139: Header Accounting Lines Tab on NV Correction-Selected Accounting Line

HEADER ACCOUNTING LINES

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

Detail Billing Record Search | Header Accounting Line | Modified Detail Billing Records | Associated Spending

1 - 1 of 1 results

Line Number	Line Type	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm	Proj Cd	Acty	SOC
1	Normal	\$5.00	B1	RegressionTes	2021		192X	04	P0425303	PG61		PG901	D30
Total Header Funded Amc		\$5.00											

References... | Add | Copy | Remove | Reset | Replace

Go to top of Main Content

8. Select the accounting line record to correct.

Figure 140: DBR Search on NV Correction Accounting Line

HEADER ACCOUNTING LINES

Header Fixed Assets Header Accounting Lines Approval Routing Memos Summary ...

Detail Billing Record Search Header Accounting Line Modified Detail Billing Records Associated Spending

1 - 1 of 1 results

<input type="checkbox"/>	Line Number	Line Type	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm	Proj Cd	Acty	SOC
<input checked="" type="checkbox"/>	1	Normal	\$5.00	B1	RegressionTes	2021		19ZX	04	P0425303	PG61		PG901	D30
Total Header Funded Amc			\$5.00											

References... **Add** Copy **Remove** **Reset** **Replace**

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- To correct Detail Billing Records associated to the NV, select **Detail Billing Record Search** link.

NOTE: Edited or manually created Detail Billing Records will be visible and correctable via the “Modified Detail Billing Record” tab until the form has processed successfully.

Figure 141: DBR Record Search Tab

Header
Fixed Assets
Header Accounting Lines
Approval Routing
Memos
Summary
⋮

DETAIL BILLING RECORD SEARCH

Detail Billing Record Search
Header Accounting Line
Modified Detail Billing Records
Associated Spending

Search Criteria

Record Identifier

Record Date

Last Modified By ☆

– General Detail Billing Elements

Credit/Adjustment Indicator ☆

+ Detail Billing Elements

No results

	Record Identifier	Last Modified By	Quantity	Amount	Record Date	Accounting Period	Selected For IPAC	Chargeback End Date	Pending Chargeback Amount
<input type="checkbox"/>									

Add
Edit
Copy
View
Disassociate Record
Dispute Records
⋮

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10. Enter the appropriate search criteria and select search.

NOTE: For the list of Detail Billing Record search criteria, see **BAAR User Guide 1 of 10, Section 4.2.1**.

NOTE: For improved performance on queries, enter multiple fields of the search criteria. Users should not perform “blind” queries, i.e., executing searches without entering any search criteria.

11. To correct the Detail Billing Record, select the **Edit** button.

NOTE: Select an action for the Detail Billing Record from the action buttons. Add, Edit, Copy, View, Disassociate Record, Dispute Records, View as CSV, Sort for the Detail Billing Record.

Figure 142: Modified DBR Screen

Record Status	Update <input type="button" value="v"/>
Quantity	1.000000
Unit Price Amount	\$5.00
Unit	<input type="button" value="☆"/>
* Amount	\$5.00
Discount Amount	\$0.00
Surcharge Amount	\$0.00
* Record Date	03/03/2021 <input type="button" value="📅"/>

NOTE: The DBR Record Status will be “Update”.

12. The Detail Billing Record will be opened in a new window to the “**Modified Detail Billing Record**” page in Update status.
13. To edit the Detail Billing Record, correct/update the appropriate non-shared fields.

Figure 143: Modified DBR Screen-Edit

General

Record Identifier: MOM02FP0005C3609X Source Record ID: <input type="text"/> <input type="checkbox"/> System Created DBR Record Status: Update <input type="button" value="v"/> Quantity: 1.000000 Unit Price Amount: \$5.00 Unit: <input type="button" value="☆"/> * Amount: \$5.00 Discount Amount: \$0.00	Agency: <input type="text"/> Bureau: <input type="text"/> Agency Location Code: <input type="text"/> Customer Identification Code: <input type="text"/> Customer Identification Code #2: <input type="text"/> Period of Performance Start Date: <input type="text"/> End Date: <input type="text"/>
---	--

NOTE: Shared fields can be corrected from the document level, i.e., directly on the NV header or accounting line field. The Detail Billing Record shared fields will not be updated. See **BAAR User Guide 1 of 10, Section 4.2** for information on Shared vs. Non Shared fields.

Figure 144: DBR Billing Elements on Modified DBR Record

General Detail Billing Elements

Credit/Adjustment Indicator: <input type="button" value="☆"/> Advance Indicator: <input type="text"/>	Assignment Agency: <input type="text"/> * Interfund Indicator: T <input type="text"/>
--	--

DBE Period of Performance
 * Start Date: 03/03/2021
 * End Date: 03/03/2021

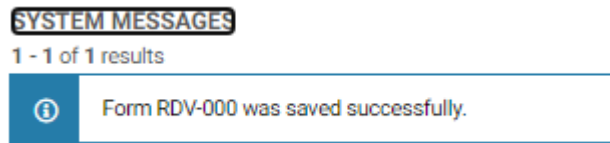
Detail Billing Elements

Building Zip Code: <input type="text"/> Building Address: <input type="text"/> Building City: <input type="text"/>	Building Name: <input type="text"/> Building State: <input type="text"/> * Non-Cancelable OA Designation: F <input type="text"/>
--	--

14. Select the **Save** button.

NOTE: Updated/new Detail Billing Records are visible from the Modified Detail Billing Record tab until the form is processed.

Figure 145: Successful Save on NV Correction-Modified DBR Record



15. To disassociate a Detail Billing Record from the accounting line, select the **Detail Billing Record Search** tab and search for the Detail Billing Record to disassociate.

Figure 146: DBR Search Tab

Header Fixed Assets Header Accounting Lines Approval Routing Memos Summary ⋮

DETAIL BILLING RECORD SEARCH

Detail Billing Record Search Header Accounting Line Modified Detail Billing Records Associated Spending

Search Criteria

Record Identifier

Record Date

Last Modified By

— General Detail Billing Elements

Credit/Adjustment Indicator

+ Detail Billing Elements

No results

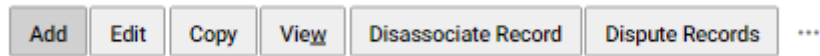
<input type="checkbox"/>	Record Identifier	Last Modified By	Quantity	Amount	Record Date	Accounting Period	Selected For IPAC	Chargeback End Date	Pending Chargeback Amount
--------------------------	-------------------	------------------	----------	--------	-------------	-------------------	-------------------	---------------------	---------------------------

⋮

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NOTE: Only Detail Billing Records associated with the document can be disassociated from the Detail Billing Record Search page. New/edited Detail Billing Records (visible only from the Modified Detail Billing Record tab until the form is processed) can be disassociated using the Modified Detail Billing Record page.

Figure 147: Disassociate Button on Modified DBR



16. Select the Detail Billing Record to disassociate and select Disassociate Record.

IMPORTANT NOTE: Consult management before disassociating Detail Billing Records. “Orphaned” Detail Billing Records will continue to be picked up by summarization. Disassociating Detail Billing Records can create erroneous billing. Please see **BAAR User Guide 1 of 10, Section 4.2** on Detail Billing Records for additional information.

17. The Detail Billing Record will be put on the Modified Detail Billing Records page with a Record Status of Remove.

Figure 148: Modified DBR with Status of Remove

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

MODIFIED DETAIL BILLING RECORDS

Detail Billing Record Search Header Accounting Line **Modified Detail Billing Records** Associated Spending

Modified Detail Billing Record

1 - 1 of 1 results

<input type="checkbox"/>	Record Identifier	Record Status	Amount	Record Date	Selected For IPAC	Pending Chargeback Amount	Interfund Indicator	Credit/Adjustment Indicator	Non-Cancelable OA Designation	Building Name	Building Address	Build City
<input checked="" type="checkbox"/>	MOM02FP0005C3609X00	Remove	\$5.00	03/03/2021		\$0.00	T		F			

Add Copy Revert Changes Disassociate

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NOTE: If the Detail Billing Record is only visible on the Modified Detail Billing Records tab, select the record to disassociate and select Disassociate. The Detail Billing Record’s Record Status will be updated from “New” to “Remove”.

18. After disassociating or changing Detail Billing Record amounts, select the accounting line to make any necessary updates to the accounting line amount.

Figure 149: Modified DBR Record

[Header: RDV Rent NV RDV-000 HELD FULL FORM](#) / [Header Accounting Lines](#) / [Detail Billing Record Search](#) ☰

SYSTEM MESSAGES

1 - 2 of 2 results

Internal Voucher: NV Accounting Line 1
AR0187E The accounting line's Initial Amount, \$5.00, minus Discount Amount, \$0.00, plus Surcharge Amount, \$0.00, must match the sum of the associated Detail Billing Record's amount, \$10.00, minus Discount Amount, \$0.00, plus Surcharge Amount, \$0.00.

NOTE: The updated sum of the Detail Billing Records must equal the accounting line initial amount or a hard error is returned. The line amount can be updated by selecting “Calculate from Detail Records” on the accounting line.

Figure 150: Line Amounts on Modified DBR

— Line Amounts

Initial Amount	\$5.00
Discount Amount	\$0.00
Surcharge Amount	\$0.00
Amount	\$5.00
Applied Prepayment Amount	\$0.00

19. Select **Verify** on the Document.

NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again.

NOTE: Forms in Held and Rejected status can be routed for review prior to submission. When initiating a review, the form can be routed to one or more reviewers in the Review Form Modal Window. Reviewers then can enter comments and/or suggest changes to the form. Users can accept/reject individual comments or reply to document a resolution. The Review Form Workflow & Commenting QRG

(<https://corporateapps.gsa.gov/applications/financial-apps/pegasys/>) provides more details.

20. Select the **Save** button.

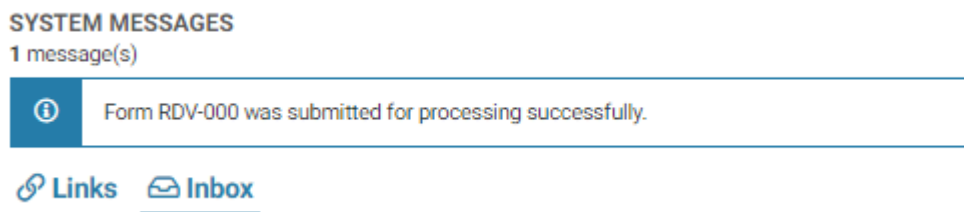
Figure 151: Successful Save on NV Correction-Header Accounting Line



21. Select the Submit button.

NOTE: If no errors are encountered upon selecting the Submit button a message appears stating that the form has been submitted for processing.

Figure 152: Successful Submission of NV Correction



22. Navigate back to Form Document Selection and query the document following the steps above in order to confirm the updates have processed successfully.

NOTE: Querying the document after amending or correcting is an optional step, but a good habit when submitting corrections/amendments.

Figure 153: Form/Document Selection Confirmation of Processed NV Correction

Document Type	Document Number	Amendment / Modification Number	Temporary Amendment Number	Title	Document Date	Document Status	User ID
RDV	RDV-000				03/04/2021	Processed	adhes100

10 per page << Page 1 of 1 >>

4.4.3.8 Cancel Internal Voucher (NV)

To cancel an Internal Voucher (NV), the user must have the appropriate security permissions. The cancellation process reduces the Internal Voucher to \$0 amount in the journals but retains the Internal Voucher information in a “Canceled” state.

NOTE: When to use Cancel vs. Correct on NVs: If a user calls and says that they mis-keyed something, but the entry will still be received, Region 6 will correct the transaction to \$0.00 rather than canceling. See the Correct Internal Voucher (NV) **Section 4.4.3.6.**

Steps to Cancel an Internal Voucher (NV) Form

1. Navigate to Transactions → Form Document Selection.

NOTE: The document can also be cancelled from Transactions → Accounts Payable → Cancel.

Figure 154: Form/Document Selection (NV Cancellation)

FORM/DOCUMENT SELECTION

Form/Document Selection

The fields designated as (OFF) indicate the fields that are Optimized For Performance when executing a search on this page. Failure to populate at least one OFF field may result in a search that causes a system timeout and/or overall degraded system performance for all users.

Please enter a To and From Date range of less than one month when searching for documents.

Search Criteria Subsystem Document Type (OFF) Document Number (OFF) Amendment / Modification Number Document Category Accounting Period From Date (OFF) System ID	Document Status (OFF) <input checked="" type="checkbox"/> Processed <input checked="" type="checkbox"/> Canceled <input checked="" type="checkbox"/> Scheduled <input checked="" type="checkbox"/> Held <input type="checkbox"/> Rejected <input type="checkbox"/> Archived <input checked="" type="checkbox"/> Pending Approval
Vendor Code (OFF) UEI DUNS Designated Agent - ALC AAC/DODAAC	User ID Security Org Title/ Contract Number (OFF) TIN (SSN/EIN) EFF Indicator Customer Account

Search Clear

2. **REQUIRED:** Enter the **Statement Number** or the **Document Number**.

NOTE: Enter as many details for the transaction as available. See **BAAR User Guide 3 of 10, Section 4.6.4** for how to query on Form/Document Selection.

Figure 155: Statement and Document Number Search on Form/Document Selection to Cancel NV

FORM/DOCUMENT SELECTION
Form/Document Selection

Please enter a To and From Date range of less than one month when searching for documents.

Search Criteria

Subsystem: Accounts Payable
 Document Type (OFF): RDV | Rent NV
 Document Number (OFF):
 Amendment / Modification Number:
 Document Category:
 Accounting Period: To
 From Date (OFF): 03/03/2021 To
 System ID:

Document Status (OFF)

Processed Rejected
 Canceled Archived
 Scheduled Pending Approval
 Held

User ID:
 Security Org:
 Title/ Contract Number (OFF):

Vendor

Code (OFF): *
 UIC:
 DUNS:
 Designated Agent - ALC: *
 AAC/DDAAC:

TIN (SSN/EIN):
 EFT Indicator:
 Customer Account:

Search Clear

3. Select the **Search** button to execute the query.
4. Select the record of the document to cancel.

Figure 156: Form/Document Selection for NV Cancellation

Document Type	Document Number	Amendment / Modification Number	Temporary Amendment Number	Title	Document Date	Document Status	User ID
<input type="radio"/> RDV	RDV000				03/04/2021	Processed	alr@es193
<input checked="" type="radio"/> RDV	RDVALTM0730-390				02/17/2021	Processed	ALLROLES_ACCTS_REC
<input type="radio"/> RDV	RDVALTM0739-389				02/12/2021	Processed	ALLROLES_ACCTS_REC
<input type="radio"/> RDV	RDVALTM0208-386				02/12/2021	Processed	ALLROLES_ACCTS_REC
<input type="radio"/> RDV	RDVALTM0106-387				02/12/2021	Processed	ALLROLES_ACCTS_REC
<input type="radio"/> RDV	RDVALTM0912-388				02/12/2021	Processed	ALLROLES_ACCTS_REC

Correct Cancel Delete View Reference Query Append/Modify ... 10 per page << >> Page 1

5. The Header page is displayed showing the status as Pending Cancellation.

Figure 157: Header Tab on NV Cancellation

HEADER

Header Fixed Assets Header Accounting Lines Approval Routing Memos Summary ...

General

Document Type: RDV | Rent NV
 Status: PENDINGCANCELLATION
 Document Number: RDVALTM0730-390
 * Statement Number: AUTM0730 Generate
 Title:
 Authorized By:
 Post Code:
 * Disbursing Office: GS193
 Buyer Disbursing Office:

Orig Voucher Date: 02/17/2021
 Voucher Date:
 Accounting Period:
 Reporting Accounting Period:
 Batch Number:
 Document Classification:
 Security Org: GSA
 * Accomplished Date: 02/17/2021
 Suppress Printing

6. **REQUIRED** - Enter the **Cancel Reason**.

Figure 158: Cancel Reason on NV Cancellation

Cancel Reason

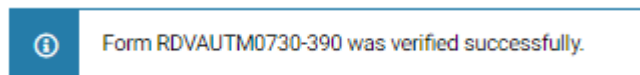
Cancellation Reason:

* Cancellation Justification:

7. Select the **Verify** button.

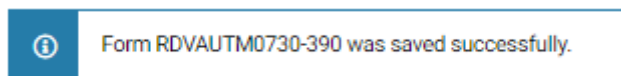
NOTE: Forms in Held and Rejected status can be routed for review prior to submission. When initiating a review, the form can be routed to one or more reviewers in the Review Form Modal Window. Reviewers then can enter comments and/or suggest changes to the form. Users can accept/reject individual comments or reply to document a resolution. The Review Form Workflow & Commenting QRG (<https://corporateapps.gsa.gov/applications/financial-apps/pegasys/>) provides more details.

Figure 159: Successful Verify on NV Cancellation



8. Select the **Save** button.

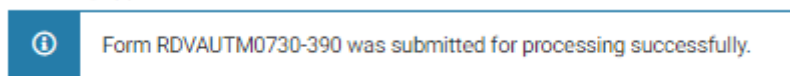
Figure 160: Successful Save on NV Cancellation



9. Select the **Submit** button.

NOTE: If no errors are encountered upon selecting the Submit button a message appears stating that the form has been submitted for processing.

Figure 161: Successful Submission of NV Cancellation



NOTE: Cancellations on billing document types RMV and FMV will be routed through workflow for approval. See **BAAR User Guide 7 of 10, Section 4.19** for information on Workflow Management and Form Approval.

NOTE: When the document has been approved, the document status will be Canceled.

10. To check the status of the document, navigate back to Form Document Selection.

Figure 162: Form/Document Selection Confirmation of Processed NV Cancellation

Document Type	Document Number	Amendment / Modification Number	Temporary Amendment Number	Title	Document Date	Document Status	User ID
RDV	RDVAUTM0730-390				03/04/2021	Canceled	alr@es100

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Go to top of Main Content

4.5 Standard Voucher (SV)

4.5.1 Standard Voucher (SV) Description and Uses

The Standard Voucher (SV) is used to record miscellaneous accounting transactions that are not included in any of the other Pegasys modules. The SV updates any affected budget lines, plans, and projects based on the accounting event derived from the vouchers entered transaction type. Please see the existing Pegasys User Guide for additional information on Standard Vouchers (SV). For information on AR Accruals, see **BAAR User Guide 1 of 10, Section 2.6**. For information on Allowance for Loss SVs, see **BAAR User Guide 1 of 10, Section 4.16.2**. For interface specifications regarding the Imputed Rent process, please refer to the Data Exchange Specifications for PBS Rent.

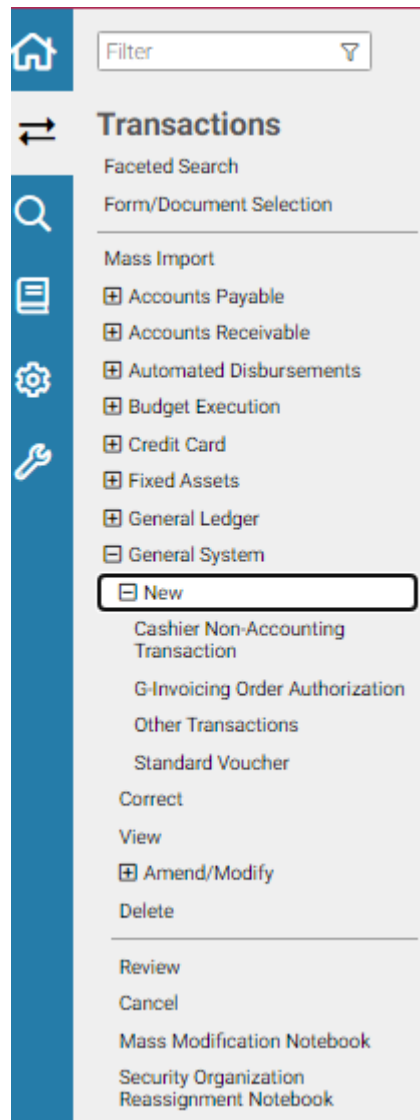
The Standard Voucher requires that the user specify a transaction type on each line, which is then used to determine the accounting event used for the transaction. This means that the Standard Voucher can be used to mimic any other Pegasys transaction. In addition to specifying a transaction type, the Standard Voucher also requires the user to indicate which of the following four posting events is performed by a given Standard Voucher line:

- An **expenditure**: For example, to recognize depreciation costs associated with ADP equipment, or to record an intra-agency expenditure transfer.
- A **general ledger transfer**: For example, to record a balance sheet transfer such as the liquidation of an outstanding advance.
- The **recognition of revenue**: For example, to record that the user has transferred revenue from another division within the agency.
- A **budget correction**: For example, to correct an unintended update to an appropriation's upward expenditure adjustment amount.

When the user references a transaction on a Standard Voucher, the Standard Voucher does not actually liquidate the referenced document. The Standard Voucher is listed in the referenced transaction's reference query only. For example, if the user is using the Standard Voucher to reclassify the accounting dimensions on an itemized receipt document that has already been paid, the Standard Voucher performs the correct general ledger updates to record the accepted amount under the new accounting distribution, but does not update the accounting distribution shown in the receipt's view or review status query.

NOTE: To maximize referencing, users should populate as many fields as possible.

Figure 163: New Standard Voucher Navigation



4.5.2 Available Standard Voucher (SV) Document Types

Each BAAR Business Line will use predetermined document types. The document type is a configuration child record of the Document Category. For most document categories, each Business Line has been assigned a unique document type to accommodate different business processes as well as to provide a unique system categorization of the business line's transactions; however, certain document types will be shared by multiple business lines.

Please refer to the appendix for a full listing and breakdown of Document types and their descriptions see **BAAR Guide 8 of 10, Section A.4.**

4.5.3 Standard Voucher (SV) - User-Defined Form Field Descriptions

The listing of User-Defined fields on the Standard Voucher (SV) Form is available in the **BAAR Guide 8 of 10, Section A.4.**

4.5.4 Automated Methods to Create Standard Vouchers (SV)

Standard Vouchers will be created automatically using the following processes and interfaces:

- **Form Import** - Load SVs for imputed rent revenue and expense, revenue accruals, and inventory adjustments, receipts, and transfers (ART) into Pegasys via the Form Import batch job.
- **Surcharge Generation Process** - Batch job that will determine eligible surcharges, calculate the amount of those surcharges, and generate SV documents for the amount of the surcharges that will update the journals and the agreement entity.
- **PCAS Accruals Process** - Used to assess agreement lines eligible for revenue accrual, calculate the amount of the revenue accrual, and create standard voucher documents that post the calculated revenue accrual amount to the agreement entity at the line level.
- **Inventory from Billing Process** - Batch job that generates SVs to record the cost of goods sold associated with Detailed Billing Records.

4.5.5 Standard Voucher (SV) - Imputed Rent

PBS has an additional billing transaction called Imputed Rent. This section will describe the automated process for Imputed Rent as well as the manual creation of the Imputed Rent transaction, although Imputed Rent is typically an interface document.

Imputed Rent Automated Process

PBS Imputed Rent (PBS billing for building space occupied by PBS) is recorded as an Intrafund transaction. Instead of creating actual bills (Internal Vouchers) to record Imputed Rent, PBS submits Standard Voucher (SV) documents to record the associated General Ledger and budget impact. PBS also uses Intrafund billing to monitor possible lost revenue, or what PBS calls an 'opportunity cost'.

PBS Imputed rent will be handled in BAAR using an SV document, which will be typically created via an automated process. PBS submits Imputed Rent files to the FM ESB, which then reformats the files to the Pegasys Form Import layout for Standard Vouchers. The Imputed Rent files are then imported in to Pegasys from the FM ESB and run through the Batch Controls process. SVs are then created using a Form Import offline process.

There are two main types of Imputed Rent records: Imputed Rent Revenue and Imputed Rent Cost/Expense. Imputed Rent Revenue records represent the revenue from imputed Rent records; this is the bulk of records for every month. Imputed Rent Cost/Expense records represent the expense records to offset the revenue records and are typically represented in one record per

region, including object class, cost element, function code, and organization code. There are no building numbers on these 11 expense records (one per region excluding Central Office). PBS will send one file for the revenue records and a separate file for the expense records.

Section 4.5.5.1 describes how to create an SV for Imputed rent manually with the differences for Revenue and Cost/Expense notated in the steps.

See **BAAR User Guide 10 of 10, Appendix C.10** for additional types of SV documents.

4.5.5.1 Manual Creation of Standard Voucher (SV) - Imputed Rent

For information on Correcting or Cancelling SV documents, see **Section 4.5.6.2** and **Section 4.5.6.3**.

To create an Imputed Rent SV document:

The users are required to populate the following types of fields to create the Detail Billing Records via Detail Billing Record Query.

- **Pegasys System Required fields** - These fields have the red asterisk and the system throws hard error when they are left blank.
- **GSA Business process required fields** - These fields are optional in Pegasys but required to be populated per the business process of each Business line.

Steps to Create a General System Standard Voucher (SV) Form (Imputed Rent):

1. Navigate to Transactions → General System → New → Standard Voucher.
2. The New Standard Voucher page is displayed.

Figure 164: Form/Document Selection for New SV for Imputed Rent

The screenshot shows the 'NEW STANDARD VOUCHER' form with the following fields and options:

- Document Type**: A dropdown menu with a star icon.
- Document Number Format Prefix**: A text input field with a star icon.
- Security Org**: A text input field with a star icon.
- Document Number**: A text input field with a star icon and a **Generate** button to its right.
- Title**: A text input field.
- Copy Document**: Radio buttons for **None** (selected), **Copy From**, and **Copy Forward**.
- File**: A **Choose File** button and a **No file chosen** label.

At the bottom left, there is a link: [Go to top of Main Content](#)

REQUIRED - Enter the system-required fields. Enter the appropriate value in the **Document Type** field. Select the **Generate** button to generate a **Document Number**. A

unique value will be populated in the **Document Number** field. Once the document number is generated, the **Generate** button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

NOTE: The Document Number Formats are defined per document type and business line. For example: the Document Number format for ‘RFR’ and ‘RFE’ is the document type of Standard Voucher (SV) form followed by the year, month and day, combined with 4 incremented digits. (e.g., RFRYYYYMMDD##### and RFEYYYYMMDD#####).

3. Select the **Finish** button.

Figure 165: Finish Button on New SV for Imputed Rent

Pegasys / Transactions / General System / New / **New Standard Voucher**

NEW STANDARD VOUCHER

New Standard Voucher

* Document Type: RFR Imputed Rent SV Revenue

Document Number Format Prefix: []

Security Org: []

* Document Number: RFR2021030300001

Title: []

Copy Document: None
 Copy From
 Copy Forward

File: No file chosen

[Go to top of Main Content](#)

Finish

The Header page is displayed.

Figure 166: SV Header for Imputed Rent

General

Document Type: RFR Imputed Rent SV Revenue

Status: NEW

Document Number: RFR2018020100001

Title: []

Issued By: []

Automatic Reversal

Reversal Accounting Period: []

Reverse After Period: []

Agency DUNS Number: []

Agency DUNS+4: []

Document Date: []

Accounting Period: []

Reporting Accounting Period: []

Document Classification: []

Security Org: GSA

Suppress Printing

Spending Override

4. On the “Header” tab, populate the Pegasys system required fields and GSA Business Process required fields in the following sections. The Pegasys system required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but are required to be populated per the business process of each business line. For details on these fields, refer to **BAAR Guide 10 of 10, Section C.10.5**.
 - a. General
 - b. User Defined Fields

- c. External System Information.

Figure 167: User Defined Fields on SV for Imputed Rent

– User Defined Fields

Assignment Code

Figure 168: External System Information Fields on SV for Imputed Rent

– External System Information

Site ID

System ID

External System Document Number

5. Select the **Accounting Lines** tab.
6. Select the **Add** button.

Figure 169: Add Button on SV Accounting Lines Tab

ACCOUNTING LINES

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

Accounting Line Contracts Pay

No results

<input type="checkbox"/>	Line Number	Line Type	Amount	Transaction Event	Increase/Decrease	Transaction Type
Total Header Funded Amou						

References... **Add** Copy Remove Reset Replace

NOTE: To modify an accounting line, select the checkbox by the row and then select the ‘Accounting Line’ link to open the page. To delete an existing line, select the line by highlighting its tab and select on the **Remove** button.

The Accounting line is displayed.

Figure 170: SV Accounting Line

The screenshot shows the 'ACCOUNTING LINE' form with the following fields:

- General Section:**
 - Line Number: 1
 - Line Type: [Dropdown]
 - Transaction Type: [Star icon]
 - Transaction Event: Expenditure
 - Increase/Decrease: Increase
 - Obligation FY: [Text]
 - Statement Number: [Text]
 - Generate button
- Accounting Details Section:**
 - Original Accounting Period: [Text]
 - Receivable Type: [Text]
 - PCAS Surcharge: [Text]
 - Source Number: [Text]
 - SF-224 Reclassification: [Checkbox]
 - TROR Classification: [Dropdown]
 - TROR Category: [Dropdown]
 - TROR Collection Type: [Dropdown]
 - Related Statement Number: [Text]
 - Referenced Statement Number: [Text]

7. On the “Accounting Lines” tab, populate the Pegasys system required fields and GSA Business Process required fields in the following sections. The Pegasys system required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but are required to be populated per the business process of each business line. For details on these fields, refer to **BAAR Guide 10 of 10, Section C.10.5**.
 - a. General
 - b. Vendor Information
 - c. Line Amounts
 - d. Accounting Dimensions
 - i. User Defined Fields

Figure 171: SV Accounting Lines Tab - Transaction Event

The screenshot shows a close-up of the 'Transaction Event' dropdown menu. The menu is open, showing the following options:

- Expenditure (highlighted in blue)
- Revenue
- G/L Transfer
- Budget Correction

The dropdown menu is highlighted with a red rectangular box.

Figure 172: SV Accounting Lines Tab - General Information

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

ACCOUNTING LINE

Accounting Line Contracts Pay

Item 1 of 1

General

Line Number	<input type="text" value="1"/>	Original Accounting Period	<input type="text"/>
Line Type	<input type="text"/>	Receivable Type	<input type="text"/>
Transaction Type	<input type="text"/>	PCAS Surcharge	<input type="text"/>
Transaction Event	Expenditure	Source Number	<input type="text"/>
Increase/Decrease	Increase	<input type="checkbox"/> SF-224 Reclassification	
Obligation FY	<input type="text"/>	TROR Classification	<input type="text"/>
Statement Number	<input type="text"/> <input type="button" value="Generate"/>	TROR Category	<input type="text"/>
		TROR Collection Type	<input type="text"/>
		Related Statement Number	<input type="text"/>
		Referenced Statement Number	<input type="text"/>

Figure 173: SV Accounting Lines Tab - Vendor Information and Line Amounts

Vendor Information

Vendor

* Vendor

Address Name

Figure 174: SV Accounting Lines Tab - Accounting Dimensions

Accounting Dimensions

Template

* BBFY	EBFY	Fund	Region	Default	Org Code	Program
Project Code	Activity	Sub-Object Class	Revenue Source		Building #	Location/System
Vehicle Tag #	Work Item	Lease #	Reimbursable Sub-Object Class		Cost Organization	YBA
BETC	Cohort Yr	PRC				

Figure 175: SV Accounting Lines Tab: User Defined Fields

User Defined Fields

Lease Number

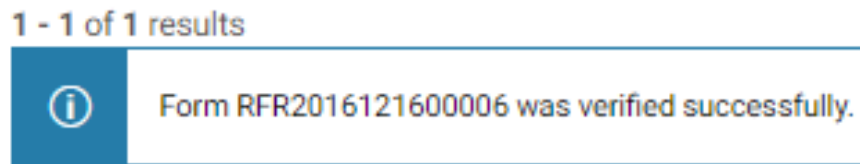
Description

Description

Extended Description

8. Select the **Verify** button.

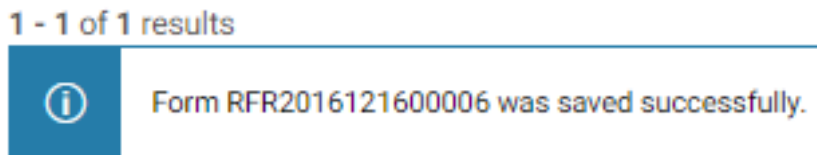
NOTE: The Accomplished Date will default upon verify or process.

Figure 176: Successful Verification Message on SV

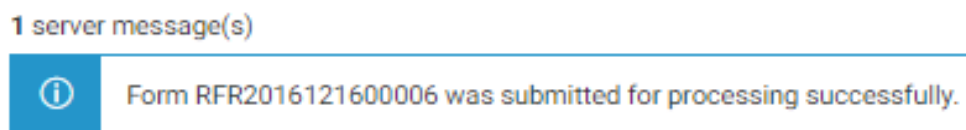
NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the **Verify** button again.

NOTE: Forms in Held and Rejected status can be routed for review prior to submission. When initiating a review, the form can be routed to one or more reviewers in the Review Form Modal Window. Reviewers then can enter comments and/or suggest changes to the form. Users can accept/reject individual comments or reply to document a resolution. The Review Form Workflow & Commenting QRG (<https://corporateapps.gsa.gov/applications/financial-apps/pegasys/>) provides more details.

9. Select the **Save** button.

Figure 177: Successful Save on BD Correction

10. Select the **Submit** button.
11. If no errors are encountered upon selecting the **Submit** button, a message appears stating that the form has successfully processed.

Figure 178: Successful Submission on SV

4.5.5.2 Correct Standard Voucher (SV) - Imputed Rent

To correct a Standard Voucher (SV) Imputed Rent document, the user must have the appropriate security permissions. SVs cannot be amended; therefore, the only way to update or edit an Accrual transaction is via the “Correct” function. SV forms that are sent via FM ESB (automated process) will be stored in Pegasys as rejected forms if there are errors with the Pegasys data included on the file layout.

Steps to Correct a General System Standard Voucher (SV) form (Imputed Rent)

1. Navigate to Transactions → Form Document Selection.

NOTE: The document can also be corrected from Transactions → General System → Correct.

Figure 179: Form/Document Selection for SV Correction

FORM/DOCUMENT SELECTION

Form/Document Selection

The fields designated as (OFF) indicate the fields that are Optimized For Performance when executing a search on this page. Failure to populate at least one OFF field may result in a search that causes a system timeout and/or overall degraded system performance for all users.

Please enter a To and From Date range of less than one month when searching for documents.

Search Criteria

Subsystem

Document Type (OFF)

Document Number (OFF)

Amendment / Modification Number

Document Category

Accounting Period To

From Date (OFF) To

System ID

Document Status (OFF)

Processed Rejected

Canceled Archived

Scheduled Pending Approval

Held

User ID

Security Org

Title/ Contract Number (OFF)

Vendor

Code (OFF)

UEI

DUNS

Designated Agent - ALC

AAC/DODAAC

TIN (SSN/EIN)

EFT Indicator

Customer Account

2. **REQUIRED** - Enter the Document Number or the Line Level Statement Number.

Figure 180: Statement Number or Document Number on SV Correction

Pegasys / Transactions / Form/Document Selection

FORM/DOCUMENT SELECTION

Form/Document Selection

The fields designated as (OFF) indicate the fields that are Optimized For Performance when executing a search on this page. Failure to populate at least one OFF field may result in a search that causes a system timeout and/or overall degraded system performance for all users.

Please enter a To and From Date range of less than one month when searching for documents.

Search Criteria

Subsystem

Document Type (OFF)

Document Number (OFF)

Amendment / Modification Number

Document Category

Accounting Period To

From Date (OFF) To

System ID

Document Status (OFF)

Processed Rejected

Canceled Archived

Scheduled Pending Approval

Held

User ID

Security Org

Title/ Contract Number (OFF)

Vendor

Code (OFF)

UEI

DUNS

Designated Agent - ALC

AAC/DODAAC

TIN (SSN/EIN)

EFT Indicator

Customer Account

NOTE: Enter as many details for the transaction as available. See **BAAR User Guide 3 of 10, Section 4.6.4** for how to query on Form/Document Selection.

3. Select the **Search** button to execute the query.
4. Select the record of the document to correct.

Figure 181: Search Results on Form/Document Selection

Document Type	Document Number	Amendment / Modification Number	Temporary Amendment Number	Title	Document Date	Document Status	User ID
SR	RFR2016121600006			AMR0320	12/16/2016	Processed	narbach@mpj.com

...

10 per page << Page 1 of 1 >>

NOTE: Standard Vouchers (SV) cannot be amended.

5. Select the **Correct** button to open the document in Correct Mode.

NOTE: If the document was previously processed, the document status will show as CORRECT. If the form was HELD or REJECTED, the document status will not show as CORRECT.

6. The Header page is displayed.

Figure 182: SV Header for Correction

7. Correct the incorrect information or add information to the Standard Voucher (SV) Imputed Rent document.

NOTE: If the form was rejected as part of the Form Import Process, add any additional data or update the data on the form.

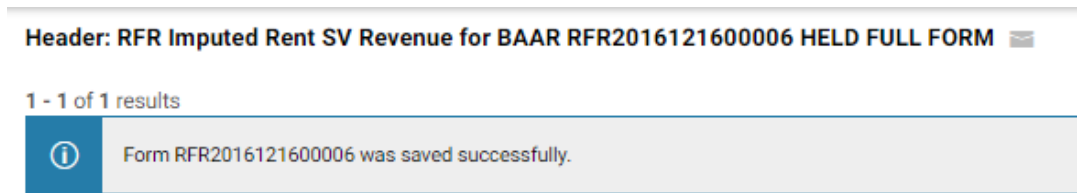
8. Select the **Verify** button.

NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again.

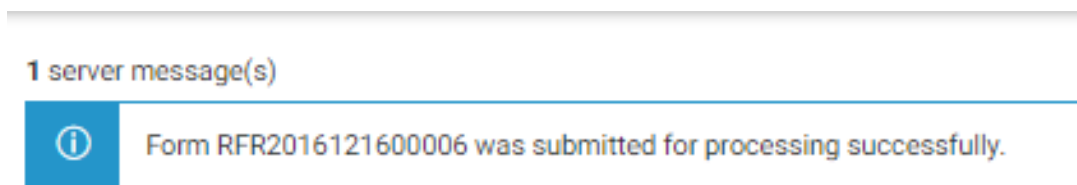
NOTE: Forms in Held and Rejected status can be routed for review prior to submission. When initiating a review, the form can be routed to one or more reviewers in the Review Form Modal Window. Reviewers then can enter comments and/or suggest changes to the form. Users can accept/reject individual comments or reply to document a resolution. The Review Form Workflow & Commenting QRG (<https://corporateapps.gsa.gov/applications/financial-apps/pegasys/>) provides more details.

Figure 183: Verify Button on SV Correction

9. Select the **Save** button.

Figure 184: Successful Verify on SV Correction

10. Select the **Submit** button.
11. If no errors are encountered upon selecting the **Submit** button, a message appears stating that the form has been submitted for processing.

Figure 185: Successful Processing Message on SV Correction

12. Navigate back to Form Document Selection and query the document following the steps above in order to confirm the updates have processed successfully.

NOTE: Querying the document is an optional step, but a good habit when submitting corrections/amendments.

4.5.5.3 Query Standard Voucher (SV) - Imputed Rent

Imputed Rent SV information can be viewed on the following Pegasys queries:

- Transactions/ Form/ Document Selection
- Queries/General Ledger/GL Account Detail
- Queries/General System/Transaction Journal Query.

For further Query information, refer to **Section 4.6**.

For more information about Standard Vouchers (SV), see **Section 4.5.6** for information on Accrual SVs.

4.5.6 Standard Voucher (SV) - Accrual

Income Accruals are recorded using Standard Voucher (SV) document types within Pegasys. The Vendor (or customer) is recorded at the accounting line level, which allows one SV to be entered for multiple customers if desired. Accruals will be entered to record income to account for billings not received prior to month end.

Accruals are different than billing documents and internal vouchers in that the accrual is acting as a supplemental transaction that records the GL impact of the billing transactions prior to the documents actually processing. The Accrual is used as a placeholder in order to record the GL/Budget impact in the correct accounting period even though the bill has yet to be recorded. Accruals can be reversed automatically so that the reversal of the accrual coincides with the income transaction. Automatically reversing accruals are reversed in a future accounting period. GSA will use self-reversing accruals to record GSA's income that was not received by Pegasys prior to the monthly billing cycle. Billing transactions that occur after the billing cycle run but before the end of the month will be accrued. Accruals are then automatically reversed using the GSREVERSE batch process within Pegasys.

For more information about Standard Vouchers (SV), see **Section 4.5.5** for information on Imputed Rent SVs.

See **BAAR User Guide 10 of 10, Appendix C.10** for additional types of SV documents.

4.5.6.1 Manual Creation of Standard Voucher (SV) - Accrual

Standard Vouchers (SVs) are currently used in Pegasys Accounts Payable transactions, and also will be used in a variety of Accounts Receivable (BAAR) transactions. SVs will be used to record BAAR transactions including but not limited to the following: Allowance for Loss Transactions, Accruals, Surcharges, Cost Transfers, Inventory Adjustments, and Warehouse Receipts and Adjustments. Please consult with management to obtain an understanding of the approval process and documentation required to create an SV manually.

Please see the Pegasys Purchasing User Guide for more information on Standard Vouchers (SV) and Accounts Payable.

For more information about Standard Vouchers (SV), see **Section 4.5.5** for information on Imputed Rent SVs.

To create a Standard Voucher (SV) for use in billing accruals, follow the below steps.

The users are required to populate the following types of fields to create the Internal Voucher.

- **Pegasys System Required fields** - These fields have the red asterisk and the system throws hard error when they are left blank.
- **GSA Business process required fields** - These fields are optional in Pegasys but required to be populated per the business process of each Business line.

Steps to Create a General System Standard Voucher (SV) Form (Accruals)

1. Navigate to Transactions → General System → New → Standard Voucher.
The New Standard Voucher page is displayed.

Figure 186: Form/Document Selection for SV Accruals

NEW STANDARD VOUCHER

[New Standard Voucher](#)

* Document Type

Document Number Format Prefix

Security Org

* Document Number

Title

Copy Document None
 Copy From
 Copy Forward

File

[Go to top of Main Content](#)

2. **REQUIRED** - Document Type.

NOTE: Only manual document types are used for online creation.

3. **REQUIRED:** Select the **Generate** button to generate a **Document Number**. A unique document number will be generated in the **Document Number** field. Once the document number is generated, the **Generate** button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

NOTE: The Document Number Formats are defined per document type and business line. For example: the Document Number format for ‘RMA’ is the document type of Standard Voucher (SV) form followed by the year, month and day, combined with 4 incremented digits. (e.g., RMAYYYYMMDD####).

The complete list of Document Number formats is defined in the Configuration Spreadsheet and the Pegasys Document Number Formats Reference table.

4. Select the **Finish** button.

The Header page is displayed.

Figure 187: SV Header (Accrual) - New

General

Document Type

Status

Document Number

Title

Issued By

Automatic Reversal

Reversal Accounting Period

Reverse After Period

Agency DUNS Number

Agency DUNS+4

Document Date

Accounting Period

Reporting Accounting Period

Document Classification

Security Org

Suppress Printing

Spending Override

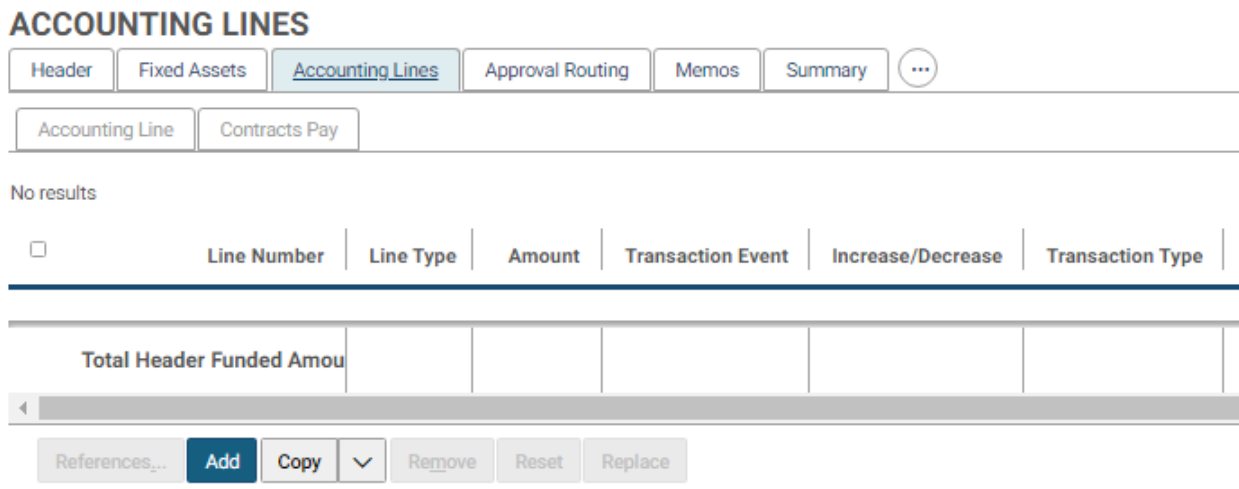
NOTE: The Accounting Period, Reporting Accounting Period will default to the current date when these fields are left blank and the form is verified or processed.

5. On the “Header” tab, populate the Pegasys System required fields and GSA Business Process required fields in the following sections. The Pegasys System required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but required to be populated per the business process of each Business line.

For details on these fields, refer to **BAAR Guide 10 of 10, Section C.10.2.**

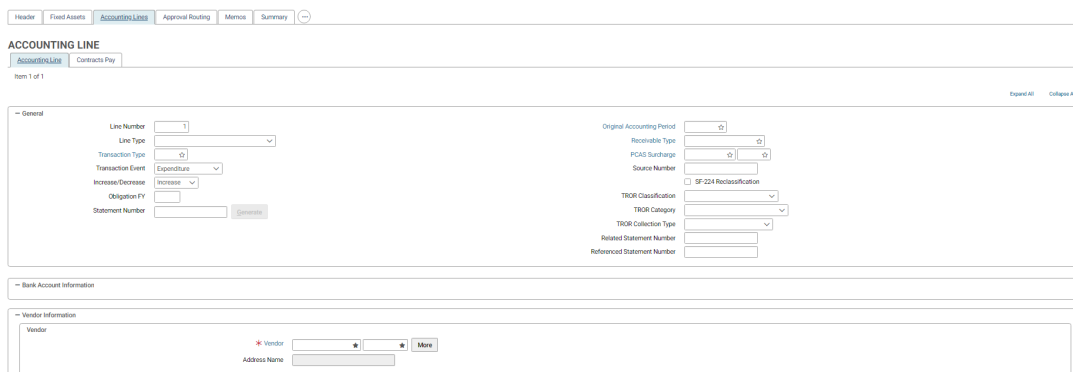
- a. General
 - b. User Defined Fields
 - c. Description
6. Select the **Accounting Lines** tab.
 7. Select the **Add** button.

Figure 188: Add Button for SV Accounting Line (Accruals)



NOTE: To modify an accounting line, select the checkbox by the row and then select the ‘Accounting Line’ link to open the page. To delete an existing line, select the line by highlighting its tab and select on the **Remove** button.

Figure 189: SV Accounting Line (Accruals)



The Accounting line is displayed.

8. On the “Accounting Lines” tab, populate the Pegasys System required fields and GSA Business Process required fields in the following sections. The Pegasys System required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but required to be populated per the business process of each Business line. For details on these fields, refer to **BAAR Guide 10 of 10, Section C.10.2**.
 - a. General
 - b. Vendor
 - c. Line Amounts
 - d. Accounting Dimensions:
 - i. Select the **Default** button after entering the Accounting template to populate the accounting dimensions from the template.

NOTE: The correct Transaction Type value will default as a result of selecting the Verify button.

Figure 190: SV Accounting Line Information (Accrual)

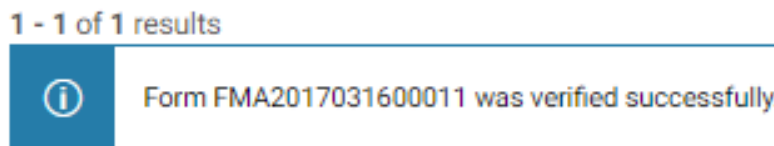
The screenshot shows the 'Accounting Dimensions' form. It includes a 'Template' dropdown menu and a 'Default' button. The form is organized into several columns of input fields, many with dropdown arrows:

- Column 1:** * BFFY (with a red asterisk), Project Code, Vehicle Tag #, BETC.
- Column 2:** EBFY, Activity, Work Item, Cohort Yr.
- Column 3:** Fund, Sub-Object Class, Lease #, PRC.
- Column 4:** Region, Revenue Source, Reimbursable Sub-Object Class.
- Column 5:** Org Code, Building #, Cost Organization.
- Column 6:** Program, Location/System, VBA.

9. Select the **Verify** button.

NOTE: The Accomplished Date will default upon verify or process.

Figure 191: Successful Verification (SV Accrual) - New

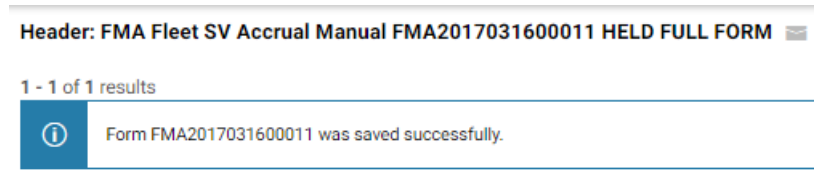


NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again.

NOTE: Forms in Held and Rejected status can be routed for review prior to submission. When initiating a review, the form can be routed to one or more reviewers in the Review Form Modal Window. Reviewers then can enter comments and/or suggest changes to the form. Users can accept/reject individual comments or reply to document a resolution. The Review Form Workflow & Commenting QRG (<https://corporateapps.gsa.gov/applications/financial-apps/pegasys/>) provides more details.

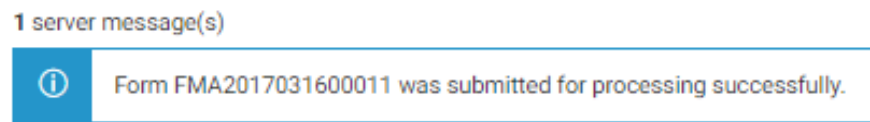
10. Select the **Save** button.

Figure 192: Successful Save (SV Accrual) - New



11. Select the **Submit** button.
12. If no errors are encountered upon selecting the **Submit** button, a message appears stating that the form has successfully processed.

Figure 193: Successful Submission (SV Accrual) - New



4.5.6.2 Correct Standard Voucher (SV) - Accrual

To correct a Standard Voucher (SV) Accrual document, the user must have the appropriate security permissions. SVs cannot be amended; therefore, the only way to update or edit an Accrual transaction is via the “Correct” function.

For more information about Standard Vouchers (SV), see **Section 4.5.5** for information on Imputed Rent SVs.

Steps to Correct a General System Standard Voucher (SV) Form (Accruals)

1. Navigate to Transactions → Form Document Selection.

NOTE: The document can be corrected from Transactions → General System → Correct.

Figure 194: Form/Document Selection (SV Accrual Correction)

FORM/DOCUMENT SELECTION

Form/Document Selection

The fields designated as (OFF) indicate the fields that are Optimized For Performance when executing a search on this page. Failure to populate at least one OFF field may result in a search that causes a system timeout and/or overall degraded system performance for all users.

Please enter a To and From Date range of less than one month when searching for documents.

<p>Search Criteria</p> <p>Subsystem <input type="text"/></p> <p>Document Type (OFF) <input type="text"/></p> <p>Document Number (OFF) <input type="text"/></p> <p>Amendment / Modification Number <input type="text"/></p> <p>Document Category <input type="text"/></p> <p>Accounting Period <input type="text"/></p> <p>From Date (OFF) <input type="text"/> To <input type="text"/></p> <p>System ID <input type="text"/></p>	<p>Document Status (OFF)</p> <p><input checked="" type="checkbox"/> Processed <input checked="" type="checkbox"/> Rejected</p> <p><input checked="" type="checkbox"/> Cancelled <input type="checkbox"/> Archived</p> <p><input checked="" type="checkbox"/> Scheduled <input checked="" type="checkbox"/> Pending Approval</p> <p><input checked="" type="checkbox"/> Held</p> <p>User ID <input type="text"/></p> <p>Security Org <input type="text"/></p> <p>Title/Contract Number (OFF) <input type="text"/></p>
<p>Vendor</p> <p>Code (OFF) <input type="text"/> *</p> <p>UE <input type="text"/></p> <p>DIUNS <input type="text"/></p> <p>Designated Agent - ALC <input type="text"/> *</p> <p>AAC/DODAAC <input type="text"/></p>	<p>TIN (SSN/EIN) <input type="text"/></p> <p>EFT Indicator <input type="text"/></p> <p>Customer Account <input type="text"/></p>

Search Clear

2. **REQUIRED:** Enter the Document Number or the Line Level Statement Number.

Figure 195: Enter Statement/Document Number (SV Accrual Correction)

Form/Document Selection

The fields designated as (OFF) indicate the fields that are Optimized For Performance when executing a search on this page. Failure to populate at least one OFF field may result in a search that causes a system timeout and/or overall degraded system performance for all users.

Please enter a To and From Date range of less than one month when searching for documents.

Search Criteria

Subsystem: General System

Document Type (OFF): FMA Fleet SV Accrual Manual

Document Number (OFF): FMA2017031600011

Amendment / Modification Number: []

Document Category: []

Accounting Period: [] To []

From Date (OFF): [] To []

System ID: []

Document Status (OFF)

Processed Rejected

Canceled Archived

Scheduled Pending Approval

Held

User ID: []

Security Org: []

Title/ Contract Number (OFF): []

NOTE: Enter as many details for the transaction as available. See **BAAR User Guide 3 of 10, Section 4.6.4** for how to query on Form/Document Selection.

3. Select the **Search** button to execute the query.
4. Select the record of the document to correct.

Figure 196: Document Correction Selection

1 - 1 of 1 results

Document Type	Document Number	Amendment / Modification Number	Title	Document Date	Document Status	User ID
FMA	FMA2017031600011		MILESACC	02/01/2018	Processed	alr01e92

NOTE: Standard Vouchers (SV) cannot be amended.

5. Select the **Correct** button to open the document in Correct Mode.

NOTE: If the document was previously processed, the document status will show as CORRECT. If the form was HELD or REJECTED, the document status will not show as CORRECT.

6. The Header page is displayed.

Figure 197: SV Header (Accrual) - Correct

General

Document Type: FMA Fleet SV Accrual Manual

Status: CORRECT

Document Number: FMA2017031600011

Title: MILESACC

Issued By: []

Automatic Reversal

Reversal Accounting Period: 07/2017

Reverse After Period: []

Agency DUNS Number: []

Agency DUNS+4: []

Original Document Date: 02/16/2017

Reset Document Date

Document Date: []

Accounting Period: []

Reporting Accounting Period: []

Document Classification: []

Security Org: GSA

Suppress Printing

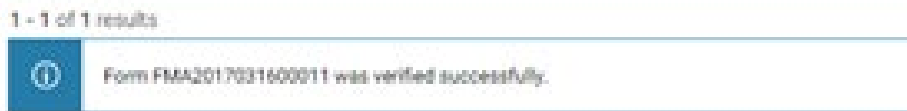
Spending Override

7. Correct the incorrect information or add information to the Standard Voucher (SV) accrual document.
8. Select the **Verify** button.

NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again.

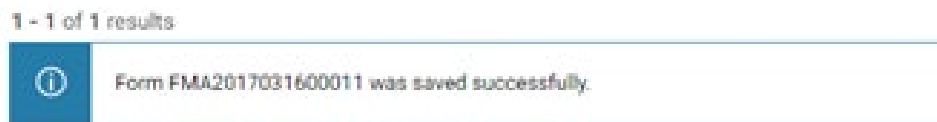
NOTE: Forms in Held and Rejected status can be routed for review prior to submission. When initiating a review, the form can be routed to one or more reviewers in the Review Form Modal Window. Reviewers then can enter comments and/or suggest changes to the form. Users can accept/reject individual comments or reply to document a resolution. The Review Form Workflow & Commenting QRG (<https://corporateapps.gsa.gov/applications/financial-apps/pegasys/>) provides more details.

Figure 198: Successful Verification (SV Accrual) - Correct



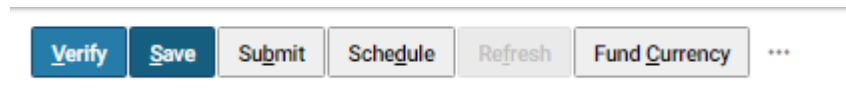
9. Select the **Save** button.

Figure 199: Successful Save (SV Accrual) - Correct



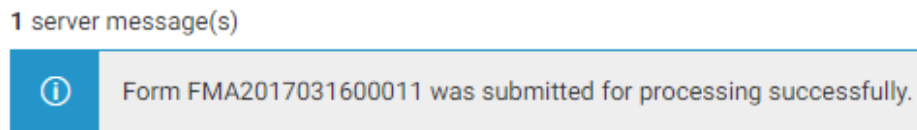
10. Select the **Submit** button.

Figure 200: Submit Button (SV Accrual)



NOTE: If no errors are encountered upon selecting the **Submit** button a message appears stating that the form has been submitted for processing.

Figure 201: Successful Submission (SV Accrual)-Correct



11. Navigate back to Form Document Selection and query the document following the steps above in order to confirm the updates have processed successfully.

NOTE: Querying the document is an optional step, but a good habit when submitting corrections/amendments.

4.5.6.3 Cancel Standard Voucher (SV) - Accrual

To cancel a Standard Voucher (SV) Accrual document, the user must have the appropriate security permissions.

NOTE: If a user calls and says that they mis-keyed something, but the entry will still be received, Region 6 will correct the transaction to \$0.00 rather than cancelling.

See **Section 4.5.6.2.**

For more information about Standard Vouchers (SV), see **Section 4.5.5** for information on Imputed Rent SVs.

1. Navigate to Transactions → Form Document Selection.

NOTE: The document can also be canceled from Transactions → General System → Cancel.

Figure 202: Form/Document Selection (SV Accrual Cancellation)

2. **REQUIRED:** Enter the Document Number or the Line Level Statement Number.

Figure 203: Statement and Document Number Search on Form/Document Selection (SV Accrual Cancellation)

NOTE: Enter as many details for the transaction as available. See **BAAR User Guide 3 of 10, Section 4.6.4** for how to query on Form/Document Selection.

3. Select the **Search** button to execute the query.
4. Select the record of the document to cancel.

Figure 204: Form/Document Selection for SV Accrual Cancellation

1 - 1 of 1 results

Document Type	Document Number	Amendment / Modification Number	Title	Document Dat
FMA	FMA2017031600011		MILESACC	02/01/2018

5. Select the **Cancel** button to open the document in Cancel Mode.
6. The Header page is displayed.

Figure 205: Header Tab on SV Accrual Cancellation

General

Document Type	FMA	Fleet SV Accrual Manual	Original Document Date	03/16/2017
Status	PENDINGCANCELLATION		Document Date	
Document Number	FMA2017031600011		Accounting Period	
Title	MILESACC		Reporting Accounting Period	
Issued By			Document Classification	
	<input checked="" type="checkbox"/> Automatic Reversal		Security Org	GSA
Reversal Accounting Period	07/2017		<input type="checkbox"/> Suppress Printing	
Reverse After Period			<input type="checkbox"/> Spending Override	
Agency DUNS Number				
Agency DUNS+4				

7. **REQUIRED:** Enter the **Cancel Reason**.

Figure 206: Cancel Reason on SV Cancellation

Cancel Reason

* Cancellation Reason

CANCELLATION

8. Select the **Verify** button.

Figure 207: Successful Verify on SV Accrual Cancellation

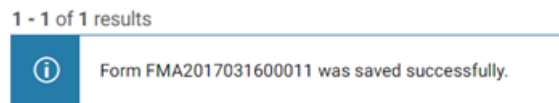


NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again.

NOTE: Forms in Held and Rejected status can be routed for review prior to submission. When initiating a review, the form can be routed to one or more reviewers in the Review Form Modal Window. Reviewers then can enter comments and/or suggest changes to the form. Users can accept/reject individual comments or reply to document a resolution. The Review Form Workflow & Commenting QRG (<https://corporateapps.gsa.gov/applications/financial-apps/pegasys/>) provides more details.

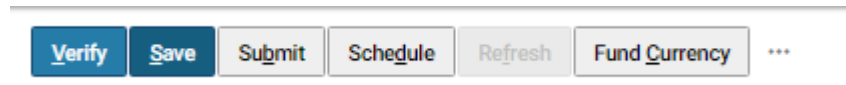
9. Select the **Save** button.

Figure 208: Successful Save on SV Accrual Cancellation



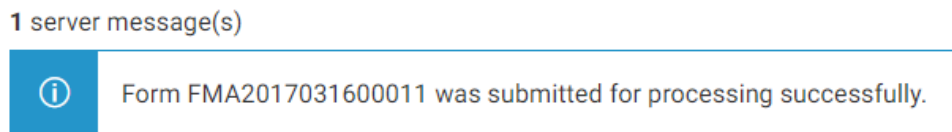
10. Select the **Submit** button.

Figure 209: Successful Submission on SV Accrual Cancellation



NOTE: If no errors are encountered upon selecting the Submit button a message appears stating that the form has been submitted for processing.

Figure 210: Successful Submission of SV Accrual Cancellation



NOTE: Cancellations on accrual document types like AMA, GMA, MMA, RMA and FMA will be routed through workflow for approval. See **BAAR User Guide 1 of 10, Section 4.19** for information on Workflow Management and Form Approval.

11. To check the status of the document, navigate back to Form Document Selection.

Figure 211: Form/Document Selection Confirmation of Processed SV Cancellation

When the document has been approved, the document status will be Canceled.

Figure 212: Form/Document Selection Confirmation of Processed SV Cancellation - Canceled Status

1 - 1 of 1 results

Document Type	Document Number	Amendment / Modification Number	Title	Document Date	Document Status
<input type="radio"/> FMA	FMA2017031600011		MILESACC	02/01/2018	Canceled

Correct Cancel Delete View Reference Query Amend/Modify ... 10 per page

4.5.6.4 Query Standard Voucher (SV) - Accrual

Accrual information can be viewed on the following Pegasys queries:

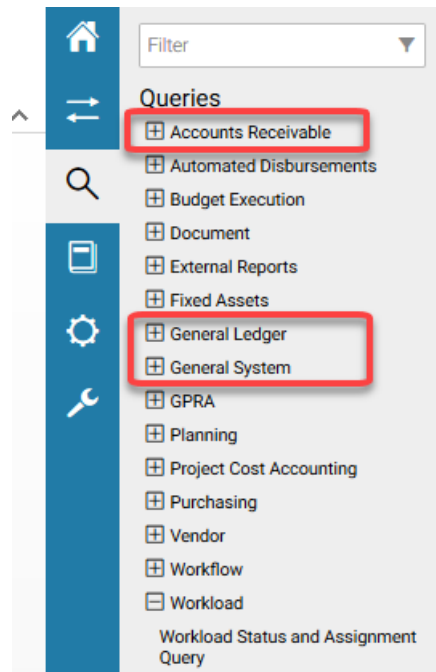
- Transactions/Form/Document Selection
- Queries/General Ledger/GL Account Detail
- Queries/General System/Transaction Journal Query.

For further Query information, refer to **Section 4.6**.

For more information about Standard Vouchers (SV), see **Section 4.5.5** for information on Imputed Rent SVs, and **BAAR User Guide 1 of 10, Section 4.16.2**.

4.6 BAAR Queries

Pegasys queries can be used to research, reconcile and track billing activity. Users can retrieve billing information for processed bills on the following queries:

Figure 213: General Ledger and General System

- Queries → Accounts Receivable → Billing Query.
- Queries → Accounts Receivable → Billing Statement Query.
- Queries → General System → G-Invoicing/IPAC Staging Query.
- Queries → General System → G-Invoicing/IPAC Reconciliation Activity Query.
- Transactions → Form/Document Selection.
- Queries → General Ledger → GL Account Detail Query.

For querying Detail Billing Records, see **BAAR User Guide 1 of 10, Section 4.2**. For querying Agreements, see **BAAR User Guide 1 of 10, Section 4.3**.

NOTE: Query performance is improved with each additional search criteria entered. For example, rather than simply entering business line of “FLEETLEASN”, enter the Bill/Statement Number, Date range and any additional billing detail that can be provided. Users should not execute “Blind” queries, meaning no search criterion is entered.

4.6.1 Search Functionality

4.6.1.1 Basic Search

Basic Search provides a number of fields to perform searches on. User may search on one or multiple fields.

Figure 214: Basic Search

Billing Query

Basic Search | Advanced Search

Document Type

Document Number

Vendor

Bill Generated Date To

Collection Due Date To

Bill Type

Receivable Type

Bill Generated Flag

Rebill

Selected For IPAC

Business Line

Bill Status

Debt Age Categories

- 1 - 30 Days
- 31 - 60 Days
- 61 - 90 Days
- 91 - 120 Days
- 121 - 150 Days
- 151 - 180 Days
- 181 - 365 Days
- 1 - 2 Years
- 2 - 6 Years
- 6 - 10 Years
- Over 10 Years
- Current

4.6.1.2 Advanced Search

With the Advanced Search functionality, users can narrow their search results through Advanced Search filters. For example, users can search for a Document Status that is “Processed” and a Document Type that is equal to a “RE7”. Users are able to select from various criteria through a dropdown menu. Multiple filters can be included in a search; additional filters to narrow search results further can be added by selecting the Actions → New Filter button.

Figure 215: Advanced Search

Billing Query

Basic Search | **Advanced Search**

Select preconfigured search

New Query **Actions**

Tell us what the query does.

Select field name

Figure 216: Advanced Search and Filter Criteria

New Query Actions

Tell us what the query does.

Match All Match Any

Document Type = RE7 AND

Document Date > 02/01/2017 AND

Document Number = RE72018020700007 AND

No results

<input type="checkbox"/>	Document Type	Document Number	Billing Reference Number	Statement Number	Principal Amount	Interest Amount	Penalty Amount
<div style="display: flex; justify-content: space-between;"> Details View Document View Case History Detail Billing </div>							

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Figure 217: Advanced Search - Search Results

1 - 1 of 1 results

DOCUMENT	AMOUNT	VENDOR	STATUS	DATE	USER	ACTIONS
+ no title specified RE7 RE72018020700007	\$4,601.66	GOVERNMENT ACCOUNTABILITY OFFICE	Processed			<input type="button" value="ACTIONS"/>

Document Number: [RE72018020700007](#)

The following queries utilize Advanced Search:

- Transactions
 - o Form/Document Selection
- Accounts Receivable
 - o Billing Query
 - o Collections Query
- General Ledger
 - o GL Account Detail Query
- General System
 - o IPAC Import Query

- o G-Invoicing/IPAC Staging Query
- o G-Invoicing/IPAC Reconciliation Activity Query
- o G-Invoicing/IPAC Completed Reconciliation Query
- o G-Invoicing/IPAC Outbound Query
- Project Cost Accounting
 - o Agreement Query

4.6.1.2.1 All vs. Any Search

When multiple search criteria are added, the user can select if the search results will return only exact matches from all of the filters, or if the results should return records that meet the criteria of any single filter. This is accomplished through the “Match All” or “Match Any” radio buttons. For example, if a user has two filters where the Document Type is equal to “RE7” and Document Number is equal to “RE72018020700007”, selecting Matching All will return results when only both Document Type and Number criteria are met. Selecting Match Any would return results if either Document Type or Number criteria was met; any RE7 Document Types or any Document Number RE72018020700007.

Figure 218: Match All and Match Any Filter Criteria

Tell us what the query does.

Match All Match Any

<input type="text" value="Select field name"/>	=	<input type="text" value="Enter a Value"/>	 AND
<input type="text" value="Select field name"/>	=	<input type="text" value="Enter a Value"/>	

4.6.1.2.2 Grouping Search

To organize filters, users may also create “Groups” within the Advanced Search. If the user chooses to Save the query to be utilized in the future, the Group functionality will allow them to locate and modify filters with greater ease. The Match All/Any functionality may also be used with Grouped filters, providing greater flexibility to searches. For example, when multiple filters or filter Groups exist, the user can determine if results should return only records meeting the criteria of all Groups, or if it should return results from the criteria of any Group.

Figure 219: Match All and Match Any Filter Criteria-Grouping Search

4.6.1.2.3 Saving Advanced Search Queries

Once an Advanced Search is created, it may be saved for future use. This allows users to execute their desired searches quickly and easily. This is accomplished through the Save button. To access saved queries, when the user navigates to the Advanced Search screen, saved queries will appear in the “Select preconfigured search” dropdown.

Figure 220: Saving /Accessing Saved Queries

4.6.2 Billing Query

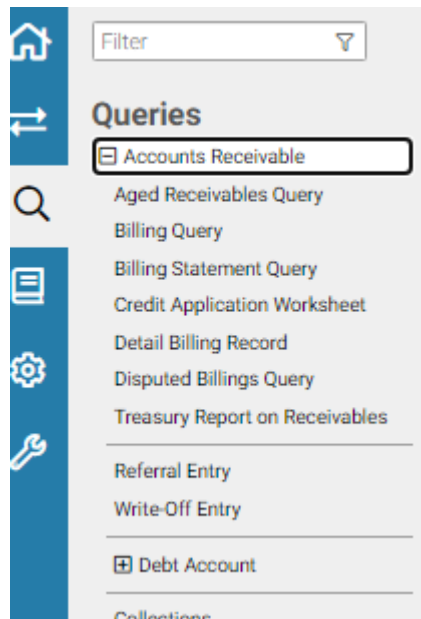
The Billing Query provides the ability to search Billing Documents (BD) with an unliquidated receivable balance (i.e., "outstanding amount"), Billing Documents that are closed, and Billing Documents that are Pending Action.

The Billing Query displays outstanding bill information from the Billing Document header and provides the ability to drill down to view outstanding balances at the accounting line level or the Detail Billing Record (DBR) level.

Queries → Accounts Receivable → Billing Query

- To search for outstanding receivable transactions, enter applicable search criteria and select the Search button.
- To view the details of a record, select the radio button next to the record in the item collection and select the Details button.

Figure 221: Navigation to Billing Query



4.6.2.1 Billing Query Search Parameters and Results

The Billing Query provides the ability to search for outstanding bills using Billing Document (BD) header and accounting line elements. The results of the initial search are provided at the document level (i.e., the results returned include a list of outstanding BDs).

Search criteria for the Billing Query is listed in the table below and includes date range, vendor information, Receivable Type, and Business Line. The Item Collection (search results returned after the query is executed) will include Billing Reference Number, Statement Number, and Outstanding Amount, in addition to the Document Type and Document Number columns. The query also supports Advanced Search to allow the customization of queries to search any value from the Billing Document.

Figure 222: Billing Query Search Criteria - Basic Search

 A screenshot of the 'Billing Query' search interface. It features two tabs: 'Basic Search' (selected) and 'Advanced Search'. The search criteria include: Document Type (with a star icon), Document Number, Vendor (with star icons), Bill Generated Date (with calendar icons), Collection Due Date (with calendar icons), Bill Type (dropdown), Receivable Type (with star icon), Bill Generated Flag (dropdown), Rebill (dropdown), Selected For IPAC (dropdown), Business Line (with star icon), and Bill Status (dropdown set to 'Outstanding'). At the bottom are 'Search' and 'Clear' buttons. On the right, a 'Debt Age Categories' panel lists options: 1 - 30 Days, 31 - 60 Days, 61 - 90 Days, 91 - 120 Days, 121 - 150 Days, 151 - 180 Days, 181 - 365 Days, 1 - 2 Years, 2 - 6 Years, 6 - 10 Years, Over 10 Years, and Current.

Figure 223: Billing Query Additional Search Criteria - Advanced Search

Billing Query

Basic Search **Advanced Search**

Select preconfigured save▼

New Query Actions

Tell us what the query does.

Select field name ▼ * ▼ Enter a Value

Search Clear Save Query

No results

Document Type	Document Number	Billing Reference Number	Statement Number	Billed Total Amount	Principal Amount	Interest Amount	Penalty Amount	System Generated Bill Reduction Amount	Total Write Off Amount	Administration Charges Amount	Outstanding Amount	Credit Total Amount	Credit Outstanding Amount	Title	Document Date	Collection Due Date	Debt Age Category	User ID	Vendor Code	Address Code	Vendor Name	Business Line	Debt Appeal/Forebearance	Rebill For
---------------	-----------------	--------------------------	------------------	---------------------	------------------	-----------------	----------------	--	------------------------	-------------------------------	--------------------	---------------------	---------------------------	-------	---------------	---------------------	-------------------	---------	-------------	--------------	-------------	---------------	--------------------------	------------

10 per page Page 1 of 1

Figure 224: Billing Query Item Collection

Billing Query

Basic Search **Advanced Search**

Select preconfigured save▼

New Query Actions

Tell us what the query does.

Document Number ▼ * ▼ GDMC00948-0000

Search Clear Save Query

1 - 1 of 1 results

Document Type	Document Number	Billing Reference Number	Statement Number	Billed Total Amount	Principal Amount	Interest Amount	Penalty Amount	System Generated Bill Reduction Amount	Total Write Off Amount	Administration Charges Amount	Outstanding Amount	Credit Total Amount	Credit Outstanding Amount	Title	Document Date	Collection Due Date	Debt Age Category	User ID	Vendor Code	Address Code	Vendor Name	Business Line	Debt Appeal/IF
OD	GDMC00948-0000	GOBLEDGDMC00948-0000	MC00948	\$2,277.00	\$2,277.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,277.00	\$0.00	\$0.00		01/06/2021		Over 10 Years	runbatch	C 127245	C 127245	USDA OIGFS NATIONAL FINANCE CENTER	SUPPLY	False

10 per page Page 1 of 1

4.6.2.2 Billing Query Details

The Billing Query page provides information about the outstanding Billing Document (BD) at the header level, including Bill Totals, Credit Totals, amounts collected, credits applied, amounts written off, closed amounts, and outstanding amounts.

Once the user has searched for, selected, and opened the details of a Billing Document returned by the query, in addition to displaying the outstanding bill detail, the Billing Query tab provides the ability to view, view case history, or amend the Billing Document directly from the Billing Query (without the need to search via another query like Form/Document Selection). If one of these action buttons is selected, the BD is opened in a new Pegasys window in the corresponding mode (view, or amend) where the user can then drill down from the header to the corresponding accounting lines and Detail Billing Records (DBRs), when present.

Figure 225: Billing Query: Billing Query Detail

BILLING QUERY

Billing Query | Billing Detail

General

Document Type: GDI
 Document Number: GDI/MC009448-0000
 Statement Number: MC009448
 Title:
 Billing Reference Number: GDI/BILGDI/MC009448-00
 Document Date: 01/06/2021
 Collection Due Date:
 Bill Generated Flag
 Bill Generated Date:
 Security Organization: GSA

External System Document Number:
 Business Line: SUPPLY
 System Generated Bill Reduction Amount: \$0.00

Waiver Flags

- Waive Admin Charges
- Waive Penalty
- Waive Interest on Principal
- Waive Interest on Interest
- Waive Interest on Admin Charges
- Waive Interest on Penalty

Vendor

Vendor: C-127245 | C-127245 | More
 Address Name: USDA OCFO NATIONAL FINANCE C

Bill Totals

Initial Amount	\$2,277.00
Discount Amount	\$0.00
Surcharge Amount	\$0.00
Principal Amount	\$2,277.00
Interest Amount	\$0.00
Admin Charges Amount	\$0.00
Penalty Amount	\$0.00
Bill Total Amount	\$2,277.00

Credit Totals

Principal Credit Closed Amount: \$0.00
 Principal Credit Outstanding Amount: \$0.00

The user can also optionally drill down to the accounting line information from within the query, rather than opening the document, using the second tab, Billing Detail, of the query. The Billing Detail tab provides another opportunity to refine the information returned for the accounting lines with an additional search criteria section.

The Billing Detail page displays the accounting lines associated with the BD record selected in the Item Collection. The Billing Detail page also has additional action buttons allowing the user to navigate quickly to the “Credit Application Worksheet”.

The additional actions will be described in **BAAR User Guide 6 of 10, Section 4.15**.

Figure 226: Billing Query to Billing Detail

BILLING DETAIL

Billing Query | Billing Detail

Billing Document Line | Detail Billing Record

+ Additional Criteria
 + Accounting Dimensions
 + IPAC Criteria

Search

1 - 1 of 1 results

Billing Reference Number	Document Type	Document Number	Line Number	Line Type	Line Amount	State Of Line	Billing Status	Bill Type/Type of Transfer	Debt Appeal/Forebearanc	Rebill	Selected For IPAC	Chargeback End Date	System Generated Bill Reduction Amount	Total Write Off Amount
GDI/BILGDI/MC009448-0000	GDI	GDI/MC009448-0000	1	Normal	\$2,277.00	open	Unbilled	G INV/IPAC	False	False	No		\$0.00	\$0.00

Credit Application | Additional Actions

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Figure 227: Billing Detail Item Collection

BILLING DETAIL

Billing Query [Billing Detail](#)

Billing Document Line [Detail Billing Record](#)

+ Additional Criteria

+ Accounting Dimensions

+ IPAC Criteria

1 - 1 of 1 results

Billing Reference Number	Document Type	Document Number	Line Number	Line Type	Line Amount	State Of Line	Billing Status	Bill Type/Type of Transfer	Debt Appeal/Forebearanc	Rebill	Selected For IPAC	Chargeback End Date	System Generated Bill Reduction Amount	Total Write Off Amount
02NBLGDMC009448 0000	CDR	GDMM009448 0000	1	Normal	\$2,277.00	Open	Unbilled	G-INV/IPAC	False	False	No		\$0.00	\$0.00

10 per page Page 1 of 1

[Go to top of Main Content](#)

Once the user has executed a subsequent query on the bill’s accounting lines, the user can view the line information on the Billing Query Detail → Billing Document Line page (accessed by selecting an accounting line record in the item collection and selecting the Billing Document Line hyperlink at the top of the page). The user can also view the Detail Billing Record information on the Billing Query Detail → Detail Billing Record page (accessed by selecting an accounting line record in the item collection and selecting the Detail Billing Record hyperlink at the top of the page). If the Bill is an IPAC Credit Bill, the user can generate an IPAC Refund Payment from the Billing Document Line page. This action will be described in **BAAR User Guide 6 of 10, Section 4.15.4**.

For IPAC Billing Documents, the Billing Query allows the user to perform the following actions at the accounting line or DBR level: Accept Chargeback, Reject Chargeback, or Generate Write-Off.

Figure 228: Billing Detail to Billing Document Line

Pegasys / Queries / Accounts Receivable / Billing Query / Billing Query / Billing Detail / **Billing Document Line**

Billing Query [Billing Detail](#)

BILLING DOCUMENT LINE

[Billing Document Line](#) [Detail Billing Record](#)

Item 1 of 1

General

Line Number: 1
 Line Type: Normal
 Receivable Type: SUPP
 Source Number: 1274571223BAG
 Related Statement Number:

Totals

Initial Amount: \$2,277.00
 Discount Amount: \$0.00
 Surcharge Amount: \$0.00
 Principal Amount: \$2,277.00
 Interest Amount: \$0.00
 Admin Charges Amount: \$0.00
 Penalty Amount: \$0.00
 Total Amount: \$2,277.00

Additional Information

Period of Performance
 Start Date: 05/01/2017
 End Date: 05/31/2017

Contract Information
 Contracts Number: SUPPLY
 Contracts Line Item Number: NA
 Sub-Contracts Line Item Number:
 Exhibit Contract Line Item Number:
 Delivery Order Number:

[View Document](#) [Amend Document](#) [View Case History](#) [Refresh Bill](#)

Figure 229: Billing Detail to Detail Billing Record

Pegasys / Queries / Accounts Receivable / Billing Query / Billing Query / Billing Detail / Detail Billing Record

Billing Query **Detail Billing Record**

DETAIL BILLING RECORD

Billing Document Line **Detail Billing Record**

Search Criteria

Record Identifier
 Record Date
 Last Modified By
 Charge Period
 Selected For IPAC

Amount To
 Chargeback End Date To
 Debit Voucher Accomplished Date To

General Detail Billing Elements

Credit/Adjustment Indicator
 Advance Indicator

Assignment Agency
 Interfund Indicator

Detail Billing Elements

1 - 1 of 1 results

Record Identifier	Last Modified By	Quantity	Amount	Record Date	Accounting Period	Selected For IPAC	Chargeback End Date	External Surcharge Flag	Billing Method	Surcharge Indicator	Signal Code	DBE Period of Performanc Start Date	Starting Mileage	DBE Period of Performanc End Date	Ending Mileage	Miles Driven	Interfund Indicator	Credit/Adju Indicator	Days Used	Reg	Sys	Unit
01 SUP12322020	hurbachsbm	20.000000	\$44.80	01/05/2021		No		F	X	X	A	12/01/2020		12/31/2020			F			07		An

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4.6.2.3 Billing Query Search Criteria- User-Defined Field Descriptions

NOTE: The search criteria on the Billing Detail page contains many of the same fields as listed for the Billing query.

4.6.2.4 Executing a Query Using the Billing Query

Steps to Execute a Query Using the Billing Query:

1. Navigate to Queries → Accounts Receivable → Billing Query.

The Billing Query page is displayed.

Figure 230: Billing Query Page-Search Criteria Entered

Billing Query

Basic Search **Advanced Search**

Document Type

Document Number

Vendor

Bill Generated Date To

Collection Due Date To

Bill Type

Receivable Type

Bill Generated Flag

Rebill

Selected For IPAC

Business Line

Bill Status

Debt Age Categories

- 1 - 30 Days
- 31 - 60 Days
- 61 - 90 Days
- 91 - 120 Days
- 121 - 150 Days
- 151 - 180 Days
- 181 - 365 Days
- 1 - 2 Years
- 2 - 6 Years
- 6 - 10 Years
- Over 10 Years
- Current

2. Enter the desired and appropriate **Search Criteria**. At a minimum, enter the Document Number or Vendor or some specific criteria.

To search for the monthly billed activity, enter the Bill Generated date range, set the Bill Generated flag to True, and set the Bill Status to Closed.

NOTE: Query performance is improved with each additional search criteria entered. Users should not execute “Blind” queries, meaning no search criterion is entered.

3. Select the **Search** button.
4. The results are returned in the item collection.

Figure 231: Query Results in Item Collection

1 - 1 of 1 results

Document Type	Document Number	Billing Reference Number	Statement Number	Billed Total Amount	Principal Amount	Interest Amount	Penalty Amount	System Generated Bill Reduction Amount	Total Write Off Amount	Administration Charges Amount	Outstanding Amount	Credit Total Amount	Credit Outstanding Amount	Title	Document Date	Collection Due Date	Debit Age Category	User ID	Vendor Code	Address Code	Vendor Name
GDI	GDIMC000004-0000	GDIBILGDMC000004-0000	MC000004	\$112.44	\$112.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$112.44	\$0.00	\$0.00		01/06/2021		Over 15 Years	furba0sumr	C-1342F0	C-1342F0	DEPT OF COMMER NOAA

Go to top of Main Content

5. Select a detail record.
6. The Billing Detail Page is displayed.

NOTE: The user can also view the document from the Billing Detail Page by selecting the View Document Button.

Figure 232: Billing Detail Page

BILLING QUERY

Billing Query | Billing Detail

General

Document Type: GDI
 Document Number: GDIMC000004-0000
 Statement Number: MC000004
 Title:
 Billing Reference Number: GDIBILGDMC000004-0000
 Document Date: 01/06/2021
 Collection Due Date:
 Bill Generated Flag
 Bill Generated Date:
 Security Organization: GSA

External System Document Number:
 Business Line: SUPPLY
 System Generated Bill Reduction Amount: \$0.00

Waiver Flags
 Waive Admin Charges
 Waive Penalty
 Waive Interest on Principal
 Waive Interest on Interest
 Waive Interest on Admin Charges
 Waive Interest on Penalty

Vendor
 Vendor: C-1342F0 | C-1342F0 | More
 Address Name: DEPT OF COMMERCE NOAA

Bill Totals
 Initial Amount: \$112.44
 Discount Amount: \$0.00
 Surcharge Amount: \$0.00
 Principal Amount: \$112.44
 Interest Amount: \$0.00
 Admin Charges Amount: \$0.00
 Penalty Amount: \$0.00
 Bill Total Amount: \$112.44

7. Select the **Billing Detail** tab.

Figure 233: Billing Detail Tab

BILLING DETAIL

+ Additional Criteria

+ Accounting Dimensions

+ IPAC Criteria

8. Select an accounting line.

NOTE: For those documents with many accounting lines, additional search criteria can be entered and a subsequent query performed on the accounting line information. Once in the Billing Detail screen, the search is only executed within the BD selected on the main page.

Figure 234: Billing Document Line

Pegasys / Queries / Accounts Receivable / Billing Query / Billing Query / Billing Detail / **Billing Document Line**

BILLING DOCUMENT LINE

Item 1 of 1

— General

Line Number:
 Line Type:
 Receivable Type:
 Source Number:
 Related Statement Number:

Totals

Initial Amount	<input type="text" value="\$2,277.00"/>
Discount Amount	<input type="text" value="\$0.00"/>
Surcharge Amount	<input type="text" value="\$0.00"/>
Principal Amount	<input type="text" value="\$2,277.00"/>
Interest Amount	<input type="text" value="\$0.00"/>
Admin Charges Amount	<input type="text" value="\$0.00"/>
Penalty Amount	<input type="text" value="\$0.00"/>
Total Amount	<input type="text" value="\$2,277.00"/>

— Additional Information

Period of Performance

Start Date: End Date:

Contract Information

Contracts Number:
 Contracts Line Item Number:
 Sub-Contracts Line Item Number:
 Exhibit Contract Line Item Number:
 Delivery Order Number:

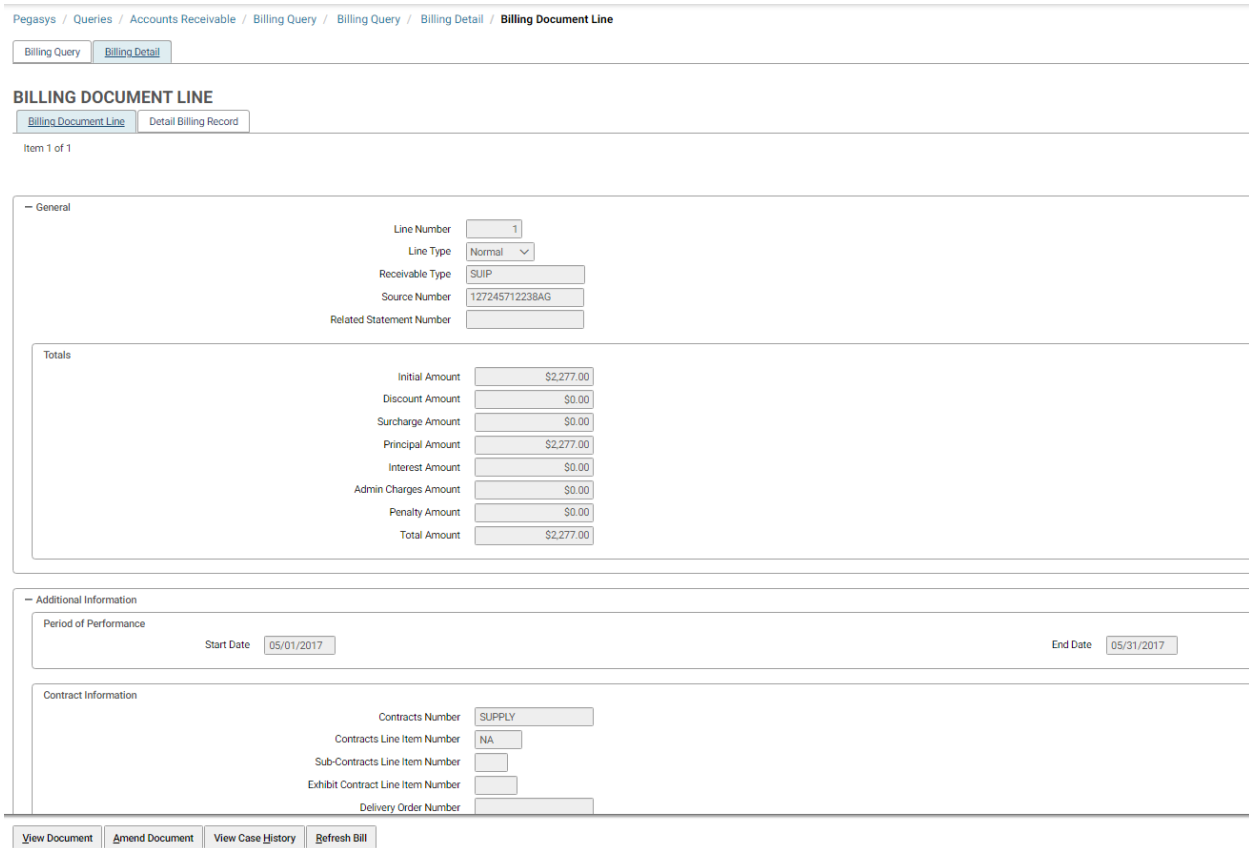
9. Select the Billing Document Line link.

Figure 235: Billing Document Line Link



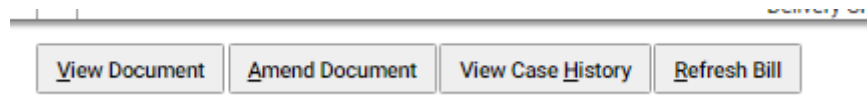
10. View the Billing Document Line page information.

Figure 236: Document Line



11. To view the document, select the **View Document** button.

Figure 237: View Document Button



The document will be opened in a new window in View mode.

Figure 238: View Mode

HEADER

Header Accounting Lines Office Addresses Approval Routing Memos Summary View Case History

General

Document Type: GDI | GS-FAIM IPAC BD

Status: PROCESSED

Document Number: GDMC009448-0000

Statement Number: MC009448

Title: _____

Billed By: _____

Post Code: _____

Number of Lines: 1

Closed Lines: 0

Agency UEI: _____

Agency DUNS Number: _____

Agency EFT Indicator: _____

Bill Generated Flag

Bill Generated Date: _____

Created by: runbatchsumr

Last Modified by: runbatch

Orig Document Date: 01/06/2021

Last Document Date: 01/06/2021

Accounting Period: 04/2021

Reporting Accounting Period: 04/2021

Last Batch Number: _____

Document Classification: _____

Security Org: GSA

Last Modification Number: 0

Business Line: SUPPLY

Vendor Information

Vendor

Vendor: C-127245 | C-127245 |

Address Name: USDA OCFD NATIONAL FINANCE C

Reorganized Vendor

Designated Agent

Vendor: 12400406 | 12400406 |

Address Name: DEPARTMENT OF AGRICULTURE

Bill Amounts

Initial Amount: \$2,277.00

Discount Amount: \$0.00

Surcharge Amount: \$0.00

View in Fund Currency | Add Shortcut | Attachments | Route | References... | ...

4.6.2.5 Billing Query DBR and IPAC Functionality

The following is a list of Billing Query DBR and IPAC functionality:

- Change the IPAC Status (status changes are contingent on whether the selected DBRs are within a single document or span across multiple documents)
 - o Accept Chargeback
 - o Reject Chargeback
 - o Pending Chargeback
 - o Generate Write-Off
 - o Resend to IPAC
 - o Update to Yes
- Ability to Update the Pending Chargeback Amount
 - o Manually change the Pending Chargeback Amount of selected DBRs

Steps to Change the IPAC Status on the Billing Query:

1. Navigate to the Billing Query.
2. Search for and select the desired record(s).

NOTE: If multiple documents are selected on the Billing query, only actions that do not require document re-processing will be made available. Actions that require document re-processing are only available for a single document.

3. Select the **Additional Actions** drop down and the G-Inv/IPAC Status.

Figure 239: Change G-Inv/IPAC Status on the Billing Query

The screenshot shows the PEGASYS Billing Query interface. At the top, there is a search bar and a user profile 'allroles117'. Below the search bar are various filters for 'Bill type', 'Receivable Type', 'Bill Generated Flag', 'Rebill', 'Selected For G-Inv/IPAC', 'Business Line', and 'Bill Status'. There are also checkboxes for age ranges: 151-180 Days, 181-365 Days, 1-2 Years, 2-6 Years, 6-10 Years, Over 10 Years, and Current.

Below the filters is a 'G-Invoicing' section with fields for 'GTSC Number', 'Requester / Servicer Type', 'Order Number', 'Line', and 'Schedule'. There is also a 'G-Invoicing Line Type' dropdown.

The main area displays a table with 2 results. A context menu is open over the table, showing options: 'Reject Chargeback', 'Ending Chargeback', 'Generate Adjustment/Write Off', 'Resend to IPAC', 'Update to Yes', and 'Accept Chargeback'. The table columns include: G-Inv / IPAC Indicator, Document Type, Document Number, Billing Reference Number, S, N, Requester, G-Invoicing Order Number, Order Line #, Order Schedule #, G-Invoicing Line Type, Billed Total Amount, Principal Amount, Interest Amount, Penalty Amount, System Generated Bill Reduction Amount, Total Write Off Amount, and Administration Charges Amount.

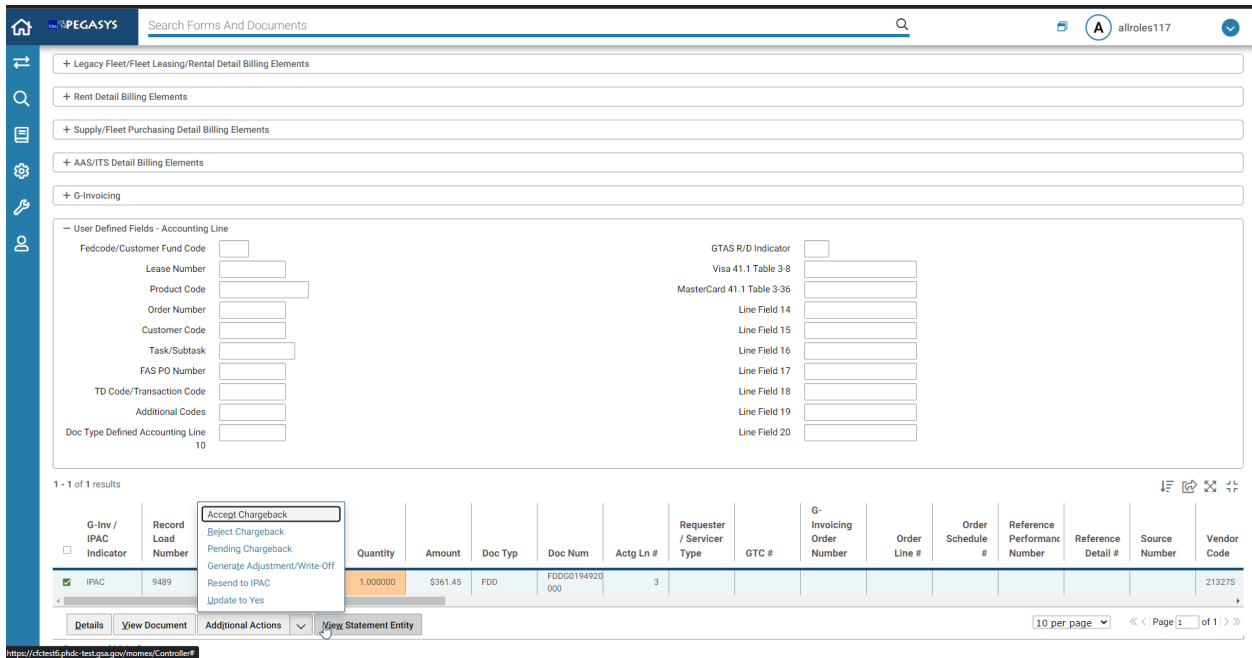
G-Inv / IPAC Indicator	Document Type	Document Number	Billing Reference Number	S	N	Requester	G-Invoicing Order Number	Order Line #	Order Schedule #	G-Invoicing Line Type	Billed Total Amount	Principal Amount	Interest Amount	Penalty Amount	System Generated Bill Reduction Amount	Total Write Off Amount	Administration Charges Amount
<input checked="" type="checkbox"/>	IPAC	ADI	ADIW0007321-0031	ADIBLADIW0007321-0031	W	Generate Adjustment/Write Off					\$104.86	\$104.86	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	IPAC	ADI	ADIW0007321-0031	ADIBLADIW0007321-0031	W	Resend to IPAC					\$104.86	\$104.86	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

At the bottom of the table, there are buttons for 'Details', 'View Document', 'View Case History', 'Detail Billing Records', and 'Additional Actions'. The 'Additional Actions' dropdown is currently open, showing the options listed in the context menu.

Steps to Change the G-Inv/IPAC Status on the Detail Billing Record Query:

1. Navigate to the Billing Query.
2. Search for and select the desired record(s).
3. Select the **Detail Billing Records** button.
4. Select the Detail Billing Record(s).
5. Select the **Additional Actions** drop down and select IPAC Status.

Figure 240: Change IPAC Status on the Detail Billing Record Query



Steps to Update the Pending Chargeback Amount on the Detail Billing Record Query:

1. Navigate to the Billing Query.
2. Search for and select the desired record(s).
3. Select the **Detail Billing Records** button.
4. Select the Detail Billing Record(s).
5. Scroll to the right to view the Pending Chargeback Amount(s).

Figure 241: Detail Billing Record Query Pending Chargeback Amount

1 - 2 of 2 results

Doc Num	Actg Ln #	Vendor Code	Address Code	Bill/Statement Number	Record Date	Selected For IPAC	Chargeback End Date	External System Id	Source Number	Customer Identification Code	Interfund Indicator	Pending Chargeback Amount
FDDGJ161819-205	1	057000	057000F		09/01/2020	Yes		FMS				\$0.00
FDDGJ161819-205	2	057000	057000F		09/01/2020	Yes		FMS				\$0.00

6. Select the Pending Chargeback Amount field and update the amount.

Figure 242: Detail Billing Record Query Updated Pending Chargeback Amount

Doc Num	Actg Ln #	Vendor Code	Address Code	Bill/Statement Number	Record Date	Selected For IPAC	Chargeback End Date	External System Id	Source Number	Customer Identification Code	Interfund Indicator	Pending Chargeback Amount
FDDGJ161819-205	1	057000	057000F		09/01/2020	Yes		FMS				\$10.00
FDDGJ161819-205	2	057000	057000F		09/01/2020	Yes		FMS				\$10.00

7. Select the **Additional Actions** drop down and select **Pending Chargeback**.

Figure 243: Detail Billing Record Query Additional Actions Pending Chargeback Button

Doc Num	Actg Ln #	Bill/Statement Number	Record Date	Selected For IPAC	Chargeback End Date	External System Id	Source Number	Customer Identification Code	Interfund Indicator	Pending Chargeback Amount
FDDGJ161819-205	1		09/01/2020	Yes		FMS				\$10.00
FDDGJ161819-205	2		09/01/2020	Yes		FMS				\$10.00

Additional Actions menu options: Accept Chargeback, Pending Chargeback, Generate Print Bill, Resend to IPAC, Update to Yes

Page 1 of 1, 10 per page

4.6.3 Billing Statement Query

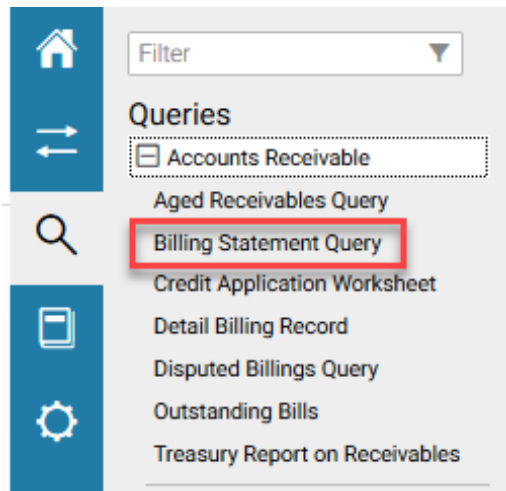
The Billing Statement Query provides the ability to research, review, and track billing and collection transactions grouped together by a Statement number. Entering a “Statement Number” on a Billing Document (BD) prompts the system to create a Statement Entity, which is used as a logical way to tie together multiple receivables (BDs) that will be presented to a customer as a consolidated statement. There can be a one-to-one or a one-to-many relationship between statements and billing documents. In other words, one statement can have one billing document or multiple billing documents associated to it.

Accounts Receivable billing uses the Billing Statement number as the primary identifying number or code for a billing transaction as well as the subsequent activity on the bill. The Statement Number field is used to associate related BDs when generating the printed bill, displaying the bill in Vendor and Customer Self Service (VCSS), or when sending the bill to IPAC. Billing Statement actions include Statement printing, Statement correspondence, and Statement level disputes. Statement Correspondence is described in **BAAR User Guide 5 of 10, Section 4.9**. Receiving disputes where the entire Billing Statement has been disputed from VCSS is described in **BAAR User Guide 5 of 10, Section 4.10**. In addition to actions on a Statement, Pegasys provides the ability to query Statements and their associated transactions using the Billing Statement Query. Please refer to **BAAR User Guide 1 of 10, Section 2.5.1** for additional information on Statement Billing.

Queries → Accounts Receivable → Billing Statement Query

- To search for Statement information, enter applicable search criteria and select the Search button.
- To view the details of a record, select the radio button next to the record in the item collection and select the Details button.

Figure 244: Navigation to the Billing Statement Query



4.6.3.1 Billing Statement Query Search Parameters and Results

The Billing Statement query can be used to search Statement information, including the Statement’s print status/print dates, the Statement’s collection due date, and the balances for the Statement, Vendor and Documents.

Figure 245: Billing Statement Query Search Criteria

Search - Billing Statement Query

Search Criteria

Statement Number

Security Organization

Statement Vendor

Code

Customer ALC

Bill Type

Print Option

Statement Generated Flag

Disbursing Office

ALC

Business Line

Centralized Collections Services

16 Digit Credit Card Number

Bank Charge Indicator

Statement Print Date To

Collection Due Date To

Last Statement Print Date To

Figure 246: Billing Statement Query Item Collection

Statement Number	Primary Vendor	Primary Vendor Address	Bill Type	Print Option	Business Line	Credit Card Number	Bank Charge Indicator	Disbursing Office	ALC	Customer ALC	Statement Generated Flag	Statement Print Date	Collection Due Date	Last Statement Print Date	Security Organization
AA198672	00008522	00008522	G-INVTAC	Suppress	RENT			05193	47000017	00008522	Yes	01/16/2017	03/02/2017	01/16/2017	ARALC

10 per page Page 1 of 1

4.6.3.2 Billing Statement Query Details

The Billing Statement Query has 4 tabs. The user can view Statement-Level Balances, Document Balances, Vendor Balances, and Correspondence (view and create) from the query.

The Billing Statement Query also provides additional user actions from within the Statement details, including launching the Credit Application Worksheet, viewing documents, adding attachments, and creating/viewing Correspondence, which will be described in **Section 4.6.2.4**. For additional information on Pegasys Attachment functionality.

Figure 247: Billing Statement Detail

Pegasys / Queries / Accounts Receivable / Billing Statement Query / Statement Balances

STATEMENT BALANCES

Statement Balances | Vendor Balances | Document Balances | Correspondence

General

Statement Number: AA198672
 Last Statement Print Date: 01/16/2017
 Collection Due Date: 03/02/2017
 Statement Print Date: 01/16/2017
 Statement Generated
 Security Org: ARALC
 Bill Type: G-INV/IPAC
 Print Option: Suppress
 Business Line: RENT
 Disbursing Office: GS193
 ALC: 47000017

Statement Vendor
 Code: 00008522
 Name: DFAS-CL
 Customer ALC: 00008522

Centralized Collections Services
 Credit Card Number:
 Bank Charge Indicator:

Billed Amount

Initial Amount	\$39,373.79
Discount Amount	\$0.00
Surcharge Amount	\$0.00
Principal Amount	\$39,373.79
Interest Amount	\$0.00
Admin Charges Amount	\$0.00
Penalty Amount	\$0.00
Billed Total Amount	\$39,373.79

Credit Amount

Initial Amount	\$0.00
Discount Amount	\$0.00
Surcharge Amount	\$0.00
Principal Amount	\$0.00
Credit Total Amount	\$0.00

Billed Totals

	Collected	Applied Credit	Write Off	Closed	Outstanding
Principal:	\$39,373.79	\$0.00	\$0.00	\$39,373.79	\$0.00
Interest:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Penalty:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Admin:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bill Total:	\$39,373.79	\$0.00	\$0.00	\$39,373.79	\$0.00

Attachments | Credit Application Worksheet

4.6.3.3 Executing a Query Using the Billing Statement Query

Billing has two primary offline processes, the Billing Generation process (ARBILLGEN) and the G-Invoicing/IPAC Outbound process. The G-Invoicing/IPAC Outbound Process is comprised of 2 batch jobs: the G-Invoicing/IPAC Outbound Crosswalk process (GSIPACXWOT) and the IPAC Bulk File Generation Process (GSIPACBKFG) or G-Invoicing Performance Outbound. The billing process performs updates on both the non-IPAC and G-Invoicing/IPAC Bills. Non-IPAC Bills are updated with the Statement print date, the BD accounting line's billing status is set to billed, and the Statement/Bill generated flags are set to true. Once the Statement/Bill generated flags are true, the customer can see the billing information in VCSS. Non-IPAC Billing Documents (BDs) are not selected or updated by the IPAC Outbound process.

G-Invoicing/IPAC Bills are updated by both the G-Invoicing/IPAC Outbound process and the bill generation process (ARBILLGEN). The G-Invoicing/IPAC outbound process will set the G-Inv/IPAC Status to In-Transit, the BD Billing status to billed, the Statement/Bill generated flags to true. Bill generation will set the Statement Print date for the G-Invoicing/IPAC bills.

Pegasys queries can be used to view, track and reconcile Accounts Receivable transactions throughout the AR life cycle.

GSA customers can see the billing information in VCSS for both IPAC and G-Invoicing billing document bills for printed PDFs.

Steps to Execute a Query Using the Billing Statement Query:

1. Navigate to Queries → Accounts Receivable → Billing Statement Query.
The Billing Statement Query page is displayed.

Figure 248: Billing Statement Query - Entering Search Criteria

The screenshot shows the 'Search - Billing Statement Query' interface. It features several input fields and dropdown menus for search criteria. On the left, there are fields for 'Statement Number', 'Security Organization', 'Statement Vendor' (with sub-fields for 'Code' and 'Customer ALC'), 'Bill Type', 'Print Option', 'Statement Generated Flag', 'Disbursing Office', 'ALC', and 'Business Line'. On the right, there are fields for 'Centralized Collections Services', '16 Digit Credit Card Number', 'Bank Charge Indicator', and date ranges for 'Statement Print Date', 'Collection Due Date', and 'Last Statement Print Date'. A 'Search' button and a 'Clear' button are located at the bottom left of the form.

2. Enter the desired and appropriate **Search Criteria**. At a minimum, enter the **Statement Number**.

To search for Statements that have been billed, enter the Bill Type, Statement Generated Flag equal to Yes, Business Line, Statement Print Date range and any other pertinent information (such as Statement Number or Statement Vendor).

NOTE: Query performance is improved with each additional search criteria entered. Users should not execute “Blind” queries, meaning no search criterion is entered.

3. Select the **Search** button.

Figure 249: Billing Statement Query Search Button (1)

Pegasys / Queries / Accounts Receivable / Search - Billing Statement Query

Search - Billing Statement Query

Search Criteria

Statement Number

Security Organization

Statement Vendor

Code

Customer ALC

Bill Type

Print Option

Statement Generated Flag

Disbursing Office

ALC

Business Line

The results are returned in the Item Collection.

Figure 250: Item Collection

Statement Number	Primary Vendor	Primary Vendor Address	Bill Type	Print Option	Business Line	Credit Card Number	Bank Charge Indicator	Disbursing Office	ALC	Customer ALC	Statement Generated Flag	Statement Print Date	Collection Due Date	Last Statement Print Date	Security Organization
AA198672	00008522	00008522	0-RV/PHC	Suppress	RENT			02198	47000017	00008522	Yes	01/16/2017	03/02/2017	01/16/2017	ABALC

10 per page << Page 1 of 1 >>

NOTE: When searching for statements from the Statement Query by Statement Number, the query will return individual records for each vendor associated with that statement. Selecting any of these records will open the statement showing the consolidated Statement Balances tab first. Use the Vendor Balances tab to view individual vendor balances for each vendor associated with the statement (including the Designated Agent).

4. Select a detail record.
5. Select the **Details** button.

Figure 251: Details Button



6. Review the Statement Balances Tab information.

Figure 252: Statement Balances Tab

Pegasys / Queries / Accounts Receivable / Billing Statement Query / **Statement Balances**

STATEMENT BALANCES

Statement Balances | Vendor Balances | Document Balances | Correspondence

General

Statement Number: AA198672

Last Statement Print Date: 01/16/2017

Collection Due Date: 03/02/2017

Statement Print Date: 01/16/2017

Statement Generated

Security Org: ARALC

Bill Type: G-INV/IPAC

Print Option: Suppress

Business Line: RENT

Disbursing Office: GS193

ALC: 47000017

Statement Vendor

Code: 00008522 | 00008522

Name: DFAS-CL

Customer ALC: 00008522

Centralized Collections Services

Credit Card Number: []

Bank Charge Indicator: []

Billed Amount

Initial Amount: \$39,373.79

Discount Amount: \$0.00

Surcharge Amount: \$0.00

Principal Amount: \$39,373.79

Interest Amount: \$0.00

Admin Charges Amount: \$0.00

Penalty Amount: \$0.00

Billed Total Amount: \$39,373.79

Credit Amount

Initial Amount: \$0.00

Discount Amount: \$0.00

Surcharge Amount: \$0.00

Principal Amount: \$0.00

Credit Total Amount: \$0.00

Billed Totals

	Collected	Applied Credit	Write Off	Closed	Outstanding
Principal:	\$39,373.79	\$0.00	\$0.00	\$39,373.79	\$0.00
Interest:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Penalty:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Admin:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bill Total:	\$39,373.79	\$0.00	\$0.00	\$39,373.79	\$0.00

Attachments | Credit Application Worksheet

NOTE: The Statement will have the following information populated after the billing cycle has successfully run:

Last Statement Print Date equal to the date the bill generation process selected the statement (ARBILLGEN)

Statement Print Date equal to the date the bill generation process selected the statement (ARBILLGEN)

Statement Generated Flag equal to True (checked)

These fields are only updated by ARBILLGEN therefore, if a bill is reprinted, the values should remain from the initial billing cycle.

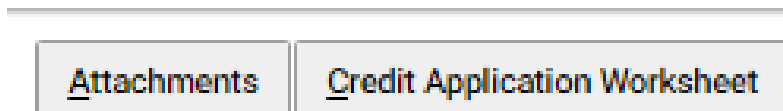
If the Statement has attachments, including the consolidated Billing Statement (PDF), the attachment button will indicate there are attachments present.

The user must have the appropriate security permission to view or modify attachments.

To add or view an attachment to the Statement, select **Attachments**.

NOTE: In order to maintain consistency with VCSS, users should add attachments to the Statement rather than to the Billing Document (BD).

Figure 253: Attachments Button



NOTE: The Attachment Button will indicate the number of the attachments in parenthesis () next to the word Attachment.

- REQUIRED** - to Upload Attachments - To import a file as an attachment, select **Import Local File**.

Figure 254: Import Local File Button (1)



- REQUIRED** - to Upload Attachments - Enter the file information for the attachment and select **Browse** to select a file.

NOTE: Users can attach PDF, Word, Excel, .txt files, up to 5-6 MBs.

Figure 255: Enter Attachment

UPLOAD DOCUMENT

* Attachment Number

* Title

Number of Pages

Attachment Date

Location

File No file chosen

Sensitive

Attachment

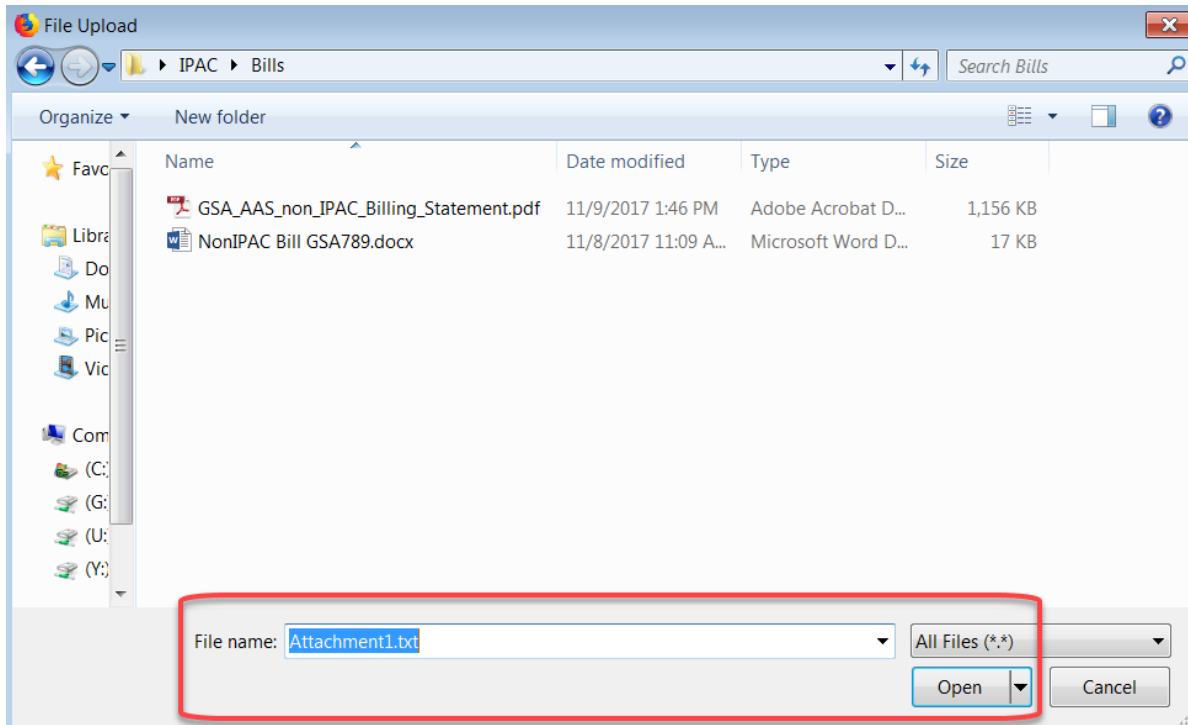
Attachment Type

Transmit to External Application

Draft/Final

- Select the file from the appropriate local drive and select Open.

Figure 256: File Upload



10. Once the file name is populated, check the appropriate flags for the attachment.

Figure 257: Attachment Flags

UPLOAD DOCUMENT

* Attachment Number

* Title

Number of Pages

Attachment Date

Location

File No file chosen

Sensitive

Attachment

Attachment Type

Transmit to External Application

Draft/Final

NOTE: To enable the attachment as viewable from VCSS, set the “Attachment” flag to true (checked), set the Transmit to External Application flag to true (checked).

DO NOT set the Bill Statement Flag to True. This flag designates the attachment as the VCSS printed statement (printed consolidation of bills). This flag should only be set by the system during the ARBILLGEN processing for Statement printing.

If “Attachment” is not selected, the file will be considered internal GSA “supporting documentation”. Supporting documentation does not copy forward or transmit externally.

11. Select the Upload button to add the attachment.

Figure 258: Upload Attachment

The screenshot shows the 'UPLOAD DOCUMENT' form with the following fields and values:

- * Attachment Number:** 1
- * Title:** (empty)
- Number of Pages:** (empty)
- Attachment Date:** 03/05/2021
- Location:** BillingStatement/AA198t
- File:** Choose File (No file chosen)
- Attachment Type:** Attachment (selected)
- Draft/Final:** (dropdown menu)

Buttons: Cancel, Upload

The attachment will display on the manage attachments page.

Figure 259: Attachments Page-Document Information

The screenshot shows the 'MANAGE ATTACHMENTS AND SUPPORTING DOCUMENTS' page. The table below shows the attachment details:

Attachment Number	Name	Title	Number of Pages	Attachment	Sensitive	Check Out Status	Extension Type
1	TEST.docx	TEST		True	False	False	docx

The 'Document Information' section for the attachment shows:

- * Attachment Number:** 1
- * Title:** TEST
- Location:** BillingStatement/AA198t
- Number of Pages:** (empty)
- * Attachment Date:** 03/05/2021
- Attachment Type:** Attachment (selected)
- Name:** TEST.docx
- Type:** docx

The 'Edit Information' section shows:

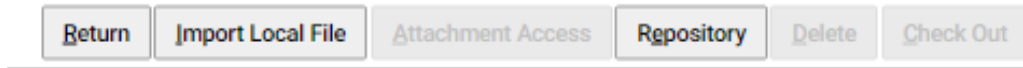
- Checked Out:** False
- Locked By:** (empty)
- Last Edit Date:** 03/05/2021 09:05:14

12. To add an attachment from the system repository, select the Repository button.

NOTE: The Document Repository is a collection of Attachment Templates that may be used by the collective group and be added to forms. Once an Attachment Template has been added to a form, the user may edit the attachment within the form and the edits will

not appear within the original Attachment Template. However, if the user edits the Attachment Template within the Document Repository, the original attachment will be updated accordingly without those changes affecting the copies on forms.

Figure 260: Document Repository



13. Search for the attachment in the repository.

NOTE: As in other search screens, users should not execute a “blind query”. Users should enter the minimum search criteria such as the name of the attachment for which they are looking flanked by asterisks, e.g., *attachment*.

Figure 261: Search for Attachment

DOCUMENT TEMPLATE SELECTION

Search Criteria

Name

Checked Out

Version

Location

14. Select a file to attach and choose **Select**.

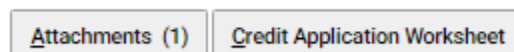
Figure 262: Attachment Repository

Name	Version	Sensitive	Location
<input checked="" type="radio"/> 00-CLASSCODE.xls	0.000000	False	Repository/00-CLASSCODE.xls
<input type="radio"/> 0033836.doc	0.000000	False	Repository/0033836.doc
<input type="radio"/> 00ENERGY.r10.xls	0.000000	False	Repository/00ENERGY.r10.xls
<input type="radio"/> 00ENERGY.xls	0.000000	False	Repository/00ENERGY.xls
<input type="radio"/> 00ENERGY6.xls	0.000000	False	Repository/00ENERGY6.xls
<input type="radio"/> 00ENERGY9.xls	0.000000	False	Repository/00ENERGY9.xls
<input type="radio"/> 00ENERGYr5.xls	0.000000	False	Repository/00ENERGYr5.xls
<input type="radio"/> 00cfc1.xls	0.000000	False	Repository/00cfc1.xls
<input type="radio"/> 00energy2.xls	0.000000	False	Repository/00energy2.xls
<input type="radio"/> 00energy1(2).xls	0.000000	False	Repository/00energy1(2).xls

15. Select **Save** to update the attachment to the Statement.

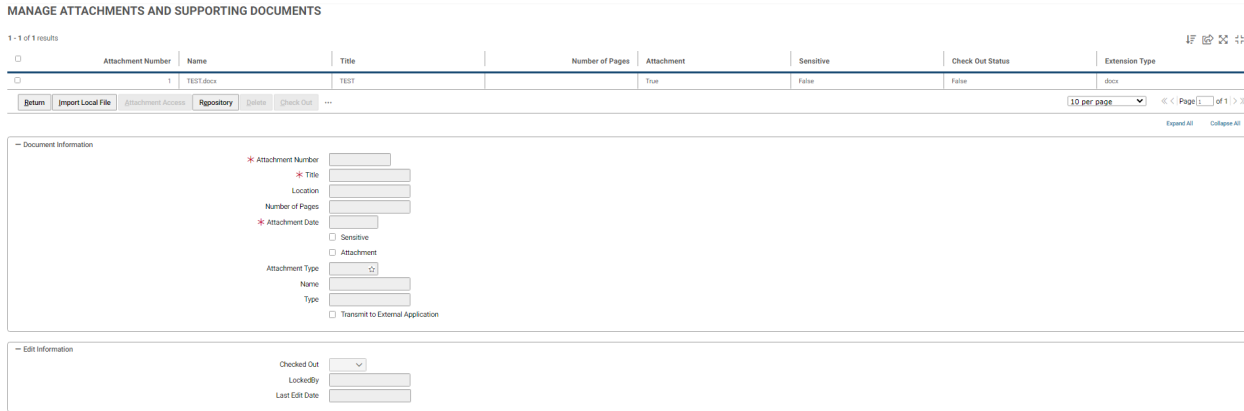
16. To view the attachment details from the Statement Query Manage Attachments screen, select the **Attachments** button.

Figure 263: Attachments Button



The attachments page is displayed.

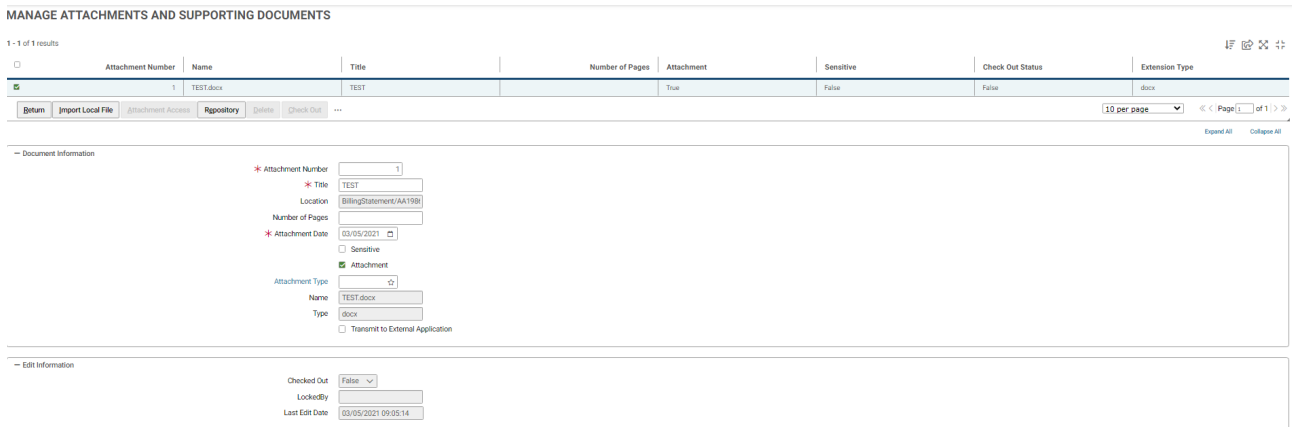
Figure 264: Attachments Page-Item Collection



17. Select the attachment to view.

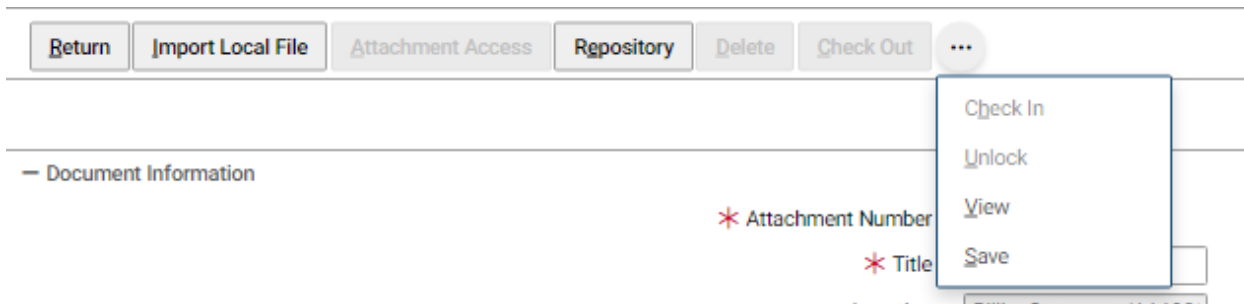
NOTE: The Document Information Group Box will be populated with the attachment information.

Figure 265: Select Attachment to View



18. Select the **View** button to view the attachment.

Figure 266: View Button



NOTE: For additional information on Pegasys Attachment functionality (including modifying an attachment).

19. Select **Open** and **OK** on the File prompt. To save the attachment locally, select **Save**. Follow the web browser's prompts for selecting a path to save the file locally. The attachment will be opened in a new window, using the appropriate program.

Figure 267: Attachment

The resource of this report

Address/Customer Information
 DEPT OF ENERGY
 LOS ALAMOS NATL LAB ATTN: LIZ
 PO BOX 1663 MAIL STOP P240
 LOS ALAMOS, NM 87545

Customer Codes
 Account Code: 897009/897009

Statement Information
 Statement Number: F0002249
 Amount Due: \$190.00
 Due Date: 03/31/2011

Contact Us
 Phone Number: 816-926-7037
 Fax Number: 816-823-5507
 Email Address: KC-Accts-Receiveable.Finance@gsa.gov

Remit to Address
 GSA- Payment for NON-IPAC Fleet Bills
 Lockbox: 979083
 St. Louis, MO 63197-9000

Instructions
 To ensure proper credit, please write your statement number on your payment document

Fleet
 03/01/2011

Statement Summary

Initial Charges	\$190.00
Discount	0
Surcharge	0
Interest Charges	0
Penalty Charges	0
Admin Charges	0
Bill Amount	\$190.00
Collected	0
Applied Credit	0
Adjustments	0
Amount Due	\$190.00

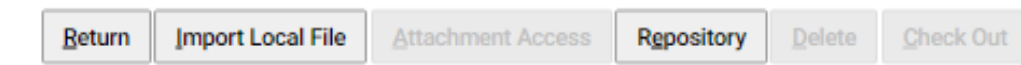
Credit Summary

Applied Credit	\$0.00
Unapplied Credit	-190
Total Credit	(\$190.00)

Pay By IPAC
 ALC 47000016 TAS 47X4534.1 BPN/DUNS +4 964253686

20. Select **Return** to return to the Billing Statement Query details.

Figure 268: Return Button



21. Select the **Vendor Balances** tab to view the vendor balances.

Figure 269: Vendor Balances Tab

VENDOR BALANCES

Statement Balances **Vendor Balances** Document Balances Correspondence

1 - 2 of 2 results

Vendor	Vendor Address	Vendor Name
<input type="radio"/> 0008522	0008522	DFAS CL
<input type="radio"/> 9719	9719	DEFENSE CIVILIAN PERSONNEL ADVISORY

10 per page << Page 1 of 1 >> Expand All Collapse All

NOTE: The Vendor Balances tab of the Statement Query will show the individual balances for each vendor associated with the statement (including the Designated Agent).

22. Select the vendor from the item collection to Review the Vendor Balances information.

Figure 270: Vendor Balances information

1 - 4 of 4 results

Vendor	Vendor Address	Vendor Name
<input checked="" type="radio"/> 2000	2000	DEPARTMENT OF THE TREASURY
<input type="radio"/> 20010001	20010001	DEPARTMENT OF TREASURY
<input type="radio"/> 2007	2007	ASSISTANT SECRETARY FOR INTERNATIONAL
<input type="radio"/> 2019	2019	OFFICE OF THE SECRETARY

10 per page << < Page 1 of 1 >>

Expand All Collapse All

General

Billed Amount		Credit Amount	
Initial Amount	\$183,451.95	Initial Amount	\$0.00
Discount Amount	\$0.00	Discount Amount	\$0.00
Surcharge Amount	\$0.00	Surcharge Amount	\$0.00
Principal Amount	\$183,451.95	Principal Amount	\$0.00
Interest Amount	\$0.00	Credit Total Amount	\$0.00
Admin Charges Amount	\$0.00		
Penalty Amount	\$0.00		
Billed Total Amount	\$183,451.95		

23. Select the Document Balances tab to view the associated BD.

Figure 271: Document Balances Tab

DOCUMENT BALANCES

Statement Balances Vendor Balances **Document Balances** Correspondence

1 - 1 of 1 results

Doc Type	Doc Num	Title	Document Date	User ID
EMail	RMAAA19872-001		07/31/2019	truelan

View Document References 10 per page << < Page 1 of 1 >>

Expand All Collapse All

General

Billed Amount		Credit Amount	
Initial Amount	\$39,373.79	Initial Amount	\$0.00
Discount Amount	\$0.00	Discount Amount	\$0.00
Surcharge Amount	\$0.00	Surcharge Amount	\$0.00
Principal Amount	\$39,373.79	Principal Amount	\$0.00
Interest Amount	\$0.00	Credit Total Amount	\$0.00
Admin Charges Amount	\$0.00		
Penalty Amount	\$0.00		
Billed Total Amount	\$39,373.79		

Billed Totals					
	Collected	Applied Credit	Write Off	Closed	Outstanding
Principal	\$39,373.79	\$0.00	\$0.00	\$39,373.79	\$0.00
Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Penalty	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Admin	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bill Total	\$39,373.79	\$0.00	\$0.00	\$39,373.79	\$0.00

Credit Totals		
Credit	Closed	Outstanding
\$0.00	\$0.00	\$0.00

Attachments (1)

24. To View a specific document, select the document record from the item collection and select **View Document**. The document will be opened in a new window in View mode.

Figure 272: View Document Button-Document Balances

DOCUMENT BALANCES

Statement Balances Vendor Balances **Document Balances** Correspondence

1 - 1 of 1 results

Doc Type	Doc Num	Title	Document Date	User ID
RMI	RMAA19872-001		07/31/2019	truaflen

View Document References

10 per page Page 1 of 1

Expand All Collapse All

General

Billed Amount		Credit Amount	
Initial Amount	\$39,373.79	Initial Amount	\$0.00
Discount Amount	\$0.00	Discount Amount	\$0.00
Surcharge Amount	\$0.00	Surcharge Amount	\$0.00
Principal Amount	\$39,373.79	Principal Amount	\$0.00
Interest Amount	\$0.00	Credit Total Amount	\$0.00
Admin Charges Amount	\$0.00		
Penalty Amount	\$0.00		
Billed Total Amount	\$39,373.79		

Billed Totals	Collected	Applied Credit	Write Off	Closed	Outstanding
Principal	\$39,373.79	\$0.00	\$0.00	\$39,373.79	\$0.00
Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Penalty	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Admin	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bill Total	\$39,373.79	\$0.00	\$0.00	\$39,373.79	\$0.00

Credit Totals	Closed	Outstanding
Credit	\$0.00	\$0.00

Attachments (1)

25. To view the document references, select the document and select the **References** button.

Figure 273: References Button

DOCUMENT BALANCES

Statement Balances Vendor Balances **Document Balances** Correspondence

1 - 1 of 1 results

Doc Type	Doc Num	Title	Document Date	User ID
RMI	RMAA19872-001		07/31/2019	truaflen

View Document **References**

10 per page Page 1 of 1

Expand All Collapse All

The document reference tree page is displayed.

Figure 274: Document Reference Tree

Document	Doc Type	Doc Num	Title	Status	Amendment Number	Doc Date	System Date Time	Document Amount	Document Cost Amount	Curr	Open/Closed	Inv #	Inv Date	Statement #
o Rent IPAC BD	RDI	RD11259055-001		Processed		09/19/2011	09/19/2011 15:41:22	\$183,451.95	\$0.00	USD	Closed			11259055
+ Referencing														

26. To expand the reference tree, select the + mark next to the document. Repeat this action for each document level.

NOTE: The user can select different actions/views by selecting the appropriate buttons.

Figure 275: Reference Tree Navigation

View Processed Only View Document View Line Level Detail View GL Detail View Transaction Detail

4.6.3.4 Add Statement Level Correspondence from Billing Statement Query

The steps below detail the process of searching for a billing statement and reviewing the details associated with the statement, including statement/vendor/document balances, correspondence, and attachments.

Steps to Add Correspondence from the Billing Statement Query:

1. Navigate to Queries → Accounts Receivable → Billing Statement Query.
The Billing Statement Query page is displayed.

Figure 276: Billing Statement Query - Search Criteria

Search - Billing Statement Query

Search Criteria

Statement Number

Security Organization

Statement Vendor

Code

Customer ALC

Bill Type

Print Option

Statement Generated Flag

Disbursing Office

ALC

Business Line

Centralized Collections Services

16 Digit Credit Card Number

Bank Charge Indicator

Statement Print Date To

Collection Due Date To

Last Statement Print Date To

2. Enter appropriate search criteria and select **Search**.

Figure 277: Billing Statement Query Search Button (2)

Pegasys / Queries / Accounts Receivable / Search - Billing Statement Query

Search - Billing Statement Query

Search Criteria

Statement Number

Security Organization

Statement Vendor

Code

Customer ALC

Bill Type

Print Option

Statement Generated Flag

Disbursing Office

ALC

Business Line

Centralized Collections Services

16 Digit Credit Card Number

Bank Charge Indicator

Statement Print Date To

Collection Due Date To

Last Statement Print Date To

2,091 - 2,091 of 2,091 results

Statement Number	Primary Vendor	Primary Vendor Address	Bill Type	Print Option	Business Line	Credit Card Number	Bank Charge Indicator	Disbursing Office	ALC	Customer ALC	Statement Generated Flag	Statement Print Date	Collection Due Date	Last Statement Print Date	Security Organization
FQ209843	NCC010	NCC010	Standard	Yes	FLEET			GS127	47000016		Yes	06/21/2020	07/21/2020	06/21/2020	ANPEG

10 per page << Page 1 of 210 >>

Go to top of Main Content

3. Select the desired billing statement record in the item collection and select **Details**.

Figure 278: Details Button

2,091 - 2,091 of 2,091 results

Statement Number	Primary Vendor	Primary Vendor Address	Bill Type	Print Option	Business Line	Credit Card Number	Bank Charge Indicator	Disbursing Office	ALC	Customer ALC
FQ209843	NCC010	NCC010	Standard	Yes	FLEET			GS127	47000016	

Go to top of Main Content

The opened Billing Statement Query Detail page is displayed.

Figure 279: Billing Statement Query Detail page

Pegasys / Queries / Accounts Receivable / Billing Statement Query / **Statement Balances**

STATEMENT BALANCES

Statement Balances | Vendor Balances | Document Balances | Correspondence

General

Statement Number: F0209843
 Last Statement Print Date: 06/21/2020
 Collection Due Date: 07/21/2020
 Statement Print Date: 06/21/2020
 Statement Generated
 Security Org: ARPEG
 Bill Type: Standard
 Print Option: Yes
 Business Line: FLEET
 Disbursing Office: GS127
 ALC: 47000016

Statement Vendor
 Code: N0C010 | N0C010
 Name: ASTROS
 Customer ALC:

Centralized Collections Services
 Credit Card Number:
 Bank Charge Indicator:

Billed Amount

Initial Amount	\$11,064.33
Discount Amount	\$0.00
Surcharge Amount	\$0.00
Principal Amount	\$11,064.33
Interest Amount	\$0.00
Admin Charges Amount	\$0.00
Penalty Amount	\$0.00
Billed Total Amount	\$11,064.33

Credit Amount

Initial Amount	(\$650.90)
Discount Amount	\$0.00
Surcharge Amount	\$0.00
Principal Amount	(\$650.90)
Credit Total Amount	(\$650.90)

Billed Totals

	Collected	Applied Credit	Write Off	Closed	Outstanding
Principal:	\$0.00	\$650.90	\$0.00	\$650.90	\$10,413.43
Interest:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Penalty:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Admin:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bill Total:	\$0.00	\$650.90	\$0.00	\$650.90	\$10,413.43

Attachments (1) | Credit Application Worksheet

- From the Billing Statement Query Detail page, select the **Correspondence** tab.

Figure 280: Correspondence Tab

STATEMENT BALANCES

Statement Balances | Vendor Balances | Document Balances | Correspondence

The statement level Correspondence page Search Criteria section and item collection is displayed.

Figure 281: Statement level Correspondence Page

CORRESPONDENCE

Search Criteria

Creator

Subject

Type Of Correspondence

Created Date

From

To

Contact Person

First Name

Last Name

Public Publishing Flag

Record Number

Assignment Code

Correspondence

Search Clear

No results

Record Number	Vendor	Vendor Address	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Type Of Correspondence	Public Publishing Flag
<p>Back Add Reply Save Remove Email ...</p> <p>Contact Person</p> <p>* First Name <input type="text"/></p> <p>Contact Title <input type="text"/></p> <p>Contact Phone Number <input type="text"/></p> <p>International Phone Number <input type="text"/></p> <p>Contact Email Address <input type="text"/></p> <p>* Last Name <input type="text"/></p> <p>Agency Contact</p> <p>Agency Contact Name <input type="text"/></p> <p>Agency Contact Title <input type="text"/></p> <p>Agency Contact Phone Number <input type="text"/></p> <p>From Email Address <input type="text"/></p> <p>Attachments</p>											

5. Select the **Add** button.

Figure 282: Add Button-Correspondence

Record Number	Vendor	Vendor Address	Cre
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Back Add Reply Save Remove Email ...

The Correspondence page item collection and Contact Person, Agency Contact, Research Information, and Correspondence sections are displayed.

Figure 283: Correspondence page item collection

6. Select the new record in the item collection. The fields of the correspondence record will then be enabled.

In the Contact Person section, populate the First Name (required), Last Name (required), and any other fields pertinent to the correspondence (Title, To Email Address, Phone Number, etc.)

Figure 284: Contact Person

7. In the Agency Contact section, populate the fields pertinent to the correspondence (Name, Title, Phone Number, and From Email Address).

Figure 285: Agency Contact Section

NOTE: If the Agency Contact section fields are left blank, Pegasys will default this user information for the user entering the correspondence from the Principal table upon selecting **Save**.

- In the Correspondence section, select the **Communication Source** and **Type of Correspondence** from the available dropdown lists.

Figure 286: Communication Source

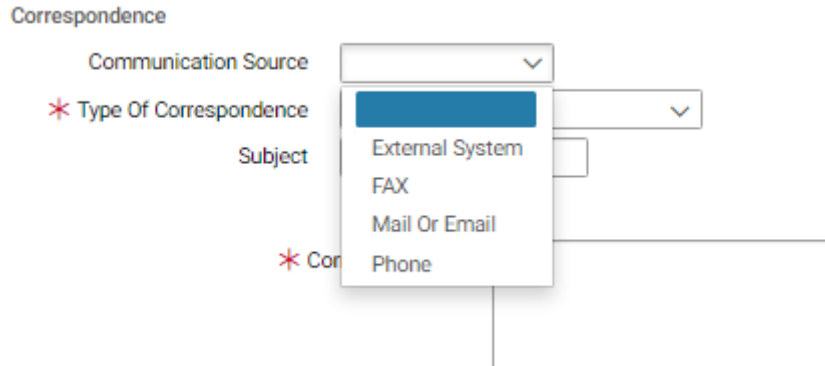
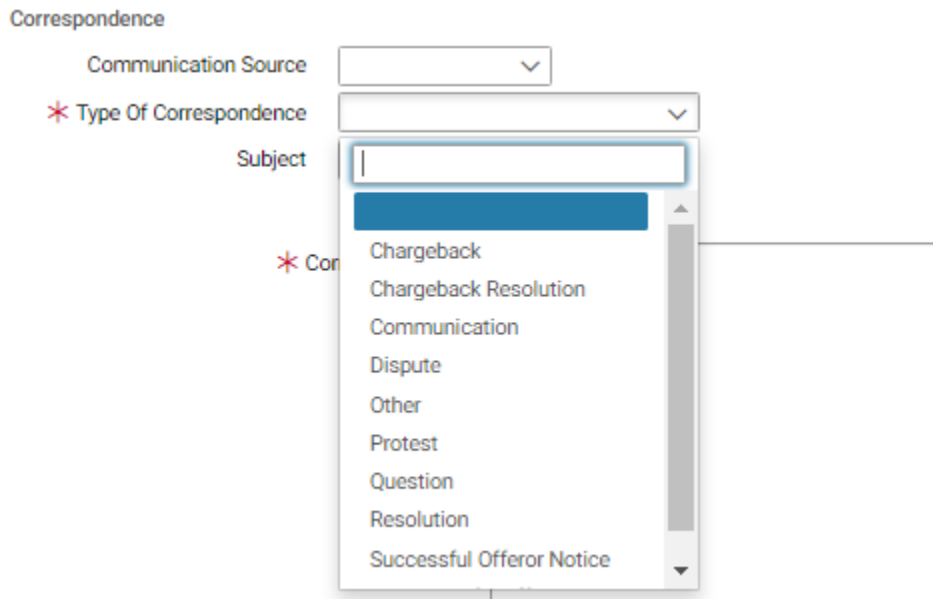


Figure 287: Type of Correspondence

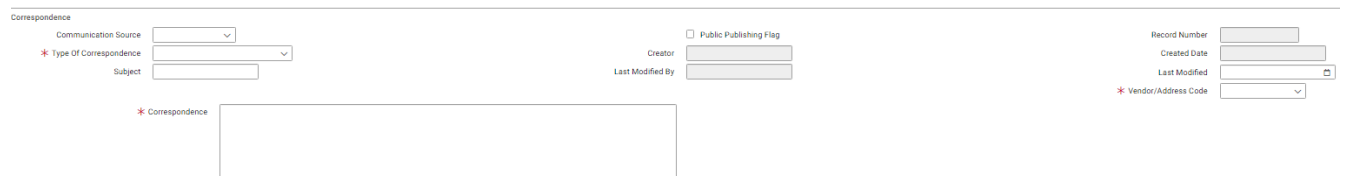


- Update the Correspondence field to include the text to be sent to the customer.

Additional Steps to Add Correspondence from the Billing Statement Query

- Optionally populate the additional fields pertinent to the correspondence:

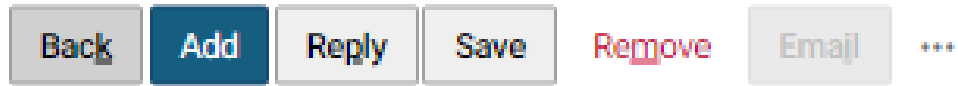
Figure 288: Correspondence Fields-Populated Fields



2. Select the **Public Publishing** checkbox to make the correspondence viewable by the customer in VCSS.

NOTE: If the Public Publishing flag is not checked, the correspondence will not be viewable by the customer in VCSS and will therefore remain internal to GSA staff.

Figure 289: Correspondence Fields (2)



3. Select the **Save** button.

NOTE: Upon selecting Save, the following Correspondence fields are automatically populated:

- a. Vendor Email Address - The Vendor/Vendor Address Code of the Correspondence Record defaults to the Primary Vendor/Vendor Address code of the billing statement. The system allows the user to modify the Vendor/Vendor Address Code to any of the Vendor/Vendor Address Codes associated with the statement.
- b. Record Number - Records the next available correspondence record number.
- c. Statement Number - Statement Number of the Correspondence Record defaults to the Statement Number of the selected billing statement.
- d. Creator - Records the user ID of the person creating the correspondence record.
- e. Created Date - Records the date and time the record is created.
- f. Last Modified By - Records the user ID of the person modifying the correspondence record.
- g. Last Modified Date - Records the date and time the record is modified.
- h. The Correspondence page item collection and Contact Person, Agency Contact, Research Information, and Correspondence sections are displayed.

Figure 290: Correspondence Page

The screenshot shows a web form titled "1 - 1 of 1 results" with a table header containing columns: Record Number, Vendor, Vendor Address, Created Date, Creator, First Name, Last Name, Assignment Code, Subject, Correspondence, Type Of Correspondence, and Public Publishing Flag. Below the table are several sections:

- Contact Person:** Fields for First Name, Contact Title, Contact Phone Number, International Phone Number, and Contact Email Address.
- Agency Contact:** Fields for Agency Contact Name, Agency Contact Title, Agency Contact Phone Number, and From Email Address.
- Research Information:** Fields for Researcher Name, Researcher Phone Number, Researcher International Phone Number, Researcher Email Address, Contact Date, Open Date, Complete Date, and Total Research Days.
- Correspondence:** Fields for Communication Source, Type Of Correspondence, Subject, Public Publishing Flag, Record Number, Created Date, Last Modified, Last Modified By, and Vendor Address Code.

At the bottom left, there is an "Attachments" button.

- To attach a file to the correspondence record, select **Attachments**.
The Attachment page is displayed.

Figure 291: Attachment Page

The screenshot shows a web form titled "MANAGE ATTACHMENTS AND SUPPORTING DOCUMENTS" with a table header containing columns: Attachment Number, Name, Title, Number of Pages, Attachment, Sensitive, Check Out Status, and Extension Type. Below the table are two sections:

- Document Information:** Fields for Attachment Number, Title, Location, Number of Pages, Attachment Date, Sensitive, Attachment Type, Name, Type, and Transmit to External Application.
- Edit Information:** Fields for Checked Out, Locked By, and Last Edit Date.

- Select **Import Local File**.

Figure 292: Import Local File Button (2)

This is a close-up of the "MANAGE ATTACHMENTS AND SUPPORTING DOCUMENTS" page. It shows a table with one row: Attachment Number 1, Name "BillGenBillingStatementL490004YL75NY.pdf", and Title "Bill Statement". Below the table, the "Import Local File" button is highlighted in blue, along with other buttons: Return, Attachment Access, Repository, Delete, and Check Out.

- Update the Title field as well as any other pertinent fields associated with the attachment file. Use the **Browse** feature to locate the attachment file in your local directory.

Figure 293: Browse for Attachment

* Attachment Number

* Title

Number of Pages

Attachment Date

Location

File No file chosen

Sensitive

Attachment

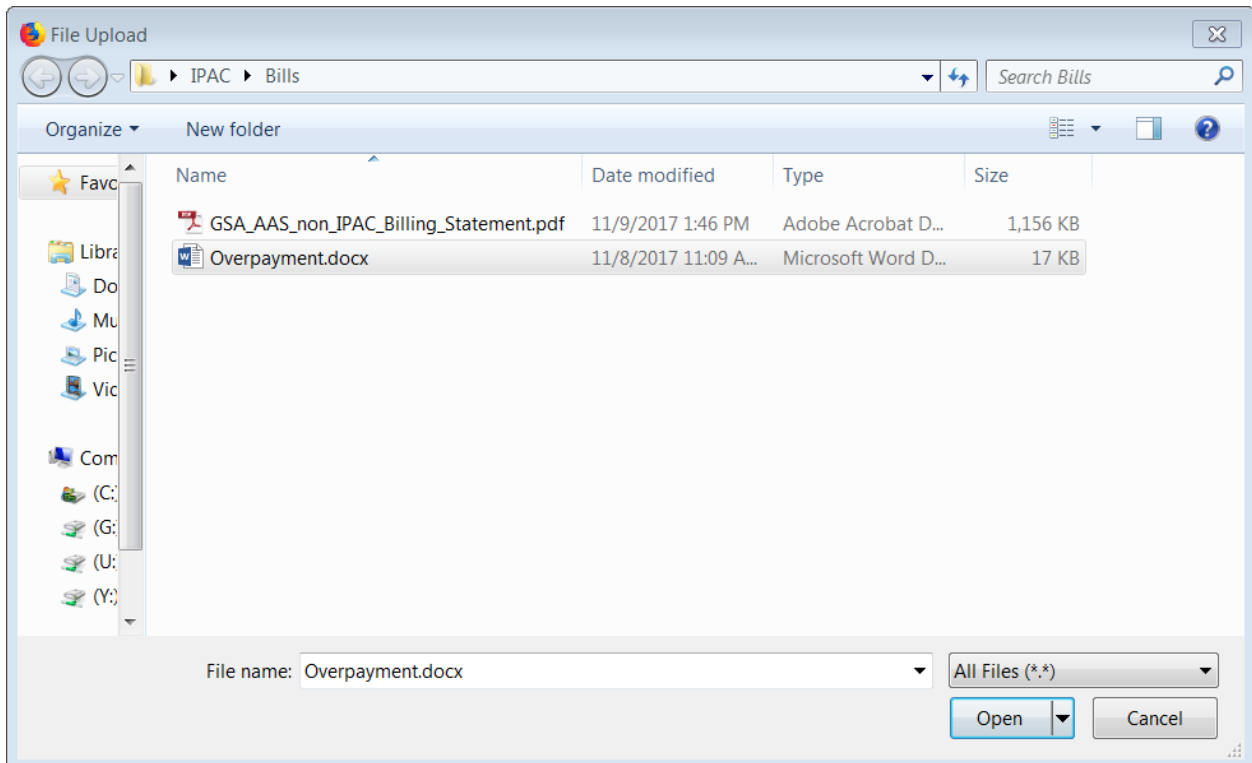
Attachment Type

Transmit to External Application

Draft/Final

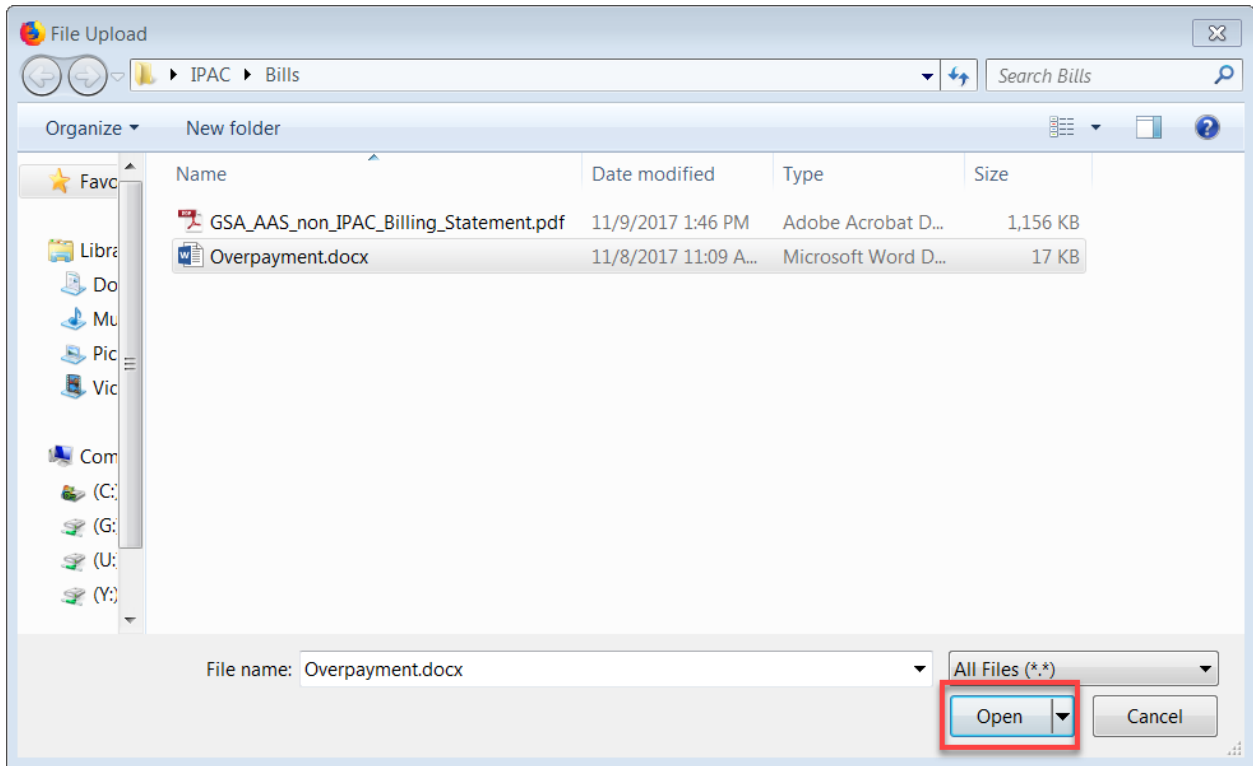
The File Upload screen using the local directory is displayed.

Figure 294: File Upload Screen-Local Directory



7. Select the desired file from the local directory and select **Open**.

Figure 295: Open File



The correspondence Import Local File page is displayed.

Figure 296: Import Local File Page-Attachment Added

* Attachment Number

* Title

Number of Pages

Attachment Date

Location

File

Sensitive

Attachment

Attachment Type

Transmit to External Application

Draft/Final

NOTE: Selecting the **Attachment** checkbox denotes the file as an actual attachment, which can then be transmitted to VCSS. If not selected, the file will be considered internal GSA “supporting documentation” and cannot be transmitted to VCSS.

NOTE: Selecting the **Sensitive** checkbox denotes the file contains sensitive materials and should be treated with caution.

Steps to Add Correspondence from the Billing Statement Query:

1. Select **Upload**.

Figure 297: Upload File

* Attachment Number

* Title

Number of Pages

Attachment Date

Location

File

Sensitive

Attachment

Attachment Type

Transmit to External Application

Draft/Final

2. Select **Save**.

The attachments page associated with the selected correspondence record, including an item collection of attachment files as well as detail information regarding each file is displayed.

Figure 298: Attachments Page-Selected Record

MANAGE ATTACHMENTS AND SUPPORTING DOCUMENTS

1 - 2 of 2 results

Attachment Number	Name	Title	Number of Pages	Attachment	Sensitive	Check Out Status	Extension Type
1	BillingStatement_#9005417591.pdf	Bill Statement		True	False	False	pdf
1	TEST.docx	TEST		True	False	False	docx

...

10 per page << Page 1 of 1 >>

Expand All Collapse All

Document Information

* Attachment Number

* Title

* Location

Number of Pages

* Attachment Date

Sensitive

Attachment

Attachment Type

Name

Type

Transmit to External Application

Edit Information

Checked Out

LockedBy

Last Edit Date

- To send an email to the Contact Person containing the information from the correspondence record, select the record in the item collection and select Email.

NOTE: When sending correspondence as an email to the customer, users should include their own email address so that the correspondence is also sent to their inbox.

The system-generated message notifying the user that the email was created and sent to the address documented in the To Email Address field is displayed.

Figure 299: Email Sent

CORRESPONDENCE

Search Criteria

Creator Subject

Type Of Correspondence

Public Publishing Flag

Record Number

Assignment Code

Created Date

From

To

Contact Person

First Name

Last Name

Correspondence

1 - 1 of 1 results

	Record Number	Vendor	Vendor Address	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Type Of Correspondence	Public Publishing Flag
<input type="checkbox"/>	1	N00210	N00210	03/06/2021 12:24	afrose100	Christina	Marsh			TEST	C	False

10 per page << Page 1 of 1 >>