

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



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3 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 3.

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

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- o Section 4.5: Standard Voucher (SV)
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- **Section 4.6.4: Retired IPAC Transaction Query**
- **Section 4.6.5: G-Invoicing/IPAC Outbound 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 4.8: Collections

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- o Section 4.11: Amend DA to Set the Debt Appeal Forbearance Flag
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## 4 BAAR User Actions and Procedures

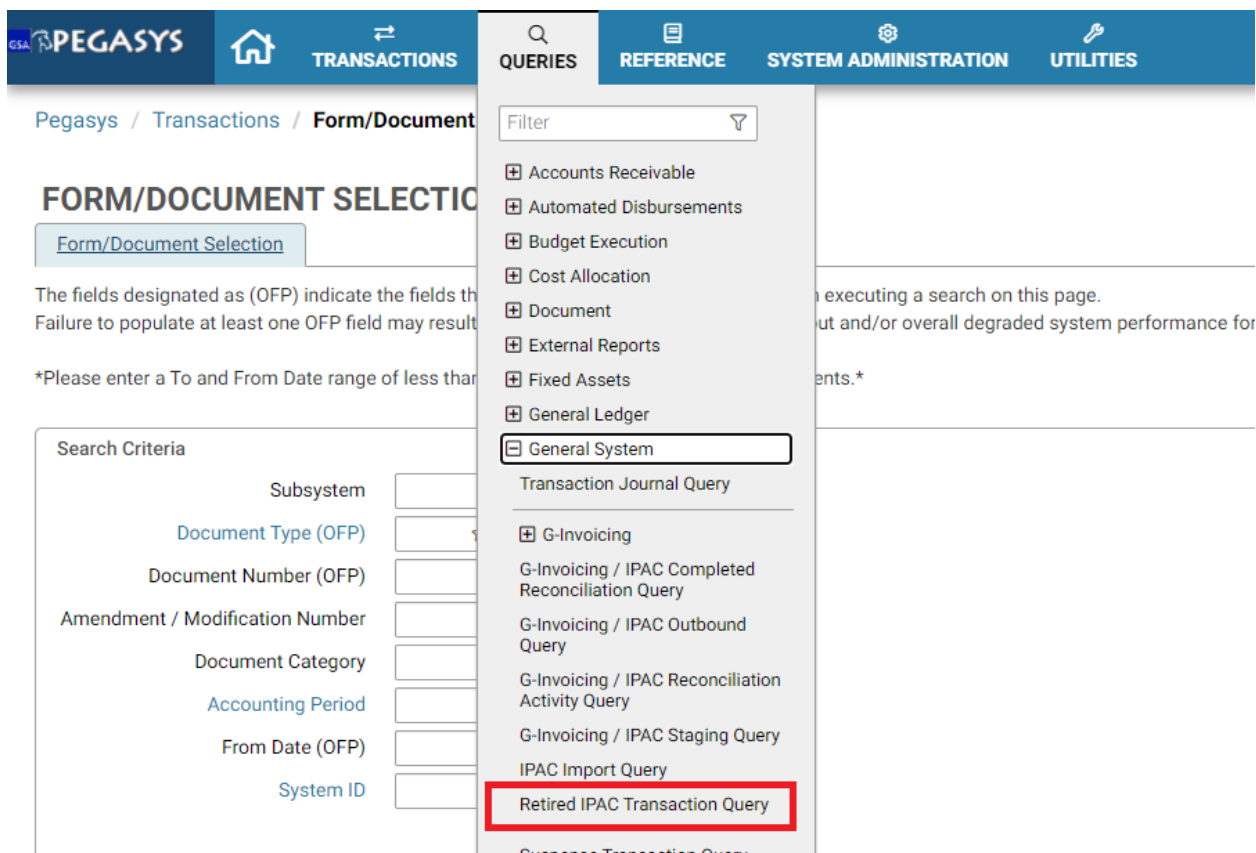
### 4.6 BAAR Queries

#### 4.6.4 Retired IPAC Transaction Query

The Retired IPAC Transaction query allows the user to view the status of transactions sent to or received from the Intra-Governmental Payment and Collection (IPAC) System through the IPAC Processes as well as any changes made to IPAC documents required to fulfill the IPAC Billing lifecycle, prior to the 7.5.1 Upgrade in May 2018.

Queries → General System → Retired IPAC Transaction Query

**Figure 1: Navigation to Retired IPAC Transaction Query**



- To search for IPAC Transaction 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.

### 4.6.4.1 Retired IPAC Transaction Query Search Parameters and Results

IPAC transactions can be queried by a variety of parameters, such as Fiscal Year, Document Category, Document Type or Document Number, Customer ALC, Disbursing Office, and the Assignment Code.

**Figure 2: Retired IPAC Transaction Query Search Criteria**

#### Retired IPAC Transaction Query

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.

The screenshot shows the 'Search Criteria' section of the application. It features several input fields and dropdown menus. On the left, there is a 'Document' section with a 'Document Category' dropdown. Below it, a 'Document' box contains four columns: 'Type (OFF)', 'Number (OFF)', 'Item', and 'Accounting', each with a text input field and a star icon. Below this is a 'Document Date' section with 'From' and 'To' date pickers. On the right side, there are 'Modified' and 'IPAC Status' dropdown menus. The 'Search Criteria' title is highlighted with a red box.

**Figure 3: Retired IPAC Transaction Query Search Criteria - IPAC Reference Section**

The screenshot displays the 'IPAC Reference' section. It contains a large number of input fields and dropdown menus. On the left, there are fields for 'IPAC Reference Number (OFF)', 'IPAC Document Identifier', 'IPAC Reference Line Number', 'DBE IPAC Doc ID (DBE UIID)', 'Relative Line Number', 'Reference Doc IPAC Document Identifier', 'Invoice Number', 'DBE Detail Flag', 'Canceled/Deleted', 'IPAC Adjustment', 'Sender Initiated Adjustment', 'IPAC Adjustment Original IPAC Reference Number', 'Zero Dollar Status Indicator', and 'Zero Dollar Reference Number'. On the right, there are checkboxes for 'Related Docs', a 'Customer Treasury Symbol' dropdown, and a 'Short Key' section with fields for 'ATA', 'AID', 'BPOA', 'EPOA', 'A', 'MAIN', and 'SUB'. Below these are dropdowns for 'Customer ALC', 'Customer BETC', 'ALC', 'Disbursing Office', 'Agency DUNS', 'Agency DUNS+4', and 'Agency AAC/DOO/AAC'. At the bottom, there are date pickers for 'IPAC Submission Date', 'IPAC Schedule Date', 'IPAC Confirmed' (From Date, To Date, Amount, Value), and 'IPAC Rejection Date' (From, To, Omitted From File).

The Item Collection of the Retired IPAC Transaction Query is scrollable and has flexible columns. This means if the user needs to see a data element, for example, Document Category, first in the item collection they can drag the column and drop it in the correct placement. The user can also expand the columns similar to an Excel spreadsheet. The user can expand the item

collection using the arrow symbol in the right corner of the screen. Once expanded, the user can scroll through the item collection fields and move fields around/expand column names.

**Figure 4: Retired IPAC Transaction Query Item Collection**

**Figure 5: Retired IPAC Transaction Query Item Collection (User Altered)**

#### 4.6.4.2 Retired IPAC Transaction Query Details

All changes made to an IPAC document, prior to the 7.5.1 Upgrade, can be reviewed through the Retired IPAC Transaction query. As a result of running the query, the user can review the details matching the search criteria and can also review the associated document for each individual record.

**Figure 6: Retired IPAC Transaction Query Detail**

#### 4.6.4.3 Executing a Query Using the Retired IPAC Transaction Query

**NOTE:** Query performance is improved with each additional search criteria entered. Users should not execute “Blind” queries, meaning no search criterion is entered.

Steps to Execute a Query Using Retired IPAC Transaction Query:

1. Navigate to Queries → General System → Retired IPAC Transaction Query  
The Retired IPAC Transaction Query page is displayed.

**Figure 7: Retired IPAC Transaction Query**

**Retired IPAC Transaction Query**

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.

**Search Criteria**

**Document**

Document Category

**Document**

Type (OFP)  Number (OFP)  Item  Accounting

**Document Date**

From  To

**Figure 8: Retired IPAC Transaction Query - IPAC Reference Section**

**IPAC Reference**

IPAC Reference Number (OFP)

IPAC Document Identifier

IPAC Reference Line Number

DBE IPAC Doc ID (DBE UIDO)

Relative Line Number

Reference Doc IPAC Document Identifier

Invoice Number

DBE Detail Flag

Canceled/Deleted

IPAC Adjustment

Sender Initiated Adjustment

IPAC Adjustment Original IPAC Reference Number

Zero Dollar Status Indicator

Zero Dollar Reference Number

IPAC Submission Date

From  To

Post SQL Status Indicator

IPAC Confirmed

From Date  To Date

Amount  Value

IPAC Rejection Date

From  To  Omitted From File

Related Docs

Related Docs

Customer Treasury Symbol

Short Key  ATA  AID  BPOA  EPOA  A  MAIN  SUB

Customer ALC

Customer BETC

ALC

Disbursing Office

Agency DUNS

Agency DUNS+4

Agency AAC/DODAAC

IPAC Schedule Date

From  To

Article Amount

From  To

2. Enter the desired and appropriate **Search Criteria**. At a minimum, enter the **Statement Number** (using either the **Statement Number** field or the **IPAC Reference Number** field). If known, enter the **Document Type**, **IPAC Status** and customer information.

**Figure 9: Retired IPAC Transaction Query Reference Number**

**Retired IPAC Transaction Query**

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.

Search Criteria

Document

Document Category

Modified

IPAC Status

Document

Type (OFP)  Number (OFP)  Item  Accounting

Document Date

From  To

IPAC Reference

IPAC Reference Number (OFP)

IPAC Document Identifier

IPAC Reference Line Number

DBE IPAC Doc ID (DBE UIID)

Relative Line Number

Reference Doc IPAC Document Identifier

Invoice Number

Related Docs

Related Docs

Customer Treasury Symbol

Short Key

SUB

**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 10: Search Button**

Security Org

Assignment Code

The results are returned in the Item Collection.

**Figure 11: Item Collection**

Document Category	Doc Typ	Doc Num	Actg Ln #	Item Ln #	Modified	IPAC Status	IPAC Reference Number	IPAC Reference Line Number	Article Number	Article Amount	IPAC Submission Date	DV Accomplish Date	Agreement Number	Document Date	IPAC Schedule Date	Accounting Period	Accomp Date
<input checked="" type="checkbox"/> BD - Billing Document	GDI	GDI/M0007332/0001	1	0000	False	Confirmed	M0007332	1	1	\$728.00	04/02/2018			04/02/2018	03/15/2018	07/2018	04/02/2018

10 per page << Page 1 of 1 >>

4. Select a detail record.
5. Select the **Details** button.

**Figure 12: Details Button**

1 - 1 of 1 results

Document Category	Doc Typ	Doc Num	Actg Ln #	Item Ln #	Modified	IPAC Status	IPAC Reference Number	IPAC Reference Line Number	Article Number	Article Amount	IPAC Submission Date	DV Accomplish Date	Agreement Number	Document Date	IPAC Schedule Date	Accounting Period	Accomp Date
<input checked="" type="checkbox"/> BD - Billing Document	GDI	GDIM0007332-0001	1	0000	False	Confirmed	M0007332	1	1	\$728.00	04/02/2018			04/02/2018	03/15/2018	07/2018	04/02/20

10 per page << Page 1 of 1 >>

The IPAC Transaction Detail page is displayed.

**Figure 13: Retired IPAC Transaction Detail Page**

Pegasys / Queries / General System / Retired IPAC Transaction Query / IPAC Transaction Detail

**IPAC TRANSACTION DETAIL**

IPAC Transaction Detail  IPAC History  SGL Information Record  IPAC Transaction DBE Detail  Correspondence

---

— General

Document Category:

Document

Type	Number	Item	Accounting
<input type="text" value="GDI"/>	<input type="text" value="GDIM0007332-0001"/>	<input type="text" value="0000"/>	<input type="text" value="1"/>

Statement Number:

Related Statement Number:

Referenced Statement Number:

DBE Detail Flag:

Source Number:

Billing Status:

Article Number:

Article Amount:

Currency Code:

Security Org:

Fiscal Year:

Customer ALC:

Customer Treasury Symbol

Short Key:

- Select the **IPAC History** Tab to view the IPAC Transaction’s history. To see the details, select the record. The item collection will be displayed.

**Figure 14: IPAC History Tab**

Pegasys / Queries / General System / Retired IPAC Transaction Query / IPAC Transaction Detail / IPAC History

**IPAC HISTORY**

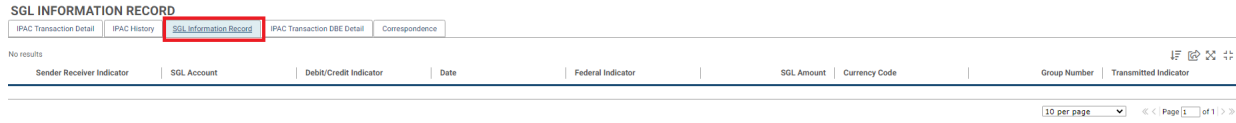
IPAC Transaction Detail  IPAC History  SGL Information Record  IPAC Transaction DBE Detail  Correspondence

1 - 4 of 4 results

Document Category	Doc Typ	Doc Num	Actg Ln #	Item Ln #	Modified	Statement Number	Related Statement Number	Referenced Statement Number	DBE Detail Flag	Agreement Number	Source Number	Title
<input checked="" type="radio"/> BD - Billing Document	GDI	GDIM0007332-0001	1	0000	False	M0007332			True		053101807415	
<input type="radio"/> BD - Billing Document	GDI	GDIM0007332-0001	1	0000	False	M0007332			True		053101807415	
<input type="radio"/> BD - Billing Document	GDI	GDIM0007332-0001	1	0000	False	M0007332			True		053101807415	
<input type="radio"/> BD - Billing Document	GDI	GDIM0007332-0001	1	0000	False	M0007332			True		053101807415	

7. Select the **SGL Information Record** Tab to view the IPAC Transaction’s SGL information.

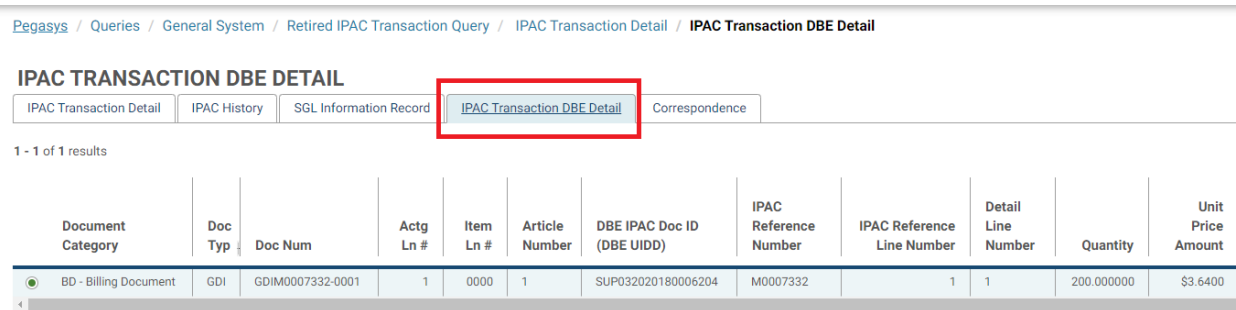
**Figure 15: SGL Information Tab**



8. Select the **IPAC Transaction DBE Detail** tab within the IPAC Transaction to view IPAC DBE Detail information.

**NOTE:** This tab will only contain information when the IPAC Transaction’s DBE Detail flag is True.

**Figure 16: IPAC Transaction DBE Detail**

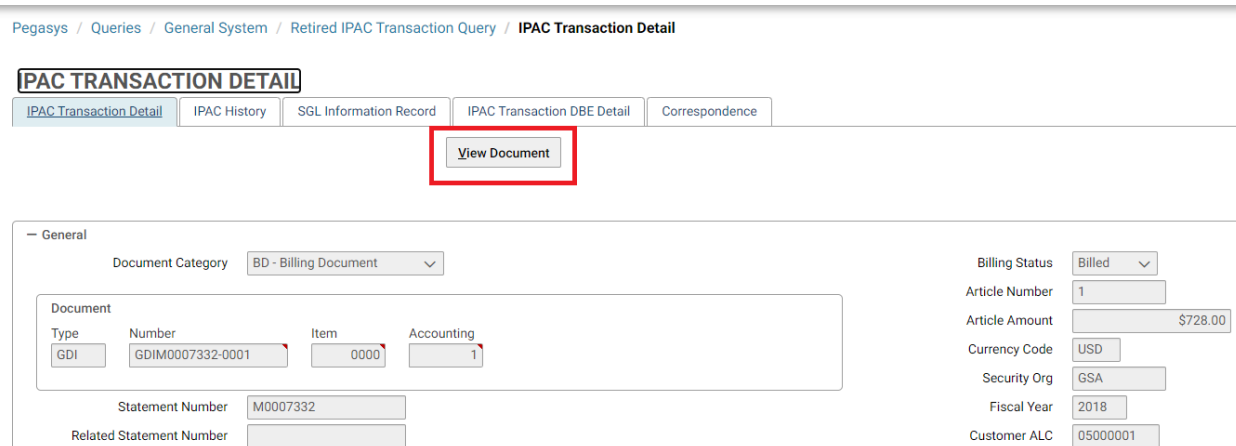


9. Select the **Correspondence** tab to view any correspondence on the transaction.

For more information on Correspondence, please refer to **Section 4.6.13.5**.

10. To view the document associated to the IPAC Transaction Detail record, select the View Document button. When selecting **View Document**, the document will be opened in a new window in view mode.

**Figure 17: IPAC Transaction Detail**



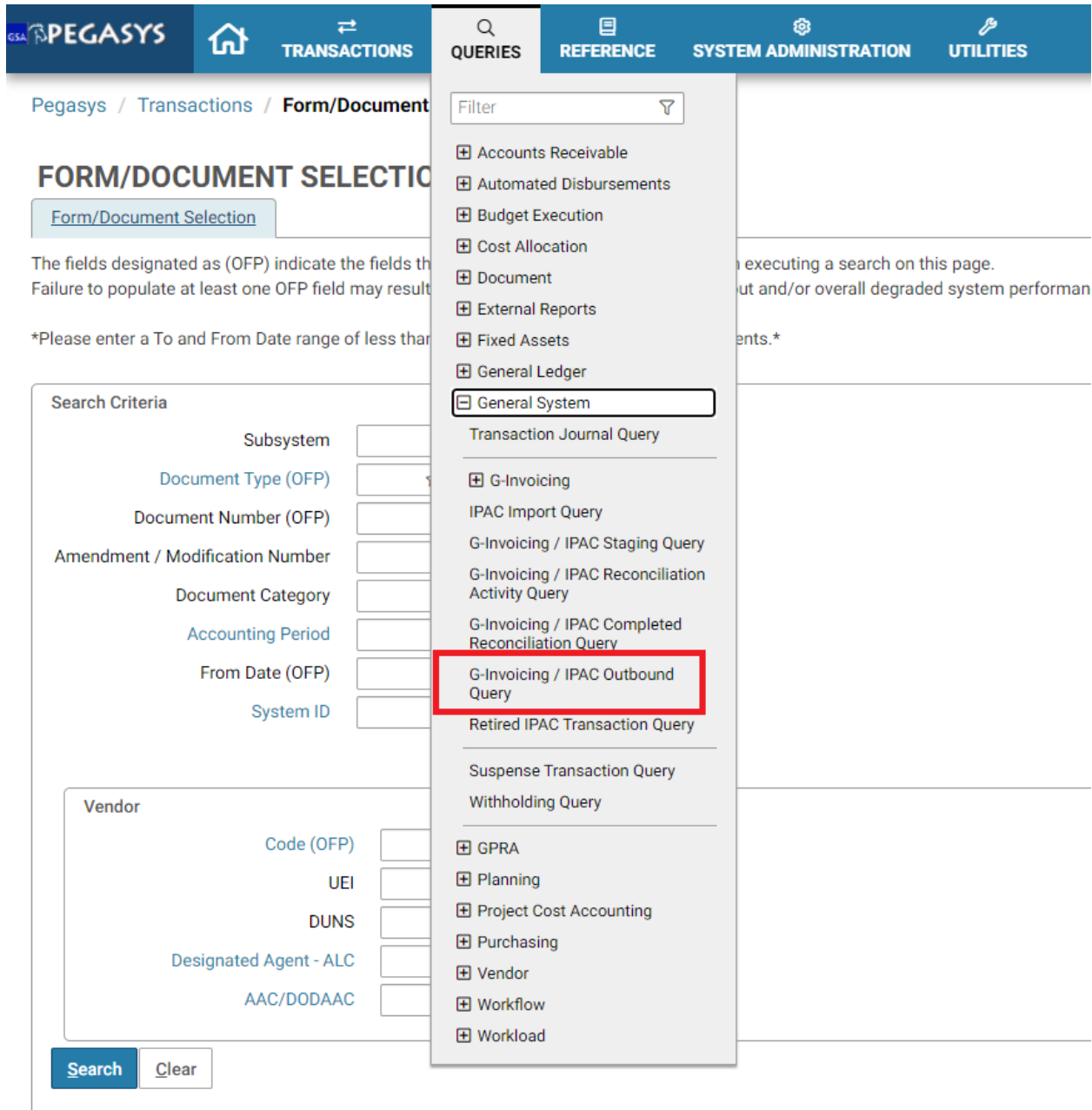


### 4.6.5 G-Invoicing/IPAC Outbound Query

The G-Invoicing/IPAC Outbound query allows the user to view Pegasys transactions eligible for the Intra-Governmental Payment and Collection (IPAC) System that will go through the IPAC Outbound Crosswalk and IPAC Bulk File Generation batch processes.

Queries → General System → G-Invoicing/IPAC Outbound Query.

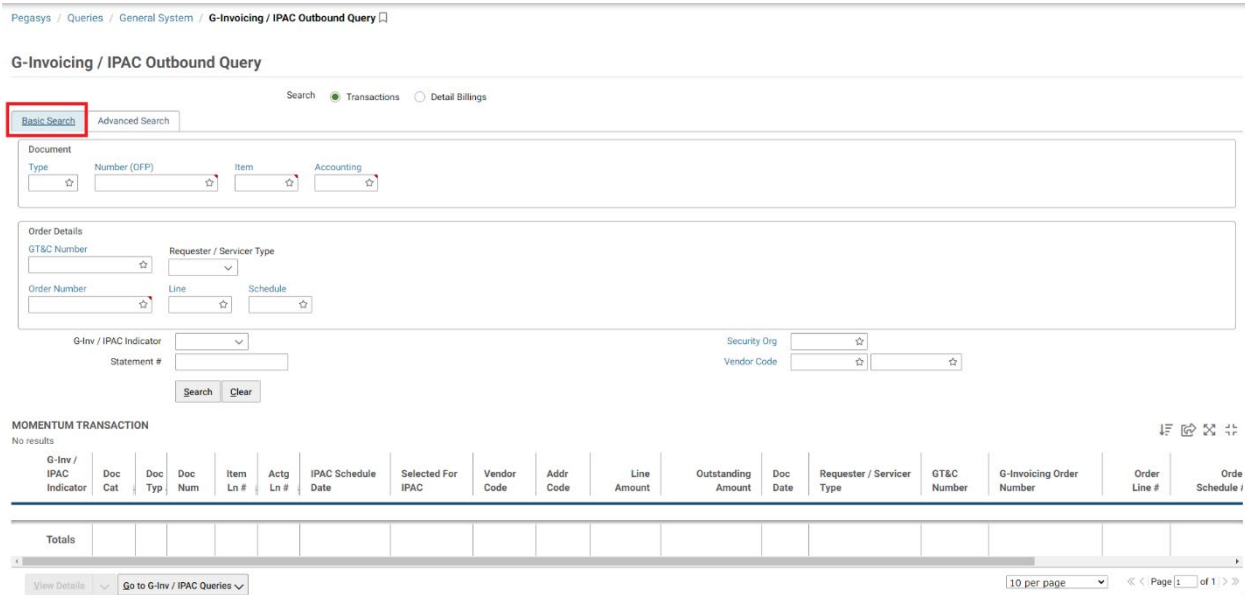
Figure 18: Navigation to G-Invoicing/IPAC Outbound Query



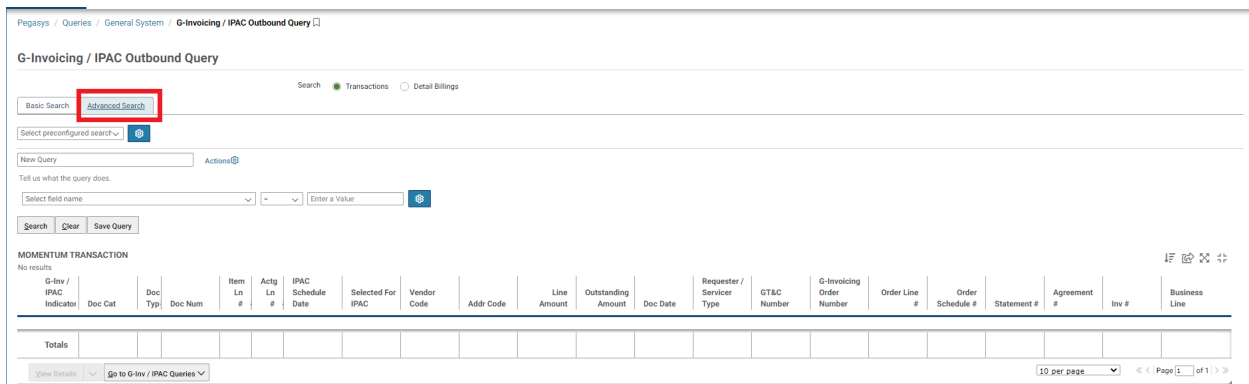
### 4.6.5.1 G-Invoicing/IPAC Outbound Query Search Parameters and Results

IPAC Transactions can be queried by a variety of parameters, the basic search criteria are Document Type, Document Number, Document Line Number, Statement Number, Partition, Security Organization, and Vendor Code. The query also supports Advanced Search to allow the customization of queries to search any value from the IPAC Import record.

**Figure 19: G-Invoicing/IPAC Outbound Query Basic Search Criteria**



**Figure 20: G-Invoicing/IPAC Outbound Query Advanced Search Criteria**



The Item Collection of the G-Invoicing/IPAC Outbound Query is scrollable and has flexible columns. This means if the user needs to see a data element, for example, Document Category, first in the item collection they can drag the column and drop it in the correct placement. The user can also expand the columns similar to an Excel spreadsheet. The user can expand the item collection using the arrow symbol in the right corner of the screen. Once expanded, the user can scroll through the item collection fields and move fields around/expand column names.

**Figure 21: G-Invoicing/IPAC Outbound Query Item Collection**

**Figure 22: G-invoicing/IPAC Outbound Query Item Collection (User Altered)**

### 4.6.5.2 G-Invoicing/IPAC Outbound Query Details

The G-Invoicing/IPAC Outbound query supports two options for viewing records under the View Details Split Dropdown. The View Document button allows users to open a window to view the Pegasys Transaction. The Staging Preview option launches a Modal window to view if and where an IPAC Import record has been crosswalked. The Modal contains important IPAC File fields at a glance and has a View Staging Details button that will navigate to the IPAC Staging Details page for the selected record.

**Figure 23: G-Invoicing/IPAC Outbound Query Detail**

IPAC Schedule Date	G-Inv / IPAC Indicator	Doc Cat	Doc Type	Doc Num	Item Ln #	Actg Ln #	Selected For IPAC	Vendor Code	Addr Code	Line Amount	Outstanding Amount	Doc Date	Requester / Servicer Type	GT&C Number	G-Invoicing Order Number	Order Line #	Order Schedule #	Statement #	Agreement #		
12/31/2020	IPAC	BD - Billing Document	FDI	FDIGJ162635-0416	1		Yes	072031	072031	\$2,409.60	\$2,409.60	02/02/2021									
12/31/2020	IPAC	BD - Billing Document	FDI	FDIGJ162635-0416	2		No	072031	072031	(\$106.00)	\$0.00	02/02/2021									
<b>Totals</b>											\$2,309.60	\$2,409.60									

### 4.6.5.3 Executing a Query Using the G-Invoicing/IPAC Outbound Query

**NOTE:** Query performance is improved with each additional search criteria entered. Users should not execute “Blind” queries, meaning no search criterion is entered.

Steps to Execute a Query Using G-Invoicing/IPAC Outbound Query:

1. Navigate to Queries → General System → G-Invoicing/IPAC Outbound Query.  
The G-Invoicing/IPAC Outbound Query page is displayed.

**Figure 24: G-Invoicing/IPAC Outbound Query**

The screenshot shows the 'G-Invoicing / IPAC Outbound Query' page. At the top, there is a breadcrumb trail: 'Pegasys / Queries / General System / G-Invoicing / IPAC Outbound Query'. Below this, the page title 'G-Invoicing / IPAC Outbound Query' is highlighted with a red box. The page has two tabs: 'Basic Search' (selected) and 'Advanced Search'. There are radio buttons for 'Search' (selected) and 'Detail Billings'. The 'Document' section contains three input fields: 'Type', 'Number (OFP)' (containing 'LDIL0000080-006'), and 'Accounting'. The 'Order Details' section includes 'GT&C Number', 'Requester / Servicer Type', 'Order Number', 'Line', and 'Schedule'. At the bottom, there are fields for 'G-Inv / IPAC Indicator', 'Statement #', 'Security Org', and 'Vendor Code', along with 'Search' and 'Clear' buttons.

2. Enter the desired and appropriate **Search Criteria**. At a minimum, enter the **Document Number**.

**Figure 25: G-Invoicing/IPAC Outbound Query Statement Number**

This screenshot is similar to Figure 24 but highlights the 'Number (OFP)' field in the 'Document' section with a green box. The value 'LDIL0000080-006' is entered in this field. The rest of the page layout, including the breadcrumb trail, tabs, and other search fields, remains the same.

**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 26: Search Button**

Pegasys / Queries / General System / G-Invoicing / IPAC Outbound Query

### G-Invoicing / IPAC Outbound Query

Search  Transactions  Detail Billings

**Basic Search** | Advanced Search

**Document**

Type  ☆ Number (OFF)  ☆ Item  ☆ Accounting  ☆

---

**Order Details**

GT&C Number  ☆ Requester / Servicer Type  ▼

Order Number  ☆ Line  ☆ Schedule  ☆

G-Inv / IPAC Indicator  ▼

Statement #

**Search**

The results are returned in the Item Collection.

**Figure 27: Item Collection**

MOMENTUM TRANSACTION

1 - 1 of 1 results

G-Inv / IPAC Indicator	Doc Cat	Doc Type	Doc Num	Item Ln #	Actg Ln #	G-Inv/IPAC Schedule Date	Selected For G-Inv/IPAC	Vendor Code	Addr Code	Line Amount	Outstanding Amount	Doc Date	Requester / Servicer Type	GT&C Number	G-Invoicing Order Number	Order Line #	Order Schedule #	Statement #	A #	
<input type="radio"/> IPAC	BD - Billing Document	LDI	LDIL0000080-006		1	03/27/2023	No	070109	070109	(\$1,497.07)	\$0.00	03/27/2023							L0000080	
<b>Totals</b>										(\$1,497.07)	\$0.00									

View Details | Go to G-Inv / IPAC Queries | 100 per page | Page 1 of 1

4. Select a detail record.
5. Select the **View Details** dropdown button.
6. Select the **View Document** Button.

**Figure 28: View Document Button**

MOMENTUM TRANSACTION  
1 - 1 of 1 results

G-Inv / IPAC Indicator	Doc Cat	Doc Type	Doc Num	Item Ln #	Actg Ln #	G-Inv/IPAC Schedule Date	Selected For G-Inv/IPAC	Vendor Code	Addr Code	Line Amount	Outstanding Amount	Doc Date	Requester / Servicer Type	GT&C Number	G-Invoicing Order Number	Order Line #	Order Schedule #	Statement #	A #
● IPAC	BD - Billing Document	LDI	LDIL0000080-006		1	03/27/2023	No	070109	070109	(\$1,497.07)	\$0.00	03/27/2023						L0000080	
										(\$1,497.07)	\$0.00								

[View Document](#)  
[View Staging](#)  
[View Details](#) | [Go to G-Inv / IPAC Queries](#)

100 per page | Page 1 of 1

The document opens in a new window.

**Figure 29: View Document**

Header: LDI Fleet Leasing IPAC BD LDIL0000080-006 PROCESSED

**HEADER**

[Header](#) | [Accounting Lines](#) | [Office Addresses](#) | [Approval Routing](#) | [Memos](#) | [Summary](#)

[View Case History](#)

Expand All | Collapse All

General

<p><input type="checkbox"/> Make Recurring</p> <p>Document Type: LDI Fleet Leasing IPAC BD</p> <p>Status: PROCESSED</p> <p>Document Number: LDIL0000080-006</p> <p>Statement Number: L0000080</p> <p>Title: _____</p> <p>Billed By: _____</p> <p>Post Code: _____</p> <p>Number of Lines: 1</p> <p>Closed Lines: 1</p> <p>Agency UEI: JPM1FPHKQYV1</p> <p>Agency DUNS Number: _____</p> <p>Agency EFT Indicator: _____</p> <p><input type="checkbox"/> Bill Generated Flag</p> <p>Bill Generated Date: _____</p> <p>Created by: runbatchsumr</p> <p>Last Modified by: runbatchsumr</p>	<p>Orig Document Date: 03/27/2023</p> <p>Last Document Date: 03/27/2023</p> <p>Accounting Period: 06/2023</p> <p>Reporting Accounting Period: 06/2023</p> <p>Last Batch Number: _____</p> <p>Document Classification: _____</p> <p>Security Org: GSA</p> <p>Last Modification Number: 0</p> <p>Business Line: FLEETLEASN</p>
--	--

7. Return to the G-Invoicing/IPAC Outbound Query and select the **View Staging** button.

**Figure 30: View Staging Button**

MOMENTUM TRANSACTION  
1 - 1 of 1 results

G-Inv / IPAC Indicator	Doc Cat	Doc Type	Doc Num	Item Ln #	Actg Ln #	G-Inv/IPAC Schedule Date	Selected For G-Inv/IPAC	Vendor Code	Addr Code	Line Amount	Outstanding Amount	Doc Date	Requester / Servicer Type	GT&C Number	G-Invoicing Order Number	Order Line #	Order Schedule #	Statement #	A #
● IPAC	BD - Billing Document	LDI	LDIL0000080-006		1	03/27/2023	No	070109	070109	(\$1,497.07)	\$0.00	03/27/2023						L0000080	
										(\$1,497.07)	\$0.00								

[View Document](#)  
[View Staging](#)  
[View Details](#) | [Go to G-Inv / IPAC Queries](#)

100 per page | Page 1 of 1

8. The Staging Record preview modal appears.

**Figure 31: Staging Record Preview Modal**

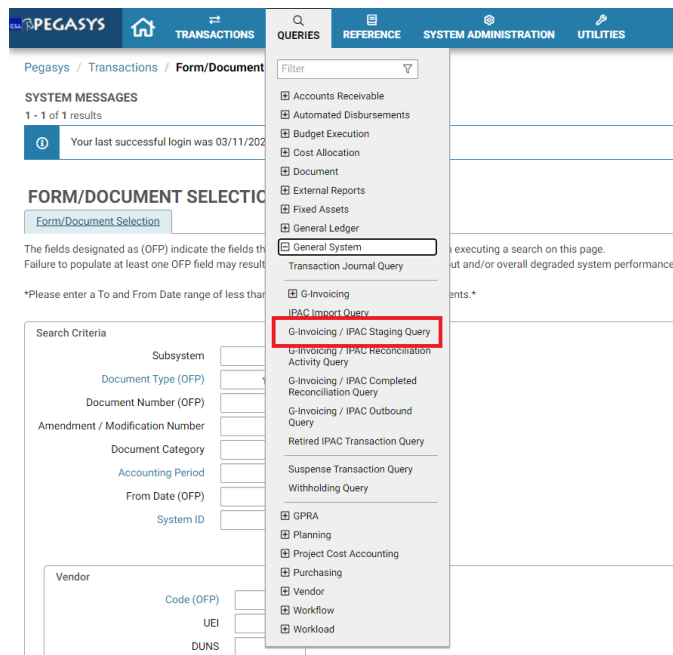
IPAC DRN	IPAC DRN Dtl Ln Num	IPAC Status	Transaction Set ID	Document Number	Detail Amount	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Acty	SOC	Sub Object	Re Src	
G0153020	5	Moved to Recon	810		\$354.26															
G0153020	1	Moved to Recon	810		\$417.18															
G0153020	3	Moved to Recon	810		\$417.18															
G0153020	2	Moved to Recon	810		\$417.18															
G0153020	4	Moved to Recon	810		\$417.18															
<b>Totals</b>					\$2,022.98															

**4.6.6 G-Invoicing/IPAC Staging Query**

The G-Invoicing/IPAC Staging query allows the user to view the status of transactions sent to or received from the Intra-Governmental Payment and Collection (IPAC) System through the IPAC Batch processes.

Queries → General System → G-Invoicing/IPAC Staging Query.

**Figure 32: Navigation to G-Invoicing/IPAC Staging Query**



**4.6.6.1 G-Invoicing/IPAC Staging Query Search Parameters and Results**

IPAC Transactions can be queried by a variety of parameters, the basic search criteria are IPAC Document Reference Number (DRN), Outbound Document Type, Outbound Document Number,

Import Run Number, Originating ALC, and Customer ALC. The query also supports Advanced Search to allow the customization of queries to search any value from the IPAC Staging record.

**Figure 33: G-Invoicing/IPAC Staging Query Basic Search Criteria**

**Figure 34: G-Invoicing/IPAC Staging Query Advanced Search Criteria**

The Item Collection of the G-Invoicing/IPAC Staging Query is scrollable and has flexible columns. This means if the user needs to see a data element, for example, IPAC DRN, first in the item collection they can drag the column and drop it in the correct placement. The user can also expand the columns similar to an Excel spreadsheet. The user can expand the item collection using the arrow symbol in the right corner of the screen. Once expanded, the user can scroll through the item collection fields and move fields around/expand column names.



**Figure 35: G-Invoicing/IPAC Staging Query Item Collection**

G-INVOICING / IPAC STAGING RECORDS

No results

<input type="checkbox"/> G-Inv / IPAC Indicator	IPAC DRN	IPAC Import Run Number	IPAC DRN Dtl Ln Num	G-Inv / IPAC Status	IPAC Transaction Type	G-Invoicing / IPAC Assignee	Detail Amount	Originating ALC	Customer ALC	Accomplish Date	Actg Date	SNDR DO	Requester / Servicer Type	GT&C Number	G-Invoicing Order Number	Order Line #	Order Schedule #	G-Invo Line
Totals																		

Details | Neg | Copy | Go to G-Inv / IPAC Queries | Delete | Update Status | 10 per page | Page 1 of 1

**Figure 36: G-Invoicing/IPAC Staging Query Item Collection (User Altered)**

G-INVOICING / IPAC STAGING RECORDS

No results

<input type="checkbox"/> Document Number	G-Inv / IPAC Indicator	IPAC DRN	IPAC Import Run Number	IPAC DRN Dtl Ln Num	G-Inv / IPAC Status	IPAC Transaction Type	G-Invoicing / IPAC Assignee	Detail Amount	Originating ALC	Customer ALC	Accomplish Date	Actg Date	SNDR DO	Requester / Servicer Type	GT&C Number	G-Invoicing Order Number	Order Line #	Order Schedule #	G-Invoicing Line Type	Performanc Type	Performanc Status	Perf Num
Totals																						

Details | Neg | Copy | Go to G-Inv / IPAC Queries | Delete | Update Status | 10 per page | Page 1 of 1

#### 4.6.6.2 G-Invoicing/IPAC Staging Query Details

The G-Invoicing/IPAC Staging Query Details default button will show all the IPAC Staging Fields and allow modification of IPAC Detail Information. The Details dropdown button supports 5 different actions when selecting a record:

- The **Import** option will launch a Modal window to view if and where this IPAC Staging record has been through the IPAC Import batch process.
- The **Outbound** preview option will launch a Modal window to view if and where this IPAC Staging record came from a Pegasys Transaction that GSA initiated.
- The **Staging History** option will launch a Modal window to view if and how this IPAC Staging record has been changed.
- The **Reconciliation** preview option will launch a Modal window to view if and how this IPAC Staging record has been Reconciled.
- The **Reconciliation History** preview option will launch a Modal window to view if and how this IPAC Staging record has been changed in Reconciliation.

**Figure 37: G-Invoicing/IPAC Staging Query Detail**

The screenshot shows the 'G-Invoicing / IPAC Staging Query' interface. At the top, there are search filters for 'G-Inv / IPAC Indicator', 'Document Type', 'Performance Type', 'G-Invoicing Line Type', and 'Originating ALC'. There are also fields for 'G-Inv / IPAC Status', 'Document Number', 'IPAC DRN (OFF)', 'IPAC Import Run Number', and 'Customer ALC'. A section for 'Outbound Document' includes 'Type', 'Outbound Document Number (OFF)', 'Item', and 'Accounting'. Below these are sections for 'G-Invoicing' (Order Details and Performance Details) and a table of 'G-INVOICING / IPAC STAGING RECORDS'. The table has columns for Document Number, G-Inv / IPAC Indicator, IPAC DRN, IPAC Import Run Number, IPAC DRN Dtl Lin Num, G-Inv / IPAC Status, IPAC Transaction Type, G-Invoicing / IPAC Assignee, Detail Amount, Originating ALC, Customer ALC, Accomplish Date, Actg Date, SNDR DO, Requester / Service Type, GT&C Number, G-Invoicing Order Number, Order Line #, Order Schedule #, G-Invoicing Line Type, Performan Type, Performan Status, and Perf Num. A dropdown menu is open for the 'Document Number' column, showing options: Export, Outbound, History, Reconciliation, and Reconciliation History. The 'Export' option is highlighted.

**4.6.6.3 Executing a Query using the G-Invoicing/IPAC Staging Query**

**NOTE:** Query performance is improved with each additional search criteria entered. Users should not execute “Blind” queries, meaning no search criterion is entered.

Steps to Execute a Query Using G-Invoicing/IPAC Staging Query:

1. Navigate to Queries → General System → G-Invoicing/IPAC Staging Query  
The G-Invoicing/IPAC Staging Query page is displayed.

**Figure 38: G-Invoicing/IPAC Staging Query - Executing a Query**

The screenshot shows the 'G-Invoicing / IPAC Staging Query' page with search criteria entered. The 'Document Number' field is highlighted with a red box. Below the search filters is a table of 'G-INVOICING / IPAC STAGING RECORDS'. The table has columns for Document Number, G-Inv / IPAC Indicator, IPAC DRN, IPAC Import Run Number, IPAC DRN Dtl Lin Num, G-Inv / IPAC Status, IPAC Transaction Type, G-Invoicing / IPAC Assignee, Detail Amount, Originating ALC, Customer ALC, Accomplish Date, Actg Date, SNDR DO, Requester / Service Type, GT&C Number, G-Invoicing Order Number, Order Line #, Order Schedule #, G-Invoicing Line Type, Performan Type, Performan Status, and Perf Num. The 'Totals' row shows a total amount of \$8.00. The page also includes search and clear buttons, and a dropdown menu for the 'Document Number' column.

2. Enter the desired and appropriate **Search Criteria**. At a minimum, enter the **IPAC DRN**. If known, enter the **Outbound Document Type**, and **Outbound Document Number**.

Figure 39: G-Invoicing/IPAC Staging Query IPAC DRN

### G-Invoicing / IPAC Staging Query

The screenshot shows the 'G-Invoicing / IPAC Staging Query' interface. At the top, there are two tabs: 'Basic Search' (selected) and 'Advanced Search'. Below the tabs are several search criteria fields:

- G-Inv / IPAC Indicator: dropdown menu
- Document Type: text input with star icon
- Performance Type: dropdown menu
- G-Invoicing Line Type: dropdown menu
- Originating ALC: text input with star icon
- G-Inv / IPAC Status: dropdown menu
- Document Number: text input
- IPAC DRN (OFF):** text input containing 'G0153020', highlighted with a red box.
- IPAC Import Run Number: text input
- Customer ALC: text input with star icon

Below these fields is a 'G-Invoicing' section with 'Order Details' and 'Requester / Servicer Type' fields. The 'Order Details' section includes 'GT&C Number', 'Order Number', 'Line', and 'Schedule' fields, each with a star icon. To the right of the 'G-Invoicing' section are three 'Performan' and 'Reference' fields. At the bottom of the form are 'Search' and 'Clear' buttons.

**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 40: Search Button - Executing G-Invoicing/IPAC Staging Query

### G-Invoicing / IPAC Staging Query

This screenshot is identical to Figure 39, showing the same search criteria and 'G-Invoicing' section. The only difference is that the 'Search' button at the bottom of the form is highlighted with a red box.

The results are returned in the Item Collection.

**Figure 41: Item Collection – G-Invoicing/IPAC Staging Query**

G-INVOICING / IPAC STAGING RECORDS  
1 - 10 of 112 results

<input type="checkbox"/>	G-Inv / IPAC Indicator	IPAC DRN	IPAC Import Run Number	IPAC DRN Dtl Ln Num	G-Inv / IPAC Status	IPAC Transaction Type	G-Invoicing / IPAC Assignee	Detail Amount	Originating ALC	Customer ALC	Accomplish Date	Actg Date	SNDR DO	Requester / Servicer Type	GT&C Number	G-Invoicing Order Number	Order Line #	Order Schedule #	G In Li	
<input type="checkbox"/>	IPAC	G0153020	A2020010800	106	Moved to Recon	Collection		\$394.73	47000016	11030001	01/06/2020	12/30/2019	GS127						Ni	
<input type="checkbox"/>	IPAC	G0153020	A2020010800	107	Moved to Recon	Collection		\$251.88	47000016	11030001	01/06/2020	12/30/2019	GS127						Ni	
<input type="checkbox"/>	IPAC	G0153020	A2020010800	110	Moved to Recon	Collection		\$4.00	47000016	11030001	01/06/2020	12/30/2019	GS127						Ni	
<input type="checkbox"/>	IPAC	G0153020	A2020010800	109	Moved to Recon	Collection		\$4.00	47000016	11030001	01/06/2020	12/30/2019	GS127						Ni	
<input type="checkbox"/>	IPAC	G0153020	A2020010800	108	Moved to Recon	Collection		\$424.22	47000016	11030001	01/06/2020	12/30/2019	GS127						Ni	
<input type="checkbox"/>	IPAC	G0153020	A2020010800	84	Moved to Recon	Collection		\$357.07	47000016	11030001	01/06/2020	12/30/2019	GS127						Ni	
<input type="checkbox"/>	IPAC	G0153020	A2020010800	104	Moved to Recon	Collection		\$4.00	47000016	11030001	01/06/2020	12/30/2019	GS127						Ni	
<input type="checkbox"/>	IPAC	G0153020	A2020010800	86	Moved to Recon	Collection		\$293.18	47000016	11030001	01/06/2020	12/30/2019	GS127						Ni	
<input type="checkbox"/>	IPAC	G0153020	A2020010800	87	Moved to Recon	Collection		\$4.00	47000016	11030001	01/06/2020	12/30/2019	GS127						Ni	
<input type="checkbox"/>	IPAC	G0153020	A2020010800	88	Moved to Recon	Collection		\$4.00	47000016	11030001	01/06/2020	12/30/2019	GS127						Ni	
<b>Totals</b>								\$24,746.19												

Details | New | Copy | Go to G-Inv / IPAC Queries | Delete | Update Status | 10 per page | Page 1 of 12

4. Select a detail record.
5. Select the **Details** default button.

**Figure 42: Details Button – G-Invoicing/IPAC Staging Query**

G-INVOICING / IPAC STAGING RECORDS  
1 - 10 of 112 results

<input type="checkbox"/>	G-Inv / IPAC Indicator	IPAC DRN	IPAC Import Run Number	IPAC DRN Dtl Ln Num	G-Inv / IPAC Status	IPAC Transaction Type	G-Invoicing / IPAC Assignee	Detail Amount	Originating ALC	Customer ALC	Accomplish Date	Actg Date	SNDR DO	Requester / Servicer Type	GT&C Number	G-Invoicing Order Number	Order Line #	Order Schedule #	G In Li		
<input checked="" type="checkbox"/>	IPAC	G0153020	A2020010800	106	Moved to Recon	Collection		\$394.73	47000016	11030001	01/06/2020	12/30/2019	GS127						Ni		
<input type="checkbox"/>	IPAC	G0153020	A2020010800	107	Moved to Recon	Collection		\$251.88	47000016	11030001	01/06/2020	12/30/2019	GS127						Ni		
<input type="checkbox"/>	IPAC	G0153020	A2020010800	110	Moved to Recon	Collection		\$4.00	47000016	11030001	01/06/2020	12/30/2019	GS127						Ni		
<input type="checkbox"/>	IPAC	G0153020	A2020010800	109	Moved to Recon	Collection		\$4.00	47000016	11030001	01/06/2020	12/30/2019	GS127						Ni		
<input type="checkbox"/>	IPAC	G0153020	A2020010800	108	Moved to Recon	Collection		\$424.22	47000016	11030001	01/06/2020	12/30/2019	GS127						Ni		
<input type="checkbox"/>	IPAC	G0153020	A2020010800	84	Moved to Recon	Collection		\$357.07	47000016	11030001	01/06/2020	12/30/2019	GS127						Ni		
<input type="checkbox"/>	IPAC	G0153020	A2020010800	104	Moved to Recon	Collection		\$4.00	47000016	11030001	01/06/2020	12/30/2019	GS127						Ni		
<input type="checkbox"/>	IPAC	G0153020	A2020010800	86	Moved to Recon	Collection		\$293.18	47000016	11030001	01/06/2020	12/30/2019	GS127						Ni		
<input type="checkbox"/>	IPAC	G0153020	A2020010800	87	Moved to Recon	Collection		\$4.00	47000016	11030001	01/06/2020	12/30/2019	GS127						Ni		
<input type="checkbox"/>	IPAC	G0153020	A2020010800	88	Moved to Recon	Collection		\$4.00	47000016	11030001	01/06/2020	12/30/2019	GS127						Ni		
<b>Totals</b>								\$24,746.19													

**Details** | New | Copy | Go to G-Inv / IPAC Queries | Delete | Update Status | 10 per page | Page 1 of 12

6. The G-Invoicing/IPAC Staging Query Detail Page is displayed.

**Figure 43: G-Invoicing/IPAC Staging Query Detail - on IPAC Query Execution**

Pegasys / Queries / General System / G-Invoicing / IPAC Staging Query / G-Invoicing / IPAC Staging Query Detail

**G-Invoicing / IPAC Staging Query Detail**

Transaction Info Details  
 Originating ALC: 47000016  
 Customer ALC: 11030001  
 Submitter ALC: 47000016  
 G-Inv / IPAC Indicator: IPAC  
 Actg Date: 12/30/2019  
 Accomplish Date: 01/06/2020  
 Accounting Period: 01/06/2020  
 IPAC DRN: G0153020  
 Trans Type ID: 20830188  
 IPAC Transaction Type: Collection  
 IPAC DRN Amount: \$24,746.19  
 Number of Detail Items: 112  
 PFI Designation ID: [ ]

IPAC Interface Activity  
 IPAC Import Run: A202001080002  
 Import Run Date: 01/06/2020  
 Last Modified By: [ ]  
 Transaction Set ID: 813  
 Outbound Crosswalk Indicator: [ ]  
 Outbound Crosswalk Date: 01/06/2020  
 IPAC Register: [ ]  
 IPAC Register Accounting Period: [ ]  
 Security Org: GSA  
 Outbound Crosswalk: [ ]  
 Outbound Crosswalk Run Number: 020301067286  
 Inbound Crosswalk Run Number: 020201080939  
 Confirmation Flag: [ ]  
 G-Invoicing/IPAC Assignee: [ ]  
 PFI Flag: [ ]  
 Intra IPAC Fee: [ ]  
 Payment Accounting Period: 04/2020  
 Detail Billing Record Identifier: 07120403100011540

G-Invoicing Performance  
 Order Details: [ ]  
 Performance Details: [ ]

**NOTE:** the IPAC Staging record can be modified on this page. If any modifications are made, the user should then select the Save button to save their changes.

**Figure 44: Save Button – G-Invoicing/IPAC Staging Detail**

Pegasys / Queries / General System / G-Invoicing / IPAC Staging Query / G-Invoicing / IPAC Staging Query Detail

### G-Invoicing / IPAC Staging Query Detail

---

**Transaction Info Details**

Originating ALC	<input type="text" value="47000016"/>		Actg Date	<input type="text" value="12/30/2019"/>
Customer ALC	<input type="text" value="11030001"/>		Accomplished Date	<input type="text" value="01/06/2020"/>
Submitter ALC	<input type="text" value="47000016"/>		Accounting Period	<input type="text"/>
Sender DO Symbol	<input type="text" value="GS127"/> ☆		IPAC DRN	<input type="text" value="G0153020"/>
G-Inv / IPAC Indicator	<input type="text" value="IPAC"/> ▼		Treas Trans ID	<input type="text" value="22820168"/>

---

**IPAC Interface Activity**

IPAC Import Run Number	<input type="text" value="A202001080002"/>		Transaction Set ID	<input type="text" value="810"/> ▼		Security Org	<input type="text" value="GS"/>
Import Run Date	<input type="text" value="01/08/2020"/>		Outbound Crosswalk Date	<input type="text" value="01/06/2020"/>		Outbound Crosswalk Indicator	<input type="text" value="C"/>
Last Modified By	<input type="text" value="runbatchgsipacron"/>		Inbound Crosswalk Date	<input type="text" value="01/08/2020"/>		Outbound Crosswalk Run Number	<input type="text" value="02"/>
			IPAC Rejection Date	<input type="text"/>		Inbound Crosswalk Run Number	<input type="text" value="I2C"/>
			IPAC Rejection Accounting Period	<input type="text"/>			

---

**G-Invoicing Performance**

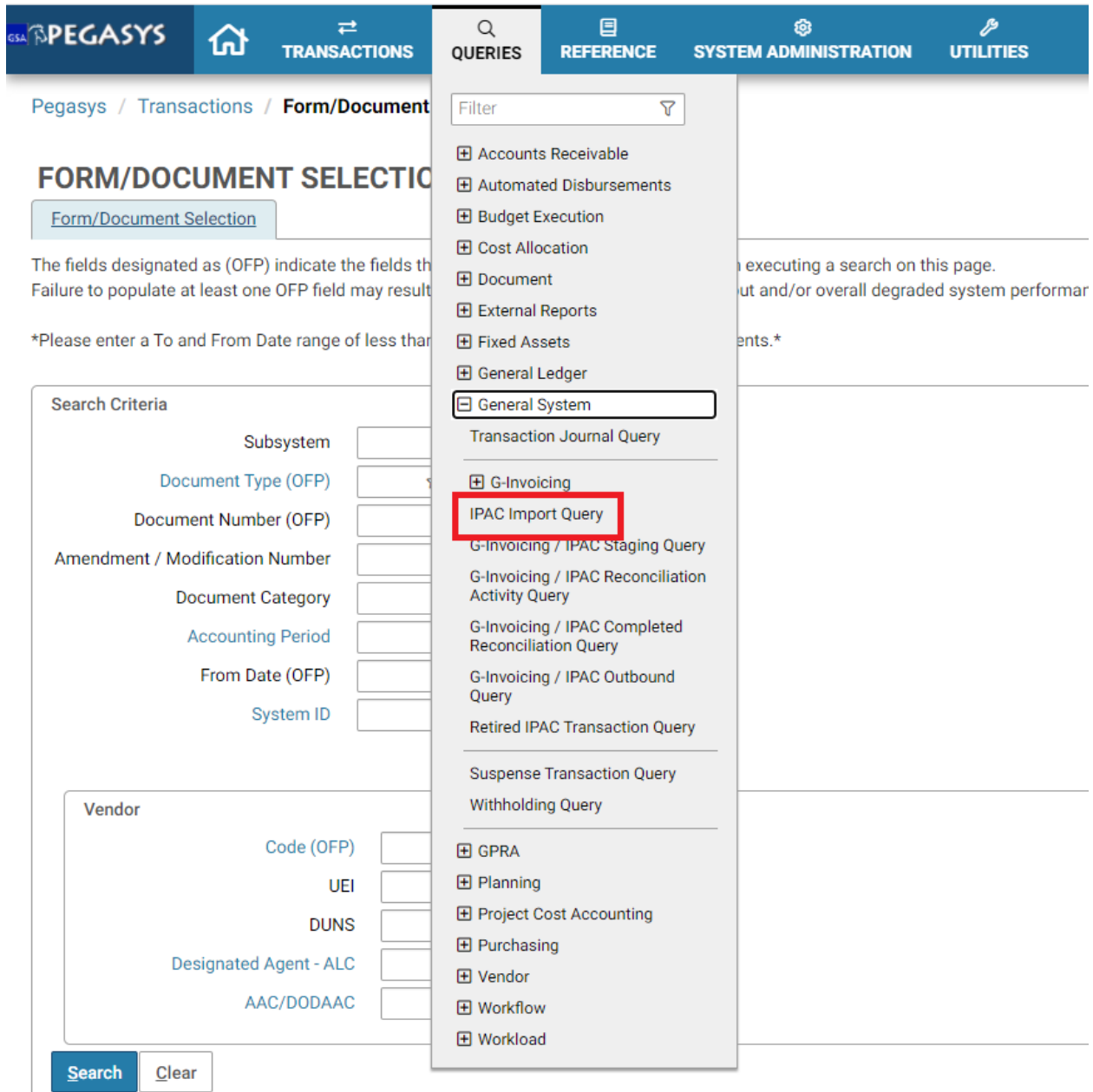
<b>G-Invoicing</b>	<b>Performance Details</b>
Order Details	
GT&C Number	Performance Number
Requester / Service Type	

#### 4.6.7 IPAC Import Query

The IPAC Import query allows the user to view transactions downloaded from the Intra-Governmental Payment and Collection (IPAC) System through the IPAC Import Batch Process (GSIPACIMP) and preserves the information that came from Treasury.

Queries → General System → IPAC Import Query.

Figure 45: Navigation to IPAC Import Query



#### 4.6.7.1 IPAC Import Query Search Parameters and Results

The records can be queried by a variety of parameters, the basic search criteria are IPAC Document Reference Number (DRN), Import Run ALC, Import Run Number, Partition, Originating ALC, and Customer ALC. The query also supports Advanced Search to allow the customization of queries to search any value from the IPAC Import record.

**Figure 46: IPAC Import Query Basic Search Criteria**

**Figure 47: IPAC Import Query Advanced Search Criteria**

The Item Collection of the IPAC Import Query is scrollable and has flexible columns. This means if the user needs to see a data element, for example, Import Run Number, first in the item collection they can drag the column and drop it in the correct placement. The user can also expand the columns similar to an Excel spreadsheet. The user can expand the item collection using the arrow symbol in the right corner of the screen. Once expanded, the user can scroll through the item collection fields and move fields around/expand column names.

**Figure 48: IPAC Import Query Item Collection**

Import Run Date	IPAC Import Run Number	Import Run ALC	IPAC DRN	IPAC Transaction Type	IPAC DRN Amount	Detail Amount	Originating ALC	Customer ALC	SNDR DO	Treas Trans ID	TPI Flag	Intra IPAC Tran	Receiver TSYM	Sender TSYM
Totals														

**Figure 49: IPAC Import Query Item Collection (User Altered)**

Import Run ALC	Import Run Date	IPAC Import Run Number	IPAC DRN	IPAC Transaction Type	IPAC DRN Amount	Detail Amount	Originating ALC	Customer ALC	SNDR DO	Treas Trans ID	TPI Flag	Intra IPAC Tran	Receiver TSYM	Sender TSYM
Totals	Totals					\$0.00	\$0.00							

#### 4.6.7.2 IPAC Import Query Details

The IPAC Import Query Details default button launches a Modal window to view the Treasury IPAC fields that came in from the IPAC Accomplishment File. The Details dropdown button supports 2 different actions when selecting a record:

- The **Import Details** option will add additional Pegasys IPAC details in addition to the Treasury IPAC information, such as Import Run Date, Import Run ALC, and Trading Partner Initiated flag that are set by the IPAC Import batch process.
- The **Staging** preview option will launch a Modal window to view if and where this IPAC Import record has been crosswalked.

**Table 1** displays fields sent by IPAC on the Accomplishment file include:

**Table 1: IPAC Fields**

<b>IPAC Field Name</b>	<b>Description</b>
Transaction ID	Unique per IPAC Document Identifier in each file received from Treasury. It is a 16 character ID assigned to each transaction.
Submitter ALC	Submitter Agency Location Code - not commonly used and will usually be set to 0 on an incoming file.
Originating ALC	Originating Agency Location Code (ALC) - to identify reporting/accounting sources uniquely. The ALC sending the payment, collection, adjustment, or zero dollar transaction.
Customer ALC	Customer Agency Location Code (ALC) - the ALC that will receive the payment, collections, adjustment or zero dollar transaction.
Contact Name	Transaction Contact Name.
Contact Email Address	Transaction Contact Email Address.
Contact Phone Number	Transaction Contact Phone Number.
Summary Amount	Summary \$ of all details.
Number of Detail Items	Total number of all detail lines.
Accomplished Date	For inter-agency transfer payments, the date the direct fund transfer actually occurred at Treasury.
Accounting Date	Date of the transaction in Pegasys. Normally the Accounting Date and the Accomplished date will be a few days apart.
Detail Line Number	This refers to the Accounting Line Number. If there are 10 accounting lines on one BD then these rows would be numbered 1-10. If there were 10 BD's with one accounting line each then all rows would be numbered with a 1 in this field.
Contract Number	Unique number used to identify a contract between two trading partners.



<b>IPAC Field Name</b>	<b>Description</b>
Purchase Order Number	Does not correspond to a Pegasys Field Name but will be populated. May be populated with the value 'not provided'.
CLIN	Contract Line Item Number.
Invoice Number	Identification number of the invoice sent by the biller listing the services rendered.
Requisition Number	Identifies a requisition between two trading partners. Identified by the person entering the transaction.
Quantity	The number of units to determine total price.
Unit of Issue	Units by which goods and services are measured. Common Values: <ul style="list-style-type: none"> <li>• EA = each</li> <li>• DZ = dozen</li> <li>• BX = box</li> <li>• TN = ton</li> <li>• RO = roll</li> </ul>
Unit Price	Price per unit of product, service, commodity, etc.
Detail Amount	Amount.
Pay Flag	Indicates whether the payment is Final or Partial. Valid Values: <ul style="list-style-type: none"> <li>• F - Final</li> <li>• P - Partial</li> </ul>
FY Obligation ID	<ul style="list-style-type: none"> <li>• C - Current Fiscal Year obligation</li> <li>• P - Prior Fiscal Year obligation</li> <li>• Not Applicable</li> </ul>
Receiver Treasury Account Symbol	Account Number assigned by Treasury to classify Agency Transactions.
Receiver BETC	Receiver Business Event Type Codes - field used to identify type of event that is recorded against a Treasury Acct Symbol (TAS) and to implement GWA business rules for the posting of events to the TAS.
Receiver DUNS	Receiver Data Universal Numbering System - unique identifier for individual business locations for federal vendors and federal customers. <ul style="list-style-type: none"> <li>• Usage of DUNS was discontinued starting April 4, 2022</li> </ul>

<b>IPAC Field Name</b>	<b>Description</b>
Receiver EFT Indicator	Receiver Data Universal Numbering System+ 4 - an identifier that along with the 9 digit DUNS, more specifically identifies individual business locations for federal vendors and federal customers.
Sender Treasury Account Symbol	The account number assigned by Treasury to classify Agency transactions.
Sender BETC	Sender Business Event Type Codes - field used to identify the type of event that is recorded against a TSYM and to implement GWA business rules for the posting of events to TAS.
Sender DUNS	Sender Data Universal Numbering System - unique identifier for individual business locations for federal vendors and federal customers. <ul style="list-style-type: none"> <li>• Usage of DUNS was discontinued starting April 4, 2022</li> </ul>
Sender EFT Indicator	Sender Data Universal Numbering System+ 4 - an identifier that along with the 9 digit DUNS, more specifically identifies individual business locations for federal vendors and federal customers.
Receiver Department Code	2-digit number identifying the Federal Government Department.
Accounting Classification Code	Accounting Classification Code (ACL/CD) - the code/number that identifies a project or mission and is supplied to the biller by the customer on the original request for goods or services.
ACRN	Accounting Classification Reference Number - identifies a line of accounting on a contract.
Job Project Number	Not a Pegasys Specific/Required field.
JAS Number	Combination of Job Order Number, Accounting Classification Record Number and Site - ID.
Fiscal Station Number	Subdivision of an Agency Location Code, an accounting station.
Obligating Document Number	The billing agency's internal accounting document associated with a specific bill or disbursement.
ACT Trace Number	Accounting Trace Number- user assigned identification number. Enables back end systems to match up transactions.
Description	Sufficient information to describe and support the transaction.
Miscellaneous Information	Additional miscellaneous transaction information.
Transaction Type	Will be C, P, or A based on whether the transaction being created is Collection, Payment, or Adjustment.

IPAC Field Name	Description
IPAC Document Reference Number	This is the IPAC Document Reference Number on the original Billing Documents Staging Record. The majority of the time, on an input file this will correspond the statement number of the original BD. <b>NOTE:</b> The IPAC Document Identifier field on a CB transaction will be newly created unique identifier for the transaction as IPAC Document Reference Numbers cannot be reused by Treasury's IPAC system.
Sender DO Symbol	Sender Disbursing Office (DO) Symbol - this is the Disbursing Office symbol of the agency initiating the transaction. For a Collection this will match the DO on the BD's Header. On an Adjustment, this may be the DO of the agency initiating the Chargeback.
DODACC	DoD Activity Address Code.
Transaction Contact	Not a Pegasys Specific/Required field.
Transaction Contact Phone	Not a Pegasys Specific/Required field.
Voucher Number	Used on Chargeback (CB) Files: Will typically match the IPAC Document Identifier field on the CB transaction. The IPAC Document Identifier field on a CB transaction will be newly created unique identifier for the transaction as IPAC Document Reference Numbers cannot be reused by Treasury's IPAC system.
Original DO Symbol	Original Disbursing Office (DO) Symbol - this is the DO symbol of the agency that initiated the original transaction. In the case of a Payment or Collection Adjustment this will be GSA's DO Symbol.
Original Accomplished Date	Used on Chargeback Files: Corresponds to the Accomplished Date on the Original Transaction (on a BD or IP, dependent upon whether it is a collection adjustment or a payment adjustment).
Original Accounting Date	Used on Chargeback Files: Corresponds to the Accounting Date on the Original Transaction (on a BD or IP, dependent upon whether it is a collection adjustment or a payment adjustment).
Original Document Reference Number	Used on Chargeback Files: Corresponds to the IPAC Document Reference Number on the Original Transaction's Article (on a BD or IP, dependent upon whether it is a collection adjustment or a payment adjustment). The majority of the time this will correspond to the Statement Number of the original transaction.

IPAC Field Name	Description
Original Transaction Type	Used on Chargeback Files: This will correspond to the Transaction type of the original BD or IP. Will be a C, P, or A based on whether the transaction being referenced was a Collection, Payment, or Adjustment.
Sender SGL Comment	Sender US Standard General Ledger Comment - Not a Pegasys Specific/Required field.
Receiver SGL Comment	Receiver US Standard General Ledger Comment - Not a Pegasys Specific/Required field.
SGL Number 1	United States Standard General Account Number.
SGL Sender/Receiver Flag 1	'S' = Sender SGL info and 'R' = Receiver SGL info
SGL Federal Flag 1	'F' = Federal flag or 'N'= Nonfederal flag
SGL Debit/Credit Flag 1	Credit/Debit Flag. (C or D)
SGL Amount 1 <ul style="list-style-type: none"> <li>***SGL fields are repeated to allow for up to 16 fields to be mapped</li> </ul>	Amount.

**Figure 50: IPAC Import Query Detail Button**

1 - 10 of 112 results

<input type="checkbox"/>	Import Run Date	IPAC Import Run Number	Import Run ALC	IPAC DRN	IPAC Transaction Type	IPAC DRN Amount	Detail Amount	Originating ALC
<input checked="" type="checkbox"/>	01/08/2020	A202001080002	47000016	G0153020	Collection	\$24,746.19	\$305.34	47000016
<input type="checkbox"/>	01/08/2020	A202001080002	47000016	G0153020	Collection	\$24,746.19	\$4.00	47000016
<input type="checkbox"/>	01/08/2020	A202001080002	47000016	G0153020	Collection	\$24,746.19	\$675.12	47000016
<input type="checkbox"/>	01/08/2020	A202001080002	47000016	G0153020	Collection	\$24,746.19	\$4.00	47000016
<input type="checkbox"/>	01/08/2020	A202001080002	47000016	G0153020	Collection	\$24,746.19	\$579.86	47000016
<input type="checkbox"/>	01/08/2020	A202001080002	47000016	G0153020	Collection	\$24,746.19	\$4.00	47000016
<input type="checkbox"/>	01/08/2020	A202001080002	47000016	G0153020	Collection	\$24,746.19	\$4.00	47000016
<input type="checkbox"/>	01/08/2020	A202001080002	47000016	G0153020	Collection	\$24,746.19	\$838.99	47000016
<input type="checkbox"/>	01/08/2020	A202001080002	47000016	G0153020	Collection	\$24,746.19	\$4.00	47000016
<input type="checkbox"/>	01/08/2020	A202001080002	47000016	G0153020	Collection	\$24,746.19	\$4.00	47000016
						\$2,771,573.28	\$24,746.19	

### 4.6.7.3 Executing a Query using the IPAC Import Query

**NOTE:** Query performance is improved with each additional search criteria entered. Users should not execute “Blind” queries, meaning no search criterion is entered.

Steps to Execute a Query Using IPAC Import Query:

1. Navigate to Queries → General System → IPAC Import Query  
The IPAC Import Query page is displayed.

**Figure 51: IPAC Import Query**

The screenshot shows the 'IPAC Import Query' interface. At the top, there are tabs for 'Basic Search' and 'Advanced Search'. Below these are several input fields: 'IPAC DRN (OFF)', 'IPAC Import Run Number', 'Import Run ALC', 'Originating ALC', and 'Customer ALC'. There are 'Search' and 'Clear' buttons. Below the search area, it says 'No results'. A table header is visible with columns: IPAC Import Run Number, Import Run Date, Import Run ALC, IPAC DRN, IPAC Transaction Type, IPAC DRN Amount, Detail Amount, Originating ALC, Customer ALC, SNDR DO, Treas Trans ID, TPI Flag, Intra IPAC Tran, Receiver TSYM, and Sender TSYM. The table body shows a 'Totals' row with values for 'IPAC DRN Amount' and 'Detail Amount' both at '\$0.00'. At the bottom right, there is a pagination control showing '10 per page' and 'Page 1 of 1'.

2. Enter the desired and appropriate **Search Criteria**. At a minimum, enter the **Import Run Number** If known, enter the **IPAC DRN**, and **Import Run ALC**.

**Figure 52: IPAC Import Query Import Run Number**

This screenshot is similar to Figure 51 but shows the 'IPAC Import Run Number' field filled with the value 'A202001080002'. This field is highlighted with a red rectangular box. The other search criteria fields are empty.

**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 53: Search Button on IPAC Import Query**

This screenshot is similar to Figure 52 but shows the 'Search' button highlighted with a red rectangular box. The 'IPAC Import Run Number' field still contains the value 'A202001080002'.

The results are returned in the Item Collection.

**Figure 54: Item Collection Results on IPAC Import Query**

1 - 10 of 112 results

<input type="checkbox"/>	Import Run Date	IPAC Import Run Number	Import Run ALC	IPAC DRN	IPAC Transaction Type	IPAC DRN Amount	Detail Amount	Originating ALC	Customer ALC	SNDR DO	Treas Trans ID	TPI Flag	Intra IPAC Tran	Receiver TSYM	St T:
<input type="checkbox"/>	01/08/2020	A202001080002	47000016	G0153020	Collection	\$24,746.19	\$305.34	47000016	11030001	GS127	22820168	F	False	01120202020 0110000	04 x4
<input type="checkbox"/>	01/08/2020	A202001080002	47000016	G0153020	Collection	\$24,746.19	\$4.00	47000016	11030001	GS127	22820168	F	False	01120202020 0110000	04 x4
<input type="checkbox"/>	01/08/2020	A202001080002	47000016	G0153020	Collection	\$24,746.19	\$675.12	47000016	11030001	GS127	22820168	F	False	01120202020 0110000	04 x4
<input type="checkbox"/>	01/08/2020	A202001080002	47000016	G0153020	Collection	\$24,746.19	\$4.00	47000016	11030001	GS127	22820168	F	False	01120202020 0110000	04 x4
<input type="checkbox"/>	01/08/2020	A202001080002	47000016	G0153020	Collection	\$24,746.19	\$579.86	47000016	11030001	GS127	22820168	F	False	01120202020 0110000	04 x4
<input type="checkbox"/>	01/08/2020	A202001080002	47000016	G0153020	Collection	\$24,746.19	\$4.00	47000016	11030001	GS127	22820168	F	False	01120202020 0110000	04 x4
<input type="checkbox"/>	01/08/2020	A202001080002	47000016	G0153020	Collection	\$24,746.19	\$4.00	47000016	11030001	GS127	22820168	F	False	01120202020 0110000	04 x4
<input type="checkbox"/>	01/08/2020	A202001080002	47000016	G0153020	Collection	\$24,746.19	\$838.99	47000016	11030001	GS127	22820168	F	False	01120202020 0110000	04 x4
<input type="checkbox"/>	01/08/2020	A202001080002	47000016	G0153020	Collection	\$24,746.19	\$4.00	47000016	11030001	GS127	22820168	F	False	01120202020 0110000	04 x4
<input type="checkbox"/>	01/08/2020	A202001080002	47000016	G0153020	Collection	\$24,746.19	\$4.00	47000016	11030001	GS127	22820168	F	False	01120202020 0110000	04 x4
<b>Totals</b>						\$2,771,573.28	\$24,746.19								

10 per page << Page 1 of 12 >>

Details Go to G-Inv / IPAC Queries

4. Select a detail record.
5. Select the **Details** default button.

**Figure 55: Details Button on IPAC Import Query**

1 - 10 of 112 results

<input type="checkbox"/>	Import Run Date	IPAC Import Run Number	Import Run ALC	IPAC DRN	IPAC Transaction Type	IPAC DRN Amount	Detail Amount	Originating ALC
<input checked="" type="checkbox"/>	01/08/2020	A202001080002	47000016	G0153020	Collection	\$24,746.19	\$305.34	47000016
<input type="checkbox"/>	01/08/2020	A202001080002	47000016	G0153020	Collection	\$24,746.19	\$4.00	47000016
<input type="checkbox"/>	01/08/2020	A202001080002	47000016	G0153020	Collection	\$24,746.19	\$675.12	47000016
<input type="checkbox"/>	01/08/2020	A202001080002	47000016	G0153020	Collection	\$24,746.19	\$4.00	47000016
<input type="checkbox"/>	01/08/2020	A202001080002	47000016	G0153020	Collection	\$24,746.19	\$579.86	47000016
<input type="checkbox"/>	01/08/2020	A202001080002	47000016	G0153020	Collection	\$24,746.19	\$4.00	47000016
<input type="checkbox"/>	01/08/2020	A202001080002	47000016	G0153020	Collection	\$24,746.19	\$4.00	47000016
<input type="checkbox"/>	01/08/2020	A202001080002	47000016	G0153020	Collection	\$24,746.19	\$838.99	47000016
<input type="checkbox"/>	01/08/2020	A202001080002	47000016	G0153020	Collection	\$24,746.19	\$4.00	47000016
<input type="checkbox"/>	01/08/2020	A202001080002	47000016	G0153020	Collection	\$24,746.19	\$4.00	47000016
<b>Totals</b>						\$2,771,573.28	\$24,746.19	

Details Go to G-Inv / IPAC Queries

The IPAC Import Query Detail Preview Modal is displayed.

Figure 56: IPAC Import Query Detail Preview Modal

**DETAILS FIELDS**

---

**Transaction Information**

Originating ALC 47000016	Customer ALC 11030001	Submitter ALC 47000016	IPAC Transaction Type C
IPAC DRN G0153020	IPAC DRN Amount \$24,746.19	Treas Trans ID 22820168	FY Obligation ID 
Accomplished Date 01/06/2020	Actg Date 01/31/2020	Number of Detail Items 112	Sender DO Symbol GS127
Contact Name GSA SA	Contact Phone 2025011600		
Contact E-mail gsa.ipac@gsa.gov			

---

**Transaction Detail Information**

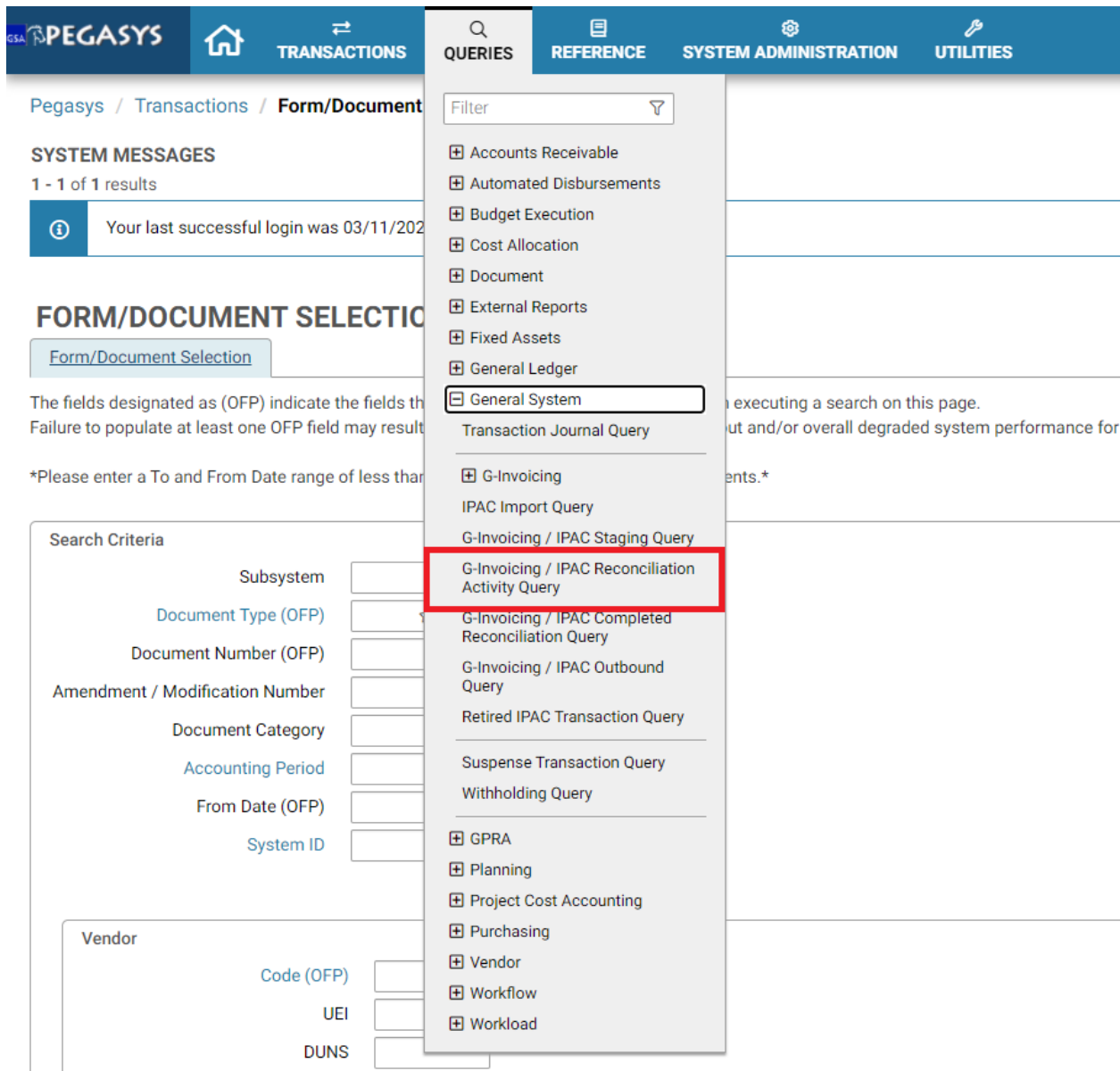
IPAC DRN Dtl Ln Num 62	Receiver TSYM 01120202020 0110000	Receiver DUNS 	Sender TSYM 047 X4534001	Sender DUNS 964253686
Receiver BETC DISB	Receiver DUNS+4 	Sender BETC COLL	Sender DUNS+4 	
Purchase Order Number NOT_PROVIDED_BY_CUS	Invoice Number G0153020	Contracts Number FLEET	Contracts Line Item Number NA	
Obligating Document Number FLT1133802019	Requisition Number 12312019	JAS Number NA	Voucher Number 	
ACT Trace Number 6WW004SWFOAV	Job(Project) Number NA	Pay Flag Partial	Receiver Department Code 	
Unit of Issue EA	Quantity 1.000000	Unit Price Amount \$305.34	Detail Amount \$305.34	

#### 4.6.8 G-Invoicing/IPAC Reconciliation Activity Query

The G-Invoicing/IPAC Reconciliation Activity Query is used to review and reconcile the IPAC Details from Treasury to Pegasys Transactions. Within the query, users are able to reconcile, un-reconcile, review and add Correspondence to the records.

Queries → General System → G-Invoicing/IPAC Reconciliation Activity Query.

**Figure 57: Navigation to G-Invoicing/IPAC Reconciliation Activity Query**



#### 4.6.8.1 G-Invoicing/IPAC Reconciliation Activity Query Search Parameters and Results

The G-Invoicing/IPAC Reconciliation Activity Query has two sides: G-Invoicing/IPAC Staging and Pegasys Transaction. The records can be queried by searching G-Invoicing/IPAC Staging records and then searching for Pegasys Transaction Lines to reconcile or compare. The query also supports Advanced Search to allow the customization of queries to search any value from the G-Invoicing/IPAC Staging record.



**Figure 58: G-Invoicing/IPAC Reconciliation Activity Query Search Criteria**

**4.6.8.2 G-Invoicing/IPAC Reconciliation Activity Query Details**

The G-Invoicing/IPAC Reconciliation Activity Query is used to review and reconcile the G-Invoicing/IPAC Details from Treasury to Pegasys Transactions. The G-Invoicing/IPAC Staging side supports several Reconcile and Detail actions when selecting a record. The Pegasys Transaction side allows the search of Transaction Lines to match IPAC details from the G-Invoicing/IPAC Staging side.

G-Invoicing/IPAC Staging Reconcile actions:

- **Auto-Reconcile** - Pegasys will attempt to locate matches for the IPAC Staging Record and perform reconciliation.
- **Suggest Matches** - Pegasys will refresh the Pegasys Transaction side and locate all records that meet the matching criteria for the IPAC Staging record selected.
- **Reconcile with Selected** - Pegasys will create an IPAC Reconciliation Record for the match.
- **Reconcile without Match** - Pegasys will create an IPAC Reconciliation Record for the transaction.
- **Reclassify Selected Match** - Pegasys will determine if the IPAC Staging’s Receiver Treasury Symbol/BETC is equal to the selected lines Treasury Symbol/BETC.

**Figure 59: G-Invoicing/IPAC Staging Reconcile Actions**

G-INVOICING / IPAC STAGING RECORDS 🔍 🔄 🗑️ 📏

1 - 10 of 112 results

<input type="checkbox"/>	G-Inv / IPAC Indicator	IPAC DRN	IPAC Import Run Number	IPAC DRN Dtl Ln Num	Originating ALC	Customer ALC	Detail Amount	G-Inv / IPAC Status	IPAC Transaction Type
<input checked="" type="checkbox"/>	IPAC	G0153020	A202001080002	106	47000016	11030001	\$394.73	Moved to Recon	Collection
<input type="checkbox"/>	IPAC	G0153020	A202001080002	107	47000016	11030001	\$251.88	Moved to Recon	Collection
<input type="checkbox"/>	IPAC	G0153020	A202001080002	110	47000016	11030001	\$4.00	Moved to	Collection
<b>Totals</b>							<b>\$24,746.19</b>		

... 
 10 per page | Page 1 of 12

- Auto-Reconcile
- Suggest Matches
- Reconcile with Selected
- Reconcile without Match
- Reclassify Selected Match

Doc Typ	IPAC DRN	IPAC DRN Dtl Ln Num	Doc Num

G-Invoicing/IPAC Staging Detail actions:

- The **Details** default button will show all the G-Invoicing/IPAC Staging Fields and allow modification of IPAC Detail Information.
- The **Import** option will launch a Modal window to view if and where this G-Invoicing/IPAC Staging record has been through the IPAC Import batch process.
- The **Outbound** preview option will launch a Modal window to view if and where this G-Invoicing/IPAC Staging record came from a Pegasys Transaction that GSA initiated.
- The **Staging History** option will launch a Modal window to view if and how this G-Invoicing/IPAC Staging record has been changed.
- The **Reconciliation History** preview option will launch a Modal window to view if and how this G-Invoicing/IPAC Staging record has been changed in Reconciliation.

**Figure 60: G-Invoicing/IPAC Staging Details Actions**

G-INVOICING / IPAC STAGING RECORDS ↓ ↻ ✕ ⚙

1 - 10 of 112 results

<input type="checkbox"/>	G-Inv / IPAC Indicator	IPAC DRN	IPAC Import Run Number	IPAC DRN Dtl Ln Num	Originating ALC	Customer ALC	Detail Amount	G-Inv / IPAC Status	IPAC Transaction Type
<input checked="" type="checkbox"/>	IPAC	G0153020	A202001080002	106	47000016	11030001	\$394.73	Moved to Recon	Collection
<input type="checkbox"/>	IPAC	G0153020	A202001080002	107	47000016	11030001	\$251.88	Moved to Recon	Collection
<input type="checkbox"/>	IPAC	G0153020	A202001080002	110	47000016	11030001	\$4.00	Moved to	Collection
<b>Totals</b>							<b>\$24,746.19</b>		

10 per page
Page 1 of 12

RECONCILIATION 1 - 1 of 1 results

- [Import](#)
- [Outbound](#)
- [History](#)
- [Reconciliation History](#)

**4.6.8.3 Executing a Query using the G-Invoicing/IPAC Reconciliation Activity Query**

**NOTE:** Query performance is improved with each additional search criteria entered. Users should not execute “Blind” queries, meaning no search criterion is entered.

Steps to Execute a Query Using G-Invoicing/IPAC Reconciliation Activity Query:

1. Navigate to Queries → General System → G-Invoicing/IPAC Reconciliation Activity Query

The G-Invoicing/IPAC Reconciliation Activity Query page is displayed.

**Figure 61: G-Invoicing/IPAC Reconciliation Activity Query**

2. Enter the desired and appropriate **Search Criteria**. At a minimum, enter the **IPAC DRN on the G-Invoicing/IPAC Staging Side**. If known, select the appropriate IPAC Status.

**Figure 62: G-Invoicing/IPAC Reconciliation Activity Query IPAC Staging - IPAC DRN**

3. Select the **Search** button.

Figure 63: Search Button on G-Invoicing/IPAC Reconciliation Activity Query

### G-Invoicing / IPAC Reconciliation Activity Query

G-Invoicing / IPAC Staging

**Basic Search**    Advanced Search

G-Inv / IPAC	<input type="text"/>	Status	Moved to G-Inv / IPAC Recon <input type="text"/>
IPAC DRN (OFP)	G0153020	Customer ALC	<input type="text"/>
IPAC Trans Type	<input type="text"/>	Originating ALC	<input type="text"/>
Accomplished Date	<input type="text"/>	FOB	<input type="text"/>
		Performance Type	<input type="text"/>

G-Invoicing

Order Details

GT&C Number	<input type="text"/>	Requester / Servicer Type	<input type="text"/>
Order Number	<input type="text"/>	Line	<input type="text"/>
		Schedule	<input type="text"/>

Performance Details

Performance Number	<input type="text"/>	Detail	<input type="text"/>
Reference Performance Number	<input type="text"/>	Detail	<input type="text"/>

**Search**    Clear

The results are returned in the G-Invoicing/IPAC Staging Item Collection.

**Figure 64: Item Collection Area on G-Invoicing/IPAC Reconciliation Activity Query**

G-INVOICING / IPAC STAGING RECORDS ⌵ 🔗 🗑️ 📏

1 - 10 of 112 results

<input type="checkbox"/>	G-Inv / IPAC Indicator	IPAC DRN	IPAC Import Run Number	IPAC DRN Dtl Ln Num	Originating ALC	Customer ALC	Detail Amount	G-Inv / IPAC Status	IPAC Transaction Type
<input type="checkbox"/>	IPAC	G0153020	A202001080002	106	47000016	11030001	\$394.73	Moved to Recon	Collection
<input type="checkbox"/>	IPAC	G0153020	A202001080002	107	47000016	11030001	\$251.88	Moved to Recon	Collection
<input type="checkbox"/>	IPAC	G0153020	A202001080002	110	47000016	11030001	\$4.00	Moved to	Collection
<b>Totals</b>							<b>\$24,746.19</b>		

10 per page
Page 1 of 12

4. Select a returned record.
5. Select the **Details** default button.

**Figure 65: Details Button on G-Invoicing/IPAC Reconciliation Activity Query**

G-INVOICING / IPAC STAGING RECORDS ⌵ 🔗 🗑️ 📏

1 - 10 of 112 results

<input type="checkbox"/>	G-Inv / IPAC Indicator	IPAC DRN	IPAC Import Run Number	IPAC DRN Dtl Ln Num	Originating ALC	Customer ALC	Detail Amount	G-Inv / IPAC Status	IPAC Transaction Type
<input checked="" type="checkbox"/>	IPAC	G0153020	A202001080002	106	47000016	11030001	\$394.73	Moved to Recon	Collection
<input type="checkbox"/>	IPAC	G0153020	A202001080002	107	47000016	11030001	\$251.88	Moved to Recon	Collection
<input type="checkbox"/>	IPAC	G0153020	A202001080002	110	47000016	11030001	\$4.00	Moved to	Collection
<b>Totals</b>							<b>\$24,746.19</b>		

10 per page
Page 1 of 12

The G-Invoicing/IPAC Staging Details Page is displayed.

**Figure 66: G-Invoicing/IPAC Staging Detail Fields**

**STAGING DETAILS FIELDS**

---

**Transaction Info Details**

Sender DO Symbol: <input type="text" value="GS127"/>	Actg Date: <input type="text" value="12/30/2019"/>	IPAC DRN Amount: <input type="text" value="\$24,746.19"/>
G-Inv / IPAC Indicator: <input type="text" value="IPAC"/>	Number of Detail Items: <input type="text" value="112"/>	FY Obligation ID: <input type="text"/>

---

**IPAC Interface Activity**

Transaction Set ID: <input type="text" value="810"/>	Confirmation Flag: <input type="text" value="True"/>	G-Invoicing/IPAC Assignee: <input type="text"/>	Payment Accounting Period: <input type="text" value="04/2020"/>	Security Org: <input type="text" value="GSA"/>
--	--	---	---	--

---

**G-Invoicing Performance**

<p><b>G-Invoicing</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border: 1px solid gray; padding: 5px;"> <p><b>Order Details</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>GT&amp;C Number: <input type="text"/></td> <td>Requester / Service Type: <input type="text"/></td> </tr> <tr> <td>Order Number: <input type="text"/></td> <td>Line: <input type="text"/> Schedule: <input type="text"/></td> </tr> </table> </td> <td style="width: 50%; border: 1px solid gray; padding: 5px;"> <p><b>Performance Details</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Performance Number: <input type="text"/></td> <td>Detail: <input type="text"/></td> </tr> <tr> <td>Reference Performance Number: <input type="text"/></td> <td>Detail: <input type="text"/></td> </tr> </table> </td> </tr> </table>		<p><b>Order Details</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>GT&amp;C Number: <input type="text"/></td> <td>Requester / Service Type: <input type="text"/></td> </tr> <tr> <td>Order Number: <input type="text"/></td> <td>Line: <input type="text"/> Schedule: <input type="text"/></td> </tr> </table>	GT&C Number: <input type="text"/>	Requester / Service Type: <input type="text"/>	Order Number: <input type="text"/>	Line: <input type="text"/> Schedule: <input type="text"/>	<p><b>Performance Details</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Performance Number: <input type="text"/></td> <td>Detail: <input type="text"/></td> </tr> <tr> <td>Reference Performance Number: <input type="text"/></td> <td>Detail: <input type="text"/></td> </tr> </table>	Performance Number: <input type="text"/>	Detail: <input type="text"/>	Reference Performance Number: <input type="text"/>	Detail: <input type="text"/>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td>Performance Amount: <input type="text" value="\$394.73"/></td> <td>Prepared By Name: <input type="text"/></td> </tr> <tr> <td>Document Line Outstanding Amount: <input type="text" value="\$0.00"/></td> <td>Prepared By Phone: <input type="text"/></td> </tr> <tr> <td>Original Line Remainder Amount: <input type="text" value="\$0.00"/></td> <td>Prepared By Email: <input type="text"/></td> </tr> <tr> <td></td> <td>Final Performance Indicator: <input type="text"/></td> </tr> </table>	Performance Amount: <input type="text" value="\$394.73"/>	Prepared By Name: <input type="text"/>	Document Line Outstanding Amount: <input type="text" value="\$0.00"/>	Prepared By Phone: <input type="text"/>	Original Line Remainder Amount: <input type="text" value="\$0.00"/>	Prepared By Email: <input type="text"/>		Final Performance Indicator: <input type="text"/>
<p><b>Order Details</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>GT&amp;C Number: <input type="text"/></td> <td>Requester / Service Type: <input type="text"/></td> </tr> <tr> <td>Order Number: <input type="text"/></td> <td>Line: <input type="text"/> Schedule: <input type="text"/></td> </tr> </table>	GT&C Number: <input type="text"/>	Requester / Service Type: <input type="text"/>	Order Number: <input type="text"/>	Line: <input type="text"/> Schedule: <input type="text"/>	<p><b>Performance Details</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Performance Number: <input type="text"/></td> <td>Detail: <input type="text"/></td> </tr> <tr> <td>Reference Performance Number: <input type="text"/></td> <td>Detail: <input type="text"/></td> </tr> </table>	Performance Number: <input type="text"/>	Detail: <input type="text"/>	Reference Performance Number: <input type="text"/>	Detail: <input type="text"/>											
GT&C Number: <input type="text"/>	Requester / Service Type: <input type="text"/>																			
Order Number: <input type="text"/>	Line: <input type="text"/> Schedule: <input type="text"/>																			
Performance Number: <input type="text"/>	Detail: <input type="text"/>																			
Reference Performance Number: <input type="text"/>	Detail: <input type="text"/>																			
Performance Amount: <input type="text" value="\$394.73"/>	Prepared By Name: <input type="text"/>																			
Document Line Outstanding Amount: <input type="text" value="\$0.00"/>	Prepared By Phone: <input type="text"/>																			
Original Line Remainder Amount: <input type="text" value="\$0.00"/>	Prepared By Email: <input type="text"/>																			
	Final Performance Indicator: <input type="text"/>																			
<table style="width: 100%; border-collapse: collapse;"> <tr> <td>FOB: <input type="text"/></td> <td>Performance Type: <input type="text"/></td> <td>Agency Transaction ID: <input type="text"/></td> <td>G-Invoicing Line Type: <input type="text" value="Normal"/></td> </tr> </table>	FOB: <input type="text"/>	Performance Type: <input type="text"/>	Agency Transaction ID: <input type="text"/>	G-Invoicing Line Type: <input type="text" value="Normal"/>	<p>Comments: <input style="width: 100%;" type="text"/></p>															
FOB: <input type="text"/>	Performance Type: <input type="text"/>	Agency Transaction ID: <input type="text"/>	G-Invoicing Line Type: <input type="text" value="Normal"/>																	

#### 4.6.8.4 Manual Reconciliation

The G-Invoicing/IPAC Reconciliation Activity Query is used to review and reconcile the G-Invoicing/IPAC Details from Treasury to Pegasys Transactions. The G-Invoicing/IPAC Staging side supports several Reconcile and Detail actions when selecting a record. The Pegasys Transaction side allows the search of Transaction Lines to match IPAC details from the G-Invoicing/IPAC Staging side.

Steps to Manually Reconcile Using G-Invoicing/IPAC Reconciliation Activity Query using Reconcile with Selected:

1. On the G-Invoicing/IPAC Staging Side, select the **IPAC Status** “Needs Manual IPAC Recon” and enter the **IPAC DRN**.

**Figure 67: G-Invoicing/IPAC Staging Side Search on G-Invoicing/IPAC Reconciliation Activity Query**

G-Invoicing / IPAC Staging

Basic Search | Advanced Search

G-Inv / IPAC

IPAC DRN (OFP)

IPAC Trans Type

Accomplished Date

Status

Customer ALC

Originating ALC

FOB

Performance Type

G-Invoicing

Order Details

GT&C Number

Requester / Servicer Type

Order Number

Line

Schedule

Performance Details

Performance Number

Detail

Reference Performance Number

Detail

2. Select the Search button.

**Figure 68: Search Button on G-Invoicing/IPAC Staging Area of the G-Invoicing/IPAC Reconciliation Activity Query**

G-Invoicing / IPAC Staging

Basic Search | Advanced Search

G-Inv / IPAC

IPAC DRN (OFP)

IPAC Trans Type

Accomplished Date

Status

Customer ALC

Originating ALC

FOB

Performance Type

G-Invoicing

Order Details

GT&C Number

Requester / Servicer Type

Order Number

Line

Schedule

Performance Details

Performance Number

Detail

Reference Performance Number

Detail



The results are returned in the G-Invoicing/IPAC Staging Item Collection.

**Figure 69: Item Collection for the G-Invoicing/IPAC Staging Area**

G-INVOICING / IPAC STAGING RECORDS										POTENTIAL MATCHING LINES														
1 - 1 of 1 results										No results														
G-Inv / IPAC Indicator	IPAC DRN	IPAC Import Run Number	IPAC DRN Dtl Ln Num	Originating ALC	Customer ALC	Detail Amount	G-Inv / IPAC Status	IPAC Transaction Type	G-Invoicing / IPAC Assignee	IPAC DRN Amount	Un	Doc Type	Doc Num	Actg Ln #	Item Ln #	Vendor Code	Addr Code	Outstanding Amount	Refd Am	Doc Date	Requester / Servicer Type	GT&C Number	G-Inv Num	
<input checked="" type="checkbox"/>	IPAC	50506886	A202102230002	1	04000002	47000016	\$4,961.50	Needs Manual Reconc	Collection		\$4,961.50													

- On the Pegasys Transaction Side, enter the Document Number and Document Type of the document you want to match this transaction to.

**Figure 70: Pegasys Transaction Side - Document Field**

Pegasys Transaction

Search  Transactions  Detail Billings

**Basic Search** | Advanced Search

Document

Type (OFF) Number (OFF) Item Accounting

PC7 ☆ PC7201702130032 ☆ ☆ ☆

Vendor Code ☆ ☆

Security Org ☆

G-Invoicing

Order Details

GT&C Number Requester / Servicer Type

Order Number Line Schedule

Search Clear

- Select the **Search** button.

**Figure 71: Search Button on Pegasys Transaction Side**

Pegasys Transaction

Search  Transactions  Detail Billings

**Basic Search** | Advanced Search

Document

Type (OFF) Number (OFF) Item Accounting

PC7 ☆ PC7201702130032 ☆ ☆ ☆

Vendor Code ☆ ☆

Security Org ☆

G-Invoicing

Order Details

GT&C Number Requester / Servicer Type

Order Number Line Schedule

**Search** Clear

The results are returned in the Pegasys Transaction Item Collection.

**Figure 72: Item Collection for the Pegasys Transaction Side**

POTENTIAL MATCHING LINES  
1 - 3 of 3 results

<input type="checkbox"/>	Doc Type	Doc Num	Actg Ln #	Item Ln #	Vendor Code	Addr Code	Outstanding Amount	Refd Am	Doc Date	Requester / Servicer Type	GT&C Number	G-Invoicing Order Number	Order Line #
<input checked="" type="checkbox"/>	PC7	PC7201702130032	1				\$14.08	\$0.00	02/01/2021				
<input type="checkbox"/>	PC7	PC7201702130032	2				\$30.82	\$0.00	02/01/2021				
<input type="checkbox"/>	PC7	PC7201702130032	3				\$0.10	\$0.00	02/01/2021				

View Document 10 per page Page 1 of 1

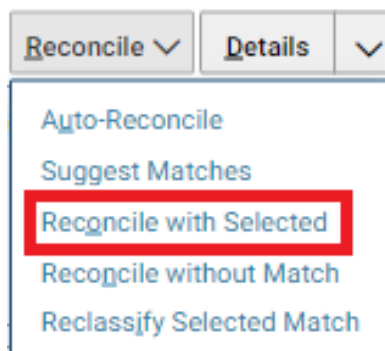
- Select the G-Invoicing/IPAC Staging Record on the left, and the Pegasys Document on the right.

**Figure 73: G-Invoicing/IPAC Staging Record and Pegasys Document**

G-INVOICING / IPAC STAGING RECORDS										POTENTIAL MATCHING LINES														
1 - 1 of 1 results										1 - 3 of 3 results														
<input type="checkbox"/>	G-Inv / IPAC Indicator	IPAC DRN	IPAC Import Run Number	IPAC DRN Dtl Ln Num	Originating ALC	Customer ALC	Detail Amount	G-Inv / IPAC Status	IPAC Transaction Type	G-I As	<input type="checkbox"/>	Doc Type	Doc Num	Actg Ln #	Item Ln #	Vendor Code	Addr Code	Outstanding Amount	Refd Am	Doc Date	Requester / Servicer Type	GT&C Number	G-Invoicing Order Number	Order Line #
<input checked="" type="checkbox"/>	IPAC	40504884	A202102230002	1	04000002	47000014	\$4,961.50	Needs Manual Review	Collection		<input checked="" type="checkbox"/>	PC7	PC7201702130032	1				\$14.08	\$0.00	02/01/2021				
											<input type="checkbox"/>	PC7	PC7201702130032	2				\$30.82	\$0.00	02/01/2021				
											<input type="checkbox"/>	PC7	PC7201702130032	3				\$0.10	\$0.00	02/01/2021				

- Select the Reconcile Dropdown and select **Reconcile with Selected**.

**Figure 74: Reconcile Dropdown**



- Override any Overrideable Error Messages, and select **Reconcile with Selected** again. A Reconciliation Record appears with status **Review Required**.

**Figure 75: Review Required G-Invoicing/IPAC Status**

RECONCILIATION MATCHES  
1 - 1 of 1 results

G-Inv / IPAC Status	Doc Type	IPAC DRN	IPAC DRN Dtl Ln Num	Doc Num	Mtc Doc Type	Mtch Doc Num	Mtch Item Ln #	Mtch Actg Ln #	Recon Amt	Pegasys Transaction Type	Re-class Flag	Doc Level Sum	Line Level Sum
<input checked="" type="checkbox"/> Review Required	CB6	40506886	1		PC7	PC7201702130032	0000	1	\$14.08			Group By DRN	Group By Reference Lines
<b>Totals</b>									\$14.08				

Accept Unreconcile Details Save Update Status

10 per page Page 1 of 1

8. Select the **Accept** button.

**Figure 76: Reconciliation Matches - Accept Button**

RECONCILIATION MATCHES  
1 - 1 of 1 results

G-Inv / IPAC Status	Doc Type	IPAC DRN	IPAC DRN Dtl Ln Num	Doc Num	Mtc Doc Type	Mtch Doc Num	Mtch Item Ln #	Mtch Actg Ln #	Recon Amt	Pegasys Transaction Type	Re-class Flag	Doc Level Sum	Line Level Sum
<input checked="" type="checkbox"/> Review Required	CB6	40506886	1		PC7	PC7201702130032	0000	1	\$14.08			Group By DRN	Group By Reference Lines
<b>Totals</b>									\$14.08				

**Accept** Unreconcile Details Save Update Status

10 per page Page 1 of 1

9. Override any Overrideable Error Messages, and select **Accept** again.

The Reconciliation Record status updates to **Ready for Form Generation**.

**Figure 77: Reconciliation Matches – G-Invoicing/IPAC Status**

RECONCILIATION MATCHES  
1 - 1 of 1 results

G-Inv / IPAC Status	Doc Type	IPAC DRN	IPAC DRN Dtl Ln Num	Doc Num	Mtc Doc Type	Mtch Doc Num	Mtch Item Ln #	Mtch Actg Ln #	Recon Amt	Pegasys Transaction Type	Re-class Flag	Doc Level Sum	Line Level Sum
<input checked="" type="checkbox"/> Ready for Form Generation	CB6	40506886	1		PC7	PC7201702130032	0000	1	\$14.08			Group By DRN	Group By Reference Lines
<b>Totals</b>									\$14.08				

Accept Unreconcile Details Save Update Status

10 per page Page 1 of 1

Records in a Ready For Form Generation status will be selected in the next run of the GSPACFGEN process, which will create a Pegasys form for this transaction.

**Steps to Manually Reconcile Using G-Invoicing/IPAC Reconciliation Activity Query using Reconcile without Match:**

1. On the G-Invoicing/IPAC Staging Side, select the **IPAC Status** “Needs Manual IPAC Recon” and enter the **IPAC DRN**.

**Figure 78: G-Invoicing/IPAC Staging Side Search**

G-Invoicing / IPAC Reconciliation Activity Query

G-Invoicing / IPAC Staging

Basic Search | Advanced Search

G-Inv / IPAC

IPAC DRN (OFF)

IPAC Trans Type

Accomplished Date

Status

Customer ALC

Originating ALC

FOB

Performance Type

G-Invoicing

Order Details

GT&C Number  Requester / Servicer Type

Order Number  Line  Schedule

Performance Details

Performance Number  Detail

Reference Performance Number  Detail

2. Select the **Search** button.

**Figure 79: Search Button for G-Invoicing/IPAC Staging - Manual Reconciliation**

G-Invoicing / IPAC Reconciliation Activity Query

G-Invoicing / IPAC Staging

Basic Search | Advanced Search

G-Inv / IPAC

IPAC DRN (OFF)

IPAC Trans Type

Accomplished Date

Status

Customer ALC

Originating ALC

FOB

Performance Type

G-Invoicing

Order Details

GT&C Number  Requester / Servicer Type

Order Number  Line  Schedule

Performance Details

Performance Number  Detail

Reference Performance Number  Detail

The results are returned in the G-Invoicing/IPAC Staging Item Collection.

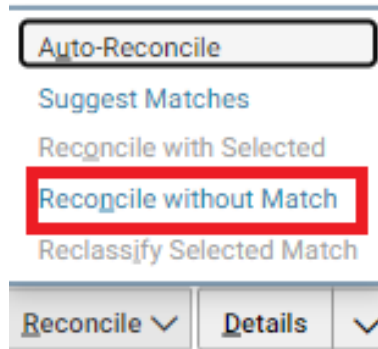
**Figure 80: Item Collection for G-Invoicing/IPAC Staging - Manual Reconciliation**

G-INVOCING / IPAC STAGING RECORDS  
1 - 1 of 1 results

<input type="checkbox"/>	G-Inv / IPAC Indicator	IPAC DRN	IPAC Import Run Number	IPAC DRN Dtl Ln Num	Originating ALC	Customer ALC	Detail Amount	G-Inv / IPAC Status	IPAC Transaction Type	G-Invoicing / IPAC Assignee	IPAC DRN Amount	Un
<input checked="" type="checkbox"/>	IPAC	060C0029	A202103040008	1	20180314	47000016	\$1,804.11	Needs Manual Recon	Payment		\$1,804.11	
<b>Totals</b>							\$1,804.11				\$1,804.11	

3. Select the Reconcile Dropdown and select **Reconcile without Match**.

**Figure 81: Reconcile Dropdown - Reconciliation Without Match**



4. Override any Overrideable Error Messages, and select **Reconcile without Match** again. A Reconciliation Record appears with status **Review Required**.

**Figure 82: Reconciliation Without Match - Review Required G-Invoicing/IPAC Status**

RECONCILIATION MATCHES  
1 - 1 of 1 results

<input type="checkbox"/>	G-Inv / IPAC Status	Doc Typ	IPAC DRN	IPAC DRN Dtl Ln Num	Doc Num	Mtc Doc Typ	Mtch Doc Num	Mtch Item Ln #	Mtch Actg Ln #	Recon Amt	Pegasys Transaction Type	Re-class Flag	Doc Level Sum	Line Level Sum
<input checked="" type="checkbox"/>	Review Required	IRS	060C0029	1						\$1,804.11	02	False	Group By DRN	Group By Reference Lines
<b>Totals</b>										\$1,804.11				

Buttons: Accept, Unreconcile, Details, Save, Update Status

5. Select the **Accept** button.

**Figure 83: Reconciliation Without Match – Accept Button**

RECONCILIATION MATCHES  
1 - 1 of 1 results

<input type="checkbox"/>	G-Inv / IPAC Status	Doc Typ	IPAC DRN	IPAC DRN Dtl Ln Num	Doc Num	Mtc Doc Typ	Mtch Doc Num	Mtch Item Ln #	Mtch Actg Ln #	Recon Amt	Pegasys Transaction Type	Re-class Flag	Doc Level Sum	Line Level Sum
<input checked="" type="checkbox"/>	Review Required	IRS	060C0029	1						\$1,804.11	02	False	Group By DRN	Group By Reference Lines
<b>Totals</b>										\$1,804.11				

Buttons: **Accept**, Unreconcile, Details, Save, Update Status

6. Override any Overrideable Error Messages, and select **Accept** again.

The Reconciliation Record status updates to **Ready for Form Generation**.

**Figure 84: Reconciliation Record**

RECONCILIATION MATCHES  
1 - 1 of 1 results

G-Inv / IPAC Status	Doc Type	IPAC DRN	IPAC DRN Dtl Ln Num	Doc Num	Mtc Doc Type	Mtch Doc Num	Mtch Item Ln #	Mtch Actg Ln #	Recon Amt	Pegasys Transaction Type	Re-class Flag	Doc Level Sum	Line Level Sum
<b>Ready for Form Generation</b>	IR6	060C029	1						\$1,804.11	02	False	Group By DRN	Group By Reference Lines
<b>Totals</b>									\$1,804.11				

Accept Unreconcile Details Save Update Status

10 per page Page 1 of 1

Records in a Ready For Form Generation status will be selected in the next run of the GSPACFGEN process, which will create a Pegasys form for this transaction.

#### 4.6.9 G-Invoicing/IPAC Completed Reconciliation Query

The G-Invoicing/IPAC Completed Reconciliation Query enables users to review G-Invoicing/IPAC Reconciliation Records before and after they are tracked on Pegasys Transactions. From within the query, agencies are able to Accept, un-reconcile, edit data, review, and add Correspondence to the records.

Queries → General System → G-Invoicing/IPAC Completed Reconciliation Query.

**Figure 85: Navigation to G-Invoicing/IPAC Completed Reconciliation Query**

The screenshot shows the Pegasys user interface. At the top, there are navigation tabs: TRANSACTIONS, QUERIES, REFERENCE, SYSTEM ADMINISTRATION, and UTILITIES. The 'QUERIES' tab is active, and a dropdown menu is open. The menu items include: Accounts Receivable, Automated Disbursements, Budget Execution, Cost Allocation, Document, External Reports, Fixed Assets, General Ledger, General System (highlighted), Transaction Journal Query, G-Invoicing, IPAC Import Query, G-Invoicing / IPAC Staging Query, G-Invoicing / IPAC Reconciliation Activity Query, G-Invoicing / IPAC Completed Reconciliation Query (highlighted with a red box), G-Invoicing / IPAC Outbound Query, Retired IPAC Transaction Query, Suspense Transaction Query, and Withholding Query. Below the menu, there are search criteria fields for Subsystem, Document Type (OFF), Document Number (OFF), Amendment / Modification Number, Document Category, Accounting Period, From Date (OFF), System ID, and Vendor information (Code (OFF), UEI, DUNS, Designated Agent - ALC, AAC/DODAAC). A 'Search' button and a 'Clear' button are at the bottom.

### 4.6.9.1 G-Invoicing/IPAC Completed Reconciliation Query Search Parameters and Results

The records can be queried by a variety of parameters, the basic search criteria are IPAC Document Reference Number (DRN), Document Type, Document Number, Import Run Number, Originating ALC, and Customer ALC. The query also supports Advanced Search to allow the customization of queries to search any value from the G-Invoicing/IPAC Staging record.

**Figure 86: G-Invoicing/IPAC Completed Reconciliation Query Basic Search Criteria**

**Figure 87: G-Invoicing/IPAC Completed Reconciliation Query Advanced Search Criteria**

### 4.6.9.2 G-Invoicing/IPAC Completed Reconciliation Query Details

The G-Invoicing/IPAC Completed Reconciliation Query enables users to review G-Invoicing/IPAC Reconciliation Records before and after they are tracked on Pegasys Transactions. From within the query, agencies are able to Accept, un-reconcile, edit data, review, and add Correspondence to the records.

- **Accept** - Select to update any G-Invoicing/IPAC Reconciliation Records from “Review Required” to “Ready for Form Generation” (or “IPAC Reconciliation Confirmed for IPAC Payment Confirmations”).
- **Unreconcile** - Select to delete the G-Invoicing/IPAC Reconciliation Record.
- **Details View Generated Document** - Select to view the Pegasys Transaction created for the G-Invoicing/IPAC Reconciliation Record.
- **Details View Matched Document** - Select to view the Pegasys Transaction associated to the G-Invoicing/IPAC Reconciliation Record.
- **Details Compare** - Select to open a modal to compare the Staging Record and Transaction Line to see what fields matched for the G-Invoicing/IPAC Reconciliation record.
- **Details History** - Select to launch a Modal window to view if and how this G-Invoicing/IPAC Reconciliation record has been changed.

**Figure 88: G-Invoicing/IPAC Completed Reconciliation Query Actions**

G-INVOICING / IPAC RECONCILIATION RECORDS  
1 - 4 of 4 results

<input type="checkbox"/>	G-Inv / IPAC	G-Inv / IPAC Status	Doc Level Sum	Line Level Sum	Correspond	IPAC Import Run Number	IPAC DRN	IPAC DRN Dtl Ln Num	Doc Typ	Doc Num	Accounting Line Number	Item Line Number	Mtc Doc Typ	Mtch Doc Num	Mtch Actg Ln #	Mtch Item Ln #	G-Invoicing / IPAC Assignee	Detail Amount	Originating ALC	Custom ALC
<input type="checkbox"/>	IPAC	Reconciliation Confirmed	Group By DRN	Group By Reference Lines		A2023021500	LD000005	1	DR6	DR620230216	1	0000	LDI	LDL0000005-000	1	0000		\$430.25	36001200	470000
<input type="checkbox"/>	IPAC	Reconciliation Confirmed	Group By DRN	Group By Reference Lines		A2023021500	JD000032	1	DR6	DR620230216	1	0000	JDI	JDL00000032-000	1	0000		\$13,430.00	80000001	470000
<input type="checkbox"/>	IPAC	Reconciliation Confirmed	Group By DRN	Group By Reference Lines		A2023021500	LD000033	1	DR6	DR620230216	1	0000	LDI	LDL00000033-001	1	0000		\$329.44	60009301	470000
<input type="checkbox"/>	IPAC	Reconciliation Confirmed	Group By DRN	Group By Reference Lines		A2023021500	JD000033	1	DR6	DR620230216	1	0000	JDI	JDL00000033-000	1	0000		\$26,860.00	80000004	470000
<b>Totals</b>																		\$41,049.69		

Accept Unreconcile Save Details **Go to G-Inv / IPAC Queries** Update Status ... 100 per page << Page 1 of 1 >>

### 4.6.9.3 Executing a Query using the G-Invoicing/IPAC Completed Reconciliation Query

**NOTE:** Query performance is improved with each additional search criteria entered. Users should not execute “Blind” queries, meaning no search criterion is entered.

Steps to Execute a Query Using G-Invoicing/IPAC Reconciliation Activity Query:

1. Navigate to Queries → General System → G-Invoicing/IPAC Completed Reconciliation Query.

The G-Invoicing/IPAC Completed Reconciliation Query page is displayed.



**Figure 89: G-Invoicing/IPAC Completed Reconciliation Query**

2. Enter the desired and appropriate **Search Criteria**. At a minimum, enter the **IPAC DRN**. If known, enter the **Document Type**, **Document Number**, or **Import Run Number**.

**Figure 90: G-Invoicing/IPAC Completed Reconciliation Query - IPAC DRN**

**G-Invoicing / IPAC Completed Reconciliation Query**

3. Select the **Search** button.

**Figure 91: Search Button – G-Invoicing/IPAC Completed Reconciliation Query**

**G-Invoicing / IPAC Completed Reconciliation Query**

Basic Search | Advanced Search

G-Inv / IPAC Indicator  G-Inv / IPAC Status

Performance Type  IPAC DRN (OFF)

G-Invoicing Line Type  IPAC Import Run Number

Originating ALC  Customer ALC

---

**G-Invoicing**

**Order Details**

GT&C Number  Requester / Servicer Type

Order Number  Line  Schedule

**Search**

The results are returned in the Item Collection.

**Figure 92: Item Collection – G-Invoicing/IPAC Completed Reconciliation Query**

G-INVING / IPAC RECONCILIATION RECORDS

1 - 4 of 4 results

<input type="checkbox"/>	G-Inv / IPAC	G-Inv / IPAC Status	Doc Level Sum	Line Level Sum	Correspond	IPAC Import Run Number	IPAC DRN	IPAC DRN Dtl Ln Num	Doc Typ	Doc Num	Accounting Line Number	Item Line Number	Mtc Doc Typ	Mtch Doc Num	Mtch Actg Ln #	Mtch Item Ln #	G-Invoicing / IPAC Assignee	Detail Amount	Originating ALC	Custom ALC
<input type="checkbox"/>	IPAC	Reconciliation Confirmed	Group By DRN	Group By Reference Lines		A2023021500	LD000005	1	DR6	DR620230216	1	0000	LDI	LDL0000005-000	1	0000		\$430.25	36001200	470000
<input type="checkbox"/>	IPAC	Reconciliation Confirmed	Group By DRN	Group By Reference Lines		A2023021500	JD000032	1	DR6	DR620230216	1	0000	JDI	JDL00000032-000	1	0000		\$13,430.00	80000001	470000
<input type="checkbox"/>	IPAC	Reconciliation Confirmed	Group By DRN	Group By Reference Lines		A2023021500	LD000033	1	DR6	DR620230216	1	0000	LDI	LDL00000033-001	1	0000		\$329.44	60009301	470000
<input type="checkbox"/>	IPAC	Reconciliation Confirmed	Group By DRN	Group By Reference Lines		A2023021500	JD000033	1	DR6	DR620230216	1	0000	JDI	JDL00000033-000	1	0000		\$26,860.00	80000004	470000
<b>Totals</b>																		\$41,049.69		

Accept Unreconcile Save Details  Update Status ... 100 per page << Page 1 of 1 >>

- Select a returned record.
- Select the **Details** default button.

**Figure 93: Details Button – G-Invoicing/IPAC Completed Reconciliation Query**

G-INVOICING / IPAC RECONCILIATION RECORDS  
1 - 4 of 4 results

<input type="checkbox"/>	G-Inv / IPAC	G-Inv / IPAC Status	Doc Level Sum	Line Level Sum	Correspond	IPAC Import Run Number	IPAC DRN	IPAC DRN Dtl Ln Num	Doc Typ	Doc Num	Accounting Line Number	Item Line Number	Mtc Doc Typ	Mtch Doc Num	Mtch Actg Ln #	Mtch Item Ln #	G-Invoicing / IPAC Assignee	Detail Amount	Originating ALC	Custom ALC
<input checked="" type="checkbox"/>	IPAC	Reconciliation Confirmed	Group By DRN	Group By Reference Lines		A2023021500	L0000005	1	DR6	DR620230216		0000	LDI	LDL0000005-000	1	0000		\$430.25	36001200	470000
<input type="checkbox"/>	IPAC	Reconciliation Confirmed	Group By DRN	Group By Reference Lines		A2023021500	J0000032	1	DR6	DR620230216		0000	JDI	JDIJ0000032-000	1	0000		\$13,430.00	80000001	470000
<input type="checkbox"/>	IPAC	Reconciliation Confirmed	Group By DRN	Group By Reference Lines		A2023021500	L0000033	1	DR6	DR620230216		0000	LDI	LDL00000033-001	1	0000		\$329.44	60009301	470000
<input type="checkbox"/>	IPAC	Reconciliation Confirmed	Group By DRN	Group By Reference Lines		A2023021500	J0000033	1	DR6	DR620230216		0000	JDI	JDIJ00000033-000	1	0000		\$26,860.00	80000004	470000
<b>Totals</b>																		\$41,049.69		

Accept Unreconcile Save **Details** Go to G-Inv / IPAC Queries Update Status ... 100 per page << Page 1 of 1 >>

The G-Invoicing/IPAC Completed Reconciliation Query Detail Page is displayed.

**Figure 94: G-Invoicing/IPAC Completed Reconciliation Query Detail**

Pegasys / Queries / General System / G-Invoicing / IPAC Completed Reconciliation Query / G-Invoicing / IPAC Completed Reconciliation Query Detail

**G-Invoicing / IPAC Completed Reconciliation Query Detail**

---

**Transaction Info Details**

Originating ALC: 47000016  
 Customer ALC: 11030001  
 Submitter ALC: 47000016  
 Sender DO Symbol: GS127  
 G-Inv / IPAC Indicator: IPAC

Actg Date: 12/31/2019  
 Accomplished Date: 01/06/2020  
 Accounting Period:   
 IPAC DRN: G0153020

IPAC DRN Amount: \$0.00  
 Number of Detail Items: 112  
 FY Obligation ID:   
 IPAC Transaction Type: Collection

---

**IPAC Interface Activity**

IPAC Import Run Number: A202001080002  
 Confirmation Flag: True  
 Last Modified By: runbatchgsipacfgn

Security Org: GSA  
 TPI Flag: F  
 Intra IPAC Tran: False

G-Invoicing/IPAC Assignee:   
 Payment Accounting Period: 04/2020  
 Detail Billing Record Identifier: FLT122320190204309

---

**G-Invoicing Performance**

**G-Invoicing**

Order Details  
 GT&C Number:   
 Requester / Servicer Type:   
 Order Number:   
 Line:   
 Schedule:

**Performance Details**

Performance Number:   
 Detail:   
 Reference Performance Number:   
 Detail:

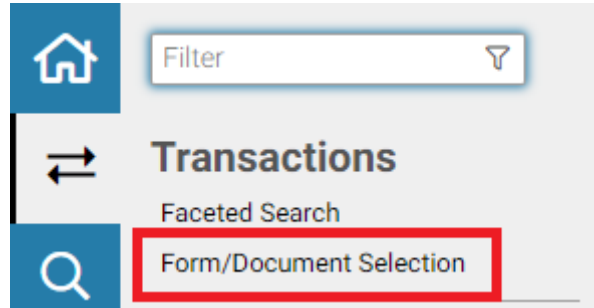
Audit Save Correspondence

**4.6.10 Form/Document Selection Query**

- The Form/Document Selection query allows the user to search for any form or document and then select an action to perform on that form or document. Form/Document Selection provides the ability to view the status of transactions, for all document categories, in any document status. For example, Form/Document Selection shows results for “Processed” documents, “Held” or “Rejected” forms, as well as workflow approval statuses such as “Pending Approval”.
- Form/Document Selection will allow users to query and retrieve documents for viewing, as well as perform actions upon transactions such as correcting, amending, cancelling and adding attachments (attachments can be added from Form/Document Selection without

correcting/amending the form or document). The navigation for Form/Document Selection is therefore located under the “Transactions” menu rather than Queries.

**Figure 95: Navigate to Form/Document Selection**



#### 4.6.10.1 Search Parameters and Results

Forms and Documents can be retrieved using Form Document Selection’s many search criteria. The search can be at the document category level or at a lower level such as accounting dimension. If known, any module, document type and/or document number may be entered to narrow the search.

**Figure 96: Form/Document Selection**

The screenshot shows the 'FORM/DOCUMENT SELECTION' search interface. At the top, there is a breadcrumb trail: 'Pegasys / Transactions / Form/Document Selection'. Below this is the title 'FORM/DOCUMENT SELECTION' and a sub-tab 'Form/Document Selection'. A note states: '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.' A warning below reads: '\*Please enter a To and From Date range of less than one month when searching for documents.\*'

The search criteria are organized into several sections:

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

At the bottom left, there are 'Search' and 'Clear' buttons. The 'Search' button is highlighted with a red box.

**Figure 97: Form/Document Select - View Button**

1 - 1 of 1 results

Document Type	Document Number	Amendment / Modification Number	Temporary Amendment Number	Title	Document Date	Document Status	User ID
GDI	GDI0007332-0001				04/02/2018	Processed	runbatchbillgen

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

- To search for form or document information, enter applicable search criteria and Select the Search button.
- To view/correct/amend a document, select the radio button next to the document in the item collection and Select the appropriate action button.

#### 4.6.10.2 Executing a Query Using Form Document Selection

**NOTE:** Query performance is improved with each additional search criteria entered. For example, rather than simply entering business line of “Fleet”, 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.

Steps to Execute a Query using Form Document Selection:

1. Navigate to Transactions → Form Document Selection.

The Form Document Selection page is displayed.

**Figure 98: Form Document Selection**

2. Enter the desired and appropriate **Search Criteria**.

**NOTE:** Query performance is improved with each additional search criteria entered. For example, rather than simply entering business line of “Fleet”, 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.

3. Select the **Search** button.

**Figure 99: Search Button**

Vendor

Code (OFP)  ☆  ☆

UEI

DUNS

Designated Agent - ALC  ☆  ☆

AAC/DODAAC  ☆

TIN (SSN/EIN)

EFT Indicator

Customer Account  ☆

**Search** Clear

The results are returned in the Item Collection.

**Figure 100: Item Collection Results**

1 - 1 of 1 results 🔍 🗨️ 🗑️ 🔄

Document Type	Document Number	Amendment / Modification Number	Temporary Amendment Number	Title	Document Date	Document Status	User ID
GDI	GDIM0007332-0001				04/02/2018	Processed	runbatcharbillgen

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

Steps to Execute a Query using Form Document Selection:

1. Select a detail record.
2. Select an action for the document, View, Correct, Delete, Amend, Cancel, or select to view the Reference Query or GL Detail information for the document.

**Figure 101: Actions for Documents in Form Document Selection**

+ Advanced Search

1 - 1 of 1 results

Document Type	Document Number	Amendment / Modification Number
GDI	GDIM0007332-0001	

Correct  Cancel  Delete View Reference Query Amend/Modify ...

- Route
- Ad-hoc**
- Review Form
- GL Detail
- Release

3. To view the document, Select the **View** button.

**Figure 102: View Button**

1 - 1 of 1 results 🔍 🗨️ 🗑️ 🔄

Document Type	Document Number	Amendment / Modification Number	Temporary Amendment Number	Title	Document Date	Document Status	User ID
GDI	GDIM0007332-0001				04/02/2018	Processed	runbatcharbillgen

Correct  Cancel  **View** Reference Query Amend/Modify ... 10 per page << Page 1 of 1 >>

4. The form/document will be opened in a new window in the applicable action mode, i.e., View mode, Correct mode or Amend mode.

**Figure 103: View Mode**

**NOTE:** Attachments can be added to documents from View mode. **NOTE:** Users should add attachments to the Statement in order to maintain consistency with VCSS (rather than adding attachments to the Billing Document (BD)). See **BAAR User Guide 5 of 10, Section 4.9.3** for further information on how to add attachments.

- To add an attachment, Select the **Attachments** button.

**Figure 104: Attachments Button**



**NOTE:** the user must have permission to add attachments.

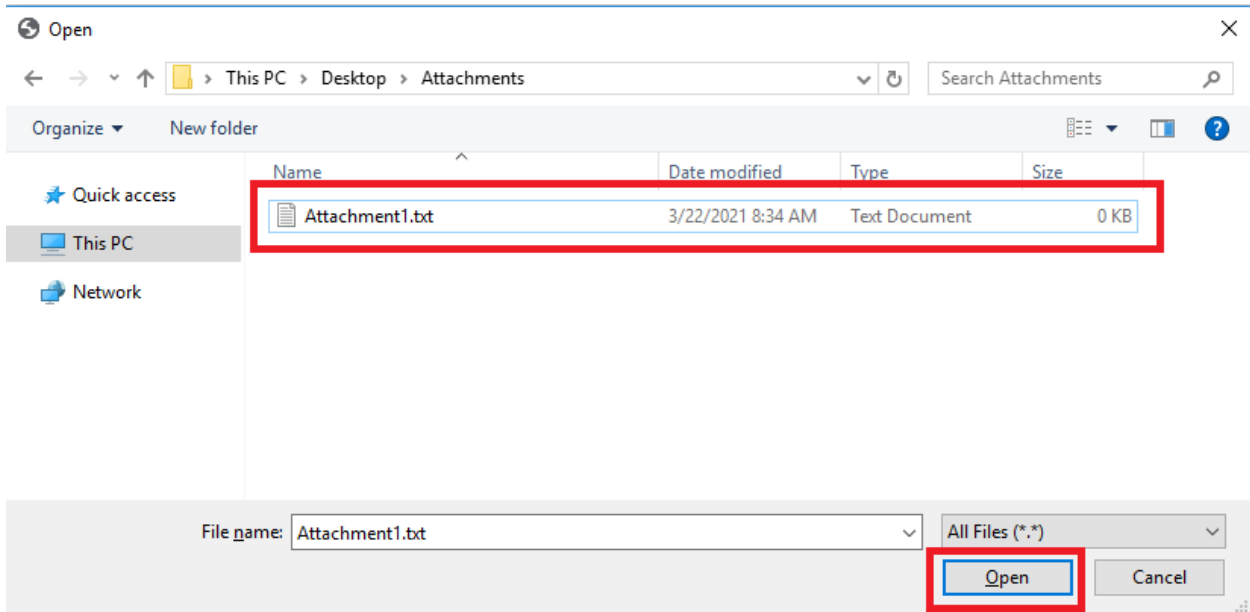
- The Document Attachments page is displayed.

**NOTE:** For more information on managing attachments, please refer to the Pegasys User Guide.

**Figure 105: Document Attachments Page**

7. **REQUIRED** for Attachments: To upload a file as an attachment, select **Select or Drag Files Here** OR drag files from the appropriate local drive into the attachment modal screen.
8. Select the file from the appropriate local drive and Select **Open**.

**Figure 106: Open File**



9. Once the file name is populated, check the appropriate flags for the attachment.

**Figure 107: Document Attachment Details**

**DOCUMENT ATTACHMENTS**

Number:

Title:

Number of Pages:

Attachment Date:

Attachment Type:

Draft/Final:

File Name:

Type:

Attachment  
 Transmit to External Application  
 Attachment Editable Flag

Sensitive  
 Explicit Access  
 Export Controlled  
 Is CD Available

Billing Statement  
 Signed

Description:

Apply Cancel



**Figure 108: Attachment Flags**

<input type="checkbox"/> Attachment	<input type="checkbox"/> Sensitive
<input type="checkbox"/> Transmit to External Application	<input type="checkbox"/> Explicit Access
<input type="checkbox"/> Attachment Editable Flag	<input type="checkbox"/> Export Controlled
	<input type="checkbox"/> Is CD Available
	<input type="checkbox"/> Billing Statement
	<input type="checkbox"/> Signed

**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). If “Attachment” is not selected, the file will be considered internal GSA “supporting documentation”. Supporting documentation does not copy forward or transmit externally.

10. Select the **Apply** button to add the attachment.

**Figure 109: Apply Button for Attaching Files**



11. To add an attachment from the attachment repository, select the Repository button.

**Figure 110: 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.

12. 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 111: Search Criteria**

Search Criteria

Name

Checked Out  ▾

Version

Location

13. Select a file to attach and choose **Select**.

**Figure 112: File Selection**

**DOCUMENT TEMPLATE SELECTION**

Search Criteria

Name

Checked Out  ▾

Version

Location

1 - 4 of 4 results ⌵ ⌶ ⌵ ⌶

Name	Version	Sensitive	Location
<input checked="" type="radio"/> test8JR.txt		False	Repository
<input type="radio"/> test8JR_prodRepo.txt		False	Repository
<input type="radio"/> testFile20201030.txt		False	Repository
<input type="radio"/> testFile20201229.txt		False	Repository

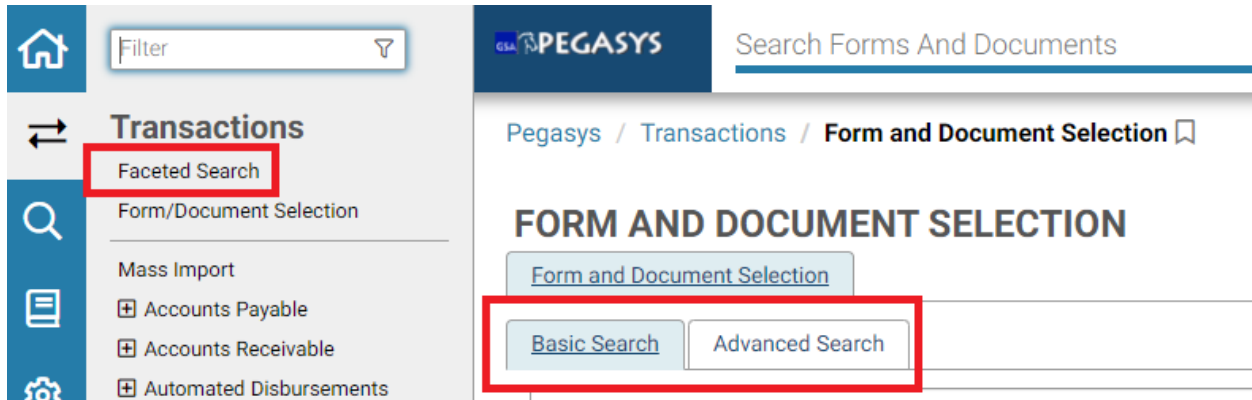
10 per page ▾ << < Page 1 of 1 >> >>

**4.6.10.3 Faceted Search**

In addition to searching through Form/Document Selection, the system provides a faceted search feature with a preview capability from search results. A facet is a filter or attribute that narrows search results. The faceted search focuses on providing additional search criteria from what is available on the Form/Document Selection page. It supports search for a document via a single

text box (Basic Search), and narrows results using facets or, also known as filters (Advanced Search).

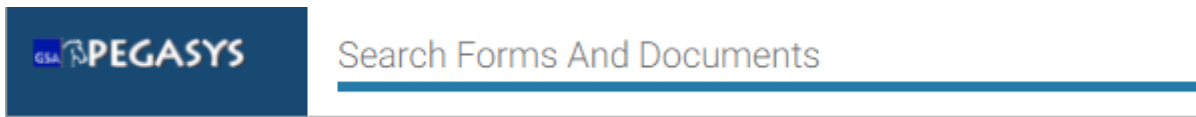
**Figure 113: How to Access Faceted Search**



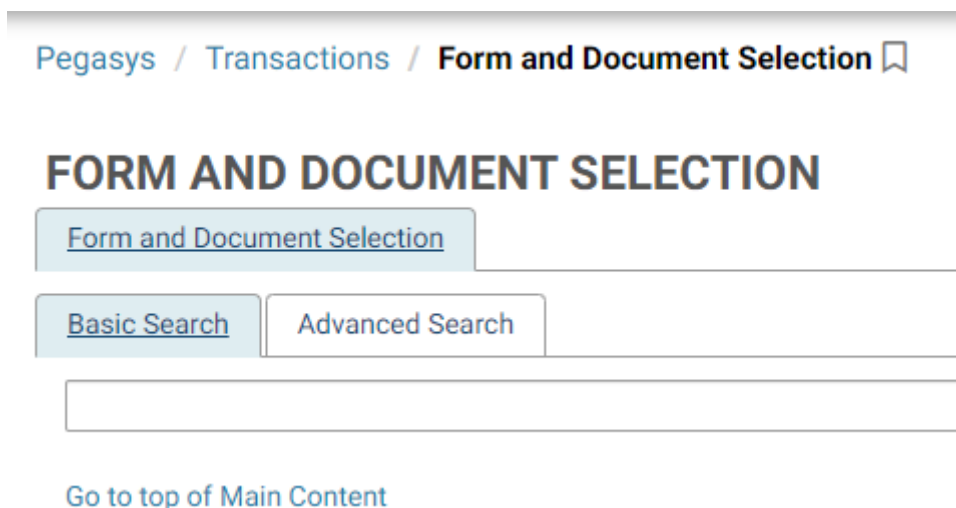
#### 4.6.10.3.1 Basic Search

Basic Search provides a single field that will search across multiple criteria. The Basic Search can be found at the top of any screen in the system or from within the Faceted Search screen when navigating to Transactions → Faceted Search.

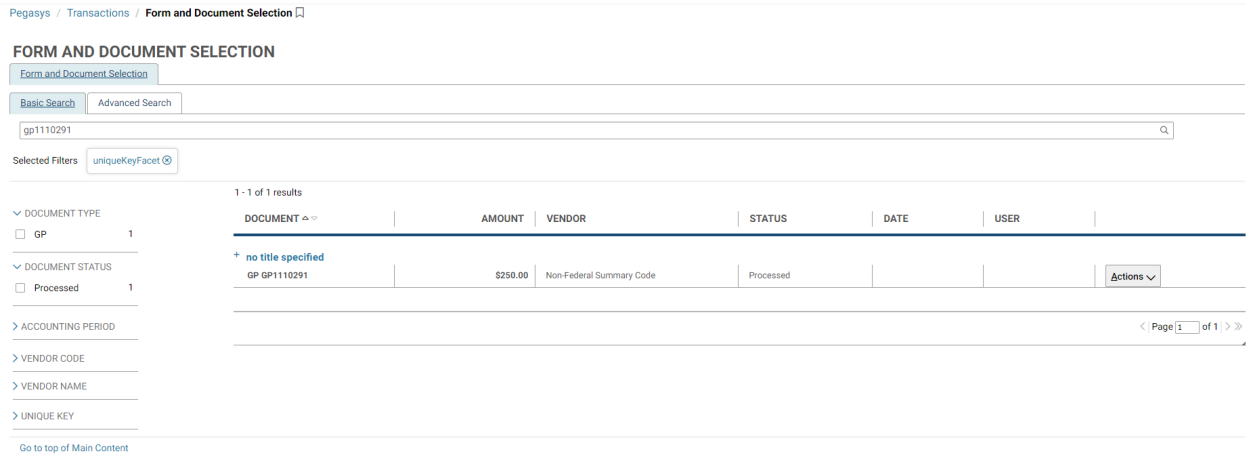
**Figure 114: Basic Search - Header Search Box**



**Figure 115: Basic Search - Transactions - Faceted Search**



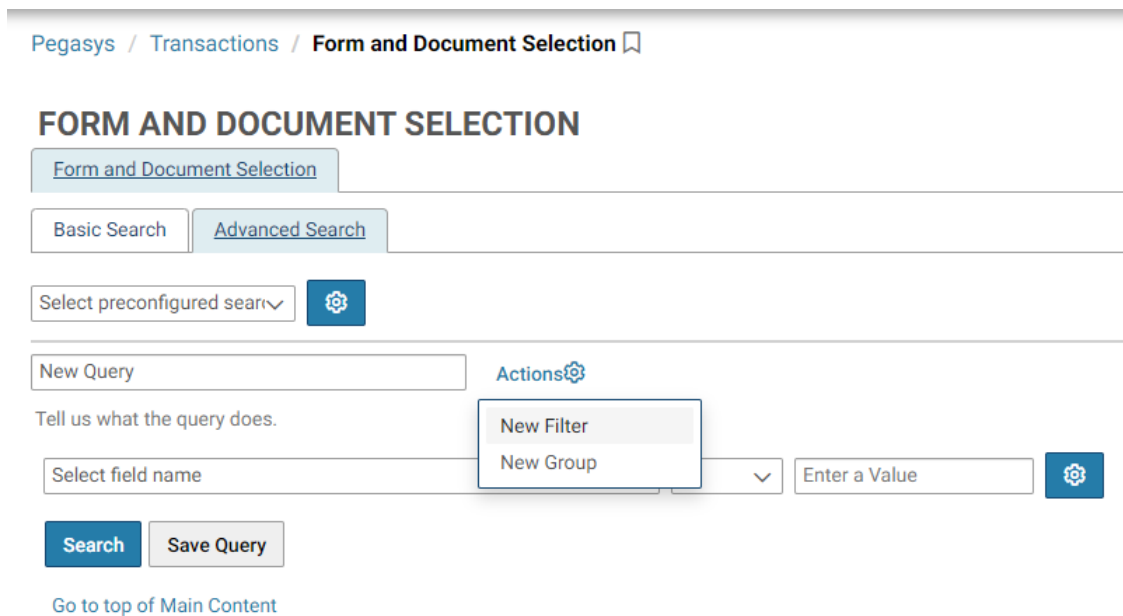
**Figure 116: Basic Search - Search Results**



### 4.6.10.3.2 Advanced Search

With the Advanced Search functionality, users can narrow their search results through the Advanced Search facets (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 facets criteria through a dropdown menu. Multiple facets can be included in a search; additional filters to narrow search results further can be added by selecting the Actions → New Filter button.

**Figure 117: Utilizing Faceted Search**



**Figure 118: Faceted Search Facets and Filter Criteria**

The screenshot shows a search interface with the following elements:

- A "New Query" input field and an "Actions" button.
- Text: "Tell us what the query does."
- Radio buttons for "Match All" (selected) and "Match Any".
- Three filter criteria:
  - Document Status = Processed
  - Document Type = GP
  - Document Number = GP1110291
- Buttons for "Search" and "Save Query".
- A link: "Go to top of Main Content".
- A dropdown menu for comparison operators with the following options:
  - equal to
  - less than
  - less than or equal to
  - greater than
  - greater than or equal to
  - like
  - not equal to
  - in
  - is not null
  - is null

**Figure 119: Advanced Search - Search Results**

The screenshot shows the search results page with the following components:

- Tabs for "Basic Search" and "Advanced Search".
- Search criteria: Document Status = Processed, Document Type = GP, Document Number = GP1110291.
- Buttons for "Search" and "Save Query".
- Selected Filters: uniqueKeyFacet.
- Results summary: "1 - 1 of 1 results".
- Table with columns: DOCUMENT, AMOUNT, VENDOR, STATUS, DATE, USER, and Actions.
- Table content:
 

DOCUMENT	AMOUNT	VENDOR	STATUS	DATE	USER	Actions
GP GP1110291	\$250.00	Non-Federal Summary Code	Processed			Actions
- Page navigation: "Page 1 of 1".

**4.6.10.3.2.1.1 Multiple Facets - All vs. Any**

When multiple facets 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 for any RE7 Document Types or any Document Number RE72018020700007.

**Figure 120: Match All and Match Any Filter Criteria**

Tell us what the query does.

Match All     Match Any

Select field name ▼    =    ▼    Enter a Value        AND


Select field name ▼    =    ▼    Enter a Value    


**4.6.10.3.2.1.2 Grouping Facets**


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 facets, providing greater flexibility to searches. For example, when multiple facets or facet 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 121: Match All and Match Any Filter Criteria - Grouping Facets**

Group 1    [Actions](#) 


Match All     Match Any


Select field name ▼    =    ▼    Enter a Value        AND

Select field name ▼    =    ▼    Enter a Value    

AND

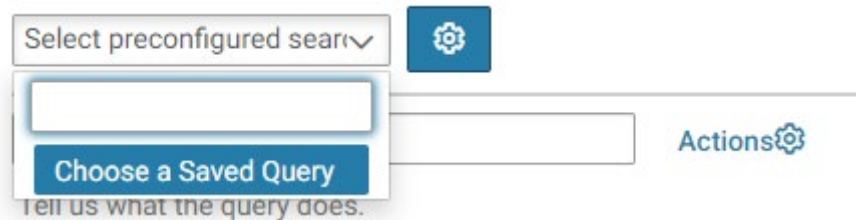
---

Group 2    [Actions](#) 

Select field name ▼    =    ▼    Enter a Value    

**4.6.10.3.2.1.3 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 122: Saving/Accessing Saved Queries**

#### 4.6.11 GL Account Detail Query

The GL Account Detail query is used as an alternate way of viewing information contained in the Pegasys General ledger. The GL Account Detail Query serves as a useful tool when reviewing the postings associated with a particular transaction because it provides debit/credit posting information for each document action taken. For example, querying a Billing Document that has had a collection applied to it would show the following sets of postings corresponding to the various document actions taken:

- Document Processing - shows the posting of the original Unbilled Debits/Credits.
- Billing (Document Correction)- shows:
- The reversal of the Unbilled Debits/Credits, and
- The posting of the Billed Debits/Credits.

**NOTE:** This is only true if the correction is changing the billing status from unbilled to billed.

- Collection Processing - shows the liquidation of the Billed Debits/Credits.

The GL Account Detail Query provides over 40 pieces of data to narrow the query results to only those records the user wants to view. In addition, the query differs from the General Ledger Balance by Fund query in that it groups its records in a different manner. The results of the query are displayed in a tabular format where each posting (a single debit or credit) recorded for each document line is displayed.

Queries → General Ledger → GL Detail Query.

##### 4.6.11.1 Search Parameters and Results

The GL Account Detail Query provides fields to specify selection criteria for various pieces of data from the General journal, Memo journal, or both. Transactions that meet the search criteria specified are listed.

**Figure 123: GL Account Detail Query Search Criteria**

Pegasys / Queries / General Ledger / GL Account Detail Query

### GL Account Detail Query

Basic Search | Advanced Search

Fiscal Month: [ ] > Fiscal Year: [ ] > GL Account: [ ] ☆ GL Acctg Entry: [ ] ☆

Document Type: [ ] ☆ Doc Num: [ ] ☆ Acctg Line #: [ ] ☆ Item Line #: [ ] ☆ [ ] ☆ [ ] ☆

BBFY: [ ] > EBFY: [ ] > Fund: [ ] ☆ Search Journal: General v

[ Search ] [ Clear ]

No results

Doc Cat	Document Type	Doc Num	Acctg Line #	Acctg SubLine #	Item Ln #	Sub Ln #	Action	Trans Type	System Date Time	Trans Currency	Fund Currency	GL Account	GL Account Extension
---------	---------------	---------	--------------	-----------------	-----------	----------	--------	------------	------------------	----------------	---------------	------------	----------------------

**Figure 124: Item Collection on GL Account Detail Query**

GL Account Detail Query

Basic Search | Advanced Search

Fiscal Month: [ ] > Fiscal Year: 2023 > GL Account: 461000 ☆ GL Acctg Entry: [ ] ☆

Document Type: LDN ☆ Doc Num: [ ] ☆ Acctg Line #: [ ] ☆ Item Line #: [ ] ☆ [ ] ☆ [ ] ☆

BBFY: [ ] > EBFY: [ ] > Fund: [ ] ☆ Search Journal: General v

[ Search ] [ Clear ]

1 - 26 of 26 results

Doc Cat	Document Type	Doc Num	Acctg Line #	Acctg SubLine #	Item Ln #	Sub Ln #	Action	Trans Type	System Date Time	Trans Currency	Fund Currency	GL Account	GL Account Extension	Posting	GL Amount	GL Fund Amount	Acctg Event
<input type="radio"/>	ED - Billing Document	LDN	LDNN000014000	2			Liquidate	02	04/13/2023 17:31:16	USD	USD	461000		Credit	(\$20.44)	(\$20.44)	AR09
<input type="radio"/>	ED - Billing Document	LDN	LDNN000014000	1			Liquidate	01	04/13/2023 17:31:16	USD	USD	461000		Debit	\$20.44	\$20.44	AR09
<input type="radio"/>	ED - Billing Document	LDN	LDNN000014000	2			Original	02	01/19/2023 08:24:30	USD	USD	461000		Debit	\$20.44	\$20.44	AR09
<input type="radio"/>	ED - Billing Document	LDN	LDNN000014000	1			Original	01	01/19/2023 08:24:30	USD	USD	461000		Credit	(\$1,570.20)	(\$1,570.20)	AR09
<input type="radio"/>	ED - Billing Document	LDN	LDNN000016000	1			Original	01	01/19/2023 08:24:31	USD	USD	461000		Credit	(\$658.88)	(\$658.88)	AR09
<input type="radio"/>	ED - Billing Document	LDN	LDNN000015000	1			Original	01	01/19/2023 08:24:32	USD	USD	461000		Credit	(\$976.32)	(\$976.32)	AR09
<input type="radio"/>	ED - Billing Document	LDN	LDNN000017000	1			Original	01	01/19/2023 08:24:32	USD	USD	461000		Credit	(\$1,312.65)	(\$1,312.65)	AR09
<input type="radio"/>	ED - Billing Document	LDN	LDNN000007000	1			Original	01	01/06/2023 12:29:58	USD	USD	461000		Credit	(\$1.00)	(\$1.00)	AR09
<input type="radio"/>	ED - Billing Document	LDN	LDNN000007000	1			Correct	01	01/06/2023 12:26:01	USD	USD	461000		Debit	\$1.00	\$1.00	AR09
<input type="radio"/>	ED - Billing Document	LDN	LDNN000015000	1			Liquidate	01	02/08/2023 11:08:52	USD	USD	461000		Debit	\$976.32	\$976.32	AR09
<input type="radio"/>	ED - Billing Document	LDN	LDNN000015000	1			Liquidate	01	02/16/2023 11:08:52	USD	USD	461000		Credit	\$0.00	\$0.00	AR09

**NOTE:** Query performance is improved with each additional search criteria entered. For example, rather than simply entering business line of “Fleet”, 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.

- To search for form or document 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.

#### 4.6.11.2 Search Criteria - User-Defined Field Descriptions

The GL Account Detail Query provides the ability to query Statements. The listing of User-Defined fields on the GL Account Detail Query is available at **BAAR User Guide 9 of 10, Section B.7.**



### 4.6.11.3 Executing a Query Using GL Account Detail Query

**NOTE:** Query performance is improved with each additional search criteria entered. For example, rather than simply entering business line of “Fleet”, 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.

Steps to Execute a Query Using the GL Account Detail Query:

1. In Pegasys navigate to Queries → General Ledger → GL Detail Query.

The GL Account Detail Query page is displayed.

**Figure 125: GL Account Detail Query**

#### GL Account Detail Query

The screenshot shows the 'GL Account Detail Query' interface. At the top, there are two tabs: 'Basic Search' and 'Advanced Search'. Below the tabs is a dropdown menu labeled 'Select preconfigured search' with a gear icon. Underneath is a text input field labeled 'New Query' and an 'Actions' button with a gear icon. Below that is the instruction 'Tell us what the query does.' followed by a search criteria field with a dropdown menu labeled 'Select field name', an equals sign dropdown, and a text input field labeled 'Enter a Value'. At the bottom, there are three buttons: 'Search', 'Clear', and 'Save Query'.

2. Enter the search criteria.

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

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

**Figure 126: Search**

This screenshot is identical to Figure 125, but the 'Search' button at the bottom left is highlighted with a red rectangular box to indicate the next step in the process.

4. Select a detail record from the Item collection.

**Figure 127: Selecting a Record**

1 - 16 of 16 results

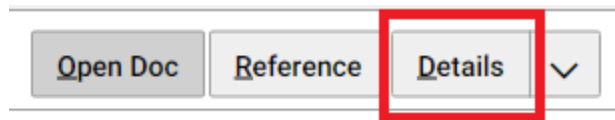
Doc Cat	Document Type	Doc Num	Acctg Line #	Acctg SubLine #	Item Ln #	Sub Ln #	Action	Trans Type	System Date Time	Trans Currency	Fund Currency	GL Account	GL Account Extension	Posting	GL Amount	GL Fund Amount	Acctg Event
<input checked="" type="radio"/>	BD - Billing Document	LDI	LDIL0000080-006	1			Original	02	03/27/2023 11:47:38	USD	USD	299000.08		Credit	(\$1,497.07)	(\$1,497.07)	AR09
<input type="radio"/>	BD - Billing Document	LDI	LDIL0000080-006	1			Original	02	03/27/2023 11:47:38	USD	USD	520900.01		Debit	\$1,497.07	\$1,497.07	AR09
<input type="radio"/>	BD - Billing Document	LDI	LDIL0000080-006	1			Original	02	03/27/2023 11:47:38	USD	USD	425100		Credit	(\$1,497.07)	(\$1,497.07)	AR09
<input type="radio"/>	BD - Billing Document	LDI	LDIL0000080-006	1			Original	02	03/27/2023 11:47:38	USD	USD	421000		Debit	\$1,497.07	\$1,497.07	AR09
<input type="radio"/>	BD - Billing Document	LDI	LDIL0000080-006	1			Original	02	03/27/2023 11:47:38	USD	USD	459000		Credit	(\$1,497.07)	(\$1,497.07)	AR09
<input type="radio"/>	BD - Billing Document	LDI	LDIL0000080-006	1			Original	02	03/27/2023 11:47:38	USD	USD	451000		Debit	\$1,497.07	\$1,497.07	AR09
<input type="radio"/>	BD - Billing Document	LDI	LDIL0000080-006	1			Original	02	03/27/2023 11:47:38	USD	USD	451000		Credit	(\$1,497.07)	(\$1,497.07)	AR09
<input type="radio"/>	BD - Billing Document	LDI	LDIL0000080-006	1			Original	02	03/27/2023 11:47:38	USD	USD	461000		Debit	\$1,497.07	\$1,497.07	AR09
<input type="radio"/>	BD - Billing Document	LDI	LDIL0000080-006	1			Liquidate	02	04/13/2023 14:30:30	USD	USD	299000.08		Debit	\$1,497.07	\$1,497.07	AR09
<input type="radio"/>	BD - Billing Document	LDI	LDIL0000080-006	1			Liquidate	02	04/13/2023 14:30:30	USD	USD	520900.01		Credit	(\$1,497.07)	(\$1,497.07)	AR09
<input type="radio"/>	BD - Billing Document	LDI	LDIL0000080-006	1			Liquidate	02	04/13/2023 14:30:30	USD	USD	425100		Debit	\$1,497.07	\$1,497.07	AR09
<input type="radio"/>	BD - Billing Document	LDI	LDIL0000080-006	1			Liquidate	02	04/13/2023 14:30:30	USD	USD	421000		Credit	(\$1,497.07)	(\$1,497.07)	AR09
<input type="radio"/>	BD - Billing Document	LDI	LDIL0000080-006	1			Liquidate	02	04/13/2023 14:30:30	USD	USD	459000		Debit	\$1,497.07	\$1,497.07	AR09
<input type="radio"/>	BD - Billing Document	LDI	LDIL0000080-006	1			Liquidate	02	04/13/2023 14:30:30	USD	USD	451000		Credit	(\$1,497.07)	(\$1,497.07)	AR09
<input type="radio"/>	BD - Billing Document	LDI	LDIL0000080-006	1			Liquidate	02	04/13/2023 14:30:30	USD	USD	451000		Debit	\$1,497.07	\$1,497.07	AR09
<input type="radio"/>	BD - Billing Document	LDI	LDIL0000080-006	1			Liquidate	02	04/13/2023 14:30:30	USD	USD	461000		Credit	(\$1,497.07)	(\$1,497.07)	AR09

Open Doc Reference Details

5. To view the detail information, select the **Detail** button.

**NOTE:** The user can view spending adjustment, FACTs attributes, Referencing information or open the document from the GL Account Detail Query item collection. Select the appropriate action button to complete the desired action.

**Figure 128: Details button on GL Account Detail Query**



6. On the Detail page, the user can view the document or review the detail information.

**Figure 129: Details Page on GL Account Detail Query**

GL Account Detail Query Detail

1 - 16 of 16 results

Doc Cat	Document Type	Doc Num	Acctg Line #	Acctg SubLine #	Item Ln #	Sub Ln #	Action	Trans Type	System Date Time	Trans Currency	Fund Currency	GL Account	GL Account Extension	Posting	GL Amount	GL Fund Amount	Acctg Event
<input checked="" type="radio"/>	BD - Billing Document	LDI	LDIL0000080-006	1			Original	02	03/27/2023 11:47:38	USD	USD	299000.08		Credit	(\$1,497.07)	(\$1,497.07)	AR09
<input type="radio"/>	BD - Billing Document	LDI	LDIL0000080-006	1			Original	02	03/27/2023 11:47:38	USD	USD	520900.01		Debit	\$1,497.07	\$1,497.07	AR09
<input type="radio"/>	BD - Billing Document	LDI	LDIL0000080-006	1			Original	02	03/27/2023 11:47:38	USD	USD	425100		Credit	(\$1,497.07)	(\$1,497.07)	AR09
<input type="radio"/>	BD - Billing Document	LDI	LDIL0000080-006	1			Original	02	03/27/2023 11:47:38	USD	USD	421000		Debit	\$1,497.07	\$1,497.07	AR09
<input type="radio"/>	BD - Billing Document	LDI	LDIL0000080-006	1			Original	02	03/27/2023 11:47:38	USD	USD	459000		Credit	(\$1,497.07)	(\$1,497.07)	AR09
<input type="radio"/>	BD - Billing Document	LDI	LDIL0000080-006	1			Original	02	03/27/2023 11:47:38	USD	USD	451000		Debit	\$1,497.07	\$1,497.07	AR09

View Document 100 per page << Page 1 of 1 >>

**Figure 130: Details Page Information**

**General**

Fiscal Month: 06 > Fiscal Year: 2023 Fiscal Quarter: 2

---

Document Type: LDI Doc Num: LDIL0000080-006 Acctg Line #: 1  
 Acctg Subline #: Item Ln #: Action: Original Amount: (\$1,497.07)  
 Amend/Mod #: Action: Original Doc Date: 03/27/2023 Fund Amount: (\$1,497.07)  
 Trans Currency: USD System Date Time: 03/27/2023 11:47:38 Batch #:   
 Fund Currency: USD

---

**General Ledger**

GL Account: 299000.08 Posting: Credit Doc Cat: BD - Billing Document  
 GL Account Extension: GL Amount: (\$1,497.07 Acctg Doc Cat: BD - Billing Document  
 Acctg Event: AR09 GL Fund Amount: (\$1,497.07 Acctg Doc Type: LDI  
 Trans Type: 02 GL Acctg Entry: 1804 Record Type: Principal  
 Sub-level Prefix: Process Activity: Unbilled Line Type: Credit  
 Acctg Trans Type: 02 Journal Type:  SF-224 Reclassification  
 Transaction Number: LDIL&DIL0000080-006&01

---

Treasury Symbol

Short Key: ATA: AID: 047 BPOA: EPOA: A: MAIN: SUB: 4534: 001

**4.6.11.4 Flexible Postings Review on the GL Account Detail Query**

Pegasys provides the ability to “flexibly post” transactions, allowing General Ledger postings to be made against different GL accounts based on aspects recorded on the transaction. For example, GSA may need to report balances on cash receipts from another government agency separately from cash receipts from the public. Defining flexible postings therefore enables GSA to automatically post to the correct GL accounts based on transaction specific data. Flexible postings are defined on the Transaction Definition Maintenance table and can be configured for each transaction definition in the system.

Flexible postings enable the user to differentiate general ledger postings based on entered accounting data without requiring training the user to use a different transaction type.

For example, A Fleet Leasing Billing Document (BD), document type LMI would initially be recorded with a transaction type of “01”. **Table 2** defines the following associated Transaction Definition:

**Table 2: Fleet Leasing Billing Document**

Doc Type	Trans Type	Actg Event	GL Actg Entry	Use Flexible Posting
LMI	01	AR09	1800	T

Since the ‘Use Flexible Posting’ field is set to True, Pegasys will then look at the Flexible Transaction Definitions Options box for the rules governing the flexible postings (not all possible dimensions are shown in **Table 3** below).

**Table 3: Flexible Transaction Definitions Options**

<b>Fund Posting</b>	<b>Program Posting</b>	<b>Project Posting</b>	<b>Function Posting</b>	<b>Revenue Source Posting</b>
None	None	None	Code	None

The transaction definition consisting of document type **LMI** and transaction type 01, therefore, can use the Activity accounting dimension to flexibly post. Pegasys then uses the additional pieces of information and looks at the Flexible Transaction Definition window to find the accounting entry that matches the additional information.

The specific posting information contained on a transaction definition record based on the above accounting event example is shown in **Table 4** below:

**Table 4: Posting Information**

<b>Activity</b>	<b>Actg Entry</b>
AF115	1801

According to the flexible posting definition shown above, if the Activity on the Billing Document (BD) is **not** FE115, then the GL Account Entry would be 1800 (as shown in the first table). If the Activity on the Billing Document (BD) is FE115, then the GL Account Entry would be 1801.

The General Ledger postings would then be made based on the GL Account Entry defined by the transaction definition. The proprietary debits/credits are displayed in **Table 5** below for both GL Account Entries, 1800 and 1801:

**Table 5: Proprietary Debits/Credits**

<b>Doc Type</b>	<b>Trans Type</b>	<b>Actg Event</b>	<b>GL Actg Entry</b>	<b>Activity</b>	<b>GL - Debit</b>	<b>GL - Credit</b>
LMI	01	AR09	1800	None	1310.07	5200.01
LMI	01	AR09	1801	AF115	1310.07	5900.01

**NOTE:** Additional budgetary GL impacts occur, but are not shown in the above chart as they are the same for both GL Account Entries.

#### 4.6.12 Query IPAC Rejections (G-Invoicing/IPAC Staging Query)

As part of each step in the life cycle, Pegasys assigns a G-Inv/IPAC Status. The G-Inv/IPAC Status is a Pegasys- specific status that is used to track the Pegasys IPAC transaction in its interaction with Treasury.

Once the IPAC file has been created by the IPAC Outbound Bulk File Generation process, the file is uploaded to Treasury via the IPAC System, and each transaction is set to an IPAC Status of “In Transit”. While Pegasys performs edit checks on the IPAC transactions from DBR creation to the running of the GSIPACXWOT and GSIPACBKFG process and file creation, Treasury performs additional validations on the information they receive via IPAC. If transactions do not pass the Treasury validations, the transactions are considered Rejected by Treasury.

Treasury will provide information back to the GSA point of contact outside of the Pegasys system in order to identify and correct the Rejected transactions. Typically, the point of contact will follow an automated process, using the information received from Treasury to create an input file for the GSUPDIPAC batch process to set both the IPAC Status and Billing Status from “In Transit” to “Rejected by Treasury” on the rejected transactions. If users make the necessary updates, users can also use the GSUPDIPAC batch process to set the transactions’ IPAC Status from “Rejected by Treasury” to ‘Ready to Send’ so that the transaction will be re-selected in the next IPAC processing back to Treasury.

For G-Invoicing rejections, GSA operations and management (O&M) team will be managing the error handling working alongside CGI O&M team and appropriate GSA finance or GSA program office official.

#### 4.6.12.1 Steps to set the status for Rejected Transaction from “In Transit” to “Rejected by Treasury”

---

The following steps describe how a user would manually update the G-Invoicing/IPAC Status and Billing Status (if necessary) of transactions deemed Rejected by Treasury - in Pegasys this manual update involves changing the IPAC Status from “In Transit” to “Rejected by Treasury”, changing the Billing Status from “Billed” to “Unbilled”, and changing the Selected for IPAC status from “Yes” to “No”. The following steps also describe how a user can manually change the IPAC Status from “Rejected by Treasury” to “Ready to Send” after making the appropriate changes, so that GSIPACXWOT and GSIPACBKFG will pick the transaction back up and resubmit it to Treasury.

To search for and update IPAC transactions from an “In Transit” to “Rejected by Treasury” status OR set the IPAC status from a “Rejected by Treasury” to “Ready to Send” status, follow the steps below:

**NOTE:** Query performance is improved with each additional search criteria entered. Users should not execute “Blind” queries, meaning no search criterion is entered.

Steps to set G-Invoicing/IPAC Status from “In Transit” to “Rejected by Treasury” after identifying a Rejected Transaction:

1. Navigate to Queries → General System → G-Invoicing/IPAC Staging Query.

The G-Invoicing/IPAC Staging Query page is displayed.

**Figure 131: G-Invoicing/IPAC Staging Query**

Pegasys / Queries / General System / G-Invoicing / IPAC Staging Query

**G-Invoicing / IPAC Staging Query**

Basic Search | Advanced Search

G-Inv / IPAC Indicator: [Dropdown] | G-Inv / IPAC Status: [Dropdown]

Document Type: [Text] | Document Number: [Text]

Performance Type: [Dropdown] | IPAC DRN (OFF): [Text]

G-Invoicing Line Type: [Dropdown] | IPAC Import Run Number: [Text]

Originating ALC: [Text] | Customer ALC: [Text]

Outbound Document: Type [Text], Outbound Document Number (OFF) [Text], Item [Text]

Accounting: [Text]

G-Invoicing

Order Details: GT&C Number [Text], Requester / Servicer Type [Dropdown], Order Number [Text], Line [Text], Schedule [Text]

Performance Details: Performance Number [Text], Detail [Text], Reference Performance Number [Text], Detail [Text]

[Search] [Clear]

G-INVOICING / IPAC STAGING RECORDS

No results

G-Inv / IPAC Indicator	IPAC DRN	IPAC Import Run Number	IPAC DRN Dtl Ln Num	G-Inv / IPAC Status	IPAC Transaction Type	G-Invoicing / IPAC Assignee	Detail Amount	Originating ALC	Customer ALC	Accomplish Date	Acty Date	SNDR DO	Requester / Servicer Type	GT&C Number	G-Invoicing Order Number	Order Line #	Ord. Schedu
Totals																	

2. Enter the desired and appropriate search criteria, such as **IPAC DRN** or **Outbound Document Number**.

**To search for “In Transit” transactions in order to update to “Rejected by Treasury” (those transactions that have been rejected by Treasury), select the “In Transit” from the G-Invoicing/IPAC Status Drop Down on the Basic Search tab, then search.**

**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 132: G-Invoicing/IPAC Staging Query - Search Button**

**G-Invoicing / IPAC Staging Query**

Basic Search | Advanced Search

G-Inv / IPAC Indicator: [Dropdown] | G-Inv / IPAC Status: In Transit [Dropdown]

Document Type: [Text] | Document Number: [Text]

Performance Type: [Dropdown] | IPAC DRN (OFF): G0153020

G-Invoicing Line Type: [Dropdown] | IPAC Import Run Number: [Text]

Originating ALC: [Text] | Customer ALC: [Text]

G-Invoicing

Order Details: GT&C Number [Text], Requester / Servicer Type [Dropdown], Order Number [Text], Line [Text], Schedule [Text]

Performance Details: Performance Number [Text], Detail [Text], Reference P [Text], Detail [Text]

[Search] [Clear]

The results are returned in the Item Collection.

**Figure 133: G-Invoicing/IPAC Staging Query- Item Collection – G-Inv/IPAC Status**

G-INVOICING / IPAC STAGING RECORDS  
1 - 10 of 1,026 results

<input type="checkbox"/>	G-Inv / IPAC Indicator	IPAC DRN	IPAC Import Run Number	IPAC DRN Dtl Ln Num	G-Inv / IPAC Status	IPAC Transaction Type	G-Invoicing / IPAC Assignee	Detail Amount	Originating ALC	Customer ALC	Accomplish Date	Actg Date	SNDR DO	Requester / Servicer Type	GT&C Number	G-Invoicing Order Number	Order Line #	Ord Schedu
<input type="checkbox"/>	IPAC	G0127453			In Transit			\$909.90	47000016	70060000		06/26/2018	GS127					
<input type="checkbox"/>	IPAC	G0127453			In Transit			\$12.00	47000016	70060000		06/26/2018	GS127					

4. Select a detail record from the Item Collection.
5. Select the **Details** button.

The G-Invoicing/IPAC Staging Query Detail page is displayed.

**Figure 134: G-Invoicing/IPAC Staging Query Detail Page – G-Invoicing/IPAC Status**

Pegasys / Queries / General System / G-Invoicing / IPAC Staging Query / G-Invoicing / IPAC Staging Query Detail

G-Invoicing / IPAC Staging Query Detail

Expand All Collapse

**Transaction Info Details**

Originating ALC: 47000016  
Customer ALC: 70060000  
Submitter ALC: [ ]  
Sender DO Symbol: GS127  
G-Inv / IPAC Indicator: IPAC

Actg Date: 06/26/2018  
Accomplished Date: [ ]  
Accounting Period: [ ]  
IPAC DRN: G0127453  
Treas Trans ID: [ ]

IPAC Transaction Type: [ ]  
IPAC DRN Amount: \$0.00  
Number of Detail Rems: [ ]  
FY Obligation ID: [ ]

**IPAC Interface Activity**

IPAC Import Run Number: [ ]  
Import Run Date: [ ]  
Last Modified By: runbatchgipacxwt

Transaction Set ID: 810  
Outbound Crosswalk Date: 07/02/2018  
Inbound Crosswalk Date: [ ]  
IPAC Rejection Date: [ ]  
IPAC Rejection Accounting Period: [ ]

Security Org: GSA  
Outbound Crosswalk Indicator: C  
Outbound Crosswalk Run Number: 0201807020182  
Inbound Crosswalk Run Number: [ ]

Confirmation Flag: False  
G-Invoicing/IPAC Assignee: [ ]  
TPI Flag: [ ]  
Intra IPAC Tran: False  
Payment Accounting Period: [ ]  
Detail Billing Record Identifier: FLT050320180006345

**G-Invoicing Performance**

G-Invoicing: [ ]  
Order Details: [ ]  
Performance Details: [ ]

Audit Save

6. To update the G-Invoicing/IPAC Status select the G-Invoicing/IPAC Status Dropdown and select the appropriate status.

**Figure 135: IPAC Staging Query Detail Page – G-Invoicing/IPAC Status Drop Down**

Transaction Level Details

Transaction Level Main Details

\* G-Inv / IPAC Status: In Transit

IPAC Submission Date: [ ]  
ACT Trace Number: [ ]  
ACRN: [ ]  
Actg Classification Code: [ ]  
Job(Project) Number: [ ]  
JAS Number: [ ]  
Requisition Number: 05312018  
Receiver Department Code: [ ]  
Disbursing Office: GS127

Contracts Number: FLEET  
Contracts Line Item Number: NA  
Obligating Document Number: FLT7070482018  
Voucher Number: [ ]  
Purchase Order Number: NOT\_PROVIDED\_BY\_CUS  
Invoice Number: G0127453  
Trace Number: [ ]  
Cross Ref DRN: [ ]  
Summarization Level: [ ]

IPAC DRN Dtl Ln Num: [ ]  
Unit of Issue: EA  
Quantity: 1.000000  
Unit Price Amount: \$909.90  
Detail Amount: \$909.90  
Applied Advance Amount: \$0.00  
FSN/AAA/ADSN: 00000000  
AAC/DODAAC: [ ]  
Contracting Officer Login ID: [ ]  
Pay Flag: Partial  
Agency: [ ]

7. Select **Save**.

**Figure 136: Save Button – G-Invoicing/IPAC Staging Query**

Transaction Level Details

Transaction Level Main Details

\* G-Inv / IPAC Status: Rejected by Treasury

IPAC Submission Date: 07/05/2018

ACT Trace Number: 6WW0043RVNMF

ACRN: NA

Actg Classification Code: 70704B

Job(Project) Number: NA

JAS Number: NA

Requisition Number: 05312018

Receiver Department Code: [ ]

Disbursing Office: GS127

Contracts Number: FLEET

Contracts Line Item Number: NA

Obligating Document Number: FLT70704B2018

Voucher Number: [ ]

Purchase Order Number: NOT\_PROVIDED\_BY\_CUS

Invoice Number: G0127453

Trace Number: [ ]

Cross Ref DRN: [ ]

Summarization Level: [ ]

IPAC DRN Dtl Ln Num: [ ]

Unit of Issue: EA

Quantity: 1.000000

Unit Price Amount: \$909.90

Detail Amount: \$909.90

Applied Advance Amount: \$0.00

FSN/AAA/ADSN: 00000000

AAC/DODAAC: [ ]

Contracting Officer Login ID: [ ]

Pay Flag: Partial

Agency: [ ]

Audit Save

The Action was successful message appears.

8. Select the **G-Invoicing/IPAC Staging Query** tab.

9. Search for IPAC DRN again.

10. The Record is now in a “Rejected by Treasury” status.

**Figure 137: Rejected by Treasury**

G-INVOICING / IPAC STAGING RECORDS

1 - 2 of 2 results

G-Inv / IPAC Indicator	IPAC DRN	IPAC Import Run Number	IPAC DRN Dtl Ln Num	G-Inv / IPAC Status	IPAC Transaction Type	G-Invoicing / IPAC Assignee	Detail Amount	Originating ALC	Customer ALC	Accomplish Date	Actg Date	SNDR DO	Requester / Servicer Type	GT&C Number	G-Invoicing Order Number	Order Line #	Ord Schedu
<input type="checkbox"/>	IPAC	G0127453		Rejected by Treasury			\$200.00	47000016	70060000		06/26/2018	GS127					
<input checked="" type="checkbox"/>	IPAC	G0127453		Rejected by Treasury			\$909.90	47000016	70060000		06/26/2018	GS127					
Totals							\$1,109.90										

Details Next Copy Go to G-Inv / IPAC Queries Delete Update Status 10 per page Page 1 of 1

11. To update the Billing Status of the Accounting Lines, Navigate to Form/Document Selection and search for your Document Number.

**NOTE:** The user would update the Billing Status from “Billed” to “Unbilled” in order to resubmit the rejected transaction to Treasury via IPAC to state the transaction is updated to unbilled when initially rejected in order to show the funds in the unbilled account. The subsequent running of the GSIPAXWOT and GSIPACBKFG processes will set the transactions back to billed when they are re-submitted to Treasury.



**Figure 138: Form/Document Selection - Document Number**

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

Canceled

Scheduled

Held

Rejected

Archived

Pending Approval

User ID:

Security Org:

Title/ Contract Number (OFF):

12. Select the returned document in the Item Collection and Select **Correct**.

**Figure 139: Correct Button**

Document Type	Document Number	Amendment / Modification Number	Title	Document Date	Document Status	User ID
LDI	LDL000005-000	00001		02/16/2023	Processed	allroles117

10 per page Page 1 of 1

13. Select the **Accounting Lines** tab and select the **Accounting Line** link.

**NOTE:** If the entire BD was rejected from Treasury, all accounting lines will need to be updated by repeating the steps.

**Figure 140: Header Accounting Line for Correct Document**

**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 - 2 of 2 results

Line Number	Line Type	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm	Proj Cd	Acty	SOC
1	Normal	\$0.00	01		2018		285F	07	Q00MDZ37	TM11		AF114	
29	Credit	(\$494.49)	02		2018		285F	07	Q00MDZ37	TM11		AF111	
<b>Total Header Funded Amount</b>		<b>(\$494.49)</b>											

References...

10 per page Page 1 of 1

14. Set the Billing Status to **“Unbilled”**.

**Figure 141: Billing Status**

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

- Line Number: 1
- Line Type: Normal
- Billing Status: Billed
- Transaction Type: A dropdown menu is open, showing "Billed" (highlighted in blue) and "Unbilled" (highlighted with a red box). Below the dropdown are two checkboxes: "Internal" and "External", both of which are unchecked.

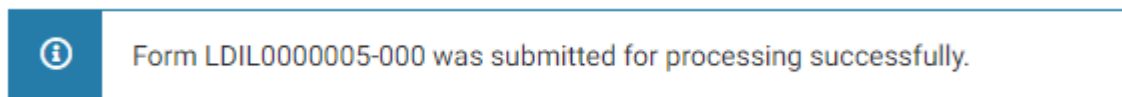
15. Select the **Verify** button.

**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.

16. Select the **Submit** button.

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

**Figure 142: Submission Message**

17. 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.

**NOTE:** Once review is complete and the user makes necessary corrections to the Rejected transaction and is ready to send it to Treasury, the Rejected by Treasury Staging Record should be deleted, and the Selected for IPAC status on the Billing Document line

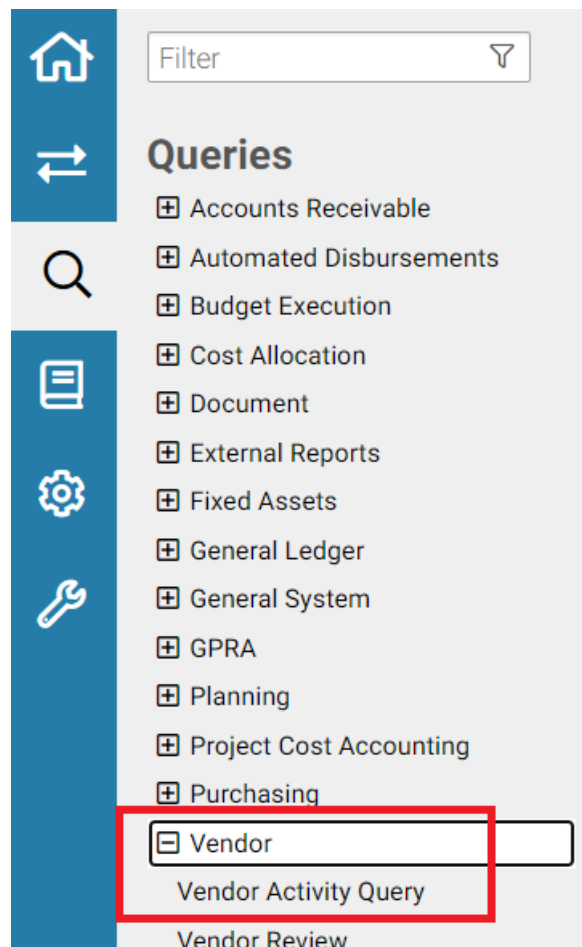
should be set to No. The subsequent running of the GSIPAXWOT and GSIPACBKFG processes will re-submit the transactions to Treasury.

#### 4.6.13 Vendor Activity Query

The Vendor Activity query is a powerful tracking and querying tool used to access detailed vendor account information. While a vendor may be referenced thousands of times in many different types of documents, the Vendor Activity query provides a way to quickly view and access interactions involving the vendor. Maintaining a history of vendor interactions is very important to the agency's accountability. The Vendor Activity query enables the user to gather critical vendor information whenever the user needs it.

For more information about the Vendor Activity Query, please refer to the Pegasys User Guide.

**Figure 143: Vendor Activity Query**



### 4.6.13.1 Search Parameters and Results

The Vendor Activity query provides the opportunity to view amounts for the vendor in the system currency, while also providing a view of each individual address code belonging to the vendor.

The Vendor Activity query is organized as a notebook and records several types of information. It contains the following buttons, pages and tabs (Select each tab for more information). An asterisk (\*) indicates a required field.

For the Vendor Activity Query Search Criteria field definitions, see **Section 4.6.13.3**.

**Figure 144: Vendor Activity Query Search Criteria**

**Figure 145: Vendor Activity Query Item Collection - Select Vendor**

1 - 10 of 35 results

Vendor Codes	UEI	DUNS Number	EFT Indicator	CAGE Code	AAC/DODAAC	Name	TIN	Vendor Category	Vendor Class	Vendor Group	Vendor Type	Reporting Attribute	Address Code	Address Type	Agency
<input type="radio"/> 020590271		809989689		52FK6		TIC PROPERTIES MANAGEMENT, LLC	45-4145714	6			C	Non-Government	00001	Ultimate Parent Address	
<input type="radio"/> 020590271		809989689		52FK6		TIC PROPERTIES MANAGEMENT, LLC	45-4145714	6			C	Non-Government	00001	EVS Monitoring	
<input type="radio"/> 020590271		809989689		52FK6		TIC PROPERTIES MANAGEMENT, LLC	45-4145714	6			C	Non-Government	00001	Ultimate Domestic Parent Address	

- To search for Vendor 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.

The Vendor Activity Query can also provide a quick glimpse at the vendor information by using the pop up functionality. When a user Selects the “More” button, a pop up window will display additional information about the vendor record selected.

**Figure 146: Vendor Activity Query More Button**

The screenshot shows a 'DETAIL SECTION' window with a close button (X) in the top right corner. At the top left, it says 'Page 1 Item 1 of 10' with 'Previous' and 'Next' navigation arrows. The 'Item 1' text is highlighted with a red box. Below this, the form is organized into two columns of fields:

- Left Column:**
  - Standardized Format: Yes (dropdown)
  - Address Name: TIC PROPERTIES MANAGE
  - Address Line 1: 555 N PLEASANTBURG DR
  - City: GREENVILLE
- Right Column:**
  - Address Active Status: Inactive (dropdown)
  - State: SC
  - Postal Code: 29607-2180
  - Code: (empty field)
  - Country: US
  - Currency Code: USD
  - Prevent New Spending: Yes (dropdown)
  - SAM Enabled: No (dropdown)
  - Debt Subject to Offset: No (dropdown)

At the bottom of the window, there are two small tabs labeled '5FHJ2' and '6'.

The “More” button functionality allows users to scroll through the vendor records quickly by using the arrows on the item.

#### 4.6.13.2 Query Details

From the detail page of the Vendor Activity Query, users can view the vendor information, go to the account summary details page, or view the documents associated with the vendor.

**Figure 147: Vendor Activity Query Details Page**

Pegasys / Queries / Vendor / Vendor Activity Query / Main

**MAIN**

Main Account Summary Blanket Agreements Contracts Invoices

Expand All Collapse All

---

**General Information**

Code: 020590271

Name: TIC PROPERTIES MANAGE

Alias:

Miscellaneous

TIN Type: EIN

SSN/EIN: 45-4145714

Vendor Category: 6

Vendor Class:

Vendor Group:

Vendor Type: C

Active Status: Inactive

Approval Status: Reviewed

Security Org: PEGASYS

Vendor/Provider: Both

**Parent Vendor**

Name:

TIN:

**TIN Verification Information**

Action: Not Required

Status:

Date:

**Invoice Key Configuration**

Include Invoice Date

Include Contract Number

**Documents** Route

### 4.6.13.3 Search Criteria - User-Defined Field Definitions

The listing of User-Defined fields on the Vendor Activity Query is available at **BAAR User Guide 9 of 10, Section B.8 Appendix**.

### 4.6.13.4 Execute a Query Using the Vendor Activity Query

Steps to Execute a Query Using the Vendor Activity Query:

1. Navigate to Queries → Vendor → Vendor Activity Query  
The Vendor Activity Query page is displayed.

**Figure 148: Vendor Query - Advanced Search**

[Pegasys](#) / [Queries](#) / [Vendor](#) / **Vendor Activity Query**

## Vendor Activity Query

Basic Search **Advanced Search**

Select preconfigured search

New Query

Tell us what the query does.

Select field name = Enter a Value

Select a Filter

- 1099 Vendor
- 1862 Land Grant College
- 1890 Land Grant College
- 1994 Land Grant College
- AAC/DODAAC
- AbilityOne (formerly JWOD) Nonprofit Agency
- Address 4
- Address 5
- Address Active Status

Name	TIN	Vendor Category	Vendor Class

[Go to top of Main Content](#)

2. Enter the search criteria.

**NOTE:** Query performance is improved with each additional search criteria entered. For example, enter the Vendor Code, or agency information and any additional detail that can be provided. Users should not execute “Blind” queries, meaning no search criterion is entered.

**Figure 149: Vendor Query Advanced Search Criteria**

## Vendor Activity Query

Basic Search **Advanced Search**

Select preconfigured search

New Query [Actions](#)

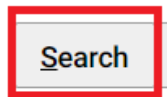
Tell us what the query does.

Vendor Code

**Search** **Clear** **Save Query**

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

**Figure 150: Vendor Query - Search Button**



Vendor Activity records matching the input search criteria are returned in the Item Collection.

**Figure 151: Vendor Activity Query Item Collection**

1 - 3 of 3 results

Vendor Codes	UEI	DUNS Number	EFT Indicator	CAGE Code	AAC/DODAAC	Name	TIN	Vendor Category	Vendor Class	Vendor Group	Vendor Type	Reporting Attribute	Address Code	Address Type	Agency	Bureau	Age Loc: Cod
<input checked="" type="radio"/> S1017						US COURTS OF APPL FOR THE FED CIRCUITS					F	Government	S1017	Mailing Address	010	17	
<input type="radio"/> S1017						US COURTS OF APPL FOR THE FED CIRCUITS					F	Government	S1017	Physical Address	010	17	
<input type="radio"/> S1017						US COURTS OF APPL FOR THE FED CIRCUITS					F	Government	S1017	Remittance Address	010	17	

<< Page 1 of 1 >>

4. To view additional information about the vendor address, Select the **More** button.



Figure 152: Vendor Address Detail Section

DETAIL SECTION
×

Page 1 Item 1 of 3 < Previous Next >

<p>Standardized Format <input type="text" value="Yes"/> ▾</p> <p>Address Name <input type="text" value="US COURTS OF APPL FOR"/></p> <p>Address Line 1 <input type="text" value="ATTN: CAROLYN RUFFIN M,"/>  <input type="text" value="717 MADISON PLACE, N.W."/>  <input type="text"/>  <input type="text"/>  <input type="text"/>                  City <input type="text" value="WASHINGTON"/></p>	<p>Address Status <input type="text" value="Active"/> ▾</p> <p>State <input type="text" value="DC"/></p> <p>Postal Code <input type="text" value="20439"/></p> <p>Code <input type="text"/></p> <p>Country <input type="text" value="US"/></p> <p>Currency Code <input type="text" value="USD"/></p> <p>Prevent New Spending <input type="text" value="No"/> ▾</p> <p>SAM Enabled <input type="text" value="No"/> ▾</p> <p>Debt Subject to Offset <input type="text" value="No"/> ▾</p>
---	---

5. Close the popup and Select **Details** to view the vendor information details.

Figure 153: Details Page

Pegasys / Queries / Vendor / Vendor Activity Query / Main

**MAIN**

Main Account Summary Blanket Agreements Contracts Invoices

Expand All Collapse All

General Information

Code S1017

Name US COURTS OF APPL FOR

Alias

Miscellaneous

TIN Type

Vendor Category

Vendor Class

Vendor Group

Vendor Type F

Active Status Active

Approval Status Reviewed

Security Org ARPEG

Vendor/Provider Both

Reporting Attribute Government

Parent Vendor

Name

TIN

TIN Verification Information

Action Not Required

Status

Date

Invoice Key Configuration

Include Invoice Date

Include Contract Number

6. Select the **Account Summary** tab to view the balance information.

Figure 154: Account Summary Tab - Vendor Query Detail Page

Pegasys / Queries / Vendor / Vendor Activity Query / Main / Account Summary

**ACCOUNT SUMMARY**

Main Account Summary Blanket Agreements Contracts Invoices

Expand

General

Security Org ARPEG

Code S1017

Vendor Name

Reservation Amount \$0.00

Outstanding Commitment Amount \$0.00

Outstanding Obligation Amount \$0.00

Outstanding Accrual Amount \$0.00

Expenditure Amount \$0.00

Invoiced Amount \$0.00

Total Debt \$0.00

Scheduled Amount \$0.00

In Transit Amount \$0.00

Disbursed Amount \$0.00

Canceled Disbursement Amount \$0.00

Holdback Amount \$0.00

Suspension Amount \$0.00

Prepayment Amount \$0.00

Outstanding Unbilled Amount \$0.00

Outstanding Billed Amount \$552,978.73

Outstanding Billing Amount \$552,978.73

Outstanding Unbilled Credit Amount \$19,127.01

Outstanding Billed Credit Amount (\$19,127.01)

Outstanding Credit Amount \$0.00

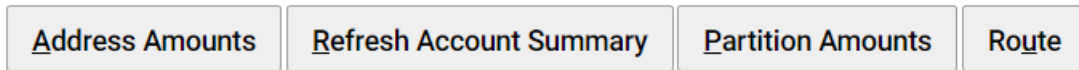
Collected Amount \$58,231,199.28

Address Amounts Refresh Account Summary Partition Amounts Route

7. Select the desired action button to view or refresh the information.

**NOTE:** GSA does not use Blanket agreements, Contracts or Invoices with Phase 1 BAAR Customers (vendor accounts).

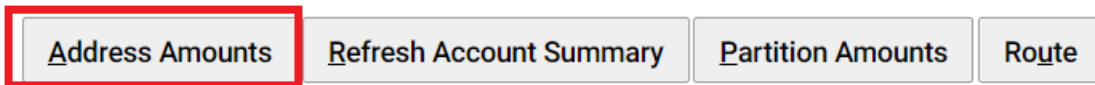
**Figure 155: Actions**



8. To view the amounts by Vendor Address line, Select the **Address Amount** buttons.

**NOTE:** A new window will be opened.

**Figure 156: Address Amounts Button**



9. Select the Address level vendor record and Select details to view the detail information.

**Figure 157: Vendor Activity Query Details Button**

**Address Amounts**

1 - 1 of 1 results

Address Level Vendor Code	Currency	UEI	DUNS	EFT Indicator	CAGE Code
S1017	USD				

10 per page << Page 1 of 1 >>

The Address level balances are displayed. To view or add correspondence, Select the Correspondence button.

**Figure 158: Vendor Activity Query - Correspondence Button**

Address Amounts / Address Amount

**Address Amount**

Expand All Collapse All

<p>— General</p> <p>Address Level Vendor Code: S1017</p> <p>Vendor Name: [Redacted]</p> <p>UEI: [Redacted]</p> <p>DUNS: [Redacted]</p> <p>EFT Indicator: [Redacted]</p> <p>AAC/DODAAC: [Redacted]</p> <p>CAGE Code: [Redacted]</p> <p>Reservation Amount: \$0.00</p> <p>Outstanding Commitment Amount: \$0.00</p>			<p>Invoiced Amount: \$0.00</p> <p>Expenditure Amount: \$0.00</p> <p>Scheduled Amount: \$0.00</p> <p>In Transit Amount: \$0.00</p> <p>Disbursed Amount: \$0.00</p> <p>Canceled Disbursement Amount: \$0.00</p> <p>Holdback Amount: \$0.00</p>			<p>Outstanding Unbilled Amount: \$0.00</p> <p>Outstanding Billed Amount: \$552,978.73</p> <p>Outstanding Billing Amount: \$552,978.73</p> <p>Outstanding Unbilled Credit Amount: \$19,127.01</p> <p>Outstanding Billed Credit Amount: (\$19,127.01)</p> <p>Outstanding Credit Amount: \$0.00</p>		
---	--	--	--	--	--	--	--	--

### 4.6.13.5 Add Account Level Correspondence from Vendor Activity Query

Pegasys Accounts Receivable 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.

The correspondence template used to create a correspondence record is designed to extract pertinent information regarding the communication. Additionally, users can determine whether Pegasys-created correspondence records should be publicly published (i.e., transmitted to VCSS to be viewed by the customer) or should remain as internal correspondence. Users are also provided the option to send emails containing the correspondence text to customers.

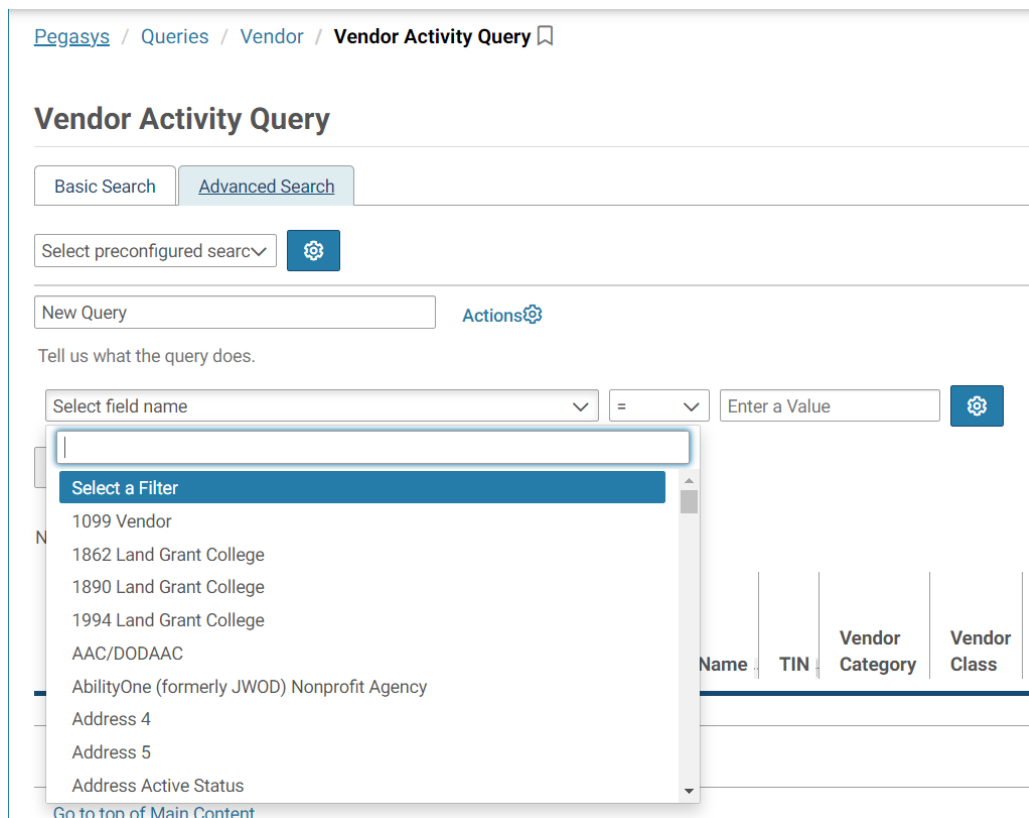
Account level correspondence can be created and viewed by users from the Vendor Activity Query. Account level correspondence is then associated with, and can be accessed from, the specific vendor account via the Vendor Activity Query.

To add correspondence to a vendor account record via the Vendor Activity Query, follow the steps below.

#### Steps to Create an Account Level Correspondence Record via the Vendor Activity Query:

1. Navigate to Queries → Vendor → Vendor Activity Query.

**Figure 159: Vendor Query Search Criteria**



2. Enter appropriate search criteria and select **Search**.

Vendor Activity records matching the input search criteria are returned in the Item Collection.

**Figure 160: Vendor Search Query - Item Collection**

1 - 3 of 3 results

Vendor Codes	UEI	DUNS Number	EFT Indicator	CAGE Code	AAC/DODAAC	Name	TIN	Vendor Category	Vendor Class	Vendor Group	Vendor Type	Reporting Attribute	Address Code	Address Type	Agency	Bureau	Age Loc: Cod
<input checked="" type="radio"/> S1017						US COURTS OF APPL FOR THE FED CIRCUITS					F	Government	S1017	Mailing Address	010	17	
<input type="radio"/> S1017						US COURTS OF APPL FOR THE FED CIRCUITS					F	Government	S1017	Physical Address	010	17	
<input type="radio"/> S1017						US COURTS OF APPL FOR THE FED CIRCUITS					F	Government	S1017	Remittance Address	010	17	

Details ▾ 10 per page << Page 1 of 1 >>

3. Select the desired vendor record in the item collection and select **Details**.

The Vendor Activity Query Main tab is displayed.

**Figure 161: Vendor Activity Query Main Tab**

Pegasys / Queries / Vendor / Vendor Activity Query / **Main**

**MAIN** Account Summary Blanket Agreements Contracts Invoices

Expand All Collapse All

**General Information**

Code: S1017

Name: US COURTS OF APPL FOR

Alias:

Miscellaneous

TIN Type:

Vendor Category:

Vendor Class:

Vendor Group:

Vendor Type: F

Active Status: Active ▾

Approval Status: Reviewed ▾

Security Org: ARPEG

Vendor/Provider: Both ▾

Reporting Attribute: Government ▾

**Parent Vendor**

Name:

TIN:

**TIN Verification Information**

Action: Not Required ▾

Status:

Date:

**Invoice Key Configuration**

Include Invoice Date

Include Contract Number

4. From the Vendor Activity Query Detail page, select the **Account Summary** tab.

The **Account Summary** tab is displayed.

**Figure 162: Account Summary Tab**

Pegasys / Queries / Vendor / Vendor Activity Query / Main / Account Summary

**ACCOUNT SUMMARY**

Main **Account Summary** Blanket Agreements Contracts Invoices

Expand

---

— General

Security Org	ARPEG	Scheduled Amount	\$0.00	Outstanding Unbilled Amount	\$0.00
Code	S1017	In Transit Amount	\$0.00	Outstanding Billed Amount	\$552,978.73
Vendor Name		Disbursed Amount	\$0.00	Outstanding Billing Amount	\$552,978.73
Reservation Amount	\$0.00	Canceled Disbursement Amount	\$0.00	Outstanding Unbilled Credit Amount	\$19,127.01
Outstanding Commitment Amount	\$0.00	Holdback Amount	\$0.00	Outstanding Billed Credit Amount	(\$19,127.01)
Outstanding Obligation Amount	\$0.00	Suspension Amount	\$0.00	Outstanding Credit Amount	\$0.00
Outstanding Accrual Amount	\$0.00	Prepayment Amount	\$0.00	Collected Amount	\$58,231,199.28
Expenditure Amount	\$0.00				
Invoiced Amount	\$0.00				
Total Debt	\$0.00				

Address Amounts Refresh Account Summary Partition Amounts Route

5. From the Vendor Activity Query Detail page Account Summary tab, Select **Address Amounts**.

The Vendor Activity Query Address Amounts page is displayed.

**Figure 163: Vendor Activity Query Address Amounts**

Pegasys / Queries / Vendor / Vendor Activity Query / Main / Account Summary

**ACCOUNT SUMMARY**

Main **Account Summary** Blanket Agreements Contracts Invoices

Expand

---

— General

Security Org	ARPEG	Scheduled Amount	\$0.00	Outstanding Unbilled Amount	\$0.00
Code	S1017	In Transit Amount	\$0.00	Outstanding Billed Amount	\$552,978.73
Vendor Name		Disbursed Amount	\$0.00	Outstanding Billing Amount	\$552,978.73
Reservation Amount	\$0.00	Canceled Disbursement Amount	\$0.00	Outstanding Unbilled Credit Amount	\$19,127.01
Outstanding Commitment Amount	\$0.00	Holdback Amount	\$0.00	Outstanding Billed Credit Amount	(\$19,127.01)
Outstanding Obligation Amount	\$0.00	Suspension Amount	\$0.00	Outstanding Credit Amount	\$0.00
Outstanding Accrual Amount	\$0.00	Prepayment Amount	\$0.00	Collected Amount	\$58,231,199.28
Expenditure Amount	\$0.00				
Invoiced Amount	\$0.00				
Total Debt	\$0.00				

**Address Amounts** Refresh Account Summary Partition Amounts Route

6. From the Vendor Activity Query Address Amounts page, select the appropriate vendor address code from the item collection and then Select **Correspondence**.

**Figure 164: Correspondence Button**

**Address Amounts**

1 - 1 of 1 results

Address Level Vendor Code	Currency	UEI	DUNS	EFT Indicator	CAGE Code
S1017	USD				

[Details](#)
[Correspondence](#)
10 per page << Page 1 of 1 >>

The Vendor Activity Query Correspondence page is displayed.

**Figure 165: Vendor Activity Query Correspondence Page**

CORRESPONDENCE

1 - 5 of 5 results

Search Criteria

Creator:  Subject:

Type Of Correspondence:

Public Publishing Flag:

Record Number:

Assignment Code:

Statement Number:

Include Statement Number Records:

Created Date: From  To

Contact Person: First Name  Last Name

Correspondence:

Record Number	Statement Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Type Of Correspondence	Public Publishing Flag
3	2016736	01/12/2021 19:16	alroies107	Teets	User6		Fleet Conversion	Dispute Status: Accepted Dispute Explanation: test 5	D	True
2		04/04/2011 17:40	878006unbatchconbaar	Conversion	701864			Email Keyama Eggs on the Qc118 bill for information	O	False
2	2016736	01/12/2021 19:08	alroies107	Teets	User6		Fleet Conversion	Dispute Status: Under Review Dispute Explanation: test 6	D	True
1		10/01/2006 00:00	878006unbatchconbaar	Conversion	665590			PII - FAXED COPY OF RESOLVED DISPUTE FROM \$1000 IN WHICH AGCY SAID BILL A932730021 BELONGED TO S1017	O	False
1	2016736	01/12/2021 19:00	webmthwss	Teets	User6		FLTCONVERT	Dispute Status: New Dispute Explanation: test 6	D	True

10 per page << Page 5 of 5 >>

Contact Person

\* First Name

Contact Title

Contact Phone Number

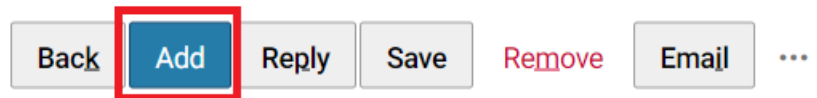
International Phone Number

Contact Email Address

\* Last Name

7. Select the Add button.

**Figure 166: Vendor Activity Query Correspondence Page - Add button**



A new record is displayed in the Correspondence page Item Collection.

**Figure 167: Correspondence Page Item Collection**

1 - 5 of 5 results

Record Number	Statement Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Type Of Correspondence	Public Publishing Flag
3	2016736	01/12/2021 19:16	alroies107	Teets	User6		Fleet Conversion	Dispute Status: Accepted Dispute Explanation: test 5	D	True
2		04/04/2011 17:40	878006unbatchconbaar	Conversion	701864			Email Keyama Eggs on the Qc118 bill for information	O	False
2	2016736	01/12/2021 19:08	alroies107	Teets	User6		Fleet Conversion	Dispute Status: Under Review Dispute Explanation: test 6	D	True
1		10/01/2006 00:00	878006unbatchconbaar	Conversion	665590			PII - FAXED COPY OF RESOLVED DISPUTE FROM \$1000 IN WHICH AGCY SAID BILL A932730021 BELONGED TO S1017	O	False
1	2016736	01/12/2021 19:00	webmthwss	Teets	User6		FLTCONVERT	Dispute Status: New Dispute Explanation: test 6	D	True

**Figure 168: Contact Person, Agency Contact, Correspondence**

Contact Person	
* First Name	Test6
Contact Title	
Contact Phone Number	222-333-4444
International Phone Number	
Contact Email Address	none@gsa.gov
* Last Name	User6

Agency Contact	
Agency Contact Name	WebMethods VSS
Agency Contact Title	
Agency Contact Phone Number	
From Email Address	fake.email@usda.gov

Research Information	
Researcher Name	
Researcher Phone Number	
Researcher International Phone Number	
Researcher Email Address	
Contact Date	
Open Date	
Complete Date	
Total Research Days	

8. In the Contact Person section, populate the First Name, Last Name, and any other fields pertinent to the correspondence (Title, To Email Address, Phone Number, etc.).
9. In the Agency Contact section, populate the fields pertinent to the correspondence (Name, Title, Phone Number, and From Email Address).
 

**NOTE:** If the Agency Contact section fields are left blank, Pegasys will default this user information from the Principal table upon selecting Save.
10. In the Correspondence section, select the Communication Source and Type of Correspondence from the available dropdown lists.
  - a. Update the Correspondence field to include the text to be sent to the customer.
  - b. Optionally populate the additional fields pertinent to the correspondence:
    - i. Select the Public Publishing checkbox to make the correspondence viewable by the customer in VCSS. If this checkbox is not selected, the correspondence is not viewable in VCSS and can only be viewed in Pegasys.
    - ii. Include the Accounting Line Number associated with the correspondence.
11. 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.

**Figure 169: Contact Person, Agency Contact, Correspondence - Populated**

The screenshot displays a multi-section web form. The 'Contact Person' section includes fields for First Name (Test6), Last Name (User6), Contact Title, Contact Phone Number (222-333-4444), International Phone Number, and Contact Email Address (none@gsa.gov). The 'Agency Contact' section includes Agency Contact Name (WebMethods VSS), Agency Contact Title, Agency Contact Phone Number, and From Email Address (fake.email@usda.gov). The 'Research Information' section includes fields for Researcher Name, Researcher Phone Number, Researcher International Phone Number, Researcher Email Address, Contact Date, Open Date, Complete Date, and Total Research Days. The 'Correspondence' section includes Communication Source (Phone), Type Of Correspondence (Dispute), Subject (FLTCONVERT), Public Publishing Flag (checked), Creator (webmethvss), Last Modified By (webmethvss), Record Number (1), Created Date (01/12/2021 19:00), Last Modified (01/12/2021 18:00), Statement Number (20167756), and a Correspondence field with the text 'Dispute Status: New. Dispute Explanation: test 6'.

- 12. To attach a file to the correspondence record, select **Attachments**.
- 13. The Document Attachments page is displayed.

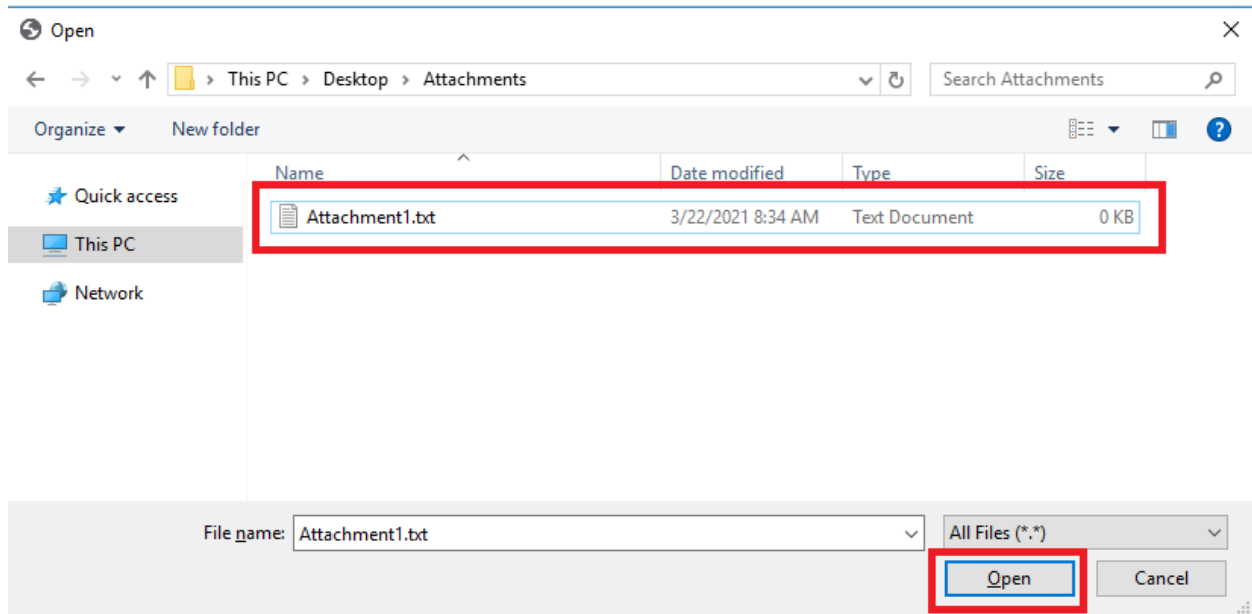
**Figure 170: Document Attachments Page**

The screenshot shows the 'DOCUMENT ATTACHMENTS' page. At the top, there is a header with the title 'DOCUMENT ATTACHMENTS' and a close button. Below the header is an 'Upload Files' section with a large dashed box containing the text 'Click or Drag Files Here'. Underneath the upload area, it says 'No results'. Below this is a table with columns: Number, Status, Title, Attachment Type, Draft/Final, and Edit. At the bottom of the page, there is a navigation bar with buttons for 'View', 'Attachment Access', 'Repository', 'Check Out', 'Check In', and 'Unlock', along with a '10 per page' dropdown and pagination controls showing 'Page 1 of 1'.

- 14. Select **Select or Drag Files Here** OR drag files from the appropriate local drive into the attachment modal screen. Select the desired file from the local directory and select **Open**.

15. Select the file from the appropriate local drive and Select **Open**

**Figure 171: File Upload Screen**

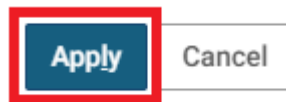


**NOTE:** Selecting the Attachment checkbox denotes the file as an actual attachment, which can then be transmitted to VCSS. If not selected, the file will be considered internal GSA “supporting documentation” and cannot be transmitted to VCSS.

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

16. Select **Apply**.

**Figure 172: Apply Attachments Button**



17. 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.

**Figure 173: Email Button**

**SYSTEM MESSAGES**  
1 - 1 of 1 results

Item 5: Correspondence  
GS4624I An email was sent to none@gsa.gov.

**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  Statement Number  Include Statement Number Records

Correspondence

1 - 5 of 5 results

	Record Number	Statement Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject
<input type="radio"/>	3	20167756	01/12/2021 19:16	allroles107	Test6	User6		Fleet Conve
<input type="radio"/>	2		04/04/2011 17:40	&7800&runbatchconvbaar	Conversion	701864		
<input type="radio"/>	2	20167756	01/12/2021 19:08	allroles107	Test6	User6		Fleet Conve
<input type="radio"/>	1		10/01/2006 00:00	&7800&runbatchconvbaar	Conversion	665590		
<input checked="" type="radio"/>	1	20167756	01/12/2021 19:00	webmethvss	Test6	User6		FLTCONVE

...

## 4.7 Debt Accounts (Claims)

A claim is any debt/money owed to GSA arising from non-billing actions. Claims are established for non-Federal debtors for the amount of money owed to GSA. For example:

- GSA rents a vehicle to a Federal customer that is damaged in an accident involving a non-Federal person. In this example, GSA would establish a claim to collect for the accident damages from the non-Federal person.
- GSA submits an erroneous payment to a non-Federal vendor and must attempt to collect the amount of the payment. In this example, GSA would establish a claim to collect the erroneous payment amount from the non-Federal vendor.

Claims are initiated in Pegasys through the processing of a Debt Account (DA) document. This action establishes GSAFleet.gov will send a flat-file for Vehicle Claims that will be transformed into a Form Import layout via the FMESB for processing in Pegasys. The GSAFleet.Gov Vehicle Claims Interface will be designed to capture and process Pegasys DA transactions previously interfaced via the CARS business system. Once the DA is established in Pegasys by the Vehicle Claims flat-file is generated by GSAFleet.Gov, it will follow the same vehicle claims management lifecycle that is occurring for vehicle claims (collections, dunning, etc.) previously transmitted from CARS.

The existing vehicle claims DA document type (“DAV”) and Receivable Type (“VEHCLAIM”) for vehicle claims will be used in GSAFleet.Gov because the DA document type and Receivable Type represent the type of vehicle claim, and not the originating system. GSA will be able to distinguish between GSAFleet.Gov-initiated vehicle claims and those already recorded in Pegasys via CARS by using the External System ID (for which a new distinguishing value will be sent from GSAFleet.Gov on vehicle claims Debt Accounts). As a result, existing downstream vehicle claims-related claims and delinquency management processes will not need to be changed or configured. Additionally, existing vehicle claims Debt Accounts will not need to be converted or changed. Rather, they will remain in their present state and complete their lifecycle using existing Pegasys business processes.

GSAFleet.Gov will receive a File Reject Notification email including a Reformatting Process Report from the FMESB in the event the file does not pass validation. The logic in the FMESB will perform the appropriate data reformatting and send a file to Pegasys to be processed by the Batch Controls and Form Import batch processes. The FMESB will not derive or default any fields on behalf of Vehicle Claims; GSAFleet.Gov needs to send all the layout fields to the FMESB. Once Pegasys has run the batch processes, the batch execution report, containing processing messages and error messages will be returned to GSAFleet.Gov. Additional output files, Accepted Documents and Rejected Documents, will also be sent to GSAFleet.Gov which show the Document Type/Number of record sets processed successfully in Pegasys and the Document Type/Number with error messages for records sets which were not imported.

#### 4.7.1 Debt Accounts (Claims) Lifecycle

---

##### **Establishing the Claim in Pegasys:**

The Debt Account (DA) document is similar to the Billing Document (BD), where GSA can apply Collections against the DA, overdue charges can be assessed when a debtor does not pay on time, referrals can be sent when GSA is unable to collect, and GSA can process write-offs when it is anticipated a collection will not be received. The Debt Account is different from the Billing Document, because DAs provide the ability to record flexible payment terms (Amortization Schedule/Promissory Note), which allows monthly payments of principal and interest over a pre-defined period of time.

The Debt Account (DA) document will be created via:

- **Interface:** Vehicle Claims are sent from GSAFleet.Gov to Pegasys in Debt Account document (DA) format. The DA documents create Debt Accounts in Pegasys that are subsequently referenced by Cash Receipts (CR) and Payments through manual entry and other interfaces.
- **Manual Entry:** The user manually processes a DA Document to initiate the claim for all other claim types.

### **Debt Account Entity and Query:**

Upon processing of the Debt Account document, the Debt Account Entity is established. All updates to the Debt Account Entity are viewable via the Debt Account Query. All activity for a given claim references the Debt Account Entity, NOT the Debt Account document.

The Debt Account Entity will be referenced by downstream transactions, including:

- Amendments to the Debt Account Entity itself
- Cash Receipts (Collections, Write-Offs, Debit Vouchers)
- Itemized Payments (Debtor Refunds)

### **First Demand Letter Generation:**

Once the Debt Account is created, the first demand letter is generated, either externally (directly from the affiliated GSA program office) or directly through Pegasys, and sent to the debtor. The first demand letter for claims initiated from the Region 6 Program Offices will be generated and sent via the Program Office and not by Pegasys. All other Region 6 claims and all Region 7 claims will generate the first demand letter via Pegasys.

### **Receiving Collections from Debtor:**

Debtor payments can then be processed as collections against the Debt Account Entity through the following methods:

- Lockbox
- Pay.gov via CIR
- Manual Entry (Check, EFT, Cash, etc.)

As debtor payments are received, the related “Collected” and “Outstanding” buckets are updated on the referenced Debt Account Entity. The Pegasys documents used to process the collections can also be viewed directly from the Debt Account Entity.

### **Amortization Schedule and Promissory Note:**

Optionally, the debtor may request repayment terms to be established via a Promissory Note. The Promissory Note contains a detailed installment payment schedule including:

- The number of payments due
- The interest rate and cumulative interest to be paid for each payment
- Principal amount
- Interest amount
- Due date

GSA requires that the debtor sign, notarize, and return the Promissory Note, resulting in a legally binding document defining the terms and conditions of the debt repayment agreed upon by GSA and the debtor.

**Delinquency:**

The Repayment Status is tracked and overdue charges can be assessed (AROVERDUE batch job) if the debtor does not pay on time.

Pegasys will generate any subsequent Dunning Notices 30 days after the First Demand Letter is sent to the Debtor (ARDUNNING batch job) if the debtor does not pay by the specified due date. Dunning notices are sent periodically (every 30 days) to debtors displaying the outstanding principal, interest, penalty and administrative charges.

In certain instances, disputes may be recorded against the Debt Account. This will temporarily suspend any overdue charges and dunning notices generated until the associated dispute is resolved. The dispute is recorded by setting the Debt Appeal Forbearance Flag/Date on the Debt Account's accounting line.

If the Debt Account remains outstanding, the debt may be referred, thus initiating the Treasury referral process. Debts are referred to outside entities (CSNG) via the Accounts Receivable Referral Selection (ARREFERSEL) and Treasury Referral External Offset Generation (ARTREOEX) batch jobs.

The user may also determine a Debt Account is uncollectable:

- Receive notice from Treasury via referral process
- Direct communication with the Debtor

The Write-Off Selection batch job identifies debts eligible to be written-off. Eligibility is determined by the Accounts Receivable Options settings.

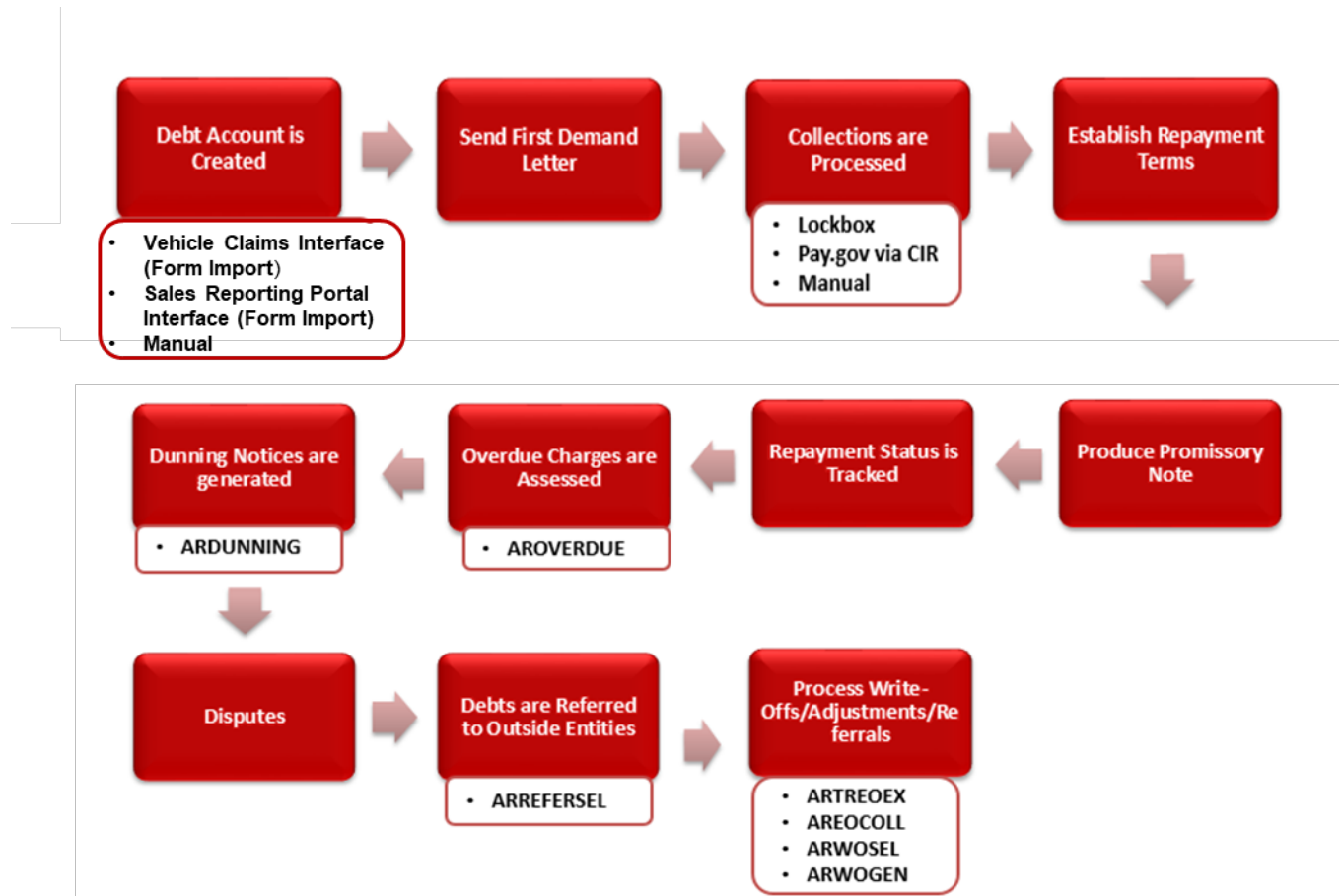
Once an outstanding debt is selected by the Write-Off Selection batch job, users may query the eligible records via the Write-Off Entry Query. Users may perform the following actions on the Write-Off Entry query:

- Query Debt Accounts determined to be eligible for Write-Off
- Authorize/Approve Write-Off Entry records

The Write-Off Generation batch job generates Write-Off Cash Receipts for authorized records on the Write-Off Entry Query. Users may also choose to manually enter write-offs recorded on the Write-Off Entry Query. The Cash receipt with line type = 'Write-Off' will close the Debt Account's outstanding receivable balance.

The Figure below captures the general flow of the Debt Account Lifecycle. **NOTE:** Not all claims are subject to each step.

Figure 174: Debt Account Lifecycle



The debt account lifecycle is further explained in the steps below:

1. The Debt account lifecycle starts with the debt account being created via the Vehicle Claims Interface (Form Import), the Sales Reporting Portal Interface (Form Import) or manually.
2. The next step is sending the first demand letter.
3. The collections are then processed via either lockbox pay.gov via CIR or Manual.
4. Establish Repayment Terms
5. Produce promissory note
6. Repayment status is tracked
7. Overdue charges are assessed via AROVERDUE batch job
8. The dunning notices are then generated via ARDUNNING batch job
9. The next step is disputes and then debts are referred to outside entities via ARREFERSEL batch job.
10. The final step is process write-offs/adjustments/referrals via ARTREOEX, AREOCOLL, ARWSEL, and ARWGEN batch jobs.

#### 4.7.2 Establishing a Debt Account

---

The establishment of a claim in Pegasys is recorded with a Debt Account (DA) document. Debt Accounts are established for non-Federal debtors for the amount of money owed to GSA. GSA's Debt Account documents will reference a single Debtor, though Pegasys does provide the option to record more than one Debtor on a single Debt Account Entity (defined as a "joint and several" debt). The Debtor information is stored on the Debtor tab.

The processing of the Debt Account (DA) document in Pegasys can be achieved either manually or via the automated Vehicle Claims interface. Claims will be recorded by the processing of one of the following Debt Account Document Types:

- D6M - Region 6 Claims/GSAFleet.Gov - Manual
- D7M - Region 7 Claims - Manual
- DAV - Region 6 Vehicle Claims Interface/GSAFleet.Gov Claims Interface
- SRP - Region 6 IFF Claims Interface

GSA distinguishes Region 6 and Region 7 Claim Types using the Receivable Type value. The Receivable Type allows for the delineation between Expenditure and Revenue Claims.

- Region 7:
  - o Expenditure Claims: FRCLAIMR7, LDCLAIMR7, DPCLAIMR7, ETCLAIMR7, EPCLAIMR7, LTCLAIMR7, RSCLAIMR7, UCCLAIMR7
  - o Revenue Claims: CDCLAIMR7, PRCLAIMR7, STCLAIMR7
- Region 6/GSAFleet.Gov
  - o Expenditure Claims: VNCLAIMR6, PRCLAIMR6, ECCLAIMR6  
**NOTE:** Region 6 FedPay/TAP/AutoPay claims will null post via the flexible Transaction Definition configured for the FPCLAIMR6, TACCLAIMR6, and APCLAIMR6 Receivable Types.
  - o Revenue Claims: WSCLAIMR6, VEHCLAIM, ADCLAIMR6, AUCLAIMR6, FICCLAIMR6, IFCLAIMR6, LDCLAIMR6

#### **Expense Reclassification Process:**

For specific Claim Types, both Region 6 and Region 7 perform expense reclassification via the processing of an IP document, Document Type = PU. The expense reclassification contains the following 2 accounting lines:

1. Credit line referencing original order that incurred erroneous charge
2. Expense reclassification line that does not include a document reference

The Debt Account Number must be populated in the Claim Number field on each accounting line of the PU document.



The following Claim Types utilize the expense reclassification process:

- Region 6:
  - VNCLAIMR6, FPCLAIMR6, TACCLAIMR6, ECCLAIMR6, APCLAIMR6
- Region 7:
  - ALL Claim Types

**PAR Receivable Reversal Process:**

Region 6 Payroll Claims (not External Services) utilize the PAR Receivable Reversal process. For claims with a Receivable Type value of PRCLAIMR6, users must manually process a Standard Voucher (SV), Document Type = D6A, to reverse the outstanding claim balance established by PAR. This process is performed to ensure the claim receivable is not double booked in PAR and Pegasys as result of processing the Debt Account document in Pegasys.

**4.7.2.1 Debt Account Entity**

---

When a Debt Account document is initially processed, a new Debt Account Entity is created for the unique Debt Account Number recorded on the document. For Region 7, this value will be equal to the last 13 digits of the Debt Account Document Number. For example, if the Document Number equals D7M2015110900001, the Debt Account Number would be 2015110900001. For Region 6, this value will be a unique 8-digit string generated/maintained outside of Pegasys. Once a Debt Account Entity is established in Pegasys, downstream processing activity referencing the Debt Account will be recorded. All activity recorded against the Debt Account Entity is viewable via the Debt Account Query. All activity for a given Debt Account references the Debt Account **Entity**, **NOT** the Debt Account **document**.

**Figure 175: Debt Account Entity Reference**

The screenshot shows a form titled "Debt Account Information" with four input fields arranged in two columns. The left column contains "Debt Account Number" and "Debt Account Line Number". The right column contains "Depository Line Number" and "Payee Line Number". A red rectangular box highlights the "Debt Account Number" and "Debt Account Line Number" fields.

Debt Account Entity referencing transactions will include:

- Cash Receipts (Collections, Write-Offs, Debit Vouchers)
- Itemized Payments (debtor refunds and Treasury pulls for Cross-Servicing Fees)

Once the Debt Account Entity is established, users have the ability to update the Entity via the Amendment functionality in Pegasys.

**Figure 176: Debit Account - Amend Document Button**

Pegasys / Queries / Accounts Receivable / Debt Account / Debt Account / Debt Account

**DEBT ACCOUNT**

Debt Account | Debtor | Accounting Lines | Supervisor

---

**General**

Debt Account Number: 2021010500003  Debt Account Canceled

Vehicle Claim Debtor Name:  Requested By:

Title:  Currency: USD

Number of Lines: 1 Security Org: GSA

Disbursing Office: X0112

---

**Debt Account Options**

Debt Account Type: Primary  Require Billing Documents File

---

**Amounts**

Debt Account Activity

Initial Amount	Original Owed	Collected
	\$1,000.00	

Refresh | Correct Document | **Amend Document** | Copy Forward To Billing Document | Attachments (1) | Documents

Each Amendment is tracked/audited using a unique system-generated **Amendment Number**. The Debt Account Entity’s **Amendment History** can be reviewed on the Debt Account Query’s History tab. Users can also query the Debt Account Entity’s history via the Debt Account Action History On-Demand report.

**Figure 177: Debt Account History**

Debt Account History

**Debt Account History**

1 - 1 of 1 results

Document Type	Document Number	Debt Account Line Number	Date
D7M	D7M2021010500003		01/05/2021

View Document | 10 per page | Page 1 of 1

Go to top of Main Content

### 4.7.3 Available Debt Account (DA) Document Types

---

Each claim entered in Pegasys will use a predetermined Debt Account (DA) document type. The document type is a configurable reference object on the Document Type maintenance table.

Pegasys will utilize three distinct Debt Account (DA) document types:

- D6M - Region 6 Claims - Manual
- D7M - Region 7 Claims - Manual
- DAV - Region 6 Vehicle Claims Interface
- SRP - Region 6 IFF Claims Interface

The Region 6 DAV document type is the only document type that is entered in Pegasys via an automated form import interface process. The other two available document types are manually entered in Pegasys via the Transactions → Accounts Receivable → New → Debt Account menu.

For a listing of DA Document Types, please refer to **BAAR User Guide 8 of 10, Section A.11.**

### 4.7.4 Debt Account (DA) -User-Defined Form Field Descriptions

---

User Defined fields (UDFs) provides a flexible means of configuring and utilizing specific fields that are important to GSA's business processes. There are a total of ten configurable UDFs at both the Header and Accounting Line level. Different UDFs are being configured based on the DA document types. The appendix listed below provides the list of the enabled UDFs for the four DA document types: DAV, DES, D6M, and D7M. The enabled UDFs are indicated by the word - "Yes".

The listing of User-Defined fields on the Debt Account (DA) Form is available at **BAAR User Guide 9 of 10, Section B.9.**

### 4.7.5 Automated Methods to Create Debt Accounts (DA)

---

Vehicle claims are automatically entered into Pegasys via the Vehicle Claims Interface Form Import batch process. The interface process is initiated by GSAFleet.Gov , which submits a flat file containing Debt Account data values in the pre-defined interface format. Selected fields within this file are encrypted because they may contain Personally Identifiable Information (PII).

GSAFleet.Gov transmits the file to the FMESB using sFTP. The FMESB performs file validations and the appropriate data reformatting before sending the file to Pegasys to be processed by the Batch Controls and Form import batch processes. If the file fails validation, the FMESB sends a File Reject Notification email, which includes a Reformatting Process Report (error messages), to a configured email address.

The Form Import process allows Pegasys to receive debt account records from GSAFleet.gov. The Form Import Batch Job ID in Pegasys is VHCLMGSIMPORT. The Form Import Process reads a file containing transactions from GSAFleet.Gov and creates forms in the Pegasys

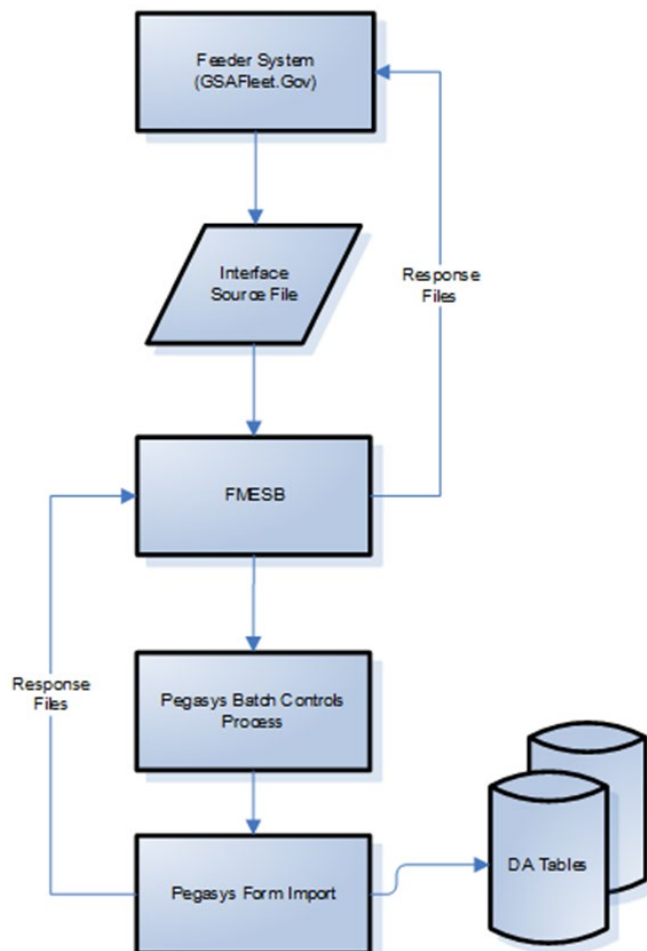
application. When the forms are processed using Form Import, they are subject to the same edits and perform the same updates as if they were entered directly into Pegasys via manual document processing. If the forms are valid, they become Debt Account (DA) documents within Pegasys and post to the general ledger as configured. Pegasys also generates the Debt Account Entity at this time.

The Vehicle Claims Interface creates Debt Accounts with Doc Type = DAV. Users may review the generated DAV Debt Account document via the Form/Document Selection Query.

Once Pegasys has run the Form Import batch process, the batch execution report, containing processing messages and error messages, is returned to GSAFleet.gov via the FMESB. Two additional output files, Accepted Documents and Rejected Documents, are also sent to GSAFleet.gov via the FMESB. These files contain the Document Type/Number of record sets processed successfully in Pegasys and the Document Type/Number with error messages for records sets, which were not imported.

Below is a diagram that illustrates the main high-level processing steps of the Vehicle Claims Interface.

**Figure 178: Vehicle Claims Interface Process Overview Diagram**



The Vehicle Claims interface process is further explained in the steps below:

1. The process begins at the GSAFleet.Gov System, which sends the interface source file to FMESB.
2. The FMESB sends a response files back to the GSAFleet.Gov System.
3. The Pegasys Batch Control Process as well as Pegasys Form Import and the DA tables are updated.
4. Response files are sent back to the FMESB.

#### 4.7.6 Manual Creation of Debt Account (DA)

---

Debt Accounts will be created in Pegasys via either the Automated Claims interface or manual entry. Manual entry of Debt Account (DA) documents will be processed using the following document types:

- D6M- Region 6 Claims - Manual - D6M
- D7M- Region 7 Claims- Manual - D7M

The following tabs on the Debt Account (DA) document will be used:

- Header
- Debtor
- Accounting Line
- Correspondence

The following steps describe how a manual Debt Account (DA) is processed in Pegasys:

Steps to Create an Accounts Receivable Debt Account (DA) Form

1. Navigate to Transactions → Accounts Receivable → New → Debt Account.
2. Enter the **Document Type**.

**NOTE:** For Manual Debt Account entry, only the following document types will be used:

- a. D6M
- b. D7M

Select the **Generate** button to create a system-generated **Document Number**. A unique Document Number will be populated in the Document Number field.

**NOTE:** Once the document number is generated, the **Generate** button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

3. Select the **Finish** button.

The new Debt Account form creation screen is displayed.

4. Enter a unique **Debt Account Number**.

**Figure 179: Header Account Page - Debt Account Number**

The screenshot shows the 'Header' page with a navigation bar containing 'HEADER', 'Debtor', 'Accounting Lines', 'Supervisors', 'Approval Routing', and 'Memos'. Below this is the 'General' section with various fields:

- Document Type: D7M | R7 Claims-Manual
- Status: PROCESSED
- Document Number: D7M2021010500003
- Debt Account Number: 2021010500003** (highlighted in red)
- Debt Account Name: [Empty]
- Title: [Empty]
- Disbursing Office: X0112
- Requested By: [Empty]
- Created by: allroles162
- Last Modified by: allroles162
- Orig Document Date: 01/05/2021
- Last Document Date: 01/05/2021
- Accounting Period: 04/2021
- Reporting Accounting Period: 04/2021
- Last Batch Number: [Empty]
- Document Classification: [Empty]
- Security Org: GSA
- Last Modification Number: 0
- Suppress Printing

Below the 'General' section is the 'Amounts' section with 'Initial Amount: \$1,000.00' and 'Discount Amount: \$0.00'. At the bottom are buttons for 'Amendment History', 'View in Fund Currency', 'Add Shortcut', 'Attachments', 'Print', 'Route', and a menu icon.

**NOTE:** Ensure the Disbursing Office is populated: This field should default based on the document type, but is required because the system identifies which ALC the debt account is associated with when referring an outstanding DA to Treasury based on the disbursing office.

5. Region 7 Claims ONLY - Enter the **Claim Type**. Valid values are PRG or GSA.
6. Optionally enter applicable values in the Header User Defined Fields.

**NOTE:** Refer to **BAAR User Guide 9 of 10, Section B** for a list of UDFs by Document Type.

**D6M Document:**

**Figure 180: D6M Document**

The screenshot shows the 'User Defined Fields' section with the following fields:

- Assignment Code: R6CLAIMS
- PO Number: [Empty]
- Item # 1: [Empty]
- Item # 2: [Empty]
- Item # 3: [Empty]
- ITS Claim Reason: [Empty]
- Referral Options: [Empty]

**D7M Document:**

**Figure 181: D7M Document**

**External System Information**

Claim Type

External System Document Number

**User Defined Fields**

Assignment Code

\* Debt Account Type   
Detail

7. Navigate to the **Debtor** tab.
8. Enter the Non-Federal **Vendor Code** and **Vendor Address Code** of the Debtor associated to the Debt Account.

**NOTE:** Users will only record a single Vendor Code on the Debtor tab.

**NOTE:** For **DAV Vehicle Claims**, the ID Number is relabeled as **Insurance Claim Number** and populated with a value via the Vehicle Claims Interface.

**ALTERNATE PROCESS FLOW:** At times, a “dummy” miscellaneous vendor code is used instead of a vendor code associated with the Debtor (e.g., Vehicle Claims).

In this case, the miscellaneous vendor code/address code is entered in the Vendor Code/Address Code fields and the user manually enters the Debtor Information under the **More** button.

**Figure 182: Debtor**

Header / Debtor

**DEBTOR**

Header | Debtor | Accounting Lines | Supervisors | Approval Routing | Memos | ...

1 - 1 of 1 results

Vendor Code	Address Code	Name	Debt Account Group	Debt Account Group Name	ID Number
320368823	00001	OLYMPIA TOWERS ACQUISITION COMPANY, LLC	R7CLAIMS	Region 7 Claims	

10 per page << Page 1 of 1 >>

Vendor

Vendor   [More](#)

Address Name

Debt Account Information

Group

Code  [More](#)

Name

ID Number

Amendment History | View in Fund Currency | Add Shortcut | Attachments | Print | Route | ...

ALTERNATE PROCESS FLOW: Select the ‘More’ button for Miscellaneous Vendors and enter the applicable information.

Select the applicable TIN Type (SSN, EIN, or ITIN).

Populate the TIN in the format XXXXXXXXXX.

**Figure 183: Debtor Page - Vendor Information**

9. Select the Accounting Lines tab.

10. Select the **Add** button.

The Accounting Line page is displayed.

**Figure 184: Debit Account - Accounting Line**

11. Enter ‘1’ in the **Debt Account Line Number** field.

12. Enter a **Transaction Type = 01**.



13. Enter the date the First Demand Letter was sent to the Debtor in the following fields:
  - a. Start Date
  - b. First Demand Letter Generated Date
  - c. Interest Begin Date
  - d. Penalty Begin Date
  - e. Admin Begin Date

**Figure 185: Debit Account - Accounting Line Fields**

The screenshot shows the 'ACCOUNTING LINE' form with the following fields highlighted in red boxes:

- General Section:**
  - Debit Account Line Number (1)
  - Transaction Type (01)
  - Start Date (10/26/2016)
  - First Demand Letter Generated Date (10/26/2016)
- Overdue Configuration Section:**
  - Admin Begin Date (10/26/2016)
  - Penalty Begin Date (12/01/2016)
- Interest Type Section:**
  - Interest Begin Date (10/26/2016)

14. Enter the **Principal Line Amount**.
15. Enter the Claim **Receivable Type**.
16. Enter a valid **Accounting Template**.
17. Select **Default**.

**NOTE:** The accounting dimensions associated to the accounting template are automatically populated in the Accounting Dimensions section.

18. Enter a valid **Sub-Object Class** or **Revenue Source Code**.

**NOTE:** Refer to **Section 4.7.2** to determine whether to populate the SOC, RSC, or neither.

**Figure 186: Debit Account - Accounting Dimensions**

19. Enter text to appear on the Demand Letter/Dunning Notice in the Comments to Print box.
20. Set the Print Comments on Dunning Letter flag equal to True.
21. Enter a valid claim's Text Code.

Text Code = **R6POCLAIMS**

- a. Receivable Type(s): ADCLAIMR6, AUCLAIMR6, APCLAIMR6, ECCLAIMR6, FPCLAIMR6, FICCLAIMR6, IFCLAIMR6, LDCLAIMR6, TACCLAIMR6, VEHCLAIM

Text Code = **R6PRCLAIMS**

- b. Receivable Type(s): PRCLAIMR6

Text Code = **R6CLAIMS**

- c. Receivable Type(s): VNCLAIMR6, WSCLAIMR6

Text Code = **R7CLAIMS**

- d. Receivable Type(s): PRCLAIMR7, FRCLAIMR7, LDCLAIMR7, CDCLAIMR7, DPCLAIMR7, ETCLAIMR7, EPCLAIMR7, LTCLAIMR7, RSCLAIMR7, STCLAIMR7, UCCLAIMR7

**Figure 187: Printing Information**

22. Select the applicable TROR Category.

**Commercial** can be used with TIN Type of SSN, EIN, or ITN.

**Consumer** can be used with TIN Type of SSN or ITIN.

**Must match Consumer/Commercial Debt field value.**

23. Select DMS Debt Classification.

Standard value is **MD-Miscellaneous Debt**.

24. Select DMS Debt Type = **Administrative**.

25. Select the applicable Consumer/Commercial Debt.

**CM-Commercial** can be used with TIN Type of SSN, EIN, or ITN.

**CN-Consumer** can be used with TIN Type of SSN or ITIN.

**Must match TROR Category value.**

**Figure 188: DMS Debt Information**

– DMS Debt Information

TROR Classification	Administrative <span style="float: right;">▼</span>
TROR Category	Commercial <span style="float: right;">▼</span>
DMS Debt Classification	MD-Miscellaneous Debt <span style="float: right;">▼</span>
DMS Debt Type	AD-Administrative Debt <span style="float: right;">▼</span>
Consumer/Commercial Debt	CM-Commercial <span style="float: right;">▼</span>
Secured Type	<span style="float: right;">▼</span>

26. Optionally enter valid values in the Accounting Line User Defined Fields.

Refer to **BAAR User Guide 10 of 10 Appendix C14** for a full listing of UDFs by document type.

**D6M Document:**

**Figure 189: D6M - User Defined Fields**

— User Defined Fields

Sales Office Number	<input type="text"/>
Sale Number	<input type="text" value="41Q15963"/>
Labor Flag	<input type="text"/>
Sep Date	<input type="text"/>
GSA Contract Number	<input type="text"/>
Commodity Code	<input type="text"/>
ACO Zone	<input type="text"/>
ACO Code	<input type="text"/>

**D7M Document:****Figure 190: D7M - User Defined Fields**

— User Defined Fields

Sales/Lease Number	<input type="text" value="LDC12536"/>
--------------------	---------------------------------------

27. Select the **Save** button.
28. 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.

29. Select the **Submit** button.

#### 4.7.7 Query Debt Account (DA)

---

There are several queries available in Pegasys that can be used to research Debt Accounts. Regardless of which query is used, query performance is improved when users enter as much known information as possible, such as Debt Account Number, Insurance Claim Number, Document Type, Claim Type/External System ID, etc.

Users will primarily utilize the following queries when researching the Debt Account in Pegasys:

- Debt Account Query
- Debt Account by Debt Account Group Query

### **Debt Account Query**

The Debt Account query provides a single location to obtain information regarding all DAs in the system. The Debt Account Query is the user’s primary resource for managing/tracking the claim after the Debt Account document has been processed to initiate the claim. All activity for a given Debt Account references the Debt Account Entity, NOT the Debt Account document.

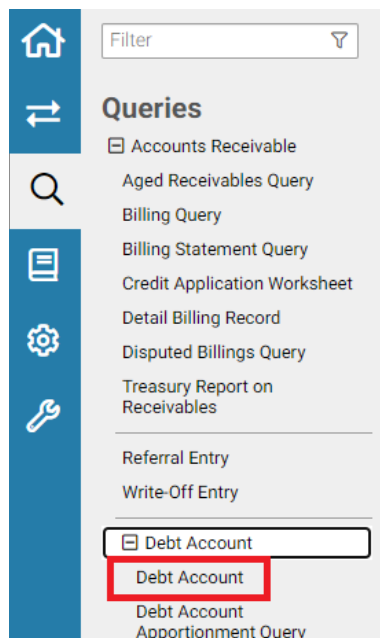
The Debt Account Query allows users to seamlessly perform the following functions against the Debt Account Entity:

- Review a snapshot of the Debt Account Entity, including original amounts owed, amounts collected, amounts outstanding, overdue charges, etc.
- Review all Pegasys transactions referencing the Debt Account Entity
- Update the Debt Account from the Query
  - The user performs updates to the Debt Account Entity via Amendments initiated from the Debt Account Query
- Initiate Collections transactions
- View and Add attachments

Accessing the Debt Account query can be accomplished by using the following path:

Queries → Accounts Receivable → Debt Account → Debt Account

**Figure 191: Debt Account Navigation**



- To search for DAs, enter applicable search criteria and select the **Search** button.

**Figure 192: Debt Account Fields**

Pegasys / Queries / Accounts Receivable / Debt Account / Debt Account

### Debt Account

**Search Criteria**

<p>Debt Account Number <input type="text" value="2021010500003"/></p> <p>Debt Account Group <input type="text" value=""/> ☆</p> <p>Insurance Claim Number <input type="text" value=""/></p> <p>Bank ABA/BIC <input type="text" value=""/> ☆</p> <p>Debt Account Type <input type="text" value=""/> ▾</p> <p>Status <input type="text" value=""/> ▾</p> <p>Vendor <input type="text" value=""/> ☆ <input type="text" value=""/> ☆</p> <p>Payee Vendor <input type="text" value=""/> ☆ <input type="text" value=""/> ☆</p> <p>Amount <input type="text" value=""/></p> <p style="text-align: right;"><input type="button" value="Search"/> <input type="button" value="Clear"/></p>	<p>Title/ACT Number <input type="text" value=""/></p> <p>Receivable Type <input type="text" value=""/> ☆</p> <p>Claim Type/System ID <input type="text" value=""/> ☆</p> <p>Document Type <input type="text" value=""/> ☆</p> <p>Region <input type="text" value=""/> ☆</p> <p>Building Number <input type="text" value=""/> ☆</p> <p>Lease Number <input type="text" value=""/> ☆</p> <p>Vehicle Claim Debtor Name <input type="text" value=""/></p>
---	---

Available “Action” buttons on the Debt Account Query

**Figure 193: Debt Account - Action Buttons**

Refresh
Correct Document
Amend Document
Copy Forward To Billing Document
▾
Attachments (1)
Documents
...

- **Refresh** - Updates the query with any changes processed to the Debt Account entity since the initial load/last refresh of the query.
- **Amend Document** - Allows users to update the Debt Account entity via the Amend action. Amendments allow users to update information populated on the DA, e.g., amounts, associating Amortization Schedules, etc., and provide audit tracking.
- **Copy Forward To** - Allows users to copy forward from the Debt Account to a downstream transactions, e.g., Cash Receipt, Itemized Payment, etc.
- **Attachments** - Users may add attachments, e.g., Promissory Note, debtor correspondence, internal documentation, at the Debt Account Entity level via the Debt Account Query.
- **Documents** - Displays all documents that reference the Debt Account Entity. Allows users to limit search parameters to further define the search for any documents that reference the entity. **NOTE:** The Debt Account Number is automatically populated in the search criteria.

**Figure 194: Debt Account Query Documents Button**

Debt Account Document Query

Debt Account Document Query

Search Criteria

Document Type

Pegasys Document Number

Accounting Line Number

Item Line Number

Debt Account Number

Debt Account Line Number

Depository Line Number

Payee Line Number

Accounting Event

Accounting Period

1 - 3 of 3 results

Accomplished Date	Document Type	Pegasys Document Number	Accounting Line Number	Item Line Number	Debt Account Number	Debt Account Line Number	Accounting Event	Accounting Period	Amount
<input checked="" type="radio"/> 08/20/2019	IR6	IR6201908230454	1	0001	2020031700018	1	AR12	07/2020	\$48,500.00
<input type="radio"/> 08/20/2019	IR6	IR6201908230454	1	0001	2020031700018	1	AR12	07/2020	(\$48,500.00)
<input type="radio"/> 08/20/2019	IR6	IR6201908230454	1	0001	2020031700018	1	AR12	06/2020	\$48,500.00

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Go to top of Main Content

- **History** - Displays the history of the Debt Account Entity, including the initial creation and subsequent amendments to the entity.

**Figure 195: View Documents**

1 - 3 of 3 results

Accomplished Date	Document Type	Pegasys Document Number	Accounting Line Number	Item Line Number	Debt Account Number
<input checked="" type="radio"/> 08/20/2019	IR6	IR6201908230454	1	0001	2020031700018
<input type="radio"/> 08/20/2019	IR6	IR6201908230454	1	0001	2020031700018
<input type="radio"/> 08/20/2019	IR6	IR6201908230454	1	0001	2020031700018

**Debt Account Tab**

- Debt Account Number:
  - o This is the unique number identifying the Debt Account entity. The value is populated on the Debt Account document when the DA Entity is initially established. All amendments and downstream transactions will reference the Debt Account Number
- Number of Lines:
  - o Indicates the number of accounting lines on the Debt Account entity

**Figure 196: Debt Account Tab**

Pegasys / Queries / Accounts Receivable / Debt Account / Debt Account / Debt Account

**DEBT ACCOUNT**

Debt Account | Debtor | Accounting Lines | Supervisor

Expand All | Collapse All

---

**General**

Debt Account Number	2019062000011	<input type="checkbox"/> Debt Account Canceled
Vehicle Claim Debtor Name		Requested By
Title	LVA00143	tbuiford
Number of Lines	1	Currency
Disbursing Office	X0112	USD
		Security Org
		GSA

---

**Debt Account Options**

Debt Account Type: Primary  Require Billing Documents Flag

- Debt Account Activity
  - o Displays Original, Collected, and Outstanding Principal and IP&A amounts
- Billing Activity
  - o Will only utilize this section to record/view the ‘Write-Off’ column amounts
  - o The first two columns are not used
- Payment Activity
  - o Will only use the ‘Refunded’ column for amounts refunded to the Debtor
- Apportionment Activity
  - o Will not utilize this section

**Figure 197: Debt Account Tab - Billing Activity**

**Billing Activity**

	Receivable	Unliquidated Receivable	Write Off
Principal Amount:	\$0.00	\$0.00	\$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 Amount:	\$0.00	\$0.00	\$0.00

---

**Payment Activity**

	Paid	Refunded	Payments Owed	Outstanding
Principal Amount	\$0.00	\$0.00	\$0.00	\$0.00
Interest Amount	\$0.00	\$0.00		
Total Amount	\$0.00	\$0.00		

---

**Apportionment Activity**

	Apportioned	Refunded Apportioned	Available Unapportioned
Principal Amount:	\$0.00	\$0.00	\$0.00
Interest Amount:	\$0.00	\$0.00	\$0.00

Total Depository Available Amount: \$0.00

Available for Payment Principal Amount: \$0.00

Available for Payment Interest Amount: \$0.00

- Header User Defined Fields



- o Provides searchable/viewable UDF info for the DA
- External System Information
  - o Displays the External System ID/Claim Type associated to the DA
- Referral
  - o Will track the Treasury Servicing Referred Amounts
- Description
  - o Enter pertinent info, e.g., PU Document Number
- Referenced Amounts
  - o Will display the Internal Offset Amounts (if applicable)

**Figure 198: Debt Account Tab - Header Field**

Header Field - User Defined Fields

Assignment Code	<input type="text" value="R7CLAIMS"/>	Header Field 11	<input type="text"/>
PD Number	<input type="text"/>	Header Field 12	<input type="text"/>
Vehicle Tag Number	<input type="text"/>	Header Field 13	<input type="text"/>
Item # 1	<input type="text"/>	Header Field 14	<input type="text"/>
Item # 2	<input type="text"/>	Header Field 15	<input type="text"/>
Item # 3	<input type="text"/>	Header Field 16	<input type="text"/>
ITS Claim Reason	<input type="text"/>	Header Field 17	<input type="text"/>
R7 Debt Account Type Detail / R6 Referral Options	<input type="text" value="LEASE"/>	Header Field 18	<input type="text"/>
		Header Field 19	<input type="text"/>
		Header Field 20	<input type="text"/>

---

External System Information

Claim Type/System ID

---

Referral

Collections Agency Referred Amount	\$0.00
Department Of Justice Referred Amount	\$0.00
Treasury Servicing Referred Amount	\$0.00
Other Referred Amount	\$0.00
External Offset Referred Amount	\$0.00
Referral Collected Amount	\$0.00

---

Description

Description	2019062000011
Extended Description	2019093 Puz20190701000000 2019062000011 \$9,619.10

---

Referenced Amounts

External Offset Amount	\$0.00
Internal Offset Amount	\$0.00

Go to top of Main Content

---

...

## Debtor Tab

Displays the debtor information associated to the Debt Account, including:

- Vendor Code
- Vendor Address Code
- Vendor Address and Contact Info

- Debt Account Group
- This value is pulled from the Debt Account Group maintenance table.
- Valid values are:
  - R6CLAIMS
  - R7CLAIMS
    - o Will use this field in conjunction with the Debt Account by Debt Account Group query to facilitate summary level search capabilities at the Debt Account Group level

**Figure 199: Debtor Tab - Vendor Information**

The screenshot shows the 'DEBTOR' application interface. At the top, there are tabs for 'Header', 'Debtor', 'Accounting Lines', 'Supervisors', 'Approval Routing', and 'Memos'. Below the tabs is a search area for 'Default Debt Account Group' with a 'Default to Vendor' button. A table displays one result for Vendor Code 'NNFM00000', Address Code '00001', Vendor Name 'IMPAC COMPUTER SUPPLIES INC', Debt Account Group 'R6CLAIMS', and Debt Account Group Name 'Region 6 Claims'. Below the table, there are buttons for 'View Debt Account By Vendor', 'Add', 'Copy', and 'Remove'. The detailed view below shows the 'General' section with 'Vendor' information (NNFM00000, 00001) and 'Debt Account Information' (Group: R6CLAIMS, Name: Region 6 Claims).

**Figure 200: Vendor Information**

The screenshot shows the 'VENDOR DETAILS' form. It includes a 'Vendor Address' section with fields for Vendor (NNFM00000, 00001), Standardized Format (Yes), Address Active Status, Vendor Address Type, Address Name (IMPAC COMPUTER SUPPLIES INC), Address Line 1 (535 LIBERTY AVENUE), City (JERSEY CITY), State (NJ), Postal Code (07307), County, Country (US), AAC/DODAAC, TIN Type, and TIN. There is also an 'IPP Enabled' checkbox.

## Accounting Lines Tab

The accounting lines tab allows users to query/view the information displayed on the DA Entity accounting line, including:

- Dunning Count/Amount
- Amortization Schedule
- Debt Appeal Forbearance Flag
- IP&A Begin Date and Type
  - o Users may also review the IP&A charge lines assessed on the Debt Account line.
- Comments to Print
- Receivable Type
  - o Records the Region 6/Region 7 Claim Type
- Debt Account Start Date
  - o Set equal to the First Demand Letter Generated Date
- First Demand Letter Generated Date
  - o The date the First Demand letter was sent to the Debtor

**Figure 201: Accounting Line - General Section**

Header / Accounting Lines / Accounting Line

Header Debtor Accounting Lines Supervisors Approval Routing Memos

**ACCOUNTING LINE**

Accounting Line Charge Lines Depository Lines Payee Lines History

Item 1 of 1

— General

Line Number	1	Control Level	None
Debt Account Line Number	1	Start Date	04/03/2018
Transaction Type	06	First Demand Letter Generated Date	04/03/2018
Status	Active	IPA Deferred Date	04/03/2018
Priority		<input checked="" type="checkbox"/> Assess Current Period IPA	
Related Cost Type	N/A	Original Accounting Period	07/2018
<input type="checkbox"/> Exclude from Internal Offset		<input type="checkbox"/> Spend and Reimburse within Fund Flag	
<input type="checkbox"/> Exclude from External Offset			

- Interest, Admin, Penalty Begin Dates
  - o Set equal to the First Demand Letter Generated Date
- Interest, Admin Charges, Penalty Apply Date
  - o The last date IP&A was assessed against the DA Entity

**Figure 202: Accounting Line Tab - Overdue Configuration**

Overdue Configuration

Assess Interest On: DA

Assess Admin Charges On: DA

Assess Penalty On: DA

Interest Type: INTR6CLM

Interest: Fixed

Administrative Charge Type: ADMINR6CLM

Penalty Type: PENR6CLM

Admin Begin Date: 04/03/2018

Admin Charges Apply Date: 08/26/2018

Penalty Begin Date: 05/03/2018

Penalty Apply Date: 08/28/2018

Interest Rate: 1.000

Interest Begin Date: 04/03/2018

Interest Apply Date: 08/30/2018

Interest Cutoff Date:

Accelerated Balance Amount: \$0.00

Accelerated Balance Due Date:

- Debt Account Activity
  - o Records Original, Collected, and Outstanding DA amounts
- Billing Activity
  - o Only use this section to record Write-Off amounts
- Apportionment Activity
  - o This section is updated by collections referencing the DA Entity, but this section will not be used
- Payment Activity
  - o Only use this section to record the Refunded amounts

**Figure 203: Accounting Line Tab - Amounts Section**

Amounts

Debt Account Activity

	Original Owed	Collected	Outstanding
Initial Amount	\$144.50		
Discount Amount	\$0.00		
Surcharge Amount	\$0.00		
Principal Amount	\$144.50	\$0.00	\$0.00
Interest Amount	\$0.60	\$0.00	\$0.00
Admin Charges Amount	\$40.00	\$0.00	\$0.00
Penalty Amount	\$2.16	\$0.00	\$0.00
Total Amount	\$187.26	\$0.00	\$0.00

Billing Activity

	Receivable	Unliquidated Receivable	Write Off
Principal Amount:	\$0.00	\$0.00	\$144.50
Interest Amount:	\$0.00	\$0.00	\$0.60
Admin Charges Amount:	\$0.00	\$0.00	\$40.00
Penalty Amount:	\$0.00	\$0.00	\$2.16
Total Amount:	\$0.00	\$0.00	\$187.26

Apportionment Activity

	Apportioned	Refunded Apportioned	Available Unapportioned
Principal Amount:	\$0.00	\$0.00	\$0.00
Interest Amount:	\$0.00	\$0.00	\$0.00

Payment Activity

	Paid	Refunded	Payments Owed	Outstanding
Principal Amount	\$0.00	\$0.00	\$0.00	\$0.00
Interest Amount	\$0.00	\$0.00	\$0.00	\$0.00
Total Amount	\$0.00	\$0.00	\$0.00	\$0.00

Total Depository Available Amount: \$0.00

Available for Payment Principal Amount: \$0.00

Available for Payment Interest Amount: \$0.00

- Accounting Dimensions
  - o Records the Accounting Template, Fund, BBFY, Program, Activity, Sub-Object Class, Revenue Source Code, etc.
- Referenced Amounts
  - o Includes the total Internal Offset amount recorded against the DA Entity
- Amortization Schedule
  - o Review any amortization schedule associated to the DA Entity

**Figure 204: Accounting Line Tab - Accounting Dimensions**

The screenshot shows the 'Accounting Dimensions' section of a form, which is highlighted with a red border. This section includes fields for BBFY (2018), EBFY, Fund (285F), Region (06), Org Code (006SD000), Project Code, Activity (AF140), Sub-Object Class (LS2), Revenue Source, Sub Revenue Source, Program (GS91), Location/System, Vehicle Tag #, Work Item, Lease #, Reimbursable Sub-Object Class, Building #, Cost Organization, YBA (2018), BETC, Cohort Yr, and Reimbursable Sub Object. Below this, the 'Referenced Amounts' section shows 'External Offset Amount' and 'Internal Offset Amount' both set to '\$0.00'. The 'Amortization Schedule' section includes an 'Amortization Schedule' field and a 'View Amortization Schedule Query' button.

- Comments to Print
  - o Used by Region 6/Region 7 to include additional information to print to the Demand Letter/Dunning Notice not already included in the pre-configured text codes
- Dunning Print Flag/Print Comments on Dunning Letters
  - o Determine if the DA Entity is eligible for Dunning/to print comments
- Dunning Count/Last Dunning Date
  - o Allow users to review how many times and the last date on which the Debtor has been dunned
- Text Code
  - o Determines the text to be printed to the Demand Letter/Dunning Notice

**Figure 205: Accounting Line Tab - Printing Information**

— Printing Information

Comments To Print

Dunning Print Flag

Print Comments On Dunning Letters

Dunning Count

Last Dunning Date

Text Code

---

Due Process

Collection Due Process Notification Date   Collection Due Process Notification

External Offset Due Process Notification Date   External Offset Due Process Notification

Internal Offset Due Process Notification Date   Internal Offset Due Process Notification

- Referral
  - o The Referral button allows users to review any referred Debt/important dates/amounts

**Figure 206: Referral Button**

— Referral

Agency Transaction Id

Adjustment Submitted

Agency Debt Id

**Figure 207: Referral Page**

DEBT ACCOUNT REFERRAL

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

— Referral

	Coll Agency	Dept Of Justice	Treasury Servicing	Other	External Offset
Destination	<input type="text"/>	<input type="text"/>	FEDDEBT	<input type="text"/>	<input type="text"/>
Eligible For Referral	<input type="text" value="09/07/2018"/>	<input type="text" value="09/07/2018"/>	<input type="text" value="09/07/2018"/>	<input type="text" value="09/07/2018"/>	<input type="text" value="09/07/2018"/>
Referral Date	<input type="text"/>	<input type="text"/>	<input type="text" value="09/27/2018"/>	<input type="text"/>	<input type="text"/>
Last Adjustment Referred Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Referred Amount	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$187.26"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Referred Amount with Treasury	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Referred Principal Amount with Treasury	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Referred Interest Amount with Treasury	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Referred Penalty Amount with Treasury	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Referred Admin Charge Amount with Treasury	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Status	<input type="text" value="eligible"/>	<input type="text" value="eligible"/>	<input type="text" value="rejected"/>	<input type="text" value="eligible"/>	<input type="text" value="eligible"/>
Status Date	<input type="text" value="09/07/2018"/>	<input type="text" value="09/07/2018"/>	<input type="text" value="09/27/2018"/>	<input type="text" value="09/07/2018"/>	<input type="text" value="09/07/2018"/>
Collection Type Collected					<input type="text" value="\$0.00"/>
External Offset					<input type="text" value="\$0.00"/>
Referral Last Payment Date	<input type="text"/>				
External Offset Last Payment Date	<input type="text"/>				
Exclude IPA SB Records	<input type="text" value="F"/>				

- Debt Appeal/Forbearance Date/Flag
  - o Allows users to review DA Entity under dispute/having DAFF set equal to True
- Accounting Line User Defined Fields
  - o Provide additional detail specific to the Debt Account

**Figure 208: Accounting Line Tab - Accounting Line User Defined Fields**

— Accounts Receivable Status

Debt Appeal/Forbearance Date   Debt Appeal Forbearance

Foreclosure Date   Foreclosure

Wage Garnishment Date   Wage Garnishment

Rescheduled Date   Rescheduled

Waived Date   Waived

Suspended Date   Suspended

Compromised Date   Compromised

Closed Out Date   Closed Out

Litigation Date   Litigation

Bankruptcy Date   Bankruptcy

Written Off Date

---

— Accounting Line - User Defined Fields

Sales Office Number

Sale Number

Insurance Policy Number/Labor Flag

Sep Date

GSA Contract Number

Commodity Code

ACO Zone

ACO Code

Lease Vehicle Flag

Line Field 10

GTAS R/D Indicator

Visa 41.1 Table 3-8

MasterCard 41.1 Table 3-36

Line Field 14

Line Field 15

Line Field 16

Line Field 17

Line Field 18

Line Field 19

Line Field 20

- Charge Lines
  - o Users may review any associated Interest, Penalty, and/or Admin Charge lines on the accounting line
- Selecting the charge line and Selecting the Charge Line hyperlink opens the detail screen including:
  - o Record Type (Interest, Penalty, or Admin Charge)
  - o Transaction Type
  - o Amounts
  - o Accounting Dimensions

**Figure 209: Accounting Line Tab (continued)**

Charge Line

Item 2 of 3: 1 2 3 Expand All Collapse All

---

General

Record Type: Administrative Charge

Line Number: 1

Negotiated Amount Effective Date:

Currency: USD

Public Law Number:

---

Amounts

Late Payment Interest Amount	\$0.00
Amortized Interest Amount	\$0.00
Late Payment Admin Amount	\$40.00
Late Payment Penalty Amount	\$0.00
Negotiated Amount	\$0.00
Amount	\$40.00

---

Accounting Dimensions

Template: 2018-06-0890-R0600000-1E00-1E000

BBFY: 2018	EBFY: <input type="text"/>	Fund: DR90	Region: 06	Org Code: R060000	Program: 1E00
Project Code: <input type="text"/>	Activity: 1E000	Sub-Object Class: <input type="text"/>	Revenue Source: <input type="text"/>	Sub Revenue Source: <input type="text"/>	Building #: <input type="text"/>
Location/System: <input type="text"/>	Vehicle Tag #: <input type="text"/>	Work Item: <input type="text"/>	Lease #: <input type="text"/>	Reimbursable Sub-Object Class: <input type="text"/>	Reimbursable Sub-Object: <input type="text"/>
Cost Organization: <input type="text"/>	YBA: 2018	BETC: <input type="text"/>	Cohort Yr: <input type="text"/>	PRC: <input type="text"/>	

**Debt Account by Debt Account Group Query**

Users will also use the Debt Account by Debt Account Group Query to:

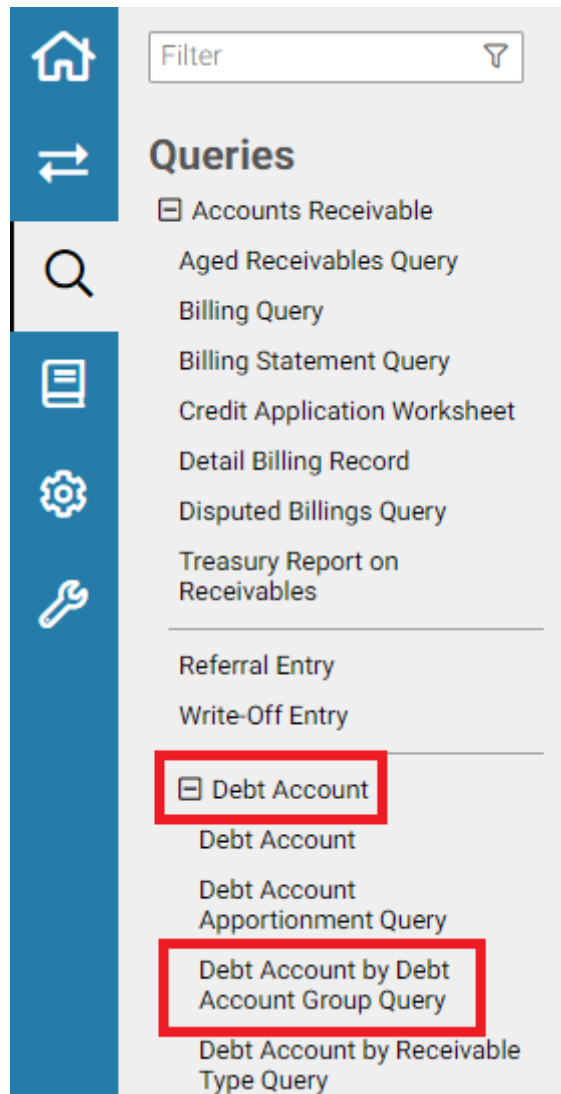
- Search all open claims by Debt Account Group, i.e., ESCLAIMS, R6CLAIMS, and R7CLAIMS.
- Review summary level Debt Account Group Detail information.
- Review all Debtors within the Debt Account Group.
- Review a Receivable Type Summary within the Debt Account Group.
- Obtain a listing of Debt Account Numbers associated to the Debt Account Group.
- Provides a direct link to the Debt Account Query

Accessing the Debt Account by Debt Account Group query can be accomplished by using the following path:

Queries → Accounts Receivable → Debt Account → Debt Account by Debt Account Group Query.



**Figure 210: Accessing the Debt Account by Debt Account Group Query**



- To search for DAs, enter applicable Debt Account Group and select the **Search** button.

**Figure 211: Search for Debt Account**

[Pegasys](#) / [Queries](#) / [Accounts Receivable](#) / [Debt Account](#) / [Debt Account by Debt Account Group Query](#)

## Debt Account by Debt Account Group Query

Search Criteria

Debt Account Group

Users may view summary level information at the Debt Account Group level by:

- Debt Account Group
- Debtor
- Receivable Type
- Debt Account Number

**Figure 212: Debt Account Group Detail Tab**

Pegasys / Queries / Accounts Receivable / Debt Account / Debt Account by Debt Account Group Query / **Debt Account Group Detail**

**DEBT ACCOUNT GROUP DETAIL**

Debt Account Group Detail Vendor Receivable Type Summary Debt Account Query

— Debt Account Group

Code: R7CLAIMS  
 Name: Region 7 Claims  
 Description:

— Amounts

Debt Account Activity

	Original Owed	Collected	Outstanding
Initial Amount	\$287,584,091.24		
Discount Amount	\$0.00		
Surcharge Amount	\$0.00		
Principal Amount	\$287,584,091.24	\$270,975,243.79	\$16,608,847.45
Interest Amount	\$388,156.42	\$250,187.03	\$137,969.39
Admin Charges Amount	\$39,985.38	\$17,441.38	\$22,544.00
Penalty Amount	\$1,496,352.82	\$805,057.50	\$691,295.32
<b>Total Amount</b>	<b>\$289,508,585.86</b>	<b>\$272,047,929.70</b>	<b>\$17,460,656.16</b>

**Figure 213: Debt Account Summary Level Debtor Tab**

Debt Account Group Detail Vendor Receivable Type Summary Debt Account Query

Vendor Details

1 - 10 of 3,298 results

Vendor Code	Address Code	Name	Security Org
<input checked="" type="radio"/> 205943154	00001	BANK OF LOUISVILLE BUILDING LLC	GSA
<input type="radio"/> 261198299	00001	ARLINGTON PLAZA, LLC	GSA
<input type="radio"/> 203134127	00001	CIM URBAN REIT PROPERTIES III, L.P.	GSA
<input type="radio"/> 541408753	00002	DENISE PROPERTIES, LLC	GSA
<input type="radio"/> 630476286	00003	COMPASS BANK	GSA
<input type="radio"/> 133432237	00001	STERWICK DEVELOPMENT CORP	GSA
<input type="radio"/> 216460044	00001	15721 CRABBS BRANCH WAY PTNSHP	GSA

**Figure 214: Debt Account Summary Level Receivable Type Tab**

Receivable Type	Receivable Type Name
<input checked="" type="radio"/> UCCLAIMR7	Region 7 Utility Credit Claims
<input type="radio"/> PRCLAIMR7	Region 7 Property Damages Claims
<input type="radio"/> DPCLAIMR7	Region 7 Duplicate Payment Claims
<input type="radio"/> STCLAIMR7	Region 7 Settlement Claims
<input type="radio"/> EPCLAIMR7	Region 7 Erroneous Payment Claims
<input type="radio"/> RSCLAIMR7	Region 7 Restitution Claims
<input type="radio"/> ETCLAIMR7	Region 7 Early Termination Claims

**Figure 215: Debt Account Query Linkage via Debt Account Group Detail Query**

Debt Account Number	Debt Account Line Number	Debt Account Name	Debt Account Type
<input checked="" type="radio"/> CLA15048	1		Primary
<input type="radio"/> CLA14571	1		Primary
<input type="radio"/> CLA14905	1		Primary
<input type="radio"/> CLA13288	1		Primary
<input type="radio"/> CLA14058	1		Primary
<input type="radio"/> CLA12694	1		Primary
<input type="radio"/> CLA14968	1		Primary
<input type="radio"/> CLA13510	1		Primary
<input type="radio"/> CLA15497	1		Primary
<input type="radio"/> CLA15436	1		Primary

## 4.7.8 Amortization Schedules and Promissory Notes

In certain instances, the Debtor associated to an outstanding debt will request a payment schedule. If GSA accepts, the request for a payment schedule initiates the necessity to establish an Amortization Schedule and produce a Promissory Note, which is later sent to the debtor to be signed and notarized. The Amortization Schedule is created and maintained on a Pegasys Reference table where users have the option to create, modify, and view individual payment schedules. The Amortization Schedule reference table allows users to define the terms of the payment schedule, including payment periods, payment installations, and interest.

### 4.7.8.1 Define Amortization Schedule and Generate Promissory Note

#### Amortization Schedule Definition

The Amortization Schedule is created and maintained on a reference table housed in Pegasys containing the payment terms defined by the legally binding payment schedule entered into between GSA and the Debtor. Included in the Amortization Schedule are the principal and interest allocation of each monthly payment, the total principal and interest that will be paid over the life of the debt. The payment schedule details each periodic payment as generated by an amortization calculator.

While a portion of every payment is applied towards both **interest** and the **principal balance** of the loan, the exact amount applied to principal each time varies (with the remainder going to interest). The amortization schedule defines the specific monetary amount put towards interest, as well as the specific amount put towards the principal balance, with each payment. Initially, a larger portion of each payment is devoted to interest. As the loan/debt matures, larger portions go towards paying down the principal.

### **Promissory Note Definition**

The Promissory Note is a financial instrument that contains a written promise by one party to pay another party a definite sum of money via a predefined schedule. The promissory note contains all the terms pertaining to the indebtedness by the issuer to the note's payee, such as the amount, interest rate, maturity date, date and place of issuance, and issuer's signature. The Promissory Note is a legally binding document establishing payment terms between GSA and the Debtor issued the Promissory Note.

Once an Amortization Schedule is established, it is associated to the Debt Account Entity in order to generate the Promissory Note. The Promissory Note report is generated through the On-Demand reports utility. The Promissory Note report contains a detailed installment payment schedule with the number of payments, amount of the payments due, and the due dates. The report shows the principal amount of the note, the amount of interest being paid, the interest rate, and any penalty and/or administrative charges that may apply to the note.

After the Promissory Note report is generated, the Amortization Schedule reference is removed from the associated Debt Account Entity because it has not been “activated” at this time. The Promissory Note does not take effect until the debtor returns the note with their signature and a notarization.

Once the debtor signs, notarizes, and returns the note to GSA, the Promissory Note becomes a legally binding document between GSA and the debtor. At that time, the signed/notarized Promissory Note is attached to the Debt Account and the Amortization Schedule noted above is re-associated to the Debt Account, thereby activating the Promissory Note.

#### **4.7.8.2 Steps to Create an Amortization Schedule**

---

An Amortization Schedule is generated when GSA agrees to a Debtor’s request of flexible payment terms related to an outstanding debt. The Amortization Schedule is established in Pegasys by creating a new record on the Amortization Schedule reference table. The Amortization Schedule reference table allows GSA to define the terms of the payment schedule, including payment periods, payment installations, and interest. The following steps describe how to create a unique Amortization Schedule in Pegasys.

Steps to Create an Amortization Schedule:

1. Navigate to Reference → Accounts Receivable → Amortization Schedule.  
The Amortization Schedule reference table is opened successfully.
2. Select **New** to generate a new Amortization Schedule.

**Figure 216: Amortization Schedule - New Button**

Pegasys / Reference / Accounts Receivable / Amortization Schedule

**Amortization Schedule**

Search Criteria

Code  (highlighted)

Name

Short Name

Status

Security Org

Debt Account Number

Debt Account Line Number

Effective Dates

Start Date

End Date

No results

Code	Name	Short Name	Debt Account Number	Status	Debt Account Line Number	Start Date	End Date	Security Org
<input type="button" value="Open"/> <input type="button" value="New"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>								

10 per page << Page 1 of 1 >>

3. Enter a unique value in the Amortization Schedule **Code** field.  
**NOTE:** The maximum length of the Code value is 10 characters.
4. Populate the **Name**.
5. Enter a Description.

**Figure 217: Amortization Schedule - General Information**

Pegasys / Reference / Accounts Receivable / Amortization Schedule / Amortization Schedule

**AMORTIZATION SCHEDULE**

Amortization Schedule Amortization Schedule Versions

— General

\* Code JS12345678 (highlighted)

\* Name JS12345678 (highlighted)

Short Name

Status Active

\* Security Org

Debt Account Number

Debt Account Line Number

Effective Dates

Start Date

End Date

— Description

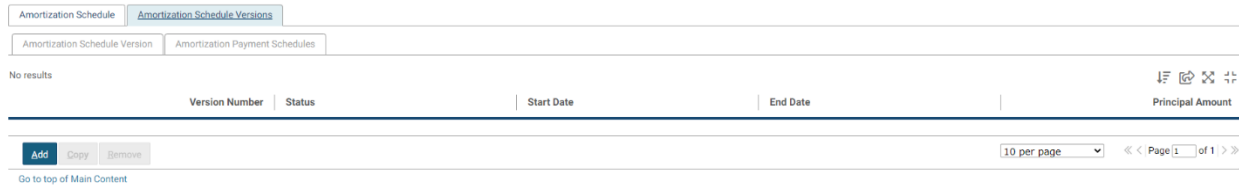
Description Payment schedule to generate Promissory Note for Debtor ABC (highlighted)

**NOTE:** The Debt Account Number and Debt Account Line Number fields are disabled and cannot be populated when creating the Amortization Schedule. Rather, after the Amortization Schedule is added to the associated Debt Account document via an Amendment, these fields will then automatically populate and record the associated Debt Account information.

**NOTE:** Although the Security Org field is required, it does not need to be populated by the user. Rather, the field will be auto-populated by the system upon selecting Save.

6. Navigate to the **Amortization Schedule Versions** tab.

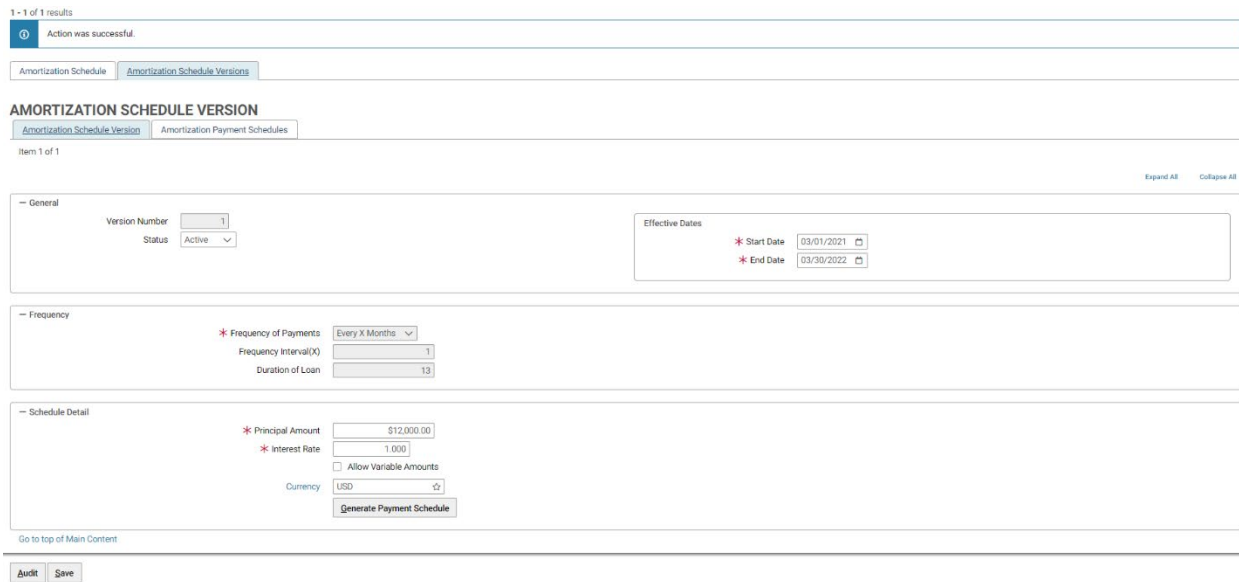
**Figure 218: Amortization Schedule Versions Tab**



7. Select **Add**.

The **Amortization Schedule Version** tab opens.

**Figure 219: Amortization Schedule Version**



8. Enter a **Start Date** and **End Date** to define the Amortization Schedule’s effective period.

**NOTE:** For an Amortization Schedule that should be paid over 1 year, set the Start Date and End Date per the following:

- a. **Start Date:** Current date (example: 8/1/2015)
- b. **End Date:** Current date + 364 days (example: 7/31/2016)

9. Set the **Frequency of Payments** dropdown to Every X Months.

10. Enter a **Frequency Interval (X)** = 1.

**NOTE:** The Duration of Loan field is disable and will auto-populate based on the values entered in the Start/End Date and Frequency of Payments fields.

11. Enter the **Principal Amount** of the outstanding debt.

12. Enter the **Interest Rate** as a percentage.

13. Select **Save**.

**Figure 220: Amortization Schedule Version Tab - Save Button**

Amortization Schedule | **Amortization Schedule Versions**

---

**AMORTIZATION SCHEDULE VERSION**

Amortization Schedule Version | Amortization Payment Schedules

Item 1 of 1

\* End Date 03/30/2022

---

- Frequency

\* Frequency of Payments Every X Months

Frequency Interval(X) 1

**Duration of Loan 13**

---

- Schedule Detail

\* Principal Amount \$12,000.00

\* Interest Rate 1.000

Allow Variable Amounts

Currency USD

**Generate Payment Schedule**

[Go to top of Main Content](#)

---

Audit | **Save**

**NOTE:** Selecting the Save button will automatically populate the Duration of Loan field based on the values entered in the Start/End Date and Frequency of Payments fields. In this example, the duration of the loan is calculated as 11 months, but the payment schedule to be generated will include 12 monthly payments.

14. Select the **Generate Payment Schedule** button.
15. Navigate to the **Amortization Payment Schedules** tab.
16. Review the Payment Schedule information.

**Figure 221: Payment Schedule Information**

Pegasys / Reference / Accounts Receivable / Amortization Schedule / Amortization Schedule / Amortization Schedule Versions / **Amortization Payment Schedules**

Amortization Schedule | **Amortization Schedule Versions**

---

**AMORTIZATION PAYMENT SCHEDULES**

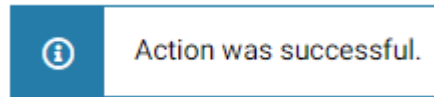
Amortization Schedule Version | **Amortization Payment Schedules**

1 - 10 of 13 results

Payment Line Number	Payment Date	Payment Amount	Interest Amount	Principal Amount	Balance Remaining Amount
1	03/01/2021	\$928.47	\$10.00	\$918.47	\$11,081.53
2	04/01/2021	\$928.47	\$9.23	\$919.24	\$10,162.29
3	05/01/2021	\$928.47	\$8.47	\$920.00	\$9,242.29
4	06/01/2021	\$928.47	\$7.70	\$920.77	\$8,321.52
5	07/01/2021	\$928.47	\$6.93	\$921.54	\$7,399.98
6	08/01/2021	\$928.47	\$6.17	\$922.30	\$6,477.68
7	09/01/2021	\$928.47	\$5.40	\$923.07	\$5,554.61
8	10/01/2021	\$928.47	\$4.63	\$923.84	\$4,630.77
9	11/01/2021	\$928.47	\$3.86	\$924.61	\$3,706.16
10	12/01/2021	\$928.47	\$3.09	\$925.38	\$2,780.78
<b>Totals</b>		<b>\$12,070.12</b>	<b>\$70.12</b>	<b>\$12,000.00</b>	

[Refresh Balance Remaining](#) 10 per page Page 1 of 2

17. Select **Save**.

**Figure 222: Save Message**

#### 4.7.8.3 Steps to Create and Activate a Promissory Note

The Promissory Note report is generated through the On-Demand reports utility. The generated Promissory Note report is sent to the Debtor to be signed and notarized.

- The Amortization Schedule reference is first added to the associated Debt Account document via an Amendment in order to generate the Promissory Note.
- The Amortization Schedule reference is removed from the Debt Account after generating the Promissory Note report to prevent activation until GSA receives the signed and notarized document.
- The Amortization Schedule is re-associated to the Debt Account Entity once the signed and notarized copy is received.
- This action activates the Promissory Note.

The following steps describe in detail the process to create and activate the Promissory Note.

##### Steps to Create and Activate the Promissory

1. Navigate to Queries → Accounts Receivable → Debt Account → Debt Account.

The **Debt Account Query** is opened successfully.

**NOTE:** Steps #1-28 detail the association of the Amortization Schedule to the Debt Account Entity and the subsequent generation of the Promissory Note report.

2. Enter the **Debt Account Number** of the DA Entity to which you will associate the Amortization Schedule.
3. Select **Search**.
4. Select the record from the item collection and Select **Details**.



**Figure 223: Debt Account Number**

Pegasys / Queries / Accounts Receivable / Debt Account / Debt Account

**Debt Account**

Search Criteria

Debt Account Number: 11FP0206

Debt Account Group: [ ]

Insurance Claim Number: [ ]

Bank ABA/BIC: [ ]

Debt Account Type: [ ]

Status: [ ]

Vendor: [ ]

Payee Vendor: [ ]

Amount: [ ]

Title/ACT Number: [ ]

Receivable Type: [ ]

Claim Type/System ID: [ ]

Document Type: [ ]

Region: [ ]

Building Number: [ ]

Lease Number: [ ]

Vehicle Claim Debtor Name: [ ]

[ Search ] [ Clear ]

---

+ Header Field - User Defined Fields

+ Accounting Line - User Defined Fields

1 - 1 of 1 results

Debt Account Number	Vehicle Claim Debtor Name	Debt Account Group	Debt Account Group Name	Insurance Claim Number	Vendor Code	Address Code	Payee Vendor	Bank ABA/BIC	Debt Account Type	Debt Account Amount Total	Status
11FP0206		R6CLAIMS	Region 6 Claims		262358742	00001			Primary	\$814.04	Active

[ Details ]

10 per page << Page 1 of 1 >>

5. Select the **Amend Document** button.

**Figure 224: Amend Document**

Header | Debtor | Accounting Lines | Supervisors | Approval Routing | Memos | ...

---

**General**

Document Type: D6M | R6 Claims-Manual

Status: PROCESSED

Document Number: D6M2015111204728

\* Debt Account Number: 11FP0206

Amendment Number: 00001

Debt Account Name: [ ]

Title: 11FP0206

Requested By: runbatchconvbaar

Disbursing Office: X0109

Document Date: [ ]

Accounting Period: [ ]

Reporting Accounting Period: [ ]

Batch Number: [ ]

Document Classification: [ ]

Security Org: FPCLAIM

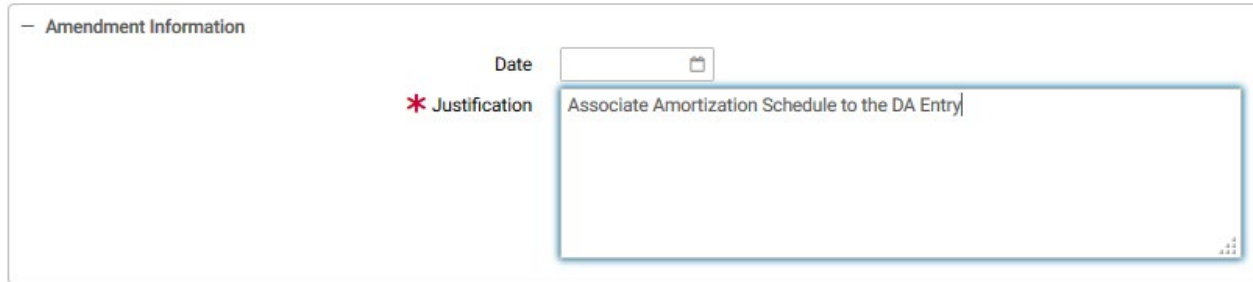
Suppress Printing

6. Select **Generate** to create a system-generated Amendment Number.

7. Select **OK**.

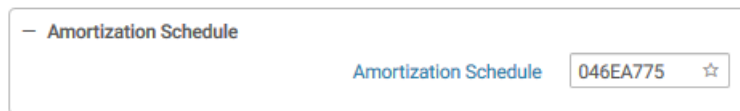
8. Enter an **Amendment Justification**.

**NOTE:** It is critical to enter a detailed Amendment Justification, as the Debt Account Action History report will pull the Amendment Justification to the report to identify the activity history associated to the Debt Account Entity.

**Figure 225: Amendment Justification Field**

The screenshot shows a form titled "Amendment Information". It contains a "Date" field with a calendar icon. Below it is a "Justification" field, marked with a red asterisk, containing the text "Associate Amortization Schedule to the DA Entry".

9. Navigate to the **Accounting Lines** tab.
10. Select the Accounting Line and Select the Accounting Line hyperlink.
11. Enter the Amortization Schedule Code in the **Amortization Schedule** field.

**Figure 226: Amortization Schedule Code**

The screenshot shows a form titled "Amortization Schedule". It contains a field labeled "Amortization Schedule" with the value "046EA775" and a star icon.

12. Select **Save**.
13. Select **Verify**.

**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.

14. Select the **Submit** button.
15. Navigate to Utilities → Reports → View Reports.
16. Expand the Accounts Receivable section.
17. Select the Promissory Note report.
18. Select **Run**.

Figure 227: Promissory Note

## View Reports

### REPORTS

- Combined Due Process Notices
- Combined Notice of Payment Due R6
- Combined Notice of Payment Due R7
- Debt Account Due Process Notices
- Debt Account Notice of Payment Due
- Due Process Notices
- Notice of Payment Due R6
- Notice of Payment Due R7
- Promissory Note
- Bill Generation Manual Agreement Bill
- Combined Bill Generation Manual Agreement Bill
- Outstanding Bills
- + Auto Disbursements
- + Budget Execution
- + Credit Card

19. Enter the **Debt Account Number**.
20. Verify the **Promissory Note Text** Code is populated as GSAPNOTE.
21. Enter the **Admin Office** Code and Admin Office Address Code.
22. Enter the **Remit To Office** Code and Remit To Office **Address Code**.
23. Set the **Saved Output Access** dropdown to Shared.
24. Set the **Security Organization** to GSA.
25. Select **Run**.

**Figure 228: Run Promissory Note**

**Parameters**

Debt Account Number: KA624502 ☆

Unprocessed Debt Account Number:

Document Number From:  ☆

Document Number To:  ☆

\* Promissory Note Text Code: GSAPNOTE

Report Date:  📅

\* Admin Office: CLAIMSR6 ☆ CLAIMSR6\_ADM ☆

\* Remit To Office: CLAIMSR6 ☆ CLAIMSR6\_ADM ☆

---

**Options**

Dynamic Web Viewer: Off ▾

Saved Output Format: PDF ▾

\* Receive Email Cancellation Notification: No ▾

Description:

Saved Output Access: Shared ▾

Security Organization: GSA ☆

26. Close the report execution window.
27. Select **Refresh** from the View Reports window.
28. Retrieve the Promissory Note report output by selecting the record from the item collection and Selecting **Output**.

**Figure 229: Promissory Note - Item Collection**

REPORT STATUS  
1 - 5 of 5 results

Description	Report Status	Saved Output Format	Report Start	Report End	Report Expiration	User ID	Saved Output Access
● 17033081	Complete	PDF	03/19/2021 14:21:07	03/19/2021 14:21:12	04/18/2021 14:21:07	allotted157	Shared
○	Failed	PDF	12/08/2017 13:18:28			ginaweaver	Shared
○	Failed	PDF	10/06/2016 14:48:25			ginaweaver	Shared
○	Failed	PDF	09/16/2016 14:21:36			ginaweaver	Shared
○	Failed	PDF	09/09/2016 11:35:18			ginaweaver	Shared

10 per page    << Page 1 of 1 >>

29. Navigate to Queries → Accounts Receivable → Debt Account → Debt Account.  
The Amortization Schedule reference table is opened successfully.  
**NOTE:** Steps #30-43 will detail the interim process where the Amortization Schedule is disassociated from the Debt Account Entity while GSA is waiting for the Debtor to return the signed and notarized Promissory Note.
30. Enter the **Debt Account Number** of the DA Entity to which you will associate the Amortization Schedule.
31. Select **Search**.
32. Select the record from the item collection and Select **Details**.

**Figure 230: Debt Account Query - Detail Button**

Pegasys / Queries / Accounts Receivable / Debt Account / Debt Account

**Debt Account**

Search Criteria

Debt Account Number 2021010500003

Debt Account Group

Insurance Claim Number

Bank ABA/BIC

Debt Account Type

Status

Vendor

Payee Vendor

Amount

Title/ACT Number

Receivable Type

Claim Type/System ID

Document Type

Region

Building Number

Lease Number

Vehicle Claim Debtor Name

Search Clear

+ Header Field - User Defined Fields

+ Accounting Line - User Defined Fields

1 - 1 of 1 results

Debt Account Number	Vehicle Claim Debtor Name	Debt Account Group	Debt Account Group Name	Insurance Claim Number	Vendor Code	Address Code	Payee Vendor	Bank ABA/BIC	Debt Account Type	Debt Account Amount Total	Status
2021010500003		R7CLAIMS	Region 7 Claims		420127290	00029			Primary	\$1,000.00	Active

Details

10 per page << Page 1 of 1 >>

33. Select the **Amend Document** button.

**Figure 231: Debt Account - Amend Document Button**

Refresh Correct Document **Amend Document** Copy Forward To Billing Document Attachments (1) Documents

34. Select **Generate** to create a system-generated Amendment Number.

35. Select **OK**.

36. Enter an **Amendment Justification**.

**NOTE:** It is critical to enter a detailed Amendment Justification, as the Debt Account Action History report will pull the Amendment Justification to the report to identify the activity history associated to the Debt Account Entity.

**Figure 232: Amendment Justification**

Amendment Information

Date

\* Justification

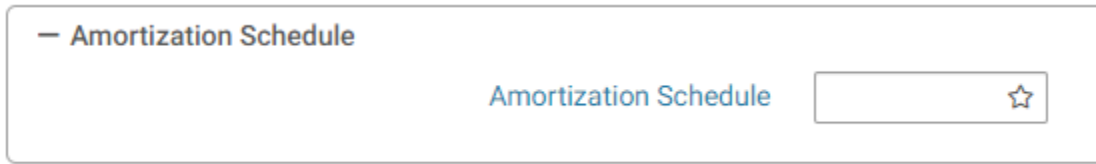
Disassociate Amortization Schedule from the Debt Account Entity

37. Navigate to the **Accounting Lines** tab.

38. Select the Accounting Line and Select the Accounting Line hyperlink.

39. Remove the Amortization Schedule Code in the **Amortization Schedule** field.

**Figure 233: Amortization Schedule Field**



40. Select **Save**.
41. Select **Verify**.
42. Select the **Submit** button.
43. Offline Activity:
  - a. The Promissory Note report output is sent to the Debtor to be signed and notarized.
  - b. The Debtor returns the signed and notarized copy of the Promissory Note.
  - c. The Promissory Note is activated.

**NOTE:** Steps #44-65 detail the process to activate the Promissory Note on the Debt Account in Pegasys.
44. Navigate to Queries → Accounts Receivable → Debt Account → Debt Account.
45. Enter the **Debt Account Number** of the DA Entity to which you will associate the Promissory Note.
46. Select **Search**.
47. Select the record from the item collection and Select **Details**.

**Figure 234: Debt Account Query**

Pegasys / Queries / Accounts Receivable / Debt Account / Debt Account

### Debt Account

Search Criteria

Debt Account Number	2021010500003	Title/ACT Number	
Debt Account Group		Receivable Type	
Insurance Claim Number		Claim Type/System ID	
Bank ABA/BIC		Document Type	
Debt Account Type		Region	
Status		Building Number	
Vendor		Lease Number	
Payee Vendor		Vehicle Claim Debtor Name	
Amount			

Search Clear

---

+ Header Field - User Defined Fields

+ Accounting Line - User Defined Fields

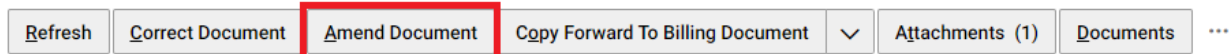
1 - 1 of 1 results

Debt Account Number	Vehicle Claim Debtor Name	Debt Account Group	Debt Account Group Name	Insurance Claim Number	Vendor Code	Address Code	Payee Vendor	Bank ABA/BIC	Debt Account Type	Debt Account Amount Total	Status
2021010500003		R7CLAIMS	Region 7 Claims		420127290	00029			Primary	\$1,000.00	Active

10 per page << Page 1 of 1 >>

48. Select the **Amend Document** button.

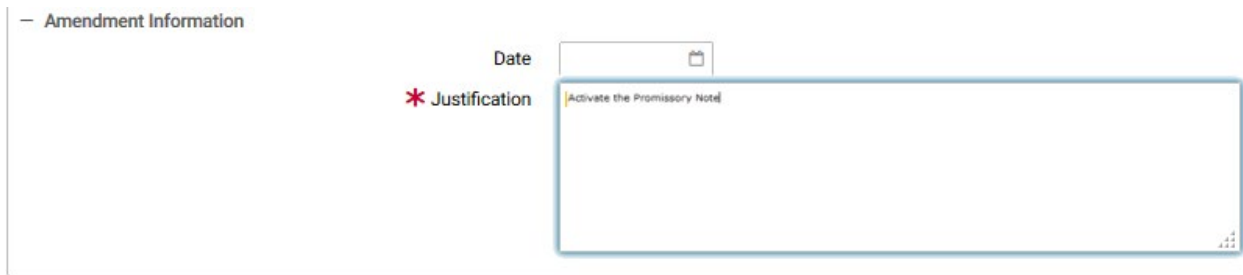
**Figure 235: Debt Account Detail Record - Amend Document Button**



- 49. Select **Generate** to create a system-generated Amendment Number.
- 50. Select **OK**.
- 51. Enter an **Amendment Justification**.

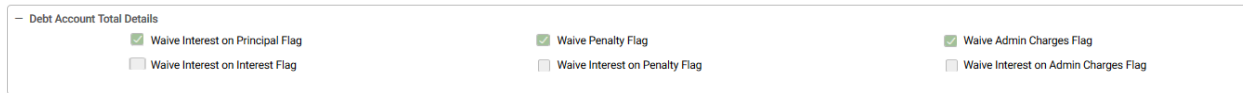
**NOTE:** It is critical to enter a detailed Amendment Justification, as the Debt Account Action History report will pull the Amendment Justification to the report to identify the activity history associated to the Debt Account Entity.

**Figure 236: Justification**



- 52. Set the **Waive Interest on Principal, Waive Penalty, and Waive Admin Charges** flags to True.

**Figure 237: Debt Account Total Details**



- 53. Select the **Attachments** button.
- 54. Select **Select or Drag Files Here** and browse for the signed and notarized Promissory Note to attach.
- 55. Select **Apply**.

**Figure 238: Upload Screen**

\* Attachment Number

\* Title

Number of Pages

Attachment Date

Location

File  No file chosen

Sensitive

Attachment

Attachment Type

Draft/Final

56. Select **Return**.

57. Navigate to the **Accounting Lines** tab.

58. Select the Accounting Line and Select the Accounting Line hyperlink.

59. Update the **Transaction Type** to 02.

**NOTE:** The Transaction Type update will result in a posting change to the Loans Receivable GL.

60. Re-associate the Amortization Schedule Code in the **Amortization Schedule** field.

**Figure 239: Associate Amortization Schedule Code**

— Amortization Schedule

Amortization Schedule

61. Set the **Dunning Print Flag** to False.



**Figure 240: Dunning Print Flag**

## — Printing Information

Comments To Print

PU2015120200001

 Dunning Print Flag Print Comments On Dunning Letters

Text Code

R7CLAIMS ☆

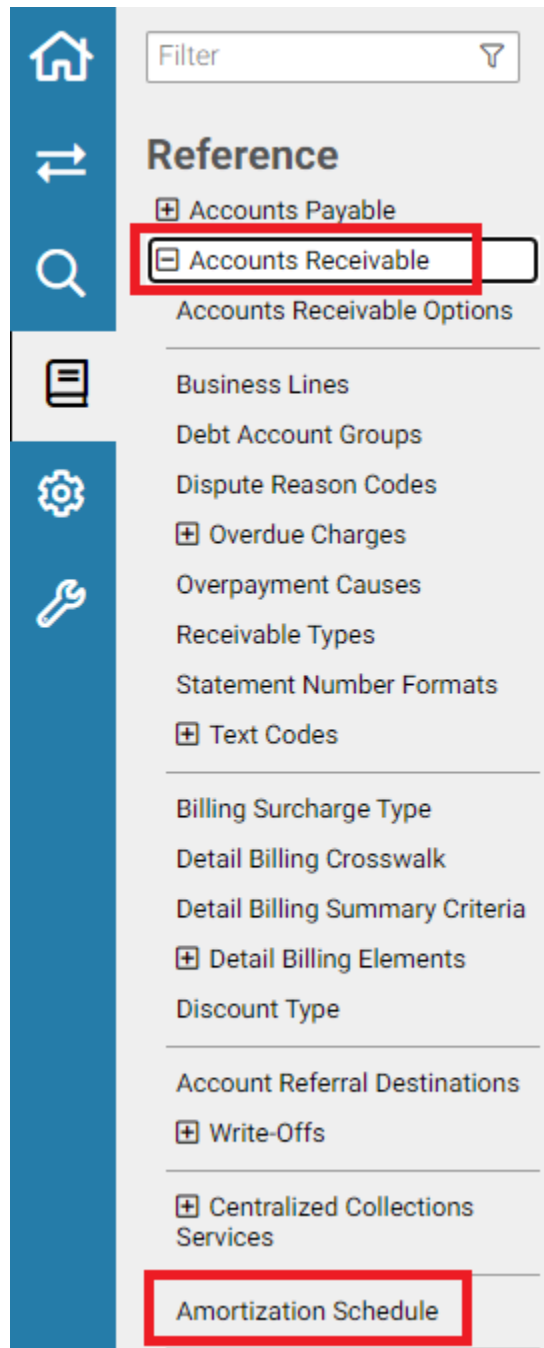
62. Select **Save**.
63. Select **Verify**.
64. Select the **Submit** button.

**4.7.8.4 Steps to Assess Interest on Amortization Schedules**

The user manually amends the Debt Account Entity to assess the monthly interest amount defined in the associated Amortization Schedule. The following steps describe how to add the interest charge line to the Debt Account Entity manually when an active Amortization Schedule is referenced on the Debt Account.

## Steps to Create and Activate the Promissory

1. Navigate to Reference → Accounts Receivable → Amortization Schedule.

**Figure 241: Amortization Schedule Navigation**

2. Enter the **Code** value of the Amortization Schedule associated with the Debt Account.
3. Select **Search**.
4. Select the record from the item collection and Select **Open**.

**Figure 242: Item Collection**

Pegasys / Reference / Accounts Receivable / Amortization Schedule

### Amortization Schedule

Search Criteria

Code:

Name:

Short Name:

Status:

Security Org:

Debt Account Number:

Debt Account Line Number:

Effective Dates

Start Date:

End Date:

1 - 1 of 1 results

Code	Name	Short Name	Debt Account Number	Status	Debt Account Line Number	Start Date	End Date	Security Org
046EA775	046EA775			Active				LDCLAIM

Go to top of Main Content

5. Navigate to the **Amortization Schedule Versions** tab.
6. Select the record from the item collection and Select the **Amortization Payment Schedules** hyperlink.

**Figure 243: Amortization Payment Schedules Hyperlink**

Pegasys / Reference / Accounts Receivable / Amortization Schedule / Amortization Schedule / Amortization Schedule Versions

### AMORTIZATION SCHEDULE VERSIONS

Amortization Schedule | **Amortization Schedule Versions**

Amortization Schedule Version | **Amortization Payment Schedules**

1 - 1 of 1 results

Version Number	Status	Start Date	End Date	Principal Amount
1	Active	01/09/2017	05/01/2017	\$606.54

Go to top of Main Content

7. Record the interest amount to be recorded for the next payment date.

**Figure 244: Interest Amount**

Pegasys / Reference / Accounts Receivable / Amortization Schedule / Amortization Schedule / Amortization Schedule Versions / Amortization Payment Schedules

Amortization Schedule | Amortization Schedule Versions | **Amortization Payment Schedules**

### AMORTIZATION PAYMENT SCHEDULES

Amortization Schedule Version | Amortization Payment Schedules

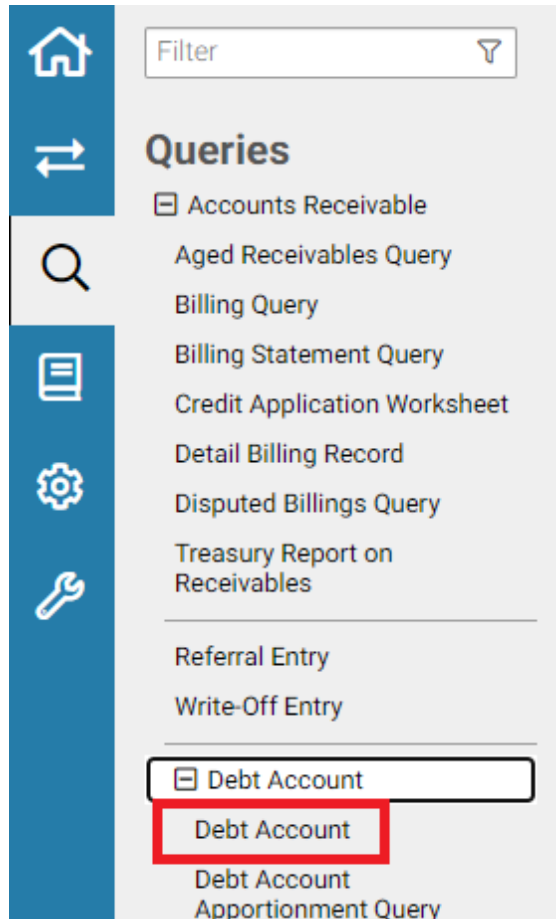
1 - 4 of 4 results

Payment Line Number	Payment Date	Payment Amount	Interest Amount	Principal Amount	Balance Remaining Amount
1	01/09/2017	\$151.79	\$0.25	\$151.54	\$455.00
2	02/09/2017	\$151.79	\$0.19	\$151.60	\$303.40
3	03/09/2017	\$151.79	\$0.13	\$151.66	\$151.74
4	04/09/2017	\$151.80	\$0.06	\$151.74	\$0.00
<b>Totals</b>		<b>\$607.17</b>	<b>\$0.63</b>	<b>\$606.54</b>	

Go to top of Main Content

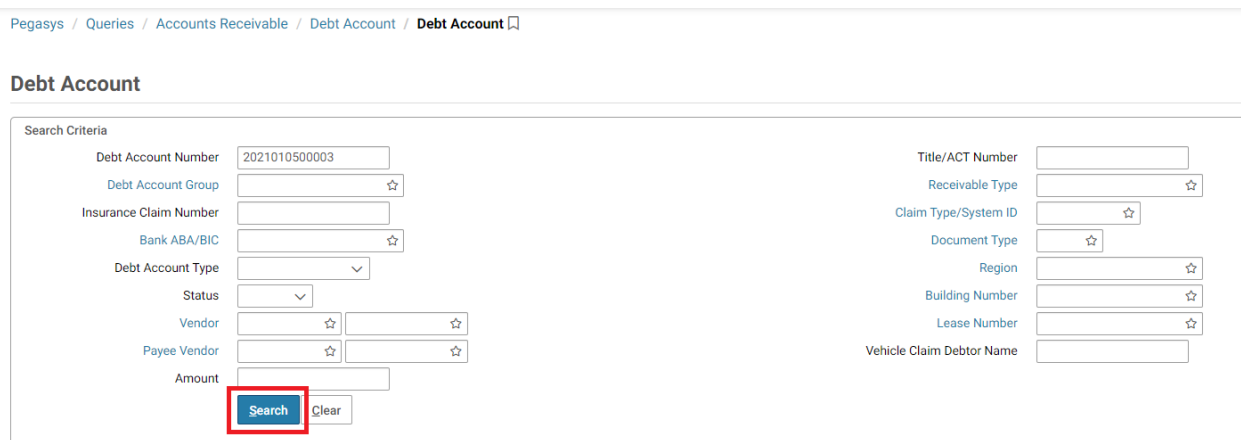
8. Navigate to **Queries → Accounts Receivable → Debt Account → Debt Account**.

**Figure 245: Debt Account**



9. Enter the **Debt Account Number** of the DA Entity to which the Amortization Schedule is associated.
10. Select **Search**.

**Figure 246: Debt Account Search Criteria**



11. Select the record from the item collection and Select the **Details** button.

**Figure 247: Details Button**

1 - 1 of 1 results

Debt Account Number	Vehicle Claim Debtor Name	Debt Account Group	Debt Account Group Name	Insurance Claim Number	Vendor Code	Address Code	Payee Vendor	Bank ABA/BIC	Debt Account Type	Debt Account Amount Total	Status
2021010500003		R7CLAIMS	Region 7 Claims		420127290	00029			Primary	\$1,000.00	Active

10 per page Page 1 of 1

12. Select the **Amend Document** button.

**Figure 248: Amend Document Button**

Refresh Correct Document **Amend Document** Copy Forward To Billing Document Attachments (1) Documents

13. Select the **Generate** button to create a system-generated Amendment Number.

14. Select **OK**.

**Figure 249: New Amendment**

## New Amendment

Subsystem

Document Type

Document Number

Prefix

\* Amendment Number

15. Enter an **Amendment Justification**.

**NOTE:** It is critical to enter a detailed Amendment Justification, as the Debt Account Action History report will pull the Amendment Justification to the report to identify the activity history associated to the Debt Account Entity.

**Figure 250: Amendment Information**

— Amendment Information

Date

\* Justification

16. Enter a value in the **Description** field.

**Figure 251: Description Field**

— Description

Description

Extended Description

17. Select the **Accounting Lines** tab.
18. Select Accounting Line 1 from the item collection and Select the Accounting Line hyperlink.

**Figure 252: Accounting Line Hyperlink**

Header Debtor **Accounting Lines** Supervisors Approval Routing Memos ...

**Accounting Line** Charge Lines Depository Lines Payee Lines

1 - 1 of 1 results

Line Number	Debt Account Line Number	Receivable Type	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm
<input checked="" type="checkbox"/> 1	1	EPCLAIMR7	\$1,000.00	01	2021PBS-07-192X-PG53	2021		192X	07	P0710001	PG53
Total Header Funded Amount			\$1,000.00								

References... **Add** Copy Remove Replace 10 per page Page 1 of 1

The accounting line page is displayed.

**Figure 253: Accounting Line**

Header Debtor **Accounting Lines** Supervisors Approval Routing Memos ...

**ACCOUNTING LINE**

**Accounting Line** Charge Lines Depository Lines Payee Lines

Item 1 of 1

— General

Line Number

\* Debt Account Line Number

Transaction Type  ☆

\* Status  ▾

Priority

Exclude from Internal Offset

Exclude from External Offset

Control Level  ▾

Start Date  📅

First Demand Letter Generated Date  📅

Original Accounting Period  ☆

Spend and Reimburse Within Fund

Public Law Number  ☆

IPA Deferred Date  📅

Assess Current Period IPA

- Ensure the code in the Amortization Schedule field matches the Amortization Schedule reviewed in the prior steps.

**Figure 254: Amortization Schedule**

- Navigate to the Charge Lines tab.
- Select **Add**.

**Figure 255: Add Button**



- Enter **Record Type** = Interest Charge.
- Enter **Transaction Type** = INC.
- Enter an **Amortized Interest** amount equal to the interest amount previously recorded from the Amortization Schedule for the next payment period.
- Enter the **Accounting Template**.

**NOTE:** The following accounting templates will be used:

- Region 6: 2015-06-0230-R0600000-1C00-1C000
- Region 6: 2015-07-0230-R0700000-1C00-1C000

**Figure 256: Accounting Template**

- Select **Save**.
- Select **Verify**.

28. Select the **Submit** button.

#### 4.7.8.5 Amortization Schedule Query

The Amortization Schedule Query allows users to view amortization schedules and schedule versions in order to track repayment of debts. The initial establishment of the Amortization Schedule is performed on the Amortization Schedule reference table (see **Section 4.7.8.2**). Once the Amortization Schedule is created, users may query the Amortization Schedule. The query allows users to enter various search criteria, e.g., Amortization Schedule, Debt Account Number, etc. By entering the Amortization Schedule Code, users will be searching directly for a specific Amortization Schedule. If the user is attempting to determine if an Amortization Schedule reference exists on a particular Debt Account Entity, the query’s ability to search by Debt Account Number will instantly confirm any link between a particular Debt Account Entity and an Amortization Schedule established in Pegasys.

Once an Amortization Schedule is opened on the Amortization Schedule Query, users can drill down to the associated payment schedule and:

1. View the individual scheduled payments that make up the Amortization Schedule.
2. For each payment, view:
  - a. Payment due date
  - b. Payment amount including principal and interest broken out
  - c. Balance remaining on the Debt Account after the payment is received
  - d. Date GSA received the payment from the debtor and recorded as a collection in Pegasys
3. View the total Payment Amount, Interest Amount, and Principal Amount
4. View Cash Receipts processed in reference to a selected payment line

**Figure 257: Amortization Schedule Query Search Page**

Pegasys / Queries / Accounts Receivable / Amortization Schedule Query

**Amortization Schedule Query**

Search Criteria

Code  Effective Date  To

Name

Status

Short Name

Security Org

Debt Account Number

Debt Account Line Number

1 - 1 of 1 results

Code	Name	Start Date	End Date	Debt Account Number	Debt Account Line Number
046EA775	046EA775				

10 per page << Page 1 of 1 >>

The Amortization Schedule Query’s Details pages include:

- Amortization Schedule Query Detail



- Amortization Schedule Version

The Amortization Schedule Query Detail page provides general information associated to the Amortization Schedule, including:

- Amortization Schedule Code
- Effective Dates
- Summary Collected Amount
- Debt Account Number/Debt Account Line Number

**NOTE:** The Debt Account information will only be populated if the Amortization Schedule has been referenced on a Debt Account Entity’s accounting line, which establishes the linkage between the entity and the Amortization Schedule.

- Direct link to the Debt Account Query

**Figure 258: Amortization Schedule Query Detail**

Pegasys / Queries / Accounts Receivable / Amortization Schedule Query / Amortization Schedule Query Detail

**AMORTIZATION SCHEDULE QUERY DETAIL**

Amortization Schedule Query Detail | Amortization Schedule Versions

**General**

Code: 046EA775

Status: Active

Name: 046EA775

Short Name:

Security Org: LDCLAIM

Debt Account Number:

Debt Account Line Number:

Total Billed Amount: \$0.00

Total Collected Amount: \$0.00

Effective Dates

Start Date:

End Date:

View Debt Account Query

**Description**

Description:

The Amortization Schedule Versions tab provides detailed information pertaining to the payment schedule established in Pegasys, including:

- Effective Dates of the Amortization Schedule
- Payment Frequency Terms:
  - Frequency of Payments
  - Every X Months
  - Frequency Interval (X) = 1
  - Duration of Loan

- Principal Amount
- Interest Rate
- Scheduled Payments

**Figure 259: Amortization Schedule Version Tab**

AMORTIZATION SCHEDULE VERSION

Amortization Schedule Query Detail / Amortization Schedule Versions

Item 1 of 1

General  
Version Number: 1  
Status: Active  
Effective Dates: Start Date: 01/09/2017, End Date: 05/01/2017

Frequency  
Frequency of Payments: Monthly  
Frequency Interval(D): 9  
Duration of Loan: 8

Schedule Detail  
 Generate Past Forms  
Principal Amount: \$606.54  
Interest Rate: 0.000  
 Allow Variable Amounts  
Currency: USD

Bills  
Document Type:   
 Generate Bills  
Documents:

Cash Receipts  
Document Type:   
 Generate CashReceipts

SCHEDULED PAYMENTS  
1 - 4 of 4 records

	Payment Line Number	Payment Date	Payment Amount	Interest Amount	Principal Amount	Balance Remaining Amount	Bill Document Date	Billing Document Type	Bill Document Number	Bill Document Amount
+	1	01/09/2017	\$151.79	\$0.25	\$151.54	\$455.00				\$0.00
-	2	02/09/2017	\$151.79	\$0.19	\$151.60	\$303.40				\$0.00
+	3	03/09/2017	\$151.79	\$0.13	\$151.66	\$151.74				\$0.00
-	4	04/09/2017	\$151.80	\$0.08	\$151.74	\$0.00				\$0.00
	Totals		\$607.17	\$0.63	\$606.54					

10 per page Page 1 of 1

The Scheduled Payments section of the Amortization Schedule Version tab provides the ability for users to review the scheduled payment dates, payment amounts (principal + interest) and remaining balance amounts. In addition to the ability to review the payment schedule and associated amounts, users may also expand each Payment Line Number to view any Cash Receipts processed in reference to the payment line.

**Figure 260: Amortization Schedule's Schedule Payment Information**

Payment Line Number	Payment Date	Payment Amount	Interest Amount	Principal Amount	Balance Remaining Amount	Bill Document Date	Billing Document Type	Bill Document Number	Bill Document Amount
1	01/09/2017	\$151.79	\$0.25	\$151.54	\$455.00				\$0.00

PAYMENT LINES  
No results

Cash Receipt Document Date	Cash Receipt Document Type	Cash Receipt Document Number	Cash Receipt Line Number	Cash Receipt Line Amount

10 per page Page 1 of 1

### 4.7.9 Expense Reclassification Process

The PU Itemized Payment document is used to reclassify the expense for erroneous charges. This process applies to all Region 7 Claim Types. For Region 6, the expense reclassification process only applies to Vendor Claims (VNCLAIMR6), FedPay (FPCLAIMR6), TAPS (TACCLAIMR6), Excess Cost (ECCLAIMR6) and Autopay (APCLAIMR6) Claim Types.

The following steps cover the process for creating the expense reclassification PU document in Pegasys.


Steps to Create a PU Expense Reclassification IP:

1. Navigate to Transactions → Accounts Payable → New → Payment Authorization.
2. Enter **Document Type** = PU.
3. Select **Generate** to create a **Document Number** (write this number down, you will need it later) EX: PU202106220001.

**NOTE:** Once the document number is generated, the Generate button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

4. Select the radio button next to **Copy Forward**.
5. Select **Next**.

**Figure 261: New Payment Authorization**


Pegasys / Transactions / Accounts Payable / New / **New Payment Authorization** 


---


**NEW PAYMENT AUTHORIZATION**

[New Payment Authorization](#)

---

\* Document Type  

Document Number Format Prefix  

Security Org  

\* Document Number

Title

Copy Document  None  
 Copy From  
 Copy Forward

File

6. Enter **Document Type**:
  - a. Region 6 = QP
  - b. Region 7 = PJ, RB, RO, LP, RW, UM, AR, GP, PS, EK, UE, PN, EN, D7, P9, PY, EP, DW, PX, GD, RR, EC, IX, YJ or LM
7. Enter the Document Number.
8. Select **Search**.
9. Select the record from the item collection and Select **Finish**.

**Figure 262: Copy Forward**

Copy Forward

Search Criteria

Document Type: RO ☆ PBS Recurring Contracts 1 ☆

Document Number: RO201505020144

Document Status: Processed ▾

User ID:

Title:

Accounting Period:

Accounting Period:

From Date: 07/06/2015 □

To Date: 07/25/2018 □

Vendor:  ☆  ☆

Search

Copy Lines

Copy all lines  Choose which lines to copy  Copy no lines

+ Additional Criteria

+ Accounting Dimensions

1 - 1 of 1 results

Document Category	Document Type	Document Number	Document Date	Amendment / Modification Number	Temporary Amendment Number	Title	Document Status	User ID
IO	RO	RO201505020144	05/10/2016			182J00920	Processed	kennethmcdonald

10 per page << Page 1 of 1 >>

10. The PU expense reclassification form screen opens successfully.

**Figure 263: Payment Authorization Information**

Pegasys / Transactions / Accounts Payable / New / Payment Authorization / Header: PU Allocate Prepayment PU20210319000000 NEW FULL FORM

**HEADER**

Header Fixed Assets Header Accounting Lines Itemized Lines Approval Routing Memos

— General

Document Type: PU Allocate Prepayment

Status: NEW

Document Number: PU20210319000000

Title: 182J00920

Authorized By:

Post Code:  ☆

Automatic Reversal

Reversal Accounting Period:  ☆

Reverse After Period:

Agency UEI:

Agency DUNS Number:

Agency EFT Indicator:

Authorization Date:  □

Accounting Period:  ☆

Reporting Accounting Period:  ☆

Document Classification:  ☆

Security Org: GSA

Additional Payee Name:

\* Accomplished Date:  □

Suppress Printing

— Vendor Information

Vendor

\* Vendor: 830396875 ☆ 00001 ☆ More

Address Name: BONA FIDE CONGLOMERATE

Customer Account:  ☆

Contract Proration Worksheet

Designated Agent

Vendor:  ☆  ☆ More Default

Address Name:

1099 Use Designated Agent

Verify Save Submit ▾ Schedule Refresh Fund Currency

11. Enter the following value in the Assignment Code field:

- a. Region 6 = R6CLAIMS
- b. Region 7 = R7CLAIMS

12. Navigate to the **Header Accounting Lines** tab.

13. Select the accounting line and Select the **Header Accounting Line** tab.

**Figure 264: Header Accounting Line Tab**

Pegasys / Transactions / Accounts Payable / New / Payment Authorization / Header: PU Allocate Prepayment PU20210319000000 NEW FULL FORM / Header Accounting Lines

**HEADER ACCOUNTING LINES**

Header Fixed Assets **Header Accounting Lines** Itemized Lines Approval Routing Memos

Header Accounting Line Contracts Pay Tax Lines Associated Spending

1 - 3 of 3 results

<input type="checkbox"/>	Line Number	Payment Amount	Line Type	Transaction Type	Amount	Applied Credit	Applied Prepayment	Holdback	Suspension	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd
<input checked="" type="checkbox"/>	1	\$0.00	Normal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2015-P-09-192-PO92S410-PG61	2015		192X	09	PO92S4
<input type="checkbox"/>	2	\$0.00	Normal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2015-P-09-192-PO92S410-PG61	2015		192X	09	PO92S4
<input type="checkbox"/>	3	\$0.00	Normal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2015-P-09-192-PO92S410-PG61	2015		192X	09	PO92S4
<b>Total Header Funded Amou</b>					\$0.00										

References... Add Copy Remove Reset Replace 10 per page Page 1 of 1

14. Enter the following **Transaction Type**:

a. **Region 6:**

- i. **10** for expense reclassification related to Vendor claims (Receivable Type VNCLAIMR6)
- ii. **11** for expense reclassification related to FedPay, TAPS, Excess Cost and Autopay claims (Receivable Types FPCLAIMR6, TACLAIMR6, ECCLAIMR6, APCLAIMR6)

b. **Region 7:**

- i. **11** for Program PG80
- ii. **10** for all other Program values
- iii. **I3** for interest relating to a claim

15. Set the Line Type to **Credit**

16. Enter the applicable Debt Account Number in the **Claim Number** field.

**Figure 265: Claim Number**

Pegasys / Transactions / Accounts Payable / New / Payment Authorization / Header: PU Allocate Prepayment PU20210319000000 NEW FULL FORM / Header Accounting Lines / Header Accounting Line

Header Fixed Assets **Header Accounting Lines** Itemized Lines Approval Routing Memos

**HEADER ACCOUNTING LINE**

Header Accounting Line Contracts Pay Tax Lines Associated Spending

Item 1 of 3 : 1 2 3

**General**

Line Number: 1  
 Line Type: Normal  
 Transaction Type: ☆  
 Prompt Pay Type: ☆  
 Fast Pay  
 Related Cost Type: N/A

Original Accounting Period: ☆  
 Source Number:   
 Claim Number: DANUMEX017017  
 SF-224 Reclassification

Period of Performance  
 Start Date:   
 End Date:

17. Navigate back to the **Header Accounting Lines** tab.

18. Select the accounting line and Select **Copy**.

**Figure 266: Copy Button**

Pegasys / Transactions / Accounts Payable / New / Payment Authorization / Header: PU Allocate Prepayment PU20210319000000 NEW FULL FORM / Header Accounting Lines

**HEADER ACCOUNTING LINES**

Header Fixed Assets Header Accounting Lines Itemized Lines Approval Routing Memos

Header Accounting Line Contracts Pay Tax Lines Associated Spending

1 - 3 of 3 results

<input type="checkbox"/>	Line Number	Payment Amount	Line Type	Transaction Type	Amount	Applied Credit	Applied Prepayment	Holdback	Suspension	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd
<input checked="" type="checkbox"/>	1	\$0.00	Normal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2015-P-09-192-P092S410-PG61	2015		192X	09	P092S4
<input type="checkbox"/>	2	\$0.00	Normal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2015-P-09-192-P092S410-PG61	2015		192X	09	P092S4
<input type="checkbox"/>	3	\$0.00	Normal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2015-P-09-192-P092S410-PG61	2015		192X	09	P092S4
Total Header Funded Amou					\$0.00										

References... **Add** **Copy** Remove Reset Replace 10 per page Page 1 of 1

19. Select accounting line 2 and Select the **Header Accounting Line** hyperlink.

**Figure 267: Payment Authorization - Header Accounting Line**

Pegasys / Transactions / Accounts Payable / New / Payment Authorization / Header: PU Allocate Prepayment PU20210319000000 NEW FULL FORM / Header Accounting Lines

**HEADER ACCOUNTING LINES**

Header Fixed Assets Header Accounting Lines Itemized Lines Approval Routing Memos

Header Accounting Line Contracts Pay Tax Lines Associated Spending

1 - 3 of 3 results

<input type="checkbox"/>	Line Number	Payment Amount	Line Type	Transaction Type	Amount	Applied Credit	Applied Prepayment	Holdback	Suspension	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd
<input checked="" type="checkbox"/>	1	\$0.00	Normal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2015-P-09-192-P092S410-PG61	2015		192X	09	P092S4
<input type="checkbox"/>	2	\$0.00	Normal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2015-P-09-192-P092S410-PG61	2015		192X	09	P092S4
<input type="checkbox"/>	3	\$0.00	Normal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2015-P-09-192-P092S410-PG61	2015		192X	09	P092S4
Total Header Funded Amou					\$0.00										

References... **Add** **Copy** Remove Reset Replace 10 per page Page 1 of 1

20. Enter the following **Transaction Type**:

**a. Region 6:**

- i. **14** for expense reclassification related to Vendor claims (Receivable Type VNCLAIMR6)
- ii. **15** for expense reclassification related to FedPay, TAPS, Excess Cost and Autopay claims (Receivable Types FPCLAIMR6, TACCLAIMR6, ECCLAIMR6, APCLAIMR6)

**b. Region 7**

- i. **14** for Non-Reimbursable
- ii. **15** for Reimbursable

21. Set Line Type = **Normal**

**Figure 268: Header Accounting Line - General And Disbursing Information**

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

**HEADER ACCOUNTING LINE**

Header Accounting Line Contracts Pay Tax Lines Associated Spending

Item 1 of 3: 1 2 3

**General**

Line Number: 1  
 Line Type: Normal  
 Transaction Type: 14  
 Prompt Pay Type:   
 Fast Pay  
 Related Cost Type: N/A

Original Accounting Period:   
 Source Number:   
 Claim Number: DANUMEX017017  
 SF-224 Reclassification

Period of Performance  
 Start Date:   
 End Date:

**Disbursing Information**

Schedule Date:   
 System-Calculated Schedule Date:   
 Early Payment Approval:   
 Exclude from External Offsets  
 Exclude from Internal Offsets

22. Remove the **Document Reference** information.

**Figure 269: Document Reference Section**

**Document Reference**

Type	Number	Item	ExhibitItem	Accounting
RO	RO201505020144	0000		1

Final  Misc  Liquidate Items

Referenced Statement Number:

**View** **Default**

23. Region 7 only:

- a. Enter Activity Code = **PG931**

**Figure 270: Accounting Dimensions - Activity Code**

**Accounting Dimensions**

\* Template 2015-P-09-192-P092S410-PG61

BBFY		EBFY		Fund		Region		Org Code		Program	
2015				192X		09		P092S410		PG61	
Project Code		Activity	PG931	Sub-Object Class	K08	Revenue Source		Building #	CA0221ZZ	Location/System	
Vehicle Tag #		Work Item		Lease #		Reimbursable Sub-Object Class		Cost Organization		YBA	>
BETC		Cohort Yr	>	PRC							

24. Select **Save**.
25. Select **Verify**.
26. Correct any hard errors and re-verify until the action is successful.

**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.

27. Select the **Submit** button to process the document.

**NOTE:** To set a Workflow Priority of Urgent when submitting a form for approval, select Submit then Urgent.

The document is successfully sent to the queue for processing.

#### 4.7.10 PAR Receivable Reversal Process

---

The PAR Receivable Reversal Process applies only to Region 6 (not External Services) Payroll Claims (PRCLAIMR6). In Pegasys, the process is recorded via the manual processing of a Standard Voucher, document type D6A, to reverse the outstanding claim balance established by PAR.

The D6A utilizes the following values:

- Transaction Type = 03
- Line Type = Blank
- Transaction Event = Expenditure
- Increase/Decrease Indicator = Decrease

The following steps outline the process to create the PAR Receivable Reversal SV in Pegasys.

Steps to Create PAR Receivable Reversal:

1. Navigate to Queries → Accounts Receivable → Debt Account → Debt Account
2. Enter the **Debt Account Number** for the PRCLAIMR6 associated to the PAR Receivable Reversal transaction to be generated.
3. Select **Search**.  
The record is returned in the item collection.
4. Select the record from the item collection and Select Details.



**Figure 271: Debt Account Details**

Pegasys / Queries / Accounts Receivable / Debt Account / Debt Account

### Debt Account

Search Criteria

Debt Account Number	<input type="text" value="2021010500003"/>	Title/ACT Number	<input type="text"/>
Debt Account Group	<input type="text" value="R7CLAIMS"/>	Receivable Type	<input type="text"/>
Insurance Claim Number	<input type="text"/>	Claim Type/System ID	<input type="text"/>
Bank ABA/BIC	<input type="text"/>	Document Type	<input type="text"/>
Debt Account Type	<input type="text"/>	Region	<input type="text"/>
Status	<input type="text"/>	Building Number	<input type="text"/>
Vendor	<input type="text"/>	Lease Number	<input type="text"/>
Payee Vendor	<input type="text"/>	Vehicle Claim Debtor Name	<input type="text"/>
Amount	<input type="text"/>		

---

+ Header Field - User Defined Fields

---

+ Accounting Line - User Defined Fields

1 - 1 of 1 results

Debt Account Number	Vehicle Claim Debtor Name	Debt Account Group	Debt Account Group Name	Insurance Claim Number	Vendor Code	Address Code	Payee Vendor	Bank ABA/BIC	Debt Account Type	Debt Account Amount Total	Status
2021010500003		R7CLAIMS	Region 7 Claims		420127290	00029			Primary	\$1,000.00	Active

[Details](#) 10 per page << Page 1 of 1 >>

5. Record the **Total Amount** for later use.

**Figure 272: Amounts Section**

— Amounts

Debt Account Activity

	Original Owed	Collected	Outstanding
Initial Amount	\$1,000.00		
Discount Amount	\$0.00		
Surcharge Amount	\$0.00		
Principal Amount	\$1,000.00	\$0.00	\$1,000.00
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
<b>Total Amount</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>

6. Navigate to the **Debtor** tab.

Record the **Vendor Code** and **Address Code** for later use.

**Figure 273: Debtor Tab**

Pegasys / Queries / Accounts Receivable / Debt Account / Debt Account / Debt Account / Debtor

### DEBTOR

Debt Account **Debtor** Accounting Lines Supervisor

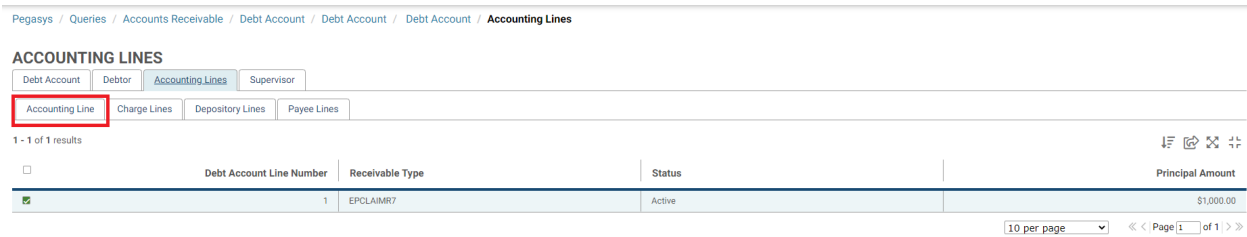
1 - 1 of 1 results

Vendor Code	Address Code	Vendor Code Address Name	Debt Account Group	Debt Account Group Name	Insurance Claim Number
420127290	00029	PREHC GAVI BELLEVUE I, LLC	R7CLAIMS	Region 7 Claims	

10 per page << Page 1 of 1 >>

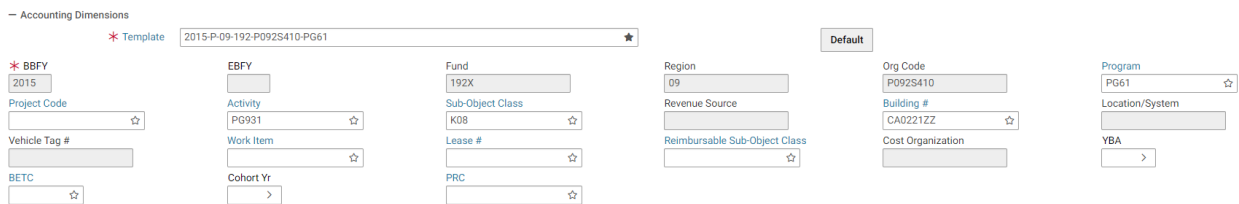
7. Navigate to the **Accounting Lines** tab. Select the accounting line from the item collection and Select the **Accounting Line hyperlink**.

**Figure 274: Accounting Line Link**



8. Record the **Accounting Template/Dimensions** for later use.

**Figure 275: Accounting Template - Dimensions**




9. Navigate to Transactions → General System → New → Standard Voucher.

10. Enter **Document Type** = D6A.


11. Select **Generate** to create a system-generated Document Number. Once the document number is generated, the **Generate** button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.


**Figure 276: New Standard Voucher**


[Pegasys](#) / [Transactions](#) / [General System](#) / [New](#) / **New Standard Voucher** 

## 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  No file chosen

[Go to top of Main Content](#)

12. Select **Finish**.

The SV form opens successfully to the Header tab.

**Figure 277: Header Tab**

Pegasys / Transactions / General System / New / Standard Voucher / Header: D6A R6 Claims Manual Accruals D6A2021031900001 NEW FULL FORM

**HEADER**

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

---

**General**

Document Type: D6A R6 Claims Manual Accruals  
 Status: NEW  
 Document Number: D6A2021031900001  
 Title:   
 Issued By:   
 Automatic Reversal

Reversal Accounting Period:  ☆  
 Reverse After Period:   
 Agency UEI:   
 Agency DUNS Number:   
 Agency EFT Indicator:

Document Date:  🗓️  
 Accounting Period:  ☆  
 Reporting Accounting Period:  ☆  
 Document Classification:  ☆  
 Security Org: GSA  
 Suppress Printing  
 Spending Override

---

**Amounts**

Net Amount:

---

**External System Information**

Site ID:  ☆  
 System ID:  ☆  
 External System Document Number:

---

Verify Save Submit Schedule Refresh Fund Currency ...

13. In the **Description** field, enter “Reversal of PAR claim receivable posting for new Payroll claim managed by Region 6 Claims group.”

**Figure 278: Description**

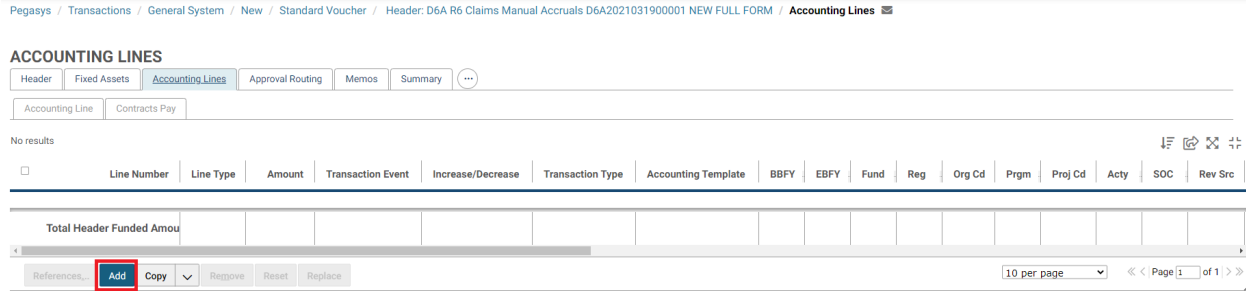
**Description**

Description:

Extended Description:

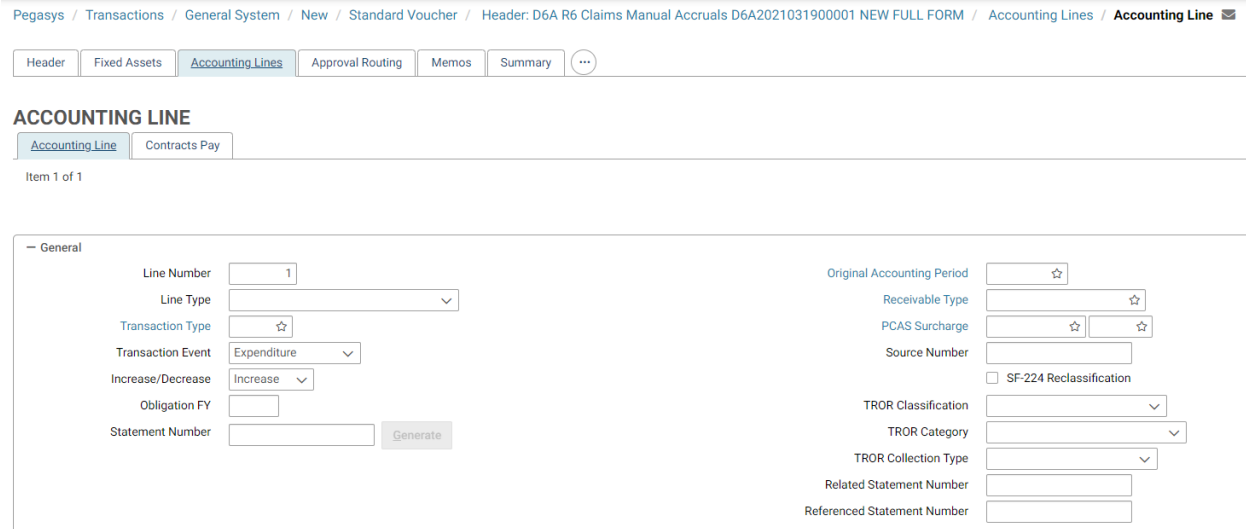
14. Navigate to the **Accounting Lines** tab.  
 Select **Add**.

**Figure 279: Add Accounting Line**



The Accounting Line screen is displayed.

**Figure 280: Accounting Line Screen**



15. Enter **Transaction Type** = 03.
16. Set the **Transaction Event** dropdown = Expenditure.
17. Set the **Increase/Decrease** dropdown = Decrease.
18. Enter **Receivable Type** = PRCLAIMR6.
19. Enter in the **Vendor Code** and **Vendor Address Code** fields noted in Step #6.

**Figure 281: Accounting Line Information**

Pegasys / Transactions / General System / New / Standard Voucher / Header: D6A R6 Claims Manual Accruals D6A2021031900001 NEW FULL FORM / Accounting Lines / Accounting Line

Header Fixed Assets Accounting Lines Approval Routing Memos Summary

**ACCOUNTING LINE**

Accounting Line Contracts Pay

Item 1 of 1

**General**

Line Number: 1  
 Line Type: [Dropdown]  
 Transaction Type: 3  
 Transaction Event: Expenditure  
 Increase/Decrease: Increase  
 Obligation FY: [Text]  
 Statement Number: [Text] Generate

Original Accounting Period: [Dropdown]  
 Receivable Type: PRCLAIMR6  
 PCAS Surcharge: [Dropdown]  
 Source Number: [Text]  
 SF-224 Reclassification  
 TROR Classification: [Dropdown]  
 TROR Category: [Dropdown]  
 TROR Collection Type: [Dropdown]  
 Related Statement Number: [Text]  
 Referenced Statement Number: [Text]

**Bank Account Information**

**Vendor Information**

Vendor: [Text]  
 \* Vendor: [Dropdown] More  
 Address Name: [Text]

Verify Save Submit Schedule Refresh Fund Currency

20. Enter the **Amount** noted in Step #5.

**Figure 282: Line Amounts**

**Line Amounts**

Amount: \$1,693.17

21. Enter the **Accounting Template** recorded in Step #8 and Select **Default**.

Ensure the accounting dimensions recorded in Step #8 are populated successfully.

**Figure 283: Accounting Dimensions**

Accounting Dimensions

\* Template [Dropdown] Default

* BBFY 2015	EBFY [Dropdown]	Fund 285X	Region 03	Org Code Q03MDBD0	Program IT32
Project Code [Text]	Activity AF246	Sub-Object Class [Text]	Revenue Source [Text]	Building # [Text]	Location/System [Text]
Vehicle Tag # [Text]	Work Item [Text]	Lease # [Text]	Reimbursable Sub-Object Class [Text]	Cost Organization [Text]	YBA [Text]
BETC [Text]	Cohort Yr [Text]	PRC [Text]			

22. Select **Save**.

23. Select **Verify**.

**NOTE:** Correct any hard errors and re-verify until the action is successful.

**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.

24. Select **Submit** to process the document.