General Services Administration

Billing and Accounts Receivable

Pegasys 7.8 User Guide

Contract #: HHSN316201200011W

Order #: GD-47HAA023F0039

6 of 10

July 2023

Guide Summary

To meet 508 compliance requirements, the BAAR Guide is divided into 10 documents, which contains the following sections. This is Document 6.

Document 1

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

Document 2

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

Document 3

- Section 4.6.4: Retired IPAC Transaction Query
- Section 4.6.5: G-Invoicing/IPAC Outbound Query
- Section 4.6.6: G-Invoicing/IPAC Staging Query
- Section 4.6.7: IPAC Import Query
- Section 4.6.8: G-Invoicing/IPAC Reconciliation Activity Query
- Section 4.6.9: G-Invoicing/IPAC Completed Reconciliation Query
- Section 4.6.10: Form/Document Selection Query
- Section 4.6.11: GL Account Detail Query
- Section 4.6.12: Query IPAC Rejections (G-Invoicing/IPAC Staging Query)
- Section 4.6.13: Vendor Activity Query
- Section 4.7: Debt Accounts (Claims)

Document 4

- Section 4.8: Collections

Document 5

- Section 4.9: Correspondence
- Section 4.10: Disputes (Non-IPAC)
- Section 4.11: Amend DA to Set the Debt Appeal Forbearance Flag
- Section 4.12: IPAC Chargebacks

Document 6

- **Section 4.13: Revenue Credit Card Chargebacks**
- **Section 4.14: Pay.gov Chargebacks**
- **Section 4.15: Manage Credits**

Document 7

- Section 4.16: Delinquency
- Section 4.17: Adjustments
- Section 4.18: Treasury Report on Receivables (TROR)
- Section 4.19: Workflow Management and Form Approval
- Section 4.20: Inventory Management
- Section 4.21: Mass Import

Document 8

- Section 5: Vendor and Customer Self Service
- Section 6: G-Invoicing
- Appendix A: BAAR Document Types

Document 9

- Appendix B: User - Defined Field and Form Description
- Appendix C: GSA Business Line Specific Required Fields
  - C.1: Appendix: BAAR Accounting Dimensions
  - C.2: Appendix: Detail Billing Record Query Search Criteria
  - C.3: Appendix: Create Detail Billing Records - DBR Query
  - C.4: Appendix: Create an Agreement Charge (AG)
  - C.5: Appendix: Create an External Direct Agreement (ED)
  - C.6: Appendix: Create an Internal Direct Agreement (ID)

Document 10

- C.7: Appendix: Create Billing Document (BD)
- C.8: Appendix: Create Internal Voucher (NV) – All Business Lines
- C.9: Appendix: Create Itemized Order (IO) – RWA/HOTD/RPUDD/Region 6 Manual Business Lines
- C.10: Appendix: Create Standard Voucher (SV)
- C.11: Appendix: Create Cash Receipt (CR) – Lockbox & Contract Fees
- C.12: Appendix: GSA Business Process Required Fields for Maintaining Correspondence on Internal Vouchers (NVs)
- C.13: Appendix: Create Debt Account
- C.14: Appendix: Debt Account Search Criteria

- Appendix D: BAAR Glossary
- Appendix E: Workflow Approvals
- Appendix F: TROR Calculations

Table of Contents

Guide Summary 1
Table of Contents 4
Table of Figures 6
Table of Tables 17
4 BAAR User Actions and Procedures 18
4.13 Revenue Credit Card Chargebacks 18
4.13.1 Automated methods 18
4.13.2 Steps to execute: To rebill a Revenue Credit Card Chargeback 18
4.13.2.1 Steps to perform to rebill a BD reopened by a Revenue Credit Chargeback using the same credit card number 18
4.13.2.2 Steps to perform to rebill a BD reopened by a Revenue Credit Chargeback using a different credit card number 19
4.13.3 Steps to execute: To write off Revenue Credit card chargeback 21
4.13.4 Steps to execute: If bank reverses Chargeback prior to NCSC notification of Action 23
4.14 Pay.gov Chargebacks 24
4.14.1 Automated Methods 24
4.14.2 Steps to Execute: To rebill a Pay.gov chargeback 24
4.14.3 Steps to perform to write off a BD reopened by a Pay.gov Chargeback: 25
4.15 Manage Credits 25
4.15.1 Query Credits 26
4.15.1.1 Query Credits on Billing Query 26
4.15.1.2 View Credits from Billing Statement Query 31
4.15.2 Create Credit Bills 33
4.15.2.1 Manual Creation of Billing Document (BD): IPAC/Non-IPAC Credit Line Type 34
4.15.2.2 Manual Creation of Internal Voucher (NV): Normal/Refund Line Type 50
4.15.3 Credit Application Worksheet 60
4.15.3.1 Apply Credit via Offset Using the Credit Application Worksheet 63
4.15.3.2 Apply Credit via Offset from the Billing Statement Query 76
4.15.3.3 Launch Credit Application Worksheet from Billing Query 87
4.15.3.4 Create Credit Application CR for Refunds 91
4.15.3.5 Transfer Non-IPAC Credit to Treasury 101

4.15.4 Credit Refunds 112
4.15.4.1 Payment Authorization (IP) Description and Uses 113
4.15.4.2 Payment Authorization (IP) Document Types 113
4.15.4.3 Payment Authorization (IP) - User-Defined Form Field Descriptions 113
4.15.4.4 Add Document Level Correspondence to Payment Authorization (IP) 114
4.15.4.5 Manual Creation Non-IPAC Payment Authorization (IP) Document (Refund)121
4.15.4.6 Correct Payment Authorization (IP) Document 131
4.15.4.7 Cancel Payment Authorization (IP) Document 135
4.15.4.8 Approve Non-IPAC Refund Disbursement (Undisbursed Payment Query) .139
4.15.4.9 Manual Creation IPAC Payment Authorization (IP) Document (Refund) 144
4.15.4.10 Create IPAC Refund for IPAC Credit from Billing Query.....155
4.15.5 Cancel Refund Check (Non IPAC) - Disbursement Cancellation (CX).....166
4.15.5.1 Manual Creation of Disbursement Cancellation (CX).....167
4.15.5.2 Cancel Disbursement Cancellation (CX).....172

Table of Figures

Figure 1: Remove Dispute Button 19
Figure 2: Authorization Code 19
Figure 3: Reject Dispute - Remove Dispute button 20
Figure 4: Credit Card information 20
Figure 5: User Defined Fields 20
Figure 6: Accepted Dispute Select Remove Dispute button 21
Figure 7: Zero down accounting line 21
Figure 8: Detail Billing Record 22
Figure 9: General Dispute Information 22
Figure 10: Select Remove Dispute button 23
Figure 11: Header Tab 24
Figure 12: Billing Query page - Basic Search 27
Figure 13: Billing Query Advanced Search page 27
Figure 14: Billing Query Item Collection - Outstanding Amount Column 28
Figure 15: Billing Query Detail page - Credit Totals 28
Figure 16: Billing Query Detail Buttons 28
Figure 17: Billing Query Detail tab 29
Figure 18: Credit Application button 29
Figure 19: Billing Document tab 29
Figure 20: Billing Document Line page 30
Figure 21: View Document button 30
Figure 22: Header View Mode 31
Figure 23: Billing Statement Query 31
Figure 24: Billing Statement Query Search Criteria 32
Figure 25: Billing Statement Query - Item Collection 32
Figure 26: Billing Statement Query - Action buttons 32
Figure 27: Billing Statement Query - Details button 32
Figure 28: Statement Balance Tab information 33
Figure 29: Credit Application Worksheet button 33
Figure 30: Billing Document Creation 36
Figure 31: Billing Document Creation - Document Information 37

Figure 32: Copy From....38
Figure 33: New Billing Document....38
Figure 34: Copy from Search button....39
Figure 35: Copy From - Search Results....39
Figure 36: Billing Document - Header page....39
Figure 37: Designated Agent information....40
Figure 38: Inter-Agency Transfer....41
Figure 39: Inter-Agency Transfer (continued)....41
Figure 40: Add new Accounting Line....41
Figure 41: Accounting Line page....42
Figure 42: Accounting Line Tab....43
Figure 43: Exclude from Offset....43
Figure 44: Accounting Dimensions Template link....44
Figure 45: Accounting Template - Search Criteria....44
Figure 46: Accounting Template Results....44
Figure 47: Accounting Template....45
Figure 48: Accounting Line Link....45
Figure 49: Accounting Line - Copy Button....45
Figure 50: Agreement Reference....45
Figure 51: Detail Billing Record Search....46
Figure 52: Detail Billing Record - Add Button....46
Figure 53: Modified Detail Billing Record....46
Figure 54: Detailed Billing Record Fields....47
Figure 55: Credit/Adjustment Indicator....47
Figure 56: Modified Billing Records....47
Figure 57: Office Addresses....48
Figure 58: Office Address....48
Figure 59: Office Addresses Tab Additional Fields....48
Figure 60: Office Address Additional Contacts Tab....49
Figure 61: Manual Billing Document - Save message....49
Figure 62: Manual Billing Document - Verify message....49
Figure 63: Manual Billing Document - Submit Message....50
Figure 64: New Internal Voucher page....51

Figure 65: New Internal Voucher information 52
Figure 66: Generate Statement Number 53
Figure 67: Internal Voucher Header Accounting Line tab 54
Figure 68: Internal Voucher -Header Accounting Line - General Section 54
Figure 69: Header Accounting Line 56
Figure 70: Detail Billing Record Search tab 57
Figure 71: Modified Detail Billing Record page 58
Figure 72: Modified Detail Billing Record information 59
Figure 73: Detailed Billing Element Fields 59
Figure 74: Detailed Billing Elements field (continued) 59
Figure 75: Navigate to Credit Application Worksheet 61
Figure 76: Credit Application Worksheet - Double Query 61
Figure 77: Unapplied Credit Search screen 62
Figure 78: Outstanding Bill Search Criteria 62
Figure 79: Credit Application Worksheet Item Collections 63
Figure 80: Credit Application Worksheet- Credit via Offset 64
Figure 81: Statement Number for Outstanding Credit 65
Figure 82: Search Criteria - Accounting Dimensions 65
Figure 83: Details Popup 65
Figure 84: Unapplied Credit item collection Results 66
Figure 85: Select credit line 66
Figure 86: Search Criteria for Outstanding Bills - Vendor Information 67
Figure 87: Search Criteria for Outstanding Bills - Additional Information 67
Figure 88: Outstanding Bills item collection 68
Figure 89: Applied Line Amount 68
Figure 90: Select debit line 69
Figure 91: Action Buttons 69
Figure 92: Applied Credit Item Collection - Apply Credit Button 69
Figure 93: New Document Creation page 70
Figure 94: Enter document type 70
Figure 95: New Document Creation Page - Generate Document Number 71
Figure 96: Create button 71
Figure 97: CR form General Information 72

Figure 98: External System Information Section....72
Figure 99: Assignment Code....72
Figure 100: Accounting Lines - Line Types....73
Figure 101: Accounting Line General Section....73
Figure 102: Transaction Type of 01....73
Figure 103: Transaction Type of 02....74
Figure 104: Credit Application Save message....74
Figure 105: Credit Application Verify message....74
Figure 106: Credit Application Submit message....75
Figure 107: CR reference tree....75
Figure 108: Credit Application Generation Screen - Back button....76
Figure 109: Credit Application Worksheet Search Criteria....76
Figure 110: The Search - Billing Statement Query....77
Figure 111: Billing Statement Query Statement Code....77
Figure 112: Details button....78
Figure 113: Statement Balances page....78
Figure 114: Statement Balance - Credit Application Worksheet Button....79
Figure 115: Credit Application Worksheet Via Offset from the Billing Statement query....79
Figure 116: Unapplied Credit - Select Button....80
Figure 117: Search Criteria for Outstanding Bills....80
Figure 118: Search Criteria for Outstanding Bills - Manual Search Criteria....81
Figure 119: Accounting Dimensions Search Criteria....81
Figure 120: Detail Record....82
Figure 121: Outstanding Bill Amounts....82
Figure 122: Credit Application Worksheet - Apply Credit button....83
Figure 123: Credit Application Document Type....83
Figure 124: Credit Application Generate Document Number....83
Figure 125: Credit Application CR Form....84
Figure 126: Cash Receipt Accounting Lines....84
Figure 127: Transaction Type set to 01....84
Figure 128: Transaction Type Set to 02....85
Figure 129: Cash Receipt Save message....85
Figure 130: Cash Receipt Verify message....85

Figure 131: Cash Receipt Submit message....86
Figure 132: Document Generation Page - Back button....86
Figure 133: Offset from Billing Query - Credit Application Worksheet....87
Figure 134: Bill Query page....88
Figure 135: Billing Query Search Criteria....88
Figure 136: Billing Query Item Collection....89
Figure 137: Billing Query Details button....89
Figure 138: Billing Query Detail Page....89
Figure 139: Billing Query Accounting Line....90
Figure 140: Credit Application Worksheet Launched via Billing Query....90
Figure 141: Item Collection - Pre-Executed Query....91
Figure 142: Credit Application Worksheet for CR Refunds....92
Figure 143: Credit Application Worksheet Statement Number....92
Figure 144: Unapplied Credit item collection....93
Figure 145: Unapplied Credit Search Results - Select button....93
Figure 146: Apply Credit button....94
Figure 147: New Window....94
Figure 148: Document Type CR7....95
Figure 149: Generate document number for CR7....95
Figure 150: CR Form....96
Figure 151: CR7 - Accounting Line....96
Figure 152: Set Transaction Type to 01....97
Figure 153: Accounting Lines tab....97
Figure 154: Remove Button....97
Figure 155: Copy Button....97
Figure 156: CR7 - Accounting Line Hyperlink....98
Figure 157: Credit Application Line Type....98
Figure 158: Transaction Type 04....98
Figure 159: Line Amounts....98
Figure 160: Document Reference....99
Figure 161: Accounting Dimensions - Remove Accounting Template....99
Figure 162: CR7 - Save Message....99
Figure 163: CR7 - Verify message....100

Figure 164: CR7 - Submit Message....100
Figure 165: Back button....100
Figure 166: Credit Application Worksheet....101
Figure 167: Credit Application Worksheet- Non-IPAC Credit to Treasury....102
Figure 168: Credit Application Worksheet Information....102
Figure 169: Credit Application Accounting Dimensions....103
Figure 170: Search Results....103
Figure 171: Unapplied Credit Detail....104
Figure 172: Select button....104
Figure 173: Applied Credit item Collection....105
Figure 174: Generate Cash Receipt....105
Figure 175: New Page....105
Figure 176: Document Type Search Criteria....106
Figure 177: Document Type for Finance Region....106
Figure 178: Generate Button....107
Figure 179: Create CR....107
Figure 180: Cash Receipt form....107
Figure 181: Accounting Lines - Line Number and Line Type....108
Figure 182: Credit Reduction Line....108
Figure 183: Transaction Type 01....108
Figure 184: Payment Information - Tender Type....108
Figure 185: Accounting Line hyperlink....109
Figure 186: Transaction Type 02....109
Figure 187: General Information....109
Figure 188: Accounting Line - Vendor Information....109
Figure 189: Accounting Dimensions - Fund Code....110
Figure 190: Check Tender Type....110
Figure 191: Save message for Return to Treasury Document....111
Figure 192: Verify Button for Return to Treasury Document....111
Figure 193: Submit message for Return to Treasury Document....112
Figure 194: Payment Authorization....112
Figure 195: New Payment Authorization Page....114
Figure 196: Payment Authorization - Generate Document Number....115

Figure 197: Payment Authorization Header 115
Figure 198: Correspondence page Search Criteria 116
Figure 199: Add Button 116
Figure 200: Correspondence page Blank Item Collection 117
Figure 201: Agency Contact Section 117
Figure 202: Contact Person Info 117
Figure 203: Correspondence Section 118
Figure 204: Correspondence Info 118
Figure 205: Correspondence Page Item Collection 119
Figure 206: Attachments 120
Figure 207: Attachments Page 120
Figure 208: Open button 120
Figure 209: Import Attachment Page 120
Figure 210: Attachments Page 121
Figure 211: New Payment Authorization 122
Figure 212: Payment Authorization Document Types 122
Figure 213: Generate Document Number 123
Figure 214: Copy Forward 123
Figure 215: Copy Forward document - Search Criteria 123
Figure 216: Copy Forward Button 124
Figure 217: Header page 124
Figure 218: User Defined Fields Section 125
Figure 219: Header Accounting Line hyperlink 125
Figure 220: Line Amounts Section - Payment field 125
Figure 221: Accounting Dimensions - YBA 126
Figure 222: Document Reference View button 126
Figure 223: Revenue Source in Accounting Dimensions 126
Figure 224: Copied Forward - User Defined Fields 127
Figure 225: Disbursing Information link 127
Figure 226: Disbursing Information page 127
Figure 227: Disbursing Method to Check/EFT 128
Figure 228: Check/EFT Information 128
Figure 229: Non-IPAC Payment Authorization - Save message 129

Figure 230: Non-IPAC Payment Authorization - Verify button 129
Figure 231: No TIN Error 130
Figure 232: Non-IPAC Payment Authorization - Submit message 130
Figure 233: Form/Document Selection - Document Status 130
Figure 234: Document Status - Processed 130
Figure 235: Form/Document Selection - Search Criteria 131
Figure 236: Form/Document Selection - Document Information 132
Figure 237: Correct button 132
Figure 238: Correct Mode 132
Figure 239: Information on Header 133
Figure 240: Update line amount 133
Figure 241: Non-IPAC BD Save message 133
Figure 242: Header 134
Figure 243: Accounting Period Error 134
Figure 244: R7 Manual Submit Message 134
Figure 245: Form/Document Selection - Document Processed 135
Figure 246: Form/Document Selection 136
Figure 247: Document Number and Document Type 136
Figure 248: Form/Document Selection - Cancel button 136
Figure 249: Pending Cancellation mode Status 137
Figure 250: Cancel Reason 137
Figure 251: Cancel Document - Save Message 138
Figure 252: Cancel Document - Verify message 138
Figure 253: Cancel Document - Submit message 139
Figure 254: Document Status - Canceled 139
Figure 255: Navigate to Undisbursed Payment Query 139
Figure 256: Undisbursed Payment Query 140
Figure 257: Undisbursed Payment Query - Document Search Criteria 140
Figure 258: Undisbursed Payment Query Item Collection 141
Figure 259: Undisbursed Payment Query Detail page 141
Figure 260: Undisbursed Payment Query Detail actions 142
Figure 261: Verify Document 142
Figure 262: View mode 142

Figure 263: No Tin Warning....142
Figure 264: Approve button....143
Figure 265: Success message....143
Figure 266: Disapprove button....143
Figure 267: Approval removed message....144
Figure 268: Undisbursed Payment Query - Revaluation Required Field....144
Figure 269: New Payment page....145
Figure 270: Payment Authorization Document Type Field....146
Figure 271: Generate Document Number for IP document....146
Figure 272: Copy Forward Document....147
Figure 273: Manual BD Document Number....147
Figure 274: Copy Forward Document Number and Finishing....147
Figure 275: Payment Header page....148
Figure 276: Authorized By Field....148
Figure 277: System ID Field....149
Figure 278: Designated Agent Group Box....149
Figure 279: Header Accounting Lines tab....149
Figure 280: Header Accounting Line tab....150
Figure 281: Payment Amounts....150
Figure 282: Document References section....150
Figure 283: R7 Manual - Accounting Dimensions - YBA....151
Figure 284: View button....151
Figure 285: User Defined Fields....151
Figure 286: Interagency Transfer Section - Selected for IPAC....152
Figure 287: Interagency Transfer Fields....152
Figure 288: Inter Agency Description....153
Figure 289: Disbursing Method tab....153
Figure 290: Inter-Agency Treasury Symbol....154
Figure 291: R7 Manual Save Button....154
Figure 292: R7 Manual Verify Button....155
Figure 293: R7 Manual BD Submit Message....155
Figure 294: Billing Query Page....156
Figure 295: Billing Query Document Search Criteria....157

Figure 296: Item Collection 157
Figure 297: Billing Query - Billing Detail Page 158
Figure 298: Accounting Line 158
Figure 299: Billing Document Line Tab 158
Figure 300: Billing Document Line 159
Figure 301: IPAC Refund Document Type 159
Figure 302: Generate IPAC Refund Payment button 160
Figure 303: Document information 160
Figure 304: Accomplished Date 160
Figure 305: External System Information and User Defined Fields 161
Figure 306: Header Accounting Line Information 161
Figure 307: Accounting Dimensions 162
Figure 308: Document Reference Section 162
Figure 309: Interagency Transfer section 162
Figure 310: Interagency Transfer Information 163
Figure 311: Disbursing Information tab 163
Figure 312: Payee's Disbursing Office 164
Figure 313: R6 Manual Save button and message 164
Figure 314: R6 Manual Verify button and message 165
Figure 315: R6 Manual Submit message 166
Figure 316: Disbursement Cancellation 166
Figure 317: New Disbursement Cancellation Page 167
Figure 318: Document Type 168
Figure 319: Document Number 168
Figure 320: Finish button 168
Figure 321: Disbursement Cancellation Header 169
Figure 322: External System Information 169
Figure 323: Enter Description 169
Figure 324: Accounting Lines 170
Figure 325: Accounting Line information 170
Figure 326: Vendor Information 171
Figure 327: Save message 171
Figure 328: Submit message 172

Figure 329: Form/Document Selection page 172
Figure 330: Search Criteria 173
Figure 331: Cancel button 173
Figure 332: Pending Cancellation mode 173
Figure 333: Cancellation Reason 174
Figure 334: R6 Cancelation Save message 174
Figure 335: Action was successful 175
Figure 336: R6 Cancelation Submit Message 175
Figure 337: Document Status 175

Table of Tables

Table 1: List of Appendices: Business Process Required Fields for BD Creation.....34
Table 2: Credit Application Worksheet CR Document Types 63

4 BAAR User Actions and Procedures

4.13 **Revenue Credit Card Chargebacks**

Revenue Credit card chargebacks are credit card billing transactions that were originally accepted and processed by the bank and then subsequently re-collected from GSA for various reasons. Revenue Credit Card chargebacks are initiated by customer via their credit card bank (not with GSA or CIR). Notification of chargeback settlement is sent from Vantiv to CIR. GSA receives the chargeback settlement notification via CIR, not from the credit card bank or Vantiv.

Upon receipt of the chargeback report, the Billings - FAS Supply/Fleet Unit will enter the dispute into the dispute query with a status of Under Review and push the Record Dispute button to modify (correct) the billing document (BD) to update the debt appeal forbearance flag to true. This will allow the BD to remain open but not be resent to the bank. Once the BD has been corrected, the Billings - FAS Supply/Fleet Unit will communicate via email to the National Customer Supply Center (NCSC) that the transaction has been charged back and will attach the Detail Billing Records (DBRs) associated with the transaction as well as a form requesting the action needed to be taken regarding the originating billing document.

A user can create a dispute request manually on the Disputed Billings Query. This process halts the rebilling process until the user determines chargeback validity.

4.13.1 **Automated methods**

Revenue Credit Card chargebacks come in through the CIR inbounds process and reopen the billing document with a Debit Voucher CV6 document type. The Cash Collections Unit in Finance will pull a report from the bank's website daily of charged back transactions. The Cash Collections Unit in Finance will forward the report to the Billings - FAS Supply/Fleet Unit if it contains chargebacks.

4.13.2 **Steps to execute: To rebill a Revenue Credit Card Chargeback**

Revenue Credit Card Chargeback can be rebilled with the same or different credit card number as described in subsections below.

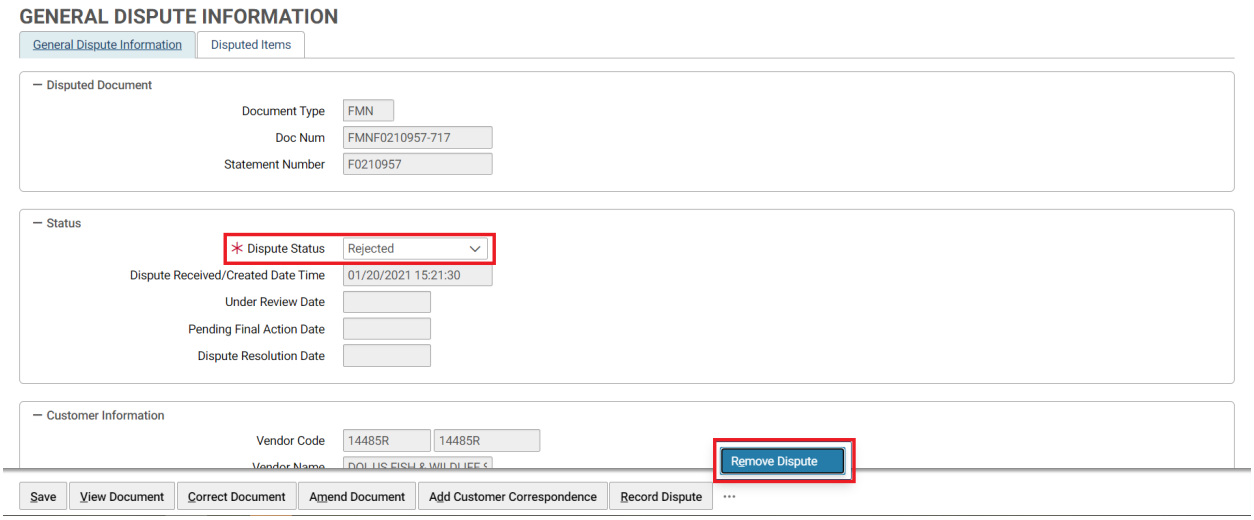
4.13.2.1 **Steps to perform to rebill a BD reopened by a Revenue Credit Chargeback using the same credit card number**

1. Mark the dispute rejected.

   To manage Disputes, reference steps in **BAAR User Guide 5 of 10, Section 4.10.2 and Section 4.10.4**.

2. Add specific comments to the Description Field and select Remove Dispute.

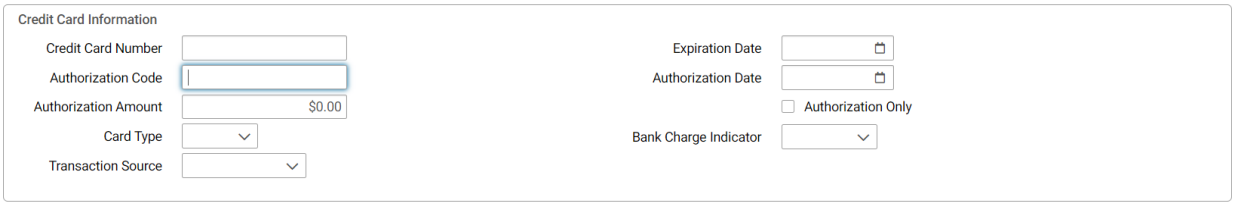
Figure 1: Remove Dispute Button



3. Update the authorization code on the BD(s).

   Refer to **BAAR User Guide 2 of 10, Section 4.4.3.1** for steps to update a Non-IPAC billing document.

Figure 2: Authorization Code



4.13.2.2 Steps to perform to rebill a BD reopened by a Revenue Credit Chargeback using a different credit card number

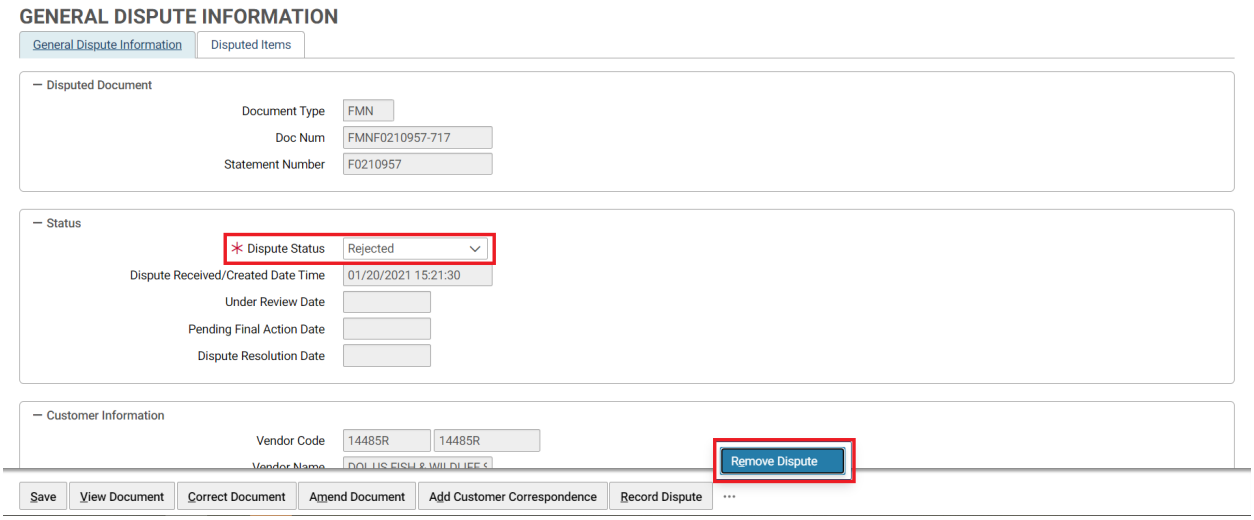
To rebill the transaction with a different credit card number, the NCSC will encrypt and password protect the file before sending back to the 'kc-accts-receivable.finance' email address (kc-accts-receivable.finance@gsa.gov) mailbox. The password to be used will be provided separately to NCSC. The Billings - FAS Supply/Fleet Unit will take the following steps after receiving the updated form from the NCSC.

1. Mark the dispute rejected.

   To manage Disputes reference steps in **BAAR User Guide 5 of 10, Section 4.10.2 and Section 4.10.4.1**.

2. Add specific comments to the Description Field and select Remove Dispute.

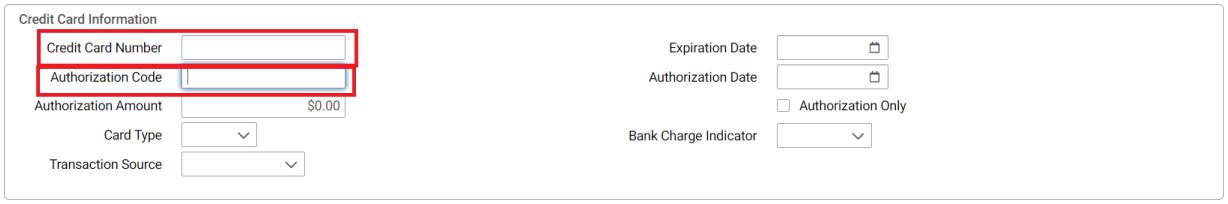
Figure 3: Reject Dispute - Remove Dispute button



3. Update the credit card number and authorization code on the BD(s).

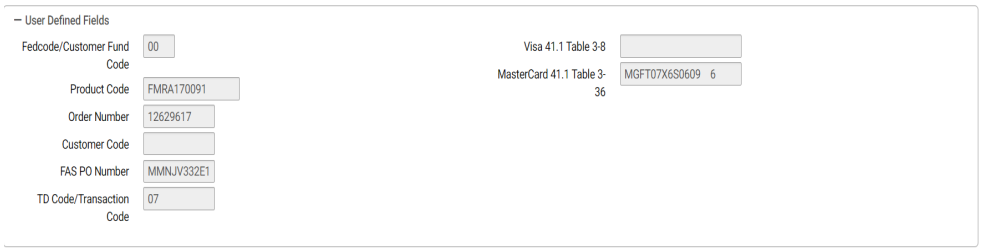
   Refer to **BAAR User Guide 2 of 10, Section 4.4.3.1** for steps to update a Non-IPAC billing document.

Figure 4: Credit Card information



4. Update the **Visa 41.1 Table 3-8** or **MasterCard 41.1 Table 3-36** fields.

Figure 5: User Defined Fields



NOTE: Refer to Exhibit 5-8: Detail Billing Layout and Mapping on the Global Supply Billing DES.

5. Reply to NCSC when final action has been completed.

4.13.3 Steps to execute: To write off Revenue Credit card chargeback

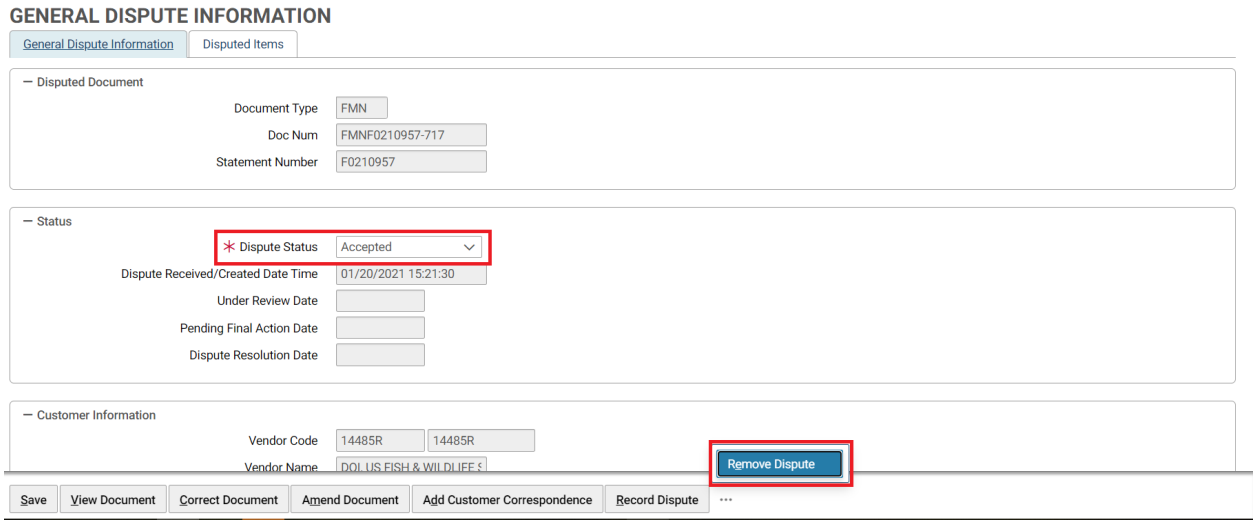
When the original billing was invalid, the Income will need to be reversed. The Billings -FAS Supply/Fleet Unit will perform the following steps:

1. Update the Dispute Status to Accepted.

   To manage Disputes reference steps in **BAAR User Guide 5 of 10, Section 4.10.2 and Section 4.10.5**.

2. Add specific comments to the Description Field and select the Remove Dispute button.

Figure 6: Accepted Dispute Select Remove Dispute button



3. Update and Zero down the accounting lines and related DBRs on the BD(s).

   Refer to **BAAR User Guide 2 of 10, Section 4.4.3.1 and Section 4.4.3.4** for steps to update a Non-IPAC billing document.

Figure 7: Zero down accounting line

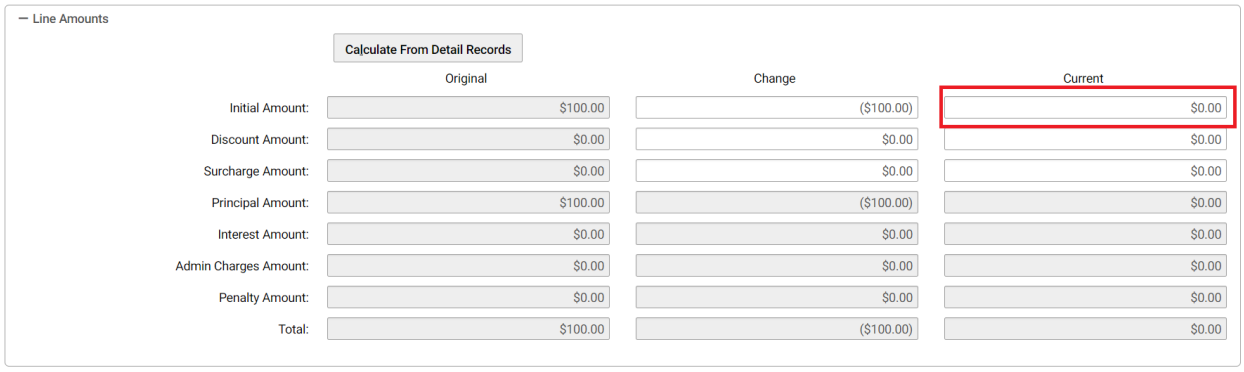
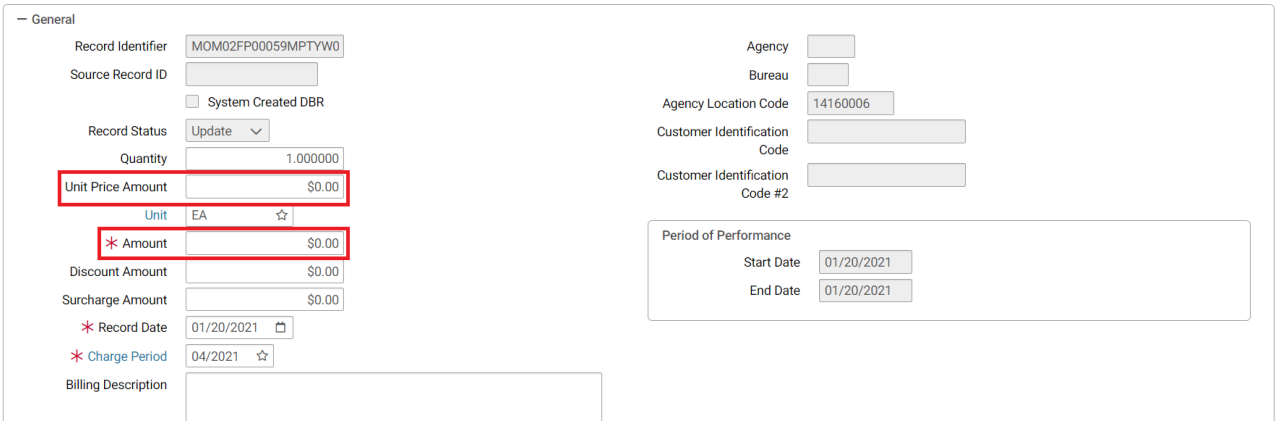


Figure 8: Detail Billing Record



4. Reply to NCSC when final action has been completed.

Steps to perform when a BD reopened by a Revenue Credit Chargeback will not be rebilled:

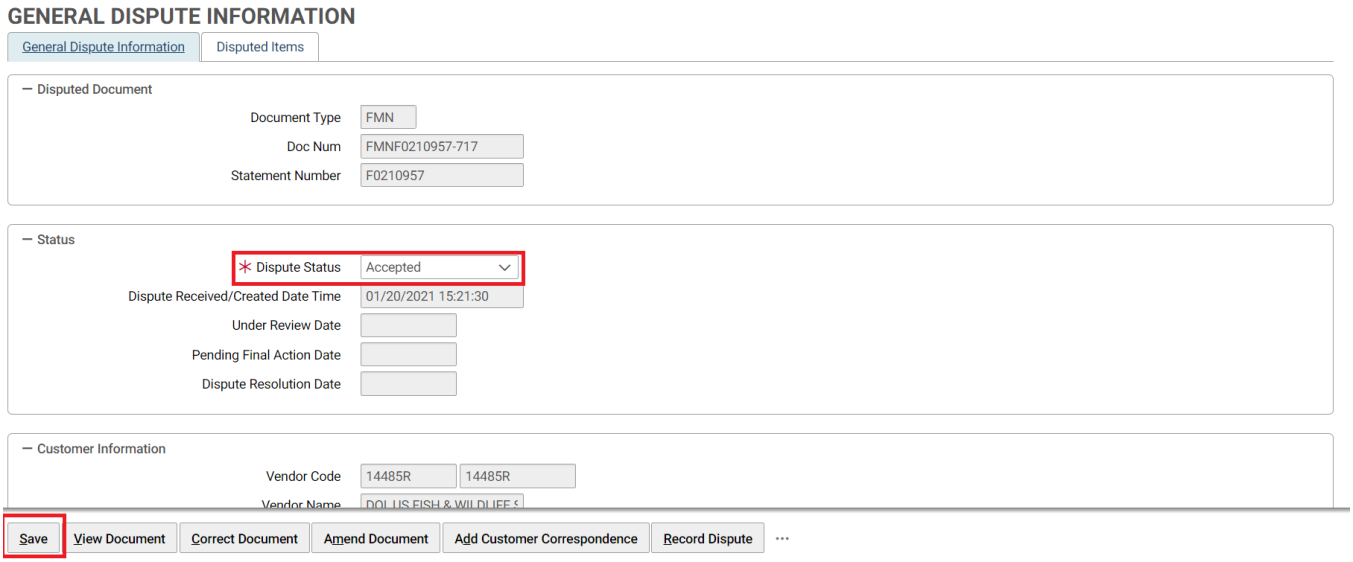
When the original billing is valid and the NCSC believes the billing is uncollectable, the Billings - FAS Supply/Fleet Unit will perform the following steps:

1. Update the Dispute Status to Accepted.

   To manage Disputes reference steps in **BAAR User Guide 5 of 10, Section 4.10.2 and Section 4.10.5**.

2. Add specific comments to the Description Field and select Save.

Figure 9: General Dispute Information



3. Depending on amount of billing and guidance provided in the Accounts Receivable and Debt Collection Manual, the Billings - FAS Supply/Fleet Unit will:

a. Create a WO6 to write-off the Federal Customer billing.

b. Create a NW6 to write-off the Non-Federal billing.

OR

c. Provide the appropriate service with an opportunity to respond before taking action to write-off.

Refer to **BAAR User Guide 7 of 10 Section 4.16.1.1.5** for steps to create the WO6 and NW6.

4. Reply to NCSC when final action has been completed.

4.13.4 Steps to execute: If bank reverses Chargeback prior to NCSC notification of Action

If, prior to NCSC notifying the Billings - FAS Supply/Fleet Unit of action to be taken, the Cash Collections Unit finds the bank has reversed the chargeback they will notify Billings - FAS Supply/Fleet Unit.

The Billings - FAS Supply/Fleet Unit will perform the following steps:

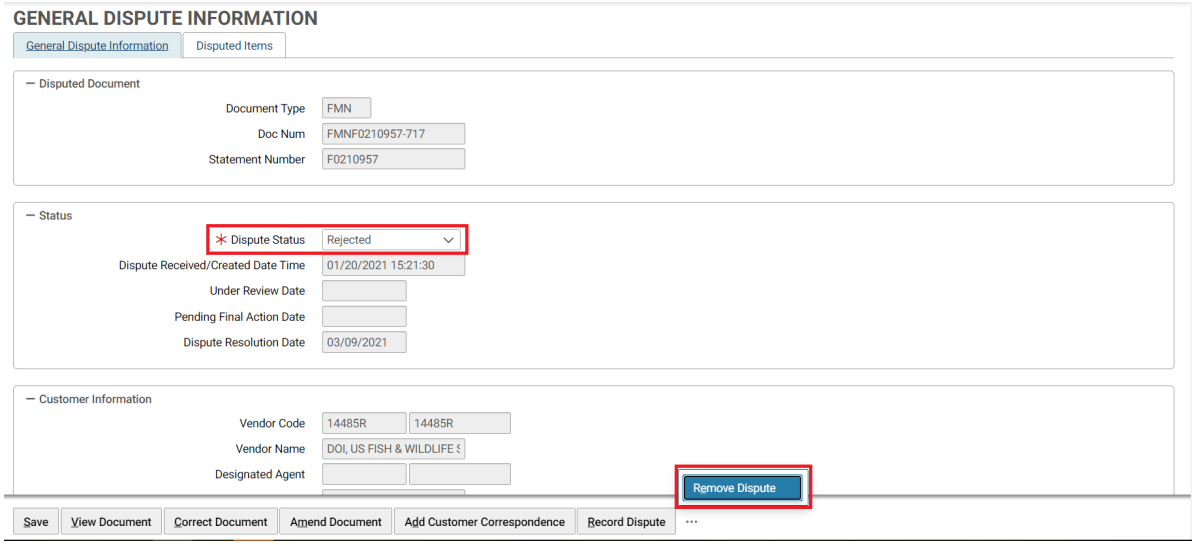
1. Communicate chargeback reversal to the NCSC.
2. Update the Dispute Status to Rejected.

   NOTE: To manage Disputes reference **BAAR User Guide 5 of 10, Section 4.10.2, Section 4.10.4.1 and Section 4.10.5**.

3. Add specific comments to the Description Field and select the Remove Dispute button.

   NOTE: This will remove the debt forbearance flag from the BD and allow the Cash Collections Unit to process the Cash Receipt (CR) document.

Figure 10: Select Remove Dispute button



It will be important that the Finance Billings - FAS Supply/Fleet Unit and the Collections Unit work closely together to ensure the removing of the dispute and the processing of the CR happen on the same day so the transaction does not get picked up and resent to the bank for collection.

4.14 **Pay.gov Chargebacks**

Pay.gov Credit card chargebacks are credit card billing transactions that were originally accepted and processed by the bank and then subsequently recollected from GSA for various reasons. Customers can chargeback (dispute) previously submitted Pay.gov collections. Thus, the chargebacks are initiated by the customer via their credit card bank (not GSA or Pay.gov). The Charge back is settled via Vantiv (settlement agent). Notification of settlement is sent from Vantiv to CIR. GSA receives settlement notification via CIR, not from Pay.gov.

4.14.1 **Automated Methods**

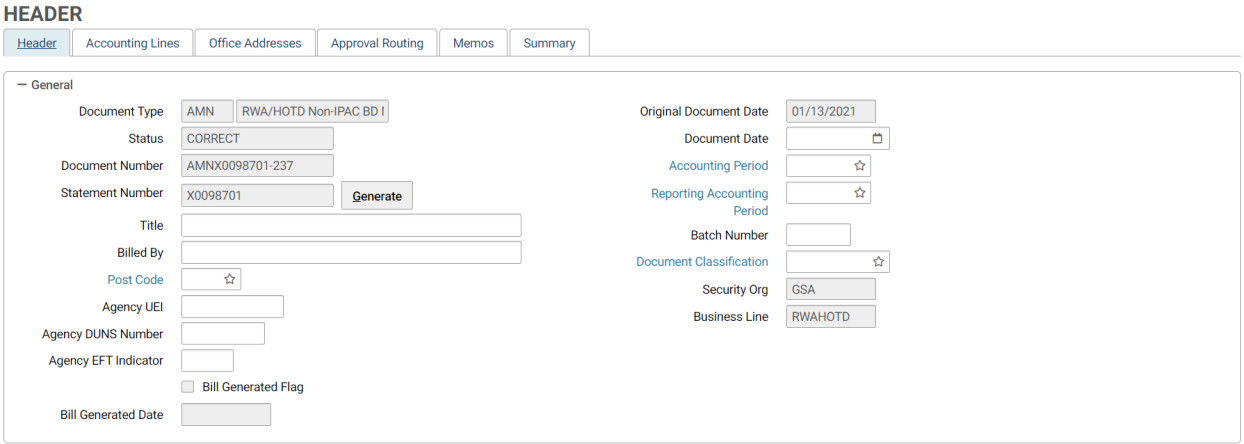
The Pay.gov chargebacks come in through the CIR inbound process and reopen the billing document with a Debit Voucher PV6/PV7 document type. The Cash Collections Unit in Finance will need to identify what corrective action should be taken when a chargeback is received.

4.14.2 **Steps to Execute: To rebill a Pay.gov chargeback**

If the Cash Collections Unit determines the original bill was valid:

1. Finance Center updates any applicable fields on the BD based on the chargeback.

Figure 11: Header Tab



NOTE: For steps to amend a Non-IPAC Billing document refer to **BAAR User Guide 2 of 10, Section 4.4.3.1** and if Detail Billing Records are associated to the Billing Document also refer to **BAAR User Guide 2 of 10, Section 4.4.3.4.**

2. The BD is selected by the next Bill Generation run and billed out.

4.14.3 **Steps to perform to write off a BD reopened by a Pay.gov Chargeback:**

If the Cash Collections Unit determines the original bill was invalid:

1. For Federal Customer billings:

   Finance Center creates a write-off CR WO6/WO7 referencing the BD to write off the receivable/revenue.

   For steps to write-off a non-IPAC BD, please refer **to BAAR User Guide 7 of 10, Section 4.16.1.1**.

2. For Non-Federal Customer billings:

   Finance Center creates a write-off CR NW6/ NW7 referencing the BD to write off the receivable/revenue.

   For steps to write-off a non-IPAC BD, please refer to **BAAR User Guide 7 of 10, section 4.16.1.1**.

4.15 **Manage Credits**

Credit billing represents an amount credited to the customer that can be used to offset (decrease) the customer's prior month, current month, or future month billed amounts. Credits can also be refunded/returned to the customer. Additionally, credit billing amounts can be transferred to Treasury in the event that they cannot be used to offset or be refunded. Credit billing is used for non-IPAC, G-Invoicing-IPAC, DoD Interfund and Internal billing. Credit bills can also be generated for Revenue Credit Card billing. The following actions can be performed by the user in order to manage credit billing:

- Non-IPAC Credits.
  - Apply credits to customer’s outstanding bills.
  - Refunding credits to customers.
  - Transferring non-refundable credits to Treasury.
- G-Invoicing/IPAC Credits.
  - Create G-Invoicing/IPAC Refund Payments.
- Credits for External Customers
  - Credits can result from the resolution of non-IPAC disputes or G-Invoicing/IPAC chargebacks in favor of the customer. Disputes/chargebacks may occur because GSA has either erroneously billed the customer, a discount was not applied correctly to the billing rate, or a change was made regarding the billing terms.
  - Pegasys supports credit billing with the Billing Document (BD) Credit line type. Pegasys uses unique Cash Receipt document types to apply, refund, or transfer non-IPAC credits to Treasury. These Cash Receipts are always processed with a Credit Reduction line (via the Credit Reduction Line Type) and a Credit

Application line (via the Credit Application Line Type). Credits can be created in the following ways:

- Automatically via the Summarization Batch process (i.e., summarizing credit Detail Billing Records from feeder systems and generating Billing Documents).
- Automatically via the PCAS Bill Generation Batch process (when prior period spending is reduced after the associated Billing Document has been generated).
- Manually (i.e., creating a Billing Document with a Credit line type).

- Credits for Internal Customers
  - Pegasys supports Interfund credit billing for internal customers using Internal Vouchers with a negative line amount. Interfund credits are not applied, refunded, or transferred to Treasury. Rather, they simply record the credit as negative revenue for the seller and negative expense for the buyer.

The new Automated Credit Application batch job applies credit lines by searching within a bill, an agreement, a statement or a vendor record. The Batch Job identifies Credits that have not yet been refunded to the customer and takes appropriate action, based on Batch Parameters. Credits can be either applied against another bill or refunded to the customer. There are several Batch Job instances set up by business line and bill type, which enables the job to create specific documents for Credits, based on the specific instance set up.

4.15.1 **Query Credits**

Pegasys queries can be used to research, reconcile, and track credit-billing activity. Credits can be tracked and researched using the Credit Application Worksheet query. The Credit Application Worksheet query also provides the ability to apply, refund, and transfer to Treasury non-IPAC credits (see **Section 4.15.3**). Users can also retrieve credit information for processed bills on the following queries:

- Queries → Accounts Receivable → Credit Application Worksheet.
- Queries → Accounts Receivable → Billing Query.
- Queries → Accounts Receivable → Billing Statement Query.
- Queries → General Ledger → GL Account Detail Query.
- Transactions → Form/Document Selection.

4.15.1.1 **Query Credits on Billing Query**

The following steps describe the steps to query credit line Billing Documents (BD) on the Billing query. The Billing query has the ability to filter the query by line type (equal to Credit) in order to query credits.

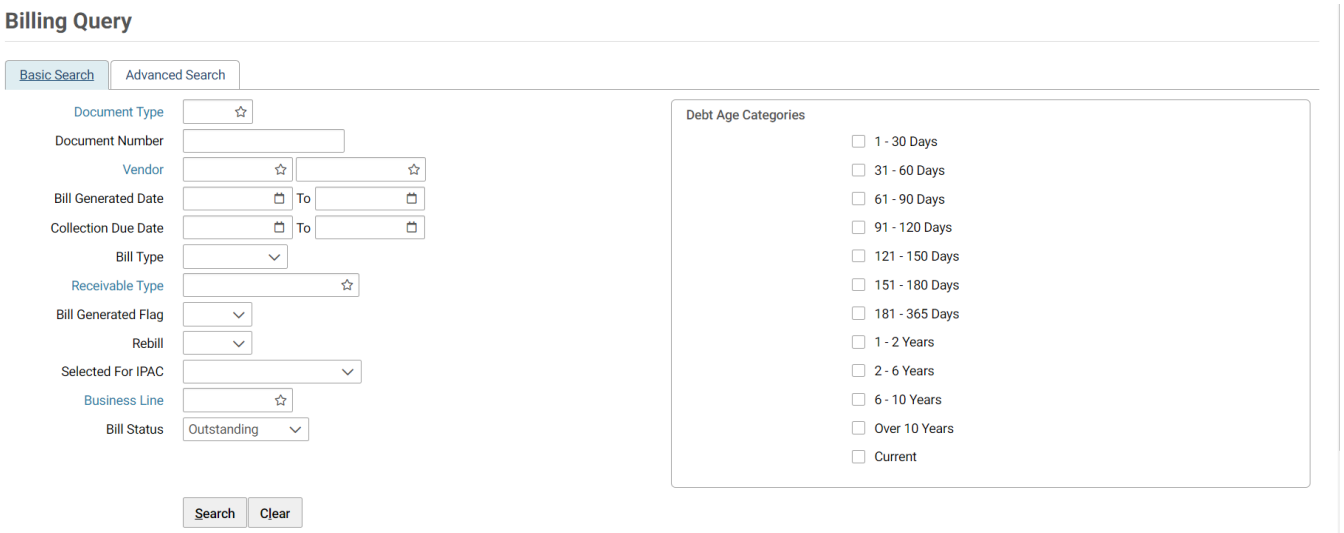
NOTE: For the complete list of search criteria, please refer to **BAAR User Guide 2 of 10, Section 4.6.2.3**.

Steps to Query Credits Using Outstanding Bills:

1. Navigate to Queries → Accounts Receivable → Billing Query.

   The Billing Query page is displayed.

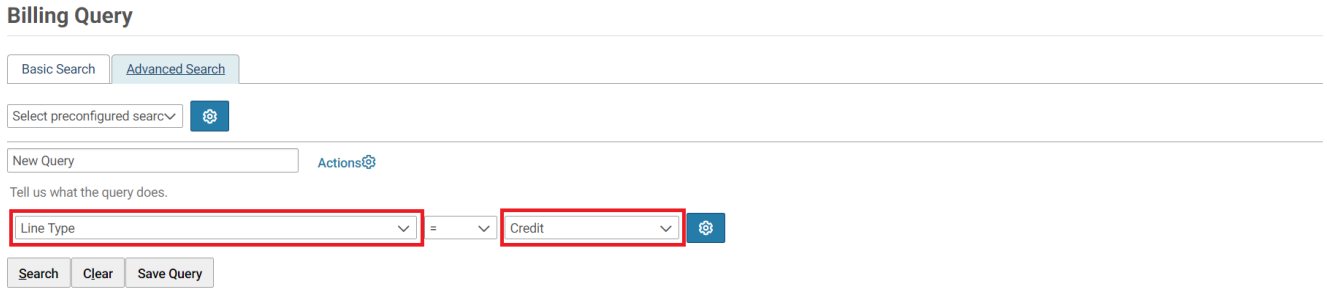
Figure 12: Billing Query page - Basic Search



2. Enter the desired and appropriate **Search Criteria**. To search for BDs that have Credit Lines, select the line type of **Credit**.

   For the complete list of Billing Query Search Criteria, please refer to **BAAR User Guide 2 of 10, Section 4.6.2.3**.

Figure 13: Billing Query Advanced Search page

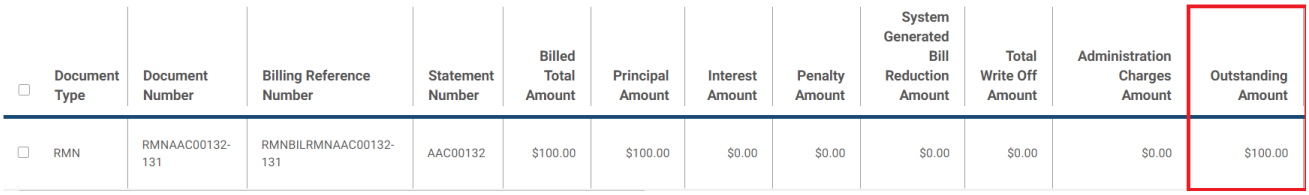


NOTE: Query performance is improved with each additional search criteria entered. For example, rather than simply entering business line of "Fleet Leasing", enter the Bill/Statement Number, Date Range and any additional billing detail that can be provided. Users should not execute "Blind" queries, meaning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

3. Select the **Search** button.

The results are returned in the Item Collection.

Figure 14: Billing Query Item Collection - Outstanding Amount Column



Document Type	Document Number	Billing Reference Number	Statement Number	Billed Total Amount	Principal Amount	Interest Amount	Penalty Amount	System Generated Bill Reduction Amount	Total Write Off Amount	Administration Charges Amount	Outstanding Amount
RMN	RMNAAC00132-131	RMNBILRMNAAC00132-131	AAC00132	$100.00	$100.00	$0.00	$0.00	$0.00	$0.00	$0.00	$100.00

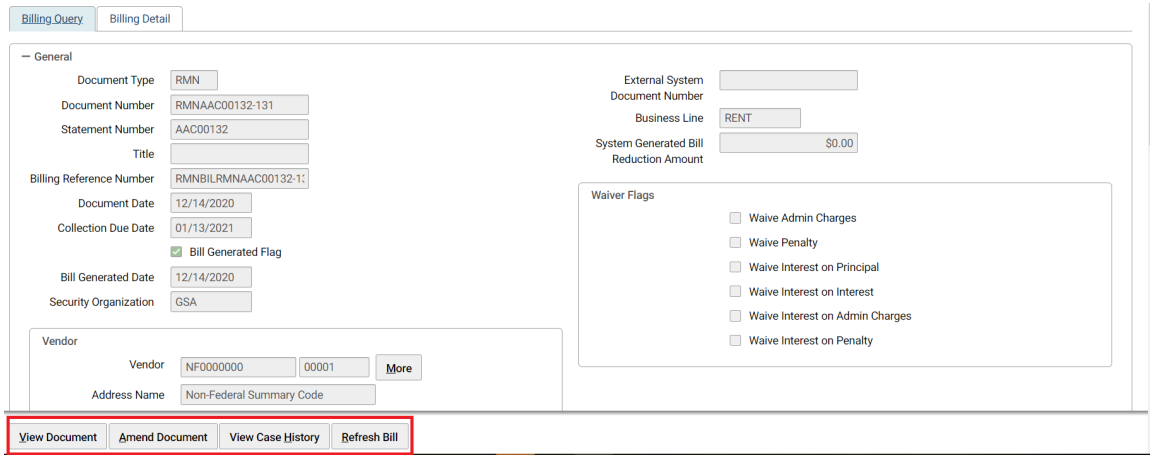
4. Select a detail record.
5. Select the **Details** button.

   The Billing Query Detail Page is displayed.

Figure 15: Billing Query Detail page - Credit Totals

NOTE: The user can also view or amend the document from this screen by selecting the View Document or Amend Document buttons.

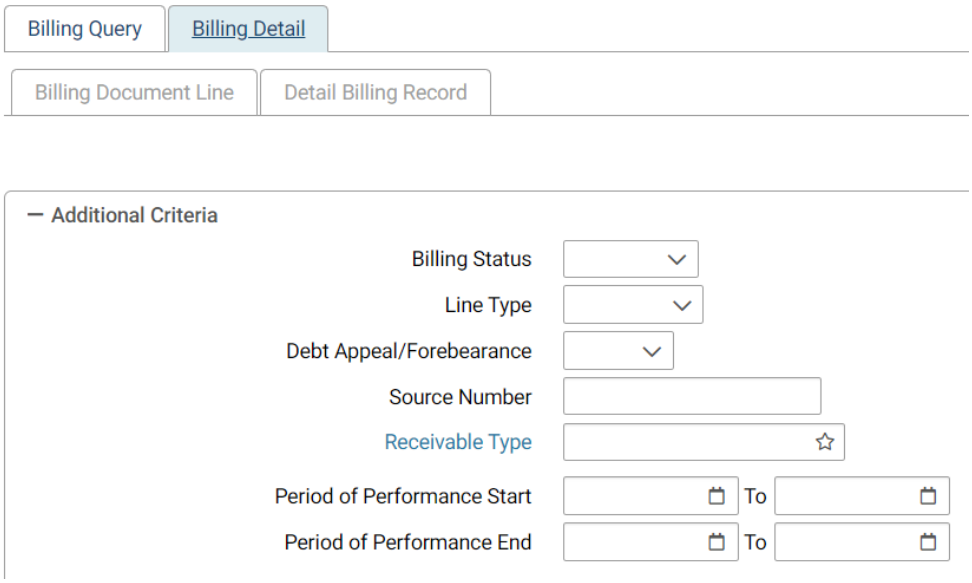
Figure 16: Billing Query Detail Buttons



6. Select the **Billing Detail** tab.

   The Billing Query Bill Detail tab is displayed.

Figure 17: Billing Query Detail tab

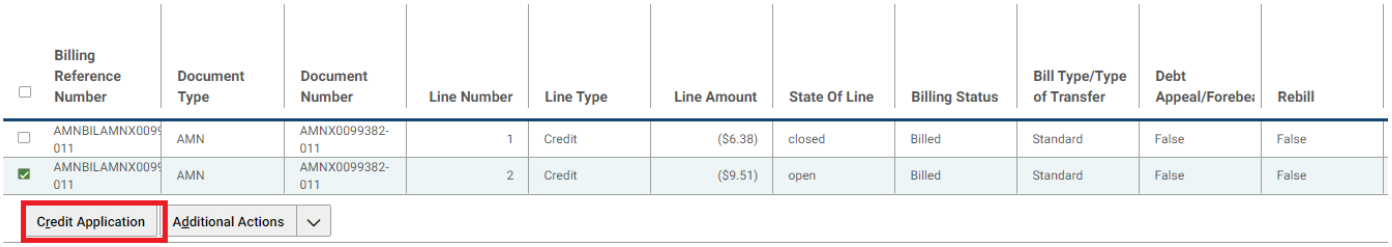


7. Select an accounting line from the item collection.

   NOTE: When a Credit line type is selected, the Credit Application button is enabled. To launch the Credit Application Worksheet, select the Credit Application button.

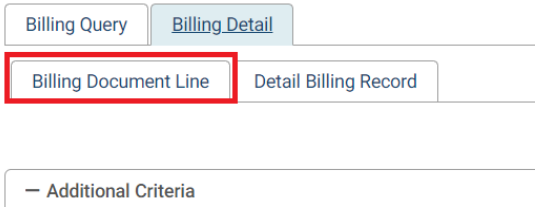
   For information on how to apply credits, please refer to **BAAR User Guide 5 of 10, Section 4.10.3**.

Figure 18: Credit Application button



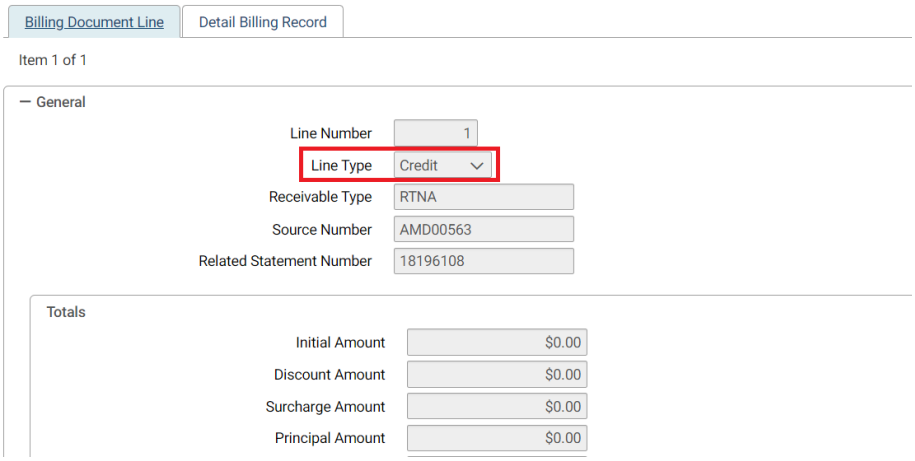
8. Select the **Billing Document** Line link.

Figure 19: Billing Document tab



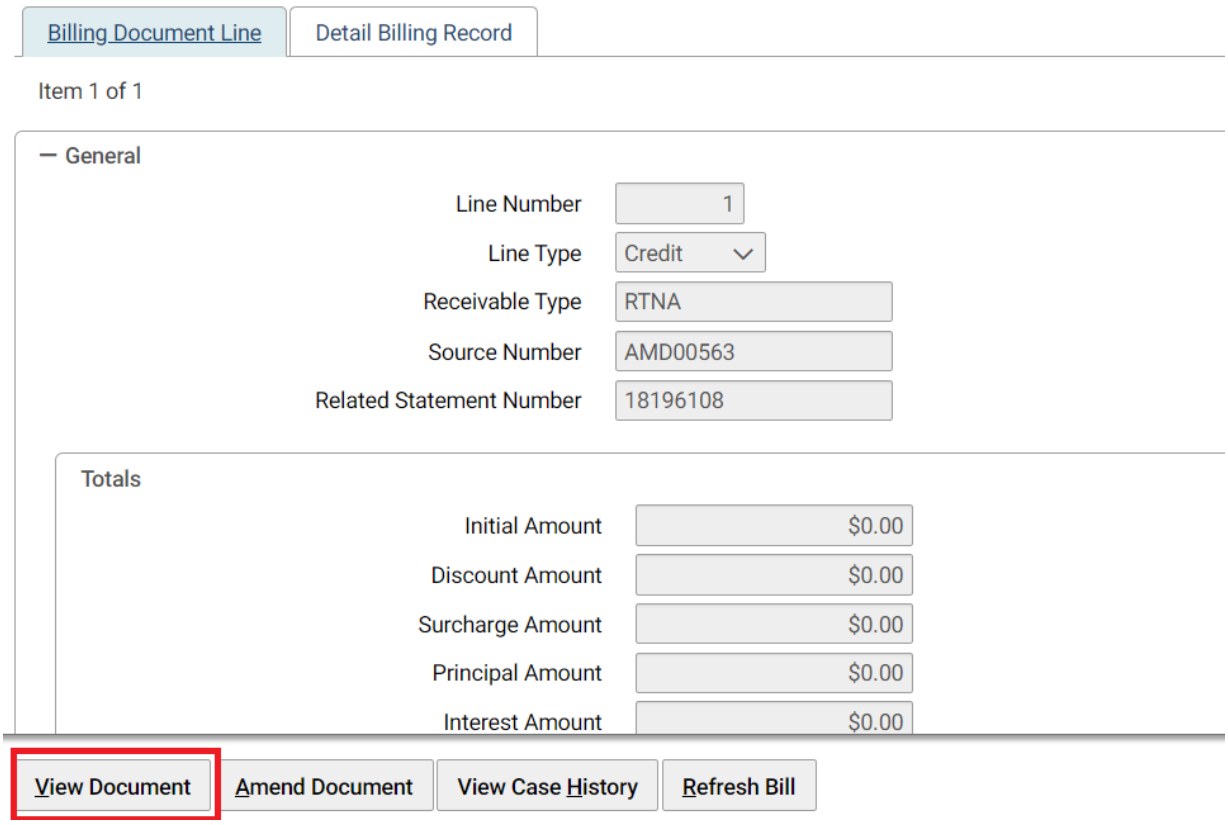
9. View the Outstanding Billing Document Line page information.

Figure 20: Billing Document Line page



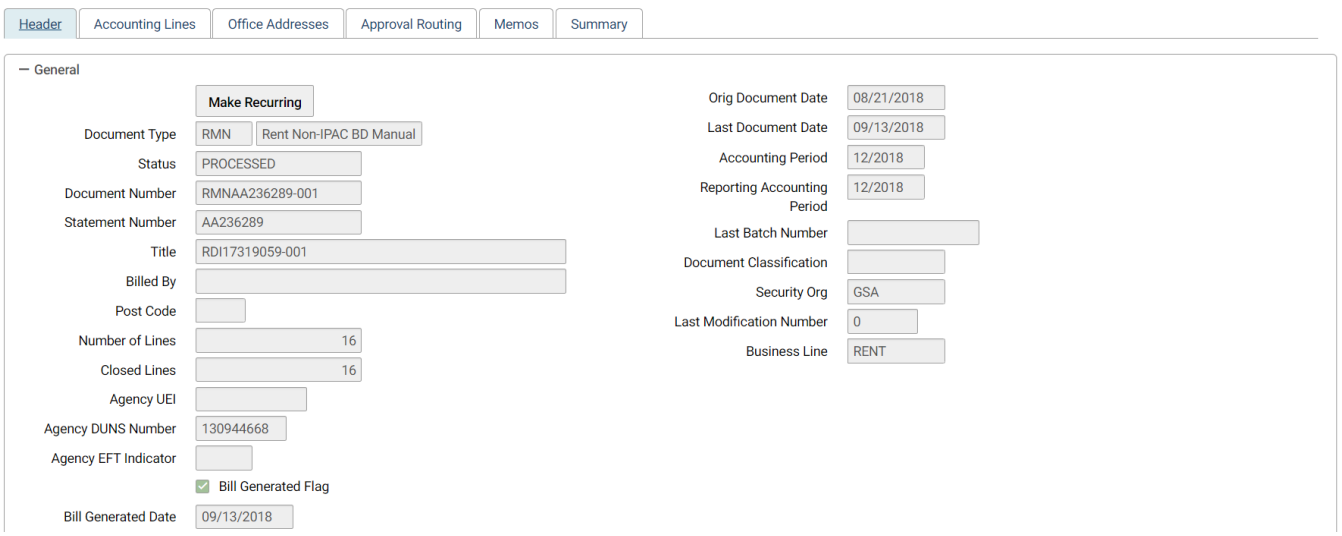
10. To view the document, select the **View Document** button.

Figure 21: View Document button



The document will be opened in a new window in View mode.

Figure 22: Header View Mode



NOTE: BD Credit lines will not have a bill total amount. The Bill total amount is the sum of Normal and Advance Line types.

4.15.1.2 View Credits from Billing Statement Query

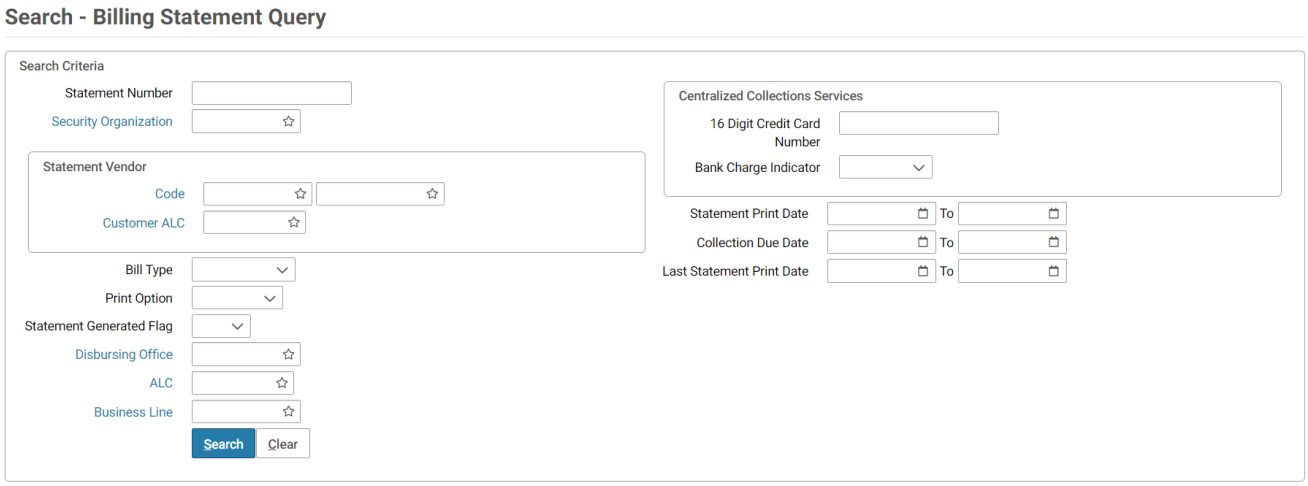
The following steps describe the steps to view Credits on Statements on the Billing Statement Query.

Steps to View Credits Using the Billing Statement Query:

1. Navigate to Queries → Accounts Receivable → Billing Statement Query

   The Billing Statement Query page is displayed.

Figure 23: Billing Statement Query

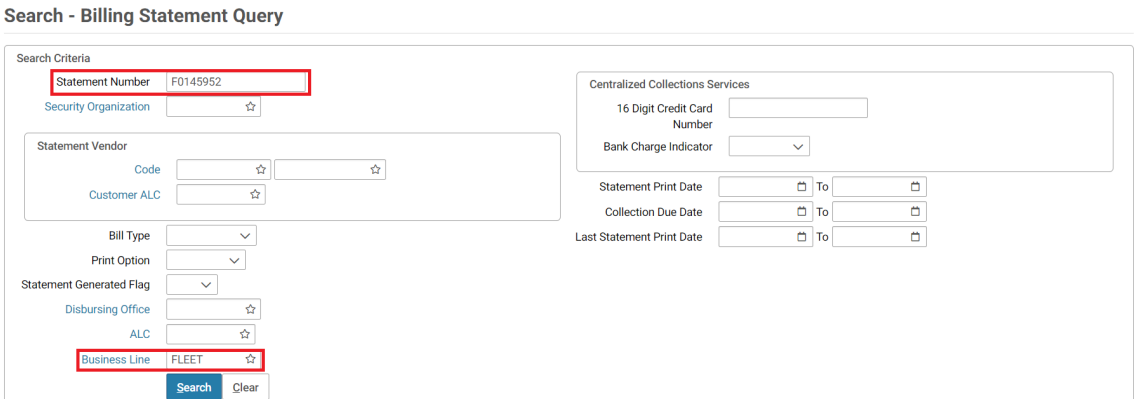


2. Enter the desired and appropriate **Search Criteria**, including a **Statement** Number.

NOTE: Query performance is improved with each additional search criteria entered. For example, rather than simply entering business line of "Fleet Leasing", enter the Bill/Statement Number, Date Range and any additional billing detail that can be provided. Users should not execute "Blind" queries without entering search criterion.

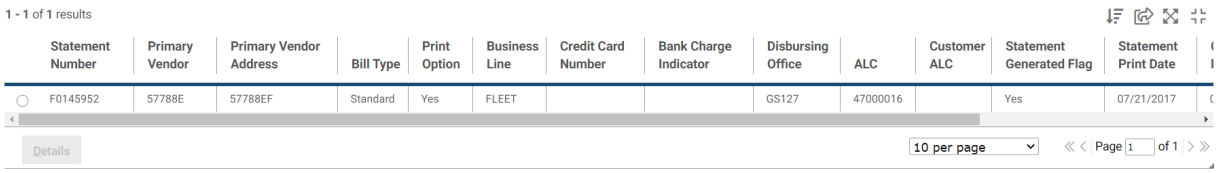
3. Select the **Search** button.

Figure 24: Billing Statement Query Search Criteria



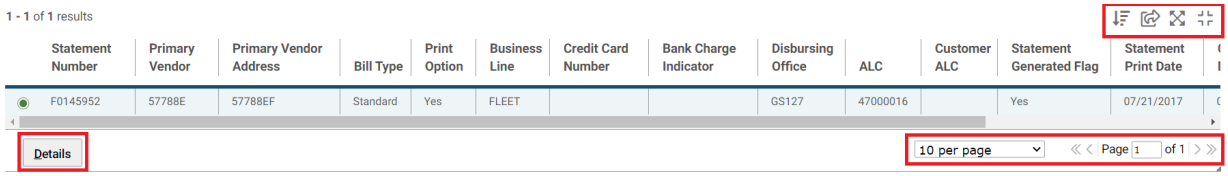
The results are returned in the Item Collection.

Figure 25: Billing Statement Query - Item Collection



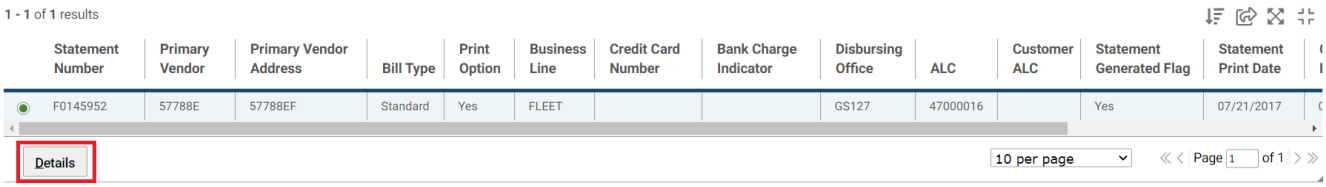
NOTE: To perform a specific action upon a Statement, select the appropriate action button.

Figure 26: Billing Statement Query - Action buttons



4. Select a detail record and select Details.

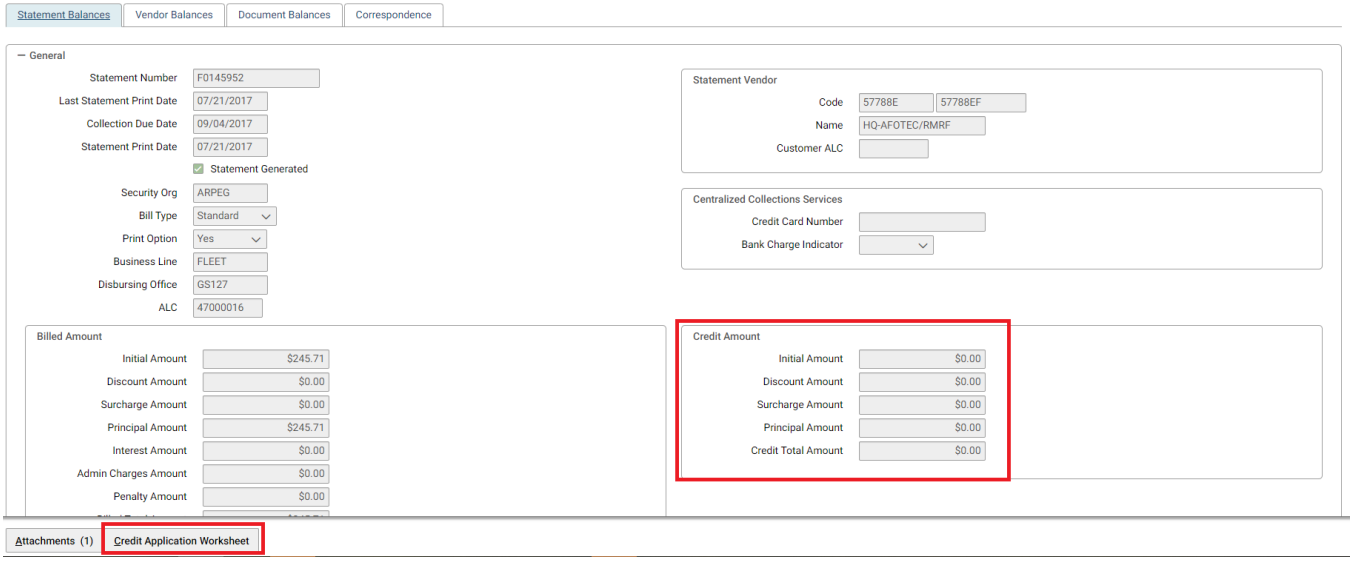
Figure 27: Billing Statement Query - Details button



5. Review the Statement Balances Tab information.

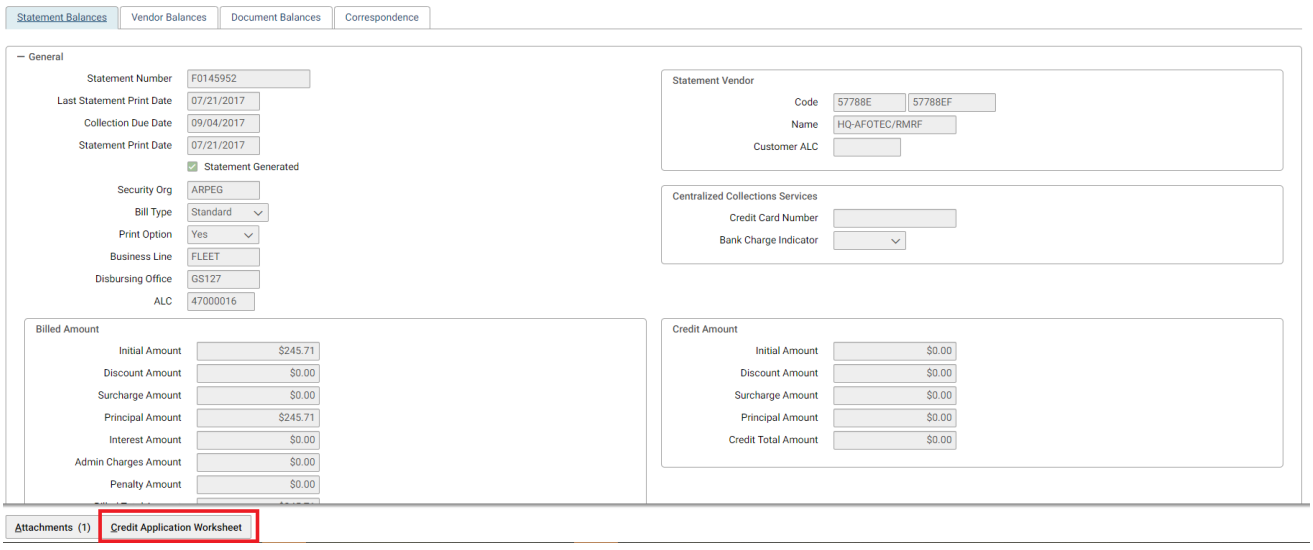
   NOTE: Credit amounts are tracked in a separate group box on the Statement Balances page.

Figure 28: Statement Balance Tab information



6. To launch the Credit Application Worksheet, select the Credit Application Worksheet button.

Figure 29: Credit Application Worksheet button



4.15.2 Create Credit Bills

The Credit line type is used to record credits owed to GSA customers. Credit Line Billing Documents (BD) like Normal line BDs, or debit billings, are typically created via Pegasys batch

processing (either via DBR offline processes or from PCAS Bill Generation). However, both non-IPAC and IPAC Credit line BDs can be created manually by users from within Pegasys.

Credit lines are distinguished by the Credit Line type on the BD. In addition to a specific line type, Detail Billing Records record a Credit/Adjustment indicator. For records received from GSA's feeder systems, when DBRs have the Credit/Adjustment Indicator set, the accounting lines will be separated during summarization based on the value entered. The Credit/Adjustment Indicator of "C" is used to denote Credit lines. Since the Credit Adjustment indicator is used as summarization criteria, if populated, all DBRs that match the other summarization criteria will be grouped into one accounting line with a Credit line type. When using a Credit/Adjustment indicator of "A", positive (or debit) DBRs will be summarized into a separate Normal line with the same summarization criteria. In the case of manually creating documents, users should always enter the Credit /Adjustment indicator of "C" for Credit Line DBRs.

4.15.2.1 **Manual Creation of Billing Document (BD): IPAC/Non-IPAC Credit Line Type**

The following steps describe the manual/online entry of Credit line Billing Documents (BDs).

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

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

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

Business Line	**List of Appendices**	**Document**
Fleet Leasing	Appendix C.7.1: Create Billing Document (BD) – Fleet Leasing	**BAAR User Guide 10 of 10**
Rent	Appendix C.7.2: Create Billing Document (BD) - Rent	**BAAR User Guide 10 of 10**
Global Supply/Automotive Purchases	Appendix C.7.3: Create Billing Document (BD) - Global Supply/Automotive Purchases	**BAAR User Guide 10 of 10**
RWA/HOTD/Manual Business Lines	Appendix C.7.4: Create Billing Document (BD) - RWA/HOTD/Manual Business Lines	**BAAR User Guide 10 of 10**

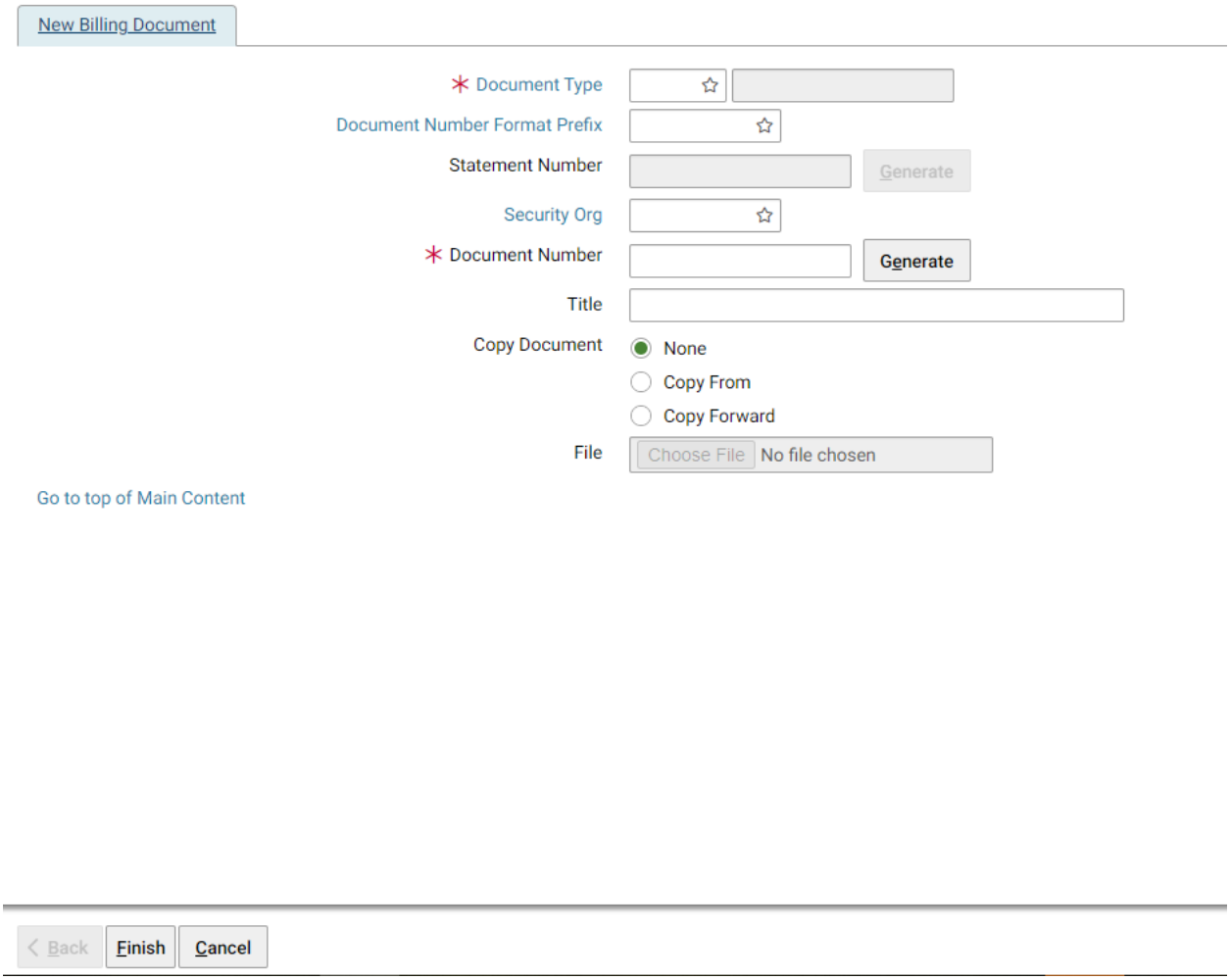
Business Line	List of Appendices	Document
EXTSERVICE/R6 Manual Business Lines	Appendix C.7.9: Create Billing Document (BD) - EXTSERVICE/Region 6 Manual Business Lines	**BAAR User Guide 10 of 10**
R7 Manual Business Lines	Appendix C.7.10: Create Billing Document (BD) - Region 7 Manual Business Lines	**BAAR User Guide 10 of 10**
Outlease	Appendix C.7.5: Create Billing Document (BD) - Outlease	**BAAR User Guide 10 of 10**
AAS	Appendix C.7.6: Create Billing Document (BD) - AAS	**BAAR User Guide 10 of 10**
Telecom	Appendix C.7.7: Create Billing Document (BD) - Telecom	**BAAR User Guide 10 of 10**
WAN	Appendix: C.7.8 Create Billing Document (BD) - WAN	**BAAR User Guide 10 of 10**
FAS Information Technology Category	Appendix: C.7.11 Create Billing Document (BD) - FAS Information Technology Category	**BAAR User Guide 10 of 10**
Fleet Rental	Appendix C.7.12: Create Billing Document (BD) - Fleet Rental	**BAAR User Guide 10 of 10**
Fleet Purchasing	Appendix C.7.13: Create Billing Document (BD) - Fleet Purchasing	**BAAR User Guide 10 of 10**

Steps to Create an Accounts Receivable Form - Billing Document (BD)(Non-IPAC) Credit Line:

1. Navigate to Transactions → Accounts Receivable → New → Billing Document.

   The New Billing Document page is displayed.

Figure 30: Billing Document Creation



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

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

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

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

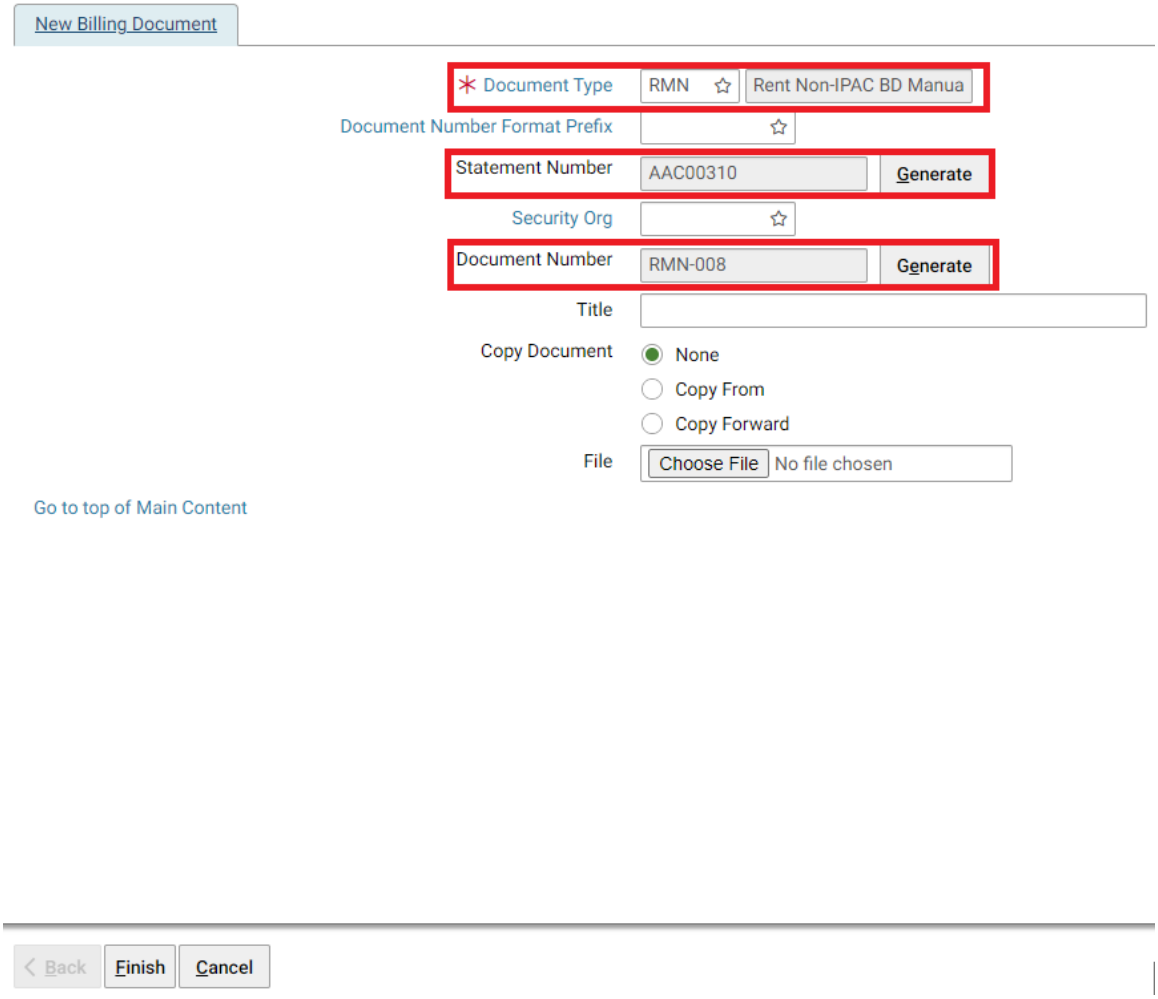
   NOTE: The Statement Number formats are defined per document type and business line. For example, the Statement Number format for Rent is the letters 'AA' followed by 6 incremented digits. (i.e., 'AA'+######.)

   The complete list of Statement Number formats is defined in the Configuration Spreadsheet.

4. Select the Generate button to generate a Document Number. A unique document number will be generated in the Document Number field. Once the document number is

generated, the **Generate** button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

Figure 31: Billing Document Creation - Document Information

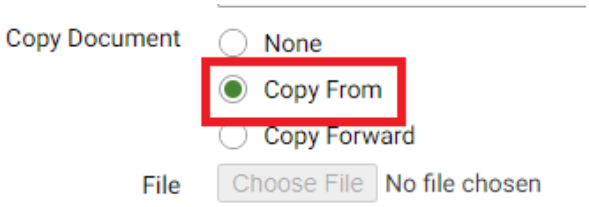


NOTE: The Document Number Formats are defined per document type and business line. For example: the Document Number format for 'RMN' is the document type of Billing Document (BD) form followed by the Statement Number the document was created and combined with 3 incremented digits. (i.e., RMNSSSSSSSS###).

The complete list of Document Number formats is defined in the Configuration Spreadsheet.

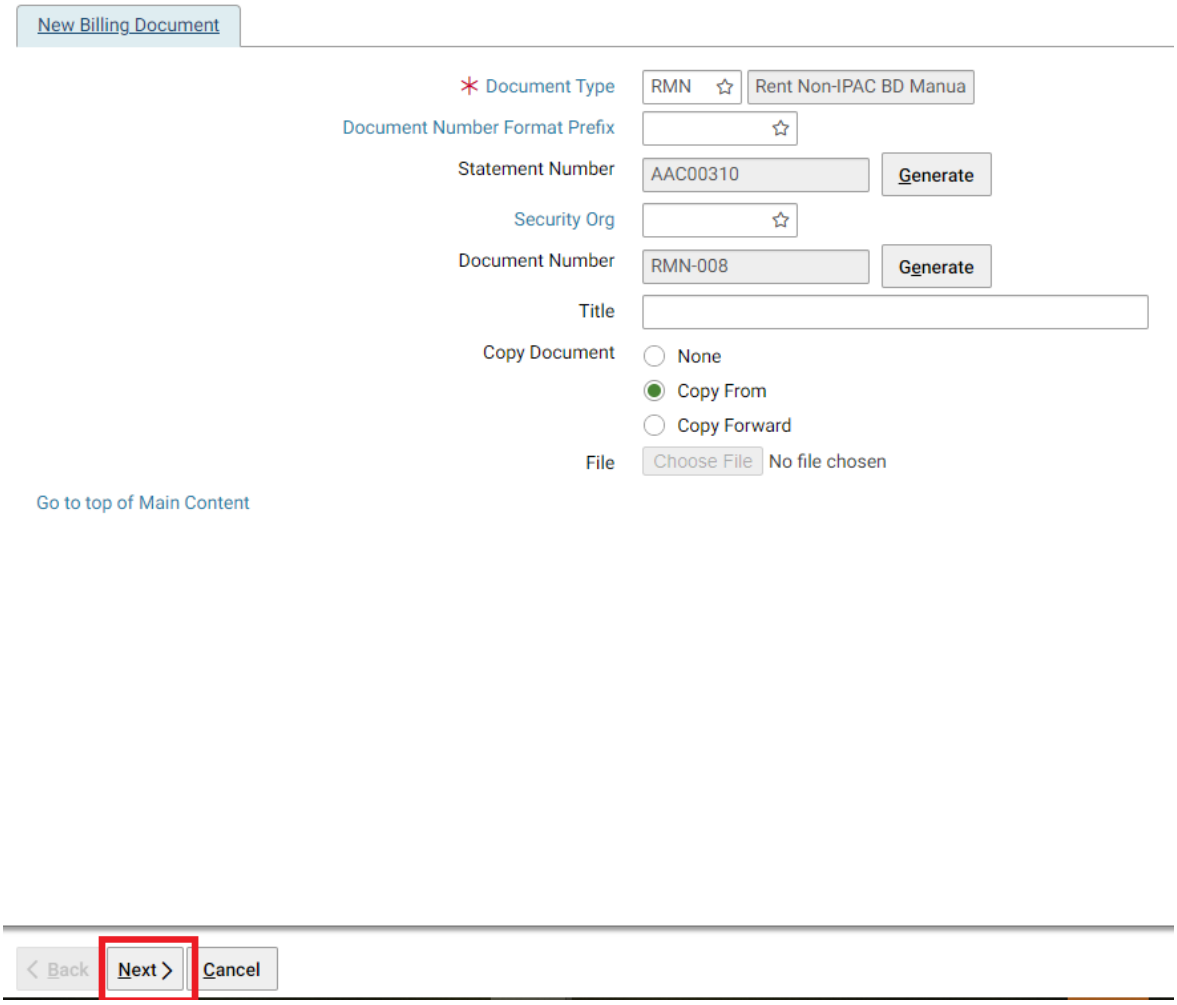
5. To copy from another document, select **Copy From** in the **Copy Document** group box. Otherwise, select the **Finish** Button to proceed in the form creation.

Figure 32: Copy From



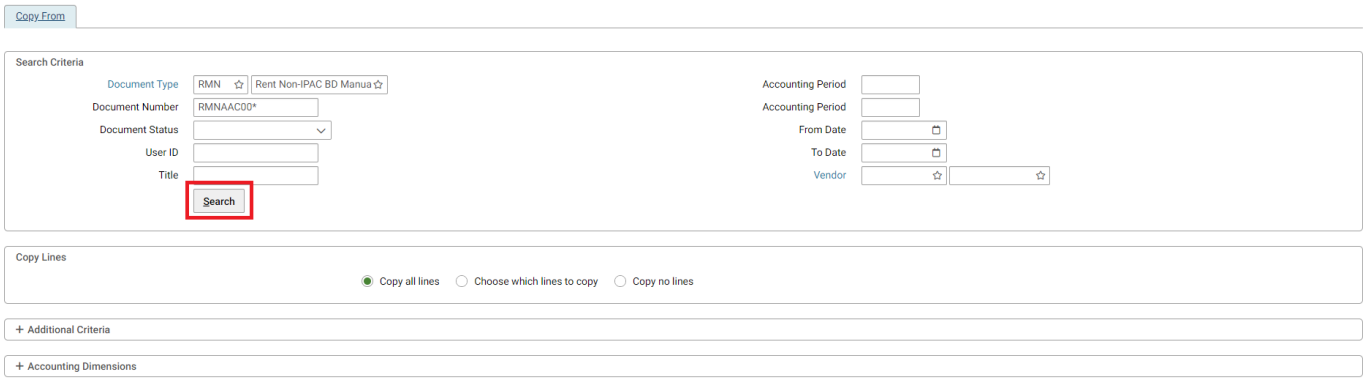
6. If copying from another BD, select **Next**.

Figure 33: New Billing Document



7. If copying from another BD, enter the search criteria on the **Copy From** page. Enter as many search criterion as possible.
8. Select the **Search** button.

Figure 34: Copy from Search button



9. Select the document to copy from the search results.

Figure 35: Copy From - Search Results

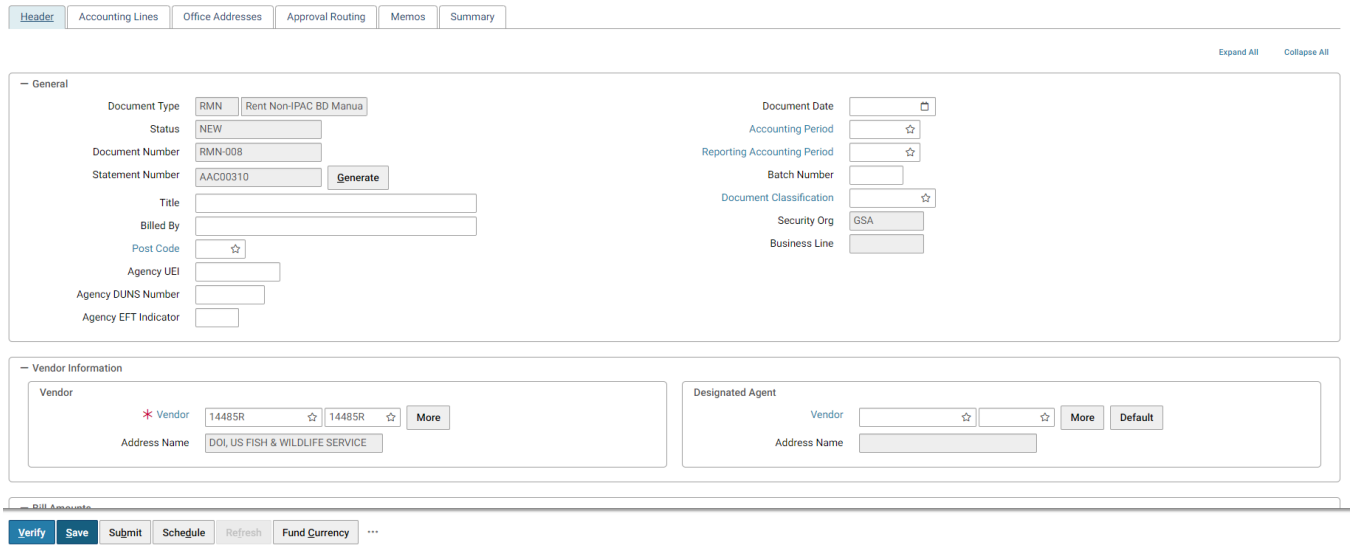
	Document Category	Document Type	Document Number	Document Date	Amendment / Modification Number	Temporary Amendment Number	Title	Document Status	User ID
◉	BD	RMN	RMNAAC00242-096	01/08/2021	00001			Processed	ALLROLES_PURCHASING
○	BD	RMN	RMNAAC00243-099	01/08/2021	00001			Processed	ALLROLES_ACCTS_REC
○	BD	RMN	RMNAAC00244-101	01/08/2021				Processed	ALLROLES_ACCTS_REC
○	BD	RMN	RMNAAC00249-118	01/08/2021				Processed	ALLROLES_ACCTS_REC
○	BD	RMN	RMNAAC00250-119	01/08/2021				Processed	ALLROLES_ACCTS_REC
○	BD	RMN	RMNAAC00255-131	01/08/2021				Processed	ALLROLES_ACCTS_REC
○	BD	RMN	RMNAAC00260-178	01/10/2021				Processed	ALLROLES_ACCTS_REC
○	BD	RMN	RMNAAC00264-187	01/10/2021				Processed	ALLROLES_ACCTS_REC
○	BD	RMN	RMNAAC00268-021	01/12/2021				Processed	ALLROLES_ACCTS_REC
○	BD	RMN	RMNAAC00269-022	01/12/2021				Processed	ALLROLES_ACCTS_REC

10 per page Page 6 of 12

10. Select the **Finish** button.

    The Header page is displayed.

Figure 36: Billing Document - Header page



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

    For details on these fields, refer to **Table 1**.

    a. Vendor Information

    b. External System Information

    c. User Defined Fields

    NOTE: If copying from another document, many of the following steps are not necessary, as the information will copy from the previous BD. The Document Date, Accounting Period, and Reporting Accounting Period will default to the current date when these fields are left blank and the form is verified or processed.

12. **REQUIRED** FOR IPAC- Select the **Default** Button in the **Designated Agent** Group Box.

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

Figure 37: Designated Agent information

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

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

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

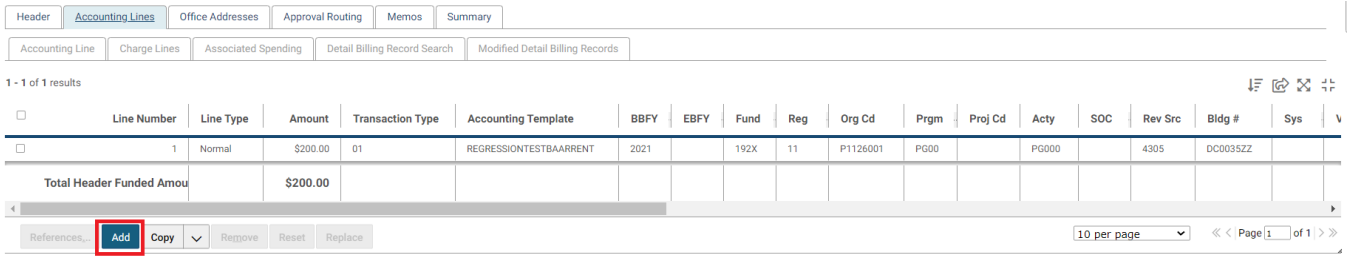
    NOTE: The IPAC Article Qty/ Unit Price Indicator Field will default to the value based on Business Lines IPAC BD.

Figure 38: Inter-Agency Transfer

Figure 39: Inter-Agency Transfer (continued)

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

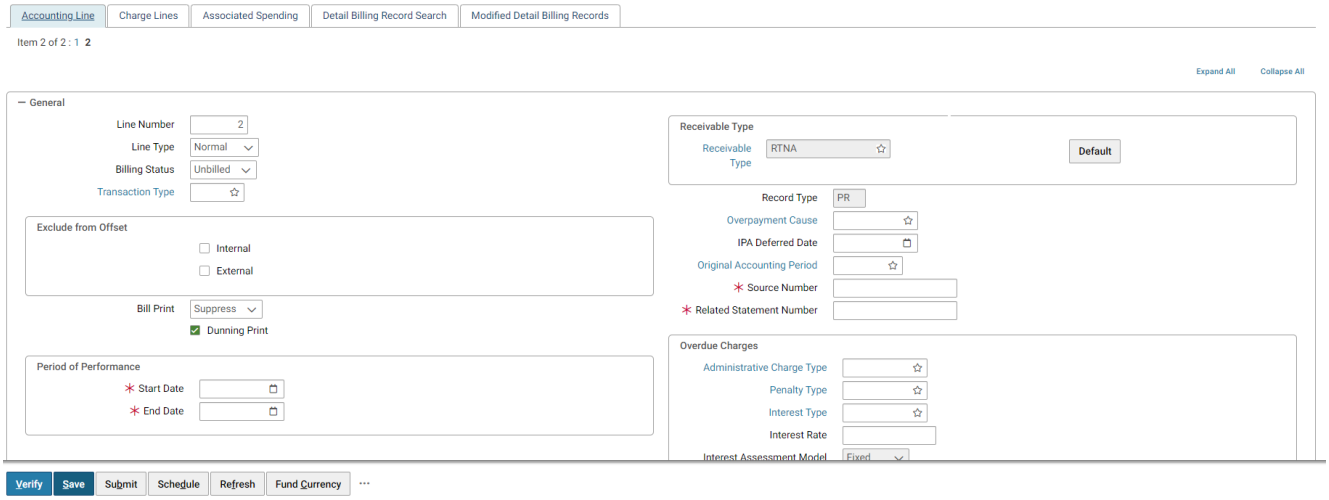
Figure 40: Add new Accounting Line



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

The Accounting Line page is displayed.

Figure 41: Accounting Line page



NOTE: There is an accounting line sub tab below the accounting lines tab. Below the tabs is an item label with a 1, 2, and 3 hyperlink. There is a general section below the item label and hyperlinks. The general section contains some of the following fields below: line number, line type, billing status, transaction type, an exclude from offset section, bill print, dunning print, and the required period of performance start and end dates. On the right side of the search criteria section are more fields and two of these are the required source number field and the required related statement number field. At the bottom of the page are the following buttons: verify, save, submit, schedule, refresh, fund currency, and ellipses, which expands to reveal more actions.

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

    For details on these fields, refer to **Table 1**.

    a. General (**NOTE:** Ensure that Line Type = Credit, Line Type =02, Initial Line Amount = negative value)

    b. Period Of Performance

    c. Line Amounts

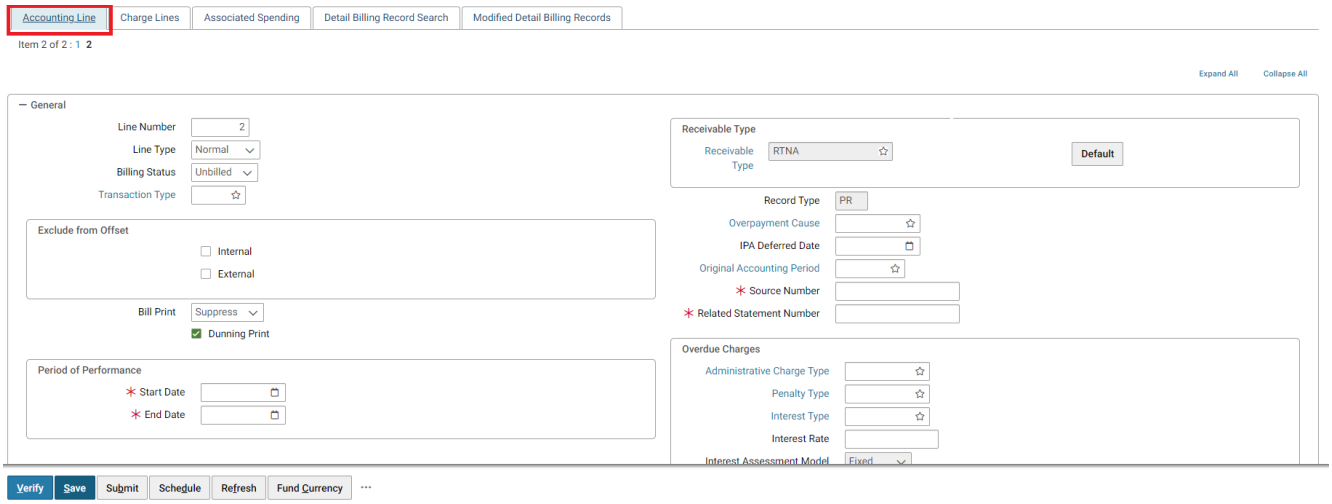
    d. Interagency Transfer

    e. Funding Authorization Source

    f. Contract Information (**NOTE:** The Contract Number value should be equal to the Business Line value from the BD Header. For Credits that are refunded, the Invoice number is used to search all documents in the chain. Entering the statement number in Invoice Field alleviates the need to later amend the BD and add the Statement Number.)

    NOTE: The Billing Status, Receivable Type, Transaction Type, Overdue Charges information, and Text Code will default from the document type.

Figure 42: Accounting Line Tab



NOTE: There is an accounting line sub tab below the accounting lines tab. Below the tabs is an item label with a 1, 2, and 3 hyperlink. There is a general section below the item label and hyperlinks. The general section contains some of the following fields below: line number, line type, billing status, transaction type, an exclude from offset section, bill print, dunning print, and the required period of performance start and end dates. On the right side of the search criteria section are more fields and two of these are the required source number field and the required related statement number field. At the bottom of the page are the following buttons: verify, save, submit, schedule, refresh, fund currency, and ellipses, which expands to reveal more actions.

16. **REQUIRED** for **Credit Lines** - Set the **Exclude from Offset** flags to True.

    NOTE: If copying from another document/accounting line, be sure to delete any Overdue charges that may have copied from a normal line. Overdue charges are not allowed on Credit lines.

Figure 43: Exclude from Offset

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

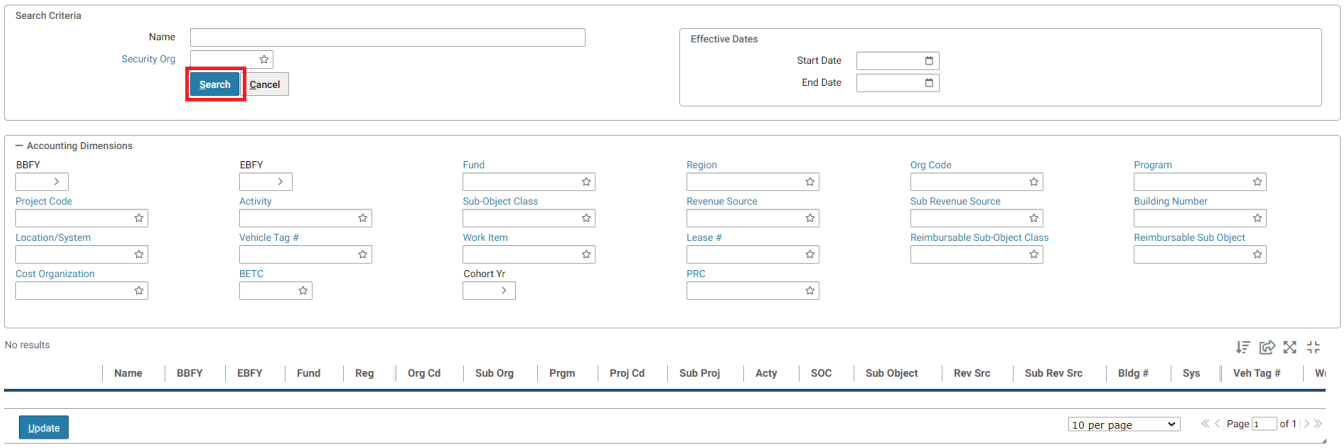
    Please refer to the Configuration Guide for the complete list of Accounting Templates.

18. To search for the Accounting Template, select the **Template** link.

Figure 44: Accounting Dimensions Template link

19. Enter the search criteria and select **Search**.

Figure 45: Accounting Template - Search Criteria

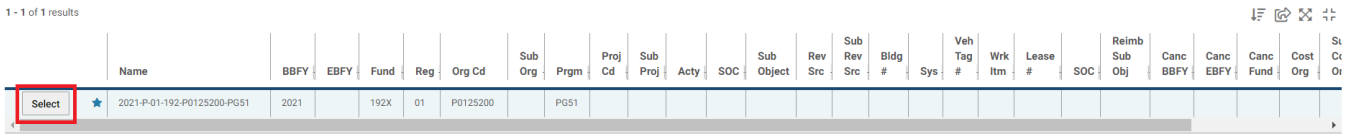


NOTE: When searching for accounting templates, list the business line abbreviation flanked by asterisks (*FLT* or *RNT*) in the Accounting Template Description field. Alternatively, the user can search by specific accounting dimensions.

20. Select an Accounting Template.

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

Figure 46: Accounting Template Results



NOTE: The Accounting Template is made up of certain (but not all) Accounting Dimensions. All required dimensions will need to be entered after defaulting the template values. For example, Building Number and Revenue Source Code will need to be entered.

Figure 47: Accounting Template

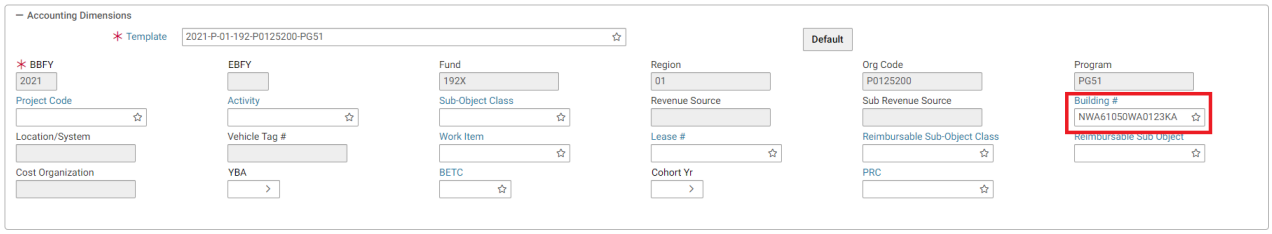
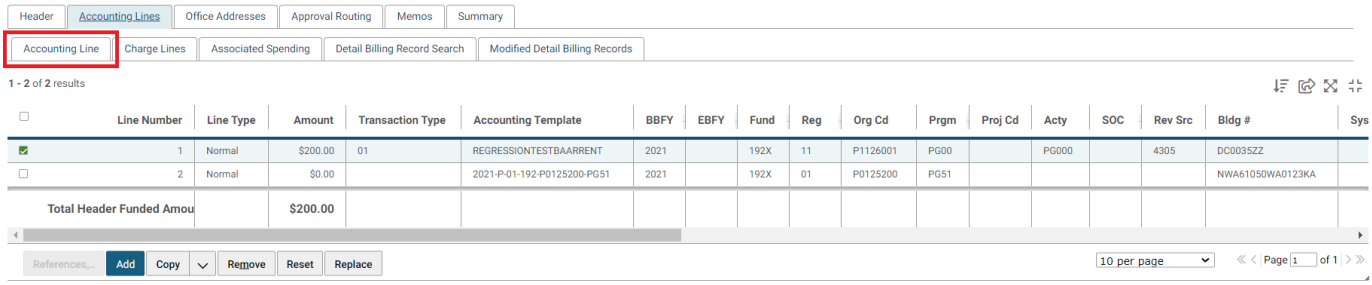


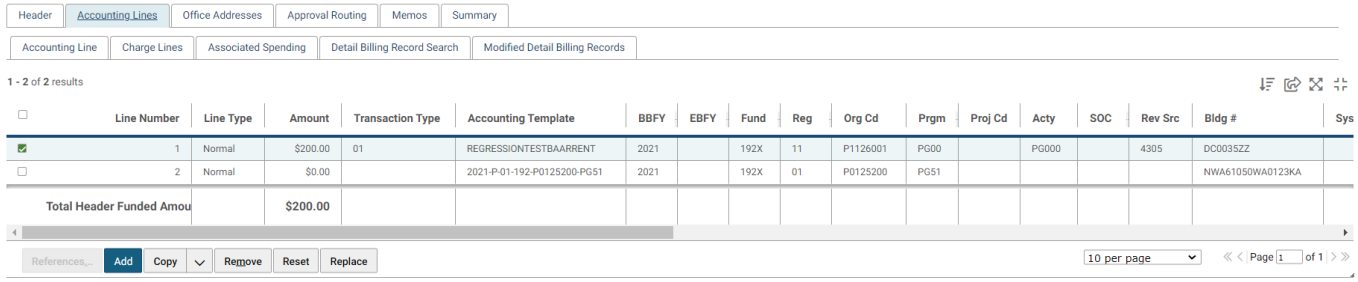
Figure 48: Accounting Line Link



21. Select the **Accounting Line** link.

    NOTE: To copy the Accounting Line to create additional accounting line, select the record and select “Copy”. The copied accounting line WILL NOT copy DBRs from the original accounting line. DBRs will need to be created for each new line copied

Figure 49: Accounting Line - Copy Button



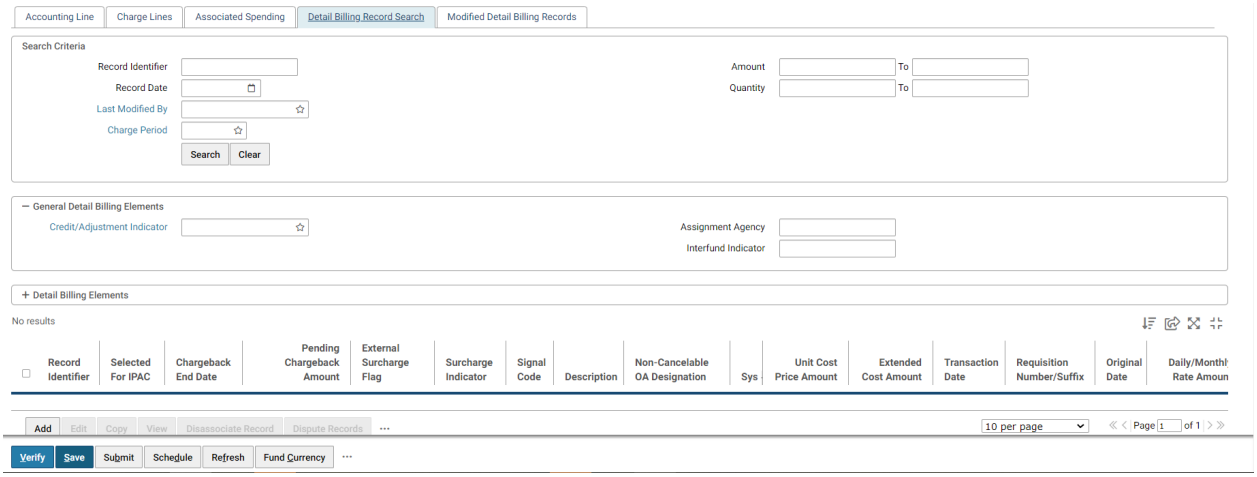
22. For business lines utilizing PCAS agreements, add the agreement Reference (Agreement Number and Agreement Line Number).

Figure 50: Agreement Reference

23. For business lines utilizing Detail Billing Record functionality, select **Detail Billing Record Search** tab.

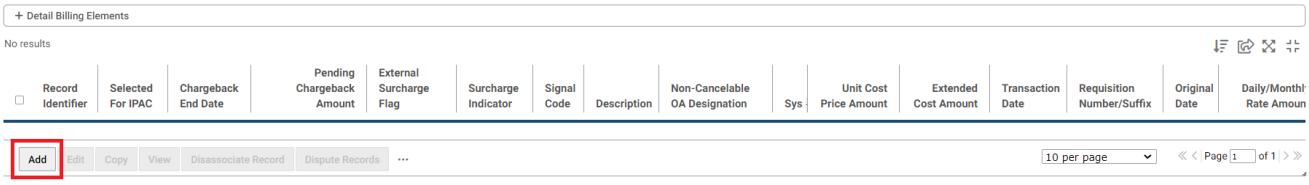
    For business lines not utilizing Detail Billing Record functionality, skip to step 28.

Figure 51: Detail Billing Record Search



24. Select the **Add** button.

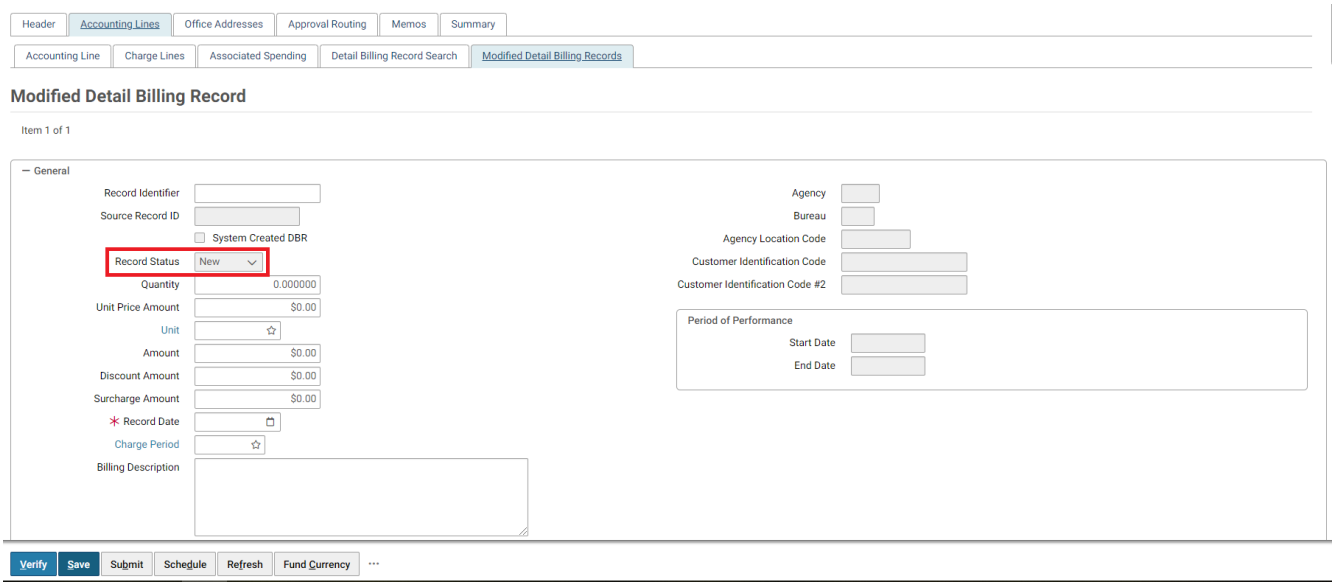
Figure 52: Detail Billing Record - Add Button



The Modified Detail Billing Records page is displayed.

NOTE: The Record Status will default to New.

Figure 53: Modified Detail Billing Record

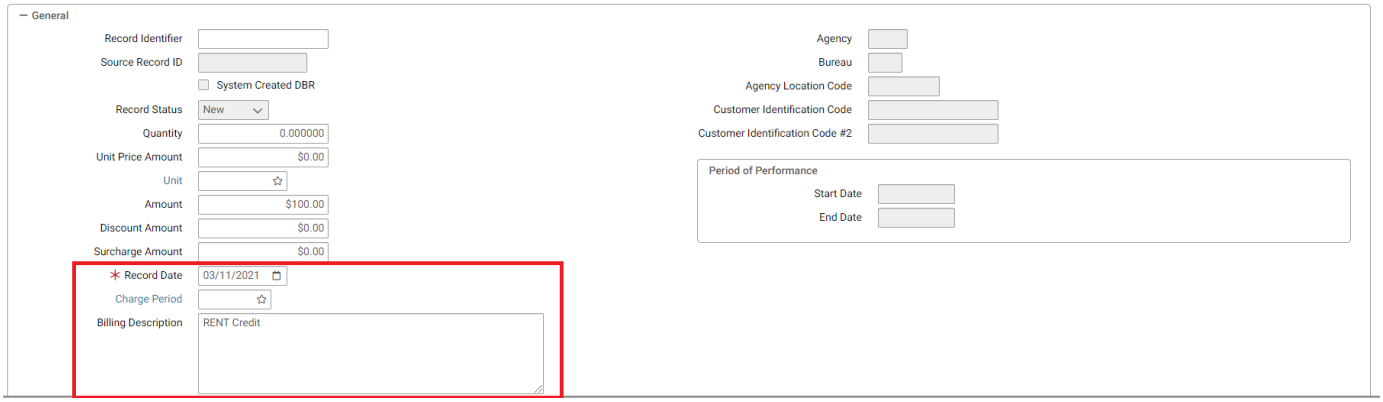


25. Enter the Required **Detail Billing Elements**. The Pegasys system required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but are required to be populated per the business process of each business line.

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

    NOTE: The total amounts of the Detail Billing Records associated to the Accounting line must equal the Initial Line Amount.

Figure 54: Detailed Billing Record Fields



26. **REQUIRED** for Credit lines - Enter the Credit/Adjustment Indicator of ‘C’.

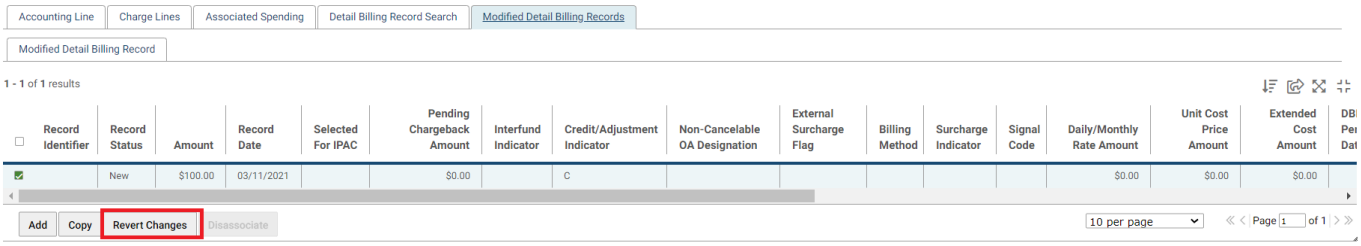
Figure 55: Credit/Adjustment Indicator

NOTE: The Detail Billing Elements vary per Business Line. Please refer to the Configuration Guide for a Detail Billing Record specification.

27. Select the **Save** button.

28. Select the **Modified Detail Billing Record** link.

Figure 56: Modified Billing Records

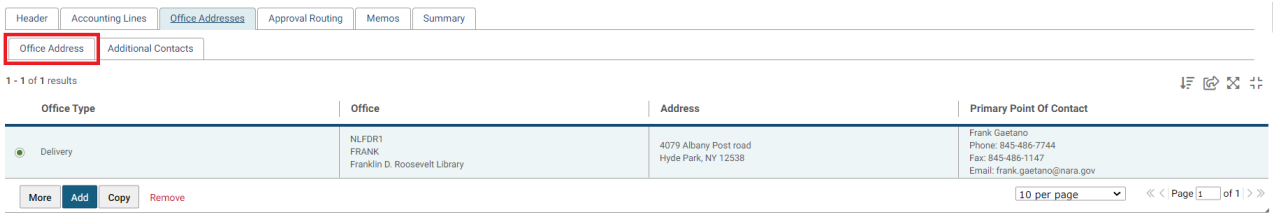


NOTE: To copy the Detail Billing Record to create additional DBRs, select the record and select “Copy”. A unique identifier will be generated for each copied Detail Billing Record.

NOTE: To revert changes made to the Detail Billing Records select "Revert Changes".

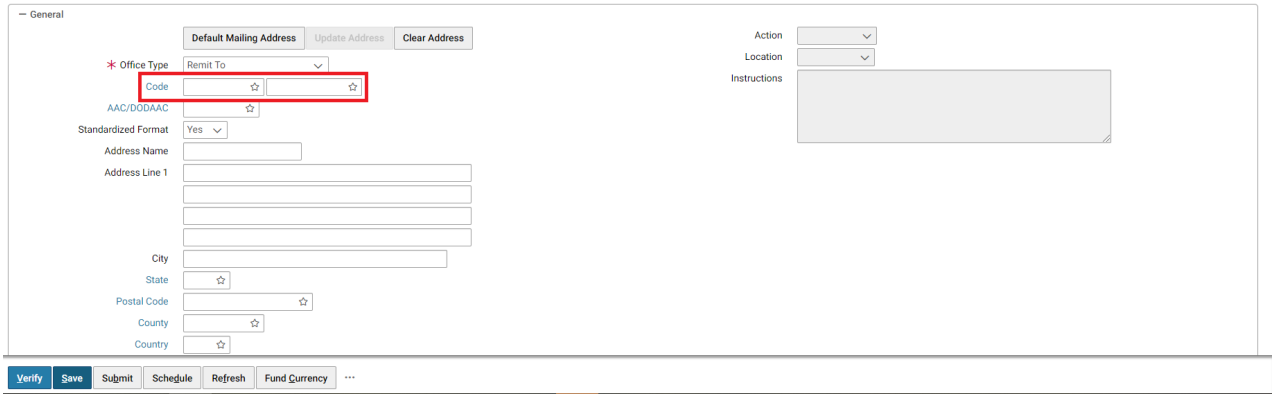
29. Select the **Office Addresses** tab.

Figure 57: Office Addresses



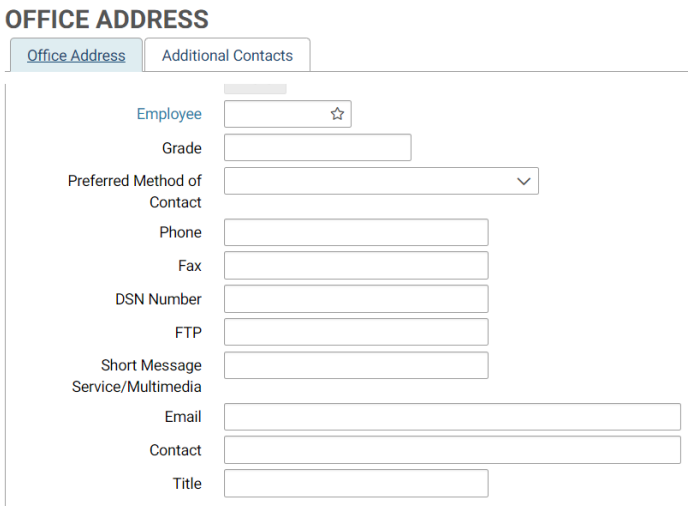
30. Select the **Add** button.

Figure 58: Office Address



31. Select the Remit To **Office Type**.
32. Enter the Office Code.
33. Populate additional fields at the bottom of the page. This is optional.

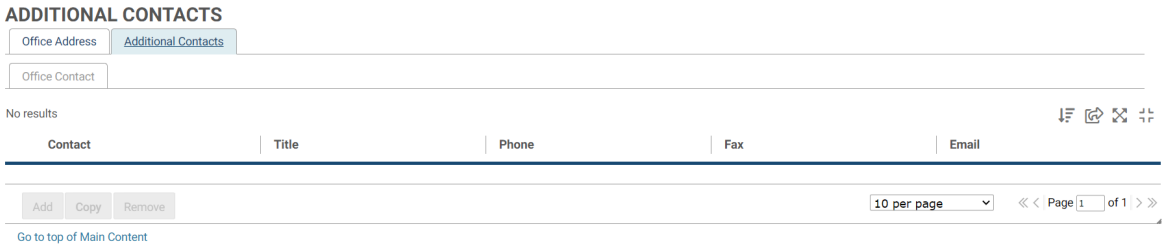
Figure 59: Office Addresses Tab Additional Fields



Please refer to the Configuration Guide for Office Table information.

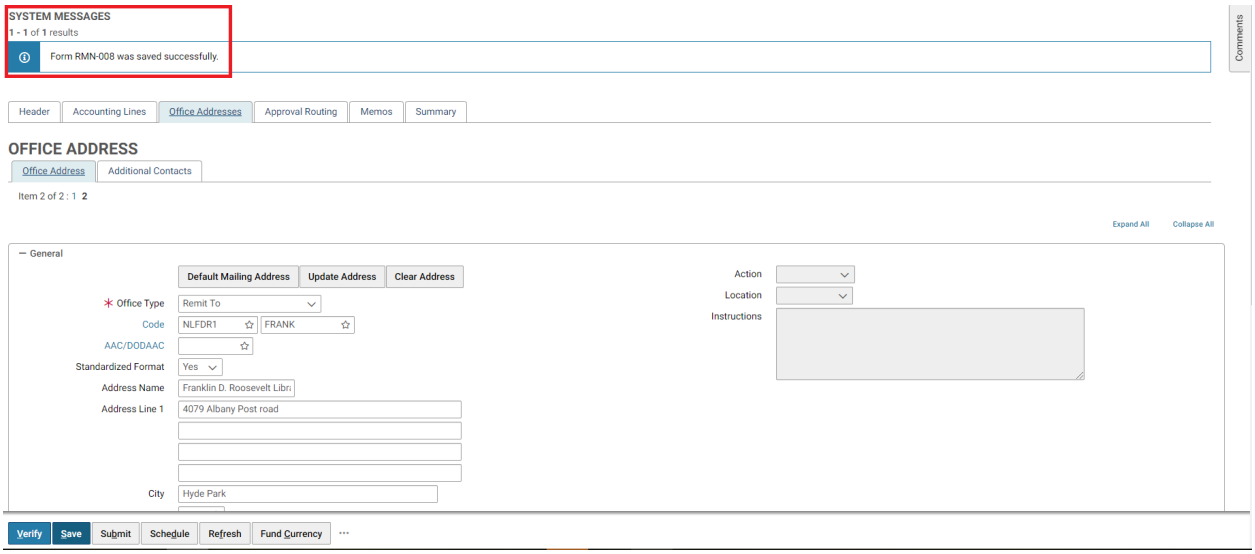
34. Select the Additional Contacts tab to add multiple Contacts.

Figure 60: Office Address Additional Contacts Tab



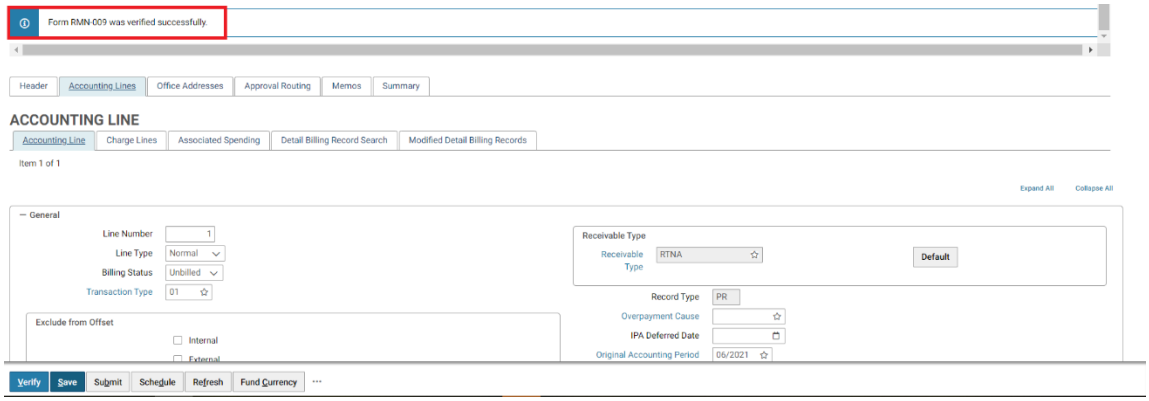
35. Select the **Save** button.

Figure 61: Manual Billing Document - Save message



36. Select the **Verify** button.

Figure 62: Manual Billing Document - Verify message

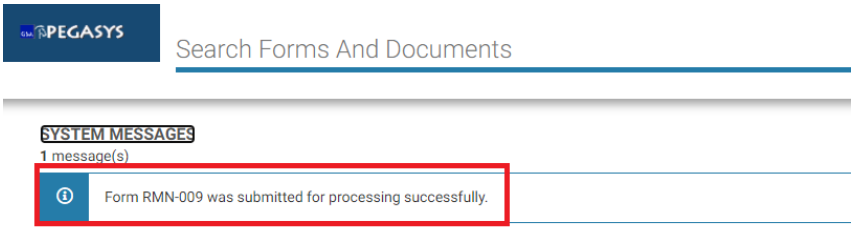


NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again.

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.

37. Select the **Submit** button.

Figure 63: Manual Billing Document - Submit Message



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

4.15.2.2 Manual Creation of Internal Voucher (NV): Normal/Refund Line Type

The Internal Voucher (NV) document is used to recognize revenue and expenditure for transactions occurring between two entities within the same agency. The following steps describe how to create the Internal Voucher (NV) form manually with either a Normal or Refund line type in Pegasys. Note that NVs do not use the concept of a "Credit" line type to record credits. Rather, if a Buyer Agreement Reference is not present, the NV accounting line is set to a negative amount and uses the "Normal" line type (for both Buyer and Seller), and if a Buyer Agreement Reference is present, the NV accounting line is set to a positive amount and uses the "Refund" line type (for both Buyer and Seller).

Unlike other documents, the Internal Voucher (NV) document records a buyer side and seller side accounting information.

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

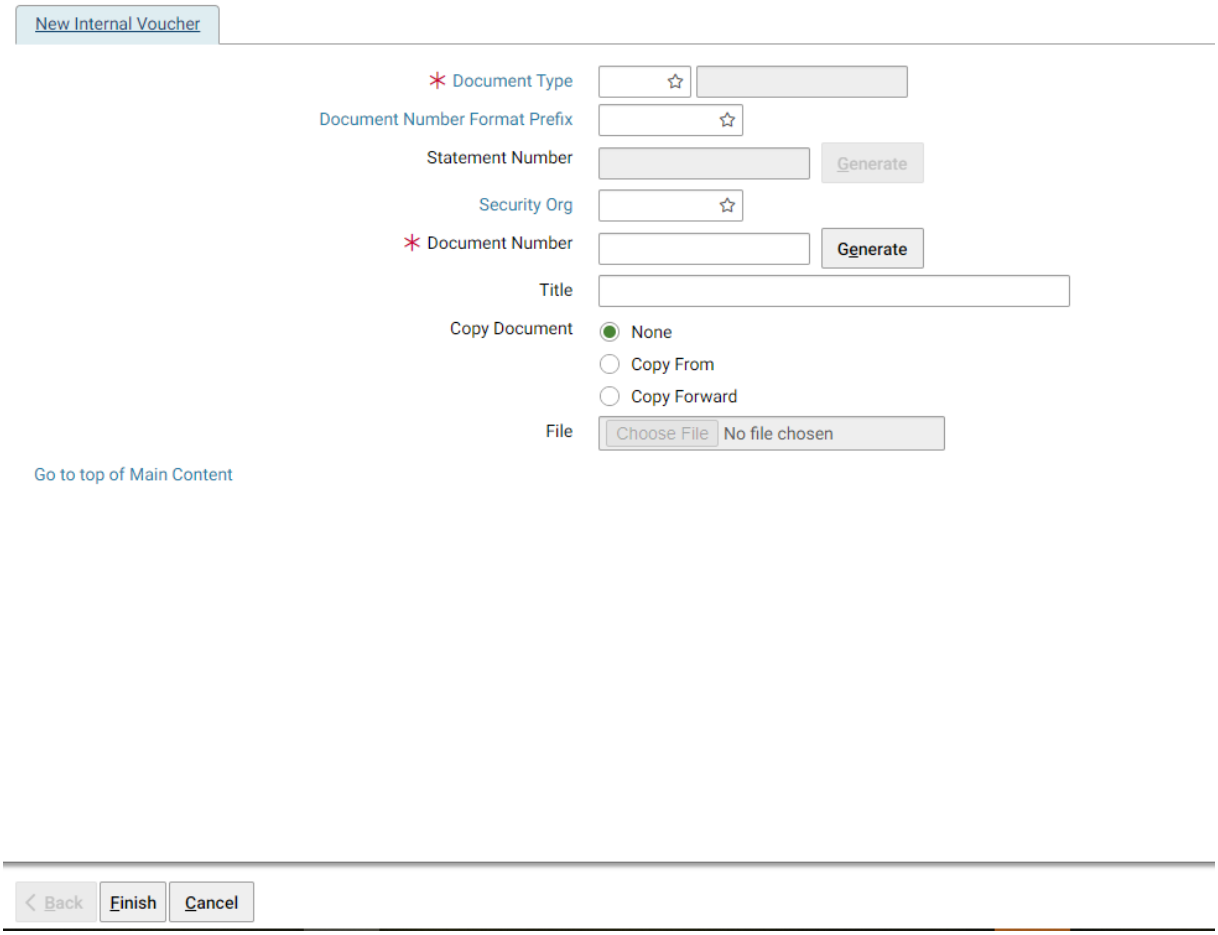
- **Pegasys System Required fields** - These fields have the red asterisk and the system throws hard error when they are left blank.
- **GSA Business process required fields** - These fields are optional in Pegasys but required to be populated per the business process of each Business line.

Steps to create an Accounts Payable Internal Voucher:

1. Navigate to Transactions → Accounts Payable → New → Internal Voucher.

The New Internal Voucher page is displayed.

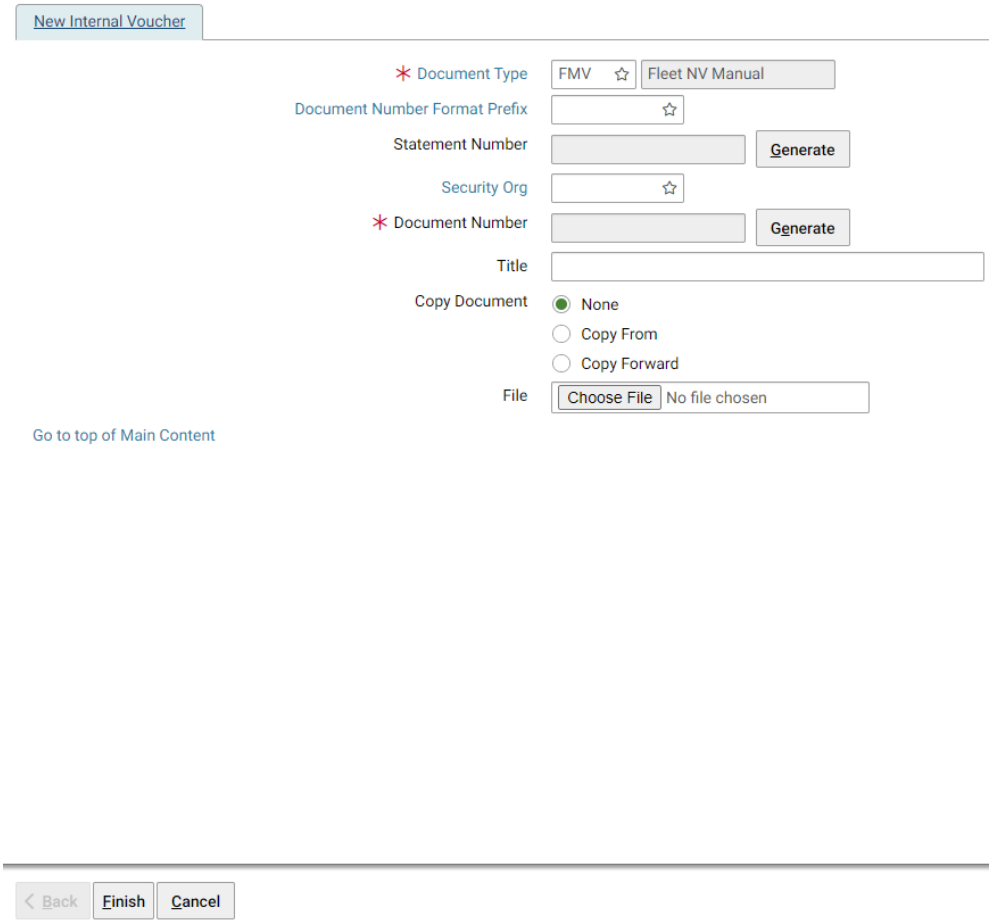
Figure 64: New Internal Voucher page



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

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

Figure 65: New Internal Voucher information



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

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

   NOTE: The Statement Number formats are defined per document type and business line. For example, the Statement Number format for Fleet Leasing is the letter 'N' followed by 7 incremented digits. (i.e., 'N'+#######)

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

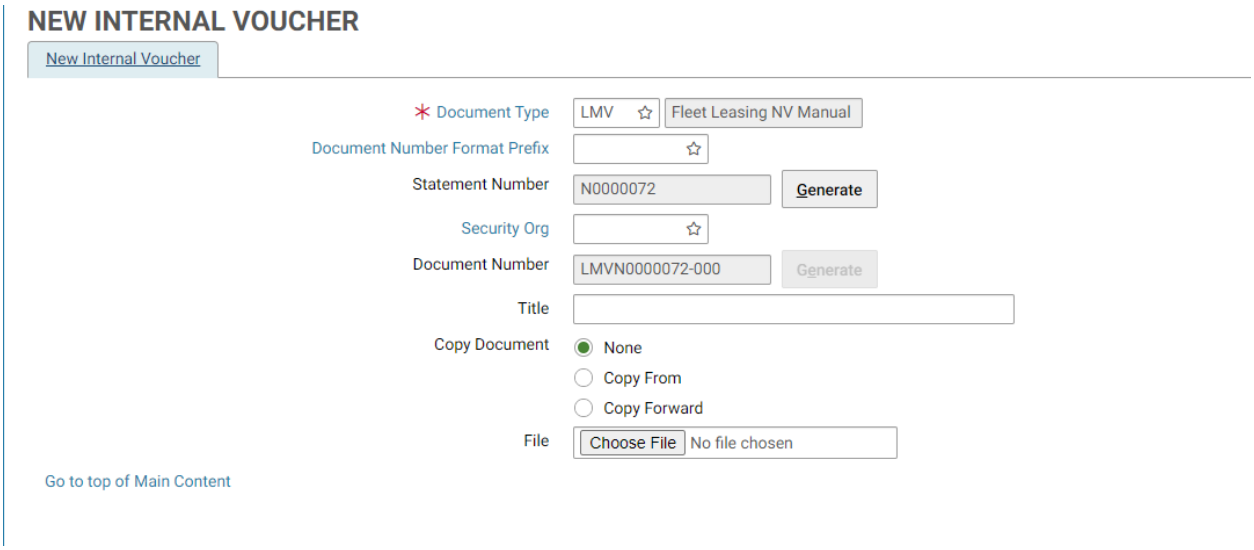
4. Select the Generate button to generate a **Document Number**. A unique document number will be generated in the **Document Number** field. Once the document number is generated, the **Generate** button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

   NOTE: The Document Number Formats are defined per document type and business line. For example: the Document Number format for 'LMV' is the document type of

Internal Voucher form followed by the Statement Number the document was created and combined with 3 incremented digits. (i.e., LMVSSSSSSSS-###).

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

Figure 66: Generate Statement Number



5. Select the Finish Button.

   The NV header page is displayed.

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

6. On the "Header" tab, populate the Pegasys System required fields and GSA Business Process required fields in the following sections. The Pegasys System required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but required to be populated per the business process of each Business line. For details on these fields, refer to **BAAR User Guide 10 of 10, Appendix C.8.**

   a. General.

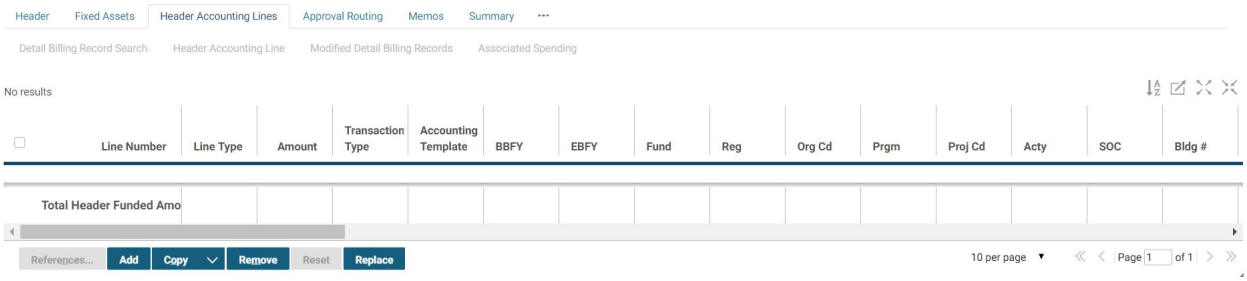
   b. Vendor Information.

   c. User Defined Fields.

   d. Description.

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

Figure 67: Internal Voucher Header Accounting Line tab

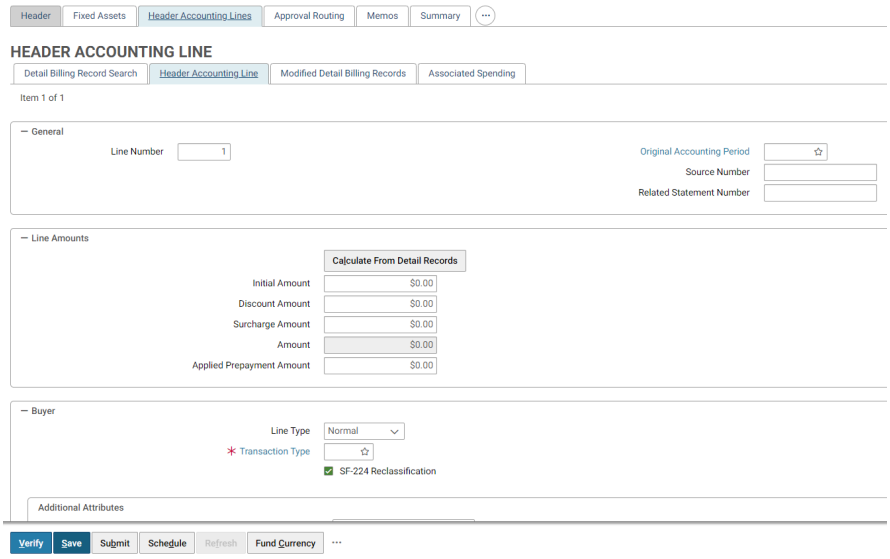


8. Select the Add button to enter a new Header Accounting Line.

   NOTE: NVs do not use the concept of a "Credit" line type to record credits. Rather, if a Buyer Agreement Reference is not present, the NV accounting line is set to a negative amount and uses the "Normal" line type (for both Buyer and Seller), and if a Buyer Agreement Reference is present, the NV accounting line is set to a positive amount and uses the "Refund" line type (for both Buyer and Seller).

   NOTE: NVs do not use the concept of a "Credit" line type to record credits. Rather, the NV accounting line is set to a negative amount and uses the "Normal" line type.

Figure 68: Internal Voucher -Header Accounting Line - General Section



9. On the "Header Accounting Line" tab, populate the Pegasys System required fields and GSA Business Process required fields in the following sections. The Pegasys System required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but required to be populated per the business process of each Business line. For details on these fields, refer to **BAAR User Guide 10 of 10, Section C.8.**

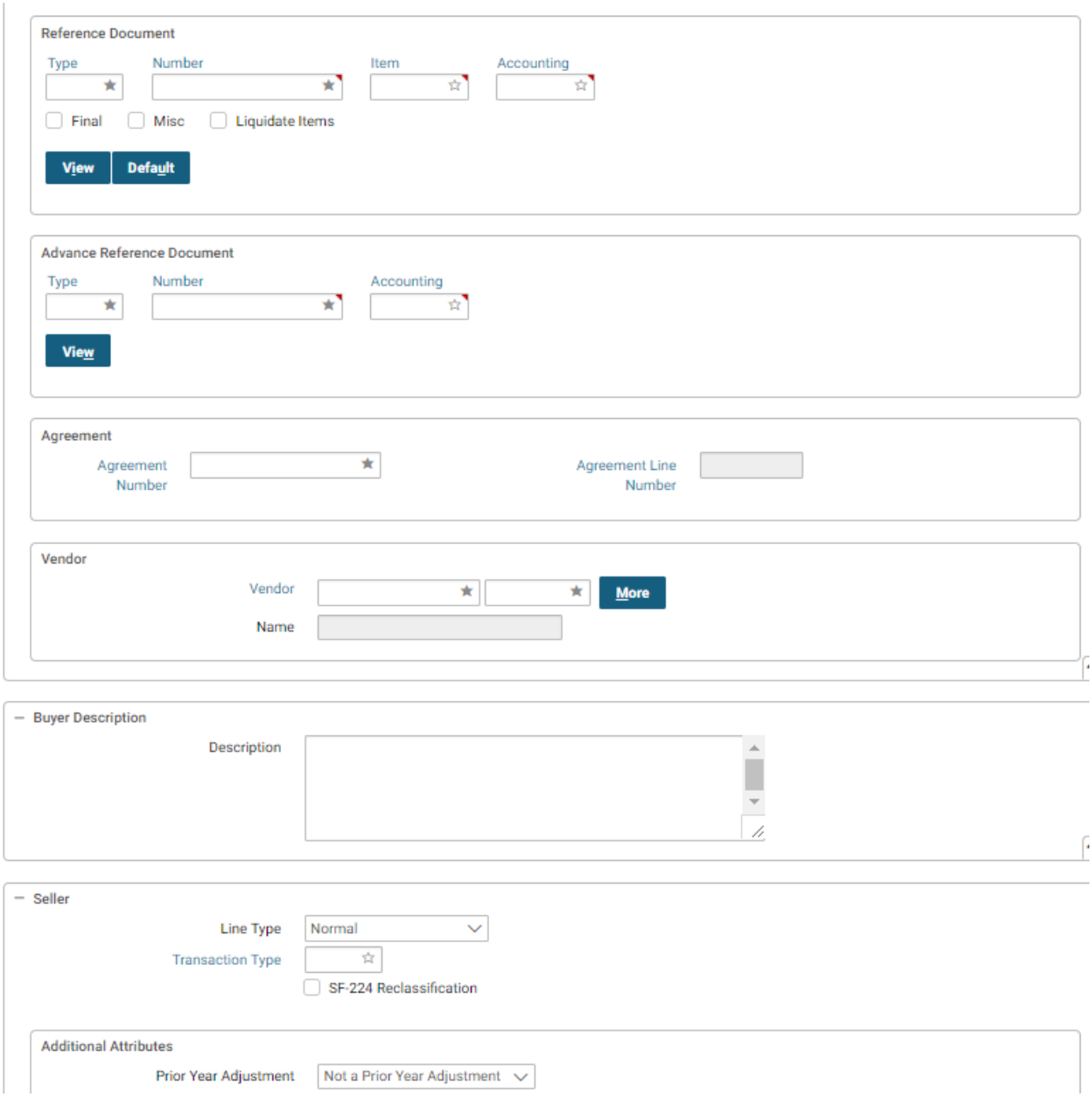
   a. General

   b. Line Amounts

NOTE: Positive/negative value dependent on presence of Buyer Agreement Reference.

c. Buyer:
    i. Including the Accounting Dimensions- Select the Default button after entering the Accounting template to populate the accounting dimensions from the template.
    ii. Buyer Vendor Code and Vendor Address Code - Note that these fields will default from the Buyer Reference Document.
    iii. Add the Buyer Agreement Reference from the referenced IX Document, if present.
    iv. Buyer Transaction Type is dependent on interfund/intrafund and the presence of a Buyer Agreement Reference.
    v. Buyer Line Type is dependent on the presence of a Buyer Agreement Reference.
d. Seller:
    i. Including the Accounting Dimensions- Select the Default button after entering the Accounting template to populate the accounting dimensions from the template.
    ii. Add the agreement reference (agreement number and agreement line number for business lines utilizing PCAS agreements).
    iii. Seller Vendor Code and Vendor Address Code - Note that these fields will default from the NV Header.
    iv. Seller Transaction Type is dependent on interfund/intrafund and the presence of a Buyer Agreement Reference.
    v. Seller Line Type is dependent on the presence of a Buyer Agreement Reference.
e. User Defined Fields
f. Description

Figure 69: Header Accounting Line



NOTE: There are more sections and subsections below the header accounting lines tab and these are the reference document sub section, advanced reference document sub section, agreement sub section, and a vendor sub section. There is also a buyer description section and a seller section.

g. The reference document sub section contains the following fields: type, number, item, accounting, final flag, misc flag, liquidate items flag, a view button, and a default button.

h. The advanced reference document sub section has the following fields: type, number, accounting, and a view button.

i. The agreement sub section has an agreement number field and an agreement line number field.

j. The vendor sub section has a vendor field with a more button and a name field.

k. The buyer description section has a description field.

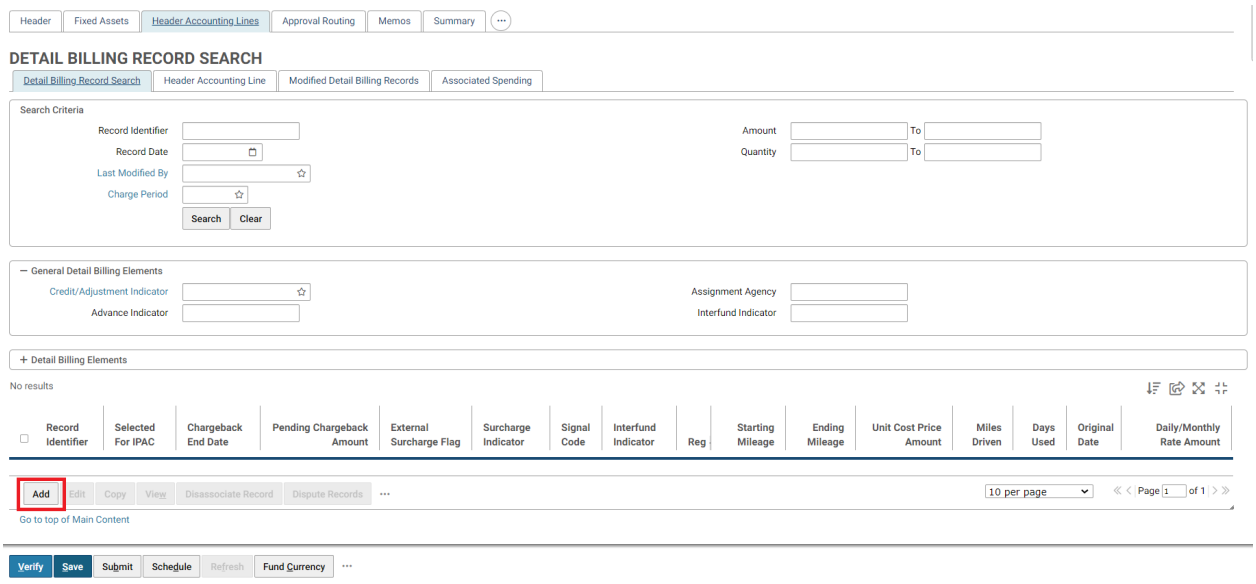
l. The seller section has a line type dropdown, a transaction field, and an SF-224 Reclassification flag.

For Documents that reference agreements move to step 15.

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

10. Select the Detail Billing Record Search tab.
11. Select the Add button.

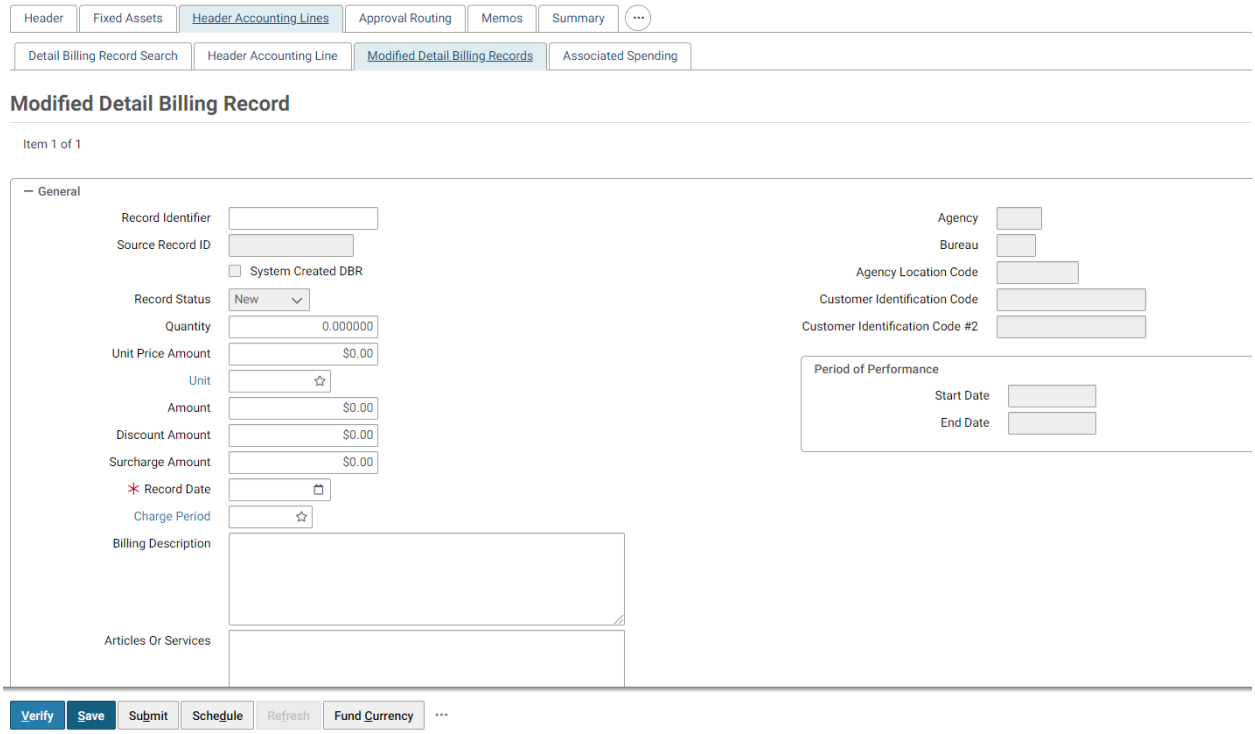
Figure 70: Detail Billing Record Search tab



NOTE: Below the header accounting lines tab is a detail billing record search sub tab. Within this is a search criteria section with the following fields: record identifier, record date, last modified by, and amounts. Below these is a search button and a clear button. Below the search criteria section is a general detail billing elements section where there is a credit/adjustment indicator field, assignment agency field, and interfund indicator field. There is an expandable detail billing elements section below. Below the search criteria section is an item collection table. The columns makeup parameters for each row and each row represents an individual record. Each record can be selected by selecting the radio button to the left of the first column. Below the table are the following buttons: add, edit, copy, view, disassociate record, dispute records, and ellipses, which expands to reveal more actions. At the bottom of the page are the following buttons: verify, save, submit, schedule, refresh, fund currency, and ellipses, which expands to reveal more actions.

The Modified Detail Billing Record page is displayed.

Figure 71: Modified Detail Billing Record page



12. Enter the Required fields on the following sections of Modified Detail Billing Record. The Pegasys system required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but are required to be populated per the business process of each business line.

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

    a. General

    b. Vendor Information

    c. Inter-Agency Transfer

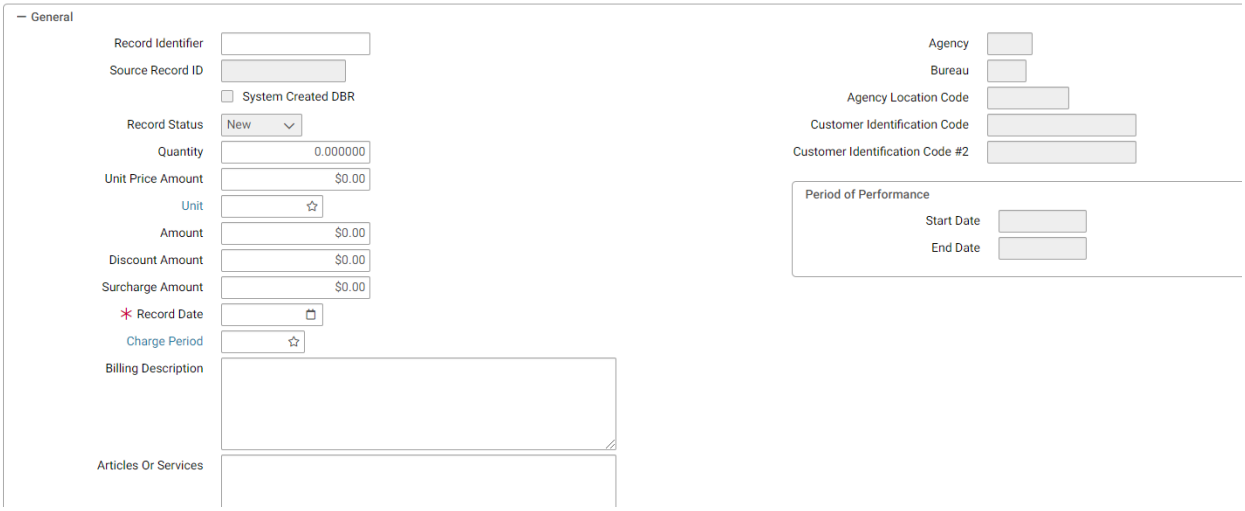
    d. Description

    e. Accounting Dimensions

        i. Select the Default button after entering the Accounting template to populate the accounting dimensions from the template.

        NOTE: Business lines that use Project Cost Accounting should proceed to Step 15, as these documents will not use Detail Billing Records.

Figure 72: Modified Detail Billing Record information



13. Select the Detail Billing Element Fields tab.

    The Detail Billing Element Fields page is displayed.

Figure 73: Detailed Billing Element Fields

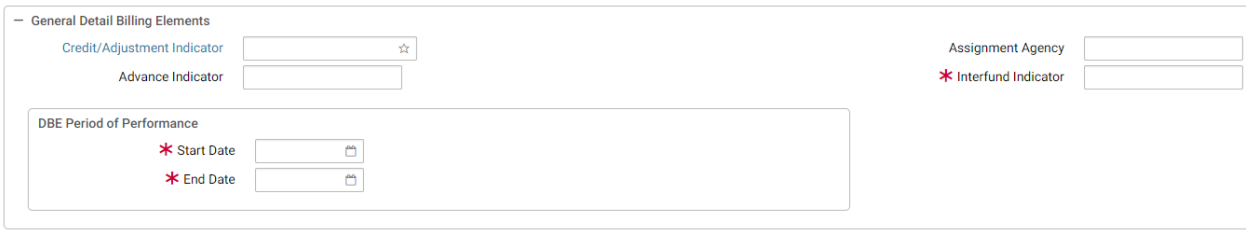
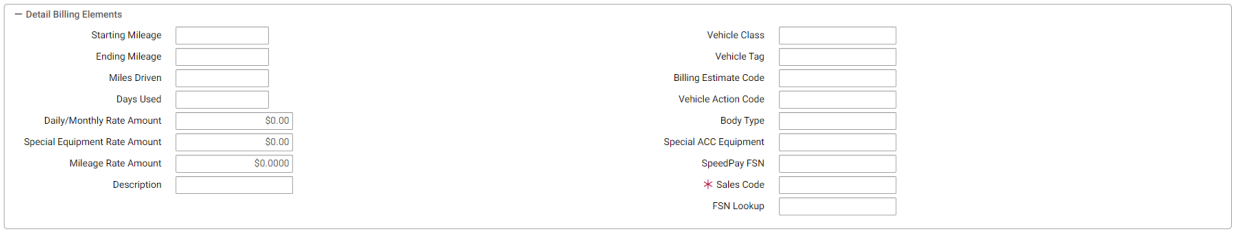


Figure 74: Detailed Billing Elements field (continued)



14. Enter the Required fields on the following section of **Detail Billing Elements**. The Pegasys system required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but are required to be populated per the business process of each business line.

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

    a. General Detail Billing Elements.

    b. Business Line Detail Billing Elements.

15. Select the **Save** button.
16. 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.
17. Select the **Submit** button.

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

4.15.3 Credit Application Worksheet

In order to clear the credit receivable, non-IPAC credits must be liquidated. The Credit Application Worksheet can be used to:

- Apply non-IPAC Credit bills to non-IPAC outstanding debit (normal line) bills.
- Refund non IPAC Credit bills to customers.
- Transfer non-refundable non-IPAC Credit amounts to Treasury.

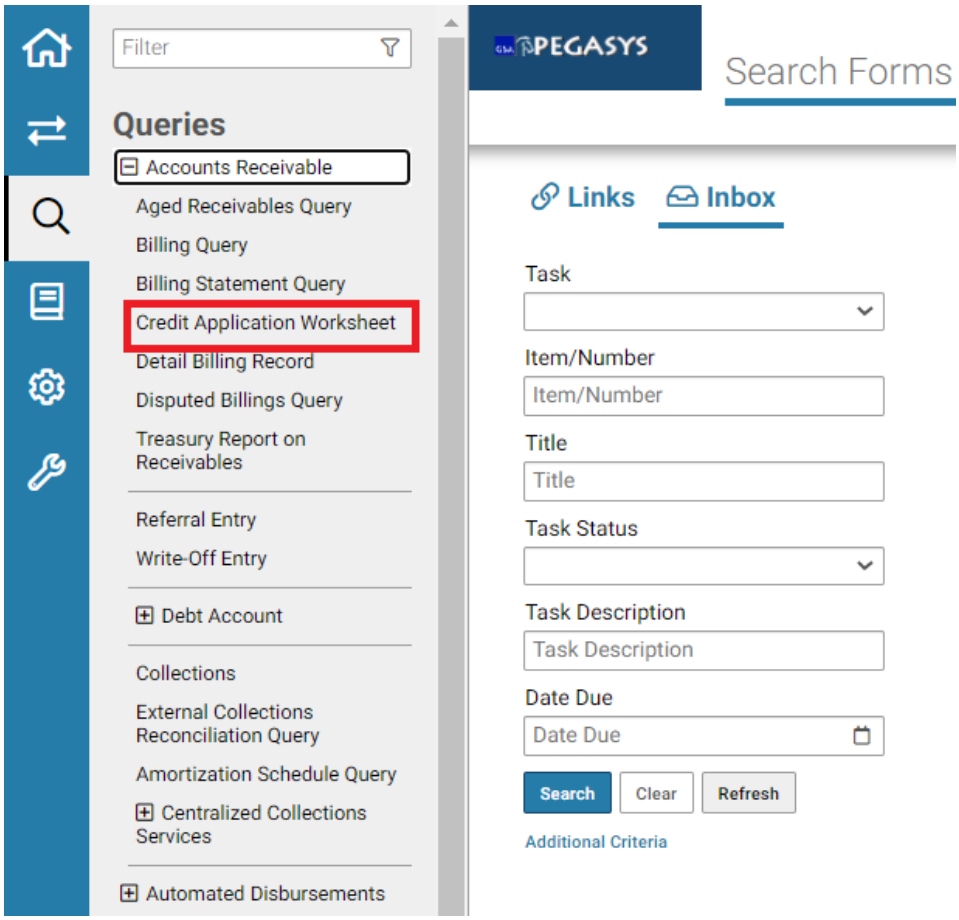
The Credit Application Worksheet facilitates searching for and applying Credit line bills against outstanding normal line bills, refunding credits, and transferring non-refundable credits to Treasury. Users can query both outstanding credits and outstanding bills from the Credit Application Worksheet. Users can also create the Cash Receipt (CR) to reduce credit and apply credit directly from the query, either applying the credit to another BD or preparing a CR to refund the credit or transfer the credit amount to the Treasury miscellaneous fund.

NOTE: Different CR Document Types are used for applying credits, creating refunds and transferring unapplied credit to Treasury.

The Credit Application Worksheet can be located at:

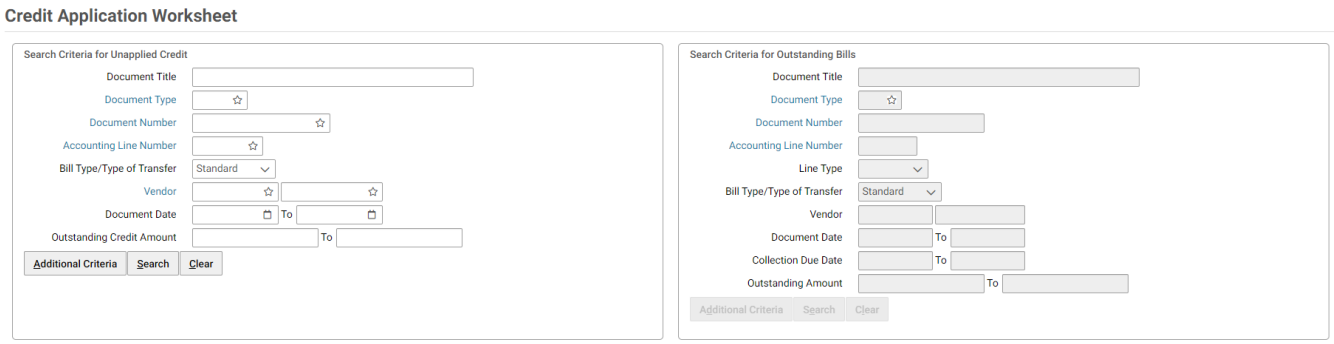
Queries → Accounts Receivables → Credit Application Worksheet.

Figure 75: Navigate to Credit Application Worksheet



The Credit Application Worksheet provides a double query in the user interface.

Figure 76: Credit Application Worksheet - Double Query

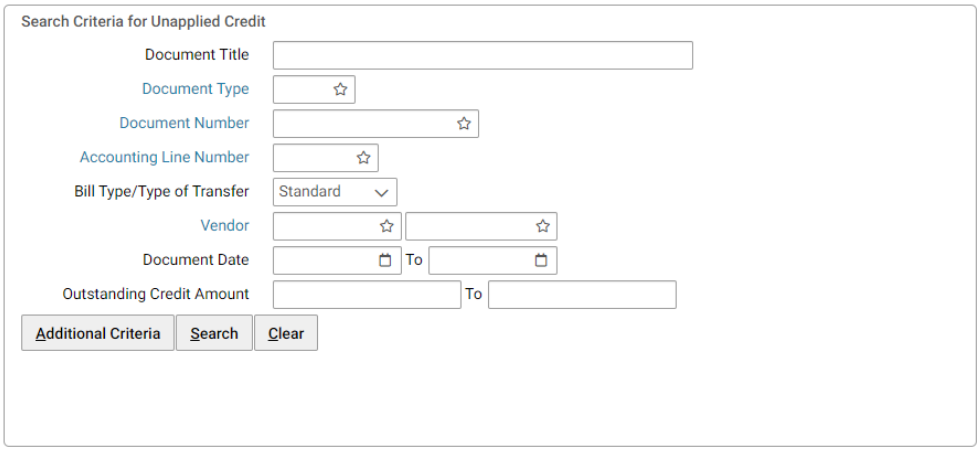


NOTE: There are two section within the credit application worksheet page and these are Search Criteria for Unapplied Credit and Search criteria for outstanding bills. The Search criteria for unapplied credit section has some of the following fields: document title, document type, document number, accounting line number, bill type/ type of transfer, vendor, document date, and outstanding credit amounts. Below this is an additional criteria button, a search button, and a

clear button. The Search criteria for outstanding bills section has the following fields: document title, document type, document number, accounting line number, line type, Bill type/type of transfer, vendor, document dates, and outstanding amounts. Below these fields is an additional criteria button, a search button, and a clear button.

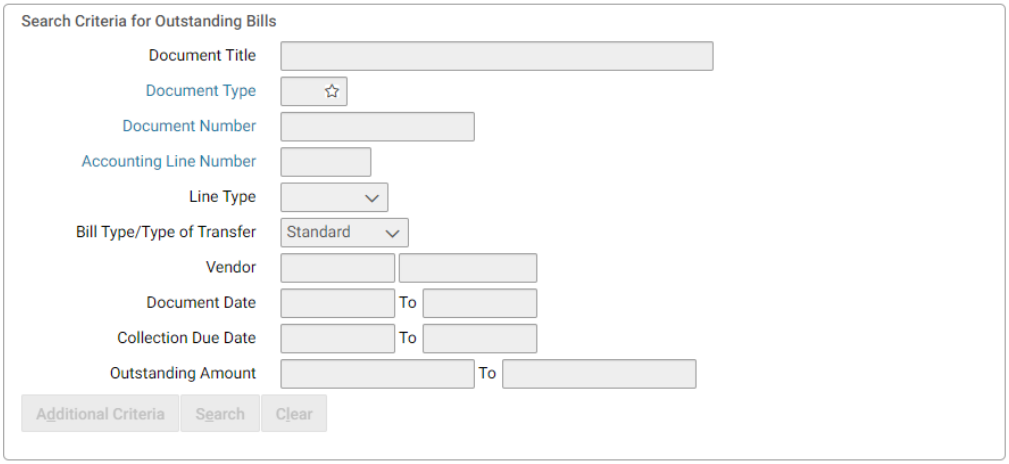
The left side of the screen below includes a pre-programmed outstanding BD credit line query, which is used to identify outstanding credits. If launching this query from the Billing Query or Billing Statement Query, the query will be pre-executed using the BD/Statement from the appropriate query.

Figure 77: Unapplied Credit Search screen



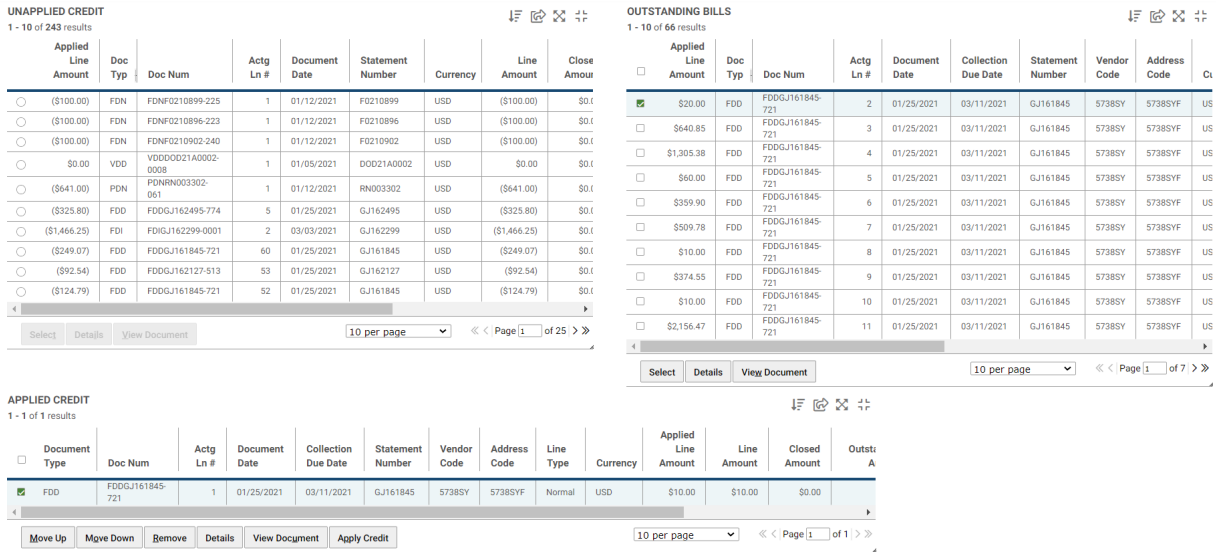
On the right side of the screen below is a Billing query. The outstanding bill side returns only normal line BDs for the vendor entered on the outstanding credit query side. The search criteria for the outstanding bill (debit) side will be pre-populated with the vendor entered on the outstanding credit side once a credit line is selected.

Figure 78: Outstanding Bill Search Criteria



In the lower part of the screen, the Credit Application Worksheet provides an item collection where the selected outstanding credit and **if selected**, the outstanding bill (debit bill/normal line) will be reconciled. If necessary, the user can edit the amount to be applied. When creating CRs for refunding or Transferring to Treasury, the lower item collection will have the Applied Credit button enabled without any records in the Applied Credit item collection. The Applied Credit item collection is only populated when applying an outstanding credit to an outstanding debit bill.

Figure 79: Credit Application Worksheet Item Collections



The following CR document types are used in conjunction with the Credit Application Worksheet.

Table 2: Credit Application Worksheet CR Document Types

Document Category	Document Type	Uses
Cash Receipt (CR)	CW6, CW7	Applying Credits to Outstanding Bills
Cash Receipt (CR)	CR6, CR7	Applying Credit in order to Refund via Payment
Cash Receipt (CR)	CT6, CT7	Transferring Unapplied Credit to Treasury Fund.

4.15.3.1 **Apply Credit via Offset Using the Credit Application Worksheet**

The following steps describe how to use the Credit Application Worksheet to apply a credit line BD to an outstanding debit or normal line BD. To apply a credit using the Credit Application Worksheet, an outstanding non-IPAC BD with a Credit line type and a non-IPAC BD with a

Normal line type should exist. The steps below assume a non-IPAC BD credit line and non-IPAC BD normal line exist.

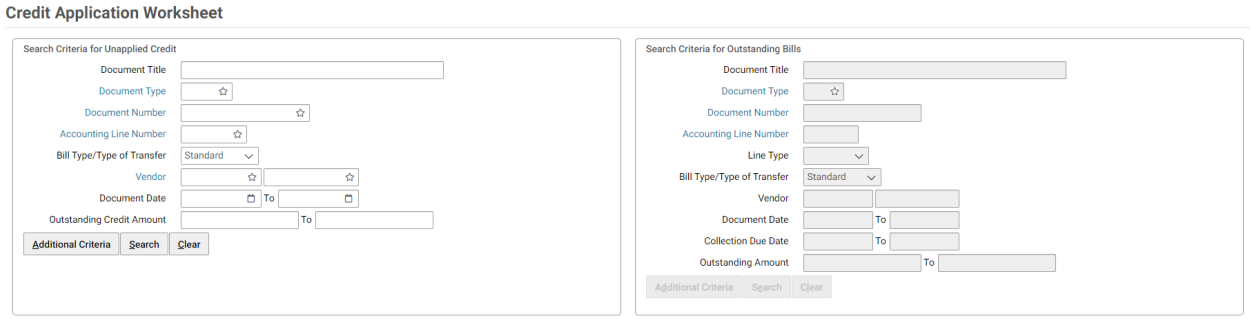
To create a non-IPAC BD Credit line, please refer to **Section 4.15.2.1.**

To amend the BD to add the Statement Number to the Invoice field, please refer to **BAAR User Guide 2 of 10, Section 4.4.3.1** and **BAAR User Guide 3 of 10, Section 4.6.11** to query by the Invoice number.

1. Navigate to Queries → Accounts Receivable → Credit Application Worksheet.

   The Credit Application Worksheet is displayed.

Figure 80: Credit Application Worksheet- Credit via Offset

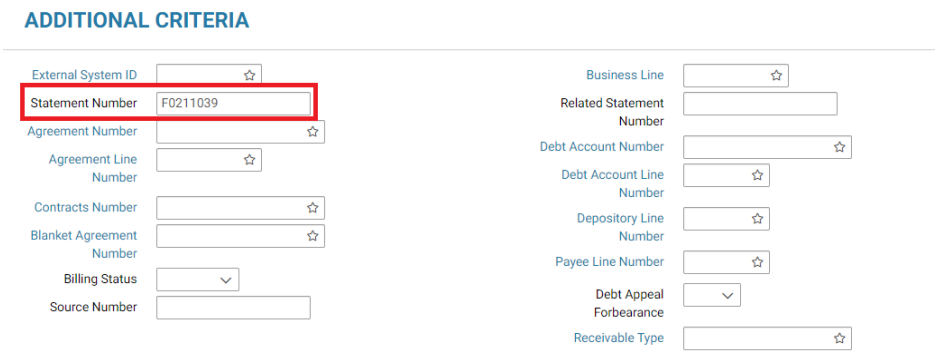


NOTE: The credit application worksheet page is composed of two sections and these are Search Criteria for Unapplied Credit and the other is Search criteria for outstanding bills. The Search criteria for unapplied credit section has some of the following fields: document title, document type, document number, accounting line number, bill type/type of transfer, vendor, document dates, and outstanding credit amounts. Below this is an additional criteria button, a search button, and a clear button. The Search criteria for outstanding bills section has the following fields: document title, document type, document number, accounting line number, line type, Bill type/type of transfer, vendor, document dates, collection due dates, and outstanding amounts. Below these fields is an additional criteria button, a search button, and a clear button.

2. On the left query pane, enter the **Statement Number** of the outstanding credit and any other pertinent search criteria.

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

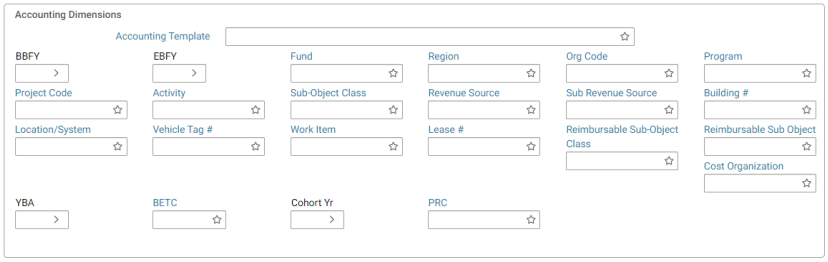
Figure 81: Statement Number for Outstanding Credit



3. To search by specific accounting dimensions, select the **Accounting Dimension** button.

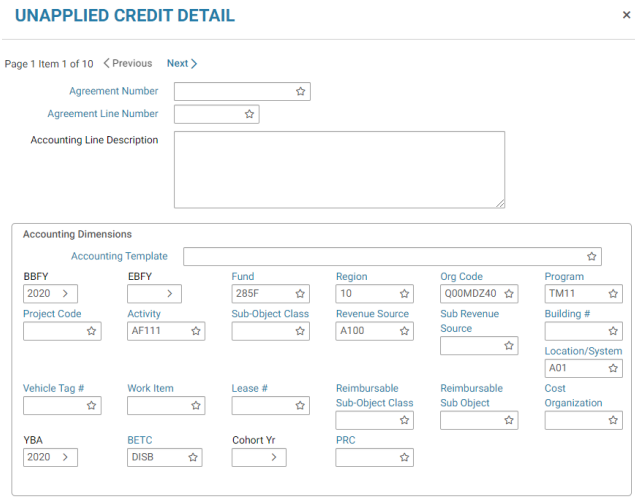
   A pop-up window will be displayed.

Figure 82: Search Criteria - Accounting Dimensions



NOTE: The popup accounting dimensions is applicable to both the Unapplied Credit side and the Outstanding bill side. A popup window is also viewable when selecting the details button upon selecting a record. The details popup also applies to both Unapplied Credits and Outstanding Bills.

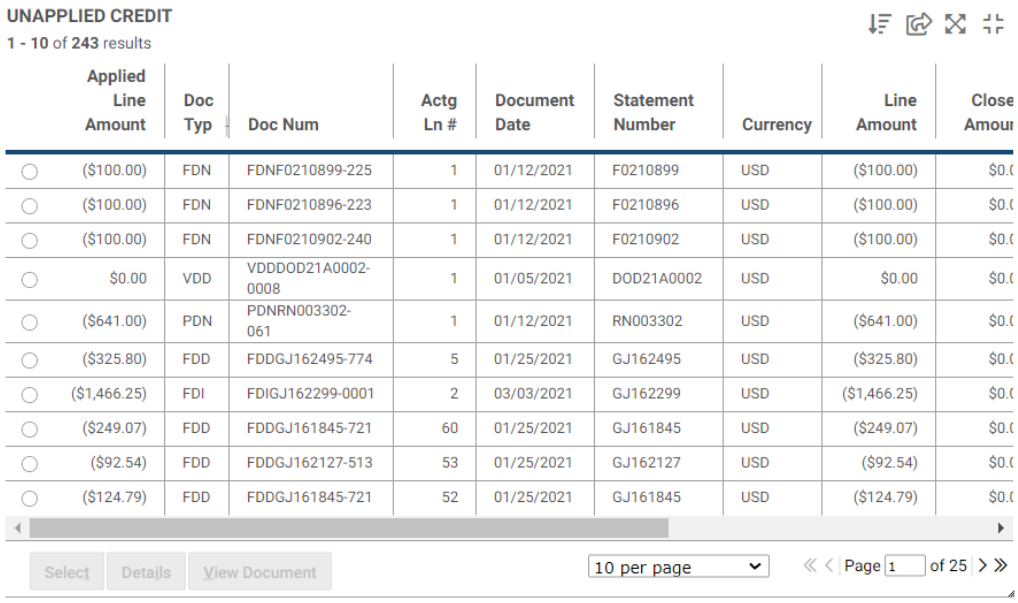
Figure 83: Details Popup



4. Select the **Search** button.

   The results are displayed in the Unapplied Credit item collection on the left side of the screen.

Figure 84: Unapplied Credit item collection Results



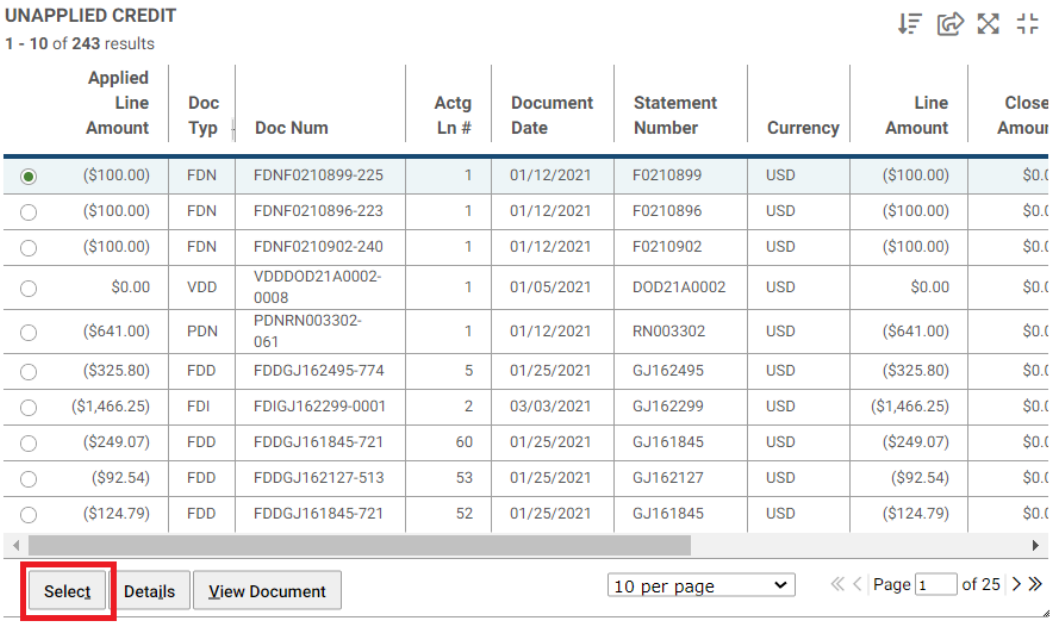
UNAPPLIED CREDIT
1 - 10 of 243 results

Applied Line Amount	Doc Typ	Doc Num	Actg Ln #	Document Date	Statement Number	Currency	Line Amount	Close Amou
($100.00)	FDN	FDNF0210899-225	1	01/12/2021	F0210899	USD	($100.00)	$0.(
($100.00)	FDN	FDNF0210896-223	1	01/12/2021	F0210896	USD	($100.00)	$0.(
($100.00)	FDN	FDNF0210902-240	1	01/12/2021	F0210902	USD	($100.00)	$0.(
$0.00	VDD	VDDDOD21A0002-0008	1	01/05/2021	DOD21A0002	USD	$0.00	$0.(
($641.00)	PDN	PDNRN003302-061	1	01/12/2021	RN003302	USD	($641.00)	$0.(
($325.80)	FDD	FDDGJ162495-774	5	01/25/2021	GJ162495	USD	($325.80)	$0.(
($1,466.25)	FDI	FDIGJ162299-0001	2	03/03/2021	GJ162299	USD	($1,466.25)	$0.(
($249.07)	FDD	FDDGJ161845-721	60	01/25/2021	GJ161845	USD	($249.07)	$0.(
($92.54)	FDD	FDDGJ162127-513	53	01/25/2021	GJ162127	USD	($92.54)	$0.(
($124.79)	FDD	FDDGJ161845-721	52	01/25/2021	GJ161845	USD	($124.79)	$0.(

Select | Details | View Document | 10 per page | Page 1 of 25

5. To query eligible outstanding bills, first select the credit line from the item collection retrieved from Step 4 and then Select the **Select** button.

Figure 85: Select credit line



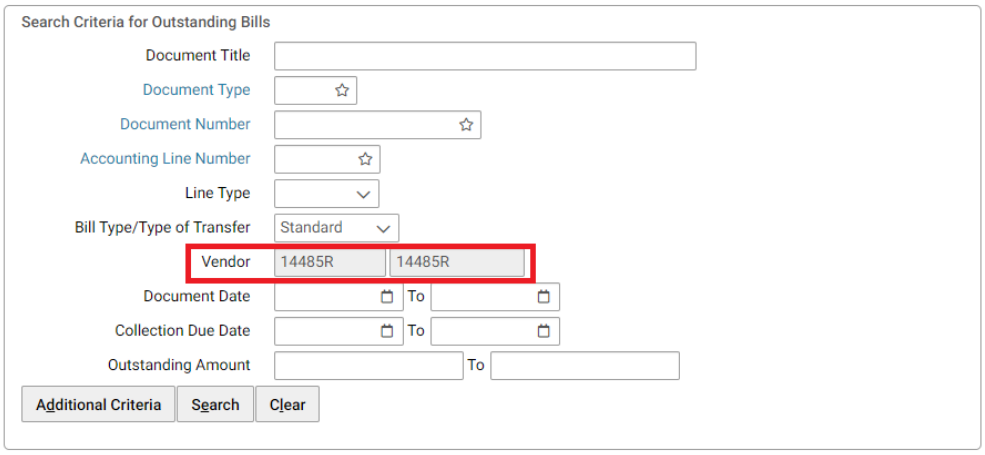
UNAPPLIED CREDIT
1 - 10 of 243 results

Applied Line Amount	Doc Typ	Doc Num	Actg Ln #	Document Date	Statement Number	Currency	Line Amount	Close Amou
($100.00)	FDN	FDNF0210899-225	1	01/12/2021	F0210899	USD	($100.00)	$0.(
($100.00)	FDN	FDNF0210896-223	1	01/12/2021	F0210896	USD	($100.00)	$0.(
($100.00)	FDN	FDNF0210902-240	1	01/12/2021	F0210902	USD	($100.00)	$0.(
$0.00	VDD	VDDDOD21A0002-0008	1	01/05/2021	DOD21A0002	USD	$0.00	$0.(
($641.00)	PDN	PDNRN003302-061	1	01/12/2021	RN003302	USD	($641.00)	$0.(
($325.80)	FDD	FDDGJ162495-774	5	01/25/2021	GJ162495	USD	($325.80)	$0.(
($1,466.25)	FDI	FDIGJ162299-0001	2	03/03/2021	GJ162299	USD	($1,466.25)	$0.(
($249.07)	FDD	FDDGJ161845-721	60	01/25/2021	GJ161845	USD	($249.07)	$0.(
($92.54)	FDD	FDDGJ162127-513	53	01/25/2021	GJ162127	USD	($92.54)	$0.(
($124.79)	FDD	FDDGJ161845-721	52	01/25/2021	GJ161845	USD	($124.79)	$0.(

Select | Details | View Document | 10 per page | Page 1 of 25

The Vendor on the selected document will be pre-populated in the Outstanding Bills section of the query.

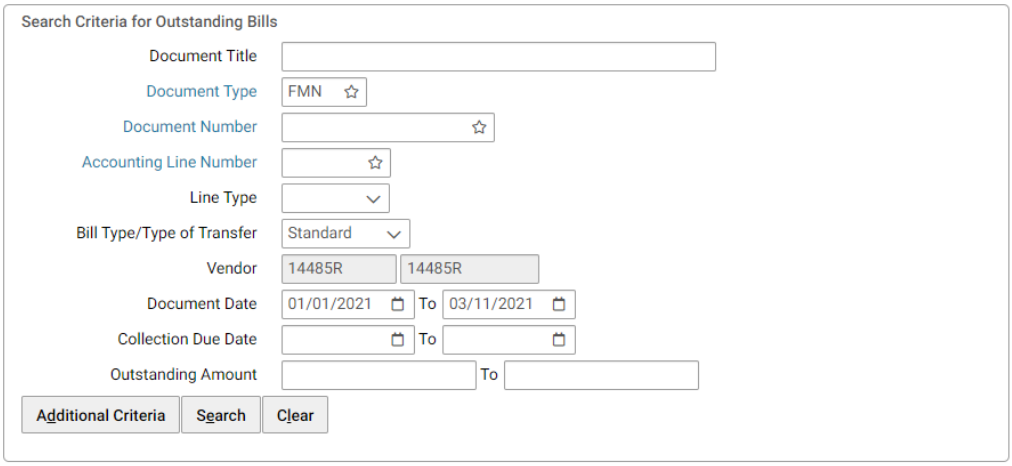
Figure 86: Search Criteria for Outstanding Bills - Vendor Information



6. Enter any additional search criteria for outstanding bills on the right side of the screen.

   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.

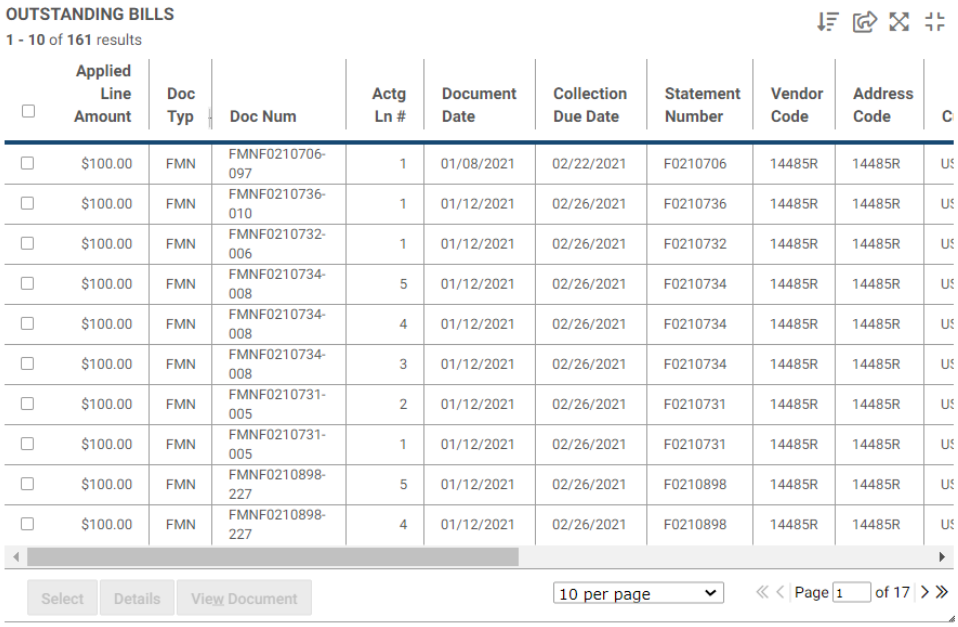
Figure 87: Search Criteria for Outstanding Bills - Additional Information



7. Select the **Search** button to retrieve outstanding bills.

   The results are displayed in the Outstanding Bills item collection on the left side of the screen.

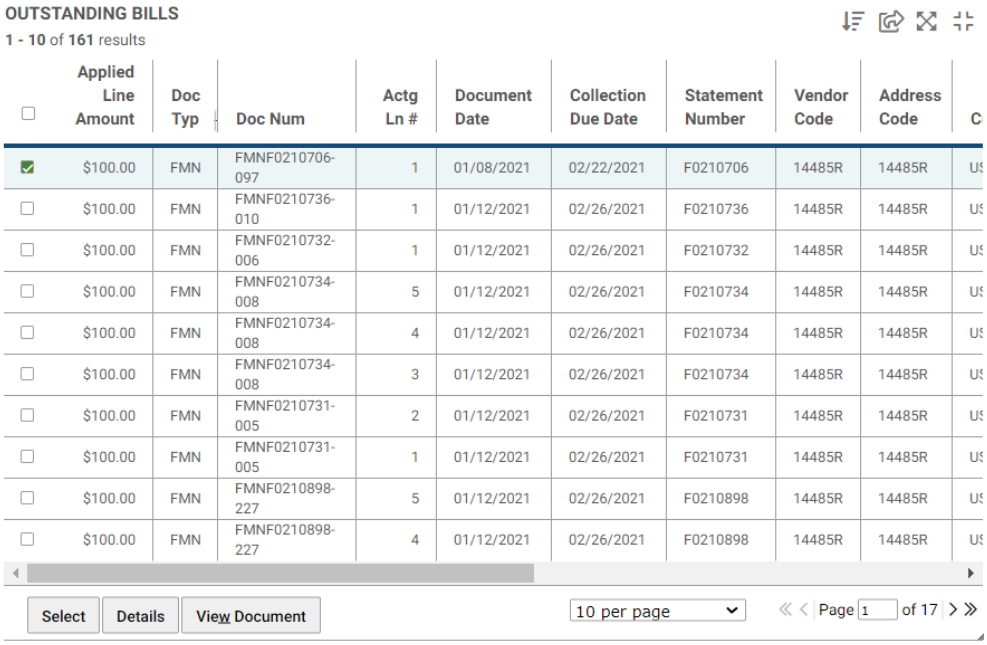
Figure 88: Outstanding Bills item collection



8. Select the Outstanding Bill record and update the **Applied Line Amount** to be equal or less than the outstanding credit amount.

   NOTE: Credits cannot be applied for more than the credit amount.

Figure 89: Applied Line Amount

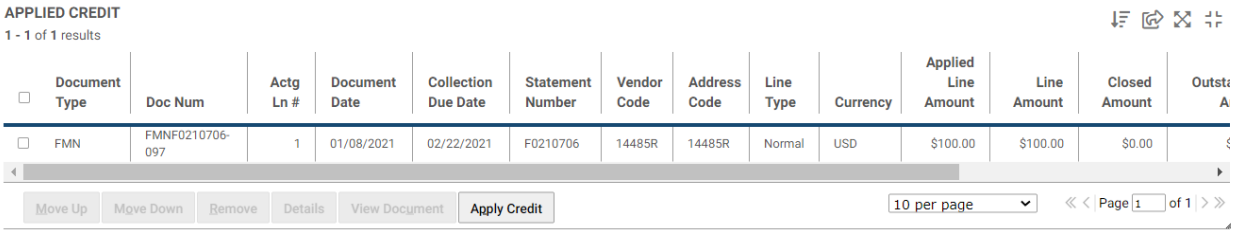


9. Select the **Select** button to apply the debit line.

Once a debit line has been selected, the debit line with applied credit amount will be returned in the Applied Credit item collection.

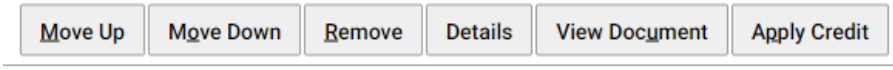
NOTE: Multiple Debit Lines can be selected for ONE Credit line, but only ONE Credit Line can be applied at a time.

Figure 90: Select debit line



The user can perform various actions on the line by selecting the appropriate action buttons.

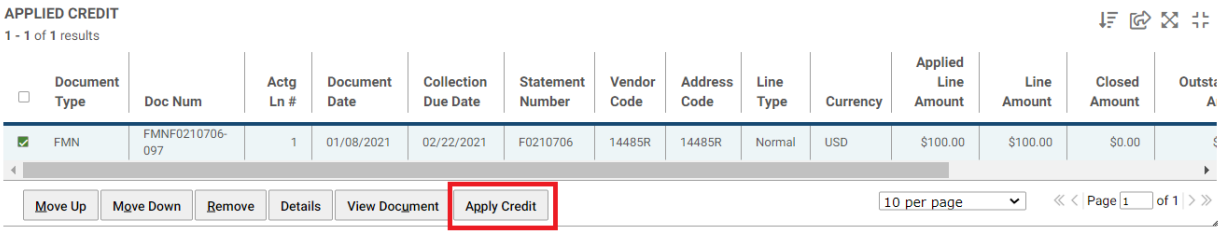
Figure 91: Action Buttons



NOTE: The Move Up/Move Down buttons are used when applying a credit to multiple debit lines. The Move buttons provide the user the ability to choose the order in which the credit is applied.

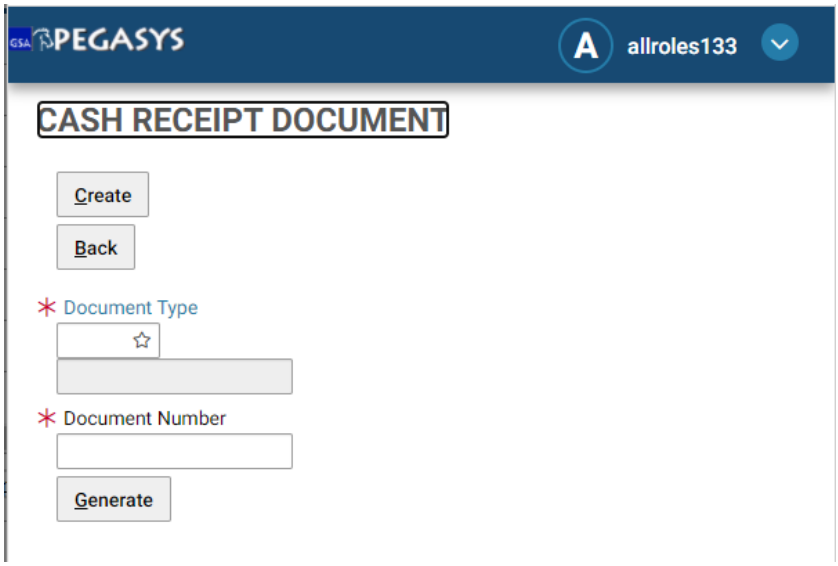
10. To create the Cash Receipt (CR) for Applying Credits to Outstanding Bills, select the **Apply Credit** button.

Figure 92: Applied Credit Item Collection - Apply Credit Button



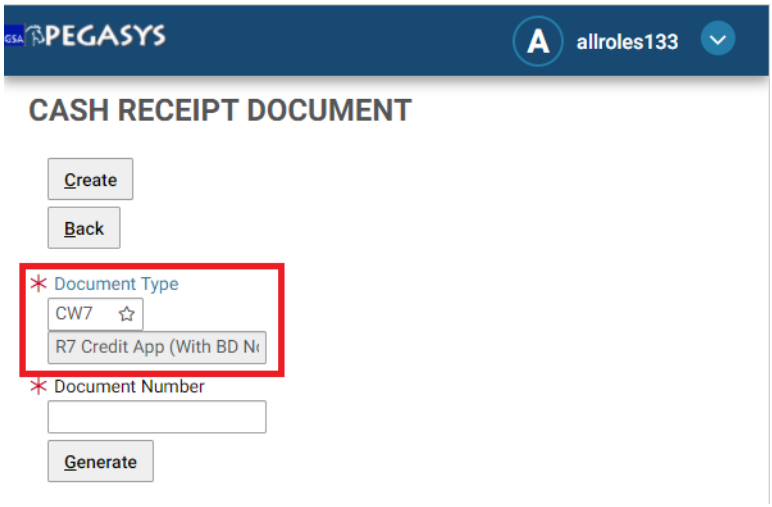
A new page will be displayed.

Figure 93: New Document Creation page



11. **REQUIRED:** Enter the CR **Document Type** to apply credit to an outstanding bill.

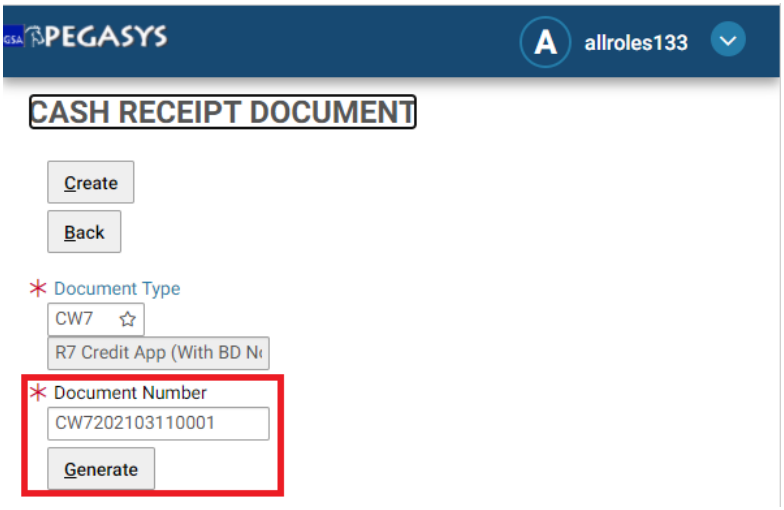
Figure 94: Enter document type



NOTE: Different CR Document Types are used for applying credits, creating refunds and transferring unapplied credit to Treasury.

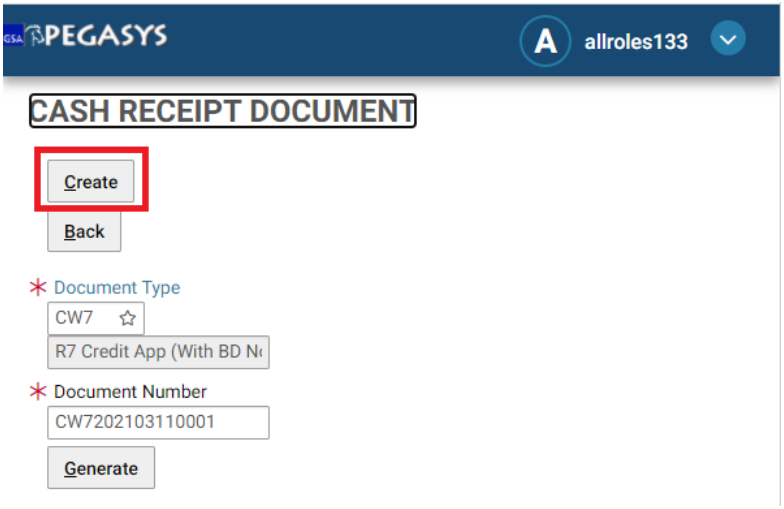
12. **REQUIRED:** Select the **Generate** button to generate a document number. Once the document number is generated, the **Generate** button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

Figure 95: New Document Creation Page - Generate Document Number



13. Select the **Create** button to create the CR form.

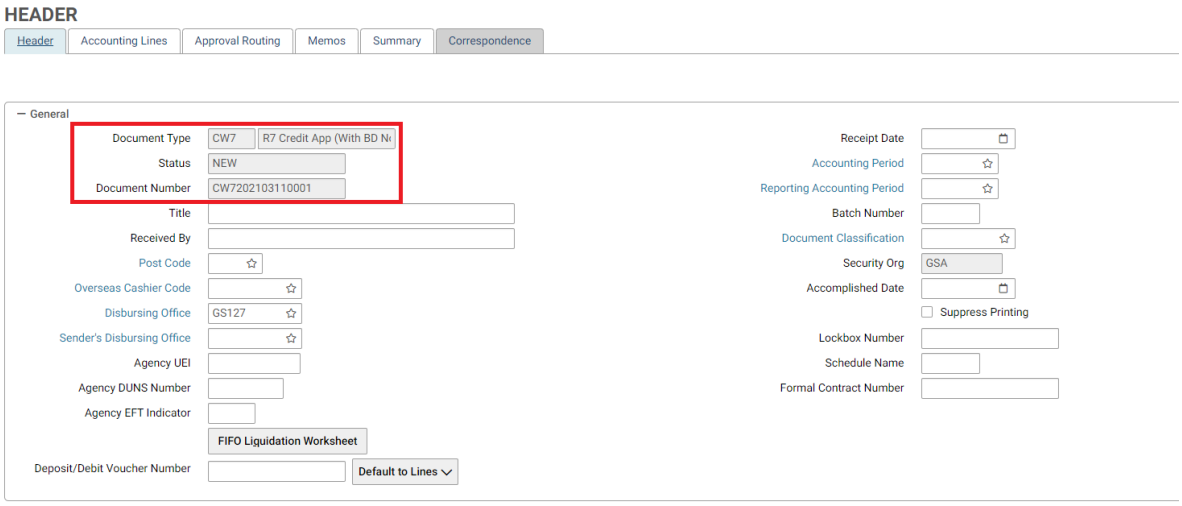
Figure 96: Create button



The CR will be opened in a new window.

NOTE: The CR created from the Credit Application Worksheet will copy forward many fields from the referenced BDs.

Figure 97: CR form General Information

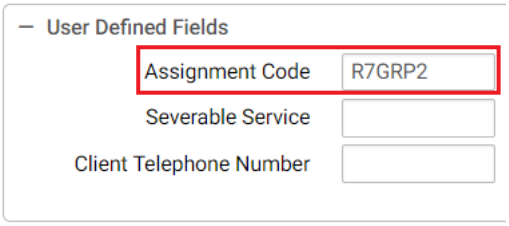


NOTE: The Disbursing Office will copy forward from the referenced BD.

Figure 98: External System Information Section

NOTE: The System ID will default from the Document Type.

Figure 99: Assignment Code

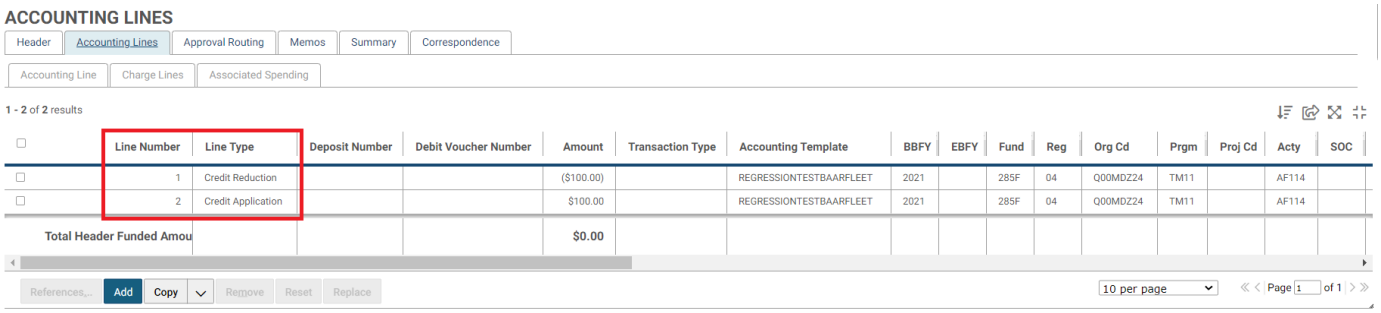


NOTE: The Assignment Code will copy from the referenced BD.

14. Select the **Accounting Lines** tab.

    The CR will have a minimum of 2 accounting lines, one that will reduce the outstanding credit (Credit Reduction line type) and one that will reduce the debit bill by applying the credited amount (Credit Application line type).

Figure 100: Accounting Lines - Line Types

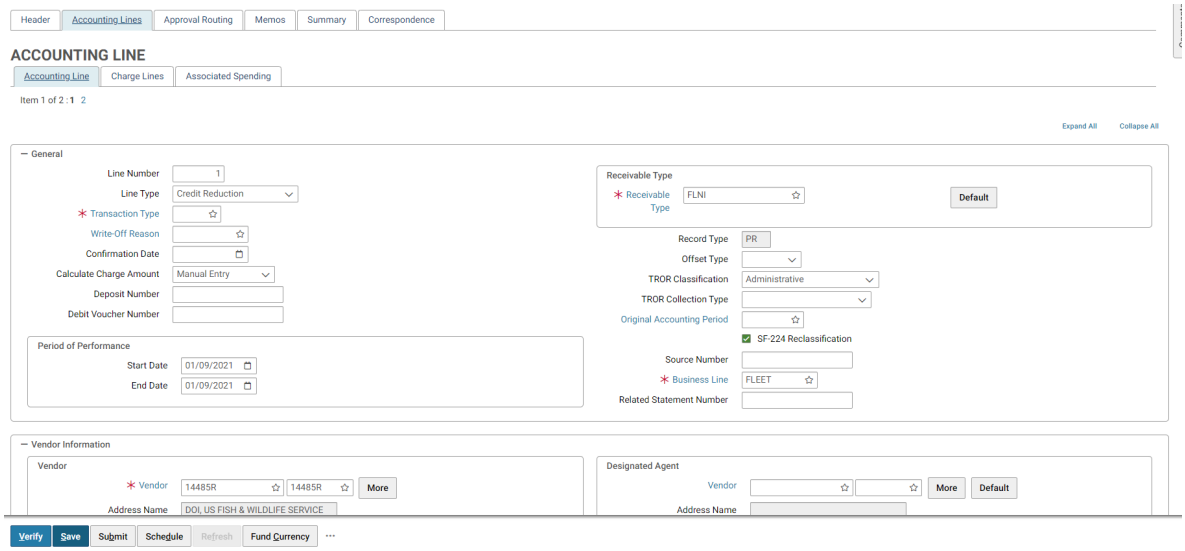


NOTE: The Credit Reduction line will always copy forward from the referenced BD credit line, however for refunds and Transfer to Treasury, the Credit Application line will not have a referenced BD and will need data input in order to process the document.

15. Select the Credit Reduction Line and select the Accounting Line link.

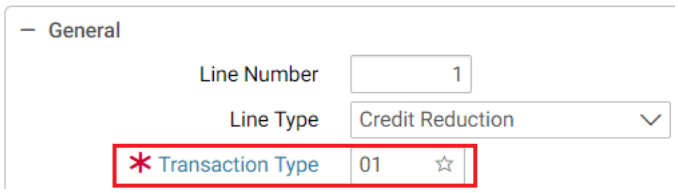
    The Accounting Line page will be displayed.

Figure 101: Accounting Line General Section



16. REQUIRED: Enter the Transaction Type of ’01’.

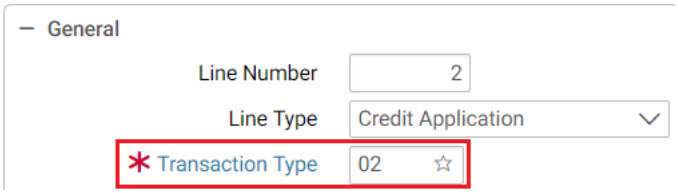
Figure 102: Transaction Type of 01



17. Select the Accounting Line link.
18. Select the Credit Application Line and select the Accounting Line link.

19. **REQUIRED:** Enter the **Transaction Type** of **'02'**.

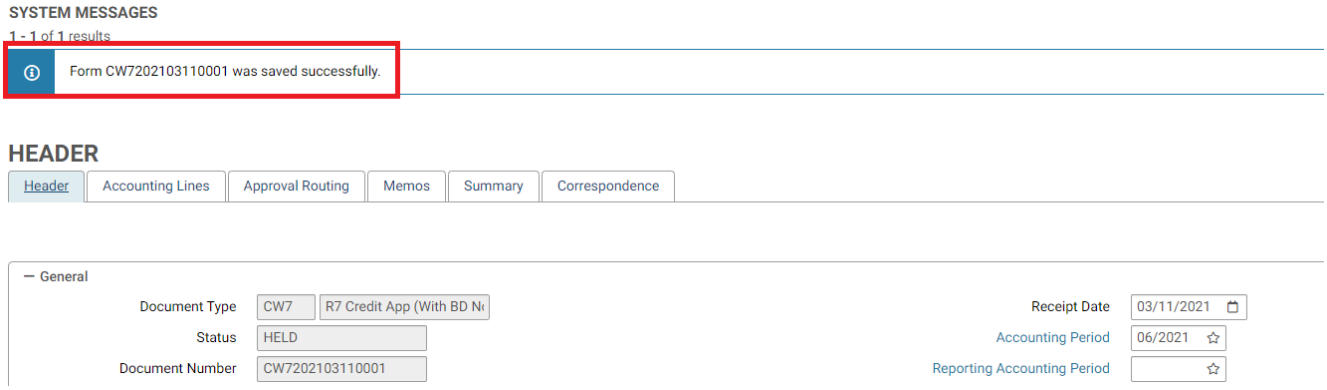
Figure 103: Transaction Type of 02



NOTE: The Posting Order, Tender Type will default from the CR Document Type. The Receivable Type, Business Line, Vendor and Amounts will copy forward from the referenced BDs.

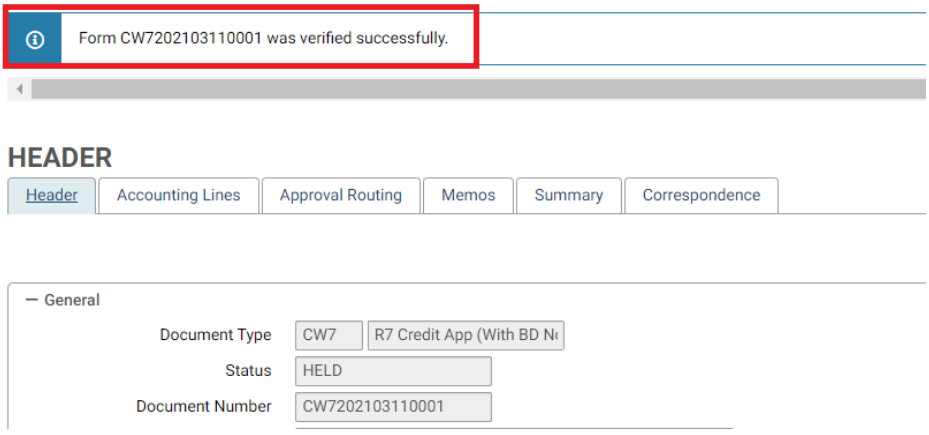
20. Select the **Save** button.

Figure 104: Credit Application Save message



21. Select the Verify button.

Figure 105: Credit Application Verify message

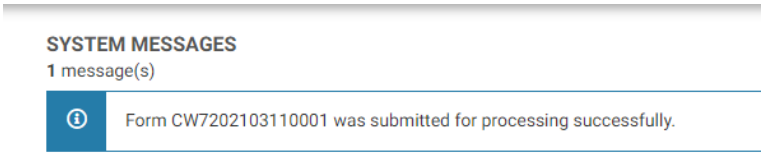


NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again. The messages in the screen above are informational only and do not need to be corrected.

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.

22. Select the **Submit** button.

Figure 106: Credit Application Submit message



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

23. Navigate to Form/Document Selection to search and view the processed CR or BD reference.

    NOTE: To query using Form/Document Selection, please refer to **BAAR User Guide 3 of 10, Section 4.6.10**.

24. Expand the CR reference tree to see the referenced BDs information.

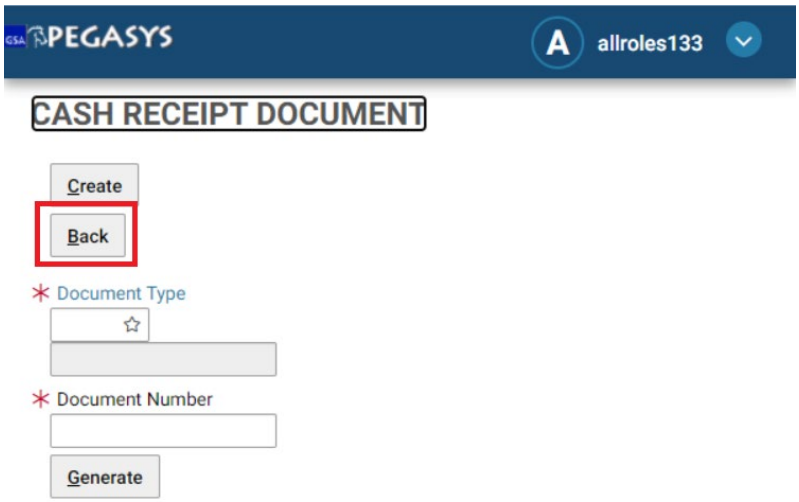
Figure 107: CR reference tree

Document	Doc Typ	Doc Num	Title	Status	Amendmen Number
R7 Credit App (With BD Normal Line Ref) CR	CW7	CW720210311		Processed	
− Referenced					
+ Fleet Non-IPAC BD Manual	FMN	FMNF0210706 097		Processed	1
+ Fleet Non-IPAC BD Manual	FMN	FMNF0210713 143		Processed	

NOTE: Upon completion of work on the CR, the Credit Application document generation screen will need to be closed.

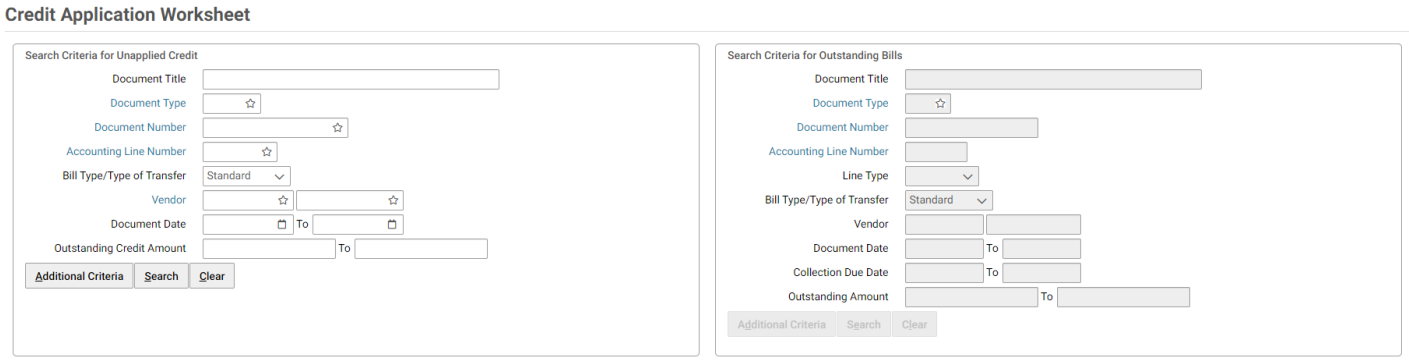
25. Select the **Back** button to return to the Pegasys navigation.

Figure 108: Credit Application Generation Screen - Back button



The Credit Application Worksheet is again displayed.

Figure 109: Credit Application Worksheet Search Criteria



NOTE: The credit application worksheet page is composed of two sections and these are Search Criteria for Unapplied Credit and the other is Search criteria for outstanding bills. The Search criteria for unapplied credit section has some of the following fields: document title, document type, document number, accounting line number, bill type/type of transfer, vendor, document dates, and outstanding credit amounts. Below this is an additional criteria button, a search button, and a clear button. The Search criteria for outstanding bills section has the following fields: document title, document type, document number, accounting line number, line type, Bill type/type of transfer, vendor, document dates, collection due dates, and outstanding amounts. Below these fields is an additional criteria button, a search button, and a clear button.

4.15.3.2 Apply Credit via Offset from the Billing Statement Query

To apply a credit bill to an outstanding bill from the Billing Statement Query, follow the steps below. When launching the Credit Application Worksheet from the Billing Statement Query, the

Vendor of the Statement will be pre-populated on both the Unapplied Credits section and the Outstanding Bills section.

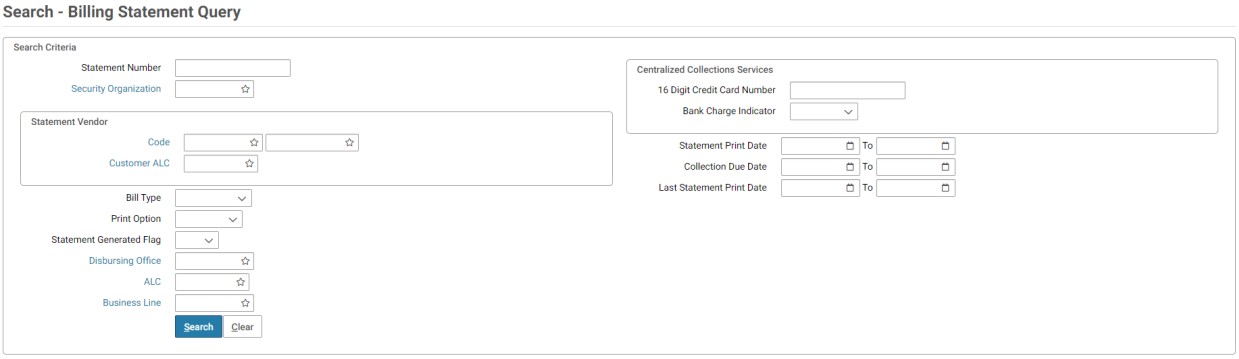
For additional information on the Billing Statement Query, please refer to **BAAR User Guide 2 of 10, Section 4.6.3**.

Steps to Apply Credit Using the Credit Application Worksheet from the Billing Statement Query:

1. Navigate to Queries → Accounts Receivable → Billing Statement Query.

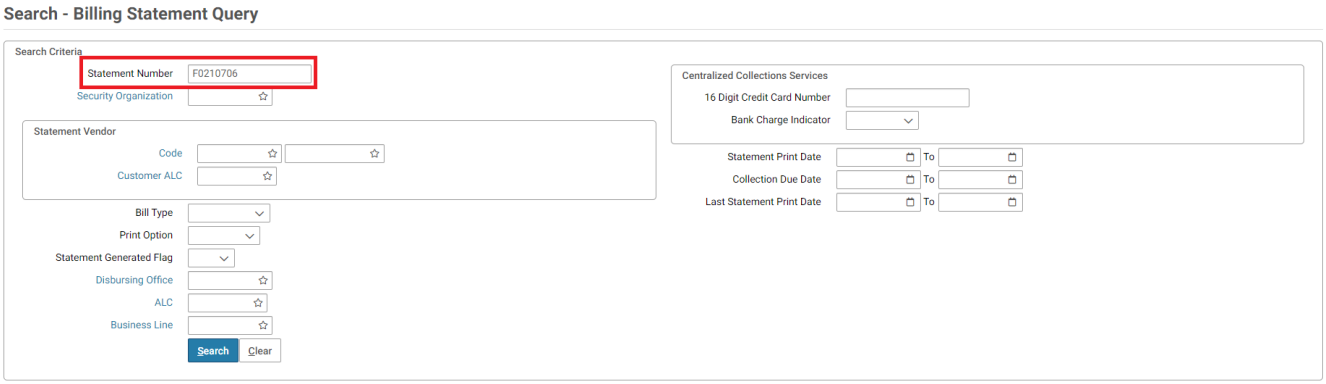
   The Billing Statement Query page is displayed.

Figure 110: The Search - Billing Statement Query



2. Enter the desired and appropriate **Search Criteria**. At a minimum, enter the **Statement Number**. To refine the search further, enter the **Business Line** and **Vendor** information.

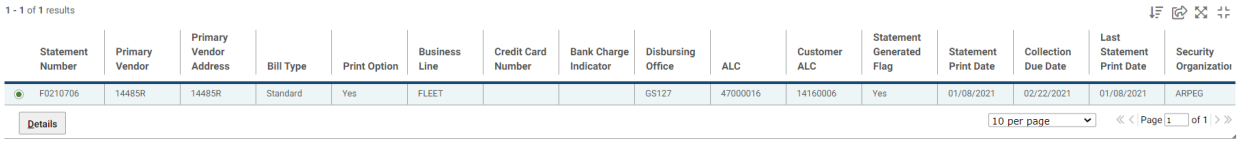
Figure 111: Billing Statement Query Statement Code



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.

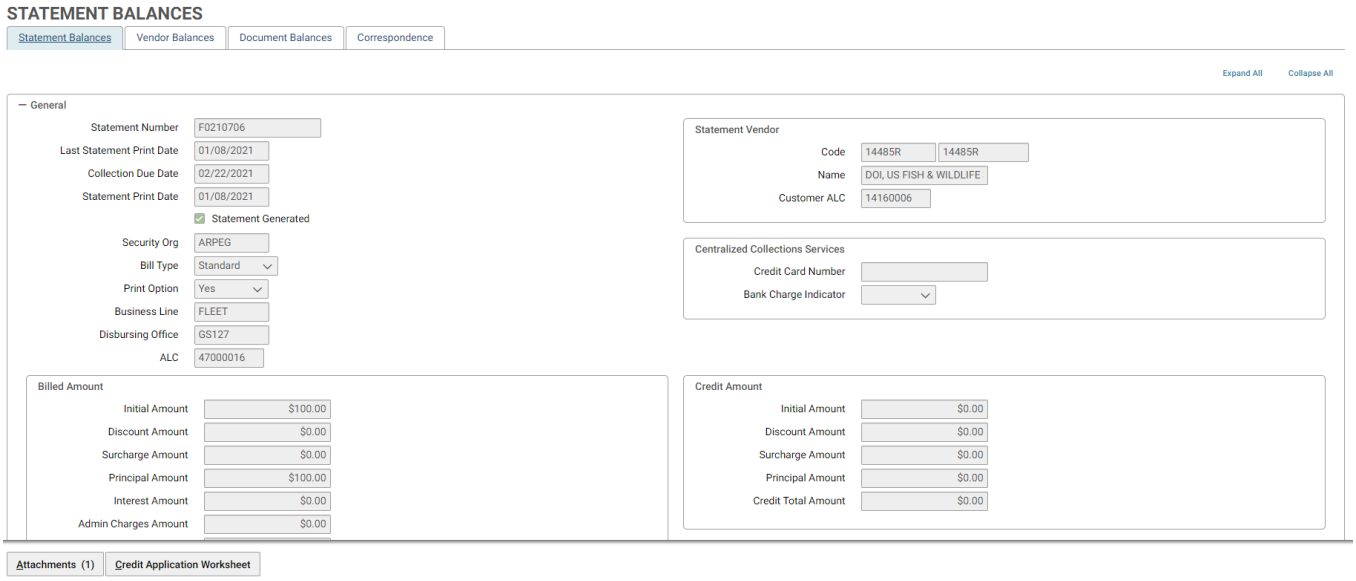
3. Select the **Search** button.
4. Select a detail record from the item collection and select the **Details** button.

Figure 112: Details button



The Statement Balances page is displayed.

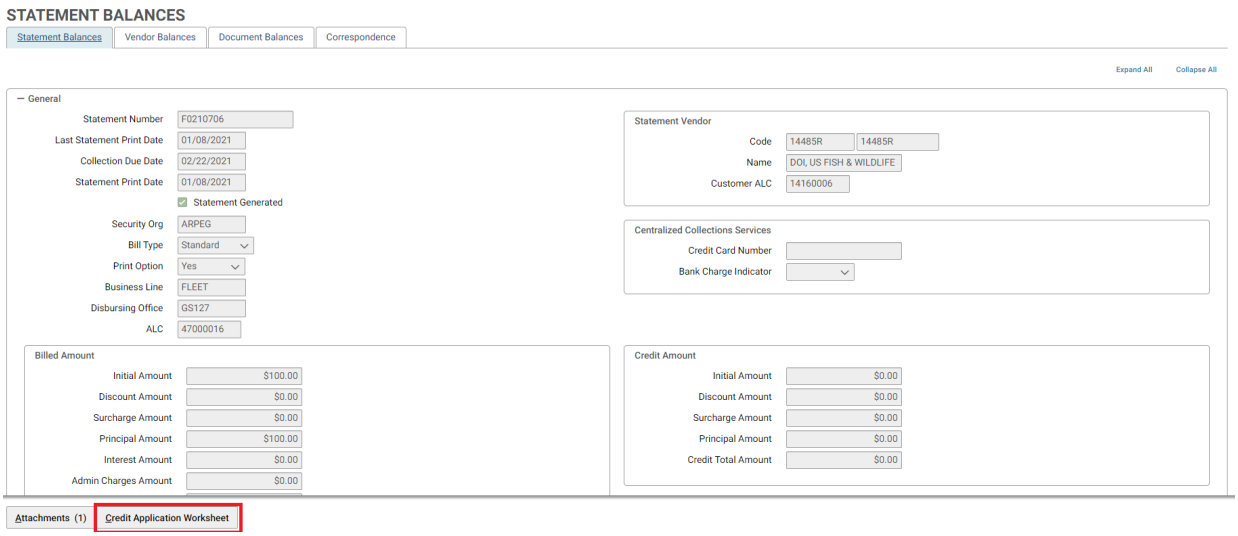
Figure 113: Statement Balances page



NOTE: The Statement Balances page is composed of a general section and within that are multiple sub sections. These sections are Billed Amount, Statement Vendor, Centralized Collections services, and credit amount. Within the general section are some of the following fields: Statement Number, Last Statement Print Date, Collection Due Date, Statement Print Date, Statement Generate Flag, Security Org, Bill Type, Print Option, Business Line, Disbursing Office, and ALC. Within the billed amounts section are various payment amounts and these are Initial Amount, Discount Amount, Surcharge Amount, Principal Amount, and Interest Amount. The statement vendor section is where the vendor can be specified. Within the centralized collections services section is where a credit card number can be entered and there is the bank charge indicator. The credit amount is similar to the billed amount as it lists various amounts. At the bottom of the page are two buttons and these are Attachments and Credit Application Worksheet.

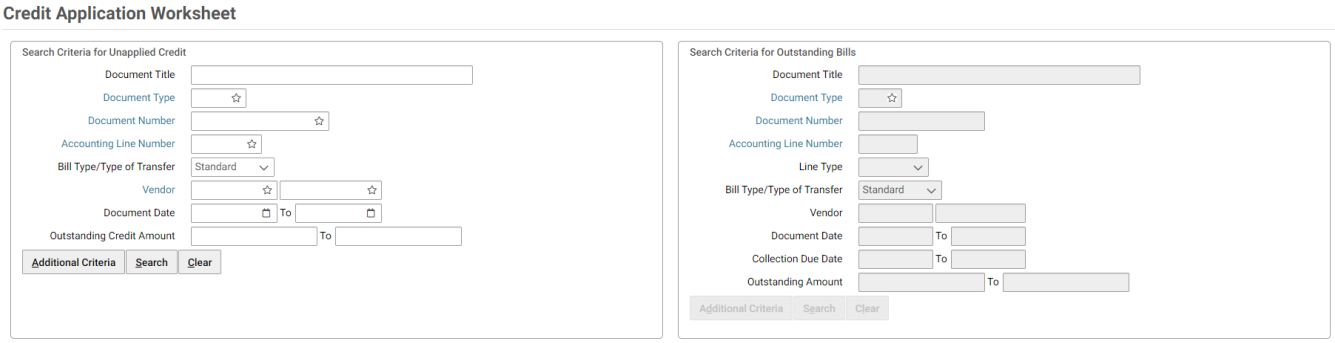
5. To launch the Credit Application Worksheet, select the **Credit Application Worksheet** button.

Figure 114: Statement Balance - Credit Application Worksheet Button



The Credit Application Worksheet will be opened in a new window.

Figure 115: Credit Application Worksheet Via Offset from the Billing Statement query

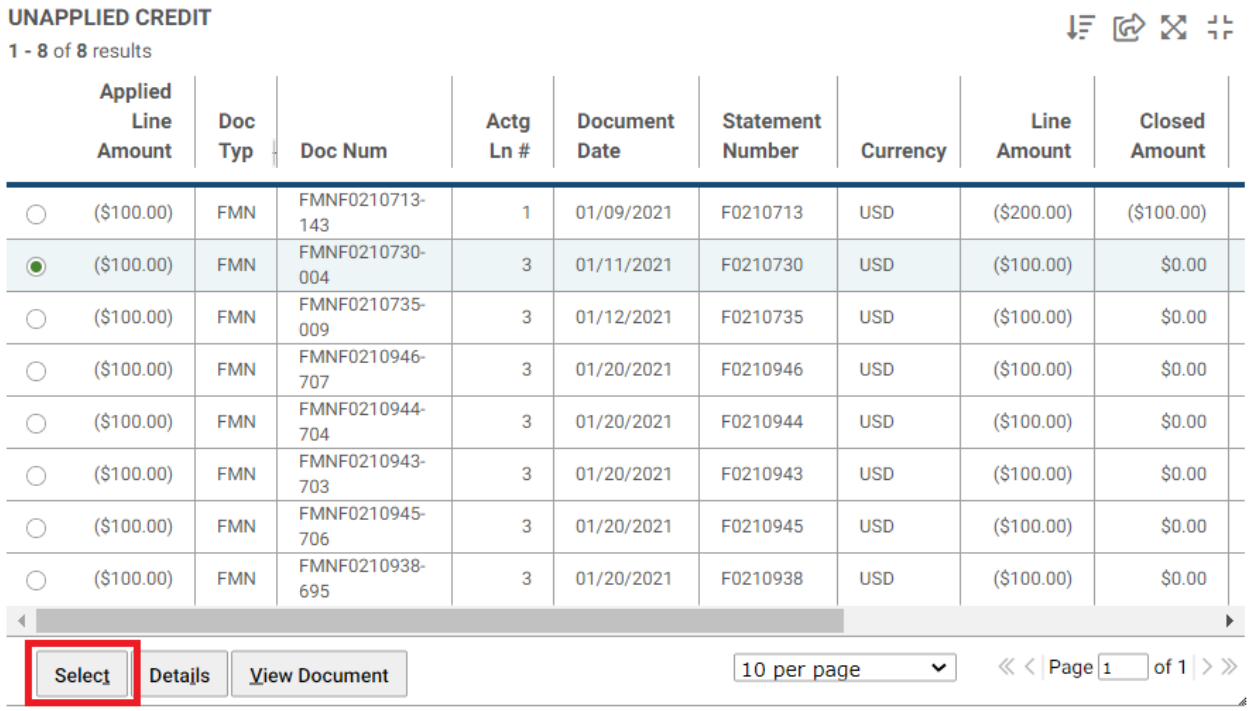


NOTE: The credit application worksheet page is composed of two sections and these are Search Criteria for Unapplied Credit and the other is Search criteria for outstanding bills. The Search criteria for unapplied credit section has some of the following fields: document title, document type, document number, accounting line number, bill type/type of transfer, vendor, document dates, and outstanding credit amounts. Below this is an additional criteria button, a search button, and a clear button. The Search criteria for outstanding bills section has the following fields: document title, document type, document number, accounting line number, line type, Bill type/type of transfer, vendor, document dates, collection due dates, and outstanding amounts. Below these fields is an additional criteria button, a search button, and a clear button.

NOTE: The Unapplied Credit will be automatically returned in the Unapplied Credit item collection with the record selected.

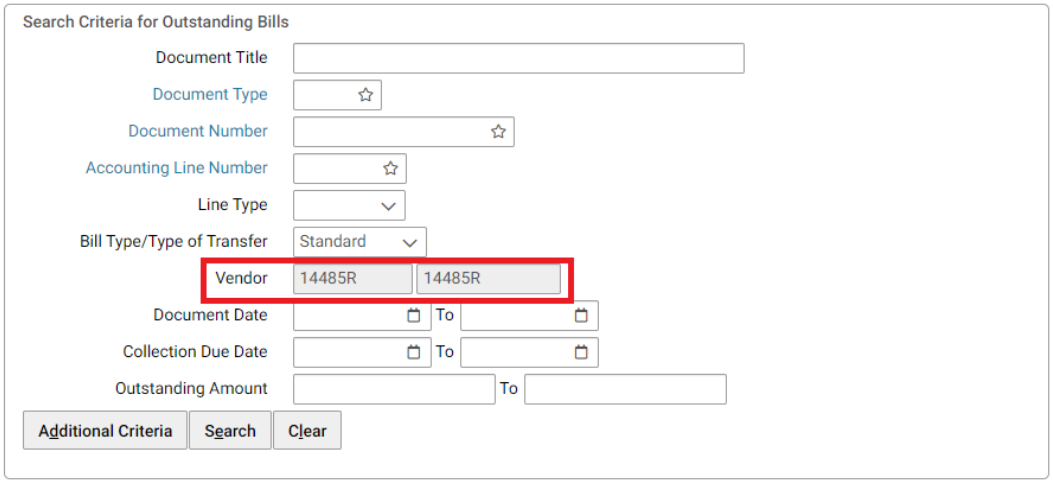
6. To apply the credit line, select the credit line and Select the **Select** button.

Figure 116: Unapplied Credit - Select Button



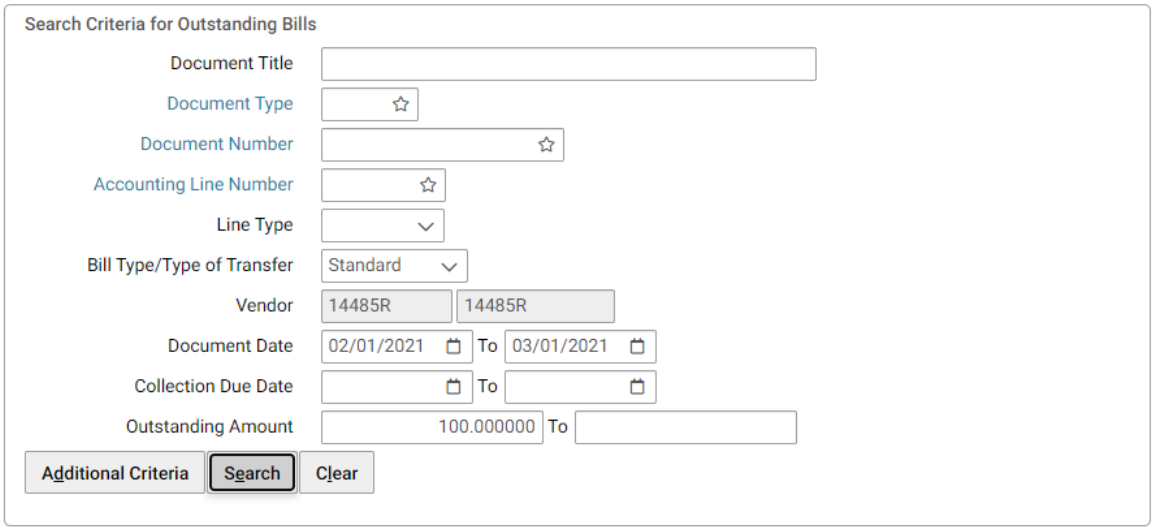
NOTE: When launching the Credit Application Worksheet from the Billing Statement Query, the Outstanding Bill Search Criteria section is pre-populated with the Vendor from the Statement.

Figure 117: Search Criteria for Outstanding Bills



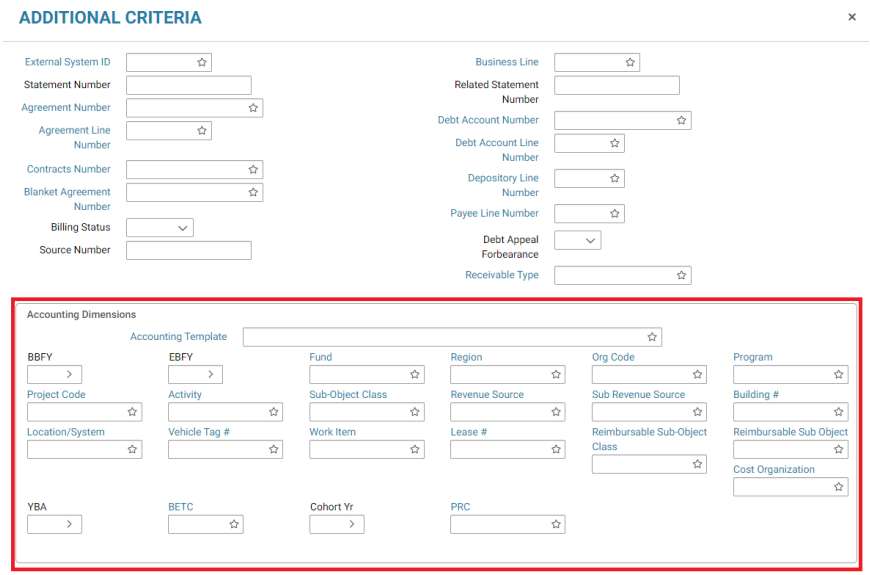
7. Enter additional search criteria for Outstanding Bills for the entered vendor/customer.

Figure 118: Search Criteria for Outstanding Bills - Manual Search Criteria



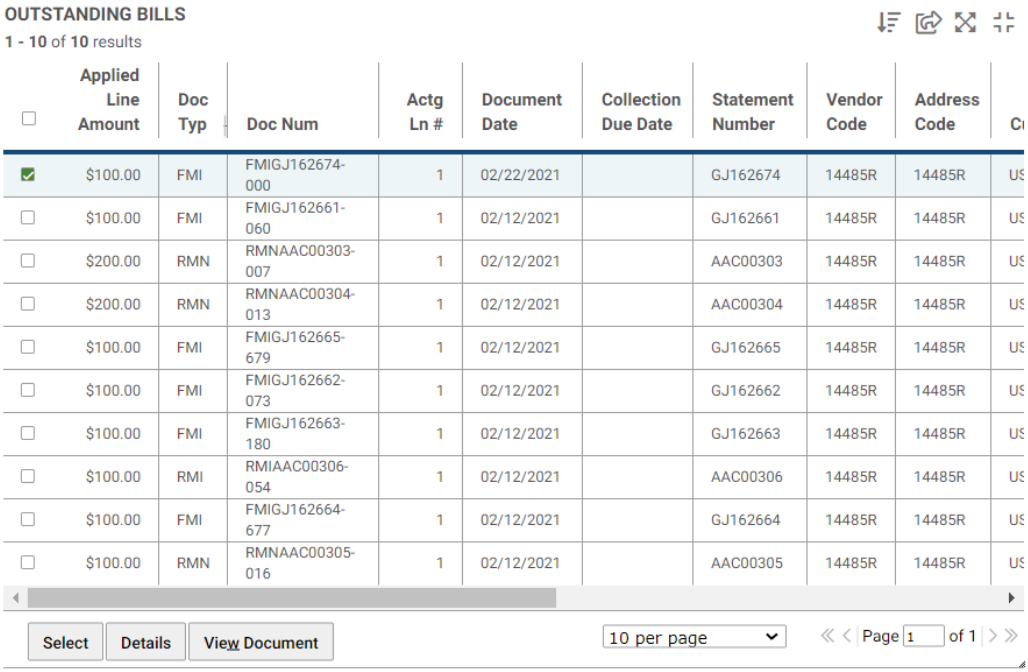
NOTE: To search by a specific accounting dimension, select the Accounting Dimensions button.

Figure 119: Accounting Dimensions Search Criteria



8. Select the **Search** button.
9. Select a detail record.

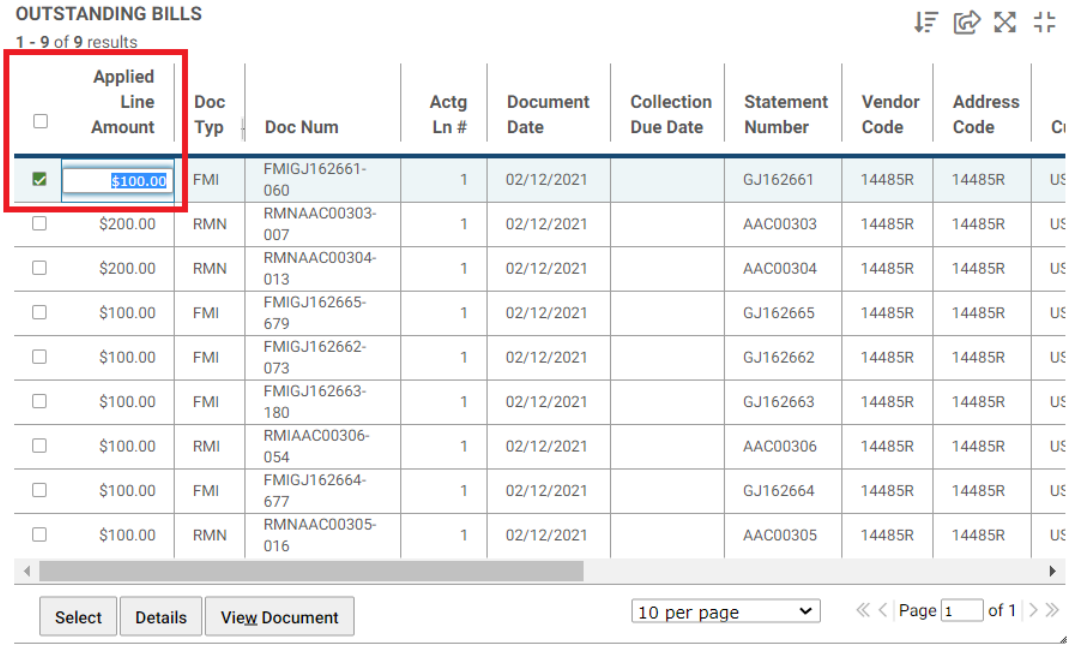
Figure 120: Detail Record



10. To change the amount to apply credit to, select the applied line amount and enter the new amount.

    NOTE: Credits cannot be applied for more than the credit amount.

Figure 121: Outstanding Bill Amounts



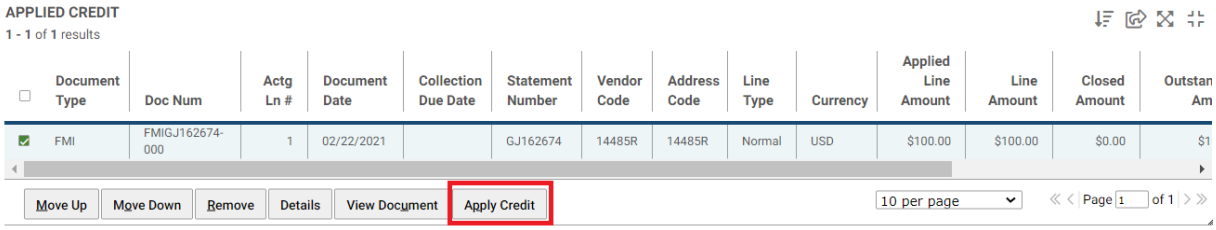
11. Select the **Select** button.

Once a debit line has been selected, the debit line with applied credit amount will be returned in the Applied Credit item collection.

NOTE: Multiple Debit Lines can be selected for ONE Credit line, but only ONE Credit Line can be applied at a time.

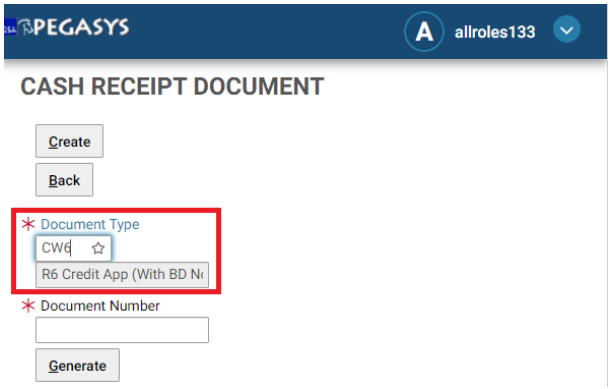
12. Select the **Apply Credit** button in the lower section of the screen.

Figure 122: Credit Application Worksheet - Apply Credit button



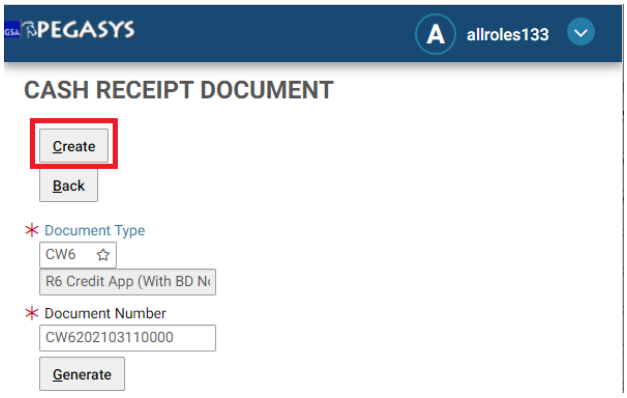
13. **REQUIRED:** Enter the **Document Type** and enter or generate Document Number. Once the document number is generated, the **Generate** button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

Figure 123: Credit Application Document Type



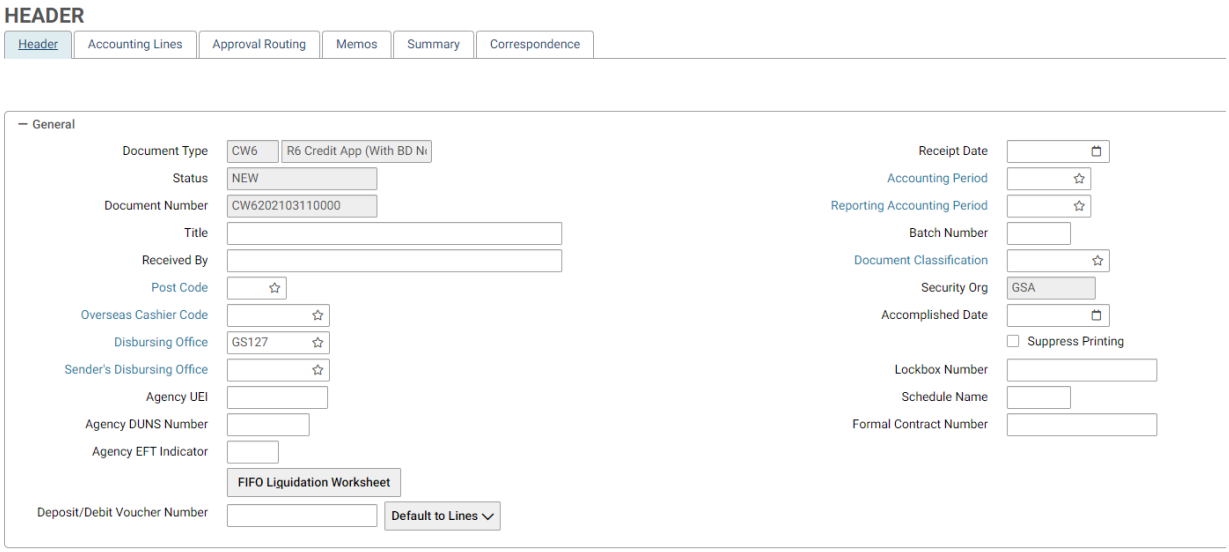
14. Select the **Create** button to create the CR.

Figure 124: Credit Application Generate Document Number



The CR form will be opened in a new window

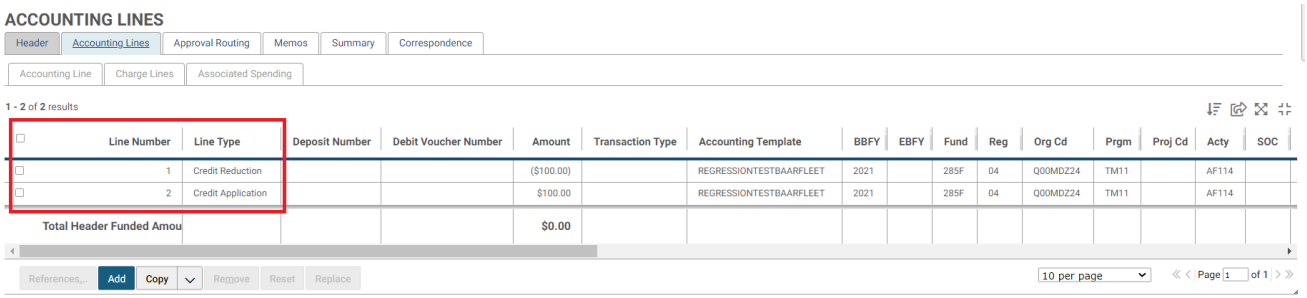
Figure 125: Credit Application CR Form



15. Select the **Accounting Lines** tab.

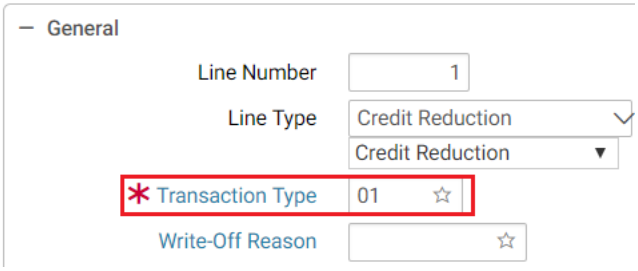
    NOTE: There are 2 accounting lines, one for Credit Reduction line type, and one for Credit Application line type.

Figure 126: Cash Receipt Accounting Lines



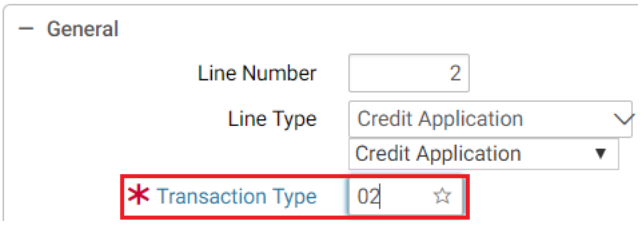
16. Select Line 1.
17. **REQUIRED** - Enter the **Transaction Type** 01 for the Credit Reduction line type.

Figure 127: Transaction Type set to 01



18. Select the **Accounting Line** link.
19. Select Line 2 (Credit Application).
20. Select the **Accounting Line** link.
21. **REQUIRED** - Enter the **Transaction Type 02** for the Credit Application line type.

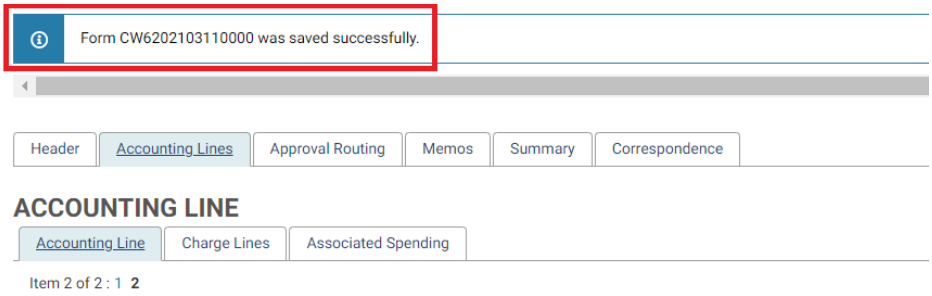
Figure 128: Transaction Type Set to 02



NOTE: The Posting Order, Tender Type will default from the CR Document Type. The Receivable Type, Business Line, Vendor and Amounts will copy forward from the referenced BDs.

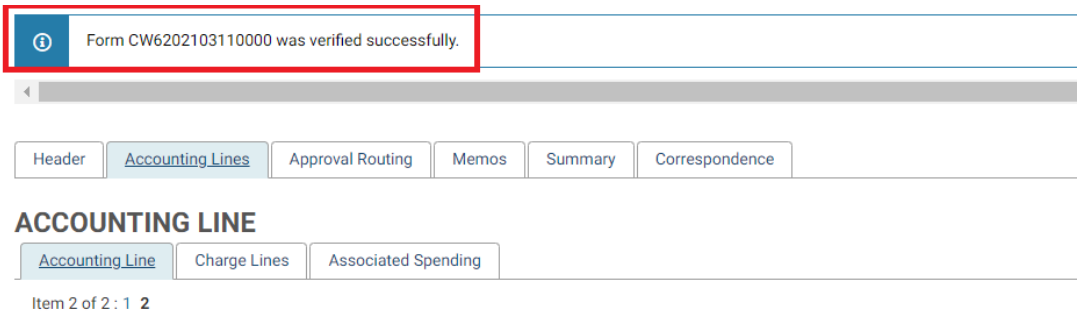
22. Select the **Save** button.

Figure 129: Cash Receipt Save message



23. Select the **Verify** button.

Figure 130: Cash Receipt Verify message



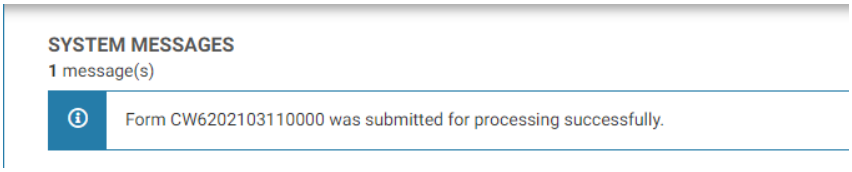
NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again. The messages in the screen above are informational only and do not need to be corrected.

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 the **Submit** button.

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

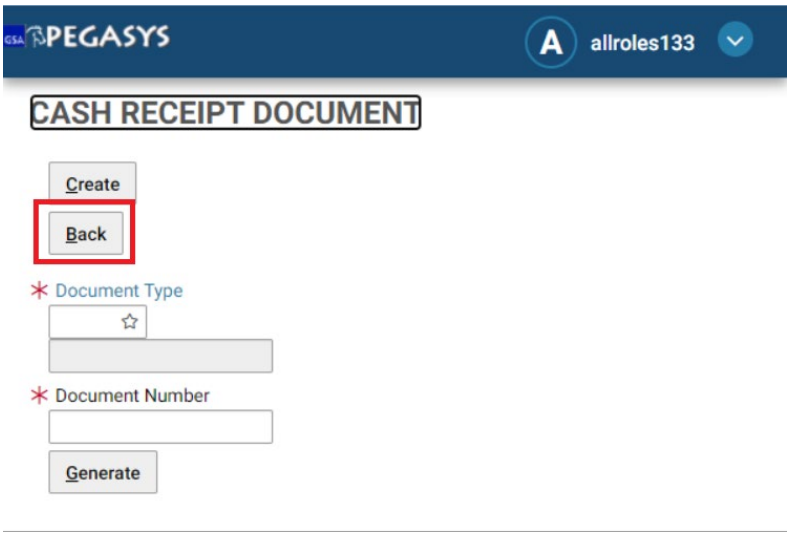
Figure 131: Cash Receipt Submit message



NOTE: Upon completion of work on the CR, the Credit Application document generation screen will need to be closed.

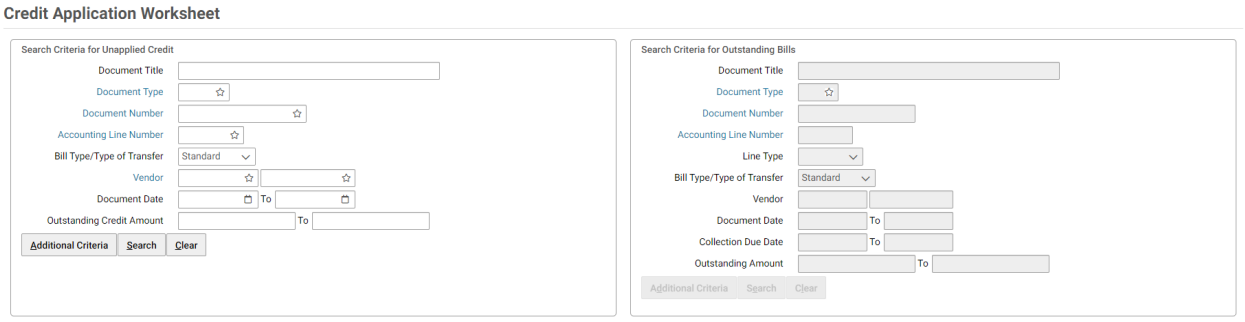
25. Select the **Back** button to return to the Pegasys navigation.

Figure 132: Document Generation Page - Back button



26. The Credit Application Worksheet is again displayed.

Figure 133: Offset from Billing Query - Credit Application Worksheet



NOTE: The credit application worksheet page is composed of two sections and these are Search Criteria for Unapplied Credit and the other is Search criteria for outstanding bills. The Search criteria for unapplied credit section has some of the following fields: document title, document type, document number, accounting line number, bill type/type of transfer, vendor, document dates, and outstanding credit amounts. Below this is an additional criteria button, a search button, and a clear button. The Search criteria for outstanding bills section has the following fields: document title, document type, document number, accounting line number, line type, Bill type/type of transfer, vendor, document dates, collection due dates, and outstanding amounts. Below these fields is an additional criteria button, a search button, and a clear button.

4.15.3.3 Launch Credit Application Worksheet from Billing Query

To apply a credit bill to an outstanding bill from the Billing query, follow the steps below. When launching the Credit Application Worksheet from the Billing query, the Billing Document line is returned in the Credit Application's Unapplied Credits Item Collection on the left side of the screen in a pre-executed query.

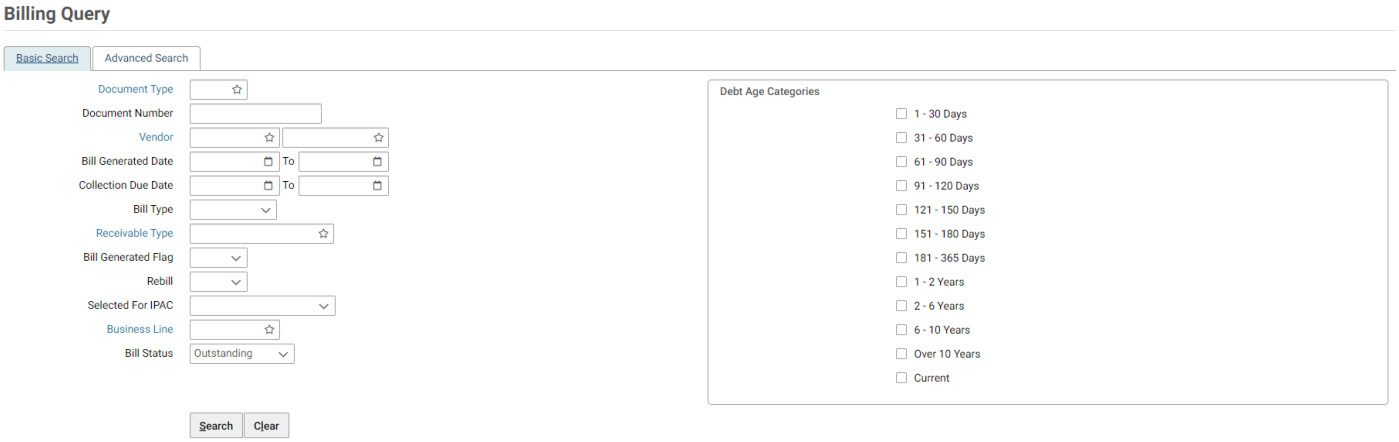
For additional information on the Billing Query, please refer to **BAAR User Guide 2 of 10, Section 4.6.2**.

Steps to Launch the Credit Application Worksheet from Billing Query:

1. Navigate to Queries → Accounts Receivable → Billing Query.

   The Billing Query page is displayed.

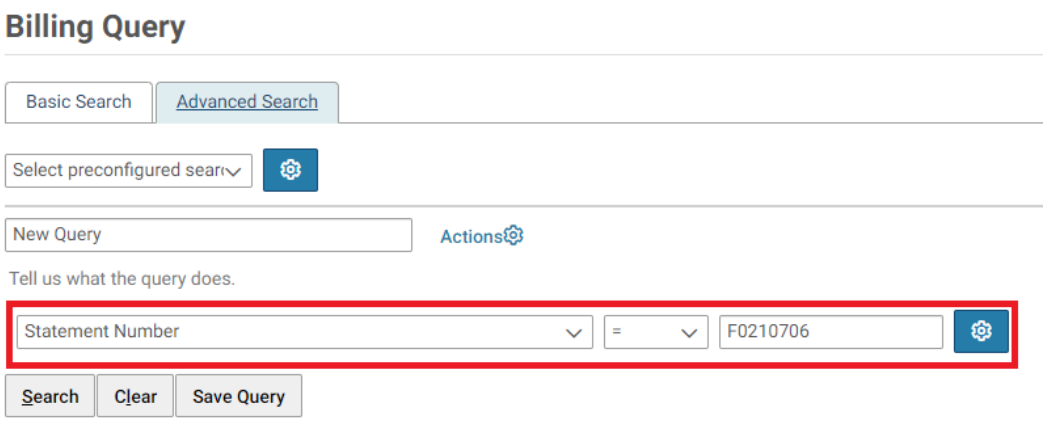
Figure 134: Bill Query page



2. Enter the desired and appropriate search criteria.

   To retrieve non-IPAC Credits, enter the **Line Type** of Credit, **Business Line**, and any other known criteria such as **Document Type**, date range, and **Statement Number**.

Figure 135: Billing Query Search Criteria

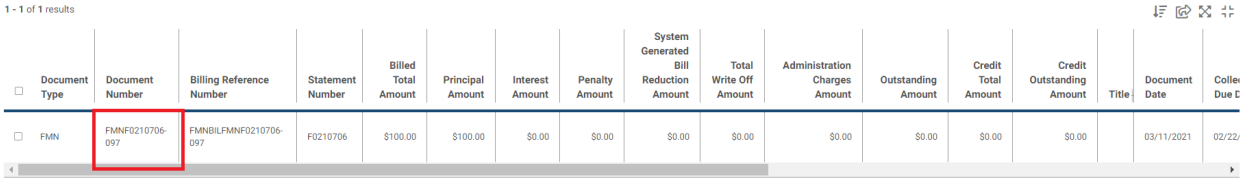


NOTE: Query performance is improved with each additional search criteria entered. For example, rather than simply entering business line of "Fleet", enter the Bill/Statement Number, Date Range and any additional billing detail that can be provided. Users should not execute "Blind" queries, meaning no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

3. Select the **Search** button.

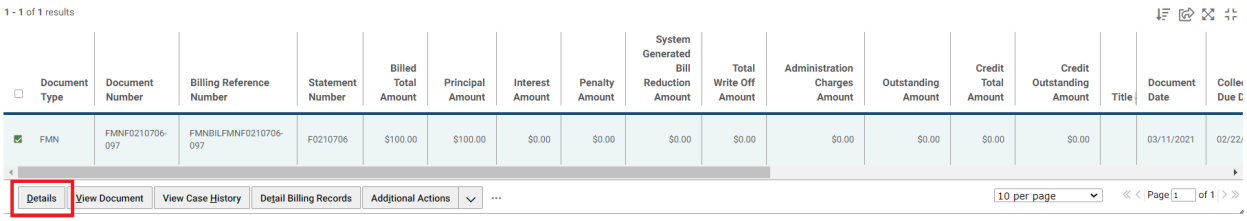
   The results are returned in the Item Collection.

Figure 136: Billing Query Item Collection



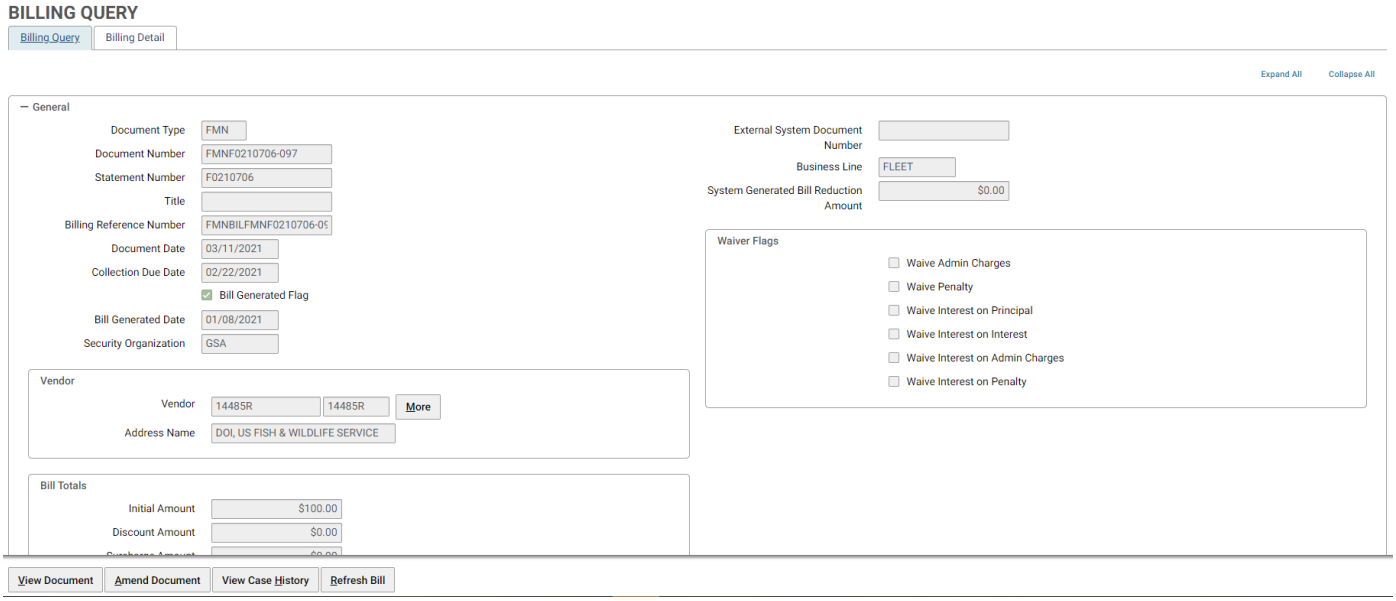
4. Select a detail record.
5. Select the **Details** button.

Figure 137: Billing Query Details button



The Billing Query Detail Page is displayed.

Figure 138: Billing Query Detail Page



NOTE: Within the billing query is a general section where there are some of the following grayed out fields: document type with a value of RMN, document number with a value of RMNAAC00441-001, statement number with a value of AAC00441, Title, billing reference number with a value or RMNBILRMNAAC00441-001, document date with a value of 02/05/2018, collection due date with a value of 03/21/2018, a bill generated flag marked enabled, a bill generated date with a value of 02/04/2018, and a security org of GSA. Below this is a vendor subsection where the vendor can be specified

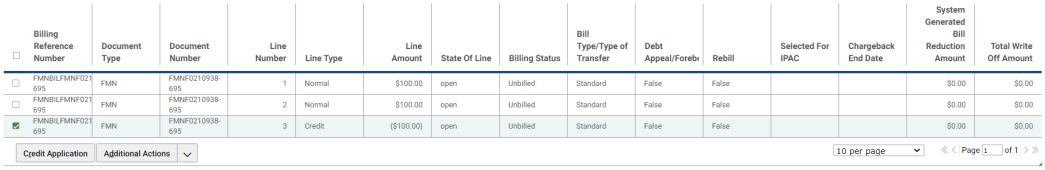
and below this section is a bill totals sub section where various amounts can be inputted. To the right is a waiver flags section where there are the following flags: waive admin charges, waive penalty, waive interest on principal, waive interest on interest, waive interest on admin charges, and waive interest on penalty. At the bottom of the page is a view document button, a view case history button, and an amend document button.

NOTE: The user can also View or Amend the document from this screen by selecting the View Document Button or Amend Document button.

6. Select the **Billing Query Detail** tab.
7. Select an Accounting Line.

   NOTE: Additional search criteria can be entered and a subsequent query performed on the accounting line information. Once in the Billing Query Detail screen, the search is only executed within the Billing Document (BD) selected on the main page.

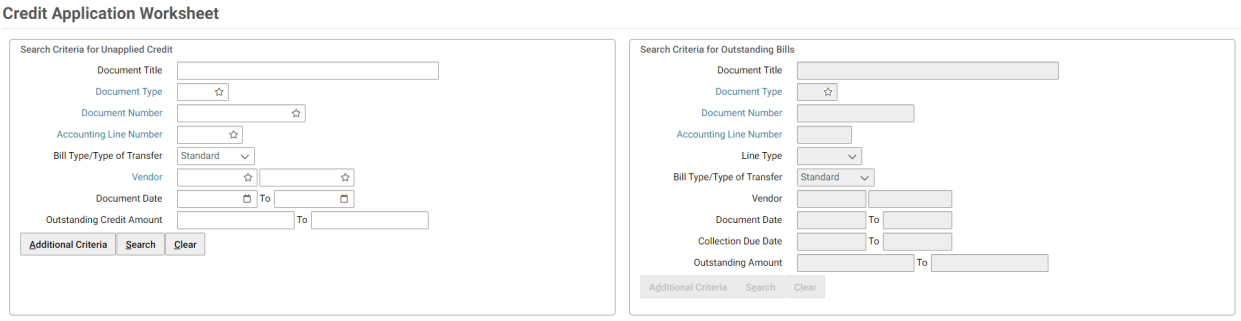
Figure 139: Billing Query Accounting Line



8. Select the **Credit Application** button to launch the Credit Application Worksheet.

   The Credit Application Worksheet is opened in a new window.

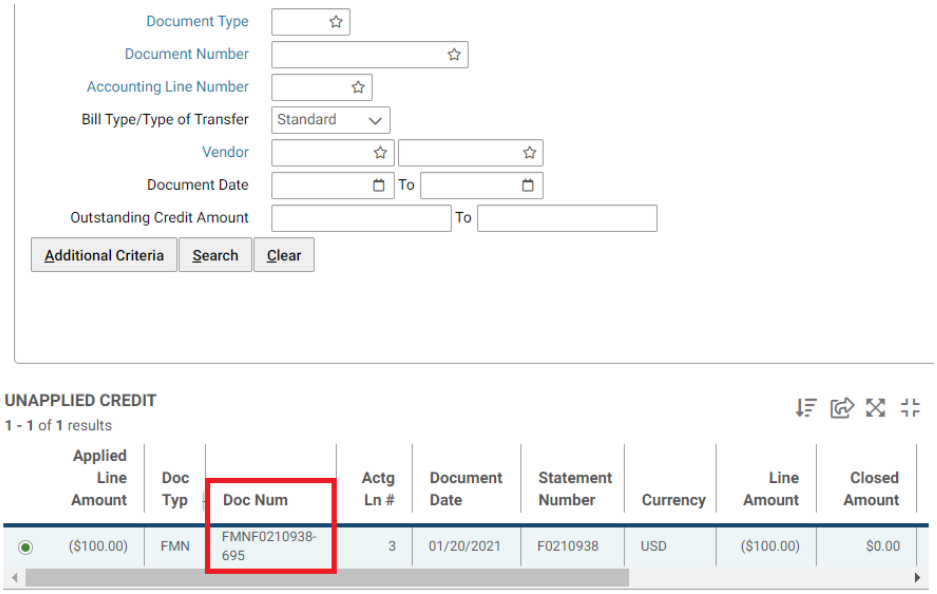
Figure 140: Credit Application Worksheet Launched via Billing Query



NOTE: The credit application worksheet page is composed of two sections and these are Search Criteria for Unapplied Credit and the other is Search criteria for outstanding bills. The Search criteria for unapplied credit section has some of the following fields: document title, document type, document number, accounting line number, bill type/type of transfer, vendor, document dates, and outstanding credit amounts. Below this is an additional criteria button, a search button, and a clear button. The Search criteria for outstanding bills section has the following fields: document title, document type, document number, accounting line number, line type, Bill type/type of transfer, vendor, document dates, collection due dates, and outstanding amounts. Below these fields is an additional criteria button, a search button, and a clear button.

NOTE: The Billing Document line is returned in the Item Collection on the left side of the screen in a pre-executed query.

Figure 141: Item Collection - Pre-Executed Query



- To apply credit to outstanding bills, please refer to **Section 4.15.3.2**.
- To apply the credit in order to refund, please refer to **Section 4.15.3.4**.
- To transfer unapplied credit to Treasury miscellaneous fund (0890), please refer to **Section 4.15.3.5**.

4.15.3.4 Create Credit Application CR for Refunds

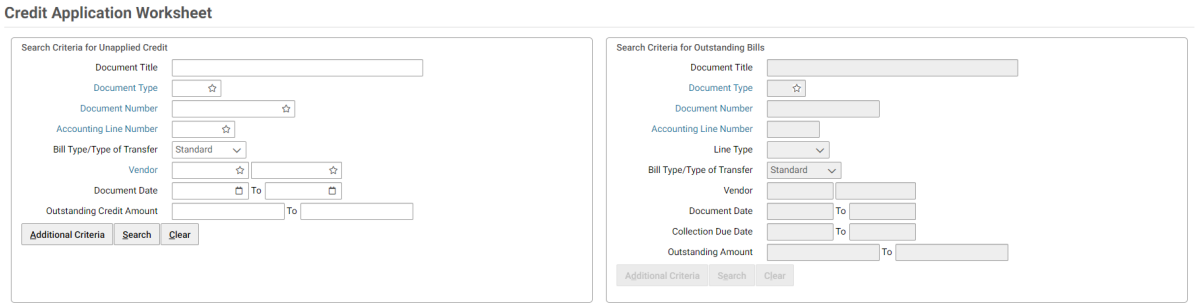
The following steps describe the process to create a Cash Receipt (CR) from the Credit Application Worksheet in order to refund credit.

Steps to Create Credit Application Cash Receipt (CR) for Refunds:

1. Navigate to Queries → Accounts Receivable → Credit Application Worksheet.

   The Credit Application Worksheet is displayed.

Figure 142: Credit Application Worksheet for CR Refunds

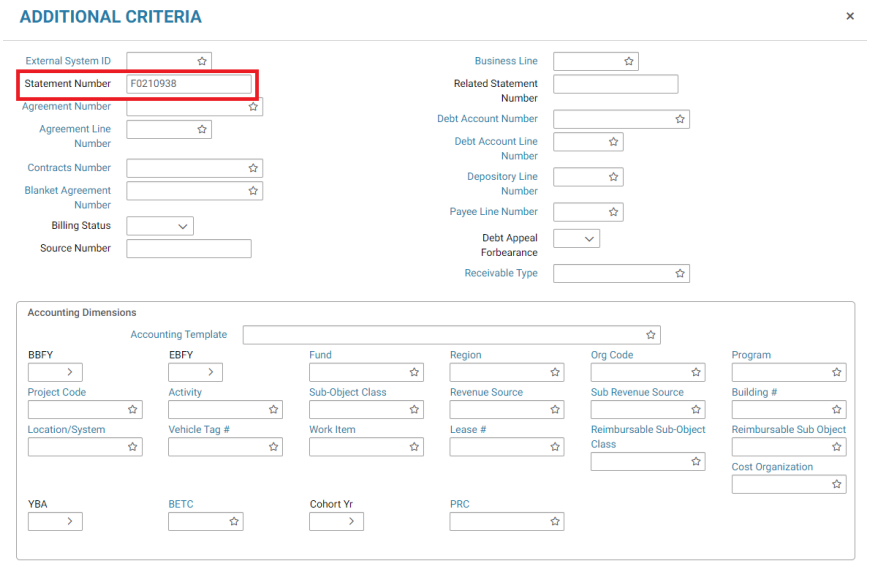


NOTE: The credit application worksheet page is composed of two sections and these are Search Criteria for Unapplied Credit and the other is Search criteria for outstanding bills. The Search criteria for unapplied credit section has some of the following fields: document title, document type, document number, accounting line number, bill type/type of transfer, vendor, document dates, and outstanding credit amounts. Below this is an additional criteria button, a search button, and a clear button. The Search criteria for outstanding bills section has the following fields: document title, document type, document number, accounting line number, line type, Bill type/type of transfer, vendor, document dates, collection due dates, and outstanding amounts. Below these fields is an additional criteria button, a search button, and a clear button.

2. On the left query pane, enter the **Statement Number** of the outstanding credit and any other pertinent 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, without entering search criterion.

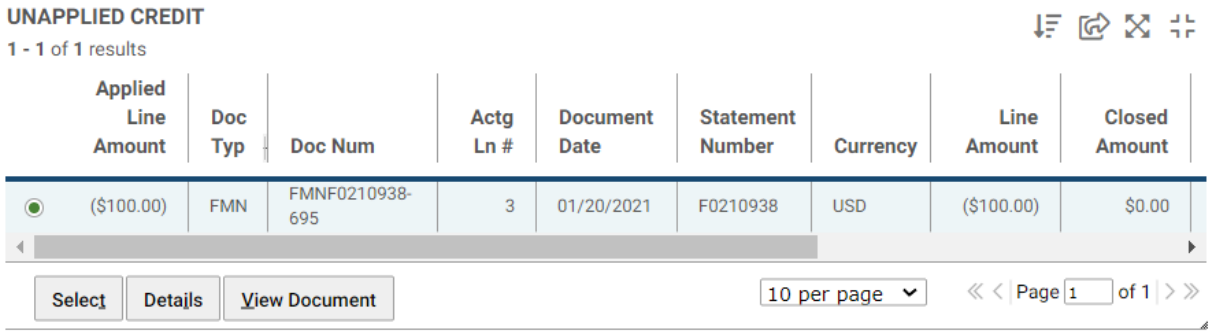
Figure 143: Credit Application Worksheet Statement Number



3. Select the **Search** button.

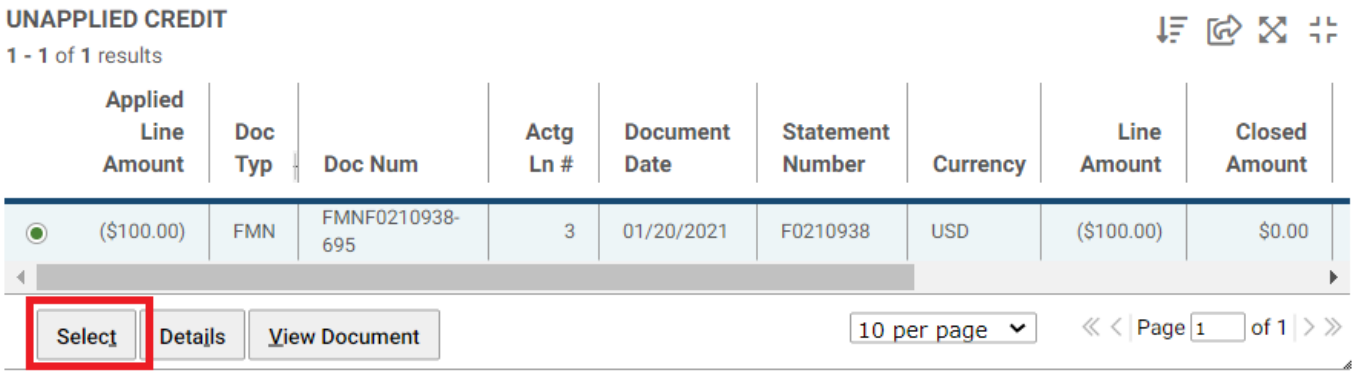
   The results are displayed in the Unapplied Credit item collection on the left side of the screen.

Figure 144: Unapplied Credit item collection



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

Figure 145: Unapplied Credit Search Results - Select button

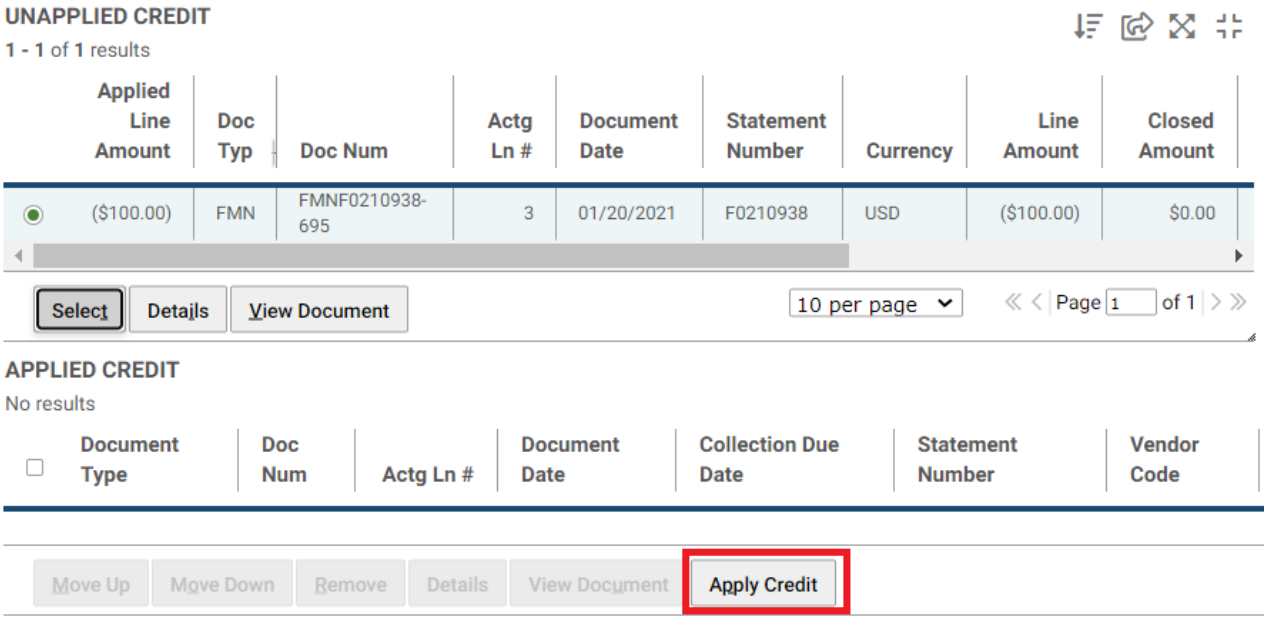


The **Apply Credit** button is enabled.

NOTE: To apply the credit in order to create a refund, an outstanding bill will not be selected.

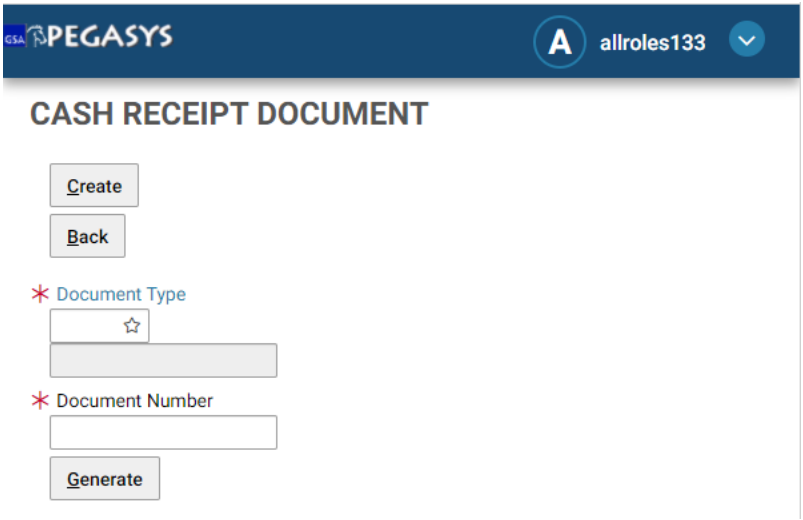
NOTE: Credits cannot be applied for more than the credit amount.

Figure 146: Apply Credit button



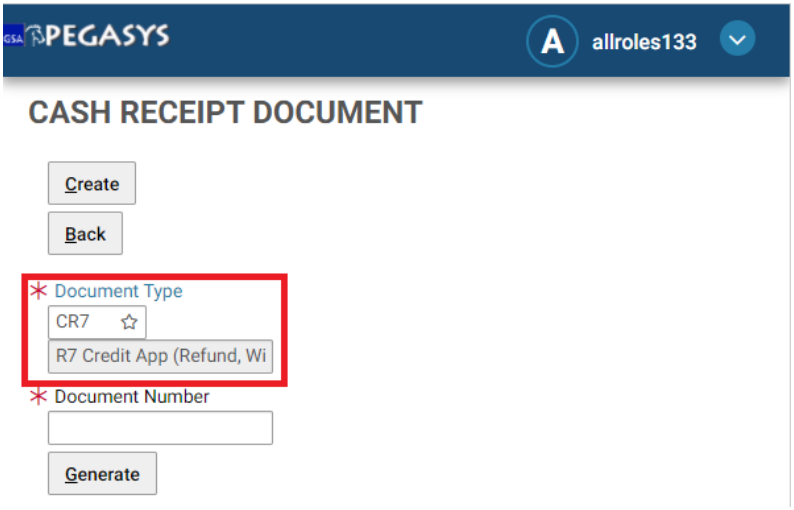
6. To create the Cash Receipt (CR) Credit Application, select the **Apply Credit** button. A new window will be displayed.

Figure 147: New Window



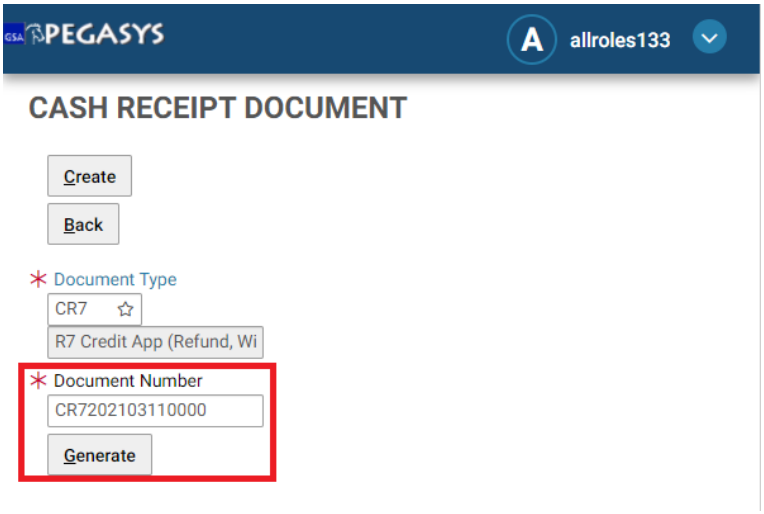
7. **REQUIRED:** Enter the **Document Type** for Refunds (CR7/CR6).

Figure 148: Document Type CR7



8. **REQUIRED:** Select the **Generate** button to generate a 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.

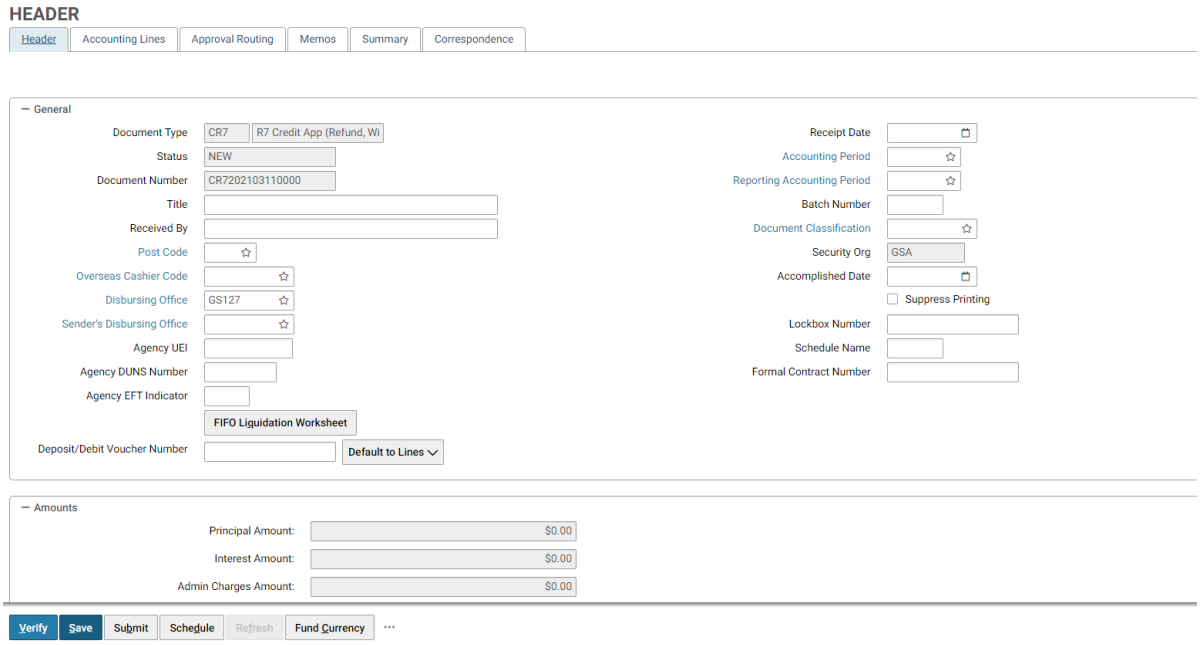
Figure 149: Generate document number for CR7



9. Select the **Create** button to generate the CR.

   The CR form will be opened in a new window.

Figure 150: CR Form



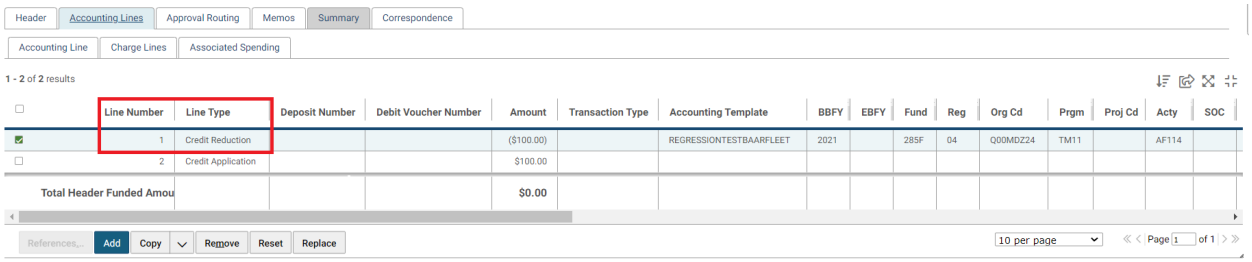
NOTE: The CR will have most fields copied forward from the referenced BD Credit line.

10. Select the **Accounting Lines** tab.

    The CR will have a minimum of 2 accounting lines, one that will reduce the outstanding credit (Credit Reduction line type) and one that will be used to applying the credited amount (Credit Application line type) to a refund.

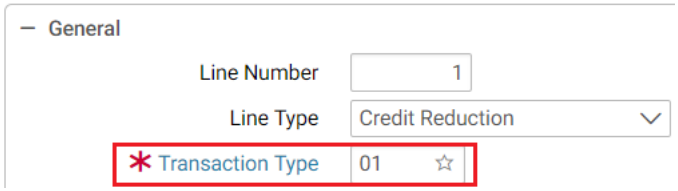
11. Select the Credit Reduction line and select the Accounting Line hyperlink.

Figure 151: CR7 - Accounting Line



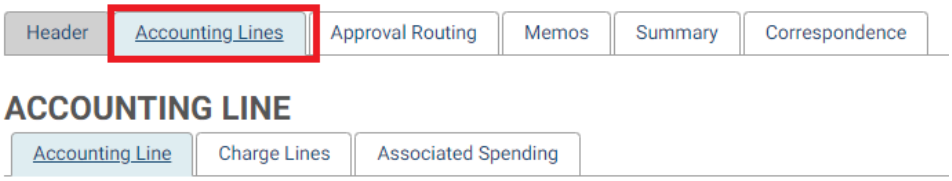
12. REQUIRED: Enter the Transaction Type of '01'

Figure 152: Set Transaction Type to 01



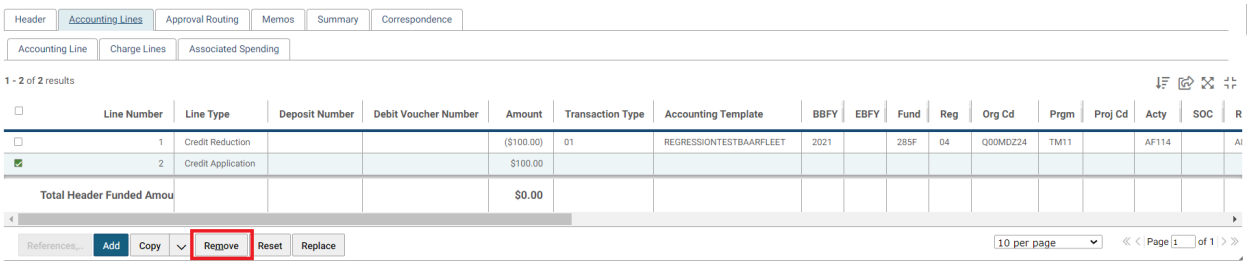
13. Select the **Accounting Lines** hyperlink.

Figure 153: Accounting Lines tab



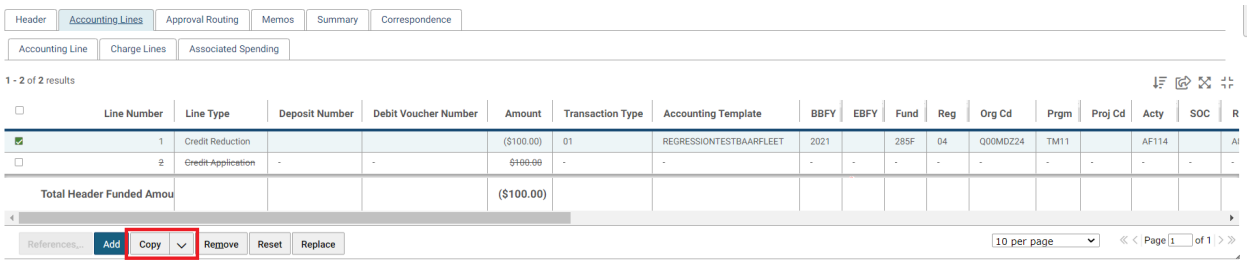
14. Un-select the Credit Reduction line.
15. Select the Credit Application accounting line and select the **Remove** button.

Figure 154: Remove Button



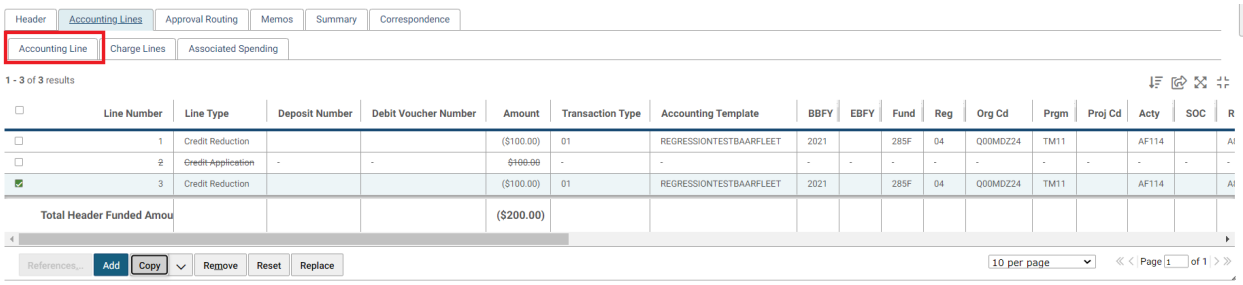
16. Select the Credit Reduction Line.
17. Select the **Copy** button.

Figure 155: Copy Button



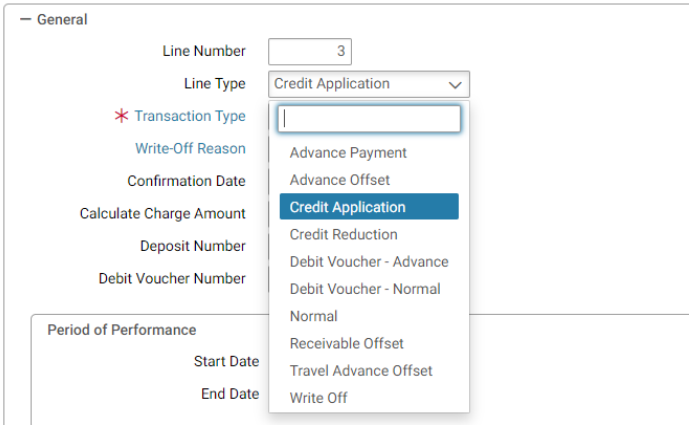
18. Unselect the Credit Reduction line (Line 1).
19. Select the new Credit Reduction line (Line 3).
20. Select the Accounting Line hyperlink.

Figure 156: CR7 - Accounting Line Hyperlink



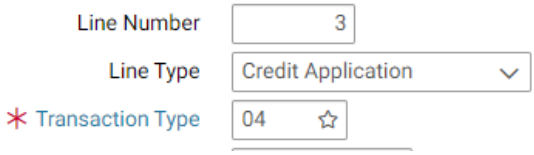
21. REQUIRED: Set the line type to Credit Application.

Figure 157: Credit Application Line Type



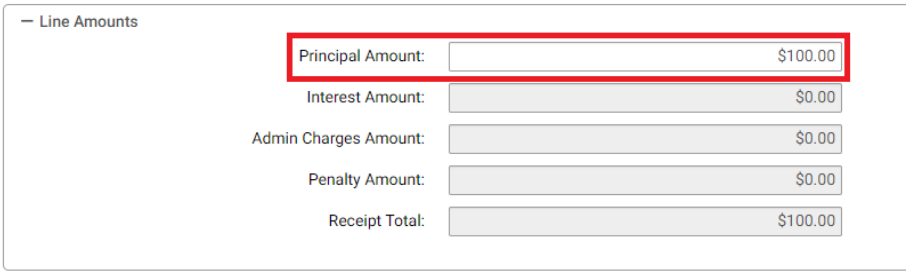
22. REQUIRED: Enter the Transaction Type of '04'.

Figure 158: Transaction Type 04



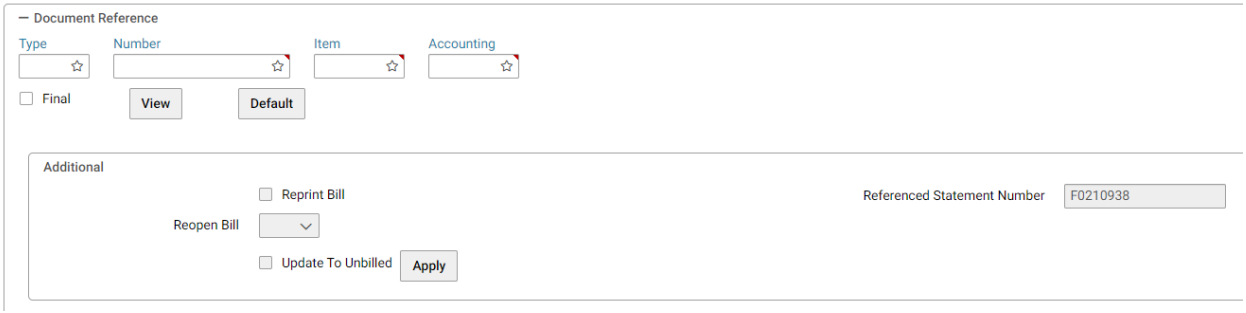
23. **REQUIRED:** Set the **Principal Amount** in the **Line Amount** group box to a Positive Amount.

Figure 159: Line Amounts



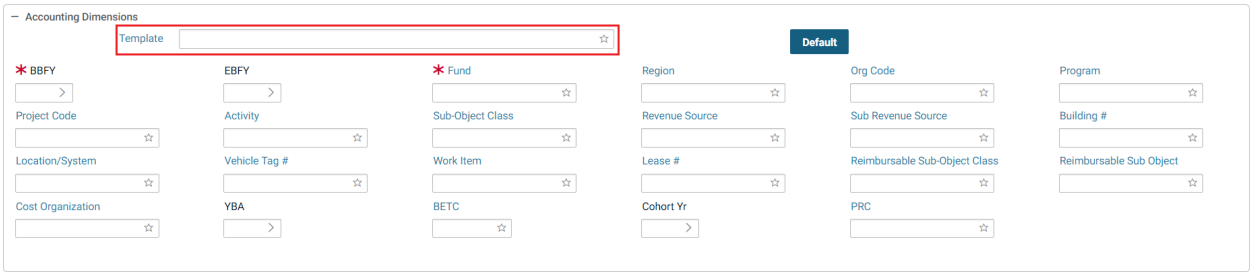
24. **REQUIRED:** Remove the document reference (set the fields to blank).

Figure 160: Document Reference



25. **REQUIRED:** Remove the Accounting Template value.

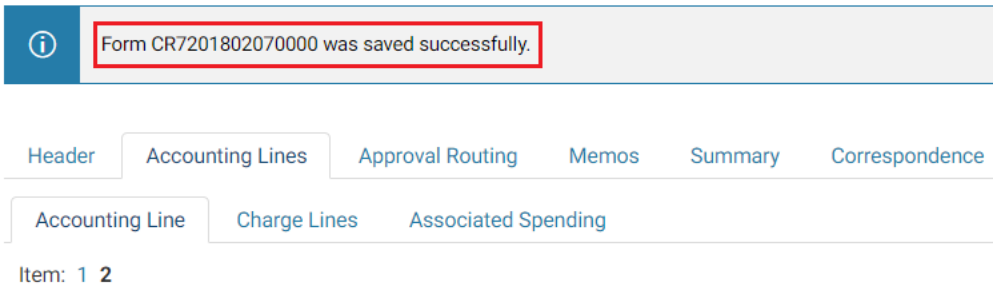
Figure 161: Accounting Dimensions - Remove Accounting Template



NOTE: The Posting Order, Tender Type will default from the CR Document Type. The Receivable Type, Business Line, Vendor and Amounts will copy forward from the referenced BDs.

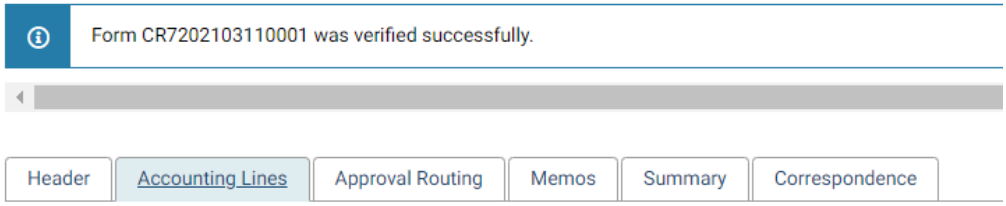
26. Select the **Save** button.

Figure 162: CR7 - Save Message



27. Select the **Verify** button.

Figure 163: CR7 - Verify message

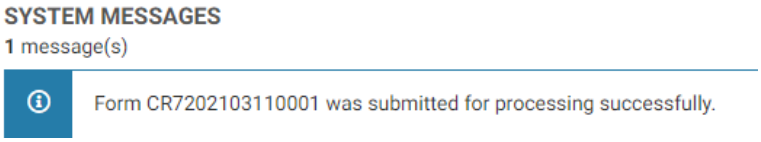


NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again. The messages in the screen above are informational only and do not need to be corrected.

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 details.

28. Select the **Submit** button.

Figure 164: CR7 - Submit Message



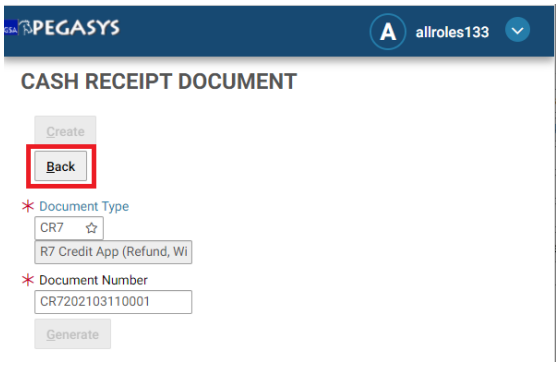
NOTE: If no errors are encountered upon selecting the Submit button a message appears stating that the form has been submitted for processing.

NOTE: To refund the applied credit, create a new Payment Authorization (IP). Please refer to **Section 4.15.4.5** or **Section 4.15.4.9**.

NOTE: Upon completion of work on the CR, the Credit Application document generation screen will need to be closed.

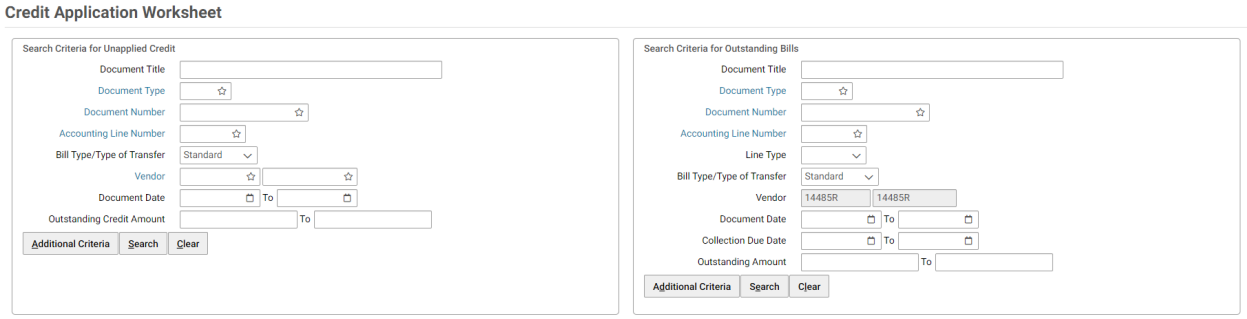
29. Select the **Back** button to return to the Pegasys navigation.

Figure 165: Back button



The Credit Application Worksheet is again displayed.

Figure 166: Credit Application Worksheet



NOTE: The credit application worksheet page is composed of two sections and these are Search Criteria for Unapplied Credit and the other is Search criteria for outstanding bills. The Search criteria for unapplied credit section has some of the following fields: document title, document type, document number, accounting line number, bill type/type of transfer, vendor, document dates, and outstanding credit amounts. Below this is an additional criteria button, a search button, and a clear button. The Search criteria for outstanding bills section has the following fields: document title, document type, document number, accounting line number, line type, Bill type/type of transfer, vendor, document dates, collection due dates, and outstanding amounts. Below these fields is an additional criteria button, a search button, and a clear button.

4.15.3.5 Transfer Non-IPAC Credit to Treasury

Credits that cannot be refunded or applied to outstanding bills must be returned to the Treasury miscellaneous fund. The Transfer to Treasury process applies a credit to reduce the outstanding bill, and then records the application of the credit in the Treasury fund 0890.

To transfer unapplied credits to Treasury, follow the steps below.

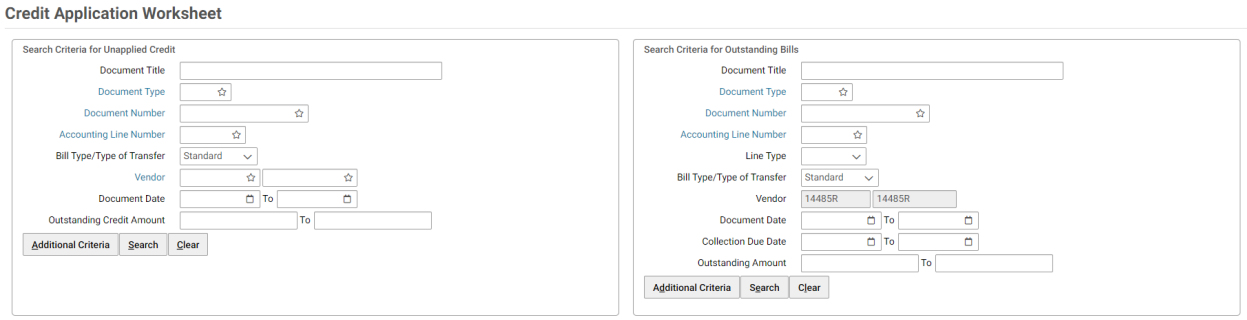
NOTE: The following steps assume the user has knowledge of a non-IPAC BD Credit Statement number. To create a non-IPAC BD Credit, please refer to **Section 4.15.2.1**.

Steps to Transfer Non-IPAC Credit to Treasury 0890 Fund:

1. Navigate to Queries → Accounts Receivable → Credit Application Worksheet.

   The Credit Application Worksheet is displayed.

Figure 167: Credit Application Worksheet- Non-IPAC Credit to Treasury

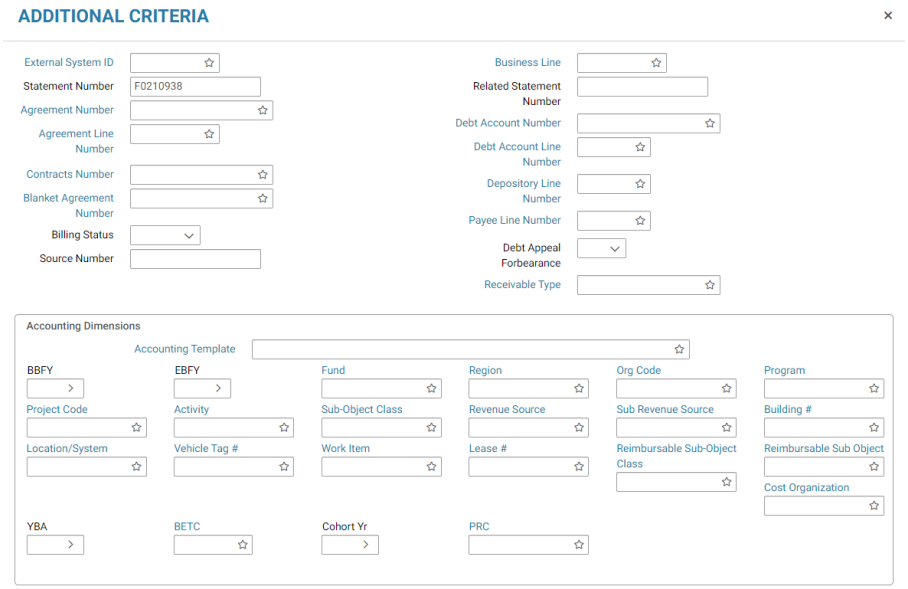


NOTE: The credit application worksheet page is composed of two sections and these are Search Criteria for Unapplied Credit and the other is Search criteria for outstanding bills. The Search criteria for unapplied credit section has some of the following fields: document title, document type, document number, accounting line number, bill type/type of transfer, vendor, document dates, and outstanding credit amounts. Below this is an additional criteria button, a search button, and a clear button. The Search criteria for outstanding bills section has the following fields: document title, document type, document number, accounting line number, line type, Bill type/type of transfer, vendor, document dates, collection due dates, and outstanding amounts. Below these fields is an additional criteria button, a search button, and a clear button.

2. Enter the outstanding credit line criteria on the left side of the screen (Search Criteria for Unapplied Credit). To retrieve a specific credit, enter the **Statement Number, Vendor** (Customer), and any additional criteria known.

   NOTE: To enter/search by specific accounting dimensions, select the Accounting Dimension button.

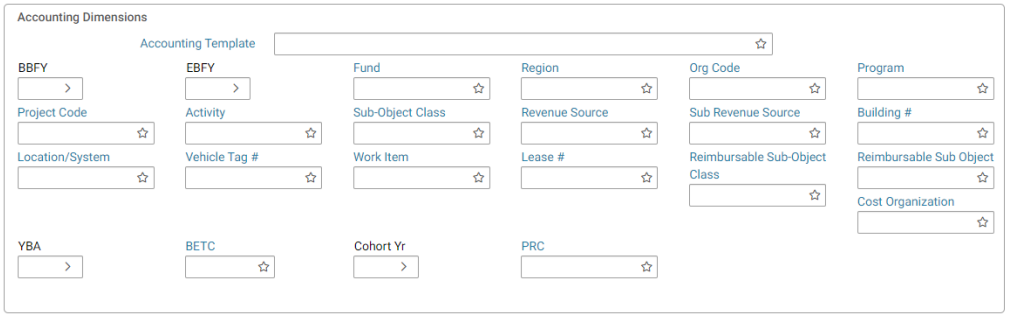
Figure 168: Credit Application Worksheet Information



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, without search criterion.

The Accounting Dimension window pops up.

Figure 169: Credit Application Accounting Dimensions

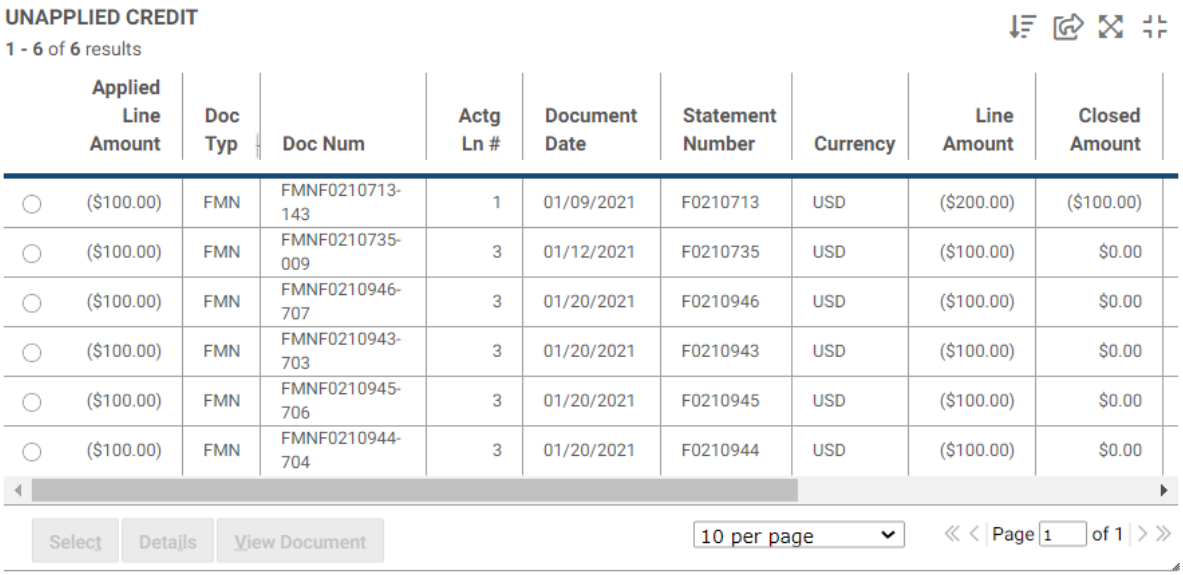


3. Select the **Search** button to execute the query.

   The search results will be returned in the Unapplied Credit item collection.

   NOTE: The item collection may need to be expanded in order to see the results. Expand the window using the arrows in the lower right corner.

Figure 170: Search Results

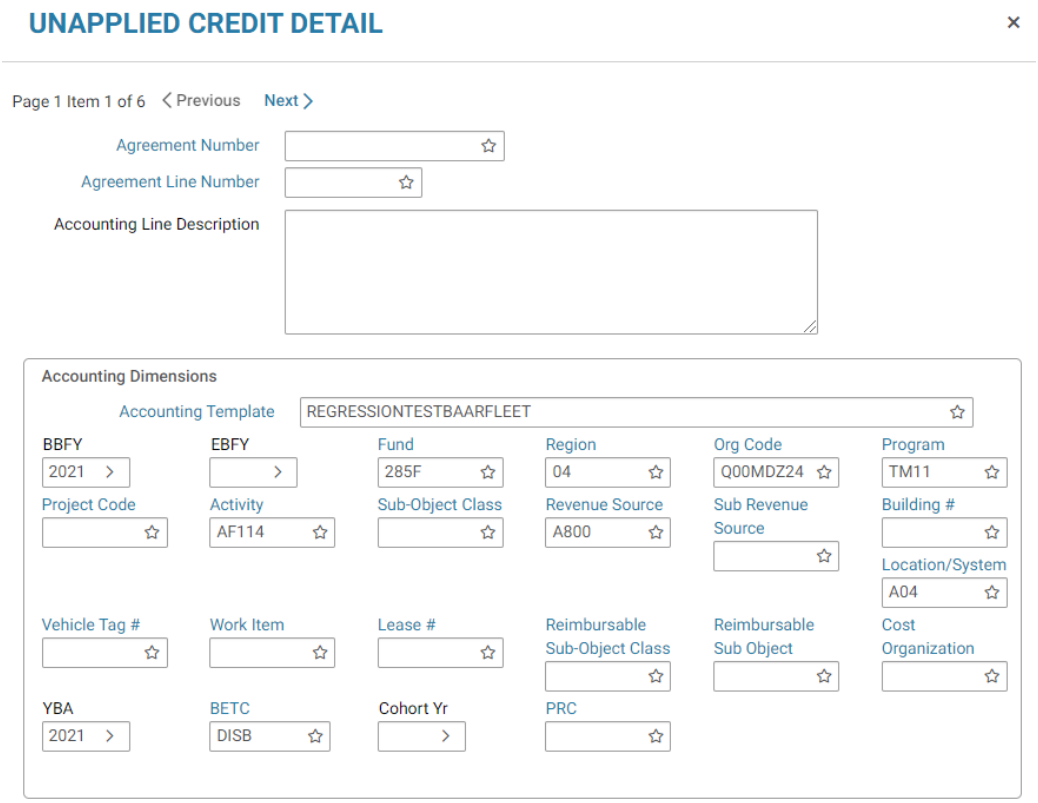


Applied Line Amount	Doc Typ	Doc Num	Actg Ln #	Document Date	Statement Number	Currency	Line Amount	Closed Amount
($100.00)	FMN	FMNF0210713-143	1	01/09/2021	F0210713	USD	($200.00)	($100.00)
($100.00)	FMN	FMNF0210735-009	3	01/12/2021	F0210735	USD	($100.00)	$0.00
($100.00)	FMN	FMNF0210946-707	3	01/20/2021	F0210946	USD	($100.00)	$0.00
($100.00)	FMN	FMNF0210943-703	3	01/20/2021	F0210943	USD	($100.00)	$0.00
($100.00)	FMN	FMNF0210945-706	3	01/20/2021	F0210945	USD	($100.00)	$0.00
($100.00)	FMN	FMNF0210944-704	3	01/20/2021	F0210944	USD	($100.00)	$0.00

4. To view the accounting information, select the record and select the **Details** button.

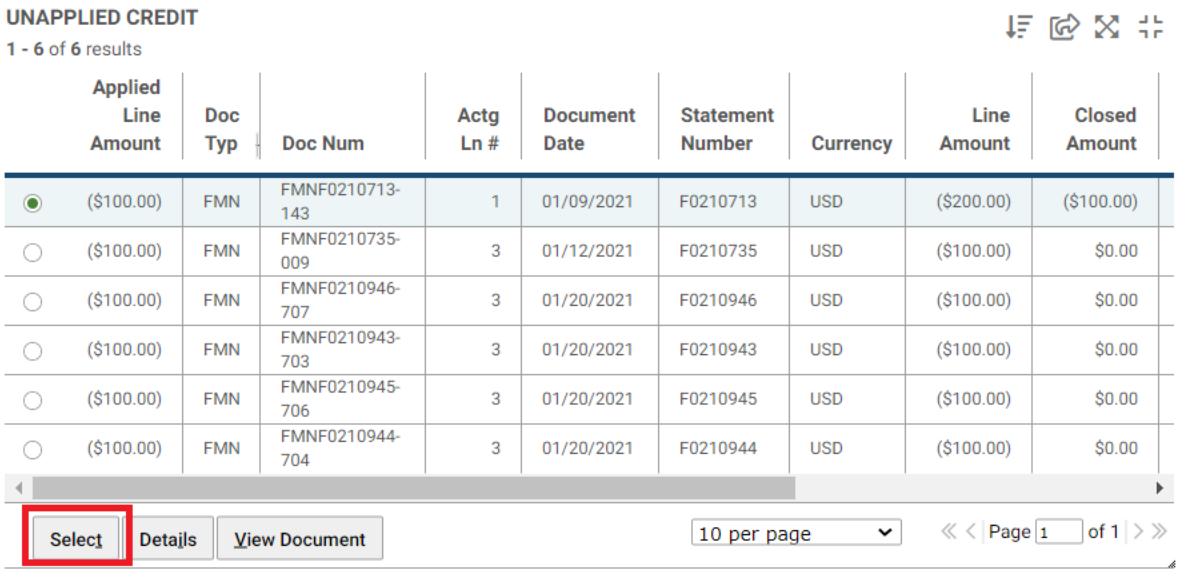
   A pop-up window with the accounting information is displayed.

Figure 171: Unapplied Credit Detail



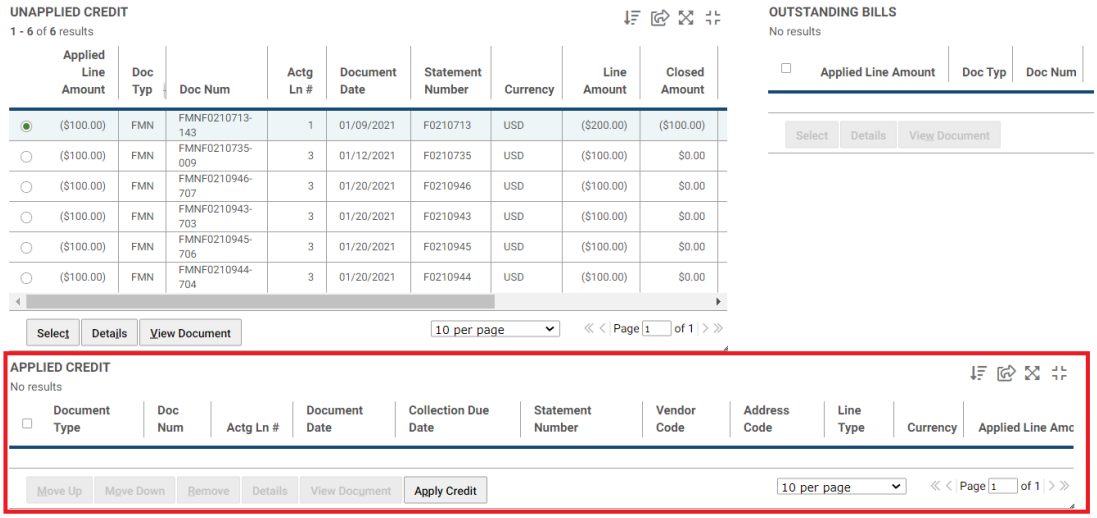
5. To apply the credit and create a CR to transfer the credit to Treasury, select the record.
6. Select the **Select** button.

Figure 172: Select button



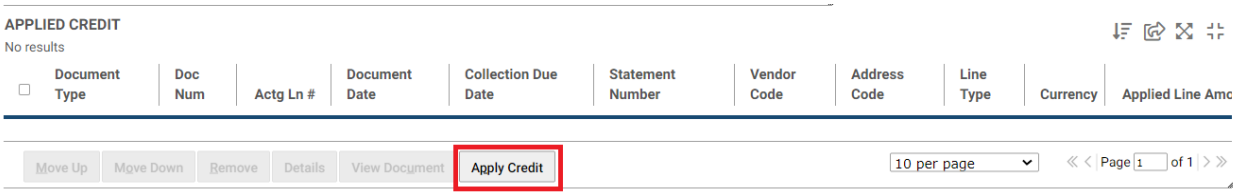
The Applied Credit item collection in the lower part of the screen will be enabled.

Figure 173: Applied Credit item Collection



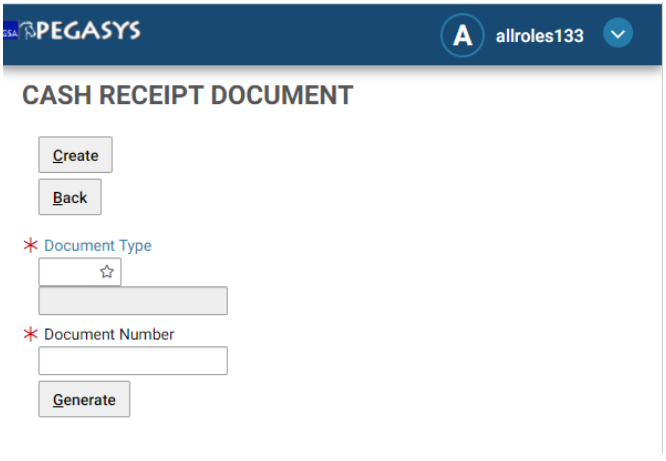
7. Select the Apply Credit button to generate a Cash Receipt (CR).

Figure 174: Generate Cash Receipt



A new page will be displayed.

Figure 175: New Page

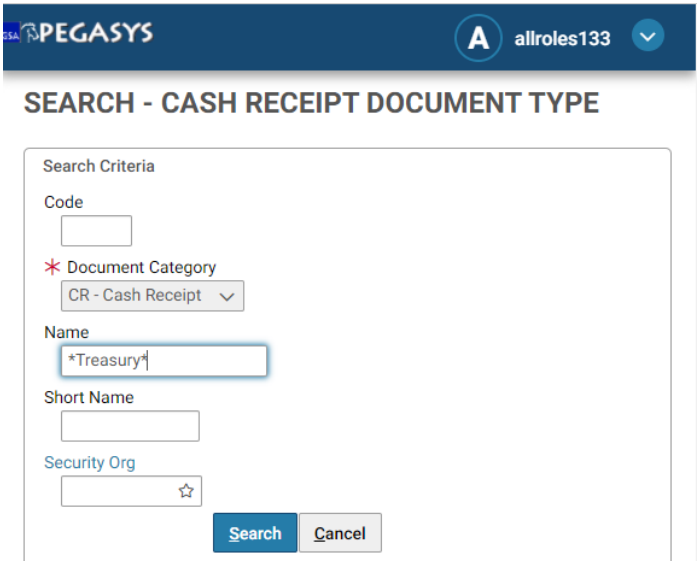


8. **REQUIRED:** Enter the **Document Type** for Refunds (CT7/CT6).

NOTE: Different CR Document Types are used for applying credits, creating refunds and transferring unapplied credit to Treasury.

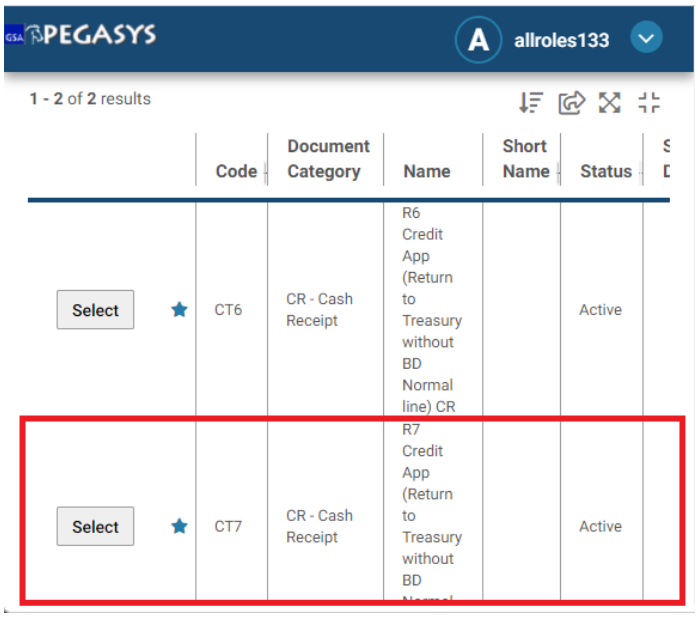
9. To search for the Document Type, select the reference link and enter search criteria.

Figure 176: Document Type Search Criteria



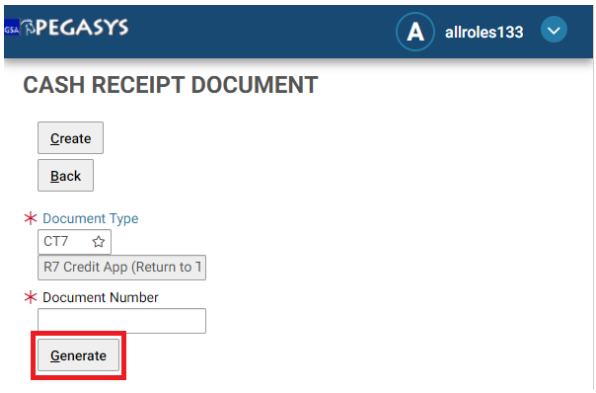
10. Select the appropriate Document Type for the Finance Region.

Figure 177: Document Type for Finance Region



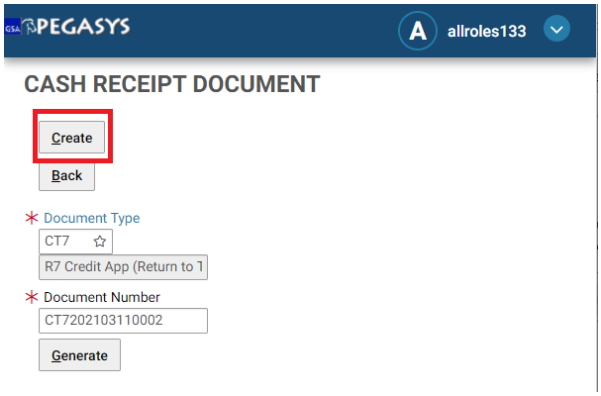
11. Select the Generate button.

Figure 178: Generate Button



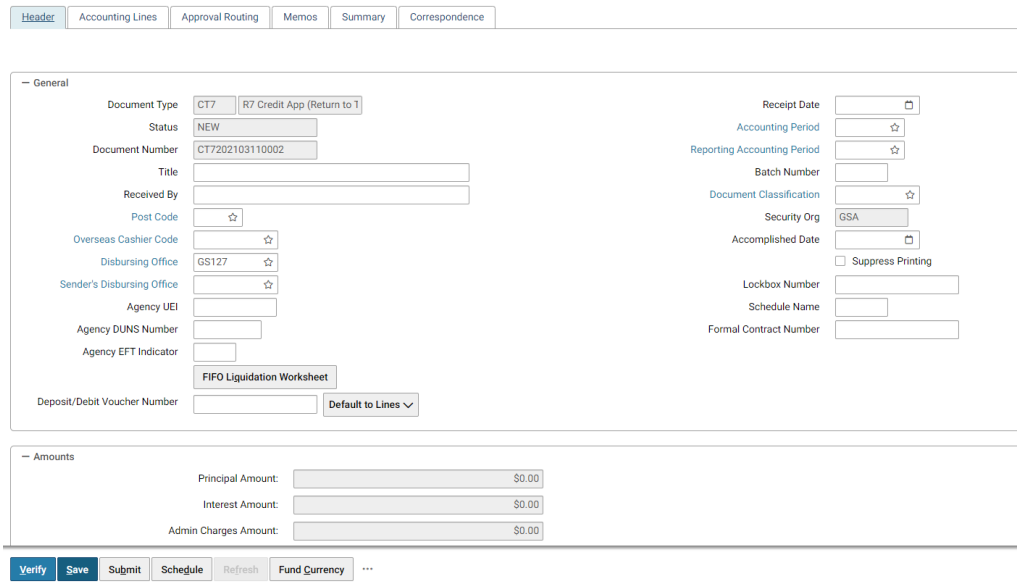
12. Select the **Create** button to create the CR form.

Figure 179: Create CR



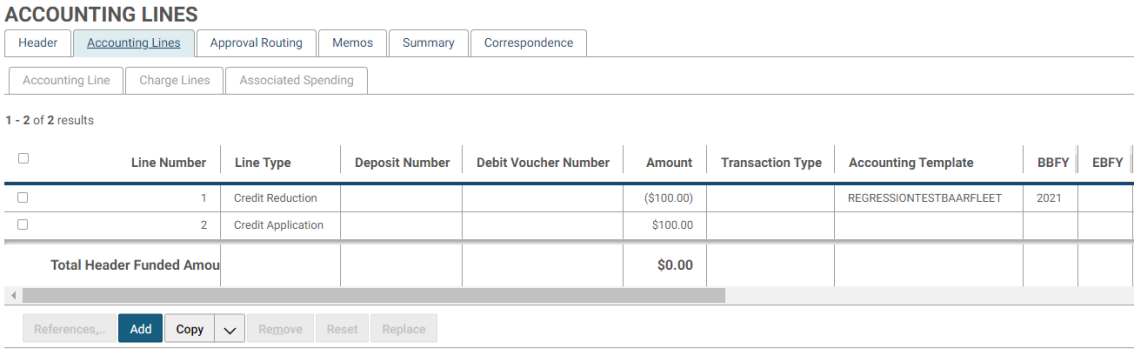
The Cash Receipt form will be opened in a new window.

Figure 180: Cash Receipt form



13. Select the **Accounting Lines** tab.

Figure 181: Accounting Lines - Line Number and Line Type

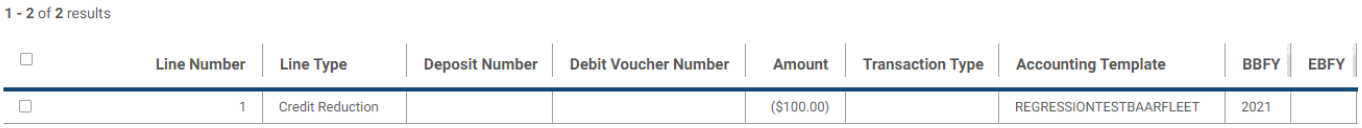


NOTE: Two accounting lines are created from the Credit Application Worksheet. One accounting line must be updated to complete the transfer to Treasury. The following steps are provided to reduce data entry. Alternatively, the data can be manually entered.

NOTE: One accounting line (Credit Reduction) has a negative line amount. One accounting line (Credit Application) has a positive line amount. The net amount is 0.

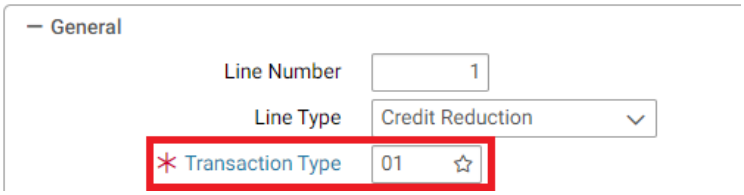
14. Select the Credit Reduction line.

Figure 182: Credit Reduction Line



15. Select the **Accounting Line** link.
16. **REQUIRED:** Enter the **Transaction Type** of '01'.

Figure 183: Transaction Type 01



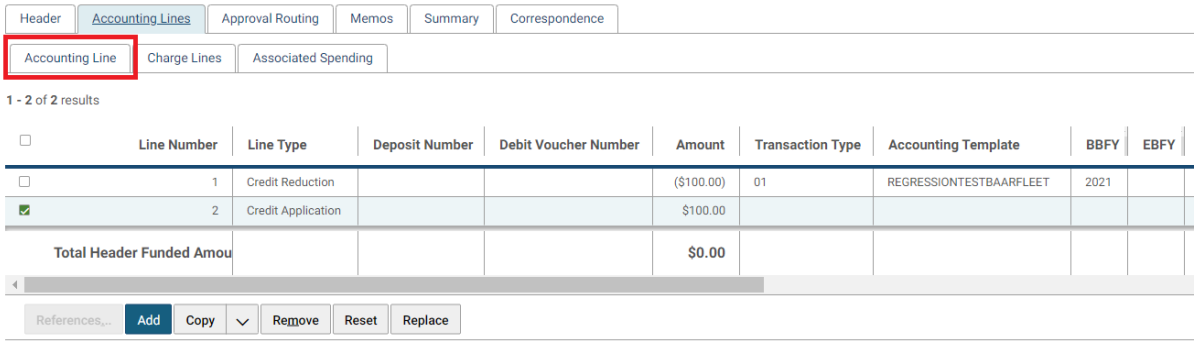
17. **REQUIRED:** Enter the Tender Type of 'CHECK'.

Figure 184: Payment Information - Tender Type

18. Select the **Accounting Lines** hyperlink and select the Credit Application line.

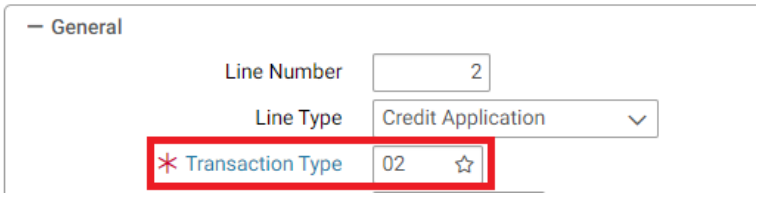
19. Select the **Accounting Line** hyperlink.

Figure 185: Accounting Line hyperlink



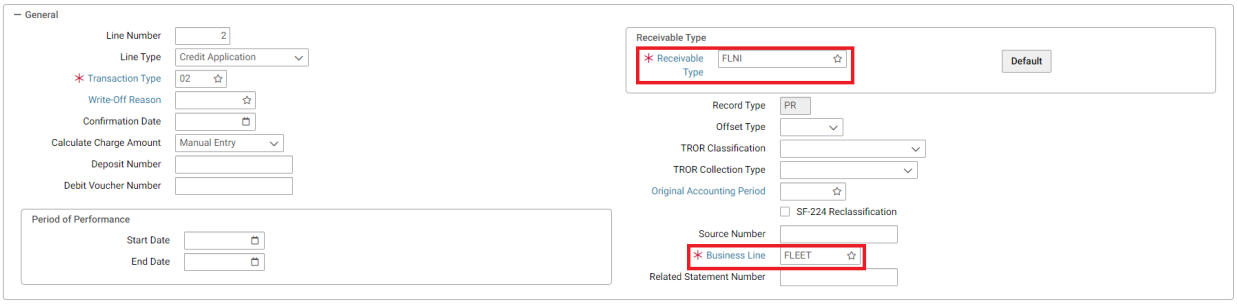
20. **REQUIRED:** Enter the Transaction Type of '02'.

Figure 186: Transaction Type 02



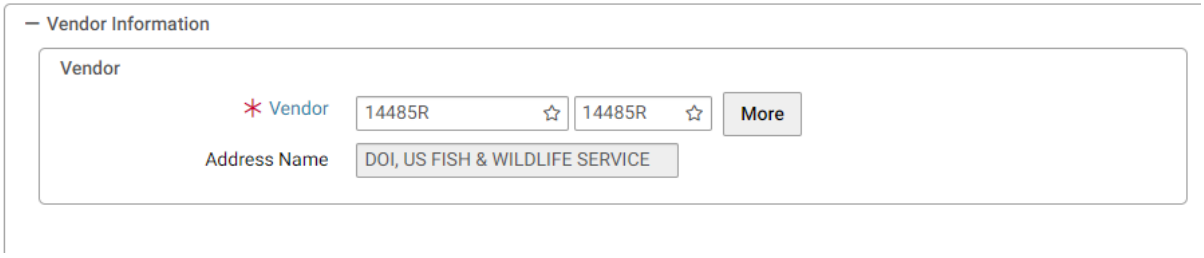
21. REQUIRED: Enter the Receivable Type and Business Line.

Figure 187: General Information



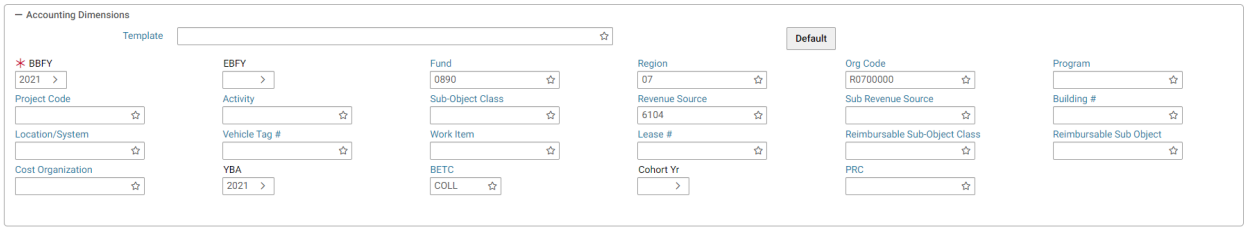
22. REQUIRED: Enter the Vendor Code.

Figure 188: Accounting Line - Vendor Information



23. **REQUIRED** for the Transfer to Treasury Credit Application Line - Enter the following accounting information:
    a. BBFY
    b. FUND Code = '0890'.
    c. Region (06 or 07 as appropriate).
    d. Org Code = R0600000 or R0700000 as appropriate
    e. Revenue Source Code = 6104 or 6105 as appropriate

Figure 189: Accounting Dimensions - Fund Code

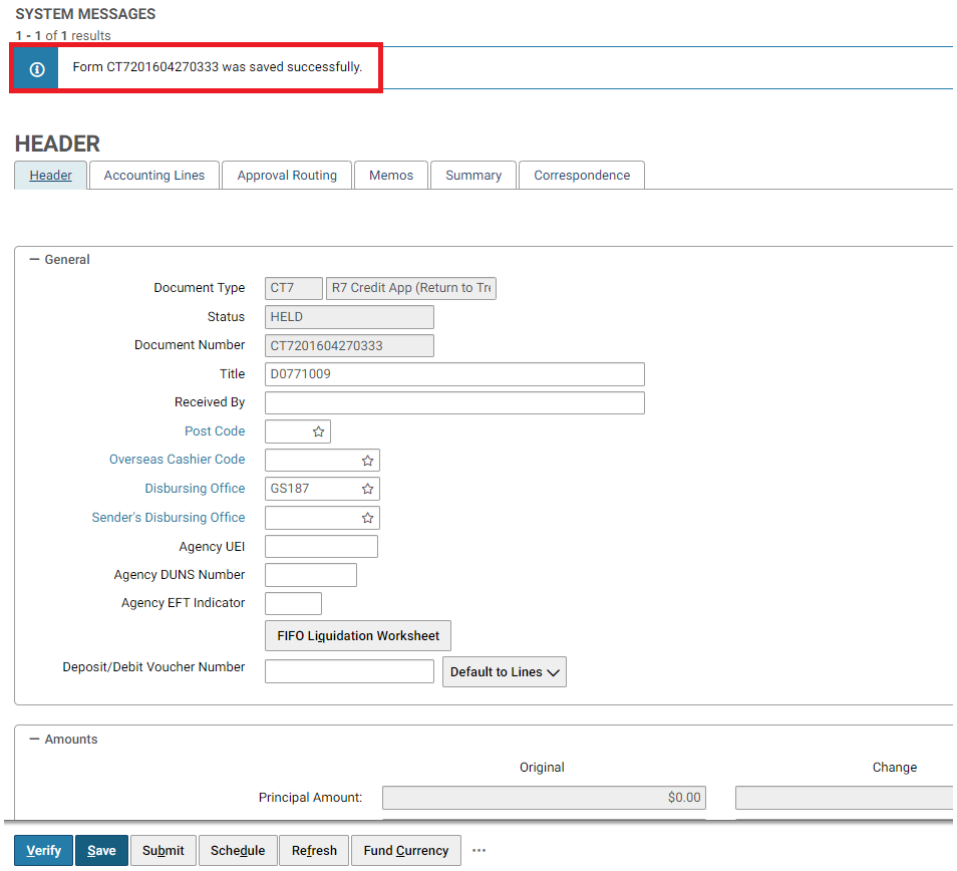


24. **REQUIRED**: Enter the **Tender Type** of Check.

Figure 190: Check Tender Type

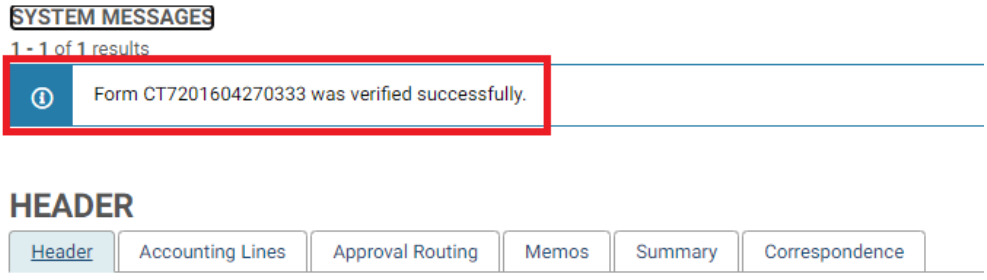
25. Select the **Save** button.

Figure 191: Save message for Return to Treasury Document



26. Select the **Verify** button.

Figure 192: Verify Button for Return to Treasury Document

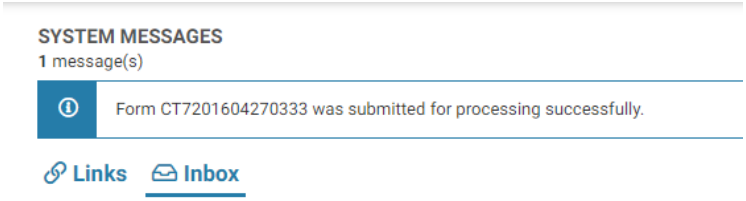


NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again. The messages in the screen above are informational only and do not need to be corrected.

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.

Figure 193: Submit message for Return to Treasury Document



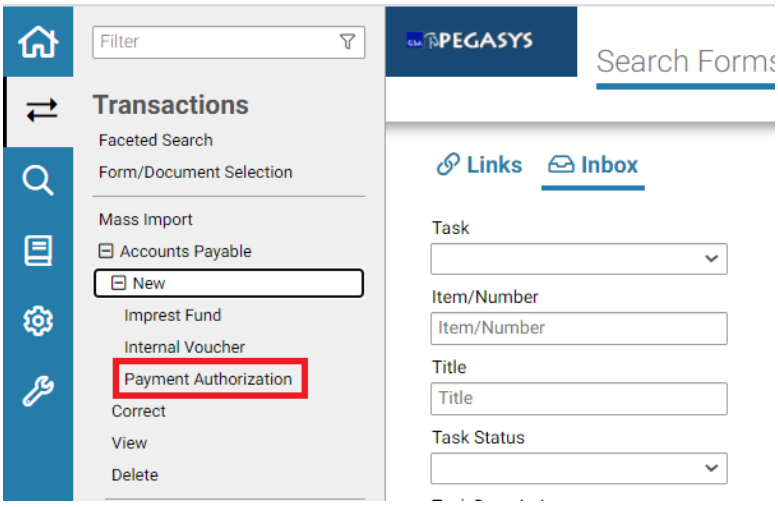
4.15.4 Credit Refunds

Refunds are created out of the Accounts Payable module, as the refund document is the Payment Authorization (IP document category, also called the Itemized Payment). Refunds are also used for credits on G-Invoicing/IPAC bills, since Treasury does not accept negative amounts.

The Payment Authorization (IP) is found under the Accounts Payable subsystem.

Transactions → Accounts Payable → New → Payment Authorization.

Figure 194: Payment Authorization



4.15.4.1 Payment Authorization (IP) Description and Uses

IPs are used to refund credit bills and refund overpayments that have been received via collections (CRs). IPs can be used to refund customers for both IPAC and non-IPAC credits. As such, IPs can be disbursed via Treasury Disbursement processes (or Treasury Check or EFT) or the G-Invoicing/IPAC outbound process. Account Receivable will have separate IP document types from the existing Pegasys Accounts Payable IP document types.

The Pegasys user guide contains additional information on the IP document category, as well as the Treasury Disbursement process.

4.15.4.2 Payment Authorization (IP) Document Types

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

The IP Document Types for Accounts Receivable will be distinct for each GSA ALC, meaning Region 6 (47000016) will have one document type and Region 7 (47000017) will use another. In addition, separate IP document types will be created for each finance region for the non-IPAC transactions and the G-Invoicing/IPAC transactions due to the nature of differences in data requirements for G-Invoicing/IPAC transactions. Each Document Type is differentiated by region. The '7' denotes use in Region 7; the '6' denotes use in Region 6.

The CB6/CB7 is used for pull payments or IPAC Customer Generated Exceptions and is detailed in **BAAR User Guide 5 of 10, Section 4.12.3**.

Please refer to the appendix for a full listing and breakdown of Document types and their descriptions - **BAAR User Guide 8 of 10, Section A.6.**

4.15.4.3 Payment Authorization (IP) - User-Defined Form Field Descriptions

The Payment Authorization (IP) form has the same notebook structure and contains many of the same fields as the accounts receivable documents, however IPs have additional tabs for the disbursement process. The IP does not contain Detail Billing Records (DBR) or have an office address tab. Unlike the BD, the IP has a Correspondence tab in order to create/view document level correspondence. For information on the correspondence page definition, please refer to **BAAR User Guide 5 of 10, Section 4.9**.

The listing of User-Defined fields on the Billing Document (BD) Form is available at **BAAR User Guide 9 of 10, Section B.15.**

4.15.4.4 Add Document Level Correspondence to Payment Authorization (IP)

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

Document level correspondence can be added to Payment Authorization (IP) documents and forms. Correspondence is available on all document types falling under the Payment Authorization (IP) document category.

To add correspondence to a Payment Authorization (IP) document or form, follow the steps on next page.

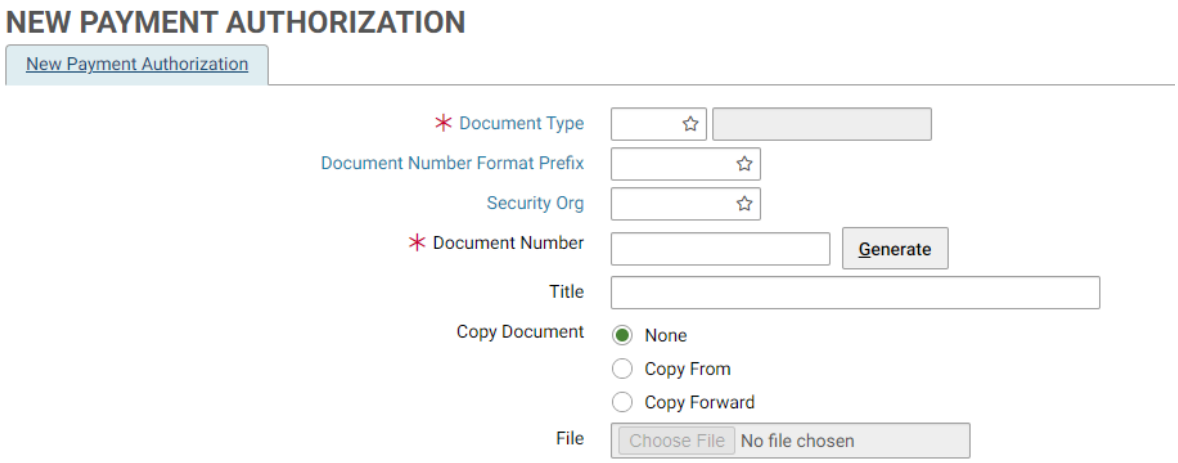
If adding to an already processed document, retrieve the document following the steps in **BAAR User Guide 3 of 10, Section 4.6.10.2**.

Steps to Add Document Level Correspondence During New Payment Authorization (IP) Form Creation:

1. Navigate to Transactions → Accounts Payable → New → Payment Authorization.

   The New Payment page is displayed.

Figure 195: New Payment Authorization Page

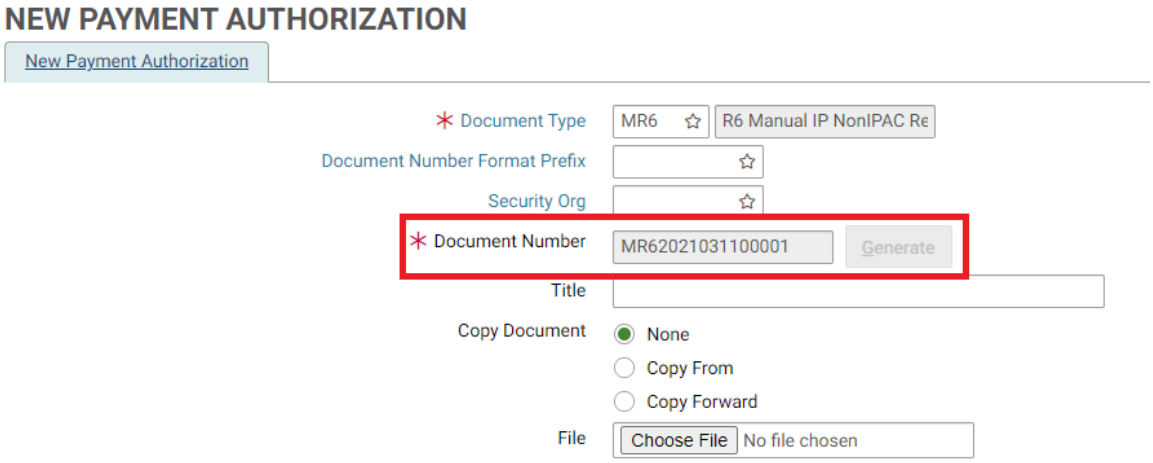


2. REQUIRED: Enter Document Type.

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

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

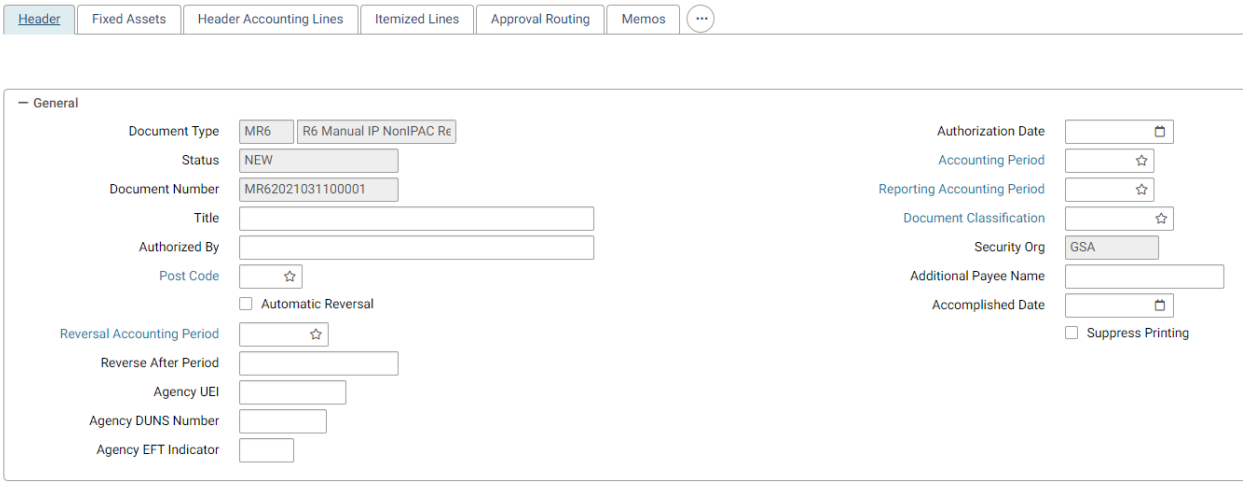
Figure 196: Payment Authorization - Generate Document Number



4. Select the **Finish** button.

   The Payment Authorization (IP) header tab is displayed.

Figure 197: Payment Authorization Header

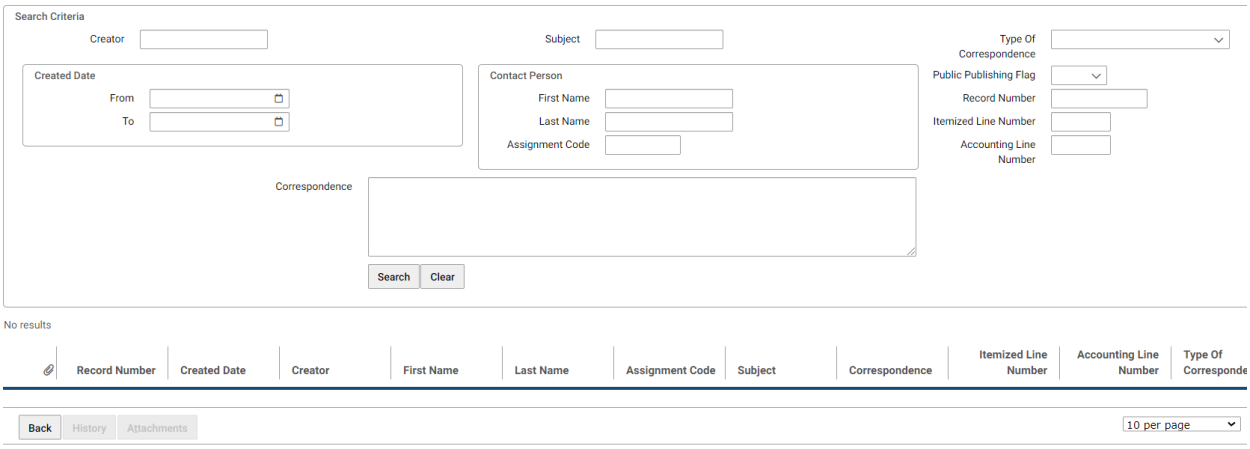


NOTE: To create the IP, please refer to **Section 4.15.4.5**.

5. Select the **Save** button to save the form.
6. Select the Correspondence tab.

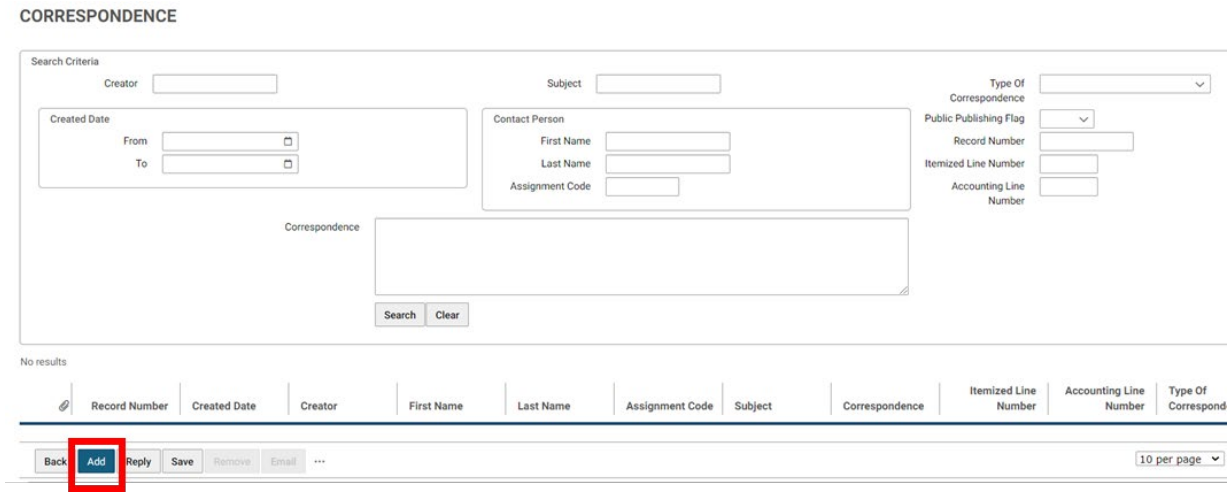
   The Correspondence page Search Criteria section and item collection are displayed.

Figure 198: Correspondence page Search Criteria



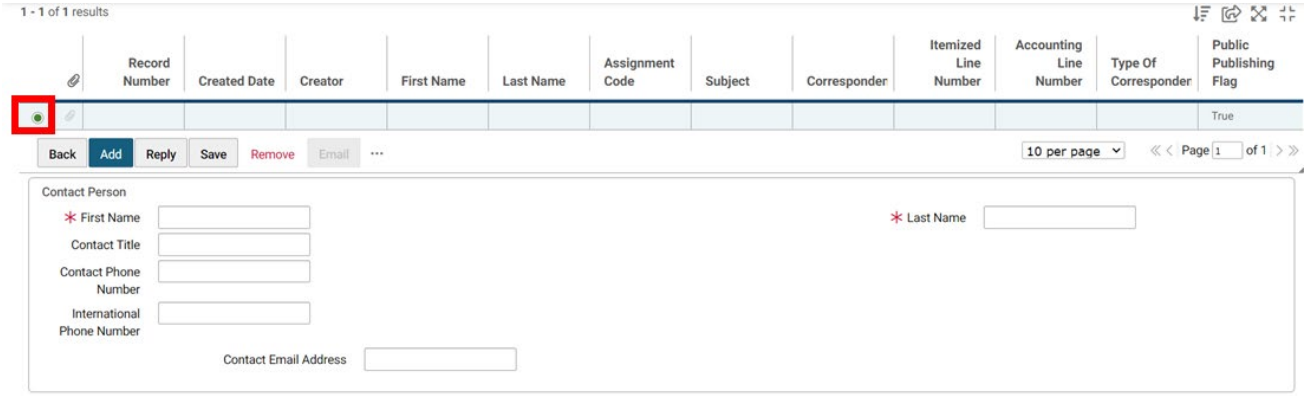
7. Select the **Add** button.

Figure 199: Add Button



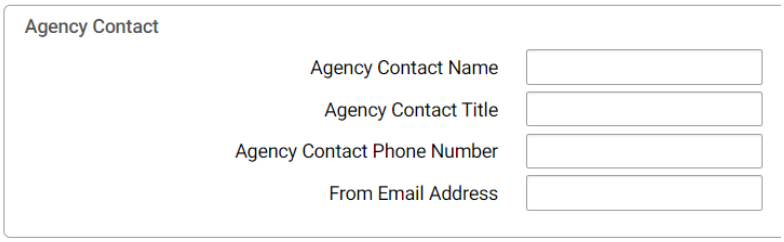
The Correspondence page item collection, Contact Person, Agency Contact, Research Information, and Correspondence sections are displayed.

Figure 200: Correspondence page Blank Item Collection



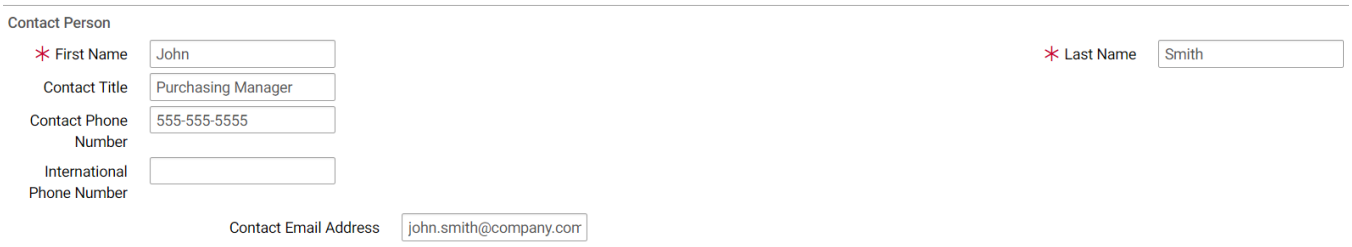
8. Select the newly created, blank record.
9. In the Agency Contact section, populate the fields pertinent to the correspondence (Name, Title, Phone Number, and From Email Address).

Figure 201: Agency Contact Section



10. 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.).

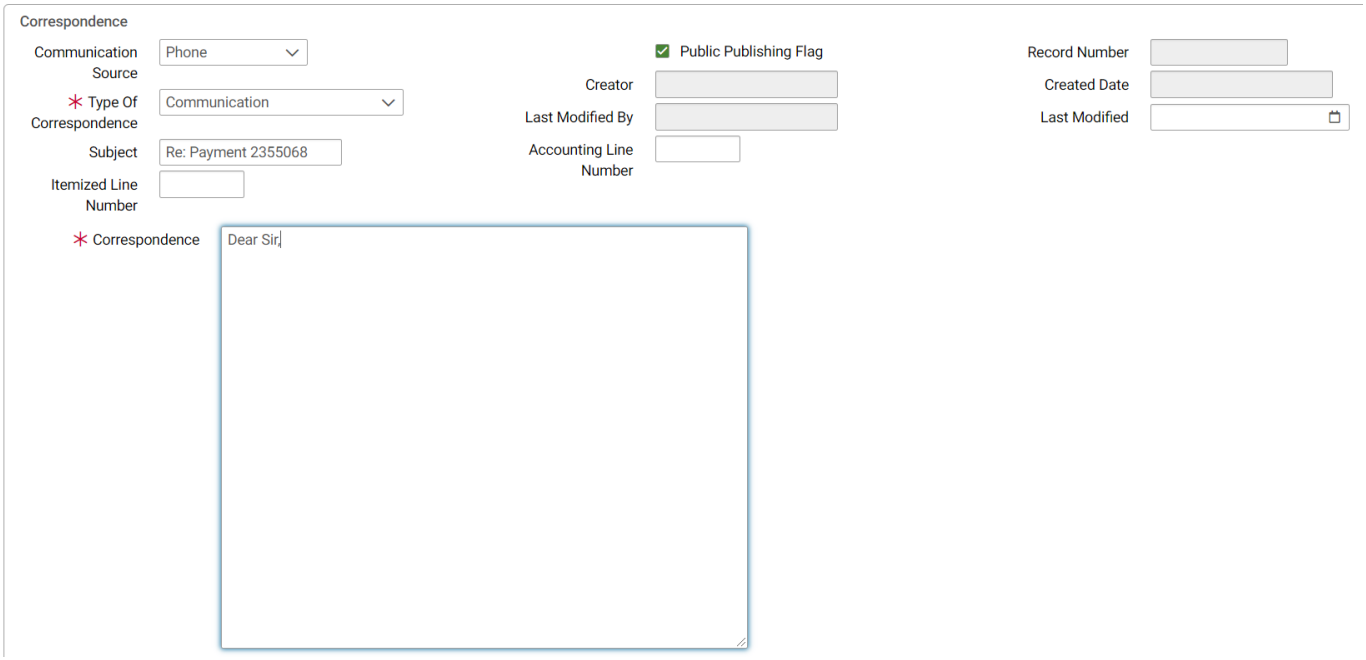
Figure 202: Contact Person Info



NOTE: If the Agency Contact section fields are left blank, Pegasys will default this user information from the Principal table upon selecting Save.

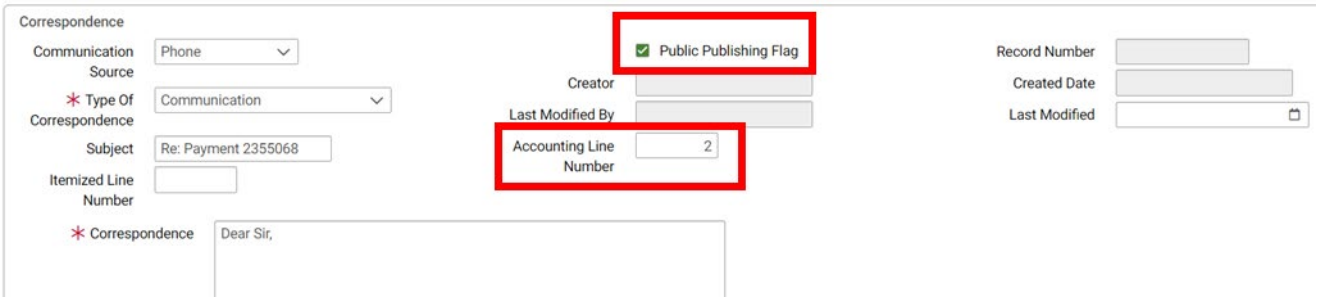
11. In the Correspondence section, select the Communication Source and Type of Correspondence from the available dropdown lists.
12. Update the Correspondence field to include the text to be sent.
13. Optionally populate the additional fields pertinent to the correspondence.

Figure 203: Correspondence Section



14. Select the Public Publishing checkbox to make the correspondence viewable by the customer in VCSS.
15. Include the Accounting Line Number associated with the correspondence.

Figure 204: Correspondence Info



16. Select the Save button.

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

    a. Vendor Email Address - If the document has one accounting line, the system defaults the email address from the line level Vendor More detail information. If the document has multiple lines, the system generates an informational message stating that multiple email addresses are available and does not populate the field. If email address is not available on Vendor More detail, the system generates an informational message stating that no email address is available and does not populate the field.

b. Record Number - Records the next available correspondence record number.

c. Creator - Records the user ID of the person creating the correspondence record.

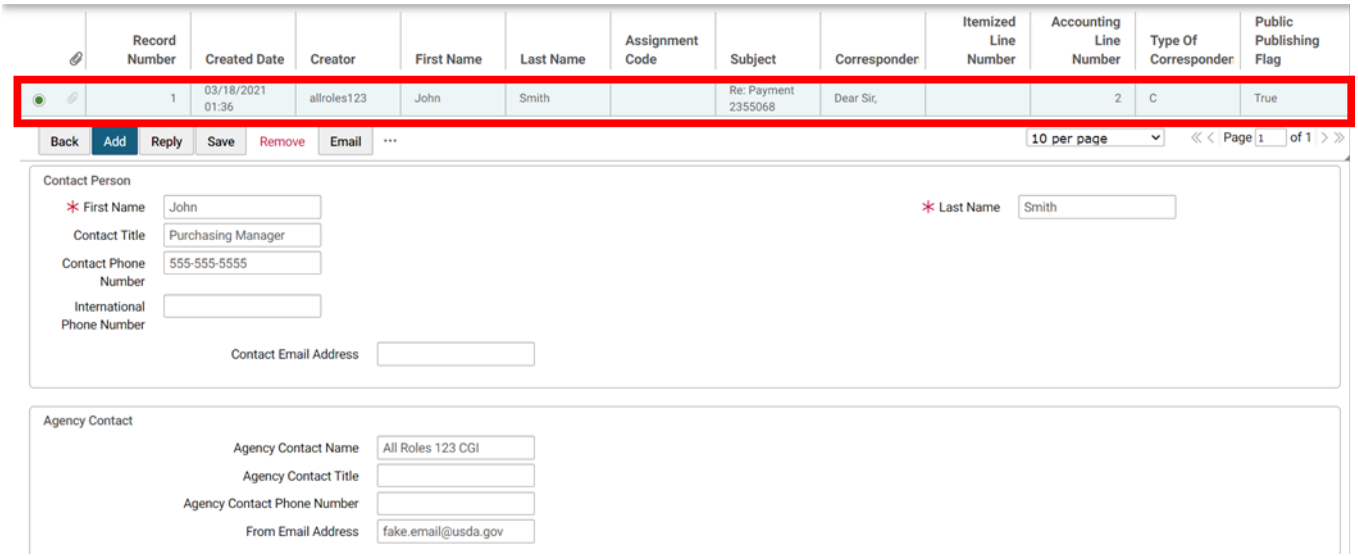
d. Created Date - Records the date and time the record is created.

e. Last Modified By - Records the user ID of the person modifying the correspondence record.

f. Last Modified Date - Records the date and time the record is modified.

The Correspondence page item collection and Contact Person, Agency Contact, Research Information, and Correspondence sections are displayed.

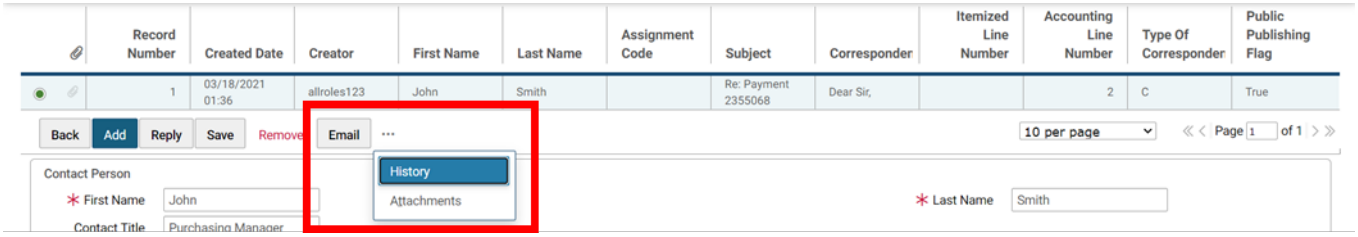
Figure 205: Correspondence Page Item Collection



NOTE: The correspondence page has an item collection table where the columns makeup the parameters for each row. Each row represents an individual record and each record can be selected by selecting the radio button to the left of the first column. Below the table are the following buttons: back, add, save, remove, email, history, and ellipses, which expands to reveal more actions. Below these buttons is a contact person section, an agency contact section, and a research information section. The contact person section has a required first name and a required last name below. The selected record has a first name of John and a last name of Smith.

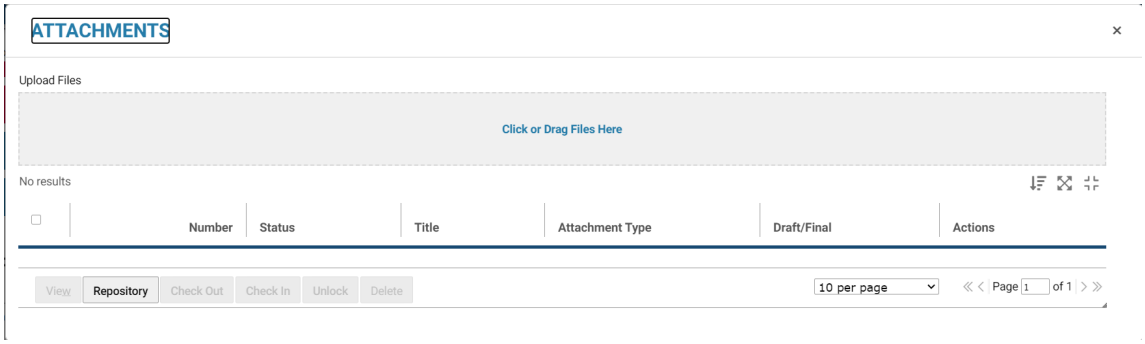
17. To attach a file to the correspondence record, select **Attachments**.

Figure 206: Attachments



18. Choose **Select or Drag Files Here**.

Figure 207: Attachments Page



19. Select the desired file and select **Open**.

Figure 208: Open button

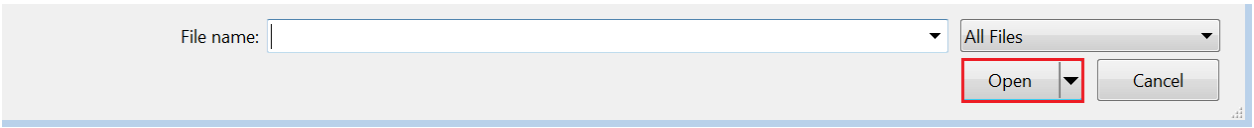
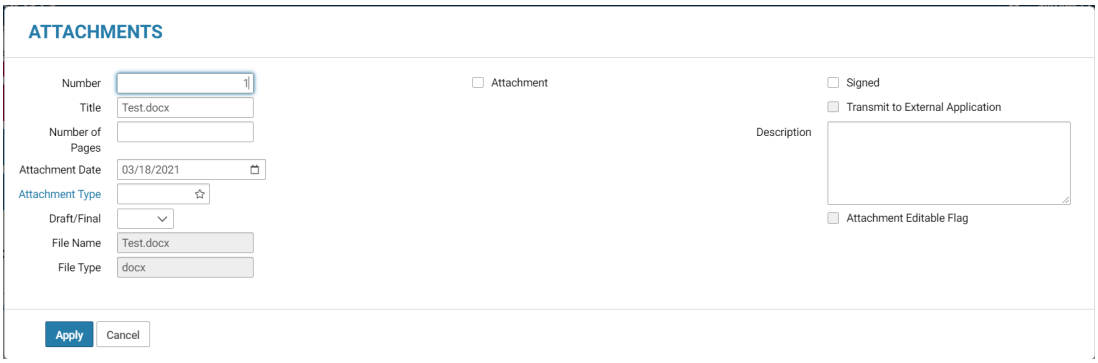


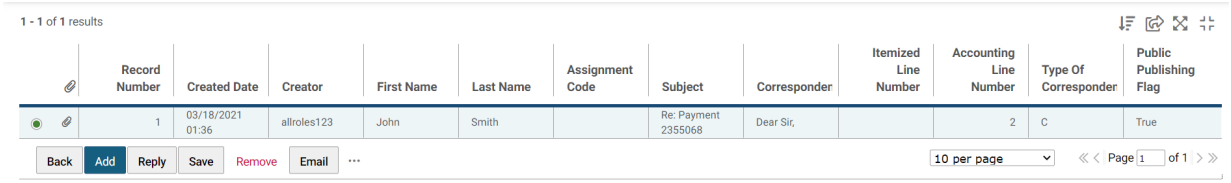
Figure 209: Import Attachment Page



20. Select the **Apply** button.
21. Select the **x** in the upper right corner to close the window.

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

Figure 210: Attachments Page



NOTE: The attachment table contains columns that makeup the parameters for each row. Each row represents an individual record and each record can be selected by selecting the radio button to the left of the first column. Below the table are the following buttons: return, import local file, repository, delete, check out, and ellipses, which expands to reveal more actions. Below these buttons is the document information section and an edit information section. The edit information section is below the document information section and contains a checked out dropdown, locked by, and the last edit date.

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

    NOTE: When sending correspondence as an email to the customer, users should include their own email address so that the correspondence is also sent to their inbox.

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

4.15.4.5 Manual Creation Non-IPAC Payment Authorization (IP) Document (Refund)

The following steps describe how to create a non-IPAC payment manually. To query the entire document chain of a non-IPAC BD credit refund, the user can enter the Statement number in the Invoice field of the BD Credit line and the invoice value will be copied forward through the CR Credit Application and the IP Refund.

When creating an Accounts Receivable Itemized Payment, it is required that the IP document have a Document Reference. Therefore, users may review the following sections to find more information on creating the original document that the IP will reference:

To create a non-IPAC BD Credit line, please refer to **BAAR User Guide 5 of 10, Section 4.10.2.1.**

To apply a non-IPAC BD Credit using the Credit Application Worksheet, please refer to **BAAR User Guide 5 of 10, Section 4.10.3.1**.

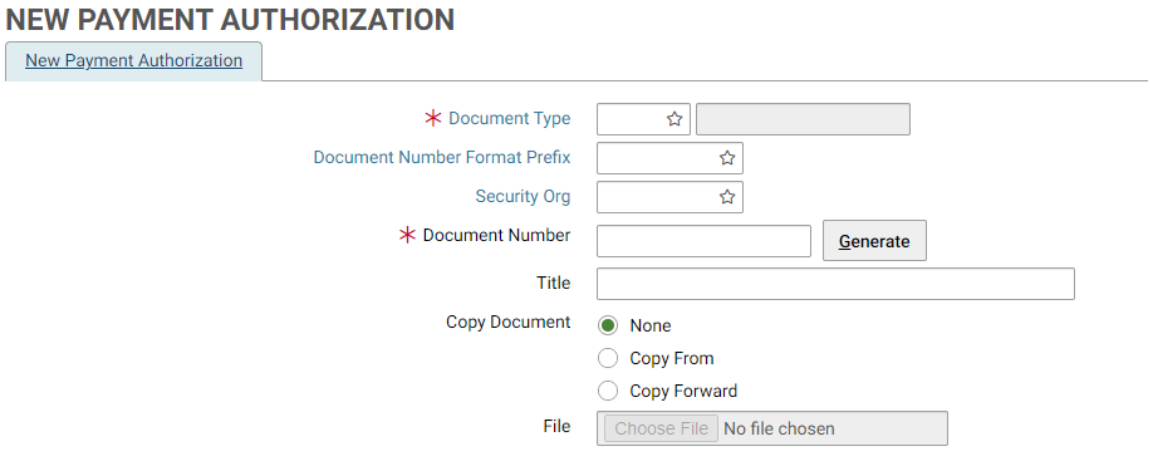
To amend the BD to add the Statement Number to the Invoice field, please refer to **BAAR User Guide 1 of 10, Section 4.3.3.3** and the **BAAR User Guide 1 of 10, Section 4.5.5**.

Steps to Create an Accounts Payable Form-Payment Authorization (IP) Non-IPAC:

1. Navigate to Transactions → Accounts Payable → New → Payment Authorization.

   The New Payment page is displayed.

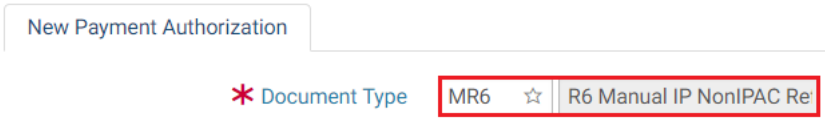
Figure 211: New Payment Authorization



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

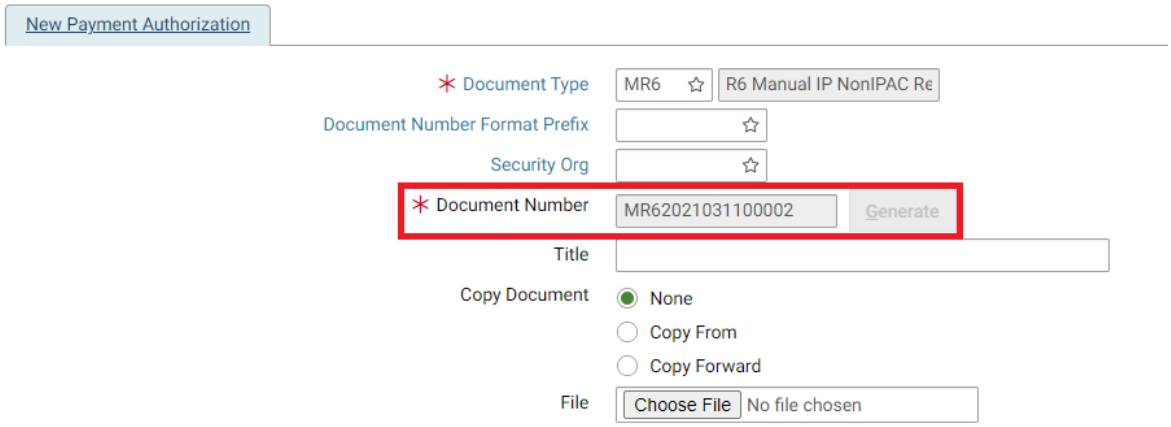
   NOTE: Only manual document types are used for online creation. Payment Authorization (IP) document types are differentiated by the type of the disbursing method (IPAC or Treasury check).

Figure 212: Payment Authorization Document Types



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

Figure 213: Generate Document Number



NOTE: The Document Number Formats are defined per document type and business line. For example, the Document Number format for 'MR6' is the document type of Payment Authorization (IP) form followed by the date and a sequential number, ###.

The Document Number format for 'MR7' is the document type of Payment Authorization (IP) form followed by the date and a sequential number, e.g., MR7YYYYMMDD###.

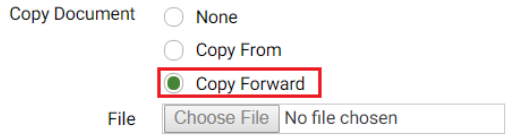
The complete list of Document Number formats is defined in the Configuration Spreadsheet.

4. **REQUIRED for Accounts Receivable IPs:** to copy forward from a referenced Cash Receipt (CR) for refunding, select **Copy Forward**.

   Accounts Receivable payments must have a referenced document. For non-IPAC refunds, the reference must be a CR.

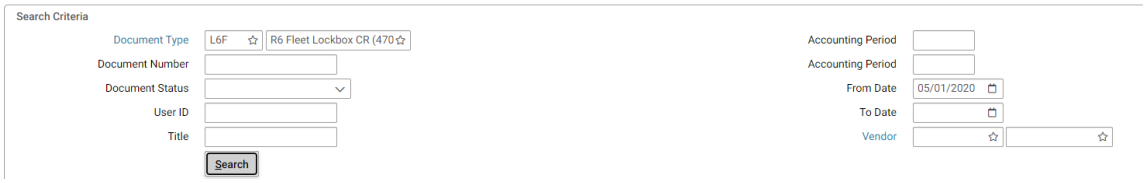
   Copy Forward is used when referencing a document.

Figure 214: Copy Forward



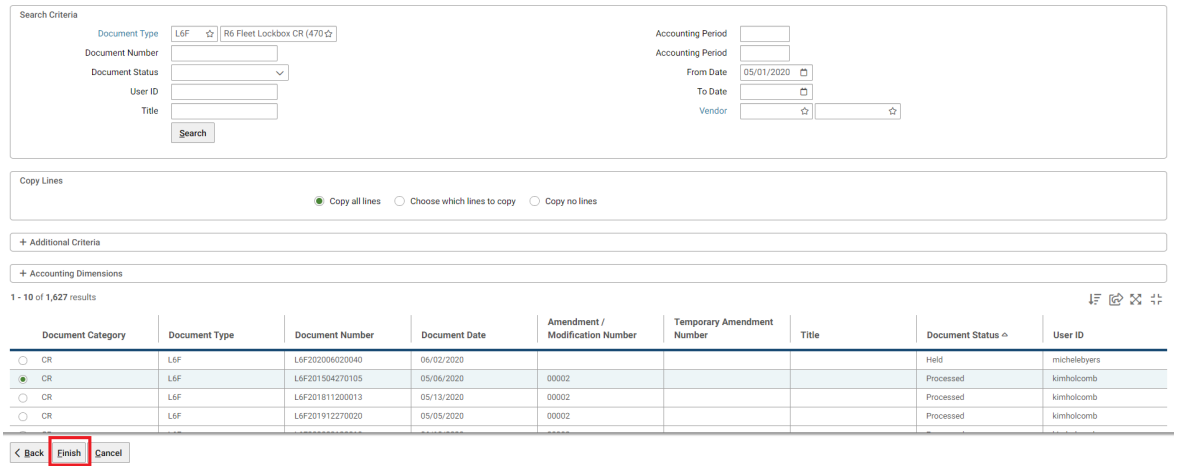
5. To Copy Forward, enter the document number and other search criteria to copy.

Figure 215: Copy Forward document - Search Criteria



6. Select the CR document to reference and select the **Finish** button.

Figure 216: Copy Forward Button



NOTE: At the bottom of the page is an item collection table where the columns makeup the parameters for each row. Each row represents an individual record and each record can be selected by selecting the radio button to the left of the first column. Below the table is a back button, a finish button, and a cancel button. The selected row has a document category of CR and the document type has a value of L6F. The finish button is the second button.

7. On the "Header" Page, enter the person authorizing the payment in the Authorized By field and System ID fields.

   Populate the Pegasys System required fields in the following sections. The Pegasys System required fields are identified by the red asterisk beside them on the screen.

   a. General

   b. Vendor Information

   c. External System Information

Figure 217: Header page

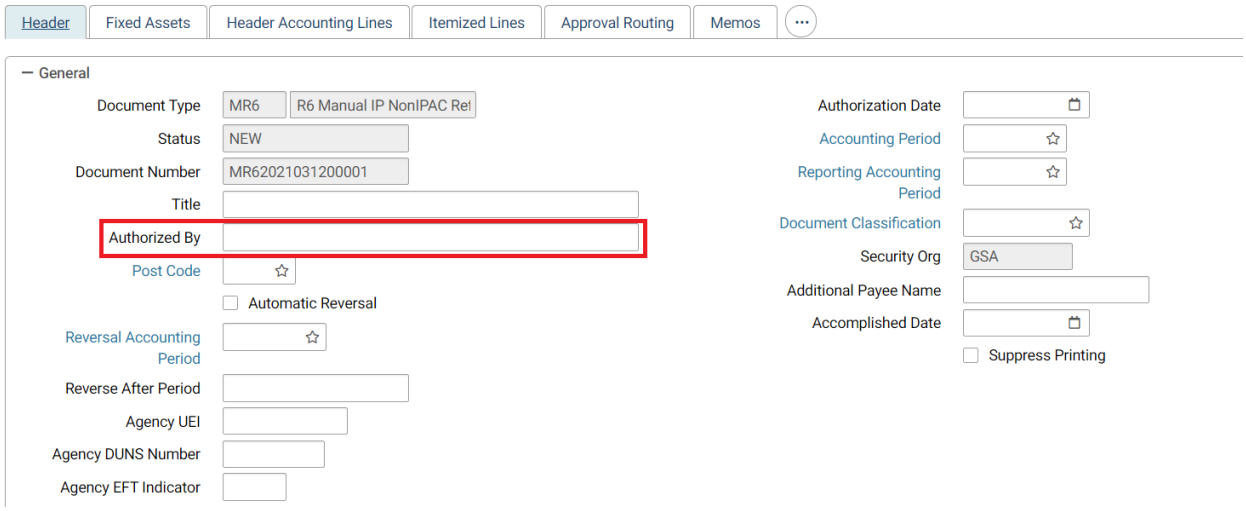
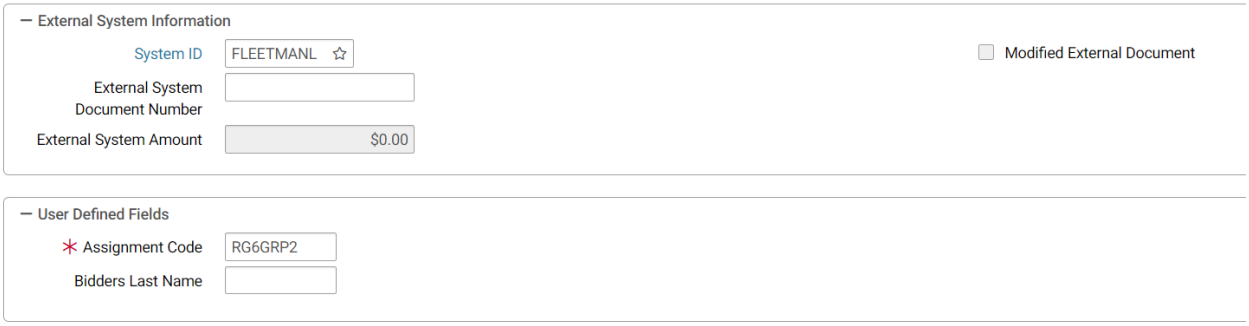


Figure 218: User Defined Fields Section



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

8. Select the **Header Accounting** Line tab.

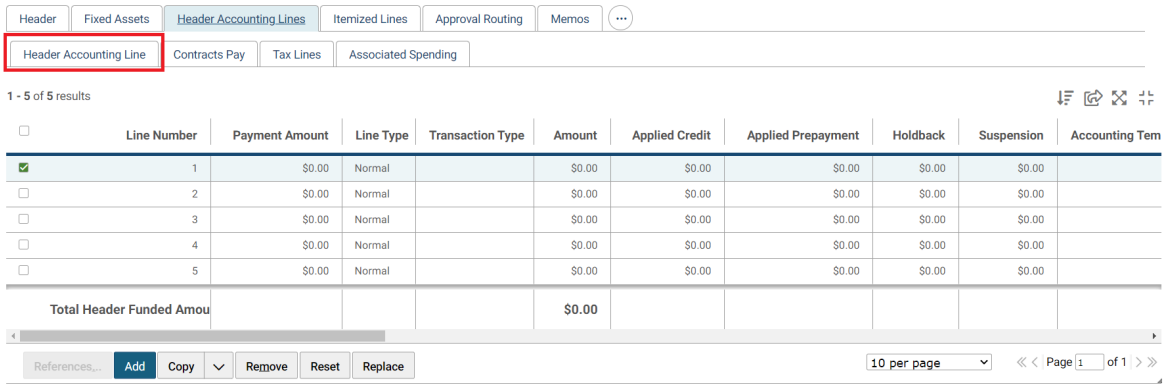
   NOTE: Pegasys will not use Itemized Accounting Lines or Fixed Assets on Accounts Receivable related payments.

9. Select the Accounting Line and the **Header Accounting Line** hyperlink.

   NOTE: An accounting line will copy forward from the reference CR.

   Most information required for the IP will be populated by the referenced document.

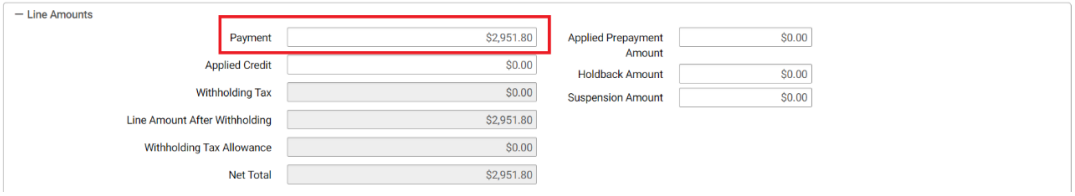
Figure 219: Header Accounting Line hyperlink



10. **REQUIRED**: Enter the Payment Amount.

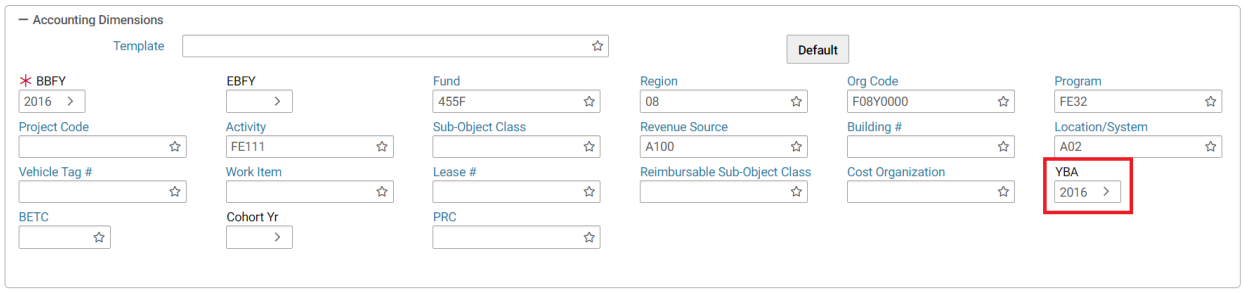
    NOTE: IPs do not copy forward the amount from CRs.

Figure 220: Line Amounts Section - Payment field



11. **REQUIRED** for Refunds: Review the YBA to match that of the Collection.

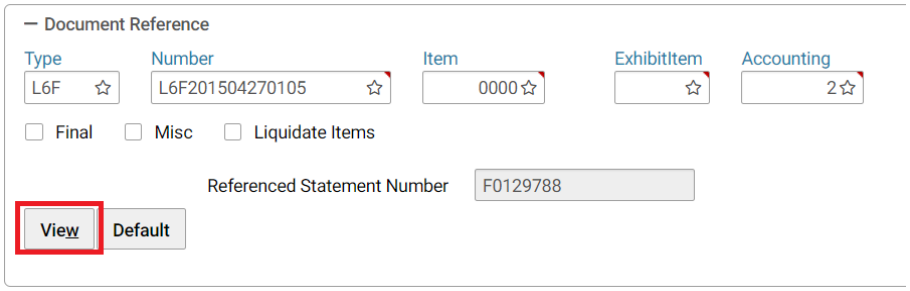
Figure 221: Accounting Dimensions - YBA



NOTE: The YBA is in the accounting dimensions section. The accounting information will copy forward from a referenced document.

To review the reference document, select the view button in the Document Reference section.

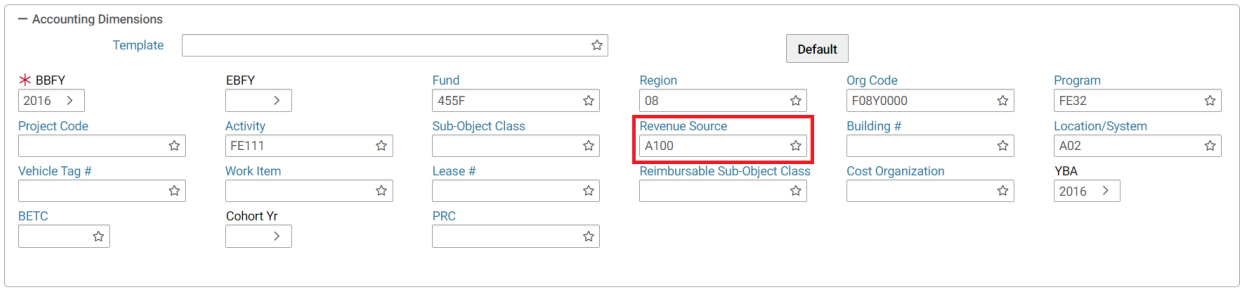
Figure 222: Document Reference View button



The reference document will be opened in a new window in View mode.

12. **REQUIRED**: Enter valid Revenue Source.

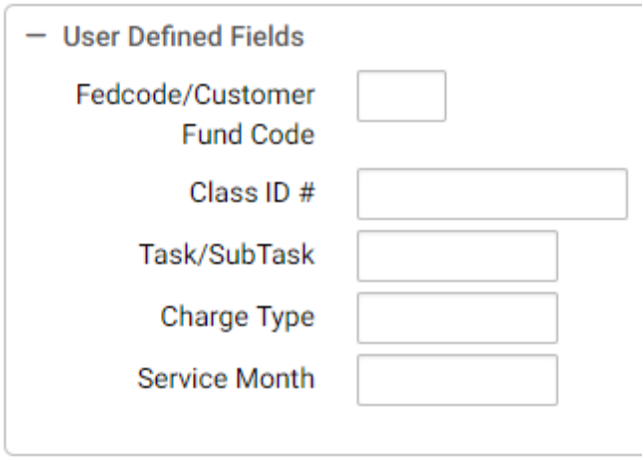
Figure 223: Revenue Source in Accounting Dimensions



13. **OPTIONAL**: Enter the User Defined Fields.

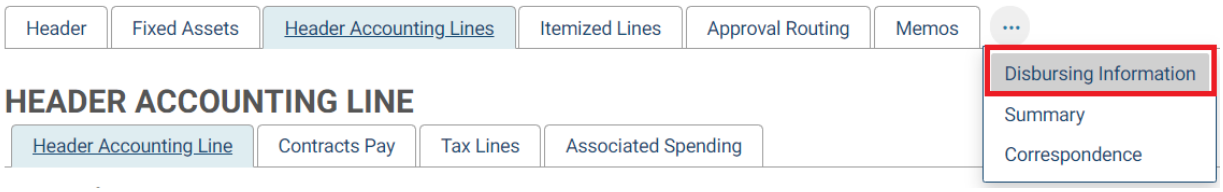
NOTE: The UDF should copy forward from the referenced document if entered.

Figure 224: Copied Forward - User Defined Fields



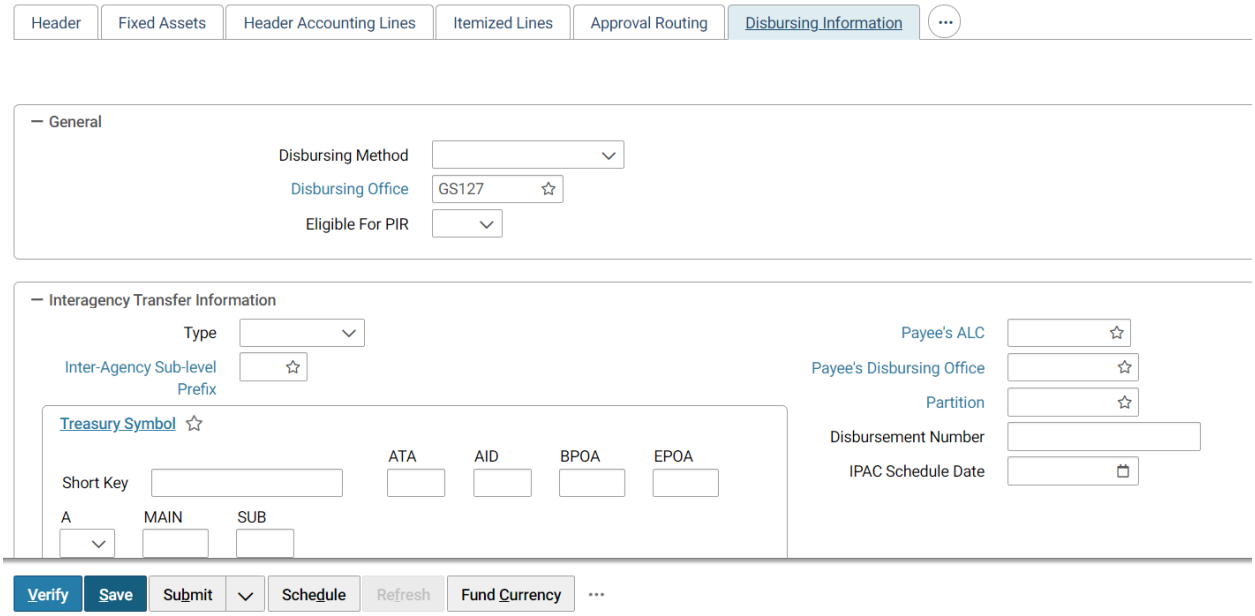
14. Select the Disbursing Information link.

Figure 225: Disbursing Information link



The Disbursing Information page is displayed.

Figure 226: Disbursing Information page



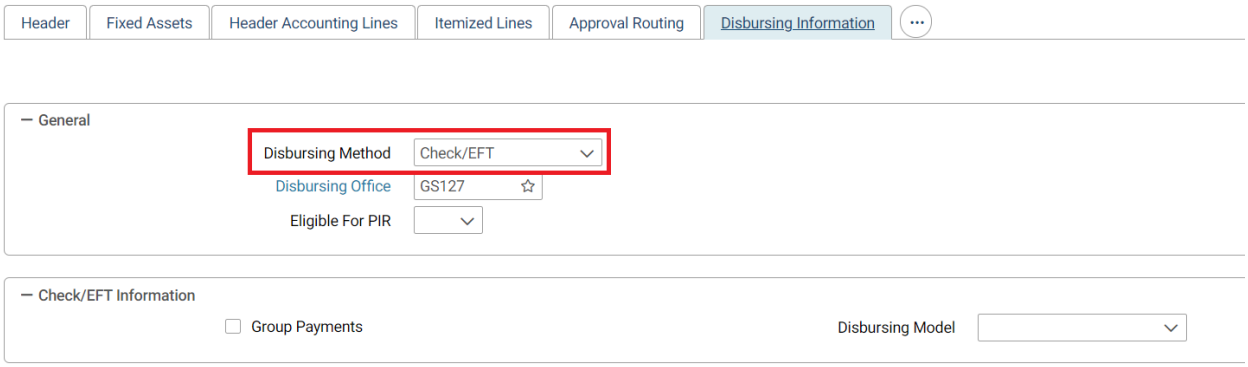
NOTE: Below the disbursing information tab is a general section, an interagency transfer information section, and a no check information section. Below the general section are the following fields: disbursing method dropdown, disbursing office, and an eligible for PIR dropdown. The interagency transfer information section contains some of the following fields: type dropdown, inter-agency sub-level prefix, a treasury symbol sub section, and customer BETC. To the right are additional fields. At the bottom of the page are the following buttons: verify, save, submit, schedule, refresh, fund currency, and ellipses, which expands to reveal more actions.

15. **REQUIRED** for Treasury Check Disbursing (NON-IPAC): Set the **Disbursing Method** to **Check/EFT**.

    Populate the Pegasys System required fields on the page. The Pegasys System required fields have the red asterisk.

    NOTE: The page will be refreshed with the relevant disbursing fields for Check/EFT disbursing.

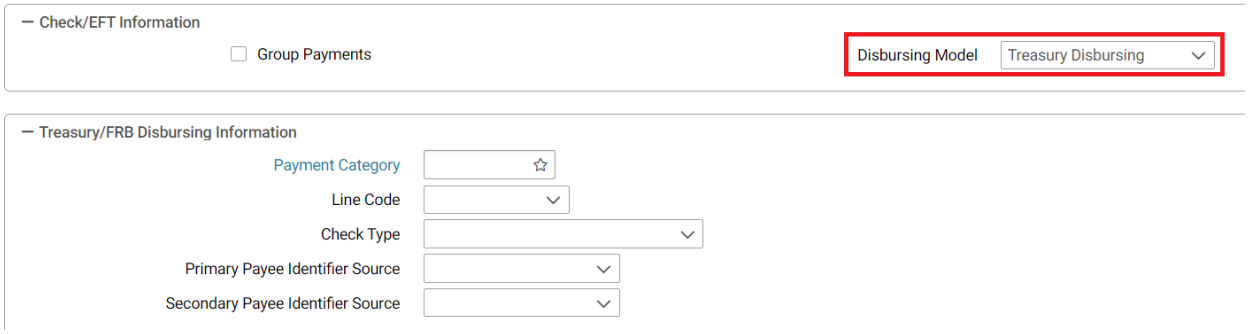
Figure 227: Disbursing Method to Check/EFT



NOTE: The Disbursing Model, Payment Category, Payment Type, Category and Type will default upon verify from the Disbursing Office/Payment Options/Vendor settings.

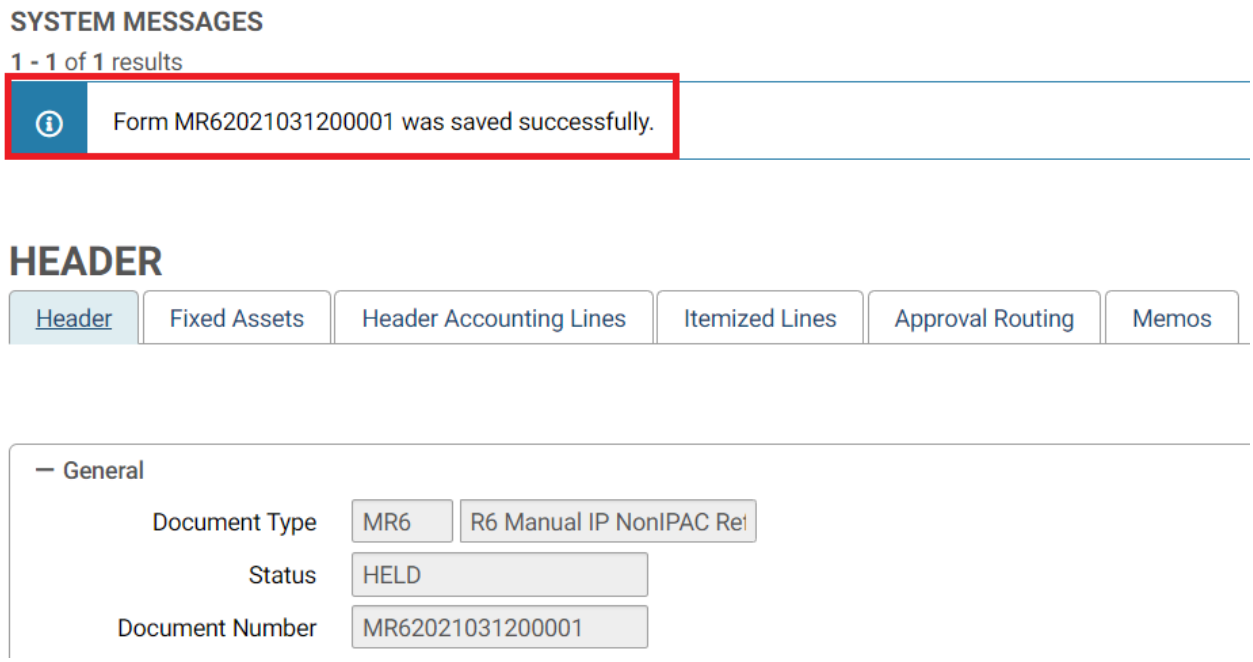
After Verify:

Figure 228: Check/EFT Information



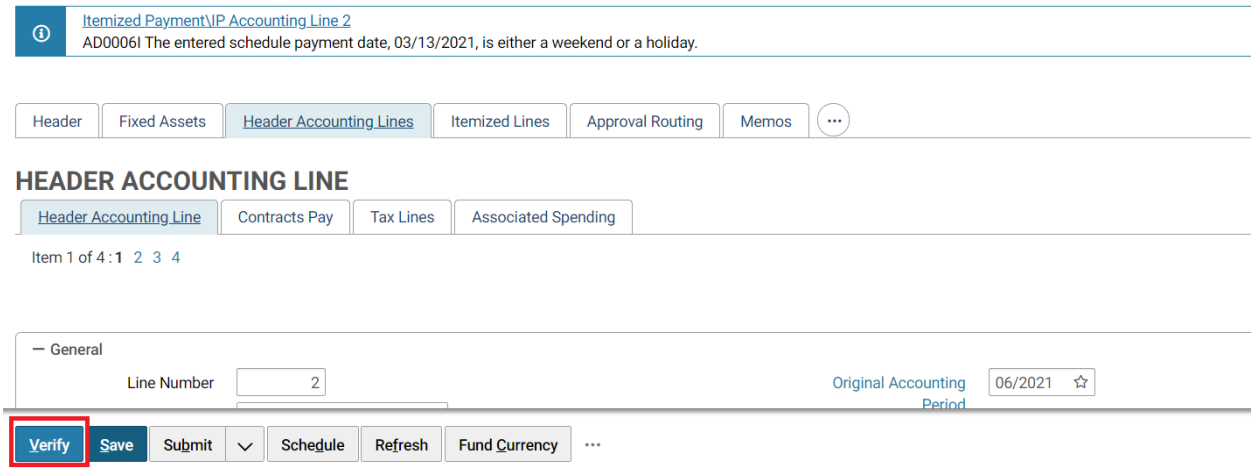
16. Select the **Save** button.

Figure 229: Non-IPAC Payment Authorization - Save message



17. Select the **Verify** button.

Figure 230: Non-IPAC Payment Authorization - Verify button

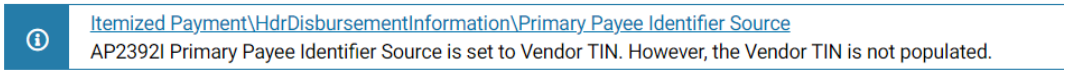


NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again. The messages in the screen above are informational only and do not need to be corrected.

NOTE: If the following error is received, the payment should be saved and the appropriate finance supervisors notified. This error means a TIN has not been recorded on the Payment vendor and the vendor needs to be updated before the payment can be disbursed.

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

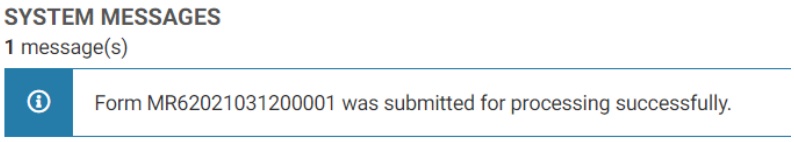
Figure 231: No TIN Error



18. Select the **Submit** button.

    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select Submit then Urgent.

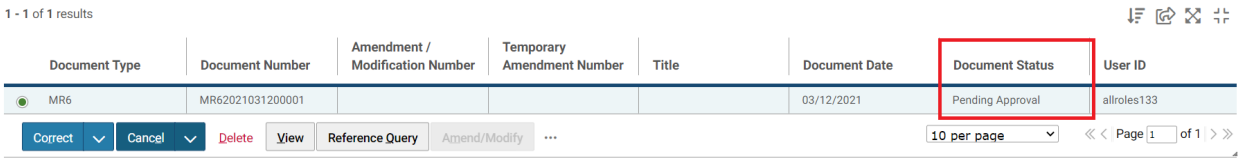
Figure 232: Non-IPAC Payment Authorization - Submit message



NOTE: Manual payment documents are submitted to workflow for approval.

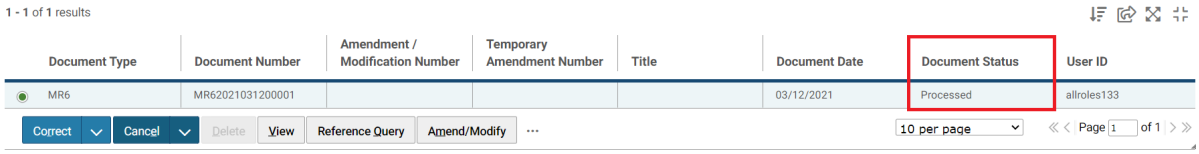
19. To research the workflow status, navigate to Form/Document Selection.
20. Enter the Document Number in the Search criteria and search.

Figure 233: Form/Document Selection - Document Status



When the form has been approved, the document status will be updated on Form/Document Selection.

Figure 234: Document Status - Processed



Once approved, the document status will be updated to Processed.

4.15.4.6 **Correct Payment Authorization (IP) Document**

Accounts Payable transactions (IP and NV) cannot be amended. To make updates to a processed IP (before disbursing), the Correct mode must be used. The user must have the appropriate security permissions to perform a correction. IPs can be corrected from the Form /Document Selection Query or Transactions → Accounts Payable → Correct.

Payments (IP) can be corrected only until they have been disbursed. Once the disbursing process starts, the payment cannot be corrected. If a user attempts to correct a payment that has been disbursed or has started the disbursement cycle, a hard error will be returned.

For G-Invoicing/IPAC Payments, payments can only be corrected if they are "outbound" payments, meaning payments GSA is creating to submit to G-Invoicing/IPAC via the G-Invoicing/IPAC outbound process. Once G-Invoicing/IPAC Payments have been submitted to Treasury, they can only be corrected with the G-Inv-IPAC Status of "Rejected by Treasury." G-Invoicing/IPAC Payments that are created via the G-Invoicing/IPAC inbound process can be corrected to complete processing (if the payment form is held or rejected) but cannot be corrected once processed. The Inbound Staging record can be corrected before Form Generation is run if necessary.

The following steps describe how to correct a non-IPAC Payment Authorization (IP) form or document:

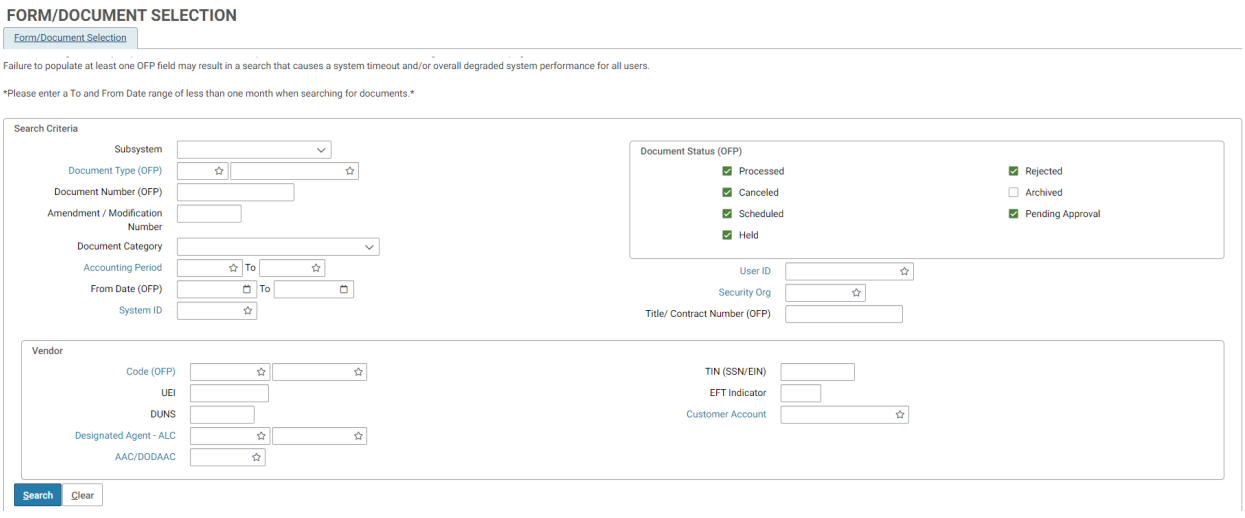
Steps to Correct an Accounts Payable Form-Payment Authorization (IP):

1. Navigate to Form/Document Selection.

   Payments can also be corrected via Transactions → Accounts Payable → Correct.

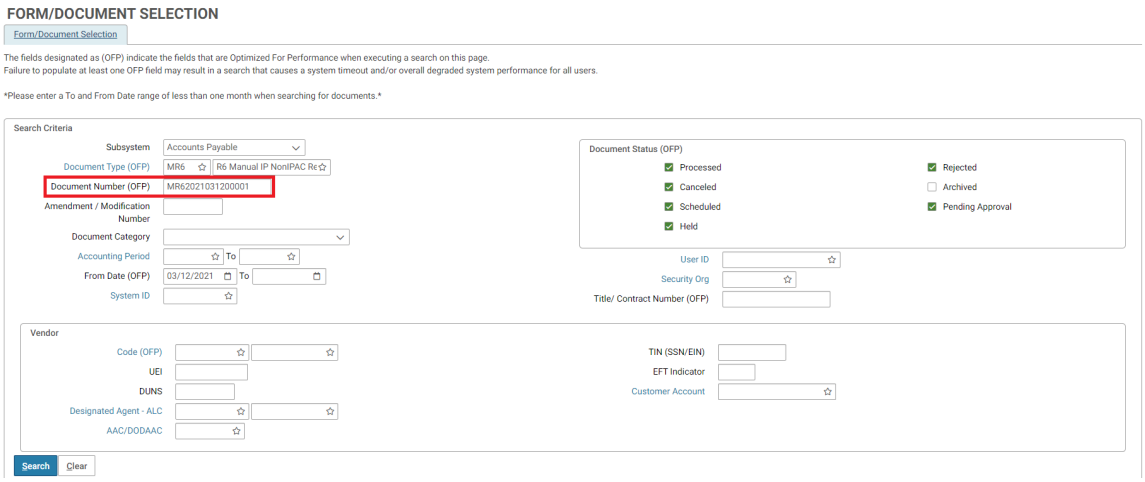
   The Form/Document Selection page is displayed.

Figure 235: Form/Document Selection - Search Criteria



2. Enter the appropriate search criteria to retrieve the payment such as Document Number, Document Type, and Date range.

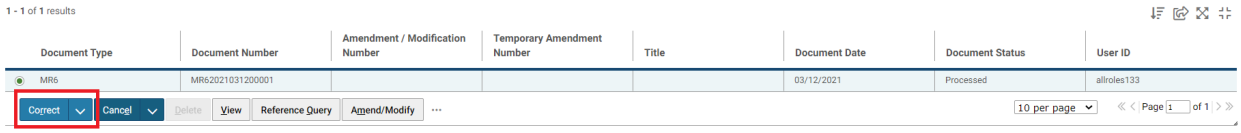
Figure 236: Form/Document Selection - Document Information



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

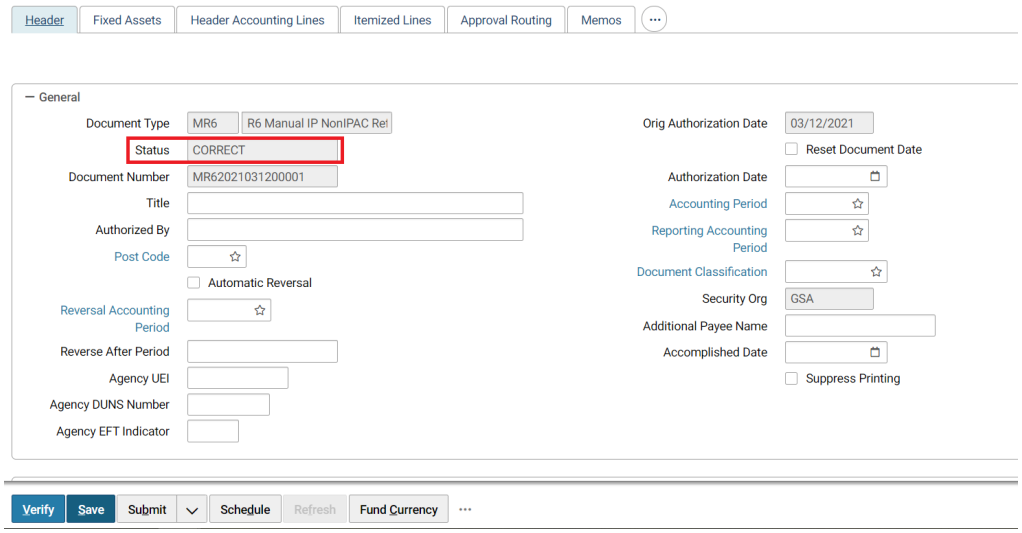
3. Select the **Search** button to execute the query.
4. Select the document record and select the **Correct** button.

Figure 237: Correct button



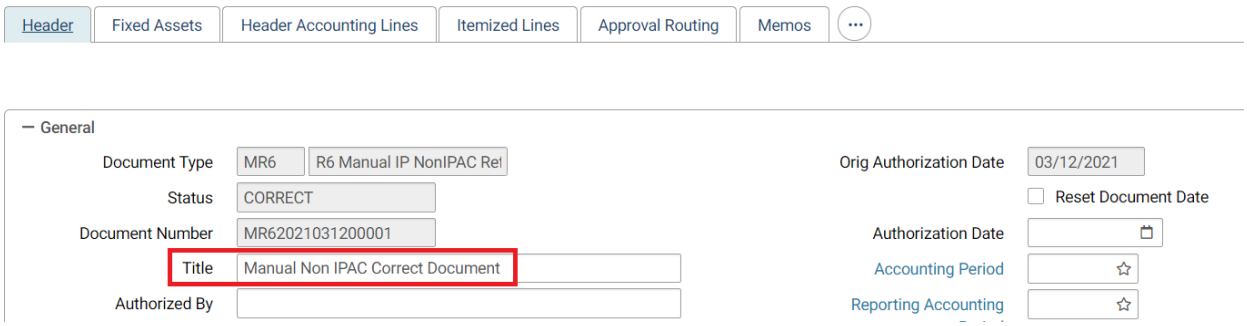
The payment will be opened in a new window in Correct mode.

Figure 238: Correct Mode



5. Update any information on the document header.

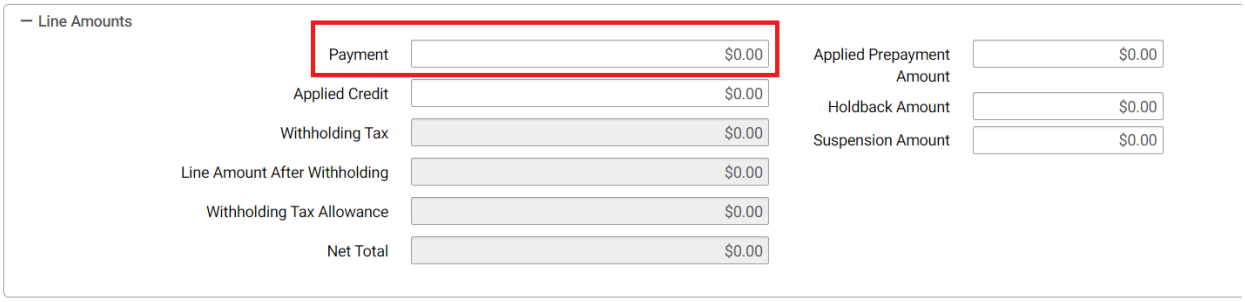
Figure 239: Information on Header



6. Select the accounting line to update the line information.
7. If correcting the document to $0 for an erroneous transaction, update the line payment amount to $0.

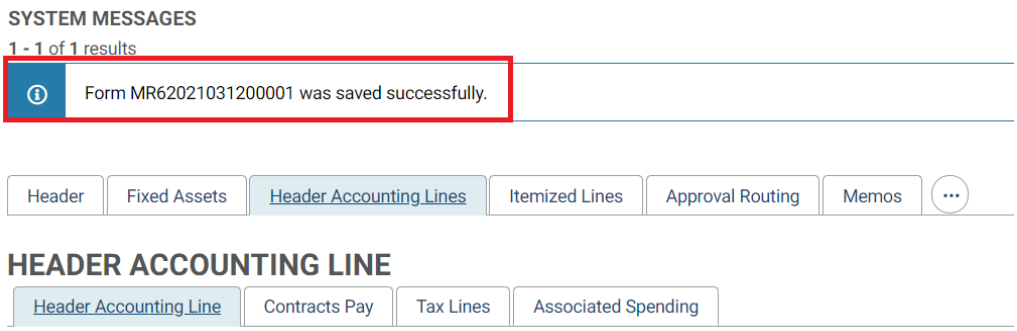
   This step should be repeated for all lines on the payment if drawing the payment down to $0.

Figure 240: Update line amount



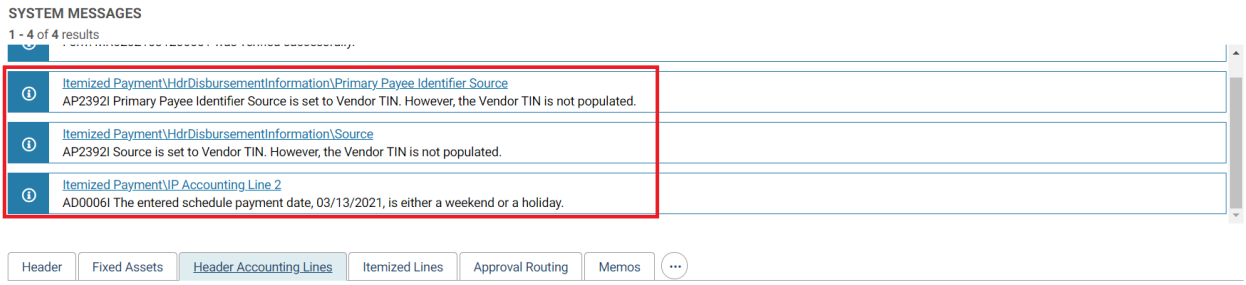
8. Select the **Save** button.

Figure 241: Non-IPAC BD Save message



9. Select the **Verify** button.

Figure 242: Header

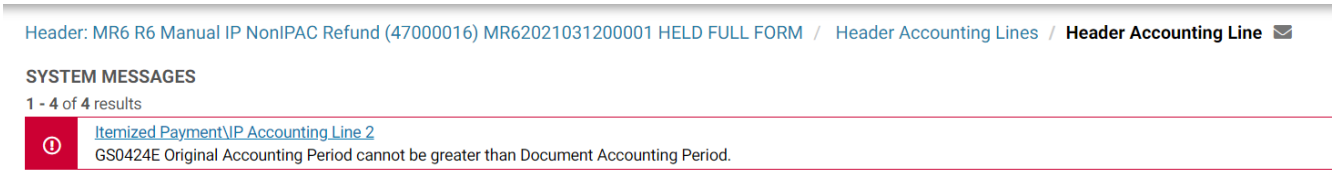


NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again. The messages in the screen above are informational only and do not need to be corrected.

NOTE: If the following error is received, the payment needs to retain the original Accounting Period in order for the document to process.

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

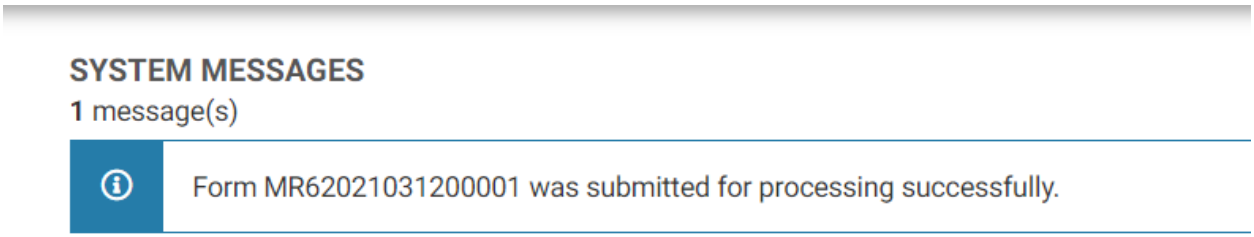
Figure 243: Accounting Period Error



10. Select the **Submit** button.

    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select Submit then Urgent.

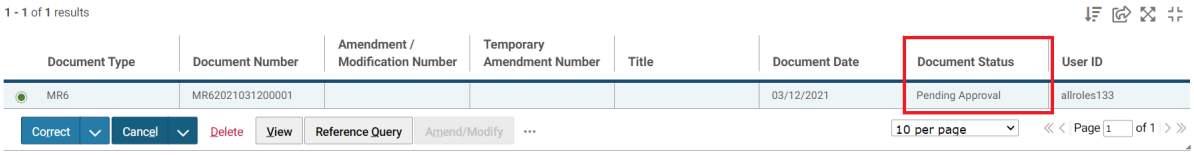
Figure 244: R7 Manual Submit Message



NOTE: Manual payment documents are submitted to workflow for approval.

11. Navigate to Form/Document Selection to verify the status of the payment processing.

Figure 245: Form/Document Selection - Document Processed



4.15.4.7 Cancel Payment Authorization (IP) Document

To cancel a Payment Authorization (IP), the user must have the appropriate security permissions. IPs can be cancelled from the Form /Document Selection Query or Transactions → Accounts Payable → Cancel.

Payments (IP) can be cancelled only until they have been disbursed. For non-IPAC payments, once the disbursing process starts, the payment cannot be cancelled. If a user attempts to cancel a disbursed payment or one, which has started the disbursement cycle, a hard error will be returned.

For G-Invoicing-IPAC, payments can only be cancelled if they are “outbound” payments. "Outbound" payments refer to payments GSA is creating to submit to G-Invoicing/IPAC via the G-Invoicing/IPAC outbound process. Once G-Invoicing/IPAC Payments have been submitted to Treasury, they can only be cancelled with the G-Inv-IPAC Status of “Rejected”. G-Invoicing/IPAC Payments that are created via the G-Invoicing/IPAC inbound process cannot be cancelled.

NOTE: MR6 and MR7 IP cancellations will go through workflow and require approvals to be completed by users with the appropriate security permissions.

The following steps describe how to cancel a non-IPAC Payment Authorization (IP) form or document.

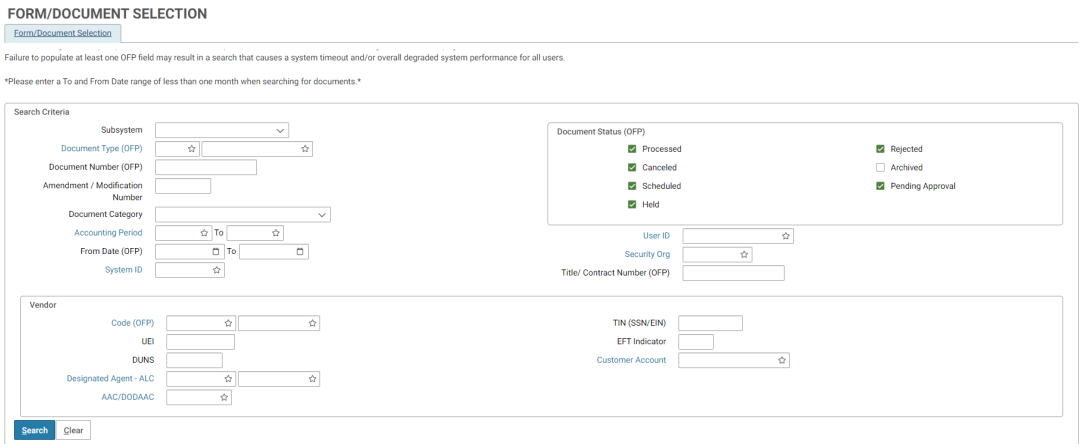
Steps to Cancel an Accounts Payable Form- Payment Authorization (IP):

1. Navigate to Form/Document Selection.

   Payments can also be cancelled via Transactions → Accounts Payable → Cancel.

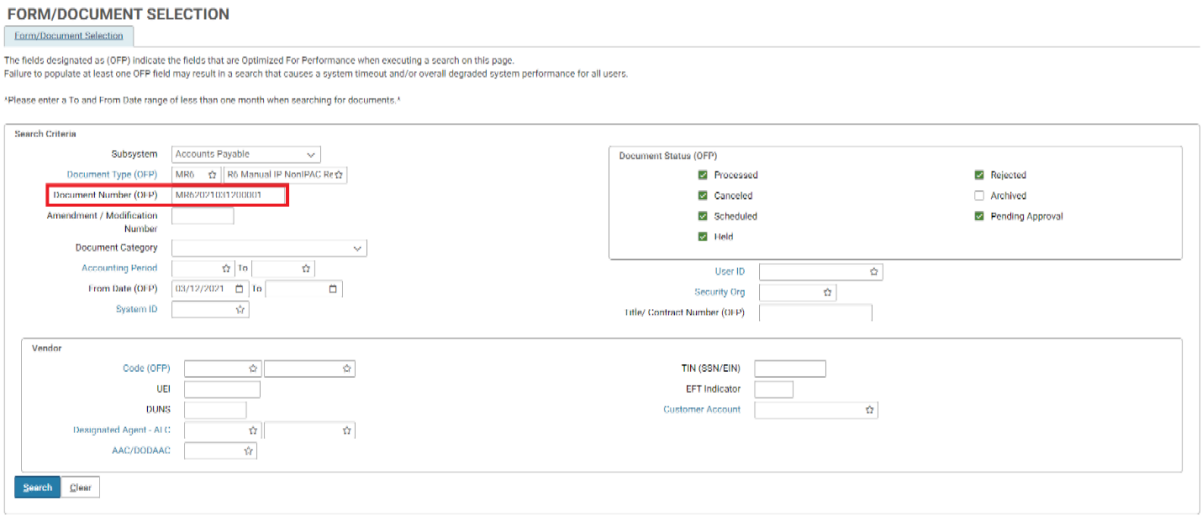
   The Form/Document Selection page is displayed.

Figure 246: Form/Document Selection



2. Enter the appropriate search criteria to retrieve the payment such **as Document Number, Document Type**, and Date range.

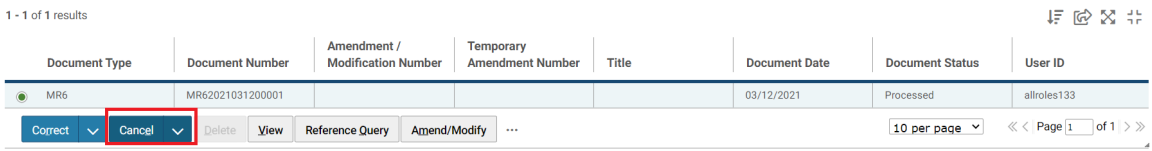
Figure 247: Document Number and Document Type



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

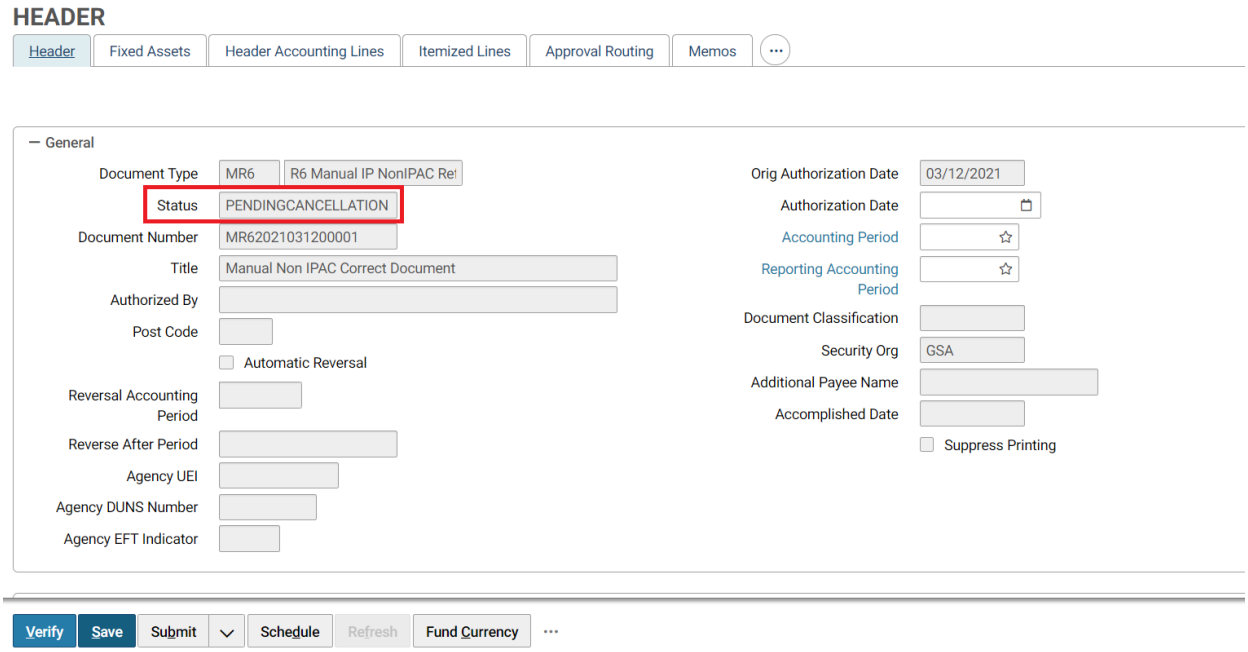
3. Select the **Search** button to execute the query.
4. Select the document record and select the **Cancel** button.

Figure 248: Form/Document Selection - Cancel button



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

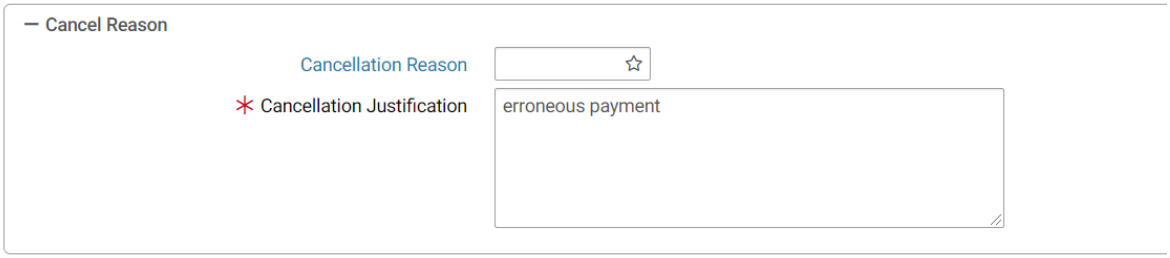
Figure 249: Pending Cancellation mode Status



NOTE: The header tab for a P6 document type document has a general section below with grayed out fields and a vendor information section with grayed out fields. Below the general section are some of the following fields: document type with a value of P6, status with a value of PENDINGCANCELLATION, document number with a value of P62018021400000, and an Authorized field with a value of ALLROLES_PURCHASING. Below the vendor information section is a vendor sub section and a designated agent sub section. The vendor sub section has a required vendor field with a value of 222199681 and an address name field with a value of RICOH BUSINESS SYSTEMS INC. The designated agent sub section has the same fields as the vendor sub section however there is a more button and a default button beside the vendor field. Below the address name field is a 1099 Use Designated Agent flag. At the bottom of the page are the following buttons: verify, save, submit, schedule, refresh, fund currency, and ellipses, which expands to reveal more actions.

5. Enter the **Cancel Reason** on the Payment header.

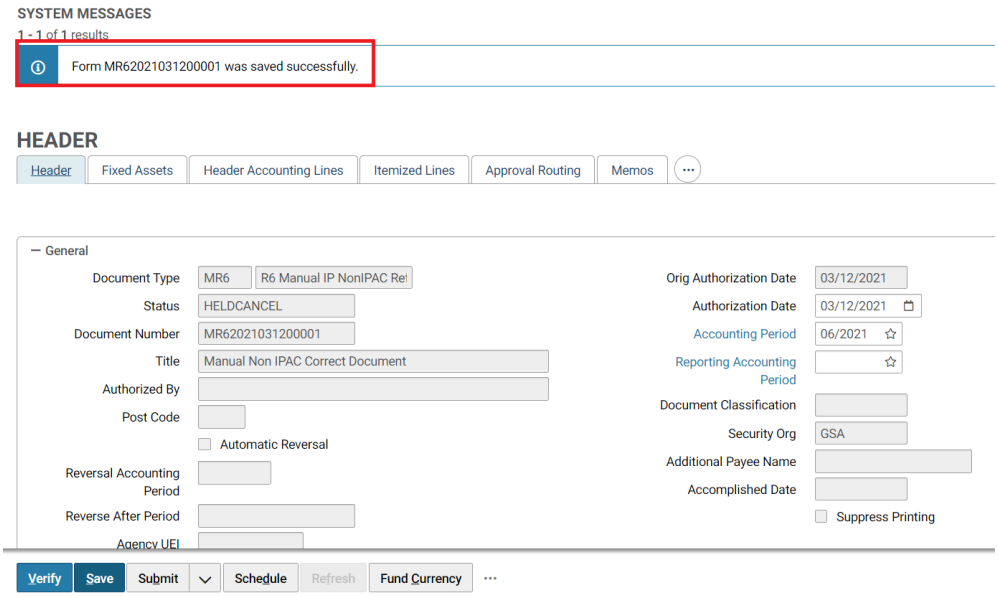
Figure 250: Cancel Reason



The Payment amount will be reduced to $0 automatically. No other updates should be needed.

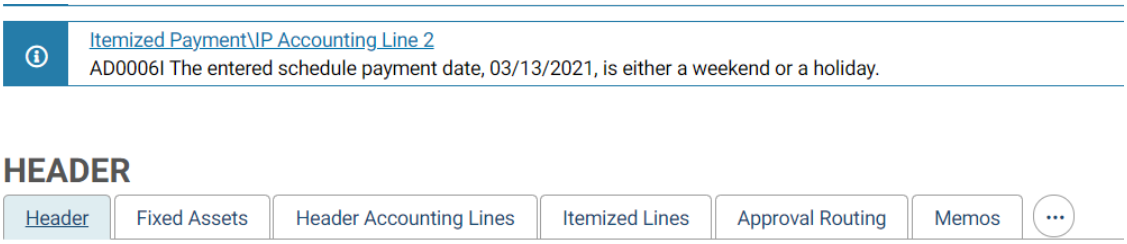
6. Select the **Save** button.

Figure 251: Cancel Document - Save Message



7. Select the **Verify** button.

Figure 252: Cancel Document - Verify message



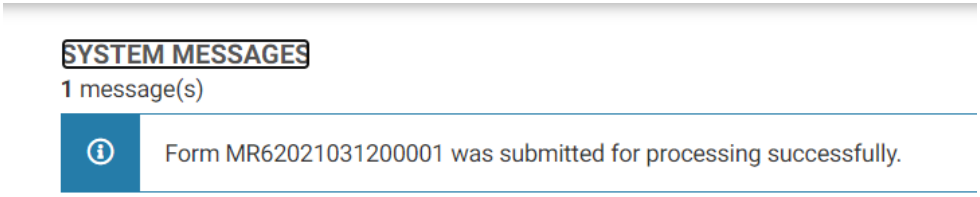
NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again. The messages in the screen above are informational only and do not need to be corrected.

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.

8. Select the **Submit** button.

NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select Submit then Urgent.

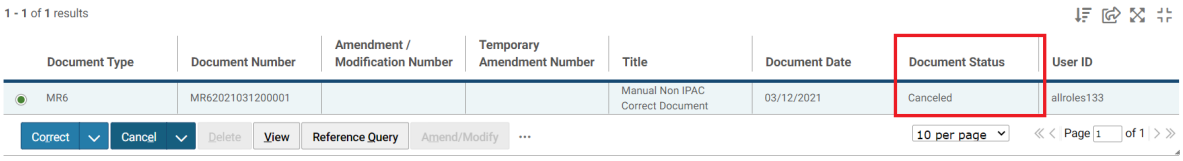
Figure 253: Cancel Document - Submit message



NOTE: Manual payment documents are submitted to workflow for approval.

9. Navigate to Form/Document Selection to verify the status of the payment processing.

Figure 254: Document Status - Canceled



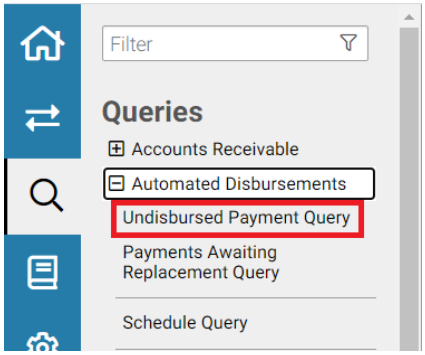
4.15.4.8 **Approve Non-IPAC Refund Disbursement (Undisbursed Payment Query)**

Non-IPAC Payments pending disbursement are viewable on the Undisbursed Payment Query (UDPQ). Payments are also approved (or rejected) for disbursement by authorized finance users. The UDPQ is also used by Accounts Payables in Pegasys. The UDPQ is only applicable for viewing and approval of non-IPAC payments.

When approving payments for disbursements, the approving users should verify the information in the payment is correct.

The UDPQ is found at Queries → Automated Disbursements → Undisbursed Payments Query.

Figure 255: Navigate to Undisbursed Payment Query



To approve a payment, the user must have the appropriate security permissions. Payments are visible according to the user's security org.

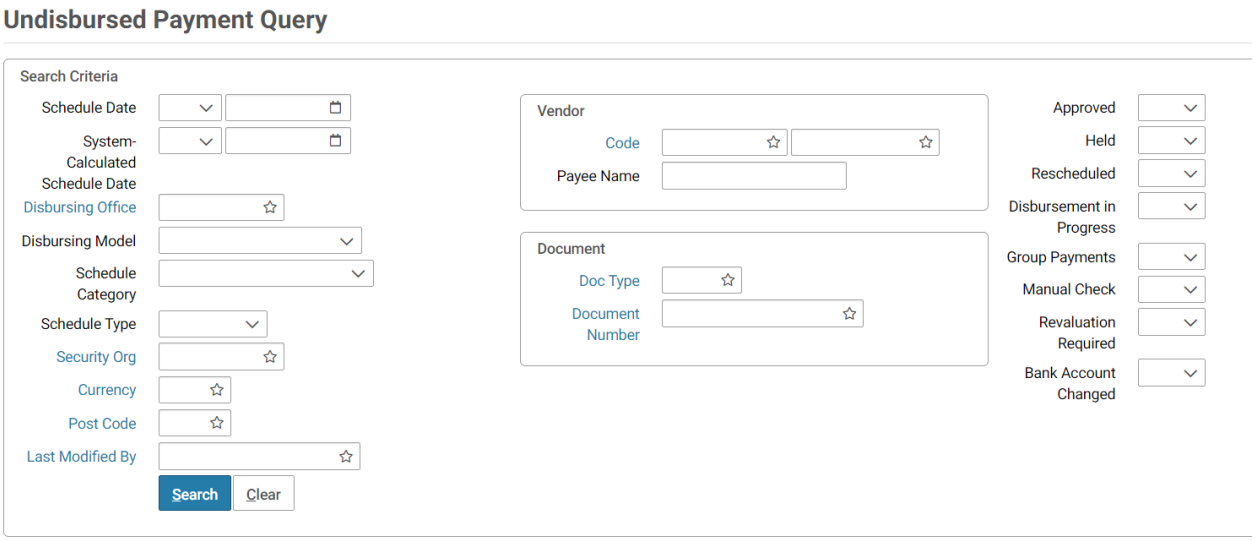
The following steps describe how to view and approve a non-IPAC Payment disbursement for refunding credit.

Steps to Approve Payments on the Undisbursed Payment Query:

1. Navigate to Queries → Automated Disbursements → Undisbursed Payments Query.

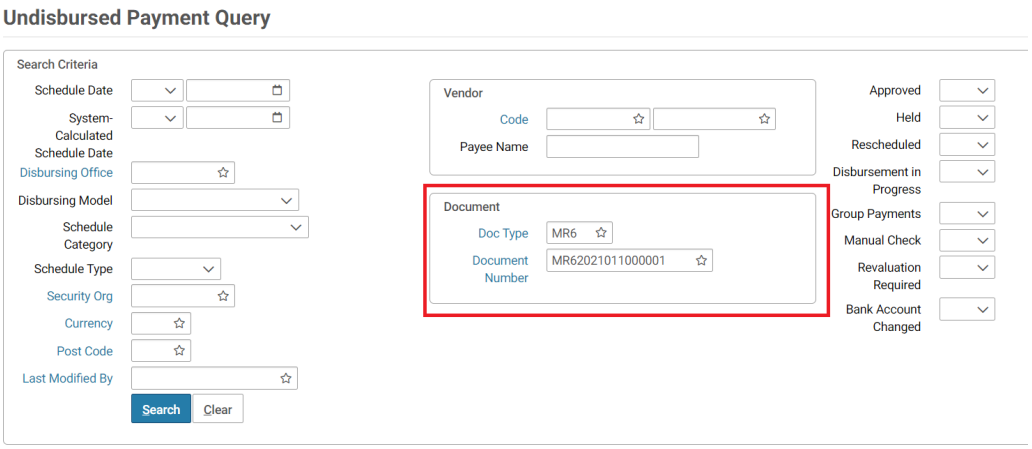
   The UDPQ page is displayed.

Figure 256: Undisbursed Payment Query



2. Enter the appropriate search criteria to retrieve payments awaiting disbursements. At a minimum, enter the **Document Number, Vendor**, and **Disbursing Office**.

Figure 257: Undisbursed Payment Query - Document Search Criteria

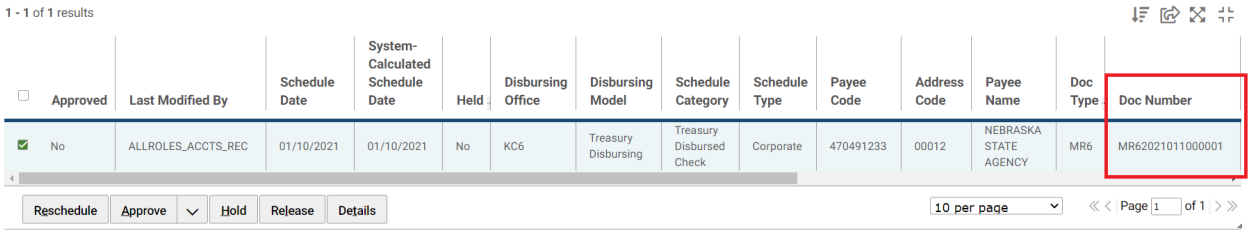


3. Select the **Search** button to execute the query.

NOTE: Query performance is improved with each additional search criteria entered. For example, rather than simply entering a user id, enter the Document Number, vendor, Date range and any additional detail that can be provided. Users **should not** execute "Blind" queries, meaning no search criterion is entered.

Payments meeting the search criteria will be displayed in the item collection.

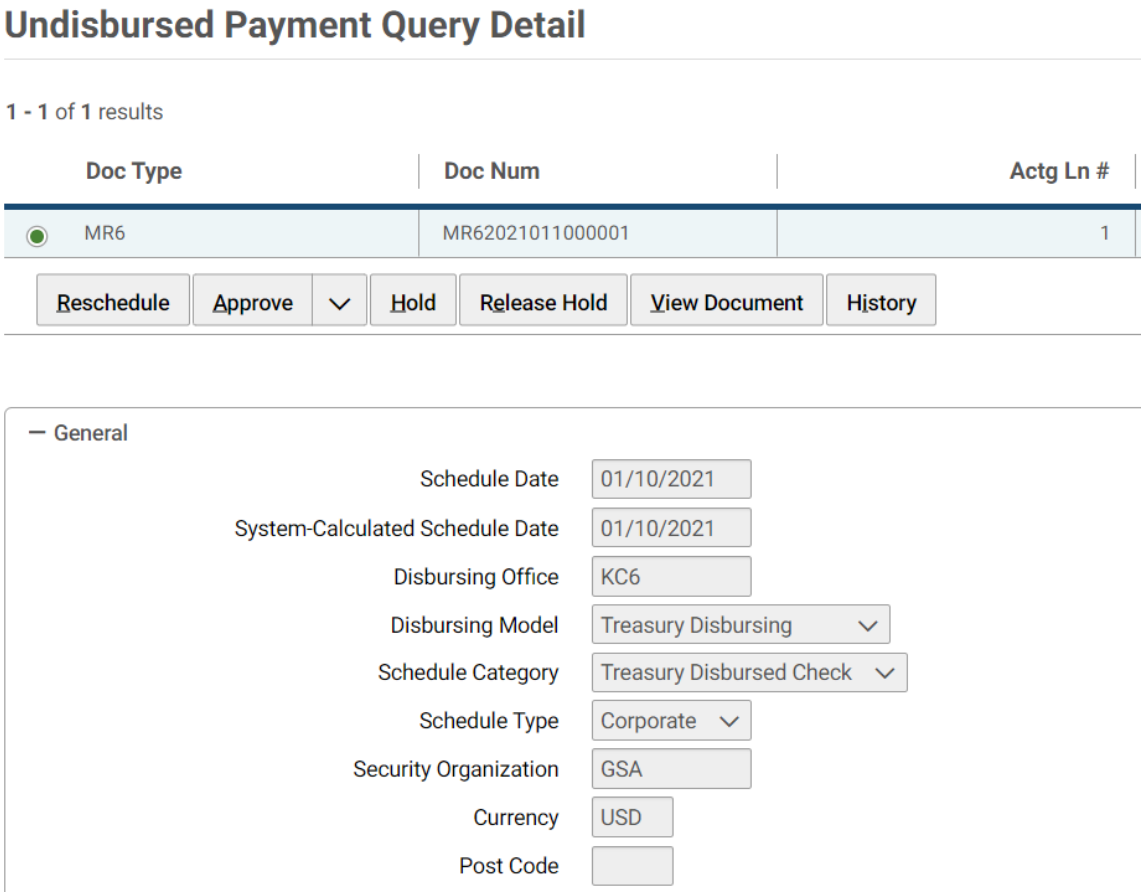
Figure 258: Undisbursed Payment Query Item Collection



4. Select the record.
5. Select the **Details** button to view the information.

   The Undisbursed Payment Query Detail page is displayed.

Figure 259: Undisbursed Payment Query Detail page

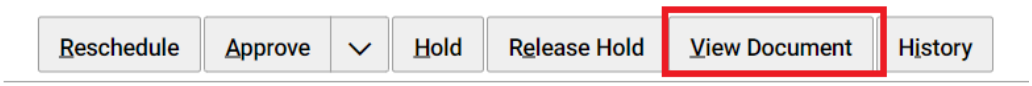


6. Select the detail record and choose the appropriate action to take on the record.

Figure 260: Undisbursed Payment Query Detail actions

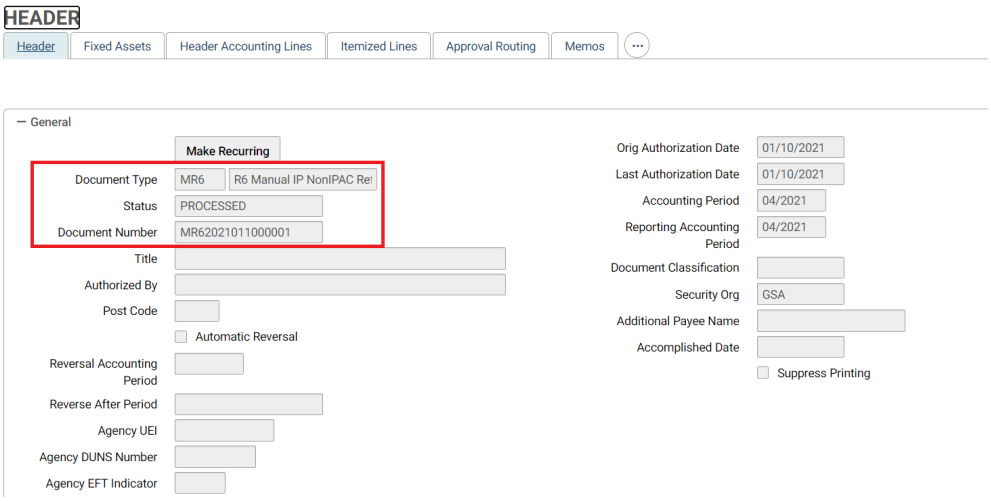
7. **RECOMMENDED:** view the document to verify the information contained in the document is correct.

Figure 261: Verify Document



8. The document will be opened in a new window in view mode.

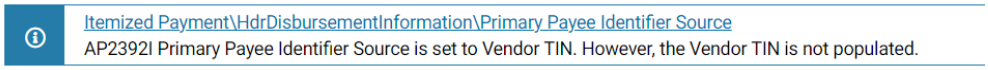
Figure 262: View mode



NOTE: To make corrections to the Payment (before disbursing), please refer to **Section 4.15.4.6.**

NOTE: If the following error is received, the payment should be saved and the appropriate finance supervisors notified. This error means a TIN has not been recorded on the Payment vendor and the vendor needs to be updated before the payment can be disbursed.

Figure 263: No Tin Warning

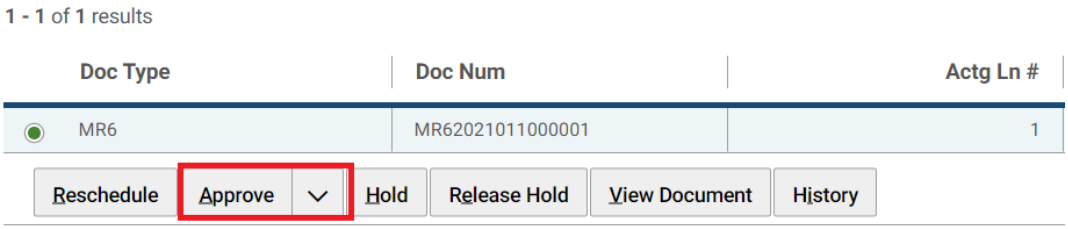


9. To approve the payment for disbursement, the user must have the appropriate security permission.

Please refer to the configuration specification for roles/approvals.

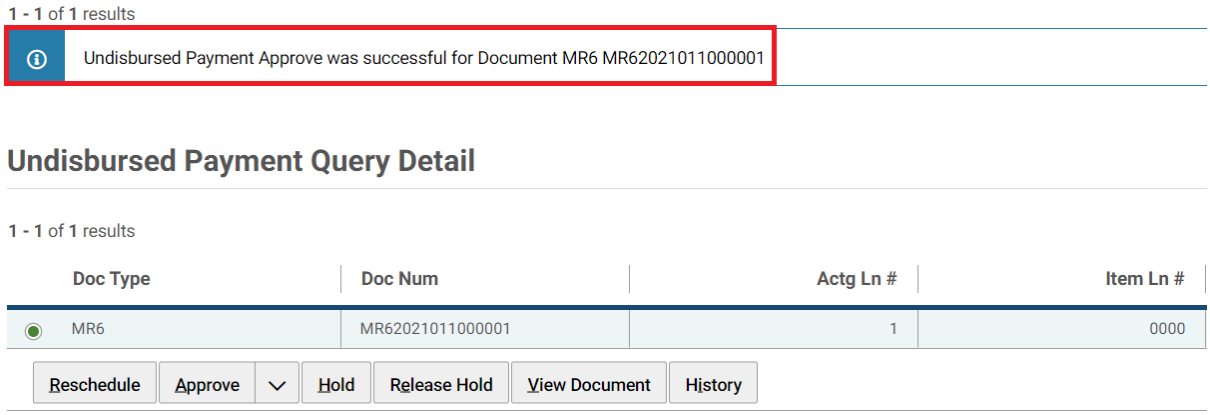
10. Select the **Approve** button.

Figure 264: Approve button



A message will be returned that the payment approval is successful.

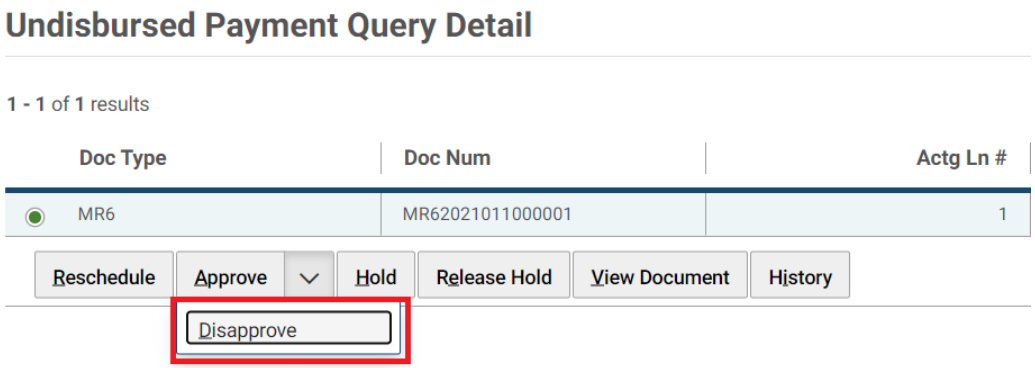
Figure 265: Success message



The payment will be visible on the Undisbursed Query as approved until the next disbursement cycle.

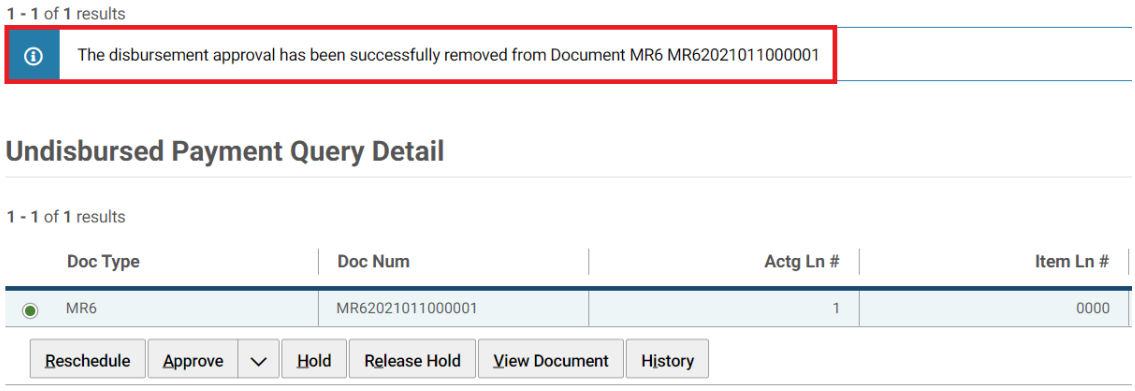
11. To disapprove a payment for disbursement, select the record and select the **Disapprove** button.

Figure 266: Disapprove button



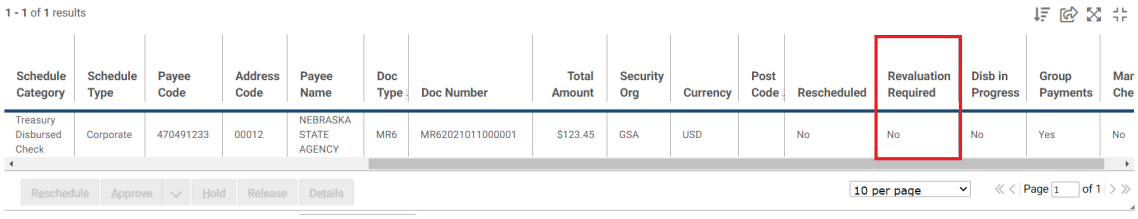
A message will be returned stating the approval is removed.

Figure 267: Approval removed message



If payments have been selected for disbursements (meaning the disbursements cycle has begun), they will show up on the UDPQ as disbursement in progress.

Figure 268: Undisbursed Payment Query - Revaluation Required Field



For additional Undisbursed Payment Query topics, please refer to the Pegasys User Guide.

4.15.4.9 **Manual Creation IPAC Payment Authorization (IP) Document (Refund)**

G-Invoicing/IPAC Payments are used to send credits and refunds for G-Invoicing/IPAC bills. Treasury does not accept negative dollar amounts; therefore, the credit lines from G-Invoicing/IPAC Billing Documents (BDs) are conveyed to customers via Treasury as payment transactions. G-Invoicing/IPAC IPs are typically generated using the G-Invoicing/IPAC Payment Refund generation process. IPAC Payments can also be used to refund non-IPAC credits, once the credit has been applied using the Credit Application Worksheet.

For scenarios when a manual IP is necessary, the following section discusses how to create a G-Invoicing/IPAC IP using Pegasys. Note that IPAC IPs must have a reference document, either an G-Invoicing/IPAC BD credit line (for G-Invoicing/IPAC credits/refunds) or a Cash Receipt (CR) document for non-IPAC credits being refunded via IPAC and overpayments (from collections).

G-Invoicing/IPAC IPs use the Normal Line type for Accounts Receivable transactions. G-Invoicing/IPAC transactions have different data requirements than non-IPAC. Please refer to **BAAR User Guide 1 of 10, Section 2.5.2** and **Section 2.5.3** for the difference in IPAC vs. non-IPAC.

When creating an Accounts Receivable Itemized Payment, it is required that the IP document have a Document Reference. Therefore, users may review the following sections to find more information on creating the original document that the IP will reference:

To create an IPAC/Non-IPAC BD Credit line, please refer to **Section 4.15.2.1.**

To apply a non-IPAC BD Credit using the Credit Application Worksheet, please refer to **Section 4.15.3.1.**

To query the entire document chain of a non-IPAC BD credit refund, the user can enter the Statement number in the Invoice field of the BD Credit line and the invoice value will be copied forward through the CR Credit Application and the IP Refund. G-Invoicing payments are used to send refunds for G-Invoicing bills.

To amend the BD to add the Statement Number to the Invoice field, please refer to **BAAR User Guide 2 of 10, Section 4.4.3.1**.

To create an IPAC Payment from the Billing Query, please refer to **Section 4.15.4.10.**

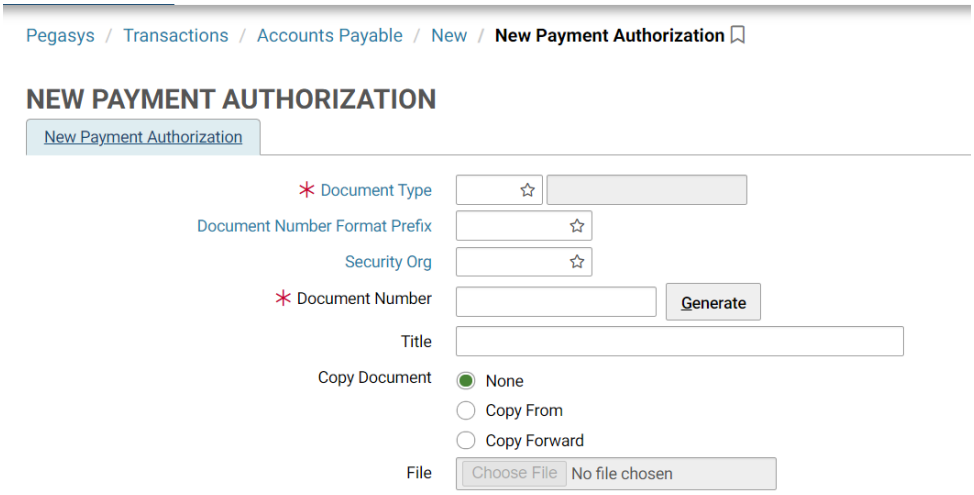
The following steps describe how a user creates an IPAC Payment from an IPAC Credit. Note that the steps assume an IPAC Billing Document (BD) Credit line has been created.

Steps to Create an Accounts Payable Form-Payment Authorization (IP) IPAC:

1. Navigate to Transactions → Accounts Payable → New → Payment Authorization.

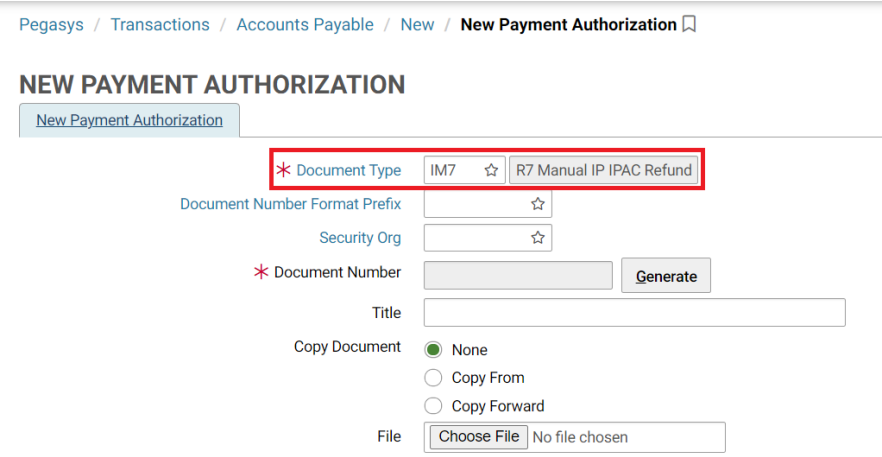
   The New Payment page is displayed.

Figure 269: New Payment page



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

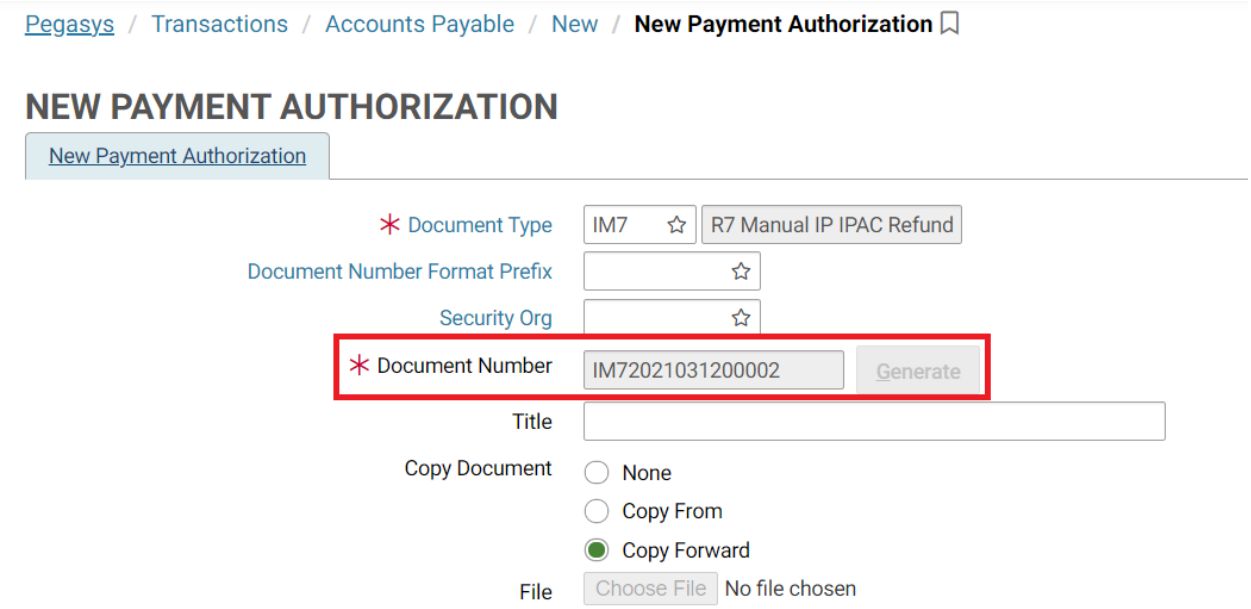
Figure 270: Payment Authorization Document Type Field



NOTE: Only manual document types are used for online creation. Payment Authorization (IP) document types are differentiated by the type of the disbursing method (IPAC or Treasury check).

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

Figure 271: Generate Document Number for IP document



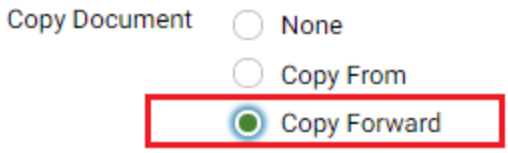
NOTE: The Document Number Formats are defined per document type and business line. For example, the Document Number format for 'IM6' is the document type of Payment Authorization (IP) form followed by the date and a sequential number, e.g., IM6YYYYMMDD###.

The Document Number format for 'IM7' is the document type of Payment Authorization (IP) form followed by the date and a sequential number, e.g., IM7YYYYMMDD###.

The complete list of Document Number formats is defined in the Configuration Spreadsheet.

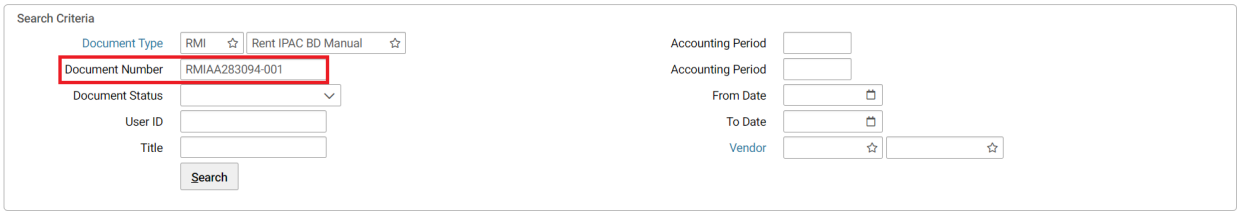
4. **REQUIRED for Accounts Receivable IPs:** to copy forward from a referenced Billing Document (BD) for refunding, select **Copy Forward.**
    a. Accounts Receivable payments must have a referenced document.
    b. For non-IPAC refunds, the reference must be a CR.
    c. For IPAC Refunds, the reference must be an IPAC BD.
    d. Copy Forward is used when referencing a document.

Figure 272: Copy Forward Document



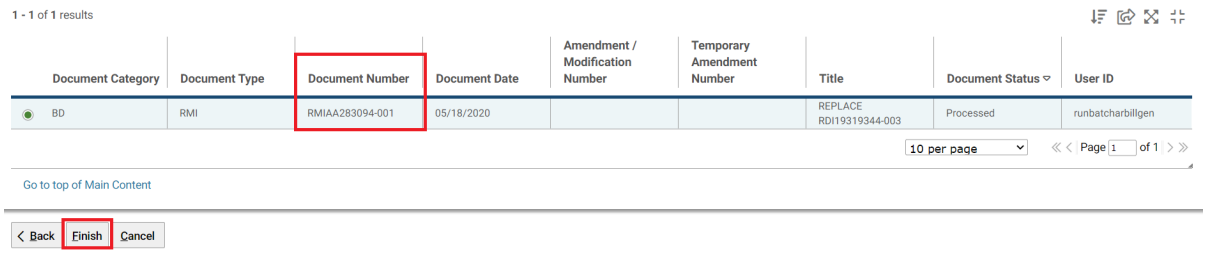
5. To Copy Forward, enter the document number and other search criteria to copy.

Figure 273: Manual BD Document Number



6. Select the document to reference from the search results.

Figure 274: Copy Forward Document Number and Finishing



NOTE: There is a search criteria section within the copy forward page. Some of the fields that can be entered in the search criteria are: document type, document number, document status, user id, title, accounting period, and the to and from dates. There is a search button below the search criteria fields. There is a copy lines section below the search criteria section where there are three radio buttons: copy all lines, choose which

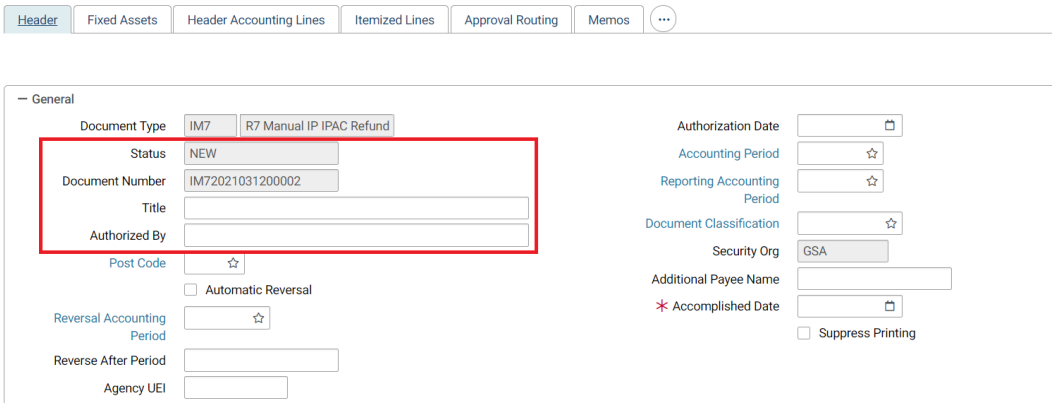
lines to copy, or to copy no lines. The item collection table is where the columns make up parameters for each row and each row represents an individual record. The selected record has a document category of BD and a document type of RMI. There are three buttons below the table and these are back, finish, and cancel.

7. Select the **Finish** button.

   The Payment header page is displayed.

   NOTE: The Payment will copy most information from the referenced document.

Figure 275: Payment Header page



8. On the "Header" Page, enter the person authorizing the payment in the **Authorized By** field and **System ID** fields.
9. Populate the Pegasys System required fields in the following sections. The Pegasys System required fields have the red asterisk.
   a. General.
   b. Vendor Information.
   c. External System Information.

Figure 276: Authorized By Field

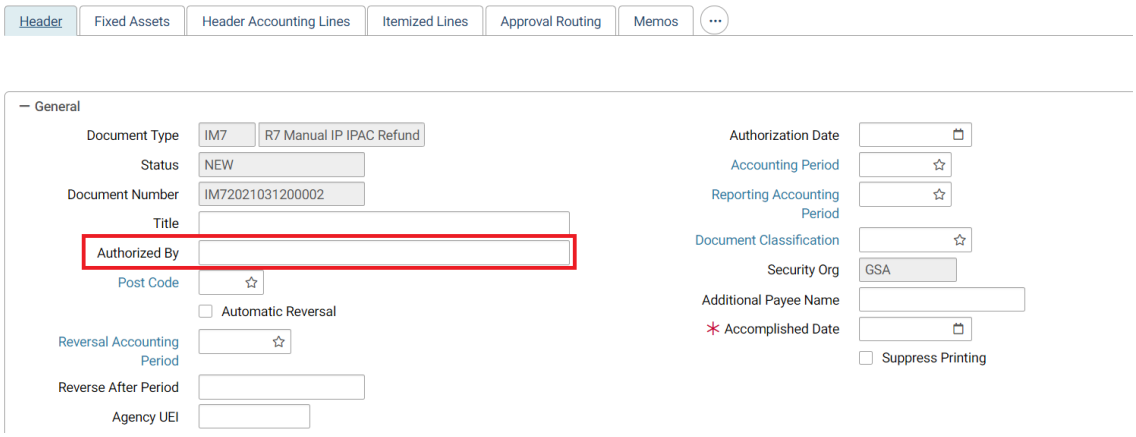
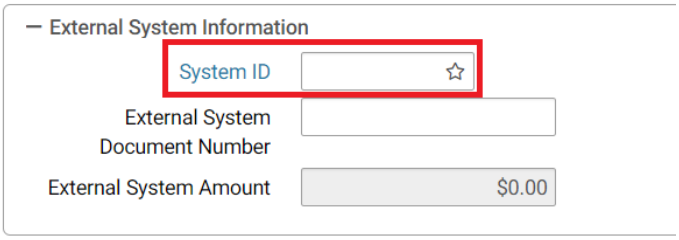


Figure 277: System ID Field



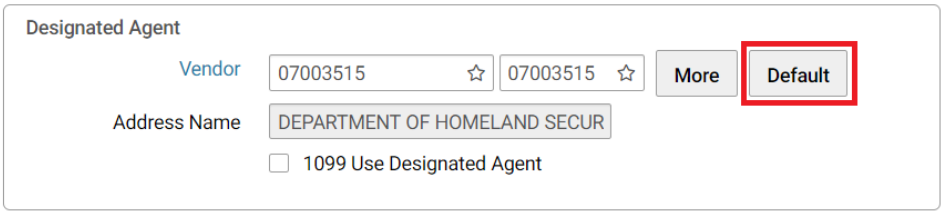
NOTE: The Accomplished Date will be updated with the Treasury accomplished date when Treasury confirms the IPAC Payment.

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

10. **REQUIRED**: Select the Default Button in the Designated Agent Group Box.

    NOTE: If the referenced document does NOT have a Designated Agent on it, do not add a Designated Agent to the IP.

Figure 278: Designated Agent Group Box

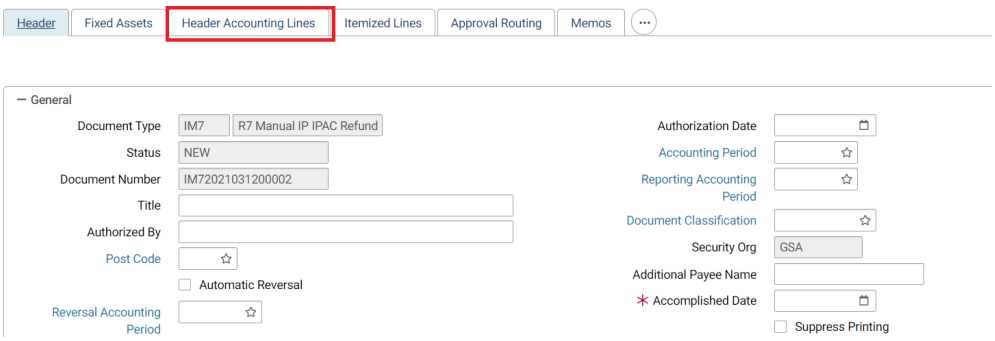


NOTE: If a Designated Agent exists for the entered Vendor Code, the system will default the Designated Agent Vendor and Address Code and a message stating, "Action was successful" will be displayed.

11. Select the **Header Accounting Line** tab.

    NOTE: Pegasys will not use Itemized Accounting Lines or Fixed Assets on Accounts Receivable related payments.

Figure 279: Header Accounting Lines tab

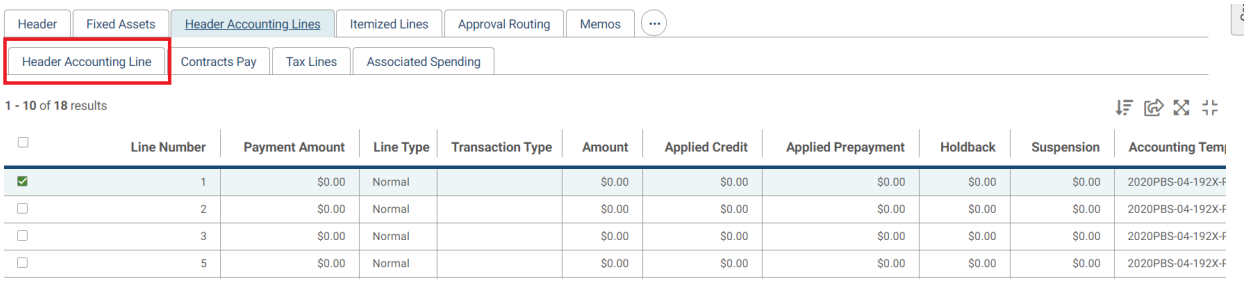


12. Select the Accounting Line and then select the Header Accounting Line hyperlink.

    NOTE: An accounting line will copy forward from the referenced document.

    Most of the information required for the IP will be populated from the referenced document.

Figure 280: Header Accounting Line tab



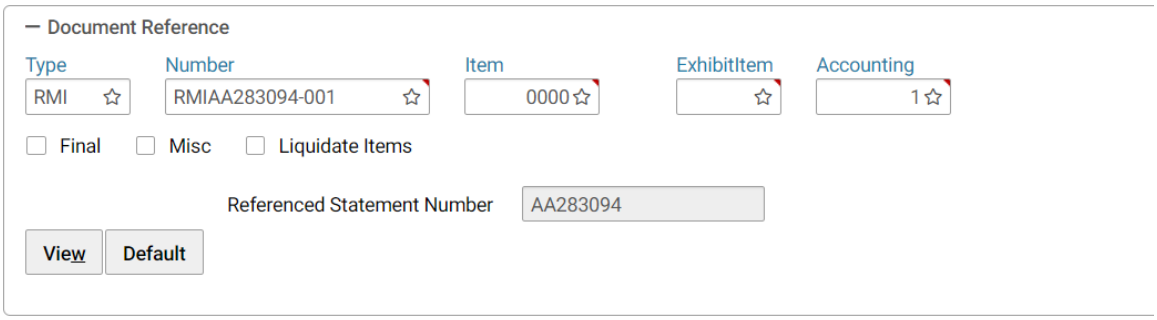
13. **REQUIRED** if Copying Forward from a CR: Enter the Payment Amount.

    If copying forward from an IPAC BD, the amount will be populated.

Figure 281: Payment Amounts

14. Add any additional information to the Payment.

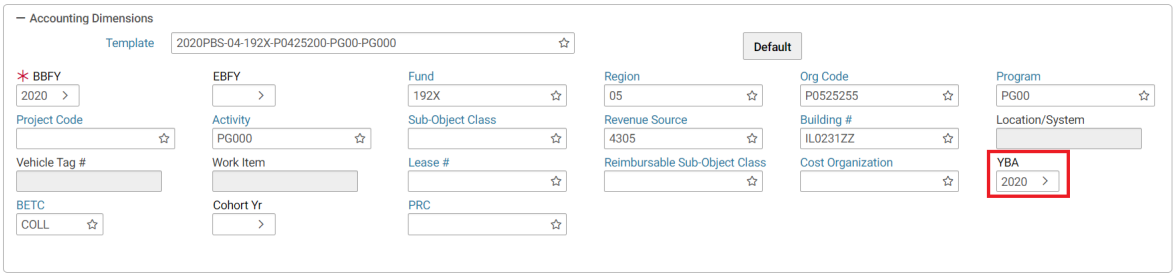
Figure 282: Document References section



    NOTE: The reference document information is populated.

15. **REQUIRED for Refunds:** Review the YBA to match that of the Credit.

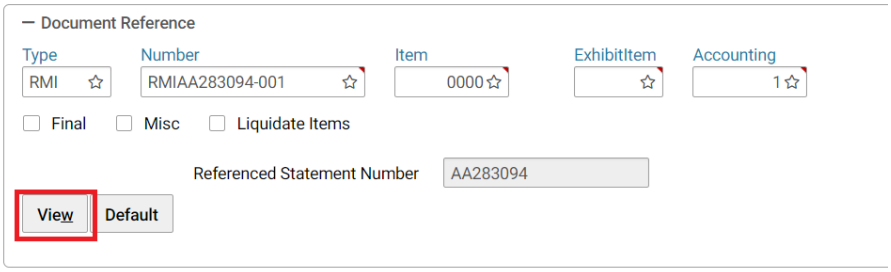
Figure 283: R7 Manual - Accounting Dimensions - YBA



NOTE: The YBA is in the accounting dimensions section. The accounting information will copy forward from a referenced document.

To review the reference document, select the view button in the Document Reference section.

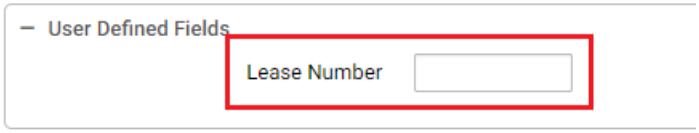
Figure 284: View button



16. **OPTIONAL**: Enter the User Defined Fields (UDF).

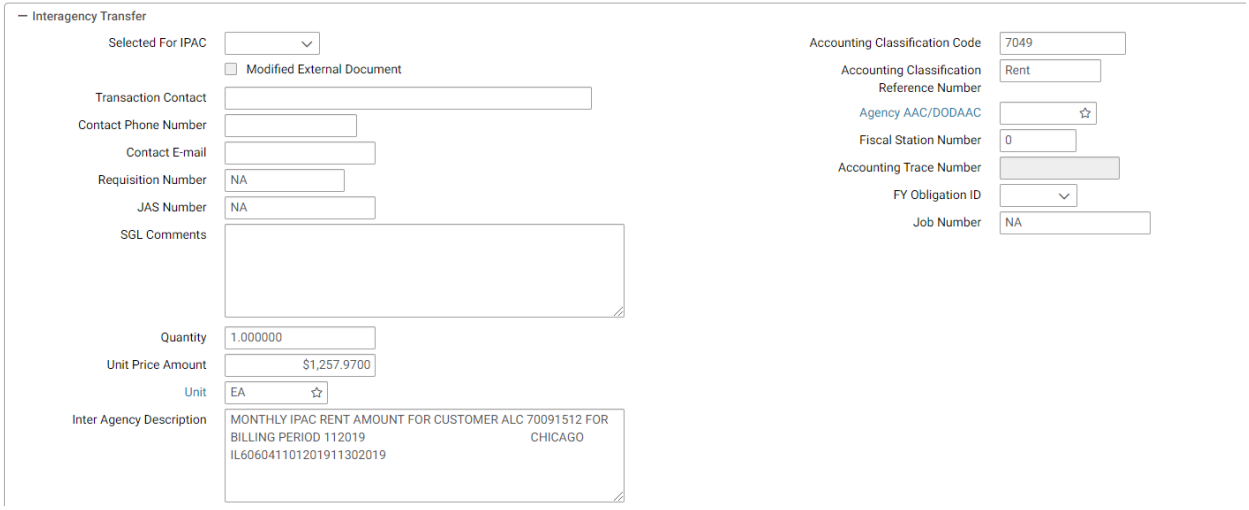
    NOTE: The UDF should copy forward from the referenced document if entered.

Figure 285: User Defined Fields



17. Scroll down to the Interagency Transfer Section.

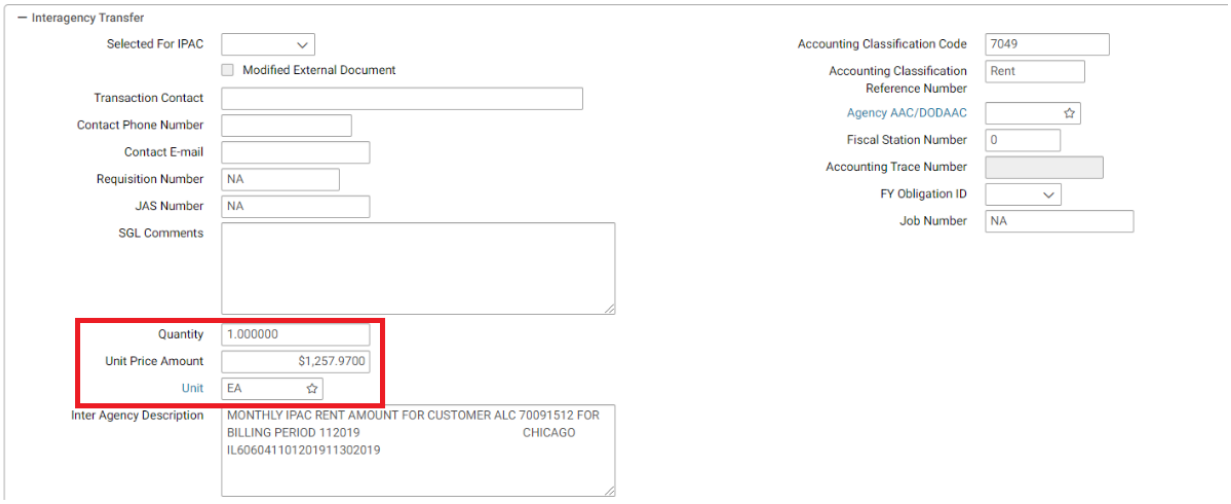
Figure 286: Interagency Transfer Section - Selected for IPAC



18. Make sure the choice for Selected For IPAC is set to "No" so that it will be eligible to be picked up in the future by the IPAC Outbound processes.

    NOTE: The Quantity, Unit Price Amount, and Unit are populated when copying forward from an IPAC BD or IPAC CR. These values will match the values from the referenced document's DBR.

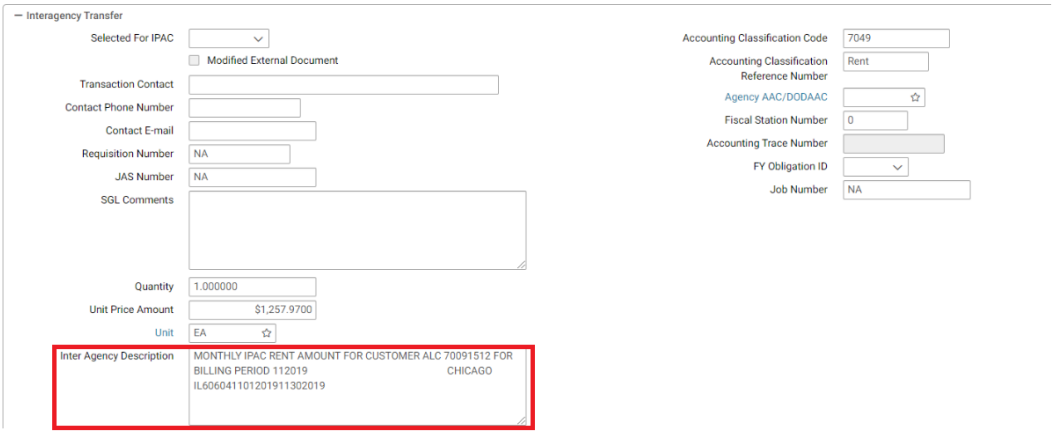
Figure 287: Interagency Transfer Fields



19. **REQUIRED**: Enter any additional information in the Inter Agency Description text field. The information will copy forward from an IPAC reference.

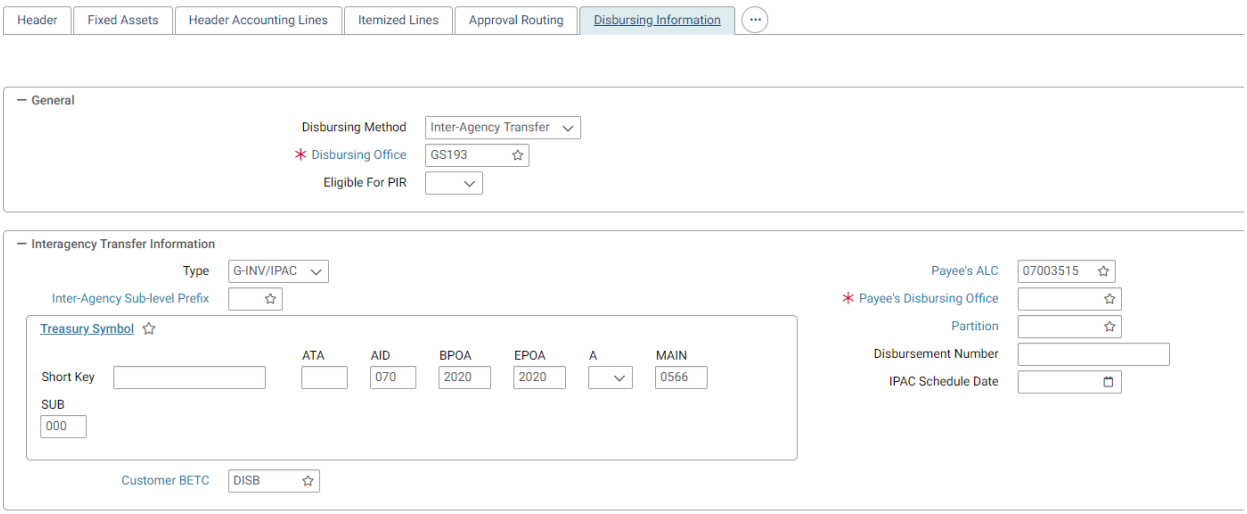
    If copying a non-IPAC CR, enter the Quantity, Unit Price, and Unit.

Figure 288: Inter Agency Description



20. **REQUIRED:** Select the Disbursing Information tab.

Figure 289: Disbursing Method tab



NOTE: If copying from an IPAC BD, the Disbursing Information tab will be pre-populated for Inter-Agency Transfer/Type of IPAC.

21. **REQUIRED for IPAC:** Set the Disbursing Method to Inter-Agency Transfer.

    NOTE: The page will be refreshed with the relevant disbursing fields for Inter-Agency Transfer disbursing.

22. **REQUIRED for IPAC:** Enter the Disbursing Office.

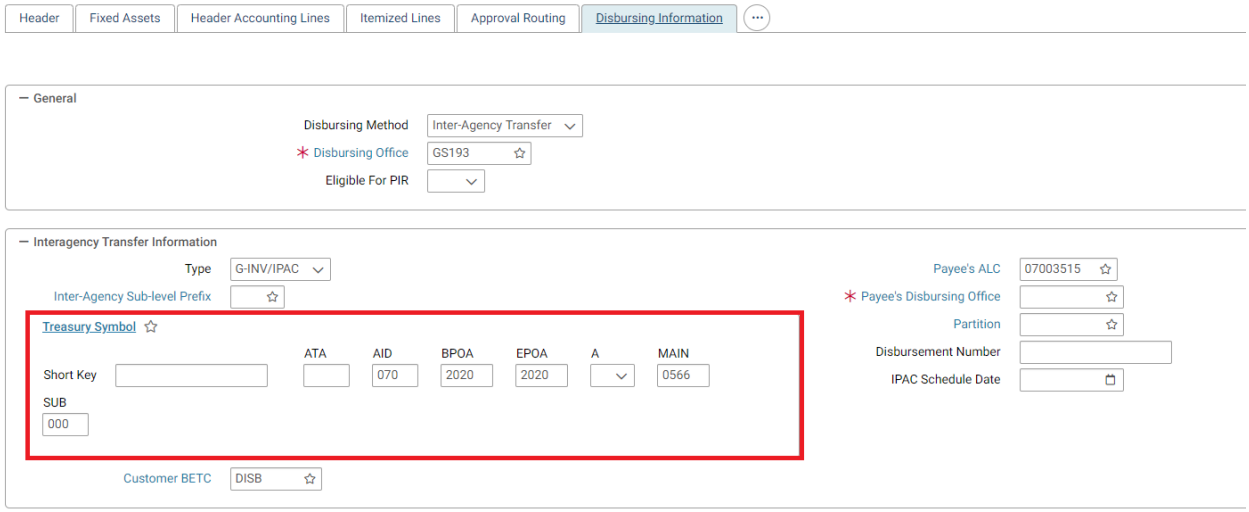
23. **REQUIRED for IPAC:** Set the Type to IPAC in the Inter-Agency Transfer Information group box.

24. **OPTIONAL for IPAC:** Enter the Payee's Disbursing Office.

25. **REQUIRED for IPAC GWA Reporters:** Enter the Inter-Agency Symbol.

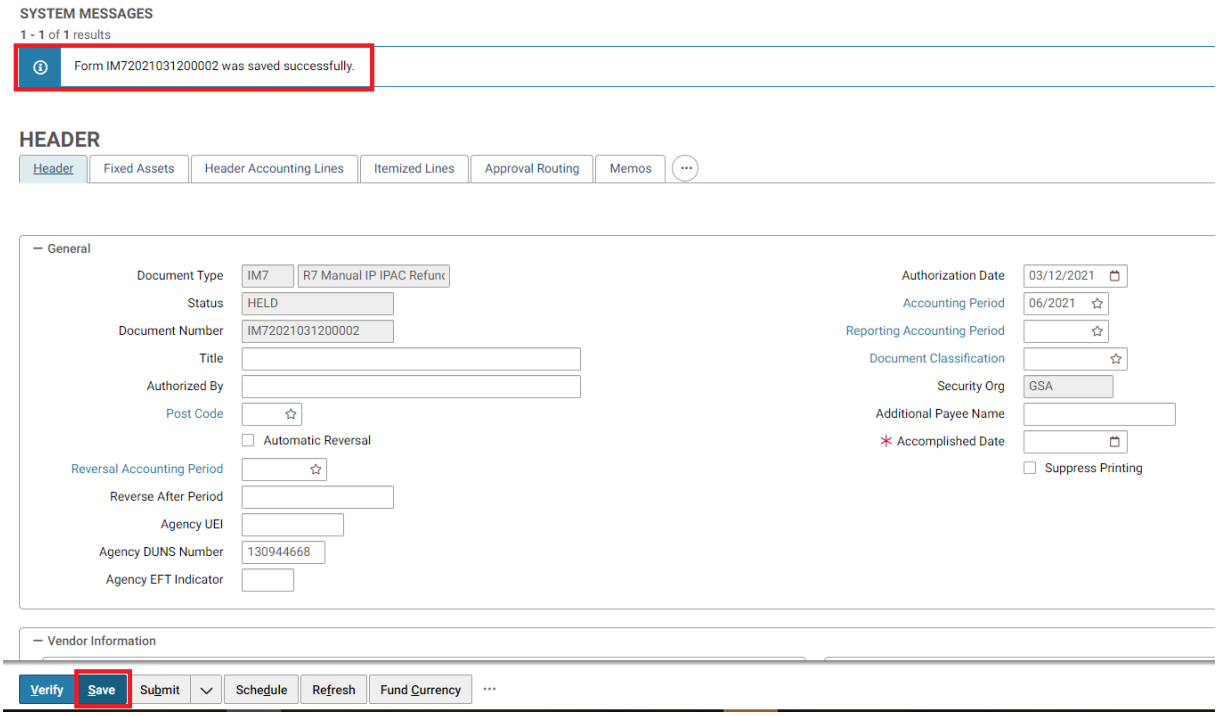
NOTE: The Inter-Agency Treasury Symbol is the Customer Treasury Symbol or Customer TAS.

Figure 290: Inter-Agency Treasury Symbol



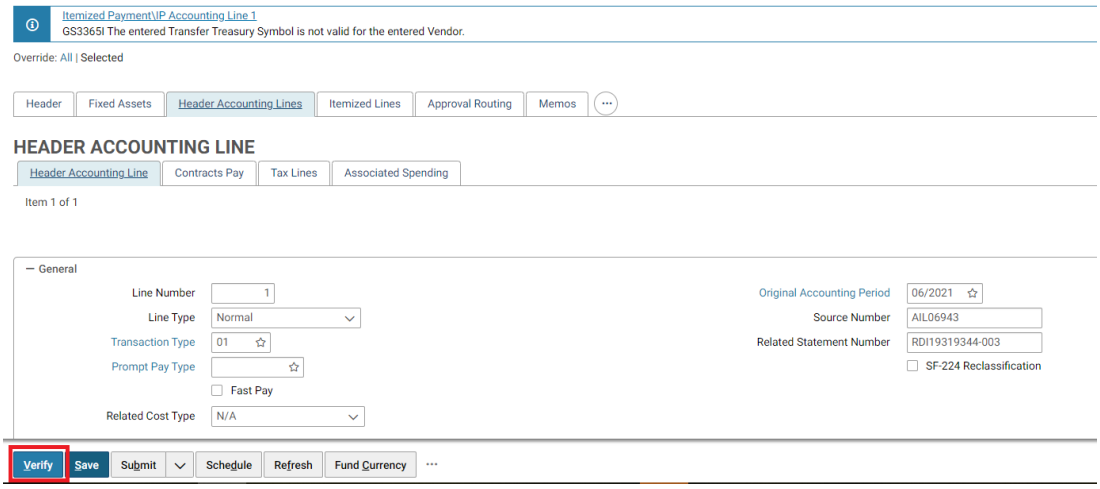
26. Select the **Save** button.

Figure 291: R7 Manual Save Button



27. Select the **Verify** button.

Figure 292: R7 Manual Verify Button

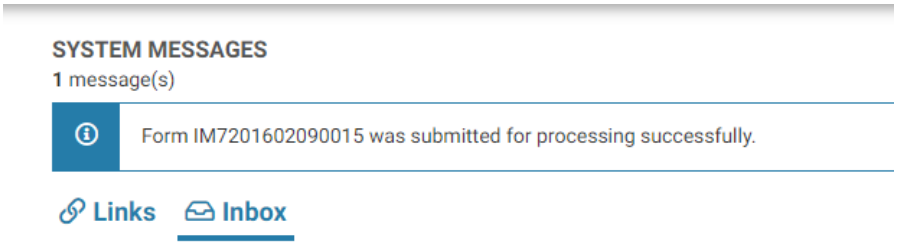


NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again. The messages in the screen above are informational only and do not need to be corrected.

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.

28. Select the **Submit** button.

Figure 293: R7 Manual BD Submit Message



NOTE: Manual IPAC payment documents are not submitted to workflow for approval while non-IPAC payments must be approved.

4.15.4.10 Create IPAC Refund for IPAC Credit from Billing Query

The Billing Query provides users an optional method to create G-Invoicing/IPAC Refunds for G-Invoicing/IPAC Credit BDs. Users must have the appropriate security permissions to create G-Invoicing/IPAC IPs from G-Invoicing/IPAC BD credits using the Billing Query. Users that may

have view permissions to the Billing Query may not necessarily have create permissions on G-Invoicing/IPAC IPs.

For more information on the Billing Query, please refer to **BAAR User Guide 2 of 10, Section 4.6.1** and **Section 4.15.3.3.**

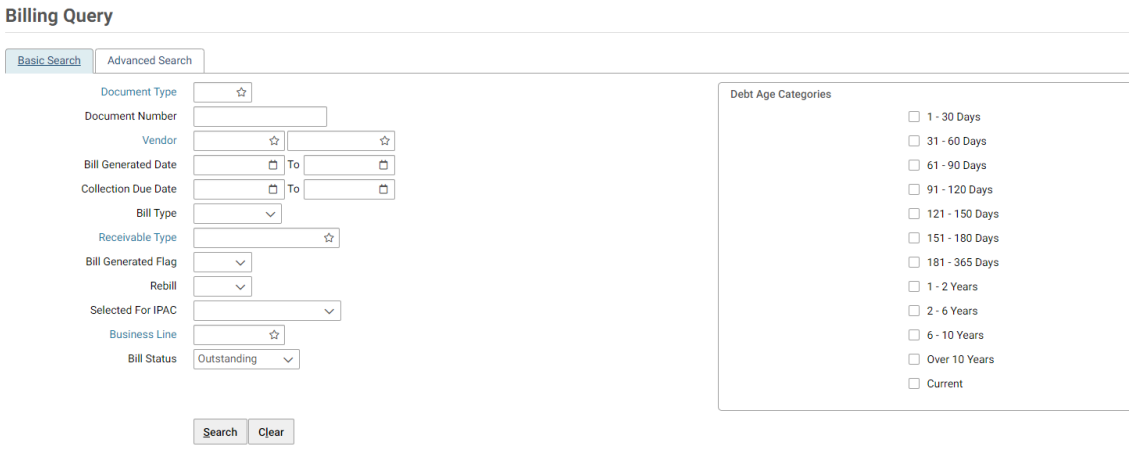
The following steps describe how to create a G-Invoicing/IPAC Payment from a G-Invoicing/IPAC BD Credit using the Billing Query.

Steps to Generate IPAC Refund Payment from Billing Query:

1. Navigate to Queries → Accounts Receivable → Billing Query.

   The Billing Query page is displayed.

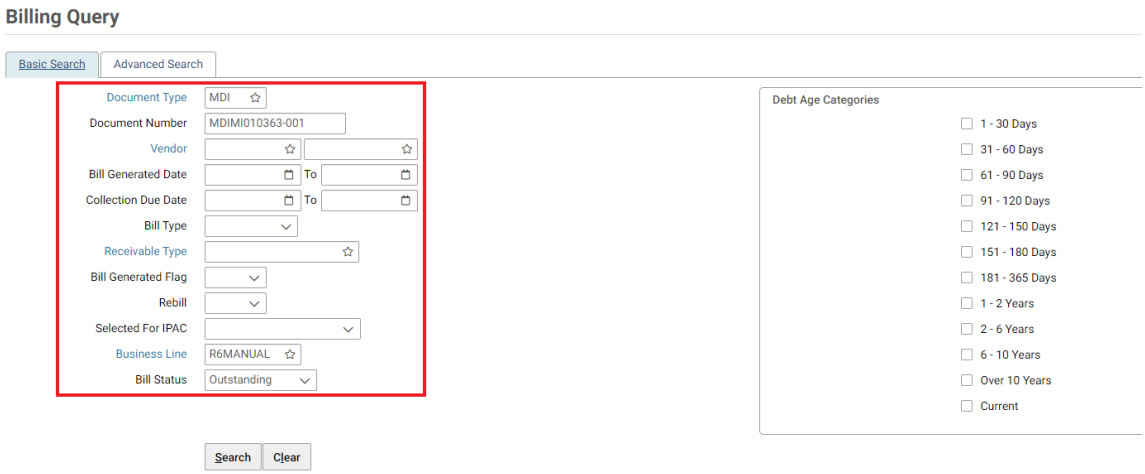
Figure 294: Billing Query Page



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

   To retrieve a G-Invoicing/IPAC Credit, enter **Bill Type** of G-Invoicing-IPAC, **Business Line**, and any other known criteria such as **Document Type**, date range, and **Document Number**.

Figure 295: Billing Query Document Search Criteria

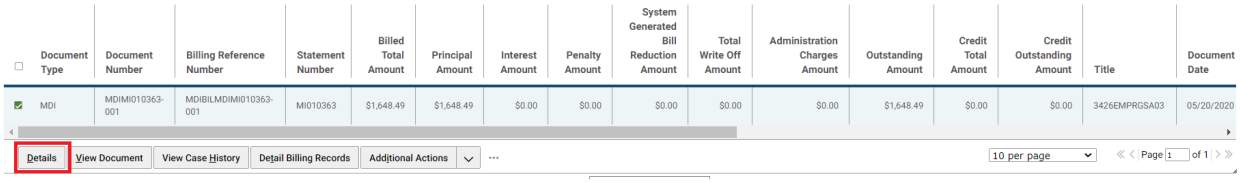


NOTE: Query performance is improved with each additional search criteria entered. For example, rather than simply entering business line of "Fleet", enter the Document Number, Date range and any additional billing detail that can be provided. Users **should not** execute "Blind" queries, meaning no search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

3. Select the **Search** button.

   The results are returned in the Item Collection.

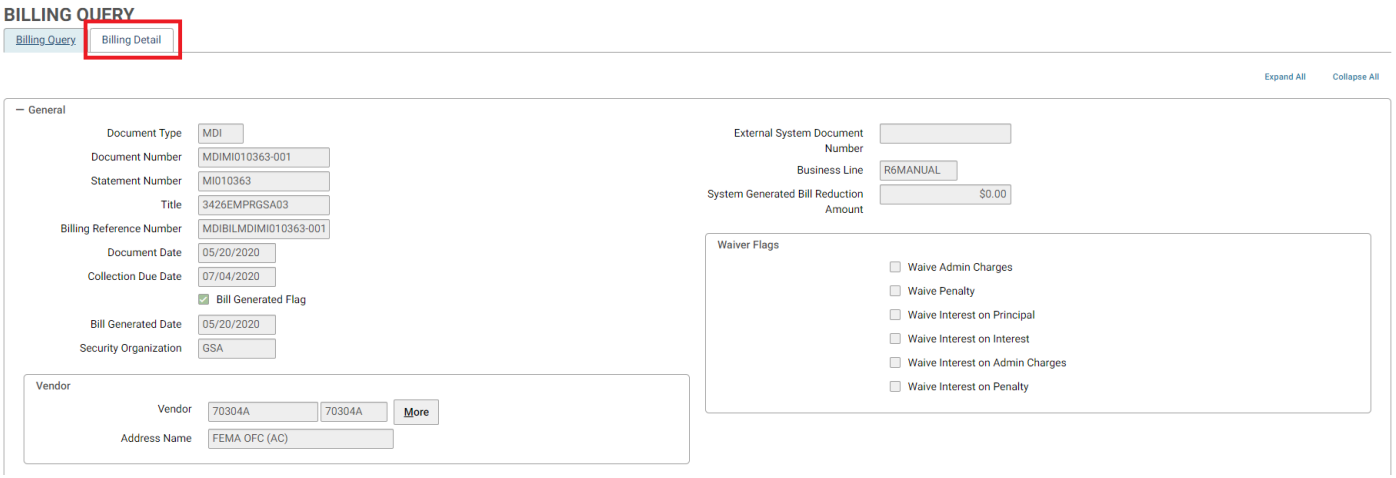
Figure 296: Item Collection



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

   The Billing Query Page is displayed.

Figure 297: Billing Query - Billing Detail Page



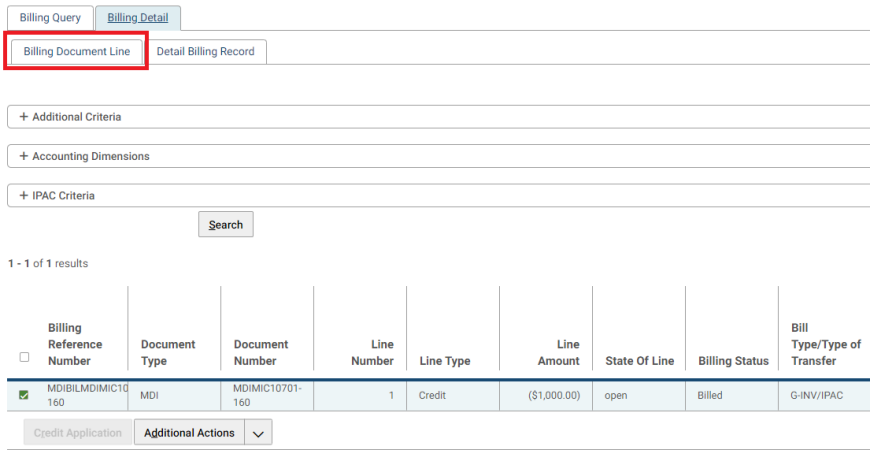
6. Select the **Billing Detail** tab as in the screenshot above.
7. Select an accounting line.

   NOTE: Additional search criteria can be entered and a subsequent query performed on the accounting line information. Once in the Billing Detail screen, the search criteria entered is only executed within the Billing Document (BD) selected on the main page.

Figure 298: Accounting Line

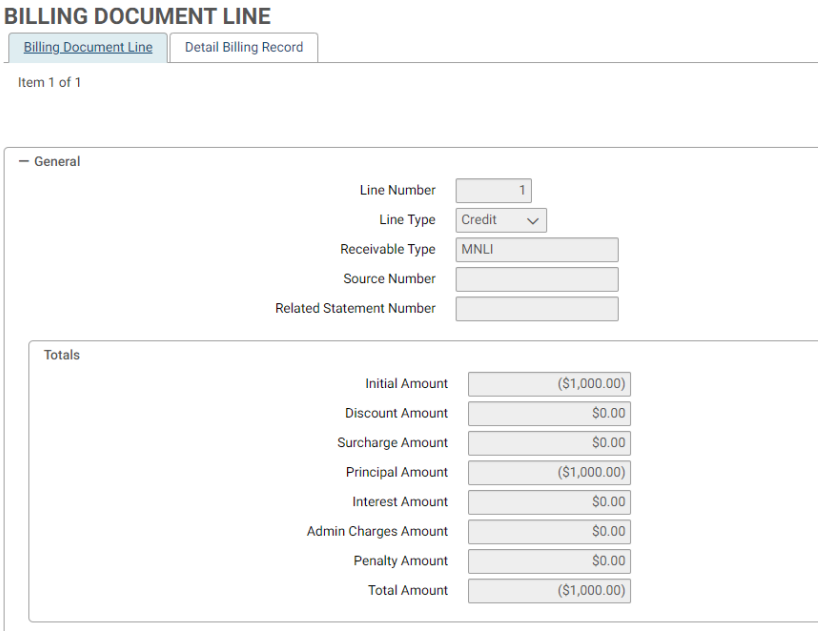
8. Select an accounting line and select the **Billing Document Line** tab.

Figure 299: Billing Document Line Tab



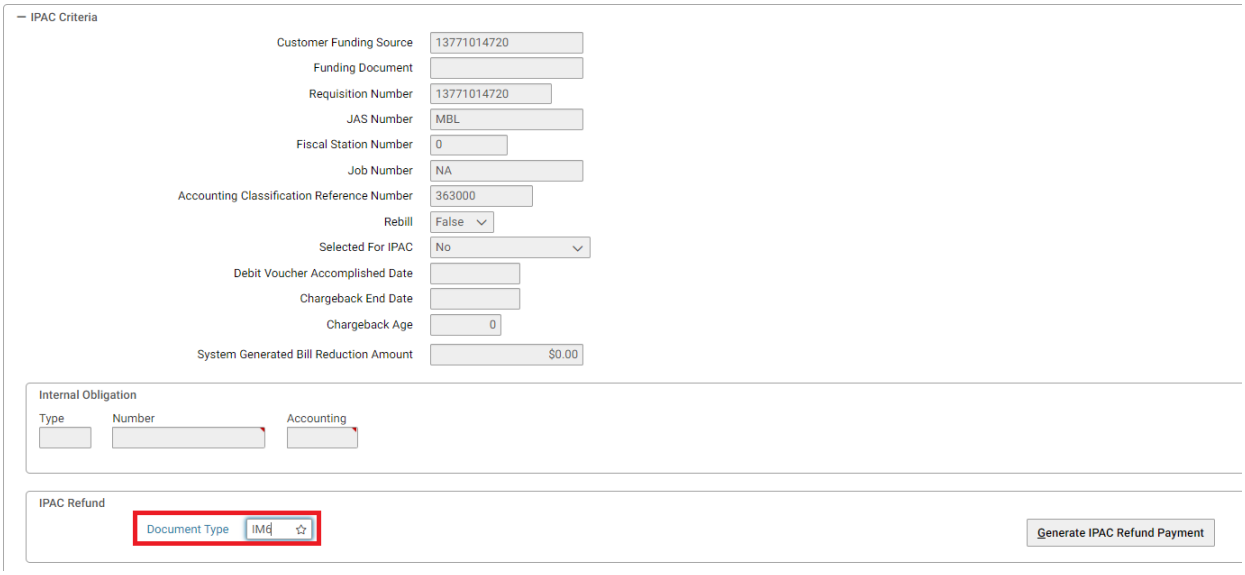
The Billing Document Line page is displayed.

Figure 300: Billing Document Line



9. **REQUIRED:** Enter the IPAC Refund **Document Type** in the IPAC Criteria Section. (Please refer to the Document Type table in **Section 4.15.3**).

Figure 301: IPAC Refund Document Type



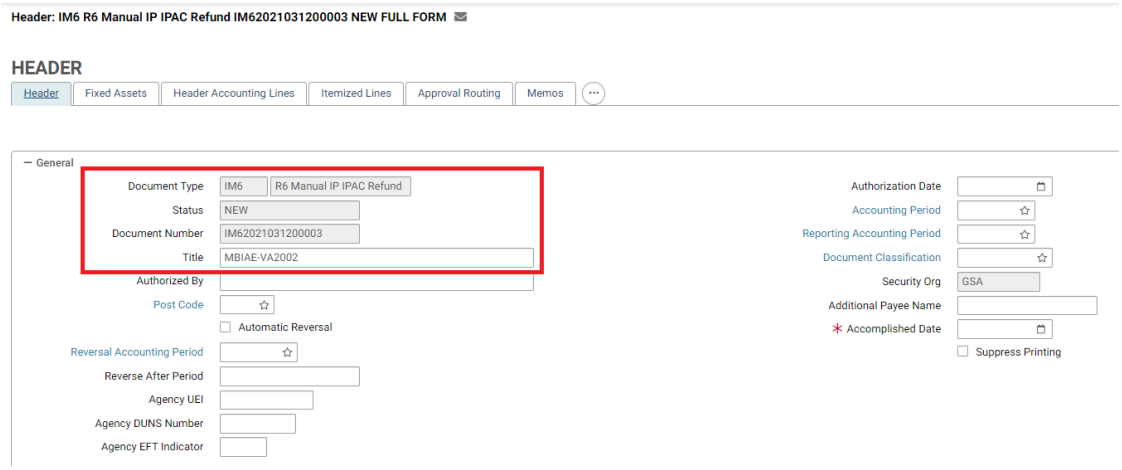
10. Select the **Generate IPAC Refund Payment** button to create the IPAC IP.

Figure 302: Generate IPAC Refund Payment button

The Payment form will be opened in a new window.

NOTE: The Payment will copy most information from the referenced Billing Document (BD).

Figure 303: Document information



11. **OPTIONAL:** Enter the person authorizing the payment in the **Authorized By** field.
12. **REQUIRED:** Enter the **Accomplished Date**.

Figure 304: Accomplished Date

NOTE: The Accomplished Date will be updated with the Treasury accomplished date when Treasury confirms the IPAC Payment.

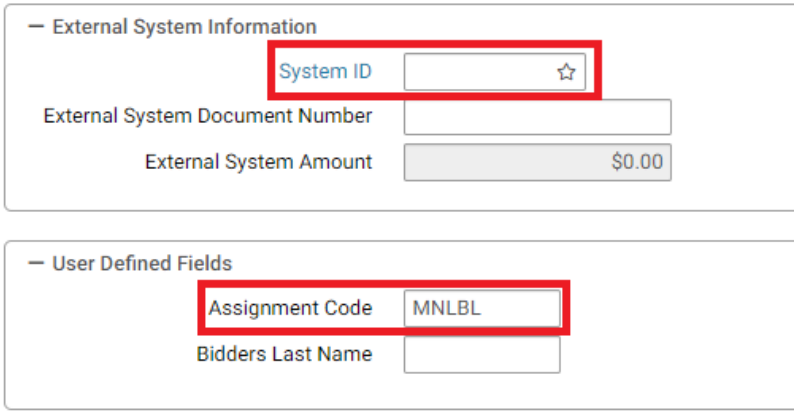
NOTE: The Authorization Date, Accounting Period, and Reporting Accounting Period will default to the current date when these fields are left blank and the form is verified or processed.

NOTE: The Security Org will default.

13. **OPTIONAL:** Enter the System ID and Assignment Code.

    NOTE: The Assignment Code will copy forward from the referenced BD document; however, the System ID will not copy forward.

Figure 305: External System Information and User Defined Fields



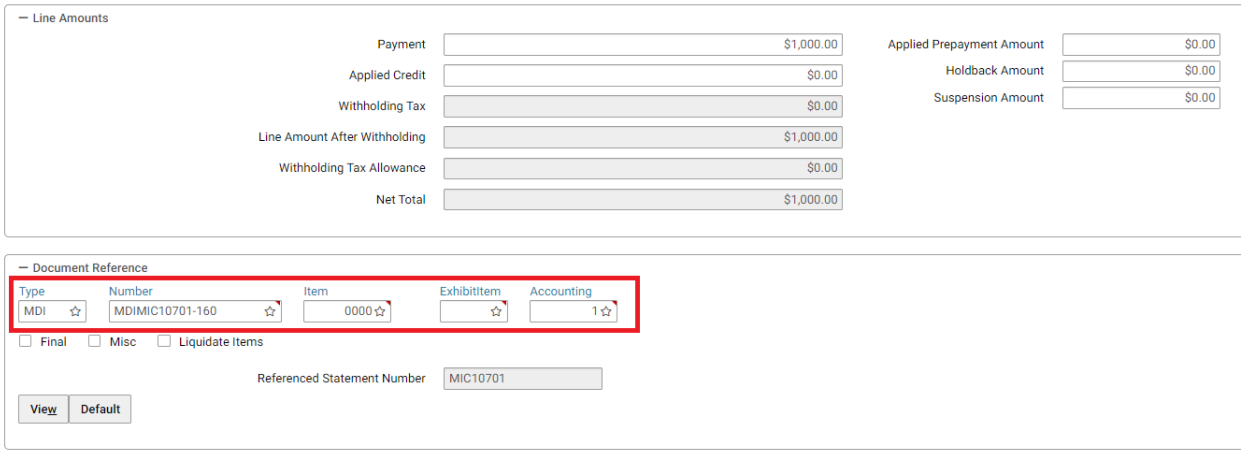
14. Select the Header Accounting Line.

    NOTE: An accounting line will copy forward from the referenced document.

    Most of the information required for the IP will be populated from the referenced document.

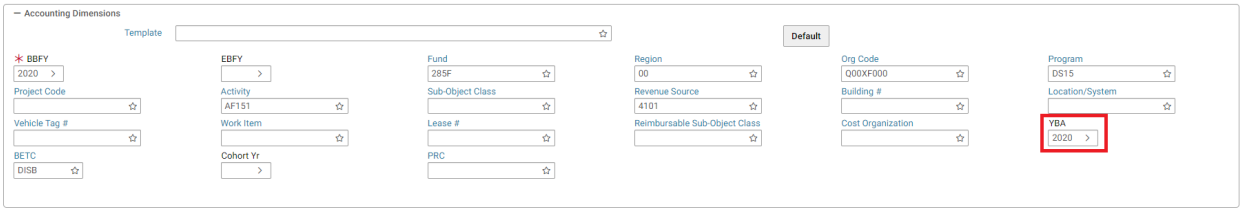
15. Enter any remaining information; note the amount and referenced document information are populated.

Figure 306: Header Accounting Line Information



16. **REQUIRED for Refunds:** Review the YBA to match that of the Credit.

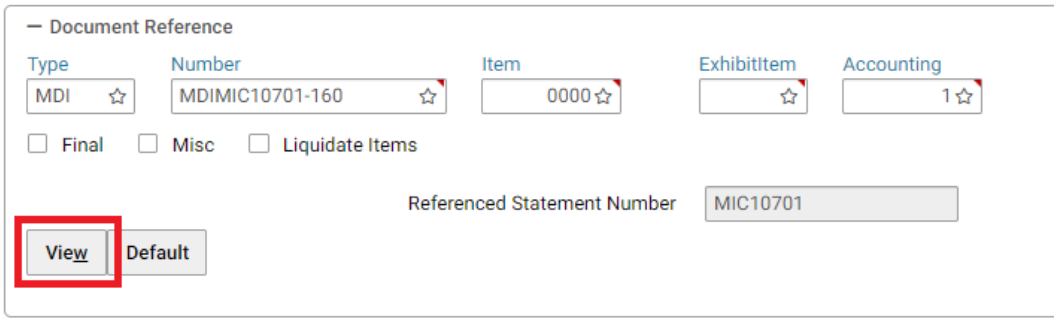
Figure 307: Accounting Dimensions



NOTE: The YBA is in the accounting dimensions section. The accounting information will copy forward from a referenced document.

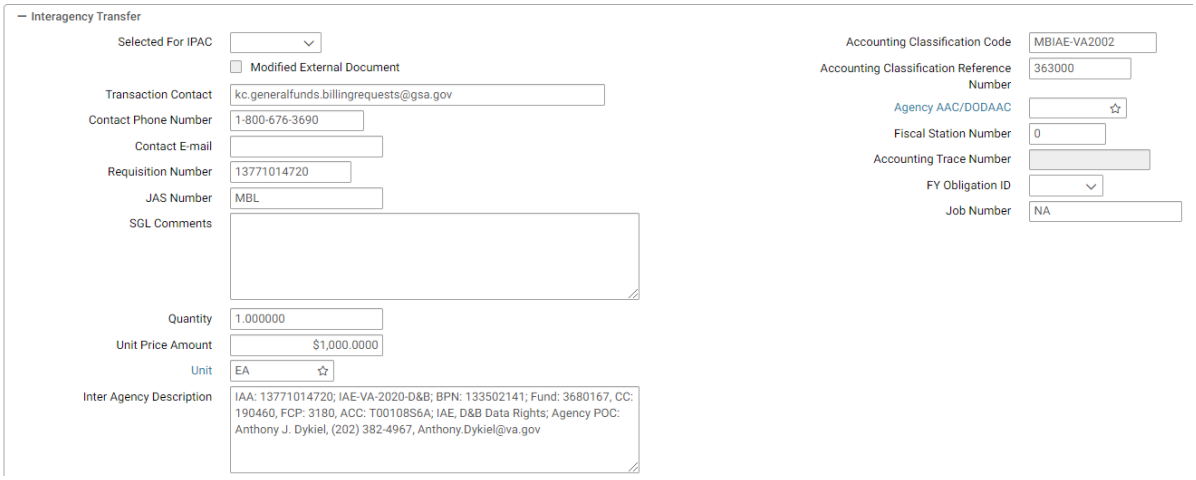
To review the reference document, select the view button in the Document Reference section.

Figure 308: Document Reference Section



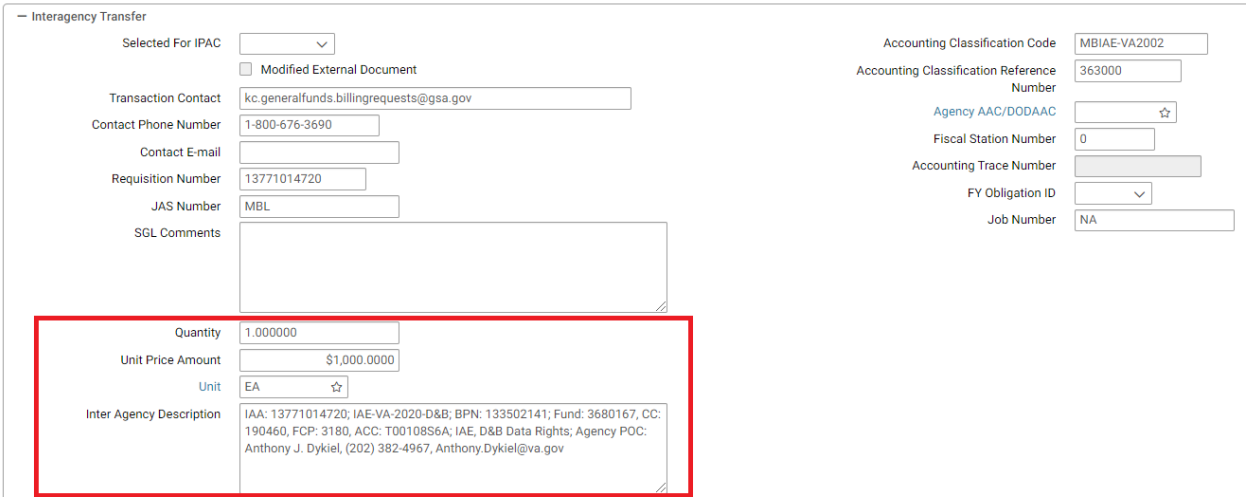
17. Scroll down to the Interagency Transfer section on the IPAC Refund's Accounting Line.

Figure 309: Interagency Transfer section



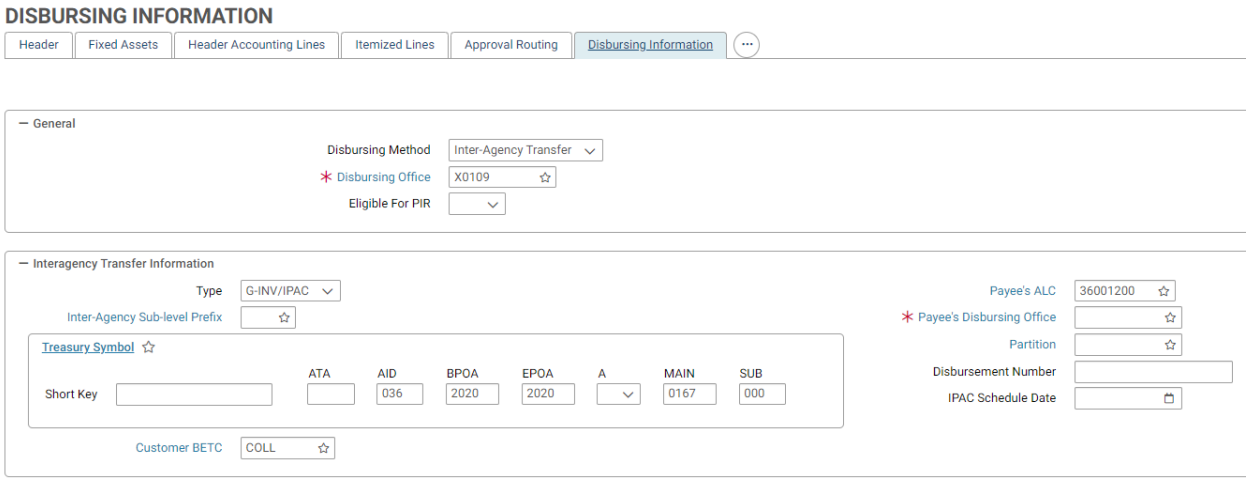
NOTE: The Interagency Transfer information is copied from the Detail Billing Record on the BD Credit.

Figure 310: Interagency Transfer Information



18. Select the Disbursing Information tab.

Figure 311: Disbursing Information tab



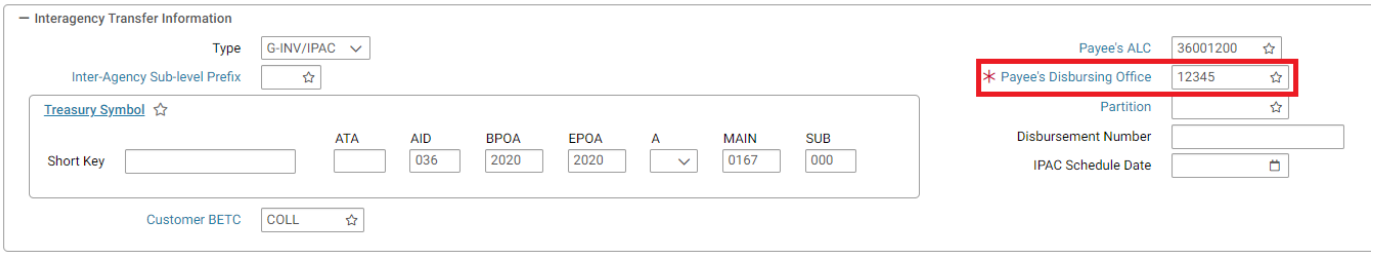
NOTE: The Disbursing Information page has the following tabs at the top of the page: header, fixed assets, header accounting lines, itemized lines, approval routing, disbursing information, and ellipses. Below the disbursing information tab is a general section and an interagency Transfer section. The general section contains a disbursing method dropdown, a required disbursing office, and an eligible for PIR dropdown. There is an interagency transfer information section below the general section where some of the following fields can be found: selected for IPAC dropdown, modified external document flag, transaction contact field, contact phone number, contact e-mail, requisition number, JAS number, and SGL Comments.

NOTE: The Disbursing Information will be populated.

19. **OPTIONAL**: Enter the **Payee's Disbursing Office**.

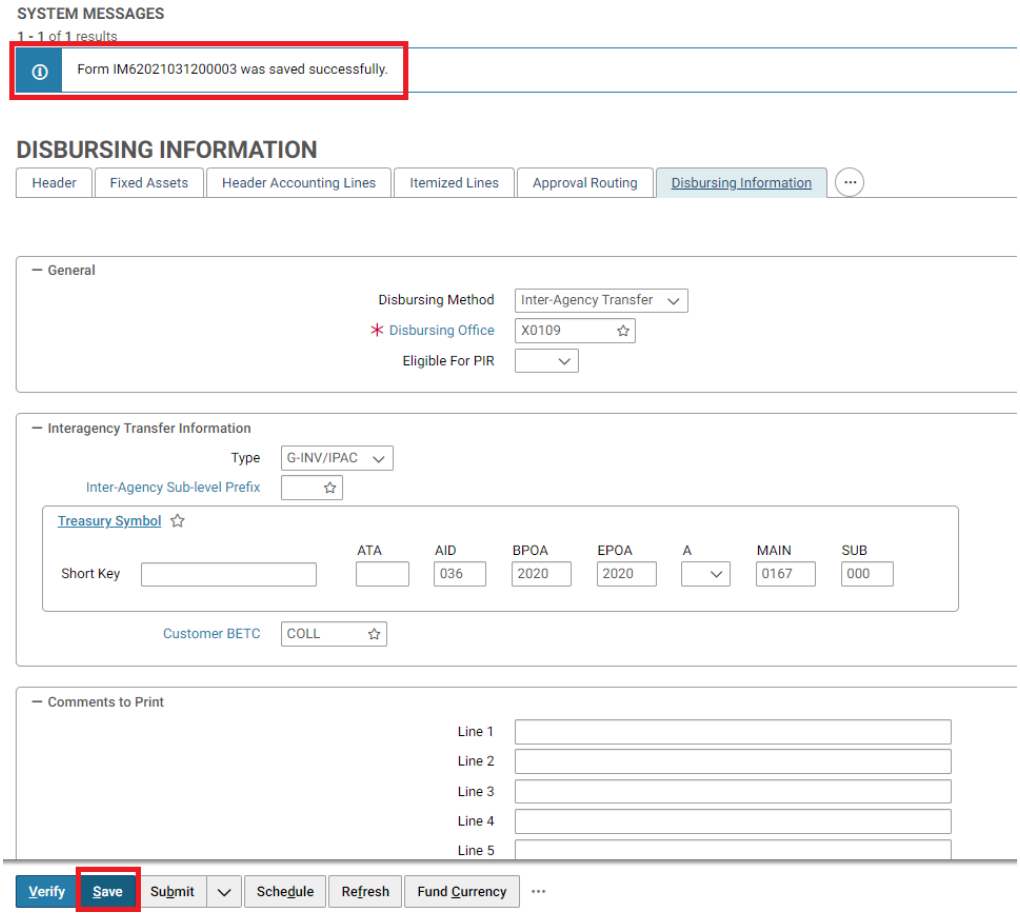
NOTE: While this field is starred, it is not required nor is it validated.

Figure 312: Payee's Disbursing Office



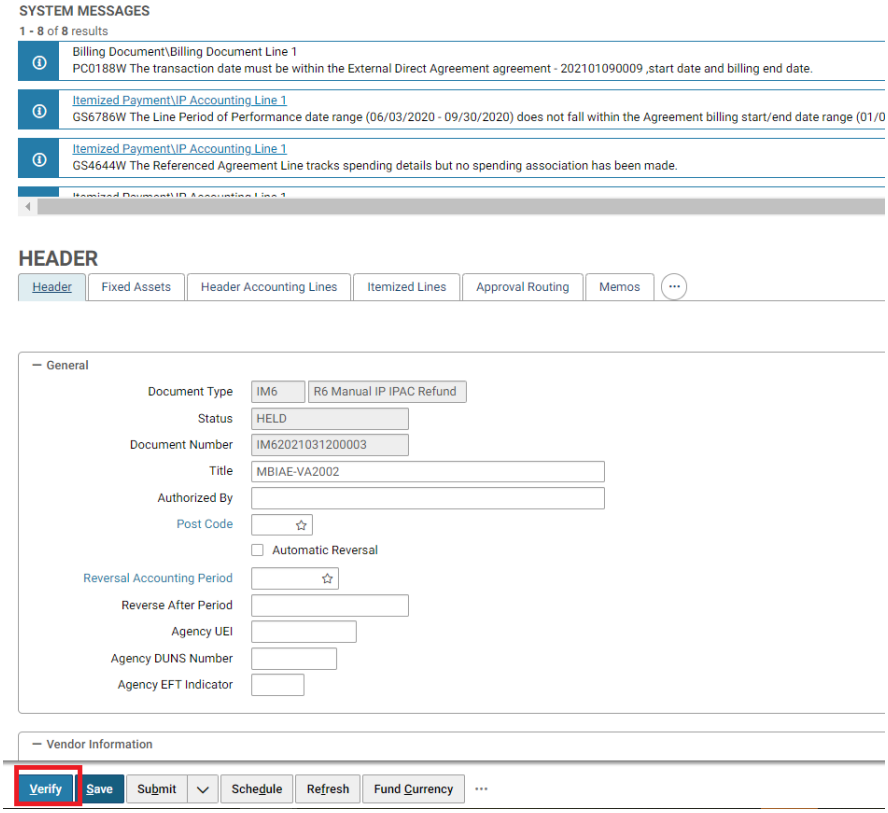
20. Select the **Save** button.

Figure 313: R6 Manual Save button and message



21. Select the **Verify** button.

Figure 314: R6 Manual Verify button and message

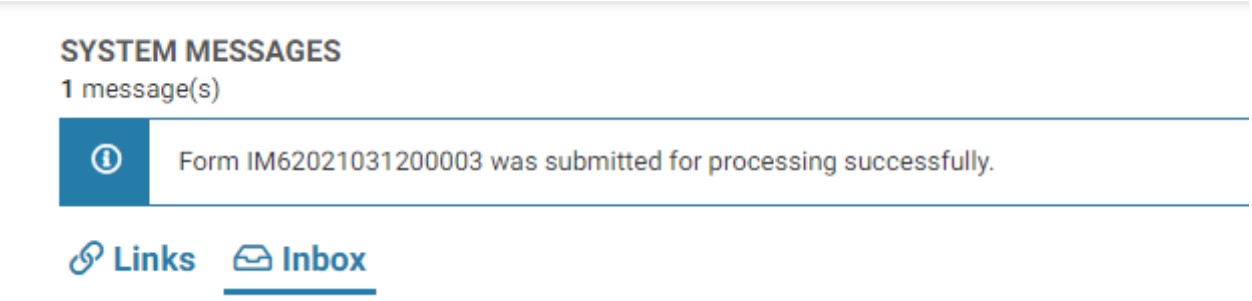


NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again. The messages in the screen above are informational only and do not need to be corrected.

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.

22. Select the **Submit** button.

Figure 315: R6 Manual Submit message



4.15.5 Cancel Refund Check (Non IPAC) - Disbursement Cancellation (CX)

Disbursement Cancellation transactions are used to record the cancellation of previously disbursed checks or EFT payments. The Disbursement Cancellation (CX) is used in both Accounts Receivables, to cancel refunds, as well as in Accounts Payable for cancelling payments.

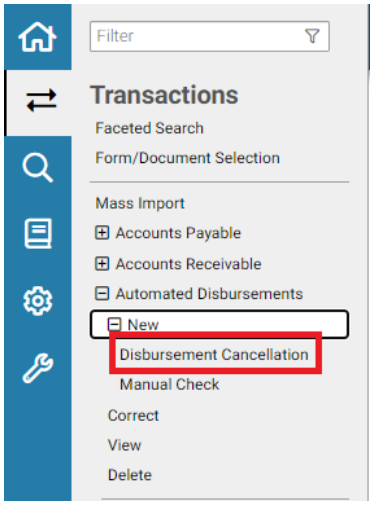
The user may cancel a check or EFT payment in three ways:

- **Replace**: The check or EFT payment is replaced exactly as it was originally issued.
- **Reissue**: The check or EFT payment is reissued. New interest, penalty, or discount amounts are calculated based on the new disbursement date.
- **Delete**: The check or EFT payment is not reissued. The associated IP is cancelled as well.

CX documents are located under the Automated Disbursements subsystem.

Transactions → Automated Disbursements → New → Disbursement Cancellation

Figure 316: Disbursement Cancellation



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

Please refer to the appendix for a full listing and breakdown of Document types and their descriptions - **BAAR User Guide 8 of 10, Section A.7**.

4.15.5.1 **Manual Creation of Disbursement Cancellation (CX)**

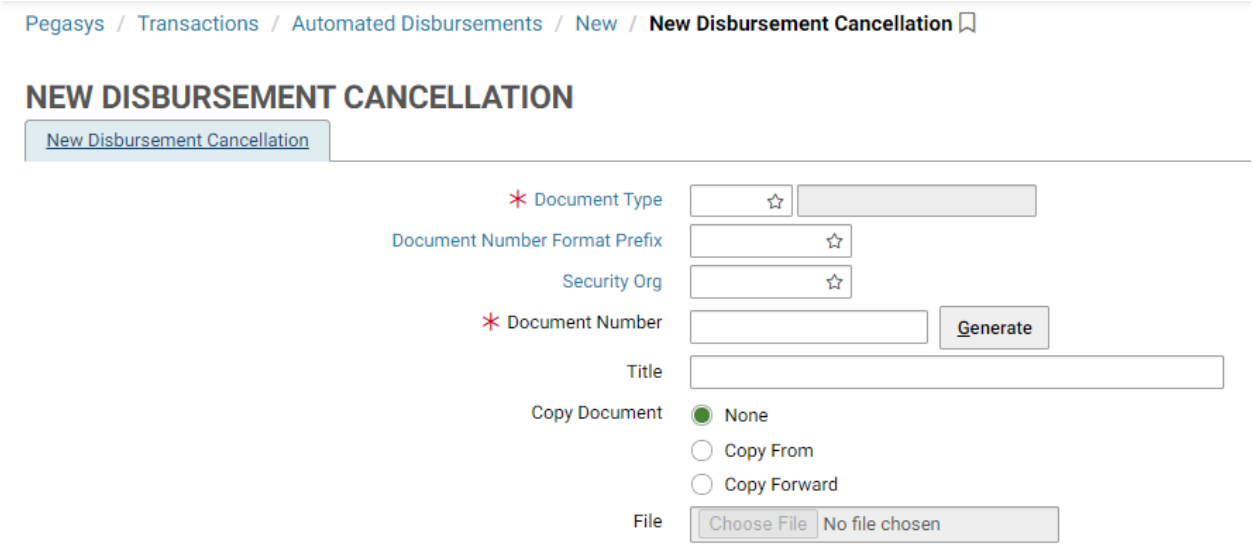
In order to create a CX transaction, the user must have the appropriate security permissions. Once created, a CX can be cancelled but cannot be corrected or amended.

The following steps describe how to create a Disbursement Cancellation (CX) document.

1. Navigate to Transactions → Automated Disbursements → New → Disbursement Cancellation.

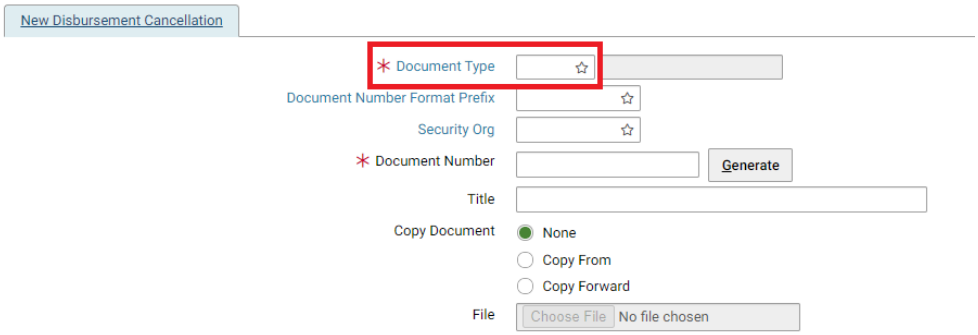
   The New Disbursement Cancellation page is displayed.

Figure 317: New Disbursement Cancellation Page



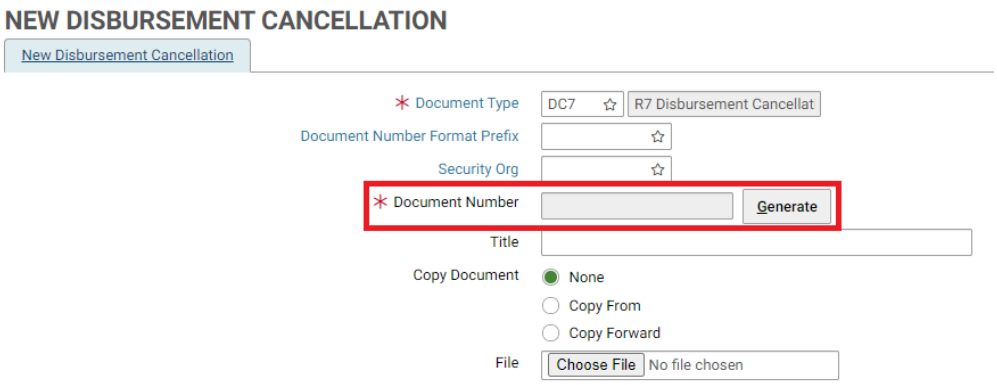
2. REQUIRED: Enter Document Type.

Figure 318: Document Type



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

Figure 319: Document Number



NOTE: The Document Number Formats are defined per document type and business line. For example: the Document Number format for 'DC7' is the document type of Disbursement Cancellation (CX) form followed by the date and a sequential number, e.g., DC7YYYYMMDD###.

The Document Number format for 'DC6' is the document type of Disbursement Cancellation (CX) form followed by the date and a sequential number, e.g., DC6YYYYMMDD###.

The complete list of Document Number formats is defined in the Configuration Spreadsheet.

4. Select the **Finish** button.

Figure 320: Finish button

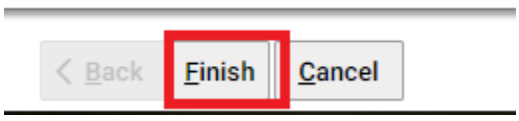
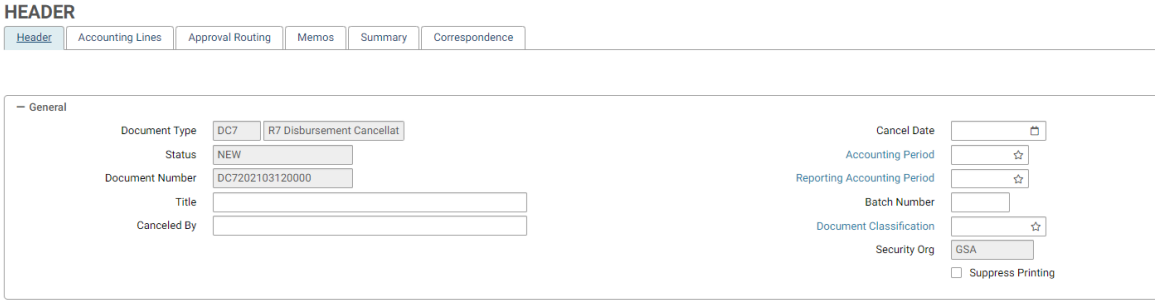


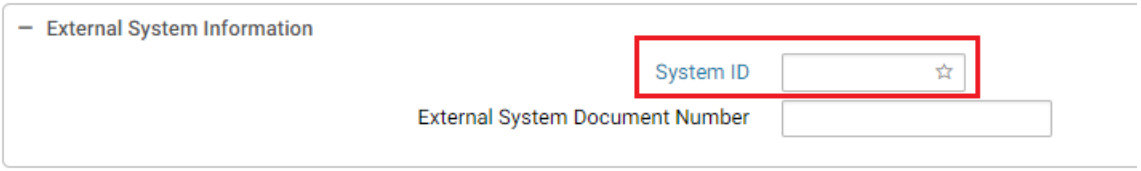
Figure 321: Disbursement Cancellation Header



5. **OPTIONAL**: Enter the user name creating the CX in the Cancelled by field.
6. **OPTIONAL:** Enter the System ID.

   NOTE: Since CX is not copied forward from another document as it can represent many documents in a disbursement run, the System ID is not copied forward.

Figure 322: External System Information



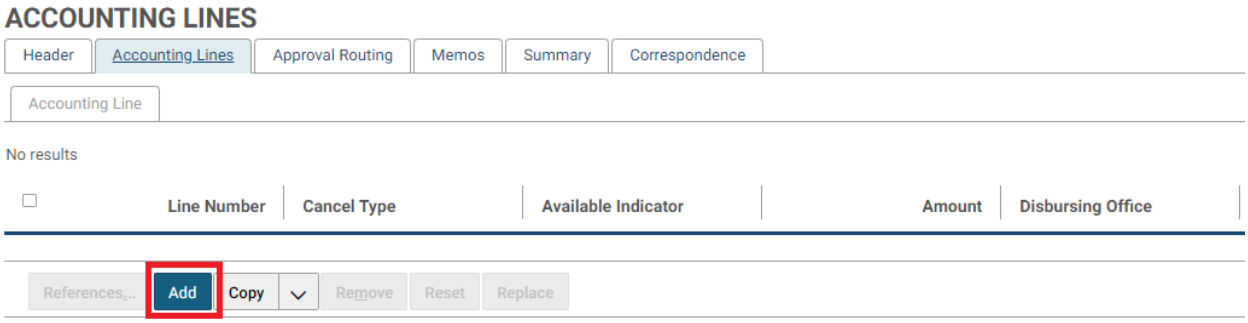
NOTE: The Cancel Date, Accounting Period, Reporting Accounting Period and Security org will be defaulted.

7. **OPTIONAL:** Enter a Description.

Figure 323: Enter Description

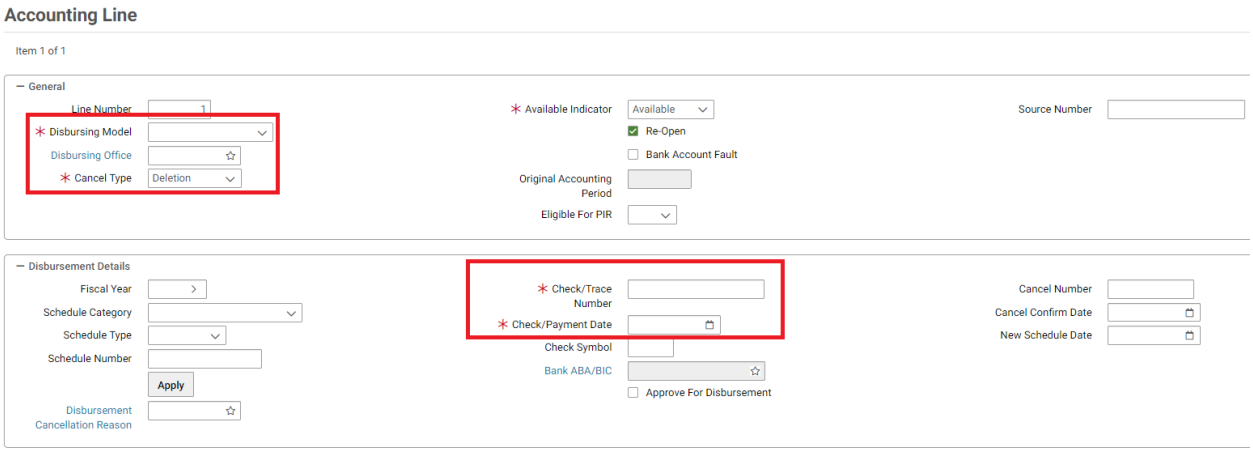
8. Select the Accounting Line tab.
9. Add an accounting line.

Figure 324: Accounting Lines



10. **REQUIRED:** Enter the **Disbursing Model, Disbursing Office, Check/Trace Number, Check/Payment Date,** and **Cancel Type.**

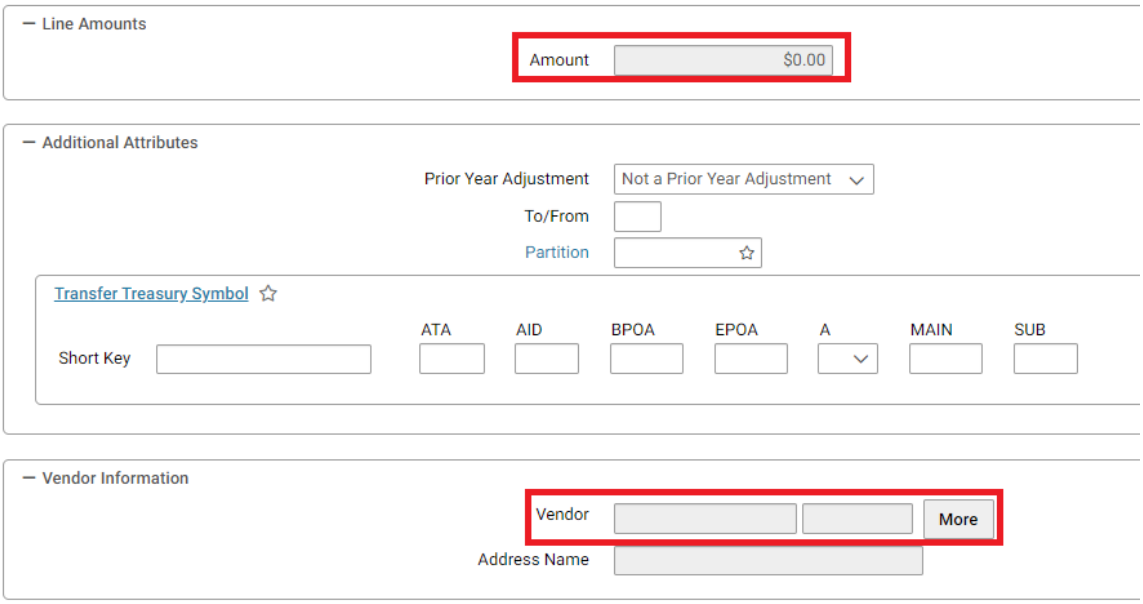
Figure 325: Accounting Line information



NOTE: The accounting line tab has a general section and a disbursement details section below. The following fields makeup the general section: line number, the required disbursing model, disbursing office, the required cancel type, the required available indicator, re-open flag, bank account fault flag, original accounting period, and eligible for PIR dropdown. The disbursement details section has some of the following fields: fiscal year, schedule category dropdown, schedule type dropdown, schedule number, the apply button, and cancel reason. To the right are more fields and these are the required check/trace number, the required check/payment date, check symbol, bank ABA/BIC, and an approve for disbursement flag.

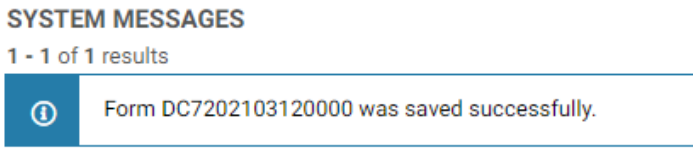
NOTE: The vendor payment(s) related to the disbursed check will be cancelled.

Figure 326: Vendor Information



11. Select the **Save** button.

Figure 327: Save message



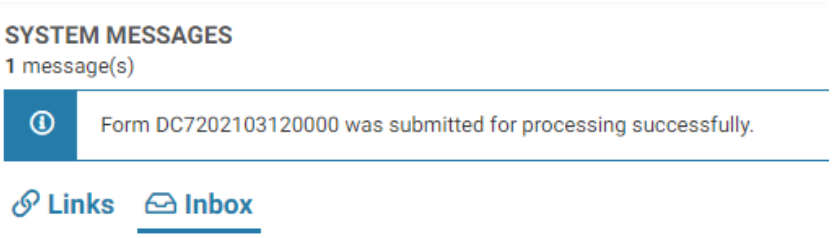
12. Select the **Verify** button.

    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. The messages in the screen above are informational only and do not need to be corrected.

    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.

13. Select the **Submit** button.

Figure 328: Submit message



For additional Disbursement Cancellation topics please refer to the Pegasys user guide.

4.15.5.2 Cancel Disbursement Cancellation (CX)

Disbursement Cancellation (CX) documents can only be cancelled by users with the appropriate security permissions. In a rare scenario when the customer reports a lost or missing check and a CX is created, but later the customer reports the receipt of the check, the CX can be cancelled.

The following steps describe how to cancel a CX document.

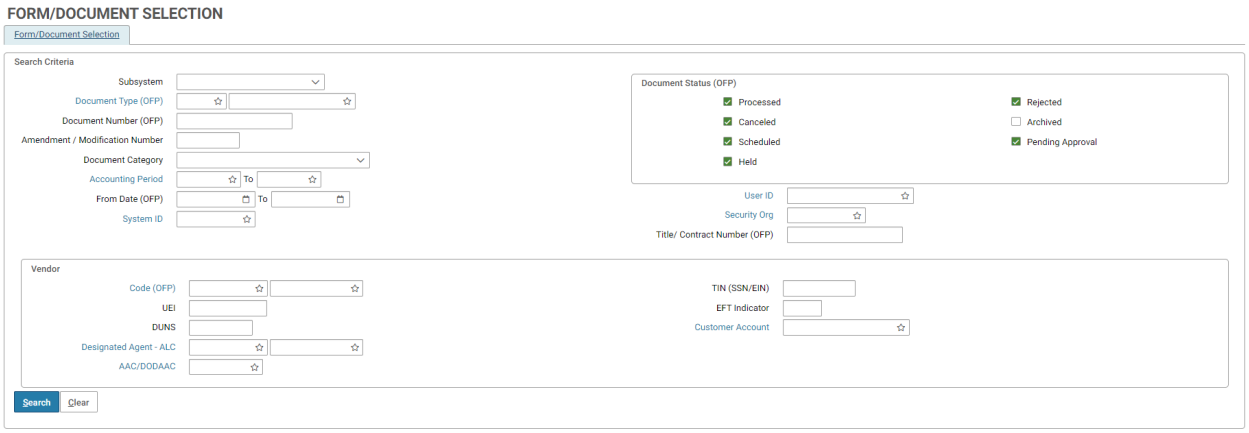
Steps to Cancel an Automated Disbursements Form - Disbursement Cancellation (CX):

1. Navigate to Form/Document Selection.

   Payments can also be cancelled via Transactions → Automated Disbursements → Cancel.

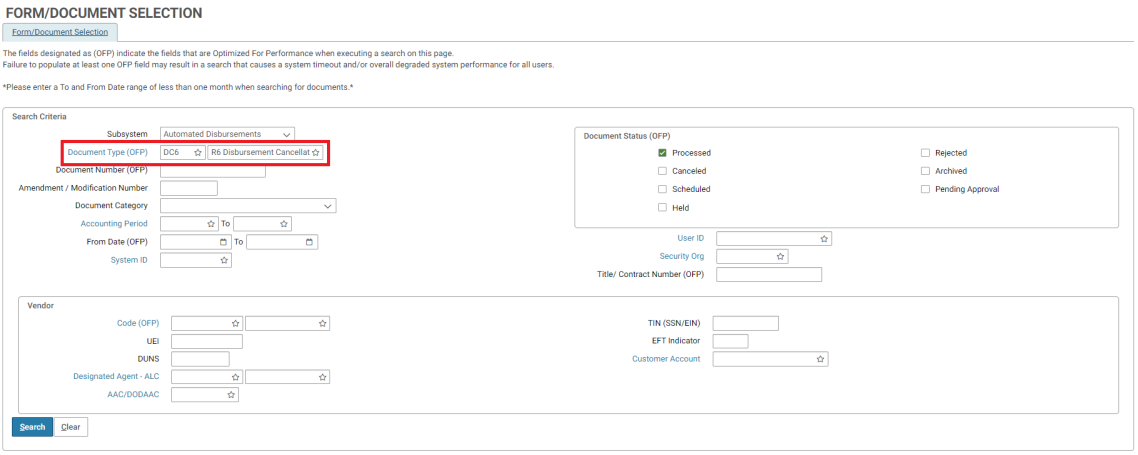
   The Form/Document Selection page is displayed.

Figure 329: Form/Document Selection page



2. Enter the appropriate search criteria to retrieve the CX such as **Document Number, Document Type**, and **Date range.**

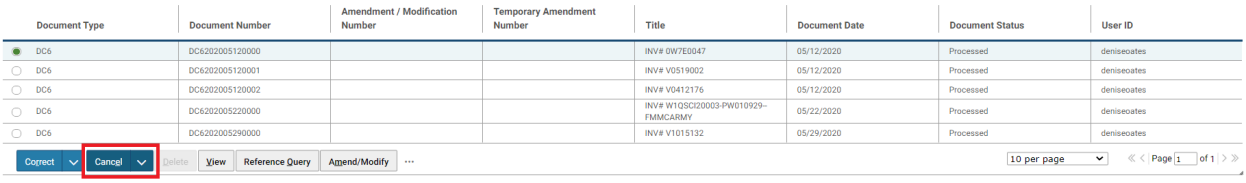
Figure 330: Search Criteria



NOTE: Query performance is improved with each additional search criteria entered. For example, rather than simply entering Document Number, enter a user ID, Date range and any additional detail that can be provided. Users should not execute "Blind" queries, meaning no search criterion is entered.

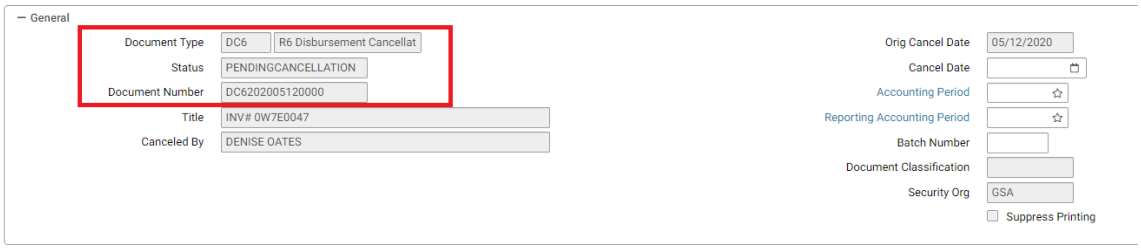
3. Select the **Search** button to execute the query.
4. Select the document record and select the **Cancel** button.

Figure 331: Cancel button



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

Figure 332: Pending Cancellation mode



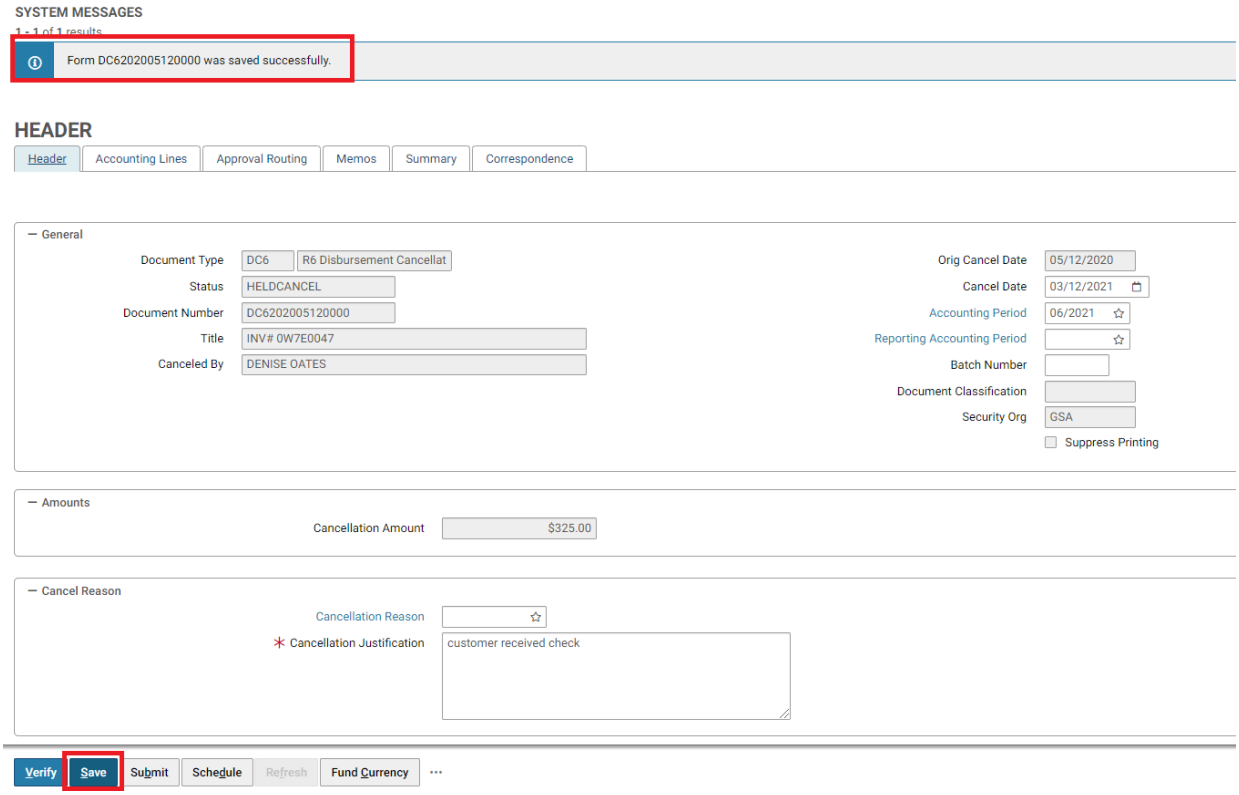
5. **REQUIRED:** Enter the **Cancel Reason** on the CX header.

Figure 333: Cancellation Reason

The Payment amount will be reduced to $0 automatically. No other updates should be needed.

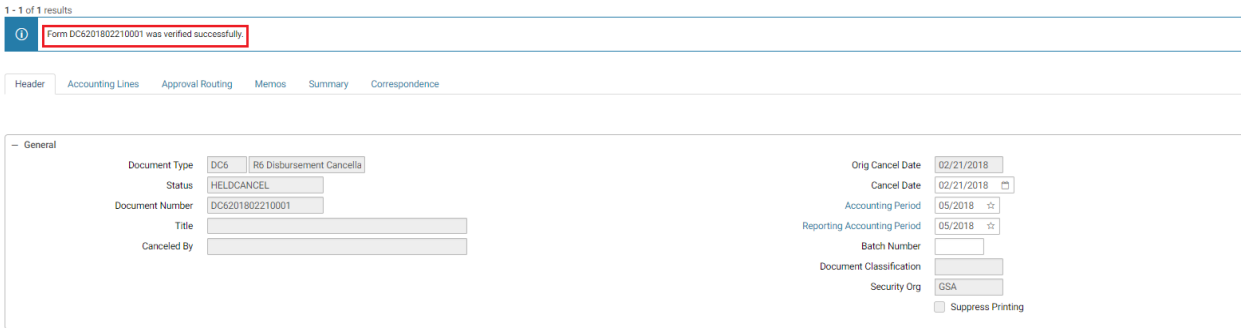
6. Select the **Save** button.

Figure 334: R6 Cancelation Save message



7. Select the **Verify** button.

Figure 335: Action was successful

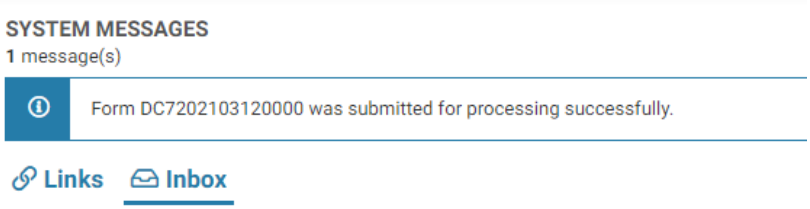


NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again. The messages in the screen above are informational only and do not need to be corrected.

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.

8. Select the **Submit** button.

Figure 336: R6 Cancelation Submit Message



9. Navigate to Form/Document Selection to verify the document has been cancelled.

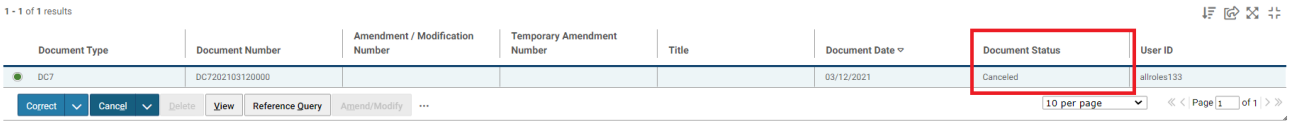



Figure 337: Document Status