

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



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6 of 10

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Guide Summary

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

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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

GENERAL DISPUTE INFORMATION

General Dispute Information | Disputed Items

Disputed Document

Document Type: FMN
 Doc Num: FMNF0210957-717
 Statement Number: F0210957

Status

* Dispute Status: Rejected
 Dispute Received/Created Date Time: 01/20/2021 15:21:30
 Under Review Date:
 Pending Final Action Date:
 Dispute Resolution Date:

Customer Information

Vendor Code: 14485R | 14485R
 Vendor Name: DOJ-US FISH & WILDLIFE
 Remove Dispute

Save | View Document | Correct Document | Amend Document | Add Customer Correspondence | Record Dispute | ...

- 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

Credit Card Information

Credit Card Number:
 Authorization Code:
 Authorization Amount: \$0.00
 Card Type:
 Transaction Source:

Expiration Date:
 Authorization Date:
 Authorization Only
 Bank Charge Indicator:

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.

- 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**.

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

Figure 3: Reject Dispute - Remove Dispute button

GENERAL DISPUTE INFORMATION

General Dispute Information | Disputed Items

Disputed Document

Document Type: FMN
 Doc Num: FMNF0210957-717
 Statement Number: F0210957

Status

* Dispute Status: Rejected
 Dispute Received/Created Date Time: 01/20/2021 15:21:30
 Under Review Date:
 Pending Final Action Date:
 Dispute Resolution Date:

Customer Information

Vendor Code: 14485R | 14485R
 Vendor Name: DOL US FISHER WILDLIFE
 Remove Dispute

Save | View Document | Correct Document | Amend Document | Add Customer Correspondence | Record Dispute | ...

- 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

Credit Card Information

Credit Card Number:
 Authorization Code:
 Authorization Amount: \$0.00
 Card Type:
 Transaction Source:
 Expiration Date:
 Authorization Date:
 Authorization Only
 Bank Charge Indicator:

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

Figure 5: User Defined Fields

User Defined Fields

Fedcode/Customer Fund Code: 00
 Product Code: FMRA170091
 Order Number: 12629617
 Customer Code:
 FAS PO Number: MMNJV332E1
 TD Code/Transaction Code: 07
 Visa 41.1 Table 3-8:
 MasterCard 41.1 Table 3-36: MGMT07X6S0609 6

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

- 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

GENERAL DISPUTE INFORMATION

General Dispute Information | Disputed Items

Disputed Document

Document Type: FMN
 Doc Num: FMNF0210957-717
 Statement Number: F0210957

Status

* Dispute Status: **Accepted** (dropdown menu)
 Dispute Received/Created Date Time: 01/20/2021 15:21:30
 Under Review Date:
 Pending Final Action Date:
 Dispute Resolution Date:

Customer Information

Vendor Code: 14485R | 14485R
 Vendor Name: DOL US FISH & WILDLIFE S

Remove Dispute (button)

Save | View Document | Correct Document | Amend Document | Add Customer Correspondence | Record Dispute | ...

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

Line Amounts

Calculate From Detail Records

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

Figure 8: Detail Billing Record

General

Record Identifier: MOM02FP00059MPTYW0

Source Record ID: []

System Created DBR

Record Status: Update

Quantity: 1.000000

Unit Price Amount: \$0.00

Unit: EA

* Amount: \$0.00

Discount Amount: \$0.00

Surcharge Amount: \$0.00

* Record Date: 01/20/2021

* Charge Period: 04/2021

Billing Description: []

Agency: []

Bureau: []

Agency Location Code: 14160006

Customer Identification Code: []

Customer Identification Code #2: []

Period of Performance

Start Date: 01/20/2021

End Date: 01/20/2021

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

GENERAL DISPUTE INFORMATION

General Dispute Information | Disputed Items

Disputed Document

Document Type: FMN

Doc Num: FMNF0210957-717

Statement Number: F0210957

Status

* Dispute Status: Accepted

Dispute Received/Created Date Time: 01/20/2021 15:21:30

Under Review Date: []

Pending Final Action Date: []

Dispute Resolution Date: []

Customer Information

Vendor Code: 14485R | 14485R

Vendor Name: DOL US FISH & WILDLIFE

Save | View Document | Correct Document | Amend Document | Add Customer Correspondence | Record Dispute | ...

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

The screenshot shows a web form titled "GENERAL DISPUTE INFORMATION". It has two tabs: "General Dispute Information" (selected) and "Disputed Items". The form is divided into three main sections:

- Disputed Document:** Contains fields for Document Type (FMN), Doc Num (FMNF0210957-717), and Statement Number (F0210957).
- Status:** Contains a dropdown menu for "Dispute Status" (set to "Rejected"), "Dispute Received/Created Date Time" (01/20/2021 15:21:30), "Under Review Date", "Pending Final Action Date", and "Dispute Resolution Date" (03/09/2021).
- Customer Information:** Contains fields for Vendor Code (14485R), Vendor Name (DOI, US FISH & WILDLIFE), and Designated Agent.

At the bottom of the form, there is a row of buttons: "Save", "View Document", "Correct Document", "Amend Document", "Add Customer Correspondence", "Record Dispute", and "Remove Dispute". The "Remove Dispute" button is highlighted with a red rectangular box.

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

HEADER

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

— General

Document Type	AMN RWA/HOTD Non-IPAC BD 1	Original Document Date	01/13/2021
Status	CORRECT	Document Date	<input type="text"/>
Document Number	AMNX0098701-237	Accounting Period	<input type="text"/>
Statement Number	X0098701 <input type="button" value="Generate"/>	Reporting Accounting Period	<input type="text"/>
Title	<input type="text"/>	Batch Number	<input type="text"/>
Billed By	<input type="text"/>	Document Classification	<input type="text"/>
Post Code	<input type="text"/>	Security Org	GSA
Agency UEI	<input type="text"/>	Business Line	RWAHOTD
Agency DUNS Number	<input type="text"/>		
Agency EFT Indicator	<input type="text"/>		
<input type="checkbox"/> Bill Generated Flag			
Bill Generated Date	<input type="text"/>		

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.
 - o Apply credits to customer's outstanding bills.
 - o Refunding credits to customers.
 - o Transferring non-refundable credits to Treasury.
- G-Invoicing/IPAC Credits.
 - o Create G-Invoicing/IPAC Refund Payments.
- Credits for External Customers
 - o 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.
 - o 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
 - o 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

<input type="checkbox"/>	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
<input type="checkbox"/>	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

Billing Query
Billing Detail

Address Name Non-Federal Summary Code

Bill Totals

Initial Amount \$100.00

Discount Amount \$0.00

Surcharge Amount \$0.00

Principal Amount \$100.00

Interest Amount \$0.00

Admin Charges Amount \$0.00

Penalty Amount \$0.00

Bill Total Amount \$100.00

— Credit Totals

Principal Credit Closed Amount \$0.00

Principal Credit Outstanding Amount \$0.00

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

Billing Query
Billing Detail

— General

Document Type RMN

Document Number RMNAAC00132-131

Statement Number AAC00132

Title

Billing Reference Number RMNBILRMNAAC00132-131

Document Date 12/14/2020

Collection Due Date 01/13/2021

Bill Generated Flag

Bill Generated Date 12/14/2020

Security Organization GSA

External System

Document Number

Business Line RENT

System Generated Bill Reduction Amount \$0.00

Waiver Flags

Waive Admin Charges

Waive Penalty

Waive Interest on Principal

Waive Interest on Interest

Waive Interest on Admin Charges

Waive Interest on Penalty

Vendor

Vendor NF0000000 00001 More

Address Name Non-Federal Summary Code

View Document Amend Document View Case History Refresh Bill

- Select the **Billing Detail** tab.

The Billing Query Bill Detail tab is displayed.

Figure 17: Billing Query Detail tab

- 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

<input type="checkbox"/>	Billing Reference Number	Document Type	Document Number	Line Number	Line Type	Line Amount	State Of Line	Billing Status	Bill Type/Type of Transfer	Debt Appeal/Foreber	Rebill
<input type="checkbox"/>	AMNBILAMNX0095011	AMN	AMNX0099382-011	1	Credit	(\$6.38)	closed	Billed	Standard	False	False
<input checked="" type="checkbox"/>	AMNBILAMNX0095011	AMN	AMNX0099382-011	2	Credit	(\$9.51)	open	Billed	Standard	False	False

Credit Application Additional Actions ▾

- 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

The screenshot shows the 'Billing Document Line' page with the following details:

- Line Number: 1
- Line Type: Credit (highlighted with a red box)
- Receivable Type: RTNA
- Source Number: AMD00563
- Related Statement Number: 18196108

Totals section:

Initial Amount	\$0.00
Discount Amount	\$0.00
Surcharge Amount	\$0.00
Principal Amount	\$0.00

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

Figure 21: View Document button

This screenshot is identical to Figure 20 but includes a row of action buttons at the bottom:

- View Document** (highlighted with a red box)
- Amend Document
- View Case History
- Refresh Bill

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

Figure 22: Header View Mode

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

— General

<input type="button" value="Make Recurring"/>	Orig Document Date	08/21/2018
Document Type: <input type="button" value="RMN"/> <input type="button" value="Rent Non-IPAC BD Manual"/>	Last Document Date	09/13/2018
Status: <input type="button" value="PROCESSED"/>	Accounting Period	12/2018
Document Number: <input type="button" value="RMNAA236289-001"/>	Reporting Accounting Period	12/2018
Statement Number: <input type="button" value="AA236289"/>	Last Batch Number	<input type="button" value=""/>
Title: <input type="button" value="RDI17319059-001"/>	Document Classification	<input type="button" value=""/>
Billed By: <input type="button" value=""/>	Security Org	GSA
Post Code: <input type="button" value=""/>	Last Modification Number	0
Number of Lines: <input type="button" value="16"/>	Business Line	RENT
Closed Lines: <input type="button" value="16"/>		
Agency UEI: <input type="button" value=""/>		
Agency DUNS Number: <input type="button" value="130944668"/>		
Agency EFT Indicator: <input type="button" value=""/>		
<input checked="" type="checkbox"/> Bill Generated Flag		
Bill Generated Date: <input type="button" value="09/13/2018"/>		

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

Search - Billing Statement Query

<p>Search Criteria</p> <p>Statement Number <input type="text"/></p> <p>Security Organization <input type="text"/> ☆</p> <p>Statement Vendor</p> <p>Code <input type="text"/> ☆ <input type="text"/> ☆</p> <p>Customer ALC <input type="text"/> ☆</p> <p>Bill Type <input type="button" value="v"/></p> <p>Print Option <input type="button" value="v"/></p> <p>Statement Generated Flag <input type="button" value="v"/></p> <p>Disbursing Office <input type="text"/> ☆</p> <p>ALC <input type="text"/> ☆</p> <p>Business Line <input type="text"/> ☆</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/></p>	<p>Centralized Collections Services</p> <p>16 Digit Credit Card Number <input type="text"/></p> <p>Bank Charge Indicator <input type="button" value="v"/></p> <p>Statement Print Date <input type="text"/> ☞ To <input type="text"/> ☞</p> <p>Collection Due Date <input type="text"/> ☞ To <input type="text"/> ☞</p> <p>Last Statement Print Date <input type="text"/> ☞ To <input type="text"/> ☞</p>
--	--

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

Search - Billing Statement Query

Search Criteria

Statement Number

Security Organization

Statement Vendor

Code

Customer ALC

Bill Type

Print Option

Statement Generated Flag

Disbursing Office

ALC

Business Line

Centralized Collections Services

16 Digit Credit Card Number

Bank Charge Indicator

Statement Print Date To

Collection Due Date To

Last Statement Print Date To

The results are returned in the Item Collection.

Figure 25: Billing Statement Query - Item Collection

1 - 1 of 1 results

Statement Number	Primary Vendor	Primary Vendor Address	Bill Type	Print Option	Business Line	Credit Card Number	Bank Charge Indicator	Disbursing Office	ALC	Customer ALC	Statement Generated Flag	Statement Print Date
F0145952	57788E	57788EF	Standard	Yes	FLEET			GS127	47000016		Yes	07/21/2017

10 per page Page 1 of 1

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

Figure 26: Billing Statement Query - Action buttons

1 - 1 of 1 results

Statement Number	Primary Vendor	Primary Vendor Address	Bill Type	Print Option	Business Line	Credit Card Number	Bank Charge Indicator	Disbursing Office	ALC	Customer ALC	Statement Generated Flag	Statement Print Date
F0145952	57788E	57788EF	Standard	Yes	FLEET			GS127	47000016		Yes	07/21/2017

10 per page Page 1 of 1

4. Select a detail record and select Details.

Figure 27: Billing Statement Query - Details button

1 - 1 of 1 results

Statement Number	Primary Vendor	Primary Vendor Address	Bill Type	Print Option	Business Line	Credit Card Number	Bank Charge Indicator	Disbursing Office	ALC	Customer ALC	Statement Generated Flag	Statement Print Date
F0145952	57788E	57788EF	Standard	Yes	FLEET			GS127	47000016		Yes	07/21/2017

10 per page Page 1 of 1

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

The screenshot shows the 'Statement Balances' tab with various input fields. The 'Statement Vendor' section includes fields for Code (5778BE, 5778BEF), Name (HQ-AFOTEC/RMRF), and Customer ALC. The 'Centralized Collections Services' section includes Credit Card Number and Bank Charge Indicator. The 'Billed Amount' section lists various amounts: Initial Amount (\$245.71), Discount Amount (\$0.00), Surcharge Amount (\$0.00), Principal Amount (\$245.71), Interest Amount (\$0.00), Admin Charges Amount (\$0.00), and Penalty Amount (\$0.00). The 'Credit Amount' section lists: Initial Amount (\$0.00), Discount Amount (\$0.00), Surcharge Amount (\$0.00), Principal Amount (\$0.00), and Credit Total Amount (\$0.00). The 'Attachments' section at the bottom shows a button for 'Credit Application Worksheet'.

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

Figure 29: Credit Application Worksheet button

This screenshot is identical to Figure 28, showing the same form fields and layout. The 'Credit Application Worksheet' button in the 'Attachments' section at the bottom is highlighted with a red box.

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

[New Billing Document](#)

* Document Type ☆

Document Number Format Prefix ☆

Statement Number

Security Org ☆

* Document Number

Title

Copy Document None
 Copy From
 Copy Forward

File No file chosen

[Go to top of Main Content](#)

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

The screenshot shows a web form titled "New Billing Document". The form contains several input fields and buttons:

- Document Type:** A dropdown menu with "RMN" selected and a star icon. A red box highlights this field.
- Document Number Format Prefix:** An empty text input field with a star icon.
- Statement Number:** A text input field containing "AAC00310" and a "Generate" button. A red box highlights this field.
- Security Org:** An empty text input field with a star icon.
- Document Number:** A text input field containing "RMN-008" and a "Generate" button. A red box highlights this field.
- Title:** An empty text input field.
- Copy Document:** A group of radio buttons with options: "None" (selected), "Copy From", and "Copy Forward".
- File:** A "Choose File" button and the text "No file chosen".

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

< Back Finish Cancel

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.

- 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

Copy Document None
 Copy From
 Copy Forward

File No file chosen

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

Figure 33: New Billing Document

[New Billing Document](#)

* Document Type

Document Number Format Prefix

Statement Number

Security Org

Document Number

Title

Copy Document None
 Copy From
 Copy Forward

File No file chosen

[Go to top of Main Content](#)

- 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

Copy From

Search Criteria

Document Type: Rent Non-IPAC BD Manua ☆

Document Number:

Document Status:

User ID:

Title:

Accounting Period:

Accounting Period:

From Date:

To Date:

Vendor:

Copy Lines

Copy all lines
 Choose which lines to copy
 Copy no lines

+ Additional Criteria

+ Accounting Dimensions

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
<input checked="" type="radio"/> BD	RMN	RMNAAC00242-096	01/08/2021	00001			Processed	ALLROLES_PURCHASING
<input type="radio"/> BD	RMN	RMNAAC00243-099	01/08/2021	00001			Processed	ALLROLES_ACCTS_REC
<input type="radio"/> BD	RMN	RMNAAC00244-101	01/08/2021				Processed	ALLROLES_ACCTS_REC
<input type="radio"/> BD	RMN	RMNAAC00249-118	01/08/2021				Processed	ALLROLES_ACCTS_REC
<input type="radio"/> BD	RMN	RMNAAC00250-119	01/08/2021				Processed	ALLROLES_ACCTS_REC
<input type="radio"/> BD	RMN	RMNAAC00255-131	01/08/2021				Processed	ALLROLES_ACCTS_REC
<input type="radio"/> BD	RMN	RMNAAC00260-178	01/10/2021				Processed	ALLROLES_ACCTS_REC
<input type="radio"/> BD	RMN	RMNAAC00264-187	01/10/2021				Processed	ALLROLES_ACCTS_REC
<input type="radio"/> BD	RMN	RMNAAC00268-021	01/12/2021				Processed	ALLROLES_ACCTS_REC
<input type="radio"/> 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

Header Accounting Lines Office Addresses Approval Routing Memos Summary

Expand All Collapse All

— General

Document Type: Rent Non-IPAC BD Manua

Status:

Document Number:

Statement Number:

Title:

Billed By:

Post Code:

Agency UEI:

Agency DUNS Number:

Agency EFT Indicator:

Document Date:

Accounting Period:

Reporting Accounting Period:

Batch Number:

Document Classification:

Security Org:

Business Line:

— Vendor Information

Vendor:

Address Name:

Designated Agent

Vendor:

Address Name:

— Bill Amounts

 ...

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

The screenshot shows two sections of a software interface. The left section is titled "Vendor Information" and contains a "Vendor" field with a red asterisk, a dropdown menu showing "14485R", and a "More" button. Below it is an "Address Name" field with the text "DOI, US FISH & WILDLIFE SERVICE". The right section is titled "Designated Agent" and is highlighted with a red border. It contains a "Vendor" field with a dropdown menu, a "More" button, and a "Default" button. Below it is an "Address Name" field.

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

Interagency Transfer

Interagency Transfer

Bill Type/Type of Transfer: G-INV/IPAC

Customer Agency Location Code: [star icon]

Customer Voucher Number: [text box]

Transfer Schedule Number: [text box]

Transfer Voucher Number: [text box]

Transfer Authorized By: [text box]

Use Statement Number For IPAC

IPAC DBE Detail: Yes

Figure 39: Inter-Agency Transfer (continued)

Interagency Transfer

Interagency Transfer

Bill Type/Type of Transfer: G-INV/IPAC

Customer Agency Location Code: [star icon]

Customer Voucher Number: [text box]

Transfer Schedule Number: [text box]

Transfer Voucher Number: [text box]

Transfer Authorized By: [text box]

Use Statement Number For IPAC

IPAC DBE Detail: Yes

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

Figure 40: Add new Accounting Line

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

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

1 - 1 of 1 results

Line Number	Line Type	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm	Proj Cd	Acty	SOC	Rev Src	Bldg #	Sys
1	Normal	\$200.00	01	REGRESSIONTESTBAARRENT	2021		192X	11	P1126001	PG00		PG000		4305	DC0035ZZ	
Total Header Funded Amou		\$200.00														

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

10 per page Page 1 of 1

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

The screenshot shows the 'Accounting Line' page with the following elements:

- Navigation Tabs:** Accounting Line (selected), Charge Lines, Associated Spending, Detail Billing Record Search, Modified Detail Billing Records.
- Item Label:** Item 2 of 2: 1 2
- Buttons:** Expand All, Collapse All.
- General Section:**
 - Line Number: 2
 - Line Type: Normal
 - Billing Status: Unbilled
 - Transaction Type: ☆
 - Exclude from Offset:
 - Internal:
 - External:
 - Bill Print: Suppress
 - Dunning Print:
 - Period of Performance:
 - * Start Date: []
 - * End Date: []
- Receivable Type Section:**
 - Receivable Type: RTNA
 - Record Type: PR
 - Overpayment Cause: ☆
 - IPA Deferred Date: []
 - Original Accounting Period: ☆
 - * Source Number: []
 - * Related Statement Number: []
- Overdue Charges Section:**
 - Administrative Charge Type: ☆
 - Penalty Type: ☆
 - Interest Type: ☆
 - Interest Rate: []
 - Interest Assessment Model: Fixed
- Bottom Buttons:** Verify, Save, Submit, Schedule, Refresh, Fund Currency, ...

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**.

- General (**NOTE:** Ensure that Line Type = Credit, Line Type = 02, Initial Line Amount = negative value)
- Period Of Performance
- Line Amounts
- Interagency Transfer
- Funding Authorization Source
- 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.

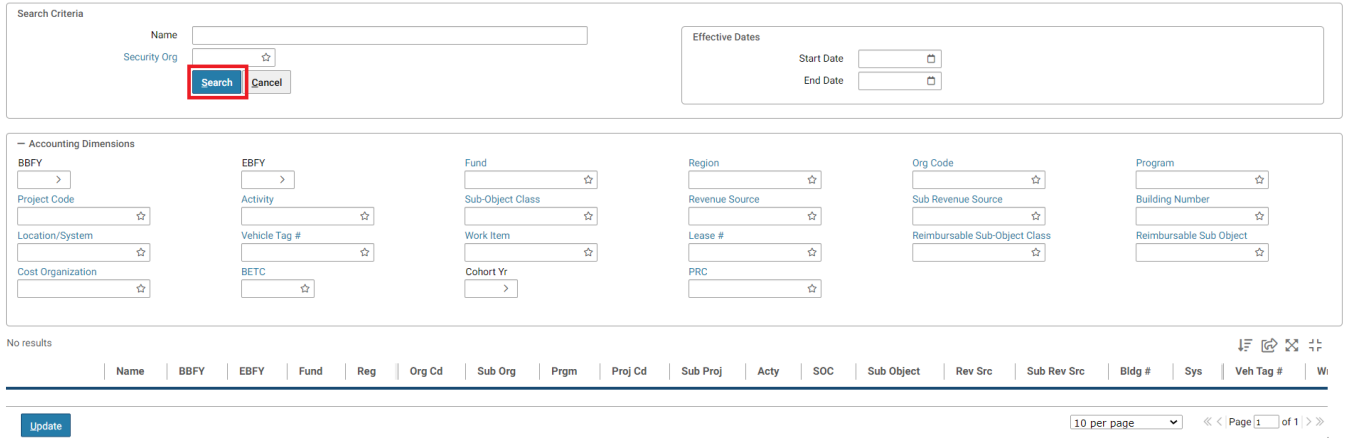
18. To search for the Accounting Template, select the **Template** link.

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

1 - 1 of 1 results

Name	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Acty	SOC	Sub Object	Rev Src	Sub Rev Src	Bldg #	Sys	Veh Tag #	Wrk Itm	Lease #	Reimb Sub Obj	Canc BBFY	Canc EBFY	Canc Fund	Cost Org	St Cr Or
Select ★ 2021-P-01-192-P0125200-PG51	2021		192X	01	P0125200		PG51																		

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

Line Number	Line Type	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm	Proj Cd	Acty	SOC	Rev Src	Bldg #	Sys
1	Normal	\$200.00	01	REGRESSIONTESTBAARRENT	2021		192X	11	P1126001	PG00		PG000		4305	DC0035ZZ	
2	Normal	\$0.00		2021-P-01-192-P0125200-PG51	2021		192X	01	P0125200	PG51					NWA61050WA0123KA	
Total Header Funded Amou		\$200.00														

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

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

Search Criteria

Record Identifier Amount To
 Record Date Quantity To
 Last Modified By ☆
 Charge Period ☆

- General Detail Billing Elements

Credit/Adjustment Indicator ☆ Assignment Agency
 Interfund Indicator

+ Detail Billing Elements

No results

<input type="checkbox"/>	Record Identifier	Selected For IPAC	Chargeback End Date	Pending Chargeback Amount	External Surcharge Flag	Surcharge Indicator	Signal Code	Description	Non-Cancelable OA Designation	Sys	Unit Cost Price Amount	Extended Cost Amount	Transaction Date	Requisition Number/Suffix	Original Date	Daily/Monthly Rate Amount
--------------------------	-------------------	-------------------	---------------------	---------------------------	-------------------------	---------------------	-------------	-------------	-------------------------------	-----	------------------------	----------------------	------------------	---------------------------	---------------	---------------------------

Add Edit Copy View Dissociate Record Dispute Records ... 10 per page << Page 1 of 1 >>

Verify Save Submit Schedule Refresh Fund Currency ...

24. Select the **Add** button.

Figure 52: Detail Billing Record - Add Button

+ Detail Billing Elements

No results

<input type="checkbox"/>	Record Identifier	Selected For IPAC	Chargeback End Date	Pending Chargeback Amount	External Surcharge Flag	Surcharge Indicator	Signal Code	Description	Non-Cancelable OA Designation	Sys	Unit Cost Price Amount	Extended Cost Amount	Transaction Date	Requisition Number/Suffix	Original Date	Daily/Monthly Rate Amount
--------------------------	-------------------	-------------------	---------------------	---------------------------	-------------------------	---------------------	-------------	-------------	-------------------------------	-----	------------------------	----------------------	------------------	---------------------------	---------------	---------------------------

Add Edit Copy View Dissociate Record Dispute Records ... 10 per page << Page 1 of 1 >>

The Modified Detail Billing Records page is displayed.

NOTE: The Record Status will default to New.

Figure 53: Modified Detail Billing Record

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

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

Modified Detail Billing Record

Item 1 of 1

- General

Record Identifier Agency
 Source Record ID Bureau
 System Created DBR Agency Location Code
Record Status New Customer Identification Code
 Quantity 0.000000 Customer Identification Code #2
 Unit Price Amount \$0.00
 Unit ☆
 Amount \$0.00
 Discount Amount \$0.00
 Surcharge Amount \$0.00
 * Record Date ☆
 Charge Period ☆
 Billing Description

Period of Performance

Start Date
 End Date

Verify Save Submit Schedule Refresh Fund Currency ...

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

Record Identifier	Record Status	Amount	Record Date	Selected For IPAC	Pending Chargeback Amount	Interfund Indicator	Credit/Adjustment Indicator	Non-Cancelable OA Designation	External Surcharge Flag	Billing Method	Surcharge Indicator	Signal Code	Daily/Monthly Rate Amount	Unit Cost Price Amount	Extended Cost Amount	DBI Per Dat
✓	New	\$100.00	03/11/2021		\$0.00		C						\$0.00	\$0.00	\$0.00	

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

Office Type	Office	Address	Primary Point of Contact
Delivery	NLFDRI FRANK Franklin D. Roosevelt Library	4079 Albany Post road Hyde Park, NY 12538	Frank Gaetano Phone: 845-486-7744 Fax: 845-486-1147 Email: frank.gaetano@nara.gov

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

ADDITIONAL CONTACTS

Office Address **Additional Contacts**

Office Contact

No results

Contact	Title	Phone	Fax	Email
<p>Add Copy Remove</p> <p>10 per page << Page 1 of 1 >></p> <p>Go to top of Main Content</p>				

35. Select the Save button.

Figure 61: Manual Billing Document - Save message

SYSTEM MESSAGES
1 - 1 of 1 results

Form RMN-008 was saved successfully.

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

OFFICE ADDRESS

Office Address Additional Contacts

Item 2 of 2 : 1 2

Expand All Collapse All

General

Default Mailing Address Update Address Clear Address

Office Type Remit To

Code NLFDR1 FRANK

AAC/DODAAC

Standardized Format Yes

Address Name Franklin D. Roosevelt Libr.

Address Line 1 4079 Albany Post road

City Hyde Park

Action Location Instructions

Verify Save Submit Schedule Refresh Fund Currency ...

36. Select the Verify button.

Figure 62: Manual Billing Document - Verify message

Form RMN 009 was verified successfully.

Header Accounting Lines Office Addresses Approval Routing Memos Summary

ACCOUNTING LINE

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

Item 1 of 1

Expand All Collapse All

General

Line Number 1

Line Type Normal

Billing Status Unbilled

Transaction Type 01

Exclude from Offset Internal External

Receivable Type RTNA Default

Record Type PR

Overpayment Cause

IPA Deferred Date

Original Accounting Period 06/2021

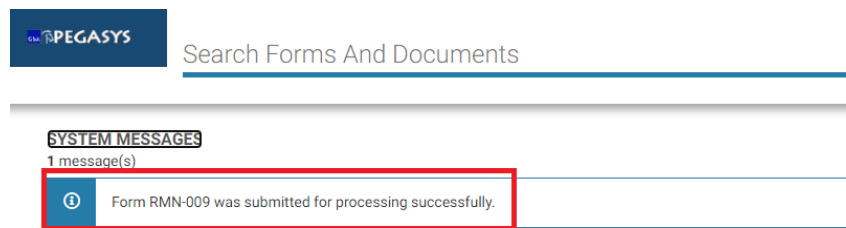
Verify Save Submit Schedule Refresh Fund Currency ...

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

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

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

The screenshot shows the 'New Internal Voucher' page with the following elements:

- Document Type:** A dropdown menu with a star icon and a 'Generate' button.
- Document Number Format Prefix:** A text input field with a star icon.
- Statement Number:** A text input field with a 'Generate' button.
- Security Org:** A dropdown menu with a star icon.
- Document Number:** A text input field with a 'Generate' button.
- Title:** A text input field.
- Copy Document:** Radio buttons for 'None' (selected), 'Copy From', and 'Copy Forward'.
- File:** A file upload button labeled 'Choose File' and the text 'No file chosen'.
- Navigation:** A link 'Go to top of Main Content' and a footer bar with '< Back', 'Finish', and 'Cancel' buttons.

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

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

Figure 65: New Internal Voucher information

[New Internal Voucher](#)

* Document Type

Document Number Format Prefix

Statement Number

Security Org

* Document Number

Title

Copy Document None
 Copy From
 Copy Forward

File No file chosen

[Go to top of Main Content](#)

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

The screenshot shows a web form titled "NEW INTERNAL VOUCHER" with a sub-tab "New Internal Voucher". The form contains the following fields and controls:

- * Document Type:** A dropdown menu with "LMV" selected and "Fleet Leasing NV Manual" as a tooltip.
- Document Number Format Prefix:** A text input field with a star icon.
- Statement Number:** A text input field containing "N0000072" and a "Generate" button.
- Security Org:** A text input field with a star icon.
- Document Number:** A text input field containing "LMVN0000072-000" and a "Generate" button.
- Title:** A large empty text input field.
- Copy Document:** Radio buttons for "None" (selected), "Copy From", and "Copy Forward".
- File:** A "Choose File" button and "No file chosen" text.

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

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

Reference Document

Type ★ Number ★ Item ☆ Accounting ☆

Final Misc Liquidate Items

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

Advance Reference Document

Type ★ Number ★ Accounting ☆

[View](#)

Agreement

Agreement Number ★ Agreement Line Number

Vendor

Vendor ★ ★ [More](#)

Name

- Buyer Description

Description

- Seller

Line Type ▼

Transaction Type ☆

SF-224 Reclassification

Additional Attributes

Prior Year Adjustment ▼

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.

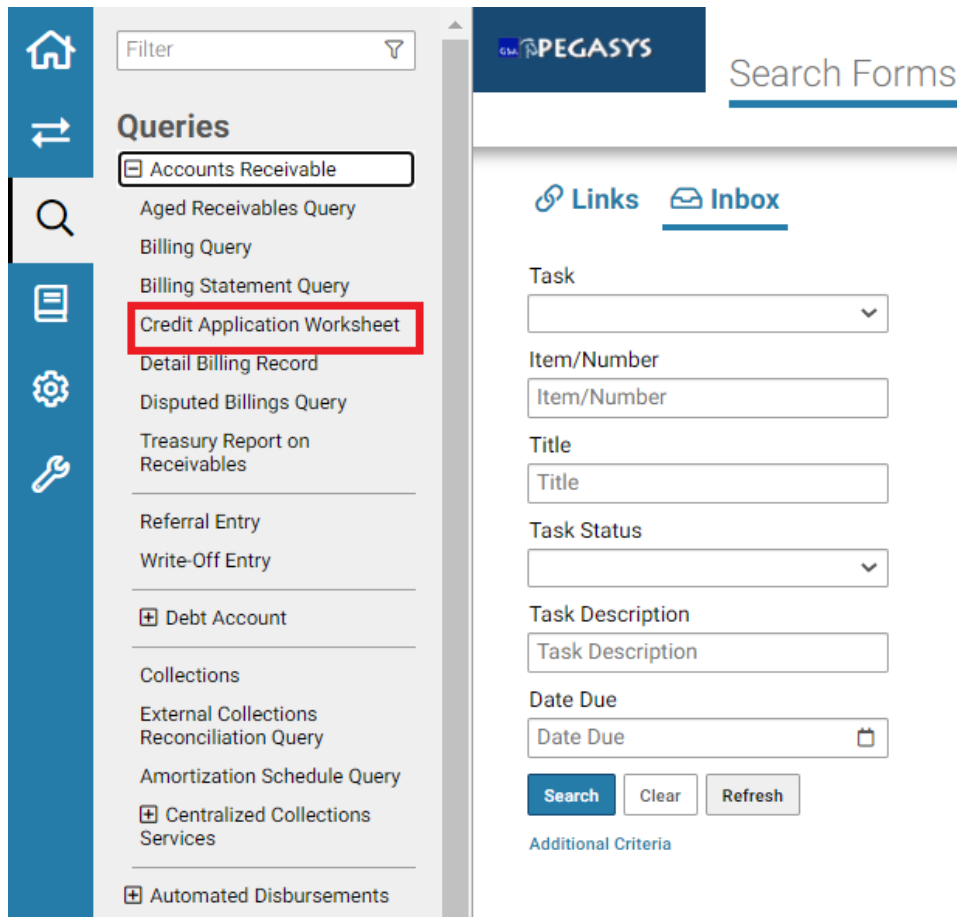
The Credit Application Worksheet facilitates searching for and applying Credit line bills against outstanding normal line bills, refunding credits, and transferring non-refundable credits to Treasury. Users can query both outstanding credits and outstanding bills from the Credit Application Worksheet. 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.

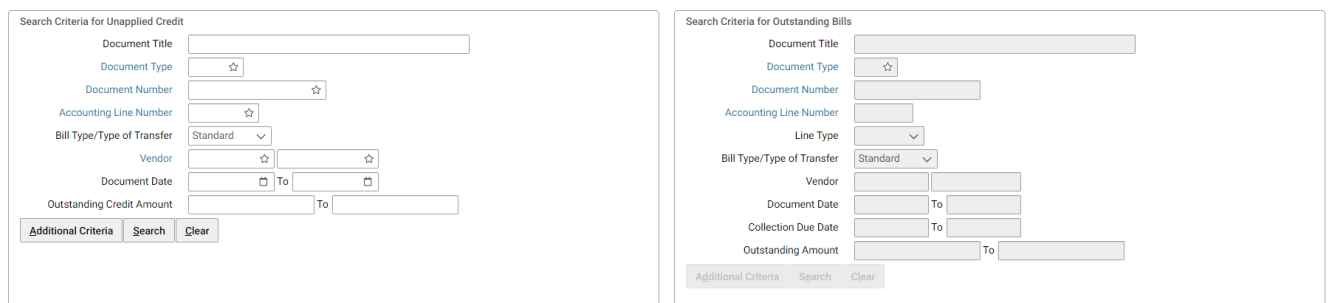
Figure 75: Navigate to Credit Application Worksheet



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

Figure 76: Credit Application Worksheet - Double Query

Credit Application Worksheet



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

The screenshot shows a form titled "Search Criteria for Unapplied Credit". The fields are as follows:

- Document Title: Text input field.
- Document Type: Dropdown menu with a star icon.
- Document Number: Text input field with a star icon.
- Accounting Line Number: Text input field with a star icon.
- Bill Type/Type of Transfer: Dropdown menu showing "Standard".
- Vendor: Two text input fields, each with a star icon.
- Document Date: Two date pickers with "To" between them.
- Outstanding Credit Amount: Two text input fields with "To" between them.

 At the bottom, there are three buttons: "Additional Criteria", "Search", and "Clear".

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

The screenshot shows a form titled "Search Criteria for Outstanding Bills". The fields are as follows:

- Document Title: Text input field.
- Document Type: Dropdown menu with a star icon.
- Document Number: Text input field.
- Accounting Line Number: Text input field.
- Line Type: Dropdown menu.
- Bill Type/Type of Transfer: Dropdown menu showing "Standard".
- Vendor: Two text input fields.
- Document Date: Two date pickers with "To" between them.
- Collection Due Date: Two date pickers with "To" between them.
- Outstanding Amount: Two text input fields with "To" between them.

 At the bottom, there are three buttons: "Additional Criteria", "Search", and "Clear".

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 screenshot displays three tables from the Credit Application Worksheet interface:

- UNAPPLIED CREDIT:** A table with 10 columns: Applied Line Amount, Doc Type, Doc Num, Actg Ln #, Document Date, Statement Number, Currency, Line Amount, and Close Amount. It lists 10 entries with various document numbers and amounts.
- OUTSTANDING BILLS:** A table with 11 columns: Applied Line Amount, Doc Type, Doc Num, Actg Ln #, Document Date, Collection Due Date, Statement Number, Vendor Code, Address Code, and Ct. It lists 11 entries, with the first entry selected (checked).
- APPLIED CREDIT:** A table with 13 columns: Document Type, Doc Num, Actg Ln #, Document Date, Collection Due Date, Statement Number, Vendor Code, Address Code, Line Type, Currency, Applied Line Amount, Line Amount, Closed Amount, and Outstr A. It shows one entry where a credit has been applied to a bill.

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

Credit Application Worksheet

Search Criteria for Unapplied Credit

Document Title

Document Type

Document Number

Accounting Line Number

Bill Type/Type of Transfer

Vendor

Document Date

Outstanding Credit Amount

Search Criteria for Outstanding Bills

Document Title

Document Type

Document Number

Accounting Line Number

Line Type

Bill Type/Type of Transfer

Vendor

Document Date

Collection Due Date

Outstanding Amount

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

ADDITIONAL CRITERIA

External System ID <input type="text"/>	Business Line <input type="text"/>
Statement Number <input type="text" value="F0211039"/>	Related Statement Number <input type="text"/>
Agreement Number <input type="text"/>	Debt Account Number <input type="text"/>
Agreement Line Number <input type="text"/>	Debt Account Line Number <input type="text"/>
Contracts Number <input type="text"/>	Depository Line Number <input type="text"/>
Blanket Agreement Number <input type="text"/>	Payee Line Number <input type="text"/>
Billing Status <input type="text"/>	Debt Appeal Forbearance <input type="text"/>
Source Number <input type="text"/>	Receivable Type <input type="text"/>

- To search by specific accounting dimensions, select the **Accounting Dimension** button. A pop-up window will be displayed.

Figure 82: Search Criteria - Accounting Dimensions

Accounting Dimensions

Accounting Template

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

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

UNAPPLIED CREDIT DETAIL ×

Page 1 Item 1 of 10 < Previous Next >

Agreement Number

Agreement Line Number

Accounting Line Description

Accounting Dimensions

Accounting Template

BBFY <input type="text"/>	EBFY <input type="text"/>	Fund <input type="text" value="285F"/>	Region <input type="text" value="10"/>	Org Code <input type="text" value="Q00MDZ40"/>	Program <input type="text" value="TM11"/>
Project Code <input type="text"/>	Activity <input type="text" value="AF111"/>	Sub-Object Class <input type="text"/>	Revenue Source <input type="text" value="A100"/>	Sub Revenue Source <input type="text"/>	Building # <input type="text"/>
Vehicle Tag # <input type="text"/>	Work Item <input type="text"/>	Lease # <input type="text"/>	Reimbursable Sub-Object Class <input type="text"/>	Reimbursable Sub Object <input type="text"/>	Location/System <input type="text" value="A01"/>
YBA <input type="text" value="2020"/>	BETC <input type="text" value="DISB"/>	Cohort Yr <input type="text"/>	PRC <input type="text"/>	Cost Organization <input type="text"/>	

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 Type	Doc Num	Actg Ln #	Document Date	Statement Number	Currency	Line Amount	Close Amour
<input type="radio"/>	(\$100.00)	FDN	FDNF0210899-225	1	01/12/2021	F0210899	USD	(\$100.00)	\$0.0
<input type="radio"/>	(\$100.00)	FDN	FDNF0210896-223	1	01/12/2021	F0210896	USD	(\$100.00)	\$0.0
<input type="radio"/>	(\$100.00)	FDN	FDNF0210902-240	1	01/12/2021	F0210902	USD	(\$100.00)	\$0.0
<input type="radio"/>	\$0.00	VDD	VDDDDOD21A0002-0008	1	01/05/2021	DOD21A0002	USD	\$0.00	\$0.0
<input type="radio"/>	(\$641.00)	PDN	PDNRN003302-061	1	01/12/2021	RN003302	USD	(\$641.00)	\$0.0
<input type="radio"/>	(\$325.80)	FDD	FDDGJ162495-774	5	01/25/2021	GJ162495	USD	(\$325.80)	\$0.0
<input type="radio"/>	(\$1,466.25)	FDI	FDIGJ162299-0001	2	03/03/2021	GJ162299	USD	(\$1,466.25)	\$0.0
<input type="radio"/>	(\$249.07)	FDD	FDDGJ161845-721	60	01/25/2021	GJ161845	USD	(\$249.07)	\$0.0
<input type="radio"/>	(\$92.54)	FDD	FDDGJ162127-513	53	01/25/2021	GJ162127	USD	(\$92.54)	\$0.0
<input type="radio"/>	(\$124.79)	FDD	FDDGJ161845-721	52	01/25/2021	GJ161845	USD	(\$124.79)	\$0.0

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 Type	Doc Num	Actg Ln #	Document Date	Statement Number	Currency	Line Amount	Close Amour
<input checked="" type="radio"/>	(\$100.00)	FDN	FDNF0210899-225	1	01/12/2021	F0210899	USD	(\$100.00)	\$0.0
<input type="radio"/>	(\$100.00)	FDN	FDNF0210896-223	1	01/12/2021	F0210896	USD	(\$100.00)	\$0.0
<input type="radio"/>	(\$100.00)	FDN	FDNF0210902-240	1	01/12/2021	F0210902	USD	(\$100.00)	\$0.0
<input type="radio"/>	\$0.00	VDD	VDDDDOD21A0002-0008	1	01/05/2021	DOD21A0002	USD	\$0.00	\$0.0
<input type="radio"/>	(\$641.00)	PDN	PDNRN003302-061	1	01/12/2021	RN003302	USD	(\$641.00)	\$0.0
<input type="radio"/>	(\$325.80)	FDD	FDDGJ162495-774	5	01/25/2021	GJ162495	USD	(\$325.80)	\$0.0
<input type="radio"/>	(\$1,466.25)	FDI	FDIGJ162299-0001	2	03/03/2021	GJ162299	USD	(\$1,466.25)	\$0.0
<input type="radio"/>	(\$249.07)	FDD	FDDGJ161845-721	60	01/25/2021	GJ161845	USD	(\$249.07)	\$0.0
<input type="radio"/>	(\$92.54)	FDD	FDDGJ162127-513	53	01/25/2021	GJ162127	USD	(\$92.54)	\$0.0
<input type="radio"/>	(\$124.79)	FDD	FDDGJ161845-721	52	01/25/2021	GJ161845	USD	(\$124.79)	\$0.0

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

OUTSTANDING BILLS
1 - 10 of 161 results

<input type="checkbox"/>	Applied Line Amount	Doc Typ	Doc Num	Actg Ln #	Document Date	Collection Due Date	Statement Number	Vendor Code	Address Code	C
<input type="checkbox"/>	\$100.00	FMN	FMNF0210706-097	1	01/08/2021	02/22/2021	F0210706	14485R	14485R	US
<input type="checkbox"/>	\$100.00	FMN	FMNF0210736-010	1	01/12/2021	02/26/2021	F0210736	14485R	14485R	US
<input type="checkbox"/>	\$100.00	FMN	FMNF0210732-006	1	01/12/2021	02/26/2021	F0210732	14485R	14485R	US
<input type="checkbox"/>	\$100.00	FMN	FMNF0210734-008	5	01/12/2021	02/26/2021	F0210734	14485R	14485R	US
<input type="checkbox"/>	\$100.00	FMN	FMNF0210734-008	4	01/12/2021	02/26/2021	F0210734	14485R	14485R	US
<input type="checkbox"/>	\$100.00	FMN	FMNF0210734-008	3	01/12/2021	02/26/2021	F0210734	14485R	14485R	US
<input type="checkbox"/>	\$100.00	FMN	FMNF0210731-005	2	01/12/2021	02/26/2021	F0210731	14485R	14485R	US
<input type="checkbox"/>	\$100.00	FMN	FMNF0210731-005	1	01/12/2021	02/26/2021	F0210731	14485R	14485R	US
<input type="checkbox"/>	\$100.00	FMN	FMNF0210898-227	5	01/12/2021	02/26/2021	F0210898	14485R	14485R	US
<input type="checkbox"/>	\$100.00	FMN	FMNF0210898-227	4	01/12/2021	02/26/2021	F0210898	14485R	14485R	US

Select Details View Document 10 per page Page 1 of 17

- 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

OUTSTANDING BILLS
1 - 10 of 161 results

<input type="checkbox"/>	Applied Line Amount	Doc Typ	Doc Num	Actg Ln #	Document Date	Collection Due Date	Statement Number	Vendor Code	Address Code	C
<input checked="" type="checkbox"/>	\$100.00	FMN	FMNF0210706-097	1	01/08/2021	02/22/2021	F0210706	14485R	14485R	US
<input type="checkbox"/>	\$100.00	FMN	FMNF0210736-010	1	01/12/2021	02/26/2021	F0210736	14485R	14485R	US
<input type="checkbox"/>	\$100.00	FMN	FMNF0210732-006	1	01/12/2021	02/26/2021	F0210732	14485R	14485R	US
<input type="checkbox"/>	\$100.00	FMN	FMNF0210734-008	5	01/12/2021	02/26/2021	F0210734	14485R	14485R	US
<input type="checkbox"/>	\$100.00	FMN	FMNF0210734-008	4	01/12/2021	02/26/2021	F0210734	14485R	14485R	US
<input type="checkbox"/>	\$100.00	FMN	FMNF0210734-008	3	01/12/2021	02/26/2021	F0210734	14485R	14485R	US
<input type="checkbox"/>	\$100.00	FMN	FMNF0210731-005	2	01/12/2021	02/26/2021	F0210731	14485R	14485R	US
<input type="checkbox"/>	\$100.00	FMN	FMNF0210731-005	1	01/12/2021	02/26/2021	F0210731	14485R	14485R	US
<input type="checkbox"/>	\$100.00	FMN	FMNF0210898-227	5	01/12/2021	02/26/2021	F0210898	14485R	14485R	US
<input type="checkbox"/>	\$100.00	FMN	FMNF0210898-227	4	01/12/2021	02/26/2021	F0210898	14485R	14485R	US

Select Details View Document 10 per page Page 1 of 17

- 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

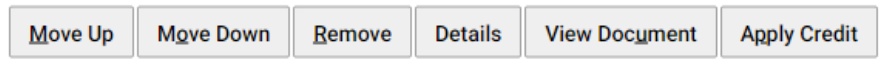
APPLIED CREDIT
1 - 1 of 1 results

<input type="checkbox"/>	Document Type	Doc Num	Actg Ln #	Document Date	Collection Due Date	Statement Number	Vendor Code	Address Code	Line Type	Currency	Applied Line Amount	Line Amount	Closed Amount	Outst: A
<input type="checkbox"/>	FMN	FMNF0210706-097	1	01/08/2021	02/22/2021	F0210706	14485R	14485R	Normal	USD	\$100.00	\$100.00	\$0.00	

10 per page
<< Page 1 of 1 >>

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.

- 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

APPLIED CREDIT
1 - 1 of 1 results

<input type="checkbox"/>	Document Type	Doc Num	Actg Ln #	Document Date	Collection Due Date	Statement Number	Vendor Code	Address Code	Line Type	Currency	Applied Line Amount	Line Amount	Closed Amount	Outst: A
<input checked="" type="checkbox"/>	FMN	FMNF0210706-097	1	01/08/2021	02/22/2021	F0210706	14485R	14485R	Normal	USD	\$100.00	\$100.00	\$0.00	

10 per page
<< Page 1 of 1 >>

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

The screenshot shows the PEGASYS interface for creating a 'CASH RECEIPT DOCUMENT'. At the top, there is a header with the PEGASYS logo and a user profile 'A allroles133'. Below the header, the title 'CASH RECEIPT DOCUMENT' is displayed. There are two buttons: 'Create' and 'Back'. Underneath, there is a 'Document Type' dropdown menu with 'CW7' selected and a star icon. Below that is a dropdown menu for 'R7 Credit App (With BD N...'. The 'Document Number' field is highlighted with a red box and contains the value 'CW7202103110001'. A 'Generate' button is located below the 'Document Number' field.

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

Figure 96: Create button

This screenshot is identical to Figure 95, but the 'Create' button is highlighted with a red box, indicating the next step in the process.

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

HEADER

Header | Accounting Lines | Approval Routing | Memos | Summary | Correspondence

General

Document Type	CW7	R7 Credit App (With BD N)	Receipt Date	<input type="text"/>
Status	NEW		Accounting Period	<input type="text"/>
Document Number	CW7202103110001		Reporting Accounting Period	<input type="text"/>
Title	<input type="text"/>		Batch Number	<input type="text"/>
Received By	<input type="text"/>		Document Classification	<input type="text"/>
Post Code	<input type="text"/>		Security Org	GSA
Overseas Cashier Code	<input type="text"/>		Accomplished Date	<input type="text"/>
Disbursing Office	GS127		<input type="checkbox"/> Suppress Printing	
Sender's Disbursing Office	<input type="text"/>		Lockbox Number	<input type="text"/>
Agency UEI	<input type="text"/>		Schedule Name	<input type="text"/>
Agency DUNS Number	<input type="text"/>		Formal Contract Number	<input type="text"/>
Agency EFT Indicator	<input type="text"/>			
	<input type="checkbox"/> FIFO Liquidation Worksheet			
Deposit/Debit Voucher Number	<input type="text"/>	Default to Lines		

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

Figure 98: External System Information Section

External System Information

Input System	<input type="text"/>	<input type="checkbox"/> Modified External Document
System ID	CREDITAPP	
External System Document Number	<input type="text"/>	
External System Amount	\$0.00	

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

Figure 99: Assignment Code

User Defined Fields

Assignment Code	R7GRP2
Severable Service	<input type="text"/>
Client Telephone Number	<input type="text"/>

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

ACCOUNTING LINES

Header Accounting Lines Approval Routing Memos Summary Correspondence

Accounting Line Charge Lines Associated Spending

1 - 2 of 2 results

Line Number	Line Type	Deposit Number	Debit Voucher Number	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm	Proj Cd	Acty	SOC	
1	Credit Reduction			(\$100.00)		REGRESSIONTESTBAARFLEET	2021		285F	04	Q00MDZ24	TM11		AF114		
2	Credit Application			\$100.00		REGRESSIONTESTBAARFLEET	2021		285F	04	Q00MDZ24	TM11		AF114		
Total Header Funded Amou				\$0.00												

References... Add Copy Remove Reset Replace 10 per page Page 1 of 1

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

ACCOUNTING LINE

Accounting Line Charge Lines Associated Spending

Item 1 of 2 : 1 2

Expand All Collapse All

General

Line Number: 1
 Line Type: Credit Reduction
 * Transaction Type:
 Write-Off Reason:
 Confirmation Date:
 Calculate Charge Amount: Manual Entry
 Deposit Number:
 Debit Voucher Number:
 Period of Performance: Start Date: 01/09/2021, End Date: 01/09/2021

Receivable Type: * Receivable Type: FLNI
 Record Type: PR
 Offset Type:
 TROR Classification: Administrative
 TROR Collection Type:
 Original Accounting Period:
 SF 224 Reclassification
 Source Number:
 * Business Line: FLEET
 Related Statement Number:

Vendor Information

Vendor: * Vendor: 14485R
 Designated Agent: Vendor:
 Address Name: DOJ, US FISH & WILDLIFE SERVICE
 Address Name:

Verify Save Submit Schedule Refresh Fund Currency

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

Figure 102: Transaction Type of 01

General

Line Number: 1
 Line Type: Credit Reduction
 * Transaction Type: 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

General

Line Number

Line Type

* Transaction Type

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

SYSTEM MESSAGES

1 - 1 of 1 results

Form CW7202103110001 was saved successfully.

HEADER

Header | Accounting Lines | Approval Routing | Memos | Summary | Correspondence

General

Document Type

Status

Document Number

Receipt Date

Accounting Period

Reporting Accounting Period

21. Select the **Verify** button.

Figure 105: Credit Application Verify message

Form CW7202103110001 was verified successfully.

HEADER

Header | Accounting Lines | Approval Routing | Memos | Summary | Correspondence

General

Document Type

Status

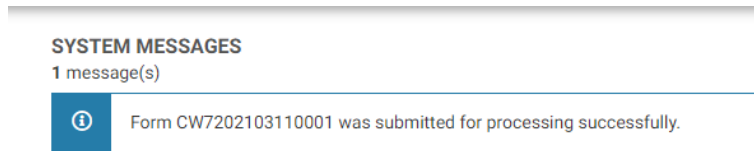
Document Number

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.

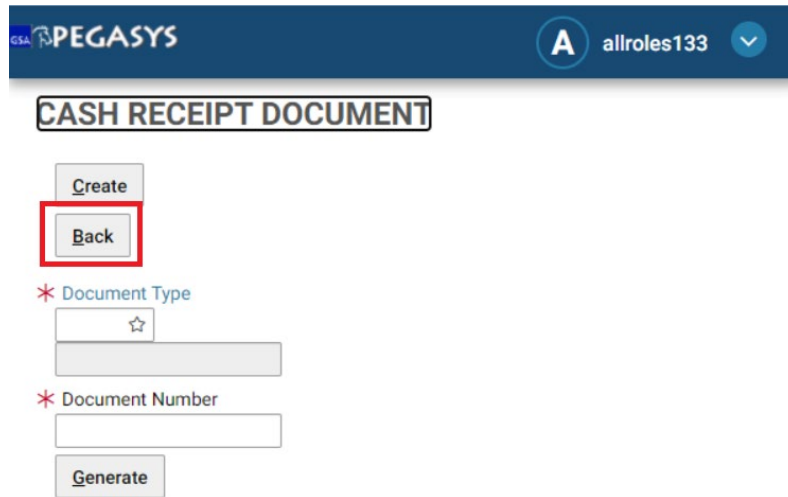
Figure 107: CR reference tree

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	FMNF0210706097		Processed	1
+ Fleet Non-IPAC BD Manual	FMN	FMNF0210713143		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.

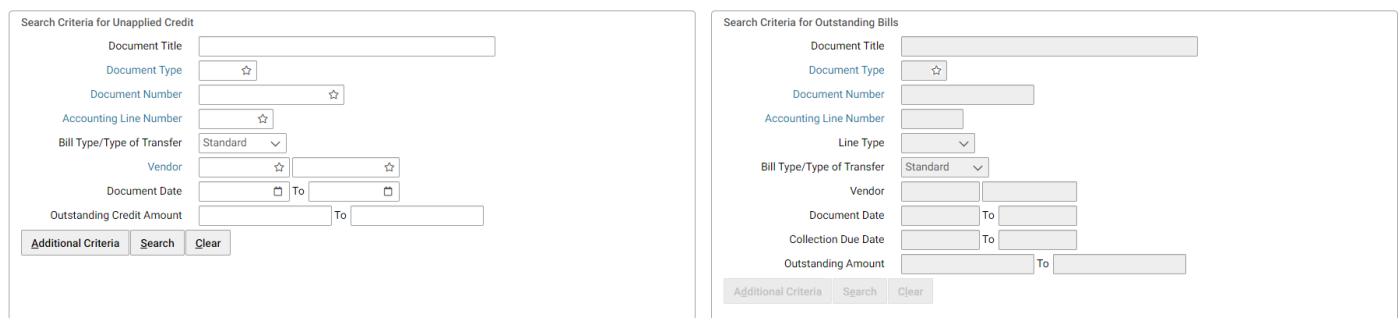
Figure 108: Credit Application Generation Screen - Back button



The Credit Application Worksheet is again displayed.

Figure 109: Credit Application Worksheet Search Criteria

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.

4.15.3.2 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

1 - 1 of 1 results

Statement Number	Primary Vendor	Primary Vendor Address	Bill Type	Print Option	Business Line	Credit Card Number	Bank Charge Indicator	Disbursing Office	ALC	Customer ALC	Statement Generated Flag	Statement Print Date	Collection Due Date	Last Statement Print Date	Security Organization
F0210706	1448SR	1448SR	Standard	Yes	FLEET			GS127	47000016	14160006	Yes	01/08/2021	02/22/2021	01/08/2021	ARPEG

10 per page << Page 1 of 1 >>

The Statement Balances page is displayed.

Figure 113: Statement Balances page

STATEMENT BALANCES

Statement Balances | Vendor Balances | Document Balances | Correspondence

Expand All Collapse All

General

Statement Number: F0210706

Last Statement Print Date: 01/08/2021

Collection Due Date: 02/22/2021

Statement Print Date: 01/08/2021

Statement Generated

Security Org: ARPEG

Bill Type: Standard

Print Option: Yes

Business Line: FLEET

Disbursing Office: GS127

ALC: 47000016

Statement Vendor

Code: 1448SR 1448SR

Name: DOI, US FISH & WILDLIFE

Customer ALC: 14160006

Centralized Collections Services

Credit Card Number:

Bank Charge Indicator:

Billed Amount

Initial Amount: \$100.00

Discount Amount: \$0.00

Surcharge Amount: \$0.00

Principal Amount: \$100.00

Interest Amount: \$0.00

Admin Charges Amount: \$0.00

Credit Amount

Initial Amount: \$0.00

Discount Amount: \$0.00

Surcharge Amount: \$0.00

Principal Amount: \$0.00

Credit Total Amount: \$0.00

Attachments (1) | Credit Application Worksheet

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.

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

Figure 114: Statement Balance - Credit Application Worksheet Button

STATEMENT BALANCES

Statement Balances | Vendor Balances | Document Balances | Correspondence

Expand All | Collapse All

General

Statement Number: F0210706

Last Statement Print Date: 01/08/2021

Collection Due Date: 02/22/2021

Statement Print Date: 01/08/2021

Statement Generated

Security Org: ARPEG

Bill Type: Standard

Print Option: Yes

Business Line: FLEET

Disbursing Office: GS127

ALC: 47000016

Statement Vendor

Code: 14485R | 14485R

Name: DOI, US FISH & WILDLIFE

Customer ALC: 14160006

Centralized Collections Services

Credit Card Number: []

Bank Charge Indicator: []

Billed Amount

Initial Amount: \$100.00

Discount Amount: \$0.00

Surcharge Amount: \$0.00

Principal Amount: \$100.00

Interest Amount: \$0.00

Admin Charges Amount: \$0.00

Credit Amount

Initial Amount: \$0.00

Discount Amount: \$0.00

Surcharge Amount: \$0.00

Principal Amount: \$0.00

Credit Total Amount: \$0.00

Attachments (1) | **Credit Application Worksheet**

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

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

Credit Application Worksheet

Search Criteria for Unapplied Credit

Document Title: []

Document Type: []

Document Number: []

Accounting Line Number: []

Bill Type/Type of Transfer: Standard

Vendor: []

Document Date: [] To []

Outstanding Credit Amount: [] To []

Additional Criteria | Search | Clear

Search Criteria for Outstanding Bills

Document Title: []

Document Type: []

Document Number: []

Accounting Line Number: []

Line Type: []

Bill Type/Type of Transfer: Standard

Vendor: []

Document Date: [] To []

Collection Due Date: [] To []

Outstanding Amount: [] To []

Additional Criteria | Search | Clear

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.

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

Figure 116: Unapplied Credit - Select Button

UNAPPLIED CREDIT ⌵ ⌵ ⌵ ⌵

1 - 8 of 8 results

	Applied Line Amount	Doc Typ	Doc Num	Actg Ln #	Document Date	Statement Number	Currency	Line Amount	Closed Amount
<input type="radio"/>	(\$100.00)	FMN	FMNF0210713-143	1	01/09/2021	F0210713	USD	(\$200.00)	(\$100.00)
<input checked="" type="radio"/>	(\$100.00)	FMN	FMNF0210730-004	3	01/11/2021	F0210730	USD	(\$100.00)	\$0.00
<input type="radio"/>	(\$100.00)	FMN	FMNF0210735-009	3	01/12/2021	F0210735	USD	(\$100.00)	\$0.00
<input type="radio"/>	(\$100.00)	FMN	FMNF0210946-707	3	01/20/2021	F0210946	USD	(\$100.00)	\$0.00
<input type="radio"/>	(\$100.00)	FMN	FMNF0210944-704	3	01/20/2021	F0210944	USD	(\$100.00)	\$0.00
<input type="radio"/>	(\$100.00)	FMN	FMNF0210943-703	3	01/20/2021	F0210943	USD	(\$100.00)	\$0.00
<input type="radio"/>	(\$100.00)	FMN	FMNF0210945-706	3	01/20/2021	F0210945	USD	(\$100.00)	\$0.00
<input type="radio"/>	(\$100.00)	FMN	FMNF0210938-695	3	01/20/2021	F0210938	USD	(\$100.00)	\$0.00

10 per page ▾ << Page 1 of 1 >>

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

Search Criteria for Outstanding Bills

Document Title

Document Type ☆

Document Number ☆

Accounting Line Number ☆

Line Type ▾

Bill Type/Type of Transfer ▾

Vendor

Document Date 📅 To 📅

Collection Due Date 📅 To 📅

Outstanding Amount To

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

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

Search Criteria for Outstanding Bills

Document Title

Document Type

Document Number

Accounting Line Number

Line Type

Bill Type/Type of Transfer

Vendor

Document Date

Collection Due Date

Outstanding Amount

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

Figure 119: Accounting Dimensions Search Criteria

ADDITIONAL CRITERIA x

<p>External System ID <input type="text" value="☆"/></p> <p>Statement Number <input type="text"/></p> <p>Agreement Number <input type="text" value="☆"/></p> <p>Agreement Line Number <input type="text" value="☆"/></p> <p>Contracts Number <input type="text" value="☆"/></p> <p>Blanket Agreement Number <input type="text" value="☆"/></p> <p>Billing Status <input type="text" value="v"/></p> <p>Source Number <input type="text"/></p>	<p>Business Line <input type="text" value="☆"/></p> <p>Related Statement Number <input type="text"/></p> <p>Debt Account Number <input type="text" value="☆"/></p> <p>Debt Account Line Number <input type="text" value="☆"/></p> <p>Depository Line Number <input type="text" value="☆"/></p> <p>Payee Line Number <input type="text" value="☆"/></p> <p>Debt Appeal Forbearance <input type="text" value="v"/></p> <p>Receivable Type <input type="text" value="☆"/></p>
---	--

Accounting Dimensions

Accounting Template

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

8. Select the **Search** button.

9. Select a detail record.

Figure 120: Detail Record

OUTSTANDING BILLS
1 - 10 of 10 results

<input type="checkbox"/>	Applied Line Amount	Doc Typ	Doc Num	Actg Ln #	Document Date	Collection Due Date	Statement Number	Vendor Code	Address Code	Cl
<input checked="" type="checkbox"/>	\$100.00	FMI	FMIGJ162674-000	1	02/22/2021		GJ162674	14485R	14485R	US
<input type="checkbox"/>	\$100.00	FMI	FMIGJ162661-060	1	02/12/2021		GJ162661	14485R	14485R	US
<input type="checkbox"/>	\$200.00	RMN	RMNAAC00303-007	1	02/12/2021		AAC00303	14485R	14485R	US
<input type="checkbox"/>	\$200.00	RMN	RMNAAC00304-013	1	02/12/2021		AAC00304	14485R	14485R	US
<input type="checkbox"/>	\$100.00	FMI	FMIGJ162665-679	1	02/12/2021		GJ162665	14485R	14485R	US
<input type="checkbox"/>	\$100.00	FMI	FMIGJ162662-073	1	02/12/2021		GJ162662	14485R	14485R	US
<input type="checkbox"/>	\$100.00	FMI	FMIGJ162663-180	1	02/12/2021		GJ162663	14485R	14485R	US
<input type="checkbox"/>	\$100.00	RMI	RMIAAC00306-054	1	02/12/2021		AAC00306	14485R	14485R	US
<input type="checkbox"/>	\$100.00	FMI	FMIGJ162664-677	1	02/12/2021		GJ162664	14485R	14485R	US
<input type="checkbox"/>	\$100.00	RMN	RMNAAC00305-016	1	02/12/2021		AAC00305	14485R	14485R	US

Select Details View Document 10 per page Page 1 of 1

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

OUTSTANDING BILLS
1 - 9 of 9 results

<input type="checkbox"/>	Applied Line Amount	Doc Typ	Doc Num	Actg Ln #	Document Date	Collection Due Date	Statement Number	Vendor Code	Address Code	Cl
<input checked="" type="checkbox"/>	<input type="text" value="\$100.00"/>	FMI	FMIGJ162661-060	1	02/12/2021		GJ162661	14485R	14485R	US
<input type="checkbox"/>	\$200.00	RMN	RMNAAC00303-007	1	02/12/2021		AAC00303	14485R	14485R	US
<input type="checkbox"/>	\$200.00	RMN	RMNAAC00304-013	1	02/12/2021		AAC00304	14485R	14485R	US
<input type="checkbox"/>	\$100.00	FMI	FMIGJ162665-679	1	02/12/2021		GJ162665	14485R	14485R	US
<input type="checkbox"/>	\$100.00	FMI	FMIGJ162662-073	1	02/12/2021		GJ162662	14485R	14485R	US
<input type="checkbox"/>	\$100.00	FMI	FMIGJ162663-180	1	02/12/2021		GJ162663	14485R	14485R	US
<input type="checkbox"/>	\$100.00	RMI	RMIAAC00306-054	1	02/12/2021		AAC00306	14485R	14485R	US
<input type="checkbox"/>	\$100.00	FMI	FMIGJ162664-677	1	02/12/2021		GJ162664	14485R	14485R	US
<input type="checkbox"/>	\$100.00	RMN	RMNAAC00305-016	1	02/12/2021		AAC00305	14485R	14485R	US

Select Details View Document 10 per page Page 1 of 1

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

APPLIED CREDIT
1 - 1 of 1 results

Document Type	Doc Num	Actg Ln #	Document Date	Collection Due Date	Statement Number	Vendor Code	Address Code	Line Type	Currency	Applied Line Amount	Line Amount	Closed Amount	Outstan Am
<input checked="" type="checkbox"/> FMI	FMI GJ162674-000	1	02/22/2021		GJ162674	14485R	14485R	Normal	USD	\$100.00	\$100.00	\$0.00	\$1

10 per page << Page 1 of 1 >>

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

PEGASYS | allroles133

CASH RECEIPT DOCUMENT

* Document Type
 CW6 ☆
 R6 Credit App (With BD Nr)

* Document Number

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

Figure 124: Credit Application Generate Document Number

PEGASYS | allroles133

CASH RECEIPT DOCUMENT

* Document Type
 CW6 ☆
 R6 Credit App (With BD Nr)

* Document Number
 CW6202103110000

The CR form will be opened in a new window

Figure 125: Credit Application CR Form

HEADER

Header Accounting Lines Approval Routing Memos Summary Correspondence

General

Document Type: CW6 R6 Credit App (With BD N)

Status: NEW

Document Number: CW6202103110000

Title: []

Received By: []

Post Code: []

Overseas Cashier Code: []

Disbursing Office: GS127

Sender's Disbursing Office: []

Agency UEI: []

Agency DUNS Number: []

Agency EFT Indicator: []

FIFO Liquidation Worksheet

Deposit/Debit Voucher Number: [] Default to Lines

Receipt Date: []

Accounting Period: []

Reporting Accounting Period: []

Batch Number: []

Document Classification: []

Security Org: GSA

Accomplished Date: []

Suppress Printing: []

Lockbox Number: []

Schedule Name: []

Formal Contract Number: []

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

ACCOUNTING LINES

Header Accounting Lines Approval Routing Memos Summary Correspondence

Accounting Line Charge Lines Associated Spending

1 - 2 of 2 results

Line Number	Line Type	Deposit Number	Debit Voucher Number	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm	Proj Cd	Acty	SOC
1	Credit Reduction			(\$100.00)		REGRESSIONTESTBAARFLEET	2021		285F	04	Q00MDZ24	TM11		AF114	
2	Credit Application			\$100.00		REGRESSIONTESTBAARFLEET	2021		285F	04	Q00MDZ24	TM11		AF114	
Total Header Funded Amou				\$0.00											

References... Add Copy Remove Reset Replace 10 per page Page 1 of 1

16. Select Line 1.

17. **REQUIRED** - Enter the **Transaction Type 01** for the Credit Reduction line type.

Figure 127: Transaction Type set to 01

General

Line Number: 1

Line Type: Credit Reduction

*** Transaction Type: 01**

Write-Off Reason: []

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

General

Line Number: 2

Line Type: Credit Application

* Transaction Type: 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

Form CW6202103110000 was saved successfully.

Header | Accounting Lines | Approval Routing | Memos | Summary | Correspondence

ACCOUNTING LINE

Accounting Line | Charge Lines | Associated Spending

Item 2 of 2 : 1 2

23. Select the **Verify** button.

Figure 130: Cash Receipt Verify message

Form CW6202103110000 was verified successfully.

Header | Accounting Lines | Approval Routing | Memos | Summary | Correspondence

ACCOUNTING LINE

Accounting Line | Charge Lines | Associated Spending

Item 2 of 2 : 1 2

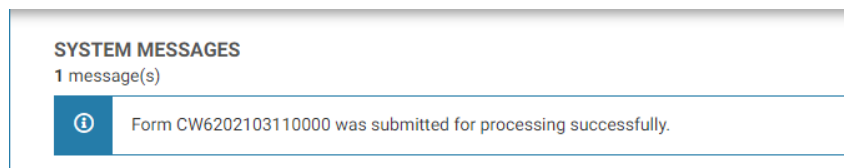
NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again. The messages in the screen above are informational only and do not need to be corrected.

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.

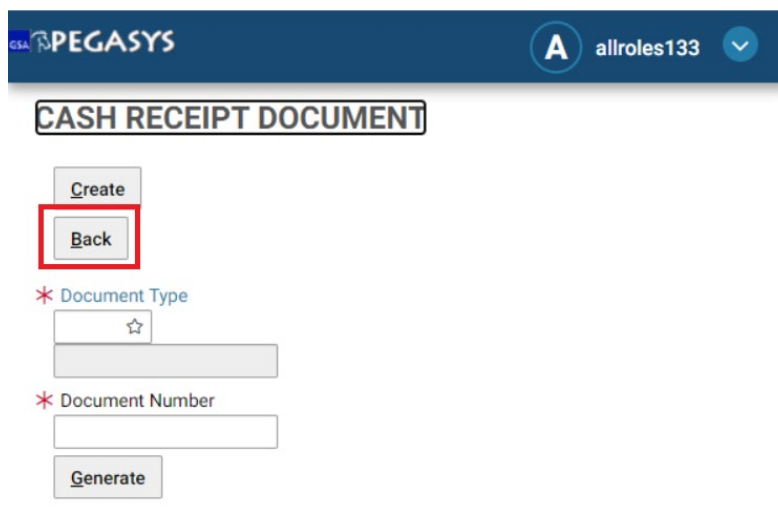
Figure 131: Cash Receipt Submit message



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**Credit Application Worksheet**

The screenshot displays two side-by-side search criteria forms. The left form is titled 'Search Criteria for Unapplied Credit' and includes fields for Document Title, Document Type (with a star icon), Document Number (with a star icon), Accounting Line Number (with a star icon), Bill Type/Type of Transfer (with a dropdown menu set to 'Standard'), Vendor (with a star icon), Document Date (with 'To' and calendar icons), and Outstanding Credit Amount (with 'To' and a calendar icon). Below these fields are buttons for 'Additional Criteria', 'Search', and 'Clear'. The right form is titled 'Search Criteria for Outstanding Bills' and includes fields for Document Title, Document Type (with a star icon), Document Number, Accounting Line Number, Line Type (with a dropdown menu), Bill Type/Type of Transfer (with a dropdown menu set to 'Standard'), Vendor, Document Date (with 'To' and calendar icons), Collection Due Date (with 'To' and calendar icons), and Outstanding Amount (with 'To' and a calendar icon). Below these fields are buttons for 'Additional Criteria', 'Search', and 'Clear'.

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

The screenshot shows the 'Billing Query' interface. On the left, there are two tabs: 'Basic Search' (selected) and 'Advanced Search'. Below the tabs are various search criteria fields: Document Type (with a star icon), Document Number, Vendor (with a star icon), Bill Generated Date (with 'To' and a calendar icon), Collection Due Date (with 'To' and a calendar icon), Bill Type (dropdown), Receivable Type (with a star icon), Bill Generated Flag (dropdown), Rebill (dropdown), Selected For IPAC (dropdown), Business Line (with a star icon), and Bill Status (dropdown set to 'Outstanding'). At the bottom left are 'Search' and 'Clear' buttons. On the right, there is a 'Debt Age Categories' section with a list of checkboxes for different age ranges: 1 - 30 Days, 31 - 60 Days, 61 - 90 Days, 91 - 120 Days, 121 - 150 Days, 151 - 180 Days, 181 - 365 Days, 1 - 2 Years, 2 - 6 Years, 6 - 10 Years, Over 10 Years, and Current.

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

The screenshot shows the 'Billing Query' interface. At the top are 'Basic Search' and 'Advanced Search' tabs. Below them is a 'Select preconfigured search' dropdown and a gear icon. A 'New Query' input field is followed by an 'Actions' gear icon. Below this is the instruction 'Tell us what the query does.' A search criterion is entered: 'Statement Number' in a dropdown, followed by an equals sign in a dropdown, and 'F0210706' in a text input field. This entire search criterion row is highlighted with a red border. At the bottom are 'Search', 'Clear', and 'Save Query' buttons.

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

1 - 1 of 1 results

Document Type	Document Number	Billing Reference Number	Statement Number	Billed Total Amount	Principal Amount	Interest Amount	Penalty Amount	System Generated Bill Reduction Amount	Total Write Off Amount	Administration Charges Amount	Outstanding Amount	Credit Total Amount	Credit Outstanding Amount	Title	Document Date	Collection Due Date
FMN	FMNF0210706-097	FMBILFMNF0210706-097	F0210706	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		03/11/2021	02/22/2021

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

Figure 137: Billing Query Details button

1 - 1 of 1 results

Document Type	Document Number	Billing Reference Number	Statement Number	Billed Total Amount	Principal Amount	Interest Amount	Penalty Amount	System Generated Bill Reduction Amount	Total Write Off Amount	Administration Charges Amount	Outstanding Amount	Credit Total Amount	Credit Outstanding Amount	Title	Document Date	Collection Due Date
<input checked="" type="checkbox"/>	FMN	FMNF0210706-097	FMBILFMNF0210706-097	F0210706	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		03/11/2021	02/22/2021

10 per page Page 1 of 1

The Billing Query Detail Page is displayed.

Figure 138: Billing Query Detail Page

BILLING QUERY

Billing Query | Billing Detail

Expand All Collapse All

General

Document Type: FMN
 Document Number: FMNF0210706-097
 Statement Number: F0210706
 Title:
 Billing Reference Number: FMBILFMNF0210706-097
 Document Date: 03/11/2021
 Collection Due Date: 02/22/2021
 Bill Generated Flag
 Bill Generated Date: 01/08/2021
 Security Organization: GSA

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

Waiver Flags

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

Vendor

Vendor: 1448SR | 1448SR | More
 Address Name: DOI, US FISH & WILDLIFE SERVICE

Bill Totals

Initial Amount: \$100.00
 Discount Amount: \$0.00
 Purchase Amount: \$0.00

View Document Amend Document View Case History Refresh Bill

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

Billing Reference Number	Document Type	Document Number	Line Number	Line Type	Line Amount	State Of Line	Billing Status	Bill Type/Type of Transfer	Debt Appear/Forebe	Rebill	Selected For IPAC	Chargeback End Date	System Generated Bill Reduction Amount	Total Write Off Amount
<input type="checkbox"/> FMNBLFMNF021-695	FMN	FMNF0210938-695	1	Normal	\$100.00	open	Unbilled	Standard	False	False			\$0.00	\$0.00
<input type="checkbox"/> FMNBLFMNF021-695	FMN	FMNF0210938-695	2	Normal	\$100.00	open	Unbilled	Standard	False	False			\$0.00	\$0.00
<input checked="" type="checkbox"/> FMNBLFMNF021-695	FMN	FMNF0210938-695	3	Credit	(\$100.00)	open	Unbilled	Standard	False	False			\$0.00	\$0.00

Credit Application Additional Actions 10 per page << Page 1 of 1 >>

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

Credit Application Worksheet

Search Criteria for Unapplied Credit

Document Title:

Document Type:

Document Number:

Accounting Line Number:

Bill Type/Type of Transfer:

Vendor:

Document Date:

Outstanding Credit Amount: To

Search Criteria for Outstanding Bills

Document Title:

Document Type:

Document Number:

Accounting Line Number:

Line Type:

Bill Type/Type of Transfer:

Vendor:

Document Date: To

Collection Due Date: To

Outstanding Amount: To

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

Document Type

Document Number

Accounting Line Number

Bill Type/Type of Transfer Standard

Vendor

Document Date To

Outstanding Credit Amount To

UNAPPLIED CREDIT

1 - 1 of 1 results

Applied Line Amount	Doc Type	Doc Num	Actg Ln #	Document Date	Statement Number	Currency	Line Amount	Closed Amount
(\$100.00)	FMN	FMNF0210938-695	3	01/20/2021	F0210938	USD	(\$100.00)	\$0.00

- 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

Credit Application Worksheet

The screenshot displays two side-by-side search panels. The left panel, titled 'Search Criteria for Unapplied Credit', includes fields for Document Title, Document Type, Document Number, Accounting Line Number, Bill Type/Type of Transfer (with a dropdown menu), Vendor, Document Date (with 'To' and 'From' options), and Outstanding Credit Amount (with 'To' and 'From' options). The right panel, titled 'Search Criteria for Outstanding Bills', includes fields for Document Title, Document Type, Document Number, Accounting Line Number, Line Type (with a dropdown menu), Bill Type/Type of Transfer (with a dropdown menu), Vendor, Document Date (with 'To' and 'From' options), Collection Due Date (with 'To' and 'From' options), and Outstanding Amount (with 'To' and 'From' options). Both panels feature 'Additional Criteria', 'Search', and 'Clear' buttons at the bottom.

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

The screenshot shows the 'ADDITIONAL CRITERIA' section of the worksheet. It is divided into two columns of search fields. The left column includes: External System ID, Statement Number (highlighted with a red box and containing the value 'F0210938'), Agreement Number, Agreement Line Number, Contracts Number, Blanket Agreement Number, Billing Status, and Source Number. The right column includes: Business Line, Related Statement Number, Debt Account Number, Debt Account Line Number, Depository Line Number, Payee Line Number, Debt Appeal Forbearance, and Receivable Type. Below these columns is a section for 'Accounting Dimensions' with various dropdown menus and input fields for BBFY, EBFY, Fund, Region, Org Code, Program, Project Code, Activity, Sub-Object Class, Revenue Source, Sub Revenue Source, Building #, Location/System, Vehicle Tag #, Work Item, Lease #, Reimbursable Sub-Object Class, Reimbursable Sub Object, Cost Organization, YBA, BETC, Cohort Yr, and PRC.

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

UNAPPLIED CREDIT

1 - 1 of 1 results

Applied Line Amount	Doc Typ	Doc Num	Actg Ln #	Document Date	Statement Number	Currency	Line Amount	Closed Amount
(\$100.00)	FMN	FMNF0210938-695	3	01/20/2021	F0210938	USD	(\$100.00)	\$0.00

Select Details View Document 10 per page Page 1 of 1

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

Figure 145: Unapplied Credit Search Results - Select button

UNAPPLIED CREDIT

1 - 1 of 1 results

Applied Line Amount	Doc Typ	Doc Num	Actg Ln #	Document Date	Statement Number	Currency	Line Amount	Closed Amount
(\$100.00)	FMN	FMNF0210938-695	3	01/20/2021	F0210938	USD	(\$100.00)	\$0.00

Select Details View Document 10 per page Page 1 of 1

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

UNAPPLIED CREDIT ⌵ ⌶ ⌷ ⌸

1 - 1 of 1 results

Applied Line Amount	Doc Typ	Doc Num	Actg Ln #	Document Date	Statement Number	Currency	Line Amount	Closed Amount
(\$100.00)	FMN	FMNF0210938-695	3	01/20/2021	F0210938	USD	(\$100.00)	\$0.00

10 per page ⌵ << < Page 1 of 1 >> >>

APPLIED CREDIT

No results

Document Type	Doc Num	Actg Ln #	Document Date	Collection Due Date	Statement Number	Vendor Code
<input type="checkbox"/>						

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

Figure 147: New Window

GSA PEGASYS
A allroles133 ⌵

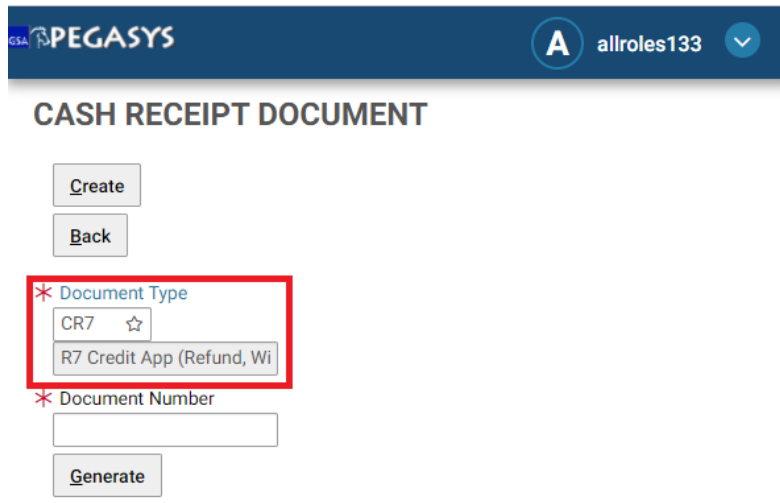
CASH RECEIPT DOCUMENT

* Document Type

* Document Number

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

Figure 148: Document Type CR7



PEGASYS A allroles133

CASH RECEIPT DOCUMENT

Create

Back

* Document Type

CR7 ☆

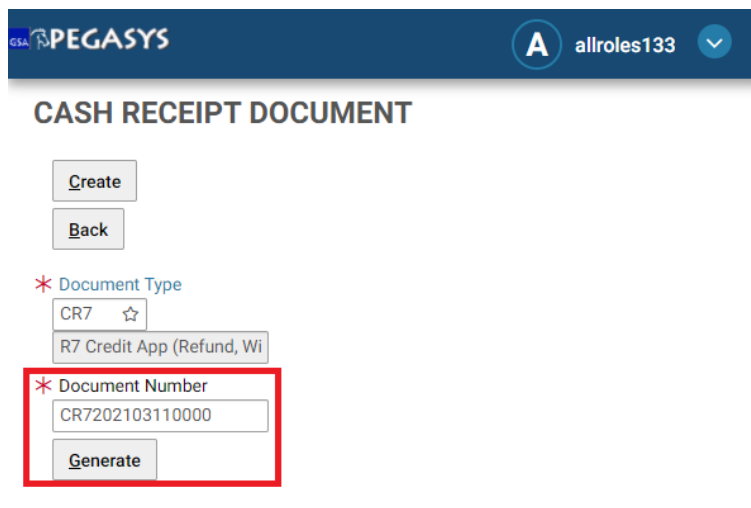
R7 Credit App (Refund, Wi)

* Document Number

Generate

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



PEGASYS A allroles133

CASH RECEIPT DOCUMENT

Create

Back

* Document Type

CR7 ☆

R7 Credit App (Refund, Wi)

* Document Number

CR7202103110000

Generate

9. Select the **Create** button to generate the CR.
The CR form will be opened in a new window.

Figure 150: CR Form

HEADER

Header | Accounting Lines | Approval Routing | Memos | Summary | Correspondence

General

Document Type: CR7 R7 Credit App (Refund, Wi)
 Status: NEW
 Document Number: CR7202103110000
 Title:
 Received By:
 Post Code:
 Overseas Cashier Code:
 Disbursing Office: GS127
 Sender's Disbursing Office:
 Agency UEI:
 Agency DUNS Number:
 Agency EFT Indicator:
 Deposit/Debit Voucher Number: Default to Lines

Receipt Date:
 Accounting Period:
 Reporting Accounting Period:
 Batch Number:
 Document Classification:
 Security Org: GSA
 Accomplished Date:
 Suppress Printing
 Lockbox Number:
 Schedule Name:
 Formal Contract Number:

Amounts

Principal Amount: \$0.00
 Interest Amount: \$0.00
 Admin Charges Amount: \$0.00

Verify Save Submit Schedule Refresh Fund Currency ...

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

Header | Accounting Lines | Approval Routing | Memos | Summary | Correspondence

Accounting Line | Charge Lines | Associated Spending

1 - 2 of 2 results

Line Number	Line Type	Deposit Number	Debit Voucher Number	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm	Proj Cd	Acty	SOC
1	Credit Reduction			(\$100.00)		REGRESSIONTESTBAARFLEET	2021		285F	04	Q00MDZ24	TM11		AF114	
2	Credit Application			\$100.00											
Total Header Funded Amou				\$0.00											

References Add Copy Remove Reset Replace 10 per page Page 1 of 1

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

Figure 152: Set Transaction Type to 01

General

Line Number

Line Type

*** Transaction Type** ☆

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

Figure 153: Accounting Lines tab

Header **Accounting Lines** Approval Routing Memos Summary Correspondence

ACCOUNTING LINE

Accounting Line Charge Lines Associated Spending

14. Un-select the Credit Reduction line.

15. Select the Credit Application accounting line and select the **Remove** button.

Figure 154: Remove Button

Header Accounting Lines Approval Routing Memos Summary Correspondence

Accounting Line Charge Lines Associated Spending

1 - 2 of 2 results

	Line Number	Line Type	Deposit Number	Debit Voucher Number	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm	Proj Cd	Acty	SOC	R
<input type="checkbox"/>	1	Credit Reduction			(\$100.00)	01	REGRESSIONTESTBAARFLEET	2021		285F	04	Q00MD224	TM11		AF114		AI
<input checked="" type="checkbox"/>	2	Credit Application			\$100.00												
Total Header Funded Amou					\$0.00												

References Add Copy **Remove** Reset Replace 10 per page Page 1 of 1

16. Select the Credit Reduction Line.

17. Select the **Copy** button.

Figure 155: Copy Button

Header Accounting Lines Approval Routing Memos Summary Correspondence

Accounting Line Charge Lines Associated Spending

1 - 2 of 2 results

	Line Number	Line Type	Deposit Number	Debit Voucher Number	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm	Proj Cd	Acty	SOC	R
<input checked="" type="checkbox"/>	1	Credit Reduction			(\$100.00)	01	REGRESSIONTESTBAARFLEET	2021		285F	04	Q00MD224	TM11		AF114		AI
<input type="checkbox"/>	2	Credit Application			\$100.00												
Total Header Funded Amou					(\$100.00)												

References Add **Copy** Remove Reset Replace 10 per page Page 1 of 1

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

Header	Accounting Lines	Approval Routing	Memos	Summary	Correspondence												
	Accounting Line	Charge Lines	Associated Spending														
1 - 3 of 3 results																	
Line Number	Line Type	Deposit Number	Debit Voucher Number	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm	Proj Cd	Acty	SOC	R	
1	Credit Reduction			(\$100.00)	01	REGRESSIONTESTBAARFLEET	2021		285F	04	000MD224	TM11		AF114		AI	
2	Credit Application	-	-	\$100.00	-	-	-	-	-	-	-	-	-	-	-	-	-
3	Credit Reduction			(\$100.00)	01	REGRESSIONTESTBAARFLEET	2021		285F	04	000MD224	TM11		AF114		AI	
Total Header Funded Amou				(\$200.00)													

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

Figure 157: Credit Application Line Type

General

Line Number: 3

Line Type: Credit Application

* Transaction Type: [Dropdown Menu]

Write-Off Reason: [Dropdown Menu]

Confirmation Date: [Text Field]

Calculate Charge Amount: [Text Field]

Deposit Number: [Text Field]

Debit Voucher Number: [Text Field]

Period of Performance:

Start Date: [Text Field]

End Date: [Text Field]

Dropdown Menu Options: Advance Payment, Advance Offset, Credit Application, Credit Reduction, Debit Voucher - Advance, Debit Voucher - Normal, Normal, Receivable Offset, Travel Advance Offset, Write Off

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

Figure 158: Transaction Type 04

Line Number: 3

Line Type: Credit Application

* Transaction Type: 04

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

Figure 159: Line Amounts

Line Amounts

Principal Amount: \$100.00

Interest Amount: \$0.00

Admin Charges Amount: \$0.00

Penalty Amount: \$0.00

Receipt Total: \$100.00

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

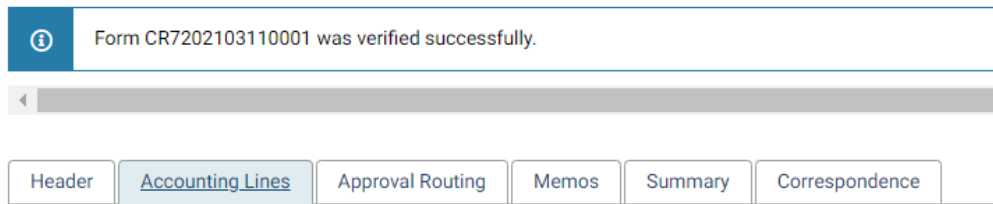
NOTE: The Posting Order, Tender Type will default from the CR Document Type. The Receivable Type, Business Line, Vendor and Amounts will copy forward from the referenced BDs.

26. Select the **Save** button.

Figure 162: CR7 - Save Message

27. Select the **Verify** button.

Figure 163: CR7 - Verify message

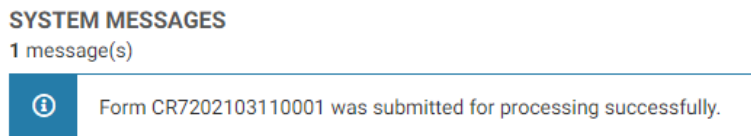


NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again. The messages in the screen above are informational only and do not need to be corrected.

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



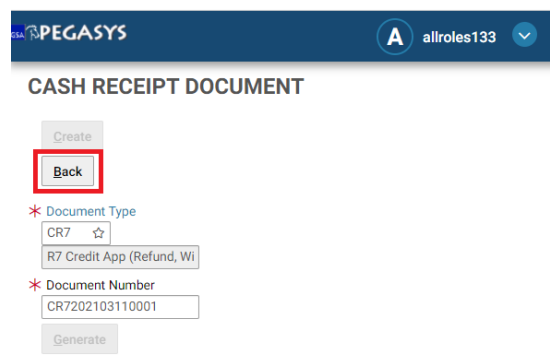
NOTE: If no errors are encountered upon selecting the Submit button a message appears stating that the form has been submitted for processing.

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

Credit Application Worksheet

The screenshot displays two side-by-side search forms. The left form, titled 'Search Criteria for Unapplied Credit', includes fields for Document Title, Document Type (with a star icon), Document Number (with a star icon), Accounting Line Number (with a star icon), Bill Type/Type of Transfer (a dropdown menu set to 'Standard'), Vendor (with a star icon), Document Date (with 'To' and calendar icons), and Outstanding Credit Amount (with 'To' and calendar icons). The right form, titled 'Search Criteria for Outstanding Bills', includes fields for Document Title, Document Type (with a star icon), Document Number (with a star icon), Accounting Line Number (with a star icon), Line Type (a dropdown menu), Bill Type/Type of Transfer (a dropdown menu set to 'Standard'), Vendor (with two dropdown menus showing '1448SR'), Document Date (with 'To' and calendar icons), Collection Due Date (with 'To' and calendar icons), and Outstanding Amount (with 'To' and calendar icons). Both forms have 'Additional Criteria', 'Search', and 'Clear' buttons at the bottom.

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

Credit Application Worksheet

The screenshot displays two side-by-side search criteria panels. The left panel, titled 'Search Criteria for Unapplied Credit', includes fields for Document Title, Document Type, Document Number, Accounting Line Number, Bill Type/Type of Transfer (with a dropdown menu), Vendor, Document Date (with 'To' and calendar icons), and Outstanding Credit Amount. The right panel, titled 'Search Criteria for Outstanding Bills', includes fields for Document Title, Document Number, Accounting Line Number, Line Type (with a dropdown menu), Bill Type/Type of Transfer (with a dropdown menu), Vendor (with a dropdown menu), Document Date (with 'To' and calendar icons), Collection Due Date (with 'To' and calendar icons), and Outstanding Amount. Both panels feature 'Additional Criteria', 'Search', and 'Clear' buttons at the bottom.

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

The screenshot shows the 'ADDITIONAL CRITERIA' section of the worksheet. It is divided into two columns of search fields. The left column includes External System ID, Statement Number (with value F0210938), Agreement Number, Agreement Line Number, Contracts Number, Blanket Agreement Number, Billing Status (dropdown), and Source Number. The right column includes Business Line, Related Statement Number, Debt Account Number, Debt Account Line Number, Depository Line Number, Payee Line Number, Debt Appeal Forbearance (dropdown), and Receivable Type. Below these is the 'Accounting Dimensions' section, which contains a grid of fields for various dimensions: BBFY, EBFY, Fund, Region, Org Code, Program, Project Code, Activity, Sub-Object Class, Revenue Source, Sub Revenue Source, Building #, Location/System, Vehicle Tag #, Work Item, Lease #, Reimbursable Sub-Object Class, Reimbursable Sub Object, YBA, BETC, Cohort Yr, PRC, and Cost Organization. Each field has a search icon (magnifying glass) and some have dropdown arrows.

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

UNAPPLIED CREDIT ☰ ☏ ✕ ⚙

1 - 6 of 6 results

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

10 per page | Page 1 of 1

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

UNAPPLIED CREDIT DETAIL x

Page 1 Item 1 of 6 < Previous Next >

Agreement Number ☆

Agreement Line Number ☆

Accounting Line Description

Accounting Dimensions

Accounting Template ☆

BBFY	EBFY	Fund	Region	Org Code	Program
<input type="text" value="2021"/> >	<input type="text" value=""/> >	<input type="text" value="285F"/> ☆	<input type="text" value="04"/> ☆	<input type="text" value="Q00MDZ24"/> ☆	<input type="text" value="TM11"/> ☆
Project Code	Activity	Sub-Object Class	Revenue Source	Sub Revenue Source	Building #
<input type="text" value=""/> ☆	<input type="text" value="AF114"/> ☆	<input type="text" value=""/> ☆	<input type="text" value="A800"/> ☆	<input type="text" value=""/> ☆	<input type="text" value=""/> ☆
Vehicle Tag #	Work Item	Lease #	Reimbursable Sub-Object Class	Reimbursable Sub Object	Location/System
<input type="text" value=""/> ☆	<input type="text" value=""/> ☆	<input type="text" value=""/> ☆	<input type="text" value=""/> ☆	<input type="text" value=""/> ☆	<input type="text" value="A04"/> ☆
YBA	BETC	Cohort Yr	PRC	Cost Organization	
<input type="text" value="2021"/> >	<input type="text" value="DISB"/> ☆	<input type="text" value=""/> >	<input type="text" value=""/> ☆	<input type="text" value=""/> ☆	

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

UNAPPLIED CREDIT ↓ ↺ ↻ ⌵

1 - 6 of 6 results

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

Select

Details

View Document

10 per page
<< Page 1 of 1 >>

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

Figure 173: Applied Credit item Collection

UNAPPLIED CREDIT
1 - 6 of 6 results

Applied Line Amount	Doc Type	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

APPLIED CREDIT
No results

Document Type	Doc Num	Actg Ln #	Document Date	Collection Due Date	Statement Number	Vendor Code	Address Code	Line Type	Currency	Applied Line Amc

Buttons: Move Up, Move Down, Remove, Details, View Document, **Apply Credit**

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

Figure 174: Generate Cash Receipt

APPLIED CREDIT
No results

Document Type	Doc Num	Actg Ln #	Document Date	Collection Due Date	Statement Number	Vendor Code	Address Code	Line Type	Currency	Applied Line Amc

Buttons: Move Up, Move Down, Remove, Details, View Document, **Apply Credit**

A new page will be displayed.

Figure 175: New Page

PEGASYS allroles133

CASH RECEIPT DOCUMENT

Create

Back

* Document Type

* Document Number

Generate

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.

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

Figure 176: Document Type Search Criteria

PEGASYS A allroles133

SEARCH - CASH RECEIPT DOCUMENT TYPE

Search Criteria

Code

* Document Category
CR - Cash Receipt

Name

Short Name

Security Org

- Select the appropriate Document Type for the Finance Region.

Figure 177: Document Type for Finance Region

PEGASYS A allroles133

1 - 2 of 2 results

	Code	Document Category	Name	Short Name	Status	
<input type="button" value="Select"/> ★	CT6	CR - Cash Receipt	R6 Credit App (Return to Treasury without BD Normal line) CR		Active	
<input type="button" value="Select"/> ★	CT7	CR - Cash Receipt	R7 Credit App (Return to Treasury without BD Normal line) CR		Active	

- Select the Generate button.

Figure 178: Generate Button

PEGASYS A allroles133

CASH RECEIPT DOCUMENT

Create

Back

* Document Type
 CT7 ☆
 R7 Credit App (Return to 1)

* Document Number

Generate

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

Figure 179: Create CR

PEGASYS A allroles133

CASH RECEIPT DOCUMENT

Create

Back

* Document Type
 CT7 ☆
 R7 Credit App (Return to 1)

* Document Number
 CT7202103110002

Generate

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

Figure 180: Cash Receipt form

Header Accounting Lines Approval Routing Memos Summary Correspondence

General

Document Type CT7 R7 Credit App (Return to 1)

Status NEW

Document Number CT7202103110002

Title

Received By

Post Code ☆

Overseas Cashier Code ☆

Disbursing Office GS127 ☆

Sender's Disbursing Office ☆

Agency UEI

Agency DUNS Number

Agency EFT Indicator

FIFO Liquidation Worksheet

Deposit/Debit Voucher Number

Default to Lines ▾

Receipt Date

Accounting Period ☆

Reporting Accounting Period ☆

Batch Number

Document Classification ☆

Security Org GSA

Accomplished Date

Suppress Printing

Lockbox Number

Schedule Name

Formal Contract Number

Amounts

Principal Amount: \$0.00

Interest Amount: \$0.00

Admin Charges Amount: \$0.00

Verify Save Submit Schedule Refresh Fund Currency ...

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

Figure 181: Accounting Lines - Line Number and Line Type

ACCOUNTING LINES

Header | **Accounting Lines** | Approval Routing | Memos | Summary | Correspondence

Accounting Line | Charge Lines | Associated Spending

1 - 2 of 2 results

<input type="checkbox"/>	Line Number	Line Type	Deposit Number	Debit Voucher Number	Amount	Transaction Type	Accounting Template	BBFY	EBFY
<input type="checkbox"/>	1	Credit Reduction			(\$100.00)		REGRESSIONTESTBAARFLEET	2021	
<input type="checkbox"/>	2	Credit Application			\$100.00				
Total Header Funded Amou					\$0.00				

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

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

1 - 2 of 2 results

<input type="checkbox"/>	Line Number	Line Type	Deposit Number	Debit Voucher Number	Amount	Transaction Type	Accounting Template	BBFY	EBFY
<input type="checkbox"/>	1	Credit Reduction			(\$100.00)		REGRESSIONTESTBAARFLEET	2021	

15. Select the **Accounting Line** link.

16. **REQUIRED:** Enter the **Transaction Type** of '01'.

Figure 183: Transaction Type 01

— General

Line Number

Line Type

*** Transaction Type**

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

Figure 184: Payment Information - Tender Type

— Payment Information

Tender Type

Check/Money Order Number

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

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

Figure 185: Accounting Line hyperlink

The screenshot shows a web interface with several tabs: Header, Accounting Lines (highlighted in red), Approval Routing, Memos, Summary, and Correspondence. Below the tabs, there are sub-tabs: Accounting Line (highlighted in red), Charge Lines, and Associated Spending. A table displays 2 results. The first row is selected with a checkmark. The table columns are: Line Number, Line Type, Deposit Number, Debit Voucher Number, Amount, Transaction Type, Accounting Template, BBFY, and EBFY.

Line Number	Line Type	Deposit Number	Debit Voucher Number	Amount	Transaction Type	Accounting Template	BBFY	EBFY
1	Credit Reduction			(\$100.00)	01	REGRESSIONTESTBAARFLEET	2021	
2	Credit Application			\$100.00				
Total Header Funded Amou				\$0.00				

Below the table are buttons: Add, Copy, Remove, Reset, Replace.

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

Figure 186: Transaction Type 02

The screenshot shows the 'General' section of the form. The 'Line Number' is 2 and 'Line Type' is 'Credit Application'. The 'Transaction Type' is set to '02' and is highlighted with a red box.

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

Figure 187: General Information

The screenshot shows the 'General' section of the form. The 'Receivable Type' is 'FLNI' and the 'Business Line' is 'FLEET', both highlighted with red boxes. Other fields include Line Number (2), Line Type (Credit Application), and Transaction Type (02).

22. **REQUIRED:** Enter the Vendor Code.

Figure 188: Accounting Line - Vendor Information

The screenshot shows the 'Vendor Information' section. The 'Vendor' is '14485R' and the 'Address Name' is 'DOI, US FISH & WILDLIFE SERVICE'. The vendor code is highlighted with a red box.

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

The screenshot shows the 'Accounting Dimensions' form with a 'Default' button. The fields are organized into columns:

- Column 1:** BBFY (dropdown with '2021'), Project Code, Location/System, Cost Organization.
- Column 2:** EBFY (dropdown), Activity, Vehicle Tag #, YBA (dropdown with '2021').
- Column 3:** Fund (dropdown with '0890'), Sub-Object Class, Work Item, BETC (dropdown with 'COLL').
- Column 4:** Region (dropdown with '07'), Revenue Source (dropdown with '6104'), Lease #, Cohort Yr (dropdown).
- Column 5:** Org Code (dropdown with 'R0700000'), Sub Revenue Source, Reimbursable Sub-Object Class, PRC (dropdown).
- Column 6:** Program, Building #, Reimbursable Sub Object.

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

Figure 190: Check Tender Type

The screenshot shows the 'Payment Information' form. The 'Tender Type' dropdown menu is highlighted with a red box and is set to 'CHECK'. To the right, there is a field for 'Check/Money Order Number'.

25. Select the **Save** button.

Figure 191: Save message for Return to Treasury Document

SYSTEM MESSAGES
1 - 1 of 1 results

Form CT7201604270333 was saved successfully.

HEADER

Header Accounting Lines Approval Routing Memos Summary Correspondence

— General

Document Type CT7 R7 Credit App (Return to Tr
 Status HELD
 Document Number CT7201604270333
 Title D0771009
 Received By
 Post Code ☆
 Overseas Cashier Code ☆
 Disbursing Office GS187 ☆
 Sender's Disbursing Office ☆
 Agency UEI
 Agency DUNS Number
 Agency EFT Indicator
 FIFO Liquidation Worksheet
 Deposit/Debit Voucher Number Default to Lines ▾

— Amounts

	Original	Change
Principal Amount:	\$0.00	

Verify Save Submit Schedule Refresh Fund Currency ...

26. Select the **Verify** button.

Figure 192: Verify Button for Return to Treasury Document

SYSTEM MESSAGES
1 - 1 of 1 results

Form CT7201604270333 was verified successfully.

HEADER

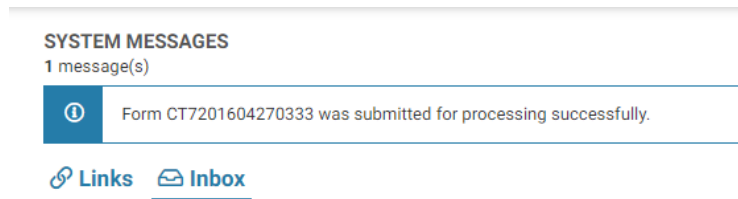
Header Accounting Lines Approval Routing Memos Summary Correspondence

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



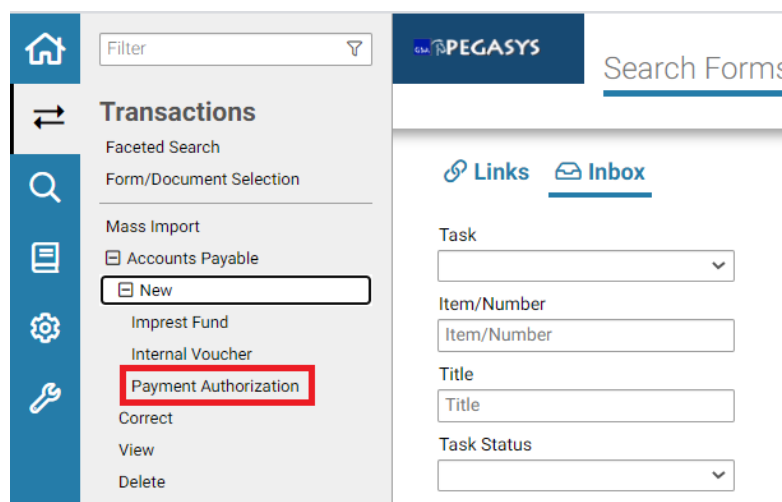
4.15.4 Credit Refunds

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

The screenshot shows the 'NEW PAYMENT AUTHORIZATION' form. At the top left, there is a blue header with the text 'NEW PAYMENT AUTHORIZATION' and a sub-header 'New Payment Authorization'. The form contains several input fields and a button:

- Document Type:** A required field (marked with a red asterisk) with a dropdown menu and a star icon.
- Document Number Format Prefix:** A text input field with a star icon.
- Security Org:** A text input field with a star icon.
- Document Number:** A required field (marked with a red asterisk) with a text input field and a 'Generate' button.
- Title:** A text input field.
- Copy Document:** A section with three radio button options: 'None' (selected), 'Copy From', and 'Copy Forward'.
- File:** A section with a 'Choose File' button and the text 'No file chosen'.

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

NEW PAYMENT AUTHORIZATION

[New Payment Authorization](#)

* Document Type

Document Number Format Prefix

Security Org

* Document Number

Title

Copy Document None
 Copy From
 Copy Forward

File No file chosen

4. Select the **Finish** button.

The Payment Authorization (IP) header tab is displayed.

Figure 197: Payment Authorization Header

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

— General

Document Type	<input type="text" value="MR6"/> <input type="text" value="R6 Manual IP NonIPAC Re"/>	Authorization Date	<input type="text"/>
Status	<input type="text" value="NEW"/>	Accounting Period	<input type="text"/>
Document Number	<input type="text" value="MR62021031100001"/>	Reporting Accounting Period	<input type="text"/>
Title	<input type="text"/>	Document Classification	<input type="text"/>
Authorized By	<input type="text"/>	Security Org	<input type="text" value="GSA"/>
Post Code	<input type="text"/>	Additional Payee Name	<input type="text"/>
<input type="checkbox"/> Automatic Reversal		Accomplished Date	<input type="text"/>
Reversal Accounting Period	<input type="text"/>	<input type="checkbox"/> Suppress Printing	
Reverse After Period	<input type="text"/>		
Agency UEI	<input type="text"/>		
Agency DUNS Number	<input type="text"/>		
Agency EFT Indicator	<input type="text"/>		

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

CORRESPONDENCE

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

Figure 200: Correspondence page Blank Item Collection

1 - 1 of 1 results

Record Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Corresponder	Itemized Line Number	Accounting Line Number	Type Of Corresponder	Public Publishing Flag
											True

Back Add Reply Save Remove Email ... 10 per page << Page 1 of 1 >>

Contact Person

* First Name * Last Name

Contact Title

Contact Phone Number

International Phone Number

Contact Email Address

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

Agency Contact

Agency Contact Name

Agency Contact Title

Agency Contact Phone Number

From Email Address

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

Contact Person

* First Name * Last Name

Contact Title

Contact Phone Number

International Phone Number

Contact Email Address

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

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

	Record Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Corresponder	Itemized Line Number	Accounting Line Number	Type Of Corresponder	Public Publishing Flag
<input type="radio"/>	1	03/18/2021 01:36	allroles123	John	Smith		Re: Payment 2355068	Dear Sir,		2	C	True

10 per page << Page 1 of 1 >>

Contact Person

* First Name * Last Name

Contact Title

Contact Phone Number

International Phone Number

Contact Email Address

Agency Contact

Agency Contact Name

Agency Contact Title

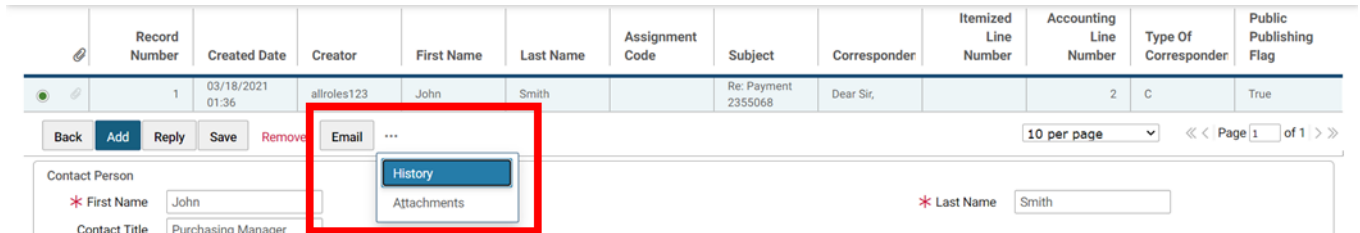
Agency Contact Phone Number

From Email Address

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.

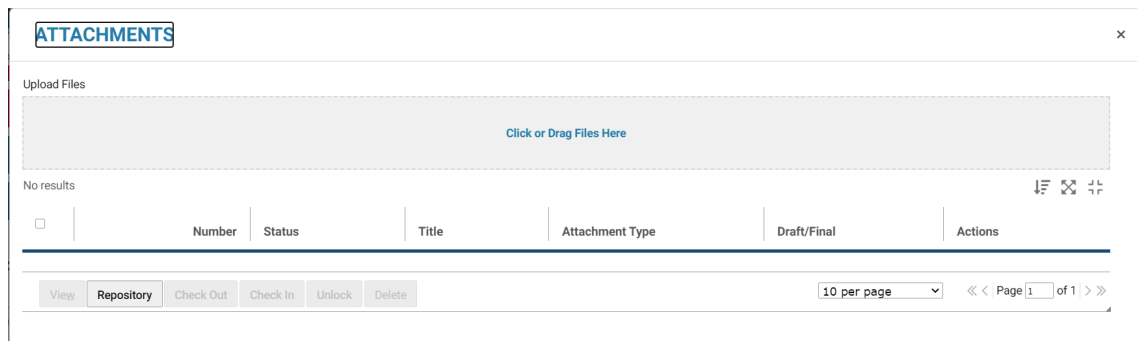
17. To attach a file to the correspondence record, select **Attachments**.

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

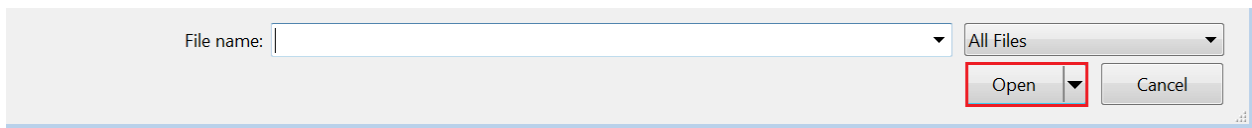
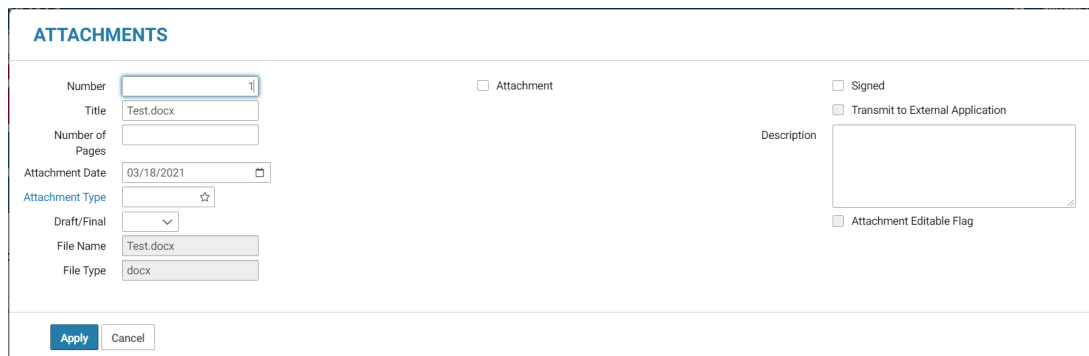


Figure 209: Import Attachment Page



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

Record Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Corresponder	Itemized Line Number	Accounting Line Number	Type Of Corresponder	Public Publishing Flag
1	03/18/2021 01:36	allroles123	John	Smith		Re: Payment 2355068	Dear Sir,		2	C	True

NOTE: The attachment table contains columns that make up 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.

- 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

NEW PAYMENT AUTHORIZATION

New Payment Authorization

* Document Type

Document Number Format Prefix

Security Org

* Document Number

Title

Copy Document None
 Copy From
 Copy Forward

File

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

New Payment Authorization

* 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 213: Generate Document Number

The screenshot shows a form titled "New Payment Authorization". It includes several fields: "Document Type" (MR6), "Document Number Format Prefix", "Security Org", "Document Number" (MR62021031100002), "Title", "Copy Document" (radio buttons for None, Copy From, Copy Forward), and "File" (Choose File, No file chosen). The "Document Number" field and its "Generate" button are highlighted with a red border.

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.

- 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

This close-up shows the "Copy Document" section with three radio buttons: "None", "Copy From", and "Copy Forward". The "Copy Forward" option is selected and highlighted with a red box. Below it is the "File" section with "Choose File" and "No file chosen" buttons.

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

Figure 215: Copy Forward document - Search Criteria

The screenshot shows a "Search Criteria" form with fields for "Document Type" (L6F), "Document Number", "Document Status", "User ID", "Title", "Accounting Period", "From Date" (05/01/2020), "To Date", and "Vendor". A "Search" button is located at the bottom left.

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

Figure 216: Copy Forward Button

Search Criteria

Document Type: L6F | R6 Fleet Lockbox CR (470)

Accounting Period: []

Document Number: []

Accounting Period: []

Document Status: []

From Date: 05/01/2020

User ID: []

To Date: []

Title: []

Vendor: []

Search

Copy Lines

Copy all lines Choose which lines to copy Copy no lines

+ Additional Criteria

+ Accounting Dimensions

1 - 10 of 1,627 results

Document Category	Document Type	Document Number	Document Date	Amendment / Modification Number	Temporary Amendment Number	Title	Document Status	User ID
<input type="radio"/> CR	L6F	L6F202004020040	06/02/2020				Held	michalebyers
<input checked="" type="radio"/> CR	L6F	L6F201504279105	05/06/2020	00002			Processed	kinholcomb
<input type="radio"/> CR	L6F	L6F201811200013	05/13/2020	00002			Processed	kinholcomb
<input type="radio"/> CR	L6F	L6F201912270020	05/05/2020	00002			Processed	kinholcomb

< Back **Finish** Cancel

NOTE: At the bottom of the page is an item collection table where the columns make up 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.

- 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.

- General
- Vendor Information
- External System Information

Figure 217: Header page

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

General

Document Type: MR6 | R6 Manual IP NonIPAC Ref

Status: NEW

Document Number: MR62021031200001

Title: []

Authorized By: []

Post Code: []

Automatic Reversal

Reversal Accounting Period: []

Reverse After Period: []

Agency UEI: []

Agency DUNS Number: []

Agency EFT Indicator: []

Authorization Date: []

Accounting Period: []

Reporting Accounting Period: []

Document Classification: []

Security Org: GSA

Additional Payee Name: []

Accomplished Date: []

Suppress Printing

Figure 218: User Defined Fields Section

External System Information

System ID: ☆ Modified External Document

External System Document Number:

External System Amount:

User Defined Fields

* Assignment Code:

Bidders Last Name:

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

Header | Fixed Assets | **Header Accounting Lines** | Itemized Lines | Approval Routing | Memos | ...

Header Accounting Line | Contracts Pay | Tax Lines | Associated Spending

1 - 5 of 5 results 🔍 🔄 🗑️ 📄

<input type="checkbox"/>	Line Number	Payment Amount	Line Type	Transaction Type	Amount	Applied Credit	Applied Prepayment	Holdback	Suspension	Accounting Tem
<input checked="" type="checkbox"/>	1	\$0.00	Normal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/>	2	\$0.00	Normal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/>	3	\$0.00	Normal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/>	4	\$0.00	Normal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/>	5	\$0.00	Normal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Header Funded Amou					\$0.00					

References... **Add** Copy Remove Reset Replace 10 per page << Page 1 of 1 >>

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

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

Figure 220: Line Amounts Section - Payment field

Line Amounts

Payment: <input style="border: 2px solid red;" type="text" value="\$2,951.80"/>	Applied Prepayment Amount: <input type="text" value="\$0.00"/>
Applied Credit: <input type="text" value="\$0.00"/>	Holdback Amount: <input type="text" value="\$0.00"/>
Withholding Tax: <input type="text" value="\$0.00"/>	Suspension Amount: <input type="text" value="\$0.00"/>
Line Amount After Withholding: <input type="text" value="\$2,951.80"/>	
Withholding Tax Allowance: <input type="text" value="\$0.00"/>	
Net Total: <input type="text" value="\$2,951.80"/>	

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

Figure 221: Accounting Dimensions - YBA

The screenshot shows the 'Accounting Dimensions' form. The 'YBA' field is highlighted with a red box and contains the value '2016'. Other fields include BBFY (2016), EBFY, Fund (455F), Region (08), Org Code (F08Y0000), Program (FE32), Project Code, Activity (FE111), Sub-Object Class, Revenue Source (A100), Building #, Location/System (A02), Vehicle Tag #, Work Item, Lease #, Reimbursable Sub-Object Class, Cost Organization, BETC, Cohort Yr, and PRC.

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 screenshot shows the 'Document Reference' form. The 'View' button is highlighted with a red box. Other fields include Type (L6F), Number (L6F201504270105), Item (0000), ExhibitItem, Accounting (2), checkboxes for Final, Misc, and Liquidate Items, and a Referenced Statement Number (F0129788).

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

The screenshot shows the 'Accounting Dimensions' form. The 'Revenue Source' field is highlighted with a red box and contains the value 'A100'. Other fields include BBFY (2016), EBFY, Fund (455F), Region (08), Org Code (F08Y0000), Program (FE32), Project Code, Activity (FE111), Sub-Object Class, Reimbursable Sub-Object Class, Building #, Location/System (A02), Vehicle Tag #, Work Item, Lease #, Cost Organization, BETC, Cohort Yr, and PRC.

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

— User Defined Fields

Fedcode/Customer

Fund Code

Class ID #

Task/SubTask

Charge Type

Service Month

14. Select the Disbursing Information link.

Figure 225: Disbursing Information link

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

HEADER ACCOUNTING LINE

Header Accounting Line Contracts Pay Tax Lines Associated Spending

Disbursing Information

Summary

Correspondence

The Disbursing Information page is displayed.

Figure 226: Disbursing Information page

Header Fixed Assets Header Accounting Lines Itemized Lines Approval Routing Disbursing Information ...

— General

Disbursing Method

Disbursing Office GS127 ☆

Eligible For PIR

— Interagency Transfer Information

Type

Inter-Agency Sub-level Prefix

Treasury Symbol ☆

Short Key ATA AID BPOA EPOA

A MAIN SUB

Payee's ALC ☆

Payee's Disbursing Office ☆

Partition ☆

Disbursement Number

IPAC Schedule Date

Verify Save Submit Schedule Refresh Fund Currency ...

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

The screenshot shows a navigation bar with tabs: Header, Fixed Assets, Header Accounting Lines, Itemized Lines, Approval Routing, and Disbursing Information (selected). Below the tabs is a form section titled "General" containing three fields: "Disbursing Method" (dropdown menu set to "Check/EFT"), "Disbursing Office" (text input with "GS127" and a star icon), and "Eligible For PIR" (dropdown menu). Below this is another section titled "Check/EFT Information" with a checkbox for "Group Payments" and a "Disbursing Model" dropdown menu.

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


The screenshot shows two sections of the form. The top section, "Check/EFT Information", contains a checkbox for "Group Payments" and a "Disbursing Model" dropdown menu set to "Treasury Disbursing". The bottom section, "Treasury/FRB Disbursing Information", contains several fields: "Payment Category" (text input with a star icon), "Line Code" (dropdown menu), "Check Type" (dropdown menu), "Primary Payee Identifier Source" (dropdown menu), and "Secondary Payee Identifier Source" (dropdown menu).

- 16. Select the **Save** button.

Figure 229: Non-IPAC Payment Authorization - Save message

SYSTEM MESSAGES

1 - 1 of 1 results

 Form MR62021031200001 was saved successfully.

HEADER

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

— General


Document Type

Status

Document Number

17. Select the **Verify** button.

Figure 230: Non-IPAC Payment Authorization - Verify button

 [Itemized Payment/VP Accounting Line 2](#)
AD0006I The entered schedule payment date, 03/13/2021, is either a weekend or a holiday.


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



HEADER ACCOUNTING LINE


[Header Accounting Line](#)
[Contracts Pay](#)
[Tax Lines](#)
[Associated Spending](#)

Item 1 of 4: 1 2 3 4

— General

Line Number Original Accounting Period 



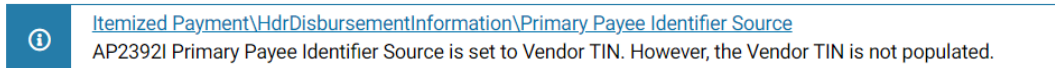


NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again. The messages in the screen above are informational only and do not need to be corrected.

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.

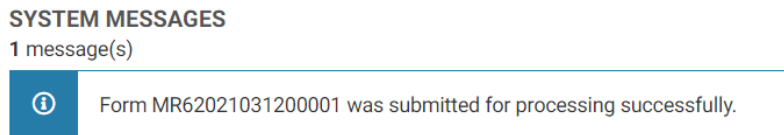
Figure 231: No TIN Error



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

1 - 1 of 1 results

Document Type	Document Number	Amendment / Modification Number	Temporary Amendment Number	Title	Document Date	Document Status	User ID
MR6	MR62021031200001				03/12/2021	Pending Approval	alroles133

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

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

Figure 234: Document Status - Processed

1 - 1 of 1 results

Document Type	Document Number	Amendment / Modification Number	Temporary Amendment Number	Title	Document Date	Document Status	User ID
MR6	MR62021031200001				03/12/2021	Processed	alroles133

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

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

FORM/DOCUMENT SELECTION

Form/Document Selection

Failure to populate at least one OFFP field may result in a search that causes a system timeout and/or overall degraded system performance for all users.
Please enter a To and From Date range of less than one month when searching for documents.

Search Criteria

Subsystem

Document Type (OFF)

Document Number (OFF)

Amendment / Modification Number

Document Category

Accounting Period To

From Date (OFF) To

System ID

Document Status (OFFP)

Processed Rejected

Canceled Archived

Scheduled Pending Approval

Held

User ID

Security Org

Title/ Contract Number (OFF)

Vendor

Code (OFF)

UEI

DUNS

Designated Agent - ALC

AAC/DDDAAC

TIN (SSN/EIN)

EFT Indicator

Customer Account

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

FORM/DOCUMENT SELECTION

Form/Document Selection

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

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

Search Criteria

Subsystem: Accounts Payable

Document Type (OFF): MR6 R6 Manual IP NonIPAC Re

Document Number (OFF): MR62021031200001

Amendment / Modification Number:

Document Category:

Accounting Period: To

From Date (OFF): 03/12/2021 To

System ID:

Document Status (OFF)

Processed Rejected

Canceled Archived

Scheduled Pending Approval

Held

User ID:

Security Org:

Title/ Contract Number (OFF):

Vendor

Code (OFF):

UEI:

DUNS:

Designated Agent - ALC:

AAC/DODAAC:

TIN (SSN/EIN):

EFT Indicator:

Customer Account:

Search

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

1 - 1 of 1 results

Document Type	Document Number	Amendment / Modification Number	Temporary Amendment Number	Title	Document Date	Document Status	User ID
MR6	MR62021031200001				03/12/2021	Processed	allroles133

10 per page << Page 1 of 1 >>

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

Figure 238: Correct Mode

Header Fixed Assets Header Accounting Lines Itemized Lines Approval Routing Memos

General

Document Type: MR6 R6 Manual IP NonIPAC Re

Status: CORRECT

Document Number: MR62021031200001

Title:

Authorized By:

Post Code:

Automatic Reversal

Reversal Accounting Period:

Reverse After Period:

Agency UEI:

Agency DUNS Number:

Agency EFT Indicator:

Orig Authorization Date: 03/12/2021

Reset Document Date

Authorization Date:

Accounting Period:

Reporting Accounting Period:

Document Classification:

Security Org: GSA

Additional Payee Name:

Accomplished Date:

Suppress Printing

- Update any information on the document header.

Figure 239: Information on Header

Header | Fixed Assets | Header Accounting Lines | Itemized Lines | Approval Routing | Memos | ...

— General

Document Type	MR6 R6 Manual IP NonIPAC Ref	Orig Authorization Date	03/12/2021
Status	CORRECT	<input type="checkbox"/> Reset Document Date	
Document Number	MR62021031200001	Authorization Date	<input type="text"/>
Title	Manual Non IPAC Correct Document	Accounting Period	<input type="text"/>
Authorized By	<input type="text"/>	Reporting Accounting	<input type="text"/>

- Select the accounting line to update the line information.
- 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

— Line Amounts

Payment	<input type="text" value="\$0.00"/>	Applied Prepayment Amount	<input type="text" value="\$0.00"/>
Applied Credit	<input type="text" value="\$0.00"/>	Holdback Amount	<input type="text" value="\$0.00"/>
Withholding Tax	<input type="text" value="\$0.00"/>	Suspension Amount	<input type="text" value="\$0.00"/>
Line Amount After Withholding	<input type="text" value="\$0.00"/>		
Withholding Tax Allowance	<input type="text" value="\$0.00"/>		
Net Total	<input type="text" value="\$0.00"/>		

- Select the **Save** button.

Figure 241: Non-IPAC BD Save message

SYSTEM MESSAGES
1 - 1 of 1 results

i Form MR62021031200001 was saved successfully.

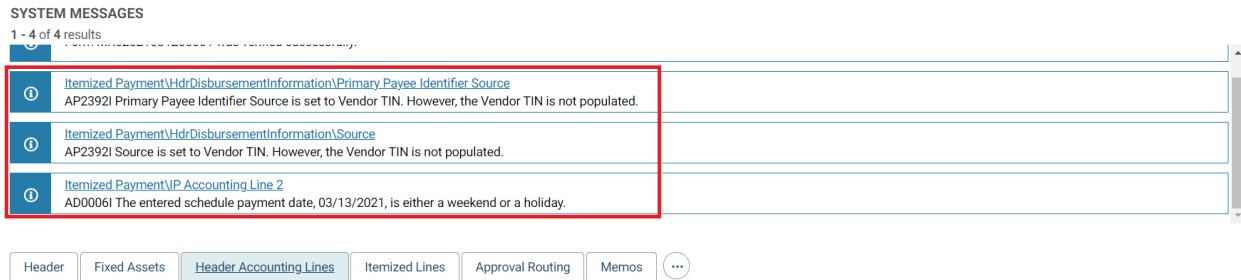
Header | Fixed Assets | Header Accounting Lines | Itemized Lines | Approval Routing | Memos | ...

HEADER ACCOUNTING LINE

Header Accounting Line | Contracts Pay | Tax Lines | Associated Spending

- Select the **Verify** button.

Figure 242: Header

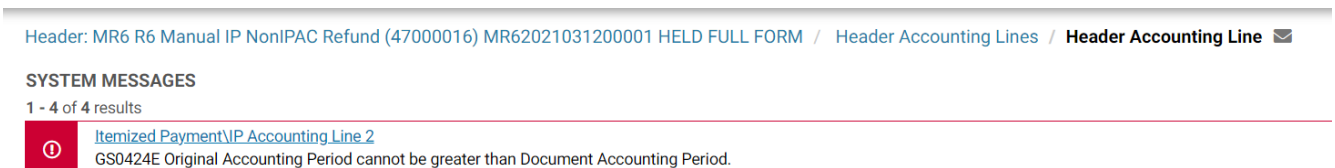


NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again. The messages in the screen above are informational only and do not need to be corrected.

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.

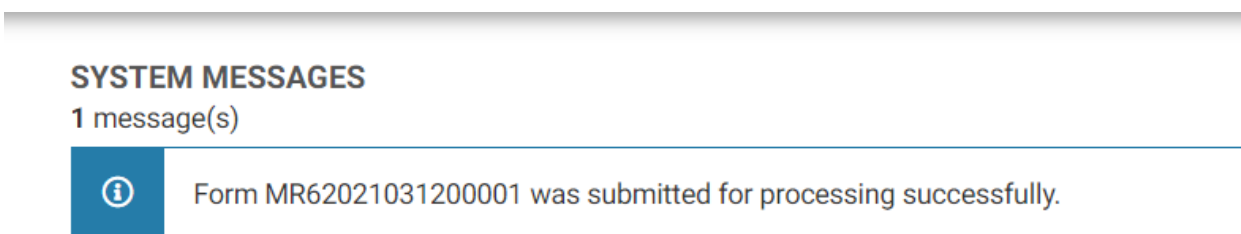
Figure 243: Accounting Period Error



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

1 - 1 of 1 results

Document Type	Document Number	Amendment / Modification Number	Temporary Amendment Number	Title	Document Date	Document Status	User ID
MR6	MR62021031200001				03/12/2021	Pending Approval	allroles133

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

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

FORM/DOCUMENT SELECTION

Form/Document Selection

Failure to populate at least one OFF field may result in a search that causes a system timeout and/or overall degraded system performance for all users.

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

Search Criteria

Subsystem: [Dropdown]

Document Type (OFF): [Text]

Document Number (OFF): [Text]

Amendment / Modification Number: [Text]

Document Category: [Dropdown]

Accounting Period: [Text] To [Text]

From Date (OFF): [Text] To [Text]

System ID: [Text]

Document Status (OFF)

Processed Rejected

Canceled Archived

Scheduled Pending Approval

Held

User ID: [Text]

Security Org: [Text]

Title/ Contract Number (OFF): [Text]

Vendor

Code (OFF): [Text]

UEI: [Text]

DUNS: [Text]

Designated Agent - ALC: [Text]

AAC/DODAAC: [Text]

TIN (SSN/EIN): [Text]

EFT Indicator: [Text]

Customer Account: [Text]

Search Clear

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

FORM/DOCUMENT SELECTION

Form/Document Selection

The fields designated as (OFF) indicate the fields that are Optimized For Performance when executing a search on this page.

Failure to populate at least one OFF field may result in a search that causes a system timeout and/or overall degraded system performance for all users.

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

Search Criteria

Subsystem: Accounts Payable

Document Type (OFF): MR6 R6 Manual IP NonIPAC Re

Document Number (OFF): MR62021031200001

Amendment / Modification Number: [Text]

Document Category: [Dropdown]

Accounting Period: [Text] To [Text]

From Date (OFF): 03/12/2021 To [Text]

System ID: [Text]

Document Status (OFF)

Processed Rejected

Canceled Archived

Scheduled Pending Approval

Held

User ID: [Text]

Security Org: [Text]

Title/ Contract Number (OFF): [Text]

Vendor

Code (OFF): [Text]

UEI: [Text]

DUNS: [Text]

Designated Agent - ALC: [Text]

AAC/DODAAC: [Text]

TIN (SSN/EIN): [Text]

EFT Indicator: [Text]

Customer Account: [Text]

Search Clear

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

1 - 1 of 1 results

Document Type | Document Number | Amendment / Modification Number | Temporary Amendment Number | Title | Document Date | Document Status | User ID

MR6	MR62021031200001				03/12/2021	Processed	allroles133
-----	------------------	--	--	--	------------	-----------	-------------

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

10 per page << Page 1 of 1 >>

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

Figure 249: Pending Cancellation mode Status

HEADER

Header | Fixed Assets | Header Accounting Lines | Itemized Lines | Approval Routing | Memos | ...

— General

Document Type: MR6 R6 Manual IP NonIPAC Ref

Status: PENDINGCANCELLATION

Document Number: MR62021031200001

Title: Manual Non IPAC Correct Document

Authorized By: [Redacted]

Post Code: [Redacted]

Automatic Reversal

Reversal Accounting Period: [Redacted]

Reverse After Period: [Redacted]

Agency UEI: [Redacted]

Agency DUNS Number: [Redacted]

Agency EFT Indicator: [Redacted]

Orig Authorization Date: 03/12/2021

Authorization Date: [Redacted]

Accounting Period: [Redacted]

Reporting Accounting Period: [Redacted]

Document Classification: [Redacted]

Security Org: GSA

Additional Payee Name: [Redacted]

Accomplished Date: [Redacted]

Suppress Printing

Verify Save Submit Schedule Refresh Fund Currency ...

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

— Cancel Reason

Cancellation Reason: [Dropdown]

* Cancellation Justification: erroneous payment

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

SYSTEM MESSAGES
1 - 1 of 1 results

i Form MR62021031200001 was saved successfully.

HEADER

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

--- General

Document Type	MR6 R6 Manual IP NonIPAC Re!	Orig Authorization Date	03/12/2021
Status	HELD CANCEL	Authorization Date	03/12/2021
Document Number	MR62021031200001	Accounting Period	06/2021
Title	Manual Non IPAC Correct Document	Reporting Accounting Period	
Authorized By		Document Classification	
Post Code		Security Org	GSA
<input type="checkbox"/> Automatic Reversal		Additional Payee Name	
Reversal Accounting Period		Accomplished Date	
Reverse After Period		<input type="checkbox"/> Suppress Printing	
Agency UEI			

Verify Save Submit Schedule Refresh Fund Currency ...

7. Select the **Verify** button.

Figure 252: Cancel Document - Verify message

i [Itemized Payment\IP Accounting Line 2](#)
AD0006I The entered schedule payment date, 03/13/2021, is either a weekend or a holiday.

HEADER

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

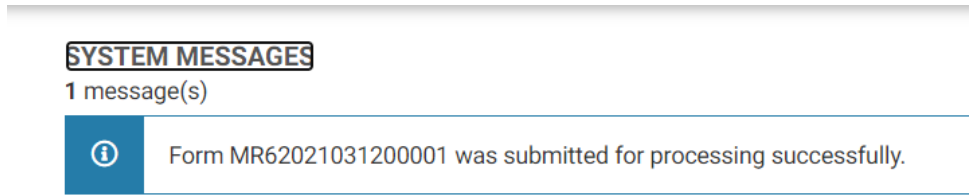
NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again. The messages in the screen above are informational only and do not need to be corrected.

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

1 - 1 of 1 results

Document Type	Document Number	Amendment / Modification Number	Temporary Amendment Number	Title	Document Date	Document Status	User ID
MR6	MR62021031200001			Manual Non IPAC Correct Document	03/12/2021	Canceled	allroles133

10 per page << Page 1 of 1 >>

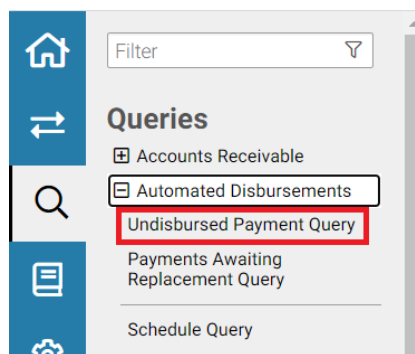
4.15.4.8 Approve Non-IPAC Refund Disbursement (Undisbursed Payment Query)

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

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

Undisbursed Payment Query

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

1 - 1 of 1 results

Approved	Last Modified By	Schedule Date	System-Calculated Schedule Date	Held	Disbursing Office	Disbursing Model	Schedule Category	Schedule Type	Payee Code	Address Code	Payee Name	Doc Type	Doc Number	
<input checked="" type="checkbox"/>	No	ALLROLES_ACCTS_REC	01/10/2021	01/10/2021	No	KC6	Treasury Disbursing	Treasury Disbursed Check	Corporate	470491233	00012	NEBRASKA STATE AGENCY	MR6	MR62021011000001

Reschedule Approve Hold Release Details 10 per page << Page 1 of 1 >>

- Select the record.
- Select the **Details** button to view the information.

The Undisbursed Payment Query Detail page is displayed.

Figure 259: Undisbursed Payment Query Detail page

Undisbursed Payment Query Detail

1 - 1 of 1 results

Doc Type	Doc Num	Actg Ln #
<input checked="" type="radio"/> MR6	MR62021011000001	1

Reschedule Approve Hold Release Hold View Document History

General

Schedule Date: 01/10/2021

System-Calculated Schedule Date: 01/10/2021

Disbursing Office: KC6

Disbursing Model: Treasury Disbursing

Schedule Category: Treasury Disbursed Check

Schedule Type: Corporate

Security Organization: GSA

Currency: USD

Post Code:

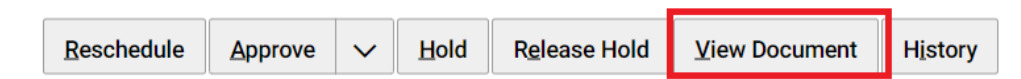
- Select the detail record and choose the appropriate action to take on the record.

Figure 260: Undisbursed Payment Query Detail actions



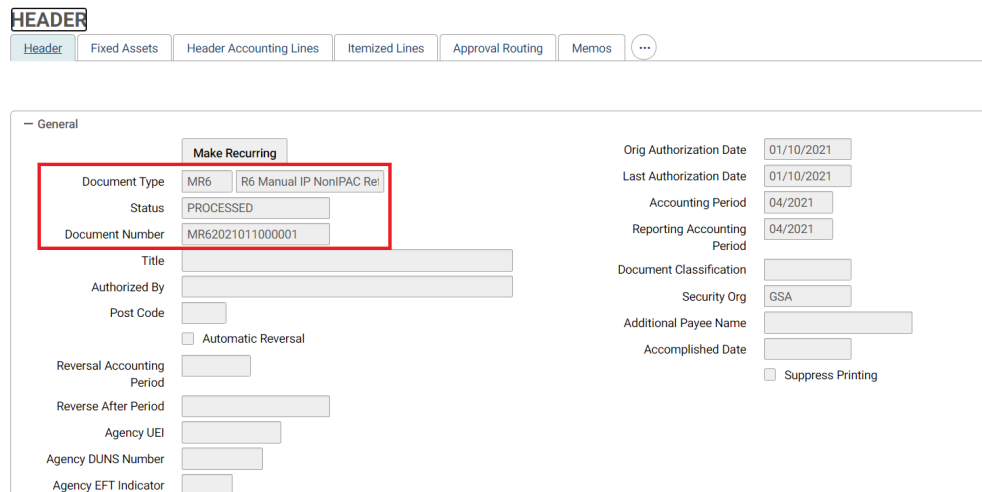
- RECOMMENDED:** view the document to verify the information contained in the document is correct.

Figure 261: Verify Document



- 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



- 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

1 - 1 of 1 results


Doc Type	Doc Num	Actg Ln #
MR6	MR62021011000001	1

Reschedule **Approve** ▾ Hold Release Hold View Document History

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

Figure 265: Success message

1 - 1 of 1 results

 Undisbursed Payment Approve was successful for Document MR6 MR62021011000001
--

Undisbursed Payment Query Detail

1 - 1 of 1 results

Doc Type	Doc Num	Actg Ln #	Item Ln #
MR6	MR62021011000001	1	0000

Reschedule Approve ▾ Hold Release Hold View Document History

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

Undisbursed Payment Query Detail

1 - 1 of 1 results

Doc Type	Doc Num	Actg Ln #
MR6	MR62021011000001	1

Reschedule Approve ▾ Hold Release Hold View Document History

Disapprove

A message will be returned stating the approval is removed.

Figure 267: Approval removed message

1 - 1 of 1 results

i The disbursement approval has been successfully removed from Document MR6 MR62021011000001

Undisbursed Payment Query Detail

1 - 1 of 1 results

Doc Type	Doc Num	Actg Ln #	Item Ln #
MR6	MR62021011000001	1	0000

Reschedule Approve Hold Release Hold View Document History

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

1 - 1 of 1 results

Schedule Category	Schedule Type	Payee Code	Address Code	Payee Name	Doc Type	Doc Number	Total Amount	Security Org	Currency	Post Code	Rescheduled	Revaluation Required	Disb in Progress	Group Payments	Mar Che
Treasury Disbursed Check	Corporate	470491233	00012	NEBRASKA STATE AGENCY	MR6	MR62021011000001	\$123.45	GSA	USD		No	No	No	Yes	No

Reschedule Approve Hold Release Details

10 per page << Page 1 of 1 >>

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

The screenshot shows the 'NEW PAYMENT AUTHORIZATION' form. At the top, there is a breadcrumb trail: 'Pegasys / Transactions / Accounts Payable / New / New Payment Authorization'. Below this is a tab labeled 'New Payment Authorization'. The form contains several input fields and options:

- Document Type:** A text input field with a star icon to its right.
- Document Number Format Prefix:** A text input field with a star icon to its right.
- Security Org:** A text input field with a star icon to its right.
- Document Number:** A text input field with a red asterisk to its left and a 'Generate' button to its right.
- Title:** A text input field.
- Copy Document:** A group of radio buttons with 'None' selected. Other options are 'Copy From' and 'Copy Forward'.
- File:** A file upload section with a 'Choose File' button and the text 'No file chosen'.

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

Figure 270: Payment Authorization Document Type Field

Pegasys / Transactions / Accounts Payable / New / New Payment Authorization

NEW PAYMENT AUTHORIZATION

New Payment Authorization

* Document Type IM7 ☆ R7 Manual IP IPAC Refund

Document Number Format Prefix ☆

Security Org ☆

* Document Number Generate

Title

Copy Document None
 Copy From
 Copy Forward

File No file chosen

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

Pegasys / Transactions / Accounts Payable / New / New Payment Authorization

NEW PAYMENT AUTHORIZATION

New Payment Authorization

* Document Type IM7 ☆ R7 Manual IP IPAC Refund

Document Number Format Prefix ☆

Security Org ☆

* Document Number IM72021031200002 Generate

Title

Copy Document None
 Copy From
 Copy Forward

File No file chosen

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

Copy Document None
 Copy From
 Copy Forward

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

Figure 273: Manual BD Document Number

Search Criteria

Document Type: RMI ☆ Rent IPAC BD Manual ☆

Document Number: RMIAA283094-001

Document Status: [Dropdown]

User ID: [Text Box]

Title: [Text Box]

Accounting Period: [Text Box]

Accounting Period: [Text Box]

From Date: [Text Box]

To Date: [Text Box]

Vendor: [Text Box] ☆

Search

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

Figure 274: Copy Forward Document Number and Finishing

1 - 1 of 1 results

Document Category	Document Type	Document Number	Document Date	Amendment / Modification Number	Temporary Amendment Number	Title	Document Status	User ID
BD	RMI	RMIAA283094-001	05/18/2020			REPLACE RDI19319344-003	Processed	runbatcharbillgen

10 per page Page 1 of 1

Go to top of Main Content

< Back Finish Cancel

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

The screenshot shows the 'Payment Header page' with a navigation bar at the top containing 'Header', 'Fixed Assets', 'Header Accounting Lines', 'Itemized Lines', 'Approval Routing', 'Memos', and a menu icon. The main content area is titled '- General' and contains several input fields. A red box highlights the 'Status' field (value: NEW), 'Document Number' field (value: IM72021031200002), 'Title' field, and 'Authorized By' field. Other fields include 'Document Type' (IM7, R7 Manual IP IPAC Refund), 'Post Code', 'Automatic Reversal' checkbox, 'Reversal Accounting Period', 'Reverse After Period', 'Agency UEI', 'Authorization Date', 'Accounting Period', 'Reporting Accounting Period', 'Document Classification', 'Security Org' (GSA), 'Additional Payee Name', '* Accomplished Date', and 'Suppress Printing' checkbox.

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

This screenshot is similar to Figure 275 but highlights the 'Authorized By' field with a red box. The 'Authorized By' field is currently empty. The rest of the form fields and their values are the same as in Figure 275.

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

<input type="checkbox"/>	Line Number	Payment Amount	Line Type	Transaction Type	Amount	Applied Credit	Applied Prepayment	Holdback	Suspension	Accounting Term
<input checked="" type="checkbox"/>	1	\$0.00	Normal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2020PBS-04-192X-F
<input type="checkbox"/>	2	\$0.00	Normal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2020PBS-04-192X-F
<input type="checkbox"/>	3	\$0.00	Normal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2020PBS-04-192X-F
<input type="checkbox"/>	5	\$0.00	Normal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2020PBS-04-192X-F

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

Line Amounts

Payment

Applied Credit

Withholding Tax

Line Amount After Withholding

Withholding Tax Allowance

Net Total

Applied Prepayment Amount

Holdback Amount

Suspension Amount

14. Add any additional information to the Payment.

Figure 282: Document References section

Document Reference

Type: RMI ☆

Number: RMIAA283094-001 ☆

Item: 0000 ☆

ExhibitItem: ☆

Accounting: 1 ☆

Final Misc Liquidate Items

Referenced Statement Number: AA283094

View Default

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

The screenshot shows the 'Accounting Dimensions' section of a software interface. It features a grid of dropdown menus for various fields. The 'YBA' field, located in the bottom right area of the grid, is highlighted with a red rectangular box. The value '2020' is selected in this field. Other visible fields include 'Fund' (192X), 'Region' (05), 'Org Code' (P0525255), and 'Program' (PG00).

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

The screenshot displays the 'Document Reference' section. It contains several dropdown menus for 'Type' (RMI), 'Number' (RMIAA283094-001), 'Item' (0000), 'ExhibitItem', and 'Accounting' (1). Below these are checkboxes for 'Final', 'Misc', and 'Liquidate Items'. A 'Referenced Statement Number' field contains the value 'AA283094'. At the bottom left, a 'View' button is highlighted with a red rectangular box, next to a 'Default' 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

The screenshot shows the 'User Defined Fields' section. A single text input field labeled 'Lease Number' is highlighted with a red rectangular box. The field is currently empty.

17. Scroll down to the Interagency Transfer Section.

Figure 286: Interagency Transfer Section - Selected for IPAC

The screenshot shows the 'Interagency Transfer' form with the following fields and values:

- Selected For IPAC:** A dropdown menu.
- Modified External Document:** An unchecked checkbox.
- Transaction Contact:** A text input field.
- Contact Phone Number:** A text input field.
- Contact E-mail:** A text input field.
- Requisition Number:** A text input field with 'NA' entered.
- JAS Number:** A text input field with 'NA' entered.
- SGL Comments:** A large text area.
- Quantity:** A text input field with '1.000000' entered.
- Unit Price Amount:** A text input field with '\$1,257.9700' entered.
- Unit:** A dropdown menu with 'EA' selected.
- Inter Agency Description:** A text area containing: 'MONTHLY IPAC RENT AMOUNT FOR CUSTOMER ALC 70091512 FOR BILLING PERIOD 112019 CHICAGO IL606041101201911302019'.
- Accounting Classification Code:** A text input field with '7049' entered.
- Accounting Classification Reference Number:** A text input field with 'Rent' entered.
- Agency AAC/DODAAC:** A text input field with a star icon.
- Fiscal Station Number:** A text input field with '0' entered.
- Accounting Trace Number:** A text input field.
- FY Obligation ID:** A dropdown menu.
- Job Number:** A text input field with 'NA' entered.

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

This screenshot is identical to Figure 286, but a red rectangular box highlights the following fields:

- Quantity:** 1.000000
- Unit Price Amount:** \$1,257.9700
- Unit:** EA

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

Header Fixed Assets Header Accounting Lines Itemized Lines Approval Routing **Disbursing Information** ...

General

Disbursing Method: Inter-Agency Transfer
 * Disbursing Office: GS193
 Eligible For PIR: []

Interagency Transfer Information

Type: G-INV/IPAC
 Inter-Agency Sub-level Prefix: []
 Treasury Symbol: []
 Short Key: [] ATA: [] AID: 070 BPOA: 2020 EPOA: 2020 A: [] MAIN: 0566
 SUB: 000
 Customer BETC: DISB

Payee's ALC: 07003515
 * Payee's Disbursing Office: []
 Partition: []
 Disbursement Number: []
 IPAC Schedule Date: []

26. Select the **Save** button.

Figure 291: R7 Manual Save Button

SYSTEM MESSAGES
 1 - 1 of 1 results

Form IM72021031200002 was saved successfully.

HEADER

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

General

Document Type: IM7 R7 Manual IP IPAC Refunc
 Status: HELD
 Document Number: IM72021031200002
 Title: []
 Authorized By: []
 Post Code: []
 Automatic Reversal: []
 Reversal Accounting Period: []
 Reverse After Period: []
 Agency UEI: []
 Agency DUNS Number: 130944668
 Agency EFT Indicator: []

Authorization Date: 03/12/2021
 Accounting Period: 06/2021
 Reporting Accounting Period: []
 Document Classification: []
 Security Org: GSA
 Additional Payee Name: []
 * Accomplished Date: []
 Suppress Printing: []

Vendor Information

Verify **Save** Submit Schedule Refresh Fund Currency ...

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

The screenshot shows the 'Billing Query' interface. On the left, there are two tabs: 'Basic Search' (selected) and 'Advanced Search'. Below the tabs are various search criteria fields: Document Type (with a star icon), Document Number, Vendor (with a star icon), Bill Generated Date (with a calendar icon and a 'To' field), Collection Due Date (with a calendar icon and a 'To' field), Bill Type (dropdown), Receivable Type (with a star icon), Bill Generated Flag (dropdown), Rebill (dropdown), Selected For IPAC (dropdown), Business Line (with a star icon), and Bill Status (dropdown, currently set to 'Outstanding'). At the bottom left are 'Search' and 'Clear' buttons. On the right side, there is a 'Debt Age Categories' section with a list of checkboxes for different age ranges: 1 - 30 Days, 31 - 60 Days, 61 - 90 Days, 91 - 120 Days, 121 - 150 Days, 151 - 180 Days, 181 - 365 Days, 1 - 2 Years, 2 - 6 Years, 6 - 10 Years, Over 10 Years, and Current.

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

Billing Query

Basic Search | Advanced Search

Document Type: MDI ☆

Document Number: MDIMIO10363-001

Vendor: ☆ ☆

Bill Generated Date: [] To []

Collection Due Date: [] To []

Bill Type: [v]

Receivable Type: ☆

Bill Generated Flag: [v]

Rebill: [v]

Selected For IPAC: [v]

Business Line: R6MANUAL ☆

Bill Status: Outstanding [v]

Debt Age Categories

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

Search | Clear

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

Document Type	Document Number	Billing Reference Number	Statement Number	Billed Total Amount	Principal Amount	Interest Amount	Penalty Amount	System Generated Bill Reduction Amount	Total Write Off Amount	Administration Charges Amount	Outstanding Amount	Credit Total Amount	Credit Outstanding Amount	Title	Document Date
MDI	MDIMIO10363-001	MDIBLMDIMIO10363-001	MI010363	\$1,648.49	\$1,648.49	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,648.49	\$0.00	\$0.00	3426EMPRGSA03	05/20/2020

Details | View Document | View Case History | Detail Billing Records | Additional Actions | ...

10 per page | Page 1 of 1

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

The Billing Query Page is displayed.

Figure 297: Billing Query - Billing Detail Page

BILLING QUERY

Billing Query **Billing Detail**

Expand All Collapse All

General

Document Type: MDI
 Document Number: MDIM010363-001
 Statement Number: MI010363
 Title: 3426EMPRGSA03
 Billing Reference Number: MDIBILMDIM010363-001
 Document Date: 05/20/2020
 Collection Due Date: 07/04/2020
 Bill Generated Flag
 Bill Generated Date: 05/20/2020
 Security Organization: GSA

External System Document Number:
 Business Line: R6MANUAL
 System Generated Bill Reduction Amount: \$0.00

Waiver Flags

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

Vendor

Vendor: 70304A 70304A [More](#)
 Address Name: FEMA OFC (AC)

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

1 - 1 of 1 results

Billing Reference Number	Document Type	Document Number	Line Number	Line Type	Line Amount	State Of Line	Billing Status	Bill Type/Type of Transfer
MDIBILMDIMIC10160	MDI	MDIMIC10701-160	1	Credit	(\$1,000.00)	open	Billed	G-INV/IPAC

Credit Application Additional Actions

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

Figure 299: Billing Document Line Tab

Billing Query **Billing Detail**

Billing Document Line Detail Billing Record

+ Additional Criteria

+ Accounting Dimensions

+ IPAC Criteria

Search

1 - 1 of 1 results

Billing Reference Number	Document Type	Document Number	Line Number	Line Type	Line Amount	State Of Line	Billing Status	Bill Type/Type of Transfer
<input checked="" type="checkbox"/> MDIBILMDIMIC10160	MDI	MDIMIC10701-160	1	Credit	(\$1,000.00)	open	Billed	G-INV/IPAC

Credit Application Additional Actions

The Billing Document Line page is displayed.

Figure 300: Billing Document Line

BILLING DOCUMENT LINE

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

Item 1 of 1

General

Line Number:

Line Type:

Receivable Type:

Source Number:

Related Statement Number:

Totals

Initial Amount:

Discount Amount:

Surcharge Amount:

Principal Amount:

Interest Amount:

Admin Charges Amount:

Penalty Amount:

Total Amount:

- 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

IPAC Criteria

Customer Funding Source:

Funding Document:

Requisition Number:

JAS Number:

Fiscal Station Number:

Job Number:

Accounting Classification Reference Number:

Rebill:

Selected For IPAC:

Debit Voucher Accomplished Date:

Chargeback End Date:

Chargeback Age:

System Generated Bill Reduction Amount:

Internal Obligation

Type:

Number:

Accounting:

IPAC Refund

Document Type:

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

Figure 302: Generate IPAC Refund Payment button

IPAC Refund

Document Type IM6 ☆

Generate IPAC Refund Payment

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

Header: IM6 R6 Manual IP IPAC Refund IM62021031200003 NEW FULL FORM

HEADER

Header Fixed Assets Header Accounting Lines Itemized Lines Approval Routing Memos

General

Document Type IM6 R6 Manual IP IPAC Refund

Status NEW

Document Number IM62021031200003

Title MBIAE-VA2002

Authorized By

Post Code

Automatic Reversal

Reversal Accounting Period

Reverse After Period

Agency UEI

Agency DUNS Number

Agency EFT Indicator

Authorization Date

Accounting Period

Reporting Accounting Period

Document Classification

Security Org GSA

Additional Payee Name

* Accomplished Date

Suppress Printing

11. **OPTIONAL:** Enter the person authorizing the payment in the **Authorized By** field.

12. **REQUIRED:** Enter the **Accomplished Date**.

Figure 304: Accomplished Date

General

Document Type IM6 R6 Manual IP IPAC Refund

Status NEW

Document Number IM62021031200003

Title MBIAE-VA2002

Authorized By

Post Code

Automatic Reversal

Reversal Accounting Period

Reverse After Period

Agency UEI

Agency DUNS Number

Agency EFT Indicator

Authorization Date

Accounting Period

Reporting Accounting Period

Document Classification

Security Org GSA

Additional Payee Name

* Accomplished Date 03/12/2021

Suppress Printing

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

The screenshot shows two sections: 'External System Information' and 'User Defined Fields'. In the first section, the 'System ID' field is highlighted with a red box. Below it are 'External System Document Number' and 'External System Amount' (displaying \$0.00). In the second section, the 'Assignment Code' field is highlighted with a red box and contains the value 'MNLBL'. Below it is the 'Bidders Last Name' field.

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

The screenshot shows two sections: 'Line Amounts' and 'Document Reference'. The 'Line Amounts' section contains a table with the following data:

Payment	\$1,000.00	Applied Prepayment Amount	\$0.00
Applied Credit	\$0.00	Holdback Amount	\$0.00
Withholding Tax	\$0.00	Suspension Amount	\$0.00
Line Amount After Withholding	\$1,000.00		
Withholding Tax Allowance	\$0.00		
Net Total	\$1,000.00		

The 'Document Reference' section contains a table with the following data, which is highlighted with a red box:

Type	Number	Item	ExhibitItem	Accounting
MDI ☆	MDIMIC10701-160 ☆	0000 ☆	☆	1 ☆

Below the table are checkboxes for 'Final', 'Misc', and 'Liquidate Items', a 'Referenced Statement Number' field with the value 'MIC10701', and 'View' and 'Default' buttons.

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

Figure 307: Accounting Dimensions

The screenshot shows the 'Accounting Dimensions' section with a grid of dropdown menus. The 'YBA' field under the 'Program' column is highlighted with a red box and contains the value '2020'. Other fields include BBFY (2020), Project Code, Vehicle Tag #, BETC (DISB), EBFY, Activity (AF151), Work Item, Cohort Yr, Fund (285F), Sub-Object Class, Lease #, PRC, Region (00), Revenue Source (4101), Reimbursable Sub-Object Class, Orig Code (G00XF000), Building #, Cost Organization, Program (DS15), and Location/System.

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

The screenshot shows the 'Document Reference' section. It includes fields for Type (MDI), Number (MDIMIC10701-160), Item (0000), Exhibit Item, and Accounting (1). A 'View' button is highlighted with a red box. Below the fields are checkboxes for 'Final', 'Misc', and 'Liquidate Items', and a 'Referenced Statement Number' field containing 'MIC10701'.

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

Figure 309: Interagency Transfer section

The screenshot shows the 'Interagency Transfer' section. It contains various input fields for transaction details, including 'Selected For IPAC', 'Transaction Contact', 'Contact Phone Number', 'Contact E-mail', 'Requisition Number', 'JAS Number', 'SGL Comments', 'Quantity', 'Unit Price Amount', 'Unit', and 'Inter Agency Description'. On the right side, there are fields for 'Accounting Classification Code', 'Accounting Classification Reference Number', 'Agency AAC/DODAAC', 'Fiscal Station Number', 'Accounting Trace Number', 'FY Obligation ID', and 'Job Number'.

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

Interagency Transfer Information

Type: G-INV/IPAC

Inter-Agency Sub-level Prefix: ☆

Treasury Symbol ☆

Short Key: [] ATA: [] AID: 036 BPOA: 2020 EPOA: 2020 A: [v] MAIN: 0167 SUB: 000

Customer BETC: COLL ☆

Payee's ALC: 36001200 ☆

* Payee's Disbursing Office: 12345 ☆

Partition: ☆

Disbursement Number: []

IPAC Schedule Date: []

20. Select the **Save** button.

Figure 313: R6 Manual Save button and message

SYSTEM MESSAGES

1 - 1 of 1 results

Form IM62021031200003 was saved successfully.

DISBURSING INFORMATION

Header Fixed Assets Header Accounting Lines Itemized Lines Approval Routing Disbursing Information

General

Disbursing Method: Inter-Agency Transfer

* Disbursing Office: X0109 ☆

Eligible For PIR: [v]

Interagency Transfer Information

Type: G-INV/IPAC

Inter-Agency Sub-level Prefix: ☆

Treasury Symbol ☆

Short Key: [] ATA: [] AID: 036 BPOA: 2020 EPOA: 2020 A: [v] MAIN: 0167 SUB: 000

Customer BETC: COLL ☆

Comments to Print

Line 1: []

Line 2: []

Line 3: []

Line 4: []

Line 5: []

Verify Save Submit Schedule Refresh Fund Currency

21. Select the **Verify** button.

Figure 314: R6 Manual Verify button and message

SYSTEM MESSAGES
1 - 8 of 8 results

ⓘ	Billing Document\Billing Document Line 1 PC0188W The transaction date must be within the External Direct Agreement agreement - 202101090009 ,start date and billing end date.
ⓘ	Itemized Payment\IP Accounting Line 1 GS6786W The Line Period of Performance date range (06/03/2020 - 09/30/2020) does not fall within the Agreement billing start/end date range (01/0
ⓘ	Itemized Payment\IP Accounting Line 1 GS4644W The Referenced Agreement Line tracks spending details but no spending association has been made.
	Itemized Document\IP Accounting Line 1

HEADER

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

General

Document Type IM6 R6 Manual IP IPAC Refund
 Status HELD
 Document Number IM62021031200003
 Title MBIAE-VA2002
 Authorized By
 Post Code ☆
 Automatic Reversal
 Reversal Accounting Period ☆
 Reverse After Period
 Agency UEI
 Agency DUNS Number
 Agency EFT Indicator

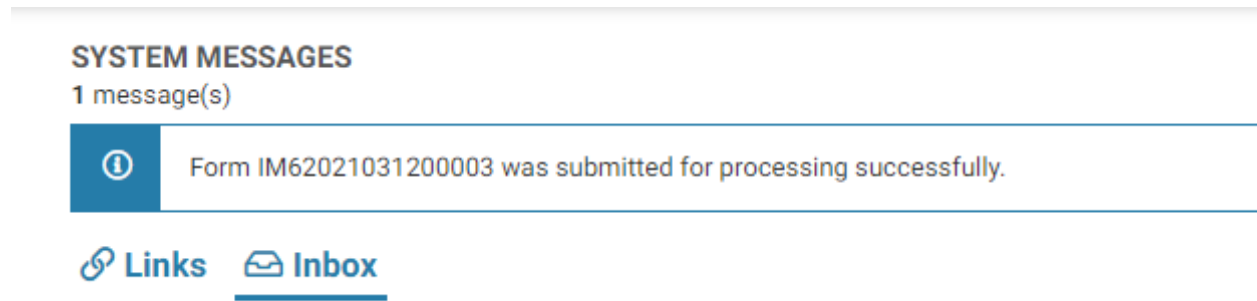
Vendor Information

Verify Save Submit Schedule Refresh Fund Currency ...

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

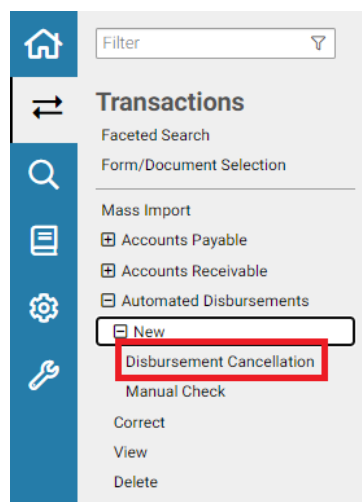
Disbursement Cancellation transactions are used to record the cancellation of previously disbursed checks or EFT payments. The Disbursement Cancellation (CX) is used in both Accounts Receivables, to cancel refunds, as well as in Accounts Payable for cancelling payments.

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

The screenshot shows a web form titled 'New Disbursement Cancellation'. The 'Document Type' field is highlighted with a red box. Other fields include 'Document Number Format Prefix', 'Security Org', 'Document Number' (with a 'Generate' button), 'Title', 'Copy Document' (radio buttons for None, Copy From, Copy Forward), and 'File' (Choose File button).

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

The screenshot shows the 'NEW DISBURSEMENT CANCELLATION' form. The 'Document Type' is set to 'DC7' and 'R7 Disbursement Cancellat'. The 'Document Number' field and the 'Generate' button are highlighted with a red box. Other fields include 'Document Number Format Prefix', 'Security Org', 'Title', 'Copy Document' (radio buttons for None, Copy From, Copy Forward), and 'File' (Choose File button).

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

The screenshot shows three navigation buttons: '< Back', 'Finish', and 'Cancel'. The 'Finish' button is highlighted with a red box.

Figure 321: Disbursement Cancellation Header

HEADER

Header | Accounting Lines | Approval Routing | Memos | Summary | Correspondence

— General

Document Type	DC7 R7 Disbursement Cancellat	Cancel Date	<input type="text"/>
Status	NEW	Accounting Period	<input type="text"/>
Document Number	DC7202103120000	Reporting Accounting Period	<input type="text"/>
Title	<input type="text"/>	Batch Number	<input type="text"/>
Canceled By	<input type="text"/>	Document Classification	<input type="text"/>
		Security Org	GSA
		<input type="checkbox"/> Suppress Printing	

- OPTIONAL:** Enter the user name creating the CX in the Canceled by field.
- 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

— External System Information

System ID

External System Document Number

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

- OPTIONAL:** Enter a Description.

Figure 323: Enter Description

— Description

Description

- Select the Accounting Line tab.
- Add an accounting line.

Figure 324: Accounting Lines

ACCOUNTING LINES

Header | Accounting Lines | Approval Routing | Memos | Summary | Correspondence

Accounting Line

No results

<input type="checkbox"/>	Line Number	Cancel Type	Available Indicator	Amount	Disbursing Office
--------------------------	-------------	-------------	---------------------	--------	-------------------

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

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

Figure 325: Accounting Line information

Accounting Line

Item 1 of 1

— General

Line Number

* Disbursing Model

Disbursing Office

* Cancel Type

* Available Indicator

Re-Open

Bank Account Fault

Original Accounting Period

Eligible For PIR

Source Number

— Disbursement Details

Fiscal Year

Schedule Category

Schedule Type

Schedule Number

Apply

Disbursement Cancellation Reason

* Check/Trace Number

* Check/Payment Date

Check Symbol

Bank ABA/BIC

Approve For Disbursement

Cancel Number

Cancel Confirm Date

New Schedule Date

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

— Line Amounts

Amount

— Additional Attributes

Prior Year Adjustment

To/From

Partition

[Transfer Treasury Symbol](#) ☆

Short Key ATA AID BPOA EPOA A MAIN SUB

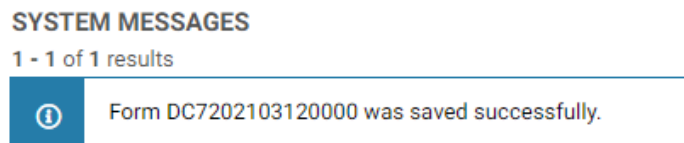
— Vendor Information

Vendor

Address Name

11. Select the **Save** button.

Figure 327: Save message



12. Select the **Verify** button.

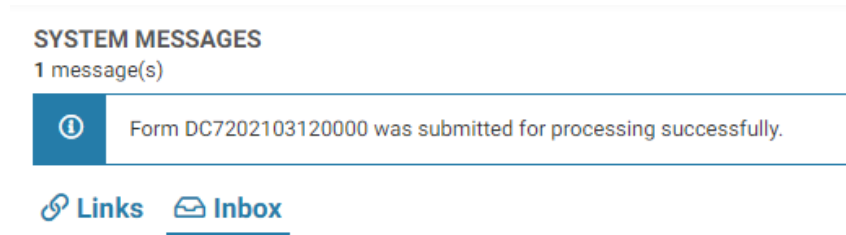
NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again. The messages in the screen above are informational only and do not need to be corrected.

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

[\(https://corporateapps.gsa.gov/applications/financial-apps/pegasys/\)](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

FORM/DOCUMENT SELECTION

Form/Document Selection

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

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

Search Criteria

Subsystem: Automated Disbursements

Document Type (OFF): DC6 | R6 Disbursement Cancellat

Document Number (OFF):

Amendment / Modification Number:

Document Category:

Accounting Period:

From Date (OFF): To:

System ID:

Document Status (OFF):

Processed Rejected

Canceled Archived

Scheduled Pending Approval

Held

User ID:

Security Org:

Title/ Contract Number (OFF):

Vendor:

Code (OFF): UEI: DUNS: Designated Agent - ALC: AAC/DODAAC:

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

Search Clear

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

Document Type	Document Number	Amendment / Modification Number	Temporary Amendment Number	Title	Document Date	Document Status	User ID
<input checked="" type="radio"/> DC6	DC6202005120000			INV# 0W7E0047	05/12/2020	Processed	deniseoates
<input type="radio"/> DC6	DC6202005120001			INV# V0519002	05/12/2020	Processed	deniseoates
<input type="radio"/> DC6	DC6202005120002			INV# V0412176	05/12/2020	Processed	deniseoates
<input type="radio"/> DC6	DC6202005220000			INV# W1QSC20005-PW010929-FM/MC/RBY	05/22/2020	Processed	deniseoates
<input type="radio"/> DC6	DC6202005290000			INV# V1015132	05/29/2020	Processed	deniseoates

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

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

Figure 332: Pending Cancellation mode

General

Document Type: DC6 | R6 Disbursement Cancellat

Status: PENDINGCANCELLATION

Document Number: DC6202005120000

Title: INV# 0W7E0047

Canceled By: DENISE OATES

Orig Cancel Date: 05/12/2020

Cancel Date:

Accounting Period:

Reporting Accounting Period:

Batch Number:

Document Classification:

Security Org: GSA

Suppress Printing

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

Figure 333: Cancellation Reason

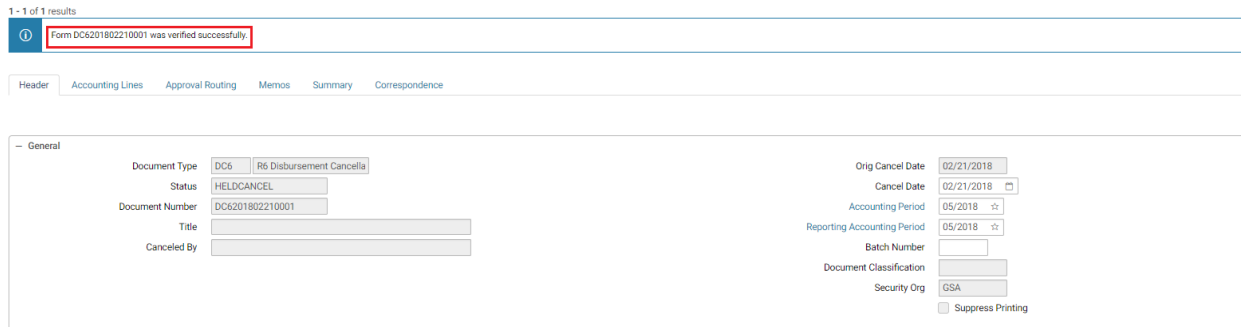
The Payment amount will be reduced to \$0 automatically. No other updates should be needed.

6. Select the **Save** button.

Figure 334: R6 Cancelation Save message

7. Select the **Verify** button.

Figure 335: Action was successful

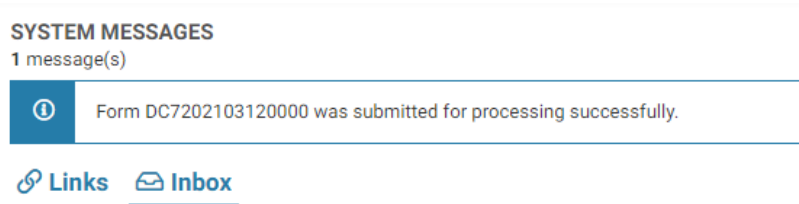


NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again. The messages in the screen above are informational only and do not need to be corrected.

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 Cancellation Submit Message



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

Figure 337: Document Status

1 - 1 of 1 results

Document Type	Document Number	Amendment / Modification Number	Temporary Amendment Number	Title	Document Date	Document Status	User ID
DC7	DC7202103120000				03/12/2021	Canceled	alroles133

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