

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



Contract #: HHSN316201200011W

Order #: GD-47HAA023F0039

8 of 10

July 2023

Guide Summary

To meet 508 compliance requirements, the BAAR Guide is divided into 10 documents, which contains the following sections. This is Document 8.

Document 1

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

Document 2

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

Document 3

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

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- o Section 4.8: Collections

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

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- o Section 4.15: Manage Credits

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- o Section 4.20: Inventory Management
- o Section 4.21: Mass Import

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5 Vendor and Customer Self Service

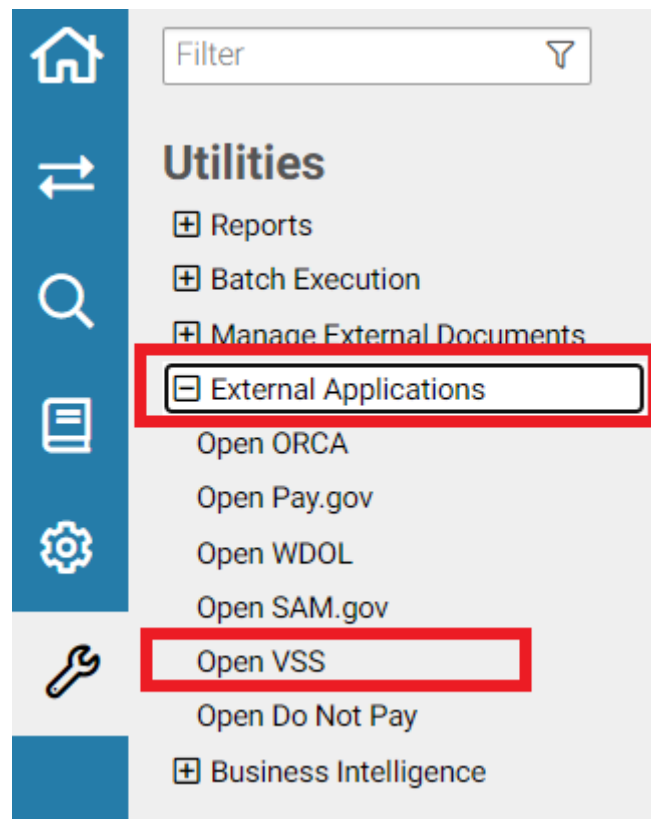
The following section discusses the Vendor and Customer Self Service (VCSS) application and its many functions. For registered account codes, VCSS will provide a single location for customers and financial analysts to view billing information, link to external websites, and export billing data to comma-separated values (CSV). Additionally, VCSS will allow customers to manage their own accounts by reviewing account history, outstanding balances, business line totals, submitting new correspondences and submitting disputes.

5.1 VCSS Access - From within Pegasys

VCSS can be accessed by Pegasys users from within Pegasys.

1. Navigate to Utilities → External Applications → Open VSS

Figure 1: Pegasys External Applications Menu



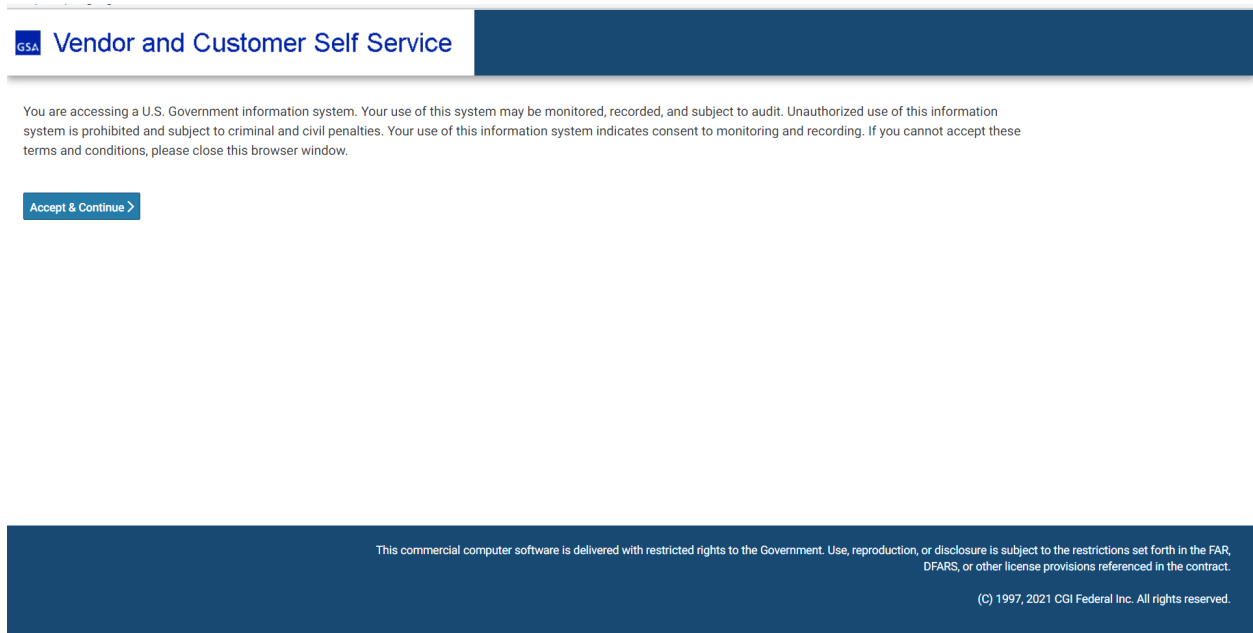
2. The Confirmation page is displayed.

Figure 2: Confirmation Page



3. Select **Continue**.
4. The Vendor and Customer Self Service page is displayed.

Figure 3: Vendor and Customer Self Service Page



5. Select **Accept & Continue**.
6. The Public System Notices page is displayed.

Figure 4: Public System Notices Page

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PUBLIC SYSTEM NOTICES

- For assistance with VCSS, contact the Business Applications Service Desk at 1-866-450-6588 or businessapps@gsa.gov
- Beginning May 18, 2021, two additional columns will be added to the end of VCSS Comma Separated Values (CSV) files. The columns will be titled UEI (Unique Entity Identifier) and EFT Indicator (Electronic Funds Transfer Indicator) and will be added to the end of the CSV files to minimize any reprogramming that may be needed to customers' existing automated processes. These changes will help to prepare for the upcoming federal government transition from Data Universal Numbering System (DUNS) to UEI. No columns are being removed from the CSV file, and the existing columns remain in the same order.
- July 2021 RWA billing statements are now available to be viewed.
- Vendors, When submitting invoices please refrain from copying lines. Instead, enter the invoiced amount on any of the existing lines.
- The following GSA business lines are now in VCSS: AASFEDSIM - National Assisted Acquisition Services-FEDSIM AASREGIT - Regional Assisted Acquisition Services IWAC - Integrated Workplace Acquisition Center (IWAC) ITSEXPSE - Regional Network Services-Expanded Services ITSHSPD12 - HSPD-12 ITSNATITCM - National IT Commodity Program ITSREGTEL - Regional Network Services-Telecom ITSWAN - Wide Area Network If you have been receiving billing statements by mail from GSA, this has been replaced by accessing your new billing statements in VCSS. BillView will remain available for historical billing statements. e*Bill and E-MORRIS will continue to be available as before.
- Attachment file names CANNOT contain any special characters, (such as !@%*&*(?/)><~+_-) only LETTERS and NUMBERS. The (#) and () seem to be the most common special characters used, so please use special care to avoid using these.
- VCSS will only display 999 search results on its web pages. If you need to download your statement transactions to a CSV file and the statement contains more than 999 rows, you must use the Statement>View Details query. If you use the Statement>View Details search and there are more than 999 rows, you will see a warning message saying, "SE0126W The number of results returned by your query is equal to or greater than the configured maximum result limit of '999'. The system will display records up to that limit." This warning message applies only to the web page. It does not apply to the CSV download.
- CHARGEBACKS - it is preferred, in all chargeback situations, that you adjust the original IPAC transaction. Creating a new IPAC transaction delayed the resolution of your Chargeback as it requires additional research to evaluate. Thank you for helping us serve you.
- Welcome to the Vendor and Customer Self Service (VCSS) website. VCSS has now replaced paper bills and WebBill to become the sole source of new GSA Global Supply and AutoChoice billing statements and billing data going forward. Outstanding balances for GSA Global Supply and AutoChoice are now available in VCSS. New GSA Global Supply and AutoChoice billing statements will begin appearing in VCSS the week of February 3, 2014. Please note that there will be no change if you pay by credit card at the time of purchase. These credit card purchases for GSA Global Supply and AutoChoice will continue to appear only on your credit card statements. No billing statements or billing data will appear in VCSS for these credit card purchases

7. Select the User Menu drop down at the top right.

Figure 5: Public System Notices Page User Menu Drop Down Menu

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PUBLIC SYSTEM NOTICES

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- July 2021 RWA billing statements are now available to be viewed.
- Vendors, When submitting invoices please refrain from copying lines. Instead, enter the invoiced amount on any of the existing lines.
- The following GSA business lines are now in VCSS: AASFEDSIM - National Assisted Acquisition Services-FEDSIM AASREGIT - Regional Assisted Acquisition Services IWAC - Integrated Workplace Acquisition Center (IWAC) ITSEXPSE - Regional Network Services-Expanded Services ITSHSPD12 - HSPD-12 ITSNATITCM - National IT Commodity Program ITSREGTEL - Regional Network Services-Telecom ITSWAN - Wide Area Network If you have been receiving billing statements by mail from GSA, this has been replaced by accessing your new billing statements in VCSS. BillView will remain available for historical billing statements. e*Bill and E-MORRIS will continue to be available as before.
- Attachment file names CANNOT contain any special characters, (such as !@%*&*(?/)><~+_-) only LETTERS and NUMBERS. The (#) and () seem to be the most common special characters used, so please use special care to avoid using these.
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- CHARGEBACKS - it is preferred, in all chargeback situations, that you adjust the original IPAC transaction. Creating a new IPAC transaction delayed the resolution of your Chargeback as it requires additional research to evaluate. Thank you for helping us serve you.
- Welcome to the Vendor and Customer Self Service (VCSS) website. VCSS has now replaced paper bills and WebBill to become the sole source of new GSA Global Supply and AutoChoice billing statements and billing data going forward. Outstanding balances for GSA Global Supply and AutoChoice are now available in VCSS. New GSA Global Supply and AutoChoice billing statements will begin appearing in VCSS the week of February 3, 2014. Please note that there will be no change if you pay by credit card at the time of purchase. These credit card purchases for GSA Global Supply and AutoChoice will continue to appear only on your credit card statements. No billing statements or billing data will appear in VCSS for these credit card purchases

8. Select **Sign In**.

9. The VCSS Identity Provider page is displayed.

Figure 6: VCSS Identity Provider Page



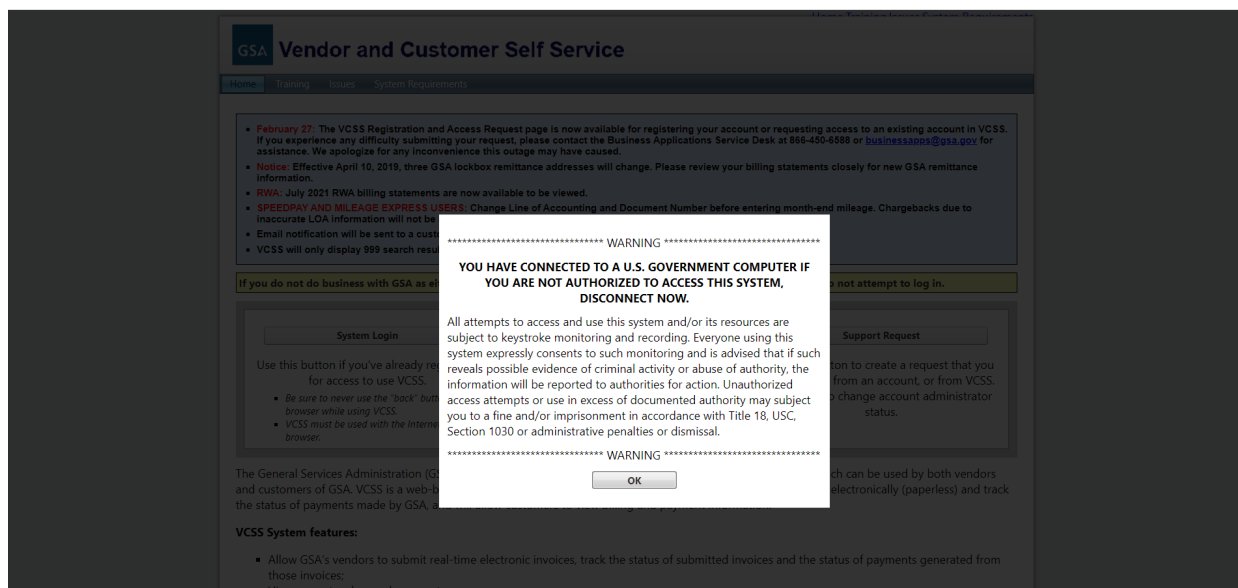
10. Enter your username and password and select **Sign In**.

5.2 VCSS Access - From VCSS Website

VCSS can also be accessed directly from the VCSS Website at <https://vcss.ocfo.gsa.gov/>.

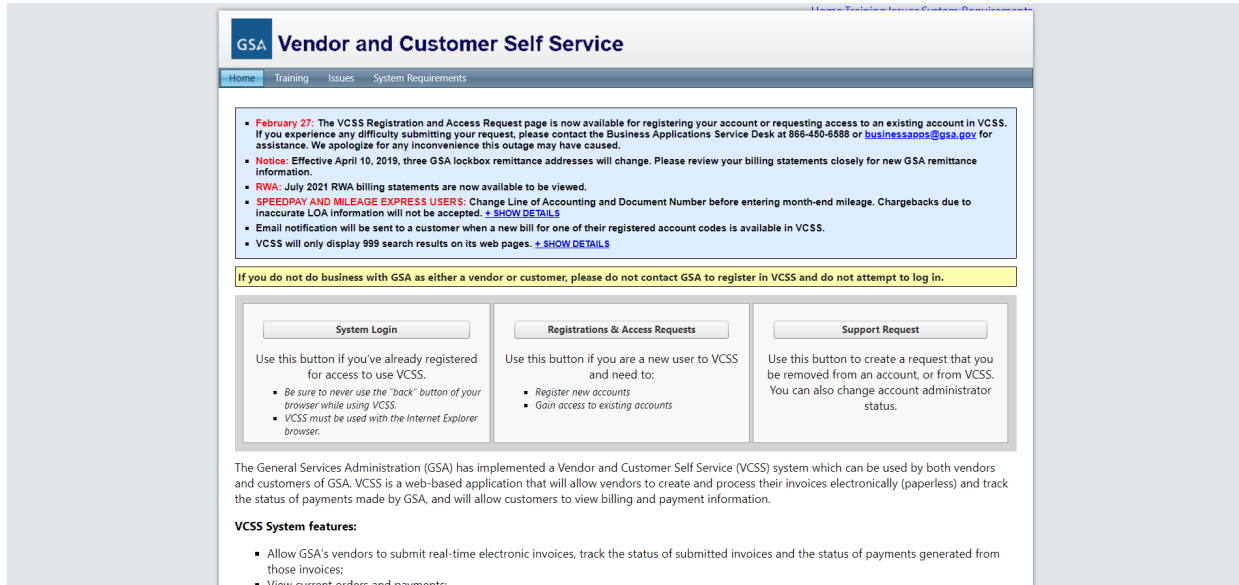
1. Copy and paste or select the link above.
2. A warning message is displayed.

Figure 7: Access Warning Message



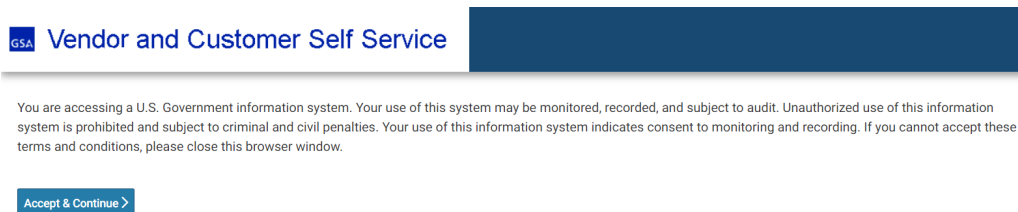
3. Select **Ok**.
4. The GSA Vendor and Customer Self Service page is displayed.

Figure 8: GSA Vendor and Customer Self Service Page



5. Select **System Login**.
6. The Vendor and Customer Self Service page is displayed.

Figure 9: VCSS Homepage



NOTE: This page can be used by any user to launch the VCSS application and subsequently login to by providing appropriate VCSS credentials.

7. Follow the steps in **Section 5.1** starting with step 5.

5.3 VCSS: Accounts Menu

The VCSS Accounts menu contains options for the user to obtain information and balances about their accounts. The multiple pages of the menu will allow the user to view account information in different formats, such as by business line and account.

The different pages available from the Accounts menu are as follows:

- Account Search

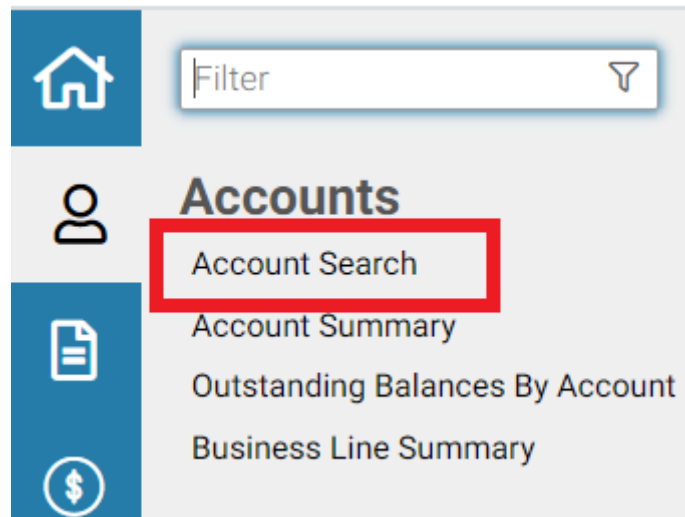
- Account Summary
- Outstanding Balances by Account
- Business Line Summary

5.3.1 VCSS: Account Search

The Account Search page provides users the ability to view accounts information for which they have access. Performing a search for an account allows users to see general information on the account such as the DUNS/BPN number, account code and any addresses belonging to the account. The Account Search query should not be used to obtain a financial snapshot of the Account since information such as outstanding balances or total bill amount are not included.

Accounts → Account Search

Figure 10: VCSS Account Search



Once the Account Search page is loaded, search criteria should be entered to narrow down search results and find the appropriate customer account. The user then has the ability to view detailed information by selecting a specific account.

NOTE: When a customer accesses the Account Search page, the customer accounts the user has access to should default. If a customer only has one account associated, they will only be able to view that one account. The user then has the ability to view detailed information by selecting a specific account.

Figure 11: Account Search Page

VCSS / Accounts / Account Search

Account Search

UEI
 EFT Indicator
 DoDAAC ☆

Account Code
 Account Name
 DUNS+4/BPN+4
 Agency
 Bureau
 Agency Location Code
 Currency ☆

1 - 1 of 1 results

<input type="checkbox"/>	Account Code	UEI	EFT Indicator	DUNS+4/BPN+	DoDAAC	Account Name	Agency	Bureau	Agency Location Code	Currency
<input type="checkbox"/>	00004	FNZKNYDRXTK1		808182919		AVID TECHNOLOGY, INC.				USD

10 per page << Page 1 of 1 >>

5.3.1.1 Account Information Detail

To view the Account Information Detail, the user must select an account. The Account Information Detail page gives general information on the selected account, such as DoDAAC, Agency, and Bureau. All the fields on the Account Information page are read only and are not able to be edited.

Figure 12: Account Information Tab

VCSS / Accounts / Account Search / Account Information

ACCOUNT INFORMATION

Vendor Registration Number	<input type="text" value="04297774800004000503"/>	Account Name	<input type="text" value="AVID TECHNOLOGY, INC."/>
Vendor Code	<input type="text" value="042977748"/>	Parent UEI	<input type="text"/>
Vendor Address Code	<input type="text" value="00004"/>	Parent DUNS Number	<input type="text"/>
UEI	<input type="text" value="FNZKNYDRXTK1"/>	Parent DoDAAC	<input type="text"/>
EFT Indicator	<input type="text"/>	Agency	<input type="text"/>
DUNS+4 / BPN+4	<input type="text" value="808182919"/>	Bureau	<input type="text"/>
DoDAAC	<input type="text"/>	Agency Location Code	<input type="text"/>
Doing Business As	<input type="text" value="AVID TECHNOLOGY, INC."/>	Phone Number	<input type="text" value="2027562251"/>
TIN	<input type="text" value="55-5555555"/>	Fax Number	<input type="text" value="2023184593"/>
CAGE Code	<input type="text" value="1CWH5"/>	<input checked="" type="checkbox"/> Registered in SAM	
		Currency	<input type="text" value="USD"/>

NOTE: Grayed out fields are protected and cannot be edited as the data is passed to VCSS from other systems and is not the system of record.

Figure 13: Business Type

Business Type

Small Business Program Representation

SBA Certified Hub Zone Firm
 Women-Owned Business

Disadvantaged Business
 Women-Owned Small Business

SBA Certified Small Disadvantaged Business
 Economically Disadvantaged Women-Owned Small Business

Service Disabled Veteran Owned Small Business
 Joint Venture Women-Owned Small Business

Other Veteran
 Joint Venture Economically Disadvantaged Women-Owned Small Business

Minority Owned Business

NOTE: For field definitions and information on sub-sections, please refer to VCSS Online Help. To access Online Help, select the blue down arrow on the User Menu at the top right of the page and select Support.

5.3.1.2 Viewing Account Detail from the Account Search Query

Steps to View Account Detail Using Account Search Query:

1. In VCSS navigate to Accounts → Account Search.
The Account Search page is displayed.

Figure 14: Account Search Page

VCSS / Accounts / Account Search

Account Search

UEI
 EFT Indicator
 DoDAAC ☆

Account Code
 Account Name
 DUNS+4/BPN+4
 Agency
 Bureau
 Agency Location Code
 Currency ☆

No results

<input type="checkbox"/>	Account Code	UEI	EFT Indicator	DUNS+4/BPN+4	DoDAAC	Account Name	Agency	Bureau	Agency Location Code	Currency
--------------------------	--------------	-----	---------------	--------------	--------	--------------	--------	--------	----------------------	----------

View 10 per page << Page 1 of 1 >>

2. Enter the desired search criteria and select Search.
3. Records meeting the entered search criteria will be returned in the item collection.

Figure 15: Account Search and Records in Item Collection

VCSS / Accounts / Account Search

Account Search

UEI
 EFT Indicator
 DoDAAC ☆

Account Code
 Account Name *accb*
 DUNS+4/BPN+4
 Agency
 Bureau
 Agency Location Code
 Currency ☆

1 - 1 of 1 results

<input type="checkbox"/>	Account Code	UEI	EFT Indicator	DUNS+4/BPN+	DoDAAC	Account Name	Agency	Bureau	Agency Location Code	Currency
<input type="checkbox"/>	00006551					DFAS COLUMBUS CENTER CO/ACCB	000	00	00006551	USD

4. Select an Account and select View.
5. The Account Information Detail page is displayed.

Figure 16: Account Information Detail Tab

VCSS / Accounts / Account Search / Account Information

ACCOUNT INFORMATION

Vendor Registration Number
 Vendor Code
 Vendor Address Code
 UEI
 EFT Indicator
 DUNS+4 / BPN+4
 DoDAAC
 Doing Business As
 TIN
 CAGE Code

Account Name
 Parent UEI
 Parent DUNS Number
 Parent DoDAAC
 Agency
 Bureau
 Agency Location Code
 Phone Number
 Fax Number
 Registered in SAM
 Currency

Business Type

Small Business Program Representation
 SBA Certified Hub Zone Firm
 Disadvantaged Business
 SBA Certified Small Disadvantaged Business
 Service Disabled Veteran Owned Small Business
 Other Veteran

Women-Owned Business
 Women-Owned Small Business
 Economically Disadvantaged Women-Owned Small Business
 Joint Venture Women-Owned Small Business
 Joint Venture Economically Disadvantaged Women-Owned Small Business

6. Select the Address Information tab.
The Address Information tab is displayed.

Figure 17: Address Information Tab

VCSS / Accounts / Account Search / Address Information

ADDRESS INFORMATION

Account Information | **Address Information** | Users

Mailing Address

Address Line 1: ATTN: BARD JONES/ROSEMARIE CLARK
 Address Line 2: 3990 E BROAD ST. BLDG 21
 Address Line 3:
 Address Line 4:
 Address Line 5:

City: COLUMBUS
 State: Ohio
 Zip: 43213
 Country: UNITED STATES

Physical Address

Address Line 1: ATTN: BARD JONES/ROSEMARIE CLARK
 Address Line 2: 3990 E BROAD ST. BLDG 21
 Address Line 3:
 Address Line 4:
 Address Line 5:

City: COLUMBUS
 State: Ohio
 Zip: 43213
 Country: UNITED STATES

Remittance Address

Address Line 1: ATTN: BARD JONES/ROSEMARIE CLARK
 Address Line 2: 3990 E BROAD ST. BLDG 21
 Address Line 3:
 Address Line 4:
 Address Line 5:

City: COLUMBUS
 State: Ohio
 Zip: 43213
 Country: UNITED STATES

5.3.1.2.1 Address Types

- Mailing Address - Address of where physical correspondence can be mailed
- Physical Address - Physical address of the Customer/Vendor business
- Remittance Address - Address where Remittance (Payments, bills, etc.) should be sent

NOTE: The EVS Monitoring Address is the former D&B Monitoring Address and was changed in the Pegasys 7.8 upgrade due to SAM UEI conversion. It is the Physical Address that Dun & Bradstreet (D&B) has on file for the associated vendor. The EVS Monitoring Address may be a default address for some vendors since Pegasys is the system of record when transferring vendor data to VCSS.

5.3.1.3 Users Tab

The Users tab is a list of all users ever associated with an account code, both active and inactive as VCSS must retain all associated historical information. Account Administrators do not have the VCSS system authority to remove or delete a user from the account code. Only GSA VCSS IT Security and the Business Application service desk have the system rights to remove a user's access from VCSS. This means users cannot update or change their own User profile information. To do so, please contact the Business Applications Service Desk.

Figure 18: Users Tab

VCSS / Accounts / Account Search / Address Information / Users

USERS

Account Information | Address Information | **Users**

1 - 10 of 44 results

<input type="checkbox"/> user id	Full Name	Email Address
<input type="checkbox"/> keithjones	KEITH JONES	none@gsa.gov
<input type="checkbox"/> brianporter	BRIAN PORTER	none@gsa.gov
<input type="checkbox"/> mitchellhurt	MITCHELL HURT	none@gsa.gov
<input type="checkbox"/> edithmorgan	EDITH MORGAN	none@gsa.gov
<input type="checkbox"/> laceyflynn	Lacey Flynn	none@gsa.gov
<input type="checkbox"/> williampritz	William Pritz	none@gsa.gov
<input type="checkbox"/> stacychrestman	Stacy Chrestman	none@gsa.gov
<input type="checkbox"/> robertobonilla	Roberto Bonilla	none@gsa.gov
<input type="checkbox"/> gingerstahl	Ginger Stahl	none@gsa.gov
<input type="checkbox"/> ednadavis	Edna Davis	none@gsa.gov

The VCSS Account Administrator information is created, identified and maintained in Pegasys and NOT on the Users tab in VCSS. To find the Account Administrator, login to Pegasys and navigate to Reference → Vendor → Search → Vendor Codes. Search for the Vendor and use the breadcrumb trail in the figure below to navigate to the Contacts tab. The staff with the associated Contact Type of VCSS Registration is the VCSS Account Administrator.

Figure 19: Contacts tab

Pegasys / Reference / Vendor / Vendor Codes / Vendor / Addresses / **Contacts**

Vendor | **Addresses**

CONTACTS

Address Level Vendor | Socio-Economic | Address | **Contacts** | PSC | NAICS Codes | ...

Vendor Contact

1 - 7 of 7 results

Contact	Contact Type	Phone	Fax	Email
<input type="radio"/> DAVID HEBNER	Primary Government Business	7038071000 x2290	7035274308	dhebner@omnibsi.com
<input type="radio"/> DAVE HEBNER	Alternate Past Performance	7038071000	7035274308	dhebner@omnibsi.com
<input type="radio"/> Thai Nguyen	General	(571) 414-0750		PEGASYS.TEST.1@GSA.GOV
<input type="radio"/> DAVID LAURITZEN	Primary Past Performance	7038071000 x222	7035274308	dlauritzen@omnibsi.com
<input type="radio"/> GREG TAYLOR	Primary Electronic Business	7038071000 x235	7035274308	gtaylor@omnibsi.com
<input type="radio"/> Stephanie Beesley	General	(719) 387-4963		PEGASYS.TEST.1@GSA.GOV
<input type="radio"/> David Hebert	VCSS Registration	(571) 414-0750		PEGASYS.TEST.1@GSA.GOV

Add Copy ...

10 per page << Page 1

NOTE: While VCSS is linked to Pegasys, it is important to understand that none of the VCSS contact information input in either system will automatically upload to the other system. Only the Account Administrator, as part of the initial VCSS registration with GSA, has their user information included in both places. Therefore, creating an Account Contact in Pegasys does not update nor equate to a UserID in VCSS. Similarly, a User listed on the User tab of an Account Code in VCSS does not mean that the same person will automatically be listed as a Contact in Pegasys under the same Account Code.

5.3.2 VCSS: Account Summary Query

The Account Summary Query allows users to search for and view their current account balances. The query will return results grouped by account code and will provide totals such as outstanding amount and bill total. The query will also contain action buttons to quickly view any statements or payments associated with an account.

Account → Account Summary

Figure 20: Account Summary Query

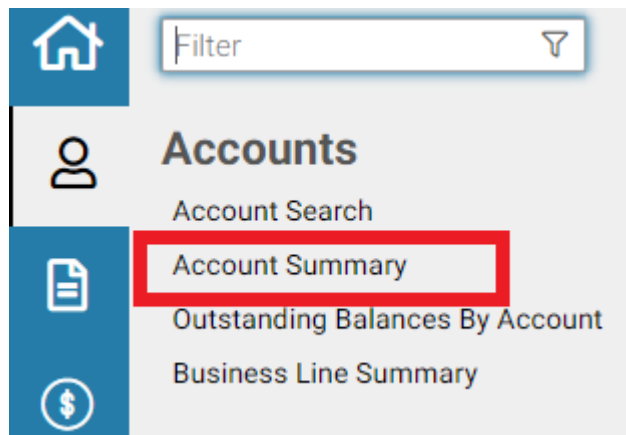


Figure 21: Account Summary Search Criteria and Item Collection

VCSS / Accounts / Account Summary

Account Summary

<p>Account ★</p> <p>Account Code <input type="text"/></p> <p>UEI <input type="text"/></p> <p>EFT Indicator <input type="text"/></p>	<p>Account <input type="text"/></p> <p>Name <input type="text"/></p> <p>DUNS+4 / BPN+4 <input type="text"/></p> <p>Agency <input type="text"/></p> <p>Bureau <input type="text"/></p> <p>Agency Location Code <input type="text"/></p>	<p>General Criteria</p> <p>* Statement Date <input type="text"/> To <input type="text"/></p> <p>Business Line <input type="text"/></p>
--	--	--

No results

Table 1: Account Summary Fields and Descriptions for Search Criteria

Search Element	Description
Statement Date (From/To)	The Statement Date range, this field is required and the two dates cannot be over 365 days apart.
Account Code	The unique numeric code for a specific Account.
Account Name	The name of the account.

Search Element	Description
UEI	The UEI number for a specific Account.
EFT Indicator	The EFT Indicator number for a specific Account.
DUNS+4/BPN+4	The DUNS+4/BPN+4 number for a specific Account. <ul style="list-style-type: none"> Usage of DUNS was discontinued starting 4, 2022
Agency Location Code	The Agency Location Code.
Agency	A code identifying the agency for external reporting purposes.
Bureau	The bureau associated with the agency.

Table 2: Account Summary Fields and Descriptions for Item Collection

Search Element	Description
Account Code	The unique numeric code for a specific Account.
Account Name	The Account Name.
DUNS+4/BPN+4	The DUNS+4/BPN+4 numbers for a specific Account. <ul style="list-style-type: none"> Usage of DUNS was discontinued starting April 4, 2022.
Business Line	The Business Line associated with the Account's statements.
Bill Total	A sum of the bill amounts for a specific Account.
Collected	A sum of the paid amounts for a specific Account.
Applied Credit Amount	A sum of the applied credit amount for a specific Account.
Adjustment Amount	A sum of the adjustment amount for a specific Account.
Closed Amount	A sum of the closed amount for a specific Account.

Search Element	Description
Outstanding Amount	The outstanding amount owed for an account.
Outstanding Chargeback Amount	A sum of the outstanding chargeback amount for a specific Account.
Credit	A sum of the credit statement lines associated with an account.
Closed Applied Credit	A sum of the closed applied credit associated with an account.
Total Outstanding Credit	A sum of the outstanding credit associated with an account.

5.3.2.1 Executing a Query Using the Account Summary Query

The following steps describe how to query the Account Summary.

1. In VCSS navigate to Accounts → Account Summary.
The Accounts Summary page is displayed.

Figure 22: Account Summary Page

VCSS / Accounts / Account Summary

Account Summary

Account ☆

Account Code Account Name *dept of state*

UEI DUNS+4 / BPN+4

EFT Indicator Agency

Bureau

Agency Location Code

General Criteria

* Statement Date 01/01/2021 To 07/12/2021

Business Line

Search Clear

Enter the desired Search Criteria, including the following required fields:

- a. Statement Date From: (enter valid date).
 - b. Statement Date To: (enter valid date).
2. Select the Search button.

The results are returned in the Item Collection.

Figure 23: Results in Item Collection

1 - 10 of 16 results ⌵ ⌵ ⌵ ⌵

<input type="checkbox"/>	Account Code	UEI	EFT Indicator	DUNS+4/BPN+	DoDAAC	Account Name	Agency	Bureau	Agency Location Code	Currency
<input type="checkbox"/>	72000049					DEPT OF STATE USAID KIEV	072	00	72000049	USD
<input type="checkbox"/>	19000001					US DEPT OF STATE	019	00	19000001	USD
<input type="checkbox"/>	19329K					US DEPT OF STATE VEHICLE OPERATIONS	019	00	19000001	USD
<input type="checkbox"/>	193091					US DEPT OF STATE	019	01	19000001	USD
<input type="checkbox"/>	19401J					US DEPT OF STATE CONSULAR AFFAIRS	019	29		USD
<input type="checkbox"/>	19101103					DEPT OF STATE INTL BOUNDARY & WA COM	019	00	19101103	USD
<input type="checkbox"/>	C-128668					USDA FS MONTANA DEPT OF STATE LANDS	012	23		USD
<input type="checkbox"/>	C-128674					USDA FS MONTANA DEPT OF STATE LANDS	012	23		USD

Figure 24: Action Buttons



Table 3: Account Summary Fields and Descriptions for Action Buttons

Search Element	Description
Sort	Sorts the records according to the column header selected.
Export	Exports the search results to a CSV or Excel spreadsheet.
Maximize the List	Expands the list to view all items
Restore the list to its original size	After being expanded, returns the list to its original size

5.3.3 VCSS: Outstanding Balances by Account

The Outstanding Balances by Account page offers a quick snapshot of the accounts a user has access to along with their outstanding balances. The page also offers a number of easily accessed actions such as viewing recent and outstanding statements as well as sending account correspondence.

Accounts → Outstanding Balances by Account

Figure 25: Navigation to Outstanding Balances by Account page

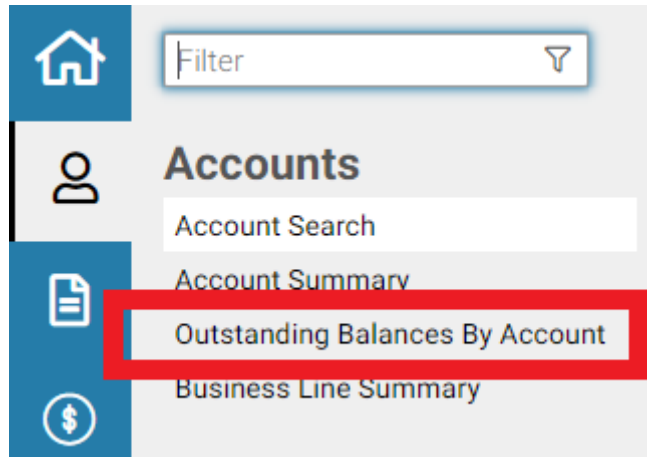


Figure 26: Outstanding Balances by Account Page

VCSS / Accounts / Outstanding Balances By Account

Outstanding Balances By Account

Search Clear

1 - 10 of 6,047 results

Account Code	UEI	EFT Indicator	Account Name	Outstanding	Outstanding Chargeback	Outstanding Credit Amount
Totals				\$1,318,770,027.62	\$36,651,815.64	(\$51,719,275.41)
<input checked="" type="radio"/> 20P355			INTERNAL REVENUE SERVICE	\$1,204,870.69	\$410,185.96	\$0.00
<input type="radio"/> 127760			USDA/RURAL DEVELOPMENT ADMINISTRATION	\$160,595.30	\$100.00	\$0.00
<input type="radio"/> 1539F2			DOJ US MARSHALS SERVICE	\$406,166.21	\$170.24	\$0.00
<input type="radio"/> 1339EV			DEPARTMENT OF COMMERCE NOAA	\$453,974.60	\$23,982.25	\$0.00
<input type="radio"/> 97561C			DFAS-IN	\$0.00	\$0.01	\$0.00
<input type="radio"/> 9739GX			DDO, JOINT CHIEF OF STAFF - PENTAGON	\$39,993.40	\$4,709.64	\$0.00
<input type="radio"/> 68510D			ENVIRONMENTAL PROTECTION AGENCY	\$637.22	\$0.00	\$0.00
<input type="radio"/> 28399D			SOCIAL SECURITY ADMIN	\$577,583.24	\$0.00	\$0.00
<input type="radio"/> 70503I			US CUSTOMS AND BORDER PROTECTION	\$36,188.02	\$0.00	\$0.00
<input type="radio"/> 70501V			DEPARTMENT OF HOMELAND SECURITY	\$372,036.73	\$0.00	\$0.00

View Outstanding Statements View Recent Statements (3 Months) Send Correspondence

10 per page << Page 1 of 605 >>

Table 4: Outstanding Balances by Account Item Collection

Search Element	Description
Account Code	The unique numeric code for a specific Account.
UEI	The UEI number for a specific Account.
EFT Indicator	The EFT Indicator number for a specific Account.
Account Name	The name of the account.
Outstanding	Total Outstanding Amount = (Principal Amount + Interest Amount + Penalty Amount + Admin Charges Amount) - (Closed Principal Amount + Closed Interest Amount + Closed Penalty Amount + Closed Admin Charges Amount).

Search Element	Description
Outstanding Chargeback	The outstanding chargeback amount for the vendor or address-level vendor.
Outstanding Credit Amount	Total Outstanding Credit Amount on BDs = Principal Amount [Credits] - Closed Principal Amount.

Table 5: Outstanding Balances by Account Buttons

Search Element	Description
View Outstanding Statements	Accesses the Billing Statement search page and performs a pre-populated search for the specific vendor and all billing statements.
View Recent Statements (3 Months)	Accesses the Billing Statement search page and performs a pre-populated search for the billing statements.
Send Correspondence	Opens the Send Correspondence page.

5.3.4 VCSS: Business Line Summary

The Business Line Summary query will allow users to search for and view balances for the Accounts they have access to with all the data sorted by business line. The query will also contain action buttons to enable the user to view statements and payments associated with the selected business line.

Accounts → Business Line Summary

Figure 27: Navigation to Business Line Summary Query

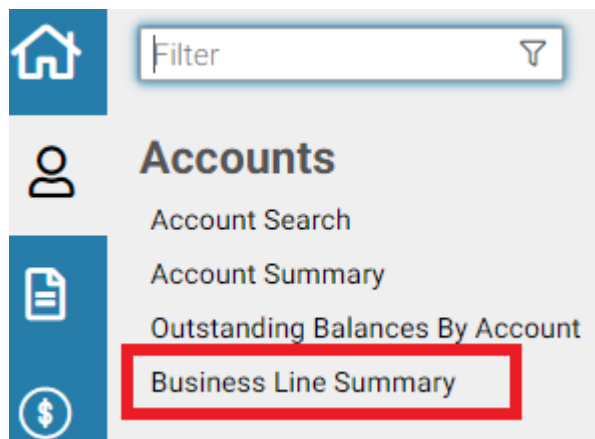


Figure 28: Business Line Summary Search Criteria and Item Collection

VCSS / Accounts / Business Line Summary

Business Line Summary

General Criteria

Statement Date To Business Line

Account ★

Account Code Agency Location Code DUNS+4 / BPN+4

UEI

EFT Indicator

No results

UEI	EFT Indicator	Business Line	Bill Total	Paid	Applied Credit	Adjusted	Closed	Outstanding	Outstanding Chargeback	Credit	Closed Applied Credit	Outstanding Credit Amount
Totals												

10 per page << Page 1 of 1 >>

Table 6: Business Line Summary Field Descriptions for Search Criteria Group Box

Search Element	Description
Statement Date (From/To)	The Statement Date range, this field is required and the two dates cannot be over 365 days apart.
UEI	The UEI number for a specific Account.
EFT Indicator	The EFT Indicator number for a specific Account.
DUNS+4/BPN+4	The DUNS+4/BPN+4 numbers for a specific Account. <ul style="list-style-type: none"> Usage of DUNS was discontinued starting April 4, 2022.
Agency Location Code	The Agency Location Code.
Business Line	The specific Business Line the query will search for.

Table 7: Business Line Summary Field Descriptions for Item Collection

Search Element	Description
Business Line	The specific Business Line the query will search for.
Bill Total	A sum of the bill amounts for a specific business line.
Collected	A sum of the paid amounts for a specific business line.
Adjustment Amount	A sum of the adjustment amount for a specific business line.
Applied Credit Amount	A sum of the applied credit amount for a specific business line.

Search Element	Description
Closed Amount	A sum of the closed amount for a specific business line.
Total Outstanding Amount	The amount owed for a business line.
Outstanding Chargeback Amount	A sum of the outstanding chargeback amount for a specific business line.
Credit	A sum of the credit statement lines associated with a specific business line.
Closed Applied Credit	A sum of the closed applied credit associated with a specific business line.
Total Outstanding Credit	A sum of the outstanding credit associated with a specific business line.

Table 8: Business Line Summary Field Descriptions for Action Buttons

Search Element	Description
Sort	Sorts the records according to the column header selected.
Export	Exports the search results to a CSV or Excel spreadsheet.
Maximize the List	Expands the list to view all items
Restore the list to its original size	After being expanded, returns the list to its original size

NOTE: Action Buttons are located above the Search Results/Item Collection table to the right. See **Figure 24** for the Action Button icons.

5.3.4.1 Executing a Query Using Business Line Summary

The following steps describe how to use the Business Line Summary query in VCSS.

1. In VCSS navigate to Accounts → Business Line Summary.

The Business Line Summary page is displayed.

Figure 29: Business Line Summary page

VCSS / Accounts / Business Line Summary

Business Line Summary

General Criteria

Statement Date: To: Business Line:

Account ★

Account Code: Agency Location Code: DUNS+4 / BPN+4:

UEI:

EFT Indicator:

1 - 1 of 1 results

UEI	EFT Indicator	Business Line	Bill Total	Paid	Applied Credit	Adjusted	Closed	Outstanding	Outstanding Chargeback	Credit	Closed Applied Credit	Outstanding Credit Amount
Totals			\$307,425.95	\$1,195.97	\$0.00	\$0.00	\$1,195.97	\$306,229.98	\$0.00	\$0.00	\$0.00	\$0.00
<input type="radio"/>		Supply	\$307,425.95	\$1,195.97		\$0.00	\$1,195.97	\$306,229.98	\$0.00			

10 per page << Page 1 of 1 >>

2. Enter the desired and appropriate Search Criteria.
3. Select the Search button.

The results are returned in the Item Collection.

Figure 30: Item Collection with Records

UEI	EFT Indicator	Business Line	Bill Total	Paid	Applied Credit	Adjusted	Closed	Outstanding	Outstanding Chargeback	Credit	Closed Applied Credit	Outstanding Credit Amount
Totals			\$210,932,603.4	\$16,084,047.94	\$0.00	\$0.00	\$16,589,605.4	\$183,359,531.4	\$10,983,466.60	\$0.00	\$0.00	\$0.00
<input type="radio"/>		Rent	\$14,433,899.33	\$1,378,316.25		\$0.00	\$1,378,316.25	\$13,055,583.08	\$0.00			
<input type="radio"/>		Fleet	\$69,223,511.29	\$10,337,385.46		\$0.00	\$10,837,461.61	\$57,089,078.05	\$1,296,971.63			
<input type="radio"/>		Supply	\$19,316,069.25	\$8,501.14		\$0.00	\$11,114.80	\$18,869,233.79	\$435,720.66			
<input type="radio"/>		HSPD-12	\$18,935.25	\$0.00		\$0.00	\$0.00	\$18,935.25	\$0.00			
<input type="radio"/>		Outlease	\$371,996.18	\$83,173.80		\$0.00	\$83,173.80	\$288,822.38	\$0.00			
<input type="radio"/>		Fleet Rental	\$223,775.53	\$0.00		\$0.00	\$568.95	\$222,752.58	\$454.00			
<input type="radio"/>		Fleet Leasing	\$24,956.68	\$0.00		\$0.00	\$606.72	\$23,772.53	\$577.43			
<input type="radio"/>		Fleet Purchasing	\$3,713,536.68	\$536,671.28		\$0.00	\$538,363.28	\$1,169,338.64	\$2,005,834.76			
<input type="radio"/>		Wide Area Network	\$3,938,577.77	\$3,512,266.14		\$0.00	\$3,512,266.14	\$16,611.44	\$409,700.19			
<input type="radio"/>		KC Finance Center Billing	\$242,025.47	\$0.00		\$0.00	\$0.00	\$169,228.65	\$72,796.82			

10 per page << Page 1 of 2 >>

NOTE: If a business line is selected (as above) and either the View Statements or View Payments buttons are selected, the user will be directed to that particular query with the selected business line defaulted. Selecting the View Statements buttons opens the Statement Query while selecting the View Payments button opens the View Customer Payment Query.

5.4 VCSS: Statements Menu

The Vendor and Customer Self Service Statements menu contains options for the user to obtain information and status about their statements as well as dispute a statement that they feel is in error. The different pages available from the Accounts menu are as follows:

- View or Print Statements
- Statement Search by Agreement
- View Details
- Dispute Statement/Details
- View Dispute Requests

5.4.1 VCSS: View and Print Statements

The View and Print Statements page enables the user to search for, and view, the statements they have access to as well as view their statement as a PDF to assist with printing. The page also allows the user to drill down on a specific statement to view detailed information about that statement.

Statements → View and Print Statements

Figure 31: Navigation to the View and Print Statements Query

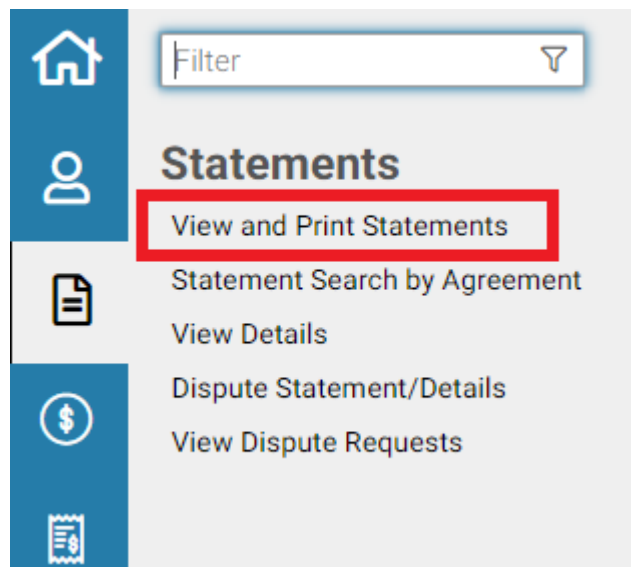


Figure 32: View and Print Statements Search Criteria and Item Collection

VCSS / Statements / Statement Search

Statement Search

The fields designated as (OFF) indicate the fields that are Optimized For Performance when executing a search on this page.
At least one OFF field must be populated without any wildcards in order to prevent searches that could cause a system timeout and/or overall degraded system performance for all users.

Statement Number (OFF) Statement Date (OFF) To

Statement Type

Business Line (OFF)

Account ★

Account Code (OFF) DUNS+4 / BPN+4

UEI Agency Location Code

EFT Indicator

If the Statement contains information for multiple customers, the search results contain the Statement Balance that applies to your customer only.

No results

Statement Number	Statement Date	Business Line	Account Code	Account Name	Total Billed	Paid	Adjusted	Applied Credit	Closed	Outstanding	Outstanding Chargeback	Credit	Closed Credit	Outstanding Credit	UEI	EFT Indicator
------------------	----------------	---------------	--------------	--------------	--------------	------	----------	----------------	--------	-------------	------------------------	--------	---------------	--------------------	-----	---------------

10 per page << Page 1 of 1 >>

Table 9: Statement Field Descriptions for Search Criteria Group Box

Search Element	Description
Statement Date (to/from)	The Statement Date range.
Statement Number	The specific statement number for an individual statement.
Statement Type	Whether the statement is IPAC or Non-IPAC.
UEI	The UEI number for a specific Account.
EFT Indicator	The EFT Indicator number for a specific Account.
DUNS+4/BPN+4	The DUNS+4/BPN+4 numbers for a specific Account. <ul style="list-style-type: none"> Usage of DUNS was discontinued starting April 4, 2022.
Account Code	The unique numeric code for a specific Account.
Agency Location Code	The Agency Location Code.
Business Line	The specific Business Line the query will search for.

Table 10: Statement Field Descriptions for Item Collection

Search Element	Description
Statement Number	The specific statement number for an individual statement.
Statement Date	The date the statement was billed.
Business Line	The specific Business Line the query will search for.
Account Code	The unique numeric code for a specific Account.

Search Element	Description
Account Name	The name for the specific Account.
Total Billed	The amount of the statement.
Paid Amount	The paid amount of the statement.
Adjustment Amount	The adjustment amount for the statement.
Applied Credit Amount	The amount of applied credit for the statement.
Closed Amount	The closed amount of the statement.
Outstanding Amount	The outstanding amount of the statement.
Outstanding Chargeback	The outstanding chargeback amount for the statement.
Credit	A sum of the credit statement lines associated with a statement.
Closed Applied Credit	A sum of the closed applied credit associated with a statement.
Total Outstanding Credit	A sum of the outstanding credit associated with a statement.

Table 11: Statement Field Descriptions for Action Buttons

Search Element	Description
Sort	Sorts the records according to the column header selected.
Export	Exports the search results to a CSV or Excel spreadsheet.
Maximize the List	Expands the list to view all items
Restore the list to its original size	After being expanded, returns the list to its original size

NOTE: Action Buttons are located above the Search Results/Item Collection table to the right. See **Figure 24** for the Action Button icons.

5.4.1.1 View and Print Statement Query Details and Executing a Query

The View and Print Statement Information page gives more detail of the selected statement than what was in the Item Collection. The Statement Information page contains action buttons to create statement correspondence and dispute the statement.

NOTE: The Statement Correspondence and Dispute functionality is described in later sections. The page also includes a View Referencing Payments action button, which will open a new window. The View Referencing Payments action button takes the user to the Customer Payments query with the statement number field defaulted.

Figure 33: Statement Information Page

VCSS / Statements / View and Print Statements Billing Statement Information: DOD20C6685

STATEMENT INFORMATION

Statement Information | Detail Billing Records | Attachments | Review Correspondence

General

Statement Number: DOD20C6685
 Statement Print Date: 02/03/2020
 Statement Collection Due Date: 03/19/2020

Bill Type: NonIPAC
 Business Line: Supply

Account Information

Account: C-R21533
 Account Code: []
 UEI: []
 EFT Indicator: []

Account Name: DFAS CLEVELAND SABRS
 DUNS+4 / BPN+4: []
 Agency: 017
 Bureau: 00
 Agency Location Code: []

[More](#)

DOD20C6685 | [View Referencing Payments](#) | [Send Correspondence](#) | [Dispute Statement](#) | [View Related Dispute Requests](#) | [View PDF](#) | [View Dunning Notice](#)

Table 12: Statement Information Buttons

Search Element	Description
View Referencing Payment	Opens the Customer Payments Query
Send Correspondence	Opens the Send Correspondence page
Dispute Statement	Select to dispute the bill. Launches the Dispute Bill screen.
View Related Dispute Requests	The button on the Bill Information tab is enabled only when there are dispute request(s) associated with the document. If so, the user is transported to the View Dispute Requests query.
View PDF	Will open the selected statement in PDF format.
View Dunning Notice	Select to view Dunning Notice if available.

The Detail Billing Records tab shows all the detail records that are associated with the billing documents within the specific statement. The tab includes search criteria to enable the user to search for and view detail billing records.

Figure 34: Detail Billing Records page

VCSS / Statements / View and Print Statements / Statement Information / **Detail Billing Records**

DETAIL BILLING RECORDS

Statement Information **Detail Billing Records** Attachments Review Correspondence

Detail

Detail Search Criteria

Reference ID Title

Charge Period Record Type

Articles/Services Description Disputed

Bill Generated Date To

Entry Date To

Detail Amount To

Account ★

DUNS+4 / BPN+4 Account Code

UEI

EFT Indicator

DOD20C6685 [View Referencing Payments](#) [Send Correspondence](#) [Dispute Statement](#) [View Related Dispute Requests](#) [View PDF](#) [View Dunning Notice](#)

If the user wants to view the expansive set of information included on detail record they are able to select a record and then select Detail.

Figure 35: Statement Detail Record page

VCSS / Statements / View and Print Statements / Statement Information / Detail Billing Records / **Detail**

Statement Information **Detail Billing Records** Attachments Review Correspondence

Detail

Item 1 of 1

General

Reference ID Record Date Record Type

Amount Source Number Invoice Number

Title

Period of Performance To

Dispute

Disputed Disputed Date

Account

Account Information [More](#)

DOD20C6685 [View Referencing Payments](#) [Send Correspondence](#) [Dispute Statement](#) [View Related Dispute Requests](#) [View PDF](#) [View Dunning Notice](#)

The detail page for the detail billing record tab has an item label with various hyperlinks. This page is made up of a general section and a header information section. Within the general section are some of the following fields: reference ID, detail amount, title, period of performance, a dispute sub section, and an account information sub section. To the right are more fields and these are record date, source number, record type, and invoice number. There is a more button below the invoice number field. Below the general section is a header information section, which contains a payment information sub section below. At the bottom of the page are the following

buttons: view referencing payments, send correspondence, dispute statement, view related dispute requests, view PDF, and view dunning notice.

Figure 36: Statement Detail Record page (continued)

Header Information

Payment Information

Overdue Status

Overdue Status Date

Remit to Office Address

Address Format

Name

Address Line 1

Address Line 2

Address Line 3

Address Line 4

City

State

Zip

Country

Phone Number

Fax Number

Email

Contact

Title

Centralized Collections Services

Centralized Collections Services Type

Agency ID/Merchant ID

Agency Tracking ID

The Review Correspondence tab shows all the correspondence records that are associated with the Statement. The tab includes search criteria to locate a correspondence record. When selected, the Review Correspondence shows the details of the record in the item collection.

Figure 37: Review Correspondence Tab

VCSS / Statements / View and Print Statements Billing Statement Information: DOD20C6685 > Messages

REVIEW CORRESPONDENCE

Statement Information | Detail Billing Records | Attachments | **Review Correspondence**

Record Number

Message Type

Subject

Message

Created Date

From

To

Vendor Contact First Name

Vendor Contact Last Name

Account Information ★

Account Code

Agency Location Code

UEI

EFT Indicator

Use the wildcard (*) character to search if needed.

No results

DOD20C6685

Figure 38: Correspondence Details

Contact Person		
Vendor Contact First Name	<input type="text" value="Auto"/>	Vendor Contact Last Name
Contact Title	<input type="text"/>	<input type="text" value="Tester"/>
	Contact Phone Number	<input type="text" value="7032276000"/>
		Contact Email Address
		<input type="text" value="Auto.Tester@cgifederal.c"/>
		International Phone Number
		<input type="text"/>
GSA Contact		
Agency Contact Name	<input type="text" value="WebMethods VSS"/>	Agency Contact Title
		<input type="text"/>
	Agency Contact Phone Number	<input type="text"/>
		Email Address
		<input type="text" value="fake.email@usda.gov"/>
Account		
Account Code	<input type="text" value="903322"/>	Account Name
UEI	<input type="text"/>	Agency Location Code
EFT Indicator	<input type="text"/>	<input type="text"/>
Correspondence		
Record Number	<input type="text" value="1"/>	Communication Source
Message Type	<input type="text" value="Dispute"/>	<input type="text" value="Phone"/>
	Statement Number	<input type="text" value="F0210981"/>
	Subject	<input type="text" value="OVERBILLED"/>
	Correspondence	<input type="text" value="Dispute Status: New, Dispute Explanation: Services are over billed"/>

To view and print Statements, follow the steps below.

1. In VCSS navigate to Statements → View and Print Statements.

Figure 39: Statements page

VCSS / Statements / Statement Search

Statement Search

The fields designated as (OFP) indicate the fields that are Optimized For Performance when executing a search on this page. At least one OFP field must be populated without any wildcards in order to prevent searches that could cause a system timeout and/or overall degraded system performance for all users.

Statement Number (OFP) Statement Date (OFP) To

Statement Type

Business Line (OFP)

Account ★

Account Code (OFP) DUNS+4 / BPN+4

UEI Agency Location Code

EFT Indicator

If the Statement contains information for multiple customers, the search results contain the Statement Balance that applies to your customer only.

No results

Statement Number	Statement Date	Business Line	Account Code	Account Name	Total Billed	Paid	Adjusted	Applied Credit	Closed	Outstanding	Outstanding Chargeback	Credit	Closed Credit	Outstanding Credit	UEI	EFT Indicator
------------------	----------------	---------------	--------------	--------------	--------------	------	----------	----------------	--------	-------------	------------------------	--------	---------------	--------------------	-----	---------------

View View PDF View Dunning Notice 10 per page << Page 1 of 1 >>

2. Enter the desired Search Criteria.
3. Select the Search button.

The results are returned in the Item Collection.

Figure 40: Item Collection with Record

Statement Number	Statement Date	Business Line	Account Code	Account Name	Total Billed	Paid	Adjusted	Applied Credit	Closed	Outstanding	Outstanding Chargeback	Credit	Closed Credit	Outstanding Credit	UEI	EFT Indicator
<input type="radio"/> DDD20A5867	01/02/2020	Supply	C-W9046W	DFAS COLUMBUS 20113	\$56,985.91	\$56,859.46	\$0.00	\$126.45	\$56,985.91	\$0.00	\$0.00	(\$126.45)	(\$126.45)	\$0.00		

4. Select a Statement.

5. Select View PDF.

A new window with the PDF is displayed.

Figure 41: Statement as PDF

GSA GSA e/o USDA-OCFO
2300 Main Street - 25E
Kansas City, MO 64108

Paying Office
Agency Location Code (ALC):

Paying Office Information
DFAS COLUMBUS 20113
DFAS JDCBB CO
PO BOX 182559
COLUMBUS, OH 43218

Statement Information
Statement Number: DOD20A5867

Contact Us
Phone Number: 800-676-3690
Fax Number: 816-823-5507
Email Address: ke-accts-receivable.finance@gsa.gov

Supply
01/02/2020
Do not pay these charges. These charges have been settled through the Department of Treasury.

Statement Summary

Initial Charges	\$56,599.25
Discount	\$0.00
Surcharge	\$386.66
Total Paid	\$56,985.91

Credit Summary
Total Credit (\$126.45)

6. On the Statement Search page, select View.

7. Select the Detail Record Billings Tab.

The Detail Billing Records Tab is displayed.

Figure 42: Detail Billing Records tab

VCSS / Statements / View and Print Statements / Statement Information / Detail Billing Records

DETAIL BILLING RECORDS

Statement Information | **Detail Billing Records** | Attachments | Review Correspondence

Detail

Detail Search Criteria

Reference ID Title

Charge Period Record Type

Articles/Services Description Disputed

Bill Generated Date To

Entry Date To

Detail Amount To

Account ☆

DUNS+4 / BPN+4 Account Code C-R21533

UEI

EFT Indicator

+ Additional Criteria

Search Clear

8. Select a detail record and select Detail.

The detail record is displayed.

Figure 43: Detail Record page

VCSS / Statements / View and Print Statements / Statement Information / Detail Billing Records / **Detail**

Statement Information **Detail Billing Records** Attachments Review Correspondence

Detail

Item 1 of 1

General

Reference ID SUP020320200005904 Record Date 02/03/2020 Record Type Normal

Amount \$56.67 Source Number Invoice Number

Title

Period of Performance 01/01/2020 To 01/31/2020

Dispute

Disputed False Disputed Date

Account

Account Information Account C-R21533 Account DFAS CLEVELAND SABRS More

DOD20C6685 View Referencing Payments Send Correspondence Dispute Statement View Related Dispute Requests View PDF View Dunning Notice

Figure 44: Detail Record Fields

Header Information

Payment Information

Overdue Status Overdue Status Date

Remit to Office Address

Address Format US Name GSA c/o USDA-OCFO Phone Number 800-676-3690 Fax Number 816-823-5507

Address Line 1 2300 Main Street - 2SE Email fake.email@cgifederal.com

Address Line 2 Address Line 3 Contact kc-accts-receivable.finance@gsa.gov

Address Line 4 City Kansas City Title

State MO Zip 64108

Country

Centralized Collections Services

Centralized Collections Services Type Agency ID/Merchant ID Agency Tracking ID

Figure 45: Detail Record Fields (continued 1)

Dunning

Dunning Count 0 Last Dunning Date

Additional Criteria

Comments To Print Printed Message

Figure 46: Detail Record Fields (continued 2)

VCSS / Statements / View and Print Statements / Statement Information / Detail Billing Records / Detail

Statement Information **Detail Billing Records** Attachments Review Correspondence

Detail

Item 1 of 450 : 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 > >

General

Reference ID: SUP010120200008782 Record Date: 01/02/2020 Record Type: Credit

Amount: (\$126.45) Source Number: Invoice Number: DOD20A5867

Title:

Period of Performance: 12/01/2019 To 12/31/2019

Dispute

Disputed: False Disputed Date:

Account

Account Information More

Account: C-W9046W Account: DFAS COLUMBUS

DOD20A5867 View Referencing Payments Send Correspondence Dispute Statement View Related Dispute Requests View PDF View Dunning Notice

NOTE: Selecting the More button in the Account section in the figure above provides more information about the vendor.

9. Select the Review Correspondence hyperlink tab.

Figure 47: Review Correspondence

VCSS / Statements / View and Print Statements Billing Statement Information: DOD20A5867 > Messages

REVIEW CORRESPONDENCE

Statement Information Detail Billing Records Attachments **Review Correspondence**

Record Number: Created Date: From: To: Vendor Contact First Name: Vendor Contact Last Name:

Message Type: Subject: Message:

Account Information ★

Account Code: 803322 Agency Location Code: UEI: EFT Indicator:

Search **Clear**

Use the wildcard (*) character to search if needed.

1 - 2 of 2 results

DOD20A5867 View Referencing Payments Send Correspondence Dispute Statement View Related Dispute Requests View PDF View Dunning Notice

The Review Correspondence Tab is displayed.

Figure 48: Review Correspondence Tab with Item Collection

VCSS / Statements / View and Print Statements Billing Statement Information: DOD20A5867 > Messages

REVIEW CORRESPONDENCE

Statement Information | Detail Billing Records | Attachments | **Review Correspondence**

Record Number
 Message Type
 Subject
 Message

Created Date
 From
 To

Vendor Contact First Name
 Vendor Contact Last Name

Account Information ★
 Account Code Agency Location Code
 UEI
 EFT Indicator

Use the wildcard (*) character to search if needed.

1 - 2 of 2 results

Record Number	Creation Timestamp	Vendor Contact First Name	Vendor Contact Last Name	Statement Number	Account Code	Message Type	UEI	EFT Indicator	Subject	Has Attachments
<input type="radio"/> 1	01/21/2021	Auto	Tester	F0210981	803322	Dispute			O'VERBILLED	false
<input type="radio"/> 1	01/21/2021	Auto	Tester	F0210982	803322	Dispute			O'VERBILLED	false

DOD20A5867

Figure 49: Review Correspondence tab (continued)

Contact Person
 Vendor Contact First Name Vendor Contact Last Name
 Contact Title Contact Phone Number
 Contact Email Address International Phone Number

GSA Contact
 Agency Contact Name Agency Contact Title
 Agency Contact Phone Number Email Address

Account
 Account Code Account Name
 UEI Agency Location Code
 EFT Indicator

Correspondence
 Record Number Communication Source
 Message Type Creation Timestamp
 Statement Number
 Subject
 Correspondence

5.4.2 VCSS: Statement Search by Agreement or G-Invoicing

The Statement Search by Account page allows users to search for statements by using their GSA Agreement Number or G-Invoicing information.

Statements → Statement Search by Agreement or G-Invoicing

Figure 50: Navigation to the Statement Search by Agreement or G-Invoicing

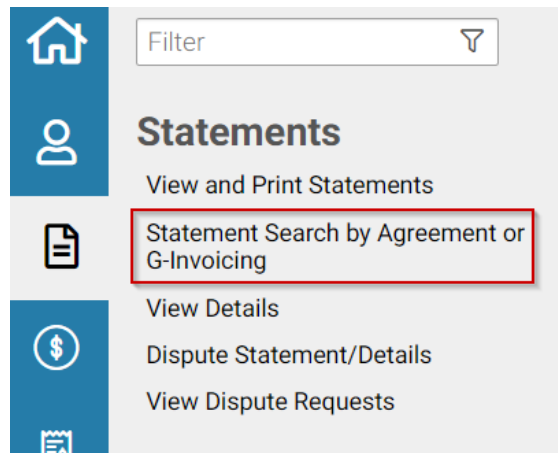


Figure 51: Bill Search Page

VCSS / Statements / Bill Search

Bill Search

Agreement Search Criteria

Agreement Search Criteria

Agreement Number (OPF)

G-Invoicing

GT&C Number

Order Number Line Schedule

G-Invoicing Line Type

IPAC

Funding Document (OPF) Related Statement Number

Purchase Order Number

Accounting Classification Reference Number

5.4.2.1 Executing Steps to View Statement Search by Agreement or G-Invoicing

Steps to View Statement Search by Agreement or G-Invoicing:

1. In VCSS navigate to Statements → Statements Search by Agreement or G-Invoicing. The Statement Search by Agreement or G-Invoicing page is displayed.

Figure 52: Bill Search Page (continued)

Account ☆

Account Code (OFF) <input type="text"/>	Account Name <input type="text"/>
UEI <input type="text"/>	DUNS+4 / BPN+4 <input type="text"/>
EFT Indicator <input type="text"/>	Agency <input type="text"/>
	Bureau <input type="text"/>
	Agency Location Code <input type="text"/>

Designated Agent (OFF only when both fields are populated)

Code <input type="text"/>	Address Code <input type="text"/>
---------------------------	-----------------------------------

[Search](#) [Clear](#)

No results

G-Inv / IPAC Indicator	Statement Number	Bill Generated	Title	Billing Reference Number	Vendor Address Code	Vendor Name	DUNS+4 / BPN+4	Business Line	Bill Generated Date	Collection Due Date	Agency Location Code	Agency	Bureau	Interagency Transfer	Customer Agency Location Code
Totals															

[Account Summary](#) [View Statement](#)
10 per page <<

[Go to top of Main Content](#)

2. Enter the desired Search Criteria.
3. Select the Search button.

The results are returned in the Item Collection.

Figure 53: Item Collection (continued)

G-Inv / IPAC Indicator	Statement Number	Bill Generated	Title	Billing Reference Number	Vendor Address Code	Vendor Name	DUNS+4 / BPN+4	Business Line	Bill Generated Date	Collection Due Date	Agency Location Code	Agency	Bureau	Interagency Transfer	Customer Agency Location Code	Total Bill Amount
Totals																

[Account Summary](#) [View Statement](#)
10 per page << Page 1 of

4. In order to view the statement, select the View Statement button.

5.4.3 VCSS: View Details

The View Details query enables users to search for and view Detail Billing Records. The user will have the ability to search for DBRs across all the statements for which they have access, using a variety of search criteria.

Statements → View Details

Figure 54: Navigation to View Details Query

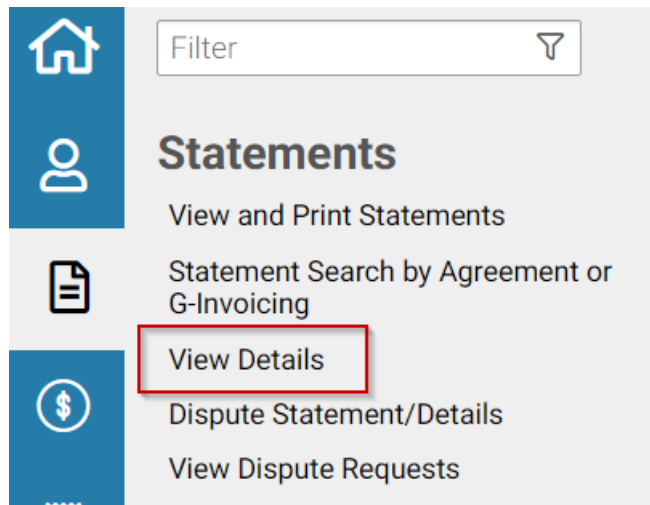


Table 13: View Details Query Search Criteria Field Descriptions for Search Criteria Group Box

Search Element	Description
Statement Number	The statement number associated with the record.
Business Line	The Business Line associated with the record.
Bill Type	The type of transfer method for the record, IPAC and Non-IPAC.
Record Type	The type of Accounting line the record is associated with options are Advanced, Credit, Normal.
Disputed	The dispute status of the detail record.
Title	The title of the transaction. Can be up to 50 characters in length.
Reference ID	The reference ID associated with the record.
Statement Date (To/From)	The day the Statement was printed.
Entry Date	The date the Statement was created.
Detail Amount (To/From)	The total amount on the record.

Table 14: View Details Query Search Criteria Field Descriptions for Account Criteria

Search Element	Description
DUNS+4/BPN+4	A unique numbering system that is used to identify a business. <ul style="list-style-type: none"> Usage of DUNS was discontinued starting April 4, 2022.
Account Code	The account code on the record.

Table 15: View Details Query Search Criteria Field Descriptions for Additional Criteria

Search Element	Description
Charge Period	Date of the charge related to the Detail billing Record.
Articles/Services Description	Indicates the items or services on the transaction.

Table 16: View Details Query Search Criteria Field Descriptions for IPAC

Search Element	Description
Purchase Order Number	The Purchase Order Number associated with the record.
Related Statement Number	Previously billed Statement Number on BD Credit line types.
Accounting Classification Reference Number	The accounting classification reference number used for interagency transfers.
Customer Treasury Symbol	The Customer Treasury Symbol that represents the other party affected by transactions.

Table 17: View Details Query Search Criteria Field Descriptions for Fleet Detail Billing Elements

Search Element	Description
Description	The Description of the Detail Billing Record.
Vehicle Tag	The Vehicle Tag of the Detail Billing Record.
Vehicle Class	The Vehicle Class of the Detail Billing Record.
Sales Code	The Sales Code of the Detail Billing Record.

Table 18: View Details Query Search Criteria Field Descriptions for Rent Detail Billing Elements

Search Element	Description
Building Name	The Building Name associated with the Detail Billing Record.
OA Number	The OA number associated with the record.

Table 19: View Details Query Search Criteria Field Descriptions for Item Collection

Search Element	Description
Related Statement Number	Identifies the related statement number that credits are crediting.
Reference ID	The reference ID associated with the record.
Statement Number	The unique number representing the statement.
Statement Date	The date the statement was billed.
Account Code	The account code on the record.
Account Name	The name of the account associated with the record.
Business Line	The Business Line associated with the record.
Record Type	The type of Accounting line the record is associated with options are Advanced, Credit, Normal.
Bill Type	The type of transfer method for the record, IPAC and Non-IPAC.
Disputed	The dispute status of the record, true or false.
Payment Due Date	The payment due date of the record.
Currency	The type of currency of the detail record.
Amount	The amount of the detail record.
Vehicle Tag	The Vehicle Tag of the Detail Billing Record.
Est. Mileage Indicator	The estimated mileage indicator of the detail record.
Body Type	The body type associated with the detail record.
Building Address	The Address of the Building associated with the detail record.
OA Number	The OA number associated with the record.

Table 20: View Details Query Search Criteria Field Descriptions for Action Buttons

Search Element	Description
Sort	Sorts the records according to the column header selected.
Export	Exports the search results to a CSV or Excel spreadsheet.
Maximize the List	Expands the list to view all items
Restore the list to its original size	After being expanded, returns the list to its original size

NOTE: Action Buttons are located above the Search Results/Item Collection table to the right. See **Figure 24** for the Action Button icons.

Figure 55: View Details Query Search Criteria

VCSS / Statements / Detail Record Search

Detail Record Search

The fields designated as (OFF) indicate the fields that are Optimized For Performance when executing a search on this page. At least one OFF field must be populated without any wildcards in order to prevent searches that could cause a system timeout and/or overall degraded system performance for all users.

Detail Search Criteria

Statement Number (OFF) <input style="width: 80%;" type="text"/>	Business Line (OFF) <input style="width: 80%;" type="text"/>
Title <input style="width: 80%;" type="text"/>	Bill Type <input style="width: 80%;" type="text"/>
Reference ID (OFF) <input style="width: 80%;" type="text"/>	Record Type <input style="width: 80%;" type="text"/>
Statement Date (OFF) <input style="width: 40%;" type="text"/> To <input style="width: 40%;" type="text"/>	Disputed <input style="width: 80%;" type="text"/>
Entry Date <input style="width: 40%;" type="text"/> To <input style="width: 40%;" type="text"/>	
Detail Amount <input style="width: 40%;" type="text"/> To <input style="width: 40%;" type="text"/>	
Collection Due Date <input style="width: 40%;" type="text"/> To <input style="width: 40%;" type="text"/>	

Account ★

DUNS+4 / BPN+4 <input style="width: 80%;" type="text"/>	Account Code (OFF) <input style="width: 80%;" type="text"/>
UEI <input style="width: 80%;" type="text"/>	
EFT Indicator <input style="width: 80%;" type="text"/>	

+ Additional Criteria

+ Fleet Search Criteria

+ Rent Search Criteria

+ Supply/Automotive Purchases

Figure 56: Details Query Item Collection

Reference ID	Statement Number	Statement Date	Account Code	Business Line	Bill Type	Document ID	Routing ID	Stock Number	Unit of Issue	Quantity	Requisition Number	Customer Requisition Number	Supplemental Address	Signal Code	Fed Code	Distributive Code	
Totals																	
4																	
<input type="radio"/>	SUP010120200008782	DOD20A5867	01/02/2020	C-W9046W	Supply	NonIPAC	FC2	GF0	7930007218592	BX	3.000000	W44DQ193410020		W9046W	C	Z9	V
<input type="radio"/>	SUP010120200005497	DOD20A5867	01/02/2020	C-W9046W	Supply	NonIPAC	FC1	GF0	5210007823520	PG	1.000000	W80BT293540197		W9046W	C	Z9	V
<input type="radio"/>	SUP010120200003758	DOD20A5867	01/02/2020	C-W9046W	Supply	NonIPAC	FC1	GK0	5120002772342	EA	2.000000	W91EZE93550112		W9046W	C	Z9	V
<input type="radio"/>	SUP010120200003759	DOD20A5867	01/02/2020	C-W9046W	Supply	NonIPAC	FC1	GK0	5120002643796	EA	1.000000	W91EZE93550113		W9046W	C	Z9	V
<input type="radio"/>	SUP010120200003760	DOD20A5867	01/02/2020	C-W9046W	Supply	NonIPAC	FC1	GK0	5120002237397	EA	9.000000	W91EZE93550115		W9046W	C	Z9	V
<input type="radio"/>	SUP010120200004739	DOD20A5867	01/02/2020	C-W9046W	Supply	NonIPAC	FC1	GF0	7920014541148	BX	5.000000	W26ADX93550020		W9046W	C	Z9	V
<input type="radio"/>	SUP010120200003181	DOD20A5867	01/02/2020	C-W9046W	Supply	NonIPAC	FC1	GK0	5120013999144	EA	1.000000	W81UJ93550101		W9046W	C	Z9	V
<input type="radio"/>	SUP010120200002426	DOD20A5867	01/02/2020	C-W9046W	Supply	NonIPAC	FC1	GK0	5120016176233	EA	18.000000	W90ADP93540387		W9046W	C	Z9	V
<input type="radio"/>	SUP010120200002427	DOD20A5867	01/02/2020	C-W9046W	Supply	NonIPAC	FC1	GK0	5210002450301	EA	1.000000	W90ADP93540538		W9046W	C	Z9	V
<input type="radio"/>	SUP010120200002428	DOD20A5867	01/02/2020	C-W9046W	Supply	NonIPAC	FC1	GK0	5120002889997	EA	1.000000	W90ADP93540564		W9046W	C	Z9	V

[View](#) [View Statement](#) 10 per page

5.4.3.1 Detail Record Detail page

The View Details detail page provides the information that is contained on the selected detail record. The detail page also contains action buttons to view the statement associated with the detail record.

Figure 57: View Details Detail page

VCSS / Statements / View Details / Detail

Detail

General

Statement Information

Statement Number: Business Line:

Bill Type: Payment Due Date:

Detail Information

Reference ID: Record Date: Record Type:

Detail Amount: Source Number: Invoice Number:

Accounting Classification:

Period of Performance

Start Date: End Date:

Reference Number: Accounting Trace Number:

Dispute

Disputed: Disputed Date:

Account

[Previous](#) [Next](#) [View Document](#) [View Statement](#) [Audit](#)

Figure 58: View Details Page (continued)

Dunning

Dunning Count Last Dunning Date

Additional Criteria

Printed Message 

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5.4.3.2 Executing a Query Using View Details

To use the View Details Query in VCSS, follow the steps below.

Steps to Execute a Query Using View Details Query:

1. In VCSS navigate to Statements → View Details.
The View Details page is displayed.

Figure 59: View Details page

VCSS / Statements / [Detail Record Search](#)

Detail Record Search

The fields designated as (OFP) indicate the fields that are Optimized For Performance when executing a search on this page.
At least one OFP field must be populated without any wildcards in order to prevent searches that could cause a system timeout and/or overall degraded system performance for all users.

Detail Search Criteria

Statement Number (OFP) <input type="text" value="☆"/>	Business Line (OFP) <input type="text" value="v"/>
Title <input type="text"/>	Bill Type <input type="text" value="v"/>
Reference ID (OFP) <input type="text"/>	Record Type <input type="text" value="v"/>
Statement Date (OFP) <input type="text" value="☐"/> To <input type="text" value="☐"/>	Disputed <input type="text" value="v"/>
Entry Date <input type="text" value="☐"/> To <input type="text" value="☐"/>	
Detail Amount <input type="text" value="☐"/> To <input type="text" value="☐"/>	
Collection Due Date <input type="text" value="☐"/> To <input type="text" value="☐"/>	

Account ☆

DUNS+4 / BPN+4 <input type="text"/>	Account Code (OFP) <input type="text"/>
UEI <input type="text"/>	
EFT Indicator <input type="text"/>	

+ Additional Criteria

+ Fleet Search Criteria

+ Rent Search Criteria

+ Supply/Automotive Purchases

2. Enter the desired Search Criteria.
3. Select the Search button.
The results are returned in the Item Collection.

Figure 60: Item Collection with Result

Reference ID	Statement Number	Statement Date	Account Code	Business Line	Bill Type	Document ID	Routing ID	Stock Number	Unit of Issue	Quantity	Requisition Number	Customer Requisition Number	Supplemental Address	Signal Code	Fed Coc
Totals															
○ SUP010120200008782	DOD20A5867	01/02/2020	C-W9046W	Supply	NonIPAC	FC2	GF0	7930007218592	BX	3.000000	W44DQ193410020		W9046W	C	Z9

4. Select a Detail Record.
 5. Select View.
- The Detail Record is displayed.

Figure 61: Details Record

VCSS / Statements / View Details / Detail

Detail

General

Statement Information

Statement Number: Business Line:

Bill Type: Payment Due Date:

Detail Information

Reference ID: Record Date: Record Type:

Detail Amount: Source Number: Invoice Number:

Accounting Classification:

Period of Performance

Start Date: End Date:

Reference Number:

Accounting Trace Number:

Dispute

Disputed: Disputed Date:

5.4.3.2.1 Executing a Query Using View Details for Legacy Fleet

To use the View Details Query in VCSS for Legacy Fleet, follow the steps below:

Steps to Execute a Query Using View Details Query:

1. In VCSS navigate to Statements → View Details.
2. Enter the desired Search Criteria.
3. If using DBE field as the desired search Criteria, execute the following additional steps.
 - a. Select “Fleet” in the Business Line (OFP) dropdown (**Figure 62**)
 - b. Scroll down to “Legacy Fleet/Fleet Leasing/Rental Search Criteria”
 - c. Entered the Desired DBE search criteria. (**Figure 63**)

NOTE: If a business line is not selected the following message will be displayed in the DBE search Criteria “Please choose either Fleet, Fleet Leasing or Fleet Rental Business Line in the Business Line (OFF) selector above” see Figure 74.

Figure 62: Business Line (OFF) Fleet

VCSS / Statements / Detail Record Search

Detail Record Search

The fields designated as (OFF) indicate the fields that are Optimized For Performance when executing a search on this page. At least one OFF field must be populated without any wildcards in order to prevent searches that could cause a system timeout and/or overall degraded system performance for all users.

Detail Search Criteria

Statement Number (OFF)	<input type="text"/>	Business Line (OFF)	Fleet
Title	<input type="text"/>	Bill Type	<input type="text"/>
Reference ID (OFF)	<input type="text"/>	Record Type	<input type="text"/>
Statement Date (OFF)	<input type="text"/> To <input type="text"/>	Disputed	<input type="text"/>
Entry Date	<input type="text"/> To <input type="text"/>		
Detail Amount	<input type="text"/> To <input type="text"/>		
Collection Due Date	<input type="text"/> To <input type="text"/>		

Figure 63: Business Line (OFF) Fleet DBE Search Criteria Section

+ Additional Criteria

Legacy Fleet/Rental Leasing/Rental Search Criteria

Description	<input type="text"/>	Vehicle Tag (OFF)	<input type="text"/>
Vehicle Class	<input type="text"/>	Sales Code	<input type="text"/>

+ Rent Search Criteria

+ Supply/Fleet Purchasing

4. Select the Search button.

The results are returned in the Item Collection. (Figure 64)

Figure 64: Fleet Item Collection with Result

1 - 10 of 154 results

Reference ID	Statement Number	Statement Date	Account Code	Account Name	Business Line	Record Type	Bill Type	Disputed	Payment Due Date	Amount	Vehicle Tag	Vehicle Class	Est. Mileage Indicator	Body Type	Source Number
Totals										\$44,315.21					
<input type="radio"/>	FLT072120220	F0251554	08/04/2022	015032	FEDERAL BUREAU OF INVESTIGATION	Fleet	Normal	NonIPAC	10/05/2022	\$630.82	5278V	62		6252	FLT015032202
<input type="radio"/>	FLT072120220	F0251554	08/04/2022	015032	FEDERAL BUREAU OF INVESTIGATION	Fleet	Normal	NonIPAC	10/05/2022	\$591.51	6093V	62		6279	FLT015032202
<input type="radio"/>	FLT072120220	F0251554	08/04/2022	015032	FEDERAL BUREAU OF INVESTIGATION	Fleet	Normal	NonIPAC	10/05/2022	\$424.37	0386V	61		6181	FLT015032202
<input type="radio"/>	FLT072120220	F0251554	08/04/2022	015032	FEDERAL BUREAU OF INVESTIGATION	Fleet	Normal	NonIPAC	10/05/2022	\$404.14	6092V	62		6279	FLT015032202
<input type="radio"/>	FLT072120220	F0251554	08/04/2022	015032	FEDERAL BUREAU OF INVESTIGATION	Fleet	Normal	NonIPAC	10/05/2022	\$385.58	2448P	42		4279	FLT015032202
<input type="radio"/>	FLT072120220	F0251554	08/04/2022	015032	FEDERAL BUREAU OF INVESTIGATION	Fleet	Normal	NonIPAC	10/05/2022	\$772.74	6153V	62		6252	FLT015032202
<input type="radio"/>	FLT072120220	F0251554	08/04/2022	015032	FEDERAL BUREAU OF INVESTIGATION	Fleet	Normal	NonIPAC	10/05/2022	\$5.00	6153V	62			FLT015032202
<input type="radio"/>	FLT072120220	F0251554	08/04/2022	015032	FEDERAL BUREAU OF INVESTIGATION	Fleet	Normal	NonIPAC	10/05/2022	\$5.00	2448P	42			FLT015032202
<input type="radio"/>	FLT072120220	F0251554	08/04/2022	015032	FEDERAL BUREAU OF INVESTIGATION	Fleet	Normal	NonIPAC	10/05/2022	\$303.00	5276V	62		6279	FLT015032202
<input type="radio"/>	FLT072120220	F0251554	08/04/2022	015032	FEDERAL BUREAU OF INVESTIGATION	Fleet	Normal	NonIPAC	10/05/2022	\$529.59	0003W	61		6181	FLT015032202

View View Statement

10 per page << Page 1 of 16 >>

5. Select a Detail Record.
6. Select View.

The Detail Record is displayed. (**Figure 65**)

Figure 65: Fleet Details Record

VCSS / Statements / View Details / Detail

Detail

General

Statement Information

Statement Number: Business Line:

Bill Type: Payment Due Date:

Detail Information

Reference ID: Record Date: Record Type:

Detail Amount: Source Number: Invoice Number:

Accounting Classification:

Period of Performance

Start Date: End Date:

Reference Number:

Accounting Trace Number:

Dispute

Disputed: Disputed Date:

5.4.3.2.2 Executing a Query Using View Details for Fleet Leasing

To use the View Details Query in VCSS for Fleet Leasing, follow the steps below:

Steps to Execute a Query Using View Details Query:

1. In VCSS navigate to Statements → View Details.
2. Enter the desired Search Criteria.
3. If using DBE field as the desired search Criteria, execute the following additional steps.
 - a. Select “Fleet Leasing” in the Business Line (OFF) dropdown (**Figure 66**)
 - b. Scroll down to “Legacy Fleet/Fleet Leasing/Rental Search Criteria”
 - c. Entered the Desired DBE search criteria. (**Figure 67**)

NOTE: If a business line is not selected the following message will be displayed in the DBE search Criteria “**Please choose either Fleet, Fleet Leasing or Fleet Rental Business Line in the Business Line (OFF) selector above**” see **Figure 74**.

Figure 66: Business Line (OFP) Fleet Leasing

VCSS / Statements / Detail Record Search

Detail Record Search

The fields designated as (OFP) indicate the fields that are Optimized For Performance when executing a search on this page. At least one OFP field must be populated without any wildcards in order to prevent searches that could cause a system timeout and/or overall degraded system performance for all users.

Detail Search Criteria

Statement Number (OFP)	<input type="text"/>	Business Line (OFP)	Fleet Leasing
Title	<input type="text"/>	Bill Type	<input type="text"/>
Reference ID (OFP)	<input type="text"/>	Record Type	<input type="text"/>
Statement Date (OFP)	<input type="text"/> To <input type="text"/>	Disputed	<input type="text"/>
Entry Date	<input type="text"/> To <input type="text"/>		
Detail Amount	<input type="text"/> To <input type="text"/>		
Collection Due Date	<input type="text"/> To <input type="text"/>		

Figure 67: Business Line (OFP) Fleet Leasing DBE Search Criteria Section

+ Additional Criteria

Legacy Fleet/Fleet Leasing/Rental Search criteria

Description	<input type="text"/>	Vehicle Tag (OFP)	<input type="text"/>
Vehicle Class	<input type="text"/>	Sales Code	<input type="text"/>

+ Rent Search Criteria

+ Supply/Fleet Purchasing

4. Select the Search button.

The results are returned in the Item Collection. (Figure 68)

Figure 68: Fleet Leasing Item Collection with Result

Reference ID	Statement Number	Statement Date	Account Code	Business Line	Bill Type	GT&C Number	G-Invoicing Order Number	Order Line #	Order Schedule #	G-Invoicing Line Type	Amount	VIN
Totals											\$2,788.80	
<input type="radio"/> FLL010620230000	L0000050	01/29/2023	219000F	Fleet Leasing	IPAC						\$509.44	JTEBU14R4P8065
<input type="radio"/> FLL010320230000	L0000050	01/29/2023	219000F	Fleet Leasing	IPAC						\$1,580.68	1NKCM4TX5HR12
<input type="radio"/> FLL010320230000	L0000050	01/29/2023	219000F	Fleet Leasing	IPAC						\$369.24	1G2ZJ57K594275
<input type="radio"/> FLL010620230000	L0000050	01/29/2023	219000F	Fleet Leasing	IPAC						\$329.44	1GNFC13J9PJ207

View View Statement 10 per page << Page 1 of 1 >>

5. Select a Detail Record.

6. Select View.

The Detail Record is displayed. (Figure 69)

Figure 69: Fleet Leasing Details Record

VCSS / Statements / View Details / Detail

Detail

General

Statement Information

Statement Number: L0000050 Business Line: Fleet Leasing

Bill Type: IPAC Payment Due Date: 03/07/2023

Detail Information

Reference ID: FLL010620230000034 Record Date: 01/09/2023 Record Type: Normal

Detail Amount: \$509.44 Source Number: FLL2190002023 Invoice Number:

Accounting Classification: NA

Period of Performance

Start Date: 12/01/2022 End Date: 12/31/2022

Accounting Trace Reference Number: Accounting Trace Number:

Dispute

Disputed: False Disputed Date:

5.4.3.2.3 Executing a Query Using View Details for Fleet Rental

To use the View Details Query in VCSS for Fleet Rental, follow the steps below:

Steps to Execute a Query Using View Details Query:

1. In VCSS navigate to Statements → View Details.
2. Enter the desired Search Criteria.
3. If using DBE field as the desired search Criteria, execute the following additional steps.
 - a. Select “Fleet Rental” in the Business Line (OFF) dropdown (**Figure 70**)
 - b. Scroll down to “Legacy Fleet/Fleet Leasing/Rental Search Criteria”
 - c. Entered the Desired DBE search criteria. (**Figure 71**)

NOTE: If a business line is not selected the following message will be displayed in the DBE search Criteria “**Please choose either Fleet, Fleet Leasing or Fleet Rental Business Line in the Business Line (OFF) selector above**” see Figure 74)

Figure 70: Business Line (OFF) Fleet Rental

VCSS / Statements / Detail Record Search

Detail Record Search

The fields designated as (OFF) indicate the fields that are Optimized For Performance when executing a search on this page. At least one OFF field must be populated without any wildcards in order to prevent searches that could cause a system timeout and/or overall degraded system performance for all users.

Detail Search Criteria

<p>Statement Number (OFF) <input type="text" value=""/></p> <p>Title <input type="text" value=""/></p> <p>Reference ID (OFF) <input type="text" value=""/></p> <p>Statement Date (OFF) <input type="text" value=""/> To <input type="text" value=""/></p> <p>Entry Date <input type="text" value=""/> To <input type="text" value=""/></p> <p>Detail Amount <input type="text" value=""/> To <input type="text" value=""/></p> <p>Collection Due Date <input type="text" value=""/> To <input type="text" value=""/></p>	<p>Business Line (OFF) Fleet Rental <input type="text" value=""/></p> <p>Bill Type <input type="text" value=""/></p> <p>Record Type <input type="text" value=""/></p> <p>Disputed <input type="text" value=""/></p>
--	--

Figure 71: Business Line (OFP) Fleet Rental DBE Search Criteria Section

+ Additional Criteria

- Legacy Fleet/Fleet Leasing/Rental Search Criteria

Rental Request Number <input type="text"/>	Sales Code <input type="text"/>
Rental Location, City <input type="text"/>	Rental Invoice Start Date <input type="text"/>
Rental Location, State <input type="text"/>	Rental Invoice End Date <input type="text"/>
	Vendor Name <input type="text"/>
	Unit # <input type="text"/>

+ Rent Search Criteria

+ Supply/Fleet Purchasing

4. Select the Search button.

The results are returned in the Item Collection. (Figure 72)

Figure 72: Fleet Rental Item Collection with Result

Reference ID	Statement Number	Statement Date	Account Code	Business Line	Bill Type	GT&C Number	G-Invoicing Order Number	Order Line #	Order Schedule #	G-Invoicing Line Type	Amount	Rental Request Number
Totals											\$35,745.65	
<input type="radio"/>	FLS010620230000	K0000024	02/01/2023	89510N	Fleet Rental	NonIPAC					\$5,013.31	506025
<input type="radio"/>	FLS010620230000	K0000024	02/01/2023	89510N	Fleet Rental	NonIPAC					\$23,620.00	600007
<input type="radio"/>	FLS010620230000	K0000024	02/01/2023	89510N	Fleet Rental	NonIPAC					\$341.34	506019
<input type="radio"/>	FLS010620230000	K0000024	02/01/2023	89510N	Fleet Rental	NonIPAC					\$6,771.00	600007

View View Statement 10 per page << Page 1 of 1 >>

5. Select a Detail Record.

6. Select View.

The Detail Record is displayed. (Figure 73)

Figure 73: Fleet Rental Details Record

VCSS / Statements / View Details / **Detail**

Detail

General

Statement Information

Statement Number <input type="text" value="K0000024"/>	Business Line <input type="text" value="Fleet Rental"/>
Bill Type <input type="text" value="NonIPAC"/>	Payment Due Date <input type="text" value="03/23/2023"/>

Detail Information

Reference ID <input type="text" value="FLS0106202300000025"/>	Record Date <input type="text" value="01/09/2023"/>	Record Type <input type="text" value="Normal"/>				
Detail Amount <input type="text" value="\$5,013.31"/>	Source Number <input type="text" value="FLS89510N2019"/>	Invoice Number <input type="text"/>				
<p>Period of Performance</p> <table style="width: 100%;"> <tr> <td>Start Date <input type="text" value="03/01/2019"/></td> <td>End Date <input type="text" value="03/31/2019"/></td> </tr> </table>			Start Date <input type="text" value="03/01/2019"/>	End Date <input type="text" value="03/31/2019"/>		
Start Date <input type="text" value="03/01/2019"/>	End Date <input type="text" value="03/31/2019"/>					
<p>Accounting</p> <table style="width: 100%;"> <tr> <td>Accounting Classification <input type="text" value="NA"/></td> <td>Reference Number <input type="text"/></td> </tr> <tr> <td>Accounting Trace Number <input type="text"/></td> <td></td> </tr> </table>			Accounting Classification <input type="text" value="NA"/>	Reference Number <input type="text"/>	Accounting Trace Number <input type="text"/>	
Accounting Classification <input type="text" value="NA"/>	Reference Number <input type="text"/>					
Accounting Trace Number <input type="text"/>						

Dispute

Disputed <input type="text" value="False"/>	Disputed Date <input type="text"/>
---	------------------------------------

Figure 74: Business Line Instruction

+ Additional Criteria

- Legacy Fleet/Fleet Leasing/Rental Search Criteria
 Please choose either Fleet, Fleet Leasing or Fleet Rental Business Line in the Business Line (OFF) selector above

+ Rent Search Criteria

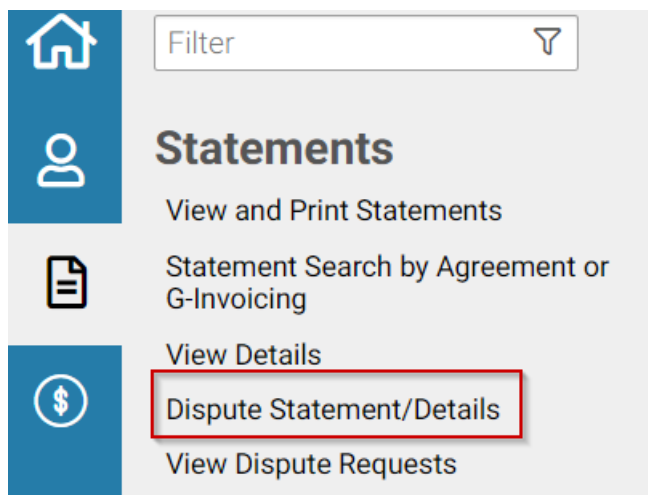
+ Supply/Fleet Purchasing

5.4.4 VCSS: Dispute Statement

The Dispute Statement/Details page is where the user is able to dispute an entire statement or specific details of a statement. The purpose of the dispute wizard is for customers who believe they have been billed incorrectly, to bring the error to the attention of the users. The dispute wizard will walk users step by step through the entire process of disputing.

Statements → Dispute Statement/Details

Figure 75: Dispute Statement/Details



5.4.4.1 Executing the Dispute Process at the Statement Level

To create a Statement level dispute in VCSS, follow the steps below.

Steps to Execute the Dispute Process at the Statement Level:

1. In VCSS navigate to Statements → Dispute Statement/Details.
 The Dispute Wizard page is displayed.

Figure 76: Dispute Wizard Page

VCSS / Statements / Enter Statement Number to Dispute

Enter Statement Number to Dispute

[Billing Statement](#) ☆

Statement Number

Account Code

[Go to top of Main Content](#)

2. Enter the desired Statement Number.

NOTE: The Statement Number field is a reference link so if the user does not know the statement number they can select the link and search for the statement using the View/Print Statement query.

3. Select Next.

The Type of Dispute page is displayed.

Figure 77: Type of Dispute Page

STEP 1/4 SELECT DISPUTE TYPE

Please identify the type of dispute you would like to request below and then select the **Next** button to continue.

Statement Information

Account Name

Statement Amount

Dispute Type

Dispute Entire Statement

Choose Which Detail Records to Dispute

4. The user confirms the Dispute Entire Statement button is selected and chooses Next.
The Supplementary Dispute Information page is displayed.

Figure 78: Supplementary Dispute Information page

STEP 2/4 SUPPLEMENTARY DISPUTE INFORMATION

Please provide all required contact information below:

— Customer Contact Information

* First Name

* Last Name

Phone Number

International Phone Number

* Email Address

Title

— Supplementary Dispute Information

Please select a Dispute Reason from the dropdown and include a description of your dispute in the Dispute Explanation field. Then select **Next** to continue.

* Dispute Reason

* Dispute Explanation

- The user fills out the required fields (First Name, Last Name, Email Address, Phone Number, Dispute Reason and Dispute Explanation) and selects Next.

NOTE: If the user wishes to add an attachment to the dispute record, they will select the Attachments button and add the attachment before selecting Next.

The General Dispute Information page is displayed.

Figure 79: General Dispute Information page

STEP 3/4 REVIEW GENERAL DISPUTE INFORMATION

Please review your contact information and dispute reason/explanation for accuracy.
 Use the **Back** button to navigate to the previous page should you need to make any updates.
 If not, select the **Next** button to continue.

Customer Contact Information

First Name	<input type="text" value="John"/>
Last Name	<input type="text" value="Smith"/>
Phone Number	<input type="text" value="202-501-0934"/>
International Phone Number	<input type="text"/>
Email Address	<input type="text" value="john.smith@gsa.com"/>
Title	<input type="text" value="Purchasing Manager"/>

Supplementary Dispute Information

Dispute Reason	<input style="width: 90%;" type="text" value="Services are over billed"/>
Dispute Explanation	<div style="border: 1px solid #ccc; padding: 5px; min-height: 150px;"><p>Over Billed by 10 percent.</p></div>

6. The user reviews the information that has been entered and confirms that it is correct and selects Next.

The Disputed Items Review page is displayed.

Figure 80: Disputed Items Review page

STEP 4/4 REVIEW AND SUBMIT DISPUTED ITEMS

Please review the selected disputed items for accuracy. Use the **Remove Details** button to remove an item from the list. Use the **Back** button to navigate back through the wizard should you choose to include additional disputed items. If not, select the **Submit Dispute Request** button to submit.

1 - 2 of 2 results

<input type="checkbox"/>	Reference ID	Entry Date	Detail Amount	Account Code	Account Name	Record Type	Title	Disputed	Source Number	Detail Billing Text Element 3	Detail Billing Text Element 5	Supplemental Address	Region
Totals													
<input type="checkbox"/>			(\$126.45)					Bill					
<input type="checkbox"/>			\$56,985.91					Bill					

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

[Back](#) [Submit](#) [Cancel](#)

- The user reviews the items and confirms that everything is correct and selects **Submit Dispute Request**.

NOTE: If the user finds an item is incorrectly listed they are able to remove it by selecting that item’s flag and selecting **Remove Details**.

The Dispute is sent to Pegasys and will appear on the **Disputed Billings Query** in Pegasys.

The system provides an information message stating that the dispute request has been submitted successfully.

Figure 81: Submitted Message

1 - 1 of 1 results

i 50002 Your billing dispute request has been successfully submitted and the status of your request can be viewed from the VCSS Dispute Requests Query.

5.4.4.2 Executing the Dispute Process at the Detail Level

To create a detail level dispute in VCSS, follow the steps below.

Steps to Execute the Dispute Process at the Detail Level:

- In VCSS navigate to **Statements → Dispute Statement/Details**.
The Dispute Wizard page is displayed.

Figure 82: Dispute Wizard page (continued)

[VCSS](#) / [Statements](#) / [Enter Statement Number to Dispute](#)

Enter Statement Number to Dispute

[Billing Statement](#) ☆

Statement Number

Account Code

[Go to top of Main Content](#)

Enter the desired Statement Number and select Next.

NOTE: The Statement Number field is a reference link so if the user does not know the statement number they can select the link and search for the statement using the View/Print Statement query.

The Type of Dispute page is displayed.

Figure 83: Type of Dispute page (continued)

STEP 1/4 SELECT DISPUTE TYPE

Please identify the type of dispute you would like to request below and then select the **Next** button to continue.

Statement Information

Account Name

Statement Amount

Dispute Type

Dispute Entire Statement
 Choose Which Detail Records to Dispute

2. Select Choose Which Detail Records to dispute button and select Next.

The Choose Details to Dispute page is displayed.

Figure 84: Choose Details to Dispute page

STEP 1-(B)/4 SELECT BILL DETAIL LINES

Use the search criteria below to identify the detail(s) you would like to dispute. Simply populate any of the below criteria and select the **Search** button to see a list of details matching your criteria.

Search Criteria

Reference ID

Detail Amount

Record Date

– Detail Billing Record

Use the **Mark for Dispute** button to select details to be included in your dispute.
 If needed, use the **Clear Result** button to perform another search for additional details to be disputed. Once all desired details have been marked for dispute, select the **Next** button to continue.

No results

<input type="checkbox"/>	Reference ID	Entry Date	Detail Amount	Source Record ID	Account Code	Account Name	Record Type	Title	Disputed	Source Number	Region
Totals											

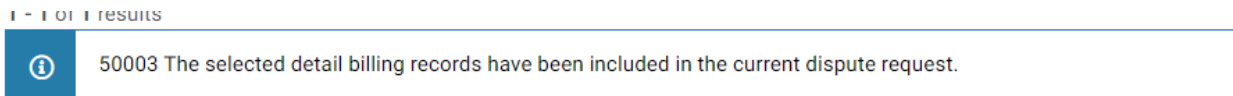
10 per page << Page 1 of 1 >>

< Back Next > Cancel

3. The user searches for and selects the detail records to be included in the dispute request.
 - a. Once the detail records have been selected in the item collection, select the Mark for Dispute button.

The system displays an information message stating that the selected detail billing records have been included in the dispute request.

Figure 85: Detail Billing Records have been included in Dispute Request message



4. Once all detail billing records have been selected to include in the dispute request, select Next.
 The Supplementary Dispute Information page is displayed.

Figure 86: Supplementary Dispute Information page (continued)

STEP 2/4 SUPPLEMENTARY DISPUTE INFORMATION

Please provide all required contact information below:

[Attachments](#)

Customer Contact Information

* First Name

* Last Name

Phone Number

International Phone Number

* Email Address

Title

Supplementary Dispute Information

Please select a Dispute Reason from the dropdown and include a description of your dispute in the Dispute Explanation field. Then select **Next** to continue.

* Dispute Reason

* Dispute Explanation

[< Back](#) [Next >](#) [Cancel](#)

- 5. The user fills out the required fields (First Name, Last Name, Email Address, Phone Number, Dispute Reason and Dispute Explanation) and selects Next.

NOTE: If the user wishes to add an attachment to the dispute record, they will select the Attachments button and add the attachment before selecting Next.

The General Dispute Information page is displayed.

Figure 87: General Dispute Information page (continued)

STEP 3/4 REVIEW GENERAL DISPUTE INFORMATION

Please review your contact information and dispute reason/explanation for accuracy.
Use the **Back** button to navigate to the previous page should you need to make any updates.
If not, select the **Next** button to continue.

Customer Contact Information	
First Name	John
Last Name	Smith
Phone Number	202-501-0934
International Phone Number	
Email Address	john.smith@gsa.com
Title	Purchasing Manager

Supplementary Dispute Information	
Dispute Reason	Services are over billed
Dispute Explanation	Over Billed by 10 percent.

- The user reviews the information that has been entered, confirms that it is correct and selects Next.

The Disputed Items Review page is displayed.

Figure 88: Disputed Items Review page (continued)

STEP 4/4 REVIEW AND SUBMIT DISPUTED ITEMS

Please review the selected disputed items for accuracy. Use the **Remove Details** button to remove an item from the list. Use the **Back** button to navigate back through the wizard should you choose to include additional disputed items. If not, select the **Submit Dispute Request** button to submit.

1 - 2 of 2 results ⌵ ⌵ ⌵ ⌵

<input type="checkbox"/>	Reference ID	Entry Date	Detail Amount	Account Code	Account Name	Record Type	Title	Disputed	Source Number	Detail Billing Text Element 3	Detail Billing Text Element 5	Supplemental Address	Region
Totals													
<input type="checkbox"/>			(\$126.45)					Bill					
<input type="checkbox"/>			\$56,985.91					Bill					

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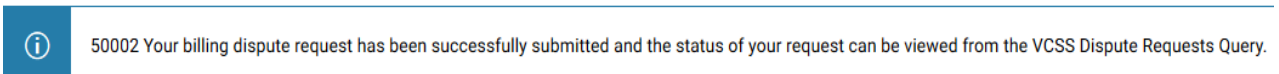
- The user reviews the items, confirms that everything is correct and selects **Submit Dispute Request**.

NOTE: If the user finds an item is incorrectly listed they are able to remove it by selecting that item’s flag and selecting **Remove**.

The Dispute is sent to Pegasys and will appear on the Disputed Billings Query in Pegasys.

The system provides an information message stating that the dispute request has been submitted successfully.

Figure 89: Dispute Request has been submitted successfully message



5.4.5 VCSS: View Dispute Requests

The Dispute Requests page provides users the ability to search for disputed requests associated with their customer accounts. User will have the ability to view a listing of dispute requests associated with their account, view status, resolution, and detail items associated with each request. Users will also be able to send correspondence regarding the statement associated with the request and review existing correspondence regarding the statement associated with the request.

Statements → View Dispute Requests

Figure 90: Navigation to View Dispute Requests Page

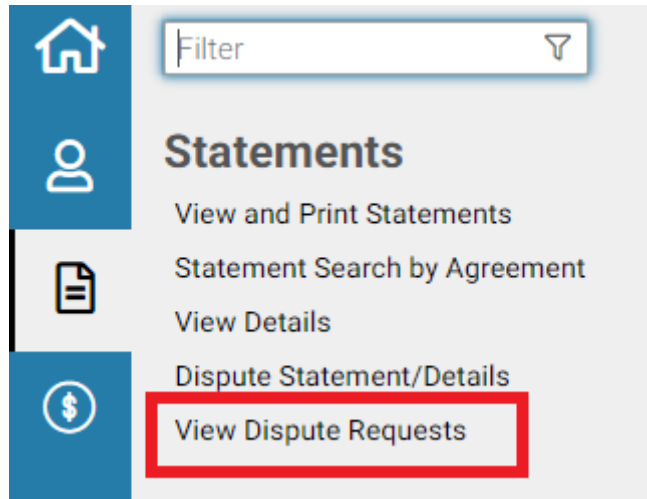


Figure 91: Dispute Requests Search

VCSS / Statements / Dispute Requests Search

Dispute Requests Search

General Criteria

Statement Number

Vendor ★

Address Code

UEI

EFT Indicator

Account Name

DUNS+4 / BPN+4

Agency

Bureau

Dispute Criteria

Dispute Submitted Date To

Dispute Status

Dispute Reason

Please note that dispute requests may be tracked at a lower level from when initially submitted.

5.4.5.1 Executing Steps to View Dispute Requests

Steps to View Dispute Requests:

1. In VCSS navigate to Statements → View Dispute Requests.

Dispute Requests search page displays.

Figure 92: Dispute Requests Search page

VCSS / Statements / Dispute Requests Search

Dispute Requests Search

General Criteria

Statement Number

Vendor ★

Address Code

UEI

EFT Indicator

Account Name

DUNS+4 / BPN+4

Agency

Bureau

Dispute Criteria

Dispute Submitted Date To

Dispute Status

Dispute Reason

Please note that dispute requests may be tracked at a lower level from when initially submitted.

2. Enter the Search criteria.
3. Select the Search Button.

The results are displayed in the item collection.

Figure 93: Item Collection with Results

SUMMARY
1 - 5 of 5 results

	Vendor Address Code	Statement Number	Original Dispute Amount	Date Submitted	Dispute Status	Dispute Reason	Last Action Date	Dispute Explanation
<input type="radio"/> +	1749BZF	F0198965	\$419.29	01/08/2020 10:43:30	In Process	Charges do not belong to my Agency	01/08/2020	Maintenance expense belongs to GSA Fleet. A/C blower motor failure - no abuse, neglect, or excessive wear and tear is even possible.
<input type="radio"/> +	96429L	X0093090	\$158,466.67	01/09/2020 17:14:09	In Process	Funding Exceeded	01/09/2020	Bill is for \$0.12 more than available funds. SECOND DISPUTE WITH NO CORRESPONDANCE
<input type="radio"/> +	1749BZF	F0198965	\$108.41	01/08/2020 10:48:30	In Process	Charges do not belong to my Agency	01/08/2020	Maintenance expense belongs to GSA Fleet. Fuel door replacement due to failure under normal use and poor design that while similar vehicles were under manufacture warranty the repair was made under warranty. No agency neglect, abuse or misuse indicated.
<input type="radio"/> +	757265	F0197748	\$43,500.13	01/22/2020 23:11:02	In Process	Need Supporting Documentation	01/22/2020	These services have to be overbilled. This charge is in excess of what the GSA vehicle is worth.
<input type="radio"/> +	10227N	X0092157	\$9,031.19	01/06/2020 11:47:34	In Process	Goods and Services Not Received	01/06/2020	Several flaws with install. Have reached out to GSA PM for corrections without response.

More View Document View Statement Send New Message Review Messages

10 per page << Page 1 of 1 >>

- If the dispute was logged for specific records, the page provides the ability to view the Detail Billing Record Identifier and the Disputed Amount. To view this information select the + icon to drill down the record.

Figure 94: Item Collection results

SUMMARY
1 - 5 of 5 results

Vendor Address Code	Statement Number	Original Dispute Amount	Date Submitted	Dispute Status	Dispute Reason	Last Action Date	Dispute Explanation
1749BZF	F0198965	\$419.29	01/08/2020 10:43:30	In Process	Charges do not belong to my Agency	01/08/2020	Maintenance expense belongs to GSA Fleet. A/C blower motor failure - no abuse, neglect, or excessive wear and tear is even possible.

DISPUTE LINES
1 - 1 of 1 results

Detail Billing Record Identifier	Historical Dispute
FLT112220190003704	

- Select the Statement Number and select the Send New Message button to bring you to the Send Correspondence Page.

On the Send Correspondence Page, you can send correspondence to Pegasys.

Figure 95: Send New Message button

<input checked="" type="radio"/> +	1749BZF	F0198965	\$419.29	01/08/2020 10:43:30
<input type="radio"/> +	96429L	X0093090	\$158,466.67	01/09/2020 17:14:09
<input type="radio"/> +	1749BZF	F0198965	\$108.41	01/08/2020 10:48:30
<input type="radio"/> +	757265	F0197748	\$43,500.13	01/22/2020 23:11:02
<input type="radio"/> +	10227N	X0092157	\$9,031.19	01/06/2020 11:47:34

More View Document View Statement **Send New Message** Review Messages

Figure 96: Send Correspondence Fields and Values

VCSS / Statements / View Dispute Requests / Send Correspondence

Send Correspondence

Contact Person

* Vendor Contact First Name <input type="text"/>	* Vendor Contact Last Name <input type="text"/>	Contact Phone Number <input type="text"/>
Contact Title <input type="text"/>	Contact Email Address <input type="text" value="none@gsa.gov"/>	International Phone Number <input type="text"/>

Account Information

Account Code <input type="text" value="1749BZF"/>	Account Name <input type="text" value="UNITED STATES MARINE C"/>	DUNS+4 / BPN+4 <input type="text"/>
Code <input type="text" value="1749BZ"/>		
UEI <input type="text"/>		
EFT Indicator <input type="text"/>		

Correspondence

Message Type

Subject

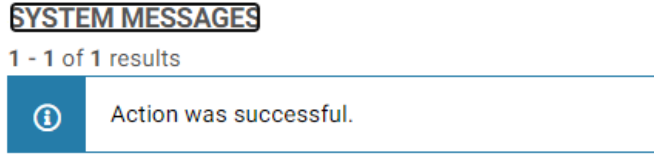
Text

- To view correspondence, select the Statement Number and then the Review Messages button to bring up the Review Correspondence Page.

Figure 97: Review Messages button

● +	1749BZF	F0198965	\$419.29	01/08/2020 10:43:30	In Process
○ +	96429L	X0093090	\$158,466.67	01/09/2020 17:14:09	In Process
○ +	1749BZF	F0198965	\$108.41	01/08/2020 10:48:30	In Process
○ +	757265	F0197748	\$43,500.13	01/22/2020 23:11:02	In Process
○ +	10227N	X0092157	\$9,031.19	01/06/2020 11:47:34	In Process

Figure 98: Action Successful Message



- To view the Dispute Details Screen, select the Statement Number and then select the More button. The Dispute Explanation and Dispute Resolution fields have selectable values that when selected, also opens the Dispute Details Screen.

The Dispute Details Screen displays details relating to the dispute.

Figure 99: Dispute Details Screen

	Vendor Address Code	Statement Number	Original Dispute Amount	Date Submitted	Dispute Status	Dispute Reason	Last Action Date	Dispute Explanation	Dispute Resolution
<input type="radio"/> +	1749BZF	F0198965	\$419.29	01/08/2020 10:43:30	In Process	Charges do not belong to my Agency	01/08/2020	Maintenance expense belongs to GSA Fleet. A/C blower motor failure - no abuse, neglect or excessive wear and tear is even possible.	-
<input type="radio"/> +	96429L	X0093090	\$158,466.67	01/09/2020 17:14:09	In Process	Funding Exceeded	01/09/2020	Bill is for \$0.12 more than available funds. SECOND DISPUTE WITH NO CORRESPONDANCE	-
<input type="radio"/> +	1749BZF	F0198965	\$108.41	01/08/2020 10:48:30	In Process	Charges do not belong to my Agency	01/08/2020	Maintenance expense belongs to GSA Fleet. Fuel door replacement due to failure under normal use and poor design that while similar vehicles were under manufacture warranty the repair was made under warranty. No agency neglect, abuse or misuse indicated.	-
<input checked="" type="radio"/> +	757265	F0197748	\$43,500.13	01/22/2020 23:11:02	In Process	Need Supporting Documentation	01/22/2020	These services have to be overbilled. This charge is in excess of what the GSA vehicle is worth.	-
<input type="radio"/> +	10227N	X0092157	\$9,031.19	01/06/2020 11:47:34	In Process	Goods and Services Not Received	01/06/2020	Several flaws with install. Have reached out to GSA PM for corrections without response.	-

At the bottom of the table, there is a navigation bar with buttons: 'More', 'View Document', 'View Statement', 'Send New Message', and 'Review Messages'. To the right of these buttons is a dropdown menu set to '10 per page' and a page indicator 'Page 1 of 1'.

Figure 100: Dispute Details

DISPUTE DETAILS

Page 1 Item 1 of 5 < Previous Next >

Details

Account Name	UNITED STATES MARIN	Document Number	FDNF0198965-001		Original Dispute Amount	\$419.29
Account Code	1749BZF	Statement Number	F0198965 1749BZ1749BZF00081			
Designated Agent Address Code		Billing Reference Number	FDNBILFDNF0198965-C			
		Currency	USD			
		Historical Dispute Amount	\$419.29			
		Date Submitted	01/08/2020 10:43:30			
		Last Action Date	01/08/2020			
		Dispute Status	I			
		Dispute Reason	Charges do not belong			
Dispute Explanation	<div style="border: 1px solid gray; padding: 2px;"> Maintenance expense belongs to GSA Fleet. A/C blower motor failure - no abuse, neglect, or excessive wear </div>	Dispute Resolution				

5.5 VCSS: Payments Menu

The Payments section in VCSS is where users are able to see payments and refunds that have been made to their accounts. Users will be able to view detailed information on each payment/refund by drilling down on the respective queries. Once the user has drilled down, they will be able to create correspondence on each payment/refund. The Payments section includes the following options:

- View Customer Payments.
- View Refunds.

5.5.1 VCSS: View Customer Payments

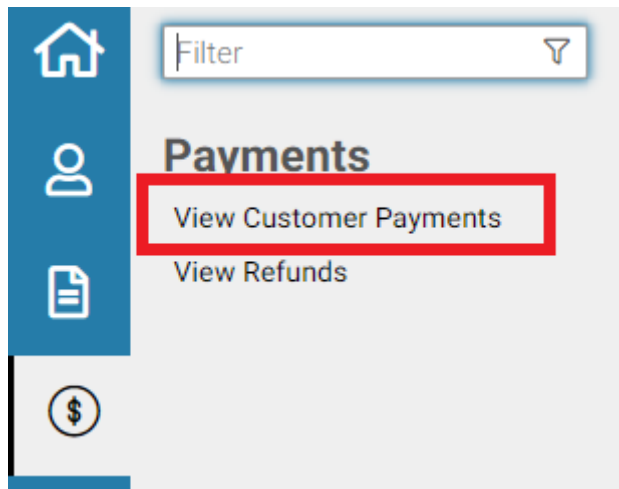
The View Customer Payments query allows users to search for and review payments made against their statements. The query contains the ability to drill down to the View Customer

Payment Information screen where detailed information, not available in the item collection, can be seen as well as the option to send correspondence on the payment.

It is important to note that the term “customer payment” refers to a payment made by a customer to GSA. This transaction is recorded in Pegasys using a Cash Receipt (CR) document type to reflect the collection from the customer.

Payments → View Customer Payments

Figure 101: Navigation to View Customer Payments Query



To search for customer payment information enter the applicable search criteria and select the Search button.

Figure 102: View Customer Payments Search Criteria and Item Collection

VCSS / Payments / Customer Payment Search

Customer Payment Search

The fields designated as (OFP) indicate the fields that are Optimized For Performance when executing a search on this page.
 At least one OFP field must be populated without any wildcards in order to prevent searches that could cause a system timeout and/or overall degraded system performance for all users.

Payment Number <input type="text"/>	Line Type <input type="text"/>
Title <input type="text"/>	Referenced <input type="text"/>
Debit Voucher Number (OFP) <input type="text"/>	Statement Number (OFP) <input type="text"/>
Deposit Number (OFP) <input type="text"/>	Business Line <input type="text"/>
Document Date <input type="text"/> To <input type="text"/>	Source Number <input type="text"/>
Invoice Number (OFP) <input type="text"/>	Collected Amount <input type="text"/> To <input type="text"/>
	Agreement Number (OFP) <input type="text"/>

Note: The OA Number is the Alternate Agreement Number.

Account ★

DUNS+4 / BPN+4 <input type="text"/>	Account Code (OFP) <input type="text"/>
UEI <input type="text"/>	
EFT Indicator <input type="text"/>	

Figure 103: Item Collection with Results (continued)

Payment Number	Referenced Statement Number	Related Statement Number	Title	Account Code	UEI	EFT Indicator	Account Name	DUNS+4/BPN+4	Business Line	Paid Amount	Line Type	Source Number	Tender Type	Check/Money Order Number
Totals										\$291.52				
<input type="radio"/>	L7M: L7M201910250043 1		Debit 2019093000007	00002	MASMNFMUFRV3		OMNI BUSINESS SYSTEMS- FAX PLUS, INC.	193803103	Region 07 Claims	\$291.52	Normal		LOCKBOX	00045399

View Account Summary View Statement 10 per page << Page 1 of

Table 21: View Customer Payments Field Descriptions

Search Element	Description
Search Criteria Group Box	Search Criteria Group Box
Payment Number	A unique value associated with the payment.
Title	The title of the transaction. Can be up to 50 characters in length.
Debit Voucher Number	Number of the debit voucher associated with the receipt.
Deposit Number	The number of the deposit ticket associated with the receipt.
Invoice Number	Used to search the transaction record's Invoice value.
Receipt Date (from/to)	The date the payment was received from the customer and recorded in Pegasys.
Collected Amount (from/to)	The amount collected on the payment.
Line Type	The line type of the associated payment, valid values are advanced payment, advanced offset, debit voucher normal, debit voucher advanced, normal, receivable offset, and adjustment.
Referenced Statement Number	The statement number referenced on the payment.
Business Line	The Business Line associated with the payment.
Alternate Agreement Number	The OA number associated with the payment.
Agreement Number	The agreement number associated with the payment.
Paid Amount (To/From)	The amount the payment was for.

Table 22: View Customer Payments Field Descriptions for Account Criteria

Search Elements	Descriptions
Account Code	The account code on the payment.

Search Elements	Descriptions
DUNS+4/BPN+4	The DUNS+4/BPN+4 on the payment. <ul style="list-style-type: none"> • Usage of DUNS was discontinued starting April 4, 2022.
UEI	The UEI number for a specific Account.
EFT Indicator	The EFT Indicator number for a specific Account.

Table 23: View Customer Payments Field Descriptions for Payment Information

Search Elements	Descriptions
Payment Information	The type of payment, valid values are: Cash, Check, CR Offset, CR Refund, Electronic, G-Invoicing/IPAC, Lockbox, and Pay.gov.
Check/Money Order Number	The pre-printed number of the check or money order.

Table 24: View Customer Payments Field Descriptions for IPAC

Search Element	Description
Purchase Order Number	The Purchase Order Number associated with the record.
Related Statement Number	The related statement number recorded on the BD accounting line.
Accounting Classification Reference Number	The accounting classification reference number used for interagency transfers.
Customer Treasury Symbol	The Customer Treasury Symbol that represents the other party affected by transactions.

Table 25: View Customer Payments Field Descriptions for Item Collection

Search Element	Description
Payment Number	A unique value associated with the payment.
Title	The title of the transaction. Can be up to 50 characters in length.
Account Code	The designated agent account code on the payment.
Account Name	The designated agent account name on the payment.
UEI	The UEI number for a specific Account.
EFT Indicator	The EFT Indicator number for a specific Account.

Search Element	Description
DUNS+4/BPN+4	The DUNS+4/BPN+4 on the payment. <ul style="list-style-type: none"> • Usage of DUNS was discontinued starting April 4, 2022.
Business Line	The Business Line associated with the payment.
Paid Amount	The amount collected on the receipt.
Referenced Statement Number	The statement number referenced on the payment.
Line Type	The line type of the associated payment, valid values are advanced payment, advanced offset, debit voucher normal, debit voucher advanced, normal, receivable offset, and adjustment.
Alternate Agreement Number	The OA number associated with the record.
Tender Type	An alphanumeric code that identifies the purchase method.
Check/Money Order Number	The pre-printed number of the check or money order.
Customer Treasury Symbol	The Customer Treasury Symbol that represents the other party affected by transactions.
Accounting Classification Reference Number	The accounting classification reference number used for interagency transfers.
Related Statement Number	The related statement number recorded on the BD accounting line.
Agreement Number	The agreement number associated with the payment.
IPAC	Whether the payment was IPAC or not, valid values are True or False.
Purchase Order Number	The Purchase Order Number associated with the record.

Table 26: View Customer Payments Field Descriptions for Action Buttons

Search Element	Description
Sort	Sorts the records according to the column header selected.
Export	Exports the search results to a CSV or Excel spreadsheet.
Maximize the List	Expands the list to view all items
Restore the list to its original size	After being expanded, returns the list to its original size

NOTE: Action Buttons are located above the Search Results/Item Collection table to the right. See **Figure 24** for the Action Button icons.

Table 27: View Customer Payments Field Descriptions for Search Criteria Group Box

Search Element	Description
Payment Number	A unique value associated with the payment.
Title	The title of the transaction. Can be up to 50 characters in length.
Debit Voucher Number	Number of the debit voucher associated with the receipt.
Deposit Number	The number of the deposit ticket associated with the receipt.
Invoice Number	Used to search the transaction record's Invoice value.
Receipt Date (from/to)	The date the payment was received from the customer and recorded in Pegasys.
Collected Amount (from/to)	The amount collected on the payment.
Line Type	The line type of the associated payment, valid values are advanced payment, advanced offset, debit voucher normal, debit voucher advanced, normal, receivable offset, and adjustment.
Referenced Statement Number	The statement number referenced on the payment.

5.5.1.1 View Customer Payment Information page

To see detailed information concerning the payment not present in the item collection, the user must view the payment.

Figure 104: Payment Information page with Values

VCSS / Payments / View Customer Payments / Payment Information

PAYMENT INFORMATION

Payment Information | Review Correspondence

Document Number	<input type="text" value="L7M-L7M201910250043-1"/>	Line Type	<input type="text" value="Normal"/>	Source Number	<input type="text"/>
Title	<input type="text" value="Debt 2019093000007"/>	Deposit Number	<input type="text" value="000884"/>	Business Line	<input type="text" value="Region 07 Claims"/>
Debit Voucher Number	<input type="text"/>	Receipt Date	<input type="text" value="10/25/2019"/>	Exchange Rate	<input type="text" value="1.000000000000"/>
Statement Number	<input type="text"/>				
Agency Disbursing Office	<input type="text" value="X0112"/> <input type="button" value="More"/>				

Account		Account Name	<input type="text" value="OMNI BUSINESS SYSTEMS"/>
Account Code	<input type="text" value="00002"/>	DUNS+4 / BPN+4	<input type="text" value="193803103"/>
UEI	<input type="text" value="MASMNFMUFRV3"/>	Agency	<input type="text"/>
EFT Indicator	<input type="text"/>	Bureau	<input type="text"/>
		Agency Location Code	<input type="text"/>

Designated Agent

Figure 105: Tender Type Section

Tender Type: LOCKBOX
 Check/Money Order Number: 00045399

Centralized Collections Services

Centralized Collections Services Type: [dropdown]
 Agency ID/Merchant ID: [text]
 Agency Tracking ID: [text]
 Centralized Collections Services Status: [dropdown]

Pay.gov Information

Application Name: [text]
 TCS Application ID: [text]
 Tracking ID: [text]

Check/Money Order Number: 00045399

IPAC: False [dropdown]
 Funding Authorization Source: Agreement [dropdown]
 Internal Obligation Document Number: [text]
 Customer Voucher Number: [text]
 Purchase Order Number: [text]
 FY Obligation ID: [dropdown]
 Transfer Schedule Number: [text]
 Accounting Classification Reference Number: [text]
 Transaction Contact: [text]
 Transfer Voucher Number: [text]
 Related Statement Number: [text]
 Contact Phone Number: [text]
 Transfer Authorized By: [text]
 Contact Email: [text]

Audit | Send New Correspondence | View Amounts in Fund Currency

Once the view customer payment information page has loaded, the user is able to navigate to the correspondence tab where they can search for all of the correspondence on the payment. The action button Send New Correspondence is also provided. When selected, Send New Correspondence will allow the user to send a new correspondence to Pegasys about the payment.

Figure 106: View Payment Correspondence Tab

VCSS / Payments / View Customer Payments / Payment Information / Review Correspondence

REVIEW CORRESPONDENCE

Payment Information | Review Correspondence

Record Number: [text]
 Creator: [text]
 Message Type: [dropdown]
 Subject: [text]
 Message: [text]

Contact Person

Vendor Contact First Name: [text]
 Vendor Contact Last Name: [text]
 Vendor Contact Middle Initial: [text]

Created Date

From: [calendar] To: [calendar]

Search | Clear

No results

Record	Message Type	Creation Timestamp	Creator	Vendor Contact First Name	Vendor Contact Middle Initial	Vendor Contact Last Name	Subject	Message	Has Attachments
--------	--------------	--------------------	---------	---------------------------	-------------------------------	--------------------------	---------	---------	-----------------

Audit | Send New Correspondence | View Amounts in Fund Currency

5.5.1.2 Executing a Query Using the View Customer Payments Query

1. In VCSS navigate to Payments → View Customer Payments.
 The View Customer Payments Query page will be displayed.

Figure 107: Customer Payment Search Criteria

VCSS / Payments / Customer Payment Search

Customer Payment Search

The fields designated as (OFP) indicate the fields that are Optimized For Performance when executing a search on this page.
At least one OFP field must be populated without any wildcards in order to prevent searches that could cause a system timeout and/or overall degraded system performance for all users.

Payment Number	<input type="text"/>	Line Type	<input type="text"/>
Title	<input type="text"/>	Referenced	<input type="text"/>
Debit Voucher Number (OFP)	<input type="text"/>	Statement Number (OFP)	<input type="text"/>
Deposit Number (OFP)	<input type="text"/>	Business Line	<input type="text"/>
Document Date	<input type="text"/> To <input type="text"/>	Source Number	<input type="text"/>
Invoice Number (OFP)	<input type="text"/>	Collected Amount	<input type="text"/> To <input type="text"/>
		Agreement Number (OFP)	<input type="text"/>

Note: The OA Number is the Alternate Agreement Number.

Account ★

DUNS+4 / BPN+4	<input type="text"/>	Account Code (OFP)	<input type="text"/>
UEI	<input type="text"/>		
EFT Indicator	<input type="text"/>		

2. Enter the desired search criteria and select Search.
The results are returned in the item collection.

Figure 108: Item Collection with Selected Record

Payment Number	Referenced Statement Number	Related Statement Number	Title	Account Code	UEI	EFT Indicator	Account Name	DUNS+4/BPN+4	Business Line	Paid Amount	Line Type	Source Number	Tender Type	Check/Money Order Number
Totals										\$291.52				
<input type="radio"/>	L7M: L7M201910250043-1		Debit 2019093000007	00002	MASMFUFVR3		OMNI BUSINESS SYSTEMS-FAX PLUS, INC.	193803103	Region 07 Claims	\$291.52	Normal		LOCKBOX	00045399

View Account Summary View Statement 10 per page << Page 1 of

3. Select a payment.
4. Select the View button.

The View Payment Information page is displayed.

NOTE: The view customer payment information page is read only and is unable to be edited.

Figure 109: Payment Information page

VCSS / Payments / View Customer Payments / Payment Information

PAYMENT INFORMATION

Payment Information		Review Correspondence	
Document Number	L7M-L7M201910250043-1	Line Type	Normal
Title	Debt 2019093000007	Deposit Number	000884
Debit Voucher Number		Receipt Date	10/25/2019
Statement Number		Source Number	
Agency Disbursing Office	X0112 More	Business Line	Region 07 Claims
		Exchange Rate	1.000000000000

Account	
Account Code	00002
Account Name	OMNI BUSINESS SYSTEMS
UEI	MASMFUFRV3
DUNS+4 / BPN+4	193803103
EFT Indicator	
Agency	
Bureau	
Agency Location Code	

Figure 110: Payment Amounts with Values

Principal Amount	\$291.52	Referenced	
Interest Amount	\$0.00	Chargeback Amount	\$0.00
Admin Charges Amount	\$0.00	Refunded Amount	\$0.00
Penalty Amount	\$0.00	Deposit Amount	\$0.00
Total Amount	\$291.52		

Figure 111: Tender Type

Tender Type	LOCKBOX
Check/Money Order Number	00045399

Centralized Collections Services	
Centralized Collections Services Type	
Agency ID/Merchant ID	
Agency Tracking ID	
Centralized Collections Services Status	
Pay.gov Information	
Application Name	
TCS Application ID	
Tracking ID	

5.5.1.3 Searching and Creating Correspondence Using the View Customer Payments Query

1. In VCSS navigate to Payments → View Customer Payments.

The View Customer Payments Query page will be displayed.

Figure 112: View Customer Payments Query page

VCSS / Payments / Customer Payment Search

Customer Payment Search

The fields designated as (OFP) indicate the fields that are Optimized For Performance when executing a search on this page.
At least one OFP field must be populated without any wildcards in order to prevent searches that could cause a system timeout and/or overall degraded system performance for all users.

Payment Number	<input type="text"/>	Line Type	<input type="text"/>
Title	<input type="text"/>	Referenced	<input type="text"/>
Debit Voucher Number (OFP)	<input type="text"/>	Statement Number (OFP)	<input type="text"/>
Deposit Number (OFP)	<input type="text"/>	Business Line	<input type="text"/>
Document Date	<input type="text"/> To <input type="text"/>	Source Number	<input type="text"/>
Invoice Number (OFP)	<input type="text"/>	Collected Amount	<input type="text"/> To <input type="text"/>
		Agreement Number (OFP)	<input type="text"/>

Note: The OA Number is the Alternate Agreement Number.

Account ★

DUNS+4 / BPN+4	<input type="text"/>	Account Code (OFP)	<input type="text"/>
UEI	<input type="text"/>		
EFT Indicator	<input type="text"/>		

2. Enter the desired search criteria and select Search.

The results are returned in the item collection.

Figure 113: Customer Payments Query Item Collection

Payment Number	Referenced Statement Number	Related Statement Number	Title	Account Code	UEI	EFT Indicator	Account Name	DUNS+4/BPN+4	Business Line	Paid Amount	Line Type	Source Number	Tender Type	Check/Money Order Number
Totals										\$291.52				
<input type="radio"/>	L7M: L7M201910250043-1		Debit 2019093000007	00002	MASMFUFVR3		OMNI BUSINESS SYSTEMS-FAX PLUS, INC.	193803103	Region 07 Claims	\$291.52	Normal		LOCKBOX	00045399

View Account Summary View Statement 10 per page << Page 1 of

3. Select a payment.
4. Select the View button.

The View Payment Information page is displayed.

NOTE: The view customer payment information page is read only and thus is unable to be edited.

Figure 114: View Payment Information page

VCSS / Payments / View Customer Payments / Payment Information

PAYMENT INFORMATION

Payment Information | Review Correspondence

Document Number: L7M-L7M201910250043-1
 Line Type: Normal
 Source Number:
 Title: Debt 2019093000007
 Deposit Number: 000884
 Business Line: Region 07 Claims
 Debit Voucher Number:
 Receipt Date: 10/25/2019
 Exchange Rate: 1.000000000000
 Statement Number:
 Agency Disbursing Office: X0112

Account
 Account Code: 00002
 Account Name: OMNI BUSINESS SYSTEMS
 UEI: MASMNFMUFRV3
 DUNS+4 / BPN+4: 193803103
 EFT Indicator:
 Agency:
 Bureau:
 Agency Location Code:

Designated Agent

Figure 115: Payment Amounts

Principal Amount	<input type="text" value="\$608.00"/>	Referenced	
Interest Amount	<input type="text" value="\$0.00"/>	Chargeback Amount	<input type="text" value="\$0.00"/>
Admin Charges Amount	<input type="text" value="\$0.00"/>	Refunded Amount	<input type="text" value="\$0.00"/>
Penalty Amount	<input type="text" value="\$0.00"/>	Deposit Amount	<input type="text" value="\$0.00"/>
Total Amount	<input type="text" value="\$608.00"/>		

Figure 116: Tender Type information

Tender Type:

Check/Money Order Number:

Centralized Collections Services

Centralized Collections Services Type:

Agency ID/Merchant ID:

Agency Tracking ID:

Centralized Collections Services Status:

Pay.gov Information

Application Name:

TCS Application ID:

Tracking ID:

5. Select the Correspondence tab.

The correspondence search is displayed.

Figure 117: Review Correspondence Search Criteria and Item Collection

VCSS / Payments / View Customer Payments / Payment Information / Review Correspondence

REVIEW CORRESPONDENCE

Payment Information **Review Correspondence**

Record Number
 Creator
 Message Type
 Subject
 Message

Contact Person
 Vendor Contact First Name
 Vendor Contact Last Name
 Vendor Contact Middle Initial

Created Date
 From To

No results

Record	Message Type	Creation Timestamp	Creator	Vendor Contact First Name	Vendor Contact Middle Initial	Vendor Contact Last Name	Subject	Messa	Has Attachments
--------	--------------	--------------------	---------	---------------------------	-------------------------------	--------------------------	---------	-------	-----------------

Figure 118: Item Collection

Record	Message Type	Creation Timestamp	Creator	Vendor Contact First Name	Vendor Contact Middle Initial	Vendor Contact Last Name	Subject	Messa	Has Attachments
--------	--------------	--------------------	---------	---------------------------	-------------------------------	--------------------------	---------	-------	-----------------

Attachments 10 per page << Page 1 of 1 >>

Contact Person
 Vendor Contact First Name
 Contact Title
 Contact Email Address
 Vendor Contact Middle Initial
 Contact Phone Number
 Vendor Contact Last Name
 International Phone Number

Agency Contact
 Agency Contact Name
 Agency Contact Title
 Agency Contact Phone Number
 Agency Email Address

6. Enter the desired search criteria.
 7. Select a correspondence record from the item collection and view its details below.
 8. Select the Send New Correspondence button.
- The Send Correspondence page is displayed.

Figure 119: Send Correspondence Tab with Button

VCSS / Payments / View Customer Payments / Payment Detail / Send Correspondence

Send Correspondence

Submit Correspondence Cancel Attachments

Contact Person

* Vendor Contact First Name Contact Title

* Vendor Contact Last Name Contact Phone Number

Contact Email Address International Phone Number

Correspondence

Message Type

Parent Accounting Line Number 1

Parent Itemized Line Number

Subject

Message

Audit

9. Fill out all the non-defaulted fields and select Submit Correspondence.

NOTE: If the user wishes to add an attachment to the correspondence record, they will select the Attachments tab and add the attachment before selecting Submit.

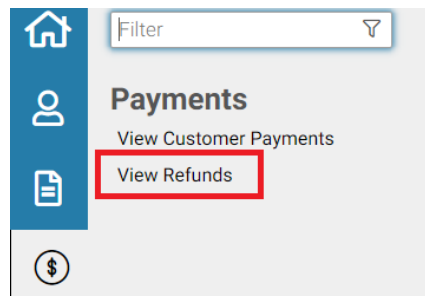
5.5.2 VCSS: View Refunds

The View Refunds query allows users to search for and review refunds from account for which they have access. The query contains the ability to drill down to the View Refund Information screen where detailed information, not available in the item collection, can be seen as well as the option to send correspondence on the specific refund.

It is important to note that the term “refund” refers to a payment made by GSA to a customer. This transaction is recorded in Pegasys using a Payment Authorization (IP) document type to reflect the payment made to the customer.

Payments → View Refunds

Figure 120: Navigation to the View Refunds Query



To search for refund information, enter the applicable search criteria and select the Search button.

Figure 121: View Refunds Search Criteria and Item Collection

VCSS / Payments / Vendor Payment/Refunds Search

Vendor Payment/Refunds Search

The fields designated as (OFF) indicate the fields that are Optimized For Performance when executing a search on this page. At least one OFF field must be populated without any wildcards in order to prevent searches that could cause a system timeout and/or overall degraded system performance for all users.

Payment Number
 Invoice Number (OFF)
 From Invoice Date To
 From Schedule Date To
 Status
 Pending Payment
 Paid

Account ★

Account Code (OFF) 00002

DUNS+4 / BPN+4 193803103

UEI MASMNFUFVR3

EFT Indicator

Account Name OMNI BUSINESS SYSTE

Agency Location Code

From Invoice Date
From Schedule Date

1 - 10 of 89 results

Payment Number	Account Code	UEI	EFT Indicator	Account Name	DUNS+4 / BPN+4	Schedule Date	Status	Payment Amount	Invoice Number	Invoice Date
Totals								\$222,211.00		
Pg: P620171116000030	00002	MASMNFUFVR3		OMNI BUSINESS SYSTEMS-FAX PLUS, INC.	193803103	12/12/2017	Pending Payment	\$915.00	22440-1/60	11/14/2017
Pg: P620171215000042	00002	MASMNFUFVR3		OMNI BUSINESS SYSTEMS-FAX PLUS, INC.	193803103	12/13/2017	Pending Payment	\$915.00	70005-22440-3-60	11/15/2017

Table 28: View Refunds Field Descriptions for Search Criteria Group Box

Search Element	Description
Invoice Number	Used to search the transaction record's Invoice value.
Invoice Date (From/To)	The start and end dates for the invoice.
Payment Number	A unique value associated with the payment
Schedule Date (From/To)	The start and end dates of the schedule.
Account Code	The unique code of the account.
DUNS+4/BPN+4	The DUNS+4/BPN+4 on the payment. <ul style="list-style-type: none"> Usage of DUNS was discontinued starting April 4, 2022.
UEI	The UEI number for a specific Account.
EFT Indicator	The EFT Indicator number for a specific Account.
Account Name	The account name associated with the payment.

Search Element	Description
Agency Location Code	The Customer ALC associated with the payment.
Status	The Status of the Payment/Refund, valid values are Pending Payment and Paid.

Table 29: View Refunds Field Descriptions for Item Collection

Search Element	Description
Invoice Number	Used to search the transaction record's Invoice value.
Invoice Date (From/To)	The start and end dates for the invoice.
Payment Number	A unique value associated with the payment.
Payment Amount	The amount of the payment.
Schedule Date (From/To)	The start and end dates of the schedule.
Account Code	The unique code of the account.
UEI	The UEI number for a specific Account.
EFT Indicator	The EFT Indicator number for a specific Account.
DUNS+4/BPN+4	The DUNS+4/BPN+4 on the payment. <ul style="list-style-type: none"> Usage of DUNS was discontinued starting April 4, 2022.
Account Name	The name of the account associated with the payment.
Status	The Status of the Payment/Refund, valid values are Pending Payment and Paid.

Table 30: View Refunds Field Descriptions for Action Buttons

Search Element	Description
Sort	Sorts the records according to the column header selected.
Export	Exports the search results to a CSV or Excel spreadsheet.
Maximize the List	Expands the list to view all items

Search Element	Description
Restore the list to its original size	After being expanded, returns the list to its original size

NOTE: Action Buttons are located above the Search Results/Item Collection table to the right. See **Figure 24** for the Action Button icons.

5.5.2.1 View Refund Information Page

To see detailed information concerning the refund that is not available in the View Payment/Refund item collection, the user must view the refund.

Figure 122: Refund Information page

VCSS / Payments / View Refunds / Payment Information

PAYMENT INFORMATION

Payment Information | Review Correspondence

General Information

Payment Document Number	P6-P620171116000030	Schedule Date	12/12/2017
Payment Date		Currency	USD
Status	Pending Payment	Payment Amount	\$915.00
		Disbursed Amount	\$0.00
		Check Number	
		EFT Number	

Referenced Invoice

Invoice Number	22440-1/60	View
Invoice Date	11/14/2017	
Log Date	11/14/2017	

Vendor

Address Code	00002
Code	521568684
UEI	MASMFUMFRV3
EFT Indicator	
Name	OMNI BUSINESS SYSTEMS
DUNS+4 / BPN+4	193803103
Agency	

[Audit](#) [Send New Correspondence](#)

Once the view refund information page has loaded, the user is able to navigate to the Correspondence tab where they can search for all of correspondence on the specific refund and create new correspondence.

Figure 123: The Review Refunds Review Correspondence Tab

VCSS / Payments / View Refunds / Payment Information / Review Correspondence

REVIEW CORRESPONDENCE

Payment Information **Review Correspondence**

Record Number
 Creator
 Message Type
 Subject
 Message

Contact Person
 Vendor Contact First Name
 Vendor Contact Last Name
 Vendor Contact Middle Initial

Created Date
 From To

No results

Record	Message Type	Creation Timestamp	Creator	Vendor Contact First Name	Vendor Contact Middle Initial	Vendor Contact Last Name	Subject	Message	Has Attachments
--------	--------------	--------------------	---------	---------------------------	-------------------------------	--------------------------	---------	---------	-----------------

Figure 124: Contact Information

Record	Message Type	Creation Timestamp	Creator	Vendor Contact First Name	Vendor Contact Middle Initial	Vendor Contact Last Name	Subject	Message	Has Attachments
--------	--------------	--------------------	---------	---------------------------	-------------------------------	--------------------------	---------	---------	-----------------

Attachments 10 per page << Page 1 of 1 >>

Contact Person
 Vendor Contact First Name
 Contact Title
 Contact Email Address
 Vendor Contact Middle Initial
 Contact Phone Number
 Vendor Contact Last Name
 International Phone Number

Agency Contact
 Agency Contact Name
 Agency Contact Title
 Agency Contact Phone Number
 Agency Email Address

5.5.2.2 Executing a Query Using the View Refunds Query

Steps to Execute a Query Using the View Refunds Query:

1. In VCSS navigate to Payments → View Refunds.
 The View Refunds Query page will be displayed.

Figure 125: Vendor Payment/Refunds Search Page

VCSS / Payments / Vendor Payment/Refunds Search

Vendor Payment/Refunds Search

The fields designated as (OFF) indicate the fields that are Optimized For Performance when executing a search on this page. At least one OFF field must be populated without any wildcards in order to prevent searches that could cause a system timeout and/or overall degraded system performance for all users.

Payment Number
 Invoice Number (OFF)
 From Invoice Date To
 From Schedule Date To

Account Account Name OMNI BUSINESS SYSTE
 Account Code (OFF) Agency Location Code
 00002
 DUNS+4 / BPN+4 193803103
 UEI MASMNFMUFRV3
 EFT Indicator

From Invoice Date
 From Schedule Date

Status
 Pending Payment
 Paid

No results

Payment Number	Account Code	UEI	EFT Indicator	Account Name	DUNS+4 / BPN+4	Schedule Date	Status	Payment Amount	Invoice Number	Invoice Date
Totals										

10 per page << Page 1 of 1 >>

2. Enter the desired search criteria and select Search.
The results are returned in the item collection.

Figure 126: Results in the item collection (continued)

1 - 10 of 89 results

Payment Number	Account Code	UEI	EFT Indicator	Account Name	DUNS+4 / BPN+4	Schedule Date	Status	Payment Amount	Invoice Number	Invoice Date
Totals								\$222,211.00		
P6: P620171116000030	00002	MASMNFMUFRV3		OMNI BUSINESS SYSTEMS-FAX PLUS, INC.	193803103	12/12/2017	Pending Payment	\$915.00	22440-1/60	11/14/2017
P6: P620171215000042	00002	MASMNFMUFRV3		OMNI BUSINESS SYSTEMS-FAX PLUS, INC.	193803103	12/13/2017	Pending Payment	\$915.00	70005-22440-3-60	11/15/2017
P6: P620171219000011	00002	MASMNFMUFRV3		OMNI BUSINESS SYSTEMS-FAX PLUS, INC.	193803103	12/12/2017	Pending Payment	\$915.00	22440-2/60	11/14/2017
P6: P620171221000021	00002	MASMNFMUFRV3		OMNI BUSINESS SYSTEMS-FAX PLUS, INC.	193803103	01/18/2018	Pending Payment	\$915.00	70005-252440-4/60	12/15/2017
P6: P620180103000006	00002	MASMNFMUFRV3		OMNI BUSINESS SYSTEMS-FAX PLUS, INC.	193803103	01/18/2018	Pending Payment	\$915.00	70005-22440-4/60	12/19/2017
P6: P620190516000010	00002	MASMNFMUFRV3		OMNI BUSINESS SYSTEMS-FAX PLUS, INC.	193803103	05/24/2019	Pending Payment	\$470.76	GLC23123-2/60	04/25/2019
P6: P620190516000012	00002	MASMNFMUFRV3		OMNI BUSINESS SYSTEMS-FAX PLUS, INC.	193803103	05/23/2019	Paid	\$470.76	GLC23123-1/60	04/25/2019
P6: P620190516000018	00002	MASMNFMUFRV3		OMNI BUSINESS SYSTEMS-FAX PLUS, INC.	193803103	05/24/2019	Pending Payment	\$470.76	GLC23123-3/60	04/25/2019

3. Select a refund.
4. Select the View button.

The View Payment/Refund Information page is displayed.

NOTE: The view refund information page is read only and thus is unable to be edited.

Figure 127: View refund information page

VCSS / Payments / View Refunds / Payment Information

PAYMENT INFORMATION

Payment Information | Review Correspondence

General Information

Payment Document Number	P6-P620171116000030	Schedule Date	12/12/2017
Payment Date		Currency	USD
Status	Pending Payment	Payment Amount	\$915.00
		Disbursed Amount	\$0.00
		Check Number	
		EFT Number	

Referenced Invoice

Invoice Number	22440-1/60	View
Invoice Date	11/14/2017	
Log Date	11/14/2017	

Vendor

Address Code	00002
Code	521568684
UEI	MASMFUFVRV3
EFT Indicator	
Name	OMNI BUSINESS SYSTEMS
DUNS+4 / BPN+4	193803103
Agency	

[Audit](#) | [Send New Correspondence](#)

5.5.2.3 Searching and Creating Correspondence Using the View Refund Query

Steps to Search and Create Correspondence Using the View Refund Query:

1. In VCSS navigate to Payments → View Refunds.
The View Refunds Query page will be displayed.

Figure 128: View Refunds Query page

VCSS / Payments / Vendor Payment/Refunds Search

Vendor Payment/Refunds Search

The fields designated as (OFF) indicate the fields that are Optimized For Performance when executing a search on this page.
At least one OFF field must be populated without any wildcards in order to prevent searches that could cause a system timeout and/or overall degraded system performance for all users.

Payment Number	<input type="text"/>	Account ★	Account Code (OFF)	<input type="text"/>	From Invoice Date	<input type="text"/>
Invoice Number (OFF)	<input type="text"/>		Account Name	<input type="text"/>	From Schedule Date	<input type="text"/>
From Invoice Date	<input type="text"/> To <input type="text"/>		DUNS+4 / BPN+4	<input type="text"/>	Agency Location Code	<input type="text"/>
From Schedule Date	<input type="text"/> To <input type="text"/>		UEI	<input type="text"/>	EFT Indicator	<input type="text"/>

Status

Pending Payment

Paid

[Search](#) | [Clear](#)

2. Enter the desired search criteria and select Search.
The results are returned in the item collection.

Figure 129: Results in the Item Collection

1 - 10 of 89 results 🔍 🔄 🗨️ 📄

Payment Number	Account Code	UEI	EFT Indicator	Account Name	DUNS+4 / BPN+4	Schedule Date	Status	Payment Amount	Invoice Number	Invoice Date
Totals								\$222,211.00		
P6: P620171116000030	00002	MASMFUFVRV3		OMNI BUSINESS SYSTEMS-FAX PLUS, INC.	193803103	12/12/2017	Pending Payment	\$915.00	22440-1/60	11/14/2017
P6: P620171215000042	00002	MASMFUFVRV3		OMNI BUSINESS SYSTEMS-FAX PLUS, INC.	193803103	12/13/2017	Pending Payment	\$915.00	70005-22440-3-60	11/15/2017
P6: P620171219000011	00002	MASMFUFVRV3		OMNI BUSINESS SYSTEMS-FAX PLUS, INC.	193803103	12/12/2017	Pending Payment	\$915.00	22440-2/60	11/14/2017
P6: P620171221000021	00002	MASMFUFVRV3		OMNI BUSINESS SYSTEMS-FAX PLUS, INC.	193803103	01/18/2018	Pending Payment	\$915.00	70005-252440-4/60	12/15/2017
P6: P620180103000006	00002	MASMFUFVRV3		OMNI BUSINESS SYSTEMS-FAX PLUS, INC.	193803103	01/18/2018	Pending Payment	\$915.00	70005-22440-4/60	12/19/2017
P6: P620190516000010	00002	MASMFUFVRV3		OMNI BUSINESS SYSTEMS-FAX PLUS, INC.	193803103	05/24/2019	Pending Payment	\$470.76	GLC23123-2/60	04/25/2019
P6: P620190516000012	00002	MASMFUFVRV3		OMNI BUSINESS SYSTEMS-FAX PLUS, INC.	193803103	05/23/2019	Paid	\$470.76	GLC23123-1/60	04/25/2019
P6: P620190516000018	00002	MASMFUFVRV3		OMNI BUSINESS SYSTEMS-FAX PLUS, INC.	193803103	05/24/2019	Pending Payment	\$470.76	GLC23123-3/60	04/25/2019

3. Select a refund.
4. Select the View button.

The View Payment/Refund Information page is displayed.

NOTE: The view refund information page is read only and thus is unable to be edited

Figure 130: View Payment/Refund Information page

VCSS / Payments / View Refunds / Payment Information

PAYMENT INFORMATION

[Payment Information](#) | [Review Correspondence](#)

Expand All | Collapse All

General Information

Payment Document Number	P6-P620200317000015	Schedule Date	03/27/2020
Payment Date	03/24/2020	Currency	USD
Status	Paid	Payment Amount	\$0.00
		Disbursed Amount	\$0.00
		Check Number	
		EFT Number	

Referenced Invoice

Invoice Number	GLC22722-23/60	View
Invoice Date	02/21/2020	
Log Date	02/21/2020	

Vendor

Address Code	00004
Code	521568684
UEI	MASMFUFVRV3
EFT Indicator	2011
Name	OMNI BUSINESS SYSTEMS
DUNS+4 / BPN+4	1938031032011
Agency	

[Audit](#) | [Send New Correspondence](#)

5. Select the Review Correspondence tab.
- The Correspondence search is displayed.

Figure 131: Correspondence search page

VCSS / Payments / View Refunds / Payment Information / Review Correspondence

REVIEW CORRESPONDENCE

Payment Information **Review Correspondence**

Record Number
 Creator
 Message Type
 Subject
 Message

Contact Person
 Vendor Contact First Name
 Vendor Contact Last Name
 Vendor Contact Middle Initial

Created Date
 From To

No results

Record	Message Type	Creation Timestamp	Creator	Vendor Contact First Name	Vendor Contact Middle Initial	Vendor Contact Last Name	Subject	Message	Has Attachments
<input type="button" value="Audit"/> <input type="button" value="Send New Correspondence"/>									

NOTE: The review correspondence tab has some of the following fields below: record number, creator, type of correspondence, subject, and correspondence. There is a contact person sub section to the right and below that is a created date sub section. Below these fields and sub sections is a search button and a clear button. Below these buttons is an item collection table where the columns makeup the parameters for each row. Each row represents a record retrieved from the search criteria above. Below this table is an attachments button. There is a contact person section, an agency contact section, and a correspondence section below. The contact person contains the following fields: first name, title, email address, middle initial, phone number, last name, and international phone number. The agency contact section contains the following fields: name, title, phone number, and agency email address. The correspondence section has some of the following fields: record number, type of correspondence, parent itemized line number, creator, communication source, and created date. At the bottom of the page is an audit button and a send new correspondence button.

6. Enter the desired search criteria.

NOTE: The search criteria are the same as the search criteria outlined in the statement correspondence section later in the document.

7. Select a correspondence record and view its details.
8. Select the Send New Correspondence button.
9. The Send Correspondence page is displayed.

Figure 132: Send Correspondence page

VCSS / Payments / View Refunds / Detail / Send Correspondence

Send Correspondence

Submit Correspondence Cancel Attachments

Contact Person

* Vendor Contact First Name * Vendor Contact Last Name Contact Email Address none@gsa.gov

Contact Title Contact Phone Number International Phone Number

Correspondence

Message Type

Subject

Message

Audit

10. Fill out all the fields and select Submit Correspondence.

5.6 VCSS: Correspondence Menu

The Correspondence menu in VCSS allows users to review and create correspondence on the statement and account levels. Correspondence is the customer’s way of communicating any problems or updates about statements or overall accounts to Pegasys. The Correspondence Menu contains the following pages:

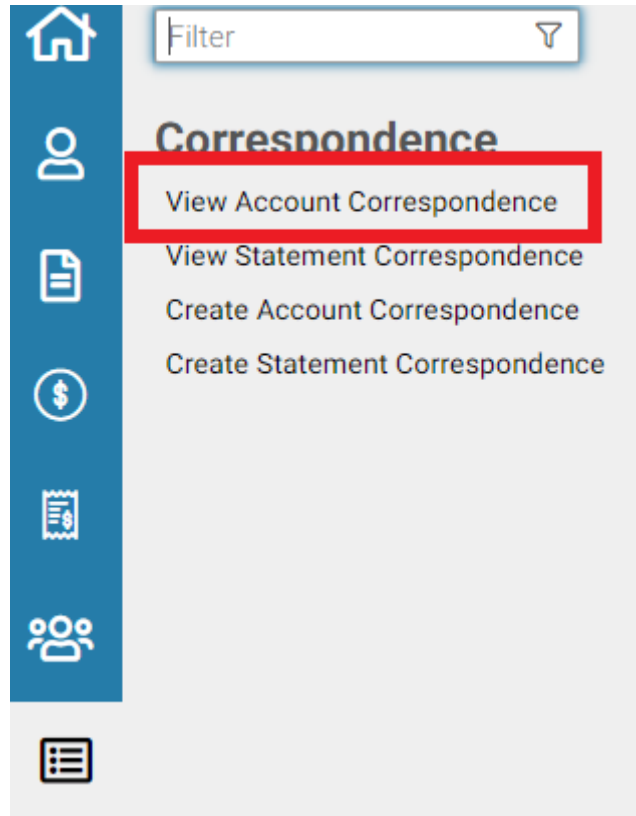
- View Account Correspondence.
- View Statement Correspondence.
- Create Account Correspondence.
- Create Statement Correspondence.

5.6.1 VCSS: View Account Correspondence

The View Account Correspondence page will allow the user to search for and view all of the correspondences they have at the account level.

Correspondence → View Account Correspondence

Figure 133: Navigation to View Account Correspondence page



To search for correspondence information enter the applicable search criteria and select the Search button.

Figure 134: View Account Correspondence Search Criteria and Item Collection

VCSS / Correspondence / Review Correspondence

Review Correspondence

Record Number

Include Statement Number Records Yes

Statement Number

Message Type

Subject

Message

Created Date From To

Vendor Contact First Name

Vendor Contact Last Name

Account Information ★

Account Code Agency Location Code

UEI

EFT Indicator

Use the wildcard (*) character to search if needed.

1 - 10 of 39 results

Record Number	Creation Timestamp	Vendor Contact First Name	Vendor Contact Last Name	Statement Number	Account Code	Message Type	UEI	EFT Indicator	Subject	Has Attachments
<input type="button" value="Send Correspondence"/>										

Table 31: View Account Correspondence Field Descriptions for Search Criteria Group Box

Search Element	Description
Record Number	The system assigned number of the correspondence.
First Name	The first name of the person creating the correspondence.
Last Name	The last name of the person creating the correspondence.
Type of Correspondence	The type of correspondence, valid values are Communication, Resolution, Question, Other, Dispute.
Subject	The subject of the correspondence.
Text	The text field containing the correspondence message.
Account Code	The account code for which the correspondence is being created.
Agency Location Code	The ALC associated with the correspondence record.
Include Statement Number Records	Whether or not to include correspondence records associated with statements, Yes or No.
Statement Number	The statement number associated with a correspondence.

Table 32: View Account Correspondence Field Descriptions for Item Collection

Search Element	Description
Created Date	The date the correspondence was created.
Record Number	The system assigned number of the correspondence.
First Name	The first name of the person creating the correspondence.
Last Name	The last name of the person creating the correspondence.
Account Code	The account code for which the correspondence is being created.

Search Element	Description
Type of Correspondence	The type of correspondence.
Subject	The subject of the correspondence.
Statement Number	The statement number associated with a correspondence.
Has Attachments	Whether or not there is an Attachment associated with the record.

Table 33: View Account Correspondence Field Descriptions for Action Buttons

Search Element	Descriptions
Sort	Sorts the records according to the column header selected.
Export	Exports the search results to a CSV or Excel spreadsheet.
Maximize the List	Expands the list to view all items
Restore the list to its original size	After being expanded, returns the list to its original size

NOTE: Action Buttons are located above the Search Results/Item Collection table to the right. See **Figure 24** for the Action Button icons.

5.6.1.1 Executing a Query Using the View Account Correspondence Query

Steps to Execute a Query Using the View Account Correspondence Query:

1. In VCSS navigate to Correspondence → View Account Correspondence.
The View Account Correspondence Query page will be displayed.

Figure 135: View Account Correspondence Query Page

VCSS / Correspondence / Review Correspondence

Review Correspondence

Record Number

Include Statement Number Records Yes

Statement Number

Message Type

Subject

Message

Created Date

From

To

Vendor Contact First Name

Vendor Contact Last Name

Account Information ★

Account Code Agency Location Code

UEI

EFT Indicator

- Enter the desired search criteria and select Search.
The search results and item collection are displayed.

Figure 136: Search Results and Item Collection

1 - 10 of 39 results 🔍 🔄 🗑️ ⚙️

Record Number	Creation Timestamp	Vendor Contact First Name	Vendor Contact Last Name	Statement Number	Account Code	Message Type	UEI	EFT Indicator	Subject	Has Attachments
<input type="radio"/>					00004		MASMNFMUFRV3	2011		false
<input type="radio"/>					00004		MASMNFMUFRV3	2011		false
<input type="radio"/>					00004		MASMNFMUFRV3	2011		false
<input type="radio"/>					00004		MASMNFMUFRV3	2011		false
<input type="radio"/>					00004		MASMNFMUFRV3	2011		false
<input type="radio"/>					00004		MASMNFMUFRV3	2011		false
<input type="radio"/>					00004		MASMNFMUFRV3	2011		false
<input type="radio"/>					00004		MASMNFMUFRV3	2011		false
<input type="radio"/>					00004		MASMNFMUFRV3	2011		false
<input type="radio"/>					00004		MASMNFMUFRV3	2011		false

10 per page << Page 1 of 4 >>

- Select a correspondence record.
The correspondence record detail is displayed.

Figure 137: Correspondence Record Detail

Attachments 10 per page << Page 1 of 1 >>

Contact Person

Vendor Contact First Name	<input type="text"/>	Vendor Contact Last Name	<input type="text"/>	Contact Email Address	<input type="text"/>
Contact Title	<input type="text"/>	Contact Phone Number	<input type="text"/>	International Phone Number	<input type="text"/>

GSA Contact

Agency Contact Name	<input type="text"/>	Agency Contact Title	<input type="text"/>	Agency Contact Phone Number	<input type="text"/>	Email Address	<input type="text"/>
---------------------	----------------------	----------------------	----------------------	-----------------------------	----------------------	---------------	----------------------

Account

Account Code	<input type="text"/>	Account Name	<input type="text"/>	Agency Location Code	<input type="text"/>
UEI	<input type="text"/>				
EFT Indicator	<input type="text"/>				

Correspondence

Record Number	<input type="text"/>	Communication Source	VSS	Creation Timestamp	<input type="text"/>
Message Type	<input type="text"/>				
		Statement Number	<input type="text"/>		
		Subject	<input type="text"/>		
		Correspondence	<input type="text"/>		

5.6.2 VCSS: View Statement Correspondence

The View Statement Correspondence page will allow the user to search for and view all of the correspondences they have on a specific Statement. The View Statement Correspondence page will only permit searches that deal with a specific statement’s correspondence and should not be used to find correspondence for another statement or an account.

Correspondence → View Statement Correspondence

Figure 138: Navigation to View Statement Correspondence page

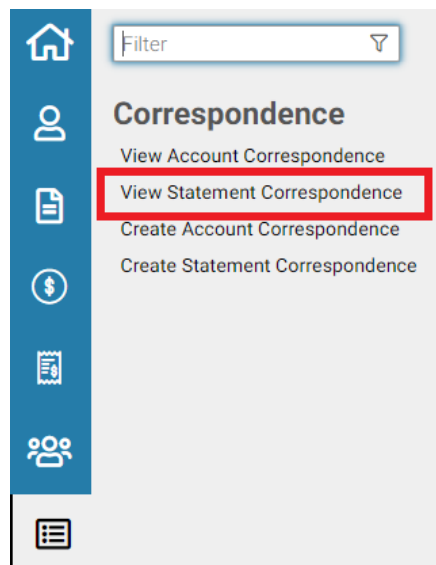


Figure 139: Statement Number Selection Page

VCSS / Correspondence / Enter Statement Number for Viewing Correspondence

Enter Statement Number for Viewing Correspondence

The View Statement Correspondence search page contains the search criteria, item collection and action buttons listed below in the field definitions.

Figure 140: Review Statement Correspondence Page

Table 34: View Statement Correspondence Field Descriptions for Search Criteria Group Box

Search Element	Description
Record Number	The system assigned number of the correspondence.
First Name	The first name of the person creating the correspondence.
Last Name	The last name of the person creating the correspondence.
Type of Correspondence	The type of correspondence.
Subject	The subject of the correspondence.

Search Element	Description
Text	The text field containing the correspondence message.
Account Code	The account code for which the correspondence is being created.
Agency Location Code	The ALC associated with the correspondence record.
Created Date (To/From)	The date the correspondence was created.

Table 35: View Statement Correspondence Field Descriptions for Item Collection

Search Element	Description
Created Date	The date the correspondence was created.
Record Number	The system assigned number of the correspondence.
First Name	The first name of the person creating the correspondence.
Last Name	The last name of the person creating the correspondence.
Account Code	The account code for which the correspondence is being created.
Type of Correspondence	The type of correspondence.
Subject	The subject of the correspondence.
Statement Number	The statement number associated with a correspondence.
Has Attachments	Whether or not there is an Attachment associated with the record.

Table 36: View Statement Correspondence Field Descriptions for Action Buttons

Search Element	Description
Sort	Sorts the records according to the column header selected.
Export	Exports the search results to a CSV or Excel spreadsheet.
Maximize the List	Expands the list to view all items

Search Element	Description
Restore the list to its original size	After being expanded, returns the list to its original size

NOTE: Action Buttons are located above the Search Results/Item Collection table to the right. See **Figure 24** for the Action Button icons.

5.6.2.1 Executing a Query in VCSS Using the View Statement Correspondence Query

Steps to Execute a Query Using the View Account Correspondence Query:

1. In VCSS navigate to Correspondence → View Statement Correspondence.
The Statement Selection Screen will be displayed.

Figure 141: Statement Selection Screen

VCSS / Correspondence / Enter Statement Number for Viewing Correspondence

Enter Statement Number for Viewing Correspondence

The screenshot shows a web interface for entering a statement number. At the top left, there is a link labeled "Billing Statement" with a star icon. Below this, there are two input fields: "Statement Number" and "Account Code". The "Statement Number" field is highlighted with a red rectangular box. To the right of these fields is a button labeled "Next".

2. Enter the desired Statement Number and select the Next button.

NOTE: If the user does not know the specific Statement Number, they can select the Billing Statement link and search for it using the View and Print Statement Query search criteria.

The Review Correspondence Page is displayed.

Figure 142: Review Correspondence page

VCSS / Correspondence / View Statement Correspondence / **Review Correspondence**

Review Correspondence

Record Number
 Message Type
 Subject
 Message

Created Date
 From
 To

Vendor Contact First Name
 Vendor Contact Last Name

Account Information ★
 Account Code
 Agency Location Code
 UEI
 EFT Indicator

Use the wildcard (*) character to search if needed.

No results

Record Number	Creation Timestamp	Vendor Contact First Name	Vendor Contact Last Name	Statement Number	Account Code	Message Type	UEI	EFT Indicator	Subject	Has Attachments
Attachments										

10 per page << Page 1 of 1 >>

- Enter the appropriate search criteria and select the Search button.
- The records that match the search criteria are returned in the item collection.

Figure 143: Records in Item Collection

Record Number	Creation Timestamp	Vendor Contact First Name	Vendor Contact Last Name	Statement Number	Account Code	Message Type	UEI	EFT Indicator	Subject	Has Attachments
<input type="radio"/> 1	01/23/2020	Becky	Carter	F0197748	757265	Dispute			NEEDSUPDOC	false
<input type="radio"/> Pending Assignment	01/23/2020	Kara	Reeves		57780YF	Communication			Debt amount owed	false
<input type="radio"/> 1	01/14/2020	ODESSA	MANGOSING	F0201155	579AF1F	Question			DEC BILL	false
<input type="radio"/> 21	01/14/2020	Fabrizio	Varotto		2129SD	Communication			request for account code 2129ZS	false
<input type="radio"/> 1	01/14/2020	Roberta	Sarracino		1479BF	Communication			Charges on Statement Number: F0200398	false

- Select a record in the item collection and view the correspondence in the fields below.

Figure 144: Record in Item Collection and View the correspondence in the fields

<input type="radio"/> 2	01/09/2020	Jo	Fry	X0093090	96429L	Dispute			BALANCE	false
<input type="radio"/> 1	01/08/2020	John	Robinson	F0198965	1749BZF	Dispute			NOFUNDING	false
<input type="radio"/> 2	01/08/2020	John	Robinson	F0198965	1749BZF	Dispute			WRONGAGCY	false

10 per page << Page 1 of 2 >>

Attachments

Contact Person

Vendor Contact First Name
 Vendor Contact Last Name
 Contact Title
 Contact Phone Number
 Contact Email Address
 International Phone Number

GSA Contact

Agency Contact Name
 Agency Contact Title
 Agency Contact Phone Number
 Email Address

Account

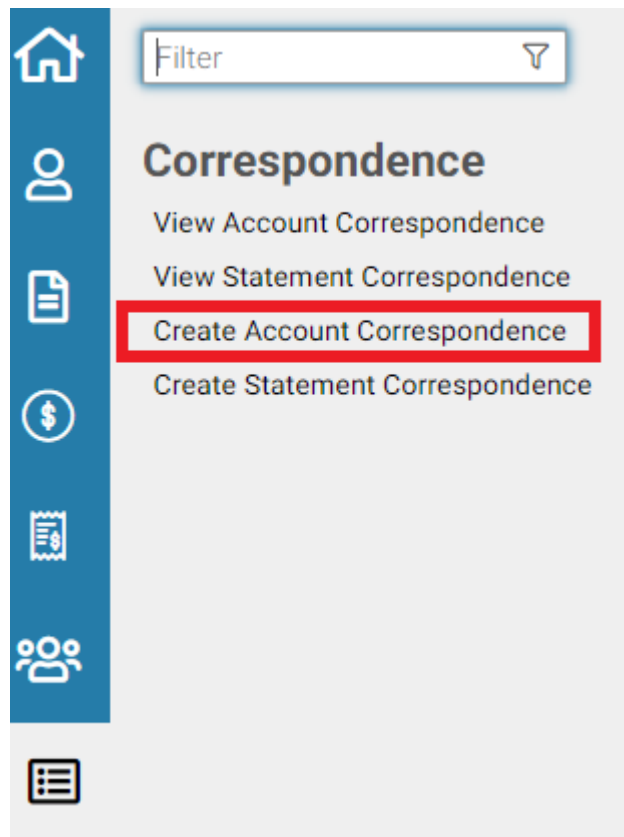
Account Code
 UEI
 EFT Indicator
 Account Name
 Agency Location Code

5.6.3 VCSS: Create Account Correspondence

The Create Account Correspondence page allows the user to create correspondence to send to Pegasys about an account level issue. When the user selects the Create Account Correspondence link, they will begin the process of creating new account correspondence and cannot view previously created records.

Correspondence → Create Account Correspondence

Figure 145: Navigation to Create Account Correspondence page



5.6.3.1 Creating an Account Correspondence Record

Steps to Creating an Account Correspondence Record:

1. In VCSS navigate to Correspondence → Create Account Correspondence.
The Create Account Correspondence page will be displayed.

Figure 146: Create Account Correspondence page

VCSS / Correspondence / Send Correspondence

Send Correspondence

Submit Correspondence Cancel Attachments

Contact Person

* Vendor Contact First Name * Vendor Contact Last Name Contact Email Address

Contact Title Contact Phone Number International Phone Number

Account ★

Account Code Name Agency Location Code

DUNS+4 / BPN+4 Agency Bureau

UEI

EFT Indicator

Correspondence

Message Type Subject

Message

Audit

2. Fill out all the fields on the create account correspondence page.

NOTE: The user selects the specific account that the correspondence will be associated with when they fill out the Vendor section.

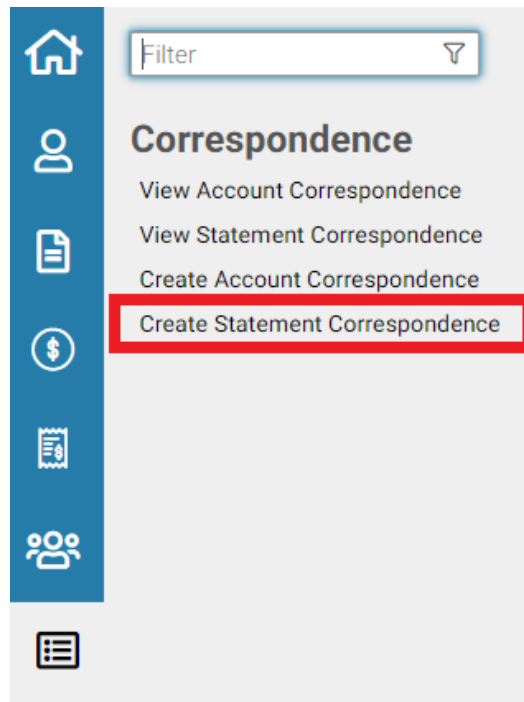
3. Select the Submit Correspondence button.

NOTE: If the user wishes to add an attachment to the correspondence record, they will select the Attachments button and add the attachment before selecting Submit.

5.6.4 VCSS: Create Statement Correspondence

The Create Statement Correspondence page allows the user to create a correspondence to send to Pegasys about statement level issues. When the user selects the Create Statement Correspondence link, they are beginning the process of creating new Statement correspondence and will not be able to view previously created records.

Correspondence → Create Statement Correspondence

Figure 147: Navigation to Create Statement Correspondence page

5.6.4.1 Creating a Statement Correspondence Record

Steps to Creating an Account Correspondence in VCSS:

1. In VCSS navigate to Correspondence → Create Statement Correspondence.
The Statement Selection page will be displayed

Figure 148: Statement Selection page

VCSS / Correspondence / Enter Statement Number for Viewing Correspondence

Enter Statement Number for Viewing Correspondence

A screenshot of a web form titled 'Billing Statement' with a star icon. It contains two input fields: 'Statement Number' and 'Account Code'. The 'Statement Number' field is highlighted with a red rectangular border. To the right of the form is a 'Next' button.

2. Enter the Statement Number the correspondence is regarding.
NOTE: If the user does not know the Statement number, they will be able to search for it using the reference link.
3. Select the Next button.
The Create Statement Correspondence page is displayed.

Figure 149: Create Statement Correspondence page

VCSS / Correspondence / Send Correspondence

Send Correspondence

Submit Correspondence Cancel Attachments

Contact Person

* Vendor Contact First Name * Vendor Contact Last Name Contact Email Address

Contact Title Contact Phone Number International Phone Number

Account ★

Account Code Name Agency Location

DUNS+4 / BPN+4 Agency Code

UEI Bureau

EFT Indicator

Correspondence

Message Type Subject

Message

Audit

4. Fill out all the fields on the create statement correspondence page.
5. Select the Submit Correspondence button.

NOTE: If the user wishes to add an attachment to the correspondence record, they will select the Attachments button and add the attachment before selecting Submit.

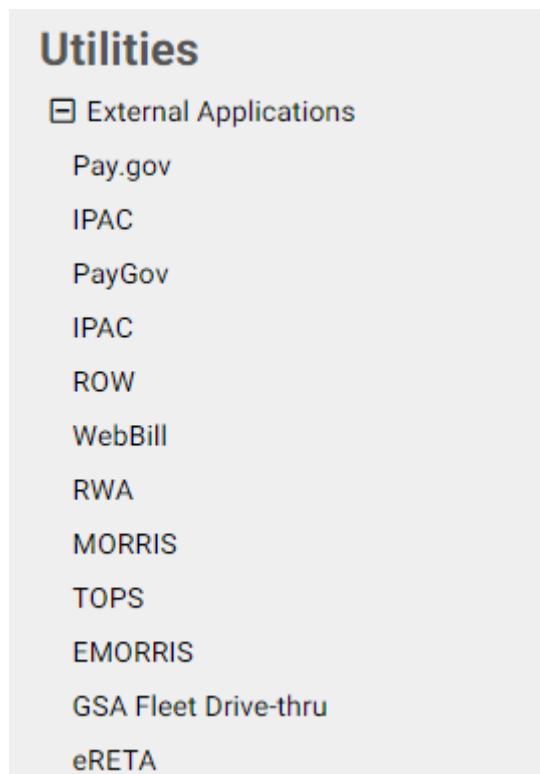
5.7 VCSS: External Applications Section

The External Applications section in VCSS contains links to external applications that the user might need to access in order to do business with GSA. When the user selects any of the items listed under the menu, a new window will be displayed containing the selected page (e.g., selecting IPAC will open a new window to <https://www.fiscal.treasury.gov/ipac/>)

The following menu items will be listed under the External Applications section:

- Pay.gov
- IPAC
- PayGov
- ROW
- WebBill
- RWA
- MORRIS
- TOPS
- EMORRIS
- GSA Fleet Drive-thru
- eRETA

Figure 150: External Applications Menu



6 G-Invoicing

6.1 G-Invoicing Overview

The Government Invoicing (G-Invoicing) application is a central repository used to support intragovernmental transactions (IGT) with the long-term goal of improved accounting accuracy between Federal Program Agencies.

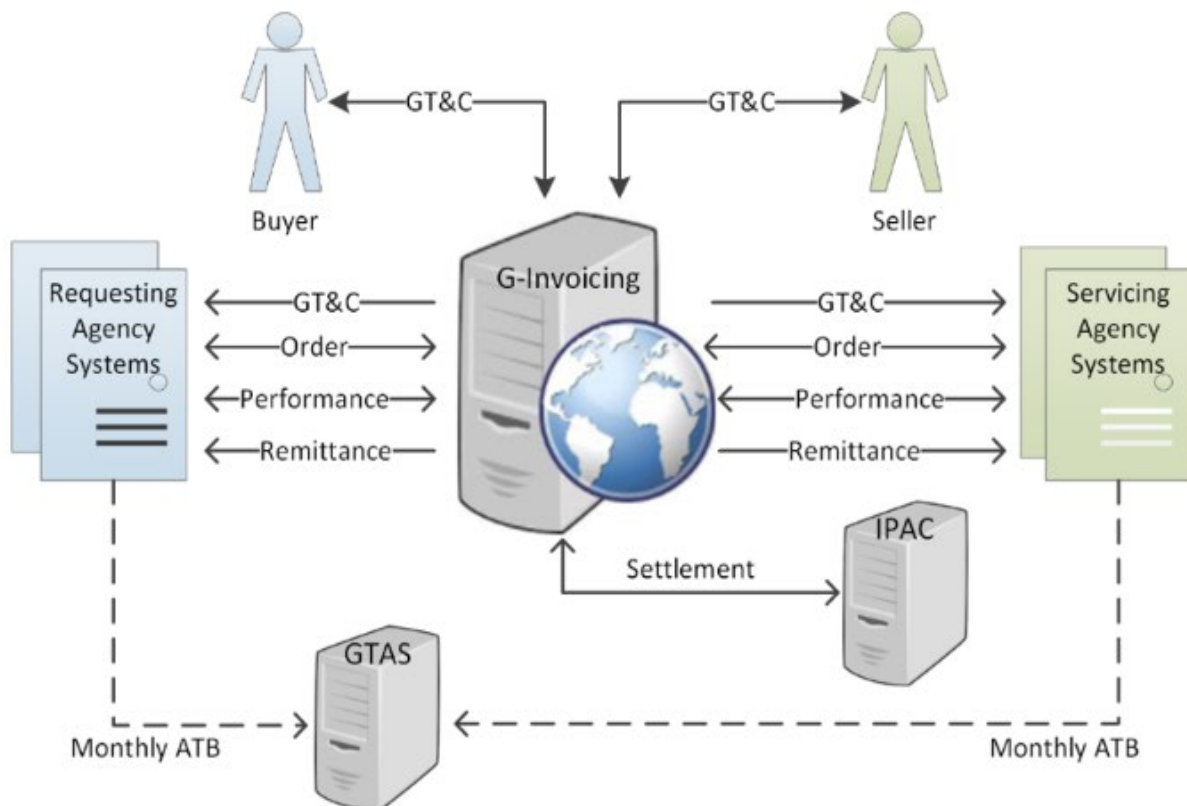
6.1.1 High Level Overview

G-Invoicing has three main functional areas:

- General Terms and Conditions (GT&C)
- G-Invoicing Orders
- Performance Transactions and Settlement/Remittance

Integration will be set up to “**Push**” and transmit transactions from Pegasys to G-Invoicing and to “**Pull**” and transmit transactions from G-Invoicing to Pegasys.

Figure 151: High-level Overview of Treasury’s G-Invoicing Process



Below are the basic steps in the High-level Overview of Treasury's G-Invoicing Process illustrated in the figure above.

Buyer

- GT&C information is passed between the Buyer and the G-Invoicing system
- Between the G-Invoicing system and the Requesting Agency Systems:
 - o GT&C information is sent from the G-Invoicing system to the Requesting Agency Systems
 - o Order information is passed between the G-Invoicing system and Requesting Agency Systems
 - o Performance information is passed between the G-Invoicing system and Requesting Agency Systems
 - o Remittance information is sent from the G-Invoicing system to the Requesting Agency Systems
- The Requesting Agency Systems send Monthly ATB information to GTAS
- Settlement information is passed between the G-Invoicing system and IPAC

Seller

- GT&C information is passed between the Seller and the G-Invoicing system
- Between the G-Invoicing system and the Servicing Agency Systems:
 - o GT&C information is sent from the G-Invoicing system to the Servicing Agency Systems
 - o Order information is passed between the G-Invoicing system and Servicing Agency Systems
 - o Performance information is passed between the G-Invoicing system and Servicing Agency Systems
 - o Remittance information is sent from the G-Invoicing system to the Servicing Agency Systems
- The Servicing Agency Systems send Monthly ATB information to GTAS
- Settlement information is passed between the G-Invoicing system and IPAC

G-Invoicing will improve the quality and reliability of IGT Buy/Sell information through brokering transactions in accordance with the standard processes outlined in the Treasury Financial Manual (TFM), and ensuring the data captured complies with the Federal Intragovernmental Data Standard (FIDS).

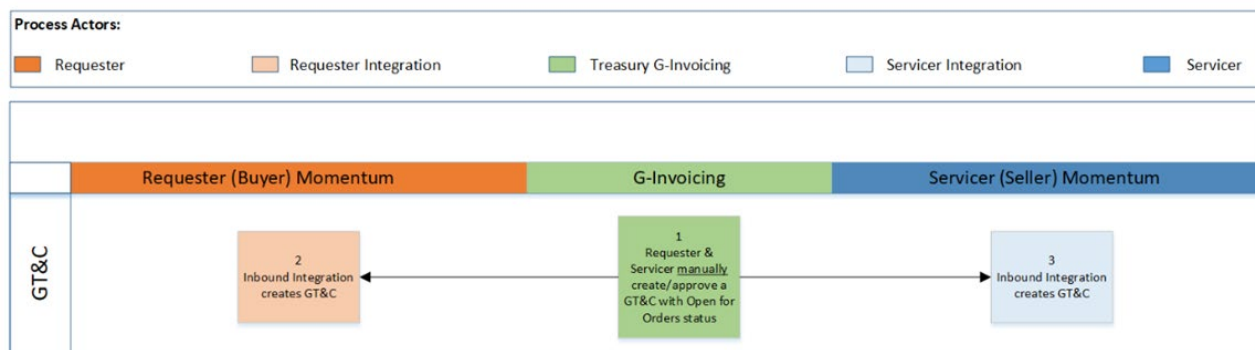
- Treasury Financial Manual Information
 - o TFM Part 2, Chapter 4700: Federal Entity Reporting Requirements for the Financial Report of the United States Government

- o Appendix 8 Intra-governmental Transactions (IGT) Buy/Sell
- o <https://tfm.fiscal.treasury.gov/v1/p2/c470.html>

6.1.1.1 General Terms & Conditions (GT&C) Overview

General Terms & Conditions or GT&Cs are manually entered in G-Invoicing and pulled into Pegasys via the Pegasys GT&C Integration. This is a one-way inbound pull integration that pulls GT&C information as well as attachments that have been entered and fully approved in the Treasury G-Invoicing system. GT&C will be pulled for all business lines. GT&Cs with an Open for Order or Closed status will be pulled.

Figure 152: GT&C Process Flow



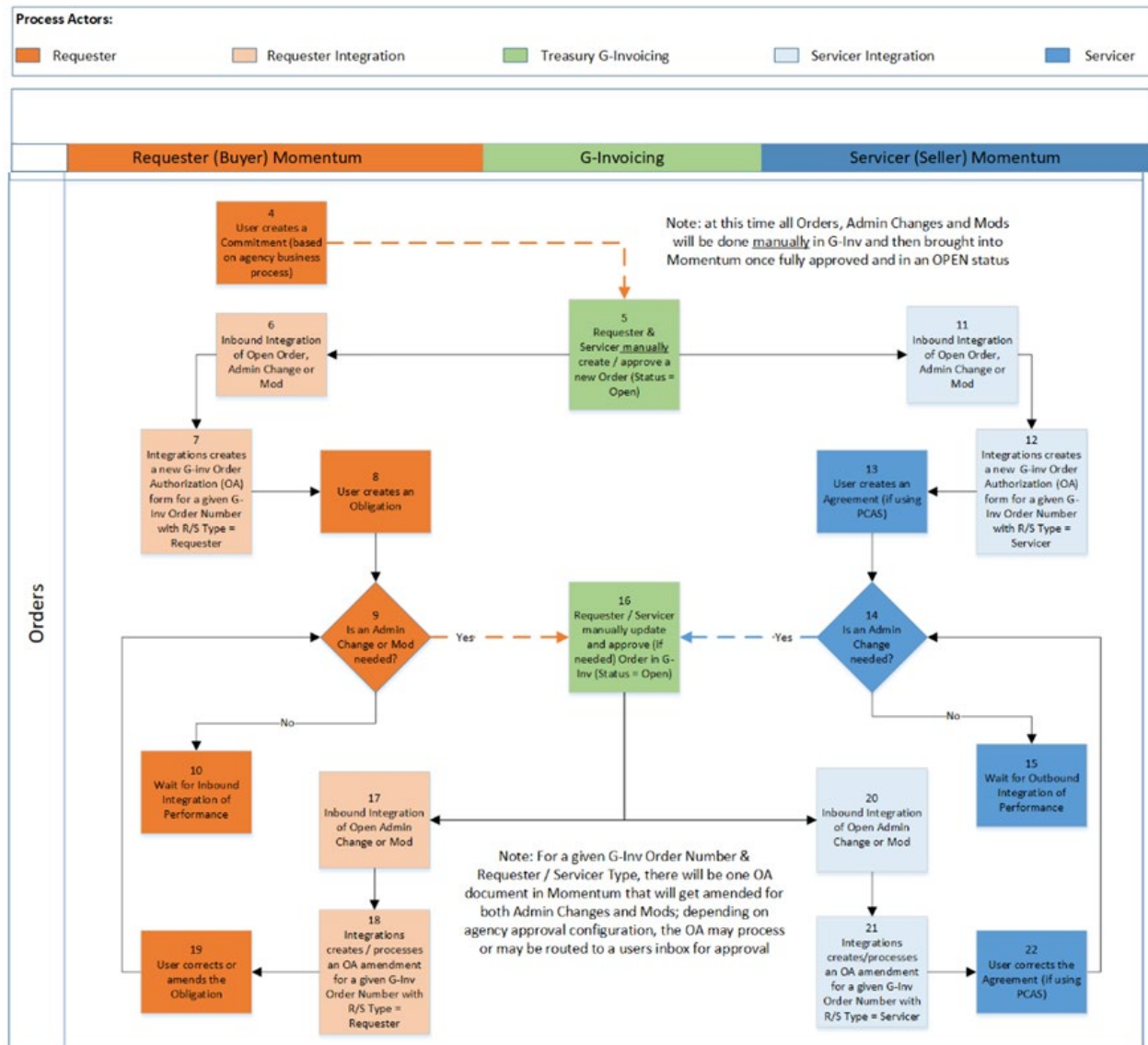
Below are the steps in the GT&C Process Flow illustrated in the figure above.

1. In the G-Invoicing system, the Requestor and Servicer (Seller) manually create/approve a GT&C with Open for Orders status.
2. In the Requester (Buyer) system, inbound integration creates the GT&C.
3. In the Servicer (Seller) system, inbound integration creates the GT&C.

6.1.1.2 G-Invoicing Orders Overview

G-Invoicing Orders are manually entered in G-Invoicing pulled into Pegasys via the Pegasys Order Integration. This is a one-way inbound pull integration that pulls Order information as well as attachments that have been entered and fully approved in the Treasury G-Invoicing system. Orders in Treasury G-Invoicing with an Open or Closed status will be pulled.

Figure 153: G-Invoicing Orders Process Flow



The G-Invoicing Orders Process Flow is detailed below.

1. In the Requester (Buyer) system, a user creates a Commitment (based on agency business process)
2. In G-Invoicing, the Requester (Buyer) and Services manually create/approve a new Order (Status=Open)

In the Requestor system, the following occurs (Flow Steps 6-10):

3. Inbound integration of Open Orders, Admin Changes or Mods occurs
4. Integration creates a new G-Invoicing Order Authorization (OA) form for a given G-Invoicing Order Number with R/S Type = Requester
5. User creates an Obligation

6. It is determined whether an Admin Change or Mod is needed
 - a. If yes, go to Flow Step 16
 - b. If no, go to Flow Step 10
7. Wait for Inbound Integration of Performance
In the Servicer (Seller) system, the following occurs (Flow Steps 11-15):
8. Inbound integration of Open Orders, Admin Changes or Mods occurs
9. Integration creates a new G-Invoicing Order Authorization (OA) form for a given G-Invoicing Order Number with R/S Type = Servicer
10. User creates an Agreement (if using PCAS)
11. It is determined whether an Admin Change is needed
 - a. If yes, go to Flow Step 16
 - b. If no, go to Flow Step 15
12. Wait for Outbound Integration of Performance
13. In G-Invoicing, the Requester/Servicer manually updates and approves (if needed) the Order (status = Open)
In the Requestor system, the following occurs (Flow Steps 17-19):
14. Inbound Integration of Open, Admin Change and Mods occur
15. Integration creates/processed an OA amendment for a given G-Invoicing Order Number with R/S Type = Requester
16. User corrects or amends the Obligation
In the Servicer (Seller) system, the following occurs (Flow Steps 20-22):
17. Inbound Integration of Open, Admin Change or Mod occurs
18. Integration creates/processed an OA amendment for a given G-Invoicing Order Number with R/S Type = Servicer
19. User corrects the Agreement (if using PCAS)

NOTE: At this time, all Orders, Admin Changes and Mods will be done manually in G-Invoicing and then brought into Pegasys once fully approved and in Open status.

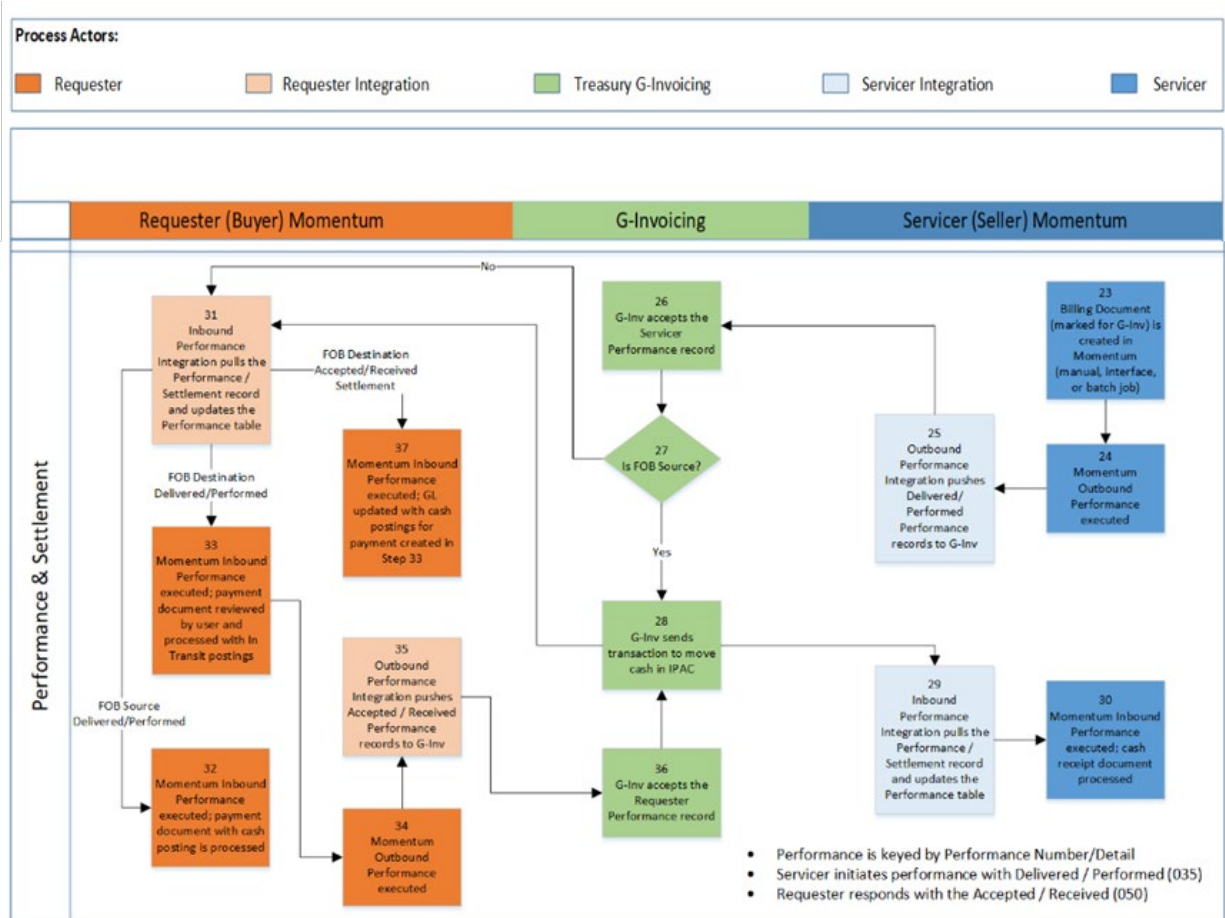
NOTE: For a given G-Invoicing Order Number and Requester/Servicer Type, there will be one OA document in Pegasys that will get amended for both Admin Changes and Mods; depending on agency approval configuration, the OA may process or may be routed to a user's Inbox for approval.

6.1.1.3 G-Invoicing Performance and Settlement/Remittance Overview

Performance and Settlement/Remittance will be pushed from Pegasys to G-Invoicing as well as pulled from G-Invoicing into Pegasys via the corresponding Pegasys Baseline Performance

integration. This is a two-way outbound and inbound integration for G-Invoicing Performance/Settlement transactions. It does not include push/pull for attachments and push of Performance adjustments and advance offsets. Pending Settlement, Settlement Complete & Informational Performance records will be both pushed or pulled.

Figure 154: Performance & Settlement Process Flow



Below are the steps in the Performance and Settlement Process Flow illustrated in the figure above.

In the Servicer (Seller) system, the following occurs (Flow Steps 23-25):

1. Billing Document (marked for G-Invoicing) is created in Pegasys (manual interface or batch job).
2. Pegasys Outbound Performance is executed.
3. Outbound Performance Integration pushed Delivered/Performed Performance records to G-Invoicing

In the G-Invoicing system, the following occurs (Flow Steps 26-28):

4. The Servicer (Seller) Performance record is accepted.

5. It is determined if the FOB is Source.
 - a. If yes, go to Flow Step 28.
 - b. If no, go to Flow Step 31.
6. A transaction is sent to move cash in IPAC.
 In the Servicer (Seller) system, the following occurs (Flow Steps 29-30):
7. Inbound Performance Integration pulls the Performance/Settlement record and updates the Performance table.
8. Pegasys Inbound Performance is executed; a Cash Receipt document is processed.
 In the Requester (Buyer) system, the following occurs (Flow Steps 31-35):
9. Inbound Performance Integration pulls the Performance/Settlement record and updates the Performance table.
 - a. FOB Source Delivered/Performed. Go to Flow Step 32.
 - b. FOB Destination Delivered/Performed. Go to Flow Step 33.
10. Pegasys Inbound Performance is executed; payment document with cash posting is processed.
11. Pegasys Inbound Performance executed; payment document reviewed by user and processed with In Transit postings.
12. Pegasys Outbound Performance is executed.
13. Outbound Performance executed.
14. In the G-Invoicing system, the Requester (Buyer) Performance record is accepted.
15. In the Requester (Buyer) system, Pegasys Inbound Performance is executed; GL is updated with cash postings for payment created in Flow Step 33.

NOTE: Performance is keyed by Performance Number/Detail.

NOTE: Servicer (Seller) initiates performance with Delivered/Performed (035).

NOTE: Requester (Buyer) responds with the Accepted /Received (050).

6.1.2 G-Invoicing Glossary of Terms

Table 37: G-Invoicing Glossary of Terms

Term	Definition
Business Unit	Agency organizational data elements established in G-Invoicing; values are defined for both Requesting and Servicing agencies
Cost Center	Agency organizational data elements established in G-Invoicing; values are defined for both Requesting and Servicing agencies

Term	Definition
Department ID	Agency organizational data elements established in G-Invoicing; values are defined for both Requesting and Servicing agencies
Freight On Board (FOB) Point	Specifies at that point the seller transfers ownership of the goods to the buyer and for G-Invoicing Performances, determines whether the Servicer (Seller) 035-Delivered/Performed or the Requestor (Buyer) 050-Received/Accepted Performance Type triggers the IPAC Settlement. Values are Destination, Source/Origin, or Other
G-Invoicing Order	Creates a fiscal obligation between agencies or bureaus and delineates specific product and/or services requirements, funding information for both trading partners, and authorized signature to obligate the funding. Corresponds to Form 7600B.
G-Invoicing Order Number	A unique number assigned by the Treasury G-Invoicing system used to identify the G-Invoicing Order created from the General Terms and Conditions.
General Terms and Conditions (GT&C)	Sets the relationship between the trading partners. It identifies the agencies entering into the agreement, the authority permitting the agreement, the agreement action, period, and type. Corresponds to Form 7600A.
General Terms and Conditions Number (GT&C Number)	The unique agreement number assigned by the Treasury G-Invoicing system that will track each GT&C from the origination through the completion or termination.
Group	Agency organizational data elements established in G-Invoicing; values are defined for both Requesting and Servicing agencies.
Interagency Agreement (IAA)	A written agreement entered into between two Federal agencies, or major organizational units within an agency, which specifies the goods to be furnished or tasks to be accomplished by one agency (the servicing agency) in support of the other (the requesting agency). This is the overall term that encompasses both G-Invoicing GT&C and Order.
Intragovernmental Payment and Collection (IPAC)	The system used by most Federal agencies for interagency disbursements and funds transfers. The term IPAC is also used to describe the process for transferring funding pursuant to IAAs.
Line Type	Indicated whether the associated G-Invoicing Schedule is for Normal or Advance funding. In the G-invoicing system, this equates to the Advance Payment Indicator.

Term	Definition
Order Header	The first of three tiers of a G-Invoicing Order; link to GT&C and Requester/Service Type, Agency ID, Agency Location Code (ALC), organizational Group, and optionally Vendor are defined at this level.
Order Line	The second of three tiers of a G-Invoicing Order; commodity and unit information are established at this level. An Order can have many Order Lines.
Order Schedule	The third of three tiers of a G-Invoicing Order; quantity, unit price, Treasury Symbol, Line Type (Advance vs. Normal) and accounting line information are maintained at this level. An Order Line can have many Order Schedules.
Order Status	This is the current Treasury status of the G-Invoicing Order. Valid Values are Deleted, Draft, Shared with Servicing Agency, Pending Requesting Agency Approval, Pending Servicing Agency Approval, Open, Rejected, and Closed.
Performance	Stage within the Buy/Sell transaction lifecycle where the Servicing agency bills the Requesting agency and the Requesting agency records their payments.
Performance Number/Detail	The Performance Number is a unique reference number for a Performance transaction assigned by the G-Invoicing System at the time the transaction is recorded in G-Invoicing. The Performance Number is combination with the Detail Number uniquely identify a Performance transaction.
Requester/Service Type	This indicator is used to determine if the G-Invoicing GT&C, Order Authorization, or Performance record is for the Requesting or Servicing Agency. If the agreement is between two organizations within a given Agency, two sets of records will appear for the same GT&C, Order Authorization, or Performance Number, one for the Requester (Buyer) and one for the Service (Seller).
Requesting Agency	The agency (or major organizational unit within an agency) that requests goods or services from another agency or unit through an interagency agreement. This entity is the Buyer.
Servicing Agency	The agency (or major organizational unit within an agency) that provided goods or services with agency resources or contracts for the service on behalf of the requesting agency or unit under the terms and conditions of an interagency agreement. This entity is the Seller.

Term	Definition
Settlement	Completion of the Performance transaction, where the Treasury G-Invoicing system sends a transaction to the IPAC system for the transfer of funds between the Requesting Agency and the Servicing Agency. Once the IPAC settlement occurs, both agencies receive notification through the G-Invoicing Performance integration process.

6.1.3 IPAC Functionality Considerations

Pegasys IPAC functionality provides a foundation for several of the processes to support G-Invoicing. As a result, G-Invoicing and IPAC share several queries and batch jobs. Some changes to note are:

- Common queries have been renamed with a prefix of “G-Invoicing/IPAC”. See **BAAR User Guide 3 of 10, Section 4.6** for BAAR Queries.
 - G-Invoicing related fields have been added to search criteria on these common queries
 - G-Invoicing/IPAC indicator added to specify and direct processing
- G-Invoicing/IPAC input parameter added to the shared batch jobs
- Statuses and error messages have been modified to remove "IPAC" and use common language applicable to both G-Invoicing and IPAC
- IPAC Reconciliation process distinguishes between G-Invoicing and IPAC Staging records
- To support distinguishing between G-Invoicing and IPAC records, Treasury is populating the Requisition Number field with a value of "GINV."

6.2 General Terms and Conditions (GT&Cs)

The GT&C or 7600A is the partnership section of the Interagency Agreement (IAA). The GT&C identifies the agencies entering into the agreement and identifies the general terms and conditions that will govern the relationship between the Requesting Agency (i.e., Buyer) and Servicing Agency (i.e., Seller). Considering the business operations of the program and the agency relationships, the GT&C may support multiple G-Invoicing Orders (7600B). No fiscal obligations are created through the execution of the GT&C; therefore, no services may be performed and/or no goods may be delivered.

6.2.1 GT&C Query

The GT&C Query serves as a central point for all G-Invoicing General Terms and Conditions (GT&C) information. The GT&C Query provides the ability to review Requester (Buyer) and Servicer (Seller) GT&C information between trading partners. Although integrated records are

stored in Pegasys, changes need to be negotiated within the Treasury G-Invoicing system prior to the one-way pull integration retrieving the updated GT&C information from G-Invoicing into Pegasys. Once the GT&C has been approved and is an Open for Orders Status, the GT&C information can be referenced on the G-Invoicing Orders created in the Treasury G-Invoicing system and on the G-Invoicing Order Authorizations (OA) documents in Pegasys.

Steps to view information on the GT&C Query:

1. Navigate to Queries → General System → G-Invoicing → GT&C Query.

Figure 155: GT&C Query Search Criteria

Pegasys / Queries / General System / G-Invoicing / GT&C Query

GT&C Query

Basic Search | Advanced Search

GT&C Number GT&C Modification Number

Requester/Service Type Agreement Start Date

G-Invoicing Status Agreement End Date

Originating Partner G-Invoicing Synchronized

Security Org

Requesting

Agency Location Code

Group Name

Business Unit

Cost Center

Department ID

Servicing

Agency Location Code

Group Name

Business Unit

Cost Center

Department ID

Search Clear

2. Enter Search Criteria and select the Search button.

Figure 156: GT&C Query Search Results

GT&C Query

Requester/Service Type Agreement Start Date

G-Invoicing Status Agreement End Date

Originating Partner G-Invoicing Synchronized

Security Org

Requesting

Agency Location Code

Group Name

Business Unit

Cost Center

Department ID

Servicing

Agency Location Code

Group Name

Business Unit

Cost Center

Department ID

Search Clear

1 - 1 of 1 results

GT&C Number	Requester/Service Type	GT&C Modification Number	G-Invoicing Status	Start Date	End Date	Originating Partner	G-Invoicing Synchronized	Last Integration Date/Time	Has Been Referenced
A2004-047-097-003093	Requester	0	Open for Orders	02/14/2020	02/13/2024	Requester	True	05/19/2021 10:15:14	False

Details New GT&C Delete Refresh Performance Query Cppy GT&C
10 per page << Page 1 of 1 >>

3. Select the desired record and select the **Details** button.
4. View the GT&C tab.

Figure 157: GT&C Query GT&C Tab

Pegasys / Queries / General System / G-Invoicing / GT&C Query / **GT&C**

GT&C

[GT&C](#) | [Treasury Groups](#) | [GT&C Entity History Detail](#)

General Information

GT&C Number	A2004-047-097-003093	G-Invoicing Synchronized	Yes
GT&C Modification Number	0	Last Integration Date/Time	05/19/2021 10:15:14
Requester/Service Type	Requester	Agreement Type	Multiple
GT&C Title	2020_2024 ITS/GSA FAI CSOD	Security Org	PEGASYS
G-Invoicing Status	Open for Orders	Termination Days	0
Originating Partner	Requester	Currency Code	USD
Agreement Start Date	02/14/2020	<input type="checkbox"/> Advance Payment	
Agreement End Date	02/13/2024	<input type="checkbox"/> Assisted Acquisition	
		<input type="checkbox"/> Has Been Referenced	

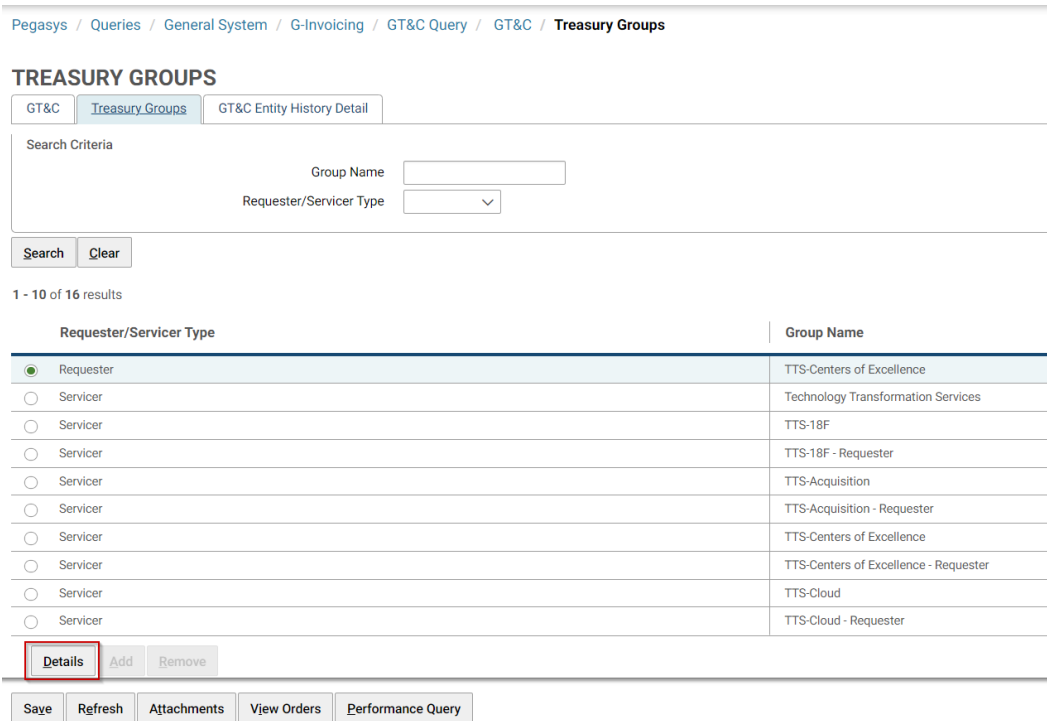
Agency Information

Requesting	Servicing
Agency ID: 047	Agency ID: 097
Group Name: []	Group Name: []
Agreement Tracking Number: []	Agreement Tracking Number: []
AGENCY LOCATION CODE: []	AGENCY LOCATION CODE: []

[Save](#) | [Refresh](#) | [Attachments \(2\)](#) | [View Orders](#) | [Performance Query](#)

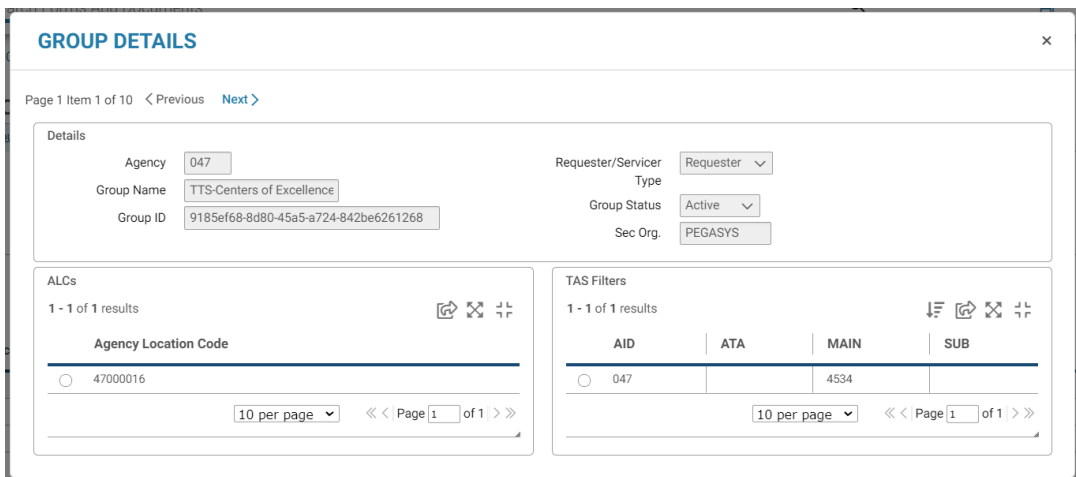
5. Select the Treasury Groups tab.

Figure 158: Treasury Groups Tab



6. Select a record and select the Details button to view the details.

Figure 159: Treasury Group Details



7. Select the X in the top right corner to close the modal window.
8. Select the GT&C Entity History Detail tab.
9. Select a record to view the details.

Figure 160: GT&C Query GT&C Entity History Detail Tab

Pegasys / Queries / General System / G-Invoicing / GT&C Query / GT&C / **GT&C Entity History Detail**

GT&C ENTITY HISTORY DETAIL

GT&C | Treasury Groups | **GT&C Entity History Detail**

1 - 1 of 1 results

Timestamp	GT&C Number	GT&C Modification Number	G-Invoicing Status	User ID
05/19/2021 10:15:14	A2004-047-097-003093	0	Open for Orders	webmethginv

10 per page <<

General Information

GT&C Number	A2004-047-097-003093	Agreement Type	Multiple
GT&C Modification Number	0	Security Org	PEGASYS
Requester/Service Type	Requester	Termination Days	0
GT&C Title	2020_2024 ITS/GSA FAI CSOD	Currency Code	USD
G-Invoicing Status	Open for Orders	<input type="checkbox"/> Advance Payment	
Originating Partner		<input type="checkbox"/> Assisted Acquisition	
Agreement Start Date	02/14/2020	<input type="checkbox"/> Has Been Referenced	
Agreement End Date	02/13/2024		

Agency Information

Requesting: [] Servicing: []

Save Refresh Attachments View Orders Performance Query

The steps above are used for both the Servicer (Seller) and the Requester (Buyer).

6.3 Order Authorization

The G-Invoicing Order is a continuation of agreement terms that build upon the pre-established GT&C. The G-Invoicing Order represents the details of an interagency agreement, form 7600 Part B. These details are passed between trading partners to negotiate lower level terms to the interagency agreement. Terms include items such as Quantity, Unit Price, Treasury Symbols, and the Freight on Board (FOB). The FOB designation (values: Source, Destination or Other) is the key setting that determines the timing of the IPAC transaction that occurs as a result of the Performance records.

The G-Invoicing Order has a three-tiered structure involving the Order Header, one to many Order Lines, and one to many Schedules per Order Line. A given G-Invoicing Order relates back to one GT&C, however there can be many G-Invoicing Orders associated with a single GT&C.

In Pegasys, the G-Invoicing Order is captured on the G-Invoicing Order Authorization (OA) document under the General System module. The G-Invoicing Order Authorization document has a three-tiered structure that matches the structure of the Treasury G-Invoicing Order.

NOTE: The G-Invoicing Order Authorization document is not a financial or obligating document in Pegasys and does not update the budget, vendor, or project queries. All standard Pegasys transactions that GSA uses prior to G-Invoicing should continue to be used in addition to the G-Invoicing OA document.

6.3.1 Verify an Order Authorization is Processed in Pegasys

Steps to verify an Order Authorization is processed in Pegasys:

1. Navigate to Transactions → Form/Document Selection.
2. Enter appropriate Order Authorization Document Type (e.g., MOA)

Figure 161: Form/Document Selection Query Search for an Order Authorization

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.

3. Scroll to the G-Invoicing section.

Figure 162: Form/Document Selection G-Invoicing Section Selection

4. Select the + to expand the G-Invoicing section.

Figure 163: Form/Document Selection G-Invoicing Section

The screenshot shows the G-Invoicing section with the following fields:

- Order Number: [Text Field] ☆
- Order Line #: [Text Field] ☆
- Order Schedule #: [Text Field] ☆
- GT&C Number: [Text Field] ☆
- Requester / Servicer Type: [Dropdown Menu]
- Order Authorizations: [Text Field]
- Order Status: [Dropdown Menu]

5. Enter the **Order Number** and select **Search**.
6. Select the returned document and select **View**. The Order Authorization Header is displayed.

Figure 164: Order Authorization Header Page

The screenshot shows the Order Authorization Header page with the following sections:

- HEADER** (Main navigation tabs: Header, Itemized Lines, Office Addresses, Approval Routing, Memos, Summary, ...)
- General** (Main data section):
 - Document Type: MOA, G-Invoicing Manual Busir (highlighted with a red box)
 - Status: PROCESSED
 - Document Number: MOA2020121800001 (highlighted with a red box)
 - Title: [Text Field]
 - Authorized By: [Text Field]
 - Disbursing Office: [Text Field]
 - Integration Date/Time: 12/18/2020 15:15:10
 - OA Integrations Model: [Dropdown Menu]
 - Created by: webmethginv
 - Last Modified by: allroles106
 - Capital Planning and Investment Control (CPIC) Screening Indicator: [Checkbox]
 - Orig Document Date: 12/18/2020
 - Order Date: 12/18/2020
 - Accounting Period: 03/2021
 - Reporting Accounting Period: 03/2021
 - Last Batch Number: [Text Field]
 - Document Classification: [Text Field]
 - Security Org: GSA
 - Last Print Date: [Text Field]
 - Period of Performance:
 - Start Date: 12/18/2020
 - End Date: 06/04/2021
- Vendor Information** (Vendor, Designated Agent, Alternate Payee):
 - Vendor: [Text Field] [Text Field] More
 - Address Name: [Text Field]
 - Designated Agent: [Text Field] [Text Field] More
 - Address Name: [Text Field]
 - Alternate Payee: [Text Field] [Text Field] More
 - Address Name: [Text Field]
- Amounts** (View in Fund Currency, Add Shortcut, Attachments, Print, Route, ...)

7. Select the **Itemized Lines** tab.
8. Select an Itemized Line and select the **Itemized Line** tab.

Figure 165: Order Authorization Itemized Line Page

ITEMIZED LINE
Itemized Line | Accounting Lines

Item 1 of 1

— General

Line Number	<input type="text" value="0001"/>	Source Number	<input type="text"/>
Item #	<input type="text"/>		
Closed Date	<input type="text"/>		
Order Line Status	<input type="text" value="Active"/>		

— Line Amounts

Quantity:	<input type="text" value="100.000000"/>
Advance Line Amount:	<input type="text" value="\$100.00"/>
Normal Line Amount:	<input type="text" value="\$0.00"/>
Total Line Amount:	<input type="text" value="\$100.00"/>

— Order Line

Order Line Number	<input type="text" value="1"/>	Product/Service Identifier	<input type="text" value="1000"/>
NAICS Code	<input type="text"/>	Item Description	<input type="text" value="SIT"/>
Type of Service Requirements	<input type="text" value="N/A (Not Applicable)"/>	Unit of Measure Description	<input type="text" value="Dollars, U.S."/>
Product/Service Codes	<input type="text"/>		
Commodity	<input type="text" value="1000"/>		
Commodity Name	<input type="text" value="Personal Computers"/>		
Unit	<input type="text" value="DO"/>		
G-Inv Unit Of Measure	<input type="text" value="DO"/>		
G-Inv Unit Name	<input type="text" value="Dollars, U.S."/>		

Item Unique ID Required Flag

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

6.3.2 G-Invoicing Order Query

The G-Invoicing Order Query contains the pertinent information from the G-invoicing Authorization (OA) document in Pegasys.

Steps to view an Order Authorization on the G-Invoicing Order Query:

1. Navigate to Queries → General System → G-Invoicing → G-Invoicing Order Query.

Figure 166: G-Invoicing Order Query

Pegasys / Queries / General System / G-Invoicing / G-Invoicing Order Query

G-Invoicing Order Query

Basic Search |
 Advanced Search

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 150px;">Requester / Servicer Type</td> <td><input type="text"/></td> </tr> <tr> <td>GT&C Number</td> <td><input type="text"/></td> </tr> <tr> <td>G-Invoicing Order Number</td> <td><input type="text"/></td> </tr> <tr> <td>Order Mod #</td> <td><input type="text"/></td> </tr> <tr> <td>Order Status</td> <td><input type="text"/></td> </tr> <tr> <td>Doc Type</td> <td><input type="text"/></td> </tr> <tr> <td>Document Number</td> <td><input type="text"/></td> </tr> <tr> <td>Requesting Group Name</td> <td><input type="text"/></td> </tr> </table> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Requesting</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 150px;">Business Unit</td> <td><input type="text"/></td> </tr> <tr> <td>Cost Center</td> <td><input type="text"/></td> </tr> <tr> <td>Department ID</td> <td><input type="text"/></td> </tr> </table> </div>	Requester / Servicer Type	<input type="text"/>	GT&C Number	<input type="text"/>	G-Invoicing Order Number	<input type="text"/>	Order Mod #	<input type="text"/>	Order Status	<input type="text"/>	Doc Type	<input type="text"/>	Document Number	<input type="text"/>	Requesting Group Name	<input type="text"/>	Business Unit	<input type="text"/>	Cost Center	<input type="text"/>	Department ID	<input type="text"/>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Period of Performance</td> </tr> <tr> <td>Start Date</td> <td><input type="text"/> To <input type="text"/></td> </tr> <tr> <td>End Date</td> <td><input type="text"/> To <input type="text"/></td> </tr> <tr> <td>Order Authorization Title</td> <td><input type="text"/></td> </tr> <tr> <td>Requesting Order Number</td> <td><input type="text"/></td> </tr> <tr> <td>Servicing Order Number</td> <td><input type="text"/></td> </tr> <tr> <td>Servicing Group Name</td> <td><input type="text"/></td> </tr> </table> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Servicing</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 150px;">Business Unit</td> <td><input type="text"/></td> </tr> <tr> <td>Cost Center</td> <td><input type="text"/></td> </tr> <tr> <td>Department ID</td> <td><input type="text"/></td> </tr> </table> </div>	Period of Performance		Start Date	<input type="text"/> To <input type="text"/>	End Date	<input type="text"/> To <input type="text"/>	Order Authorization Title	<input type="text"/>	Requesting Order Number	<input type="text"/>	Servicing Order Number	<input type="text"/>	Servicing Group Name	<input type="text"/>	Business Unit	<input type="text"/>	Cost Center	<input type="text"/>	Department ID	<input type="text"/>
Requester / Servicer Type	<input type="text"/>																																										
GT&C Number	<input type="text"/>																																										
G-Invoicing Order Number	<input type="text"/>																																										
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Servicing Order Number	<input type="text"/>																																										
Servicing Group Name	<input type="text"/>																																										
Business Unit	<input type="text"/>																																										
Cost Center	<input type="text"/>																																										
Department ID	<input type="text"/>																																										

Search |
 Clear

2. Enter a **G-Invoicing Order Number** and select **Search**.
3. Select the results and select the **Details** button.

Figure 167: G-Invoicing Order Query Item Collection

Requester / Servicer Type	GT&C Number	GT&C Title	G-Invoicing Order Number	Order Mod #	Order Authorization Title	Order Status	Requesting Order Number	Servicing Order Number	Start Date	End Date	Priority Order	Document Type
● Servicer	A2012-097-047-002212	UT_12_15_2020_Seller_Non-Advance_Multiple_Order_attachments	02012-097-047-004398	0		Open	test	test	12/15/2020	03/31/2021	False	MOA

[Details](#)
[View Document](#)
[Performance Query](#)
[Activity Log](#)
10 per page << Page 1 of 1

4. View the Order Header.

Figure 168: G-Invoicing Order Query Order Header Page

Pegasys / Queries / General System / G-Invoicing / G-Invoicing Order Query / Order Header

ORDER HEADER

[Order Header](#) | [Order Lines](#)

General

Doc Type: MOA | G-Invoicing Manual Busin. | Doc Num: MOA2020121500001 | Security Category: GSA

Order Authorization Title: | Document Action: Original | Last Modified By: allroles106

Period of Performance: Start Date: 12/15/2020 | End Date: 03/31/2021 | Integration Date/Time: 12/15/2020 10:45:08

Vendor

Vendor: | Address Name: | [More](#)

GT&C

GT&C Number: A2012-097-047-002212 | GT&C Mod #: 0 | GT&C Status: Open for Orders | Requester / Servicer Type: Servicer

Requesting Agency: Agency ID: 097 | Agency Location Code: 97200012 | Servicing Agency: Agency ID: 047 | Agency Location Code: 47000016

[Performance Query](#) | [Activity Log](#) | [View GT&C](#)

5. Select the **Order Lines** tab to view additional details.
6. Select a record and select the Order Line Detail tab.

Figure 169: G-Invoicing Order Query Order Line Detail Page

ORDER LINE DETAIL
Order Line Detail
Order Schedules

Item 1 of 1 Expand

— General

Order Line Number
Order Line Status Active ▼

— Line Amounts

Quantity
Total Line Amount

Advance Line Amount

Normal Line Amount

— Order Line

Product/Service Codes
Item Description

Unit

Performance Query
Activity Log
View GT&C

NOTE: Order Authorization documents do not update the General Ledger.

6.3.3 Verify GT&C Query Updates

Steps to verify the GT&C Query was updated for the Order Authorization:

1. Navigate to Queries → General System → G-Invoicing → GT&C Query.

Figure 170: GT&C Query Search Criteria

Pegasys / Queries / General System / G-Invoicing / **GT&C Query** 🔖

GT&C Query

Basic Search
Advanced Search

GT&C Number

Requester/Service Type ▼

G-Invoicing Status ▼

Security Org

GT&C Modification Number

Agreement Start Date

Agreement End Date

G-Invoicing Synchronized ▼

Requesting

Agency Location Code

Group Name

Business Unit

Cost Center

Department ID

Servicing

Agency Location Code

Group Name

Business Unit

Cost Center

Department ID

Search
Clear

2. Enter Search Criteria and select the **Search** button.
3. Select the desired record and select the **Details** button.

4. Ensure the Has Been Referenced flag is selected.

Figure 171: GT&C Query Has Been Referenced Field

Pegasys / Queries / General System / G-Invoicing / GT&C Query / GT&C

GT&C

GT&C Treasury Groups GT&C Entity History Detail

— General Information

GT&C Number	A2201-097-047-006774	G-Invoicing Synchronized	Yes
GT&C Modification Number	0	Last Integration Date/Time	05/16/2022 18:04:42
Requester/Service Type	Service	Agreement Type	Multiple
GT&C Title	1.5.2022_Seller_Non-	Security Org	PEGASYS
G-Invoicing Status	Open for Orders	Termination Days	999
Originating Partner	Requester	Currency Code	USD
Agreement Start Date	10/26/2020	<input type="checkbox"/> Advance Payment	
Agreement End Date	08/22/2023	<input type="checkbox"/> Assisted Acquisition	
		<input checked="" type="checkbox"/> Has Been Referenced	

5. View the Fees and Amounts section.

Figure 172: GT&C Query Fees and Amounts Section

— Fees and Amounts

Total Net Order Authorization Amount	\$0.00	Explanation Overhead Fees	999
Total Order Authorization Advance Amount	\$0.00		
Total Direct Cost Amount	\$100,000.00		
Total Overhead Fees Amount	\$100,000.00		
Total Estimate Amount	\$200,000.00		
Total Remaining Amount	\$198,800.00		

Enforce Total Remaining Amount Flag

6.3.4 Pegasys Spending Transactions Related to G-Invoicing

Once the G-Invoicing Order is pulled into Pegasys, users must create the next transaction. For the Requester (Buyer), this is the Obligating document. For the Service (Seller), this is the Agreement document if the agency is using the PCAS module. All transactions that occur once the G-Invoicing Order Authorization (OA) document has been processed will be linked to both the G-Invoicing Order Number & Requester/Service Type as well as the OA document number, item line, and item accounting line. Transactions in Pegasys that are related to G-Invoicing must be marked as Enabled for G-Invoicing on the Document Type Maintenance table. The following Document Categories are eligible to be marked for G-Invoicing:

- AI - Itemized Estimated Accrual
- CR – Cash Receipt
- BD – Billing Document
- EA - External Indirect Agreement

- ED - External Direct Agreement
- IC - Itemized Receipt
- IF - Imprest Fund
- II - Itemized Match Invoice
- IO – Itemized Order
- IP – Itemized Payment
- IT - Itemized Training Order
- IV - Itemized Vendor Invoice
- JV – Journal Voucher
- QA - Award
- QO - Acquisition Order
- SV – Standard Voucher

Once the Document Type is enabled, the G-Invoicing section will appear on the Accounting Line or Itemized Accounting Line tabs of the related transactions. The G-Invoicing section, as shown below, has both the G-Invoicing Order/Line/Schedule & Requester/Service Type as well as the OA Document Type, Number, Item Line, and Item Accounting Line. If the Derive from indicator is set to Order then once the Requester/Service Type, Order Number, Line, and Schedule are populated the Pegasys OA Document Number, Item Line, and Item Accounting Line will be defaulted in. Likewise, if the Derive from indicator is set to Document, then the user can populate the Pegasys OA Document Number, Item Line, and Item Accounting Line and the system will default the G-Invoicing Requester/Service Type, Order Number, Line, and Schedule. Additionally, for the Service (Seller) side, for any transaction that is linked to a Pegasys Agreement/Agreement Line, the system will default the G-Invoicing Requester/Service Type, Order Number, Line, and Schedule that is on the associated Agreement Line.

Figure 173: Transaction G-Invoicing Section

NOTE: New document types must be configured for Billing Documents (BD), Cash Receipt (CR), and Payment (IP) document types to be used for G-Invoicing so that these transactions can be separated from the transactions that will continue to use the Traditional IPAC process. Edits have been added for these document categories, when the Enable for G-Invoicing setting on the Document Type Maintenance table is true, that require all lines on those documents to have the G-Invoicing Order, Line, and Schedule populated.

NOTE: For Servicing Agencies who use PCPROJBILL to generate Billing transactions (BDs), new Agreement doc types (ED or EA doc categories) must also be established specifically for G-Invoicing Agreements and new Billing Options must be established that reference the new Agreement Document Types so that Billing Documents (BDs) that are enabled for G-Invoicing can be designated for the PCPROJBILL job to create.

The G-Invoicing Performance Query is the central place to see summary spending amounts related to a G-Invoicing Order/Line/Schedule. The G-Invoicing Performance Query pulls information from the Order Authorization Entity and displays different information based on

whether the G-Invoicing Order/Line/Schedule is for the Requester (Buyer) or the Servicer (Seller) and whether the G-Invoicing Schedule is a Normal type or an Advance type.

From the G-Invoicing Performance Query a user can access the G-Invoicing Performance Activity Log Query to see a detailed list of the Pegasys transactions that make up the summary spending amounts. Only spending transactions that are linked to a G-Invoicing Order/Line/Schedule will appear on this query.

NOTE: On the Servicer (Seller) side, the third party transactions related to a given agreement should NOT include the G-Invoicing Order/Line/Schedule information. These transactions will still appear on the Pegasys Agreement Query but are not relevant to the G-Invoicing Performance Query or Activity Log.

6.4 Performance/Settlement

Pegasys supports a bi-directional G-Invoicing integration for Performance and Settlement. Agencies may choose to implement only the Inbound Performance Pull integration and instead of using the Outbound Performance Push integration, may opt for manual entry of Performance transactions directly in Treasury’s G-Invoicing system. Distinctions between manual entry of Performance in G-Invoicing and Outbound Performance integration in the process flows below are noted where applicable. A webMethods scheduler controls the timing and frequency of the Inbound Performance Pull integration. The Outbound Performance (GSGINVPERF) batch process controls the triggering of Outbound Performance Push Integration. It too can be configured to run on a scheduled basis or run on demand with users having appropriate security permissions. See the G-Invoicing Installation and Integration guide for additional guidance on installing and configuring the webMethods integrations for G-Invoicing.

6.4.1 Performance and Settlement Options

The Treasury Intergovernmental Payment and Collection (IPAC) system handles the Settlement of Performance records. The Treasury G-Invoicing system will send records to the Treasury IPAC system to move the funds between the two agencies (i.e., IPAC Settlement). The amount and timing of the IPAC Settlement depends on two factors. The first factor is the Schedule Type (Normal vs Advance), and the second is the FOB setting (Source, Destination or Other) that was negotiated on the G-Invoicing Order. The following chart summarizes the various Settlement scenarios based on the different Performance Type and FOB combinations.

Table 38: Settlement Scenarios Based on Performance Type and FOB

Performance Type	FOB Source	FOB Destination or Other
035 – Delivered/Performed (Servicer Initiated) for Normal Schedule	IPAC settlement occurs based on the Servicer (Seller) 035-Delivered/Performed record submitted to G-Invoicing.	No IPAC settlement occurs for the Servicer (Seller) 035-Delivered/Performed record Settlement must wait for Requester (Buyer) 050 – Received/Accepted response.

Performance Type	FOB Source	FOB Destination or Other
050 – Received/Accepted (Requester Initiated) for Normal Schedule	Optional	Required and will trigger the IPAC settlement for the amount of the Requester (Buyer) 050 – Received/Accepted record submitted to G-Invoicing.
548 – Advance (Servicer Initiated) for Advance Schedule	IPAC settlement occurs based on the Servicer (Seller) 548 – Advance record submitted to G-Invoicing, regardless of FOB.	IPAC settlement occurs based on the Servicer (Seller) 548 – Advance record submitted to G-Invoicing, regardless of FOB.

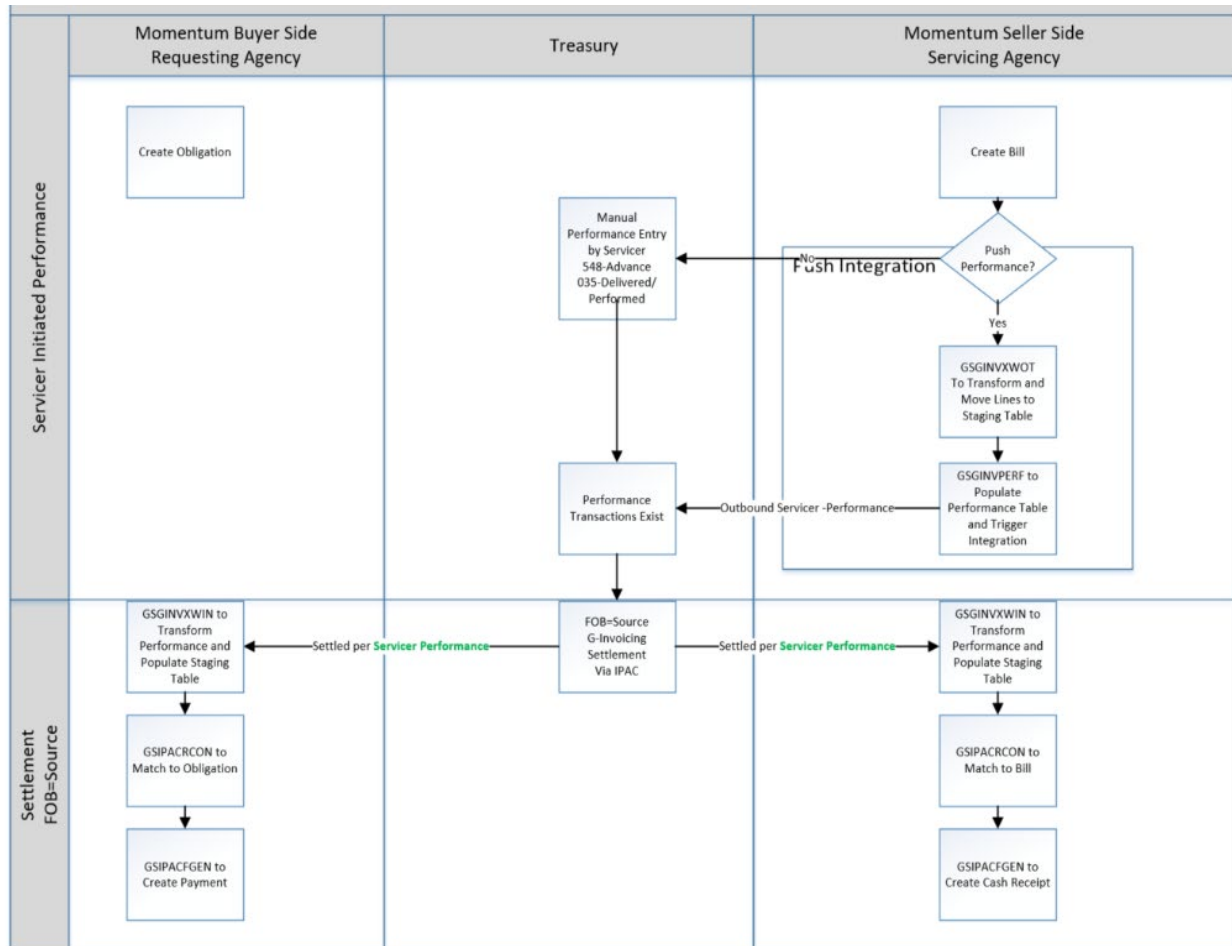
NOTE: Within the Treasury G-Invoicing system, it is important to note that only Servicing Agencies can submit the 035 – Delivered/Performed and the 548 – Advance Performance record and only Requesting Agencies can submit the 050 – Received/Accepted Performance records.

For the FOB Destination Normal line Schedules, there is also a setting called the Constructive Receipt Days that is negotiated on the G-Invoicing Order. For FOB Destination or Other Normal type Schedules, the IPAC settlement is dependent upon the Requesting Agency submitting their 050 – Received/Accepted record in response to the Servicing Agency’s 035 – Delivered/Performed record. If the Requesting Agency fails to submit their 050 – Received/Accepted record in a timely manner the IPAC settlement will automatically occur based on the dollar amount of the Servicer’s (Seller’s) 035 – Delivered/Performed record after the number of days indicated by the Constructive Receipt Days setting for the Order.

6.4.2 Performance and Settlement Business Process for FOB=Source

The diagram below summarizes the basic business process for G-Invoicing Performance and Settlement. Distinctions between manual entry of Performance in G-Invoicing and Outbound Performance integration in the process flows below are noted where applicable.

Figure 174: Performance and Settlement FOB Source Business Process



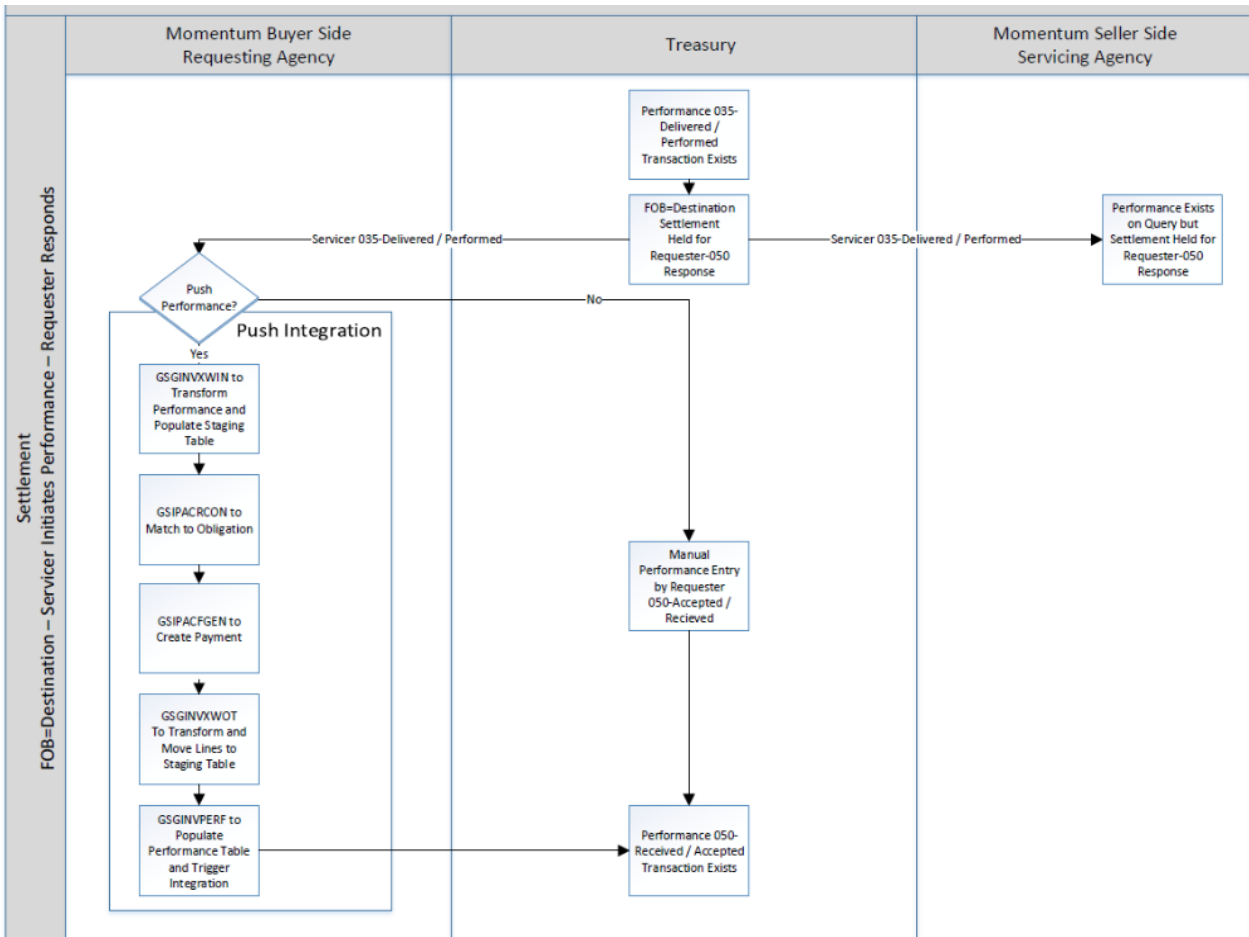
The diagram above illustrates the Performance and Settlement process for 035-Delivered/Performed transactions for FOB=Source and all 548-Advance transactions regardless of FOB designations. The Servicing Agency initiates the process in one of two ways; by manually entering Performance records in the G-Invoicing system or by integrating them into the G-Invoicing system from Pegasys bills using the Outbound Crosswalk and Outbound Performance Push integration. In these scenarios, Settlement is based solely on the information submitted by the Servicing Agency. Settlement information is returned to the Requesting Agency via the Inbound Performance Pull integration, reconciled to an Obligation, and a Payment is created to reflect the movement of funds for the buyer. On the Servicing Agency side, Settlement information is returned via the Inbound Performance Pull integration, reconciled to a Bill, and a Cash Receipt is created to reflect the movement of funds for the seller.

6.4.3 Performance and Settlement Business Process for FOB=Destination

The diagram below illustrates the Performance and Settlement process for the 035-Delivered/Performed transactions for FOB=Destination. Similar to the scenario above, the Servicing Agency can initiate the process by manually entering information into the G-invoicing

system or integrating information using the Outbound Performance Push integration. However, the G-Invoicing system marks these 035-Delivered/Performed transactions as informational and Settlement must wait for the Requesting Agency’s 050-Received/Accepted response.

Figure 175: Performance and Settlement FOB Destination Business Process



Just as the Servicing Agency has the option to integrate outbound Performance records or manually enter them directly in the G-Invoicing system, the Requesting Agency has two options for entering their 050-Received/Accepted response.

If the Requesting Agency has configured the Outbound Performance Push Integration, it will cycle through the steps to crosswalk the 035-Delivered/Performed Informational transaction, reconcile it to an obligation and create a payment. The Requesting Agency has the opportunity to modify the amount of the payment based on their determination on what goods or services have been received before processing. This payment can subsequently be integrated back to the G-Invoicing system as the 050-Received/Accepted response.

Alternately, if the Outbound Performance Push integration has not been configured, the Requesting Agency can enter the 050-Received/Accepted response directly in the G-Invoicing system. If the Requesting Agency plans to manually enter their 050-Received/Accepted responses in the G-Invoicing system, they should configure their process to ignore the Servicer

(Seller) 035-Delivered/Performed Informational record received through the Inbound Performance Pull integration.

The Inbound 035-Delivered/Performed informational transaction received into Pegasys is always ignored by Servicing Agency and no cash receipt is created at this point.

6.4.4 Outbound Crosswalk (GSGINXWOT) Configuration

Transactions that are eligible for Outbound Performance integration are cross-walked from the Pegasys transactions to the G-Invoicing/IPAC Staging Query using the G-Invoicing Outbound Crosswalk (GSGINXWOT) batch process and associated cross walking rules. Servicer (Seller) Outbound Bills will use the Outbound Billing Document (GINVOUTBD) crosswalk type and associated rules. Requester (Buyer) Outbound Payments will use the Outbound Header Itemized Payment Document (GINVOUTIPH) or Outbound Itemized Line Itemized Payment (GINVOUTIPI) crosswalk type and associated rules.

This process can be configured to run according to a predefined schedule or on demand by users having the Run permission on the /./Batch Execution/Batch Job/GSGINXWOT security category.

Crosswalk rules have been configure for each crosswalk type to retrieve required information from Pegasys document lines in preparation for Outbound Performance Push integration. These rules are baseline configurations and do not support user modification. Baseline crosswalk rules should not be altered. Doing so will introduce data inconsistencies in the data that is being sent to G-Invoicing and will cause issues with the integration.

NOTE: To view Crosswalk rules, use the following path: Reference → General System → Crosswalk → Crosswalk. To view Crosswalk Types, use the following path: Reference → General System → Crosswalk → Crosswalk Type.

6.4.5 Performance and Settlement Queries and Batch Processes

The table below summarizes the various queries available to monitor the G-Invoicing Performance and Settlement Process.

Table 39: Performance and Settlement Queries

Query	Description
G-Invoicing/IPAC Outbound Query	Supports viewing Pegasys transactions that are eligible for Outbound G-Invoicing Performance integration.
G-Invoicing/IPAC Staging Query	Supports viewing and updating information that has been mapped from Pegasys transactions in preparation for Outbound G-Invoicing Performance integration or from G-invoicing Performance transactions that have been received from the Inbound G-Invoicing Performance integration.

Query	Description
G-invoicing Performance Integration Query	Supports viewing Performance integration transactions for both Inbound and Outbound Performance integration.
G-Invoicing/IPAC Reconciliation Activity Query	Supports viewing and reconciliation of G-Invoicing details to Pegasys transactions.
G-Invoicing/IPAC Completed Reconciliation Query	Supports reviewing Reconciliation records, accepting proposed reconciliation matches, generating forms and viewing matched documents and generated documents.
G-Invoicing Performance Query	The G-Invoicing Performance Query is the central place to see summary spending amounts related to a G-Invoicing Order/Line/Schedule.

For additional information on G-Invoicing Queries, please see **BAAR User Guide 3 of 10, Section 4.6.**

6.4.5.1 G-Invoicing/IPAC Staging Query

After a successful run of the Outbound Crosswalk (GSGINVXWOT) process, information is available on the G-Invoicing/IPAC Staging Query. The G-Inv/IPAC Indicator supports filtering G-Invoicing or IPAC records independently and the G-Inv/IPAC Status changes as the information progresses through the various steps of the Performance and Settlement processes.

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

Figure 176: G-Invoicing/IPAC Staging Query

The screenshot shows the 'G-Invoicing / IPAC Staging Query' interface. At the top, there are search filters including 'G-Inv / IPAC Indicator' (set to 'G-Invoicing'), 'G-Inv / IPAC Status', 'Document Number', 'IPAC DRN', 'IPAC Import Run Number', and 'Customer ALC'. Below the filters are sections for 'Order Details' and 'Performance Details'. The main area displays a table of 'G-INVOICING / IPAC STAGING RECORDS' with 11 results. The table columns include G-Inv / IPAC Indicator, IPAC DRN, IPAC Import Run Number, IPAC DRN DIJ Ltr Nam, G-Inv / IPAC Status, IPAC Transaction Type, G-Invoicing / IPAC Assignee, Detail Amount, Originating ALC, Customer ALC, Accomplish Date, Actg Date, SNDR DO, Requester / Servicer Type, GT&C Number, G-Invoicing Order Number, Order Line #, Order Schedule #, G-Invoicing Line Type, and Performance Type. The 'G-Inv / IPAC Status' column is highlighted with a red box. At the bottom, there is a 'Totals' row showing a total amount of \$107.82. The 'Refresh' and 'Mobile Status' buttons are also highlighted with red boxes.

G-Inv / IPAC Indicator	IPAC DRN	IPAC Import Run Number	IPAC DRN DIJ Ltr Nam	G-Inv / IPAC Status	IPAC Transaction Type	G-Invoicing / IPAC Assignee	Detail Amount	Originating ALC	Customer ALC	Accomplish Date	Actg Date	SNDR DO	Requester / Servicer Type	GT&C Number	G-Invoicing Order Number	Order Line #	Order Schedule #	G-Invoicing Line Type	Performance Type	
<input type="checkbox"/>				Moved to Recon			\$11.98	20120002	20010099		05/01/2020		Requester	A2004-020-030-001275	02004-020-020-003047	2	1	Normal	020 - Delivered/Perf	
<input type="checkbox"/>	00001451			Moved to Recon	Ipemr1		\$5.99	20010099	20120002	05/01/2020	05/01/2020	G000	Servicer	A2004-020-030-001275	02004-020-020-003047	1	1	Advance	048 - Advance	
<input type="checkbox"/>				In Transit	Ipemr1		\$11.98	20010099	20120002		05/01/2020		Servicer	A2004-020-030-001275	02004-020-020-003047	2	1	Normal	020 - Delivered/Perf	
Totals							\$107.82													

The G-Invoicing/IPAC Staging Query displays summary information for the Staging record and supports opening a Details page where all Staging fields are displayed and can be modified. This query also supports updating the G-Inv/IPAC status. The following Staging records will have one of the following G-Inv/IPAC Statuses:

- **Ready to Send** - This status allows the record to be selected the G-Invoicing Outbound Performance batch process.
- **Do Not Send** - This status indicates that the Outbound Crosswalk batch process has completed but will prevent the record from being selected by G-Invoicing Outbound Performance batch process for Outbound Performance Push integration.
- **In Transit** - This status is set by the G-Invoicing Outbound Performance batch process signifying the record has been submitted to Treasury.
- **Rejected by Treasury** - This status signifies a record has been rejected by Treasury and that manual action must be taken to rectify.
- **Ready for Recon** - This status allows the Reconciliation batch process to select it automatically to attempt reconciliation to transaction lines.
- **Do Not Recon** - This status will prevent Reconciliation records from being reconciled through automated or manual processes.
- **Needs Manual Recon** – Records with this status will not be selected for automated reconciliation but allows manual matching to transaction lines.
- **Moved to Recon** - This is the final Staging status meaning a record has moved to the Reconciliation table.

For additional information on the G-Invoicing/IPAC Staging Query, please see **BAAR User Guide 3 of 10, Section 4.6.6**.

6.4.5.2 Outbound Performance (GSGINVPERF) Configuration

The G-Invoicing Outbound Performance (GSGINVPERF) batch process selects records from the G-Invoicing/IPAC Staging Query, transforms the Staging record into the applicable G-Invoicing format, and saves it to the G-Invoicing Performance Integration Query. The creation of a new Performance Integration record by the G-Invoicing Outbound Performance batch process triggers the Outbound Performance integration to the G-Invoicing system.

6.4.5.3 G-Invoicing /IPAC Reconciliation Activity Query

The G-Invoicing/IPAC Reconciliation Activity Query enables GSA to review and reconcile the G-Invoicing/IPAC Details from Treasury to Pegasys transactions. From within the query, GSA is able to reconcile, un-reconcile, review and add Correspondence to the records. The records can be queried by searching G-Invoicing/IPAC Staging records and then searching for Pegasys transaction lines to reconcile or compare. The G-Inv/IPAC drop-down search criteria supports filtering G-Invoicing or IPAC Staging records independently.

Figure 177: G-Invoicing/IPAC Reconciliation Activity Query Search Criteria

Figure 178: G-Invoicing/IPAC Reconciliation Activity Query Search Results

G-Inv / IPAC Indicator	IPAC DRN	IPAC Import Run Number	IPAC DRN Dtl Ln Num	Originating ALC	Customer ALC	Detail Amount	G-Inv / IPAC Status	IPAC Trans Type
G-Invoicing	00001454			20120002	20010999	\$11.98	Moved to Recon	
G-Invoicing	00001452			20120002	20010999	\$11.98	Ready for Recon	
Totals						\$95.84		

Doc Typ	Doc Num	Actg Ln #	Item Ln #	Vendor Code	Addr Code	Outstanding Amount	Refd Am	Doc Date	Requester / Servicer Type
No results									

Reconciliation Confirmed	IGP	IPAC DRN	IPAC DRN Dtl Ln Num	Doc Num	Mtc Doc Typ	Mtch Doc Num	Mtch Item Ln #	Mtch Actg Ln #	Recon Amt	Momentum Transaction Type	Re-class Flag	Doc Level Sum	Line Le Sum
		00001454			IGO	HP_IGO_3047_01	0002	1	\$11.98			Group By G-Invoicing Order, Line & Schedule	Group Recon
Totals										\$11.98			

The G-Invoicing/IPAC Staging side supports five different Reconcile actions when selecting a record:

- **Auto-Reconcile** - When a G-Invoicing/IPAC Staging record is selected and the user selects this button, the system will attempt to locate matches for the G-Invoicing/IPAC Staging record and perform reconciliation.

- **Suggest Matches** - When G-Invoicing/IPAC Staging record is selected and this button is selected the system will refresh the Pegasys transaction side and locate all records that meet the matching criteria for the G-Invoicing/IPAC Staging record selected.
- **Reconcile with Selected** - When G-Invoicing/IPAC Staging record is selected and a Pegasys transaction is selected and this button is selected the system will create a G-Invoicing/IPAC Reconciliation Record for the match.
- **Reconciled without Match** – When the G-Invoicing/IPAC Staging record is selected and a Pegasys transaction is not selected and this button is selected the system will create a G-Invoicing/IPAC Reconciliation record for the match.
- **Re-Classify Match** – When the G-Invoicing/IPAC Staging record and a Pegasys transaction is selected and this button is selected, the system will invoke the Re-Class functionality. The system will determine if the G-Invoicing/IPAC Staging's Receiver Treasury Symbol/BETC is equal to the selected lines Pegasys' Treasury Symbol/BETC. If they are different then the system will create the 3 G-Invoicing/IPAC Reconciliation Records for re-classifying.

For additional information on the G-Invoicing/IPAC Staging Query, please see **BAAR User Guide 3 of 10, Section 4.6.8.**

6.4.5.4 G-Invoicing /IPAC Completed Reconciliation Query

The G-Invoicing/IPAC Completed Reconciliation Query enables GSA to review G-Invoicing/IPAC Reconciliation records before and after they are matched to Pegasys transactions and can be used to review and accept suggested Reconciliations and generate new Pegasys transactions. The records can be queried using G-Invoicing Order and Performance criteria and the G-Inv/IPAC drop-down search criteria supports filtering G-Invoicing or IPAC Staging records independently. Both are Interagency Transfers, but the G-Invoicing record will reference a G-Invoicing Order, Line and Schedule for either the Requester (Buyer) or Servicer (Seller) and the IPAC record will not have those references.

The Reconciliation records will have one of the following G-Inv/IPAC Statuses:

- **Review Required** - This status indicates that the suggested Reconciliation match must be reviewed and the match accepted manually before moving the record to the "Ready for Form Generation" status.
- **Ready for Form Generation** - This status indicates that the Reconciliation record can be used to generate a Pegasys form through automated (GSIPACFGEN) or manual processes.
- **Form Generated** - This status indicates that a Pegasys form has been generated from the Reconciliation record.
- **Intermediate Recon** - This status indicates that a Pegasys payment form has been generated from the Reconciliation record, but that it has not settled in the G-Invoicing system. This is the status assigned to Requesting Agency payments during the Reconciliation process if the G-Invoicing status is pending.

- Reconciliation Confirmed** - This status indicates that a Pegasys payment has settled in the G-Invoicing system. Requesting Agency payments that were initially received in Pegasys with a pending G-Invoicing status will move from the "Intermediate Recon" status to "Reconciliation Confirmed" once the G-Invoicing status is settled without creating new Pegasys payment transactions. Servicing Agency cash receipts move from the "Form Generated" status to "Reconciliation Confirmed" when the transaction processes in Pegasys. This is the final status for the Reconciliation record.
- Recon Option Conflict** - The Form Generation process assigns this status to Reconciliation records if there is an issue when generating the Pegasys form because the document type/document number already exists.
- Do Not Create Form** - This status will prevent Reconciliation records from generating a Pegasys form through automated or manual processes.

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

Figure 179: G-Invoicing/IPAC Completed Reconciliation Query Search Page

The query can be used to Accept suggested matches for records having a “Review Required” status.

Figure 180: G-Invoicing/IPAC Completed Reconciliation Query Search Results

G-Inv / IPAC	G-Inv / IPAC Status	Doc Level Sum	Line Level Sum	Correspond	IPAC Import Run Number	IPAC DRN	IPAC DRN Est Lt Num	Doc Typ	Doc Num	Accounting Line Number	Item Line Number	Mtc Doc Typ	Mtc Doc Num	Mtc Actg Lt #	Mtc Item Lt #	G-Invoiced / IPAC Assignee
G-Invoicing	Review Required							EXP			0000	ISO	HF_060_02	1	0000	

For records having a “Ready for Form Generation” status, this query can be used to create Pegasys forms.

Figure 181: G-Invoicing/IPAC Completed Reconciliation Query Create Form

G-INVOICING / IPAC RECONCILIATION RECORDS
1 - 2 of 2 results

G-Inv / IPAC	G-Inv / IPAC Status	Doc Level Sum	Line Level Sum	Correspond	IPAC Import Run Number	IPAC DRN	IPAC DRN Dtl Ln Num	Doc Type	Doc Num	Accounting Line Number	Item Line Number	Mtc Doc Type	Mtch Doc Num	Actg Ln #	Item Ln #	G-Invoic / IPAC Assignee
<input checked="" type="checkbox"/>	G-Invoicing	Ready for Form Generation	Group By G-Invoicing Order, Line & Schedule	Group By Recon Record			00001104	CGR			0000	BGD	HP_BGD_HPORG2_02	2	0000	
<input type="checkbox"/>	G-Invoicing	Ready for Form Generation	Group By G-Invoicing Order, Line & Schedule	Group By Recon Record			0000				0000	IGO	HP_IGO_HPORG1_02	2	0000	
Totals																

Accept Unreconcile Save Details Go to G-Inv / IPAC Queries Update Status 10 per page Page 1 of 1

Once the Reconciliation has been confirmed, the query can also be used to view details on the matched document or on the generated document.

Figure 182: G-Invoicing/IPAC Completed Reconciliation Query Matched Document

G-INVOICING / IPAC RECONCILIATION RECORDS
1 - 2 of 2 results

G-Inv / IPAC	G-Inv / IPAC Status	Doc Level Sum	Line Level Sum	Correspond	IPAC Import Run Number	IPAC DRN	IPAC DRN Dtl Ln Num	Doc Type	Doc Num	Accounting Line Number	Item Line Number	Mtc Doc Type	Mtch Doc Num	Actg Ln #	Item Ln #	G-Invoic / IPAC Assignee
<input checked="" type="checkbox"/>	G-Invoicing	Reconciliation Confirmed	Group By G-Invoicing Order, Line & Schedule	Group By Recon Record			00001455	IGP	PAY-00773	1	0001	IGO	HP_IGO_3047_01	1	0001	
<input type="checkbox"/>	G-Invoicing	Reconciliation Confirmed	Group By G-Invoicing Order, Line & Schedule	Group By Recon Record			00001455	CGR	000043	1	0000	BGD	HP_BGD_3047_02	1	0000	
Totals																

Accept Unreconcile Save Details Go to G-Inv / IPAC Queries Update Status 10 per page Page 1 of 1

For additional information on the G-Invoicing/IPAC Staging Query, please see **BAAR User Guide 3 of 10, Section 4.6.9**.

6.4.5.5 G-Invoicing Performance Query

The G-Invoicing Performance Query is the central place to see summary spending amounts related to a G-Invoicing Order/Line/Schedule. The G-Invoicing Performance Query displays different information based on whether the G-Invoicing Order/Line/Schedule is for the Requester (i.e., Buyer) or the Servicer (i.e., Seller) and whether the G-Invoicing Schedule is a Normal type or an Advance type. Only spending transactions that are linked to a G-Invoicing Order/Line/Schedule at the Accounting Line or Funding Line level will appear on this query.

Queries → General System → G-Invoicing → G-Invoicing Performance Query

Figure 183: G-Invoicing Performance Query

G-Invoicing Performance Query

Basic Search
Advanced Search

G-Invoicing

GT&C Number

Order Number

Requester / Servicer Type

Line Schedule

Order Mod #

Order Status

G-Invoicing Line Type

Requesting Order Number

Servicing Order Number

Out of Balance

Document

Type Number Item Accounting

Order Authorization Title

Period of Performance

Start Date To

End Date To

Requesting

Group Name

Business Unit

Cost Center

Department ID

Servicing

Group Name

Business Unit

Cost Center

Department ID

1 - 1 of 1 results

Requester / Servicer Type	GT&C #	G-Invoicing Order Number	Order Mod #	Order Line #	Order Schedule #	Total Schedule Amount	Net Delivered	Net Received	Out of Balance	Net Advance	Order Authorization Title	Requesting Order Number	Servicing Order Number	Order Status
Requester	A2203-047-097-008681	O2203-047-097-776505	0	1	1	\$100.00	\$40.00	\$0.00	\$40.00	\$40.00				Open

The Amount Detail button supports viewing of the Amount Modal window for the G-Invoicing Order/Line/Schedule. Different amount buckets will be displayed for Requester (Buyer) - Normal, Requester (Buyer) - Advance, Servicer (Seller) - Normal, and Servicer (Seller) - Advance.

Figure 184: G-Invoicing Amount Details

The screenshot shows a window titled "AMOUNTS" with a navigation bar at the top. Below the navigation bar, there are fields for "Requester / Service Type", "GT&C Number", "Order Number", "Line", and "Schedule". The "Requester / Service Type" is set to "Requester", "GT&C Number" is "A2203-047-097-008681", "Order Number" is "O2203-047-097-776505", "Line" is "1", and "Schedule" is "1".

Below these fields, there are two main sections: "Performance Amounts" and "Requester Advance Amounts".

Performance Amounts Table:

	Amount	Quantity
Unit Price	\$1.00	
Schedule	\$100.00	100.00
548 - Advance	\$50.00	50.00
Adjustments	(\$10.00)	-10.00
Net 548-Advance	\$40.00	40.00
035 - Delivered/Performed	\$50.00	50.00

Requester Advance Amounts Table:

	Amount
Schedule	\$100.00
Total Obligations	\$100.00
Uncollected Advance	\$60.00
Schedule not Obligated	\$0.00
Obligated not Advanced	\$50.00
Advanced	\$50.00
Scheduled	\$0.00
In Transit	\$0.00
Confirmed	\$50.00

At the bottom of the window, there are three buttons: "Activity Log", "Performance Number Details", and "Performance Integration Query".

The Activity Log associated with the G-Invoicing Performance Query supports viewing the Transaction Journal details that are associated with the Performance Summary amounts.

Figure 185: G-Invoicing Performance Query Activity Log Button

The screenshot shows a form titled "G-Invoicing Performance Activity Log Query". It has several sections for filtering and searching.

Document Section: Includes fields for "Type", "Number", "Item", and "Accounting".

Agreement Section: Includes fields for "Agreement Number" and "Agreement Line Number".

Document Date: Includes "Document Date" and "To" fields.

Accounting Period: Includes "Accounting Period" and "To" fields.

Amount: Includes "Amount" and "To" fields.

G-Invoicing Section: Includes "GT&C Number" (A2203-047-097-008681), "Requester / Service Type" (Requester), "Order Number" (O2203-047-097-776505), "Line" (1), and "Schedule" (1). It also has a "G-Invoicing Line Type" dropdown set to "Advance".

At the bottom of the form, there are "Search" and "Clear" buttons.

Below the form, it says "1 - 10 of 15 results" and shows a table of results.

	Requester/Service Type	G-Invoicing Order Number	Order Line #	Order Schedule #	G-Invoicing Line Type	Doc Typ	Doc Num	Actg Ln #	Item Ln #	Amount
<input type="radio"/>	Requester	O2203-047-097-776505	1	1	Advance	QXG	QXG202204010001	1		\$100.00
<input type="radio"/>	Requester	O2203-047-097-776505	1	1	Advance	G6P	G6P202204040001	1		\$50.00

The Performance Number Detail table provides the summary of all performance transactions and related amounts that were successfully integrated to Pegasys for a given G-Invoicing order line and schedule.

Figure 186: G-Invoicing Performance Number Details Log Button

Performance Number Tracking Details

Name	Performance Type	Amount	Net Delivered	Net Received	Out of Balance	Net Advance	Agency Transaction ID	Accounting Period	Performance Date
- R-02204-047-097-934480-1-1		\$1,000.00	\$0.40	\$0.00	\$0.40	\$0.00			
- P2204-047-097-195434-1	O-035	\$1.00	\$0.40	\$0.00	\$0.40	\$0.00	UAT TESTING	07/2022	04/25/2022
- P2205-047-097-196946-1	A-035	(\$0.60)	(\$0.60)	\$0.00	\$0.00	\$0.00		08/2022	05/09/2022

[Create Info Response/Adjustment](#)
[View Order Level](#)
[View Schedule Level](#)
[View Referenced Performance Level](#)
[Performance Integration Query](#)
[View Document](#)
...

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

G-Invoicing

Order Details

GT&C Number: Requester / Servicer Type:

Order Number: Line: Schedule:

Performance Details

Performance Number: Detail:

Reference Performance Number: Detail:

6.4.5.6 G-Invoicing Performance Integration Query

Figure 187: G-Invoicing Performance Integration Query

G-Invoicing Performance Integration Query

[Basic Search](#) [Advanced Search](#)

FOB:

Performance Type:

Performance Status:

Document Reference Number:

G-Invoicing Line Type:

Performance Adjustment:

G-Invoicing Out Of Sync:

Run Number:

Inbound Crosswalk Indicator:

Performance Date: To:

Accounting Period:

Integration Direction:

Integration Status:

Agency Transaction ID:

Requesting ALC:

Servicing ALC:

Security Org:

G-Invoicing

Order Details

GT&C Number:

Requester / Servicer Type:

Order Number: Line: Schedule:

Performance Details

Performance Number: Detail:

Reference Performance Number: Detail:

[Search](#) [Clear](#)

1 - 10 of 215 results

Requester / Servicer Type	GT&C #	G-Invoicing Order Number	Order Line #	Order Schedule #	Performance Number	Performance Detail #	Performance Type	G-Invoicing Amt	G-Invoicing Line Type	Performance Status	Performance Date	Integration Direction	Agency Transaction ID	FOB	Integration Date/Time	G-Invoicing Out Of Sync
○ Servicer	A2202-097-047-007053	02202-097-047-625160	1	1	P2203-097-047-191693	1	035-Delivered/Performed	\$5.00	Normal	Sent to G-Invoicing	03/09/2022	Outbound	MMGM000034-001	Source / Origin	03/09/2022 17:19:34	False
○ Servicer	A2202-097-047-007053	02202-097-047-625160	1	1	P2203-097-047-191730	1	035-Delivered/Performed	\$1.00	Normal	Sent to G-Invoicing	03/10/2022	Outbound	MMGM000048-001	Source / Origin	03/10/2022 15:06:56	False

The G-Invoicing Performance Integration Query allows users to view the status of transactions sent to or received from the Treasury G-Invoicing system through the Inbound and Outbound G-Invoicing Performance integrations.

- Outbound Integration** - Transactions eligible for Outbound Performance integration are crosswalked from Pegasys transactions to the G-Invoicing/IPAC Staging Query using the G-Invoicing Outbound Crosswalk (GSGINXWOT) batch process and associated

crosswalking rules. Then the G-Invoicing Outbound Performance (GSGINVPERF) batch process selects records from the G-Invoicing/IPAC Staging Query, transforms the Staging record into the applicable G-Invoicing format and saves a record in the G-Invoicing Performance Integration Query. The creation of a new Performance Integration record by the G-Invoicing Outbound Performance batch process triggers the Outbound Performance integration to the G-Invoicing system.

- **Inbound Integration** - Inbound Performance Integration records are pulled from the Treasury G-Invoicing system on a scheduled basis and also are stored on the G-Invoicing Performance Integration Query.

This query displays summary information for the Performance Integration records and supports opening a Details page where all Performance integration fields are displayed. The Integration Direction designates the transaction as either Inbound or Outbound and can be used to filter the information displayed. The Performance status is assigned by the G-Invoicing system and will have one of the following statuses:

- **Informational** - This status is assigned to the Servicing Agency 035-Delivered/Performed record when FOB=Destination to denote that the Performance transaction has been received by the G-Invoicing system but will never initiate Settlement.
- **Settlement Pending** – This status indicates that the Performance transaction has been received by the G-Invoicing system but Settlement has not yet occurred.
- **Settled** – This status indicates that Performance has been received by the G-Invoicing system and Settlement has occurred to move funds between trading partners.

The G-Invoicing Out of Sync flag identifies transactions that encountered integration errors and require investigation and resolution. The G-Invoicing Out of Sync flag indicates whether Performance transactions in Pegasys are out of Sync with those in G-Invoicing, which is the authoritative source for the Performance transactions. An Out of Sync condition will typically occur for Inbound Performance Integration errors when Performance transaction details have not fully integrated. An Out of Sync condition can also occur for Outbound Performance Integration if errors are encountered. The cause may be the result of a system-to-system integration interruption or missing/mismatched G-Invoicing Order information between Pegasys and the Treasury G-Invoicing system. The G-Invoicing Integration Error (GSGINVERR) batch process can be run to attempt a re-sync of Performance transaction details for either Inbound or Outbound Performance Integration once the underlying integration error causes have been resolved.

A Appendix A: BAAR Document Types

A.1 Appendix: Overview of BAAR Document Types

Please visit BAAR User Guide 1 of 10, Section 4.1.

Table 40: Available Billing Document (BD) Types

Document Category	Pegasys Document Types	Description	Described in User Guide
Billing Document (BD) Part 1	<ul style="list-style-type: none"> • FDI • FMI • FDN • FMN • FDD • FMD • RDI • RMI • RDN • RMN • ADI • AMI • AND • AMN • AMD • GML • GDS • GMS • VDI • VMI • VDN • VMN • VDD • VMD • LDI • LMI 	Serves as a means of establishing accounts receivable and recording the financial impact of amounts due to an agency for services rendered and goods delivered.	BAAR User Guide 2 of 10, Section 4.4.1

Document Category	Pegasys Document Types	Description	Described in User Guide
Billing Document (BD) Continued Part 2	<ul style="list-style-type: none"> • LDN • LMN • LDD • LMD • JDI • JMI • JDN • JMN • JDD • JMD • PDI • PMI • PDN • PMN • IOS • MIO • MDI • MMI • MDN • MMN • MMF • QMF • QDI • QDN • QMI • QMN • IMI • IMN • ODN • OMN • SDI • SDN • SMI 	Serves as a means of establishing accounts receivable and recording the financial impact of amounts due to an agency for services rendered and goods delivered.	BAAR User Guide 2 of 10, Section 4.4.1

Document Category	Pegasys Document Types	Description	Described in User Guide
Billing Document (BD) Continued Part 3	<ul style="list-style-type: none"> • SMN • BAN • BAO • EDI • EDN • EMI • EMN • KDI • KDN • KMI • KMN • HDN • HMN • HMI • HDI • NDI • NDN • NMI • NMN • TDI • TDN • TMI • TMN • WDI • WDN • WMI • WMN • CDI • CDN • CMI • CMN 	Serves as a means of establishing accounts receivable and recording the financial impact of amounts due to an agency for services rendered and goods delivered.	BAAR User Guide 2 of 10, Section 4.4.1

Document Category	Pegasys Document Types	Description	Described in User Guide
Billing Document (BD) Continued Part 4	<ul style="list-style-type: none"> • CAN • CAO • MDG • MMG • MFG • SDG • SMG • EDG • EMG • KDG • KMG • HDG • HMG 	Serves as a means of establishing accounts receivable and recording the financial impact of amounts due to an agency for services rendered and goods delivered.	BAAR User Guide 2 of 10, Section 4.4.1
Internal Voucher (NV) Part 1	<ul style="list-style-type: none"> • FDV • FMV • RDV • RMV • ADV • AMV • GDV • GMV • VDV • VMV • PDV • PMV • WB • WV • MDV • MMV • SDV • SMV • EDV 	Records transfers of funds between organizations within the same agency. For example, a GSA TAS billing another GSA TAS.	BAAR User Guide 2 of 10, Section 4.4.2

Document Category	Pegasys Document Types	Description	Described in User Guide
Internal Voucher (NV) Continued Part 2	<ul style="list-style-type: none"> • EMV • KDV • KMV • XDV • XMV • HDV • H MV • NDV • NMV • TDV • TMV • WDV • WMV • CDV • CMV 	Records transfers of funds between organizations within the same agency. For example, a GSA TAS billing another GSA TAS.	BAAR User Guide 2 of 10, Section 4.4.2
Standard Voucher (SV) Part 1	<ul style="list-style-type: none"> • NWR • NCR • UFC • FDA • FMA • FML • RDA • RMA • RML • RFR • RFE • ADA • AMA • AML • SDS • ADS • HDS 	Records miscellaneous accounting transactions such as accruals and imputed rent.	<ul style="list-style-type: none"> • BAAR User Guide 1 of 10, Section 4.3.6 • BAAR User Guide 2 of 10, Section 4.5 • BAAR User Guide 7 of 10, Section 4.17

Document Category	Pegasys Document Types	Description	Described in User Guide
Standard Voucher (SV) Continued Part 2	<ul style="list-style-type: none"> • HDS • GDA • RFE • ADA • AMA • AML • SDS • ADS • HDS • GDA • GMA • GAL • GWS • GWA • GWI • GWB • GCB • GCP • GCR • GMM • GCS • VDA • VAL • PDA • PMA • PDS • PML • IML • MDA • NFL 	Records miscellaneous accounting transactions such as accruals and imputed rent.	<ul style="list-style-type: none"> • BAAR User Guide 1 of 10, Section 4.3.6 • BAAR User Guide 2 of 10, Section 4.5 • BAAR User Guide 7 of 10, Section 4.17

Document Category	Pegasys Document Types	Description	Described in User Guide
Standard Voucher (SV) Continued Part 3	<ul style="list-style-type: none"> • NNL • NML • TDA • TMA • TFL • TNL • TML • WDA • WMA • WFL • WNL • WML • FFL • FNL • MIL • GFL • GNL • VFL • VNL • RFL • AFL • ANL • MME • CMA • CDA • CFL • CNL • CM • MGD • MGA 	Records miscellaneous accounting transactions such as accruals and imputed rent.	<ul style="list-style-type: none"> • BAAR User Guide 1 of 10, Section 4.3.6 • BAAR User Guide 2 of 10, Section 4.5 • BAAR User Guide 7 of 10, Section 4.17

Document Category	Pegasys Document Types	Description	Described in User Guide
Cash Receipt (CR) Part 1	<ul style="list-style-type: none"> • FPG • CIF • DDC • CH6 • RC6 • EF6 • CA6 • WO6 • NW6 • CW6 • CR6 • CT6 • IR6 • DR6 • L6F • L6M • L6X • L6B • CC6 • MC6 • CV6 • PC6 • PA6 • PV6 • AO6 • CH7 • RC7 • EF7 • CA7 • WO7 • NW7 • CW7 	Record money collected from the public and from other agencies. Used to record funds to recognize revenues; record expenditure refunds, and records the receipt of advances. In addition, Cash Receipts are used to reduce outstanding receivables via credit applications and write-offs.	BAAR User Guide 4 of 10, Section 4.8

Document Category	Pegasys Document Types	Description	Described in User Guide
Cash Receipt (CR) Continued Part 2	<ul style="list-style-type: none"> • CR7 • CT7 • IR7 • DR7 • L7R • PC7 • PV7 • AO7 • PE6 • PS6 • IOF • L7M • L6L • L6C • GR6 • WG6 	Record money collected from the public and from other agencies. Used to record funds to recognize revenues; record expenditure refunds, and records the receipt of advances. In addition, Cash Receipts are used to reduce outstanding receivables via credit applications and write-offs.	BAAR User Guide 4 of 10, Section 4.8
Itemized Payment (IP) Part 1	<ul style="list-style-type: none"> • PCR • RE6 • RD6 • IM6 • MR6 • MI6 • CB6 • NI6 • CP6 • DDR • RE7 • IM7 • MR7 • CB7 	Records payments to vendors, employees, or other government agencies.	BAAR User Guide 6 of 10, Section 4.13.4

Document Category	Pegasys Document Types	Description	Described in User Guide
Itemized Payment (IP) Continued Part 2	<ul style="list-style-type: none"> • NI7 • PU • RG6 • RM6 	Records payments to vendors, employees, or other government agencies.	BAAR User Guide 6 of 10, Section 4.13.4
Disbursement Cancellation (CX)	<ul style="list-style-type: none"> • DC6 • DC7 	Records the cancellation of previously disbursed checks or EFT payments.	BAAR User Guide 6 of 10, Section 4.15.5
External Direct Agreement (ED) Part 1	<ul style="list-style-type: none"> • IER • IHR • WAI • NER • NEC • NHR • NHC • IEA • IEB • IEE • IEF • IEN • PPI • MAI • NEA • NEB • NED • NEE • NEF • NEN • PPN • MAN • QAI • QAN • OED 	Records the amount of funding that external customers (federal, state, or private individual) agree to provide in exchange for goods and services.	BAAR User Guide 1 of 10, Section 4.3.1

Document Category	Pegasys Document Types	Description	Described in User Guide
External Direct Agreement (ED) Continued Part 2	<ul style="list-style-type: none"> • ORD • OFD • OOD • OHD • OPD • OAD • OMD • OSD • OWD • OLD • OCD • OUD • UED • CED • MAG 	Records the amount of funding that external customers (federal, state, or private individual) agree to provide in exchange for goods and services.	BAAR User Guide 1 of 10, Section 4.3.1
Internal Direct Agreement (ID)	<ul style="list-style-type: none"> • WA • DIR • DHR • DIA • DIB • DIF • DIN • PPV • MID • UID • CID 	Serves as a means to track agreements with other organizations within GSA.	BAAR User Guide 1 of 10, Section 4.3.2
Agreement Charge (AG)	<ul style="list-style-type: none"> • HCH • MCH 	Records the charges entered and processed against customer agreements.	BAAR User Guide 1 of 10 Section 4.3.4

A.2 Appendix: Available Billing Document (BD) Types

Please visit **BAAR User Guide 2 of 10, Section 4.4.1.1.**

Table 41: Available Billing Document (BD) Types (continued)

Business Line	Document Category	Document Type	Description
Fleet	Billing Document (BD)	FDI	Fleet Business Line IPAC Document created from DBRs received from the FMS Feeder System.
Fleet	Billing Document (BD)	FMI	Fleet Business Line IPAC Document manually created by a user.
Fleet	Billing Document (BD)	FDN	Fleet Business Line Non-IPAC Document created from DBRs received from the FMS Feeder System.
Fleet	Billing Document (BD)	FMN	Fleet Business Line Non-IPAC Document manually created by a user.
Fleet	Billing Document (BD)	FDD	Fleet Business Line DFAS Non-IPAC Document created from DBRs received from the FMS Feeder System.
Fleet	Billing Document (BD)	FMD	Fleet Business Line DFAS Non-IPAC Document manually created by a user.
Fleet Purchasing	Billing Document (BD)	VDI	Fleet Purchasing Business Line IPAC Document created from DBRs received from GSAFleet.Gov.
Fleet Purchasing	Billing Document (BD)	VMI	Fleet Purchasing Business Line IPAC Document manually created by a user.
Fleet Purchasing	Billing Document (BD)	VDN	Fleet Purchasing Business Line Non-IPAC Document created from DBRs received from GSAFleet.Gov.
Fleet Purchasing	Billing Document (BD)	VMN	Fleet Purchasing Business Line Non-IPAC Document manually created by a user.
Fleet Purchasing	Billing Document (BD)	VDD	Fleet Purchasing Business Line DoD Interfund Document created from DBRs received from GSAFleet.Gov.
Fleet Purchasing	Billing Document (BD)	VMD	Fleet Purchasing Business Line DoD Interfund Document manually created by a user.
Fleet Leasing	Billing Document (BD)	LDI	Fleet Leasing Business Line IPAC Document created from DBRs received from the GSAFleet.Gov Feeder System.

Business Line	Document Category	Document Type	Description
Fleet Leasing	Billing Document (BD)	LMI	Fleet Leasing Business Line IPAC Document manually created by a user.
Fleet Leasing	Billing Document (BD)	LDN	Fleet Leasing Business Line Non-IPAC Document created from DBRs received from the GSAFleet.Gov Feeder System.
Fleet Leasing	Billing Document (BD)	LMN	Fleet Leasing Business Line Non-IPAC Document manually created by a user.
Fleet Leasing	Billing Document (BD)	LDD	Fleet Leasing Business Line DFAS Non-IPAC Document created from DBRs received from the GSAFleet.Gov Feeder System.
Fleet Leasing	Billing Document (BD)	LMD	Fleet Leasing Business Line DFAS Non-IPAC Document manually created by a user.
Fleet Rental	Billing Document (BD)	JDI	Fleet Rental Business Line IPAC Document created from DBRs received from the GSAFleet.Gov Feeder System.
Fleet Rental	Billing Document (BD)	JMI	Fleet Rental Business Line IPAC Document manually created by a user.
Fleet Rental	Billing Document (BD)	JDN	Fleet Rental Business Line Non-IPAC Document created from DBRs received from the GSAFleet.Gov Feeder System.
Fleet Rental	Billing Document (BD)	JMN	Fleet Rental Business Line Non-IPAC Document manually created by a user.
Fleet Rental	Billing Document (BD)	JDD	Fleet Rental Business Line DFAS Non-IPAC Document created from DBRs received from the GSAFleet.Gov Feeder System.
Fleet Rental	Billing Document (BD)	JMD	Fleet Rental Business Line DFAS Non-IPAC Document manually created by a user.
Rent	Billing Document (BD)	RDI	Rent Business Line IPAC Document created from DBRs received from the OABILLING Feeder System.
Rent	Billing Document (BD)	RMI	Rent Business Line IPAC Document manually created by a user.

Business Line	Document Category	Document Type	Description
Rent	Billing Document (BD)	RDN	Rent Business Line Non-IPAC Document created from DBRs received from the OABILLING Feeder System.
Rent	Billing Document (BD)	RMN	Rent Business Line Non-IPAC Document manually created by a user.
RWA/HOTD	Billing Document (BD)	ADI	RWA/HOTD Business Line IPAC Document created by PCPROJBILL.
RWA/HOTD	Billing Document (BD)	AMI	RWA/HOTD Business Line IPAC Document manually created by a user.
RWA/HOTD	Billing Document (BD)	ADN	RWA/HOTD Business Line Non-IPAC Document created by PCPROJBILL.
RWA/HOTD	Billing Document (BD)	AMN	RWA/HOTD Business Line Non-IPAC Document manually created by a user.
RWA/HOTD	Billing Document (BD)	AMD	RWA/HOTD Business Line Non-Federal Advance Document manually created by a user.
Global Supply	Billing Document (BD)	GDI	Global Supply Business Line IPAC Document created from DBRs received from the FSS-19, CSC, FEDPAY, and NCSC Feeder Systems.
Global Supply	Billing Document (BD)	GMI	Global Supply Business Line IPAC Document manually created by a user.
Global Supply	Billing Document (BD)	GDN	Global Supply Business Line Non-IPAC Document created from DBRs received from the FSS-19, CSC, FEDPAY, and NCSC Feeder Systems.
Global Supply	Billing Document (BD)	GMN	Global Supply Business Line Non-IPAC Document manually created by a user.
Global Supply	Billing Document (BD)	GDD	Global Supply Business Line DoD Interfund Document created from DBRs received from the FSS-19, CSC, FEDPAY, and NCSC Feeder Systems.
Global Supply	Billing Document (BD)	GMD	Global Supply Business Line DoD Interfund Document manually created by a user.

Business Line	Document Category	Document Type	Description
Global Supply	Billing Document (BD)	GDL	Global Supply Business Line Line-Item Credit Card Document created from DBRs received from the FSS-19, CSC, FEDPAY, and NCSC Feeder Systems.
Global Supply	Billing Document (BD)	GML	Global Supply Business Line Line-Item Credit Card Document manually created by a user.
Global Supply	Billing Document (BD)	GDS	Global Supply Business Line Summary Credit Card Document created from DBRs received from the FSS-19, CSC, FEDPAY, and NCSC Feeder Systems.
Global Supply	Billing Document (BD)	GMS	Global Supply Business Line Summary Credit Card Document manually created by a user.
Real Property Utilization and Disposal Division (RPUDD)	Billing Document (BD)	PDI	RPUDD Business Line IPAC Document created by PCPROJBILL.
Real Property Utilization and Disposal Division (RPUDD)	Billing Document (BD)	PMI	RPUDD Business Line IPAC Document manually created by a user.
Real Property Utilization and Disposal Division (RPUDD)	Billing Document (BD)	PDN	RPUDD Business Line Non-IPAC Document created by PCPROJBILL.
Real Property Utilization and Disposal Division (RPUDD)	Billing Document (BD)	PMN	RPUDD Business Line Non-IPAC Document manually created by a user.
GM&A	Billing Document (BD)	IOS	GMA IOS Business Line IPAC Document created by PCPROJBILL.
GM&A	Billing Document (BD)	MIO	GMA IOS Business Line IPAC Document manually created by a user.

Business Line	Document Category	Document Type	Description
Manual Business Lines	Billing Document (BD)	MDI	Manual Business Lines IPAC Document created by PCPROJBILL.
Manual Business Lines	Billing Document (BD)	MMI	Manual Business Lines IPAC Document manually created by a user.
Manual Business Lines	Billing Document (BD)	MDN	Manual Business Lines Non-IPAC Document created by PCPROJBILL.
Manual Business Lines	Billing Document (BD)	MMN	Manual Business Lines Non-IPAC Document manually created by a user.
Manual Business Lines	Billing Document (BD)	MMF	Manual Business Lines IPAC Advance Document manually created by a user.
Manual Business Lines	Billing Document (BD)	MDG	Manual Business Lines G-Invoicing Document created by PCPROJBILL.
Manual Business Lines	Billing Document (BD)	MMI	Manual Business Lines G-Invoicing Document manually created by a user.
Manual Business Lines	Billing Document (BD)	MFG	Manual Business Lines G-Invoicing Advance Document manually created by a user.
Manual Business Lines	Billing Document (BD)	IMI	Manual Business Lines IPAC Document manually created by a user.
Manual Business Lines	Billing Document (BD)	IMN	Manual Business Lines Non-IPAC Document manually created by a user.
External Services	Billing Document (BD)	QMF	Manual Business Lines IPAC Advance Document manually created by a user.
External Services	Billing Document (BD)	QDI	Manual Business Lines IPAC Document created by PCPROJBILL.
External Services	Billing Document (BD)	QDN	Manual Business Lines Non-IPAC Document created by PCPROJBILL.
External Services	Billing Document (BD)	QMI	Manual Business Lines IPAC Document manually created by a user.
External Services	Billing Document (BD)	QMN	Manual Business Lines Non-IPAC Document manually created by a user.
Outlease	Billing Document (BD)	ODN	Outlease Business Lines Non-IPAC Document created by PCPROJBILL.

Business Line	Document Category	Document Type	Description
Outlease	Billing Document (BD)	OMN	Outlease Business Lines Non-IPAC Document manually created by a user.
AAS National - FEDSIM	Billing Document (BD)	SDI	AAS National Business Lines IPAC Document created by PCPROJBILL.
AAS National - FEDSIM	Billing Document (BD)	SDN	AAS National Business Lines Non-IPAC Document created by PCPROJBILL.
AAS National - FEDSIM	Billing Document (BD)	SMI	AAS National Business Lines IPAC Document manually created by a user.
AAS National - FEDSIM	Billing Document (BD)	SMN	AAS National Business Lines Non-IPAC Document manually created by a user.
AAS National - FEDSIM	Billing Document (BD)	SDG	AAS National Business Lines G-Invoicing Document created by PCPROJBILL.
AAS National - FEDSIM	Billing Document (BD)	SMG	AAS National Business Lines G-Invoicing Document manually created by a user.
AAS Regional - IT	Billing Document (BD)	EDI	AAS Regional Business Lines IPAC Document created by PCPROJBILL.
AAS Regional - IT	Billing Document (BD)	EDN	AAS Regional Business Lines Non-IPAC Document created by PCPROJBILL.
AAS Regional - IT	Billing Document (BD)	EMI	AAS Regional Business Lines IPAC Document manually created by a user.
AAS Regional - IT	Billing Document (BD)	EMN	AAS Regional Business Lines Non-IPAC Document manually created by a user.
AAS Regional - IT	Billing Document (BD)	EDG	AAS Regional Business Lines G-Invoicing Document created by PCPROJBILL.
AAS Regional - IT	Billing Document (BD)	EMG	AAS Regional Business Lines G-Invoicing Document manually created by a user.
AAS Integrated Workplace Center	Billing Document (BD)	KDI	AAS Integrated Business Lines IPAC Document created by PCPROJBILL.
AAS Integrated Workplace Center	Billing Document (BD)	KDN	AAS Integrated Business Lines Non-IPAC Document created by PCPROJBILL.

Business Line	Document Category	Document Type	Description
AAS Integrated Workplace Center	Billing Document (BD)	KMI	AAS Integrated Business Lines IPAC Document manually created by a user.
AAS Integrated Workplace Center	Billing Document (BD)	KMN	AAS Integrated Business Lines Non-IPAC Document manually created by a user.
AAS Integrated Workplace Center	Billing Document (BD)	KDG	Integrated Workplace Acquisition Center G-Invoicing BD
AAS Integrated Workplace Center	Billing Document (BD)	KMG	Integrated Workplace Acquisition Center G-Inv BD Manual
ITS - Regional Network Services	Billing Document (BD)	XDI	ITS Regional Business Lines IPAC Document created by PCPROJBILL.
ITS - Regional Network Services	Billing Document (BD)	XDN	ITS Regional Business Lines Non-IPAC Document created by PCPROJBILL.
ITS - Regional Network Services	Billing Document (BD)	XMI	ITS Regional Business Lines IPAC Document manually created by a user.
ITS - Regional Network Services	Billing Document (BD)	XMN	ITS Regional Business Lines Non-IPAC Document manually created by a user.
HSPD-12 (ITSHSPD12)	Billing Document (BD)	HDI	HSPD 12 Business Lines IPAC Document created by PCPROJBILL.
HSPD-12 (ITSHSPD12)	Billing Document (BD)	HDN	HSPD 12 Business Lines Non-IPAC Document created by PCPROJBILL.
HSPD-12 (ITSHSPD12)	Billing Document (BD)	HMI	HSPD 12 Business Lines IPAC Document manually created by a user.
HSPD-12 (ITSHSPD12)	Billing Document (BD)	HMN	HSPD 12 Business Lines Non-IPAC Document manually created by a user.

Business Line	Document Category	Document Type	Description
HSPD-12 (ITSHSPD12)	Billing Document (BD)	HDG	HSPD 12 Business Lines G-Invoicing Document created by PCPROJBILL.
HSPD-12 (ITSHSPD12)	Billing Document (BD)	HMG	HSPD 12 Business Lines G-Invoicing Document manually created by a user.
National IT Commodity Program (ITSNATITC M)	Billing Document (BD)	NDI	National IT Business Lines IPAC Document created by PCPROJBILL.
National IT Commodity Program (ITSNATITC M)	Billing Document (BD)	NDN	National IT Business Lines Non-IPAC Document created by PCPROJBILL.
National IT Commodity Program (ITSNATITC M)	Billing Document (BD)	NMI	National IT Business Lines IPAC Document manually created by a user.
National IT Commodity Program (ITSNATITC M)	Billing Document (BD)	NMN	National IT Business Lines Non-IPAC Document manually created by a user.
Regional Network Services- Telecom (ITSREGTEL)	Billing Document (BD)	TDI	Telecom Business Lines IPAC Document created by PCPROJBILL.
Regional Network Services- Telecom (ITSREGTEL)	Billing Document (BD)	TDN	Telecom Business Lines Non-IPAC Document created by PCPROJBILL.

Business Line	Document Category	Document Type	Description
Regional Network Services-Telecom (ITSREGTEL)	Billing Document (BD)	TMI	Telecom Business Lines IPAC Document manually created by a user.
Regional Network Services-Telecom (ITSREGTEL)	Billing Document (BD)	TMN	Telecom Business Lines Non-IPAC Document manually created by a user.
Wide Area Network - (ITSWAN)	Billing Document (BD)	WDI	Wide Area Network Business Lines IPAC Document created by PCPROJBILL.
Wide Area Network - (ITSWAN)	Billing Document (BD)	WDN	Wide Area Network Business Lines Non-IPAC Document created by PCPROJBILL.
Wide Area Network - (ITSWAN)	Billing Document (BD)	WMI	Wide Area Network Business Lines IPAC Document manually created by a user.
Wide Area Network - (ITSWAN)	Billing Document (BD)	WMN	Wide Area Network Business Lines Non-IPAC Document manually created by a user.
FAS Information Technology Category	Billing Document (BD)	CDI	FAS Information Technology Category IPAC BD
FAS Information Technology Category	Billing Document (BD)	CDN	FAS Information Technology Category Non-IPAC BD
FAS Information Technology Category	Billing Document (BD)	CMI	FAS Information Technology Category Manual IPAC BD
FAS Information Technology Category	Billing Document (BD)	CMN	FAS Information Technology Category Manual Non-IPAC BD

Business Line	Document Category	Document Type	Description
FAS Information Technology Category	Billing Document (BD)	CAN	FAS Information Technology Category Advance BD
FAS Information Technology Category	Billing Document (BD)	CAO	FAS Information Technology Category Advance Offset Notification BD

A.3 Appendix: Available Internal Voucher (NV) Document Types

Please visit the following sections for more information:

BAAR User Guide 2 of 10, Section 4.4.2.1.

BAAR User Guide 6 of 10, Section 4.15.2.2.

Table 42: Available Internal Voucher (NV) Document Types

Business Line	Document Category	Document Type	Description
Fleet	Internal Voucher (NV)	FDV	Fleet Business Line Document received from the FMS Feeder System.
Fleet	Internal Voucher (NV)	FMV	Fleet Business Line Document that was manually created by a user.
Fleet Leasing	Internal Voucher (NV)	LDV	Fleet Leasing Business Line Document received from the GSAFleet.Gov Feeder System.
Fleet Leasing	Internal Voucher (NV)	LMV	Fleet Leasing Business Line Document that was manually created by a user.
Fleet Rental	Internal Voucher (NV)	JDV	Fleet Rental Business Line Document received from the GSAFleet.Gov Feeder System.
Fleet Rental	Internal Voucher (NV)	JMV	Fleet Rental Business Line Document that was manually created by a user.

Business Line	Document Category	Document Type	Description
Fleet Purchasing	Internal Voucher (NV)	VDV	Fleet Purchasing Business Line Document created from DBRs received from GSAFleet.Gov Feeder System.
Fleet Purchasing	Internal Voucher (NV)	VMV	Fleet Purchasing Business Line Document that was manually created by a user.
Rent	Internal Voucher (NV)	RDV	Rent Business Line Document received from the OABILLING Feeder System.
Rent	Internal Voucher (NV)	RMV	Rent Business Line Document that was manually created by a user.
RWA/HOTD	Internal Voucher (NV)	ADV	RWA/HOTD Business Line Document created by PCPROJBILL.
RWA/HOTD	Internal Voucher (NV)	AMV	RWA/HOTD Business Line Document that was manually created by a user.
Global Supply	Internal Voucher (NV)	GDV	Global Supply Business Line Document created from DBRs received from the FSS-19, CSC, FEDPAY, and NCSC Feeder Systems.
Global Supply	Internal Voucher (NV)	GMV	Global Supply Business Line Document that was manually created by a user.
Real Property Utilization and Disposal Division (RPUDD)	Internal Voucher (NV)	PDV	RPUDD Business Line Document created by PCPROJBILL
Real Property Utilization and Disposal Division (RPUDD)	Internal Voucher (NV)	PMV	RPUDD Business Line Document that was manually created by a user.
GM&A	Internal Voucher (NV)	WB	WCF Internal Billing Document created by PCPROJBILL.

Business Line	Document Category	Document Type	Description
GM&A	Internal Voucher (NV)	WV	WCF Credit Voucher Document that was manually created by a user.
Manual Business Lines	Internal Voucher (NV)	MDV	Manual Business Lines Document created by PCPROJBILL.
Manual Business Lines	Internal Voucher (NV)	MMV	Manual Business Lines Document that was manually created by a user.
AAS - National - FEDSIM (AASFedSim)	Internal Voucher (NV)	SDV	AAS - National Business Lines Document created by PCPROJBILL.
AAS - National - FEDSIM (AASFedSim)	Internal Voucher (NV)	SMV	AAS - National Business Lines Document that was manually created by a user.
AAS - Regional - IT (AASREGIT)	Internal Voucher (NV)	EDV	AAS - Regional Business Lines Document created by PCPROJBILL.
AAS - Regional - IT (AASREGIT)	Internal Voucher (NV)	EMV	AAS - Regional Business Lines Document that was manually created by a user.
AAS - Integrated Workplace Acquisition Center (IWAC)	Internal Voucher (NV)	KDV	AAS - Integrated Workplace Acquisition Center Business Lines Document created by PCPROJBILL.
AAS - Integrated Workplace Acquisition Center (IWAC)	Internal Voucher (NV)	KMV	AAS - Integrated Workplace Acquisition Center Business Lines Document that was manually created by a user.
ITS - Regional Network Services-Expanded Services (ITSEXP SER)	Internal Voucher (NV)	XDV	ITS - Regional Business Lines Document created by PCPROJBILL.
ITS - Regional Network Services-Expanded Services (ITSEXP SER)	Internal Voucher (NV)	XMV	ITS - Regional Business Lines Document that was manually created by a user.

Business Line	Document Category	Document Type	Description
HSPD-12 (ITSHSPD12)	Internal Voucher (NV)	HDV	HSPD-12 Business Lines Document created by PCPROJBILL.
HSPD-12 (ITSHSPD12)	Internal Voucher (NV)	HMV	HSPD-12 Business Lines Document that was manually created by a user.
National IT Commodity Program (ITSNATITCM)	Internal Voucher (NV)	NDV	National IT Commodity Program Business Lines Document created by PCPROJBILL.
National IT Commodity Program (ITSNATITCM)	Internal Voucher (NV)	NMV	National IT Commodity Program Business Lines Document that was manually created by a user.
Regional Network Services-Telecom (ITSREGTEL)	Internal Voucher (NV)	TDV	Telecom Business Lines Document created by PCPROJBILL.
Regional Network Services-Telecom (ITSREGTEL)	Internal Voucher (NV)	TMV	Telecom Business Lines Document that was manually created by a user.
Wide Area Network - (ITSWAN)	Internal Voucher (NV)	WDV	Wide Area Network Business Lines Document created by PCPROJBILL.
Wide Area Network - (ITSWAN)	Internal Voucher (NV)	WMV	Wide Area Network Business Lines Document that was manually created by a user.
FAS Information Technology Category	Internal Voucher (NV)	CDV	FAS Information Technology Category NV
FAS Information Technology Category	Internal Voucher (NV)	CMV	FAS Information Technology Category Manual NV

A.4 Appendix: Available Standard Voucher (SV) Document Types

Please visit the following sections:

BAAR User Guide 2 of 10, Section 4.5.2.

BAAR User Guide 2 of 10, Section 4.5.5.

BAAR User Guide 2 of 10, Section 4.5.6.

BAAR User Guide 7 of 10, Section 4.16.2.2.

BAAR User Guide 7 of 10, Section 4.17.

BAAR User Guide 7 of 10, Section 4.20.2.

Table 43: Available Standard Voucher (SV) Document Types

Business Line	Document Category	Document Type	Description
[Non-Specific]	Standard Voucher (SV)	NWR	Non-Business Line Specific NEAR Write-Off Reversal Document.
[Non-Specific]	Standard Voucher (SV)	NCR	Non-Business Line Specific NEAR Collection Reversal Document.
[Non-Specific]	Standard Voucher (SV)	UFC	Non-Business Line Specific BAAR Unfilled Customer Orders Document.
Fleet (Leasing, Rental)	Standard Voucher (SV)	FDA	Fleet (Leasing, Rental) Business Line Accrual Documents submitted by Form Import.
Fleet (Leasing, Rental)	Standard Voucher (SV)	FMA	Fleet (Leasing, Rental) Business Line Accrual Document that was manually created by a user.
Fleet (Leasing, Rental)	Standard Voucher (SV)	FML	Fleet (Leasing, Rental) Business Line Allowance for Loss on A/R Document that was manually created by a user.
Fleet (Leasing, Rental)	Standard Voucher (SV)	FFL	Fleet (Leasing, Rental) Business Line Allowance for Loss on A/R Document that was created by batch job.

Business Line	Document Category	Document Type	Description
Fleet (Leasing, Rental)	Standard Voucher (SV)	FNL	Fleet (Leasing, Rental) Business Line Allowance for Loss on A/R Document that was created by batch job.
Fleet Purchasing	Standard Voucher (SV)	VDA	Fleet Purchasing Business Line Accrual Documents submitted by Form Import.
Fleet Purchasing	Standard Voucher (SV)	VMA	Fleet Purchasing Business Line Accrual Document that was manually created by a user.
Fleet Purchasing	Standard Voucher (SV)	VAL	Fleet Purchasing Business Line Allowance for Loss on A/R Document that was manually created by a user.
Fleet Purchasing	Standard Voucher (SV)	VFL	Fleet Purchasing Business Line Allowance for Loss on A/R Document that was created by batch job.
Fleet Purchasing	Standard Voucher (SV)	VNL	Fleet Purchasing Business Line Allowance for Loss on A/R Document that was created by batch job.
Rent	Standard Voucher (SV)	RDA	Rent Business Line Accrual Documents submitted by Form Import.
Rent	Standard Voucher (SV)	RMA	Rent Business Line Accrual Documents that was manually created by a user.
Rent	Standard Voucher (SV)	RML	Rent Business Line Allowance for Loss on A/R Document that was manually created by a user.
Rent	Standard Voucher (SV)	RFR	Rent Business Line Imputed Rent Revenue for BAAR Document submitted by Form Import.

Business Line	Document Category	Document Type	Description
Rent	Standard Voucher (SV)	RFE	Rent Business Line Imputed Rent Expense for BAAR Document submitted by Form Import.
Rent	Standard Voucher (SV)	RFL	Rent Business Line Allowance for Loss on A/R Document that was created by batch job.
RWA/HOTD	Standard Voucher (SV)	ADA	RWA/HOTD Business Line Accrual Documents generated by PCACCRU.
RWA/HOTD	Standard Voucher (SV)	AMA	RWA/HOTD Business Line Accrual Document that was manually created by a user.
RWA/HOTD	Standard Voucher (SV)	AML	RWA/HOTD Business Line Allowance for Loss on A/R Document that was manually created by a user.
RWA/HOTD	Standard Voucher (SV)	SDS	RWA Business Line PCAS Sliding Scale Surcharge Document generated by PCSURGEN.
RWA/HOTD	Standard Voucher (SV)	ADS	RWA Business Line PCAS 4% Fee Surcharge Document generated by PCSURGEN.
RWA/HOTD	Standard Voucher (SV)	HDS	HOTD Business Line PCAS \$100 Surcharge Document generated by PCSURGEN.
RWA/HOTD	Standard Voucher (SV)	AFL	RWA/HOTD Business Line Allowance for Loss on A/R Document that was created by batch job.
RWA/HOTD	Standard Voucher (SV)	ANL	RWA/HOTD Business Line Allowance for Loss on A/R Document that was created by batch job.

Business Line	Document Category	Document Type	Description
Global Supply	Standard Voucher (SV)	GDA	Global Supply Business Line Accrual Documents submitted by Form Import.
Global Supply	Standard Voucher (SV)	GMA	Global Supply Business Line Accrual Document that was manually created by a user.
Global Supply	Standard Voucher (SV)	GAL	Global Supply Business Line Allowance for Loss on A/R Document that was manually created by a user.
Global Supply	Standard Voucher (SV)	GWS	Warehouse Stock Adjustments Document created via the ART Interface.
Global Supply	Standard Voucher (SV)	GWA	Warehouse Receipt Document created via the ART Interface.
Global Supply	Standard Voucher (SV)	GWI	Warehouse Issues (not billing related) Document created via the ART Interface.
Global Supply	Standard Voucher (SV)	GWB	Warehouse Billings Document created via the ART Interface.
Global Supply	Standard Voucher (SV)	GCB	CSC Billings Document created via the ART Interface.
Global Supply	Standard Voucher (SV)	GCP	Direct Delivery CSC Purchases Document created via the ART Interface.
Global Supply	Standard Voucher (SV)	GCR	CSC Receipts Document created via the ART Interface.
Global Supply	Standard Voucher (SV)	GMM	Inventory Adjustments Document that was manually created by a user.
Global Supply	Standard Voucher (SV)	GCS	Credit Card Surcharges (Freight and Accessorial Charges) Document created via the ART Interface.

Business Line	Document Category	Document Type	Description
Global Supply	Standard Voucher (SV)	GNL	Global Supply Business Line Allowance for Loss on A/R Document that was created by batch job.
Global Supply	Standard Voucher (SV)	GFL	Global Supply Business Line Allowance for Loss on A/R Document that was created by batch job.
Real Property Utilization and Disposal Division (RPUDD)	Standard Voucher (SV)	PDA	RPUDD Business Line Accrual Documents generated by PCACCRU.
Real Property Utilization and Disposal Division (RPUDD)	Standard Voucher (SV)	PMA	RPUDD Business Line Accrual Document that was manually created by a user.
Real Property Utilization and Disposal Division (RPUDD)	Standard Voucher (SV)	PDS	RPUDD Business Line Internal Contract Cost/Proceed Distribution Document manually created by a user.
Real Property Utilization and Disposal Division (RPUDD)	Standard Voucher (SV)	PML	RPUDD Business Line Allowance for Loss on A/R Document that was manually created by a user.
GM&A	Standard Voucher (SV)	IML	GM&A IOS Business Line Allowance for Loss on A/R Document that was manually created by a user.
GM&A	Standard Voucher (SV)	MIL	GM&A IOS Business Line Allowance for Loss on A/R Document that was created by batch job.
Manual Business Lines	Standard Voucher (SV)	MDA	Manual Business Lines Accrual Documents generated by PCACCRU.
Manual Business Lines	Standard Voucher (SV)	MMA	Manual Business Lines Accrual Document that was manually created by a user.

Business Line	Document Category	Document Type	Description
Manual Business Lines	Standard Voucher (SV)	MML	Manual Business Lines Allowance for Loss on A/R Document that was manually created by a user.
Manual Business Lines	Standard Voucher (SV)	MMR	Manual Business Lines Revenue Fund Transfer Document that was manually created by a user.
Manual Business Lines	Standard Voucher (SV)	MDS	Manual Business Lines PCAS Surcharge Document generated by PCSURGEN.
Manual Business Lines	Standard Voucher (SV)	IFL	Recycling Business Lines Allowance for Loss on A/R Document that was created by Allowance for Loss batch job.
Manual Business Lines	Standard Voucher (SV)	IAL	Manual Business Line Allowance for Loss on A/R Document that was manually created by a user.
Manual Business Lines	Standard Voucher (SV)	INL	Recycling Business Lines Allowance for Loss on A/R Document that was created by Allowance for Loss batch job.
Manual Business Lines	Standard Voucher (SV)	MGD	Manual Business Lines G-Invoicing Accrual Documents generated by PCACCRU.
Manual Business Lines	Standard Voucher (SV)	MGA	Manual Business Lines G-Invoicing Accrual Document that was manually created by a user.
TARPS	Standard Voucher (SV)	TAR	Manual Business Line TARPS Document that was manually created by a user.
TARPS	Standard Voucher (SV)	TCO	Manual Business Line TARPS Summary Collection Document that was manually created by a user.

Business Line	Document Category	Document Type	Description
External Services	Standard Voucher (SV)	MME	Manual Business Line Employee Detail that was created by Mass Import.
External Services	Standard Voucher (SV)	QDA	External Service Business Lines Accrual Documents generated by PCACCRU.
External Services	Standard Voucher (SV)	QMA	External Service Business Lines Accrual Document that was created by Mass Import.
External Services	Standard Voucher (SV)	QML	External Service Business Lines Allowance for Loss on A/R Document that was manually created by a user.
Claims	Standard Voucher (SV)	LN6	Claims Business Lines Allowance for Loss on A/R Document that was created by Allowance for Loss batch job.
Claims	Standard Voucher (SV)	ML6	Claims Business Lines Allowance for Loss on A/R Document that was manually created by a user.
Claims	Standard Voucher (SV)	LN7	Claims Business Lines Allowance for Loss on A/R Document that was created by Allowance for Loss batch job.
Claims	Standard Voucher (SV)	ML7	Claims Business Lines Allowance for Loss on A/R Document that was manually created by a user.
Outlease	Standard Voucher (SV)	ONL	Outlease Business Line Allowance for Loss on A/R Document that was created by Allowance for Loss batch job.
Outlease	Standard Voucher (SV)	OML	Outlease Business Line Allowance for Loss on A/R Document that was manually created by a user.

Business Line	Document Category	Document Type	Description
AAS - National - FEDSIM (AASFedSim)	Standard Voucher (SV)	SDA	AAS National Business Lines Accrual Documents generated by Form Import.
AAS - National - FEDSIM (AASFedSim)	Standard Voucher (SV)	SMA	AAS National Business Lines Accrual Document that was manually created by a user.
AAS - National - FEDSIM (AASFedSim)	Standard Voucher (SV)	SFL	AAS National Business Lines Allowance for Loss on A/R Federal Document that was manually created by a user.
AAS - National - FEDSIM (AASFedSim)	Standard Voucher (SV)	SNL	AAS National Business Lines Allowance for Loss on A/R Non-Federal Document that was manually created by a user.
AAS - National - FEDSIM (AASFedSim)	Standard Voucher (SV)	SML	AAS National Business Line Allowance for Loss on A/R Document that was manually created by a user.
AAS - Regional - IT (AASREGIT)	Standard Voucher (SV)	EDA	AAS - Regional Business Lines Accrual Documents generated by Form Import.
AAS - Regional - IT (AASREGIT)	Standard Voucher (SV)	EMA	AAS - Regional Business Lines Accrual Document that was manually created by a user.
AAS - Regional - IT (AASREGIT)	Standard Voucher (SV)	EFL	AAS - Regional Business Lines Allowance for Loss on A/R Federal Document that was manually created by a user.
AAS - Regional - IT (AASREGIT)	Standard Voucher (SV)	ENL	AAS - Regional Business Lines Allowance for Loss on A/R Non-Federal Document that was manually created by a user.

Business Line	Document Category	Document Type	Description
AAS - Regional - IT (AASREGIT)	Standard Voucher (SV)	EML	AAS - Regional Business Line Allowance for Loss on A/R Document that was manually created by a user.
AAS - Integrated Workplace Acquisition Center (IWAC)	Standard Voucher (SV)	KDA	AAS - Integrated Workplace Acquisition Center Business Lines Accrual Documents generated by Form Import.
AAS - Integrated Workplace Acquisition Center (IWAC)	Standard Voucher (SV)	KMA	AAS - Integrated Workplace Acquisition Center Business Lines Accrual Document that was manually created by a user.
AAS - Integrated Workplace Acquisition Center (IWAC)	Standard Voucher (SV)	KFL	AAS - Integrated Workplace Acquisition Center Business Lines Allowance for Loss on A/R Federal Document that was manually created by a user.
AAS - Integrated Workplace Acquisition Center (IWAC)	Standard Voucher (SV)	KNL	AAS - Integrated Workplace Acquisition Center Business Lines Allowance for Loss on A/R Non-Federal Document that was manually created by a user.
AAS - Integrated Workplace Acquisition Center (IWAC)	Standard Voucher (SV)	KML	AAS - Integrated Workplace Acquisition Center Business Line Allowance for Loss on A/R Document that was manually created by a user.
HSPD-12 (ITSHSPD12)	Standard Voucher (SV)	HAD	HSPD-12 Business Lines Accrual Documents generated by Form Import.
HSPD-12 (ITSHSPD12)	Standard Voucher (SV)	HMA	HSPD-12 Business Lines Accrual Document that was manually created by a user.

Business Line	Document Category	Document Type	Description
HSPD-12 (ITSHSPD12)	Standard Voucher (SV)	HFL	HSPD-12 Business Lines Allowance for Loss on A/R Federal Document that was manually created by a user.
HSPD-12 (ITSHSPD12)	Standard Voucher (SV)	HNL	HSPD-12 Business Lines Allowance for Loss on A/R Non-Federal Document that was manually created by a user.
HSPD-12 (ITSHSPD12)	Standard Voucher (SV)	HML	HSPD-12 Business Line Allowance for Loss on A/R Document that was manually created by a user.
National IT Commodity Program (ITSNATITCM)	Standard Voucher (SV)	NDA	National IT Commodity Program Business Lines Accrual Documents generated by Form Import.
National IT Commodity Program (ITSNATITCM)	Standard Voucher (SV)	NMA	National IT Commodity Program Business Lines Accrual Document that was manually created by a user.
National IT Commodity Program (ITSNATITCM)	Standard Voucher (SV)	NFL	National IT Commodity Program Business Lines Allowance for Loss on A/R Federal Document that was manually created by a user.
National IT Commodity Program (ITSNATITCM)	Standard Voucher (SV)	NNL	National IT Commodity Program Business Lines Allowance for Loss on A/R Non-Federal Document that was manually created by a user.
National IT Commodity Program (ITSNATITCM)	Standard Voucher (SV)	NML	National IT Commodity Program Business Line Allowance for Loss on A/R Document that was manually created by a user.

Business Line	Document Category	Document Type	Description
Regional Network Services-Telecom (ITSREGTEL)	Standard Voucher (SV)	TDA	Telecom Business Lines Accrual Documents generated by Form Import.
Regional Network Services-Telecom (ITSREGTEL)	Standard Voucher (SV)	TMA	Telecom Business Lines Accrual Document that was manually created by a user.
Regional Network Services-Telecom (ITSREGTEL)	Standard Voucher (SV)	TFL	Telecom Business Lines Allowance for Loss on A/R Federal Document that was manually created by a user.
Regional Network Services-Telecom (ITSREGTEL)	Standard Voucher (SV)	TNL	Telecom Business Lines Allowance for Loss on A/R Non-Federal Document that was manually created by a user.
Regional Network Services-Telecom (ITSREGTEL)	Standard Voucher (SV)	TML	Telecom Business Line Allowance for Loss on A/R Document that was manually created by a user.
Wide Area Network - (ITSWAN)	Standard Voucher (SV)	WDA	Wide Area Network Business Lines Accrual Documents generated by Form Import.
Wide Area Network - (ITSWAN)	Standard Voucher (SV)	WMA	Wide Area Network Business Lines Accrual Document that was manually created by a user.
Wide Area Network - (ITSWAN)	Standard Voucher (SV)	WFL	Wide Area Network Business Lines Allowance for Loss on A/R Federal Document that was manually created by a user.
Wide Area Network - (ITSWAN)	Standard Voucher (SV)	WNL	Wide Area Network Business Lines Allowance for Loss on A/R Non-Federal Document that was manually created by a user.

Business Line	Document Category	Document Type	Description
Wide Area Network - (ITSWAN)	Standard Voucher (SV)	WML	Wide Area Network Business Line Allowance for Loss on A/R Document that was manually created by a user.
FAS Information Technology Category	Standard Voucher (SV)	CMA	FAS Information Technology Category SV Accrual Manual.
FAS Information Technology Category	Standard Voucher (SV)	CDA	FAS Information Technology Category SV Accrual Automated.
FAS Information Technology Category	Standard Voucher (SV)	CFL	FAS Information Technology Category Allowance for on A/R Federal.
FAS Information Technology Category	Standard Voucher (SV)	CNL	FAS Information Technology Category Allowance for on A/R Non-Federal
FAS Information Technology Category	Standard Voucher (SV)	CML	FAS Information Technology Category Manual Allowance for Loss on A/R

A.5 Appendix: Available Cash Receipt (CR) Document Types

Please visit BAAR User Guide 4 of 10, Section 4.8.1.2.

Table 44: Available Cash Receipt (CR) Document Types

Region	Document Category	Document Type	Description
Region 6	Cash Receipt (CR)	CH6	Manual Check.
Region 6	Cash Receipt (CR)	RC6	Manual Returned Check.
Region 6	Cash Receipt (CR)	EF6	Manual EFT.
Region 6	Cash Receipt (CR)	CA6	Manual Cash.
Region 6	Cash Receipt (CR)	WO6	Write Off CR.
Region 6	Cash Receipt (CR)	NW6	Non-Federal Write Off CR.
Region 6	Cash Receipt (CR)	CW6	Credit Application CR.
Region 6	Cash Receipt (CR)	CR6	Credit Refund CR.

Region	Document Category	Document Type	Description
Region 6	Cash Receipt (CR)	CT6	Credit Treasury Transfer CR.
Region 6	Cash Receipt (CR)	IR6	IPAC CR.
Region 6	Cash Receipt (CR)	DR6	IPAC Debit Voucher.
Region 6	Cash Receipt (CR)	L6F	Fleet Lockbox CR
Region 6	Cash Receipt (CR)	L6M	Manual Lockbox CR.
Region 6	Cash Receipt (CR)	L6X	Miscellaneous Lockbox CR.
Region 6	Cash Receipt (CR)	L6B	Supply Lockbox CR.
Region 6	Cash Receipt (CR)	CC6	Credit Card CR.
Region 6	Cash Receipt (CR)	MC6	Manual Credit Card Terminal CR.
Region 6	Cash Receipt (CR)	CV6	Credit Card Chargebacks CR.
Region 6	Cash Receipt (CR)	PC6	Pay.gov (Credit Card) CR.
Region 6	Cash Receipt (CR)	PA6	Pay.gov (ACH) CR.
Region 6	Cash Receipt (CR)	PV6	Pay.gov Refund CR (Debit Voucher).
Region 6	Cash Receipt (CR)	AO6	Advance Offset.
Region 6	Cash Receipt (CR)	PS6	Pay.gov (Credit Card) CR
Region 6	Cash Receipt (CR)	PE6	Manual Pay.gov (Credit Card) CR
Region 6	Cash Receipt (CR)	L6L	AAS & ITS Lockbox CR
Region 6	Cash Receipt (CR)	L6T	Transportation Lockbox CR
Region 6	Cash Receipt (CR)	L6C	Claims Lockbox CR
Region 6	Cash Receipt (CR)	CIF	Contract Fee Interface Collections (Lockbox and Pay.gov).
Region 6	Cash Receipt (CR)	DDC	DoD Interfund Collection CR.
Region 6	Cash Receipt (CR)	FD6	FedDebt Cash Receipt
Region 6	Cash Receipt (CR)	GR6	G-Invoicing CR.
Region 6	Cash Receipt (CR)	WG6	G-Invoicing Write Off CR.
Region 7	Cash Receipt (CR)	CH7	Manual Check.
Region 7	Cash Receipt (CR)	RC7	Manual Returned Check.

Region	Document Category	Document Type	Description
Region 7	Cash Receipt (CR)	EF7	Manual EFT.
Region 7	Cash Receipt (CR)	CA7	Manual Cash.
Region 7	Cash Receipt (CR)	WO7	Write Off CR.
Region 7	Cash Receipt (CR)	NW7	Non-Federal Write Off CR.
Region 7	Cash Receipt (CR)	CW7	Credit Application CR.
Region 7	Cash Receipt (CR)	CR7	Credit Refund CR.
Region 7	Cash Receipt (CR)	CT7	Credit Treasury Transfer CR.
Region 7	Cash Receipt (CR)	IR7	IPAC CR.
Region 7	Cash Receipt (CR)	DR7	IPAC Debit Voucher.
Region 7	Cash Receipt (CR)	L7R	RWA Lockbox CR.
Region 7	Cash Receipt (CR)	PC7	Pay.gov (Credit Card) CR.
Region 7	Cash Receipt (CR)	PV7	Pay.gov Refund CR (Debit Voucher).
Region 7	Cash Receipt (CR)	AO7	Advance Offset.
Region 7	Cash Receipt (CR)	IOF	Internal Offset
Region 7	Cash Receipt (CR)	L7M	Miscellaneous Lockbox CR.
Region 7	Cash Receipt (CR)	FD7	FedDebt Cash Receipt

A.6 Appendix: Available Payment Authorization (IP) Document Types

Please visit BAAR User Guide 6 of 10, Section 4.15.4.2.

Table 45: Available Payment Authorization (IP) Document Types

Region	Document Category	Document Type	Description
Region 6	Payment Authorization (IP)	RE6	Refund generated by the IPAC Refund process.
Region 6	Payment Authorization (IP)	RD6	Refund generated by the IPAC Refund process for DFAS.

Region	Document Category	Document Type	Description
Region 6	Payment Authorization (IP)	IM6	Manual IPAC refund.
Region 6	Payment Authorization (IP)	MR6	Manual non-IPAC refund.
Region 6	Payment Authorization (IP)	MI6	Manual IPAC Disbursement.
Region 6	Payment Authorization (IP)	CB6	IPAC Pull Payment (IPAC Customer Generated Exception).
Region 6	Payment Authorization (IP)	NI6	Non-IPAC refund.
Region 6	Payment Authorization (IP)	CP6	Credit Card refund.
Region 6	Payment Authorization (IP)	DDR	DoD Interfund refund.
Region 6	Payment Authorization (IP)	PCR	Manual Terminal Credit Card No Check refund.
Region 6	Payment Authorization (IP)	PU	Non-IPAC Refund
Region 6	Payment Authorization (IP)	RG6	Refund generated by the G-Invoicing Refund process.
Region 6	Payment Authorization (IP)	RM6	Manual G-Invoicing refund.
Region 7	Payment Authorization (IP)	RE7	Refund generated by the IPAC Refund process.
Region 7	Payment Authorization (IP)	IM7	Manual IPAC refund.
Region 7	Payment Authorization (IP)	MR7	Manual non-IPAC refund.

Region	Document Category	Document Type	Description
Region 7	Payment Authorization (IP)	CB7	IPAC Pull Payment (IPAC Customer Generated Exception).
Region 7	Payment Authorization (IP)	NI7	Non-IPAC refund.

A.7 Appendix: Available Disbursement Cancellation (CX) Document Types

Please visit BAAR User Guide 6 of 10, Section 4.15.5.1.

Table 46: Available Disbursement Cancellation (CX) Document Types

Region	Document Category	Document Type	Description
Region 6	Disbursement Cancellation (CX)	DC6	Disbursement Cancellation for BAAR.
Region 7	Disbursement Cancellation (CX)	DC7	Disbursement Cancellation for BAAR.

A.8 Appendix: Available External Direct Agreement (ED) Document Types

Please visit BAAR User Guide 1 of 10, Section 4.3.1.1.

Table 47: Available External Direct Agreement (ED) Document Types

Business Line	Document Category	Document Type	Description
RWA	External Direct agreement (ED)	IER	External Direct agreement Recurring IPAC.
RWA	External Direct agreement (ED)	<ul style="list-style-type: none"> • NER • NEC 	External Direct agreement Recurring Non-IPAC.

Business Line	Document Category	Document Type	Description
RWA	External Direct agreement (ED)	<ul style="list-style-type: none"> • IEA • IEB • IEE • IEF • IEN 	External Direct agreement Non-Recurring IPAC.
RWA	External Direct agreement (ED)	<ul style="list-style-type: none"> • NEA • NEB • NED • NEE • NEF • NEN 	External Direct agreement Non-Recurring Non-IPAC.
HOTD	External Direct agreement (ED)	IHR	External Direct agreement Recurring IPAC.
HOTD	External Direct agreement (ED)	<ul style="list-style-type: none"> • NHR • NHC 	External Direct agreement Recurring Non-IPAC.
Real Property Utilization and Disposal Division (RPUDD)	External Direct agreement (ED)	PPI	External Direct agreement Non-Recurring IPAC.
Real Property Utilization and Disposal Division (RPUDD)	External Direct agreement (ED)	PPN	External Direct agreement Non-Recurring Non-IPAC.
R6 Manual	External Direct agreement (ED)	MAI	External Direct agreement Non-Recurring IPAC.
R6 Manual	External Direct agreement (ED)	MAN	External Direct agreement Non-Recurring Non-IPAC.
R6 Manual	External Direct agreement (ED)	MAG	External Direct agreement Non-Recurring G-Invoicing.
GM&A Central Office PCAS (262) - Information	External Direct agreement (ED)	WAI	External Direct agreement Recurring IPAC.

Business Line	Document Category	Document Type	Description
R6 Manual: External Services	External Direct agreement (ED)	QAI	External Direct agreement Non-Recurring IPAC.
R6 Manual: External Services	External Direct agreement (ED)	QAN	External Direct agreement Non-Recurring Non-IPAC.
R7 Outlease	External Direct agreement (ED)	OED	External Direct Agreement
R7 Outlease	External Direct agreement (ED)	ORD	External Direct Agreement
R7 Outlease	External Direct agreement (ED)	OFD	External Direct Agreement
R7 Outlease	External Direct agreement (ED)	OOD	External Direct Agreement
R7 Outlease	External Direct agreement (ED)	OHD	External Direct Agreement
R7 Outlease	External Direct agreement (ED)	OPD	External Direct Agreement
R7 Outlease	External Direct agreement (ED)	OAD	External Direct Agreement
R7 Outlease	External Direct agreement (ED)	OMD	External Direct Agreement
R7 Outlease	External Direct agreement (ED)	OSD	External Direct Agreement
R7 Outlease	External Direct agreement (ED)	OWD	External Direct Agreement
R7 Outlease	External Direct agreement (ED)	OLD	External Direct Agreement
R7 Outlease	External Direct agreement (ED)	OCD	External Direct Agreement
R7 Outlease	External Direct agreement (ED)	OUD	External Direct Agreement
AAS - National - FEDSIM (AASFedSim)	External Direct agreement (ED)	UED	External Direct Agreement

Business Line	Document Category	Document Type	Description
AAS - Regional - IT (AASREGIT)	External Direct agreement (ED)	UED	External Direct Agreement
AAS - Integrated Workplace Acquisition Center (IWAC)	External Direct agreement (ED)	UED	External Direct Agreement
ITS - Regional Network Services-Expanded Services (ITSEXP SER)	External Direct agreement (ED)	UED	External Direct Agreement
HSPD-12 (ITSHSPD12)	External Direct agreement (ED)	UED	External Direct Agreement
National IT Commodity Program (ITSNATITCM)	External Direct agreement (ED)	UED	External Direct Agreement
FAS Information Technology Category	External Direct agreement (ED)	CED	FAS Information Technology Category External Direct Agreement
GSAFleet.Gov	External Direct agreement (ED)	VED	External Direct Agreement

A.9 Appendix: Available Internal Direct Agreement (ID) Document Types

Please visit BAAR User Guide 1 of 10, Section 4.3.2.1.

Table 48: Available Internal Direct Agreement (ID) Document Types

Business Line	Document Category	Document Type	Description
RWA	Internal Direct agreement (ID)	DIR	Internal Direct agreement Recurring.
RWA	Internal Direct agreement (ID)	<ul style="list-style-type: none"> • DIA • DIB • DIF • DIN 	Internal Direct agreement Non-Recurring.

Business Line	Document Category	Document Type	Description
HOTD	Internal Direct agreement (ID)	DHR	Internal Direct agreement Recurring.
Real Property Utilization and Disposal Division (RPUDD)	Internal Direct agreement (ID)	PPV	Internal Direct agreement Non-Recurring.
R6 Manual	Internal Direct agreement (ID)	MID	Internal Direct agreement Non-Recurring.
GM&A Central Office PCAS (262) - Centralized Administrative Support (CAS)	Internal Direct agreement (ID)	WA	Internal Direct agreement Recurring.
AAS - National - FEDSIM (AASFedSim)	Internal Direct agreement (ID)	UID	Internal Direct Agreement
AAS - Regional - IT (AASREGIT)	Internal Direct agreement (ID)	UID	Internal Direct Agreement
AAS - Integrated Workplace Acquisition Center (IWAC)	Internal Direct agreement (ID)	UID	Internal Direct Agreement
ITS - Regional Network Services-Expanded Services (ITSEXPSE)	Internal Direct agreement (ID)	UID	Internal Direct Agreement
HSPD-12 (ITSHSPD12)	Internal Direct agreement (ID)	UID	Internal Direct Agreement
National IT Commodity Program (ITSNATITCM)	Internal Direct agreement (ID)	UID	Internal Direct Agreement
FAS Information Technology Category	Internal Direct agreement (ID)	CID	FAS Information Technology Category Internal Direct Agreement
GSAFleet.Gov	Internal Direct agreement (ID)	VID	Internal Direct Agreement

A.10 Appendix: Available Agreement Charge (AG) Document Types

Please visit BAAR User Guide 1 of 10, Section 4.3.4.1.

Table 49: Available Agreement Charge (AG) Document Types

Business Line	Document Category	Document Type	Description
HOTD	Agreement Charge (AG)	HCH	HOTD Business Line Document.
Manual	Agreement Charge (AG)	MCH	Region 6 Business Lines

A.11 Appendix: Available Debt Account (DA) Document Types

Please visit BAAR User Guide 3 of 10, Section 4.7.5.

Table 50: Available Debt Account (DA) Document Types

Region	Document Category	Document Type	Description
Region 6	Debt Account (DA)	D6M	Region 6 Claims - Manual
Region 6	Debt Account (DA)	DAV	Region 6 Claims - Vehicle (Automated)
Region 6	Debt Account (DA)	DES	External Services Claims - Manual
Region 7	Debt Account (DA)	D7M	Region 7 Claims - Manual

A.12 Appendix: Available Mass Import Document Types

Please visit BAAR User Guide 7 of 10, Section 4.21.2.

Table 51: Available Mass Import Document Types

Business line	Document Category	Pegasys Document Types
Rent	Billing Document (BD)	<ul style="list-style-type: none"> • RMI • RMN
Rent	Internal Voucher (NV)	RMV
Rent	Standard Voucher (SV)	<ul style="list-style-type: none"> • RMAR • ML

Business line	Document Category	Pegasys Document Types
Fleet	Billing Document (BD)	<ul style="list-style-type: none"> • FMI • FMN • FMD
Fleet	Internal Voucher (NV)	LMV
Fleet Leasing	Billing Document (BD)	<ul style="list-style-type: none"> • LMI • LMN • LMD
Fleet Leasing	Internal Voucher (NV)	<ul style="list-style-type: none"> • LMV
Fleet Rental	Billing Document (BD)	<ul style="list-style-type: none"> • JMI • JMN • JMD
Fleet Rental	Internal Voucher (NV)	<ul style="list-style-type: none"> • JMV
Fleet Leasing, Fleet Rental	Standard Voucher (SV)	<ul style="list-style-type: none"> • FMA • FML
Fleet Purchasing	Billing Document (BD)	<ul style="list-style-type: none"> • VMI • VMN • VMD
Fleet Purchasing	Internal Voucher (NV)	<ul style="list-style-type: none"> • VMV
Fleet Purchasing	Standard Voucher (SV)	<ul style="list-style-type: none"> • VMA • VAL
RWA/HOTD	Billing Document (BD)	<ul style="list-style-type: none"> • AMI • AMN
RWA/HOTD	Internal Voucher (NV)	AMV
RWA/HOTD	Standard Voucher (SV)	<ul style="list-style-type: none"> • AMA • AML • SDS • ADS • HDS

Business line	Document Category	Pegasys Document Types
Global Supply	Billing Document (BD)	<ul style="list-style-type: none"> • GMI • GMN • GML • GMS • GMD
Global Supply	Internal Voucher (NV)	GMV
Global Supply	Standard Voucher (SV)	<ul style="list-style-type: none"> • GMA • GAL • GMM
Manual Business Lines	Billing Document (BD)	<ul style="list-style-type: none"> • PMI • PMN • MIO • MMI • MMN • MMG
Manual Business Lines	Internal Voucher (NV)	<ul style="list-style-type: none"> • PMV • WV • MMV
Manual Business Lines	Standard Voucher (SV)	<ul style="list-style-type: none"> • PMA • PDS • PML • IML • MMA • MML • MMR • IAL • MDS • MGA

Business line	Document Category	Pegasys Document Types
Manual Business Lines	External Direct Agreement (ED)	<ul style="list-style-type: none"> • PPI • PPN • MAI • MAN • WAI • MAG
Manual Business Lines	Internal Direct Agreement (ID)	<ul style="list-style-type: none"> • PPV • MID • WA
Manual Business Lines	Agreement Charge (AG)	MCH
RPUDD	Billing Document (BD)	<ul style="list-style-type: none"> • PMI • PMN
RPUDD	Internal Voucher (NV)	PMV
RPUDD	Standard Voucher (SV)	<ul style="list-style-type: none"> • PMA • PDS • PML • IML
RPUDD	External Direct Agreement	<ul style="list-style-type: none"> • PPI • PPN
RPUDD	Internal Direct Agreement	PPV
Outlease	Standard Voucher (SV)	<ul style="list-style-type: none"> • OMA • OML
AAS - National - FEDSIM (AASFedSim)	Standard Voucher (SV)	<ul style="list-style-type: none"> • SMA • SDA • SML
AAS - Regional - IT (AASREGIT)	Standard Voucher (SV)	<ul style="list-style-type: none"> • EMA • EDA • EML

Business line	Document Category	Pegasys Document Types
AAS - Integrated Workplace Acquisition Center (IWAC)	Standard Voucher (SV)	<ul style="list-style-type: none"> • KMA • KDA • KML
ITS - Regional Network Services-Expanded Services (ITSEXPSEER)	Standard Voucher (SV)	<ul style="list-style-type: none"> • XMA • XDA • XML
HSPD-12 (ITSHSPD12)	Standard Voucher (SV)	<ul style="list-style-type: none"> • HMA • HAD • HML
National IT Commodity Program (ITSNATITCM)	Standard Voucher (SV)	<ul style="list-style-type: none"> • NMA • NDA • NML
Regional Network Services-Telecom (ITSREGTEL)	Standard Voucher (SV)	<ul style="list-style-type: none"> • TMA • TDA • TML
Wide Area Network - (ITSWAN)	Standard Voucher (SV)	<ul style="list-style-type: none"> • WMA • WMD • WML
External Services	Standard Voucher (SV)	<ul style="list-style-type: none"> • QMA • MME • QML
TARPS	Standard Voucher (SV)	<ul style="list-style-type: none"> • TAR • TCO
Non - Business Line Specific	Standard Voucher (SV)	<ul style="list-style-type: none"> • NWR • NCR

Business line	Document Category	Pegasys Document Types
Region 6	Cash Receipts	<ul style="list-style-type: none"> • CH6 • EF6 • A6 • WO6 • CW6 • CR6 • CT6 • RC6 • L6M • MC6 • AO6 • NW6
Region 6	Itemized Payments	<ul style="list-style-type: none"> • IM6 • MR6 • NI6 • MI6 • DDR • CP6 • PCR
Region 7	Cash Receipts	<ul style="list-style-type: none"> • CH7 • EF7 • CA7 • WO7 • CW7 • CR7 • CT7 • AO7 • NW7 • L7R

Business line	Document Category	Pegasys Document Types
Region 7	Itemized Payments	<ul style="list-style-type: none">• IM7• MR7• CB7• NI7
Claims	Standard Voucher (SV)	<ul style="list-style-type: none">• D7A• D6A• ML7• ML6
FAS Information Technology Category	Billing Document (BD)	<ul style="list-style-type: none">• CMI• CMN
FAS Information Technology Category	Internal Voucher (NV)	CMV
FAS Information Technology Category	Standard Voucher (SV)	<ul style="list-style-type: none">• CMA• CDA• CML