

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



Contract: # HHSN316201200011W

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9 of 10

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Guide Summary

To meet 508 compliance requirements, the BAAR Guide is divided into 10 documents, which contains the following sections. This is Document 9.

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B Appendix: User-Defined Fields and Form Descriptions

B.1 Appendix: Detail Billing Record (DBR) - User-Defined Fields and Form Descriptions

Please refer to the **BAAR User Guide 1 of 10, Section 4.2.1.**

Table 1: Detail Billing Record (DBR) Query - User-Defined Fields and Form Descriptions - Billing Document (BD) Accounting Line - DBR Modify Tab Fleet Leasing Detail Billing Elements

Field Name	Description
Billing Estimate Code	<ul style="list-style-type: none"> Y or Leave Blank. If 'Y', states the bill is based on estimated miles driven.
Body Type	Provides the vehicle's body type.
Daily/Monthly Rate Amount	Stores the daily or monthly rate for the customer.
Days Used	Stores the number of days the vehicle was used by the customer.
Description	Free text field for additional descriptive information from GSAFleet.Gov.
Ending Mileage	Stores the ending mileage in a whole number (no partial miles).
FSN Lookup	Required for FLEET Military Customer.
Mileage Rate Amount	Stores the customer's mileage rate.
Miles Driven	Stores the total miles driven for the bill in a whole number (no partial miles).
Sales Code	Populate with the sales code associated with the type of vehicle transaction.
Optional Equipment	Stores the vehicle accessory codes associated with the detail billing record.
Optional Equipment Rate Amount	Stores the total charge for special equipment (i.e., GPS) associated with the detail billing record.
FSN	Provides the ability to search for records by the FSN field (associated with Fleet Military customer records only).

Field Name	Description
Starting Mileage	Stores the starting mileage in a whole number (no partial miles).
Vehicle Action Code	<ul style="list-style-type: none"> • '1' • '2' • '3' • Required for assigned vehicle, which is stated by sales code. Informational purposes to denote if the assigned vehicle is initial, continual or final.
Vehicle Class	Class of vehicle being rented.
Vehicle Tag	The Tag # of the vehicle. The 5-character tag value.
VIN	Stores the Vehicle Identification Number. This is a 17 character value.
Building Address	Provides the ability to search for records by the address of the building associated with the Detail Billing Record.
Building City	Provides the ability to search for records by the city of the building associated with the Detail Billing Record.
Building Name	Provides the ability to search for records by the name of the building associated with the Detail Billing Record.
Building State	Provides the ability to search for records by the state of the building associated with the Detail Billing Record.
Building Zip Code	Provides the ability to search for records by the 5-digit zip code of the building associated with the Detail Billing Record.
Non-Cancelable OA Designation	Provides the ability to search for records by the non-cancelable OA designation (T or F).

Table 2: Detail Billing Record (DBR) Query - User-Defined Fields and Form Descriptions - Billing Document (BD) Accounting Line - DBR Modify Tab Fleet Rental Detail Billing Elements

Field Name	Description
Description	Free text field for additional descriptive information from GSAFleet.Gov.
FSN Lookup	Required for FLEET Military Customer.

Field Name	Description
Sales Code	Populate with the sales code associated with the type of vehicle transaction.
FSN	Provides the ability to search for records by the FSN field (associated with Fleet Military customer records only).
Rental Request #	Stores the Fleet system generated unique ID for rentals
Rental Location, City	Stores the City of Rental
Rental Location, State	Stores the State of Rental
Rental Invoice Start Date	Stores the Rental Start date
Rental Invoice End Date	Stores the Rental End date
Vendor Name	Vendor providing Rental
Unit #	Rental Vehicle's License plate
Building Address	Provides the ability to search for records by the address of the building associated with the Detail Billing Record.
Building City	Provides the ability to search for records by the city of the building associated with the Detail Billing Record.
Building Name	Provides the ability to search for records by the name of the building associated with the Detail Billing Record.
Building State	Provides the ability to search for records by the state of the building associated with the Detail Billing Record.
Building Zip Code	Provides the ability to search for records by the 5-digit zip code of the building associated with the Detail Billing Record.
Non-Cancelable OA Designation	Provides the ability to search for records by the non-cancelable OA designation (T or F).

Table 3: Detail Billing Record (DBR) Query - User-Defined Fields and Form Descriptions - Billing Document (BD) Accounting Line - DBR Modify Tab/Billing Document (BD) Accounting Line - DBR Modify Tab AAS Detail Billing Elements

Field Name	Description
Bill Level Indicator	Search by Bill Level Indicator

Table 4: Detail Billing Record (DBR) Query - User-Defined Fields and Form Descriptions - Billing Document (BD) Accounting Line - DBR Modify Tab Global Supply/Fleet Purchasing Detail Billing Elements

Field Name	Description
1st Character BOAC	First character of the Pegasys Vendor Code.
Advance Indicator	Designates the Detail Billing Record as an advance transaction.
Advice Code	Advice Code, if present, for Detail Billing Record.
Attention Line	The Attention Line of the Detail Billing Record.
Bank Charge Detail	Indicates Summary or Detail level for Revenue Credit Card Detail Billing Records.
Billing Method	Value determines the type of Detail Billing Record and the method it will ultimately use to be billed. Mapped to Origin System Record ID.
Building Number	An alphanumeric code that specifies the building number dimension. The value must be valid in the Building Number maintenance table.
Country Code	The Country Code of Customer.
Customer Name	The Name of GSA Customer.
Customer Requisition Number	<ul style="list-style-type: none"> • If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is blank, set to [GSA Order/Session/Ticket No.] • If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is not blank, set to [Original Ticket No.] • Otherwise, leave blank.
Credit/Adjustment Indicator	Determines if the Detail Billing Record is a negative (“C” for Credit”) or positive adjustment (“A” for adjustment).
Distribution Code	Set to Cost Element for 5071-5078 records or Distribution Code.
Document ID	<ul style="list-style-type: none"> • Set first character to “F”. • Set second character from table to the right based on Original Record Type and TD Code (see below). • If the Amount is not negative, set the third character to “1”. • If the Amount is negative, set the third character to “2.” • See Table 20.
Email Address	The Email Address of the Customer.

Field Name	Description
Extended Cost	<ul style="list-style-type: none"> • For Inventory from Billing transactions only. • Calculate as [Quantity] x Unit Cost Price, rounded to two decimal places. • Format: Numeric with explicit decimal point. Leading zeroes are not required. Leading and trailing spaces are ignored.
External Surcharge Flag	Indicates the detail billing record represents a surcharge amount already calculated in the FAS feeder system.
Fax Number	The Fax number of the Customer.
GSA Order/Session/Ticket Number	<ul style="list-style-type: none"> • If [Record ID] is 5041, set to [GSA Order Number] • If [Record ID] is 5071 - 5078, set to [GSA Order/Session/Ticket No.] • If the Billing Method is C and the [Record ID] is not 5041, 5073, 5075, or 5076, set to [Advantage Order No.] in the FSSADV or CSSADV file • Otherwise, leave blank.
Interfund Indicator	Used to identify Interfund Detail Billing Records.
Original Date	The Original Date of service/sale completion.
Original Fund Code	Fund Code from Original system.
Original Record Type	Record Type from FAS Source System.
Original Ticket Number	<ul style="list-style-type: none"> • If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is blank, set to [GSA Order/Session/Ticket No.] • If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is not blank, set to [Original Ticket No.] • Otherwise, leave blank.
Project Code	Set to Function Code for 5071 to 5078 records or Project Code.
Project Number	Free text field, value maps to the Treasury IPAC file field “Job Number”. The job or Project Number used for interagency transfers.
Requisition Number/Suffix	The system-generated Requisition Number or GSA Requisition Number, not the Requisition Number provided by the customer.

Field Name	Description
Rest of Customer Data	<ul style="list-style-type: none"> • For records from FSS-19: • If [Agency] equals 12, set to characters 61 - 80 of [Appropriation Data] from the GSA Appropriation Data File where the first 14 characters of the [Requisition Number] matches the Requisition number in the file. If no match, leave blank. • If [Agency] equals 70, set to characters 61 - 80 of [Appropriation Data] from the FEMA Appropriation Data File where the first 14 characters of the [Requisition Number] matches the Requisition number in the file. If no match, leave blank. • For records from CSC or FEDPAY: • Set to the last 20 characters of the [Customer Provided Data] or [Customer Data].
Routing ID	<ul style="list-style-type: none"> • Set first two characters as follows: • If [Record ID] is 5071 - 5078, set to “G” + character from table to the right based on [Region]. • Otherwise, set to first two characters of [Routing ID] • Set the third character to “0” (zero). • See Table 21.
Signal Code	Signal Code for Detail Billing Record.
State/City Code	<ul style="list-style-type: none"> • Except for [Record ID] 5071 - 5078, the first two characters of this field contain a numeric state code or an alpha country code. • NOTE: This code is associated with the Requisitioner or Ship To address, not with the billed office address.
State/Country Name	The State/Country name of customer.
Supplemental Address	Supplemental Address, if present, for Detail Billing Record.
SV Document Number	Document Number of Inventory Standard Voucher, manually Added or added by Inventory from Billing transactions.
Telephone Number	The Telephone number of the Customer.
Transaction Date	The Transaction Date.

Field Name	Description
Unit Cost Price	<ul style="list-style-type: none"> For Inventory from Billing transactions only. [Unit Cost Price] or [Total Cost Price] (whichever is present for the record type). Format: Numeric with explicit decimal point and up to three decimal places. Leading zeroes are not required. Leading and trailing spaces are ignored.
VIN	<ul style="list-style-type: none"> Stores the Vehicle Identification Number. This is a 17 character value.
Accept Date	<ul style="list-style-type: none"> The Accept Date

Table 5: Detail Billing Record (DBR) Query - User-Defined Fields and Form Descriptions - Billing Document (BD) Accounting Line - DBR Modify Tab/Billing Document (BD) Accounting Line - DBR Modify Tab FAS Information Technology Category Detail Billing Elements

Field Name	Description
Assignment Code Flag	Always set to T

Table 6: Detail Billing Record (DBR) Query - User-Defined Fields and Form Descriptions - Billing Document (BD) Accounting Line - DBR Search Tab Fleet Leasing Detail Billing Elements

Field Name	Description
Billing Estimate Code	<ul style="list-style-type: none"> Y or Leave Blank. If 'Y', states the bill is based on estimated miles driven.
Body Type	Provides the vehicle's body type.
Daily/Monthly Rate Amount	Stores the daily or monthly rate for the customer.
Days Used	Stores the number of days the vehicle was used by the customer.
Description	Free text field for additional descriptive information from GSAFleet.Gov.
Ending Mileage	Stores the ending mileage in a whole number (no partial miles).
FSN Lookup	Required for FLEET Military Customer.
Mileage Rate Amount	Stores the customer's mileage rate.

Field Name	Description
Miles Driven	Stores the total miles driven for the bill in a whole number (no partial miles).
Sales Code	Populate with the sales code associated with the type of vehicle transaction.
Optional Equipment	Stores the vehicle accessory codes associated with the detail billing record.
Optional Equipment Rate Amount	Stores the total charge for special equipment (i.e., GPS) associated with the detail billing record.
FSN	Required for FLEET Military Customer.
Starting Mileage	Stores the starting mileage in a whole number (no partial miles).
Vehicle Action Code	<ul style="list-style-type: none"> • '1' • '2' • '3' • Required for assigned vehicle, which is stated by sales code. Informational purposes to denote if the assigned vehicle is initial, continual or final.
Vehicle Class	Class of vehicle being rented.
Vehicle Tag	The Tag # of the vehicle. The 5-character tag value.
VIN	Stores the Vehicle Identification Number. This is a 17 character value.

Table 7: Detail Billing Record (DBR) Query - User-Defined Fields and Form Descriptions - Billing Document (BD) Accounting Line - DBR Search Tab Fleet Rental Detail Billing Elements

Field Name	Description
Description	Free text field for additional descriptive information from GSAFleet.Gov.
FSN Lookup	Required for FLEET Military Customer.
Sales Code	Populate with the sales code associated with the type of vehicle transaction.
FSN	Required for FLEET Military Customer.

Field Name	Description
Starting Mileage	Stores the starting mileage in a whole number (no partial miles).
Rental Request #	Stores the Fleet system generated unique ID for rentals
Vendor Name	Vendor providing Rental

Table 8: Detail Billing Record (DBR) Query - User-Defined Fields and Form Descriptions - Billing Document (BD) Accounting Line - DBR Search Tab Rent Detail Billing Elements

Field Name	Description
Building Address	Provides the ability to search for records by the address of the building associated with the Detail Billing Record.
Building City	Provides the ability to search for records by the city of the building associated with the Detail Billing Record.
Building Name	Provides the ability to search for records by the name of the building associated with the Detail Billing Record.
Building State	Provides the ability to search for records by the state of the building associated with the Detail Billing Record.
Building Zip Code	Provides the ability to search for records by the 5-digit zip code of the building associated with the Detail Billing Record.
Non-Cancelable OA Designation	Provides the ability to search for records by the non-cancelable OA designation (T or F).

Table 9: Detail Billing Record (DBR) Query - User-Defined Fields and Form Descriptions - Billing Document (BD) Accounting Line - DBR Search Tab AAS Detail Billing Elements

Field Name	Description
Bill Level Indicator	Search by Bill Level Indicator

Table 10: Detail Billing Record (DBR) Query - User-Defined Fields and Form Descriptions - Billing Document (BD) Accounting Line - DBR Search Tab Global Supply/Fleet Purchasing Detail Billing Elements

Field Name	Description
1st Character BOAC	First character of the Pegasys Vendor Code.
Advance Indicator	Designates the Detail Billing Record as an advance transaction.

Field Name	Description
Advice Code	Advice Code, if present, for Detail Billing Record.
Attention Line	The Attention Line of the Detail Billing Record.
Bank Charge Detail	Indicates Summary or Detail level for Revenue Credit Card Detail Billing Records.
Billing Method	Value determines the type of Detail Billing Record and the method it will ultimately use to be billed. Mapped to Origin System Record ID.
Building Number	An alphanumeric code that specifies the building number dimension. The value must be valid in the Building Number maintenance table.
Country Code	The Country Code of Customer.
Customer Name	The Name of GSA Customer.
Customer Requisition Number	<ul style="list-style-type: none"> • If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is blank, set to [GSA Order/Session/Ticket No.] • If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is not blank, set to [Original Ticket No.] • Otherwise, leave blank.
Credit/Adjustment Indicator	Determines if the Detail Billing Record is a negative (“C” for Credit”) or positive adjustment (“A” for adjustment).
Distribution Code	Set to Cost Element for 5071-5078 records or Distribution Code.
Document ID	<ul style="list-style-type: none"> • Set first character to “F”. • Set second character from table to the right based on Original Record Type and TD Code (see below). • If the Amount is not negative, set the third character to “1”. • If the Amount is negative, set the third character to “2.” • See Table 20.
Email Address	The Email Address of the Customer.

Field Name	Description
Extended Cost	<ul style="list-style-type: none"> • For Inventory from Billing transactions only. • Calculate as [Quantity] x Unit Cost Price, rounded to two decimal places. • Format: Numeric with explicit decimal point. Leading zeroes are not required. Leading and trailing spaces are ignored.
External Surcharge Flag	Indicates the detail billing record represents a surcharge amount already calculated in the FAS feeder system.
Fax Number	The Fax number of the Customer.
GSA Order/Session/Ticket Number	<ul style="list-style-type: none"> • If [Record ID] is 5041, set to [GSA Order Number] • If [Record ID] is 5071 - 5078, set to [GSA Order/Session/Ticket No.] • If the Billing Method is C and the [Record ID] is not 5041, 5073, 5075, or 5076, set to [Advantage Order No.] in the FSSADV or CSSADV file • Otherwise, leave blank.
Interfund Indicator	Used to identify Interfund Detail Billing Records.
Original Date	The Original Date of service/sale completion.
Original Fund Code	Fund Code from Original system.
Original Record Type	Record Type from FAS Source System.
Original Ticket Number	<ul style="list-style-type: none"> • If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is blank, set to [GSA Order/Session/Ticket No.] • If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is not blank, set to [Original Ticket No.] • Otherwise, leave blank.
Project Code	Set to Function Code for 5071 to 5078 records or Project Code.
Project Number	Free text field, value maps to the Treasury IPAC file field "Job Number". The job or Project Number used for interagency transfers.
Stock Number/Agency Order Number	[Stock Number/Agency Order Number/Description] (whichever is present for the record type)

Field Name	Description
Requisition Number/Suffix	The system-generated Requisition Number or GSA Requisition Number, not the Requisition Number provided by the customer.
Rest of Customer Data	<ul style="list-style-type: none"> • For records from FSS-19: • If [Agency] equals 12, set to characters 61 - 80 of [Appropriation Data] from the GSA Appropriation Data File where the first 14 characters of the [Requisition Number] matches the Requisition number in the file. If no match, leave blank. • If [Agency] equals 70, set to characters 61 - 80 of [Appropriation Data] from the FEMA Appropriation Data File where the first 14 characters of the [Requisition Number] matches the Requisition number in the file. If no match, leave blank. • For records from CSC or FEDPAY: • Set to the last 20 characters of the [Customer Provided Data] or [Customer Data].
Routing ID	<ul style="list-style-type: none"> • Set first two characters as follows: • If [Record ID] is 5071 - 5078, set to “G” + character from table to the right based on [Region]. • Otherwise, set to first two characters of [Routing ID] • Set the third character to “0” (zero). • See Table 21.
Signal Code	Signal Code for Detail Billing Record.
State/City Code	<ul style="list-style-type: none"> • Except for [Record ID] 5071 - 5078, the first two characters of this field contain a numeric state code or an alpha country code. • NOTE: This code is associated with the Requisitioner or Ship To address, not with the billed office address.
State/Country Name	The State/Country name of customer.
Supplemental Address	Supplemental Address, if present, for Detail Billing Record.
SV Document Number	Document Number of Inventory Standard Voucher, manually Added or added by Inventory from Billing transactions.

Field Name	Description
Telephone Number	The Telephone number of the Customer.
Transaction Date	The Transaction Date.
Unit Cost Price	<ul style="list-style-type: none"> For Inventory from Billing transactions only. [Unit Cost Price] or [Total Cost Price] (whichever is present for the record type). Format: Numeric with explicit decimal point and up to three decimal places. Leading zeroes are not required. Leading and trailing spaces are ignored.
Accept Date	<ul style="list-style-type: none"> The Accept Date

Table 11: Detail Billing Record (DBR) Query - User-Defined Fields and Form Descriptions - Billing Document (BD) Accounting Line - DBR Search Tab FAS Information Technology Category Detail Billing Elements

Field Name	Description
Assignment Code Flag	Always set to T

Table 12: Detail Billing Record (DBR) Query - User-Defined Fields and Form Descriptions - Billing Document (BD) Accounting Line - DBR Search Tab” /”Billing Document (BD) Accounting Line - DBR Modify Tab AAS Detail Billing Elements

Field Name	Description
Bill Level Indicator	Search by Bill Level Indicator

Table 13: Detail Billing Record (DBR) Query - User-Defined Fields and Form Descriptions - Billing Document (BD) Accounting Line - DBR Search Tab” /”Billing Document (BD) Accounting Line - DBR Modify Tab FAS Information Technology Category Detail Billing Elements

Field Name	Description
Assignment Code Flag	Always set to T

**Table 14: Detail Billing Record (DBR) Query - User-Defined Fields and Form Descriptions
- Billing Document (BD) Accounting Line - DBR Search Tab Item Collection Fleet Leasing
Detail Billing Elements**

Field Name	Description
Billing Estimate Code	<ul style="list-style-type: none"> • Y or Leave Blank. • If 'Y', states the bill is based on estimated miles driven.
Body Type	Provides the vehicle's body type.
Daily/Monthly Rate Amount	Stores the daily or monthly rate for the customer.
Days Used	Stores the number of days the vehicle was used by the customer.
Description	Free text field for additional descriptive information from GSAFleet.Gov.
Ending Mileage	Stores the ending mileage in a whole number (no partial miles).
FSN Lookup	Required for FLEET Military Customer.
Mileage Rate Amount	Stores the customer's mileage rate.
Miles Driven	Stores the total miles driven for the bill in a whole number (no partial miles).
Sales Code	Populate with the sales code associated with the type of vehicle transaction.
Optional Equipment	Stores the vehicle accessory codes associated with the detail billing record.
Optional Equipment Rate Amount	Stores the total charge for special equipment (i.e., GPS) associated with the detail billing record.
FSN	Required for FLEET Military Customer.
Starting Mileage	Stores the starting mileage in a whole number (no partial miles).
Vehicle Action Code	<ul style="list-style-type: none"> • '1' • '2' • '3' • Required for assigned vehicle, which is stated by sales code. Informational purposes to denote if the assigned vehicle is initial, continual or final.

Field Name	Description
Vehicle Class	Class of vehicle being rented.
Vehicle Tag	The Tag # of the vehicle. The 5-character tag value in.
VIN	Stores the Vehicle Identification Number. This is a 17 character value.

Table 15: Detail Billing Record (DBR) Query - User-Defined Fields and Form Descriptions - Billing Document (BD) Accounting Line - DBR Search Tab Item Collection Fleet Rental Detail Billing Elements

Field Name	Description
Description	Free text field for additional descriptive information from GSAFleet.Gov.
FSN Lookup	Required for FLEET Military Customer.
Sales Code	Populate with the sales code associated with the type of vehicle transaction.
FSN	Required for FLEET Military Customer.
Rental Request Number	Stores the Fleet system generated unique ID for rentals
Vendor Name	Vendor providing Rental

Table 16: Detail Billing Record (DBR) Query - User-Defined Fields and Form Descriptions - DBR Search Tab Item Collection Rent Detail Billing Elements

Field Name	Description
Building Address	Provides the ability to search for records by the address of the building associated with the Detail Billing Record.
Building City	Provides the ability to search for records by the city of the building associated with the Detail Billing Record.
Building Name	Provides the ability to search for records by the name of the building associated with the Detail Billing Record.
Building State	Provides the ability to search for records by the state of the building associated with the Detail Billing Record.
Building Zip Code	Provides the ability to search for records by the 5-digit zip code of the building associated with the Detail Billing Record.

Field Name	Description
Non-Cancelable OA Designation	Provides the ability to search for records by the non-cancelable OA designation (T or F).

Table 17: Detail Billing Record (DBR) Query - User-Defined Fields and Form Descriptions - DBR Search Tab Item Collection AAS Detail Billing Elements

Field Name	Description
Bill Level Indicator	Search by Bill Level Indicator

Table 18: Detail Billing Record (DBR) Query - User-Defined Fields and Form Descriptions - DBR Search Tab Item Collection Global Supply/Fleet Purchasing Detail Billing Elements

Field Name	Description
1st Character BOAC	First character of the Pegasys Vendor Code.
Advance Indicator	Designates the Detail Billing Record as an advance transaction.
Advice Code	Advice Code, if present, for Detail Billing Record.
Attention Line	The Attention Line of the Detail Billing Record.
Bank Charge Detail	Indicates Summary or Detail level for Revenue Credit Card Detail Billing Records.
Billing Method	Value determines the type of Detail Billing Record and the method it will ultimately use to be billed. Mapped to Origin System Record ID.
Building Number	An alphanumeric code that specifies the building number dimension. The value must be valid in the Building Number maintenance table.
Country Code	The Country Code of Customer.
Customer Name	The Name of GSA Customer.
Customer Requisition Number	<ul style="list-style-type: none"> • If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is blank, set to [GSA Order/Session/Ticket No.] • If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is not blank, set to [Original Ticket No.] • Otherwise, leave blank.

Field Name	Description
Credit/Adjustment Indicator	Determines if the Detail Billing Record is a negative (“C” for Credit”) or positive adjustment (“A” for adjustment).
Distribution Code	Set to Cost Element for 5071-5078 records or Distribution Code.
Document ID	<ul style="list-style-type: none"> • Set first character to “F”. • Set second character from table to the right based on Original Record Type and TD Code (see below). • If the Amount is not negative, set the third character to “1”. • If the Amount is negative, set the third character to “2.” • See Table 20.
Email Address	The Email Address of the Customer.
Extended Cost	<ul style="list-style-type: none"> • For Inventory from Billing transactions only. • Calculate as [Quantity] x Unit Cost Price, rounded to two decimal places. • Format: Numeric with explicit decimal point. Leading zeroes are not required. Leading and trailing spaces are ignored.
External Surcharge Flag	Indicates the detail billing record represents a surcharge amount already calculated in the FAS feeder system.
Fax Number	The Fax number of the Customer.
GSA Order/Session/Ticket Number	<ul style="list-style-type: none"> • If [Record ID] is 5041, set to [GSA Order Number] • If [Record ID] is 5071 - 5078, set to [GSA Order/Session/Ticket No.] • If the Billing Method is C and the [Record ID] is not 5041, 5073, 5075, or 5076, set to [Advantage Order No.] in the FSSADV or CSSADV file • Otherwise, leave blank.
Interfund Indicator	Used to identify Interfund Detail Billing Records.
Original Date	The Original Date of service/sale completion.
Original Fund Code	Fund Code from Original system.
Original Record Type	Record Type from FAS Source System.

Field Name	Description
Original Ticket Number	<ul style="list-style-type: none"> • If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is blank, set to [GSA Order/Session/Ticket No.] • If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is not blank, set to [Original Ticket No.] • Otherwise, leave blank.
Project Code	Set to Function Code for 5071 to 5078 records or Project Code.
Project Number	Free text field, value maps to the Treasury IPAC file field “Job Number”. The job or Project Number used for interagency transfers.
Stock Number/Agency Order Number	[Stock Number/Agency Order Number/Description] (whichever is present for the record type)
Requisition Number/Suffix	The system-generated Requisition Number or GSA Requisition Number, not the Requisition Number provided by the customer.
Rest of Customer Data	<ul style="list-style-type: none"> • For records from FSS-19: • If [Agency] equals 12, set to characters 61 - 80 of [Appropriation Data] from the GSA Appropriation Data File where the first 14 characters of the [Requisition Number] matches the Requisition number in the file. If no match, leave blank. • If [Agency] equals 70, set to characters 61 - 80 of [Appropriation Data] from the FEMA Appropriation Data File where the first 14 characters of the [Requisition Number] matches the Requisition number in the file. If no match, leave blank. • For records from CSC or FEDPAY: • Set to the last 20 characters of the [Customer Provided Data] or [Customer Data].
Routing ID	<ul style="list-style-type: none"> • Set first two characters as follows: • If [Record ID] is 5071 - 5078, set to “G” + character from table to the right based on [Region]. • Otherwise, set to first two characters of [Routing ID] • Set the third character to “0” (zero). • See Table 21.

Field Name	Description
Signal Code	Signal Code for Detail Billing Record.
State/City Code	<ul style="list-style-type: none"> Except for [Record ID] 5071 - 5078, the first two characters of this field contain a numeric state code or an alpha country code. NOTE: This code is associated with the Requisitioner or Ship To address, not with the billed office address.
State/Country Name	The State/Country name of customer.
Supplemental Address	Supplemental Address, if present, for Detail Billing Record.
SV Document Number	Document Number of Inventory Standard Voucher, manually Added or added by Inventory from Billing transactions.
Telephone Number	The Telephone number of the Customer.
Transaction Date	The Transaction Date.
Unit Cost Price	<ul style="list-style-type: none"> For Inventory from Billing transactions only. [Unit Cost Price] or [Total Cost Price] (whichever is present for the record type). Format: Numeric with explicit decimal point and up to three decimal places. Leading zeroes are not required. Leading and trailing spaces are ignored.
VIN	<ul style="list-style-type: none"> Stores the Vehicle Identification Number. This is a 17 character value.
Accept Date	<ul style="list-style-type: none"> The Accept Date

Table 19: Detail Billing Record (DBR) Query - User-Defined Fields and Form Descriptions - DBR Search Tab Item Collection FAS Information Technology Category Detail Billing Elements

Field Name	Description
Assignment Code Flag	Always set to T

Table 20: Original Record Type

Original Record Type	Character
5020 with TD Code not equal to 62 or O2	A

Original Record Type	Character
5020 with TD Code equal to 62 or O2	D
5030	B
<ul style="list-style-type: none"> • 5040 • 5041 	C
5045	X
<ul style="list-style-type: none"> • 5047 • 5052 • 5054 	N
<ul style="list-style-type: none"> • 5049 • 5051 • 5055 	Q
5050	W
<ul style="list-style-type: none"> • 5071 • 5072 • 5073 • 5074 • 5075 • 5076 • 5077 • 5078 	G

Table 21: Region

Region	Character
1	B
2	N
3	W
4	A
5	C
6	K
7	F

Region	Character
8	D
9	S
0	T
P	P

B.2 Appendix: Detail Billing Record (DBR) Query - User-Defined Fields and Form Descriptions

Please refer to the **BAAR User Guide 2 of 10, Section 4.2.1.**

Table 22: Detail Billing Record (DBR) Query - User-Defined Fields and Form Descriptions - Detail Billing Record (DBR) Query Accounting Elements (DBR)

Search Element	Description
Location/System	Provides the ability to search for records by the Location/System.
Surcharge Type	Provides the ability to search for records by the Surcharge Type.
Surcharge Type	Provides the ability to search for records by the Surcharge Type.

Table 23: Detail Billing Record (DBR) Query - User-Defined Fields and Form Descriptions - Detail Billing Record (DBR) Query Detail Billing Element Fields(DBR)

Search Element	Description
External Surcharge Flag	Provides the ability to search for records by the External Surcharge Flag.
Billing Method	Provides the ability to search for records by the Billing Method.
Surcharge Indicator	Provides the ability to search for records by the Surcharge Indicator.
Signal Code	Provides the ability to search for records by the Signal Code.
Supplemental Address	Provides the ability to search for records by the Supplemental Address.

Search Element	Description
Bank Charge Detail	Provides the ability to search for records by the Bank Charge Detail.
Advice Code	Provides the ability to search for records by the Advice Code.
Document ID	Provides the ability to search for records by the Document ID.
Routing ID	Provides the ability to search for records by the Routing ID.
Requisition Number/Suffix	Provides the ability to search for records by the Requisition Number/Suffix.
Distribution Code	Provides the ability to search for records by the Distribution Code.
Project Code	Provides the ability to search for records by the Project Code.
Stock Code	Provides the ability to search for records by the Stock Code.
State/City Code	Provides the ability to search for records by the State/City Code.
GSA Order/Session/Ticket Number	Provides the ability to search for records by the GSA Order/Session/Ticket Number.
Original Record Type	Provides the ability to search for records by the Original Record Type.
Rest of Customer Data	Provides the ability to search for records by the Rest of Customer Data.
Original Ticket Number	Provides the ability to search for records by the Original Ticket Number.
Customer Requisition Number	Provides the ability to search for records by the Customer Requisition Number.
Building Number	Provides the ability to search for records by the Building Number.
Work Authorization	Provides the ability to search for records by the Work Authorization.
Project Number	Provides the ability to search for records by the Project Number.

Search Element	Description
1 st Character BOAC	Provides the ability to search for records by the 1 st Character BOAC.
Original Fund Code	Provides the ability to search for records by the Original Fund Code.
Bill Level Indicator	Search by Bill Level Indicator
Transaction Date	Provides the ability to search for records by the Transaction Date.
Original Date	Provides the ability to search for records by the Original Date.
Unit Cost Price	Provides the ability to search for records by the Unit Cost Price.
Extended Cost	Provides the ability to search for records by the Extended Cost.
SV Document Number	Provides the ability to search for records by the SV Document Number.
Customer Name	Provides the ability to search for records by the Customer Name.
Attention Line	Provides the ability to search for records by the Attention Line.
Telephone Number	Provides the ability to search for records by the Telephone Number
FAX Number	Provides the ability to search for records by the Fax Number.
Email Address	Provides the ability to search for records by the Email Address.
Country Code	Provides the ability to search for records by the Country Code
State/Country Name	Provides the ability to search for records by the State/Country Name.
Order Number	Provides the ability to search for records by the Order Number.
Product Code	Provides the ability to search for records by the Product Code.

Search Element	Description
Customer Code	Provides the ability to search for records by the Customer Code.

**Table 24: Detail Billing Record (DBR) Query - User-Defined Fields and Form Descriptions
- Detail Billing Record (DBR) Query Search Results: Item Collection**

Search Element	Description
Quantity (QY)	Provides the ability to search for records by the Quantity.
Extended Cost Amount	Provides the ability to search for records by the Extended Cost Amount.
Transaction Date	Provides the ability to search for records by the Transaction Date.
Billing Method	Provides the ability to search for records by the Billing Method.
Requisition Number/Suffix	Provides the ability to search for records by the Requisition Number/Suffix.
GSA Order/Session/Ticket Number	Provides the ability to search for records by the GSA Order/Session/Ticket Number.
Customer Requisition Number	Provides the ability to search for records by the Customer Requisition Number.
Reg	Provides the ability to search for records by the Reg

**Table 25: Detail Billing Record (DBR) Query - User-Defined Fields and Form Descriptions
- Detail Billing Record (DBR) Query Search Screen**

Search Element	Description
External Surcharge Flag	Provides the ability to search for records by the External Surcharge Flag.
Billing Method	Provides the ability to search for records by the Billing Method.
Surcharge Indicator	Provides the ability to search for records by the Surcharge Indicator.
Signal Code	Provides the ability to search for records by the Signal Code.

Search Element	Description
Supplemental Address	Provides the ability to search for records by the Supplemental Address.
Bank Charge Detail	Provides the ability to search for records by the Bank Charge Detail.
Advice Code	Provides the ability to search for records by the Advice Code.
Document ID	Provides the ability to search for records by the Document ID.
Routing ID	Provides the ability to search for records by the Routing ID.
Requisition Number/Suffix	Provides the ability to search for records by the Requisition Number/Suffix.
Distribution Code	Provides the ability to search for records by the Distribution Code.
Project Code	Provides the ability to search for records by the Project Code.
State/City Code	Provides the ability to search for records by the State/City Code.
GSA Order/Session/Ticket Number	Provides the ability to search for records by the GSA Order/Session/Ticket Number.
Original Record Type	Provides the ability to search for records by the Original Record Type.
Rest of Customer Data	Provides the ability to search for records by the Rest of Customer Data.
Original Ticket Number	Provides the ability to search for records by the Original Ticket Number.
Customer Requisition Number	Provides the ability to search for records by the Customer Requisition Number.
Building Number	Provides the ability to search for records by the Building Number.
Work Authorization	Provides the ability to search for records by the Work Authorization.
Project Number	Provides the ability to search for records by the Project Number.

Search Element	Description
1 st Character BOAC	Provides the ability to search for records by the 1 st Character BOAC.
Original Fund Code	Provides the ability to search for records by the Original Fund Code.
Transaction Date	Provides the ability to search for records by the Transaction Date.
Original Date	Provides the ability to search for records by the Original Date.
Fedcode/Customer Fund Code	Provides the ability to search for records by the Fedcode/Customer Fund Code.
Order Number	Provides the ability to search for records by the Order Number.
Location/System	Provides the ability to search for records by the Location/System.
Surcharge Type	Provides the ability to search for records by the Surcharge Type.
Product Code	Provides the ability to search for records by the Product Code.
Customer Code	Provides the ability to search for records by the Customer Code.
SV Document Number	Provides the ability to search for records by the SV Document Number.
Customer Name	Provides the ability to search for records by the Customer Name.
Attention Line	Provides the ability to search for records by the Attention Line.
Telephone Number	Provides the ability to search for records by the Telephone Number.
FAX Number	Provides the ability to search for records by the Fax Number.
Email Address	Provides the ability to search for records by the Email Address.
Country Code	Provides the ability to search for records by the Country Code.

Search Element	Description
State/Country Name	Provides the ability to search for records by the State/Country Name.
FAS PO Number	Provides the ability to search for records by the FAS PO Number.
TD Code/Transaction Code	Provides the ability to search for records by the TD Code/Transaction Code.
Supply/Fleet Purchasing Detail Billing Elements	Provides the ability to search for records by the Supply/Fleet Purchasing Detail Billing Elements.
Assignment Code Flag	Should always be set to “T”
Agreement Number	Provide the ability to search for records by the Agreement Number.
Agreement Line Number	Provide the ability to search for records by the Agreement Line Number.
Buyer Agreement Number	Provide the ability to search for records by the Buyer Agreement Number (used for internal billing DBRs only).
Buyer Agreement Line Number	Provide the ability to search for records by the Buyer Agreement Line Number (used for internal billing DBRs only).

B.3 Appendix: Agreement Query - User-Defined Fields and Form Descriptions

Please refer to the **BAAR User Guide 1 of 10, Section 4.3.7.**

Table 26: Agreement Query - User-Defined Fields and Form Descriptions

Search Element	Description
Assignment Code	Free text field, used to identify the analyst or group responsible for working the transaction.

Search Element	Description
Severable Service	Non-severable services constitute a specific, entire job or single undertaking with a defined end-product that cannot feasibly be subdivided for separate performance. / SCAC is Standard Carrier Alpha Code. It is a unique two-to-four-letter code used to identify transportation companies.
Lease Number	The lease number or the Pegasys value that is used to determine which user is assigned to work on the document.
Class ID	Provides ability to search by Class ID
Task/Sub Task	Provides ability to search by Task or Sub Task
Charge Type	Provides ability to search by Charge Type
Client Telephone Number/Office Code	Telephone number of GSA customer / unique identifier of the office code.
Authorized Agreement Amount	Amount the agreement has been authorized for. The Agency Cert Amount in Reimbursable Work Authorization (RWA) Entry & Tracking Application (RETA).
Total Agreement Line Amounts	Total agreement line amounts (total of all agreement lines).
Total Obligations excluding Direct Spending Amounts	The vendor or address-level vendor's total obligation amount excluding direct spending amounts.
Total Spending Amount including Commitments	The agreement's Total Spending amount equal to the sum of purchasing and expenditure activity against a particular agreement line including commitments. This value includes, but is not limited to, Total Expenditure, Total Expenditure Interest Amount, Total Expenditure Penalty Amount, Total Expenditure Surcharge Amount, Total Expenditure Interest Surcharge Amount, and Total Expenditure Penalty Surcharge Amount. The Total Expenditure Discount Amount and the Total Expenditure Discount Surcharge Amount are subtracted from this value.

B.4 Appendix: Billing Document (BD) - User-Defined Fields and Form Descriptions

Please refer to the **BAAR User Guide 2 of 10, Section 4.4.1.2.**

Table 27: Billing Document (BD) - User-Defined Fields and Form Descriptions - Header

Field Name	Description
Assignment Code	Free text field, used to identify the analyst or group responsible for working the transaction.
Client Telephone Number	Telephone number of GSA customer.
Severable Service	Non-severable services constitute a specific, entire job or single undertaking with a defined end-product that cannot feasibly be subdivided for separate performance.

Table 28: Billing Document (BD) - User-Defined Fields and Form Descriptions - Accounting Line

Field Name	Description
Task/Subtask	The Task/Subtask linked to the transaction
Class ID	The Class ID
Charge Type	The Charge Type
Order Number	The Order Number associated with the transaction.
Product Code	The Product Code associated with the transaction.
Customer Code	The Customer Code associated with the transaction.
Fedcode/Customer Fund Code	Federal customer identification number used in conjunction with the Billing Office Address Code (BOAC) to pull customer and customer address information. The Fund Code provided by the customer.
FAS PO Number	The purchase order number provided by FAS.

Field Name	Description
TD Code/Transaction Code	The code used by the Global Supply business line to classify the various types of receipt, adjustment, and transfer inventory transactions. Used in Pegasys via the ART Interface to determine associated inventory GL postings.

Table 29: Billing Document (BD) - User-Defined Fields and Form Descriptions - Billing Document (BD) - Accounting Line - Detail Billing Record Search Tab

Field Name	Description
Task/Subtask	The Task/Subtask linked to the transaction
External Surcharge Flag	Indicates the detail billing record represents a surcharge amount already calculated in the FAS feeder system.
Billing Method	Value determines the type of Detail Billing Record. Mapped to Origin System Record ID.
Surcharge Indicator	Indicates if there is a surcharge.
Signal Code	Signal Code for detail billing record.
Supplemental Address	Supplemental Address, if present, for Detail Billing Record.
Bank Charge Detail	Indicates Summary or Detail level.
Advice Code	Advice code for internal voucher.
Document ID	<ul style="list-style-type: none"> • Set first character to “F”. • Set second character from table to the right based on Original Record Type and TD Code (see below). • If the Amount is not negative, set the third character to “1”. • If the Amount is negative, set the third character to “2”. • See Table 21.

Field Name	Description
Routing ID	<ul style="list-style-type: none"> • Set first two characters as follows: • If [Record ID] is 5071 - 5078, set to “G” + character from table to the right based on [Region]. • Otherwise, set to first two characters of [Routing ID]. • Set the third character to “0” (zero). • See Table 21.
Requisition Number/Suffix	The system-generated Requisition Number or GSA Requisition Number.
Distribution Code	Set to Cost Element for 5071-5078 records or Distribution Code.
Project Code	Set to Function Code for 5071 to 5078 records or Project Code.
State/City Code	<ul style="list-style-type: none"> • Except for [Record ID] 5071 - 5078, the first two characters of this field contain a numeric state code or an alpha country code. • NOTE: This code is associated with the Requisitioner or Ship To address, not with the billed office address.
GSA Order/Session/Ticket Number	<ul style="list-style-type: none"> • If [Record ID] is 5041, set to [GSA Order Number]. • If [Record ID] is 5071 - 5078, set to [GSA Order/Session/Ticket No.]. • If the Billing Method is C and the [Record ID] is not 5041, 5073, 5075, or 5076, set to [Advantage Order No.] in the FSSADV or CSSADV file. • Otherwise, leave blank.
Advance Indicator	Designates the internal voucher as an advance transaction.
Original Record Type	Record Type from Source System.
Interfund Indicator	Used to identify Interfund Detail Billing Records.

Field Name	Description
Rest of Customer Data	<ul style="list-style-type: none"> • For records from FSS-19: • If [Agency] equals 12, set to characters 61 - 80 of [Appropriation Data] from the GSA Appropriation Data File where the first 14 characters of the [Requisition Number] matches the Requisition number in the file. If no match, leave blank. • If [Agency] equals 70, set to characters 61 - 80 of [Appropriation Data] from the FEMA Appropriation Data File where the first 14 characters of the [Requisition Number] matches the Requisition number in the file. If no match, leave blank. • For records from CSC or FEDPAY: • Set to the last 20 characters of the [Customer Provided Data] or [Customer Data].
Original Ticket Number	<ul style="list-style-type: none"> • If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is blank, set to [GSA Order/Session/Ticket No.]. • If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is not blank, set to [Original Ticket No.]. • Otherwise, leave blank.
Customer Requisition Number	<ul style="list-style-type: none"> • If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is blank, set to [GSA Order/Session/Ticket No.]. • If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is not blank, set to [Original Ticket No.]. • Otherwise, leave blank.
Building Number	An alphanumeric code that specifies the building number dimension. The value must be valid in the Building Number maintenance table.

Field Name	Description
Work Authorization	<ul style="list-style-type: none"> • For PBS only. • If Record ID] is 5071, 5075, 5076, or 5078, set to [Work Authorization]. • Otherwise, leave blank.
Project Number	<ul style="list-style-type: none"> • Free text field. • Value maps to the Treasury IPAC file field “Job Number”. • The job or project number used for interagency transfers.
1st Character BOAC	First character of Pegasys Vendor Code.
Original Fund Code	Fund Code from Original system.
SV Document Number	Document Number of Inventory Standard Voucher, manually Added or added by Inventory from Billing transactions.
Customer Name	The Name of GSA customer.
Attention Line	The Attention Line of the Detail Billing Record.
Telephone Number	The Telephone number of Customer.
FAX Number	The Fax number of Customer.
Email Address	The Email address of Customer.
Country Code	The Country Code of Customer.
State/Country Name	The State/country Name of Customer.
Transaction date	The Transaction date.
Original Date	The Original Date of service/sale completion.
Credit/Adjustment Indicator	Indicator for negative (“C” for Credit”) or positive adjustments (“A” for adjustment).
Service Month	<ul style="list-style-type: none"> • Format: MMY • Set to the [Service Month/Year] • This will also be the month and year of the Period of Performance Start Date

B.5 Appendix: Internal Voucher (NV) - User-Defined Fields and Form Descriptions

Please refer to the **BAAR User Guide 2 of 10, Section 4.4.2.2.**

Table 30: Internal Voucher Fields (NV) - User-Defined Fields and Form Descriptions - Header

Field Name	Description
Assignment Code	The Assignment Code determines the group of users that work document processing errors or customer disputes. For a list of Assignment Codes, please contact the Finance Region for a list of assignment codes and/or for instructions on how to find the assignment codes.
Client Telephone Number	Telephone number of GSA customer.
Severable Service	Non-severable services constitute a specific, entire job or single undertaking with a defined end-product that cannot feasibly be subdivided for separate performance.

Table 31: Internal Voucher Fields (NV) - User-Defined Fields and Form Descriptions - Accounting Line

Field Name	Description
FedCode/Customer Fund Code	Federal customer identification number used in conjunction with the Billing Office Address Code (BOAC) to pull customer and customer address information. The Fund Code provided by the customer.
FAS PO Number	The purchase order number provided by FAS.
TD Code/Transaction Code	The code used by the Global Supply business line to classify the various types of receipt, adjustment, and transfer inventory transactions. Used in Pegasys via the ART Interface to determine associated inventory GL postings.

Table 32: Internal Voucher Fields (NV) - User-Defined Fields and Form Descriptions - Detail Billing Record Search Tab

Field Name	Description
External Surcharge Flag	Indicates the detail billing record represents a surcharge amount already calculated in the FAS feeder system.
Billing Method	Value determines the type of Detail Billing Record. Mapped to Origin System Record ID.
Surcharge Indicator	Indicates if there is a surcharge.
Signal Code	Signal Code for detail billing record.
Supplemental Address	Supplemental Address, if present, for Detail Billing Record.
Bank Charge Detail	Indicates Summary or Detail level.
Advice Code	Advice code for internal voucher.
Document ID	<ul style="list-style-type: none"> • Set first character to “F”. • Set second character from table to the right based on Original Record Type and TD Code (see below). • If the Amount is not negative, set the third character to “1”. • If the Amount is negative, set the third character to “2”. • See Table 20.
Routing ID	<ul style="list-style-type: none"> • Set first two characters as follows: • If [Record ID] is 5071 - 5078, set to “G” + character from table to the right based on [Region]. • Otherwise, set to first two characters of [Routing ID]. • Set the third character to “0” (zero). • See Table 21.
Requisition Number/Suffix	The system-generated Requisition Number or GSA Requisition Number.
Distribution Code	Set to Cost Element for 5071-5078 records or Distribution Code.

Field Name	Description
Project Code	Set to Function Code for 5071 to 5078 records or Project Code.
State/City Code	<ul style="list-style-type: none"> • Except for [Record ID] 5071 - 5078, the first two characters of this field contain a numeric state code or an alpha country code. • NOTE: This code is associated with the Requisitioner or Ship To address, not with the billed office address.
GSA Order/Session/Ticket Number	<ul style="list-style-type: none"> • If [Record ID] is 5041, set to [GSA Order Number]. • If [Record ID] is 5071 - 5078, set to [GSA Order/Session/Ticket No.]. • If the Billing Method is C and the [Record ID] is not 5041, 5073, 5075, or 5076, set to [Advantage Order No.] in the FSSADV or CSSADV file. • Otherwise, leave blank.
Advance Indicator	Designates the internal voucher as an advance transaction.
Original Record Type	Record Type from Source System.
Interfund Indicator	Used to identify Interfund Detail Billing Records.

Field Name	Description
Rest of Customer Data	<ul style="list-style-type: none"> • For records from FSS-19: • If [Agency] equals 12, set to characters 61 - 80 of [Appropriation Data] from the GSA Appropriation Data File where the first 14 characters of the [Requisition Number] matches the Requisition number in the file. If no match, leave blank. • If [Agency] equals 70, set to characters 61 - 80 of [Appropriation Data] from the FEMA Appropriation Data File where the first 14 characters of the [Requisition Number] matches the Requisition number in the file. If no match, leave blank. • For records from CSC or FEDPAY: • Set to the last 20 characters of the [Customer Provided Data] or [Customer Data].
Original Ticket Number	<ul style="list-style-type: none"> • If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is blank, set to [GSA Order/Session/Ticket No.]. • If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is not blank, set to [Original Ticket No.]. • Otherwise, leave blank.
Customer Requisition Number	<ul style="list-style-type: none"> • If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is blank, set to [GSA Order/Session/Ticket No.]. • If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is not blank, set to [Original Ticket No.]. • Otherwise, leave blank.
Building Number	An alphanumeric code that specifies the building number dimension. The value must be valid in the Building Number maintenance table.

Field Name	Description
Work Authorization	<ul style="list-style-type: none"> • For PBS only. • If Record ID] is 5071, 5075, 5076, or 5078, set to [Work Authorization]. • Otherwise, leave blank.
Project Number	<ul style="list-style-type: none"> • Free text field. • Value maps to the Treasury IPAC file field “Job Number”. • The job or project number used for interagency transfers.
1st Character BOAC	First character of Pegasys Vendor Code.
Original Fund Code	Fund Code from Original system.
SV Document Number	Document Number of Inventory Standard Voucher, manually Added or added by Inventory from Billing transactions.
Customer Name	The Name of GSA customer.
Attention Line	The Attention Line of the Detail Billing Record.
Telephone Number	The Telephone number of Customer.
FAX Number	The Fax number of Customer.
Email Address	The Email address of Customer.
Country Code	The Country Code of Customer.
State/Country Name	The State/country Name of Customer.
Transaction Date	The Transaction date.
Original Date	The Original Date of service/sale completion.
Credit/Adjustment Indicator	Indicator for negative (“C” for Credit”) or positive adjustments (“A” for adjustment).

Table 33: Internal Voucher Fields (NV) - User-Defined Fields and Form Descriptions - Detail Billing Record Modify Tab

Field Name	Description
External Surcharge Flag	Indicates the detail billing record represents a surcharge amount already calculated in the FAS feeder system.
Billing Method	Value determines the type of Detail Billing Record. Mapped to Origin System Record ID.
Surcharge Indicator	Indicates if Detail Billing Record is for a surcharge.
Signal Code	Signal code for detail billing record.
Supplemental Address	Supplemental Address, if present, for Detail Billing Record.
Bank Charge Detail	Indicates Summary or Detail level.
Advice Code	Advice Code, if present, for Detail Billing Record.
Document ID	<ul style="list-style-type: none"> • Set first character to “F”. • Set second character from table to the right based on Original Record Type and TD Code (see below). • If the Amount is not negative, set the third character to “1”. • If the Amount is negative, set the third character to “2”. • See Table 20.
Routing ID	<ul style="list-style-type: none"> • Set first two characters as follows: • If [Record ID] is 5071 - 5078, set to “G” + character from table to the right based on [Region] • Otherwise, set to first two characters of [Routing ID] • Set the third character to “0” (zero). • See Table 21.

Field Name	Description
Requisition Number/Suffix	The system-generated Requisition Number or GSA Requisition Number, not the Requisition Number provided by the customer.
Distribution Code	Set to Cost Element for 5071-5078 records or Distribution Code.
Project Code	Set to Function Code for 5071 to 5078 records or Project Code.
State/City Code	<ul style="list-style-type: none"> • Except for [Record ID] 5071 - 5078, the first two characters of this field contain a numeric state code or an alpha country code. • NOTE: This code is associated with the Requisitioner or Ship To address, not with the billed office address.
GSA Oder/Session/Ticket Number	<ul style="list-style-type: none"> • If [Record ID] is 5041, set to [GSA Order Number] • If [Record ID] is 5071 - 5078, set to [GSA Order/Session/Ticket No.] • If the Billing Method is C and the [Record ID] is not 5041, 5073, 5075, or 5076, set to [Advantage Order No.] in the FSSADV or CSSADV file • Otherwise, leave blank
Advance Indicator	Designates the Detail Billing Record as an advance transaction.
Original Record Type	Record Type from Source System.
Interfund Indicator	Used to search the Interfund Indicator of the Detail Billing Record.
Original Ticket Number	<ul style="list-style-type: none"> • If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is blank, set to [GSA Order/Session/Ticket No.] • If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is not blank, set to [Original Ticket No.] • Otherwise, leave blank.

Field Name	Description
Customer Requisition Number	<ul style="list-style-type: none"> • If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is blank, set to [GSA Order/Session/Ticket No.] • If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is not blank, set to [Original Ticket No.] • Otherwise, leave blank.
Building Number	An alphanumeric code that specifies the building number dimension. The value must be valid in the Building Number maintenance table.
Work Authorization	<ul style="list-style-type: none"> • For PBS only • If Record ID] is 5071, 5075, 5076, or 5078, set to [Work Authorization] • Otherwise, leave blank.
Project Number	<ul style="list-style-type: none"> • Free text field • Value maps to the Treasury IPAC file field “Job Number”. • The job or project number used for interagency transfers.
1st Character BOAC	First character of Vendor Code.
Original Fund Code	Original fund code.
Rest of Customer Data	Fund Code from Original system.
SV Document Number	Document Number of Inventory Standard Voucher, manually Added or added by Inventory from Billing transactions.
Customer Name	The Name of the GSA Customer.
Attention Line	The Attention Line of the Detail Billing Record.
Telephone Number	The Telephone Number of the Customer.
FAX Number	The Fax Number of the Customer.
Email Address	The E-mail Address of the Customer.
Country Code	The Country Code of Customer.

Field Name	Description
State/Country Name	The State/Country name of customer.
Transaction Date	The Transaction Date.
Original Date	The Original Date of service/sale completion.
Unit Cost Price	<ul style="list-style-type: none"> • For Inventory from Billing transactions only. • [Unit Cost Price] or [Total Cost Price] (whichever is present for the record type) • Format: Numeric with explicit decimal point and up to three decimal places. Leading zeroes are not required. Leading and trailing spaces are ignored.
Extended Cost	<ul style="list-style-type: none"> • For Inventory from Billing transactions only • Calculate as [Quantity] x Unit Cost Price, rounded to two decimal places. • Format: Numeric with explicit decimal point. Leading zeroes are not required. Leading and trailing spaces are ignored.
Credit/Adjustment Indicator	Determines if the Detail Billing Record is a negative (“C” for Credit”) or positive adjustment (“A” for adjustment).
Service Month	<ul style="list-style-type: none"> • Format: MMYYY • Set to the [Service Month/Year] • This will also be the month and year of the Period of Performance Start Date

B.6 Appendix: Standard Voucher (SV) - User-Defined Fields and Form Descriptions

Please refer to the following:

- **BAAR User Guide 2 of 10, Section 4.5.3**
- **BAAR User Guide 7 of 10, Section 4.20.3**

Table 34: Standard Voucher (SV) - User-Defined Fields and Form Descriptions - Header

Field Name	Description
Assignment Code	The Assignment Code determines the group of users that work document processing errors or customer disputes. For a list of Assignment Codes, please contact the Finance Region for a list of assignment codes and/or for instructions on how to find the assignment codes.

Table 35: Standard Voucher (SV) - User-Defined Fields and Form Descriptions - Accounting Line

Field Name	Description
Transaction Date	The Transaction date.
Unit Cost Price	<ul style="list-style-type: none"> For Inventory from Billing transactions only. [Unit Cost Price] or [Total Cost Price] (whichever is present for the record type). Format: Numeric with explicit decimal point and up to three decimal places. Leading zeroes are not required. Leading and trailing spaces are ignored.
Signal Code	Signal Code for the Standard Voucher.
Supplemental Address/ FAS PO Number	Supplemental Address, if present, for Detail Billing Record/ The purchase order number provided by FAS.
TD Code/Transaction Code	The code used by the Global Supply business line to classify the various types of receipt, adjustment, and transfer inventory transactions. Used in Pegasys via the ART Interface to determine associated inventory GL postings.
Location/System	An alphanumeric code that specifies the location/system dimension. The value must be valid in the system maintenance table.
Fedcode/Customer Fund Code	Federal customer identification number used in conjunction with the Billing Office Address Code (BOAC) to pull customer and customer address information. The Fund Code provided by the customer.
Service Month	<ul style="list-style-type: none"> Format: MMY Y Set to the [Service Month/Year] This will also be the month and year of the Period of Performance Start Date

B.7 Appendix: General Ledger (GL) Account Detail Query - User-Defined Search Criteria Field Descriptions

Please refer to the **BAAR User Guide 3 of 10, Section 4.6.11.**

Table 36: GL Account Detail Query Field Descriptions- User-Defined Search Criteria Field Descriptions

Field Name	Description
Client Telephone Number/Office Code	Provides the ability to search for records by the Client Telephone Number/Office Code.
Lockbox Number	Provides the ability to search for records by the Lockbox Number.
Short Contract Number (GWAC)	Provides the ability to search for records by the Short Contract Number.
Contract Source	Provides the ability to search for records by the Contract Source.
Fedcode/Customer Fund Code/Record Type (SIFT)	Provides the ability to search for records by the Fedcode/Customer Fund Code/Record Type.
Lease Number/Report Period/Adjustment Code	Provides the ability to search for records by the Lease Number/Report Period/Adjustment Code.
Product Code/Receipt Date/IT Spending Authorization Number	Provides the ability to search for records by the Product Code/Receipt Date/IT Spending Authorization Number.
Order Number/Unit Cost Price/Open Balance	Provides the ability to search for records by the Order Number/Unit Cost Price/Open Balance.
Signal Code	Provides the ability to search for records by the Signal Code.
Pay.gov Tracking ID	Provides the ability to search for records by the Pay.gov Tracking ID.
Title/Contract Number	Provides the ability to search for records by the Title/Contract Number.
Supplemental Address/FAS PO Number	Provides the ability to search for records by the Supplemental Address/FAS PO Number.
TD Code/Transaction Code	Provides the ability to search for records by the TD Code/Transaction Code.

Field Name	Description
Severable Service/SCAC Code	Provides the ability to search for records by the Severable Service/SCAC Code.
Additional Codes	Provides the ability to search for records by the Additional Codes.
Assignment Code	Provides the ability to search for records by the Assignment Code.

B.8 Appendix: Vendor Activity Search - User-Defined Search Criteria Field Descriptions

Please refer to the **BAAR User Guide 3 of 10, Section 4.6.13.**

Table 37: Vendor Activity Search - User-Defined Search Criteria Field Descriptions

Search Element	Description
Region	An alphanumeric code that specifies a region the vendor is associated with. The Region on the vendor is not the accounting dimension region.
Region Number	Region number associated with the vendor address. The Region on the vendor is not the accounting dimension region.

B.9 Appendix: Debt Account (DA) -User-Defined Fields and Forms Descriptions

Please refer to the **BAAR User Guide 3 of 10, Section 4.7.6.**

Table 38: Debt Account (DA) - User-Defined Fields and Forms Descriptions - Header

Field Name	Description	Debt Account Document Type (DAV)	Debt Account Document Type (DES)	Debt Account Document Type (D6M)	Debt Account Document Type (D7M)
Item # 1	The first item.	N/A	Yes	Yes	N/A
Item # 2	The second item.	N/A	Yes	Yes	N/A
Item # 3	The third item.	N/A	Yes	Yes	N/A

Field Name	Description	Debt Account Document Type (DAV)	Debt Account Document Type (DES)	Debt Account Document Type (D6M)	Debt Account Document Type (D7M)
Debt Account Type Detail	Details about the Debt Account Type.	N/A	N/A	N/A	Yes
Referral Options	The available Referral Options.	Yes	Yes	Yes	N/A
PO Number	The PO Number.	N/A	Yes	Yes	N/A
Debtor Name	The name of the debtor.	Yes	Yes	Yes	N/A
ITS Claim Reason	The reason for the ITS Claim.	N/A	Yes	Yes	N/A
Vehicle Tag Number	The Vehicle Tag Number.	Yes	N/A	N/A	N/A
Insurance Claim Number	The Insurance Claim Number.	Yes	N/A	N/A	N/A
Assignment Code	Free text field, used to identify the analyst or group responsible for working the transaction.	Yes	Yes	Yes	Yes

Table 39: Debt Account (DA) - User-Defined Fields and Forms Descriptions - Accounting Line

Field Name	Description	Debt Account Document Types	Debt Account Document Types	Debt Account Document Types	Debt Account Document Types
Sales Office Number	The Sales Office Number.	N/A	Yes	Yes	N/A
Sale Number	The Sale Number.	N/A	Yes	Yes	N/A
Insurance Policy Number	The Insurance Policy Number.	Yes	N/A	N/A	N/A
Labor Flag	The Labor Flag.	N/A	Yes	Yes	N/A
Sep Date	The Sep Date.	N/A	Yes	Yes	N/A
Sales/Lease Number	The Lease Number.	N/A	N/A	N/A	Yes
GSA Contract Number	The GSA Contract Number.	N/A	Yes	Yes	N/A
Commodity Code	The Commodity Code.	N/A	Yes	Yes	N/A
ACO Code	The ACO Code.	N/A	Yes	Yes	N/A

Field Name	Description	Debt Account Document Types	Debt Account Document Types	Debt Account Document Types	Debt Account Document Types
ACO Zone	The code used by the Global Supply business line to classify the various types of receipt, adjustment, and transfer inventory transactions. Used in Pegasys via the ART Interface to determine associated inventory GL postings.	N/A	Yes	Yes	N/A

B.10 Appendix: Cash Receipt (CR) - User-Defined Fields and Forms Descriptions

Please refer to the **BAAR User Guide 4 of 10, Section 4.8.1.3**.

Table 40: Cash Receipt (CR) - User-Defined Fields and Forms Descriptions - Header

Field Name	Description
SCAC Code	SCAC is Standard Carrier Alpha Code. It is a unique two-to-four-letter code used to identify transportation companies.
Severable Service	Non-severable services constitute a specific, entire job or single undertaking with a defined end-product that cannot feasibly be subdivided for separate performance.
Client Telephone Number	Telephone number of GSA customer.
Title/Contract Number	The Title/Contract Number.
Debit Voucher Number - Original Deposit Ticket Number	The Debit Voucher Number or the Original Deposit Ticket Number.
Manual Process indicator	The indicator for Manual Process.

Field Name	Description
Office Code	The Office Code.
Lockbox Number	The Lockbox Number.
Short Contract Number	The Short Contract Number.
Contract Source	The Contract Source.
Assignment Code	Free text field, used to identify the analyst or group responsible for working the transaction.

Table 41: Cash Receipt (CR) - User-Defined Fields and Forms Descriptions - Accounting Line

Field Name	Description
Order Number	The Order Number.
Class ID	The Class ID
Charge Type	The Charge Type
Product Code	The Product Code.
Customer Code	The Customer Code.
Report Period	The Report Period.
Description/Contract Number	The Description/Contract Number.
Record Type	The Record Type.
Record Period	The Record Period.
Batch Number/Batch ID	The Batch Number/Batch ID.
Approval Code	The Approval Code.
Pay.gov Tracking ID	The Pay.gov Tracking ID.
Open Balance	Value if AG has open balance. Not Required.
Adjustment Code	Code indicating if this is an Adjustment.
Building Number	An alphanumeric code that specifies the building number dimension. The value must be valid in the Building Number maintenance table.
Fedcode/Customer Fund Code	Federal customer identification number used in conjunction with the Billing Office Address Code (BOAC) to pull customer and customer address information. The Fund Code provided by the customer.

Field Name	Description
Lease Number	The Lease Number.
FAS PO Number	The purchase order number provided by FAS.
TD Code/Transaction Code	The code used by the Global Supply business line to classify the various types of receipt, adjustment, and transfer inventory transactions. Used in Pegasys via the ART Interface to determine associated inventory GL postings.

B.11 Appendix: Centralized Collection Services Staging Record - User-Defined Search Fields and Form Definitions

Please refer to the **BAAR User Guide 4 of 10, Section 4.8.6.3.**

Table 42: Centralized Collection Services Staging Record - User-Defined Search Fields and Form Definitions

Field Name	Description
Client Telephone Number	The Telephone Number of GSA customer.
Memo Report Indicator	<ul style="list-style-type: none"> • Displays the Memo Post Flag Value. • Values: • If blank, the transaction is funded through Vantiv. • ‘Y’ - Memo Report only.
Transaction Date Day	Date of Record Transaction.
Code identifying the Authorization Number	Field value is set to the authorization code.

Field Name	Description
POS Terminal Capability	<p>Code identifying the actual capabilities of the POS system used. Value to pass in EMD Settlement.</p> <ul style="list-style-type: none"> • 0 - Unknown (These Transactions do not qualify for improved rates.) • 1 - Paper/Manual; no terminal (These Transactions do not qualify for improved rates.) • 2 - Magnetic stripe reader. • 3 - PAN auto entry via contactless magnetic Chip (Entry Mode must be '07') • 4 - PAN auto entry via contactless magnetic Stripe.(Entry Mode must be '91') • 5 - Magnetic stripe reader and contactless capability. • 7 - Magnetic stripe reader and key entry capability (for MasterCard) • 8 - Magnetic stripe, contactless, and key entry capability • 9 - Key entry only, no electronic reading capability (No Magnetic stripe, Chip, etc...)
POS Entry Mode	<p>How the credit card information was read at the POS system:</p> <ul style="list-style-type: none"> • 01 - Key entry • 07 - Contactless magnetic chip • 81 - Ecommerce (MasterCard Only) • 90 - Complete magnetic stripe read and transmitted • 91 - Contactless magnetic stripe read.
Cardholder ID Method	<p>Method used by the card holder for identification when making the transaction:</p> <ul style="list-style-type: none"> • 1 - Signature • 2 - Pin • 3 - Unattended terminal, no pin • 4 - Mail/phone order • 5 - Unattended terminal, PIN capable
AVS Response Code	Address verification response code as returned in original authorization response.
Purchase Identifier	Set to Order Number.
Purchase Type	The type of purchase.

Field Name	Description
Sales Tax Collected Indicator	Indicator for Sales Tax Collected.
Sales Tax Amount (VISA)	Amount of sales tax for VISA.
National Tax Collected Indicator (VISA)	Indicator for National Tax Collected.
National Tax Amount (VISA)	Amount of National tax for VISA.
Other Tax	Other tax amount.
Product Code (VISA)	The VISA product code.
Discount Line Item	Discount line item.
Line Item Total	Total of line item.
Sales Tax Collected ID	The Sales Tax collected ID.
Sales Tax Amount (MC)	The Sales Tax Amount for MC.
Freight Amount	The Freight amount.
Duty Amount	The Duty amount.
National Tax Collected Indicator (MC)	The indicator for National Tax collected for MC.
National Tax Amount (MC)	The National Tax amount for MC.
Ship from Postal Code	The Postal code of location shipped from.
Tax Exempt Indicator	Indicator for Tax Emit.
Destination Country Code	Country code of the destination location.
Merchant Reference Number	The Reference number of the associated merchant.
Product Code (MC)	The Product code for MasterCard.
Extended Item Amount	Amount of extended item.
Extended Item Amount Sign	The Extended Item Amount Sign.

Field Name	Description
Extended Item Amount Net Gross Indicator	Indicator for Extended Item Amount Net Gross.
Discount Indicator	Indicator for Discount.
Discount Amount	The Amount of discount.
Order Number	The Order number.
Product Code	The Product code.
Customer Code	The Customer code.
Assignment Code	The Assignment code.
Fedcode/Customer Fund Code/Record Type (SIFT)	Federal customer identification number used in conjunction with the Billing Office Address Code (BOAC) to pull customer and customer address information. The Fund Code provided by the customer. Record Type (SIFT) - An internal 2-digit numeric code system which identifies the type of contract collection transaction being processed.
FAS PO Number	The purchase order number provided by FAS.
TD Code/Transaction Code	The code used by the Global Supply business line to classify the various types of receipt, adjustment, and transfer inventory transactions. Used in Pegasys via the ART Interface to determine associated inventory GL postings.
Lease Number	The Lease Number.

B.12 Appendix: Vendor Account/Statement/Document Level Correspondence -User-Defined Search Fields and Form Definitions

Please refer to the **BAAR User Guide 5 of 10, Section 4.9.1.**

Table 43: Vendor Account/Statement/Document Level Correspondence - User-Defined Search Fields and Form Definitions

Search Element	Description
Assignment Code	The code used to identify the user responsible managing the Cash Receipt (CR).
Public Publishing	Provides ability to perform searches for records that have been transmitted to VCSS (Null, True, False).

B.13 Appendix: Payment Authorization (IP) - User-Defined Fields and Form Descriptions

Please refer to the **BAAR User Guide 6 of 10, Section 4.15.4.3.**

Table 44: Payment Authorization (IP) - User-Defined Fields and Form Descriptions - Header

Field Name	Description
Severable Service	Non-severable services constitute a specific, entire job or single undertaking with a defined end-product that cannot feasibly be subdivided for separate performance.
Client Telephone Number	Telephone number of GSA customer.
Assignment Code	Free text field, used to identify the analyst or group responsible for working the transaction.

Table 45: Payment Authorization (IP) - User-Defined Fields and Form Descriptions - Header Accounting Line

Field Name	Description
Order Number	The Order Number.
Class ID	The Class ID
Charge Type	The Charge Type
Product Code	The Product Code.
Customer Code	The Customer Code.
Fedcode/Customer Fund Code	Federal customer identification number used in conjunction with the Billing Office Address Code (BOAC) to pull customer and customer address information. The Fund Code provided by the customer.
Lease Number	The Lease Number.
FSA PO Number	The purchase order number provided by FAS.
TD Code/Transaction Code	The code used by the Global Supply business line to classify the various types of receipt, adjustment, and transfer inventory transactions. Used in Pegasys via the ART Interface to determine associated inventory GL postings.

B.14 Appendix: External Direct Agreement (ED) - User-Defined Fields and Form Descriptions

Please refer to the **BAAR User Guide 1 of 10, Section 4.3.1.2.**

Table 46: External Direct Agreement (ED) - User-Defined Fields and Form Descriptions - Header

Field Name	Description
Assignment Code	The group assigned to this Agreement Charge.
Severable Service	Non-severable services constitute a specific, entire job or single undertaking with a defined end-product that cannot feasibly be subdivided for separate performance.
Client Telephone Number	Telephone number of GSA customer.
Authorized Agreement Amount	The authorized amount of the agreement.
Total Agreement Line Amounts	The dollar amount of the agreement. This field equals the total of the accounting line amounts.

Table 47: External Direct Agreement (ED) - User-Defined Fields and Form Descriptions - Accounting Line

Field Name	Description
Building Number	An alphanumeric code that specifies the building number dimension. The value must be valid in the Building Number maintenance table.
Task/Subtask	The Task/Subtask
Class ID	The Class ID
Charge Type	The Charge Type
Location/System	An alphanumeric code that specifies the location/system dimension. The value must be valid in the system maintenance table.

B.15 Appendix: Internal Direct Agreement (ID) - User-Defined Fields and Form Descriptions

Please refer to the **BAAR User Guide 1 of 10, Section 4.3.2.2.**

Table 48: Internal Direct Agreement (ID) - User-Defined Fields and Form Descriptions - Header

Field Name	Description
Assignment Code	Free text field, used to identify the analyst or group responsible for working the transaction.
Severable Service	Non-severable services constitute a specific, entire job or single undertaking with a defined end-product that cannot feasibly be subdivided for separate performance.
Client Telephone Number	Telephone number of GSA customer.
Authorized Agreement Amount	Amount of the agreement will be for. The Agency Cert Amount in Reimbursable Work Authorization (RWA) Entry & Tracking Application (RETA).
Total Agreement Line Amounts	The dollar amount of the agreement. This field equals the total of the accounting line amounts.

Table 49: Internal Direct Agreement (ID) - User-Defined Fields and Form Descriptions - Accounting Line

Field Name	Description
Building Number	An alphanumeric code that specifies the building number dimension. The value must be valid in the Building Number maintenance table.
Location/System	An alphanumeric code that specifies the location/system dimension. The value must be valid in the system maintenance table.
Class ID	The Class ID
Task/Subtask	The Task/Subtask
Charge Type	The Charge Type

B.16 Appendix: Agreement Charge (AG) - User-Defined Fields and Form Descriptions

Please refer to the **BAAR User Guide 1 of 10, Section 4.3.4.2.**

Table 50: Agreement Charge (AG) - User-Defined Fields and Form Descriptions - Header

Field Name	Description
Assignment Code	Free text field, used to identify the analyst or group responsible for working the transaction.

Table 51: Agreement Charge (AG) - User-Defined Fields and Form Descriptions - Accounting Line

Field Name	Description
Open Balance	Value if AG has open balance. Not Required.
Adjustment Code	Code indicating if this AG is an Adjustment.
Building Number	An alphanumeric code that specifies the building number dimension. The value must be valid in the Building Number maintenance table.
Location/System	An alphanumeric code that specifies the location/system dimension. The value must be valid in the system maintenance table.

C Appendix: GSA Business Line Specific Required Fields

C.1 Appendix: BAAR Accounting Dimensions

Please refer to the **BAAR User Guide 1 of 10, Section 4.1.1.**

Table 52: BAAR Accounting Dimensions

Field Name	Reference Link	Example
Template	Reference Link to the Accounting Template Table	2013PBS-00-192X-PG00-PG000
Beginning Budget Fiscal Year (BBFY)	Reference link, values Previous, Current, or Next	2013
Ending Budget Fiscal Year (BBFY)	Reference link, values Previous, Current, or Next	Typically blank
Fund	Reference Link to the Fund table	192X
Region	Reference link to the Region table	00
Org Code	Reference link to the Org Code table	P0012345
Program	Reference link to the Program table	PG00
Project Code	Reference link to the Project Code table	CA1610AB
Function (Activity)	Reference link to the Function table	PG000
Sub Object Class	Reference link to the Sub Object Class table	F4A
Revenue Source Code	Reference link to the Revenue Source table	A100
Sub Revenue Source Code	Reference link to the Sub Revenue Source table	N/A
Building #	Reference link to the Building # table	01020810

Field Name	Reference Link	Example
System	<ul style="list-style-type: none"> Reference link to the System table. Fleet Bills only: If entering dimensions manually, the System field should be populated using "A" + the 2-character FMC value. 	031
Work Item	Reference link to the Work Item table	39A
ABC Activity	Reference link to the ABC Activity Table	B-BC-FA
Reimbursable Cost Element	Reference link to the Reimbursable Cost Element table	N/A
Reimbursable Sub-Object	Reference link to the Reimbursable Sub Object table	F4A
Year of Budget Authority (YBA)	Reference link to the YBA table	2011
Business Event Type Code (BETC)	Reference link to the BETC table	DISBAJ
Cost Organization	Reference link to the Cost Organization table	A07VN102
Cohort Year	Reference link to the Cohort Year table	2011
Product Service Code (PSC)	Reference link to the PSC (Product Service Code) table (not used by Pegasys users)	N/A

C.2 Appendix: Detail Billing Record Query Search Criteria

C.2.1 Appendix: Detail Billing Record Query Search Criteria – Fleet Leasing

Please refer to the **BAAR User Guide 1 of 10, Section 4.2**.

Table 53: Detail Billing Record Query Search Criteria - Fleet Leasing Detail Billing Elements Group Box

Search Element	Description
Starting Mileage	Provides the ability to search for records by the vehicle starting mileage.
Ending Mileage	Provides the ability to search for records by the vehicle ending mileage.
Miles Driven	Provides the ability to search for records by the number of miles driven.
Days Used	Provides the ability to search for records by the number of days used.
Daily/Monthly Rate	Provides the ability to search for records by the daily/monthly rate for the vehicle.
Optional Equipment Rate	Provides the ability to search for records by the special equipment rate for the vehicle.
Mileage Rate	Provides the ability to search for records by the mileage rate for the vehicle.
Description	Provides the ability to search for records by the description for the vehicle/use.
Vehicle Class	Provides the ability to search for records by the vehicle class of the vehicle.
Vehicle Tag	Provides the ability to search for records by the vehicle tag of the vehicle.
Billing Estimate Code	Provides the ability to search for records by the billing estimate code for the vehicle.
Vehicle Action Code	Provides the ability to search for records by the vehicle action code for the vehicle.
Body Type	Provides the ability to search for records by the body type of the vehicle.
Optional Equipment	Provides the ability to search for records by the special ACC equipment associated with the vehicle.
FSN	Provides the ability to search for records by the FSN field (associated with Fleet Military customer records only).
Sales Code	Provides the ability to search for records by the sales code associated with the type of vehicle transaction.

Search Element	Description
FSN Lookup	Provides the ability to search for records by the FSN Lookup field (associated with Fleet Military customer records only).
VIN	Provides the ability to search for records by the Vehicle Identification Number.

C.2.2 Appendix: Detail Billing Record Query Search Criteria – Fleet Rental

Please refer to the **BAAR User Guide 1 of 10, Section 4.2.**

Table 54: Detail Billing Record Query Search Criteria – Fleet Rental Detail Billing Elements Group Box

Search Element	Description
Description	Provides the ability to search for records by the description for the vehicle/use.
FSN	Provides the ability to search for records by the FSN field (associated with Fleet Military customer records only).
Sales Code	Provides the ability to search for records by the sales code associated with the type of vehicle transaction.
FSN Lookup	Provides the ability to search for records by the FSN Lookup field (associated with Fleet Military customer records only).
Rental Request #	Provides the ability to search for records by the description for the Rental Requester Number.
Vendor Name	Provides the ability to search for records by the Vendor Name.

C.2.3 Appendix: Detail Billing Record Query Search Criteria – Fleet Purchasing

Please refer to the **BAAR User Guide 1 of 10, Section 4.2.**

Table 55: Detail Billing Record Query Search Criteria - Fleet Purchasing Detail Billing Elements Group Box

Search Element	Description
Billing Method	Provides the ability to search for records by the Billing Method.

Search Element	Description
Signal Code	Provides the ability to search for records by the Signal Code.
Supplemental Address	Provides the ability to search for records by the Supplemental Address.
Document ID	Provides the ability to search for records by the Document ID.
Routing ID	Provides the ability to search for records by the Routing ID.
Requisition Number	Provides the ability to search for records by the Requisition Number.
State/City Code	Provides the ability to search for records by the State/City Code.
1st Character BOAC	Provides the ability to search for records by the 1 st Character BOAC.
Original Fund Code	Provides the ability to search for records by the Original Fund Code.
SV Document Number	Provides the ability to search for records by the SV Document Number.
Customer Name	Provides the ability to search for records by the Customer Name.
Attention Line	Provides the ability to search for records by the Attention Line.
Telephone Number	Provides the ability to search for records by the Telephone Number.
Email Address	Provides the ability to search for records by the Email Address.
State/Country Name	Provides the ability to search for records by the State/Country Name.
Transaction Date	Provides the ability to search for records by the Transaction Date.
Original Date	Provides the ability to search for records by the Original Date.
Unit Cost Price	Provides the ability to search for records by the Unit Cost Price.

Search Element	Description
Extended Cost Amount	Provides the ability to search for records by the Extended Cost Amount.
VIN	Provides the ability to search for records by the Vehicle Identification Code.
Accept Date	Provides the ability to search for records by the Accept Date.

C.2.4 Appendix: Detail Billing Record Query Search Criteria - Rent

Please refer to the **BAAR User Guide 1 of 10, Section 4.2.**

Table 56: Detail Billing Query Record Query Search Criteria - Rent Detail Billing Elements Group Box

Search Element	Description
Building Name	Provides the ability to search for records by the name of the building associated with the Detail Billing Record.
Building Address	Provides the ability to search for records by the address of the building associated with the Detail Billing Record.
Building City	Provides the ability to search for records by the city of the building associated with the Detail Billing Record.
Building State	Provides the ability to search for records by the state of the building associated with the Detail Billing Record.
Building Zip Code	Provides the ability to search for records by the 5-digit zip code of the building associated with the Detail Billing Record.
Non-Cancelable OA Designation	Provides the ability to search for records by the non-cancelable OA designation (T or F).

C.2.5 Appendix: Detail Billing Record Query Search Criteria - Global Supply

Please refer to the **BAAR User Guide 1 of 10, Section 4.2.**

Table 57: Detail Billing Record Query Search Criteria - Global Supply Detail Billing Elements Group Box

Search Element	Description
External Surcharge Flag	Provides the ability to search for records by the External Surcharge Flag.
Billing Method	Provides the ability to search for records by the Billing Method.
Surcharge Indicator	Provides the ability to search for records by the Surcharge Indicator.
Signal Code	Provides the ability to search for records by the Signal Code.
Supplemental Address	Provides the ability to search for records by the Supplemental Address.
Bank Charge Detail	Provides the ability to search for records by the Bank Charge Detail.
Advice Code	Provides the ability to search for records by the Advice Code.
Document ID	Provides the ability to search for records by the Document ID.
Routing ID	Provides the ability to search for records by the Routing ID.
Requisition Number/Suffix	Provides the ability to search for records by the Requisition Number/Suffix.
Distribution Code	Provides the ability to search for records by the Distribution Code.
Project Code	Provides the ability to search for records by the Project Code.
State/City Code	Provides the ability to search for records by the State/City Code.
GSA	Provides the ability to search for records by the GSA Order/Session/Ticket Number.
Order/Session/Ticket Number	Order/Session/Ticket Number
Original Record Type	Provides the ability to search for records by the Original Record Type.

Search Element	Description
Rest of Customer Data	Provides the ability to search for records by the Rest of Customer Data.
Original Ticket Number	Provides the ability to search for records by the Original Ticket Number.
Customer Requisition Number	Provides the ability to search for records by the Customer Requisition Number.
Building Number	Provides the ability to search for records by the Building Number.
Work Authorization	Provides the ability to search for records by the Work Authorization.
Project Number	Provides the ability to search for records by the Project Number.
1st Character BOAC	Provides the ability to search for records by the 1 st Character BOAC.
Original Fund Code	Provides the ability to search for records by the Original Fund Code.
SV Document Number	Provides the ability to search for records by the SV Document Number.
Customer Name	Provides the ability to search for records by the Customer Name.
Attention Line	Provides the ability to search for records by the Attention Line.
Telephone Number	Provides the ability to search for records by the Telephone Number.
FAX Number	Provides the ability to search for records by the FAX Number.
Email Address	Provides the ability to search for records by the Email Address.
Country Code	Provides the ability to search for records by the Country Code.
State/Country Name	Provides the ability to search for records by the State/Country Name.
Transaction Date	Provides the ability to search for records by the Transaction Date.

Search Element	Description
Original Date	Provides the ability to search for records by the Original Date.
Unit Cost Price	Provides the ability to search for records by the Unit Cost Price.
Extended Cost Amount	Provides the ability to search for records by the Extended Cost Amount.

C.2.6 Appendix: Detail Billing Record Query Search Criteria - AAS/ITS

Please refer to the **BAAR User Guide 1 of 10, Section 4.2.**

Table 58: Detail Billing Record Query Search Criteria - AAS/ITS Detail Billing Elements Group Box

Search Element	Description
Bill Level Indicator	Provides the ability to search for records by the name of the building associated with the Detail Billing Record.

C.2.7 Appendix: Detail Billing Record Query Search Criteria - FAS Information Technology Category

Please refer to the **BAAR User Guide 1 of 10, Section 4.2.**

Table 59: Detail Billing Record Query Search Criteria - FAS Information Technology Category Detail Billing Elements Group Box

Search Element	Description
Assignment Code Flag	Used as a trigger to crosswalk the Assignment Code

C.3 Appendix: Create Detail Billing Records-DBR Query

C.3.1 Appendix: Create Detail Billing Records - DBR Query – Fleet Leasing

Please refer to the **BAAR User Guide 1 of 10, Section 4.2.3.**

Table 60: Create Detail Billing Records - DBR Query – Fleet Leasing - Accounting Elements

Field	Description	Non- IPAC	IPAC	Interfund/ Intrafund
Charge Period	Charge Date related to the Detail Billing Record. MM/YYYY format.	Value = date	Value = date	Value = date
Bill Type	Determines if the Bill Type is G-INV/IPAC /Non-IPAC.	Value = blank	Value = G-INV/IPAC	Value = blank
Designated Agent- ALC	Required for Bill by ALC. When grouping billing by ALC, both ALC and Designated Agent code field values (Code and Address Code) must be populated (with the same value).	Value = blank	Value = ALC	Value = blank
Amount	The amount of the billing record.	<ul style="list-style-type: none"> Value = amount Credits must be entered as a negative amount. 	<ul style="list-style-type: none"> Value = amount Credits must be entered as a negative amount. 	<ul style="list-style-type: none"> Value = amount Credits must be entered as a negative amount.
Quantity	The number of items or units.	Value = 1	Value = 1	Value = 1
Customer Funding Source	The funding source associated with the customer's bill.	Value = Not Required	Value = value entered in Treasury IPAC File "Purchase Order Number" field	Value = Not Required

Field	Description	Non- IPAC	IPAC	Interfund/ Intrafund
Funding Authorization Source	Drop down; values of Agreement, Funding Document and Internal Obligation. This field is defaulted by the Detail Billing Record Crosswalk process.	Value="Funding Document"	Value="Funding Document"	Value= "Funding Document"
Funding Document	Free text field, required when Funding Authorization Source is set to Funding Document. The funding document number being referenced.	Value = Not Required	Value = value entered in the Source Number field.	Value = Not Required
Requisition Number	Free text field, maps to the Treasury IPAC File Requisition Number field. The requisition number used for interagency transfers.	Value= charge date	Value= charge date	Value= charge date
Unit	The standard unit of measure of the commodity. Disabled when the IPAC DBE Detail indicator is Use DBE Detail.	Value = Not Required	Value = EA	Value = Not Required
Articles or Services	Indicates the items or services on the transaction.	Value = Not Required	Value = Description field of the IPAC File	Value = Not Required
Accounting Classification Code (ACLCD)	The accounting classification code used for interagency transfers.	Value = Not Required	Value = BOAC or AB code	Value = Not Required

Field	Description	Non- IPAC	IPAC	Interfund/ Intrafund
Fiscal Station Number	Free text field, value maps to the Treasury IPAC file field "FSN". The fiscal station number used for interagency transfers.	Value = 0	Value = 0	Value = 0
Contract Number	Reference link to the Contract table. The contract number that applies to this item. While a reference link to the Contract table is present, this value does not have to be a valid value on the Contracts Table.	Value = Business Line	Value = Business Line	Value = Business Line
Invoice Number	The vendor invoice number.	Value = Non-IPAC Statement Number for Credit Bills only	Value = Not Required	Value = Non-IPAC Statement Number for Credit Bills only
Assignment Code	The Assignment Code determines the group of users that work document processing errors or customer disputes. For a list of Assignment Codes, please contact the Finance Region for a list of assignment codes and/or for instructions on how to find the assignment codes.	Value = Assignment Code	Value = Assignment Code	Value = Assignment Code

Table 61: Create Detail Billing Records-DBR Query-Fleet Leasing - Detail Billing Element Fields

Field	Description	Non- IPAC	IPAC	Interfund/ Intrafund
Credit Adjustment Indicator	Determines if the Detail Billing Record is a negative (“C” for Credit”) or positive adjustment (“A” for adjustment).	Value = • C • A • blank	Value = • C • A • blank	<ul style="list-style-type: none"> • Required for Credit Detail Billing Records. • Value = C
Assignment Agency	Fleet uses for crosswalk to record the Assignment Agency.	Value= first two digits of vendor code	Value= first two digits of vendor code	Value= first two digits of vendor code
Starting Mileage	Stores the starting mileage in a whole number (no partial miles).	Value = optional	Value = optional	Value = optional
Ending Mileage	Stores the ending mileage in a whole number (no partial miles).	Value = optional	Value = optional	Value = optional
Miles Driven	Stores the total miles driven for the bill in a whole number (no partial miles).	Value = optional	Value = optional	Value = optional
Days Used	Stores the number of days the vehicle was used by the customer.	Value = optional	Value = optional	Value = optional
Daily/Monthly Rate Amount	Stores the daily or monthly rate for the customer.	Value = optional	Value = optional	Value = optional
Optional Equipment Rate Amount	Stores the total charge for optional equipment (i.e., GPS) associated with the detail billing record.	Value = optional	Value = optional	Value = optional
Mileage Rate Amount	Stores the customer’s mileage rate.	Value = optional	Value = optional	Value = optional

Field	Description	Non- IPAC	IPAC	Interfund/ Intrafund
Description	Free text field for additional descriptive information from GAFleet.Gov.	Value = optional	Value = optional	Value = optional
Vehicle Class	Class of vehicle being rented.	Value = optional	Value = optional	Value = optional
Vehicle Tag	The Tag # of the vehicle. The 5-character tag value.	Value = optional	Value = optional	Value = optional
Billing Estimate Code	<ul style="list-style-type: none"> • Y or Leave Blank. • If 'Y', states the bill is based on estimated miles driven. 	Value = optional	Value = optional	Value = optional
Vehicle Action Code	<ul style="list-style-type: none"> • '1' • '2' • '3' • Required for assigned vehicle, which is stated by sales code. Informational purposes to denote if the assigned vehicle is initial, continual or final. 	Value = optional	Value = optional	Value = optional
Body Type	Provides the vehicle's body type.	Value = optional	Value = optional	Value = optional
Optional Equipment	Stores the vehicle accessory codes associated with the detail billing record.	Value = optional	Value = optional	Value = optional

Field	Description	Non- IPAC	IPAC	Interfund/ Intrafund
FSN	Provides the ability to search for records by the FSN field (associated with Fleet Military customer records only).	WS-VB-BCN-BAN-ASN (6 characters) + WS-VB-Fiscal-Sta-No (6 characters) + WS-VB-Standard-Doc-No (20 characters) + 'G' + Vehicle Class (2 characters) + Vehicle Tag (5 characters)	<ul style="list-style-type: none"> For DOD Customers: WS-VB-Appropriation (4 characters) + WS-VB-Dept (2 characters) + WS-VB-Fiscal-Year (4 characters) + WS-VB-Limit (4 characters) + WS-VB-BCN-BAN-ASN (6 characters) + WS-VB-ACC-INFO (60 characters) + WS-VB-Fiscal-Sta-No (6 characters) + WS-VB-Standard-Doc-No (20 characters) + 'G' + Vehicle Class (2 characters) + Vehicle Tag (5 characters) For Non-DOD Customers, same as Non-IPAC 	WS-VB-BCN-BAN-ASN (6 characters) + WS-VB-Fiscal-Sta-No (6 characters) + WS-VB-Standard-Doc-No (20 characters) + 'G' + Vehicle Class (2 characters) + Vehicle Tag (5 characters)

Field	Description	Non- IPAC	IPAC	Interfund/ Intrafund
Sales Code	Populate with the sales code associated with the type of vehicle transaction.	Value = Sales Code	Value = Sales Code	Value = Sales Code
FSN Lookup	Required for FLEET Military Customer.	Value= F	Value= F	Value= F
VIN	Vehicle Identification Number.	Value = optional	Value = optional	Value = optional

C.3.2 Appendix: Create Detail Billing Records - DBR Query – Fleet Rental

Please refer to the **BAAR User Guide 1 of 10, Section 4.2.3.**

Table 62: Create Detail Billing Records - DBR Query - Fleet Rental - Accounting Elements

Field	Description	Non- IPAC	IPAC	Interfund/ Intrafund
Charge Period	Charge Date related to the Detail Billing Record. MM/YYYY format.	Value = date	Value = date	Value = date
Bill Type	Determines if the Bill Type is G-INV/IPAC /Non-IPAC.	Value = blank	Value = G-INV/IPAC	Value = blank
Designated Agent- ALC	Required for Bill by ALC. When grouping billing by ALC, both ALC and Designated Agent code field values (Code and Address Code) must be populated (with the same value).	Value = blank	Value = ALC	Value = blank

Field	Description	Non- IPAC	IPAC	Interfund/ Intrafund
Amount	The amount of the billing record.	<ul style="list-style-type: none"> • Value = amount • Credits must be entered as a negative amount. 	<ul style="list-style-type: none"> • Value = amount • Credits must be entered as a negative amount. 	<ul style="list-style-type: none"> • Value = amount • Credits must be entered as a negative amount.
Quantity	The number of items or units.	Value = 1	Value = 1	Value = 1
Customer Funding Source	The funding source associated with the customer's bill.	Value = Not Required	Value = value entered in Treasury IPAC File "Purchase Order Number" field	Value = Not Required
Funding Authorization Source	Drop down; values of Agreement, Funding Document and Internal Obligation. This field is defaulted by the Detail Billing Record Crosswalk process.	Value="Funding Document"	Value="Funding Document"	Value="Funding Document"
Funding Document	Free text field, required when Funding Authorization Source is set to Funding Document. The funding document number being referenced.	Value = Not Required	Value = value entered in the Source Number field.	Value = Not Required
Requisition Number	Free text field, maps to the Treasury IPAC File Requisition Number field. The requisition number used for interagency transfers.	Value= charge date	Value= charge date	Value= charge date

Field	Description	Non- IPAC	IPAC	Interfund/ Intrafund
Unit	The standard unit of measure of the commodity. Disabled when the IPAC DBE Detail indicator is Use DBE Detail.	Value = Not Required	Value = EA	Value = Not Required
Articles or Services	Indicates the items or services on the transaction.	Value = Not Required	Value = Description field of the IPAC File	Value = Not Required
Accounting Classification Code (ACLCD)	The accounting classification code used for interagency transfers.	Value = Not Required	Value = BOAC or AB code	Value = Not Required
Fiscal Station Number	Free text field, value maps to the Treasury IPAC file field "FSN". The fiscal station number used for interagency transfers.	Value = 0	Value = 0	Value = 0
Contract Number	Reference link to the Contract table. The contract number that applies to this item. While a reference link to the Contract table is present, this value does not have to be a valid value on the Contracts Table.	Value = Business Line	Value = Business Line	Value = Business Line
Invoice Number	The vendor invoice number.	Value = Non-IPAC Statement Number for Credit Bills only	Value = Not Required	Value = Non-IPAC Statement Number for Credit Bills only

Field	Description	Non- IPAC	IPAC	Interfund/ Intrafund
Assignment Code	The Assignment Code determines the group of users that work document processing errors or customer disputes. For a list of Assignment Codes, please contact the Finance Region for a list of assignment codes and/or for instructions on how to find the assignment codes.	Value = Assignment Code	Value = Assignment Code	Value = Assignment Code

Table 63: Create Detail Billing Records-DBR Query-Fleet Rental - Detail Billing Element Fields

Field	Description	Non- IPAC	IPAC	Interfund/ Intrafund
Credit Adjustment Indicator	Determines if the Detail Billing Record is a negative (“C” for Credit”) or positive adjustment (“A” for adjustment).	Value = <ul style="list-style-type: none"> • C • A • blank 	Value = <ul style="list-style-type: none"> • C • A • blank 	<ul style="list-style-type: none"> • Required for Credit Detail Billing Records. • Value = C
Assignment Agency	Fleet uses for crosswalk to record the Assignment Agency.	Value= first two digits of vendor code	Value= first two digits of vendor code	Value= first two digits of vendor code
Description	Free text field for additional descriptive information from GSAFleet.Gov.	Value = optional	Value = optional	Value = optional

Field	Description	Non- IPAC	IPAC	Interfund/ Intrafund
FSN	Provides the ability to search for records by the FSN field (associated with Fleet Military customer records only).	WS-VB-BCN-BAN-ASN (6 characters) + WS-VB-Fiscal-Sta-No (6 characters) + WS-VB-Standard-Doc-No (20 characters) + 'G' + Vehicle Class (2 characters) + Vehicle Tag (5 characters)	<ul style="list-style-type: none"> • For DOD Customers: WS-VB-Appropriation (4 characters) + WS-VB-Dept (2 characters) + WS-VB-Fiscal-Year (4 characters) + WS-VB-Limit (4 characters) + WS-VB-BCN-BAN-ASN (6 characters) + WS-VB-ACC-INFO (60 characters) + WS-VB-Fiscal-Sta-No (6 characters) + WS-VB-Standard-Doc-No (20 characters) + 'G' + Vehicle Class (2 characters) + Vehicle Tag (5 characters) • For Non-DOD Customers, same as Non-IPAC 	WS-VB-BCN-BAN-ASN (6 characters) + WS-VB-Fiscal-Sta-No (6 characters) + WS-VB-Standard-Doc-No (20 characters) + 'G' + Vehicle Class (2 characters) + Vehicle Tag (5 characters)

Field	Description	Non- IPAC	IPAC	Interfund/ Intrafund
Sales Code	Populate with the sales code associated with the type of vehicle transaction.	Value = Sales Code	Value = Sales Code	Value = Sales Code
FSN Lookup	Required for FLEET Military Customer.	Value= F	Value= F	Value= F
Rental Request #	Stores the Fleet system generated unique ID for rentals	Value = optional	Value = optional	Value = optional
Vendor Name	Vendor providing Rental	Value = optional	Value = optional	Value = optional

C.3.3 Appendix: Create Detail Billing Records - DBR Query – Fleet Purchasing

Please refer to the **BAAR User Guide 1 of 10, Section 4.2.3.**

Table 64: Create Detail Billing Records - DBR Query - Fleet Purchasing - Accounting Elements

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund	DOD Interfund
Charge Period	Charge Date related to the Detail Billing Record. MM/YYYY format.	N/A	N/A	N/A	N/A
Bill Type	Determines if the Bill Type is G-INV/IPAC/Non-IPAC.	N/A	N/A	N/A	N/A
Designated Agent- ALC	Required if Bill by ALC. When grouping billing by ALC, both ALC and Designated Agent code field values (Code and Address Code) must be populated (with the same value).	N/A	N/A	N/A	N/A
Amount	The amount of the billing record.	N/A	N/A	N/A	N/A

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund	DOD Interfund
Quantity	<ul style="list-style-type: none"> Format: ##### Leading zeroes are not required. Leading and trailing spaces are ignored. If [Quantity] is blank or zero and the Billing Method is X, set to 1. 	N/A	N/A	N/A	N/A
Document Reference Type	<ul style="list-style-type: none"> If the Billing Method equals G, set to the Document type of the IX-category document that provides Buyer-side accounting dimensions Otherwise, leave blank. 	N/A	N/A	N/A	N/A
Document Reference Number	<ul style="list-style-type: none"> If the Billing Method equals G, set to the Document Number of the IX-category document that provides Buyer-side accounting dimensions Otherwise, leave blank. 	N/A	N/A	N/A	N/A
Document Reference Accounting	<ul style="list-style-type: none"> If the Billing Method equals G, set to the accounting line number of the IX-category document that provides Buyer-side accounting dimensions Otherwise, leave blank. 	N/A	N/A	N/A	N/A
Agreement Number	<ul style="list-style-type: none"> The agreement number corresponds to the agreement number on the Agreement entity in Pegasys that will be established via the Agreement interface. 	Value = Required	Value = Required	Value = Required	Value = Required
Agreement Line Number	<ul style="list-style-type: none"> This corresponds to the line number on the Agreement entity in Pegasys that will be established via the Agreement interface 	Value = "1"	Value = "1"	Value = "1"	Value = "1"

Table 65: Create Detail Billing Records-DBR Query - Fleet Purchasing - Detail Billing Element Fields

Field	Description	Non-IPAC	IPAC	Interfund / Intrafund	DOD Interfund
Credit Adjustment Indicator	Determines if the Detail Billing Record is a negative (“C” for Credit”) or positive adjustment (“A” for adjustment).	N/A	N/A	N/A	N/A
Billing Method	Value determines the type of Billing Document. Mapped to Origin System Record ID. Required value.	N/A	N/A	N/A	N/A
Signal Code	Signal Code, if present, for the Record Type.	N/A	N/A	N/A	N/A
Supplemental Address	Supplemental Address, if present, for the Record Type.	N/A	N/A	N/A	N/A
Document ID	<ul style="list-style-type: none"> • Set first character to “F” • Set second character “C” • If the Amount is not negative, set the third character to “1” • If the Amount is negative, set the third character to “2” 	N/A	N/A	N/A	N/A
Routing ID	Set to “GP0”	N/A	N/A	N/A	N/A
Requisition Number	The system-generated Requisition Number or GSA Requisition Number, not the Requisition Number provided by the customer.	N/A	N/A	N/A	N/A

Field	Description	Non-IPAC	IPAC	Interfund / Intrafund	DOD Interfund
State/City Code	<ul style="list-style-type: none"> Except for [Record ID] 5071 - 5078, the first two characters of this field contain a numeric state code or an alpha country code. NOTE: This code is associated with the Requisitioner or Ship To address, not with the billed office address. 	N/A	N/A	N/A	N/A
Original Record Type	Record Type from Source System.	N/A	N/A	N/A	N/A
1st Character BOAC	First Character of BOAC.	N/A	N/A	N/A	N/A
Original Fund Code	Fund Code from Original system.	N/A	N/A	N/A	N/A
SV Document Number	Document Number of Inventory Standard Voucher, manually Added or added by Inventory from Billing transactions.	N/A	N/A	N/A	N/A
Customer Name	<ul style="list-style-type: none"> Requisitioner within GSAFleet.gov. (Customer who placed the order) (cont.) 	N/A	N/A	N/A	N/A
Attention Line	<ul style="list-style-type: none"> Requisitioner within GSAFleet.gov. (Customer who placed the order) (cont.) 	N/A	N/A	N/A	N/A

Field	Description	Non-IPAC	IPAC	Interfund / Intrafund	DOD Interfund
Telephone Number	<ul style="list-style-type: none"> Requisitioner's phone number within GSAFleet.gov. (Customer who placed the order) 	N/A	N/A	N/A	N/A
Email Address	<ul style="list-style-type: none"> Requisitioner within GSAFleet.gov. (Customer who placed the order) (cont.) 	N/A	N/A	N/A	N/A
State/Country Name	<ul style="list-style-type: none"> If the first two characters of "State/City Code" in this table contain a State code, then this field should be populated with the State name If the first two characters of "State/City Code" in this table contain a Country code (alpha value), then this field should be populated with the corresponding Country Name 	N/A	N/A	N/A	N/A
Transaction Date	Format: MMDDYYYY <ul style="list-style-type: none"> Set to the transaction date 	N/A	N/A	N/A	N/A

Field	Description	Non-IPAC	IPAC	Interfund / Intrafund	DOD Interfund
Unit Cost Price	<ul style="list-style-type: none"> [Unit Cost Price] or [Total Cost Price] (whichever is present for the record type) Format: Numeric with explicit decimal point and up to three decimal places. Leading zeroes are not required. Leading and trailing spaces are ignored. 	N/A	N/A	N/A	N/A
Extended Cost Amount	<ul style="list-style-type: none"> Calculate as [Quantity] x Unit Cost Price, rounded to two decimal places. Format: Numeric with explicit decimal point. Leading zeroes are not required. Leading and trailing spaces are ignored. 	N/A	N/A	N/A	N/A
VIN	Vehicle Identification Number.	Value = optional	Value = optional	Value = optional	Value = optional
Accept Date	Accept Date	Value = Required	Value = Required	Value = Required	Value = Required

C.3.4 Appendix: Create Detail Billing Records-DBR Query-Rent

Please refer to the **BAAR User Guide 1 of 10, Section 4.2.3.**

Table 66: Create Detail Billing Records-DBR Query-Rent - Accounting Elements

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
Bill Type	Determines if the Bill Type is G-INV/IPAC/Non-IPAC.	Value = blank	Value = G-INV/IPAC	Value = blank
Source Number	Free text field. The specific source of the financial transaction activity. Rent IPAC billing: The OA number should be recorded in the Source Number and Funding Document fields.	Value = Optional	Value = value in the Funding Document Field	Value = Optional
Designated Agent - ALC	Reference link to the Vendor code table. Used to record the Treasury ALC Billing Address associated with the vendor.	Value = blank	<ul style="list-style-type: none"> • Value = Required for Bill by ALC. • When grouping billing by ALC, both ALC and Designated Agent code field values (Code and Address Code) must be populated (with the same value). 	Value = blank

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
Amount	The amount of the billing record.	<ul style="list-style-type: none"> Value = amount Credits must be entered as a negative amount. 	<ul style="list-style-type: none"> Value = amount Credits must be entered as a negative amount. 	<ul style="list-style-type: none"> Value = amount Credits must be entered as a negative amount.
Quantity	The number of items or units.	Value = 1	Value = 1	Value = 1
Funding Authorization Source	Drop down; values of agreement, Funding Document and Internal Obligation.	Value= "Funding Document"	Value= "Funding Document"	Value= "Funding Document"
Funding Document	Free text field, required when Funding Authorization Source is set to Funding Document. The funding document number being referenced. Enter the OA number.	Value = Not required	Value = value entered in the Source Number field.	<ul style="list-style-type: none"> Value = Required on all IPAC BDs. Value entered should match the value entered in the Source Number field.
Unit Price Amount	Billing amount per unit billed.	Value = Not required	Value = Unit price amount	Value = Not required

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
Unit	Reference link to the Unit table. The standard unit of measure of the commodity. Must be a valid value on the Purchasing Unit of Measure table and accepted by Treasury in the Treasury defined units. Disabled when the IPAC DBE Detail indicator is Use DBE Detail.	Value = Not required	Value = EA	Value = Not Required
Articles or Services	Indicates the items or services on the transaction. For example, what items or services for which the user is billing the customer agency or Customer information such as line of accounting that would otherwise not be included in the IPAC File.	Value = Not required	Value = value sent in the Description field of the IPAC File.	Value = Not Required

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
Accounting Classification Code (ACLCD)	Free text field, value maps to the Treasury IPAC file field "ACLCD". The accounting classification code used for interagency transfers.	Value = Not required	Value = <ul style="list-style-type: none"> • BOAC • AB code 	Value = Not required
Accounting Classification Reference Number (ACRN)	Free text field, value maps to the Treasury IPAC file field "ACRN". The accounting classification reference number used for interagency transfers. Rent will enter the 'level 4 business line', e.g., Rent, ANTENNA, RWA.	Value = Not required	Value = See Description	Value = Not required
Fiscal Station Number	Free text field, value maps to the Treasury IPAC file field "FSN". The fiscal station number used for interagency transfers.	Value = Not required	Value = "0"	Value = Not required

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
Contract Number	Reference link to the Contract table. The contract number that applies to this item. While a reference link to the Contract table is present, this value does not have to be a valid value on the Contracts Table.	Value = Business Line	Value = Business Line	Value = Business Line
Invoice Number	The vendor invoice number. Updated by Treasury Reconciliation, Check Posting, Direct Entry, and Manual Check transaction. The Invoice Number field is populated via the Automated Disbursements batch jobs (Treasury Reconciliation, Check Posting), as well as Direct Entry and Manual Check transactions.	Value = Non-IPAC Statement Number for Credit Bills only.	Value = Not required	Value = Non-IPAC Statement Number for Credit Bills only.

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
Buyer Agreement Number	For internal billing DBRs only. Corresponds to the agreement recorded on the referenced Buyer Funding Document.	Not applicable	Not applicable	Populate with the agreement number recorded on the referenced Buyer Funding Document. If Agreement Number is not populated on the referenced Buyer Funding Document, blank, leave blank.
Buyer Agreement Line Number	For internal billing DBRs only. Corresponds to the agreement recorded on the referenced Buyer Funding Document.	Not applicable	Not applicable	Populate with the agreement line number recorded on the referenced Buyer Funding Document. If Agreement Line Number is not populated on the referenced Buyer Funding Document, blank, leave blank.

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
Assignment Code	The Assignment Code determines the group of users that work document processing errors or customer disputes. For a list of Assignment Codes, please contact the Finance Region for a list of assignment codes and/or for instructions on how to find the assignment codes.	Value = Assignment Code.	Value = Assignment Code.	Value = Assignment Code.

Table 67: Create Detail Billing Records-DBR Query-Rent - Detail Billing Elements Fields

Field	Description	Non- IPAC	IPAC	Interfund/ Intrafund
Building Zip Code	Zip Code of building location	Value = Optional	Value = Optional	Value = Optional
Building Address	Street address of building location	Value = Optional	Value = Optional	Value = Optional
Building City	City of building location	Value = Optional	Value = Optional	Value = Optional
Building Name	Name of Building.	Value = Optional	Value = Optional	Value = Optional
Building State	State of building location.	Value = Optional	Value = Optional	Value = Optional
Non-Cancelable OA Designation	Populate with T or F based on the non-cancelable OA designation.	Value = <ul style="list-style-type: none"> • "T" • "F" 	Value = <ul style="list-style-type: none"> • "T" • "F" 	Value = <ul style="list-style-type: none"> • "T" • "F"

C.3.5 Appendix: Create Detail Billing Records-DBR Query-Global Supply

Please refer to the **BAAR User Guide 1 of 10 Section 4.2.3.**

Table 68: Create Detail Billing Records-DBR Query-Global Supply - Accounting Elements

Field	Description	Non-IPAC	IPAC	Interfund / Intrafund	Revenue Credit Card	DOD Interfund
Charge Period	Charge Date related to the Detail Billing Record. MM/YYYY format.	N/A	N/A	N/A	N/A	N/A
Bill Type	Determines if the Bill Type is G-INV/IPAC/Non-IPAC.	N/A	N/A	N/A	N/A	N/A
Designated Agent-ALC	Required if Bill by ALC. When grouping billing by ALC, both ALC and Designated Agent code field values (Code and Address Code) must be populated (with the same value).	N/A	N/A	N/A	N/A	N/A
Amount	The amount of the billing record.	N/A	N/A	N/A	N/A	N/A
Quantity	<ul style="list-style-type: none"> • Format: ##### • Leading zeroes are not required. Leading and trailing spaces are ignored. • If [Quantity] is blank or zero and the Billing Method is X, set to 1. 	N/A	N/A	N/A	N/A	N/A

Field	Description	Non-IPAC	IPAC	Interfund / Intrafund	Revenue Credit Card	DOD Interfund
Eligible for Discount	<ul style="list-style-type: none"> Identifies if DBR contains Discount If [Record ID] is 0050 and [BOAC] is in the NIB/NISH, set to “L” Otherwise, set to “N” Required. Values: L for Eligible N for Not Eligible C for Complete (set by Pegasys Discount/Surcharge process) E for Error (set by Pegasys Discount/Surcharge process). 	N/A	N/A	N/A	N/A	N/A
Discount Amount	Amount that DBR will be discounted by. Calculated by Discount Batch Process.	N/A	N/A	N/A	N/A	N/A
Discount Type	<ul style="list-style-type: none"> If [Record ID] is 0050 and [BOAC] is in the NIB/NISH, set to “NIBNISH” Otherwise, leave blank. 	N/A	N/A	N/A	N/A	N/A
Document Reference Type	<ul style="list-style-type: none"> If the Billing Method equals G, set to the Document type of the IX-category document that provides Buyer-side accounting dimensions Otherwise, leave blank. 	N/A	N/A	N/A	N/A	N/A

Field	Description	Non-IPAC	IPAC	Interfund / Intrafund	Revenue Credit Card	DOD Interfund
Document Reference Number	<ul style="list-style-type: none"> If the Billing Method equals G, set to the Document Number of the IX-category document that provides Buyer-side accounting dimensions Otherwise, leave blank. 	N/A	N/A	N/A	N/A	N/A
Document Reference Accounting	<ul style="list-style-type: none"> If the Billing Method equals G, set to the accounting line number of the IX-category document that provides Buyer-side accounting dimensions Otherwise, leave blank. 	N/A	N/A	N/A	N/A	N/A

Table 69: Create Detail Billing Records-DBR Query-Global Supply/Fleet Purchasing - Accounting Elements - Buyer Section - Interfund Only

Field	Description	Non-IPAC	IPAC	Interfund / Intrafund	Revenue Credit Card	DOD Interfund
Buyer Accounting Template	<ul style="list-style-type: none"> If the Billing Method equals G, set to "NV-1" + [Fund Code] + [BOAC] Otherwise, leave blank. 	N/A	N/A	N/A	N/A	N/A

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund	Revenue Credit Card	DOD Interfund
Customer Funding Source	<ul style="list-style-type: none"> • Mapped to the Purchase Order field in the IPAC Bulk file, which is 22 characters. • Required for IPAC. • If no value is supplied in the detail billing record, a crosswalk rule will populate it with NOT_PROVIDED_BY_CUST. 	N/A	N/A	N/A	N/A	N/A
Funding Authorization Source	<ul style="list-style-type: none"> • Drop down; values of Agreement, Funding Document and Internal Obligation. This field is defaulted by the Detail Billing Record Crosswalk process. 	N/A	N/A	N/A	N/A	N/A
Requisition Number	Free text field, maps to the Treasury IPAC File Requisition Number field. The requisition number used for interagency transfers.	N/A	N/A	N/A	N/A	N/A
Unit	The standard unit of measure of the commodity. Disabled when the IPAC DBE Detail is Use DBE Detail.	N/A	N/A	N/A	N/A	N/A
Accounting Classification Code (ACLCD)	<ul style="list-style-type: none"> • BOAC Required. • NOTE: This field provides the original BOAC value for all records, including credit card transactions. 	N/A	N/A	N/A	N/A	N/A

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund	Revenue Credit Card	DOD Interfund
Fiscal Station Number	Free text field, value maps to the Treasury IPAC file field "FSN". The fiscal station number used for interagency transfers. Not Required.	N/A	N/A	N/A	N/A	N/A
Centralized Collection Services Type	<ul style="list-style-type: none"> • If the Billing Method is C, set to "BC". • Otherwise, leave blank. 	N/A	N/A	N/A	N/A	N/A
Agency ID/Merchant ID	<ul style="list-style-type: none"> • If the Billing Method is C, set to Agency ID/Merchant ID. • Otherwise, leave blank. 	N/A	N/A	N/A	N/A	N/A

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund	Revenue Credit Card	DOD Interfund
Credit Card/Store Summarization Key	<ul style="list-style-type: none"> • If the [Record ID] is 5075 or 5076, set to [Requisition Number] + Location Dimension + [Transaction Code] • If the Billing Method is C and the [Record ID] is 5041 or 5073, set to [GSA Order Number] • If the Billing Method is C and the [Record ID] is not 5041, 5073, 5075, or 5076, set to [Advantage Order No.] in the FSSADV or CSSADV file • If the [Record ID is 5071 or 5078 and the Amount is not negative, set to [Requisition Number] + [Transaction Code] • If the [Record ID is 5071 or 5078 and the Amount is negative and the Billing Method is D or G, set to [Requisition Number] + [Transaction Code] • If the [Record ID is 5071 or 5078 and the Amount is negative and the Billing Method is X, set to [Requisition Number] + Location Dimension + [Transaction Code] + [Commodity Center Code] • For all other transactions, leave blank. 	N/A	N/A	N/A	N/A	N/A

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund	Revenue Credit Card	DOD Interfund
Credit Card Product Code	<ul style="list-style-type: none"> • If the [Record ID] is 5075 or 5076, set to “GSACSC” + [Store Number/EDD Vendor Code]. • Otherwise, leave blank. 	N/A	N/A	N/A	N/A	N/A
Credit Card Authorization Code	<ul style="list-style-type: none"> • If the Billing Method is not C, leave blank • Otherwise (if the Billing Method is C) • If the [Record ID] is 5073, 5075, or 5076, set to [Authorization Code] • If the [Record ID] is not 5073, 5075, or 5076 set to the [Authorization Code] in the FSSADV or CSSADV file. 	N/A	N/A	N/A	N/A	N/A
Credit Card Authorization Date	<ul style="list-style-type: none"> • If the Billing Method is not C, leave blank • Otherwise (if the Billing Method is C)” • If the [Record ID] is 5073, 5075, or 5076, leave blank • If the [Record ID] is not 5073, 5075, or 5076 set to the [Authorization Date] in the FSSADV or CSSADV file • Format: MMDDYYYY. 	N/A	N/A	N/A	N/A	N/A

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund	Revenue Credit Card	DOD Interfund
Credit Card Number	<ul style="list-style-type: none"> • If the Billing Method is not C, leave blank • Otherwise (if the Billing Method is C) • If the [Record ID] is 5073, 5075, or 5076, set to [Card Holder Account Number] • If the [Record ID] is not 5073, 5075, or 5076 set to the [Credit Card Number] in the FSSADV or CSSADV file. 	N/A	N/A	N/A	N/A	N/A
Credit Card Expiration Date	<ul style="list-style-type: none"> • If the Billing Method is not C, leave blank • Otherwise (if the Billing Method is C) • Set to Date of CC Expiration • Format: MMDDYYYY. 	N/A	N/A	N/A	N/A	N/A
Fedcode/Customer Fund Code	<ul style="list-style-type: none"> • If the first two positions of the [BOAC] equal HG or HX, set to "XP" • If [Record ID] is 5047, 5049, 5051, 5052, 5054, or 5055 and the first position of the [BOAC] equals A, N, or W, see GS Billing DES • Otherwise, set to [Fund Code]. 	N/A	N/A	N/A	N/A	N/A

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund	Revenue Credit Card	DOD Interfund
Order Number	<ul style="list-style-type: none"> If [Record ID] is 5041, set to [GSA Order Number] If [Record ID] is 5071 - 5078, set to [GSA Order/Session/Ticket No.] If the Billing Method is C and the [Record ID] is not 5041, 5073, 5075, or 5076, set to [Advantage Order No.] in the FSSADV or CSSADV file Otherwise, leave blank. 	N/A	N/A	N/A	N/A	N/A
Product Code	<ul style="list-style-type: none"> If the [Record ID] is 5075 or 5076, set to "GSACSC" + [Store Number/EDD Vendor Code] Otherwise, leave blank. 	N/A	N/A	N/A	N/A	N/A
FAS PO Number	<ul style="list-style-type: none"> [FAS PO Number], if present for the record type Only available for FEDPAY and NCSC records. 	N/A	N/A	N/A	N/A	N/A
TD Code/Transaction Code	<ul style="list-style-type: none"> If [Record ID] is 5071 - 5078, set to [Transaction Code] Otherwise, set to [TD Code]. 	N/A	N/A	N/A	N/A	N/A

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund	Revenue Credit Card	DOD Interfund
Agreement Number	<ul style="list-style-type: none"> The agreement number corresponds to the agreement number on the Agreement entity in Pegasys that will be established via the Agreement interface. 	Value = Required	Value = Required	Value = Required	N/A	Value = Required
Agreement Line Number	<ul style="list-style-type: none"> This corresponds to the line number on the Agreement entity in Pegasys that will be established via the Agreement interface 	Value = "1"	Value = "1"	Value = "1"	N/A	Value = "1"

Table 70: Create Detail Billing Records-DBR Query-Global Supply/Fleet Purchasing - Detail Billing Element Fields

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund	Revenue Credit Card	DOD Interfund
Credit Adjustment Indicator	Determines if the Detail Billing Record is a negative ("C" for Credit) or positive adjustment ("A" for adjustment).	N/A	N/A	N/A	N/A	N/A
External Surcharge Flag	<ul style="list-style-type: none"> If [Record ID] is 5045, 5047, 5049, 5051, 5052, 5054, or 5055, set to "T" Otherwise, set to "F". 	N/A	N/A	N/A	N/A	N/A
Billing Method	Value determines the type of Billing Document. Mapped to Origin System Record ID. Required value.	N/A	N/A	N/A	N/A	N/A

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund	Revenue Credit Card	DOD Interfund
Surcharge Indicator	[Export/Domestic Indicator] If Surcharge Indicator is E, F, H, J, K, or L, generate a second detail billing record for the surcharge.	N/A	N/A	N/A	N/A	N/A
Signal Code	Signal Code, if present, for the Record Type.	N/A	N/A	N/A	N/A	N/A
Supplemental Address	Supplemental Address, if present, for the Record Type.	N/A	N/A	N/A	N/A	N/A
Bank Charge Detail	<ul style="list-style-type: none"> • Identifies if the Credit Card Record is at a Summary or Detail level • If the Billing Method is not C, leave blank • Otherwise (if the Billing Method is C) • If the [Record ID] is 5073, set to "D" • If the [Record ID] is 5075 or 5076, set to "S" • If the [Record ID] is not 5073, 5075, or 5076 and the [Customer Request Ind] in the FSSADV or CSSADV file is S, set to "S" • If the [Record ID] is not 5073, 5075, or 5076 and the [Customer Request Ind] in the FSSADV or CSSADV file is L, set to "D". 	N/A	N/A	N/A	N/A	N/A
Advice Code	Advice Code, if present, for the Record Type.	N/A	N/A	N/A	N/A	N/A

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund	Revenue Credit Card	DOD Interfund
Document ID	<ul style="list-style-type: none"> Set first character to “F” Set second character from table to the right based on Original Record Type and TD Code. If the Amount) is not negative, set the third character to “1”. If the Amount is negative, set the third character to “2”. See Table 20. If DBR is a Surcharge Record, Document ID= FN1, FN2, FQ1 or FQ2 	N/A	N/A	N/A	N/A	N/A
Routing ID	<ul style="list-style-type: none"> Set first two characters as follows: If [Record ID] is 5071 - 5078, set to “G” + character from table to the right based on [Region] Otherwise, set to first two characters of [Routing ID] Set the third character to “0” (zero). See Table 21. 	N/A	N/A	N/A	N/A	N/A
Requisition Number/Suffix	The system-generated Requisition Number or GSA Requisition Number, not the Requisition Number provided by the customer.	N/A	N/A	N/A	N/A	N/A

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund	Revenue Credit Card	DOD Interfund
Distribution Code	<ul style="list-style-type: none"> If [Record ID] is 5071 - 5078, set to [Cost Element] Otherwise, set to [Distribution Code]. 	N/A	N/A	N/A	N/A	N/A
Project Code	<ul style="list-style-type: none"> If [Record ID] is 5071 - 5078, set to [Function Code] Otherwise, set to [Project Code]. 	N/A	N/A	N/A	N/A	N/A
State/City Code	<ul style="list-style-type: none"> Except for [Record ID] 5071 - 5078, the first two characters of this field contain a numeric state code or an alpha country code. NOTE: This code is associated with the Requisitioner or Ship To address, not with the billed office address. 	N/A	N/A	N/A	N/A	N/A
GSA Order/Session/Ticket Number	<ul style="list-style-type: none"> If [Record ID] is 5041, set to [GSA Order Number] If [Record ID] is 5071 - 5078, set to [GSA Order/Session/Ticket No.] If the Billing Method is C and the [Record ID] is not 5041, 5073, 5075, or 5076, set to [Advantage Order No.] in the FSSADV or CSSADV file. Otherwise, leave blank. 	N/A	N/A	N/A	N/A	N/A

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund	Revenue Credit Card	DOD Interfund
Original Record Type	Record Type from Source System.	N/A	N/A	N/A	N/A	N/A
Rest of Customer Data	<ul style="list-style-type: none"> • For records from FSS-19: • If [Agency] equals 12, set to characters 61 - 80 of [Appropriation Data] from the GSA Appropriation Data File where the first 14 characters of the [Requisition Number] matches the Requisition number in the file. If no match, leave blank. • If [Agency] equals 70, set to characters 61 - 80 of [Appropriation Data] from the FEMA Appropriation Data File where the first 14 characters of the [Requisition Number] matches the Requisition number in the file. If no match, leave blank. • For records from CSC or FEDPAY: • Set to the last 20 characters of the [Customer Provided Data] or [Customer Data]. 	N/A	N/A	N/A	N/A	N/A

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund	Revenue Credit Card	DOD Interfund
Original Ticket Number	<ul style="list-style-type: none"> • If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is blank, set to [GSA Order/Session/Ticket No.] • If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is not blank, set to [Original Ticket No.] • Otherwise, leave blank. 	N/A	N/A	N/A	N/A	N/A
Customer Requisition Number	<ul style="list-style-type: none"> • If [Record ID] is 5071, 5075, 5076, or 5078, set to [Customer Requisition Number]. • Otherwise, leave blank. 	N/A	N/A	N/A	N/A	N/A
Building Number	<ul style="list-style-type: none"> • For PBS only • If Record ID] is 5071, 5075, 5076, or 5078 and first 7 positions of [Customer Requisition Number] are blank, set to [Building No.]. • Otherwise, leave blank. 	N/A	N/A	N/A	N/A	N/A
Work Authorization	<ul style="list-style-type: none"> • For PBS only • If Record ID] is 5071, 5075, 5076, or 5078, set to [Work Authorization]. • Otherwise, leave blank 	N/A	N/A	N/A	N/A	N/A
Project Number	<ul style="list-style-type: none"> • If [Record ID] is 5071, 5075, 5076, or 5078, set to [Project No.]. • Otherwise, leave blank. 	N/A	N/A	N/A	N/A	N/A

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund	Revenue Credit Card	DOD Interfund
1st Character BOAC	First Character of BOAC.	N/A	N/A	N/A	N/A	N/A
Original Fund Code	Fund Code from Original system.	N/A	N/A	N/A	N/A	N/A
SV Document Number	Document Number of Inventory Standard Voucher, manually Added or added by Inventory from Billing transactions.	N/A	N/A	N/A	N/A	N/A
Customer Name	<ul style="list-style-type: none"> • If [Record ID] is 5071 - 5078, set to [Customer Name]. • Otherwise, leave blank. 	N/A	N/A	N/A	N/A	N/A
Attention Line	<ul style="list-style-type: none"> • If [Record ID] is 5071 - 5078, set to [Attention Line]. • Otherwise, leave blank. 	N/A	N/A	N/A	N/A	N/A
Telephone Number	<ul style="list-style-type: none"> • If [Record ID] is 5071 - 5078, set to [Telephone No.]. • Otherwise, leave blank. • Format as NNN-NNN-NNNN (source format is NNNNNNNNNN). 	N/A	N/A	N/A	N/A	N/A
FAX Number	<ul style="list-style-type: none"> • If [Record ID] is 5071 - 5078, set to [Fax No.] • Format as NNN-NNN-NNNN. 	N/A	N/A	N/A	N/A	N/A
Email Address	<ul style="list-style-type: none"> • If [Record ID] is 5071 - 5078, set to [Email Address]. • Otherwise, leave blank. 	N/A	N/A	N/A	N/A	N/A

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund	Revenue Credit Card	DOD Interfund
Country Code	<ul style="list-style-type: none"> If [Record ID] is 5071 - 5078, set to [Country Code] NOTE: This code is associated with the Requisitioner or Ship To address, not with the billed office address. 	N/A	N/A	N/A	N/A	N/A
State/Country Name	<ul style="list-style-type: none"> If the first two characters of State/City code in this table contain a State code, then this field should be populated with the State name If [Record ID] is not 5071 - 5078 and the first two characters of the State/City code contain a Country code (alpha value), then this field should be populated with the corresponding Country Name If [Record ID] is 5071 - 5078 and the [State Code] is blank, then this field should be populated with the Country Name corresponding to the [Country Code]. 	N/A	N/A	N/A	N/A	N/A

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund	Revenue Credit Card	DOD Interfund
Transaction Date	<ul style="list-style-type: none"> • Format: MMDDYYYY • If [Record ID] is 0050 or 5030/5040, set to [Cycle Date/ Date Shipped] (source format: DDD) • If [Record ID] is 5041, set to [Creation Date of Billing] (source format: DDD). • If [Record ID] is 5071 - 5078, set to positions 7 - 10 of [Requisition Number] (source format: YDDD). • If [Record ID] is 5030, 5040, or 5045 - 5055, set to [Creation Date] (source format: DDD) 	N/A	N/A	N/A	N/A	N/A
Original Date	<ul style="list-style-type: none"> • Format: MMDDYYYY • If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Date] is blank, set to Transaction Date. • If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Date] is not blank, set to [Original Date] (source format: YYYYDDD). • Otherwise, leave blank. 	N/A	N/A	N/A	N/A	N/A

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund	Revenue Credit Card	DOD Inter fund
Unit Cost Price	<ul style="list-style-type: none"> For Inventory from Billing transactions only. [Unit Cost Price] or [Total Cost Price] (whichever is present for the record type) Format: Numeric with explicit decimal point and up to three decimal places. Leading zeroes are not required. Leading and trailing spaces are ignored. 	N/A	N/A	N/A	N/A	N/A
Extended Cost Amount	<ul style="list-style-type: none"> For Inventory from Billing transactions only Calculate as [Quantity] x Unit Cost Price, rounded to two decimal places. Format: Numeric with explicit decimal point. Leading zeroes are not required. Leading and trailing spaces are ignored. 	N/A	N/A	N/A	N/A	N/A

C.3.6 Appendix: Create Detail Billing Records - DBR Query-AAS

Please refer to the **BAAR User Guide 1 of 10, Section 4.2.3.**

Table 71: Create Detail Billing Records - DBR Query - AAS - Accounting Elements

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
Record Date	Record Date related to the Detail Billing Record. MM/YYYY format.	Value = date	Value = date	Value = date
Bill Type	Determines if the Bill Type is G-INV/IPAC /Non-IPAC.	Value = blank	Value = G-INV/IPAC	Value = blank

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
External System Document Number	Task Order/Cust. ID	Value = Task Order/Cust. ID	Value = Task Order/Cust. ID	Value = Task Order/Cust. ID
Title	Interagency Agreement Number	Value = Interagency Agreement Number	Value = Interagency Agreement Number	Value = Interagency Agreement Number
Source Number	Free text field. The specific source of the financial transaction activity.	Value = Optional	Value = value in the Funding Document Field	Value = Optional
Vendor Code	Customer [BOAC2]	Value = BOAC2	Value = BOAC2	Value = BOAC2
Agency	Federal Agency code	Value = Not required	Value = same as the Customer Treasury Symbol	<ul style="list-style-type: none"> Value = Required on all IPAC BDs. Value entered should be same as the Customer Treasury Symbol
Designated Agent	<ul style="list-style-type: none"> If [BOAC1] is not the same as [BOAC2], set to [BOAC1] Otherwise, leave blank 	Value = BOAC1	Value = BOAC1	Value = BOAC1

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
Amount	The amount of the billing record.	<ul style="list-style-type: none"> • Value = amount. • Credits must be entered as a negative amount. 	<ul style="list-style-type: none"> • Value = amount. • Credits must be entered as a negative amount. 	<ul style="list-style-type: none"> • Value = amount. • Credits must be entered as a negative amount. • Exception: When a Buyer Agreement Number and Buyer Agreement Line Number are populated, Amount should be positive and Buyer/Seller Line Types should be Refund.
Quantity	The number of items or units.	Value = 1	Value = 1	Value = 1
Reference Document Type	<ul style="list-style-type: none"> • If the Interfund Indicator is T or A, set to the Document type of the Pegasys obligating document that provides Buyer-side accounting dimensions • Otherwise, leave blank • Required for GSA internal customers. 	Value = Not Required	Value = Not Required	Value = Required

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
Reference Document Number	<ul style="list-style-type: none"> If the Interfund Indicator is T or A, set to the Document number of the Pegasys obligating document that provides Buyer-side accounting dimensions Otherwise, leave blank Required for GSA internal customers. 	Value = Not Required	Value = Not Required	Value = Required
Reference Line Number	<ul style="list-style-type: none"> If the Interfund Indicator is T or A, set to the line number of the Pegasys obligating document that provides Buyer-side accounting dimensions Otherwise, leave blank Required for GSA internal customers. 	Value = Not Required	Value = Not Required	Value = Required

Table 72: Create Detail Billing Records - DBR Query - AAS - Accounting

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
Activity Dimension (formerly known as Function Code)	<ul style="list-style-type: none"> New Activity Codes: See Table 74. 	Value = Required	Value = Required	Value = Required
Beginning Budget Fiscal Year	Fiscal Year of service	Value = Required	Value = Required	Value = Required
Region Dimension	Positions 2 and 3 of [Organization Code]	Value = Required	Value = Required	Value = Required
Fund Dimension	“285F”	Value = Required	Value = Required	Value = Required
Organization Dimension	<ul style="list-style-type: none"> New Org. Codes: See Table 75. 	Value = Required	Value = Required	Value = Required

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
Program Dimension (formerly known as Budget Activity)	<ul style="list-style-type: none"> New Program Codes: See Table 76. 	Value = Required	Value = Required	Value = Required
Revenue Source Dimension	<ul style="list-style-type: none"> “NBA1” if the Program Code is AA10 or IT31 “RBA1” if the Program Code is AA20, GS13, IT14, or IT23 	Value = Required	Value = Required	Value = Required
Agreement Number	<ul style="list-style-type: none"> The agreement number corresponds to the agreement number on the Agreement entity in Pegasys that will be established via the Agreement interface. For RBA, set to “X” + RBA-assigned unique value For NBA, set to “Z” + NBA-assigned unique value 	Value = Required	Value = Required	Value = Required
Agreement Line Number	This corresponds to the line number on the Agreement entity in Pegasys that will be established via the Agreement interface	Value = “1”	Value = “1”	Value = “1”

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
Buyer Agreement Number	For internal billing DBRs only. Corresponds to the agreement recorded on the referenced Buyer Funding Document.	Not applicable	Not applicable	Populate with the agreement number recorded on the referenced Buyer Funding Document. If Agreement Number is not populated on the referenced Buyer Funding Document, blank, leave blank.
Buyer Agreement Line Number	For internal billing DBRs only. Corresponds to the agreement recorded on the referenced Buyer Funding Document.	Not applicable	Not applicable	Populate with the agreement line number recorded on the referenced Buyer Funding Document. If Agreement Line Number is not populated on the referenced Buyer Funding Document, blank, leave blank.
Accounting Classification Code	[BOAC1]	Value = Not Required	Value = Required	Value = Not Required
Accounting Classification Reference Number	<ul style="list-style-type: none"> • [Task Order/Cust. ID] + [Subtask] • [Task Order/Cust. ID] only for NBA 	Value = Not Required	Value = Required	Value = Not Required

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
Fiscal Station Number	Free text field, value maps to the Treasury IPAC file field “FSN”. The fiscal station number used for interagency transfers.	Value = 0	Value = 0	Value = 0
Articles or Services	<ul style="list-style-type: none"> • If the Interfund Indicator is F, set to [Cust. Purchase Order] • Otherwise, leave blank 	Value = Not Required	Value = Required	Value = Optional
Customer Treasury Symbol: Beginning Period of Availability	Customer Treasury Symbol: Beginning Period of Availability	Value = Not Required	Value = Required	Value = Not Required
Customer Treasury Symbol: Ending Period of Availability	Customer Treasury Symbol: Ending Period of Availability	Value = Not Required	Value = Required	Value = Not Required
Customer Treasury Symbol: Availability Type	Customer Treasury Symbol: Availability Type	Value = Not Required	Value = Required	Value = Not Required
Customer Treasury Symbol: Main Account	Customer Treasury Symbol: Main Account	Value = Not Required	Value = Required	Value = Not Required
Accounting Classification Reference Number	[Task Order/Cust. ID] + [Subtask]	Value = Required	Value = Required	Value = Required
Customer Task/Subtask (DTYP_DFND_AL6)	[Task Order/Cust. ID] + [Subtask]	Value = Required	Value = Required	Value = Required
Funding Source	Funding Document Number	Value = Optional	Value = Required	Value = Optional

Table 73: Create Detail Billing Records - DBR Query-AAS - Detail Billing Elements Fields

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
Interfund Indicator	<ul style="list-style-type: none"> • If [Transaction Type] is N, set to "F" • If [Transaction Type] is Y, set to "A" for intrafund transactions or "T" for interfund transactions 	Value = Required	Value = Required	Value = Required
Credit Indicator	<ul style="list-style-type: none"> • If [Credit Bill Indicator] is blank, leave blank • If [Credit Bill Indicator] = Y, set to "C" 	Value = Required for Credits	Value = Required for Credits	Value = Required for Credits

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
Advance Indicator	<ul style="list-style-type: none"> • The “F” value will create a regular bill. • The “T” value will result in an advance bill (a bill PDF will be created). • The “O” value will create a null-posting bill that provides the amount that the Finance Center should use to offset the advance. No bill PDF will be created. 	Value = Required	Value = Required	Value = Required
DBE Period of Performance Start Date	<ul style="list-style-type: none"> • Set to the first day of the month corresponding to the [Service Month/Year] • Format: MMDDYYYY 	Value = Required	Value = Required	Value = Required
DBE Period of Performance End Date	<ul style="list-style-type: none"> • Set to the last day of the month corresponding to the [Service Month/Year] • Format: MMDDYYYY 	Value = Required	Value = Required	Value = Required
Description of Services	Description of Services	Value = Required	Value = Required	Value = Required

Table 74: Activity Codes

Function Code	New Activity Code
F11	AF127
F31	AF123
F51	AF151
F81	AF121
F99	AF120

Table 75: Org. Codes

Program Code	New Organization Code
AA10	QxxFB000
AA20	QxxFA000
AA20 and [Organization Code] is AxxVR114	QxxFA100
GS14	QxxSA000
IT14	QxxTF000
IT23	QxxTC000
IT31	QxxTEAB0
AA10	QxxFB000

Table 76: Program Codes

[Budget Activity Code]	New Program Code
B3	IT23
F1	AA20
F2	AA10
FL	IT31
FQ	IT14
FR	GS14
P1	AA20
P2	AA10

C.3.7 Appendix: Create Detail Billing Records - DBR Query-Telecom/WAN

Please refer to the **BAAR User Guide 1 of 10, Section 4.2.3.**

Table 77: Create Detail Billing Records - DBR Query-Telecom/WAN - Accounting Elements

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
Record Date	Record Date related to the Detail Billing Record. MM/YYYY format.	Value = date	Value = date	Value = date
Bill Type	Determines if the Bill Type is G-INV/IPAC /Non-IPAC.	Value = blank	Value = G-INV/IPAC	Value = blank
External System Document Number	<ul style="list-style-type: none"> • TOPS/WITS: leave blank • E-MORRIS: [Task Order/Cust. ID] 	Value = Task Order/Cust. ID	Value = Task Order/Cust. ID	Value = Task Order/Cust. ID
Source Number	Free text field. The specific source of the financial transaction activity.	Value = Optional	Value = value in the Funding Document Field	Value = Optional
Vendor Code	<ul style="list-style-type: none"> • TOPS/WITS: "T-" + [Customer Number BOAC] • E-MORRIS: [BOAC2] 	<ul style="list-style-type: none"> • Value = TOPS/WITS: "T-" + [Customer Number BOAC] • E-MORRIS: [BOAC2] 	<ul style="list-style-type: none"> • Value = TOPS/WITS: "T-" + [Customer Number BOAC] • E-MORRIS: [BOAC2] 	<ul style="list-style-type: none"> • Value = TOPS/WITS: "T-" + [Customer Number BOAC] • E-MORRIS: [BOAC2]

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
Agency	<ul style="list-style-type: none"> • Federal Agency code • TOPS/WITS: Based on [AB Code], but translated to 3-digit Agency Code • E-MORRIS: [Customer TSYM Agency] 	Value = Not required	Value = same as the Customer Treasury Symbol	Value = Not required
Designated Agent	<ul style="list-style-type: none"> • TOPS/WITS: • If [Bill Level ID] is “B” or blank, leave blank • If [Bill Level ID] is “A” or “C”, set to [Customer ALC] • E-MORRIS: • If [BOAC1] does not equal [BOAC2, set to [BOAC1] • Otherwise, leave blank 	Value = blank	Value = Required	Value = blank

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
Amount	The amount of the billing record.	<ul style="list-style-type: none"> • Value = amount. • Credits must be entered as a negative amount. 	<ul style="list-style-type: none"> • Value = amount. • Credits must be entered as a negative amount. 	<ul style="list-style-type: none"> • Value = amount. • Credits must be entered as a negative amount. • Exception: When a Buyer Agreement Number and Buyer Agreement Line Number are populated, Amount should be positive and Buyer/Seller Line Types should be Refund.
Quantity	The number of items or units.	Value = 1	Value = 1	Value = 1

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
Reference Document Type	<ul style="list-style-type: none"> • TOPS/WITS: if the [Interfund Ind] is Y, set to the Document type of the Pegasys obligating document that provides Buyer-side accounting dimensions • E-MORRIS: if the [Transaction Type] is Y, set to the first 2 characters of [Customer Act Number] from the ACORN record • Otherwise, leave blank • Required for GSA internal customers. 	Value = Not Required	Value = Not Required	Value = Required

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
Reference Document Number	<ul style="list-style-type: none"> • TOPS/WITS: if the [Interfund Ind] is Y, set to the [Obligating Doc No] • E-MORRIS: if the [Transaction Type] is Y, set to [Customer Act Number] from the ACORN record • Otherwise, leave blank • Required for GSA internal customers. 	Value = Not Required	Value = Not Required	Value = Required
Reference Line Number	<ul style="list-style-type: none"> • TOPS/WITS: if the [Interfund Ind] is Y, set to the [Obligating Line No] • E-MORRIS: if the [Transaction Type] is Y, set to [Customer Mdl] from the ACORN record] • Otherwise, leave blank • Required for GSA internal customers. 	Value = Not Required	Value = Not Required	Value = Required

Table 78: Create Detail Billing Records - DBR Query-Telecom/WAN - Accounting

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
Activity Dimension (formerly known as Function Code)	Activity Code	Value = Required	Value = Required	Value = Required
Beginning Budget Fiscal Year	<ul style="list-style-type: none"> • TOPS/WITS: Fiscal year of the Period of Performance Start Date • E-MORRIS: Fiscal year of the [Service Month/Year] 	Value = Required	Value = Required	Value = Required
Region Dimension	Positions 2 and 3 of [Organization Code]	Value = Required	Value = Required	Value = Required
Fund Dimension	“285F”	Value = Required	Value = Required	Value = Required
Organization Dimension	Q + Positions 2 and 3 of [Organization Code] + “TC000”	Value = Required	Value = Required	Value = Required
Program Dimension (formerly known as Budget Activity)	<ul style="list-style-type: none"> • New Program Codes: • See Table 80. 	Value = Required	Value = Required	Value = Required
Revenue Source Dimension	<ul style="list-style-type: none"> • TOPS/WITS: set to “TOPS” • E-MORRIS: set to “MORS” 	Value = Required	Value = Required	Value = Required

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
Buyer Agreement Number	For internal billing DBRs only. Corresponds to the agreement recorded on the referenced Buyer Funding Document.	Not applicable	Not applicable	Populate with the agreement number recorded on the referenced Buyer Funding Document. If Agreement Number is not populated on the referenced Buyer Funding Document, blank, leave blank.
Buyer Agreement Line Number	<ul style="list-style-type: none"> For internal billing DBRs only. Corresponds to the agreement recorded on the referenced Buyer Funding Document. 	Not applicable	Not applicable	Populate with the agreement line number recorded on the referenced Buyer Funding Document. If Agreement Line Number is not populated on the referenced Buyer Funding Document, blank, leave blank.
Customer ALC	<ul style="list-style-type: none"> Required for TOPS/WITS IPAC bills. Customer ALC for E-MORRIS is defaulted from Pegasys Vendor (Customer) table. TOPS/WITS: [Customer ALC]. E-MORRIS: leave blank. 	Value = Not Required	Value = Required	Value = Not Required

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
Customer Sublevel Prefix	[Customer TSYM Sublevel Prefix]	Value = Not Required	Value = Not Required	Value = Not Required
Customer Treasury Symbol: Beginning Period of Availability	Customer Treasury Symbol: Beginning Period of Availability	Value = Not Required	Value = Required	Value = Not Required
Customer Treasury Symbol: Ending Period of Availability	Customer Treasury Symbol: Ending Period of Availability	Value = Not Required	Value = Required	Value = Not Required
Customer Treasury Symbol: Availability Type	Customer Treasury Symbol: Availability Type	Value = Not Required	Value = Required	Value = Not Required
Customer Treasury Symbol: Main Account	Customer Treasury Symbol: Main Account	Value = Not Required	Value = Required	Value = Not Required
Funding Authorization Source	Drop down; values of agreement, Funding Document and Internal Obligation.	Value= "Funding Document"	Value= "Funding Document"	Value= "Funding Document"

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
Funding Document	Free text field, required when Funding Authorization Source is set to Funding Document. The funding document number being referenced. Enter the OA number.	Value = Not required	Value = value entered in the Source Number field.	Value = Required on all IPAC BDs. Value entered should match the value entered in the Source Number field.
Accounting Classification Code	<ul style="list-style-type: none"> • TOPS/WITS: "T-" + [Customer Number BOAC] • E-MORRIS: [BOAC1] 	Value = Not Required	Value = Required	Value = Not Required
Accounting Classification Reference Number	<ul style="list-style-type: none"> • TOPS/WITS: leave blank • E-MORRIS: [Task Order/Cust. ID] + [Subtask] 	Value = Not Required	Value = Required	Value = Not Required
Fiscal Station Number	Free text field, value maps to the Treasury IPAC file field "FSN". The fiscal station number used for interagency transfers.	Value = 0	Value = 0	Value = 0

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
Articles or Services	<ul style="list-style-type: none"> • TOPS/WITS: • If the [Interfund Ind] is blank, set to [Customer LOA] • If the [Interfund Ind] is Y, leave blank. • E-MORRIS: • If the [Transaction Type] is N, populate per E-MORRIS mapping • If the [Transaction Type] is Y, leave blank 	Value = Not Required	Value = Required	Value = Optional
Unit	The standard unit of measure of the commodity. Disabled when the IPAC DBE Detail indicator is Use DBE Detail	Value = Not required	Value = EA	Value = EA
Unit Price Amount	Billing amount per unit billed.	Value = Not required	Value = Unit price amount	Value = Not required

Table 79: Create Detail Billing Records - DBR Query-Telecom/WAN - Detail Billing Elements Fields

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
Interfund Indicator	<ul style="list-style-type: none"> • TOPS/WITS: • If [Interfund Ind] is blank, set to "F" • If [Interfund Ind] is Y, set to "A" for intrafund transactions or "T" for interfund transactions • E-MORRIS • If [Transaction Type] is N, set to "F" • If [Transaction Type] is Y, set to "A" for intrafund transactions or "T" for interfund transactions 	Value = Required	Value = Required	Value = Required
Credit Indicator	<ul style="list-style-type: none"> • If [Credit Bill Indicator] is blank, leave blank • If [Credit Bill Indicator] = Y, set to "C" 	Value = Required for Credits	Value = Required for Credits	Value = Required for Credits
Advance Indicator	<ul style="list-style-type: none"> • "T" for advance • "F" otherwise 	Value = Required	Value = Required	Value = Required

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
DBE Period of Performance Start Date	<ul style="list-style-type: none"> Set to the first day of the month corresponding to the [Service Month/Year] Format: MMDDYYYY Y 	Value = Required	Value = Required	Value = Required
DBE Period of Performance End Date	<ul style="list-style-type: none"> Set to the last day of the month corresponding to the [Service Month/Year] Format: MMDDYYYY Y 	Value = Required	Value = Required	Value = Required
Description of Service	<ul style="list-style-type: none"> Required for E-MORRIS. Leading spaces in the input data will not be preserved. 	<ul style="list-style-type: none"> Value = TOPS/WITS : leave blank E-MORRIS: [Description of Services] 	<ul style="list-style-type: none"> Value = TOPS/WITS : leave blank E-MORRIS: [Description of Services] 	<ul style="list-style-type: none"> Value = TOPS/WITS: leave blank E-MORRIS: [Description of Services]

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
Bill Level Indicator	<ul style="list-style-type: none"> This value indicates the level of bill summarization for IPAC bills that was requested by the customer. It is used to separate bill numbers for reports required by the E-Bill system. TOPS/WITS: [Bill Level ID= A, B, or C] E-MORRIS: leave blank 	Value = Not Required	Value = Required	Value = Not Required

Table 80: Program Codes

[Budget Activity Code]	Program
B1	IT22
B4	IT24
BA	IT20
BV	IT21

C.3.8 Appendix: Create Detail Billing Records - DBR Query-FAS Information Technology Category

Please refer to the **BAAR User Guide 1 of 10, Section 4.2.3.**

**Table 81: Create Detail Billing Records - DBR Query-FAS Information Technology
Category - Accounting Elements**

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
Record Date	<ul style="list-style-type: none"> Record Date related to the Detail Billing Record. MM/YYYY format. 	Value = date	Value = date	Value = date
Bill Type	Determines if the Bill Type is G-INV/IPAC /Non-IPAC.	Value = blank	Value = G-INV/IPAC	Value = blank
External System Document Number	Agency Identifier	Value = Agency Identifier	Value = Agency Identifier	Value = Agency Identifier
Title	Customer Interagency Agreement Number	Value = Customer Interagency Agreement (IAA) number or GSA IAA	Value = Customer Interagency Agreement (IAA) number or GSA IAA	Value = Customer Interagency Agreement (IAA) number or GSA IAA
Source Number	<ul style="list-style-type: none"> Free text field. The specific source of the financial transaction activity. 	Value = Optional	Value= value in the Funding Document Field	Value = Optional
Vendor Code	Customer [BOAC2]	Value = BOAC2	Value = BOAC2	Value = BOAC2
Vendor Address Code	Customer [BOAC2]	Value = BOAC2	Value = BOAC2	Value = BOAC2

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
Agency	Federal Agency code	For non-federal customers, the Pegasys values are: See Table 84 .	Value = same as the Customer Treasury Symbol	<ul style="list-style-type: none"> Value = Required on all IPAC BDs. Value entered should be same as the Customer Treasury Symbol
Designated Agent	<ul style="list-style-type: none"> If [BOAC1] is not the same as [BOAC2], set to [BOAC1] Otherwise, leave blank 	Value = BOAC1	Value = BOAC1	Value = BOAC1
Designated Agent Address Code	<ul style="list-style-type: none"> If [BOAC1] is not the same as [BOAC2], set to [BOAC1] Otherwise, leave blank 	Value = BOAC1	Value = BOAC1	Value = BOAC1
Amount	The amount of the billing record.	<ul style="list-style-type: none"> Value = amount. Credits must be entered as a negative amount. 	<ul style="list-style-type: none"> Value = amount. Credits must be entered as a negative amount. 	<ul style="list-style-type: none"> Value = amount. Credits must be entered as a negative amount. Exception: When a Buyer Agreement Number and Buyer Agreement Line Number are populated, Amount should be positive and Buyer/Seller Line Types should be Refund.
Quantity	The number of items or units.	Value = 1	Value = 1	Value = 1

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
Unit of Issue	Unit of Measure	Value = EA	Value = EA	Value = EA
Reference Document Type	<ul style="list-style-type: none"> • If the Interfund Indicator is T or A, set to the Document type of the Pegasys obligating document that provides Buyer-side accounting dimensions • Otherwise, leave blank • Required for GSA internal customers. 	Value = Not Required	Value = Not Required	Value = Required

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
Reference Document Number	<ul style="list-style-type: none"> • If the Interfund Indicator is T or A, set to the Document number of the Pegasys obligating document that provides Buyer-side accounting dimensions • Otherwise, leave blank • Required for GSA internal customers. 	Value = Not Required	Value = Not Required	Value = Required
Reference Line Number	<ul style="list-style-type: none"> • If the Interfund Indicator is T or A, set to the line number of the Pegasys obligating document that provides Buyer-side accounting dimensions • Otherwise, leave blank • Required for GSA internal customers. 	Value = Not Required	Value = Not Required	Value = Required

**Table 82: Create Detail Billing Records - DBR Query-FAS Information Technology
Category - Accounting**

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
Activity Dimension (formerly known as Function Code)	<ul style="list-style-type: none"> Value should be based on the associated Contract Vehicle and External Customer, and the referenced Agreement in Pegasys. Examples: "AF151" for External, "AF121" for Internal. 	Value = Required	Value = Required	Value = Required
Beginning Budget Fiscal Year	Fiscal Year of service	Value = Required	Value = Required	Value = Required
Region Dimension	<ul style="list-style-type: none"> Value should be based on the associated Contract Vehicle and the referenced Agreement in Pegasys. Positions 2 and 3 of [Organization Code] 	Value = Required	Value = Required	Value = Required

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
Fund Dimension	<ul style="list-style-type: none"> Value should be based on the associated Contract Vehicle and the referenced Agreement in Pegasys. Example: "285F" 	Value = Required	Value = Required	Value = Required
Organization Dimension	<ul style="list-style-type: none"> Value should be based on the associated Contract Vehicle and the referenced Agreement in Pegasys. Example: "Q00T3000" 	Value = Required	Value = Required	Value = Required
Program Dimension (formerly known as Budget Activity)	<ul style="list-style-type: none"> Value should be based on the associated Contract Vehicle and the referenced Agreement in Pegasys. Example: "IT51" 	Value = Required	Value = Required	Value = Required

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
Revenue Source Dimension	<ul style="list-style-type: none"> Value should be based on the associated Contract Vehicle and the referenced Agreement in Pegasys. Example: "EIS1" 	Value = Required	Value = Required	Value = Required
Agreement Number	The agreement number corresponds to the agreement number on the Agreement entity in Pegasys that will be established via the Agreement interface.	Value = Required	Value = Required	Value = Required
Agreement Line Number	This corresponds to the line number on the Agreement entity in Pegasys that will be established via the Agreement interface	Value = "1"	Value = "1"	Value = "1"
Accounting Classification Code	[BOAC1]	Value = Not Required	Value = Required	Value = Not Required

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
Buyer Agreement Number	<ul style="list-style-type: none"> For internal billing DBRs only. Corresponds to the agreement recorded on the referenced Buyer Funding Document. 	Not applicable	Not applicable	Populate with the agreement number recorded on the referenced Buyer Funding Document. If Agreement Number is not populated on the referenced Buyer Funding Document, blank, leave blank.
Buyer Agreement Line Number	<ul style="list-style-type: none"> For internal billing DBRs only. Corresponds to the agreement recorded on the referenced Buyer Funding Document. 	Not applicable	Not applicable	<ul style="list-style-type: none"> Populate with the agreement line number recorded on the referenced Buyer Funding Document. If Agreement Line Number is not populated on the referenced Buyer Funding Document, blank, leave blank.
Accounting Classification Reference Number	Set to Customer Agency Identifier	Value = Not Required	Value = Required	Value = Not Required
Fiscal Station Number	Free text field, value maps to the Treasury IPAC file field "FSN". The fiscal station number used for interagency transfers.	Value = 0	Value = 0	Value = 0
Articles or Services	Set to the Customer LOA (External Customers)	Value = Not Required	Value = Required	Value = Optional

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
Customer Sublevel Prefix	A programmatic breakdown of the account for Treasury publication purposes	Value = Not Required	Value = Required	Value = Not Required
Customer Treasury Symbol: Beginning Period of Availability	<ul style="list-style-type: none"> • Customer Treasury Symbol: Beginning Period of Availability should be the same value on the referenced Agreement Number/Agreement Line Number. • First fiscal year of fund availability. Element of Component TSYM. 	Value = Not Required	Value = Required	Value = Not Required

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
Customer Treasury Symbol: Ending Period of Availability	<ul style="list-style-type: none"> • Customer Treasury Symbol: Ending Period of Availability should be the same value on the referenced Agreement Number/Agreement Line Number. • First fiscal year of fund availability. Element of Component TSYM. 	Value = Not Required	Value = Required	Value = Not Required
Customer Treasury Symbol: Availability Type	<ul style="list-style-type: none"> • Customer Treasury Symbol: Ending Period of Availability should be the same value on the referenced Agreement Number/Agreement Line Number. • Last fiscal year of fund availability. Element of Component TSYM. 	Value = Not Required	Value = Required	Value = Not Required

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
Customer Treasury Symbol: Main Account	<ul style="list-style-type: none"> Customer Treasury Symbol: Main Account should be the same value on the referenced Agreement Number/Agreement Line Number. Identifies the appropriation. Element of Component TSYM. 	Value = Not Required	Value = Required	Value = Not Required
Customer Treasury Symbol: Sub Account	<ul style="list-style-type: none"> Customer Treasury Symbol: Sub Account should be the same value on the referenced Agreement Number/Agreement Line Number. Element of Component TSYM. 	Value = Not Required	Value = Required	Value = Not Required
Agency UEI	Agency UEI	Value = Required	Value = Required	Value = Required
Agency DUNS Number	Agency DUNS <ul style="list-style-type: none"> Usage of DUNS was discontinued starting April 4, 2022. 	Value = Not required	Value = Not required	Value = Not required

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
Agency EFT Indicator	Agency DUNS+4	Value = Not Required	Value = Not Required	Value = Not Required
Customer Treasury Symbol: Allocation Transfer Agency	The three-digit Agency Identifier of the agency receiving funds through an allocation transfer. Element of Component TSYM.	Value = Not Required	Value = Required	Value = Not Required
Customer Treasury Symbol: Agency Identifier	The three-digit agency identifier. Element of Component TSYM.	Value = Not Required	Value = Required	Value = Not Required
Accounting Classification Reference Number	Set to Customer Agency Identifier	Value = Required	Value = Required	Value = Required
Customer Task/Subtask (DTYP_DFND_AL6)	[Task Order/Cust. ID] + [Subtask]	Value = blank	Value = blank	Value = blank
Funding Source	Funding Document Number	Value = Optional	Value = Required	Value = Optional

**Table 83: Create Detail Billing Records - DBR Query-FAS Information Technology
Category - Detail Billing Elements Fields**

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
Interfund Indicator	<ul style="list-style-type: none"> • If [External], set to “F” • If [Internal], set to “A” for intrafund transactions or “T” for interfund transactions. 	Value = Required	Value = Required	Value = Required
Credit Indicator	If the amount is sent as a negative, populate with “C”, otherwise leave blank.	Value = Required for Credits	Value = Required for Credits	Value = Required for Credits

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
Advance Indicator	<ul style="list-style-type: none"> • "T" for advance • "O" for advance offset • "F" otherwise • The "F" value will create a regular bill. • The "T" value will result in an advance bill (a bill PDF will be created). • The "O" value will create a null-posting bill that provides the amount that the Finance Center should use to offset the advance. No bill PDF will be created. 	Value = Required	Value = Required	Value = Required
DBE Period of Performance Start Date	<ul style="list-style-type: none"> • Set to the first day of the month corresponding to the [Service Month/Year] • Format: MMDDYY Y 	Value = Required	Value = Required	Value = Required

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
DBE Period of Performance End Date	<ul style="list-style-type: none"> Set to the last day of the month corresponding to the [Service Month/Year] Format: MMDDYYYY 	Value = Required	Value = Required	Value = Required
Description of Services	Description of Services	Value = Required	Value = Required	Value = Required
Related Statement Number	Identifies the related statement number for credits and rebills	Value = Optional	Value = Optional	Value = Optional
Statement Number	Uniquely identifies a bill.	Value = Two-letter prefix "CI"+ six alphanumeric characters.	Value = Two-letter prefix "CI"+ six alphanumeric characters.	Value = Two-letter prefix "CI"+ six alphanumeric characters.
Service Month	<ul style="list-style-type: none"> Format: MMY Set to the [Service Month/Year] This will also be the month and year of the Period of Performance Start Date (see row 21 in this Table) 	Value = Service Month/Year	Value = Service Month/Year	Value = Service Month/Year
Additional Text	Text from CONEXUS	Value = Optional	Value = Optional	Value = Optional
Eligible for Surcharge	Eligible for Surcharge	Value = N	Value = N	Value = N

Field	Description	Non-IPAC	IPAC	Interfund/ Intrafund
Eligible for Discount	Eligible for Discount	Value = N	Value = N	Value = N
Assignment Code Flag	Assignment Code Flag	Value = T	Value = T	Value = T

Table 84: Agency Codes

Agency Code	Description
N9A	State & Local Government
N9C	Commercial
N9D	DC Government
N9P	Non-Profit Organization
N9T	Tribal Organization
N0A	State & Local Government Sponsored
N0C	Commercial Sponsored
N0D	DC Government Sponsored
N0P	Non-Profit Organization - Sponsored
N0T	Tribal Organization - Sponsored

C.4 Appendix: Create an Agreement Charge (AG)

C.4.1 Appendix: Create an Agreement Charge (AG) - HOTD

Please refer to the **BAAR User Guide 1 of 10, Section 4.3.4.4.**

Table 85: Create an Agreement Charge (AG) - HOTD - Header

Field	Description	Value
Title	Title of a transaction, Free text Field.	Value = date
Agreement Number	RWA Agreement Number, referenced backed field.	Value= RWA Agreement Number
Vendor Code	Vendor for Agreement Charge, same Vendor as Agreement Vendor.	Value= RWA Agreement Vendor Code

Field	Description	Value
Net Amount	Amount of the Agreement Charge.	Value = amount
Assignment Code	The group assigned to this Agreement Charge.	Value = Assignment Code, e.g.: R7WA700
Description	Description field, Free text Field.	Value = free text field

Table 86: Create an Agreement Charge (AG) - HOTD - Header Accounting Line

Field	Description	Value
Transaction Type	Alphanumeric character to indicate accounting events.	Value = 01
Agreement Line	<ul style="list-style-type: none"> The Line Number of the Agreement (in RETA) which this Charge references. For HOTD charges, fixed line numbers will correspond to the Unit of Issue (UOI). RWA Line Number (to be sent by EMS2000). 	Value = Corresponds to Agreement Line Number 1, 3 or 7 depending on Unit of Issue of AG
Source Number	<ul style="list-style-type: none"> Optional field. In EMS2000, this is an [int] field type. 	Value = 965
Unit Price Amount	<ul style="list-style-type: none"> Unit Price of the Object. NUM_OF_UNTS_CH (Number of Units) * UNPR_CH (Unit Price of the Object) will equal the Amount field or the document will be rejected. 	Value = price of each unit of service
Number of Units	<ul style="list-style-type: none"> Number of Units. NUM_OF_UNTS_CH (Number of Units) * UNPR_CH (Unit Price of the Object) will equal the Amount field or the document will be rejected. 	Value = number of units of service

Field	Description	Value
Pricing Unit	<ul style="list-style-type: none"> • Unit of Issue (UOI): • UOI = Thousand Pounds of Steam, populate with '1Z' • UOI = Refrigeration Demand Tons, populate with 'RZ' • UOI = Refrigeration Ton-Hours, populate with 'RY' • UOI = MMBTU, populate with 'BZ' • UOI = Gallon, populate with 'GA' • UOI = Gallons per Minute, populate with 'G2' • Overhead Fee (line 7) does not have a Unit of Issue (Leave Blank) • Each unit of issue is represented on a separate line and has a corresponding Function Code accounting dimension. 	Value = the unit
Org Code	<ul style="list-style-type: none"> • Reference backed field. • HOTD will use one Org Code, P112HOTD. 	Value = P112HOTD

Field	Description	Value
Activity	<ul style="list-style-type: none"> • The EMS2000 function Code. • When the Unit of Issue (UOI) is: <ul style="list-style-type: none"> • Refrigeration Demand Tons (RZ) • Refrigeration Ton-Hours (RY) • MMBTU (BZ) • Gallon (GA) • Gallons per Minute (G2) • Then populate with Function Code = 'PGA37'. • Else, if UOI is: <ul style="list-style-type: none"> • Thousand Pounds of Steam (1Z) • Then populate with Function Code = 'PGA34' • vii. Else, if Line Number 7 = Overhead Fee, Then populate with Function Code = 'PG981'. 	Value = See Description
Program	The Program this transaction hits.	Value = PG61
Sub-Object Class	<ul style="list-style-type: none"> • If the Function Code = PGA34 then Sub-Object Class= 'F26' • If the Function Code = PGA37, then Sub-Object Class = 'F20' • If the Function Code = PG981 • then Sub-Object Class = 'H99' 	Value = See Description
Region	<ul style="list-style-type: none"> • Reference backed field. • The GSA region where the utility is being provided. 	Value = GSA Region, e.g.,: 11
Building Number	The Building Number the utility is being provided.	Value = GSA Building Number
Open Balance	<ul style="list-style-type: none"> • Value if AG has open balance. • Not Required. 	Value = 1
Adjustment Code	Code indicating if this AG is an Adjustment.	Value= e.g.,: A

Field	Description	Value
Description	<ul style="list-style-type: none"> Description of Good or Service Not required. 	Value = description

C.4.2 Appendix: Create an Agreement Charge (AG) - Region 6 Manual Business Lines

Please refer to the **BAAR User Guide 1 of 10, Section 4.3.4.4.**

Table 87: Create an Agreement Charge (AG) - Region 6 Manual Business Lines - Header

Field	Description	Value
Title	Title of a transaction, Free text Field.	Value = date
Agreement Number	Manual Business Line Agreement Number, referenced backed field.	Value= Manual Business Line Agreement Number
Vendor Code	Vendor for Agreement Charge, same Vendor as Agreement Vendor.	Value= Agreement Vendor Code
Net Amount	Amount of the Agreement Charge.	Value = amount
Assignment Code	The group assigned to this Agreement Charge.	Value = Assignment Code
Description	Description field, Free text Field.	Value = free text field

Table 88: Create an Agreement Charge (AG) - Region 6 Manual Business Lines - Header Accounting Line

Field	Description	Value
Transaction Type	Alphanumeric character to indicate accounting events	Value = 01
Agreement Line	The Line Number corresponding to the Agreement.	Value = Corresponds to Agreement Line Number
Amount	Price of good or service provided.	Value = price of service or good provided
Description	Free text field, not required.	Value = description of service

C.5 Appendix: Create an External Direct Agreement (ED)

C.5.1 Appendix: Create an External Direct Agreement (ED) - RWA/HOTD

Please refer to the **BAAR User Guide 1 of 10, Section 4.3.1.4.**

Table 89: Create an External Direct Agreement (ED) - RWA/HOTD - Header

Field	Description	Non-IPAC	IPAC
Agreement Number	RWA Agreement Number, seven digit RWA Number.	Value= RWA Agreement Number	Value= RWA Agreement Number
Agreement Name	Name of Agreement.	Value = Agreement Name	Value = Agreement Name
Agreement End Date	Completion date for Agreement.	Value = date	Value = date
Reimbursable flag	Flag that indicates spending for Agreement will be reimbursed.	Value = true	Value = true
Title	Title of Agreement, Free text Field.	Value = title	Value = title
Issued By	Name of person who issued Agreement. Not Required.	Value = name	Value = name
Agreement Charges Affect Available Amount	Draws down Agreement Available Amount on Agreement Query when set to True.	Value = True forgot Agreements	Value = True for HOTD Agreements
Obligations Affect Available Amount	Draws down Agreement Available Amount on Agreement Query when set to True.	Value = True for Non-Recurring Agreements	Value = True for Non-Recurring Agreements
Miscellaneous Surcharges Affect Available Amount	Draws down Agreement Available Amount on Agreement Query when set to True.	Value = True for HOTD Agreement Charge based Agreements	Value = True for HOTD Agreement Charge based Agreements
Vendor Code	The customer who this Agreement is for.	Value= RWA Vendor Code	Value= RWA Vendor Code

Field	Description	Non-IPAC	IPAC
Designated Agent	<ul style="list-style-type: none"> Required for Bill by ALC. When grouping billing by ALC, both ALC and Designated Agent code field values (Code and Address Code) must be populated (with the same value). 	Value = blank	Value = ALC
Funding Source	<ul style="list-style-type: none"> If RWA Type = C or D, then populate with the constant "N". Else, for all other RWA Types, populate with the constant value "F". Currently RETA distinguishes Federal and Non-Federal by RWA Type code. C and D RWA types are non-federal, the rest are federal. 	Value = <ul style="list-style-type: none"> Federal Non-Federal 	Value = <ul style="list-style-type: none"> Federal Non-Federal
Authorized Agreement Amount	Amount of the Agreement will be for. The Agency Cert Amount in RETA.	Value = amount	Value = amount
Assignment Code	The group assigned to this Agreement Charge.	Value = Assignment Code, e.g.,: R7WA700	Value = Assignment Code, e.g.,: R7WA700
Description	<ul style="list-style-type: none"> Description field Free text Field. 	Value = free text field	Value = free text field

Table 90: Create an External Direct Agreement (ED) - RWA/HOTD - Office Address

Field	Description	Non-IPAC	IPAC
Code	Remit-To code for customer to send payment.	Value = RWANIPAC	Value=RWAIPAC

Table 91: Create an External Direct Agreement (ED) - RWA/HOTD - Header Accounting Line

Field	Description	Non-IPAC	IPAC
Line Number	<ul style="list-style-type: none"> • If Non-Recurring RWA populate with numeric value “1”. • Else, Recurring RWA or HOTD, populate with the Accounting Line Number numeric value. 	Value = see description	Value = see description
Transaction Type	<ul style="list-style-type: none"> • Alphanumeric character to indicate accounting events If External Agreement with Federal vendor, then populate with value “01”. • If External Agreement with non-Federal vendor (requires Advances) then populate with value “02”. 	Value = trans type	Value = trans type

Field	Description	Non-IPAC	IPAC
Agreement Line #	<ul style="list-style-type: none"> • If Non-Recurring RWA populate with numeric value “1”. • Else, Recurring RWA, populate with the value in [F2957_DTL.LINE_NO] • If HOTD agreement, populate based on Unit of Issue (UOI) as follows: • If UOI = (Thousand Pounds of Steam, ‘1Z’), then Agreement Line Number = 1 • If UOI = (Refrigeration Demand Tons, ‘RZ’), then Agreement Line Number = 2 • If UOI = (Refrigeration Ton-Hours, ‘RY’), then Agreement Line Number = 3 • If UOI = (MMBTU-Million BTUs, ‘BZ’), then Agreement Line Number = 4 • If UOI = (Gallon, ‘GA’), then Agreement Line Number = 5 • If UOI = (Gallons per Minute, ‘G2’), then Agreement Line Number = 6 • If Overhead Fee, then Agreement Line Number = 7. 	Value = see description	Value = see description
Revenue Control	Set to None for all Agreements.	Value = None	Value = None
Spending Overage Threshold Amount	As the Spending Control is set to Reject, this value is the Amount that spending can be over the Agreement before it is rejected.	Value = 500	Value = 500
Spending Overage Threshold Percentage	As the Spending Control is set to Reject, this value is the Percentage that spending can be over the Agreement before it is rejected.	Value = 10	Value = 10

Field	Description	Non-IPAC	IPAC
Spending Control	Flag will track spending and if it is over the Agreement Amount. Set to Reject for All Agreements. Agreement will look to the lesser of the Spending Overage Threshold Amount and Threshold Percentage.	Value = Reject	Value = Reject
Amount	<ul style="list-style-type: none"> • The Amount of the Agreement. If non-Recurring RWA, then populate with Agency Cert Amount. • For changes to an existing agreement: "delta" from the previous transaction to this transaction of the total agreement amount (non-recurring) and for each line (recurring). 	Value = Dollar amount	Value = Dollar amount
Billing Start Date	<ul style="list-style-type: none"> • State Date Bills will be generated off of Agreement. • If RWA Billing is monthly, populate with [START_DATE] • If RWA Billing is Quarterly, populate with the 15th of the third of month of the quarter where the date is after [START_DATE]. That is: • If the month and day of the agreement start date is 9/16 through 12/15, set the billing start date to 12/15. • If the month and day of the agreement start date is 12/16 through 3/15, set the billing start date to 3/15. • If the month and day of the agreement start date is 3/16 through 6/15, set the billing start date to 6/15. • If the month and day of the agreement start date is 6/16 through 9/15, set the billing start date to 9/15. • Format: YYYY-MM-DD 	Value = date	Value = date

Field	Description	Non-IPAC	IPAC
Billing End Date	<ul style="list-style-type: none"> End Date Bills will be generated off of Agreement. If Unliquidated Obligations remain, users in RETA may extend the [Termination Date] as needed. Format: YYYY-MM-DD. 	Value = date	Value = date
Bill Type	Indicates if Bills are G-INV/IPAC or Standard.	Value = Standard	Value = G-INV/IPAC
Minimum Billing Threshold Amount	<ul style="list-style-type: none"> The minimum amount of spending or AG that must exist before bills are generated. If Non-Recurring RWA and Non-IPAC Billing Type (excluding RWA Type D), populate with the numeric value "1000". If non-IPAC HOTD agreement, populated with the numeric value "100". Otherwise, populate with the numeric value "0". 	Value = see description	Value = see description
Bill Print	True to generated Printed Bill.	Value = True	Value = True
Prohibit Revenue Refunds	True to prevent payment refunds generated by PCPROJBILL.	Value = True	Value = True
Prohibit Credit Bill	<ul style="list-style-type: none"> False PCPROJBILL will generate Credits. 	Value = False	Value = False
Prohibit Return of Applied Advances	<ul style="list-style-type: none"> Set to False. This will allow any remaining Advances to be refunded at the end of the Agreement life. 	Value = False	Value = False
Prohibit Statement Grouping	<ul style="list-style-type: none"> Prevents Bills to be grouped by Statement. If BILLING_TYPE not IPAC, populate with constant "true" If BILLING_TYPE = IPAC, populate with constant "false". 	Value = <ul style="list-style-type: none"> True False 	Value = <ul style="list-style-type: none"> True False

Field	Description	Non-IPAC	IPAC
Accrue Revenue	<ul style="list-style-type: none"> • If Non-Recurring or HOTD Agreement, then populate with constant “true” • Else, populate with constant “false”. 	Value = <ul style="list-style-type: none"> • True • False 	Value = <ul style="list-style-type: none"> • True • False
Bill Agreement Amount/Percent	<ul style="list-style-type: none"> • If Non-Recurring RWA or HOTD, populate with constant “false” • If Recurring RWA, populate with constant “true”. 	Value = see description	Value = see description
Bill Agreement Amount	<ul style="list-style-type: none"> • If Non-Recurring RWA or HOTD, do not populate • If Recurring RWA, PG981 line needs to bill the full amount on the first billing for this RWA on AL1, populate with numeric value, “100” • Else Recurring RWA and not the \$100 one-time flat fee, then populate with the recurring billing amount, which cannot be zero. • The recurring billing amount is the divided by the number of billing periods in the agreement, and rounded to the nearest cent. • The number of billing periods can be computed as the number of days between the RWA start date and completion date divided by 30 (round down, but if the result is zero, use one instead) to determine the number of months for monthly billing. For quarterly billing, the number of billing periods is the number of months divided by 3 (round up to the next whole number). The number of billing periods for yearly billing is always one. 	Value = dollar value	Value = dollar value
Bill Cycle	<ul style="list-style-type: none"> • If RWA billing is Monthly, populate “Every month on Y of the month” • If RWA billing is Quarterly, populate “Every X Days. 	Value = see description	Value = see description

Field	Description	Non-IPAC	IPAC
Frequency Interval (X)	<ul style="list-style-type: none"> If RWA billing is Monthly, do not populate. If RWA billing is Quarterly, populate with 88. 	Value = see description	Value = see description
Day of Month (Y)	<ul style="list-style-type: none"> If RWA billing is Monthly, populate with 19. If RWA billing is Quarterly, do not populate. 	Value = see description	Value = see description
Holiday Adjustment	Value = X. Billing is only performed on Business Days.	Value= X	Value= X
Hold Billing	If true, will prevent Billing for current Month.	Value = <ul style="list-style-type: none"> False True 	Value = <ul style="list-style-type: none"> False True
Per Unit Agreement Charge	<ul style="list-style-type: none"> If HOTD Agreement, then populate with constant 'true'. Else populate with constant "false". 	Value = <ul style="list-style-type: none"> False True 	Value = <ul style="list-style-type: none"> False True
Actual Cost	<ul style="list-style-type: none"> If Non-Recurring RWA, then populate with constant "true". If HOTD Agreement, then populate with constant "true", Else, populate with constant "false". 	Value = <ul style="list-style-type: none"> False True 	Value = <ul style="list-style-type: none"> False True
Bill Accruals	<ul style="list-style-type: none"> If Non-Recurring RWA, then populate with constant "true", Else Recurring RWA or HOTD Agreement, populate with constant "false". 	Value = <ul style="list-style-type: none"> False True 	Value = <ul style="list-style-type: none"> False True
Billing Overage Threshold Amount	As the Billing Control is set to Reject, this value is the Amount that the BD can be over the before it is rejected.	Value = 500	Value = 500
Billing Overage Threshold Percentage	As the Billing Control is set to Reject, this value is the Percent that the BD can be over the before it is rejected.	Value = 10	Value = 10

Field	Description	Non-IPAC	IPAC
Billing Control	Flag will track billing and if it is over the Bill Agreement Amount for Recurring Agreements, or Spending transactions for Non-Recurring Agreements. Set to Reject for All Agreements. Agreement will look to the lesser of the Billing Overage Threshold Amount and Threshold Percentage.	Value = Reject	Value = Reject
Use Alternate Dimensions	<ul style="list-style-type: none"> • If non-Recurring RWA or HOTD Agreement, then populate with constant “true”. • Else, populate with constant “false”. 	Value = <ul style="list-style-type: none"> • False • True 	Value = <ul style="list-style-type: none"> • False • True
Track Spending Details	<ul style="list-style-type: none"> • Allows the bills to have a link to the Spending Activity transactions. • If non-Recurring RWA or HOTD Agreement, then populate with constant “true”. • Else, populate with constant “false”. 	Value = <ul style="list-style-type: none"> • False • True 	Value = <ul style="list-style-type: none"> • False • True
Reconcile Revenue to Expenditures	<ul style="list-style-type: none"> • If non-Recurring RWA or HOTD Agreement, then populate with constant “true”. • Else, populate with constant “false”. 	Value = <ul style="list-style-type: none"> • False • True 	Value = <ul style="list-style-type: none"> • False • True
Customer Treasury Symbol	The treasury symbol associated with the customer.	Value = blank	Value = Customer Treasury Symbol
Customer Funding Source	The funding source associated with the customer.	Value = blank	Value = Customer Funding Source
Customer Agency Location Code	The ALC of the Customer for IPAC only.	Value = blank	Value = ALC
Unit	The standard unit of measure of the commodity.	Value = blank	Value = EA
Transaction Contact	Contact name.	Value = blank	Value = contact name

Field	Description	Non-IPAC	IPAC
Contact Phone Number	Contact phone number.	Value = blank	Value = contact phone number
Requisition Number	Free text field, for IPAC transactions. For the BD, maps to the Treasury IPAC File Requisition Number field. The requisition number used for interagency transfers.	Value = blank	Value = requisition number
JAS Number	Free text field. For the generated BD, maps to the Treasury IPAC File JAS Number field. A number that is a combination of Job Order number, Accounting Classification Record number and Site ID, used for interagency transfers. IPAC field only.	Value = blank	Value = JAS number
Accounting Classification Code	BOAC.	Value = blank	Value = BOAC
Accounting Classification Reference Number	Free text field. For the generated BD, value maps to the Treasury IPAC file field "ACRN". The accounting classification reference number used for interagency transfers. IPAC only.	Value = blank	Value = ACRN
Fiscal Station Number	Free text field. For the generated BD, value maps to the Treasury IPAC file field "FSN". The fiscal station number used for interagency transfers. IPAC only.	Value = blank	Value = Fiscal Station Number
Interagency Description	For the generated BD, indicates the items or services on the transaction. For example, what items or services for which the user is billing the customer agency or Customer information such as line of accounting that would otherwise not be included in the IPAC File.	Value = blank	Value = free text field
Alternate Dimensions tab	Alternate Dimensions tab	Alternate Dimensions tab	Alternate Dimensions tab

Field	Description	Non-IPAC	IPAC
Generated Transactions	Allows all accounting dimensions to be pulled either from Agreement, Spending, Referenced Document, and Conditionally Available for Advances and Entered Value. User must set value for each dimension	Value = All Generated Revenue Transactions	Value = All Generated Revenue Transactions

Table 92: Create an External Direct Agreement (ED) - RWA/HOTD - Surcharge Line Tab

Field	Description	Non-IPAC	IPAC
Add the following surcharges	<ul style="list-style-type: none"> This tab allows addition of surcharge Types. To add surcharge Type, hit Add button and enter the following codes, and then hit Search. For RWA, enter and select the following: <ul style="list-style-type: none"> 11BF, 29SF, SLSC2013 For HOTD, enter and select the following: <ul style="list-style-type: none"> 100FFH for HOTD. If the Agreement Start Date > or = 7/1/2017, "SLSCRETRO" surcharge code should be entered. 	Value = see description	Value = see description

C.5.2 Appendix: Create an External Direct Agreement (ED) - Region 6 Manual Business Lines and External Services

Please refer to the **BAAR User Guide 1 of 10, Section 4.3.1.4.**

Table 93: Create an ED - Region 6 Manual Business Lines and External Services - Header

Field	Description	Non-IPAC	IPAC
Agreement Number	Agreement Number.	Value= Agreement Number	Value= Agreement Number
Agreement Name	Name of Agreement.	Value = Agreement Name	Value = Agreement Name

Field	Description	Non-IPAC	IPAC
Agreement End Date	Completion date for Agreement.	Value = date	Value = date
Reimbursable flag	Flag that indicates spending for Agreement will be reimbursed.	Value = true	Value = true
Spend and Reimburse Within Fund	Forces all spending transactions against Agreement to use the same fund that will be used for billing	Value = true	Value = true
Title	<ul style="list-style-type: none"> Title of Agreement Free text Field. 	Value = title	Value = title
Issued By	<ul style="list-style-type: none"> Name of person who issued Agreement. Not Required. 	Value = name	Value = name
Agreement Charges Affect Available Amount	Agreement Charges referencing the Agreement will draw down Agreement Available Amount on Agreement Query when set to True.	Value = True for Manual Business Line Agreement Charge based Agreements	Value = True for Manual Business Line Agreement Charge based Agreements
Obligations Affect Available Amount	Spending documents referencing the Agreement will draw down Agreement Available Amount on Agreement Query when set to True.	Value = True for Spending based Agreements	Value = True for Spending based Agreements
Commitments Affect Available Amount	Commitment documents (i.e., Requests) referencing the Agreement will draw down Agreement Available Amount on Agreement Query when set to True.	Value = True for Spending based Agreements	Value = True for Spending based Agreements

Field	Description	Non-IPAC	IPAC
Reservations Affect Available Amount	Reservations referencing the Agreement will draw down Agreement Available Amount on Agreement Query when set to True.	Value = False	Value = False
Miscellaneous Surcharges Affect Available Amount	Draws down Agreement Available Amount on Agreement Query when set to True.	Value = False	Value = False
Vendor Code	The customer who this Agreement is for.	Value= Vendor Code	Value= Vendor Code
Designated Agent	<ul style="list-style-type: none"> • Required for Bill by ALC. • When grouping billing by ALC, both ALC and Designated Agent code field values (Code and Address Code) must be populated (with the same value). 	Value = blank	Value = ALC
Funding Source	Lists if customer is federal or non-federal.	Value = <ul style="list-style-type: none"> • Federal • Non-Federal 	Value = <ul style="list-style-type: none"> • Federal • Non Federal
Authorized Agreement Amount	Maximum dollar value of the Agreement.	Value = amount	Value = amount
Assignment Code	The group assigned to this Agreement Charge.	<ul style="list-style-type: none"> • R6 MBLs Value = MNLBL • External Services Value = EXTSERVICE 	<ul style="list-style-type: none"> • R6 MBLs Value = MNLBL • External Services Value = EXTSERVICE
Description	<ul style="list-style-type: none"> • Description field • Free text Field. 	Value = free text field	Value = free text field

Table 94: Create an External Direct Agreement (ED) - Region 6 Manual Business Lines and External Services - Office Address

Field	Description	Non-IPAC	IPAC
Code	Remit-To code for customer to send payment.	<ul style="list-style-type: none"> For R6 MBLs Value = MNLNI For External Services Value= EXTSRVNI 	<ul style="list-style-type: none"> For R6 MBLs Value= MNLIPAC For External Services Value = EXTSERVI

Table 95: Create an External Direct Agreement (ED) - Region 6 Manual Business Lines and External Services - Header Accounting Line

Field	Description	Non-IPAC	IPAC
Line Number	Populate with the Accounting Line Number numeric value.	Value = <ul style="list-style-type: none"> 1 2 3 Etc. 	Value = <ul style="list-style-type: none"> 1 2 3 Etc.
Transaction Type	<ul style="list-style-type: none"> Alphanumeric character to indicate accounting events. If External Agreement with Federal vendor, then populate with value "01". If External Agreement with non-Federal vendor (requires Advances) then populate with value "02". 	Value = trans type (see Description)	Value = trans type (see Description)
Agreement Line #	Numeric value of Agreement line.	Value = <ul style="list-style-type: none"> 1 2 3 Etc. 	Value = <ul style="list-style-type: none"> 1 2 3 Etc.

Field	Description	Non-IPAC	IPAC
Revenue Control	Set to None for all Agreements.	Value = None	Value = None
Spending Overage Threshold Amount	As the Spending Control is set to Reject, this value is the Amount that spending can be over the Agreement before it is rejected.	Value = 0	Value = 0
Spending Overage Threshold Percentage	As the Spending Control is set to Reject, this value is the Percentage that spending can be over the Agreement before it is rejected.	Value = 0	Value = 0
Spending Control	Flag will track spending and if it is over the Agreement Amount. Set to Reject for All Agreements. Agreement will look to the lesser of the Spending Overage Threshold Amount and Threshold Percentage.	Value = Reject	Value = Reject
Maximum Billable Amount	The Amount of the Agreement Line.	Value = Dollar amount	Value = Dollar amount

Field	Description	Non-IPAC	IPAC
Billing Start Date	<ul style="list-style-type: none"> • State Date Bills will be generated off of Agreement. • If Billing is monthly, populate with [START_DATE] • If Billing is Quarterly, populate with the 15th of the third of month of the quarter where the date is after [START_DATE]. That is: <ul style="list-style-type: none"> • If the month and day of the agreement start date is 9/16 through 12/15, set the billing start date to 12/15. • If the month and day of the agreement start date is 12/16 through 3/15, set the billing start date to 3/15. • If the month and day of the agreement start date is 3/16 through 6/15, set the billing start date to 6/15. • If the month and day of the agreement start date is 6/16 through 9/15, set the billing start date to 9/15. • Format: YYYY-MM-DD. 	Value = date	Value = date
Billing End Date	End Date Bills will be generated off of Agreement. Format: YYYY-MM-DD.	Value = date	Value = date

Field	Description	Non-IPAC	IPAC
Bill Type	Indicates if Bills are G-INV/IPAC or Standard.	Value = Standard	Value = G-INV/IPAC
Minimum Billing Threshold Amount	The minimum amount of spending or AG that must exist before bills are generated.	Value = see description	Value = see description
Bill Print	True to generated Printed Bill.	Value = True	Value = True
Prohibit Revenue Refunds	True to prevent payment refunds generated by PCPROJBILL.	Value = True	Value = True
Prohibit Credit Bill	<ul style="list-style-type: none"> False PCPROJBILL will generate Credits. 	Value = False	Value = False
Prohibit Return of Applied Advances	<ul style="list-style-type: none"> Set to False. This will allow any remaining Advances to be refunded at the end of the Agreement life. 	Value = False	Value = False
Prohibit Statement Grouping	<ul style="list-style-type: none"> Prevents Bills to be grouped by Statement. If BILLING_TYPE not IPAC, populate with constant "true" If BILLING_TYPE = IPAC, populate with constant "true". 	Value= True	Value = True
Accrue Revenue	<ul style="list-style-type: none"> If Non-Recurring or AG Agreement, then populate with constant "true" Else, populate with constant "false". 	Value = True	Value = True

Field	Description	Non-IPAC	IPAC
Bill Agreement Amount/Percent	<ul style="list-style-type: none"> • If Non-Recurring or AG Agreement, populate with constant “false” • If Recurring RWA, populate with constant “true”. 	Value = see description	Value = see description
Bill Agreement Amount	<ul style="list-style-type: none"> • If Non-Recurring or AG Agreement, do not populate • If Recurring, populate with the recurring billing amount, which cannot be zero. • The recurring billing amount is the divided by the number of billing periods in the agreement, and rounded to the nearest cent. • The number of billing periods can be computed as the number of days between the start date and completion date divided by 30 (round down, but if the result is zero, use one instead) to determine the number of months for monthly billing. For quarterly billing, the number of billing periods is the number of months divided by 3 (round up to the next whole number). The number of billing periods for yearly billing is always one. 	Value = dollar value	Value = dollar value

Field	Description	Non-IPAC	IPAC
Bill Cycle	<ul style="list-style-type: none"> • If billing is Monthly, populate “Every month on Y of the month”. • If billing is Quarterly, populate “Every X Days. 	Value = see description	Value = see description
Frequency Interval (X)	<ul style="list-style-type: none"> • If billing is Monthly, do not populate. • If billing is Quarterly, populate with 88. 	Value = see description	Value = see description
Day of Month (Y)	<ul style="list-style-type: none"> • If billing is Monthly, populate with 20. • If billing is Quarterly, do not populate. 	Value = see description	Value = see description
Holiday Adjustment	<ul style="list-style-type: none"> • Value = Next Business Day. • Billing is only performed on Business Days. 	Value= Next Business Day	Value= Next Business Day
Hold Billing	If true, will prevent Billing for current Month.	Value = <ul style="list-style-type: none"> • False • True 	Value = <ul style="list-style-type: none"> • False • True
Agreement Charge	<ul style="list-style-type: none"> • If AG Agreement, then populate with constant “true”. • Else populate with constant “false”. 	Value = <ul style="list-style-type: none"> • False • True 	Value = <ul style="list-style-type: none"> • False • True

Field	Description	Non-IPAC	IPAC
Per Unit Agreement Charge	<ul style="list-style-type: none"> • Indicates if per unit Agreement charges should be included in the calculated billed amount for a particular Agreement • If AG Agreement, then populate with constant "true". • Else populate with constant "false". 	Value = <ul style="list-style-type: none"> • False • True 	Value = <ul style="list-style-type: none"> • False • True
Actual Cost	<ul style="list-style-type: none"> • If Non-Recurring, then populate with constant "true". • If AG Agreement, then populate with constant "true". • Else, populate with constant "false". 	Value = <ul style="list-style-type: none"> • False • True 	Value = <ul style="list-style-type: none"> • False • True
Bill Obligations	Indicates if bill will be by Obligations (i.e., Orders) Amount.	Value = False	Value = False
Bill Accruals	<ul style="list-style-type: none"> • If Non-Recurring, then populate with constant "true". • Else Recurring or AG Agreement, populate with constant "false". 	Value = <ul style="list-style-type: none"> • False • True 	Value = <ul style="list-style-type: none"> • False • True
Billing Overage Threshold Amount	As the Billing Control is set to Reject, this value is the Amount that the BD can be over the before it is rejected.	Value = 0	Value = 0
Billing Overage Threshold Percentage	As the Billing Control is set to Reject, this value is the Percent that the BD can be over the before it is rejected.	Value = 0	Value = 0

Field	Description	Non-IPAC	IPAC
Billing Control	Flag will track billing and if it is over the Bill Agreement Amount for Recurring Agreements, or Spending transactions for Non-Recurring Agreements. Set to Reject for All Agreements. Agreement will look to the lesser of the Billing Overage Threshold Amount and Threshold Percentage.	Value = Reject	Value = Reject
Use Alternate Dimensions	<ul style="list-style-type: none"> • If non-Recurring or Agreement Charge, populate with constant "true". • Else, populate with constant "false". 	Value = <ul style="list-style-type: none"> • False • True 	Value = <ul style="list-style-type: none"> • False • True
Track Spending Details	<ul style="list-style-type: none"> • Allows the bills to have a link to the Spending Activity transactions. • If non-Recurring or AG Agreement, then populate with constant "true". • Else, populate with constant "false". 	Value = <ul style="list-style-type: none"> • False • True 	Value = <ul style="list-style-type: none"> • False • True
Reconcile Revenue to Expenditures	<ul style="list-style-type: none"> • If non-Recurring or AG Agreement, then populate with constant "true". • Else, populate with constant "false". 	Value = True	Value = True
Customer Treasury Symbol	The treasury symbol associated with the customer.	Value = blank	Value = Customer Treasury Symbol

Field	Description	Non-IPAC	IPAC
Customer Funding Source	The funding source associated with the customer.	Value = blank	Value = Customer Agreement Number
Customer Agency Location Code	The ALC of the Customer for IPAC only.	Value = blank	Value = ALC
Unit	The standard unit of measure of the commodity.	Value = blank	Value = EA
Transaction Contact	Contact name.	Value = blank	Value = contact name
Contact Phone Number	Contact phone number.	Value = blank	Value = contact phone number
Requisition Number	Free text field, for IPAC transactions. For the BD, maps to the Treasury IPAC File Requisition Number field. The requisition number used for interagency transfers.	Value = blank	Value = PCAS Agreement Number
JAS Number	Free text field. For the generated BD, maps to the Treasury IPAC File JAS Number field. A number that is a combination of Job Order number, Accounting Classification Record number and Site ID, used for interagency transfers. PAC field only.	Value = blank	Value = <ul style="list-style-type: none"> • RPUDD • MBL • GMA • EXTSERVICE
Accounting Classification Code	BOAC.	Value = blank	Value = BOAC

Field	Description	Non-IPAC	IPAC
Accounting Classification Reference Number	Free text field. For the generated BD, value maps to the Treasury IPAC file field "ACRN". The accounting classification reference number used for interagency transfers. IPAC only.	Value = blank	Value = <ul style="list-style-type: none"> • For RPUDD = Project Number assigned by Redinet • For R6MANUAL, GMA, and External Services = PCAS Agreement Number
Fiscal Station Number	Free text field. For the generated BD, value maps to the Treasury IPAC file field "FSN". The fiscal station number used for interagency transfers. IPAC only.	Value = blank	Value = <ul style="list-style-type: none"> • Fiscal Station Number • '0' for Non Military Agreements
Interagency Description	For the generated BD, indicates the items or services on the transaction. For example, what items or services for which the user is billing the customer agency or Customer information such as line of accounting that would otherwise not be included in the IPAC File.	Value = blank	Value = Customer's Line of Accounting

Table 96: Create an External Direct Agreement (ED) - Region 6 Manual Business Lines and External Services - Alternate Dimensions Tab

Field	Description	Non-IPAC	IPAC
Generated Transactions	Allows all accounting dimensions to be pulled either from Agreement, Spending, Referenced Document, and Conditionally Available for Advances and Entered Value. User must set value for each dimension.	Value = All Generated Revenue Transactions	Value = All Generated Revenue Transactions

C.5.3 Appendix: Create an External Direct Agreement (ED) - Outlease

Please refer to the **BAAR User Guide 1 of 10, Section 4.3.1.4.**

Table 97: Create an External Direct Agreement (ED) - Outlease

Field	Description	Non-IPAC
Agreement Number	<ul style="list-style-type: none"> • Outlease Agreement Number, 20 digit Outlease Number. • Unique 20 digit Outlease agreement number generated via the following formula: • “GS-“ + RR + “-P-O” + SS + XXXXX • Where: • RR=Region • SS=state • XXXXX = 5 digit sequence • Examples: • GS-07-P-OTX00001 	Value = Outlease Agreement Number see description
Agreement Name	Name of Agreement.	Value = Agreement Name
Agreement End Date	Expiration Date for Agreement	Value = date
Status	Agreement status for agreement establishment and ongoing maintenance.	Value = Active

Field	Description	Non-IPAC
Reimbursable (checkbox)	Flag indicates whether agreement is reimbursable It is used in conjunction with the entered revenue source and determines whether collections against the agreement should update associated budgets.	Value = true (checked)
Funding Status	Status of the funding for this agreement. Funds can be marked as estimated or actual.	Value = actual
Document Type	<ul style="list-style-type: none"> This identifies the type of document to create in Pegasys and should be populated with an appropriate choice for this agreement. Populate with static value based on the table reference below. See Table 100. 	Value = see description
Code	Vendor code of the Lessee	Value = Outlease Vendor code
Address Code	Vendor addresses code of the Lessee.	Value = Outlease Vendor Address
Spend And Reimburse Within Fund (checkbox)	The Spend and Reimburse Fund flag enforces fund consistency between the agreement and billing documents. This flag forces all spending transactions against ventures or agreements to use the same fund that will be used for billing.	Value = true (Checked)
Title	Populate with contract number (same as Agreement Number field).	Value = see Agreement Number description
Issued By	Populate with name of contracting officer	Value = see description
Obligations Affect Available Amount (checkbox)	Indicates whether obligations are included in the available amount calculation. If set to true, obligations reduce the available amount.	Value = false (unchecked)
Commitments Affect Available Amount (checkbox)	Indicates whether commitments are included in the available amount calculation. If set to true, commitments reduce the available amount.	Value = false (unchecked)
Date	The date of the document being processed.	Value = Date

Field	Description	Non-IPAC
Accounting Period	Current fiscal year accounting period	Value = MM/YYYY
Funding Source	<ul style="list-style-type: none"> • “F” for Federal • “N” for Non-Federal. • Outlease agreements will be non-federal. 	Value = N
Maximum Agreement Amount	This is the expected total amount of the agreement (total of Outlease payments to be collected over the life of the lease). It can be updated if the terms change.	Value = Dollar amount
System ID	Identifies the originating system.	Value = OASIS
Description	<ul style="list-style-type: none"> • Up to 255 characters of description text for this agreement. • This will be populated with the version description from OASIS. 	Value = see description
Novation Date	<ul style="list-style-type: none"> • Used to update the vendor on an existing Agreement. • To change the Lessee (vendor) on an existing agreement 	Value = date
Customer Novation Code	Used to update the vendor on an existing agreement (see Novation Date).	Value = see description
Customer Novation Address Code	Used to update the vendor on an existing agreement (see Novation Date).	Value = see description

Table 98: Create an External Direct Agreement (ED) - Office Addresses Tab

Field	Description	Non-IPAC
Office Code	Required when bill print flag is yes. Supply a static value of OLNIPAC.	Value = OLNIPAC
Office Address Code	Required when bill print flag is yes. Supply a static value of OLNIPAC_REMIT.	Value = OLNIPAC_REMIT

Table 99: Create an External Direct Agreement (ED) - Header Accounting Line

Field	Description	Non-IPAC
Agreement Line State	<ul style="list-style-type: none"> Manages the state of an Agreement line (open or closed). Valid value is "O" for open. Valid value is "C" for closed. 	Value = see description
Line Number	<ul style="list-style-type: none"> This value represents the document line number. Each new ED document can have one or more consecutively numbered lines. This number corresponds to the line number of the document only - it is not related to the line number on the target Agreement entity. The Agreement line number is specified elsewhere on the accounting line. This value will always be "1" for Outlease. 	Value = 1
Transaction Type	Alphanumeric character to indicate accounting events. External Agreement with non-Federal vendor (requires Advances) then populate with value "02".	Value = 02
Actual Cost Flag	Establishes actual cost as the basis of billing.	Value = false (unchecked)
Agreement Line #	Since there is one line per agreement for Outleases, this number is always 1.	Value = 1
Revenue Control	Refers to the level of an error the system will return if an agreement line is referenced for a total receivables line that exceeds the total spending amount. Use "N" (none) for Outlease agreements.	Value = N
Spending Control	Spending control errors are off for Outlease agreements.	Value = N
Amount	This is the expected total amount of the agreement (total of Outlease payments to be collected over the life of the lease). It can be updated if the terms change.	Value = Dollar amount
Prior Year Adjustment	Will use the "Not a Prior Year Adjustment" (X)	Value = X

Field	Description	Non-IPAC
BBFY	Populate with the beginning budget fiscal year value of the agreement's start date	Value = YYYY
Fund	Supply a static value of 192X.	Value = 192X
Division (Region)	Format is two digits (including a leading zero if the Region value is less than 10)	Value = see description
Organization (Org Code)	Organization code	Organization code
Program	Program Code	Value = PG00
Activity	Function Code	Value = PG000
Revenue Source	<ul style="list-style-type: none"> Populate with appropriate 4-digit revenue source code from the list in the table referenced below. See Table 101. 	Value = see description
User Dimension 1 (Building #)	<ul style="list-style-type: none"> Building location code See below for a list of Building Location Codes 	Value = see description
Billing Start Date	Populate with the agreement start date	Value = date
Billing End Date	Billing End Date is typically set to the agreement's ending date plus some period of time sufficient to allow for all relevant billing cycles to complete - for Outlease, this will be the Agreement end date plus 5 years.	Value = date
Bill Type	This will be "standard" as there are no IPAC collections.	Value = Standard
Receivable Type	Value used to populate receivable type on the generated bill. Outlease will send "OUTLS" in this field.	Value = OUTLS
Bill Print	Determines whether the bill is printed or suppressed.	Value = Yes

Field	Description	Non-IPAC
Prohibit Revenue Refunds (checkbox)	PCAS Bill Generation allows for the automated generation of revenue refunds in the form of payments (IP) to external customers. Also, if advance monies were collected and erroneously offset, a negative advance offset cash receipt can be generated. Refunds are generated on the same frequency as the billings (i.e., Monthly, Quarterly, etc.), and the option to generate is available at both the agreement level and the process level.	Value = true (checked)
Prohibit Credit Bills	Populate with a static value of false.	Value = false (unchecked)
Prohibit Return of Applied Advances	Populate with a static value of false.	Value = false (unchecked)
Prohibit Statement Grouping	"true" means there will be one bill for each agreement with an individual statement number per bill.	Value =true (checked)
Accrue Revenue (checkbox)	Populate with a static value of false.	Value = false (unchecked)
Bill Agreement Amount/Percent (checkbox)	Indicates whether the billing for this agreement should be based purely on the agreement amount and not take into account distributed costs. Setting this flag to true will instruct PCAS to generate an advance offset (or bill if payment is delinquent) for the amount specified in Bill Agreement Amount field.	Value = true (checked)
Bill Agreement Amount	<ul style="list-style-type: none"> • For Outlease, this represents the exact amount to use each time an advance offset or bill is generated (fixed billing amount) based on the values supplied for Bill Cycle, Frequency Interval and Day of Month. • Unlike other amounts, this amount will <i>replace</i> the existing amount on the agreement when submitting a new document to update an existing agreement - it is not a delta value. 	Value = Dollar amount

Field	Description	Non-IPAC
Billing Control	<ul style="list-style-type: none"> Controls whether billing amount can exceed the agreement line amount. Options include Reject, Override, Warning and None. The system defaults to Reject. 	Value = R
Bill Cycle	<ul style="list-style-type: none"> The Bill Cycle is used to determine how frequently the automated billing process should consider billing the customer for a particular agreement. For Outlease agreements, set bill cycle to a static value of “Every X Months” 	Value = Every X Months
Frequency Interval (X)	The Frequency Interval is used in conjunction with Bill Cycle to determine how often the automated billing process should consider billing the customer for a particular agreement.	Value = <ul style="list-style-type: none"> 1 3 12
Holiday Adjustment	<ul style="list-style-type: none"> The Holiday Adjustment field is used in conjunction with other Billing Option Frequency fields to determine the actual day in which the automated billing process will consider billing the customer for activity against a particular agreement. Valid values are P (previous business day), N (next business day) or X for neither (ignore the holiday). Outleases will bill regardless of holiday. 	Value = X
Hold Billing (checkbox)	<ul style="list-style-type: none"> This flag temporarily “suspends” billing for this agreement. If set to true, Pegasys will not generate any new bills. To resume billing, this must be reset to false. Once reset to false, Pegasys will resume bill generation (including any missed bills). Amounts from missed bills will be included on the next generated bill. Populate with “true” to hold billing, otherwise “false” 	Value = see description

Table 100: Document Types

Purpose	Doc Type
Other	OED
Retail	ORD
Restaurant	OFD
Office	OOD
Warehouse	OHD
Parking	OPD
Antenna	OAD
Movie/Photography	OMD
Special Events	OSD
Easement/Right-of-Way	OWD
Land Port of Entry (LPOE)	OLD
Credit Union	OCD
Postal Service (USPS)	OUD

Table 101: Revenue Source Codes

Code	Description
4211	Indefinite Authority - Outlease - Coop Use Act
4212	Outlease - Government-Owned Space
4213	Outlease - Government leased Space
4214	Outlease-Revocable Outlease Licenses
4216	Outleasing - Section 412
4217	Indefinite Authority - Antenna Outleases- Coop Use Act
4406	Indefinite Authority - Historic Building Outleases

Below is a list of Building Location Codes.

- TX0282JL

- DC0036ZZ
- NY0059ZZ
- DC0566ZZ
- DC0093ZZ
- DC0022ZZ
- DC0020ZZ
- DC0024ZZ
- DC0021ZZ
- DC0007ZZ
- DC0116ZZ
- DC0013ZZ
- DC0521AB
- MO0050ZZ
- NM0501ZZ
- HI0011ZZ
- MD0778AG
- DC0115ZZ
- OR0023ZZ
- ME0061ZZ

C.5.4 Appendix: Create an External Direct Agreement (ED) – GSAFleet.Gov

Table 102: Create an External Direct Agreement (ED) – GSAFleet.Gov

Pegasys Agreement Field Name	External Direct
Agreement Number	F47QMCA21F008J
Agreement Name	4764EA1011A170
Agreement End Date	2015-10-31
Status (Active Flag)	true
Reimbursable Flag	true
Funding Status	actual
Document Type	VED

Pegasys Agreement Field Name	External Direct
Document Number	VED202109300001
Security Org	GSA
Vendor Code	149029
Vendor Address Code	149029
Title	RPNNPQ981
Obligations Affect Available Amount (checkbox)	false
Commitments Affect Available Amount (checkbox)	false
Date (Document)	2021-09-30
Accounting Period	12/2021
Suppress Printing false	false
Funding Source	F
Maximum Agreement Amount	1500000.00
External System ID	GSAFLTGOVP
External System Document Number	FE203712500004
Header Accounting Line	Line 1
G-Invoicing Order Line Number	
G-Invoicing Order Number	
G-Invoicing Order Schedule Number	
G-Invoicing Requesting Servicing Type	S
Line State (Agreement)	O
Line Number	1
Transaction Type	01
Agreement Line #	1
Task ID	
Revenue Control Flag	N
Spending Control	N

Pegasys Agreement Field Name	External Direct
Agreement Charge Flag	false
Amount	1500000.00
Prior Year Adjustment (CUST)	X
BBFY (Beginning Budget Fiscal Year)	2021
Fund	285F
Division	03
Organization	QA03FA000
Program	TM12
Revenue Source	0002
Billing Start Date	2018-10-01
Bill End Date	2023-10-31
Bill Type	manual
Bill Print	no
Billing Control	N
Bill Cycle	At Completion
Articles or Services	

C.5.5 Appendix: Create an External Direct Agreement (ED) - AAS

Please refer to the **BAAR User Guide 1 of 10, Section 4.3.1.4.**

Table 103: Create an External Direct Agreement (ED) - AAS

Field	Description	Non-IPAC
Agreement Number	<ul style="list-style-type: none"> AAS Agreement Number RBA agreement numbers will begin with “X” and NBA agreement numbers will begin with “Z”. 	Value = AAS Agreement Number see description
Agreement Name	Name of Agreement.	Value = Agreement Name
Agreement End Date	Expiration Date for Agreement	Value = date

Field	Description	Non-IPAC
Status	Agreement status for agreement establishment and ongoing maintenance.	Value = Active
Reimbursable (checkbox)	Flag indicates whether agreement is reimbursable It is used in conjunction with the entered revenue source and determines whether collections against the agreement should update associated budgets.	Value = true (checked)
Funding Status	Status of the funding for this agreement. Funds can be marked as estimated or actual.	Value = actual
Document Type	The ED document type for AAS is UED	Value = UED
Code	Vendor code of the Lessee	Value = BOAC2 code
Address Code	Vendor addresses code of the Lessee.	Value = BOAC2 code
Spend And Reimburse Within Fund (checkbox)	The Spend and Reimburse Fund flag enforces fund consistency between the agreement and billing documents. This flag forces all spending transactions against ventures or agreements to use the same fund that will be used for billing.	Value = true (checked)
Title	Populate with Interagency Agreement (IAA) number.	Value = IAA Number
Issued By	Populate with name of contracting officer	Value = see description
Obligations Affect Available Amount (checkbox)	Indicates whether obligations are included in the available amount calculation. If set to true, obligations reduce the available amount.	Value = True (checked)
Commitments Affect Available Amount (checkbox)	Indicates whether commitments are included in the available amount calculation. If set to true, commitments reduce the available amount.	Value = false (unchecked)
Date	The date of the document being processed.	Value = date
Accounting Period	Current fiscal year accounting period	Value = MM/YYYY
Suppress Printing	Ignore this agreement if an agency puts in custom reports to print agreement statements.	Value = False

Field	Description	Non-IPAC
Funding Source	<ul style="list-style-type: none"> • “F” for Federal • “N” for Non-Federal. • Outlease agreements will be non-federal. 	Value = <ul style="list-style-type: none"> • N • F
Maximum Agreement Amount	This amount should match the transaction amount on the agreement line when establishing agreements.	Value = Dollar amount
System ID	Identifies the originating system.	Value = <ul style="list-style-type: none"> • “RBA” • “NBA”
Description	<ul style="list-style-type: none"> • Up to 255 characters of description text for this agreement. • This will be populated with the version description from ASSIST. 	Value = see description
Novation Date	<ul style="list-style-type: none"> • Used to update the vendor on an existing Agreement. • To change the Lessee (vendor) on an existing agreement 	Value = date
Customer Novation Code	Used to update the vendor on an existing agreement (see Novation Date).	Value = see description
Customer Novation Address Code	Used to update the vendor on an existing agreement (see Novation Date).	Value = see description

Table 104: Create an External Direct Agreement (ED) - Header Accounting Line

Field	Description	Non-IPAC
Agreement Line State	<ul style="list-style-type: none"> • Manages the state of an Agreement line (open or closed). • Valid values are “O” for open. • Valid values are “C” for closed. • AAS will always send “O” for this field. 	Value = O

Field	Description	Non-IPAC
Line Number	<ul style="list-style-type: none"> This value represents the document line number. Each new ED document can have one or more consecutively numbered lines. This number corresponds to the line number of the document only - it is not related to the line number on the target Agreement entity. The Agreement line number is specified elsewhere on the accounting line. This value will always be “1” for AAS. 	Value = see description
Transaction Type	<ul style="list-style-type: none"> Populate with “01” for federal. Populate with “02” for non-federal. 	Value = <ul style="list-style-type: none"> 01 02
Agreement Line #	Since there is one line per agreement for AAS, this number is always 1.	Value =1
Doctype Defined Accounting Line Field #6 (Task ID)	This field will be used for the NBA Task ID and will not be populated for RBA agreements.	Value = Task ID/Task Number
Revenue Control	Refers to the level of an error the system will return if an agreement line is referenced for a total receivables line that exceeds the total spending amount. Use “N” (none) for Outlease agreements.	Value = N
Spending Control	Spending control errors are off for Outlease agreements.	Value = N
Agreement Charge	Pegasys requires that either the Agreement Charge or Actual Cost flags be true for billing purposes. This must be set to true, but has no effect on PCAS agreements since they are not billed thru PCAS.	Value = T

Field	Description	Non-IPAC
Amount	<ul style="list-style-type: none"> For a new agreement, supply the agreement amount, unless the agreement is subject to availability of funds (SAF). If the agreement is SAF, set the Amount to zero. When changing the line amount on an existing agreement, supply the value the agreement is to be increased or decreased by (delta). When an SAF restriction is removed, the Amount should be the agreement amount, since that is the delta from the previous amount of zero. 	Value = Dollar amount
Prior Year Adjustment	Will use the "Not a Prior Year Adjustment" (X)	Value = X
BBFY	Populate with the beginning budget fiscal year value of the agreement's start date	Value = YYYY
Fund	Supply a static value of 285F.	Value =285F
Division (Region)	<ul style="list-style-type: none"> Format is two digits. Valid values are 00 through 11 	Value = see description
Organization (Org Code)	<ul style="list-style-type: none"> Organization Code See Table 105. 	Value = see description
Program	<ul style="list-style-type: none"> Program Code See Table 106. 	Value = see description
Activity	New Activity Code, which is currently AF151 for all agreements.	Value = AF151
Revenue Source	<ul style="list-style-type: none"> "NBA1" if the Program Code is AA10 or IT31 "RBA1" if the Program Code is AA20, GS13, IT14, or IT23 	Value = see description
Billing Start Date	Populate with the agreement start date	Value = date

Field	Description	Non-IPAC
Billing End Date	<ul style="list-style-type: none"> Populate with the agreement end date plus 5 years. For no-year funds, populate with agreement end date plus 30 years. NOTE: Pegasys date reference tables will need to be set up to accommodate 30 years in the future to prevent AAS agreements from rejecting. 	Value = date
Bill Type	Set to manual to prevent the generation of bills by PCAS.	Value = Manual
Bill Print	Determines whether the bill is printed or suppressed.	Value = No
Billing Control	Controls whether billing amount can exceed the agreement line amount. Options include Reject, Override, Warning and None. The system defaults to Reject.	Value = N
Bill Cycle	The Bill Cycle is used to determine how frequently the automated billing process should consider billing the customer for a particular agreement. This field is not used for AAS agreements but must be populated with a valid value.	Value = At Completion
Interagency Description	Populate with the customer's long line of accounting.	Value = Free text

Table 105: Organization Codes

New Program Code	New Organization Code
AA10	QxxFB000
AA20	QxxFA000
AA20 and old Organization Code is AxxVR114	QxxFA100
GS14	QxxSA000
IT14	QxxTF000
IT23	QxxTC000
IT31	QxxTEAB0

Table 106: Program Codes

Budget Activity Code	New Program Code
B3	IT23
F1	AA20
F2	AA10
FL	IT31
FQ	IT14
FR	GS14
P1	AA20
P2	AA10

C.5.6 Appendix: Create an External Direct Agreement (ED) - FAS Information Technology Category

Please refer to the **BAAR User Guide 1 of 10, Section 4.3.1.4.**

Table 107: Create an External Direct Agreement (ED) - FAS Information Technology Category - Header

Field	Description	Non- IPAC
Agreement Number	<ul style="list-style-type: none"> FAS Information Technology Category Agreement Number FAS Information Technology Category agreement numbers will begin with "B" 	Value = FAS Information Technology Category Agreement Number
Agreement Name	Name of Agreement.	Value = Agreement Name
Agreement End Date	Populate with agreement end date. This is technically the last date by which new spending can be applied against an agreement.	Value = date
Status	Agreement status for agreement establishment and ongoing maintenance.	Value = Active

Field	Description	Non- IPAC
Reimbursable (checkbox)	Flag indicates whether agreement is reimbursable It is used in conjunction with the entered revenue source and determines whether collections against the agreement should update associated budgets.	Value = true (checked)
Funding Status	Status of the funding for this agreement. Funds can be marked as estimated or actual.	Value = actual
Document Type	The ED document type for FAS Information Technology Category is CED	Value = CED

Field	Description	Non- IPAC
Document Number	<ul style="list-style-type: none"> • Document number format: • CED%Y%M%D#### • Where: • CED is the ED document type • %Y is the calendar year with the century and appears as a 4-digit number (2014, 2015, etc.). • %M is the calendar month of the document and appears as a two digit number (01, 02, 03, etc.) • %D is the day of the month and appears as a two-digit number (01, 02, 03, etc.) • #### is a 4-digit sequential number beginning with 0000 (can start at 0000 for each new date) • For example, the document number for the first external direct document created on 12/16/2017 would be CED201712160001 	Value = see description
Security Org	Pegasys Security Org for FMESB user ID	Value = GSA
Code	Vendor code of the customer	Value = BOAC2 code
Address Code	Vendor addresses code of the customer	Value = BOAC2 code

Field	Description	Non- IPAC
Spend And Reimburse Within Fund (checkbox)	The Spend and Reimburse Fund flag enforces fund consistency between the agreement and billing documents. This flag forces all spending transactions against ventures or agreements to use the same fund that will be used for billing.	Value = true (checked)
Title	<ul style="list-style-type: none"> • Populate with Interagency Agreement (IAA) number. • Can be left blank if no IIA number 	Value = IAA Number
Issued By	Populate with name of contracting officer	Value = Contracting Officer Name
Obligations Affect Available Amount (checkbox)	Indicates whether obligations are included in the available amount calculation. If set to true, obligations reduce the available amount.	Value = True (checked)
Commitments Affect Available Amount (checkbox)	Indicates whether commitments are included in the available amount calculation. If set to true, commitments reduce the available amount.	Value = false (unchecked)
Date	The date of the document being processed. There can be multiple documents processed against an agreement entity. The first agreement document, used to create the agreement, will use the document date to set the Agreement Start Date. The Document Date of subsequent agreement documents will update the Last Agreement Date on the Agreement.	Value = date

Field	Description	Non- IPAC
Accounting Period	Current fiscal year accounting period	Value = MM/YYYY
Suppress Printing	Ignore this agreement if an agency puts in custom reports to print agreement statements.	Value = False
Funding Source	<ul style="list-style-type: none"> • “F” for Federal • “N” for Non-Federal. • Outlease agreements will be non-federal. 	Value = <ul style="list-style-type: none"> • N • F
Maximum Agreement Amount	<ul style="list-style-type: none"> • Regular Agreements: • When establishing non-SAF agreements, the Maximum Agreement Amount will match the amount of the associated agreement line (DLLR_AM_CH). • SAF Agreements: • When establishing SAF agreements, the Maximum Agreement Amount will differ from the amount of the associated agreement line (DLLR_AM_CH) because the line will initially be created for \$0. • When the SAF restriction is released, the Maximum Agreement Amount will be sent in as \$0 so as not to additionally increment the Maximum Agreement Amount of the already established agreement. 	Value = Dollar amount
System ID	Identifies the originating system.	Value = “CONEXUS”

Field	Description	Non- IPAC
Description	Up to 255 characters of description text for this agreement.	Value = see description
Novation Date	<ul style="list-style-type: none"> Used to update the vendor on an existing Agreement. To change the customer (vendor) on an existing agreement 	Value = date
Customer Novation Code	Used to update the vendor on an existing agreement (see Novation Date).	Value = see description
Customer Novation Address Code	Used to update the vendor on an existing agreement (see Novation Date).	Value = see description

Table 108: Create an External Direct Agreement (ED) - FAS Information Technology Category - Header Accounting Line

Field	Description	Non- IPAC
Agreement Line State	Manages the state of an Agreement line (open or closed). Valid values are “O” for open or “C” for closed.	Value = O
Line Number	<ul style="list-style-type: none"> This value represents the document line number. Each new ED document can have one or more consecutively numbered lines. This number corresponds to the line number of the document only - it is not related to the line number on the target Agreement entity. The Agreement line number is specified elsewhere on the accounting line. This value will always be “1” for FAS Information Technology Category. 	Value = see description
Transaction Type	<ul style="list-style-type: none"> Populate with “01” for federal. Populate with “02” for non-federal. 	Value = <ul style="list-style-type: none"> 01 02

Field	Description	Non- IPAC
Agreement Line #	Since there is one line per agreement for FAS Information Technology Category, this number is always 1.	Value =1
Revenue Control	Refers to the level of an error the system will return if an agreement line is referenced for a total receivables line that exceeds the total spending amount. Use "N" (none).	Value = N
Spending Control	Spending control errors are off for FAS Information Technology Category agreements.	Value = N
Agreement Charge	Pegasys requires that either the Agreement Charge or Actual Cost flags be true for billing purposes. This must be set to true, but has no effect on PCAS agreements since they are not billed thru PCAS.	Value = T
Amount	<ul style="list-style-type: none"> When changing the line amount on an existing agreement, supply the value the agreement is to be increased or decreased by (delta). When a SAF restriction is released, the Amount should be the agreement amount, since that is the delta from the previous amount of zero. 	Value = Dollar amount
Prior Year Adjustment	Indicates whether the line is a prior year adjustment. FAS Information Technology Category will use the "Not a Prior Year Adjustment" (X) value.	Value = X
BBFY	Populate with the beginning budget fiscal year value of the agreement's start date.	Value = YYYY
Fund	Value should be based on the associated Contract Vehicle. <ul style="list-style-type: none"> Example: "285F" 	Value =see description
Division (Region)	Value should be based on the associated Contract Vehicle. <ul style="list-style-type: none"> Example: "00" 	Value = see description

Field	Description	Non- IPAC
Organization (Org Code)	Value should be based on the associated Contract Vehicle. <ul style="list-style-type: none"> Example: “Q00T3000” 	Value = see description
Program	Value should be based on the associated Contract Vehicle. <ul style="list-style-type: none"> Example: “IT51” 	Value = see description
Activity	Value should be based on the associated Contract Vehicle and External Customer. <ul style="list-style-type: none"> Example: “AF151” 	Value = AF151
Revenue Source	Value should be based on the associated Contract Vehicle. <ul style="list-style-type: none"> Example: “EIS1” 	Value = see description
Billing Start Date	Populate with the agreement start date	Value = date
Billing End Date	Billing end date is typically set to the agreement’s ending date plus some period of time sufficient to allow for all relevant billing cycles to complete.	Value = date
Bill Type	Set to manual to prevent the generation of bills by PCAS.	Value = Manual
Bill Print	Determines whether the bill is printed or suppressed.	Value = No
Billing Control	Controls billing in excess of agreement amount. FAS Information Technology Category will use the “N” option (for none).	Value = N
Bill Cycle	Determines how frequently the billing process should consider billing the customer on this agreement. This field is not used for FAS Information Technology Category agreements but must be populated with a valid value.	Value = At Completion
Interagency Description	Populate with the customer’s long line of accounting.	Value = Free text

C.6 Appendix: Create an Internal Direct Agreement (ID)

C.6.1 Appendix: Create an Internal Direct Agreement (ID) - RWA/HOTD

Please refer to the **BAAR User Guide 1 of 10, Section 4.3.2.4.**

Table 109: Create an Internal Direct Agreement (ID) - RWA/HOTD - Header

Field	Description	Value
Agreement Number	RWA Agreement Number, seven digit RWA Number.	Value= RWA Agreement Number
Agreement Name	Name of Agreement.	Value = Agreement Name
Agreement End Date	Completion date for Agreement.	Value = date
Reimbursable flag	Flag that indicates spending for Agreement will be reimbursed.	Value = False
Title	Title of Agreement, Free text Field.	Value = title
Issued By	Name of person who issued Agreement. Not Required.	Value = name
Maximum Agreement Amount	Amount of the Agreement will be for. The Agency Cert Amount in RETA.	Value = amount
Description	Description field, Free text Field.	Value = free text field

Table 110: Create an Internal Direct Agreement (ID) - RWA/HOTD - Header Accounting Line

Field	Description	Value
Transaction Type	<ul style="list-style-type: none"> Alphanumeric character to indicate accounting events If External Agreement with Federal vendor, then populate with value "01". If External Agreement with non-Federal vendor (requires Advances) then populate with value "02". 	Value = trans type

Field	Description	Value
Agreement Line #	<ul style="list-style-type: none"> • If Non-Recurring RWA populate with numeric value “1” • Else, Recurring RWA, populate with sequential value. • If HOTD agreement, populate based on Unit of Issue (UOI) as follows: <ul style="list-style-type: none"> • If UOI = (Thousand Pounds of Steam, ‘1Z’), then Agreement Line Number = 1 • If UOI = (Refrigeration Demand Tons, ‘RZ’), then Agreement Line Number = 2 • If UOI = (Refrigeration Ton-Hours, ‘RY’), then Agreement Line Number = 3 • If UOI = (MMBTU-Million BTUs, ‘BZ’), then Agreement Line Number = 4 • If UOI = (Gallon, ‘GA’), then Agreement Line Number = 5 • If UOI = (Gallons per Minute, ‘G2’), then Agreement Line Number = 6 • If Overhead Fee, then Agreement Line Number = 7. 	Value = see description
Revenue Control	Set to None for all Agreements.	Value = None
Document Type	The type of Internal Voucher document PCROJBILL will generate.	Value = NV doc type
Disbursing Office	Disbursing Office Code.	Value = Disbursing Office
Spending Overage Threshold Amount	As the Spending Control is set to Reject, this value is the Amount that spending can be over the Agreement before it is rejected.	Value = 500
Spending Overage Threshold Percentage	As the Spending Control is set to Reject, this value is the Percentage that spending can be over the Agreement before it is rejected.	Value = 10
Spending Control	Flag will track spending and if it is over the Agreement Amount. Set to Reject for All Agreements. Agreement will look to the lesser of the Spending Overage Threshold Amount and Threshold Percentage.	Value = Reject

Field	Description	Value
Amount	The Amount of the Agreement. For changes to an existing agreement: "delta" from the previous transaction to this transaction of the total agreement amount (non-recurring) and for each line (recurring).	Value = Dollar amount
Buyer Transaction Type	Transaction type for the buyer of good or service. Typically B1.	Value = Buyer Transaction Type (B1)
Buyer Accounting Template	Optional value. Users can select Accounting Template instead of entering in each Accounting Dimension.	Value = Template Name
Sub-Object Class	As this is for the Buyer, the sub-object class dimensions.	Value = sub-object class
IX Referenced Document Section	Type, Number, Item and Accounting fields must all be filled out to provide the IX funding document information for the Buyer.	Value= IX Funding Document fields
Seller Transaction Type	The Transaction type the Seller will apply. Typically S1.	Value = Seller Transaction Type (S1)
Seller Accounting Template	Optional value. Users can select Accounting Template instead of entering in each Accounting Dimension.	Value = Template Name

Field	Description	Value
Billing Start Date	<ul style="list-style-type: none"> • State Date Bills will be generated off of Agreement. • If RWA Billing is monthly, populate with [START_DATE] • If RWA Billing is Quarterly, populate with the 15th of the third of month of the quarter where the date is after [START_DATE]. That is: <ul style="list-style-type: none"> • If the month and day of the agreement start date is 9/16 through 12/15, set the billing start date to 12/15. • If the month and day of the agreement start date is 12/16 through 3/15, set the billing start date to 3/15. • If the month and day of the agreement start date is 3/16 through 6/15, set the billing start date to 6/15. • If the month and day of the agreement start date is 6/16 through 9/15, set the billing start date to 9/15. • Format: YYYY-MM-DD. 	Value = date
Billing End Date	<ul style="list-style-type: none"> • End Date Bills will be generated off of Agreement. • If Unliquidated Obligations remain, users in RETA may extend the [Termination Date] as needed. Format: YYYY-MM-DD. 	Value = date
Prohibit Revenue Refunds	If True, will prevent payment refunds generated by PCPROJBILL.	Value = <ul style="list-style-type: none"> • True • False
Prohibit Return of Applied Advances	Set to False. This will allow any remaining Advances to be refunded at the end of the Agreement life.	Value = False
Accrue Revenue	<ul style="list-style-type: none"> • If Non-Recurring or HOTD Agreement, then populate with constant “true” • Else, populate with constant “false”. 	Value = <ul style="list-style-type: none"> • True • False
Bill Agreement Amount/Percent	<ul style="list-style-type: none"> • If Non-Recurring RWA or HOTD, populate with constant “false” • If Recurring RWA, populate with constant “true”. 	Value = see description

Field	Description	Value
Bill Agreement Amount	<ul style="list-style-type: none"> • If Non-Recurring RWA or HOTD, do not populate • If Recurring RWA, on AL1, populate with numeric value, "100" • Else Recurring RWA and not the \$100 one time flat fee, then populate with the recurring billing amount, which cannot be zero. • The recurring billing amount is the divided by the number of billing periods in the agreement, and rounded to the nearest cent. • The number of billing periods can be computed as the number of days between the RWA start date and completion date divided by 30 (round down, but if the result is zero, use one instead) to determine the number of months for monthly billing. For quarterly billing, the number of billing periods is the number of months divided by 3 (round up to the next whole number). The number of billing periods for yearly billing is always one. 	Value = dollar value to bill if Bill Agreement Amount/Percent set to True
Bill Cycle	<ul style="list-style-type: none"> • If RWA billing is Monthly, populate "Every month on Y of the month". • If RWA billing is Quarterly, populate "Every X Days. 	Value = see description
Frequency Interval (X)	<ul style="list-style-type: none"> • If RWA billing is Monthly, do not populate. • If RWA billing is Quarterly, populate with 88. 	Value = see description
Day of Month (Y)	<ul style="list-style-type: none"> • If RWA billing is Monthly, populate with 19. • If RWA billing is Quarterly, do not populate 	Value = see description
Holiday Adjustment	Value = X. Billing is only performed on Business Days	Value= X
Hold Billing	If true, will prevent Billing for current Month.	Value = <ul style="list-style-type: none"> • False • True
Per Unit Agreement Charge	<ul style="list-style-type: none"> • If HOTD Agreement, then populate with constant "true". • Else populate with constant "false". 	Value = <ul style="list-style-type: none"> • False • True

Field	Description	Value
Actual Cost	<ul style="list-style-type: none"> • If Non-Recurring RWA, then populate with constant “true” • If HOTD Agreement, then populate with constant “true”, • else, populate with constant “false” 	Value = <ul style="list-style-type: none"> • False • True
Bill Accruals	<ul style="list-style-type: none"> • If Non-Recurring RWA, then populate with constant “true” • Else Recurring RWA or HOTD Agreement, populate with constant “false”. 	Value = <ul style="list-style-type: none"> • False • True
Billing Overage Threshold Amount	As the Billing Control is set to Reject, this value is the Amount that the BD can be over the before it is rejected.	Value = 500
Billing Overage Threshold Percentage	As the Billing Control is set to Reject, this value is the Percent that the BD can be over the before it is rejected.	Value = 10
Billing Control	Flag will track billing and if it is over the Bill Agreement Amount for Recurring Agreements, or Spending transactions for Non-Recurring Agreements. Set to Reject for All Agreements. Agreement will look to the lesser of the Billing Overage Threshold Amount and Threshold Percentage.	Value = Reject
Use Alternate Dimensions	<ul style="list-style-type: none"> • If Non-Recurring RWA or HOTD Agreement, then populate with constant “true”. • Else, populate with constant “false”. 	Value = <ul style="list-style-type: none"> • False • True
Track Spending Details	<ul style="list-style-type: none"> • Allows the bills to have a link to the Spending Activity transactions • If Non-Recurring RWA or HOTD Agreement, then populate with constant “true”. • Else, populate with constant “false”. 	Value = <ul style="list-style-type: none"> • False • True
Reconcile Revenue to Expenditures	<ul style="list-style-type: none"> • If Non-Recurring RWA or HOTD Agreement, then populate with constant “true”. • Else, populate with constant “false”. 	Value = <ul style="list-style-type: none"> • False • True
Generated Transactions	Allows all accounting dimensions to be pulled either from Agreement, Spending, Referenced Document, and Conditionally Available for Advances and Entered Value. User must set value for each dimension.	Value = All Generated Revenue Transactions

Field	Description	Value
Add the following surcharges	<ul style="list-style-type: none"> This tab allows addition of surcharge Types. To add surcharge Type, hit Add button and enter the following codes, and then hit Search. For RWA, enter and select the following: <ul style="list-style-type: none"> 11BF, 29SF,SLSC2013 For HOTD, enter and select the following: <ul style="list-style-type: none"> 100FFH for HOTD. 	Value = see description

C.6.2 Appendix: Create an Internal Direct Agreement (ID) - Region 6 Manual Business Lines and External Services

Please refer to the **BAAR User Guide 1 of 10, Section 4.3.2.4**

Table 111: Create an Internal Direct Agreement (ID) - Region 6 Manual Business Lines and External Services - Header

Field	Description	Value
Agreement Number	The Agreement Number associated to Agreement.	Value= Agreement Number
Agreement Name	Name of Agreement.	Value = Agreement Name
Agreement End Date	Completion date for Agreement.	Value = date
Reimbursable flag	Flag that indicates spending for Agreement will be reimbursed.	Value = True
Spend and Reimburse Within Fund	Forces all spending transactions against Agreement to use the same fund that will be used for billing	Value = true
Title	Title of Agreement, Free text Field.	Value = title of the agreement
Issued By	Name of person who issued Agreement. Not Required.	Value = name
Agreement Charges Affect Available Amount	Agreement Charges referencing the Agreement will draw down Agreement Available Amount on Agreement Query when set to True.	Value = True for Manual Business Line Agreement Charge based Agreements

Field	Description	Value
Obligations Affect Available Amount	Spending documents referencing the Agreement will draw down Agreement Available Amount on Agreement Query when set to True.	Value = True for Spending based Agreements
Commitments Affect Available Amount	Commitment documents (i.e., Requests) referencing the Agreement will draw down Agreement Available Amount on Agreement Query when set to True.	Value = True for Spending based Agreements
Reservations Affect Available Amount	Reservations referencing the Agreement will draw down Agreement Available Amount on Agreement Query when set to True.	Value = False
Miscellaneous Surcharges Affect Available Amount	Draws down Agreement Available Amount on Agreement Query when set to True.	Value = False
Authorized Agreement Amount	Maximum dollar value of the Agreement.	Value = amount
Assignment Code	The group assigned to this Agreement Charge.	Value = MNLBL
Description	Description field, Free text Field.	Value = free text field

Table 112: Create an Internal Direct Agreement (ID) - Region 6 Manual Business Lines and External Services - Header Accounting Line

Field	Description	Value
Transaction Type	<ul style="list-style-type: none"> Used to determine the associated General Ledger Postings and budgetary updates (via Accounting Event). Set to 01 for expiring Funds, 02 for Revolving Funds 	Value = see description
Agreement Line #	Populate with numeric value "1".	Value = 1
Revenue Control	Set to None for all Agreements.	Value = None
Document Type	The type of Internal Voucher document PCROJBILL will generate.	Value = NV doc type
Disbursing Office	Disbursing Office Code.	Value = X0109

Field	Description	Value
Spending Overage Threshold Amount	As the Spending Control is set to Reject, this value is the Amount that spending can be over the Agreement before it is rejected.	Value = 0
Spending Overage Threshold Percentage	As the Spending Control is set to Reject, this value is the Percentage that spending can be over the Agreement before it is rejected.	Value = 0
Spending Control	<ul style="list-style-type: none"> Flag will track spending and if it is over the Agreement Amount. Set to Reject for All Agreements. Agreement will look to the lesser of the Spending Overage Threshold Amount and Threshold Percentage. 	Value = Reject
Amount	The Amount of the Agreement. For changes to an existing agreement: "delta" from the previous transaction to this transaction of the total agreement amount (non-recurring) and for each line (recurring).	Value = Dollar amount
Buyer Transaction Type	<ul style="list-style-type: none"> Transaction type for the buyer of good or service. Typically B1. 	Value = Buyer Transaction Type (B1)
Buyer Accounting Template	<ul style="list-style-type: none"> Optional value. Users can select Accounting Template instead of entering in each Accounting Dimension 	Value = Template Name
Sub-Object Class	As this is for the Buyer, the sub-object class dimension.	Value = sub-object class
IX Referenced Document Section	Type, Number, Item and Accounting fields must all be filled out to provide the IX funding document information for the Buyer.	Value= IX Funding Document fields
Seller Transaction Type	The Transaction type the Seller will apply. Typically S1.	Value = Seller Transaction Type (S1)
Seller Accounting Template	<ul style="list-style-type: none"> Optional value. Users can select Accounting Template instead of entering in each Accounting Dimension. 	Value = Template Name

Field	Description	Value
Billing Start Date	<ul style="list-style-type: none"> • State Date Bills will be generated off of Agreement. • If Billing is monthly, populate with [START_DATE] • If Billing is Quarterly, populate with the 15th of the third of month of the quarter where the date is after [START_DATE]. That is: <ul style="list-style-type: none"> • If the month and day of the agreement start date is 9/16 through 12/15, set the billing start date to 12/15. • If the month and day of the agreement start date is 12/16 through 3/15, set the billing start date to 3/15. • If the month and day of the agreement start date is 3/16 through 6/15, set the billing start date to 6/15. • If the month and day of the agreement start date is 6/16 through 9/15, set the billing start date to 9/15. • Format: YYYY-MM-DD. 	Value = date
Billing End Date	<ul style="list-style-type: none"> • End Date Bills will be generated off of Agreement. • If Unliquidated Obligations remain, [Termination Date] as needed. Format: YYYY-MM-DD. 	Value = date
Prohibit Revenue Refunds	If True, will prevent payment refunds generated by PCPROJBILL.	Value = True
Prohibit Return of Applied Advances	<ul style="list-style-type: none"> • Set to False. • This will allow any remaining Advances to be refunded at the end of the Agreement life. 	Value = False
Accrue Revenue	<ul style="list-style-type: none"> • If Non-Recurring or AG Agreement, then populate with constant “true” • Else, populate with constant “false”. 	Value = <ul style="list-style-type: none"> • True • False

Field	Description	Value
Bill Agreement Amount/Percent	<ul style="list-style-type: none"> • If Non-Recurring agreement or AG Agreement, populate with constant “false”. • If Recurring flat rate, populate with constant “true”. 	Value = see description
Bill Agreement Amount	<ul style="list-style-type: none"> • If Non-Recurring or AG Agreement, do not populate • If Recurring, then populate with the recurring billing amount, which cannot be zero. • The recurring billing amount is the divided by the number of billing periods in the agreement, and rounded to the nearest cent. • The number of billing periods can be computed as the number of days between the start date and completion date divided by 30 (round down, but if the result is zero, use one instead) to determine the number of months for monthly billing. For quarterly billing, the number of billing periods is the number of months divided by 3 (round up to the next whole number). The number of billing periods for yearly billing is always one. 	Value = dollar value to bill if Bill Agreement Amount/Percent set to True
Bill Cycle	<ul style="list-style-type: none"> • If billing is Monthly, populate “Every month on Y of the month”. • If billing is Quarterly, populate “Every X Days.” 	Value = see description
Frequency Interval (X)	<ul style="list-style-type: none"> • If billing is Monthly, do not populate. • If billing is Quarterly, populate with 88. 	Value = see description
Day of Month (Y)	<ul style="list-style-type: none"> • If billing is Monthly, populate with 20. • If billing is Quarterly, do not populate. 	Value = see description
Holiday Adjustment	<ul style="list-style-type: none"> • Value = Next Business Day. • Billing is only performed on Business Days. 	Value= Next Business Day

Field	Description	Value
Hold Billing	If true, will prevent Billing for current Month.	Value = <ul style="list-style-type: none"> • False • True
Agreement Charge	<ul style="list-style-type: none"> • If AG Agreement, then populate with constant ‘true’. • Else populate with constant “false”. 	Value = <ul style="list-style-type: none"> • False • True
Per Unit Agreement Charge	<ul style="list-style-type: none"> • Indicates if per unit Agreement charges should be included in the calculated billed amount for a particular Agreement • If AG Agreement, then populate with constant ‘true’. • Else populate with constant “false”. 	Value = <ul style="list-style-type: none"> • False • True
Actual Cost	<ul style="list-style-type: none"> • If Non-Recurring, then populate with constant “true”. • If AG Agreement, then populate with constant “true”. • Else, populate with constant “false”. 	Value = <ul style="list-style-type: none"> • False • True
Bill Obligations	<ul style="list-style-type: none"> • Indicates if bill will be by Obligations (i.e., Orders) Amount. 	Value = False
Bill Accruals	<ul style="list-style-type: none"> • If Non-Recurring, then populate with constant “true”. • Else Recurring or AG Agreement, populate with constant “false”. 	Value = <ul style="list-style-type: none"> • False • True
Billing Overage Threshold Amount	As the Billing Control is set to Reject, this value is the Amount that the BD can be over the before it is rejected.	Value = 0
Billing Overage Threshold Percentage	As the Billing Control is set to Reject, this value is the Percent that the BD can be over the before it is rejected.	Value = 0
Billing Control	Flag will track billing and if it is over the Bill Agreement Amount for Recurring Agreements, or Spending transactions for Non-Recurring Agreements. Set to Reject for All Agreements. Agreement will look to the lesser of the Billing Overage Threshold Amount and Threshold Percentage.	Value = Reject

Field	Description	Value
Use Alternate Dimensions	<ul style="list-style-type: none"> If Non-Recurring or AG Agreement, then populate with constant “true”. Else, populate with constant “false”. 	Value = <ul style="list-style-type: none"> False True
Track Spending Details	<ul style="list-style-type: none"> Allows the bills to have a link to the Spending Activity transactions If Non-Recurring or AG Agreement, then populate with constant “true”. Else, populate with constant “false” 	Value = <ul style="list-style-type: none"> False True
Reconcile Revenue to Expenditures	<ul style="list-style-type: none"> If Non-Recurring or AG Agreement, then populate with constant “true” Else, populate with constant “false”. 	Value = <ul style="list-style-type: none"> False True
Generated Transactions	Allows all accounting dimensions to be pulled either from Agreement, Spending, Referenced Document, and Conditionally Available for Advances and Entered Value. User must set value for each dimension.	Value = All Generated Revenue Transactions

C.6.3 Appendix: Create an Internal Direct Agreement (ID) - AAS

Please refer to the **BAAR User Guide 1 of 10, Section 4.3.2.4.**

Table 113: Create an Internal Direct Agreement (ID) - AAS - Header

Field	Description	Non- IPAC
Agreement Number	<ul style="list-style-type: none"> AAS Agreement Number RBA agreement numbers will begin with “X” and NBA agreement numbers will begin with “Z”. 	<ul style="list-style-type: none"> Value = AAS Agreement Number see description
Agreement Name	Name of Agreement.	Value = Agreement Name
Agreement End Date	Expiration Date for Agreement	Value = date
Status	Agreement status for agreement establishment and ongoing maintenance.	Value = Active

Field	Description	Non- IPAC
Reimbursable (checkbox)	Flag indicates whether agreement is reimbursable It is used in conjunction with the entered revenue source and determines whether collections against the agreement should update associated budgets.	Value = true (checked)
Funding Status	Status of the funding for this agreement. Funds can be marked as estimated or actual.	Value = actual
Document Type	The ID document type for AAS is UID	Value = UID
Document Number	<ul style="list-style-type: none"> • Agreement Document Number for this transaction • Format = %T%Y%M%D#### • Where: • %T is the 3-character Document Type • %Y is the calendar year with the century. Appears as a 4-digit number. Ex. 2012, 1999 • %M is the calendar month of the document. Appears as a two-digit number. Ex. 03 or 11. • %D is the day of the month. Appears as a two-digit number. Ex. 01 or 31 • #### is a 4-digit sequential number beginning with 0000 (can start at 0000 for each new document type and date) • For example, the document number for the first external direct document created on 12/16/2014 for the “Other” type would be UID201412160001. 	Value = see description
Security Org	Pegasys Security Org for FMESB user ID	Value = GSA
Spend And Reimburse Within Fund (checkbox)	The Spend and Reimburse Fund flag enforces fund consistency between the agreement and billing documents. This flag forces all spending transactions against ventures or agreements to use the same fund that will be used for billing.	Value = true (checked)
Title	Populate with Interagency Agreement (IAA) number.	Value = IAA Number

Field	Description	Non- IPAC
Issued By	Populate with name of contracting officer	Value = see description
Obligations Affect Available Amount (checkbox)	Indicates whether obligations are included in the available amount calculation. If set to true, obligations reduce the available amount.	Value = True (checked)
Commitments Affect Available Amount (checkbox)	Indicates whether commitments are included in the available amount calculation. If set to true, commitments reduce the available amount.	Value = false (unchecked)
Date	The date of the document being processed.	Value = date
Accounting Period	Current fiscal year accounting period	Value = MM/YYYY
Suppress Printing	Ignore this agreement if an agency puts in custom reports to print agreement statements.	Value = False
Maximum Agreement Amount	This amount should match the transaction amount on the agreement line when establishing agreements.	Value = Dollar amount
System ID	Identifies the originating system.	Value = <ul style="list-style-type: none"> • “RBA” • “NBA”

Table 114: Create an Internal Direct Agreement (ID) - AAS - Header Accounting Line

Field	Description	Non- IPAC
Agreement Line State	<ul style="list-style-type: none"> • Manages the state of an Agreement line (open or closed). • Valid values are “O” for open. • Valid values are “C” for closed. • AAS will always send “O” for this field. 	Value = O

Field	Description	Non- IPAC
Line Number	<ul style="list-style-type: none"> This value represents the document line number. Each new ED document can have one or more consecutively numbered lines. This number corresponds to the line number of the document only - it is not related to the line number on the target Agreement entity. The Agreement line number is specified elsewhere on the accounting line. This value will always be “1” for AAS. 	Value = see description
Transaction Type	Populate with “01” since ID is Federal only.	Value = 01
Agreement Line #	Since there is one line per agreement for AAS, this number is always 1.	Value =1
Actual Cost flag	Establishes actual cost as the basis of billing. Pegasys requires a value here, but it will not be used because we are not billing.	Value = F
Revenue Control	Refers to the level of an error the system will return if an agreement line is referenced for a total receivables line that exceeds the total spending amount. Use “N” (none) for Outlease agreements.	Value = N
Spending Control	Spending control errors are off for Outlease agreements.	Value = N
Agreement Charge	Pegasys requires that either the Agreement Charge or Actual Cost flags be true for billing purposes. This must be set to true, but has no effect on PCAS agreements since they are not billed thru PCAS.	Value = T
Doctype Defined Accounting Line Field #6 (Task ID)	This field will be used for the NBA Task ID and will not be populated for RBA agreements.	Value = Task ID/Task Number

Field	Description	Non- IPAC
Amount	<ul style="list-style-type: none"> For a new agreement, supply the agreement amount, unless the agreement is subject to availability of funds (SAF). If the agreement is SAF, set the Amount to zero. When changing the line amount on an existing agreement, supply the value the agreement is to be increased or decreased by (delta). When an SAF restriction is removed, the Amount should be the agreement amount, since that is the delta from the previous amount of zero. 	Value = Dollar amount
Prior Year Adjustment	Will use the "Not a Prior Year Adjustment" (X)	Value = X
BBFY	Populate with the beginning budget fiscal year value of the agreement's start date	Value = YYYY
Fund	Customer fund code from obligating document (i.e., 192X, 455F, etc.).	Value = see description
Referenced Document Number	This is the Pegasys document number of the referenced, obligating document. This field is not used since PCAS will not be generating NV documents for AAS. However, AAS can supply the obligating document number for informational purposes. If a document number is supplied, the document must actually exist in Pegasys. This field is used in conjunction with Referenced Document Type and Referenced Accounting Line Number (below).	Value = see description
Referenced Document Type	Pegasys document type of referenced obligating document (see above).	Value = see description
Referenced Accounting Line Number	Pegasys accounting line number of referenced obligating document (see above).	Value = see description

Field	Description	Non- IPAC
Final (checkbox)	<ul style="list-style-type: none"> Always set to “P” for partial. Setting this flag to final indicates that the document is the last in the chain and liquidates the chain's funding. 	Value = P (unchecked)
Code	Vendor code of the Lessee	Value = BOAC2 code
Address Code	Vendor addresses code of the Lessee.	Value = BOAC2 code
Novation Date	Populate with effective date for Customer vendor code change.	Value = date
Customer Novation Code	Populate with new Customer vendor code only if the vendor on an existing agreement needs to be changed.	Value = see description
Customer Novation Address Code	Populate with new Customer vendor code only if the vendor on an existing agreement needs to be changed.	Value = see description
BBFY	Populate with the beginning budget fiscal year value of the agreement’s start date	Value = YYYY
Fund	Customer fund code from obligating document (i.e., 285F	Value = 285F
Division (Region)	Format is two digits. Valid values are 00 through 11	Value = see description
Organization (Org Code)	Organization Code. See Table 115 .	Value = see description
Program	Program Code. See Table 106 .	Value = see description
Activity	New Activity Code, which is currently AF151 for all agreements.	Value = AF151
Revenue Source	<ul style="list-style-type: none"> “NBA1” if the Program Code is AA10 or IT31 “RBA1” if the Program Code is AA20, GS13, IT14, or IT23 	Value = see description
Billing Start Date	Populate with the agreement start date	Value = date

Field	Description	Non- IPAC
Billing End Date	<ul style="list-style-type: none"> Populate with the agreement end date plus 5 years. For no-year funds, populate with agreement end date plus 30 years. NOTE: Pegasys date reference tables will need to be set up to accommodate 30 years in the future to prevent AAS agreements from rejecting. 	Value = date
Bill Type	Set to manual to prevent the generation of bills by PCAS.	Value = Manual
Bill Print	Determines whether the bill is printed or suppressed.	Value = No
Billing Control	Controls whether billing amount can exceed the agreement line amount. Options include Reject, Override, Warning and None. The system defaults to Reject.	Value = N
Bill Cycle	The Bill Cycle is used to determine how frequently the automated billing process should consider billing the customer for a particular agreement. This field is not used for AAS agreements but must be populated with a valid value.	Value = At Completion

Table 115: Organization Codes

New Program Code	New Organization Code
AA10	QxxFB000
AA20	QxxFA000
AA20 and old Organization Code is AxxVR114	QxxFA100
GS14	QxxSA000
IT14	QxxTF000
IT23	QxxTC000
IT31	QxxTEAB0

NOTE: XX Refers to the region code

Table 116: Program Codes

Budget Activity Code	New Program Code
B3	IT23
F1	AA20
F2	AA10
FL	IT31
FQ	IT14
FR	GS14
P1	AA20

C.6.4 Appendix: Create an Internal Direct Agreement (ID) - FAS Information Technology Category

Please refer to the **BAAR User Guide 1 of 10, Section 4.3.2.4**

Table 117: Create an Internal Direct Agreement (ID) - FAS Information Technology Category

Field	Description	Non-IPAC
Agreement Number	<ul style="list-style-type: none"> FAS Information Technology Category Agreement Number FAS Information Technology Category agreement numbers will begin with "B" 	Value = FAS Information Technology Category Agreement Number
Agreement Name	Name of Agreement.	Value = Agreement Name
Agreement End Date	Populate with agreement end date. This is technically the last date by which new spending can be applied against an agreement.	Value = date
Status	Agreement status for agreement establishment and ongoing maintenance.	Value = Active

Field	Description	Non-IPAC
Reimbursable (checkbox)	Flag indicates whether agreement is reimbursable It is used in conjunction with the entered revenue source and determines whether collections against the agreement should update associated budgets.	Value = true (checked)
Funding Status	Status of the funding for this agreement. Funds can be marked as estimated or actual.	Value = actual
Document Type	The ID document type for FAS Information Technology Category is CID	Value = CID

Field	Description	Non-IPAC
Document Number	<ul style="list-style-type: none"> • Document number format: • CID%Y%M%D#### • Where: • CID is the ID document type • %Y is the calendar year with the century and appears as a 4-digit number (2014, 2015, etc.). • %M is the calendar month of the document and appears as a two digit number (01, 02, 03, etc.) • %D is the day of the month and appears as a two-digit number (01, 02, 03, etc.) • #### is a 4-digit sequential number beginning with 0000 (can start at 0000 for each new date) • For example, the document number for the first internal direct document created on 12/16/2017 would be CID201712160001 	Value = see description
Security Org	Pegasys Security Org for FMESB user ID	Value = GSA

Field	Description	Non-IPAC
Spend And Reimburse Within Fund (checkbox)	The Spend and Reimburse Fund flag enforces fund consistency between the agreement and billing documents. This flag forces all spending transactions against ventures or agreements to use the same fund that will be used for billing.	Value = true (checked)
Title	<ul style="list-style-type: none"> • Populate with Interagency Agreement (IAA) number. • Can be left blank if no IIA number 	Value = IAA Number
Issued By	Populate with name of contracting officer	Value = see description
Obligations Affect Available Amount (checkbox)	Indicates whether obligations are included in the available amount calculation. If set to true, obligations reduce the available amount.	Value = True (checked)
Commitments Affect Available Amount (checkbox)	Indicates whether commitments are included in the available amount calculation. If set to true, commitments reduce the available amount.	Value = false (unchecked)
Date	The date of the document being processed. There can be multiple documents processed against an agreement entity. The first agreement document, used to create the agreement, will use the document date to set the Agreement Start Date. The Document Date of subsequent agreement documents will update the Last Agreement Date on the Agreement.	Value = date

Field	Description	Non-IPAC
Accounting Period	Current fiscal year accounting period	Value = MM/YYYY
Suppress Printing	Ignore this agreement if an agency puts in custom reports to print agreement statements.	Value = False
Maximum Agreement Amount	<ul style="list-style-type: none"> • Regular Agreements: • When establishing non-SAF agreements, the Maximum Agreement Amount will match the amount of the associated agreement line (DLLR_AM_CH). • SAF Agreements: • When establishing SAF agreements, the Maximum Agreement Amount will differ from the amount of the associated agreement line (DLLR_AM_CH) because the line will initially be created for \$0. • When the SAF restriction is released, the Maximum Agreement Amount will be sent in as \$0 so as not to additionally increment the Maximum Agreement Amount of the already established agreement. 	Value = Dollar amount
System ID	Identifies the originating system.	Value = "CONEXUS"

Table 118: Create an Internal Direct Agreement (ID) - FAS Information Technology - Header Accounting Line

Field	Description	Non-IPAC
Agreement Line State	<ul style="list-style-type: none"> Manages the state of an Agreement line (open or closed). Valid values are “O” for open. Valid values are “C” for closed. 	Value = O
Line Number	<ul style="list-style-type: none"> This value represents the document line number. Each new ID document can have one or more consecutively numbered lines. This number corresponds to the line number of the document only - it is not related to the line number on the target Agreement entity. The Agreement line number is specified elsewhere on the accounting line. This value will always be “1” for FAS Information Technology Category. 	Value = see description
Transaction Type	Populate with “01” since ID is Federal only.	Value = 01
Agreement Line #	Since there is one line per agreement for FAS Information Technology Category, this number is always 1.	Value = 1
Actual Cost flag	Establishes actual cost as the basis of billing. Pegasys requires a value here, but it will not be used because we are not billing.	Value = F

Field	Description	Non-IPAC
Revenue Control	Refers to the level of an error the system will return if an agreement line is referenced for a total receivables line that exceeds the total spending amount. Use "N" (none).	Value = N
Spending Control	Spending control errors are off for FAS Information Technology Category agreements.	Value = N
Agreement Charge	Set to true to prevent PCAS from picking it up for billing (failsafe).	Value = T
Amount	<ul style="list-style-type: none"> When changing the line amount on an existing agreement, supply the value the agreement is to be increased or decreased by (delta). When a SAF restriction is released, the Amount should be the agreement amount, since that is the delta from the previous amount of zero. 	Value = Dollar amount
Prior Year Adjustment	Will use the "Not a Prior Year Adjustment" (X)	Value = X
BBFY	Populate with the beginning budget fiscal year value of the obligating document	Value = YYYY
Fund	Customer fund code from obligating document (i.e., 192X, 455F, etc.).	Value = see description

Field	Description	Non-IPAC
Referenced Document Number	This is the Pegasys document number of the referenced, obligating document. This field is not used since PCAS will not be generating NV documents for FAS Information Technology Category. If a document number is supplied, the document must actually exist in Pegasys. This field is used in conjunction with Referenced Document Type and Referenced Accounting Line Number (below) - all three fields must be supplied if there is a referenced document. This would be the IX Funding Document Number.	Value = see description
Referenced Document Type	Pegasys document type of referenced obligating document (see above).	Value = see description
Referenced Accounting Line Number	Pegasys accounting line number of referenced obligating document (see above).	Value = see description
Final (checkbox)	<ul style="list-style-type: none"> • Always set to “P” for partial. • Setting this flag to final indicates that the document is the last in the chain and liquidates the chain's funding. 	Value = P (unchecked)
Code	Vendor code of the customer	Value = BOAC2 code
Address Code	Vendor addresses code of the customer	Value = BOAC2 code

Field	Description	Non-IPAC
Novation Date	<ul style="list-style-type: none"> • Used to update the vendor on an existing Agreement. • To change the customer (vendor) on an existing agreement 	Value = date
Customer Novation Code	Used to update the vendor on an existing agreement (see Novation Date).	Value = see description
Customer Novation Address Code	Used to update the vendor on an existing agreement (see Novation Date).	Value = see description
BBFY	<ul style="list-style-type: none"> • Supply the beginning budget fiscal year value. • Exception: if the agreement is in “subject to availability of funds” status, populate with the current fiscal year. When funding is received, change to the beginning fiscal year of the funding 	Value = YYYY
Fund	<ul style="list-style-type: none"> • Value should be based on the associated Contract Vehicle. • Example: “285F” 	Value = description
Division (Region)	<ul style="list-style-type: none"> • Value should be based on the associated Contract Vehicle. • Example: “00” 	Value = see description
Organization (Org Code)	<ul style="list-style-type: none"> • Value should be based on the associated Contract Vehicle. • Example: “Q00T3000” 	Value = see description
Program	<ul style="list-style-type: none"> • Value should be based on the associated Contract Vehicle. • Example: “IT51” 	Value = see description

Field	Description	Non-IPAC
Activity	<ul style="list-style-type: none"> Value should be based on the associated Contract Vehicle and External Customer. Example: "AF151" 	Value = AF151
Revenue Source	<ul style="list-style-type: none"> Value should be based on the associated Contract Vehicle. Example: "EIS1" 	Value = see description
Billing Start Date	Populate with the agreement start date	Value = date
Billing End Date	Billing end date is typically set to the agreement's ending date plus some period of time sufficient to allow for all relevant billing cycles to complete.	Value = date
Bill Type	Set to manual to prevent the generation of bills by PCAS.	Value = Manual
Bill Print	Determines whether the bill is printed or suppressed.	Value = No
Billing Control	Controls billing in excess of agreement amount. FAS Information Technology Category will use the "N" option (for none).	Value = N
Bill Cycle	Determines how frequently the billing process should consider billing the customer on this agreement. This field is not used for FAS Information Technology Category agreements but must be populated with a valid value.	Value = At Completion