

United States Department of Agriculture
Billing and Accounts Receivable
Pegasys 7.8 User Guide – Guide Summary



Contract: # HHSN316201200011W

Order # AG-3144-D-16-0278

August 2021

Guide Summary

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

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

Document 2

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

Document 3

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

Document 4

- o Section 4.8: Collections

Document 5

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

Document 6

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

Document 7

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

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

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

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