



Pegasys Quick Reference Guide

Creating IPAC Billing Documents: Intro

- Billing Document (BD): A means of establishing accounts receivable and recording the financial impact of amounts due to GSA for services rendered or goods delivered.
- The Normal line type is used on Receivables to recognize revenue.
- Intra-Governmental Payment and Collection (IPAC) System: Transactions between GSA and a customer agency in which billing and collection is performed via Treasury's Intra-Governmental Payment and Collection (IPAC) system.
- Fields with red asterisks (*) are mandatory for Pegasys processes but may not include all fields required by GSA policy/business process.
- For detailed information, please refer to **BAAR User Guide 2 of 10, Section 4.4.1.5**.

Creating IPAC Billing Documents

1. Select Transactions → Accounts Receivable → New → Billing Document from the Pegasys menu bar.
2. Required: Enter an IPAC Billing Document type.
3. Select the Generate button next to Statement Number to generate a Statement Number.
4. Select the Generate button next to Document Number to generate a Document Number.
NOTE: Once the document number is generated, the Generate button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.
5. Select the Finish Button.

Figure 1: Creating New Billing Document

NEW BILLING DOCUMENT

[New Billing Document](#)

* Document Type: VDI ☆ Automotive Purchases IPA

Document Number Format Prefix: ☆

Statement Number: PIC03634

Security Org: ☆

Document Number: VDIPIC03634-0000

Title:

Copy Document: None
 Copy From
 Copy Forward

File: No file chosen

[Go to top of Main Content](#)



Pegasys Quick Reference Guide

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

For details on these fields, refer to **BAAR Guide 10 of 10, Appendix C.7**.

- General
 - Vendor Information
 - External System Information
 - User Defined Fields
- REQUIRED for IPAC ONLY:** Select the **Default** Button in the Designated Agent group box.

Figure 2: Vendor Information Section

— Vendor Information

Vendor

* Vendor C-150136 C-150136 More

Address Name DEPT OF JUSTICE ATFE

Designated Agent

Vendor Vendor More Default

Address Name

- Enter the User Defined Fields as required for your business line (such as Assignment Code, Severable Service, Client Telephone, etc.).

NOTE: The User Defined Fields can vary based on the document type that is selected because of the requirements received from each business line.

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

NOTE: The following fields of the document header Inter-agency Transfer section will default by the system (via document type extensibility) and do not need to be updated by a user: Inter-Agency Flag, Bill Type/Type of Transfer, Use Statement for IPAC, IPAC DBE Detail indicator. The Customer ALC field is also defaulted by the system, but not until the form is verified or processed (again, no updates needed by a user).

NOTE: The IPAC DBE Detail indicator will default based on the Business Line IPAC BD Document Type used.



Pegasys Quick Reference Guide

Figure 3: Interagency Transfer

— Interagency Transfer

Interagency Transfer Use Statement Number For IPAC

Bill Type/Type of Transfer IPAC DBE Detail Yes
G-INV/IPAC

Customer Agency ☆
 Location Code

Customer Voucher Number

Transfer Schedule Number

Transfer Voucher Number

Transfer Authorized By

10. Select the **Accounting Line** tab.
11. Select the **Add** button to enter a new Accounting Line.

Figure 4: Adding Accounting Line

Pegasys / Transactions / Accounts Receivable / New / Billing Document / Header: VDI Automotive Purchases IPAC BD VDIPIIC03634-0000 NEW FULL FORM / **Accounting Lines** ✉

ACCOUNTING LINES

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

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

No results ⌵ ⌶ ⌷ ⌸

☐	Line Number	Line Type	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm	Proj Cd	Acty
Total Header Funded Amou													

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

12. On the “Accounting Line” page, populate the Pegasys system required fields and GSA Business Process required fields in the following sections. The Pegasys system required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but are required to be populated per the business process of each business line. For details on these fields, refer to **BAAR Guide 10 of 10, Appendix C.7**.
 - a. General
 - b. Period Of Performance
 - c. Line Amounts
 - d. Interagency Transfer
 - e. Funding Authorization Source
 - f. Contract Information (**NOTE:** The Contract Number value should be equal to the Business Line value from the BD Header)



Pegasys Quick Reference Guide

13. **REQUIRED for IPAC ONLY:** Enter the Treasury Symbol Short Key and components (ATA, AID, BPOA, EPOA, A, MAIN, SUB) in the Additional Attributes Transfer Treasury Symbol section.

NOTE: The Transfer Treasury Symbol is the Treasury Symbol associated with the customer specified in the Vendor section on the BD header.

NOTE: If the Transfer Treasury Symbol fields are not populated, the system will automatically populate them from the values entered in the Interagency Transfer section Customer Treasury Symbol short key and components when the form is verified or submitted for processing.

Figure 5: Additional Attributes - Treasury Symbol

The screenshot shows the 'Additional Attributes' section of a form. At the top, there is a 'Prior Year Adjustment' dropdown menu set to 'Not a Prior Year Adjustment' and a 'Public Law Number' field with a star icon. Below this is the 'Transfer Treasury Symbol' section, which includes a 'Short Key' field and several component fields: ATA, AID, BPOA, EPOA, A (a dropdown menu), MAIN, and SUB.

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

Example Accounting Template For Rent Bills:

11RNT-00-192X-PG61-PGA31

Please see the Configuration Guide for the complete list of Accounting Templates.

15. To search for the Accounting Template, select the Template link.

Figure 6: Accounting Dimensions

The screenshot shows the 'Accounting Dimensions' section of a form. It features a 'Template' field at the top with a star icon and a 'Default' button. Below are several columns of dimension fields, each with a star icon for search: BBFY (with a red asterisk), Project Code, Location/System, Cost Organization, EBFY, Activity, Vehicle Tag #, YBA, Fund, Sub-Object Class, Work Item, BETC, Region, Revenue Source, Lease #, Cohort Yr, Org Code, Sub Revenue Source, Reimbursable Sub-Object Class, PRC, Program, Building #, and Reimbursable Sub Object.

16. Select an Accounting Template.

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

NOTE: The Accounting Template is made up of certain (but not all) accounting Dimensions.



Pegasys Quick Reference Guide

NOTE: The Accounting Dimensions section BETC field will default based on the Doc.

Figure 7: BETC Field

Work Item

 ☆

BETC

 ☆

17. **REQUIRED for IPAC ONLY:** Enter the Treasury Symbol Short Key and components (ATA, AID, BPOA, EPOA, A, MAIN, SUB) in the Interagency Transfer Customer Treasury Symbol section.

NOTE: The Customer Treasury Symbol is the Treasury Symbol associated with the customer specified in the Vendor section on the BD header and should match the Transfer Treasury Symbol populated in the Additional Attributes section.

18. **REQUIRED for IPAC ONLY:** Enter the Customer BETC in the Interagency Transfer section.

- a. For Normal Line Type IPAC BDs: DISB
- b. For Credit Line Type IPAC BDs: COLL

NOTE: The Interagency Transfer section Customer BETC field will default based on the Doc Type/Line Type BETC default configuration for the associated Treasury Symbol.

19. Enter the **Customer Funding Source**.

Figure 8: Interagency Transfer Section

Interagency Transfer

Rebill

Customer Sub-level Prefix ☆

Customer Treasury Symbol ☆

Short Key ATA AID BPOA EPOA A MAIN SUB

Customer BETC ☆

Quantity

Unit Price Amount

Unit ☆

Date Of Delivery 🗓

IPAC Schedule Date 🗓

Interagency Description

Customer Funding Source

Funding Authorization Source

Funding Authorization ⌵

Funding Document



Pegasys Quick Reference Guide

20. Enter the **Funding Document** value.

Figure 9: Funding Document

The screenshot shows a form section titled "Funding Authorization Source". It contains two rows of input fields. The first row has a label "Funding Authorization Source" on the left and a dropdown menu on the right with the text "Funding Document" and a downward arrow. The second row has a label "Funding Document" on the left and an empty text input field on the right.

21. Enter the remaining required fields in the Interagency Transfer section such as Accounting Classification Code, Accounting Classification Reference Number, etc.

22. Enter the **Fiscal Station Number**.

Figure 10: Fiscal Station Number

The screenshot shows a vertical list of input fields for the Interagency Transfer section. From top to bottom, the fields are: "Accounting Classification Code" (text input), "Accounting Classification Reference Number" (text input), "Agency AAC/DODAAC" (text input with a star icon), "Fiscal Station Number" (text input, highlighted with a blue border), "Accounting Trace Number" (text input), "FY Obligation ID" (dropdown menu), and "Job Number" (text input).

23. Enter the Business Line as the **Contracts Number**.

NOTE: If the Contracts Number is left blank, and you select the Verify button, the system will automatically fill in the appropriate business line for you.

24. Enter "NA" in the Contract Line Item Number field.



Pegasys Quick Reference Guide

Figure 11: Contract Information Section

— Contract Information

Contracts Number ☆

Blanket Agreement Number ☆

Delivery Order Number ☆

Contracts Line Item Number ☆

Sub-Contracts Line Item Number ☆

Blanket Agreement Line Item Number ☆

Sub Blanket Agreement Line Item Number ☆

Exhibit Contract Line Item Number ☆

Customer Account ☆

25. For Business Lines utilizing PCAS agreements, enter the **Agreement Number** and **Agreement Line Number**.

Figure 12: Agreement Section

— Agreement

Agreement Number ☆

Agreement Line Number

26. For Business Lines using Detail Billing Detail Records, select **Detail Billing Record Search** Tab.

27. For Business Lines not using Detail Billing Records, **proceed to Step 38**.

28. Select **Add**.

Figure 13: New Detail Billing Record

Header Accounting Lines Office Addresses Approval Routing Memos Summary

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

Modified Detail Billing Record

— General

Record Identifier

Source Record ID

System Created DBR

Record Status ▾

Quantity

Unit Price Amount

Unit ☆

Amount

Discount Amount

Surcharge Amount

* Record Date 🗓

Agency

Bureau

Agency Location Code

Customer Identification Code

Customer Identification Code #2

Period of Performance

Start Date

End Date



Pegasys Quick Reference Guide

NOTE: The detail billing record has the following tabs at the top: header, accounting lines, office addresses, approval routing, memos, and summary. Below these tabs are the following sub tabs accounting line, charge lines, associated spending, detail billing record search, and modified detail billing records. Below the tabs is a general section where there are two columns of fields. The first column contains the following fields: record identifier, source record ID, system created DBR flag, a record status dropdown, quantity, unit price amount, unit, amount, discount amount, surcharge amount, and a required record date. The right column of fields contains the following fields: agency, bureau, agency location code, customer identification code, customer identification code #2, and then the period of performance sub section.

NOTE: See **BAAR User Guide 10 of 10, Appendix C.7.**

- 29. Record Identifier: The system will generate a Record Identifier value when left blank and will default the Unit from the detail billing record or article.
- 30. Enter the Required Detail Billing Elements (for business lines that utilize DBRs only). The Pegasys system required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but are required to be populated per the business process of each business line.

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

- 31. Enter a Quantity, Unit Price, Articles or Services description for IPAC.
- 32. For business lines requiring the Unit field, enter the Unit.

Figure 14: Unit Field

Record Status	New
Quantity	1.000000
Unit Price Amount	\$19,036.48
Unit	EA ☆

- 33. Enter the Total Amount of the DBR in the **Amounts** field.
- 34. Enter a **Record Date**.



Pegasys Quick Reference Guide

Figure 15: Record Date

Unit	EA	☆
Amount		\$0.00
Discount Amount		\$0.00
Surcharge Amount		\$0.00
* Record Date		📅

35. Enter the **Required Detail Billing Elements** for business line.
36. Select **Modified Detail Billing Record** tab (for business lines that utilize DBRs only).
NOTE: To copy the Detail Billing Record, select the record and select “Copy”. A unique identifier will be generated for each copied Detail Billing Record.
NOTE: To revert the changes made to the Detail Billing Records, select the Detail Billing Record and select “Revert Changes”.
NOTE: To disassociate the Detail Billing Record, select the Detail Billing Record and select “Disassociate”.
NOTE: Users should not disassociate Detail Billing Records without consenting operational management, including in the event of an erroneous billing to customer. Alternatively, Finance users can amend the document down with the appropriate security permissions and supporting documentation rather than disassociating the Detail Billing Records.
37. Select **Save**.
38. Select the **Office Addresses Tab**.
39. Select the **Add** button.
40. For **Office Type**, select **Remit To**.

Figure 16: Office Type

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

OFFICE ADDRESS

Office Address Additional Contacts

Item 1 of 1

— General

Default Mailing Address Update Address Clear Address

* Office Type Remit To

* Code

AAC/DODAAC

Standardized Format Yes

Address Name

Address Line 1



Pegasys Quick Reference Guide

41. Enter the **Office Code**.

Please see the Configuration Guide for Office Table information.

42. Populate additional fields (optional).

Figure 17: Office Address Additional Fields

Grade	<input type="text"/>
Preferred Method of Contact	<input type="text" value="v"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
DSN Number	<input type="text"/>
FTP	<input type="text"/>
Short Message Service/Multimedia	<input type="text"/>
Email	<input type="text"/>
Contact	<input type="text"/>
Title	<input type="text"/>

43. Select the **Additional Contacts** tab to add multiple Contacts.

44. Select **Save**.

45. Select **Verify**.

NOTE: Forms in Held and Rejected status can be routed for review prior to submission. When initiating a review, the form can be routed to one or more reviewers in the Review Form Modal Window. Reviewers then can enter comments and/or suggest changes to the form. Users can accept/reject individual comments or reply to document a resolution. The Review Form Workflow & Commenting QRG

(<https://corporateapps.gsa.gov/applications/financial-apps/pegasys/>) provides more details.

46. Select Submit.