

**United States Department of Agriculture**  
**Billing and Accounts Receivable**  
**Pegasys 7.5.1 User Guide**



Contract: # HHSN316201200011W

Order # AG-3144-D-16-0278

1 of 10

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Revision Log

Date	Description	Author	Reviewer	Review Date
2/21/18	<p>Updated to reflect the following changes for Pegasys 7.5.1 Upgrade:</p> <ul style="list-style-type: none"> <li>• Applied 508 standards and performed testing.</li> <li>• Updated screen shots and provided Alternate Text.</li> <li>• Updated sections throughout the guide for the CONEXUS business line name change</li> <li>• Updated sections 4.15.2.2, B.2, C.3.4, C.3.5, C.3.6 and C.8 for the Add Buyer Agreement Number/Line Number to DBR requirement change</li> <li>• Added sections 4.6.9.3, and 4.6.9.3.1 - 4.6.9.3.5 for the Add Faceted Search enhancement</li> <li>• Updated section 4.16.5.5.2 for the Add the Ability to Use the Weekly Collections FedDebt Integrated Agency Interface (IAI) File to Generate Cash Receipts enhancement</li> <li>• Updated section 4.16.4.3 for the AROVERDUE: Current and Historical IP&amp;A Calculation enhancement</li> </ul>	<ul style="list-style-type: none"> <li>• Tom Bowman</li> <li>• Ben Coulton</li> <li>• Barka Farheen</li> <li>• Erin Foreman</li> <li>• Bipul Karki</li> <li>• Priyanka Ray-Montanez</li> <li>• Jonathan Reid</li> <li>• Travis Steckroth</li> <li>• Jonathan Stephenson</li> <li>• Michelle Thompson</li> </ul>	<ul style="list-style-type: none"> <li>• Jonathan Reid</li> <li>• Michelle Thompson</li> <li>• Jenny Lewis</li> </ul>	<ul style="list-style-type: none"> <li>• 2/27/18</li> <li>• 3/07/18</li> </ul>

Date	Description	Author	Reviewer	Review Date
	<ul style="list-style-type: none"> <li>• Updated section 4.4.1.5 for the Expand the Customer BETC Defaulting Logic to Additional Line Types enhancement</li> <li>• Updated and added the following sections for the IPAC enhancements: 2.5.2, 4.3.8.1, 4.4.1, 4.4.3, 4.6.1, 4.6.3, 4.6.4, 4.6.5, 4.6.6, 4.6.7, 4.6.8, 4.6.9.3, 4.6.6, 4.8.1, 4.8.2, 4.8.3, 4.12, 4.15.1, 4.15.4.6, 4.15.4.9, 4.15.4.10, 4.16.1.1.3, 4.16.5.5.1, 4.16.5.5.2 and all appendices</li> <li>• Updated section 4.6 for the Modify Debt Account Transactions to Require a Disbursing Office requirement change</li> <li>• Updated sections 4.4.2.5, 4.15.2.2 and C.8 for the Provide the ability to record the Seller Side Vendor and Buyer Side Vendor at the Accounting Line level by adding two new Vendor Code fields enhancement</li> </ul>			

Date	Description	Author	Reviewer	Review Date
5/24/18	<ul style="list-style-type: none"> <li>• Replaced figures 5, 27, 28, 36</li> <li>• Updated section 2.9 for federal delinquencies</li> <li>• Updated section 3.1.5 with FMESB interface details</li> <li>• Updated Table 4 in section 4 with new IPAC queries</li> <li>• Updated section 4.1.2 for identifying IPAC chargeback credits</li> <li>• Updated references in tables 7 and 9</li> <li>• Updated the appendix numbers in table 8</li> <li>• Reorganized steps in section 4.3.14</li> <li>• Added Outlease Interface information to section 4.3.1.3</li> <li>• Updated section 4.4.1.5 to required TSYM for all federal customers</li> </ul>	<ul style="list-style-type: none"> <li>• Veronica Braxton</li> <li>• Barka Farheen</li> <li>• Erin Foreman</li> <li>• Bipul Karki</li> <li>• Priyanka Ray-Montanez</li> <li>• Sidney Ward</li> </ul>	<ul style="list-style-type: none"> <li>• Veronica Braxton</li> <li>• Jenny Lewis</li> </ul>	05/2018

## Guide Summary

To meet 508 compliance requirements, the BAAR Guide is divided into 10 documents, which contains the following sections. This is Document 1.

### Document 1

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

### Document 2

- Section 4.4: Manual Billing
- Section 4.5: Standard Voucher (SV)
- 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: IPAC Outbound Query
- Section 4.6.6: IPAC Staging Query
- Section 4.6.7: IPAC Import Query
- Section 4.6.8: IPAC Reconciliation Activity Query
- Section 4.6.9: 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
- Section 4.7: Debt Accounts (Claims)

Document 4

- Section 4.8: Collections

Document 5

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

Document 6

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

Document 7

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

Document 8

- Section 5: Vendor Customer Self Service
- Appendix A: BAAR Document Types

Document 9

- Appendix B: User-Defined Field and Form Description
- 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)

Document 10

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

## 1 General

The General Services Administration (GSA) implemented Pegasys as its official system of record for accounting and financial management. Pegasys is based on a Commercial Off-the-Shelf (COTS) product, Momentum Financials. GSA is modernizing its core financial management system through the Billing and Accounts Receivable (BAAR) Project. This modernization effort supports:

- Centralizing the management and facilitation of GSA’s complex billing, claims, and collection procedures via the Pegasys financial management system,
- Providing better customer service by providing a single online source to view billing, account, claims, and collections information,
- Streamlining and reducing the cost of federal financial management through standardization and online access,

This document provides BAAR users guidance regarding the functionality available in Pegasys and Vendor and Customer Self-Service (VCSS) to execute their billing and accounts receivable functions.

As of March 2015, the United States Department of Agriculture (USDA) has taken over the ownership and operation of the Pegasys and VCSS applications on behalf of GSA.

### **1.1 BAAR Phased Implementation Approach**

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In August 2011, GSA implemented Phase 1 of its billing and accounts receivable functions from the custom legacy systems. The first-phase implementation launched the billing, accounts receivable, and collection functions for motor vehicles leased through the GSA Federal Acquisition Service (GSA Fleet) and rent bills for tenants of space provided by the GSA Public Buildings Service (PBS Rent).

Phase 1 also included the first of a three phase release of the Vendor and Customer Self Service (VCSS) website, where GSA customers can review billing, account, and collections information and communicate with GSA via a completely web-based platform.

As additional business lines and system functionalities “go live” within BAAR during each phase, their corresponding components of National Electronic Accounting and Reporting (NEAR) will be retired. Each subsequent phase of the BAAR implementation has incorporated additional business lines and new Pegasys and VCSS functionality.

The BAAR Phase 1 implementation took place as a single phase. The BAAR Phase 2 implementation was split into two separate work streams, Phase 2A and Phase 2B, with two separate go-live dates. The BAAR Phase 3 implementation was split into four separate work streams, Wave 3.1, Wave 3.2, Wave 3.3, and Wave 3.4, with four separate go-live dates.

- Phase 1 Implementation: August 2011
- Phase 2A Implementation: July 2013

- Phase 2B Implementation: November 2013
- Phase 3, Wave 3.1 Implementation: August 2014
- Phase 3, Wave 3.2 Implementation: January 2015
- Phase 3, Wave 3.3 Implementation: November 2015
- Phase 3, Wave 3.4 Implementation: February 2016

**Table 1** identifies the business lines that have been brought online in BAAR during the phased implementations.

**Table 1: BAAR Business Lines**

<b>Business Line</b>	<b>Implementation</b>
Fleet	Phase 1
Rent	Phase 1
Reimbursable Work Authorizations (RWA)	Phase 2A
Heating Operation and Transmission District (HOTD)	Phase 2A
GM&A - Centralized Administrative Support (CAS)	Phase 2A
GM&A - Information Infrastructure Support (IOS)	Phase 2A
GM&A - Centralized Charges (CC)	Phase 2A
Personal Property Center Excess Supply	Phase 2A
Real Property Utilization and Disposal Division (RPUDD)	Phase 2A
Acquisition Policy	Phase 2A
OIG Investigative Programs	Phase 2A
Global Supply	Phase 2B
Automotive Purchases	Phase 2B
Freight, Household Goods	Phase 2B
Personal Property Center Sales	Phase 2B
Personal Property Center Fleet Disposal	Phase 2B
US Marshal Service Personal Property Sales	Phase 2B
eTravel	Phase 2B
Smart Pay	Phase 2B
AAMS-EADS	Phase 3, Wave 3.1

<b>Business Line</b>	<b>Implementation</b>
Board of Contract Appeals	Phase 3, Wave 3.1
Comprehensive HR Integration System (CHRIS) Program	Phase 3, Wave 3.1
Congressional Support Prg	Phase 3, Wave 3.1
ECIPC	Phase 3, Wave 3.1
Government Wide Policy	Phase 3, Wave 3.1
NCSC - PBS Billing	Phase 3, Wave 3.1
Teleproduction	Phase 3, Wave 3.1
Training Programs- Federal Acquisition Institute (FAI) - SARAH	Phase 3, Wave 3.1
Fund 210X Manual Payroll Processing	Phase 3, Wave 3.2
Employee Details (PIF Program and 18F)	Phase 3, Wave 3.2
Working Capital Fund - External Clients - Updated	Phase 3, Wave 3.2
Claims	Phase 3, Wave 3.3
Outlease	Phase 3, Wave 3.3
Employee Details - other	Phase 3, Wave 3.3
IT Schedule-IT Comm Ctr-SmartBuy	Phase 3, Wave 3.3
Transportation Audit	Phase 3, Wave 3.3
TMVCS/Travel Training	Phase 3, Wave 3.3
External Services Clients	Phase 3, Wave 3.3
Scrap Metal	Phase 3, Wave 3.3
Recycling	Phase 3, Wave 3.3
International Trade Center	Phase 3, Wave 3.3
National Assisted Acquisition Service - FEDSIM (AASFEDSIM)	Phase 3, Wave 3.4
Regional Assisted Acquisition Services (AASREGIT)	Phase 3, Wave 3.4
Integrated Workplace Acquisition Center (IWAC)	Phase 3, Wave 3.4
Regional Network Services-Expanded Services (ITSEXP SER)	Phase 3, Wave 3.4
Wide Area Network (ITSWAN)	Phase 3, Wave 3.4
Regional Network Services-Telecom (ITSREGTEL)	Phase 3, Wave 3.4
National IT Commodity Program (ITSNATITCM)	Phase 3, Wave 3.4

<b>Business Line</b>	<b>Implementation</b>
HSPD-12 (ITSHSPD12)	Phase 3, Wave 3.4
Public Key Infrastructure (PKI)	Phase 3, Wave 3.4
Network Rebate Treasury (WAN Process)	Phase 3, Wave 3.4
Great Seal of US	Phase 3, Wave 3.4
Interagency Council	Phase 3, Wave 3.4
University for People	Phase 3, Wave 3.4
Federal Citizen Services (FCS)	Phase 3, Wave 3.4
IAE- Integrated Acquisition Environment	Phase 3, Wave 3.4

## 1.2 Assumptions

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The following list describes certain assumptions that were used in preparing this document:

- The intended audience for this document is familiar with GSA's Pegasys implementation, but not necessarily with the BAAR functionality.
- This document provides user instructions and reference information for using the BAAR functionality for Phase 1, Phase 2, and Phase 3 of the BAAR implementation.
- This document represents the expected use of the BAAR functionality as of the date delivered. BAAR processes, functionality, and page layouts are subject to change.
- Pegasys batch jobs are detailed in the System Operations Guide and are maintained by USDA's Operations group.
- Pegasys reference tables are detailed in Pegasys Online Help and are maintained by USDA's Operations group.
- Pegasys BAAR Reports are detailed in the Pegasys Reports Reference Addendum.

Existing Pegasys non-BAAR functionality is documented in separate sub-system-specific user guides.

## 1.3 BAAR User Guide Format

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This section describes the BAAR user guide format.

BAAR user guide contains five chapters and six appendices:

- Chapter 1 - BAAR User Guide Introduction: Describes the purpose and scope of this document
- Chapter 2 - BAAR Overview: Contains an overview of the BAAR functionality

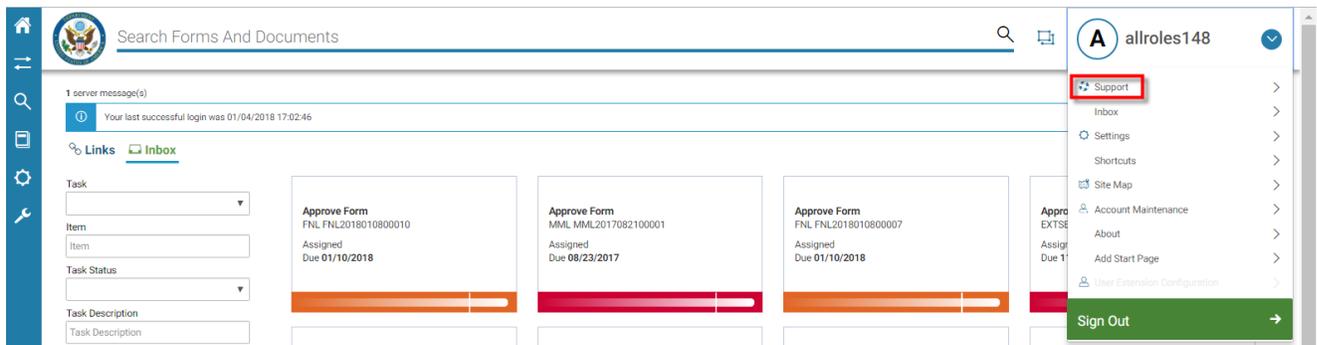
- Chapter 3 - BAAR Feeder System Integration: Contains a high-level overview of the BAAR integrations, identifying those Accounts Receivable transactions originating in Pegasys and those originating from GSA's service feeder systems
- Chapter 4 - Pegasys BAAR User Actions: Includes descriptions of the GSA business processes taken in Pegasys and the associated steps a user would perform. The steps in the sub-sections of chapter 4 are provided to assist BAAR users in performing the actions that they will be taking on a daily basis. Chapter 4 references the appendices A, B and C extensively. This is detailed in **Section 1.3.1** below.
- Chapter 5 - Vendor and Customer Self-Service: Describes Vendor and Customer Self-Service functionality, including reference tables, queries, security, and interactions with Pegasys.
- Appendix A - BAAR Document Types: Contains listing all BAAR Document Types for each Document Category and their descriptions.
- Appendix B - User-Defined Fields and Form Descriptions: Contains listing of the User-Defined Fields on a given form or a query. The User-Defined Fields are the fields that have been either added or relabeled by extensibility for BAAR implementation.
- Appendix C - GSA Business Line Specific Required Fields - Contains listing of the fields that are optional in Pegasys but required to be populated per the business process of each business line.
- Appendix D - BAAR Glossary: Contains a list of BAAR terms and their definitions.
- Appendix E - IPAC Inbound Transaction Chart: Provides detailed information regarding IPAC Inbound transaction updates, including the IPAC transaction type, functional descriptions, Pegasys actions, potential chargeback type, and the associated process flow.
- Appendix F - IPAC Statuses and Posting Chart: Provides IPAC Status and General Ledger entries as a result of performing specific IPAC related processes.
- Appendix G - Workflow Approvals: Provides detailed listing of Document Types and Document Actions that require workflow approvals.
- Appendix H - TROR Calculations: Provides a full listing of TROR fields and how Pegasys calculates the values to populate the TROR report.

**NOTE:** Throughout the User Guide, there are screenshots taken from Pegasys. If the cursor was in a particular field at the time the screenshot was taken, the field will be highlighted in yellow. This yellow highlighted field does not mean the field is required. Functionality and content of the provided screenshots are subject to change.

**NOTE:** Sections including step-by-step instructional text are provided in a three column table format. The first column provides the step number, the second column provides the text/screenshot(s) associated with the step, and the third column provides a blank space for users to include their own written notes should they decide to print the document.

**NOTE:** Pegasys COTS fields are detailed in the Pegasys online Help. The Pegasys online help link is available by selecting the blue drop down arrow on the right side of the screen and then selecting Support, when logged into the Pegasys System, as illustrated by **Figure 1**.

**Figure 1: Access to Online Help from Pegasys System**



### 1.3.1 How to Navigate Between Chapter 4 Subsections and Related Appendices

Chapter 4 contains separate sections for each of the BAAR functionalities. Each section is further divided into subsections. The subsections provide descriptions of the GSA business processes taken in Pegasys and the associated steps a user would perform on a daily basis.

Wherever needed, the subsections include cross references to the appendices that contain the business line specific details for a given business process. These business line specific details are included in Appendices A, B and C.

The navigation between the various subsections and Appendices A, B and C is described below:

#### 1.3.1.1 Appendix A and Available Document Types

This subsection provides the standard document category associated with each type of BAAR functionality. For most document categories, each Business Line has been assigned a unique document type to accommodate different business processes.

When an Available Document Types Appendix is referenced in a subsection of the Chapter 4, a **bold cross-reference** will be provided.

#### 1.3.1.2 Appendix B and User-Defined Fields

When User-Defined Fields exist on the form or a query that is related to subsection in Chapter 4, a **bold cross-reference** will be provided.

### **1.3.1.3 Appendix C and Steps to Perform a Business Process**

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This subsection provides a standard set of steps that are executed to perform a given business process. These steps include navigating the user to a given page/screen in Pegasys and advising them on the actions to be taken on that screen.

The user is required to enter the Pegasys system required fields on a given page/screen. These fields can be identified by a red asterisk beside them and the Pegasys system will throw a hard error when left blank. In addition, various business lines require the users to populate fields that are optional in Pegasys, but are required to be populated for their business process.

These business line specific fields for a stated business process are listed in the tables of Appendix C. In the execution process, the step that requires user to populate the business process required fields will include a bold cross-reference.

### **1.3.2 How to Access the Various Sections of the BAAR User Guide without Scrolling**

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The BAAR user guide contains the functionality to display the navigation panel on the Left hand side of the document. The navigation panel contains the links to the BAAR user guide sections within that document.

This allows the users to access any section of the BAAR user guide without scrolling to the Table of Contents at the top of the document.

To display the PDF navigation panel on the left hand side of the document, open the BAAR user guide in PDF Acrobat Reader software. Then select on the icon of “Ribbon” on the left hand side.

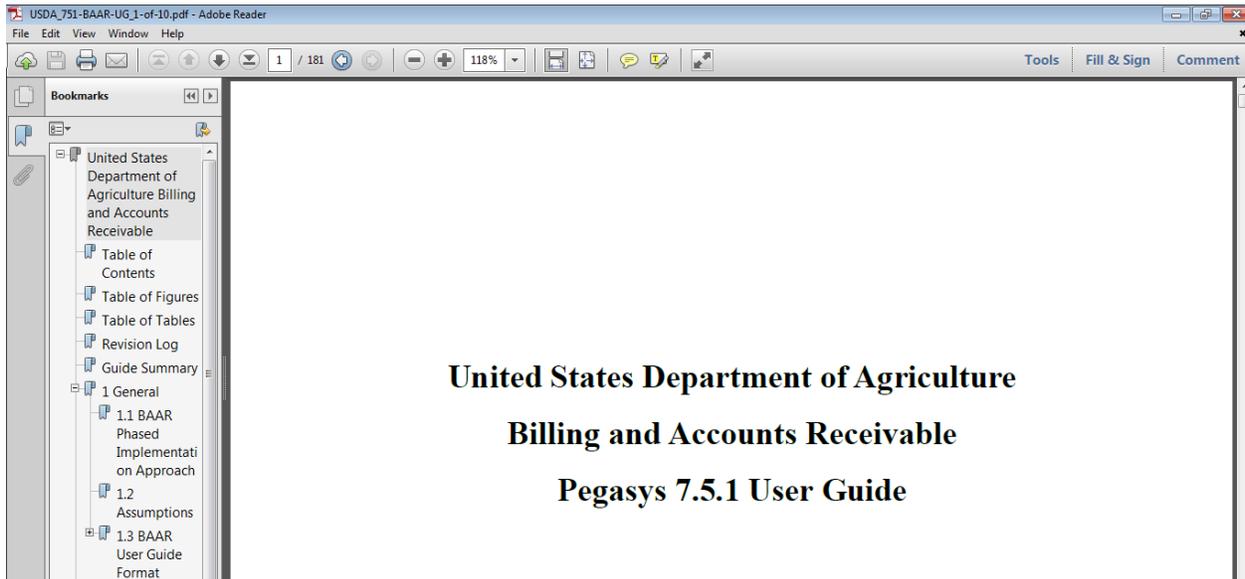
**Figure 2** shows the highlighted icon “Ribbon” that needs to be selected on, in order to open up the navigation panel.

**Figure 2: How to display the BAAR User Guide Navigation Panel**



**Figure 3** shows, the navigation panel that allows the users to access to any section of the BAAR user guide without scrolling.

**Figure 3: BAAR User Guide Navigation Panel**



## 2 BAAR OVERVIEW

GSA's BAAR implementation consists of three overarching functions, billing, claims, and collection. It provides USDA with the ability to manage all activities associated with GSA's various business lines' billing, claims, and collection processes.

The GSA Billing and Accounts Receivable life cycle begins with billing information received from the Feeder Systems (PBS, FAS) or entered manually by the user. From the billing information received, Pegasys will prepare and track billing activity, collections activity and the additional activity needed to manage receivables.

GSA's key billing and collection activities include:

- Recording billing for goods/ services provided.
- Importing billing detail from external billing systems.
- Manually entering billing details for account receivable transactions
- Recording customer agreements and associated expenses, revenues, receivables and collections.
- Tracking receivable statuses to identify billed and unbilled receivables.
- Generating soft copy of standard (non-IPAC,) and interagency (IPAC, DoD Interfund) bills for electronic delivery.
- Interfacing with Federal and non-Federal billing/collection systems.
- Recording collections made by GSA customers.
- Recording chargebacks and returned checks.
- Dunning customers for outstanding amounts, including overdue charges.
- Management of Outstanding Receivables including Offsets, Write-Offs, Refunds, and transferring funds to Treasury.

The GSA Claims lifecycle begins with money or debt owed to GSA arising from non-billing actions. Claims are established for non-federal debtors for the amount of money owed to GSA. The claims are created in Pegasys with either information from the Vehicle Claims Interface, or information entered manually by the user. From the established claims, Pegasys will prepare and track debt activity, referral activity, collections activity, and other additional activity needed to manage claims.

GSA's key claims activities include:

- Establish and manage the claim in Pegasys through its lifecycle
- Record the financial impact in the Pegasys General Ledger
- Establish repayment terms
- Produce promissory notes

- Assets overdue charges (interest, penalty, and administrative)
- Track repayment statuses
- Generate dunning notices
- Manage and resolve disputes
- Referral of debts to outside entities
- Process collections made by GSA debtors
- Manage write-offs, adjustments, and transferring funds to Treasury

## 2.1 Detail Billing Records

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For those GSA business lines utilizing the Detail Billing Record functionality, the Accounts Receivable lifecycle in Pegasys begins with the creation of the Detail Billing Record. Detail Billing Records provide supporting information for the billing process. This information may be in addition to the data required for the financial system to process billing. The Detail Billing Record (or DBR) will be created primarily via the Detail Billing Record Import process from billing information sent by the GSA Feeder Systems (PBS and FAS)

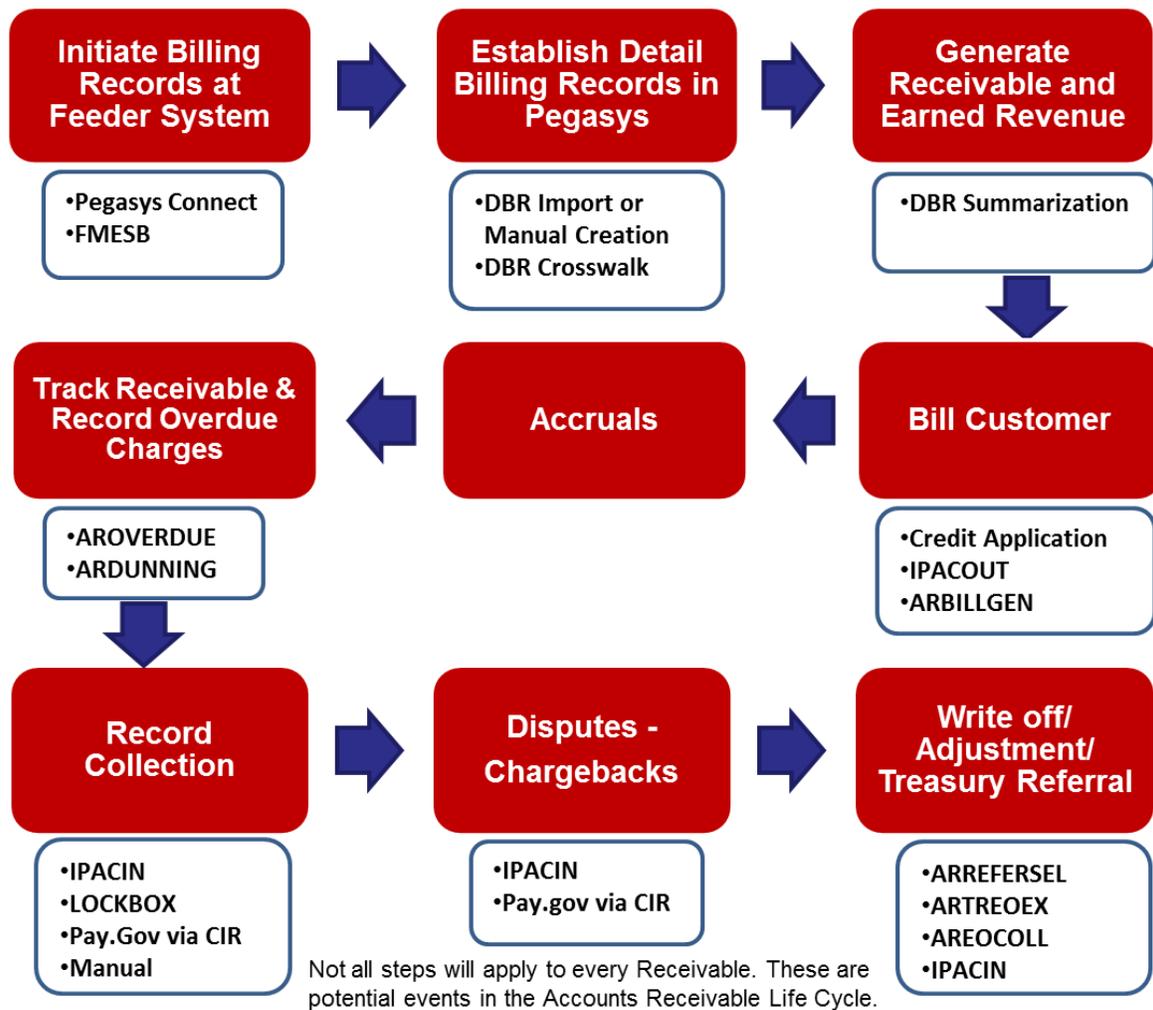
Please refer to **Section 3** for information on the Feeder System integration process with Pegasys. DBRs can also be created manually via the Pegasys Detail Billing Record Query.

Once Detail Billing Records have been created in Pegasys (via the automated load process or manual entry), Pegasys Offline processes run to populate any remaining fields required for billing (Detail Billing Record Crosswalk) and then to create the Pegasys transactions used to record the billing (Billing processing, these documents continue through the accounts receivable lifecycle via the billing process.

BAAR implementation includes additional fields allowing for the calculation of Discount amounts on Detail Billing Records. Discount Types are set up on the Discount Type Maintenance table and allow the specification of values and settings.

**Figure 4** depicts the Accounts Receivable Lifecycle for the business lines that utilize Detail Billing Record functionality.

**Figure 4: Accounts Receivable Lifecycle - DBR Billing Method**



Below are the basic steps in the DBR Billing Method of the Accounts Receivable Lifecycle that are illustrated in the diagram above.

1. Initiate Billing Records At Feeder System: Pegasys Connect, FMESB
2. Establish Detail Billing Records in Pegasys: DBR Import or Manual Cration, DBR Crosswalk
3. Generate Receivable and Earned Revenue: DBR Summarization
4. Bill Customer: Credit Application, IPACOUT, ARBILLGEN
5. Accruals
6. Track Receivable and Record Overdue Charges: AROVERDUE, ARDUNNING
7. Record Collection: IPACIN, LOCBOX, Pay.Gov via CIR, Manual
8. Disputes - Chargebacks: IPACIN, Pay.gov via CIR

9. Write off/Adjustment/Treasury Referral: ARREFERSEL, ARTREOEX, AREOCOLL, IPACIN

**NOTE:** Not all steps will apply to every Receivable. These are potential events in the Accounts Receivable Life Cycle.

## 2.2 PCAS

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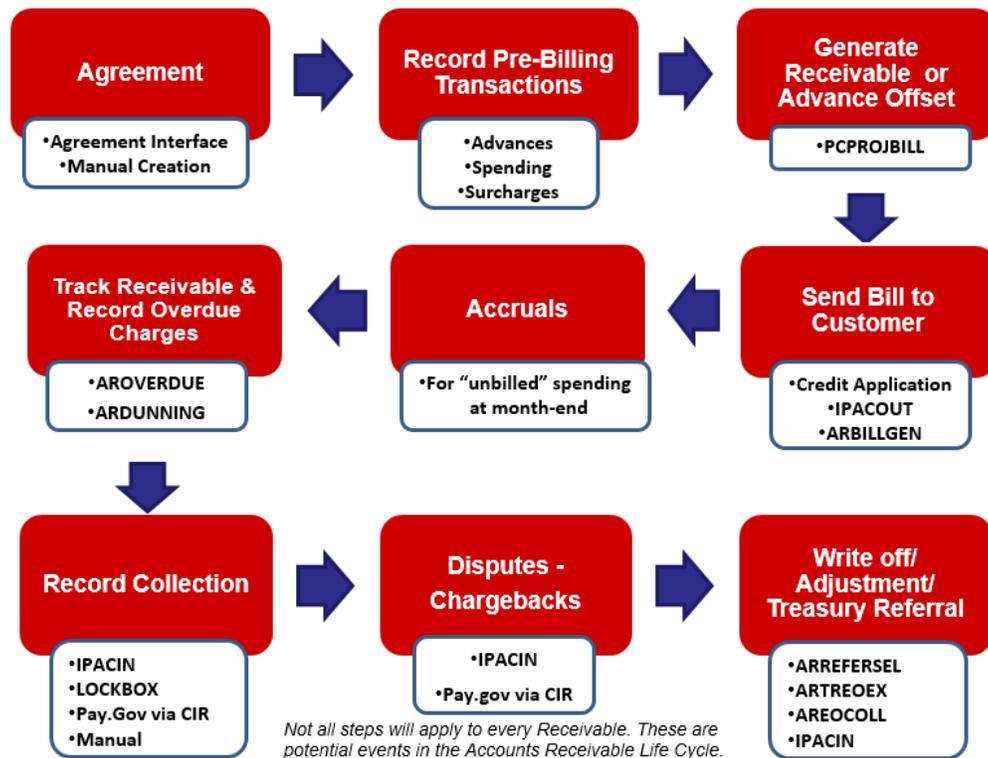
The Project Cost Accounting subsystem (PCAS) provides functionality to generate Receivables-based on Direct Expenses, Agreement Charges, or defined amounts associated to the Agreement.

Through the use of customer Agreements, this subsystem provides the tools for managing the relationships between an agency and its customers. Agreements are used to define the terms and conditions for GSA to provide goods/services to its customer. They record the amount of funding a customer agrees to provide to GSA in exchange for goods or services. Agreements are set-up with internal and external customers to track work performed by GSA for the customer. In this way, PCAS allows projects to be managed in regard to funding as well as costs.

There are two types of billing models:

- Recurring (Flat Rate/percentage based per month or Agreement charge based)
- Non-Recurring (based on spending transactions referencing the agreement).
- Both Recurring and Non-Recurring Agreements can be External Direct (with other customer Agencies) or Internal Direct (within GSA)
- Agreements are identified by unique Agreement Numbers on the Agreement Document. Thus Agreements provide an automated means of:
  - Tracking spending for procurement of goods and services
  - Billing the customer for expenses incurred
  - Tracking and receiving reimbursements for goods/costs/services

**Figure 5** depicts the Accounts Receivable Lifecycle for the business lines that utilize PCAS functionality.

**Figure 5: Accounts Receivable Lifecycle - PCAS Billing Method**

Below are the basic steps in the PCAS Billing Method of the Accounts Receivable Lifecycle that are illustrated in the diagram above.

1. Establish Agreement: Agreement Interface and Manual Creation
2. Record Pre-Billing Transactions: Advances, Spending, Surcharges
3. Generate Receivable or Advance Offset: PCPROJBILL
4. Track Receivable and Record Overdue Charges: AROVERDUE, ARDUNNING
5. Accruals: For “unbilled” spending at month-end
6. Send Bill to Customer: Credit Application, IPACOUT, ARBILLGEN
7. Record Collection: IPACIN, LOCKBOX, Pay.Gov via CIR, Manual
8. Disputes-Chargebacks: IPACIN, Pay.gov via CIR
9. Process Write off/Adjustment/Treasury Referral: ARREFERSEL, ARTREOEX, ARECOLL, IPACIN

**NOTE:** Not all steps will apply to every Receivable. These are potential events in the Accounts Receivable (AR) Life Cycle.

## 2.3 Detail Billing Record/PCAS Hybrid

---

The Detail Billing Record/PCAS Hybrid (DBR/PCAS Hybrid) model utilizes discrete aspects of the Detail Billing Record functionality described in **Section 2.1** as well as the PCAS functionality described in **Section 2.2**. In this model, Detail Billing records will continue to be used to:

1. Record billing detail documenting the goods or services to the customer.
2. Record the Pegasys PCAS customer agreement for which the billing information is related.
3. Generate the Pegasys billing transactions, which facilitate posting to the GL and the generation of customer statement.

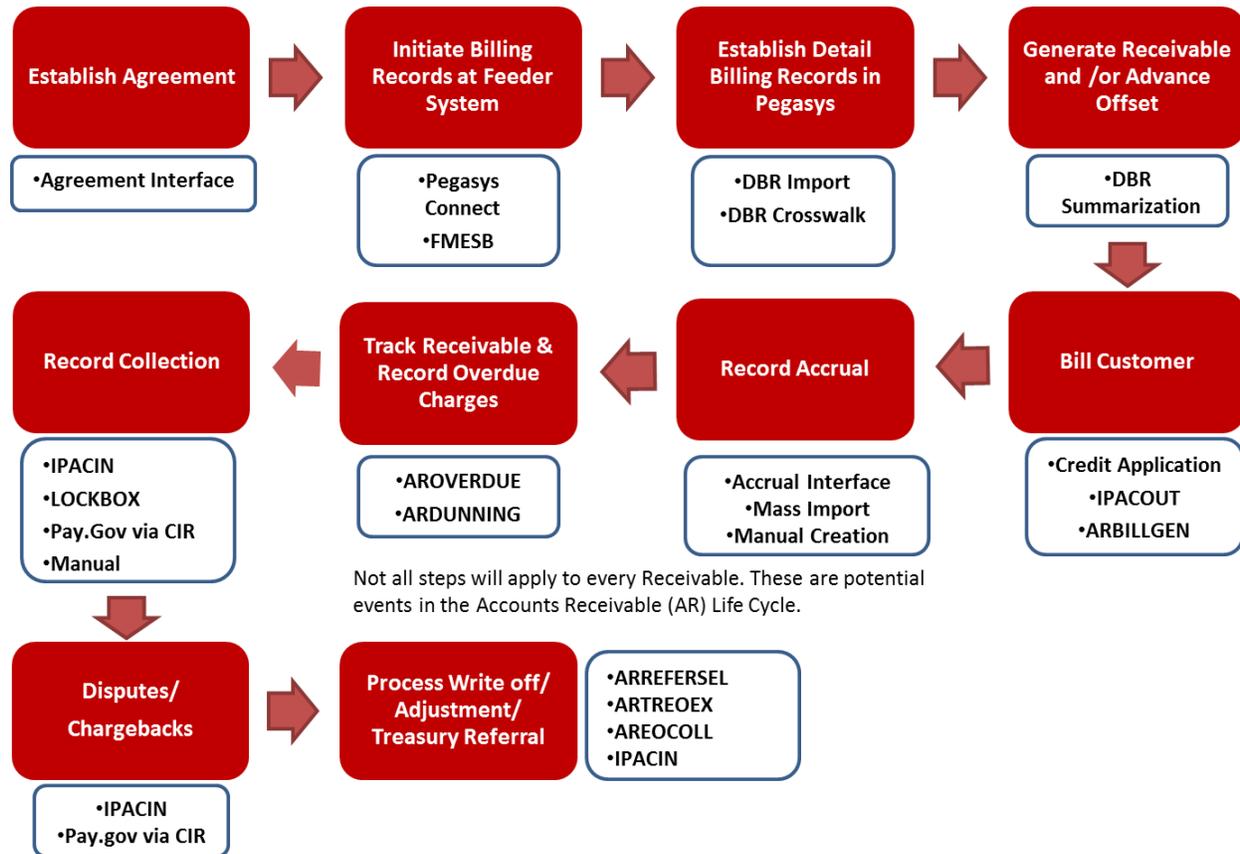
In addition to the use of Detail Billing Records, the Detail Billing Record /PCAS Hybrid model utilizes PCAS agreements, allowing GSA to:

1. Define the terms, conditions, and funding amount for which GSA will provide goods/services to the customer
2. Track GSA fulfillment of customer orders (and related Unfilled Customer Order balance)
3. Track billing and collections for goods/services provided to the customer

Unlike the PCAS model described in **Section 2.2**, the Detail Billing Record /PCAS Hybrid model will not use the PCAS bill generation functionality to generate billing transactions directly from the PCAS agreement. Rather, Detail Billing Records received from the Feeder Systems will be crosswalked (Detail Billing Record Crosswalk) and then summarized (Detail Billing Record Summarization) to generate the Pegasys billing transactions. The PCAS agreement reference recorded on the Detail Billing Records will carry over to the Pegasys billing transactions created by the Summarization process, and thereby provide a link/reference from the billing transaction to the PCAS agreement.

**Figure 6** depicts the Accounts Receivable Lifecycle for the business lines that utilize the Detail Billing Record/PCAS hybrid functionality.

**Figure 6: Accounts Receivable Lifecycle - Hybrid DBR/PCAS Billing Method**



Below are the basic steps in the Hybrid DBR/PCAS Billing Method of the Accounts Receivable Lifecycle that are illustrated in the diagram above.

1. Establish Agreement: Agreement Interface
2. Initiate Billing Records at Feeder System: Pegasys Connect, FMESB
3. Establish Detail Billing Records in Pegasys: DBR Import, DBR Crosswalk
4. Generate Receivable and/or Advance Offset: DBR Summarization
5. Bill Customer: Credit Application, IPACOUT, ARBILLGEN
6. Record Accrual: Accrual Interface, Mass Import, Manual Creation
7. Track Receivable and Record Overdue Charges: AROVERDUE, ARDUNNING
8. Record Collection: IPACIN, LOCKBOX, Pay.Gov via CIR, Manual
9. Disputes/Chargebacks: IPACIN, Pay.gov via CIR
10. Process Write off/Adjustment/Treasury Referral: ARREFERSEL, ARTREOEX, ARECOLL, IPACIN

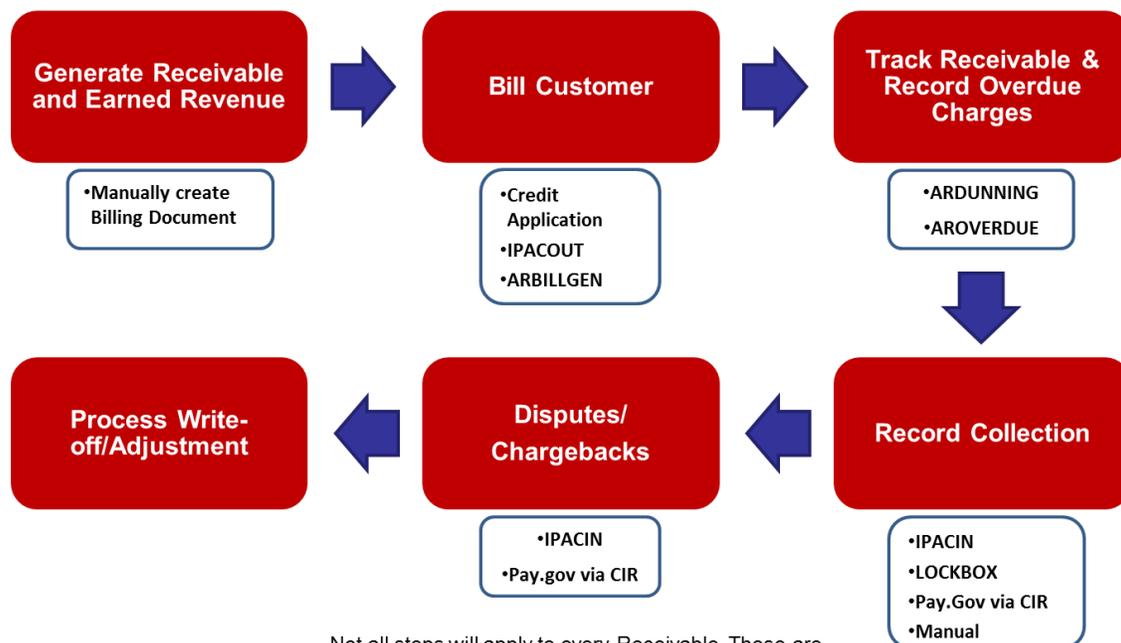
**NOTE:** Not all steps will apply to every Receivable. These are potential events in the Accounts Receivable (AR) Life Cycle.

## 2.4 Non-Detail Billing Record/Non-PCAS Hybrid

The generation of billing transactions under the Non-Detail Billing Record/Non-PCAS (Non-DBR/Non-PCAS) model is performed manually in Pegasys and does not utilize the automated Detail Billing Record or PCAS functionalities described in the sections above. This model is traditionally used for business lines with low billing volume that does not necessitate automatic generation of the Pegasys billing transaction. Rather, billing transactions are simply entered into Pegasys via the User Interface (UI) by the Region 6 or Region 7 Finance Divisions as needed.

**Figure 7** depicts the Accounts Receivable Lifecycle for the business lines that utilize the Non-Detail Billing Record/Non-PCAS functionality.

**Figure 7: Accounts Receivable Lifecycle - Non-DBR/Non-PCAS Billing Method**



Not all steps will apply to every Receivable. These are potential events in the Accounts Receivable Life Cycle.

Below are the basic steps in the Non-DBR/Non-PCAS Billing Method of the Accounts Receivable Life Cycle that are illustrated in the diagram above.

1. Generate Receivable and/or Advance Offset: Manually Create Billing Document
2. Bill Customer: Credit Application, IPACOUT, ARBILLGEN
3. Track Receivable and Record Overdue Charges: AROVERDUE, ARDUNNING
4. Record Collection: IPACIN, LOCKBOX, Pay.Gov via CIR, Manual
5. Disputes/Chargebacks: IPACIN, Pay.gov via CIR
6. Process Write off/Adjustment

**NOTE:** Not all steps will apply to every Receivable. These are potential events in the Accounts Receivable (AR) Life Cycle.

## 2.5 Billing

---

GSA Billing can be subdivided into several categories as described below. Additionally, the Billing process for Billing Documents (BDs) may include transmitting the billing information to Vendor/Customer Self Service (VCSS), consolidating billing Statement and/or submitting the billing information to Treasury via the IPAC System.

### 2.5.1 Statement Billing

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GSA will use Statement billing as a means to group Pegasys billing transactions to form consolidated “statement” billing for each customer. Statements provide the ability to group multiple Billing Documents for the same customer in order to generate a single customer billing.

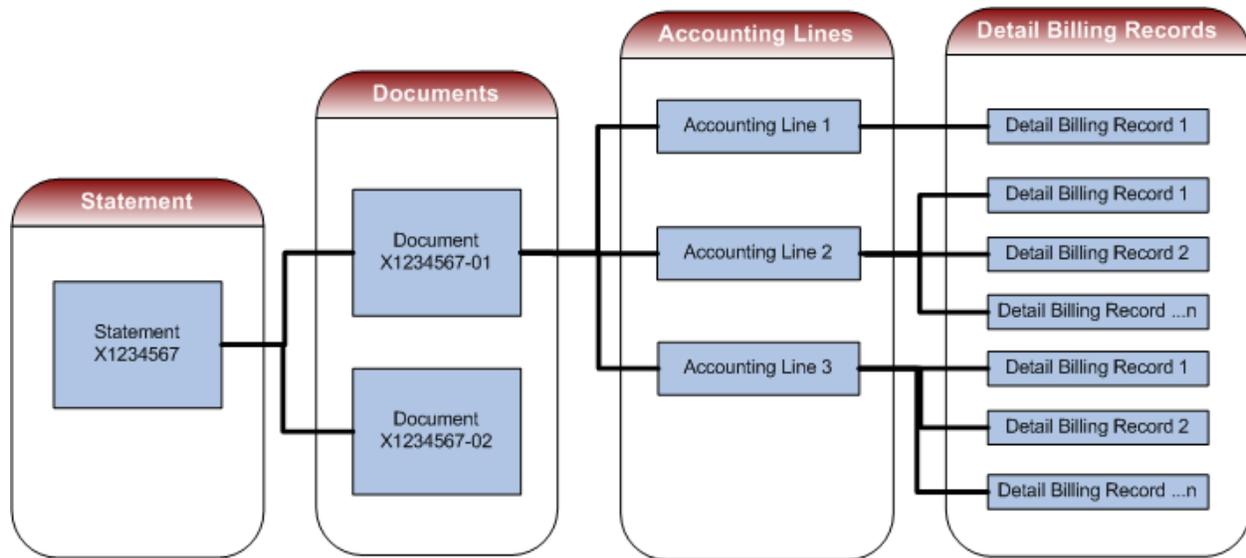
To create billing statements, a Statement number is assigned to GSA billing transactions. The Statement number recorded on a BD is used in the establishment of a Statement entity, which enables USDA to perform actions at a level higher than the normal document level. These actions include querying, printing and presenting to the customer in VCSS. A statement entity can include one or many BD documents.

Statement numbers can also be assigned at the time of manual form creation, using the generate statement number button. The user has the option to generate the statement during the new form wizard process or from within the new form.

Statements can be generated for DBR, PCAS, DBR/PCAS Hybrid, and Non-Detail Billing Record/Non-PCAS billing methods as described below:

- **Statement Billing for DBR (Detail Billing Records):** The statement billing of DBR can have 1) numerous BDs in a statement, 2) numerous accounting lines under the BD, and 3) one or many DBRs under each BD’s accounting line.

**Figure 8** is an example of the statement structure for DBRs.

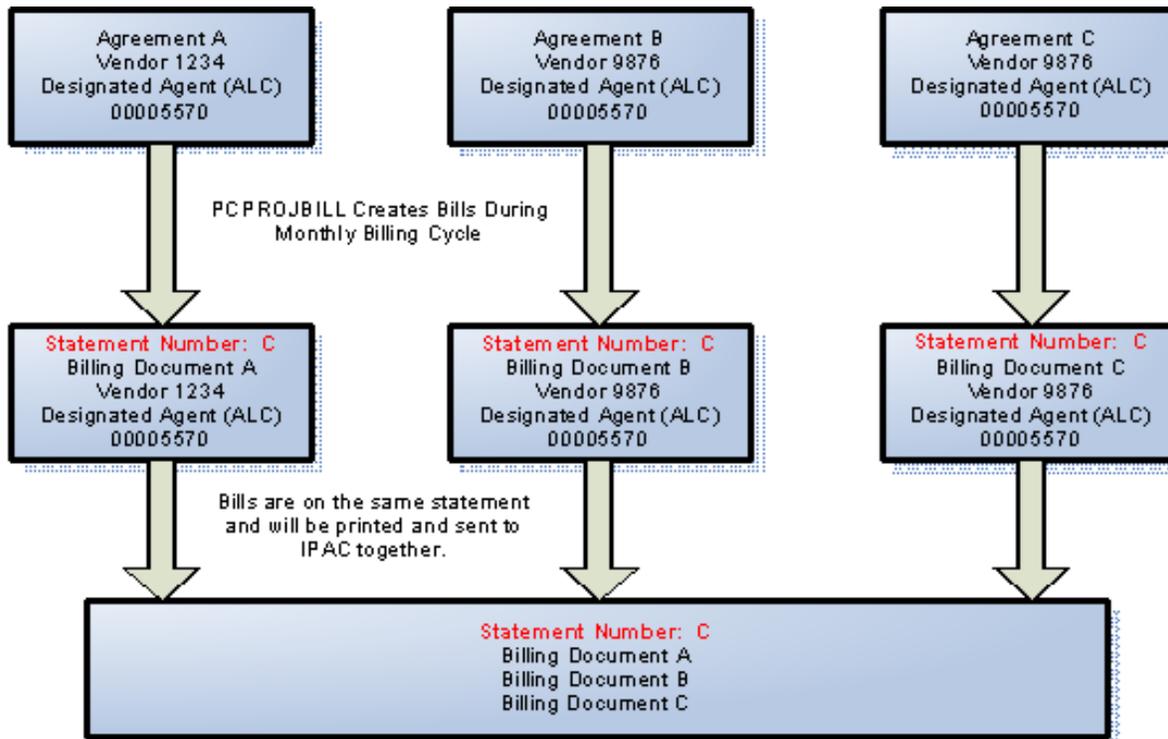
**Figure 8: DBR Statement Structure**

The DBR Statement Structure includes the main areas of Statement, Documents, Accounting Lines and Detail Billing Records which are detailed below.

1. Statement x1234567 creates 2 documents (X1234567-01 and x1234567-02).
2. Document X1234567-01 creates 3 Accounting Lines (1, 2, and 3)
3. Accounting Line 1 creates Detail Billing Record 1.
4. Accounting Line 2 creates 3 Detail Billing Records (1, 2, and n).
5. Account Line 3 creates Detail Billing Records (1, 2 and n).

Statement Billing for PCAS (Project Cost Accounting System): In this process a statement is generated when Billing Documents are processed by PCPROJBILL (PCAS Project Bill Generation) .To create billing statements, PCPROJBILL will group bills based on matching characteristics including the designated agent (if populated) or the vendor within a given run of PCPROJBILL to create a statement entity. **NOTE** that the PCPROJBILL Billing Document grouping logic is not used by the Region 6 Manual Business Lines, Real Property Utilization and Disposal Division (RPUDD), or External Services. For these business lines, a single statement will be created for each agreement.

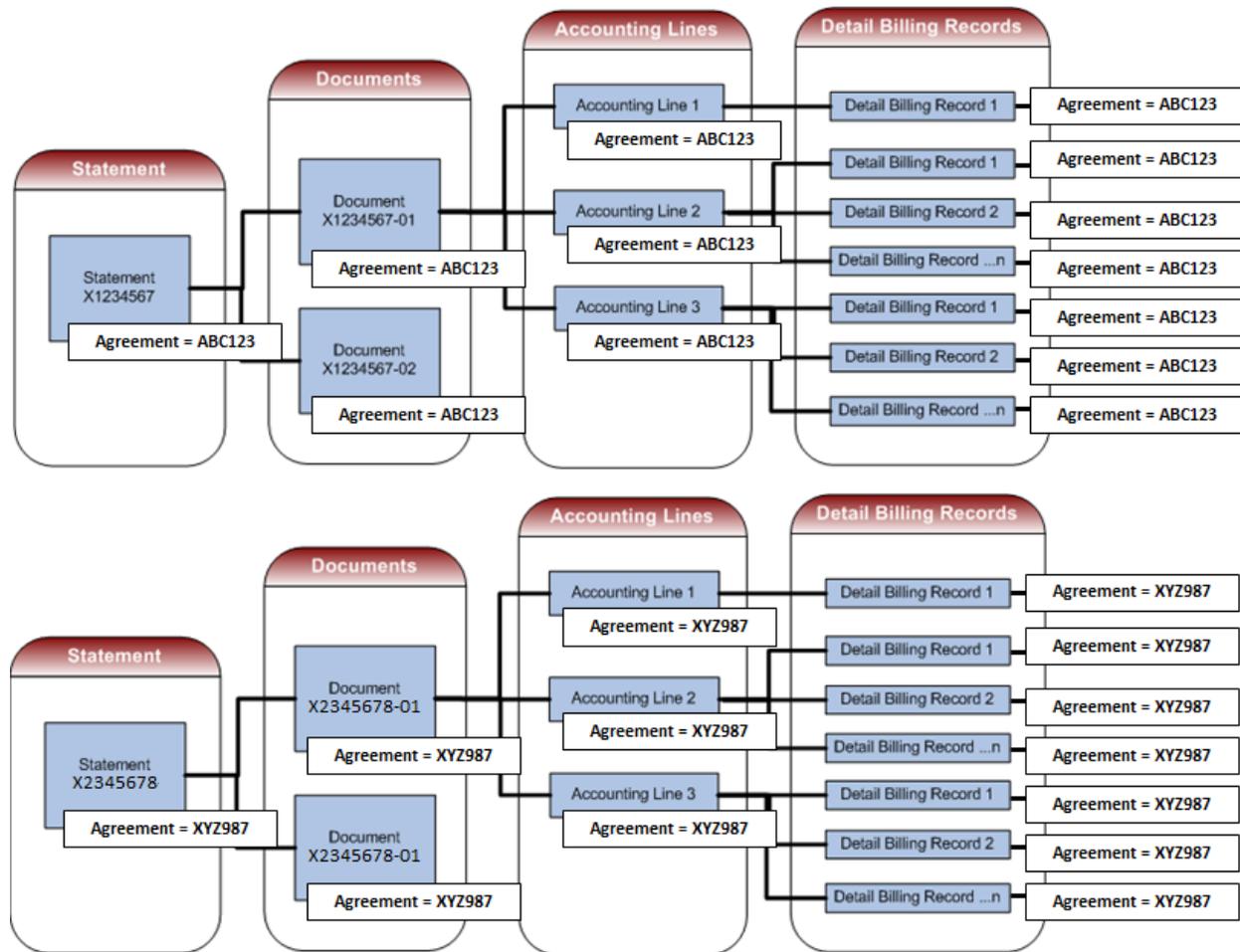
**Figure 9** depicts the statement structure for business lines utilizing the PCAS statement grouping functionality.

**Figure 9: PCAS Statement Structure**

The PCAS Statement Structure includes 3 agreements which are detailed below.

- PCPROJBILL creates bills during the monthly billing cycle.
  - Agreement A/Vendor 1234/Designated Agent (ALC) 00005570 creates Statement Number C/Billing Document A/Vendor 1234/Designated Agent (ALC) 00005570
  - Agreement B/Vendor 9876/Designated Agent (ALC) 00004470 creates Statement Number C/Billing Document A/Vendor 9876/Designated Agent (ALC) 00005570
  - Agreement C/Vendor 9876/Designated Agent (ALC) 00004470 creates Statement Number C/Billing Document A/Vendor 9876/Designated Agent (ALC) 00005570
- Bills are on the same statement and will be printed and sent to IPAC together.
  - Statement Number C includes Billing Documents A, B, and C
- Statement Billing For Hybrid DBR/PCAS: The statement billing of the Hybrid DBR/PCAS can have 1) numerous BDs in a statement, 2) numerous accounting lines under the BD, and 3) one or many DBRs under each BD's accounting line. Because the DBRs originally reference a PCAS agreement, the subsequently generated statement, Billing Document, and accounting lines also reference the PCAS agreement. **NOTE** that DBRs with different agreement numbers are summarized to different statement numbers, meaning each agreement will have a unique corresponding statement.

**Figure 10** depicts the statement structure for Hybrid DBR/PCAS.

**Figure 10: Hybrid DBR/PCAS Statement Structure**

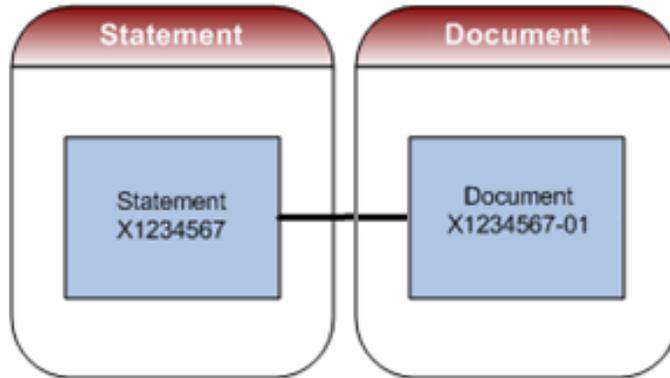
The Hybrid DBR/PCAS Statement Structure includes the main areas of Statement, Documents, Accounting Lines and Detail Billing Records. There are 2 examples which are detailed below.

1. Example 1 for Agreement X2345678:
  - a. Statement x2345678 creates 2 documents (X2345678-01 and x2345678-02).
  - b. Document X2345678-01 creates 3 Accounting Lines (1, 2, and 3)
  - c. Accounting Line 1 creates Detail Billing Record 1.
  - d. Accounting Line 2 creates 3 detail billing records (1, 2, and n).
  - e. Account Line 3 creates 3 detail billing records (1, 2 and n).
2. Example 2 for Agreement XYZ987:
  - a. Statement x1234567 creates 2 documents (X1234567-01 and x1234567-02).
  - b. Document X1234567-01 creates 3 Accounting Lines (1, 2, and n)
  - c. Accounting Line 1 creates Detail Billing Record 1.
  - d. Accounting Line 2 creates 3 detail billing records (1, 2, and n).

- e. Account Line 3 creates 3 detail billing records (1, 2 and n).
- 3. Statement Billing For Non-Detail Billing Record/Non-PCAS: The statement billing of Non-Detail Billing Record/Non-PCAS billing transactions utilizes a simple one to one relationship from Billing Document to statement.

**Figure 11** depicts the statement structure for Non-Detail Billing Record/Non-PCAS.

**Figure 11: Non-DBR/Non-PCAS Statement Structure**

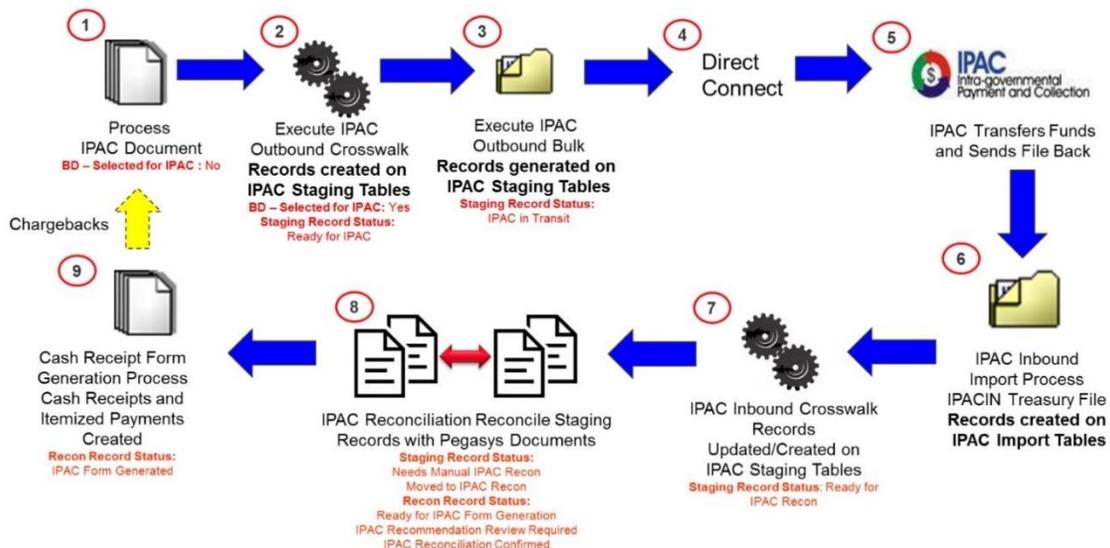


## 2.5.2 IPAC

IPAC stands for Treasury’s Intra-governmental Payment and Collections system (IPAC). IPAC facilitates the intra-governmental transfer of funds, with descriptive data from one Federal agency to another. IPAC transactions are submitted to and received from Treasury via the IPAC system and therefore are considered similar to interface documents. As such, the IPAC documents created in Pegasys have different data requirements and editing restrictions than non-IPAC documents.

**Figure 12** depicts the IPAC life cycle. The Billing Documents and Itemized Payments Selected for IPAC flag setting and IPAC Staging and Reconciliation Record Status is listed under each phase of the life cycle, where applicable. The IPAC life cycle begins with the “Process IPAC Document” with the Selected for IPAC Status of “No”.

**Figure 12: IPAC Life Cycle**



Below are the basic steps in the IPAC Life Cycle that are illustrated in the diagram above.

1. GSA processes a document in Pegasys.
2. The document is crosswalked to the IPAC Staging tables for transmission to Treasury.
3. GSA sends the outbound payment and billing information to Treasury’s IPAC system for processing.
4. The file is transferred to Treasury via Direct Connect.
5. IPAC transfers funds and generates a file of the confirmations for the outbound transactions and any Trading Partner Initiated (TPI) transactions.
6. The IPAC Inbound Job imports the Treasury File to the IPAC import tables in Pegasys.

7. The IPAC Inbound Crosswalk maps the Inbound Confirmation records to the previously processed Outbound Staging records and creates staging records for the TPI Inbound records.
8. A reconciliation is run against the staging records to match transactions to Pegasys Documents. Reconciliation Records are created for matched transactions and unmatched transactions are flagged for manual reconciliation.
9. Pegasys Documents (Cash Receipts (Normal and Chargebacks) and Itemized Payments) are generated for transactions that found matches during the automated or manual reconciliation processes.
  - a. Chargebacks are worked, and as needed, can be rebilled, which starts the process again.

As part of each step in the life cycle, Pegasys will assign either a value to the Selected for IPAC Flag, an IPAC Staging record Status, or an IPAC Reconciliation record status (the red text in the above illustration). The Selected for IPAC flag and IPAC Staging and Reconciliation Statuses are a Pegasys-specific statuses that are used to track the Pegasys IPAC transaction in its interaction with Treasury. The following table describes the Selected for IPAC Flag settings and IPAC Staging and Reconciliation Statuses used in Pegasys. These statuses will be referenced throughout the remainder of the document. In each section where IPAC documents/forms are manually created or amended, there is an additional table that describes the business rules for manual actions on the various statuses.

**Table 2: Selected for IPAC Flag settings and IPAC Staging and Reconciliation Statuses**

<b>Document Category/ Record Type</b>	<b>Status Type</b>	<b>Status</b>	<b>Description</b>
Billing Document (BD) and Itemized Payment (IP)	Selected for IPAC Flag	Yes	This flag setting signifies that the document has been picked up and processed by the IPAC Outbound Crosswalk Batch Process and that an Outbound Staging Record for the transaction has been created.
Billing Document (BD) and Itemized Payment (IP)	Selected for IPAC Flag	No	This flag setting signifies that the document has not yet been processed by the IPAC Outbound Crosswalk Batch Process. This setting may also be used when resetting transactions for re-billing, in which case an Outbound Staging Record may exist. If the rebilling is occurring due to a prior Treasury Rejection the existing Staging Record should be removed/deleted.

<b>Document Category/ Record Type</b>	<b>Status Type</b>	<b>Status</b>	<b>Description</b>
Billing Document (BD) and Itemized Payment (IP)	Selected for IPAC Flag	In Process	This setting indicates that the documents Header Accounting Line is actively being processed by the IPAC Outbound Crosswalk Process.
Billing Document (BD)	Selected for IPAC Flag	Chargeback Pending	A Selected for IPAC Flag setting of Chargeback Pending is given to an IPAC BD where an inbound collection adjustment is created referencing a CR that references a BD with an IPAC status of Confirmed. The status will be on the Accounting line for non DBE Detail based BDs and on the DBR for DBE Detail based BDs.
Billing Document (BD)	Selected for IPAC Flag	Chargeback Accepted	A Selected for IPAC Flag setting of Chargeback Accepted is given to any BD Line or DBR where the Rebill flag is true, but the user has determined that the bill should not be resent to IPAC.
IPAC Outbound Staging Records for Billing Documents (BD) and Itemized Payments (IP)	IPAC Status	Ready for IPAC	An IPAC Staging Record's IPAC Status is set to Ready for IPAC on staging records from Billing Documents and Payments that have been successfully crosswalked, but not yet sent to IPAC via the GSIPACBKFG batch job.
IPAC Outbound Staging Records for Billing Documents (BD) and Itemized Payments (IP)	IPAC Status	IPAC in Transit	An IPAC Staging Record's IPAC Status is set to IPAC in Transit on staging data from Billing Documents and Payments that have been successfully written to the IPAC bulk file via the GSIPACBKFG batch job. Payment documents with the corresponding IPAC staging status of IPAC in Transit post the VS01/IPAC Disbursement In Transit postings to the GL.

<b>Document Category/ Record Type</b>	<b>Status Type</b>	<b>Status</b>	<b>Description</b>
IPAC Outbound Staging Records for Billing Documents (BD) and Itemized Payments (IP)	IPAC Status	Rejected by IPAC	An IPAC Staging Record's IPAC Status is set to Rejected by IPAC on staging data that has been sent to IPAC, but has been rejected by Treasury validations in the IPAC system. IPAC will have notified the sending agency of a problem with the payment or collection. The staging status will be updated to Rejected by IPAC manually or via the Update IPAC Status and Billing Status process (GSUPDIPAC).
IPAC Outbound Staging Records for Billing Documents (BD) and Itemized Payments (IP)	IPAC Status	Do Not Send to IPAC	Do Not Send IPAC status is set on staging data that is to be excluded from the bulk file generation process (GSIPACBKFG)
IPAC Inbound Staging Records for Cash Receipts (CR) and Itemized Payments (IP)	IPAC Status	Ready for IPAC Recon	An IPAC Staging Record's IPAC Status is set to Ready for IPAC Recon on staging data that has been accepted by IPAC and corresponding data has been imported via GSIPACIMP and crosswalked via GSIPACXWIN.
IPAC Inbound Staging Records for Cash Receipts (CR) and Itemized Payments (IP)	IPAC Status	Moved to IPAC Recon	An IPAC Staging Record's IPAC Status is set to Moved to IPAC Recon when the staging record has been successfully selected and included as part of the automated reconciliation process (GSIPACRCON).
IPAC Inbound Staging Records for Cash Receipts (CR) and Itemized Payments (IP)	IPAC Status	Needs Manual Recon	An IPAC Staging Record's IPAC Status is set to Needs Manual IPAC Recon on IPAC staging data that has been processed by the automated reconciliation process (GSIPACRCON), however the IPAC Reconciliation Options resulted and reconciliation attempt resulted in the record needing manual intervention.

<b>Document Category/ Record Type</b>	<b>Status Type</b>	<b>Status</b>	<b>Description</b>
IPAC Inbound Staging Records for Cash Receipts (CR) and Itemized Payments (IP)	IPAC Status	Do Not Recon	Do Not Recon status is set on staging data that is to be excluded from the reconciliation process (GSIPACRCON).
IPAC Inbound Staging Records for Cash Receipts (CR) and Itemized Payments (IP)	IPAC Status	IPAC Reconciliation Confirmed	IPAC Reconciliation Confirmed status is reserved for the confirmation of outbound payments that have successfully completed the IPAC reconciliation process, resulting in payment confirmation postings.
IPAC Inbound Staging Records for Cash Receipts (CR) and Itemized Payments (IP)	IPAC Status	IPAC Recommendation Review Required	IPAC Recommendation Review Required status is set on reconciliation data that has been processed by the automated reconciliation process (GSIPACRCON), however the IPAC Reconciliation Options resulted in the record's reconciliation activity requiring manual intervention.
IPAC Inbound Staging Records for Cash Receipts (CR) and Itemized Payments (IP)	IPAC Status	Ready for IPAC Form Generation	Ready for IPAC Form Generation status is set on reconciliation data that has successfully completed the automated or manual IPAC reconciliation process, and the activity is ready to have a form created (trading partner-initiated activity and collection confirmations).
IPAC Inbound Staging Records for Cash Receipts (CR) and Itemized Payments (IP)	IPAC Status	IPAC Form Generated	IPAC Form Generated status is set on reconciliation data that has successfully completed the IPAC Form Generation process (GSIPACFGEN), and a Pegasys form or document has been created.
IPAC Inbound Staging Records	IPAC Status	Do Not Create IPAC Form	Do Not Create IPAC Form status is can be manually set on reconciliation data that has successfully completed the IPAC reconciliation process, but the reconciliation data is to be excluded from a new form creation.

<b>Document Category/ Record Type</b>	<b>Status Type</b>	<b>Status</b>	<b>Description</b>
IPAC Inbound Staging Records for Cash Receipts (CR) and Itemized Payments (IP)	IPAC Status	IPAC Recon Conflict	IPAC Recon Conflict status is set in the event that IPAC Form Generation (GSIPACFGEN) finds conflicting IPAC Reconciliation Options within the same IPAC Document Reference Number. Reconciliation conflicts will need to be manually reviewed and reconciled.

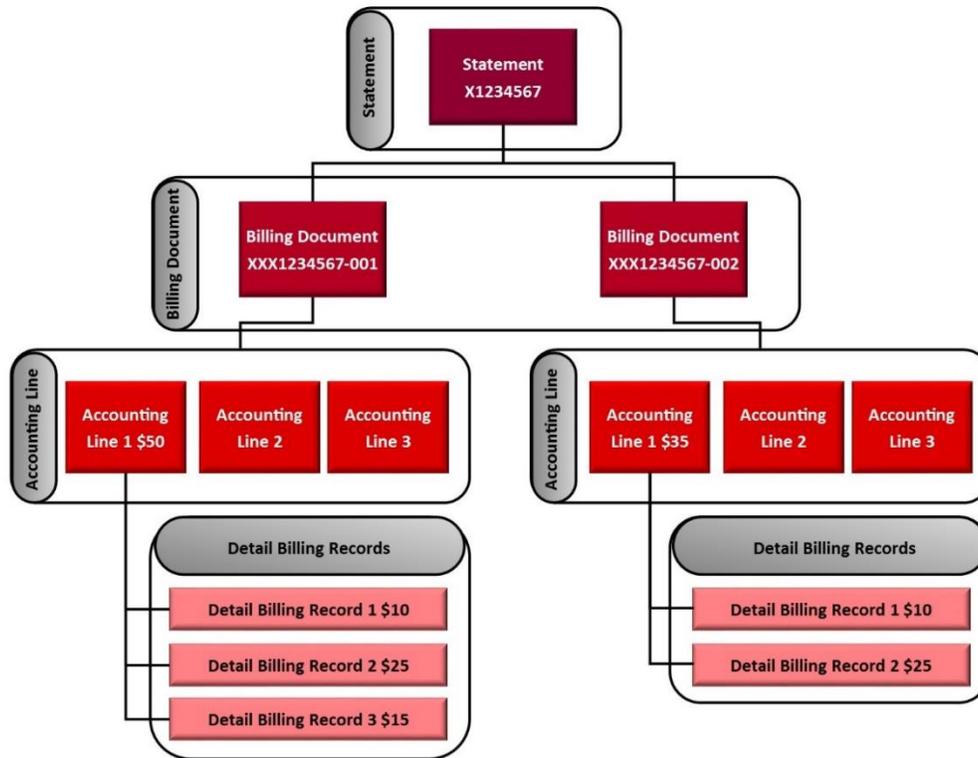
### 2.5.2.1 IPAC Transaction Structure

When creating non-IPAC documents, the Inter-agency Flag must be set to False (and will be defaulted to false by the system). When creating IPAC documents, however, the Inter-agency flag must be set to true (and will be defaulted to true by extensibility). When the Inter-agency flag is set to true the IPAC related fields (e.g., Unit, Unit Price, Quantity, Interagency Description etc.) will need to be populated on the IPAC transactions for successful transmission to Treasury.

GSA IPAC billing transactions will have either Detail Billing Records (DBR) or Agreements. IPAC Billing Documents generated from Agreements will not utilize DBE Detail.

**Figure 13** is an IPAC Statement using DBRs.

**Figure 13: IPAC Statement Using DBR**

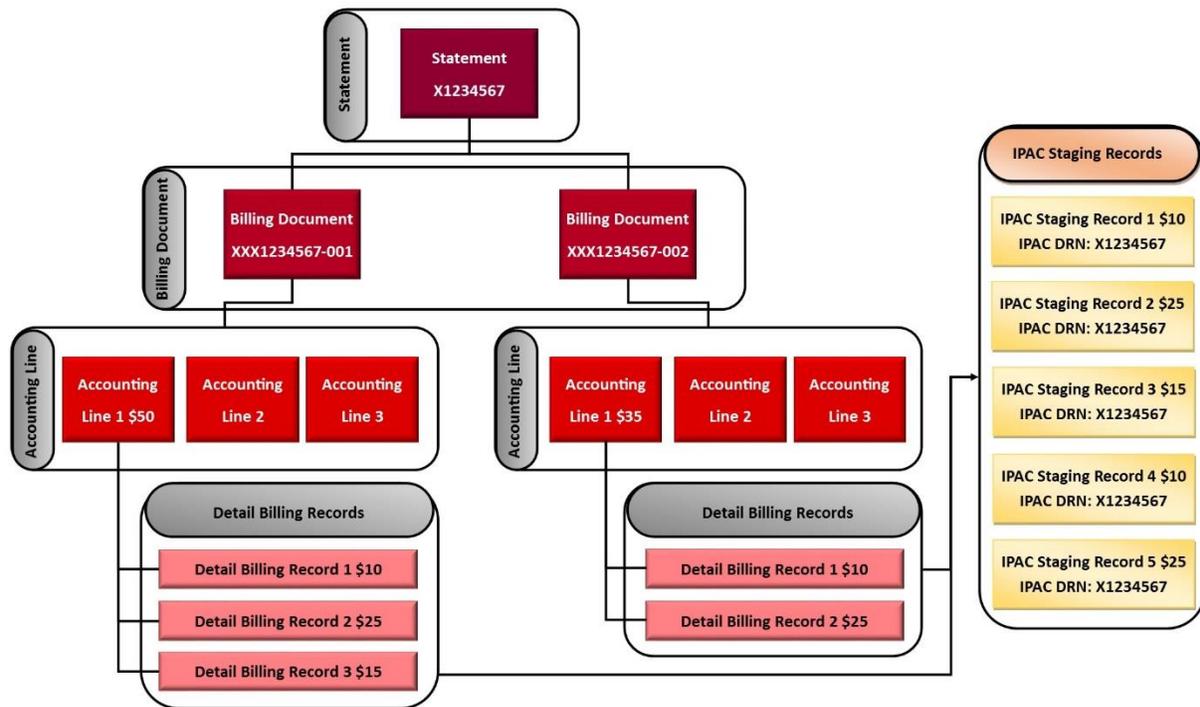


The IPAC Statement using DBR illustrates the main areas of Statement, Billing Documents, Accounting Lines, and Detail Billing Records which are detailed below.

1. Statement x1234567 creates 2 Billing Documents (XXX1234567-01 and XXX12345678-02).
2. Billing Document XXX12345678-001 creates 3 Accounting Lines (1: \$50, 2 and 3)
  - a. Accounting Line 1 creates 3 Detail Billing Records (1, 2 and 3).
    - i. Detail Billing Records
      1. Detail Billing Record 1: \$10
      2. Detail Billing Record 2: \$25
      3. Detail Billing Record 3: \$15
3. Billing Document XXX12345678-002 creates 3 Accounting Lines (1: \$35, 2 and 3)
  - a. Accounting Line 1 creates 2 Detail Billing Records (1 and 2).
    - i. Detail Billing Records:
      1. Detail Billing Record 1: \$10
      2. Detail Billing Record 2: \$25

For Statements that use Detail Billing and where the DBR Detail is sent to Treasury (DBE Detail = Yes) when the IPAC Outbound Crosswalk process is run an IPAC Staging Record will be created for each DBR. **Figure 14** depicts this for DBR Detail based statements.

**Figure 14: IPAC Statement Using DBR Detail with IPAC Staging Records**



4. Statement x1234567

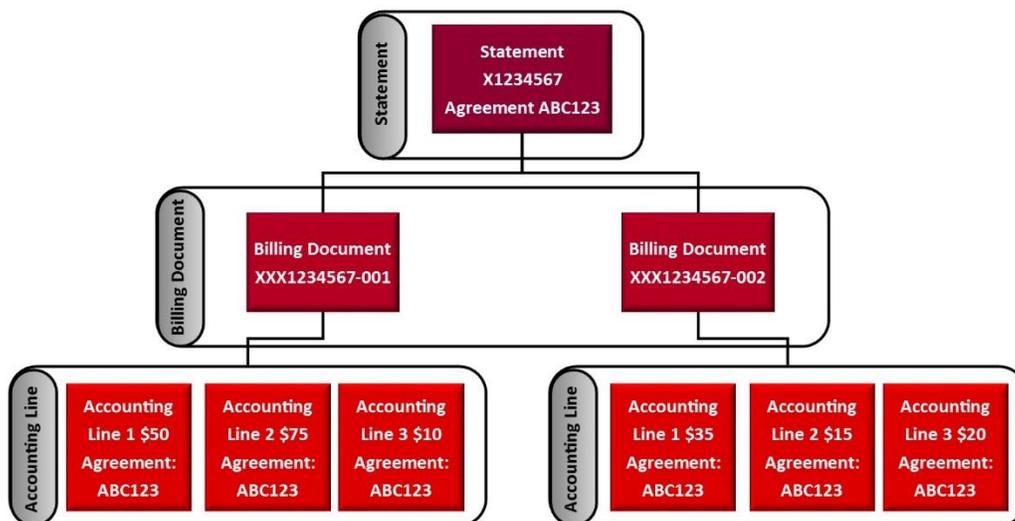
- a. Billing Document XXX12345678-001 has 3 Accounting Lines
  - i. Accounting Line 1: \$50
    - 1. Detail Billing Record 1: \$10
    - 2. Detail Billing Record 2: \$25
    - 3. Detail Billing Record 3: \$15
  - ii. Accounting Line 2
  - iii. Accounting Line 3
- b. Billing Document XXX12345678-002 has 3 Accounting Lines
  - i. Accounting Line 1: \$35
    - 1. Detail Billing Record 1: \$10
    - 2. Detail Billing Record 2: \$25
  - ii. Accounting Line 2
  - iii. Accounting Line 3

- c. The IPAC Staging Records have the following IPAC DRN: X1234567
  - i. Dollar Amounts:
    - 1. \$10
    - 2. \$25
    - 3. \$15
    - 4. \$10
    - 5. \$25

When using DBE Detail, an IPAC Staging Record will be created for each of the Detail Billing Records. All of the Detail Staging Records will have the same Document Reference Number (DRN), causing them to be sent out under one singular Header Record transaction in the IPAC Outbound file to Treasury. In this example, there would be one Header Record for the DRN of X1234567, and that record would have five Detail Staging Records associated to it.

Figure 15 is an IPAC Statement using agreements.

**Figure 15: IPAC Statement using Agreements (PCAS)**



The IPAC Statement using Agreements diagram illustrates the IPAC PCAS Structure and the Resulting Transaction IPAC Records which is detailed below.

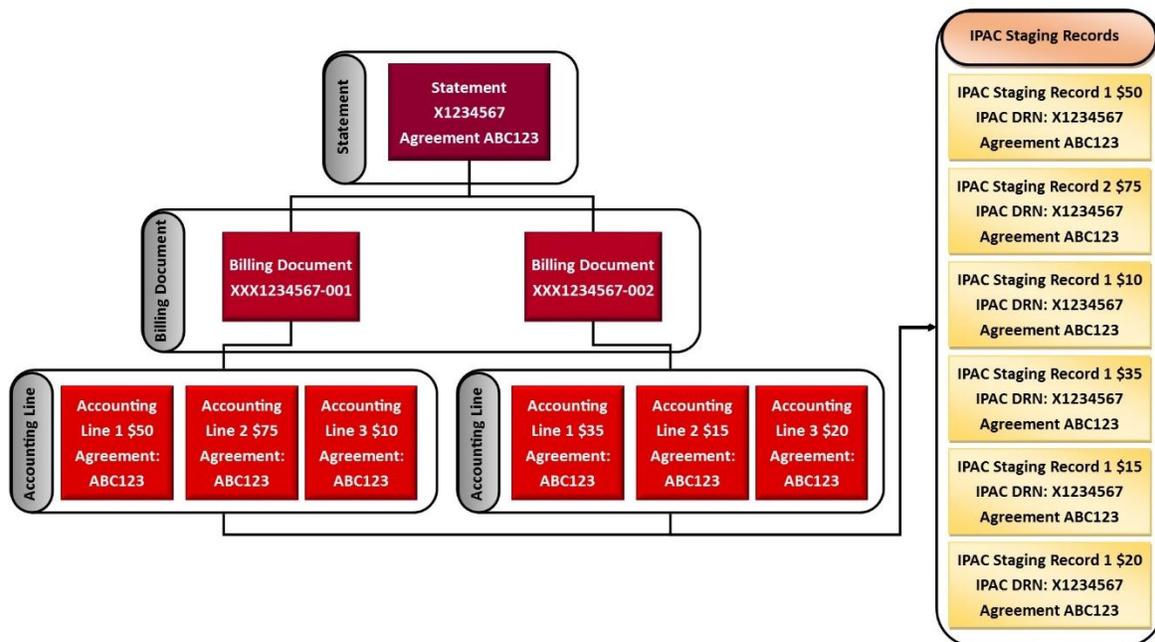
1. IPAC PCAS Structure

- a. Statement X1234567 is reflected on 2 Billing Documents (XXX1234567-001 and XXX1234567-002).
  - i. Billing Document XXX1234567-001 includes 3 Accounting Lines (1, 2, and 3).
    - 1. Accounting Line 1: \$50, Agreement Number: ABC123

2. Accounting Line 2: \$75, Agreement Number: ABC123
3. Accounting Line 3: \$10, Agreement Number: ABC123
- ii. Billing Document XXX1234567-002 includes 3 Accounting Lines (1, 2, and 3).
  1. Accounting Line 1: \$35, Agreement Number: ABC123
  2. Accounting Line 2: \$15, Agreement Number: ABC123
  3. Accounting Line 3: \$20, Agreement Number: ABC123

For Statements that do not use Detail Billing when the IPAC Outbound Crosswalk process is run an IPAC Staging Record will be created for each Header Accounting line on the overall Statement. **Figure 16** depicts this for Agreement based bills.

**Figure 16: IPAC Statement using Agreements (PCAS) with Staging Records**



The IPAC Statement using Agreements (PCAS) with Staging Records illustrates the main areas of Statement, Billing Documents, Accounting Lines, and IPAC Staging Records which are detailed below.

1. Statement x1234567 with Agreement ABC123 creates 2 Billing Documents (XXX1234567-001 and XXX12345678-002).
  - a. Billing Document XXX12345678-001 has 3 Accountinting Lines
    - i. Accounting Line 1: \$50, Agreement Number: ABC123
    - ii. Accounting Line 2: \$75, Agreement Number: ABC123
    - iii. Accounting Line 3: \$10, Agreement Number: ABC123

- b. Billing Document XXX12345678-002 has 3 Accounting Lines
  - i. Accounting Line 1: \$35, Agreement Number: ABC123
  - ii. Accounting Line 2: \$15, Agreement Number: ABC123
  - iii. Accounting Line 3: \$20, Agreement Number: ABC123
- c. The IPAC Staging Records all have the same information:
  - i. IPAC DRN: X1234567
  - ii. Agreement: ABC123
  - iii. Dollar Amounts:
    - 1. \$50
    - 2. \$75
    - 3. \$10
    - 4. \$35
    - 5. \$15
    - 6. \$20

As stated previously, when DBE Detail is not used, an IPAC Staging Record will be created for each of the Header Accounting Lines related to a Statement Entity's associated Billing Documents. Once again, all of the Staging Records will have the same Document Reference Number (DRN), causing them to be sent out under one singular Header Record transaction in the IPAC Outbound file to Treasury. In this example, there would be one Header Record for the DRN of X1234567, and that record would have six Staging Records associated to it representative of each Header Accounting Line present on the Statement Entity's associated Billing Documents. In the case where the document is also an Agreement based bill, the Agreement Number will also be present on the staging records.

### **2.5.2.2 DBE Detail/Detail IPAC**

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“Detail IPAC” “DBE Detail”, or “DBR Detail” are the terms used throughout this document to refer to sending Details or “D” records from Pegasys to Treasury in the IPAC Outbound file at the Detail Billing Record level rather than using the Accounting Line information.

### **2.5.2.3 Batch Processes for Outbound transactions from IPAC**

---

Agencies have the opportunity to send transactions to IPAC on-line or through transmission of a bulk file. For Pegasys Users, transactions are selected and mapped to the IPAC Bulk File through the execution of the following batch processes:

- IPAC Outbound Crosswalk (GSIPACXWOT)
  - o The Outbound Crosswalk IPAC batch process is used to select IPAC transactions in the system and upload to the IPAC Staging Table in preparation for submission

to Treasury. The processes involved with the Outbound Crosswalk IPAC batch job include transaction selection, data validation, data mapping and file submission.

- IPAC Bulk File Generation Batch processes.
  - o The IPAC Bulk File Generation batch process is used to select transactions from the IPAC Staging and upload to the Intra-Governmental Payment and Collection (IPAC) interface.

The following transactions can be sent to Treasury via the IPAC Outbound Crosswalk and IPAC Bulk File Generation processes in Pegasys:

- Billing Documents (BD) - new bills, rebilling of charged back bills
- Payment Authorizations (IP) - new payments for credit owed to the customer

#### **2.5.2.4 Batch Processes for Inbound transactions from IPAC**

---

GSA will receive collections and have payments “pulled” as part of the IPAC Inbound related processes. These batch processes include the following batch jobs:

- IPAC Import Processes (GSIPACIMP)
  - o The IPAC Import batch process is used to read in Treasury IPAC TSV/CSV files and store that information on the IPAC Import table. The import process will not focus on data validation of the input file and will write only raw data to the Import table as it appears in the Treasury file. This data will be accessible via the IPAC Import Query.
- IPAC Inbound Crosswalk Process (GSIPACXWIN)
  - o The Inbound Crosswalk IPAC batch process is used to select IPAC Import records in the system and upload corresponding records to the IPAC Staging Table.
- IPAC Reconciliation (GSIPACRCON)
  - o The Inbound Crosswalk IPAC batch process is used to select IPAC Import records in the system and upload corresponding records to the IPAC Staging Table.
- IPAC Form Generation (GSIPACFGEN)
  - o The IPAC Form Generation batch process takes selected IPAC Reconciliation Records that have a Reconciliation Status of “Ready for IPAC Form Generation” and creates new IPAC Cash Receipt or Itemized Payments to update cash postings.

The combination of the IPAC inbound batch processes listed above, use the input file from Treasury to create Cash Receipts (CRs) and Payment Authorizations (IPs). In addition to payments and collections, GSA will receive “chargebacks” or adjustments from customers via

IPAC. Chargeback transactions will also be created by the combination of the IPAC inbound batch processes.

- For information on querying IPAC transactions, please refer to **BAAR User Guide 3 of 10, Section 4.7.3**.
- Please refer to the **BAAR User Guide 10 of 10, Appendix D.1** for a description of the IPAC transaction types as received from Treasury.

### 2.5.3 Non-IPAC

---

Non-IPAC (standard) bills are generated and optionally sent to customers for remittance. All four billing models - DBR, PCAS, DBR/PCAS Hybrid, Non-DBR/Non-PCAS - can generate Non-IPAC Billing Document (BD) documents. After receiving the bill from GSA, the customer can remit payment using the following methods: cash, check, check using a lockbox, or using credit card Pay.gov (<http://www.pay.gov>). Additionally Federal customers for which a Non-IPAC bill is sent may remit payment via IPAC push payment.

Non-Federal PCAS agreements for which the customer has paid in advance can generate Advance Offset Cash Receipts (CR) to offset the customer's advance payment rather than generate a non-IPAC Billing Document. The advance offset liquidates the liability originally processed with the advance payment and also records revenue associated with the goods/services provided to the customer.

### 2.5.4 Interfund/Intrafund Billing

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The Interfund/Intrafund billing process is performed when one business unit within GSA purchases goods or services from another business unit within GSA. Intrafund billing is defined as purchasing/selling of goods/services within the same Treasury Symbol whereas Interfund is defined as purchasing/selling of goods/services among different Treasury Symbols.

All four billing models - DBR, PCAS, DBR/PCAS Hybrid, Non-DBR/Non-PCAS - will perform Interfund/Intrafund billing using Internal Voucher (NV) documents. The Internal Voucher (NV) permits the simultaneous recording of expenditures for the receiver of goods/services (buyer) and revenue for the provider of the goods/services (seller).

### 2.5.5 Revenue Credit Card

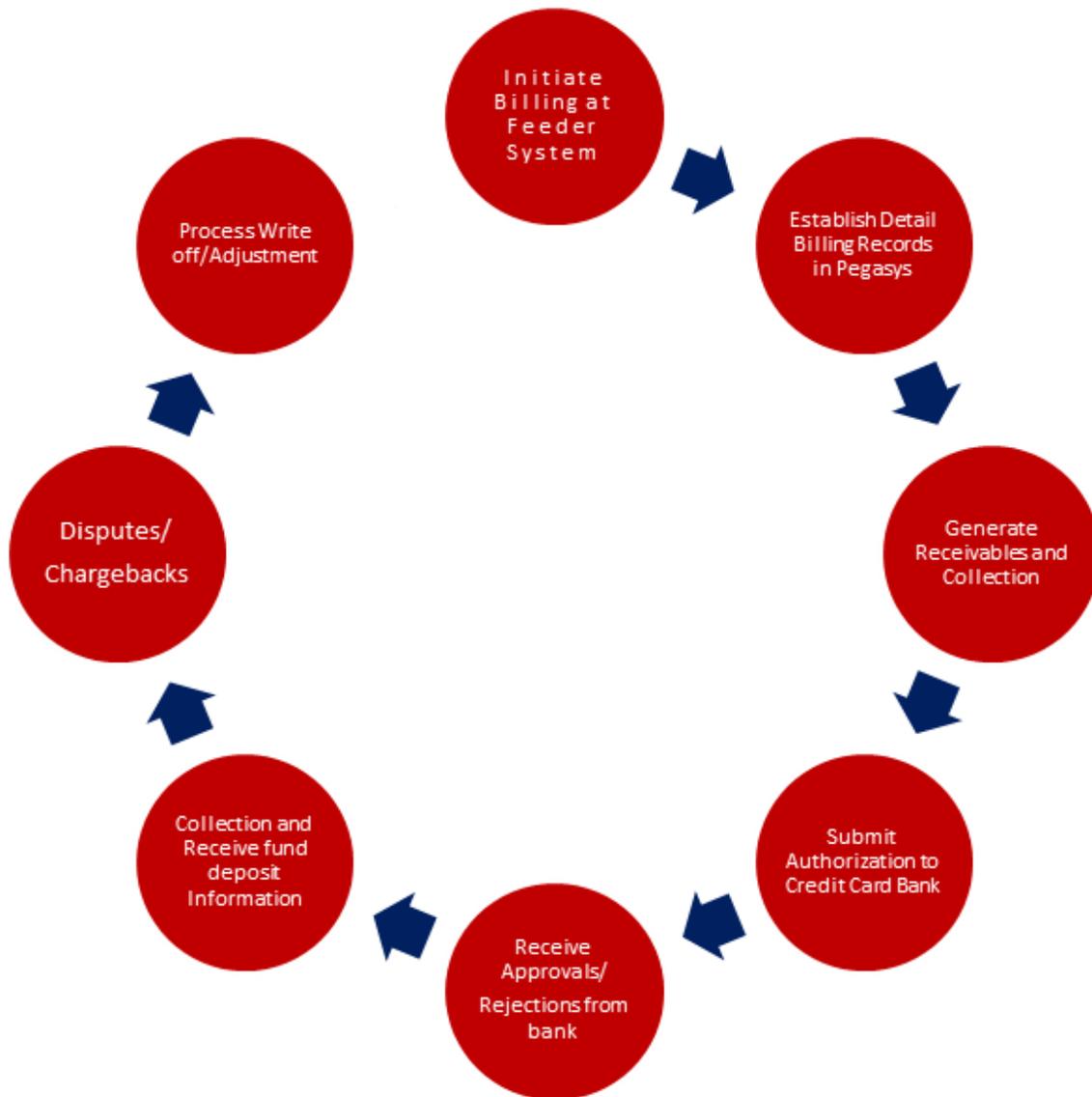
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The Pegasys Revenue Credit Card functionality facilitates the settlement process used to collect funds resulting from pre-approved credit card billing transactions. Credit Card Billing Documents are generated from Detail Billing Records for transactions that are designated to bill using Card Acquiring Service Providers (banks). The receivable amount authorization is sent to a credit card bank (Vantiv) for transaction approval. Subsequently, transaction approvals and rejections are received from the bank (Vantiv). Using Collections Information Repository (CIR), the confirmation of funds is received from Treasury before the cash receipt transaction is confirmed and considered complete.

Revenue Credit Card DBRs are identified by the “Billing Method field = C” on the Detail Billing Element Fields tab. They contain same fields as a standard non-IPAC DBR, along with additional credit card related fields. FedPay will send in some credit card information on the DBR and a pre-defined crosswalk will be used to fill in remaining fields. FedPay also determines the frequency at which a DBR will be billed via a value in the Bank Charge Detail field on Detail Billing Element Fields tab. The frequency may be daily via detail billing (D) or semimonthly at a summary level (S).

**Figure 17** illustrates the Revenue Credit Card lifecycle.

**Figure 17: Revenue Credit Card - Accounts Receivable Lifecycle**



Below are the basic steps in the IPAC Life Cycle that are illustrated in the diagram above.

1. Initiate Billing at Feeder System

2. Establish Detail Billing Records in Pegasys
3. Generate Receivables and Collection
4. Submit Authorization to Credit Card Bank
5. Receive Approvals/ Rejections from bank
6. Collection and Receive fund deposit Information
7. Disputes/Chargebacks
8. Process Write off/Adjustment

### 2.5.6 Department of Defense (DoD) Interfund

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The Department of Defense (DoD) requires GSA to bill them via Simplified Intra-Governmental Billings and Collections System (SIBAC), not IPAC. The DoD Interfund functionality enables GSA to meet this requirement. This is a one-step collection method as the collection is created immediately after Receivable is billed. An outbound file is sent to Treasury and no confirmation is received back- funds are considered moved and complete.

DoD Interfund DBRs are identified by the “Billing Method field = D” on the Detail Billing Element Fields tab. Additional fields are similar to non-IPAC DBR records, using DoD Interfund specific values. The DBR Batch Process for DoD Interfund includes a custom Statement Number assignment Batch Job DBR Statement Number.

The Assign Statement Numbers Batch Job sets the Statement Number value in Detail Billing Records that have a Billing Method of DoD Interfund. The batch job identifies DoD Interfund DBRs. It then groups DBRs by DoD Activity Address Code (DODAAC), Customer Fund Code (also known as Fedcode), C/L Signal Code and Fiscal Year. If an Unbilled DoD Interfund Statement exists with less than 450 Detail Billing Records, the Statement Number from the Unbilled Statement is populated on the DBR Otherwise; a new Statement Number is generated. The Statement Number format will use DoD%y%I format, where:

- “DoD” is a constant.
- %y is the two-digit calendar year.
- %I is the five-character bill number required for DoD Interfund.
- The %I variable stands for a 5-character string Mnnnn that is generated as follows:
  - o M is a letter derived from the month in which the bill is created and nnnn is a sequence number within the letter.

**Table 3** lists the letter pertaining to each month of the year. **NOTE** that the letters I and O are excluded in the figure below. The remaining four characters are a sequence number that starts over each time the letter changes. E.g.:

- January: A0001...A9998, A9999; B0001,...B9999.
- February: C0001,...C9998, C9999; D0001,...D9999.

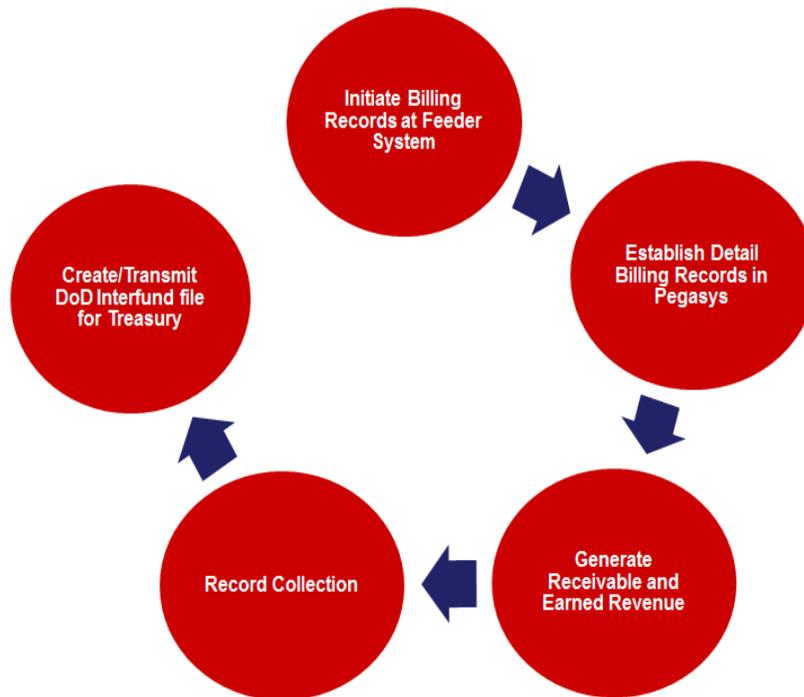
**Table 3: DoD Interfund - Statement Number Format**

<b>Billing Month</b>	<b>1st Position of String</b>
January	A, B
February	C, D
March	E, F
April	G, H
May	J, K
June	L, M
July	N, P
August	Q, R
September	S, T
October	U, V
November	W, X
December	Y, Z

For DBR Summarization, DoD Interfund uses the same Supply Summarization Batch Job (SUDLYARDBSUMR). Summarization will create Billing Documents and Statements using the Assign Statement Number values to group the Detail Billing Records. It creates Pegasys Billing Documents (BD) and then summarizes DBRs into Statements based on previously assigned numbers.

**Figure 18** illustrates the DoD Interfund lifecycle.

**Figure 18: DoD Interfund - Accounts Receivable Life Cycle**



Below are the basic steps in the DoD Interfund - Accounts Receivable Life Cycle that are illustrated in the diagram above.

1. Initiate Billing Records at Feeder System
2. Establish Detail Billing Records in Pegasys
3. Generate Receivables and Earned Revenue
4. Record Collection
5. Create/Transmit DoD Interfund file for Treasury

## 2.6 Accruals

Accruals provide a way to record revenue and receivables in the current month for billings scheduled to be processed in a subsequent period. This method generates Standard Vouchers (SV). Accruals are different from bills and Interfund in that the accrual is acting as a placeholder for the billing transactions.

- For details on Accruals, please refer to Sections 3.11, 3.12, 3.13 and **BAAR User Guide 2 of 10, Section 4.5.**

## 2.7 Receivables Management

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Pegasys provides the following additional functionalities to assist the user in managing receivable activities.

### 2.7.1 Correspondence

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Correspondence provides the ability to communicate internally and/or externally. Internal Correspondence is used when users need to document internal communications or notes. External Correspondence is used to allow users to communicate with the customer as well as to allow customers to communicate with Pegasys users. External Correspondence can be created and sent from Pegasys by users and created and sent from VCSS by GSA customers.

Correspondence can be at the Statement level, or Account level (Vendors) for Receivables. Other Pegasys transactions such as Cash Receipts (CR) or Payment Authorization (IP) can use Document Level Correspondence.

- For information on Correspondence, please refer to **BAAR User Guide 4 of 10, Section 4.9**.

### 2.7.2 Attachments

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The Pegasys Attachment functionality enables users to attach supporting documentation to billing transactions (such as Billing Documents (BD), Cash Receipts (CR), and Payment Authorizations (IPs)) as well as billing statements, PCAS agreement entities, and Correspondence messages. For example, a copy of a scanned check can be attached to a Cash Receipt (CR) or a refund authorization can be attached to a Payment Authorization (IP). Attachments can be limited to authorized users using the sensitive attachment functionality.

- For information on Attachments, please refer to **BAAR User Guide 3 of 10, Section 4.9**

### 2.7.3 Workflow/Approval Routing

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Pegasys provides the ability to specify whether one or more approvals need to be applied to a document based on the processing action taken by a user (such as document cancellation, creation, and/or editing). Additionally, some approvals may be required based on the dollar amount recorded on the document. Approval types have been established that are needed for certain document types, including the dollar amount ranges that need approval by one or more approvers or groups.

- For information on Workflow/Approval, please refer to **BAAR User Guide 10 of 10, Appendix E**.

### 2.7.4 Disputes (Non-IPAC)

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Customers may disagree with billing amounts or billing rates. Pegasys Dispute functionality enables customers to electronically indicate the disputes through the VCSS system. Customers

can also contact users, and the users can record the customer's dispute request directly in Pegasys. **NOTE** that Dispute functionality is only available on non-IPAC billing, including BD and NV document categories.

- For information on Dispute functionality, Please refer to **BAAR User Guide 5 of 10, Section 4.10.**

### 2.7.5 Chargebacks

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GSA customers may also disagree with billing amounts or billing rates, at which point the customers can “chargeback” a GSA bill. There are three kinds of chargebacks:

- For information on IPAC Chargebacks, please refer to **BAAR User Guide 5 of 10, Section 4.12.**
- For information on Revenue Credit Card Chargebacks, please refer to **BAAR User Guide 5 of 10, Section 4.11.**
- For information on Pay.gov Chargebacks, please refer to **BAAR User Guide 6 of 10, Section 4.14.**

### 2.7.6 Agreement Customer Novation

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Agreement Customer Novation functionality updates the vendor on outstanding billing documents when the vendor on the billing documents associated agreement is changed. It corrects/amends Unbilled Billing documents to update vendor. It further draws down Billed Billing documents to the liquidated amount and creates a New Billing Document for the outstanding amount to the New Vendor.

Agreement Customer Novation process also updates the customer on an existing Agreement and tracks the Novation history of the Agreement. Agreement Customer Novation **ONLY** updates billing transactions, not spending transactions. In addition, Agreement Customer Novation can only be processed on Billing Documents that are not fully collected. Agreement Customer Novation does not update Internal Vouchers associated with a novated Internal Agreement because an Internal Voucher is considered fully “collected” upon processing.

For information on Agreement Customer Novation, please refer to **Section 4.3.8.**

### 2.7.7 Annual Closed Unfilled Customer Orders Reversal (UFCO)

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The PCAS Annual Close Unfilled Customer Orders Reversal (UFCO) process draws down any remaining unfilled customer order balance and returns any unused advance amounts at the end of the life of the agreement. The ACCSTORRVS Batch process reduces expiring unfilled customer orders to match the greater of total Collections or total spending at year-end or end of the Agreement life and returns any unused Advances.

In the PCAS UFCO Reversal Transaction Processing:

- If unfilled Customer Order balance remains at time of Agreement completion then an agreement Document correction is done to reduce the outstanding UFCO amount to match the greater of total Collections or total spending.
- If unused Advance remains at time of Agreement completion, then Refund payment IP is created to refund the unused Advance amount back to the customer. Advances can be returned for External Agreements.
- For customers that require an advance, users book Unfilled Customer Order with the Advance Payment Cash Receipt Document. For customers that do not require an advance, users book Unfilled Customer Order using an Agreement Document. The UFCO process reduces the agreement line amount.

### 2.7.8 Mass Import

---

Mass Import is a method by which users can import and process forms in Pegasys, similar to the Pegasys Form Import batch job. Unlike the Form Import batch job, which is run by the USDA Operations team, and requires the use of a flat file as its input, Mass Import can be run directly by the users, and utilizes a pre-defined Excel spreadsheet template as its input.

Users may use Mass Import for the following BAAR documents:

- Billing Documents
- Internal Vouchers
- Standard Vouchers
- Cash Receipts
- Itemized Payments
- External Direct Agreements
- Internal Direct Agreements
- Debt Accounts
- Agreement Charges

There are two ways of doing Mass Import:

- Single Online Interface - Using the New Form Creation screen, this method allows users to select an Excel input file from their computer to create one single new form.
- Multiple Online Interface - Using the Bulk Upload screen, this method allows users to select an Excel input file from their computer to create multiple forms in held, scheduled, or processed status.

Additionally, the Mass Import functionality provides the ability to export a form/document to an Excel spreadsheet. Export to Excel is performed while reviewing the form/document from within the Pegasys GUI. Once exported, the Excel file can then be manipulated to generate a corresponding Mass Import input file to generate new forms/documents.

- For information on Mass Import, please refer to **BAAR User Guide 7 of 10, Section 4.21**.

## 2.8 Collection

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GSA receives collections from several sources, including IPAC, Lockbox banks, and CIR. The Collections Information Repository (CIR) is a Treasury maintained collections reporting system. It receives collection/deposit information from FMS collections systems/settlement mechanisms. It contains detailed and summarized records of revenue collections that are non-IPAC. Pegasys receives settlement notification from CIR for Pay.gov credit card and Revenue Credit Card collections. The CIR reports are pushed to Pegasys as XML files using system-to-system methodology. The reports are in three formats:

- **Summary Only** - Only voucher-level information is extracted
- **Detail Only** - Only individual collection transaction-level information is extracted (credit card transactions, wires, ACH transactions)
- **Summary and Detail** - Voucher-level information along with any associated detail transactions is extracted

GSA Collections can be subdivided into several categories:

- **Lockbox collections:** Collections received for non-IPAC bills. The Lockbox process generates the Cash Receipt (CR) document from a file received from the lockbox bank
- **IPAC collections:** Utilizes an interface with Treasury's Intra-governmental Payment and Collection (IPAC) system to process collections from other Federal agencies. These collections may be for non-IPAC or IPAC bills
- **Contract Fees** - GSA has a system called SIFT (Scheduled Industrial Funding Transaction) that tracks and records Industrial Funding Fees (IFF) payments. Contract Fees Interface supports the recording of IFF contract fee collections in Pegasys as Cash Receipts via the Contract Collections Batch Process. It performs following action:
  - o Validates payment records against Pegasys IFF Contract Details table.
  - o Determines accounting elements via Pegasys IFF Contract crosswalk.
  - o Generates Cash Receipt documents and submits for processing.

IFF contract fee collection Cash Receipts are processed as standalone transactions and do not reference outstanding Billing Documents. Instead, vendors self-report their schedule sales and determine the amount owed to GSA.

- **DoD Interfund** - The DoD Interfund collection is processed and cash is posted in the General Ledger at the time of billing. Unlike IPAC, DoD Interfund billings do not require confirmation. The DoD Bill Creation (DODBILL) batch process performs the following 3 actions:
  - o Selects unbilled DoD Interfund BDs and corrects the Billing Status to billed.
  - o Creates records on the DoD Interfund staging table for submission to DoD.

- o Creates DoD Interfund DDC CR document type via copy forward from corresponding DoD BDs.
- **Revenue credit card (via CIR)** - Revenue credit card collections generate CR transactions after receiving pre-approval. The collection is first sent to Vantiv, GSA's credit card settlement agent, for approval. Once Vantiv has performed the settlement, Pegasys is notified of the confirmation by Treasury via CIR. The Revenue Credit Card Collection processing includes the following steps:
  - o Revenue Credit Card CR Generation batch processing
    - Generates authorized Revenue Credit Card CR transactions to initiate settlement with credit card bank
    - Sets CR CCS Status to Not Submitted
  - o Centralized Collections Services (CCS) Crosswalk/Staging batch processing
    - Generates Centralized Collections Services staging records and crosswalks to include required data to be sent to credit card bank
  - o CCS Outbound batch processing
    - Reads staged CCS records and creates CCS outbound file for submission to credit card settlement bank
    - Sets CR CCS Status to Submitted
  - o CCS Credit Card Settlement batch processing
    - Reads settlement file sent from credit card bank and determines if any outbound transactions were rejected
    - Approves successful transactions - Sets CR CCS Status to Approved
  - o CIR Inbound batch processing
    - Reads the CIR file, applies crosswalk rules to the details in the file, populates the CIR Inbound Detail staging table
  - o CIR Detail batch processing
    - Reads the CIR Inbound Detail staging table and updates Revenue Credit Card CR transactions to record cash based on Confirmation from CIR.
    - Updates records with settlement information from CIR after settlement is confirmed by the bank.
    - Sets CR CCS Status to Confirmed
- **Pay.gov (via CIR)** - Pay.gov is an online collection system that allows Federal and Non-Federal customers to make credit card payments electronically to GSA. The Pay.gov collection process includes the following steps:
  - o Customer completes the appropriate Pay.gov form with all required information
  - o Pay.gov sends customer Credit Card payments to Vantiv (settlement bank) for settlement.

- o Vantiv then sends collection funds to CIR.
- o CIR notifies Pegasys of collection and settlement information.
- o The CIR Inbound Batch process is run in Pegasys to import the Pay.gov files, perform a crosswalk and create staging records that can be viewed via the CIR Inbound Detail Staging Query.
- o Lastly, the CIR Detail Batch process is executed to read the CIR Inbound Detail Staging table and create new Cash Receipt transactions in Pegasys.
- CIR Reconciliation- The CIR Reconciliation batch process provides the ability to reconcile Pegasys collection transactions with the collection data recorded at Treasury received via CIR. It allows for automated reconciliation of Pegasys CRs with CIR Summary level data. The batch process selects records on CIR Entity Summary table with Reconciliation Status = Unreconciled; Partially Reconciled; Unreconciled with Recommendations. Then CIR entity is created upon processing Pegasys Cash Receipt documents. It matches CIR Collection records to CIR Entity Summary records based on Key Defined Fields:
  - o CIR Voucher Number and Pegasys Deposit Number
  - o CIR Voucher Number and Pegasys Debit Voucher Number
  - o CIR Deposit Date and Pegasys Accomplished Date
  - o CIR Unreconciled Amount and Pegasys Total Collected Amount
  - o CIR ALC and Pegasys ALC
  - o CIR Voucher Type and Pegasys Voucher Type
  - o CIR Voucher BETC and Pegasys BETC
  - o CIR Treasury Symbol and Pegasys Treasury Symbol

The collection of funds in Pegasys is recorded using Cash Receipt (CR) documents, which provide the ability to reduce outstanding receivables and record the collection of cash. When a Cash Receipt (CR) references a Billing Document (BD), the Cash Receipt (CR) liquidates the receivable balance recorded on the Billing Document (BD). Once processed, Cash Receipt (CR) documents can be reviewed on the customer's billing Statement within Pegasys as well as in Vendor/Customer Self Service (VCSS).

After collections are received, the Accounts Receivable life cycle continues with other post billing activity, which may include customer disputes on non-IPAC bills, chargebacks on IPAC Bills, and delinquency activities.

- For details on Pegasys Collection process, please refer to **BAAR User Guide 4 of 10, Section 4.8.**
- For details on Pegasys Statement Billing, please refer to **Section 2.5.1.**
- For details on VCSS, please refer to to **BAAR User Guide 8 of 10, Section 5.**
- For details on Pegasys IPAC Billing and Collection, please refer to **Section 2.5.2.**

## 2.9 Delinquency

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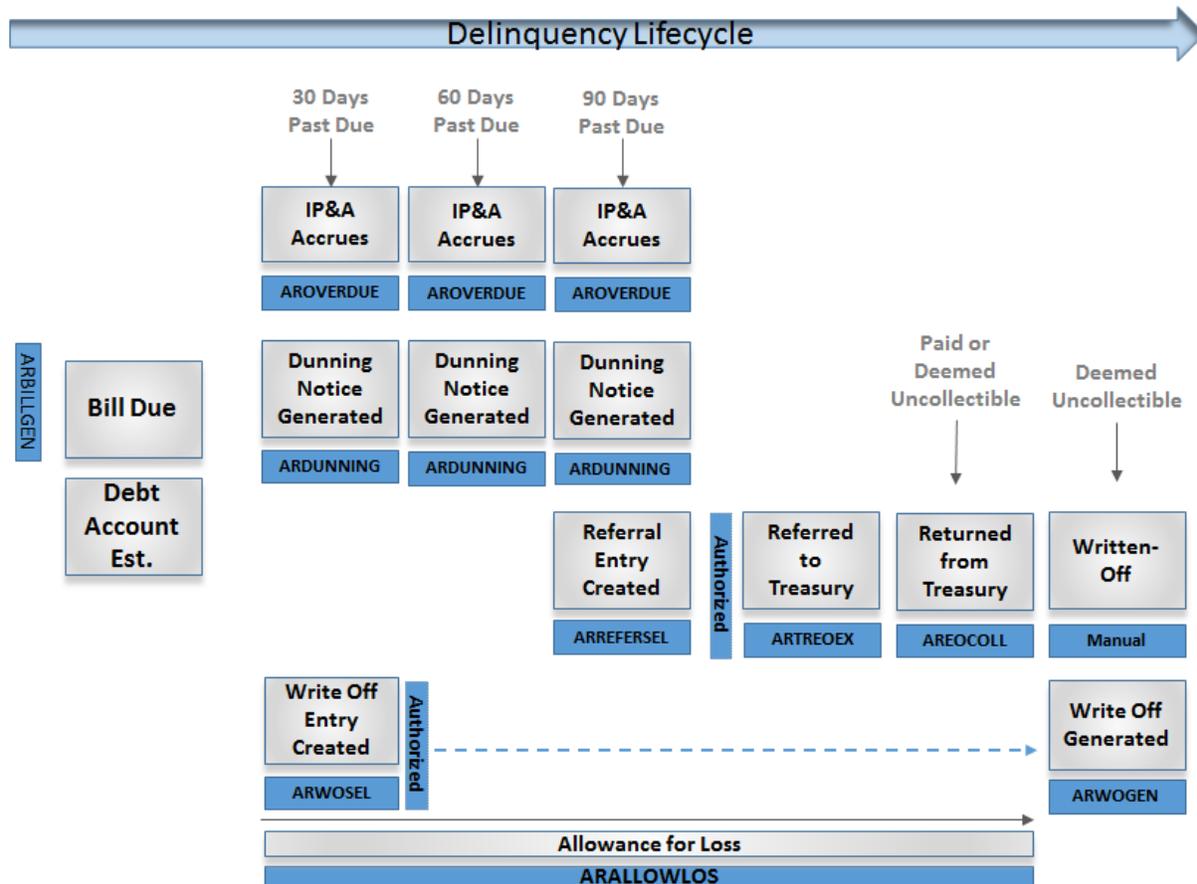
The Accounts Receivable Module tracks delinquent accounts. It provides the ability to dun customers for outstanding amounts owed to GSA and select overdue receivables for write-off.

Delinquency processes include:

- **Generating Dunning.** Pegasys will run the ARDUNNING Batch Jobs for both non-Federal customers and non-IPAC Federal customers to auto trigger the Dunning reports. The Dunning report will be attached to the Statement in Pegasys, as well as to the Statement in VCSS (if the customer is registered in VCSS) for the customer to view.
- **Manually writing off uncollectable receivables.**
- **Processing Returned Checks.**
- **Recording the Allowance for Loss General Ledger postings.**
- **Assess overdue charges (non-Federal customers only).**
- **Select, submit, and collect upon Treasury referrals for monies owed to GSA.**

Figure 19 depicts BAAR’s Dunning, Referral, and Write-Off Delinquency lifecycle.

**Figure 19: Non-Federal Delinquency Life Cycle**



The Non-Federal Delinquency Life Cycle includes processing for billing, dunning and writing off receivables as detailed below.

1. ARBILLGEN generates the outstanding Bill Due and simultaneously, the Debt Account is Established
2. At 30, 60 and 90 Days Past due, Interest, Penalty and Administrative (IP&A) charges are accrued by AROVERDUE.
3. At 30, 60 and 90 Days Past due, ARDUNNING generates Dunning Notices.
4. At 91 days, ARREFERSEL creates a Referral Entry.
5. Upon Authorizaiton, ARTREOEX refers the debt to Treasury.
6. Upon being Paid or Deemed Uncollectible, AREOCOLL returns the dept from Treasury.
7. If it is deemed uncollectible, the debt is manually written off.
8. ARWOSEL creates the Write Off entry.
9. After authorization, ARWOGEN generates the Write Off.

10. Parallel with the creation of the Write Off Entry, ARALLOWLOS generates the Allowance for Loss.

Delinquency Management functionality tracks billed aged Receivables. If a Non-Federal billed Receivable is not paid by the Billing Document's due date, penalties are assessed on the overdue Receivable and dunning notices are generated at the Statement level. **NOTE** that Outlease dunning is generated immediately if no advance is in place to cover the monthly amount due.

**Overdue Charges** - The day after a Billing Document's due date, overdue charges can begin to accrue on the outstanding Billing Document at the Accounting Line level. There are three types of Overdue Charges.

- Interest Charges
- Penalties Charges
- Administrative Charges

Overdue Charges are assessed only on Non-Federal customers. Non-Federal Receivables are due 30 days after the Bill Print date or from the date of the First Demand Letter.

**Referrals** - After a period of 90 days during which the minimum 3 dunning notices have been sent to the customer/debtor, outstanding bills and claims can be referred to Treasury for collection. Treasury collects an additional fee from the debtor for its collection efforts. Any additional collections by Treasury are then turned over to GSA and applied to the outstanding balance of the bill or claim. Treasury attempts to collect on the debt until the full outstanding amount has been liquidated.

- For details on Delinquency, Overdue Charges and Referrals, please refer to **BAAR User Guide 7 of 10, Section 4.16.**

## **2.10 Treasury Report on Receivables (TROR)**

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The Treasury Report on Receivables or TROR is a mandated report by Treasury on the outstanding debt owed to GSA. The report is generated quarterly and compiles quantity and dollar amounts of outstanding debts and collections in the reporting period. The report also categorizes debt by age, type and debtor (foreign/sovereign government, state/local government, consumer or commercial). Treasury then aggregates the reports from all the agencies into a single report for Congress to review.

The TROR consists of three distinct parts, each of which consists of multiple sections, including:

- **Part I** - Status of Receivables
  - o **Section A** - Receivables and Collections
  - o **Section B** - Additional Receivables Data (Information Only)
  - o **Section C** - Delinquent Debt (Excluding CNC Debts)
- **Part II** - Debt Management Tool and Technique Performance Data

- o **Section A** - Delinquent Debt 180 Days or Less
- o **Section B** - Delinquent Debt (Over 180 Days Delinquent) Eligible for Referral to Treasury for Offset and Cross-Servicing
- o **Section C** - Collections on Delinquent Debt
- o **Section D** - CNC Debt Status
- o **Section E** - Disposition of Closed-Out Debts
- **Part III** - Footnotes

Pegasys receivable, collection, and write-off transactions record TROR-specific information used in the creation of the TROR, including the applicable TROR Classification (Administrative, Direct Loan, Defaulted Guaranteed Loan), TROR Category (Consumer, Commercial, Foreign/Sovereign Government, State/Local Government), and TROR Collection Type. Default field values are performed during Pegasys document processing:

- TROR Classification: defaults to 'A - Administrative'
- TROR Category: defaults based on the associated Vendor Reporting Attribute:
  - o If the Reporting Attribute is 'Government', a TROR Category will NOT be defaulted to the line (i.e., will remain as blank).
  - o If the Reporting Attribute is 'Employee', a TROR Category of 'Consumer' will be defaulted to the line.
  - o If the Reporting Attribute is 'State Government', a TROR Category of 'State/Local Government' will be defaulted to the line.
  - o Else, a TROR Category of 'Commercial' will be defaulted to the line.
  - o If the TROR Category on a billing document line is NOT blank, the system will not attempt to default a value to the line.
- TROR Collection Type: defaults based on:
  - o If the cash receipt line references a billing document line or it references a cash receipt line that in turn references a billing document line, then the system will read the value of the following fields on the billing document line:
    - Foreclosure Date
    - Referred to Collection Agency Referral Date
    - Litigation Date
    - Wage Garnishment Date
    - Referred to Treasury Cross-Servicing Date
    - Referred to TOP Date
  - o If one or more of these date fields is populated, the system will choose the most recent date of the populated date fields and default the TROR Collection Type as follows, depending on which date is the most recent date:

- Foreclosure Date: TROR Collection Type defaulted to ‘Sales After Foreclosure’
- Referred to Collection Agency Referral Date: TROR Collection Type defaulted to ‘Private Collection Agency’
- Litigation Date: TROR Collection Type defaulted to ‘DoJ/Litigation’
- Wage Garnishment Date: TROR Collection Type defaulted to ‘Wage Garnishment’
- Referred to Treasury Cross-Servicing Date: TROR Collection Type defaulted to ‘Treasury’
- Referred to TOP Date: TROR Collection Type defaulted to ‘Treasury’
- If the conditions in the steps above are not met, the TROR Collection Type defaulted to ‘Agency’.
- For details on the Treasury Report on Receivables, Please refer to to **BAAR User Guide 7 of 10, Section 4.18.**

## 2.11 Inventory Management

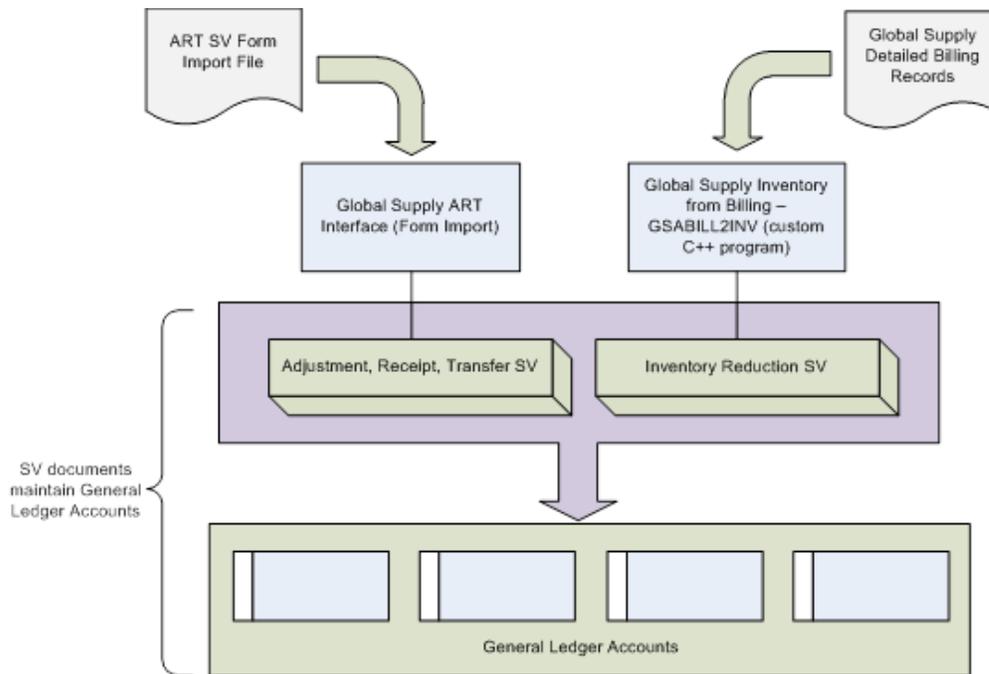
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Global supply has inventories of goods that are sold to customers. The Global Supply Federal Acquisition System (FAS) will track the actual inventory count, while Pegasys will become the system of record to track the Inventory General Ledger (GL). When inventories change (e.g. when new inventory is acquired, sold, value adjusted or transferred from one warehouse to another) the value of this change will be updated on the Pegasys Inventory GL. Global Supply inventory transactions will be sent to Pegasys via two processes:

- ART Interface- Transaction data provided via interfaces will be sufficient for inventory reporting. It will include Adjustments, Receipts, Transfers, Due-ins and Unbilled Surcharges. The Form Import job will create Standard Voucher (SV) forms and processes them to SV documents. The Standard Voucher will update the value of the inventory in the Inventory GL Account. One SV document with up to two Accounting Lines is created per record.
- Inventory from Billing Batch Process- DBRs submitted by Global Supply contain the cost of goods purchased for resale and this value can be used to adjust inventory GL balances. The custom GSABIL2INV Inventory from Billing process will identify applicable DBRs with inventory impact and will create a Standard Voucher that will post against the Inventory GL.

**Figure 20** depicts the Inventory Management Lifecycle for both of the above processes.

**Figure 20: Inventory Management Life Cycle**



The Inventory Management Life Cycle shows how the ART and Global Supply transactions are processed as detailed below.

1. ART SV Form Import File input to the Global Supply ART Interface which creates Adjustment, Receipt, Transfer SV transactions.
2. Global Supply Detailed Billing Records are input to the the Global supply Inventory from Billing - GSABILL2INV (custom C++ program) which creates Inventory Reduction SV transactions.
3. The SV documents maintain/update General Ledger Accounts

For details on Inventory Management, Please refer to to **BAAR User Guide 7 of 10, Section 4.20**.

## 2.12 VCSS

Vendor Customer Self Service or VCSS provides a single location for customers and financial analysts to access billing information. VCSS requires the enrollment/registration of the BOAC/account code for customer information to be shared from Pegasys in VCSS. Additionally, the customer must be registered in VCSS in order for customer users to be granted access.

Customers will request access to VCSS and USDA will review/approve the access. Once registered in VCSS, Customers will be able to see their Billing Statements and associated detail.

VCSS provides the ability to:

- View Statements and Payments Online
- Review Account Status and Balances
- Launch Websites to External Systems
- Provide Electronic Communication
- Download Hard Copy Statements
- Initiate Disputes (Non-IPAC Statements)
- Export Information to Excel

**NOTE** that customer billing and collection data is only viewable in VCSS if the customer has registered their account with USDA in VCSS.

For details on VCSS, please refer to **BAAR User Guide 8 of 10, Chapter 5**.

### 3 BAAR FEEDER SYSTEMS INTEGRATIONS

GSA feeder systems provide Pegasys with the billing information needed to:

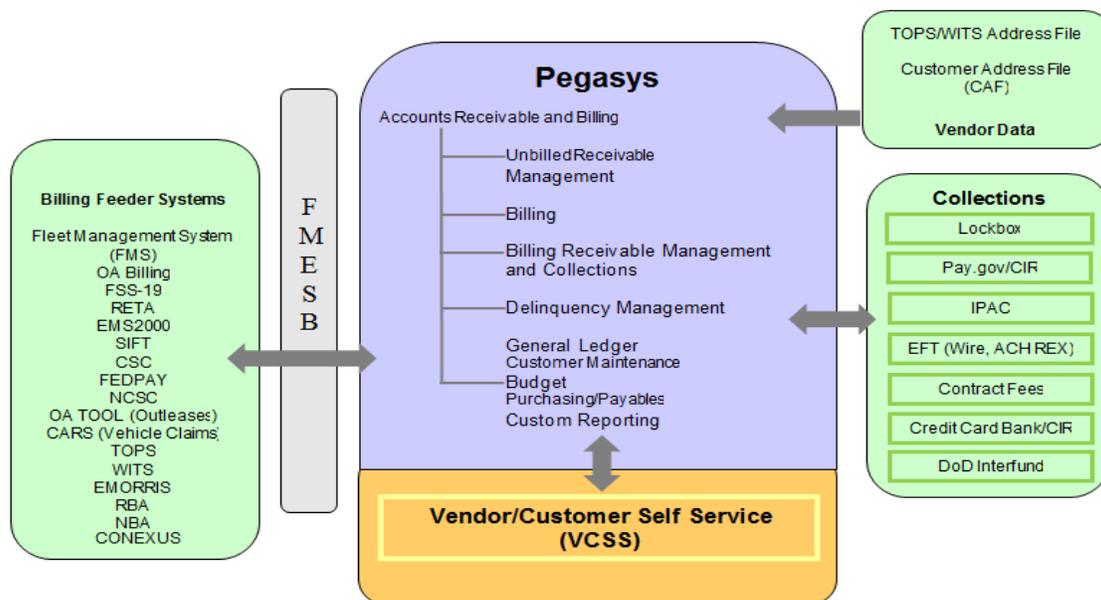
1. Record accounts receivable and revenue amounts in the General Ledger.
2. Generate customer billings with detail billing information so that customers understand the goods/services they are billed for.

BAAR Implementation includes integrations for the submission of billing-related data by Federal Acquisitions Service (FAS) and Public Buildings Service (PBS) feeder systems. These integrations support the transmission of specially formatted flat files to Pegasys via GSA’s Financial Management Enterprise Service Bus (FMESB). The FMESB software provides a number of services that facilitate the end-to-end transmission of billing-related files to Pegasys and the return of processing results to originating feeder systems. The FMESB capabilities include: Batch controls checks to validate record counts and dollar amounts in submitted files.

- Secure file transfers (via sFTP) to and from configurable locations.
- Audit trail logging.
- Configuration-driven file translation capabilities for document interfaces that mimic the behavior of USDA’s Transformation Box (“T-Box”).
  - o Email notifications in the event of exceptions that occur during processing or file transfers.

**Figure 21** provides an overview of Pegasys interfaces and the subsequent sections describe the interfaces in detail.

**Figure 21: Overview of Pegasys Interfaces**



- The following Billing Feeder Systems interface to the Pegasys BAAR Module through the FMESB:
  - o Fleet Management System (FMS)
  - o OA Billing
  - o FSS-19
  - o RETA
  - o EM S2000
  - o SIFT
  - o CSC
  - o FEDPAY
  - o NCSC
  - o OA TOOL (Outleases)
  - o CARS (Vehicle Claims)
  - o TOPS
  - o WITS
  - o EM ORRIS
  - o RBA
  - o NBA
  - o CONEXUS
  
- The following Pegasys functions interface back to the Billing Feeder Systems through the FMESB:
  - o Accounts Receivable and Billing
    - Unbilled Receivable Management
    - Billing
    - Billing Receivable Management and Collections
    - Delinquency Management
  - o Other
    - General Ledger
    - Customer Maintenance
    - Budget
    - Purchasing/Payables
    - Custom Reporting
  
- Vendor/Customer Self Service (VCSS) interfaces to and from Pegasys

- The following Vendor Data interfaces with Pegasys:
  - o TOPS/WITS Address File
  - o Customer Address File (CAF)
- The following Collections interface to and from Pegasys:
  - o Lockbox
  - o Pay.gov/CIR
  - o IPAC
  - o EFT (Wire, ACH REX)
  - o Contract Fees
  - o Credit Card Bank/CIR
  - o DoD Interfund

### **3.1 Federal Acquisition System (FAS) Billing**

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There are five separate billing interfaces for FAS, each providing all the detail billing records for a group of FAS business lines. Each interface has a different detail billing record layout, but all follow the same submission process in which a flat file of detail billing records is submitted to Pegasys via the FMESB. The four interfaces are:

- Fleet
- Supply and Automotive Purchases
- Telecom (ITSREGTEL & ITSWAN business lines)
- Assisted Acquisition Services (AAS)
- FAS Information Technology Category (Conexus business line)

Each of these interfaces is described below.

#### **3.1.1 Fleet**

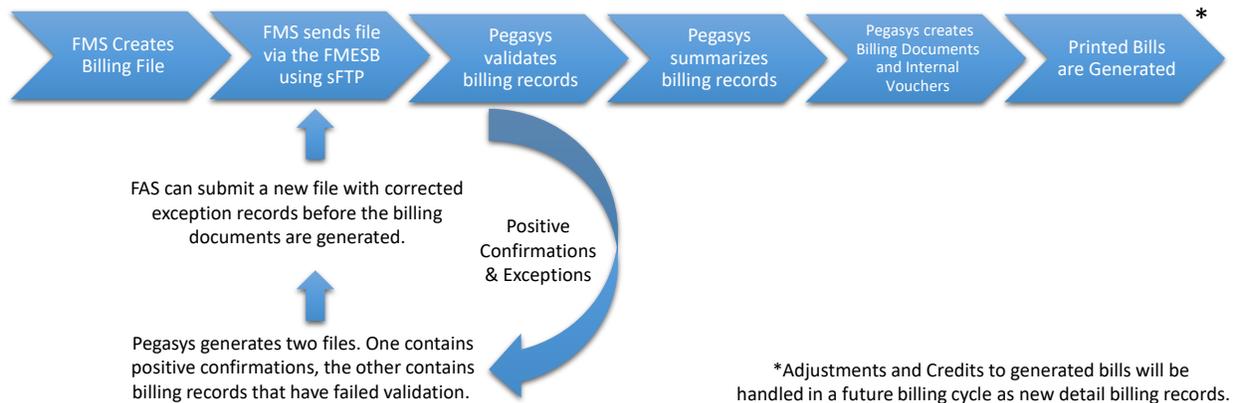
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For the FAS Fleet business line, a flat file is transmitted from the Fleet Management System (FMS) to Pegasys (via the FMESB) to initiate the establishment of Fleet billing records in Pegasys. The FMESB provides batch controls, record count, and dollar amount validations on incoming Fleet DBR files. Fleet billing files that successfully pass validation in the FMESB are forwarded (via sFTP) to Pegasys for processing. For files that fail validation, an email is sent to a configured list of contacts describing the errors encountered. FAS is subsequently responsible for fixing the errors and resubmitting the file.

Pegasys uses the supplied information to establish DBRs in Pegasys and provide feedback to FAS. This feedback is in the form of two output flat files: one includes positive confirmations, the other includes negative confirmations capturing transactions that were not successfully

processed and error messages for rejected records. The output flat files are transmitted (via the FMESB using sFTP) back to FAS. **Figure 22** provides an overview of the billing process for Fleet.

**Figure 22: Overview of Billing Interface for Fleet**



The Fleet Billing Interface includes the following steps:

1. FMS Creates Billing File
2. FMS sends the file via the FMESB using sFTP
3. Pegasys validates billing records using the following iterative process:
  - a. Pegasys sends positive confirmations and exceptions
  - b. Pegasys generates two files (i.e., positive confirmations, and billing records that failed validation)
  - c. FAS can submit a new file with corrected exception records before the billing documents are generated
  - d. Back to step 2
4. Pegasys summarizes billing records
5. Pegasys creates Billing Documents and Internal Vouchers
6. Printed Bills are generated
  - a. Adjustments and Credits to generated bills will be handled in a future billing cycle as new detail billing records

### 3.1.2 Supply and Automotive Purchases

For the FAS Supply and Automotive Purchases business lines, the FAS Financial Interface/Pegasys Connect module consolidates Detail Billing Records from multiple systems, including the Federal Supply Service Automated Supply System (FSS-19), Customer Supply Center (CSC) system, Federal Supply Payment System (FedPay), National Customer Service Center (NCSC) system, and Advantage.

These detail records support all of the bill generation methods used by Supply and Automotive Purchases, including DoD Interfund, Credit Card, GSA Interfund/Intrafund, IPAC, and non-

IPAC (standard). The detail records also provide the data needed for generation of standard vouchers to account for the impact of billing transactions on the inventory GL.

The FAS Financial Interface/Pegasys Connect Module incorporates following data from various sources into the billing transactions. The data includes:

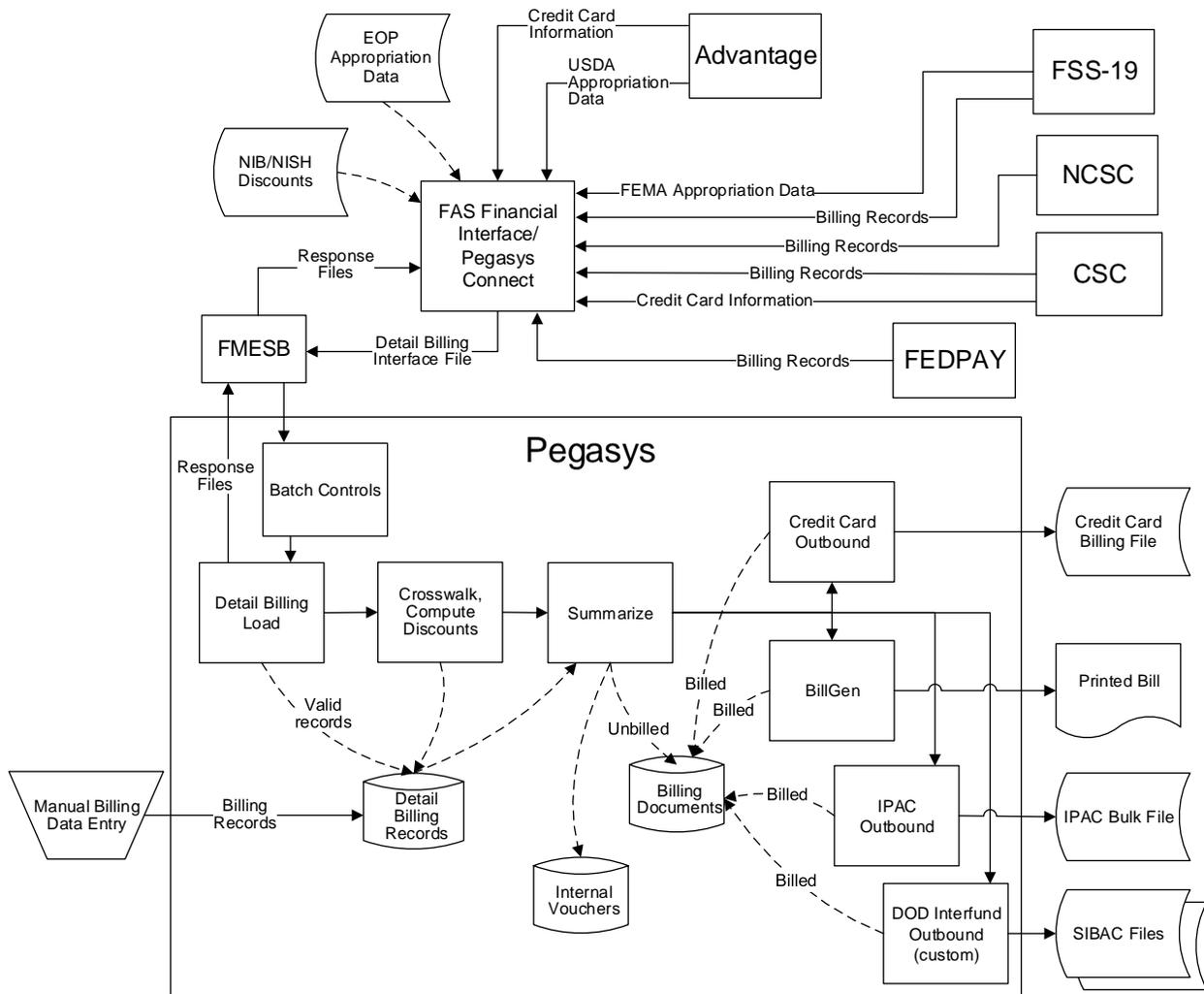
- Credit card information for billing transactions.
- Additional customer data by requisition number for transactions for United States Department of Agriculture (USDA) customers.
- Additional customer data by requisition number for transactions for Federal Emergency Management Agency (FEMA) customers.
- Additional customer data by Billed Office Address Code (BOAC) for Executive Office of the President (EOP) customers.
  - BOACs eligible for a discount related to National Industries for the Blind/National Industries for the Severely Handicapped (NIB/NISH).

The FAS Financial Interface/Pegasys Connect Module combines the above data and adds the required accounting data elements to generate the Detail Billing Interface file.

This file is submitted to the FMESB, which is transferred to Pegasys to be processed by the Batch Controls and Detail Billing Record (DBR) Load batch processes. Transactions that process successfully are stored in the Detail Billing Record table in Pegasys as “orphan” records, which are not yet associated with Pegasys billing documents. The Detail Billing Record Load process returns response files for accepted and rejected documents and also creates a batch execution report file. The response files are submitted to the FMESB, which forwards them to the FAS Financial Interface/Pegasys Connect module.

Figure 23 provides an overview of the billing process for Supply and Automotive Purchases.

Figure 23: Overview of Billing Interface for Global Supply and Automotive Purchases



Below are the basic steps in the Billing Interface for Global Supply and Automotive Purchases that are illustrated in the diagram above.

- The following systems send data to the FAS Financial Interface/Pegasys Connect module:
  - o FEDPAY – Billing records
  - o CSC – Billing records and credit card information
  - o NCSC – Billing records
  - o FSS-19 – Billing records and FEMA appropriation data
  - o Advantage – USDA appropriation data and credit card information
- The following files are also sent to the FAS Financial Interface/Pegasys Connect module:

- o EOP appropriation data
- o NIB/NISH discounts
- The system and file data is combined to generate the Detail Billing Interface file
- The Detail Billing Interface file is submitted to the FMESB
- The Detail Billing Interface file is submitted to Pegasys from the FMESB
- The following processing occurs in Pegasys:
  - o The Detail Billing Interface file data is processed by the Batch Controls and Detail Billing Load batch processes
  - o The Detail Billing Load process returns response files to the FMESB, which forwards them to the FAS Financial Interface/Pegasys Connect module
  - o The following Pegasys processes run:
    - Crosswalk
    - Summarization
    - IPAC Outbound
      - Creates the IPAC Bulk file
    - DOD Interfund Outbound
      - Creates the SIBAC files
    - There is a two way transfer of data between the Credit Card Outbound and Bill Generation processes
      - The Credit Card Outbound process created a Credit Card Billing file
      - The Bill Generation process creates printed bills
  - o The following Pegasys databases are updated:
    - Detail Billing Records
      - Inputs
        - o Manual billing data entry
        - o Detail Billing Load process
        - o Crosswalk process
      - Output
        - o The Summarization process
    - Internal Vouchers
      - Updated by the Summarization process
    - Billing Documents

- Inputs
  - o Summarization process (unbilled)
  - o Credit Card Outbound (billed)
  - o Bill Generation (billed)
  - o IPAC Outbound (billed)
  - o DOD Interfund Outbound (billed)

### 3.1.3 Telecom

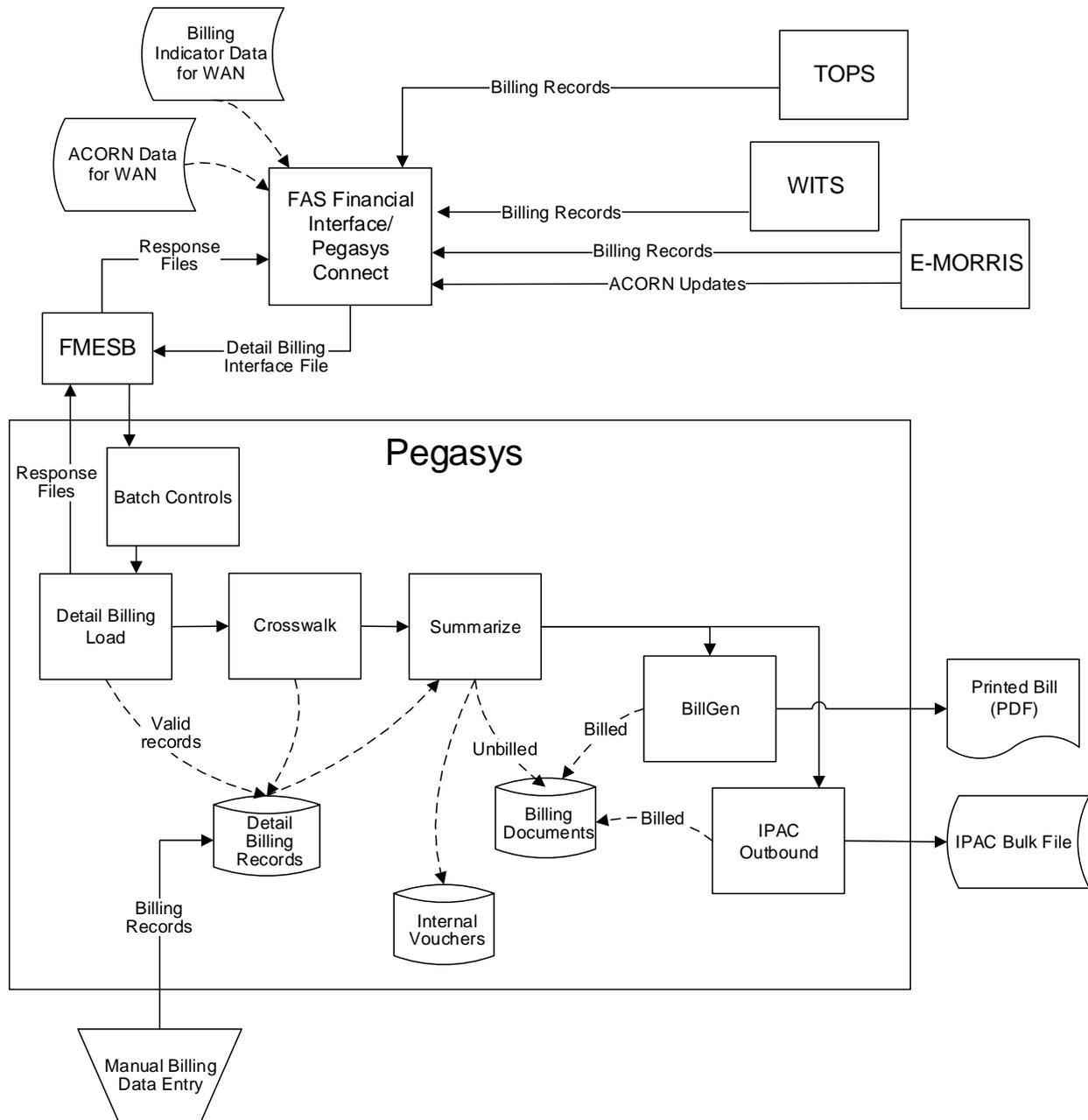
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For the Regional Telecom Services and Network Service/Wide-Area Network (WAN) business lines, the FAS Financial Interface/Pegasys Connect module consolidates Detail Billing Records from three systems: Telecom Ordering and Pricing System (TOPS), Washington Interagency Telecommunications System (WITS), and Enhanced Monthly On-Line Records and Reports of Information Technology Service (E-MORRIS). The Pegasys Connect also incorporates additional data into the detail billing records for the WAN business line from Agency Contracts Register Nationwide (ACORN) and from the billing indicator data which provides the description of services. The ACORN data is provided by E-MORRIS separately from the detail billing records. Pegasys connect then adds the required accounting data elements to the consolidated detail billing records to generate the Detail Billing Interface file.

This file is submitted to the FMESB, which sends the file to Pegasys to be processed by the Batch Controls and Detail Billing Record (DBR) Load batch processes. Transactions that process successfully are stored in the Detail Billing Record table in Pegasys as “orphan” records, which are not yet associated with Pegasys billing documents. The Detail Billing Record Load process returns response files for accepted and rejected documents and also creates a batch execution report file. The response files are submitted to the FMESB, which forwards them to the FAS Financial Interface/Pegasys Connect module.

**Figure 24** provides an overview of the billing process for Regional Telecom Services and Network Service/WAN.

**Figure 24: Overview of Billing Interface for Telecom**



Below are the basic steps in the Billing Interface for Telecom that are illustrated in the diagram above.

- The following systems send data to the FAS Financial Interface/Pegasys Connect module:
  - o E-MORRIS – Billing records and ACORN updates

- o WITS – Billing records
  - o TOPS – Billing records
- The following files are also sent to the FAS Financial Interface/Pegasys Connect module:
  - o Billing Indicator data for WAN
  - o ACORN data for WAN
- The system and file data is combined to generate the Detail Billing Interface file
- The Detail Billing Interface file is submitted to the FMESB
- The Detail Billing Interface file is submitted to Pegasys from the FMESB
- The following processing occurs in Pegasys:
  - o The Detail Billing Interface file data is processed by the Batch Controls and Detail Billing Load batch processes
  - o The Detail Billing Load process returns response files to the FMESB, which forwards them to the FAS Financial Interface/Pegasys Connect module
  - o The following Pegasys processes run:
    - Crosswalk
    - Summarization
    - Bill Generation
      - Created printed bills
    - IPAC Outbound
      - Creates the IPAC Bulk file
  - o The following Pegasys databases are updated:
    - Detail Billing Records
      - Inputs
        - o Manual billing data entry
        - o Detail Billing Load process
        - o Crosswalk process
      - Output
        - o The Summarization process
    - Internal Vouchers
      - Updated by the Summarization process
    - Billing Documents
      - Inputs
        - o Summarization process (unbilled)

- o Bill Generation (billed)
- o IPAC Outbound (billed)

### 3.1.4 AAS

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National and Regional Assisted Acquisition Services are supported by two systems: National Business Application (NBA) and Regional Business Application (RBA). These systems also support smaller business lines, so there are a total of six business lines that are billed through these systems:

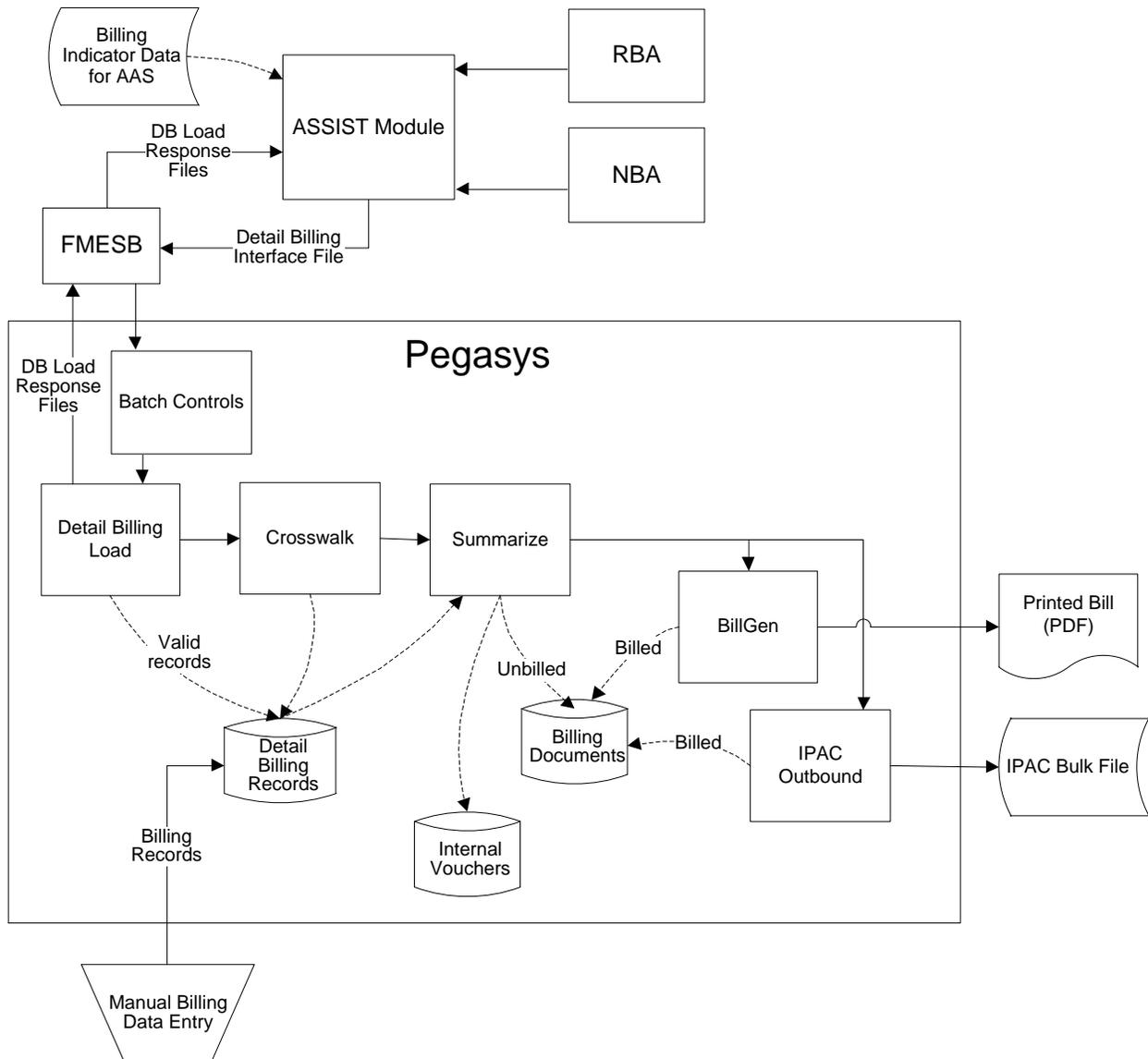
- RBA
  - o Regional Assisted Acquisition Services
  - o Integrated Workplace Acquisition Center (IWAC)
  - o Regional Network Services-Expanded Services
  - o National IT Commodity Program
- NBA
  - o National Assisted Acquisition Services-FEDSIM
  - o HSPD-12

For the billing interface, the FAS Assist Module consolidates billing information from RBA and NBA, including the required accounting data elements and the billing indicator data which provides the description of services, to generate the Detail Billing Interface file.

This file is submitted to the FMESB, which sends the file to Pegasys to be processed by the Batch Controls and Detail Billing Record (DBR) Load batch processes. Transactions that process successfully are stored in the Detail Billing Record table in Pegasys as “orphan” records, which are not yet associated with Pegasys billing documents. The Detail Billing Record Load process returns response files for accepted and rejected documents and also creates a batch execution report file. The response files are submitted to the FMESB, which forwards them to the Assist module.

**Figure 25** provides an overview of the billing process for the six business lines supported by the RBA and NBA systems.

**Figure 25: Overview of Billing Interface for AAS**



Below are the basic steps in the Billing Interface for AAS that are illustrated in the diagram above.

- The following systems send data to the ASSIST module:
  - o NBA
  - o RBA
- The Billing Indicator data for AAS file is also sent to the ASSIST module
- The system and file data is combined to generate the Detail Billing Interface file

- The Detail Billing Interface file is submitted to the FMESB
- The Detail Billing Interface file is submitted to Pegasys from the FMESB
- The following processing occurs in Pegasys:
  - o The Detail Billing Interface file data is processed by the Batch Controls and Detail Billing Load batch processes
  - o The Detail Billing Load process returns response files to the FMESB, which forwards them to the ASSIST module
  - o The following Pegasys processes run:
    - Crosswalk
    - Summarization
    - Bill Generation
      - Created printed bills
    - IPAC Outbound
      - Creates the IPAC Bulk file
  - o The following Pegasys databases are updated:
    - Detail Billing Records
      - Inputs
        - o Manual billing data entry
        - o Detail Billing Load process
        - o Crosswalk process
      - Output
        - o The Summarization process
    - Internal Vouchers
      - Updated by the Summarization process
    - Billing Documents
      - Inputs
        - o Summarization process (unbilled)
        - o Bill Generation (billed)
        - o IPAC Outbound (billed)

### 3.1.5 FAS Information Technology Category

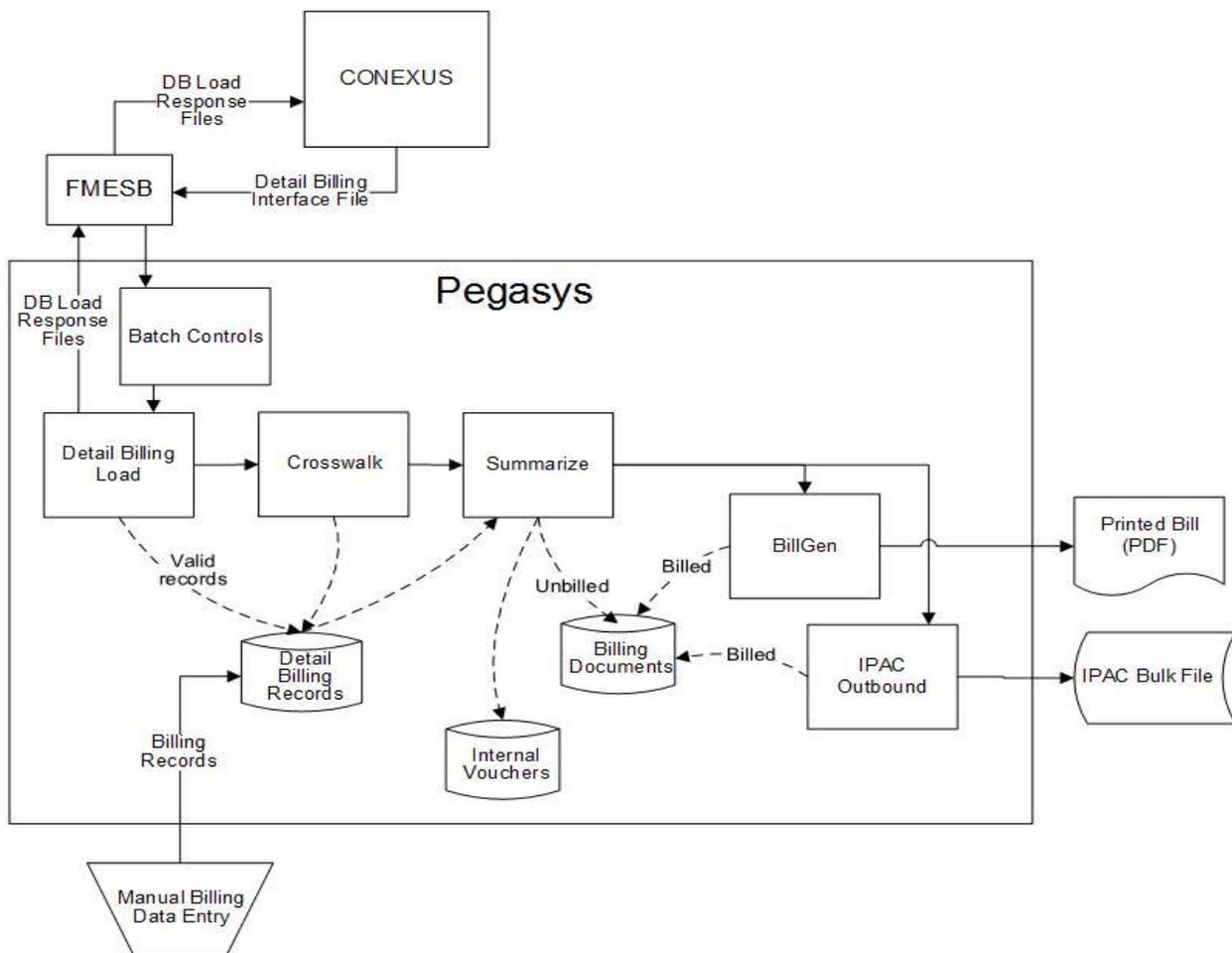
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FAS Information Technology Category billing is supported by the CONEXUS feeder system. CONEXUS generates the detail billing interface file. The file is submitted to the FMESB, via

sFTP, which transfers it to Pegasys to be processed by the Batch Controls and Detail Billing Record (DBR) Load batch processes. Transactions that process successfully are stored in the Detail Billing Record table in Pegasys as “orphan” records, which are not yet associated with Pegasys billing documents or internal vouchers. The Detail Billing Record Load process returns response files for accepted and rejected records. These files are returned to CONEXUS via the FMESB.

**Figure 26** provides an overview of the billing process for FAS Information Technology Category.

**Figure 26: Overview of Billing Interface for FAS Information Technology Category**



Below are the basic steps in the Billing Interface for FAS Information Technology Category that are illustrated in the diagram above.

- CONEXUS generates the Detail Billing Interface file
- The Detail Billing Interface file is submitted to the FMESB (FMESB takes the Detail Billing Interface File, reformats the data and sends a reformatted file to Pegasys)
- The Detail Billing Interface file is submitted to Pegasys from the FMESB

- The following processing occurs in Pegasys:
  - o The Detail Billing Interface file data is processed by the Batch Controls and Detail Billing Load batch processes
  - o The Detail Billing Load process returns response files to the FMESB, which forwards them to CONEXUS
  - o The following Pegasys processes run:
    - Crosswalk
    - Summarization
    - Bill Generation
      - Created printed bills
    - IPAC Outbound
      - Creates the IPAC Bulk file
  - o The following Pegasys databases are updated:
    - Detail Billing Records
      - Inputs
        - o Manual billing data entry
        - o Detail Billing Load process
        - o Crosswalk process
      - Output
        - o The Summarization process
    - Internal Vouchers
      - Updated by the Summarization process
    - Billing Documents
      - Inputs
        - o Summarization process (unbilled)
        - o Bill Generation (billed)
        - o IPAC Outbound (billed)

## 3.2 PBS Billing

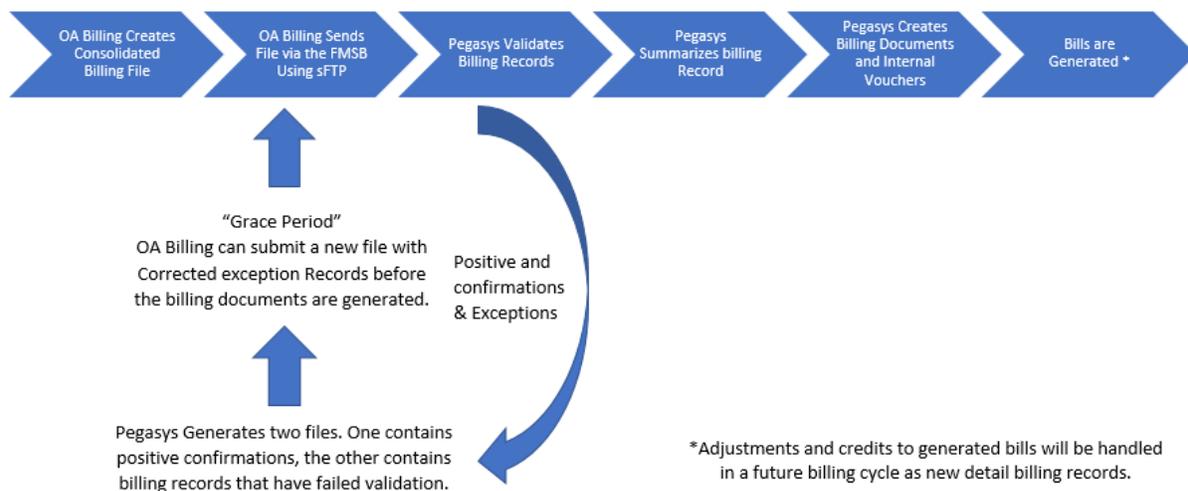
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The Public Building Service (PBS) submits Detail Billing Record (DBR) flat files in the same manner as described in **Section 3.1** for FAS (Federal Acquisition System). The detail Billing Records are transmitted from OA Billing via FMESB. The FMESB provides batch controls, record count and dollar amount validations on incoming PBS DBR files. Rent billing files that successfully pass validation in the FMESB are forwarded (via sFTP) to Pegasys for processing.

For files that fail validation, an email is sent to a configured list of contacts describing the errors encountered. PBS is subsequently responsible for fixing the errors and resubmitting the file.

Pegasys uses the supplied information to establish DBRs in Pegasys and provide feedback to PBS. This feedback is in the form of two output flat files: one includes positive confirmations, the other includes negative confirmations capturing transactions that were not successfully processed and error messages for rejected records. The output flat files are transmitted (via the FMESB using sFTP) back to PBS. **Figure 27** provides an overview of the billing process for Rent.

**Figure 27: Overview of Billing Interface for Rent**



The Billing Interface for Rent includes the following steps:

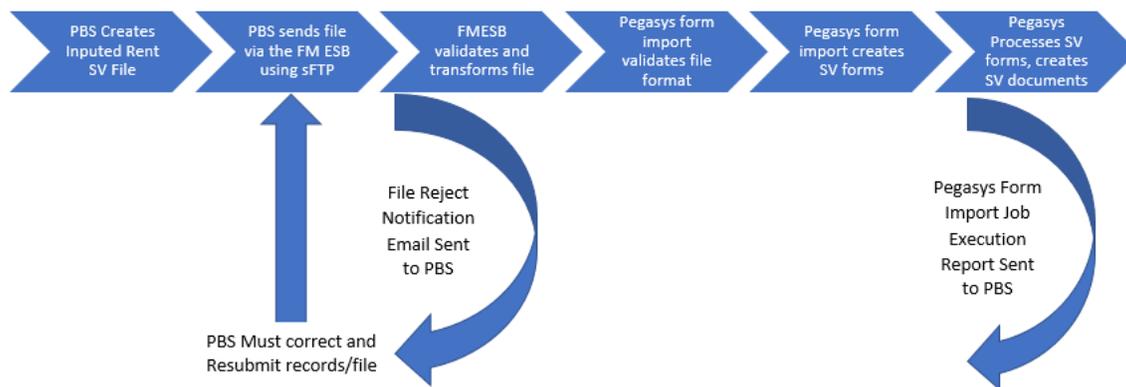
- OA Billing creates Consolidated Billing File
- OA Billing sends the file via the FMESB using sFTP.
- Pegasys validates billing records using the following iterative process:
  - o Pegasys sends positive confirmations and exceptions.
  - o Pegasys generates two files (i.e., positive confirmations, and billing records that failed validation).
  - o During the Grace Period, OA Billing can submit a new file with corrected exception records before the billing documents are generated.
- Pegasys summarizes billing records
- Pegasys creates Billing Documents and Internal Vouchers
- Printed Bills are generated.

### 3.3 Imputed Rent Interface

For PBS-to-PBS rental business, PBS does not provide detailed billing records, but instead submits files for Imputed Rent. PBS Imputed Rent is handled via Pegasys Accounts Receivable using Standard Voucher (SV) documents, with the FMESB performing a file translation from the tilde-delimited file layout provided by PBS to the Pegasys Form Import SV file layout. As with the DBR file, the FMESB performs various checks, including batch controls, record count and dollar amount validations. For Imputed Rent, however, there is an additional step in the FMESB that translates the file into Pegasys Form Import format. Should any of these validations or the translation of the file contents fail, an email is sent to a configured list of contacts describing the errors encountered. The FMESB sends the translated file to Pegasys where it is processed by the Form Import batch job. The Form Import Job Execution report, which lists processing messages and any errors, is sent to PBS.

PBS is responsible for fixing any errors and resubmitting the file (if the entire file was rejected) or individual documents (if individual documents were rejected). **Figure 28** illustrates the Imputed Rent interface process.

**Figure 28: Overview of Imputed Rent Interface**



The Imputed Rent Interface includes the following steps:

- PBS creates Imputed Rent SV File
- PBS sends the file via the FMESB using sFTP.
- FMESB validates and transforms the file using the following iterative process:
  - File reject notification email sent to PBS.
  - PBS must correct and resubmit records/file.
- Pegasys Form Import validates the file format and creates SV forms.
- Pegasys processes SV forms and creates SV documents.
  - Pegasys Form Import Job Execution Report is sent to PBS.

## 3.4 IFF Contract Fees Interface

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The Industrial Funding Fees (IFF) Contract Fees uses two interfaces with Pegasys. The Federal Acquisition Service (FAS) Contract Details interface is used to send the billing transaction information to the Pegasys. This interface is described in **Section 3.4.1** below.

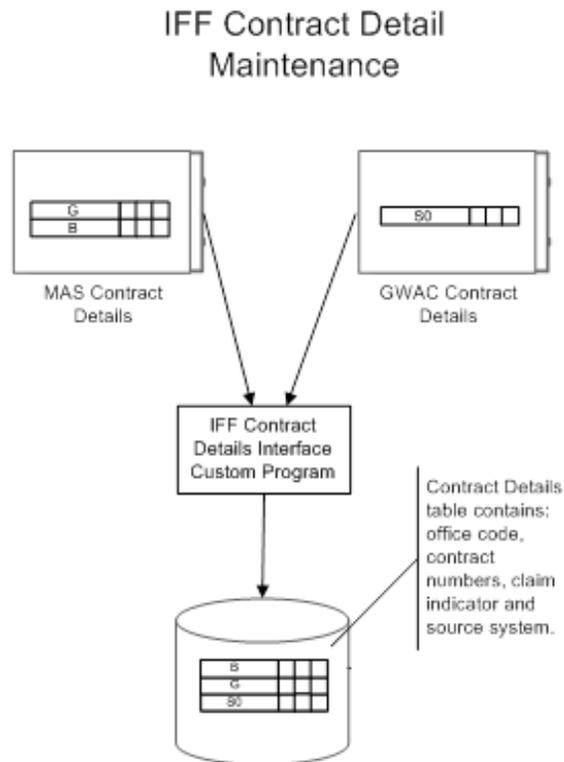
The IFF Contract Fee Collection Interface is used to record collections in Pegasys. This interface is described in **Section 3.4.2** below.

### 3.4.1 The Federal Acquisition Service (FAS) Contract Details interface

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The Federal Acquisition Service (FAS) Contract Details interface allows IFF Contract information to be sent from FAS GTOMS and FSS-19 to Pegasys and stored in a table. The IFF contract data is used as reference information for the creation of Cash Receipt (CR) documents by the Contract Collection Fees interface (which is a separate interface).

The Federal Acquisition Service (FAS) Contract Details interface is a process that extracts key information from the GWAC contract file (gwaccont) and the MAS contract file (D40407W1) to update a table in Pegasys. Once Pegasys has run the batch process, a batch execution report containing processing messages and error messages are returned to FAS. The data in the table is used by the Collection Fee interface to determine whether a CR should be created for the referenced contract number and also to locate an accounting template name to use on the CR. **Figure 29** illustrates the Contract Details interface process.

**Figure 29: FAS IFF Contract Details Interface Overview**

Below are the basic steps in the FAS IFF Contract Details Interface that are illustrated in the diagram above.

1. The Contract Details Interface overview starts with MAS and GWAC import files for different batch files.
2. MAS and GWAC contracts send in the details via the IFF Contract Details interface program.
3. From there they are received from GSA infile folder.

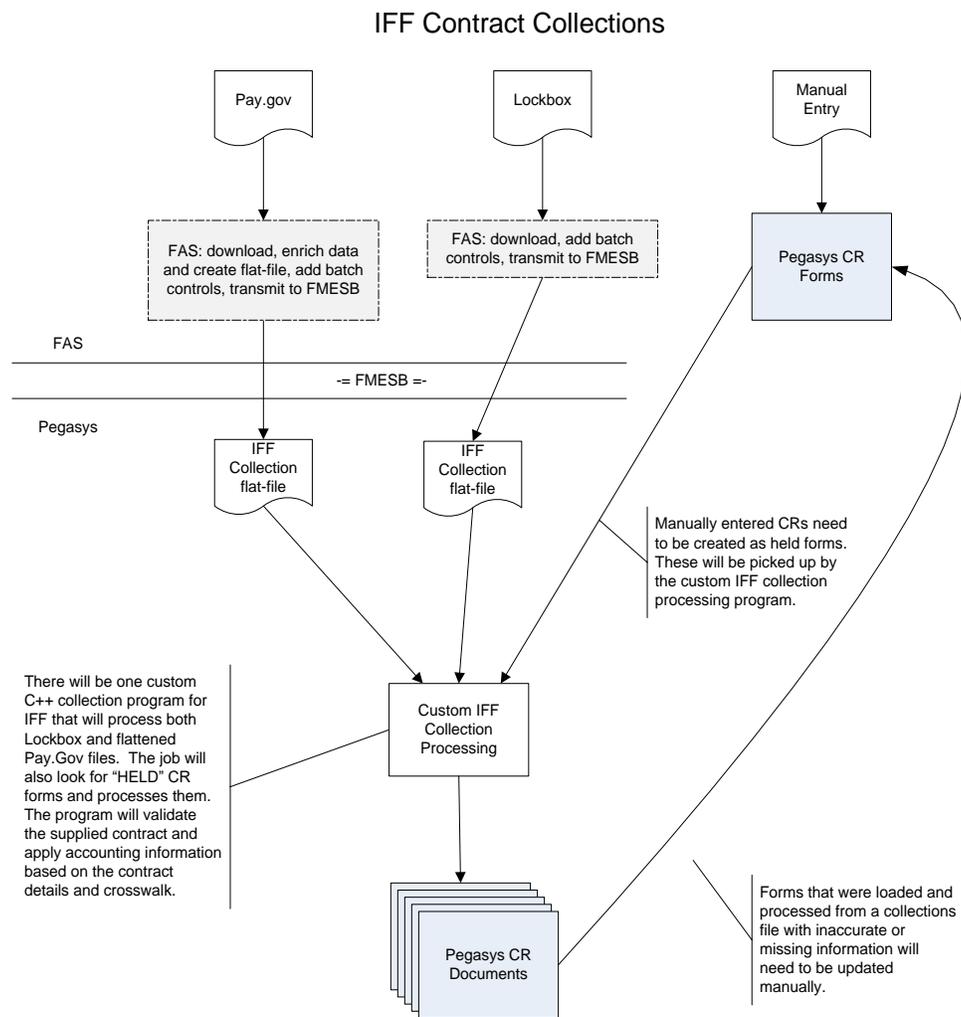
### 3.4.2 IFF Contract Fees Collection Interface

Cash Receipt transactions for GWAC and MAS contract collections are sent to Pegasys via the IFF Contract Fee Collection interface.

Most IFF payment records originate from Lockbox or Pay.gov and are eventually processed as Cash Receipt (CR) documents in Pegasys. This interface interprets payment records, validate payment records against a custom IFF Contract Details table in Pegasys and use information from those combined sources to look up accounting elements in a custom crosswalk table. The interface also processes Pegasys CR forms that were entered and held manually to record IFF payments.

Manually entered forms follow the same procedure whereby validation against the IFF Contract Details and custom crosswalk tables are invoked to form a complete CR transaction. The detailed records from source input files for Pay.gov and lockbox as well as Contract Collections data stored in the custom IFF Contract (GSA\_ IFF\_CTRT) table contain sufficient data to create Cash Receipts (CR) that record the collection of payment from the customer. Additionally, the detail records provide the data needed for generation of cash receipts (non-accounting entries) to record the collection of claims against contracts. These claims are entered in ARCS and transmitted to NEAR. **Figure 30** shows the IFF Contract Collection Fee interface at a high level.

**Figure 30: Overview of IFF Contract Collections Interface**



Below are the steps in the IFF Contract Collections Interface that are illustrated in the diagram above.

1. The IFF Contract Collections overview starts with either Pay.gov, Lockbox, or manual entry. The payments on the contract occur via one of these three methods.

2. If the payment is via lockbox or pay.gov, then these go through the FAS Financial Interface/Pegasys Connect feeder system and then sent through FMESB via the Flat file. This is then sent through a process of batch jobs and Pegasys creates the CR document.
3. If the payment is via manual entry then it does not go through FFAS and FMESB and it is sent directly to the Custom IFF Collection Processing.

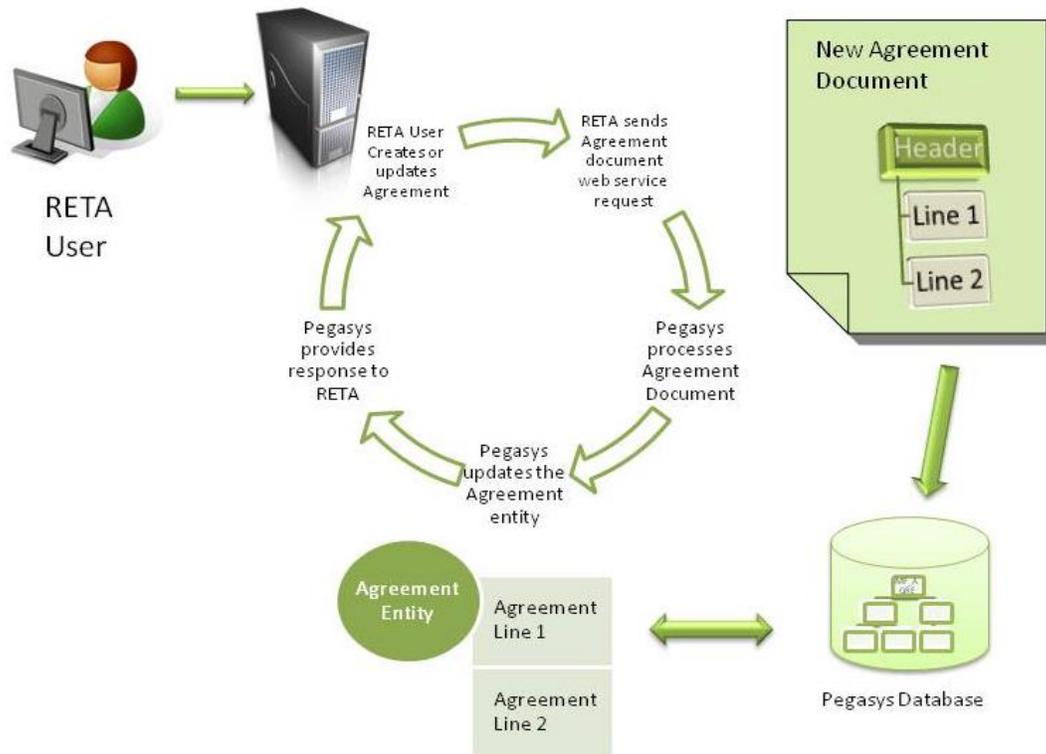
### 3.5 RETA Interface

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The Reimbursable Work Authorization (RWA) Entry & Tracking Application (RETA) is a web-based system that serves the Public Buildings Service as a centralized repository for Reimbursable Work Authorization information. RETA empowers GSA to manage RWA (GSA Form 2957) information including the ability to create, modify, and close RWAs in real-time; access the original RWA and subsequent amendments on-line; and review and report obligations, commitments, costs, and balances.

RETA also supports agreement activity for the Real Property Utilization and Disposal Division (RPUDD). RWA and RPUDD Agreements are maintained in Pegasys using a real-time Web Services-based interface from RETA.

RETA creates and maintains External Direct and Internal Direct Agreements, so document types are created that are specific to this interface in both the External Direct Agreement (ED) and Internal Direct Agreement (ID) document categories. User actions in RETA trigger messages to the Pegasys External Direct Agreement and Internal Direct Agreement Web Services to create and update agreements in Pegasys. **Figure 31** illustrates the process of creating or updating an Agreement in Pegasys.

**Figure 31: RETA Agreement Interface Message Exchange**

Below are the steps in the RETA Agreement Interface Message Exchange that are illustrated in the diagram above.

1. The initiation of the message exchange starts with the RETA User.
2. This user Creates or updates the agreement.
3. RETA sends the agreement document web service request.
4. Pegasys then processes the Agreement Document.
5. Pegasys updates the agreement entity.
6. Finally Pegasys provides response to RETA.

### 3.6 EMS 2000 Interface

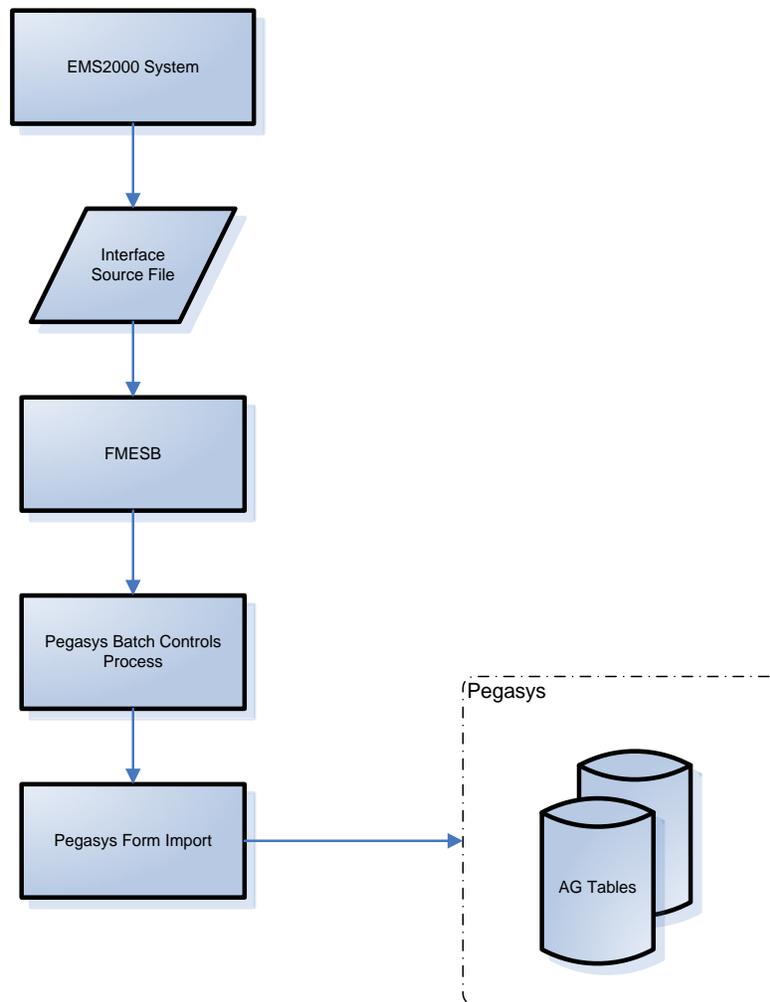
National Capital Region's (NCR) Heating Operation and Transmission District (HOTD) provide steam and chilled water utility service to government and quasi-government customers. Customer consumption is managed and billed via the Environmental Management System (EMS2000) application.

HOTD Charges are sent from EMS2000 to Pegasys in Agreement Charge document (AG) format. The Agreement Charge reference Agreements set up in Pegasys via a separate interface from the RETA system (detailed in **Section 3.5** above).

HOTD Charges are handled in BAAR with one file that contains all records in an AG file layout. The file comes from EMS2000 and is submitted to the FMESB. EMS2000 receives a File Reject Notification email including a Reformatting Process Report from the FMESB in the event the file does not pass validation. The logic in the FMESB performs the appropriate data reformatting and sends a new file to Pegasys to be processed by the Batch Controls and Form Import batch processes. Once Pegasys has run the batch processes, the batch execution report, containing processing messages and error messages are returned to EMS2000. Additional output files, Accepted Documents and Rejected Documents are also sent to EMS2000 that shows the Document Type/Number of record sets processed successfully in Pegasys and the Document Type/Number with error messages for records sets that were not imported.

**Figure 32** illustrates the main high-level processing steps of the interface.

**Figure 32: AG Interface Process Overview**



Below are the steps in the AG Interface Process Overview that are illustrated in the diagram above.

1. The AG Interface processing starts with the EMS2000 System which submits an Interface Source File to the FMESB.
2. The Pegasys Batch Controls Processes validates the file
3. Pegasys Form Import processes the data into Pegasys
4. The information is available in the AG Tables.

### **3.7 Customer Address File (CAF) Interface**

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The FSS-19 CAF module is the system of record for billing address information for the Supply and Auto Purchases business lines. The CAF interface provides ongoing updates from FSS-19 CAF to Pegasys to maintain synchronization.

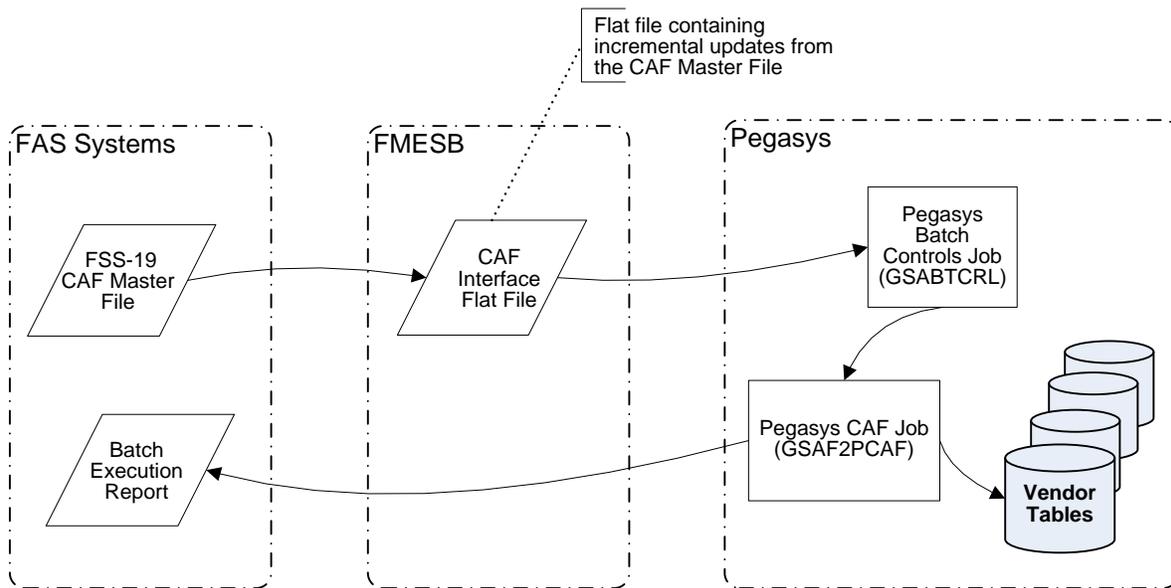
The FSS-19 CAF Master File contains Activity Address Codes (AAC) used for billing Supply and Auto Purchases customers. Both DoD and non-DoD addresses are maintained in the CAF. DoD is responsible for maintaining DoD data, while GSA is responsible for maintaining non-DoD data. GSA is also responsible for maintaining “common” data present for all CAF records.

For the CAF interface, FSS-19 provides a flat file containing fixed length records for any CAF record that has been added or updated since the last interface extract. As part of creating the interface file, FSS-10 adds a “C-” prefix to the six-character AAC. This prefix prevents conflicts with other six-character billing address codes that are maintained in Pegasys.

FSS-19 sends the interface file to the FMESB, which checks batch controls and then forwards the file to Pegasys where it is first processed by the Pegasys Batch Controls job and then by the Pegasys CAF job.

Since there are many data elements in the CAF that are not part of the interface file, most of the records in the interface file do not include changes to the interface data even though the records had been changed in the CAF. The Pegasys CAF job checks each interface record and does not process those that do not change or update the existing Pegasys data. For records that are changes or updates, the job creates a Pegasys Vendor (VEND) form. Since there are some Pegasys attributes, e.g., Designated Agent, which cannot be provided by FSS-19, vendor forms for new vendors are saved in “HELD” status so they can be manually updated. Vendor forms that change existing vendor records are immediately submitted for processing. A batch execution report is returned to FAS containing detailed processing messages, including any errors.

**Figure 33** provides an overview of CAF Interface.

**Figure 33: Overview of CAF Interface**

Below are the steps in the CAF Interface Overview that are illustrated in the diagram above.

1. The CAF Address Interface starts in the FAS System with the FSS-19 CAF Master File which is input to the FMESB (CAF Interface Flat File, which contains incremental updates from the CAF Master File).
2. Pegasys Batch Controls and CAF Jobs process the flat file, updating the Vendor Table.
3. The Batch Execution Report output from the CAF Job Execution is sent back to the FAS System.

### 3.8 Telecom Address Interface

Customer billing address information for the Regional Telecom business line is maintained in GSA's Telecommunications Ordering and Pricing System (TOPS) and Washington Interagency Telecommunications System (WITS). The Telecom Address interface provides ongoing updates of this information to Pegasys.

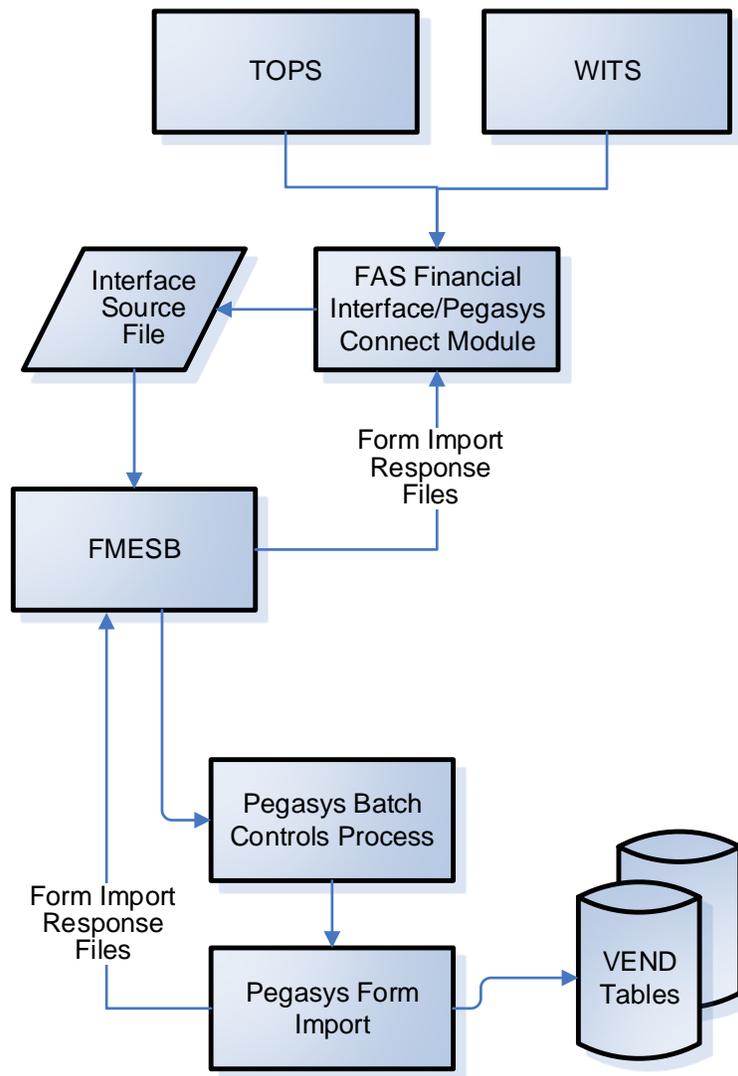
Information for new and updated billing addresses is sent from TOPS and WITS to the FAS Financial Interface/Pegasys Connect Module. Pegasys Connect reformats this information into a flat file and submits it to the FMESB. As part of the reformatting, Pegasys Connect adds a "T-" prefix to the six-character code that identifies the address in TOPS and WITS. This prefix prevents conflicts with other six-character billing address codes that are maintained in Pegasys.

The FMESB checks batch controls and record count and translates the file from a tilde-delimited layout into Pegasys Vendor document (VEND) format. Should any of these validations or the translation of the file contents fail, an email is sent to a configured list of contacts describing the errors encountered. FAS is subsequently responsible for fixing the errors and resubmitting the file.

The FMESB then submits the translated file to Pegasys to be processed by the Batch Controls and Form Import batch processes. The Form Import batch process creates a batch execution report and two response files: one for Accepted Documents and one for Rejected Documents. The Accepted Documents file lists the Document Type and Document Number of record sets processed successfully in Pegasys. The Rejected Documents file lists the Document Type and Document Number along with error messages for records sets which were not imported. The response files are transmitted via the FMESB to Pegasys Connect. FAS is responsible for correcting and resubmitting any rejected documents.

**Figure 34** provides an overview of the Telecom Address interface.

**Figure 34: Overview of Telecom Address Interface**



Below are the steps in the Telecom Address Interface Overview that are illustrated in the diagram above.

1. TOPS and WITS submit information to the FAS Financial Interface/Pegasys Connect Module.
2. This transmits an interface source file to the FMESB.
3. The FMESB submits the file to the Pegasys Batch Controls Process.
4. The Pegasys Form Import process updates the Vendor Tables.
5. The Form Import Response Files are returned from Form Import through the FMESB back to the FAS Financial Interface/Pegasys Connect Module.

### **3.9 AAS Agreement Interface**

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National and Regional Assisted Acquisition Services are supported by two systems: National Business Application (NBA) and Regional Business Application (RBA). These systems also support smaller business lines, so agreement information for a total of six business lines are supported through these systems:

- RBA
  - o Regional Assisted Acquisition Services
  - o Integrated Workplace Acquisition Center (IWAC)
  - o Regional Network Services-Expanded Services
  - o National IT Commodity Program
- NBA
  - o National Assisted Acquisition Services-FEDSIM
  - o HSPD-12

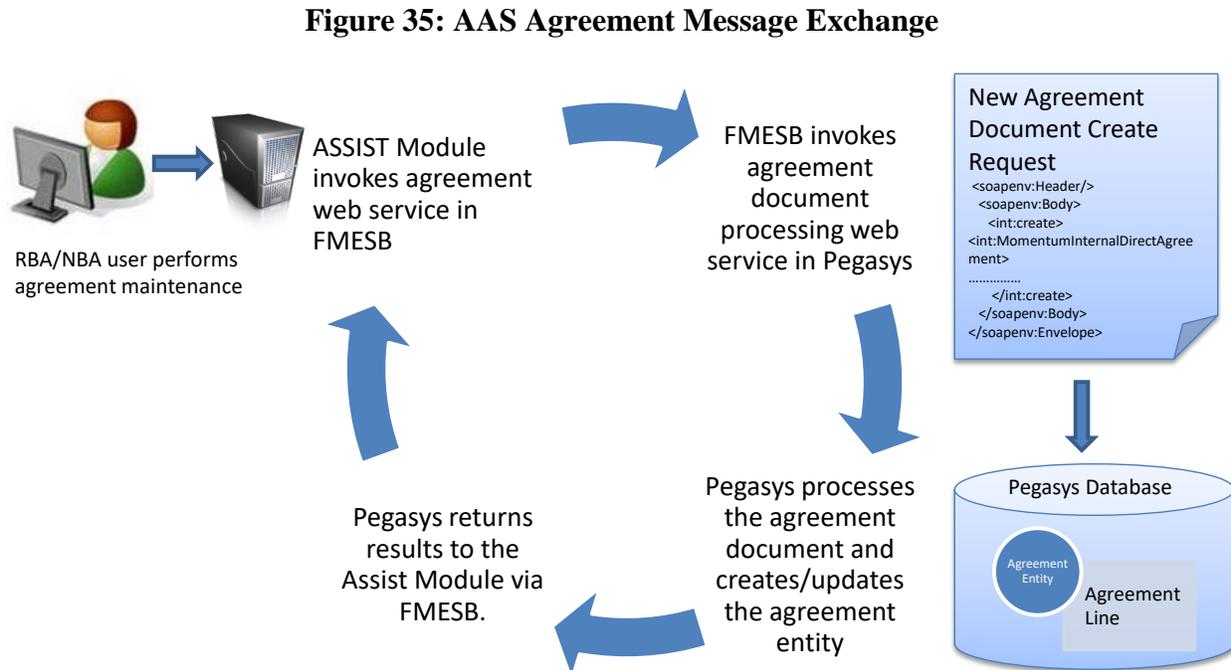
As users of the RBA and NBA systems enter new agreements or update existing agreements, information will be sent to the FAS Assist Module. The Assist module stores this information and transmits it to Pegasys at a later time. Thus, updates in RBA and NBA do not immediately trigger updates in Pegasys, and RBA and NBA users do not wait for Pegasys processing to complete before continuing with their work.

To transmit updates to Pegasys, the Assist Module formats agreement transactions as new Pegasys External Direct Agreement (ED document category) or Internal Direct Agreement (ID document category) documents and submits them one at a time using a real-time, Web Services-based interface. For each transaction, the Assist Module submits the agreement message synchronously (i.e., it waits for the response) to the FMESB, which routes it to Pegasys. Pegasys responds via the FMESB with either a success message or a failure message. A failure message contains one or more error messages describing the processing problems encountered. FAS is responsible for analyzing the errors and resubmitting corrected transactions.

Successful transactions create an agreement document in Pegasys. If the agreement document references an existing Pegasys agreement, then the document updates the agreement entity. If the

agreement document references an agreement that does not exist in Pegasys, then a new agreement entity is created.

**Figure 35** illustrates the process of creating or updating an RBA or NBA Agreement in Pegasys.



Below are the steps in the AAS Agreement Message Exchange that are illustrated in the diagram above.

1. The initiation of the message exchange starts with the RBA/NBA user performing agreement maintenance.
2. It starts when the ASSIST Module invokes the agreement web service in FMESB.
3. The FMESB invokes agreement document processing web service in Pegasys.
4. Then Pegasys processes the agreement document and creates/updates the agreement entity.
5. Finally Pegasys returns the results to the Assist Module via FMESB.

### 3.10 Outlease Agreement Interface

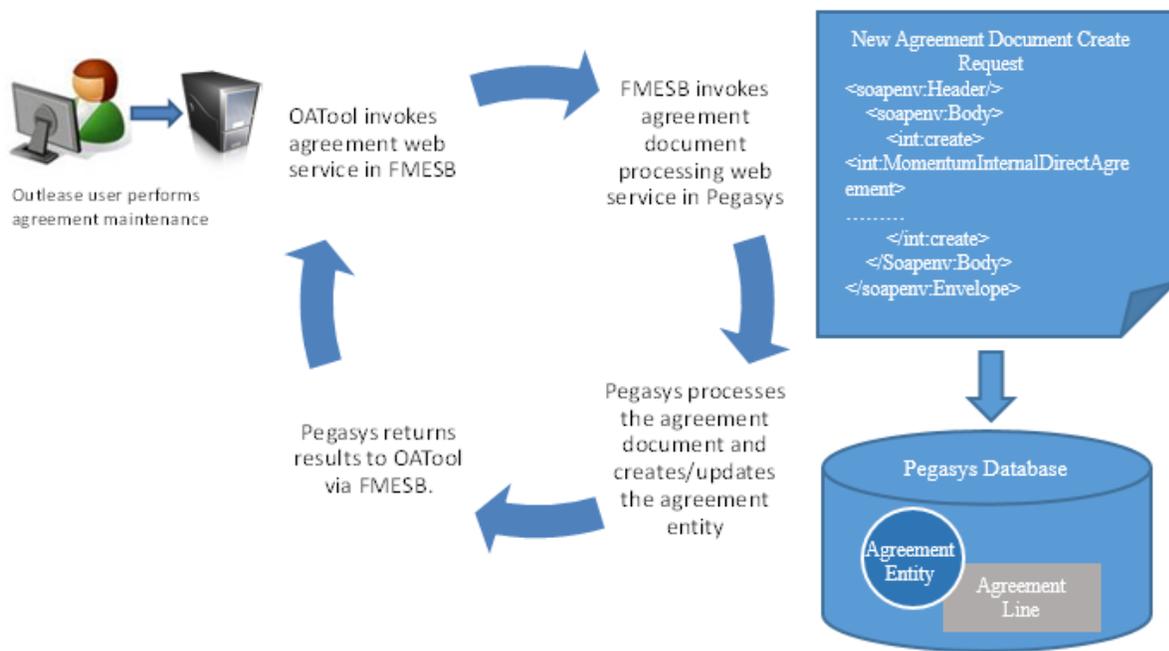
An Outlease Agreement is an Occupancy Agreement to temporarily lease vacant, underutilized, or excess Government owned or leased space to private sector or to State and local government entities. PBS manages these agreements in the Occupancy Agreement Tool (OA Tool) system. As OA Tool users create or update Outlease Agreements, OA Tool stores transaction information for subsequent transmittal to Pegasys. Thus, updates in OA Tool do not immediately trigger updates in Pegasys, and OA Tool users do not wait for Pegasys processing to complete before continuing with their work.

To transmit updates to Pegasys, OA Tool formats agreement transactions as new Pegasys External Direct Agreement (ED document category) documents and submits them one at a time using a real-time, Web Services-based interface. For each transaction, OA Tool submits the agreement message synchronously (i.e., it waits for the response) to the FMESB, which routes it to Pegasys. Pegasys responds via the FMESB with a either a success message or a failure message. A failure message contains one or more error messages describing the processing problems encountered. PBS is responsible for analyzing the errors and resubmitting corrected transactions.

Successful transactions create an agreement document in Pegasys. If the agreement document references an existing Pegasys agreement, then the document updates the agreement entity. If the agreement document references an agreement that does not exist in Pegasys, then a new agreement entity is created.

**Figure 36** illustrates the process of creating or updating an Outlease Agreement in Pegasys.

**Figure 36: Outlease Agreement Message Exchange**



Below are the steps in the Outlease Agreement Message Exchange that are illustrated in the diagram above.

1. The initiation of the message exchange starts with the Outlease User.
2. OATool invokes agreement web service in FMESB.

3. Then the FMESB invokes agreement document processing web service in Pegasys, which processes the agreement document and creates/updates the agreement entity.
4. Pegasys then returns the results to OATool via the FMESB.
5. FAS Information Technology Category Agreement Interface

The CONEXUS feeder system serves the FAS Information Technology Category business line. CONEXUS Agreements are maintained in Pegasys using a web service interface. CONEXUS sends messages using actions and data elements found in the Pegasys External Direct Agreement and Internal Direct Agreement document web service specifications, via GSA's FMESB, to create and update agreements in Pegasys. GSA's FMESB platform acts as a proxy between the CONEXUS application and Pegasys, routing service requests and providing common integration services such as logging, alerts and notifications. CONEXUS re-uses an existing FMESB agreement web service implementation that was deployed during BAAR Phases 2 and 3. A separate, CONEXUS-specific instance the ED and ID services was deployed with credentials that are unique to CONEXUS.

Web services provide a standardized method for describing and invoking services via communication mechanisms that are location transparent, implementation independent, and interoperable. Web services messages are described using the Web Services Description Language (WSDL). WSDL is an XML-based, machine readable description of services, how they are called, what data is passed to the service and what is returned. This makes it possible to expose Pegasys document processing web services using open standards-based techniques, such as SOAP-wrapped XML messages, that can be delivered over the internet or intranet via HTTP or HTTPS.

The Pegasys services used in this interface are described via two WSDL files:

- ExternalDirectAgreementService.xml - Defines operations and parameters for invocation of the External Direct Agreement document processing service.
- InternalDirectAgreementService.xml - Defines operations and parameters for the invocation of the Internal Direct Agreement document processing service.

The choice of ED or ID is driven by agreement type.

CONEXUS uses Pegasys Agreements to track Unfilled Customer Order (UFCO) balances in the Pegasys General Ledger (GL). Independent of this interface, CONEXUS submits Detailed Billing Records to Pegasys that reference these agreements. The summarization and eventual processing of billing details results in Pegasys Billing Documents (BD) or Internal Vouchers (NV) that are configured to post such that UFCO balances are reduced by billed amounts.

Two types of Pegasys agreements are used for this integration:

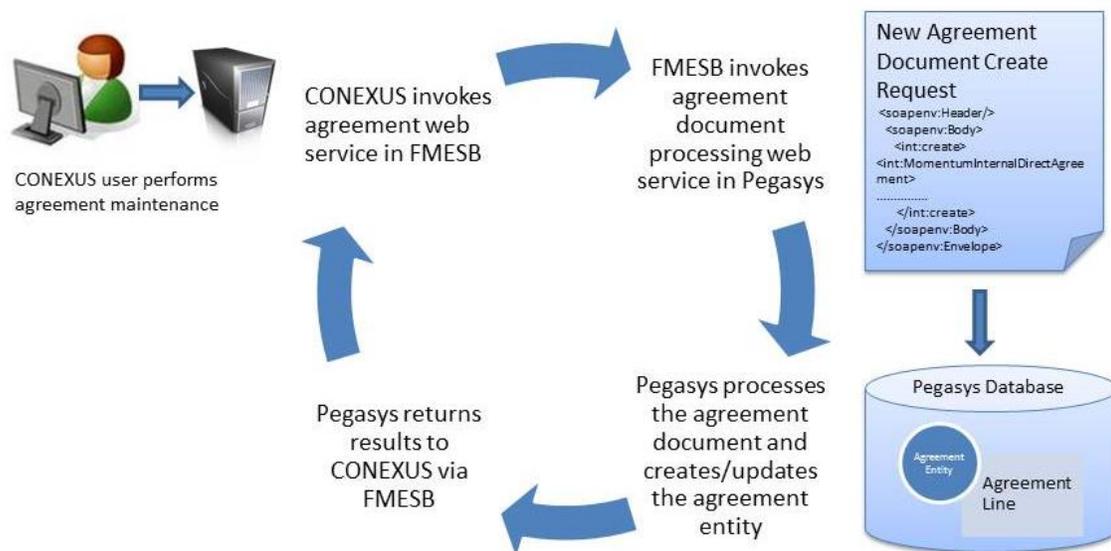
- External Direct agreements are between GSA and outside organizations
- Internal Direct agreements are between GSA organizations

The Pegasys portion of the CONEXUS agreement interface consists of web service and document processing support for ED and ID agreements. Two document types were created in Pegasys for the establishment of CONEXUS External and Internal Agreements:

- CED will be used for ED documents
- CID will be used for ID documents

**Figure 37** illustrates the process of creating and updating a FAS Information Technology Category Agreement in Pegasys.

**Figure 37: FAS Information Technology Category Agreement Process**



Below are the steps in the FAS Information Technology Category Agreement Process that are illustrated in the diagram above.

1. The CONEXUS User performs agreement maintenance.
2. CONEXUS then invokes the agreement web service in the FMESB.
3. FMESB then invokes agreement document processing web service in Pegasys, which processes the agreement document and creates/updates the agreement entity.
4. Finally Pegasys returns results to CONEXUS via the FMESB.

### 3.11 Telecom Accruals Interface

For the Telecom business managed in TOPS, the monthly bills cover service for the current month and no revenue accruals are required. The business managed in WITS and E-MORRIS, however, is billed in arrears, so the revenue recorded by the billing transactions does not include services provided for the current month. For these components, revenue accruals in the form of

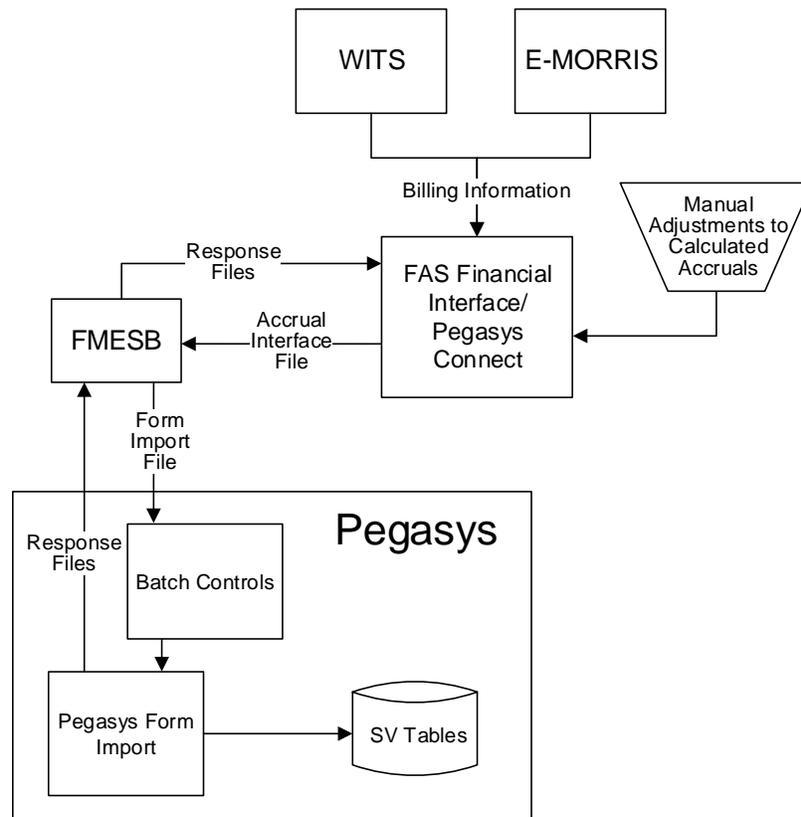
Standard Voucher documents are submitted via the Telecom Accruals Interface at the end of each month to estimate the revenue earned for services delivered through the end of the month. These accruals support month-end financial reporting. After the financial reports are produced, the accruals are reversed, since subsequent billing submissions will record the actual revenue earned.

Each month, the FAS Financial Interface/Pegasys Connect Module calculates the required accruals for the Regional Telecom Service (WITS only) and the Network Service/WAN business lines. The current month's billing data is used as the basis for calculation of accruals. Program office staff review and modify the calculated values as necessary to adjust for non-recurring billing amounts.

The FAS Financial Interface/Pegasys Connect Module generates an interface file using the adjusted values and submits the file to the FMESB. The FMESB validates batch controls, record count, and dollar amount totals and reformats the data from the tilde-delimited file layout provided by Pegasys Connect to the Pegasys Form Import SV file layout. Should any of these validations or the translation of the file contents fail, an email is sent to a configured list of contacts describing the errors encountered. The FMESB sends the translated file to Pegasys where it is processed by the Batch Controls and Form Import batch processes.

Once Pegasys runs the batch processes, two response files are returned to the FAS Financial Interface/Pegasys Connect Module via the FMESB. One response file (Accepted Documents) contains the Document Type and Document Number of record sets processed successfully in Pegasys. The other response file (Rejected Documents) contains the Document Type, Document Number, and error messages for records sets which were not imported. Rejected documents must be corrected and resubmitted from Pegasys Connect in a subsequent file.

**Figure 38** illustrates the Telecom Accruals Interface process.

**Figure 38: Overview of Telecom Accruals Interface**

Below are the steps in the Accruals Interface for Telecom that are illustrated in the diagram above.

1. The Telecom Accruals interface starts with WITS and E-MORRIS or Manual Adjustments to Calculated accruals, which are inputs to the FAS Financial Interface/Pegasys Connect
2. This submits the Accrual Interface File to the FMESB.
3. The FMESB submits a form input file to the Pegasys Batch Controls
4. Form Import updates the SV tables.
5. The response files are sent back to the FAS Financial Interface/Pegasys Connect via the FMESB.

### 3.12 Interim RBA Accruals Interface

An interface for revenue accruals for those business lines supported by the National Business Application (NBA) and Regional Business Application (RBA) has been specified as part of the BAAR project. Due to scheduling issues, it was determined that this interface, which includes references to the appropriate agreement, could not be implemented in the desired timeframe. An alternative approach was selected that uses interim procedures for recording revenue accruals from RBA and NBA until the desired solution can be implemented.

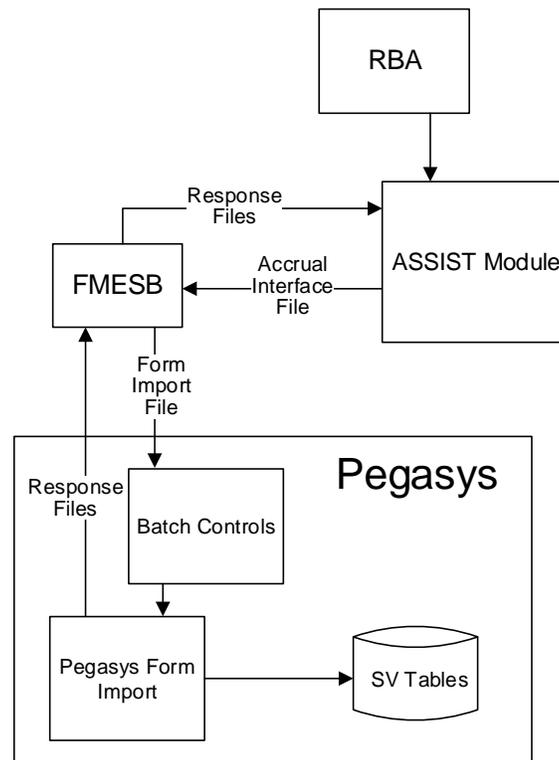
The interim procedure for NBA is to use Business Objects queries and spreadsheets to collect and submit the revenue accrual data manually.

The interim procedure for RBA is an automated interface that sends revenue accrual transactions to Pegasys via the FMESB. The RBA accruals result from daily activity associated with orders. The accruals will not be established as self-reversing accruals in Pegasys. Instead, explicit adjustments will be submitted using this interface to reverse the estimated accruals when the actual billing record is submitted or when other adjustments are required.

During daily operations, RBA will generate accrual records, including adjustments to previous accruals, and submit those records to the RBA/NBA ASSIST Module. These accrual records will reference task orders, but will not include an agreement reference. ASSIST will create a flat file containing the accumulated records for a time period (typically daily) and submit the file to the FMESB. The FMESB validates batch controls, record count, and dollar amount totals and reformats the data from the tilde- delimited file layout provided by the ASSIST to the Pegasys Form Import SV file layout. Should any of these validations or the translation of the file contents fail, an email is sent to a configured list of contacts describing the errors encountered. The FMESB sends the translated file to Pegasys where it is processed by the Batch Controls and Form Import batch processes.

Once Pegasys runs the batch processes, the Form Import batch execution report and two response files are returned to the ASSIST Module via the FMESB. One response file (Accepted Documents) contains the Document Type and Document Number of record sets processed successfully in Pegasys. The other response file (Rejected Documents) contains the Document Type, Document Number, and error messages for record sets which were not imported. Rejected documents must be corrected and resubmitted from the ASSIST Module in a subsequent file.

**Figure 39** illustrates the Interim RBA Accruals Interface process.

**Figure 39: Overview of Interim RBA Accruals Interface**

Below are the steps in the Accruals Interface for Interim RBA that are illustrated in the diagram above.

1. In the Interim RBA Accruals Interface, RBA is input to the ASSIST Module.
2. This submits the Accrual Interface File to the FMESB.
3. The FMESB submits a form input file to the Pegasus Batch Controls
4. Form Import updates the SV tables.
5. The response files are sent back to the FAS Financial Interface/Pegasus Connect via the FMESB.

### 3.13 FAS Information Technology Category Accruals Interface

Self-reversing revenue accruals are sent from CONEXUS to Pegasus via an automated interface. In some cases, monthly bills cover service for the current month and no revenue accruals are required. In other cases, however, billing is accomplished in arrears, so the revenue recorded by the billing transactions does not include services provided for the current month. For these cases, revenue accruals in the form of Standard Voucher (SV) documents are submitted at the end of the month to estimate the revenue earned for services delivered through the end of the month. These revenue accruals support correct month-end financial reporting. After the financial reports are produced, the accruals are reversed, since subsequent billing submissions will record the actual revenue earned.

For the FAS Information Technology Category business line, CONEXUS calculates revenue accrual amounts on a monthly basis for unbilled services associated with any prior service period. Program office staff reviews and modifies the calculated values as necessary to adjust for non-recurring billing amounts.

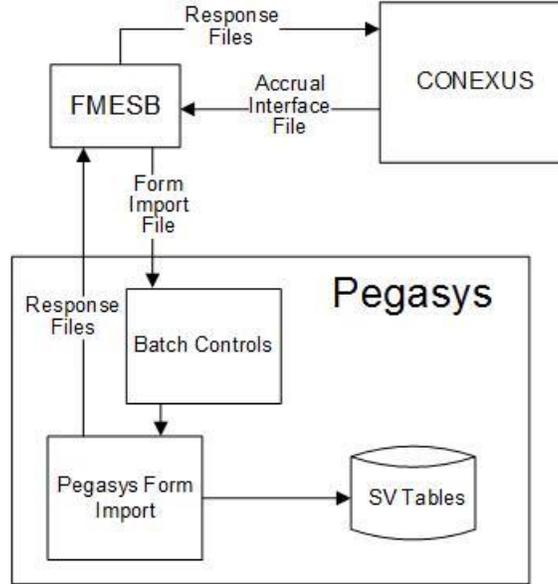
CONEXUS generates an interface file using the adjusted values. The file is submitted to the FMESB, which reformats the data and sends the reformatted file to Pegasys to be processed by the Batch Controls and Form Import batch processes.

Once the Form Import batch process is executed in Pegasys, four response flat-files are returned to CONEXUS via the FMESB:

- A machine readable, accepted documents response file containing the document type and document number for all documents processed successfully in Pegasys.
- A machine readable rejected documents response file containing the document type, document number, and related error messages for documents which were not imported and processed by Pegasys. Rejected documents must be corrected and resubmitted by CONEXUS in a new file.
- An error file containing any SV Form Import records that could not be parsed by the Pegasys Form Import batch process. This typically happens when the input file does not contain the correct number of fields. This file is likely to always be empty as the FMESB creates SV input files for Pegasys from the data supplied by CONEXUS and the FMESB's reformatting process would detect missing fields and reject the file before it gets to Pegasys.
- A Batch Execution Report (BER) describing the Form Import job's parameters and the processing results for each submitted SV document.

**Figure 40** illustrates the process of creating and updating a FAS Information Technology Category Accruals in Pegasys.

**Figure 40: Overview of FAS Information Technology Category Accruals Interface**



Below are the steps in the Accruals Interface for FAS Information Technology Category that are illustrated in the diagram above.

1. The FAS ITC Accruals interface starts with CONEXUS which submits the Accrual Interface File to the FMESB.
2. The FMESB submits a form input file to the Pegasys Batch Controls
3. Form Import updates the SV tables.
4. The response files are sent back to the FAS Financial Interface/Pegasys Connect via the FMESB.

## 4 BAAR User Actions and Procedures

The following chapter describes the actions a BAAR user may take in Pegasys on a daily basis in order to fulfill the accounts receivable life cycle. This section only includes actions a user can manually perform and does not expand on automated processes.

*For information on BAAR automated processes see the USDA Operations Guide.*

User actions can be grouped via the receivables lifecycle and classified as pre-billing, manual billing, post billing, or claims related. At a high-level, these life cycle action groups include the following:

- **Pre-Billing:** Manual Creation of Detail Billing Records, and PCAS agreements and their associated spending chains. Automated Pegasys batch processes are subsequently used to generate the related Pegasys billing and revenue recognition transactions.
- **Manual Billing:** Manual creation of billing and revenue recognition transactions without the use of Detail Billing Records or PCAS agreements.
- **Post Billing:** Collections, Disputes, Chargebacks, Overdue Charges, Correspondence, Dunning, Write-Offs, Allowance for Loss, and Treasury Referral.
- **Claims-Related:** Manual initiation of claims via processing Debt Account transactions, and all other downstream claims management processes, including:
  - Collections, Internal Offsets, Promissory Notes, Disputes, Overdue Charges, Dunning, Write-Offs, Allowance for Loss, and Treasury Referral.

**NOTE:** This is a high level listing and is not all inclusive of the all of the potential user actions in the system.

### **BAAR Document Categories:**

Chapter 4 describes how users can manually create Pegasys forms/documents as part of the Accounts Receivable process. Chapter 4 includes supporting information from Non-Accounts Receivable specific forms and queries from the Accounts Payables and General System subsystems in Pegasys which are used in conjunction with and to help support receivables management.

The following Pegasys Document Categories are used in BAAR:

- Accounts Receivable → Billing Documents (BD).
- Accounts Receivable → Cash Receipts (CR).
- Accounts Receivable → Debt Accounts (DA)
- Accounts Payable → Internal Vouchers (NV).
- Accounts Payable → Itemized Payments (IP).
- General System → Standard Vouchers (SV).

- Automated Disbursements → Disbursement Cancellations (CX).
- Project Cost Accounting → External Direct Agreement (ED), Internal Direct Agreement (ID) and Agreement Charges (AG).

**BAAR Queries:**

Users can perform accounts receivable actions using Pegasys Queries. The Accounts Receivable queries are used to make updates and create transactions in addition to retrieving information.

The User Actions chapter also describes how to manually create Detail Billing Records using the Detail Billing Record Query as well as how to create Detail Billing Records from within a billing form such as the Billing Document (BD) and the Internal Voucher (NV).

**Table 4** lists queries that can be used to 1) create records 2) update transactions and/or 3) create transactions:

**Table 4: BAAR Queries to Create/Update Transactions**

<b>Subsystem</b>	<b>Query</b>	<b>Description</b>	<b>Described in User Guide</b>
Accounts Receivable	Billing Query	Provides users the ability to search Pegasys Billing Documents (document category BD) with an unliquidated receivable balance (i.e., "outstanding amount").	<b>BAAR User Guide 2 of 10, Section 4.6.2</b>
Accounts Receivable	Billing Statement	Provides users the ability to research, review, and track billing and collection documents grouped together by a Statement number.	<b>BAAR User Guide 2 of 10, Sections 4.6.3</b>
Accounts Receivable	Detail Billing Record	Provides users the ability to search, view, add, correct, and delete Detail Billing Records.	<b>Section 4.2</b>

<b>Subsystem</b>	<b>Query</b>	<b>Description</b>	<b>Described in User Guide</b>
Accounts Receivable	Collections	Provides users a single place to obtain information regarding collections in the system.	<b>BAAR User Guide 4 of 10, Section 4.8.2</b>
Accounts Receivable	Credit Application	Provides users the ability to query and apply unapplied credits to outstanding bills.	<b>BAAR User Guide 6 of 10, Section 4.15.3</b>
General System	Historical IPAC Transaction	Provides users the ability to view the status of transactions sent to or received from Treasury's Intra-Governmental Payment and Collection (IPAC) System via IPAC Search and Pegasys offline processes.	<b>BAAR User Guide 3 of 10, Sections 4.6.3</b>
General System	IPAC Outbound Query	Provides users the ability to view Pegasys transactions eligible for the Intra-Governmental Payment and Collection (IPAC) System that will go through the IPAC Outbound Crosswalk and IPAC Bulk File Generation batch processes.	<b>BAAR User Guide 3 of 10, Sections 4.6.3</b>

Subsystem	Query	Description	Described in User Guide
General System	IPAC Staging Query	Provides users the ability to view the status of transactions sent to or received from the Intra-Governmental Payment and Collection (IPAC) System through the IPAC Batch processes.	<b>BAAR User Guide 3 of 10, Sections 4.6.3</b>
General System	IPAC Import Query	Provides users the ability to view transactions downloaded from the Intra-Governmental Payment and Collection (IPAC) System through the IPAC Import Batch Process (GSIPACIMP) and preserves the information that came from Treasury.	<b>BAAR User Guide 3 of 10, Sections 4.6.3</b>
General System	IPAC Reconciliation Activity Query	Provides users the ability to review and reconcile the IPAC Details from Treasury to Pegasys Transactions. Within the query, users are able to reconcile, un-reconcile, review and add Correspondence to the records.	<b>BAAR User Guide 3 of 10, Sections 4.6.3</b>

Subsystem	Query	Description	Described in User Guide
General System	IPAC Completed Reconciliation Query	Provides users the ability to review IPAC Reconciliation Records before and after they are tracked on Pegasys Transactions. From within the query, agencies are able to Accept, un-reconcile, edit data, review, and add Correspondence to the records.	<b>BAAR User Guide 3 of 10, Sections 4.6.3</b>
Transactions	Form Document Selection	Provides users the ability to search for any form or document and/or select an action to perform on that form or document.	<b>BAAR User Guide 3 of 10, Section 4.6.7</b>
Accounts Receivable	Disputed Billings	Provides users the ability to search for and create new dispute requests, view related billing dispute information, update the dispute object status, and view/correct/amend the associated Billing Document.	<b>BAAR User Guide 5 of 10, Section 4.10.2</b>
Accounts Receivable	Write-Off Entry	Provides users the ability to authorize receivables for write-off by automated Pegasys Write-off batch processing.	<b>BAAR User Guide 6 of 10, Section 4.14.1.2.2.1</b>

<b>Subsystem</b>	<b>Query</b>	<b>Description</b>	<b>Described in User Guide</b>
Accounts Receivable	Referral Entry	Provides users the ability to record the referral of an entire receivable or the referral of selected lines of a receivable.	<b>BAAR User Guide 7 of 10, Section 4.16.5</b>
Accounts Receivable	Centralized Collections Services Staging Record Query	Provides users the ability to search and optionally update information on the Centralized Collections Services Staging Record query before the Centralized Collections Services Outbound process is executed to create a Credit Card file.	<b>BAAR User Guide 4 of 10, Section 4.8.6</b>
Accounts Receivable	Centralized Collections Services Transaction Query	Provides users the ability to view, track, reconcile and determine the status of collections, charge backs, and refunds processed through external collections services, such as Pay.gov and Bank Credit Card.	<b>BAAR User Guide 4 of 10, Section 4.8.5</b>
Accounts Receivable	CIR Collection Reconciliation Query	Provides users the ability to view and manually reconcile/unreconcile CIR collections in Pegasys.	<b>BAAR User Guide 4 of 10, Section 4.8.3</b>

<b>Subsystem</b>	<b>Query</b>	<b>Description</b>	<b>Described in User Guide</b>
Accounts Receivable	CIR Inbound Detail Staging Query	Provides users the ability to view and optionally update information on the CIR Inbound Detail Staging Query. CIR Inbound Detail Staging Query records can be updated until a form is generated, but cannot be added manually.	<b>BAAR User Guide 4 of 10, Section 4.8.4</b>
Accounts Receivable	Amortization Schedule	Provides users the ability to view amortization schedules and schedule versions in order to track repayment of debts.	<b>BAAR User Guide 3 of 10, Section 4.7.8</b>
Accounts Receivable	Debt Account	Provides users the ability to view total and outstanding balances associated with debt accounts. In addition, it shows how much has been billed and collected on the accounts.	<b>BAAR User Guide 3 of 10, Section 4.7.5</b>

In addition to the above queries, users can retrieve/view information on Accounts Receivable transactions in **Table 5**:

**Table 5: BAAR Queries to Retrieve Information**

<b>Subsystem</b>	<b>Query</b>	<b>Description</b>	<b>Described in User Guide</b>
General Ledger	GL Account Detail	Provides users the ability to query information contained in the Pegasys General ledger.	<b>BAAR User Guide 3 of 10, Section 4.6.8</b>
Project Cost Accounting	Agreement Query	Provides users the ability to query information on and view documents associated to agreements.	<b>Section 4.3.7</b>

<b>Subsystem</b>	<b>Query</b>	<b>Description</b>	<b>Described in User Guide</b>
Vendor	Vendor Activity Query	Provides users the ability to access detailed vendor account information.	<b>BAAR User Guide 3 of 10, Section 4.6.10</b>
Accounts Receivable	Debt Account By Debt Account Group Query	Provides users the ability to view summary and detail data for all debt related to a particular debt account group, including both primary debt and joint and several debt.	<b>BAAR User Guide 3 of 10, Section 4.7.5</b>

## 4.1 BAAR User Actions

With the BAAR implementation, offline (or batch) processes will be used as the primary method to create AR forms via the following Document Categories:

- BD and NV forms will be created by the Detail Billing Record Summarization process, utilizing batch jobs such as Crosswalk and Summarization.
- BD, NV and CR (advance offset) forms will be created by the PCAS Project Bill Generation (PCPROJBILL) batch job.
- ED and ID forms for the Reimbursable Work Authorization (RWA) and Real Property Utilization and Disposal Division (RPUDD) business lines will be created in Pegasys using a real-time Web Services-based interface from RWA Entry & Tracking Application (RETA).
- ED and ID forms for the Assisted Acquisition Service (AAS) business lines using the DBR/PCAS hybrid billing vehicle will be created in Pegasys via the Pegasys Connect Direct Interface.
- ED and ID forms for the FAS Information Technology Category business line will be created in Pegasys using actions and data elements found in the Pegasys External Direct Agreement and Internal Direct Agreement document web service specifications, via GSA's FMESB
- DA forms for Vehicle Claims will be created in Pegasys using an interface from the Comprehensive Accident Reporting Systems (CARS) using Form Import.
- SV forms will be created by the Form Import and Allowance for Loss batch processes.
- CR forms will be created by the Lock Box, Pay.gov/CIR, Revenue Credit Card, DoD Interfund, GSIPACIN (IPAC Inbound), Write-Off Generation batch processes.
- IP forms will be created by the Automated Credit Application, GSIPACIN (IPAC Inbound), Annual Close Unfilled Customer Order Reversal batch processes.

The BD, ED, ID, AG, CR, NV, IP, SV, DA and CX can also be created online in Pegasys as described in the subsections of chapter 4.

**NOTE:** Document Categories and Document Types are related via a parent-child relationship. The Document Categories are the general overall categories; for example, CR- Cash Receipts, BD - Billing Document, NV-Internal Voucher, etc. are all examples of Document Categories. Each Document Category can have multiple Document Types that exist within them. The Document Types are stored on the Document Type maintenance table. On this table, users can define and store valid document types for use across Pegasys and set various options for each document type. Please refer to the Configuration Spreadsheet for more Document Type setup information.

The detailed listing of BAAR Document Types is available at Appendix A: BAAR Document Types in document 8.

Forms and Documents are organized as a notebook, containing multiple tabs that each record specific types of information. Forms/Documents can contain the following tabs; however, not all tabs are used on all document categories and not all tabs are listed.

- **Header:** Contains basic information about the accounts receivable transaction, such as the Vendor Code and Address Code and the document date.
- **Accounting Lines:** Contains information regarding accounting details of the transaction including transaction type, line amount, and accounting dimensions.
- **Office Addresses:** Contains information on the office addresses used in the billing transaction (BDs only).
- **Approval Routing:** Contains pending (not completed) and completed approvals associated with the form.
- **Summary:** Contains a summary view of accounting lines on the document.
- **Correspondence:** Correspondence provides the ability to electronically communicate with the customer via the Pegasys-VCSS integration. In addition to corresponding with the customer directly from Pegasys, correspondence is maintained in Pegasys on the transaction with which it is associated, documenting a complete history of communication with the customer. Lastly, correspondence can be used to record internal notes/research regarding a transaction that should not be communicated to the customer. Correspondence is available at the document level on NV, CR, and IP document types.
- **Other:** There are many other tabs that include document specific information such as Articles, Charge Lines, etc. Some of these tabs are only used based on the Document Type that is being created, edited, viewed, etc.

#### 4.1.1 Accounting Elements Available on Forms, Documents, Queries and Detail Billing Records

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The accounting elements (dimensions) are available on certain queries, forms, documents and Detail Billing Records. These elements may be search criteria and part of the transaction. Each accounting dimension is a reference link to the applicable maintenance table. When a template is entered, the accounting dimensions of the template can be defaulted onto the form. The listing of

these dimensions is available at Appendix C1: BAAR Accounting Dimensions of **BAAR User Guide 9 of 10**.

The remaining sections of chapter 4 provide detailed instruction regarding BAAR-related user actions that can be taken from within Pegasys.

**NOTE:** Please see the Table of Contents in order to quickly locate information about any one specific topic.

## **4.2 Detail Billing Records from Detail Billing Record Query**

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Detail Billing Records provide the ability to store financial and non-financial billing related data in Pegasys and to subsequently generate receivables transactions to record the accounting impact of the billing activity. Detail Billing Records can be imported into Pegasys from interfaces feeder systems via automated batch processing. Once loaded in Pegasys, non-associated Detail Billing Records are then processed through the Crosswalk batch process to populate additional fields required to create Pegasys documents. Once cross walked, Detail Billing Records are then summarized, grouping like records together, to create Pegasys Billing Documents and Internal Vouchers.

Additionally, Detail Billing Records can also be created manually via the Detail Billing Record Query (see **Section 4.2.3**) or from within a Billing Document (see **BAAR User Guide 2 of 10, Section 4.4.1.5**) or Internal Voucher (see **BAAR User Guide 3 of 10, Section 4.4.2.5**).

Detail Billing Records are loaded and maintained on the Detail Billing Record Maintenance Table in Pegasys. This table contains the fields from the header and accounting line plus a total of 200 agency-defined non-financial fields used to store GSA-specific data that is not recorded on the header or accounting line of traditional Pegasys documents. Detail Billing records provide the initial pieces of information that will be used to create Billing Documents and Internal Vouchers within Pegasys. They can be thought of as being the building blocks for how the system will create documents and record receivables.

Detail Billing Records are comprised of fields that can be characterized as “shared” or “unshared”. Shared Fields are fields that are also on the header and/or accounting line of the document (i.e., “Vendor Code” or “Fund”). Unshared Fields are fields that are on the Detail Billing Record only (i.e., “Starting Mileage” or “Building Name”). The Unshared Fields are used to store non-financial information on the Detail Billing Record.

Detail Billing Records (DBRs) can also be characterized as “associated” or “non-associated” with a Pegasys document. Detail Billing Records are considered associated when they have been linked to a document through the summarization process or by a user manually adding them from within a document. When associated, the system establishes a link from the Detail Billing Record to the document. Additionally, associated Detail Billing Records can be viewed from within their corresponding document. Once associated to a document (summarized through the batch process to a document), Detail Billing Record shared fields cannot be corrected via the Detail Billing Record Query or through the document. Any changes to the shared fields would be

done through amendments/corrections to the document. Users can update the data in the shared locations of these fields (i.e., on the Header or Accounting Line).

Non-associated Detail Billing Records are records that have not been linked with a Pegasys document. These Non-Associated records are also known as “orphan” records. When Detail Billing Records are initially created at the feeder system, they are all Non-Associated (“orphan”) records. This means that the records are not directly linked to a Billing Document or Internal Voucher in the system. At this stage, the “Current Parent Document Reference” information on the Detail Billing Record will be blank. In order to populate this information and associate the Detail Billing Records, they can be either processed by the Summarization batch process or this information can be manually entered by a user. The Summarization Batch process is an automated batch process that will use the data stored on the Detail Billing Record to create Billing Documents and Internal Vouchers within Pegasys.

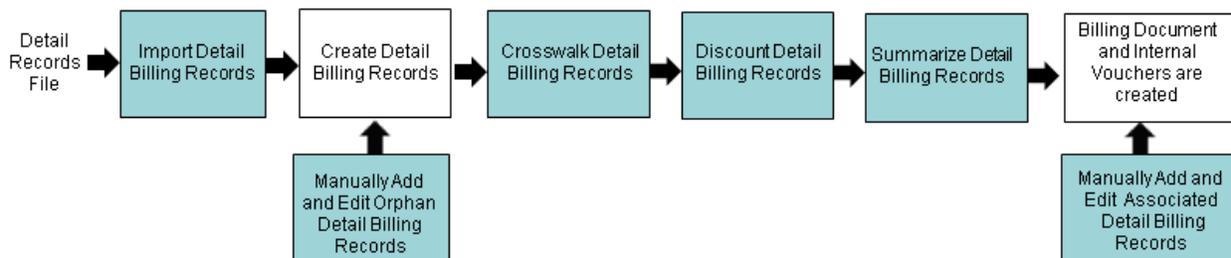
Detail Billing Records are capable of calculating Discounts. Batch Processes identify orphan record and checks if the DBR is eligible for Discounts. If it is eligible then the batch job identifies Discount Type and applies it to DBR. The Discount Types are set up on Discount Type reference table. The Discount Amount Field on the existing DBR record is updated.

When Detail Billing Records are created manually by a user, they can be created stand-alone (not referenced to a Billing Document), as orphan (Non-Associated) records, or they can be immediately referenced to an existing Billing Document within Pegasys (as Associated or non-orphan records). If a user manually creates a DBR, the only way to associate it to a Billing Document is to execute the summarization batch job. Once the Detail Billing Record is associated to a Billing Document, the “Current Parent Document Reference” field is populated.

The Detail Billing Records Import batch process allows for feeder system Detail Billing Records to be imported into Pegasys. Detail Billing Records created by the Detail Billing Record Import batch process are non-associated. Once imported, Detail Billing Records can then be searched via the Detail Billing Record Query (see **Section 4.2.2**).

**Figure 41** displays the process flow of Detail Billing Record from inception to the creation of the Pegasys transaction:

**Figure 41: Detail Billing Record Life Cycle**



The Detail Billing Record Life Cycle includes the following steps:

1. Import Detail Billing Records or Manually Add and Edit Orphan Detail Billing Records to Create Detail Billing Records.
2. Crosswalk Detail Billing Records
3. Discount Detail Billing Records
4. Summarize Detail Billing Records
5. Manually add and Edit Associated Detail Billing Records to create Billing Documents and Internal Vouchers.

#### 4.2.1 Detailed Billing Records- User-Defined Field Description

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The listing of User-Defined fields on the Detailed Billing Records is available in **BAAR User Guide 8 of 10, Appendix B.1.**

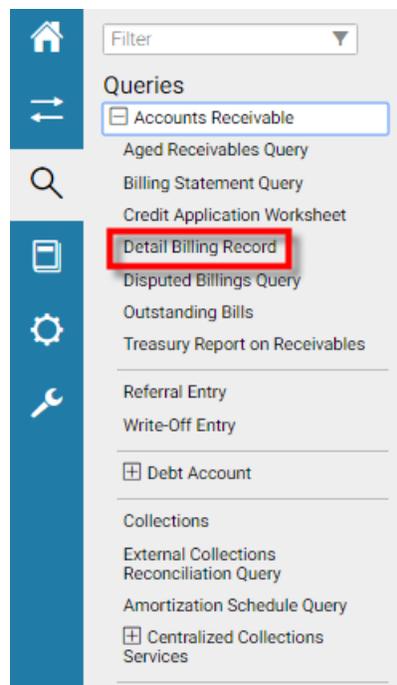
#### 4.2.2 Detail Billing Record Query Description and Uses

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Once records have been created in Pegasys via the automated or manual processes, they can then be queried via the Detail Billing Record Query.

**Queries → Accounts Receivable → Detail Billing Record.**

**Figure 42: Detail Billing Query Navigation**



The Detail Billing Record Query also provides the ability to create new Detail Billing Records, delete the Detail Billing Record, view, correct, or amend the associated document (if associated, or “linked” to a document) from the Item Collection.

### 4.2.2.1 Search Parameters and Results

Detail Billing Records can be searched using a variety of criteria types, including:

- The ability to search for Detail Billing Records associated to Billing Documents (BD)/Internal Vouchers (NV),
- The ability to search for Detail Billing Records not associated with a document,
- The ability to search for values on the original DBR values (prior to any modification) and,
- The ability to search for values on the Billing Document or Internal Voucher document associated to the DBR.

Here are steps for Detail Billing Records:

1. To search for existing Detail Billing Records, enter applicable search criteria (i.e., Record Identifier, Bill Type, Record Date, Amount, Source Number, Vendor Code, Accounting Elements, etc.) and select the **Search** button.

**Figure 43** displays the Detail Billing Record Query Search Criteria page:

**Figure 43: Detail Billing Record Query Search Criteria**

**Detail Billing Record Query**

**Search Criteria**

Record Identifier (OFF)

Eligible for Discount

Eligible for Surcharge

Source Number (OFF)

Surcharge Type (OFF)

Discount Type (OFF)

System Created Record

Record Date  To

Currency

Bill Type

Bill/Statement Number (OFF)

Related Statement Number

Title

Associated With a Document

Assignment Code

**Current Parent Document Reference (OFF)**

Type  Number  Accounting

**Period of Performance**

Start Date

End Date

**Charge Period**

From  To

Amount  To

+ Billing Detail

+ General Detail Billing Elements

+ Fleet Detail Billing Elements

2. To view the details of a record, select the radio button next to the record in the Item Collection and select the **Details** button.

**Figure 44: Detail Billing Record Query Search Results**

Record Load Number	Record Identifier	Source Record ID	Quantity	Amount	Doc Typ	Doc Num	Actg Ln #	Vendor Code	Address Code	Bill/Statement Number	Record Date	External System Id	Source Number	Interfund Indicator	Reg	Credit Indici
3928	FLT0930201700		0.000000	\$253.72	FDI	FDIGJ111118-001	3	182000	182000		10/12/2017	FMS	FLT1820002017	F	02	

[Details](#)
[View Document](#)
[New](#)
[Delete](#)
[Copy](#)
[Correct Document](#)
10 per page | Page 1 of 1

**Table 6** lists the appendices containing User-Defined Search fields on the DBR query for each business line.

**Table 6: List of Appendices of DBR Query Search Criteria**

Business Line	Appendices	Document
Fleet	Appendix C.2.1: Detail Billing Record Query Search Criteria- Fleet	BAAR Guide 9 of 10
Rent	Appendix C.2.2: Detail Billing Record Query Search Criteria - Rent	BAAR Guide 9 of 10
Global Supply/Automotive Purchases	Appendix C.2.3: Detail Billing Record Query Search Criteria - Global Supply/Automotive Purchases	BAAR Guide 9 of 10
AAS/ITS	Appendix C.2.4: Detail Billing Record Query Search Criteria - AAS/ITS	BAAR Guide 9 of 10
FAS Information Technology Category	Appendix C.2.5: Detail Billing Record Query Search Criteria - FAS Information Technology Category	BAAR Guide 9 of 10

#### 4.2.2.2 Query Details

The Detail Billing Record page displays the details of the Detail Billing Record selected in the Item Collection.

**NOTE:** **Figure 45** does not include all fields in the Item Collection.

**Figure 45: Detail Billing Record Query Item Collection**

Record Load Number	Record Identifier	Source Record ID	Quantity	Amount	Doc Typ	Doc Num	Actg Ln #	Vendor Code	Address Code	Bill/Statement Number	Record Date	External System Id	Source Number	Interfund Indicator	Reg	Credit Indici
3928	FLT0930201700		0.000000	\$253.72	FDI	FDIGJ111118-001	3	182000	182000		10/12/2017	FMS	FLT1820002017	F	02	

[Details](#)
[View Document](#)
[New](#)
[Delete](#)
[Copy](#)
[Correct Document](#)
10 per page | Page 1 of 1

By selecting a detail record, the user can proceed to the Detail Billing Record Details page. **Figure 46** displays the Detail Billing Record Details page containing the following tabs:

- Accounting Elements (Detail Record Values).
- Detail Billing Elements.
- Accounting Elements (Document Level Values).

**Figure 46: Detail Billing Record Detail**

Pegasys / Queries / Accounts Receivable / Detail Billing Record / Accounting Elements (DBR)

Accounting Elements (DBR) Detail Billing Element Fields Accounting Elements (Document) Expand All Collapse All

**General**

Record Identifier: FLT093020170002460

Source Record Identifier:

System Created DBR

Parent Document Reference

Document Type: FDI

Record Load Number: 3928

Record Date: 10/12/2017

Charge Period: 09/2017

Line Type: Normal

Buyer Line Type: Normal

Transaction Type:

Buyer Transaction Type:

Bill Type: IPAC

\* Receivable Type: FLIP

Last Modified By: allroles148

Created By: runbatchdbimport

Security Org: GSA

Current Parent Document Reference

Type	Number	Accounting
FDI	FDIGJ111118-001	3

[View](#)

Original Parent Document Reference

Type	Number	Accounting
<input type="text"/>	<input type="text"/>	<input type="text"/>

[View](#)

Commodity

Code:

Stock Number:

External System Information

System ID: FMS

External System Document Number:

Bill/Statement Number:

### 4.2.2.3 Executing a Query Using the Detail Billing Record Query

To query Detail Billing Records via the Detail Billing Record Query, follow the steps below.

1. Navigate to Queries → Accounts Receivable → Detail Billing Record.

The Detail Billing Record Query page is displayed.

**NOTE:** Group boxes may need to be expanded to see all search criteria.

**Figure 47: Detail Billing Record Query**

**Detail Billing Record Query**

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

2. Enter the search criteria. At a minimum, enter the Bill/Statement Number and any of the following: Record ID, Current Parent Document #, Record Load Number, ALC, Vendor/Address Code, Vehicle Tag, and/or External System ID.

**NOTE:** Query performance is improved with each additional search criteria entered. For example, rather than simply entering System ID of “FLEETMANL” or “OABILLING”, enter the Bill/Statement Number, Detail Billing Record Date range and any additional billing detail that can be provided. Users should not execute “Blind” queries, meaning no search criterion is entered.

3. Select the **Search** button.

**Figure 48: DBR Query Search Button**

4. The results are returned in the Item Collection.

**Figure 49: DBR Item Collection**

Record Load Number	Record Identifier	Source Record ID	Quantity	Amount	Doc Typ	Doc Num	Actg Ln #	Vendor Code	Address Code	Bill/Statement Number	Record Date	External System Id	Source Number	Interfund Indicator	Reg	Credit Indicator
3928	FLT0930201700		0.000000	\$253.72	FDI	FDIGJ111118-001	3	182000	182000		10/12/2017	FMS	FLT1820002017	F	02	

10 per page Page 1 of 1

5. Select the desired Detail Billing Record from the Item Collection. Select **Details** to review the selected Detail Billing Record. The Detail Billing Record contains following tabs:

- a. Accounting Elements (Detail Record Values).
- b. Detail Billing Element Fields.
- c. Accounting Elements (Document).

**NOTE:** To perform action upon Detail Billing Records that are associated with a document, the user can select the Correct Document or Amend Document button. A new window will be opened where the user can perform the correction/amendment following the steps in **BAAR User Guide 2 of 10, Section 4.4.3 Billing Corrections and Amendments**.

6. Select the **Accounting Elements (Detail Record Values)** tab to view the accounting details.

**Figure 50: DBR Query: Accounting Elements (DBR) Tab**

Accounting Elements (DBR)    Detail Billing Element Fields    Accounting Elements (Document)

---

**General**

Record Identifier:

Source Record Identifier:

System Created DBR

---

Parent Document Reference

Document Type:

---

Record Load Number:

Record Date:

Charge Period:

Line Type:

Buyer Line Type:

Transaction Type:

Buyer Transaction Type:

Bill Type:

\* Receivable Type:

Last Modified By:

Created By:

Security Org:

Current Parent Document Reference

Type	Number	Accounting
FDI	FDIGJ111118-001	3

[View](#)

---

Original Parent Document Reference

Type	Number	Accounting

[View](#)

---

Commodity

Code:

Stock Number:

---

External System Information

System ID:

External System Document Number:

Bill/Statement Number:

Related Statement Number:

Title:

Source Number:

Agency DUNS Number:

Agency DUNS+4 Number:

---

**Vendor Information**

Vendor

\* Code:   [More](#)

Address Name:

Agency Location Code:

Agency:

Customer Sub-level Prefix:

---

Designated Agent - ALC:

7. Select the **Detail Billing Element Fields** tab to view the Detail Billing Elements.

**Figure 51: DBR Query: Detail Billing Elements Fields Tab**



**NOTE:** To create Detail Billing Records, see **Section 4.2.3** and subsections.

**NOTE:** Once Detail Billing Records are saved, an additional tab will be visible. This tab contains document level information and is therefore only populated when the Detail Billing Record is associated to a document (BD or NV).

**4.2.3 Manual Creation of Detail Billing Records from the Detail Billing Record Query**

As noted above, Detail Billing Records can also be manually created via the Detail Billing Record Query (assuming the user has been granted the appropriate security permissions). Users can either enter Detail Billing Records from scratch, or, copy existing records and modify the information as needed. Records added from the Detail Billing Record Query are considered non-associated as they have yet to be formally linked with a Pegasys transaction (a Billing Document (BD) or Internal Voucher (NV) form or document). The non-associated records are then available to be picked up by the Detail Billing Records Cross walking and Summarization processes as detailed in **Section 4.2** above.

There are five types of Detailed Billing Records:

1. Non-IPAC.
2. IPAC.
3. Interfund/Intrafund.
4. Revenue Credit Card.
5. DoD Interfund.

Interfund payment processing within GSA is a common business practice across business lines that serve internal GSA clients.

The users are required to populate the following types of fields to create the Detail Billing Records via Detail Billing Record Query.

- **Pegasys System required fields** - These fields have the red asterisk and the system throws hard error when they are left blank.
  - o **GSA Business Process required fields** - These fields are optional in Pegasys but required to be populated per the business process of each Business line.

**Table 7: List of Appendices: Business Process Required Fields for DBR Creation**

Business Line	Appendices	Document
---------------	------------	----------

Business Line	Appendices	Document
Fleet	Appendix C.3.1: Create Detail Billing Records-DBR Query-Fleet	BAAR User Guide 9 of 10
Rent	Appendix C.3.2: Create Detail Billing Records-DBR Query-Rent	BAAR User Guide 9 of 10
Global Supply	Appendix C.3.3: Create Detail Billing Records-DBR Query-Global Supply/Automotive Purchases	BAAR User Guide 9 of 10
AAS	Appendix C.3.4: Create Detail Billing Records-DBR Query- AAS	BAAR User Guide 9 of 10
Telecom	Appendix C.3.5: Create Detail Billing Records-DBR Query- Telecom	BAAR User Guide 9 of 10
FAS Information Technology Category	Appendix C.3.6: Create Detail Billing Records-DBR Query- FAS Information Technology Category	BAAR User Guide 9 of 10

1. Navigate to Queries → Accounts Receivable → Detail Billing Record.

The Detail Billing Record Query page is displayed.

**Figure 52: Detail Billing Record Query for New Record**

**Detail Billing Record Query**

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

**Search Criteria**

Record Identifier (OFF)

Eligible for Discount

Eligible for Surcharge

Source Number (OFF)

Surcharge Type (OFF)

Discount Type (OFF)

System Created Record

Record Date  To

Currency

Bill Type

Bill/Statement Number (OFF)

Related Statement Number

Title

Associated With a Document

Assignment Code

**Current Parent Document Reference (OFF)**

Type  Number  Accounting

---

**Period of Performance**

Start Date

End Date

---

**Charge Period**

From  To

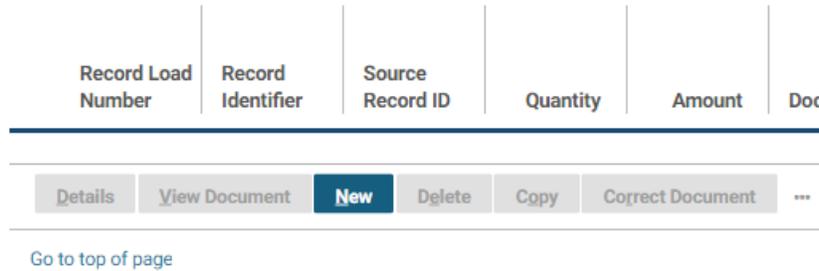
Amount  To

---

- Billing Detail
- General Detail Billing Elements
- Fleet Detail Billing Elements
- Rent Detail Billing Elements
- Supply/Automotive Purchases Detail Billing Elements
- AAS/ITS Detail Billing Elements
- Additional Criteria (Detail Record Values)
- Additional Criteria (Document Level Values)
- Vendor Criteria (Detail Record Values)

2. Select New.

**Figure 53: New Button on DBR Query**



3. The Accounting Elements (Detail Record Values) page is displayed.

**Figure 54: New Accounting Elements (DBR) Tab**

4. On the “Accounting Elements” tab, populate the Pegasys System required fields and GSA Business Process required fields in the following sections. The Pegasys System required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but required to be populated per the business process of each Business line. For details on these fields, refer to **Table 7**.
  - a. General.
  - b. Vendor Information.
  - c. Inter-Agency Transfer.
  - d. Description.

e. Accounting Dimensions:

- i. Select the Default button after entering the Accounting template to populate the accounting dimensions from the template.

5. Select on the Detail Billing Element Fields tab.

**Figure 55: DBR Query: New Detail Billing Elements Fields Tab**

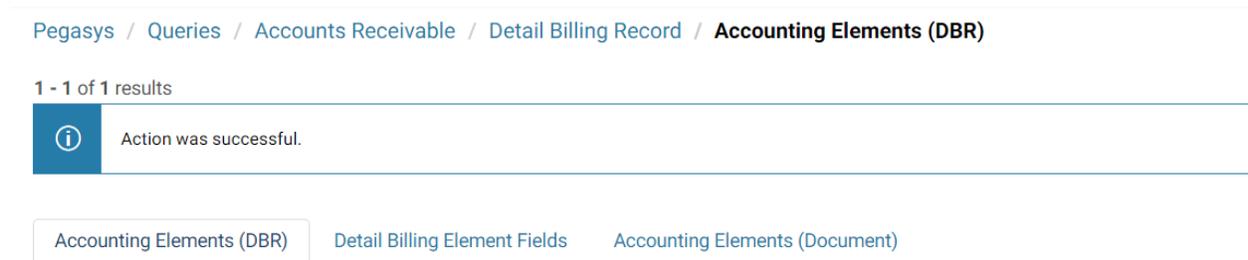
6. On the “Detail Billing Elements” tab, populate the Pegasys System required fields and GSA Business Process required fields in the following sections. The Pegasys System required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but required to be populated per the business process of each Business line. For details on these fields, refer to the **Table 7**.

7. General Detail Billing Elements.

8. **Business Line** - Detail Billing Elements.

9. Select **Save**. If no errors are encountered upon selecting the Save button a message appears stating that the “Action was successful” meaning that the record has been saved successfully.

**Figure 56: DBR Query: Record Added Message**

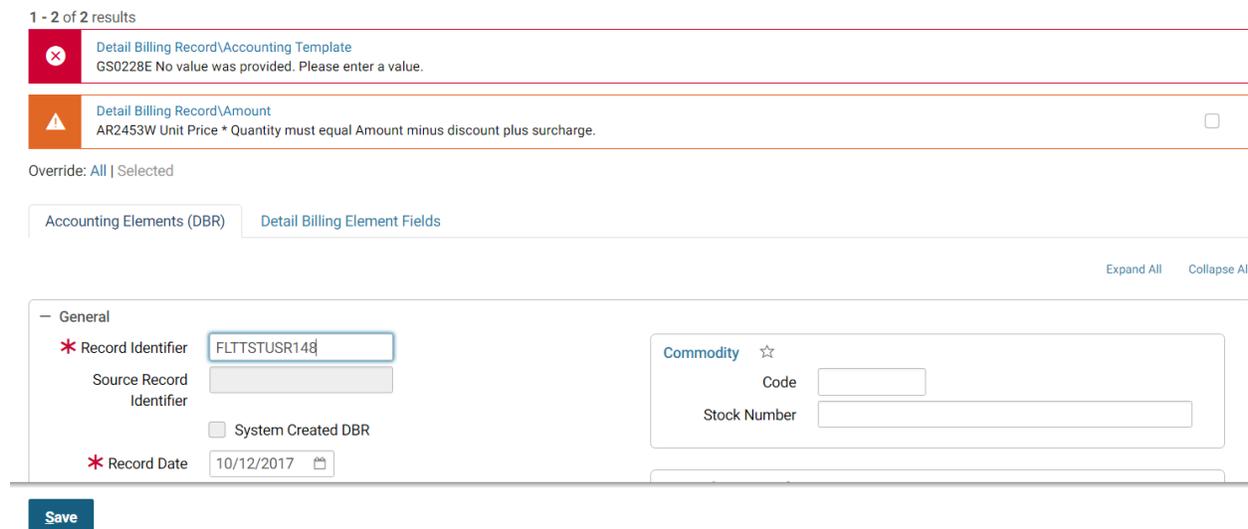


General

\* Record Identifier

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

**Figure 57: Detail Billing Record Query Errors**



**4.2.4 Modify Orphan Detail Billing Record from the Detail Billing Record Query**

Modification of existing Detail Billing Records is permitted from the Detail Billing Record Query, but is restricted to those Detail Billing Records that have yet to be associated to a Pegasys document.

Both shared and non-shared fields are available to be modified for non-associated Detail Billing Records. If the Detail Billing Record has been updated as part of the Crosswalk process, more fields will be populated and/or available for editing than were originally visible from the manual creation of Detail Billing Record page online in Pegasys (Queries - Accounts Receivable-Detail Billing Record-New). Also, if the Detail Billing Record has 1) been run through the Crosswalk process and 2) subsequently been modified by a user, but 3) has not yet been summarized to a

transaction, the record will be automatically selected and updated by the Crosswalk process for a second time. The Summarization process will then select the record for summarization to a Pegasys transaction.

**NOTE:** For information regarding the modification of Detail Billing Records from within a Pegasys document, please see **BAAR User Guide 2 of 10, Section 4.4.3, Billing Amendments and Corrections**.

To modify a Detail Billing Records that has yet to be associated with a Pegasys document:

1. Navigate to Queries → Accounts Receivable → Detail Billing Record.

The Detail Billing Record Query page is displayed.

**Figure 58: Detail Billing Record Query Search page**

Pegasys / Queries / Accounts Receivable / Detail Billing Record Query

### Detail Billing Record Query

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

Search Criteria		Current Parent Document Reference (OFF)		
Record Identifier (OFF)	<input type="text"/>	Type	Number	Accounting
Eligible for Discount	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Eligible for Surcharge	<input type="text"/>			
Source Number (OFF)	<input type="text"/>			
Surcharge Type (OFF)	<input type="text"/>			
Discount Type (OFF)	<input type="text"/>			
System Created Record	<input type="text"/>			
Record Date	<input type="text"/> To <input type="text"/>			
Currency	<input type="text"/>			
Bill Type	<input type="text"/>			
Bill/Statement Number (OFF)	<input type="text"/>			
Related Statement Number	<input type="text"/>			
Title	<input type="text"/>			
Associated With a Document	<input type="text"/>			
Assignment Code	<input type="text"/>			
<input type="button" value="Search"/> <input type="button" value="Clear"/>				

Period of Performance		Charge Period	
Start Date	<input type="text"/>	From	<input type="text"/>
End Date	<input type="text"/>	To	<input type="text"/>
		Amount	<input type="text"/> To <input type="text"/>

2. Enter the search criteria to search for Detail Billing Records as described above in **Section 4.2.2**.

**NOTE:** To search specifically for Detail Billing Records that are not associated to a billing document (orphans), select the “Associated With a Document” value of “No”.

**Figure 59: Detail Billing Record Query Search page with selected values**

Pegasys / Queries / Accounts Receivable / Detail Billing Record Query

### Detail Billing Record Query

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

**Search Criteria**

Record Identifier (OFF)	<input type="text"/>
Eligible for Discount	<input type="checkbox"/>
Eligible for Surcharge	<input type="checkbox"/>
Source Number (OFF)	<input type="text"/>
Surcharge Type (OFF)	<input type="text"/>
Discount Type (OFF)	<input type="text"/>
System Created Record	<input type="checkbox"/>
Record Date	01/01/2017 To 01/31/2017
Currency	<input type="text"/>
Bill Type	<input type="text"/>
Bill/Statement Number (OFF)	<input type="text"/>
Related Statement Number	<input type="text"/>
Title	<input type="text"/>
Associated With a Document	No
Assignment Code	<input type="text"/>

**Search** **Clear**

**Current Parent Document Reference (OFF)**

Type	Number	Accounting
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Period of Performance**

Start Date	<input type="text"/>
End Date	<input type="text"/>

**Charge Period**

From	<input type="text"/>	To	<input type="text"/>
Amount	<input type="text"/>	To	<input type="text"/>

**NOTE:** The DBR Query has been indexed on the following fields to improve search performance: Bill/Statement Number, Record ID, Current Parent Document #, Record Load Number, ALC, Vendor/Address Code, Vehicle Tag, and/or External System ID.

Query performance is improved with each additional search criteria entered. For example, rather than simply entering business line of “Fleet”, enter the Bill/Statement Number, Date range and any additional billing detail that can be provided. Users should not execute “Blind” queries, meaning no search criteria are entered.

3. Select the desired Detail Billing Record from the Item Collection and select **Details** to review the Detail Billing Record.

**NOTE:** To Copy a Detail Billing Record, select the desired Detail Billing Record from the Item Collection and select the Copy button. All existing information will copy over. Users must give the new copied DBR a Record Identifier, or the system will assign one upon Saving the DBR.

**Figure 60: Detailed Billing Record Query Results Selection**

Record Load Number	Record Identifier	Source Record ID	Quantity	Amount	Doc Typ	Doc Num	Actg Ln #	Vendor Code	Address Code	Bill/Statement Number	Record Date	External System Id	Source Number	Interfund Indicator	Reg	Credit Indic
3928	FLT0930201700		0.000000	\$253.72	FDI	FDIGJ111118-001	3	182000	182000		10/12/2017	FMS	FLT1820002017	F	02	

Details View Document New Delete Copy Correct Document ...

10 per page << >> Page 1 of 1

4. Update the desired editable fields on the following tabs:
5. Accounting Elements (Detail Record Values).
6. Detail Billing Element Fields.
7. Accounting Elements (Document Level Values).

8. Select **Save** to save changes to the Detail Billing Record.
9. If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the **Save** button again.

### 4.3 PCAS Agreements

---

The Pegasys Project Cost Accounting Sub-System (PCAS) provides for the management of costs and revenues through the use of agreements. Agreements are used to define the terms and conditions for GSA to provide goods and services to its customers. Essentially, they record the amount of funding a customer agrees to provide to GSA in exchange for these goods or services.

Agreements are set up with internal and external customers to track work performed by GSA for the customer. Agreements provide an automated means of (1) Tracking spending for procurement of goods and services, (2) Billing the customer for expenses incurred, and (3) Tracking and receiving reimbursements for goods, costs, and/or services.

PCAS provides the management of spending/expenses, billing/revenues, and collections through the use of agreements. It facilitates generation of receivables based on direct expenses, agreement charges, or defined amounts associated to the agreements. The PCAS lifecycle includes the following:

- Creating agreements in Pegasys (via the Reimbursable Work Authorization (RWA) Entry & Tracking Application (RETA) Interface or manually).
- Tracking and recording the spending that occurs against the agreement.
- Assessing surcharges against agreement.
- Generating bills for items and services provided by GSA.
- Recording revenue and funds collected by GSA.
- Accruing unbilled spending for monthly financial reporting.
- Dunning customers for overdue receivable balances.
- Allowing customers to dispute bills (non-IPAC) or chargeback bills (IPAC).
- Enabling GSA to Write-Off uncollectable Receivables.

Agreements are established in Pegasys by processing an agreement document. Two categories of documents exist: ED (External Direct Agreement) and ID (Internal Direct Agreement).

Agreements can also be federal or non-federal and this is distinguished via the vendor code associated with the agreement. In a federal agreement, GSA can fill the customer order and it does not require an advance collection. Federal agreements can be IPAC or Standard (Non-IPAC). A non-federal agreement is established between GSA and a non-federal customer, in which GSA must wait for the customer to provide a monetary advance before the customer order can be filled. Furthermore, non-federal agreements are Standard (Non-IPAC).

In addition to being external/internal and federal/non-federal, agreements can have two types of billing models - recurring and non-recurring. A recurring agreement is billed by a flat rate or

percentage each month or is billed based on agreement charges, whereas a non-recurring agreement is billed based on spending documents. Both recurring and non-recurring can be external or indirect agreements.

#### **4.3.1 Agreements: External Direct Agreement (ED) Description and Uses**

---

An External Direct Agreement is used when GSA enters in an agreement with an entity outside the agency (federal, state, or private individual). It can be either federal or non-federal (which is determined by the vendor code on the agreement), have a recurring or non-recurring billing model, and an IPAC or Standard (Non-IPAC) billing type.

##### **4.3.1.1 Available External Direct Agreement (ED) Document Types**

---

Each BAAR Business Line will use predetermined document types. The document type is a configuration of the Document Category. For example, the External Direct Agreement (ED) is a Document Category. For most document categories, each Business Line has been assigned a unique document type to accommodate different business processes as well as to provide a unique system categorization of the business line's transactions; however, certain document types will be shared by multiple business lines.

External Direct Agreement (ED) Document Number is formatted using the ED document type, the current date, and a sequent number. The Document Number starts off with the two- or three-digit document number (e.g., IEB), then the current year, month, and date in the 'YYYYMMDD' format, ending with a four-digit sequence number. An ED Document created on May 11, 2013 would have the following document number: IEB201305110001.

Please refer to the appendix for a full listing and breakdown of Document types and their descriptions Appendix A.8: Available External Direct Agreement (ED) Document Types in BAAR Guide

##### **4.3.1.2 User-Defined Fields - External Direct Agreement (ED) Document Types**

---

The listing of User-Defined fields on the External Direct Agreement (ED) document is available at Appendix: External Direct Agreement (ED) - User-Defined Fields and Form Descriptions.

##### **4.3.1.3 Automated Methods to Create External Direct Agreement (ED)**

---

Reimbursable Work Authorization (RWA) External Direct Agreements will be maintained in Pegasys using a real-time Web Services-based interface from the RWA Entry & Tracking Application (RETA). Real Property Utilization and Disposal Division (RPUDD) agreements will also use RETA. The agreements will be sent by RETA through GSA's Financial Management Enterprise Service Bus (FMESB) and into Pegasys, where the form is verified and processed in real-time. AAS business lines will create ED forms through the Pegasys Connect interface. The Telecommunication Business Line will create ED forms via GSA's FMESB. Outlease agreements are submitted using a real-time, Web Services-based interface.

#### 4.3.1.4 Manual Creation of External Direct Agreement (ED) (Recurring/Non-Recurring)

An External Direct Agreement can be manually created in Pegasys by following these steps:

The users are required to populate the following types of fields to manually create the ED (Recurring/Non-Recurring).

- **Pegasys System Required fields** - These fields have the red asterisk and the system throws a hard error when they are left blank.
- **GSA Business process required fields** - These fields are optional in Pegasys but required to be populated per the business process of each Business line. The appendices listing these fields for every business line can be found in **Table 8**.

**Table 8: List of Appendices: Business Process Required Fields for ED Creation**

<b>Business Line</b>	<b>Appendices</b>	<b>Document</b>
RWA/HOTD	Appendix C.5.1: Create an External Direct Agreement (ED) - RWA/HOTD	BAAR Guide 9 of 10
R6 Manual Business Lines	Appendix C.5.2: Create an External Direct Agreement (ED) - R6 Manual Business Lines	BAAR Guide 9 of 10
External Services	Appendix C.5.2: Create an External Direct Agreement (ED) - External Services	BAAR Guide 9 of 10
AAS	Appendix C.5.4: Create an External Direct Agreement (ED) - AAS	BAAR Guide 9 of 10
Outlease	Appendix C.5.3: Create an External Direct Agreement (ED) - Outlease	BAAR Guide 9 of 10
FAS Information Technology Category	Appendix C.5.5: Create an External Direct Agreement (ED) - FAS Information Technology Category	BAAR Guide 9 of 10

1. Navigate to Transactions → Project Cost Accounting → New External Direct Agreement.  
The New External Direct Agreement page is displayed.

**Figure 61: New External Direct Agreement page**

Pegasys / Transactions / Project Cost Accounting / New / **New External Direct Agreement**

New External Direct Agreement

\* Document Type  ☆

Document Number Format Prefix  ☆

Security Org  ☆

\* Document Number  **Generate**

Title

Copy Document  None  
 Copy From  
 Copy Forward

File

[Go to top of page](#)

2. REQUIRED - Enter Document Type.
3. Select the **Generate** button to auto-generate a Document Number.

**Figure 62: New External Direct Agreement Generate Document Number**

\* Document Type  ☆

Document Number Format Prefix  ☆

Security Org  ☆

\* Document Number  **Generate**

Title

A unique Document Number is generated in the Document Number field.

**Figure 63: New External Direct Agreement Document Creation**

Pegasys / Transactions / Project Cost Accounting / New / **New External Direct Agreement**

New External Direct Agreement

\* Document Type  External Direct Agreement

Document Number Format Prefix

Security Org

\* Document Number

Title

Copy Document  None  
 Copy From  
 Copy Forward

File  No file chosen

[Go to top of page](#)

---

**NOTE:** The Document Number Formats are defined per document type and business line. For example: the Document Number format for ‘NEB’ is the document type of External Direct Agreement (ED) Non-Recurring Non-IPAC form followed by the date and a sequential number, e.g., NEBYYYYMMDD###. The Document Number format for ‘NHR’ is the document type of External Direct Agreement (ED) Recurring Non-IPAC (HOTD) form followed by the date and a sequential number, e.g., NHRYYYYMMDD###.

The complete list of Document Number formats is defined in the Configuration Spreadsheet.

4. Select the **Finish** button.

**Figure 64: New External Direct Agreement Finish Button**



5. The Header page is displayed.

**Figure 65: New External Direct Agreement Header page**

The screenshot shows the 'Header' tab of a software interface. At the top, there are navigation tabs: 'Header', 'Office Addresses', 'Header Accounting Lines', 'Supervisors', 'Approval Routing', 'Memos', and a menu icon. The 'Header' tab is active. Below the tabs is a 'General' section with various input fields and checkboxes. Fields with a red asterisk are required. The 'Document Type' is set to 'External Direct Agreement' and 'Document Number' is 'NEB201801170001'. There are also fields for 'Agency DUNS Number' and 'Agency DUNS+4'. A 'Funds Availability Options' section contains five unchecked checkboxes. On the right side, there are fields for 'Agreement Start Date', 'Last Agreement Date', 'Accounting Period', 'Reporting Accounting Period', 'Batch Number', 'Document Classification', 'Security Org' (set to 'GSA'), and a 'Suppress Printing' checkbox.

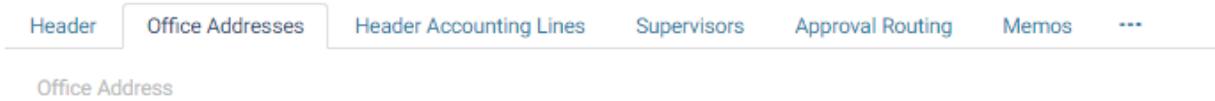
6. On the “Header” tab, populate the Pegasys System required fields and GSA Business Process required fields in the following sections. The Pegasys System required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but required to be populated per the business process of each Business line. For details on these fields, refer to **Table 8: List of Appendices: Business Process Required Fields for ED Creation**.
  - a. General.
  - b. Vendor Information.
  - c. Amounts.
  - d. User Defined Fields.
7. Select the **Office Addresses** tab.

**Figure 66: New External Direct Agreement Office Addresses Tab**



8. The Office Addresses page is displayed.

**Figure 67: New External Direct Agreement Office Addresses page**



9. Select the **Remit To** radio button and select the Office Address hyperlink.

**Figure 68: New External Direct Agreement Office Addresses Tab**



10. The Office Address page is displayed.

11. On the “Office Address” page, populate the Pegasys System required fields and GSA Business Process required fields in the following section. The Pegasys System required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but required to be populated per the business process of each Business line. For details on these fields, refer to **Table 8**.

a. General.

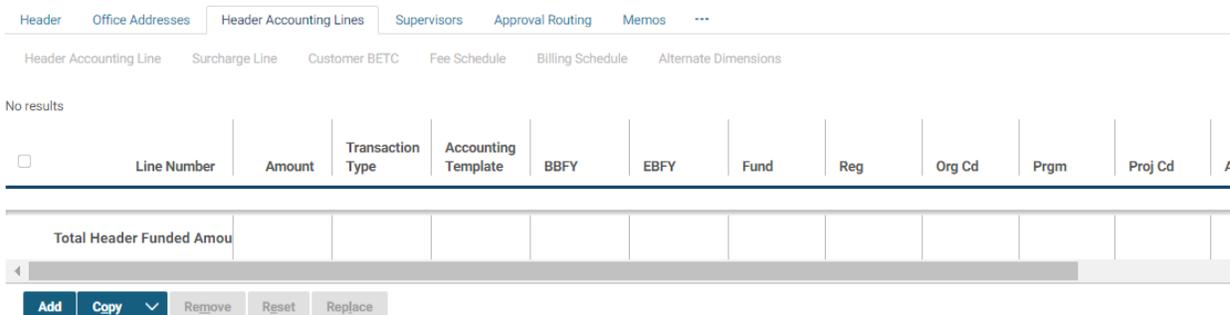
12. Select the Header Accounting Lines hyperlink.

**Figure 69: New External Direct Agreement Header Accounting Lines Hyperlink**



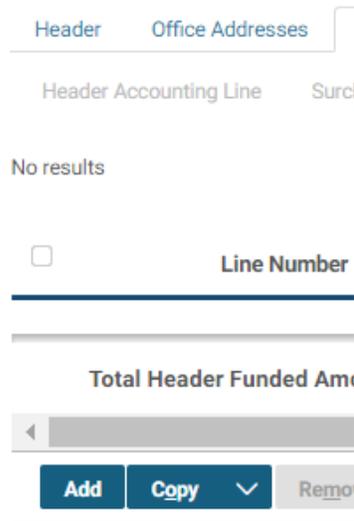
13. The Header Accounting Lines page is displayed.

**Figure 70: New External Direct Agreement Header Accounting Lines page**



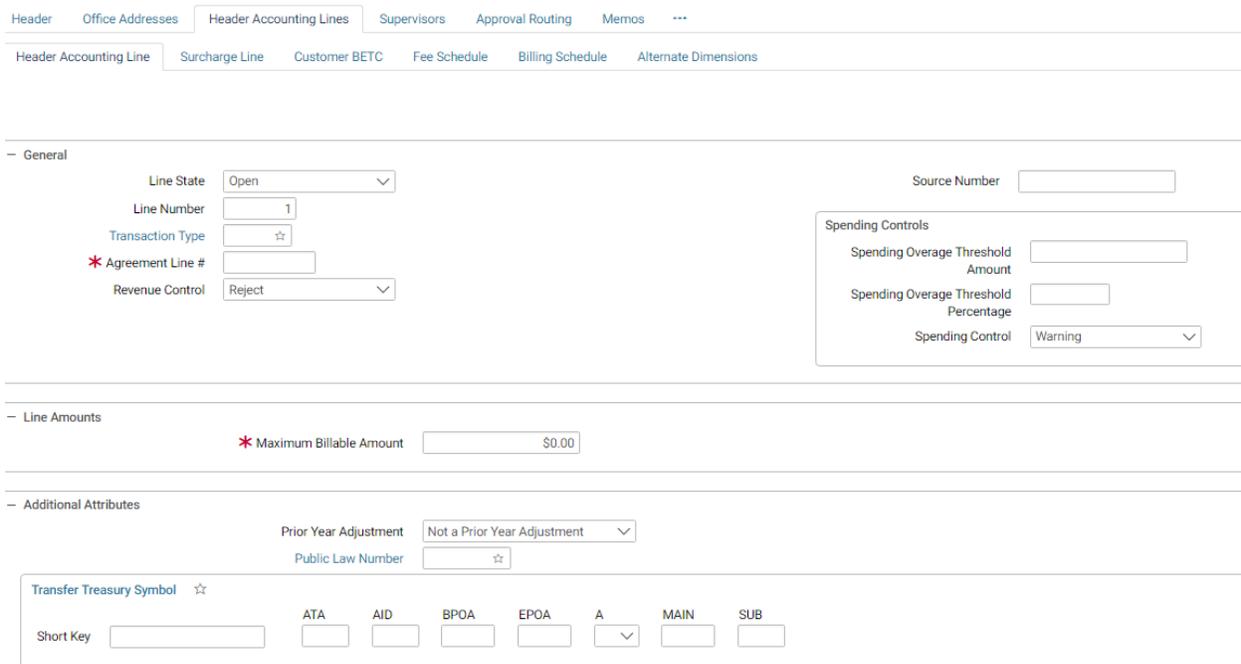
14. Select the **Add** button.

**Figure 71: New External Direct Agreement Add Accounting Lines**



15. The Header Accounting Line page is displayed.

**Figure 72: New External Direct Agreement Header Accounting Line page**

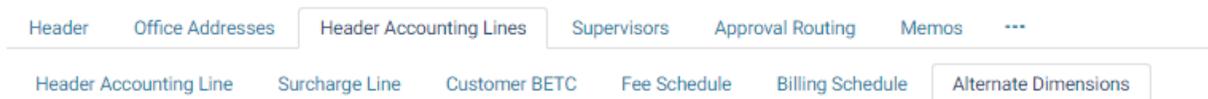


16. On the “Header Accounting Line” page, populate the Pegasys System required fields and GSA Business Process required fields in the following sections. The Pegasys System required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but required to be populated per the business process of each Business line. For details on these fields, refer to **Table 8**.

- a. General.
- b. Line Amounts.
- c. Accounting Dimensions:
  - i. Select the **Default** button after entering the Accounting template in the Template field to populate the accounting dimensions.
  - ii. **NOTE:** Please see the Configuration Guide for the complete list of Accounting Templates.
- d. Billing Options:
  - i. Select the **Use Alternate Dimensions** check box in the Bill Generation sub-section.

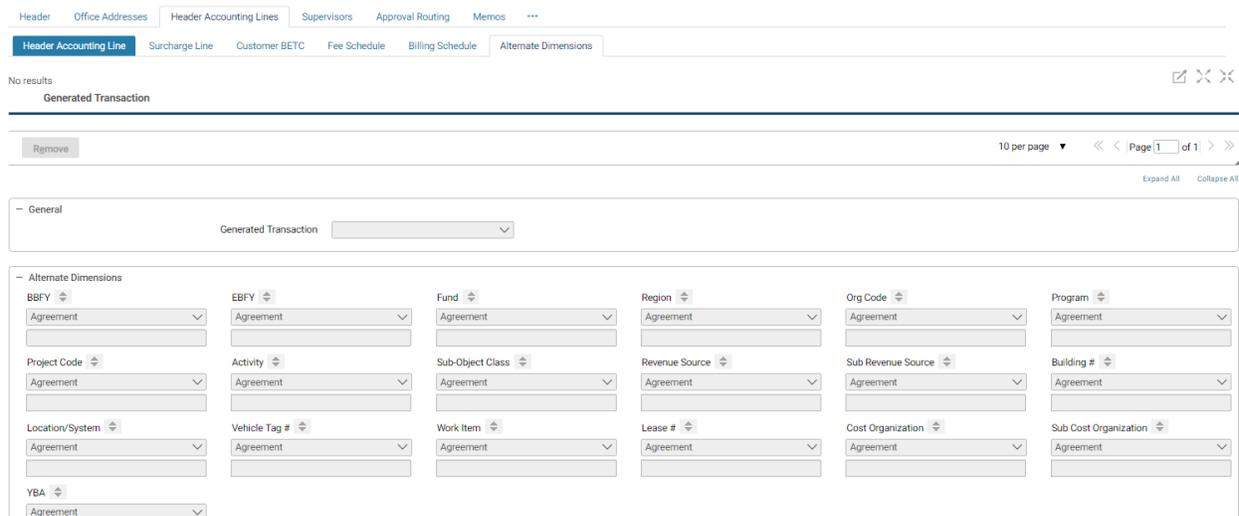
17. Select the Alternate Dimensions tab.

**Figure 73: New External Direct Agreement Header Accounting Lines, Alternate Dimensions Tab**



18. The Alternate Dimensions page is displayed.

**Figure 74: New External Direct Agreement Alternate Dimensions page**



19. On the “Alternate Dimensions” 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 required to be populated per the business process of each Business line. For details on these fields, refer to **Table 8**.

- a. General.
- b. Alternate Dimensions.

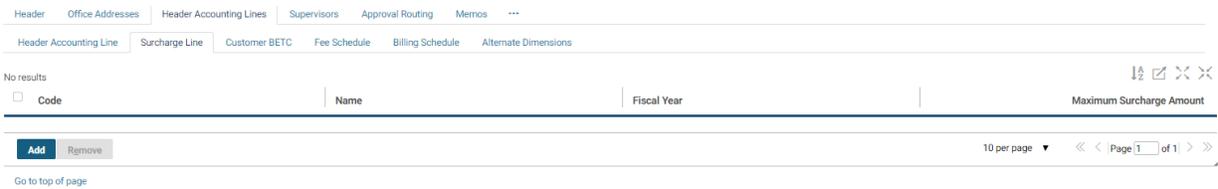
20. Select the **Surcharge Line** tab.

**Figure 75: New External Direct Agreement, Header Account Lines, Surcharge Line Tab**



21. The Surcharge Line page is displayed.

**Figure 76: New External Direct Agreement Surcharge Line page**



22. Select the **Add** button.

**Figure 77: New External Direct Agreement Surcharge Lines Add Button**



23. The Search Criteria page is displayed.

**Figure 78: New External Direct Agreement, Surcharge Lines, Search Criteria page**

The screenshot shows a 'Search Criteria' form with the following fields: Code (with a vertical bar in the input box), Name, Fiscal Year (with a right arrow), Short Name, and Security Org (with a star icon). At the bottom right, there are 'Search' and 'Cancel' buttons.

24. **REQUIRED** - Enter **Code**.

For the surcharge codes available for a business line, refer to **Table 8**.

**NOTE:** Populate as many fields as possible to improve the performance of the query.

25. Select the **Search** button.

**Figure 79: New External Direct Agreement, Surcharge Lines Page, Search Button**

Search Criteria

Code

Name

Fiscal Year

Short Name

Security Org

Search
Cancel

26. The results are returned in the item collection.

**Figure 80: New External Direct Agreement, Surcharge Lines Item Collection**

Search Criteria

Code

Name

Fiscal Year

Short Name

Security Org

Search
Cancel

1 - 2 of 2 results

<input type="checkbox"/> Code	Name	Fiscal Year	Short Name	Status
<input type="checkbox"/> 11BF	1.1% Benefits Fee (RWA)	2018		Active
<input type="checkbox"/> 11BF	1.1% Benefits Fee (RWA)	2013		Active

27. Select the code and the **Select** button.

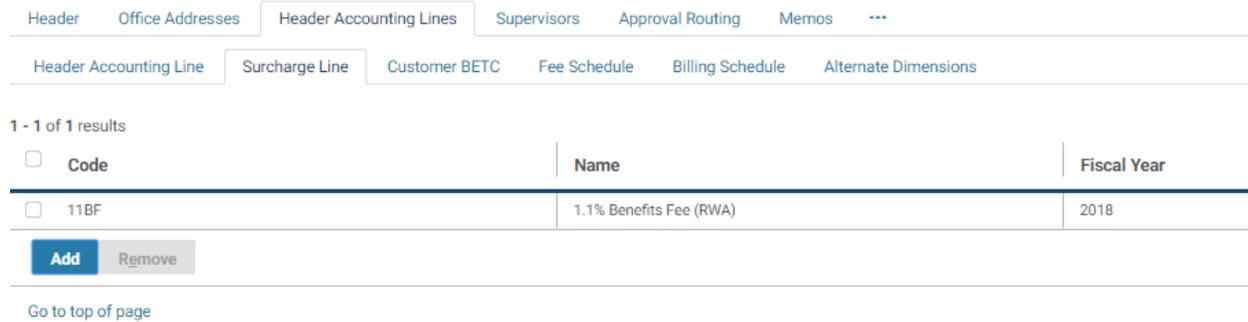
**Figure 81: New External Direct Agreement, Surcharge Lines Selection**

1 - 2 of 2 results

<input type="checkbox"/> Code	Name
<input type="checkbox"/> 11BF	1.1% Benefits Fee (RWA)
<input type="checkbox"/> 11BF	1.1% Benefits Fee (RWA)

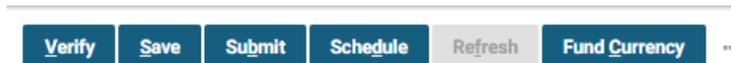
28. The Surcharge Line page is displayed.

**Figure 82: New External Direct Agreement, Surcharge Line page**



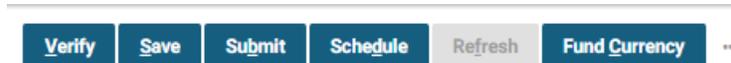
29. REQUIRED - Enter Maximum Surcharge Amount field for the Code.
30. Select the **Save** button.

**Figure 83: New External Direct Agreement, Save Button**



31. Select the **Verify** button.

**Figure 84: New External Direct Agreement, Verify Button**



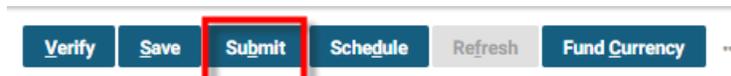
**NOTE:** If there are overrideable errors, read the overrideable messages to determine if they should be overridden. If so, select the checkbox next to the error and select the Override link. If not, update the applicable fields and select Verify again.

**Figure 85: New External Direct Agreement, Overrideable Error**



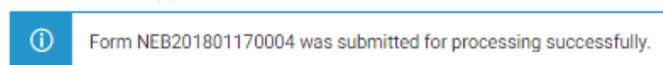
32. Select the **Submit** button.

**Figure 86: New External Direct Agreement, Submit Button**



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

**Figure 87: New External Direct Agreement, Successful Submission Message**



## 4.3.2 Agreements: Internal Direct Agreement (ID) Description and Uses

---

An Internal Direct Agreement is used when GSA enters into an agreement with another service, office, or business line within GSA itself. Internal agreements can be recurring or non-recurring and have a Standard (Non-IPAC) billing type.

### 4.3.2.1 Available Internal Direct Agreement (ID) Document Types

---

Each BAAR Business Line will use predetermined document types. The document type is a configuration of the Document Category. For example, the Internal Direct Agreement (ID) is a Document Category. For most document categories, each Business Line has been assigned a unique document type to accommodate different business processes as well as to provide a unique system categorization of the business line's transactions; however, certain document types will be shared by multiple business lines.

Please refer to the appendix for a full listing and breakdown of Document types and their descriptions in **BAAR User Guide 8 of 10, Appendix A.9**.

### 4.3.2.2 User-Defined Fields - Internal Direct Agreement (ID)

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The listing of User-Defined fields on the Internal Direct Agreement (ID) Form is available in **BAAR User Guide 8 of 10, Appendix B.15**.

### 4.3.2.3 Automated Methods to Create Internal Direct Agreement (ID)

---

RWA Internal agreements will be maintained in Pegasys using a real-time Web Services-based interface from Reimbursable Work Authorization (RWA) Entry & Tracking Application (RETA). Real Property Utilization and Disposal Division (RPUDD) agreements will also use RETA. The agreements will be sent by RETA through GSA's Financial Management Enterprise Service Bus (FMESB) and into Pegasys, where the form is verified and processed in real-time. AAS business lines will create ID forms through the Pegasys Connect interface. The Telecommunication Business Line will create ID forms via GSA's FMESB.

### 4.3.2.4 Manual Creation of Internal Direct Agreement (ID) (Recurring/Non-Recurring)

---

An Internal Direct Agreement (ID) can be manually created in Pegasys by following these steps:

The users are required to populate the following types of fields to manually create the ID (Recurring/Non-Recurring).

- **Pegasys System Required fields** - These fields have the red asterisk and the system throws hard error when they are left blank.
- **GSA Business process required fields** - These fields are optional in Pegasys but required to be populated per the business process of each Business line. The appendices listing these fields for every business line can be found in **Table 9**.

**Table 9: List of Appendices: Business Process Required Fields for ID Creation**

Business Line	Appendices	Document
RWA/HOTD	Appendix C.6.1: Create an Internal Direct Agreement (ID) - RWA/HOTD	BAAR Guide 9 of 10
R6 Manual Business Lines	Appendix C.6.2: Create an Internal Direct Agreement (ID) - R 6 Manual Business Lines	BAAR Guide 9 of 10
AAS	Appendix C.6.3: Create an Internal Direct Agreement (ID) - AAS	BAAR Guide 9 of 10
FAS Information Technology Category	Appendix C.6.4: Create an Internal Direct Agreement (ID) - FAS Information Technology Category	BAAR Guide 9 of 10

1. Navigate to Transactions → Project Cost Accounting → New → Internal Direct Agreement.

The New Internal Direct Agreement page is displayed.

**Figure 88: New Internal Direct Agreement page**

Pegasys / Transactions / Project Cost Accounting / New / New Internal Direct Agreement

New Internal Direct Agreement

\* Document Type  ☆

Document Number Format Prefix  ☆

Security Org  ☆

\* Document Number

Title

Copy Document  None  
 Copy From  
 Copy Forward

File  No file chosen

[Go to top of page](#)

2. REQUIRED - Enter Document Type.
3. Select the Generate button to auto-generate a Document Number.

**Figure 89: New Internal Direct Agreement, Generate Document Number**

[Go to top of page](#)

A unique Document Number is generated in the Document Number field.

**Figure 90: New Internal Direct Agreement, Document Number**

**NOTE:** The Document Number Formats are defined per document type and business line. For example: the Document Number format for ‘DIA’ is the document type of Internal Direct Agreement (ID) Non-Recurring form followed by the date and a sequential number, e.g., DIAYYYMMDD###. The Document Number format for ‘DIR’ is the document type of Internal Direct Agreement (ID) Recurring form followed by the date and a sequential number, e.g., DIRYYMMDD###.

The complete list of Document Number formats is defined in the Configuration Spreadsheet.

4. Select the **Finish** button.

**Figure 91: New Internal Direct Agreement, Finish Button**

5. The Header page is displayed.

**Figure 92: New Internal Direct Agreement, Header page**

The screenshot shows the 'Header' tab of a 'New Internal Direct Agreement' form. The 'General' section includes fields for Agreement Number, Agreement Name (marked with a red asterisk), Agreement End Date (marked with a red asterisk), Status (Active), Reimbursable, Spend And Reimburse Within Fund, Funding Status (Actual), Document Type (DIA, Internal Direct Agreement), Status (NEW), Document Number (DIA201801170000), Title, and Issued By. On the right, there are fields for Agreement Start Date, Last Agreement Date, Accounting Period, Reporting Accounting Period, Batch Number, Document Classification, Security Org (GSA), and a Suppress Printing checkbox. A 'Funds Availability Options' section contains five unchecked checkboxes: Agreement Charges Affect Available Amount, Obligations Affect Available Amount, Commitments Affect Available Amount, Reservations Affect Available Amount, and Miscellaneous Surcharges Affect Available Amount. The top navigation bar includes tabs for Header, Header Accounting Lines, Supervisors, Approval Routing, Memos, Summary, and a menu icon.

6. On the **Header** tab, populate the Pegasys System required fields and GSA Business Process required fields in the following sections. The Pegasys System required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but required to be populated per the business process of each Business line. For details on these fields, refer to **Table 9**.
  - a. General.
  - b. Amounts.
  - c. User Defined Fields.
7. Select the Header Accounting Lines tab.

**Figure 93: New Internal Direct Agreement, Header Accounting Lines tab**

The screenshot shows the 'Header Accounting Lines' tab selected in the navigation bar. Below the navigation bar, there are several sub-tabs: Header Accounting Line, Surcharge Line, Fee Schedule, Billing Schedule, and Alternate Dimensions. The 'Header Accounting Line' sub-tab is currently active.

8. The Header Accounting Lines page is displayed.

**Figure 94: New Internal Direct Agreement, Header Accounting Lines page**

9. Select the **Add** button.

**Figure 95: New Internal Direct Agreement, Add Accounting Line Button**

10. The Header Accounting Line page is displayed.

**Figure 96: New Internal Direct Agreement, Header Accounting Line page**

11. On the “Header 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 required to be populated per the business process of each Business line. For details on these fields, refer to **Table 9**.

a. General.

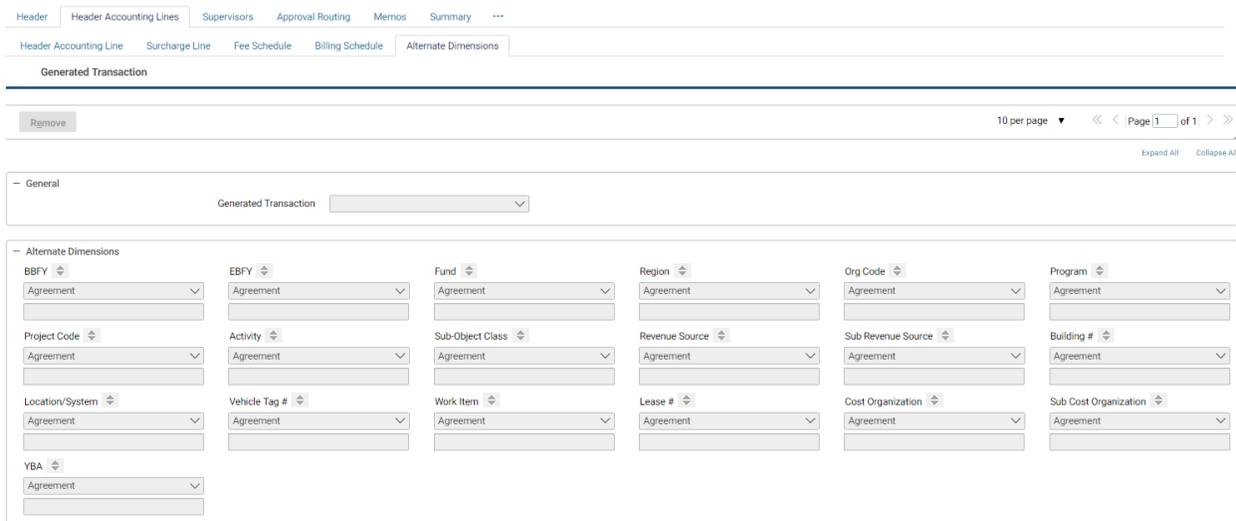
- b. Line Amounts.
  - c. Buyer
12. Select the **Default** button after entering the Accounting template in the Template field to populate the accounting dimensions for the Buyer.  
**NOTE:** Please see the Configuration Guide for the complete list of Accounting Templates.
  13. Vendor.
  14. Seller.
  15. Select the **Default** button after entering the Accounting template in the Template field to populate the accounting dimensions for the Seller.  
**NOTE:** Please see the Configuration Guide for the complete list of Accounting Templates.
  16. Billing Options:
  17. Select the Use Alternate Dimensions check box in the Bill Generation sub-section.
  18. Select the Alternate Dimensions tab.

**Figure 97: New Internal Direct Agreement, Alternate Dimensions tab**



19. The Alternate Dimensions page is displayed.

**Figure 98: New Internal Direct Agreement, Alternate Dimensions page**

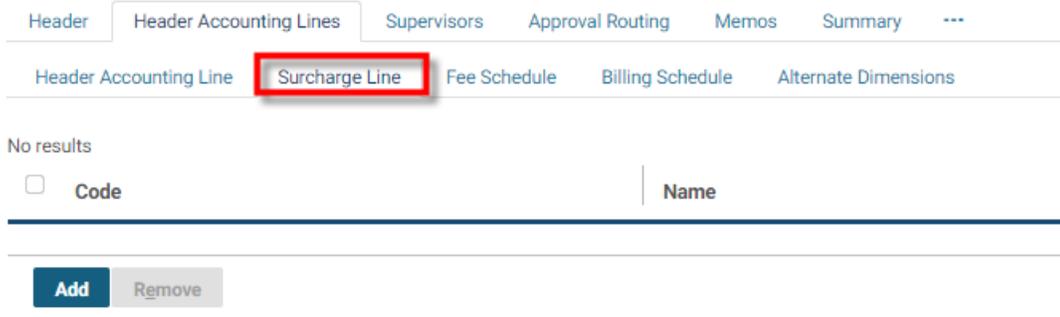


20. On the “Alternate Dimensions” page, populate the Pegasys System required fields and GSA Business Process required fields in the following sections. The Pegasys System

required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but required to be populated per the business process of each Business line. For details on these fields, refer to **Table 9**.

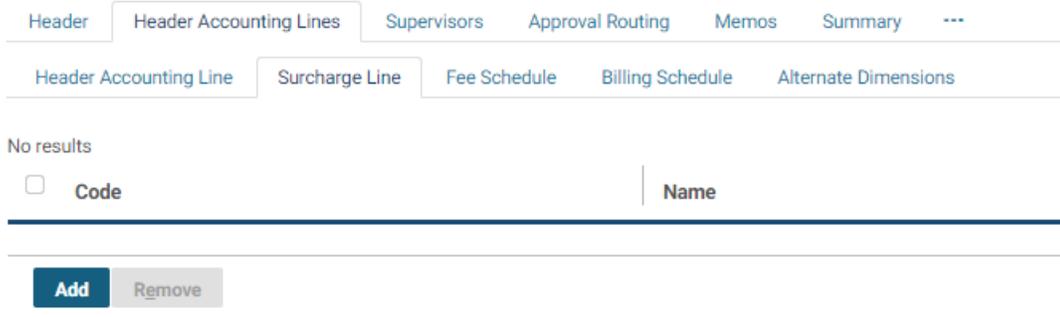
- 21. General.
- 22. Alternate Dimensions.
- 23. Select the **Surcharge Line** tab.

**Figure 99: New Internal Direct Agreement, Surcharge Line Tab**



- 24. The Surcharge Line page is displayed.

**Figure 100: New Internal Direct Agreement, Surcharge Line page**



- 25. Select the **Add** button.

**Figure 101: New Internal Direct Agreement, Add Surcharge Line Button**



- 26. The Search Criteria page is displayed.

**Figure 102: New Internal Direct Agreement, Search Criteria page**

The screenshot shows a 'Search Criteria' form with the following fields: Code (with a cursor), Name, Fiscal Year (with a right arrow), Short Name, and Security Org (with a star icon). Below the fields are 'Search' and 'Cancel' buttons.

27. REQUIRED - Enter Code.

For the surcharge codes available for a business line, refer to **Table 9**.

**NOTE:** Populate as many fields as possible to improve the performance of the query.

28. Select the **Search** button.

**Figure 103: New Internal Direct Agreement, Surcharge Agreement Search Button**



29. The results are returned in the item collection.

**Figure 104: New Internal Direct Agreement, Surcharge Agreement Item Collection**

The screenshot shows the search criteria form with '11BF' entered in the Code field. Below the form, it says '1 - 2 of 2 results' and displays a table with the following data:

<input type="checkbox"/>	Code	Name	Fiscal Year
<input type="checkbox"/>	11BF	1.1% Benefits Fee (RWA)	2018
<input type="checkbox"/>	11BF	1.1% Benefits Fee (RWA)	2013

30. Select the code and select the **Select** button.

**Figure 105: New Internal Direct Agreement, Surcharge Agreement Line Search Button**

Search Criteria

Code

Name

Fiscal Year

Short Name

Security Org

1 - 2 of 2 results

<input type="checkbox"/>	Code	Name	Fiscal Year
<input checked="" type="checkbox"/>	11BF	1.1% Benefits Fee (RWA)	2018
<input type="checkbox"/>	11BF	1.1% Benefits Fee (RWA)	2013

31. The Surcharge Line page is displayed.

**Figure 106: New Internal Direct Agreement, Surcharge Line page**

Header Accounting Line   Surcharge Line   Fee Schedule   Billing Schedule   Alternate Dimensions

1 - 4 of 4 results

<input type="checkbox"/>	Code	Name	Fiscal Year
<input type="checkbox"/>	11BF	1.1% Benefits Fee (RWA)	2013

32. REQUIRED - Enter Maximum Surcharge Amount field for the Code.

33. Select the Save button.

**Figure 107: New Internal Direct Agreement, Save Button**

...

34. Select the Verify button.

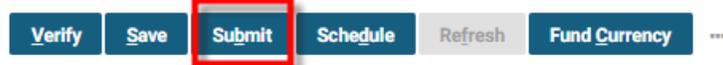
**Figure 108: New Internal Direct Agreement, Verify Button**

...

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

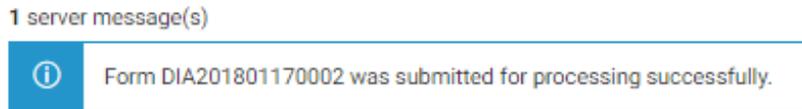
35. Select the **Submit** button.

**Figure 109: New Internal Direct Agreement, Submit Button**



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

**Figure 110: New Internal Direct Agreement, Successful Submission Message**



### 4.3.3 Manual Steps to Process Spending Against Non-Recurring Agreements

Spending documents against an agreement can be manually created in Pegasys by following these steps:

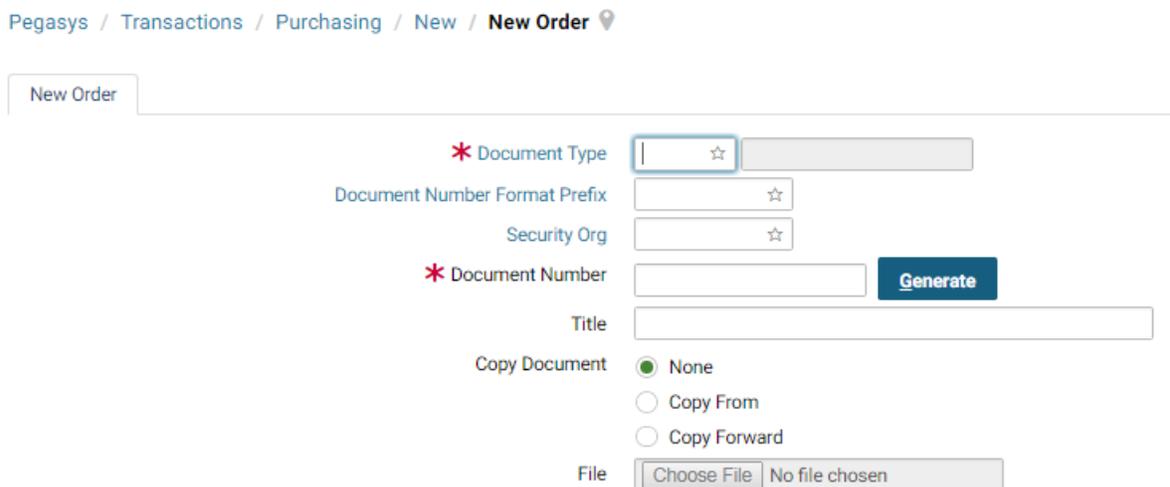
The users are required to populate the following types of fields to manually create the IO and the IC.

- **Pegasys System Required fields** - These fields have the red asterisk and the system throws hard error when they are left blank.
- **GSA Business process required fields** - These fields are optional in Pegasys but required to be populated per the business process of each Business line. The appendices list these fields for every business line.

1. Navigate to Transaction → Purchasing → New → Order.

The New Order page is displayed.

**Figure 111: New Order page**



2. **REQUIRED** - Enter Document Type.
3. Select the **Generate** button to auto-generate a Document Number.

**Figure 112: New Order Generate Document Number**

\* Document Type  ☆

Document Number Format Prefix  ☆

Security Org  ☆

\* Document Number

A unique Document Number is generated in the Document Number field.

**Figure 113: New Order, Document Number**

New Order

\* Document Type  ☆

Document Number Format Prefix  ☆

Security Org  ☆

\* Document Number

Title

Copy Document  None  
 Copy From  
 Copy Forward

File

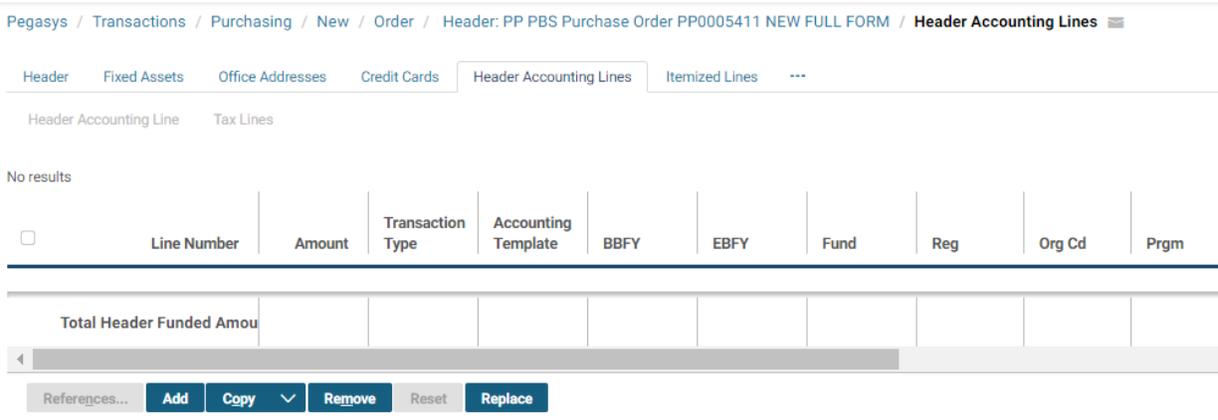
4. Select the **Finish** button.

**Figure 114: New Order Document Creation Finish Button**

5. The Header page is displayed.



**Figure 117: New Order, Header Accounting Lines tab**



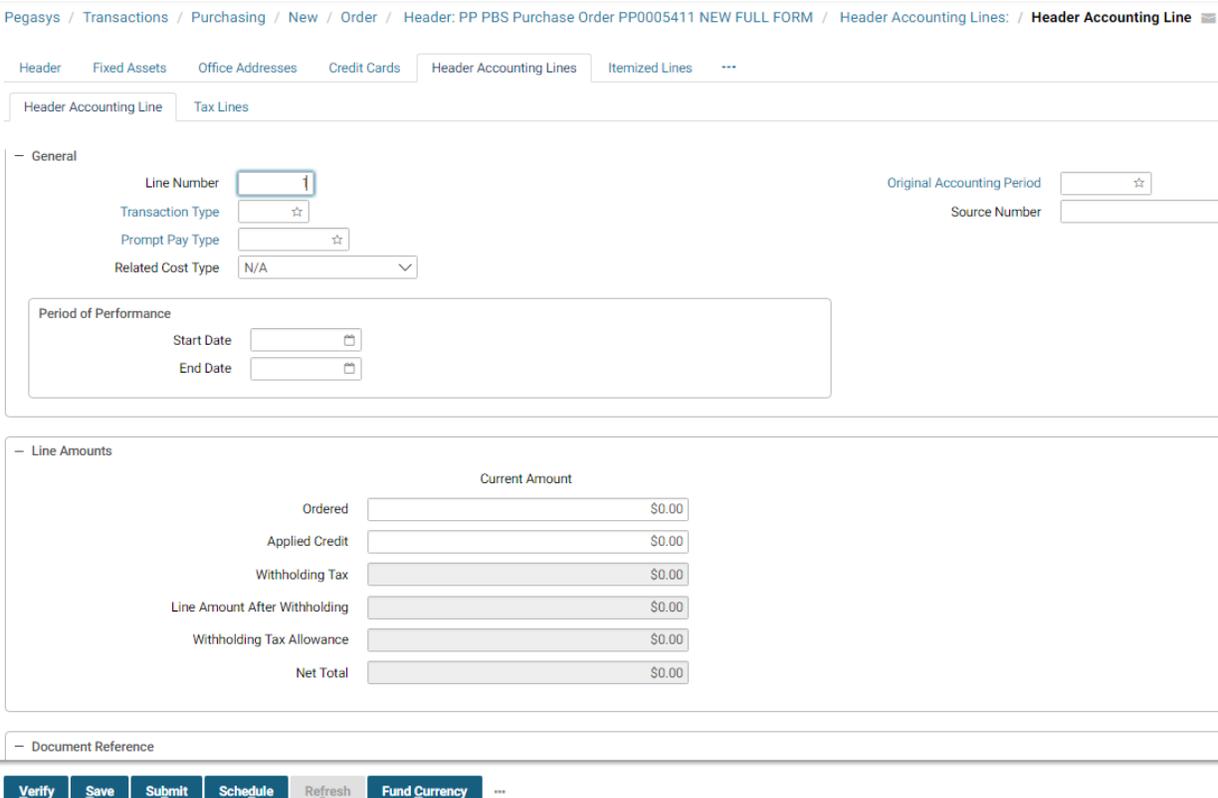
11. Select the **Add** button.

**Figure 118: New Order Accounting Lines Add Button**



12. The Header Accounting Line page is displayed.

**Figure 119: New Order Header Accounting Line page**



**NOTE:** There is a general section and a line amount section within the header accounting line sub tab. Some of the following fields can be found within the general section: line number, transaction type, prompt pay type, related cost type, and period of performance start and end dates. Various amounts can be inputted within the line amounts section such as ordered, applied credit, withholding tax, and line amount after withholding. There is a document reference section below this section. At the bottom of the page are the following buttons: verify, save, submit, schedule, refresh, fund currency, and ellipses which expands to reveal more actions.

13. On the “Header 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 required to be populated per the business process of each Business line. For details on these fields, refer to **Table 9**.

- a. General.
- b. Line Amounts.
- c. Accounting Dimensions.

14. Select the **Default** button after entering the Accounting template in the Template field to populate the accounting dimensions.

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

15. Select the **Save** button.

**Figure 120: New Order, Successful Save Message**

i
Form PP0005411 was saved successfully.

---

Header
Fixed Assets
Office Addresses
Credit Cards
Header Accounting Lines
Itemized Lines
...

Header Accounting Line
Tax Lines

**General**

Line Number

Transaction Type

Prompt Pay Type

Related Cost Type

---

**Period of Performance**

Start Date

End Date

**Line Amounts**

	Current Amount
Ordered	<input type="text" value="\$1,500.00"/>
Applied Credit	<input type="text" value="\$0.00"/>
Withholding Tax	<input type="text" value="\$0.00"/>
Line Amount After Withholding	<input type="text" value="\$1,500.00"/>

Verify
Save
Submit
Schedule
Refresh
Fund Currency
...

16. Select the **Verify** button.

**Figure 121: New Order, Successful Verification**

Pegasys / Transactions / Purchasing / New / Order / Header: PP PBS Purchase Order PP0005412 HELD FULL FORM / Header Accounting Lines: / **Header Accounting Line**

1 - 1 of 1 results

**i** Form PP0005412 was verified successfully.

Header Fixed Assets Office Addresses Credit Cards **Header Accounting Lines** Itemized Lines ...

Header Accounting Line Tax Lines

---

**- General**

Line Number  Original Accounting Period  ☆

Transaction Type  ☆

Prompt Pay Type  ☆

Related Cost Type  ▾

Source Number

Period of Performance

Start Date

End Date

---

**- Line Amounts**

	Current Amount
Ordered	<input type="text" value="\$1,500.00"/>
Applied Credit	<input type="text" value="\$0.00"/>
Withholding Tax	<input type="text" value="\$0.00"/>
Line Amount After Withholding	<input type="text" value="\$1,500.00"/>

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

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

17. Select the **Submit** button.

**Figure 122: New Order, Submit Button**

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

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

**Figure 123: New Order, Successful Submission Message**

1 server message(s)

**i** Form PP0005412 was submitted for processing successfully.

19. Navigate to Transactions → Purchasing → New → Receipt.

The New Receipt page is displayed.

**Figure 124: New Receipt page**

Pegasys / Transactions / Purchasing / New / New Receipt

New Receipt

\* Document Type  ☆

Document Number Format Prefix  ☆

Security Org  ☆

\* Document Number  **Generate**

Title

Copy Document  None  
 Copy From  
 Copy Forward

File  No file chosen

20. **REQUIRED** - Enter Document type.

21. Select the **Generate** button to auto-generate a Document Number.

**Figure 125: New Receipt Generate Document Number**

\* Document Number  **Generate**

A unique Document Number is generated in the Document Number field.

**Figure 126: New Receipt Document Number Creation**

\* Document Type  ☆

Document Number Format Prefix  ☆

Security Org  ☆

\* Document Number  **Generate**

Title

Copy Document  None  
 Copy From  
 Copy Forward

File  No file chosen

22. Select the **Next** button.

**Figure 127: New Receipt Next Button**

23. The Copy Forward page is displayed.

**Figure 128: New Receipt Copy Forward page**

Copy Forward

---

Search Criteria

Document Type  ☆

Document Number

Document Status  ▾

User ID

Title

Accounting Period

Accounting Period

From Date  📅

To Date  📅

Vendor  ☆  ☆

---

Copy Lines

Copy all lines  Choose which lines to copy  Copy no lines

---

+ Additional Criteria

---

+ Accounting Dimensions

---

No results

Document Category	Document Type	Document Number	Document Date	Amendment / Modification Number	Title	Documer
-------------------	---------------	-----------------	---------------	---------------------------------	-------	---------

24. **REQUIRED** - Enter the search criteria to search for the Order document (IO) to Copy Forward (i.e., Document Type, Document Number, etc.).

25. Select the **Search** button.

**Figure 129: New Receipt Copy Forward Search Button**



26. The results are returned in the item collection.

**Figure 130: New Receipt Copy Forward Item Collection**

Copy Forward

---

Search Criteria

Document Type  ☆  ☆

Document Number

Document Status  ▾

User ID  allroles148

Title

Accounting Period

Accounting Period

From Date  01/17/2018 📅

To Date  01/17/2018 📅

Vendor  ☆  ☆

---

Copy Lines

Copy all lines  Choose which lines to copy  Copy no lines

---

+ Additional Criteria

---

+ Accounting Dimensions

---

1 - 2 of 2 results

Document Category	Document Type	Document Number	Document Date	Amendment / Modification Number	Title
<input checked="" type="radio"/> IO	PP	PP0005412	01/17/2018		

27. Select the **Copy all lines radio** button to Copy Forward all the Accounting Lines from the outstanding BD.
28. Select the **Choose which lines to copy** radio button to Copy Forward specific Accounting Lines.

**Figure 131: New Receipt Copy Forward Select Lines to Copy**

Copy Forward

---

Search Criteria

Document Type  ☆  ☆

Document Number

Document Status  ▾

User ID

Title

---

Copy Lines

Copy all lines  Choose which lines to copy  Copy no lines

29. If **Copy all lines** was selected in step 24, select the BD from the item collection, select the **Finish** button and see step 30.
30. If **Choose which line to copy** was selected in step 24, select the IO from the item collection, select the **Next** button and see step 26.

**NOTE:** The Finish button converts into the Next button once Choose which lines to copy is selected.

**Figure 132: New Receipt Copy Forward Choose Which Lines to Copy**

Copy Forward

**Search Criteria**

Document Type PP ☆ PBS Purchase Order ☆

Document Number

Document Status

User ID

Title

**Search**

**Copy Lines**

Copy all lines  
  Choose which lines to copy  
  Copy no lin

+ Additional Criteria

+ Accounting Dimensions

1 - 2 of 2 results

	Document Category	Document Type	Document Number	Document Date
<input checked="" type="radio"/>	IO	PP	PP0005412	01/17/2018
<input type="radio"/>	IO	PP	PP0005411	01/17/2018

[Go to top of page](#)

≤ Back
Finish
Cancel

**NOTE:** The search criteria section is at the top of the screen and this is where different document parameters can be entered to try and retrieve a specific document. Some of these fields are document type which has a value of PP, document number, document status, user id which has a value of allroles148, title, and account period. There is a search button below the fields. There is a copy lines section below the buttons and within this section is a copy all lines radio button, a choose which lines to copy radio button, and a copy no lines radio button. At the bottom of the page is an item collection table where the columns makeup the parameters for each row. Each row represents a record returned from the search criteria. The selected record has a document category of IO, a document type of PP, a document number of PP0005412, and a document date of 01/17/2018. There is a back button, a finish button, and a cancel button below the item collection table.

31. The Choose Accounting Lines page is displayed.

**Figure 133: New Receipt Choose Copy Forward Accounting Lines page**

Choose Accounting Lines

Prorate to Itemized Lines

1 - 1 of 1 results

<input type="checkbox"/>	Actg Ln #	Original Amount	Closed Amount	Outstanding Amount	Part	BBFY	EBFY	Fund	Reg	Org Cd	Prgm	Proj Cd	Acty	SOC	Bldg #	Sys
<input type="checkbox"/>	1	\$1,500.00	\$0.00	\$1,500.00		2018		120A	00	J00A0000	IA10		IAB11	H08		

10 per page

32. Select the desired Accounting Line(s) to Copy Forward and select the **Next** button.

**Figure 134: New Receipt Copy Forward Accounting Line Selection**

Choose Accounting Lines

Prorate to Itemized Lines

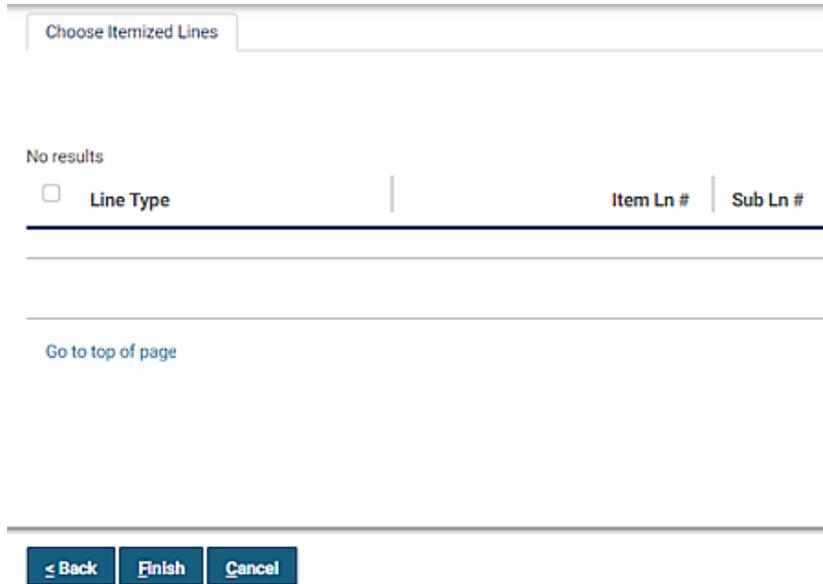
1 - 1 of 1 results

<input type="checkbox"/>	Actg Ln #	Original Amount	Closed Amount	Outstanding Amount	Part	BBFY	EBFY	Fund
<input checked="" type="checkbox"/>	1	\$1,500.00	\$0.00	\$1,500.00		2018		120A

[Go to top of page](#)

33. The Choose Itemized Lines page is displayed.

**Figure 135: New Receipt Copy Forward Choose Itemized Lines page**



34. Select the **Finish** button.

**Figure 136: New Receipt Copy Forward Finish Button**



35. The Header page is displayed and the field values are carried forward from the IO. Populate the Pegasys System required fields. The Pegasys System required fields have the red asterisk.

**Figure 137: New Receipt Header page**

Pegasys / Transactions / Purchasing / New / Receipt / Header: RW Receipt7 RW201801170005 NEW FULL FORM

Header Fixed Assets Office Addresses Header Accounting Lines Itemized Lines Approval Routing

**General**

Document Type: RW Receipt7  
 Status: NEW  
 Document Number: RW201801170005  
 Title: [ ]  
 \* Received By: ALLROLES\_PURCHASING  
 Invoice #: [ ]  
 Invoice Date: [ ]  
 Disbursing Office: [ ]  
 Reversal Accounting Period: [ ]  
 Reverse After Period: [ ]  
 Agency DUNS Number: [ ]  
 Agency DUNS+4: [ ]

Receipt Date: [ ]  
 Accounting Period: [ ]  
 Reporting Accounting Period: [ ]  
 Batch Number: [ ]  
 Document Classification: [ ]  
 Security Org: GSA  
 Suppress Printing  
 Fast Pay  
 Accepted Date: [ ]  
 Delivery Date: [ ]

Period of Performance  
 Start Date: [ ]  
 End Date: [ ]

**Vendor Information**

Vendor  
 \* Code: 132561772 00002 More  
 Address Name: CANON USA INCORPORATED  
 Customer Account: 132561772  
 Remit To Address: 00002 More

Designated Agent  
 Code: [ ] [ ] More Default  
 Address Name: [ ]

36. Select the Header Accounting Lines tab.

**Figure 138: New Receipt Header Accounting Lines Tab**

Header Fixed Assets Office Addresses **Header Accounting Lines** Itemized Lines Approval Routing

37. The Header Accounting Lines page is displayed.

**Figure 139: New Receipt Header Accounting Lines page**

Header Accounting Line Invoices

1 - 1 of 1 results

<input type="checkbox"/>	Line Number	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm
<input type="checkbox"/>	1	\$1,500.00		RegressionTest	2018		120A	00	J00A0000	IA10
<b>Total Header Funded Amou</b>		<b>\$1,500.00</b>								

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

38. Select the Accounting Line(s) and select the **Header Accounting Line** hyperlink located beneath the Accounting Line tab.

**Figure 140: New Receipt Header Accounting Lines Selection page**

Header Fixed Assets Office Addresses **Header Accounting Lines** Itemized Lines Approval Routing ...

**Header Accounting Line** Invoices

1 - 1 of 1 results

<input type="checkbox"/>	Line Number	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund
<input checked="" type="checkbox"/>	1	\$1,500.00		RegressionTest\$	2018		120A
<b>Total Header Funded Amou</b>		<b>\$1,500.00</b>					

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

**NOTE:** To modify an accounting line, select the checkbox by the row and then select the **Header Accounting Line** link to open the page. To delete an existing line, select the line by highlighting its tab and select the Remove button.

- The Header Accounting Line is displayed. Populate the Pegasys System required fields. The Pegasys System required fields have the red asterisk.

**Figure 141: New Receipt Header Accounting Line**

Pegasys / Transactions / Purchasing / New / Receipt / Header: RW Receipt7 RW201801170005 NEW FULL FORM / Header Accounting Lines: **Header Accounting Line**

Header Fixed Assets Office Addresses **Header Accounting Lines** Itemized Lines Approval Routing ...

**Header Accounting Line** Invoices

**General**

Line Number  Original Accounting Period

Transaction Type

\* Accepted Date

\* Delivery Date

Related Cost Type

Period of Performance

Start Date

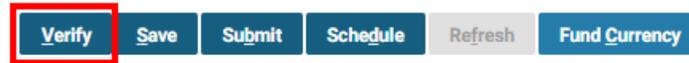
End Date

**Line Amounts**

Amount

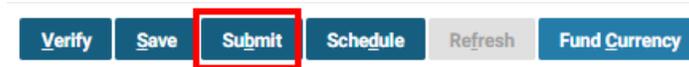
Holdback Amount

- Select the **Save** button.
- Select the **Verify** button.

**Figure 142: New Receipt Verify Button**

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

42. Select the **Submit** button.

**Figure 143: New Receipt Submit Button**

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

**Figure 144: New Receipt Successful Submission Message**

#### 4.3.4 Agreements: Agreement Charge (AG) Description and Uses

An Agreement Charge document allows for the entry and processing of charges against customer agreements. They capture the costs that cannot be readily differentiated via spending transactions. For example, the spending incurred against an agreement could have been captured in lump sum, and thus not distinguishable for the specific good or service provided. Agreement Charge documents are established in Pegasys to prompt the Bill Generation batch job to generate Billing Documents against an agreement. Additionally, these documents are not configured to affect the General Ledger to prevent the double counting of Expenditures in the General Ledger, as Spending would have been processed on a separate transaction.

##### 4.3.4.1 Available Agreement Charge (AG) Document Types

Each BAAR Business Line will use predetermined document types. The document type is a configuration of the Document Category. For example, the Agreement Charge (AG) is a Document Category. For most document categories, each Business Line has been assigned a unique document type to accommodate different business processes as well as to provide a unique system categorization of the business line's transactions; however, certain document types will be shared by multiple business lines.

Please refer to the appendix for a full listing and breakdown of Document types and their descriptions in **BAAR User Guide 8 of 10, Appendix A.10**.

#### 4.3.4.2 User-Defined Fields - Agreement Charge (AG)

The listings of User-Defined fields on the Agreement Charge (AG) Form are available in **BAAR User Guide 8 of 10, Appendix B.10**.

#### 4.3.4.3 Automated Methods to Create Agreement Charge (AG)

HOTD Agreement Charge (AG) Documents can be created manually in Pegasys or sent in through the HOTD Agreement Interface. This will be handled with one file that contains all records in an AG file layout and this file will be run through the Form Import batch process. The Agreement Charges will reference Agreements set up in Pegasys via a separate interface from the RETA system.

#### 4.3.4.4 Manual Steps to process Agreement Charges (AG)

Agreement Charges (AG) against an agreement can be manually created in Pegasys by following these steps:

The users are required to populate the following types of fields to manually create the AG.

- **Pegasys System Required fields** - These fields have the red asterisk and the system throws hard error when they are left blank.
- **GSA Business process required fields** - These fields are optional in Pegasys but required to be populated per the business process of each Business line. The appendices listing these fields for every business line can be found in **Table 10**.

**Table 10: List of Appendices: Business Process Required Fields for AG Creation**

<b>Business Line</b>	<b>List of Appendices</b>	<b>Document</b>
HOTD	Appendix C.4.1: Create an Agreement Charge (AG) -HOTD	BAAR Guide 9 of 10
R6 Manual Business Lines	Appendix C.4.2: Create an Agreement Charge (AG) - Region 6 Manual Business Lines	BAAR Guide 9 of 10

1. Navigate to Transactions → Project Cost Accounting → New → Agreement Charge.  
The New Agreement Charge page is displayed.

**Figure 145: New Agreement Charge page**

Pegasys / Transactions / Project Cost Accounting / New / **New Agreement Charge**

New Agreement Charge

\* Document Type  ☆

Document Number Format Prefix  ☆

Security Org  ☆

\* Document Number  **Generate**

Title

Copy Document  None  
 Copy From  
 Copy Forward

File  No file chosen

2. **REQUIRED** - Enter Document Type.
3. Select the **Generate** button to auto-generate a Document Number.

**Figure 146: New Agreement Charge Generate Document Number**

\* Document Number  **Generate**

4. A unique Document Number is generated in the Document Number field.

**Figure 147: New Agreement Charge Document Number Creation**

New Agreement Charge

\* Document Type  ☆

Document Number Format Prefix  ☆

Security Org  ☆

\* Document Number  **Generate**

Title

Copy Document  None  
 Copy From  
 Copy Forward

File  No file chosen

5. Select the **Finish** button.



**Figure 151: New Agreement Charge Accounting Lines page**

12. Select the **Add** button.

**Figure 152: New Agreement Charge Add Accounting Lines Button**



13. The Header Accounting Line page is displayed.

**Figure 153: New Agreement Charge Header Accounting Line page**

14. On the “Header Accounting Line” tab, populate the Pegasys System required fields and GSA Business Process required fields. The Pegasys System required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but required to be populated per the business process of each Business line. For details on these fields, refer to **Table 10**.

15. Line Amounts.

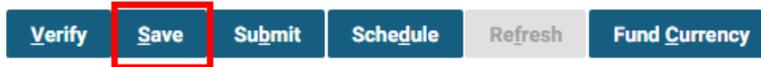
16. Accounting Dimensions:

17. Select the Default button after entering the Accounting template in the Template field to populate the accounting dimensions.

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

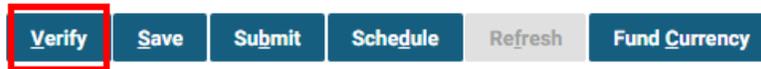
18. Select the **Save** button.

**Figure 154: New Agreement Charge Save Button**



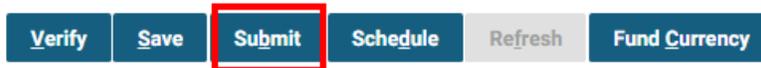
19. Select the **Verify** button.

**Figure 155: New Agreement Charge Verify Button**



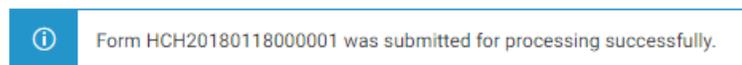
20. Select the **Submit** button.

**Figure 156: New Agreement Charge Submit Button**



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

**Figure 157: New Agreement Charge Successful Submission Message**



#### 4.3.5 Automated Methods to Apply Surcharges

---

Surcharges allow GSA to charge the customer a markup above the cost of the good or service. These Surcharge Types are referenced on the agreement, defining how surcharges should be calculated and applied. HOTD is one business line that does not generate surcharges based on spending; rather, HOTD agreements include a one-time \$100 surcharge for overhead to customers assessed by the 100FFH Surcharge Type.

The Surcharge Generation Batch Job (PCSURGEN) identifies the Surcharge Type and calculates the surcharge amount based on the agreement, Surcharge Type, and/or any eligible spending. This batch process creates a Standard Voucher (SV) document and associates it to the agreement to record the surcharge amount.

### 4.3.6 Manual Steps to Create Surcharges (SV)

Surcharges against an agreement can be manually created in Pegasys by following these steps:

The users are required to populate the following types of fields to manually create the Surcharge (SV).

- **Pegasys System Required fields** - These fields have the red asterisk and the system throws hard error when they are left blank.
- **GSA Business process required fields** - These fields are optional in Pegasys but required to be populated per the business process of each Business line. The appendix listing these fields can be found in **BAAR User Guide 10 of 10 Section C.10**.

1. Navigate to Transactions → General System → New → Standard Voucher.

The New Standard Voucher page is displayed.

**Figure 158: New Standard Voucher page**

2. **REQUIRED** - Enter Document Type.
3. Select the **Generate** button to auto-generate a Document Number.

**Figure 159: New Standard Voucher Generate Document Number**

4. A unique Document Number is generated in the Document Number field.

**Figure 160: New Standard Voucher Document Number Generation**

The screenshot shows a web form titled "New Standard Voucher". It contains several input fields and buttons:

- Document Type:** A dropdown menu with "ADS" selected and a star icon. To its right is a text field containing "RWA PCAS 4% Fee Surchar!".
- Document Number Format Prefix:** A text input field with a star icon.
- Security Org:** A text input field with a star icon.
- Document Number:** A text input field containing "ADS2018011800001" and a blue "Generate" button to its right.
- Title:** A large empty text input field.
- Copy Document:** Three radio button options: "None" (selected), "Copy From", and "Copy Forward".
- File:** A "Choose File" button and the text "No file chosen".

5. Select the **Finish** button.

**Figure 161: New Standard Voucher Generation Finish Button**



6. On the “Header” tab, populate the GSA Business Process required fields. The GSA Business Process required fields are optional in Pegasys but required to be populated per the business process of each Business line. For details on these fields, refer to the Appendix: Create Surcharge Standard Voucher (SV) - RWA/HOTD/Manual Business Lines.
  - a. General.
  - b. User Defined Fields.
  - c. Description.
7. Select the **Accounting Lines** tab.

**Figure 162: New Standard Voucher Accounting Lines Tab**



8. The Accounting Lines page is displayed.

**Figure 163: New Standard Voucher Accounting Lines page**



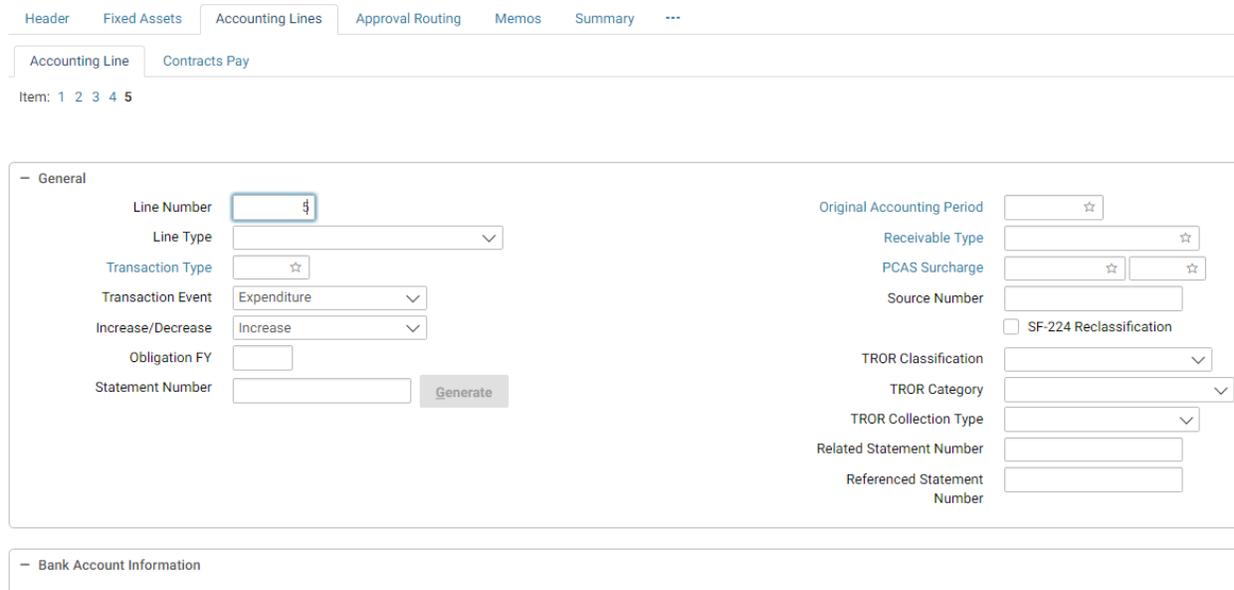
9. Select the **Add** button.

**Figure 164: New Standard Voucher Accounting Lines Add Button**



10. The Accounting Line page is displayed.

**Figure 165: New Standard Voucher Accounting Line page**



11. On the “Accounting Line” tab, populate the Pegasys System required fields and GSA Business Process required fields. The Pegasys System required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but required to be populated per the business process of each Business line. For details on these fields, refer to the Appendix: Create Surcharge Standard Voucher (SV) - RWA/HOTD/Manual Business Lines.

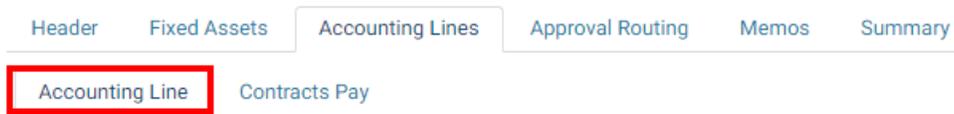
- a. General.
- b. Vendor Information.
- c. Accounting Dimensions.

- i. Select the Default button after entering the Accounting template in the Template field to populate the accounting dimensions.
- ii. Please see the Configuration Guide for the complete list of Accounting Templates.

**NOTE:** If a Cost Transfer Line is required on the surcharge, proceed to Step 12. If a Cost Transfer Line is not required, proceed to Step 17.

12. Select the **Accounting Lines** hyperlink.

**Figure 166: New Standard Voucher Accounting Line Selection**



13. The Accounting Lines page is displayed.

**Figure 167: New Standard Voucher Accounting Lines page**

Line Number	Line Type	Amount	Transaction Event	Increase/Decrease	Transaction Type	Accounting Template	BBFY	EBFY	Fund
5		\$0.00	Expenditure	Increase					

14. Select the **Add** button.

**Figure 168: New Standard Voucher Accounting Lines Add Button**



15. The Accounting Line page is displayed.

**Figure 169: New Standard Voucher New Accounting Line page**

16. On the “Accounting Line” tab, populate the Pegasys System required fields and GSA Business Process required fields. The Pegasys System required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but required to be populated per the business process of each Business line. For details on these fields, refer to the Appendix: Create Surcharge Standard Voucher (SV) - RWA/HOTD/Manual Business Lines.

- a. General.
- b. Vendor Information.
- c. Accounting Dimensions.
  - i. Select the **Default** button after entering the Accounting template in the Template field to populate the accounting dimensions.

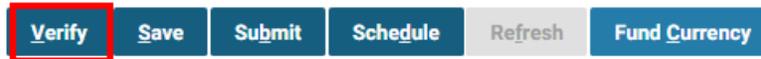
**NOTE:** Please see the Configuration Guide for the complete list of Accounting Templates.

17. Select the **Save** button.

**Figure 170: New Standard Voucher Save Button**

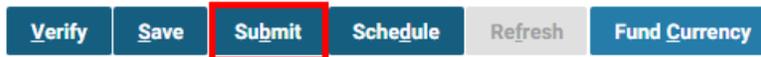


18. Select the **Verify** button.

**Figure 171: New Standard Voucher Verify Button**

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

19. Select the **Submit** button.

**Figure 172: New Standard Voucher Submit Button**

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

**Figure 173: New Standard Voucher Successful Submission Message**

#### 4.3.7 Agreement Query

The Agreement Query provides a summary of the activity against specified customer agreements such as External Direct, External Indirect, Internal Direct, and Internal Indirect agreements.

**NOTE:** GSA does not use External Indirect or Internal Indirect agreements.

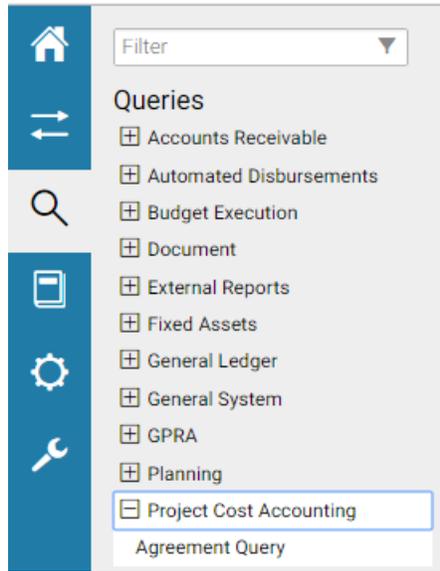
Users can view the detailed transaction history for the agreement and all associated documents related to the agreement. The referenced agreement documents can be reviewed, corrected and updated, deleted, or canceled all within the query.

Users can navigate to Queries → Project Cost Accounting → Agreement Query to access the query.

The Agreement Query provides:

- A breakdown of spending including Commitments, Obligations, Expenditures, Agreement Charges, Surcharges, and Accruals.
- A breakdown of revenue including Receivables, Collections, Credits, Advances and Write-Offs.
- The ability to search at the agreement Header Level or Accounting Line Level.
- An Activity Sub Query that allows users to search for and view all spending/billing-related transactions referencing the agreement.
- The ability to attach files that serve as documentation for the agreement.

**Figure 174: Agreement Query Navigation**

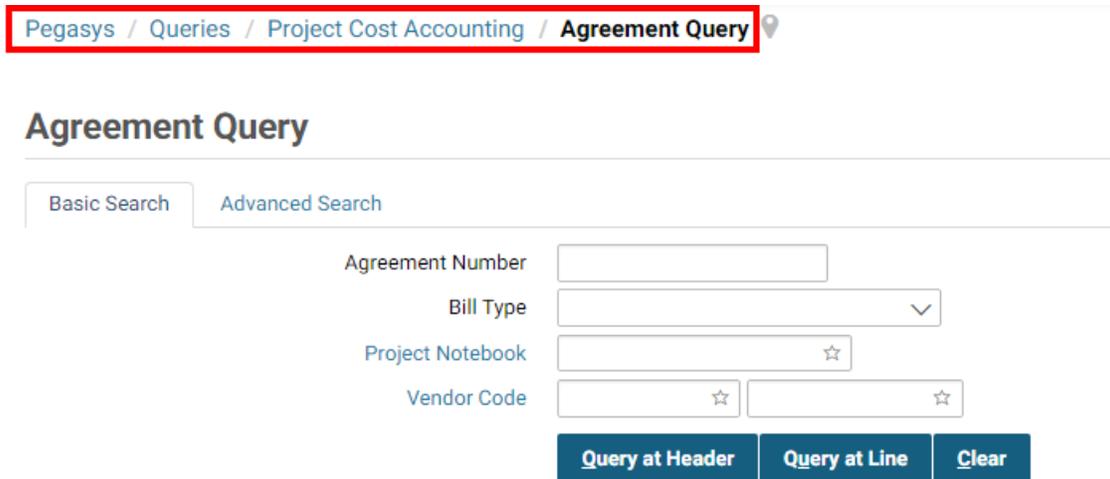


**NOTE:** Please see **BAAR User Guide 2 of 10, Section 4.6.1** for information on Basic and Advanced Search functionality.

**4.3.7.1 Agreement Query: Search Criteria and Results**

The Agreement Query has a vast array of fields that can be used as search criteria to find agreement records.

**Figure 175: Agreement Query Search Criteria**



### 4.3.7.2 Agreement Query: Details

The Agreement Query Item Collection page displays the agreements that were identified by the query search.

**Figure 176: Agreement Query Item Collection**

Query At Header  
1 - 1 of 1 results

Agreement Number	Name	Type	Vendor	Address Code	Agreement Amount	Agreement Start Date	Status	Security Organization	Agreement End Date	Total Unliquidated Obligation Amount	Total Available Amount	Total Spending Amount
0260837	OVERTIME UTILITY	External Direct	105326	105326	\$5,307.18	10/01/2011	Inactive	GSA	09/30/2012	\$0.00	\$5,307.18	\$0.00

The user can select from the list of available agreements and select Details, to proceed to the Agreement Query details. Within the Agreement Query details page, the user will see 4 tabs:

- Header
- Accounting Lines
- Supervisors
- Vendor Novation

**Figure 177: Agreement Query: Header General**

Pegasys / Queries / Project Cost Accounting / Agreement Query / Header

Header | Accounting Lines | Supervisors | Vendor Novation

**General**

Agreement Number	0260837	Agreement Start Date	09/30/2011
Agreement Name	OVERTIME UTILITY	Last Agreement Date	10/01/2011
Title	R0260837	Last Document Type	NER
Agreement End Date	09/30/2012	Active	Inactive
Agency DUNS Number		<input type="checkbox"/> Agreement Canceled	
Agency DUNS+4		<input checked="" type="checkbox"/> Reimbursable	
Number Of Lines	5	<input type="checkbox"/> Spend And Reimburse Within Fund	
Authorized Agreement Amount	\$5,307.18	Funding Status	Actual
Total Agreement Line Amount	\$5,307.18	Last Activity Date	07/15/2013
Total Unliquidated Receivable Amount	\$0.00		
Security Org	GSA		

Funds Availability Options

- Agreement Charges Affect Available Amount
- Obligations Affect Available Amount
- Commitments Affect Available Amount
- Reservations Affect Available Amount
- Miscellaneous Surcharges Affect Available Amount

Within the Header tab of the Agreement Query, the user will be able to:

- Access the agreement Entity.
- View the agreement Activity Log that lists billing, collection, and spending documents associated with the agreement.
- View the agreement Surcharges which lists all surcharges associated with the Agreement.
- View the agreement History that displays the history of the agreement, including documents processed to update the agreement.

**Figure 178: Agreement Query: Header Amount Summary**

Pegasys / Queries / Project Cost Accounting / Agreement Query / Header

Header Accounting Lines Supervisors Vendor Novation

Amount Summary		Total Available Amount		Total Available Receivable Amount	
		\$5,307.18		\$0.00	
	Total Profit/Loss Amount	\$5,307.18			
<b>Spending Activity</b>					
Total Pre-Commitment Amount		\$0.00		Total Receivable Amount	\$5,307.18
Total Commitment Amount		\$0.00		Total Unliquidated Receivable Amount	\$0.00
Total Obligations Excluding Direct Spending Amount		\$0.00		Total Collection Amount	\$5,307.18
Total Accrual Amount		\$0.00		Total Cumulative Debit Voucher Amount	\$0.00
Total Agreement Charge Amount		\$0.00		Total Outstanding IPAC Chargeback Amount	\$0.00
Total Per Unit Agreement Charge Amount		\$0.00		Total Unliquidated Credit Amount	\$0.00
Total Unliquidated Pre-Commitment Amount		\$0.00		Total Credit Amount	\$0.00
Total Unliquidated Commitment Amount		\$0.00		Total Write Off Amount	\$0.00
Total Unliquidated Obligation Amount		\$0.00		Total Unliquidated Advance Amount	\$0.00
Total Unliquidated Accrual Amount		\$0.00		Total Advance Amount	\$0.00
Total Expenditure Amount		\$0.00		Total Advance Applied Amount	\$0.00
Total Expenditure Interest Amount		\$0.00		Total Advance Receivable Amount	\$0.00
Total Expenditure Penalty Amount		\$0.00		Total Advance Refunded Amount	\$0.00
Total Expenditure Discount Amount		\$0.00		Total Cumulative Advance Debit Voucher Amount	\$0.00
Total Obligation Surcharge Amount		\$0.00		Total Outstanding Advance IPAC Chargeback Amount	\$0.00
Surcharge on Accrued Spending Amount		\$0.00		Total Outstanding Revenue Accrual Amount	\$0.00
Surcharge on Direct Spending Amount		\$0.00			
Total Expenditure Interest Surcharge Amount		\$0.00			
Total Expenditure Penalty Surcharge Amount		\$0.00			
Total Expenditure Discount Surcharge Amount		\$0.00			
Total Miscellaneous Surcharge Amount		\$0.00			
Total Agreement Charge Surcharge Amount		\$0.00			
Total Spending Amount Including Commitments		\$0.00			
Total Outstanding Prepayment Amount		\$0.00			

**Figure 179: Agreement Query: Header History**

**History**

Search Criteria

Document Type  ☆  ☆

Document Number

Fiscal Month  >

Fiscal Year  >

**Search** **Unlimited Search**

1 - 6 of 6 results

Document Type	Document Number	Line #	Date	Entity Line Incremental Impact	Entity Line Ending Balance
<input type="radio"/> NER	NER20130713003614	5	10/01/2011	\$0.00	\$0.00
<input type="radio"/> NER	NER20130713003614	4	10/01/2011	\$6.97	\$6.97
<input type="radio"/> NER	NER20130713003614	3	10/01/2011	\$4,816.48	\$4,816.48
<input type="radio"/> NER	NER20130713003614	2	10/01/2011	\$383.73	\$383.73
<input type="radio"/> NER	NER20130713003614	1	10/01/2011	\$100.00	\$100.00
<input type="radio"/> ED	ED2011102800093	1	10/01/2011	\$5,307.18	\$5,307.18

**Figure 180: Agreement Query: Accounting Lines**

Header **Accounting Lines** Supervisors Vendor Novation

Accounting Line Detail Surcharges Customer BETC Fee Schedule Billing Schedule Alternate Dimensions

1 - 5 of 5 results

Number	Amount	Description
<input type="radio"/> 1	\$100.00	12-092000-A06XX0E-A06XX0E-2341
<input type="radio"/> 2	\$383.73	12-092000-A06XX0E-A06XX0E-2341
<input type="radio"/> 3	\$4,816.48	12-092000-A06XX0E-A06XX0E-2341
<input type="radio"/> 4	\$6.97	12-092000-A06XX0E-A06XX0E-2341
<input type="radio"/> 5	\$0.00	12-092000-A06XX0E-A06XX0E-2341

**Figure 181: Agreement Query: Vendor Novation**

Header Accounting Lines Supervisors **Vendor Novation**

1 - 2 of 2 results

Sequence Number	Novation Date	Vendor Code	Address Code	Name	Last Modified By
<input checked="" type="radio"/> 1	07/13/2013	105326	105326	JAMES A HIGGINS CIRCUIT EXEC	runbatchcomvbaar
<input type="radio"/> 0		100000000	00001	JUDICIARY	runbatchrwa

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

Expand All Collapse All

**General**

Sequence Number  1

Novation Date  07/13/2013

Vendor  105326  105326 **More**

Name  JAMES A HIGGINS CIRCUIT EXEC

Last Modified By  runbatchcomvbaar

### 4.3.7.3 Agreement Query: Search criteria - Agreement Charge (AG)

The listing of User-Defined fields on the Agreement Query is available in **BAAR User Guide 9 of 10, Appendix B.3.**

### 4.3.7.4 Agreement Query: Steps to execute a Query

To query agreements via the Agreement Query, the user can perform the following steps:

1. Navigate to Queries → Project Cost Accounting → Agreement Query.
2. The Agreement Query page is displayed.

**Figure 182: Agreement Query page**

Pegasys / Queries / Project Cost Accounting / Agreement Query

#### Agreement Query

Basic Search | Advanced Search

Agreement Number

Bill Type

Project Notebook

Vendor Code

Query At Header

No results

Agreement Number	Name	Type	Vendor	Address Code	Agreement Amount	Agreement Start Date	Status	Security Organization	Agreement End Date	Total Unliquidated Obligation Amount	Total Available Amount	Total Spending Amount
------------------	------	------	--------	--------------	------------------	----------------------	--------	-----------------------	--------------------	--------------------------------------	------------------------	-----------------------

3. Enter the Agreement Number, Name, or other valid information that can be used to search for the agreement.
4. Select the **Query at Header** button.

**Figure 183: Agreement Query, Query at Header Button**



5. The records are returned in the item collection.

**Figure 184: Agreement Query, Item Collection**

Query At Header

1 - 1 of 1 results

Agreement Number	Name	Type	Vendor	Address Code	Agreement Amount	Agreement Start Date	Status	Security Organization	Agreement End Date	Total Unliquidated Obligation Amount	Total Available Amount	Total Spending Amount
<input type="radio"/> 0260837	OVERTIME UTILITY	External Direct	105326	105326	\$5,307.18	10/01/2011	Inactive	GSA	09/30/2012	\$0.00	\$5,307.18	\$0.00

6. Select the radio button for the desired agreement and select Details.

**Figure 185: Agreement Query, Details Button**

Query At Header  
1 - 1 of 1 results

Agreement Number	Name	Type	Vendor	Address Code	Agreement Amount	Agreement Start Date	Status	Security Organization	Agreement End Date	Total Unliquidated Obligation Amount	Total Available Amount	Total Spending Amount	Last Agreement Document Date
0260837	OVERTIME UTILITY	External Direct	105326	105326	\$5,307.18	10/01/2011	Inactive	GSA	09/30/2012	\$0.00	\$5,307.18	\$0.00	10/01/2011

10 per page Page 1 of 1

7. The Agreement Query is open and visible to the user.

**Figure 186: Agreement Query Header**

Header Accounting Lines Supervisors Vendor Novation

**General**

Agreement Number	0260837	Agreement Start Date	09/30/2011
Agreement Name	OVERTIME UTILITY	Last Agreement Date	10/01/2011
Title	R0260837	Last Document Type	NER
Agreement End Date	09/30/2012	Active	Inactive
Agency DUNS Number		<input type="checkbox"/> Agreement Canceled	
Agency DUNS+4		<input checked="" type="checkbox"/> Reimbursable	
Number Of Lines	5	<input type="checkbox"/> Spend And Reimburse Within Fund	
Authorized Agreement Amount	\$5,307.18	Funding Status	Actual
Total Agreement Line Amount	\$5,307.18	Last Activity Date	07/15/2013
Total Unliquidated Receivable Amount	\$0.00		
Security Org	GSA		

Funds Availability Options

- Agreement Charges Affect Available Amount
- Obligations Affect Available Amount
- Commitments Affect Available Amount
- Reservations Affect Available Amount
- Miscellaneous Surcharges Affect Available Amount

**4.3.8 Customer Novation Process**

The PCAS Customer Novation functionality provides the ability to:

- Update the customer on an existing agreement.
- Track the Novation history of the agreement.
- Update the vendor on outstanding Billing Documents when the vendor on the Billing Document’s associated agreement has changed.

The PCAS agreement Customer Novation process updates the vendor on outstanding Billing Documents when the vendor on the Billing Documents associated agreement is changed. PCAS Customer Novation can only be processed on Billing Documents that have not been fully collected.

- For Unbilled Billing Documents:
  - o It amends the Billing Document, updating vendor to match novated agreement vendor.

- For Billed Billing Documents:
  - o It amends the Billing Document, drawing down to the liquidated amount.
  - o It creates a new Billing Document for the remaining outstanding amount, and records the vendor, matching the novated agreement vendor.

### 4.3.8.1 Customer Novation Process: Automated Processes

The PCAS Customer Novation (PCASAGRNOV) batch process updates documents associated to the agreement with the new customer information. The batch job process will:

- Update outstanding uncollected and partially collected Billing Documents associated with any agreement that was novated.
  - o Amend unbilled Billing Documents to update the vendor with the new customer information.
  - o Draw down billed Billing Documents to the liquidated amount and create a new Billing Document for the outstanding amount with the new customer information.
- Allow input of a specific date range for novations based on the Novation date.
- Allow a selection of specific agreements to novate.

**Figure 187: PCAS Customer Novation Batch Job**

Pegasys / Utilities / Batch Execution / Batch Jobs / Batch Job Maintenance: PCASAGRNOV / Simple Parameters

Batch Job Maintenance | Simple Parameters | Complex Parameters | Input Files

1 - 20 of 56 results

Seque Numb	Name	Required	Value
<input type="radio"/> 1	agreementDocumentType	False	IER
<input type="radio"/> 2	agreementDocumentType	False	NER
<input type="radio"/> 3	agreementDocumentType	False	NEC
<input type="radio"/> 4	agreementDocumentType	False	IEA
<input type="radio"/> 5	agreementDocumentType	False	IEB
<input type="radio"/> 6	agreementDocumentType	False	IEE
<input type="radio"/> 7	agreementDocumentType	False	IEF
<input type="radio"/> 8	agreementDocumentType	False	IEN
<input type="radio"/> 9	agreementDocumentType	False	NEA
<input type="radio"/> 10	agreementDocumentType	False	NEB
<input type="radio"/> 11	agreementDocumentType	False	NED
<input type="radio"/> 12	agreementDocumentType	False	NEE
<input type="radio"/> 13	agreementDocumentType	False	NEF
<input type="radio"/> 14	agreementDocumentType	False	NEN
<input type="radio"/> 15	agreementDocumentType	False	IHR
<input type="radio"/> 16	agreementDocumentType	False	NHR
<input type="radio"/> 17	agreementDocumentType	False	NHC
<input type="radio"/> 18	agreementDocumentType	False	PPI
<input type="radio"/> 19	agreementDocumentType	False	PPN
<input type="radio"/> 20	agreementDocumentType	False	MAI

Save Run Execution

### 4.3.8.2 Customer Novation Process: Steps to correct an existing document

The following are the steps used for the Customer Novation process when an existing document is available:

1. Follow the steps from the previous **Section 4.3.8.1** to find the agreement on the Agreement Query.

**Figure 188: Agreement Query Basic Search**

2. Once the agreement is opened in the Agreement Query, select the **History** button to find the agreement document.

**Figure 189: Agreement Query History Button**

- Open the latest agreement document in Correct mode.

**Figure 190: Agreement Query Correct Document Button**

**History**

Search Criteria

Document Type  ☆  ☆

Document Number

Fiscal Month  >

Fiscal Year  >

1 - 2 of 2 results

Document Type	Document Number	Line #	Date	Entity Line Incremental Impact	Entity Line Ending Balance	Fiscal Month	Fiscal Year	System Date/Time	Document Amount
<input type="radio"/> UED	UED20160215004	1	03/30/2010	\$87.68	\$87.68			02/12/2016 14:42:28	\$87.68
<input type="radio"/> UED	UED20160505781	1	10/29/2015	\$0.00	\$87.68			05/05/2016 14:21:48	\$0.00

Go to top of page

- On the Header Novation section, enter Novation Date.

**Figure 191: Agreement Query Novation Date**

— Novation

Novation Date

---

Vendor

Vendor  ☆  ☆

Address Name

- Enter the new Vendor Code in the Novation section.

**Figure 192: Agreement Query Vendor Code**

— Novation

Novation Date

---

Vendor

Vendor  ☆  ☆

Address Name

**NOTE:** For Internal Direct Agreement ONLY - This step should be repeated for every agreement line”.

- Verify and Submit the document.

**Figure 193: Agreement Query Document Verify and Submit Buttons**

Header | Office Addresses | Header Accounting Lines | Supervisors | Approval Routing | Memos | ...

---

General

Agreement Number: Z0007020170501013461  
 \* Agreement Name: HSTS0216XOIA096  
 \* Agreement End Date: 09/30/2048  
 Status: Active  
 Reimbursable  
 Spend And Reimburse Within Fund  
 Funding Status: Actual  
 Document Type: UED | AAS External Direct Agreeer  
 Status: CORRECT  
 Document Number: UED201705014167  
 Title: 10068HSM  
 Issued By:

Agreement Start Date: 05/01/2017  
 Reset Agreement Start Date  
 Last Agreement Date:   
 Accounting Period:   
 Reporting Accounting Period:   
 Batch Number:   
 Document Classification:   
 Security Org: GSA  
 Suppress Printing

Funds Availability Options  
 Agreement Charges Affect Available Amount  
 Obligations Affect Available Amount

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

7. Refresh the Agreement Query to allow the changes to be updated.

**Figure 194: Agreement Query Refresh Button**

Pegasys / Queries / Project Cost Accounting / Agreement Query / Header

Header | Accounting Lines | Supervisors | Vendor Novation

---

General

Agreement Number: Z0007020170501013461  
 Agreement Name: HSTS0216XOIA096  
 Title: 10068HSM  
 Agreement End Date: 09/30/2048  
 Agency DUNS Number:   
 Agency DUNS+4:   
 Number Of Lines: 1  
 Authorized Agreement Amount: \$554,797.00  
 Total Agreement Line Amount: \$554,797.00  
 Total Unliquidated Receivable Amount: \$0.00  
 Security Org: GSA

Agreement Start Date: 05/01/2017  
 Last Agreement Date: 02/16/2018  
 Last Document Type: UED  
 Active: Active  
 Agreement Canceled  
 Reimbursable  
 Spend And Reimburse Within Fund  
 Funding Status: Actual  
 Last Activity Date:

Funds Availability Options

Add Shortcut | Attachments | **Refresh** | Activity Log | Surcharges | History

8. Select the Vendor Novation tab on the Agreement Query.

**Figure 195: Agreement Query Vendor Novation Tab**

Pegasys / Queries / Project Cost Accounting / Agreement Query / Header

Header Accounting Lines Supervisors **Vendor Novation**

**General**

Agreement Number	Z0007020170501013461	Agreement Start Date	05/01/2017
Agreement Name	HSTS0216XOIA096	Last Agreement Date	02/16/2018
Title	10068HSM	Last Document Type	UED
Agreement End Date	09/30/2048	Active	Active
Agency DUNS Number		<input type="checkbox"/> Agreement Canceled	
Agency DUNS+4		<input checked="" type="checkbox"/> Reimbursable	
Number Of Lines	1	<input type="checkbox"/> Spend And Reimburse Within Fund	
Authorized Agreement Amount	\$554,797.00	Funding Status	Actual
Total Agreement Line Amount	\$554,797.00	Last Activity Date	
Total Unliquidated Receivable Amount	\$0.00		
Security Org	GSA		

9. Verify that a new record has been added with the new vendor information.

**Figure 196: Agreement Query New Record**

Pegasys / Queries / Project Cost Accounting / Agreement Query / Header: Z0007020170501013461 / Vendor Novation

Header Accounting Lines Supervisors Vendor Novation

1 - 2 of 2 results

Sequence Number	Novation Date	Vendor Code	Address Code	Name
0	05/01/2017	70303S	70303S	TSA-TSOC
1	02/16/2018	057128	057128	DEPARTMENT OF AIR FORCE

10 per page

**General**

Sequence Number	1
Novation Date	02/16/2018
Vendor	057128 057128 <b>More</b>
Name	DEPARTMENT OF AIR FORCE
Last Modified By	

10. Run the PCAS Customer Novation Batch process to update documents associated to the agreement with the new customer information.

## Figure 197: PCAS Customer Novation Batch Process

Pegasys / Utilities / Batch Execution / Batch Job Maintenance

### Batch Job Maintenance

Search Criteria

Job ID

Job Name

Process Name

Name

Batch File Location

---

Create New Batch Job

Process Code  ☆

1 - 1 of 1 results

Job ID	Job Name	Process Name	Name	Batch File Location
<input type="radio"/> PCASAGRNOV	PCAS Agreement Novation	Agreement Customer Novation Processor	PCASAGRNOV.rpt	BATCHSTATS

10 per page ▾ <<