

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



Contract: # HHSN316201200011W

Order # AG-3144-D-16-0278

10 of 10

May 2018

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## Guide Summary

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

### Document 1

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

### Document 2

- Section 4.4: Manual Billing
- Section 4.5: Standard Voucher (SV)
- Section 4.6: BAAR Queries
  - o Section 4.6.1: Search Functionality
  - o Section 4.6.2: Billing Query
  - o 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)**
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- **Appendix E: Workflow Approvals**
- **Appendix F: TROR Calculations**

C Appendix: GSA Business Line Specific Required Fields

C.7 Appendix: Create Billing Document (BD)

C.7.1 Appendix: Create Billing Document (BD) - Fleet

Please see the following sections for additional information

- **BAAR User Guide 2 of 10 Section 4.4.1.5 Manual Creation of Billing Document (BD): IPAC/Non - IPAC/DoD Interfund/Revenue Credit Card Normal Line Type**
- **BAAR User Guide 6 of 10 Section 4.15.2.1 Manual Creation of Billing Document (BD): IPAC/Non - IPAC Credit Line Type**

**Table 1: Create Billing Document (BD) - Fleet - Header Page**

Field	Description	Non - IPAC	IPAC
Title	Title of Billing Document. Free field.	Value = Optional	Value = Optional
Billed By	Name of User assigned to Bill.	Value = User name	Value = User name
Agency DUNS Number	The DUNS number of the agency using the system.	Value = Optional	Value = This number is mapped to the IPAC Outbound file in the Sender DUNS field.
Designated Agent - ALC	<ul style="list-style-type: none"> <li>• Required for Bill by ALC.</li> <li>• When grouping billing by ALC, both ALC and Designated Agent code field values (Code and Address Code) must be populated (with the same value).</li> </ul>	Value = blank	Value = ALC
Disbursing Office	<ul style="list-style-type: none"> <li>• The code that identifies the office that will disburse the given replenishment.</li> <li>• The value must be valid in the Disbursing Office maintenance table.</li> </ul>	Value = Disbursing Office	Value = Disbursing Office

Field	Description	Non - IPAC	IPAC
Interagency Transfer	Flag that indicates whether the bill type is standard billing or a transaction between two different agencies.	Value = False	Value = True
Type of Transfer	<ul style="list-style-type: none"> <li>• The type of inter - agency transfer.</li> <li>• Required if the Bill Type is set to Inter - Agency Transfer.</li> <li>• If the transaction is marked as an Inter - Agency Transfer and this field is blank, the system will populate this field with the Default Type of Transfer associated with the vendor address code.</li> <li>• Please note that a valid vendor code/vendor address code combination must be entered, otherwise this field will remain blank.</li> </ul>	Value = blank	Value = IPAC
Customer Agency Location Code	<ul style="list-style-type: none"> <li>• Indicates the agency location code that the User is billing.</li> <li>• This value must be valid in the Agency Location Code maintenance table.</li> <li>• Required if the Interagency Transfer checkbox is selected.</li> </ul>	Value = blank	Value = customer ALC
Use Statement Number for IPAC	When set to True, the system will populate the IPAC Reference Number with the value entered in the Statement Number field.	Value = false	Value = True

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>
IPAC DBE Detail	<ul style="list-style-type: none"> <li>When set to 'Yes' the system will use certain values from the DBR to calculate and populate the accounting line.</li> <li>These values include Quantity, Unit Price Amount, Unit, and Amount.</li> </ul>	Value = blank	Value = Yes
Assignment Code	<ul style="list-style-type: none"> <li>The Assignment Code determines the group of Users that work document processing errors or customer disputes.</li> <li>For a list of Assignment Codes, please contact the Finance Region for a list of assignment codes and/or for instructions on how to find the assignment codes.</li> </ul>	Value = Assignment Code.	Value = Assignment Code.
Description	Contains a description that can be up to 255 characters in length.	Value = optional	Value = optional

**Table 2: Create Billing Document (BD) - Fleet - Header Accounting Lines**

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>
Line Type	<ul style="list-style-type: none"> <li>Drop down</li> <li>Values Advance, Normal, Credit.</li> <li>The type of accounting line (for example, normal, or credit, etc.).</li> </ul>	Value = see description	Value = see description

Field	Description	Non - IPAC	IPAC
Transaction Type	<ul style="list-style-type: none"> <li>• Reference link to the Transaction Definition table.</li> <li>• An alphanumeric code used in combination with the transactions document type and line type, to infer general ledger postings.</li> <li>• Must be valid in the Transaction Definition maintenance table.</li> </ul>	Value = TT	Value = TT
Bill Print	<ul style="list-style-type: none"> <li>• An option that, when selected, determines the ability to print (generate a PDF of the bill) the form.</li> <li>• Determines if this bill is printed or is suppressed.</li> <li>• The User may also specify that the bill is to be printed externally.</li> </ul>	Value = Yes	Value = Yes
Dunning Print	If Flag = T, and bill becomes delinquent, then Dunning will occur for this Bill.	Value = <ul style="list-style-type: none"> <li>• True</li> <li>• False</li> </ul>	Value = <ul style="list-style-type: none"> <li>• True</li> <li>• False</li> </ul>
Source Number	For FLEET IPAC BD documents, the Funding Document is the DOD Standard Document for DOD customers, and for non - DOD and DOD not using SpeedPay, enter the concatenation of these fields: 'FLT'+ BOAC + YYYY'.	Value = See Description	Value = See Description

Field	Description	Non - IPAC	IPAC
Initial Amount	<ul style="list-style-type: none"> <li>The amount of the line prior to additional discounts and surcharges.</li> <li>The Initial amount is intended to equal the sum of Detail Billing Records that comprise the accounting line.</li> <li>If the BD/NV is not associated with Detail Billing Records; the Initial Amount is the principal amount prior to any discount or surcharge.</li> </ul>	Value = Amount. Negative for Credit BD	Value = Amount. Negative for Credit BD
Customer Funding Source	The funding source associated with the customer's bill.	Value = Not Required	Value = value entered in Treasury IPAC File "Purchase Order Number" field.
Funding Authorization Source	Drop down; Values of Agreement, Funding Document and Internal Obligation. This field is defaulted by the Detail Billing Record Crosswalk process.	Value = "Funding Document".	Value = "Funding Document".
Funding Document	Free text field; Required when Funding Authorization Source is set to Funding Document. The funding document number being referenced.	Value = Not Required.	Value = value entered in the Source Number field.
Requisition Number	Free text field, maps to the Treasury IPAC File Requisition Number field. The requisition number used for interagency transfers.	Value = charge date	Value = charge date
Accounting Classification Code (ACLCD)	Free text field, value maps to the Treasury IPAC file field "ACLCD". The accounting classification code used for interagency transfers.	Value = <ul style="list-style-type: none"> <li>BOAC</li> <li>AB code</li> </ul>	Value = <ul style="list-style-type: none"> <li>BOAC</li> <li>AB code</li> </ul>

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>
Fiscal Station Number	Free text field, value maps to the Treasury IPAC file field "FSN". The fiscal station number used for interagency transfers.	Not Required. Value = 0	Value = 0
Contracts Number	The Business line.	Value = FLEET	Value = FLEET
FedCode	Free Text field, User Dimension 1 on the accounting line. Used to record the Fleet FedCode value.	Value = optional	Value = optional

Field	Description	Non - IPAC	IPAC
<p>Selected for IPAC (Part 1 of 3)</p>	<ul style="list-style-type: none"> <li>• Drop down menu with the following values:</li> <li>• Selected for IPAC - Yes</li> <li>• Selected for IPAC - No</li> <li>• Selected for IPAC - In Process</li> <li>• Selected for IPAC - Chargeback Pending,</li> <li>• Selected for IPAC - Chargeback Accepted</li> <li>• Selected for IPAC - 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.</li> <li>• Selected for IPAC - 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.</li> <li>• In Process: This setting indicates that the documents Header Accounting Line is actively being processed by the IPAC Outbound Crosswalk Process.</li> </ul>	<p>Value = blank</p>	<p>Value = see description</p>

Field	Description	Non - IPAC	IPAC
<p>Selected for IPAC (Part 2 of 3)</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• The status will be on the Accounting line for non DBE Detail based BDs and on the DBR for DBE Detail based BDs.</li> <li>• 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.</li> <li>• 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.</li> </ul>	<p>Value = blank</p>	<p>Value = see description</p>

Field	Description	Non - IPAC	IPAC
<p>Selected for IPAC (Part 3 of 3)</p>	<ul style="list-style-type: none"> <li>• <b>IPAC in Transit:</b> 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.</li> <li>• <b>Rejected by IPAC:</b> 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).</li> <li>• <b>Do Not Send to IPAC:</b> Do Not Send IPAC status is set on staging data that is to be excluded from the bulk file generation process (GSIPACBKFG)</li> </ul>	<p>Value = blank</p>	<p>Value = see description</p>

Field	Description	Non - IPAC	IPAC
IPAC Schedule Date	Date field, used by the GSIPACOUT processor to determine if the transaction should be included in the current date's run. If left blank, the system will default the Document Date as the IPAC Schedule Date.	Value = blank	Value = date
Interagency Description	Free text field. Indicates the items or services on the transaction. For example, what items or services for which the User is billing the customer agency.	Value = blank	<ul style="list-style-type: none"> <li>Value = Required for IPAC BDs.</li> <li>For "Use DBE Detail" transactions, this field is protected/disabled as the value is derived from each Detail Billing Record.</li> </ul>

**Table 3: Create Billing Document (BD) - Fleet - Modify Detail Billing Records tab**

Field	Description	Non - IPAC	IPAC
Quantity	Number of Units.	Value = number	Value = number
Unit Price Amount	Price per Unit.	Value = unit price amount	Value = unit price amount
Unit	The standard unit of measure of the commodity.	Value = EA	Value = EA
Amount	Total Amount.	Value = total amount	Value = total amount
Record Date	Date BD is being recorded.	Value = date	Value = date
Charge Period	Accounting Period transaction will be for.	Value = <ul style="list-style-type: none"> <li>Previous</li> <li>Current</li> <li>Next</li> </ul>	Value = <ul style="list-style-type: none"> <li>Previous</li> <li>Current</li> <li>Next</li> </ul>

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>
Articles or Services	Value from this field will be pulled onto the accounting lines Interagency Description field for IPAC BD's that use DBE detail.	Value = blank	Value = free text field
Credit Adjustment Indicator	Identifies if Detail Billing Record is for Credit or Standard bill.	Value = <ul style="list-style-type: none"> <li>• C for credit</li> <li>• Blank for standard</li> </ul>	Value = <ul style="list-style-type: none"> <li>• C for credit</li> <li>• Blank for standard</li> </ul>
Starting Mileage	Stores the Starting mileage in a whole number (no partial miles).	Value = optional	Value = optional
Ending Mileage	Stores the ending mileage in a whole number (no partial miles).	Value = optional	Value = optional
Miles Driven	Stores the total miles driven for the bill in a whole number (no partial miles).	Value = optional	Value = optional
Days Used	Stores the number of days the vehicle was used by the customer.	Value = optional	Value = optional
Daily/Monthly Rate Amount	Stores the daily or monthly rate for the customer.	Value = optional	Value = optional
Special Equipment Rate Amount	Stores the total charge for special equipment (i.e., GPS) associated with the detail billing record.	Value = optional	Value = optional
Mileage Rate Amount	Stores the customer's mileage rate.	Value = optional	Value = optional
Description	Free text field for additional descriptive information from FMS.	Value = optional	Value = optional
Vehicle Class	Class of vehicle being rented.	Value = optional	Value = optional
Vehicle Tag	The Tag # of the vehicle. The 5 character tag value in FMS.	Value = optional	Value = optional

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>
Billing Estimate Code	<ul style="list-style-type: none"> <li>• Y or Leave Blank.</li> <li>• If 'Y', states the bill is based on estimated miles driven.</li> </ul>	Value = optional	Value = optional
Vehicle Action Code	<ul style="list-style-type: none"> <li>• '1'</li> <li>• '2'</li> <li>• '3'</li> <li>• Required for assigned vehicle which is stated by sales code. Informational purposes to denote if the assigned vehicle is initial, continual or final.</li> </ul>	Value = optional	Value = optional
Body Type	Provides the vehicle's body type.	Value = optional	Value = optional
Special ACC Equipment	Stores the vehicle accessory codes associated with the detail billing record.	Value = optional	Value = optional

Field	Description	Non - IPAC	IPAC
SpeedPay FSN	For non - DOD customers who provide the information in SpeedPay, Fleet will need to concatenate the following values from SpeedPay:	WS - VB - BCN - BAN - ASN (6 characters) + WS - VB - Fiscal - Sta - No (6 characters) + WS - VB - Standard - Doc - No (20 characters) + 'G' + Vehicle Class (2 characters) + Vehicle Tag (5 characters)	<ul style="list-style-type: none"> <li>• For DOD Customers: WS - VB - Appropriation (4 characters) + WS - VB - Dept (2 characters) + WS - VB - Fiscal - Year (4 characters) + WS - VB - Limit (4 characters) + WS - VB - BCN - BAN - ASN (6 characters) + WS - VB - ACC - INFO (60 characters) + WS - VB - Fiscal - Sta - No (6 characters) + WS - VB - Standard - Doc - No (20 characters) + 'G' + Vehicle Class (2 characters) + Vehicle Tag (5 characters)</li> <li>• For Non - DOD Customers, same as Non - IPAC</li> </ul>
Sales Code	Populate with the sales code associated with the type of vehicle transaction.	Value = Sales Code	Value = Sales Code

Field	Description	Non - IPAC	IPAC
FSN Lookup	Required for FLEET Military Customer.	Value = F	Value = F

**C.7.2 Appendix: Create Billing Document (BD) - Rent**

Please see the following sections for additional information:

- **BAAR User Guide 2 of 10 Section 4.4.1.5 Manual Creation of Billing Document (BD): IPAC/Non - IPAC/DoD Interfund/Revenue Credit Card Normal Line Type**
- **BAAR User Guide 6 of 10 Section 4.15.2.1 Manual Creation of Billing Document (BD): IPAC/Non - IPAC Credit Line Type**

**Table 4: Create Billing Document (BD) - Rent - Header**

Field	Description	Non - IPAC	IPAC
Title	Title of Billing Document. Free Text field.	Value = Optional	Value = Optional
Billed By	Name of User assigned to Bill.	Value = User name	Value = User name
Agency DUNS Number	The DUNS number of the agency using the system.	Value = Optional	Value = This number is mapped to the IPAC Outbound file in the Sender DUNS field.
Designated Agent - ALC	Required for Bill by ALC. When grouping billing by ALC, both ALC and Designated Agent code field values (Code and Address Code) must be populated (with the same value).	Value = blank	Value = ALC
Disbursing Office	The code that identifies the office that will disburse the given replenishment. The value must be valid in the Disbursing Office maintenance table.	Value = Disbursing Office	Value = Disbursing Office
Interagency Transfer	Flag that indicates whether the bill type is standard billing or a transaction between two different agencies.	Value = False	Value = True

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>
Type of Transfer	The type of inter - agency transfer. Required if the Bill Type is set to Inter - Agency Transfer. If the transaction is marked as an Inter - Agency Transfer and this field is blank, the system will populate this field with the Default Type of Transfer associated with the vendor address code. Please note that a valid vendor code/vendor address code combination must be entered, otherwise this field will remain blank.	Value = blank	Value = IPAC
Customer Agency Location Code	Indicates the agency location code that the User is billing. This value must be valid in the Agency Location Code maintenance table. Required if the Interagency Transfer checkbox is selected.	Value = blank	Value = customer ALC
Use Statement Number for IPAC	When set to True, the system will populate the IPAC Reference Number with the value entered in the Statement Number field.	Value = false	Value = True
IPAC DBE Detail	When set to 'Yes' the system will use certain values from the DBR to calculate and populate the accounting line. These values include Quantity, Unit Price Amount, Unit, and Amount.	Value = blank	Value = No
Assignment Code	The Assignment Code determines the group of Users that work document processing errors or customer disputes. For a list of Assignment Codes, please contact the Finance Region for a list of assignment codes and/or for instructions on how to find the assignment codes.	Value = Assignment Code.	Value = Assignment Code.
Description	Contains a description that can be up to 255 characters in length.	Value = optional	Value = optional

**Table 5: Create Billing Document (BD) - Rent - Header Accounting Lines**

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>
Line Type	Drop down; values Advance, Normal, Credit. The type of accounting line (for example, normal, or credit, etc.).	Value = see description	Value = see description

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>
Transaction Type	Reference link to the Transaction Definition table. An alphanumeric code used in combination with the transactions document type and line type, to infer general ledger postings. Must be valid in the Transaction Definition maintenance table.	Value = TT	Value = TT
Bill Print	An option that, when selected, determines the ability to print (generate a PDF of the bill) the form. Determines if this bill is printed or is suppressed. The User may also specify that the bill is to be printed externally.	Value = Yes	Value = Yes
Dunning Print	If Flag = T, and bill becomes delinquent, then Dunning will occur for this Bill.	Value = True	Value = True
Source Number	The OA number should be recorded in the Source Number and Funding Document fields. The Agreement Number field is used specifically to record Pegasys agreements rather than the GSA OA Number.	Value = See Description	Value = See Description
Initial Amount	The amount of the line prior to additional discounts and surcharges. . The Initial Amount is the principal amount prior to any discount or surcharge.	Value = Amount. Negative for Credit BD	Value = Amount. Negative for Credit BD
Customer Funding Source	The funding source associated with the customer's bill.	Value = Not Required	Value = value entered in Treasury IPAC File "Purchase Order Number" field.
Funding Authorization Source	Drop down; values of agreement, Funding Document and Internal Obligation. This field is defaulted by the Detail Billing Record Crosswalk process.	Value = "Funding Document"	Value = "Funding Document"

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>
Funding Document	<ul style="list-style-type: none"> <li>Free text field, required when Funding Authorization Source is set to Funding Document.</li> <li>The OA number should be recorded in the Source Number and Funding Document fields.</li> </ul>	Value = Not Required	Value = OA Number
Requisition Number	Free text field, maps to the Treasury IPAC File Requisition Number field. The requisition number used for interagency transfers.	Value = charge date	Value = charge date
Accounting Classification Code (ACLCD)	Free text field, value maps to the Treasury IPAC file field "ACLCD". The accounting classification code used for interagency transfers.	Value = <ul style="list-style-type: none"> <li>BOAC</li> <li>AB code</li> </ul>	Value = <ul style="list-style-type: none"> <li>OAC</li> <li>AB code</li> </ul>
Accounting Classification Reference Number	Free text field, value maps to the Treasury IPAC file field "ACRN". The accounting classification reference number used for interagency transfers. Rent will enter the 'level 4 business line', e.g., Rent, ANTENNA, RWA.	Value = level 4 business line	Value = level 4 business line
Fiscal Station Number	Free text field, value maps to the Treasury IPAC file field "FSN". The fiscal station number used for interagency transfers.	Not Required Value = 0	Value = 0
Contracts Number	The Business line.	Value = Rent	Value = Rent
Lease Number	Free Text field, User Dimension 2 on the accounting line. Used to record the Rent Lease Number.	Value = optional	Value = optional

Field	Description	Non - IPAC	IPAC
Selected for IPAC (Row 1 of 2)	<p>Drop down menu with the following values:</p> <ul style="list-style-type: none"> <li>• Selected for IPAC - Yes,</li> <li>• Selected for IPAC - No</li> <li>• Selected for IPAC - In Process</li> <li>• Selected for IPAC - Chargeback Pending</li> <li>• Selected for IPAC - Chargeback Accepted</li> <li>• Selected for IPAC - 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.</li> <li>• Selected for IPAC - 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.</li> <li>• In Process: This setting indicates that the documents Header Accounting Line is actively being processed by the IPAC Outbound Crosswalk Process.</li> <li>• 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.</li> <li>• 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.</li> </ul>	Value = blank	Value = see description

Field	Description	Non - IPAC	IPAC
Selected for IPAC (Row 2 of 2)	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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).</li> <li>• 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)</li> </ul>	Value = blank	Value = see description
Interagency Description	Free text field. Indicates the items or services on the transaction. For example, what items or services for which the User is billing the customer agency.	Value = blank	Value = Required for IPAC BDs.
Quantity	Number of Units.	Value = number	Value = number
Unit Price Amount	Price per Unit.	Value = unit price amount	Value = unit price amount

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>
Unit	The standard unit of measure of the commodity.	Value = EA	Value = EA
Amount	Total Amount.	Value = total amount	Value = total amount

**Table 6: Create Billing Document (BD) - Rent - Modify Detail Billing Records tab**

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>
Quantity	Number of Units.	Value = number	Value = number
Unit Price Amount	Price per Unit.	Value = unit price amount	Value = unit price amount
Unit	The standard unit of measure of the commodity.	Value = EA	Value = EA
Amount	Total Amount.	Value = total amount	Value = total amount
Record Date	Date BD is being recorded.	Value = date	Value = date
Charge Period	Accounting Period transaction will be for.	Value = <ul style="list-style-type: none"> <li>• Previous</li> <li>• Current</li> <li>• Next</li> </ul>	Value = <ul style="list-style-type: none"> <li>• Previous</li> <li>• Current</li> <li>• Next</li> </ul>
Articles or Services	Free text field. Value from this field will be pulled onto the accounting lines Interagency Description field for IPAC BD's that use DBE detail.	Value = blank	Value = free text field
Credit Adjustment Indicator	Identifies if Detail Billing Record is for Credit or Standard bill.	Value = <ul style="list-style-type: none"> <li>• C for credit</li> <li>• Blank for standard</li> </ul>	Value = <ul style="list-style-type: none"> <li>• C for credit</li> <li>• Blank for standard</li> </ul>
Building Zip Code	Text field. The Building Zip Code of the Detail Billing Record.	Value = optional	Value = optional

Field	Description	Non - IPAC	IPAC
Building Address	Text field. The Building Address of the Detail Billing Record.	Value = optional	Value = optional
Building City	Text field. The Building City of the Detail Billing Record.	Value = optional	Value = optional
Building Name	Text field. The Building Name of the Detail Billing Record.	Value = optional	Value = optional
Building State	Text field. The Building State of the Detail Billing Record.	Value = optional	Value = optional
Non - Cancelable OA Designation	Text field. Indicates if the OA associated with the Detail Billing Record can be cancelled or not.	Value = • T • F	Value = • T • F

**C.7.3 Appendix: Create Billing Document (BD) - Global Supply/Automotive Purchases**

Please see the following Section for additional information:

- **BAAR User Guide 2 of 10 Section 4.4.1.5 Manual Creation of Billing Document (BD): IPAC/Non - IPAC/DoD Interfund/Revenue Credit Card Normal Line Type**
- **BAAR User Guide 6 of 10 Section 4.15.2.1 Manual Creation of Billing Document (BD): IPAC/Non - IPAC Credit Line Type**

**Table 7: Create Billing Document (BD) - Global Supply/Automotive Purchases - Header**

Field	Description	Non - IPAC	IPAC	DOD Interfund	Revenue Credit Card
Title	Title of Billing Document. Free Text field	Value = Optional	Value = Optional	Value = Optional	Value = Optional
Billed By	Name of User assigned to Bill	Value = User name			

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>	<b>DOD Interfund</b>	<b>Revenue Credit Card</b>
Agency DUNS Number	The DUNS number of the agency using the system.	Value = Optional	Value = This number is mapped to the IPAC Outbound file in the Sender DUNS field.	Value = Optional	Value = Optional
Designated Agent - ALC	Required for Bill by ALC. When grouping billing by ALC, both ALC and Designated Agent code field values (Code and Address Code) must be populated (with the same value).	Value = blank	Value = ALC	Value = ALC	Value = ALC
Disbursing Office	The code that identifies the office that will disburse the given replenishment. The value must be valid in the Disbursing Office maintenance table.	Value = Disbursing Office	Value = Disbursing Office	Value = Disbursing Office	Value = Disbursing Office
Interagency Transfer	Flag that indicates whether the bill type is standard billing or a transaction between two different agencies.	Value = False	Value = True	Value = False	Value = False

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>	<b>DOD Interfund</b>	<b>Revenue Credit Card</b>
Type of Transfer	The type of inter - agency transfer. Required if the Bill Type is set to Inter - Agency Transfer. If the transaction is marked as an Inter - Agency Transfer and this field is blank, the system will populate this field with the Default Type of Transfer associated with the vendor address code. Please note that a valid vendor code/vendor address code combination must be entered, otherwise this field will remain blank.	Value = blank	Value = IPAC	Value = blank	Value = blank
Customer Agency Location Code	Indicates the agency location code that the User is billing. This value must be valid in the Agency Location Code maintenance table. Required if the Interagency Transfer checkbox is selected.	Value = blank	Value = customer ALC	Value = blank	Value = blank
Use Statement Number for IPAC	When set to True, the system will populate the IPAC Reference Number with the value entered in the Statement Number field	Value = false	Value = True	Value = false	Value = false

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>	<b>DOD Interfund</b>	<b>Revenue Credit Card</b>
IPAC DBE Detail	When set to 'Yes' the system will use certain values from the DBR to calculate and populate the accounting line. These values include Quantity, Unit Price Amount, Unit, and Amount.	Value = blank	Value = Yes	Value = blank	Value = blank
Assignment Code	The Assignment Code determines the group of Users that work document processing errors or customer disputes. For a list of Assignment Codes, please contact the Finance Region for a list of assignment codes and/or for instructions on how to find the assignment codes.	Value = Assignment Code			
Lease Number	REMOVED LINE	N/A	N/A	N/A	N/A
Description	Contains a description that can be up to 255 characters in length.	Value = optional	Value = optional	Value = optional	Value = optional
Centralized Collections Service Type	Set to Credit Card for Billing Method = C. Field is blank for all other Billing Methods	Value = blank	Value = blank	Value = blank	Value = Bank Credit Card

Field	Description	Non - IPAC	IPAC	DOD Interfund	Revenue Credit Card
Agency/ Merchant ID	<ul style="list-style-type: none"> <li>If the Billing Method (Row 5 in this table) is C, set to "011492488"</li> <li>If another processing bank is selected in the future, the constant value may change or may be replaced by a different merchant number for each location.</li> </ul>	Value = blank	Value = blank	Value = blank	Value = 011492488
Credit Card Number	Customer Credit Card Number	Value = blank	Value = blank	Value = blank	Value = Credit Card Number
Authorization Code	Bank's Credit Card Pre - Authorization Code for Amount	Value = blank	Value = blank	Value = blank	Value = Authorization Code
Authorization Amount	Bank's Pre - Authorized Amount	Value = blank	Value = blank	Value = blank	Value = Amount
Card Type	Type of Credit Card	Value = blank	Value = blank	Value = blank	Value = <ul style="list-style-type: none"> <li>VISA</li> <li>AMEX</li> <li>DISC</li> <li>MSCD</li> </ul>
Expiration Date	Credit Card's expiration date	Value = blank	Value = blank	Value = blank	Value = date
Authorization Date	Date of Credit Card Authorization	Value = blank	Value = blank	Value = blank	Value = date

Field	Description	Non - IPAC	IPAC	DOD Interfund	Revenue Credit Card
Bank Charge Indicator	<p>Indicates whether pre - authorized credit card information is at Summary or Detail Level</p> <p>From the Source Record:</p> <ul style="list-style-type: none"> <li>• If the [Record ID] is 5073, set to "D"</li> <li>• If the [Record ID] is 5075 or 5076, set to "S"</li> <li>• If the [Record ID] is not 5073, 5075, or 5076 and the [Customer Request Ind] in the FSSADV or CSSADV file is S, set to "S"</li> <li>• If the [Record ID] is not 5073, 5075, or 5076 and the [Customer Request Ind] in the FSSADV or CSSADV file is L, set to "D"</li> </ul>	Value = blank	Value = blank	Value = blank	Value = <ul style="list-style-type: none"> <li>• Summary</li> <li>• Detail</li> </ul>

**Table 8: Create Billing Document (BD) - Global Supply/Automotive Purchases - Header Accounting Lines**

Field	Description	Non - IPAC	IPAC	DOD Interfund	Revenue Credit Card
Line Type	Drop down; values Advance, Normal, Credit. The type of accounting line (for example, normal, or credit, etc.).	Value = see description			

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>	<b>DOD Interfund</b>	<b>Revenue Credit Card</b>
Transaction Type	Reference link to the Transaction Definition table. An alphanumeric code used in combination with the transactions document type and line type, to infer general ledger postings. Must be valid in the Transaction Definition maintenance table.	Value = TT	Value = TT	Value = TT	Value = TT
Bill Print	An option that, when selected, determines the ability to print (generate a PDF of the bill) the form. Determines if this bill is printed or is suppressed. The User may also specify that the bill is to be printed externally.	Value = Yes	Value = Yes	Value = Yes	Value = Suppress
Dunning Print	If Flag = T, and bill becomes delinquent, then Dunning will occur for this Bill	Value = True	Value = True	Value = False	Value = False
Source Number	Source Number, optional	Value = Source Number			
Initial Amount	The amount of the Billing Document	Value = Amount. Negative for Credit BD			
Discount Amount	The amount the BD will be discounted by	Value = 10% if NIB/NISH discount is applied	Value = 10% if NIB/NISH discount is applied	Value = 10% if NIB/NISH discount is applied	Value = 10% if NIB/NISH discount is applied

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>	<b>DOD Interfund</b>	<b>Revenue Credit Card</b>
Customer Funding Source	The funding source associated with the customer's bill.	Value = Not Required, can put in Source Number	Value = value entered in Treasury IPAC File "Purchase Order Number" fieldOh	Value = Not Required, can put in Source Number	Value = Not Required, can put in Source Number
Funding Authorization Source	Drop down; values of: Agreement, Funding Document and Internal Obligation. This field is defaulted by the Detail Billing Record Crosswalk process.	Value = "Funding Document"	Value = "Funding Document"	Value = "Funding Document"	Value = "Funding Document"
Funding Document	Mapped to the Obligating Document Number field in the IPAC Bulk file, which is 17 characters.	Value = Not Required	Value = Obligating Doc number	Value = Not Required	Value = Not Required
Requisition Number	Free text field, maps to the Treasury IPAC File Requisition Number field. The requisition number used for interagency transfers.	Value = charge date	Value = charge date	Value = charge date	Value = charge date
Accounting Classification Code (ACLCD)	<ul style="list-style-type: none"> <li>BOAC</li> <li>Required. Note that this field provides the original BOAC value for all records, including credit card transactions.</li> </ul>	Value = BOAC	Value = BOAC	Value = BOAC	Value = BOAC
Accounting Classification Reference Number	<ul style="list-style-type: none"> <li>If [Record ID] equals 5071, 5075, 5076, or 5078, set to [Acct/GSA Fund]</li> <li>Otherwise, set to [Purchase Order Number]</li> </ul>	Value = See Description	Value = level See Description	Value = See Description	Value = See Description

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>	<b>DOD Interfund</b>	<b>Revenue Credit Card</b>
Fiscal Station Number	Free text field, value maps to the Treasury IPAC file field "FSN". The fiscal station number used for interagency transfers.	<ul style="list-style-type: none"> <li>• Not Required</li> <li>• Value = 0</li> </ul>	Value = 0	<ul style="list-style-type: none"> <li>• Not Required</li> <li>• Value = 0</li> </ul>	<ul style="list-style-type: none"> <li>• Not Required</li> <li>• Value = 0</li> </ul>

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>	<b>DOD Interfund</b>	<b>Revenue Credit Card</b>
Selected For IPAC (row 1 of 4)	Drop down menu with the following values: <ul style="list-style-type: none"> <li>• Selected for IPAC - Yes,</li> <li>• Selected for IPAC - No</li> <li>• Selected for IPAC - In Process</li> <li>• Selected for IPAC - Chargeback Pending</li> <li>• Selected for IPAC - Chargeback Accepted</li> <li>• Selected for IPAC - 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.</li> <li>• Selected for IPAC - 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.</li> </ul>	Value = blank	Value = see description	Value = blank	Value = blank

Field	Description	Non - IPAC	IPAC	DOD Interfund	Revenue Credit Card
Selected For IPAC (row 2 of 4)	<ul style="list-style-type: none"> <li>• In Process: This setting indicates that the documents Header Accounting Line is actively being processed by the IPAC Outbound Crosswalk Process.</li> <li>• 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.</li> <li>• 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.</li> </ul>	Value = blank	Value = see description	Value = blank	Value = blank

Field	Description	Non - IPAC	IPAC	DOD Interfund	Revenue Credit Card
Selected For IPAC (row 3 of 4)	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>	Value = blank	Value = see description	Value = blank	Value = blank

Field	Description	Non - IPAC	IPAC	DOD Interfund	Revenue Credit Card
Selected For IPAC (row 4 of 4)	<ul style="list-style-type: none"> <li>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).</li> <li>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)</li> </ul>	Value = blank	Value = see description	Value = blank	Value = blank
IPAC Schedule Date	Date field, used by the IPAC Outbound process to determine if the transaction should be included in the current date's run. If left blank, the system will default the Document Date as the IPAC Schedule Date	Value = blank	Value = date	Value = blank	Value = blank
Interagency Description	Free text field. Indicates the items or services on the transaction. For example, what items or services for which the User is billing the customer agency.	Value = blank	Value = Required for IPAC BDs	Value = blank	Value = blank

**Table 9 Create Billing Document (BD) - Global Supply/Automotive Purchases - Modify Detail Billing Records**

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>	<b>DOD Interfund</b>	<b>Revenue Credit Card</b>
External Surcharge Flag	<ul style="list-style-type: none"> <li>If [Record ID] is 5045, 5047, 5049, 5051, 5052, 5054, or 5055, set to "T"</li> <li>Otherwise, set to "F"</li> </ul>	Value = see description			
Billing Method	Values: <ul style="list-style-type: none"> <li>C for Credit Card</li> <li>D for DOD Interfund</li> <li>G for GSA Interfund/Intrafund</li> <li>X for IPAC or non - IPAC</li> </ul>	Value = X	Value = X	Value = D	Value = C
Surcharge Indicator	<ul style="list-style-type: none"> <li>Indicates if DBR is for a surcharge.</li> <li>If Surcharge Indicator is E, F, H, J, K, or L, generate a second detail billing record for the surcharge</li> </ul>	Value = <ul style="list-style-type: none"> <li>True</li> <li>False</li> </ul>	Value = <ul style="list-style-type: none"> <li>True</li> <li>False</li> </ul>	Value = <ul style="list-style-type: none"> <li>True</li> <li>False</li> </ul>	Value = <ul style="list-style-type: none"> <li>True</li> <li>False</li> </ul>
Signal Code	Signal Code for Billing Document	Value = Signal Code			
Supplemental Address	Supplemental Address, if present, for Billing Document	Value = Address	Value = Address	Value = Address	Value = Address

Field	Description	Non - IPAC	IPAC	DOD Interfund	Revenue Credit Card
Bank Charge Detail	<ul style="list-style-type: none"> <li>• Indicates Summary or Detail level for Credit Card Transactions.</li> <li>• If the [Record ID] is 5073, set to "D"</li> <li>• If the [Record ID] is 5075 or 5076, set to "S"</li> <li>• If the [Record ID] is not 5073, 5075, or 5076 and the [Customer Request Ind] in the FSSADV or CSSADV file is S, set to "S"</li> <li>• If the [Record ID] is not 5073, 5075, or 5076 and the [Customer Request Ind] in the FSSADV or CSSADV file is L, set to "D"</li> </ul>	Value = blank	Value = blank	Value = blank	Value = <ul style="list-style-type: none"> <li>• S</li> <li>• D</li> </ul>
Advice Code	Advice Code, if present, for Billing Document	Value = Advice Code			

Field	Description	Non - IPAC	IPAC	DOD Interfund	Revenue Credit Card
Document ID	<ul style="list-style-type: none"> <li>Set first character to “F”</li> <li>Set second character from table to the right based on Original Record Type and TD Code (see below)</li> <li>If the Amount is not negative, set the third character to “1”</li> <li>If the Amount is negative, set the third character to “2”</li> <li>See <b>Table 10: Document ID Chart</b></li> </ul>	Value = see description			
Routing ID	<p>Set first two characters as follows:</p> <ul style="list-style-type: none"> <li>If [Record ID] is 5071 - 5078, set to “G” + character from table to the right based on [Region]</li> <li>Otherwise, set to first two characters of [Routing ID]</li> </ul> <p>Set the third character to “0” (zero)</p>	Value = see description			
Requisition Number/ Suffix	Requisition Number of DBR + Suffix	Value = see description			
Distribution Code	Set to Cost Element for 5071 - 5078 records or Distribution Code	Value = see description			

Field	Description	Non - IPAC	IPAC	DOD Interfund	Revenue Credit Card
Project Code	Set to Function Code for 5071 to 5078 records or Project Code	Value = see description			
State/City Code	<ul style="list-style-type: none"> <li>• Except for [Record ID] 5071 - 5078, the first two characters of this field contain a numeric state code or an alpha country code.</li> <li>• <b>NOTE:</b> that this code is associated with the Requisitioner or Ship To address, not with the billed office address.</li> <li>• See <b>Table 11: Routing ID Chart</b></li> </ul>	Value = see description			
GSA Order/Session/Ticket	<ul style="list-style-type: none"> <li>• If [Record ID] is 5041, set to [GSA Order Number]</li> <li>• If [Record ID] is 5071 - 5078, set to [GSA Order/Session/Ticket No.]</li> <li>• If the Billing Method is C and the [Record ID] is not 5041, 5073, 5075, or 5076, set to [Advantage Order No.] in the FSSADV or CSSADV file</li> <li>• Otherwise, leave blank</li> </ul>	Value = see description			

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

Field	Description	Non - IPAC	IPAC	DOD Interfund	Revenue Credit Card
Original Ticket Number	<ul style="list-style-type: none"> <li>• If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is blank, set to [GSA Order/Session/Ticket No.]</li> <li>• If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is not blank, set to [Original Ticket No.]</li> <li>• Otherwise, leave blank</li> </ul>	Value = see description			
Customer Requisition Number	<ul style="list-style-type: none"> <li>• If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is blank, set to [GSA Order/Session/Ticket No.]</li> <li>• If [Record ID] is 5071, 5075, 5076, or 5078 and [Original Ticket No.] is not blank, set to [Original Ticket No.]</li> <li>• Otherwise, leave blank</li> </ul>	Value = see description			

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>	<b>DOD Interfund</b>	<b>Revenue Credit Card</b>
Building Number	<ul style="list-style-type: none"> <li>If Record ID] is 5071, 5075, 5076, or 5078 and first 7 positions of [Customer Requisition Number] are blank, set to [Building No.]</li> <li>Otherwise, leave blank</li> </ul>	Value = see description			
Work Authorization	<ul style="list-style-type: none"> <li>If Record ID] is 5071, 5075, 5076, or 5078, set to [Work Authorization]</li> <li>Otherwise, leave blank</li> </ul>	Value = see description			
Project Number	<ul style="list-style-type: none"> <li>If [Record ID] is 5071, 5075, 5076, or 5078, set to [Project No.]</li> <li>Otherwise, leave blank</li> </ul>	Value = see description			
1 <sup>st</sup> Character BOAC	First character of Vendor Code	Value = 1 <sup>st</sup> character of Vendor Code	Value = 1 <sup>st</sup> character of Vendor Code	Value = 1 <sup>st</sup> character of Vendor Code	Value = 1 <sup>st</sup> character of Vendor Code
Original Fund Code	Fund Code from source system if available	Value = optional	Value = optional	Value = optional	Value = optional

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>	<b>DOD Interfund</b>	<b>Revenue Credit Card</b>
SV Document Number	If DBR is an Inventory from Billing DBR, the SV document number generated will be added here by custom process	Value = populated by GS Inventory from billing process, if applicable	Value = populated by GS Inventory from billing process, if applicable	Value = populated by GS Inventory from billing process, if applicable	Value = populated by GS Inventory from billing process, if applicable
Customer Name	The Customer name of the Billing Document	Value = see description			
Attention Line	The Attention Line of the Billing Document	Value = see description			
Telephone Number	The Telephone number of the Customer	Value = see description			
FAX Number	The Fax Number of the Customer	Value = see description			
Email Address	The Email Address of the Customer	Value = see description			
Country Code	The Country Code of Customer	Value = see description			
State/Country Name	The State/Country name of customer	Value = see description			

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>	<b>DOD Interfund</b>	<b>Revenue Credit Card</b>
Transaction Date	The Transaction Date	Value = see description			
Original Date	The Original Date of service/sale completion	Value = see description			
Unit Cost Price Amount	<ul style="list-style-type: none"> <li>For inventory transactions only: [Unit Cost Price] or [Total Cost Price] (whichever is present for the record type)</li> <li>Format: Numeric with explicit decimal point and up to three decimal places. Leading zeroes are not required. Leading and trailing spaces are ignored.</li> </ul>	Value = see description			
Extended Cost Amount	<ul style="list-style-type: none"> <li>For inventory transactions only: Calculate as [Quantity] x Unit Cost Price, rounded to two decimal places.</li> <li>Format: Numeric with explicit decimal point. Leading zeroes are not required. Leading and trailing spaces are ignored.</li> </ul>	Value = see description			

**Table 10: Document ID Chart**

<b>Original Record Type</b>	<b>Character</b>
5020 with TD Code not equal to 62 or O2	A
5020 with TD Code equal to 62 or O2	D
5030	B
<ul style="list-style-type: none"> <li>• 5040</li> <li>• 5041</li> </ul>	C
5045	X
<ul style="list-style-type: none"> <li>• 5047</li> <li>• 5052</li> <li>• 5054</li> </ul>	N
<ul style="list-style-type: none"> <li>• 5049</li> <li>• 5051</li> <li>• 5055</li> </ul>	Q
5050	W
5071 - 5078	G

**Table 11: Routing ID Chart**

<b>Region</b>	<b>Character</b>
1	B
2	N
3	W
4	A
5	C
6	K
7	F
8	D
9	S
0	T
P	P

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**C.7.4 Appendix: Create Billing Document (BD) - RWA/HOTD/Manual Business Lines**


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Please see the following Sections for additional information

- **BAAR User Guide 2 of 10 Section 4.4.1.5 Manual Creation of Billing Document (BD): IPAC/Non - IPAC/DoD Interfund/Revenue Credit Card Normal Line Type**
- **BAAR User Guide 6 of 10 Section 4.15.2.1 Manual Creation of Billing Document (BD): IPAC/Non - IPAC Credit Line Type**

**Table 12: Create Billing Document (BD) - RWA/HOTD/Manual Business Lines - Header**

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>
Title	<ul style="list-style-type: none"> <li>• Title of Billing Document.</li> <li>• Free Text field</li> </ul>	Value = Optional	Value = Optional
Billed By	Name of User assigned to Bill.	Value = User name	Value = User name
Agency DUNS Number	The DUNS number of the agency using the system.	Value = Optional	Value = This number is mapped to the IPAC Outbound file in the Sender DUNS field.
Designated Agent - ALC	<ul style="list-style-type: none"> <li>• Required for Bill by ALC.</li> <li>• When grouping billing by ALC, both ALC and Designated Agent code field values (Code and Address Code) must be populated (with the same value).</li> </ul>	Value = blank	Value = ALC
Disbursing Office	<ul style="list-style-type: none"> <li>• The code that identifies the office that will disburse the given replenishment.</li> <li>• The value must be valid in the Disbursing Office maintenance table.</li> </ul>	Value = Disbursing Office	Value = Disbursing Office
Interagency Transfer	Flag that indicates whether the bill type is standard billing or a transaction between two different agencies.	Value = False	Value = True

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>
Type of Transfer	The type of inter - agency transfer. Required if the Bill Type is set to Inter - Agency Transfer. If the transaction is marked as an Inter - Agency Transfer and this field is blank, the system will populate this field with the Default Type of Transfer associated with the vendor address code. Please note that a valid vendor code/vendor address code combination must be entered, otherwise this field will remain blank.	Value = blank	Value = IPAC
Customer Agency Location Code	Indicates the agency location code that the User is billing. This value must be valid in the Agency Location Code maintenance table. Required if the Interagency Transfer checkbox is selected.	Value = blank	Value = customer ALC
Use Statement Number for IPAC	When set to True, the system will populate the IPAC Reference Number with the value entered in the Statement Number field.	Value = false	Value = True
IPAC DBE Detail	When set to 'Yes' the system will use certain values from the DBR to calculate and populate the accounting line. These values include Quantity, Unit Price Amount, Unit, and Amount.	Value = blank	Value = No
Assignment Code	The Assignment Code determines the group of Users that work document processing errors or customer disputes. For a list of Assignment Codes, please contact the Finance Region for a list of assignment codes and/or for instructions on how to find the assignment codes.	Value = Assignment Code	Value = Assignment Code
Description	Contains a description that can be up to 255 characters in length.	Value = optional	Value = optional

**Table 13: Create Billing Document (BD) - RWA/HOTD/Manual Business Lines - Header Accounting Lines**

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>
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<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>
Line Type	Drop down; values Advance, Normal, Credit. The type of accounting line (for example, normal, or credit, etc.).	Value = see description	Value = see description
Transaction Type	Reference link to the Transaction Definition table. An alphanumeric code used in combination with the transactions document type and line type, to infer general ledger postings. Must be valid in the Transaction Definition maintenance table.	Value = TT	Value = TT
Bill Print	An option that, when selected, determines the ability to print (generate a PDF of the bill) the form. Determines if this bill is printed or is suppressed. The User may also specify that the bill is to be printed externally.	Value = Yes	Value = Yes
Dunning Print	If Flag = T, and bill becomes delinquent, then Dunning will occur for this Bill.	N/A	Value = True
Start Date	Start Date of bill service.	Value = Start date	Value = Start date
End Date	End date of bill service.	Value = End date	Value = End date
Initial Amount	The amount of the line prior to additional discounts and surcharges. . The Initial Amount is the principal amount prior to any discount or surcharge.	Value = Amount. Negative for Credit BD	Value = Amount. Negative for Credit BD
Customer Treasury Symbol	The customer's Treasury symbol.	Value = blank	Value = Customer Treasury Symbol
Customer BETC	The customer's BETC.	Value = blank	Value = BETC

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>
Customer Funding Source	The funding source associated with the customer's bill.	Value = Not Required	Value = value entered in Treasury IPAC File "Purchase Order Number" field.
Requisition Number	Free text field, maps to the Treasury IPAC File Requisition Number field. The requisition number used for interagency transfers.	Value = charge date	Value = charge date
Accounting Classification Code (ACLCD)	Free text field, value maps to the Treasury IPAC file field "ACLCD". The accounting classification code used for interagency transfers.	Value = <ul style="list-style-type: none"> <li>• BOAC</li> <li>• AB code</li> </ul>	Value = <ul style="list-style-type: none"> <li>• BOAC</li> <li>• AB code</li> </ul>
Accounting Classification Reference Number	Free text field, value maps to the Treasury IPAC file field "ACRN". The accounting classification reference number used for interagency transfers. Rent will enter the 'level 4 business line', e.g., Rent, ANTENNA, RWA.	Value = A+ Document Number	Value = A+ Document Number
Fiscal Station Number	Free text field, value maps to the Treasury IPAC file field "FSN". The fiscal station number used for interagency transfers.	<ul style="list-style-type: none"> <li>• Not Required</li> <li>• Value = 0</li> </ul>	Value = 0
Agreement Number	The agreement the BD is generated by/referenced to.	Value = Agreement Number	Value = Agreement Number
Agreement Line Number	The Agreement Line Number the BD is generated by/referenced to.	Value = Agreement Line number	Value = Agreement Line number

Field	Description	Non - IPAC	IPAC
<p>Selected for IPAC (Part 1 of 3)</p>	<ul style="list-style-type: none"> <li>• Drop down menu with the following values:</li> <li>• Selected for IPAC - Yes,</li> <li>• Selected for IPAC - No, Selected for IPAC - In Process,</li> <li>• Selected for IPAC - Chargeback Pending, Selected for IPAC - Chargeback Accepted</li> <li>• Selected for IPAC - 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.</li> <li>• Selected for IPAC - 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.</li> </ul>	<p>Value = blank</p>	<p>Value = see description</p>

Field	Description	Non - IPAC	IPAC
<p>Selected for IPAC (Part 2 of 3)</p>	<ul style="list-style-type: none"> <li>• In Process: This setting indicates that the documents Header Accounting Line is actively being processed by the IPAC Outbound Crosswalk Process.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>	<p>Value = blank</p>	<p>Value = see description</p>

Field	Description	Non - IPAC	IPAC
Selected for IPAC (Part 3 of 3)	<ul style="list-style-type: none"> <li>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).</li> <li>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)</li> </ul>	Value = blank	Value = see description
Interagency Description	Free text field. Indicates the items or services on the transaction. For example, what items or services for which the User is billing the customer agency.	Value = blank	Value = Required for IPAC BDs.

**C.7.5 Appendix: Create Billing Document (BD) - Outlease**

Please see the following sections for additional information:

- **BAAR User Guide 2 of 10 Section 4.4.1.5 Manual Creation of Billing Document (BD): IPAC/Non - IPAC/DoD Interfund/Revenue Credit Card Normal Line Type**
- **BAAR User Guide 6 of 10 Section 4.15.2.1 Manual Creation of Billing Document (BD): IPAC/Non - IPAC Credit Line Type**

**Table 14: Create Billing Document (BD) - Outleases - Header**

Field	Description	Non - IPAC
Title	Title of Billing Document. Free Text field.	Value = Agreement Number
Billed By	Name of User entering transaction	Value = User name
Vendor code	Vendor code of the Lessee	Value = Outlease Vendor code

Field	Description	Non - IPAC
Address Code	Vendor addresses code of the Lessee.	Value = Outlease Vendor Address
Disbursing Office	The code that identifies the office that will disburse the given replenishment. The value must be valid in the Disbursing Office maintenance table.	Value = Disbursing Office
Description	Contains a description that can be up to 255 characters in length.	Value = optional

**Table 15: Create Billing Document (BD) - Outleases - Header Accounting Lines**

Field	Description	Non - IPAC
Line Type	<ul style="list-style-type: none"> <li>Drop down; values Advance, Normal, Credit. The type of accounting line (for example, normal, or Advance, etc.).</li> </ul>	Value = see description
Transaction Type	Reference link to the Transaction Definition table. An alphanumeric code used in combination with the transactions document type and line type, to infer general ledger postings. Must be valid in the Transaction Definition maintenance table.	Value = TT
Bill Print	An option that, when selected, determines the ability to print (generate a PDF of the bill) the form. Determines if this bill is printed or is suppressed. The User may also specify that the bill is to be printed externally.	Value = Yes
Dunning Print	If Flag = T, and bill becomes delinquent, then Dunning will occur for this Bill.	Value = see description
Start Date	Start Date of bill service.	Value = Start date
End Date	End date of bill service.	Value = End date
Initial Amount	The amount of the line prior to additional discounts and surcharges. . The Initial Amount is the principal amount prior to any discount or surcharge.	Value = Amount
BBFY	Populate with the beginning budget fiscal year value of the agreement's start date	Value = YYYY
Fund	Supply a static value of 192X.	Value =192X

Field	Description	Non - IPAC
Region	Format is two digits (including a leading zero if the Region value is less than 10)	Value = see description
Org Code (Organization code)	Organization code	Value = see description
Program	Program Code	Value = PG00
Project Code	Project Code	Value = see description
Activity	Function Code	Value = PG000
Revenue Source	Populate with appropriate 4 - digit revenue source code	Value = see description
Agreement Number	The agreement the BD is generated by/referenced to.	Value = Agreement Number
Agreement Line Number	The Agreement Line Number the BD is generated by/referenced to.	Value = Agreement Line number

**Table 16: Create Billing Document (BD) - Outleases - Office Addresses**

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

**C.7.6 Appendix: Create Billing Document (BD) - AAS**

Please see the following sections for additional information:

- **BAAR User guide 2 of 10 Section 4.4.1.5 Manual Creation of Billing Document (BD): IPAC/Non - IPAC/DoD Interfund/Revenue Credit Card Normal Line Type**
- **BAAR User Guide 6 of 10 Section 4.15.2.1 Manual Creation of Billing Document (BD): IPAC/Non - IPAC Credit Line Type**

**Table 17: Create Billing Document (BD) - AAS - Header**

Field	Description	Non - IPAC	IPAC
Title	Title of Billing Document. Free field.	Value = Optional	Value = Optional

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>
Billed By	Name of User assigned to Bill.	Value = User name	Value = User name
Agency DUNS Number	The DUNS number of the agency using the system.	Value = Optional	Value = This number is mapped to the IPAC Outbound file in the Sender DUNS field.
Vendor Code/Address Code	BOAC2	Value = BOAC2	Value = BOAC2
Designated Agent	<ul style="list-style-type: none"> <li>• If [BOAC1] is not the same as [BOAC2], set to [BOAC1]</li> <li>• Otherwise, leave blank</li> </ul>	Value = BOAC1	Value = BOAC1
Disbursing Office	The code that identifies the office that will disburse the given replenishment. The value must be valid in the Disbursing Office maintenance table.	Value = Disbursing Office	Value = Disbursing Office
Interagency Transfer	Flag that indicates whether the bill type is standard billing or a transaction between two different agencies.	Value = False	Value = True
Type of Transfer	The type of inter - agency transfer. Required if the Bill Type is set to Inter - Agency Transfer. If the transaction is marked as an Inter - Agency Transfer and this field is blank, the system will populate this field with the Default Type of Transfer associated with the vendor address code. Please note that a valid vendor code/vendor address code combination must be entered, otherwise this field will remain blank.	Value = blank	Value = IPAC

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>
Customer Agency Location Code	Indicates the agency location code that the User is billing. This value must be valid in the Agency Location Code maintenance table. Required if the Interagency Transfer checkbox is selected.	Value = blank	Value = customer ALC
Use Statement Number for IPAC	When set to True, the system will populate the IPAC Reference Number with the value entered in the Statement Number field.	Value = false	Value = True
IPAC DBE Detail	When set to 'Yes' the system will use certain values from the DBR to calculate and populate the accounting line. These values include Quantity, Unit Price Amount, Unit, and Amount.	Value = blank	Value = Yes
Assignment Code	The Assignment Code determines the group of Users that work document processing errors or customer disputes. For a list of Assignment Codes, please contact the Finance Region for a list of assignment codes and/or for instructions on how to find the assignment codes.	Value = Assignment Code	Value = Assignment Code
Description	Contains a description that can be up to 255 characters in length.	Value = optional	Value = optional

**Table 18: Create Billing Document (BD) - AAS - Header Accounting Lines**

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>
Line Type	Drop down; values Advance, Normal, Credit. The type of accounting line (for example, normal, or credit, etc.).	Value = see description	Value = see description

Field	Description	Non - IPAC	IPAC
Transaction Type	Reference link to the Transaction Definition table. An alphanumeric code used in combination with the transactions document type and line type, to infer general ledger postings. Must be valid in the Transaction Definition maintenance table.	Value = TT	Value = TT
Bill Print	An option that, when selected, determines the ability to print (generate a PDF of the bill) the form. Determines if this bill is printed or is suppressed. The User may also specify that the bill is to be printed externally.	Value = Yes	Value = Yes
Dunning Print	If Flag = T, and bill becomes delinquent, then Dunning will occur for this Bill.	Value = • True • False	Value = • True • False
Initial Amount	The amount of the line prior to additional discounts and surcharges. The Initial amount is intended to equal the sum of Detail Billing Records that comprise the accounting line. If the BD/NV is not associated with Detail Billing Records; the Initial Amount is the principal amount prior to any discount or surcharge. This line can be populated by selecting the 'Calculate From Detail Records' button	Value = Amount. Negative for Credit BD	Value = Amount. Negative for Credit BD
Customer Funding Source	The funding source associated with the customer's bill.	Value = Not Required	Value = value entered in Treasury IPAC File "Purchase Order Number" field.

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>
Funding Authorization Source	Drop down; values of Agreement, Funding Document and Internal Obligation. This field is defaulted by the Detail Billing Record Crosswalk process.	Value = "Funding Document".	Value = "Funding Document".
Funding Document	Free text field, required when Funding Authorization Source is set to Funding Document. The funding document number being referenced.	Value = Not Required.	Value = value entered in the Source Number field.
Requisition Number	Free text field, maps to the Treasury IPAC File Requisition Number field. The requisition number used for interagency transfers.	Value = N/A	Value = N/A
Accounting Classification Code (ACLCD)	Free text field, value maps to the Treasury IPAC file field "ACLCD". The accounting classification code used for interagency transfers.	Value = <ul style="list-style-type: none"> <li>• BOAC</li> <li>• AB code</li> </ul>	Value = <ul style="list-style-type: none"> <li>• BOAC</li> <li>• AB code</li> </ul>
Fiscal Station Number	Free text field, value maps to the Treasury IPAC file field "FSN". The fiscal station number used for interagency transfers.	Not Required. Value = 0	Value = 0
Agreement Number	Agreement Number	Value = Required	Value = Required
Agreement Line Number	Agreement Line Number	Value = '1'	Value = '1'
Contracts Number	The Business line.	Value = Business Line	Value = Business Line
Task/SubTask	Task/SubTask	Value = Task/SubTask	Value = Task/SubTask

Field	Description	Non - IPAC	IPAC
IPAC Status	<p>Drop down menu with the following values: blank, Not Submitted, In Transit, Rejected, Hold Pending Chargeback, Do Not Send, Write - Off. The values of the IPAC Status determine where the transaction is in relation to the IPAC Lifecycle with Treasury.</p> <p>BD IPAC statuses:</p> <p>Not Submitted - transaction has processed but has not been sent to Treasury via GSIPACOUT process.</p> <p>In - Transit - transaction has processed and has been submitted to Treasury via GSIPACOUT process</p> <p>Rejected - transaction has processed and was submitted to Treasury but rejected. This status is manually set.</p> <p>Confirmed - transaction has processed and has been confirmed by Treasury via GSIPACIN process.</p> <p>Hold Pending Chargeback - transaction has been confirmed by Treasury and subsequently charged back by the customer.</p> <p>Do Not Send - charged back transaction that has been accepted and determined further action is not needed.</p> <p>Write - Off - charged back transaction has been written off.</p>	Value = blank	Value = see description

Field	Description	Non - IPAC	IPAC
Interagency Description	Free text field. Disabled when the IPAC DBE Detail indicator is Use DBE Detail. Indicates the items or services on the transaction. For example, what items or services for which the User is billing the customer agency.	Value = blank	<ul style="list-style-type: none"> <li>Value = Required for IPAC BDs.</li> <li>For “Use DBE Detail” transactions, this field is protected/disabled as the value is derived from each Detail Billing Record.</li> </ul>

**Table 19: Create Billing Document (BD) - AAS - Modify Detail Billing Records tab**

Field	Description	Non - IPAC	IPAC
Quantity	Number of Units.	Value = number	Value = number
Unit Price Amount	Price per Unit.	Value = unit price amount	Value = unit price amount
Unit	The standard unit of measure of the commodity.	Value = EA	Value = EA
Amount	Total Amount.	Value = total amount	Value = total amount
Discount Amount	Discount Amount applied to the DBR	Value = Discount Amount	Value = Discount Amount
Surcharge Amount	Surcharge Amount applied to the DBR	Value = Surcharge Amount	Value = Surcharge Amount
Record Date	Date BD is being recorded.	Value = date	Value = date
Charge Period	Accounting Period transaction will be for.	Value = <ul style="list-style-type: none"> <li>Previous</li> <li>Current</li> <li>Next</li> </ul>	Value = <ul style="list-style-type: none"> <li>Previous</li> <li>Current</li> <li>Next</li> </ul>

Field	Description	Non - IPAC	IPAC
Billing Description	Free Text field to describe the Bill	Value = free text field	Value = free text field
Articles or Services	Value from this field will be pulled onto the accounting lines Interagency Description field for IPAC BD's that use DBE detail.	Value = blank	Value = free text field
Credit Adjustment Indicator	Identifies if Detail Billing Record is for Credit or Standard bill.	Value = • C for credit • Blank for standard	Value = • C for credit • Blank for standard
Assignment Agency	Not used in Manual BD	Value = optional	Value = optional
Advance Indicator	<ul style="list-style-type: none"> <li>• "T" for advance</li> <li>• "F" otherwise (always "F" or blank)</li> </ul>	Value = blank	Value = blank
Interfund Indicator	<ul style="list-style-type: none"> <li>• If Interfund = A</li> <li>• If Intrafund = T</li> <li>• otherwise blank</li> </ul>	Value = see description	Value = blank

**C.7.7 Appendix: Create Billing Document (BD) - Telecom**

Please see the following section for additional information:

- **BAAR User Guide 2 of 10 Section 4.4.1.5 Manual Creation of Billing Document (BD): IPAC/Non - IPAC/DoD Interfund/Revenue Credit Card Normal Line Type**
- **BAAR User Guide 6 of 10 Section 4.15.2.1 Manual Creation of Billing Document (BD): IPAC/Non - IPAC Credit Line Type**

**Table 20: Create Billing Document (BD) - Telecom - Header**

Field	Description	Non - IPAC	IPAC
Title	Title of Billing Document. Free field.	Value = Optional	Value = Optional
Billed By	Name of User assigned to Bill.	Value = User name	Value = User name

Field	Description	Non - IPAC	IPAC
Agency DUNS Number	The DUNS number of the agency using the system.	Value = Optional	Value = This number is mapped to the IPAC Outbound file in the Sender DUNS field.
Vendor Code/Address Code	<p>TOPS/WITS:</p> <ul style="list-style-type: none"> <li>• “T - “ + [Customer Number BOAC]</li> </ul> <p>E - MORRIS:</p> <ul style="list-style-type: none"> <li>• [BOAC2]</li> </ul>	Value = see description	Value = see description
Designated Agent	<p>TOPS/WITS:</p> <ul style="list-style-type: none"> <li>• If [Bill Level ID] is “B” or blank, leave blank</li> <li>• If [Bill Level ID] is “A” or “C”, set to [Customer ALC]</li> </ul> <p>E - MORRIS:</p> <ul style="list-style-type: none"> <li>• If [BOAC1] does not equal [BOAC2, set to [BOAC1]</li> <li>• Otherwise, leave blank</li> </ul>	Value = see description	Value = see description
Disbursing Office	The code that identifies the office that will disburse the given replenishment. The value must be valid in the Disbursing Office maintenance table.	Value = Disbursing Office	Value = Disbursing Office
Interagency Transfer	Flag that indicates whether the bill type is standard billing or a transaction between two different agencies.	Value = False	Value = True

Field	Description	Non - IPAC	IPAC
Type of Transfer	The type of inter - agency transfer. Required if the Bill Type is set to Inter - Agency Transfer. If the transaction is marked as an Inter - Agency Transfer and this field is blank, the system will populate this field with the Default Type of Transfer associated with the vendor address code. Please note that a valid vendor code/vendor address code combination must be entered, otherwise this field will remain blank.	Value = blank	Value = IPAC
Customer Agency Location Code	Indicates the agency location code that the User is billing. This value must be valid in the Agency Location Code maintenance table. Required if the Interagency Transfer checkbox is selected.	Value = blank	Value = customer ALC
Use Statement Number for IPAC	When set to True, the system will populate the IPAC Reference Number with the value entered in the Statement Number field.	Value = false	Value = True
IPAC DBE Detail	When set to 'Yes' the system will use certain values from the DBR to calculate and populate the accounting line. These values include Quantity, Unit Price Amount, Unit, and Amount.	Value = blank	Value = Yes
Assignment Code	The Assignment Code determines the group of Users that work document processing errors or customer disputes. For a list of Assignment Codes, please contact the Finance Region for a list of assignment codes and/or for instructions on how to find the assignment codes.	Value = Assignment Code	Value = Assignment Code
Description	Contains a description that can be up to 255 characters in length.	Value = optional	Value = optional

**Table 21: Create Billing Document (BD) - Telecom - Header Accounting Lines**

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>
Line Type	Drop down; values Advance, Normal, Credit. The type of accounting line (for example, normal, or credit, etc.).	Value = see description	Value = see description
Transaction Type	Reference link to the Transaction Definition table. An alphanumeric code used in combination with the transactions document type and line type, to infer general ledger postings. Must be valid in the Transaction Definition maintenance table.	Value = TT	Value = TT
Bill Print	An option that, when selected, determines the ability to print (generate a PDF of the bill) the form. Determines if this bill is printed or is suppressed. The User may also specify that the bill is to be printed externally.	Value = Yes	Value = Yes
Dunning Print	If Flag = T, and bill becomes delinquent, then Dunning will occur for this Bill.	Value = • True • False	Value = • True • False
Initial Amount	The amount of the line prior to additional discounts and surcharges. The Initial amount is intended to equal the sum of Detail Billing Records that comprise the accounting line. If the BD/NV is not associated with Detail Billing Records; the Initial Amount is the principal amount prior to any discount or surcharge. This line can be populated by selecting the 'Calculate From Detail Records' button	Value = Amount. Negative for Credit BD	Value = Amount. Negative for Credit BD

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>
Customer Funding Source	The funding source associated with the customer's bill.	Value = Not Required	Value = value entered in Treasury IPAC File "Purchase Order Number" field.
Funding Authorization Source	Drop down; values of Agreement, Funding Document and Internal Obligation. This field is defaulted by the Detail Billing Record Crosswalk process.	Value = "Funding Document".	Value = "Funding Document".
Funding Document	Free text field, required when Funding Authorization Source is set to Funding Document. The funding document number being referenced.	Value = Not Required	Value = value entered in the Source Number field.
Requisition Number	Free text field, maps to the Treasury IPAC File Requisition Number field. The requisition number used for interagency transfers.	Value = N/A	Value = N/A
Accounting Classification Code (ACLCD)	Free text field, value maps to the Treasury IPAC file field "ACLCD". The accounting classification code used for interagency transfers.	Value = <ul style="list-style-type: none"> <li>• BOAC</li> <li>• AB code</li> </ul>	Value = <ul style="list-style-type: none"> <li>• BOAC</li> <li>• AB code</li> </ul>
Fiscal Station Number	Free text field, value maps to the Treasury IPAC file field "FSN". The fiscal station number used for interagency transfers.	Not Required. Value = 0	Value = 0
Contracts Number	The Business line.	Value = ITSREGTEL	Value = ITSREGTEL

Field	Description	Non - IPAC	IPAC
Selected for IPAC (Part 1 of 3)	Drop down menu with the following values: <ul style="list-style-type: none"> <li>• Selected for IPAC - Yes</li> <li>• Selected for IPAC - No</li> <li>• Selected for IPAC - In Process</li> <li>• Selected for IPAC - Chargeback Pending</li> <li>• Selected for IPAC - Chargeback Accepted</li> <li>• Selected for IPAC - 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.</li> </ul>	Value = blank	Value = see description

Field	Description	Non - IPAC	IPAC
<p>Selected for IPAC (Part 2 of 3)</p>	<ul style="list-style-type: none"> <li>• Selected for IPAC - 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.</li> <li>• In Process: This setting indicates that the documents Header Accounting Line is actively being processed by the IPAC Outbound Crosswalk Process.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>	<p>Value = blank</p>	<p>Value = see description</p>

Field	Description	Non - IPAC	IPAC
<p>Selected for IPAC (Part 3 of 3)</p>	<ul style="list-style-type: none"> <li>• <b>IPAC in Transit:</b> 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.</li> <li>• <b>Rejected by IPAC:</b> 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).</li> <li>• <b>Do Not Send to IPAC:</b> Do Not Send IPAC status is set on staging data that is to be excluded from the bulk file generation process (GSIPACBKFG)</li> </ul>	<p>Value = blank</p>	<p>Value = see description</p>

Field	Description	Non - IPAC	IPAC
Interagency Description	Free text field. Indicates the items or services on the transaction. For example, what items or services for which the User is billing the customer agency.	Value = blank	<ul style="list-style-type: none"> <li>Value = Required for IPAC BDs.</li> <li>For “Use DBE Detail” transactions, this field is protected/disabled as the value is derived from each Detail Billing Record.</li> </ul>

**Table 22: Create Billing Document (BD) - Telecom - Modify Detail Billing Records tab**

Field	Description	Non - IPAC	IPAC
Quantity	Number of Units.	Value = number	Value = number
Unit Price Amount	Price per Unit.	Value = unit price amount	Value = unit price amount
Unit	The standard unit of measure of the commodity.	Value = EA	Value = EA
Amount	Total Amount.	Value = total amount	Value = total amount
Discount Amount	Discount Amount applied to the DBR	Value = Discount Amount	Value = Discount Amount
Surcharge Amount	Surcharge Amount applied to the DBR	Value = Surcharge Amount	Value = Surcharge Amount
Record Date	Date BD is being recorded.	Value = date	Value = date
Charge Period	Accounting Period transaction will be for.	Value = <ul style="list-style-type: none"> <li>Previous</li> <li>Current</li> <li>Next</li> </ul>	Value = <ul style="list-style-type: none"> <li>Previous</li> <li>Current</li> <li>Next</li> </ul>

Field	Description	Non - IPAC	IPAC
Billing Description	Free Text field to describe the Bill	Value = free text field	Value = free text field
Articles or Services	Value from this field will be pulled onto the accounting lines Interagency Description field for IPAC BD's that use DBE detail.	Value = blank	Value = free text field
Credit Adjustment Indicator	Identifies if Detail Billing Record is for Credit or Standard bill.	Value = <ul style="list-style-type: none"> <li>• C for credit</li> <li>• Blank for standard</li> </ul>	Value = <ul style="list-style-type: none"> <li>• C for credit</li> <li>• Blank for standard</li> </ul>
Assignment Agency	Not used in Manual BD	Value = optional	Value = optional
Advance Indicator	<ul style="list-style-type: none"> <li>• "T" for advance</li> <li>• "F" otherwise (always "F" or blank)</li> </ul>	Value = blank	Value = blank
Interfund Indicator	<ul style="list-style-type: none"> <li>• If Interfund = A</li> <li>• If Intrafund = T</li> <li>• otherwise blank</li> </ul>	Value = see description	Value = blank
Bill Level Indicator	<ul style="list-style-type: none"> <li>• Required for IPAC bills from TOPS and WITS.</li> <li>• Possible values for [Bill Level ID] are A, B, or C.</li> <li>• This value indicates the level of bill summarization for IPAC bills that was requested by the customer. It is used to separate bill numbers for reports required by the E - Bill system.</li> </ul>	Value = blank	Value = see description

**C.7.8 Appendix: Create Billing Document (BD) - WAN**

Please See the following Sections for additional information

- **BAAR User Guide 2 of 10 Section 4.4.1.5 Manual Creation of Billing Document (BD): IPAC/Non - IPAC/DoD Interfund/Revenue Credit Card Normal Line Type**
- **BAAR User Guide 6 of 10 Section 4.15.2.1 Manual Creation of Billing Document (BD): IPAC/Non - IPAC Credit Line Type**

**Table 23: Create Billing Document (BD) - WAN - Header**

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>
Title	Title of Billing Document. Free field.	Value = Optional	Value = Optional
Billed By	Name of User assigned to Bill.	Value = User name	Value = User name
Agency DUNS Number	The DUNS number of the agency using the system.	Value = Optional	Value = This number is mapped to the IPAC Outbound file in the Sender DUNS field.
Vendor Code/Address Code	TOPS/WITS: <ul style="list-style-type: none"> <li>• “T - “ + [Customer Number BOAC]</li> </ul> E - MORRIS: <ul style="list-style-type: none"> <li>• [BOAC2]</li> </ul>	Value = see description	Value = see description
Designated Agent	TOPS/WITS: <ul style="list-style-type: none"> <li>• If [Bill Level ID] is “B” or blank, leave blank</li> <li>• If [Bill Level ID] is “A” or “C”, set to [Customer ALC]</li> </ul> E - MORRIS: <ul style="list-style-type: none"> <li>• If [BOAC1] does not equal [BOAC2, set to [BOAC1]</li> <li>• Otherwise, leave blank</li> </ul>	Value = see description	Value = see description
Disbursing Office	The code that identifies the office that will disburse the given replenishment. The value must be valid in the Disbursing Office maintenance table.	Value = Disbursing Office	Value = Disbursing Office
Interagency Transfer	Flag that indicates whether the bill type is standard billing or a transaction between two different agencies.	Value = False	Value = True

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>
Type of Transfer	The type of inter - agency transfer. Required if the Bill Type is set to Inter - Agency Transfer. If the transaction is marked as an Inter - Agency Transfer and this field is blank, the system will populate this field with the Default Type of Transfer associated with the vendor address code. Please note that a valid vendor code/vendor address code combination must be entered, otherwise this field will remain blank.	Value = blank	Value = IPAC
Customer Agency Location Code	Indicates the agency location code that the User is billing. This value must be valid in the Agency Location Code maintenance table. Required if the Interagency Transfer checkbox is selected.	Value = blank	Value = customer ALC
Use Statement Number for IPAC	When set to True, the system will populate the IPAC Reference Number with the value entered in the Statement Number field.	Value = false	Value = True
IPAC DBE Detail	When set to 'Yes' the system will use certain values from the DBR to calculate and populate the accounting line. These values include Quantity, Unit Price Amount, Unit, and Amount.	Value = blank	Value = Yes

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>
Assignment Code	The Assignment Code determines the group of Users that work document processing errors or customer disputes. For a list of Assignment Codes, please contact the Finance Region for a list of assignment codes and/or for instructions on how to find the assignment codes.	Value = Assignment Code.	Value = Assignment Code.
Description	Contains a description that can be up to 255 characters in length.	Value = optional	Value = optional

**Table 24: Create Billing Document (BD) - WAN - Header Accounting Lines**

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>
Line Type	Drop down; values Advance, Normal, Credit. The type of accounting line (for example, normal, or credit, etc.).	Value = see description	Value = see description
Transaction Type	Reference link to the Transaction Definition table. An alphanumeric code used in combination with the transactions document type and line type, to infer general ledger postings. Must be valid in the Transaction Definition maintenance table.	Value = TT	Value = TT
Bill Print	An option that, when selected, determines the ability to print (generate a PDF of the bill) the form. Determines if this bill is printed or is suppressed. The User may also specify that the bill is to be printed externally.	Value = Yes	Value = Yes

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>
Dunning Print	If Flag = T, and bill becomes delinquent, then Dunning will occur for this Bill.	Value = <ul style="list-style-type: none"> <li>• True</li> <li>• False</li> </ul>	Value = <ul style="list-style-type: none"> <li>• True</li> <li>• False</li> </ul>
Source Number	For WAN (the DBRs come from E - MORRIS) BDs with the [Task Order/Cust. ID] + [Subtask]	Value = See description	Value = See description
Initial Amount	The amount of the line prior to additional discounts and surcharges. The Initial amount is intended to equal the sum of Detail Billing Records that comprise the accounting line. If the BD/NV is not associated with Detail Billing Records; the Initial Amount is the principal amount prior to any discount or surcharge. This line can be populated by selecting the 'Calculate From Detail Records' button	Value = Amount. Negative for Credit BD	Value = Amount. Negative for Credit BD
Customer Funding Source	The funding source associated with the customer's bill.	Value = Not Required	Value = value entered in Treasury IPAC File "Purchase Order Number" field.
Funding Authorization Source	Drop down; values of Agreement, Funding Document and Internal Obligation. This field is defaulted by the Detail Billing Record Crosswalk process.	Value = "Funding Document".	Value = "Funding Document".
Funding Document	Free text field, required when Funding Authorization Source is set to Funding Document. The funding document number being referenced.	Value = Not Provided	Value = Not Provided

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>
Requisition Number	Free text field, maps to the Treasury IPAC File Requisition Number field. The requisition number used for interagency transfers.	Value = Not Provided	Value = Not Provided
Accounting Classification Code (ACLCD)	Free text field, value maps to the Treasury IPAC file field "ACLCD". The accounting classification code used for interagency transfers.	Value = <ul style="list-style-type: none"> <li>• BOAC</li> <li>• AB code</li> </ul>	Value = <ul style="list-style-type: none"> <li>• BOAC</li> <li>• AB code</li> </ul>
Fiscal Station Number	Free text field, value maps to the Treasury IPAC file field "FSN". The fiscal station number used for interagency transfers.	Not Required. Value = 0	Value = 0
Contracts Number	The Business line.	Value = ITSWAN	Value = ITSWAN
Selected for IPAC (Part 1 of 4)	Drop down menu with the following values: <ul style="list-style-type: none"> <li>• Selected for IPAC - Yes</li> <li>• Selected for IPAC - No</li> <li>• Selected for IPAC - In Process</li> <li>• Selected for IPAC - Chargeback Pending</li> <li>• Selected for IPAC - Chargeback Accepted</li> <li>• Selected for IPAC - 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.</li> </ul>	Value = blank	Value = see description

Field	Description	Non - IPAC	IPAC
<p>Selected for IPAC (Part 2 of 4)</p>	<ul style="list-style-type: none"> <li>• Selected for IPAC - 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.</li> <li>• In Process: This setting indicates that the documents Header Accounting Line is actively being processed by the IPAC Outbound Crosswalk Process.</li> <li>• 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.</li> </ul>	<p>Value = blank</p>	<p>Value = see description</p>

Field	Description	Non - IPAC	IPAC
<p>Selected for IPAC (Part 3 of 4)</p>	<p>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.</p> <p>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.</p> <p>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.</p>	<p>Value = blank</p>	<p>Value = see description</p>

Field	Description	Non - IPAC	IPAC
Selected for IPAC (Part 4 of 4)	<ul style="list-style-type: none"> <li>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).</li> <li>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)</li> </ul>	Value = blank	Value = see description
Interagency Description	Free text field. Disabled when the IPAC DBE Detail is Use DBE Detail. Indicates the items or services on the transaction. For example, what items or services for which the User is billing the customer agency.	Value = blank	<ul style="list-style-type: none"> <li>Value = Required for IPAC BDs</li> <li>For "Use DBE Detail" transactions, this field is protected/disabled as the value is derived from each Detail Billing Record.</li> </ul>

**Table 25: Create Billing Document (BD) - WAN - Modify Detail Billing Records tab**

Field	Description	Non - IPAC	IPAC
Quantity	Number of Units.	Value = number	Value = number
Unit Price Amount	Price per Unit.	Value = unit price amount	Value = unit price amount

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>
Unit	The standard unit of measure of the commodity.	Value = EA	Value = EA
Amount	Total Amount.	Value = total amount	Value = total amount
Discount Amount	Discount Amount applied to the DBR	Value = Discount Amount	Value = Discount Amount
Surcharge Amount	Surcharge Amount applied to the DBR	Value = Surcharge Amount	Value = Surcharge Amount
Record Date	Date BD is being recorded.	Value = date	Value = date
Charge Period	Accounting Period transaction will be for.	Value = <ul style="list-style-type: none"> <li>• Previous</li> <li>• Current</li> <li>• Next</li> </ul>	Value = <ul style="list-style-type: none"> <li>• Previous</li> <li>• Current</li> <li>• Next</li> </ul>
Billing Description	Free Text field to describe the Bill	Value = free text field	Value = free text field
Articles or Services	Value from this field will be pulled onto the accounting lines Interagency Description field for IPAC BD's that use DBE detail.	Value = blank	Value = free text field
Credit Adjustment Indicator	Identifies if Detail Billing Record is for Credit or Standard bill.	Value = <ul style="list-style-type: none"> <li>• C for credit</li> <li>• Blank for standard</li> </ul>	Value = <ul style="list-style-type: none"> <li>• C for credit</li> <li>• Blank for standard</li> </ul>
Assignment Agency	Not used for WAN	Value = optional	Value = optional
Advance Indicator	<ul style="list-style-type: none"> <li>• "T" for advance</li> <li>• "F" otherwise (always "F" or blank)</li> </ul>	Value = blank	Value = blank
Interfund Indicator	<ul style="list-style-type: none"> <li>• If Interfund = A</li> <li>• If Intrafund = T</li> <li>• otherwise blank</li> </ul>	Value = see description	Value = blank

Field	Description	Non - IPAC	IPAC
Bill Level Indicator	TOPS/WITS: <ul style="list-style-type: none"> <li>[Bill Level ID]</li> </ul> E - MORRIS: <ul style="list-style-type: none"> <li>leave blank</li> </ul>	Value = blank	Value = see description

**C.7.9 Appendix: Create Billing Document (BD) - External Services/Region 6 Manual Business Lines**

Please see the following sections for additional information:

- **BAAR User Guide 2 of 10 Section 4.4.1.5 Manual Creation of Billing Document (BD): IPAC/Non - IPAC/DoD Interfund/Revenue Credit Card Normal Line Type**
- **BAAR User Guide 6 of 10 Section 4.15.2.1 Manual Creation of Billing Document (BD): IPAC/Non - IPAC Credit Line Type**

**Table 26: Create Billing Document (BD) - External Services/Region 6 Manual Business Lines - Header**

Field	Description	Non - IPAC	IPAC
Title	Title of Billing Document. Free Text field.	Value = Optional	Value = Optional
Billed By	Name of User assigned to Bill.	Value = User name	Value = User name
Agency DUNS Number	The DUNS number of the agency using the system.	Value = Optional	Value = This number is mapped to the IPAC Outbound file in the Sender DUNS field.
Designated Agent - ALC	Required for Bill by ALC. When grouping billing by ALC, both ALC and Designated Agent code field values (Code and Address Code) must be populated (with the same value).	Value = blank	Value = ALC
Disbursing Office	The code that identifies the office that will disburse the given replenishment. The value must be valid in the Disbursing Office maintenance table.	Value = Disbursing Office	Value = Disbursing Office

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>
Interagency Transfer	Flag that indicates whether the bill type is standard billing or a transaction between two different agencies.	Value = False	Value = True
Type of Transfer	The type of inter - agency transfer. Required if the Bill Type is set to Inter - Agency Transfer. If the transaction is marked as an Inter - Agency Transfer and this field is blank, the system will populate this field with the Default Type of Transfer associated with the vendor address code. Please note that a valid vendor code/vendor address code combination must be entered, otherwise this field will remain blank.	Value = blank	Value = IPAC
Customer Agency Location Code	Indicates the agency location code that the User is billing. This value must be valid in the Agency Location Code maintenance table. Required if the Interagency Transfer checkbox is selected.	Value = blank	Value = customer ALC
Use Statement Number for IPAC	When set to True, the system will populate the IPAC Reference Number with the value entered in the Statement Number field.	Value = false	Value = True
IPAC DBE Detail	When set to 'Yes' the system will use certain values from the DBR to calculate and populate the accounting line. These values include Quantity, Unit Price Amount, Unit, and Amount.	Value = blank	Value = No
Assignment Code	The Assignment Code determines the group of Users that work document processing errors or customer disputes. For a list of Assignment Codes, please contact the Finance Region for a list of assignment codes and/or for instructions on how to find the assignment codes.	Value = Assignment Code	Value = Assignment Code
Description	Contains a description that can be up to 255 characters in length.	Value = optional	Value = optional

**Table 27: Create Billing Document (BD) - External Services/Region 6 Manual Business Lines -**

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>
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<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>
Line Type	Drop down; values Advance, Normal, Credit. The type of accounting line (for example, normal, or credit, etc.).	Value = see description	Value = see description
Transaction Type	Reference link to the Transaction Definition table. An alphanumeric code used in combination with the transactions document type and line type, to infer general ledger postings. Must be valid in the Transaction Definition maintenance table.	Value = TT	Value = TT
Bill Print	An option that, when selected, determines the ability to print (generate a PDF of the bill) the form. Determines if this bill is printed or is suppressed. The User may also specify that the bill is to be printed externally.	Value = Yes	Value = Yes
Dunning Print	If Flag = T, and bill becomes delinquent, then Dunning will occur for this Bill.	Value = True	Value = True
Start Date	Start Date of bill service.	Value = Start date	Value = Start date
End Date	End date of bill service.	Value = End date	Value = End date
Initial Amount	The amount of the line prior to additional discounts and surcharges. The Initial Amount is the principal amount prior to any discount or surcharge.	Value = Amount. Negative for Credit BD	Value = Amount. Negative for Credit BD
Customer Treasury Symbol	The customer's Treasury symbol.	Value = blank	Value = Customer Treasury Symbol
Customer BETC	The customer's BETC.	Value = blank	Value = BETC

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>
Customer Funding Source	The funding source associated with the customer's bill.	Value = Not Required	Value = value entered in Treasury IPAC File "Purchase Order Number" field.
Requisition Number	Free text field, maps to the Treasury IPAC File Requisition Number field. The requisition number used for interagency transfers.	Value = charge date	Value = charge date
Accounting Classification Code (ACLCD)	Free text field, value maps to the Treasury IPAC file field "ACLCD". The accounting classification code used for interagency transfers.	Value = <ul style="list-style-type: none"> <li>• BOAC</li> <li>• AB code</li> </ul>	Value = <ul style="list-style-type: none"> <li>• BOAC</li> <li>• AB code</li> </ul>
Accounting Classification Reference Number	Free text field, value maps to the Treasury IPAC file field "ACRN". The accounting classification reference number used for interagency transfers. Rent will enter the 'level 4 business line', e.g., Rent, ANTENNA, RWA.	Value = A+ Document Number	Value = A+ Document Number
Fiscal Station Number	Free text field, value maps to the Treasury IPAC file field "FSN". The fiscal station number used for interagency transfers.	Not Required. Value = 0	Value = 0
Agreement Number	The agreement the BD is generated by/referenced to.	Value = Agreement Number	Value = Agreement Number
Agreement Line Number	The Agreement Line Number the BD is generated by/referenced to.	Value = Agreement Line number	Value = Agreement Line number

Field	Description	Non - IPAC	IPAC
<p>Selected for IPAC (Section 1 of 2)</p>	<ul style="list-style-type: none"> <li>• Selected for IPAC - No, Selected for IPAC - In Process,</li> <li>• Selected for IPAC - Chargeback Pending, Selected for IPAC - Chargeback Accepted</li> <li>• Selected for IPAC - 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.</li> <li>• Selected for IPAC - 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.</li> <li>• In Process: This setting indicates that the documents Header Accounting Line is actively being processed by the IPAC Outbound Crosswalk Process.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>	<p>Value = blank</p>	<p>Value = see description</p>

Field	Description	Non - IPAC	IPAC
Selected for IPAC (Section 1 of 2)	<ul style="list-style-type: none"> <li>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.</li> <li>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).</li> <li>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)</li> </ul>	Value = blank	Value = see description
Interagency Description	Free text field. Indicates the items or services on the transaction. For example, what items or services for which the User is billing the customer agency.	Value = blank	Value = Required for IPAC BDs.

**C.7.10 Appendix: Create Billing Document (BD) - Region 7 Manual Business Lines**

Please See the following sections for additional information:

- **BAAR User Guide 2 of 10 Section 4.4.1.5 Manual Creation of Billing Document (BD): IPAC/Non - IPAC/DoD Interfund/Revenue Credit Card Normal Line Type**
- **BAAR User Guide 6 of 10 Section 4.15.2.1 Manual Creation of Billing Document (BD): IPAC/Non - IPAC Credit Line Type**

**Table 28: Create Billing Document (BD) - Region 7 Manual Business Lines - Header**

Field	Description	Non - IPAC	IPAC
Title	Title of Billing Document. Free Text field.	Value = Optional	Value = Optional

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>
Billed By	Name of User assigned to Bill.	Value = User name	Value = User name
Agency DUNS Number	The DUNS number of the agency using the system.	Value = Optional	Value = This number is mapped to the IPAC Outbound file in the Sender DUNS field.
Designated Agent - ALC	Required for Bill by ALC. When grouping billing by ALC, both ALC and Designated Agent code field values (Code and Address Code) must be populated (with the same value).	Value = blank	Value = ALC
Disbursing Office	The code that identifies the office that will disburse the given replenishment. The value must be valid in the Disbursing Office maintenance table.	Value = Disbursing Office	Value = Disbursing Office
Interagency Transfer	Flag that indicates whether the bill type is standard billing or a transaction between two different agencies.	Value = False	Value = True
Type of Transfer	The type of inter - agency transfer. Required if the Bill Type is set to Inter - Agency Transfer. If the transaction is marked as an Inter - Agency Transfer and this field is blank, the system will populate this field with the Default Type of Transfer associated with the vendor address code. Please note that a valid vendor code/vendor address code combination must be entered, otherwise this field will remain blank.	Value = blank	Value = IPAC
Customer Agency Location Code	Indicates the agency location code that the User is billing. This value must be valid in the Agency Location Code maintenance table. Required if the Interagency Transfer checkbox is selected.	Value = blank	Value = customer ALC

Field	Description	Non - IPAC	IPAC
Use Statement Number for IPAC	When set to True, the system will populate the IPAC Reference Number with the value entered in the Statement Number field.	Value = false	Value = True
IPAC DBE Detail	When set to 'Yes' the system will use certain values from the DBR to calculate and populate the accounting line. These values include Quantity, Unit Price Amount, Unit, and Amount.	Value = blank	Value = No
Assignment Code	The Assignment Code determines the group of Users that work document processing errors or customer disputes. For a list of Assignment Codes, please contact the Finance Region for a list of assignment codes and/or for instructions on how to find the assignment codes.	Value = Assignment Code	Value = Assignment Code
Description	Contains a description that can be up to 255 characters in length.	Value = optional	Value = optional

**Table 29: Create Billing Document (BD) - Region 7 Manual Business Lines - Header Accounting Lines**

Field	Description	Non - IPAC	IPAC
Line Type	Drop down; values Advance, Normal, Credit. The type of accounting line (for example, normal, or credit, etc.).	Value = see description	Value = see description
Transaction Type	Reference link to the Transaction Definition table. An alphanumeric code used in combination with the transactions document type and line type, to infer general ledger postings. Must be valid in the Transaction Definition maintenance table.	Value = TT	Value = TT
Bill Print	An option that, when selected, determines the ability to print (generate a PDF of the bill) the form. Determines if this bill is printed or is suppressed. The User may also specify that the bill is to be printed externally.	Value = Yes	Value = Yes

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>
Dunning Print	If Flag = T, and bill becomes delinquent, then Dunning will occur for this Bill.	N/A	Value = True
Start Date	Start Date of bill service.	Value = Start date	Value = Start date
End Date	End date of bill service.	Value = End date	Value = End date
Initial Amount	The amount of the line prior to additional discounts and surcharges. The Initial Amount is the principal amount prior to any discount or surcharge.	Value = Amount. Negative for Credit BD	Value = Amount. Negative for Credit BD
Customer Treasury Symbol	The customer's Treasury symbol.	Value = blank	Value = Customer Treasury Symbol
Customer BETC	The customer's BETC.	Value = blank	Value = BETC
Customer Funding Source	The funding source associated with the customer's bill.	Value = Not Required	Value = value entered in Treasury IPAC File "Purchase Order Number" field.
Requisition Number	Free text field, maps to the Treasury IPAC File Requisition Number field. The requisition number used for interagency transfers.	Value = charge date	Value = charge date
Accounting Classification Code (ACLCD)	Free text field, value maps to the Treasury IPAC file field "ACLCD". The accounting classification code used for interagency transfers.	Value = <ul style="list-style-type: none"> <li>• BOAC</li> <li>• AB code</li> </ul>	Value = <ul style="list-style-type: none"> <li>• BOAC</li> <li>• AB code</li> </ul>

Field	Description	Non - IPAC	IPAC
Accounting Classification Reference Number	Free text field, value maps to the Treasury IPAC file field "ACRN". The accounting classification reference number used for interagency transfers. Rent will enter the 'level 4 business line', e.g., Rent, ANTENNA, RWA.	Value = A+ Document Number	Value = A+ Document Number
Fiscal Station Number	Free text field, value maps to the Treasury IPAC file field "FSN". The fiscal station number used for interagency transfers.	Not Required. Value = 0	Value = 0
Agreement Number	The agreement the BD is generated by/referenced to.	Value = Agreement Number	Value = Agreement Number
Agreement Line Number	The Agreement Line Number the BD is generated by/referenced to.	Value = Agreement Line number	Value = Agreement Line number
Selected for IPAC (Part 1 of 3)	<p>Drop down menu with the following values:</p> <ul style="list-style-type: none"> <li>• Selected for IPAC - Yes</li> <li>• Selected for IPAC - No</li> <li>• Selected for IPAC - In Process</li> <li>• Selected for IPAC - Chargeback Pending</li> <li>• Selected for IPAC - Chargeback Accepted</li> <li>• Selected for IPAC - 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.</li> </ul>	Value = blank	Value = see description

Field	Description	Non - IPAC	IPAC
<p>Selected for IPAC (Part 2 of 3)</p>	<ul style="list-style-type: none"> <li>• Selected for IPAC - 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.</li> <li>• In Process: This setting indicates that the documents Header Accounting Line is actively being processed by the IPAC Outbound Crosswalk Process.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>	<p>Value = blank</p>	<p>Value = see description</p>

Field	Description	Non - IPAC	IPAC
Selected for IPAC (Part 3 of 3)	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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).</li> <li>• 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)</li> </ul>	Value = blank	Value = see description
Interagency Description	Free text field. Indicates the items or services on the transaction. For example, what items or services for which the User is billing the customer agency.	Value = blank	Value = Required for IPAC BDs.

**C.7.11 Appendix: Create Billing Document (BD) - FAS Information Technology Category**

Please see the following Sections for additional information

- **BAAR User Guide 2 of 10 Section 4.4.1.5 Manual Creation of Billing Document (BD): IPAC/Non - IPAC/DoD Interfund/Revenue Credit Card Normal Line Type**

- **BAAR User Guide 6 of 10 Section 4.15.2.1 Manual Creation of Billing Document (BD): IPAC/Non - IPAC Credit Line Type**

**Table 30: Create Billing Document (BD) - FAS Information Technology Category - Header**

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>
Title	Customer Interagency Agreement Number	Value = Customer Interagency Agreement (IAA) number or GSA IAA	Value = Customer Interagency Agreement (IAA) number or GSA IAA
Billed By	Name of User assigned to Bill.	Value = User name	Value = User name
Agency DUNS Number	The DUNS number of the agency using the system.	Value = Optional	<ul style="list-style-type: none"> <li>• Value = Optional</li> <li>• Will become required in the future.</li> <li>• GSA DUNS</li> </ul>
Vendor Code/Address Code	BOAC2	Value = BOAC2	Value = BOAC2
Designated Agent	<ul style="list-style-type: none"> <li>• If [BOAC1] is not the same as [BOAC2], set to [BOAC1]</li> <li>• Otherwise, leave blank</li> </ul>	Value = BOAC1	Value = BOAC1
Disbursing Office	The code that identifies the office that will disburse the given replenishment. The value must be valid in the Disbursing Office maintenance table.	Value = Disbursing Office	Value = Disbursing Office
Interagency Transfer	Flag that indicates whether the bill type is standard billing or a transaction between two different agencies.	Value = False	Value = True

Field	Description	Non - IPAC	IPAC
Type of Transfer	The type of inter - agency transfer. Required if the Bill Type is set to Inter - Agency Transfer. If the transaction is marked as an Inter - Agency Transfer and this field is blank, the system will populate this field with the Default Type of Transfer associated with the vendor address code. Please note that a valid vendor code/vendor address code combination must be entered, otherwise this field will remain blank.	Value = blank	Value = IPAC
Customer Agency Location Code	Indicates the agency location code that the User is billing. This value must be valid in the Agency Location Code maintenance table. Required if the Interagency Transfer checkbox is selected.	Value = blank	Value = customer ALC
Use Statement Number for IPAC	When set to True, the system will populate the IPAC Reference Number with the value entered in the Statement Number field.	Value = false	Value = True
IPAC DBE Detail	When set to 'Yes' the system will use certain values from the DBR to calculate and populate the accounting line. These values include Quantity, Unit Price Amount, Unit, and Amount.	Value = blank	Value = Yes
Assignment Code	The Assignment Code determines the group of Users that work document processing errors or customer disputes. For a list of Assignment Codes, please contact the Finance Region for a list of assignment codes and/or for instructions on how to find the assignment codes.	Value = Assignment Code	Value = Assignment Code

Field	Description	Non - IPAC	IPAC
Description	Contains a description that can be up to 255 characters in length.	Value = optional	Value = optional

**Table 31: Create Billing Document (BD) - FAS Information Technology Category - Header Accounting Lines**

Field	Description	Non - IPAC	IPAC
Line Type	Drop down; values Advance, Normal, Credit. The type of accounting line (for example, normal, or credit, etc.).	Value = see description	Value = see description
Transaction Type	Reference link to the Transaction Definition table. An alphanumeric code used in combination with the transactions document type and line type, to infer general ledger postings. Must be valid in the Transaction Definition maintenance table.	Value = TT	Value = TT
Bill Print	An option that, when selected, determines the ability to print (generate a PDF of the bill) the form. Determines if this bill is printed or is suppressed. The User may also specify that the bill is to be printed externally.	Value = Yes	Value = Yes
Dunning Print	If Flag = T, and bill becomes delinquent, then Dunning will occur for this Bill.	Value = True or False	Value = True or False
Initial Amount	The amount of the line prior to additional discounts and surcharges. The Initial amount is intended to equal the sum of Detail Billing Records that comprise the accounting line. If the BD/NV is not associated with Detail Billing Records; the Initial Amount is the principal amount prior to any discount or surcharge. This line can be populated by selecting the 'Calculate From Detail Records' button	Value = Amount. Negative for Credit BD	Value = Amount. Negative for Credit BD

<b>Field</b>	<b>Description</b>	<b>Non - IPAC</b>	<b>IPAC</b>
Customer Funding Source	The funding source associated with the customer's bill.	Value = Not Required	Value = value entered in Treasury IPAC File "Purchase Order Number" field.
Funding Authorization Source	Drop down; values of Agreement, Funding Document and Internal Obligation. This field is defaulted by the Detail Billing Record Crosswalk process.	Value = "Funding Document"	Value = "Funding Document"
Funding Document	Free text field, required when Funding Authorization Source is set to Funding Document. The funding document number being referenced.	Value = Not Required	Value = value entered in the Source Number field.
Requisition Number	Free text field, maps to the Treasury IPAC File Requisition Number field. The requisition number used for interagency transfers.	Value = N/A	Value = N/A
Accounting Classification Code (ACLCD)	Free text field, value maps to the Treasury IPAC file field "ACLCD". The accounting classification code used for interagency transfers.	Value = <ul style="list-style-type: none"> <li>• BOAC</li> <li>• AB code</li> </ul>	Value = <ul style="list-style-type: none"> <li>• BOAC</li> <li>• AB code</li> </ul>
Fiscal Station Number	Free text field, value maps to the Treasury IPAC file field "FSN". The fiscal station number used for interagency transfers.	<ul style="list-style-type: none"> <li>• Not Required</li> <li>• Value = 0</li> </ul>	Value = 0
Agreement Number	Agreement Number	Value = Required	Value = Required
Agreement Line Number	Agreement Line Number	Value = '1'	Value = '1'
Contracts Number	The Business line.	Value = Business Line	Value = Business Line
Task/SubTask	Task/SubTask	Value = Task/SubTask	Value = Task/SubTask
Service Month	Service Month	Value = Service Month/Year	Value = Service Month/Year

Field	Description	Non - IPAC	IPAC
Selected for IPAC (Part 1 of 3)	Drop down menu with the following values: <ul style="list-style-type: none"> <li>• Selected for IPAC - Yes,</li> <li>• Selected for IPAC - No, Selected for IPAC - In Process,</li> <li>• Selected for IPAC - Chargeback Pending,</li> <li>• Selected for IPAC - Chargeback Accepted</li> <li>• Selected for IPAC - 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.</li> </ul>	Value = blank	Value = see description

Field	Description	Non - IPAC	IPAC
<p>Selected for IPAC (Part 2 of 3)</p>	<ul style="list-style-type: none"> <li>• Selected for IPAC - 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. In Process: This setting indicates that the documents Header Accounting Line is actively being processed by the IPAC Outbound Crosswalk Process.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>	<p>Value = blank</p>	<p>Value = see description</p>

Field	Description	Non - IPAC	IPAC
<p>Selected for IPAC (Part 3 of 3)</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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).</li> <li>• 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)</li> </ul>	<p>Value = blank</p>	<p>Value = see description</p>

Field	Description	Non - IPAC	IPAC
Interagency Description	Free text field. Disabled when the IPAC DBE Detail is Use DBE Detail. Indicates the items or services on the transaction. For example, what items or services for which the User is billing the customer agency.	Value = blank	Value = <ul style="list-style-type: none"> <li>• Required for IPAC BDs.</li> <li>• For “Use DBE Detail” transactions, this field is protected/disabled as the value is derived from each Detail Billing Record.</li> </ul>

**Table 32: Create Billing Document (BD) - FAS Information Technology Category - Modify Detail Billing Records tab**

Field	Description	Non - IPAC	IPAC
Quantity	Number of Units.	Value = number	Value = number
Unit Price Amount	Price per Unit.	Value = unit price amount	Value = unit price amount
Unit	The standard unit of measure of the commodity.	Value = EA	Value = EA
Amount	Total Amount.	Value = total amount	Value = total amount
Discount Amount	Discount Amount applied to the DBR	Value = Discount Amount	Value = Discount Amount
Surcharge Amount	Surcharge Amount applied to the DBR	Value = Surcharge Amount	Value = Surcharge Amount
Record Date	Date BD is being recorded.	Value = date	Value = date
Charge Period	Accounting Period transaction will be for.	Value = <ul style="list-style-type: none"> <li>• Previous</li> <li>• Current</li> <li>• Next</li> </ul>	Value = <ul style="list-style-type: none"> <li>• Previous</li> <li>• Current</li> <li>• Next</li> </ul>
Billing Description	Free Text field to describe the Bill	Value = free text field	Value = free text field

Field	Description	Non - IPAC	IPAC
Articles or Services	Value from this field will be pulled onto the accounting lines Interagency Description field for IPAC BD's that use DBE detail.	Value = blank	Value = free text field
Credit Adjustment Indicator	Identifies if Detail Billing Record is for Credit or Standard bill.	Value = <ul style="list-style-type: none"> <li>• C for credit</li> <li>• Blank for standard</li> </ul>	Value = <ul style="list-style-type: none"> <li>• C for credit</li> <li>• Blank for standard</li> </ul>
Assignment Agency	Not used in Manual BD	Value = optional	Value = optional
Advance Indicator	<ul style="list-style-type: none"> <li>• "T" for advance</li> <li>• "F" otherwise (always "F" or blank)</li> </ul>	Value = blank	Value = blank
Interfund Indicator	<ul style="list-style-type: none"> <li>• If Interfund = A</li> <li>• If Intrafund = T</li> <li>• otherwise blank</li> </ul>	Value = see description	Value = blank

**C.8 Appendix: Create Internal Voucher (NV) - All Business Lines**

Please See the following sections for additional information:

- **BAAR User Guide 2 of 10 Section 4.4.2.5 Manual Creation of Internal Voucher (NV)**
- **BAAR User Guide 6 of 10 Section 4.15.2.2 Manual Creation of Internal Voucher (NV): Normal/Refund Line Type**

**Table 33: Create Internal Voucher (NV) - All Business Lines - Header**

Field	Description	Value
Title	Title of Internal Voucher. Free Text field.	Value = Optional
Issued By	Name of User assigned to NV.	Value = User name
Vendor Code	The GSA customer the transaction is with.	Value = GSA Customer Vendor Code
Vendor Address Code	The Address Code of the GSA customer the transaction is with	Value = GSA Customer Vendor Address Code

<b>Field</b>	<b>Description</b>	<b>Value</b>
Assignment Code	The Assignment Code determines the group of Users that work document processing errors or customer disputes. For a list of Assignment Codes, please contact the Finance Region for a list of assignment codes and/or for instructions on how to find the assignment codes.	Value = Assignment Code
Description	Contains a description that can be up to 255 characters in length.	Value = optional

**Table 34: Create Internal Voucher (NV) - All Business Lines - Header Accounting Lines**

<b>Field</b>	<b>Description</b>	<b>Value</b>
Source Number	<ul style="list-style-type: none"> <li>• For RENT= OA Number</li> <li>• For FLEET= 'FLT' + BOAC + MMDDYYYY</li> <li>• For Global Supply= Optional</li> <li>• For RWA/HOTD= Do not populate.</li> <li>• For AAS = Do not populate.</li> <li>• For FAS Information Technology Category = Do not populate.</li> </ul>	Value = See Description
Initial Amount	The amount of the line prior to additional discounts and surcharges. . The Initial Amount is the principal amount prior to any discount or surcharge.	Value = Amount. Negative for Credit NV Exception for Credits: When a Buyer Agreement Number and Buyer Agreement Line Number are populated, Amount should be positive.
Buyer Line Type	The Buyer's line type.	Value = Normal Exception for Credits: When a Buyer Agreement Number and Buyer Agreement Line Number are populated, Buyer Line Type should be Refund.

Field	Description	Value
Buyer Transaction Type	The Buyer's Transactions Type.	Value = <ul style="list-style-type: none"> <li>• B1</li> <li>• B2</li> <li>• B3</li> <li>• B4</li> <li>• Exception: When a Buyer Agreement Number and Buyer Agreement Line Number are populated, Buyer Transaction Type should be B1A, B2A, B3A, or B4A</li> </ul>
Buyer Funding Template	Accounting Template for Buyer.	Value = Accounting Template
Sub Object Class	The sub - object class dimension hit for buyer.	Value = Sub Object Class
Reference Document Type	The doc type of the Funding Document for buyer.	Value = IX
Reference Document Number	The doc number of the Funding Document for buyer.	Value = Document Number
Buyer Vendor Code	<ul style="list-style-type: none"> <li>• Represents the Buyer's vendor (i.e. the Seller).</li> <li>• If an IX Funding Document is recorded in the Buyer Reference Document Number field, the Vendor Code recorded on the IX Funding Document will automatically default upon verification.</li> </ul>	Value = Vendor Code from referenced IX Funding Document
Buyer Vendor Address Code	<ul style="list-style-type: none"> <li>• Represents the Buyer's vendor address code (i.e. the Seller).</li> <li>• If an IX Funding Document is recorded in the Buyer Reference Document Number field, the Vendor Address Code recorded on the IX Funding Document will automatically default upon verification.</li> </ul>	Value = Vendor Address Code from referenced IX Funding Document

<b>Field</b>	<b>Description</b>	<b>Value</b>
Reference Document Accounting	The Accounting Line number of the Funding Document.	Value = Accounting Line #
Buyer Description	Free text field, optional.	Value = Description
Buyer Agreement Number	The agreement referenced on the IX document referenced in the Reference Document Number field (if populated)	Value = Agreement Number from IX
Buyer Agreement Line Number	The agreement line referenced on the IX document referenced in the Reference Document Number field (if populated)	Value = Agreement Line Number from IX
Seller Line Type	The Seller's line type.	Value = <ul style="list-style-type: none"> <li>• Normal</li> <li>• Exception for Credits: When a Buyer Agreement Number and Buyer Agreement Line Number are populated, Seller Line Type should be Refund.</li> </ul>
Seller Transaction Type	The Seller's Transactions Type.	Value = <ul style="list-style-type: none"> <li>• S1</li> <li>• S2</li> <li>• S3</li> <li>• S4</li> <li>• Exception: When a Buyer Agreement Number and Buyer Agreement Line Number are populated, Seller Transaction Type should be S1, S2, S3A, S4A</li> </ul>
Seller Funding Template	Accounting Template for Seller.	Value = Accounting Template

<b>Field</b>	<b>Description</b>	<b>Value</b>
Revenue Source Code	The Revenue Source code hit for seller.	Value = Revenue Source Code
Reference Document Type	The doc type of the Funding Document for Seller	Value = IX
Agreement Number	The Agreement Number the Internal Voucher is associated to.	Value = Agreement Number
Agreement Line Number	The Agreement Line Number the Internal Voucher is associated to.	Value = Agreement Line #
Seller Vendor Code	<ul style="list-style-type: none"> <li>Represents the Seller’s vendor (i.e. the Buyer).</li> <li>Automatically defaulted during verification to the Vendor Code entered on the Header.</li> </ul>	Value = Vendor Code NV Header
Seller Vendor Address Code	<ul style="list-style-type: none"> <li>Represents the Buyer’s vendor address code (i.e. the Buyer).</li> <li>Automatically defaulted during verification to the Vendor Address Code entered on the Header.</li> </ul>	Value = Vendor Address Code from NV Header
Seller Description	Free text field, optional.	Value = Description

**C.9 Appendix: Create Itemized Order (IO) - RWA/HOTD/RPUDD/Region 6 Manual Business Lines**

Please See **BAAR User Guide 1 of 10 Section 4.3.3 Manual Steps to Process Spending against Non - Recurring agreements** for additional information.

**Table 35: Create Itemized Order (IO) - RWA/HOTD/RPUDD/Region 6 Manual Business Lines - Header**

<b>Field</b>	<b>Description</b>	<b>Value</b>
Title	Title of Document. Free Text field.	Value = Optional
Issued By	Name of User assigned to Order.	Value = User name

Field	Description	Value
Line Type	Drop down; values <ul style="list-style-type: none"> <li>• Advance</li> <li>• Normal</li> <li>• Credit</li> <li>• The type of accounting line (for example, normal, or credit, etc.).</li> </ul>	Value = see description

**Table 36: Create Itemized Order (IO) - RWA/HOTD/RPUDD/Region 6 Manual Business Lines - Office Addresses**

Field	Description	Value
Delivery Code → Office Address link	Add Delivery Office Address Code and hit Get Address button.	Value = Delivery Code
Invoice → Office Address link	Add Invoice Office Address Code and hit Get Address button.	Value = Invoice Code
Order → Office Address link	Add Order Office Address Code and hit Get Address button.	Value = Order Code

**Table 37: Create Itemized Order (IO) - RWA/HOTD/RPUDD/Region 6 Manual Business Lines - Header Accounting Lines**

Field	Description	Value
Transaction Type	The transaction type of the Order.	Value = TT
Start Date	Start Date of bill service.	Value = Start date
End Date	End date of bill service.	Value = End date
Line Amounts - Ordered	The amount of goods or services ordered.	Value = Amount
Agreement Number	The Agreement the order is referenced to.	Value = Agreement Number
Agreement Line Number	The Agreement Line Number the order is referenced to.	Value = Agreement Line number

## C.10 Appendix: Create Standard Voucher (SV)

### C.10.1 Appendix: Create Surcharge Standard Voucher (SV) - RWA/HOTD/Manual Business Lines

Please see **BAAR User Guide 1 of 10 Section 4.3.6 Manual Steps to create Surcharges (SV)** for additional information.

**Table 38: Create Surcharge Standard Voucher (SV) - RWA/HOTD/Manual Business Lines - Header tab**

Field	Description	11BF	29SF	SLSC2013	18UFORP
Title	Title of Surcharge SV and a free Text field.	Value = Optional	Value = Optional	Value = Optional	Value = Optional
Issued By	Name of User assigned to Surcharge.	Value = Optional	Value = Optional	Value = Optional	Value = Optional
Assignment Code	<ul style="list-style-type: none"> <li>The Assignment Code determines the group of Users that work document processing errors or customer disputes.</li> <li>For a list of Assignment Codes, please contact the Finance Region for a list of assignment codes and/or for instructions on how to find the assignment codes.</li> </ul>	Value = Assignment Code	Value = Assignment Code	Value = Assignment Code	Value = Assignment Code
Description	Contains a description that can be up to 255 characters in length.	Value = optional	Value = optional	Value = optional	Value = optional

**Table 39: Create Surcharge Standard Voucher (SV) - RWA/HOTD/Manual Business Lines  
- Accounting Lines - Line 1 - Surcharge**

Field	Description	11BF	29SF	SLSC2013	18UFORP
Line Type	<ul style="list-style-type: none"> <li>Drop down. Designates type of Standard Voucher.</li> <li>Accrual for surcharges based on Receipts.</li> <li>Expenditure for surcharges based on payments (IP).</li> </ul>	Value = Accrual or Expenditure Surcharge	Value = Accrual or Expenditure Surcharge	Value = Accrual or Expenditure Surcharge	Value = Accrual or Expenditure Surcharge
Transaction Type	Reference link to the Transaction Definition table. An alphanumeric code used in combination with the transactions document type and line type, to infer general ledger postings. Must be valid in the Transaction Definition maintenance table.	Value = 01	Value = 01	Value = 01	Value = 01
Transaction Event	Drop down. Lists available transactions events for Standard Voucher.	Value = Expenditure	Value = Expenditure	Value = Expenditure	Value = GL Transfer
Increase/Decrease	Drop down. Indicates if the transaction event will increase or decrease.	Value = Increase	Value = Increase	Value = Increase	Value = Increase

<b>Field</b>	<b>Description</b>	<b>11BF</b>	<b>29SF</b>	<b>SLSC2013</b>	<b>18UFORP</b>
PCAS Surcharge	Lists the Surcharge Type, either <ul style="list-style-type: none"> <li>• 11BF</li> <li>• 29SF</li> <li>• 2013SLSC</li> <li>• 18UFORP.</li> </ul>	Value = 11BF	Value = 29SF	Value = SLSC2013	Value = 18UFORP
Line Amount	The amount of the surcharge. Cannot be negative.	Value = Amount	Value = Amount	Value = Amount	Value = Amount

<b>Field</b>	<b>Description</b>	<b>11BF</b>	<b>29SF</b>	<b>SLSC2013</b>	<b>18UFORP</b>
Accounting Dimensions - Template	The Accounting Template that the Surcharge will hit. Include Sub Object Class as a dimension.	Value = accounting template or <ul style="list-style-type: none"> <li>• BBFY= From spending doc</li> <li>• Fund = 192X</li> <li>• Region = From spending doc</li> <li>• Org Code = From spending doc</li> <li>• Program = PG80</li> <li>• Activity = PG982</li> <li>• Sub Object Class = 902</li> <li>• Building Number = From spending doc</li> </ul>	Value = accounting template or <ul style="list-style-type: none"> <li>• BBFY= From spending doc</li> <li>• Fund = 192X</li> <li>• Region = From spending doc</li> <li>• Org Code = From spending doc</li> <li>• Program = PG80</li> <li>• Activity = PG982</li> <li>• Sub Object Class = 902</li> <li>• Building Number = From spending doc</li> </ul>	Value = accounting template or <ul style="list-style-type: none"> <li>• BBFY= From spending doc</li> <li>• Fund = 192X</li> <li>• Region = From spending doc</li> <li>• Org Code = From spending doc</li> <li>• Program = PG80</li> <li>• Activity = PG982</li> <li>• Sub Object Class = H08</li> <li>• Building Number = From spending doc</li> </ul>	Value = accounting template or <ul style="list-style-type: none"> <li>• BBFY= From spending doc</li> <li>• Fund = 192X</li> <li>• Region = From spending doc</li> <li>• Org Code = From spending doc</li> <li>• Program = PG80</li> <li>• Activity = PG982</li> <li>• Sub Object Class = H08</li> <li>• Building Number = From spending doc</li> </ul>
Agreement Number	The Agreement the surcharge is generated by/referenced to.	Value = Agreement Number			
Agreement Line Number	The Agreement Line Number the surcharge is generated by/referenced to.	Value = Agreement Line number			

**Table 40: Create Surcharge Standard Voucher (SV) - RWA/HOTD/Manual Business Lines  
- Accounting Lines - Line 2 - Cost Transfer**

<b>Field</b>	<b>Description</b>	<b>11BF</b>	<b>29SF</b>	<b>SLSC2013</b>	<b>18UFORP</b>
Line Type	Drop down. Designates type of Surcharge	Value = Leave Blank	Value = Leave Blank	Value = Leave Blank	Value = Leave Blank
Transaction Type	Reference link to the Transaction Definition table. An alphanumeric code used in combination with the transactions document type and line type, to infer general ledger postings. Must be valid in the Transaction Definition maintenance table.	Value = 01	Value = 01	Value = 01	Value = 01
Transaction Event	Drop down. Lists available transactions events for Standard Voucher.	Value = Expenditure	Value = Expenditure	Value = Expenditure	Value = Expenditure
Increase/Decrease	Drop down. Indicates if the transaction event will increase or decrease.	Value = Decrease	Value = Decrease	Value = Decrease	Value = Decrease
PCAS Surcharge	Lists the Surcharge Type, either <ul style="list-style-type: none"> <li>• 11BF</li> <li>• 29SF</li> <li>• 2013SLSC</li> <li>• 18UFORP.</li> </ul>	Value = 11BF	Value = 29SF	Value = SLSC2013	Value = 18UFORP
Line Amount	The amount of the surcharge. Cannot be negative.	Value = Amount	Value = Amount	Value = Amount	Value = Amount

<b>Field</b>	<b>Description</b>	<b>11BF</b>	<b>29SF</b>	<b>SLSC2013</b>	<b>18UFORP</b>
Accounting Dimensions - Template	The Accounting Template of the Overhead account that will be decreased. Include Sub Object Class as a dimension.	Value = accounting template or <ul style="list-style-type: none"> <li>• BBFY= From spending doc</li> <li>• Fund = 192X</li> <li>• Region = From spending doc</li> <li>• Org Code = From spending doc</li> <li>• Program = PG61</li> <li>• Activity = PG982</li> <li>• Sub Object Class = 902</li> <li>• Building Number = From spending doc</li> </ul>	Value = accounting template or <ul style="list-style-type: none"> <li>• BBFY= From spending doc</li> <li>• Fund = 192X</li> <li>• Region = From spending doc</li> <li>• Org Code = From spending doc</li> <li>• Program = PG61</li> <li>• Activity = PG982</li> <li>• Sub Object Class = 902</li> <li>• Building Number = From spending doc</li> </ul>	Value = accounting template or <ul style="list-style-type: none"> <li>• BBFY= From spending doc</li> <li>• Fund = 192X</li> <li>• Region = From spending doc</li> <li>• Org Code = From spending doc</li> <li>• Program = PG61</li> <li>• Activity = PG982</li> <li>• Sub Object Class = H08</li> <li>• Building Number = From spending doc</li> </ul>	Value = accounting template or <ul style="list-style-type: none"> <li>• BBFY= From spending doc</li> <li>• Fund = 192X</li> <li>• Region = From spending doc</li> <li>• Org Code = From spending doc</li> <li>• Program = PG61</li> <li>• Activity = PG982</li> <li>• Sub Object Class = H08</li> <li>• Building Number = From spending doc</li> </ul>
Agreement Number	The Agreement the surcharge is generated by/referenced to.	Value = Leave blank			
Agreement Line Number	The Agreement Line Number the surcharge is generated by/referenced to.	Value = Leave blank			

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**C.10.2 Appendix: Create Accrual Standard Voucher (SV) - All Business Lines**


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Please see **BAAR User Guide 2 of 10 Section 4.5.6.1 Manual Creation of Standard Voucher (SV) Accrual** for additional information

**Table 41: Create Surcharge Accrual Standard Voucher (SV) - All Business Lines - Header**

<b>Field</b>	<b>Description</b>	<b>Value</b>
Title	Title of Surcharge SV. Free Text field.	Value = Optional
Issued By	Name of User assigned to Bill.	Value = Optional
Automatic Reversal	Sets the Accrual Standard Voucher to automatically reverse within the stated Accounting Period.	Value = True
Reversal Accounting Period	Sets the period the Accrual SV will reverse.	Value = Next
Assignment Code	The Assignment Code determines the group of Users that work document processing errors or customer disputes. For a list of Assignment Codes, please contact the Finance Region for a list of assignment codes and/or for instructions on how to find the assignment codes.	Value = Assignment Code
Description	Contains a description that can be up to 255 characters in length.	Value = optional

**Table 42: Create Surcharge Accrual Standard Voucher (SV) - All Business Lines - Accounting Lines**

<b>Field</b>	<b>Description</b>	<b>Value</b>
Line Type	Drop down. Designates type Standard Voucher.	Value = Revenue Accrual
Transaction Type	Reference link to the Transaction Definition table. An alphanumeric code used in combination with the transactions document type and line type, to infer general ledger postings. Must be valid in the Transaction Definition maintenance table.	Value = 01
Transaction Event	Drop down. Lists available transactions events for Standard Voucher.	Value = Revenue
Increase/Decrease	Drop down. Indicates if the transaction event will increase or decrease.	Value = Increase
Line Amount	The amount of the surcharge. Cannot be negative.	Value = Amount

Field	Description	Value
Agreement Number	The Agreement the surcharge is generated by/referenced to.	Value = Agreement Number
Agreement Line Number	The Agreement Line Number the surcharge is generated by/referenced to.	Value = Agreement Line number

### C.10.3 Appendix: Create Inventory Management Standard Voucher (SV) - Global Supply

Please **BAAR User Guide 7 of 10 Section 4.20.5 Manual Document Creation for Inventory Management: Standard Voucher (SV)** for additional information.

**Table 43: Create Inventory Standard Voucher (SV) - Global Supply - Header**

Field	Description	Value
Title	Title of Inventory SV. Based on Original Record Type and Billing Method from Detail Billing record <ul style="list-style-type: none"> <li>• If Original Record Type = 5020 and Billing Method not = C, set to "WHREG" ( Warehouse cost for regular billing)</li> <li>• If Original Record Type = 5020 and Billing Method = C, set to "WHCC" ( Warehouse cost for credit card billing)</li> <li>• If Original Record Type = 5071 or 5078, set to "CSCREG" (CSC cost for regular billing)</li> <li>• If Original Record Type = 5075 or 5076, set to "CSCCC" (CSC cost for credit card billing)</li> <li>• If Original Record Type = 5072, set to "CSCLIREG" (CSC cost for regular line item billing)</li> <li>• If Original Record Type = 5073, set to "CSCLICC" (CSC cost for credit card line item billing).</li> </ul>	Value = see description
Issued By	Name of User assigned to Bill.	Value = Optional
Document Classification	Identifies the type of SV transactions.	Value = SUP - INV
External System ID	Identifies the External System the Standard Voucher is created by/derived from.	Value = SUFSS19
Description	Contains a description that can be up to 255 characters in length.	Value = optional

**Table 44: Create Inventory Standard Voucher (SV) - Global Supply - Accounting Lines**

<b>Field</b>	<b>Description</b>	<b>Value</b>
Line Type	Drop down. Designates type Standard Voucher.	Value = blank
Transaction Type	Reference link to the Transaction Definition table. An alphanumeric code used in combination with the transactions document type and line type, to infer general ledger postings. Must be valid in the Transaction Definition maintenance table.	Value = 01
Transaction Event	Drop down. Lists available transactions events for Standard Voucher.	Value = Expenditure
Increase/Decrease	Drop down. Indicates if the inventory increases or decreases.	Value = <ul style="list-style-type: none"> <li>• Increase</li> <li>• Decrease</li> </ul>
Line Amount	The amount of the surcharge. Cannot be negative.	Value = Amount
Item Type	Defines the type of item the Inventory SV is for.	Value = Commodity
Commodity Name	Name of Commodity.	Value = Name of Commodity
Quantity	The number of commodity.	Value = numeric value
Increase/Decrease	Increase or Decrease Commodity Count.	Value = <ul style="list-style-type: none"> <li>• Increase</li> <li>• Decrease</li> </ul>
BBFY	Beginning Budget Fiscal year.	Value = Year
Fund	GSA Fund.	Value = 285F
Region	GSA Division.	Value = GSA Division
Org Code	GSA Organization.	Value = GSA Organization
Program	GSA Program (formerly known as Budget Activity).	Value = GSA Program
Activity	GSA Activity Code (formerly known as Function code).	Value = GSA Activity Code
Sub - Object Class	GSA Sub - Object Class (formerly known as Cost Element).	Value = L51

Field	Description	Value
Location/System	GSA Location/System.	Value = GSA Location/System
YBA	Year of Budget Authority.	Value = YBA
Cost Organization	GSA Cost Organization.	Value = GSA Cost Org
Agreement Number	The Agreement Number the surcharge is generated by/referenced to.	Value = Agreement Number
Agreement Line Number	The Agreement Line Number the surcharge is generated by/referenced to.	Value = Agreement Line number
TD Code/Transaction Code	TD Code of Source system.	Value = TD Code/Transaction Code

**C.10.4 Appendix: Create Allowance for Loss Standard Voucher (SV) - All Business Lines**

Please see **BAAR User Guide 7 of 10 Section 4.16.2.3 Manual Creation of a Standard Voucher (SV) Allowance for Loss** for additional information.

**Table 45: Create Standard Voucher Allowance for Loss (SV) - All Business Lines - Header**

Field	Description	Value
Title	Title of Surcharge SV. Free Text field.	Value = Optional
Issued By	Name of User assigned to Bill.	Value = Optional
Assignment Code	The Assignment Code determines the group of Users that work document processing errors or customer disputes. For a list of Assignment Codes, please contact the Finance Region for a list of assignment codes and/or for instructions on how to find the assignment codes.	Value = Assignment Code
Description	Contains a description that can be up to 255 characters in length.	Value = optional

**Table 46: Create Standard Voucher Allowance for Loss (SV) - All Business Lines - Accounting Lines**

Field	Description	Value
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Field	Description	Value
Line Type	Drop down. Designates type Standard Voucher.	Value = blank
Transaction Type	Reference link to the Transaction Definition table. An alphanumeric code used in combination with the transactions document type and line type, to infer general ledger postings. Must be valid in the Transaction Definition maintenance table.	Value = 01
Transaction Event	Drop down. Lists available transactions events for Standard Voucher.	Value = Revenue
Increase/Decrease	Drop down. Indicates if the transaction event will increase or decrease.	Value = <ul style="list-style-type: none"> <li>• Decrease</li> <li>• Increase</li> </ul>
Line Amount	The amount of the surcharge. Cannot be negative.	Value = Amount
BBFY	Beginning Budget Fiscal year.	Value = year
Fund	GSA Fund.	Value = Fund
Region	GSA Division.	Value = Region
Org Code	GSA Organization.	Value = Org Code
Program	GSA Program (formerly known as Budget Activity).	Value = Program
Activity	GSA Activity Code (formerly known as Function code).	Value = Activity
Revenue Source Code	The Revenue source code the Allowance for Loss hits.	Value = Revenue Source Code

**C.10.5 Appendix: Create Imputed Rent Standard Voucher (SV)**

Please see **BAAR User Guide 2 of 10 Section 4.5.5.1 Manual Creation of Standard Voucher (SV) - Imputed Rent**, for additional Information.

**Table 47: Create Imputed Rent Standard Voucher (SV) - Header tab - General Box**

Field	Description	Rent
Title	<ul style="list-style-type: none"> <li>• For Imputed Rent Revenue, enter the OA Number.</li> <li>• For Imputed Rent Cost/Expense, enter <b>IMPTRENT</b>.</li> </ul>	Required See Description

Field	Description	Rent
Issued By	The name of the person who authorized the billing.	Not required See Description
Accounting Period	<ul style="list-style-type: none"> <li>Identifies the accounting period in which the transaction is recorded.</li> <li>If left blank, the system will default to the current Accounting Period value.</li> </ul>	Not required See Description
Reporting Accounting Period	<ul style="list-style-type: none"> <li>Identifies the accounting period, in which the transaction should be reported, based on when the transaction should have been entered.</li> <li>If left blank, the system will default to the current Reporting Accounting Period value</li> </ul>	Not required See Description

**Table 48: Create Imputed Rent Standard Voucher (SV) - User - Defined Fields Box**

Field	Description	Rent
Assignment Code	Identifies the analyst or group responsible for working the transaction.	Required

**Table 49: Create Imputed Rent Standard Voucher (SV) - External System Information Box**

Field	Description	Rent
External System Document Number	<ul style="list-style-type: none"> <li>Identifies the number of the document as it resides in the interfacing system from which it originated.</li> <li>For Imputed Rent Revenue, enter the OA Number.</li> <li>For Imputed Rent Cost/Expense, enter <b>IMPTRENT</b>.</li> </ul>	Required See Description

**Table 50: Create Imputed Rent Standard Voucher (SV) - Accounting Lines tab - General Box**

Field	Description	Rent
Transaction Event	<ul style="list-style-type: none"> <li>Identifies the transaction represents a revenue accounting event, or an expense accounting event.</li> <li>For Imputed Rent Revenue, select Revenue.</li> <li>For Imputed Rent Cost/Expense, enter Expenditure.</li> </ul>	Required See Description

<b>Field</b>	<b>Description</b>	<b>Rent</b>
Increase/Decrease	Identifies whether the line amount represents an increase or decrease to the specified accounting line.	Required Value = Increase
Statement Number	Identifies the unique number used to associate related Billing Documents when generating the printed bill for customers.	Not required See Description
Related Statement Number	Identifies the original billing statement for which current billing (or credit) activity can be attributed.	Not required See Description
Referenced Statement Number	Identifies billing statement on which the current billing (or credit) activity was initially recorded in the system.	Not required See Description
Source Number	<ul style="list-style-type: none"> <li>• Identifies the specific source of the financial transaction activity.</li> <li>• For Imputed Rent Revenue, enter the OA Number.</li> <li>• For Imputed Rent Cost/Expense, enter <b>IMPTRENT</b>.</li> </ul>	Required See Description

**Table 51: Create Imputed Rent Standard Voucher (SV) - Vendor Information Box**

<b>Field</b>	<b>Description</b>	<b>Rent</b>
Code	<ul style="list-style-type: none"> <li>• Identifies the vendor code that defines the vendor to the system.</li> <li>• For Imputed Rent Revenue, Rent vendor codes may be AB codes or S+AB code</li> <li>• For Imputed Rent Cost/Expense, enter <b>NF00000000</b>.</li> </ul>	Required See Description

**Table 52: Create Imputed Rent Standard Voucher (SV) - Line Amounts Box**

<b>Field</b>	<b>Description</b>	<b>Rent</b>
Amount	Identifies the total dollar amount of the accounting line.	Required See Description

**Table 53: Create Imputed Rent Standard Voucher (SV) - Accounting Dimensions Box**

<b>Field</b>	<b>Description</b>	<b>Rent</b>
Region	Identifies the Region dimension.	Required See Description

Field	Description	Rent
Org Code	Identifies the Organization dimension.	Required See Description
Program	Identifies the Program dimension.	Required See Description
Activity	Identifies the Activity dimension.	Required See Description
Revenue Source	<ul style="list-style-type: none"> <li>Identifies the Revenue Source dimension.</li> <li>Imputed Rent Cost/Expense does not use Revenue Source.</li> </ul>	Required See Description
Building	<ul style="list-style-type: none"> <li>Identifies the Building dimension.</li> <li>Imputed Rent Cost/Expense does not use Building.</li> </ul>	Required See Description

**NOTE:** The accounting dimensions are different for Imputed Rent Revenue and Imputed Rent Cost/Expense.

Consult with Public Buildings Service for correct values.

### C.11 Appendix: Create Cash Receipt (CR) - Lockbox & Contract Fees

Please see the following sections for additional information:

- **BAAR User Guide 4 of 10 Section 4.8.7.2 Manual Creation of a Cash Receipt (CR): Non - IPAC/Normal Line**
- **BAAR User Guide 4 of 10 Section 4.8.7.3 Manual Creation Cash Receipt (CR): Non - IPAC/Debit Voucher Line**
- **BAAR User Guide 4 of 10 Section 4.8.7.4 Manual Creation Cash Receipt (CR): Non - IPAC Advance Payment**

**Table 54: GSA Business Process Required Fields for Maintaining Correspondence on Internal Vouchers (NVs) - Header**

Field	Description	Normal - Applies to Lockbox and Contract Fees	Advance Payment - Applies to Lockbox only	Debit Voucher - Applies to Lockbox only

<b>Field</b>	<b>Description</b>	<b>Normal - Applies to Lockbox and Contract Fees</b>	<b>Advance Payment - Applies to Lockbox only</b>	<b>Debit Voucher - Applies to Lockbox only</b>
Deposit Number	The check's deposit number.	Value = Deposit Number	Value = Deposit Number	Value = Deposit Number of the referenced Cash Receipt
Title	Title of Document. Free Text field.	Value = Optional	Value = Optional	Value = Optional
Received by	Name of User assigned to Cash Receipt.	Value = User name	Value = User name	Value = User name
Agency DUNS Number	The DUNS number of the agency using the system.	Value = Agency DUNS number	Value = Agency DUNS number	Value = Agency DUNS number
Disbursing Office	The code that identifies the GSA office that will disburse the given replenishment. The value must be valid in the Disbursing Office maintenance table.	Value = Disbursing Office	Value = Disbursing Office	Value = Disbursing Office
Assignment Code	The Assignment Code determines the group of Users that work document processing errors or customer disputes.	Value = Assignment Code	Value = Assignment Code	Value = Assignment Code
Description	Contains a description that can be up to 255 characters in length.	Value = optional	Value = optional	Value = optional

**Table 55: GSA Business Process Required Fields for Maintaining Correspondence on Internal Vouchers (NVs) - Header Accounting Line**

<b>Field</b>	<b>Description</b>	<b>Normal - Applies to Lockbox and Contract Fees</b>	<b>Advance Payment - Applies to Lockbox only</b>	<b>Debit Voucher - Applies to Lockbox only</b>
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<b>Field</b>	<b>Description</b>	<b>Normal - Applies to Lockbox and Contract Fees</b>	<b>Advance Payment - Applies to Lockbox only</b>	<b>Debit Voucher - Applies to Lockbox only</b>
Line Type	Sets the Type of Cash Receipt.	Value = Normal	Value = Advance Payment	Value = Debit Voucher - Normal
Transaction Type	Reference link to the Transaction Definition table. An alphanumeric code used in combination with the transactions document type and line type, to infer general ledger postings. Must be valid in the Transaction Definition maintenance table.	Value = <ul style="list-style-type: none"> <li>• 01</li> <li>• For Overpayments, Value = 02</li> </ul>	Value = 04	Value = 01
Start Date	Date service starts.	Value = date	Value = date	Value = date
End Date	Date service ends.	Value = date	Value = date	Value = date
Source Number	Source Number, optional.	Value = Source Number	Value = Source Number	Value = Source Number
Principal Amount	The Amount of the collection.	Value = Amount	Value = Amount	Value = Negative Amount of the Cash Receipt referenced
Document Reference Type	The Document Type the Cash Receipt references.	Value = <ul style="list-style-type: none"> <li>• Billing Document Doc Type</li> <li>• Blank for Contract Fees CR</li> </ul>	Value = blank	Value = Cash Receipt Doc Type

<b>Field</b>	<b>Description</b>	<b>Normal - Applies to Lockbox and Contract Fees</b>	<b>Advance Payment - Applies to Lockbox only</b>	<b>Debit Voucher - Applies to Lockbox only</b>
Document Reference Number	The Document number the Cash Receipt references.	Value = <ul style="list-style-type: none"> <li>• Billing Document Doc Num</li> <li>• Blank for Contract Fees CR</li> </ul>	Value = blank	Value = Cash Receipt Doc Num
BBFY	Beginning Budget Fiscal year.	Value = Year	Value = Year	Value = Year
Fund	GSA Fund.	Value = Fund	Value = Fund	Value = Fund
Region	GSA Division.	Value = Region	Value = Region	Value = Region
Org Code	GSA Organization.	Value = Org Code	Value = Org Code	Value = Org Code
Program	GSA Program (formerly known as Budget Activity).	Value = Program	Value = Program	Value = Program
Activity	GSA Activity Code (formerly known as Function code).	Value = Activity	Value = Activity	Value = Activity
Revenue Source Code	The Revenue Source code the Cash Receipt hits.	Value = Revenue Source Code	Value = Revenue Source Code	Value = Revenue Source Code
Location/System	GSA Location/System.	Value = GSA Location/System	Value = GSA Location/System	Value = GSA Location/System
YBA	Year of Budget Authority.	Value = Year	Value = Year	Value = Year
BETC	BETS.	Value = COLL	Value = COLL	Value = COLL
Tender Type	The type of tender the collection is.	Value = Lockbox	Value = Lockbox	Value = Lockbox

<b>Field</b>	<b>Description</b>	<b>Normal - Applies to Lockbox and Contract Fees</b>	<b>Advance Payment - Applies to Lockbox only</b>	<b>Debit Voucher - Applies to Lockbox only</b>
Funding Document	Mapped to the Source Number.	Value = Source Number	Value = Source Number	Value = Source Number
Requisition Number	Free text field.	Value = charge date	Value = charge date	Value = charge date
Accounting Classification Code (ACLCD)	BOAC Required. Note that this field provides the original BOAC value for all records, including credit card transactions.	Value = BOAC	Value = BOAC	Value = BOAC
Accounting Classification Reference Number	Free text field.	Value = level 4 business line	Value = level 4 business line	Value = level 4 business line
Fiscal Station Number	Free text field.	Value = 0	Value = 0	Value = 0
Agreement Number	The Agreement Number the Cash Receipt is associated to. Only applicable to RWA, HOTD and Manual Business Lines.	Value = Agreement Number	Value = Agreement Number	Value = Agreement Number
Agreement Line Number	The Agreement Line Number the Cash Receipt is associated to. Only applicable to RWA, HOTD and Manual Business Lines.	Value = Agreement Line Number	Value = Agreement Line Number	Value = Agreement Line Number

### **C.12 Appendix: GSA Business Process Required Fields for Maintaining Correspondence on Internal Vouchers (NVs)**

Please see **BAAR User Guide 2 of 10 Section 4.4.2.6 Maintain Correspondence on Internal Voucher (NV)** for additional information.

**Table 56: GSA Business Process Required Fields for Maintaining Correspondence on Internal Vouchers (NVs) - Contact Person Box**

<b>Field</b>	<b>Description</b>	<b>Interfund/Intrafund</b>
Contact Person Box	Contact Person Box	Contact Person Box
Phone Number	<ul style="list-style-type: none"> <li>Free text field.</li> <li>Identifies the Contact Person's telephone number.</li> </ul>	Not required See Description
International Phone Number	<ul style="list-style-type: none"> <li>Free text field.</li> <li>Identifies the Contact Person's international telephone number.</li> </ul>	Not required See Description
To Email Address(es)	<ul style="list-style-type: none"> <li>Free text field.</li> <li>Identifies the Contact Person's email address (es) to which to send email correspondence.</li> <li>Email addresses must be in the proper local - part@domain format.</li> <li>Multiple email addresses must be separated by a semicolon.</li> </ul>	Not required See Description

**Table 57: GSA Business Process Required Fields for Maintaining Correspondence on Internal Vouchers (NVs) - Agency Contact Box**

<b>Field</b>	<b>Description</b>	<b>Interfund/Intrafund</b>
Name	<ul style="list-style-type: none"> <li>Name of the Pegasys User who is entering the Correspondence.</li> <li>If left blank, Pegasys will default this information from the Principal table upon selecting Save.</li> </ul>	Not required See Description
Phone Number	<ul style="list-style-type: none"> <li>Telephone number of the Pegasys User who is entering the Correspondence.</li> <li>If left blank, Pegasys will default this information from the Principal table upon selecting Save.</li> </ul>	Not required See Description
From Email Address	<ul style="list-style-type: none"> <li>Email address of the Pegasys User who is entering the Correspondence.</li> <li>If left blank, Pegasys will default this information from the Principal table upon selecting Save.</li> </ul>	Not required See Description

**Table 58: GSA Business Process Required Fields for Maintaining Correspondence on Internal Vouchers (NVs) - Correspondence Box**

Field	Description	Interfund/Intrafund
Public Publishing	<ul style="list-style-type: none"> <li>Identifies if the Correspondence record should be transmitted to VCSS for public viewing.</li> <li>Although selecting the Public Publishing checkbox denotes the Correspondence as an item to be transmitted to VCSS, the correspondence will not be transmitted to VCSS because Internal Voucher (NV) documents are not displayed in VCSS.</li> <li>Defaults to False (unchecked)</li> </ul>	<ul style="list-style-type: none"> <li>Not required</li> </ul> Value = <ul style="list-style-type: none"> <li>Checked (True)</li> <li>Unchecked (False)</li> </ul>
Itemized Line Number	The number of the Itemized Line being referenced.	Not required See Description
Accounting Line Number	The number of the Accounting Line being referenced.	Not required See Description
Correspondence	<ul style="list-style-type: none"> <li>Free text field.</li> <li>Limited to 60,000 characters.</li> </ul>	See Description

**C.13 Appendix: Create Debt Account**

Please see **BAAR User Guide 3 of 10 Section 4.7.8 Manual Creation of Debt Account (DA)**

**Table 59: Create Debt Account (DA) - Region 6 - Header**

Region 6 Field	Description	Value
Debt Account Number	Number used to look up the Debt Account Entity.	Value = 8 digit claim number formats used by the Program Offices and the ARCS group
Title	Title of Debt Account. Free Text field.	Value = Optional
Document Date	Date the document was created.	Value = Current Date
Accounting Period	Date of current accounting period.	Value = Current Accounting Period
Assignment Code	Determines the User group that will manage the claim throughout its lifecycle	Value = defaults to "R6CLAIMS"

<b>Region 6 Field</b>	<b>Description</b>	<b>Value</b>
PO Number	PO Number	Enter the applicable value for the field
Item # 1	Item # 1 will be used with the following Claim/Receivable Type: LDCLAIMR6,	Enter the applicable value for the field
Item # 2	Item # 2 will be used with the following Claim/Receivable Type: LDCLAIMR6	Enter the applicable value for the field
Item # 3	Item # 3 will be used with the following Claim/Receivable Type: LDCLAIMR6	Enter the applicable value for the field
ITS Claim Reason	ITS Claim Reason will be used with the following Claim/Receivable Type: VNCLAIMR6	Enter the applicable value for the field
Referral Options	Referral Options will be used with the following Claim/Receivable Types: <ul style="list-style-type: none"> <li>• ADCLAIMR6</li> <li>• AUCLAIMR6</li> <li>• APCLAIMR6</li> <li>• ECCLAIMR6</li> <li>• FPCLAIMR6</li> <li>• FICCLAIMR6</li> <li>• IFCLAIMR6</li> <li>• VNCLAIMR6</li> <li>• LDCLAIMR6</li> <li>• PRCLAIMR6</li> <li>• TACCLAIMR6</li> <li>• WSCLAIMR6</li> </ul>	Value = <ul style="list-style-type: none"> <li>• AP</li> <li>• CIVBOCA</li> <li>• CO</li> <li>• DOJ</li> <li>• DOJCCLR</li> <li>• FMC</li> <li>• GAO</li> <li>• IG</li> <li>• Legal</li> <li>• LEGALCCLR</li> <li>• OPM</li> <li>• Other</li> <li>• Payroll</li> <li>• PayPol and Personnel</li> </ul>

**Table 60: Create Debt Account (DA) - Region 6 - Debtor**

<b>Region 6 Field</b>	<b>Description</b>	<b>Value</b>
Vendor Code	Vendor Code of the Debtor.	Value = Region 6 Vendor Code
Address Code	Vendor Address Code of the Debtor.	Value = Region 6 Vendor Address

<b>Region 6 Field</b>	<b>Description</b>	<b>Value</b>
Vendor Name	Vendor Name of the Debtor	Value = Vendor Name
Debt Account Group	Debt Account Group of the Debtor	Value = <ul style="list-style-type: none"> <li>• R6CLAIMS</li> <li>• ESCLAIMS</li> </ul>
Debt Account Group Name	Debt Account Group Name of the Debtor	Value = Debt Account Group Name
ID Number/Insurance Claim Number	ID Number of the Debtor	Value = <ul style="list-style-type: none"> <li>• ID Number (optional)</li> <li>• If Document Type = DAV, populate with Insurance Claim Number (if applicable)</li> </ul>
Standardized Format	Standardized Format of the Debtor	Value = <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Address Active Status	Address Active Status of the Debtor	Value = <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> <li>• Discontinued</li> </ul>

<b>Region 6 Field</b>	<b>Description</b>	<b>Value</b>
Vendor Address Type	Vendor Address Type of the Debtor	Value = <ul style="list-style-type: none"> <li>• Agency Parent Address</li> <li>• Domestic Parent Address</li> <li>• Global Parent Address</li> <li>• HQ Parent Address</li> <li>• Mailing Address</li> <li>• Parent Company Address</li> <li>• Physical Address</li> <li>• Previous Address</li> <li>• Remittance Address</li> <li>• D &amp; B Monitoring</li> </ul>
Address Name	Address Name of the Debtor	Value = Address Name of the Debtor
Address Line 1	Address Line 1 of the Debtor	Value = Address Line 1 of the Debtor
City	City of the Debtor	Value = City of the Debtor
State	State of the Debtor	Value = State of the Debtor
Postal Code	Postal Code of the Debtor	Value = Postal Code of the Debtor
County	County of the Debtor	Value = County of the Debtor
Country	Country of the Debtor	Value = Country of the Debtor

Region 6 Field	Description	Value
TIN Type	TIN Type of the Debtor	Value = <ul style="list-style-type: none"> <li>• SSN</li> <li>• EIN</li> <li>• ITIN</li> <li>• For miscellaneous vendors, based on the value entered for TIN Type, check the TROR Category field to confirm the correct value is selected.</li> <li>• If TROR Category is Commercial, then Value = SSN, EIN, or ITIN.</li> <li>• If TROR Category is Consumer, then Value = SSN or ITIN. Value cannot be EIN.</li> </ul>
TIN	TIN of the Debtor	Value = TIN of the vendor in the format XXXXXXXXX
Phone	Phone of the Debtor	Value = Phone of the Debtor
Fax	Fax of the Debtor	Value = Fax of the Debtor
Email	Email of the Debtor	Value = Email of the Debtor
Contact	Contact of the Debtor	Value = Contact of the Debtor
Title	Title of the Debtor	Value = Title of the Debtor
DUNS	DUNS number of the Debtor	Value = DUNS number of the Debtor

<b>Region 6 Field</b>	<b>Description</b>	<b>Value</b>
DUNS+4	DUNS+4 number of the Debtor	Value = DUNS+4 number of the Debtor
SAM Enabled	Determines if the Debtor is SAM Enabled	Value = <ul style="list-style-type: none"> <li>• True</li> <li>• False</li> </ul>
VCSS Vendor	Determines if the Debtor is a VCSS Vendor	Value = <ul style="list-style-type: none"> <li>• True</li> <li>• False</li> </ul>
Currency Code	Currency Code of the Debtor	Value = Currency Code of the Debtor
Accounting Lines	Accounting Lines	Accounting Lines
Debt Account Line Number	Number of Debt Account Line.	Value = 1
Transaction Type	Reference link to the Transaction Definition table. An alphanumeric code used in combination with the transactions document type and line type, to infer general ledger postings. Must be valid in the Transaction Definition maintenance table.	<ul style="list-style-type: none"> <li>• Value = 01 (Standard TT for Revenue/Vendor/ Payroll/Excess Cost/FedPay/TAP /AutoPay Claims)</li> <li>• Value = 02 (Loans Receivable with active Amortization Schedule reference)</li> <li>• Value = 03 (Contingent)</li> <li>• Value = 06 (FedPay/TAP/AutoPay Referred)</li> </ul>

Region 6 Field	Description	Value
Start Date	Date the Debt Account was created.	Dependent upon Receivable Type: <ul style="list-style-type: none"> <li>• If the Receivable Type is = VNCLAIMR6 and WSCLAIMR6, Value = date the First Demand Letter generated by the Program Office.</li> <li>• If the Receivable Type is = PRCLAIMR6, Value = date the First Demand Letter generated by the Program Office.</li> <li>• Any other Receivable Type, Value = date the First Demand Letter generated by the Program Office.</li> </ul>

Region 6 Field	Description	Value
First Demand Letter Generated Date	Date the First Demand Letter is sent out.	Dependent upon Receivable Type: <ul style="list-style-type: none"> <li>• If the Receivable Type is = VNCLAIMR6 and WSCLAIMR6, Value = date the First Demand Letter generated by the Program Office.</li> <li>• If the Receivable Type is = PRCLAIMR6, Value = date the First Demand Letter generated by the Program Office.</li> <li>• Any other Receivable Type, Value = date the First Demand Letter generated by the Program Office.</li> </ul>

Region 6 Field	Description	Value
Interest Begin Date	Date interest begins.	Dependent upon Receivable Type: <ul style="list-style-type: none"> <li>• If the Receivable Type is = VNCLAIMR6 and WSCLAIMR6, Value = date the First Demand Letter generated by the Program Office.</li> <li>• If the Receivable Type is = PRCLAIMR6, Value = date the First Demand Letter generated by the Program Office.</li> <li>• Any other Receivable Type, Value = date the First Demand Letter generated by the Program Office.</li> </ul>

Region 6 Field	Description	Value
Penalty Begin Date	Date penalties begin.	Dependent upon Receivable Type: <ul style="list-style-type: none"> <li>• If the Receivable Type is = VNCLAIMR6 and WSCLAIMR6, Value = date the First Demand Letter generated by the Program Office.</li> <li>• If the Receivable Type is = PRCLAIMR6, Value = date the First Demand Letter generated by the Program Office.</li> <li>• Any other Receivable Type, Value = date the First Demand Letter generated by the Program Office.</li> </ul>

Region 6 Field	Description	Value
Admin Begin Date	Date administrative charges begin.	Dependent upon Receivable Type: <ul style="list-style-type: none"> <li>• If the Receivable Type is = VNCLAIMR6 and WSCLAIMR6, Value = date the First Demand Letter generated by the Program Office.</li> <li>• If the Receivable Type is = PRCLAIMR6, Value = date the First Demand Letter generated by the Program Office.</li> <li>• Any other Receivable Type, Value = date the First Demand Letter generated by the Program Office.</li> </ul>
Principal Amount	The Amount of the debt account.	Value = Amount

Region 6 Field	Description	Value
Receivable Type	Value used to populate receivable type on the generated debt account.	Value = <ul style="list-style-type: none"> <li>• VEHCLAIM</li> <li>• ADCLAIMR6</li> <li>• AUCLAIMR6</li> <li>• APCLAIMR6</li> <li>• ECCLAIMR6</li> <li>• FPCLAIMR6</li> <li>• FICCLAIMR6</li> <li>• IFCLAIMR6</li> <li>• PRCLAIMR6</li> <li>• VNCLAIMR6</li> <li>• LDCLAIMR6</li> <li>• RPCLAIMR6</li> <li>• TACCLAIMR6</li> <li>• VEHCLAIMR6</li> <li>• WSCLAIMR6</li> </ul>
BBFY	Beginning Budget Fiscal year.	Value = BBFY
Fund	GSA Fund.	Value = Fund
Region	GSA Division.	Value = Region
Program	GSA Program (formerly known as Budget Activity).	Value = Program

Region 6 Field	Description	Value
Sub - Object Class	The Sub - Object Class the Region 6 DA hits.	Dependent upon Receivable Type. <ul style="list-style-type: none"> <li>• If the Receivable Type is VNCLAIMR6, PRCLAIMR6, or ECCLAIMR6 then enter a valid Sub - Object Class</li> <li>• If the Receivable Type is FPCLAIMR6, APCLAIMR6, or TACCLAIMR6 then do NOT enter a Sub - Object Class</li> <li>• For all other Receivable Types do NOT enter a Sub - Object Class</li> </ul>

Region 6 Field	Description	Value
Revenue Source Code	The Revenue Source Code the Region 6 DA hits.	Dependent upon Receivable Type. <ul style="list-style-type: none"> <li>• If the Receivable Type is VNCLAIMR6, PRCLAIMR6, or ECCLAIMR6 then enter a valid Sub - Object Class</li> <li>• If the Receivable Type is FPCLAIMR6, APCLAIMR6, or TACCLAIMR6 then do NOT enter a Sub - Object Class or a Revenue Source Code</li> <li>• For all other Receivable Types enter a Revenue Source Code</li> </ul>
Org Code	GSA Organization.	Value = Org Code
Activity	GSA Activity Code (formerly known as Function code).	Value = Activity
Comments to Print	Any comments to be printed on the demand letter or dunning notice beyond the standard text. Free Text field.	Value = <ul style="list-style-type: none"> <li>• Optional</li> <li>• In addition to any comments beyond standard text, can also record “Payroll Claim Reason” or “Initial Demand Letter Reason”</li> </ul>

Region 6 Field	Description	Value
Text Code	Text Code for Region 6. Used to determine the pre - defined text to print on the demand letter.	Value = R6POCLAIMS (Uses the following Receivable Types: <ul style="list-style-type: none"> <li>• ADCLAIMR6,</li> <li>• AUCLAIMR6,</li> <li>• APCLAIMR6,</li> <li>• ECCLAIMR6,</li> <li>• FPCLAIMR6,</li> <li>• FICCLAIMR6,</li> <li>• IFCLAIMR6,</li> <li>• LDCLAIMR6,</li> <li>• TACCLAIMR6</li> <li>• VEHCLAIM)</li> </ul> R6PRCLAIMS (Uses the following Receivable Type: PRCLAIMR6). R6CLAIMS (Uses the following Receivable Types: <ul style="list-style-type: none"> <li>• VNCLAIMR6</li> <li>• WSCLARIMR6)</li> </ul>
TROR Category	TROR Category of the debt	Value = <ul style="list-style-type: none"> <li>• Commercial can be used with TIN Type of SSN, EIN, or ITIN.</li> </ul> Value = <ul style="list-style-type: none"> <li>• Consumer can be used with TIN Type of SSN or ITIN.</li> <li>• Must match Consumer/Commercial Debt field value.</li> </ul>

<b>Region 6 Field</b>	<b>Description</b>	<b>Value</b>
DMS Debt Classification	DMS Debt Classification of the debt	Standard Value = MD - Miscellaneous Debt
DMS Debt Type	DMS Debt Type of the debt	Value = AD - Administrative Debt
Consumer/ Commercial Debt	Consumer/ Commercial Debt	Value = <ul style="list-style-type: none"> <li>• CM - Commercial can be used with TIN Type of SSN, EIN, or ITIN.</li> </ul> Value = <ul style="list-style-type: none"> <li>• CN - Consumer can be used with TIN Type of SSN or ITIN.</li> <li>• Must match TROR Category value.</li> </ul>
Amortization Schedule	Payment Schedule for the Debt Account.	Value = Optional.
Sales Office Number	Sales Office Number will be used with the following Claim/Receivable Types: LDCLAIMR6 and WSCLAIMR6	Enter the applicable value for the field
Sale Number	Sale Number will be used with the following Claim/Receivable Type: LDCLAIMR6	Enter the applicable value for the field
Labor Flag	Labor Flag will be used with the following Claim/Receivable Type: PRCLAIMR6	Enter the applicable value for the field
Sep Date	Sep Date will be used with the following Claim/Receivable Type: PRCLAIMR6	Enter the applicable value for the field
GSA Contract Number	GSA Contract Number will be used with the following Claim/Receivable Type: IFCLAIMR6	Enter the applicable value for the field
Commodity Code	Commodity Code will be used with the following Claim/Receivable Type: IFCLAIMR6	Enter the applicable value for the field
ACO Zone	ACO Zone will be used with the following Claim/Receivable Type: IFCLAIMR6	Enter the applicable value for the field

Region 6 Field	Description	Value
ACO Code	ACO Code will be used with the following Claim/Receivable Type: IFCLAIMR6	Enter the applicable value for the field

**Table 61: Create Debt Account (DA) - Region 7 Header Page**

Region 7 Field	Description	Value
Debt Account Number	Number used to look up the Debt Account Entity.	Value = last 13 digits of the Debt Account Document Number
Title	Title of Debt Account. Free Text field.	Value = Optional
Document Date	Date the document was created	Value = Current Date
Accounting Period	Date of the current accounting period	Value = Current Accounting Period
Claim Type	Claim Type	Value = <ul style="list-style-type: none"> <li>• GSA</li> <li>• PRG</li> </ul>
Assignment Code	Determines the User group that will manage the claim throughout its lifecycle	Value = defaults to ‘R7CLAIMS’
Debt Account Type Detail	Debt Account Type Detail	Value = <ul style="list-style-type: none"> <li>• CONSTRUCT</li> <li>• LEASE</li> <li>• DIRECTPAY</li> <li>• NONRECUR</li> <li>• RECURRING</li> <li>• UTILITIES</li> </ul>

**Table 62: Create Debt Account (DA) - Region 7- Debtor Page**

Region 7 Field	Description	Value
Vendor Code	Vendor Code of the Debtor.	Value = Region 7 Vendor Code
Address Code	Vendor Address Code of the	Value = Region 7 Vendor Address
Vendor Name	Vendor Name of the Debtor	Value = Vendor Name
Debt Account Group	Debt Account Group of the Debtor	Value = R7CLAIMS

<b>Region 7 Field</b>	<b>Description</b>	<b>Value</b>
Debt Account Group Name	Debt Account Group Name of the Debtor	Value = Debt Account Group Name
ID Number	ID Number of the Debtor	Value = ID Number
Standardized Format	Standardized Format of the Debtor	Value = <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Address Active Status	Address Active Status of the Debtor	Value = <ul style="list-style-type: none"> <li>• Active</li> <li>• Inactive</li> <li>• Discontinued</li> </ul>
Vendor Address Type	Vendor Address Type of the Debtor	Value = <ul style="list-style-type: none"> <li>• Agency Parent Address</li> <li>• Domestic Parent Address</li> <li>• Global Parent Address</li> <li>• HQ Parent Address</li> <li>• Mailing Address</li> <li>• Parent Company Address</li> <li>• Physical Address</li> <li>• Previous Address</li> <li>• Remittance Address</li> <li>• D &amp; B Monitoring</li> </ul>
Address Name	Address Name of the Debtor	Value = Address Name of the Debtor
Address Line 1	Address Line 1 of the Debtor	Value = Address Line 1 of the Debtor
City	City of the Debtor	Value = City of the Debtor
State	State of the Debtor	Value = State of the Debtor
Postal Code	Postal Code of the Debtor	Value = Postal Code of the Debtor
County	County of the Debtor	Value = County of the Debtor
Country	Country of the Debtor	Value = Country of the Debtor

<b>Region 7 Field</b>	<b>Description</b>	<b>Value</b>
TIN Type	TIN Type of the Debtor	Value = <ul style="list-style-type: none"> <li>• SSN</li> <li>• EIN</li> <li>• ITIN</li> <li>• For miscellaneous vendors, based on the value entered for TIN Type, check the TROR Category field to confirm the correct value is selected.</li> <li>• If TROR Category is Commercial, then Value = SSN, EIN, or ITIN.</li> <li>• If TROR Category is Consumer, then Value = SSN or ITIN. Value cannot be EIN.</li> </ul>
TIN	TIN of the Debtor	Value = TIN of the vendor in the format XXXXXXXXXX
Phone	Phone of the Debtor	Value = Phone of the Debtor
Fax	Fax of the Debtor	Value = Fax of the Debtor
Email	Email of the Debtor	Value = Email of the Debtor
Contact	Contact of the Debtor	Value = Contact of the Debtor
Title	Title of the Debtor	Value = Title of the Debtor
DUNS	DUNS number of the Debtor	Value = DUNS number of the Debtor
DUNS+4	DUNS+4 number of the Debtor	Value = DUNS+4 number of the Debtor
Sam Enabled	Determines if the Debtor is Sam Enabled	Value = <ul style="list-style-type: none"> <li>• True</li> <li>• False</li> </ul>
VCSS Vendor	Determines if the Debtor is a VCSS Vendor	Value = <ul style="list-style-type: none"> <li>• True</li> <li>• False</li> </ul>
Currency Code	Currency Code of the Debtor	Value = Currency Code of the Debtor
Accounting Lines	Accounting Lines	Accounting Lines

<b>Region 7 Field</b>	<b>Description</b>	<b>Value</b>
Debt Account Line Number	Number of Debt Account Line.	Value = 1
Transaction Type	Reference link to the Transaction Definition table. An alphanumeric code used in combination with the transactions document type and line type, to infer general ledger postings. Must be valid in the Transaction Definition maintenance table.	<ul style="list-style-type: none"> <li>• Value = 01 (Standard TT)</li> <li>• Value = 02 (If active Amortization Schedule reference)</li> <li>• Value = 03 (Contingent)</li> </ul>
Start Date	Date the Debt Account was created.	Value = Current Date
First Demand Letter Generated Date	Date the First Demand Letter is sent out.	Value = Current Date
Principal Amount	The Amount of the debt account.	Value = Amount
Receivable Type	Value used to populate receivable type on the generated debt account.	Value = <ul style="list-style-type: none"> <li>• PRCLAIMR7</li> <li>• FRCLAIMR7</li> <li>• LDCLAIMR7</li> <li>• CDCLAIMR7</li> <li>• DPCLAIMR7</li> <li>• ETCLAIMR7</li> <li>• EPCLAIMR7</li> <li>• LTCLAIMR7</li> <li>• RSCLAIMR7</li> <li>• STCLAIMR7</li> <li>• UCCLAIMR7</li> </ul>
BBFY	Beginning Budget Fiscal year.	Value = BBFY
Fund	GSA Fund.	Value = Fund
Region	GSA Division.	Value = Region

<b>Region 7 Field</b>	<b>Description</b>	<b>Value</b>
Program	GSA Program (formerly known as Budget Activity).	Value = Program
Sub - Object Class	The Sub - Object Class the Region 7 DA hits.	Dependent upon Receivable Type. <ul style="list-style-type: none"> <li>If the Receivable Type is NOT CDCLAIMR7, PRCLAIMR7 or STCLAIMR7, enter a valid Sub Object Class.</li> </ul>
Revenue Source Code	The Revenue Source Code the Region 7 DA hits.	Dependent upon Receivable Type. <ul style="list-style-type: none"> <li>If the Receivable Type is CDCLAIMR7, PRCLAIMR7 or STCLAIMR7, enter a valid Revenue Source Code.</li> </ul>
Org Code	GSA Organization.	Value = Org Code
Activity	GSA Activity Code (formerly known as Function code).	Value = Activity
Comments to Print	Comments to appear on the Dunning Letter. Free Text field.	Value = <ul style="list-style-type: none"> <li>Optional</li> <li>In addition to any comments beyond standard text, can also record Initial Demand Letter Reason.</li> </ul>
Text Code	Text Code for Region 7.	Value = R7CLAIMS
TROR Category	TROR Category of the debt	Value = <ul style="list-style-type: none"> <li>Commercial can be used with TIN Type of SSN, EIN, or ITIN.</li> </ul> Value = <ul style="list-style-type: none"> <li>Consumer can be used with TIN Type of SSN or ITIN.</li> <li>Must match Consumer/Commercial Debt field value.</li> </ul>
DMS Debt Classification	DMS Debt Classification of the debt	Standard Value = MD - Miscellaneous Debt
DMS Debt Type	DMS Debt Type of the debt	Value = AD - Administrative Debt

<b>Region 7 Field</b>	<b>Description</b>	<b>Value</b>
Consumer/Commercial Debt	Consumer/ Commercial Debt	Value = <ul style="list-style-type: none"> <li>• CM - Commercial can be used with TIN Type of SSN, EIN, or ITIN.</li> </ul> Value = <ul style="list-style-type: none"> <li>• CN - Consumer can be used with TIN Type of SSN or ITIN.</li> <li>• Must match TROR Category value.</li> </ul>
Amortization Schedule	Payment Schedule for the Debt Account.	Value = Optional.
Sales/Lease Number	Sales/Lease Number of the following Claim/Receivable Type: LDCLAIMR6	Enter the applicable value for the field

**C.14 Appendix: Debt Account Search Criteria**

Please See **BAAR User Guide 3 of 10 Section 4.7.9 Query Debt Account (DA)**.

**Table 63: Debt Account Search Criteria - Search Criteria Region 6/Region 7**

<b>Field</b>	<b>Description</b>	<b>Value</b>
Debt Account Number	Debt Account Number used to look up the Debt Account Entity.	Value = last 13 digits of the Debt Account Document Number
Debt Account Group	Debt Account Group value used to look up the Debt Account Entity.	Value = <ul style="list-style-type: none"> <li>• R6CLAIMS</li> <li>• R7CLAIMS</li> <li>• ESCLAIMS</li> </ul>
Insurance Claim Number	Insurance Claim Number used to look up the Debt Account Entity.	Value = Optional
Bank ABA/BIC	Bank ABA/BIC Number used to look up the Debt Account Entity.	Value = Optional

<b>Field</b>	<b>Description</b>	<b>Value</b>
Debt Account Type	Drop down menu with the following values: Joint and Several or Primary, used to look up the Debt Account Entity.	Value = <ul style="list-style-type: none"> <li>• Optional</li> <li>• <b>NOTE:</b> Pegasys only uses Primary</li> </ul>
Status	Drop down menu with the following values: Active or Closed, used to look up the Debt Account Entity.	Value = Optional
Vendor Address Code	Vendor Address Code used to look up the Debt Account Entity.	Value = Optional
Payee Vendor Address Code	Payee Vendor Address Code used to look up the Debt Account Entity.	Value = <ul style="list-style-type: none"> <li>• Optional</li> <li>• <b>NOTE:</b> Pegasys does not use</li> </ul>
Amount	Amount used to look up the Debt Account Entity.	Value = Optional
Title/ACT Number	Title/ACT Number of Debt Account. Free Text field.	Value = Optional
Receivable Type	Value used to look up the Debt Account Entity.	Value = Optional
Claim Type/System ID	Value used to look up the Debt Account Entity.	Value = Optional
Document Type	Value used to look up the Debt Account Entity.	Value = <ul style="list-style-type: none"> <li>• D6M</li> <li>• DAV</li> <li>• DES</li> <li>• D7M</li> </ul>
Region	Value used to look up the Debt Account Entity.	Value = Optional
Building Number	Value used to look up the Debt Account Entity.	Value = Optional
Lease Number	Number used to look up the Debt Account Entity.	Value = Optional

CGI Federal

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<b>Field</b>	<b>Description</b>	<b>Value</b>
Vehicle Claim Debtor Name	Value used to look up the Debt Account Entity	Value = Optional

D Appendix: BAAR Glossary

D.1 Appendix: BAAR Glossary

**Table 64: BAAR Terms**

<b>Term</b>	<b>Definition</b>
Accepted Dispute Status	Setting the status of the dispute object on the Disputed Billings Query to "Accepted" means that the dispute request has been fully analyzed and transaction updates have occurred in the system to reflect the acceptance of the dispute.
Accounting Dimensions	Used to refer to any of the accounting classification elements tracked within the financial system, e.g., Fund, Division, Organization, and Object.
Age Category	<p>Age Category equates to the Treasury Report on Receivables Aging Categories where</p> <ul style="list-style-type: none"> <li>• A = 1 - 90 days</li> <li>• B = 91 - 180 days</li> <li>• C = 181 - 365 days</li> <li>• D = 1 - 2 years (366 - 730 days)</li> <li>• E = 2 - 6 years (731 - 2190 days)</li> <li>• F = 6 - 10 years (2191 - 3650 days)</li> <li>• G = 10+ years (greater than or equal to 3651 days)</li> <li>• N= Not Overdue (days overdue &lt; 1 or due date of BD is blank).</li> <li>• Note that in Pegasys queries, the Age Category is not represented by the letter value.</li> </ul>
Agency Location Code	(ALC) - Treasury defines the ALC as A 3 - digit (Regional Finance Centers), 4 - digit (Non - Treasury Disbursing Offices), or 8 - digit (Treasury Disbursing Offices) identifier assigned by FMS for Treasury reporting purposes. The first 2 digits of the 8 - digit ALC identify the department or agency, the third and fourth digits identify the particular bureau within the department, and the remaining 4 digits identify the particular agency account section within that bureau. The ALC in Pegasys terms is the Agency Location Code associated with the owner of the Momentum Instance.
Allowance For Loss	An allowance entry is entered when the net realizable value of receivables needs to be reduced by allowance percentage calculated on doubtful accounts.

<b>Term</b>	<b>Definition</b>
Amortization Schedule	An Amortization Schedule is created to allow a debtor the ability to repay a debt over a period of time. An Amortization Schedule defines the period of time the debt should be repaid, the number and frequency of payments, the principal amount, interest rate, and due date for each payment.
Applied Collection	In terms of the Collection Query, Applied Collection is when the collection amount has been applied to a Billing Document (BD) or debt account.
Attachments	Files associated to Pegasys documents with the Attachment flag set to TRUE on the Manage Attachment page. Attachments may be considered to be either non - contractual (when associated to financial type documents) or contractual (when associated to certain acquisition documents). Attachments copy forward in a document chain.
Bill Identifier	The Bill Identifier is used to determine if Document Type/Document Number, Billing Reference Number or Statement Number is printed on the physical bill.
Billing Activity Indicator	<p>The Billing Activity Indicator on a Billing Document (BD) header identifies in VCSS if the bill has billed charges or pending charges. With this indicator VCSS Users will have the ability to view chargebacks as billed charges. It provides the ability to show chargebacks even though they are in an unbilled status without showing bills that have yet to be billed to the customer.</p> <ul style="list-style-type: none"> <li>• Pending Charges: A business term used to indicate that the Summarization batch process may continue to summarize detail records to a document (rather than create a new document). The Bill Generation batch process is used to transfer the Billing Activity Indicator status from Pending Charges to Billed Charges. In the context of IPAC chargebacks, the Billing Activity Indicator stays as Billed Charges while the Billed Status Indicator is changed from Billed to Unbilled.</li> <li>• Billed Charges: A business term used to indicate the billing cycle has ended and a physical bill (or IPAC Bulk File) has been created.</li> </ul>

<b>Term</b>	<b>Definition</b>
Billing Document (BD)	A Billing Document (BD) records an agency's unbilled and billed amounts to debtors and establishes an outstanding receivable for that agency. BDs distinguish unbilled and billed receivable amounts using a billing status code of "Unbilled" or "Billed" on each document accounting line. BD's provide additional status codes to reflect Debt Appeal Forbearance (Disputed), Foreclosure, Bankruptcy, Wage Garnishment, Litigation, etc. as well as associated dates.
Billing Statement Entity	The Statement Number field (Billing Statement Entity) is used to associate related Billing Documents (BDs) when generating the printed bill for customers or producing the outbound IPAC file. It enables the creation of a singular billing statement that provides totals for all associated BDs as well as specific BD amounts.
Billing Status	The billing status indicator on the Billing Document (BD) accounting lines identifies if the accounting line is unbilled or billed.
Business Line	A set or combination of fields determined by an agency used to identify internal units within the agency. For example, different business lines may identify the distinct products/services delivered by the agency to citizens or to other government agencies.
Cash Receipt (CR)	Cash Receipt documents (CR's) are used to record collections, write - offs, debit vouchers, and over - payments. Additionally, when a CR references a Billing Document (BD), it liquidates the receivable balance recorded on the BD.
Chargeback	A term used to describe an adjustment in Treasury's IPAC system. The chargeback is a reversal of a transfer of funds; due to funds that had been erroneously paid or collected.
Complex Parameters	The Complex Parameters tab is where additional parameters may be specified. Complex parameters can be grouped together in parameter groups. Each complex parameter group is made up of one or more elements which are the parameters themselves. Complex Parameters are set for the entire batch process and are dependent on the individual batch job logic.
Correspondence	A term used to describe communication with a customer, vendor, or within an agency that should be documented in the system.

<b>Term</b>	<b>Definition</b>
Credit Application Line Type	The Credit Application Line Type available on non - IPAC Cash Receipt (CR) documents provides the ability to reduce a non - IPAC outstanding receivable amount (apply the credit to another billing) or refund a credit amount back to the customer.
Credit Bill	Represents an amount credited to the customer that can be used to offset (and decrease) the customer's prior month, current month, or future month billed amounts, or be refunded/returned to the customer.
Credit Line Type	The Credit line type available on Billing Documents (BDs) provides the ability to establish customer credits to either be applied to another billing or refunded to the customer.
Credit Reduction Line Type	The Credit Reduction Line Type available on non - IPAC Cash Receipt (CR) documents provides the ability to reduce/liquidate customer credit amounts (originally established using a non - IPAC Billing Document (BD) with Credit line type) in the event that a credit is applied to another billing or refunded to the customer.
Customer	Customer is another term used for a Vendor.
Customer Agency Location Code	Treasury defines the ALC as A 3 - digit (Regional Finance Centers), 4 - digit (Non - Treasury Disbursing Offices), or 8 - digit (Treasury Disbursing Offices) identifier assigned by FMS for Treasury reporting purposes. The first 2 digits of the 8 - digit ALC identify the department or agency, the third and fourth digits identify the particular bureau within the department, and the remaining 4 digits identify the particular agency account section within that bureau. The Customer ALC in Pegasys terms is the Agency Location Code associated with the customer agency or trading partner of the Momentum Instance.
DBE IPAC	The term used throughout this document to refer to sending Details or "D" records from Momentum to Treasury in the IPAC Outbound file at the Detail Billing Record (DBR) level rather than using the \Accounting Line information.
DBE: Shared Field	Shared fields are those fields currently contained on a Momentum document header or Momentum document accounting line. These fields will also be on the Detail Billing Record table therefore making them 'shared' since they are stored in both places.

Term	Definition
Debit Voucher	Debit Vouchers (DV) are recorded on a Cash Receipt (CR) doc type in Momentum. Debit Vouchers are indicated as a line type within Cash Receipts (CRs) and are a negative dollar amount. Debit Vouchers are used to record reversal of receipts from chargebacks or returned checks.
Debt Account (DA)	A Debt Account (DA) records GSA claims for monies owed to the federal Government by a debtor. Debt Account documents are processed for non - Federal debtors only.
Deposit Ticket Number - Lockbox Interface	Represents a number assigned by the Bank when Lockbox remittance slips are processed. The Deposit Ticket Number is also the Treasury Voucher Number.
Designated Agent	<p>Accounts Receivable Context:</p> <p>In Momentum, in addition to the vendor, the User may optionally enter a Designated Agent. The Designated Agent code identifies a third party who will be receiving the bill (and remitting collections) on behalf of the customer.</p> <p>Accounts Payable Context:</p> <p>In Pegasys, in addition to the primary payee, the User may optionally enter a designated agent. The designated agent code identifies a third party who will receive the IPAC payment, check or EFT payment on behalf of the primary payee. The payment remains attributable to the primary payee for tax purposes. A designated agent is typically a law or accounting firm who is authorized to act on behalf of the primary payee.</p> <p>Designated Agent is a synonym for Third Party Payee (TPP).</p>
Detail Billing Element Custom Fields	Detail billing element custom fields are agency - defined fields which reside only on the Detail Billing Record table. The fields consist of 95 text, 25 Number, 45 Amount, and 35 Date. The fields are associated but not rolled up onto the document header or document header accounting line; rather they remain solely on the Detail Billing Record table.
Detail Billing Record (DBR)	The supporting details for Billing Documents (BDs) and Internal Vouchers (NV). They are used to create the documents as well as store level 3 billing data.
Detail Record Value	The value initially entered on the 'shared fields' of a DBR either by a feeder system or individual prior to the record being summarized into a Billing Document (BD) or internal voucher.

<b>Term</b>	<b>Definition</b>
Dispute Request	Generated by a VCSS customer or Pegasys analyst when there is a reasonable belief that the customer should not be liable for specific billed charges. Dispute requests may be generated at the accounting line level (all lines or individual, specific lines) or at the DBR level for non - IPAC bills.
Dispute Status: Accepted	Setting the status of the dispute object on the Disputed Billings Query to "Accepted" means that the dispute request has been fully analyzed and transaction updates have occurred in the system to reflect the acceptance of the dispute.
Dispute Status: New	Dispute objects just received from VCSS customers or created by a Pegasys User are placed in "New" status to reflect that the analysis has not been started against them.
Dispute Status: Pending Final Action	Setting the status of a dispute object on the Disputed Billings Query to "Pending Final Action" means that a Pegasys User has completed their analysis of the dispute and is currently awaiting a feeder system transaction update (or waiting for the BD to be manually corrected, as an alternative) to finalize the acceptance or rejection.
Dispute Status: Rejected	Setting the status of the dispute object on the Disputed Billings Query to "Rejected" means that the dispute request has been fully analyzed and transaction updates have occurred in the system to reflect the rejection of the dispute.
Dispute Status: Under Review	Setting the status of a dispute object on the Disputed Billings Query to "Under Review" means that a Momentum User has initially reviewed the dispute request and will be performing a full analysis to determine whether it should be accepted or rejected.
Document Number	The Document Number field provides a means to reference a specific document in Momentum. Document numbers are unique by document type.
Document Number Format Variables	Document Number Format Variables are abbreviations used to infer values in generated document number strings. The variable represents a value the User wishes to insert in the string, and can be placed in varying order.
Document Number Generation	Document Number generation is where the User interacts with the system to produce a system generated/preconfigured number for use on transactions within the system.

<b>Term</b>	<b>Definition</b>
Enterprise Service Bus (ESB)	An Enterprise Service Bus (ESB) delivers consistent and open connectivity infrastructure across an enterprise by linking and orchestrating the interaction between systems/protocols using standards. Provides the capability to connect disparate domains and orchestrate groups of services. Houses and regulates access to technology services.
Entity Type	Refers to different types of entities [objects] that may exist within the system. Entities are updated based on the net effect of all documents processed against the object. Examples of entities include: Agreements, Budgets, Plans, Projects, Initiatives, Statement.
Feeder System	An external system that provides client - specific data to Pegasys.
Format String	The Format String is used in Number generation. The Format String is comprised of characters and variables that the User wishes to have in each generated number.
Internal Voucher (NV)	The Internal Voucher (NV) form is used to make payments between organizations within an agency. Since the internal voucher is an internal transfer, it will not result in a cash disbursement. The Internal Voucher (NV) permits the simultaneous recording of an expenditure for the receiver of goods/services (buyer) and a collection for the provider of the goods/services (seller).
IPAC	Intra - governmental Payment and Collection System. The IPAC application's primary purpose is to provide a standardized interagency fund transfer mechanism for Federal Program Agencies (FPA's). IPAC facilitates the intra - governmental transfer of funds, with descriptive data from one FPA to another.
IPAC Bill	IPAC is a report type used by Pegasys for the output (Physical Bill) of the Bill Generation Report. IPAC can be selected on the Bill Generation Report parameters. IPAC is considered an Inter - Agency Bill and is always 'ungrouped' in Momentum.
IPAC Bulk File	The IPAC DBE Detail records are child records of the IPAC Transaction Table. These records are created from information on the DBRs but are not the same as DBRs. IPAC DBE Detail records are specific to IPAC Billing Documents (BDs) and only created if the BD IPAC DBE Detail is set to "Use DBE Detail".

<b>Term</b>	<b>Definition</b>
IPAC DBE Detail Record	The IPAC DBE Detail records are from information on the DBRs but are not the same as DBRs. IPAC DBE Detail records are specific to IPAC Billing Documents (BDs) and only created if the BD IPAC Use DBE Detail is set to Yes.
Selected for IPAC = 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.
Selected for IPAC= 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.
Selected for IPAC = In Process	This setting indicates that the documents Header Accounting Line is actively being processed by the IPAC Outbound Crosswalk Process.
Selected for IPAC = 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.
Selected for IPAC = 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 Staging Record 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 Staging Record 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>Term</b>	<b>Definition</b>
IPAC Staging Record 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 Staging Record 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 Staging Record 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 Staging Record 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 Staging Record 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.
IPAC Reconciliation 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 Reconciliation 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 Reconciliation 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).

Term	Definition
IPAC Reconciliation 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 Reconciliation 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.
IPAC Reconciliation 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.
IPAC Transaction Download Report	<p>This report is available from IPAC on - line and can either be downloaded in a Comma Separated Value (CSV) or Tab Separated Value (TSV) format. CSV is a file format that separates data fields with commas. The character data is usually surrounded by quotes. TSV is a file format that uses tab characters (ASCII 9) as separators between fields. Unlike comma delimited (CSV) files, the character data is not usually surrounded by quotes.</p>
IPAC Types of Transactions	<p>Transactions: The "800" numbering is the transaction set id for bulk transactions being submitted to Treasury via IPAC. The IPAC Transaction Types of A, C, and P are the transaction types received in the IPAC accomplishment report/transaction download used on inbound processing.</p> <ul style="list-style-type: none"> <li>• 810 - Billing (Collection) transaction. Equates to transactions on the inbound file with an IPAC transaction type of "C".</li> <li>• 812 - Receiver initiated adjustment - equates to transactions on the inbound file with and IPAC Transaction type "A".</li> <li>• 820 - Payment transaction. Equates to transactions on the inbound file with an IPAC transaction type of "P".</li> <li>• 829 - Sender Initiated Adjustment - equates to IPAC transaction type of "C" or "P" for the receiving agency, meaning the receiving agency will receive a new transaction record.</li> <li>• 835 - Zero Dollar Transaction - non - accounting information change. No inbound record is received.</li> <li>• 840 - Post SGL transaction - updates the SGL information only. No inbound record is received.</li> </ul>

<b>Term</b>	<b>Definition</b>
Item Collection	The term "Item Collection" refers to the organized search results returned from running a Momentum Query.
Payment Authorization (IP)	The Payment Authorization (IP) enables an agency to authorize payments for the choice of different payment activities including payments for goods or services received and refunds against a collection.
Level 3 Billing Data	Refers to detail billing information received from feeder systems used in the generation of customer billings and Momentum accounting transactions. Level 3 data includes additional non - financial details associated with an accounting line (whereas Level 2 data refers to the accounting line and Level 1 data refers to the document header). These detail lines can have a one to one or a many to one relationship with a line of accounting.
Line Type	Indicates the type of transaction that is being recorded. Used in conjunction with the document type and transaction type to define liquidations and journal postings.
Pegasys Vendor Customer Self Service (VCSS)	Pegasys Vendor Customer Self Service (VCSS) is a web - based application that allows an agency and its vendors to complete and view their transaction activities electronically with real - time interaction. Transactions that can be accessed from VCSS include Bills, Collections, Invoices, Awards, Acquisition Orders, Non - Acquisition Orders, Solicitations, Responses to Solicitations, and Payments. Transactions or data exchange that can be initiated from VCSS include Bill Disputes, Correspondence, Invoices, and Responses to Solicitations. Additional information that can be accessed from within VCSS includes an Account Summary Query and Detail Billing Query.
Pegasys - Initiated VCSS Registration	Momentum - initiated VCSS Registration occurs when the vendor data is first entered into Momentum, Transmit to VCSS is set to True, and the vendor data is saved. When completing the registration process in VCSS for a Momentum - initiated registration, the VCSS User does not have the capability to modify the vendor data that was entered in Momentum.
Negative Receivable	Occurs when the net receivable (summation of debits and credits) is negative. A correction or adjustment to a billing by the agency may result in a negative receivable.
New Dispute Status	Dispute objects just received from VCSS customers or created by a Momentum User are placed in "New" status to reflect that the analysis has not been started against them.

<b>Term</b>	<b>Definition</b>
Notice	A notice that will be created by an admin User that will be posted to the Notice page viewed right after a User logs in.
Orphan DBR	An orphan DBR is a DBR that has not been associated with a Momentum document accounting line.
Outstanding Balances by Account Page	The Outstanding Balances by Account page is a page created for the VCSS Dashboard enhancement. It will include a My Accounts section where a customer can view specific information regarding the accounts they have access to.
Pay.gov	Pay.gov has been developed to meet the FMS commitment to process collections electronically using Internet technologies. Pay.gov satisfies agencies and consumers demands for electronic alternatives by providing the ability to complete forms, make payments and submit queries 24 hours a day electronically. Launched in October 2000, Pay.gov is a secure government - wide collection portal. The application is web based allowing customers to access their accounts from any computer with Internet access. Pay.gov provides a suite of services allowing agencies to obtain and process collections in an efficient and timely manner. The Pay.gov application is comprised of 5 services: Collections (ACH and Credit Card), Forms, Billing / Notification, Reporting, and Verification.
Pegasys/Momentum	Pegasys is USDA's instance of CGI's Momentum product.
Pre - Approved Vendor Registration	Pre - Approved Vendor Registration is used synonymously with Pegasys - initiated registrations. When a VCSS registration is initiated from Pegasys, additional registration approval is not required from Momentum. When a VCSS registration is initiated from VCSS, the registration must be first approved in Pegasys.
Primary Vendor (on Statement Entity)	On the Statement Entity, there is always a Primary Vendor/Vendor Address Code. This is the Vendor/Vendor Address Code that receives the bill.
Public Publishing	A term used to describe if a Correspondence record will be available for external/customer viewing in VCSS.

<b>Term</b>	<b>Definition</b>
<p>Referenced Statement Number</p>	<p>The Referenced Statement Number field represents the billing statement on which the current billing (or credit) activity was initially recorded in the system. The Referenced Statement Number can be used to provide a link between a customer credit and the application of that credit (Credit Application would show the Statement Number of the billing that established the credit in the Referenced Statement Number field), or in the creation of an IPAC refund, as in the following examples:</p> <p><b>Credit Application:</b></p> <p>When a credit is first established, using a Billing Document (BD), a Statement Number may be assigned and associated with the new credit. During the credit application process, a Cash Receipt (CR) document is then processed to 1) liquidate the outstanding credit amount, and 2) reduce another billing. The two Cash Receipt (CR) accounting lines required to perform this process would record the value of the Statement Number (from the BD used to establish the credit) in their Referenced Statement Number fields.</p> <p><b>IPAC Refunds;</b></p> <p>When an IPAC credit is first established, using an IPAC Billing Document (BD), a Statement Number may be assigned and associated with the new credit line. To issue the refund to the customer via IPAC, the credit will be turned into an IPAC Payment or Refund. The Referenced Statement Number on the Payment would be used capture the BD Statement number, in order to include the BD Statement Number in the refund sent to Treasury/IPAC.</p>
<p>Rejected Dispute Status</p>	<p>Setting the status of the dispute object on the Disputed Billings Query to "Rejected" means that the dispute request has been fully analyzed and transaction updates have occurred in the system to reflect the rejection of the dispute.</p>

<b>Term</b>	<b>Definition</b>
Related Statement Number	<p>The Related Statement Number field represents the original billing statement for which current billing (or credit) activity can be attributed, as in the following example:</p> <p>A credit may be established due to an overbilling in the prior period statement. The credit would be established with a new Statement Number (for the current period), but would also record in the Related Statement number field the Statement Number of the prior period statement. In this way, the Related Statement Number displays the statement that the current billing (or credit) originated from.</p> <p>The Related Statement Number field facilitates visibility of the original billing statement by being carried through the document chains for credit applications and credit refunds.</p>
Report Definition	<p>The Report Definition defines the reports that Users can run and the parameters available for each report. Specifically, it is a way that the system administrator establishes reports in Pegasys.</p>
Simple Parameters	<p>The Simple Parameter tab is where the parameters used by the batch process can be specified. These parameters are set for the entire batch process (i.e. UserID, effective Date).</p>
Standard Grouped Bills	<p>Standard Grouped is a report type used by Pegasys for the output (Physical Bill) of the Bill Generation Report. When selected Momentum will group all bills for a specific Vendor. The Vendor must be set up to allow grouping, this is done on the Vendor Options maintenance table.</p>
Standard Voucher (SV)	<p>The Standard Voucher (SV) is used to record miscellaneous accounting transactions that are not included in any of the other Pegasys modules.</p>
Statement Number	<p>The Statement Number field is used to associate related Billing Documents (BDs) when generating the printed bill for customers. It enables the creation of a singular billing statement that provides totals for all associated BDs as well as specific BD amounts.</p>
Tender Type	<p>A term used to identify the method of payment (credit card, check, etc.)</p>
Time Out	<p>A time out occurs as a result of inactivity in a system for a pre-determined amount of time, where upon logging back into the system, the User is displayed the system home screen.</p>

<b>Term</b>	<b>Definition</b>
Unapplied Collection	In terms of the Collection Query, Unapplied Collection is when the collection amount has not been applied to a Billing Document (BD) or debt account.
Unique Statement Number	The unique number used to identify the billing statement.
User Defined Accounting Dimensions	Dimensions 1 - 10 agency - defined codes that add additional meaning to a transaction.
Vendor Address	The second level of the Vendor reference table. This level usually contains the Agency Location Code, DUNS, and address information. Transactions are created at the Vendor/Vendor Address unique combination.
Vendor Header	The highest level of the Vendor reference table. This level usually contains the Agency information.
Vendor More	This is a button located on various Form/Documents in Momentum that gives additional Vendor information specific to a transaction.

<b>Term</b>	<b>Definition</b>
Vendor Profile	<p>Vendor Profile in VCSS serves two purposes:</p> <ol style="list-style-type: none"> <li>1. During the VCSS registration process, vendors can optionally establish procurement/invoicing information that will be associated to a vendor profile. The information that can be associated with a vendor profile during the VCSS registration process includes the following: <ol style="list-style-type: none"> <li>a. Business Type and Small Business Program Representation</li> <li>b. Solicitation, Auction, and Award E - Mail Notifications</li> <li>c. Default Solicitation Response/Invoice Prompt Pay Discount Terms</li> <li>d. North American Industry Classification System associations</li> <li>e. Product Service Code associations</li> <li>f. Standard Industrial Classification associations</li> </ol> </li> <li>2. After a registration has been approved in VCSS, if the vendor is not registered in CCR, the Vendor Administrator has the ability to update the vendor's address and/or banking information. This information can be reviewed and/or updated by accessing the Vendor Profile. In addition to address and banking information, the Vendor Administrator also has the ability to establish or update any procurement/invoicing information that is specified above by accessing this Vendor Profile after registration has been approved. A vendor's address and banking information is read - only in VCSS if the vendor is registered in CCR.</li> </ol>
Vendor Registration Number (VRN)	A unique system - generated identifier that is used to coordinate movement of data between VCSS and Pegasys.
VCSS Dashboard	The VCSS Dashboard is an overall concept of adding a page in VCSS that will enable Users to quickly review associated account information and navigate to additional billing features for each account.
VCSS Start Page	Current VCSS functionality allows a User to select a VCSS page as their 'Start' page. This will be the first page a User sees upon logging into VCSS (after exiting the View Notices page, which initially displays upon login for all Users).
VCSS Vendor Approver	VCSS Vendor Approver is a general term that is used to describe the Agency User that is responsible for reviewing and approving registrations in VCSS if VCSS is configured to require registration approval.

<b>Term</b>	<b>Definition</b>
VCSS - Initiated Registration	VCSS - initiated registration occurs when the vendor contact accesses VCSS, enters appropriate vendor registration data, and transmits that data to Momentum for review. The registration process starts in VCSS and then goes through an approval process in Momentum.

## E Appendix: Workflow Approvals

### E.1 Appendix: Workflow Approvals

Please refer to **BAAR User Guide 7 of 10** for the **Documents Requiring Approval** section.

**Table 65: Document Types Requiring Approvals for Automated Business Lines - Part 1**

Type of Transaction	Doc Action	Fleet	Rent	RWA/HOTD	Supply	Automotive Purchases	GWAC/MAS (SIFT)
Manual IPAC (BD)	Cancel	FMI	RMI	AMI	GMI	VMI	N/A
Manual Non - IPAC (BD)	Cancel	FMN	RMN	AMN	GMN	VMN	N/A
Manual (NV)	Cancel	FMV	RMV	AMV	GMV	VMV	N/A
Accruals Submitted by Form Import (SV)	Cancel	FDA	RDA	N/A	GDA	VDA	N/A
Manual Accruals (SV)	Cancel	FMA	RMA	AMA	GMA	VMA	N/A
Manual Allowance for Loss (SV)	Cancel	FML	RML	AML	GAL	VAL	N/A
NEAR Collection Reversal (SV)	Cancel	NCR	NCR	NCR	NCR	NCR	NCR
NEAR Write - Off Reversal (SV)	Cancel	NWR	NWR	NWR	NWR	NWR	NWR
Credit Application (CR)	Cancel	CW6	CW7	CW7	CW6	CW6	N/A

Type of Transaction	Doc Action	Fleet	Rent	RWA/HOTD	Supply	Automotive Purchases	GWAC/MAS (SIFT)
Credit Application (Refund, Without BD Reference) (CR)	Cancel	CR6	CR7	CR7	CR6	CR6	N/A
Credit Application (Return to Treasury) (CR)	Cancel	CT6	CT7	CT7	CT6	CT6	N/A
Write - Off (CR)	All	WO6	WO7	WO7	WO6	WO6	N/A
Manual Check(CR)	Cancel	CH6	CH7	CH7	CH6	CH6	CH6
Manual EFT (CR)	Cancel	EF6	EF7	EF7	EF6	EF6	EF6
Manual Cash (CR)	Cancel	CA6	CA7	CA7	CA6	CA6	CA6
Returned Checks (Non - IPAC) (CR)	Cancel	RC6	RC7	RC7	RC6	RC6	RC6
Manual IPAC Refund (IP)	Create/Edit/Cancel	IM6	IM7	IM7	IM6	IM6	IM6
Manual Non - IPAC Refund (IP)	Create/Edit	MR6	MR7	MR7	MR6	MR6	MR6

**Table 66: Document Types Requiring Approvals for Automated Business Lines - Part 2**

Type of Transaction	Doc Action	Outlease	ITSWAN	ITSREGTEL	AA\$FedSim	AASREGIT
Manual IPAC (BD)	Cancel	N/A	WMI	TMI	SMI	EMI
Manual Non - IPAC (BD)	Cancel	OMN	WMN	TMN	SMN	EMN

<b>Type of Transaction</b>	<b>Doc Action</b>	<b>Outle ase</b>	<b>ITSWAN</b>	<b>ITSREGTEL</b>	<b>AA\$FedSim</b>	<b>AASREGIT</b>
Manual (NV)	Cancel	N/A	WMV	TMV	SMV	EMV
Accruals Submitted by Form Import (SV)	Cancel	N/A	WDA	TDA	SDA	EDA
Manual Accruals (SV)	Cancel	OMA	WMA	TMA	SMA	EMA
Manual Allowance for Loss (SV)	Cancel	OML	WML	TML	SML	EML
Credit Application (CR)	Cancel	CW7	CW6	CW6	CW6	CW6
Credit Application (Refund, Without BD Reference) (CR)	Cancel	CR7	CR6	CR6	CR6	CR6
Credit Application (Return to Treasury) (CR)	Cancel	CT7	CT6	CT6	CT6	CT6
Write - Off (CR)	All	N/A	WO6	WO6	WO6	WO6
Manual Check(CR)	Cancel	CH7	CH6	CH6	CH6	CH6
Manual EFT (CR)	Cancel	EF7	EF6	EF6	EF6	EF6
Manual Cash (CR)	Cancel	CA7	CA6	CA6	CA6	CA6

Type of Transaction	Doc Action	Outlease	ITSWAN	ITSREGTEL	AA\$FedSim	AASREGIT
Returned Checks (Non - IPAC) (CR)	Cancel	RC7	RC6	RC6	RC6	RC6
Manual IPAC Refund (IP)	<ul style="list-style-type: none"> <li>• Create</li> <li>• Edit</li> <li>• Cancel</li> </ul>	IM7	IM6	IM6	IM6	IM6
Manual Non - IPAC Refund (IP)	<ul style="list-style-type: none"> <li>• Create</li> <li>• Edit</li> </ul>	MR7	MR6	MR6	MR6	MR6
Misc Lockbox CR	Cancel	L7M	N/A	N/A	N/A	N/A

**Table 67: Document Types Requiring Approvals for Automated Business Lines - Part 3**

Type of Transaction	Doc Action	IWAC	ITSEXPSER	ITSNATITCM	ITSHSPC12	FASITC
Manual IPAC (BD)	Cancel	KMI	XMI	NMI	HMI	CMI
Manual Non - IPAC (BD)	Cancel	KMN	XMN	NMN	HMN	CMN
Manual (NV)	Cancel	KMV	XMV	NMV	HMV	CMV
Accruals Submitted by Form Import (SV)	Cancel	KDA	XDA	NDA	HDA	CDA
Manual Accruals (SV)	Cancel	KMA	XMA	NMA	HMA	CMA
Manual Allowance for Loss (SV)	Cancel	KML	XML	NML	HML	CML
Credit Application (CR)	Cancel	CW6	CW6	CW6	CW6	CW6

Type of Transaction	Doc Action	IWAC	ITSEXPS ER	ITSNATITCM	ITSHSPC12	FASITC
Credit Application (Refund, Without BD Reference) (CR)	Cancel	CR6	CR6	CR6	CR6	CR6
Credit Application (Return to Treasury) (CR)	Cancel	CT6	CT6	CT6	CT6	CT6
Write - Off (CR)	All	WO6	WO6	WO6	WO6	WO6
Manual Check(CR)	Cancel	CH6	CH6	CH6	CH6	CH6
Manual EFT (CR)	Cancel	EF6	EF6	EF6	EF6	EF6
Manual Cash (CR)	Cancel	CA6	CA6	CA6	CA6	CA6
Returned Checks (Non - IPAC) (CR)	Cancel	RC6	RC6	RC6	RC6	RC6
Manual IPAC Refund (IP)	<ul style="list-style-type: none"> <li>• Create</li> <li>• Edit</li> <li>• Cancel</li> </ul>	IM6	IM6	IM6	IM6	IM6
Manual Non - IPAC Refund (IP)	<ul style="list-style-type: none"> <li>• Create</li> <li>• Edit</li> </ul>	MR6	MR6	MR6	MR6	MR6

**Table 68: Document Types Requiring Approvals for Manual Business Lines - Part 1**

Type of Transaction	Doc Action	RPUD D	Acquisition Policy	OIG Investigative	GM&A (CAS)	Centralized Charges
Manual IPAC (BD)	Cancel	PMI	MMI	MMI	N/A	N/A
Manual Non - IPAC (BD)	Cancel	PMN	MMN	N/A	N/A	N/A

<b>Type of Transaction</b>	<b>Doc Action</b>	<b>RPUD D</b>	<b>Acquisition Policy</b>	<b>OIG Investigative</b>	<b>GM&amp;A (CAS)</b>	<b>Centralized Charges</b>
Manual (NV)	Cancel	PMV	MMV	MMV	<ul style="list-style-type: none"> <li>• WB</li> <li>• WV</li> </ul>	<ul style="list-style-type: none"> <li>• WB</li> <li>• WV</li> </ul>
Accruals Submitted by Form Import (SV)	Cancel	N/A	N/A	N/A	N/A	N/A
Manual Accruals (SV)	Cancel	PMA	MMA	MMA	N/A	N/A
Manual Allowance for Loss (SV)	Cancel	PML	MML	MML	N/A	N/A
NEAR Collection Reversal (SV)	Cancel	NCR	NCR	NCR	NCR	NCR
NEAR Write - Off Reversal (SV)	Cancel	NWR	NWR	NWR	NWR	NWR
Credit Application (CR)	Cancel	CW6	CW6	CW6	N/A	N/A
Credit Application (Refund, Without BD Reference) (CR)	Cancel	CR6	CR6	CR6	N/A	N/A
Credit Application (Return to Treasury) (CR)	Cancel	CT6	CT6	CT6	N/A	N/A
Write - Off (CR)	All	WO6	WO6	WO6	N/A	N/A
Manual Check(CR)	Cancel	CH6	N/A	N/A	N/A	N/A

Type of Transaction	Doc Action	RPUD D	Acquisition Policy	OIG Investigative	GM&A (CAS)	Centralized Charges
Manual EFT (CR)	Cancel	EF6	N/A	N/A	N/A	N/A
Manual Cash (CR)	Cancel	CA6	N/A	N/A	N/A	N/A
Returned Checks (Non - IPAC) (CR)	Cancel	RC6	RC6	N/A	N/A	N/A
Manual IPAC Refund (IP)	<ul style="list-style-type: none"> <li>• Create</li> <li>• Edit</li> <li>• Cancel</li> </ul>	IM6	IM6	IM6	N/A	N/A
Manual Non - IPAC Refund (IP)	Create/Edit	MR6	MR6	N/A	N/A	N/A

**Table 69: Document Types Requiring Approvals for Manual Business Lines -Part 2**

Type of Transaction	Doc Action	Personal Property Center Sales	Personal Property Center Fleep Disposal	Personal Porperty Center Excess Supply	U.S. Marchasl Service Personal Property Sales	Freight and Household Goods
Manual IPAC (BD)	Cancel	N/A	FMI	MMI	N/A	N/A
Manual Non - IPAC (BD)	Cancel	N/A	FMN	MMN	MMN	N/A
Manual (NV)	Cancel	N/A	FMV	MMV	N/A	N/A
Accruals Submitted by Form Import (SV)	Cancel	N/A	FDA	N/A	N/A	N/A
Manual Accruals (SV)	Cancel	MMA	FMA	MMA	MMA	MMA
Manual Allowance for Loss (SV)	Cancel	N/A	FML	MML	MML	N/A

<b>Type of Transaction</b>	<b>Doc Action</b>	<b>Personal Property Center Sales</b>	<b>Personal Property Center Fleep Disposal</b>	<b>Personal Porperty Center Excess Supply</b>	<b>U.S. Marchasl Service Personal Property Sales</b>	<b>Freight and Household Goods</b>
NEAR Collection Reversal (SV)	Cancel	NCR	NCR	NCR	NCR	NCR
NEAR Write - Off Reversal (SV)	Cancel	NWR	NWR	NWR	NWR	NWR
Credit Application (CR)	Cancel	N/A	CW6	CW6	CW6	N/A
Credit Application (Refund, Without BD Reference) (CR)	Cancel	N/A	CR6	CR6	CR6	N/A
Credit Application (Return to Treasury) (CR)	Cancel	N/A	CT6	CT6	CT6	N/A
Write - Off (CR)	All	N/A	WO6	WO6	WO6	N/A
Manual Check(CR)	Cancel	CH6	CH6	CH6	CH6	CH6
Manual EFT (CR)	Cancel	EF6	EF6	EF6	EF6	N/A
Manual Cash (CR)	Cancel	CA6	CA6	N/A	CA6	N/A
Returned Checks (Non - IPAC) (CR)	Cancel	RC6	RC6	RC6	RC6	N/A

Type of Transaction	Doc Action	Personal Property Center Sales	Personal Property Center Fleep Disposal	Personal Porperty Center Excess Supply	U.S. Marchasl Service Personal Property Sales	Freight and Household Goods
Manual IPAC Refund (IP)	<ul style="list-style-type: none"> <li>• Create</li> <li>• Edit</li> <li>• Cancel</li> </ul>	N/A	IM6	IM6	IM6	N/A
Manual Non - IPAC Refund (IP)	<ul style="list-style-type: none"> <li>• Create</li> <li>• Edit</li> </ul>	N/A	MR6	MR6	MR6	N/A

**Table 70: Document Types Requiring Approvals for Manual Business Lines - Part 3**

Type of Trans.	Doc Action	Integra ted Acq. Env.	Inter - agenc y Council	Fed. Citize n Servic es	Great Seal of U.S.	Univ. for People	Exter nal Svcs	ITC	Re - cycli ng
Manual IPAC (BD)	Cancel	N/A	N/A	N/A	N/A	N/A	QMI	IMI	N/A
Manual Non - IPAC (BD)	Cancel	N/A	N/A	N/A	N/A	MMN	QMN	N/A	IMN
Manual (NV)	Cancel	MDV	MDV	MDV	MDV	N/A	N/A	N/A	N/A
Accruals Submitt ed by Form Import (SV)	Cancel	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Manual Accruals (SV)	Cancel	MMA	N/A	N/A	N/A	N/A	QMA	N/A	N/A

Type of Trans.	Doc Action	Integra ted Acq. Env.	Inter - agenc y Council	Fed. Citize n Servic es	Great Seal of U.S.	Univ. for People	Exter nal Svcs	ITC	Re - cycli ng
Manual Allowan ce for Loss (SV)	Cancel	N/A	N/A	MML	MML	MML	QML	IAL	IAL
Credit Applicat ion (CR)	Cancel	N/A	N/A	N/A	N/A	N/A	CW6	N/A	NW7
Credit Applicat ion (Refund, Without BD Referen ce) (CR)	Cancel	N/A	N/A	N/A	N/A	N/A	CR6	N/A	N/A
Credit Applicat ion (Return to Treasury ) (CR)	Cancel	N/A	N/A	N/A	N/A	N/A	CT6	N/A	N/A
Write - Off (CR)	All	N/A	N/A	N/A	N/A	N/A	WO6	N/A	N/A
Manual Check(CR)	Cancel	N/A	N/A	N/A	N/A	N/A	CH6	N/A	N/A
Manual EFT (CR)	Cancel	N/A	N/A	N/A	N/A	N/A	N/A	EF7	EF7
Manual Cash (CR)	Cancel	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Type of Trans.	Doc Action	Integrated Acq. Env.	Inter - agency Council	Fed. Citizen Services	Great Seal of U.S.	Univ. for People	External Svcs	ITC	Re - cycling
Returned Checks (Non - IPAC) (CR)	Cancel	RC6	RC6	RC6	RC6	RC6	RC6	N/A	N/A
Manual IPAC Refund (IP)	<ul style="list-style-type: none"> <li>• Create</li> <li>• Edit</li> <li>• Cancel</li> </ul>	N/A	N/A	N/A	N/A	N/A	IM6	N/A	IM7
Manual Non - IPAC Refund (IP)	<ul style="list-style-type: none"> <li>• Create</li> <li>• Edit</li> </ul>	N/A	N/A	N/A	N/A	N/A	MR6	N/A	N/A
Misc Lockbox CR	Cancel	N/A	N/A	N/A	N/A	N/A	N/A	L7M	L7M
Miscellaneous Lockbox CR	Cancel	N/A	N/A	L6X	L6X	N/A	N/A	N/A	N/A

## F Appendix: TROR Calculations

### F.1 Appendix: TROR Calculations

Please refer to **BAAR User Guide 7 of 10 Section 4.18** for information on Treasury Report on Receivables (TROR) and Executing the Batch Job (ERTROR).

**Figure 1: Treasury Report on Receivables and Debt Collection Activities Header**

Treasury Report on Receivables and Debt Collection Activities					
Reporting Entity Code:		Fiscal Year:	2014	Q2	
Type of Receivable:	Direct Loans:	Guaranteed Loans:	Defaulted	Administrative:	

Part I - Status of Receivables

Section A - Receivables and Collections

**Table 71: TROR Calculations - Part I Section A**

Line	Dollars	Calculation
(1) Beginning FY Balance	0	Determined by Batch Parameters
(2) New Receivables (+)	900.00	<ul style="list-style-type: none"> <li>Fiscal year is the fiscal year of the batch parameter</li> <li>Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>Document Action is Original</li> <li>TROR Classification is the TROR Classification of the batch parameter</li> <li>Line Type is not Credit or Advance</li> <li>Doc Category is BD or (SV or JV and Is AR Receivable Accounting Event) or DA Not referencing or requiring a bill)</li> </ul>

Line	Dollars	Calculation
(3) Accruals (+)	0	<ul style="list-style-type: none"> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Document Action is not Reversal</li> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• lineType is not Credit</li> <li>• Record Type is Interest, Penalty, Administrative Charge or (null if JV)</li> <li>• Doc Category is BD or (SV or JV and Is AR Receivable Accounting Event) or DA Not referencing or requiring a bill)</li> </ul>
(4) Collections on Receivables ( - )	0.00	Total of Part: 1 Section: A Lines: 4A - 4G
(A) At Agency ( - )	0.00	<ul style="list-style-type: none"> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Line Type is not Write Off, Credit Reduction, Advance Payment</li> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Doc Category is CR or (SV or JV and Is Cash Receipt Accounting Event)</li> <li>• TROR Collection Type is Agency</li> </ul>

Line	Dollars	Calculation
(B) At Third Party ( - )	0	<ul style="list-style-type: none"> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Line Type is not Write Off, Credit Reduction, Advance Payment</li> <li>• TROR Classification is the TROR Classification of the batch parameter Doc Category is CR or (SV or JV and Is Cash Receipt Accounting Event) TROR Collection Type is Third Party</li> </ul>
(C) Asset Sales ( - )	0	<ul style="list-style-type: none"> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Line Type is not Write Off, Credit Reduction, Advance Payment</li> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Doc Category is CR or (SV or JV and Is Cash Receipt Accounting Event)</li> <li>• TROR Collection Type is Asset Sales</li> </ul>

Line	Dollars	Calculation
(D) Collections by Treasury through Offset and Cross - Servicing ( - )	0	<ul style="list-style-type: none"> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Line Type is not Write Off, Credit Reduction, Advance Payment</li> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Doc Category is CR or (SV or JV and Is Cash Receipt Accounting Event)</li> <li>• TROR Collection Type is Collections by Treasury through Offset and Cross - Servicing</li> </ul>
(E) Collections by Sale After Foreclosure ( - )	0	<ul style="list-style-type: none"> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Line Type is not Write Off, Credit Reduction, Advance Payment</li> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Doc Category is CR or (SV or JV and Is Cash Receipt Accounting Event)</li> <li>• TROR Collection Type is Sale After Foreclosure</li> </ul>

Line	Dollars	Calculation
(F) Collections by Department of Justice ( - )	0	<ul style="list-style-type: none"> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Line Type is not Write Off, Credit Reduction, Advance Payment</li> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Doc Category is CR or (SV or JV and Is Cash Receipt Accounting Event)</li> <li>• TROR Collection Type is Collections by Department of Justice</li> </ul>
(G) Other - must footnote ( - )	0	<ul style="list-style-type: none"> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Line Type is not Write Off, Credit Reduction, Advance Payment</li> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Doc Category is CR or (SV or JV and Is Cash Receipt Accounting Event)</li> <li>• TROR Collection Type is Other (None of the Above)</li> </ul>

<b>Line</b>	<b>Dollars</b>	<b>Calculation</b>
(5) Adjustments (+ or -)	0.00	<ul style="list-style-type: none"> <li>• Number</li> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Document Action is Amend, Correct or Cancel</li> <li>• Doc Category is CR or (SV or JV and Is AR Receivable Accounting Event) or (DA Not referencing or requiring a bill)</li> <li>• Amount</li> <li>• Total of Part: 1 Section: A Lines: 5A - 5E</li> </ul>
(A) Reclassified/Adjusted Amounts (+ or -)	0	<ul style="list-style-type: none"> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Line Type is not Credit</li> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Document Action is Amend, Correct or Cancel</li> <li>• Doc Category is CR or (SV or JV and Is AR Receivable Accounting Event) or (DA Not referencing or requiring a bill)</li> </ul>
(B) Adjustments Due to Sale of Assets (+ or -)	0	Manual - Defaults to 0
(C) Consolidations (+ or -)	0	Manual - Defaults to 0
(D) Foreclosure Adjustments (+ or -)	0	Manual - Defaults to 0
(E) Written - Off Debts Reinstated for Collection (+)	0	Manual - Defaults to 0
(6) Amounts Written Off (-)	0.00	Total of Part: 1 Section: A Lines: 6A - 6B

Line	Dollars	Calculation
(A) Currently Not Collectible ( - )	0	<ul style="list-style-type: none"> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Line Type is Write Off</li> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Reference Doc Category is BD or there is a Debt Account Number</li> <li>• The Closed Out Flag is not selected on Reference DB or DA line</li> <li>• Doc Category is CR or (SV or JV and Is Cash Receipt Accounting Event)</li> </ul>
(B) Written Off and Closed Out ( - )	0	<ul style="list-style-type: none"> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Line Type is Write Off</li> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Reference Doc Category is BD or there is a Debt Account Number</li> <li>• The Closed Out Flag is selected on the Reference BD Line</li> <li>• Doc Category is CR or (SV or JV and Is Cash Receipt Accounting Event)</li> </ul>
<b>(7) Ending Balance</b>	900.00	Total of Part:1 Section: A Lines: 1 - 3, 4A - 4G, 5A - 5E, 6A - 6B

Part I - Status of Receivables

Section B - Additional Receivables Data (Information Only)

**Table 72: TROR Calculations - Part I Section B**

Line	Number	Dollars	Calculation
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Line	Number	Dollars	Calculation
(1) Subsets of Ending Balance	N/A	N/A	N/A
(A) Foreign/Sovereign Government (+)	N/A	0	<ul style="list-style-type: none"> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Line Type is not Credit</li> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Doc Category is BD or (DA not referenced by a BD or requiring a Bill) or (SV or JV and Is AR Receivable Accounting Event)</li> <li>• TROR Category is Foreign/Sovereign Government</li> </ul>
(B) State and Local Government (+)	N/A	0	<ul style="list-style-type: none"> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Line Type is not Credit</li> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Doc Category is BD or (DA not referenced by a BD or requiring a Bill) or (SV or JV and Is AR Receivable Accounting Event)</li> <li>• TROR Category is State and Local Government</li> </ul>

Line	Number	Dollars	Calculation
(C) Rescheduled Debt - Delinquent (+)	N/A	0	<ul style="list-style-type: none"> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Line Type is not Credit</li> <li>• Doc Category is BD or (DA not referenced by a BD or requiring a Bill)</li> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• There is a Rescheduled Date</li> <li>• Not referenced by a CR, JV or SV Accomplished Date</li> </ul>
(D) Rescheduled Debt - Non - Delinquent (+)	N/A	0	<ul style="list-style-type: none"> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Line Type is not Credit</li> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Doc Category is BD or (DA not referenced by a BD or requiring a Bill)</li> <li>• There is a Rescheduled Date</li> <li>• Referenced by a CR, JV or SV Accomplished Date</li> </ul>

Line	Number	Dollars	Calculation
(E) Interest & Late Charges (+)	N/A	0	<ul style="list-style-type: none"> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Line Type is not Credit</li> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Record Type is Interest, Penalty, Administrative Charge or (null if JV)</li> <li>• Doc Category is BD or (SV or JV and Is Cash Receipt Accounting Event)</li> </ul>
(F) A - 129 Justification for CNC Exclusions	0	0.00	Manual - Defaults to 0

Part I - Status of Receivables

Section C - Delinquent Debt (Excluding CNC Debts)

**Table 73: TROR Calculations - Part I Section C**

Line	Dollars	Calculation
(1) Delinquencies by Age	N/A	N/A
(A) 1 - 90 Days (+)	0	<ul style="list-style-type: none"> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Line Type is not Credit</li> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Doc Category is BD or (SV or JV and is an AR Receivable Accounting Event) or (DA not referenced by a BD or requiring a Bill)</li> <li>• Collection Due Date Offset Days is between 1 and 90 inclusive</li> </ul>

Line	Dollars	Calculation
(B) 91 - 180 Days (+)	0	<ul style="list-style-type: none"> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Line Type is not Credit</li> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Doc Category is BD or (SV or JV and is an AR Receivable Accounting Event) or (DA not referenced by a BD or requiring a Bill)</li> <li>• Collection Due Date Offset Days is between 91 and 180 inclusive</li> </ul>
(C) 181 - 365 Days (+)	0	<ul style="list-style-type: none"> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Line Type is not Credit</li> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Doc Category is BD or (SV or JV and is a Cash Receipt Accounting Event)</li> <li>• Collection Due Date Offset Days is greater than or equal to 181</li> <li>• Collection Due Date Offset Years is less than 1</li> </ul>
(D) 1 - 2 Years (+)	900.00	<ul style="list-style-type: none"> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Line Type is not Credit</li> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Doc Category is BD or (SV or JV and is a Cash Receipt Accounting Event)</li> <li>• Collection Due Date Offset Years is greater than or equal to 1</li> <li>• Collection Due Date Offset Years is less than 2</li> </ul>

Line	Dollars	Calculation
(E) 2 - 6 Years (+)	0	<ul style="list-style-type: none"> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Line Type is not Credit</li> <li>• Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Doc Category is BD or (SV or JV and is a Cash Receipt Accounting Event)</li> <li>• Collection Due Date Offset Years is greater than or equal to 2</li> <li>• Collection Due Date Offset Years is less than 6</li> </ul>
(F) 6 - 10 Years (+)	0	<ul style="list-style-type: none"> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Line Type is not Credit</li> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Doc Category is BD or (SV or JV and is a Cash Receipt Accounting Event)</li> <li>• Collection Due Date Offset Years is greater than or equal to 6</li> <li>• Collection Due Date Offset Years is less than 10</li> </ul>
(G) Over 10 Years (+)	0	<ul style="list-style-type: none"> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Line Type is not Credit</li> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Doc Category is BD or (SV or JV and is a Cash Receipt Accounting Event)</li> <li>• Collection Due Date Offset Years is greater than or equal to 10</li> </ul>

Line	Dollars	Calculation
(H) Total Delinquencies by Age	900.00	Total Part: 1 Section: C Lines: 1A - 1G)
(2) Delinquencies by Category	N/A	N/A
(A) Commercial (+)	400.00	<ul style="list-style-type: none"> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Line Type is not Credit</li> <li>• Fiscal year is the fiscal year of the batch parameter Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Doc Category is BD or (SV or JV and is an AR Receivable Accounting Event) or (DA not referenced by a BD or requiring a Bill)</li> <li>• TROR Category is Commercial</li> <li>• Collection Due Date Offset Days is greater than or equal to 1 (This calculation is done based on the following dates: For BDs, the Collection Due Date; for SV and JVs, the Original Doc Date is used; and for DAs, the Debt Account Line End Date)</li> </ul>
(B) Consumer (+)	0	<ul style="list-style-type: none"> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Line Type is not Credit</li> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Doc Category is BD or (SV or JV and is an AR Receivable Accounting Event) or (DA not referenced by a BD or requiring a Bill)</li> <li>• TROR Category is O Other</li> <li>• Collection Due Date Offset Days is greater than or equal to 1 (This calculation is done based on the following dates: For BDs, the Collection Due Date; for SV and JVs, the Original Doc Date is used; and for DAs, the Debt Account Line End Date)</li> </ul>

Line	Dollars	Calculation
(C) Foreign/Sovereign Government (+)	0	<ul style="list-style-type: none"> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Line Type is not Credit</li> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Doc Category is BD or (SV or JV and is an AR Receivable Accounting Event) or (DA not referenced by a BD or requiring a Bill)</li> <li>• TROR Category is Foreign/Sovereign Government Collection Due Date Offset Days is greater than or equal to 1 (This calculation is done based on the following dates: For BDs, the Collection Due Date; for SV and JVs, the Original Doc Date is used; and for DAs, the Debt Account Line End Date)</li> </ul>
(D) State and Local Government (+)	0	<ul style="list-style-type: none"> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Line Type is not Credit</li> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Doc Category is BD or (SV or JV and is an AR Receivable Accounting Event) or (DA not referenced by a BD or requiring a Bill)</li> <li>• TROR Category is State and Local Government</li> <li>• Collection Due Date Offset Days is greater than or equal to 1 (This calculation is done based on the following dates: For BDs, the Collection Due Date; for SV and JVs, the Original Doc Date is used; and for DAs, the Debt Account Line End Date)</li> </ul>
(E) Total Delinquencies by Category	N/A	Total Part 1: Section: C Lines: 2A - 2D
(3) Credit Bureau Reporting (Information Only)	N/A	N/A

Line	Dollars	Calculation
(A) Commercial (+)	0.00	Manual - Defaults to 0
(B) Consumer (+)	0	Manual - Defaults to 0

Part II - Debt Management Tool and Technique Performance Data

Section A - Delinquent Debt 180 Days or Less

**Table 74: TROR Calculations - Part II Section A**

Line	Number	Dollars	Calculation
(1) Delinquencies 1 - 180 Days	N/A	N/A	N/A
(A) In Bankruptcy (+)	N/A	0	<ul style="list-style-type: none"> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Line Type is not Credit</li> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Doc Category is BD or (DA not referenced by a BD or requiring a Bill)</li> <li>• Collection Due Date Offset Days is greater than or equal to 1</li> <li>• Collection Due Date Offset Days is less than or equal to 180</li> <li>• Has a Bankruptcy flag</li> </ul>

Line	Number	Dollars	Calculation
(B) In Forbearance or In Formal Appeals Process (+)	N/A	0	<ul style="list-style-type: none"> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Line Type is not Credit</li> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Doc Category is BD or (DA not referenced by a BD or requiring a Bill)</li> <li>• Collection Due Date Offset Days is greater than or equal to 1</li> <li>• Collection Due Date Offset Days is less than or equal to 180</li> <li>• Has a Debt Appeal Forbearance flag</li> </ul>
(C) In Foreclosure (+)	N/A	0	<ul style="list-style-type: none"> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Line Type is not Credit</li> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Doc Category is BD or (DA not referenced by a BD or requiring a Bill)</li> <li>• Collection Due Date Offset Days is greater than or equal to 1</li> <li>• Collection Due Date Offset Days is less than or equal to 180</li> <li>• Has a Foreclosure flag</li> </ul>

Line	Number	Dollars	Calculation
(D) At Private Collection Agencies (+)	N/A	0	<ul style="list-style-type: none"> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Line Type is not Credit</li> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Doc Category is BD or (DA not referenced by a BD or requiring a Bill)</li> <li>• Collection Due Date Offset Days is greater than or equal to 1</li> <li>• Collection Due Date Offset Days is less than or equal to 180</li> <li>• Has a Collection Agency Referral Date</li> </ul>
(E) In Litigation (At DOJ or Agency Counsel) (+)	N/A	0	<ul style="list-style-type: none"> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Line Type is not Credit</li> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Doc Category is BD or (DA not referenced by a BD or requiring a Bill)</li> <li>• Collection Due Date Offset Days is greater than or equal to 1</li> <li>• Collection Due Date Offset Days is less than or equal to 180</li> <li>• Has a Litigation flag</li> </ul>
(F) In the Process of Internal Offset (+)	N/A	0	Manual - Defaults to 0

Line	Number	Dollars	Calculation
(G) In Wage Garnishment (+)	N/A	0	<ul style="list-style-type: none"> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Line Type is not Credit</li> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Doc Category is BD or (DA not referenced by a BD or requiring a Bill)</li> <li>• Collection Due Date Offset Days is greater than or equal to 1</li> <li>• Collection Due Date Offset Days is less than or equal to 180</li> <li>• Has a Wage Garnishment flag</li> </ul>
(H) At Treasury for Cross - Servicing (+)	N/A	0	<ul style="list-style-type: none"> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Line Type is not Credit</li> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Doc Category is BD or (DA not referenced by a BD or requiring a Bill)</li> <li>• Collection Due Date Offset Days is greater than or equal to 1</li> <li>• Collection Due Date Offset Days is less than or equal to 180</li> <li>• Has a Treasury Cross Serviced Referred Date</li> </ul>

Line	Number	Dollars	Calculation
(I) At Treasury for Offset (+)	N/A	0	<ul style="list-style-type: none"> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Line Type is not Credit</li> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Doc Category is BD or (DA not referenced by a BD or requiring a Bill)</li> <li>• Collection Due Date Offset Days is greater than or equal to 1</li> <li>• Collection Due Date Offset Days is less than or equal to 180</li> <li>• Has an External Offset Referred Date</li> </ul>

Line	Number	Dollars	Calculation
(J) At Agency (+)	N/A	0	<ul style="list-style-type: none"> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Line Type is not Credit</li> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Doc Category is BD or (DA not referenced by a BD or requiring a Bill)</li> <li>• Collection Due Date Offset Days is greater than or equal to 1</li> <li>• Collection Due Date Offset Days is less than or equal to 180</li> <li>• Has no Bankruptcy flag, Debt Appeal Forbearance flag, Foreclosure flag, Litigation flag, Wage Garnishment flag, Collection Agency Referred Date, Treasury Cross Serviced Referred Date or External Offset Referred Date</li> </ul>
(K) Other - must footnote (+)	N/A	0	Manual - Defaults to 0
<b>(L) Total Delinquencies 1 - 180 Days</b>	0	0.00	Total Part: 1 Section: C Lines: 1A - 1B

Part II - Debt Management Tool and Technique Performance Data

Section B - Delinquent Debt (Over 180 Days Delinquent) Eligible for Referral to Treasury for Offset and Cross - Servicing

**Table 75: TROR Calculations - Part II Section B**

Line	Number	Dollars	Calculation
(1) Debt Eligible for Referral to Treasury for Collection	N/A	N/A	N/A

<b>Line</b>	<b>Number</b>	<b>Dollars</b>	<b>Calculation</b>
(A) Delinquent Debt Over 180 Days (+)	N/A	900.00	Total Part: 1 Section: C Lines: 1C - 1G
(B) Currently Not Collectible Debt (+)	N/A	0	<ul style="list-style-type: none"> <li>• Line Type is Write Off Reference Doc Category is BD</li> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Doc Category is CR or (SV or JV and is a Cash Receipt Accounting Event)</li> <li>• Has Close Out flag on Reference BD or DA Line</li> <li>• Collection Due Date Offset Days is greater than 180 on Reference BD or DA Line</li> </ul>
(C) Total Delinquent Debt Over 180 Days and CNC Debts	N/A	900.00	Total Part: 1 Section: C Lines: 1C - 1G and Part:2 Section: B Line: 1B
<b>Debts Ineligible for Treasury Offset Program (TOP) and Cross - Servicing (lines D through G)</b>	N/A	N/A	N/A

Line	Number	Dollars	Calculation
(D) In Bankruptcy ( - )	N/A	0	<ul style="list-style-type: none"> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Line Type is not Credit</li> <li>• Doc Category is BD or (DA not referenced by a BD or requiring a Bill)</li> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Collection Due Date Offset Days is greater than 180</li> <li>• Has a Bankruptcy Flag</li> </ul>
(E) In Forbearance or Formal Appeals Process (including Litigation) ( - )	N/A	0	<ul style="list-style-type: none"> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Line Type is not Credit</li> <li>• Doc Category is BD or (DA not referenced by a BD or requiring a Bill)</li> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Collection Due Date Offset Days is greater than 180</li> <li>• Has a Debt Appeal Forbearance Flag and/or a Litigation Flag</li> </ul>

Line	Number	Dollars	Calculation
(F) In Foreclosure ( - )	N/A	0	<ul style="list-style-type: none"> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Line Type is not Credit</li> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)Doc Category is BD or (DA not referenced by a BD or requiring a Bill)</li> <li>• Collection Due Date Offset Days is greater than 180</li> <li>• Has a Foreclosure Flag</li> </ul>
(G) Other - must footnote (+ or - )	N/A	0	Manual - Defaults to 0
(H) Balance of Debt Eligible for Referral to Treasury for Collection	N/A	900.00	<ul style="list-style-type: none"> <li>• Number</li> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Doc Category is BD or (DA not referenced by a BD or requiring a Bill)</li> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Collection Due Date Offset Days is greater than 180</li> <li>• Has no Bankruptcy flag, Debt Appeal Forbearance flag, Foreclosure flag or</li> <li>• Litigation flag</li> <li>• Amount</li> <li>• Total Part:2 Section B Lines: 1C - 1G</li> </ul>

Line	Number	Dollars	Calculation
(2) Debt Eligible for Referral to Treasury Offset Program	- 17	N/A	N/A
(A) Debt Eligible for Referral to Treasury for Collection (from 1H)	N/A	900.00	<ul style="list-style-type: none"> <li>• Number</li> <li>• Part:2 Section: B Line: 1H</li> <li>• Amount</li> <li>• Total Part:2 Section B Lines: 1C - 1G</li> </ul>
(B) Foreign/Sovereign Debt (-)	N/A	0	<ul style="list-style-type: none"> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Line Type is not Credit</li> <li>• Doc Category is BD or (DA not referenced by a BD or requiring a Bill)</li> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)Type</li> <li>• Collection Due Date Offset Days is greater than 180</li> <li>• TROR Category is Federal/Sovereign Government</li> </ul>

Line	Number	Dollars	Calculation
(C) Debt in Litigation for Enforced Collection ( - )	N/A	0	<ul style="list-style-type: none"> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Line Type is not Credit</li> <li>• Doc Category is BD or (DA not referenced by a BD or requiring a Bill)</li> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)Type</li> <li>• Collection Due Date Offset Days is greater than 180</li> <li>• Has a Litigation flag</li> </ul>
(D) Other - must footnote (+ or - )	N/A	0	Manual - Defaults to 0
(E) Debt Required to be Referred to Treasury Offset Program by Agency	N/A	900.00	Total Part:2 Section B Lines: 2A - 2D
(F) Debt Referred to Treasury Offset Program ( - )	N/A	0	<ul style="list-style-type: none"> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Line Type is not Credit</li> <li>• Doc Category is BD or (DA not referenced by a BD or requiring a Bill)</li> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)Type</li> <li>• Collection Due Date Offset Days is greater than 180</li> <li>• Has an External Offset Referred Date</li> </ul>

<b>Line</b>	<b>Number</b>	<b>Dollars</b>	<b>Calculation</b>
(G) Debt Referred to Treasury Offset Program through Cross - Servicing )	N/A	0	<ul style="list-style-type: none"> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Line Type is not Credit</li> <li>• Doc Category is BD or (DA not referenced by a BD or requiring a Bill)</li> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)Type</li> <li>• Collection Due Date Offset Days is greater than 180</li> <li>• Has a Treasury Cross Serviced Referred Date</li> </ul>
(H) Balance Remaining to be Referred	N/A	1,800.00	Total Part:2 Section B Lines: 2A - 2D, 2F, 2G
(3) Debt Eligible for Referral to Treasury or a Designated Debt Collection Center for Cross - Servicing	N/A	N/A	N/A
(A) Debt Eligible for Referral to Treasury for Collection (from 1H)	N/A	900.00	<ul style="list-style-type: none"> <li>• Number</li> <li>• Part:2 Section: B Line: 1H</li> <li>• Amount</li> <li>• Total Part:2 Section B Lines: 1C - 1G</li> </ul>
(B) Foreign/Sovereign Debt (-)	N/A	0	Part: 2 Section: B Line: 2B
(C) Debt in Litigation for Enforced Collection (-)	N/A	0	Part: 2 Section: B Line: 2C

Line	Number	Dollars	Calculation
D) At Private Collection Agencies ( - )	N/A	0	<ul style="list-style-type: none"> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Line Type is not Credit</li> <li>• Doc Category is BD or (DA not referenced by a BD or requiring a Bill)</li> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)Type</li> <li>• Collection Due Date Offset Days is greater than 180</li> <li>• Has a Collection Agency Referred Date</li> </ul>
(E) In the Process of Internal Offset ( - )	N/A	0	Manual - Defaults to 0
(F) Debt Exempted by Treasury from Cross - Servicing ( - )	N/A	0	Manual - Defaults to 0
(G) Debt Returned from Cross - Servicing ( - )	N/A	0	Manual - Defaults to 0
(H) Other - must footnote (+ or - )	N/A	0	Manual - Defaults to 0
(I) Debt Required to be Referred to Treasury or a Designated Debt Collection Center for Cross - Servicing	N/A	900.00	Total Part: 2 Section: B Lines: 1H, 2B - 2C, 3D - 3H

<b>Line</b>	<b>Number</b>	<b>Dollars</b>	<b>Calculation</b>
(J) Debt Referred to Treasury or a Designated Debt Collection Center for Cross - Servicing ( - )	N/A	0	<ul style="list-style-type: none"> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Line Type is not Credit</li> <li>• Doc Category is BD or (DA not referenced by a BD or requiring a Bill)</li> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)Type</li> <li>• Collection Due Date Offset Days is greater than 180</li> <li>• Has a Treasury Cross Serviced Referred Date</li> </ul>
(K) Balance Remaining to be Referred	N/A	900.00	Total Part: 2 Section: B Lines: 1H, 2B - 2C, 3D - 3H, 3J

Part II - Debt Management Tool and Technique Performance Data

Section C - Collections on Delinquent Debt

**Table 76: TROR Calculations - Part II Section C**

<b>Line</b>	<b>Dollars</b>	<b>Calculation</b>
(1) Collections on Delinquent Debt	N/A	N/A

Line	Dollars	Calculation
(A) By Private Collection Agencies (+)	0	<ul style="list-style-type: none"> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Line Type is not Advance Payment, Write Off, Credit Reduction or Credit Application</li> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Doc Category is CR or (SV or JV and Is Cash Receipt Accounting Event)</li> <li>• BD Accomplished Date or DA End Date is after the Due Date</li> <li>• Reference Doc Category is BD or has a Debt Account Number or (CR, SV or JV and Reference Doc Category of BD or a Reference Debt Account Number)</li> <li>• TROR Collection Type is Private Collection Agency</li> </ul>
(B) By Litigation (+)	0	<ul style="list-style-type: none"> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Line Type is not Advance Payment, Write Off, Credit Reduction or Credit Application</li> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Doc Category is CR or (SV or JV and Is Cash Receipt Accounting Event)</li> <li>• BD Accomplished Date or DA End Date is after the Due Date</li> <li>• Reference Doc Category is BD or has a Debt Account Number or (CR, SV or JV and Reference Doc Category of BD or a Reference Debt Account Number)</li> <li>• TROR Collection Type is DOJ/Litigation</li> </ul>

Line	Dollars	Calculation
(C) By Internal Offset (+)	0	<ul style="list-style-type: none"> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Line Type is not Advance Payment, Write Off, Credit Reduction or Credit Application</li> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Doc Category is (CR and Offset Type is Internal) or (SV or JV and Is Cash Receipt Accounting Event)</li> <li>• BD Accomplished Date or DA End Date is after the Due Date</li> <li>• Reference Doc Category is BD or has a Debt Account Number or (CR, SV or JV and Reference Doc Category of BD or a Reference Debt Account Number)</li> <li>• TROR Collection Type is T (Third Party?)</li> </ul>
(D) By Third Party (+)	0	<ul style="list-style-type: none"> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Line Type is not Write Off, Credit Reduction, Advance Payment</li> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Doc Category is CR or (SV or JV and Is Cash Receipt Accounting Event)</li> <li>• BD Accomplished Date or DA End Date is after the Due Date</li> <li>• Reference Doc Category is BD or has a Debt Account Number or (CR, SV or JV and Reference Doc Category of BD or a Reference Debt Account Number)</li> <li>• TROR Collection Type is D</li> </ul>

Line	Dollars	Calculation
(E) By Asset Sales (+)	0	<ul style="list-style-type: none"> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Line Type is not Advance Payment, Write Off, Credit Reduction or Credit Application</li> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Doc Category is CR or (SV or JV and Is Cash Receipt Accounting Event)</li> <li>• BD Accomplished Date or DA End Date is after the Due Date</li> <li>• Reference Doc Category is BD or has a Debt Account Number or (CR, SV or JV and Reference Doc Category of BD or a Reference Debt Account Number)</li> <li>• TROR Collection Type is Asset Sales</li> </ul>
(F) By Wage Garnishment (+)	0	<ul style="list-style-type: none"> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Line Type is not Advance Payment, Write Off, Credit Reduction or Credit Application</li> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Doc Category is CR or (SV or JV and Is Cash Receipt Accounting Event)</li> <li>• BD Accomplished Date or DA End Date is after the Due Date</li> <li>• Reference Doc Category is BD or has a Debt Account Number or (CR, SV or JV and Reference Doc Category of BD or a Reference Debt Account Number)</li> <li>• TROR Collection Type is Wage Garnishment</li> </ul>

Line	Dollars	Calculation
(G) By Treasury/Designated Debt Collection Center Cross - Servicing (+)	0	<ul style="list-style-type: none"> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Line Type is not Advance Payment, Write Off, Credit Reduction or Credit Application</li> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Doc Category is (CR and Offset type is not External) or (SV or JV and Is Cash Receipt Accounting Event)</li> <li>• BD Accomplished Date or DA End Date is after the Due Date</li> <li>• Reference Doc Category is BD or has a Debt Account Number or (CR, SV or JV and Reference Doc Category of BD or a Reference Debt Account Number)</li> <li>• TROR Collection Type is By Treasury/Designated Debt Collection Center Cross - Servicing</li> </ul>

Line	Dollars	Calculation
(H) By Treasury Offset (+)	0	<ul style="list-style-type: none"> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Line Type is not Advance Payment, Write Off, Credit Reduction or Credit Application</li> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Doc Category is (CR and Offset type is External) or (SV or JV and Is Cash Receipt Accounting Event)</li> <li>• BD Accomplished Date or DA End Date is after the Due Date</li> <li>• Reference Doc Category is BD or has a Debt Account Number or (CR, SV or JV and Reference Doc Category of BD or a Reference Debt Account Number)</li> <li>• TROR Collection Type is Treasury Offset (E)</li> </ul>

Line	Dollars	Calculation
(I) By Agency (+)	0	<ul style="list-style-type: none"> <li>• Fiscal year is the fiscal year of the batch paramete</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Line Type is not Advance Payment, Write Off, Credit Reduction or Credit Application</li> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Doc Category is (CR and Offset type is not Internal (I)) or (SV or JV and Is Cash Receipt Accounting Event)</li> <li>• BD Accomplished Date or DA End Date is after the Due Date</li> <li>• Reference Doc Category is BD or has a Debt Account Number or (CR, SV or JV and Reference Doc Category of BD or a Reference Debt Account Number)</li> <li>• TROR Collection Type is Agency</li> </ul>

Line	Dollars	Calculation
(I) By Agency (+)	0	<ul style="list-style-type: none"> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Line Type is not Advance Payment, Write Off, Credit Reduction or Credit Application</li> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Doc Category is (CR and Offset type is not Internal (I)) or (SV or JV and Is Cash Receipt Accounting Event)</li> <li>• BD Accomplished Date or DA End Date is after the Due Date</li> <li>• Reference Doc Category is BD or has a Debt Account Number or (CR, SV or JV and Reference Doc Category of BD or a Reference Debt Account Number)</li> <li>• TROR Collection Type is Agency</li> </ul>

Line	Dollars	Calculation
(J) Other - must footnote (+)	0	<ul style="list-style-type: none"> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• Line Type is not Advance Payment, Write Off, Credit Reduction or Credit Application</li> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Doc Category is CR or (SV or JV and Is Cash Receipt Accounting Event)</li> <li>• BD Accomplished Date or DA End Date is after the Due Date</li> <li>• Reference Doc Category is BD or has a Debt Account Number or (CR, SV or JV and Reference Doc Category of BD or a Reference Debt Account Number)</li> <li>• TROR Collection Type is Sale after Foreclosure or Other</li> </ul>
<b>(K) Total Collections on Delinquent Debt</b>	0	Total Part: 2 Section: C Lines: 1A - 1J

Part II - Debt Management Tool and Technique Performance Data

Section D - CNC Debt Status

**Table 77: TROR Calculations - Part II Section D**

Line	Dollars	Calculation
(1) Currently Not Collectible Debts (Written Off and Not Closed Out)	N/A	N/A

Line	Dollars	Calculation
(A) At Private Collection Agencies (+)	0	<ul style="list-style-type: none"> <li>• Line Type is Write Off</li> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Doc Category is CR or (SV or JV and Is Cash Receipt Accounting Event)</li> <li>• Reference Doc Category is BD or has a Debt Account Number</li> <li>• Close Out Flag is not marked in Reference BD or DA Line</li> <li>• Has a Collections Agency Referred Date In Reference BD or DA Line</li> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> </ul>
(B) At Treasury or a Designated Debt Collection Center for Cross - Servicing (+)	0	<ul style="list-style-type: none"> <li>• Line Type is Write Off</li> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Doc Category is CR or (SV or JV and Is Cash Receipt Accounting Event)</li> <li>• Reference Doc Category is BD or has a Debt Account Number</li> <li>• Close Out Flag is not marked in Reference BD or DA Line</li> <li>• Has a Treasury Servicing Referred Date In Reference BD or DA Line</li> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> </ul>

Line	Dollars	Calculation
(C) At Treasury for Offset (+)	0	<ul style="list-style-type: none"> <li>• Line Type is Write Off</li> <li>• TROR Classification is the TRORClassification of the batch parameter</li> <li>• Doc Category is CR or (SV or JV and Is Cash Receipt Accounting Event)</li> <li>• Reference Doc Category is BD or has a Debt Account Number</li> <li>• Close Out Flag is not marked in Reference BD or DA Line</li> <li>• Has an External Offset Referred Date In Reference BD or DA Line</li> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> </ul>
(D) Other - must footnote (+)	0	<ul style="list-style-type: none"> <li>• Line Type is Write Off</li> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Doc Category is CR or (SV or JV and Is Cash Receipt Accounting Event)</li> <li>• BD Accomplished Date or DA End Date is after the Due Date</li> <li>• Reference Doc Category is BD or has a Debt Account Number</li> <li>• Close Out Flag is not marked in Reference BD or DA Line</li> <li>• Has an External Offset Referred Date In Reference BD or DA Line</li> <li>• Has a Treasury Servicing Referred Date In Reference BD or DA Line</li> <li>• Has a Collections Agency Referred Date In Reference BD or DA Line</li> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> </ul>

Line	Dollars	Calculation
(E) Total - Currently Not Collectible Debts (1A thru 1D not mutually exclusive)	0	<ul style="list-style-type: none"> <li>• Line Type is Write Off TROR Classification is the TROR Classification of the batch parameter</li> <li>• Doc Category is CR or (SV or JV and Is Cash Receipt Accounting Event)</li> <li>• Reference Doc Category is BD or has a Debt Account Number</li> <li>• Close Out Flag is not marked in Reference BD or DA Line</li> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> </ul>
(2) CNC Debts Closed Out During the Current FY (+)	0	Part: 1 Section: A Line: 6B

Part II - Debt Management Tool and Technique Performance Data

Section E - Disposition of Closed - Out Debts

**Table 78: TROR Calculations - Part II Section E**

Line	Dollars	Calculation
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Line	Dollars	Calculation
(1) Debts Closed Out During the Previous Calendar Year (CNC and Non - CNC Debts) (+)	0	<ul style="list-style-type: none"> <li>• Fiscal year is the fiscal year of the batch parameter</li> <li>• Fiscal month is the fiscal month of the batch parameter (if doing monthly)</li> <li>• Fiscal quarter is the fiscal quarter of the batch parameter (if doing quarterly)</li> <li>• TROR Classification is the TROR Classification of the batch parameter</li> <li>• Doc Category is (CR and Line Type is Write Off) or (SV or JV and Is Write Off Accounting Event)</li> <li>• Reference Doc Category is BD or has a Debt Account Number</li> <li>• Close Out Flag is not marked in Reference BD or DA Line</li> </ul>
(A) Reported to IRS on Form 1099 - C (+)	0	Manual - Defaults to 0
(B) Not Reported, Eligible for 1099 - C, but not required (Less than \$600) ( - )	N/A	Manual - Defaults to 0
(C) Not Reported to IRS on Form 1099 - C - (must footnote) (1A - 1B)	0	Manual - Defaults to 0

The Footnotes section is populated with Footnotes entered on the associated TROR query. See Figure 2 and details below.

**Figure 2: TROR Calculations Part III - Footnotes - Agency Contact Information**

<b>Part III - Footnotes</b>		
<b>Agency Contact Information</b>		
<i>Preparer's Name:</i>		<i>Telephone Number:</i>
<i>Preparer's Facsimile No.:</i>		<i>E-Mail Address:</i>
<i>Supervisor's Name:</i>		<i>Telephone Number:</i>
<i>Address:</i>		<i>E-Mail Address:</i>
<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>

The Part III Footnotes section of the TROR has 2 sections. At the top is an open text space for Footnotes. Underneath is the Agency Contact Information section. This information is presented in 3 columns. The first column has the following labels: Preparer's Name, Preparer's Facsimile No, Supervisor's Name, Address and City. The only field in the second column is State. The last column has the following contact information form field labels: Telephone Number, Email Address, Telephone Number, Email Address and Zip Code.