United States Department of Agriculture

Billing and Accounts Receivable

Pegasys 7.5.1 User Guide

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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 2.

Document 1

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

Document 2

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

Document 3

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

Document 4

- Section 4.8: Collections

Document 5

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

Document 6

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

Document 7

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

Document 8

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

Document 9

- Appendix B: User-Defined Field and Form Description
- Appendix C: GSA Business Line Specific Required Fields
    - C.1: Appendix: BAAR Accounting Dimensions
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    - C.4: Appendix: Create an Agreement Charge (AG)
    - C.5: Appendix: Create an External Direct Agreement (ED)
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- C.7: Appendix: Create Billing Document (BD)
- C.8: Appendix: Create Internal Voucher (NV) – All Business Lines
- C.9: Appendix: Create Itemized Order (IO) – RWA/HOTD/RPUDD/Region 6 Manual Business Lines
- C.10: Appendix: Create Standard Voucher (SV)
- C.11: Appendix: Create Cash Receipt (CR) – Lockbox & Contract Fees
- C.12: Appendix: GSA Business Process Required Fields for Maintaining Correspondence on Internal Vouchers (NVs)
- C.13: Appendix: Create Debt Account
- C.14: Appendix: Debt Account Search Criteria
- Appendix D: BAAR Glossary
- Appendix E: Workflow Approvals
- Appendix F: TROR Calculations

4 BAAR User Actions and Procedures

4.4 Manual Billing

Most billing transactions in Pegasys (Billing Documents (BD), Internal Vouchers (NV) and Imputed Rent Standard Vouchers (SV)) via interface/automated processes. The main billing vehicles used in the automated creation of BD and NV transactions are:

- Detail Billing Records received from GSA feeder systems (as described in **BAAR User Guide 1 of 10 Section 4.2: Detail Billing Records from Detail Billing Record Query**)
- PCAS Agreements (as described in **BAAR User Guide 1 of 10 Section 4.3: PCAS Agreements**)

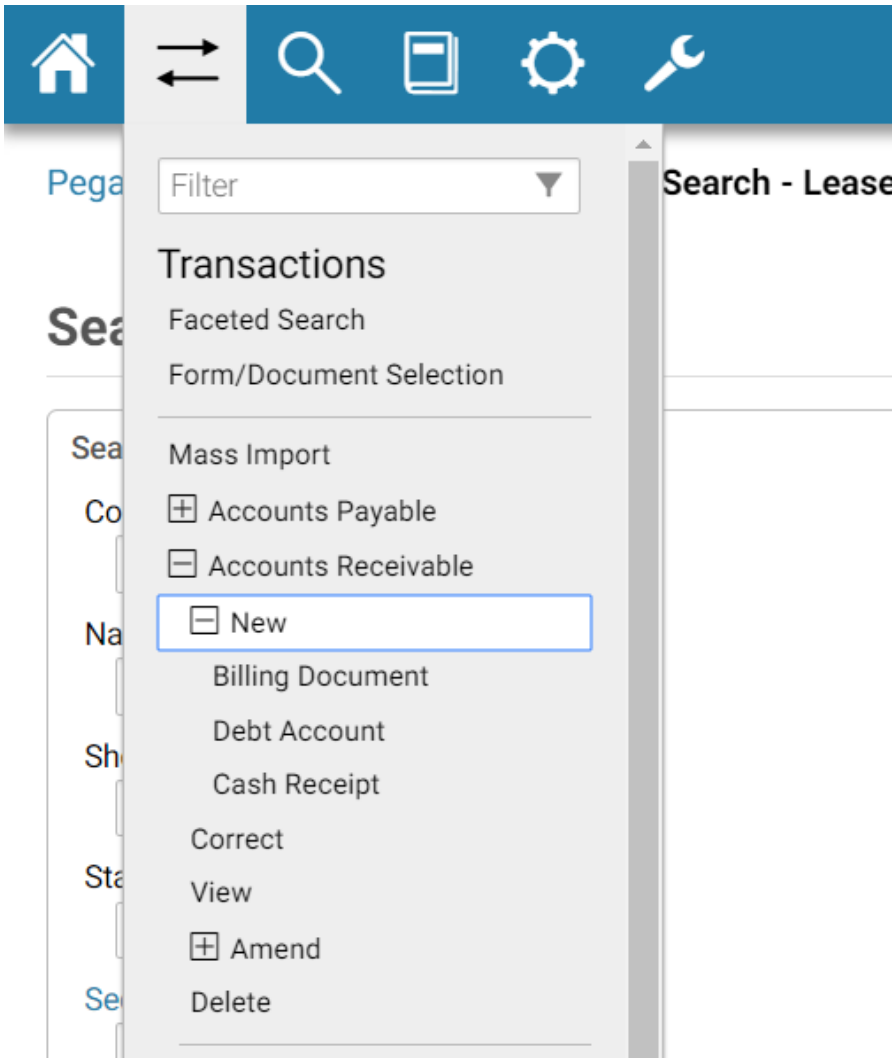
Each of these billing vehicles uses several offline batch processes to ultimately generate and process the Pegasys billing transactions.

In some circumstances, however, it is necessary to create transactions manually using the Pegasys user interface, or "online". After document processing, it may also be necessary to correct, amend, or cancel a Billing Document, or correct/cancel an Internal Voucher. These actions can also be performed via the Pegasys user interface. This section describes the steps a user would take to manually create, correct, amend (if applicable), and cancel Billing Documents (BD), Internal Vouchers (NV), and Standard Vouchers (SV) in Pegasys.

New Pegasys transactions are manually created from the Pegasys Transactions Menu. In each subsystem of the menu, the system offers the choice to create ("New"), correct, view and other document actions applicable to the selected document category:

- **Billing Document (BD)** documents are found under the Accounts Receivable subsystem within the Transactions menu.
- **Internal Voucher (NV)** documents are found under the Accounts Payable subsystem within the Transactions menu.
- **Standard Voucher (SV)** documents are found under the General System subsystem within the Transactions menu.

Figure 1: New Billing Document Navigation



4.4.1 Manual Billing: Billing Document (BD) Description and Uses

Pegasys Billing Documents (BD) provide the ability to recognize revenue for goods or services provided and record a corresponding receivable for the customer to whom those goods or services were delivered. BDs processed to recognize income and record the associated customer receivable utilize the Pegasys BD accounting line Normal Line Type.

Additionally, BDs can be used to record customer credits, which may result from billing errors, special discounts or changes in recurring billing rates. BDs used to record credit amounts owed to the customer utilize the Pegasys BD accounting line Credit Line Type.

BDs require that the user specify the Customer's name and address using the customer's Pegasys Vendor Code; however, a BD can simply be one transaction of a larger Statement to be sent to the customer. BDs also provide GSA with an opportunity to define the text that should be displayed on the customer's PDF bill (via the Comments to Print and Description fields).

Additionally Detail Billing Records or an Agreement reference (depending on the GSA business line) can be included on the BD to provide more information regarding the goods or services for which the BD will be used to bill the customer for.

BDs can be created via the following methods:

- Automatically, via:
- Detail Billing Record Import, Crosswalk, Discount, and Summarization offline batch processes.
- PCAS Project Bill Generation (PCPROJBILL) offline batch process.
- Manually, via:
- Stand-alone - Users must enter all applicable fields on the BD.
- Copy From - Information from an existing BD is copied into a new BD.
- Copy Forward - Information from an existing Itemized Payment (IP) is copied into a new BD.

IPAC Billing Documents:

Pegasys IPAC BDs provide the ability to bill GSA customers using Treasury's IPAC system. The main difference between IPAC and non-IPAC BDs is that the IPAC BDs contain additional information that is required for submission to the IPAC system.

- **IPAC Designation**: IPAC Bills are designated for IPAC by the Inter-Agency Flag on the BD header being set to True, AND the Type of Transfer being set to IPAC.

Once a BD has been established as an IPAC BD, it must be determined whether the IPAC billing will send 1) Detail Billing Record level information/amounts (DBE Detail = Yes) or 2) summary accounting line information to Treasury (DBE Detail = No). This determination is made via the DBE Detail Indicator field on the BD header.

Revenue Credit Card Billing Documents:

Revenue Credit Card BDs provide the ability to bill GSA customers and receive a corresponding collection using pre-authorized credit card transactions. The main difference between Revenue Credit Card and standard non-IPAC BDs is that Revenue Credit Card BDs contain additional information that is required for settlement.

- **Centralized Collections Services Section**: Used to document the information needed by Vantiv, GSA's settlement agent, to successfully settle the pre-authorized credit card transaction. The information in this section includes the customer Credit Card Number, Card Type, Expiration Date, Authorization Code, Authorization Amount, and Authorization Date

Revenue Credit Card BDs also make use of a Bank Charge Indicator to determine whether the billing should be performed daily (D) or in a summary (S) fashion, semi-monthly.

Subsequent batch processing is used to send the required information from the BD and any associated DBRs to Vantiv for settlement.

DoD Interfund Billing Documents:

DoD Interfund BDs provide the ability to bill the Department of Defense via the SIBAC system. The main difference between DoD Interfund and standard non-IPAC BDs is that DoD Interfund BDs utilize a unique statement number format required by DoD.

Subsequent batch processing is used to send the required information from the BD and any associated DBRs to the SIBAC system for collection.

4.4.1.1 Available Billing Document (BD) Types

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

Billing Document Number Formats are derived from the Statement number that is created as a result of generating a Statement Number. Thus, each Billing Document number will include the Statement Number imbedded within it.

The Statement Number formats are defined per document type and business line. For example, the Statement Number format for Rent Manual is the letters 'AA' followed by 6 incremented digits. (e.g., 'AA'+######). The Statement Number format for Fleet Non-IPAC is the letter 'F' followed by 7 incremented digits. (e.g., 'F'+#######).

Please refer to the appendix for a full listing and breakdown of Document types and their descriptions. See **BAAR Guide 8 of 10 Section A.2 Appendix: Available Billing Document (BD) Types.**

4.4.1.2 Billing Document (BD) - User-Defined Form Field Descriptions

The listing of User-Defined fields on the Billing Document (BD) Form is available at **BAAR Guide 9 of 10 Section B.4 Appendix: Billing Document (BD) - User-Defined Fields and Form Descriptions.**

4.4.1.3 Query Billing Document (BD)

Processed Billing Document (BD) information can be viewed on the following Pegasys queries:

- Queries → Accounts Receivable → Billing Query.
- Queries → Accounts Receivable → Billing Statement Query.

- Transactions → Form/Document Selection.
- Queries → General Ledger → GL Account Detail.
- Queries → Vendor → Vendor Activity Query.

For querying Detail Billing Records, see **BAAR User Guide 1 of 10 Section 4.2: Detail Billing Records from Detail Billing Record Query**.

Please see **BAAR User Guide 2 of 10 Section 4.6**: **BAAR Queries** for Billing Queries.

4.4.1.4 Automated Methods to Create Billing Documents (BD)

Billing Documents (BDs) which use DBR functionality will primarily be created by the automated Summarization process (ARDBSUMR). BDs that use PCAS functionality will be primarily created via the Project Bill Generation Batch Process (PCPROJBILL).

The Project Bill Generation process creates bills associated with agreements. After costs have been distributed to the customers, customers can be billed for the costs by running the Project Bill Generation process. This process uses the cost information specified in the agreements and the information on the PCAS Billing Option maintenance table to generate Billing Documents, Cash Receipts (for Advance offsets), and Internal Vouchers.

For further information about creating agreements, see **BAAR User Guide 1 of 10 Section 4.3: PCAS Agreements**.

The following section provides instruction for creating Billing Documents (BD), including how to create Detail Billing Records from within the document, using the Pegasys user interface manually/online.

For further information about creating Detail Billing Records for use in Summarization, see **BAAR User Guide 1 of 10 Section 4.2: Detail Billing Records from Detail Billing Record Query**.

4.4.1.5 Manual Creation of Billing Document (BD): IPAC/Non-IPAC/DoD Interfund/Revenue Credit Card Normal Line Type

The Normal line type is used in Receivables to recognize revenue. The following steps describe how to manually create the Billing Document (BD) form with a Normal line type using the Pegasys user interface.

The users are required to populate the following types of fields to manually create the Billing Document:

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

Table 1: List of Appendices: Business Process Required Fields for BD creation

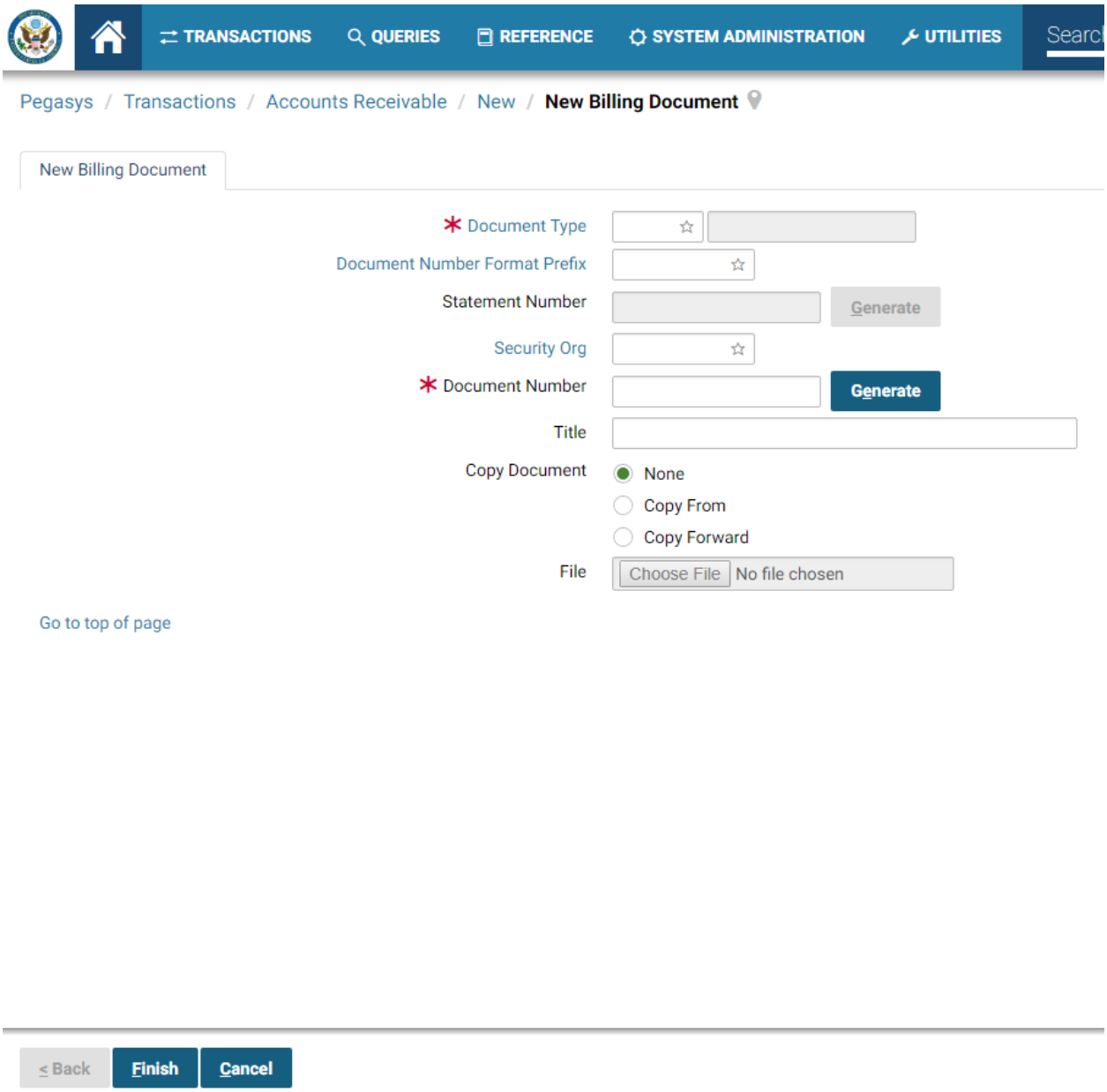
Business Line	Reference to Appendices
Fleet	**BAAR User Guide 10 of 10 Section C.7.1 Appendix: Create Billing Document (BD) - Fleet**
Rent	**BAAR User Guide 10 of 10 Section C.7.2 Appendix: Create Billing Document (BD) - Rent**
Global Supply/Automotive Purchases	**BAAR User Guide 10 of 10 Section C.7.3 Appendix: Create Billing Document (BD) - Global Supply/Automotive Purchases**
RWA/HOTD/Manual Business Lines	**BAAR User Guide 10 of 10 Section C.7.4 Appendix: Create Billing Document (BD) - RWA/HOTD/Manual Business Lines**
Outlease	**BAAR User Guide 10 of 10 Section C.7.5 Appendix: Create Billing Document (BD) - Outlease**
EXTSERVICE/Region 6 Manual Business Lines	**BAAR User Guide 10 of 10 Section C.7.9 Appendix: Create Billing Document (BD) - EXTSERVICE/Region 6 Manual Business Lines**
Region 7 Manual Business Lines	**BAAR User Guide 10 of 10 Section C.7.10 Appendix: Create Billing Document (BD) - Region 7 Manual Business Lines**
AAS	**BAAR User Guide 10 of 10 Section C.7.6 Appendix: Create Billing Document (BD) - AAS**
WAN	**BAAR User Guide 10 of 10 Section C.7.8 Appendix: Create Billing Document (BD) - WAN**
Telecom	**BAAR User Guide 10 of 10 Section C.7.7 Appendix: Create Billing Document (BD) - Telecom**
FAS Information Technology Category	**BAAR User Guide 10 of 10 Section C.7.11 Appendix: Create Billing Document (BD) - FAS Information Technology Category**

Steps to Create an Accounts Receivable Billing Document (BD) Form (IPAC/non-IPAC/DoD Interfund/ Revenue Credit Card)

1. Navigate to Transactions → Accounts Receivable → New → Billing Document.

   The New Billing Document page is displayed.

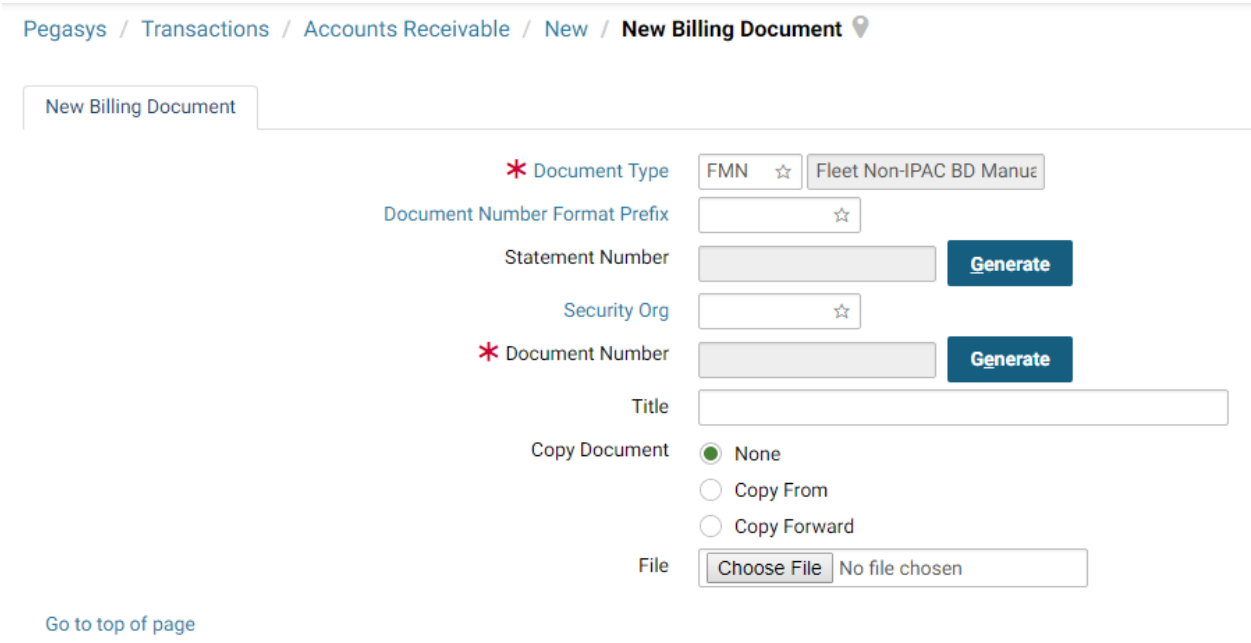
Figure 2: New Billing Document



2. **REQUIRED:** Enter Document Type.

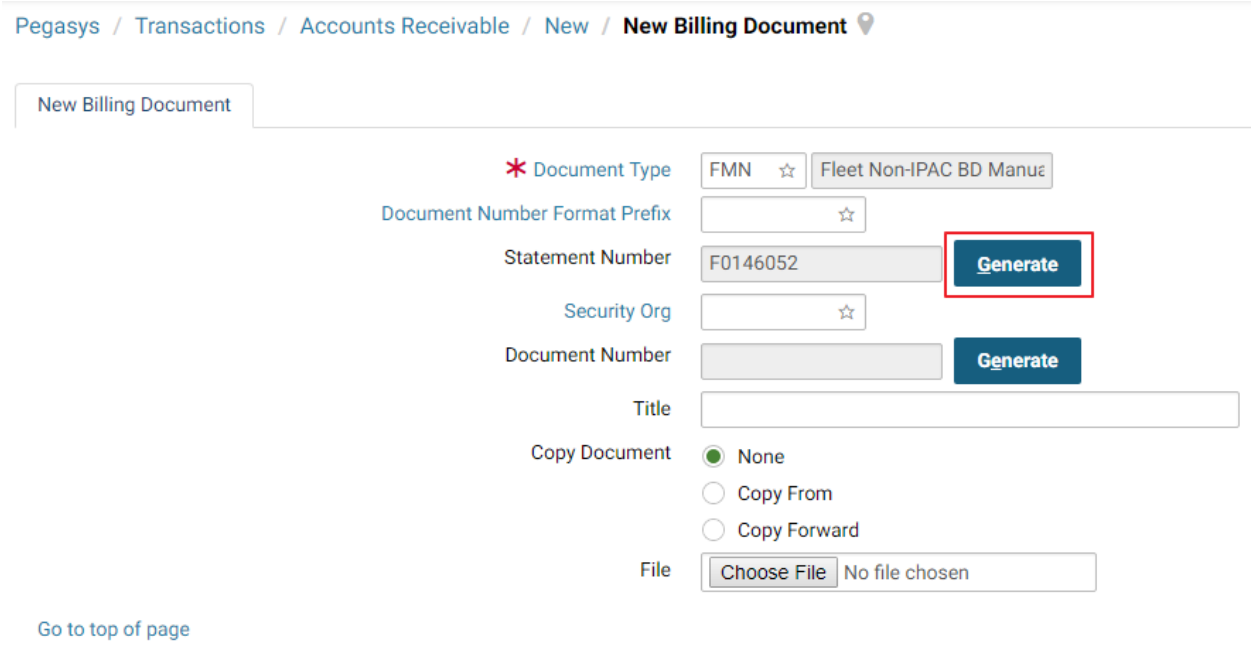
   NOTE: Only manual document types are used for online creation.

Figure 3: Enter Document Type



3. Select the **Generate** button next to Statement Number to generate a **Statement Number**. A unique Statement number will be generated in the **Statement Number** field.

Figure 4: Generate Statement Number



NOTE: If the user does not select the Generate Statement number on the new form creation, the user can add a Statement number on the BD header page. However, the Statement number will not be included in the Document Number if the user does not

generate the statement number on the New Form page. The document number format that is created when a user selects Generate (Document Number) is derived off the Statement number that is created when hitting Generate Statement Number.

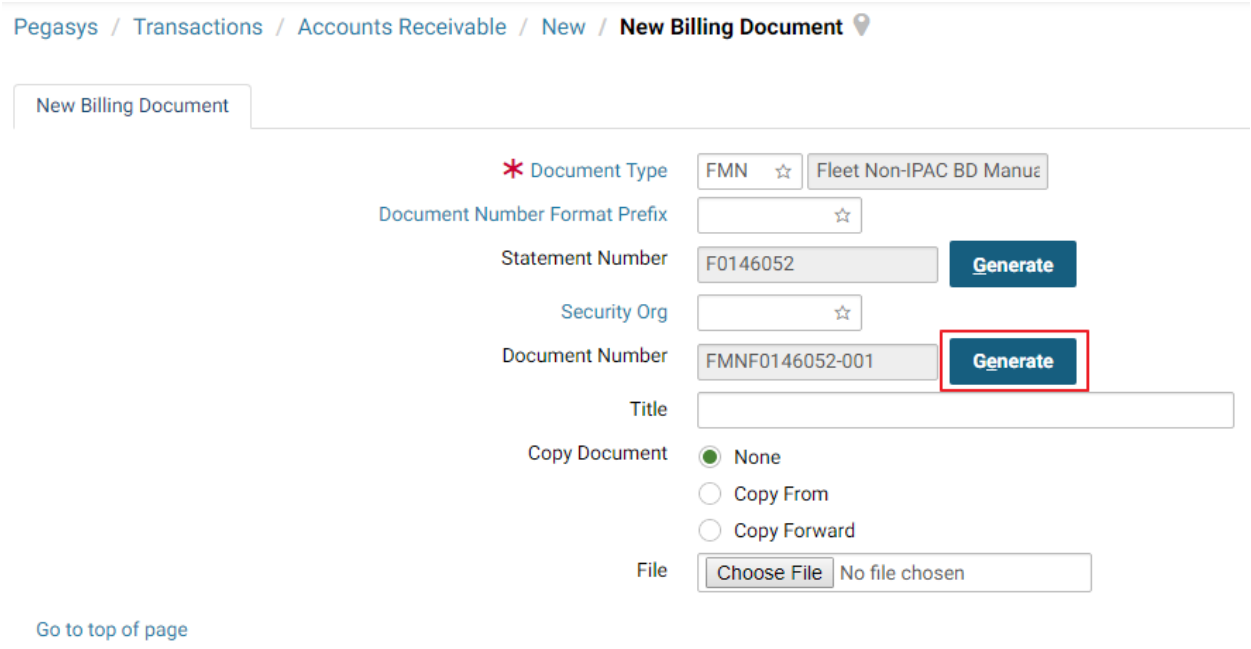
NOTE: The Statement Number formats are defined per document type and business line. For example, the Statement Number format for Rent Manual is the letters 'AA' followed by 6 incremented digits. (e.g., 'AA'+######)

The Statement Number format for Fleet Non-IPAC is the letter 'F' followed by 7 incremented digits. (e.g., 'F'+#######).

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

4. Select the **Generate** button next to Document Number to generate a **Document Number**. A unique document number will be generated in the **Document Number** field.

Figure 5: Generate Document Number



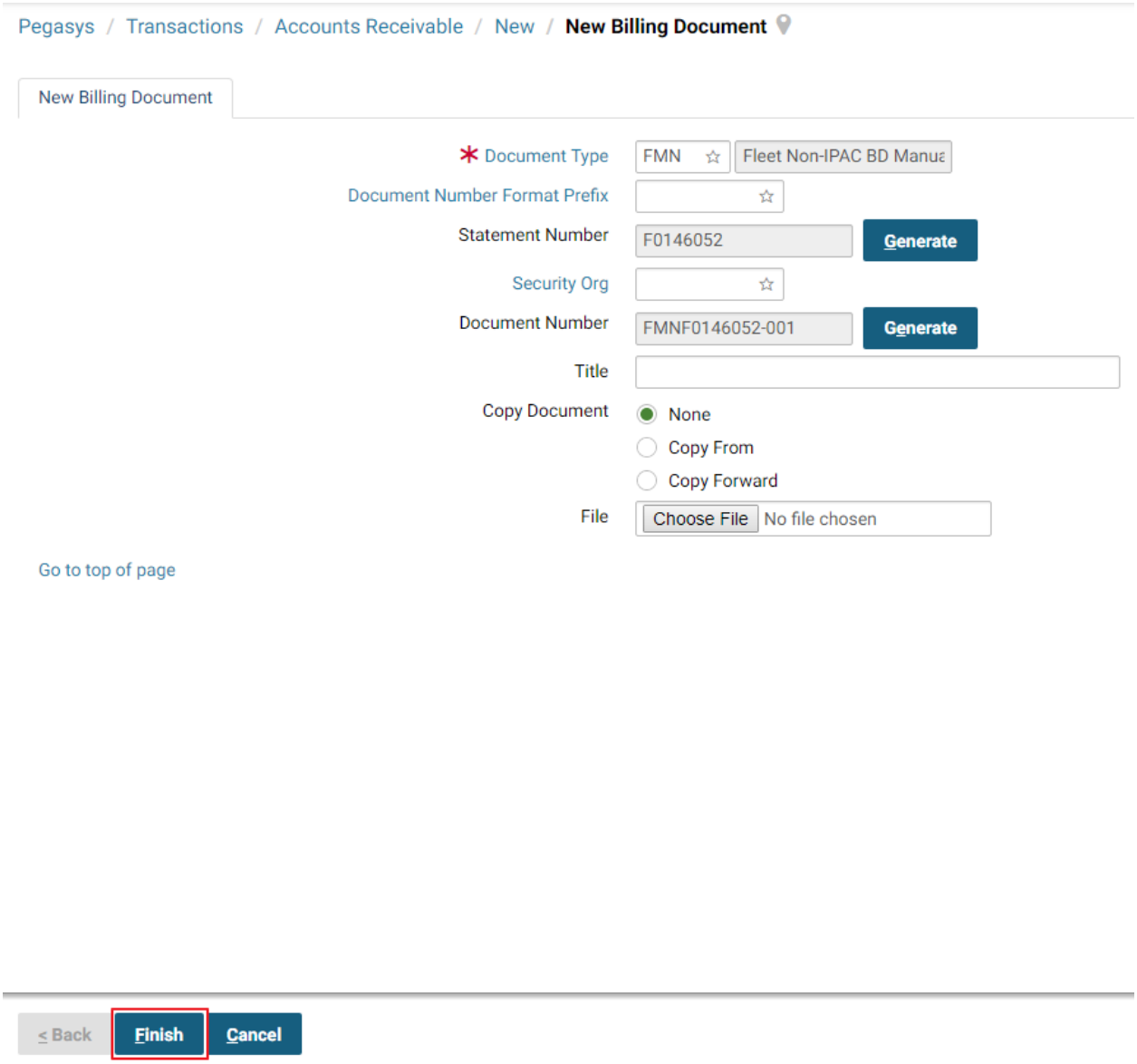
NOTE: The Document Number Formats are defined per document type and business line. For example: the Document Number format for 'RMN' is the document type of Billing Document (BD) form followed by the Statement Number the document was created and combined with 2 incremented digits. (e.g., RMNSSSSSSSS###).

The Document Number format for 'FMN' is the document type of Billing Document (BD) form followed by the Statement Number the document was created and combined with 2 incremented digits. (e.g., FMNSSSSSSSS###).

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

5. Select the **Finish** Button.

Figure 6: Select the Finish Button



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

   For details on these fields, refer to **BAAR Guide 9 of 10 Section B.4 Appendix: Billing Document (BD) - User-Defined Fields and Form Descriptions.**

   a. General

   b. Vendor Information

   c. External System Information

d. User Defined Fields

Figure 7: BD Header General Section

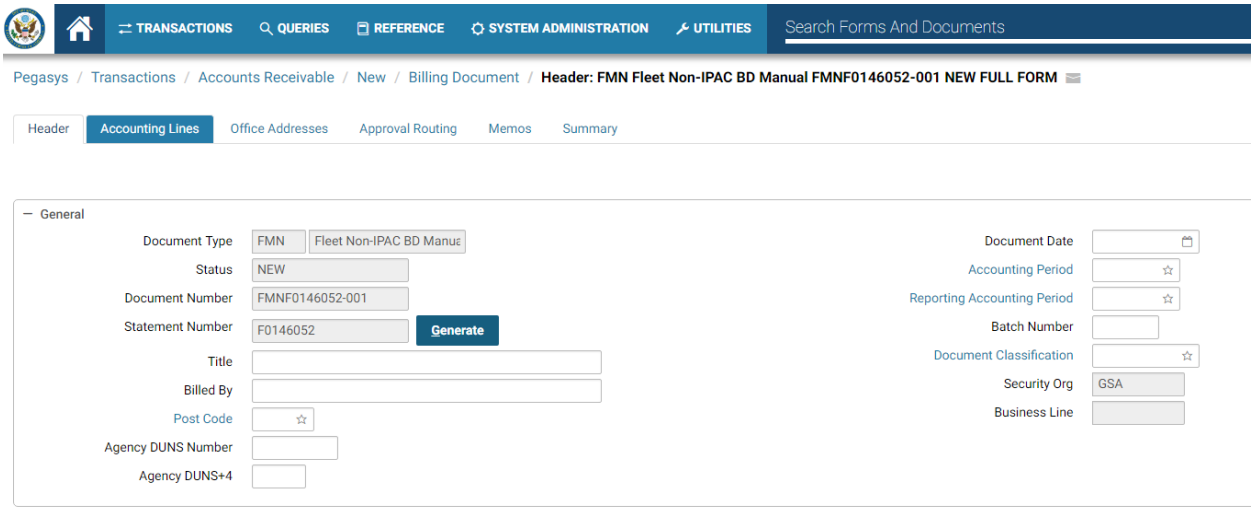
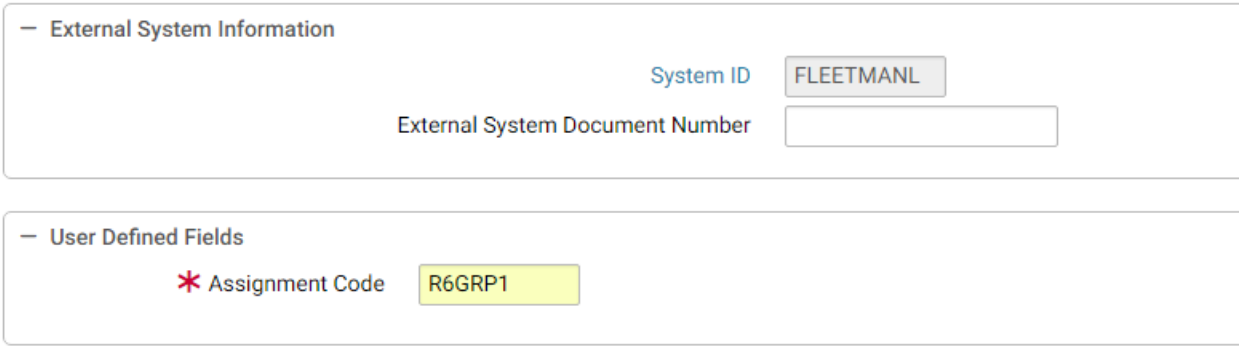


Figure 8: Vendor Information

Figure 9: External System Information and User Defined Fields



7. **REQUIRED for IPAC ONLY**: Select the Default button in the Designated Agent Group Box.

Figure 10: Default Button

NOTE: If a Designated Agent exists for the entered Vendor Code, the system will default the Designated Agent Vendor and Address Code and a message stating, "Action was successful" will be displayed.

NOTE: The Disbursing Office, System ID, Billing Reference Number, Text Code, Business Line will default from the Document Type settings. The Security Org will default from the user's Default Security Org setting on the Principals table.

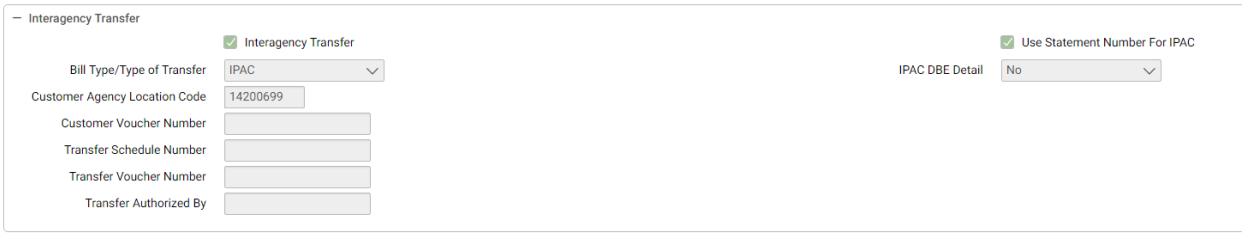
8. **REQUIRED for IPAC ONLY** - Enter the required IPAC information in the Inter Agency Section.

   NOTE: The following fields of the document header Inter-agency Transfer section will default by the system (via document type extensibility) and do not need to be updated by a user: Inter-Agency Flag, Bill Type/Type of Transfer, Use Statement For IPAC, IPAC DBE Detail indicator.

   The Customer ALC field is also defaulted by the system, but not until the form is verified or processed (again, no updates needed by a user).

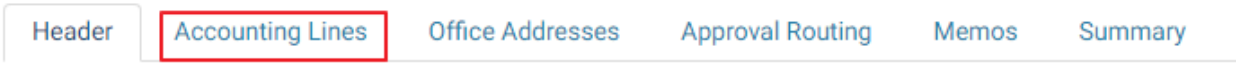
   NOTE: The IPAC DBE Detail indicator will default based on the Business Line IPAC BD Document Type used.

Figure 11: Required IPAC Information in the Inter Agency Section



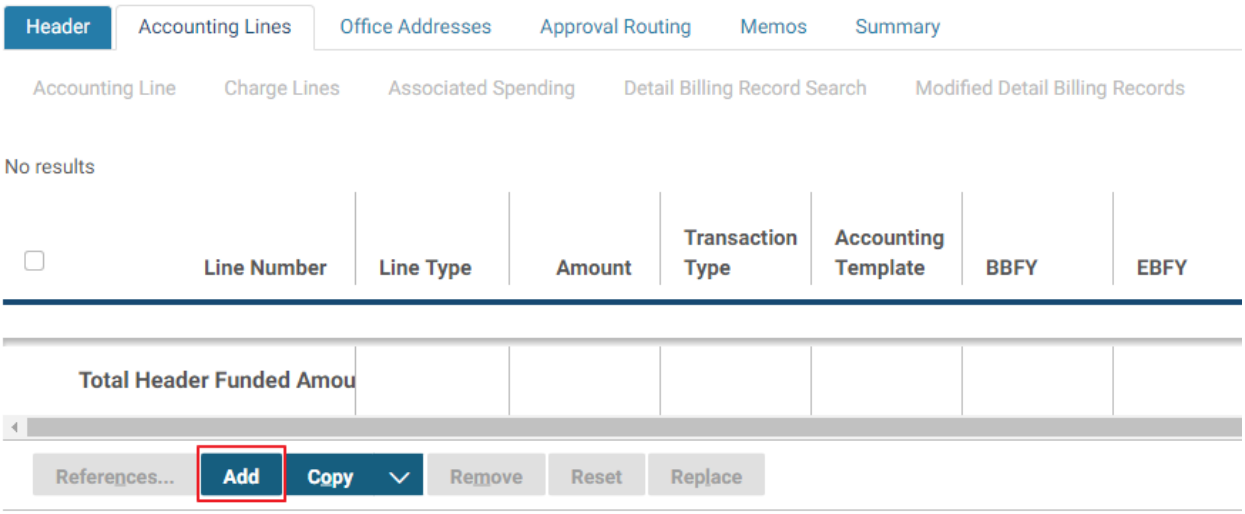
9. Select the Accounting Lines tab.

Figure 12: Accounting Lines Tab



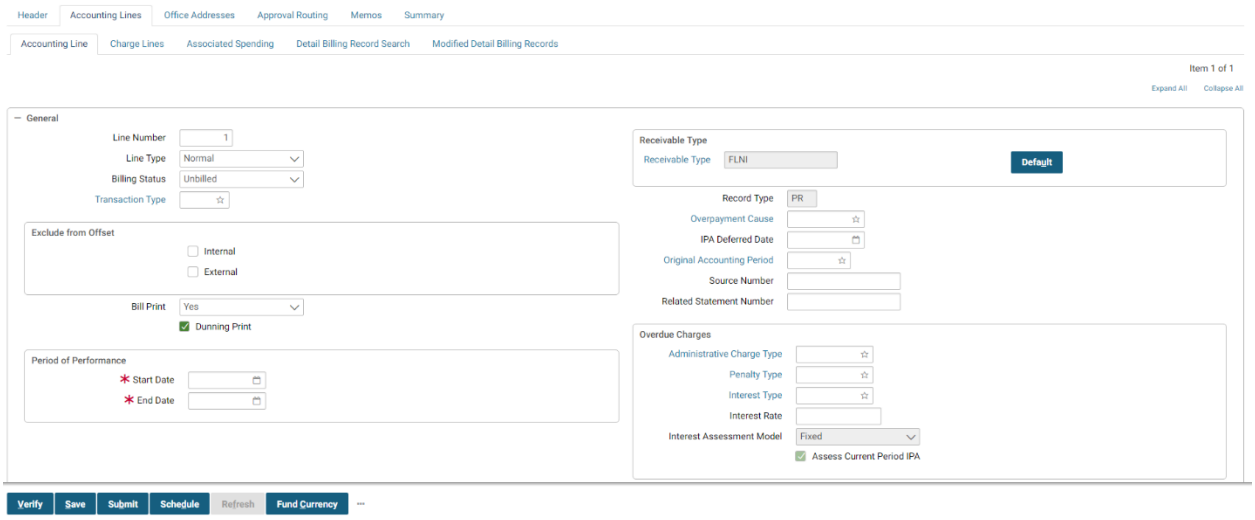
10. Select the Add button to enter a new Accounting Line.

Figure 13: Add Button-Accounting Line



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

Figure 14: Accounting Lines Tab-Modify



11. On the "Accounting Line" page, populate the Pegasys system required fields and GSA Business Process required fields in the following sections. The Pegasys system required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but are required to be populated per the business process of each business line.

    For details on these fields, refer to **BAAR Guide 9 of 10 Section B.4 Appendix: Billing Document (BD) - User-Defined Fields and Form Descriptions.**

    a. General

    b. Period Of Performance

c. Line Amounts

d. Interagency Transfer

e. Funding Authorization Source

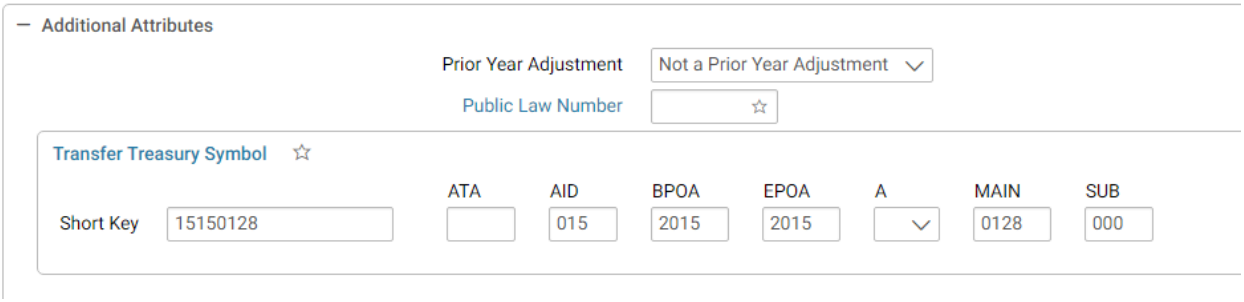
f. Contract Information (**NOTE:** The Contract Number value should be equal to the Business Line value from the BD Header)

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

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

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

Figure 15: Additional Attributes



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

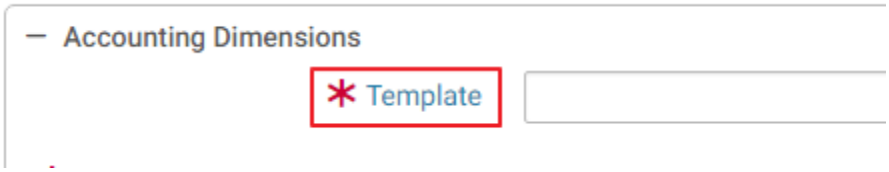
    Example Accounting Template For Rent Bills:

    11RNT-00-192X-PG61-PGA31

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

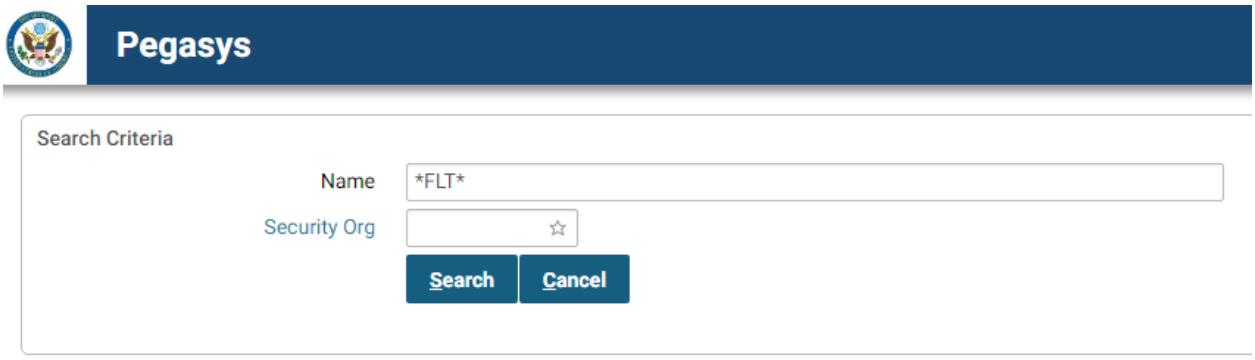
14. To search for the Accounting Template, select the Template link.

Figure 16: Accounting Dimensions



NOTE: When searching for accounting templates, list the office code flanked by asterisks ("*FLT*" or "*RNT*") in the Accounting Template Description field.

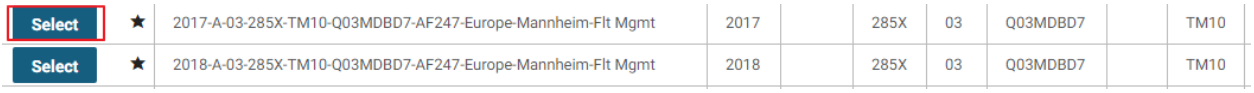
Figure 17: Accounting Templates Search



15. Select an Accounting Template.

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

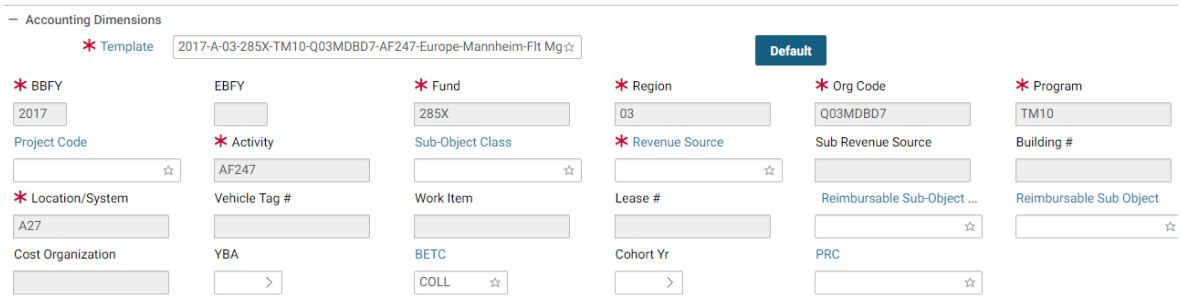
Figure 18: Accounting Template Selection



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

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

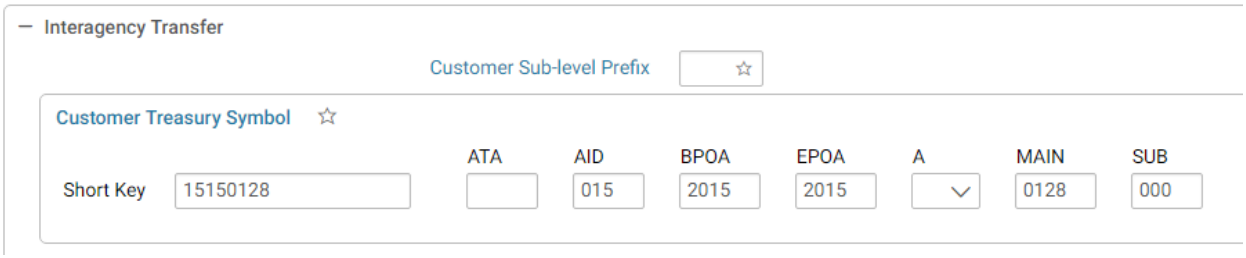
Figure 19: BETC Field



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

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

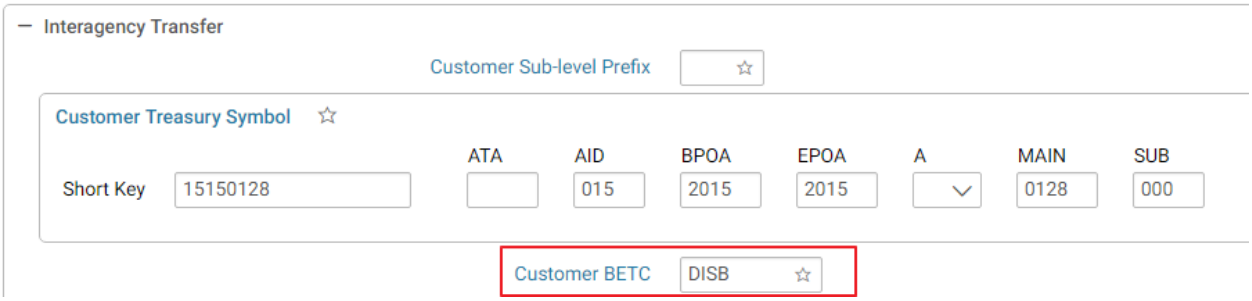
Figure 20: Interagency Transfer Customer Treasury Symbol Section



17. **REQUIRED for IPAC ONLY**: Enter the Customer BETC in the Interagency Transfer section.
    a. For Normal Line Type IPAC BDs: DISB
    b. For Credit Line Type IPAC BDs: COLL

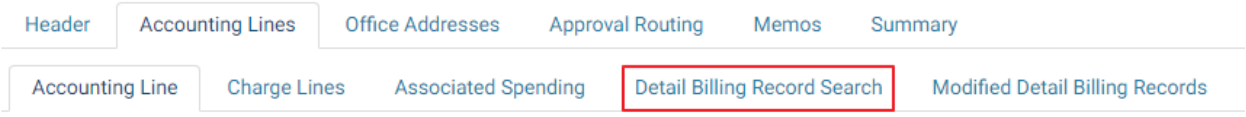
    NOTE: The Interagency Transfer section Customer BETC field will default based on the Doc Type/Line Type BETC default configuration for the associated Treasury Symbol.

Figure 21: Customer BETC in the Interagency Transfer Section



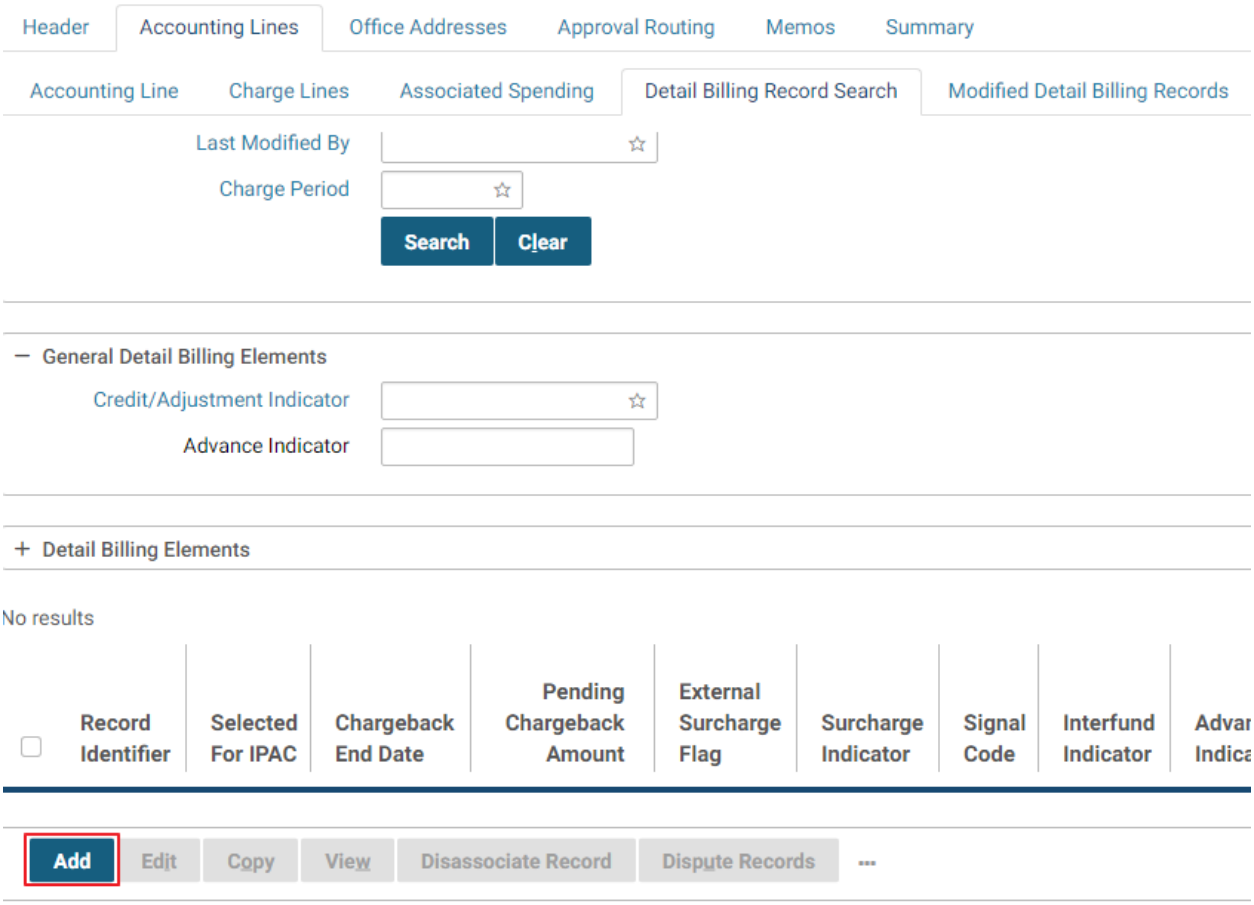
18. For business lines that utilize DBRs, select Detail Billing Record Search tab to add DBRs.

Figure 22: Detail Billing Record Search Tab (1)



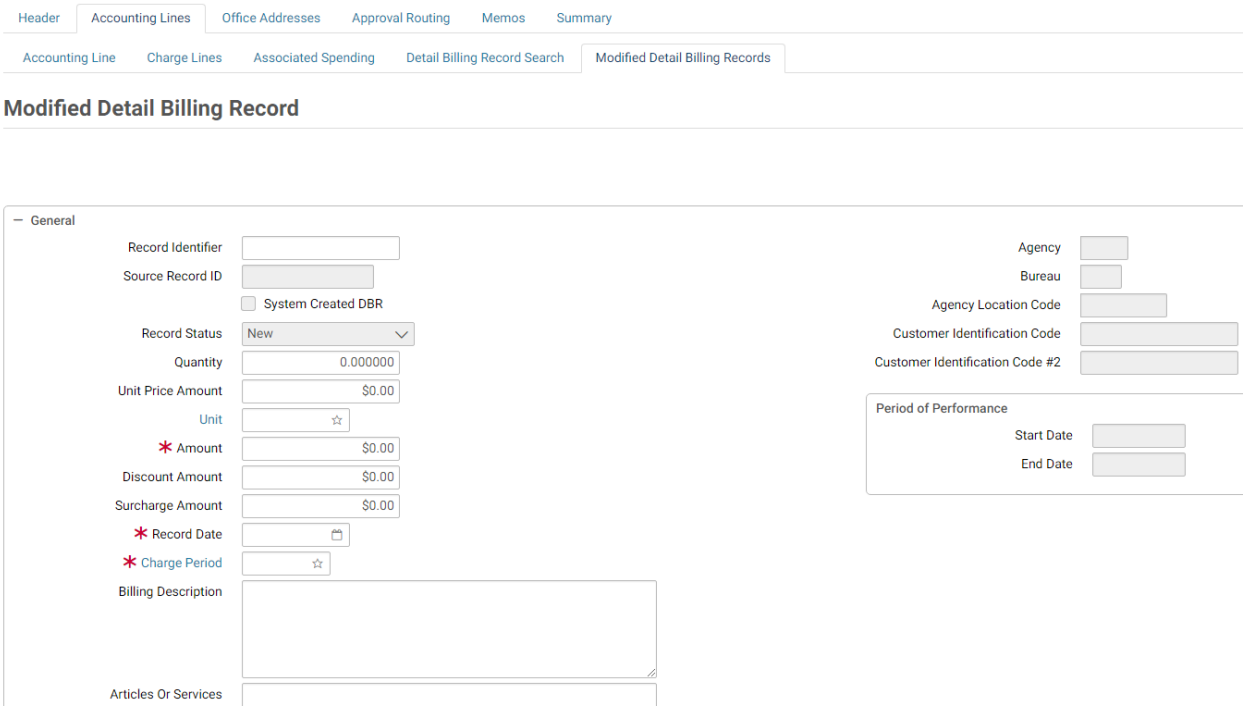
19. The Detail Billing Record Search page is displayed (for business lines that utilize DBRs only).

Figure 23: Detail Billing Record Search Page



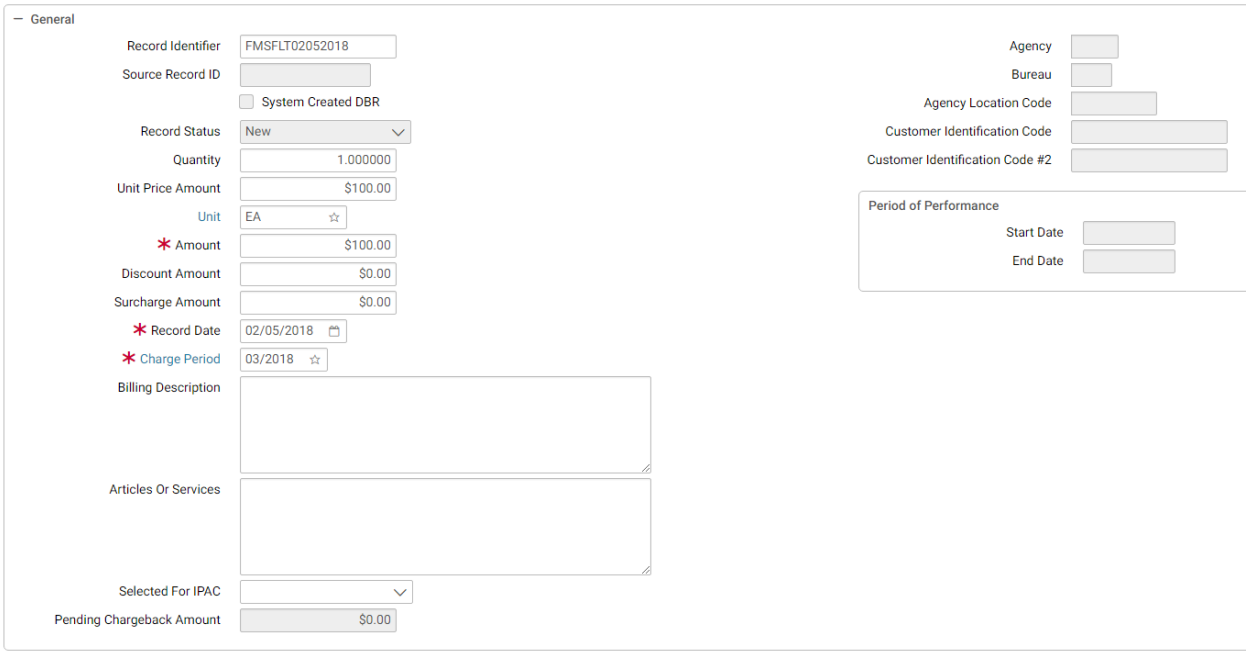
20. Select Add (for business lines that utilize DBRs only).
21. The Modified Detail Billing Records page is displayed (for business lines that utilize DBRs only).

Figure 24: Modified Detail Billing Records



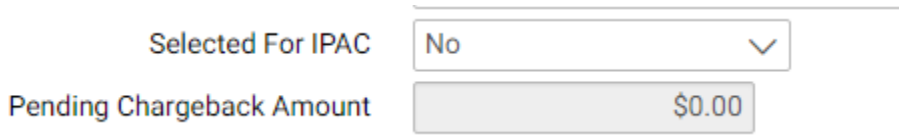
NOTE: The Record Status will default to New.

Figure 25: Modified Detail Billing Record-New



NOTE: For IPAC BDs the Selected for IPAC value should be set to No.

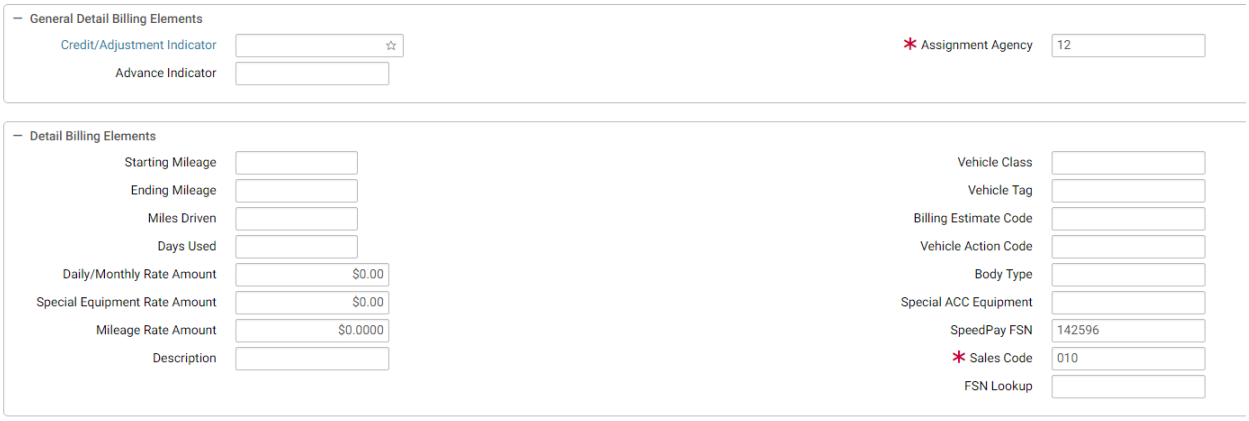
Figure 26: Selected For IPAC Drop Down



22. Enter the Required **Detail Billing Elements** (for business lines that utilize DBRs only). The Pegasys system required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but are required to be populated per the business process of each business line.

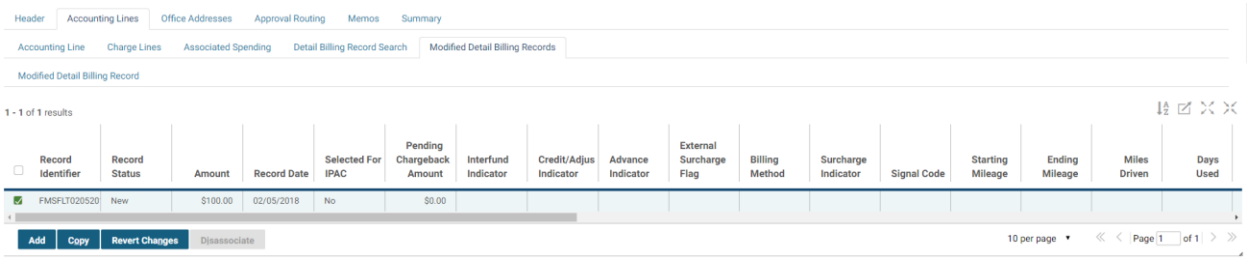
    For details on Detailed Billing Record fields, refer to **BAAR User Guide 1 of 10 Section 4.2.3: Manual Creation of Detail Billing Records from the Detail Billing Record Query**.

Figure 27: Detail Billing Elements



23. Select **Modified Detail Billing Record** tab (for business lines that utilize DBRs only).

Figure 28: Modified Detail Billing Record tab



NOTE: To copy the Detail Billing Record, select the record and select "Copy". A unique identifier will be generated for each copied Detail Billing Record.

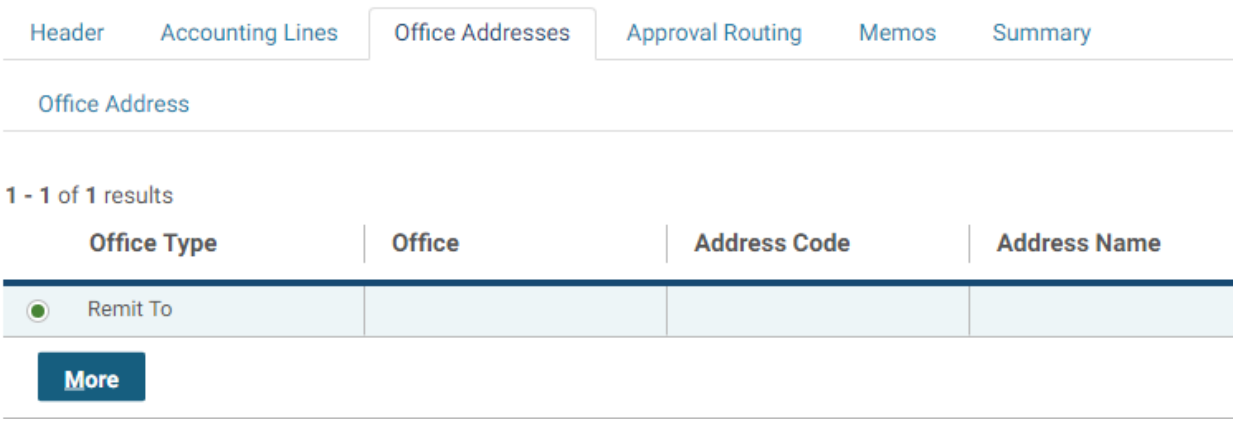
NOTE: To revert the changes made to the Detail Billing Records, select the Detail Billing Record and select "Revert Changes".

NOTE: To disassociate the Detail Billing Record, select the Detail Billing Record and select "Disassociate".

NOTE: Users should not disassociate Detail Billing Records without consenting operational management, including in the event of an erroneous billing to customer. Alternatively, Finance users can amend the document down with the appropriate security permissions and supporting documentation rather than disassociating the Detail Billing Records.

24. Select **Office Addresses**.
25. Select **Remit To**.

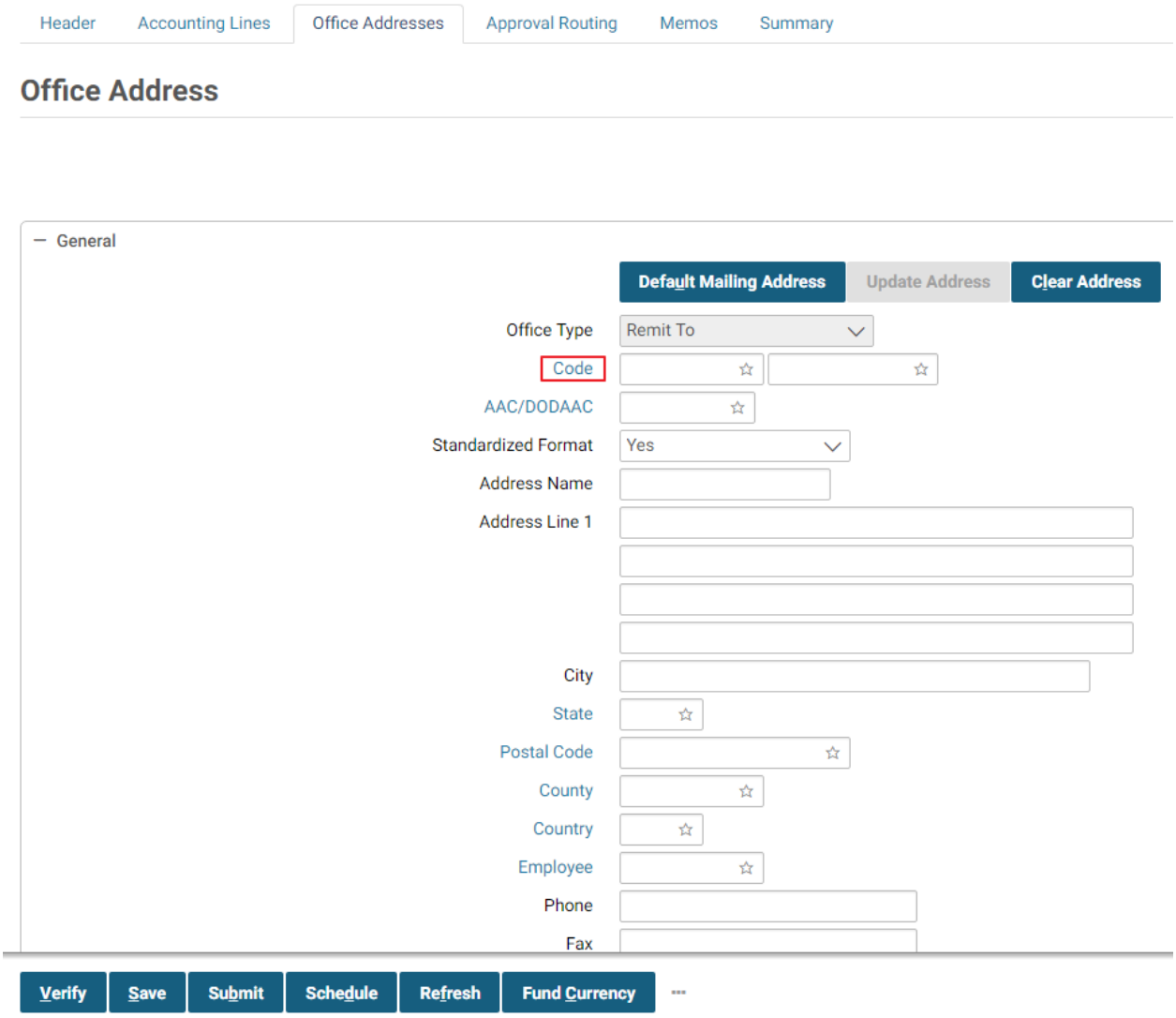
Figure 29: Remit To



26. Select **Office Address**.
27. Enter the **Office Code**.

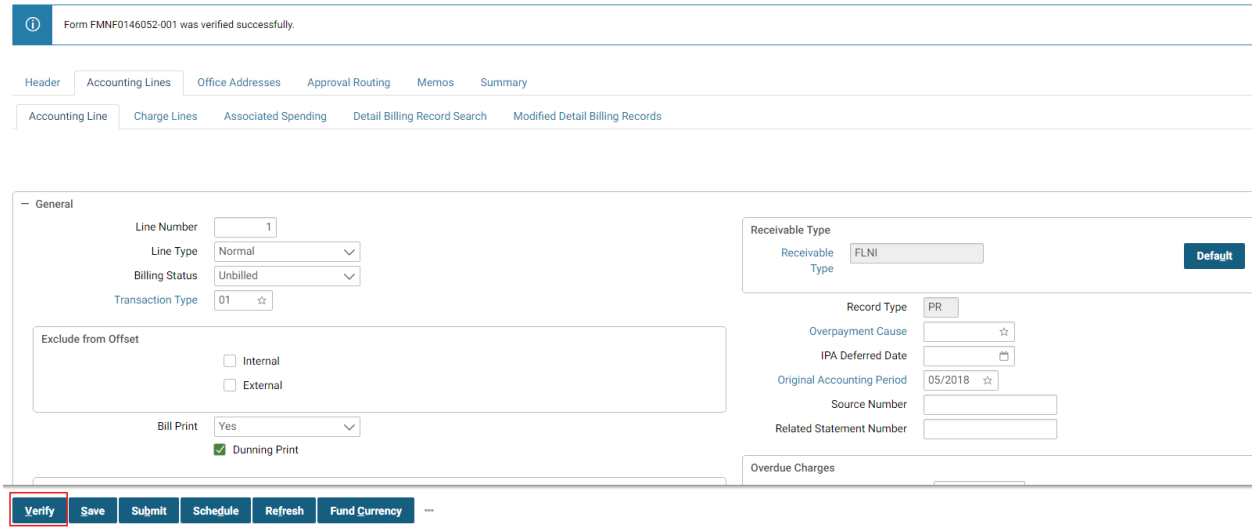
    Please see the Configuration Guide for Office Table information.

Figure 30: Office Address



28. Select **Save**.
29. Select **Verify**.

Figure 31: Verify-FMN

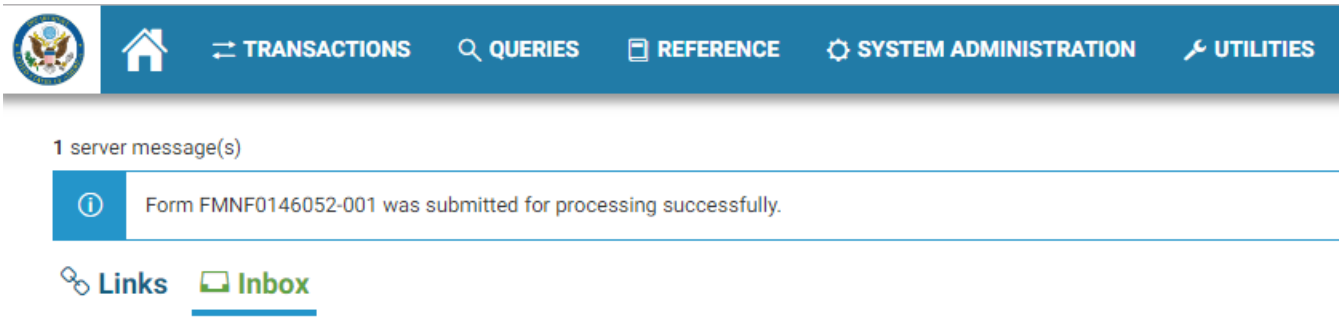


NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the **Verify** button again.

NOTE: BETC and Customer BETC will default based on your Billing Document's Line Type and Treasury Symbol after selecting the **Verify** button.

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

Figure 32: Form Submitted for Processing



4.4.2 Manual Billing: Interfund/Intrafund: Internal Voucher (NV) Description and Uses

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

Interfund vs. Intrafund:

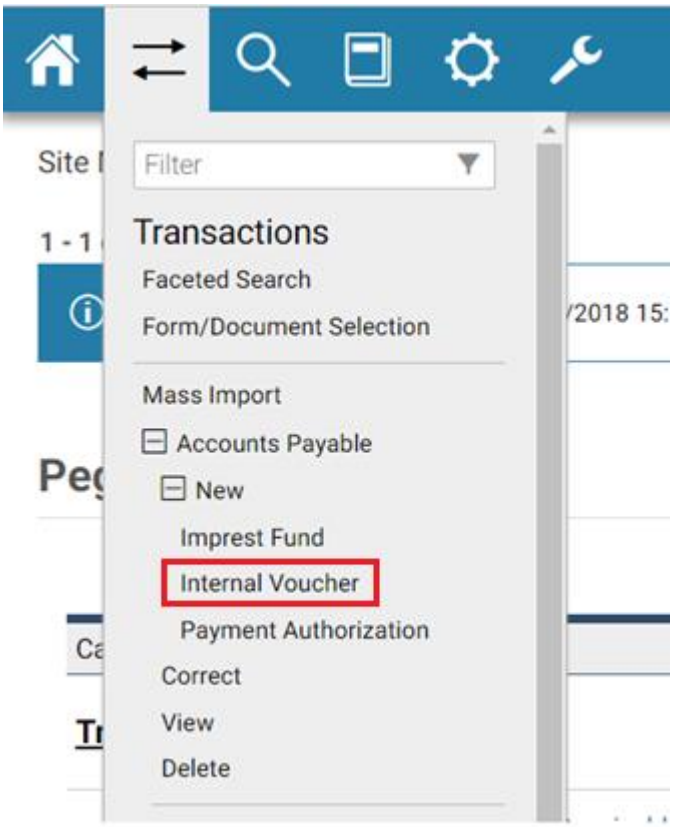
Interfund transactions are used for billing within GSA, but not within the same Treasury Accounting Symbols (TAS). This is when one GSA service bills another GSA service. For example, the 192X fund bills the 255/455 fund.

Intrafund transactions are used when there is billing within the same TAS (a service billing itself). Intrafund is also used by Fleet where fund 455X Region 01 bills 299X Region 02 for leasing a vehicle. In this scenario, Region 01 would need to recognize the income and Region 02 would need to recognize the expense.

The Internal Voucher (NV) permits the simultaneous recording of expenditures for the receiver of goods/services (buyer) and a collection for the provider of the goods/services (seller). As such, the Internal Voucher (NV) is considered an Accounts Payable transaction rather than an Accounts Receivable transaction. Although Internal Vouchers (NVs) are an Accounts Payable transaction, Internal Vouchers (NVs) do not result in a cash disbursement because they are an internal transfer.

Internal Vouchers (NV) are found under the Accounts Payable subsystem menu in Pegasys.

Figure 33: Internal Vouchers



Internal Vouchers (NV) require that a user specify both a Buyer and Seller Accounting Strip and transaction types. The user can optionally add Detail Billing Records to the Internal Voucher (NV) and/or reference and liquidate customer-funding document (e.g., IX document).

4.4.2.1 Available Internal Voucher (NV) Document Types

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

Please refer to the appendix for a full listing and breakdown of Document types and their descriptions.

NOTE: The second character designates whether the document type is used for manual or interfaced processing ("M" for manual; "D" for interfaced).

4.4.2.2 Internal Voucher (NV) - User-Defined Form Field Descriptions

The listing of User-Defined fields on the Internal Voucher (NV) Form is available in **BAAR Guide 9 of 10 Section B.5 Appendix: Internal Voucher (NV) - User-Defined Fields and Form Descriptions**.

4.4.2.3 Query Interfund/Intrafund: Internal Voucher (NV)

Internal Voucher (NV) (Interfund/Intrafund) information can be viewed on the following Pegasys queries:

- Transactions → Form/Document Selection.
- Queries → General Ledger → GL Account Detail.
- Queries → General System → Transaction Journal Query.

For querying Detail Billing Records, see **BAAR Guide 1 of 10 Section 4.2: Detail Billing Records from Detail Billing Record Query**.

Please see **Section 4.6.2 Billing Query**.

4.4.2.4 Automated Methods to Create Internal Vouchers (NV)

Internal Vouchers (NV) will primarily be created by the automated Detail Billing Record Summarization process (ARDBSUMR).

The Project Bill Generation process creates bills (BDs and NVs) associated with agreements. After costs have been distributed to the customers, customers can be billed for the costs by running the Project Bill Generation process. This process uses the cost information specified in the agreements and the information on the PCAS Billing Option maintenance table to generate Billing Documents, Cash Receipts (for Advance offsets), and Internal Vouchers.

For further information about agreements, see **BAAR Guide 1 of 10 Section 4.3: PCAS Agreements**.

For further information about creating Detail Billing Records for use in Summarization, see **BAAR Guide 1 of 10 Section 4.2: Detail Billing Records from Detail Billing Record Query**.

4.4.2.5 Manual Creation of Internal Voucher (NV)

The Internal Voucher (NV) document is used to recognize revenue and expenditure for transactions with an agency. This section provides instruction for creating Internal Vouchers (NV) with a Normal line type using the Pegasys user interface. It also includes how to create Detail Billing Records from within the Internal Voucher (NV) document using the Pegasys user interface manually/online.

The users are required to populate the following types of fields to create the Internal Voucher:

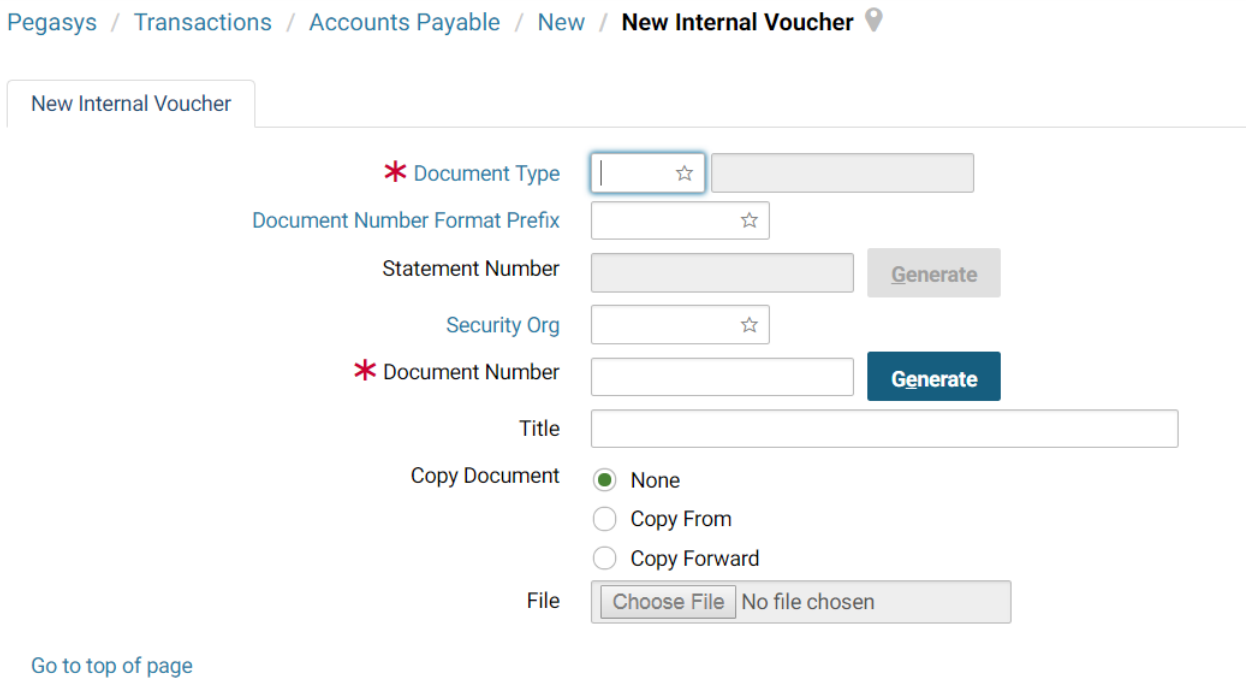
- **Pegasys System Required fields** - These fields have the red asterisk and the system throws hard error when they are left blank.
- **GSA Business process required fields** - These fields are optional in Pegasys but required to be populated per the business process of each Business line.

Steps to Create an Accounts Payable Internal Voucher (NV) form

1. Navigate to Transactions → Accounts Payable → New → Internal Voucher.

   The New Internal Voucher page is displayed.

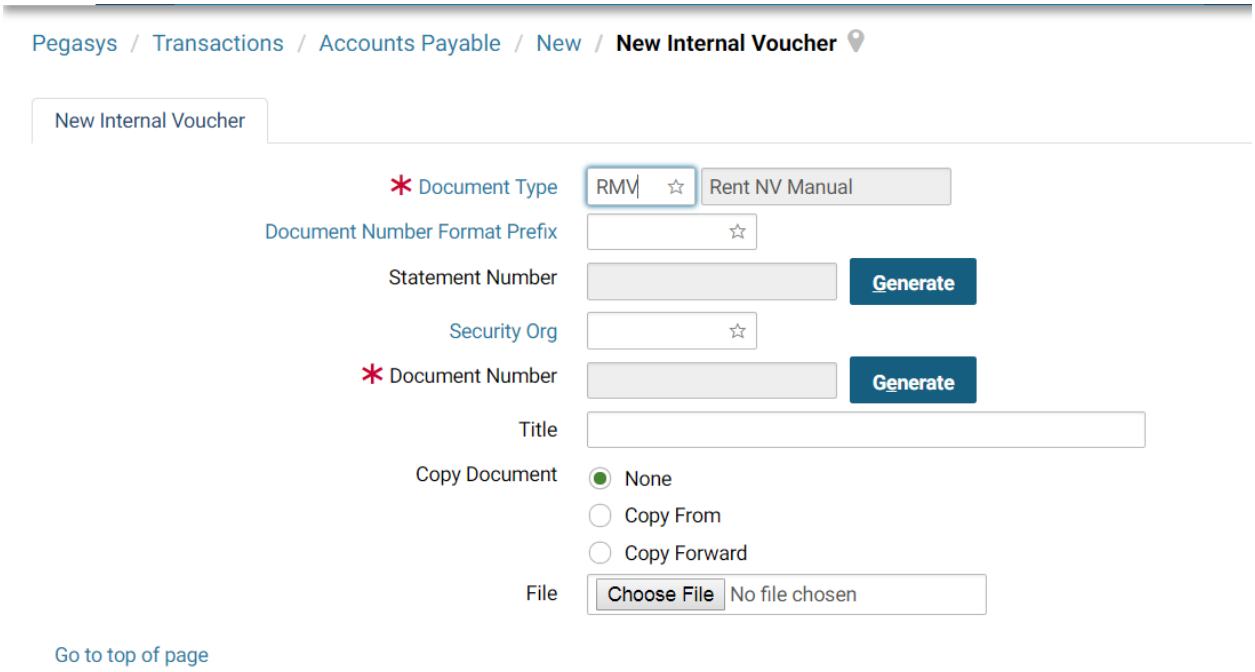
Figure 34: New Internal Voucher



2. **REQUIRED**: Enter **Document Type**.

   NOTE: Only manual document types are used for online creation.

Figure 35: Document Type



3. Select the **Generate Statement Number** button to generate a **Statement Number**. A unique Statement number will be generated in the **Statement Number** field.

   NOTE: If the user does not select the Generate Statement number on the new form creation, the user can generate a Statement number on the NV header page. However, the Statement number will not be included in the Document Number if the user does not generate the statement number on the New Form page.

   NOTE: The Statement Number formats are defined per document type and business line. For example, the Statement Number format for Rent Manual is the letters 'AA' followed by 6 incremented digits. (e.g., 'AA'+######)

   The complete list of Statement Number formats is defined in the Configuration Spreadsheet and the Pegasys Statement Number Formats Reference table.

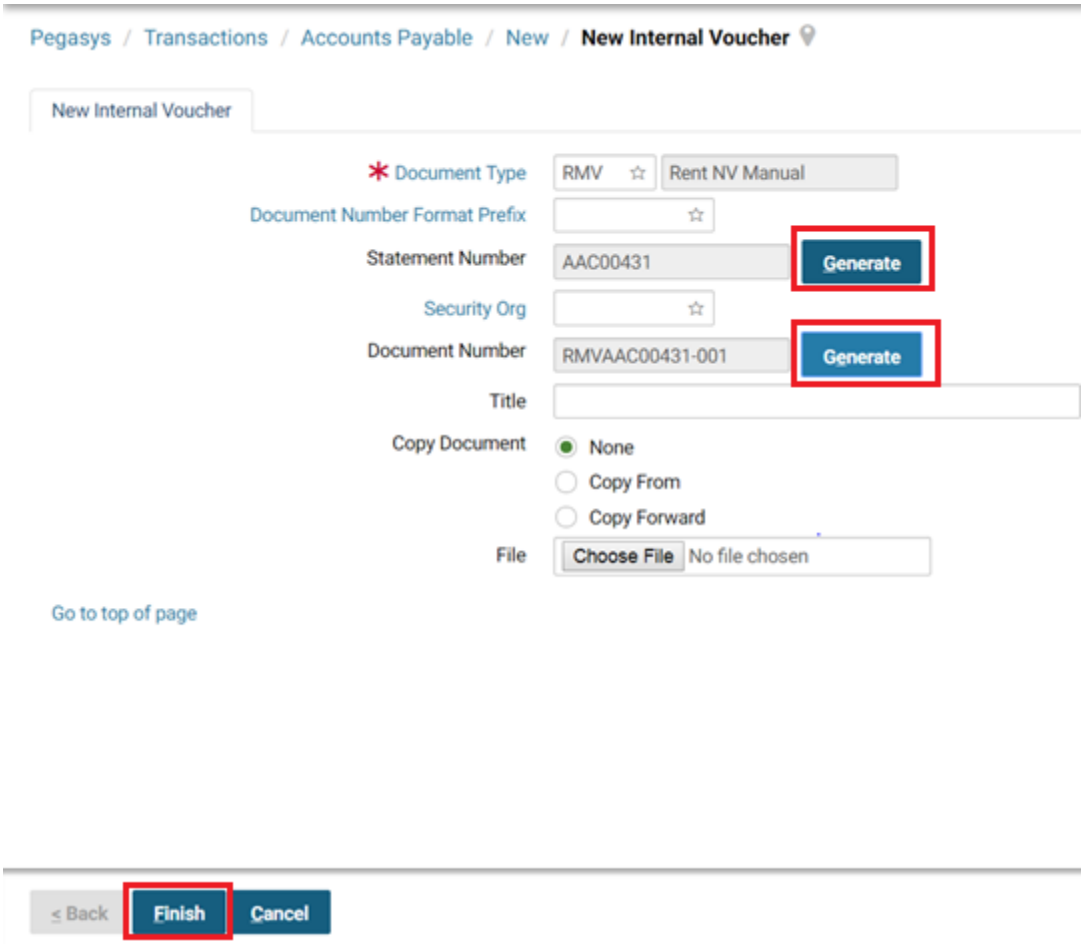
4. Select the **Generate** button to generate a **Document Number**. A unique document number will be generated in the Document Number field.

   NOTE: The Document Number Formats are defined per document type and business line. For example: the Document Number format for 'RMV' is the document type of Internal Voucher form followed by the Statement Number the document was created and combined with 2 incremented digits. (e.g., RMVSSSSSSSS###).

   The complete list of Document Number formats is defined in the Configuration Spreadsheet and the Pegasys Document Number Formats Reference table.

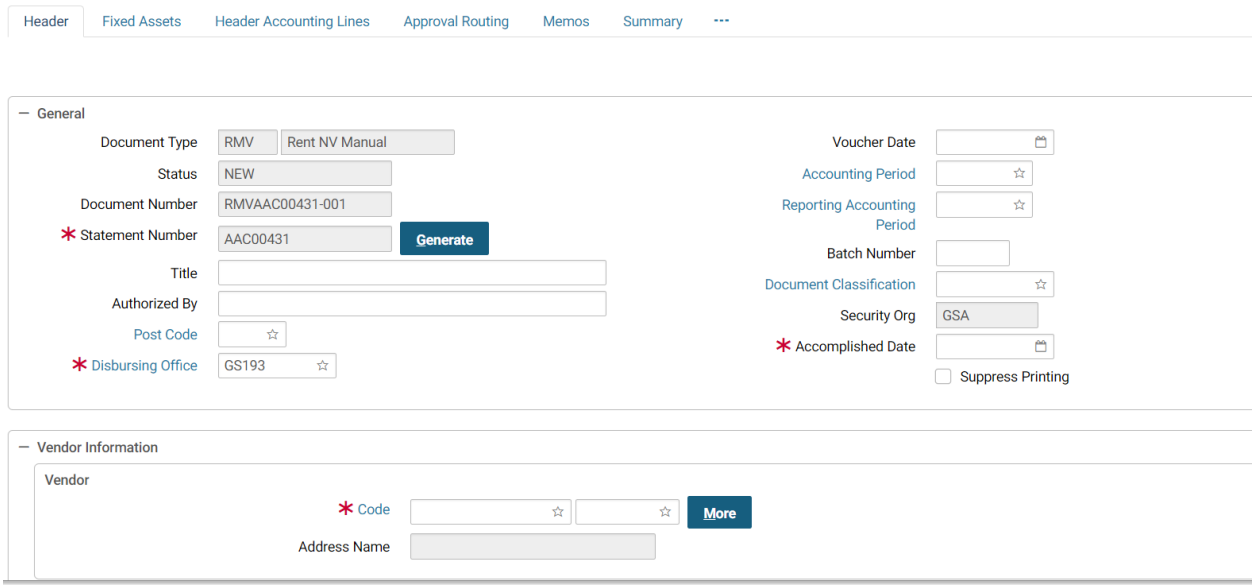
5. Select the **Finish** Button.

Figure 36: NV Header



6. The NV header page is displayed.

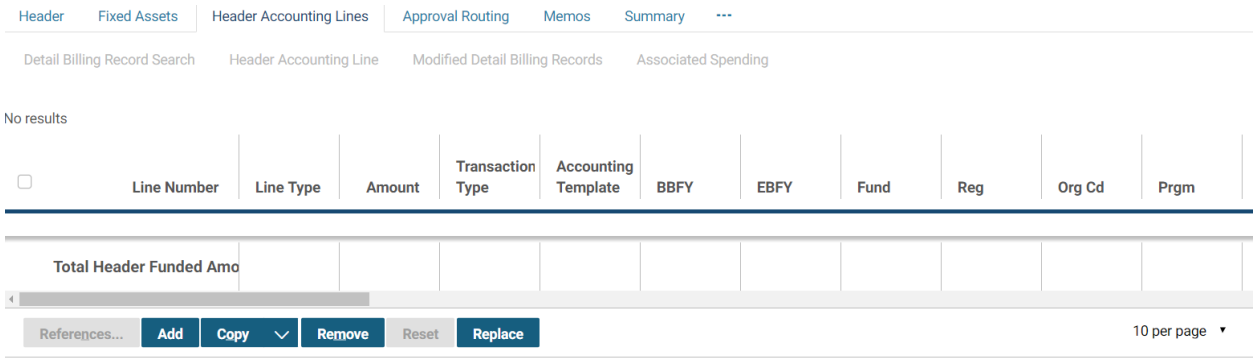
Figure 37: NV Header Page



NOTE: The Accounting Period and Reporting Accounting Period will default to the current date when these fields are left blank and the form is verified or processed.

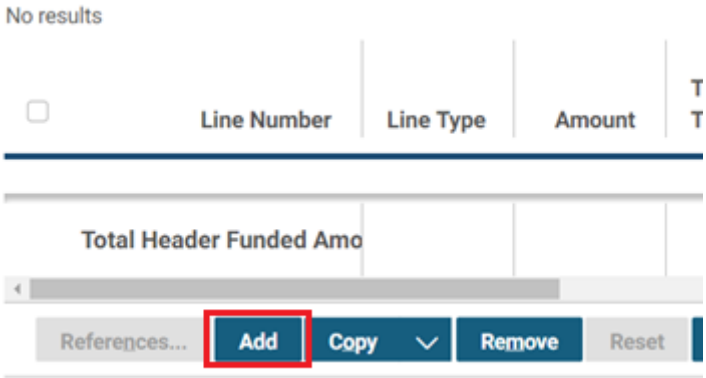
7. On the "Header" tab, populate the Pegasys System required fields and GSA Business Process required fields in the following sections. The Pegasys System required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but required to be populated per the business process of each Business line. For details on these fields, refer to **BAAR Guide 10 of 10 Section C.8 Appendix: Create Internal Voucher (NV) - All Business Lines.**
    a. General.
    b. Vendor Information.
    c. User Defined Fields.
    d. Description.
8. Select the **Header Accountings Line** tab.

Figure 38: Header Account Lines tab



9. Select the Add button to enter a new Header Accounting Line.

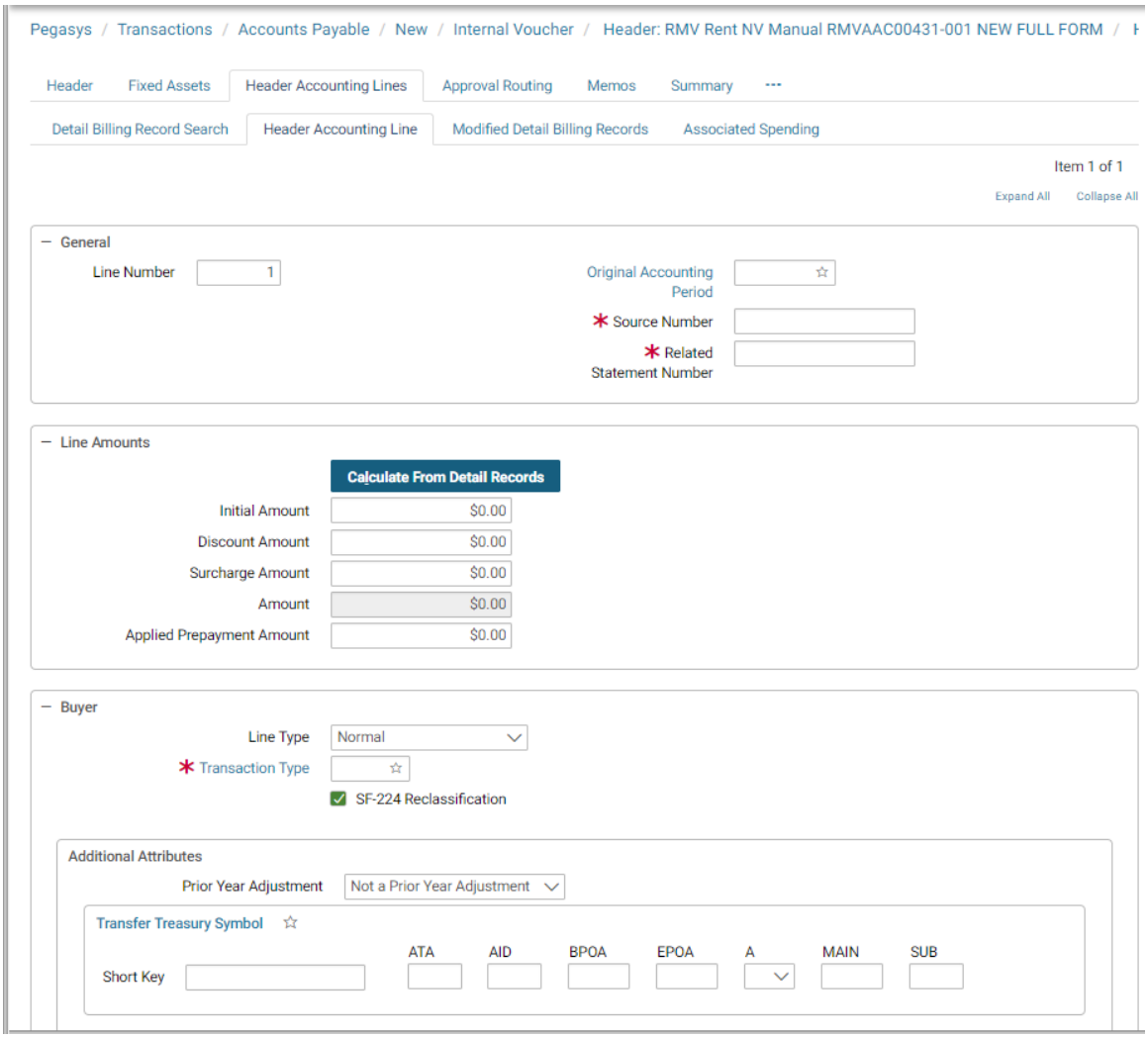
Figure 39: Add Button-Header Accounting Line



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

10. The Header Accounting Line page is displayed.

Figure 40: Header Accounting Line



11. On the "Header Accounting Line" tab, populate the Pegasys System required fields and GSA Business Process required fields in the following sections. The Pegasys System required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but required to be populated per the business process of each Business line. For details on these fields, refer to **BAAR Guide 10 of 10 Section C.8 Appendix: Create Internal Voucher (NV) - All Business Lines.**
    a. General
    b. Line Amounts
    c. Buyer
        i. Including the Accounting Dimensions- Select the Default button after entering the Accounting template to populate the accounting dimensions from the template.
        ii. Buyer Vendor Code and Vendor Address Code - Note that these fields will default from the Buyer Reference Document.

d. Seller

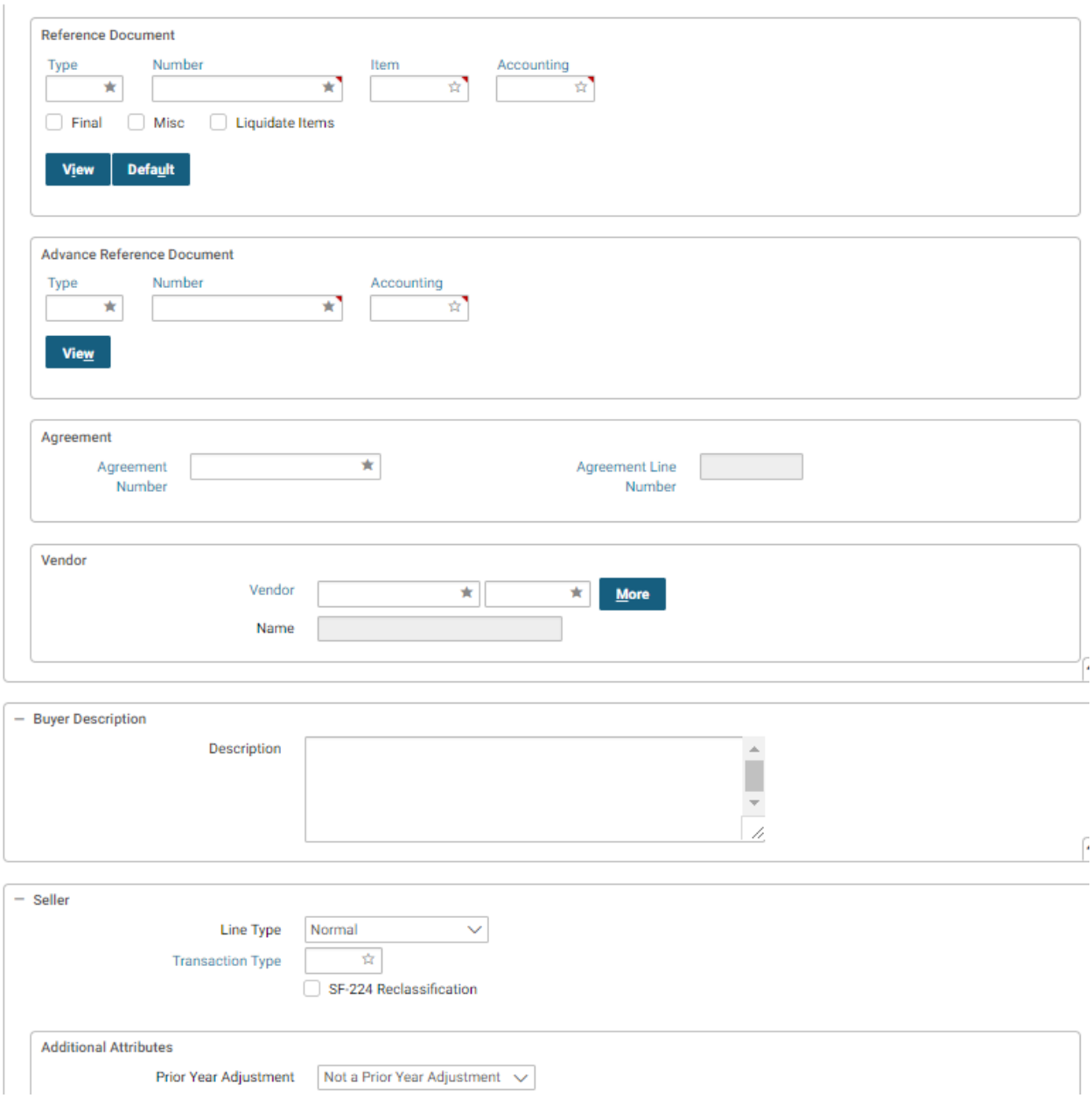
   i. Including the Accounting Dimensions - Select the Default button after entering the Accounting template to populate the accounting dimensions from the template.

   ii. Seller Vendor Code and Vendor Address Code - Note that these fields will default from the NV Header.

e. User Defined Fields

f. Description

Figure 41: Header Accounting Line Fields

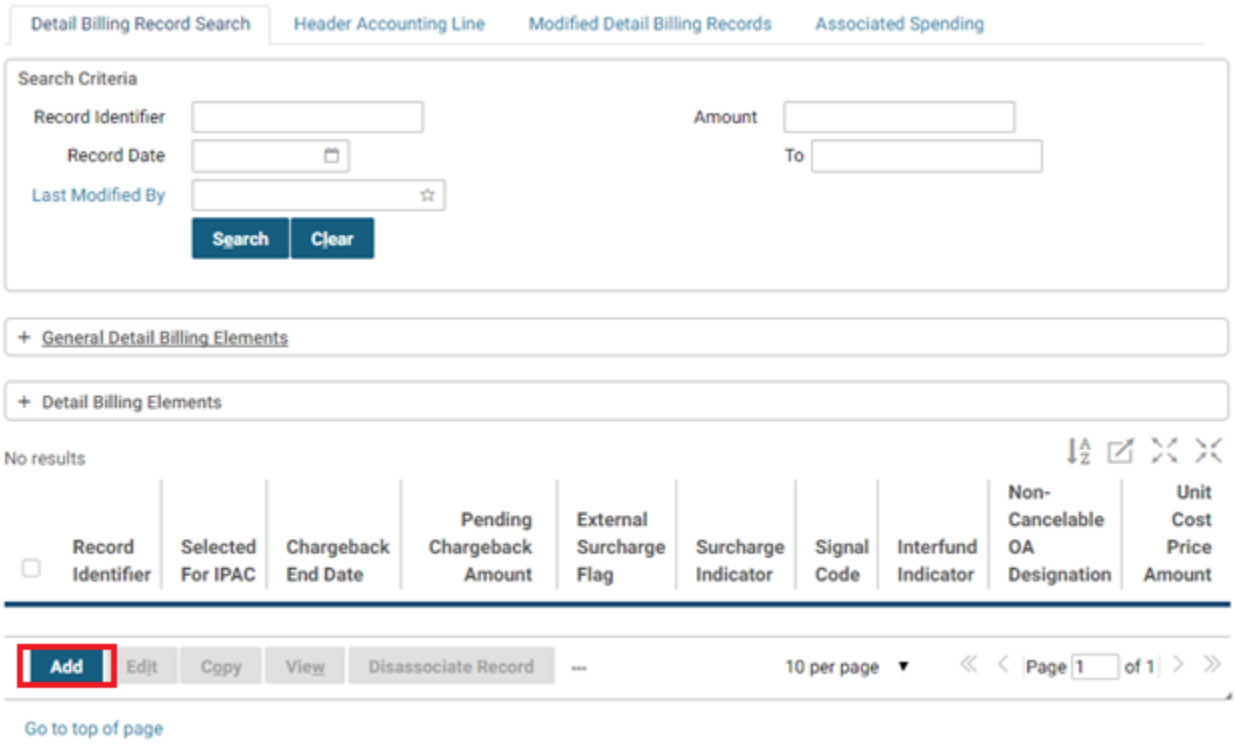


12. For business lines that do not use Detail Billing Records, move to step 18.

    NOTE: Business Lines that use PCAS (Project Cost Accounting System) do not use Detail Billing Records.

13. Select the **Detail Billing Record Search** tab.

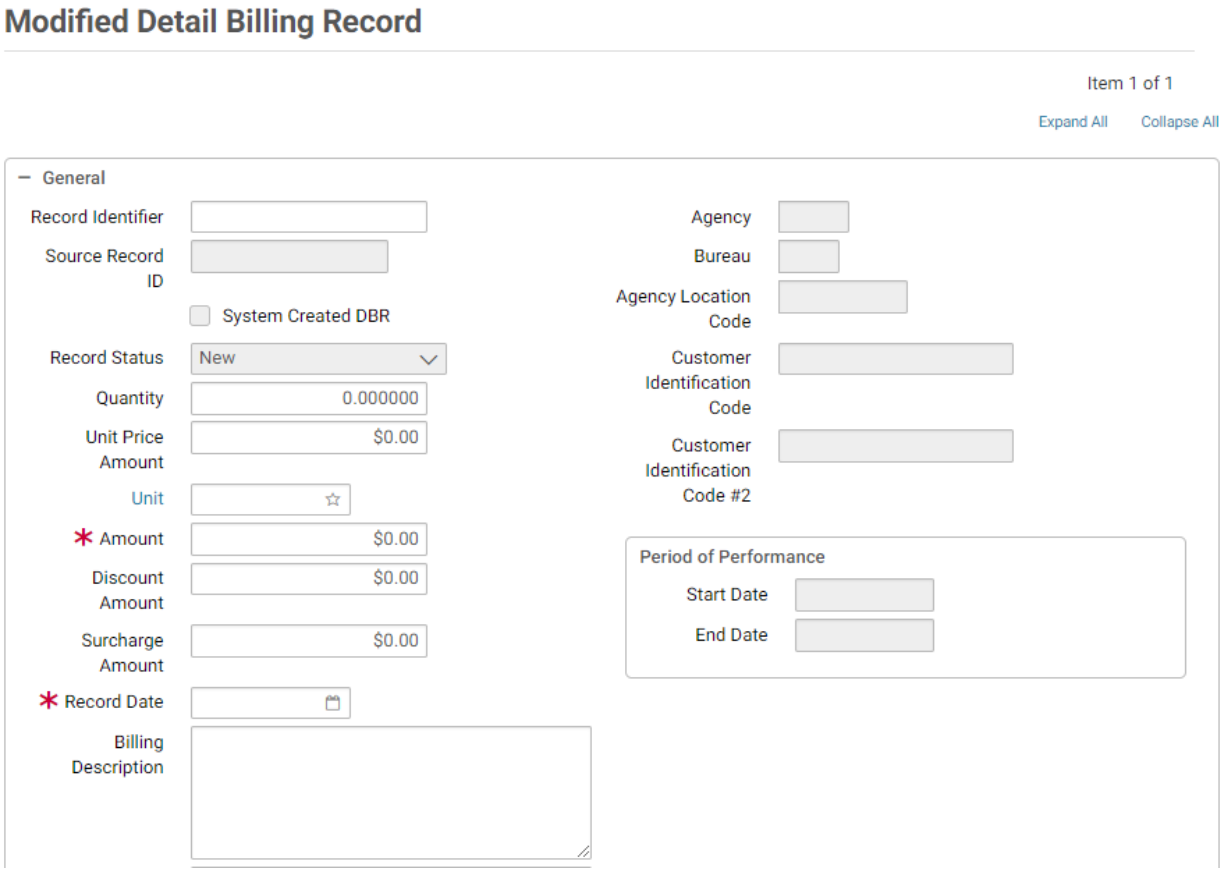
Figure 42: Detail Billing Record Search Tab (2)



14. Select the **Add** button.

    The Modified Detail Billing Record page is displayed.

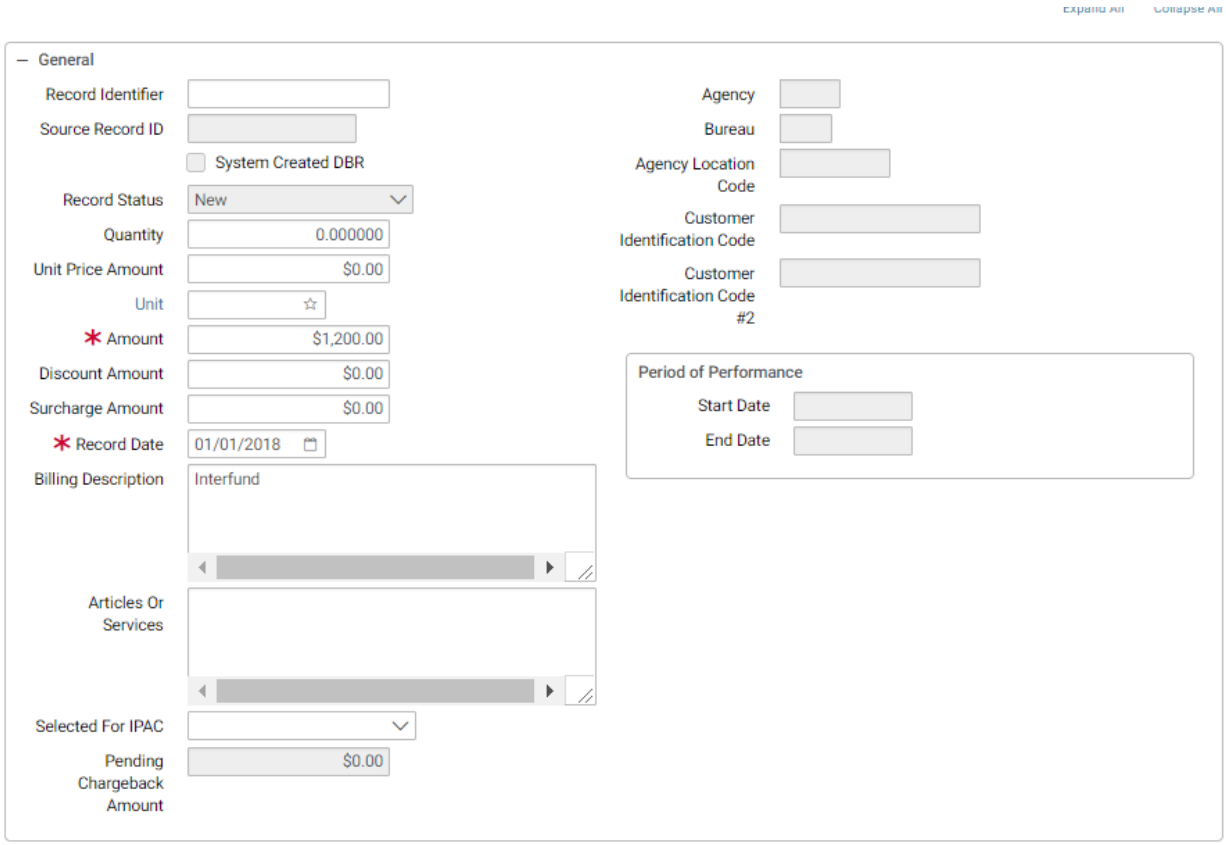
Figure 43: Modified Detail Billing Record Page



15. On the "Modified Detail Billing Record" page, populate the Pegasys System required fields and GSA Business Process required fields in the following sections. The Pegasys System required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but required to be populated per the business process of each Business line. For details on DBR fields, refer to **BAAR User Guide 1 of 10 Section 4.2.3: Manual Creation of Detail Billing Records from the Detail Billing Record Query**.
    a. General
    b. Vendor Information
    c. Inter-Agency Transfer
    d. Description
    e. Accounting Dimensions
        i. Select the **Default** button after entering the Accounting template to populate the accounting dimensions from the template.

    NOTE: Business lines that use Project Cost Accounting should proceed to Step 26, as these documents will not use Detail Billing Records.

Figure 44: Modified Detail Billing Record Page-Populated Fields



16. Select the **Detail Billing Element Fields** tab.

    The Detail Billing Element Fields page is displayed.

Figure 45: Detail Billing Element Fields

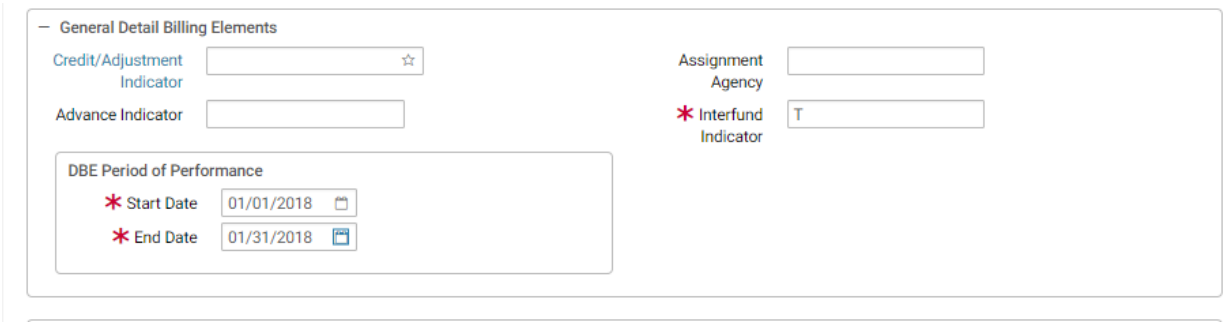
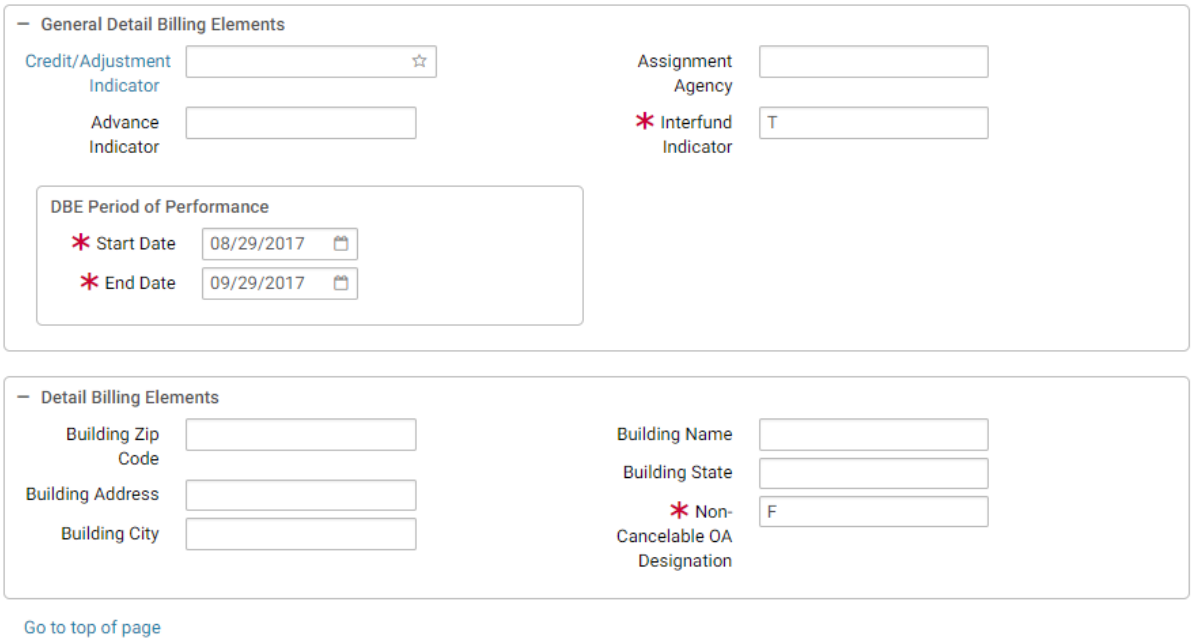


Figure 46: Fleet and Rent Detail Billing Elements



17. On the "Detail Billing Elements" tab, populate the Pegasys System required fields and GSA Business Process required fields in the following sections. The Pegasys System required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but required to be populated per the business process of each Business line. For details on DBR fields, refer to **BAAR User Guide 1 of 10 Section 4.2.3: Manual Creation of Detail Billing Records from the Detail Billing Record Query**.
    a. General Detail Billing Elements
    b. Business Line Detail Billing Elements.
18. Select the **Save** button.
19. Select the **Verify** button.

    NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the **Verify** button again.
20. Select the **Submit** button.
21. If no errors are encountered upon selecting the **Submit** button, a message appears stating that the form has been submitted for processing.

4.4.2.6 Maintain Correspondence on Internal Voucher (NV)

BAAR correspondence functionality enables users to communicate electronically with GSA customers (and vice versa) regarding statements and collections. Correspondence is documented within Pegasys and can be researched and referred to in efforts to better assist GSA customers.

Document level correspondence can be added to Internal Voucher (NV) documents and forms. Correspondence is available on all document types falling under the BAAR Internal Voucher (NV) document category.

To add correspondence to an Internal Voucher (NV) document or form, follow the steps below.

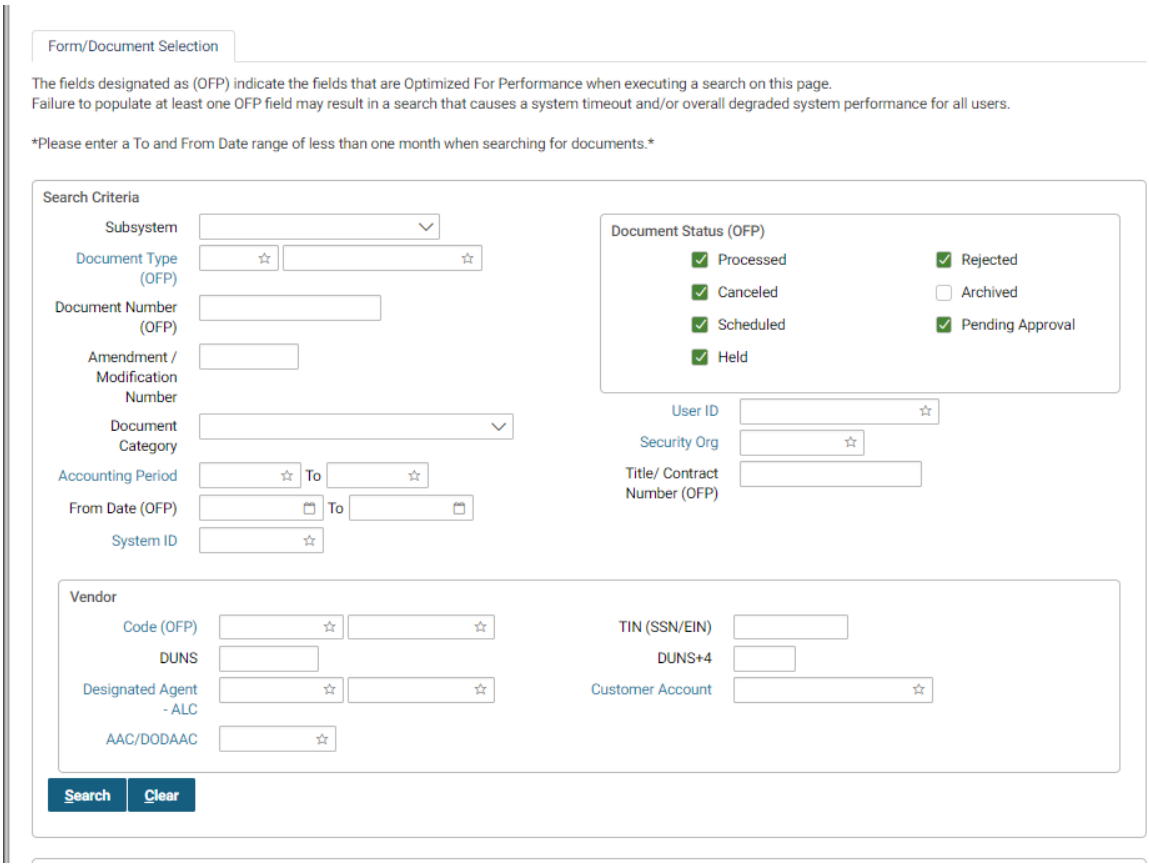
Steps to Create Correspondence on an Internal Voucher (NV) form

If adding correspondence to an already processed document:

NOTE: Correspondence can be added during new form creation by navigating to Transactions → Accounts Payable → New → Internal Voucher.

1. Navigate to Transactions → Form/Document Selection.

Figure 47: Form/Document Selection-NV



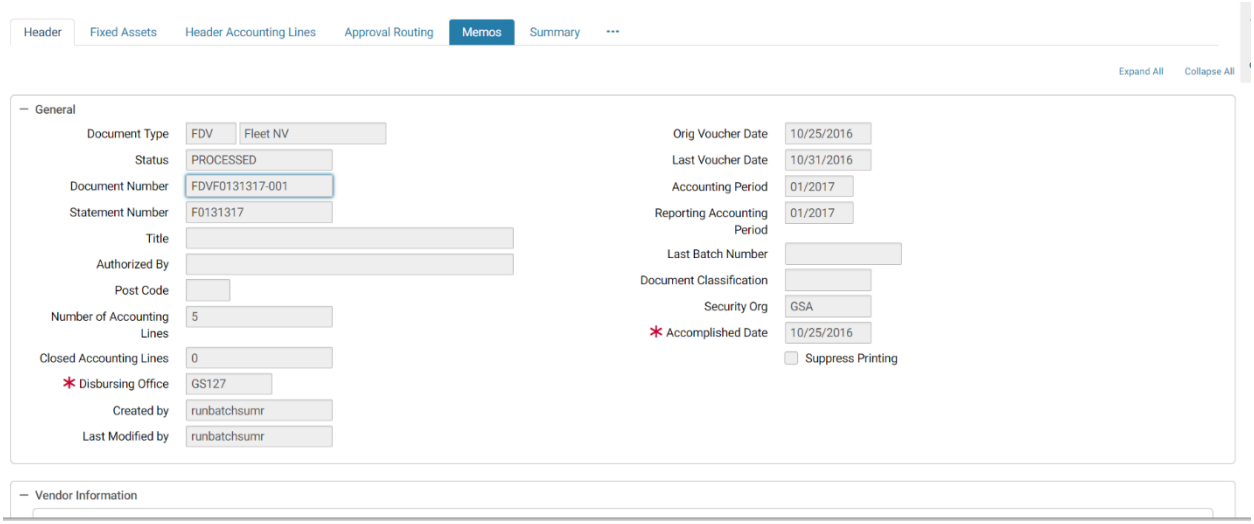
2. **REQUIRED** - Enter the **Document Number** or **Statement Number** at a minimum. Populate the remaining search parameters and select **Search**.

   NOTE: Enter as many details for the transaction as available. See **BAAR User Guide 3 of 10 Section 4.6.4: Retired IPAC Transaction Query** for how to query on Form/Document Selection.

3. Select the desired document from the item collection and select **View**.

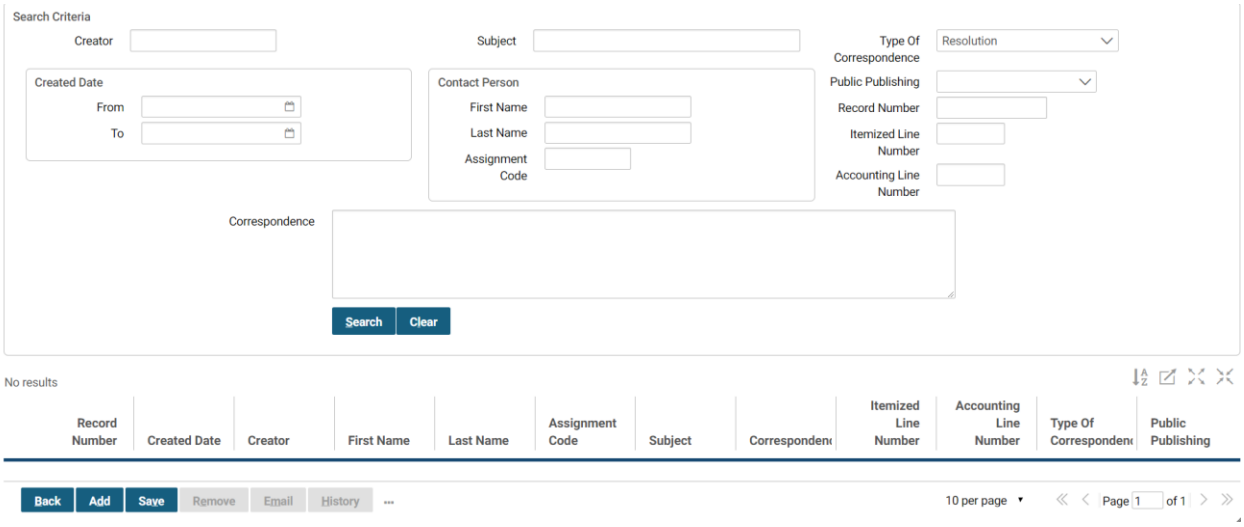
The Internal Voucher (NV) form/document header tab is displayed.

Figure 48: Internal Voucher (NV) Form/Document Header Tab



4. Select the **Correspondence** tab.
5. The Correspondence page Search Criteria section and item collection is displayed.

Figure 49: Correspondence Page Search Criteria Section



6. Select the **Add** button.
7. On the page, populate the Pegasys system required fields and GSA Business Process required fields in the following sections. The Pegasys system required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but are required to be populated per the business process of each business line. For details on these fields, refer to **BAAR Guide 10 of 10 Section C.12 Appendix: GSA Business Process Required Fields for Maintaining Correspondence on Internal Vouchers (NVs).**

a. Contact Person

NOTE: This is generally the customer's information.

b. Agency Contact

NOTE: This is the information of the Pegasys user entering the correspondence.

c. Correspondence

8. Select the **Save** button.

NOTE: Upon selecting Save, the following Correspondence fields are automatically populated:

a. **Record Number** - Records the next available correspondence record number.

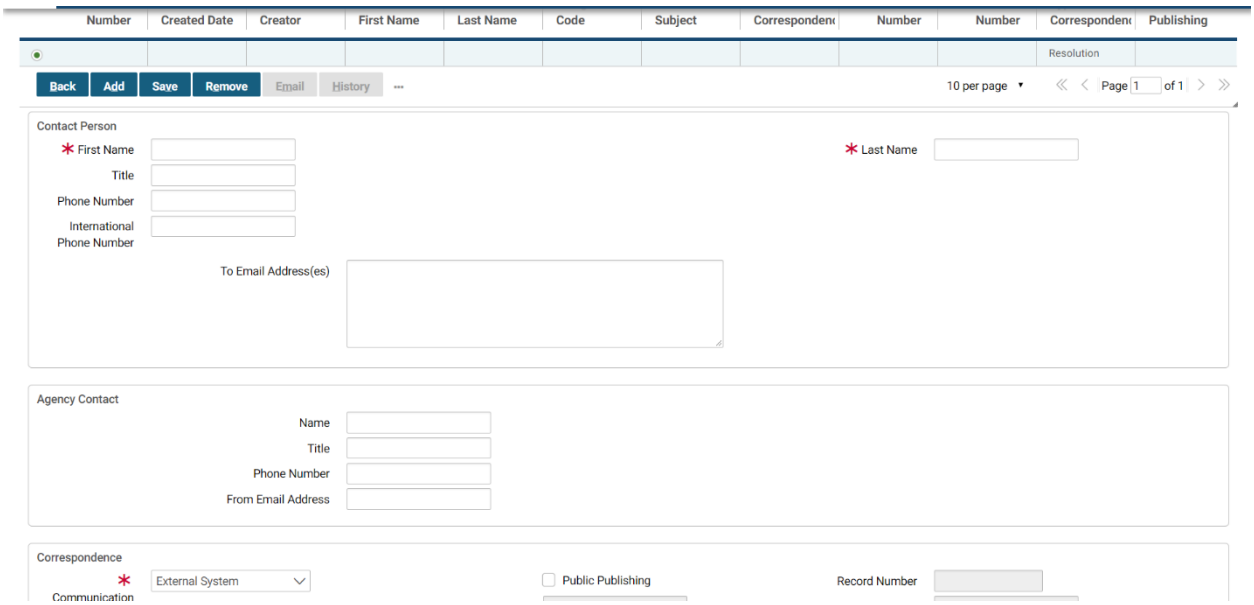
b. **Creator** - Records the user ID of the person creating the correspondence record.

c. **Created Date** - Records the date and time the record is created.

d. **Last Modified By** - Records the user ID of the person modifying the correspondence record.

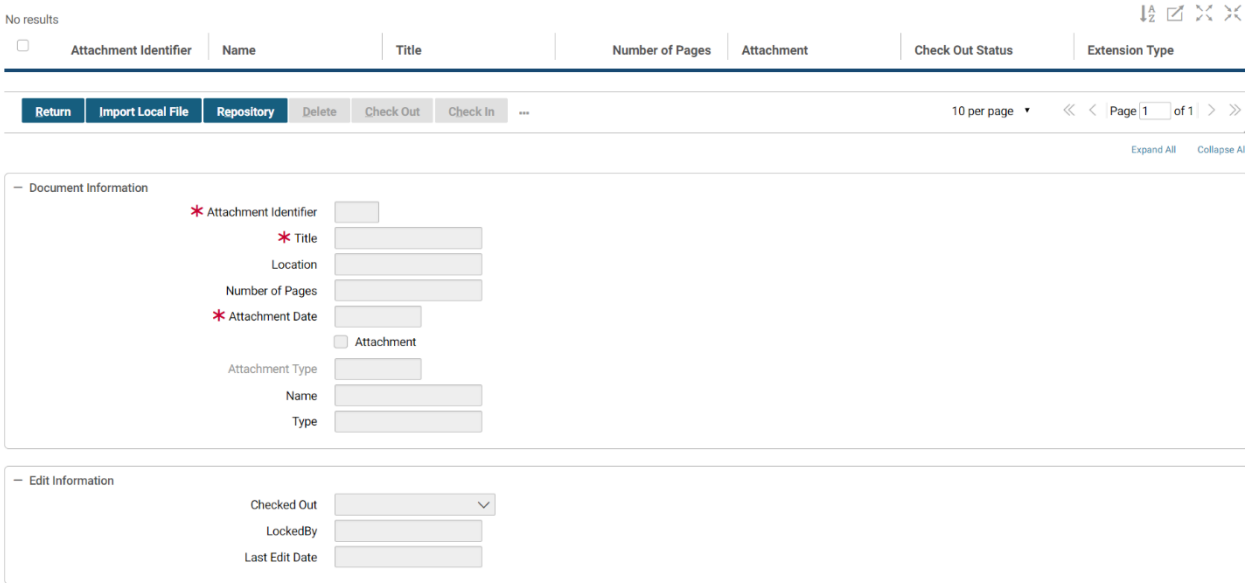
e. **Last Modified Date** - Records the date and time the record is modified.

Figure 50: Correspondence Fields (1)



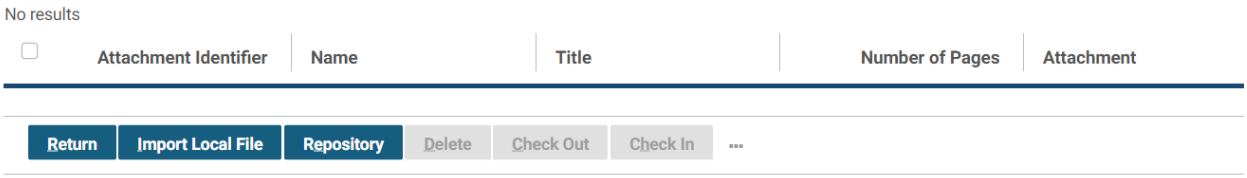
9. The **Attachments page** is displayed.

Figure 51: Attachments Page



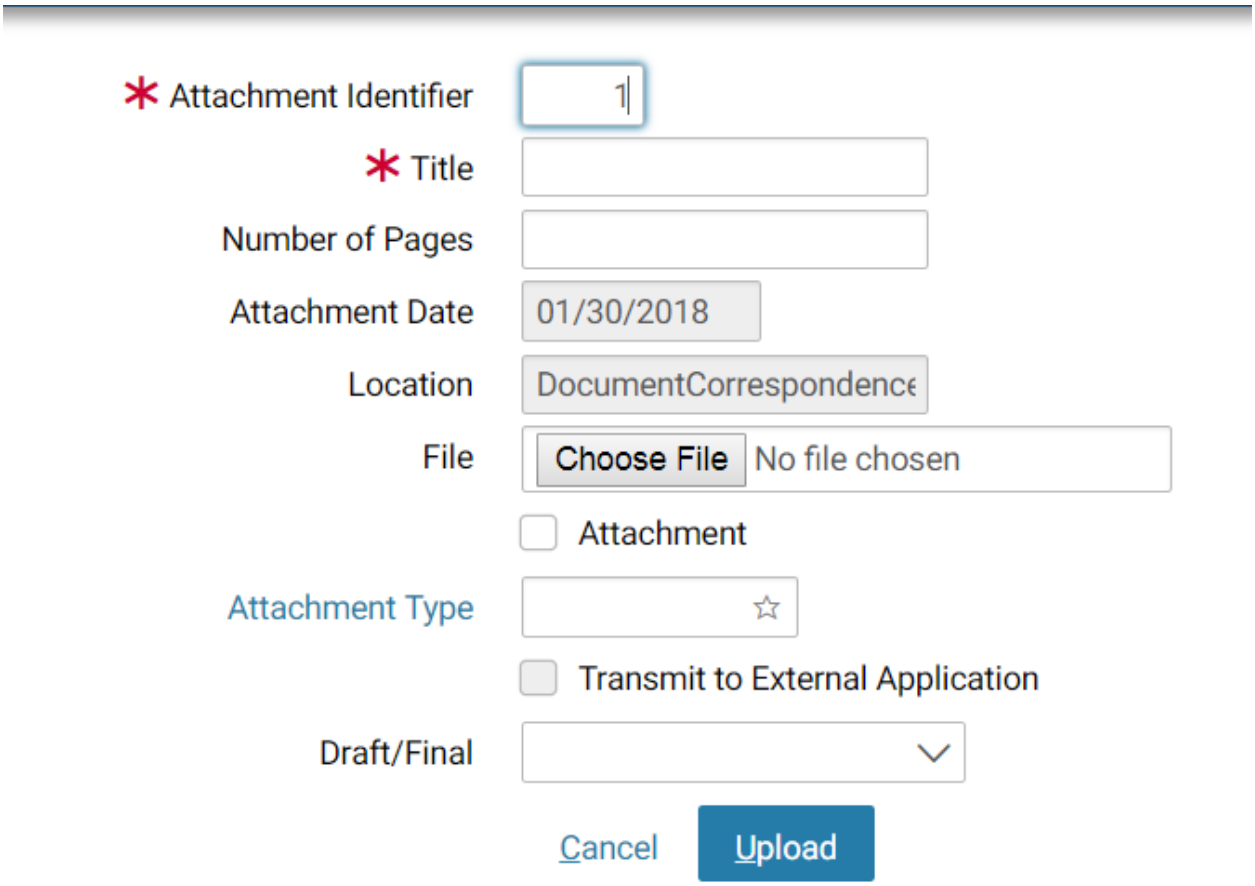
10. Select **Import Local File**.

Figure 52: Import Local File



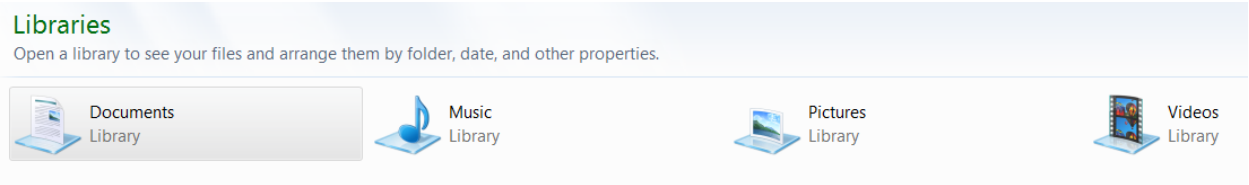
11. The Import Local File page is displayed.

Figure 53: Import Local File Page



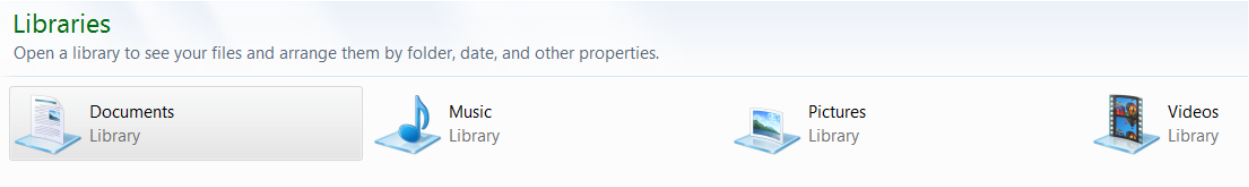
12. File Upload screen using the local directory is displayed.

Figure 54: File Upload Screen (1)



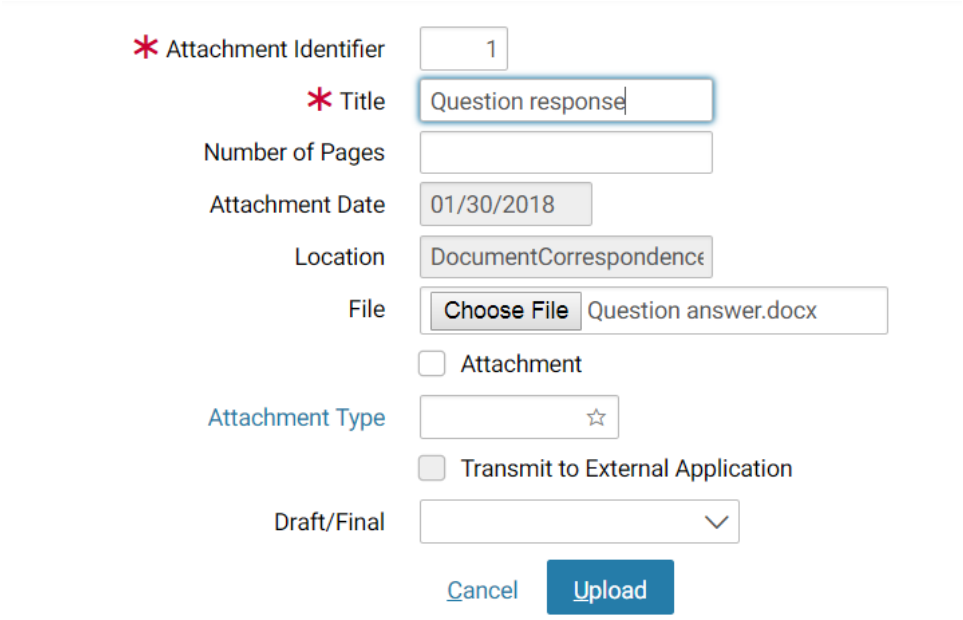
13. Select the desired file from the local directory and select **Open**.

Figure 55: File Upload Screen (2)



14. The correspondence Import Local File page is displayed.

Figure 56: Correspondence Import Local File Page

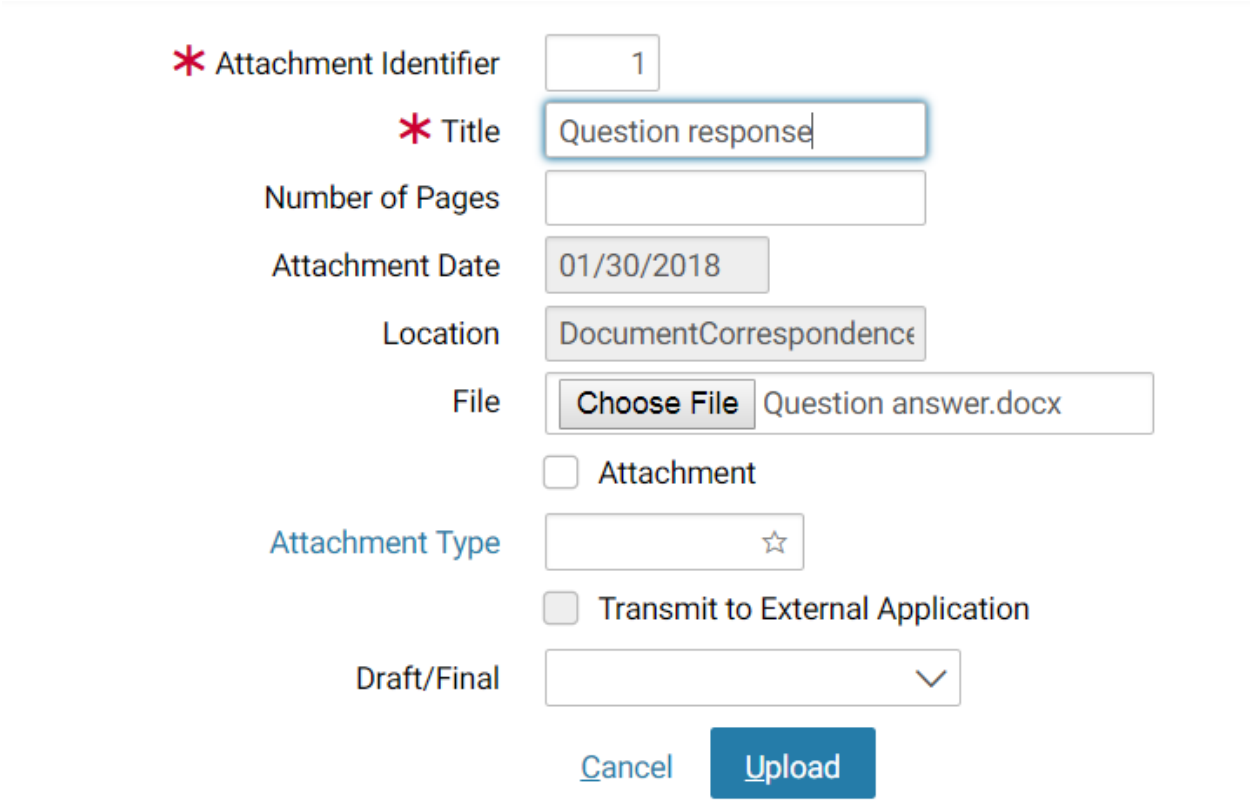


NOTE: Although selecting the Attachment checkbox denotes the file as an actual attachment, the file will not be transmitted to VCSS because Internal Voucher (NV) documents are not displayed in VCSS. If not selected, the file will be considered internal GSA "supporting documentation".

NOTE: Selecting the Sensitive checkbox denotes the file contains sensitive materials and should be treated with caution.

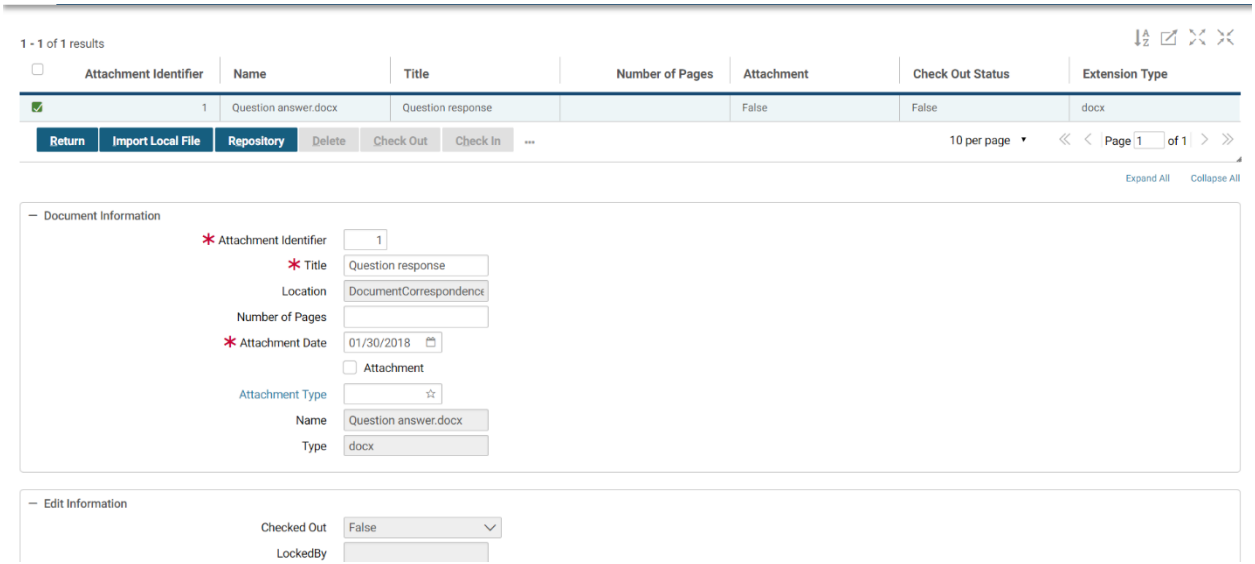
15. Select the **Upload** button.

Figure 57: Upload Button



16. Select **Save**.
17. The attachments page associated with the selected correspondence record, including an item collection of attachment files as well as detail information regarding each file is displayed.

Figure 58: Attachments Page Associated with the Selected Detailed Correspondence Record



18. To send an email to the Contact Person containing the information from the correspondence record, select the record in the item collection and select Email.

    The system generated message notifying the user that the email was created and sent to the address documented in the To Email Address field is displayed.

4.4.3 Manual Billing: Billing Corrections and Amendments

While billing transactions may be created via automated processes or manually online, billing transactions can only be corrected (or amended) via manual processes. The next section will describe how to correct, amend and cancel Billing Documents (BD) and Internal Vouchers (NV) as well as how to correct Detail Billing Records from within the associated document.

Corrections, Amendments, and Cancellations of Billing Documents are subdivided into non-IPAC and IPAC, as there are limitations on correcting/amending transactions after they have been sent to Treasury via IPAC. For more information on the differences between IPAC and non-IPAC, please refer to **Section 4.4.1: Manual Billing: Billing Document (BD) Description and Uses**.

Region 6 and Region 7 differ slightly regarding Correct, Amend, Cancellation procedures:

- To negate a document's accounting and budget affect, the method preferred by Region 6 calls for the document to be amended down to $0 (rather than cancelling the document).
- To negate a document's accounting and budget affect, the method preferred by Region 7 calls for the document to be cancelled.

Corrections should only be performed on Held/Rejected Billing Document forms or Internal Vouchers (Internal Vouchers (NV) cannot be amended; therefore the following subsections include correction of the NV only).

4.4.3.1 Amend Billing Document (BD)

To amend a Billing Document, the user must have the appropriate security permissions. Amendments are used to modify billing information on documents that are already processed (i.e., the document status in Pegasys is "Processed"). Modifications to forms that are in "Rejected" or "Held" status should be done through the corrections process and not through the amendment process. If forms are created through an automated process, but are rejected during processing, their status in Pegasys will be "Rejected". Correction is a less preferable action on the transaction as it does not have the audit capability that the amendment action has.

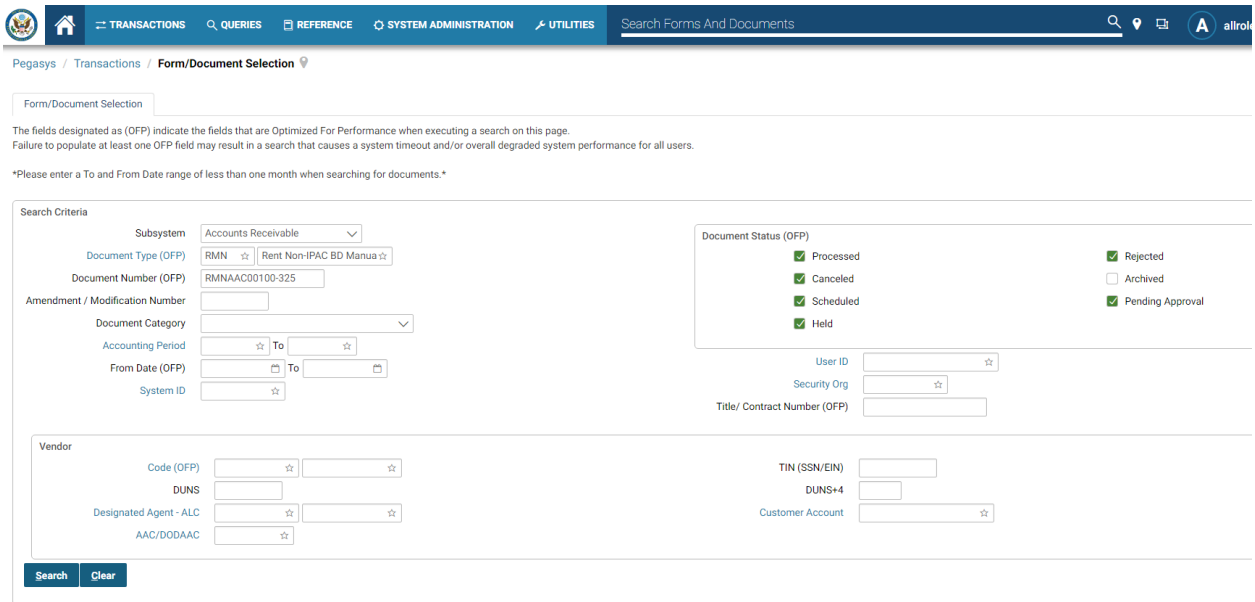
NOTE: If forms are created via an automated process but reject during processing, the documents will have to be corrected in order to complete the initial processing rather than amending. To modify the Detail Billing Records from Billing Documents, see **Section 4.4.3.2 Correct Billing Document (BD)**.

Steps to Amend an Accounts Receivable Billing Document (BD) Form

1. Navigate to Transactions → Form Document Selection.

   NOTE: For Non-IPAC, the document can also be corrected from the Billing Query, or Transactions → Accounts Receivable → Amend. See **Section 4.6.1: Search Functionality** to query the Billing Query and launch a document amendment. For IPAC, the document can also be amended from Transactions → Accounts Receivable → Amend.

Figure 59: Form/Document Selection-Amend BD

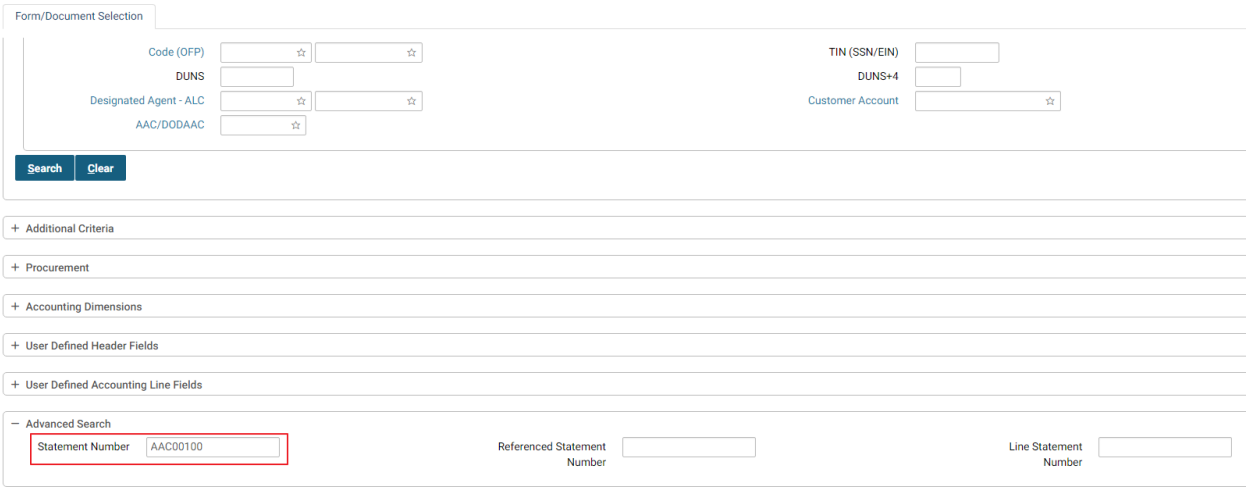


2. **REQUIRED** - Enter the **Statement Number** or the **Document Number**.

   NOTE: Enter as many details for the transaction as available. See **BAAR User Guide 3 of 10 Section 4.6.4: Retired IPAC Transaction Query** for how to query on

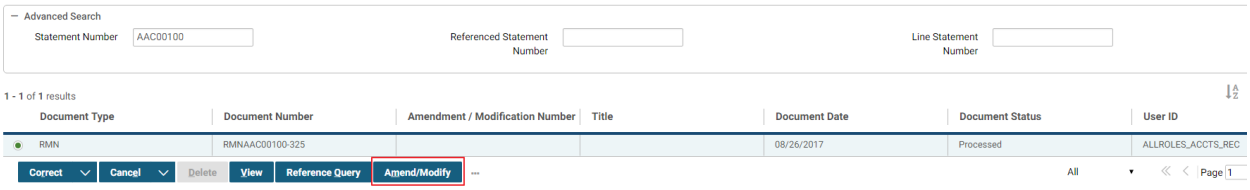
Form/Document Selection. The Statement Number is in the Advanced Criteria Group Box.

Figure 60: Enter Statement/Document Number



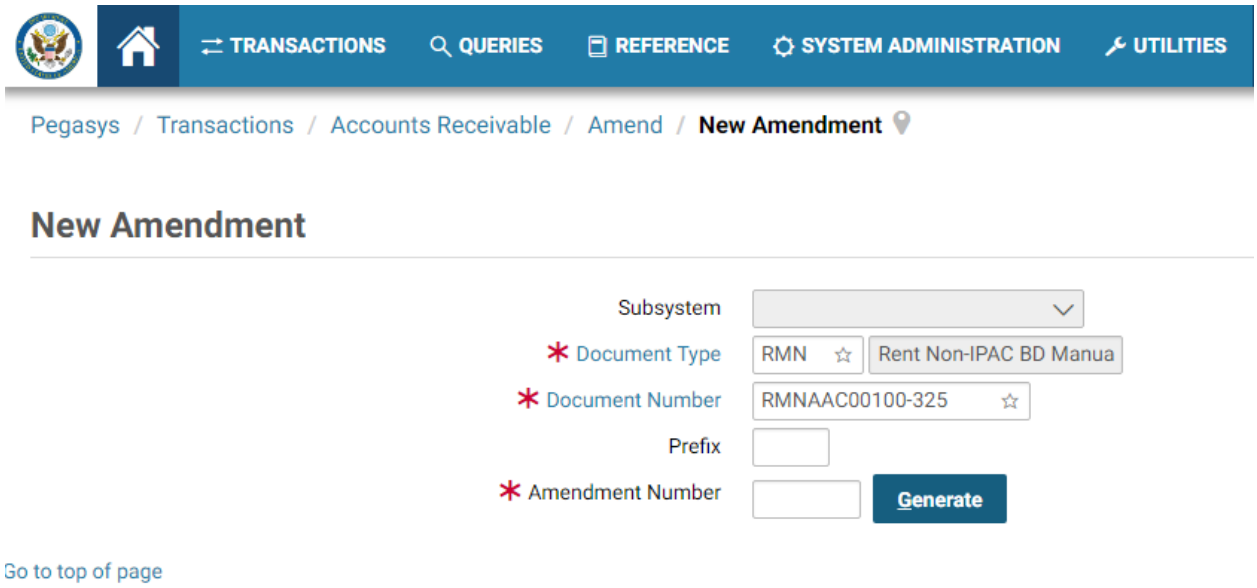
3. Select the **Search** button to execute the query.
4. Select the record of the document to amend.

Figure 61: Document Amendment Selection



5. Select the Amend/Modify button to open the document in amend mode.

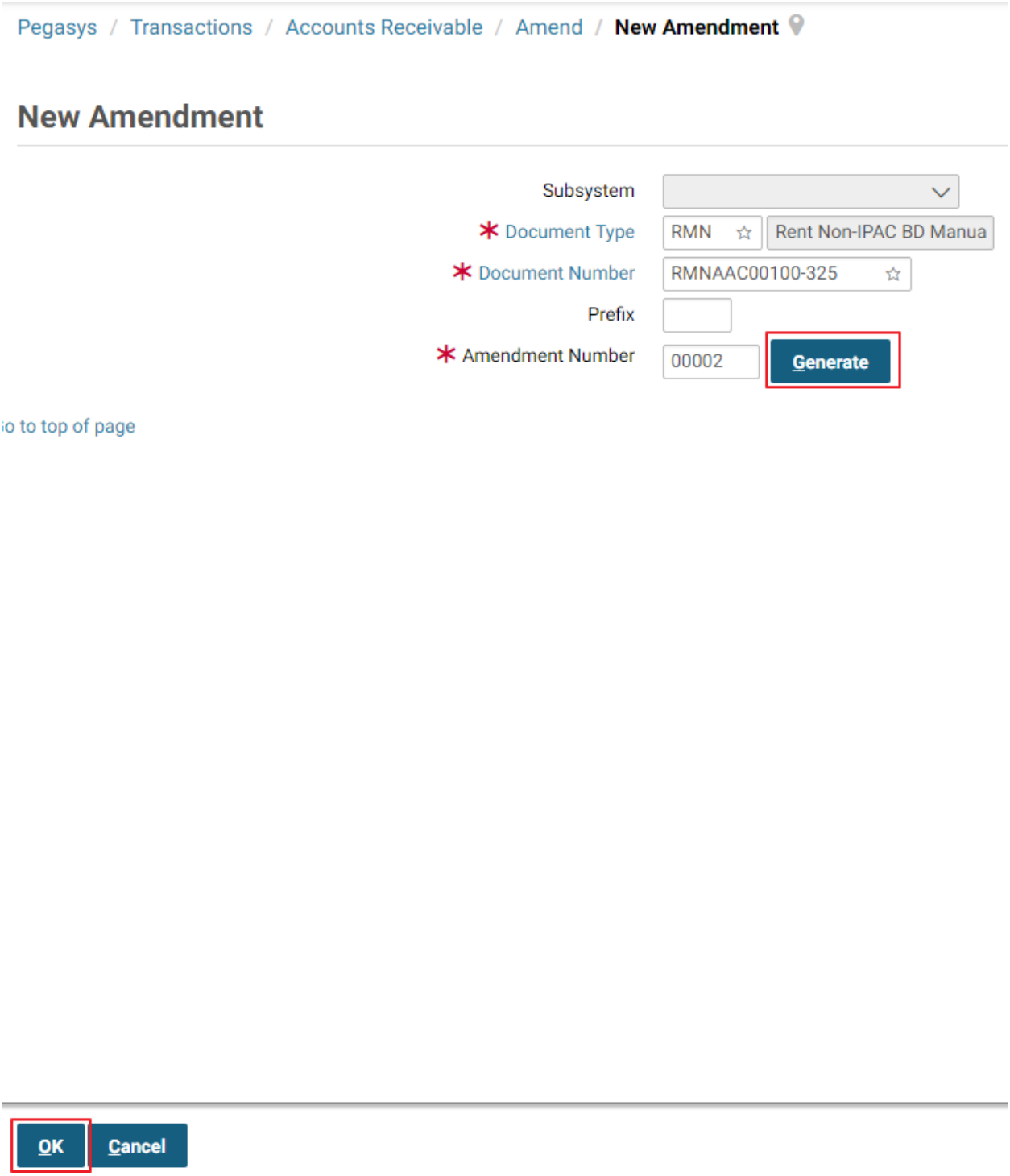
Figure 62: New Amendment



The screenshot above shows the first screen in the amendment process. Here, the Document Type, Document Name, Document Number, and Amendment Number must be populated by manually inputting, auto-populating, or generating the data.

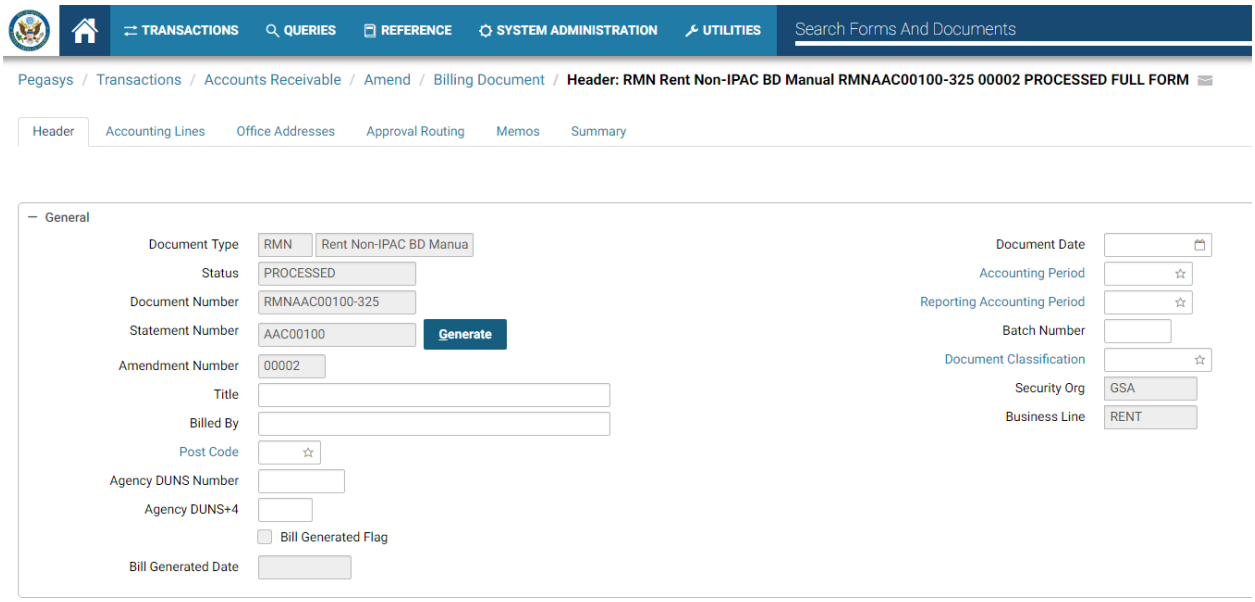
6. **REQUIRED**: Enter or select the **Generate** button next to the Amendment Number field to generate an amendment number.
7. Select the **Ok** button to continue the Amendment processing.

Figure 63: New Amendment on BD



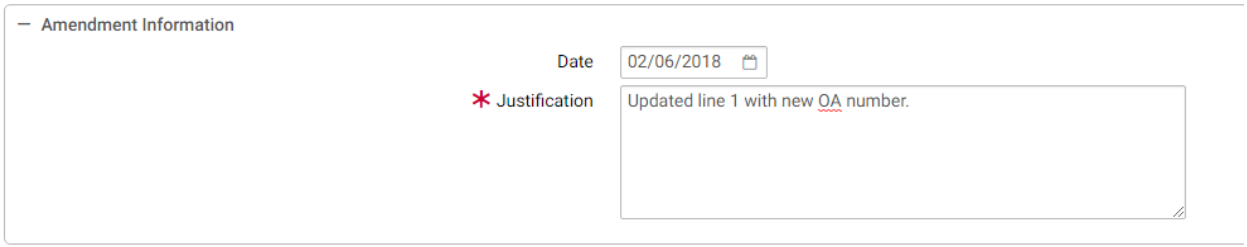
8. The Header page is displayed.

Figure 64: Header Page on BD



9. **REQUIRED** - Enter the Amendment Justification on the BD header.

Figure 65: Amendment Information on BD



10. Amend the incorrect information or add new information to the Billing Document (BD) header and or BD accounting lines.

    NOTE: If the Billing Document (BD) has not been referenced by a collection, most fields are editable.

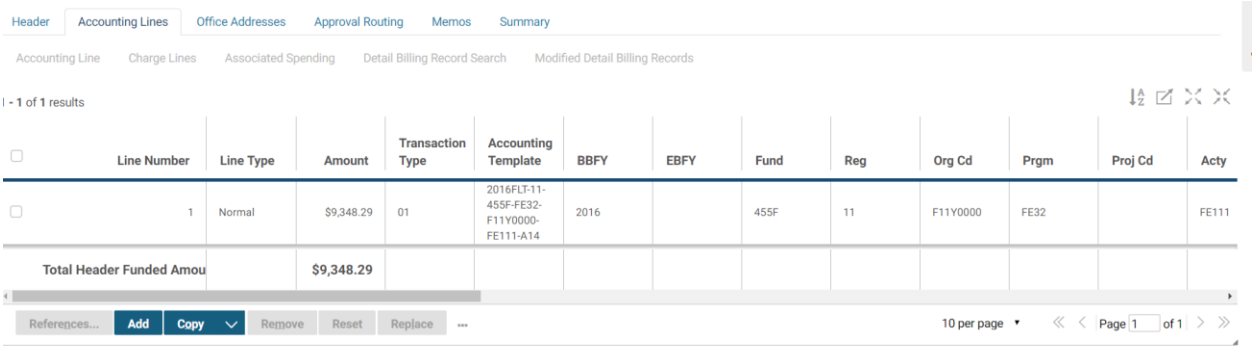
    To modify the Detail Billing Records, see **Section 4.4.3.4 Modify Detail Billing Record (Non Shared Field) by Amending Billing Document (BD)**.

    NOTE: For IPAC, if amending to $0 in lieu of cancelling the document, enter the reason for zeroing out the document.

    NOTE: For IPAC, if amending the document because it is related to a chargeback, enter descriptive information, such as why the chargeback is being rebilled or accepted.

11. To change the amount, select the accounting line tab.

Figure 66: Accounting Lines Tab on BD



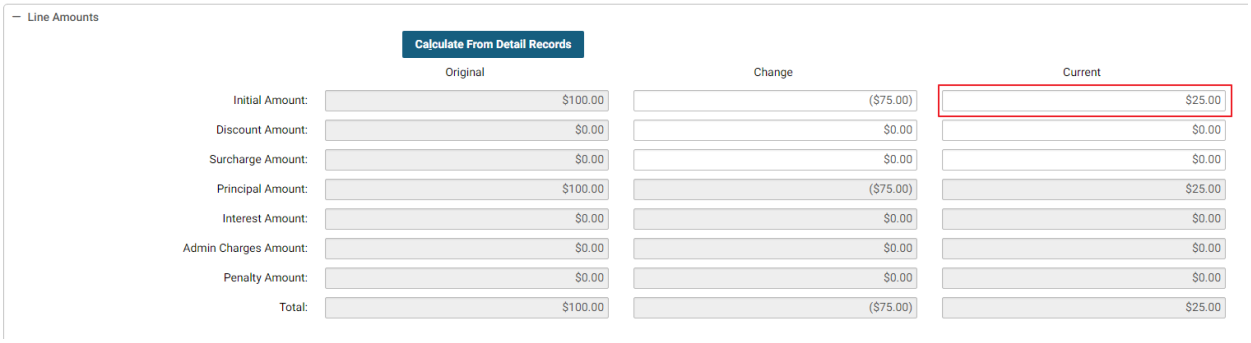
12. Update the amount in the Initial Amount field using the "Current" column value.

    If entering an increased amount, the change column will be populated with the increase amount.

    If entering a decreased amount, the change column will be populated with the decrease value.

    To amend documents for resolving chargebacks, refer to **BAAR User Guide 1 of 10 Section 4.1: BAAR User Actions**.

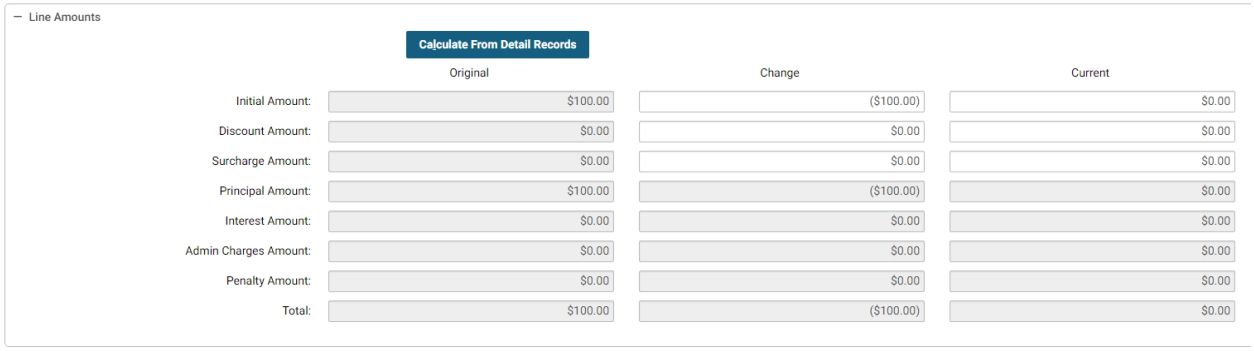
Figure 67: Line Amounts-Current Amount



13. To use the amendment to null out the transaction, enter the new amount of $0.00. This will reduce the transaction amount to $0.00 without using the Cancel action.

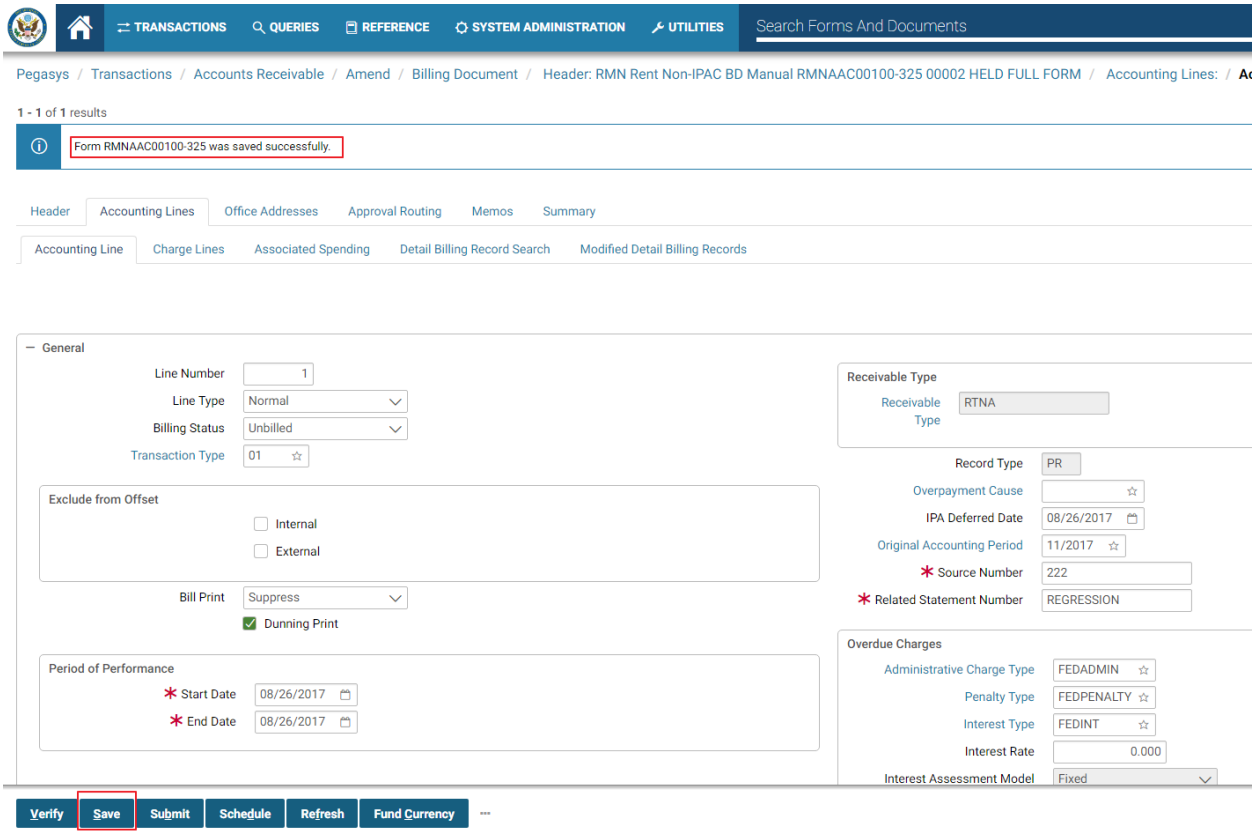
    NOTE: While this section uses changing the amount as an example of an amendment, amendments can be used to change other data as well.

Figure 68: Line Amounts-Null Transaction



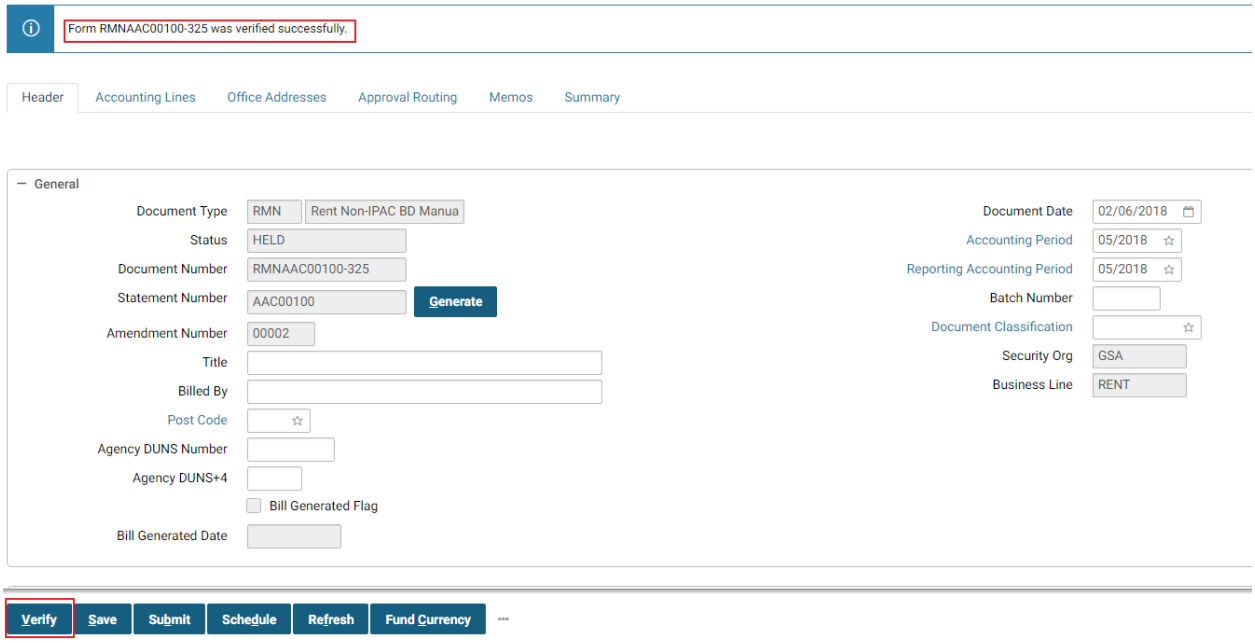
14. Select the **Save** button.

Figure 69: Save Button.



15. Select the **Verify** button.

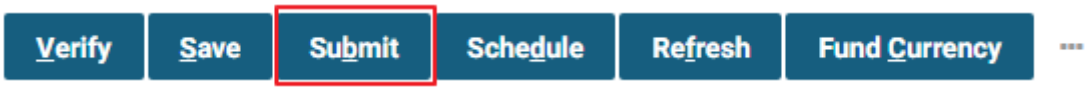
Figure 70: Verify-RMN



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

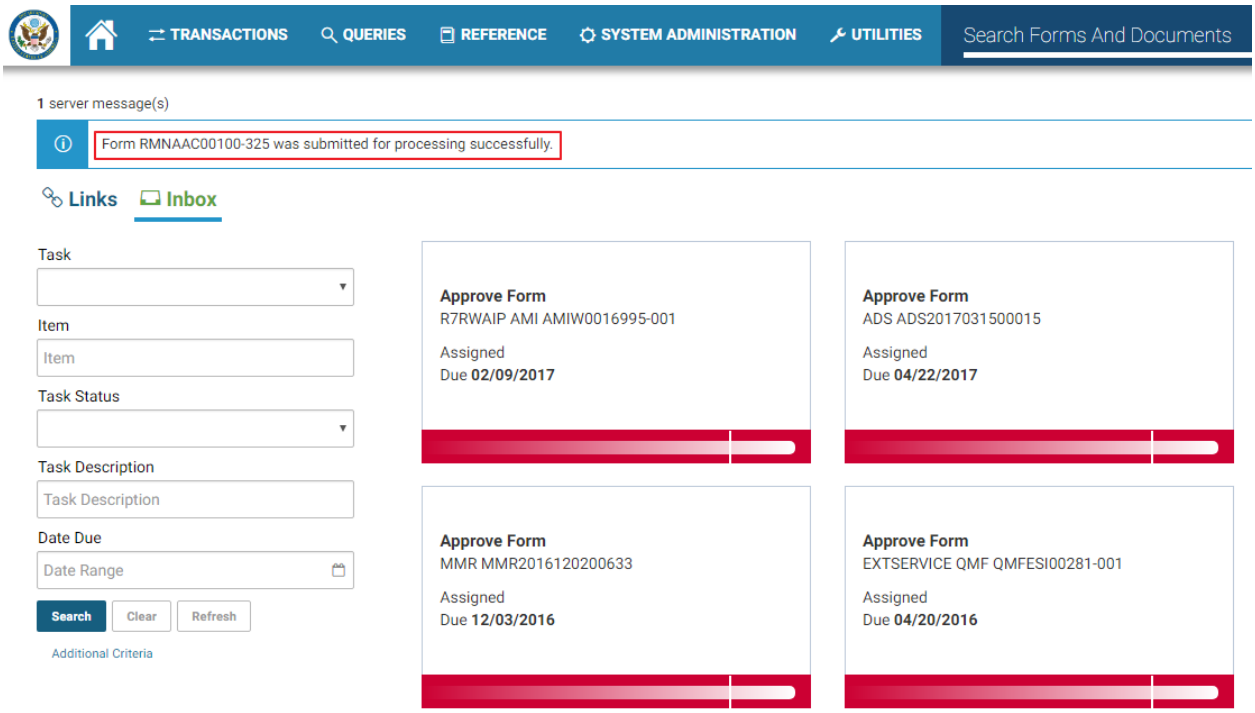
16. Select the **Submit** button.

Figure 71: Submit Button



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

Figure 72: Submission Message



18. Navigate back to Form Document Selection and query the document following the steps above in order to confirm the updates have processed successfully.

    NOTE: Querying the document is an optional step, but a good habit when submitting amendments/corrections.

Figure 73: Form Document Selection (1 of 2)

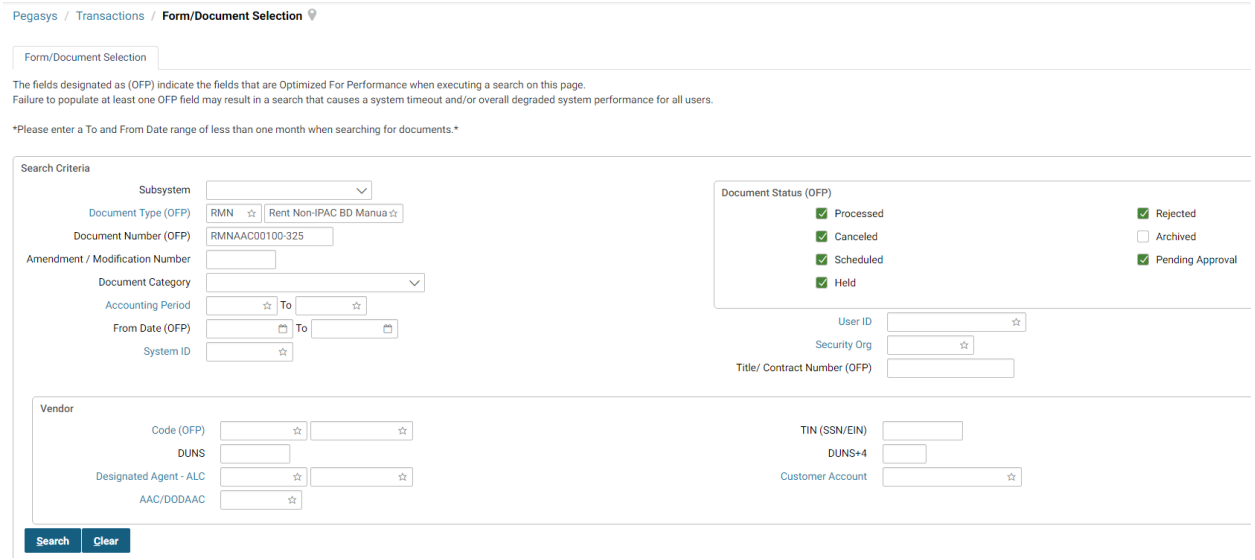


Figure 74: Form Document Selection (2 of 2)

4.4.3.2 Correct Billing Document (BD)

To correct a Billing Document, the user must have the appropriate security permissions. Correction is a less preferable action on the transaction as it does not have the audit capability that the amendment action has. However, if forms are created via an automated process but reject during processing, the documents will have to be corrected in order to complete the initial processing.

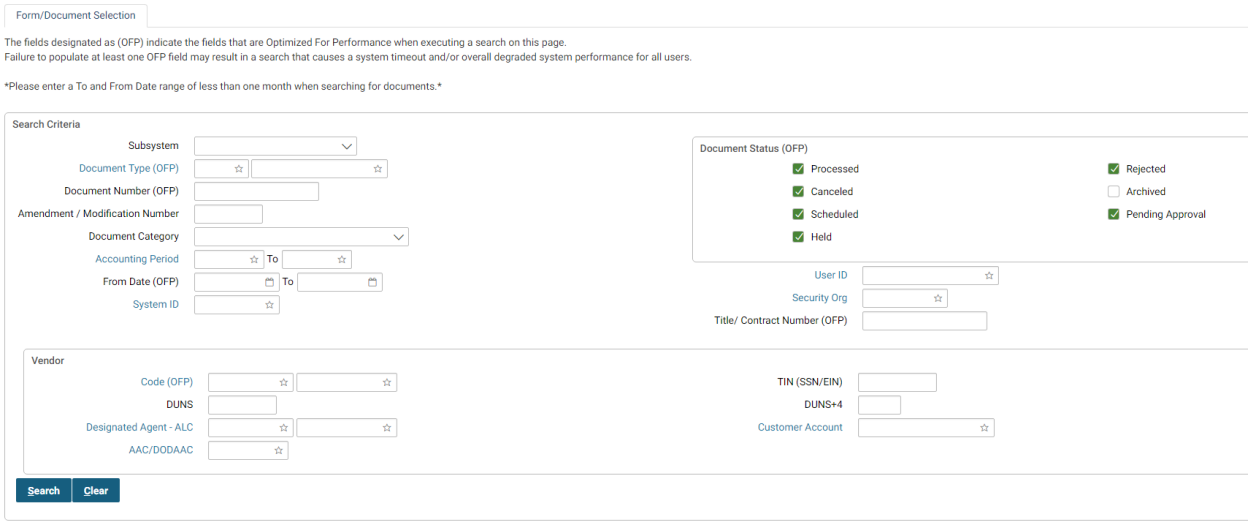
To modify the Detail Billing Records from Billing Document, see **Section 4.4.3.4 Modify Detail Billing Record (Non Shared Field) by Amending Billing Document (BD)**.

Steps to Correct an Accounts Receivable BD Form

1. Navigate to Transactions → Form/Document Selection.

   NOTE: The document can also be corrected from Transactions → Accounts Receivable → Correct.

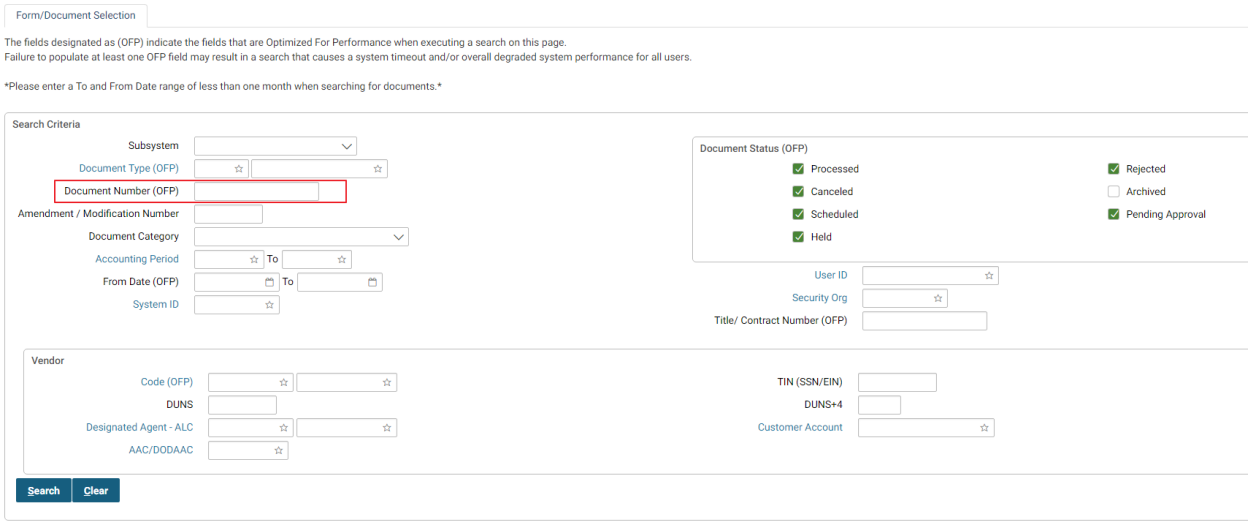
Figure 75: Form/Document Selection for BD Form



2. **REQUIRED:** Enter the **Statement Number** or the **Document Number**.

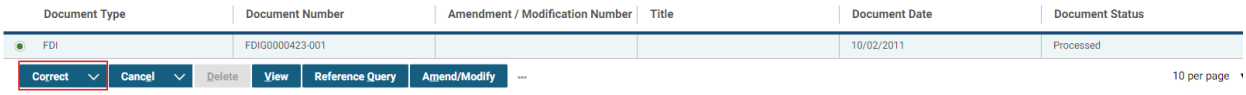
   NOTE: Enter as many details for the transaction as available. Please refer to **BAAR User Guide 3 of 10 Section 4.6.4: Retired IPAC Transaction Query** for how to query on Form/Document Selection.

Figure 76: Statement Number or Document Number on BD Correction



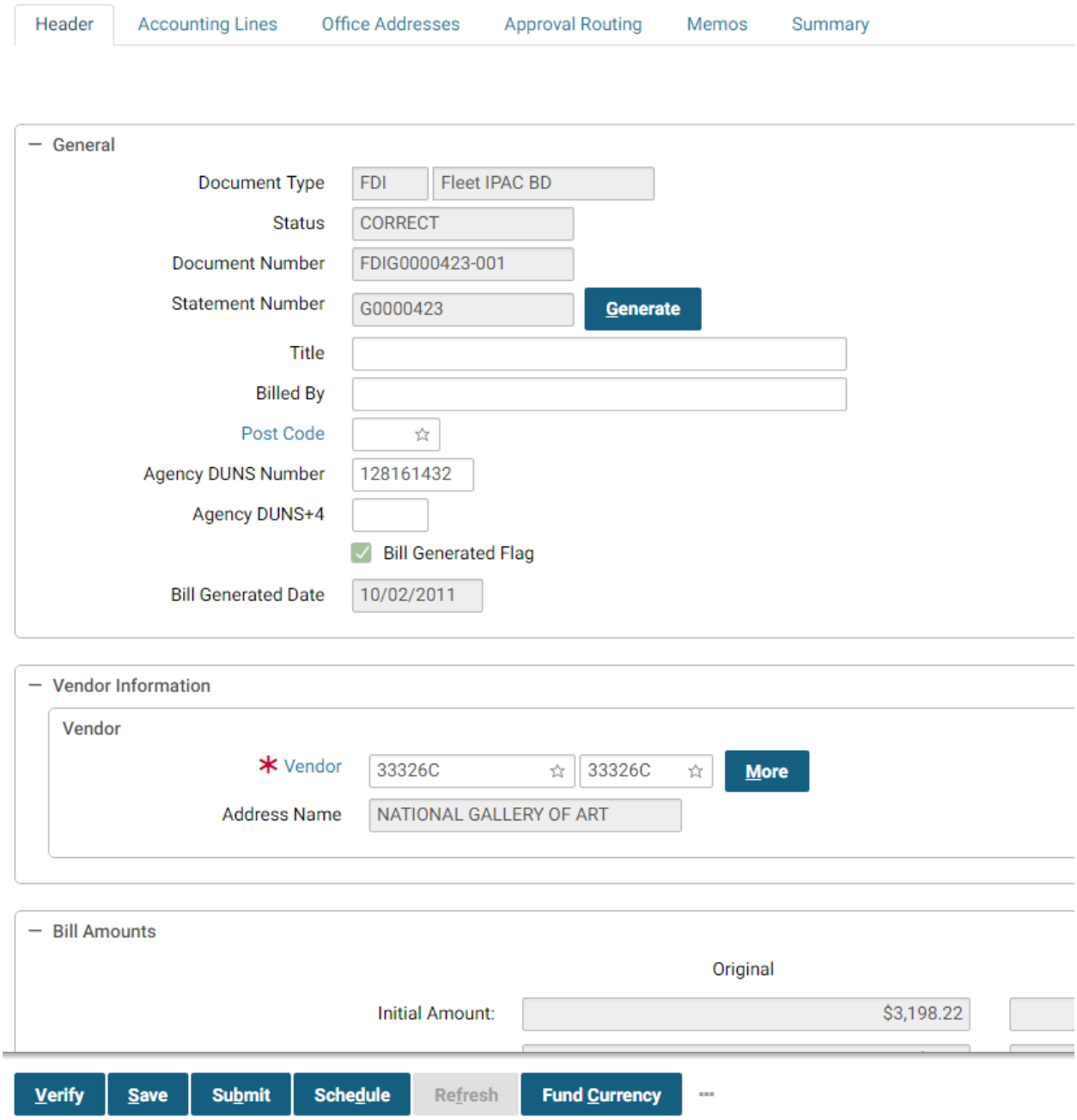
3. Select the **Search** button to execute the query.
4. Select the record of the form to correct.
5. Select the Correct button to open the form in Correct Mode.

Figure 77: Correct Button on BD Correction



6. The Header page is displayed.

Figure 78: Header Page on BD Correction



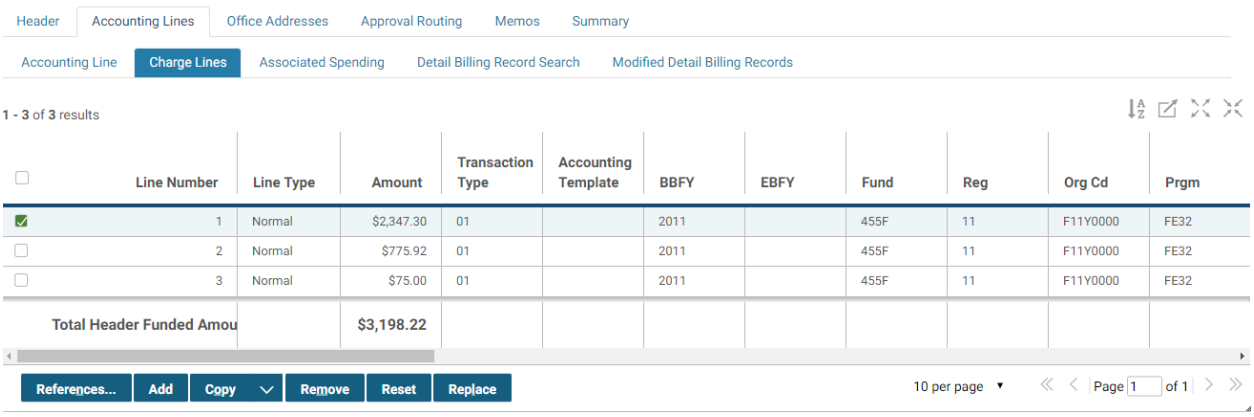
7. Correct the incorrect information or add information to the appropriate tab of the BD.

   NOTE: If the BD has not been referenced by a collection or accepted by Treasury, most fields are correctable.

   To modify the DBRs, refer to **Section 4.4.3.4 Modify Detail Billing Record (Non Shared Field) by Amending Billing Document (BD)**.

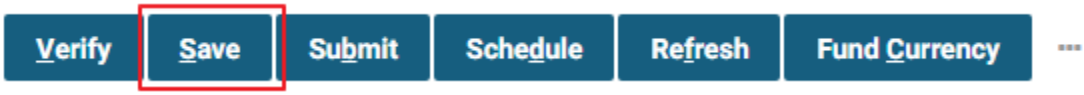
8. Select the **Accounting Line** tab and correct the incorrect information or add information to the appropriate fields.

Figure 79: Accounting Line Tab for BD Correction



9. Select the **Save** button.

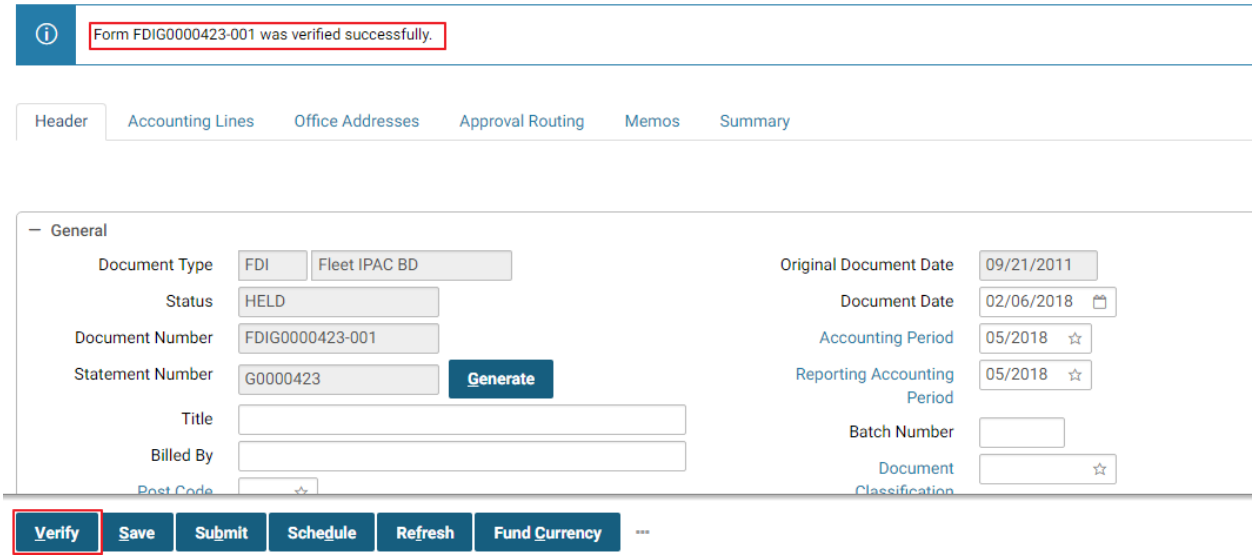
Figure 80: Save Button on BD Correction



10. Select the **Verify** button.

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

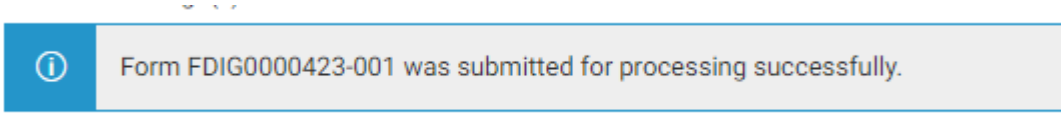
Figure 81: Verify Button on BD Correction



11. Select the **Submit** button.

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

Figure 82: Successful Processing Message on BD Correction



13. Navigate back to Form/Document Selection and query the document following the steps above in order to confirm the updates have processed successfully.

    NOTE: Querying the document is an optional step, but a good habit when submitting corrections/amendments.

4.4.3.3 Cancel Billing Document (BD)

To cancel a Billing Document, the user must have the appropriate security permissions. The cancellation process reduces the transaction to $0 amount in the journals but retains the transaction information in a "Cancelled" state.

NOTE: Once a document has been cancelled, it can no longer be corrected or amended; it can only be viewed.

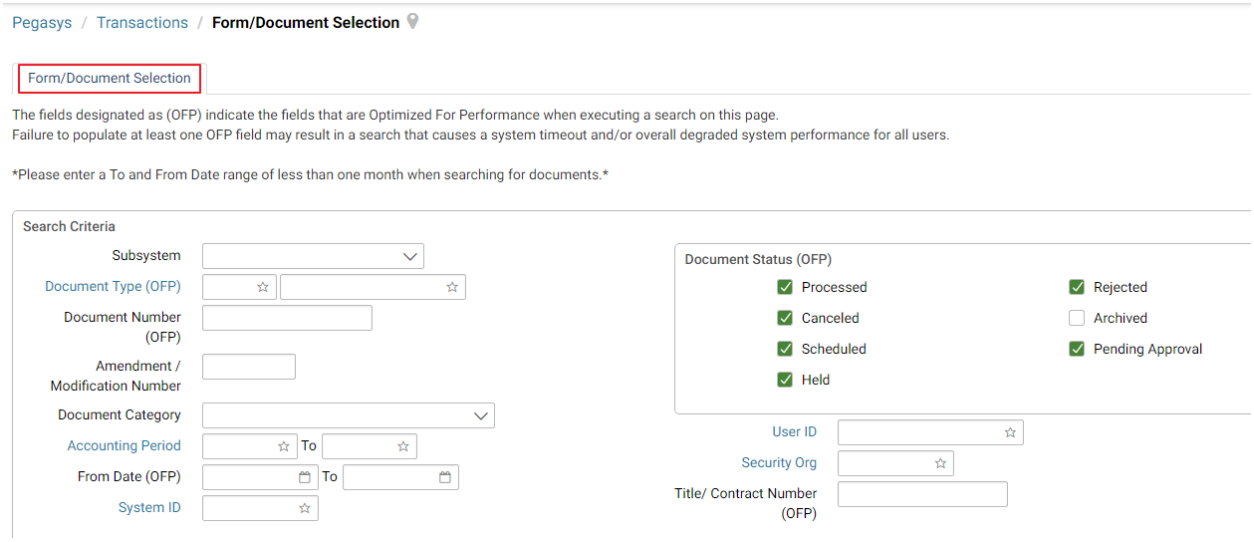
NOTE: Consult the regional business process for when to cancel and when to amend to $0.00. For example, if a user calls and says that they mis-keyed something, but the entry will still be received, then Region 6 will amend/correct the transaction to $0.00 rather than canceling while Region 7 would cancel the transaction.

Steps to Cancel an Accounts Receivable Billing Document (BD) Form

1. Navigate to Transactions → Form/Document Selection.

   NOTE: The document can also be corrected from Transactions → Accounts Receivable → Cancel.

Figure 83: Form/Document Selection for BD Cancellation



2. **REQUIRED** - Enter the **Statement Number** or the **Document Number**.

   NOTE: Enter as many details for the transaction as available. Please refer to **BAAR User Guide 3 of 10 Section 4.6.4: Retired IPAC Transaction Query** for how to query on Form/Document Selection.

Figure 84: Statement Number/Document Number on BD Cancellation (1 of 2)

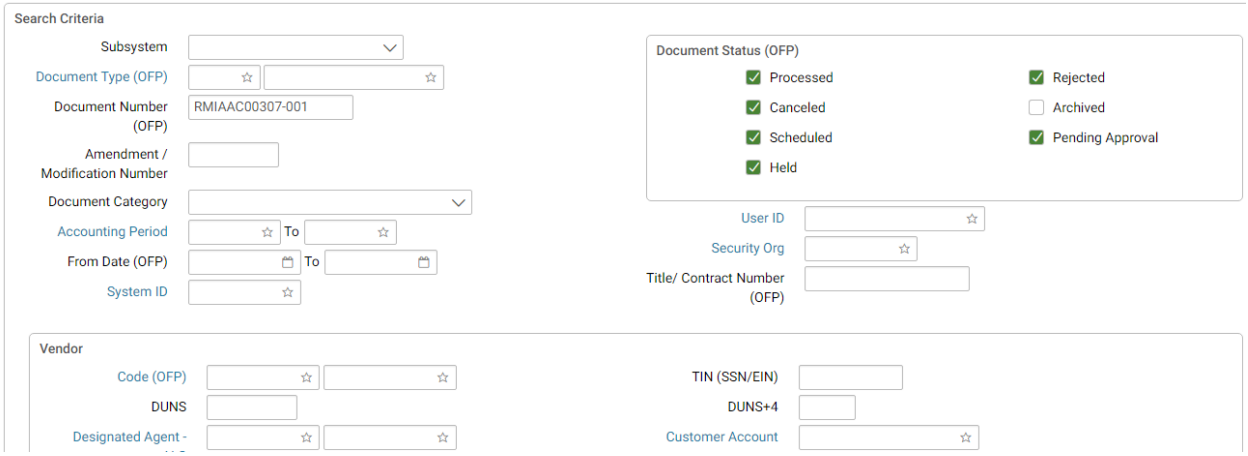
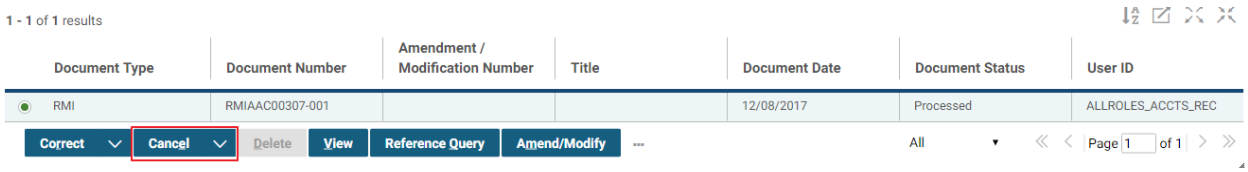


Figure 85: Statement Number/Document Number on BD Cancellation (2 of 2)

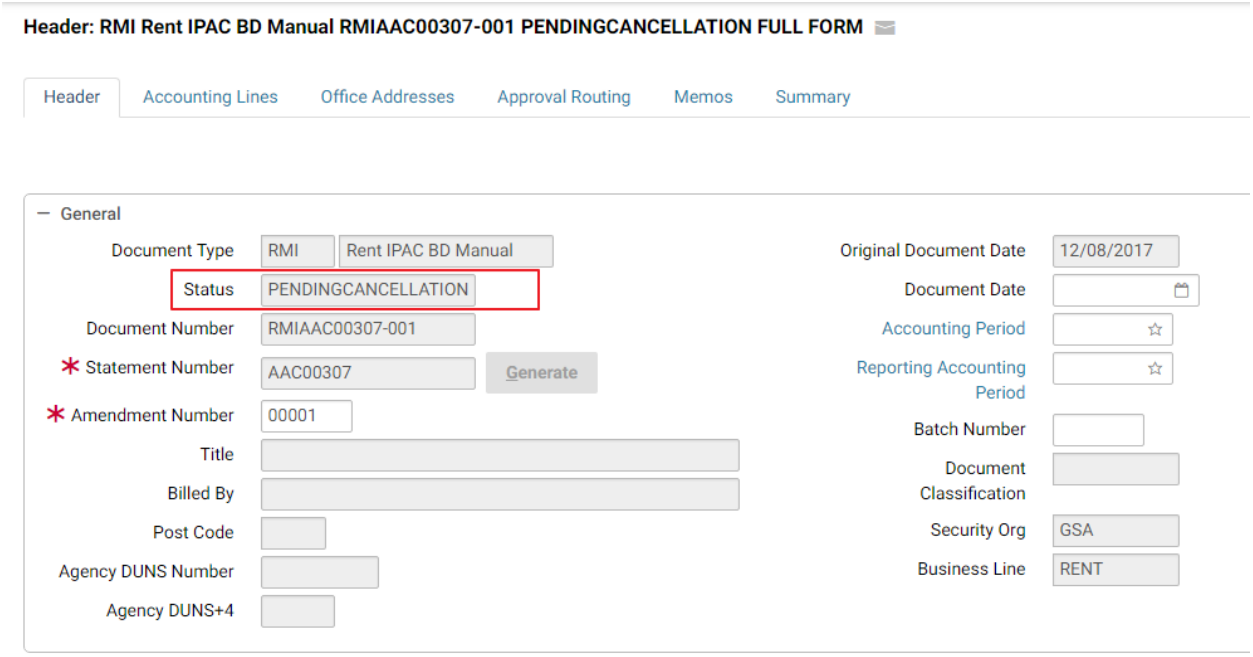
3. Select the **Search** button to execute the query.
4. Select the record of the document to cancel.
5. Select the **Cancel** button.

Figure 86: Cancel Button on BD Cancellation



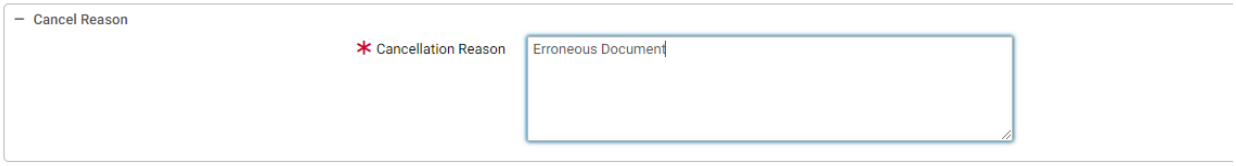
6. The document will be opened in a new window in Pending Cancellation mode.

Figure 87: BD Header in Pending Cancellation Mode



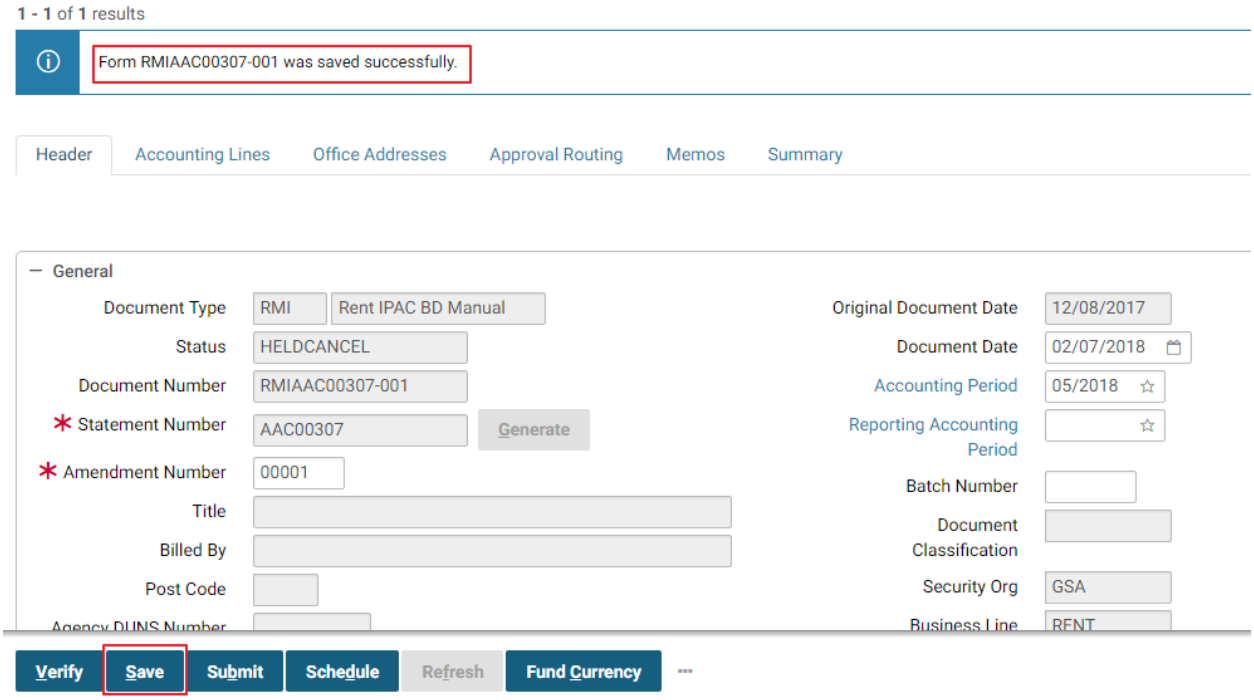
7. **REQUIRED** - Enter the **Cancel Reason**.

Figure 88: Cancel Reason on BD Cancellation



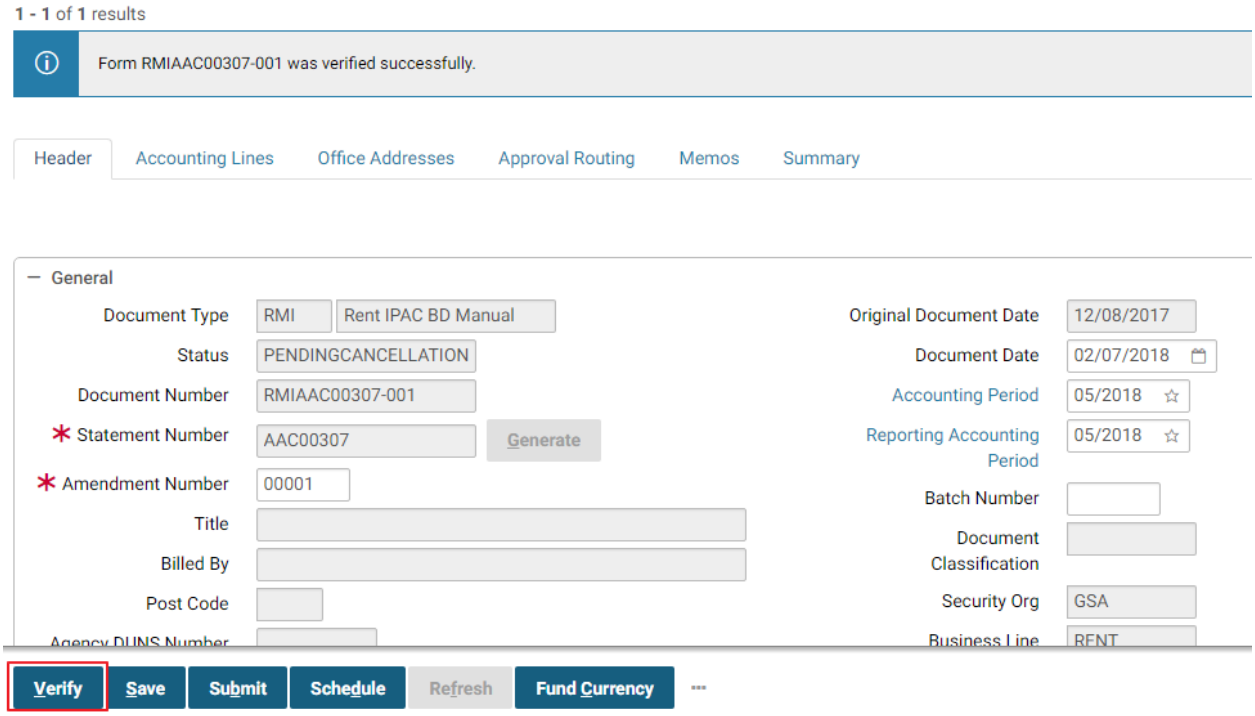
8. Select the **Save** button.

Figure 89: Save Button on BD Cancellation



9. Select **Verify** button.

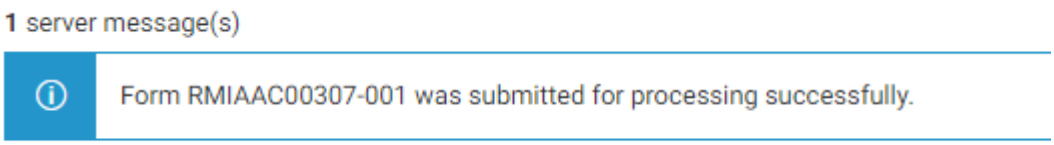
Figure 90: Verify Button on BD Cancellation



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

10. Select the **Submit** button.
11. After selecting the **Submit** button, if no errors are encountered, a message appears stating that the form has been submitted for processing.

Figure 91: Successful Submission Message on BD Cancellation



NOTE: When the document has been approved, the document status will be Cancelled.

12. To check the status of the document, navigate back to Form/Document Selection.

NOTE: Querying the document after amending or correcting is an optional step, but a good habit when submitting corrections/amendments.

Figure 92: Form/Document Selection for BD Cancellation (1 of 2)

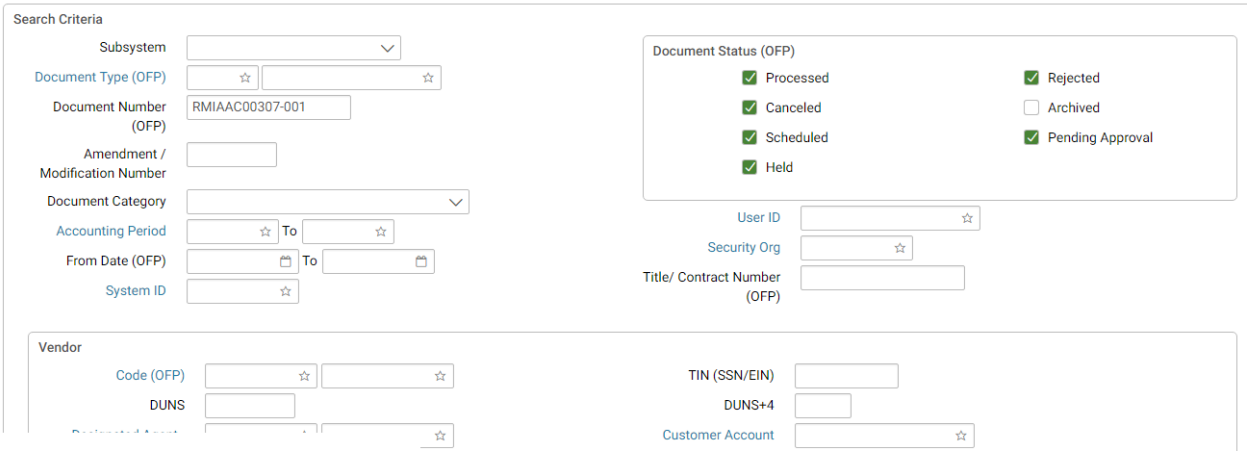
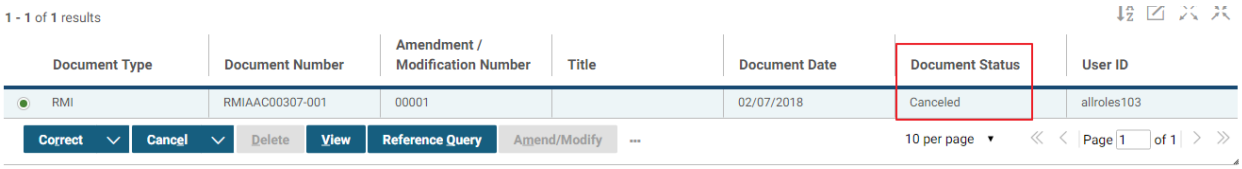


Figure 93: Form/Document Selection for BD Cancellation (2 of 2)



4.4.3.4 Modify Detail Billing Record (Non Shared Field) by Amending Billing Document (BD)

To correct a Detail Billing Record associated with a non-IPAC Billing Document (BD); the user must have the appropriate security permissions. **NOTE:** As the steps to amend a document are different than the steps to correct a document, however, there is no difference in the action to update a Detail Billing Record from Correct or Amend Mode.

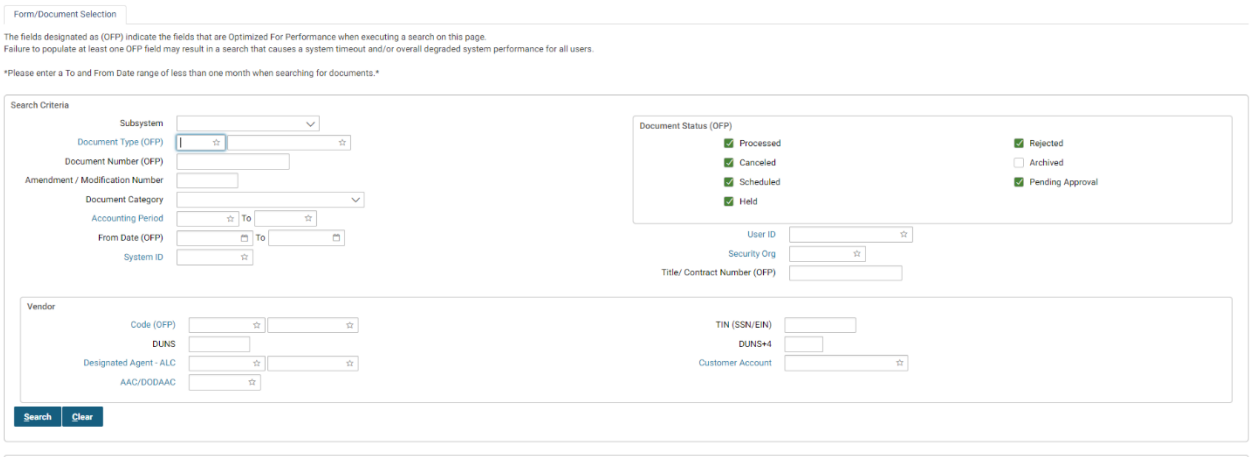
Please see **BAAR User Guide 1 of 10 Section 4.2.4: Modify Orphan Modify Orphan Detail Billing Record from the Detail Billing Record Query** to Modify Detail Billing Records from the Detail Billing Record Query.

Steps to correct a Detail Billing Record from within a Billing Document (BD) (non-IPAC)

1. Navigate to Transactions → Form Document Selection.

   NOTE: The document can also be corrected from the Billing Query, or Transactions → Accounts Receivable → Correct. See **Section 4.6.1 Search Functionality** to query the Billing Query and launch a document correction.

Figure 94: Form/Document Selection-Correct DBR Record

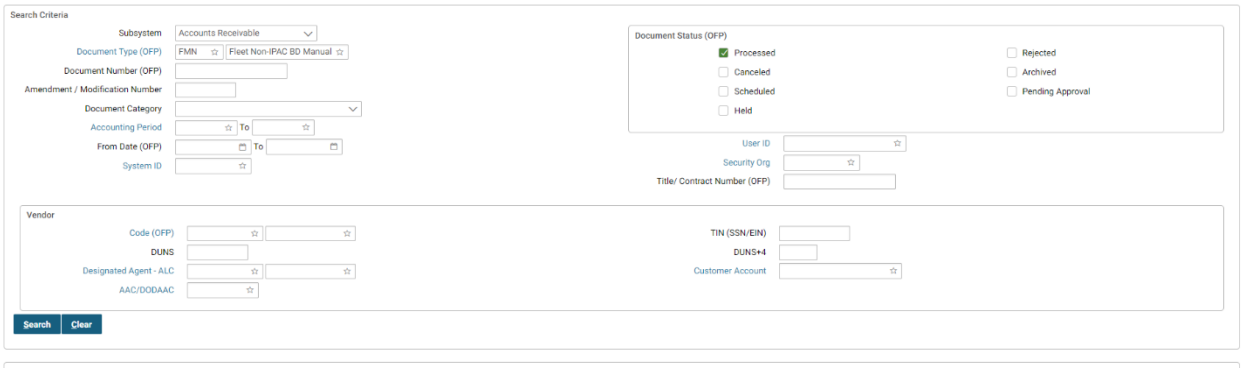


2. **REQUIRED** - Enter the **Statement Number** or the **Document Number**.

   NOTE: Enter as many details for the transaction as available. See **BAAR User Guide 3 of 10 Section 4.6.4: Retired IPAC Transaction Query** for how to query on Form/Document Selection.

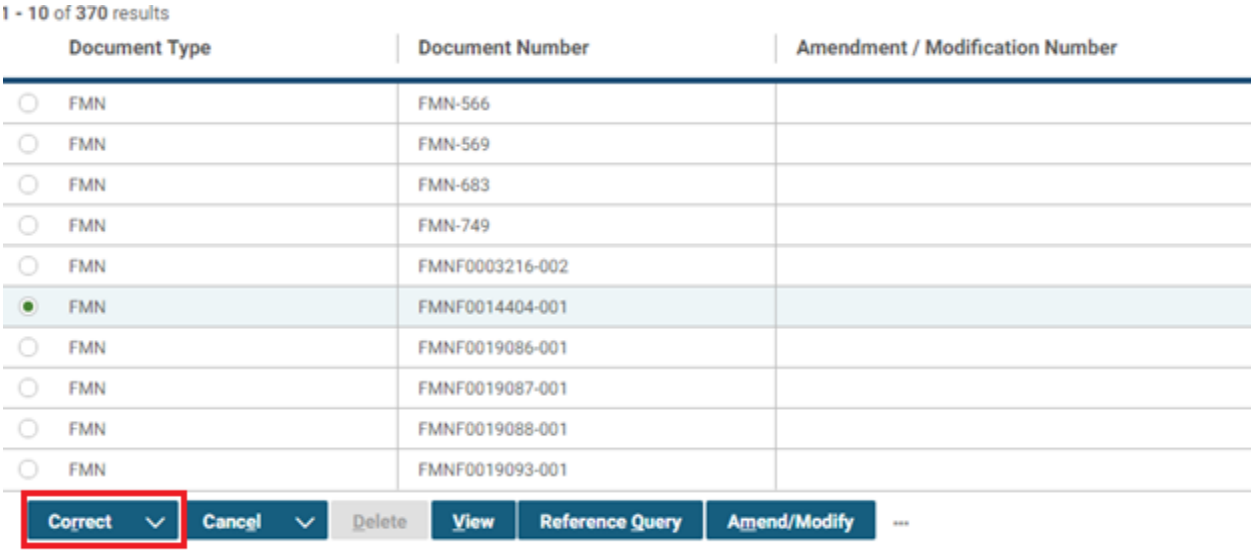
3. Select the **Search** button to execute the query.

Figure 95: Form/Document Selection for Detail Billing Record Correction



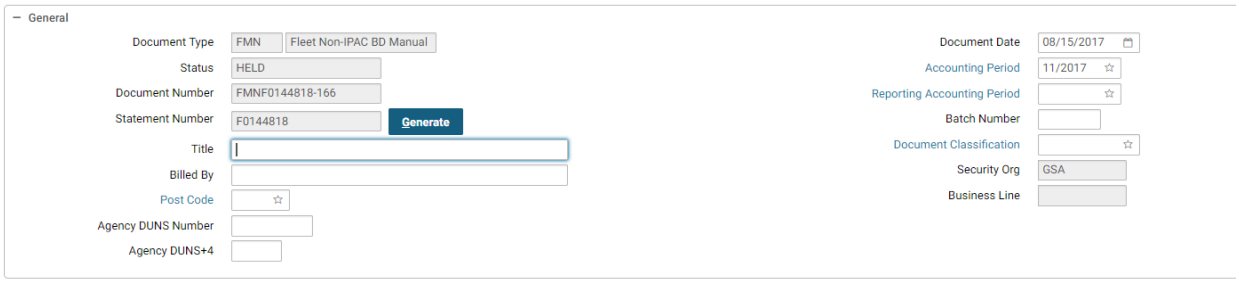
4. Select the record of the document to correct.

Figure 96: Document Selection for Detail Billing Record Correction



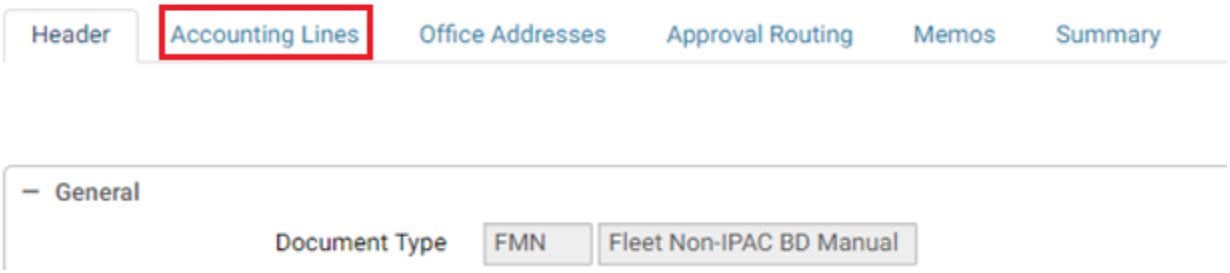
5. Select the **Correct** button to open the document in Correct Mode.

Figure 97: Correct Button for Detail Billing Record Correction



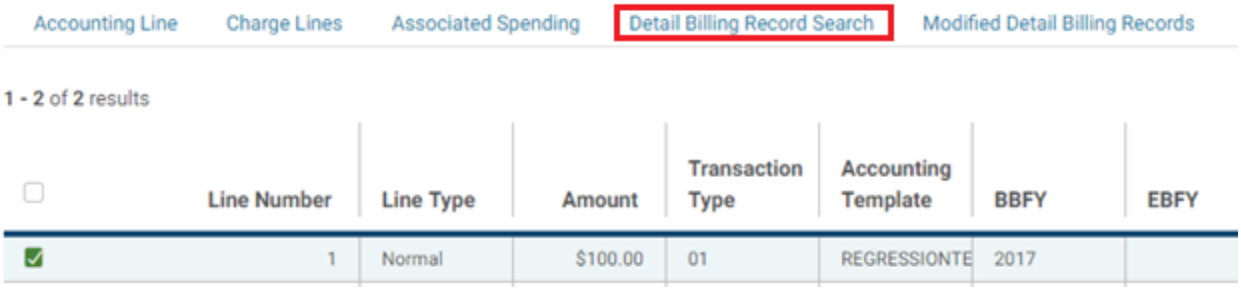
6. Select the **Accounting Lines** tab.

Figure 98: Accounting Lines tab for Detail Billing Record Correction



7. Select the accounting line record to correct.
8. To correct Detail Billing Records associated to the BD, select **Detail Billing Record Search** link.

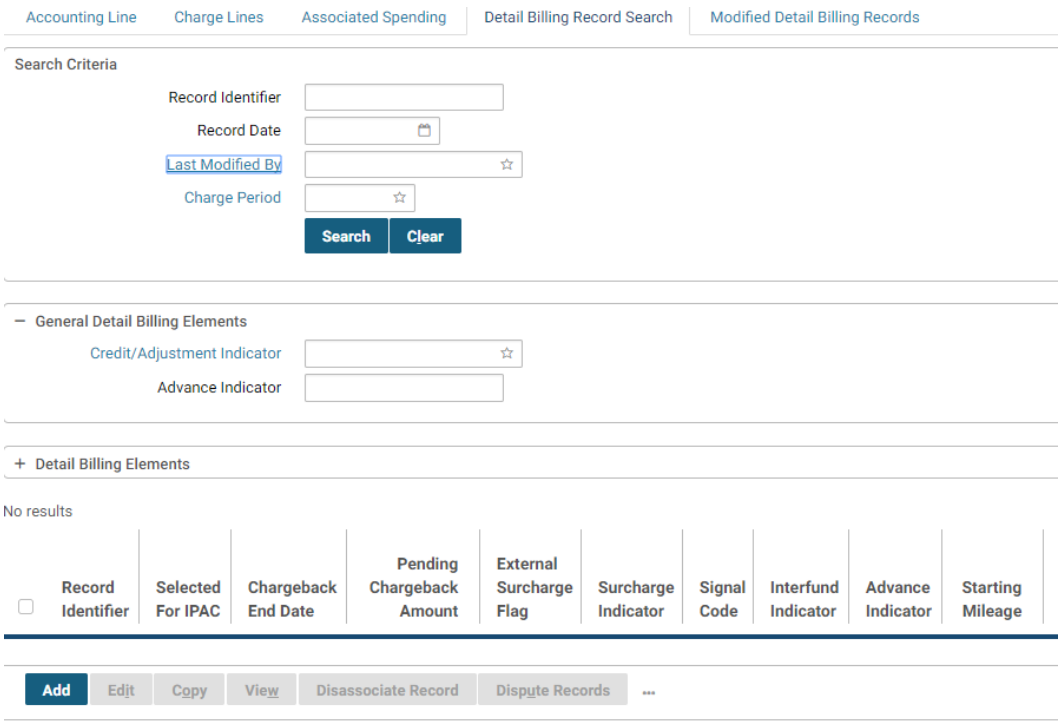
Figure 99: Detail Billing Record Search Link



NOTE: Edited or manually created Detail Billing Records will be visible and correctable via the "Modified Detail Billing Record" tab until the form has processed successfully.

9. Enter the appropriate search criteria and select search.

Figure 100: Detailed Billing Record Search

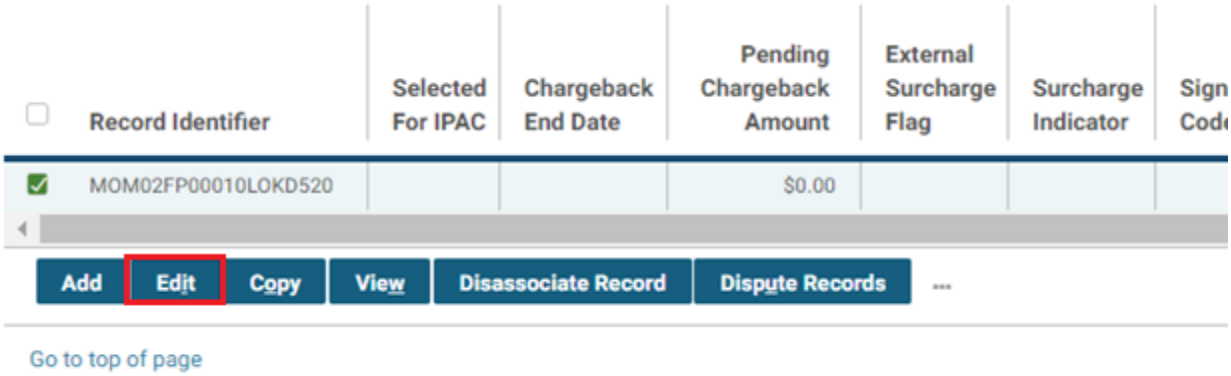


NOTE: For the list of Detail Billing Record search criteria, see **BAAR User Guide 1 of 10 Section 4.2: Detail Billing Records from Detail Billing Record Query**.

NOTE: For improved performance on queries, enter multiple fields of the search criteria. Users should not perform "blind" queries, i.e., executing searches without entering any search criteria.

10. To correct the Detail Billing Record, select the **Edit** button.

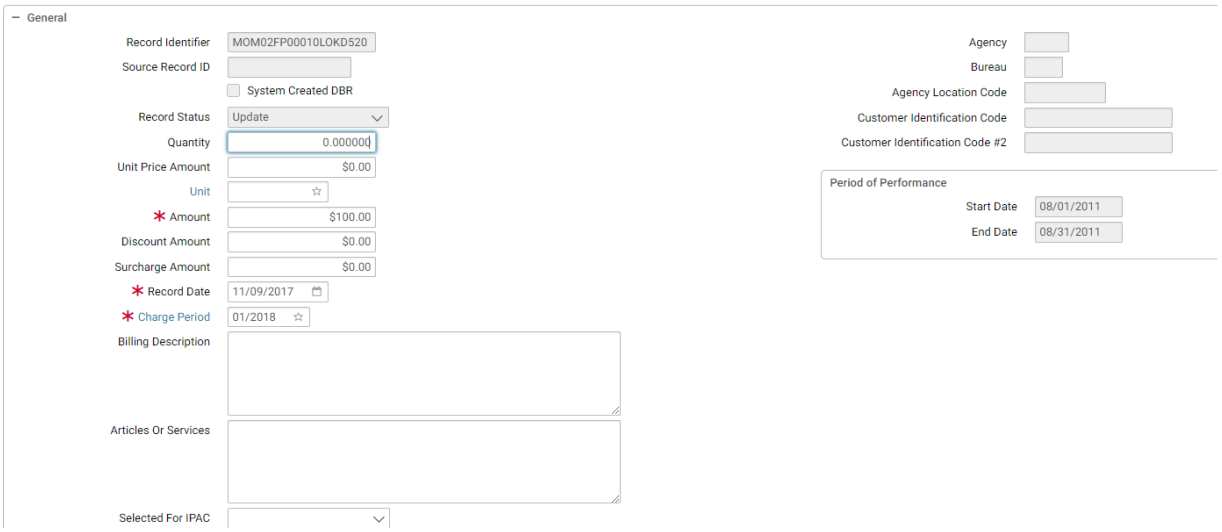
Figure 101: Edit Button for Detail Billing Record



NOTE: Select an action for the Detail Billing Record from the action buttons. Add, Edit, Copy, View, Disassociate Record, Dispute Records, View as CSV, Sort for the Detail Billing Record.

11. The Detail Billing Record will be opened in a new window to the "**Modified Detail Billing Record**" page in Update status.

Figure 102: Modified Detail Billing Record-Edit

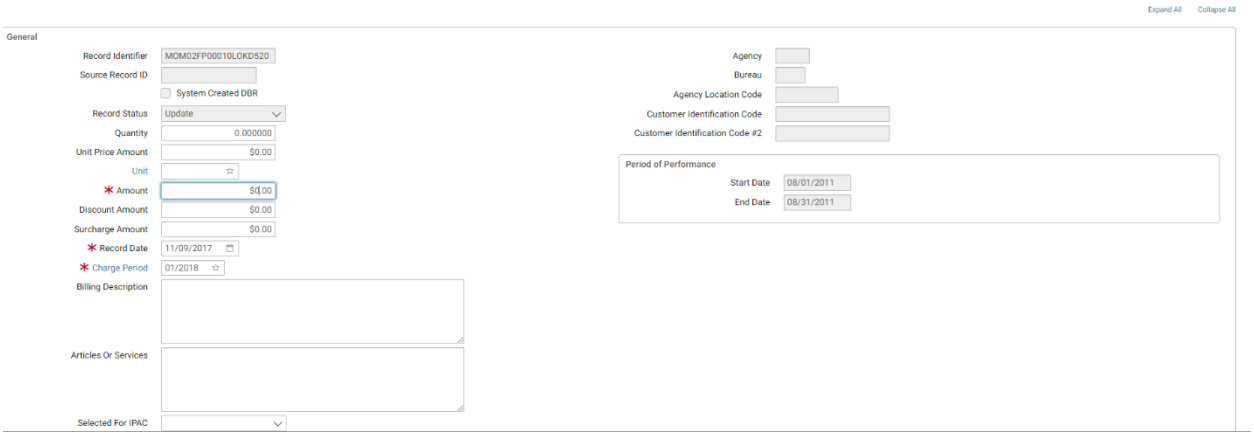


NOTE: The Detail Billing Record Status will be "Update".

12. To edit the Detail Billing Record, correct/update the appropriate non-shared fields.

NOTE: Shared fields can be corrected from the document level, i.e., directly on the BD header or accounting line field. The Detail Billing Record shared fields will not be updated. See **BAAR User Guide 1 of 10 Section 4.2.2: Detail Billing Record Query Description and Uses** for information on Shared vs. Non Shared fields.

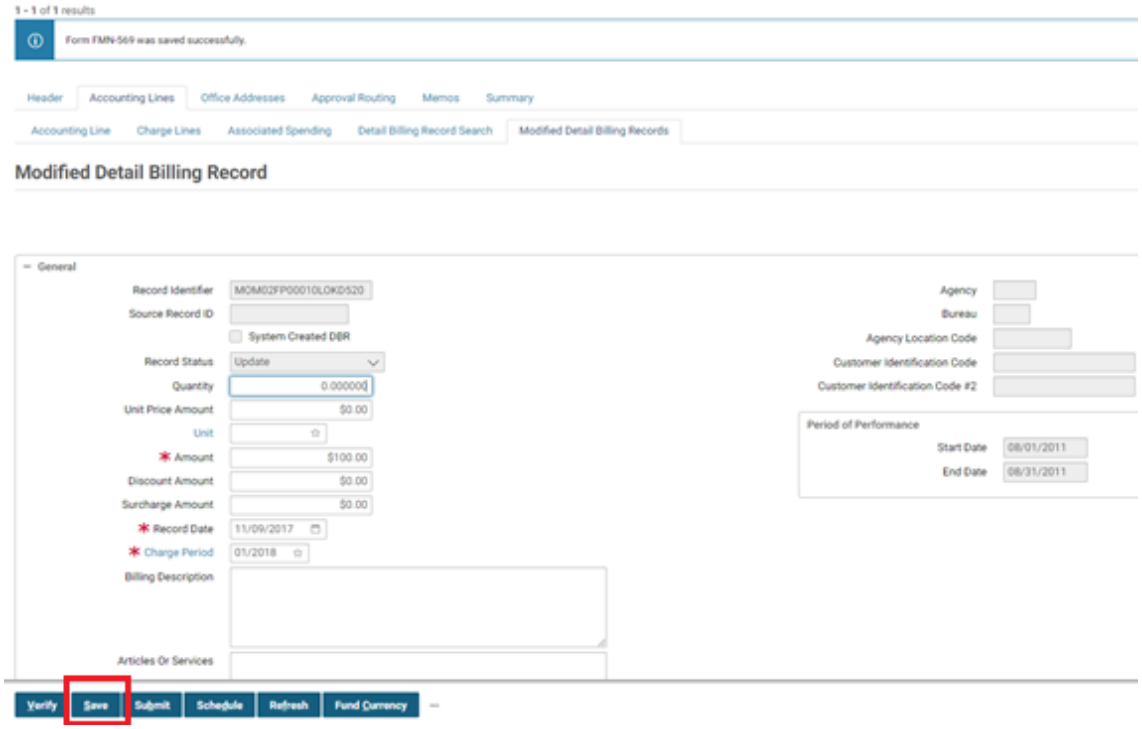
Figure 103: Detailed Billing Record Modification



13. Select the **Save** button.

NOTE: Updated/new Detail Billing Records are visible from the Modified Detail Billing Record tab until the form is processed.

Figure 104: Save Button on Detailed Billing Record Modification



4.4.3.5 Modify Detail Billing Record (Non Shared Field) by Amending IPAC Billing Document (BD)

To modify a Detail Billing Record associated with an IPAC Billing Document (BD), the user must have the appropriate security permissions to amend the BD and correct Detail Billing Records. Note that DBRs are not amended or corrected, but once the DBR is associated to a document, the DBR can only be modified from within the document. The DBR can be modified to disassociate in order to update shared fields, steps are provided in the section below.

Additionally, note that only non-shared detail billing fields can be modified when updating a Detail Billing Record via a document amendment. Non-shared fields refer to those fields that are only found on the Detail Billing Record (and not on the header and/or accounting line). Non-shared fields are used to store detailed, non-financial information such as Building Name (Rent) or Mileage Rate (Fleet).

Please refer to **Section 4.4.3.1 Amend Billing Document (BD)** for how to amend Billing Document (BD). Please refer to **BAAR User Guide 1 of 10 Section 4.2.4: Modify Orphan Modify Orphan Detail Billing Record from the Detail Billing Record Query** to Modify Detail Billing Records from the Detail Billing Record Query.

Steps to Modify an IPAC DBR by Amending an IPAC BD

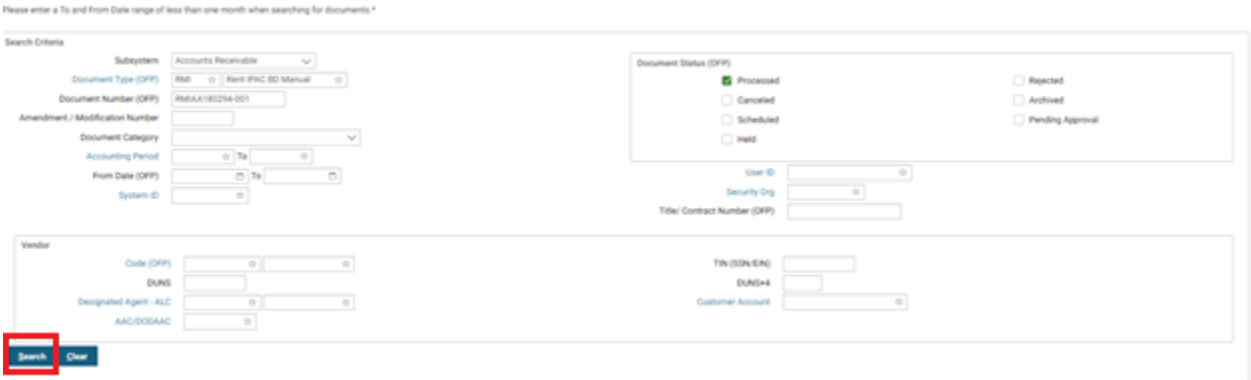
1. Navigate to Transactions → Form/Document Selection.

NOTE: The document can also be corrected from the IPAC Transaction Query, or Transactions → Accounts Receivable → Amend and the Detail Billing Record Query.

2. **REQUIRED**: Enter the **Statement Number** or the **Document Number**.

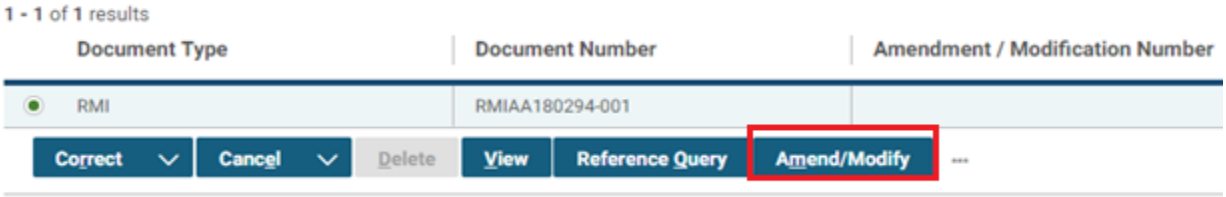
   NOTE: Enter as many details for the transaction as available. Please refer to **BAAR User Guide 3 of 10 Section 4.6.4: Retired IPAC Transaction Query** for how to query on Form/Document Selection.

Figure 105: Statement or Document Number on IPAC BD Amendment



3. Select the **Search** button to execute the query.
4. Select the record of the document to amend.
5. Select the **Amend** button to open the document in Amend Mode.

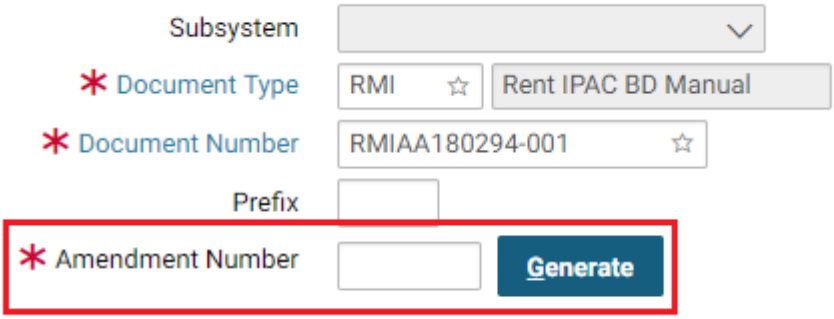
Figure 106: Amend Button on IPAC BD Amendment



NOTE: If the BD's article IPAC Status is In-Transit or Confirmed, no amendments/corrections are allowed to that accounting line/article combination, including modifying the DBRs associated to the accounting line.

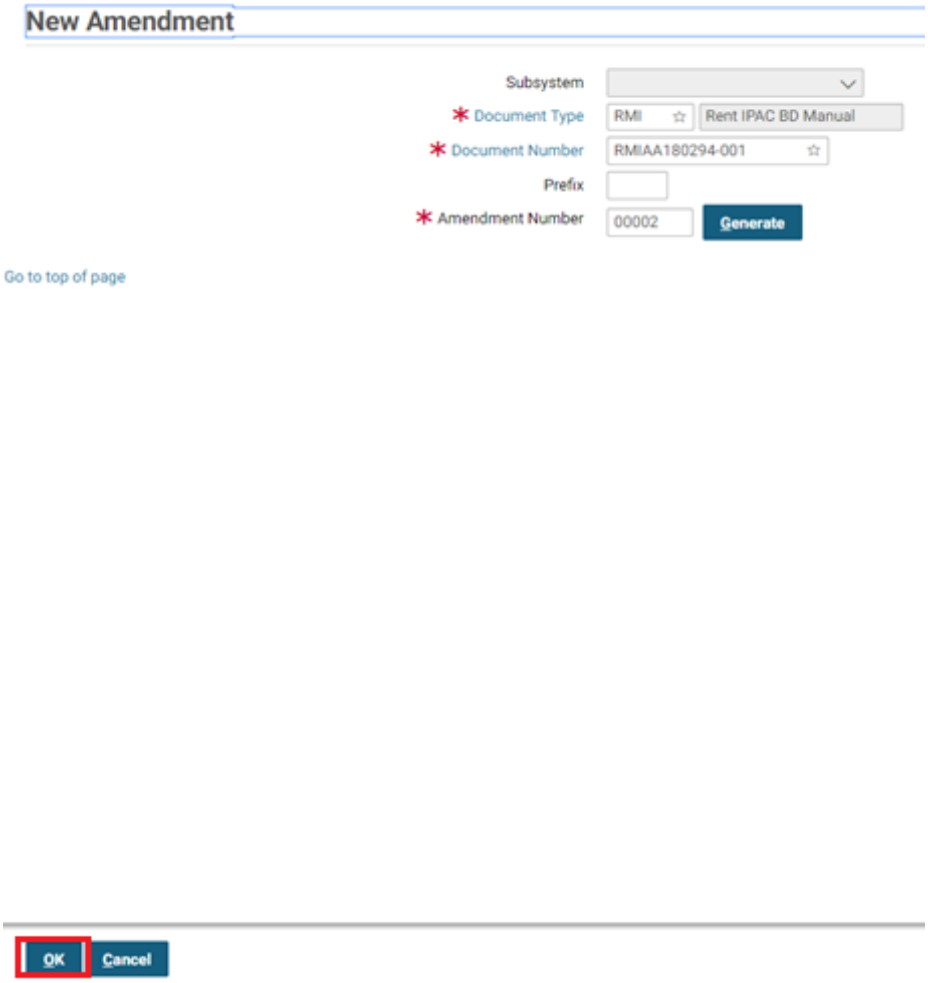
6. Enter the **Amendment Number** or select **Generate**.

Figure 107: New BD Amendment



7. Select the **OK** button.

Figure 108: OK Button on New IPAC BD Amendment



8. Correct the incorrect information or add information to the BD.
9. Select the **Accounting Lines** tab.
10. Select an accounting line.

11. To correct DBRs associated to the BD, select Detail Billing Record Search link.

    NOTE: Edited or manually created DBRs will be visible and correctable via the "Modified Detail Billing Record" tab until the form has processed successfully.

Figure 109: Accounting Lines Tab on IPAC BD Amendment

12. Enter the appropriate search criteria and select **Search**.

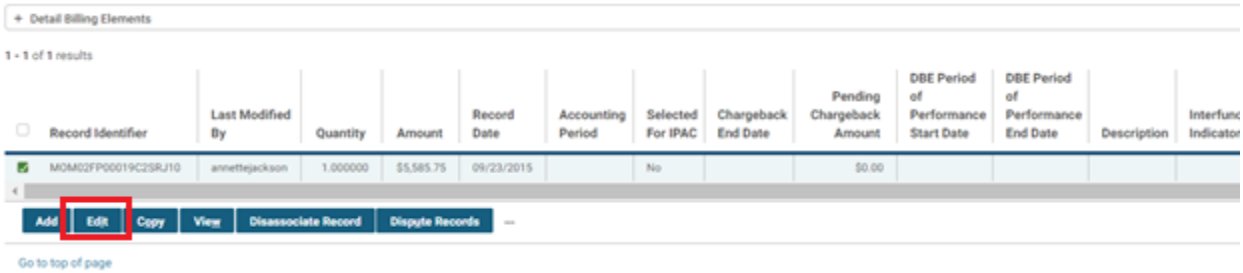
    NOTE: For the list of Detail Billing Record search criteria, refer to **BAAR User Guide 1 of 10 Section 4.2.1: Detailed Billing Records-User-Defined Field Description**.

    NOTE: For improved performance on queries, enter multiple fields of the search criteria. Users should not perform "blind" queries, i.e., executing searches without entering any search criteria.

13. Select the appropriate action for the DBR from the action buttons: **Add, Edit, Copy, View, Disassociate Record, Dispute Records, View as CSV, and Sort for the DBR**.

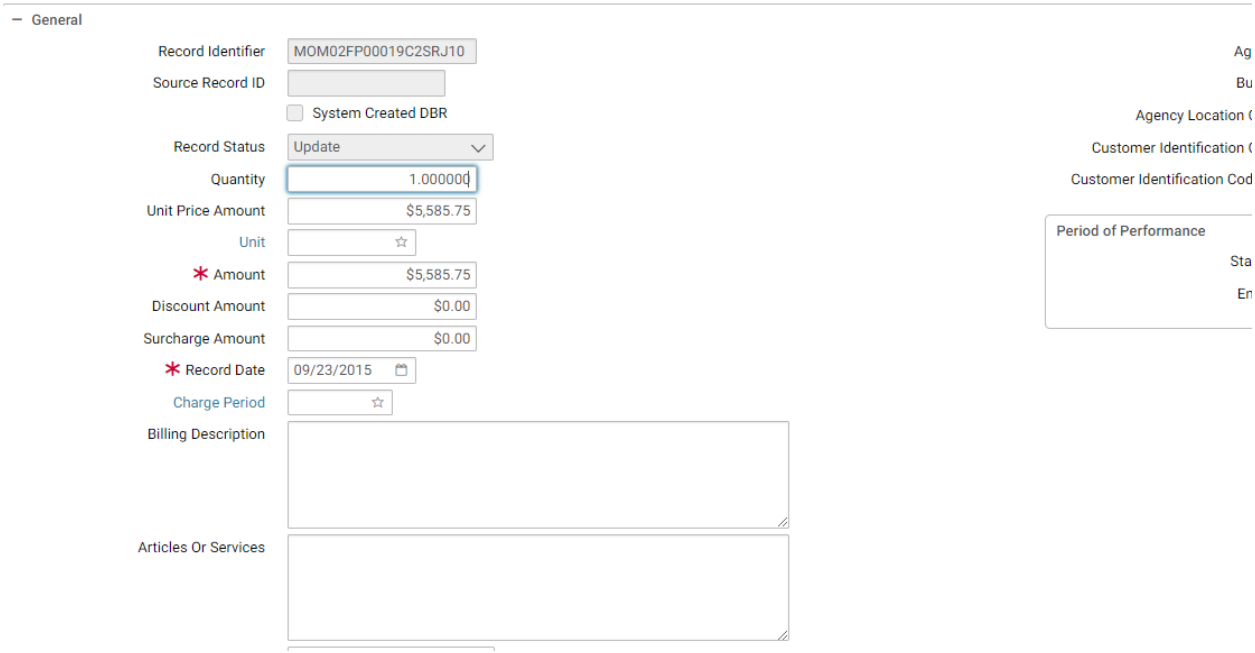
14. To correct the DBR, select the **Edit** button.

Figure 110: Edit Button on IPAC BD Amendment



The DBR will be opened in a new window to the "**Modified Detail Billing Record**" page in Update status.

Figure 111: Modified DBR



15. To edit the DBR, correct/update the appropriate non-shared fields.

    NOTE: Shared fields can be corrected from the document level, i.e., directly on the BD header or accounting line field. The DBR shared fields will not be updated.

16. **REQUIRED** if correcting documents to "**Use DBE Detail**" from "**Use Article Qty/Sum DBE Amounts**" - Enter the **Quantity, Unit Price,** and **Articles Or Services** fields **on each** of the DBRs if they were manually created.

    NOTE: DBRs imported and cross walked will contain all the required fields.

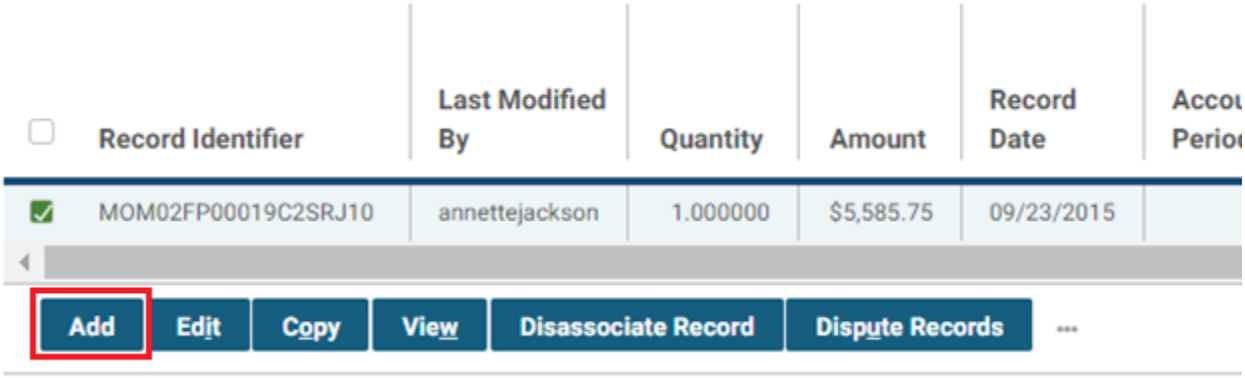
Figure 112: DBR Quantity, Unit Price and Amount fields

17. Select the **Save** button.

    NOTE: Updated/new DBRs are visible from the Modified Detail Billing Record tab until the form is processed.

18. To add DBRs, select **Add** or select a record to copy.

Figure 113: Add Button on IPAC BD Amendment

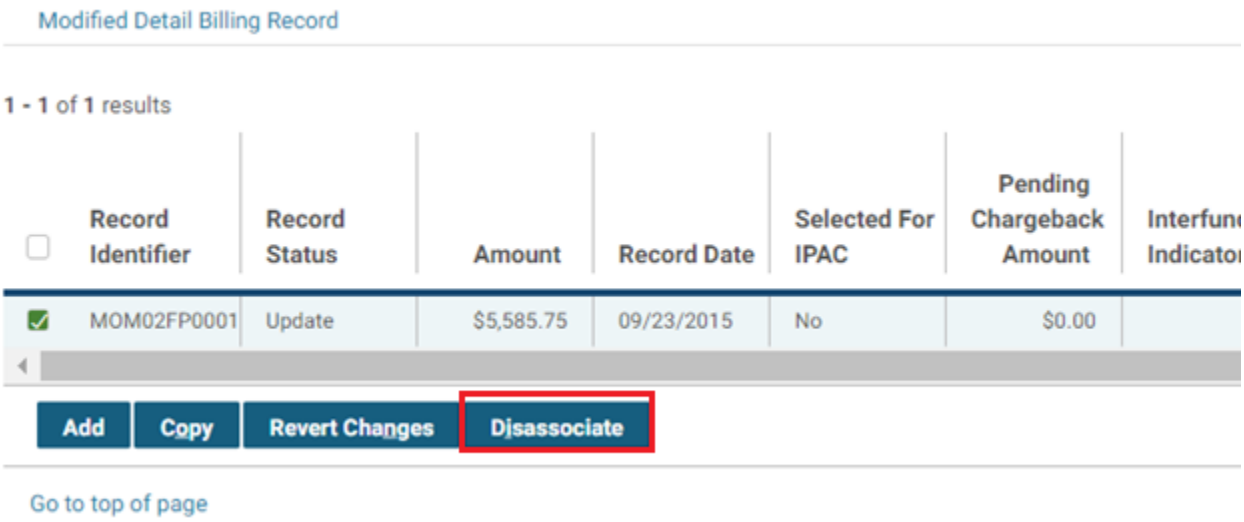


NOTE: When copying DBRs, each DBR will have a unique Record Identifier.

19. To disassociate a DBR from the accounting line, select the Detail Billing Record Search tab.
20. Select the DBR to disassociate and select Disassociate Record.

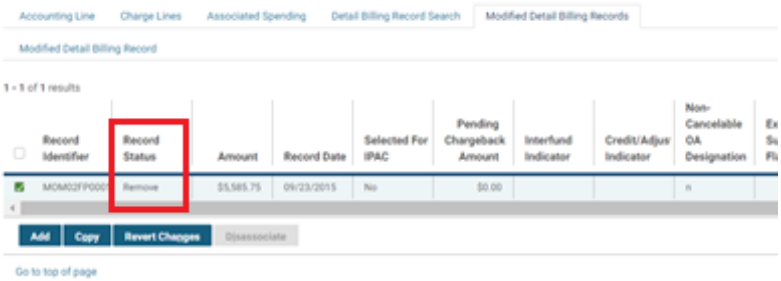
    IMPORTANT NOTE: Consult management before disassociating DBRs. "Orphaned" DBRs will continue to be picked up by summarization. Disassociating DBRs can create erroneous billing. Please refer to **BAAR User Guide 1 of 10 Section 4.2: Detail Billing Records from Detail Billing Record Query** on Detail Billing Records for additional information.

Figure 114: Disassociate Record Button



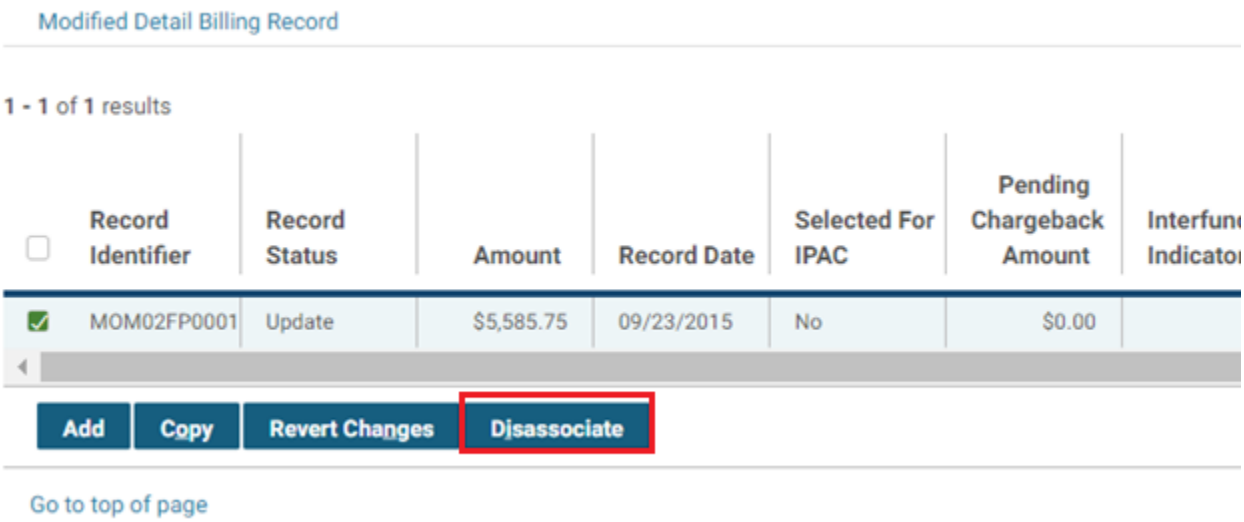
21. The DBR will be put on the Modified Detail Billing Records page with a Record Status of Remove.

Figure 115: Record Status



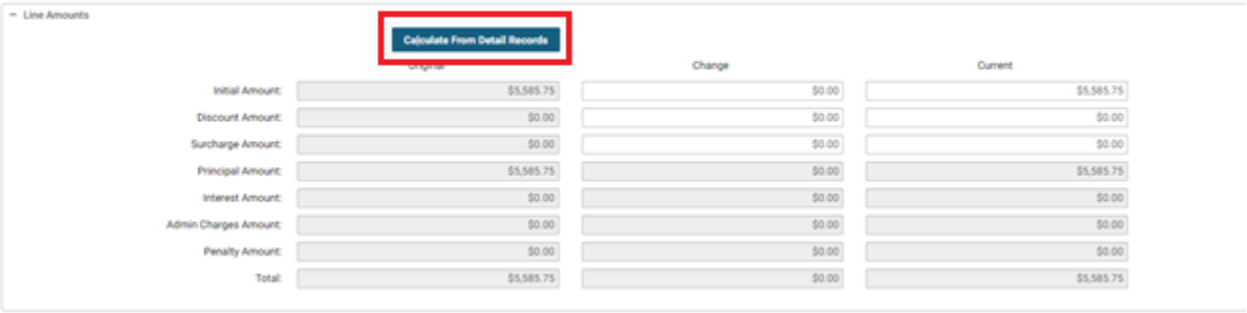
NOTE: If the DBR is only visible on the Modified Detail Billing Records tab, select the record to disassociate and select **Disassociate**. The DBR's Record Status will be updated from "New" to "Remove". This is the same action as is happening on the Detail Billing Record Search screen in step 20.

Figure 116: Disassociate Button on Modified Detail Billing Records tab



22. After disassociating or changing DBR amounts, select the accounting line to make any necessary updates to the accounting line amount.

Figure 117: Line Amounts for DBR Modification

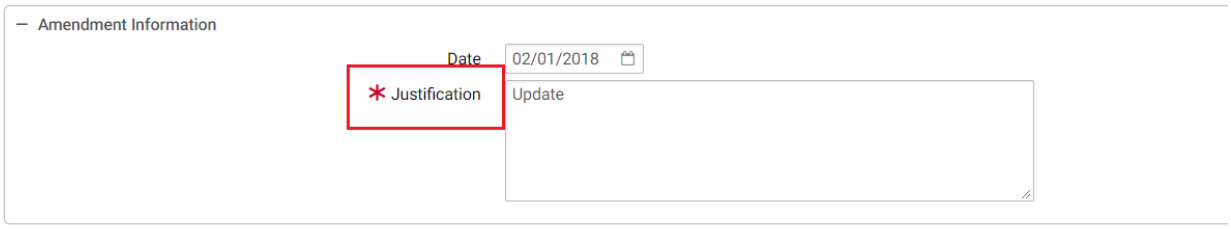


NOTE: The associated article amount will also be updated automatically when selecting **Calculate from Detail Records**.

NOTE: The updated sum of the DBRs must equal the accounting line initial amount or a hard error is returned. The line amount can be updated by selecting "**Calculate from Detail Records**" on the accounting line.

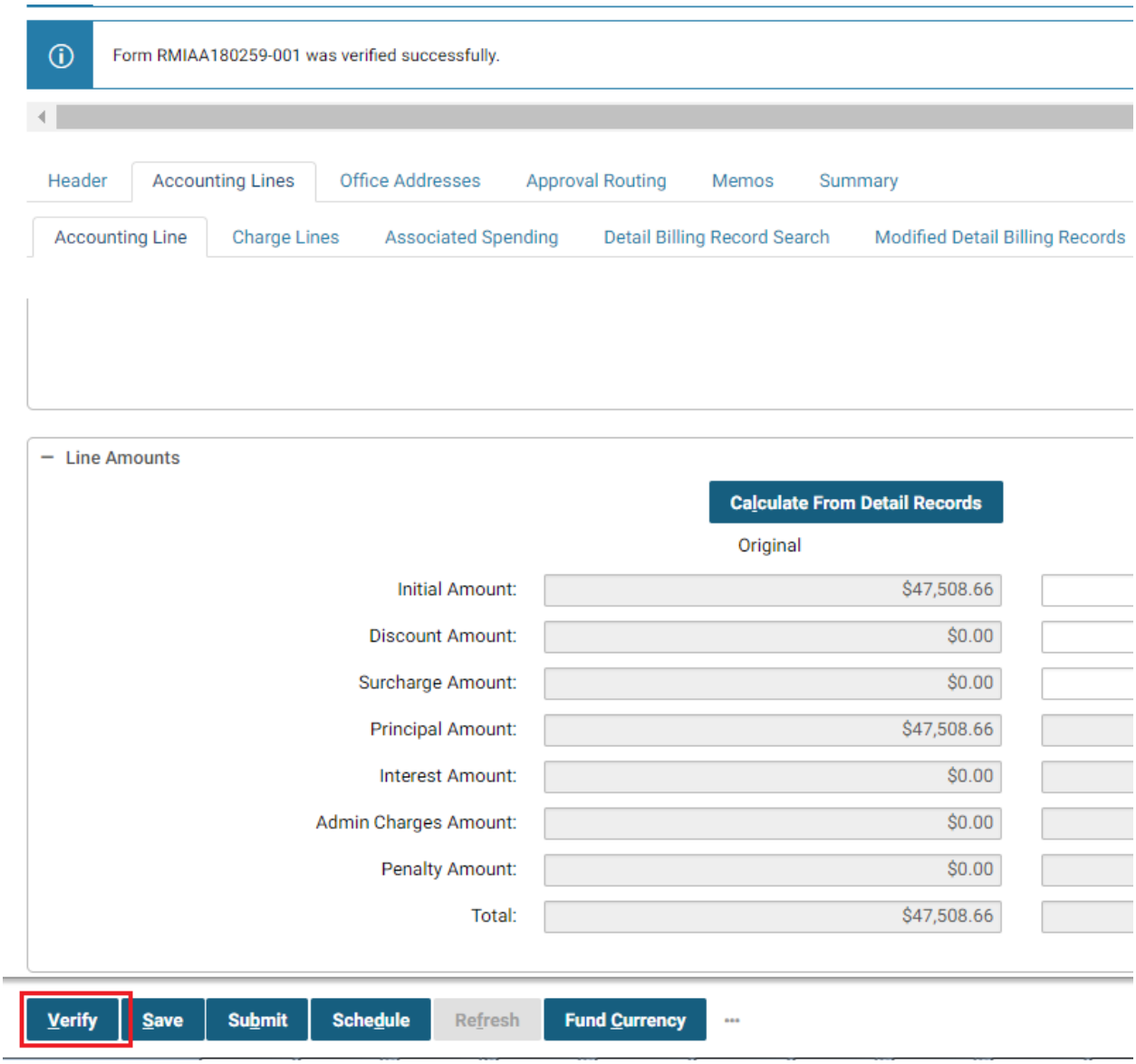
23. **REQUIRED** for AMENDMENTS - Enter the **Amendment Justification**.

Figure 118: Amendment Justification



24. Select the **Verify** button.

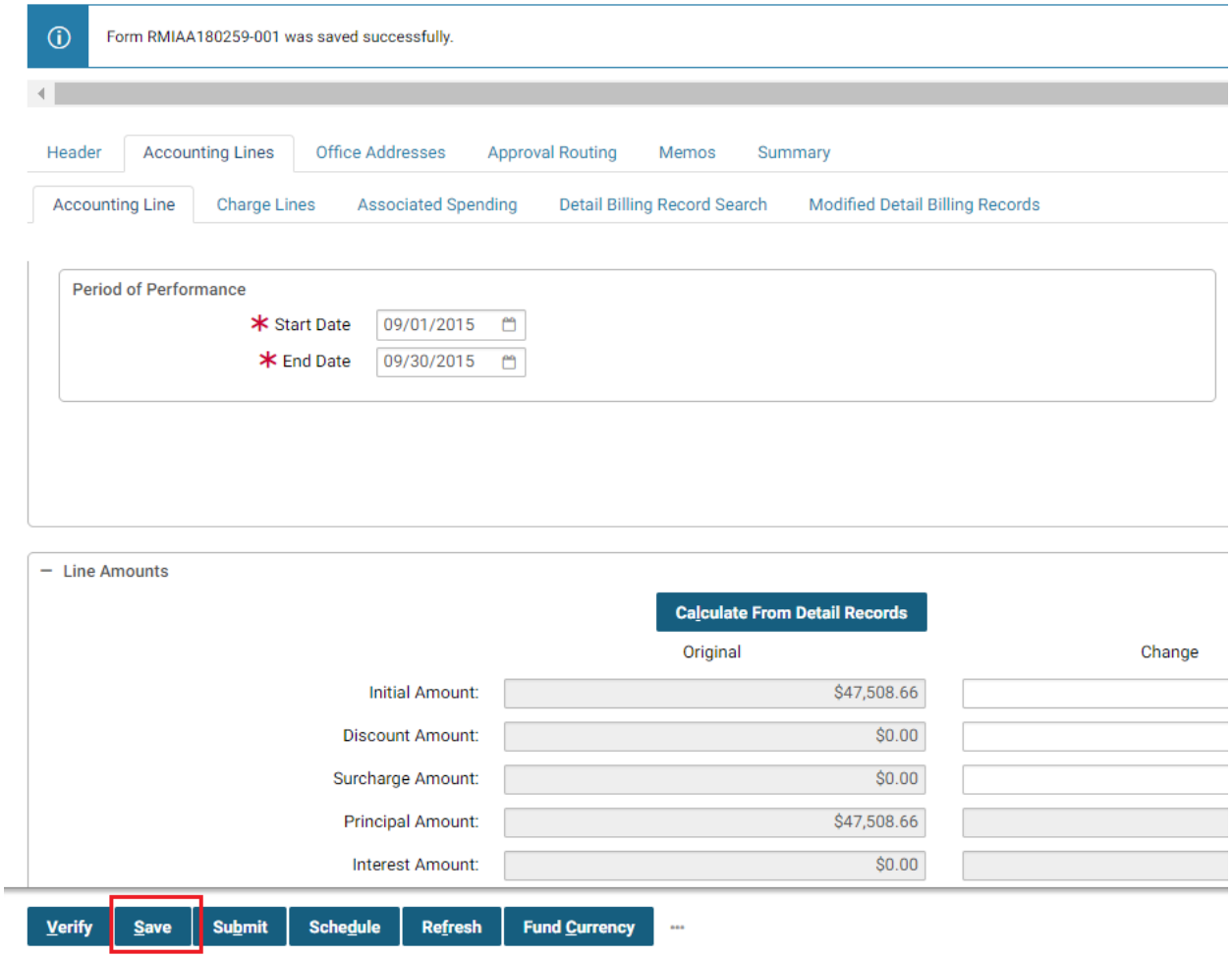
Figure 119: Verify Button on DBR Modification



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

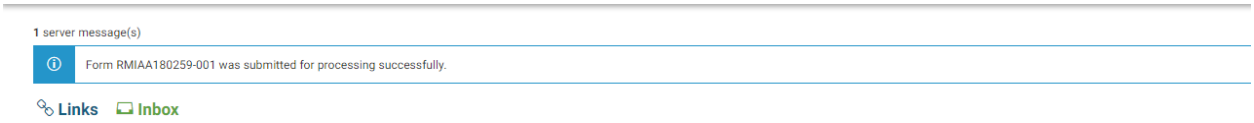
25. Select the **Save** button.

Figure 120: Save Button on DBR Modification



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

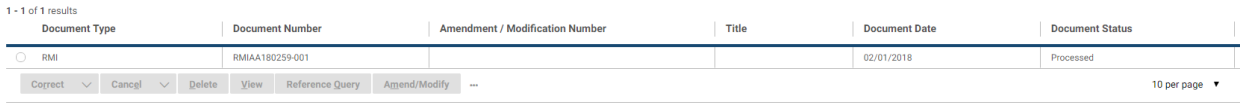
Figure 121: Successful Submission Record on DBR Modification



28. Navigate back to Form/Document Selection and query the document following the steps above in order to confirm the updates have processed successfully.

    NOTE: Querying the document is an optional step, but a good habit when submitting amendments/corrections.

Figure 122: Form/Document Selection Confirmation of Processed DBR Modification



4.4.3.6 Correct an Internal Voucher

To correct an Internal Voucher, the user must have the appropriate security permissions. NVs cannot be amended therefore the only way to update or edit an Internal Voucher is via the "Correct" function. Forms that are created via an automated process but reject during processing will also have to be corrected in order to complete the initial processing.

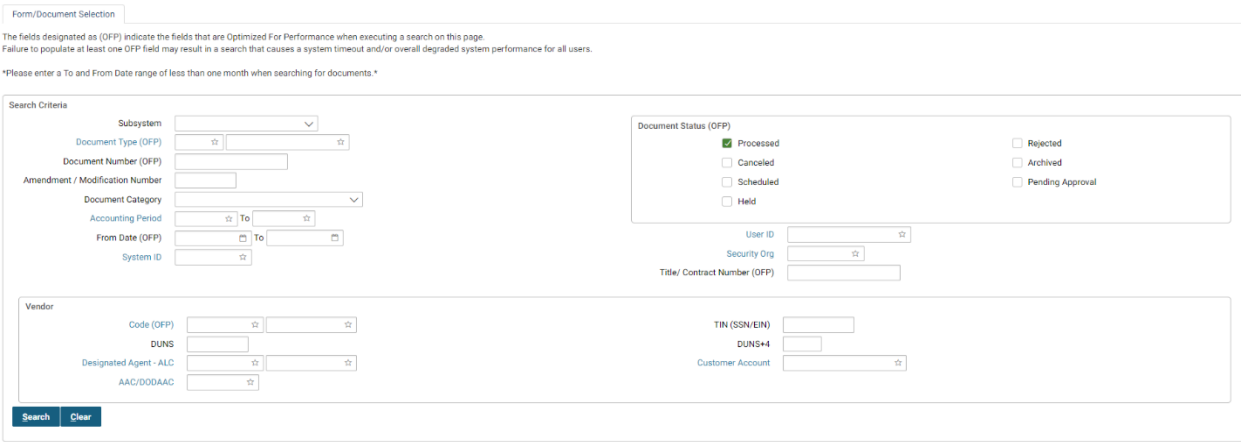
To modify the Detail Billing Records, see **Section 4.4.3.7 Modify Detail Billing Record (Non-Shared Field) by Correcting Internal Voucher (NV)**.

Steps to Correct an Internal Voucher (NV) form

1. Navigate to Transactions → Form Document Selection.

   NOTE: The document can also be corrected from Transactions → Accounts Payable → Correct.

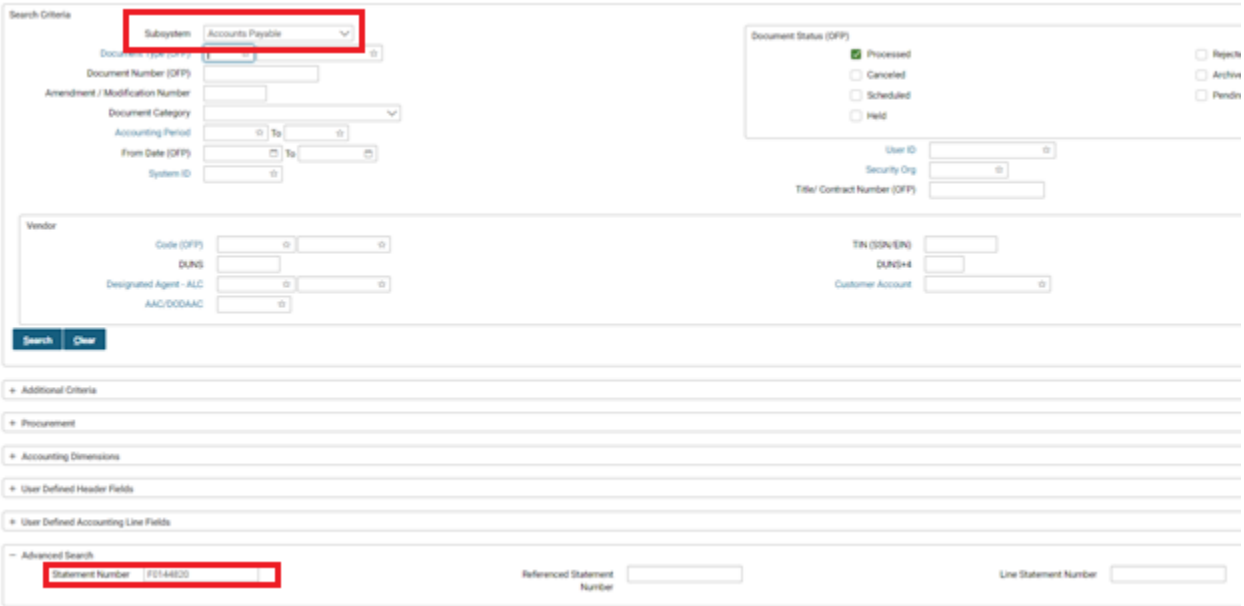
Figure 123: Form/Document Selection to Correct NV form



2. **REQUIRED**: Enter the **Statement Number** or the **Document Number**.

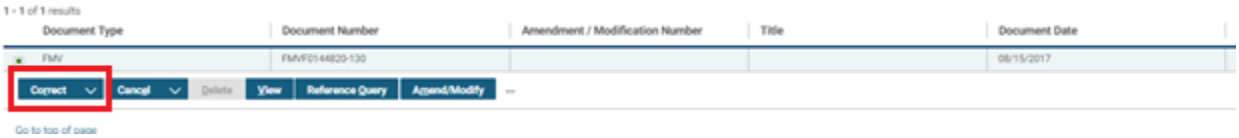
   NOTE: Enter as many details for the transaction as available. See **BAAR User Guide 3 of 10 Section 4.6.4: Retired IPAC Transaction Query** for how to query on Form/Document Selection.

Figure 124: Statement and Document Number Search on Form/Document Selection for NV Correction



3. Select the **Search** button to execute the query.

Figure 125: Search Button on Form/Document Selection

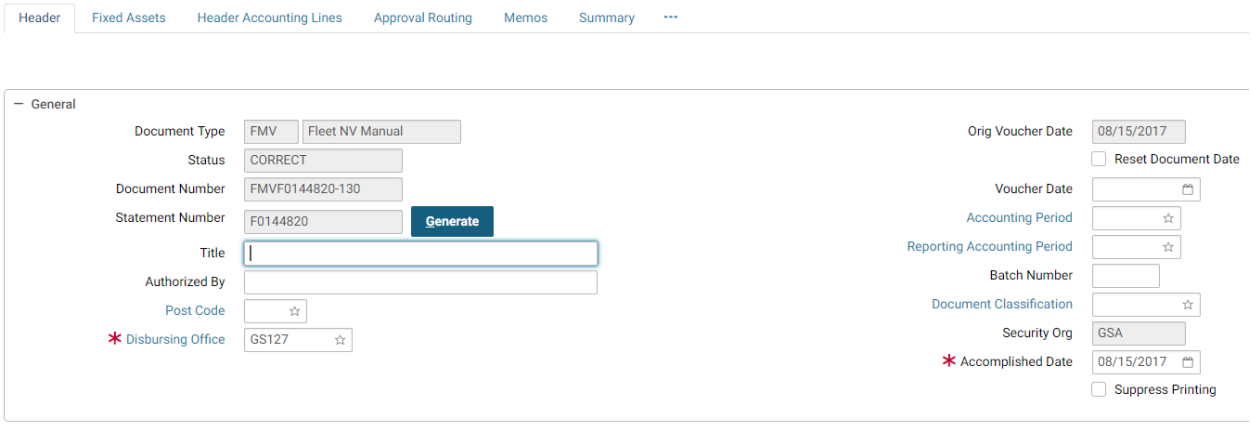


4. Select the **Correct** button to open the document in Correct Mode.

   NOTE: If the document was previously processed, the document status will show as CORRECT. If the form was HELD or REJECTED, the document status will not show as CORRECT.

5. To Correct the transaction down to $0 without cancelling it, select the Header Accounting Line tab.

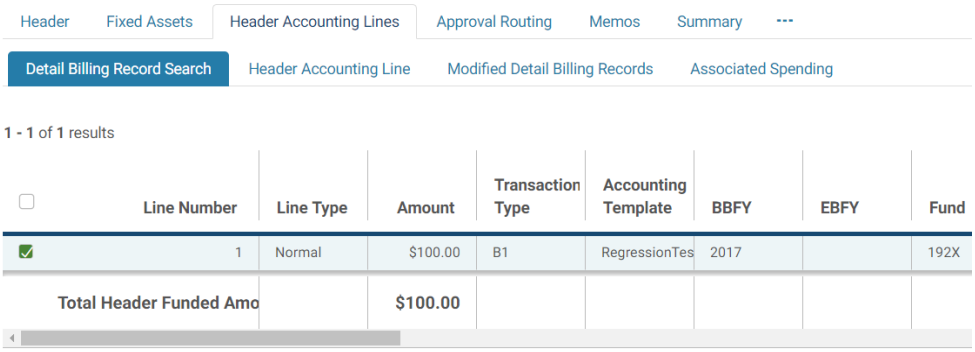
Figure 126: Header Page on NV Correction



6. Select the appropriate accounting line and select the Header Accounting Line link.

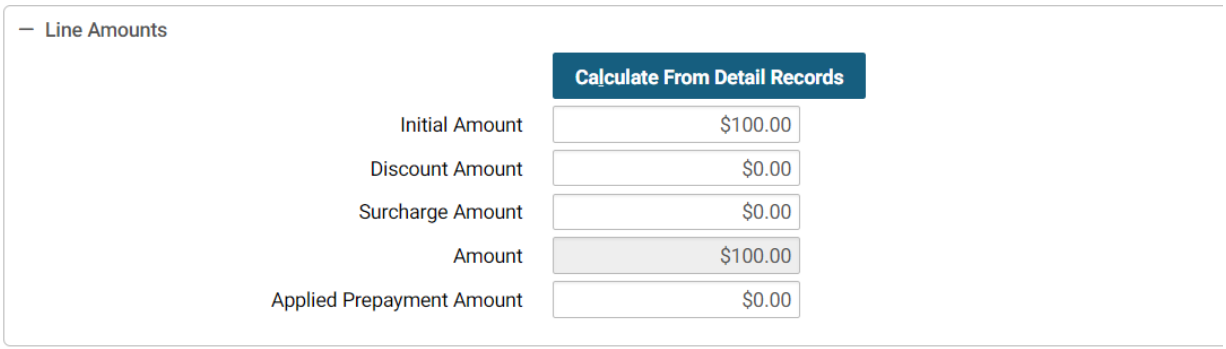
   NOTE: For multiple accounting line documents, to reduce the entire transaction to $0, repeat these steps for each accounting line.

Figure 127: Header Accounting Lines Tab on NV Correction-Record Selected



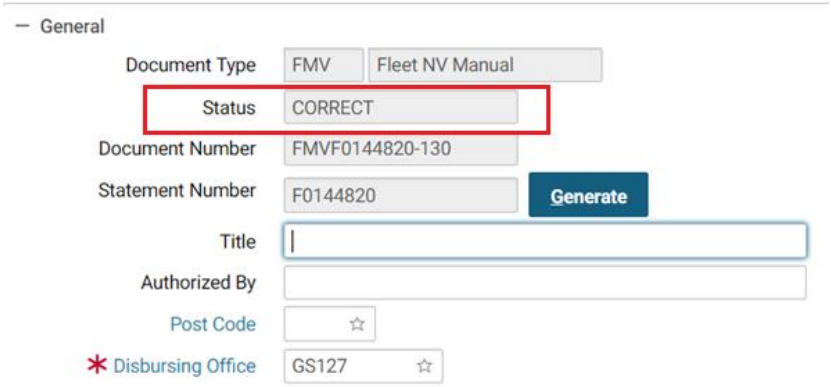
7. Reduce the Initial Amount to $0.00.

Figure 128: Line Amounts on NV Correction



NOTE: If Detail Billing Records are associated with the document, the billing records amounts will need to be reduced as well. See **Section 4.4.3.7 Modify Detail Billing Record (Non-Shared Field) by Correcting Internal Voucher (NV)** to Correct the Detail Billing Record from the NV document, including disassociate.

Figure 129: Status on NV Correction Header

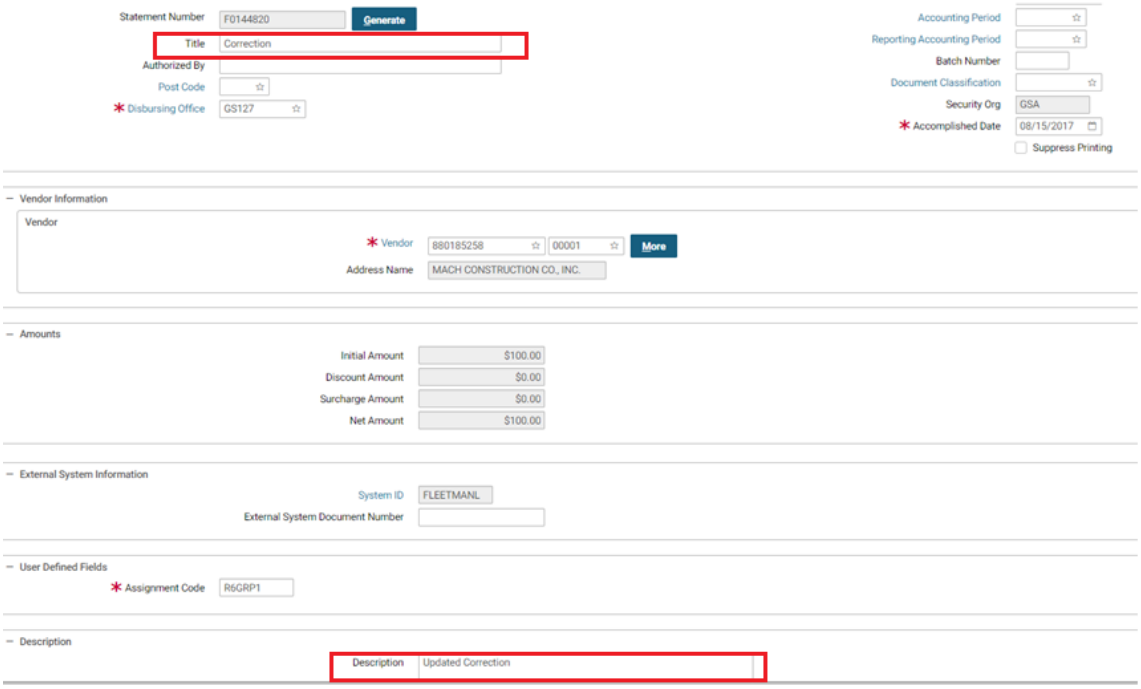


8. Correct the incorrect information or add information to the Internal Voucher.

   NOTE: If the Internal Voucher (NV) has not been referenced, most fields are correctable.

   To modify the Detail Billing Records from within an NV, see **Section 4.4.3.7 Modify Detail Billing Record (Non-Shared Field) by Correcting Internal Voucher (NV)**.

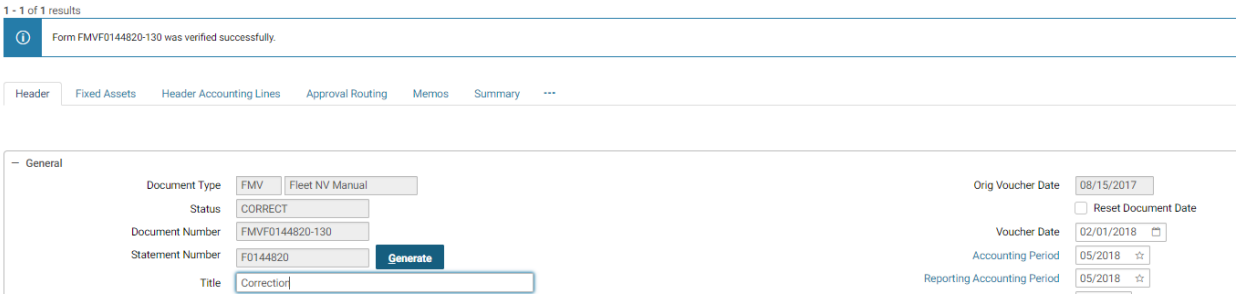
Figure 130: Title and Description on NV Correction Header



9. Select the **Verify** button.

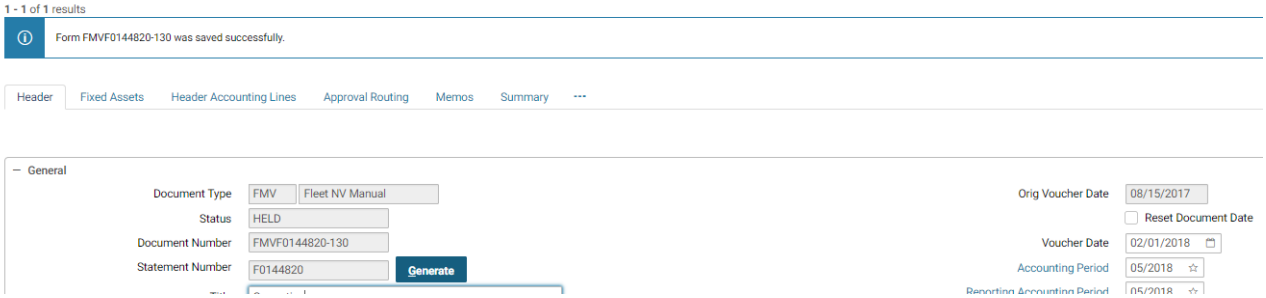
NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the **Verify** button again.

Figure 131: Successful Verification of NV Correction



10. Select the **Save** button.

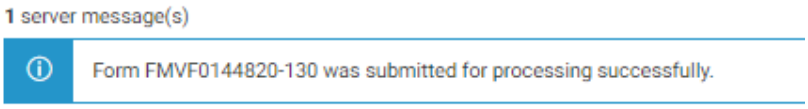
Figure 132: Successful Save on NV Correction-Header



11. Select the **Submit** button.

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

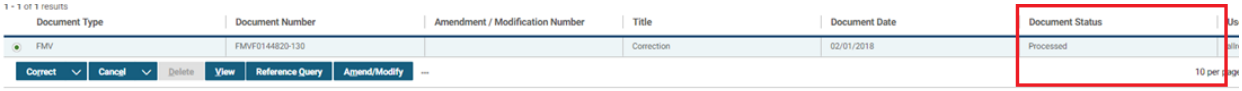
Figure 133: Successful Submission Message for NV Correction



12. Navigate back to Form Document Selection and query the document following the steps above in order to confirm the updates have processed successfully.

    NOTE: Querying the document is an optional step, but a good habit when submitting corrections/amendments.

Figure 134: Form/Document Selection Confirmation of Processed NV Correction-Processed Status



4.4.3.7 Modify Detail Billing Record (Non-Shared Field) by Correcting Internal Voucher (NV)

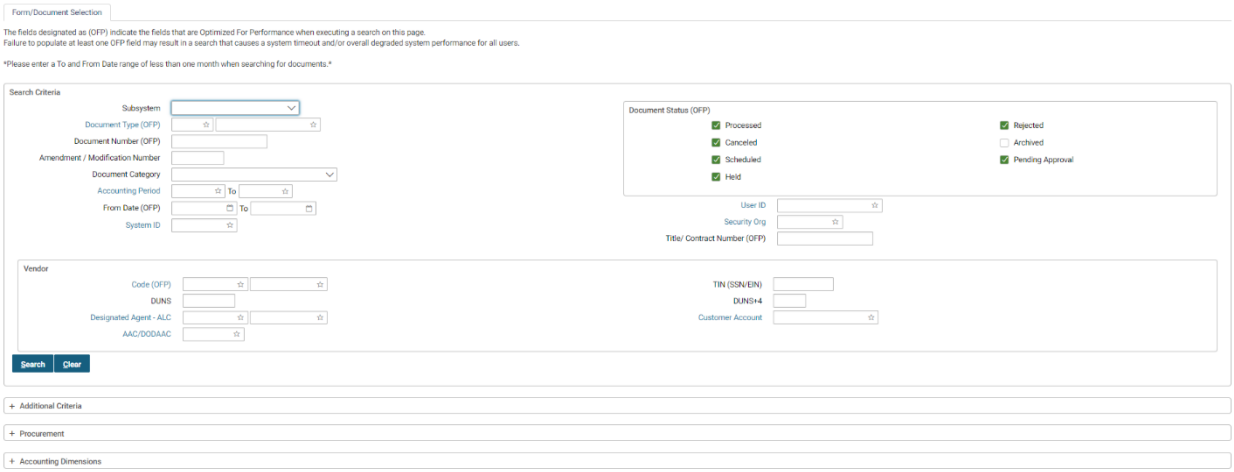
To correct a Detail Billing Record associated with an Internal Voucher (NV); the user must have the appropriate security permissions. Please see **Section 4.4.3.6: Correct an Internal Voucher** for how to correct an Internal Voucher (NV). Please see **BAAR User Guide 1 of 10 Section 4.2.4: Modify Orphan Modify Orphan Detail Billing Record from the Detail Billing Record Query** to Modify Detail Billing Records from the Detail Billing Record Query.

Steps to Correct a Detail Billing Record from within an Internal Voucher (NV)

1. Navigate to Transactions → Form Document Selection.

   NOTE: The document can also be corrected from Transactions → Accounts Payable → Correct.

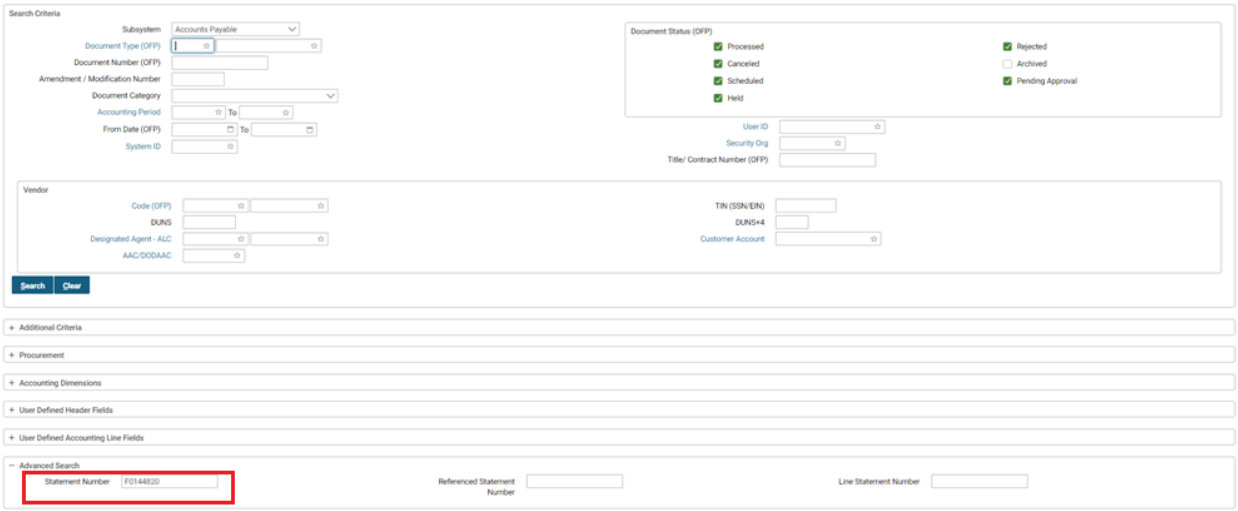
Figure 135: Form/Document Selection to Correct DBR from NV



2. **REQUIRED -** Enter the **Statement Number** or the **Document Number**.

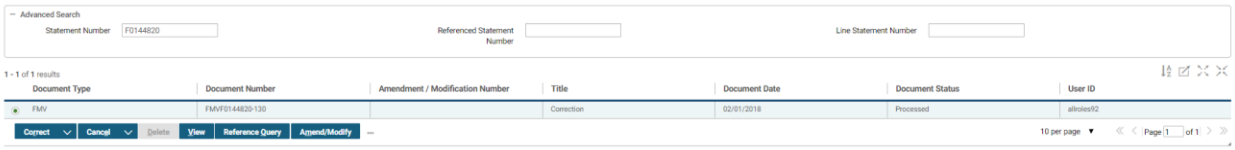
   NOTE: Enter as many details for the transaction as available. See **BAAR User Guide 3 of 10 Section 4.6.4: Retired IPAC Transaction Query** for how to query on Form/Document Selection.

Figure 136: Statement and Document Number Search on Form/Document Selection to Correct DBR from NV



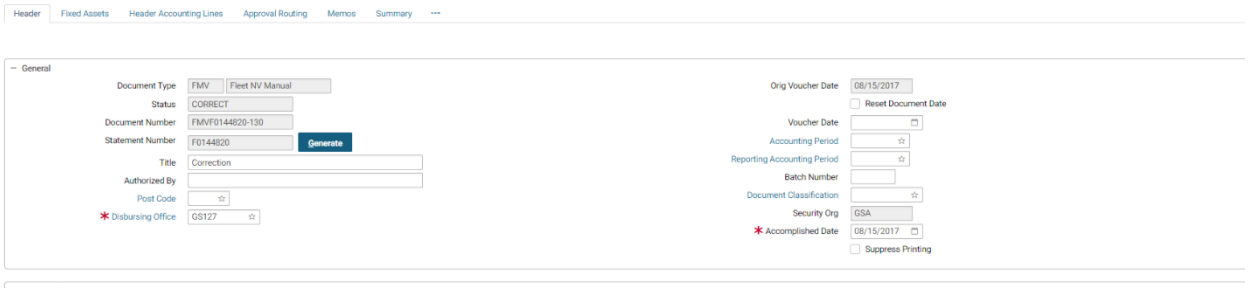
3. Select the **Search** button to execute the query.
4. Select the record of the document to correct.

Figure 137: Form/Document Selection for NV Correction



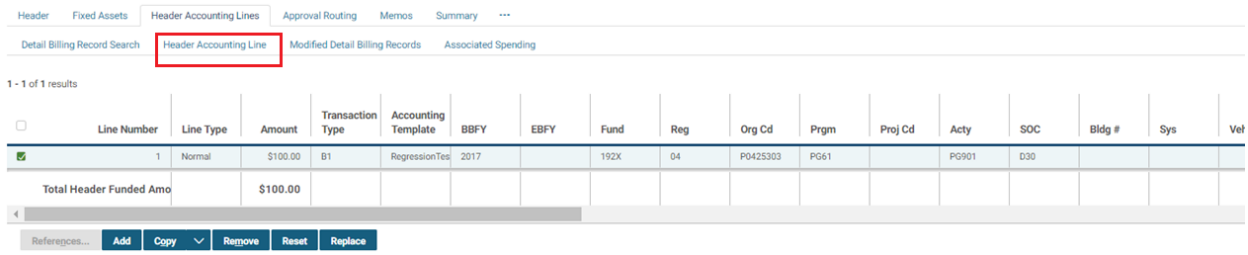
5. Select the **Correct** button to open the document in Correct Mode.
6. The Header page is displayed.

Figure 138: Header Tab on NV Correction



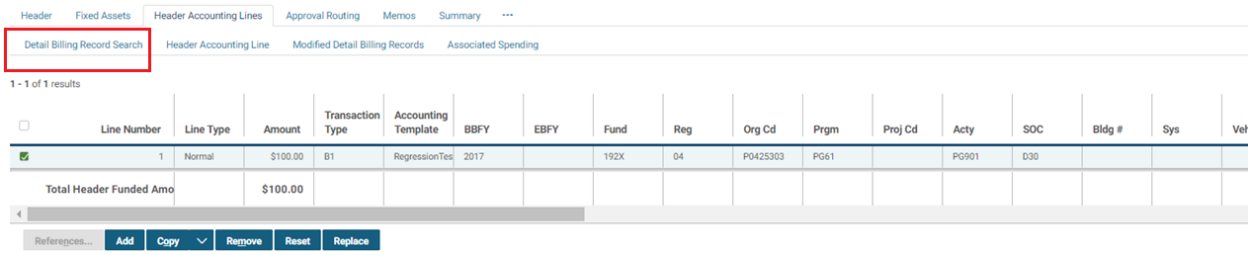
7. Select the **Header Accounting Lines** tab.

Figure 139: Header Accounting Lines Tab on NV Correction-Selected Accounting Line



8. Select the accounting line record to correct.

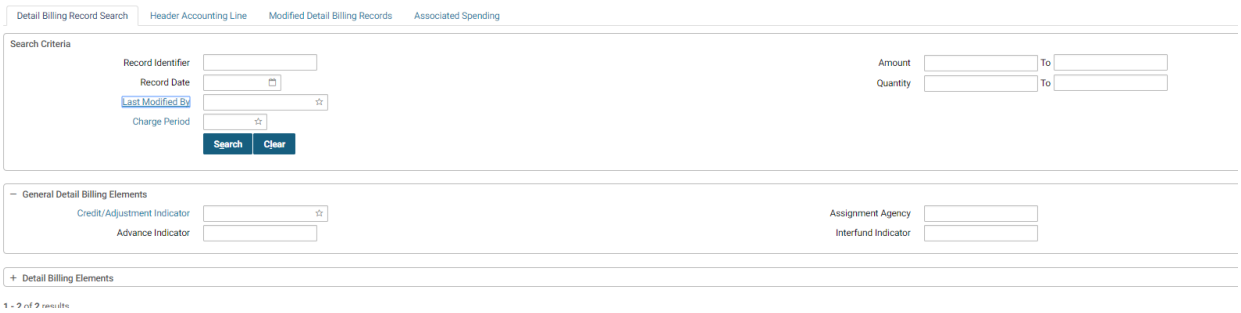
Figure 140: DBR Search on NV Correction Accounting Line



9. To correct Detail Billing Records associated to the NV, select **Detail Billing Record Search** link.

   NOTE: Edited or manually created Detail Billing Records will be visible and correctable via the "Modified Detail Billing Record" tab until the form has processed successfully.

Figure 141: DBR Record Search Tab



10. Enter the appropriate search criteria and select search.

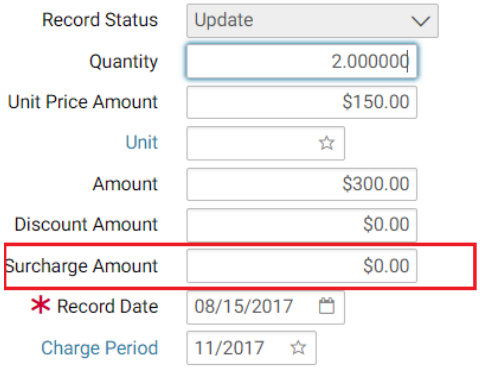
    NOTE: For the list of Detail Billing Record search criteria, see **BAAR User Guide 1 of 10 Section 4.2.1: Detailed Billing Records-User-Defined Field Description**.

    NOTE: For improved performance on queries, enter multiple fields of the search criteria. Users should not perform "blind" queries, i.e., executing searches without entering any search criteria.

11. To correct the Detail Billing Record, select the **Edit** button.

NOTE: Select an action for the Detail Billing Record from the action buttons. Add, Edit, Copy, View, Disassociate Record, Dispute Records, View as CSV, Sort for the Detail Billing Record.

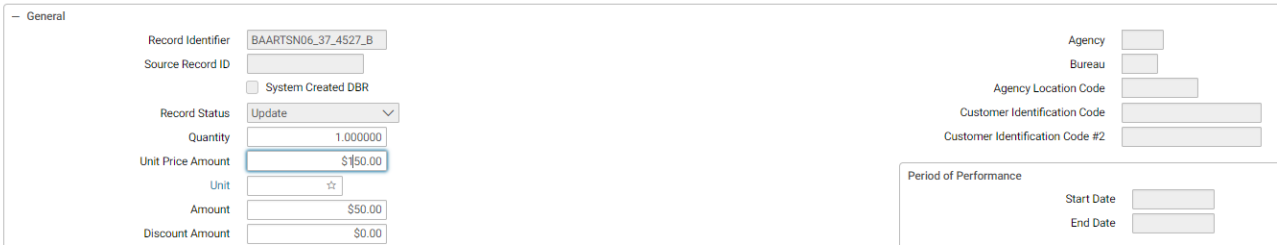
Figure 142: Modified DBR Screen



NOTE: The DBR Record Status will be "Update".

12. The Detail Billing Record will be opened in a new window to the "**Modified Detail Billing Record**" page in Update status.
13. To edit the Detail Billing Record, correct/update the appropriate non-shared fields.

Figure 143: Modified DBR Screen-Edit



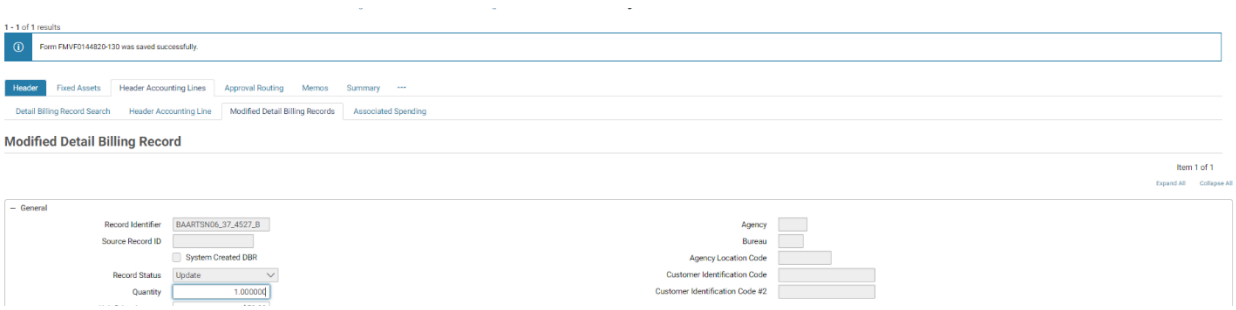
NOTE: Shared fields can be corrected from the document level, i.e., directly on the NV header or accounting line field. The Detail Billing Record shared fields will not be updated. See **BAAR User Guide 1 of 10 Section 4.2: Detail Billing Records from Detail Billing Record Query** for information on Shared vs. Non Shared fields.

Figure 144: DBR Billing Elements on Modified DBR Record

14. Select the **Save** button.

    NOTE: Updated/new Detail Billing Records are visible from the Modified Detail Billing Record tab until the form is processed.

Figure 145: Successful Save on NV Correction-Modified DBR Record

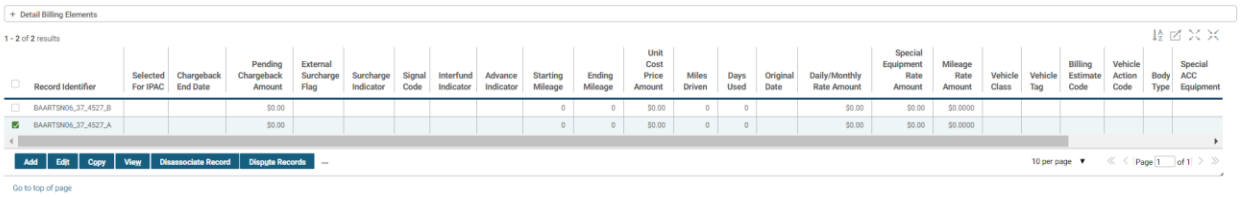


15. To disassociate a Detail Billing Record from the accounting line, select the **Detail Billing Record Search** tab and search for the Detail Billing Record to disassociate.

Figure 146: DBR Search Tab

NOTE: Only Detail Billing Records associated with the document can be disassociated from the Detail Billing Record Search page. New/edited Detail Billing Records (visible only from the Modified Detail Billing Record tab until the form is processed) can be disassociated using the Modified Detail Billing Record page.

Figure 147: Disassociate Button on Modified DBR



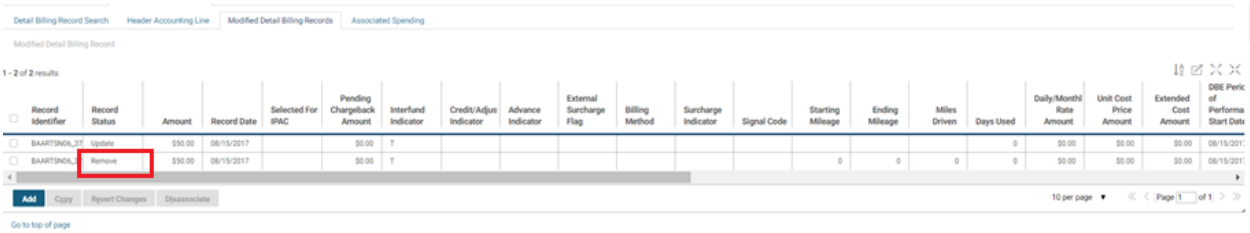
16. Select the Detail Billing Record to disassociate and select Disassociate Record.

    IMPORTANT NOTE: Consult management before disassociating Detail Billing Records. “Orphaned” Detail Billing Records will continue to be picked up by

summarization. Disassociating Detail Billing Records can create erroneous billing. Please see **BAAR User Guide 1 of 10 Section 4.2: Detail Billing Records from Detail Billing Record Query** on Detail Billing Records for additional information.

17. The Detail Billing Record will be put on the Modified Detail Billing Records page with a Record Status of Remove.

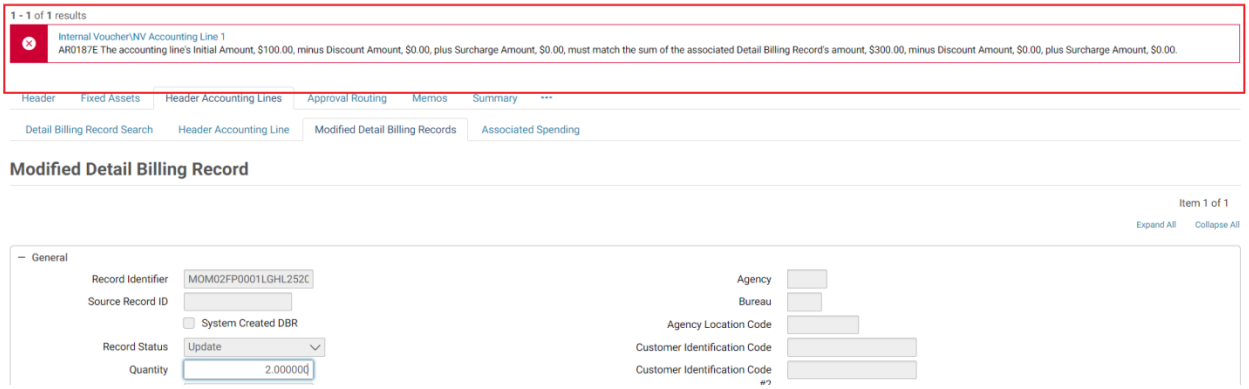
Figure 148: Modified DBR with Status of Remove



NOTE: If the Detail Billing Record is only visible on the Modified Detail Billing Records tab, select the record to disassociate and select Disassociate. The Detail Billing Record's Record Status will be updated from "New" to "Remove".

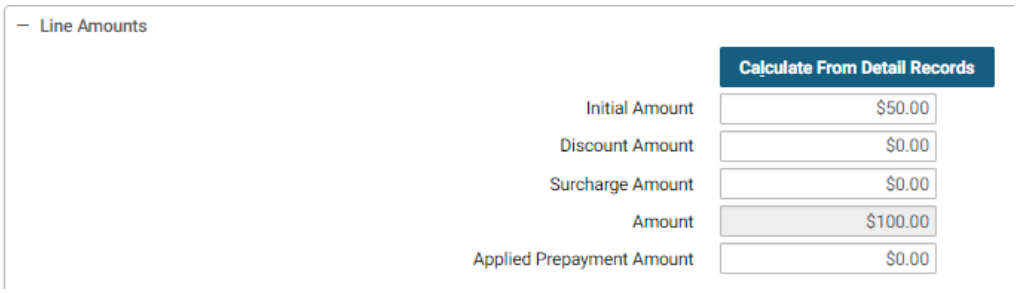
18. After disassociating or changing Detail Billing Record amounts, select the accounting line to make any necessary updates to the accounting line amount.

Figure 149: Modified DBR Record



NOTE: The updated sum of the Detail Billing Records must equal the accounting line initial amount or a hard error is returned. The line amount can be updated by selecting "Calculate from Detail Records" on the accounting line.

Figure 150: Line Amounts on Modified DBR

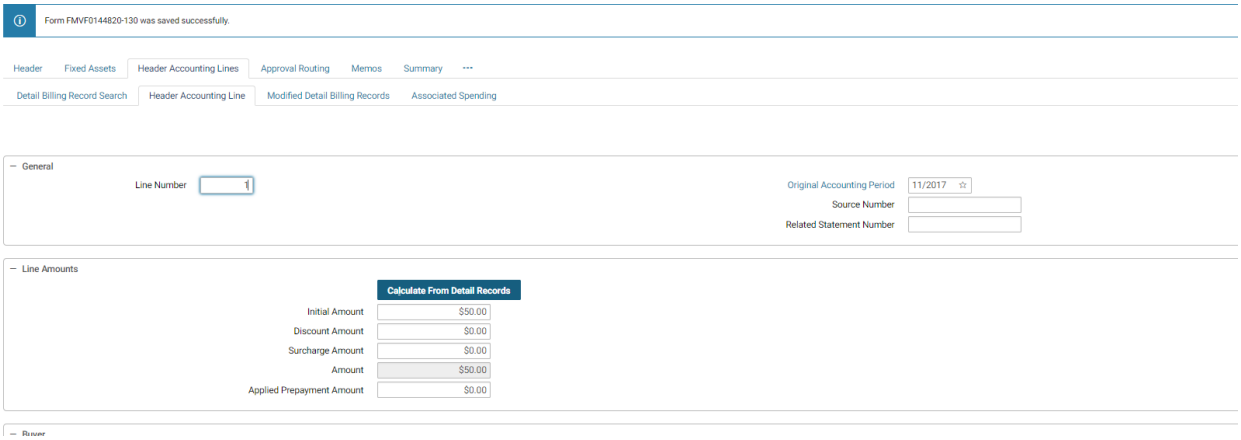


19. Select **Verify** on the Document.

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

20. Select the **Save** button.

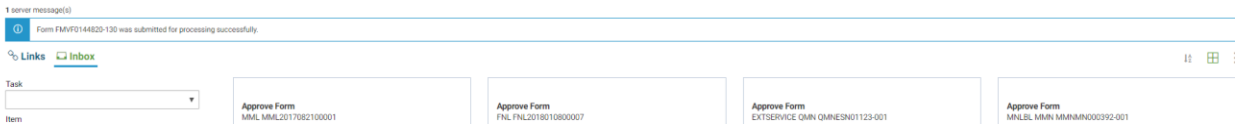
Figure 151: Successful Save on NV Correction-Header Accounting Line



21. Select the Submit button.

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

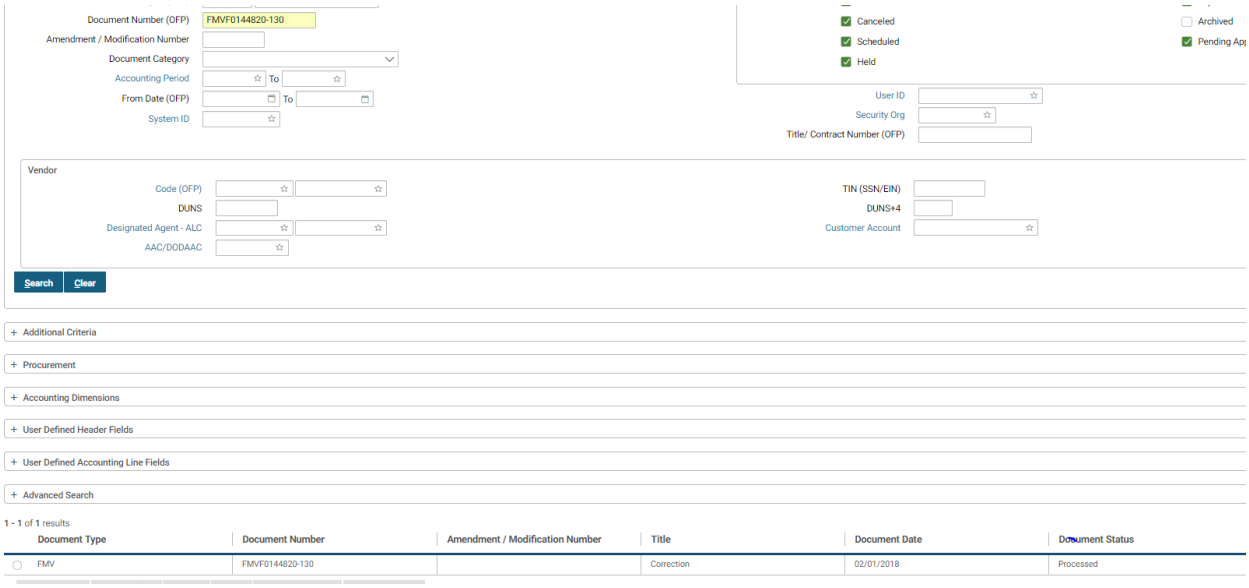
Figure 152: Successful Submission of NV Correction



22. Navigate back to Form Document Selection and query the document following the steps above in order to confirm the updates have processed successfully.

    NOTE: Querying the document after amending or correcting is an optional step, but a good habit when submitting corrections/amendments.

Figure 153: Form/Document Selection Confirmation of Processed NV Correction



4.4.3.8 Cancel Internal Voucher (NV)

To cancel an Internal Voucher (NV), the user must have the appropriate security permissions. The cancellation process reduces the Internal Voucher to $0 amount in the journals but retains the Internal Voucher information in a “Cancelled” state.

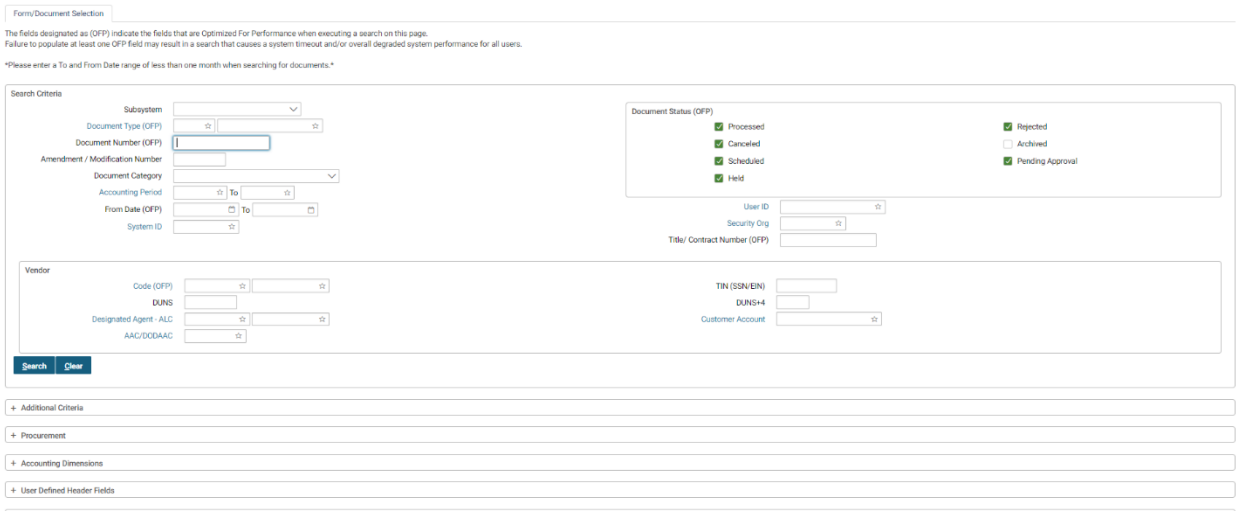
NOTE: When to use Cancel vs. Correct on NVs: If a user calls and says that they mis-keyed something, but the entry will still be received, Region 6 will correct the transaction to $0.00 rather than canceling. See the Correct Internal Voucher (NV) **Section 4.4.3.6: Correct an Internal Voucher**.

Steps to Cancel an Internal Voucher (NV) Form

1. Navigate to Transactions → Form Document Selection.

   NOTE: The document can also be cancelled from Transactions → Accounts Payable → Cancel.

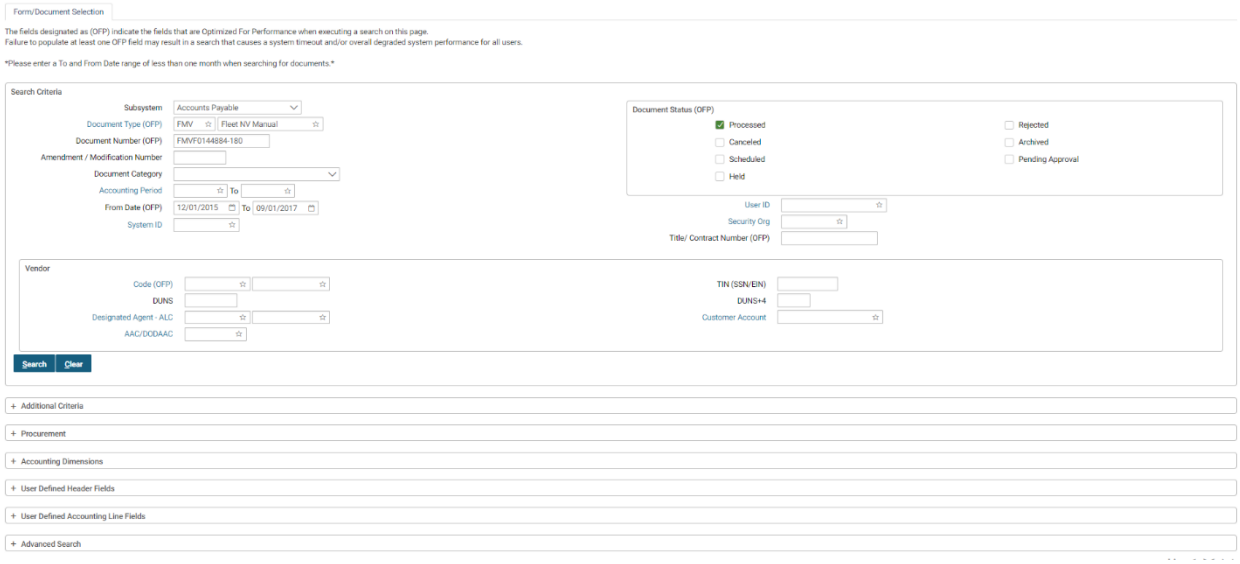
Figure 154: Form/Document Selection (NV Cancellation)



2. **REQUIRED**: Enter the **Statement Number** or the **Document Number**.

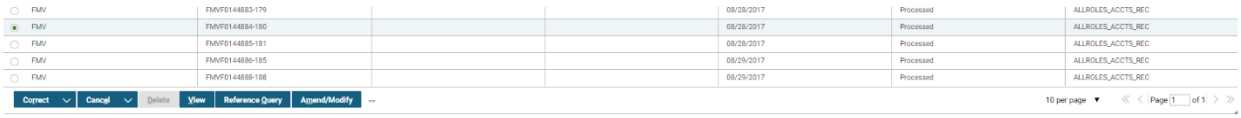
   NOTE: Enter as many details for the transaction as available. See **BAAR User Guide 3 of 10 Section 4.6.4: Retired IPAC Transaction Query** for how to query on Form/Document Selection.

Figure 155: Statement and Document Number Search on Form/Document Selection to Cancel NV



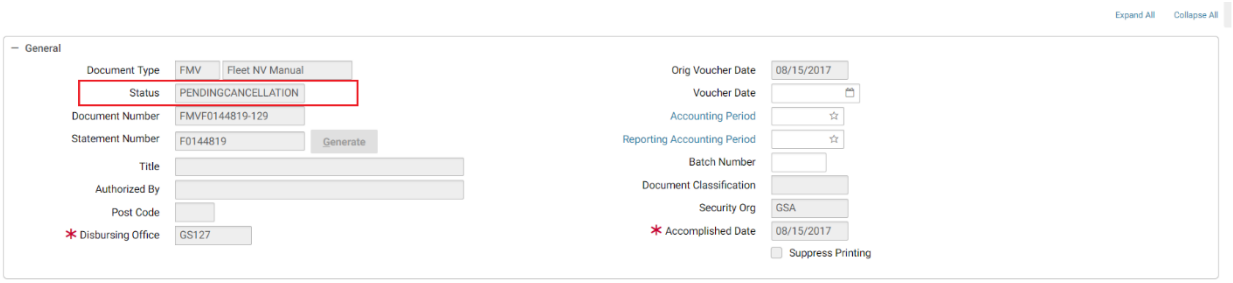
3. Select the **Search** button to execute the query.
4. Select the record of the document to cancel.

Figure 156: Form/Document Selection for NV Cancellation



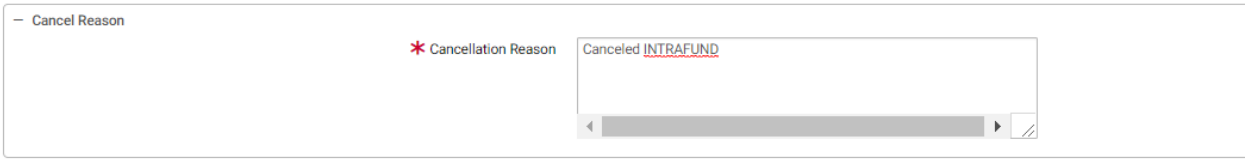
5. The Header page is displayed showing the status as Pending Cancellation.

Figure 157: Header Tab on NV Cancellation



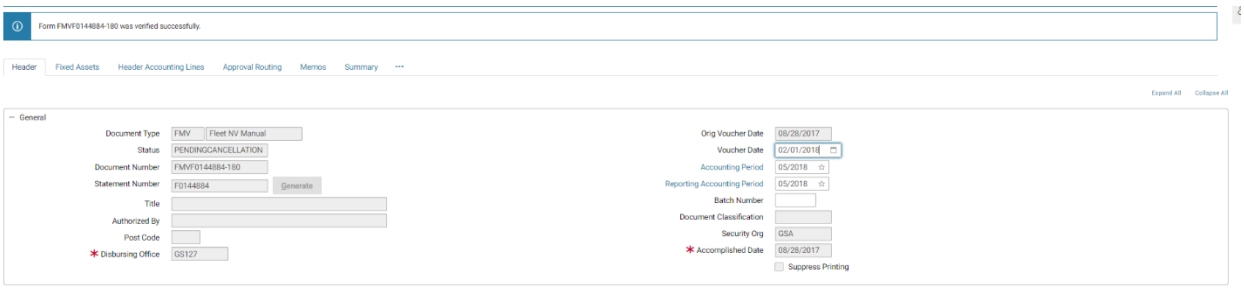
6. **REQUIRED** - Enter the **Cancel Reason**.

Figure 158: Cancel Reason on NV Cancellation



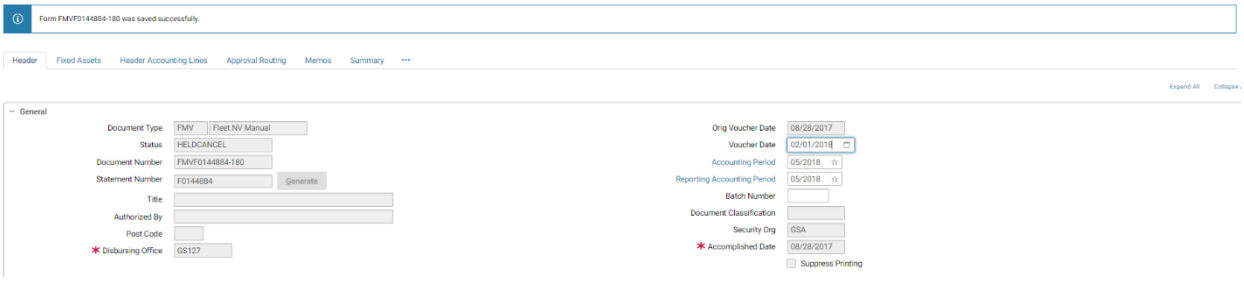
7. Select the **Verify** button.

Figure 159: Successful Verify on NV Cancellation



8. Select the **Save** button.

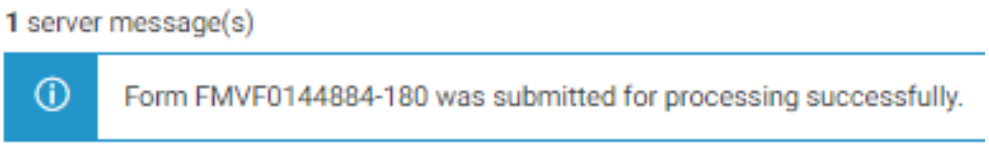
Figure 160: Successful Save on NV Cancellation



9. Select the **Submit** button.

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

Figure 161: Successful Submission of NV Cancellation

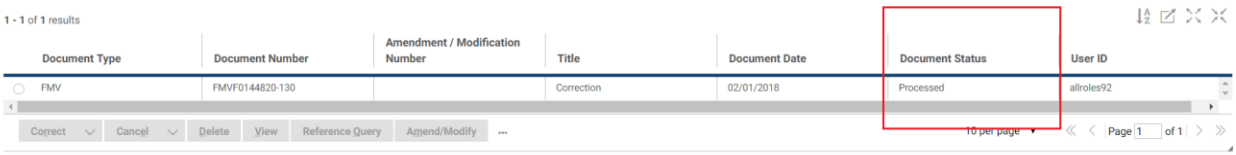


   NOTE: Cancellations on billing document types RMV and FMV will be routed through workflow for approval. See **BAAR User Guide 1 of 10 Section 4.19: Workflow Management and Form Approval** for information on Workflow Management and Form Approval.

   NOTE: When the document has been approved, the document status will be Cancelled.

10. To check the status of the document, navigate back to Form Document Selection.

Figure 162: Form/Document Selection Confirmation of Processed NV Cancellation



4.5 Standard Voucher (SV)

4.5.1 Standard Voucher (SV) Description and Uses

The Standard Voucher (SV) is used to record miscellaneous accounting transactions that are not included in any of the other Pegasys modules. The SV updates any affected budget lines, plans, and projects based on the accounting event derived from the vouchers entered transaction type. Please see the existing Pegasys User Guide for additional information on Standard Vouchers (SV). For information on AR Accruals, see **BAAR User Guide 1 of 10 Section 2.6: Accruals**. For information on Allowance for Loss SVs, see **BAAR User Guide 1 of 10 Section 4.16.2:**

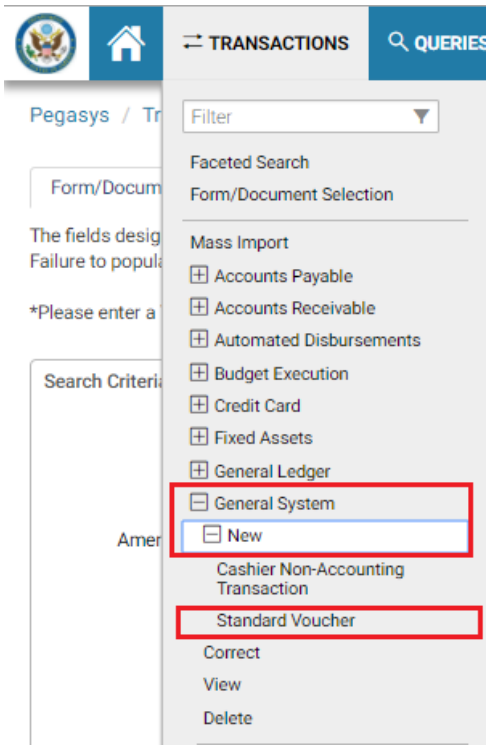
Allowance for Loss (AFL). For interface specifications regarding the Imputed Rent process, please refer to the Data Exchange Specifications for PBS Rent.

The Standard Voucher requires that the user specify a transaction type on each line, which is then used to determine the accounting event used for the transaction. This means that the Standard Voucher can be used to mimic any other Pegasys transaction. In addition to specifying a transaction type, the Standard Voucher also requires the user to indicate which of the following four posting events is performed by a given Standard Voucher line:

- An **expenditure**: For example, to recognize depreciation costs associated with ADP equipment, or to record an intra-agency expenditure transfer.
- A **general ledger transfer**: For example, to record a balance sheet transfer such as the liquidation of an outstanding advance.
- The **recognition of revenue**: For example, to record that the user has transferred revenue from another division within the agency.
- A **budget correction**: For example, to correct an unintended update to an appropriation's upward expenditure adjustment amount.

When the user references a transaction on a Standard Voucher, the Standard Voucher does not actually liquidate the referenced document. The Standard Voucher is listed in the referenced transaction's reference query only. For example, if the user is using the Standard Voucher to reclassify the accounting dimensions on an itemized receipt document that has already been paid, the Standard Voucher performs the correct general ledger updates to record the accepted amount under the new accounting distribution, but does not update the accounting distribution shown in the receipt's view or review status query.

Figure 163: New Standard Voucher Navigation



4.5.2 Available Standard Voucher (SV) Document Types

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

Please refer to the appendix for a full listing and breakdown of Document types and their descriptions see **BAAR Guide 8 of 10 Section A.4 Appendix: Available Standard Voucher (SV) Document Types.**

4.5.3 Standard Voucher (SV) - User-Defined Form Field Descriptions

The listing of User-Defined fields on the Standard Voucher (SV) Form is available at BAAR **Guide 8 of 10 Section A.4 Appendix: Standard Voucher (SV) - User-Defined Fields and Form Descriptions**

4.5.4 Automated Methods to Create Standard Vouchers (SV)

Standard Vouchers will be created automatically using the following processes and interfaces:

- **Form Import -** Load SVs for imputed rent, revenue accruals, and inventory adjustments, receipts, and transfers (ART) into Pegasys via the Form Import batch job.
- **Surcharge Generation Process -** Batch job that will determine eligible surcharges, calculate the amount of those surcharges, and generate SV documents for the amount of the surcharges that will update the journals and the agreement entity.
- **PCAS Accruals Process -** Used to assess agreement lines eligible for revenue accrual, calculate the amount of the revenue accrual, and create standard voucher documents that post the calculated revenue accrual amount to the agreement entity at the line level.
- **Inventory from Billing Process -** Batch job that generates SVs to record the cost of goods sold associated with Detailed Billing Records.

4.5.5 Standard Voucher (SV) - Imputed Rent

PBS has an additional billing transaction called Imputed Rent. This section will describe the automated process for Imputed Rent as well as the manual creation of the Imputed Rent transaction, although Imputed Rent is typically an interface document.

Imputed Rent Automated Process

PBS Imputed Rent (PBS billing for building space occupied by PBS) is recorded as an Intrafund transaction. Instead of creating actual bills (Internal Vouchers) to record Imputed Rent, PBS submits Standard Voucher (SV) documents to record the associated General Ledger and budget impact. PBS also uses Intrafund billing to monitor possible lost revenue, or what PBS calls an 'opportunity cost'.

PBS Imputed rent will be handled in BAAR using an SV document, which will be typically created via an automated process. PBS submits Imputed Rent files to the FM ESB, which then reformats the files to the Pegasys Form Import layout for Standard Vouchers. The Imputed Rent files are then imported in to Pegasys from the FM ESB and run through the Batch Controls process. SVs are then created using a Form Import offline process.

There are two main types of Imputed Rent records: Imputed Rent Revenue and Imputed Rent Cost/Expense. Imputed Rent Revenue records represent the revenue from imputed Rent records; this is the bulk of records for every month. Imputed Rent Cost/Expense records represent the expense records to offset the revenue records and are typically represented in one record per region, including object class, cost element, function code, and organization code. There are no building numbers on these 11 expense records (one per region excluding Central Office). PBS will send one file for the revenue records and a separate file for the expense records.

Section 4.5.5.1: Manual Creation of Standard Voucher (SV) - Imputed Rent describes how to manually create an SV for Imputed rent with the differences for Revenue and Cost/Expense notated in the steps.

4.5.5.1 Manual Creation of Standard Voucher (SV) - Imputed Rent

For information on Correcting or Cancelling SV documents, see **Section 4.5.6.2: Correct Standard Voucher (SV) - Accrual** and **Section 4.5.6.3: Cancel Standard Voucher (SV) - Accrual**.

To create an Imputed Rent SV document:

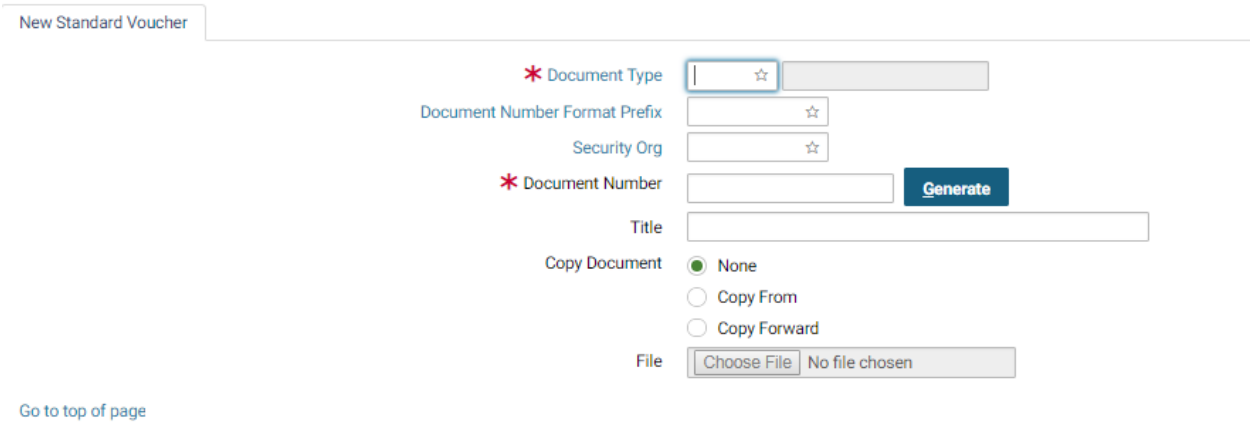
The users are required to populate the following types of fields to create the Detail Billing Records via Detail Billing Record Query.

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

Steps to Create a General System Standard Voucher (SV) Form (Imputed Rent):

1. Navigate to Transactions → General System → New → Standard Voucher.
2. The New Standard Voucher page is displayed.

Figure 164: Form/Document Selection for New SV for Imputed Rent

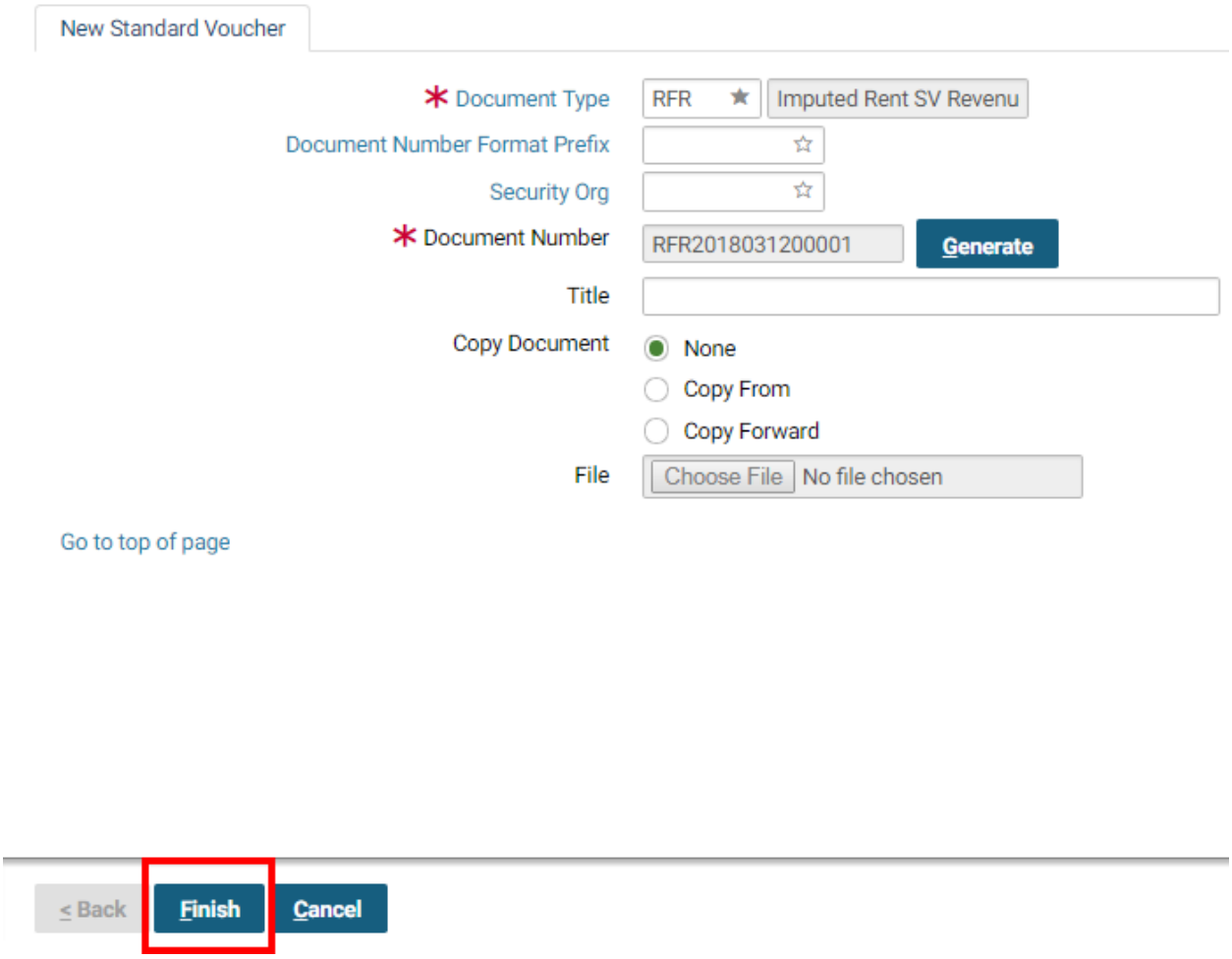


REQUIRED - Enter the system-required fields. Enter the appropriate value in the **Document Type** field. Select the **Generate** button to generate a **Document Number**. A unique value will be populated in the **Document Number** field.

NOTE: The Document Number Formats are defined per document type and business line. For example: the Document Number format for 'RFR' and 'RFE' is the document type of Standard Voucher (SV) form followed by the year, month and day, combined with 4 incremented digits. (e.g., RFRYYYYMMDD#### and RFEYYYYMMDD####).

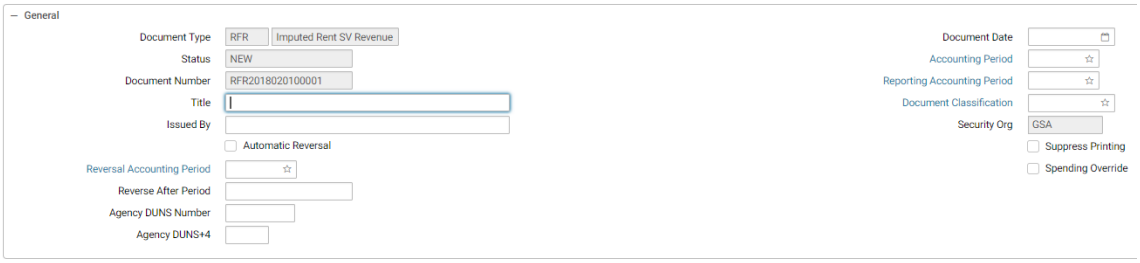
3. Select the **Finish** button.

Figure 165: Finish Button on New SV for Imputed Rent



The Header page is displayed.

Figure 166: SV Header for Imputed Rent



4. On the "Header" tab, populate the Pegasys system required fields and GSA Business Process required fields in the following sections. The Pegasys system required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but are required to be populated per the business process of each business line. For details on these fields, refer to **BAAR Guide 10 of 10 Section C.10.5 Appendix: Create Imputed Rent Standard Voucher (SV).**

a. General
b. User Defined Fields
c. External System Information.

Figure 167: User Defined Fields on SV for Imputed Rent

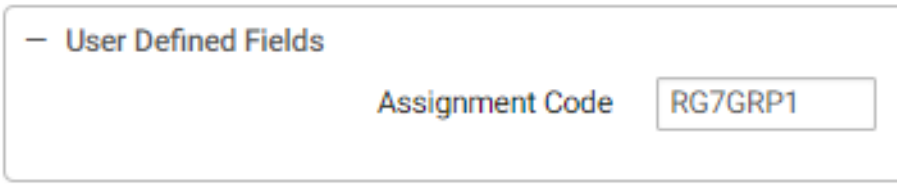
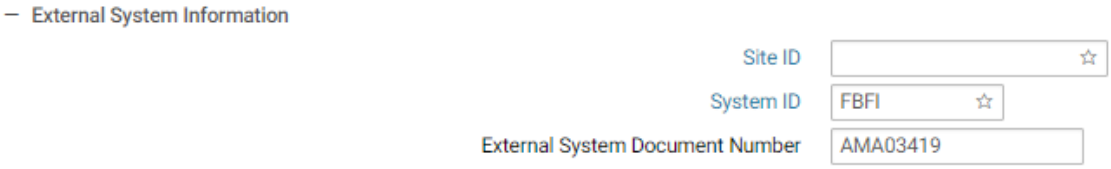
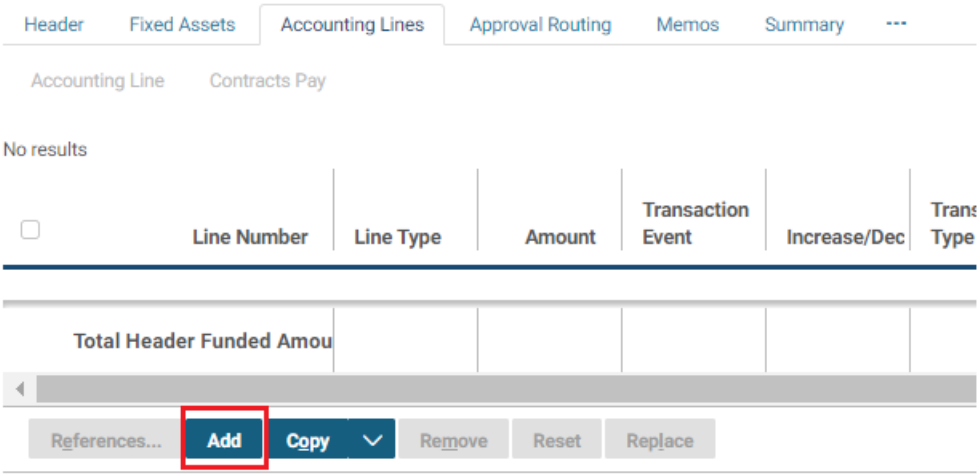


Figure 168: External System Information Fields on SV for Imputed Rent



5. Select the **Accounting Lines** tab.
6. Select the **Add** button.

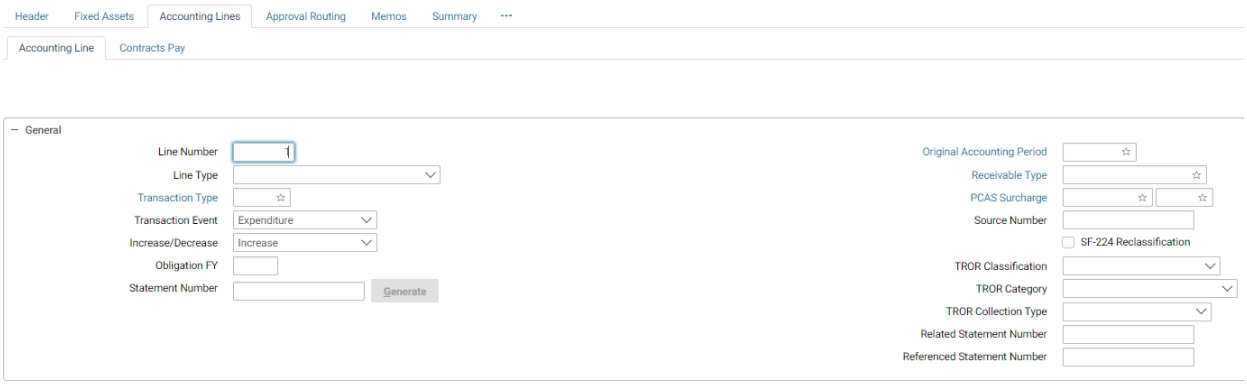
Figure 169: Add Button on SV Accounting Lines Tab



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

The Accounting line is displayed.

Figure 170: SV Accounting Line



7. On the "Accounting Lines" tab, populate the Pegasys system required fields and GSA Business Process required fields in the following sections. The Pegasys system required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but are required to be populated per the business process of each business line. For details on these fields, refer to **BAAR Guide 10 of 10 Section C.10.5 Appendix: Create Imputed Rent Standard Voucher (SV).**
    a. General
    b. Vendor Information
    c. Line Amounts
    d. Accounting Dimensions
        i. User Defined Fields

Figure 171: SV Accounting Lines Tab - Transaction Event

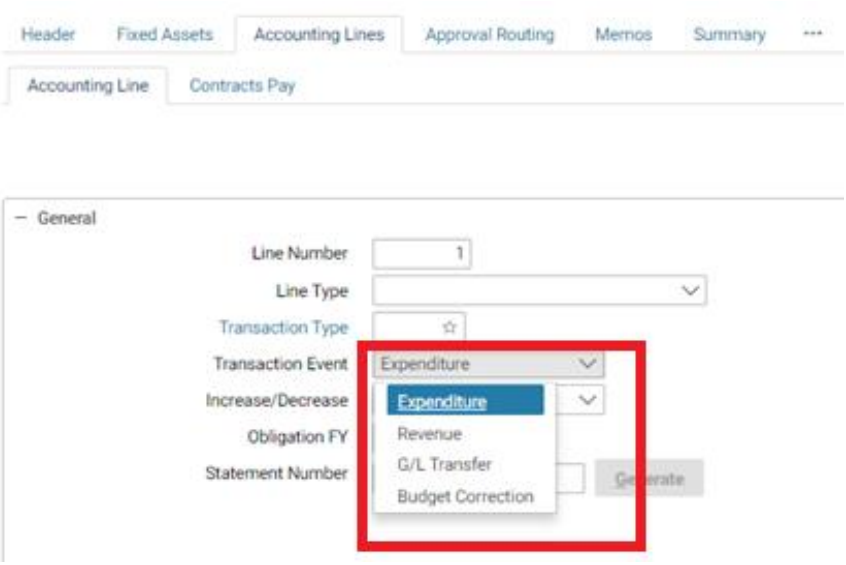


Figure 172: SV Accounting Lines Tab - General Information

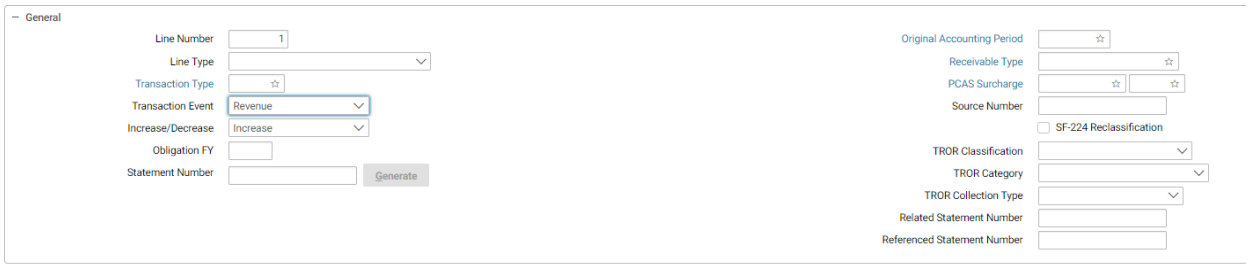


Figure 173: SV Accounting Lines Tab - Vendor Information and Line Amounts

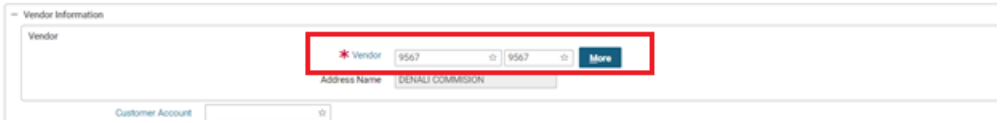


Figure 174: SV Accounting Lines Tab - Accounting Dimensions

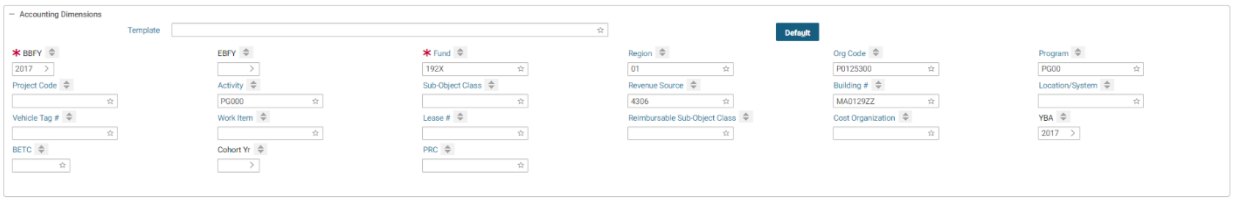
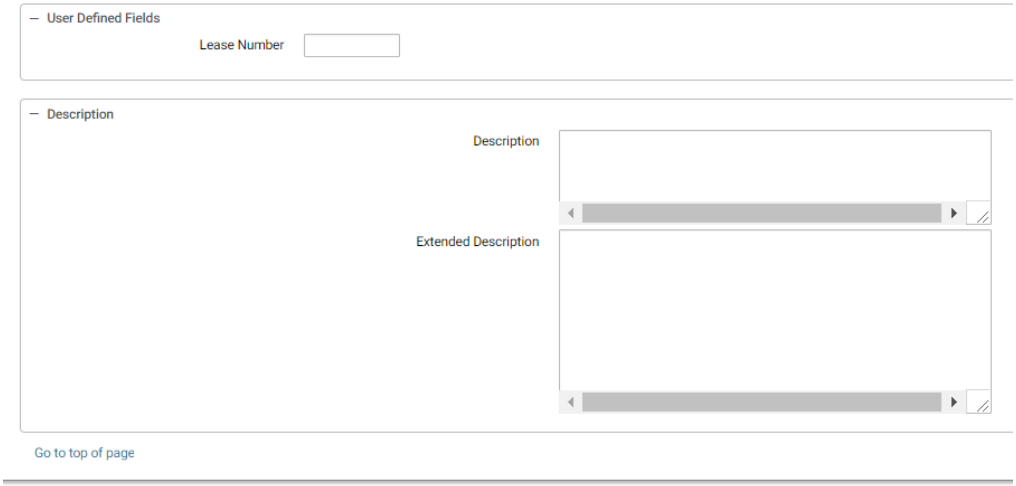


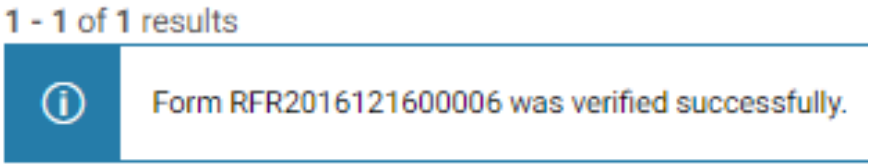
Figure 175: SV Accounting Lines Tab: User Defined Fields



8. Select the **Verify** button.

   NOTE: The Accomplished Date will default upon verify or process.

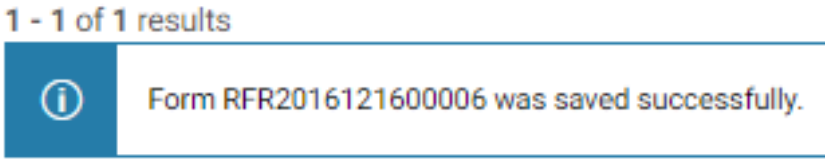
Figure 176: Successful Verification Message on SV



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

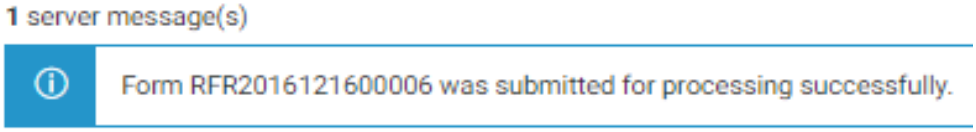
9. Select the **Save** button.

Figure 177: Successful Save on BD Correction



10. Select the **Submit** button.
11. If no errors are encountered upon selecting the **Submit** button, a message appears stating that the form has successfully processed.

Figure 178: Successful Submission on SV



4.5.5.2 Correct Standard Voucher (SV) - Imputed Rent

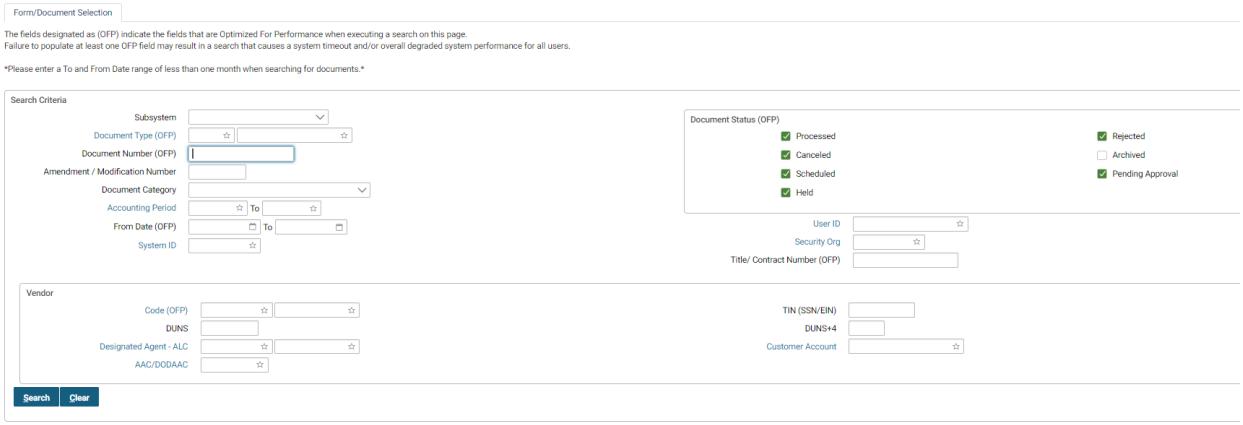
To correct a Standard Voucher (SV) Imputed Rent document, the user must have the appropriate security permissions. SVs cannot be amended; therefore the only way to update or edit an Accrual transaction is via the “Correct” function. SV forms that are sent via FM ESB (automated process) will be stored in Pegasys as rejected forms if there are errors with the Pegasys data included on the file layout.

Steps to Correct a General System Standard Voucher (SV) form (Imputed Rent)

1. Navigate to Transactions → Form Document Selection.

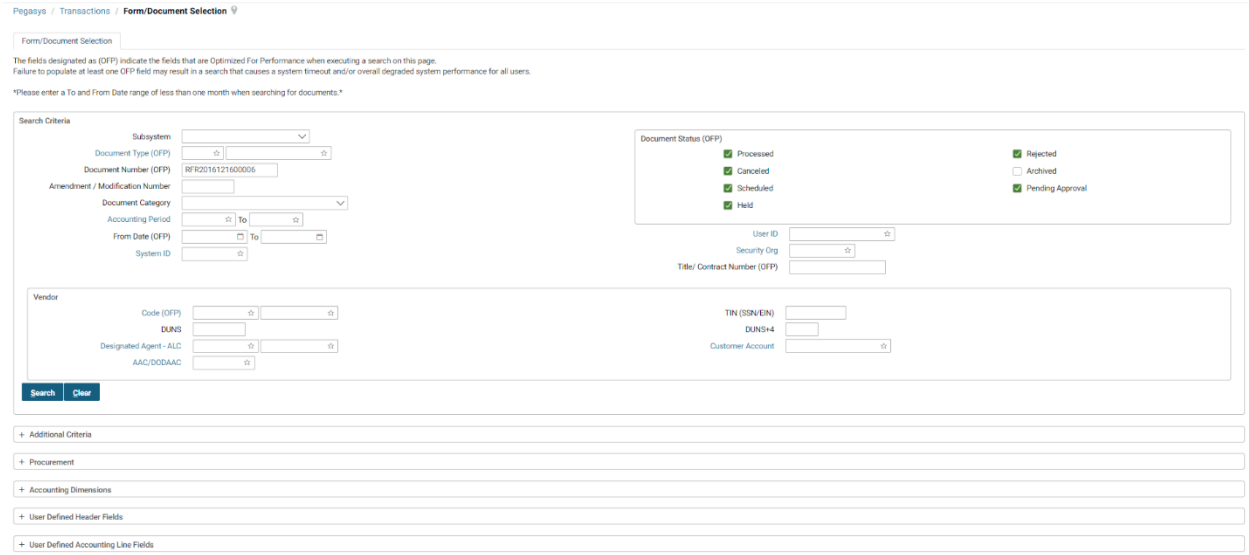
   NOTE: The document can also be corrected from Transactions → General System → Correct.

Figure 179: Form/Document Selection for SV Correction



2. **REQUIRED** - Enter the Document Number or the Line Level Statement Number.

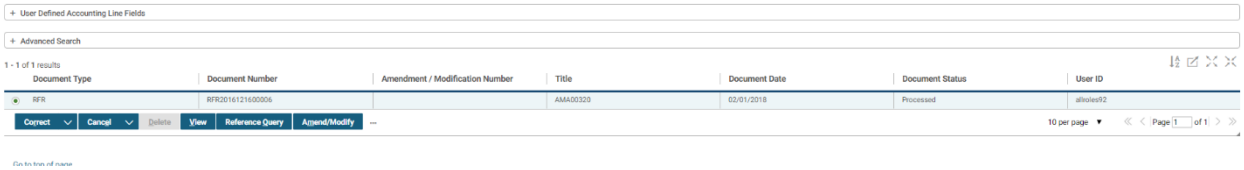
Figure 180: Statement Number or Document Number on SV Correction



NOTE: Enter as many details for the transaction as available. See **BAAR User Guide 3 of 10 Section 4.6.4: Retired IPAC Transaction Query** for how to query on Form/Document Selection.

3. Select the **Search** button to execute the query.
4. Select the record of the document to correct.

Figure 181: Search Results on Form/Document Selection



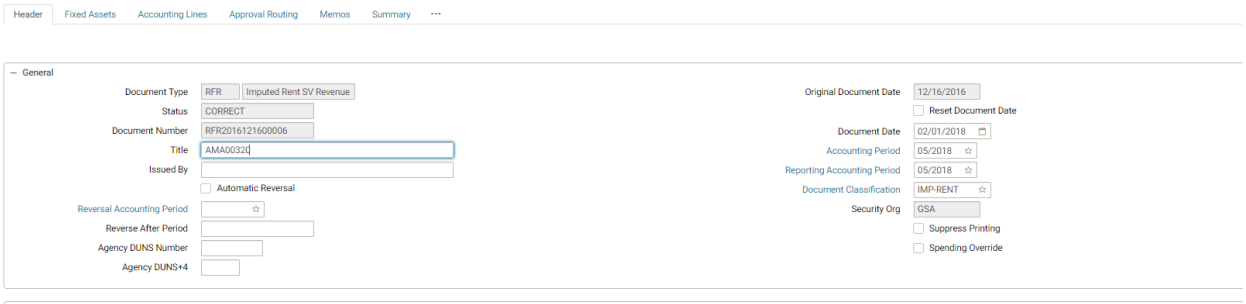
NOTE: Standard Vouchers (SV) cannot be amended.

5. Select the **Correct** button to open the document in Correct Mode.

   NOTE: If the document was previously processed, the document status will show as CORRECT. If the form was HELD or REJECTED, the document status will not show as CORRECT.

6. The Header page is displayed.

Figure 182: SV Header for Correction



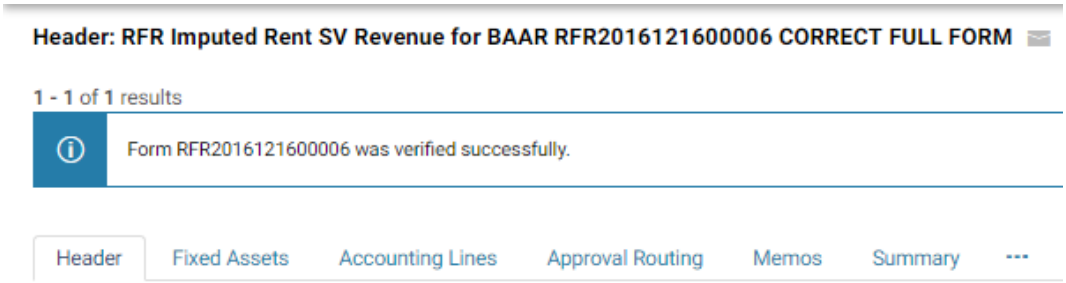
7. Correct the incorrect information or add information to the Standard Voucher (SV) Imputed Rent document.

   NOTE: If the form was rejected as part of the Form Import Process, add any additional data or update the data on the form.

8. Select the **Verify** button.

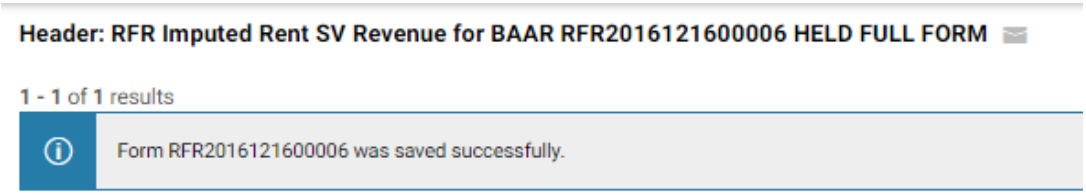
   NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again.

Figure 183: Verify Button on SV Correction



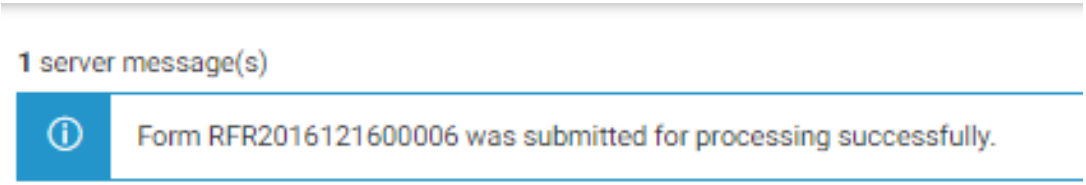
9. Select the **Save** button.

Figure 184: Successful Verify on SV Correction



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

Figure 185: Successful Processing Message on SV Correction



12. Navigate back to Form Document Selection and query the document following the steps above in order to confirm the updates have processed successfully.

    NOTE: Querying the document is an optional step, but a good habit when submitting corrections/amendments.

4.5.5.3 Query Standard Voucher (SV) - Imputed Rent

Imputed Rent SV information can be viewed on the following Pegasys queries:

- Transactions/ Form/ Document Selection
- Queries/General Ledger/GL Account Detail
- Queries/General System/Transaction Journal Query.

For further Query information, refer to **Section 4.6: BAAR Queries**.

For more information about Standard Vouchers (SV), see **Section 4.5.6: Standard Voucher (SV) - Accrual** for information on Accrual SVs, **BAAR User Guide 1 of 10 Section 4.16.2: Allowance for Loss (AFL)** for Allowance for Loss as well as the Pegasys User Guide for release 7.5.1.

4.5.6 Standard Voucher (SV) - Accrual

Income Accruals are recorded using Standard Voucher (SV) document types within Pegasys. The Vendor (or customer) is recorded at the accounting line level, which allows one SV to be

entered for multiple customers if desired. Accruals will be entered to record income to account for billings not received prior to month end.

Accruals are different than billing documents and internal vouchers in that the accrual is acting as a supplemental transaction that records the GL impact of the billing transactions prior to the documents actually processing. The Accrual is used as a placeholder in order to record the GL/Budget impact in the correct accounting period even though the bill has yet to be recorded. Accruals can be reversed automatically so that the reversal of the accrual coincides with the income transaction. Automatically reversing accruals are reversed in a future accounting period. USDA will use self-reversing accruals to record GSA's income that was not received by Pegasys prior to the monthly billing cycle. Billing transactions that occur after the billing cycle run but before the end of the month will be accrued. Accruals are then automatically reversed using the GSREVERSE batch process within Pegasys.

For more information about Standard Vouchers (SV), see **Section 4.5.5: Standard Voucher (SV) - Imputed Rent** for information on Imputed Rent SVs, see **BAAR User Guide 1 of 10 Section 4.16.2: Allowance for Loss (AFL)** for Allowance for Loss as well as the Pegasys User Guide for release 7.5.1.

4.5.6.1 Manual Creation of Standard Voucher (SV) - Accrual

Standard Vouchers (SVs) are currently used in Pegasys Accounts Payable transactions, and will also be used in a variety of Accounts Receivable (BAAR) transactions. SVs will be used to record BAAR transactions including but not limited to the following: Allowance for Loss Transactions, Accruals, Surcharges, Cost Transfers, Inventory Adjustments, and Warehouse Receipts and Adjustments.

Please see the Pegasys User Guide for release 7.5.1 for more information on Standard Vouchers (SV) and Accounts Payable.

For more information about Standard Vouchers (SV), see **Section 4.5.5: Standard Voucher (SV) - Imputed Rent** for information on Imputed Rent SVs, see **BAAR User Guide 1 of 10 Section 4.16.2: Allowance for Loss (AFL)** for Allowance for Loss as well as the Pegasys User Guide for release 7.5.1.

To create a Standard Voucher (SV) for use in billing accruals, follow the below steps.

The users are required to populate the following types of fields to create the Internal Voucher.

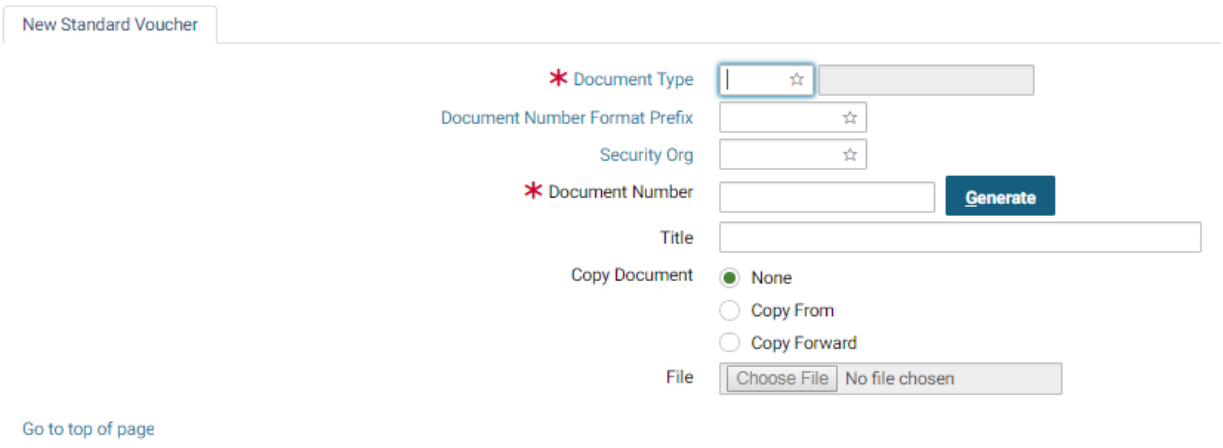
- **Pegasys System Required fields -** These fields have the red asterisk and the system throws hard error when they are left blank.
- **GSA Business process required fields -** These fields are optional in Pegasys but required to be populated per the business process of each Business line.

Steps to Create a General System Standard Voucher (SV) Form (Accruals)

1. Navigate to Transactions → General System → New → Standard Voucher.

The New Standard Voucher page is displayed.

Figure 186: Form/Document Selection for SV Accruals



2. **REQUIRED** - Document Type.

   NOTE: Only manual document types are used for online creation.

3. **REQUIRED:** Select the **Generate** button to generate a **Document Number**. A unique document number will be generated in the **Document Number** field.

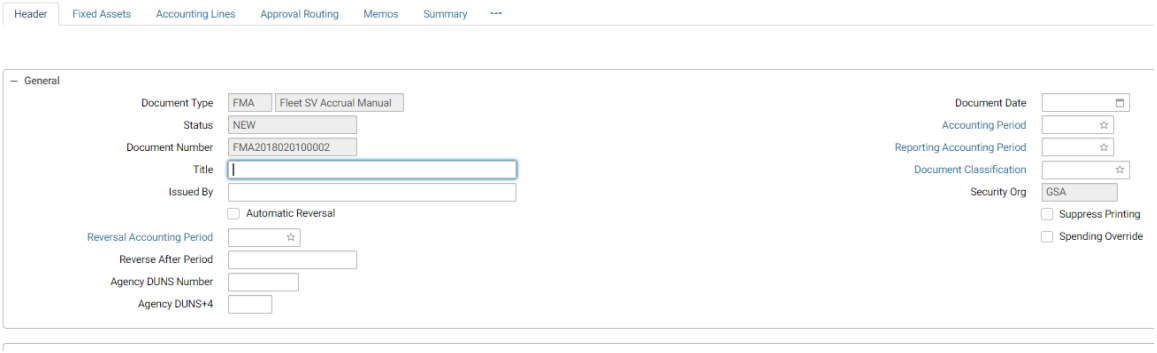
   NOTE: The Document Number Formats are defined per document type and business line. For example: the Document Number format for 'RMA' is the document type of Standard Voucher (SV) form followed by the year, month and day, combined with 4 incremented digits. (e.g., RMAYYYYMMDD####).

   The complete list of Document Number formats is defined in the Configuration Spreadsheet and the Pegasys Document Number Formats Reference table.

4. Select the **Finish** button.

   The Header page is displayed.

Figure 187: SV Header (Accrual) - New



NOTE: The Accounting Period, Reporting Accounting Period will default to the current date when these fields are left blank and the form is verified or processed.

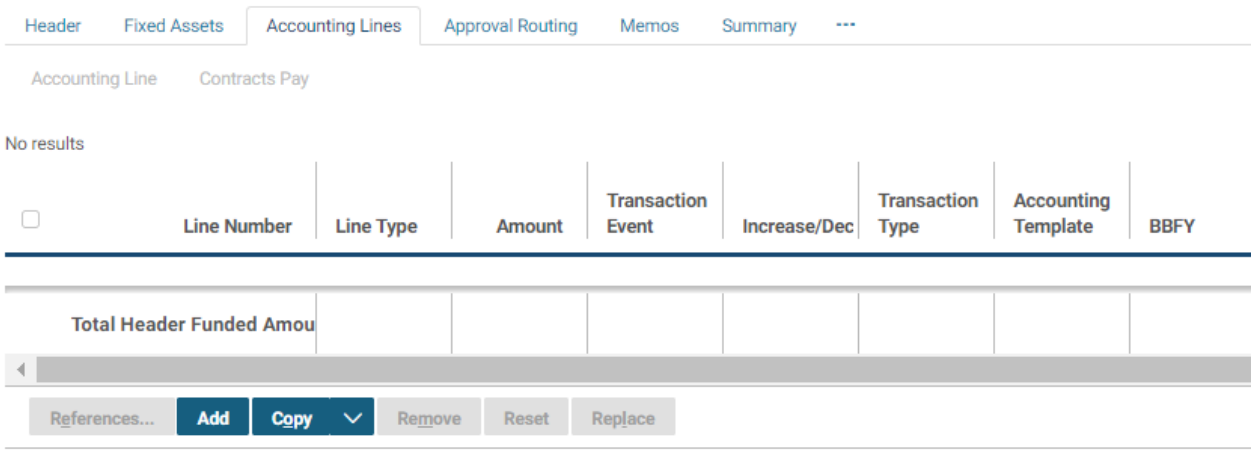
5. On the "Header" tab, populate the Pegasys System required fields and GSA Business Process required fields in the following sections. The Pegasys System required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but required to be populated per the business process of each Business line.

   For details on these fields, refer to **BAAR Guide 10 of 10 Section C.10.2 Appendix: Create Accrual Standard Voucher (SV) - All Business Lines**

   a. General
   b. User Defined Fields
   c. Description

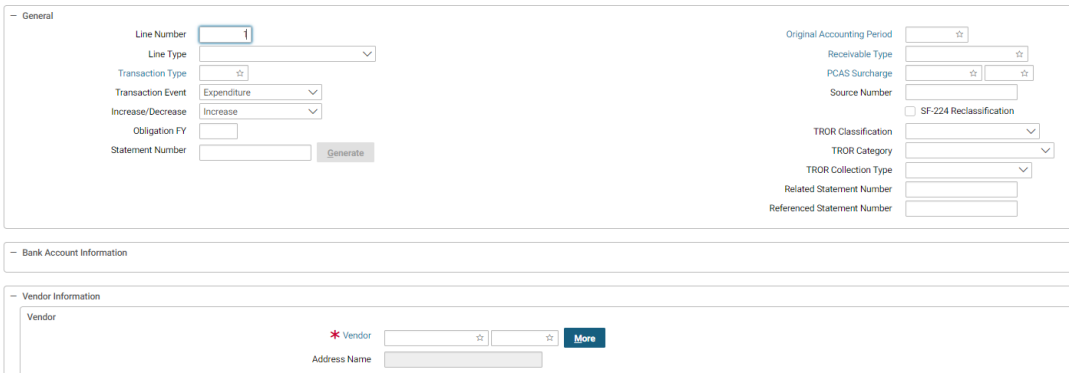
6. Select the **Accounting Lines** tab.
7. Select the **Add** button.

Figure 188: Add Button for SV Accounting Line (Accruals)



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

Figure 189: SV Accounting Line (Accruals)

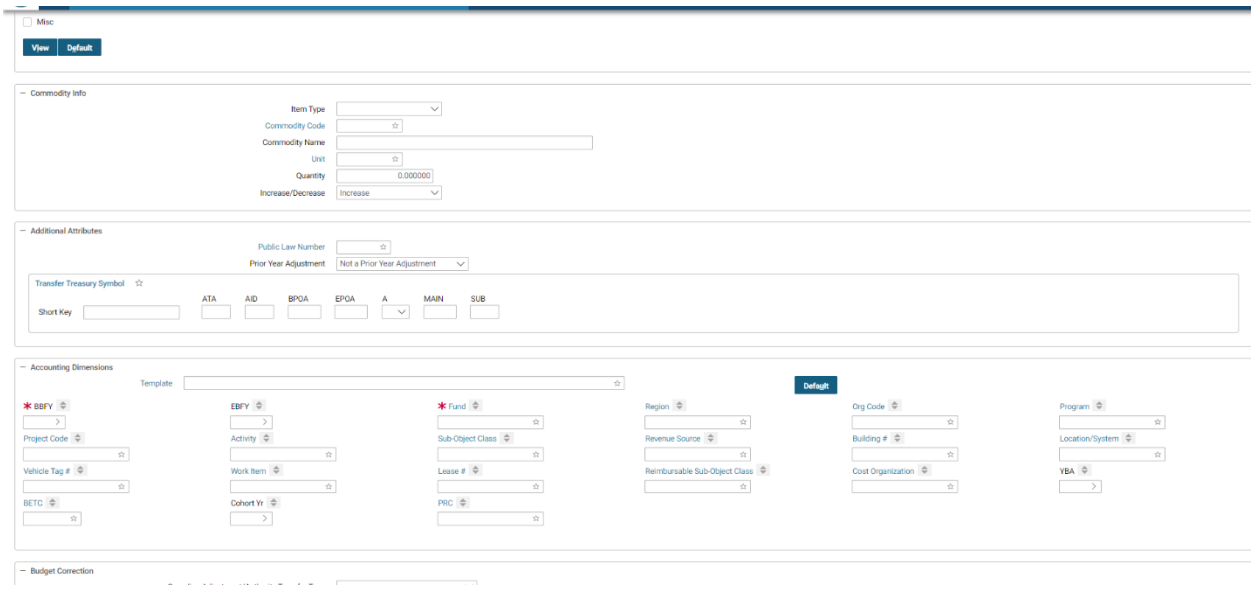


The Accounting line is displayed.

8. On the "Accounting Lines" tab, populate the Pegasys System required fields and GSA Business Process required fields in the following sections. The Pegasys System required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but required to be populated per the business process of each Business line. For details on these fields, refer to **BAAR Guide 10 of 10 Section C.10.2 Appendix: Create Accrual Standard Voucher (SV) - All Business Lines**.
    a. General
    b. Vendor
    c. Line Amounts
    d. Accounting Dimensions:
        i. Select the **Default** button after entering the Accounting template to populate the accounting dimensions from the template.

NOTE: The correct Transaction Type value will default as a result of selecting the Verify button.

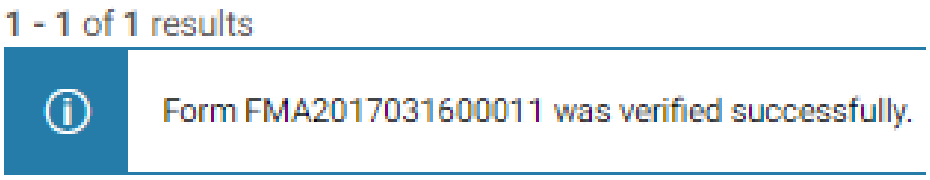
Figure 190: SV Accounting Line Information (Accrual)



9. Select the **Verify** button.

NOTE: The Accomplished Date will default upon verify or process.

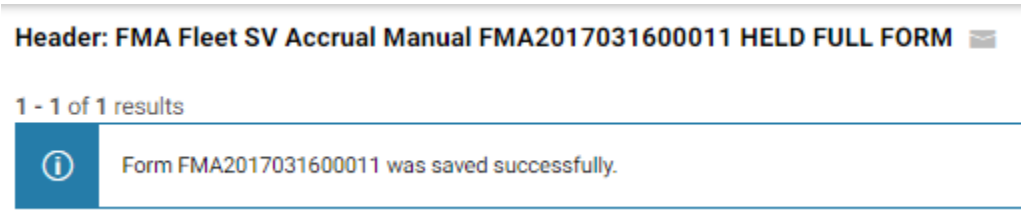
Figure 191: Successful Verification (SV Accrual) - New



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

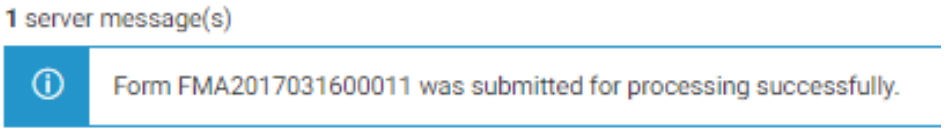
10. Select the **Save** button.

Figure 192: Successful Save (SV Accrual) - New



11. Select the **Submit** button.
12. If no errors are encountered upon selecting the **Submit** button, a message appears stating that the form has successfully processed.

Figure 193: Successful Submission (SV Accrual) - New



4.5.6.2 Correct Standard Voucher (SV) - Accrual

To correct a Standard Voucher (SV) Accrual document, the user must have the appropriate security permissions. SVs cannot be amended; therefore the only way to update or edit an Accrual transaction is via the “Correct” function.

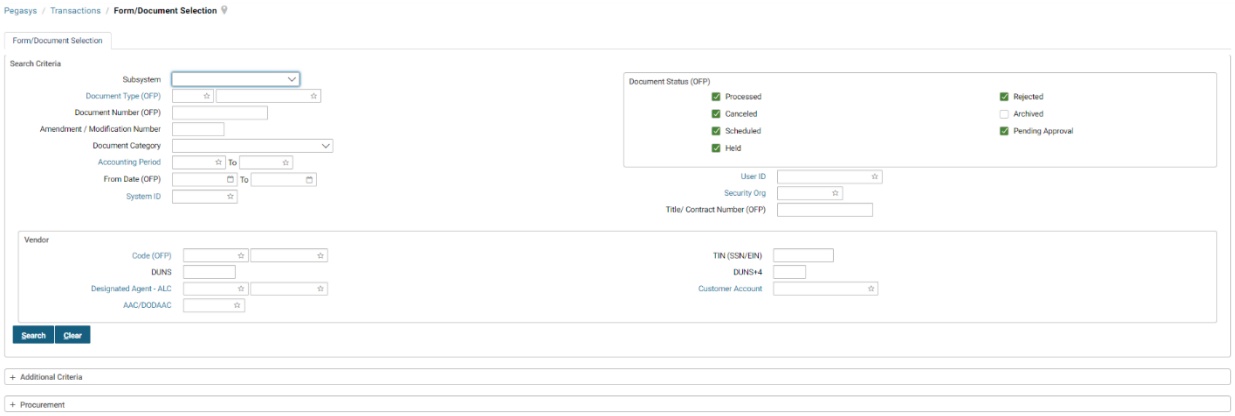
For more information about Standard Vouchers (SV), see **Section 4.5.5: Standard Voucher (SV) - Imputed Rent** for information on Imputed Rent SVs, see **BAAR User Guide 1 of 10 Section 4.16.2: Allowance for Loss (AFL)** for Allowance for Loss as well as the Pegasys User Guide for release 7.5.1.

Steps to Correct a General System Standard Voucher (SV) Form (Accruals)

1. Navigate to Transactions → Form Document Selection.

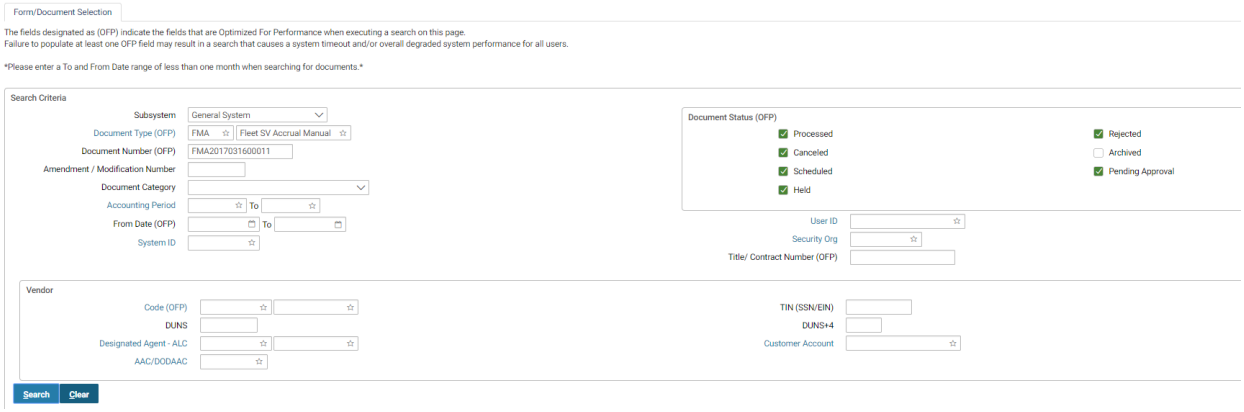
NOTE: The document can also be corrected from Transactions → General System → Correct.

Figure 194: Form/Document Selection (SV Accrual Correction)



2. **REQUIRED**: Enter the Document Number or the Line Level Statement Number.

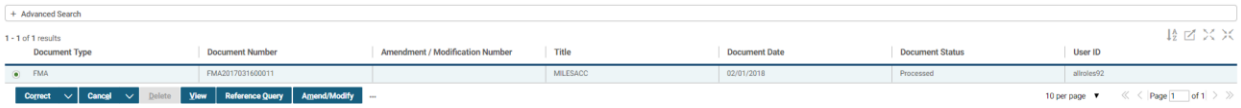
Figure 195: Enter Statement/Document Number (SV Accrual Correction)



NOTE: Enter as many details for the transaction as available. See **BAAR User Guide 3 of 10 Section 4.6.4: Retired IPAC Transaction Query** for how to query on Form/Document Selection.

3. Select the **Search** button to execute the query.
4. Select the record of the document to correct.

Figure 196: Document Correction Selection



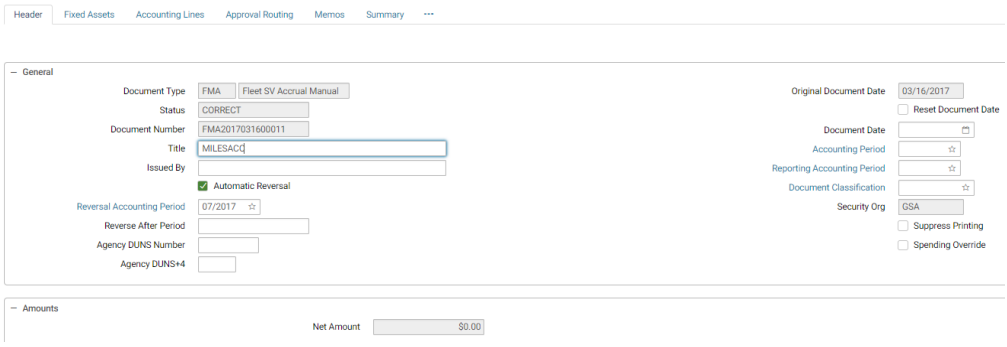
NOTE: Standard Vouchers (SV) cannot be amended.

5. Select the **Correct** button to open the document in Correct Mode.

NOTE: If the document was previously processed, the document status will show as CORRECT. If the form was HELD or REJECTED, the document status will not show as CORRECT.

6. The Header page is displayed.

Figure 197: SV Header (Accrual) - Correct

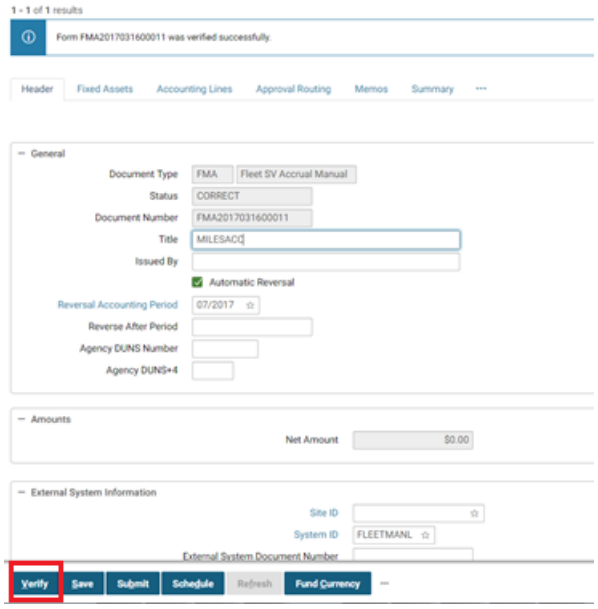


7. Correct the incorrect information or add information to the Standard Voucher (SV) accrual document.

8. Select the **Verify** button.

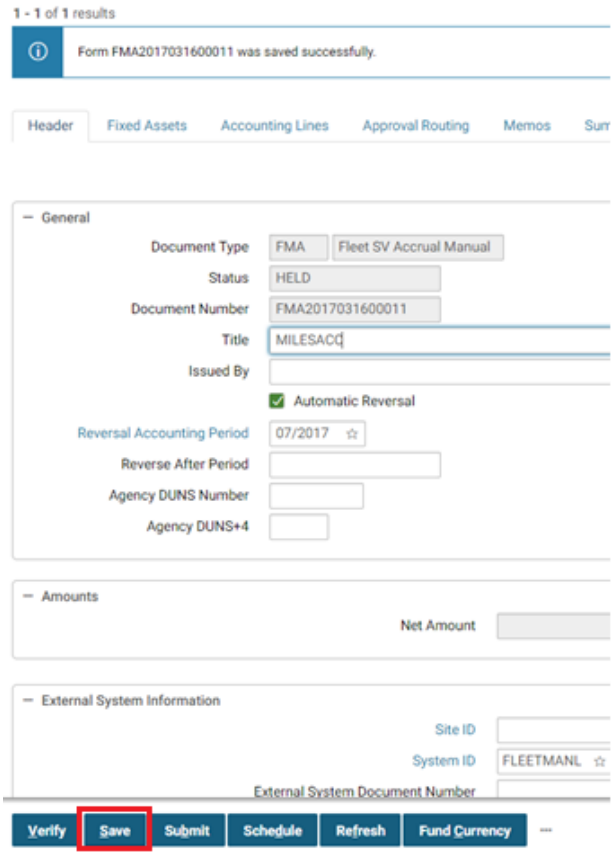
   NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again.

Figure 198: Successful Verification (SV Accrual) - Correct



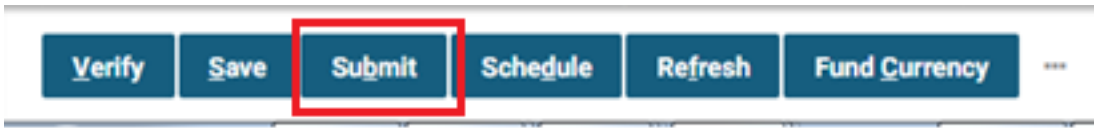
9. Select the **Save** button.

Figure 199: Successful Save (SV Accrual) - Correct



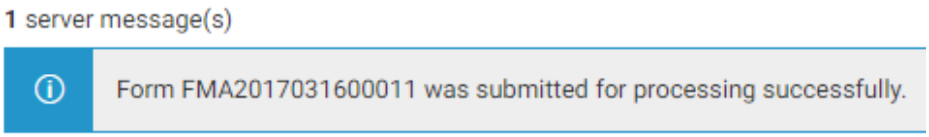
10. Select the **Submit** button.

Figure 200: Submit Button (SV Accrual)



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

Figure 201: Successful Submission (SV Accrual)-Correct



11. Navigate back to Form Document Selection and query the document following the steps above in order to confirm the updates have processed successfully.

NOTE: Querying the document is an optional step, but a good habit when submitting corrections/amendments.

4.5.6.3 Cancel Standard Voucher (SV) - Accrual

To cancel a Standard Voucher (SV) Accrual document, the user must have the appropriate security permissions.

NOTE: If a user calls and says that they mis-keyed something, but the entry will still be received, Region 6 will correct the transaction to $0.00 rather than cancelling.

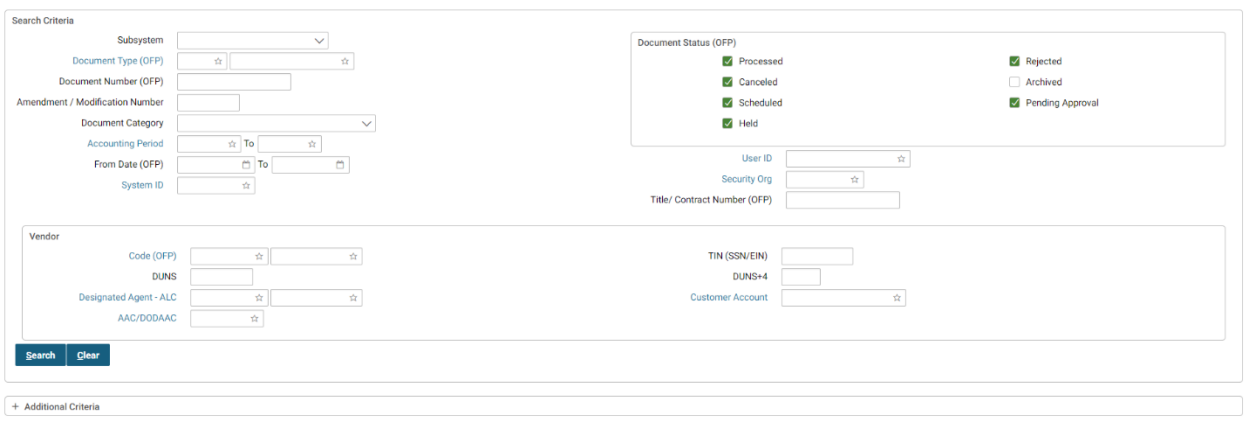
See **Section 4.5.6.2: Correct Standard Voucher (SV) - Accrual**.

For more information about Standard Vouchers (SV), see **Section 4.5.5: Standard Voucher (SV) - Imputed Rent** for information on Imputed Rent SVs, see **BAAR User Guide 1 of 10 Section 4.16.2: Allowance for Loss (AFL)** for Allowance for Loss as well as the Pegasys User Guide for release 7.5.1.

1. Navigate to Transactions → Form Document Selection.

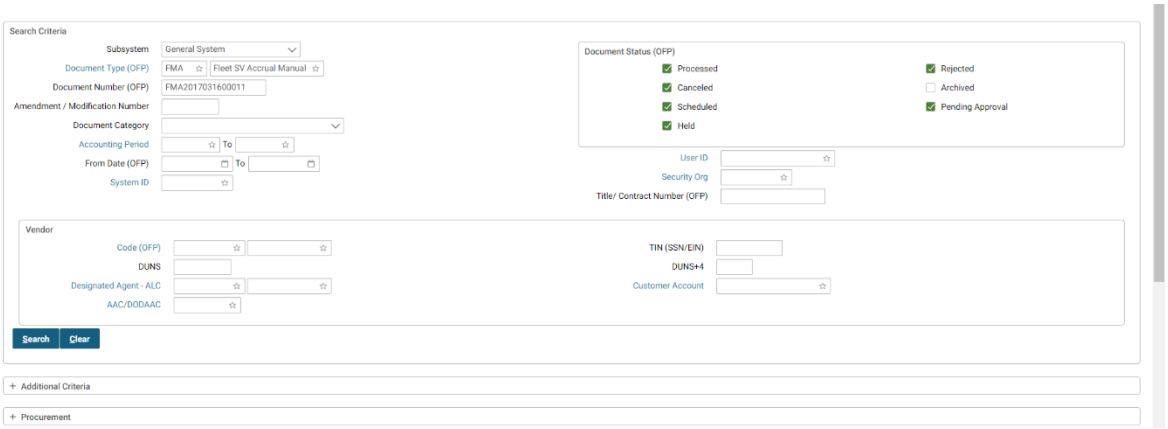
   NOTE: The document can also be canceled from Transactions → General System → Cancel.

Figure 202: Form/Document Selection (SV Accrual Cancellation)



2. **REQUIRED:** Enter the Document Number or the Line Level Statement Number.

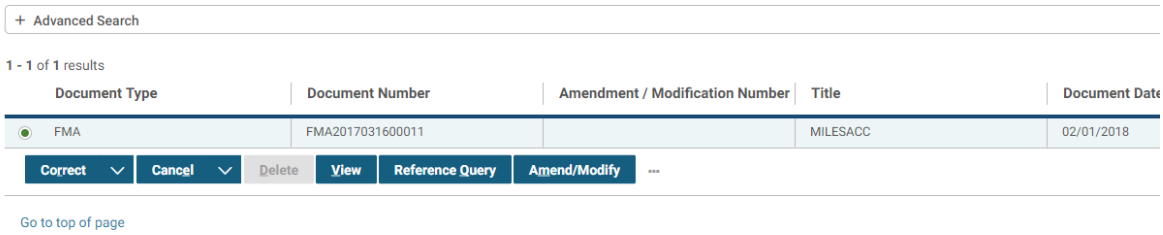
Figure 203: Statement and Document Number Search on Form/Document Selection (SV Accrual Cancellation)



NOTE: Enter as many details for the transaction as available. See **BAAR User Guide 3 of 10 Section 4.6.4: Retired IPAC Transaction Query** for how to query on Form/Document Selection.

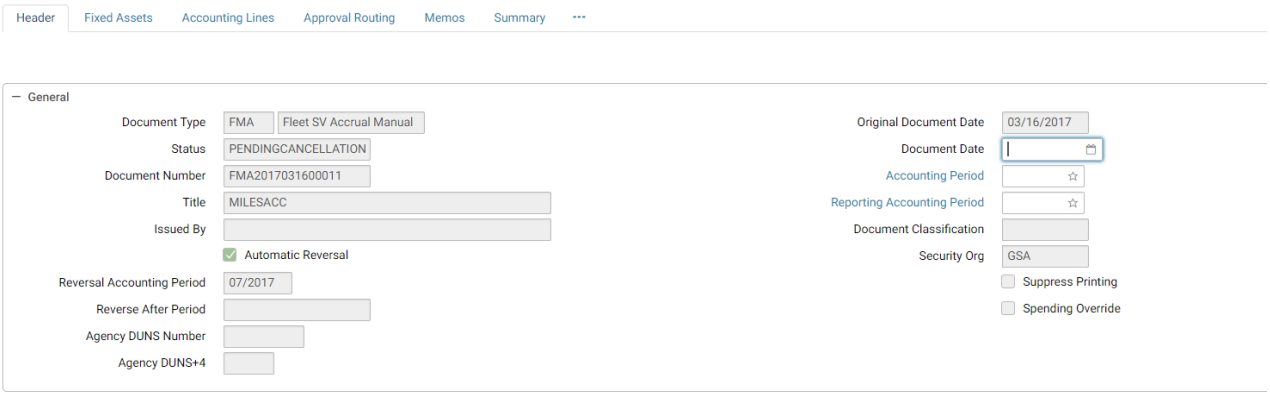
3. Select the **Search** button to execute the query.
4. Select the record of the document to cancel.

Figure 204: Form/Document Selection for SV Accrual Cancellation



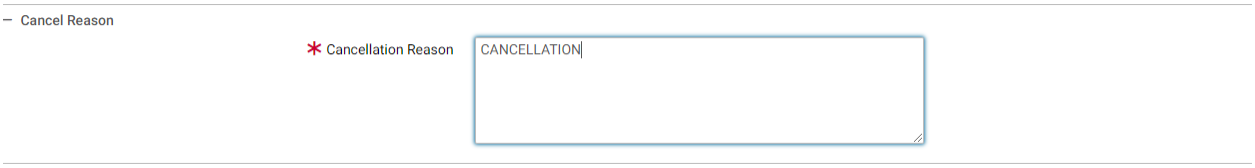
5. Select the **Cancel** button to open the document in Cancel Mode.
6. The Header page is displayed.

Figure 205: Header Tab on SV Accrual Cancellation



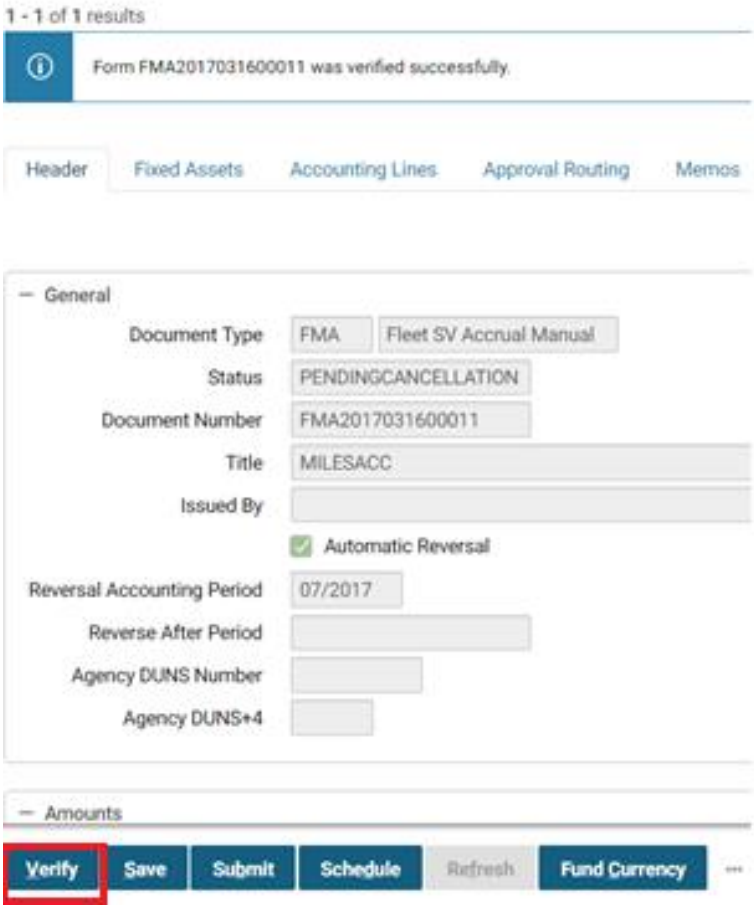
7. **REQUIRED**: Enter the **Cancel Reason**.

Figure 206: Cancel Reason on SV Cancellation



8. Select the **Verify** button.

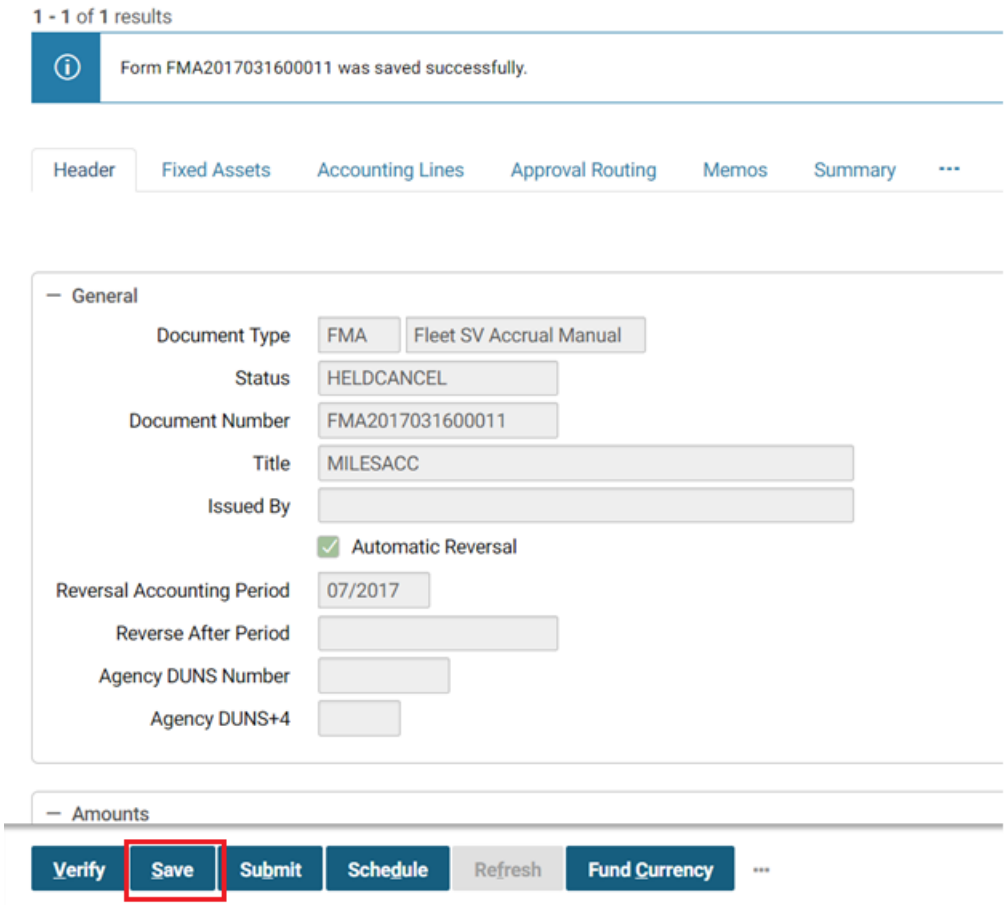
Figure 207: Successful Verify on SV Accrual Cancellation



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

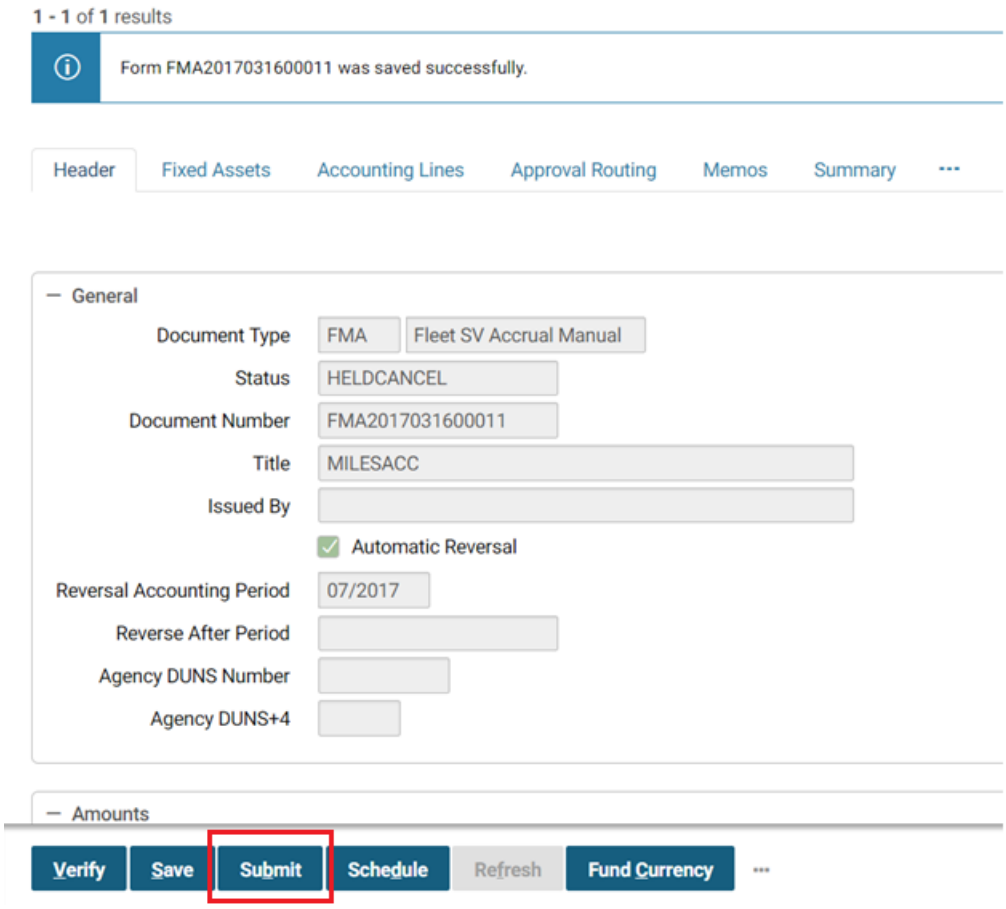
9. Select the **Save** button.

Figure 208: Successful Save on SV Accrual Cancellation



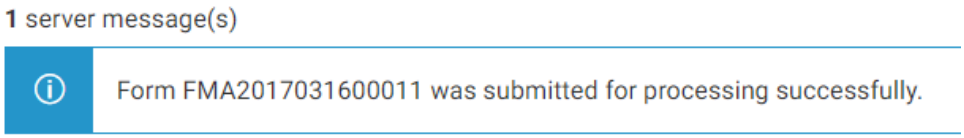
10. Select the **Submit** button.

Figure 209: Successful Submission on SV Accrual Cancellation



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

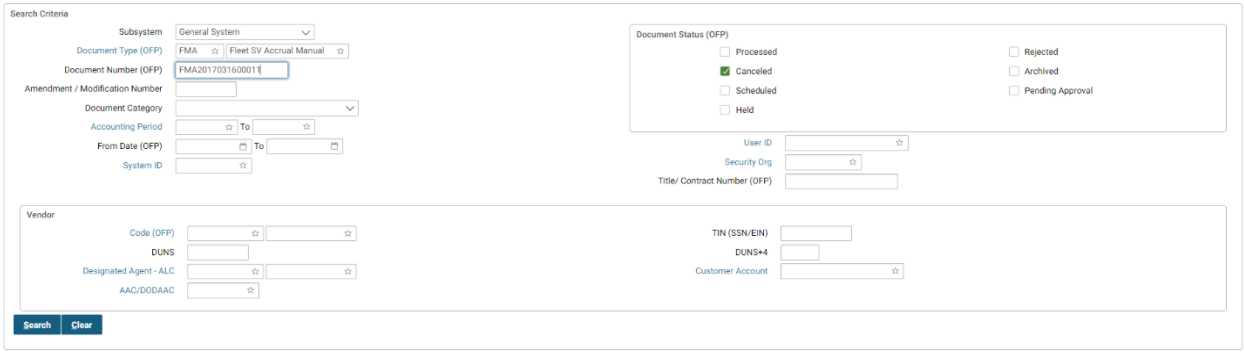
Figure 210: Successful Submission of SV Accrual Cancellation



NOTE: Cancellations on accrual document types RMA and FMA will be routed through workflow for approval. See **BAAR User Guide 1 of 10 Section 4.19: Workflow Management and Form Approval** for information on Workflow Management and Form Approval.

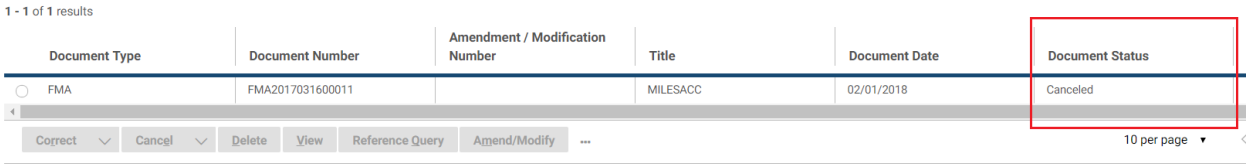
11. To check the status of the document, navigate back to Form Document Selection.

Figure 211: Form/Document Selection Confirmation of Processed SV Cancellation



When the document has been approved, the document status will be Cancelled.

Figure 212: Form/Document Selection Confirmation of Processed SV Cancellation - Canceled Status



4.5.6.4 Query Standard Voucher (SV) - Accrual

Accrual information can be viewed on the following Pegasys queries:

- Transactions/Form/Document Selection
- Queries/General Ledger/GL Account Detail
- Queries/General System/Transaction Journal Query.

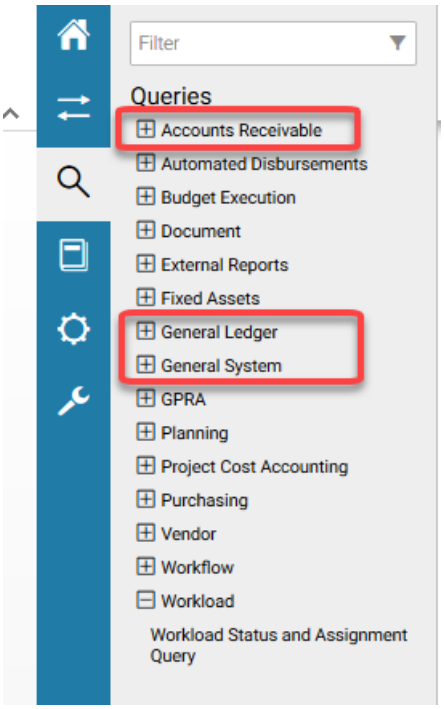
For further Query information, refer to **Section 4.6: BAAR Queries**.

For more information about Standard Vouchers (SV), see **Section 4.5.5: Standard Voucher (SV) - Imputed Rent** for information on Imputed Rent SVs, and **BAAR User Guide 1 of 10 Section 4.16.2: Allowance for Loss (AFL)** for Allowance for Loss. For additional information on SVs see the Pegasys User Guide for release 7.5.1.

4.6 BAAR Queries

Pegasys queries can be used to research, reconcile and track billing activity. Users can retrieve billing information for processed bills on the following queries:

Figure 213: General Ledger and General System



- Queries → Accounts Receivable → Billing Query.
- Queries → Accounts Receivable → Billing Statement Query.
- Queries → General System → IPAC Transaction Query.
- Transactions → Form/Document Selection.
- Queries → General Ledger → GL Account Detail Query.

For querying Detail Billing Records, see **BAAR User Guide 1 of 10 Section 4.2: Detail Billing Records from Detail Billing Record Query**. For querying Agreements, see **BAAR User Guide 1 of 10 Section 4.3: PCAS Agreements**.

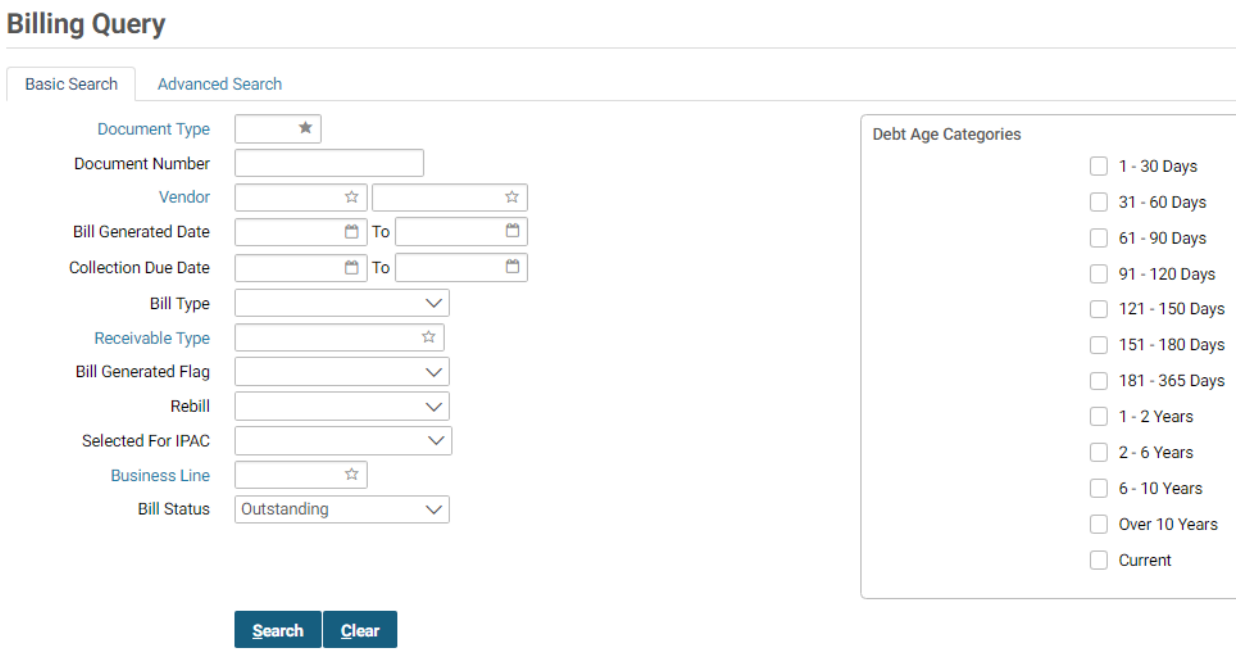
NOTE: Query performance is improved with each additional search criteria entered. For example, rather than simply entering business line of "Fleet", enter the Bill/Statement Number, Date range and any additional billing detail that can be provided. Users should not execute "Blind" queries, meaning no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

4.6.1 Search Functionality

4.6.1.1 Basic Search

Basic Search provides a number of fields to perform searches on. User may search on one or multiple fields.

Figure 214: Basic Search



4.6.1.2 Advanced Search

With the Advanced Search functionality, users can narrow their search results through Advanced Search filters. For example, users can search for a Document Status that is “Processed” and a Document Type that is equal to a “RE7”. Users are able to select from various criteria through a dropdown menu. Multiple filters can be included in a search; additional filters to narrow search results further can be added by selecting the Actions → New Filter button.

Figure 215: Advanced Search

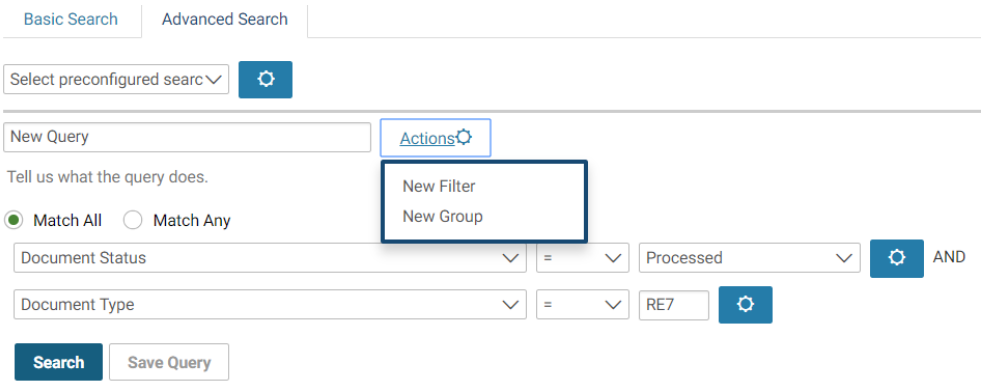


Figure 216: Advanced Search and Filter Criteria

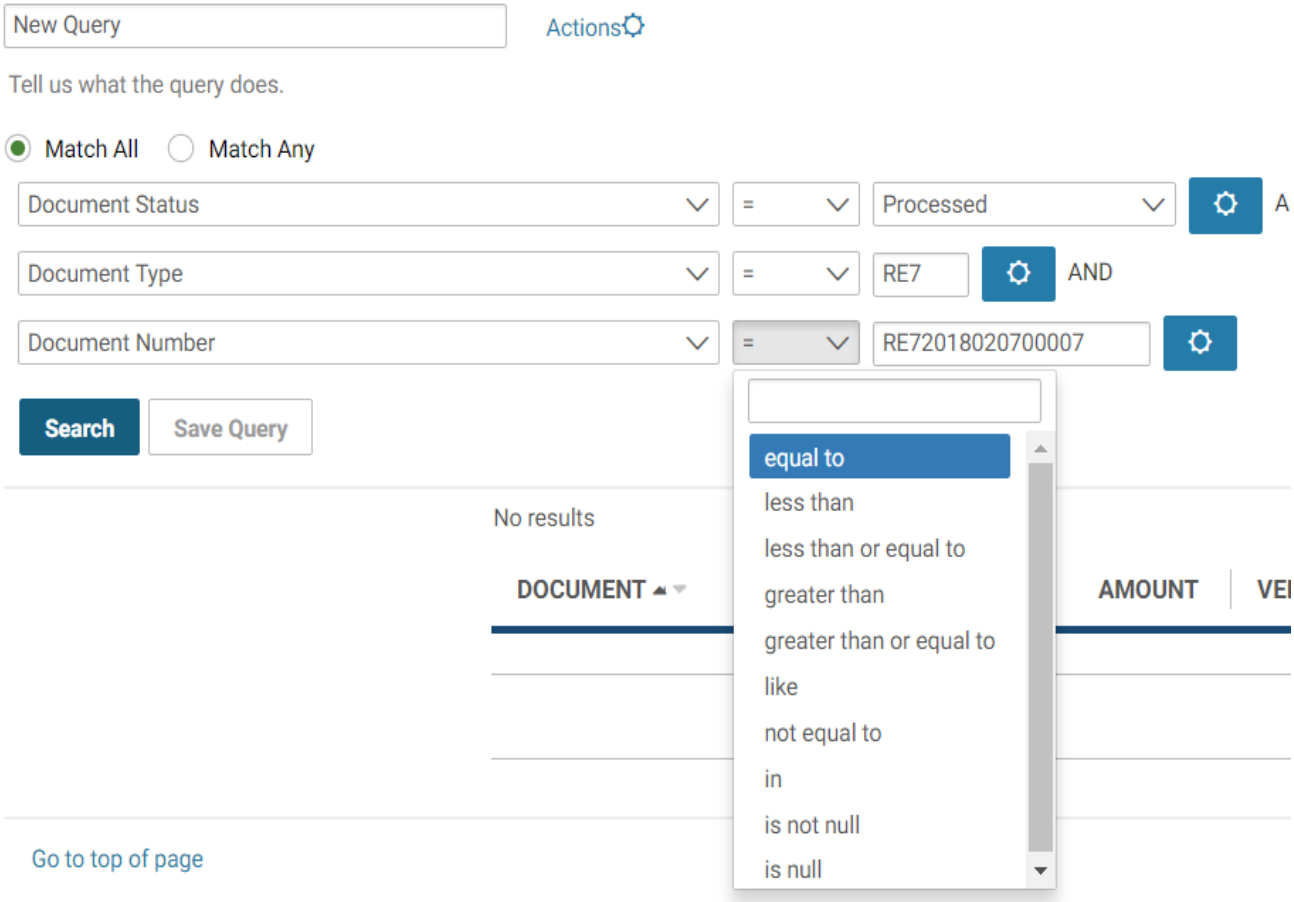
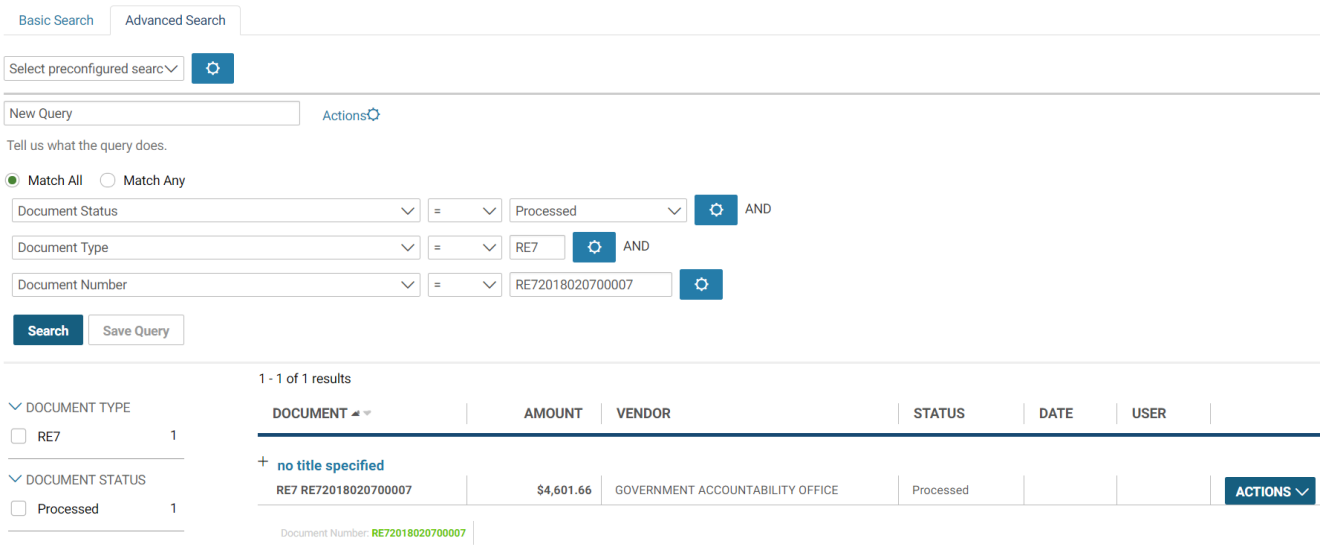


Figure 217: Advanced Search - Search Results



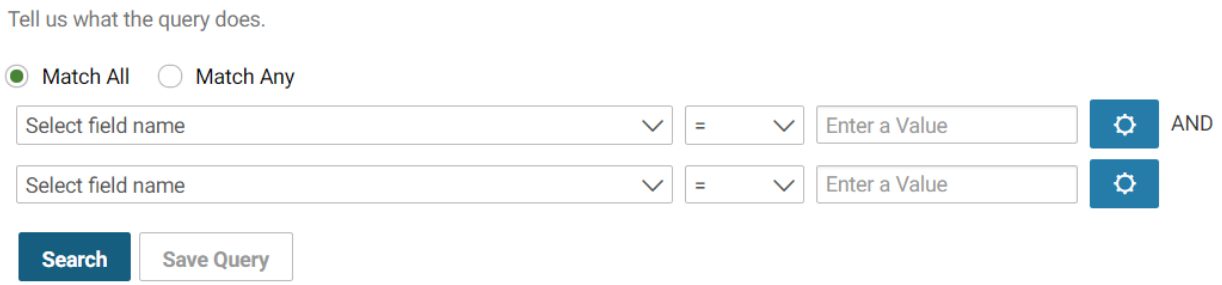
The following queries utilize Advanced Search. Those marked with an asterisk (*) are new 7.5.1 queries:

- Transactions
  - Form/Document Selection
- Accounts Receivable
  - Billing Query*
  - Collections Query
- General Ledger
  - GL Account Detail Query
- General System
  - IPAC Import Query*
  - IPAC Staging Query*
  - IPAC Reconciliation Activity Query*
  - IPAC Completed Reconciliation Query*
  - IPAC Outbound Query*
- Project Cost Accounting
  - Agreement Query

4.6.1.2.1 All vs. Any Search

When multiple search criteria are added, the user can select if the search results will return only exact matches from all of the filters, or if the results should return records that meet the criteria of any single filter. This is accomplished through the “Match All” or “Match Any” radio buttons. For example, if a user has two filters where the Document Type is equal to “RE7” and Document Number is equal to “RE72018020700007”, selecting Matching All will return results when only both Document Type and Number criteria are met. Selecting Match Any would return results if either Document Type or Number criteria was met; any RE7 Document Types or any Document Number RE72018020700007.

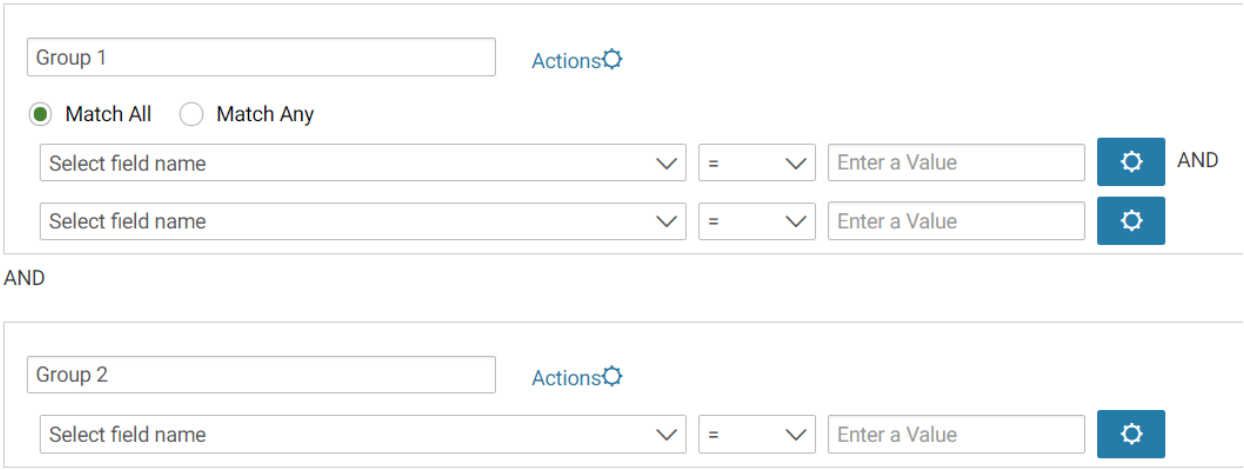
Figure 218: Match All and Match Any Filter Criteria



4.6.1.2.2 Grouping Search

To organize filters, users may also create “Groups” within the Advanced Search. If the user chooses to Save the query to be utilized in the future, the Group functionality will allow them to locate and modify filters with greater ease. The Match All/Any functionality may also be used with Grouped filters, providing greater flexibility to searches. For example, when multiple filters or filter Groups exist, the user can determine if results should return only records meeting the criteria of all Groups, or if it should return results from the criteria of any Group.

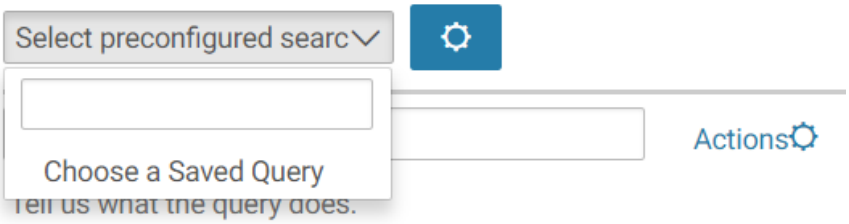
Figure 219: Match All and Match Any Filter Criteria-Grouping Search



4.6.1.2.3 Saving Advanced Search Queries

Once an Advanced Search is created, it may be saved for future use. This allows users to quickly and easily execute their desired searches. This is accomplished through the Save button. To access saved queries, when the user navigates to the Advanced Search screen, saved queries will appear in the “Select preconfigured search” dropdown.

Figure 220: Saving /Accessing Saved Queries



4.6.2 Billing Query

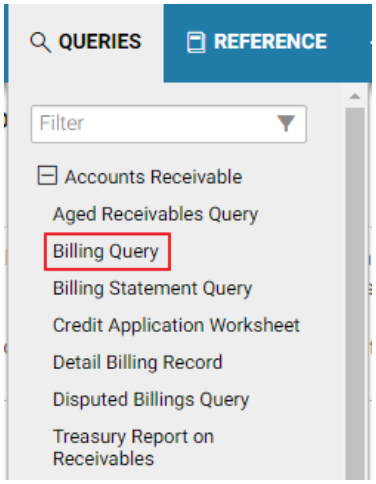
The Billing Query provides the ability to search Billing Documents (BD) with an unliquidated receivable balance (i.e., "outstanding amount"), Billing Documents that are closed, and Billing Documents that are Pending Action.

The Billing Query displays outstanding bill information from the Billing Document header and provides the ability to drill down to view outstanding balances at the accounting line level or the Detail Billing Record (DBR) level.

Queries → Accounts Receivable → Billing Query

- To search for outstanding receivable transactions, enter applicable search criteria and select the Search button.
- To view the details of a record, select the radio button next to the record in the item collection and select the Details button.

Figure 221: Navigation to Billing Query



4.6.2.1 Billing Query Search Parameters and Results

The Billing Query provides the ability to search for outstanding bills using Billing Document (BD) header and accounting line elements. The results of the initial search are provided at the document level (i.e., the results returned include a list of outstanding BDs).

Search criteria for the Billing Query is listed in the table below and includes date range, vendor information, Receivable Type, and Business Line. The Item Collection (search results returned after the query is executed) will include Billing Reference Number, Statement Number, and Outstanding Amount, in addition to the Document Type and Document Number columns. The query also supports Advanced Search to allow the customization of queries to search any value from the Billing Document.

Figure 222: Billing Query Search Criteria - Basic Search

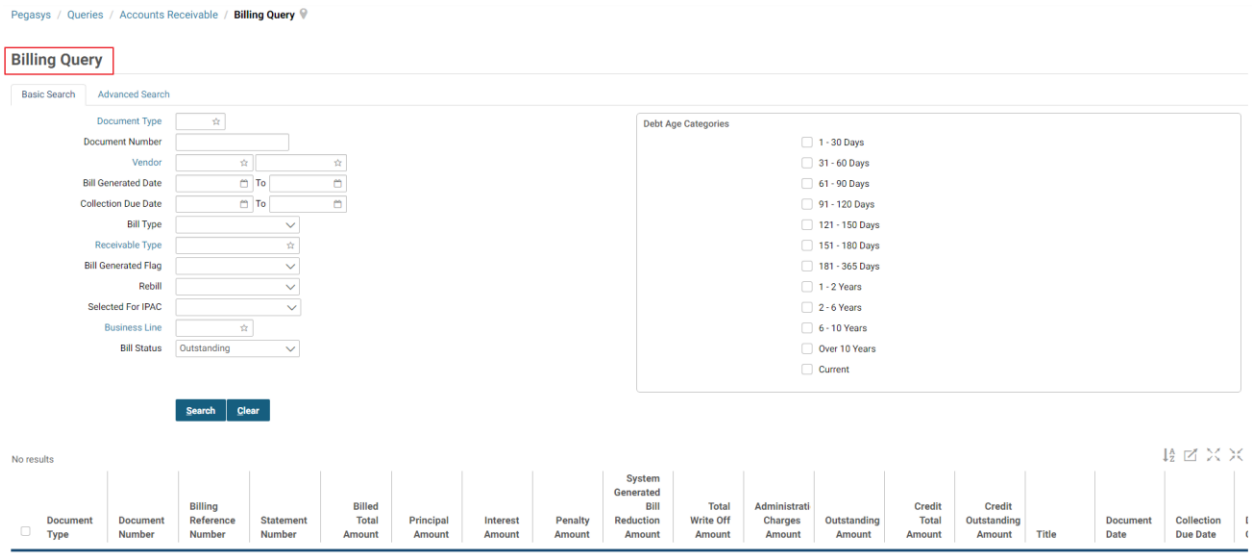


Figure 223: Billing Query Additional Search Criteria - Advanced Search

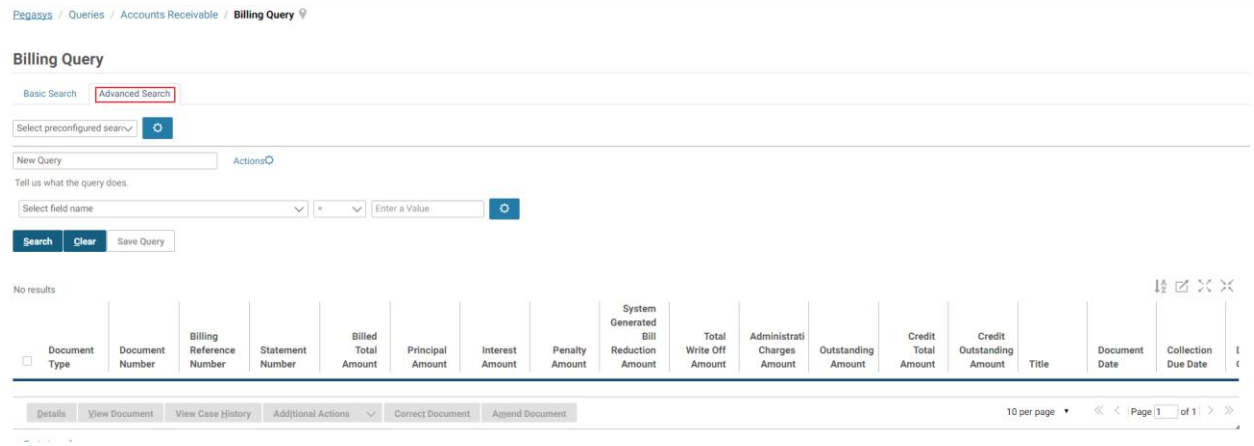
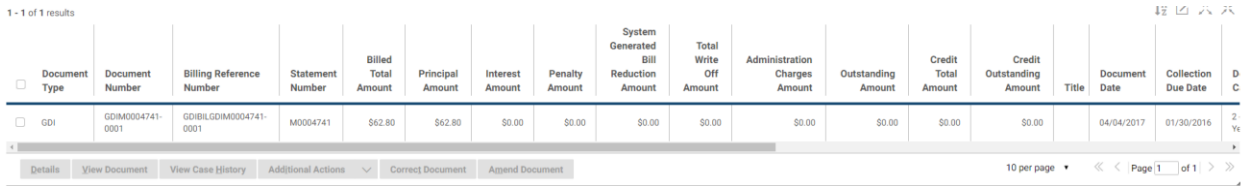


Figure 224: Billing Query Item Collection

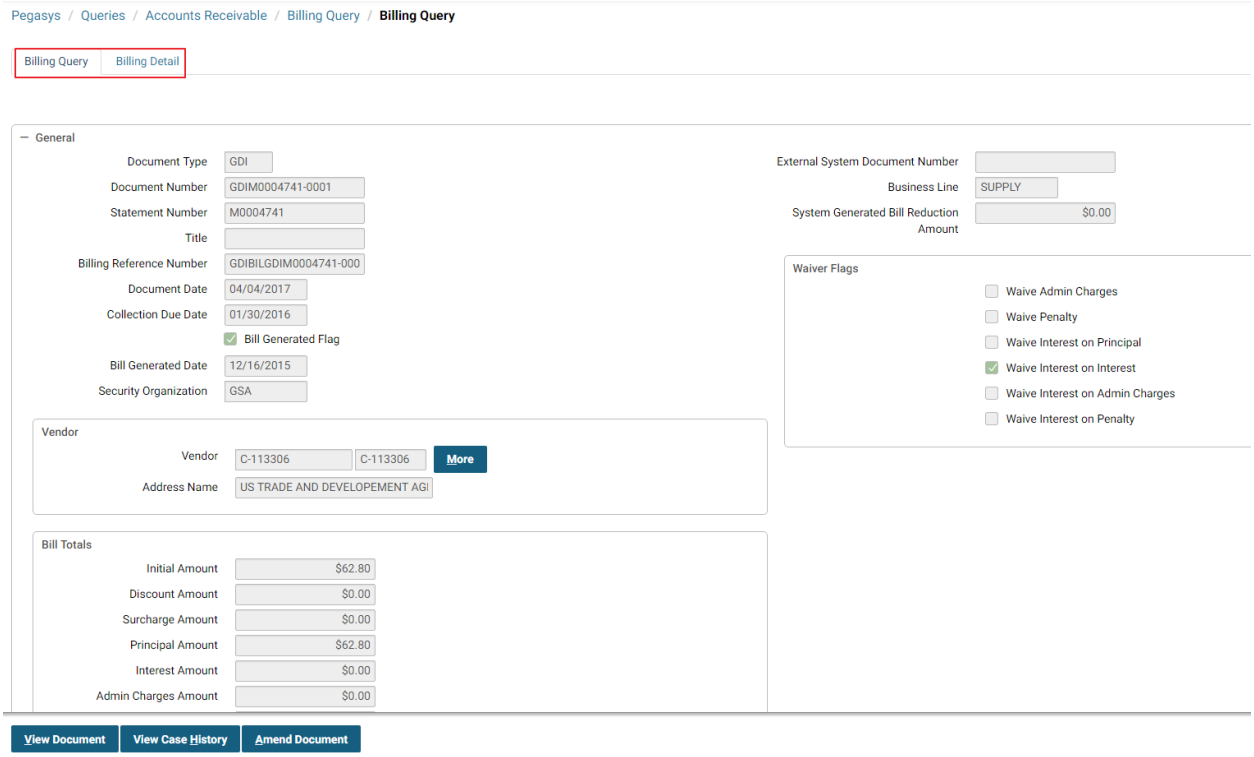


4.6.2.2 Billing Query Details

The Billing Query page provides information about the outstanding Billing Document (BD) at the header level, including Bill Totals, Credit Totals, amounts collected, credits applied, amounts written off, closed amounts, and outstanding amounts.

Once the user has searched for, selected, and opened the details of a Billing Document returned by the query, in addition to displaying the outstanding bill detail, the Billing Query tab provides the ability to view, view case history, or amend the Billing Document directly from the Billing Query (without the need to search via another query like Form/Document Selection). If one of these action buttons is selected, the BD is opened in a new Pegasys window in the corresponding mode (view, or amend) where the user can then drill down from the header to the corresponding accounting lines and Detail Billing Records (DBRs), when present.

Figure 225: Billing Query: Billing Query Detail



The user can also optionally drill down to the accounting line information from within the query, rather than opening the document, using the second tab, Billing Detail, of the query. The Billing Detail tab provides another opportunity to refine the information returned for the accounting lines with an additional search criteria section.

The Billing Detail page displays the accounting lines associated with the BD record selected in the Item Collection. The Billing Detail page also has additional action buttons allowing the user to navigate quickly to the “Credit Application Worksheet”.

The additional actions will be described in **BAAR User Guide 6 of 10 Section 4.15: Manage Credits**.

Figure 226: Billing Query to Billing Detail

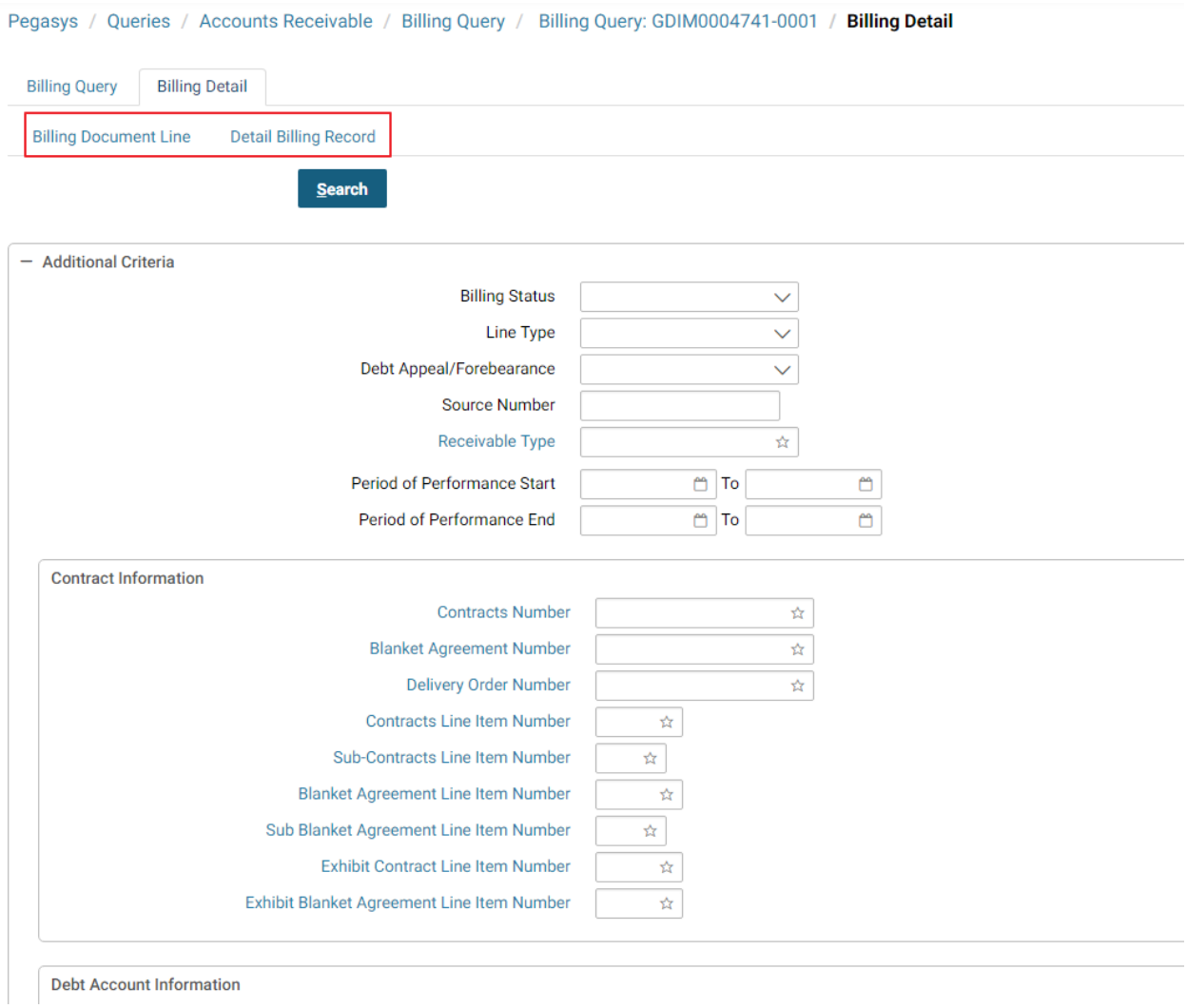
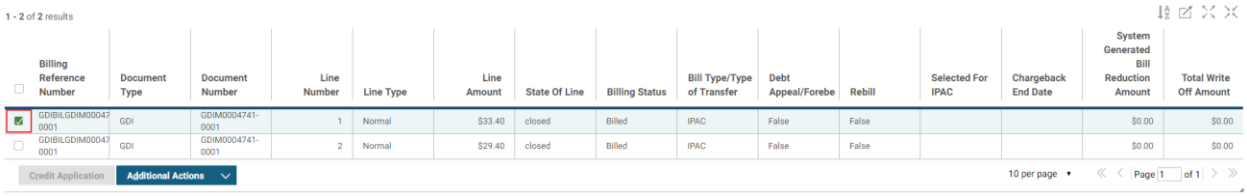


Figure 227: Billing Detail Item Collection



Once the user has executed a subsequent query on the bill's accounting lines, the user can view the line information on the Billing Query Detail → Billing Document Line page (accessed by selecting an accounting line record in the item collection and selecting the Billing Document Line hyperlink at the top of the page). The user can also view the Detail Billing Record information on the Billing Query Detail → Detail Billing Record page (accessed by selecting an accounting line record in the item collection and selecting the Detail Billing Record hyperlink at the top of the page). If the Bill is an IPAC Credit Bill, the user can generate an IPAC Refund

Payment from the Billing Document Line page. This action will be described in **BAAR User Guide 6 of 10 Section: 4.15.4 Credit Refunds**.

For IPAC Billing Documents, the Billing Query allows the user to perform the following actions at the accounting line or DBR level: Accept Chargeback, Reject Chargeback, or Generate Write-Off.

Figure 228: Billing Detail to Billing Document Line

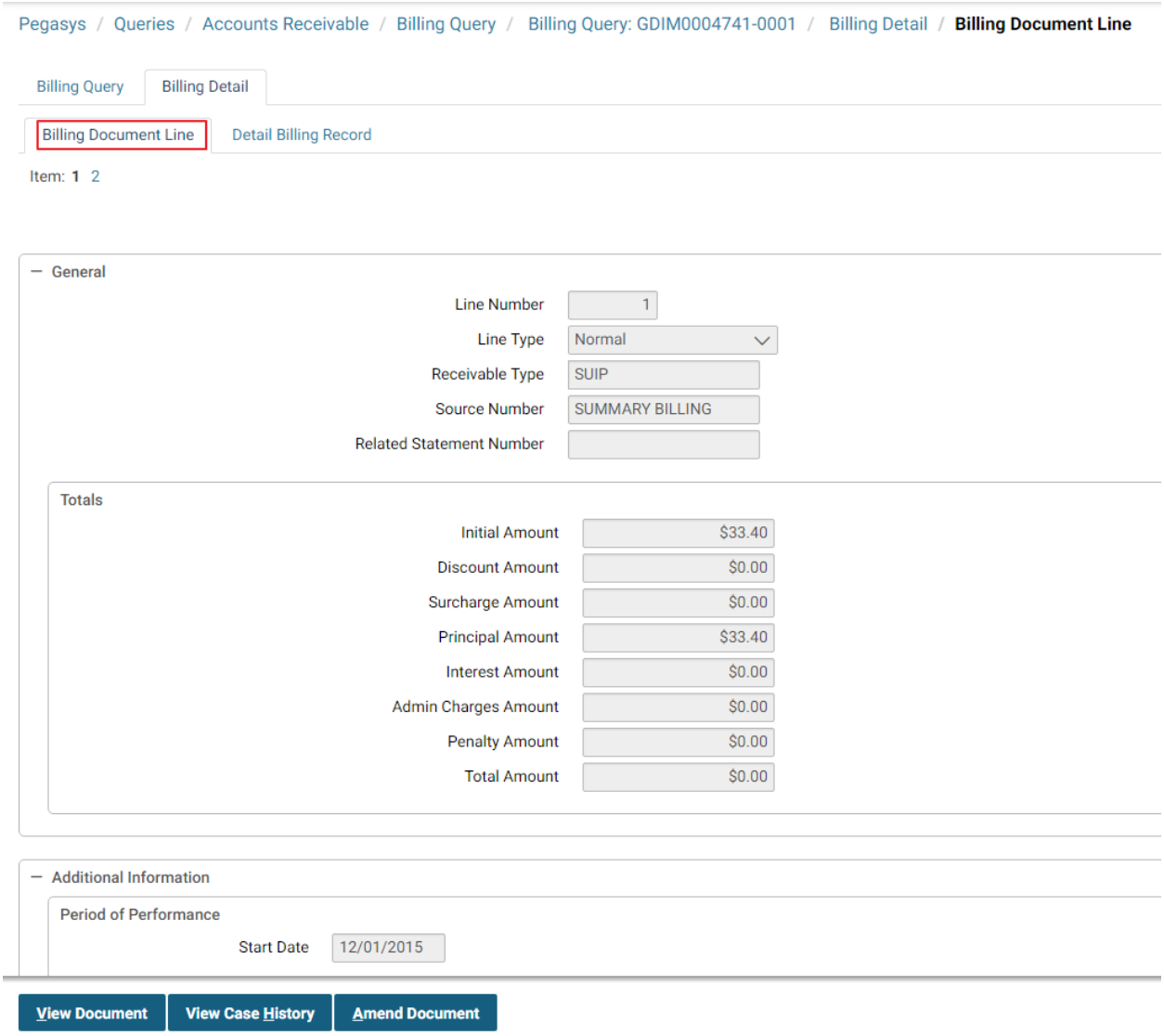
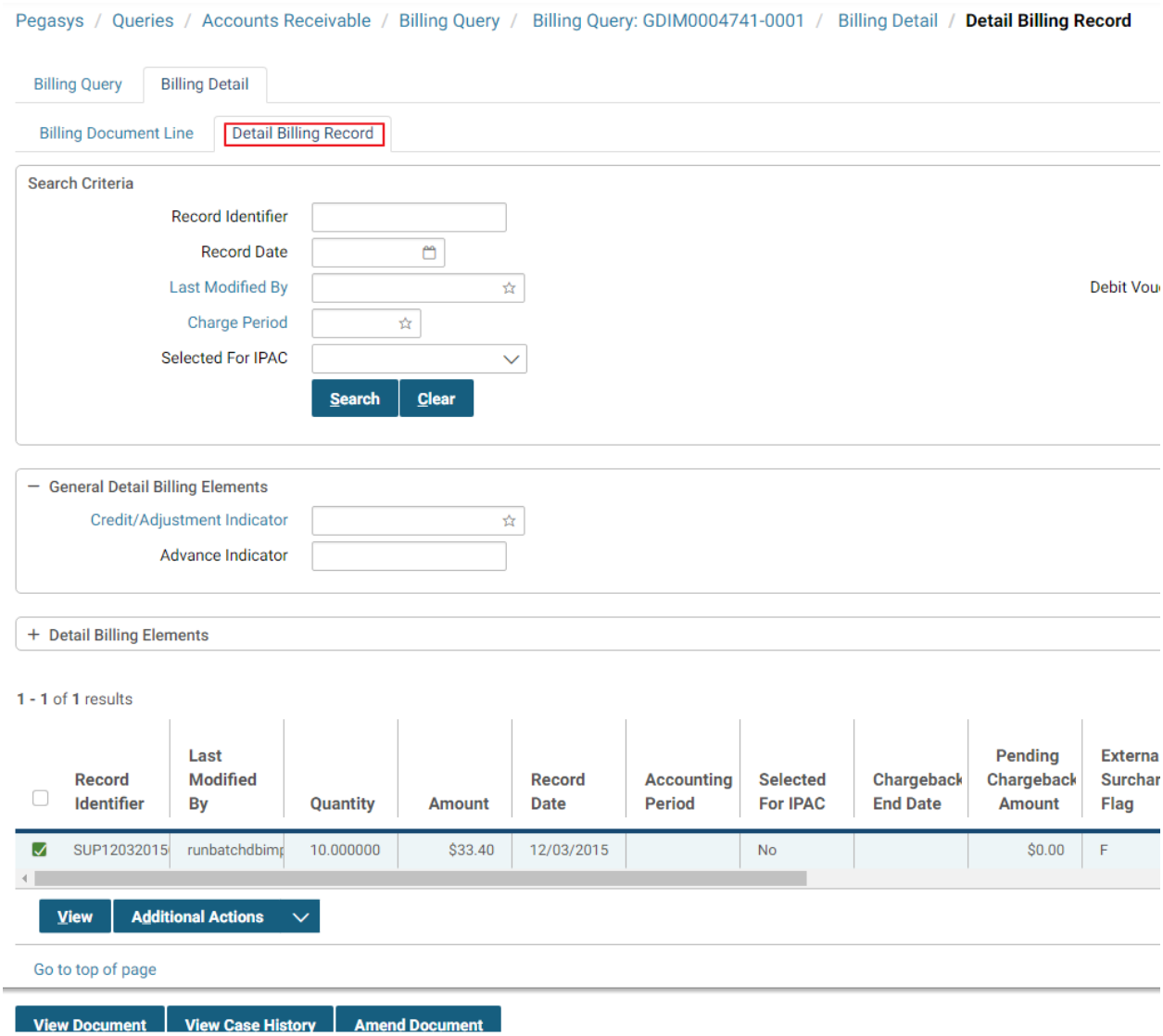


Figure 229: Billing Detail to Detail Billing Record



4.6.2.3 Billing Query Search Criteria- User-Defined Field Descriptions

NOTE: The search criteria on the Billing Detail page contains many of the same fields as listed for the Billing query.

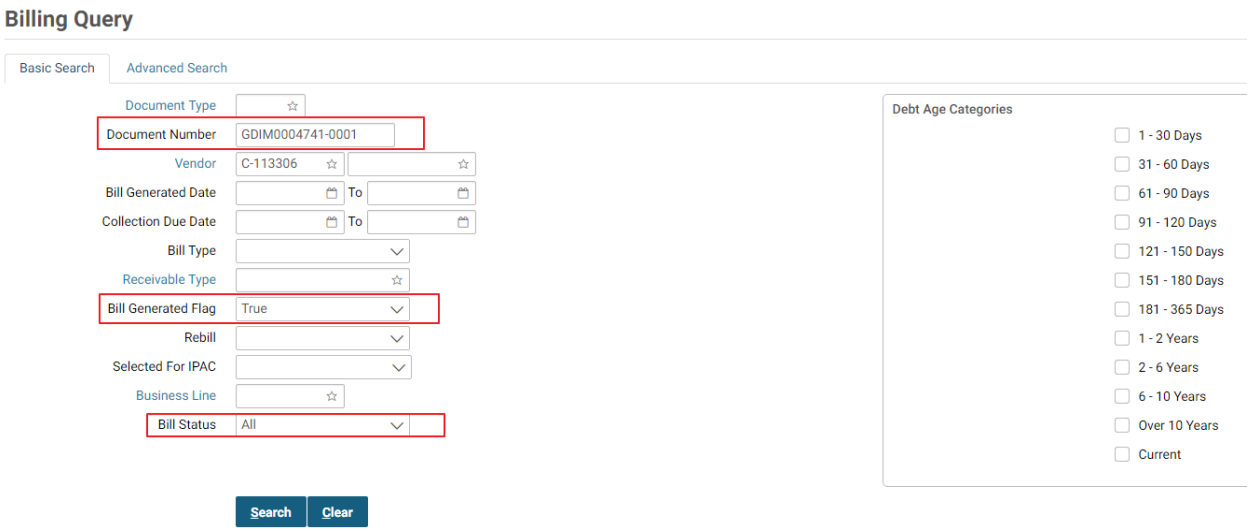
4.6.2.4 Executing a Query Using the Billing Query

Steps to Execute a Query Using the Billing Query:

1. Navigate to Queries → Accounts Receivable → Billing Query.

   The Billing Query page is displayed.

Figure 230: Billing Query Page-Search Criteria Entered



2. Enter the desired and appropriate **Search Criteria**. At a minimum, enter the Document Number or Vendor or some specific criteria.

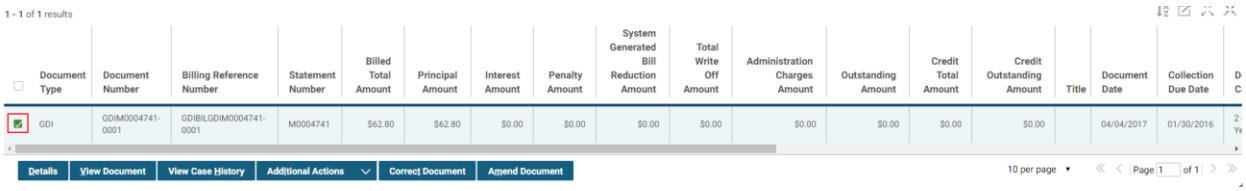
   To search for the monthly billed activity, enter the Bill Generated date range, set the Bill Generated flag to True, and set the Bill Status to Closed.

   NOTE: Query performance is improved with each additional search criteria entered. Users should not execute "Blind" queries, meaning no search criterion is entered.

3. Select the **Search** button.

4. The results are returned in the item collection.

Figure 231: Query Results in Item Collection

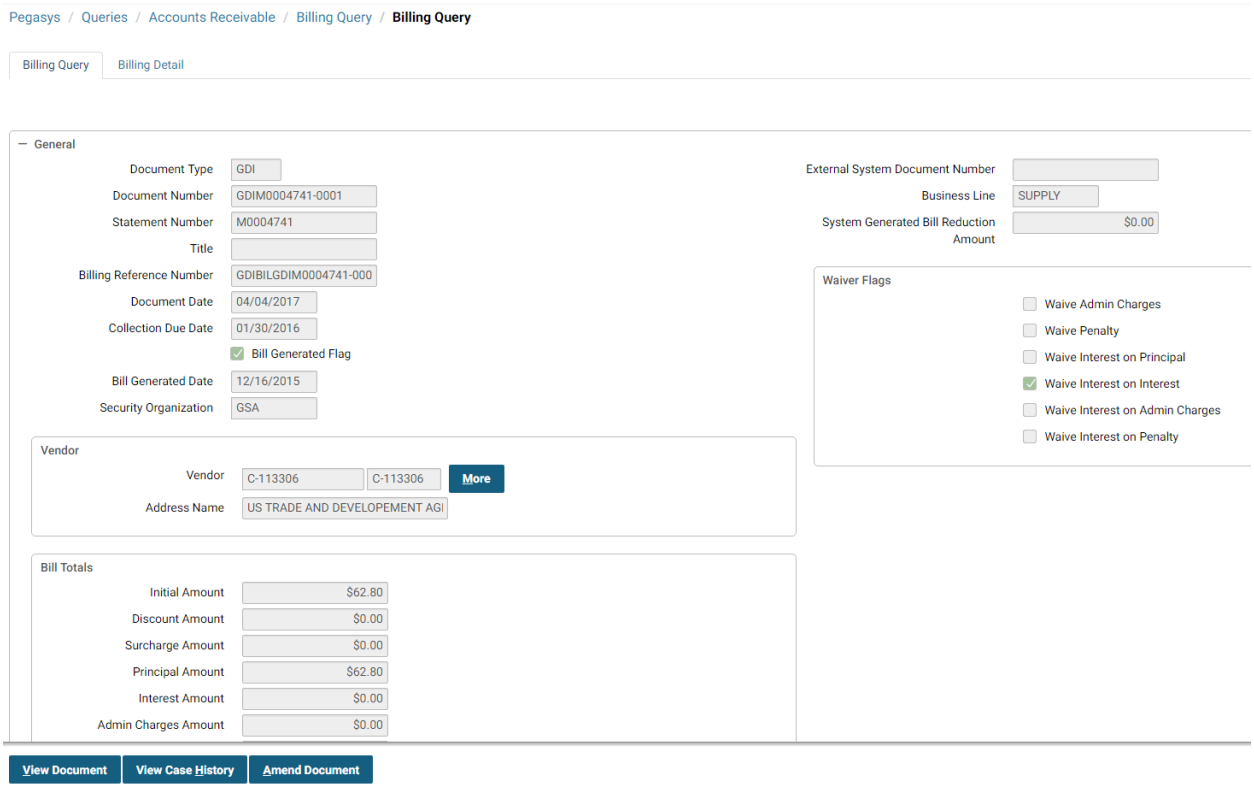


5. Select a detail record.

6. The Billing Detail Page is displayed.

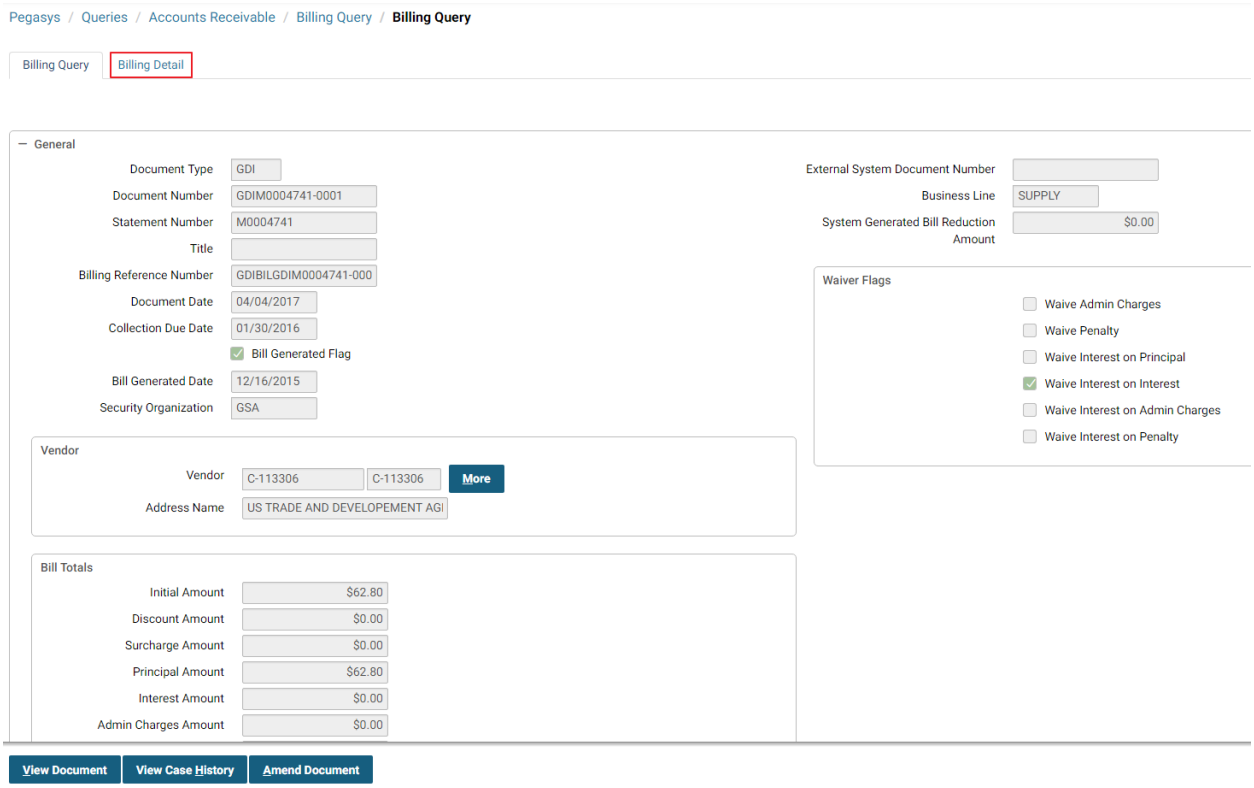
   NOTE: The user can also view the document from the Billing Detail Page by selecting the View Document Button.

Figure 232: Billing Detail Page



7. Select the **Billing Detail** tab.

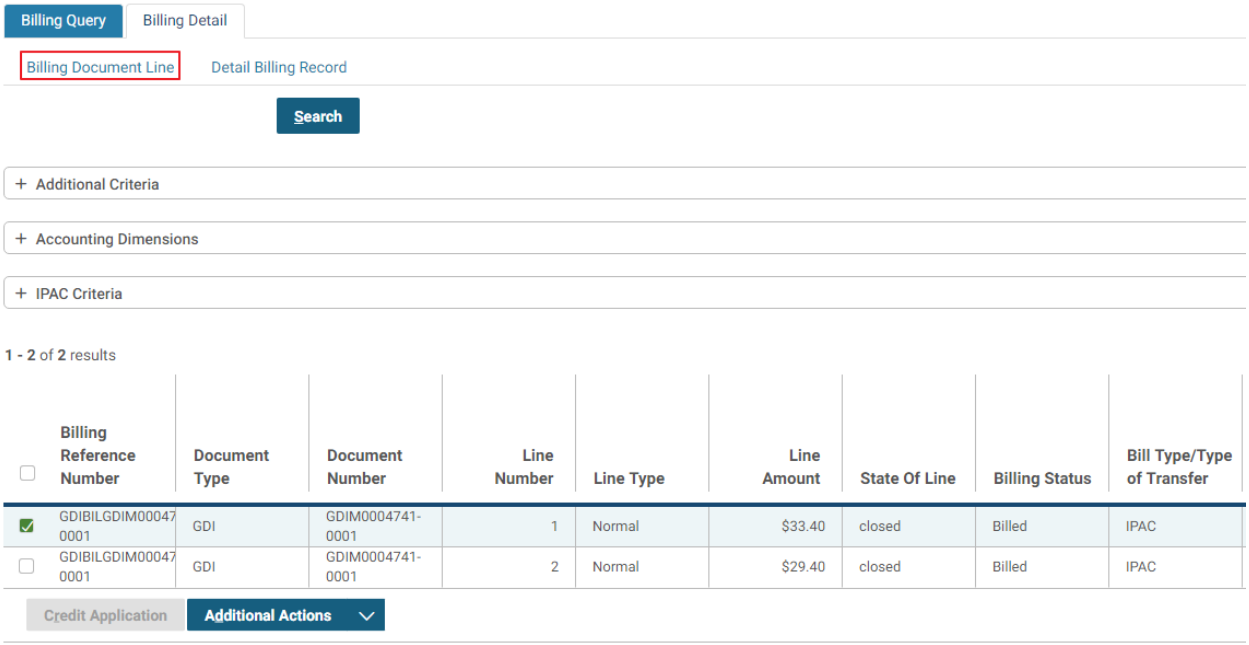
Figure 233: Billing Detail Tab



8. Select an accounting line.

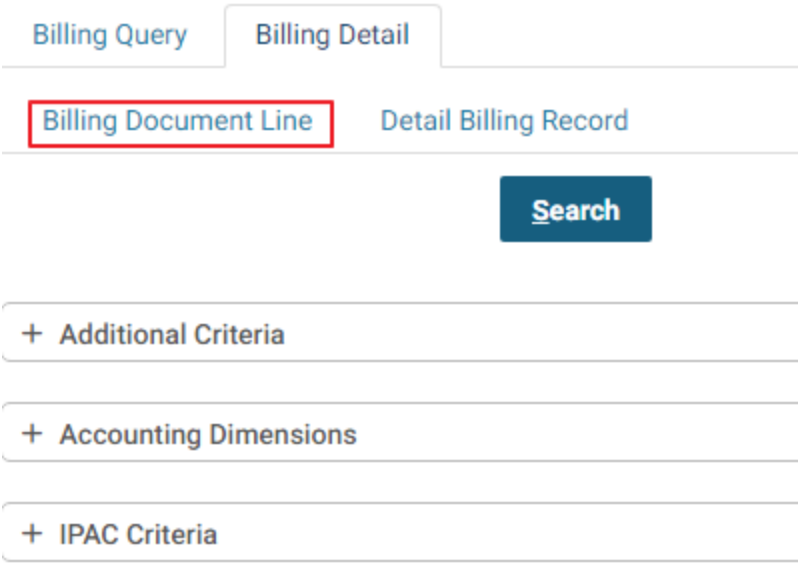
   NOTE: For those documents with many accounting lines, additional search criteria can be entered and a subsequent query performed on the accounting line information. Once in the Billing Detail screen, the search is only executed within the BD selected on the main page.

Figure 234: Billing Document Line



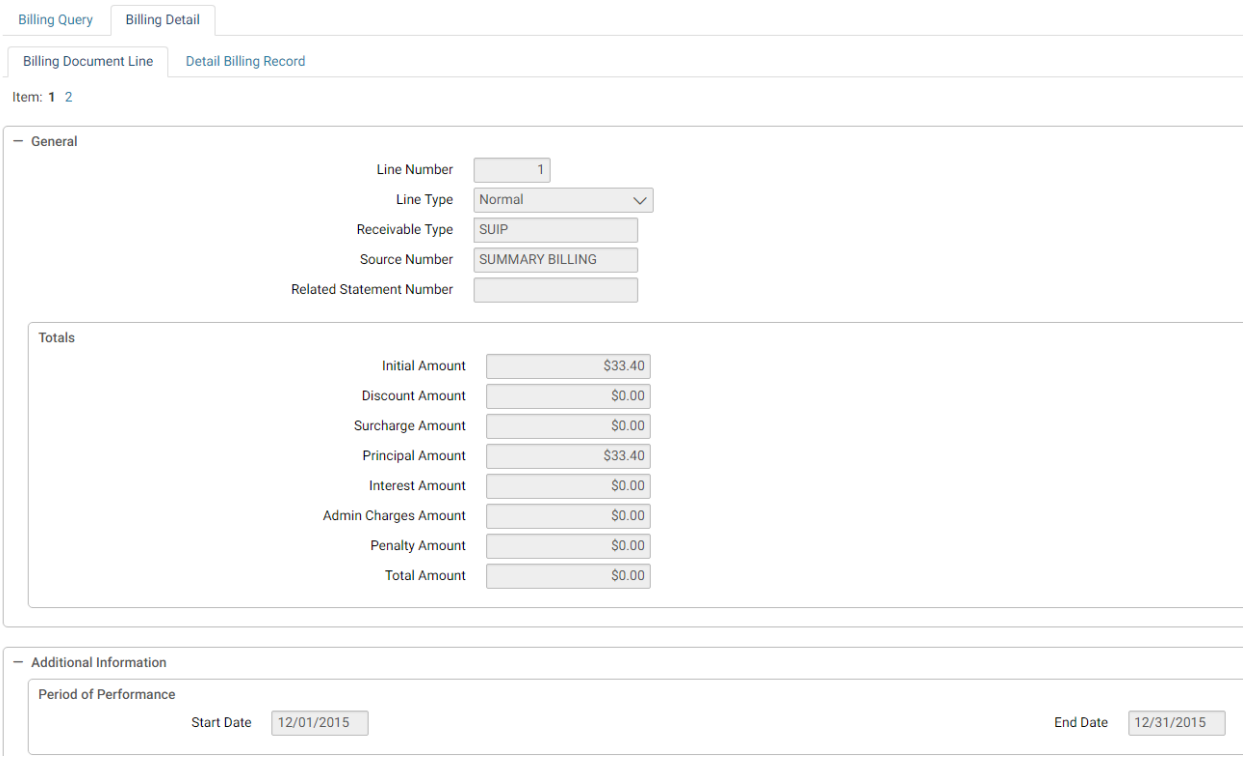
9. Select the Billing Document Line link.

Figure 235: Billing Document Line Link



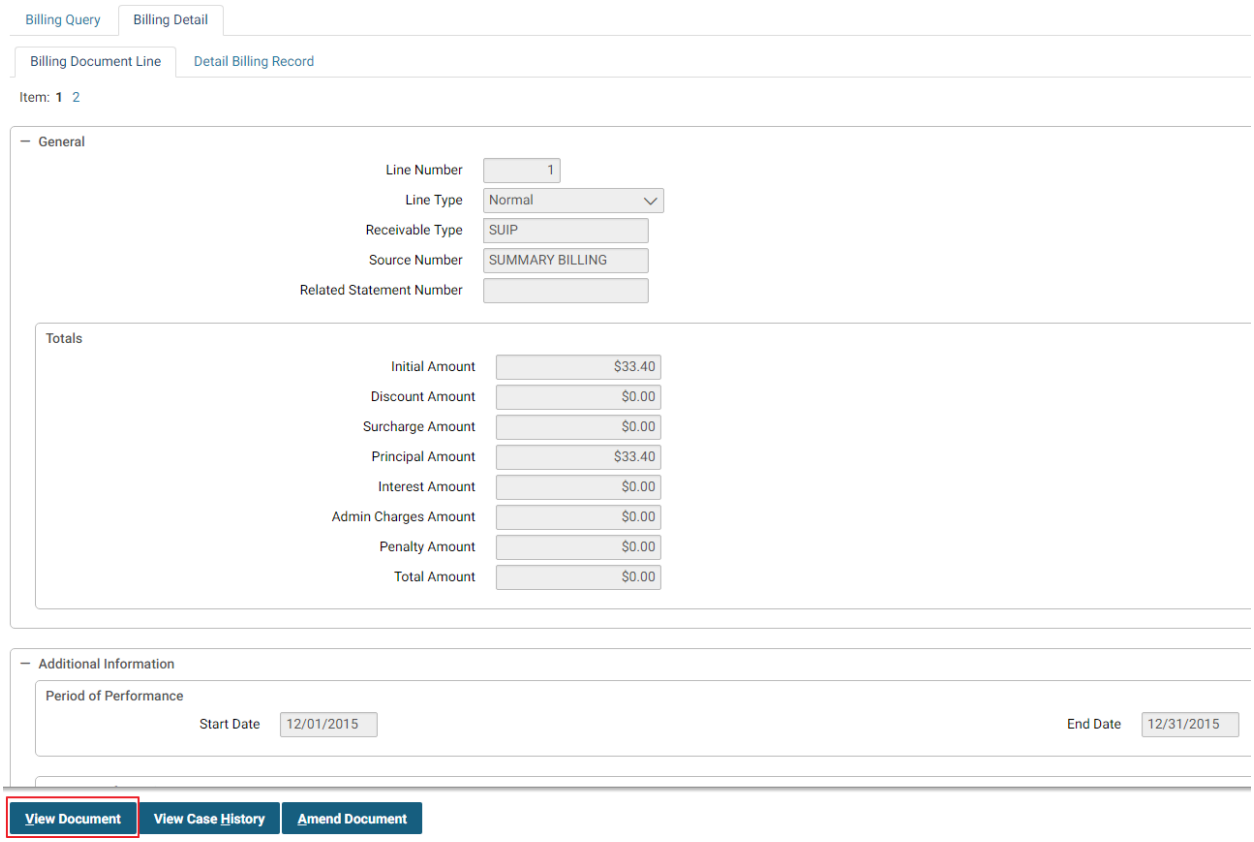
10. View the Billing Document Line page information.

Figure 236: Document Line



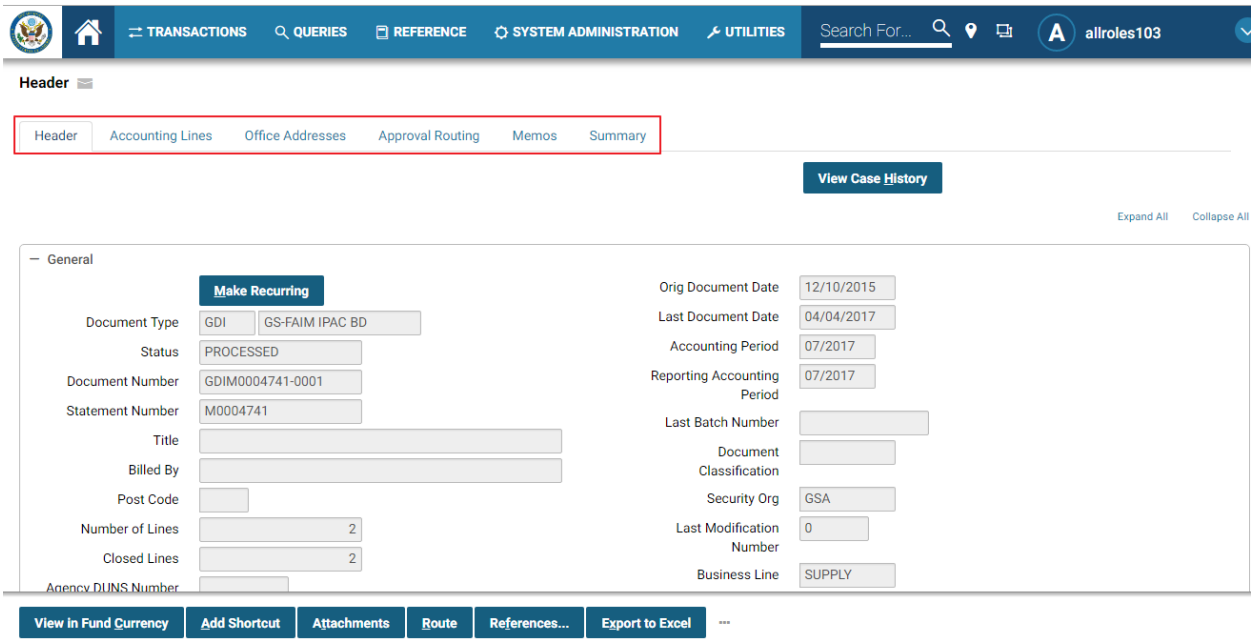
11. To view the document, select the **View Document** button.

Figure 237: View Document Button



The document will be opened in a new window in View mode.

Figure 238: View Mode



4.6.3 Billing Statement Query

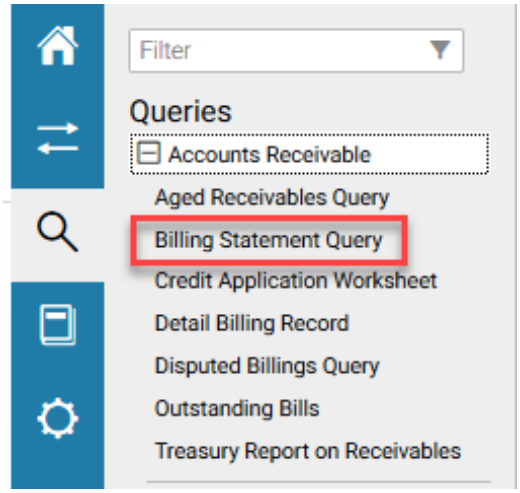
The Billing Statement Query provides the ability to research, review, and track billing and collection transactions grouped together by a Statement number. Entering a "Statement Number" on a Billing Document (BD) prompts the system to create a Statement Entity, which is used as a way to logically tie together multiple receivables (BDs) that will be presented to a customer as a consolidated statement. There can be a one-to-one or a one-to-many relationship between statements and billing documents. In other words, one statement can have one billing document or multiple billing documents associated to it.

Accounts Receivable billing uses the Billing Statement number as the primary identifying number or code for a billing transaction as well as the subsequent activity on the bill. The Statement Number field is used to associate related BDs when generating the printed bill, displaying the bill in Vendor and Customer Self Service (VCSS), or when sending the bill to IPAC. Billing Statement actions include Statement printing, Statement correspondence, and Statement level disputes. Statement Correspondence is described in **BAAR User Guide 5 of 10 Section 4.9: Correspondence**. Receiving disputes where the entire Billing Statement has been disputed from VCSS is described in **BAAR User Guide 5 of 10 Section 4.10: Disputes (Non-IPAC)**. In addition to actions on a Statement, Pegasys provides the ability to query Statements and their associated transactions using the Billing Statement Query. Please refer to **BAAR User Guide 1 of 10 Section 2.5.1: Statement Billing** for additional information on Statement Billing.

Queries → Accounts Receivable → Billing Statement Query

- To search for Statement information, enter applicable search criteria and select the Search button.
- To view the details of a record, select the radio button next to the record in the item collection and select the Details button.

Figure 239: Navigation to the Billing Statement Query



4.6.3.1 Billing Statement Query Search Parameters and Results

The Billing Statement query can be used to search Statement information, including the Statement's print status/print dates, the Statement's collection due date, and the balances for the Statement, Vendor and Documents.

Figure 240: Billing Statement Query Search Criteria

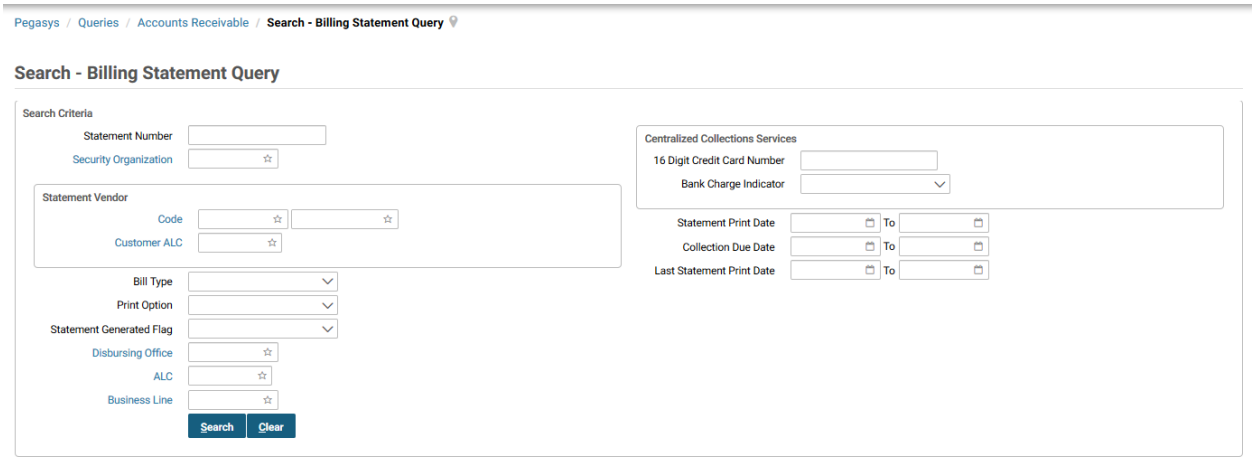
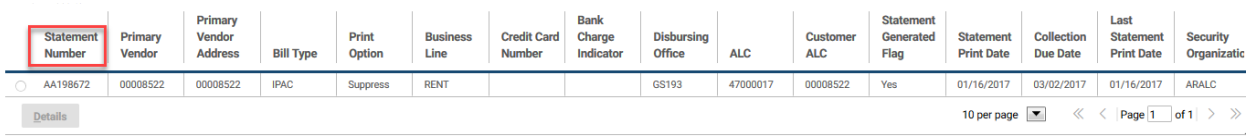


Figure 241: Billing Statement Query Item Collection



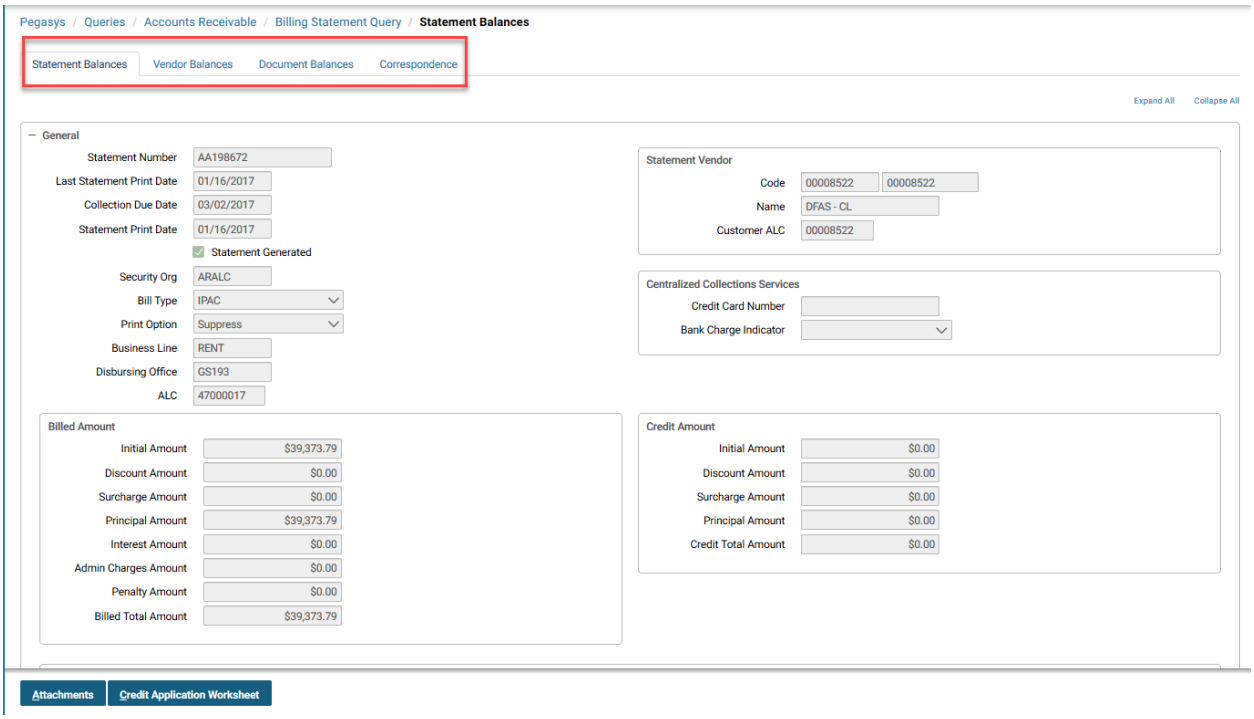
Statement Number	Primary Vendor	Primary Vendor Address	Bill Type	Print Option	Business Line	Credit Card Number	Bank Charge Indicator	Disbursing Office	ALC	Customer ALC	Statement Generated Flag	Statement Print Date	Collection Due Date	Last Statement Print Date	Security Organizatic
AA198672	00008522	00008522	IPAC	Suppress	RENT			GS193	47000017	00008522	Yes	01/16/2017	03/02/2017	01/16/2017	ARALC

4.6.3.2 Billing Statement Query Details

The Billing Statement Query has 4 tabs. The user can view Statement-Level Balances, Document Balances, Vendor Balances, and Correspondence (view and create) from the query.

The Billing Statement Query also provides additional user actions from within the Statement details, including launching the Credit Application Worksheet, viewing documents, adding attachments, and creating/viewing Correspondence, which will be described in **Section 4.6.2.4 Executing a Query Using the Billing Query**. For additional information on Pegasys Attachment functionality, please refer to the Pegasys User Guide for release 7.5.1.

Figure 242: Billing Statement Detail



4.6.3.3 Executing a Query Using the Billing Statement Query

Billing has two primary offline processes, the Billing Generation process (ARBILLGEN) and the IPAC Outbound process (GSIPACOUT). The billing process performs updates on both the non-IPAC and IPAC Bills. Non-IPAC Bills are updated with the Statement print date, the BD accounting line's billing status is set to billed, and the Statement/Bill generated flags are set to true. Once the Statement/Bill generated flags are true, the customer can see the billing information in VCSS. Non-IPAC Billing Documents (BDs) are not selected or updated by the IPAC Outbound process.

IPAC Bills are updated by both the IPAC outbound process (GSIPACOUT) and the bill generation process (ARBILLGEN). The IPAC out process will set the IPAC Status to In-Transit, the BD Billing status to billed, the Statement/Bill generated flags to true. Bill generation will set the Statement Print date for the IPAC bills.

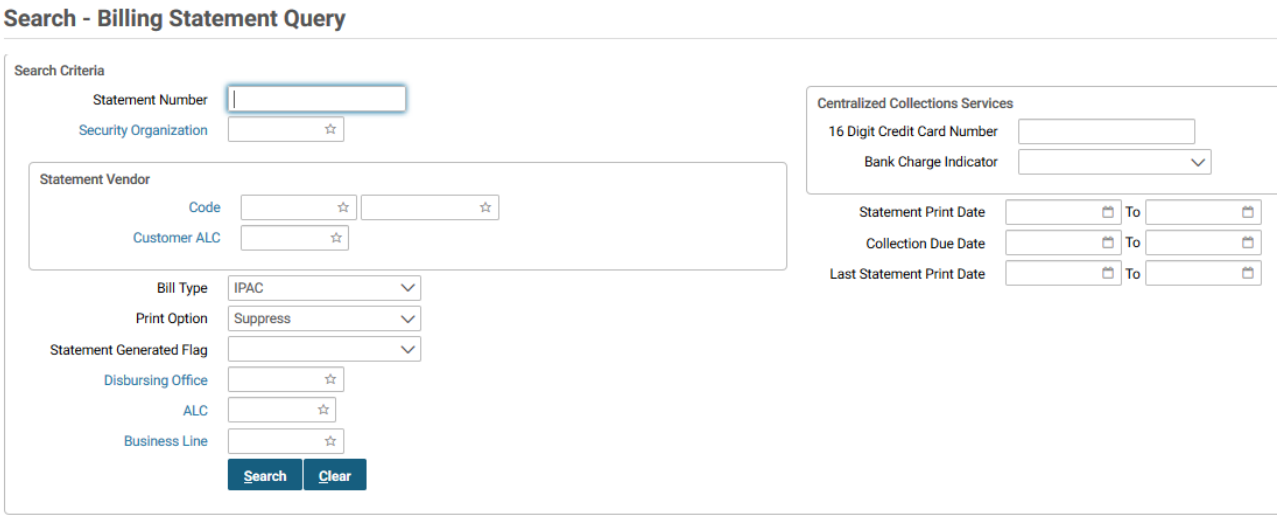
Pegasys queries can be used to view, track and reconcile Accounts Receivable transactions throughout the AR life cycle.

Steps to Execute a Query Using the Billing Statement Query:

1. Navigate to Queries → Accounts Receivable → Billing Statement Query.

   The Billing Statement Query page is displayed.

Figure 243: Billing Statement Query - Entering Search Criteria



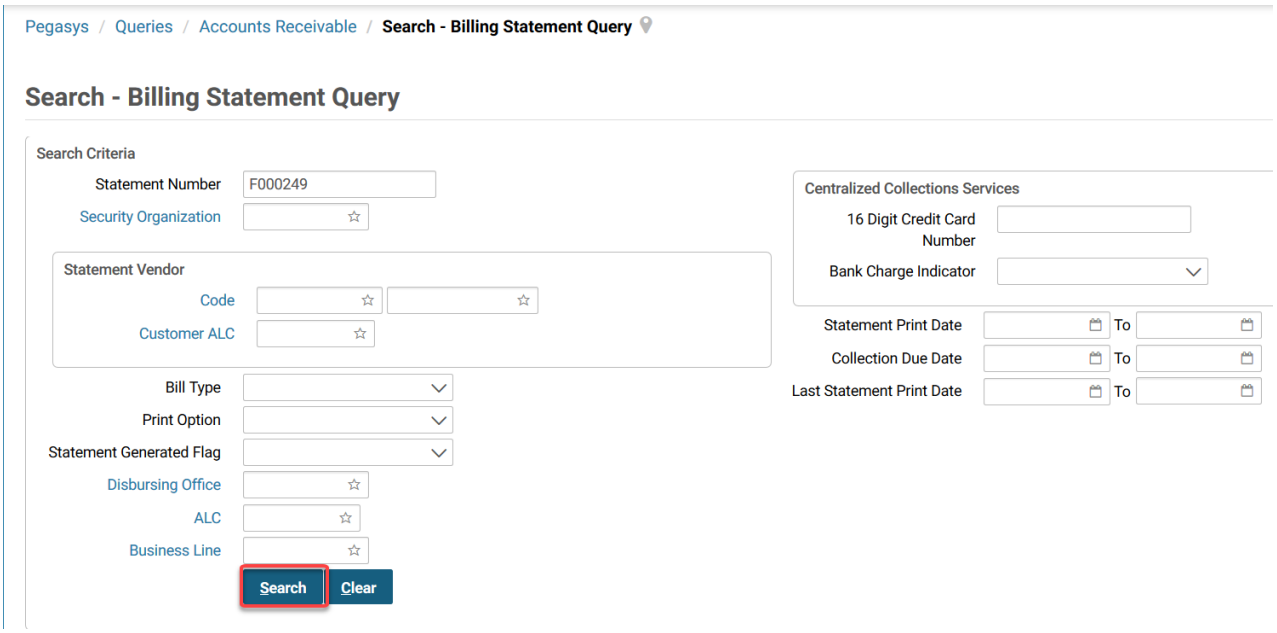
2. Enter the desired and appropriate **Search Criteria**. At a minimum, enter the **Statement Number.**

   To search for Statements that have been billed, enter the Bill Type, Statement Generated Flag equal to Yes, Business Line, Statement Print Date range and any other pertinent information (such as Statement Number or Statement Vendor).

   NOTE: Query performance is improved with each additional search criteria entered. Users should not execute "Blind" queries, meaning no search criterion is entered.

3. Select the **Search** button.

Figure 244: Billing Statement Query Search Button (1)



The results are returned in the Item Collection.

Figure 245: Item Collection

	Statement Number	Primary Vendor	Primary Vendor Address	Bill Type	Print Option	Business Line
●	11182425	00008522	00008522	IPAC	Suppress	RENT
○	11213091	69010005	69010005	IPAC	Suppress	RENT
○	11259008	14060905	14060905	IPAC	Suppress	RENT

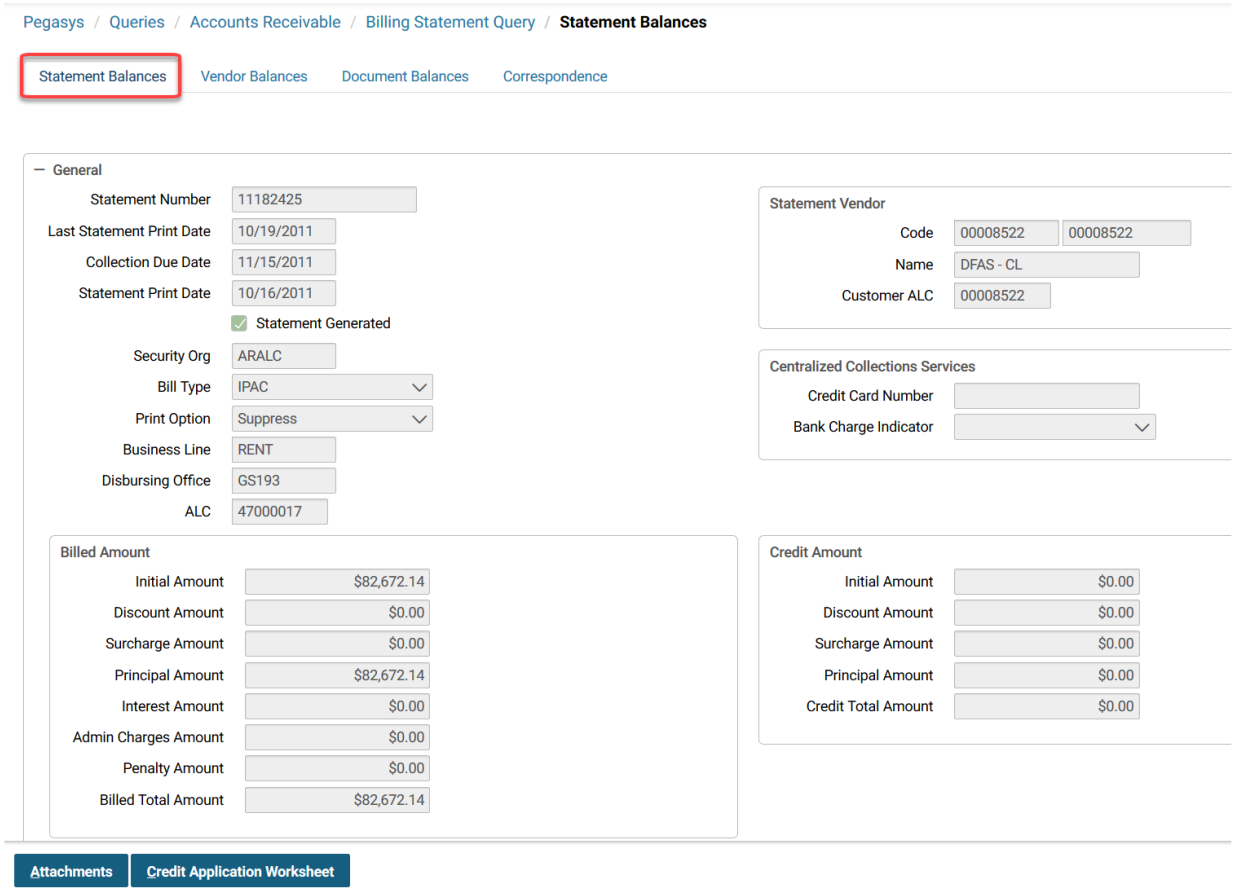
NOTE: When searching for statements from the Statement Query by Statement Number, the query will return individual records for each vendor associated with that statement. Selecting any of these records will open the statement showing the consolidated Statement Balances tab first. Use the Vendor Balances tab to view individual vendor balances for each vendor associated with the statement (including the Designated Agent).

4. Select a detail record.
5. Select the **Details** button.

Figure 246: Details Button

6. Review the Statement Balances Tab information.

Figure 247: Statement Balances Tab



NOTE: The Statement will have the following information populated after the billing cycle has successfully run:

Last Statement Print Date equal to the date the bill generation process selected the statement (ARBILLGEN)

Statement Print Date equal to the date the bill generation process selected the statement (ARBILLGEN)

Statement Generated Flag equal to True (checked)

These fields are only updated by ARBILLGEN therefore, if a bill is reprinted, the values should remain from the initial billing cycle.

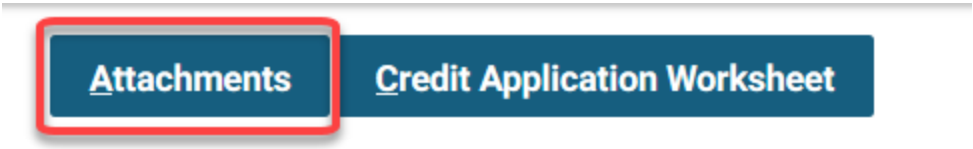
If the Statement has attachments, including the consolidated Billing Statement (PDF), the attachment button will indicate there are attachments present.

The user must have the appropriate security permission to view or modify attachments.

To add or view an attachment to the Statement, select **Attachments.**

NOTE: In order to maintain consistency with VCSS, users should add attachments to the Statement rather than to the Billing Document (BD).

Figure 248: Attachments Button



NOTE: The Attachment Button will indicate the number of the attachments in parenthesis ( ) next to the word Attachment.

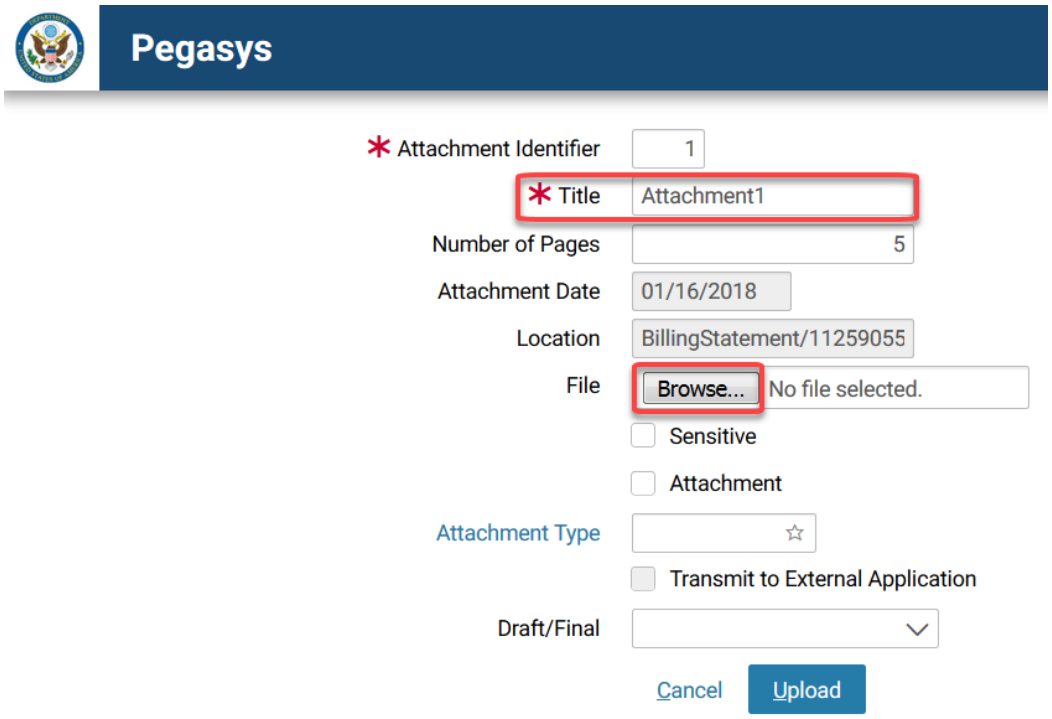
7. **REQUIRED -** to Upload Attachments **-** To import a file as an attachment, select **Import Local File**.

Figure 249: Import Local File Button (1)

8. **REQUIRED -** to Upload Attachments **-** Enter the file information for the attachment and select **Browse** to select a file.

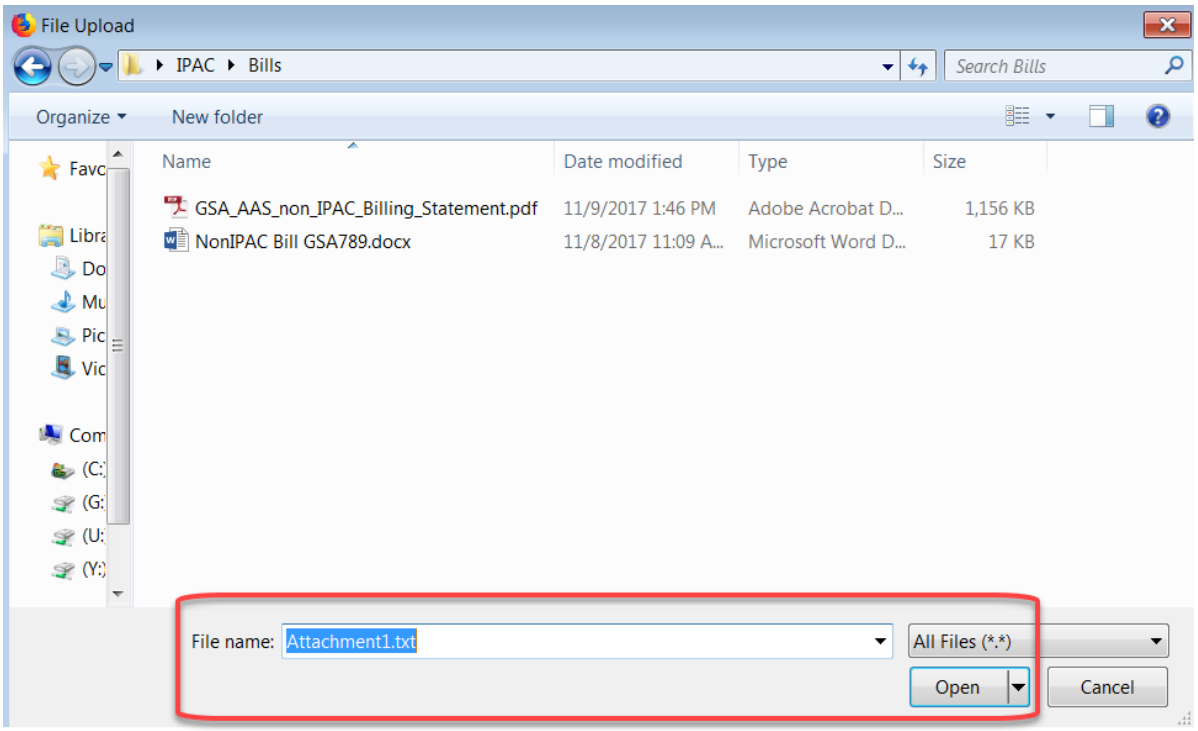
   NOTE: Users can attach PDF, Word 2003, Excel 2003, .txt files, up to 5-6 MBs.

Figure 250: Enter Attachment



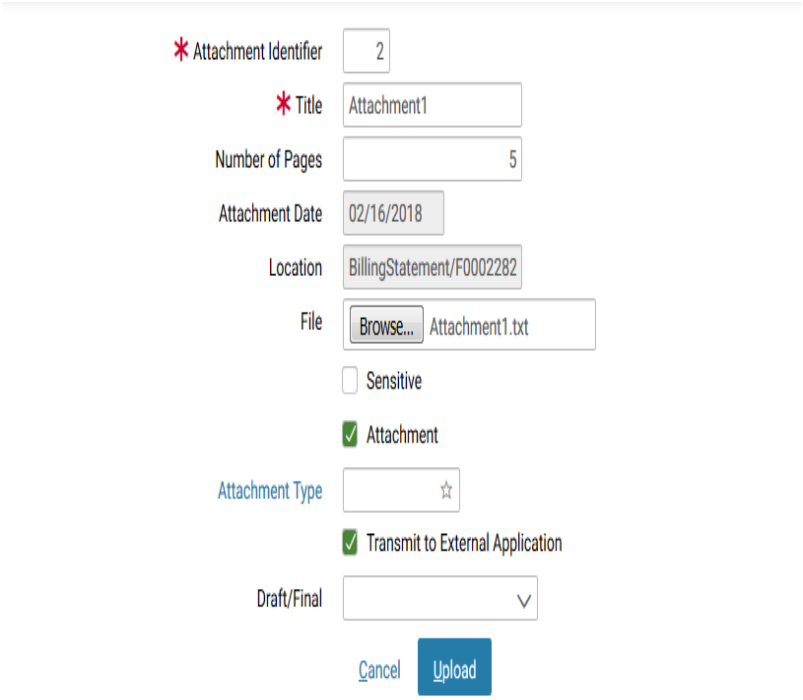
9. Select the file from the appropriate local drive and select Open.

Figure 251: File Upload



10. Once the file name is populated, check the appropriate flags for the attachment.

Figure 252: Attachment Flags

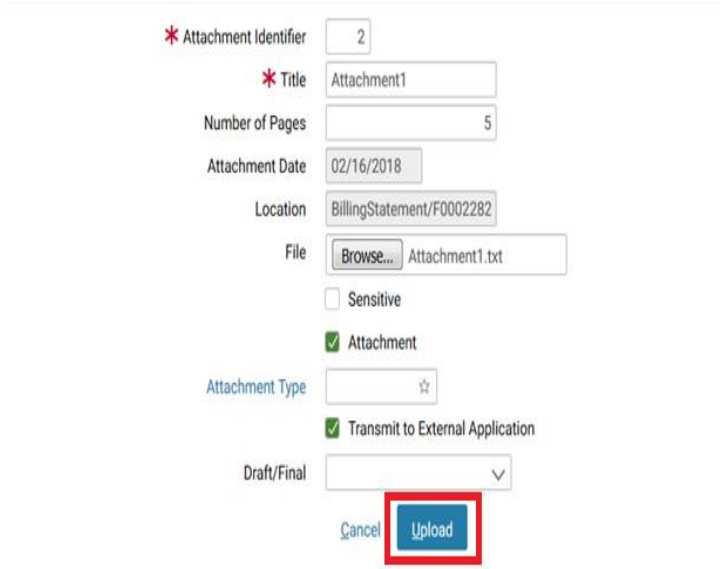


NOTE: To enable the attachment as viewable from VCSS, set the "Attachment" flag to true (checked), set the Transmit to External Application flag to true (checked).
DO NOT set the Bill Statement Flag to True. This flag designates the attachment as the VCSS printed statement (printed consolidation of bills). This flag should only be set by the system during the ARBILLGEN processing for Statement printing.

If "Attachment" is not selected, the file will be considered internal GSA "supporting documentation". Supporting documentation does not copy forward or transmit externally.

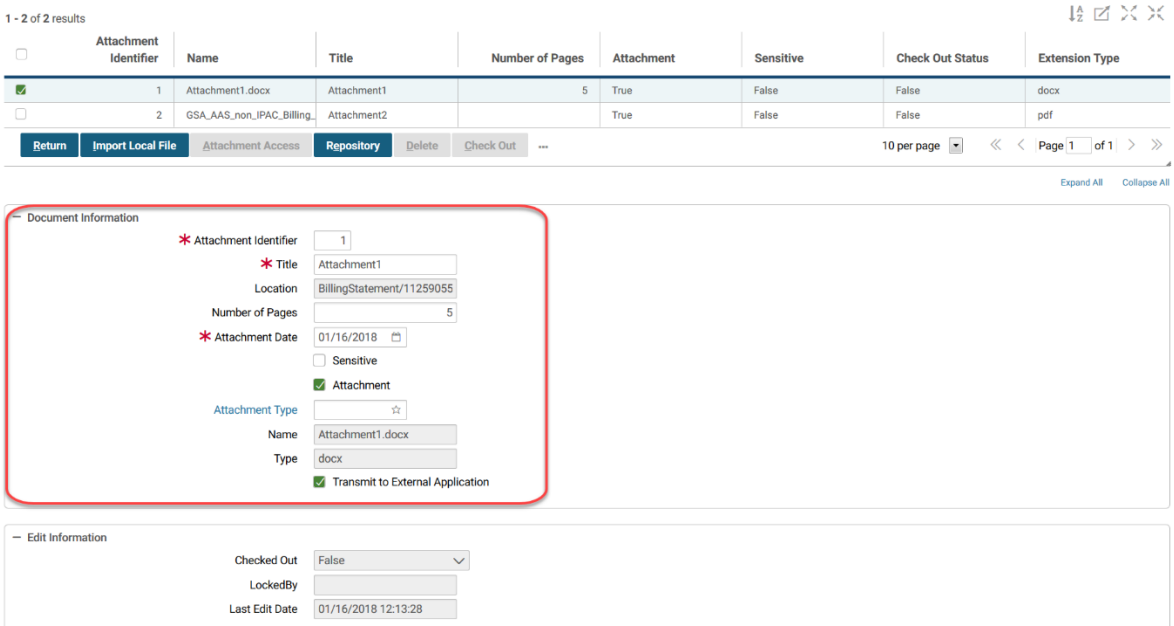
11. Select the Upload button to add the attachment.

Figure 253: Upload Attachment



The attachment will display on the manage attachments page.

Figure 254: Attachments Page-Document Information



12. To add an attachment from the system repository, select the Repository button.

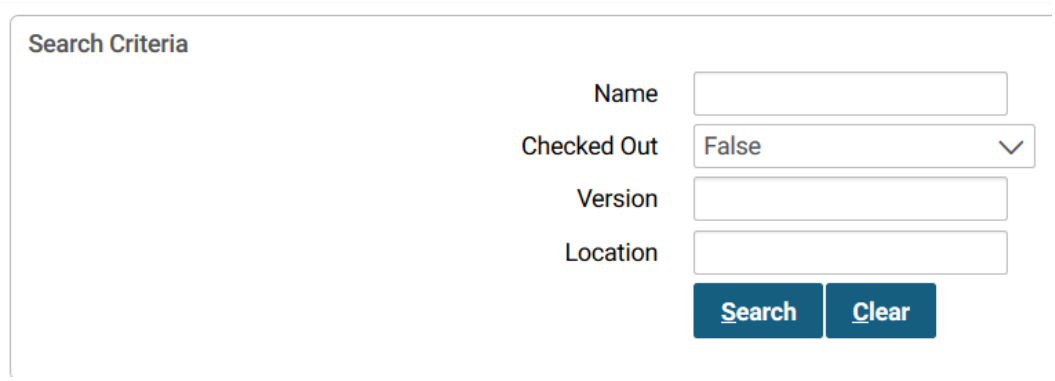
    NOTE: The Document Repository is a collection of Attachment Templates that may be used by the collective group and be added to forms. Once an Attachment Template has been added to a form, the user may edit the attachment within the form and the edits will not appear within the original Attachment Template. However, if the user edits the Attachment Template within the Document Repository, the original attachment will be updated accordingly without those changes affecting the copies on forms.

Figure 255: Document Repository

13. Search for the attachment in the repository.

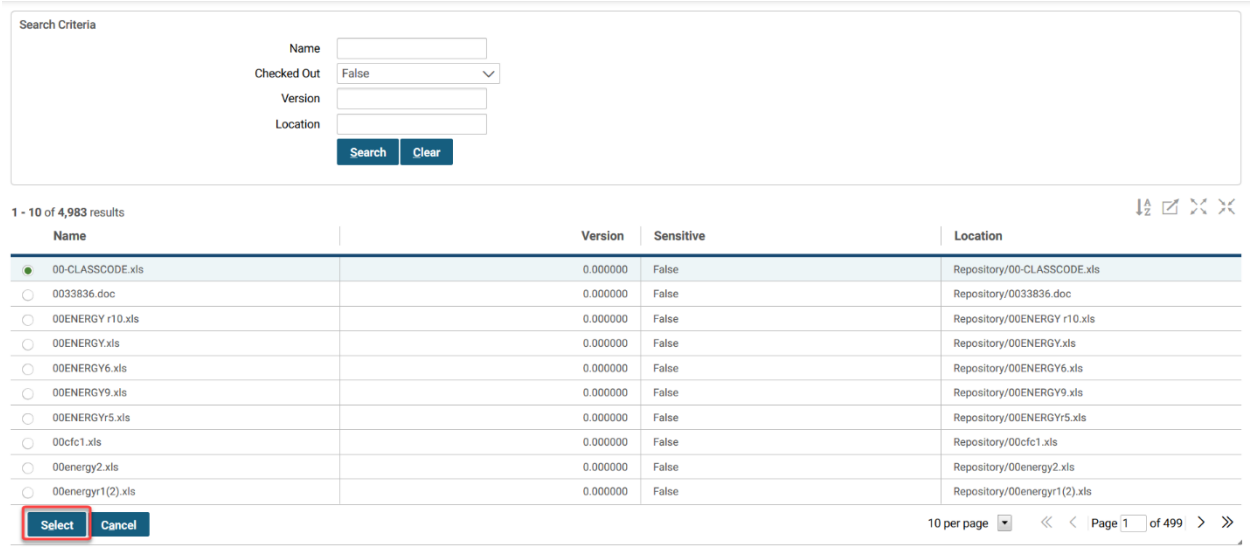
    NOTE: As in other search screens, users should not execute a “blind query”. Users should enter the minimum search criteria such as the name of the attachment for which they are looking flanked by asterisks, e.g., *attachment*.

Figure 256: Search for Attachment



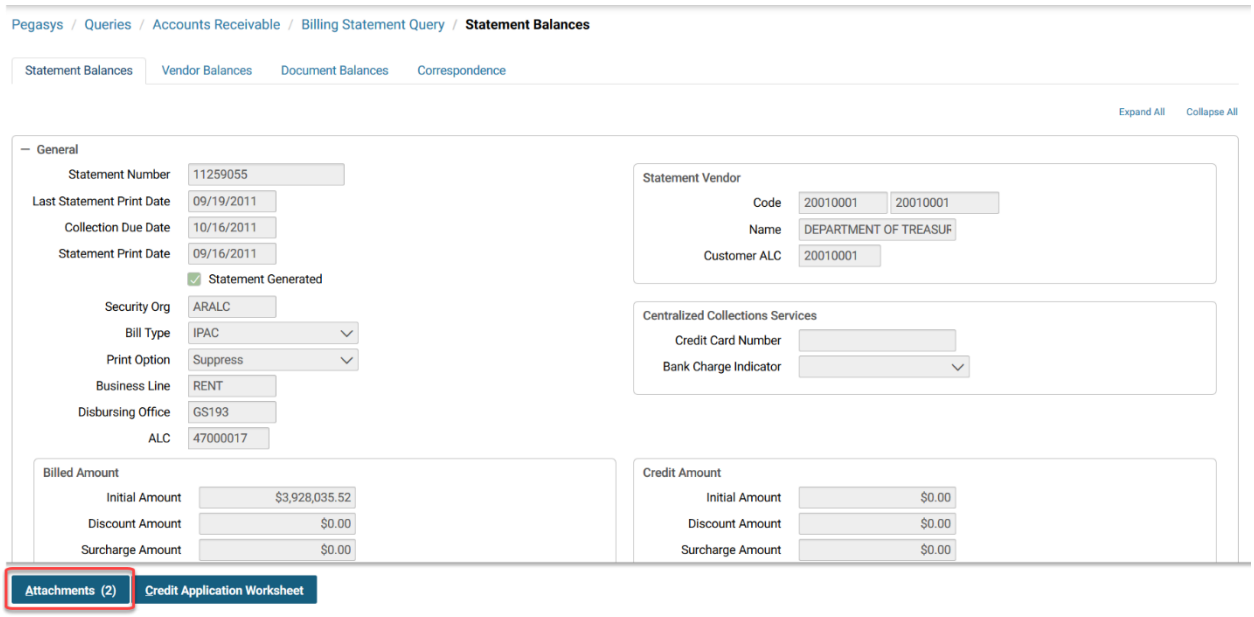
14. Select a file to attach and choose **Select**.

Figure 257: Attachment Repository



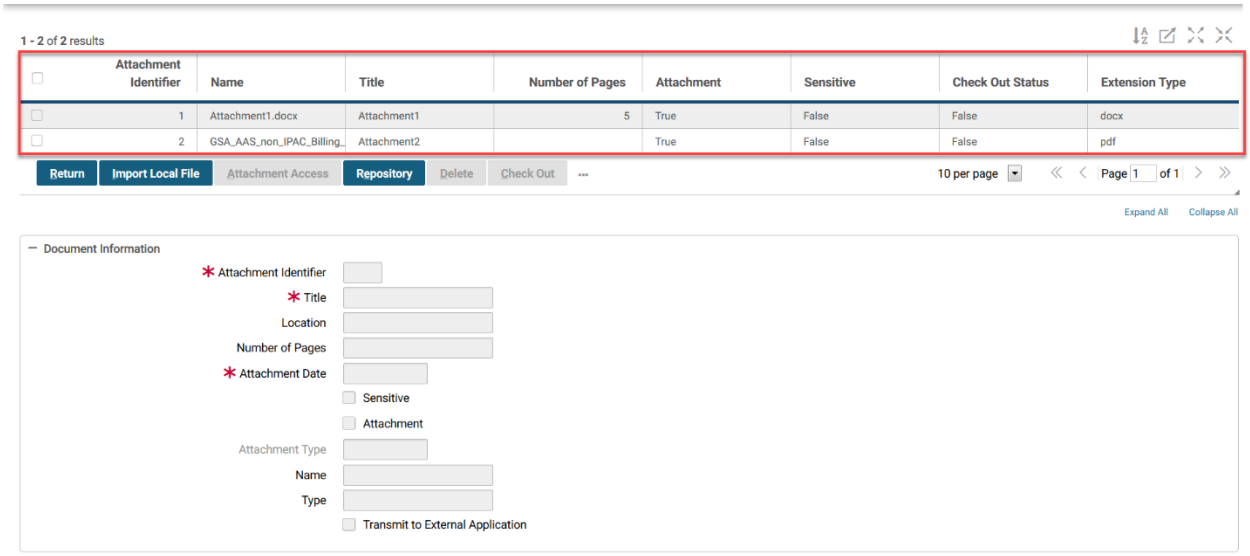
15. Select **Save** to update the attachment to the Statement.
16. To view the attachment details from the Statement Query Manage Attachments screen, select the **Attachments** button.

Figure 258: Attachments Button



The attachments page is displayed.

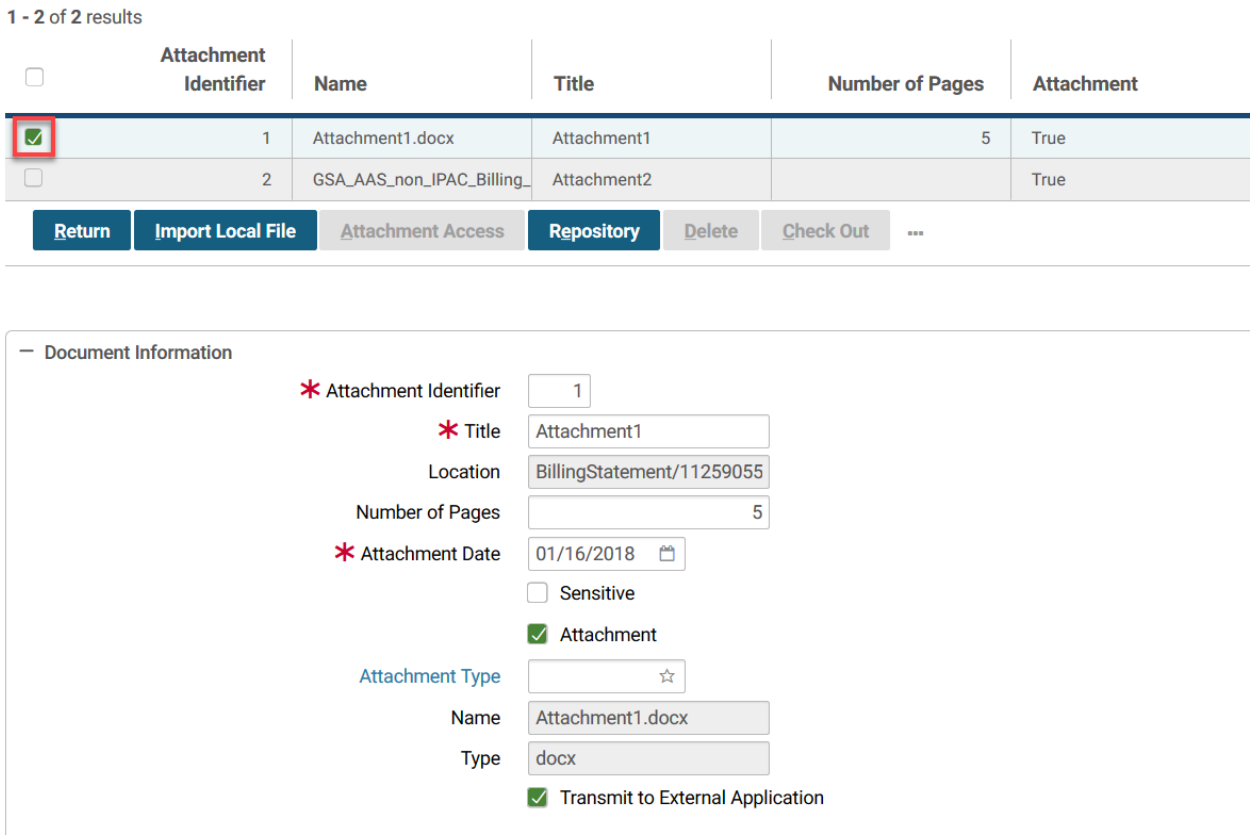
Figure 259: Attachments Page-Item Collection



17. Select the attachment to view.

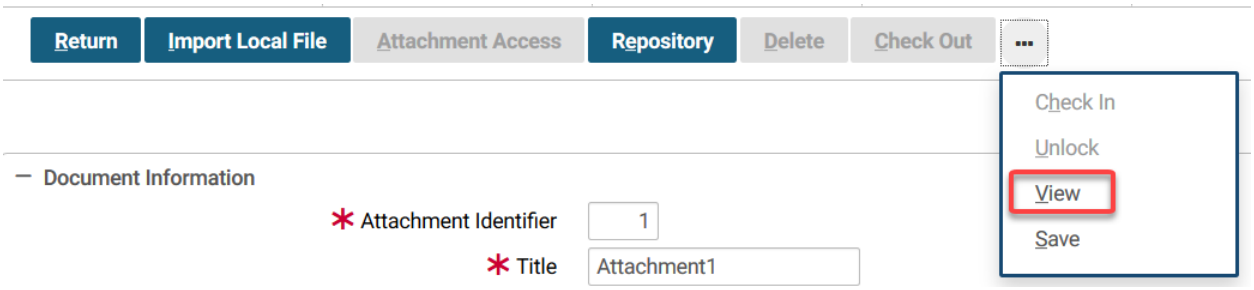
    NOTE: The Document Information Group Box will be populated with the attachment information.

Figure 260: Select Attachment to View



18. Select the **View** button to view the attachment.

Figure 261: View Button

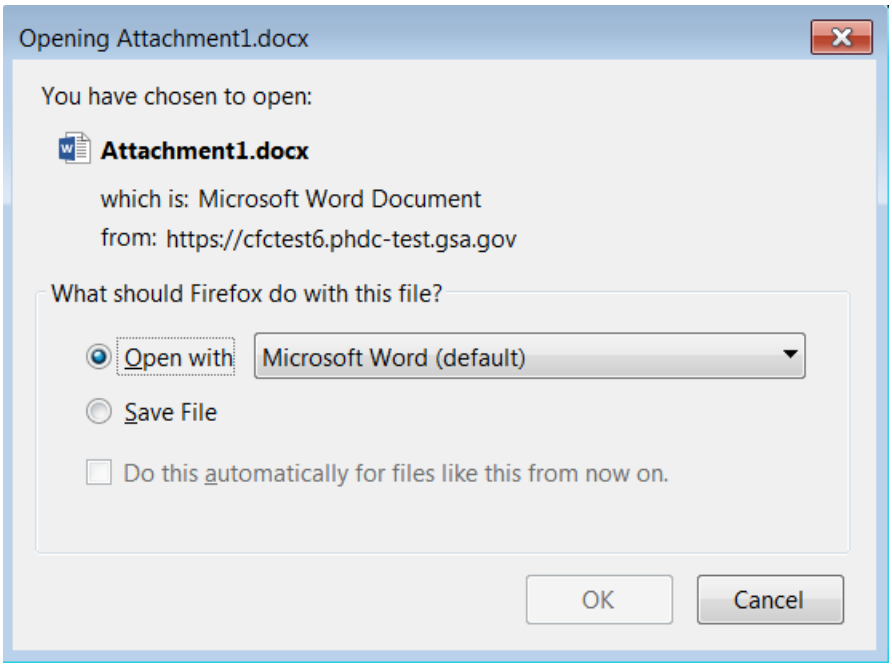


NOTE: For additional information on Pegasys Attachment functionality (including modifying an attachment), please refer to the Pegasys User Guide for release 7.5.1.

19. Select **Open** and **OK** on the File prompt. To save the attachment locally, select **Save**.

    Follow the web browser's prompts for selecting a path to save the file locally.

Figure 262: Open Attachment



20. The attachment will be opened in a new window, using the appropriate program.

Figure 263: Attachment

The resource of this report

Fleet
03/01/2011

Address/Customer Information
DEPT OF ENERGY
LOS ALAMOS NATL LAB ATTN: LIZ
PO BOX 1663 MAIL STOP P240
LOS ALAMOS, NM 87545

Customer Codes

Account Code:	897009/897009

Statement Information

Statement Number:	F0002249
Amount Due:	$190.00
Due Date:	03/31/2011

Contact Us

Phone Number:	816-926-7037
Fax Number:	816-823-5507
Email Address:	KC-Accts-Receivable.Finance@gsa.gov

Remit to Address
GSA: Payment for NON-IPAC Fleet Bills
Lockbox 979083
St. Louis, MO 63197-9000

Statement Summary

Initial Charges	$190.00
Discount	0
Surcharge	0
Interest Charges	0
Penalty Charges	0
Admin Charges	0
Bill Amount	$190.00
Collected	0
Applied Credit	0
Adjustments	0
Amount Due	$190.00

Credit Summary

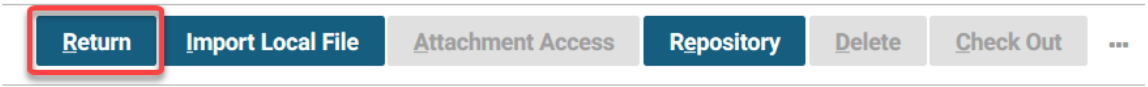
Applied Credit	$0.00
Unapplied Credit	-190
Total Credit	($190.00)

Instructions
To ensure proper credit, please write your statement number on your payment document

Pay By IPAC
ALC 47000016 TAS 47X4534.1 BPN/DUNS +4 964253686

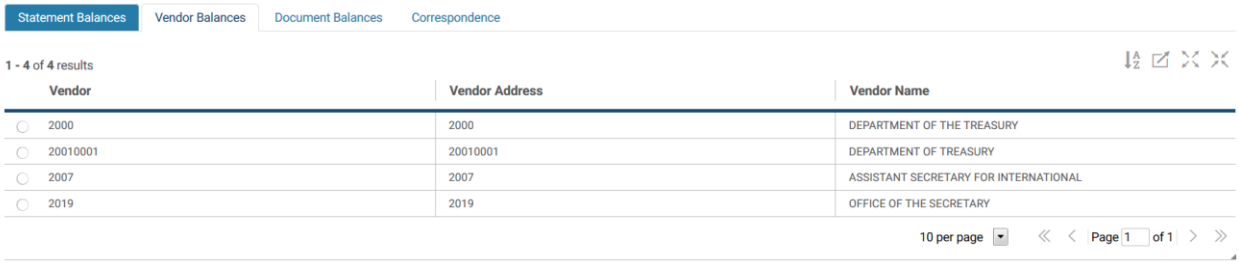
21. Select **Return** to return to the Billing Statement Query details.

Figure 264: Return Button



22. Select the **Vendor Balances** tab to view the vendor balances.

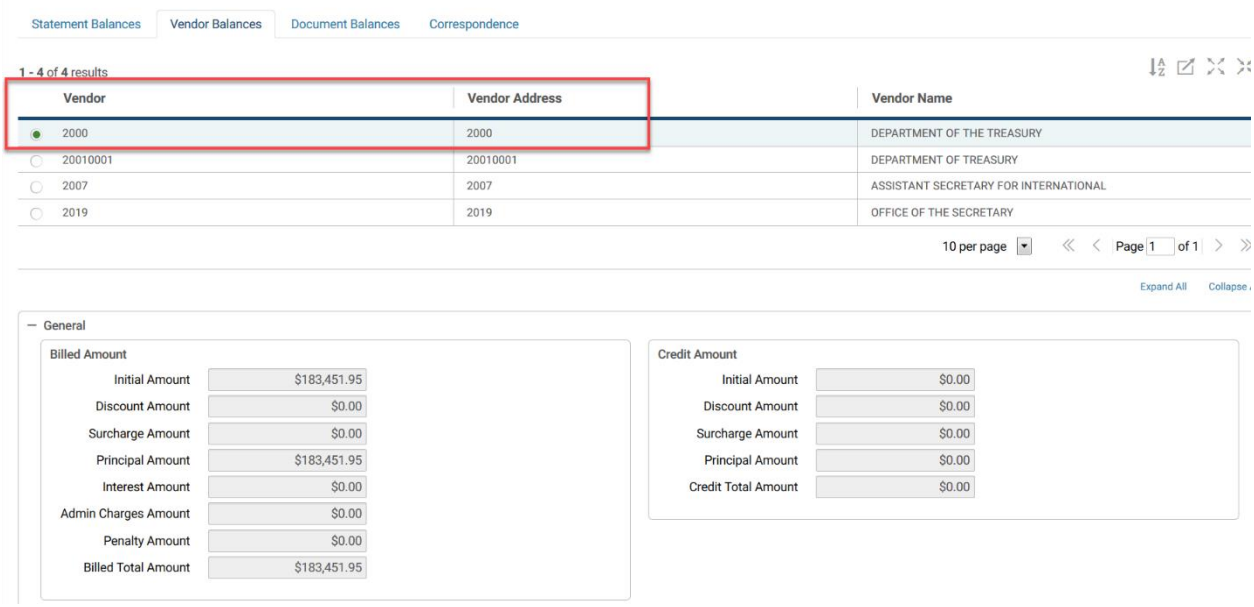
Figure 265: Vendor Balances Tab



NOTE: The Vendor Balances tab of the Statement Query will show the individual balances for each vendor associated with the statement (including the Designated Agent).

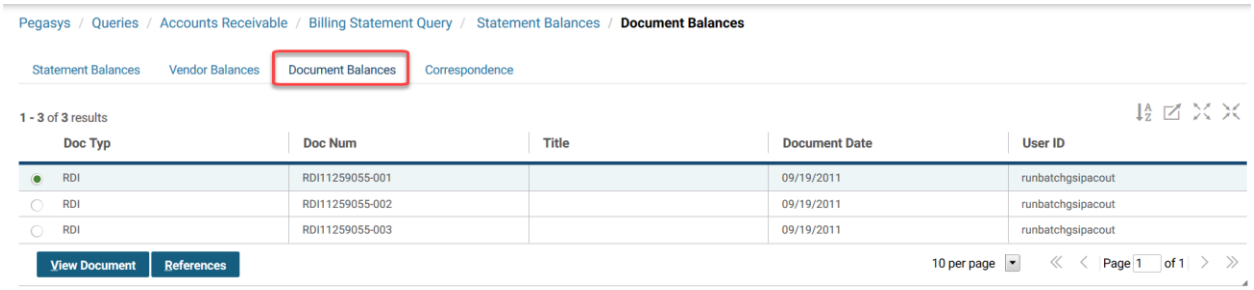
23. Select the vendor from the item collection to Review the Vendor Balances information.

Figure 266: Vendor Balances information



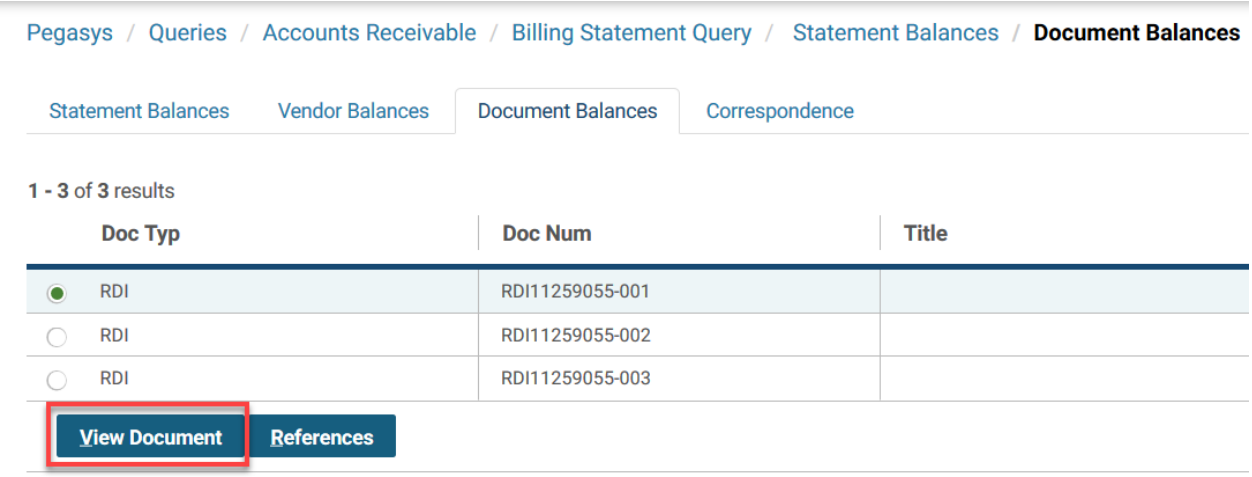
24. Select the Document Balances tab to view the associated BD.

Figure 267: Document Balances Tab



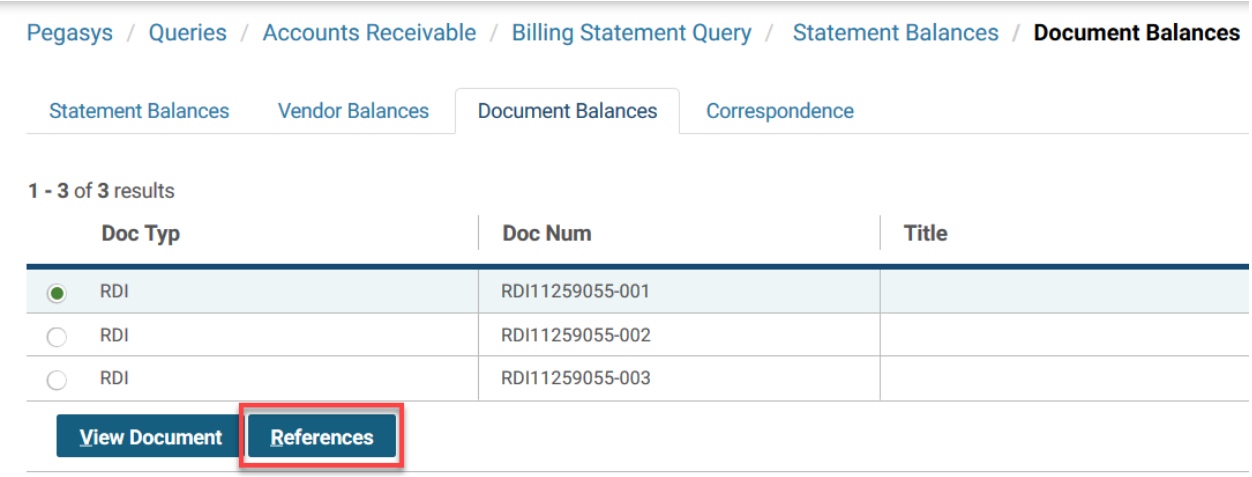
25. To View a specific document, select the document record from the item collection and select **View Document**. The document will be opened in a new window in View mode.

Figure 268: View Document Button-Document Balances



26. To view the document references, select the document and select the **References** button.

Figure 269: References Button



The document reference tree page is displayed.

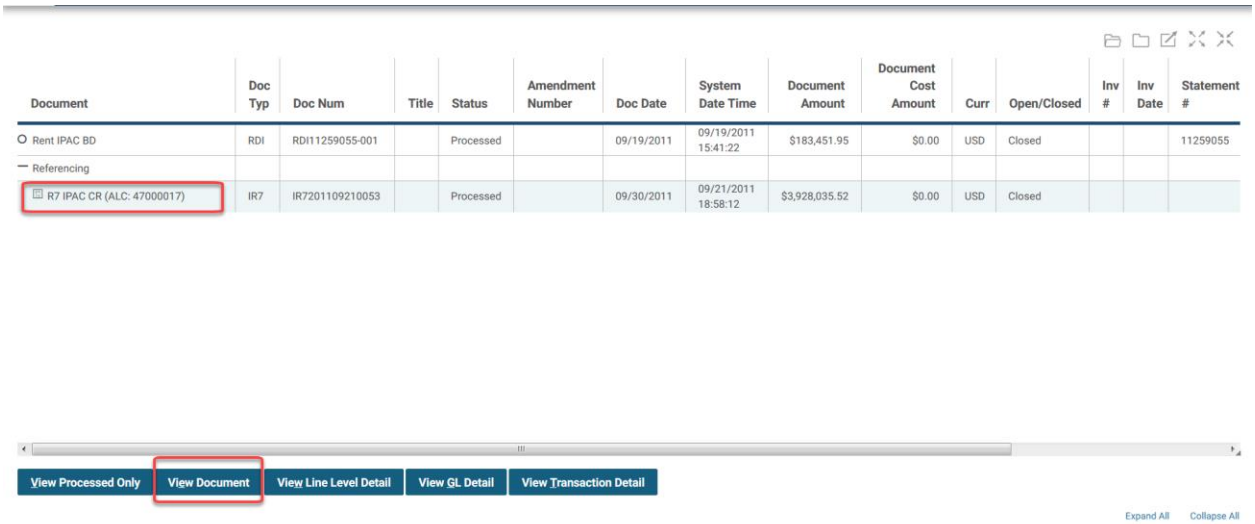
Figure 270: Document Reference Tree

Document	Doc Typ	Doc Num	Title	Status	Amendment Number	Doc Date	System Date Time	Document Amount	Document Cost Amount	Curr	Open/Closed	Inv #	Inv Date	Statement #
Rent IPAC BD	RDI	RDI11259055-001		Processed		09/19/2011	09/19/2011 15:41:22	$183,451.95	$0.00	USD	Closed			11259055
+ Referencing														

27. To expand the reference tree, select the + mark next to the document. Repeat this action for each document level.

    NOTE: The user can select different actions/views by selecting the appropriate buttons.

Figure 271: Reference Tree Navigation



4.6.3.4 Add Statement Level Correspondence from Billing Statement Query

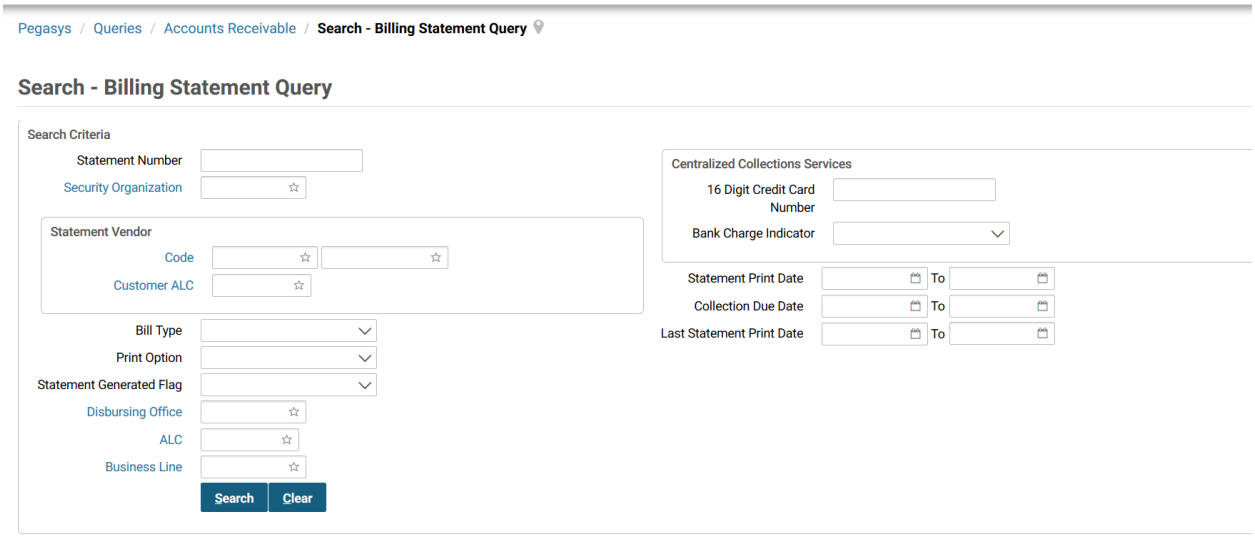
The steps below detail the process of searching for a billing statement and reviewing the details associated with the statement, including statement/vendor/document balances, correspondence, and attachments.

Steps to Add Correspondence from the Billing Statement Query:

1. Navigate to Queries → Accounts Receivable → Billing Statement Query.

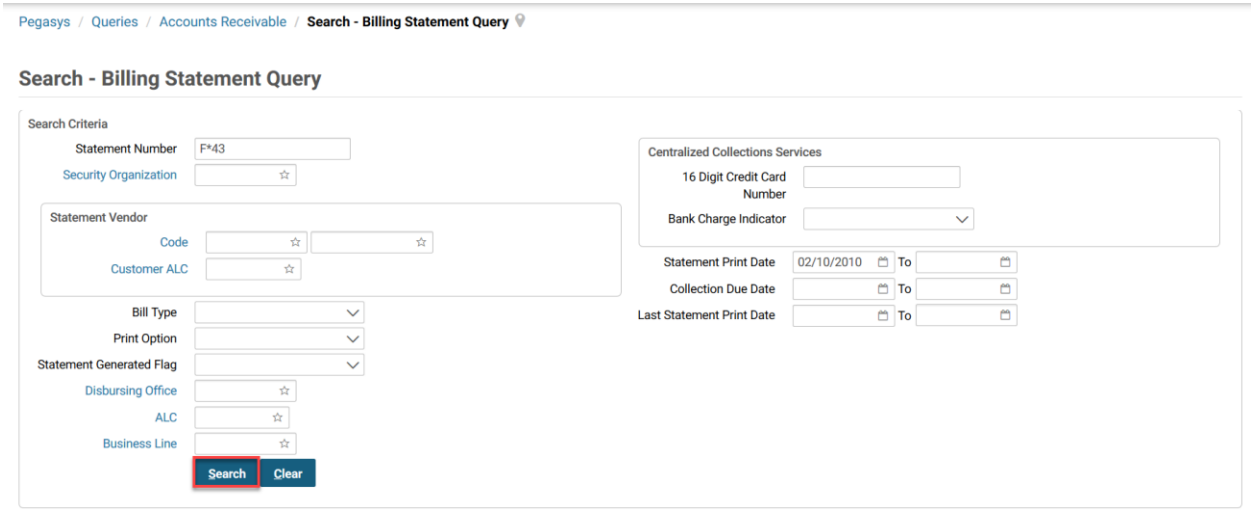
   The Billing Statement Query page is displayed.

Figure 272: Billing Statement Query - Search Criteria



2. Enter appropriate search criteria and select **Search**.

Figure 273: Billing Statement Query Search Button (2)

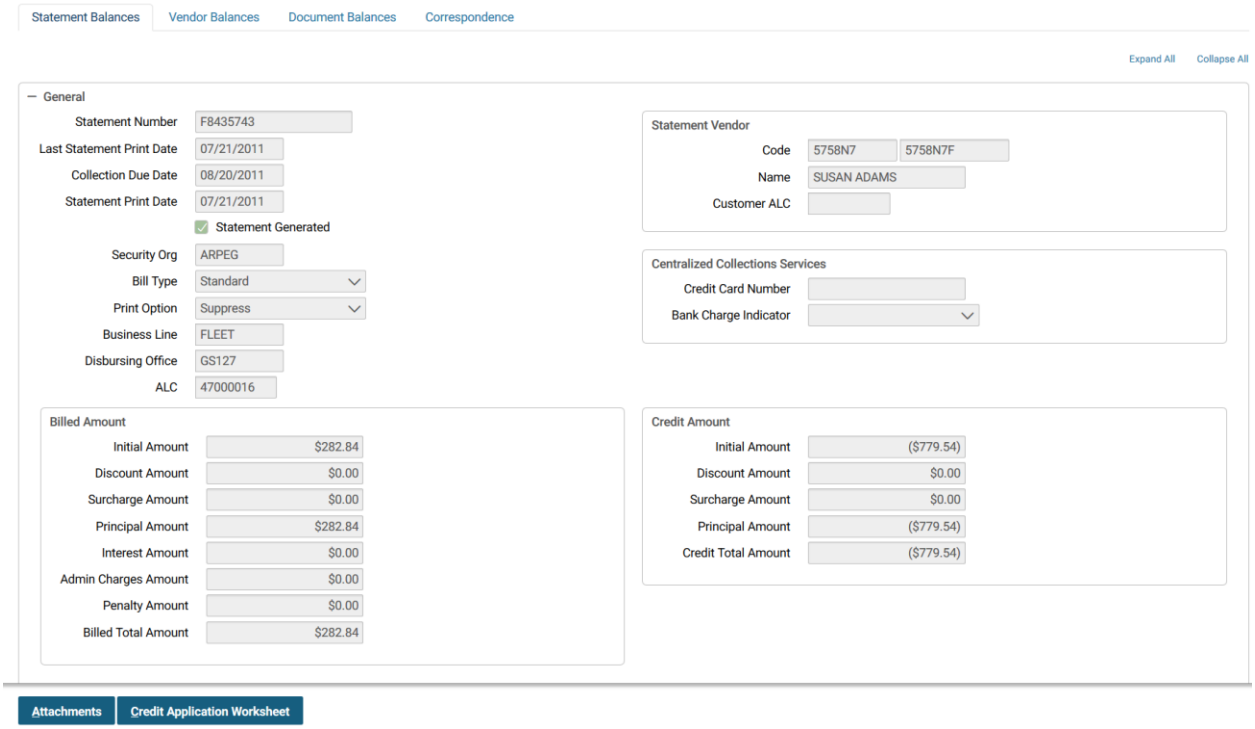


3. Select the desired billing statement record in the item collection and select **Details**.

Figure 274: Search Button

The opened Billing Statement Query Detail page is displayed.

Figure 275: Billing Statement Query Detail page

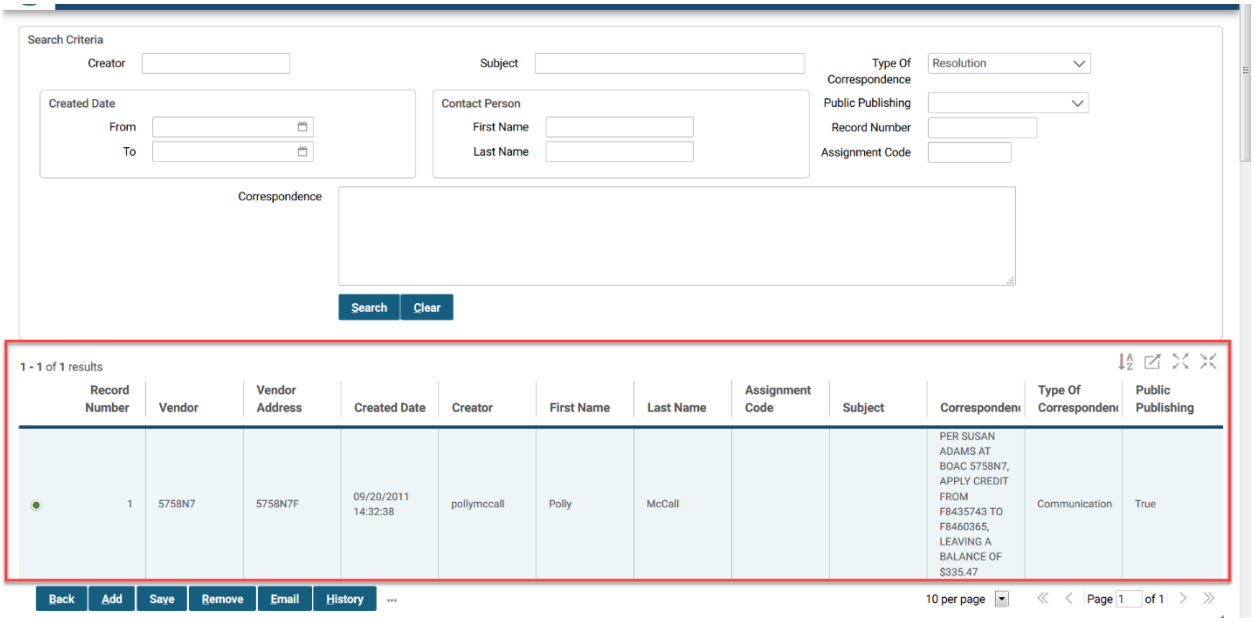


4. From the Billing Statement Query Detail page, select the **Correspondence** tab.

Figure 276: Correspondence Tab

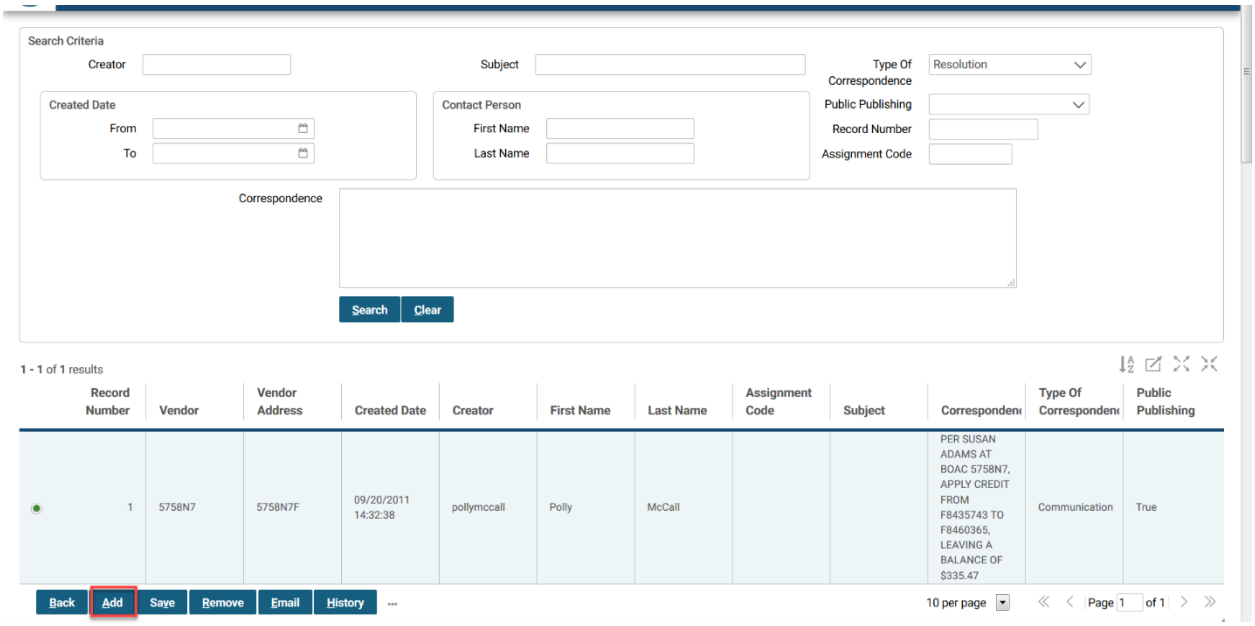
The statement level Correspondence page Search Criteria section and item collection is displayed.

Figure 277: Statement level Correspondence Page



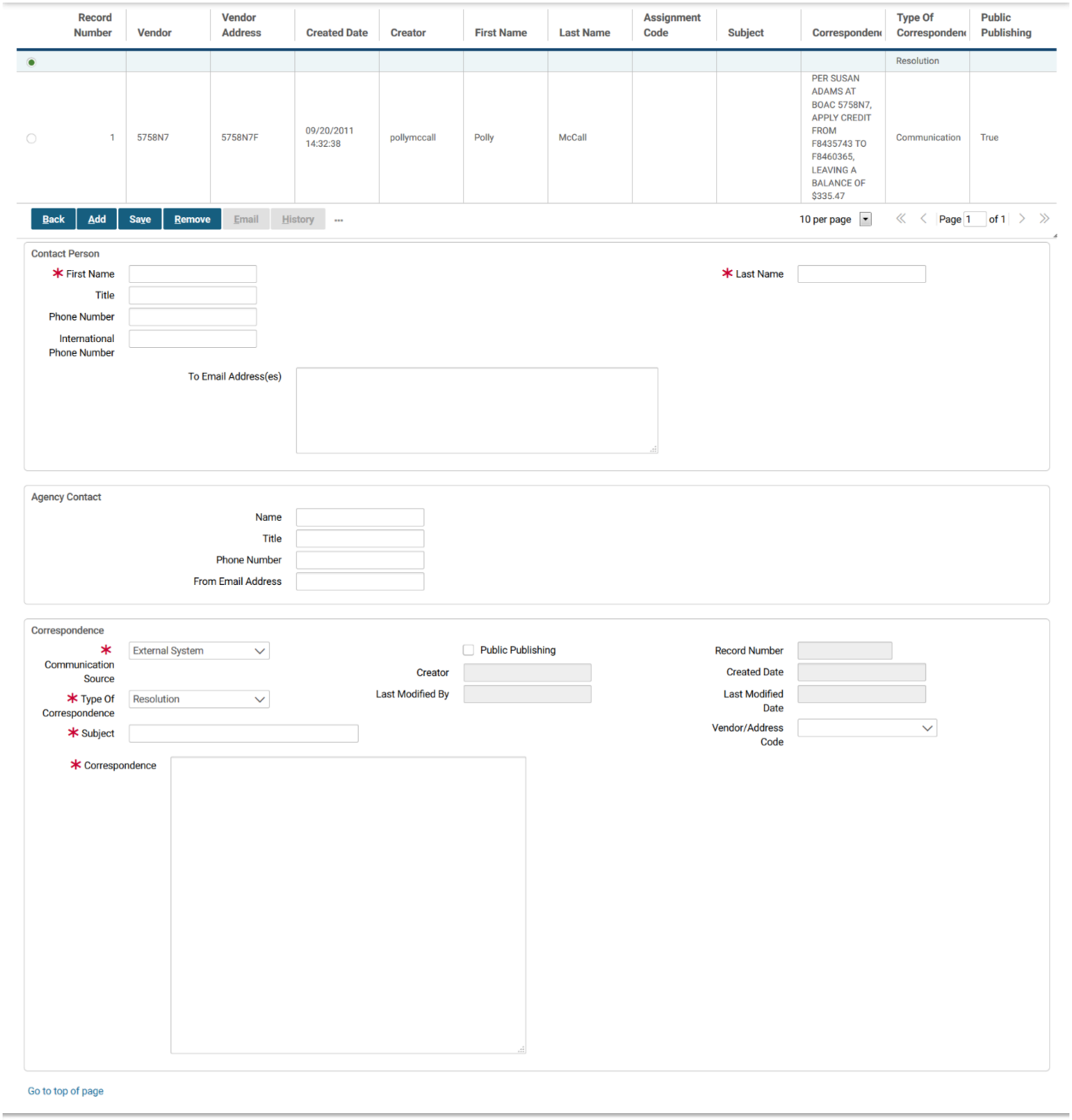
5. Select the **Add** button.

Figure 278: Add Button-Correspondence



The Correspondence page item collection and Contact Person, Agency Contact, Research Information, and Correspondence sections are displayed.

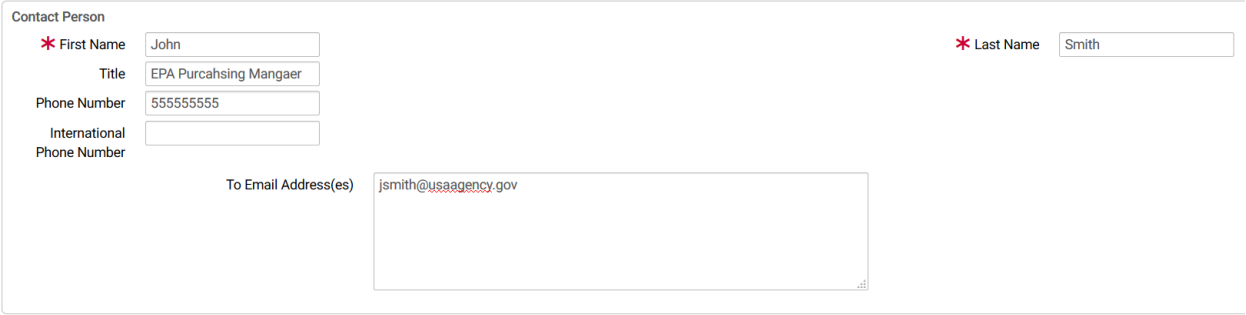
Figure 279: Correspondence page item collection



6. Select the new record in the item collection. The fields of the correspondence record will then be enabled.

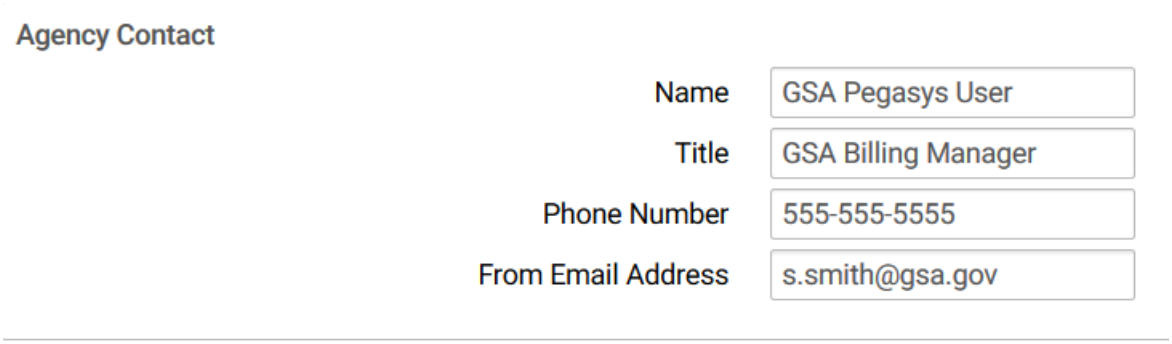
   In the Contact Person section, populate the First Name (required), Last Name (required), and any other fields pertinent to the correspondence (Title, To Email Address, Phone Number, etc.)

Figure 280: Contact Person



7. In the Agency Contact section, populate the fields pertinent to the correspondence (Name, Title, Phone Number, and From Email Address).

Figure 281: Agency Contact Section



NOTE: If the Agency Contact section fields are left blank, Pegasys will default this user information for the user entering the correspondence from the Principal table upon selecting **Save**.

8. In the Correspondence section, select the **Communication Source** and **Type of Correspondence** from the available dropdown lists.

Figure 282: Communication Source

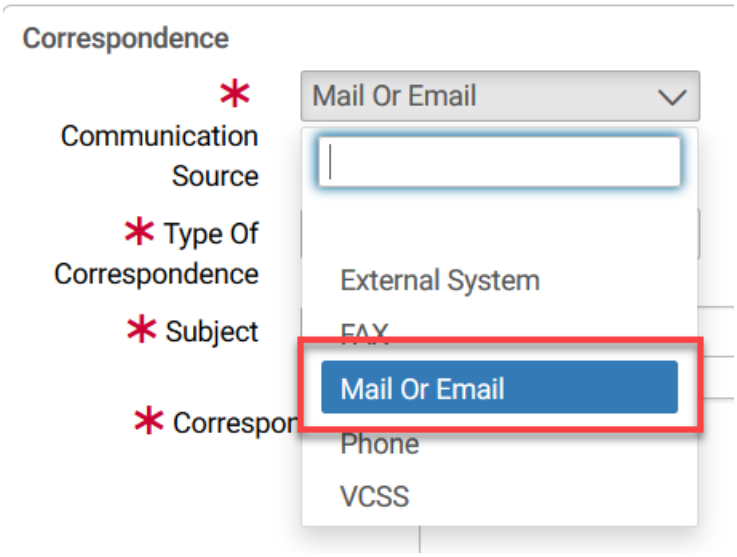
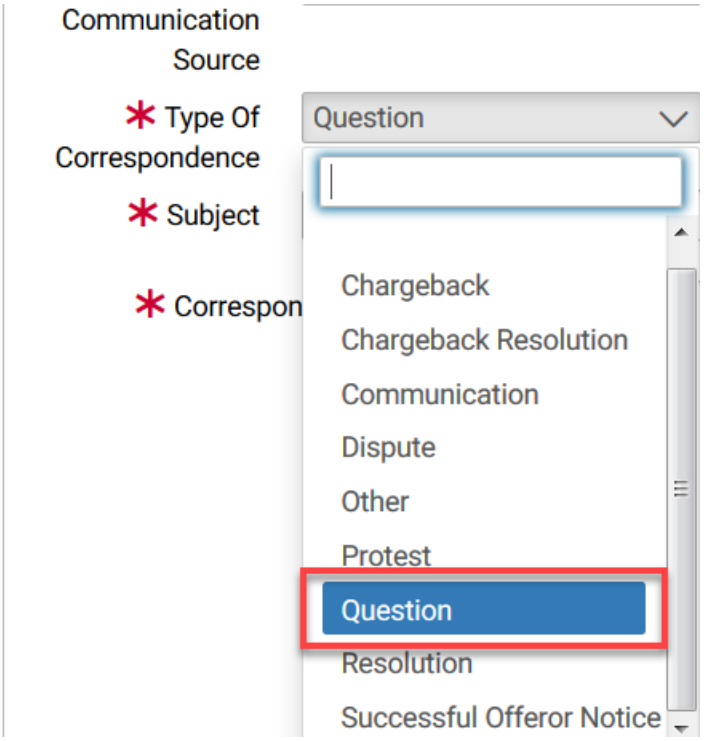


Figure 283: Type of Correspondence

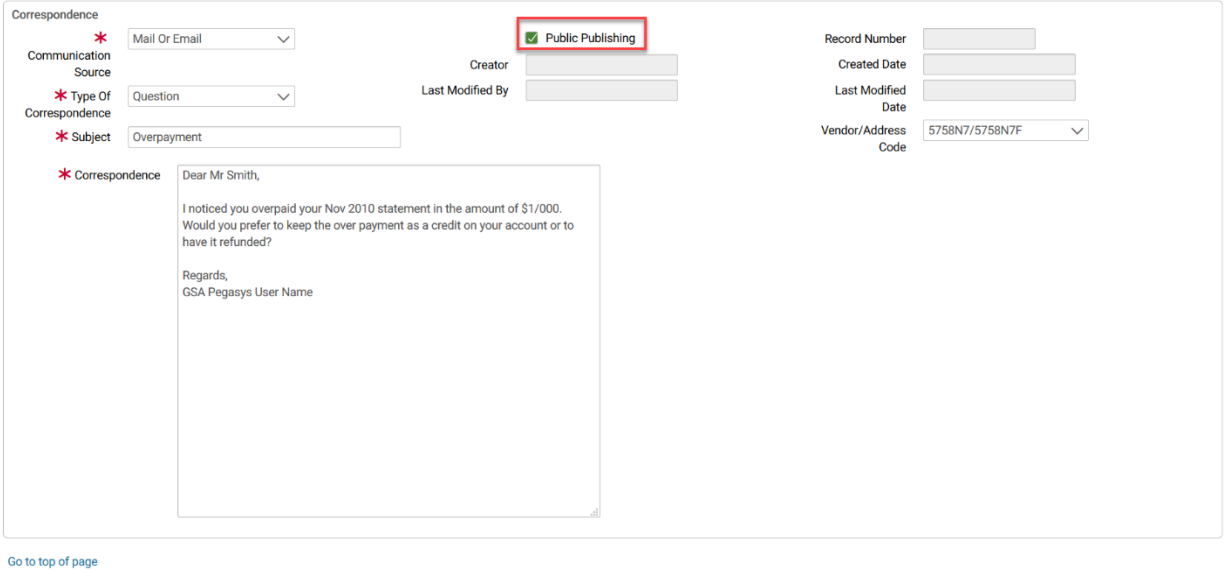


9. Update the Correspondence field to include the text to be sent to the customer.

Additional Steps to Add Correspondence from the Billing Statement Query

10. Optionally populate the additional fields pertinent to the correspondence:

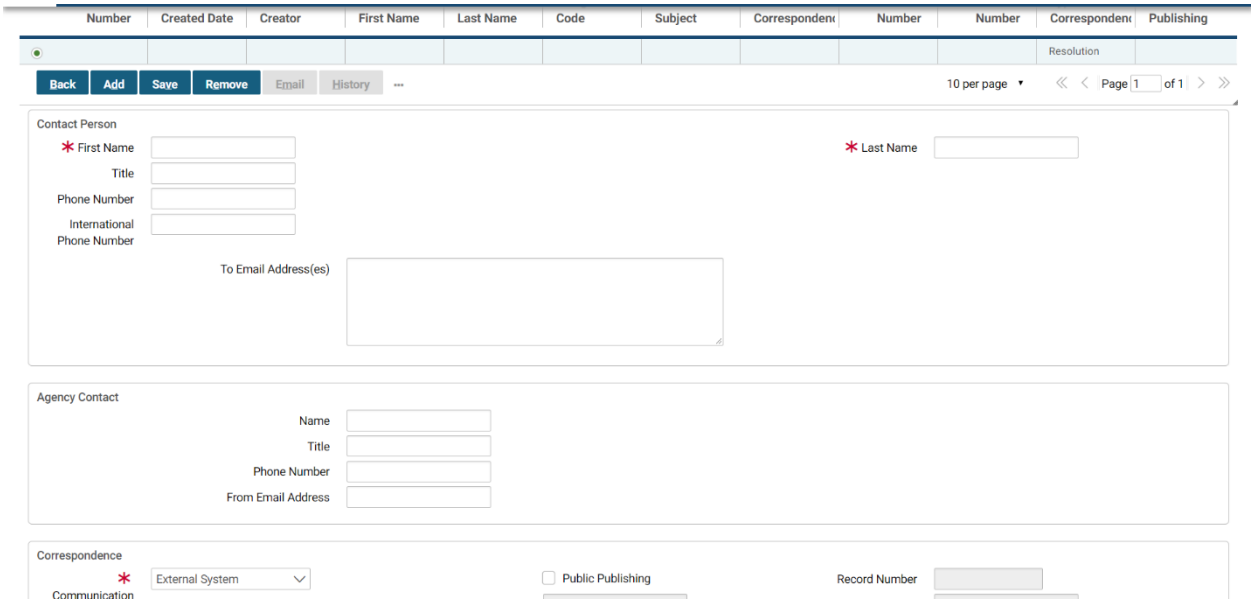
Figure 284: Correspondence Fields-Populated Fields



11. Select the **Public Publishing** checkbox to make the correspondence viewable by the customer in VCSS.

    NOTE: If the Public Publishing flag is not checked, the correspondence will not be viewable by the customer in VCSS and will therefore remain internal to USDA staff.

Figure 285: Correspondence Fields (2)



12. Select the **Save** button.

    NOTE: Upon selecting Save, the following Correspondence fields are automatically populated:

a. Vendor Email Address - The Vendor/Vendor Address Code of the Correspondence Record defaults to the Primary Vendor/Vendor Address code of the billing statement. The system allows the user to modify the Vendor/Vendor Address Code to any of the Vendor/Vendor Address Codes associated with the statement.

b. Record Number - Records the next available correspondence record number.

c. Statement Number - Statement Number of the Correspondence Record defaults to the Statement Number of the selected billing statement.

d. Creator - Records the user ID of the person creating the correspondence record.

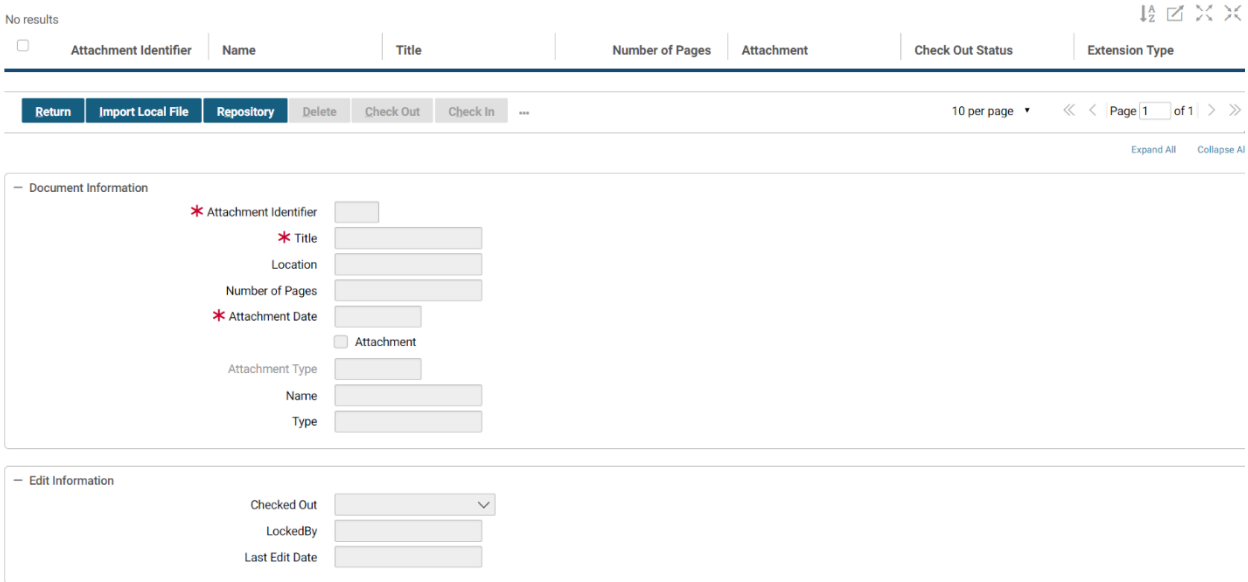
e. Created Date - Records the date and time the record is created.

f. Last Modified By - Records the user ID of the person modifying the correspondence record.

g. Last Modified Date - Records the date and time the record is modified

h. The Correspondence page item collection and Contact Person, Agency Contact, Research Information, and Correspondence sections are displayed.

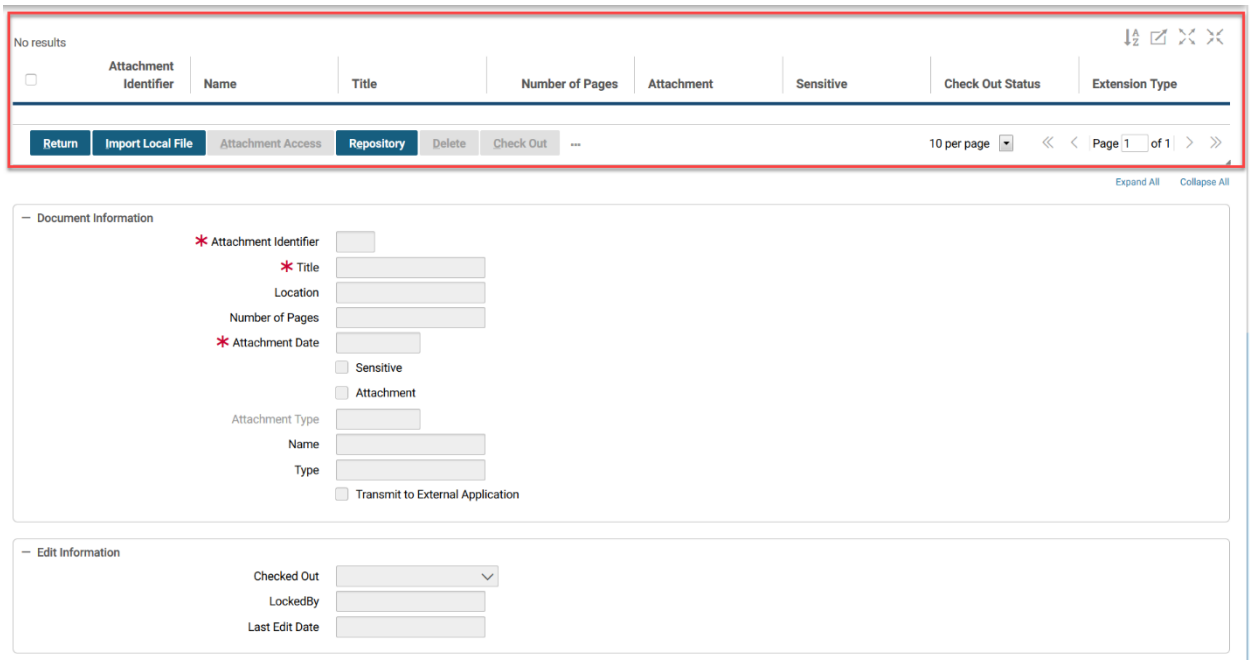
Figure 286: Correspondence Page



13. To attach a file to the correspondence record, select **Attachments**.

    The Attachment page is displayed.

Figure 287: Attachment Page

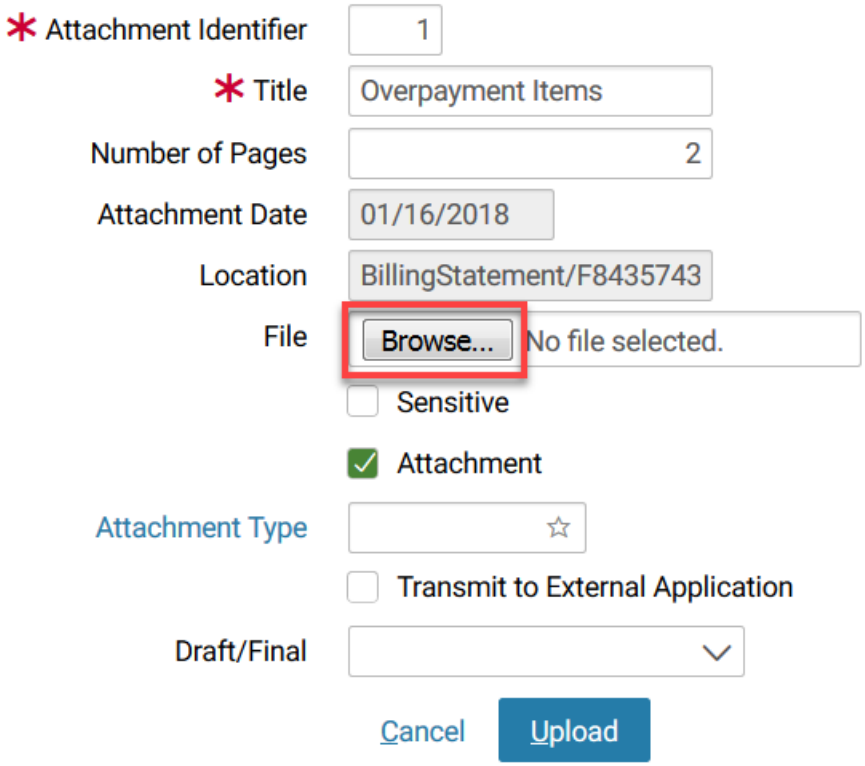


14. Select **Import Local File**.

Figure 288: Import Local File Button (2)

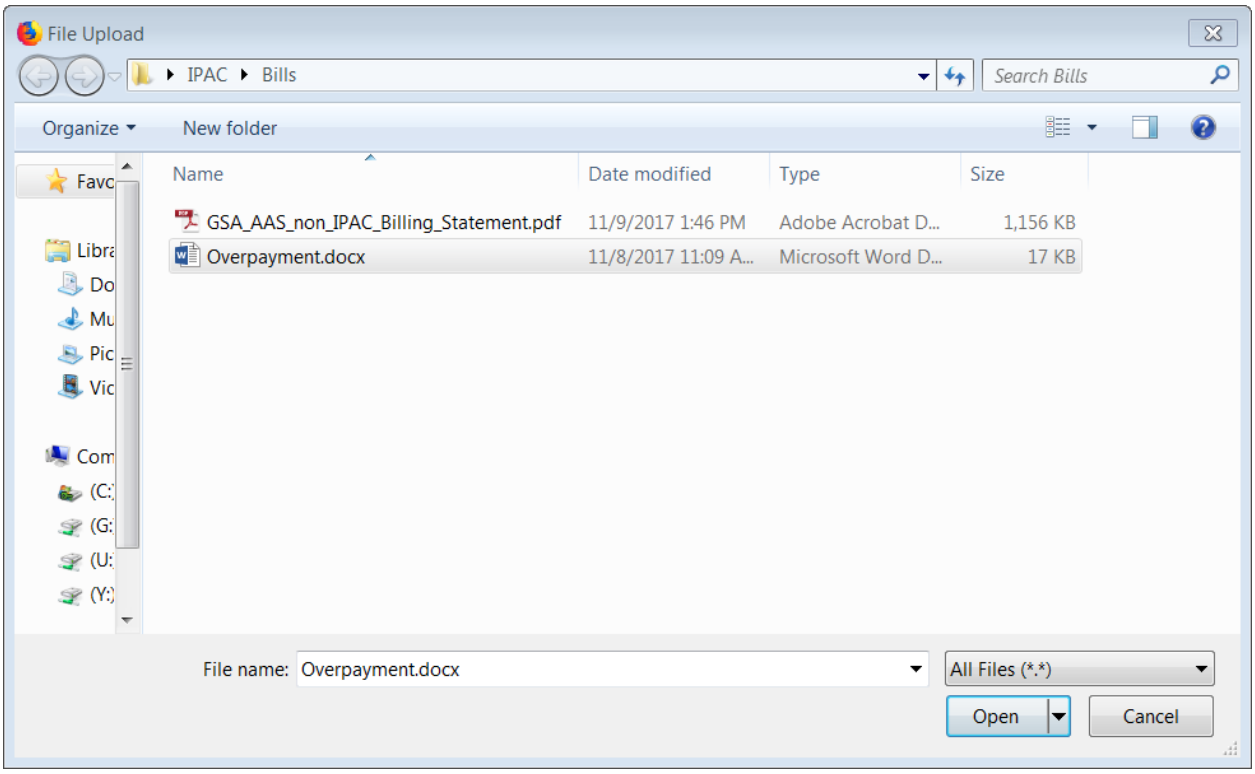
15. Update the Title field as well as any other pertinent fields associated with the attachment file. Use the **Browse** feature to locate the attachment file in your local directory.

Figure 289: Browse for Attachment



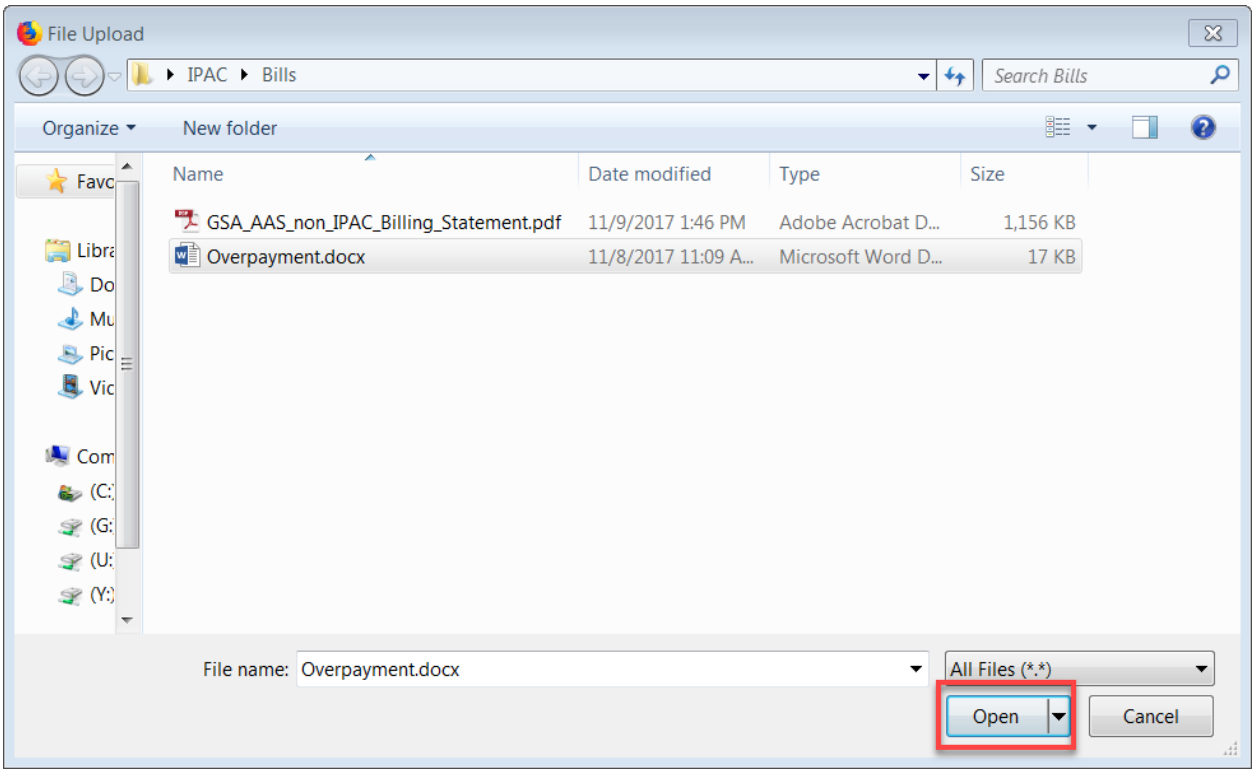
The File Upload screen using the local directory is displayed.

Figure 290: File Upload Screen-Local Directory



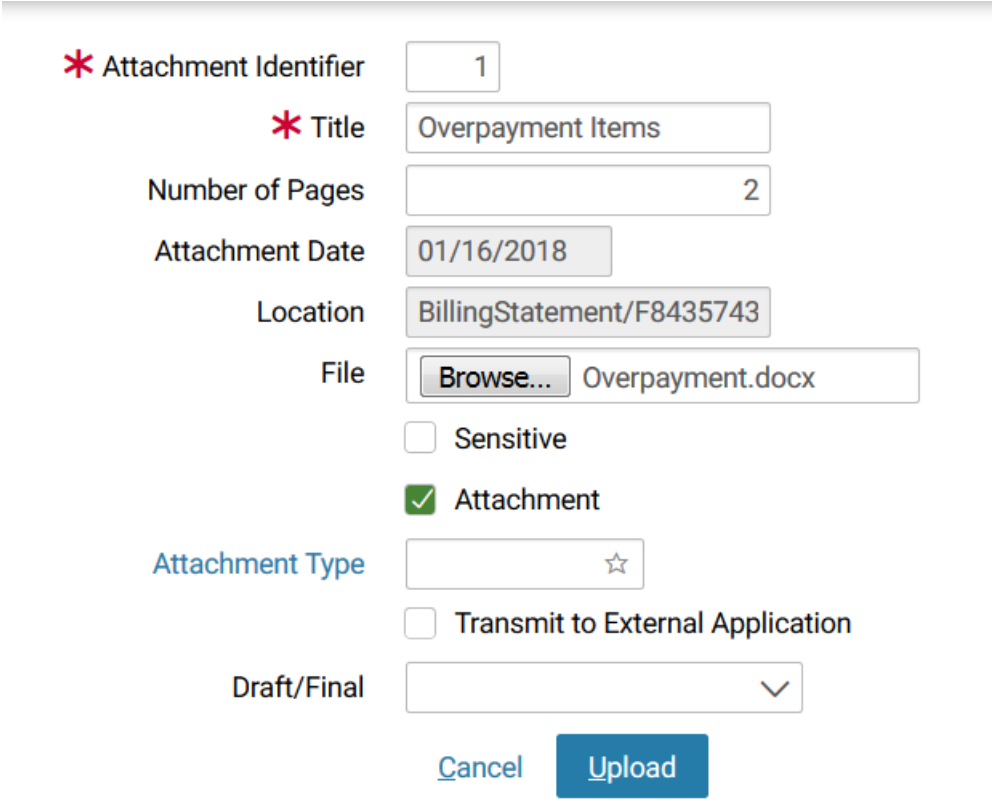
16. Select the desired file from the local directory and select **Open**.

Figure 291: Open File



The correspondence Import Local File page is displayed.

Figure 292: Import Local File Page-Attachment Added



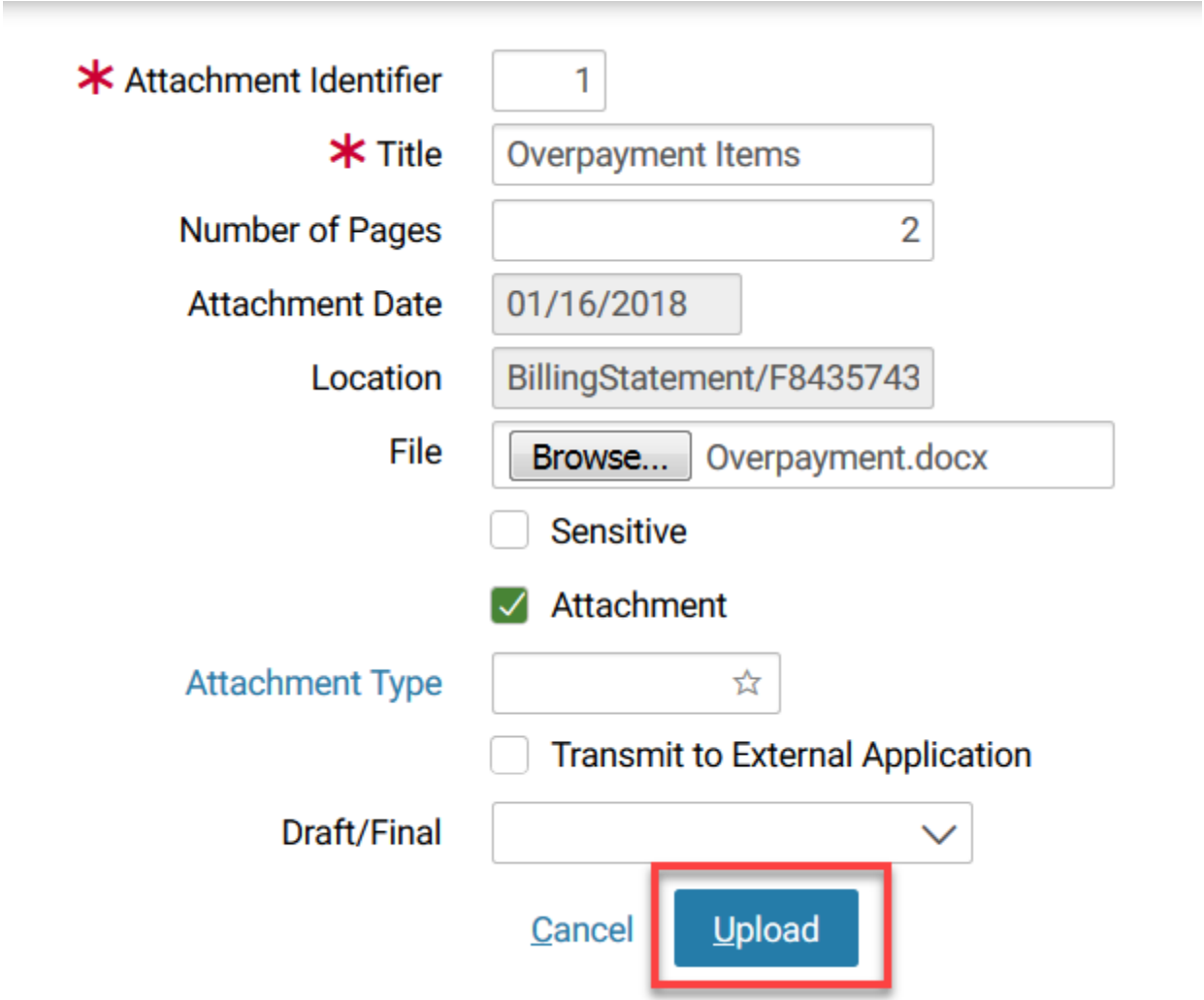
NOTE: Selecting the **Attachment** checkbox denotes the file as an actual attachment, which can then be transmitted to VCSS. If not selected, the file will be considered internal GSA "supporting documentation" and cannot be transmitted to VCSS.

NOTE: Selecting the **Sensitive** checkbox denotes the file contains sensitive materials and should be treated with caution.

Steps to Add Correspondence from the Billing Statement Query:

17. Select **Upload**.

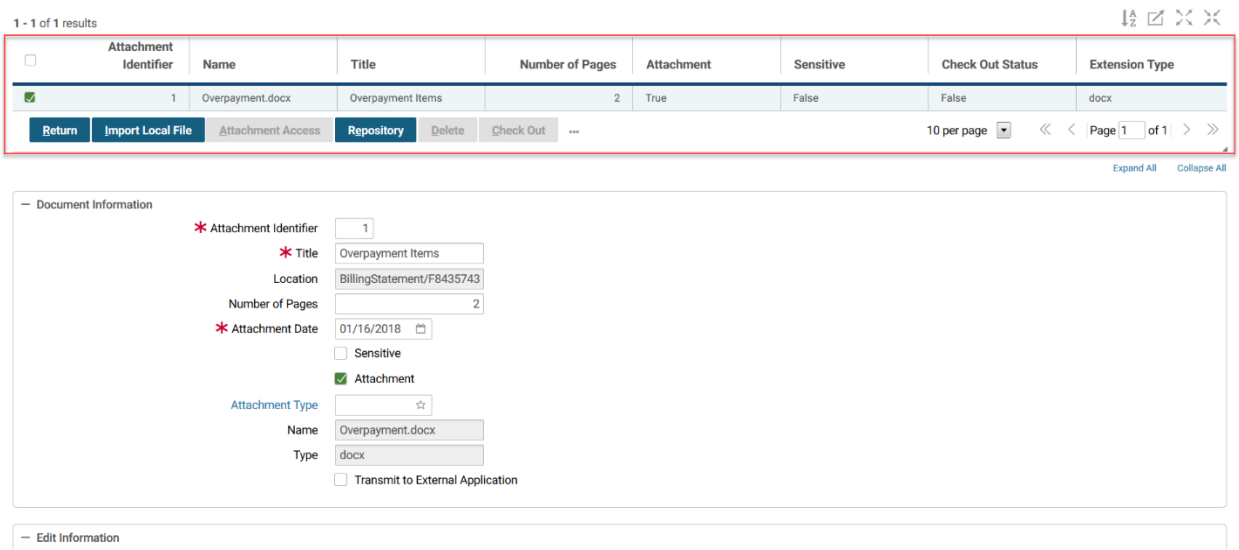
Figure 293: Upload File



18. Select **Save**.

    The attachments page associated with the selected correspondence record, including an item collection of attachment files as well as detail information regarding each file is displayed.

Figure 294: Attachments Page-Selected Record



19. To send an email to the Contact Person containing the information from the correspondence record, select the record in the item collection and select Email.

    NOTE: When sending correspondence as an email to the customer, users should include their own email address so that the correspondence is also sent to their inbox.

    The system generated message notifying the user that the email was created and sent to the address documented in the To Email Address field is displayed.

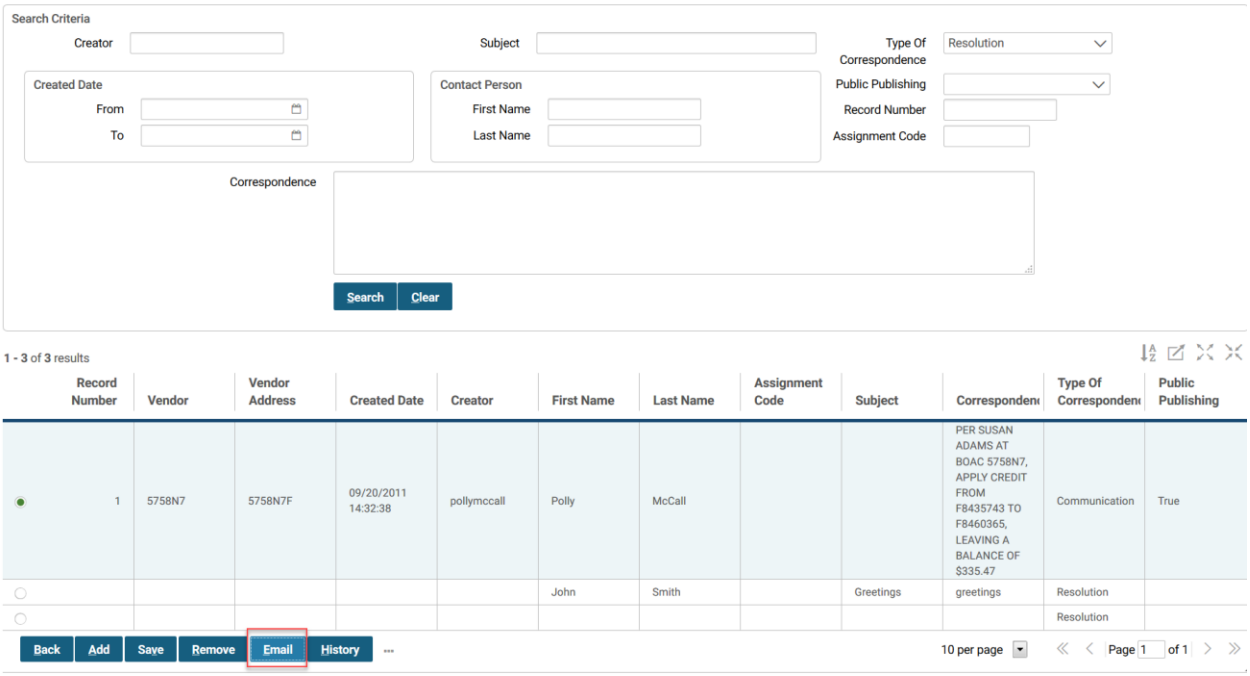



Figure 295: Email Sent