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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 3.

Document 1

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

Document 2

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

Document 3

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

Document 4

- Section 4.8: Collections

Document 5

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

Document 6

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

Document 7

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

Document 8

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

Document 9

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

Document 10

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

4 BAAR User Actions and Procedures

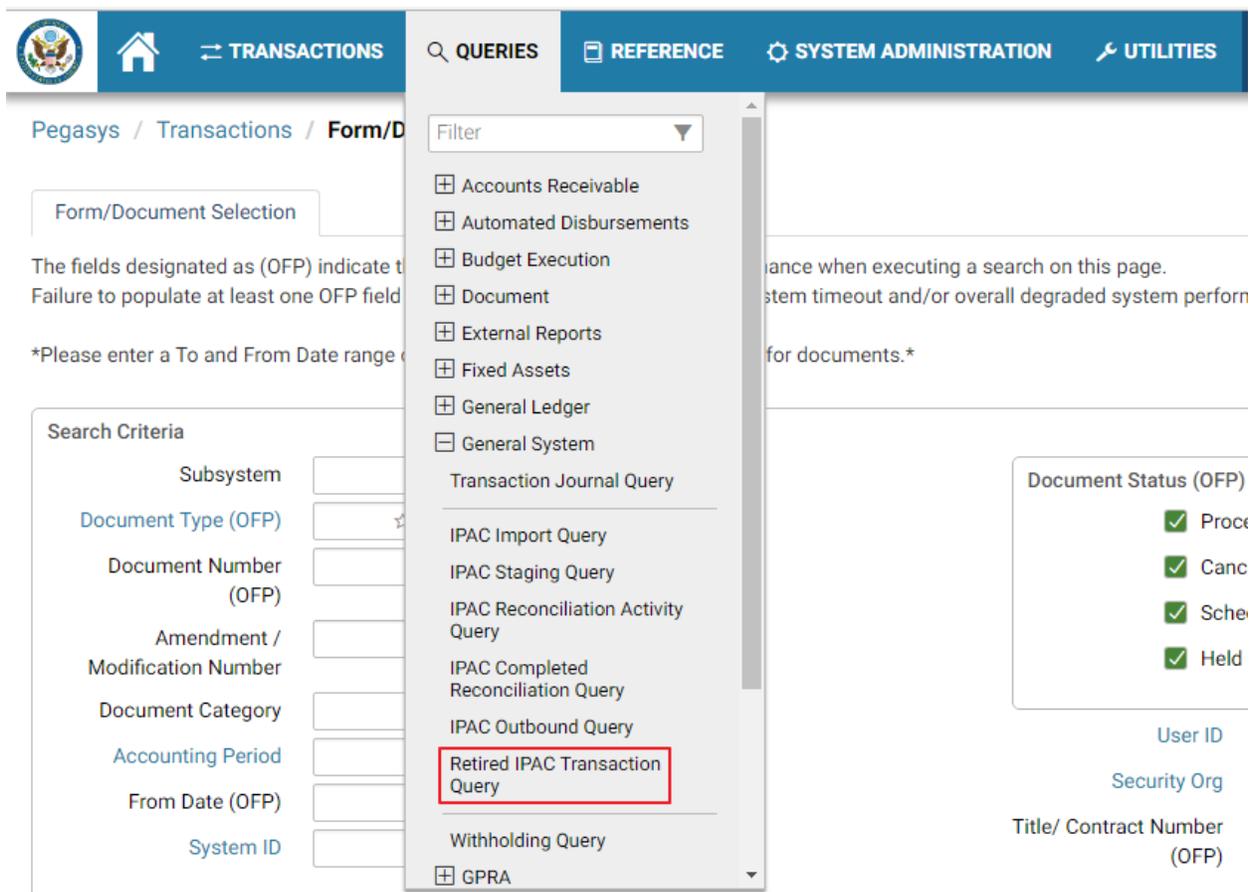
4.6 BAAR Queries

4.6.4 Retired IPAC Transaction Query

The Retired IPAC Transaction query allows the user to view the status of transactions sent to or received from the Intra-Governmental Payment and Collection (IPAC) System through the IPAC Processes as well as any changes made to IPAC documents required to fulfill the IPAC Billing lifecycle, prior to the 7.5.1 Upgrade in May 2018.

Queries → General System → Retired IPAC Transaction Query

Figure 1: Navigation to Retired IPAC Transaction Query



- To search for IPAC Transaction 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.

4.6.4.1 Retired IPAC Transaction Query Search Parameters and Results

IPAC transactions can be queried by a variety of parameters, such as Fiscal Year, Document Category, Document Type or Document Number, Customer ALC, Disbursing Office, and the Assignment Code.

Figure 2: Retired IPAC Transaction Query Search Criteria (1 of 2)

Retired IPAC Transaction Query

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

Search Criteria

Document

Document Category

Modified

IPAC Status

Document

Type (OFP)	Number (OFP)	Item	Accounting
<input type="text" value=""/> <input type="button" value="☆"/>			

Document Date

From

To

Figure 3: Retired IPAC Transaction Query Search Criteria - IPAC Reference Section

IPAC Reference

IPAC Reference Number (OFF)

IPAC Document Identifier

IPAC Reference Line Number

DBE IPAC Doc ID (DBE UIDD)

Relative Line Number

Reference Doc IPAC Document Identifier

Invoice Number

DBE Detail Flag

Canceled/Deleted

IPAC Adjustment

Sender Initiated Adjustment

IPAC Adjustment Original IPAC Reference Number

Zero Dollar Status Indicator

Zero Dollar Reference Number

IPAC Submission Date

From To

Post SGL Status Indicator

Related Docs

Related Docs

Customer Treasury Symbol ☆

Short Key ATA AID BPOA

EPOA A MAIN SUB

Customer ALC ☆

Customer BETC ☆

ALC ☆

Disbursing Office ☆

Agency DUNS

Agency DUNS+4

Agency AAC/DODAAC ☆

IPAC Schedule Date

From To

Article Amount

From To

The Item Collection of the Retired IPAC Transaction Query is scrollable and has flexible columns. This means if the user needs to see a data element, for example, Document Category, first in the item collection they can drag the column and drop it in the correct placement. The user can also expand the columns similar to an Excel spreadsheet. The user can expand the item collection using the arrow symbol in the right corner of the screen. Once expanded, the user can scroll through the item collection fields and move fields around/expand column names.

Figure 4: Retired IPAC Transaction Query Item Collection

<input type="checkbox"/> Document Category	Doc Typ	Doc Num	Actg Ln #	Item Ln #	Modified	IPAC Status	IPAC Reference Number	IPAC Reference Line Number	Article Number	Article Amount	IPAC Submission Date	DV Accompl Date
--	---------	---------	-----------	-----------	----------	-------------	-----------------------	----------------------------	----------------	----------------	----------------------	-----------------

10 per page ◿ << < | Page 1 of 1 > >>

Figure 5: Retired IPAC Transaction Query Item Collection (User Altered)

<input type="checkbox"/> IPAC Reference Number	Doc Typ	Doc Num	Actg Ln #	Item Ln #	Modified	IPAC Status	IPAC Reference Line Number	Document Category	Article Number	Article Amount	IPAC Submission Date	DV Accompl Date
--	---------	---------	-----------	-----------	----------	-------------	----------------------------	-------------------	----------------	----------------	----------------------	-----------------

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4.6.4.2 Retired IPAC Transaction Query Details

All changes made to an IPAC document, prior to the 7.5.1 Upgrade, can be reviewed through the Retired IPAC Transaction query. As a result of running the query, the user can review the details matching the search criteria and can also review the associated document for each individual record.

Figure 6: Retired IPAC Transaction Query Detail

4.6.4.3 Executing a Query Using the Retired IPAC Transaction Query

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

Steps to Execute a Query Using Retired IPAC Transaction Query:

1. Navigate to Queries → General System → Retired IPAC Transaction Query
The Retired IPAC Transaction Query page is displayed.

Figure 7: Retired IPAC Transaction Query (1 of 2)

Pegasys / Queries / General System / Retired IPAC Transaction Query

Retired IPAC Transaction Query

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

Search Criteria

Document

Document Category

Modified

IPAC Status

Document

Type (OFF) Number (OFF) Item Accounting

Document Date

From To

Figure 8: Retired IPAC Transaction Query - IPAC Reference Section

IPAC Reference

IPAC Reference Number (OFF)

IPAC Document Identifier

IPAC Reference Line Number

DBE IPAC Doc ID (DBE UIDD)

Relative Line Number

Reference Doc IPAC Document Identifier

Invoice Number

DBE Detail Flag

Canceled/Deleted

IPAC Adjustment

Sender Initiated Adjustment

IPAC Adjustment Original IPAC Reference Number

Zero Dollar Status Indicator

Zero Dollar Reference Number

IPAC Submission Date

From To

Post SGL Status Indicator

Related Docs

Related Docs

Customer Treasury Symbol

Short Key ATA AID BPOA

EPOA A MAIN SUB

Customer ALC

Customer BETC

ALC

Disbursing Office

Agency DUNS

Agency DUNS+4

Agency AAC/DODAAC

IPAC Schedule Date

From To

Article Amount

From To

2. Enter the desired and appropriate **Search Criteria**. At a minimum, enter the **Statement Number** (using either the **Statement Number** field or the **IPAC Reference Number** field). If known, enter the **Document Type**, **IPAC Status** and customer information.

Figure 9: Retired IPAC Transaction Query Reference Number

Retired IPAC Transaction Query

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

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 10: Search Button

The results are returned in the Item Collection.

Figure 11: Item Collection

<input type="checkbox"/>	Document Category	Doc Typ	Doc Num	Actg Ln #	Item Ln #	Modified	IPAC Status	IPAC Reference Number	IPAC Reference Line Number	Article Number	Article Amount	IPAC Submission Date	DV Acompl Date
<input checked="" type="checkbox"/>	BD - Billing Document	GDI	GDIM00047410001	1	0000	False	Confirmed	M0004741	1	1	\$0.00	12/16/2015	
<input type="checkbox"/>	BD - Billing Document	GDI	GDIM00047410001	2	0000	False	Confirmed	M0004741	2	1	\$0.00	12/16/2015	

10 per page << < Page 1 of 1 > >>

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

Figure 12: Details Button

Details
View Document
GL Detail

1 - 2 of 2 results ⌵ ⌵ ⌵ ⌵

<input type="checkbox"/>	Document Category	Doc Typ	Doc Num	Actg Ln #	Item Ln #	Modified	IPAC Status	IPAC Reference Number	IPAC Reference Line Number	Article Number	Article Amount	IPAC Submission Date	DV Acompl Date
<input checked="" type="checkbox"/>	BD - Billing Document	GDI	GDIM00047410001	1	0000	False	Confirmed	M0004741	1	1	\$0.00	12/16/2015	
<input type="checkbox"/>	BD - Billing Document	GDI	GDIM00047410001	2	0000	False	Confirmed	M0004741	2	1	\$0.00	12/16/2015	

10 per page << < Page 1 of 1 > >>

The IPAC Transaction Detail page is displayed.

Figure 13: Retired IPAC Transaction Detail Page

6. Select the **IPAC History** Tab to view the IPAC Transaction’s history. To see the details, select the record. The item collection will be displayed.

Figure 14: IPAC History Tab

Document Category	Doc Typ	Doc Num	Actg Ln #	Item Ln #	Modified	Statement Number	Related Statement Number	Referenced Statement Number	DBE Detail Flag	Agreement Number	Source Number	Title
<input checked="" type="radio"/> BD - Billing Document	GDI	GDIM0004741 0001	1	0000	False	M0004741			True		SUMMARY BILLING	
<input type="radio"/> BD - Billing Document	GDI	GDIM0004741 0001	1	0000	False	M0004741			True		SUMMARY BILLING	
<input type="radio"/> BD - Billing Document	GDI	GDIM0004741 0001	1	0000	False	M0004741			True		SUMMARY BILLING	
<input type="radio"/> BD - Billing Document	GDI	GDIM0004741 0001	1	0000	False	M0004741			True		SUMMARY BILLING	

7. Select the **SGL Information Record** Tab to view the IPAC Transaction’s SGL information.

Figure 15: SGL Information Tab

Sender Receiver Indicator	SGL Account	Debit/Credit Indicator	Date	Federal Indicator	SGL Amount	Currency Code	Group Number	Transmitted Indicator
No results								

8. Select the **IPAC Transaction DBE Detail** tab within the IPAC Transaction to view IPAC DBE Detail information.

NOTE: This tab will only contain information when the IPAC Transaction’s DBE Detail flag is True.

Figure 16: IPAC Transaction DBE Detail

Document Category	Doc Typ	Doc Num	Actg Ln #	Item Ln #	Article Number	DBE IPAC Doc ID (DBE UID)	IPAC Reference Number	IPAC Reference Line Number	Detail Line Number	Quantity	Unit Price Amount
BD - Billing Document	GDI	GDIM0004741-0001	1	0000	1	SUP120320150	M0004741	1	1	10.000000	\$3.3400

9. Select the **Correspondence** tab to view any correspondence on the transaction.

For more information on Correspondence, please refer to **Section 4.6.13.5 Add Account Level Correspondence from Vendor Activity Query.**

10. To view the document associated to the IPAC Transaction Detail record, select the View Document button. When selecting **View Document**, the document will be opened in a new window in view mode.

Figure 17: IPAC Transaction Detail

Pegasys / Queries / General System / Retired IPAC Transaction Query / **IPAC Transaction Detail**

[IPAC Transaction Detail](#)
[IPAC History](#)
[SGL Information Record](#)
[IPAC Transaction DBE Detail](#)
[Correspondence](#)

View Document

General

Document Category:

Billing Status:

Article Number:

Article Amount:

Currency Code:

Security Org:

Fiscal Year:

Customer ALC:

Document

Type	Number	Item	Accounting
<input type="text" value="GDI"/>	<input type="text" value="GDIM0004741-0001"/>	<input type="text" value="0000"/>	<input type="text" value="1"/>

Statement Number:

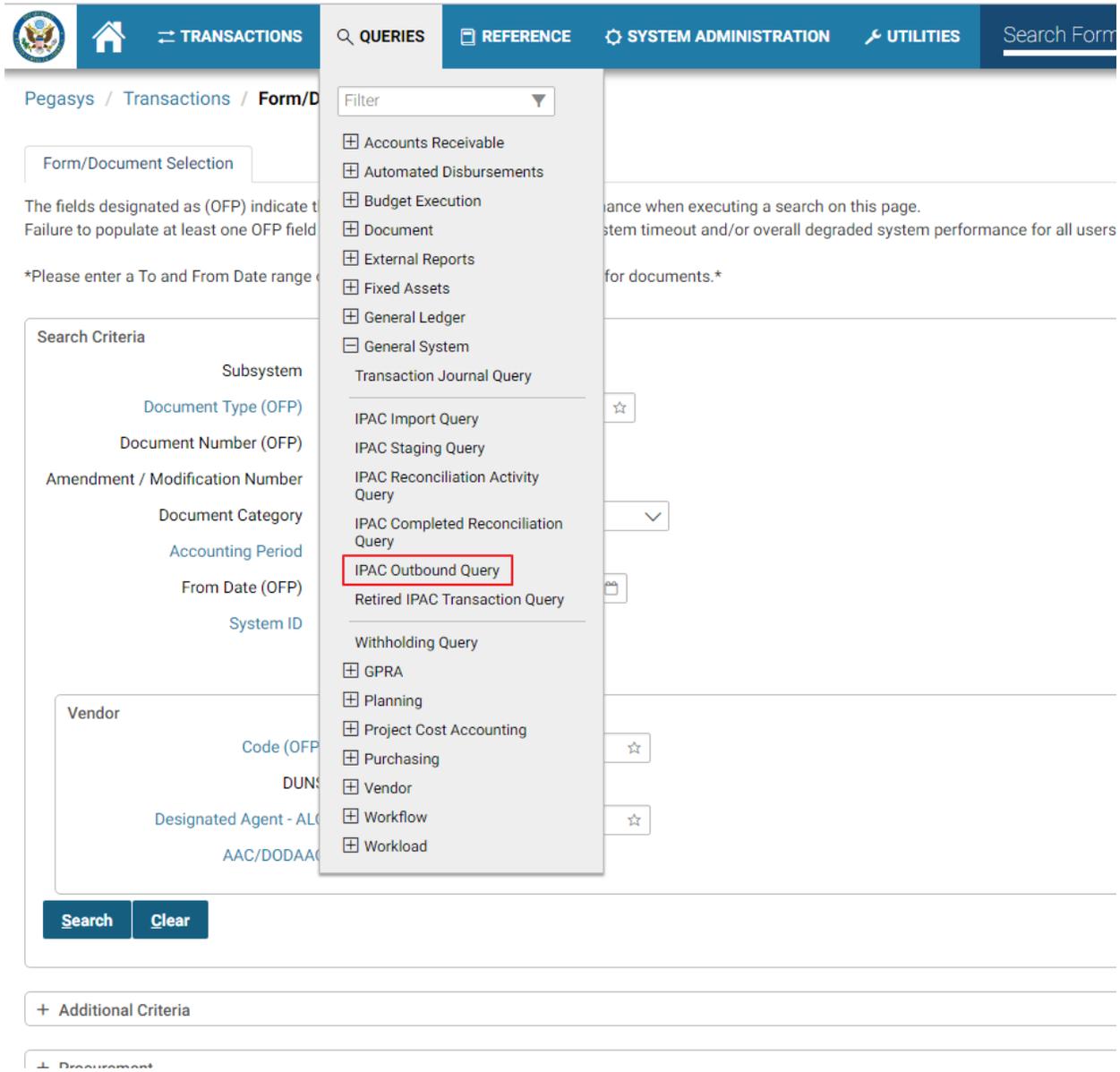
Related Statement:

4.6.5 IPAC Outbound Query

The IPAC Outbound query allows the user to view Pegasys transactions eligible for the Intra-Governmental Payment and Collection (IPAC) System that will go through the IPAC Outbound Crosswalk and IPAC Bulk File Generation batch processes.

Queries → General System → IPAC Outbound Query.

Figure 18: Navigation to IPAC Outbound Query



4.6.5.1 IPAC Outbound Query Search Parameters and Results

IPAC Transactions can be queried by a variety of parameters, the basic search criteria are Document Type, Document Number, Document Line Number, Statement Number, Partition, Security Organization, and Vendor Code. The query also supports Advanced Search to allow the customization of queries to search any value from the IPAC Import record.

Figure 19: IPAC Outbound Query Basic Search Criteria

Figure 20: IPAC Outbound Query Advanced Search Criteria

The Item Collection of the IPAC Outbound Query is scrollable and has flexible columns. This means if the user needs to see a data element, for example, Document Category, first in the item collection they can drag the column and drop it in the correct placement. The user can also expand the columns similar to an Excel spreadsheet. The user can expand the item collection using the arrow symbol in the right corner of the screen. Once expanded, the user can scroll through the item collection fields and move fields around/expand column names.

Figure 21: IPAC Outbound Query Item Collection

Doc Cat	Doc Typ	Doc Num	Item Ln #	Actg Ln #	IPAC Schedule Date	Selected For IPAC	Vendor Code	Addr Code	Line Amount	Outstanding Amount	Doc Date	Statement #	Agreement #	Inv #	Business Line
Totals															

Figure 22: IPAC Outbound Query Item Collection (User Altered)

Momentum Transaction
No results

IPAC Schedule Date	Doc Cat	Doc Typ	Doc Num	Item Ln #	Actg Ln #	Selected For IPAC	Vendor Code	Addr Code	Line Amount	Outstanding Amount	Doc Date	Statement #	Agreement #	Inv #	Business Line
Totals															

View Details | Go to IPAC Queries | 10 per page | Page 1 of 1

4.6.5.2 IPAC Outbound Query Details

The IPAC Outbound query supports two options for viewing records under the View Details Split Dropdown. The View Document button allows users to open a window to view the Pegasys Transaction. The Staging Preview option launches a Modal window to view if and where an IPAC Import record has been crosswalked. The Modal contains important IPAC File fields at a glance and has a View Staging Details button that will navigate to the IPAC Staging Details page for the selected record.

Figure 23: IPAC Outbound Query Detail

IPAC Outbound Query

Search Transactions Detail Billings

Basic Search Advanced Search

Document

Type Number (OFF) Item Accounting

Statement # Security Org

Part Vendor Code

Search Clear

Momentum Transaction
1 - 3 of 3 results

Doc Cat	Doc Typ	Doc Num	Item Ln #	Actg Ln #	IPAC Schedule Date	Selected For IPAC	Vendor Code	Addr Code	Line Amount	Outstanding Amount	Doc Date	Statement #	Agreement #	Inv #	Business Line
BD - Billing Document	FDI	FDIG000423-001		3	02/06/2018	No	33326C	33326C	\$75.00	\$0.00	02/06/2018				FLEET
BD - Billing Document	FDI	FDIG000423-001		1	02/06/2018	No	33326C	33326C	\$2,347.30	\$0.00	02/06/2018				FLEET
BD - Billing Document	FDI	FDIG000423-001		2	02/06/2018	No	33326C	33326C	\$775.92	\$0.00	02/06/2018				FLEET
Totals									\$3,198.22	\$0.00					

View Details | Go to IPAC Queries | 10 per page | Page 1 of 1

View Document
View Staging

4.6.5.3 Executing a Query Using the IPAC Outbound Query

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

Steps to Execute a Query Using IPAC Outbound Query:

1. Navigate to Queries → General System → IPAC Outbound Query.

The IPAC Outbound Query page is displayed.

Figure 24: IPAC Outbound Query

The screenshot shows the 'IPAC Outbound Query' page. At the top, there is a breadcrumb trail: 'Pegasys / Queries / General System / IPAC Outbound Query'. Below this is a search bar with 'Search' and radio buttons for 'Transactions' (selected) and 'Detail Billings'. There are two tabs: 'Basic Search' and 'Advanced Search'. The 'Document' section contains several input fields: 'Type', 'Number (OFF)', 'Item', and 'Accounting'. Below these are 'Statement #', 'Part', 'Security Org', and 'Vendor Code'. There are 'Search' and 'Clear' buttons. Below the search area, it says 'Momentum Transaction' and 'No results'. A table with 14 columns is shown, but it is empty. The columns are: Doc Cat, Doc Typ, Doc Num, Item Ln #, Actg Ln #, IPAC Schedule Date, Selected For IPAC, Vendor Code, Addr Code, Line Amount, Outstanding Amount, Doc Date, Statement #, Agreement #, Inv #, and Business Line. At the bottom, there is a 'Totals' row and a pagination bar showing '10 per page' and 'Page 1 of 1'.

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

Figure 25: IPAC Outbound Query Statement Number

This screenshot shows the same 'IPAC Outbound Query' page, but with search criteria entered. The 'Number (OFF)' field contains 'FDIG0000423-001' and the 'Statement #' field contains 'G0000423'. Both fields are highlighted with red boxes. The 'Search' and 'Clear' buttons are visible at the bottom.

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 26: Search Button

IPAC Outbound Query

Search Transactions Detail Billings

Basic Search **Advanced Search**

Document

Type ☆ Number (OFF) ☆ Item ☆ Accounting ☆

Statement #

Part

Search **Clear**

The results are returned in the Item Collection.

Figure 27: Item Collection

Momentum Transaction
1 - 3 of 3 results

Doc Cat	Doc Type	Doc Num	Item Ln #	Actg Ln #	IPAC Schedule Date	Selected For IPAC	Vendor Code	Addr Code	Line Amount	Outstanding Amount	Doc Date	Statement #	Agreement #	Inv #	Business Line
<input checked="" type="radio"/> BD - Billing Document	FDI	FDIG0000423-001		3	02/06/2018	No	33326C	33326C	\$75.00	\$0.00	02/06/2018				FLEET
<input type="radio"/> BD - Billing Document	FDI	FDIG0000423-001		1	02/06/2018	No	33326C	33326C	\$2,347.30	\$0.00	02/06/2018				FLEET
<input type="radio"/> BD - Billing Document	FDI	FDIG0000423-001		2	02/06/2018	No	33326C	33326C	\$775.92	\$0.00	02/06/2018				FLEET
Totals									\$3,198.22	\$0.00					

View Details 10 per page Page 1 of 1

4. Select a detail record.
5. Select the **View Details** dropdown button.
6. Select the **View Document** Button

Figure 28: View Document button

Momentum Transaction
1 - 3 of 3 results

Doc Cat	Doc Type	Doc Num	Item Ln #	Actg Ln #	IPAC Schedule Date	Selected For IPAC	Vendor Code	Addr Code	Line Amount	Outstanding Amount	Doc Date	Statement #	Agreement #	Inv #	Business Line
<input checked="" type="radio"/> BD - Billing Document	FDI	FDIG0000423-001		3	02/06/2018	No	33326C	33326C	\$75.00	\$0.00	02/06/2018				FLEET
<input type="radio"/> BD - Billing Document	FDI	FDIG0000423-001		1	02/06/2018	No	33326C	33326C	\$2,347.30	\$0.00	02/06/2018				FLEET
<input type="radio"/> BD - Billing Document	FDI	FDIG0000423-001		2	02/06/2018	No	33326C	33326C	\$775.92	\$0.00	02/06/2018				FLEET
Totals									\$3,198.22	\$0.00					

View Details 10 per page Page 1 of 1

View Document
View Staging

The IPAC Document opens in a new window.

Figure 29: View Document

Header Accounting Lines Office Addresses Approval Routing Memos Summary View Case History

General

Document Type: FDI | Fleet IPAC BD
 Status: PROCESSED
 Document Number: FDI0000423-001
 Statement Number: G0000423
 Title:
 Billed By:
 Post Code:
 Number of Lines: 3
 Closed Lines: 3
 Agency DUNS Number: 128161432
 Agency DUNS+4:
 Created by: runbatchsumr
 Last Modified by: allroles103
 Bill Generated Flag
 Bill Generated Date: 10/02/2011

Orig Document Date: 09/21/2011
 Last Document Date: 02/06/2018
 Accounting Period: 05/2018
 Reporting Accounting Period: 05/2018
 Last Batch Number:
 Document Classification:
 Security Org: GSA
 Last Modification Number: 0
 Business Line: FLEET

7. Return to the IPAC Outbound Query and select the **View Staging** button.

Figure 30: View Staging button

IPAC Outbound Query

Search Transactions Detail Billings

Basic Search | Advanced Search

Document
 Type: Number (OFF): FDI0000423-001 Item: Accounting:
 Statement #: G0000423 Part: Security Org:
 Vendor Code:

Momentum Transaction
 1 - 3 of 3 results

Doc Cat	Doc Typ	Doc Num	Item Ln #	Actg Ln #	IPAC Schedule Date	Selected For IPAC	Vendor Code	Addr Code	Line Amount	Outstanding Amount	Doc Date	Statement #	Agreement #	Inv #	Business Line
<input checked="" type="radio"/>	BD - Billing Document	FDI	FDI0000423-001	3	02/06/2018	No	33326C	33326C	\$75.00	\$0.00	02/06/2018				FLEET
<input type="radio"/>	BD - Billing Document	FDI	FDI0000423-001	1	02/06/2018	No	33326C	33326C	\$2,347.30	\$0.00	02/06/2018				FLEET
<input type="radio"/>	BD - Billing Document	FDI	FDI0000423-001	2	02/06/2018	No	33326C	33326C	\$775.92	\$0.00	02/06/2018				FLEET
Totals									\$3,198.22	\$0.00					

10 per page | Page 1 of 1

8. The Staging Record preview modal appears.

Figure 31: Staging Record Preview modal

STAGING RECORD x

Staging
No results 🔍 🗑️ 🔄

IPAC DRN	IPAC DRN Dtl Ln Num	IPAC Status	Transaction Set ID	Document Number	Detail Amount	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Acty	SOC	Sub Objc
Totals					\$0.00													

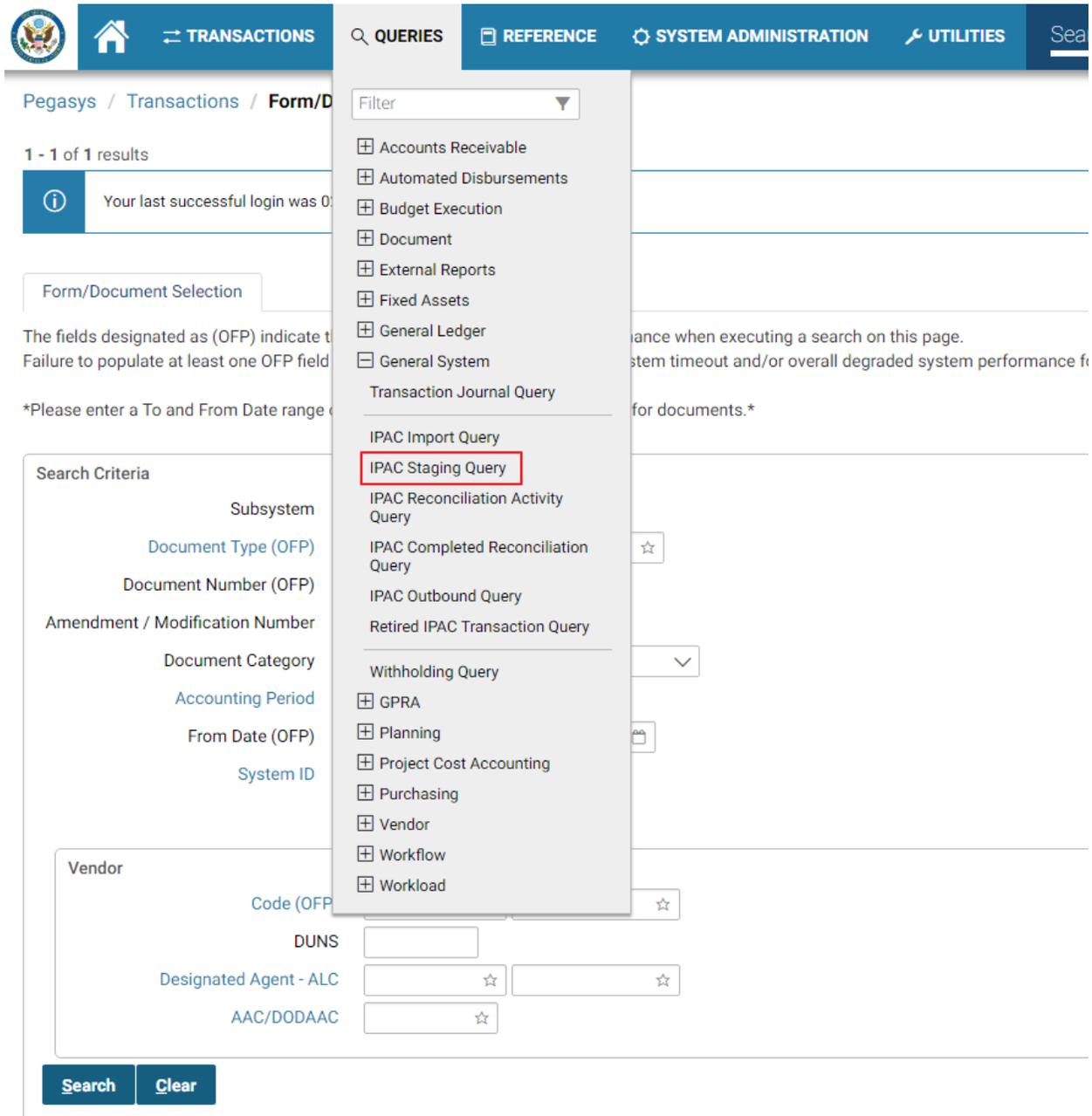
View Staging Detail 10 per page Page 1 of 1

4.6.6 IPAC Staging Query

The IPAC Staging query allows the user to view the status of transactions sent to or received from the Intra-Governmental Payment and Collection (IPAC) System through the IPAC Batch processes.

Queries → General System → IPAC Staging Query.

Figure 32: Navigation to IPAC Staging Query



4.6.6.1 IPAC Staging Query Search Parameters and Results

IPAC Transactions can be queried by a variety of parameters, the basic search criteria are IPAC Document Reference Number (DRN), Outbound Document Type, Outbound Document Number, Import Run Number, Originating ALC, and Customer ALC. The query also supports Advanced Search to allow the customization of queries to search any value from the IPAC Staging record.

Figure 33: IPAC Staging Query Basic Search Criteria

Figure 34: IPAC Staging Query Advanced Search Criteria

The Item Collection of the IPAC Staging Query is scrollable and has flexible columns. This means if the user needs to see a data element, for example, IPAC DRN, first in the item collection they can drag the column and drop it in the correct placement. The user can also expand the columns similar to an Excel spreadsheet. The user can expand the item collection using the arrow symbol in the right corner of the screen. Once expanded, the user can scroll through the item collection fields and move fields around/expand column names.

Figure 35: IPAC Staging Query Item Collection

Figure 36: IPAC Staging Query Item Collection (User Altered)

IPAC Staging Records

No results

<input type="checkbox"/>	Outbound Document Number	IPAC DRN	Import Run Number	IPAC DRN Dtl Ln Num	IPAC Status	IPAC Transaction Type	IPAC Assignee	Detail Amount	Originating ALC	Customer ALC	Accomplish Date	Actg Date	SNDR DO	Vendor Code	Addr Code	Outbound Document Category	Outbound Document Type
Totals																	

Details | New | Copy | Go to IPAC Queries | Delete | Update Status | 10 per page | Page 1 of 1

4.6.6.2 IPAC Staging Query Details

The IPAC Staging Query Details default button will show all the IPAC Staging Fields and allow modification of IPAC Detail Information. The Details dropdown button supports 5 different actions when selecting a record:

- The **Import** option will launch a Modal window to view if and where this IPAC Staging record has been through the IPAC Import batch process.
- The **Outbound** preview option will launch a Modal window to view if and where this IPAC Staging record came from a Pegasys Transaction that GSA/USDA initiated.
- The **Staging History** option will launch a Modal window to view if and how this IPAC Staging record has been changed.
- The **Reconciliation** preview option will launch a Modal window to view if and how this IPAC Staging record has been Reconciled.
- The **Reconciliation History** preview option will launch a Modal window to view if and how this IPAC Staging record has been changed in Reconciliation.

Figure 37: IPAC Staging Query Detail

IPAC Staging Query

Basic Search | Advanced Search

IPAC DRN (OFF) MIC03815 | Import Run Number | Originating ALC | ☆

Outbound Document Type | Outbound Document Number (OFF) | Customer ALC | ☆

Search | Clear

IPAC Staging Records

1 - 1 of 1 results

<input type="checkbox"/>	IPAC DRN	Import Run Number	IPAC DRN Dtl Ln Num	IPAC Status	IPAC Transaction Type	IPAC Assignee	Detail Amount	Originating ALC	Customer ALC	Accomplish Date	Actg Date	SNDR DO	Vendor Code	Addr Code	Outbound Document Category	Outbound Document Type	Outbound Document Number	Outbound Line Number	Outbound Crosswalk Indicator	Outbound Crosswalk Date
<input checked="" type="checkbox"/>	MIC03815			Ready for IPAC			\$12,602.64	47000016	97008003				097077	097077	BD	MDI	MDMIC03815-001		Completed	09/20/2017
Totals							\$12,602.64													

Details | New | Copy | Go to IPAC Queries | Delete | Update Status | 10 per page | Page 1 of 1

Import
Outbound
History
Reconciliation
Reconciliation History

4.6.6.3 Executing a Query using the IPAC Staging Query

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

Steps to Execute a Query Using IPAC Staging Query:

1. Navigate to Queries → General System → IPAC Staging Query
The IPAC Staging Query page is displayed.

Figure 38: IPAC Staging Query - Executing a Query

The screenshot shows the 'IPAC Staging Query' interface. At the top, there are navigation links: 'Pegasys / Queries / General System / IPAC Staging Query'. Below this is a search bar with 'IPAC Staging Query' entered. The search bar has two tabs: 'Basic Search' and 'Advanced Search'. Under 'Basic Search', there are several input fields: 'IPAC DRN (OFF)' (empty), 'Outbound Document Type' (empty), 'Import Run Number' (empty), 'Outbound Document Number (OFF)' (empty), 'Originating ALC' (empty), and 'Customer ALC' (empty). There are 'Search' and 'Clear' buttons. Below the search bar, it says 'IPAC Staging Records' and 'No results'. A table with 18 columns is shown, including 'IPAC DRN', 'Import Run Number', 'IPAC DRN Dtl Ln', 'IPAC Status', 'IPAC Transaction Type', 'IPAC Assignee', 'Detail Amount', 'Originating ALC', 'Customer ALC', 'Accomplished Date', 'Actg Date', 'SNDR DO', 'Vendor Code', 'Addr Code', 'Outbound Document Category', 'Outbound Document Type', 'Outbound Document Number', 'Outbound Line Number', 'Outbound Crosswalk Indicator', 'Outbound Crosswalk Date', and 'Inbound Crosswalk Date'. A 'Totals' row shows '\$0.00' in the 'Detail Amount' column. At the bottom, there are buttons for 'Details', 'New', 'Copy', 'Go to IPAC Queries', 'Delete', and 'Update Status', along with pagination information: '10 per page', '<< Page 1 of 1 >>'.

2. Enter the desired and appropriate **Search Criteria**. At a minimum, enter the **IPAC DRN** If known, enter the **Outbound Document Type**, and **Outbound Document Number**.

Figure 39: IPAC Staging Query IPAC DRN

This screenshot is similar to Figure 38, but the 'IPAC DRN (OFF)' field now contains the value 'MIC03815'. The other fields remain empty. The 'Search' and 'Clear' buttons are still present.

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 40: Search Button - Executing IPAC Staging Query

This screenshot is similar to Figure 39, but the 'Search' button is now highlighted with a red box, indicating it has been selected.

The results are returned in the Item Collection.

Figure 41: Item Collection - IPAC Staging Query

IPAC Staging Records
1 - 1 of 1 results

IPAC DRN	Import Run Number	IPAC DRN Dtl Ln Num	IPAC Status	IPAC Transaction Type	IPAC Assignee	Detail Amount	Originating ALC	Customer ALC	Accomplished Date	Actg Date	SNDR DO	Vendor Code	Addr Code	Outbound Document Category	Outbound Document Type	Outbound Document Number	Outbound Line Number	Outbound Crosswalk Indicator	Outbound Crosswalk Date	
<input checked="" type="checkbox"/>	MIC03815		Ready for IPAC			\$12,602.64	47000016	97008003				097077	097077	BD	MDI	MDMIC03815-001		Completed	09/20/2017	
Totals						\$12,602.64														

10 per page | Page 1 of 1

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

Figure 42: Details Button -IPAC Staging Query

IPAC Staging Records
1 - 1 of 1 results

IPAC DRN	Import Run Number	IPAC DRN Dtl Ln Num	IPAC Status	IPAC Transaction Type	IPAC Assignee	Detail Amount	Originating ALC	Customer ALC	Accomplished Date	Actg Date	SNDR DO	Vendor Code	Addr Code	Outbound Document Category	Outbound Document Type	Outbound Document Number	Outbound Line Number	Outbound Crosswalk Indicator	Outbound Crosswalk Date	
<input checked="" type="checkbox"/>	MIC03815		Ready for IPAC			\$12,602.64	47000016	97008003				097077	097077	BD	MDI	MDMIC03815-001		Completed	09/20/2017	
Totals						\$12,602.64														

10 per page | Page 1 of 1

6. The IPAC Staging Query Detail Page is displayed.

Figure 43: IPAC Staging Query Detail - on IPAC Query Execution

Pegasys / Queries / General System / IPAC Staging Query / IPAC Staging Query Detail

IPAC Staging Query Detail

Expand All

Transaction Info Details

Originating ALC: 47000016	Actg Date: <input type="text"/>	IPAC Transaction Type: <input type="text"/>
Customer ALC: 97008003	Accomplished Date: <input type="text"/>	IPAC DRN Amount: \$0.00
Submitter ALC: <input type="text"/>	Accounting Period: <input type="text"/>	Number of Detail Items: <input type="text"/>
Sender DO Symbol: <input type="text"/>	IPAC DRN: MIC03815	FY Obligation ID: <input type="text"/>
	Treas Trans ID: <input type="text"/>	

IPAC Interface Activity

Import Run Number: <input type="text"/>	Transaction Set ID: 810	Security Org: GSA	Confirmation Flag: False
Import Run Date: <input type="text"/>	Outbound Crosswalk Date: 09/20/2017	Outbound Crosswalk Indicator: C	IPAC Assignee: <input type="text"/>
Last Modified By: allroles103	Inbound Crosswalk Date: <input type="text"/>	Outbound Crosswalk Run Number: 0201709200008	TPI Flag: <input type="text"/>
	IPAC Rejection Date: <input type="text"/>	Inbound Crosswalk Run Number: <input type="text"/>	Detail Billing Record Identifier: <input type="text"/>

Transaction Level Details

* IPAC Status: Ready for IPAC IPAC Submission Date: <input type="text"/>	Contracts Number: R6MANUAL Contracts Line Item: NA	IPAC DRN Dtl Ln Num: <input type="text"/> Unit of Issue: <input type="text"/>
---	---	--

7. **NOTE:** the IPAC Staging record can be modified on this page. If any modifications are made, the user should then select the Save button to save their changes.

Figure 44: Save Button - IPAC Staging Detail

Pegasys / Queries / General System / IPAC Staging Query / IPAC Staging Query Detail

IPAC Staging Query Detail Expand All

- Transaction Info Details

Originating ALC	47000016	Actg Date	<input type="text"/>	IPAC Transaction Type	<input type="text"/>
Customer ALC	97008003	Accomplished Date	<input type="text"/>	IPAC DRN Amount	\$0.00
Submitter ALC	<input type="text"/>	Accounting Period	<input type="text"/>	Number of Detail Items	<input type="text"/>
Sender DO Symbol	<input type="text"/>	IPAC DRN	MIC03815	FY Obligation ID	<input type="text"/>
		Treas Trans ID	<input type="text"/>		

- IPAC Interface Activity

Import Run Number	<input type="text"/>	Transaction Set ID	810	Security Org	GSA	Confirmation Flag	False
Import Run Date	<input type="text"/>	Outbound Crosswalk Date	09/20/2017	Outbound Crosswalk Indicator	C	IPAC Assignee	<input type="text"/>
Last Modified By	allroles103	Inbound Crosswalk Date	<input type="text"/>	Outbound Crosswalk Run Number	0201709200008	TPI Flag	<input type="text"/>
		IPAC Rejection Date	<input type="text"/>	Inbound Crosswalk Run Number	<input type="text"/>	Detail Billing Record Identifier	<input type="text"/>

- Transaction Level Details

Transaction Level Main Details		Contracts Number	R6MANUAL	IPAC DRN Dtl Ln Num	<input type="text"/>
IPAC Status	Ready for IPAC	Contracts Line Item	NA	Unit of Issue	<input type="text"/>
IPAC Submission Date	<input type="text"/>				

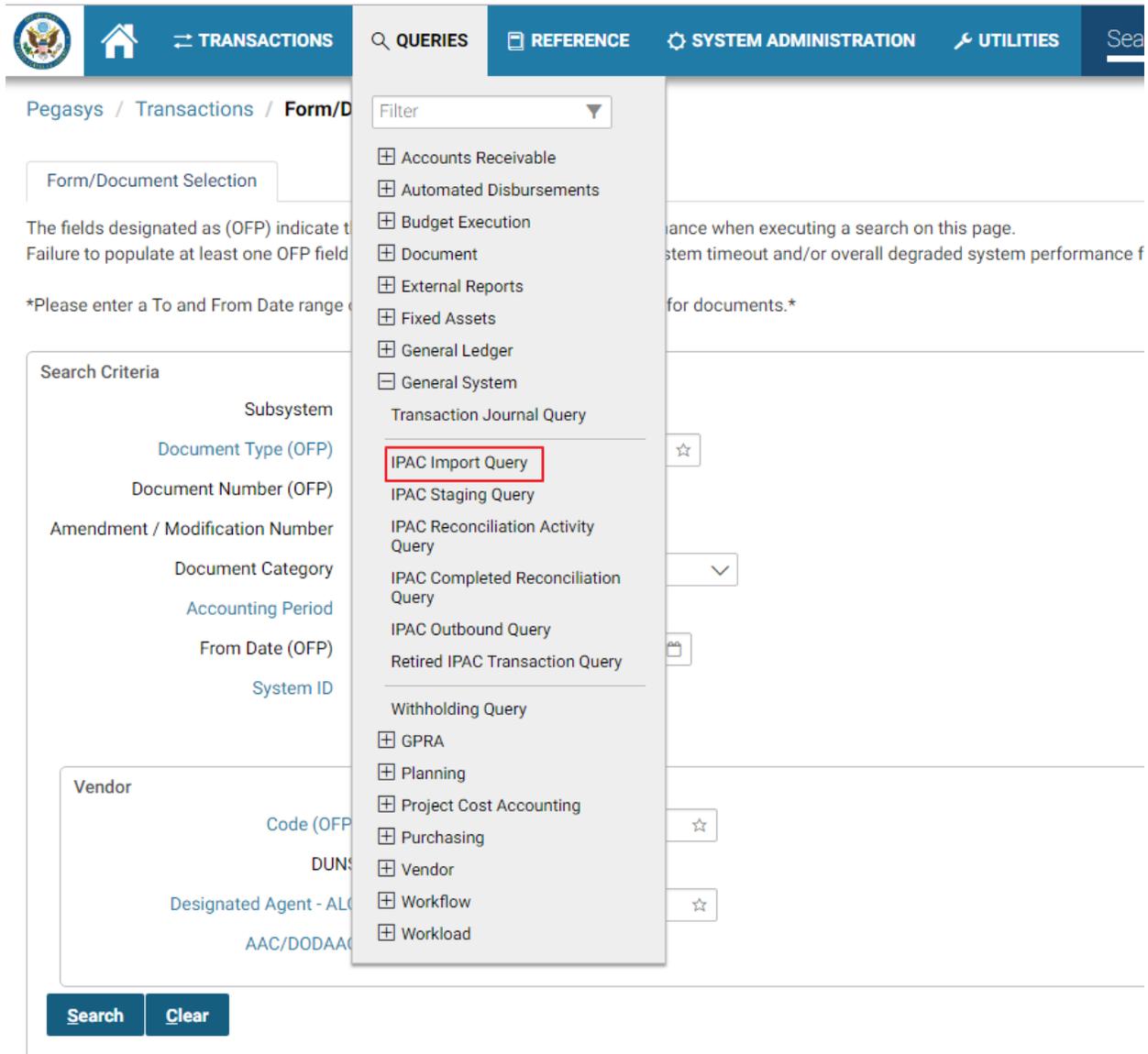
Audit Save

4.6.7 IPAC Import Query

The IPAC Import query allows the user to view transactions downloaded from the Intra-Governmental Payment and Collection (IPAC) System through the IPAC Import Batch Process (GSIPACIMP) and preserves the information that came from Treasury.

Queries → General System → IPAC Import Query.

Figure 45: Navigation to IPAC Import Query



4.6.7.1 IPAC Import Query Search Parameters and Results

The records can be queried by a variety of parameters, the basic search criteria are IPAC Document Reference Number (DRN), Import Run ALC, Import Run Number, Partition, Originating ALC, and Customer ALC. The query also supports Advanced Search to allow the customization of queries to search any value from the IPAC Import record.

Figure 46: IPAC Import Query Basic Search Criteria

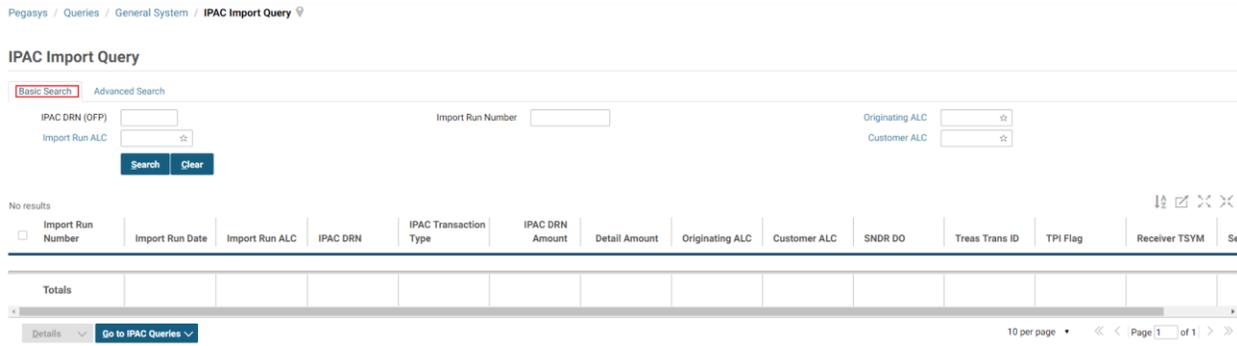
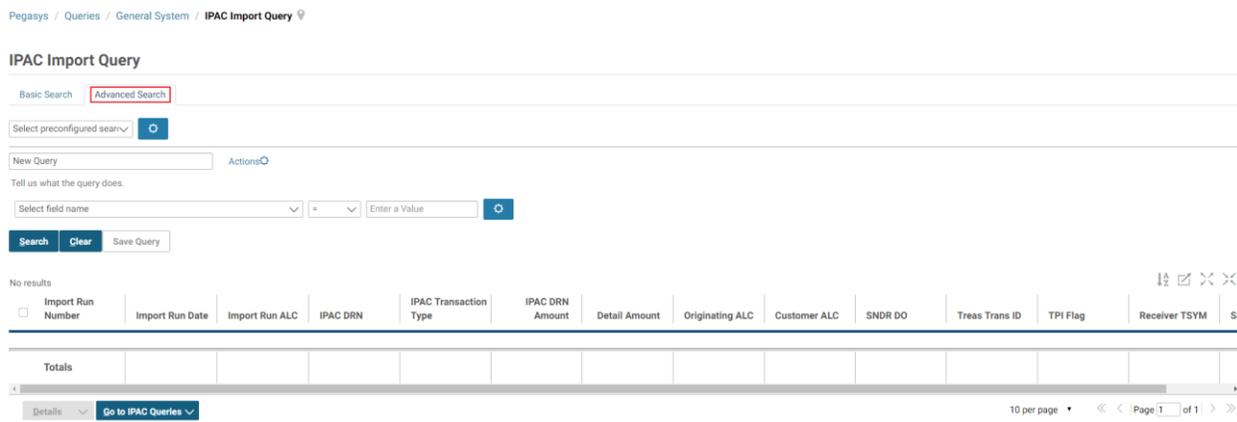


Figure 47: IPAC Import Query Advanced Search Criteria



The Item Collection of the IPAC Import Query is scrollable and has flexible columns. This means if the user needs to see a data element, for example, Import Run Number, first in the item collection they can drag the column and drop it in the correct placement. The user can also expand the columns similar to an Excel spreadsheet. The user can expand the item collection using the arrow symbol in the right corner of the screen. Once expanded, the user can scroll through the item collection fields and move fields around/expand column names.

Figure 48: IPAC Import Query Item Collection

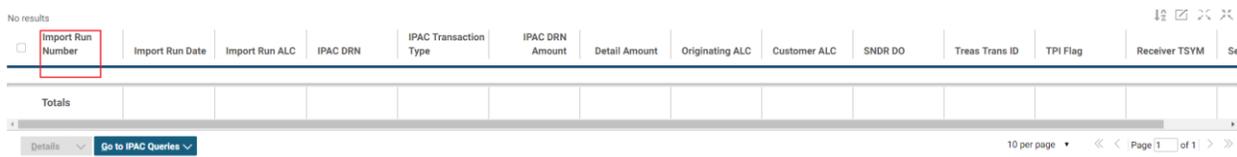
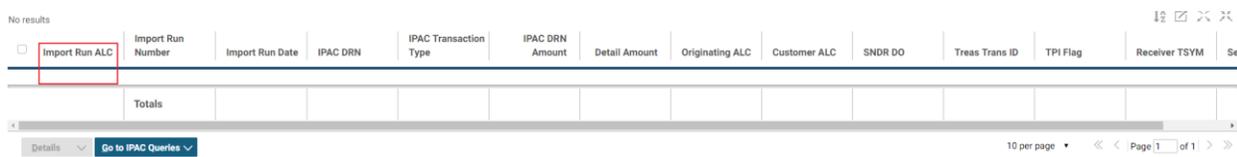


Figure 49: IPAC Import Query Item Collection (User Altered)



4.6.7.2 IPAC Import Query Details

The IPAC Import Query Details default button launches a Modal window to view the Treasury IPAC fields that came in from the IPAC Accomplishment File. The Details dropdown button supports 2 different actions when selecting a record:

- The **Import Details** option will add additional Pegasys IPAC details in addition to the Treasury IPAC information, such as Import Run Date, Import Run ALC, and Trading Partner Initiated flag that are set by the IPAC Import batch process.
- The **Staging** preview option will launch a Modal window to view if and where this IPAC Import record has been crosswalked.

Fields sent by IPAC on the Accomplishment file include:

Table 1: IPAC Fields

IPAC Field Name	Description
Transaction ID	Unique per IPAC Document Identifier in each file received from Treasury. It is a 16 character ID assigned to each transaction.
Submitter ALC	Submitter Agency Location Code - not commonly used and will usually be set to 0 on an incoming file.
IPAC Field Name	Description
Originating ALC	Originating Agency Location Code (ALC) - to uniquely identify reporting/accounting sources. The ALC sending the payment, collection, adjustment, or zero dollar transaction.
Customer ALC	Customer Agency Location Code (ALC) - the ALC that will receive the payment, collections, adjustment or zero dollar transaction.
Contact Name	Transaction Contact Name.
Contact Email Address	Transaction Contact Email Address.
Contact Phone Number	Transaction Contact Phone Number.
Summary Amount	Summary \$ of all details.
Number of Detail Items	Total number of all detail lines.
Accomplished Date	For inter-agency transfer payments, the date the direct fund transfer actually occurred at Treasury.
Accounting Date	Date of the transaction in Pegasys. Normally the Accounting Date and the Accomplished date will be a few days apart.

IPAC Field Name	Description
Detail Line Number	This refers to the Accounting Line Number. If there are 10 accounting lines on one BD then these rows would be numbered 1-10. If there were 10 BD's with one accounting line each then all rows would be numbered with a 1 in this field.
Contract Number	Unique number used to identify a contract between two trading partners.
IPAC Field Name	Description
Purchase Order Number	Does not correspond to a Pegasys Field Name but will be populated. May be populated with the value 'not provided'.
CLIN	Contract Line Item Number.
Invoice Number	Identification number of the invoice sent by the biller listing the services rendered.
Requisition Number	Identifies a requisition between two trading partners. Identified by the person entering the transaction.
Quantity	The number of units to determine total price.
Unit of Issue	Units by which goods and services are measured. Common Values: <ul style="list-style-type: none"> • EA = each • DZ = dozen • BX = box • TN = ton • RO = roll
Unit Price	Price per unit of product, service, commodity, etc.
Detail Amount	Amount.
Pay Flag	Indicates whether the payment is Final or Partial. Valid Values: <ul style="list-style-type: none"> • F - Final • P - Partial
FY Obligation ID	<ul style="list-style-type: none"> • C - Current Fiscal Year obligation • P - Prior Fiscal Year obligation • Not Applicable
IPAC Field Name	Description
Receiver Treasury Account Symbol	Account Number assigned by Treasury to classify Agency Transactions.

IPAC Field Name	Description
Receiver BETC	Receiver Business Event Type Codes - field used to identify type of event that is recorded against a Treasury Acct Symbol (TAS) and to implement GWA business rules for the posting of events to the TAS.
Receiver DUNS	Receiver Data Universal Numbering System - unique identifier for individual business locations for federal vendors and federal customers.
Receiver DUNS+ 4	Receiver Data Universal Numbering System+ 4 - an identifier that along with the 9 digit DUNS, more specifically identifies individual business locations for federal vendors and federal customers.
Sender Treasury Account Symbol	The account number assigned by Treasury to classify Agency transactions.
Sender BETC	Sender Business Event Type Codes - field used to identify the type of event that is recorded against a TSYM and to implement GWA business rules for the posting of events to TAS.
Sender DUNS	Sender Data Universal Numbering System - unique identifier for individual business locations for federal vendors and federal customers.
Sender DUNS+4	Sender Data Universal Numbering System+ 4 - an identifier that along with the 9 digit DUNS, more specifically identifies individual business locations for federal vendors and federal customers.
IPAC Field Name	Description
Receiver Department Code	2 digit number identifying the Federal Government Department.
Accounting Classification Code	Accounting Classification Code (ACL/CD) - the code/number that identifies a project or mission and is supplied to the biller by the customer on the original request for goods or services.
ACRN	Accounting Classification Reference Number - identifies a line of accounting on a contract.
Job Project Number	Not a Pegasys Specific/Required field.
JAS Number	Combination of Job Order Number, Accounting Classification Record Number and Site - ID.
Fiscal Station Number	Subdivision of an Agency Location Code, an accounting station.
Obligating Document Number	The billing agency's internal accounting document associated with a specific bill or disbursement.

IPAC Field Name	Description
ACT Trace Number	Accounting Trace Number- user assigned identification number. Enables back end systems to match up transactions.
Description	Sufficient information to describe and support the transaction.
Miscellaneous Information	Additional miscellaneous transaction information.
Transaction Type	Will be C, P, or A based on whether the transaction being created is Collection, Payment, or Adjustment.
IPAC Field Name	Description
IPAC Document Reference Number	This is the IPAC Document Reference Number on the original Billing Documents Staging Record. The majority of the time, on an input file this will correspond the statement number of the original BD. NOTE: The IPAC Document Identifier field on a CB transaction will be newly created unique identifier for the transaction as IPAC Document Reference Numbers cannot be reused by Treasury's IPAC system.
Sender DO Symbol	Sender Disbursing Office (DO) Symbol - this is the Disbursing Office symbol of the agency initiating the transaction. For a Collection this will match the DO on the BD's Header. On an Adjustment, this may be the DO of the agency initiating the Chargeback.
DODACC	DoD Activity Address Code.
Transaction Contact	Not a Pegasys Specific/Required field.
Transaction Contact Phone	Not a Pegasys Specific/Required field.
Voucher Number	Used on Chargeback (CB) Files: Will typically match the IPAC Document Identifier field on the CB transaction. The IPAC Document Identifier field on a CB transaction will be newly created unique identifier for the transaction as IPAC Document Reference Numbers cannot be reused by Treasury's IPAC system.
Original DO Symbol	Original Disbursing Office (DO) Symbol - this is the DO symbol of the agency that initiated the original transaction. In the case of a Payment or Collection Adjustment this will be GSA's DO Symbol.
Original Accomplished Date	Used on Chargeback Files: Corresponds to the Accomplished Date on the Original Transaction (on a BD or IP, dependent upon whether it is a collection adjustment or a payment adjustment).

IPAC Field Name	Description
Original Accounting Date	Used on Chargeback Files: Corresponds to the Accounting Date on the Original Transaction (on a BD or IP, dependent upon whether it is a collection adjustment or a payment adjustment).
Original Document Reference Number	Used on Chargeback Files: Corresponds to the IPAC Document Reference Number on the Original Transaction's Article (on a BD or IP, dependent upon whether it is a collection adjustment or a payment adjustment). The majority of the time this will correspond to the Statement Number of the original transaction.
Original Transaction Type	Used on Chargeback Files: This will correspond to the Transaction type of the original BD or IP. Will be a C, P, or A based on whether the transaction being referenced was a Collection, Payment, or Adjustment.
Sender SGL Comment	Sender US Standard General Ledger Comment - Not a Pegasys Specific/Required field.
Receiver SGL Comment	Receiver US Standard General Ledger Comment - Not a Pegasys Specific/Required field.
SGL Number 1	United States Standard General Account Number.
SGL Sender/Receiver Flag 1	'S' = Sender SGL info and 'R' = Receiver SGL info
SGL Federal Flag 1	'F' = Federal flag or 'N'= Nonfederal flag
IPAC Field Name	Description
SGL Debit/Credit Flag 1	Credit/Debit Flag. (C or D)
SGL Amount 1 ***SGL fields are repeated to allow for up to 16 fields to be mapped	Amount.

Figure 50: IPAC Import Query Detail Button

1 - 2 of 2 results

Import Run ALC	Import Run Number	Import Run Date	IPAC DRN	IPAC Transaction Type	IPAC DRN Amount	Detail Amount	Originating ALC	Customer ALC	SNDR DO	Treas Trans ID	TPI Flag	Receiver TSYM	Sender TSYM
<input checked="" type="checkbox"/>	47000016	A201802120003	02/12/2018	785Z2T1	Payment	\$1,099.99	\$1,099.99	00008522	47000016	X0109	19593791	T	047 X4534001 097 X4930002
<input type="checkbox"/>	47000016	A201802120003	02/12/2018	785Z2T2	Payment	\$2,099.99	\$2,099.99	00008522	47000016	X0109	19593792	T	047 X4534001 097 X4930002
Totals					Totals		\$3,199.98	\$3,199.98					

10 per page << < Page 1 of 1 >>

Import Details

Staging

4.6.7.3 Executing a Query using the IPAC Import Query

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

Steps to Execute a Query Using IPAC Import Query:

1. Navigate to Queries → General System → IPAC Import Query
The IPAC Import Query page is displayed.

Figure 51: IPAC Import Query

The screenshot shows the 'IPAC Import Query' interface. At the top, there are navigation links: 'Pegasys / Queries / General System / IPAC Import Query'. Below this, the page title 'IPAC Import Query' is displayed. There are two tabs: 'Basic Search' and 'Advanced Search'. The search form includes fields for 'IPAC DRN (OFF)', 'Import Run ALC', 'Import Run Number', 'Originating ALC', and 'Customer ALC'. There are 'Search' and 'Clear' buttons. Below the search form, it says 'No results'. A table with 14 columns is shown, including 'Import Run Number', 'Import Run Date', 'Import Run ALC', 'IPAC DRN', 'IPAC Transaction Type', 'IPAC DRN Amount', 'Detail Amount', 'Originating ALC', 'Customer ALC', 'SNDR DO', 'Tress Trans ID', 'TPI Flag', 'Receiver TSYM', and 'Sende'. A 'Totals' row is also present. At the bottom, there are pagination controls showing '10 per page' and 'Page 1 of 1'.

2. Enter the desired and appropriate **Search Criteria**. At a minimum, enter the **Import Run Number** If known, enter the **IPAC DRN**, and **Import Run ALC**.

Figure 52: IPAC Import Query Import Run Number

This screenshot is similar to Figure 51, but the 'Import Run Number' field is highlighted with a red border and contains the value 'A201802120003'. The 'Search' button is also highlighted with a red border.

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 53: Search Button on IPAC Import Query

This screenshot is similar to Figure 52, but the 'Search' button is highlighted with a red border. The 'Import Run Number' field still contains 'A201802120003'.

The results are returned in the Item Collection.

Figure 54: Item Collection Results on IPAC Import Query

1 - 2 of 2 results

Import Run Number	Import Run Date	Import Run ALC	IPAC DRN	IPAC Transaction Type	IPAC DRN Amount	Detail Amount	Originating ALC	Customer ALC	SNDR DO	Treas Trans ID	TPI Flag	Receiver TSYM	Sender TSYM
<input checked="" type="checkbox"/> A201802120003	02/12/2018	47000016	785I2ZT1	Payment	\$1,099.99	\$1,099.99	00008522	47000016	X0109	19593791	T	047 X4534001	097 X4930002
<input type="checkbox"/> A201802120003	02/12/2018	47000016	785I2ZT2	Payment	\$2,099.99	\$2,099.99	00008522	47000016	X0109	19593792	T	047 X4534001	097 X4930002
Totals					\$3,199.98	\$3,199.98							

10 per page Page 1 of 1

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

Figure 55: Details Button on IPAC Import Query

1 - 2 of 2 results

Import Run Number	Import Run Date	Import Run ALC	IPAC DRN	IPAC Transaction Type	IPAC DRN Amount	Detail Amount	Originating ALC	Customer ALC	SNDR DO	Treas Trans ID	TPI Flag	Receiver TSYM	Sender TSYM
<input checked="" type="checkbox"/> A201802120003	02/12/2018	47000016	785I2ZT1	Payment	\$1,099.99	\$1,099.99	00008522	47000016	X0109	19593791	T	047 X4534001	097 X4930002
<input type="checkbox"/> A201802120003	02/12/2018	47000016	785I2ZT2	Payment	\$2,099.99	\$2,099.99	00008522	47000016	X0109	19593792	T	047 X4534001	097 X4930002
Totals					\$3,199.98	\$3,199.98							

10 per page Page 1 of 1

The IPAC Import Query Detail Page is displayed.

Figure 56: IPAC Import Query Detail

DETAILS FIELDS

Transaction Information

Originating ALC 00008522	Customer ALC 47000016	Submitter ALC 00008522	IPAC Transaction Type P
IPAC DRN 785I2ZT1	IPAC DRN Amount \$1,099.99	Treas Trans ID 19593791	FY Obligation ID
Accomplished Date 02/08/2018	Act Date 02/28/2018	Number of Detail Items 1	Sender DO Symbol X0109
Contact Name George Gee	Contact E-mail George.Gee.civ@mail.mil	Contact Phone 2162047645	

Transaction Detail Information

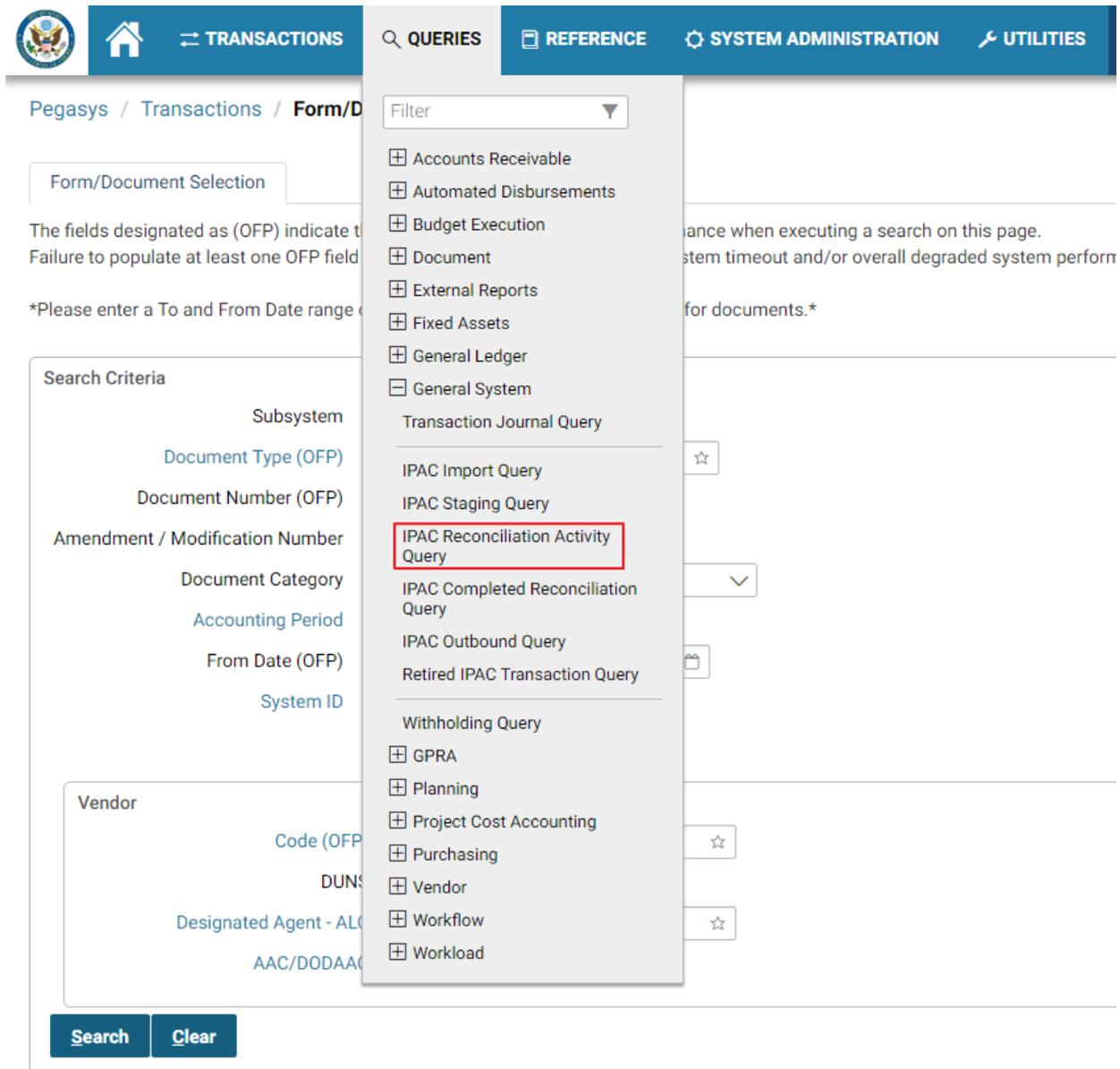
IPAC DRN DJ Ln Num 1	Receiver TSYM 047 X4534001	Receiver DUNS 	Sender TSYM 097 X4930002	Sender DUNS
Receiver BETC DISB	Receiver DUNS+4 	Invoice Number E0025893	Sender BETC COLL	Sender DUNS+4
Purchase Order Number TEST1	Requisition Number N/A	Job(Project) Number N/A	JAS Number N/A	Contracts Line Item Number N/A
Obligating Document Number TEST2	Quantity 1.000000	Unit Price \$1,099.99	Detail Amount \$1,099.99	Voucher Number
ACT Trace Number 	Unit of Issue EA	Pay Flag Partial	Receiver Department Code 47	Detail Amount
ACRN	Actn Classification Code	FSN/AAA/ADSN	AAC/DODAAC	

4.6.8 IPAC Reconciliation Activity Query

The IPAC Reconciliation Activity Query is used to review and reconcile the IPAC Details from Treasury to Pegasys Transactions. Within the query, users are able to reconcile, un-reconcile, review and add Correspondence to the records.

Queries → General System → IPAC Reconciliation Activity Query.

Figure 57: Navigation to IPAC Reconciliation Activity Query



4.6.8.1 IPAC Reconciliation Activity Query Search Parameters and Results

The IPAC Reconciliation Activity Query has two sides: IPAC Staging and Pegasys Transaction. The records can be queried by searching IPAC Staging records and then searching for Pegasys Transaction Lines to reconcile or compare. The query also supports Advanced Search to allow the customization of queries to search any value from the IPAC Staging record.

Figure 58: IPAC Reconciliation Activity Query Search Criteria

Pegasys / Queries / General System / IPAC Reconciliation Activity Query

IPAC Reconciliation Activity Query

IPAC Staging

Basic Search Advanced Search

IPAC DRN (OFP)

IPAC Transaction Type

Accomplished Date

*** IPAC Status**

Customer ALC

Originating ALC

Search **Clear**

Pegasys Transaction

Search Transactions Detail Billings

Basic Search Advanced Search

Document

Type (OFP)

Number (OFP)

Item

Accounting

Vendor Code

Part

Security Org

Search **Clear**

IPAC Staging Records

No results

IPAC DRN	Import Run Number	IPAC DRN Dtl Ln Num	Originating ALC	Customer ALC	Detail Amount	IPAC Status	IPAC Transaction Type
No results							

Potential Matching Lines

No results

Doc Type	Doc Num	Item Ln #	Actg Ln #	Vendor Code	Addr Code	Outstanding Amount	Refd Am	Doc Date	State
No results									

4.6.8.2 IPAC Reconciliation Activity Query Details

The IPAC Reconciliation Activity Query is used to review and reconcile the IPAC Details from Treasury to Pegasys Transactions. The IPAC Staging side supports several Reconcile and Detail actions when selecting a record. The Pegasys Transaction side allows the search of Transaction Lines to match IPAC details from the IPAC Staging side.

IPAC Staging Reconcile actions:

- **Auto-Reconcile** - Pegasys will attempt to locate matches for the IPAC Staging Record and perform reconciliation.
- **Suggest Matches** - Pegasys will refresh the Momentum Transaction side and locate all records that meet the matching criteria for the IPAC Staging record selected.
- **Reconcile with Selected** - Pegasys will create an IPAC Reconciliation Record for the match.
- **Reconcile without Match** - Pegasys will create an IPAC Reconciliation Record for the transaction.
- **Reclassify Selected Match** - Pegasys will determine if the IPAC Staging’s Receiver Treasury Symbol/BETC is equal to the selected lines Momentum’s Treasury Symbol/BETC.

Figure 59: IPAC Staging Reconcile Actions

IPAC Staging Records
1 - 1 of 1 results

IPAC DRN	Import Run Number	IPAC DRN Dtl Ln Num	Originating ALC	Customer ALC	Detail Amount	IPAC Status	IPAC Transaction Type	IPAC Assignee
94119835	A201711290009	1	97000005	47000016	\$5,359.35	Ready for IPAC Recon	Payment	
Totals					\$5,359.35			

10 per page Page 1 of 1

Reconcile Details Save

- Auto-Reconcile
- Suggest Matches
- Reconcile with Selected
- Reconcile without Match
- Reclassify Selected Match

IPAC DRN	IPAC DRN Dtl Ln Num	Doc Num	Mtc Doc Typ	Mtch Doc Num	Mtc Item Ln #
----------	---------------------	---------	-------------	--------------	---------------

IPAC Staging Detail actions:

- The **Details** default button will show all the IPAC Staging Fields and allow modification of IPAC Detail Information
- The **Import** option will launch a Modal window to view if and where this IPAC Staging record has been through the IPAC Import batch process.
- The **Outbound** preview option will launch a Modal window to view if and where this IPAC Staging record came from a Pegasys Transaction that GSA/USDA initiated.
- The **Staging History** option will launch a Modal window to view if and how this IPAC Staging record has been changed.
- The **Reconciliation History** preview option will launch a Modal window to view if and how this IPAC Staging record has been changed in Reconciliation.

Figure 60: IPAC Staging Details Actions

IPAC Staging Records
1 - 1 of 1 results

IPAC DRN	Import Run Number	IPAC DRN Dtl Ln Num	Originating ALC	Customer ALC	Detail Amount	IPAC Status	IPAC Transaction Type	IPAC Assignee
94119835	A201711290009	1	97000005	47000016	\$5,359.35	Ready for IPAC Recon	Payment	
Totals					\$5,359.35			

Reconcile ▾ Details ▾ Save ... 10 per page ▾ Page 1 of 1

Reconciliation M
No results

- Import
- Outbound
- History
- Reconciliation History

4.6.8.3 Executing a Query using the IPAC Reconciliation Activity Query

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

Steps to Execute a Query Using IPAC Reconciliation Activity Query:

1. Navigate to Queries → General System → IPAC Reconciliation Activity Query
The IPAC Reconciliation Activity Query page is displayed.

Figure 61: IPAC Reconciliation Activity Query

The screenshot shows the 'IPAC Reconciliation Activity Query' page. It features two main search panels: 'IPAC Staging' and 'Pegsys Transaction'. The 'IPAC Staging' panel includes fields for 'IPAC DRN (OFF)', 'IPAC Transaction Type', 'Accomplished Date', '* IPAC Status', 'Customer ALC', and 'Originating ALC'. The 'Pegsys Transaction' panel includes fields for 'Document Type (OFF)', 'Number (OFF)', 'Item', 'Accounting', 'Vendor Code', 'Part', and 'Security Org'. Below these panels are two empty tables: 'IPAC Staging Records' and 'Potential Matching Lines', both showing 'No results'.

2. Enter the desired and appropriate **Search Criteria**. At a minimum, enter the **IPAC DRN on the IPAC Staging Side**. If known, select the appropriate IPAC Status.

Figure 62: IPAC Reconciliation Activity Query IPAC Staging - IPAC DRN

This screenshot shows the same interface as Figure 61, but with search criteria entered. In the 'IPAC Staging' panel, the 'IPAC DRN (OFF)' field contains '94119835' and the '* IPAC Status' dropdown is set to 'Ready for IPAC Recon'. Both the input field and the dropdown menu are highlighted with red boxes. The 'Pegsys Transaction' panel remains empty. The tables below still show 'No results'.

3. Select the **Search** button.

Figure 63: Search Button on IPAC Reconciliation Activity Query

IPAC Reconciliation Activity Query

IPAC Staging

Basic Search Advanced Search

IPAC DRN (OFF) * IPAC Status

IPAC Transaction Type Customer ALC

Accomplished Date Originating ALC

The results are returned in the IPAC Staging Item Collection.

Figure 64: Item Collection Area on IPAC Reconciliation Activity Query

IPAC Staging Records

1 - 1 of 1 results

IPAC DRN	Import Run Number	IPAC DRN Dtl Ln Num	Originating ALC	Customer ALC	Detail Amount	IPAC Status	IPAC Transaction Type	IPAC Assignee
<input type="radio"/> 94119835	A201711290009	1	97000005	47000016	\$5,359.35	Ready for IPAC Recon	Payment	
Totals					\$5,359.35			

 ... 10 per page << < Page 1 of 1 > >>

4. Select a returned record.
5. Select the **Details** default button.

Figure 65: Details Button on IPAC Reconciliation Activity Query

IPAC Staging Records
1 - 1 of 1 results

IPAC DRN	Import Run Number	IPAC DRN Dtl Ln Num	Originating ALC	Customer ALC	Detail Amount	IPAC Status	IPAC Transaction Type	IPAC Assignee
94119835	A201711290009	1	97000005	47000016	\$5,359.35	Ready for IPAC Recon	Payment	
Totals					\$5,359.35			

10 per page Page 1 of 1

The IPAC Staging Details Page is displayed.

Figure 66: IPAC Staging Detail Fields

STAGING DETAILS FIELDS

Transaction Info Details

Sender DO Symbol: X0109
 Actg Date:
 IPAC DRN Amount: \$5,359.35
 Number of Detail Items: 1
 FY Obligation ID:

IPAC Interface Activity

Transaction Set ID:
 Confirmation Flag: False
 IPAC Assignee:
 Security Org: GSA

Transaction Level Details

Transaction Level Main Details

* IPAC Status: Ready for IPAC Recon Invoice Number: EIOCB6B IPAC DRN Dtl Ln Num: 1 ACT Trace Number: <input type="text"/> ACRN: EIOCB6B Actg Classification Code: 1416 Accounting Period: <input type="text"/> Security Org: GSA Job(Project) Number: EIOCB6B JAS Number: NA	Contracts Number: NA Contracts Line Item Number: NA Contracting Officer Login ID: <input type="text"/> Voucher Number: <input type="text"/> Purchase Order Number: EIOCB6B Requisition Number: EIOCB6B Obligating Document Number: EIOCB6B Receiver Department Code: <input type="text"/> Trace Number: <input type="text"/> Cross Ref DRN: <input type="text"/>	Unit of Issue: EA Quantity: 1.000000 Unit Price Amount: \$5,359.35 Detail Amount: \$5,359.35 Last Modified By: runbatchgsipacxwin FSN/AAA/ADSN: 0 AAC/DODAAC: <input type="text"/> Pay Flag: Partial Agency: <input type="text"/>
---	---	---

4.6.8.4 Manual Reconciliation

The IPAC Reconciliation Activity Query is used to review and reconcile the IPAC Details from Treasury to Pegasys Transactions. The IPAC Staging side supports several Reconcile and Detail

actions when selecting a record. The Pegasys Transaction side allows the search of Transaction Lines to match IPAC details from the IPAC Staging side.

Steps to Manually Reconcile Using IPAC Reconciliation Activity Query using Reconcile with Selected:

1. On the IPAC Staging Side, select the **IPAC Status** “Needs Manual IPAC Recon” enter the **IPAC DRN**.

Figure 67: IPAC Staging Side Search on Reconciliation Activity Query

IPAC Reconciliation Activity Query

The screenshot shows the 'IPAC Staging' search interface. It features two tabs: 'Basic Search' and 'Advanced Search'. Under 'Basic Search', there are several input fields: 'IPAC DRN (OFF)' with the value '21100004', '* IPAC Status' with a dropdown menu set to 'Needs Manual IPAC Recon', 'IPAC Transaction Type' (a dropdown menu), 'Accomplished Date' (a date picker), 'Customer ALC' (a text field with a star icon), and 'Originating ALC' (a text field with a star icon). At the bottom, there are two buttons: 'Search' and 'Clear'.

2. Select the Search button.

Figure 68: Search Button on IPAC Staging Area of the IPAC Reconciliation Activity Query

IPAC Reconciliation Activity Query

IPAC Staging

Basic Search Advanced Search

IPAC DRN (OFF) * IPAC Status

IPAC Transaction Type Customer ALC

Accomplished Date Originating ALC

The results are returned in the IPAC Staging Item Collection.

Figure 69: Item Collection for the IPAC Staging Area

IPAC Staging Records							Potential Matching Lines						
1 - 1 of 1 results							No results						
IPAC DRN	Import Run Number	IPAC DRN Dtl Ln Num	Originating ALC	Customer ALC	Det. Amou	Doc Type	Doc Num	Item Ln #	Actg Ln #	Vendor Code	Addr Code	Outst An	
21100004	A201802120009	1	2804001	47000017	\$2								

- On the Pegasys Transaction Side, enter the Document Number and Document Type of the document you want to match this transaction to.

Figure 70: Pegasys Transaction Side - Document Field

Pegasys Transaction

Search Transactions Detail Billings

Basic Search | Advanced Search

Document

Type (OFF)	Number (OFF)	Item
RE6 ☆	RE72018021100004 ☆	☆

Accounting

☆

Vendor Code ☆ ☆

Part

Security Org ☆

Search **Clear**

4. Select the **Search** button.

Figure 71: Search Button on Pegasys Transaction Side

Pegasys Transaction

Search Transactions Detail Billings

Basic Search | Advanced Search

Document

Type (OFP) ☆

Number (OFP) ☆

Item ☆

Accounting ☆

Vendor Code ☆ ☆

Part

Security Org ☆

The results are returned in the Pegasys Transaction Item Collection.

Figure 72: Item Collection for the IPAC Transaction Side

Potential Matching Lines

1 - 1 of 1 results ↓↑ ↗ ✕ ✕

	Doc Typ	Doc Num	Item Ln #	Actg Ln #	Vendor Code	Addr Code	Outsta Ar
<input type="checkbox"/>	RE7	RE72018021100004		1	21597N	21597N	

5. Select the IPAC Staging Record on the left, and the Pegasys Document on the right.

Figure 73: IPAC Staging Record and Pegasys Document

IPAC Staging Records						Potential Matching Lines							
1 - 2 of 2 results						1 - 1 of 1 results							
IPAC DRN	Import Run Number	IPAC DRN Dtl Ln Num	Originating ALC	Customer ALC	Det. Amou	Doc Type	Doc Num	Item Ln #	Actg Ln #	Vendor Code	Addr Code	Outsta Ar	
<input checked="" type="checkbox"/>	21100004	A201802120011	1	28040001	47000017	\$2	<input checked="" type="checkbox"/>	RE7	RE72018021100004		1	21597N	21597N

6. Select the Reconcile Dropdown and select **Reconcile with Selected**.

Figure 74: Reconcile Dropdown



7. Override any Overrideable Error Messages, and select **Reconcile with Selected** again. A Reconciliation Record appears with status **IPAC Recommendation Review Required**.

Figure 75: IPAC Recommendation Review Required IPAC Status

Reconciliation Matches												
1 - 1 of 1 results												
IPAC Status	Doc Typ	IPAC DRN	IPAC DRN Dtl Ln Num	Doc Num	Mtc Doc Typ	Mtch Doc Num	Mtch Item Ln #	Mtch Actg Ln #	Recon Amt	Pegasys Transaction Type	Re-class Flag	Doc Level Sum
<input checked="" type="checkbox"/>	IR7	21100004	1	RE7	RE72018021100004	0000	1	\$2.00				Group By DRN
Totals									\$2.00			

10 per page | Page 1 of 1

8. Select the **Accept** button.

Figure 76: Reconciliation Matches - Accept Button

Reconciliation Matches
1 - 1 of 1 results

IPAC Status	Doc Typ	IPAC DRN	IPAC DRN Dtl Ln Num	Doc Num	Mtc Doc Typ	Mtch Doc Num	Mtch Item Ln #	Mtch Actg Ln #	Recon Amt	Pegasys Transaction Type	Re-class Flag	Doc Level Sum
<input checked="" type="checkbox"/> IPAC Recommendation Review Required	IR7	21100004	1		RE7	RE72018021100004	0000	1	\$2.00			Group By DRN
Totals									\$2.00			

Accept Unreconcile Details Save Update Status

10 per page Page 1 of 1

9. Override any Overrideable Error Messages, and select **Accept** again.

The Reconciliation Record status updates to **Ready for IPAC Form Generation**.

Figure 77: Reconciliation Matches - IPAC Status

Reconciliation Matches
1 - 1 of 1 results

IPAC Status	Doc Typ	IPAC DRN	IPAC DRN Dtl Ln Num	Doc Num	Mtc Doc Typ	Mtch Doc Num	Mtch Item Ln #	Mtch Actg Ln #	Recon Amt	Pegasys Transaction Type	Re-class Flag	Doc Level Sum
<input checked="" type="checkbox"/> Ready for IPAC Form Generation	IR7	21100004	1		RE7	RE72018021100004	0000	1	\$2.00			Group By DRN
Totals									\$2.00			

Accept Unreconcile Details Save Update Status

10 per page Page 1 of 1

Records in a Ready For IPAC Form Generation status will be selected in the next run of the GSIPACFGEN process, which will create a Pegasys form for this transaction.

Steps to Manually Reconcile Using IPAC Reconciliation Activity Query using **Reconcile without Match:**

1. On the IPAC Staging Side, select the **IPAC Status** “Needs Manual IPAC Recon” enter the **IPAC DRN**.

Figure 78: IPAC Staging Side Search

IPAC Reconciliation Activity Query

IPAC Staging

Basic Search Advanced Search

IPAC DRN (OFF)

* IPAC Status

IPAC Transaction Type

Accomplished Date

Customer ALC

Originating ALC

2. Select the **Search** button.

Figure 79: Search Button for IPAC Staging - Manual Reconciliation

IPAC Reconciliation Activity Query

IPAC Staging

Basic Search Advanced Search

IPAC DRN (OFF) * IPAC Status

IPAC Transaction Type Customer ALC

Accomplished Date Originating ALC

The results are returned in the IPAC Staging Item Collection.

Figure 80: Item Collection for IPAC Staging - Manual Reconciliation

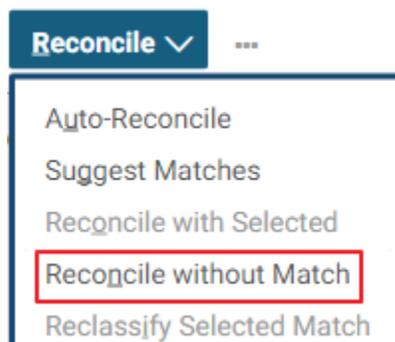
IPAC Staging Records
1 - 1 of 1 results

	IPAC DRN	Import Run Number	IPAC DRN Dtl Ln Num	Originating ALC	Customer ALC	Det: Amou
<input type="radio"/>	12171030	A201802010001	1	97000005	47000016	\$4,000
Totals						\$4,000

10 per page | Page 1 of 1

3. Select the Reconcile Dropdown and select **Reconcile without Match**.

Figure 81: Reconcile Dropdown - Reconciliation Without Match



4. Override any Overrideable Error Messages, and select **Reconcile without Match** again. A Reconciliation Record appears with status **IPAC Recommendation Review Required**.

Figure 82: Reconciliation Record - without match

Reconciliation Matches
1 - 1 of 1 results

IPAC Status	Doc Typ	IPAC DRN	IPAC DRN Dtl Ln Num	Doc Num	Mtc Doc Typ	Mtch Doc Num	Mtch Item Ln #	Mtch Actg Ln #	Recon Amt	Pegasys Transaction Type	Re-class Flag	Doc Level Sum
<input checked="" type="checkbox"/> IPAC Recommendation Review Required	IR6	12171030	1						\$4,000.00		False	Group By DRN
Totals									\$4,000.00			

Accept Unreconcile Details Save Update Status

10 per page Page 1 of 1

5. Select the **Accept** button.

Figure 83: Accept Button

Reconciliation Matches
1 - 1 of 1 results

IPAC Status	Doc Typ	IPAC DRN	IPAC DRN Dtl Ln Num	Doc Num	Mtc Doc Typ	Mtch Doc Num	Mtch Item Ln #	Mtch Actg Ln #	Recon Amt	Pegasys Transaction Type	Re-class Flag	Doc Level Sum
<input checked="" type="checkbox"/> IPAC Recommendation Review Required	IR6	12171030	1						\$4,000.00		False	Group By DRN
Totals									\$4,000.00			

Accept Unreconcile Details Save Update Status

10 per page Page 1 of 1

6. Override any Overrideable Error Messages, and select **Accept** again.

The Reconciliation Record status updates to **Ready for IPAC Form Generation**.

Figure 84: Reconciliation Record

Reconciliation Matches
1 - 1 of 1 results

IPAC Status	Doc Typ	IPAC DRN	IPAC DRN Dtl Ln Num	Doc Num	Mtc Doc Typ	Mtch Doc Num	Mtch Item Ln #	Mtch Actg Ln #	Recon Amt	Pegasys Transaction Type	Re-class Flag	Doc Lev Sum
<input checked="" type="checkbox"/> Ready for IPAC Form Generation	IR6	12171030	1						\$4,000.00		False	Group By DRN
Totals									\$4,000.00			

Accept Unreconcile Details Save Update Status

10 per page Page 1 of 1

Records in a Ready For IPAC Form Generation status will be selected in the next run of the GSIPACFGEN process, which will create a Pegasys form for this transaction.

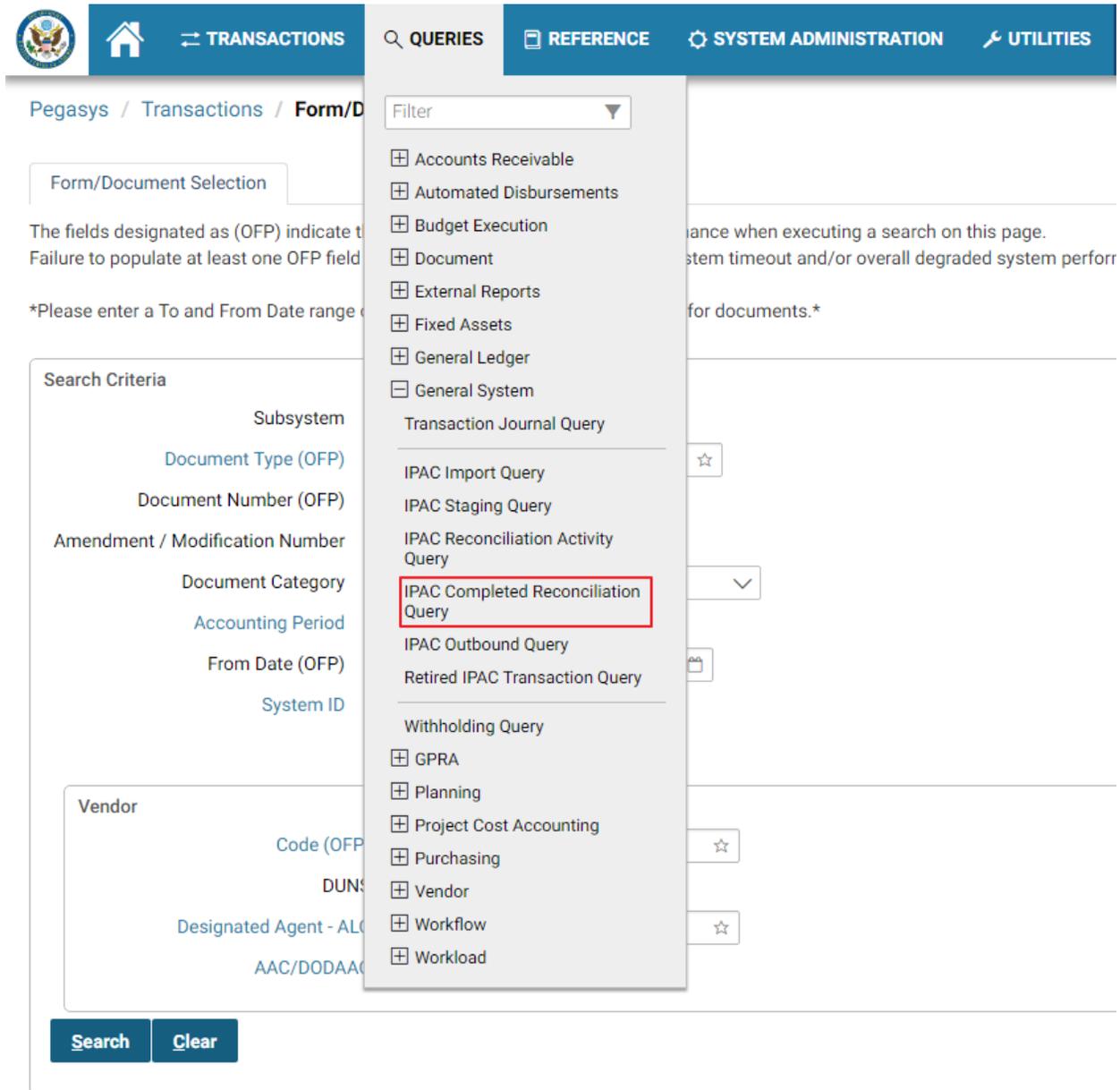
4.6.9 IPAC Completed Reconciliation Query

The IPAC Completed Reconciliation Query enables users to review IPAC Reconciliation Records before and after they are tracked on Pegasys Transactions. From within the query,

agencies are able to Accept, un-reconcile, edit data, review, and add Correspondence to the records.

Queries → General System → IPAC Completed Reconciliation Query.

Figure 85: Navigation to IPAC Completed Reconciliation Query



4.6.9.1 IPAC Completed Reconciliation Query Search Parameters and Results

The records can be queried by a variety of parameters, the basic search criteria are IPAC Document Reference Number (DRN), Document Type, Document Number, Import Run

Number, Originating ALC, and Customer ALC. The query also supports Advanced Search to allow the customization of queries to search any value from the IPAC Staging record.

Figure 86: IPAC Completed Reconciliation Query Basic Search Criteria

Figure 87: IPAC Completed Reconciliation Query Advanced Search Criteria

4.6.9.2 IPAC Completed Reconciliation Query Details

The IPAC Completed Reconciliation Query enables users to review IPAC Reconciliation Records before and after they are tracked on Pegasys Transactions. From within the query, agencies are able to Accept, un-reconcile, edit data, review, and add Correspondence to the records.

- **Accept** - Select to update any IPAC Reconciliation Records from “IPAC Recommendation Review Required” to “Ready for IPAC Form Generation” (or “IPAC Reconciliation Confirmed for IPAC Payment Confirmations).
- **Unreconcile** - Select to delete the IPAC Reconciliation Record
- **Details View Generated Document** - Select to view the Momentum Transaction created for the IPAC Reconciliation Record.

- **Details View Matched Document** - Select to view the Momentum Transaction associated to the IPAC Reconciliation Record.
- **Details Compare** - Select to open a modal to compare the Staging Record and Transaction Line to see what fields matched for the IPAC Reconciliation record.
- **Details History** - Select to launch a Modal window to view if and how this IPAC Reconciliation record has been changed.

Figure 88: IPAC Completed Reconciliation Query Actions

IPAC Completed Reconciliation Query

Basic Search | Advanced Search

IPAC DRN (OFF) Import Run Number Originating ALC

Document Type (OFF) Document Number (OFF) Customer ALC

IPAC Streamline Records
1 - 1 of 1 results

IPAC Status	Doc Level Sum	Line Level Sum	Correspond	Doc Typ	IPAC DRN	Import Run Number	IPAC DRN Dtl Ln Num	Doc Num	Mtr Doc Typ	Mtch Doc Num	Mtch Item Ln #	IPAC Assignee	Detail Amount	Mtch Actg Ln #	Originating ALC	Customer ALC	Accomplish Date	Reconciled Amount	Actg Date	SN		
<input checked="" type="checkbox"/>	IPAC Recommendat Review Required	Group By DRN	Group By Reference Lines	IR6	MIC03880	A2017112100							\$2,000.00		47000016	36001200	11/21/2017	\$2,000.00	11/20/2017	X0		
Totals													\$2,000.00				\$2,000.00					

Accept | Unreconcile | Save | Details | Go to IPAC Queries | Update Status

10 per page | Page 1 of 1

4.6.9.3 Executing a Query using the IPAC Completed Reconciliation Query

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

Steps to Execute a Query Using IPAC Reconciliation Activity Query:

1. Navigate to Queries → General System → IPAC Completed Reconciliation Query
The IPAC Completed Reconciliation Query page is displayed.

Figure 89: IPAC Completed Reconciliation Query

Pegasys / Queries / General System / IPAC Completed Reconciliation Query

IPAC Completed Reconciliation Query

Basic Search | Advanced Search

IPAC DRN (OFF) Import Run Number Originating ALC

Document Type (OFF) Document Number (OFF) Customer ALC

IPAC Streamline Records
No results

IPAC Status	Doc Level Sum	Line Level Sum	Correspond	Doc Typ	IPAC DRN	Import Run Number	IPAC DRN Dtl Ln Num	Doc Num	Mtr Doc Typ	Mtch Doc Num	Mtch Item Ln #	IPAC Assignee	Detail Amount	Mtch Actg Ln #	Originating ALC	Customer ALC	Accomplish Date	Reconciled Amount	Actg Date	SN		
Totals													\$0.00				\$0.00					

Accept | Unreconcile | Save | Details | Go to IPAC Queries | Update Status

10 per page | Page 1 of 1

2. Enter the desired and appropriate **Search Criteria**. At a minimum, enter the **IPAC DRN**. If known, enter the **Document Type**, **Document Number**, or **Import Run Number**.

Figure 90: IPAC Completed Reconciliation Query - IPAC DRN

IPAC Completed Reconciliation Query

3. Select the **Search** button.

Figure 91: Search Button - IPAC Completed Reconciliation Query

IPAC Completed Reconciliation Query

The results are returned in the Item Collection.

Figure 92: Item Collection - IPAC Completed Reconciliation Query

IPAC Streamline Records
1 - 1 of 1 results

IPAC Status	Doc Level Sum	Line Level Sum	Correspond	Doc Typ	IPAC DRN	Import Run Number	IPAC DRN Dtl Ln Num	Doc Num	Mtch Doc Typ	Mtch Doc Num	Mtch Item Ln #	IPAC Assignee	Detail Amount	Mtch Actg Ln #	Originating ALC	Customer ALC	Accomplish Date	Reconciled Amount	Actg Date	SN		
<input checked="" type="checkbox"/>	Group By DRN	Group By Reference Lines		IR6	MIC03880	A2017112100							\$2,000.00		47000016	36001200	11/21/2017	\$2,000.00	11/20/2017	XD		
Totals													\$2,000.00				\$2,000.00					

Accept Unreconcile Save Details Go to IPAC Queries Update Status 10 per page Page 1 of 1

4. Select the returned record.
5. Select the **Details** default button.

Figure 93: Details Button - IPAC Completed Reconciliation Query

IPAC Streamline Records
1 - 1 of 1 results

IPAC Status	Doc Level Sum	Line Level Sum	Correspond	Doc Typ	IPAC DRN	Import Run Number	IPAC DRN Dtl Ln Num	Doc Num	Mtch Doc Typ	Mtch Doc Num	Mtch Item Ln #	IPAC Assignee	Detail Amount	Mtch Actg Ln #	Originating ALC	Customer ALC	Accomplish Date	Reconciled Amount	Actg Date	SN		
<input checked="" type="checkbox"/>	Group By DRN	Group By Reference Lines		IR6	MIC03880	A2017112100							\$2,000.00		47000016	36001200	11/21/2017	\$2,000.00	11/20/2017	XD		
Totals													\$2,000.00				\$2,000.00					

Accept Unreconcile Save Details Go to IPAC Queries Update Status 10 per page Page 1 of 1

The IPAC Completed Reconciliation Query Detail Page is displayed.

Figure 94: IPAC Completed Reconciliation Query Detail

Pegasys / Queries / General System / IPAC Completed Reconciliation Query / IPAC Completed Reconciliation Query Detail

IPAC Completed Reconciliation Query Detail

Expand All Collapse All

Transaction Info Details

Originating ALC: 47000016	Actg Date: 11/20/2017	IPAC DRN Amount: \$2,000.00
Customer ALC: 36001200	Accomplished Date: 11/21/2017	Number of Detail Items: 1
Submitter ALC: 47000016	Accounting Period:	FY Obligation ID:
Sender DO Symbol: X0109	IPAC DRN: MIC03880	IPAC Transaction Type: Collection

IPAC Interface Activity

Import Run Number: A201711210001	Security Org: GSA	IPAC Assignee:
Confirmation Flag: True	TPI Flag: F	Detail Billing Record Identifier:
Last Modified By: alroles103		

Transaction Level Details

Transaction Level Main Details

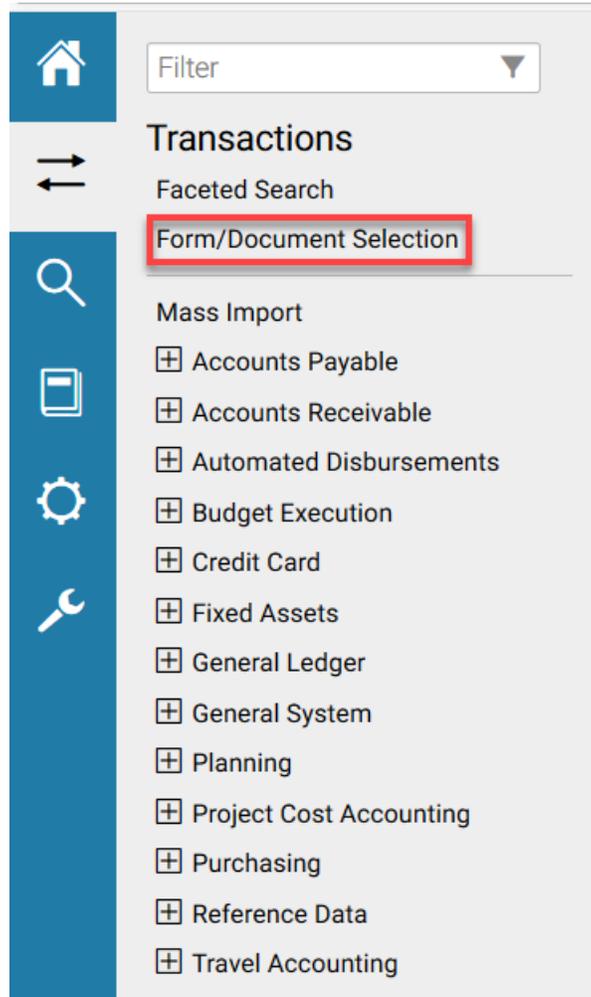
<ul style="list-style-type: none"> * IPAC Status: IPAC Recommendation Review Required Invoice Number: MIC03880 IPAC DRN Dtl Ln Num: Summarization Level: ACT Trace Number: 6WW004BDH206 ACRN: MB18FTreasu1 	<ul style="list-style-type: none"> Contracts Number: R0MANUAL Contracts Line Item Number: NA Voucher Number: Purchase Order Number: test1 Requisition Number: MM-497 Obligating Document Number: F 	<ul style="list-style-type: none"> Receiver Department Code: Unit of Issue: EA Quantity: 1.000000 Unit Price Amount: \$2,000.00 Detail Amount: \$2,000.00 FSN/AAA/ADSN: 00000000 AAC/DODAAC:
--	--	---

Audit
Save
Correspondence

4.6.10 Form/Document Selection Query

- The Form/Document Selection query allows the user to search for any form or document and then select an action to perform on that form or document. Form/Document Selection provides the ability to view the status of transactions, for all document categories, in any document status. For example, Form/Document Selection shows results for “Processed” documents, “Held” or “Rejected” forms, as well as workflow approval statuses such as “Pending Approval”.
- Form/Document Selection will allow users to query and retrieve documents for viewing, as well as perform actions upon transactions such as correcting, amending, cancelling and adding attachments (attachments can be added from Form/Document Selection without correcting/amending the form or document). The navigation for Form/Document Selection is therefore located under the “Transactions” menu rather than Queries.

Figure 95: Navigate to Form/Document Selection



4.6.10.1 Search Parameters and Results

Forms and Documents can be retrieved using Form Document Selection’s many search criteria. The search can be at the document category level or at a lower level such as accounting dimension. If known, any module, document type and/or document number may be entered to narrow the search.

Figure 96: Form/Document Selection

Form/Document Selection

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

Please enter a To and From Date range of less than one month when searching for documents.

Search Criteria

Subsystem: [Dropdown]

Document Type (OFF): [Text]

Document Number (OFF): FM* [Text]

Amendment / Modification Number: [Text]

Document Category: [Dropdown]

Accounting Period: [Text] To [Text]

From Date (OFF): [Text] To [Text]

System ID: [Text]

Document Status (OFF)

Processed Rejected

Canceled Archived

Scheduled Pending Approval

Held

User ID: [Text]

Security Org: [Text]

Title/ Contract Number (OFF): [Text]

Vendor

Code (OFF): [Text]

DUNS: [Text]

Designated Agent - ALC: [Text]

AAC/DODIAC: [Text]

TIN (SSN/EIN): [Text]

DUNS+4: [Text]

Customer Account: [Text]

Search Clear

+ Additional Criteria

+ Procurement

+ Accounting Dimensions

+ User Defined Header Fields

+ User Defined Accounting Line Fields

+ Advanced Search

Figure 97: Form/Document Select - View Button

1 - 10 of 9,230 results

Document Type	Document Number	Amendment / Modification Number	Title	Document Date	Document Status	User ID
<input type="radio"/> FMA	FMA20110930006			10/07/2011	Processed	runbatch
<input type="radio"/> FMA	FMA20110930011		To booked cash from a liability to asset accounts	03/14/2012	Processed	anthonyporter
<input type="radio"/> FMA	FMA20110930012			10/07/2011	Processed	runbatch
<input type="radio"/> FMA	FMA20110930013			10/07/2011	Processed	runbatch
<input type="radio"/> FMA	FMA20110930015			10/07/2011	Processed	runbatch
<input type="radio"/> FMA	FMA20110930016			10/07/2011	Processed	runbatch
<input type="radio"/> FMA	FMA20110930017			10/07/2011	Processed	runbatch
<input type="radio"/> FMA	FMA20110930018			10/07/2011	Processed	runbatch
<input type="radio"/> FMA	FMA20110930019			10/07/2011	Processed	runbatch
<input type="radio"/> FMA	FMA20110930020			10/07/2011	Processed	runbatch

Correct Cancel Delete View Reference Query Amend/Modify

10 per page Page 1 of 923

- To search for form or document information, enter applicable search criteria and Select the Search button.
- To view/correct/amend a document, select the radio button next to the document in the item collection and Select the appropriate action button.

4.6.10.2 Executing a Query Using Form Document Selection

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.

Steps to Execute a Query using Form Document Selection:

1. Navigate to Transactions → Form Document Selection.

The Form Document Selection page is displayed.

Figure 98: Form Document Selection

The screenshot shows the 'Form/Document Selection' page. It includes a breadcrumb trail 'Pegasys / Transactions / Form/Document Selection'. Below the title, there is a note: 'The fields designated as (OFF) indicate the fields that are Optimized For Performance when executing a search on this page. Failure to populate at least one OFF field may result in a search that causes a system timeout and/or overall degraded system performance for all users. *Please enter a To and From Date range of less than one month when searching for documents.*'

The search criteria section includes:

- Subsystem (dropdown)
- Document Type (OFF) (text input)
- Document Number (OFF) (text input)
- Amendment / Modification Number (text input)
- Document Category (dropdown)
- Accounting Period (date range)
- From Date (OFF) (text input)
- To (text input)
- System ID (text input)

The Document Status (OFF) section includes:

- Processed (checkbox)
- Rejected (checkbox)
- Cancelled (checkbox)
- Archived (checkbox)
- Scheduled (checkbox)
- Held (checkbox)
- Pending Approval (checkbox)

The Vendor section includes:

- Code (OFF) (text input)
- DUNS (text input)
- Designated Agent - ALC (text input)
- AAC/DODAAC (text input)
- TIN (SSN/EIN) (text input)
- DUNS+4 (text input)
- Customer Account (text input)

Buttons for 'Search' and 'Clear' are located at the bottom left of the form area.

2. Enter the desired and appropriate **Search Criteria**.

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.

3. Select the **Search** button.

Figure 99: Search Button

This close-up screenshot shows the Vendor section of the search form. It includes fields for Code (OFF), DUNS, Designated Agent - ALC, AAC/DODAAC, TIN (SSN/EIN), DUNS+4, and Customer Account. The 'Search' and 'Clear' buttons are highlighted with a red box at the bottom left.

The results are returned in the Item Collection.

Figure 100: Item Collection Results

1 - 10 of 9,230 results

Document Type	Document Number	Amendment / Modification Number	Title	Document Date	Document Status	User ID
<input checked="" type="radio"/> FMA	FMA201109300006			10/07/2011	Processed	runbatch
<input type="radio"/> FMA	FMA201109300011		To booked cash from a liability to asset accounts	03/14/2012	Processed	anthonygotter
<input type="radio"/> FMA	FMA201109300012			10/07/2011	Processed	runbatch
<input type="radio"/> FMA	FMA201109300013			10/07/2011	Processed	runbatch
<input type="radio"/> FMA	FMA201109300015			10/07/2011	Processed	runbatch
<input type="radio"/> FMA	FMA201109300016			10/07/2011	Processed	runbatch
<input type="radio"/> FMA	FMA201109300017			10/07/2011	Processed	runbatch
<input type="radio"/> FMA	FMA201109300018			10/07/2011	Processed	runbatch
<input type="radio"/> FMA	FMA201109300019			10/07/2011	Processed	runbatch
<input type="radio"/> FMA	FMA201109300020			10/07/2011	Processed	runbatch

Buttons: Correct, Cancel, Delete, View, Reference Query, Append/Modify

10 per page | Page 1 of 923

Steps to Execue a Query using Form Document Selection:

4. Select a detail record.

5. Select an action for the document, View, Correct, Delete, Amend, Cancel, or select to view the Reference Query or GL Detail information for the document.

Figure 101: Actions for Documents in Form Document Selection



6. To view the document, Select the View button.

Figure 102: View Button

1 - 10 of 9,230 results

Document Type	Document Number	Amendment / Modification Number	Title	Document Date	Document Status	User ID
<input type="radio"/> FMA	FMA201109300006			10/07/2011	Processed	runbatch
<input type="radio"/> FMA	FMA201109300011		To booked cash from a liability to asset accounts	03/14/2012	Processed	anthonygotter
<input checked="" type="radio"/> FMA	FMA201109300012			10/07/2011	Processed	runbatch
<input type="radio"/> FMA	FMA201109300013			10/07/2011	Processed	runbatch
<input type="radio"/> FMA	FMA201109300015			10/07/2011	Processed	runbatch
<input type="radio"/> FMA	FMA201109300016			10/07/2011	Processed	runbatch
<input type="radio"/> FMA	FMA201109300017			10/07/2011	Processed	runbatch
<input type="radio"/> FMA	FMA201109300018			10/07/2011	Processed	runbatch
<input type="radio"/> FMA	FMA201109300019			10/07/2011	Processed	runbatch
<input type="radio"/> FMA	FMA201109300020			10/07/2011	Processed	runbatch

Go to top of page

7. The form/document will be opened in a new window in the applicable action mode, i.e., View mode, Correct mode or Amend mode.

Figure 103: View Mode

Header

Header Fixed Assets Accounting Lines Approval Routing Memos Summary ---

Expand All Collapse All Comments

General

Document Type: FMA Fleet SV Accrual Manual

Status: PROCESSED

Document Number: FMA201109300006

Title: [Redacted]

Issued By: [Redacted]

Automatic Reversal:

Reversed:

Reversal Accounting Period: 01/2012

Reverse After Period: 1

Agency DUNS Number: [Redacted]

Agency DUNS+4: [Redacted]

Created by: runbatch

Last Modified by: runbatch

Orig Document Date: 09/30/2011

Last Document Date: 10/07/2011

Accounting Period: 02/2012

Reporting Accounting Period: 02/2012

Document Classification: [Redacted]

Security Org: GSA

Suppress Printing:

Spending Override:

Amounts

Net Amount: \$0.00

External System Information

Site ID: [Redacted]

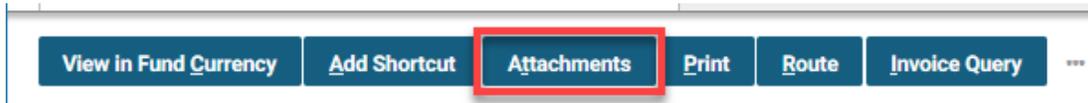
System ID: FLEETMANL

External System Document Number: [Redacted]

NOTE: Attachments can be added to documents from View mode. **NOTE:** Users should add attachments to the Statement in order to maintain consistency with VCSS (rather than adding attachments to the Billing Document (BD)). See **BAAR User Guide 5 of 10 Section 4.9.3** for further information on how to add attachments.

- To add an attachment, Select the **Attachments** button.

Figure 104: Attachments Button



NOTE: the user must have permission to add attachments.

- The Manage Attachments page is displayed.

NOTE: For more information on managing attachments, please refer to the Pegasys User Guide.

Figure 105: Manage Attachments page

- REQUIRED** for Attachments: To import a file as an attachment, Select **Import Local File**.

Figure 106: Import Local File - Adding Attachment

The Import Local File page is displayed.

Figure 107: Import Local File page

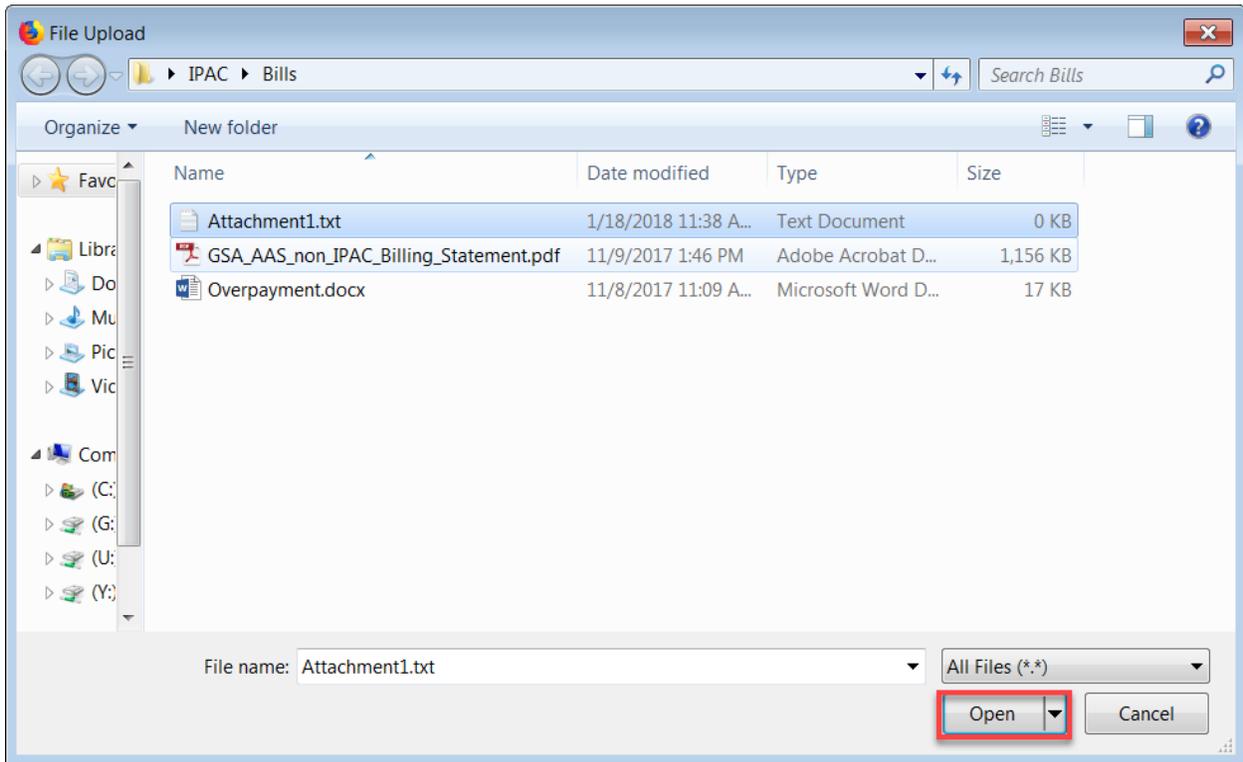
The screenshot shows the 'Import Local File' page with the following fields and options:

- * Attachment Identifier**: Text input field containing '1'.
- * Title**: Text input field.
- Number of Pages**: Text input field.
- Attachment Date**: Date input field containing '01/18/2018'.
- Location**: Text input field containing 'FMA/FMA201109300006'.
- File**: File selection area with a 'Browse...' button and the text 'No file selected.'.
- Sensitive**
- Attachment**
- Attachment Type**: Dropdown menu with a star icon.
- Draft/Final**: Dropdown menu.
- Explicit Access**
- Export Controlled**
- Is CD Available**

At the bottom, there are two buttons: 'Cancel' and 'Upload'.

11. **REQUIRED** for Attachments: Enter the file information for the attachment and Select **Browse** to select a file.
12. Select the file from the appropriate local drive and Select **Open**.

Figure 108: Open File



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

Figure 109: Attachment

* Attachment Identifier

* Title

Number of Pages

Attachment Date

Location

File

Figure 110: Attachment Flags

Attachment

Attachment Type: DOCIMG ☆

Draft/Final: [Dropdown]

Explicit Access

Export Controlled

Is CD Available

Cancel Upload

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

14. Select the **Upload** button to add the attachment.

Figure 111: Upload Button for Attaching Files

Attachment

Attachment Type: DOCIMG ☆

Draft/Final: [Dropdown]

Explicit Access

Export Controlled

Is CD Available

Cancel **Upload**

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

Figure 112: Repository Button

Attachment Identifier	Name	Title	Number of Pages	Attachment	Sensitive	Check Out Status	Extension Type
1	Attachment1.txt	Attachment1.txt		True	False	False	txt

Return Import Local File Attachment Access **Repository** Delete Check Out ... 10 per page << < Page 1 of 1 >>

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.

16. 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 113: Search Criteria

The screenshot shows a form titled "Search Criteria" with the following fields and controls:

- Name:** An empty text input field.
- Checked Out:** A dropdown menu currently displaying "False".
- Version:** An empty text input field.
- Location:** An empty text input field.
- Buttons:** Two buttons labeled "Search" and "Clear" are positioned below the input fields.

17. Select a file to attach and Select **Select**.

Figure 114: File Selection

The screenshot displays the search results page. At the top is the "Search Criteria" form. Below it, a table shows 5 results. The first result, "WL751.rTest.txt", is selected. A red box highlights the "Select" button at the bottom left of the results table.

Name	Version	Sensitive	Location
● WL751.rTest.txt	0.000000	False	Repository
○ jackrabbit_750_test.txt	0.000000	False	Repository
○ jackrabbit_751_test.txt	0.000000	False	Repository
○ test5JR_20171023.txt	0.000000	False	Repository
○ test5JR_20180110.txt	0.000000	False	Repository

At the bottom of the results table, there are "Select" and "Cancel" buttons. The "Select" button is highlighted with a red border.

4.6.10.3 Faceted Search

In addition to searching through Form/Document Selection, the system provides a faceted search feature with a preview capability from search results. A facet is a filter or attribute that narrows search results. The faceted search focuses on providing additional search criteria from what is available on the Form/Document Selection page. It supports search for a document via a single text box (Basic Search), and narrows results using facets or, also known as filters (Advanced Search).

Figure 115: How to Access Faceted Search



4.6.10.3.1 Basic Search

Basic Search provides a single field that will search across multiple criteria. The Basic Search can be found at the top of any screen in the system or from within the Faceted Search screen when navigating to Transactions → Faceted Search.

Figure 116: Basic Search - Header Search Box

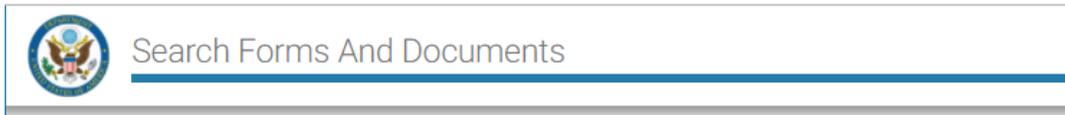


Figure 117: Basic Search - Transactions - Faceted Search

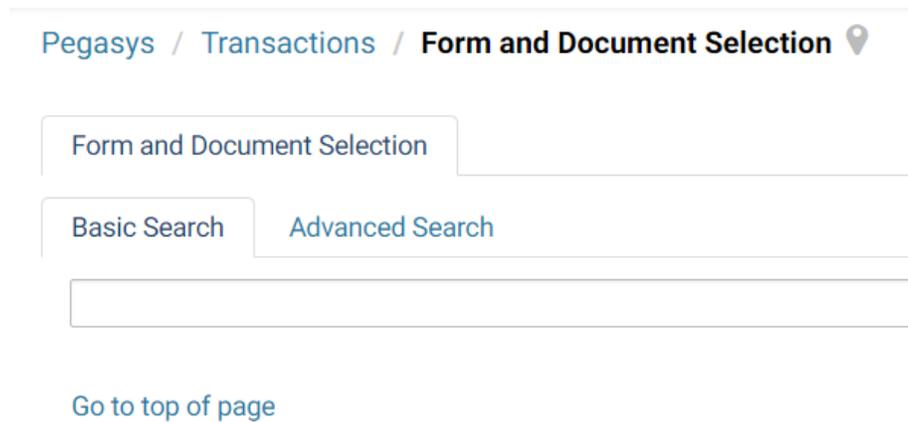
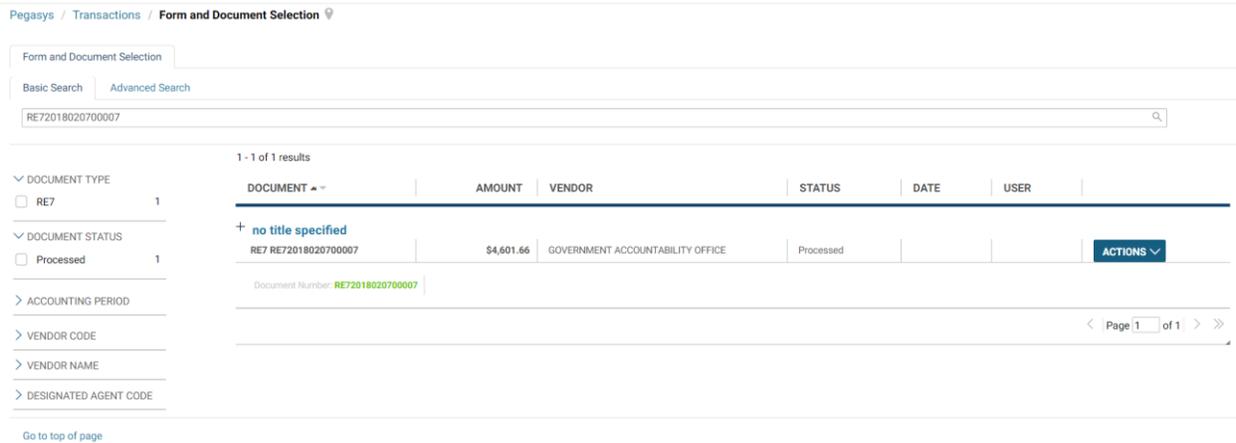


Figure 118: Basic Search - Search Results



4.6.10.3.2 Advanced Search

With the Advanced Search functionality, users can narrow their search results through the Advanced Search facets (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 facets criteria through a dropdown menu. Multiple facets can be included in a search; additional filters to narrow search results further can be added by Selecting the Actions → New Filter button.

Figure 119: Utilizing Faceted Search

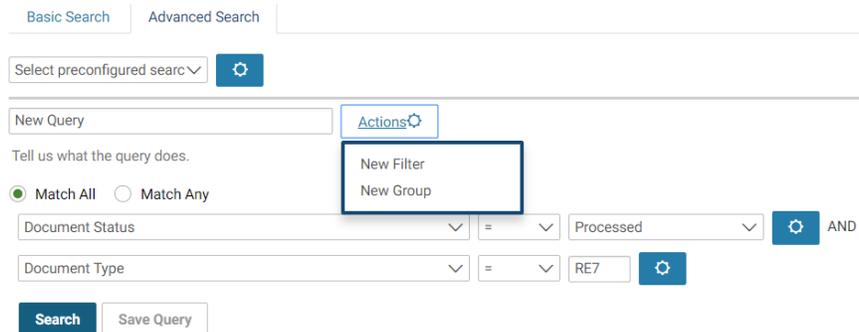


Figure 120: Faceted Search Facets and Filter Criteria

The screenshot shows a search interface with the following elements:

- Search Bar:** "New Query" with an "Actions" icon.
- Instruction:** "Tell us what the query does."
- Match Options:** "Match All" (selected) and "Match Any".
- Filter Criteria:**
 - Document Status = Processed
 - Document Type = RE7
 - Document Number = RE72018020700007
- Buttons:** "Search" and "Save Query".
- Results Area:** "No results" message. A table with columns: DOCUMENT, AMOUNT, VENDC.
- Dropdown Menu:** Opened over the "Document Number" filter, showing comparison operators:
 - equal to
 - less than
 - less than or equal to
 - greater than
 - greater than or equal to
 - like
 - not equal to
 - in
 - is not null
 - is null
- Footer:** "Go to top of page" link.

Figure 121: Advanced Search - Search Results

The screenshot shows the search interface with the following elements:

- Search Mode:** "Basic Search" and "Advanced Search" tabs.
- Preconfigured Search:** "Select preconfigured search" dropdown.
- Search Bar:** "New Query" with an "Actions" icon.
- Instruction:** "Tell us what the query does."
- Match Options:** "Match All" (selected) and "Match Any".
- Filter Criteria:**
 - Document Status = Processed
 - Document Type = RE7
 - Document Number = RE72018020700007
- Buttons:** "Search" and "Save Query".
- Results Summary:** "1 - 1 of 1 results".
- Facets:**
 - DOCUMENT TYPE: RE7 (1)
 - DOCUMENT STATUS: Processed (1)
- Table:**

DOCUMENT	AMOUNT	VENDOR	STATUS	DATE	USER	ACTIONS
+ no title specified						
RE7 RE72018020700007	\$4,601.66	GOVERNMENT ACCOUNTABILITY OFFICE	Processed			ACTIONS
- Footer:** "Document Number: RE72018020700007" link.

4.6.10.3.2.1.1 Multiple Facets - All vs. Any

When multiple facets 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 for any RE7 Document Types or any Document Number RE72018020700007.

Figure 122: Match All and Match Any Filter Criteria

Tell us what the query does.

Match All Match Any

Select field name ▼ = ▼ Enter a Value ⚙️ AND
 Select field name ▼ = ▼ Enter a Value ⚙️

4.6.10.3.2.1.2 Grouping Facets

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 facets, providing greater flexibility to searches. For example, when multiple facets or facet 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 123: Match All and Match Any Filter Criteria - Grouping Facets

Group 1 Actions ⚙️

Match All Match Any

Select field name ▼ = ▼ Enter a Value ⚙️ AND
 Select field name ▼ = ▼ Enter a Value ⚙️

AND

Group 2 Actions ⚙️

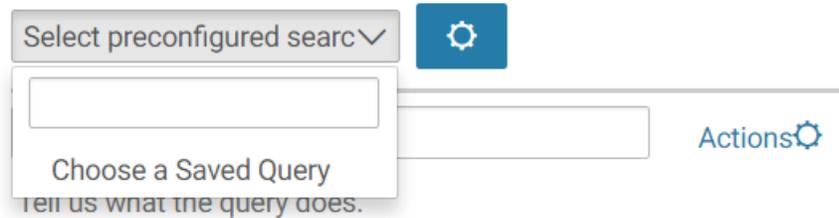
Select field name ▼ = ▼ Enter a Value ⚙️

4.6.10.3.2.1.3 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 124: Saving /Accessing Saved Queries



4.6.11 GL Account Detail Query

The GL Account Detail query is used as an alternate way of viewing information contained in the Pegasys General ledger. The GL Account Detail Query serves as a useful tool when reviewing the postings associated with a particular transaction because it provides debit/credit posting information for each document action taken. For example, querying a Billing Document that has had a collection applied to it would show the following sets of postings corresponding to the various document actions taken:

- Document Processing - shows the posting of the original Unbilled Debits/Credits.
- Billing (Document Correction)- shows:
 - The reversal of the Unbilled Debits/Credits, and
 - The posting of the Billed Debits/Credits.
- **NOTE:** This is only true if the correction is changing the billing status from unbilled to billed.
- Collection Processing - shows the liquidation of the Billed Debits/Credits.

The GL AccouBAAR, billing, records, external agreement, documents, header accounting lines, batch jobnt Detail Query provides over 40 pieces of data to narrow the query results to only those records the user wants to view. In addition, the query differs from the General Ledger Balance by Fund query in that it groups its records in a different manner. The results of the query are displayed in a tabular format where each posting (a single debit or credit) recorded for each document line is displayed.

Queries → General Ledger → GL Account Detail.

4.6.11.1 Search Parameters and Results

The GL Detail Query provides fields to specify selection criteria for various pieces of data from the General journal, Memo journal, or both. Transactions that meet the search criteria specified are listed.

Figure 125: GL Account Detail Query Search Criteria

GL Account Detail Query

Basic Search | Advanced Search

Fiscal Month: > Fiscal Year: > GL Account: ☆ GL Acctg Entry: ☆
 Document: ☆ Doc Num: ☆ Acctg Line #: ☆ Item Line #: ☆ ☆ ☆ ☆
 Type: > EBFY: > Fund: ☆ Search Journal: General

Search **Clear**

No results

Doc Cat	Document Type	Doc Num	Acctg Line #	Acctg SubLine #	Item Ln #	Sub Ln #	Action	Trans Type	System Date Time	Trans Currency	Fund Currency	GL Account	GL Account Extension
---------	---------------	---------	--------------	-----------------	-----------	----------	--------	------------	------------------	----------------	---------------	------------	----------------------

Figure 126: Item Collection on GL Account Detail Query

Pegasys / Queries / General Ledger / GL Account Detail Query

GL Account Detail Query

Basic Search | Advanced Search

Fiscal Month: > Fiscal Year: > GL Account: ☆ GL Acctg Entry: ☆
 Document: FMN ☆ Doc Num: ☆ Acctg Line #: ☆ Item Line #: ☆ ☆ ☆ ☆
 Type: > EBFY: > Fund: ☆ Search Journal: General

Search **Clear**

1 - 10 of 13,798 results

Doc Cat	Document Type	Doc Num	Acctg Line #	Acctg SubLine #	Item Ln #	Sub Ln #	Action	Trans Type	System Date Time	Trans Currency	Fund Currency	GL Account	GL Account Extension	Posting	GL Amount	GL Fund Amount	Acctg Event
<input type="radio"/>	BD - Billing Document	FMN	FMNF0003216-002	1			Original	01	09/02/2011 01:16:14	USD	USD	131000.07		Debit	\$692.94	\$692.94	AR09
<input type="radio"/>	BD - Billing Document	FMN	FMNF0003216-002	1			Original	01	09/02/2011 01:16:14	USD	USD	520000.01		Credit	(\$692.94)	(\$692.94)	AR09
<input type="radio"/>	BD - Billing Document	FMN	FMNF0003216-002	1			Original	01	09/02/2011 01:16:14	USD	USD	425100		Debit	\$692.94	\$692.94	AR09
<input type="radio"/>	BD - Billing Document	FMN	FMNF0003216-002	1			Original	01	09/02/2011 01:16:14	USD	USD	421000		Credit	(\$692.94)	(\$692.94)	AR09
<input type="radio"/>	BD - Billing Document	FMN	FMNF0003216-002	1			Original	01	09/02/2011 01:16:14	USD	USD	459000		Debit	\$692.94	\$692.94	AR09
<input type="radio"/>	BD - Billing Document	FMN	FMNF0003216-002	1			Original	01	09/02/2011 01:16:14	USD	USD	451000		Credit	(\$692.94)	(\$692.94)	AR09

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.

- To search for form or document 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.

4.6.11.2 Search Criteria - User-Defined Field Descriptions

The GL Account Detail Query provides the ability to query Statements. The listing of User-Defined fields on the GL Account Detail Query is available at **BAAR User Guide 9 of 10 B.7 Appendix: General Ledger (GL) Account Detail Query - User-Defined Search Criteria Field Descriptions.**

4.6.11.3 Executing a Query Using GL Account Detail Query

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.

Steps to Execute a Query Using the GL Account Detail Query:

1. In Pegasys navigate to Queries → General Ledger → GL Account Detail Query.
The GL Account Detail Query page is displayed.

Figure 127: GL Account Detail Query

GL Account Detail Query

Basic Search Advanced Search

Select preconfigured search

New Query Actions

Tell us what the query does

Select field name = Enter a Value

Search Clear Save Query

2. Enter the search criteria.

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.

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

Figure 128: Search

GL Account Detail Query

Basic Search | Advanced Search

Select preconfigured search

New Query

Tell us what the query does

Statement Number = AA000011

Search | Clear | Save Query

- Select a detail record from the Item collection.

Figure 129: Selecting a Record

1 - 10 of 13,798 results

Doc Cat	Document Type	Doc Num	Acctg Line #	Acctg SubLine #	Item Ln #	Sub Ln #	Action	Trans Type	System Date Time	Trans Currency	Fund Currency	GL Account	GL Account Extension	Posting	GL Amount	GL Fund Amount	Acctg Event
<input checked="" type="radio"/>	BD - Billing Document	FMN	FMNF0003216-002	1			Original	01	09/02/2011 01:16:14	USD	USD	131000.07		Debit	\$692.94	\$692.94	AR09
<input type="radio"/>	BD - Billing Document	FMN	FMNF0003216-002	1			Original	01	09/02/2011 01:16:14	USD	USD	520000.01		Credit	(\$692.94)	(\$692.94)	AR09
<input type="radio"/>	BD - Billing Document	FMN	FMNF0003216-002	1			Original	01	09/02/2011 01:16:14	USD	USD	425100		Debit	\$692.94	\$692.94	AR09
<input type="radio"/>	BD - Billing Document	FMN	FMNF0003216-002	1			Original	01	09/02/2011 01:16:14	USD	USD	421000		Credit	(\$692.94)	(\$692.94)	AR09
<input type="radio"/>	BD - Billing Document	FMN	FMNF0003216-002	1			Original	01	09/02/2011 01:16:14	USD	USD	459000		Debit	\$692.94	\$692.94	AR09
<input type="radio"/>	BD - Billing Document	FMN	FMNF0003216-002	1			Original	01	09/02/2011 01:16:14	USD	USD	451000		Credit	(\$692.94)	(\$692.94)	AR09
<input type="radio"/>	BD - Billing Document	FMN	FMNF0003216-002	1			Original	01	09/02/2011 01:16:14	USD	USD	451000		Debit	\$692.94	\$692.94	AR09
<input type="radio"/>	BD - Billing Document	FMN	FMNF0003216-002	1			Original	01	09/02/2011 01:16:14	USD	USD	461000		Credit	(\$692.94)	(\$692.94)	AR09
<input type="radio"/>	BD - Billing Document	FMN	FMNF8421401-001	1			Original	01	09/28/2011 11:34:35	USD	USD	131000.07		Debit	\$10.00	\$10.00	AR09
<input type="radio"/>	BD - Billing Document	FMN	FMNF8421401-001	1			Original	01	09/28/2011 11:34:35	USD	USD	520000.01		Credit	(\$10.00)	(\$10.00)	AR09

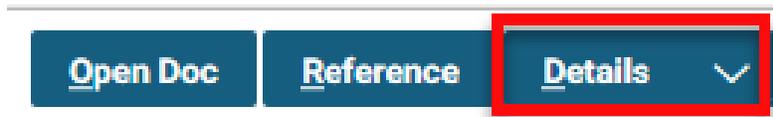
Open Doc | Reference | Details

10 per page | Page 1 of 1,380

- To view the detail information, select the **Detail** button.

NOTE: The user can view spending adjustment, FACTs attributes, Referencing information or open the document from the GL Account Detail Query item collection. Select the appropriate action button to complete the desired action.

Figure 130: Details button on GL Account Detail Query



6. On the Detail page, the user can view the document or review the detail information.

Figure 131: Details Page on GL Account Detail Query

GL Account Detail Query Detail

1 - 10 of 13,798 results

Doc Cat	Document Type	Doc Num	Acctg Line #	Acctg SubLine #	Item Ln #	Sub Ln #	Action	Trans Type	System Date Time	Trans Currency	Fund Currency	GL Account
BD - Billing Document	FMN	FMNF0003216-002	1				Original	01	09/02/2011 01:16:14	USD	USD	131000.07
BD - Billing Document	FMN	FMNF0003216-002	1				Original	01	09/02/2011 01:16:14	USD	USD	520000.01
BD - Billing Document	FMN	FMNF0003216-002	1				Original	01	09/02/2011 01:16:14	USD	USD	425100
BD - Billing Document	FMN	FMNF0003216-002	1				Original	01	09/02/2011 01:16:14	USD	USD	421000
BD - Billing Document	FMN	FMNF0003216-002	1				Original	01	09/02/2011 01:16:14	USD	USD	459000
BD - Billing Document	FMN	FMNF0003216-002	1				Original	01	09/02/2011 01:16:14	USD	USD	451000
BD - Billing Document	FMN	FMNF0003216-002	1				Original	01	09/02/2011 01:16:14	USD	USD	451000
BD - Billing Document	FMN	FMNF0003216-002	1				Original	01	09/02/2011 01:16:14	USD	USD	461000
BD - Billing Document	FMN	FMNF8421401-001	1				Original	01	09/28/2011 11:34:35	USD	USD	131000.07
BD - Billing Document	FMN	FMNF8421401-001	1				Original	01	09/28/2011 11:34:35	USD	USD	520000.01

10 per page Page 1 of 1,380

[View Document](#)

Figure 132: Details Page Information

General

Fiscal Month: 11 Fiscal Year: 2011 Fiscal Quarter: 4

Document Type: FMN Doc Num: FMNF0003216-002 Acctg Line #: 1
 Acctg Subline #: Amend/Mod #: Action: Original Sub Ln #: Amount: \$692.94
 Trans Currency: USD Doc Date: 08/31/2011 Fund Amount: \$692.94
 Fund Currency: USD System Date Time: 09/02/2011 01:16:14 Batch #:

General Ledger

GL Account: 131000.07 Posting: Debit Doc Cat: BD - Billing Document
 GL Account Extension: GL Amount: \$692.94 Acctg Doc Cat: BD - Billing Document
 Acctg Event: AR09 GL Fund Amount: \$692.94 Acctg Doc Type: FMN
 Trans Type: 01 GL Acctg Entry: 1800 Record Type: Principal
 Sub-level Prefix: Process Activity: Unbilled Line Type: Normal
 Acctg Trans Type: 01 Journal Type: SF-224 Reclassification
 Transaction Number: FMN&FMNF0003216-002&

Treasury Symbol
 Short Key: ATA AID 047 BPOA EPOA A X MAIN 4534 SUB 001

Additional Details

Vendor Code: 1489A0 1489A0 TIN (SSN/EIN): Security Org: GSA
 Name: DOI, BUREAU OF INDIAN AF Vendor Type: F

4.6.11.4 Flexible Postings Review on the GL Account Detail Query

Pegasys provides the ability to “flexibly post” transactions, allowing General Ledger postings to be made against different GL accounts based on aspects recorded on the transaction. For example, GSA may need to report balances on cash receipts from another government agency separately from cash receipts from the public. Defining flexible postings therefore enables GSA to automatically post to the correct GL accounts based on transaction specific data. Flexible postings are defined on the Transaction Definition Maintenance table and can be configured for each transaction definition in the system.

Flexible postings enable the user to differentiate general ledger postings based on entered accounting data without requiring training the user to use a different transaction type.

For example, A Fleet Billing Document (BD), document type FMI would initially be recorded with a transaction type of “01”. The associated Transaction Definition has been defined with the following:

Table 2: Fleet Billing Document

Doc Type	Trans Type	Actg Event	GL Actg Entry	Use Flexible Posting
FMI	01	AR09	1800	T

Since the ‘Use Flexible Posting’ field is set to True, Pegasys will then look at the Flexible Transaction Definitions Options box for the rules governing the flexible postings (not all possible dimensions are shown below).

Table 3: Flexible Transaction Definitions Options

Fund Posting	Program Posting	Project Posting	Function Posting	Revenue Source Posting
None	None	None	Code	None

The transaction definition consisting of document type **FMI** and transaction type 01, therefore, can use the Activity accounting dimension to flexibly post. Pegasys then uses the additional pieces of information and looks at the Flexible Transaction Definition window to find the accounting entry that matches the additional information.

The specific posting information contained on a transaction definition record based on the above accounting event example is shown below:

Table 4: Posting Information

Activity	Actg Entry
FE115	1801

According to the flexible posting definition shown above, if the Activity on the Billing Document (BD) is **not** FE115, then the GL Account Entry would be 1800 (as shown in the first table). If the Activity on the Billing Document (BD) is FE115, then the GL Account Entry would be 1801.

The General Ledger postings would then be made based on the GL Account Entry defined by the transaction definition. The proprietary debits/credits are displayed below for both GL Account Entries, 1800 and 1801:

Table 5: Proprietary Debits/Credits

Doc Type	Trans Type	Actg Event	GL Actg Entry	Activity	GL - Debit	GL - Credit
FMI	01	AR09	1800	None	1310.07	5200.01
FMI	01	AR09	1801	FE115	1310.07	5900.01

Please note that additional budgetary GL impacts occur, but are not shown in the above chart as they are the same for both GL Account Entries.

4.6.12 Query IPAC Rejections (IPAC Staging Query)

As part of each step in the life cycle, Pegasys assigns an IPAC Status. The IPAC Status is a Pegasys- specific status that is used to track the Pegasys IPAC transaction in its interaction with Treasury.

Once the IPAC file has been created by the IPAC Outbound Bulk File Generation process, the file is uploaded to Treasury via the IPAC System, and each transaction is set to an IPAC Status of “IPAC In Transit”. While Pegasys performs edit checks on the IPAC transactions from DBR creation to the running of the GSIPACXWOT and GSIPACBKFG process and file creation, Treasury performs additional validations on the information they receive via IPAC. If transactions do not pass the Treasury validations, the transactions are considered Rejected by IPAC.

Treasury will provide information back to the USDA point of contact outside of the Pegasys system in order to identify and correct the Rejected transactions. Typically, the point of contact will follow an automated process, using the information received from Treasury to create an input file for the GSUPDIPAC batch process to set both the IPAC Status and Billing Status from “IPAC In Transit” to “Rejected by IPAC” on the rejected transactions. If users make the necessary updates, users can also use the GSUPDIPAC batch process to set the transactions’ IPAC Status from “Rejected by IPAC” to ‘Ready for IPAC’ so that the transaction will be re-selected in the next IPAC processing back to Treasury.

4.6.12.1 Steps to set the status for Rejected Transaction from “IPAC In Transit” to “Rejected by IPAC”

The following steps describe how a user would manually update the IPAC Status and Billing Status (if necessary) of transactions deemed Rejected by Treasury - in Pegasys this manual update involves changing the IPAC Status from “IPAC In Transit” to “Rejected by IPAC”, changing the Billing Status from “Billed” to “Unbilled”, and changing the Selected for IPAC status from “Yes” to “No”. The following steps also describe how a user can manually change the IPAC Status from “Rejected by IPAC” to “Ready for IPAC” after making the appropriate changes, so that GSIPACXWOT and GSIPACBKFG will pick the transaction back up and resubmit it to Treasury.

To search for and update IPAC transactions from an “IPAC In Transit” to “Rejected by IPAC” status OR set the IPAC status from a “Rejected by IPAC” to “Ready for IPAC” status, follow the steps below:

To search for and update IPAC transactions from an “In Transit” to “Rejected” status OR set the IPAC status from a “Rejected” to “Not Submitted” status, follow the steps below:

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

Steps to set IPAC Status from “IPAC In Transit” to “Rejected by IPAC ” after identifying a Rejected Transaction:

1. Navigate to Queries → General System → IPAC Staging Query.

The IPAC Staging Query page is displayed.

Figure 133: IPAC Staging Query

2. Enter the desired and appropriate search criteria, such as **IPAC DRN** or Outbound Document Number.

To search for “IPAC In Transit” transactions in order to update to “Rejected by IPAC” (those transactions that have been rejected by Treasury), select the Advanced Search tab, select the IPAC Status field, and select IPAC In Transit, then search.

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 134: IPAC Staging Query - Search Button

Pegasys / Queries / General System / IPAC Staging Query

IPAC Staging Query

Basic Search Advanced Search

IPAC DRN (OFF) Import Run Number

Outbound Document Type Outbound Document Number (OFF)

Search Clear

IPAC Staging Records
No results

IPAC DRN	Import Run Number	IPAC DRN Dtl Ln Num	IPAC Status	IPAC Transaction Type	IPAC Assignee	Detail Amount	Originating ALC	Customer ALC	Accomplished Date	Detail Amount	Originating ALC	Customer ALC	Accomplished Date
----------	-------------------	---------------------	-------------	-----------------------	---------------	---------------	-----------------	--------------	-------------------	---------------	-----------------	--------------	-------------------

The results are returned in the Item Collection.

Figure 135: IPAC Staging Query- Item Collection - IPAC Status

IPAC Staging Records
1 - 1 of 1 results

IPAC DRN	Import Run Number	IPAC DRN Dtl Ln Num	IPAC Status	IPAC Transaction Type	IPAC Assignee	Detail Amount	Originating ALC	Customer ALC	Accomplished Date	Actg Date	SNDR DO	Vendor Code	Addr Code	Outbound Document Category	Outbound Document Type	Outbound Document Number	Outbound Line Number	Outbound Crosswalk Indicator	On Cr Dt
<input checked="" type="checkbox"/>	WCD19275		IPAC In Transit			\$5.00	47000017	28040001		01/19/2018	GS187	21597N	21597N	BD	ADI	ADHWCD19275-0001	0	Completed	01

4. Select a detail record from the Item Collection.
5. Select the **Details** button.

The IPAC Staging Query Detail page is displayed.

Figure 136: IPAC Staging Query Detail Page - IPAC Status

IPAC Staging Query Detail

Transaction Info Details

Originating ALC	47000017	Actg Date	01/19/2018	IPAC Transaction Type	
Customer ALC	28040001	Accomplished Date		IPAC DRN Amount	\$0.00
Submitter ALC		Accounting Period		Number of Detail Items	
Sender DO Symbol	GS187	IPAC DRN	WC019275	FY Obligation ID	
		Treas Trans ID			

IPAC Interface Activity

Import Run Number		Transaction Set ID	810	Security Org	GSA	Confirmation Flag	False
Import Run Date		Outbound Crosswalk Date	01/18/2018	Outbound Crosswalk Indicator	C	IPAC Assignee	
Last Modified By	alrolles103	Inbound Crosswalk Date		Outbound Crosswalk Run Number	0201801180330	TPI Flag	
		IPAC Rejection Date		Inbound Crosswalk Run Number		Detail Billing Record Identifier	

Transaction Level Details

Transaction Level Main Details		Contracts Number	RWAHOTD	IPAC DRN Dtl Ln Num	
* IPAC Status	IPAC In Transit	Contracts Line Item Number	NA	Unit of Issue	EA
IPAC Submission Date	01/19/2018	Obligating Document Number	1984189815	Quantity	1.000000
ACT Trace Number		Voucher Number		Unit Price Amount	\$5.00
ACRN				Detail Amount	\$5.00
Actg Classification					

Audit Save

- To update the IPAC Status select the IPAC Status Dropdown and select the appropriate status.

Figure 137: IPAC Staging Query Detail Page - IPAC Status Drop Down

Transaction Level Details

Transaction Level Main Details		Contracts Number	RWAHOTD	IPAC DRN Dtl Ln Num	
* IPAC Status	IPAC In Transit	Contracts Line Item Number	NA	Unit of Issue	EA
IPAC Submission Date		Obligating Document Number	1984189815	Quantity	1.000000
ACT Trace Number	Do not IPAC Recon	Voucher Number		Unit Price Amount	\$5.00
ACRN	Do not Send IPAC	Purchase Order Number	Test	Detail Amount	\$5.00
Actg Classification Code	IPAC In Transit	Invoice Number	WC019275	FSN/AAA/ADSN	00000000
Job(Project) Number	Moved to IPAC Recon	Trace Number		AAC/DODAAC	
JAS Number	Needs Manual IPAC Recon	Cross Ref DRN		Contracting Officer Login ID	
Requisition Number	Ready for IPAC	Summarization Level		Pay Flag	Partial
Receiver Department Code	Rejected by IPAC			Agency	
	Ready for IPAC Recon				

- Select **Save**.

Figure 138: Save Button - IPAC Staging Query

The screenshot shows a web form titled "Transaction Level Details" with two main sections: "Transaction Level Main Details" and "Transaction Level Treasury/Additional Details".

Transaction Level Main Details:

- IPAC Status:** Rejected by IPAC (dropdown menu)
- IPAC Submission Date:** 01/19/2018
- ACT Trace Number:** [Empty]
- ACRN:** [Empty]
- Actg Classification Code:** [Empty]
- Job(Project) Number:** NA
- JAS Number:** [Empty]
- Requisition Number:** [Empty]
- Receiver Department Code:** [Empty]
- Contracts Number:** RWAHOTD
- Contracts Line Item Number:** NA
- Obligating Document Number:** 1984189815
- Voucher Number:** [Empty]
- Purchase Order Number:** Test
- Invoice Number:** WCO19275
- Trace Number:** [Empty]
- Cross Ref DRN:** [Empty]
- Summarization Level:** [Dropdown]
- IPAC DRN Dtl Ln Num:** [Empty]
- Unit of Issue:** EA
- Quantity:** 1.000000
- Unit Price Amount:** \$5.00
- Detail Amount:** \$5.00
- FSN/AAA/ADSN:** 00000000
- AAC/DODAAC:** [Empty]
- Contracting Officer Login ID:** [Empty]
- Pay Flag:** Partial
- Agency:** [Empty]

Transaction Level Treasury/Additional Details:

Buttons: **Audit**, **Save** (highlighted with a red box)

8. Override the Overrideable Error Message “GS6741W Verify the transaction was rejected by Treasury” and select **Save** again.
The Action was successful message appears.
9. Select the **IPAC Staging Query** tab.
10. Search for DRN again.
11. The Record is now in a “Rejected by IPAC” status.

Figure 139: Rejected by IPAC

The screenshot shows a table titled "IPAC Staging Records" with 1 - 1 of 1 results. The table has the following columns: IPAC DRN, Import Run Number, IPAC DRN Dtl Ln Num, IPAC Status, IPAC Transaction Type, IPAC Assignee, Detail Amount, Originating ALC, Customer ALC, Accomplish Date, Actg Date, SNDR DO, Vendor Code, Addr Code, Outbound Document Category, Outbound Document Type, Outbound Document Number, Outbound Line Number, and Out Cror Indi.

IPAC DRN	Import Run Number	IPAC DRN Dtl Ln Num	IPAC Status	IPAC Transaction Type	IPAC Assignee	Detail Amount	Originating ALC	Customer ALC	Accomplish Date	Actg Date	SNDR DO	Vendor Code	Addr Code	Outbound Document Category	Outbound Document Type	Outbound Document Number	Outbound Line Number	Out Cror Indi	
WCO19275			Rejected by IPAC			\$5.00	47000017	28040001		01/19/2018	GS187	21597N	21597N	BD	ADI	ADWCO192750001	0	Com	
Totals						\$5.00													

Buttons: **Details**, **New**, **Copy**, **Go to IPAC Queries**, **Delete**, **Update Status**

12. To update the Billing Status of the Accounting Lines, Navigate to Form/Document Selection and search for your Document Number.

NOTE: The user would update the Billing Status from “Billed” to “Unbilled” in order to resubmit the rejected transaction to Treasury via IPAC to state the transaction is updated to unbilled when initially rejected in order to show the funds in the unbilled account. The subsequent running of the GSIPAXWOT and GSIPACBKFG processes will set the transactions back to billed when they are re-submitted to Treasury.

Figure 140: Form/Document Selection - Document Number

Pegasys / Transactions / **Form/Document Selection**

Form/Document Selection

The fields designated as (OFF) indicate the fields that are Optimized For Performance when executing a sea Failure to populate at least one OFF field may result in a search that causes a system timeout and/or overall

Please enter a To and From Date range of less than one month when searching for documents.

Search Criteria

Subsystem

Document Type (OFF)

Document Number (OFF)

Amendment / Modification Number

Document Category

Accounting Period To

From Date (OFF) To

System ID

13. Select the returned document in the Item Collection and Select **Correct**.

Figure 141: Correct Button

1 - 1 of 1 results ↓ ↻ 🔍 ✕

Document Type	Document Number	Amendment / Modification Number	Title	Document Date	Document Status	User ID
ADI	ADIWC019275-0001		059.0444129	01/19/2018	Processed	allroles122

Correct
Cancel
Delete
View
Reference Query
Amend/Modify
10 per page | << < Page 1 of 1 > >>

14. Select the **Accounting Lines** tab and select the **Accounting Line** link.

NOTE: If the entire BD was rejected from Treasury, all accounting lines will need to be updated by repeating the steps.

Figure 142: Header Accounting Line- for Correct Document

Header Accounting Lines Office Addresses Approval Routing Memos Summary

Accounting Line Charge Lines Associated Spending

1 - 1 of 1 results

Line Number	Line Type	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd
1	Normal	\$5.00	01		2018		285F	07	Q07FA000
Total Header Funded Amou		\$5.00							

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

15. Set the Billing Status to “Unbilled”.

Figure 143: Billing Status

— General

Line Number

Line Type

Billing Status

Transaction Type

Exclude from Offset Internal External

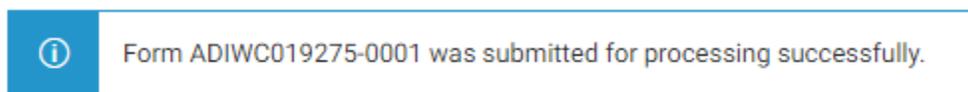
16. Select the **Verify** button.

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.

17. Select the **Submit** button.

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

Figure 144: 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.

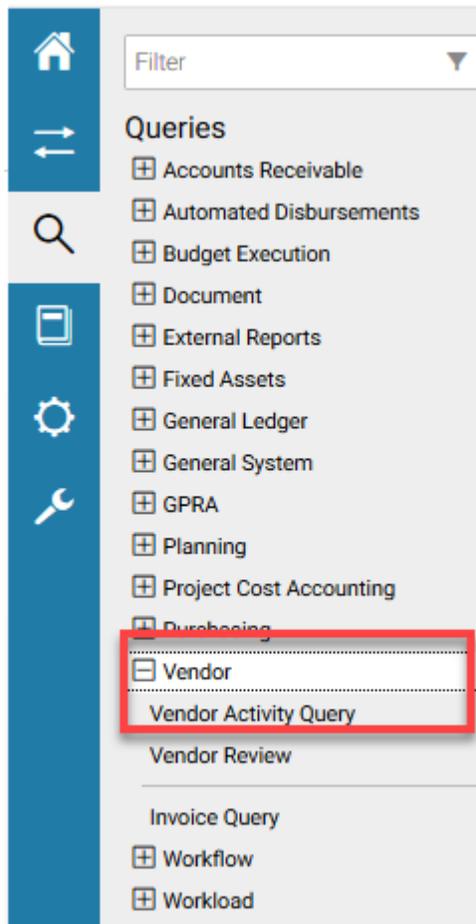
NOTE: Querying the document is an optional step, but a good habit when submitting corrections/amendments.

19. **NOTE:** Once review is complete and the user makes necessary corrections to the Rejected transaction and is ready to send it to Treasury, the Rejected by IPAC Staging Record should be deleted, and the Selected for IPAC status on the Billing Document line should be set to No. The subsequent running of the GSIPAXWOT and GSIPACBKFG processes will re-submit the transactions to Treasury.

4.6.13 Vendor Activity Query

The Vendor Activity query is a powerful tracking and querying tool used to access detailed vendor account information. While a vendor may be referenced thousands of times in many different types of documents, the Vendor Activity query provides a way to quickly view and access interactions involving the vendor. Maintaining a history of vendor interactions is very important to the agency's accountability. The Vendor Activity query enables the user to gather critical vendor information whenever the user needs it.

For more information about the Vendor Activity Query, please refer to the Pegasys User Guide.

Figure 145: Vendor Activity Query

4.6.13.1 Search Parameters and Results

The Vendor Activity query provides the opportunity to view amounts for the vendor in the system currency, while also providing a view of each individual address code belonging to the vendor.

The Vendor Activity query is organized as a notebook and records several types of information. It contains the following buttons, pages and tabs (Select each tab for more information). An asterisk (*) indicates a required field.

For the Vendor Activity Query Search Criteria field definitions, see **Section 4.6.13.3**.

Figure 146: Vendor Activity Query Search Criteria

Vendor Activity Query

Basic Search | Advanced Search

Code DUNS Number AAC/DODAAC

TIN DUNS+4

No results

Vendor Codes	DUNS Number	DUNS+4	CAGE Code	AAC/DODAAC	Name	TIN	Vendor Category	Vendor Class	Vendor Group	Vendor Type	Reporting Attribute	Address Code	Address Type	Agency	Bureau	Agenc Code
--------------	-------------	--------	-----------	------------	------	-----	-----------------	--------------	--------------	-------------	---------------------	--------------	--------------	--------	--------	------------

Figure 147: Vendor Activity Query Item Collection - Select Vendor

1 - 10 of 75 results

Vendor Codes	DUNS Number	DUNS+4	CAGE Code	AAC/DODAAC	Name	TIN	Vendor Category	Vendor Class	Vendor Group	Vendor Type	Reporting Attribute	Address Code	Address Type	Agency	Bureau	Agency Location Code	Use For Payments	Use For Billing	1099 Vendor	Use For Procurement	Miscellaneous	Delinquent Federal Debt
<input checked="" type="radio"/> 02090271	80998989	1234	SFHJ2		TIC PROPERTIES MANAGEMENT, LLC	45-4145714	6			C	Non-Government	00002	Global Parent Address				Yes	Yes	Yes	Yes	No	No
<input type="radio"/> 02090271	80998989	1234	SFHJ2		TIC PROPERTIES MANAGEMENT, LLC	45-4145714	6			C	Non-Government	00002	Parent Company Address				Yes	Yes	Yes	Yes	No	No
<input type="radio"/> 02090271	80998989	1234	SFHJ2		TIC PROPERTIES MANAGEMENT, LLC	45-4145714	6			C	Non-Government	00002	Domestic Parent Address				Yes	Yes	Yes	Yes	No	No

- To search for Vendor 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.

The Vendor Activity Query can also provide a quick glimpse at the vendor information by using the pop up functionality. When a user Selects the “More” button, a pop up window will display additional information about the vendor record selected.

Figure 148: Vendor Activity Query More Button

DETAIL SECTION

Item < Previous Next >

Standardized Format: Yes

Address Name: TIC PROPERTIES MANAGEI

Address Line 1: 101 N MAIN ST FL 12

City: GREENVILLE

Address: Inactive

State: SC

Postal Code: 29601-4841

Country: US

Currency Code: USD

Prevent New Spending: Yes

SAM Enabled: No

Delinquent Federal Debt: No

The “More” button functionality allows users to scroll through the vendor records quickly by using the arrows on the item.

4.6.13.2 Query Details

From the detail page of the Vendor Activity Query, users can view the vendor information, go to the account summary details page, or view the documents associated with the vendor.

Figure 149: Vendor Activity Query Details Page

The screenshot displays the 'Vendor Activity Query Details Page' with a navigation bar at the top containing 'Main', 'Account Summary', 'Blanket Agreements', 'Contracts', and 'Invoices'. The main content area is titled 'General Information' and contains the following fields:

- Code: 020590271
- Name: TIC PROPERTIES MANAGEI
- Alias: [Empty]
- Miscellaneous
- TIN Type: EIN
- SSN/EIN: 45-4145714
- Vendor Category: 6
- Vendor Class: [Empty]
- Vendor Group: [Empty]
- Vendor Type: C
- Active Status: Inactive
- Approval Status: Reviewed
- Security Org: PEGASYS
- Vendor/Provider: Both
- Reporting Attribute: Non-Government
- Agency: [Empty]
- Bureau: [Empty]
- Tax Exempt Code: [Empty]
- 1099 Vendor

Below the main form is an 'Effective Dates' section with 'Start Date' and 'End Date' fields, both currently empty. At the bottom of the page, there are two buttons: 'Documents' (highlighted with a red border) and 'Route'.

4.6.13.3 Search Criteria - User-Defined Field Definitions

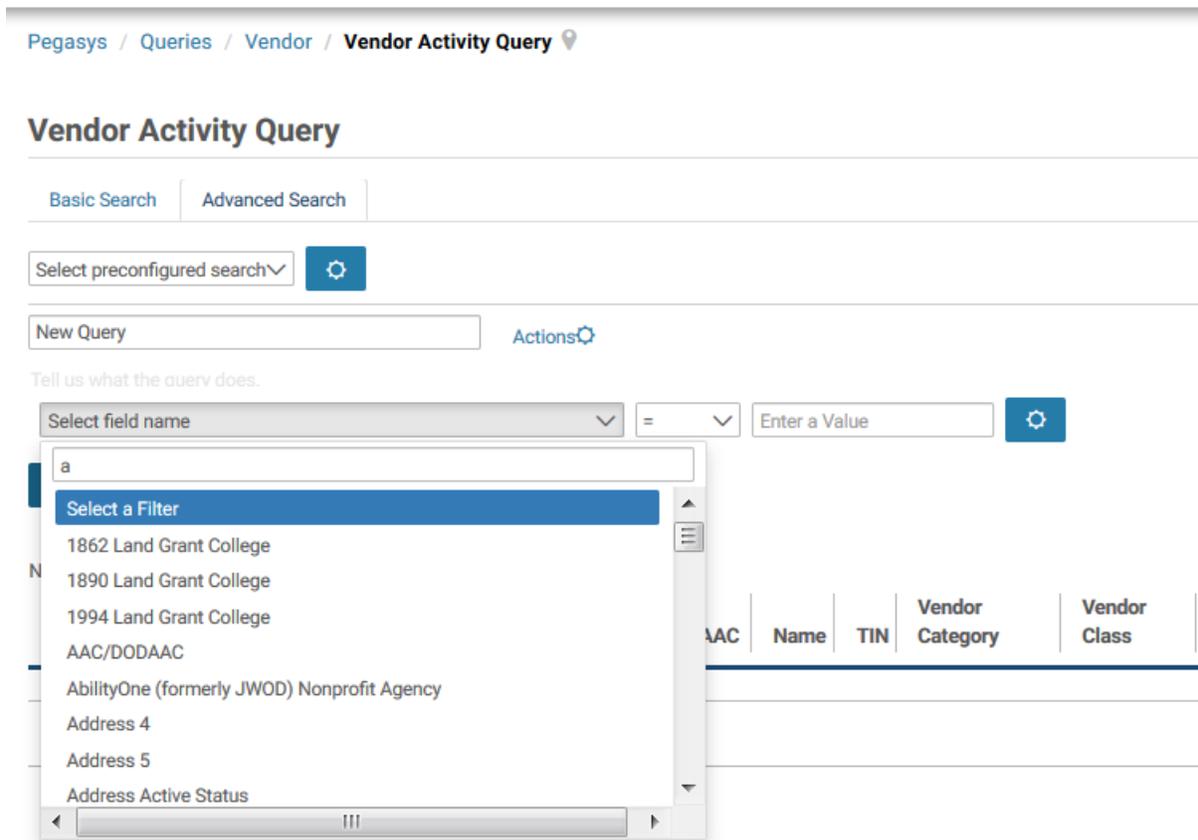
The listing of User-Defined fields on the Vendor Activity Query is available at **BAAR User Guide 9 of 10 B.8 Appendix: Vendor Activity Search - User-Defined Search Criteria Field Descriptions**.

4.6.13.4 Execute a Query Using the Vendor Activity Query

Steps to Execute a Query Using the Vendor Activity Query:

1. Navigate to Queries → Vendor → Vendor Activity Query
The Vendor Activity Query page is displayed.

Figure 150: Vendor Query - Advanced Search



2. Enter the search criteria.

NOTE: Query performance is improved with each additional search criteria entered. For example, enter the Vendor Code, or agency information and any additional detail that can be provided. Users should not execute “Blind” queries, meaning no search criterion is entered.

Figure 151: Vendor Query Advanced Search Criteria

Vendor Activity Query

Basic Search | **Advanced Search**

Select preconfigured search 

New Query 

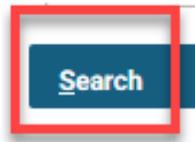
Tell us what the query does.

Vendor Code = 

Search **Clear** **Save Query**

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

Figure 152: Vendor Query - Search Button



Vendor Activity records matching the input search criteria are returned in the Item Collection.

Figure 153: Vendor Activity Query Item Collection

1 - 3 of 3 results

Vendor Codes	DUNS Number	DUNS-4	CAGE Code	AAC/DDO/AAC	Name	TIN	Vendor Category	Vendor Class	Vendor Group	Vendor Type	Reporting Attribute	Address Code	Address Type	Agency	Bureau	Agency Location Code	Use For Payments	Use For Billing	1099 Vendor	Use For Procurement	Miscellaneous	Delinquent Federal Debt	D N P
<input type="radio"/>	S1017				US COURTS OF APPL FOR THE FED CIRCUITS					F	Government	S1017	Mailing Address	010	17		Yes	Yes	No	Yes	No	No	No
<input type="radio"/>	S1017				US COURTS OF APPL FOR THE FED CIRCUITS					F	Government	S1017	Physical Address	010	17		Yes	Yes	No	Yes	No	No	No
<input type="radio"/>	S1017				US COURTS OF APPL FOR THE FED CIRCUITS					F	Government	S1017	Remittance Address	010	17		Yes	Yes	No	Yes	No	No	No

10 per page | Page 1 of 1

4. To view additional information about the vendor address, Select the **More** button.

Figure 154: Vendor Address Detail Section

DETAIL SECTION ✕

Item < Previous Next >

Standardized Format	Yes ▼	Address	Active ▼
Address Name	US COURTS OF APPL FOR 1	Active Status	
Address Line 1	ATTN: CAROLYN RUFFIN M.	State	DC
	717 MADISON PLACE, N.W.	Postal Code	20439
		Code	
		Country	US
City	WASHINGTON	Currency Code	USD
		Prevent New Spending	No ▼
		SAM Enabled	No ▼
		Delinquent Federal Debt	No ▼

5. Close the popup and Select **Details** to view the vendor information details.

Figure 155: Details Page

Pegasys / Queries / Vendor / Vendor Activity Query / **Main**

Main
Account Summary
Blanket Agreements
Contracts
Invoices

General Information

Code

Name

Alias

Miscellaneous

TIN Type ▼

Vendor Category

Vendor Class

Vendor Group

Vendor Type

Active Status ▼

Approval Status ▼

Security Org

Vendor/Provider ▼

Reporting Attribute ▼

Agency

Bureau

Tax Exempt Code

1099 Vendor

Parent Vendor

Name

TIN

TIN Verification Information

Action ▼

Status ▼

Date

Invoice Key Configuration

Include Invoice Date

Include Contract Number

6. Select the **Account Summary** tab to view the balance information.

Figure 156: Account Summary Tab - Vendor Query Detail Page

The screenshot displays the 'Account Summary' tab for a vendor query. The page is divided into several sections:

- General:** A grid of financial metrics such as Security Org (ARPEG), Code (S1017), Vendor Name, Reservation Amount, Outstanding Commitment Amount, Outstanding Obligation Amount, Outstanding Accrual Amount, Expenditure Amount, Invoiced Amount, Total Debt Account Amount, and Balance Amount. It also includes metrics like Scheduled Amount, In Transit Amount, Disbursed Amount, Canceled Disbursement Amount, Holdback Amount, Suspension Amount, Prepayment Amount, Outstanding Unbilled Amount, Outstanding Billed Amount, Outstanding Billing Amount, Outstanding Unbilled Credit Amount, Outstanding Billed Credit Amount, Outstanding Credit Amount, Collected Amount, Write-off Amount, Agreement Charges Amount, Adjustment Amount, Agreement Amount, Advance Amount, Advance Offset Amount, and Withdrawal Amount.
- Expenditure-Accounts Payable Detail:** Metrics for Prompt Pay Penalty Amount, Prompt Pay Interest Amount, Discounts Taken Amount, and Discounts Lost Amount.
- Billing-Accounts Receivable Detail:** Metrics for Bill Principal Amount, Collected Principal Amount, and Credit Principal Amount.

At the bottom of the page, there are four action buttons: 'Address Amounts', 'Refresh Account Summary', 'Partition Amounts', and 'Route'. The 'Refresh Account Summary' button is highlighted with a red box in the original image.

7. Select the desired action button to view or refresh the information.

NOTE: GSA does not use Blanket agreements, Contracts or Invoices with Phase 1 BAAR Customers (vendor accounts).

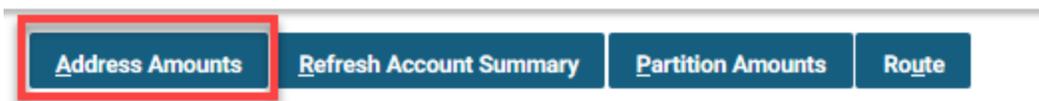
Figure 157: Actions



8. To view the amounts by Vendor Address line, Select the **Address Amount** buttons.

NOTE: A new window will be opened.

Figure 158: Address Amounts Button



9. Select the Address level vendor record and Select details to view the detail information.

Figure 159: Vendor Activity Query Details Button

The screenshot shows the 'Address Amounts' section of the Vendor Activity Query. It displays a table with the following data:

Address Level Vendor Code	Currency	DUNS	DUNS+4	Cage Code
S1017	USD			

Below the table, there are two buttons: 'Details' and 'Correspondence'. The 'Details' button is highlighted with a red box. At the bottom left, there is a 'Go to top of page' link. At the bottom right, there is a pagination control showing '10 per page' and 'Page 1 of 1'.

The Address level balances are displayed. To view or add correspondence, Select the Correspondence button.

Figure 160: Vendor Activity Query - Correspondence Button

The screenshot displays the 'Address Amount' section of a Vendor Activity Query. It features a grid of financial data points, including:

- General:** Address Level Vendor Code (S1017), Vendor Name (DUNE), DUNS#, AAC/ODAAC, Cage Code, Reservation Amount (\$0.00), Outstanding Commitment Amount (\$0.00), Outstanding Obligation Amount (\$0.00), Outstanding Accrual Amount (\$0.00), Total Debt Account Amount (\$0.00), and Total Debt Account Balance Amount (\$0.00).
- Accounting Metrics:** Invoiced Amount (\$0.00), Expenditure Amount (\$0.00), Scheduled Amount (\$0.00), In Transit Amount (\$0.00), Disbursed Amount (\$0.00), Canceled Disbursement Amount (\$0.00), Holdback Amount (\$0.00), Suspension Amount (\$0.00), and Prepayment Amount (\$0.00).
- Outstanding Balances:** Outstanding Unbilled Amount (\$0.00), Outstanding Billed Amount (\$502,760.18), Outstanding Billing Amount (\$502,760.18), Outstanding Unbilled Credit Amount (\$16,797.44), Outstanding Billed Credit Amount (\$16,797.44), Outstanding Credit Amount (\$0.00), Collected Amount (\$39,187,418.05), Write-off Amount (\$0.00), Agreement Charges Amount (\$0.00), Adjustment Amount (\$969,292.12), Agreement Amount (\$0.00), Advance Amount (\$0.00), Advance Offset Amount (\$0.00), and Withdrawal Amount (\$0.00).
- Expenditure-Accounts Payable Detail:** Prompt Pay Penalty Amount (\$0.00), Prompt Pay Interest Amount (\$0.00), Discounts Taken Amount (\$0.00), and Discounts Lost Amount (\$0.00).
- Billing-Accounts Receivable Detail:** Bill Principal Amount (\$502,760.18), Bill Interest Amount (\$0.00), Collected Principal Amount (\$39,187,418.05), Collected Interest Amount (\$0.00), Credit Principal Amount (\$0.00), and Credit Closed Amount (\$267,395.92).

At the bottom left, there are two buttons: 'Partition Amounts' and 'Correspondence'. The 'Correspondence' button is highlighted with a red border.

4.6.13.5 Add Account Level Correspondence from Vendor Activity Query

Pegasys Accounts Receivable 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.

The correspondence template used to create a correspondence record is designed to extract pertinent information regarding the communication. Additionally, users can determine whether Pegasys-created correspondence records should be publicly published (i.e., transmitted to VCSS to be viewed by the customer) or should remain as internal correspondence. Users are also provided the option to send emails containing the correspondence text to customers.

Account level correspondence can be created and viewed by users from the Vendor Activity Query. Account level correspondence is then associated with, and can be accessed from, the specific vendor account via the Vendor Activity Query.

To add correspondence to a vendor account record via the Vendor Activity Query, follow the steps below.

Steps to Create an Account Level Correspondence Record via the Vendor Activity Query:

1. Navigate to Queries → Vendor → Vendor Activity Query.

Figure 161: Vendor Query Search Criteria

Pegasys / Queries / Vendor / Vendor Activity Query

Vendor Activity Query

Basic Search | Advanced Search

Select preconfigured search

New Query Actions

Tell us what the query does.

Select field name = Enter a Value

a

Select a Filter

- 1862 Land Grant College
- 1890 Land Grant College
- 1994 Land Grant College
- AAC/DODAAC
- AbilityOne (formerly JWOD) Nonprofit Agency
- Address 4
- Address 5
- Address Active Status

AAC	Name	TIN	Vendor Category	Vendor Class

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

Vendor Activity records matching the input search criteria are returned in the Item Collection.

Figure 162: Vendor Search Query - Item Collection

1 - 3 of 3 results

Vendor Codes	DUNS Number	DUNS+4	CAGE Code	AAC/DODAAC	Name	TIN	Vendor Category	Vendor Class	Vendor Group	Vendor Type	Reporting Attribute	Address Code	Address Type	Agency	Bureau	Agency Location Code	Use For Payments	Use For Billing	1099 Vendor
<input type="radio"/>	S1017				US COURTS OF APPL FOR THE FED CIRCUITS					F	Government	S1017	Mailing Address	010	17		Yes	Yes	No
<input type="radio"/>	S1017				US COURTS OF APPL FOR THE FED CIRCUITS					F	Government	S1017	Physical Address	010	17		Yes	Yes	No
<input type="radio"/>	S1017				US COURTS OF APPL FOR THE FED CIRCUITS					F	Government	S1017	Remittance Address	010	17		Yes	Yes	No

10 per page | Page 1 of 1

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

The Vendor Activity Query Main tab is displayed.

Figure 163: Vendor Activity Query Main Tab

- From the Vendor Activity Query Detail page, select the **Account Summary** tab. The **Account Summary** tab is displayed.

Figure 164: Account Summary Tab

- From the Vendor Activity Query Detail page Account Summary tab, Select **Address Amounts**.

The Vendor Activity Query Address Amounts page is displayed.

Figure 165: Vendor Activity Query Address Amounts

Pegasys / Queries / Vendor / Vendor Activity Query / Main: S1017 / Account Summary

Main **Account Summary** Blanket Agreements Contracts Invoices

Expand All Collapse All

General

Security Org ARPEG

Code S1017

Vendor Name

Reservation Amount \$0.00

Outstanding Commitment Amount \$0.00

Outstanding Obligation Amount \$0.00

Outstanding Accrual Amount \$0.00

Expenditure Amount \$0.00

Invoiced Amount \$0.00

Total Debt Account Amount \$0.00

Total Debt Account Balance Amount \$0.00

Scheduled Amount \$0.00

In Transit Amount \$0.00

Disbursed Amount \$0.00

Canceled Disbursement Amount \$0.00

Holdback Amount \$0.00

Suspension Amount \$0.00

Prepayment Amount \$0.00

Outstanding Unbilled Amount \$0.00

Outstanding Billed Amount \$502,760.18

Outstanding Billing Amount \$502,760.18

Outstanding Unbilled Credit Amount \$16,797.44

Outstanding Billed Credit Amount (\$16,797.44)

Outstanding Credit Amount \$0.00

Collected Amount \$39,187,418.05

Write-off Amount \$0.00

Agreement Charges Amount \$0.00

Adjustment Amount (\$969,292.12)

Agreement Amount \$0.00

Advance Amount \$0.00

Advance Offset Amount \$0.00

Withdrawal Amount \$0.00

Address Amounts Refresh Account Summary Partition Amounts Route

- From the Vendor Activity Query Address Amounts page, select the appropriate vendor address code from the item collection and then Select **Correspondence**.

Figure 166: Correspondence Button

Address Amounts

Address Amounts

1 - 1 of 1 results

Address Level	Vendor Code	Currency	DUNS	DUNS+4	Cage Code
S1017		USD			

Details **Correspondence**

10 per page << Page 1 of 1 >>

Go to top of page

The Vendor Activity Query Correspondence page is displayed.

Figure 167: Vendor Activity Query Correspondence Page

Search Criteria

Creator Subject Type Of Correspondence

Created Date From To

Contact Person First Name Last Name

Public Publishing

Record Number

Assignment Code

Statement Number

Include Statement Number Records

Correspondence

1 - 2 of 2 results

Record Number	Statement Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Type Of Correspondence	Public Publishing
2		04/04/2011 16:40:51	&7800&runbatchcomb	John	Smith		Dear Mr Smith	Dear Mr Smith	Other	False
1		09/30/2006 23:00:00	&7800&runbatchcomb	Conversion	665590			FYI - FAXED COPY OF RESOLVED DISPUTE FROM S1000 IN WHICH AGCY SAID BILL AS32730021 BELONGED TO S1017...	Other	False

...

10 per page << < Page 1 of 1 > >>

Contact Person

* First Name * Last Name

Title

Phone Number

International Phone Number

To Email Address(es)

7. Select the Add button.

Figure 168: Vendor Activity Query Correspondence Page - Add button



A new record is displayed in the Correspondence page Item Collection.

Figure 169: Correspondence Page Item Collection

1 - 3 of 3 results

Record Number	Statement Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Type Of Correspondence	Public Publishing
									Resolution	

Figure 170: Contact Person, Agency Contact, Correspondence

8. In the Contact Person section, populate the First Name, Last Name, and any other fields pertinent to the correspondence (Title, To Email Address, Phone Number, etc.).
 9. In the Agency Contact section, populate the fields pertinent to the correspondence (Name, Title, Phone Number, and From Email Address).
- NOTE:** If the Agency Contact section fields are left blank, Pegasys will default this user information from the Principal table upon selecting Save.
10. In the Correspondence section, select the Communication Source and Type of Correspondence from the available dropdown lists.
 - a. Update the Correspondence field to include the text to be sent to the customer.
 - b. Optionally populate the additional fields pertinent to the correspondence:
 - i. Select the Public Publishing checkbox to make the correspondence viewable by the customer in VCSS. If this checkbox is not selected, the correspondence is not viewable in VCSS and can only be viewed in Pegasys.
 - ii. Include the Accounting Line Number associated with the correspondence.

- a. Update the Correspondence field to include the text to be sent to the customer.
- b. Optionally populate the additional fields pertinent to the correspondence:
 - i. Select the Public Publishing checkbox to make the correspondence viewable by the customer in VCSS. If this checkbox is not selected, the correspondence is not viewable in VCSS and can only be viewed in Pegasys.
 - ii. Include the Accounting Line Number associated with the correspondence.

11. 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.

Figure 171: Contact Person, Agency Contact, Correspondence - Populated

1 - 3 of 3 results

Record Number	Statement Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Type Of Correspondence	Public Publishing
2		04/04/2011 16:40:51	878008unbatchcombaar	John	Smith		Dear Mr Smith	Email Keyena Epps on the Oct10 bill for information. FY11 - FAKED COPY OF RECORDED DESPITE FROM \$1000 IN WHICH AGENCY SAID BILL ASST73021 BELONGED TO \$1017...	Resolution	False
1		09/30/2006 23:00:00	878008unbatchcombaar	Conversion	66590				Other	False

10 per page Page 1 of 1

Contact Person

* First Name: * Last Name:

Title:

Phone Number:

International Phone Number:

To Email Address(es):

Agency Contact

Name:

Title:

Phone Number:

From Email Address:

Correspondence

* Communication Source: Public Publishing

* Type Of Correspondence:

* Subject: Creator: Last Modified By:

* Correspondence: Last Modified Date: Statement Number:

Record Number:

Created Date:

Last Modified Date:

Statement Number:

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

13. Select **Import Local File**.

Figure 172: Import Local File

No results

Attachment Identifier | Name

[Return](#) **Import Local File** [Repository](#) [Delete](#) [Check Out](#) [Che](#)

* Attachment Identifier

* Title

Number of Pages

Attachment Date

Location

File No file selected.

Attachment

Attachment Type

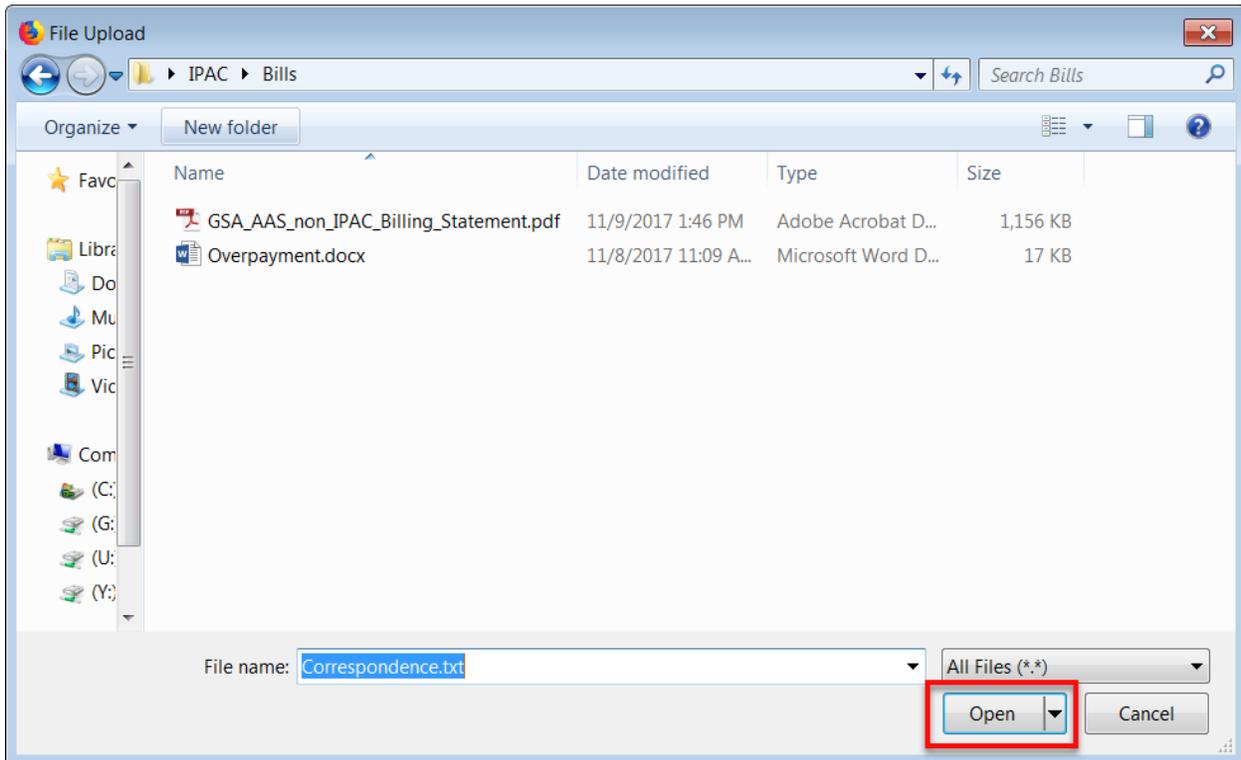
Transmit to External Application

Draft/Final

[Cancel](#) [Upload](#)

14. 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.
15. Select the desired file from the local directory and select **Open**.

Figure 173: File Upload Screen



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

16. Select **Upload**.

Figure 174: Upload Button

* Attachment Identifier

* Title

Number of Pages

Attachment Date

Location

File

Attachment

Attachment Type

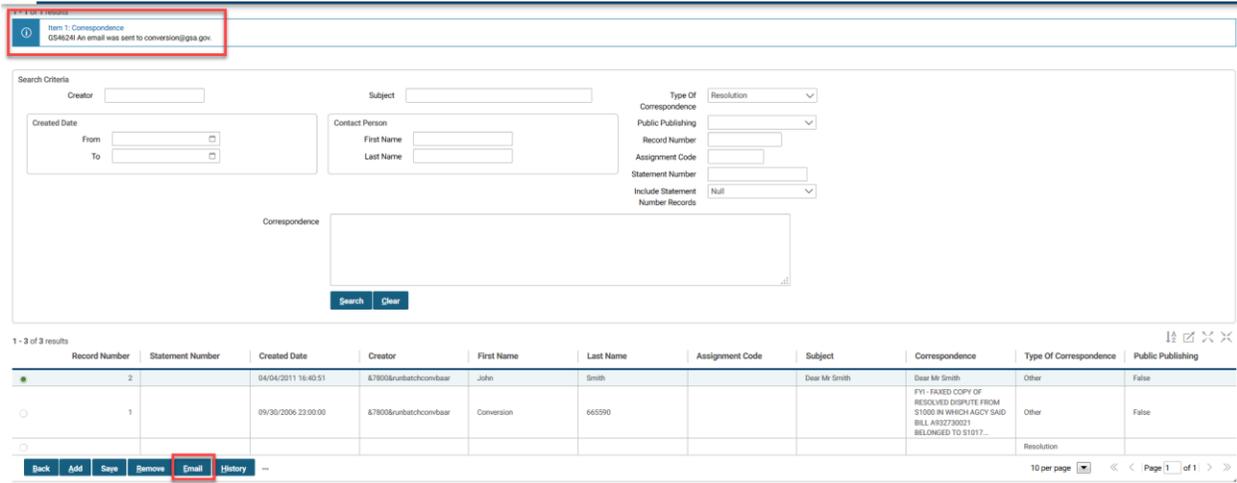
Transmit to External Application

Draft/Final

17. 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.

Figure 175: Email Button



4.7 Debt Accounts (Claims)

A claim is any debt/money owed to GSA arising from non-billing actions. Claims are established for non-Federal debtors for the amount of money owed to GSA. For example:

- GSA rents a vehicle to a Federal customer that is damaged in an accident involving a non-Federal person. In this example, GSA would establish a claim to collect for the accident damages from the non-Federal person.
- GSA submits an erroneous payment to a non-Federal vendor and must attempt to collect the amount of the payment. In this example, GSA would establish a claim to collect the erroneous payment amount from the non-Federal vendor.

Claims are initiated in Pegasys through the processing of a Debt Account (DA) document. This action establishes a Debt Account Entity. Subsequent financial transactions such as collections, refunds, debit vouchers and write-offs then post against the Debt Account Entity. The Debt Account provides the ability to establish and manage claims in Pegasys and record the financial impact in the Pegasys General Ledger. Debt Accounts additionally provide the ability to record the Debtor and related address information on the claim. The Debtor is stored in Pegasys as the Vendor Code/Vendor Address Code associated to the Debt Account.

Optionally, the Debt Account may contain a payment schedule based on a Promissory Note. If GSA has agreed to payment terms with a debtor and received a signed/notarized Promissory Note, the payment schedule will be defined by the Amortization Schedule associated with the Debt Account.

GSA claims can be classified as Revenue or Expenditure claims. Expenditure claims are identified by recording the Sub-Object Class (SOC) accounting dimension (i.e. Vendor, Payroll, Early Termination claims). Revenue Claims are identified by recording the Revenue Source Code (RSC) accounting dimension (i.e. Vehicle, Property Damages, IFF claims).

4.7.1 Debt Accounts (Claims) Lifecycle

Establishing the Claim in Pegasys:

The Debt Account (DA) document is similar to the Billing Document (BD), where GSA can apply Collections against the DA, overdue charges can be assessed when a debtor does not pay on time, referrals can be sent when GSA is unable to collect, and GSA can process write-offs when it is anticipated a collection will not be received. The Debt Account is different from the Billing Document, because DAs provide the ability to record flexible payment terms (Amortization Schedule/Promissory Note), which allows monthly payments of principal and interest over a pre-defined period of time.

The Debt Account (DA) document will be created via:

- Interface: Vehicle Claims Interface (Form Import) with the Comprehensive Accident Reporting System (CARS)
- Manual Entry: The user manually processes a DA Document to initiate the claim for all other claim types

Debt Account Entity and Query:

Upon processing of the Debt Account document, the Debt Account Entity is established. All updates to the Debt Account Entity are viewable via the Debt Account Query. All activity for a given claim references the Debt Account Entity, NOT the Debt Account document.

The Debt Account Entity will be referenced by downstream transactions, including:

- Amendments to the Debt Account Entity itself
- Cash Receipts (Collections, Write-Offs, Debit Vouchers)
- Itemized Payments (Debtor Refunds)

First Demand Letter Generation:

Once the Debt Account is created, the first demand letter is generated, either externally (directly from the affiliated GSA program office) or directly through Pegasys, and sent to the debtor. The first demand letter for claims initiated from the Region 6 Program Offices will be generated and sent via the Program Office and not by Pegasys. All other Region 6 claims and all Region 7 claims will generate the first demand letter via Pegasys.

Receiving Collections from Debtor:

Debtor payments can then be processed as collections against the Debt Account Entity through the following methods:

- Lockbox
- Pay.gov via CIR
- Manual Entry (Check, EFT, Cash, etc.)

As debtor payments are received, the related “Collected” and “Outstanding” buckets are updated on the referenced Debt Account Entity. The Pegasys documents used to process the collections can also be viewed directly from the Debt Account Entity.

Amortization Schedule and Promissory Note:

Optionally, the debtor may request repayment terms to be established via a Promissory Note. The Promissory Note contains a detailed installment payment schedule including:

- The number of payments due
- The interest rate and cumulative interest to be paid
- For each payment
- Principal amount
- Interest amount
- Due date

GSA requires that the debtor sign, notarize, and return the Promissory Note, resulting in a legally binding document defining the terms and conditions of the debt repayment agreed upon by GSA and the debtor.

Delinquency:

The Repayment Status is tracked and overdue charges can be assessed (AROVERDUE batch job) if the debtor does not pay on time.

Pegasys will generate any subsequent Dunning Notices 30 days after the First Demand Letter is sent to the Debtor (ARDUNNING batch job) if the debtor does not pay by the specified due date. Dunning notices are sent periodically (every 30 days) to debtors displaying the outstanding principal, interest, penalty and administrative charges.

In certain instances, disputes may be recorded against the Debt Account. This will temporarily suspend any overdue charges and dunning notices generated until the associated dispute is resolved. The dispute is recorded by setting the Debt Appeal Forbearance Flag/Date on the Debt Account’s accounting line.

If the Debt Account remains outstanding, the debt may be referred, thus initiating the Treasury referral process. Debts are referred to outside entities (FEDDEBT) via the Accounts Receivable

Referral Selection (ARREFERSEL) and Treasury Referral External Offset Generation (ARTREOEX) batch jobs.

The user may also determine a Debt Account is uncollectable:

- Receive notice from Treasury via referral process
- Direct communication with the Debtor

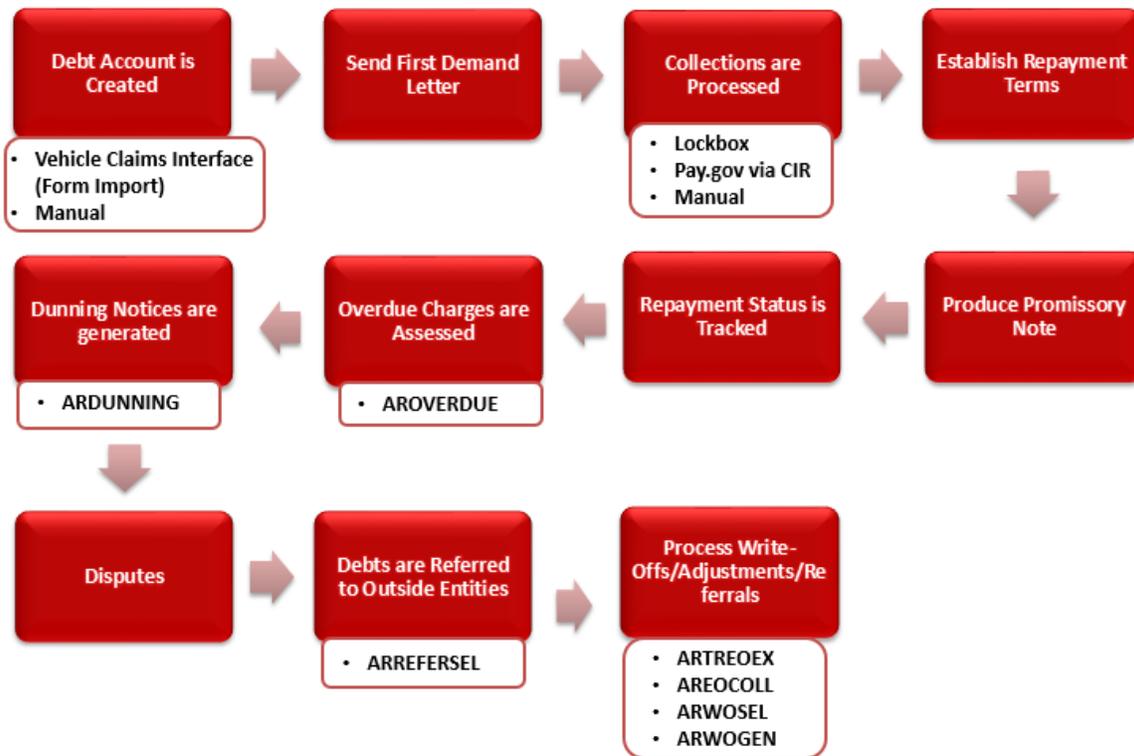
The Write-Off Selection batch job identifies debts eligible to be written-off. Eligibility is determined by the Accounts Receivable Options settings.

Once an outstanding debt is selected by the Write-Off Selection batch job, users may query the eligible records via the Write-Off Entry Query. Users may perform the following actions on the Write-Off Entry query:

- Query Debt Accounts determined to be eligible for Write-Off
- Authorize/Approve Write-Off Entry records

The Write-Off Generation batch job generates Write-Off Cash Receipts for authorized records on the Write-Off Entry Query. Users may also choose to manually enter write-offs recorded on the Write-Off Entry Query. The Cash receipt with line type = 'Write-Off' will close the Debt Account's outstanding receivable balance.

The Figure below captures the general flow of the Debt Account Lifecycle. Note that not all claims are subject to each step.

Figure 176: Debt Account Lifecycle

The debt account lifecycle is further explained in the steps below:

1. The Debt account lifecycle starts with the debt account being created via vehicle claims interface (form import) or manual.
2. The next step is sending the first demand letter.
3. The collections are then processed via either lockbox pay.gov via CIR or Manual.
4. Establish Repayment Terms
5. Produce promissory note
6. Repayment status is tracked
7. Overdue charges are assessed via AROVERDUE batch job
8. The dunning notices are then generated via ARDUNNING batch job
9. The next step is disputes and then debts are referred to outside entities via ARREFERSEL batch job.
10. The final step is process write-offs/adjustments/referrals via ARTREOEX, AREOCOLL, ARWSOSEL, and ARWGEN batch jobs.

4.7.2 Establishing a Debt Account

The establishment of a claim in Pegasys is recorded with a Debt Account (DA) document. Debt Accounts are established for non-Federal debtors for the amount of money owed to GSA. GSA's Debt Account documents will reference a single Debtor, though Pegasys does provide the option to record more than one Debtor on a single Debt Account Entity (defined as a "joint and several" debt). The Debtor information is stored on the Debtor tab.

The processing of the Debt Account (DA) document in Pegasys can be achieved either manually or via the automated Vehicle Claims interface. Claims will be recorded by the processing of one of the following Debt Account Document Types:

- D6M - Region 6 Claims - Manual
- D7M - Region 7 Claims - Manual
- DAV - Region 6 Vehicle Claims Interface

GSA distinguishes Region 6 and Region 7 Claim Types using the Receivable Type value. The Receivable Type allows for the delineation between Expenditure and Revenue Claims.

- Region 7:
 - o Expenditure Claims: FRCLAIMR7, LDCLAIMR7, DPCLAIMR7, ETCLAIMR7, EPCLAIMR7, LTCLAIMR7, RSCLAIMR7, UCCLAIMR7
 - o Revenue Claims: CDCLAIMR7, PRCLAIMR7, STCLAIMR7
- Region 6:
 - o Expenditure Claims: VNCLAIMR6, PRCLAIMR6, ECCLAIMR6
NOTE: Region 6 FedPay/TAP/AutoPay claims will null post via the flexible Transaction Definition configured for the FPCLAIMR6, TACCLAIMR6, and APCLAIMR6 Receivable Types.
 - o Revenue Claims: WSCLAIMR6, VEHCLAIM, ADCLAIMR6, AUCLAIMR6, FICCLAIMR6, IFCLAIMR6, LDCLAIMR6

Expense Reclassification Process:

For specific Claim Types, both Region 6 and Region 7 perform expense reclassification via the processing of an IP document, Document Type = PU. The expense reclassification contains the following 2 accounting lines:

1. Credit line referencing original order that incurred erroneous charge
2. Expense reclassification line that does not include a document reference

The Debt Account Number must be populated in the Claim Number field on each accounting line of the PU document.

The following Claim Types utilize the expense reclassification process:

- Region 6:
 - o VNCLAIMR6, FPCLAIMR6, TACLAIMR6, ECCLAIMR6, APCLAIMR6
- Region 7:
 - o ALL Claim Types

PAR Receivable Reversal Process:

Region 6 Payroll Claims (not External Services) utilize the PAR Receivable Reversal process. For claims with a Receivable Type value of PRCLAIMR6, users must manually process a Standard Voucher (SV), Document Type = D6A, to reverse the outstanding claim balance established by PAR. This process is performed to ensure the claim receivable is not double booked in PAR and Pegasys as result of processing the Debt Account document in Pegasys.

4.7.2.1 Debt Account Entity

When a Debt Account document is initially processed, a new Debt Account Entity is created for the unique Debt Account Number recorded on the document. For Region 7, this value will be equal to the last 13 digits of the Debt Account Document Number. For example, if the Document Number equals D7M2015110900001, the Debt Account Number would be 2015110900001. For Region 6, this value will be a unique 8-digit string generated/maintained outside of Pegasys. Once a Debt Account Entity is established in Pegasys, downstream processing activity referencing the Debt Account will be recorded. All activity recorded against the Debt Account Entity is viewable via the Debt Account Query. All activity for a given Debt Account references the Debt Account **Entity**, **NOT** the Debt Account **document**.

Figure 177: Debt Account Entity Reference

The screenshot shows a form titled "Debt Account Information". It contains four input fields: "Debt Account Number" (with a star icon), "Debt Account Line Number" (with a star icon), "Depository Line Number", and "Payee Line Number". A red rectangular box highlights the "Debt Account Number" and "Debt Account Line Number" fields.

Debt Account Entity referencing transactions will include:

- Cash Receipts (Collections, Write-Offs, Debit Vouchers)
- Itemized Payments (debtor refunds and Treasury pulls for Cross-Servicing Fees)

Once the Debt Account Entity is established, users have the ability to update the Entity via the Amendment functionality in Pegasys.

Figure 178: Debit Account - Amend Document Button

Pegasys / Queries / Accounts Receivable / Debt Account / Debt Account / Debt Account

Debt Account Debtor Accounting Lines Supervisor

Expand All Collapse All

General

Debt Account Number: 2015120200001
 Vehicle Claim Debtor Name:
 Title:
 Number of Lines: 1
 Disbursing Office: X0112

Debt Account Canceled

Requested By: JesseO
 Currency: USD
 Security Org: GSA

Debt Account Options

Debt Account Type: Primary
 Require Billing Documents Flag

Amounts

Debt Account Activity

	Original Owed	Collected	Outstanding
Initial Amount	\$5,357.01		
Discount Amount	\$0.00		
Surcharge Amount	\$0.00		
Principal Amount	\$5,357.01	\$5,357.01	\$0.00
Interest Amount	\$0.00	\$0.00	\$0.00
Admin Charges Amount	\$0.00	\$0.00	\$0.00

Refresh Correct Document **Amend Document** Copy Forward To Billing Document Attachments Documents

Each Amendment is tracked/audited using a unique system-generated **Amendment Number**. The Debt Account Entity’s **Amendment History** can be reviewed on the Debt Account Query’s History tab. Users can also query the Debt Account Entity’s history via the Debt Account Action History On-Demand report.

Figure 179: Debt Account History

Debt Account History

Debt Account History

1 - 2 of 2 results

Document Type	Document Number	Debt Account Line Number	Date
D7M	D7M2015120200001	1	12/02/2015
D7M	D7M2015120200001	1	12/02/2015

View Document 10 per page Page 1 of 1

Go to top of page

4.7.3 Available Debt Account (DA) Document Types

Each claim entered in Pegasys will use a predetermined Debt Account (DA) document type. The document type is a configurable reference object on the Document Type maintenance table.

Pegasys will utilize four distinct Debt Account (DA) document types:

- D6M - Region 6 Claims - Manual
- D7M - Region 7 Claims - Manual
- DAV - Region 6 Vehicle Claims Interface

The Region 6 DAV document type is the only document type that is entered in Pegasys via an automated form import interface process. The other three available document types are manually entered in Pegasys via the Transactions → Accounts Receivable → New → Debt Account menu.

For a listing of DA Document Types, please refer to **BAAR User Guide 8 of 10 Section A.11 Appendix: Available Debt Account (DA) Document Types**.

4.7.4 Debt Account (DA) -User-Defined Form Field Descriptions

User Defined fields (UDFs) provides a flexible means of configuring and utilizing specific fields that are important to GSA's business processes. There are a total of ten configurable UDFs at both the Header and Accounting Line level. Different UDFs are being configured based on the DA document types. The appendix listed below provides the list of the enabled UDFs for the four DA document types: DAV, DES, D6M, and D7M. The enabled UDFs are indicated by the word - "Yes".

The listing of User-Defined fields on the Debt Account (DA) Form is available at **BAAR User Guide 9 of 10 B.9 Appendix: Debt Account (DA) -User-Defined Fields and Forms Descriptions**.

4.7.5 Automated Methods to Create Debt Accounts (DA)

Vehicle claims are automatically entered into Pegasys via the Vehicle Claims Interface Form Import batch process. The interface process is initiated by the GSA Comprehensive Accident Reporting Systems (CARS), which submits a flat file containing Debt Account data values in the pre-defined interface format. Selected fields within this file are encrypted because they may contain Personally Identifiable Information (PII).

CARS transmits the file to the FMESB using sFTP. The FMESB performs file validations and the appropriate data reformatting before sending the file to Pegasys to be processed by the Batch Controls and Form import batch processes. If the file fails validation, the FMESB sends a File Reject Notification email, which includes a Reformatting Process Report (error messages), to a configured email address.

The Form Import process allows Pegasys to receive debt account records from CARS. The Form Import Batch Job ID in Pegasys is VHCLMGSIMPORT. The Form Import Process reads a file containing transactions from CARS and creates forms in the Pegasys application. When the forms are processed using Form Import, they are subject to the same edits and perform the same updates as if they were entered directly into Pegasys via manual document processing. If the forms are valid, they become Debt Account (DA) documents within Pegasys and post to the general ledger as configured. Pegasys also generates the Debt Account Entity at this time.

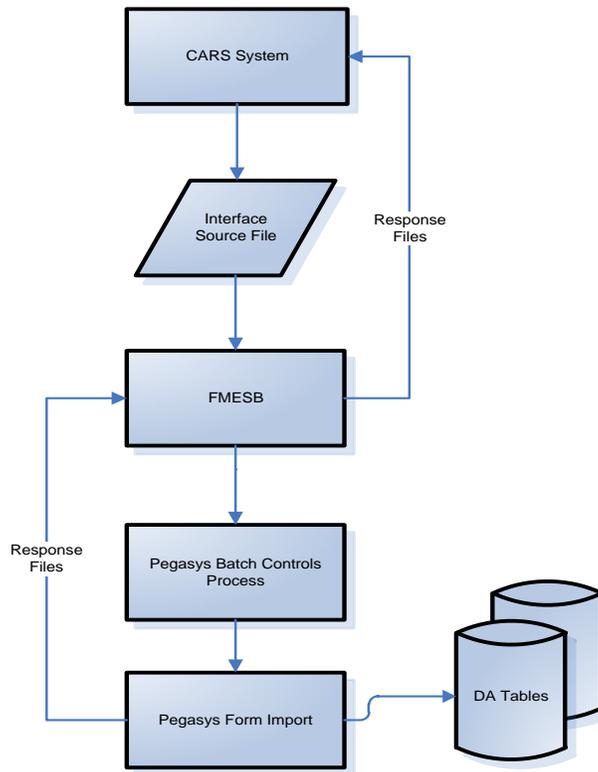
The Vehicle Claims Interface creates Debt Accounts with Doc Type = DAV. Users may review the generated DAV Debt Account document via the Form/Document Selection Query.

Once Pegasys has run the Form Import batch process, the batch execution report, containing processing messages and error messages, is returned to CARS via the FMESB. Two additional

output files, Accepted Documents and Rejected Documents, are also sent to CARS via the FMESB. These files contain the Document Type/Number of record sets processed successfully in Pegasys and the Document Type/Number with error messages for records sets which were not imported.

Below is a diagram that illustrates the main high-level processing steps of the Vehicle Claims Interface.

Figure 180: Vehicle Claims Interface Process Overview Diagram



The Vehicle Claims interface process is further explained in the steps below:

1. The process begins at the CARS System which sends the interface source file to FMESB.
2. The FMESB sends a response files back to the CARS System.
3. The Pegasys Batch Control Process as well as Pegasys Form Import and the DA tables are updated.
4. Response files are sent back to the FMESB.

4.7.6 Manual Creation of Debt Account (DA)

Debt Accounts will be created in Pegasys via either the Automated Claims interface or manual entry. Manual entry of Debt Account (DA) documents will be processed using the following document types:

- D6M- Region 6 Claims - Manual - D6M
- D7M- Region 7 Claims- Manual - D7M

The following tabs on the Debt Account (DA) document will be used:

- Header
- Debtor
- Accounting Line
- Correspondence

The following steps describe how a manual Debt Account (DA) is processed in Pegasys:

Steps to Create an Accounts Receivable Debt Account (DA) Form

1. Navigate to Transactions → Accounts Receivable → New → Debt Account.
2. Enter the **Document Type**.

NOTE: For Manual Debt Account entry, only the following document types will be used:

- a. D6M
 - b. D7M
3. Select the **Generate** button to create a system-generated **Document Number**.
NOTE: A unique Document Number will be populated in the Document Number field.
 4. Select the **Finish** button.
The new Debt Account form creation screen is displayed.
 5. Enter a unique **Debt Account Number**.

Figure 181: Header Account Page - Debt Account Number

Header ▾

Header | Debtor | Accounting Lines | Supervisors | Approval Routing | Memos | ...

General

Document Type: <input type="text" value="D7M"/> <input type="text" value="R7 Claims-Manual"/>	Orig Document Date: <input type="text" value="12/02/2015"/>
Status: <input type="text" value="PROCESSED"/>	Last Document Date: <input type="text" value="12/02/2015"/>
Document Number: <input type="text" value="D7M2015120200001"/>	Accounting Period: <input type="text" value="03/2016"/>
Debt Account Number: <input type="text" value="2015120200001"/>	Reporting Accounting Period: <input type="text" value="03/2016"/>
Debt Account Name: <input type="text"/>	Last Batch Number: <input type="text"/>
Title: <input type="text"/>	Document Classification: <input type="text"/>
Disbursing Office: <input type="text" value="X0112"/>	Security Org: <input type="text" value="GSA"/>
Requested By: <input type="text" value="Jesse0"/>	Last Modification Number: <input type="text" value="00001"/>
Created by: <input type="text" value="jesseogor"/>	<input type="checkbox"/> Suppress Printing
Last Modified by: <input type="text" value="triciafitzgerald"/>	

Amounts

Initial Amount:	<input type="text" value="\$5,357.01"/>
Discount Amount:	<input type="text" value="\$0.00"/>
Surcharge Amount:	<input type="text" value="\$0.00"/>
Principal Amount:	<input type="text" value="\$5,357.01"/>
Interest Amount:	<input type="text" value="\$0.00"/>
Admin Charges Amount:	<input type="text" value="\$0.00"/>
Penalty Amount:	<input type="text" value="\$0.00"/>
Total Amount:	<input type="text" value="\$5,357.01"/>

Amendment History | View in Fund Currency | Add Shortcut | Attachments | Print | Route | ...

NOTE: Ensure the Disbursing Office is populated: This field should default based on the document type, but is required because the system identifies which ALC the debt account is associated with when referring an outstanding DA to Treasury based on the disbursing office.

6. Region 7 Claims ONLY - Enter the **Claim Type**. Valid values are PRG or GSA.
7. Optionally enter applicable values in the Header User Defined Fields.

NOTE: Refer to **BAAR User Guide 10 of 10 Appendix C.14** for a list of UDFs by Document Type

D6M Document:

Figure 182: D6M Document

– Header Field - User Defined Fields

Assignment Code	<input type="text" value="R6CLAIMS"/>
PO Number	<input type="text"/>
Vehicle Tag Number	<input type="text"/>
Item # 1	<input type="text"/>
Item # 2	<input type="text"/>
Item # 3	<input type="text"/>
ITS Claim Reason	<input type="text"/>
R7 Debt Account Type Detail / R6 Referral Options	<input type="text"/>

– External System Information

Claim Type/System ID	<input type="text" value="ARCSCONVRT"/>
----------------------	---

D7M Document:

Figure 183: D7M Document

– External System Information

Claim Type	<input type="text" value="GSA"/>
External System Document Number	<input type="text"/>

– User Defined Fields

Assignment Code	<input type="text" value="R7CLAIMS"/>
* Debt Account Type Detail	<input type="text" value="LEASE"/>

8. Navigate to the **Debtor** tab.
9. Enter the Non-Federal **Vendor Code** and **Vendor Address Code** of the Debtor associated to the Debt Account.

NOTE: Users will only record a single Vendor Code on the Debtor tab.

NOTE: For **DAV Vehicle Claims**, the ID Number is relabeled as **Insurance Claim Number** and populated with a value via the Vehicle Claims Interface.

ALTERNATE PROCESS FLOW: At times, a “dummy” miscellaneous vendor code is used instead of a vendor code associated with the Debtor (e.g., Vehicle Claims)

In this case, the miscellaneous vendor code/address code is entered in the Vendor Code/Address Code fields and the user manually enters the Debtor Information under the **More** button

Figure 184: Debtor

ALTERNATE PROCESS FLOW: Select the ‘More’ button for Miscellaneous Vendors and enter the applicable information.

Select the applicable TIN Type (SSN, EIN, or ITIN).

Populate the TIN in the format XXXXXXXXXX.

Figure 185: Debtor Page - Vendor Information

10. Select the Accounting Lines tab.
11. Select the **Add** button.

The Accounting Line page is displayed.

Figure 186: Debit Account - Accounting Line

Header: DAV R6 Vehicle Claims DAV2015111202200 CORRECT FULL FORM / Accounting Lines: / Accounting Line

Header Debtor Accounting Lines Supervisors Approval Routing Memos ...

Accounting Line Charge Lines Depository Lines Payee Lines

Item: 1 2

General

Line Number

* Debt Account Line Number

Transaction Type

* Status

Priority

Exclude from Internal Offset

Exclude from External Offset

Control Level

Start Date

First Demand Letter Generated Date

Original Accounting Period

Spend and Reimburse Within Fund

Public Law Number

IPA Deferred Date

Assess Current Period IPA

12. Enter '1' in the **Debt Account Line Number** field.
13. Enter a **Transaction Type** = 01.
14. Enter the date the First Demand Letter was sent to the Debtor in the following fields:
 - a. Start Date
 - b. First Demand Letter Generated Date
 - c. Interest Begin Date
 - d. Penalty Begin Date
 - e. Admin Begin Date

Figure 187: Debit Account - Accounting Line Fields

Header: DAV R6 Vehicle Claims DAV2015111202200 CORRECT FULL FORM / Accounting Lines: / Accounting Line

Accounting Line | Charge Lines | Depository Lines | Payee Lines

Item: 1 2 Item 2 of 2

General

Line Number: 1

* Debt Account Line Number: 1

Transaction Type: 01

* Status: Active

Priority: Exclude from Internal Offset
 Exclude from External Offset

Control Level: None

Start Date: 06/22/2015

First Demand Letter Generated Date: 06/22/2015

Original Accounting Period:

Spend and Reimburse Within Fund

Public Law Number:

IPA Deferred Date:

Assess Current Period IPA

Overdue Configuration

* Assess Interest On: DA

Interest Type:

Interest Assessment Model: Fixed

Interest Rate:

Interest Begin Date: 06/22/2015

Interest Cutoff Date:

Accelerated Balance Amount: \$0.00

Accelerated Balance Due Date:

* Assess Admin Charges On: DA

Administrative Charge Type:

Admin Begin Date: 06/22/2015

* Assess Penalty On: DA

Penalty Type:

Penalty Begin Date: 06/22/2015

Assess Penalty on Amortization Schedule

15. Enter the **Principal Line Amount**
16. Enter the Claim **Receivable Type**.
17. Enter a valid **Accounting Template**.
18. Select **Default**.

NOTE: The accounting dimensions DA associated to the accounting template are automatically populated in the Accounting Dimensions section.

19. Enter a valid **Sub-Object Class** or **Revenue Source Code**.
20. **NOTE:** Refer to **Section 4.7.2** to determine whether to populate the SOC, RSC, or neither.

Figure 188: Debit Account - Accounting Dimensions

Accounting Dimensions

* Receivable Type: PRCLAIMR6

Receivable Type Funding Default: **Default**

Template: 2015-08 -R6 Claims- AccidentDamage

* BBFY: 2015

EBFY:

* Fund: 455F

Region: 08

Org Code: F08Y0000

Program: FE32

Project Code:

Activity:

Sub-Object Class: A-06

Revenue Source:

Sub Revenue Source:

Location/System:

Vehicle Tag #:

Work Item:

Lease #:

Reimbursable Sub-Object Class:

Cost Organization:

YBA:

BETC:

Cohort Yr:

Reimbursable Sub Object:

PRC:

21. Enter text to appear on the Demand Letter/Dunning Notice in the Comments to Print box.

22. Set the Print Comments on Dunning Letter flag equal to True.

23. Enter a valid claims Text Code.

Text Code = **R6POCLAIMS**

- a. Receivable Type(s): ADCLAIMR6, AUCLAIMR6, APCLAIMR6, ECCLAIMR6, FPCLAIMR6, FICCLAIMR6, IFCLAIMR6, LDCLAIMR6, TACCLAIMR6, VEHCLAIM

Text Code = **R6PRCLAIMS**

- b. Receivable Type(s): PRCLAIMR6

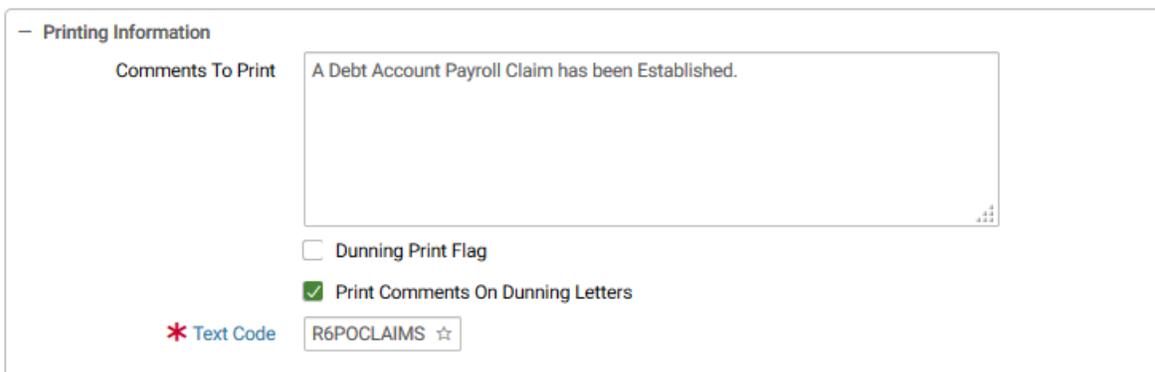
Text Code = **R6CLAIMS**

- c. Receivable Type(s): VNCLAIMR6, WSCLAIMR6

Text Code = **R7CLAIMS**

- d. Receivable Type(s): PRCLAIMR7, FRCLAIMR7, LDCLAIMR7, CDCLAIMR7, DPCLAIMR7, ETCLAIMR7, EPCLAIMR7, LTCLAIMR7, RSCLAIMR7, STCLAIMR7, UCCLAIMR7

Figure 189: Printing Information



24. Select the applicable TROR Category.

Commercial can be used with TIN Type of SSN, EIN, or ITN.

Consumer can be used with TIN Type of SSN or ITIN.

Must match Consumer/Commercial Debt field value.

25. Select DMS Debt Classification.

Standard value is **MD-Miscellaneous Debt**.

26. Select DMS Debt Type = **Administrative**.

27. Select the applicable Consumer/Commercial Debt.

CM-Commercial can be used with TIN Type of SSN, EIN, or ITN.

CN-Consumer can be used with TIN Type of SSN or ITIN.

Must match TROR Category value.

Figure 190: DMS Debt Information

- DMS Debt Information	
TROR Classification	Administrative
TROR Category	Consumer
DMS Debt Classification	MD-Miscellaneous Debt
DMS Debt Type	AD-Administrative Debt
Consumer/Commercial Debt	CM-Commercial
Secured Type	

28. Optionally enter valid values in the Accounting Line User Defined Fields.

Refer to **BAAR User Guide 10 of 10 Appendix C14** for a full listing of UDFs by document type.

D6M Document:

Figure 191: D6M - User Defined Fields

- User Defined Fields	
Sales Office Number	<input type="text"/>
Sale Number	08050013
Labor Flag	<input type="text"/>
Sep Date	<input type="text"/>
GSA Contract Number	<input type="text"/>
Commodity Code	<input type="text"/>
ACO Zone	<input type="text"/>
ACO Code	<input type="text"/>

D7M Document:

Figure 192: D7M - User Defined Fields

- User Defined Fields	
Sales/Lease Number:	<input type="text"/>

29. Select the **Save** button.

30. Select the **Verify** button.

31. Select the **Submit** button.

4.7.7 Query Debt Account (DA)

There are several queries available in Pegasys that can be used to research Debt Accounts. Regardless of which query is used, query performance is improved when users enter as much known information as possible, such as Debt Account Number, Insurance Claim Number, Document Type, Claim Type/External System ID, etc.

Users will primarily utilize the following queries when researching the Debt Account in Pegasys:

- Debt Account Query
- Debt Account by Debt Account Group Query

Debt Account Query

The Debt Account query provides a single location to obtain information regarding all DAs in the system. The Debt Account Query is the user's primary resource for managing/tracking the claim after the Debt Account document has been processed to initiate the claim. All activity for a given Debt Account references the Debt Account Entity, NOT the Debt Account document.

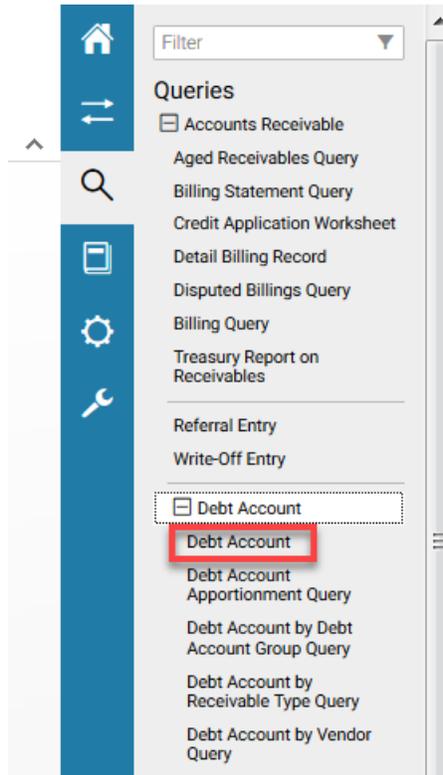
The Debt Account Query allows users to seamlessly perform the following functions against the Debt Account Entity:

- Review a snapshot of the Debt Account Entity, including original amounts owed, amounts collected, amounts outstanding, overdue charges, etc.
- Review all Pegasys transactions referencing the Debt Account Entity
- Update the Debt Account from the Query
 - The user performs updates to the Debt Account Entity via Amendments initiated from the Debt Account Query
- Initiate Collections transactions
- View and Add attachments

Accessing the Debt Account query can be accomplished by using the following path:

Queries → Accounts Receivable → Debt Account → Debt Account

Figure 193: Debt Account Navigation



- To search for DAs, enter applicable search criteria and select the **Search** button.

Figure 194: Debt Account Fields

Pegasys / Queries / Accounts Receivable / Debt Account / Debt Account

Debt Account

Search Criteria

Debt Account Number	<input type="text" value="05FP1066"/>	Title/ACT Number	<input type="text"/>
Debt Account Group	<input type="text" value="☆"/>	Receivable Type	<input type="text" value="☆"/>
Insurance Claim Number	<input type="text"/>	Claim Type/System ID	<input type="text" value="☆"/>
Bank ABA/BIC	<input type="text" value="☆"/>	Document Type	<input type="text" value="☆"/>
Debt Account Type	<input type="text" value="v"/>	Region	<input type="text" value="☆"/>
Status	<input type="text" value="v"/>	Building Number	<input type="text" value="☆"/>
Vendor	<input type="text" value="☆"/> <input type="text" value="☆"/>	Lease Number	<input type="text" value="☆"/>
Payee Vendor	<input type="text" value="☆"/> <input type="text" value="☆"/>	Vehicle Claim Debtor Name	<input type="text"/>
Amount	<input type="text"/>		

Available “Action” buttons on the Debt Account Query

Figure 195: Debit Account - Action Buttons

The screenshot shows a web form for a Debit Account. At the top, there are tabs for 'Debt Account', 'Debtor', 'Accounting Lines', and 'Supervisor'. Below the tabs, there are expand/collapse options. The main form is divided into sections:

- General:** Includes fields for Debt Account Number (05FP1066), Vehicle Claim Debtor Name, Title (05FP1066), Number of Lines (1), and Disbursing Office (X0109). It also has a checkbox for 'Debt Account Canceled', a 'Requested By' field (runbatchconvbaar), 'Currency' (USD), and 'Security Org' (FPCLAIM).
- Debt Account Options:** Includes a dropdown for 'Debt Account Type' (Primary) and a checkbox for 'Require Billing Documents Flag'.
- Expandable Sections:** A list of sections with plus signs: '+ Amounts', '+ Debt Account Total Details', '+ Header Field - User Defined Fields', '+ External System Information', '+ Referral', '+ Description', and '+ Referenced Amounts'. A 'Go to top of page' link is below these sections.
- Action Buttons:** A horizontal bar at the bottom containing buttons: 'Refresh', 'Correct Document', 'Amend Document', 'Cpy Forward To Billing Document' (with a dropdown arrow), 'Attachments', and 'Documents' (with a dropdown arrow). This bar is highlighted with a red border.

- **Refresh** - Updates the query with any changes processed to the Debt Account entity since the initial load/last refresh of the query.
- **Amend Document** - Allows users to update the Debt Account entity via the Amend action. Amendments allow users to update information populated on the DA, e.g. amounts, associating Amortization Schedules, etc., and provide audit tracking.
- **Copy Forward To** - Allows users to copy forward from the Debt Account to a downstream transactions, e.g. Cash Receipt, Itemized Payment, etc.
- **Attachments** - Users may add attachments, e.g. Promissory Note, debtor correspondence, internal documentation, at the Debt Account Entity level via the Debt Account Query.
- **Documents** - Displays all documents that reference the Debt Account Entity. Allows users to limit search parameters to further define the search for any documents that reference the entity. **NOTE:** The Debt Account Number is automatically populated in the search criteria.

Figure 196: Debt Account Query Documents Button

Debt Account Document Query

Search Criteria

Document Type Accounting Event

Pegasys Document Number Accounting Period

Accounting Line Number

Item Line Number

Debt Account Number

Debt Account Line Number

Depository Line Number

Payee Line Number

1 - 10 of 55,934 results

Accomplished Date	Document Type	Pegasys Document Number	Accounting Line Number	Item Line Number	Debt Account Number	Debt Account Line Number	Accounting Event	Accounting Period	Amount
06/10/2013	L6X	L6X2015112001823	1	0001	11PC0014	1	AR04	02/2016	\$272.59
06/10/2015	L6X	L6X2015112001899	1	0001	13FP0591	1	AR04	02/2016	\$26.58
08/07/2014	L6X	L6X2015112001917	1	0001	14000168	1	AR04	02/2016	\$850.00
08/31/2015	L6X	L6X2015112001939	1	0001	14000442	1	AR04	02/2016	\$100.00
07/18/2007	L6X	L6X2015112001967	2	0003	14F61715	1	AR05	02/2016	\$0.12
07/18/2007	L6X	L6X2015112001967	3	0003	14F61715	1	AR04	02/2016	\$1,418.96
04/15/2009	L6X	L6X2015112001988	3	0003	14F61715	1	AR04	02/2016	\$1,419.08
12/13/2010	L6X	L6X2015112002008	2	0003	14F61715	1	AR05	02/2016	\$0.07
12/13/2010	L6X	L6X2015112002008	3	0003	14F61715	1	AR04	02/2016	\$1,419.01
08/13/2012	L6X	L6X2015112002028	2	0003	14F61715	1	AR05	02/2016	\$0.05

10 per page Page 1 of 5,594

- **History** - Displays the history of the Debt Account Entity, including the initial creation and subsequent amendments to the entity.

Figure 197: View Documents

1 - 10 of 55,934 results

Document Type	Pegasys Document Number	Debt Account Line Number	Accomplished Date	Accounting Period
<input checked="" type="radio"/> L6X	L6X2015112001823	1	06/10/2013	02/2016
<input type="radio"/> L6X	L6X2015112001899	1	06/10/2015	02/2016
<input type="radio"/> L6X	L6X2015112001917	1	08/07/2014	02/2016
<input type="radio"/> L6X	L6X2015112001939	1	08/31/2015	02/2016
<input type="radio"/> L6X	L6X2015112001967	1	07/18/2007	02/2016
<input type="radio"/> L6X	L6X2015112001967	1	07/18/2007	02/2016
<input type="radio"/> L6X	L6X2015112001988	1	04/15/2009	02/2016
<input type="radio"/> L6X	L6X2015112002008	1	12/13/2010	02/2016
<input type="radio"/> L6X	L6X2015112002008	1	12/13/2010	02/2016
<input type="radio"/> L6X	L6X2015112002028	1	08/13/2012	02/2016

Debt Account Tab

- Debt Account Number:
 - This is the unique number identifying the Debt Account entity. The value is populated on the Debt Account document when the DA Entity is initially established. All amendments and downstream transactions will reference the Debt Account Number
- Number of Lines:
 - Indicates the number of accounting lines on the Debt Account entity

Figure 198: Debt Account Tab

Pegasys / Queries / Accounts Receivable / Debt Account / Debt Account / Debt Account

Debt Account Debtor Accounting Lines Supervisor

Expand All Collapse All

General

Debt Account Number: V0914257

Vehicle Claim Debtor Name: ROSENBURG MICHAEL

Title: V0914257

Number of Lines: 1

Disbursing Office: X0109

Requested By: runbatchconvaar

Currency: USD

Security Org: VEHCLAIM

Debt Account Canceled:

Debt Account Options

Debt Account Type: Primary

Require Billing Documents Flag:

- Debt Account Activity
 - Displays Original, Collected, and Outstanding Principal and IP&A amounts
- Billing Activity
 - Will only utilize this section to record/view the ‘Write-Off’ column amounts
 - The first two columns are not used
- Payment Activity
 - Will only use the ‘Refunded’ column for amounts refunded to the Debtor
- Apportionment Activity
 - Will not utilize this section

Figure 199: Debt Account Tab - Billing Activity

Billing Activity			
	Receivable	Unliquidated Receivable	Write Off
Principal Amount:	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Interest Amount:	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Admin Charges Amount:	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Penalty Amount:	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Total Amount:	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

Payment Activity				
	Paid	Refunded	Payments Owed	Outstanding
Principal Amount	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Interest Amount	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>		
Total Amount	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>		

Apportionment Activity			
	Apportioned	Refunded Apportioned	Available Unapportioned
Principal Amount:	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Interest Amount:	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

Total Depository Available Amount	<input type="text" value="\$0.00"/>
Available for Payment Principal Amount	<input type="text" value="\$0.00"/>
Available for Payment Interest Amount	<input type="text" value="\$0.00"/>

- Header User Defined Fields
- Provides searchable/viewable UDF info for the DA
- External System Information
- Displays the External System ID/Claim Type associated to the DA
- Referral
- Will track the Treasury Servicing Referred Amounts
- Description
- Enter pertinent info, e.g. PU Document Number
- Referenced Amounts
- Will display the Internal Offset Amounts (if applicable)

Figure 200: Debt Account Tab - Header Field

Header Field - User Defined Fields

Assignment Code	<input type="text"/>	Header Field 11	<input type="text"/>
PO Number	<input type="text"/>	Header Field 12	<input type="text"/>
Vehicle Tag Number	G2902M	Header Field 13	<input type="text"/>
Item # 1	<input type="text"/>	Header Field 14	<input type="text"/>
Item # 2	<input type="text"/>	Header Field 15	<input type="text"/>
Item # 3	<input type="text"/>	Header Field 16	<input type="text"/>
ITS Claim Reason	<input type="text"/>	Header Field 17	<input type="text"/>
R7 Debt Account Type Detail / R6 Referral Options	<input type="text"/>	Header Field 18	<input type="text"/>
		Header Field 19	<input type="text"/>
		Header Field 20	<input type="text"/>

External System Information

Claim Type/System ID

Referral

Collections Agency Referred Amount	<input type="text" value="\$0.00"/>	
Department Of Justice Referred Amount	<input type="text" value="\$0.00"/>	
Treasury Servicing Referred Amount	<input type="text" value="\$1,800.81"/>	
Other Referred Amount	<input type="text" value="\$0.00"/>	
External Offset Referred Amount	<input type="text" value="\$0.00"/>	
Referral Collected Amount	<input type="text" value="\$0.00"/>	

Description

Description	Accident Date:2014-05-08 Totaled:N Capital Value:unavailable Driver:MICHAELROSENBURG
Extended Description	

Referenced Amounts

External Offset Amount	<input type="text" value="\$0.00"/>	
Internal Offset Amount	<input type="text" value="\$0.00"/>	

[Go to top of page](#)

Refresh
Correct Document
Amend Document
Copy Forward To Billing Document
Attachments
Documents
...

Debtor Tab

Displays the debtor information associated to the Debt Account, including:

- Vendor Code
- Vendor Address Code
- Vendor Address and Contact Info
- Debt Account Group
- This value is pulled from the Debt Account Group maintenance table.
- Valid values are:
 - R6CLAIMS
 - R7CLAIMS
 - o Will use this field in conjunction with the Debt Account by Debt Account Group query to facilitate summary level search capabilities at the Debt Account Group level

Figure 201: Debtor Tab - Vendor Information

Debt Account **Debtor** Accounting Lines Supervisor

1 - 1 of 1 results

Vendor Code	Address Code	Vendor Code Address Name	Debt Account Group	Debt Account Group Name	Insurance Claim Number
NNFM00000	00001	MICHAEL ROSENBURG	R6CLAIMS	Region 6 Claims	CL0366205520101026

[View Debt Account By Vendor](#) 10 per page << < Page 1 of 1 > >>

Vendor

Code: NNFM00000 00001 [More](#)

* Vendor Code Address Name: MICHAEL ROSENBURG

Debt Account Information

Group

Code: R6CLAIMS [More](#)

Name: Region 6 Claims

Insurance Claim Number: CL0366205520101026

Figure 202: Vendor Information

Ok

Vendor Address

Code: NNFM00000 00001

Standardized Format: Yes

Address Active Status: [Dropdown]

Vendor Address Type: [Dropdown]

* Address Name: MICHAEL ROSENBERG

* Address Line 1: 1419 GRAND ST.
209

* City: ALAMEDA

State: CA

Postal Code: 94501

Country: [Dropdown]

Country: US

AAC/DODAAC: [Dropdown]

IPP Enabled

Phone: [Text Box]

Fax: [Text Box]

Email: [Text Box]

Contact: [Text Box]

Title: [Text Box]

DUNS: [Text Box]

DUNS+4: [Text Box]

SAM Enabled

VCSS Vendor

Currency Code: [Text Box]

[Go to top of page](#)

Accounting Lines Tab

The accounting lines tab allows users to query/view the information displayed on the DA Entity accounting line, including:

- Dunning Count/Amount
- Amortization Schedule
- Debt Appeal Forbearance Flag
- IP&A Begin Date and Type
- Comments to Print

Users may also review the IP&A charge lines assessed on the Debt Account line.

- Receivable Type
- Records the Region 6/Region 7 Claim Type
- Debt Account Start Date
- Set equal to the First Demand Letter Generated Date
- First Demand Letter Generated Date
- The date the First Demand letter was sent to the Debtor

Figure 203: Accounting Line - General Section

- Interest, Admin, Penalty Begin Dates
- Set equal to the First Demand Letter Generated Date
- Interest, Admin Charges, Penalty Apply Date
- The last date IP&A was assessed against the DA Entity

Figure 204: Accounting Line Tab - Overdue Configuration

- Debt Account Activity
- Records Original, Collected, and Outstanding DA amounts
- Billing Activity
- Only use this section to record Write-Off amounts
- Apportionment Activity
- This section is updated by collections referencing the DA Entity, but this section will not be used
- Payment Activity
- Only use this section to record the Refunded amounts

Figure 205: Accounting Line Tab - Amounts Section

-- Amounts

Debt Account Activity

	Original Owed	Collected	Outstanding
Initial Amount	\$1,718.00		
Discount Amount	\$0.00		
Surcharge Amount	\$0.00		
Principal Amount	\$1,718.00	\$0.00	\$1,718.00
Interest Amount	\$7.15	\$0.00	\$7.15
Admin Charges Amount	\$40.00	\$0.00	\$40.00
Penalty Amount	\$35.66	\$0.00	\$35.66
Total Amount	\$1,800.81	\$0.00	\$1,800.81

Billing Activity

	Receivable	Unliquidated Receivable	Write Off
Principal Amount:	\$0.00	\$0.00	\$0.00
Interest Amount:	\$0.00	\$0.00	\$0.00
Admin Charges Amount:	\$0.00	\$0.00	\$0.00
Penalty Amount:	\$0.00	\$0.00	\$0.00
Total Amount:	\$0.00	\$0.00	\$0.00

Apportionment Activity

	Apportioned	Refunded Apportioned	Available Unapportioned
Principal Amount:	\$0.00	\$0.00	\$0.00
Interest Amount:	\$0.00	\$0.00	\$0.00

Payment Activity

	Paid	Refunded	Payments Owed	Outstanding
Principal Amount	\$0.00	\$0.00	\$0.00	\$0.00
Interest Amount	\$0.00	\$0.00		
Total Amount	\$0.00	\$0.00		

Total Depository Available Amount: \$0.00
 Available for Payment Principal Amount: \$0.00
 Available for Payment Interest Amount: \$0.00

- Accounting Dimensions
- Records the Accounting Template, Fund, BBFY, Program, Activity, Sub-Object Class, Revenue Source Code, etc.
- Referenced Amounts
- Includes the total Internal Offset amount recorded against the DA Entity
- Amortization Schedule
- Review any amortization schedule associated to the DA Entity

Figure 206: Accounting Line Tab - Accounting Dimensions

- Comments to Print
- Used by Region 6/Region 7 to include additional information to print to the Demand Letter/Dunning Notice not already included in the pre-configured text codes
- Dunning Print Flag/Print Comments on Dunning Letters
- Determine if the DA Entity is eligible for Dunning/to print comments
- Dunning Count/Last Dunning Date
- Allow users to review how many times and the last date on which the Debtor has been dunned
- Text Code
- Determines the text to be printed to the Demand Letter/Dunning Notice

Figure 207: Accounting Line Tab - Printing Information

- Referral
- The Referral button allows users to review any referred Debt/important dates/amounts

Figure 208: Referral Button

— Referral

Agency Transaction Id

Adjustment Submitted

Agency Debt Id

Figure 209: Referral Page

[Expand All](#) [Collapse All](#)

— Referral

	Coll Agency	Dept Of Justice	Treasury Servicing	Other	External Offset
Destination	<input type="text"/>	<input type="text"/>	FEDDEBT	<input type="text"/>	<input type="text"/>
Eligible For Referral	<input type="text"/>	<input type="text"/>	11/25/2014	<input type="text"/>	<input type="text"/>
Referral Date	<input type="text"/>	<input type="text"/>	11/25/2014	<input type="text"/>	<input type="text"/>
Last Adjustment Referred Date	<input type="text"/>				
Referred Amount	\$0.00	\$0.00	\$1,800.81	\$0.00	\$0.00
Referred Amount with Treasury	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Referred Principal Amount with Treasury	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Referred Interest Amount with Treasury	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Referred Penalty Amount with Treasury	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Referred Admin Charge Amount with Treasury	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Status	<input type="text"/>	<input type="text"/>	processed	<input type="text"/>	<input type="text"/>
Status Date	<input type="text"/>	<input type="text"/>	11/25/2014	<input type="text"/>	<input type="text"/>
Collection Type Collected					\$0.00
External Offset					\$0.00
Referral Last Payment Date	<input type="text"/>				
External Offset Last Payment Date	<input type="text"/>				
Exclude IPA 5B Records	<input type="text"/>				

- Debt Appeal/Forbearance Date/Flag
- Allows users to review DA Entity under dispute/having DAFF set equal to True
- Accounting Line User Defined Fields
- Provide additional detail specific to the Debt Account

Figure 210: Accounting Line Tab - Accounting Line User Defined Fields

— Accounts Receivable Status

Debt Appeal/Forbearance Date		<input type="checkbox"/> Debt Appeal Forbearance
Foreclosure Date	<input type="text"/>	<input type="checkbox"/> Foreclosure
Wage Garnishment Date	<input type="text"/>	<input type="checkbox"/> Wage Garnishment
Rescheduled Date	<input type="text"/>	<input type="checkbox"/> Rescheduled
Waived Date	<input type="text"/>	<input type="checkbox"/> Waived
Suspended Date	<input type="text"/>	<input type="checkbox"/> Suspended
Compromised Date	<input type="text"/>	<input type="checkbox"/> Compromised
Closed Out Date	<input type="text"/>	<input type="checkbox"/> Closed Out
Litigation Date	<input type="text"/>	<input type="checkbox"/> Litigation
Bankruptcy Date	<input type="text"/>	<input type="checkbox"/> Bankruptcy
Written Off Date	<input type="text"/>	

— Accounting Line - User Defined Fields

Sales Office Number		Line Field 11	<input type="text"/>
Sale Number		Line Field 12	<input type="text"/>
Insurance Policy Number/Labor Flag	4155776513	Line Field 13	<input type="text"/>
Sep Date		Line Field 14	<input type="text"/>
GSA Contract Number		Line Field 15	<input type="text"/>
Commodity Code		Line Field 16	<input type="text"/>
ACO Zone		Line Field 17	<input type="text"/>
ACO Code		Line Field 18	<input type="text"/>
Lease Vehicle Flag	N	Line Field 19	<input type="text"/>
Line Field 10		Line Field 20	<input type="text"/>

- Charge Lines
- Users may review any associated Interest, Penalty, and/or Admin Charge lines on the accounting line
- Selecting the charge line and Selecting the Charge Line hyperlink opens the detail screen including:
 - Record Type (Interest, Penalty, or Admin Charge)
 - Transaction Type
 - Amounts
 - Accounting Dimensions

Figure 211: Accounting Line Tab (continued)

Charge Line

Item: 1 2 3 Item 2 of 3

[Expand All](#) [Collapse All](#)

General

Record Type: Interest Charge (dropdown menu)
 Line Number: 2

Negotiated Amount Effective Date:
 Currency: USD
 Public Law Number:

Amounts

Late Payment Interest Amount: \$7.15
 Amortized Interest Amount: \$0.00
 Late Payment Admin Amount: \$0.00
 Late Payment Penalty Amount: \$0.00
 Negotiated Amount: \$0.00
 Amount: \$7.15

Accounting Dimensions

Template: 2016-06-0230-R0600000-1C00-1C000

BBFY: 2016	EBFY: <input type="text"/>	* Fund: 0230	* Region: 06	* Org Code: R0600000	* Program: 1C00
Project Code: <input type="text"/>	* Activity: 1C000	Sub-Object Class: <input type="text"/>	Revenue Source: <input type="text"/>	Sub Revenue Source: <input type="text"/>	Building #: <input type="text"/>
Location/System: <input type="text"/>	Vehicle Tag #: <input type="text"/>	Work Item: <input type="text"/>	Lease #: <input type="text"/>	Reimbursable Sub-Object Class: <input type="text"/>	Reimbursable Sub Object: <input type="text"/>
Cost Organization: <input type="text"/>	YBA: 2016	BETC: <input type="text"/>	Cohort Yr: <input type="text"/>	PRC: <input type="text"/>	

Debt Account by Debt Account Group Query

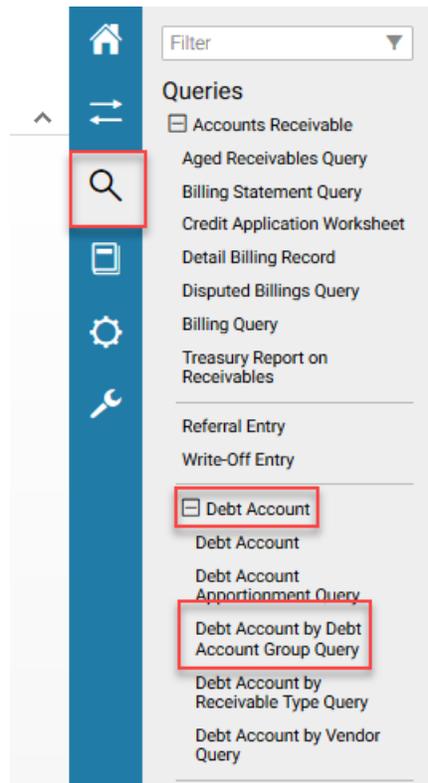
Users will also use the Debt Account by Debt Account Group Query to:

- Search all open claims by Debt Account Group, i.e. ESCLAIMS, R6CLAIMS, and R7CLAIMS.
- Review summary level Debt Account Group Detail information.
- Review all Debtors within the Debt Account Group.
- Review a Receivable Type Summary within the Debt Account Group.
- Obtain a listing of Debt Account Numbers associated to the Debt Account Group.
- Provides a direct link to the Debt Account Query

Accessing the Debt Account by Debt Account Group query can be accomplished by using the following path:

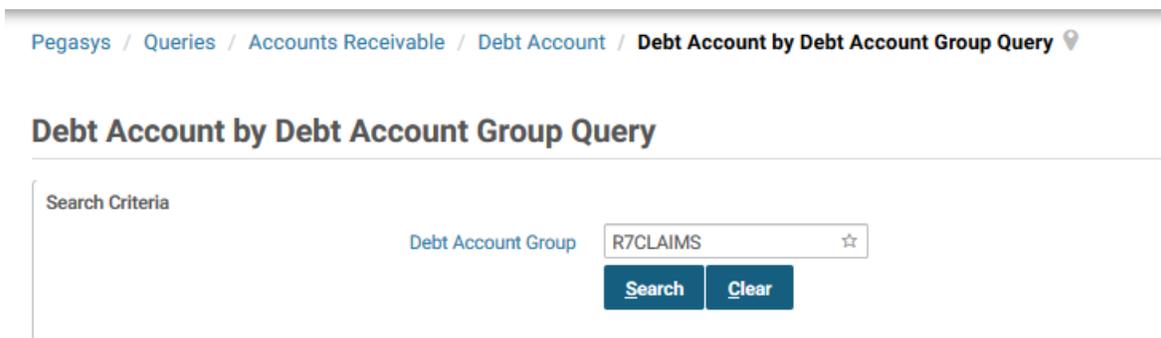
Queries → Accounts Receivable → Debt Account → Debt Account by Debt Account Group Query.

Figure 212: Accessing the Debt Account by Debt Account Group Query



- To search for DAs, enter applicable Debt Account Group and select the **Search** button.

Figure 213: Search for Debt Account



Users may view summary level information at the Debt Account Group level by:

- Debt Account Group
- Debtor
- Receivable Type
- Debt Account Number

Figure 214: Debt Account Group Detail Tab

Pegasys / Queries / Accounts Receivable / Debt Account / Debt Account by Debt Account Group Query / **Debt Account Group Detail**

Debt Account Group Detail Vendor Receivable Type Summary Debt Account Query Expand All Collapse

Debt Account Group

Code: R7CLAIMS
 Name: Region 7 Claims
 Description: [Empty text box]

Amounts

Debt Account Activity

	Original Owed	Collected	Outstanding
Initial Amount	\$159,699,765.23		
Discount Amount	\$0.00		
Surcharge Amount	\$0.00		
Principal Amount	\$159,699,765.23	\$134,948,061.05	\$24,751,704.18
Interest Amount	\$131,356.13	\$83,484.10	\$47,872.03
Admin Charges Amount	\$10,265.00	\$4,860.00	\$5,405.00
Penalty Amount	\$557,471.53	\$218,383.15	\$339,088.38
Total Amount	\$160,398,857.89	\$135,254,788.30	\$25,144,069.59

Figure 215: Debt Account Summary Level Debtor Tab

Debt Account Group Detail Vendor **Receivable Type Summary** Debt Account Query

Vendor Details

1 - 10 of 1,699 results 🔍 🗒️ 🗑️ 🗕

Vendor Code	Address Code	Name	Security Org
<input checked="" type="radio"/> 630947610	00001	REGENCY CENTER OFFICES	GSA
<input type="radio"/> 264185949	00001	7501 WISCONSIN LLC	GSA
<input type="radio"/> 582625675	00001	CHAMBLEE BUSINESS CENTER ASSOCIATES, LLC	GSA
<input type="radio"/> 990359218	00001	PABELL HAWAII	GSA
<input type="radio"/> 742623246	00001	VAKILLAS REALTY, LTD.	GSA
<input type="radio"/> 582306405	00001	DUE SOUTH INVESTMENT LLC	GSA
<input type="radio"/> 208966273	00001	1000-1100 WILSON OWNER, LLC	GSA
<input type="radio"/> 731520922	00111	KANSAS GAS SERVICE	GSA
<input type="radio"/> 463651063	00001	1509 SEDBERRY STREET HOLDINGS LIMITED PARTNERSHIP	GSA
<input type="radio"/> 363264367	00048	AT&T OHIO	GSA

Figure 216: Debt Account Summary Level Receivable Type Tab

Debt Account Group Detail Vendor **Receivable Type Summary** Debt Account Query

Receivable Type Detail

1 - 7 of 7 results 🔍 🗒️ 🗑️ 🗕

Receivable Type	Receivable Type Name
<input checked="" type="radio"/> RSCLAIMR7	Region 7 Restitution Claims
<input type="radio"/> DPCLAIMR7	Region 7 Duplicate Payment Claims
<input type="radio"/> EPCLAIMR7	Region 7 Erroneous Payment Claims
<input type="radio"/> UCCLAIMR7	Region 7 Utility Credit Claims
<input type="radio"/> ETCLAIMR7	Region 7 Early Termination Claims
<input type="radio"/> AP/IP	Automotive Purchases IPAC
<input type="radio"/> PRCLAIMR7	Region 7 Property Damages Claims

10 per page << < Page 1 of 1 > >>

Figure 217: Debt Account Query Linkage via Debt Account Group Detail Query

Debt Account Group Detail Vendor Receivable Type Summary **Debt Account Query**

Search Criteria

Debt Account Number ☆

Debt Account Line Number

Search

1 - 10 of 2,448 results

Debt Account Number	Debt Account Line Number	Debt Account Name	Debt Account Type
<input checked="" type="radio"/> CLA14691	1		Primary
<input type="radio"/> CLA14588	1		Primary
<input type="radio"/> CLA13288	1		Primary
<input type="radio"/> CLA15509	1		Primary
<input type="radio"/> CLA15323	1		Primary
<input type="radio"/> CLA14985	1		Primary
<input type="radio"/> CLA14514	1		Primary
<input type="radio"/> CLA14773	1		Primary
<input type="radio"/> CLA15052	1		Primary
<input type="radio"/> CLA15474	1		Primary

Details

10 per page << < Page 1 of 245 > >>

4.7.8 Amortization Schedules and Promissory Notes

In certain instances, the Debtor associated to an outstanding debt will request a payment schedule. If GSA accepts, the request for a payment schedule initiates the necessity to establish an Amortization Schedule and produce a Promissory Note, which is later sent to the debtor to be signed and notarized. The Amortization Schedule is created and maintained on a Pegasys Reference table where users have the option to create, modify, and view individual payment schedules. The Amortization Schedule reference table allows users to define the terms of the payment schedule, including payment periods, payment installations, and interest.

4.7.8.1 Define Amortization Schedule and Generate Promissory Note

Amortization Schedule Definition

The Amortization Schedule is created and maintained on a reference table housed in Pegasys containing the payment terms defined by the legally binding payment schedule entered into between GSA and the Debtor. Included in the Amortization Schedule are the principal and interest allocation of each monthly payment, the total principal and interest that will be paid over the life of the debt. The payment schedule details each periodic payment as generated by an amortization calculator.

While a portion of every payment is applied towards both **interest** and the **principal balance** of the loan, the exact amount applied to principal each time varies (with the remainder going to interest). The amortization schedule defines the specific monetary amount put towards interest, as well as the specific amount put towards the principal balance, with each payment. Initially, a larger portion of each payment is devoted to interest. As the loan/debt matures, larger portions go towards paying down the principal.

Promissory Note Definition

The Promissory Note is a financial instrument that contains a written promise by one party to pay another party a definite sum of money via a predefined schedule. The promissory note contains all the terms pertaining to the indebtedness by the issuer to the note's payee, such as the amount, interest rate, maturity date, date and place of issuance, and issuer's signature. The Promissory Note is a legally binding document establishing payment terms between GSA and the Debtor issued the Promissory Note.

Once an Amortization Schedule is established, it is associated to the Debt Account Entity in order to generate the Promissory Note. The Promissory Note report is generated through the On-Demand reports utility. The Promissory Note report contains a detailed installment payment schedule with the number of payments, amount of the payments due, and the due dates. The report shows the principal amount of the note, the amount of interest being paid, the interest rate, and any penalty and/or administrative charges that may apply to the note.

After the Promissory Note report is generated, the Amortization Schedule reference is removed from the associated Debt Account Entity because it has not been “activated” at this time. The Promissory Note does not take effect until the debtor returns the note with their signature and a notarization.

Once the debtor signs, notarizes, and returns the note to GSA, the Promissory Note becomes a legally binding document between GSA and the debtor. At that time, the signed/notarized Promissory Note is attached to the Debt Account and the Amortization Schedule noted above is re-associated to the Debt Account, thereby activating the Promissory Note.

4.7.8.2 Steps to Create an Amortization Schedule

An Amortization Schedule is generated when GSA agrees to a Debtor's request of flexible payment terms related to an outstanding debt. The Amortization Schedule is established in Pegasys by creating a new record on the Amortization Schedule reference table. The Amortization Schedule reference table allows GSA to define the terms of the payment schedule, including payment periods, payment installations, and interest. The following steps describe how to create a unique Amortization Schedule in Pegasys.

Steps to Create an Amortization Schedule:

1. Navigate to Reference → Accounts Receivable → Amortization Schedule.
The Amortization Schedule reference table is opened successfully.
2. Select **New** to generate a new Amortization Schedule.

Figure 218: Amortization Schedule - New Button

The screenshot shows the 'Amortization Schedule' page in the software. At the top, there is a breadcrumb trail: 'Pegasys / Reference / Accounts Receivable / Amortization Schedule'. Below this is a search criteria form with fields for Code, Name, Short Name, Status, Security Org, Debt Account Number, and Debt Account Line Number. There are also 'Effective Dates' fields for Start Date and End Date. A 'Search' button and a 'Clear' button are at the bottom of the search criteria section. Below the search criteria, there is a table with columns: Code, Name, Short Name, Debt Account Number, Status, Debt Account Line Number, Start Date, End Date, and Security Org. The table currently shows 'No results'. At the bottom of the page, there are buttons for 'Open', 'Copy', 'New', and 'Delete'. The 'New' button is highlighted with a red box. The page also shows '10 per page' and 'Page 1 of 1'.

3. Enter a unique value in the Amortization Schedule **Code** field
NOTE: The maximum length of the Code value is 10 characters.
4. Populate the **Name**.
5. Enter a Description.

Figure 219: Amortization Schedule - General Information

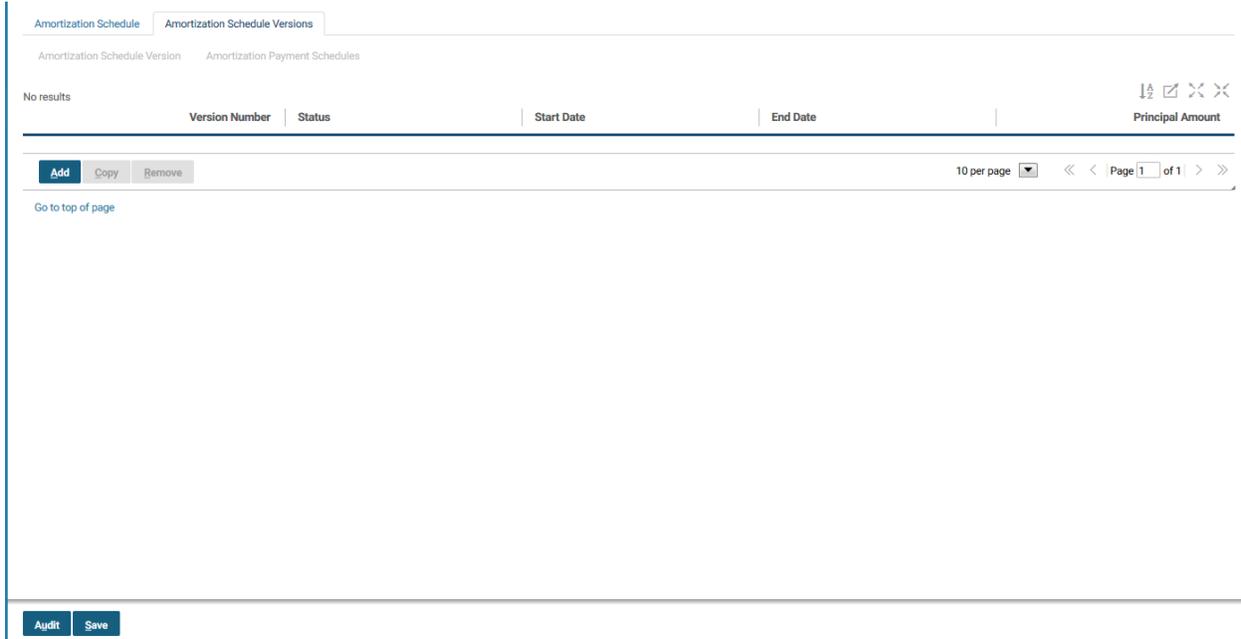
The screenshot shows the 'Amortization Schedule - General Information' form. At the top, there is a breadcrumb trail: 'Pegasys / Reference / Accounts Receivable / Amortization Schedule / Amortization Schedule'. Below this are two tabs: 'Amortization Schedule' and 'Amortization Schedule Versions'. The 'Amortization Schedule' tab is selected. The form is divided into two sections: 'General' and 'Description'. In the 'General' section, there are fields for Code, Name, Short Name, Status, Security Org, Debt Account Number, and Debt Account Line Number. The 'Code' and 'Name' fields are highlighted with a red box and contain the value 'JR15082202'. The 'Status' field is set to 'Active'. The 'Security Org' field is empty. The 'Debt Account Number' and 'Debt Account Line Number' fields are disabled (greyed out). There are also 'Effective Dates' fields for Start Date and End Date. In the 'Description' section, there is a text area for the Description, which contains the text 'Payment Schedule used to generate Promissory Note for Debtor ABC'. The text area is also highlighted with a red box.

NOTE: The Debt Account Number and Debt Account Line Number fields are disabled and cannot be populated when creating the Amortization Schedule. Rather, after the Amortization Schedule is added to the associated Debt Account document via an Amendment, these fields will then automatically populate and record the associated Debt Account information.

NOTE: Although the Security Org field is required, it does not need to be populated by the user. Rather, the field will be auto-populated by the system upon selecting Save.

6. Navigate to the **Amortization Schedule Versions** tab.

Figure 220: Amortization Schedule Versions tab



7. Select **Add**.

The **Amortization Schedule Version** tab opens.

Figure 221: Amortization Schedule Version

1 - 1 of 1 results

Action was successful.

Amortization Schedule | Amortization Schedule Versions

Amortization Schedule Version | Amortization Payment Schedules

Item 1 of 1

Version Number: 1
Status: Active

Effective Dates
* Start Date: 08/01/2015
* End Date: 07/31/2017

Frequency
* Frequency of Payments: Every X Months
Frequency Interval(X): 1
Duration of Loan: 24

Schedule Detail
* Principal Amount: \$12,000.00
* Interest Rate: 1.000
 Allow Variable Amounts
Currency: USD
[Generate Payment Schedule](#)

[Go to top of page](#)

[Audit](#) [Save](#)

8. Enter a **Start Date** and **End Date** to define the Amortization Schedule's effective period.
NOTE: For an Amortization Schedule that should be paid over 1 year, set the Start Date and End Date per the following:
 - a. **Start Date:** Current date (example: 8/1/2015)
 - b. **End Date:** Current date + 364 days (example: 7/31/2016)
9. Set the **Frequency of Payments** dropdown to Every X Months.
10. Enter a **Frequency Interval (X) = 1**.
NOTE: The Duration of Loan field is disable and will auto-populate based on the values entered in the Start/End Date and Frequency of Payments fields.
11. Enter the **Principal Amount** of the outstanding debt.
12. Enter the **Interest Rate** as a percentage.
13. Select **Save**.

Figure 222: Amortization Schedule Version Tab - Save Button

Amortization Schedule
Amortization Schedule Versions

Amortization Schedule Version
Amortization Payment Schedules

Version Number

Status

Effective Dates

* Start Date

* End Date

— Frequency

* Frequency of Payments

Frequency Interval(X)

Duration of Loan

— Schedule Detail

* Principal Amount

* Interest Rate

Allow Variable Amounts

Currency

Generate Payment Schedule

[Go to top of page](#)

Audit
Save

NOTE: Selecting the Save button will automatically populate the Duration of Loan field based on the values entered in the Start/End Date and Frequency of Payments fields. In this example, the duration of the loan is calculated as 11 months, but the payment schedule to be generated will include 12 monthly payments.

14. Select the **Generate Payment Schedule** button.
15. Navigate to the **Amortization Payment Schedules** tab.
16. Review the Payment Schedule information.

Figure 223: Payment Schedule Information

Pegasys / Reference / Accounts Receivable / Amortization Schedule / Amortization Schedule: JR15082202 / Amortization Schedule Versions / Amortization Payment Schedules

Amortization Schedule | Amortization Schedule Versions

Amortization Schedule Version | Amortization Payment Schedules

1 - 10 of 24 results

Payment Line Number	Payment Date	Payment Amount	Interest Amount	Principal Amount	Balance Remaining Amount
1	08/01/2015	\$505.22	\$10.00	\$495.22	\$11,504.78
2	09/01/2015	\$505.22	\$9.59	\$495.63	\$11,009.15
3	10/01/2015	\$505.22	\$9.17	\$496.05	\$10,513.10
4	11/01/2015	\$505.22	\$8.76	\$496.46	\$10,016.64
5	12/01/2015	\$505.22	\$8.35	\$496.87	\$9,519.77
6	01/01/2016	\$505.22	\$7.93	\$497.29	\$9,022.48
7	02/01/2016	\$505.22	\$7.52	\$497.70	\$8,524.78
8	03/01/2016	\$505.22	\$7.10	\$498.12	\$8,026.66
9	04/01/2016	\$505.22	\$6.69	\$498.53	\$7,528.13
10	05/01/2016	\$505.22	\$6.27	\$498.95	\$7,029.18
Totals		\$12,125.40	\$125.40	\$12,000.00	

Refresh Balance Remaining

10 per page Page 1 of 3

17. Select **Save**.

Figure 224: Save Message



4.7.8.3 Steps to Create and Activate a Promissory Note

The Promissory Note report is generated through the On-Demand reports utility. The generated Promissory Note report is sent to the Debtor to be signed and notarized.

- The Amortization Schedule reference is first added to the associated Debt Account document via an Amendment in order to generate the Promissory Note.
- The Amortization Schedule reference is removed from the Debt Account after generating the Promissory Note report to prevent activation until GSA receives the signed and notarized document.
- The Amortization Schedule is re-associated to the Debt Account Entity once the signed and notarized copy is received.
- This action activates the Promissory Note.

The following steps describe in detail the process to create and activate the Promissory Note.

Steps to Create and Activate the Promissory

1. Navigate to Queries → Accounts Receivable → Debt Account → Debt Account.

The **Debt Account Query** is opened successfully.

NOTE: Steps #1-28 will detail the association of the Amortization Schedule to the Debt Account Entity and the subsequent generation of the Promissory Note report.

2. Enter the **Debt Account Number** of the DA Entity to which you will associate the Amortization Schedule.
3. Select **Search**.
4. Select the record from the item collection and Select **Details**.

Figure 225: Debt Account Number

Pegasys / Queries / Accounts Receivable / Debt Account / Debt Account

Debt Account

Search Criteria

Debt Account Number	11FP0206	Title/ACT Number	
Debt Account Group		Receivable Type	
Insurance Claim Number		Claim Type/System ID	
Bank ABA/BIC		Document Type	
Debt Account Type		Region	
Status	Active	Building Number	
Vendor		Lease Number	
Payee Vendor		Vehicle Claim Debtor Name	
Amount			

Search Clear

+ Header Field - User Defined Fields

+ Accounting Line - User Defined Fields

1 - 1 of 1 results

Debt Account Number	Vehicle Claim Debtor Name	Debt Account Group	Debt Account Group Name	Insurance Claim Number	Vendor Code	Address Code	Payee Vendor	Bank ABA/BIC	Debt Account Type	Debt Account Amount Total	Status
11FP0206		R6CLAIMS	Region 6 Claims		262358742	00001			Primary	\$814.04	Active

10 per page Page 1 of 1

Details

5. Select the **Amend Document** button.

Figure 226: Amend Document

Header Debtor Accounting Lines Supervisors Approval Routing Memos

Expand All Collapse All

General

Document Type	D6M R6 Claims-Manual	Document Date	
Status	PROCESSED	Accounting Period	
Document Number	D6M201511204728	Reporting Accounting Period	
* Debt Account Number	11FP0206	Batch Number	
Amendment Number	00002	Document Classification	
Debt Account Name		Security Org	FPCLAIM
Title	11FP0206	<input type="checkbox"/> Suppress Printing	
Requested By	runbatchconvbaar		
Disbursing Office	X0109		

6. Select **Generate** to create a system-generated Amendment Number.
7. Select **OK**.
8. Enter an **Amendment Justification**.

NOTE: It is critical to enter a detailed Amendment Justification, as the Debt Account Action History report will pull the Amendment Justification to the report to identify the activity history associated to the Debt Account Entity.

Figure 227: Amendment Justification Field

The screenshot shows a form titled "Amendment Information". It contains a "Date" field with a calendar icon. Below it is a "Justification" field, marked with a red asterisk, containing the text "Associate Amortization Schedule to the DA Entry".

9. Navigate to the **Accounting Lines** tab.
10. Select the Accounting Line and Select the Accounting Line hyperlink.
11. Enter the Amortization Schedule Code in the **Amortization Schedule** field.

Figure 228: Amortization Schedule Code

The screenshot shows a form titled "Amortization Schedule". It contains a field labeled "Amortization Schedule" with the value "046EA775" and a star icon.

12. Select **Save**.
13. Select **Verify**.
14. Select the **Submit** button.
15. Navigate to Utilities → Reports → View Reports.
16. Expand the Accounts Receivable section.
17. Select the Promissory Note report.
18. Select **Run**.

Figure 229: Promissory Note

The screenshot shows the "View Reports" page. Under the "Reports" section, the "Promissory Note" report is selected and highlighted with a red box. Below the reports list, there are three buttons: "Run", "Subscribe", and "View Current Subscriptions". The "Run" button is also highlighted with a red box.

19. Enter the **Debt Account Number**.
20. Verify the **Promissory Note Text Code** is populated as GSAPNOTE.
21. Enter the **Admin Office Code** and Admin Office Address Code.
22. Enter the **Remit To Office Code** and Remit To Office **Address Code**.
23. Set the **Saved Output Access** dropdown to Shared.
24. Set the **Security Organization** to GSA.
25. Select **Run**.

Figure 230: Run Promissory Note

The screenshot shows a web form titled "Promissory Note". It is divided into two main sections: "Parameters" and "Options".

Parameters Section:

- Debt Account Number:** KA624502
- Unprocessed Debt Account Document Number:** (empty)
- Document Number From:** (empty)
- Document Number To:** (empty)
- Unprocessed Debt Account Number:** (empty)
- From Debt Account Line Number:** (empty)
- To Debt Account Line Number:** (empty)
- * Promissory Note Text Code:** GSAPNOTE
- Report Date:** (calendar icon)
- * Admin Office:** CLAIMSR6 (dropdown)
- * Remit To Office:** CLAIMSR6 (dropdown)

Options Section:

- Dynamic Web Viewer:** Off
- Saved Output Format:** PDF
- * Receive Email Cancellation Notification:** No
- Saved Output Access:** Shared
- Security Organization:** GSA
- Description:** (empty)

A blue "Run" button is located at the bottom left of the form.

26. Close the report execution window.
27. Select **Refresh** from the View Reports window.
28. Retrieve the Promissory Note report output by selecting the record from the item collection and Selecting **Output**.

Figure 231: Promissory Note - Item Collection

Report Status
1 - 10 of 39 results

Description	Report Status	Saved Output Format	Report Start	Report End	Report Expiration
<input checked="" type="radio"/> V0117048	Complete	PDF	05/31/2017 07:04:55	05/31/2017 07:04:59	06/30/2017 07:04:55
<input type="radio"/> V0317057	Complete	PDF	05/17/2017 08:27:22	05/17/2017 08:27:24	06/16/2017 08:27:22
<input type="radio"/> V0317057	Complete	PDF	05/17/2017 07:55:56	05/17/2017 07:55:59	06/16/2017 07:55:56
<input type="radio"/> 17032732	Complete	PDF	05/10/2017 12:25:34	05/10/2017 14:53:54	06/09/2017 12:25:34
<input type="radio"/> 17000172	Complete	PDF	05/10/2017 12:24:50	05/10/2017 14:53:52	06/09/2017 12:24:50
<input type="radio"/> 17032736	Complete	PDF	05/10/2017 12:18:11	05/10/2017 15:22:03	06/09/2017 12:18:11
<input type="radio"/> 17000172	Complete	PDF	05/10/2017 12:05:42	05/10/2017 15:22:01	06/09/2017 12:05:42
<input type="radio"/> QAX16004	Complete	PDF	04/26/2017 08:17:10	04/26/2017 08:17:13	05/26/2017 08:17:10
<input type="radio"/> 17000182	Complete	PDF	03/27/2017 11:30:52	03/27/2017 11:30:55	04/26/2017 11:30:52
<input type="radio"/> 16031879	Complete	PDF	03/08/2017 16:30:24	03/08/2017 16:30:30	04/07/2017 16:30:24

[Go to top of page](#)

29. Navigate to Queries → Accounts Receivable → Debt Account → Debt Account.

The Amortization Schedule reference table is opened successfully.

NOTE: Steps #30-43 will detail the interim process where the Amortization Schedule is disassociated from the Debt Account Entity while GSA is waiting for the Debtor to return the signed and notarized Promissory Note.

30. Enter the **Debt Account Number** of the DA Entity to which you will associate the Amortization Schedule.

31. Select **Search**.

32. Select the record from the item collection and Select **Details**.

Figure 232: Debt Account Query - Detail Button

Pegasys / Queries / Accounts Receivable / Debt Account / Debt Account

Debt Account

Search Criteria

Debt Account Number: 201511230003

Debt Account Group: ☆

Insurance Claim Number: ☆

Bank ABA/BIC: ☆

Debt Account Type: ☆

Status: ☆

Vendor: ☆ ☆

Payee Vendor: ☆ ☆

Amount: ☆

Title/ACT Number: ☆

Receivable Type: ☆

Claim Type/System ID: ☆

Document Type: ☆

Region: ☆

Building Number: ☆

Lease Number: ☆

Vehicle Claim Debtor Name: ☆

+ Header Field - User Defined Fields

+ Accounting Line - User Defined Fields

1 - 1 of 1 results

Debt Account Number	Vehicle Claim Debtor Name	Debt Account Group	Debt Account Group Name	Insurance Claim Number	Vendor Code	Address Code	Payee Vendor	Bank ABA/BIC	Debt Account Type	Debt Account Amount Total	Status
201511230003		R7CLAIMS	Region 7 Claims		421415920	00001			Primary	\$15,920.70	Closed

10 per page Page 1 of 1

33. Select the **Amend Document** button.

Figure 233: Debt Account - Amend Document Button

The screenshot shows a web application interface for managing a Debt Account. At the top, there are navigation tabs: "Debt Account", "Debtor", "Accounting Lines", and "Supervisor". Below this is a "General" section with several input fields: "Debt Account Number" (2015112300003), "Vehicle Claim Debtor Name", "Title" (LIA11017), "Number of Lines" (1), and "Disbursing Office" (X0112). To the right, there are checkboxes for "Debt Account Canceled", "Requested By", "Currency" (USD), and "Security Org" (GSA). Below the "General" section are several expandable sections: "Debt Account Options", "Amounts", "Debt Account Total Details", "Header Field - User Defined Fields", "External System Information", "Referral", "Description", and "Referenced Amounts". At the bottom, there is a navigation bar with buttons: "Refresh", "Correct Document", "Amend Document" (highlighted with a red box), "Copy Forward To Billing Document", "Attachments (5)", and "Documents".

34. Select **Generate** to create a system-generated Amendment Number.

35. Select **OK**.

36. Enter an **Amendment Justification**.

NOTE: It is critical to enter a detailed Amendment Justification, as the Debt Account Action History report will pull the Amendment Justification to the report to identify the activity history associated to the Debt Account Entity.

Figure 234: Amendment Justification

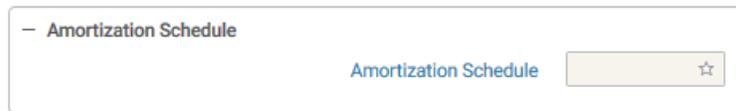
The screenshot shows the "Amendment Information" section of the software interface. It features a "Date" field with a calendar icon. Below it is a red asterisk followed by the label "Justification". To the right of this label is a large text area containing the text: "Disassociate Amortization Schedule from the Debt Account Entity".

37. Navigate to the **Accounting Lines** tab.

38. Select the Accounting Line and Select the Accounting Line hyperlink.

39. Remove the Amortization Schedule Code in the **Amortization Schedule** field.

Figure 235: Amortization Schedule Field



40. Select **Save**.
41. Select **Verify**.
42. Select the **Submit** button.
43. Offline Activity:
 - a. The Promissory Note report output is sent to the Debtor to be signed and notarized.
 - b. The Debtor returns the signed and notarized copy of the Promissory Note.
 - c. The Promissory Note is activated.

NOTE: Steps #44-65 will detail the process to activate the Promissory Note on the Debt Account in Pegasys.
44. Navigate to Queries → Accounts Receivable → Debt Account → Debt Account.
45. Enter the **Debt Account Number** of the DA Entity to which you will associate the Promissory Note.
46. Select **Search**.
47. Select the record from the item collection and Select **Details**.

Figure 236: Debt Account Query

Pegasys / Queries / Accounts Receivable / Debt Account / Debt Account

Debt Account

Search Criteria

Debt Account Number	2015112300003	Title/ACT Number	<input type="text"/>
Debt Account Group	<input type="text"/>	Receivable Type	<input type="text"/>
Insurance Claim Number	<input type="text"/>	Claim Type/System ID	<input type="text"/>
Bank ABA/BIC	<input type="text"/>	Document Type	<input type="text"/>
Debt Account Type	<input type="text"/>	Region	<input type="text"/>
Status	<input type="text"/>	Building Number	<input type="text"/>
Vendor	<input type="text"/>	Lease Number	<input type="text"/>
Payee Vendor	<input type="text"/>	Vehicle Claim Debtor Name	<input type="text"/>
Amount	<input type="text"/>		

+ Header Field - User Defined Fields

+ Accounting Line - User Defined Fields

1 - 1 of 1 results

Debt Account Number	Vehicle Claim Debtor Name	Debt Account Group	Debt Account Group Name	Insurance Claim Number	Vendor Code	Address Code	Payee Vendor	Bank ABA/BIC	Debt Account Type	Debt Account Amount Total	Status
2015112300003		R7CLAIMS	Region 7 Claims		421415920	00001			Primary	\$15,920.70	Closed

10 per page Page 1 of 1

48. Select the **Amend Document** button.

Figure 237: Debit Account Detail Record - Amend Document Button

The screenshot shows the 'Debit Account' detail record interface. At the top, there is a breadcrumb trail: 'Pegasys / Queries / Accounts Receivable / Debit Account / Debt Account / Debt Account'. Below this, there are tabs for 'Debt Account', 'Debtor', 'Accounting Lines', and 'Supervisor'. The main content area is divided into several sections:

- General:** Contains fields for 'Debt Account Number' (2015112300003), 'Vehicle Claim Debtor Name', 'Title' (LIA11017), 'Number of Lines' (1), and 'Disbursing Office' (X0112). There are also fields for 'Requested By', 'Currency' (USD), 'Security Org' (GSA), and a checkbox for 'Debt Account Canceled'.
- Debt Account Options:** A collapsed section.
- Amounts:** A collapsed section.
- Debt Account Total Details:** A collapsed section.
- Header Field - User Defined Fields:** A collapsed section.
- External System Information:** A collapsed section.
- Referral:** A collapsed section.
- Description:** A section with a 'Description' field and an 'Extended Description' field.

 At the bottom, there is a navigation bar with buttons: 'Refresh', 'Correct Document', 'Amend Document' (highlighted with a red box), 'Copy Forward To Billing Document', 'Attachments (5)', and 'Documents'.

49. Select **Generate** to create a system-generated Amendment Number.

50. Select **OK**.

51. Enter an **Amendment Justification**.

NOTE: It is critical to enter a detailed Amendment Justification, as the Debt Account Action History report will pull the Amendment Justification to the report to identify the activity history associated to the Debt Account Entity.

Figure 238: Justification

The screenshot shows the 'Amendment Information' section. It includes a 'Date' field with a calendar icon. Below it, there is a red asterisk followed by the label 'Justification'. A large text area is highlighted with a blue box, containing the text 'Activate the Promissory Note'.

52. Set the **Waive Interest on Principal**, **Waive Penalty**, and **Waive Admin Charges** flags to True.

Figure 239: Debt Account Total Details

Debt Account Total Details		
<input checked="" type="checkbox"/> Waive Interest on Principal Flag	<input checked="" type="checkbox"/> Waive Penalty Flag	<input checked="" type="checkbox"/> Waive Admin Charges Flag
<input type="checkbox"/> Waive Interest on Interest Flag	<input type="checkbox"/> Waive Interest on Penalty Flag	<input type="checkbox"/> Waive Interest on Admin Charges Flag

53. Select the **Attachments** button.
54. Select the **Import Local File** button and browse for the signed and notarized Promissory Note to attach.
55. Select **Upload**.

Figure 240: Upload Screen

* Attachment Identifier	<input type="text" value="1"/>
* Title	<input type="text" value="Attach Promissory Note"/>
Number of Pages	<input type="text"/>
Attachment Date	<input type="text" value="02/26/2018"/>
Location	<input type="text" value="D7M/D7M2015120200001"/>
File	<input type="button" value="Browse..."/> Attachment1.txt
	<input type="checkbox"/> Sensitive
	<input type="checkbox"/> Attachment
Attachment Type	<input type="text" value="☆"/>
Draft/Final	<input type="text" value="▼"/>
	<input type="checkbox"/> Explicit Access
	<input type="checkbox"/> Export Controlled
	<input type="checkbox"/> Is CD Available
	<input type="button" value="Cancel"/> <input type="button" value="Upload"/>

56. Select **Return**.
57. Navigate to the **Accounting Lines** tab.
58. Select the Accounting Line and Select the Accounting Line hyperlink.

59. Update the **Transaction Type** to 02.

NOTE: The Transaction Type update will result in a posting change to the Loans Receivable GL.

60. Re-associate the Amortization Schedule Code in the **Amortization Schedule** field.

Figure 241: Associate Amortization Schedule Code

The screenshot shows a form field titled "Amortization Schedule". To the right of the field, there is a blue link "Amortization Schedule" and a button containing the text "AMTZEX1017" and a star icon.

61. Set the **Dunning Print Flag** to False.

Figure 242: Dunning Print Flag

The screenshot shows a section titled "Printing Information". It contains a text field for "Comments To Print" with the value "PU20151202000001". Below this, there is a checkbox labeled "Dunning Print Flag" which is currently unchecked and highlighted with a red box. Below that is another unchecked checkbox labeled "Print Comments On Dunning Letters". At the bottom, there is a "Text Code" field with the value "R7CLAIMS".

62. Select **Save**.

63. Select **Verify**.

64. Select the **Submit** button.

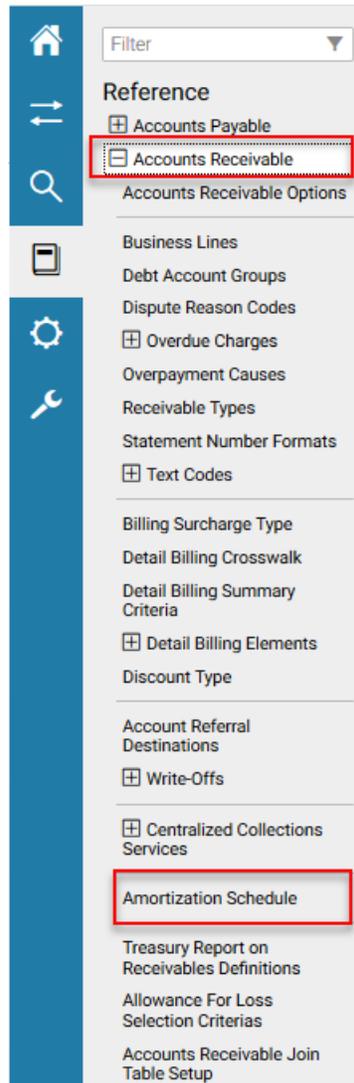
4.7.8.4 Steps to Assess Interest on Amortization Schedules

The user manually amends the Debt Account Entity to assess the monthly interest amount defined in the associated Amortization Schedule. The following steps describe how to manually add the interest charge line to the Debt Account Entity when an active Amortization Schedule is referenced on the Debt Account.

Steps to Create and Activate the Promissory

1. Navigate to Reference → Accounts Receivable → Amortization Schedule.

Figure 243: Amortization Schedule Navigation



2. Enter the **Code** value of the Amortization Schedule associated with the Debt Account.
3. Select **Search**.
4. Select the record from the item collection and Select **Open**.

Figure 244: Item Collection

Pegasys / Reference / Accounts Receivable / Amortization Schedule

Amortization Schedule

Search Criteria

Code	<input type="text" value="046EA775"/>	Effective Dates	<input type="text"/>
Name	<input type="text"/>		Start Date
Short Name	<input type="text"/>	End Date	<input type="text"/>
Status	<input type="text"/>		
Security Org	<input type="text"/>		
Debt Account Number	<input type="text"/>		
Debt Account Line Number	<input type="text"/>		
<input type="button" value="Search"/> <input type="button" value="Clear"/>			

1 - 1 of 1 results

Code	Name	Short Name	Debt Account Number	Status	Debt Account Line Number	Start Date	End Date	Security Org
046EA775	046EA775			Active				LDCLAIM

10 per page << Page 1 of 1 >>

5. Navigate to the **Amortization Schedule Versions** tab.
6. Select the record from the item collection and Select the Amortization Payment Schedules hyperlink.

Figure 245: Amortization Payment Schedules Hyperlink

Pegasys / Reference / Accounts Receivable / Amortization Schedule / Amortization Schedule: 046EA775 / Amortization Schedule Versions

Amortization Schedule | **Amortization Schedule Versions**

Amortization Schedule Version | **Amortization Payment Schedules**

1 - 1 of 1 results

Version Number	Status	Start Date	End Date	Principal Amount
1	Active	01/09/2017	05/01/2017	\$606.54

10 per page << Page 1 of 1 >>

7. Record the interest amount to be recorded for the next payment date.

Figure 246: Interest Amount

Pegasys / Reference / Accounts Receivable / Amortization Schedule / Amortization Schedule: 046EA775 / Amortization Schedule Versions / Amortization Payment Schedules

Amortization Schedule | Amortization Schedule Versions | **Amortization Payment Schedules**

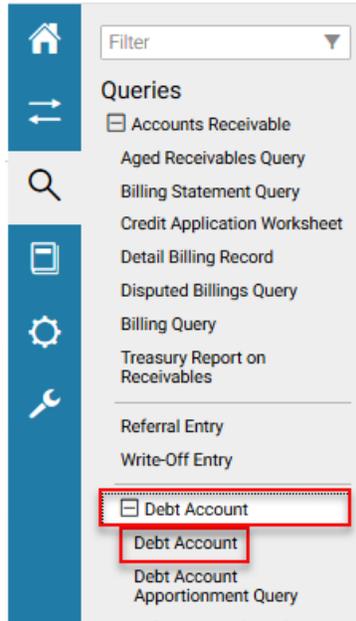
1 - 4 of 4 results

Payment Line Number	Payment Date	Payment Amount	Interest Amount	Principal Amount	Balance Remaining Amount
1	01/09/2017	\$151.79	\$0.25	\$151.54	\$455.00
2	02/09/2017	\$151.79	\$0.19	\$151.60	\$303.40
3	03/09/2017	\$151.79	\$0.13	\$151.66	\$151.74
4	04/09/2017	\$151.80	\$0.06	\$151.74	\$0.00
Totals		\$607.17	\$0.63	\$606.54	

10 per page << Page 1 of 1 >>

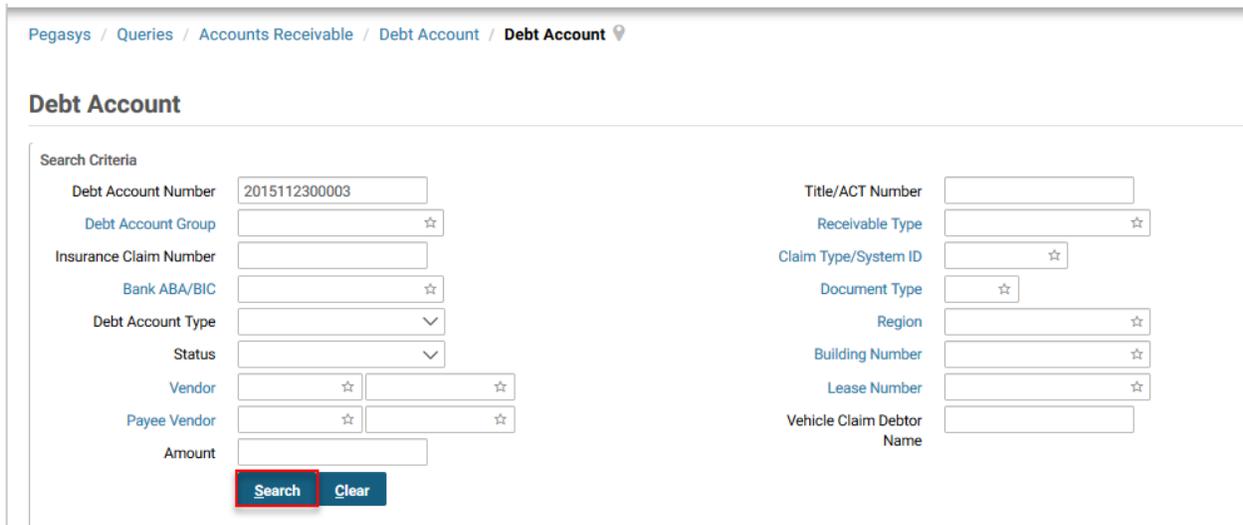
8. Navigate to Queries → Accounts Receivable → Debt Account → Debt Account.

Figure 247: Debt Account



9. Enter the **Debt Account Number** of the DA Entity to which the Amortization Schedule is associated.
10. Select **Search**.

Figure 248: Debt Account Search Criteria



11. Select the record from the item collection and Select the **Details** button.

Figure 249: Details Button

+ Accounting Line - User Defined Fields

1 - 1 of 1 results

Debt Account Number	Vehicle Claim Debtor Name	Debt Account Group	Debt Account Group Name	Insurance Claim Number	Vendor Code	Address Code	Payee Vendor	Bank ABA/BIC	Debt Account Type	Debt Account Amount Total	Status
2015112300003		R7CLAIMS	Region 7 Claims		421415920	00001			Primary	\$15,920.70	Closed

10 per page << < Page 1 of 1 >>

Details

12. Select the **Amend Document** button.

Figure 250: Amend Document Button

Pegasys / Queries / Accounts Receivable / Debt Account / Debt Account / **Debt Account**

Debt Account Debtor Accounting Lines Supervisor

Expand All Collapse All

General

Debt Account Number: 2015112300003
 Vehicle Claim Debtor Name:
 Title: LIA11017
 Number of Lines: 1
 Disbursing Office: X0112

Requested By:
 Currency: USD
 Security Org: GSA

Debt Account Canceled

Debt Account Options

Debt Account Type: Primary
 Require Billing Documents Flag

Amounts

Debt Account Activity	Original Owed	Collected	Outstanding
Initial Amount	\$15,920.70		
Discount Amount	\$0.00		
Surcharge Amount	\$0.00		
Principal Amount	\$15,920.70	\$15,920.70	\$0.00
Interest Amount	\$0.00	\$0.00	\$0.00
Admin Charges Amount	\$0.00	\$0.00	\$0.00
Penalty Amount	\$0.00	\$0.00	\$0.00
Total Amount	\$15,920.70	\$15,920.70	\$0.00

Refresh Correct Document **Amend Document** Copy Forward To Billing Document Attachments (5) Documents

13. Select the **Generate** button to create a system-generated Amendment Number.

14. Select **OK**.

Figure 251: New Amendment

New Amendment

Subsystem:
 * Document Type: D6 Direct Pay - Region 6, Under
 * Document Number: D6M2015111204728
 Prefix:
 * Amendment Number:
 Generate

15. Enter an **Amendment Justification**.

NOTE: It is critical to enter a detailed Amendment Justification, as the Debt Account Action History report will pull the Amendment Justification to the report to identify the activity history associated to the Debt Account Entity.

Figure 252: Amendment Information

— Amendment Information

Date

* Justification

16. Enter a value in the **Description** field.

Figure 253: Description Field

— Description

Description

Extended Description

17. Select the **Accounting Lines** tab.

18. Select Accounting Line 1 from the item collection and Select the Accounting Line hyperlink.

Figure 254: Accounting Line Hyperlink

Header Debtor **Accounting Lines** Supervisors Approval Routing Memos ...

Accounting Line Charge Lines Depository Lines Payee Lines

1 - 1 of 1 results

Line Number	Debt Account Line Number	Receivable Type	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm	Proj C
1	1	LDCLAIMR6	\$400.00	01	2016-R6Claims-Blank	2005		285F	08	Q08SD000	GS30	
Total Header Funded Amou			\$400.00									

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

The accounting line page is displayed.

Figure 255: Accounting Line

19. Ensure the code in the Amortization Schedule field matches the Amortization Schedule reviewed in the prior steps.

Figure 256: Amortization Schedule

20. Navigate to the Charge Lines tab.
21. Select **Add**.

Figure 257: Add Button



22. Enter **Record Type** = Interest Charge.
23. Enter **Transaction Type** = INC.
24. Enter an **Amortized Interest** amount equal to the interest amount previously recorded from the Amortization Schedule for the next payment period.
25. Enter the **Accounting Template**.

NOTE: The following accounting templates will be used:

- a. Region 6: 2015-06-0230-R0600000-1C00-1C000
- b. Region 6: 2015-07-0230-R0700000-1C00-1C000

Figure 258: Accounting Template

Charge Line Expand All Collapse All

General

Record Type: Interest Charge Original Accounting Period:

Transaction Type: 2

Line Amounts

Late Payment Interest Amount: \$0.80

Amortized Interest Amount:

Late Payment Administration Amount:

Late Payment Penalty Amount:

Negotiated Amount:

Total Amount:

Additional Attributes

Prior Year Adjustment: Not a Prior Year Adjustment

Public Law Number:

Negotiated Amount Effective Date:

Transfer Treasury Symbol:

Short Key: ATA AID BPOA EPOA A MAIN SUB

Accounting Dimensions

* Template:

*** BBFY** 2015 > **EBFY** > *** Fund** 0230 **Region** 06 **Org Code** R06000 **Program** 1C00

Project Code **Activity** **Sub-Object Class** **Revenue Source** **Sub Revenue Source** **Building #**

Location/System **Vehicle Tag #** **Work Item** **Lease #** **Reimbursable Sub-Object Class** **Reimbursable Sub Object**

Cost Organization **YBA** > **BETC** **Cohort Yr** > **PRC**

Accounting Strip Values Default From:

26. Select **Save**.

27. Select **Verify**.

28. Select the **Submit** button.

4.7.8.5 Amortization Schedule Query

The Amortization Schedule Query allows users to view amortization schedules and schedule versions in order to track repayment of debts. The initial establishment of the Amortization Schedule is performed on the Amortization Schedule reference table (see **Section 4.7.8.2**). Once the Amortization Schedule is created, users may query the Amortization Schedule. The query allows users to enter various search criteria, e.g. Amortization Schedule, Debt Account Number, etc. By entering the Amortization Schedule Code, users will be searching directly for a specific Amortization Schedule. If the user is attempting to determine if an Amortization Schedule reference exists on a particular Debt Account Entity, the query's ability to search by Debt Account Number will instantly confirm any link between a particular Debt Account Entity and an Amortization Schedule established in Pegasys.

Once an Amortization Schedule is opened on the Amortization Schedule Query, users can drill down to the associated payment schedule and:

1. View the individual scheduled payments that make up the Amortization Schedule.
2. For each payment, view:
 - a. Payment due date
 - b. Payment amount including principal and interest broken out
 - c. Balance remaining on the Debt Account after the payment is received
 - d. Date GSA received the payment from the debtor and recorded as a collection in Pegasys
3. View the total Payment Amount, Interest Amount, and Principal Amount
4. View Cash Receipts processed in reference to a selected payment line

Figure 259: Amortization Schedule Query Search Page

The screenshot shows the 'Amortization Schedule Query' search interface. The search criteria section includes fields for Code (046EA775), Name, Status, Short Name, Security Org, Debt Account Number, and Debt Account Line Number. Below the search criteria is a table with 1 result for Code 046EA775. A 'Details' button is visible below the table.

Code	Name	Start Date	End Date	Debt Account Number	Debt Account Line Number
046EA775	046EA775				

The Amortization Schedule Query’s Details pages include:

- Amortization Schedule Query Detail
- Amortization Schedule Version

The Amortization Schedule Query Detail page provides general information associated to the Amortization Schedule, including:

- Amortization Schedule Code
- Effective Dates
- Summary Collected Amount
- Debt Account Number/Debt Account Line Number

- **NOTE:** The Debt Account information will only be populated if the Amortization Schedule has been referenced on a Debt Account Entity’s accounting line, which establishes the linkage between the entity and the Amortization Schedule.
- Direct link to the Debt Account Query

Figure 260: Amortization Schedule Query Detail

The screenshot displays the 'Amortization Schedule Query Detail' page. At the top, there is a breadcrumb trail: Pegasys / Queries / Accounts Receivable / Amortization Schedule Query / Amortization Schedule Query Detail. Below this, there are two tabs: 'Amortization Schedule Query Detail' (which is active and highlighted with a red box) and 'Amortization Schedule Versions'. On the right side, there are links for 'Expand All' and 'Collapse All'. The main content area is divided into two sections: 'General' and 'Description'. The 'General' section contains several input fields: 'Code' (15037906, highlighted with a red box), 'Status' (Active), 'Name' (15037906), 'Short Name', 'Security Org' (GSA), 'Debt Account Number' (15037906, highlighted with a red box), 'Debt Account Line Number' (1, highlighted with a red box), 'Total Billed Amount' (\$0.00), and 'Total Collected Amount' (\$319.39, highlighted with a red box). To the right of these fields is an 'Effective Dates' section with 'Start Date' and 'End Date' input fields, also highlighted with a red box. Below the 'Effective Dates' section is a blue button labeled 'View Debt Account Query', which is also highlighted with a red box. The 'Description' section is currently empty. At the bottom left of the page, there is a link that says 'Go to top of page'.

The Amortization Schedule Versions tab provides detailed information pertaining to the payment schedule established in Pegasys, including:

- Effective Dates of the Amortization Schedule
- Payment Frequency Terms:
- Frequency of Payments
- Every X Months
- Frequency Interval (X) = 1
- Duration of Loan
- Principal Amount
- Interest Rate
- Scheduled Payments

Figure 261: Amortization Schedule Version Tab

Pegasys / Queries / Accounts Receivable / Amortization Schedule Query / Amortization Schedule Query Detail: 15037906 / Amortization Schedule Versions / **Amortization Schedule Version**

Amortization Schedule Query Detail Amortization Schedule Versions

Amortization Schedule Version Item 1 of 1

General

Version Number: Effective Dates: Start Date: End Date:

Status:

Frequency

Frequency of Payments: Frequency Interval(X):

Duration of Loan:

Schedule Detail

Generate Past Forms

Principal Amount: Interest Rate:

Allow Variable Amounts

Currency:

Bills

Document Type: Generate Bills

Documents

Cash Receipts

Document Type: Generate CashReceipts

Scheduled Payments 1 - 10 of 36 results

	Payment Line Number	Payment Date	Payment Amount	Interest Amount	Principal Amount	Balance Remaining Amount	Bill Document Date	Billing Document Type	Bill Document Number	Bill Document Amount
<input type="radio"/> +	1	10/01/2015	\$16.81	\$0.12	\$16.69	\$575.08				\$0.00
<input type="radio"/> +	2	11/01/2015	\$16.81	\$0.12	\$16.69	\$558.39				\$0.00
<input type="radio"/> +	3	12/01/2015	\$16.81	\$0.12	\$16.69	\$541.70				\$0.00
<input type="radio"/> +	4	01/01/2016	\$16.81	\$0.11	\$16.70	\$525.00				\$0.00
<input type="radio"/> +	5	02/01/2016	\$16.81	\$0.11	\$16.70	\$508.30				\$0.00
<input type="radio"/> +	6	03/01/2016	\$16.81	\$0.11	\$16.70	\$491.60				\$0.00
<input type="radio"/> +	7	04/01/2016	\$16.81	\$0.10	\$16.71	\$474.89				\$0.00
<input type="radio"/> +	8	05/01/2016	\$16.81	\$0.10	\$16.71	\$458.18				\$0.00
<input type="radio"/> +	9	06/01/2016	\$16.81	\$0.10	\$16.71	\$441.47				\$0.00
<input type="radio"/> +	10	07/01/2016	\$16.81	\$0.09	\$16.72	\$424.75				\$0.00
	Totals		\$594.02	\$2.25	\$591.77					

The Scheduled Payments section of the Amortization Schedule Version tab provides the ability for users to review the scheduled payment dates, payment amounts (principal + interest) and remaining balance amounts. In addition to the ability to review the payment schedule and associated amounts, users may also expand each Payment Line Number to view any Cash Receipts processed in reference to the payment line.

Figure 262: Amortization Schedule's Schedule Payment Information

Payment Line Number	Payment Date	Payment Amount	Interest Amount	Principal Amount	Balance Remaining Amount	Bill Document Date	Billing Document Type	Bill Document Number	Bill Document Amount
1	10/01/2015	\$16.81	\$0.12	\$16.69	\$575.08				\$0.00

Cash Receipt Document Date	Cash Receipt Document Type	Cash Receipt Document Number	Cash Receipt Line Number	Cash Receipt Line Amount
11/12/2015	L6X	L6X20151112002114	3	\$16.81

2	11/01/2015	\$16.81	\$0.12	\$16.69	\$558.39				\$0.00
3	12/01/2015	\$16.81	\$0.12	\$16.69	\$541.70				\$0.00
4	01/01/2016	\$16.81	\$0.11	\$16.70	\$525.00				\$0.00
5	02/01/2016	\$16.81	\$0.11	\$16.70	\$508.30				\$0.00
6	03/01/2016	\$16.81	\$0.11	\$16.70	\$491.60				\$0.00
7	04/01/2016	\$16.81	\$0.10	\$16.71	\$474.89				\$0.00
8	05/01/2016	\$16.81	\$0.10	\$16.71	\$458.18				\$0.00

4.7.9 Expense Reclassification Process

The PU Itemized Payment document is used to reclassify the expense for erroneous charges. This process applies to all Region 7 Claim Types. For Region 6, the expense reclassification process only applies to Vendor Claims (VNCLAIMR6), FedPay (FPCLAIMR6), TAPS (TACCLAIMR6), Excess Cost (ECCLAIMR6) and Autopay (APCLAIMR6) Claim Types.

The following steps cover the process for creating the expense reclassification PU document in Pegasys.

Steps to Create a PU Expense Reclassification IP:

1. Navigate to Transactions → Accounts Payable → New → Payment Authorization.
2. Enter **Document Type** = PU.
3. Select **Generate** to create a **Document Number** (write this number down, you will need it later in the script) EX: PU201506220001.
4. Select the radio button next to **Copy Forward**.
5. Select **Next**.

Figure 263: New Payment Authorization

Pegasys / Transactions / Accounts Payable / New / New Payment Authorization

New Payment Authorization

* Document Type: PU

Document Number Format Prefix:

Security Org:

* Document Number: PU20180118000001

Title:

Copy Document: None
 Copy From
 Copy Forward

File: No file selected.

[Go to top of page](#)

6. Enter **Document Type**:
 - a. Region 6 = QP
 - b. Region 7= RO
7. Enter the QP/RO Document Number.
8. Select **Search**.
9. Select the record from the item collection and Select **Finish**.

Figure 264: Copy Forward

Copy Forward

Search Criteria

Document Type: RO

Document Number: R0201505020144

Document Status: Processed

User ID:

Title:

Accounting Period:

From Date: 07/06/2015

To Date: 07/25/2018

Vendor:

Copy Lines

Copy all lines Choose which lines to copy Copy no lines

+ Additional Criteria

+ Accounting Dimensions

1 - 1 of 1 results

Document Category	Document Type	Document Number	Document Date	Amendment / Modification Number	Title	Document Status	User ID
IO	RO	R0201505020144	05/10/2016		1B2.J00920	Processed	kennethmcdonald

10 per page Page 1 of 1

10. The PU expense reclassification form screen opens successfully.

Figure 265: Payment Authorization Information

11. Enter the following value in the Assignment Code field:

- a. Region 6 = R6CLAIMS
- b. Region 7 = R7CLAIMS

12. Navigate to the **Header Accounting Lines** tab.

13. Select the accounting line and Select the **Header Accounting Line** hyperlink.

Figure 266: Header Accounting Line Tab

Line Number	Payment Amount	Line Type	Transaction Type	Amount	Applied Credit	Applied Prepayment	Holdback	Suspension	Accounting Template	BBFY	EBFY
<input checked="" type="checkbox"/> 1	\$0.00	Normal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2015-P-09-192-P092S410-PG61	2015	
<input type="checkbox"/> 2	\$0.00	Normal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2015-P-09-192-P092S410-PG61	2015	
<input type="checkbox"/> 3	\$0.00	Normal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2015-P-09-192-P092S410-PG61	2015	
Total Header Funded Amou				\$0.00							

14. Enter the following **Transaction Type**:

- a. **Region 6**:
 - i. **10** for expense reclassification related to Vendor claims (Receivable Type VNCLAIMR6)

- ii. **11** for expense reclassification related to FedPay, TAPS, Excess Cost and Autopay claims (Receivable Types FPCLAIMR6, TACCLAIMR6, ECCLAIMR6, APCLAIMR6)

b. **Region 7:**

- i. **11** for Program PG80
- ii. **10** for all other Program values
- iii. **I3** for interest relating to a claim

15. Set the Line Type to **Credit**

16. Enter the applicable Debt Account Number in the **Claim Number** field.

Figure 267: Claim Number

17. Navigate back to the **Header Accounting Lines** tab.

18. Select the accounting line and Select **Copy**.

Figure 268: Copy Button

Line Number	Payment Amount	Line Type	Transaction Type	Amount	Applied Credit	Applied Prepayment	Holdback	Suspension	Accounting Template	BBFY	EBFY
1	\$0.00	Credit	10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2015-P-09-192-P092S410-PG61	2015	
2	\$0.00	Normal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2015-P-09-192-P092S410-PG61	2015	
3	\$0.00	Normal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2015-P-09-192-P092S410-PG61	2015	
Total Header Funded Amou				\$0.00							

19. Select accounting line 2 and Select the **Header Accounting Line** hyperlink.

Figure 269: Payment Authorization - Header Accounting Line

Pegasys / Transactions / Accounts Payable / New / Payment Authorization / Header: PU Allocate Prepayment PU20180118000002 NEW FULL FORM / Header Accounting Lines

Header Fixed Assets Header Accounting Lines Itemized Lines Approval Routing Memos

Header Accounting Line Contracts Pay Tax Lines Associated Spending

1 - 3 of 3 results

Line Number	Payment Amount	Line Type	Transaction Type	Amount	Applied Credit	Applied Prepayment	Holdback	Suspension	Accounting Template	BBFY	EBFY
1	\$0.00	Credit	10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2015-P-09-192-P0925410-PG61	2015	
2	\$0.00	Normal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2015-P-09-192-P0925410-PG61	2015	
3	\$0.00	Normal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2015-P-09-192-P0925410-PG61	2015	
Total Header Funded Amount				\$0.00							

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

20. Enter the following **Transaction Type**:

a. **Region 6**:

- i. **14** for expense reclassification related to Vendor claims (Receivable Type VNCLAIMR6)
- ii. **15** for expense reclassification related to FedPay, TAPS, Excess Cost and Autopay claims (Receivable Types FPCLAIMR6, TACCLAIMR6, ECCLAIMR6, APCLAIMR6)

b. **Region 7**

- i. **14** for Non-Reimbursable
- ii. **15** for Reimbursable

21. Set Line Type = **Normal**

Figure 270: Header Accounting Line - General And Disbursing Information

Header Fixed Assets Header Accounting Lines Itemized Lines Approval Routing Memos

Header Accounting Line Contracts Pay Tax Lines Associated Spending

Item: 1 2 3 Item 1 of 3 Expand All Collapse All

General

Line Number: 1
 Line Type: Normal
 Transaction Type: 14
 Prompt Pay Type: Fast Pay
 Related Cost Type: N/A
 Original Accounting Period: ☆
 Source Number:
 Claim Number: DANUMEX017017
 SF-224 Reclassification

Period of Performance
 Start Date:
 End Date:

Disbursing Information

Schedule Date:
 System-Calculated Schedule Date:
 Early Payment Approval:
 Exclude from External Offsets
 Exclude from Internal Offsets

22. Remove the **Document Reference** information.

Figure 271: Document Reference Section

The screenshot shows a 'Document Reference' form with the following fields and values:

- Type: RO
- Number: RO201505020144
- Item: 0000
- ExhibitItem: (empty)
- Accounting: 1
- Final:
- Misc:
- Liquidate Items:
- Referred Statement Number: (empty)
- Buttons: View, Default

23. Region 7 only:

- a. Enter Activity Code = **PG931**

Figure 272: Accounting Dimensions - Activity Code

The screenshot shows the 'Accounting Dimensions' form with the following values:

- Template: 2015-P-09-192-P092S410-PG61
- BBFY: 2015
- EBFY: (empty)
- Fund: 192X
- Region: 09
- Org Code: P092S410
- Program: PG61
- Activity: PGA11
- Sub-Object Class: K08
- Revenue Source: (empty)
- Building #: CA0221ZZ
- Location/System: (empty)
- Vehicle Tag #: (empty)
- Work Item: (empty)
- Lease #: (empty)
- Reimbursable Sub-Object Class: (empty)
- Cost Organization: (empty)
- YBA: 2014
- BETC: (empty)
- Cohort Yr: (empty)
- PRC: (empty)

24. Select **Save**.

25. Select **Verify**.

26. Correct any hard errors and re-verify until the action is successful.

27. Select the **Submit** button to process the document.

The document is successfully sent to the queue for processing.

4.7.10 PAR Receivable Reversal Process

The PAR Receivable Reversal Process applies only to Region 6 (not External Services) Payroll Claims (PRCLAIMR6). In Pegasys, the process is recorded via the manual processing of a Standard Voucher, document type D6A, to reverse the outstanding claim balance established by PAR.

The D6A utilizes the following values:

- Transaction Type = 03
- Line Type = Blank
- Transaction Event = Expenditure
- Increase/Decrease Indicator = Decrease

The following steps outline the process to create the PAR Receivable Reversal SV in Pegasys.

Steps to Create PAR Receivable Reversal:

1. Navigate to Queries → Accounts Receivable → Debt Account → Debt Account
2. Enter the **Debt Account Number** for the PRCLAIMR6 associated to the PAR Receivable Reversal transaction to be generated.
3. Select **Search**.
The record is returned in the item collection.
4. Select the record from the item collection and Select Details.

Figure 273: Debt Account Details

Search Criteria

Debt Account Number: V0914185

Debt Account Group: [] ☆

Insurance Claim Number: [] ☆

Bank ABA/BIC: [] ☆

Debt Account Type: []

Status: []

Vendor: [] ☆ [] ☆

Payee Vendor: [] ☆ [] ☆

Amount: []

Search Clear

Title/ACT Number: []

Receivable Type: [] ☆

Claim Type/System ID: [] ☆

Document Type: [] ☆

Region: [] ☆

Building Number: [] ☆

Lease Number: [] ☆

Vehicle Claim Debtor Name: []

+ Header Field - User Defined Fields

+ Accounting Line - User Defined Fields

1 - 1 of 1 results

Debt Account Number	Vehicle Claim Debtor Name	Debt Account Group	Debt Account Group Name	Insurance Claim Number	Vendor Code	Address Code	Payee Vendor	Bank ABA/BIC	Debt Account Type	Debt Account Amount Total	Status
V0914185	BROWARD HEATHER R	R6CLAIMS	Region 6 Claims	CL	NFM00000	00001			Primary	\$3,207.31	Active

Details

10 per page << >> Page 1 of 1 >>

5. Record the **Total Amount** for later use.

Figure 274: Amounts Section

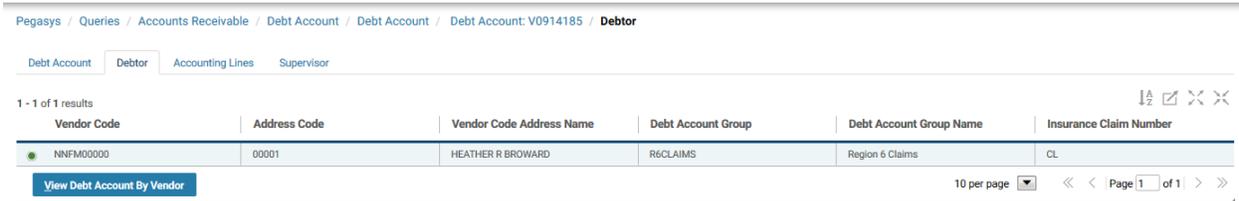
Amounts

Debt Account Activity

	Original Owed	Collected	Outstanding
Initial Amount	\$3,062.80		
Discount Amount	\$0.00		
Surcharge Amount	\$0.00		
Principal Amount	\$3,062.80	\$0.00	\$3,062.80
Interest Amount	\$15.31	\$0.00	\$15.31
Admin Charges Amount	\$50.00	\$0.00	\$50.00
Penalty Amount	\$79.20	\$0.00	\$79.20
Total Amount	\$3,207.31	\$0.00	\$3,207.31

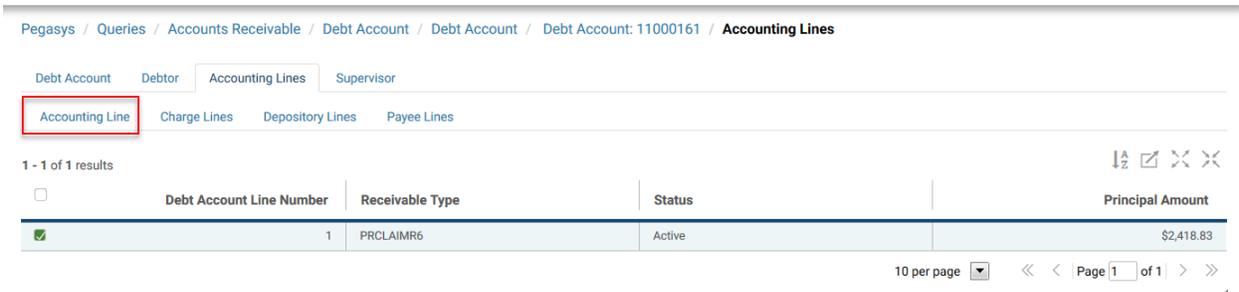
6. Navigate to the **Debtor** tab.
Record the **Vendor Code** and **Address Code** for later use.

Figure 275: Debtor Tab



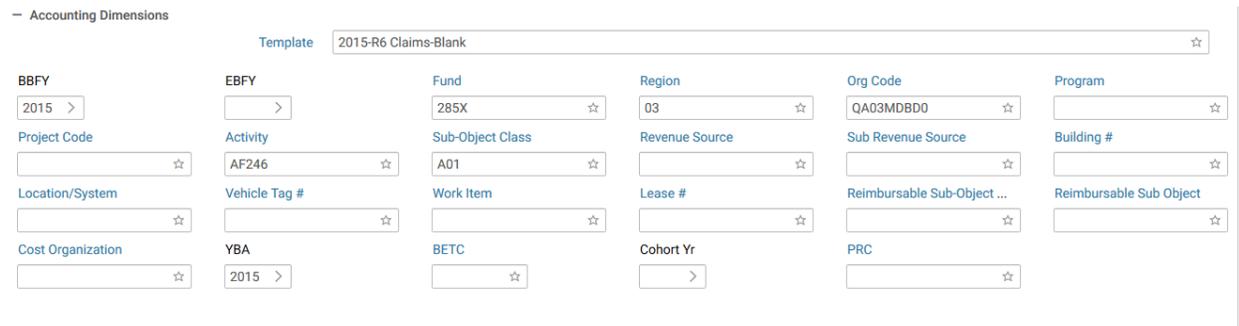
7. Navigate to the **Accounting Lines** tab. Select the accounting line from the item collection and Select the **Accounting Line hyperlink**.

Figure 276: Accounting Line Link



8. Record the **Accounting Template/Dimensions** for later use.

Figure 277: Accounting Template - Dimensions



9. Navigate to Transactions → General System → New → Standard Voucher.
10. Enter **Document Type** = D6A.
11. Select **Generate** to create a system-generated Document Number.

Figure 278: New Standard Voucher

Pegasys / Transactions / General System / New / **New Standard Voucher**

New Standard Voucher

* Document Type

Document Number Format Prefix

Security Org

* Document Number

Title

Copy Document None
 Copy From
 Copy Forward

File No file selected.

[Go to top of page](#)

12. Select **Finish**.

The SV form opens successfully to the Header tab.

Figure 279: Header tab

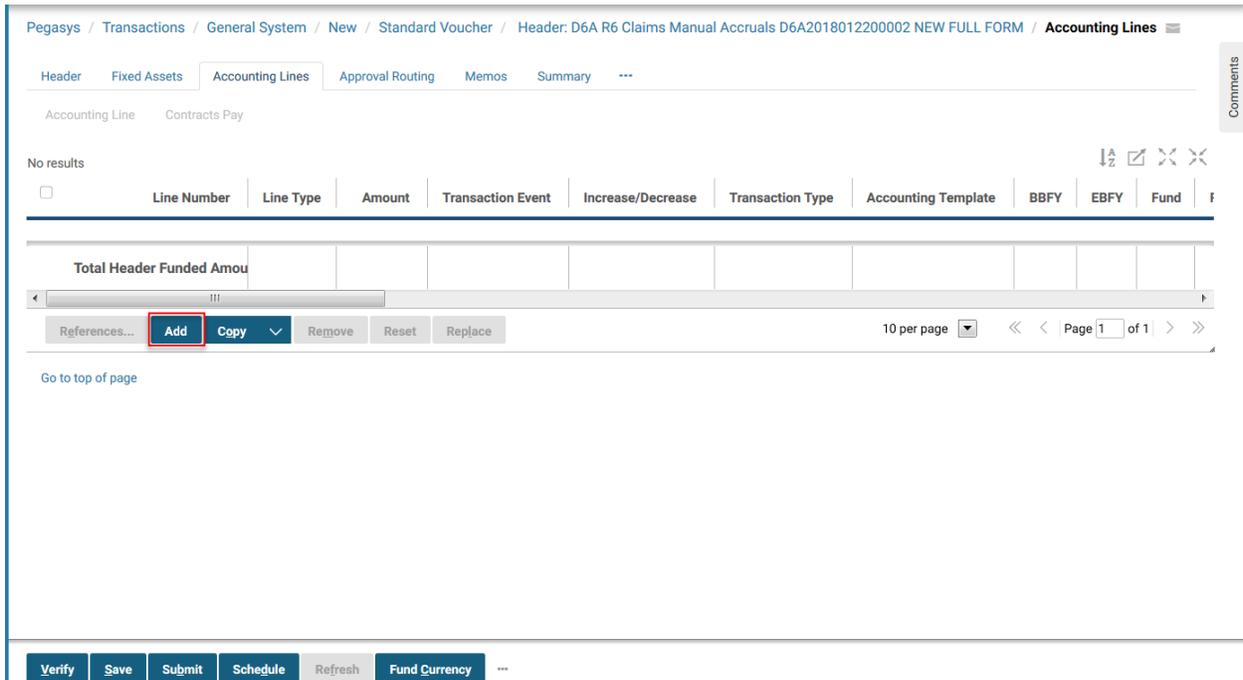
13. In the **Description** field, enter “Reversal of PAR claim receivable posting for new Payroll claim managed by Region 6 Claims group.”

Figure 280: Description

14. Navigate to the **Accounting Lines** tab.

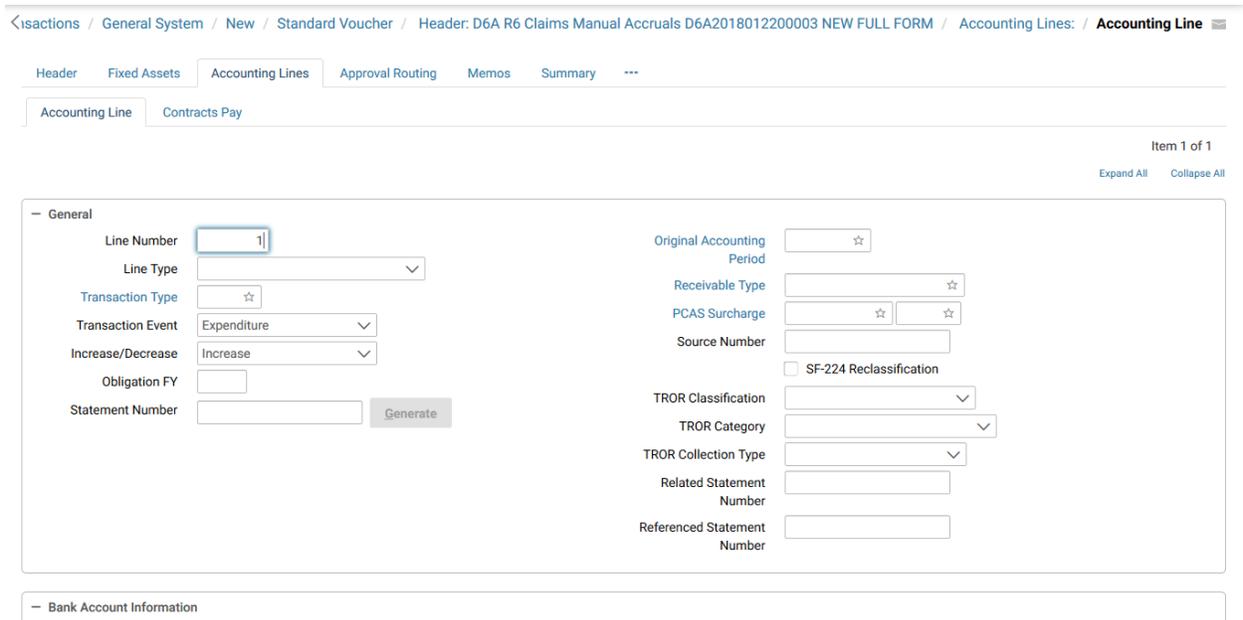
Select **Add**.

Figure 281: Add Accounting Line



The Accounting Line screen is displayed.

Figure 282: Accounting Line Screen



15. Enter **Transaction Type** = 03.

16. Set the **Transaction Event** dropdown = Expenditure.

17. Set the **Increase/Decrease** dropdown = Decrease.

18. Enter **Receivable Type** = PRCLAIMR6.

19. Enter in the **Vendor Code** and **Vendor Address Code** fields noted in Step #6.

Figure 283: Accounting Line Information

20. Enter the **Amount** noted in Step #5.

Figure 284: Line Amounts

21. Enter the **Accounting Template** recorded in Step #8 and Select **Default**.

Ensure the accounting dimensions recorded in Step #8 are populated successfully.

Figure 285: Accounting Dimensions

22. Select **Save**.

23. Select **Verify**.

NOTE: Correct any hard errors and re-verify until the action is successful.

24. Select **Submit** to process the document.