United States Department of Agriculture

Billing and Accounts Receivable

Pegasys 7.5.1 User Guide

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Guide Summary

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4 BAAR User Actions and Procedures

4.8 Collections

The collection of funds in Pegasys is recorded with Cash Receipt (CR) documents. CRs record money collected from the public and other agencies. Cash Receipts, like Billing Documents (BDs), are used to record funds to recognize revenues; record expenditure refunds, and record the receipt of advances. In addition, CRs are used to reduce outstanding receivables, apply credit billings and perform adjustments (write offs).

GSA receives collections from the following sources:

- Lockboxes.
- Contract Fees.
- IPAC.
- Pay.gov (via CIR).
- Revenue Credit Card (via CIR).
- DoD Interfund.
- ACH/EFT, Wire (via CIR report - entered manually in Pegasys).

Pegasys provides automated batch processes that enable collections from the above sources (Lockbox, Contract Fees, IPAC, Pay.gov, Revenue Credit Card, and DoD Interfund) to be imported and processed in Pegasys.

Please refer to **Section 4.8.1.1: Automated Methods to Create Cash Receipts (CR)** for details on the aforementioned automated Collection processes.

In addition to the automated processes, users can manually create Cash Receipts using the Pegasys user interface. For example, users will create manual Cash Receipts for ACH transactions after retrieving the ACH report from CIR. While the capability exists to create manual CRs, users should refrain from creating manual transactions for CRs that are created via an automated process. For details on manual creation of Cash Receipts in Pegasys, please refer to **Section 4.8.7: Apply Collections**.

This section will focus on the Collections process and the use of Cash Receipt documents in the collections process.

4.8.1 Cash Receipt (CR) Description and Uses

Cash Receipts are used to record money that is received by GSA as payment for services rendered or goods provided. Collections are recorded upon receipt from the customer for Normal billing and Advance collections (as defined by the Line Type on the Accounting Line). These Normal and Advance CRs are typically used to reduce outstanding receivables and record the collection of cash. The outstanding receivable is reduced if the CR references a Billing

Document (BD) or Debt Account Document (DA), therefore liquidating the receivable balance recorded on the BD or DA. CRs are also used for other purposes, such as advance offsets, credit application, credit refunds, write - offs, returned checks, chargebacks, etc. (also defined via Line Type).

Cash Receipts require the user to specify a Deposit Number, Dollar Amount, Transaction Type, Line Type and Accounting Dimensions. Depending on the type of CR, any or all of the following fields may also be required: Reference Document information, Agreement Information, or Debit Voucher Number. CRs with a normal line type will liquidate the outstanding principal amount of the referenced Billing Document or Debt Account Document, plus any interest, administrative, and penalty charges.

When creating a document, it is sometimes necessary to consolidate multiple sources into one single document rather than having a document to satisfy each source. Agencies have the ability to add one or more new Accounting Lines to a form from different reference documents, without having to enter and default each line individually.

Cash Receipts differ from Billing Documents in that the Vendor (or Customer) is stored at the accounting line level. This allows a single deposit to be applied against multiple bills. CRs also differ in that they do not have Detail Billing Records (DBR) associated to the Cash Receipt accounting lines. To view DBR information, the user must navigate to the Billing Document that the CR references.

4.8.1.1 Automated Methods to Create Cash Receipts (CR)

Lockbox, Contract Fees, IPAC, Pay.gov (via CIR), Revenue Credit Card (via CIR), and DoD Interfund collections are automatically created via offline (batch) processes. Users will have the ability to query these Cash Receipt documents with the Collection Query. For details on the Collection Query, see **Section 4.8.2: Query Collections**.

Lockbox:

GSA’s Lockbox Banks serve as filing and processing agents allowing customers to remit checks to designated Lockbox locations around the country to be deposited on GSA's behalf. The Lockbox batch import process has the ability to read Lockbox files created by banks in different layouts for each batch instance. A Lockbox batch process instance has been configured for each Lockbox that is automated within Pegasys. The Lockbox batch process will produce Cash Receipt documents.

Contract Fees:

Contract Fees are the collection that GSA receives when customers become a scheduled/contracted vendor. Fees are referred to as IFF (Industrial Funding Fees) and are paid by customers to cover GSA’s cost of operating the Federal Supply Schedules program. The Contract Fee batch process is executed to import and process the Contract Fees. IFF contract fee collection Cash Receipts are processed as standalone transactions and do not reference

outstanding Billing Documents. Instead, vendors self - report their schedule sales and determine the amount owed to GSA.

IPAC:

The Intra - Governmental Payment and Collection system (IPAC) is a Treasury system facilitating intra - governmental (agency to agency) transfers of funds, which streamlines billing/collections for GSA. IPAC functionality includes both an Outbound Process (GSA sends Treasury IPAC Bills and Refund Payments) and an Inbound Process (GSA receives from Treasury IPAC Bill Confirmations/Collections, Customer Push/Pull Payments, and Chargebacks). GSA bills other agencies via the IPAC system and then receives collection confirmation of those billings from Treasury.

The IPAC Import Batch process (GSIPACIMP) will upload the IPAC file into Pegasys in order to create IPAC Staging Records, and generate Cash Receipt transactions in downstream processes. Users will have the ability to view the status of transactions sent to or received from IPAC with the IPAC Staging Query.

CIR:

CIR (Collections Information Repository) is a collections reporting tool that will act as a "transaction broker" used to standardize, store and exchange the received financial information within one system. All GSA collection system summary information will be contained on a Summary file used for reconciliation in Pegasys. CIR also sends settlement detail information to Pegasys in a Detail file used to create/update CR documents for Pay.gov or Revenue Credit Card.

Pay.gov (via CIR):

Pay.gov is an online collection portal that allows Federal and Non - Federal customers to make credit card payments electronically to GSA. The Pay.gov collection process is as follows: Pay.gov sends customer Credit Card payments to Vantiv (settlement bank) for settlement → Vantiv sends collection funds to CIR → CIR notifies GSA of collection and settlement information. The CIR Inbound Batch process is run to import the Pay.gov files, perform a crosswalk, and create staging records that can be viewed via the CIR Inbound Detail Staging Query. Lastly, the CIR Detail Batch process is executed to read the CIR Inbound Detail Staging table and create new Cash Receipt transactions in Pegasys.

Revenue Credit Card (via CIR):

The Revenue Credit Card process enables government agencies to track and manage credit card receivables and collections. GSA uses the Revenue Credit Card Process for select transactions within the Global Supply Business Line. The Revenue Credit Card collection process is as follows:

The Revenue Credit Card collection system sends the transaction file to Pegasys (Pegasys creates initial CRs not hitting cash) → Pegasys sends file to Vantiv for settlement → Vantiv sends

settlement information to CIR → CIR produces files that are imported into Pegasys to record the settlement/confirmation information (this updates the initial CRs to now hit cash).

DoD Interfund:

The Department of Defense (DoD) requires GSA to bill them via SIBAC, not IPAC. Therefore a separate DoD Interfund interface was established. The DoD Interfund collection process is as follows: Establish Detail Billing Record → Process Billing Document (Records Receivable/Revenue) → DoD Outbound Process (Records billed Receivable/Processes Cash Receipt/Generates Outbound file for Treasury). The Cash Receipt is created after the receivable is billed and immediately posts to cash in the General Ledger (confirmation not needed).

4.8.1.2 Available Cash Receipt (CR) Document Types

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

In general, the Cash Receipt (CR) document types will be shared among multiple business lines, as the various methods of receiving the transactions (e.g., IPAC Inbound, Pay.gov, etc.) do not discern by business line. The exception to this is Lockbox, in which Lockbox collections will have multiple Document Types depending on the Business Line. (ex. RWA, Global Supply, Fleet, etc.)

Most CR Document Types that are used for a particular region will contain that region in the code (ex. 6 denotes Region 6 and 7 denotes Region 7). This means Region 6 (47000016) may have one document type while Region 7 (47000017) and External Services (47000018) may use other document types. In addition, separate CR document types will be created for each region to record Non-IPAC transactions and IPAC transactions. This is due to the nature of differences in data requirements for IPAC transactions. CRs will also have distinct Document Types for the different line type - driven transactions such as write offs (line type: Write Off) and debit vouchers (line type: Debit Voucher - Normal).

For a listing of CR Document Types, please refer to **BAAR User Guide 8 of 10 A.5: Appendix: Available Cash Receipt (CR) Document Types**.

4.8.1.3 Cash Receipt (CR) - User-Defined Form Field Descriptions

The Cash Receipt (CR) form has many of the same fields and same structure as the Billing Document (BD). However, since one CR can reference multiple BDs (at the accounting line level, one per line) the CR has several of the BD fields (including Vendor) located on the CR line rather than the CR header. The CR does not contain Detail Billing Records (DBR) nor does it have an office address tab. Unlike the BD, the CR has a Correspondence tab in order to

create/view document level correspondence. For more information on correspondence page definition, please refer to **BAAR User Guide 5 of 10 Section 4.9: Correspondence**.

User Defined fields provide users with a flexible means of configuring and utilizing specific business fields that are important to their business processes.

The listing of User-Defined fields on the Cash Receipt (CR) Form are available in **BAAR Guide 9 of 10 B.10 Appendix: Cash Receipt (CR) - User-Defined Fields and Forms Descriptions**.

4.8.2 Query Collections

There are multiple queries available in Pegasys that can be used to research Cash Receipts. Regardless of which query is used, query performance is improved with each additional search criteria entered. Users should enter as much known information as possible such as Document Type, Document Number, Referenced Statement Number, Deposit Number, Date Range, etc. Users should not execute "Blind" queries, meaning no search criterion is entered.

Collections Query

The Collections query provides users a single place to obtain information regarding all collections in the system. The Collections query can be used to research unapplied or applied collections, from any source (i.e., Lockbox collections, manual collections). The query is designed to return document lines recorded using document types falling under the Cash Receipt (CR) document category. This provides users with the ability to search for all Cash Receipts (CRs) relating to a specific business line, document type (for example, Region 6 Write - Offs recorded using document type WO6), or vendor/customer. The Collections query can also be used to pull specific transactions based on many document level, vendor level, user defined field level, accounting dimension level, and additional search criteria. The Collection Query is similar to the Form/Document Selection Query. It provides users with the capability to Amend (or Correct) the Document by selecting the Document lines from the query.

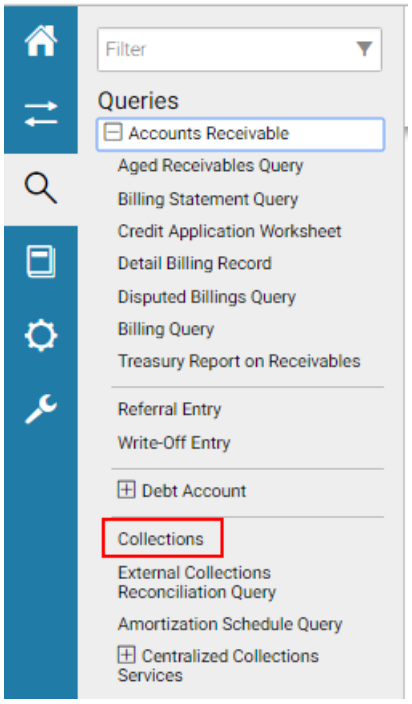
Accessing the Collections query can be accomplished by using the following path:

Queries → Accounts Receivable → Collections

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

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.

Figure 1: Navigation to Collections Query



The table below provides a list of Pegasys queries that can be used to research Cash Receipts.

Table 1: Querying Collections

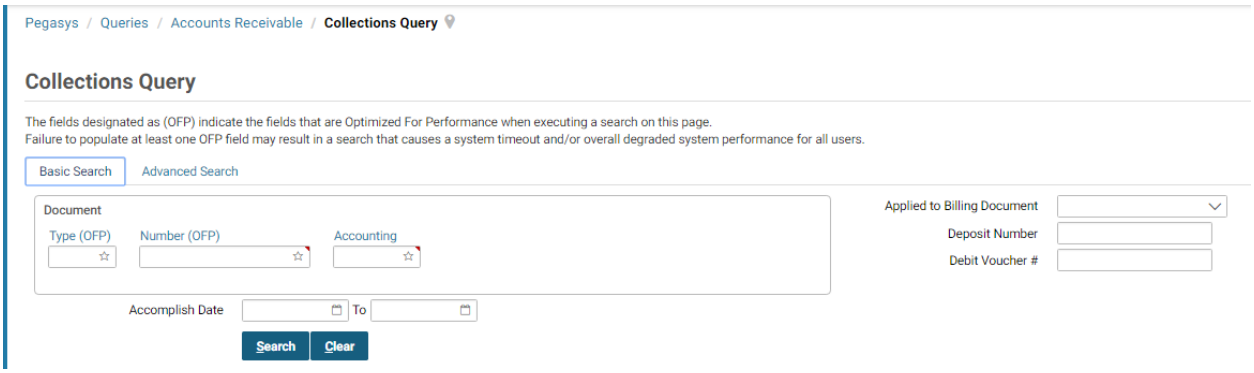
Subsystem	**Query**	**Description**	**Described in User Guide?**
Accounts Receivable	Collections	Provides users a single place to obtain information regarding all collections in the system. The collections query contains detailed collection specific search fields such as Line Type, Applied/Unapplied flag, Business Line, etc.	**BAAR User Guide 4 of 10 Section 4.8**
General System	IPAC Staging Query, IPAC Reconciliation Activity Query	Provides users the ability to view the status of transactions sent to or received from the Intra - Governmental Payment and Collection (IPAC) System via Pegasys offline processes.	• **BAAR User Guide 2 or 10 Section 4.6.** • **BAAR User Guide 3 0f 10 Section 4.6.6**

Subsystem	Query	Description	Described in User Guide?
Transactions	Form/ Document Selection	Provides users the ability to search for any form or document and/or select an action to perform on that form or document.	**BAAR User Guide 3 of 10 Section 4.6.10 (and throughout)**
General Ledger	GL Account Detail	Provides users the ability to query information contained in the Pegasys General ledger.	**BAAR User Guide 3 of 10 Section 4.6.11**
Vendor	Vendor Activity Query	Provides users the ability to access detailed vendor account information.	**BAAR User Guide 3 of 10 Section 4.6.13**
Accounts Receivable	CCS → CIR Collections Reconciliation	Populated via CIR Reconciliation Batch process, this query allows users A to search for CIR Summary collections and Pegasys Cash Receipts.	**BAAR User Guide 4 of 10 Section 4.8.3**
Accounts Receivable	CCS → CIR Inbound Detail Staging Query	Populated via CIR Inbound Batch/Crosswalk process, this query allows users to search for CIR Detail collection records from Pay.gov and Revenue Credit Card.	**BAAR User Guide 4 of 10 Section 4.8.4**

4.8.2.1 Collections Query Search Parameters and Results

Users may search at the highest level for all collections of a specific business line and/or document type, or may concentrate their search by specifying the actual document number and accounting line number. Searches become even more specific by using the Referenced Statement Number, Document Status, Line Type, Accounting Line Amount, Receipt Date, and Accomplished Date criteria. The Document section of the Collections query search parameters provides the ability to search by a number of document level criteria.

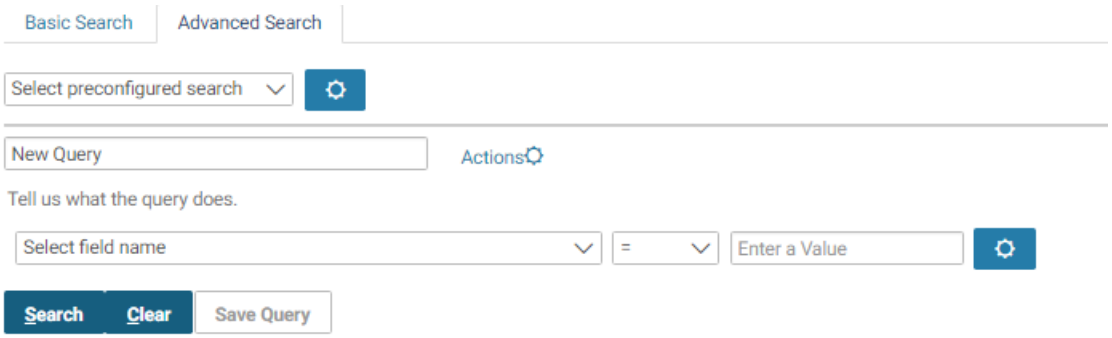
Figure 2: Collections Query Search Criteria - Parameters and Results



NOTE: Users will use the following CR line types: Normal, Write Off, Credit Reduction, Debit Voucher - Normal, Credit Application, Advance Payment, and Advance Offset. The user must select the Document Statuses they wish to have returned since they will be defaulted as not checked.

The Additional Criteria, Vendor, Header Field - User Defined Fields, Accounting Line - User Defined Fields, and Accounting Dimensions sections provide additional criteria to further narrow search results beyond those criteria provided in the Document section. Note that some search criteria group boxes are normally collapsed and will need to be expanded in order to enter data. To expand the search criteria group box, select the [+] sign next to the search criteria group box.

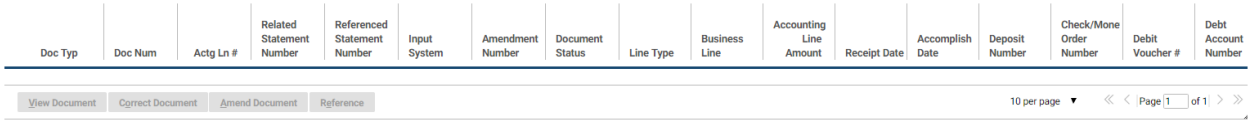
Figure 3: Collections Query Advanced Search Criteria



The Collections query also provides **View Document**, **Correct Document**, and **Amend Document** buttons to allow users to view, correct, or amend the selected collection document without having to navigate to another query. Similarly, the **Reference** button provides users the ability to pull up the reference tree of the selected collection document directly from the Collections query.

NOTE: Processed documents should always be amended rather than corrected when amending is available, as amending provides better auditing capability. Corrections should be limited to rejected or held forms. If a form has not processed, as is displayed in the screen shot below, the Amend button will not be enabled.

Figure 4: Collections Query Item Collection



4.8.2.2 Collections Query Details

The Collections query does not include a details page. Rather, all results are returned in the item collection, which provides a substantial amount of detail. Documents can be viewed, amended or corrected, at which point the form/document is opened in a new window.

4.8.2.3 Collections Query - User-Defined Search Criteria Field Descriptions

The listing of User-Defined fields on the Collections Query is available in the Appendix.

4.8.2.4 Execute a Query Using the Collections Query

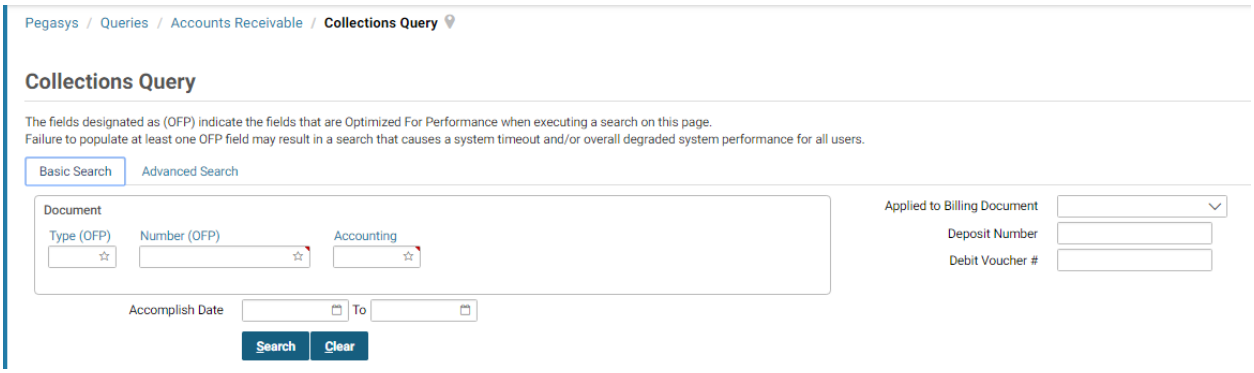
The following steps describe how to execute a basic query using the Collections query.

Steps to Query Cash Receipts (CRs) Using the Collections Query

1. Navigate to Queries → Accounts Receivable → Collections.

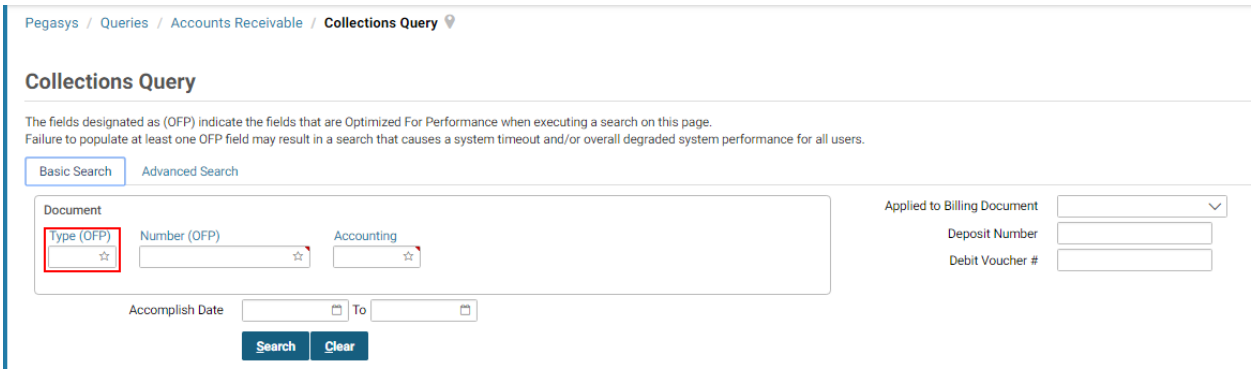
   The collections query search criteria page is displayed.

Figure 5: Collections Query Search Criteria



2. Enter the desired and appropriate search criteria, at a minimum enter the Document Type. To query by a BD Statement Number, enter the Referenced Statement Number.

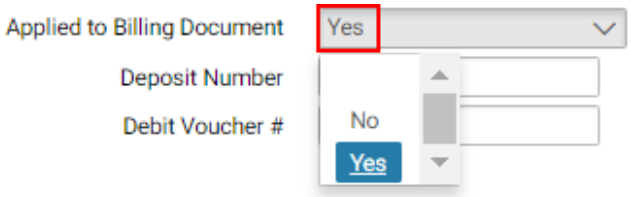
Figure 6: Collections Query Search Criteria Specifications



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

NOTE: The Applied to Billing Document field defaults to No. In order to query for applied collections, set the Applied to Billing Document field to YES.

Figure 7: Reviewing Applied Collections



3. Select the **Search** button.

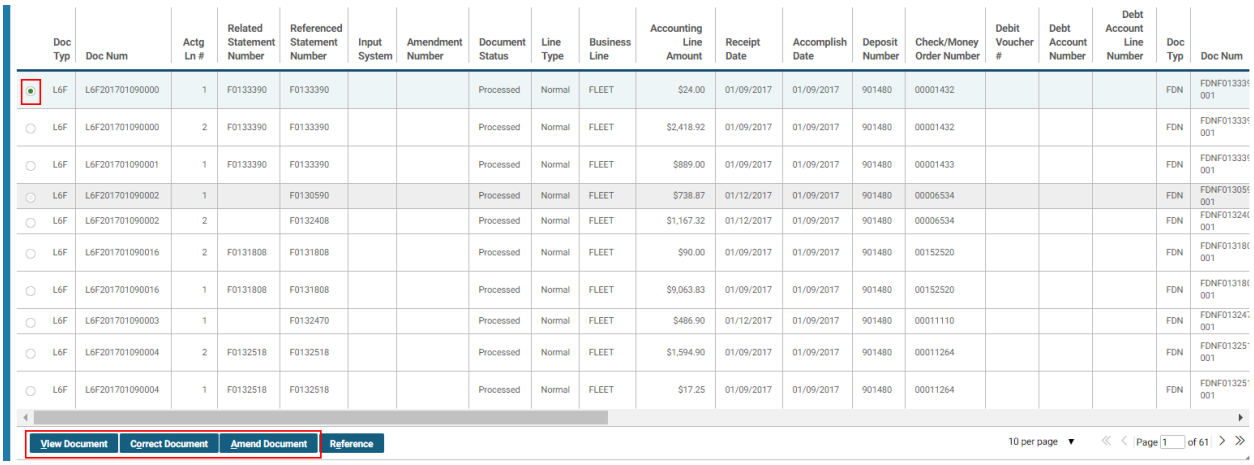
   The results are returned in the Item Collection.

Figure 8: Item Collection Results (1)

	Doc Typ	Doc Num	Actg Ln #	Related Statement Number	Referenced Statement Number	Input System	Amendment Number	Document Status	Line Type	Business Line	Accounting Line Amount	Receipt Date	Accomplish Date	Deposit Number	Check/Money Order Number	Debit Voucher #	Debt Account Number	Debt Account Line Number	Doc Typ	Doc Num
○	L6F	L6F201701090000	1	F0133390	F0133390			Processed	Normal	FLEET	$24.00	01/09/2017	01/09/2017	901480	00001432				FDN	FDNF01333 001
○	L6F	L6F201701090000	2	F0133390	F0133390			Processed	Normal	FLEET	$2,418.92	01/09/2017	01/09/2017	901480	00001432				FDN	FDNF01333 001
○	L6F	L6F201701090001	1	F0133390	F0133390			Processed	Normal	FLEET	$889.00	01/09/2017	01/09/2017	901480	00001433				FDN	FDNF01333 001
○	L6F	L6F201701090002	1		F0130590			Processed	Normal	FLEET	$738.87	01/12/2017	01/09/2017	901480	00006534				FDN	FDNF01305 001
○	L6F	L6F201701090002	2		F0132408			Processed	Normal	FLEET	$1,167.32	01/12/2017	01/09/2017	901480	00006534				FDN	FDNF01324 001

4. Select a record and the appropriate action from the action buttons.

Figure 9: Select a Record and Actions



Doc Typ	Doc Num	Actg Ln #	Related Statement Number	Referenced Statement Number	Input System	Amendment Number	Document Status	Line Type	Business Line	Accounting Line Amount	Receipt Date	Accomplish Date	Deposit Number	Check/Money Order Number	Debit Voucher #	Debt Account Number	Debt Account Line Number	Doc Typ	Doc Num
L6F	L6F201701090000	1	F0133390	F0133390			Processed	Normal	FLEET	$24.00	01/09/2017	01/09/2017	901480	00001432				FDN	FDNF01333 001
L6F	L6F201701090000	2	F0133390	F0133390			Processed	Normal	FLEET	$2,418.92	01/09/2017	01/09/2017	901480	00001432				FDN	FDNF01333 001
L6F	L6F201701090001	1	F0133390	F0133390			Processed	Normal	FLEET	$889.00	01/09/2017	01/09/2017	901480	00001433				FDN	FDNF01333 001
L6F	L6F201701090002	1		F0130590			Processed	Normal	FLEET	$738.87	01/12/2017	01/09/2017	901480	00006534				FDN	FDNF01305 001
L6F	L6F201701090002	2		F0132408			Processed	Normal	FLEET	$1,167.32	01/12/2017	01/09/2017	901480	00006534				FDN	FDNF01324 001
L6F	L6F201701090016	2	F0131808	F0131808			Processed	Normal	FLEET	$90.00	01/09/2017	01/09/2017	901480	00152520				FDN	FDNF01318 001
L6F	L6F201701090016	1	F0131808	F0131808			Processed	Normal	FLEET	$9,063.83	01/09/2017	01/09/2017	901480	00152520				FDN	FDNF01318 001
L6F	L6F201701090003	1		F0132470			Processed	Normal	FLEET	$486.90	01/12/2017	01/09/2017	901480	00011110				FDN	FDNF01324 001
L6F	L6F201701090004	2	F0132518	F0132518			Processed	Normal	FLEET	$1,594.90	01/09/2017	01/09/2017	901480	00011264				FDN	FDNF01325 001
L6F	L6F201701090004	1	F0132518	F0132518			Processed	Normal	FLEET	$17.25	01/09/2017	01/09/2017	901480	00011264				FDN	FDNF01325 001

View Document | Correct Document | Amend Document | Reference

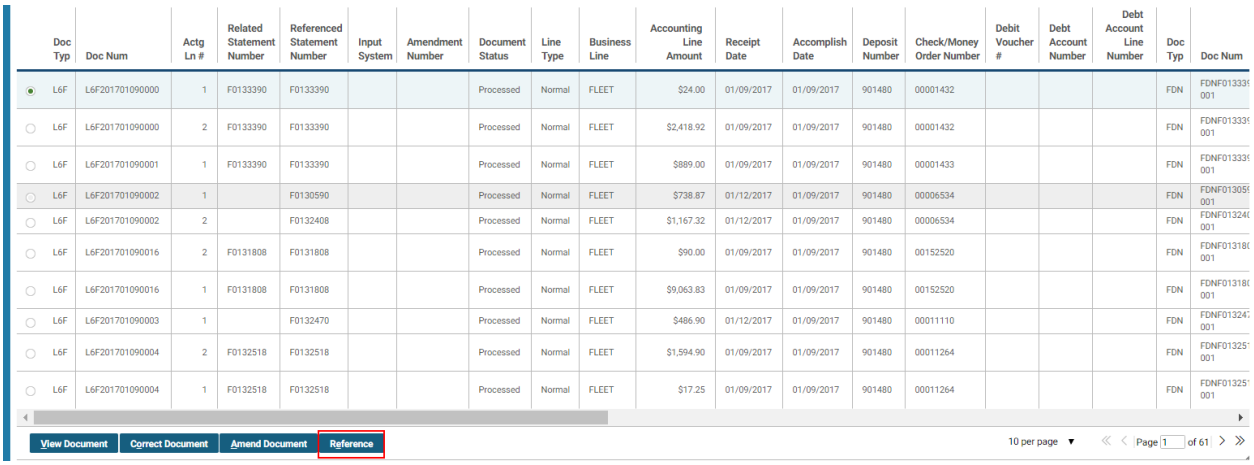
10 per page ▾ Page 1 of 61

Processed CRs can be Amended or Viewed. Rejected/Held CRs can be Viewed or Corrected. (If Viewing, Correcting or Amending the form/document, the form/document will open in a new window).

To see Amending or Correcting the Cash Receipt (CR), follow the steps in **4.8.8: Correcting Non-IPAC Collections**.

5. To view the Reference document information, select the **Reference** button.

Figure 10: Select Reference Button



Doc Typ	Doc Num	Actg Ln #	Related Statement Number	Referenced Statement Number	Input System	Amendment Number	Document Status	Line Type	Business Line	Accounting Line Amount	Receipt Date	Accomplish Date	Deposit Number	Check/Money Order Number	Debit Voucher #	Debt Account Number	Debt Account Line Number	Doc Typ	Doc Num
L6F	L6F201701090000	1	F0133390	F0133390			Processed	Normal	FLEET	$24.00	01/09/2017	01/09/2017	901480	00001432				FDN	FDNF01333 001
L6F	L6F201701090000	2	F0133390	F0133390			Processed	Normal	FLEET	$2,418.92	01/09/2017	01/09/2017	901480	00001432				FDN	FDNF01333 001
L6F	L6F201701090001	1	F0133390	F0133390			Processed	Normal	FLEET	$889.00	01/09/2017	01/09/2017	901480	00001433				FDN	FDNF01333 001
L6F	L6F201701090002	1		F0130590			Processed	Normal	FLEET	$738.87	01/12/2017	01/09/2017	901480	00006534				FDN	FDNF01305 001
L6F	L6F201701090002	2		F0132408			Processed	Normal	FLEET	$1,167.32	01/12/2017	01/09/2017	901480	00006534				FDN	FDNF01324 001
L6F	L6F201701090016	2	F0131808	F0131808			Processed	Normal	FLEET	$90.00	01/09/2017	01/09/2017	901480	00152520				FDN	FDNF01318 001
L6F	L6F201701090016	1	F0131808	F0131808			Processed	Normal	FLEET	$9,063.83	01/09/2017	01/09/2017	901480	00152520				FDN	FDNF01318 001
L6F	L6F201701090003	1		F0132470			Processed	Normal	FLEET	$486.90	01/12/2017	01/09/2017	901480	00011110				FDN	FDNF01324 001
L6F	L6F201701090004	2	F0132518	F0132518			Processed	Normal	FLEET	$1,594.90	01/09/2017	01/09/2017	901480	00011264				FDN	FDNF01325 001
L6F	L6F201701090004	1	F0132518	F0132518			Processed	Normal	FLEET	$17.25	01/09/2017	01/09/2017	901480	00011264				FDN	FDNF01325 001

View Document | Correct Document | Amend Document | Reference

10 per page ▾ Page 1 of 61

6. To view the document or any of the references, select the record in the tree and select the view button.

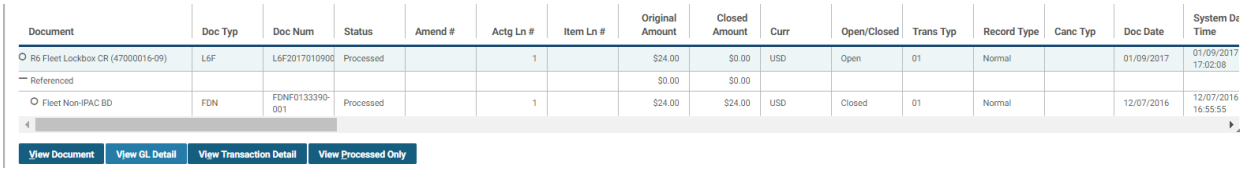
Figure 11: Select the Record in the Tree

Document	Doc Typ	Doc Num	Status	Amend #	Actg Ln #	Item Ln #	Original Amount	Closed Amount	Curr	Open/Closed	Trans Typ	Record Type	Canc Typ	Doc Date	System Da Time
R6 Fleet Lockbox CR (47000016-09)	L6F	L6F2017010900	Processed		1		$24.00	$0.00	USD	Open	01	Normal		01/09/2017	01/09/2017 17:02:08
+ Referenced							$0.00	$0.00							

View Document | View GL Detail | View Transaction Detail | View Processed Only

7. To expand the tree, select the [+] beside Referenced to expand.

Figure 12: Expand the Tree



Document	Doc Typ	Doc Num	Status	Amend #	Actg Ln #	Item Ln #	Original Amount	Closed Amount	Curr	Open/Closed	Trans Typ	Record Type	Canc Typ	Doc Date	System Da Time
R6 Fleet Lockbox CR (47000016-09)	L6F	L6F2017010900	Processed		1		$24.00	$0.00	USD	Open	01	Normal		01/09/2017	01/09/2017 17:02:08
Referenced							$0.00	$0.00							
Fleet Non-IPAC BD	FDN	FDNF0133390-001	Processed		1		$24.00	$24.00	USD	Closed	01	Normal		12/07/2016	12/07/2016 16:55:55

View Document | View GL Detail | View Transaction Detail | View Processed Only

8. To view the GL or Transaction Detail, select/highlight the document number and select the appropriate action button.

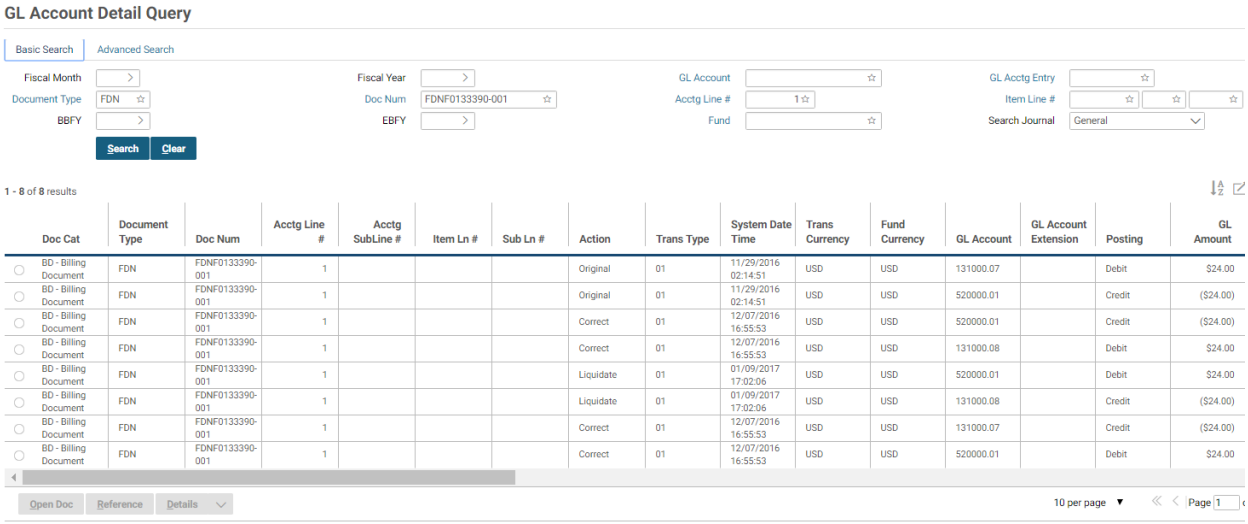
Figure 13: View GL or Transaction Detail

Document	Doc Typ	Doc Num	Status	Amend #	Actg Ln #	Item Ln #	Original Amount	Closed Amount	Curr	Open/Closed	Trans Typ	Record Type	Canc Typ	Doc Date	System Da Time
R6 Fleet Lockbox CR (47000016-09)	L6F	L6F2017010900	Processed		1		$24.00	$0.00	USD	Open	01	Normal		01/09/2017	01/09/2017 17:02:08
Referenced							$0.00	$0.00							
Fleet Non-IPAC BD	FDN	FDNF0133390-001	Processed		1		$24.00	$24.00	USD	Closed	01	Normal		12/07/2016	12/07/2016 16:55:55

View Document | View GL Detail | View Transaction Detail | View Processed Only

The GL Detail Query page will be opened in a new window with a pre - executed query and results displayed.

Figure 14: GL Detail Query Page



GL Account Detail Query

Basic Search | Advanced Search

Fiscal Month | Fiscal Year | GL Account | GL Acctg Entry
Document Type: FDN | Doc Num: FDNF0133390-001 | Acctg Line #: 1 | Item Line #
BBFY | EBFY | Fund | Search Journal: General

Search | Clear

1 - 8 of 8 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
BD - Billing Document	FDN	FDNF0133390-001	1				Original	01	11/29/2016 02:14:51	USD	USD	131000.07		Debit	$24.00
BD - Billing Document	FDN	FDNF0133390-001	1				Original	01	11/29/2016 02:14:51	USD	USD	520000.01		Credit	($24.00)
BD - Billing Document	FDN	FDNF0133390-001	1				Correct	01	12/07/2016 16:55:53	USD	USD	520000.01		Credit	($24.00)
BD - Billing Document	FDN	FDNF0133390-001	1				Correct	01	12/07/2016 16:55:53	USD	USD	131000.08		Debit	$24.00
BD - Billing Document	FDN	FDNF0133390-001	1				Liquidate	01	01/09/2017 17:02:06	USD	USD	520000.01		Debit	$24.00
BD - Billing Document	FDN	FDNF0133390-001	1				Liquidate	01	01/09/2017 17:02:06	USD	USD	131000.08		Credit	($24.00)
BD - Billing Document	FDN	FDNF0133390-001	1				Correct	01	12/07/2016 16:55:53	USD	USD	131000.07		Credit	($24.00)
BD - Billing Document	FDN	FDNF0133390-001	1				Correct	01	12/07/2016 16:55:53	USD	USD	520000.01		Debit	$24.00

Open Doc | Reference | Details

10 per page | Page 1

9. To return to the Collections Query, close the window on the GL Detail Query.

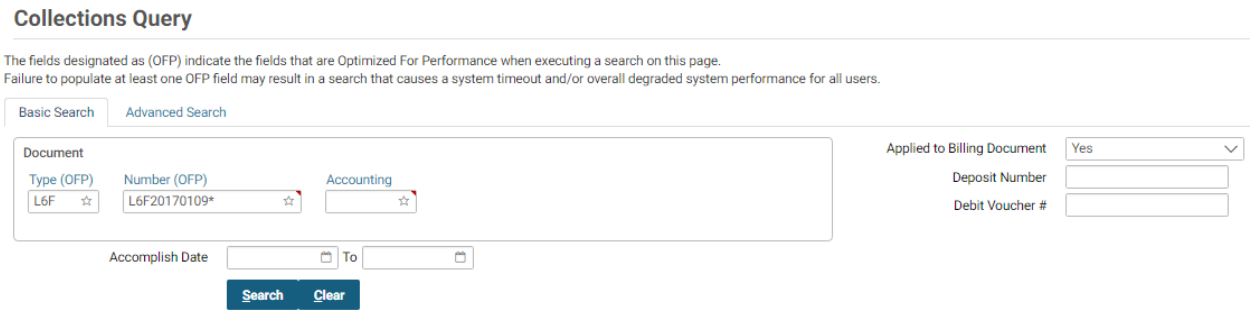
Figure 15: Close the GL Detail Query Page

10. To navigate back to the query results, close the Accounting Line Reference Tree Window.

Figure 16: Navigate Back to Query Results

The Collections query is displayed.

Figure 17: Collections Query Display



4.8.3 CIR Collection Reconciliation Query

The CIR Collection Reconciliation Query is used for researching and tracking all transactions that post to the CIR Entity. CR, IP, SV, and JV transactions that meet the requisite criteria will appear on this query. The query displays the summarized collections from CIR and the receipt balances in Pegasys, including collection related payments that represent refunds or deposit adjustments.

From this query, the user can research, view, reconcile, and unreconcile CIR Collections in Pegasys. The query creates a Reconciliation Activity record when a collection is reconciled, including the reconciling user and the reconciled date. When a record is either reconciled or un - reconciled, the system maintains a history of this reconciling action, including who made the change and the date of the change.

When a user attempts to reconcile a CIR Collection with a Pegasys Collection, the system ensures the following values match:

- CIR Unreconciled Amount = Pegasys Total Collected Amount.
- CIR Accomplished Date = Pegasys Accomplished Date.
- CIR Summary Number (Voucher Number) = Pegasys Deposit Ticket Number (if populated).
- CIR Summary Number (Voucher Number) = Pegasys Debit Voucher Number (if populated).
- CIR Voucher Type = Pegasys Voucher Type.
- CIR Agency Location Code = Pegasys Agency Location Code.
- CIR Treasury Symbol = Pegasys Treasury Symbol.

- CIR BETC = Pegasys BETC.
- CIR Sub - Level Prefix = Pegasys Sub - Level Prefix.

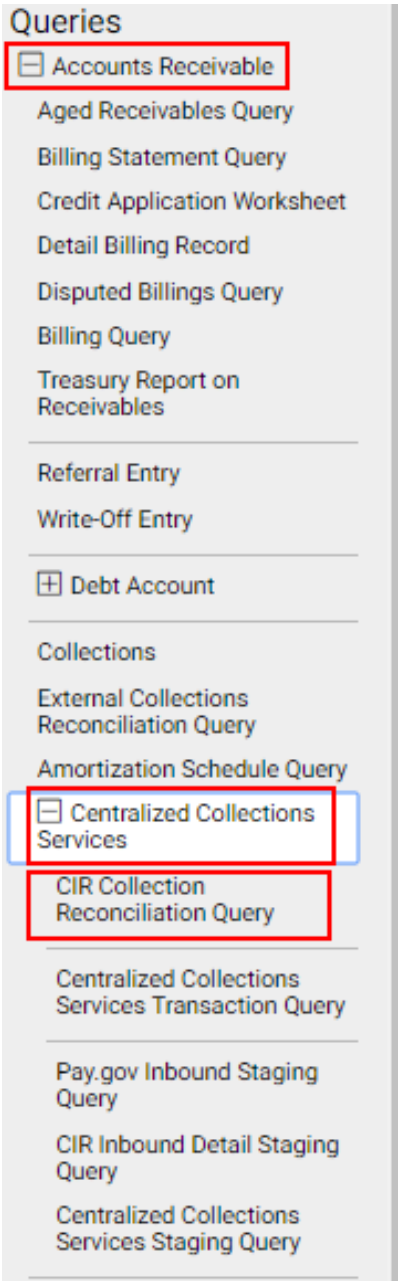
The query has two sides: the CIR Collection side on the left and the Pegasys Collection side on the right. A user can search by a number of criteria to limit the CIR Collection records that are returned. For instance, the search criteria can be limited by reconciliation status, e.g., reconciled, unreconciled, etc. Additional search criteria include Run Number, Input System, Voucher Number, From/To Date, and Treasury Symbol. Similarly, on the Pegasys Collection side, a user can limit the search results by document category, document type, document number, accomplished date, reconciliation status, Treasury Symbol, Deposit Number, etc.

Once records have been queried, a user can then reconcile/unreconcile collections, retrieve recommendations for collections that are unreconciled with recommendations, and view detail/history screens. The CIR Collection records are updated via the CIR Inbound batch process. The Pegasys Collection records are added to the table/updated via the CIR Reconciliation batch process.

The CIR Collections Reconciliation query can be accomplished by using the following path:

Queries → Accounts Receivable → Centralized Collection Services → CIR Collection Reconciliation Query.

Figure 18: Navigate to CIR Collections Reconciliation Query



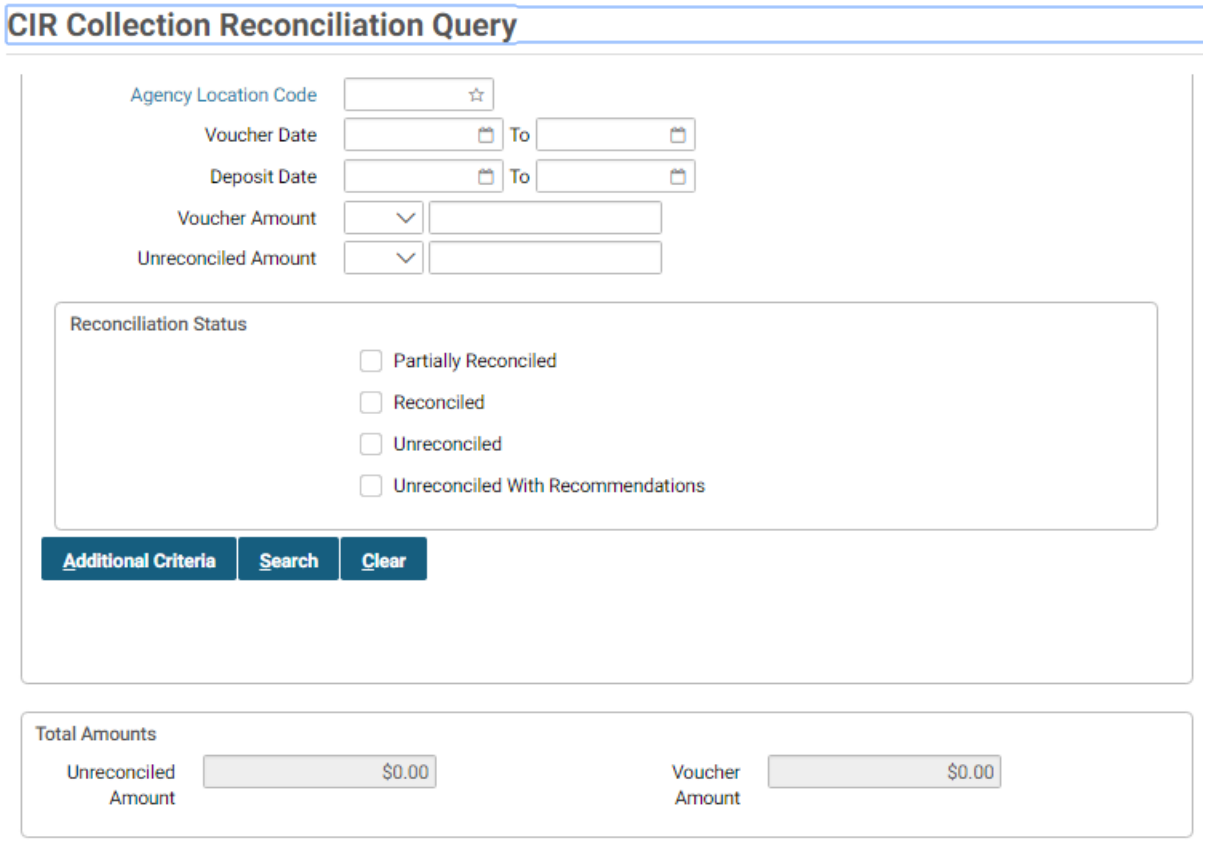
4.8.3.1 CIR Collection Reconciliation Query Search Parameters and Results

Once the user has navigated to the query, they can enter search criteria to return results for both CIR Collection records and Pegasys Collection records. The two distinct sides of the query have separate search criteria that apply only to each set of collection records. The parameters that can be entered for each query are shown below.

Common parameters entered for the CIR Collection query include:

- Voucher Number
- Run Number
- Voucher From/To Date
- Reconciliation Status
- Input System

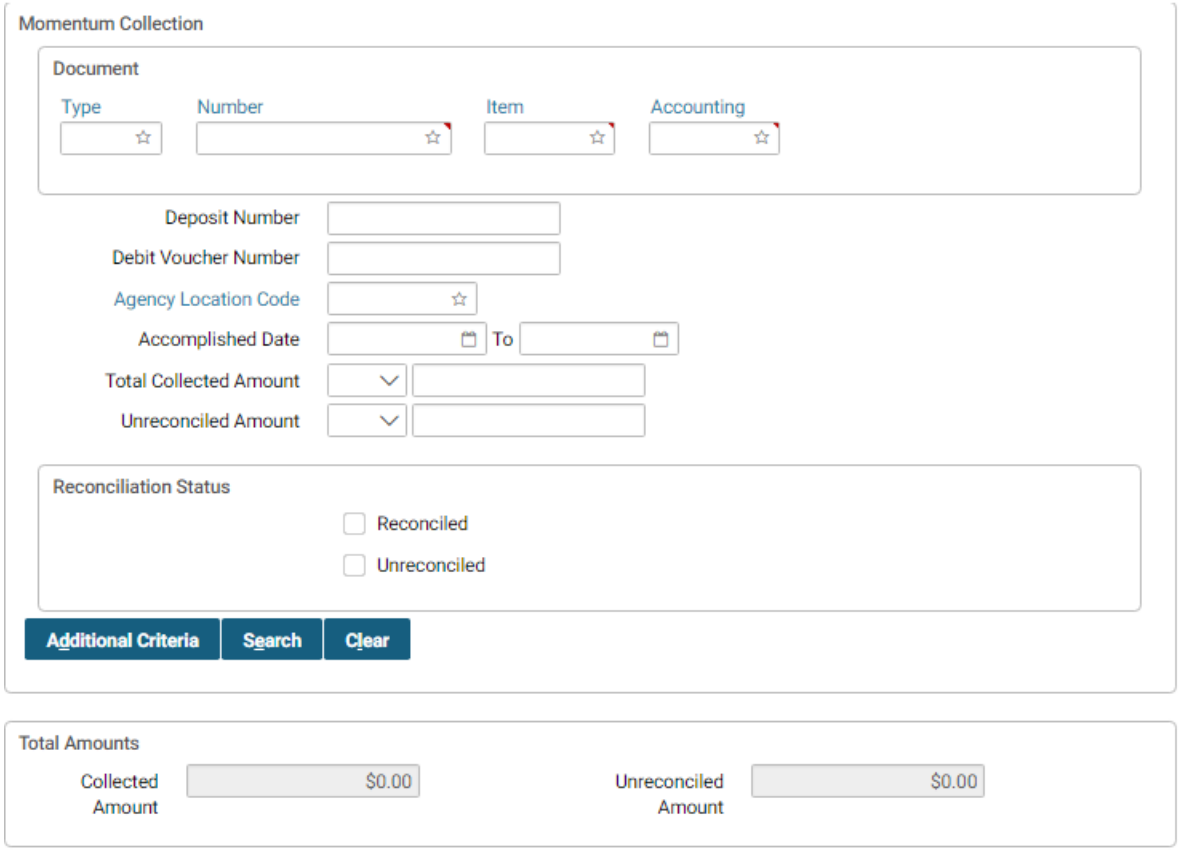
Figure 19: CIR Collection Reconciliation Query



Common parameters entered for the Pegasys Collection query include:

- Deposit Number
- Document Type/Number/Accounting Line
- Accomplished Date From/To
- Reconciliation Status

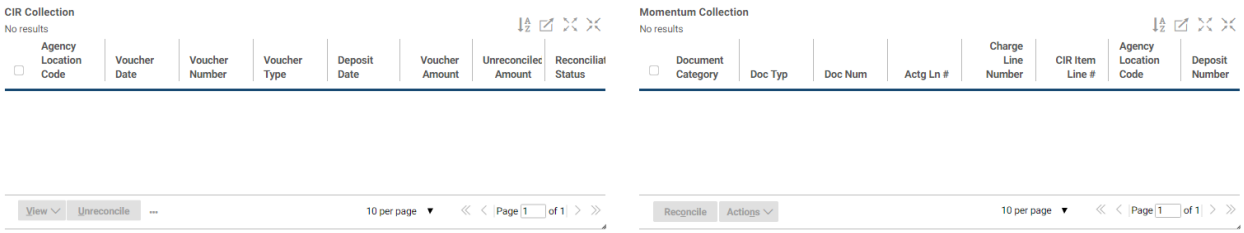
Figure 20: Pegasys Collection Records Query



There are three item collection sections on the CIR Reconciliation Query:

- CIR Collection.
- Pegasys Collection.
- Reconciliation Activity

Figure 21: Record Collections



After searching for records on the CIR Collection Records Query, record results will be displayed in the CIR Collection item collection. A user can then select records and use the action buttons to perform different tasks.

Figure 22: CIR Collection Records

CIR Collection

1 - 10 of 106 results

Agency Location Code	Voucher Date	Voucher Number	Voucher Type	Deposit Date	Voucher Amount	Unreconciled Amount	Reconciliation Status	Su lev Pr
47000016	01/03/2017	098105	Debit	01/03/2017	($7,676.00)	$7,676.00	Unreconciled	
47000016	01/03/2017	351221	Credit	01/03/2017	$109.00	$0.00	Reconciled	
47000016	01/03/2017	351223	Credit	01/03/2017	$500.00	$0.00	Reconciled	
47000016	01/03/2017	098123	Debit	01/03/2017	($220.66)	$220.66	Unreconciled	

View Unreconcile ... 10 per page Page 1 of 11

Figure 23: Pegasys Collection Records

Momentum Collection

1 - 10 of 3,534 results

Document Category	Doc Typ	Doc Num	Actg Ln #	Charge Line Number	CIR Item Line #	Agency Location Code	Deposit Number	Debit Voucher Number	Vouche Type
CR-Cash Receipt	L7R	L7R201701040089	2			47000017	100818		Cred
CR-Cash Receipt	L7R	L7R201701040089	1			47000017	100818		Cred
CR-Cash Receipt	L7R	L7R201701040089	3			47000017	100818		Cred
CR-Cash									

Reconcile Actions 10 per page Page 1 of 354

As can be seen in the screenshots above, the cumulative available action buttons are Unreconcile, Reconcile, Retrieve Recommendations, Delete, View Detail, View History, CIR Detail, Amend Document, Correct Document, and View Document.

- **Unreconcile:** This action can be used for Reconciled and Partially Reconciled collections. It will update the CIR Collection record's Reconciliation Status to Unreconciled.
- **Reconcile:** This action can be used to reconcile Partially Reconciled, Unreconciled, or Unreconciled with Recommendations CIR Collection records with Unreconciled Pegasys Collection records.
- **Retrieve Recommendations:** This action is used only for records with a Reconciliation Status of Unreconciled with Recommendations. Selecting this button will return related Pegasys Collections in the adjacent Pegasys Collection query.

- **Delete:** This action is available on records that are Unreconciled or Unreconciled with Recommendations.
- **View Detail:** This action will open a new window that displays the record detail. See screenshot below.
- **View History:** This action will open a separate window that displays the record's reconciliation history. See screenshot below.
- **CIR Detail**: This action will open a separate window that navigates the user to the CIR Inbound Detail Staging Query.
- **Amend/Correct/View Document:** These action buttons can be used to amend/correct/view existing Pegasys Collection records that have posted to the CIR entity.

Figure 24: View Detail Window

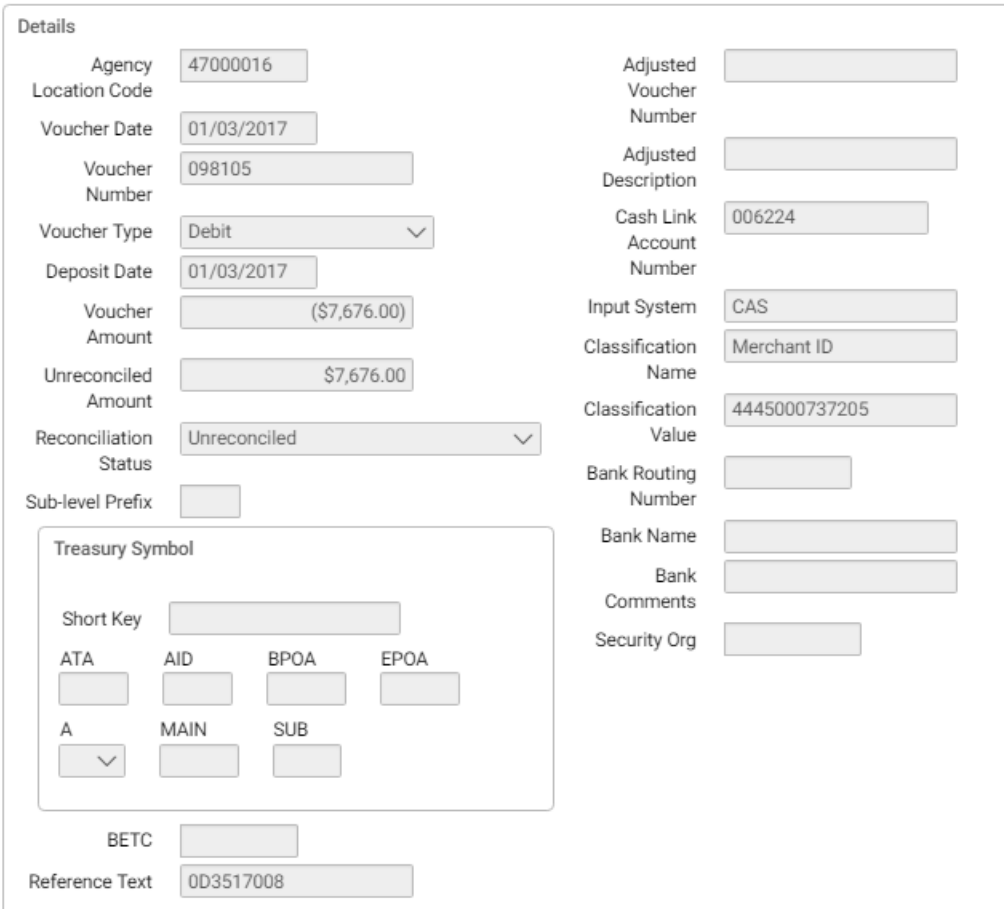
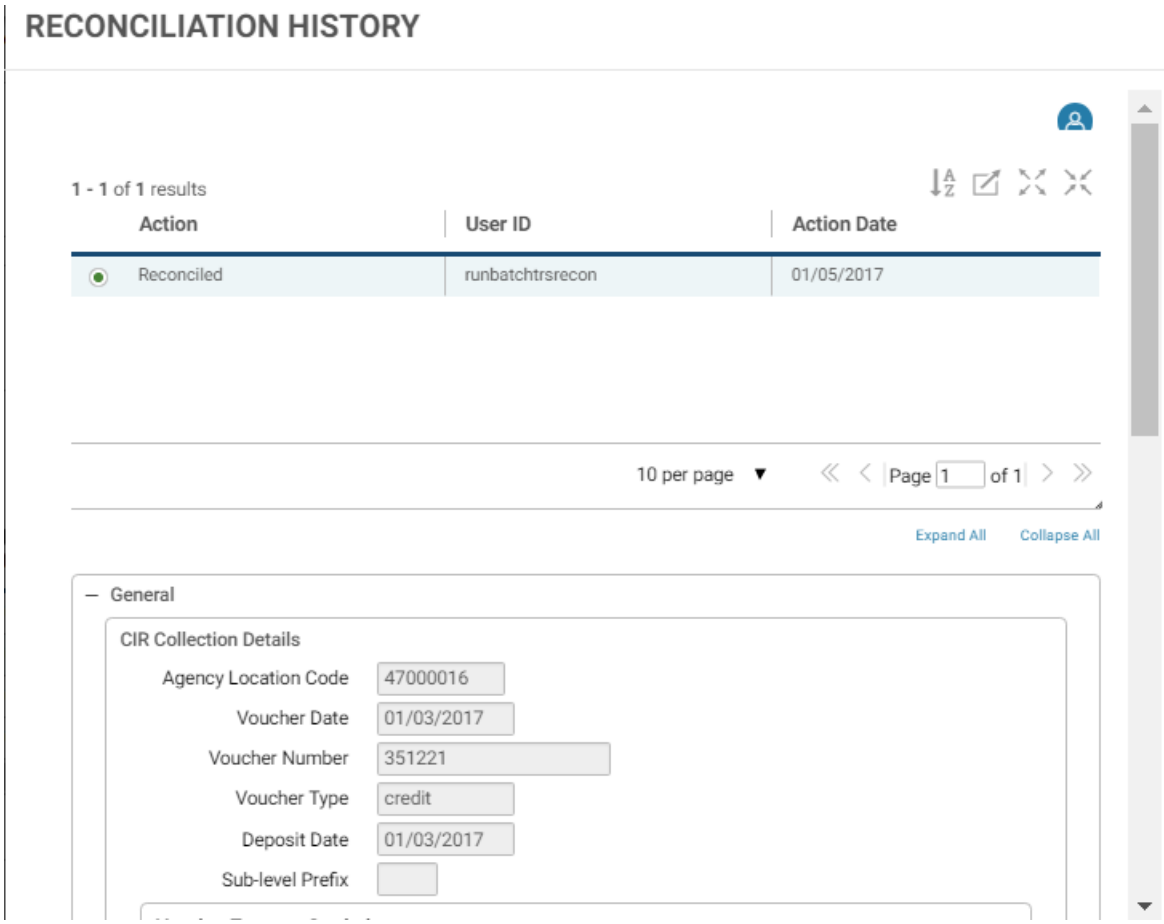


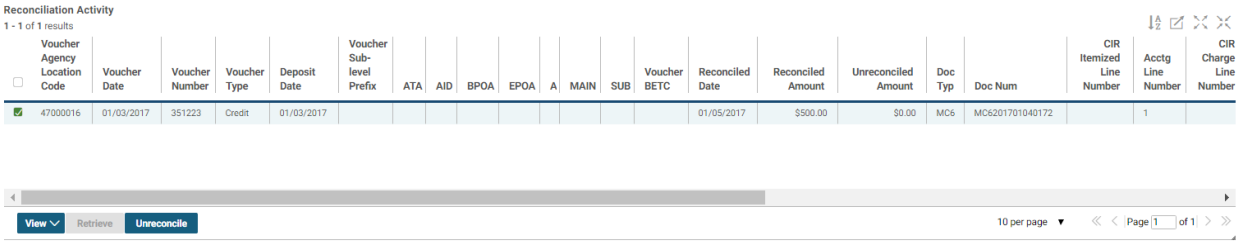
Figure 25: View History Window



The Reconciliation Activity Section displays all reconciliation records associated to a particular CIR Collection or Pegasys Collection. The query is populated by selecting a CIR Collection record, Pegasys Collection Record, or both. The user then selects **Retrieve**, and the item collection is populated with all reconciliation activity records associated to the records selected above.

From this query, a user can unreconcile records, view documents, and view history.

Figure 26: Reconciliation Activity Query



4.8.3.2 CIR Collection Reconciliation Query Details

The CIR Collection Reconciliation query does not include a details page. Rather, all results are returned in the three separate item collections, which provide a substantial amount of detail. Records can be viewed, reconciled, unreconciled, viewed based upon detail history, etc. via the main query page.

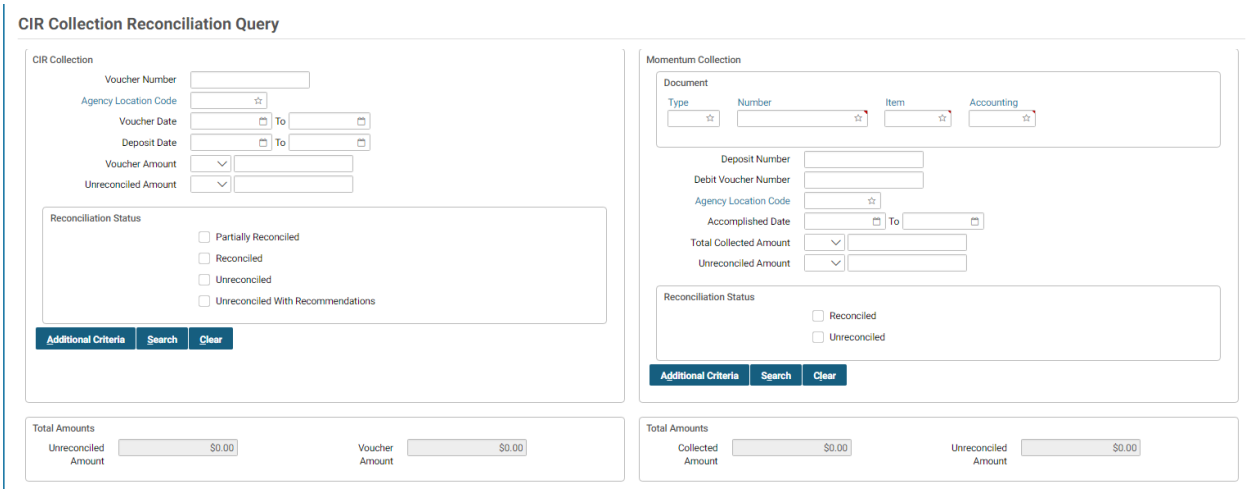
4.8.3.3 Execute a Query Using the CIR Collection Reconciliation Query

The following steps describe how to execute a basic query using the CIR Collection Reconciliation query.

Steps to Execute a Query Using the CIR Collection Recon Query:

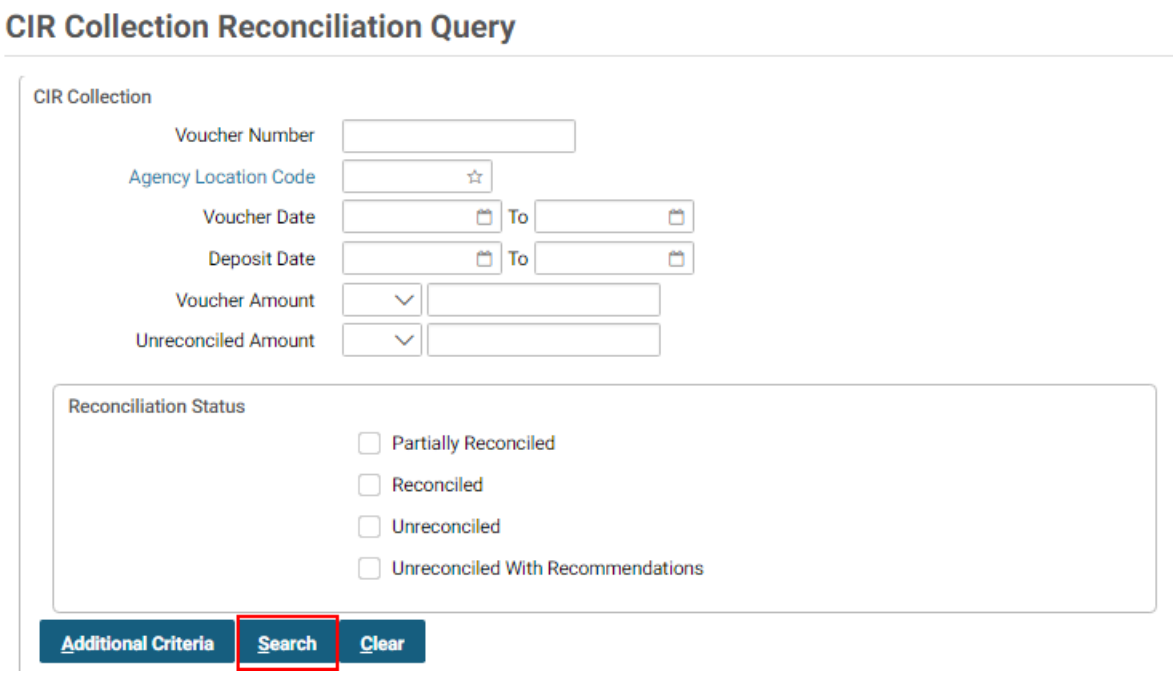
1. Navigate to Queries → Accounts Receivable → Centralized Collection Services → CIR Collection Reconciliation Query.
2. The CIR Collection Reconciliation query search criteria page is displayed with a CIR Collection section and a Pegasys Collection section.

Figure 27: CIR Collection Reconciliation Query Search Criteria Page



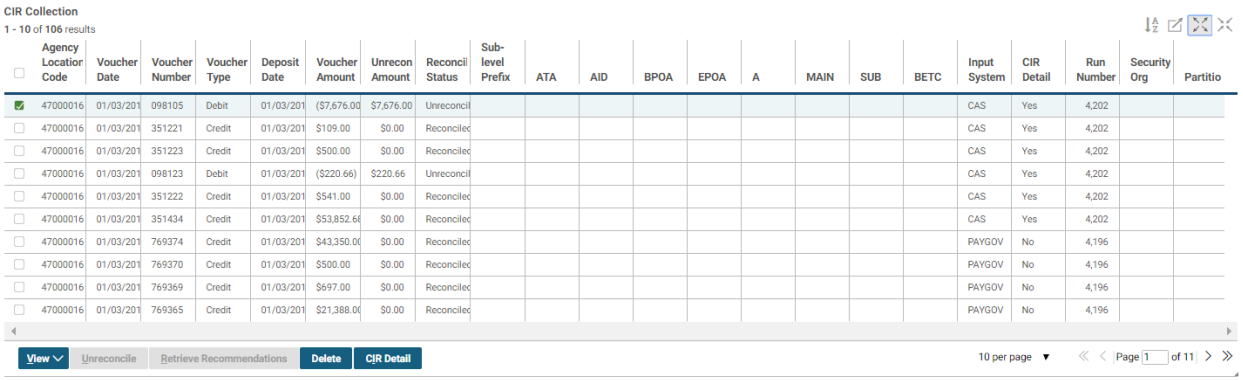
3. Enter the desired and appropriate search criteria in the CIR Collection query on the left: common criteria entered include Run Number, Reconciliation Status, From/To Date, etc.
4. Select the **Search** button.

Figure 28: Search Button Selection - CIR Collection Reconciliation Query



5. The results are returned in the **CIR Collection Item Collection**.

Figure 29: CIR Collection Item Collection



NOTE: Users can perform the following actions:

a. To view the details, select the **View** button.

b. To Unreconcile a Reconciled record, select the **Unreconcile** action button.

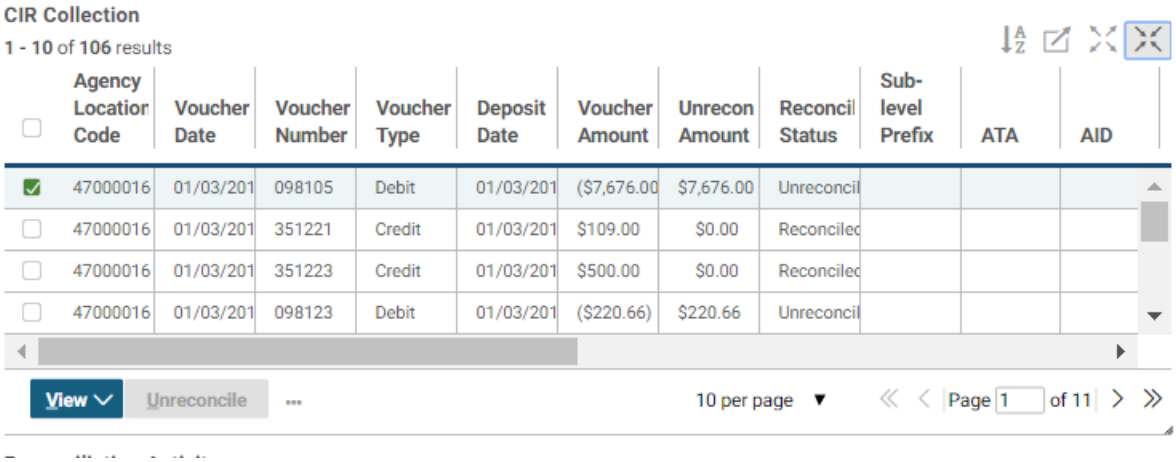
c. To retrieve recommended matches for an Unreconciled with Recommendations record, select the **Retrieve Recommendations** action button.

d. To delete a record, select the **Delete** action button.

e. To view the CIR Inbound Staging Query, select the **CIR Detail** action button.

6. Select the radio button next to an **Unreconciled CIR Collection**.

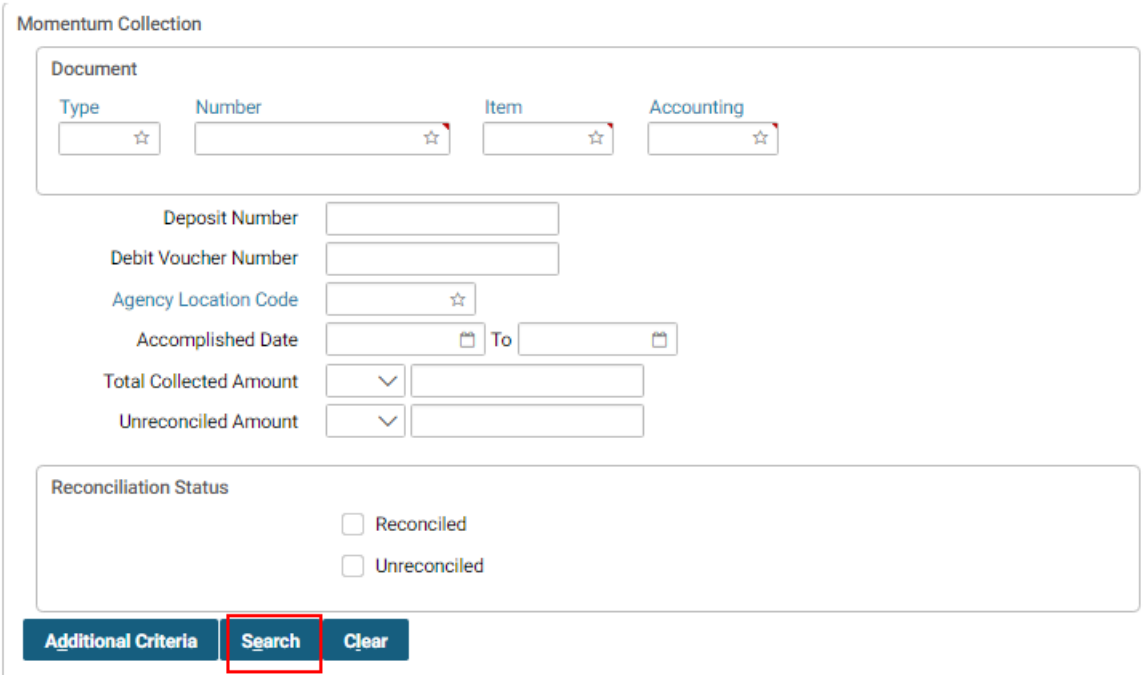
Figure 30: Radio Button Next to Unreconciled CIT Collection



Agency Location Code	Voucher Date	Voucher Number	Voucher Type	Deposit Date	Voucher Amount	Unrecon Amount	Reconcil Status	Sub-level Prefix	ATA	AID
47000016	01/03/201	098105	Debit	01/03/201	($7,676.00	$7,676.00	Unreconcil			
47000016	01/03/201	351221	Credit	01/03/201	$109.00	$0.00	Reconcilec			
47000016	01/03/201	351223	Credit	01/03/201	$500.00	$0.00	Reconcilec			
47000016	01/03/201	098123	Debit	01/03/201	($220.66)	$220.66	Unreconcil			

7. Enter the desired and appropriate search criteria in the Pegasys Collection query on the right: common criteria entered include Document Type/Number, Reconciliation Status, From/To Date, etc.
8. Select the **Search** button.

Figure 31: Search Button Select



The results are returned in the item collection.

Figure 32: Item Collection Returned Results

Momentum Collection
1 - 10 of 3,534 results

	Documei Category	Doc Typ	Doc Num	Actg Ln #	Charge Line Number	CIR Item Line #	Agency Location Code	Deposit Number	Debit Voucher Number	Voucher Type	Accomp Date	Total Collecte Amount	Unrecon Amount	Reconcil Status	Sub-level Prefix	ATA	AID	BPOA	EPOA	A	MAIN	SUB	BETC
☑	CR-Cash Receipt	L7R	L7R201701	2			47000017	100818		Credit	01/04/201	$112.12	$0.00	Reconciled			047			X	4542	001	COLL
☐	CR-Cash Receipt	L7R	L7R201701	1			47000017	100818		Credit	01/04/201	$409.59	$0.00	Reconciled			047			X	4542	001	COLL
☐	CR-Cash Receipt	L7R	L7R201701	3			47000017	100818		Credit	01/04/201	$100.00	$0.00	Reconciled			047			X	4542	001	COLL
☐	CR-Cash Receipt	L7R	L7R201701	1			47000017	100818		Credit	01/04/201	$393.05	$0.00	Reconciled			047			X	4542	001	COLL
☐	CR-Cash Receipt	L7R	L7R201701	2			47000017	100818		Credit	01/04/201	$100.00	$0.00	Reconciled			047			X	4542	001	COLL
☐	CR-Cash Receipt	L7R	L7R201701	3			47000017	100818		Credit	01/04/201	$229.58	$0.00	Reconciled			047			X	4542	001	COLL
☐	CR-Cash Receipt	L7R	L7R201701	1			47000017	100818		Credit	01/04/201	$100.00	$0.00	Reconciled			047			X	4542	001	COLL
☐	CR-Cash Receipt	L7R	L7R201701	2			47000017	100818		Credit	01/04/201	$234.95	$0.00	Reconciled			047			X	4542	001	COLL
☐	CR-Cash Receipt	L7R	L7R201701	3			47000017	100818		Credit	01/04/201	$920.00	$0.00	Reconciled			047			X	4542	001	COLL
☐	CR-Cash Receipt	L7R	L7R201701	1			47000017	100818		Credit	01/04/201	$24.39	$0.00	Reconciled			047			X	4542	001	COLL

NOTE: Users can perform the following actions:

a. To reconcile the Pegasys Collection with the CIR Collection selected on the left, select Reconcile.

b. To Amend/Correct/View the document associated with the selected record, select Amend/Correct/View Document

9. Select the radio button next to an Unreconciled Pegasys Collection that should be reconciled with the corresponding CIR Collection selected in Step #6.

10. Select the **Reconcile** action button and verify a message appears stating that the action was successful.

Figure 33: Reconcile Action Button Selection

Momentum Collection
1 - 10 of 4,369 results

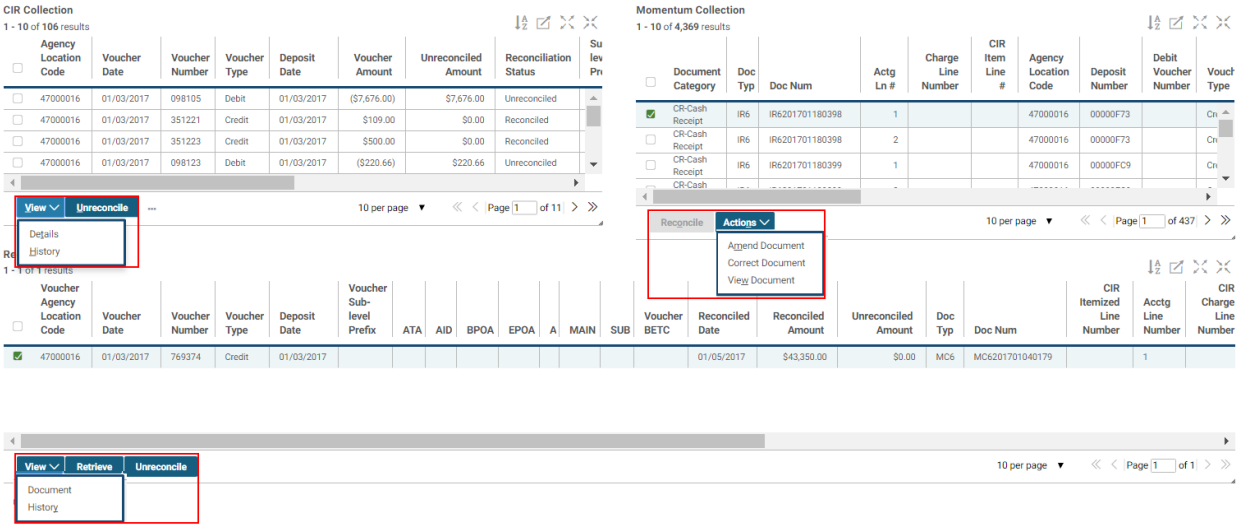
	Document Category	Doc Typ	Doc Num	Actg Ln #	Charge Line Number	CIR Item Line #	Agency Location Code	Deposit Number	Debit Voucher Number	Vouch Type
☑	CR-Cash Receipt	IR6	IR6201701180398	1			47000016	00000F73		Cr
☐	CR-Cash Receipt	IR6	IR6201701180398	2			47000016	00000F73		Cr
☐	CR-Cash Receipt	IR6	IR6201701180399	1			47000016	00000FC9		Cr
	CR-Cash									

Reconcile Actions 10 per page Page 1 of 437

11. In the Reconciled Activity section, select **Retrieve**.

Figure 34: Retrieve Selection in Reconciled Activity Section

Figure 35: Perform Further Actions After Selecting Record



NOTE: The user can select the record in the item collection and perform the following actions:

a. To view the reconciliation activity, select the View History action button.

b. To view the document associated to the activity, select the View Document action button.

c. To unreconcile the records, select the Unreconcile action button.

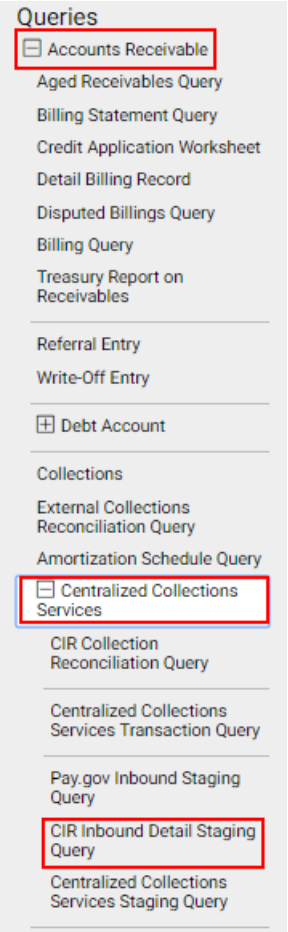
4.8.4 CIR Inbound Detail Staging Query

The CIR Inbound Detail Staging query contains records imported and cross walked by the CIR Inbound process that require cross walking. The query records can be updated until a form is generated, but cannot be added manually. Fields on the staging record can apply to the Cash Receipt (CR) or Payment Authorization (IP) document categories. During the CIR Detail process, the system ignores fields that do not apply to the document category of the new form (CRs only) or the correction (CR and IP). The fields on the query are on the CR and/or the IP documents.

The CIR Inbound Detail Staging query can be accomplished by using the following path:

Queries → Accounts Receivable → Centralized Collections Services → CIR Inbound Detail Staging Query.

Figure 36: Navigate to CIR Inbound Detail Staging Query

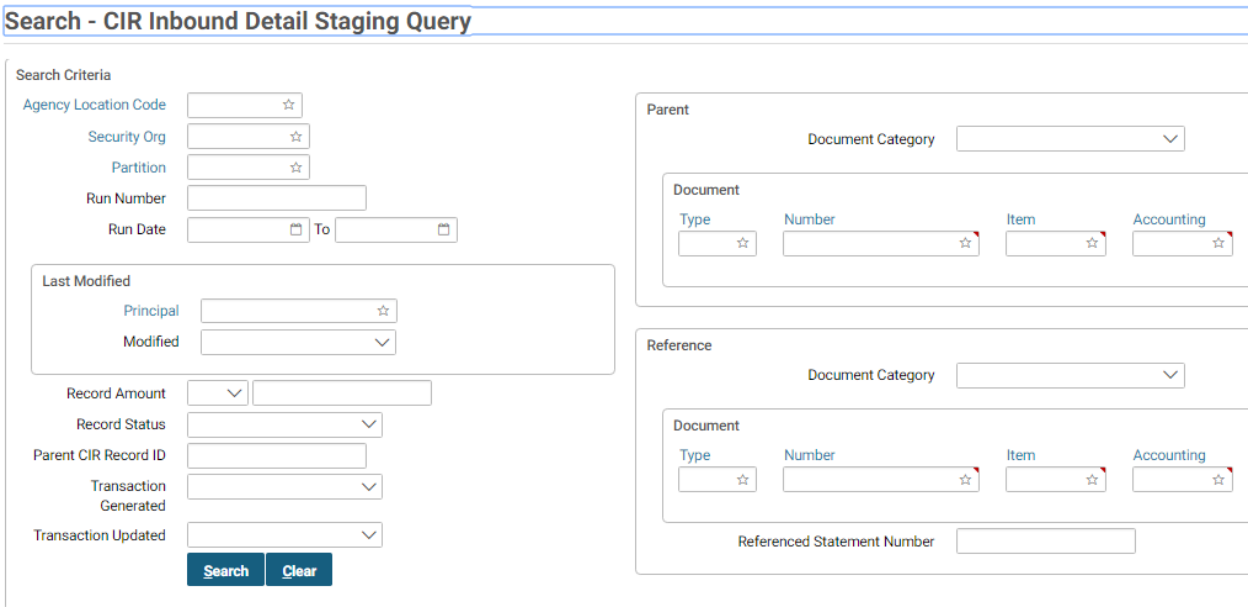


4.8.4.1 CIR Inbound Detail Staging Query Search Parameters and Results

Once the user has navigated to the CIR Inbound Detail Staging Query, they will notice a number of search criteria that can be populated to return results. Common fields populated to return records on the query include the following:

- Run Number.
- Record Status
- Reference or Parent Document Type/Number/Accounting Line
- Run Date From/To
- Agency Location Code

Figure 37: CIR Inbound Detail Staging Query Search Criteria



If a user would like to query for records using more specific search criteria, they may utilize the additional criteria to return results. The additional criteria sections of the CIR Inbound Detail Staging Query include all of the fields that appear on the staging table. The additional criteria sections are divided into two sections; Pegasys General Elements and Pegasys Accounting Dimensions. Note that some search criteria group boxes are normally collapsed and will need to be expanded in order to enter data. To expand the search criteria group box, select the [+] sign next to the search criteria group box.

Commonly used additional criteria fields include the following:

- Document Type/Number/Title.
- Card Type.
- Input System.
- Agency Tracking ID.
- Agreement Code.
- Vendor Code.

The results will be returned in the item collection. From the item collection, the user can view records and select the appropriate action button. The action buttons include:

- Select **Details** to view the CIR Inbound Detail Staging Query detail page.
- Select **Replace Values** to update values on the staging table.

Figure 38: CIR Inbound Detail Staging Query Item Collection

1 - 10 of 44 results

Agency Location Code	Run Number	Run Date	Security Org	Part	Record Amount	Record Status	Last Modified By	Transaction Generated	Transaction Updated	Parent CIR Record ID
47000017	4338	02/01/2017			$116.67	Transaction	runbatchtrsdtl	Yes	No	
47000017	4338	02/01/2017			$233.64	Transaction	debragcarmitchel	Yes	No	
47000017	4338	02/01/2017			$132.70	Transaction	debragcarmitchel	Yes	No	
47000017	4338	02/01/2017			$50.00	Transaction	debragcarmitchel	Yes	No	
47000017	4338	02/01/2017			$105.00	Transaction	debragcarmitchel	Yes	No	
47000017	4338	02/01/2017			$40.00	Transaction	debragcarmitchel	Yes	No	
47000017	4338	02/01/2017			$90.00	Transaction	debragcarmitchel	Yes	No	
47000017	4338	02/01/2017			$105.00	Transaction	debragcarmitchel	Yes	No	
47000017	4338	02/01/2017			$50.00	Transaction	debragcarmitchel	Yes	No	
47000017	4338	02/01/2017			$345.00	Transaction	debragcarmitchel	Yes	No	

Details Replace Values

10 per page Page 1 of 5

4.8.4.2 CIR Inbound Detail Staging Query Details

The CIR Inbound Detail Staging Query details page includes five subsections. These include:

- General.
- Pegasys General Elements.
- Pegasys Accounting Elements.
- CIR Inbound Staging Parent Lines.
- CIR Inbound Staging Reference Lines.

The user has the option to review the staging records and update any fields. If any fields are updated, the user should select **Save** to keep the changes made to the staging table.

Figure 39: CIR Inbound Detail Staging Query Details General Item Section

Search - CIR Inbound Detail Staging Query

Search Criteria

Agency Location Code
Security Org
Partition
Run Number
Run Date 02/01/2017 To 02/01/2017

Last Modified
Principal
Modified

Record Amount
Record Status
Parent CIR Record ID
Transaction Generated
Transaction Updated

Search Clear

Parent
Document Category
Document
Type Number Item Accounting

Reference
Document Category
Document
Type Number Item Accounting
Referenced Statement Number

Figure 40: CIR Inbound Detail Staging Query Details - Pegasys General Elements

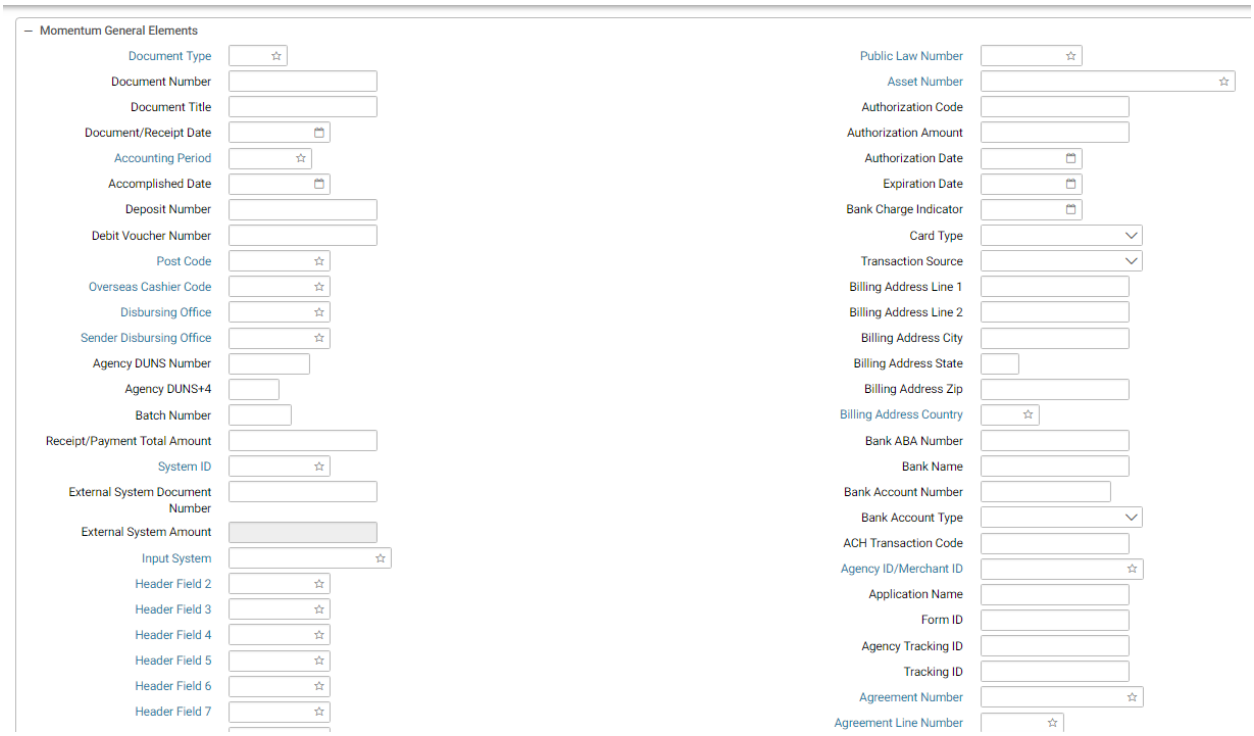


Figure 41: CIR Inbound Detail Staging Query Details - Pegasys General Elements (cont.)

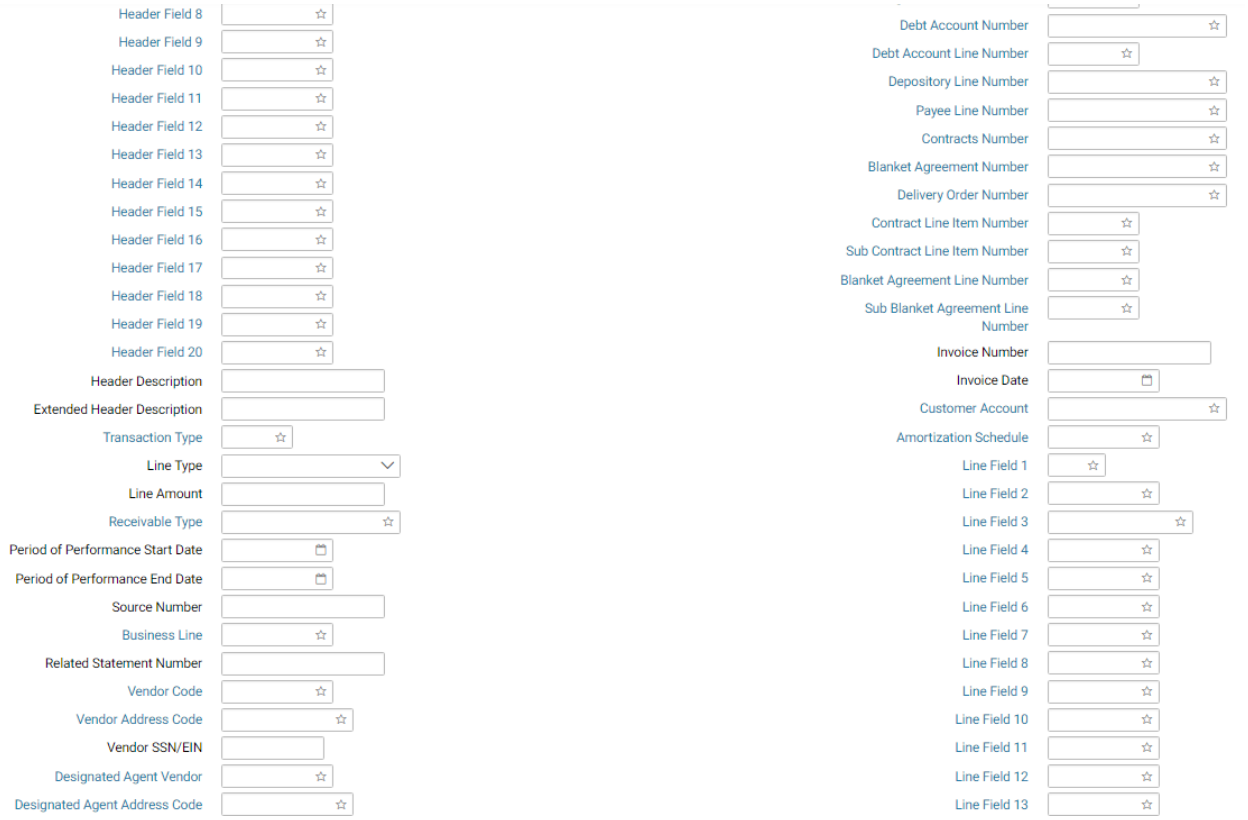


Figure 42: CIR Inbound Detail Staging Query Details - Pegasys General Elements (part 3)

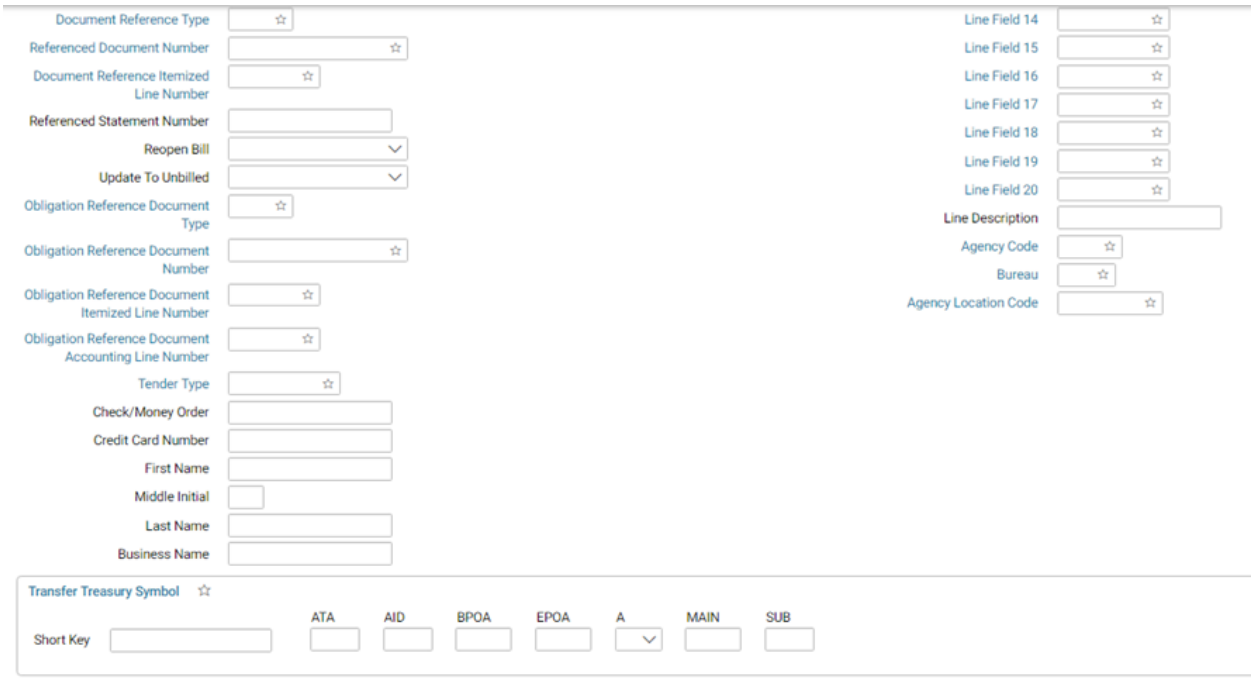


Figure 43: CIR Inbound Detail Staging Query Details - Pegasys Accounting Elements

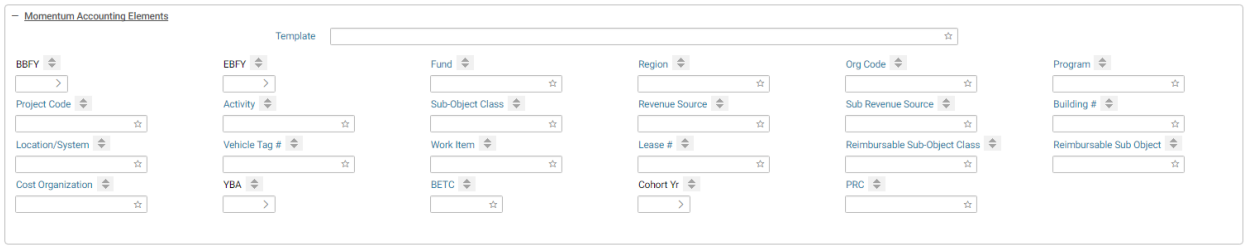
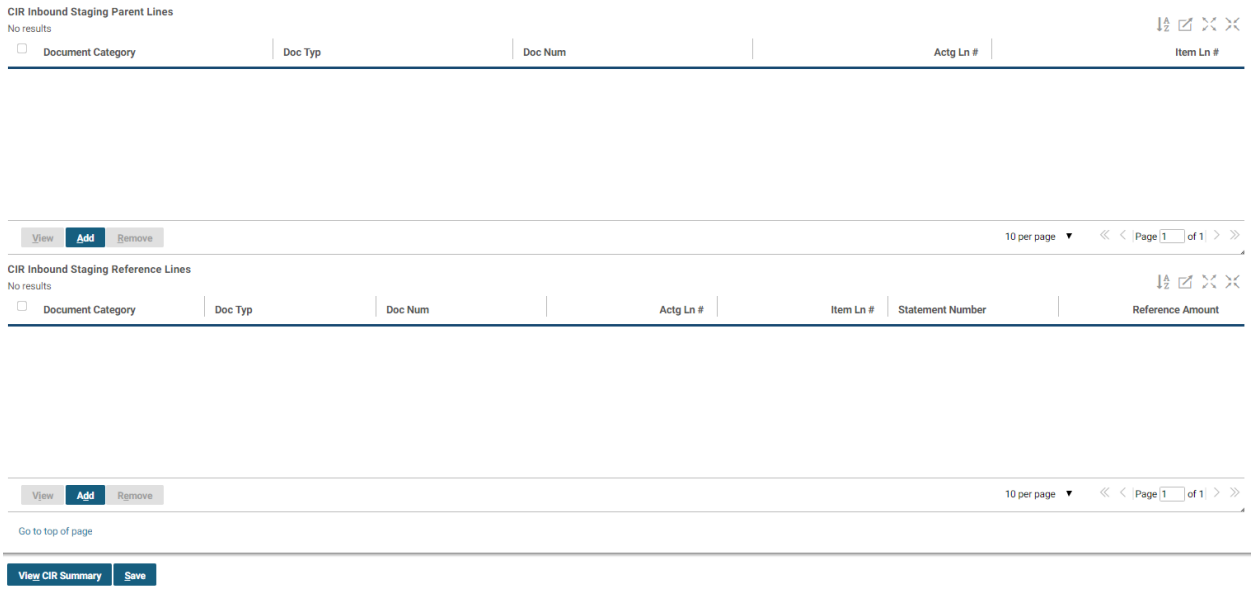


Figure 44: CIR Inbound Detail Staging Query Details - Staging Parent/Reference Line



4.8.4.3 Execute a Query Using the CIR Inbound Detail Staging Query

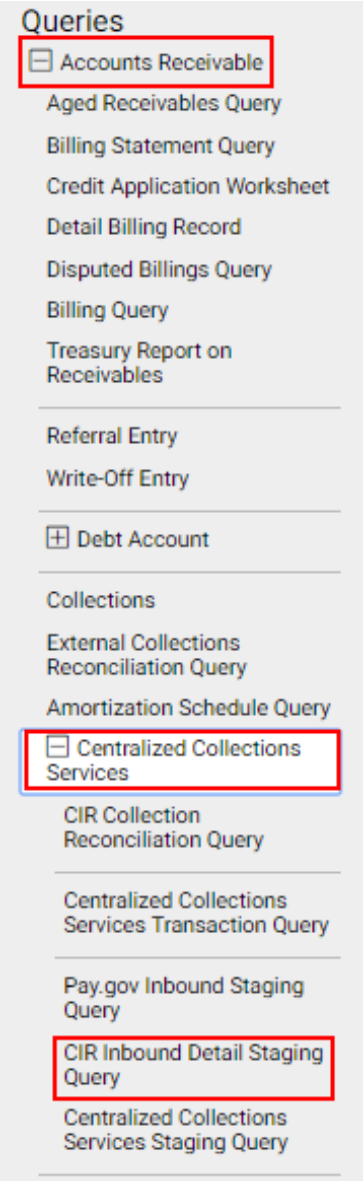
The following steps describe how to execute a basic query using the CIR Inbound Detail Staging query.

Steps to Execute a Query Using the CIR Inbound Detail Staging Query

1. Navigate to Queries → Accounts Receivable → Centralized Collection Services → CIR Inbound Detail Staging Query.

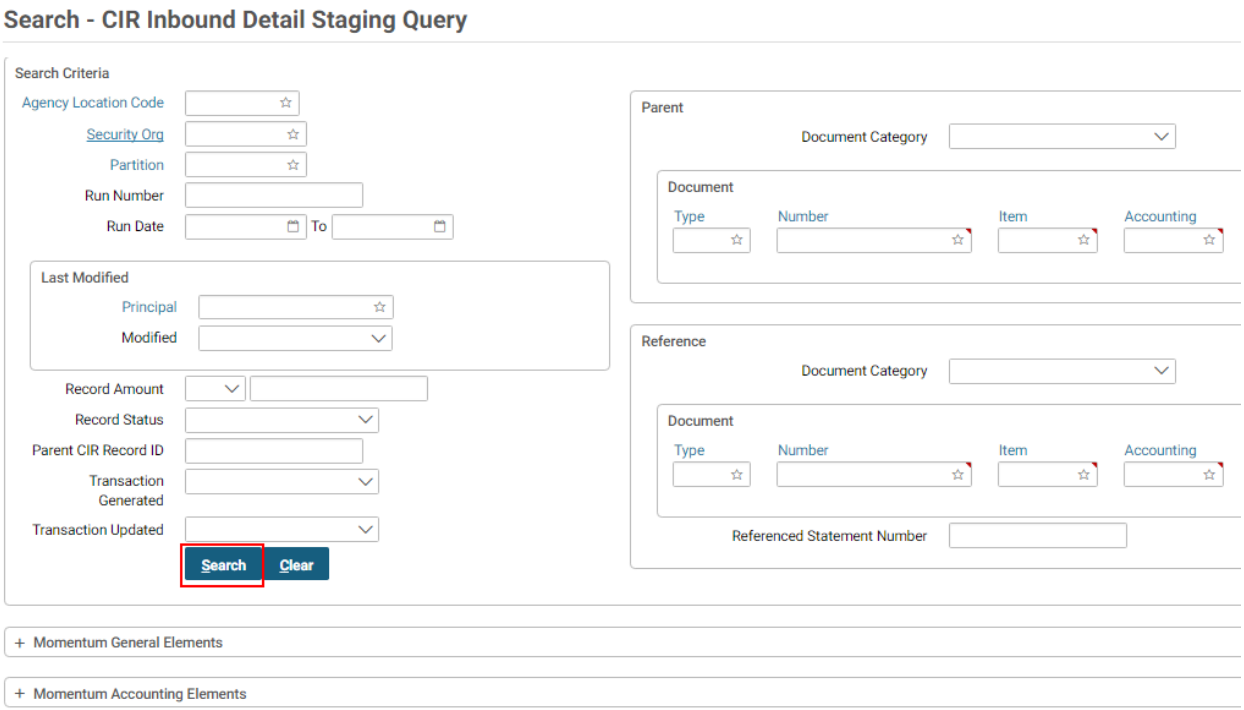
   The CIR Inbound Detail Staging query search criteria page is displayed.

Figure 45: Selecting CIR Inbound Detail Staging Query



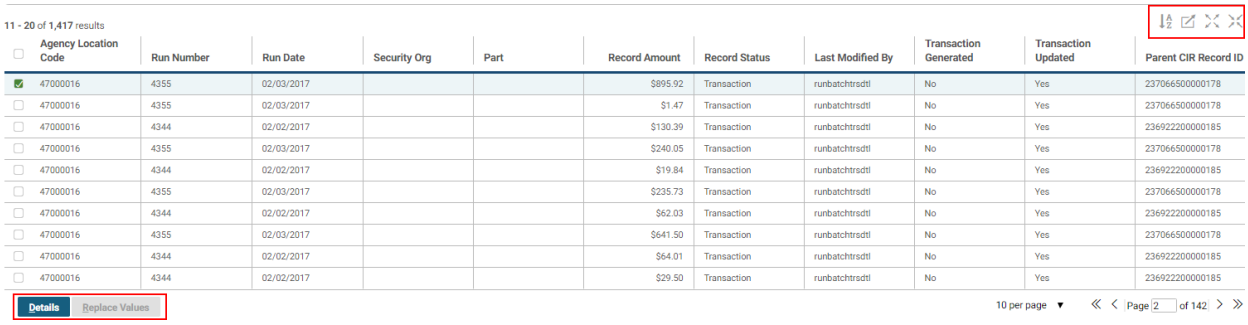
2. Enter the desired and appropriate search criteria in the CIR Collection query on the left: common criteria entered include Run Number, Reconciliation Status, From/To Date, etc.
3. Select the **Search** button.

Figure 46: Search Button Selection - CIR Inbound Detail Staging Query



Records are returned in the item collection.

Figure 47: Item Collection Records Return



11 - 20 of 1,417 results

Agency Location Code	Run Number	Run Date	Security Org	Part	Record Amount	Record Status	Last Modified By	Transaction Generated	Transaction Updated	Parent CIR Record ID
47000016	4355	02/03/2017			$895.92	Transaction	runbatchtrsdtl	No	Yes	237066500000178
47000016	4355	02/03/2017			$1.47	Transaction	runbatchtrsdtl	No	Yes	237066500000178
47000016	4344	02/02/2017			$130.39	Transaction	runbatchtrsdtl	No	Yes	236922200000185
47000016	4355	02/03/2017			$240.05	Transaction	runbatchtrsdtl	No	Yes	237066500000178
47000016	4344	02/02/2017			$19.84	Transaction	runbatchtrsdtl	No	Yes	236922200000185
47000016	4355	02/03/2017			$235.73	Transaction	runbatchtrsdtl	No	Yes	237066500000178
47000016	4344	02/02/2017			$62.03	Transaction	runbatchtrsdtl	No	Yes	236922200000185
47000016	4355	02/03/2017			$641.50	Transaction	runbatchtrsdtl	No	Yes	237066500000178
47000016	4344	02/02/2017			$64.01	Transaction	runbatchtrsdtl	No	Yes	236922200000185
47000016	4344	02/02/2017			$29.50	Transaction	runbatchtrsdtl	No	Yes	236922200000185

NOTE: The user can select the desired record and perform the following actions:

a. Select Details to navigate to the details page.

b. Select Replace Values to update the values on the staging table.

c. Select Sort to organize the search results displayed in the item collection.

d. Select View as CSV to export the query results.

4. After selecting the desired record, select **Details**.

Figure 48: Details Button Selection

11 - 20 of 1,417 results

Agency Location Code	Run Number	Run Date	Security Org	Part	Record Amount	Record Status	Last Modified By	Transaction Generated	Transaction Updated	Parent CIR Record ID
47000016	4355	02/03/2017			$895.92	Transaction	runbatchtrsdtl	No	Yes	237066500000178
47000016	4355	02/03/2017			$1.47	Transaction	runbatchtrsdtl	No	Yes	237066500000178
47000016	4344	02/02/2017			$130.39	Transaction	runbatchtrsdtl	No	Yes	236922200000185
47000016	4355	02/03/2017			$240.05	Transaction	runbatchtrsdtl	No	Yes	237066500000178
47000016	4344	02/02/2017			$19.84	Transaction	runbatchtrsdtl	No	Yes	236922200000185
47000016	4355	02/03/2017			$235.73	Transaction	runbatchtrsdtl	No	Yes	237066500000178
47000016	4344	02/02/2017			$62.03	Transaction	runbatchtrsdtl	No	Yes	236922200000185
47000016	4355	02/03/2017			$641.50	Transaction	runbatchtrsdtl	No	Yes	237066500000178
47000016	4344	02/02/2017			$64.01	Transaction	runbatchtrsdtl	No	Yes	236922200000185
47000016	4344	02/02/2017			$29.50	Transaction	runbatchtrsdtl	No	Yes	236922200000185

Details Replace Values 10 per page Page 2 of 142

The CIR Inbound Detail Staging Query is displayed.

5. Review the values populated in each field.

   If the user desires to make updates to any field values, be sure to select **Save** before exiting.

   Sections to Review Include:

   a. General.
   b. Pegasys General Elements.
   c. Pegasys Accounting Elements.
   d. Parent/Reference Lines.

Figure 49: General Section

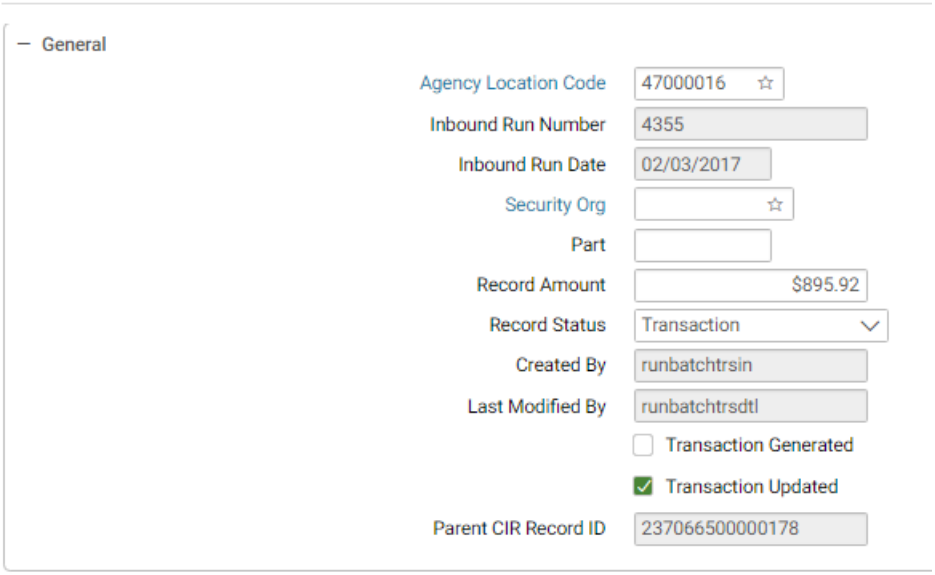


Figure 50: Pegasys General Elements Section

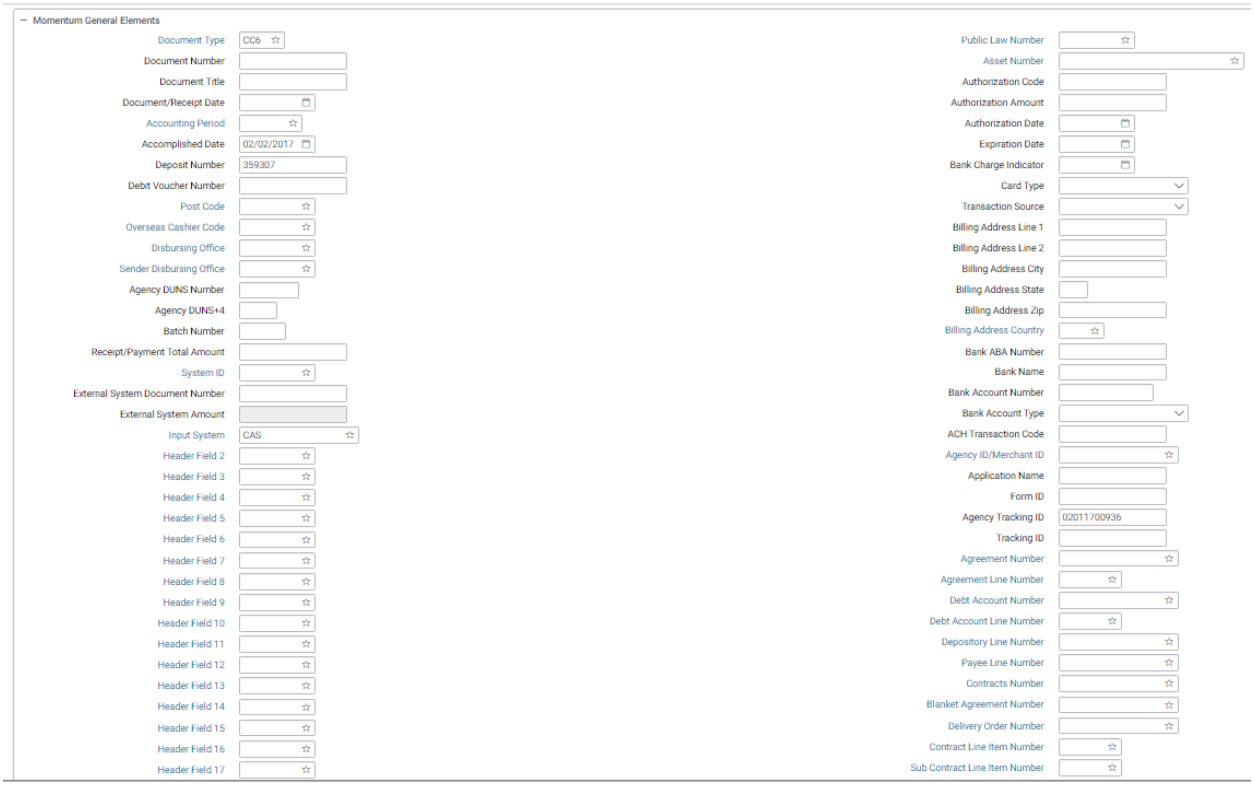


Figure 51: Pegasys General Elements Section (part 2)

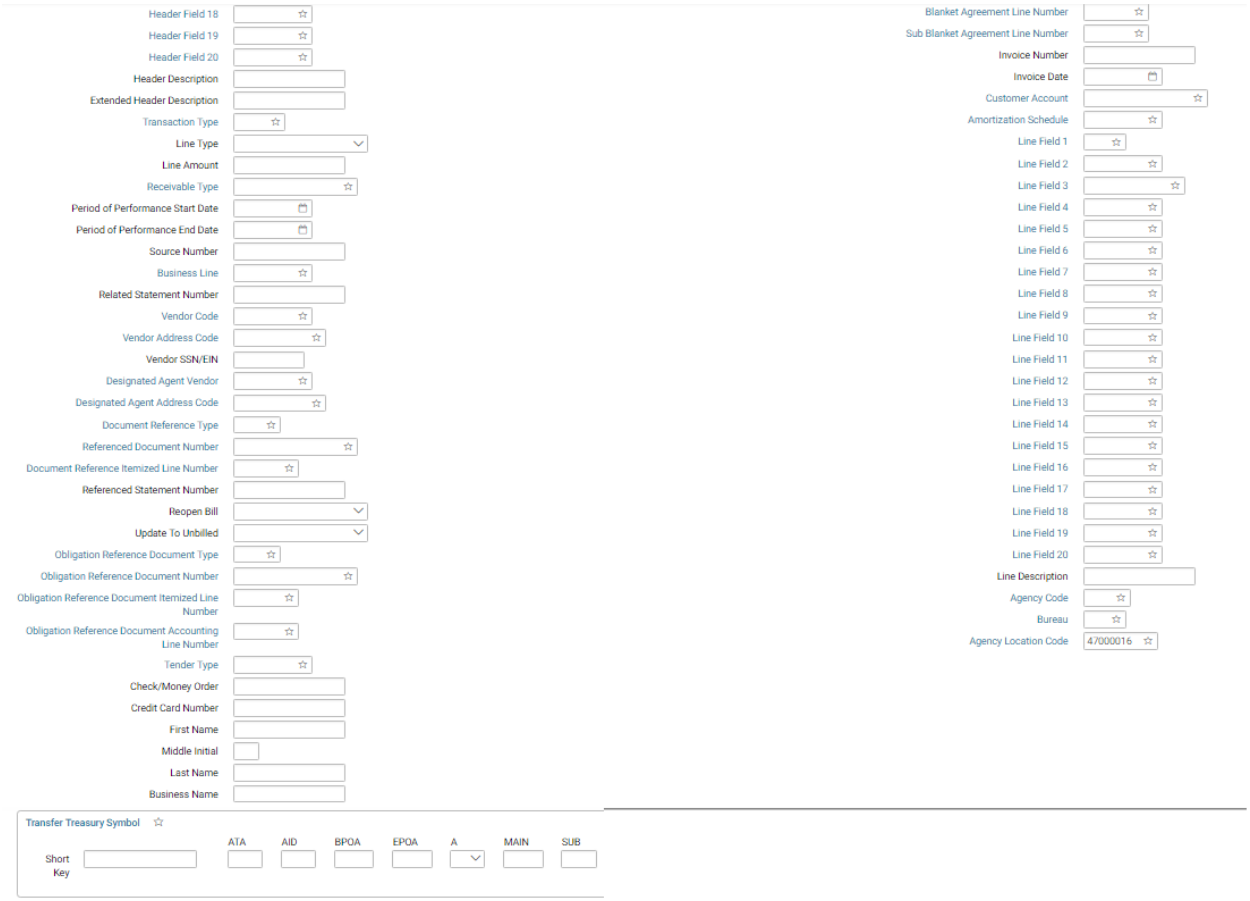


Figure 52: Pegasys Accounting Elements Section

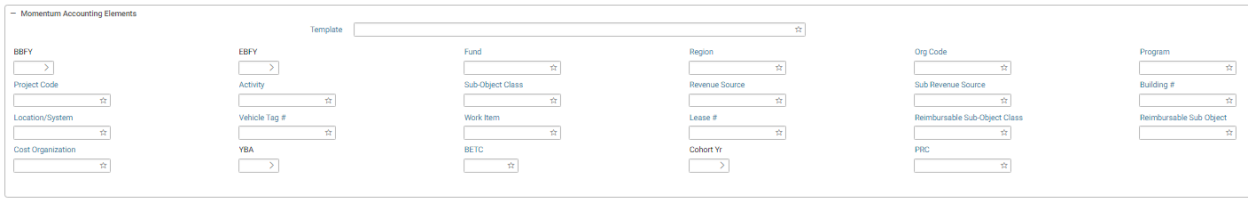
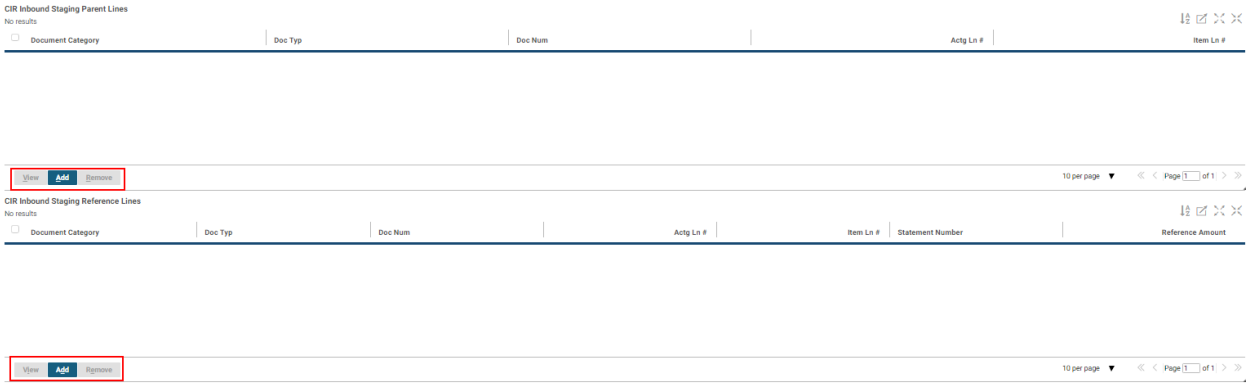


Figure 53: Parent/Reference Lines Section



NOTE: The user may choose to review parent/reference lines.

6. The user can select:
    a. **View** parent/reference lines.
    b. **Add** parent/reference lines.
    c. **Remove** parent/reference lines.

4.8.5 Centralized Collection Services Transaction Query

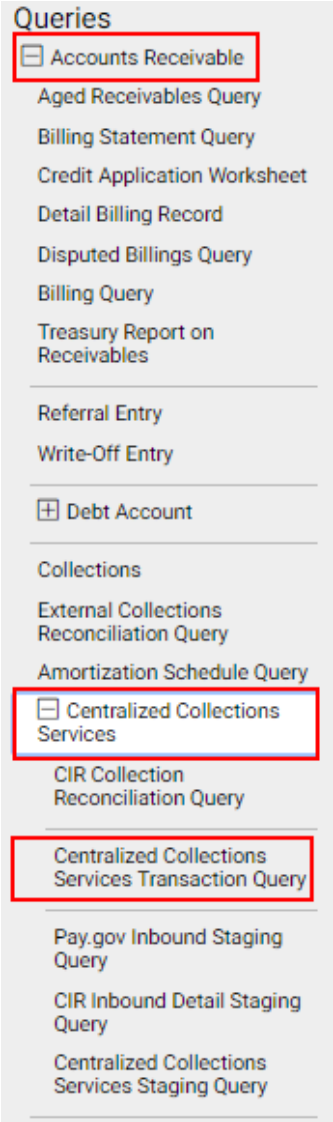
The Centralized Collections Services Transaction query enables agencies to view, track, reconcile and determine the status of collections, charge backs, and refunds processed through external collections services, such as Pay.gov and Bank Credit Card.

Agencies can search and view current information associated with these processed transactions, as well as reviews the history details of all Pay.gov statuses associated with a Pegasys transaction.

Accessing the Centralized Collections Services Transaction query can be accomplished by using the following path from the Desktop:

Queries → Accounts Receivable → Centralized Collections Services → Centralized Collections Services Transaction Query.

Figure 54: Navigate to Centralized Collection Services Transaction Query



4.8.5.1 Centralized Collection Services Transaction Query Search Parameters and Results

Once the user has navigated to the Centralized Collection Services Transaction Query, they will notice a number of search criteria that can be populated to return results. Common fields populated to return records on the query include the following:

- Agency Tracking ID.
- Centralized Collection Services Type.
- Document Type/Number/Accounting Line.
- Vendor.
- Card Type.

Figure 55: Centralized Collection Services Transaction Query - Search Criteria

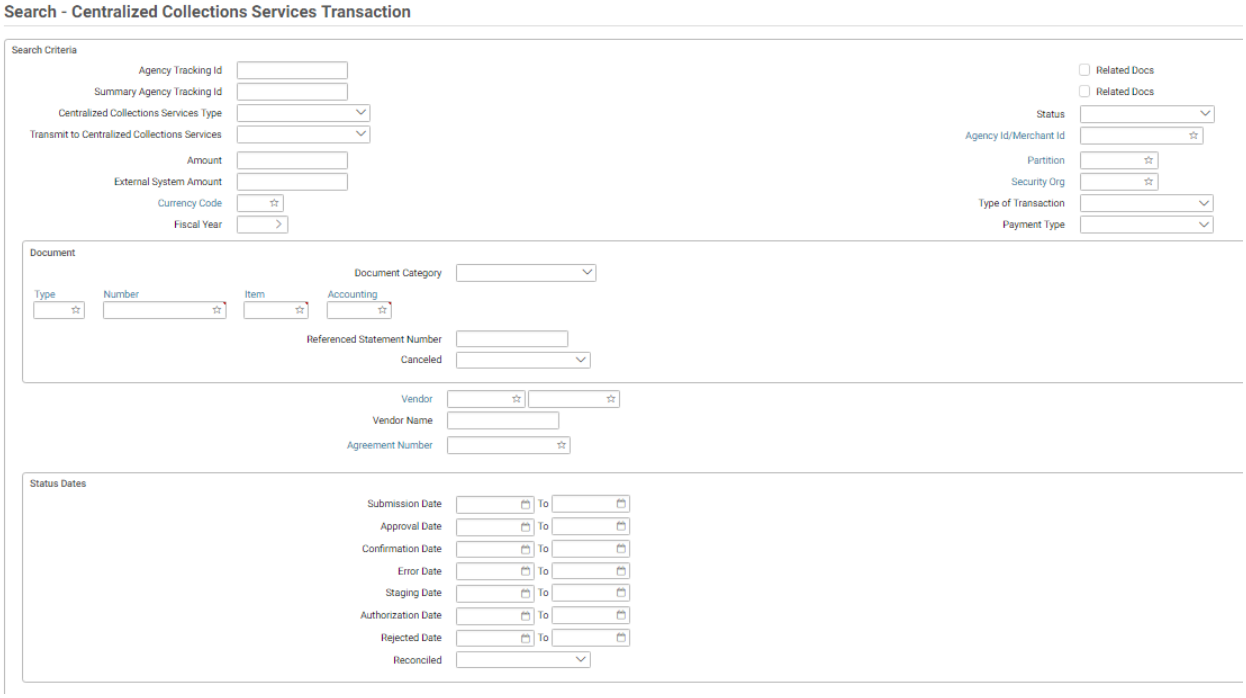
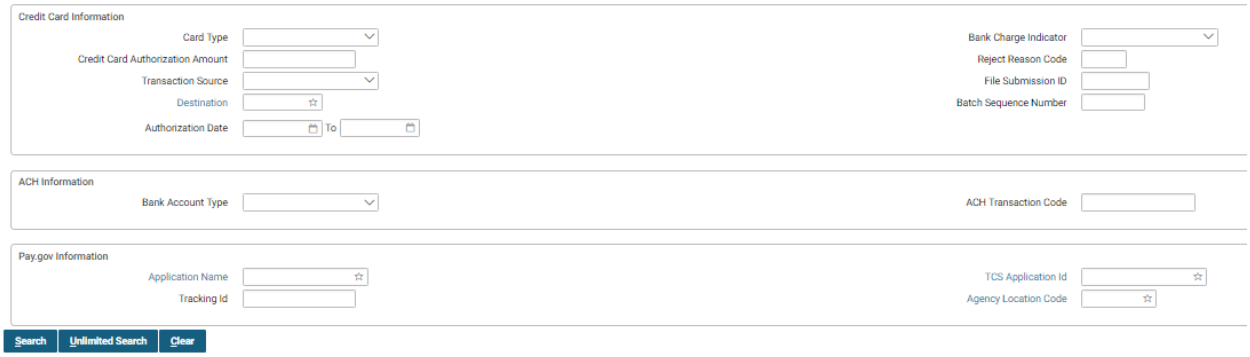


Figure 56: Credit Card/ACH/Pay.gov Information - Transaction Query Search Parameters and Results



The results will be returned in the item collection. From the item collection, the user can view records and select the appropriate action button. From the item collection, the user may perform the following actions by selecting one of the action buttons:

- Select **Details** to navigate to the details page of the query.
- Select **Amend/Correct/View Document** to perform the selected action on the associated document.

Figure 57: Centralized Collection Services Transaction Query - Item Collection

	Agency Id/Merchant Id	Summary Agency Tracking Id	Agency Tracking Id	Centralized Collections Services Type	Status	Document Category	Doc Typ	Doc Num	Item Ln #	Actg Ln #	Referenced Statement Number	Canceled	Amount	External System Amount	Fiscal Year	Partition	Security Org	Fund Currency	Currency	Vend Code
◉	011492488	02071700918		Bank Credit Card	Confirmed	IP - Itemized Payment	CP6	CP6201702070007	0000	1		No	$39.86	$39.86	2017		GSA	USD	USD	097M
○	011492488		02071700624	Bank Credit Card	Confirmed	IP - Itemized Payment	CP6	CP6201702070002	0000	1		No	$62.10	$62.10	2017		GSA	USD	USD	057M
○	011492488		02071700625	Bank Credit Card	Confirmed	IP - Itemized Payment	CP6	CP6201702070001	0000	1		No	$96.22	$96.22	2017		GSA	USD	USD	015M
○	011492488		02071700628	Bank Credit Card	Confirmed	IP - Itemized Payment	CP6	CP6201702070009	0000	1		No	$31.28	$31.28	2017		GSA	USD	USD	036M
○	011492488		02031700050	Bank Credit Card	Confirmed	CR - Cash Receipt	CC6	CC62017020700000	0000	1	C0415519	No	$28.08	$28.08	2017		GSA	USD	USD	012M
○	011492488		02031700055	Bank Credit Card	Confirmed	CR - Cash Receipt	CC6	CC62017020700002	0000	1	C0415524	No	$74.15	$74.15	2017		GSA	USD	USD	012M
○	011492488		02031700191	Bank Credit Card	Confirmed	CR - Cash Receipt	CC6	CC62017020700005	0000	1	C0415660	No	$189.88	$189.88	2017		GSA	USD	USD	021M
○	011492488		02031700219	Bank Credit Card	Confirmed	CR - Cash Receipt	CC6	CC62017020700008	0000	1	C0415688	No	$9.00	$9.00	2017		GSA	USD	USD	021M
○	011492488		02031700221	Bank Credit Card	Confirmed	CR - Cash Receipt	CC6	CC62017020700010	0000	1	C0415690	No	$6.25	$6.25	2017		GSA	USD	USD	021M
○	011492488		02031700224	Bank Credit Card	Confirmed	CR - Cash Receipt	CC6	CC62017020700011	0000	1	C0415693	No	$118.86	$118.86	2017		GSA	USD	USD	021M

Details | View Document | Correct Document | Amend Document

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4.8.5.2 Centralized Collection Services Transaction Query Details

From the Centralized Collection Services Transaction Query detail page, the user can review all the fields associated to the CCS Transaction record. The detail page contains well defined sections so that a user may review the records more easily. The sections included are:

- General
- Vendor
- Status Dates
- Credit Card Information
- ACH Information
- Pay.gov Information
- Document Reference

Figure 58: Centralized Collection Services Transaction Detail Section

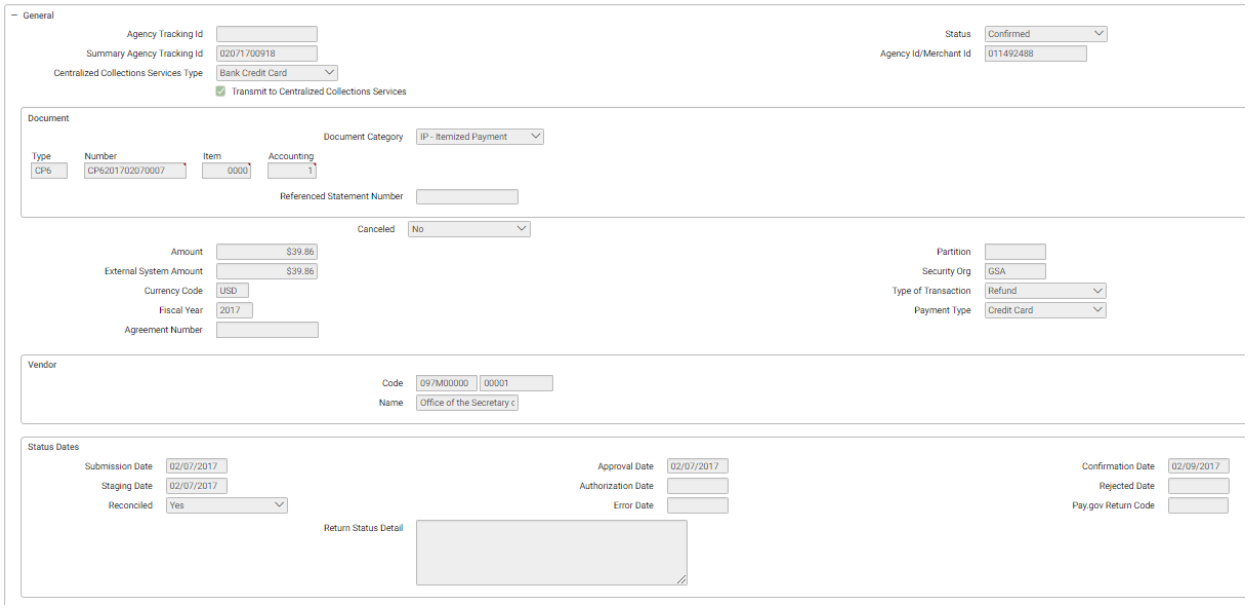
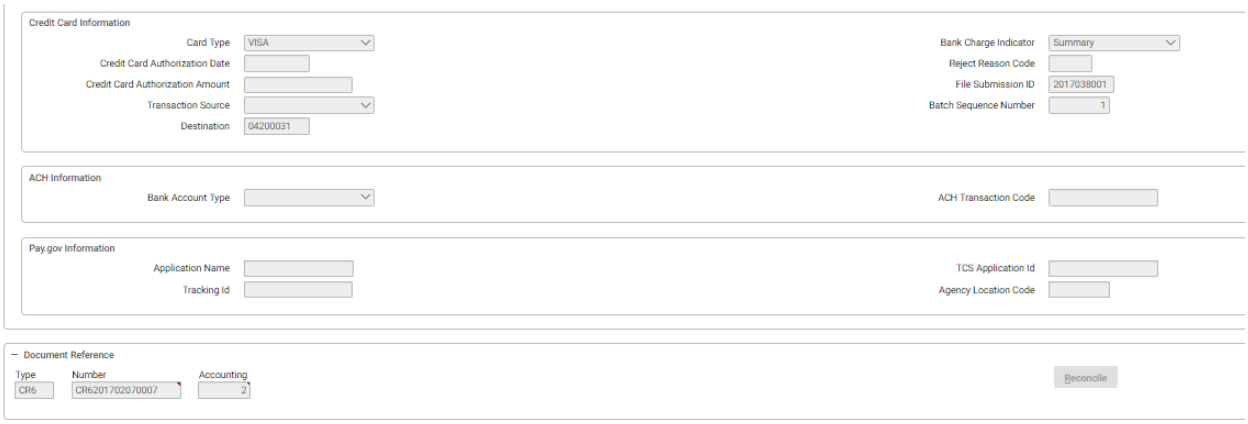
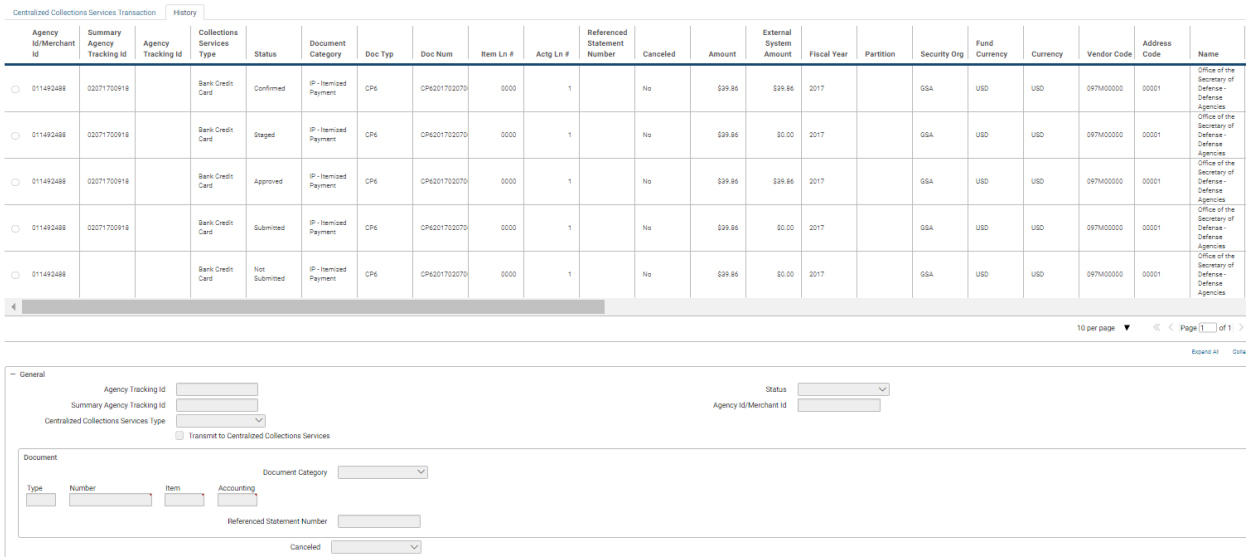


Figure 59: Credit Card/ACH/Pay.gov Information - Transaction Query Details



The user can navigate to the History tab to review the detailed history for each CCS Transaction record.

Figure 60: Centralized Collection Services Transaction History Section



Centralized Collections Services Transaction | History

Agency Id/Merchant Id	Summary Agency Tracking Id	Agency Tracking Id	Collections Services Type	Status	Document Category	Doc Typ	Doc Num	Item Ln #	Actg Ln #	Referenced Statement Number	Canceled	Amount	External System Amount	Fiscal Year	Partition	Security Org	Fund Currency	Currency	Vendor Code	Address Code	Name
011492488	02071700918		Bank Credit Card	Confirmed	IP - Itemized Payment	CP6	CP6201702070	0000	1		No	$39.86	$39.86	2017		GSA	USD	USD	097M00000	00001	Office of the Secretary of Defense - Defense Agencies
011492488	02071700918		Bank Credit Card	Staged	IP - Itemized Payment	CP6	CP6201702070	0000	1		No	$39.86	$0.00	2017		GSA	USD	USD	097M00000	00001	Office of the Secretary of Defense - Defense Agencies
011492488	02071700918		Bank Credit Card	Approved	IP - Itemized Payment	CP6	CP6201702070	0000	1		No	$39.86	$39.86	2017		GSA	USD	USD	097M00000	00001	Office of the Secretary of Defense - Defense Agencies
011492488	02071700918		Bank Credit Card	Submitted	IP - Itemized Payment	CP6	CP6201702070	0000	1		No	$39.86	$0.00	2017		GSA	USD	USD	097M00000	00001	Office of the Secretary of Defense - Defense Agencies
011492488			Bank Credit Card	Not Submitted	IP - Itemized Payment	CP6	CP6201702070	0000	1		No	$39.86	$0.00	2017		GSA	USD	USD	097M00000	00001	Office of the Secretary of Defense - Defense Agencies

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Expand All Colla

General

Agency Tracking Id
Summary Agency Tracking Id
Centralized Collections Services Type
Transmit to Centralized Collections Services
Status
Agency Id/Merchant Id

Document

Document Category
Type
Number
Item
Accounting
Referenced Statement Number
Canceled

4.8.5.3 Execute a Query Using the Centralized Collection Services Transaction Query

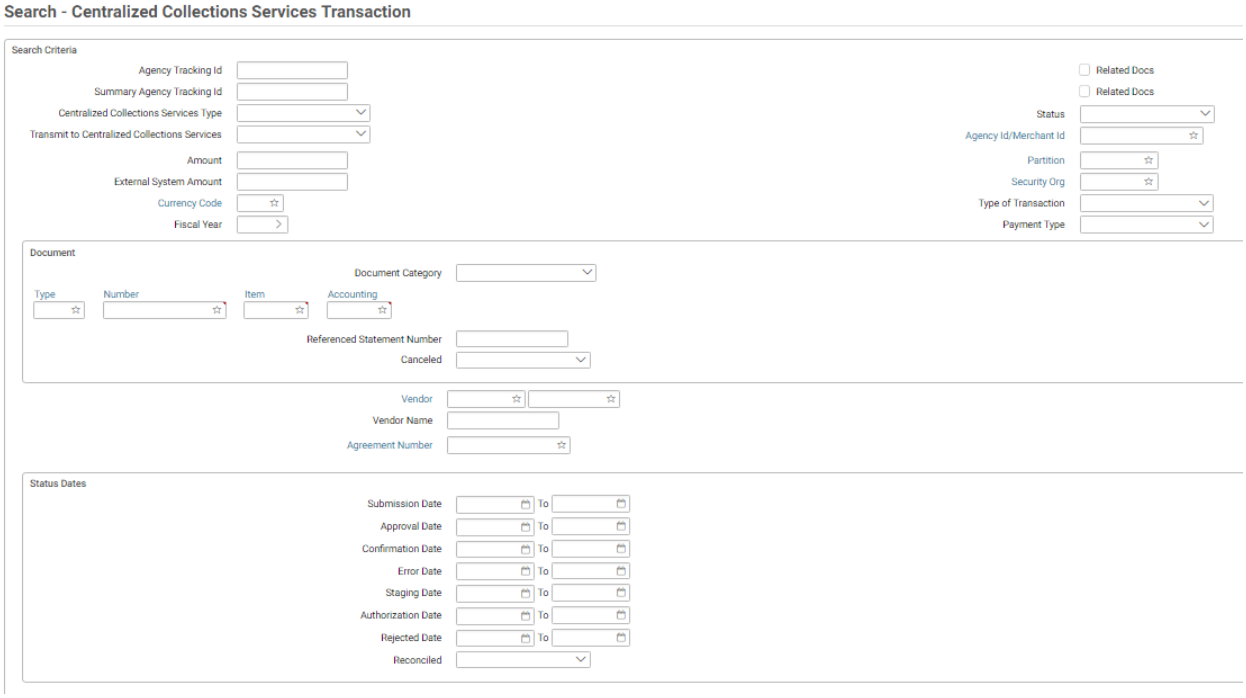
The following steps describe how to execute a basic query using the Centralized Collection Services Transactions query.

Steps to Execute a Query Using the CIR Collection Recon Query

1. Navigate to Queries → Accounts Receivable → Centralized Collections Services → Centralized Collections Services Transaction Query.

   The Centralized Collections Services Transaction Query search screen is displayed.

Figure 61: Centralized Collection Services Transaction



2. Enter the desired and appropriate search criteria to return CCS records:

   Common criteria entered include:

   a. Centralized Collections Services Type.
   b. Status.
   c. Document Number.
   d. Agency Tracking ID.
   e. Fiscal Year.

3. Select **Search**.

   The Centralized Collection Services record is returned in the item collection.

Figure 62: Centralized Collection Services Record

Agency Id/Merchant Id	Summary Agency Tracking Id	Agency Tracking Id	Centralized Collections Services Type	Status	Document Category	Doc Typ	Doc Num	Item Ln #	Actg Ln #	Referenced Statement Number	Canceled	Amount	External System Amount	Fiscal Year	Partition
011492488	02071700918		Bank Credit Card	Confirmed	IP - Itemized Payment	CP6	CP6201702070	0000	1		No	$39.86	$39.86	2017	

4. Select the Centralized Collection Services record from the item collection and select Details.

Figure 63: Select Centralized Collection Services Record Details

Agency Id/Merchant Id	Summary Agency Tracking Id	Agency Tracking Id	Centralized Collections Services Type	Status	Document Category	Doc Typ	Doc Num	Item Ln #	Actg Ln #	Referenced Statement Number	Canceled	Amount	External System Amount	Fiscal Year	Partition	Secu
011492488	02071700918		Bank Credit Card	Confirmed	IP - Itemized Payment	CP6	CP6201702070	0000	1		No	$39.86	$39.86	2017		GSA
011492488		02071700624	Bank Credit Card	Confirmed	IP - Itemized Payment	CP6	CP6201702070	0000	1		No	$62.10	$62.10	2017		GSA
011492488		02071700625	Bank Credit Card	Confirmed	IP - Itemized Payment	CP6	CP6201702070	0000	1		No	$96.22	$96.22	2017		GSA
011492488		02071700628	Bank Credit Card	Confirmed	IP - Itemized Payment	CP6	CP6201702070	0000	1		No	$31.28	$31.28	2017		GSA
011492488		02031700050	Bank Credit Card	Confirmed	CR - Cash Receipt	CC6	CC6201702070	0000	1	C0415519	No	$28.08	$28.08	2017		GSA
011492488		02031700055	Bank Credit Card	Confirmed	CR - Cash Receipt	CC6	CC6201702070	0000	1	C0415524	No	$74.15	$74.15	2017		GSA
011492488		02031700191	Bank Credit Card	Confirmed	CR - Cash Receipt	CC6	CC6201702070	0000	1	C0415660	No	$189.88	$189.88	2017		GSA
011492488		02031700219	Bank Credit Card	Confirmed	CR - Cash Receipt	CC6	CC6201702070	0000	1	C0415688	No	$9.00	$9.00	2017		GSA
011492488		02031700221	Bank Credit Card	Confirmed	CR - Cash Receipt	CC6	CC6201702070	0000	1	C0415690	No	$6.25	$6.25	2017		GSA
011492488		02031700224	Bank Credit Card	Confirmed	CR - Cash Receipt	CC6	CC6201702070	0000	1	C0415693	No	$118.86	$118.86	2017		GSA

Details | View Document | Correct Document | Amend Document

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5. The Centralized Collection Services Transaction tab is displayed.

   Review the information recorded in the fields of the General and Credit Card Information group boxes.

Figure 64: Centralized Collection Services Transaction Tab General Box

Centralized Collections Services Transaction | History

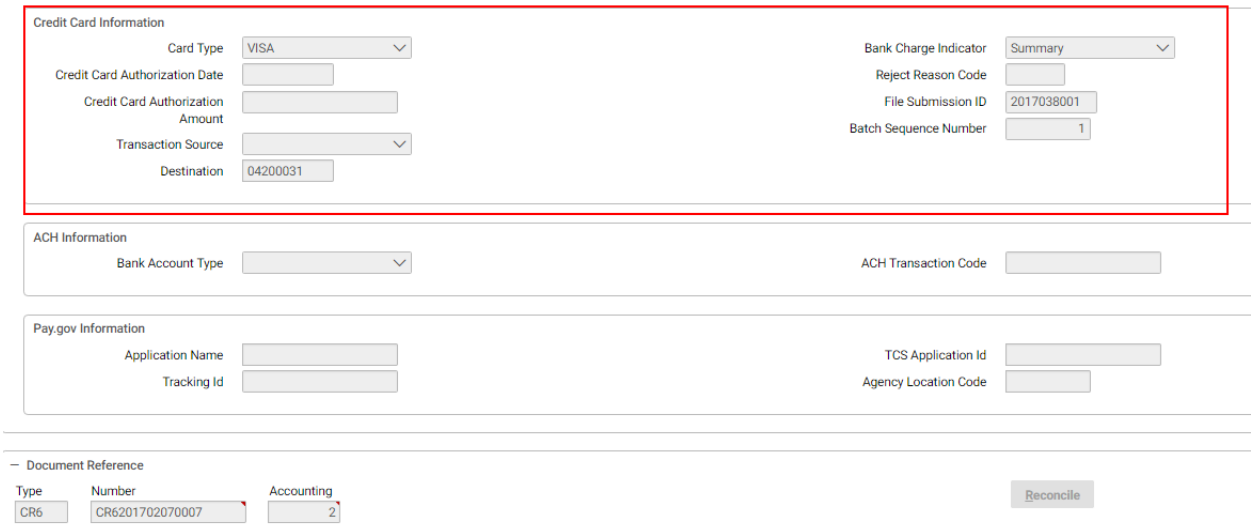
General

Agency Tracking Id
Summary Agency Tracking Id: 02071700918
Centralized Collections Services Type: Bank Credit Card
Transmit to Centralized Collections Services
Status: Confirmed
Agency Id/Merchant Id: 011492488

Document
Document Category: IP - Itemized Payment
Type: CP6
Number: CP6201702070007
Item: 0000
Accounting: 1
Referenced Statement Number
Canceled: No
Amount: $39.86
External System Amount: $39.86
Currency Code: USD
Fiscal Year: 2017
Agreement Number
Partition
Security Org: GSA
Type of Transaction: Refund
Payment Type: Credit Card

Vendor
Code: 097M00000 00001
Name: Office of the Secretary of I

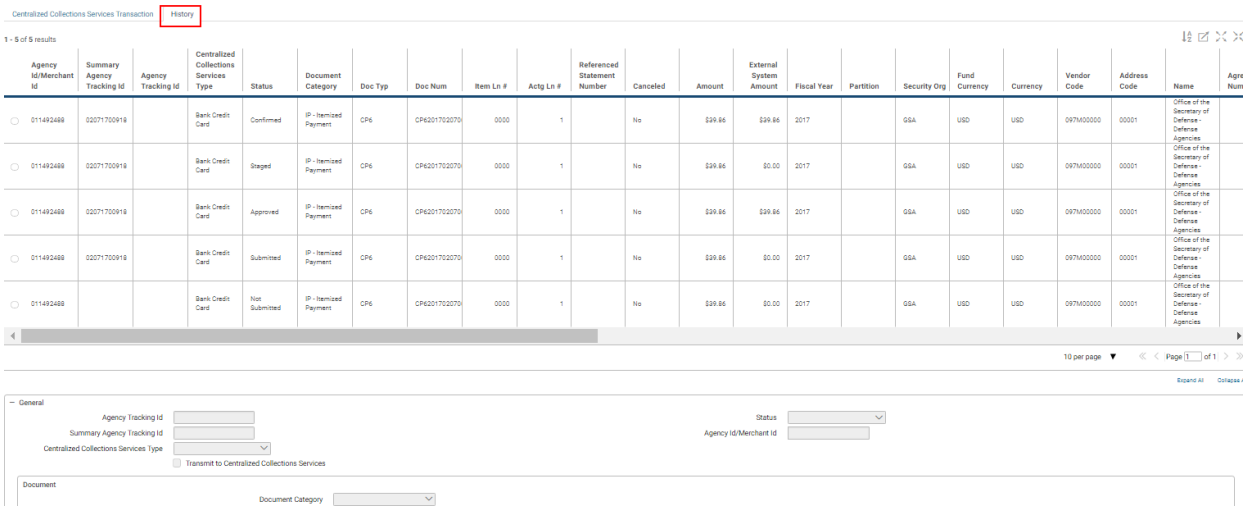
Figure 65: Centralized Collection Services Transaction Tab Credit Card Box



6. Select the History tab:

   The History tab is displayed.

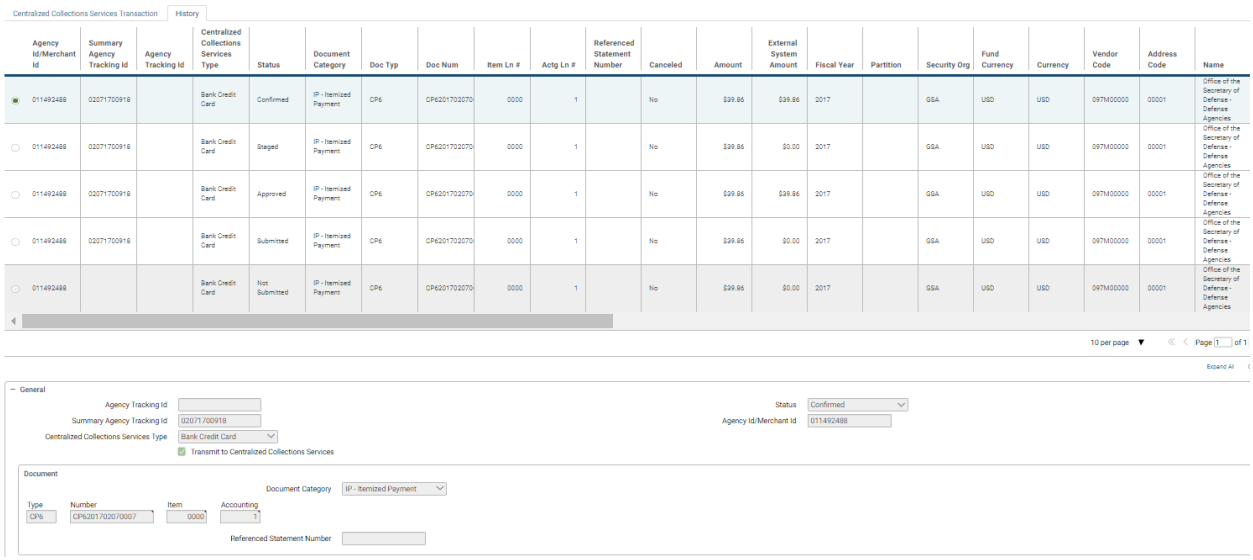
Figure 66: History Tab Display



7. Select the Centralized Collection Services History record from the item collection and review historical information.

   The fields of the History tab are populated from the selected record.

Figure 67: History Tab Fields Populated



Centralized Collections Services Transaction | History

Agency Id/Merchant Id	Summary Agency Tracking Id	Agency Tracking Id	Centralized Collections Services Type	Status	Document Category	Doc Typ	Doc Num	Item Ln #	Actg Ln #	Referenced Statement Number	Canceled	Amount	External System Amount	Fiscal Year	Partition	Security Org	Fund Currency	Currency	Vendor Code	Address Code	Name
011492488	0207170091 8		Bank Credit Card	Confirmed	IP - Itemized Payment	CP6	CP6201702070	0000	1		No	$39.86	$39.86	2017		GSA	USD	USD	097M00000	00001	Office of the Secretary of Defense - Defense Agencies
011492488	0207170091 8		Bank Credit Card	Staged	IP - Itemized Payment	CP6	CP6201702070	0000	1		No	$39.86	$0.00	2017		GSA	USD	USD	097M00000	00001	Office of the Secretary of Defense - Defense Agencies
011492488	0207170091 8		Bank Credit Card	Approved	IP - Itemized Payment	CP6	CP6201702070	0000	1		No	$39.86	$39.86	2017		GSA	USD	USD	097M00000	00001	Office of the Secretary of Defense - Defense Agencies
011492488	0207170091 8		Bank Credit Card	Submitted	IP - Itemized Payment	CP6	CP6201702070	0000	1		No	$39.86	$0.00	2017		GSA	USD	USD	097M00000	00001	Office of the Secretary of Defense - Defense Agencies
011492488			Bank Credit Card	Not Submitted	IP - Itemized Payment	CP6	CP6201702070	0000	1		No	$39.86	$0.00	2017		GSA	USD	USD	097M00000	00001	Office of the Secretary of Defense - Defense Agencies

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Expand All

General

Agency Tracking Id
Summary Agency Tracking Id 0207170091 8
Centralized Collections Services Type Bank Credit Card
Transmit to Centralized Collections Services
Status Confirmed
Agency Id/Merchant Id 011492488

Document

Document Category IP - Itemized Payment
Type CP6 | Number CP6201702070007 | Item 0000 | Accounting 1
Referenced Statement Number

4.8.6 Centralized Collection Services Staging Record Query

The Centralized Collections Services Staging Record query allows the user to search and optionally update information on the Centralized Collections Services Staging Record query before the Centralized Collections Services Outbound process is executed to create a Credit Card file. Centralized Collections Services staging records are added to the Centralized Collections Services Staging table as a result of running the Centralized Collections Services Crosswalk Staging Process. The Centralized Collections Services Staging query also contains the level three detail information.

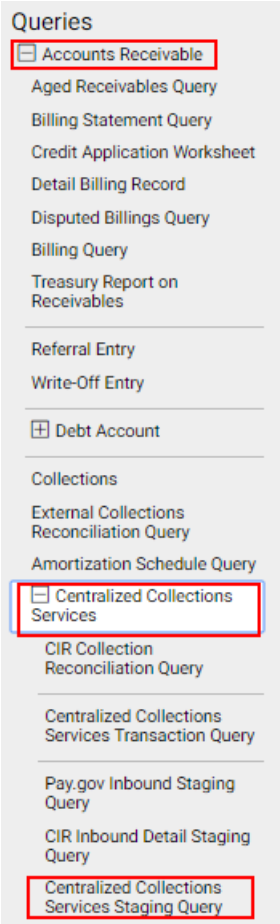
Updated staging information can be viewed via the Centralized Collections Services Staging Query or via the Centralized Collections Services Transaction Query by drilling down through the transaction record.

The Centralized Collections Services staging Query contains records created by the Centralized Collections Services Staging/Crosswalk process. The Centralized Collections Services Staging Query records can be updated but cannot be added manually. The records on the Detail tab (or children to the Staging records) are considered level 3 data (i.e., supporting details). The Credit Card Staging Query - Detail records cannot be added manually nor updated.

Accessing the Centralized Collections Services Staging Record query can be accomplished by using the following path from the Desktop:

Queries → Accounts Receivable → Centralized Collections Services → Centralized Collections Services Staging Record Query.

Figure 68: Navigate to Centralized Collection Services Staging Record Query

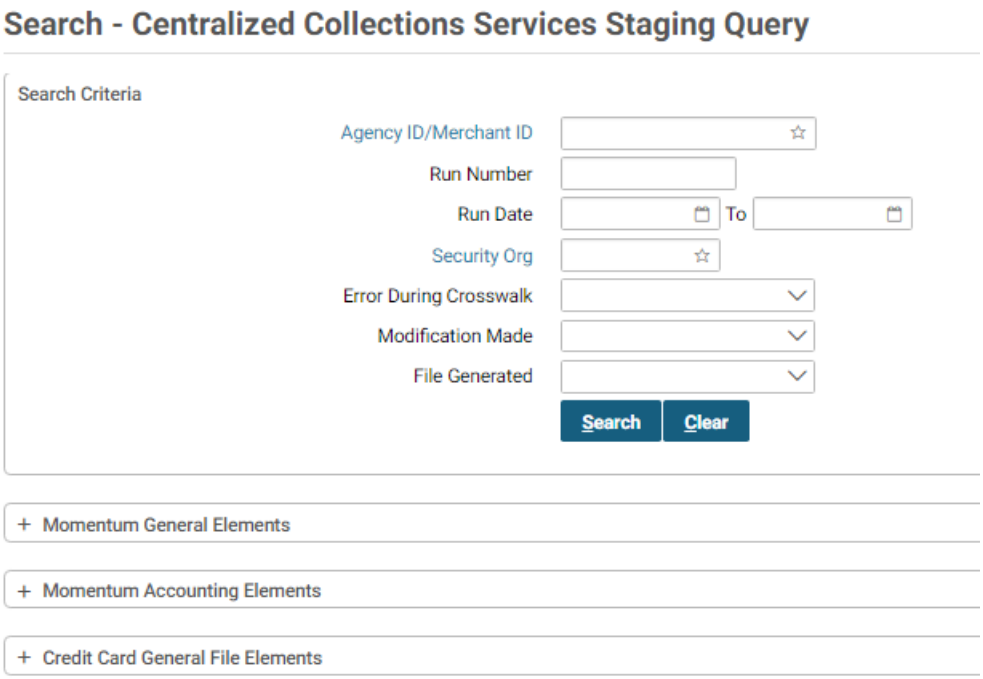


4.8.6.1 Centralized Collection Services Staging Record Query Search Parameters and Results

Once the user has navigated to the Centralized Collection Services Transaction Query, they will notice a number of search criteria that can be populated to return results. Common fields populated to return records on the query include the following:

- Agency Tracking ID.
- Centralized Collection Services Type.
- Document Type/Number/Accounting Line.
- Vendor.
- Card Type.

Figure 69: Centralized Collection Services Staging Record Query - Search Criteria



If a user would like to query for records using more specific search criteria, they may utilize the additional criteria to return results. There are three additional criteria sections of the Centralized Collections Services Staging Record Query: Pegasys General Elements, Pegasys Accounting Elements, and Credit Card General File Elements. Note that some search criteria group boxes are normally collapsed and will need to be expanded in order to enter data. To expand the search criteria group box, select the [+] sign next to the search criteria group box.

These fields include the following:

- Document Type/Number/Title.
- Card Type.
- Input System.
- Agency Tracking ID.
- Agreement Code.
- Vendor Code.

The results will be returned in the item collection. From the item collection, the user can view records and select the appropriate action button. The action buttons include:

- Select **View Record** to navigate to the CCS Staging detail page.
- Select **Replace Values** to update values on the staging table.
- Select **View Document** to view the document associated to the record.

Figure 70: Centralized Collection Services Staging Record Query - Item Collection

Agency Id/Merchant Id	Run Number	Run Date	Security Org	Error During Crosswalk	Modification Made	File Generated	Credit Card Type	Credit Card Number	Expiration Date	Authorization Code	Authorization Amount	Draft Locator Number	Mail/Phone Indicator	Purchase Type	Transaction Amount	Order Date	Tra Ider
011492488	662	03/03/2017	GSA	No	No	Yes	Visa	4716300007369540			$0.00	03031700546		05	$258.45		
011492488	660	03/01/2017	GSA	No	No	Yes	Visa	4486700000205104			$0.00	03011700808		05	$1,103.40		
011492488	660	03/01/2017	GSA	No	No	Yes	Visa	4716300009731168			$0.00	03011701005		05	$258.29		
011492488	660	03/01/2017	GSA	No	No	Yes	Visa	4716301001107472			$0.00	03011700841		05	$87.54		
011492488	660	03/01/2017	GSA	No	No	Yes	Visa	4485174421062083			$0.00	03011701014		05	$227.83		
011492488	660	03/01/2017	GSA	No	No	Yes	Visa	4716401000347432			$0.00	03011700691		05	$368.32		
011492488	660	03/01/2017	GSA	No	No	Yes	Visa	4716400002861184			$0.00	03011700696		05	$185.28		
011492488	660	03/01/2017	GSA	No	No	Yes	Visa	4716401000370319			$0.00	03011700702		05	$93.40		
011492488	660	03/01/2017	GSA	No	No	Yes	Visa	4486668000155753			$0.00	03011701078		05	$79.59		
011492488	662	03/03/2017	GSA	No	No	Yes	MasterCard	5568260000377419			$0.00	03031700442		05	$63.14		

View Record | Replace Values | View Transaction

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4.8.6.2 Centralized Collection Services Staging Record Query Details

The Centralized Collections Services Staging Record Query details page includes two tabs:

- Centralized Collections Services Staging Query Staging Record.
- Centralized Collections Services Staging Detail.

The Centralized Collections Services Staging Query Staging Record tab is organized into four subsections. These include:

- General.
- Pegasys General Elements.
- Pegasys Accounting Elements.
- Credit Card General File Elements.

The user has the option to review the staging records and update any fields. If any fields are updated, the user should select Save to keep the changes made to the staging table.

Figure 71: Centralized Collection Services Staging Query Staging Record - General Section

Centralized Collections Services Staging Query Staging Record | Centralized Collections Services Staging Query Detail

General

Agency ID/Merchant ID: 011492488
Run Number: 662
Run Date: 03/03/2017
Security Org: GSA
☐ Error During Crosswalk
☐ Modification Made
☑ File Generated

Figure 72: Centralized Collection Services Staging Query Staging Record - Pegasys General Elements Section

Centralized Collections Services Staging Query Staging Record | Centralized Collections Services Staging Query Detail

Header

Document Type	CC6
Document Number	CC62017030300354
Document Title	
Document/Receipt Date	03/03/2017
Accounting Period	06/2017
Accomplished Date	03/03/2017
Post Code	
Debit Voucher Number	
Deposit Number	
Overseas Cashier Code	
Disbursing Office	GS116
Sender Disbursing Office	
Agency DUNS Number	
Agency DUNS+4	
Batch Number	
System ID	
External System Document Number	
External System Amount	$0.00
Assignment Code	R6GRP4
Header Field 11	
Header Field 12	
Header Field 13	
Header Field 14	
Header Field 15	
Header Field 16	
Header Field 17	
Header Field 18	
Header Field 19	
Header Field 20	
Description	

Line

Bank Charge Indicator	Summary
Transaction Type	01
Line Amount	$258.45
Period of Performance Start Date	03/01/2017
Period of Performance End Date	03/31/2017
Source Number	FBS2070609540A
Related Statement Number	
Document Reference Type	GDS
Document Reference Number	GDSC0422016-0001
Document Reference Itemized Line Number	0000
Document Reference Accounting Line Number	2
Vendor SSN/EIN	
Referenced Statement Number	C0422016
Public Law Number	
Asset Number	
Obligation Reference Document Type	
Obligation Reference Document Number	
Centralized Collections Services Type	Bank Credit Card
TCS Application Id	
Agency Tracking ID	03031700546
Type of Transaction	Collection
Tracking ID	
Agreement Number	
Agreement Line Number	
Debt Account Number	
Debt Account Line Number	
Depository Line Number	
Payee Line Number	
Contracts Number	SUPPLY
Blanket Agreement Number	
Delivery Order Number	
Contracts Line Item Number	NA
Sub Contracts Line Item Number	
Blanket Agreement Line Number	

Figure 73: Centralized Collection Services Staging Query Staging Record - Pegasys Accounting Elements Section

Momentum Accounting Elements

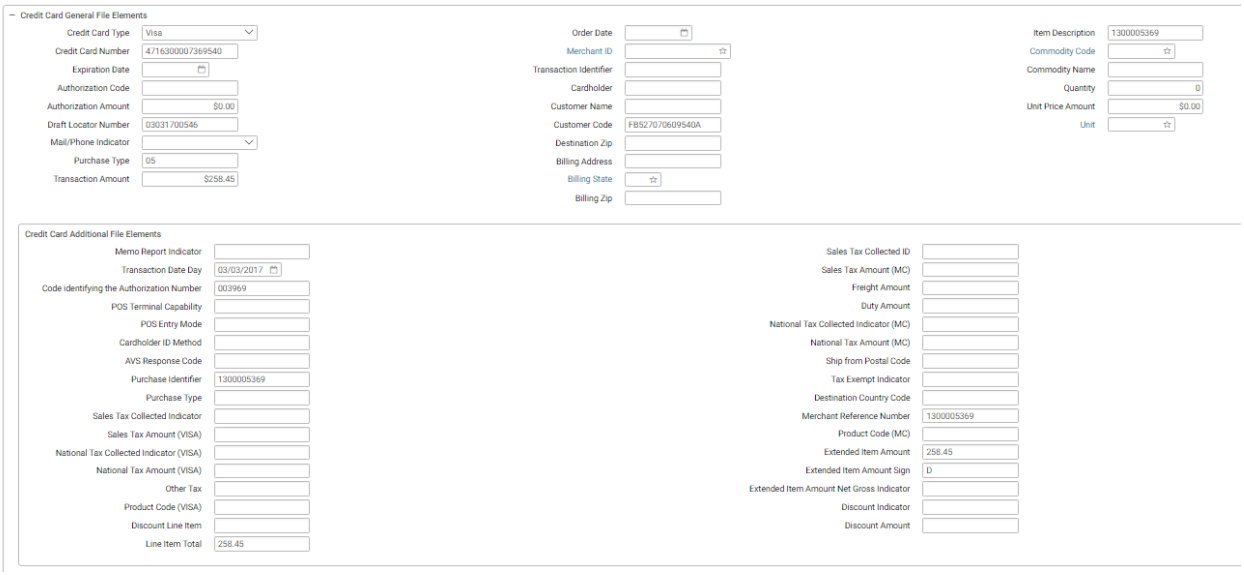
Template

Treasury Symbol

Short Key	ATA	AID	BPOA	EPOA	A	MAIN	SUB

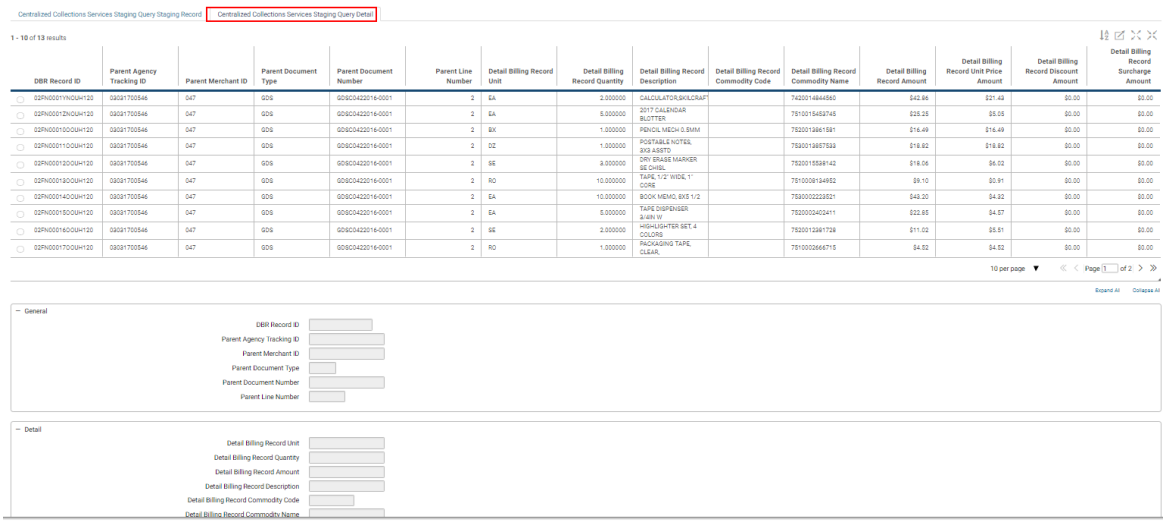
BBFY	EBFY	Fund	Region	Org Code	Program
2017		285F	09	Q09SD000	GS21
Project Code	Activity	Sub-Object Class	Revenue Source	Sub Revenue Source	Building #
	AF163		7309		
Location/System	Vehicle Tag #	Work Item	Lease #	Reimbursable Sub-Object Class	Reimbursable Sub Object
S44					
Cost Organization	YBA	BETC	Cohort Yr	PRC	
N0	2017	COLL			

Figure 74: Centralized Collection Services Staging Query Staging Record - Credit Card General File Elements Section



The Centralized Collection Services Staging Detail tab allows the user to review the detail information associated to each CCS Transaction record.

Figure 75: Centralized Collection Services Staging Detail Tab



4.8.6.3 Centralized Collection Services Staging Record Query - User-Defined Search Criteria Field Descriptions

This section reviews the User-Defined fields on the Centralized Collection Services Staging Record Query. User Defined fields provide a flexible means of configuring and utilizing specific business fields that are important to their business processes. The below table defines the User-Defined Fields on the Centralized Collection Services Staging Record Query.

The listing of User-Defined fields on the CCS Staging Query is available at **BAAR Guide 9 of 10 B.11 Appendix: Centralized Collection Services Staging Record - User-Defined Search Fields and Form Definitions**.

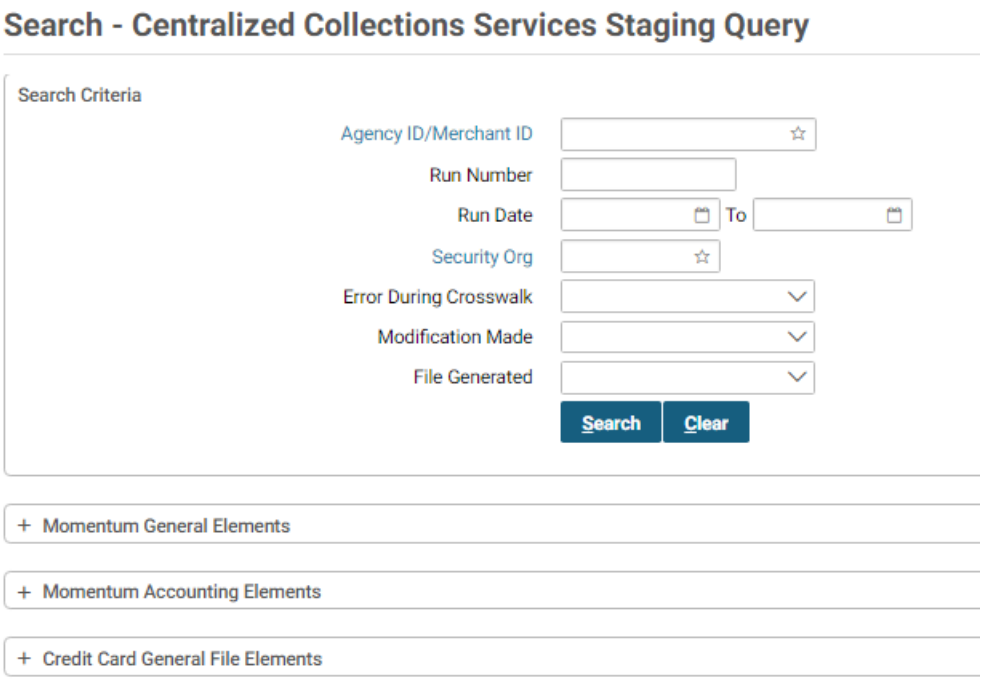
4.8.6.4 Execute a Query Using the Centralized Collection Services Staging Record Query

Steps to Execute a Query Using Centralized Collection Services Staging Record

1. Navigate to Queries → Accounts Receivable → Centralized Collection Services → Centralized Collection Services Staging Record.

   The Centralized Collection Services Staging Record query search criteria page is displayed.

Figure 76: Centralized Collection Services Staging Query Search Criteria

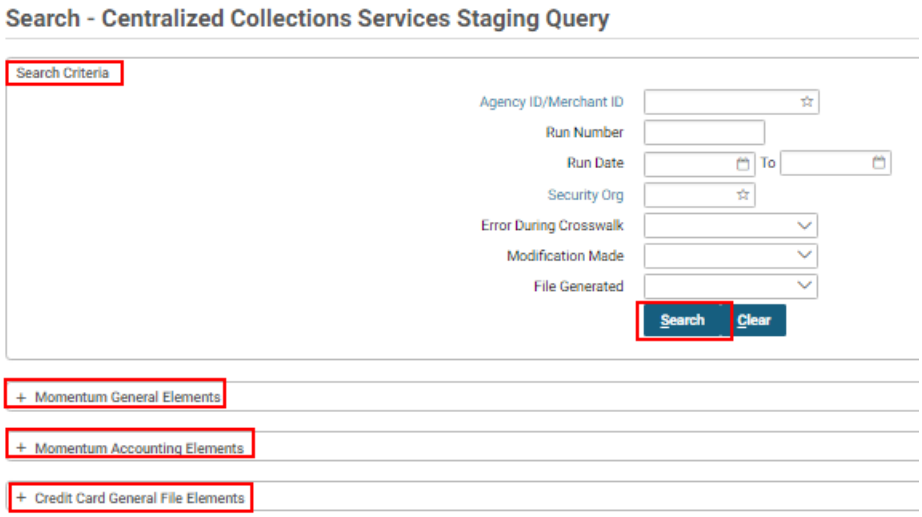


2. Enter the desired and appropriate search criteria in the Centralized Collection Services Staging Record query: common criteria entered include Run Number, Agency ID/Merchant ID, Run Date From, Run Date To, Credit Card Type, Credit Card Number, etc.

   NOTE: The additional search criteria include Pegasys General Elements, Pegasys Accounting Elements, and Credit Card General File Elements. Utilizing these additional criteria, a user can specify the desired search criteria with greater detail.

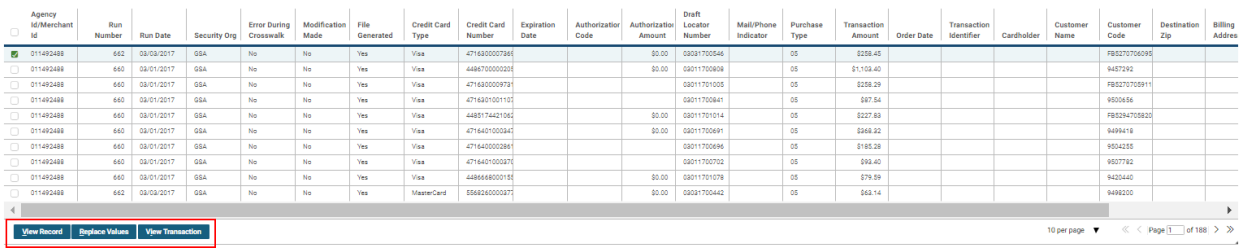
3. Select the **Search** button.

Figure 77: Select Search Button



Records are returned in the item collection.

Figure 78: Records Returned



NOTE: The user may select the desired record and select the appropriate action button.

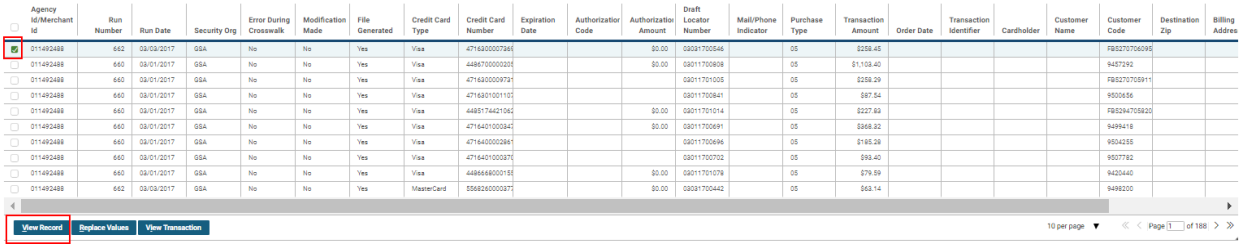
a. Select **View Record** to navigate to the detail information page.

b. Select **Replace Values** to update values on the staging table.

c. Select **View Transaction** to view the document associated with the record.

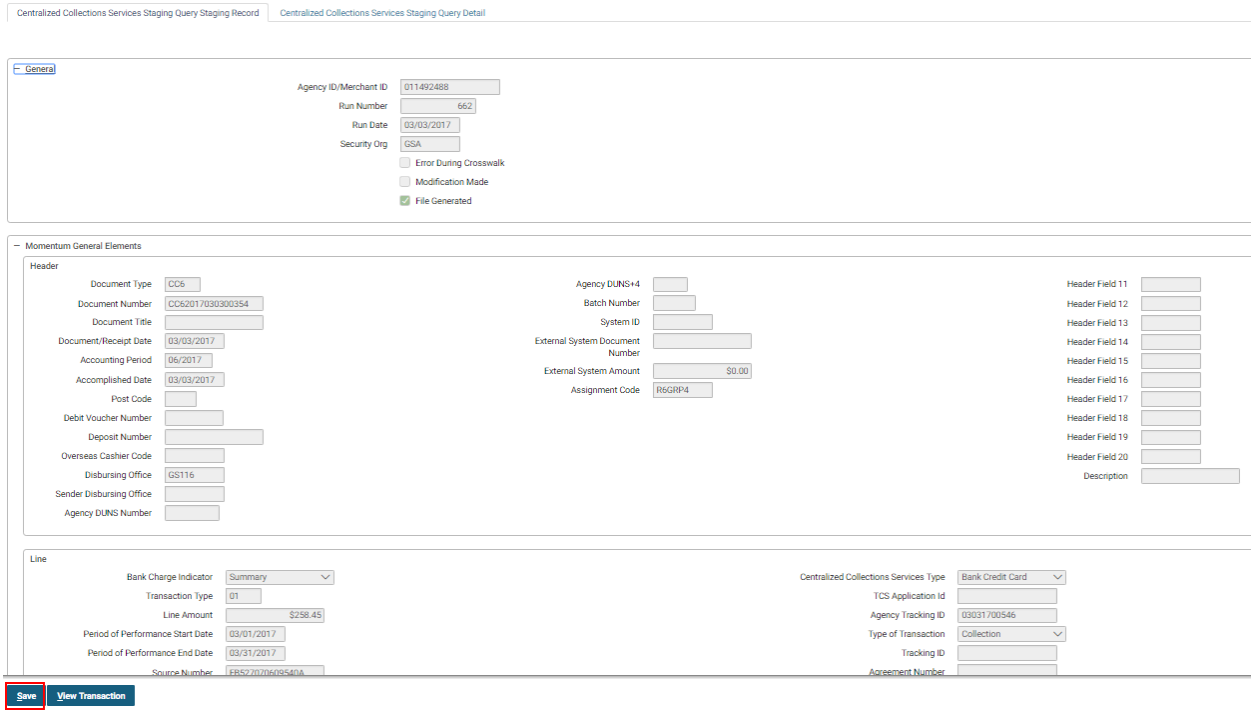
4. After selecting the desired record, select **View Record**.

Figure 79: View Record Selection



The Centralized Collection Services Staging Query Staging Record page is displayed.

Figure 80: Centralized Collection Services Staging Query Page



NOTE: The user should review the values populated in each field.

a. If the user desires to make updates to any field values, be sure to select Save before exiting.

b. Sections to Review Include:

   i. General.

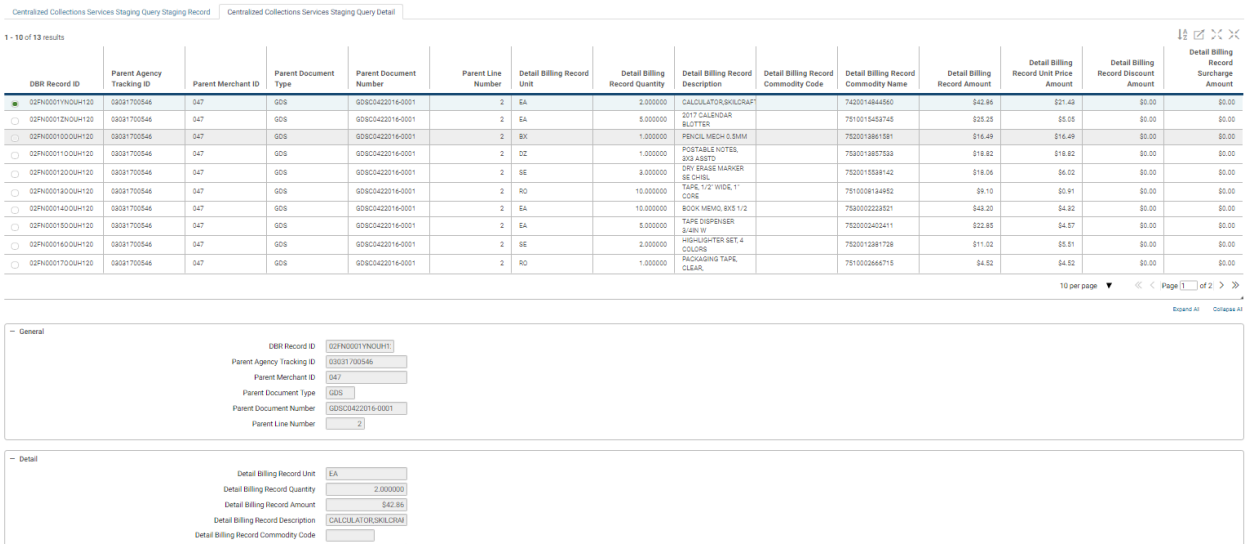
   ii. Pegasys General Elements.

   iii. Pegasys Accounting Elements.

   iv. Credit Card General Line Elements.

5. Navigate to the Centralized Collection Services Staging Detail page and review any records if desired.

Figure 81: Centralized Collection Services Staging Detail



Centralized Collections Services Staging Query Staging Record | Centralized Collections Services Staging Query Detail

1 - 10 of 13 results

DBR Record ID	Parent Agency Tracking ID	Parent Merchant ID	Parent Document Type	Parent Document Number	Parent Line Number	Detail Billing Record Unit	Detail Billing Record Quantity	Detail Billing Record Description	Detail Billing Record Commodity Code	Detail Billing Record Commodity Name	Detail Billing Record Amount	Detail Billing Record Unit Price Amount	Detail Billing Record Discount Amount	Detail Billing Record Surcharge Amount
02FN0001YN0UH120	03031700546	047	GDS	GDSC0422016-0001	2	EA	2.000000	CALCULATOR,SKILCRAF		7420014844560	$42.86	$21.48	$0.00	$0.00
02FN0001ZN0UH120	03031700546	047	GDS	GDSC0422016-0001	2	EA	5.000000	2017 CALENDAR BLOTTER		7510015459745	$25.25	$5.05	$0.00	$0.00
02FN0001O0UH120	03031700546	047	GDS	GDSC0422016-0001	2	BX	1.000000	PENCIL MECH 0.5MM		7520013861581	$16.49	$16.49	$0.00	$0.00
02FN0001100UH120	03031700546	047	GDS	GDSC0422016-0001	2	DZ	1.000000	POSTABLE NOTES, 3X3 ASSTD		7530013857533	$18.82	$18.82	$0.00	$0.00
02FN0001200UH120	03031700546	047	GDS	GDSC0422016-0001	2	SE	3.000000	DRY ERASE MARKER SE CHISL		7520015538142	$18.06	$6.02	$0.00	$0.00
02FN0001300UH120	03031700546	047	GDS	GDSC0422016-0001	2	RO	10.000000	TAPE, 1/2" WIDE, 1" CORE		7510009134952	$9.10	$0.91	$0.00	$0.00
02FN0001400UH120	03031700546	047	GDS	GDSC0422016-0001	2	EA	10.000000	BOOK MEMO, 8X5 1/2		7530002223521	$43.20	$4.32	$0.00	$0.00
02FN0001500UH120	03031700546	047	GDS	GDSC0422016-0001	2	EA	5.000000	TAPE DISPENSER 3/4IN W		7520002402411	$22.85	$4.57	$0.00	$0.00
02FN0001600UH120	03031700546	047	GDS	GDSC0422016-0001	2	SE	2.000000	HIGHLIGHTER SET, 4 COLORS		7520012381729	$11.02	$5.51	$0.00	$0.00
02FN0001700UH120	03031700546	047	GDS	GDSC0422016-0001	2	RO	1.000000	PACKAGING TAPE, CLEAR		7510002666715	$4.52	$4.52	$0.00	$0.00

10 per page ▼ Page 1 of 2

Expand All Collapse All

General

DBR Record ID: 02FN0001YN0UH1
Parent Agency Tracking ID: 03031700546
Parent Merchant ID: 047
Parent Document Type: GDS
Parent Document Number: GDSC0422016-0001
Parent Line Number: 2

Detail

Detail Billing Record Unit: EA
Detail Billing Record Quantity: 2.000000
Detail Billing Record Amount: $42.86
Detail Billing Record Description: CALCULATOR,SKILCRAI
Detail Billing Record Commodity Code:

4.8.7 Apply Collections

Collections can be received by GSA via the following interface processes: Lockbox, IPAC, CIR (Pay.gov, Revenue Credit Card, and ACH), DoD Interfund, and Contract Fees. Lockbox, Pay.gov, IPAC, and EFT collections may be sent to the Finance regions directly from the customer with or without the customer providing a reference to a bill or debt account. When such collections are received, they may need to be applied to an outstanding bill or debt account. Collections that cannot find a bill or debt account reference are considered a collection discrepancy.

A collection discrepancy may arise from incorrect information needed to process such as accounting dimensions. The collection may not be able to successfully match to a Pegasys BD or DA because it is missing or has an incorrect billing document reference or debt account reference and in some scenarios the collection amount is for more than the bill amount or debt account amount. In some cases, collections will need to be processed in Pegasys without a bill reference or debt account reference.

4.8.7.1 Apply Collection from Collections Query

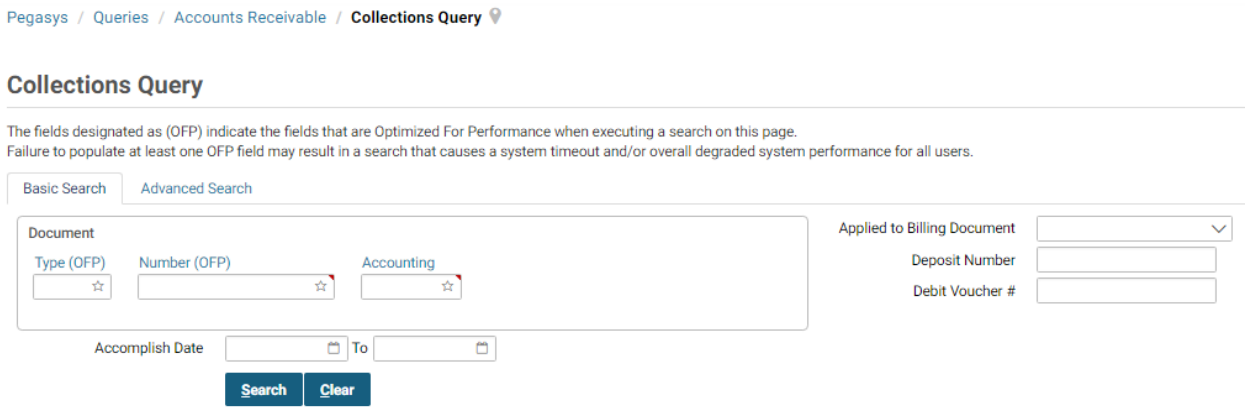
The Collections query can be used to apply collections to bills. Collections that may be rejected by automated processes can be easily identified. In addition, processed collections that have not been applied to a bill may be queried and amended to add the appropriate billing reference.

Steps to Apply Collections Using the Collections Query

1. Navigate to Queries → Accounts Receivable → Collections.

   The Collections query search criteria page is displayed.

Figure 82: Collections Query Search Criteria Page (1)

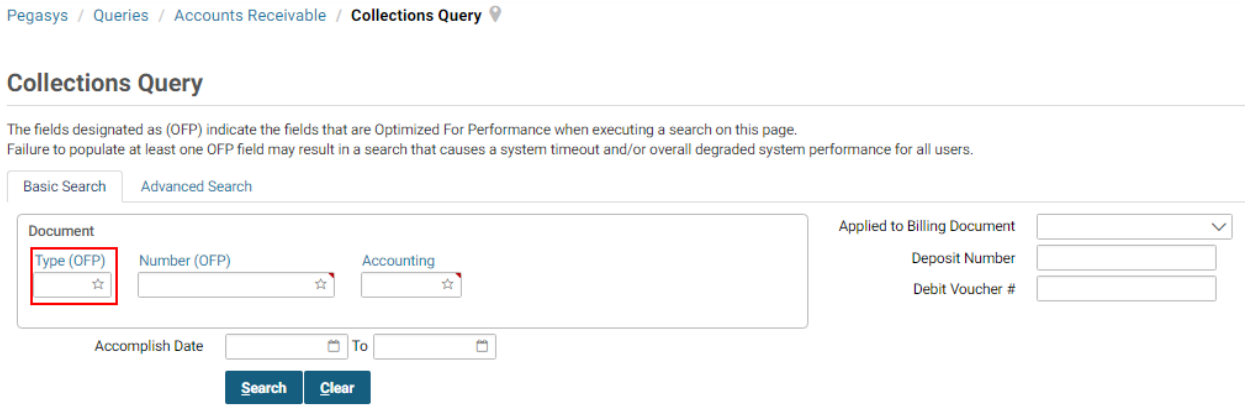


2. Enter the desired and appropriate **Search Criteria**.

   To search for unapplied collections, enter the **Document Type, Line Type** of Normal and **Document Status** of Rejected (for unprocessed CRs), Held (for saved CRs) and/or Processed. Enter any additional criteria known.

   NOTE: The Document Status and Line Type fields do not default to checked - the user must manually check the appropriate fields.

Figure 83: Collections Query Search Criteria Page - Document Type



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

   NOTE: The **Applied to Billing Document** field defaults to "No", returning unapplied bills.

3. Select the **Search** button.

   The results are returned in the Item Collection.

Figure 84: Item Collection Results (2)

Doc Typ	Doc Num	Actg Ln #	Related Statement Number	Referenced Statement Number	Input System	Amendment Number	Document Status	Line Type	Business Line	Accounting Line Amount	Receipt Date	Accomplish Date	Deposit Number	Check/Money Order Number	Debit Voucher #	Debt Accour Numbe
L6F	L6F201703010000	1	F0135330	F0135330			Processed	Normal	FLEET	$241.84	03/01/2017	02/28/2017	901514	00095421		
L6F	L6F201703010000	2	F0135330	F0135330			Processed	Normal	FLEET	$8.00	03/01/2017	02/28/2017	901514	00095421		

4. Select a record and choose one of the below buttons:
    a. If the CR is Processed, select the **Amend** button.
    b. If the CR is Rejected or Held, select the **Correct** button.

Figure 85: Document Correction

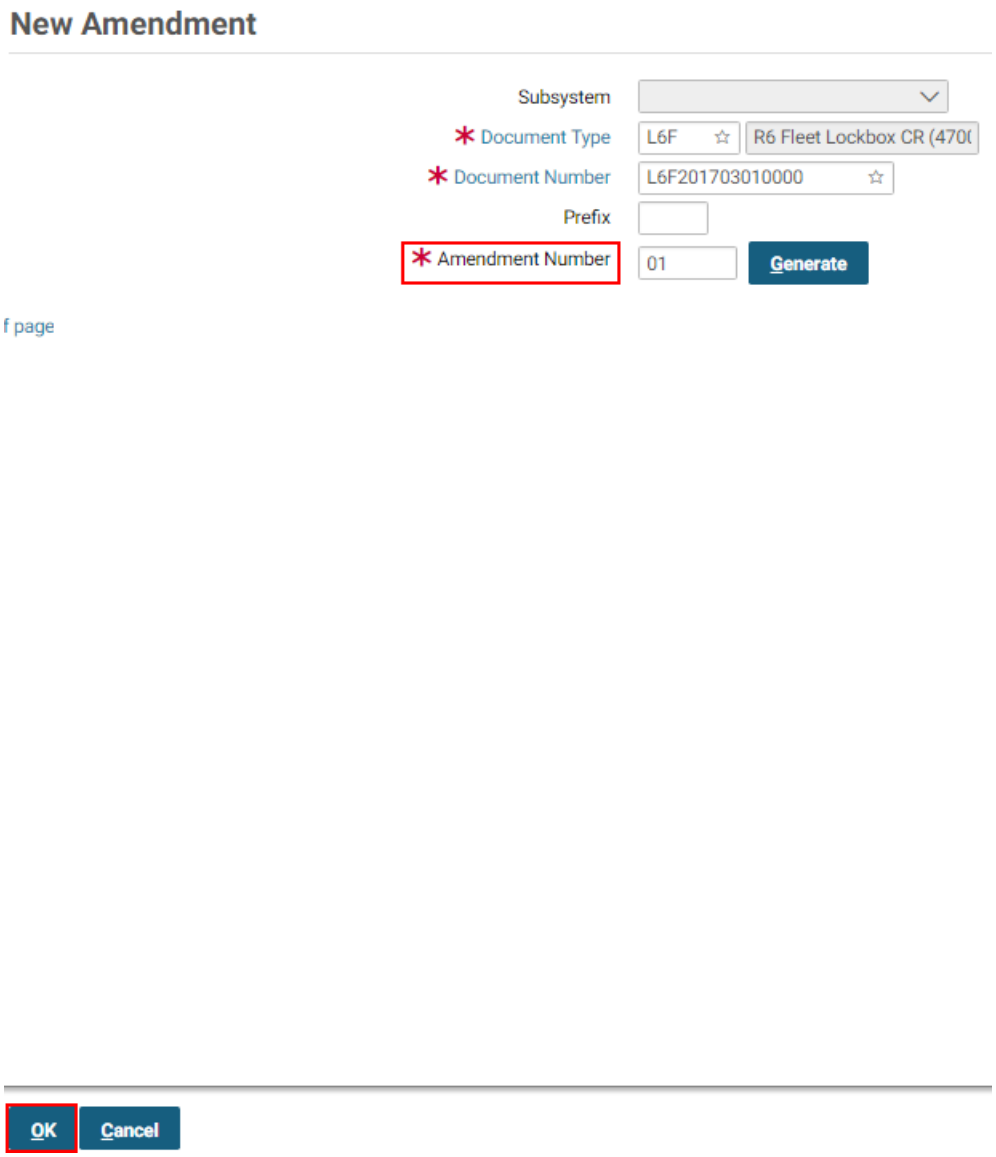
Doc Typ	Doc Num	Actg Ln #	Related Statement Number	Referenced Statement Number	Input System	Amendment Number	Document Status	Line Type	Business Line	Accounting Line Amount	Receipt Date	Accomplish Date	Deposit Number	Check/Money Order Number	Debit Voucher #	Deb Acc Nur
L6F	L6F201703010000	1	F0135330	F0135330			Processed	Normal	FLEET	$241.84	03/01/2017	02/28/2017	901514	00095421		
L6F	L6F201703010000	2	F0135330	F0135330			Processed	Normal	FLEET	$8.00	03/01/2017	02/28/2017	901514	00095421		
L6F	L6F201703010001	1		F0132473			Processed	Normal	FLEET	$5.75	03/02/2017	02/28/2017	901514	00067499		
L6F	L6F201703010001	2		F0132473			Processed	Normal	FLEET	$736.18	03/02/2017	02/28/2017	901514	00067499		
L6F	L6F201703010001	3		F0130654			Processed	Normal	FLEET	$784.31	03/02/2017	02/28/2017	901514	00067499		
L6F	L6F201703010001	4		F0130654			Processed	Normal	FLEET	$5.75	03/02/2017	02/28/2017	901514	00067499		
L6F	L6F201703010002	1	F0137244	F0137244			Processed	Normal	FLEET	$265.00	03/01/2017	02/28/2017	901514	00024362		
L6F	L6F201703010002	2	F0137244	F0137244			Processed	Normal	FLEET	$228.00	03/01/2017	02/28/2017	901514	00024362		
L6F	L6F201703010002	3	F0137244	F0137244			Processed	Normal	FLEET	$16,151.75	03/01/2017	02/28/2017	901514	00024362		
L6F	L6F201703010002	4	F0137244	F0137244			Processed	Normal	FLEET	$6.00	03/01/2017	02/28/2017	901514	00024362		

View Document | Correct Document | Amend Document | Reference

10 per page ▼ Page 1 of 8

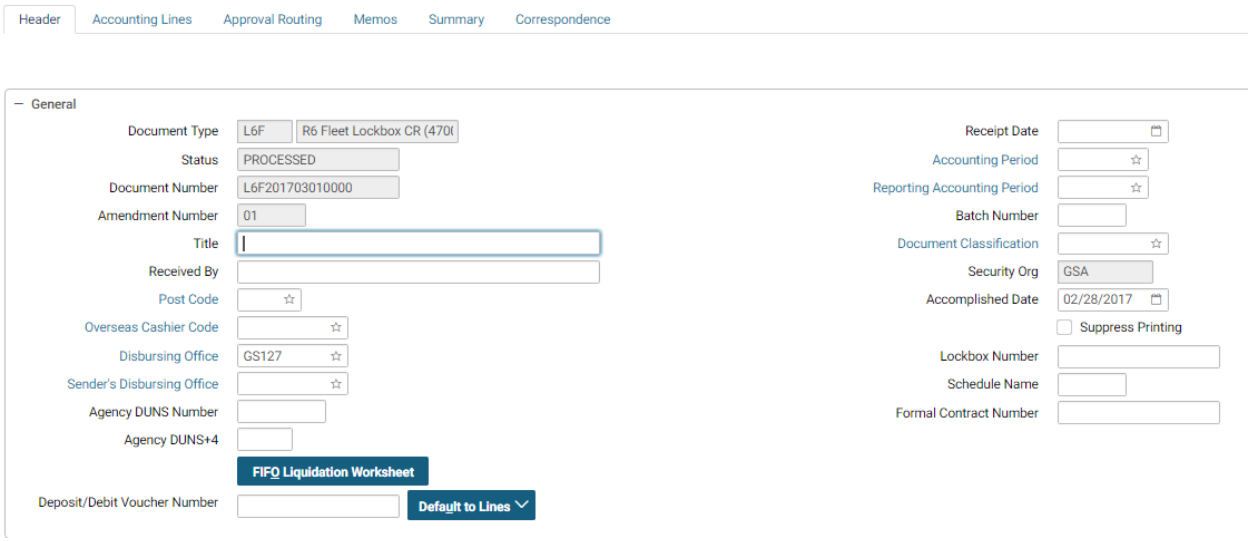
NOTE: If Amending a document, select the **Amend** button, enter an Amendment Number on the New Amendment and then select the **OK** button.

Figure 86: Document Amendment



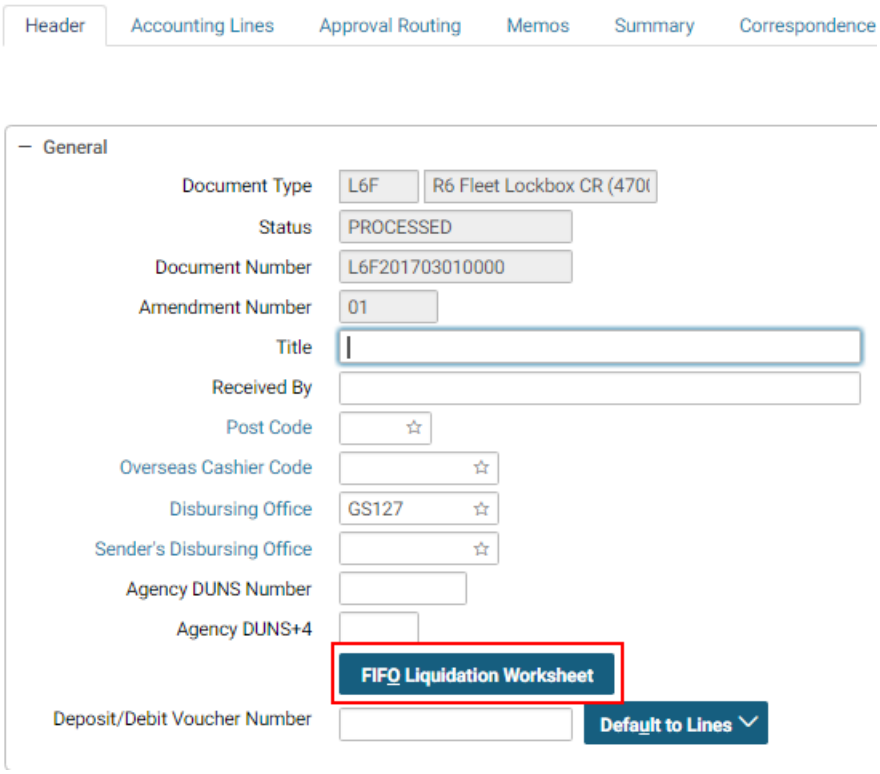
The form/document will be opened in a new window.

Figure 87: Newly Opened Form/Document



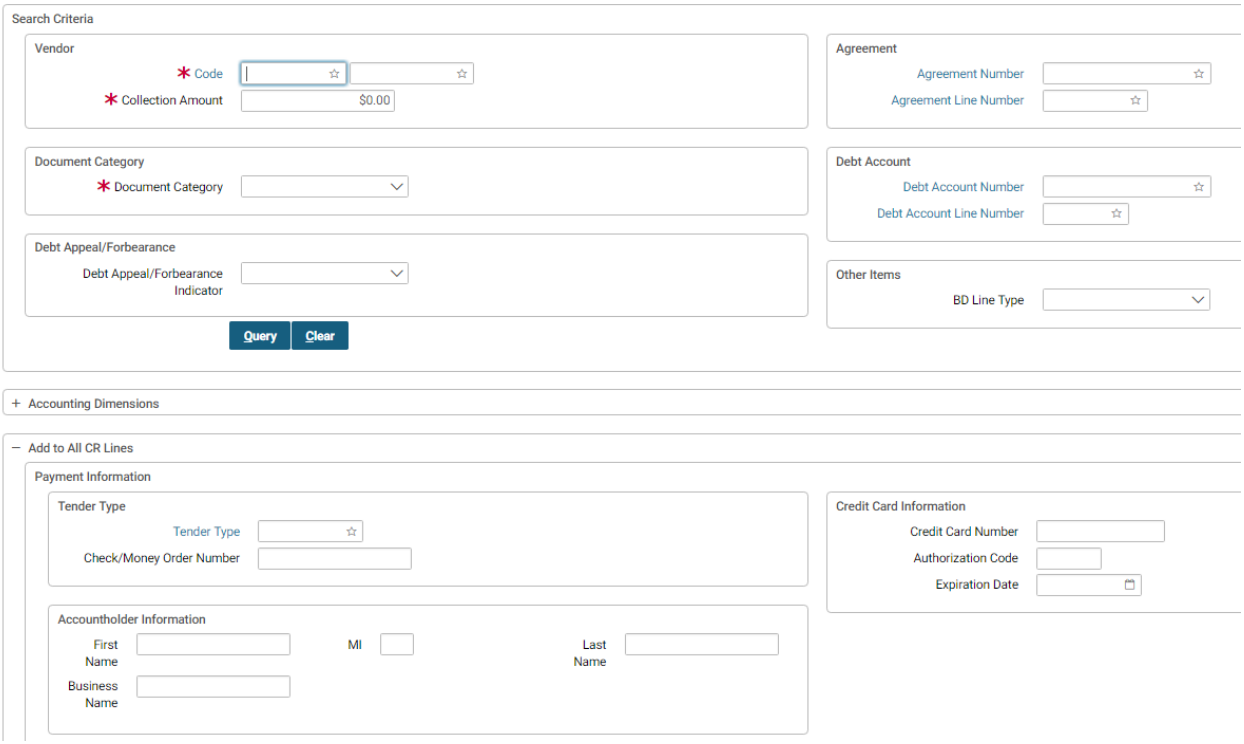
5. Review and/or correct any errors on the CR.
6. Optional (Steps 9 - 13): To search for outstanding bills to apply the collection to, select the **FIFO Liquidation Worksheet** button.

Figure 88: FIFO Liquidation Worksheet



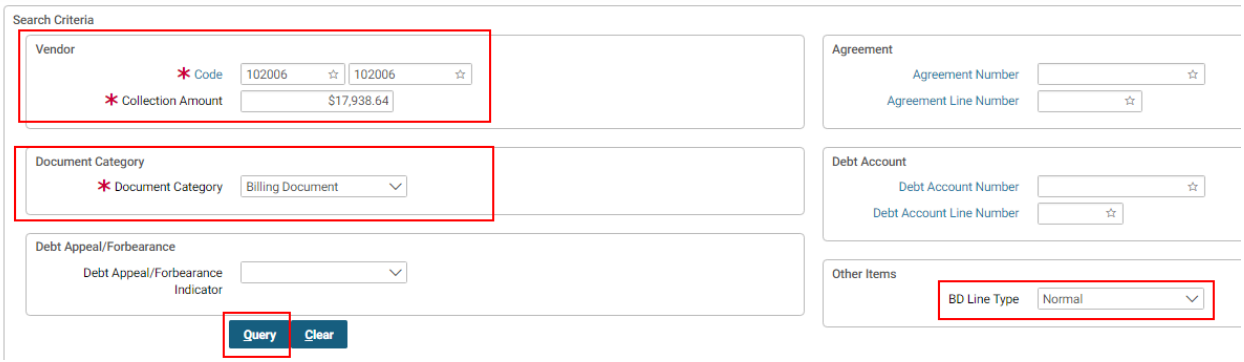
The FIFO worksheet page is displayed.

Figure 89: FIFO Worksheet Display



7. Optional: To search for outstanding bills, enter the **Vendor Code, Vendor Address Code, Collection Amount, Document Category, BD Line Type** and additional criteria and select the **Query** button.

Figure 90: Search for Outstanding Bills



Documents eligible to have the collection applied will be returned in the item collection, oldest to newest.

NOTE: The BD documents can be viewed by selecting the BD line and choosing the **View BD Document** button.

Figure 91: View BD Documents

BD Original Document Date	BD Document Date	Due Date	Line Original Amount	Line Closed Amount	Line Outstanding Amount	Document Category	Document Type	BD Document Number	BD Document Line Number	BD Line Type
02/22/2017	03/07/2017	05/05/2017	$31,320.09	$17,938.64	$13,381.45	Billing Document	FDN	FDNF0137615-001	1	Normal
02/22/2017	03/07/2017	05/05/2017	$10,902.18	$0.00	$10,902.18	Billing Document	FDN	FDNF0137615-001	2	Normal
02/22/2017	03/07/2017	05/05/2017	$609.96	$0.00	$609.96	Billing Document	FDN	FDNF0137615-001	5	Normal
02/22/2017	03/07/2017	05/05/2017	$253.00	$0.00	$253.00	Billing Document	FDN	FDNF0137615-001	4	Normal
02/22/2017	03/07/2017	05/05/2017	$162.50	$0.00	$162.50	Billing Document	FDN	FDNF0137615-001	3	Normal
02/22/2017	03/07/2017	05/05/2017	$11.00	$0.00	$11.00	Billing Document	FDN	FDNF0137615-001	6	Normal
05/24/2017	10/26/2017	12/10/2017	$12,055.18	$0.00	$12,055.18	Billing Document	FDN	FDNF0142996-001	1	Normal

8. Select the BD to which to apply the collection and select the **Create CR Lines** button.

Figure 92: Select BD and Create CR Lines

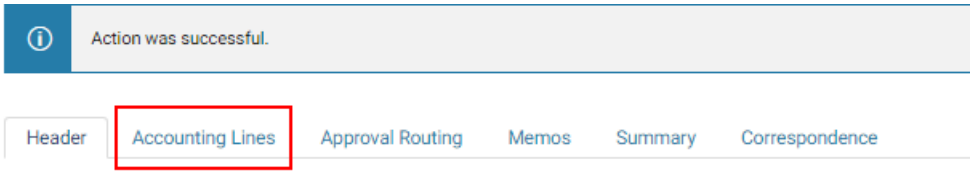
BD Original Document Date	BD Document Date	Due Date	Line Original Amount	Line Closed Amount	Line Outstanding Amount	Document Category	Document Type	BD Document Number	BD Document Line Number	BD Line Type
02/22/2017	03/07/2017	05/05/2017	$31,320.09	$17,938.64	$13,381.45	Billing Document	FDN	FDNF0137615-001	1	Normal
02/22/2017	03/07/2017	05/05/2017	$10,902.18	$0.00	$10,902.18	Billing Document	FDN	FDNF0137615-001	2	Normal
02/22/2017	03/07/2017	05/05/2017	$609.96	$0.00	$609.96	Billing Document	FDN	FDNF0137615-001	5	Normal
02/22/2017	03/07/2017	05/05/2017	$253.00	$0.00	$253.00	Billing Document	FDN	FDNF0137615-001	4	Normal
02/22/2017	03/07/2017	05/05/2017	$162.50	$0.00	$162.50	Billing Document	FDN	FDNF0137615-001	3	Normal
02/22/2017	03/07/2017	05/05/2017	$11.00	$0.00	$11.00	Billing Document	FDN	FDNF0137615-001	6	Normal
05/24/2017	10/26/2017	12/10/2017	$12,055.18	$0.00	$12,055.18	Billing Document	FDN	FDNF0142996-001	1	Normal
05/24/2017	10/26/2017	12/10/2017	$1,175.00	$0.00	$1,175.00	Billing Document	FDN	FDNF0142996-001	2	Normal
05/24/2017	10/26/2017	12/10/2017	$581.07	$0.00	$581.07	Billing Document	FDN	FDNF0142996-001	3	Normal

View BD Document | Create CR Lines | Cancel

The BD line(s) will be copied forward into the CR.

9. Select the Accounting Lines tab.

Figure 93: Select Accounting Lines Tab (1)

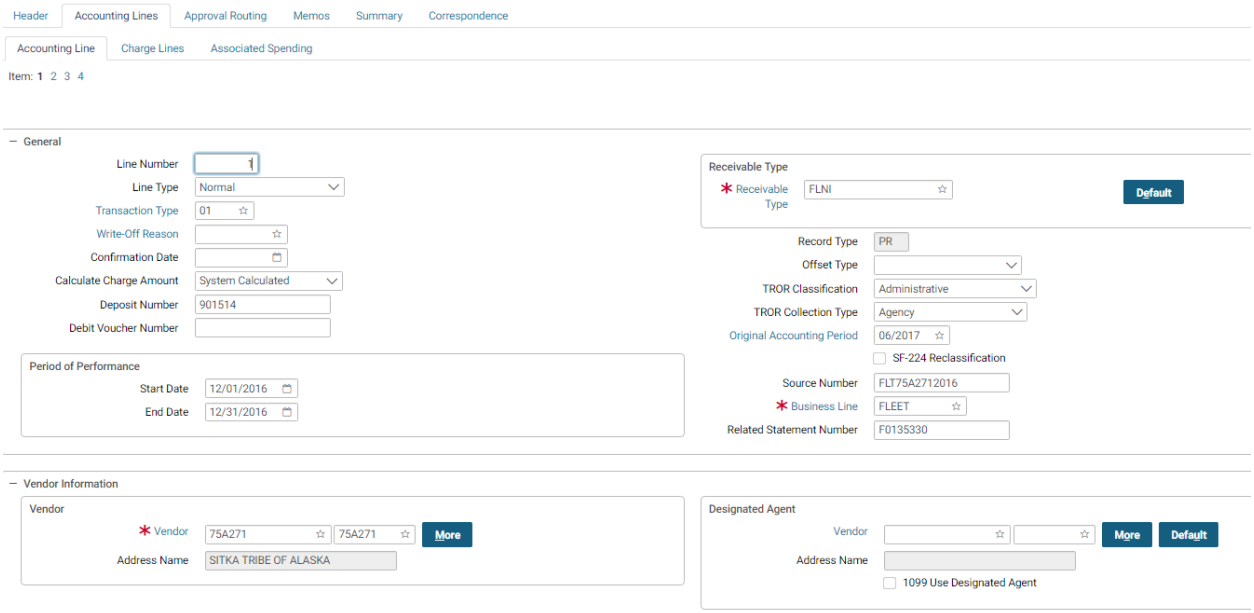


10. Select the accounting line and then select the Accounting Line hyperlink.

Figure 94: Select Accounting Line - Accounting Line Numbers

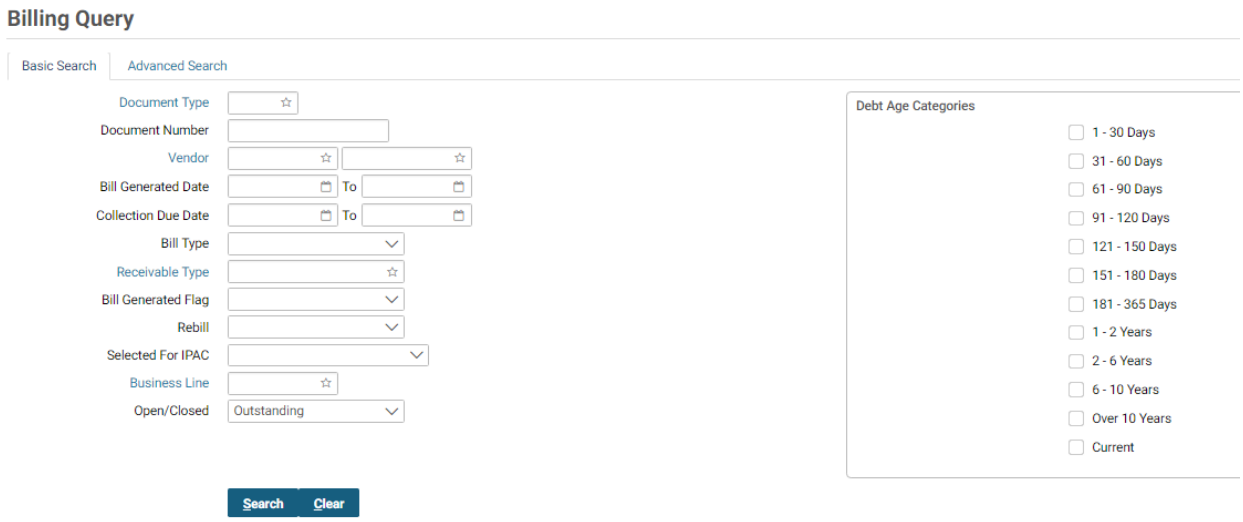
The accounting line page is displayed.

Figure 95: Accounting Line Page Display



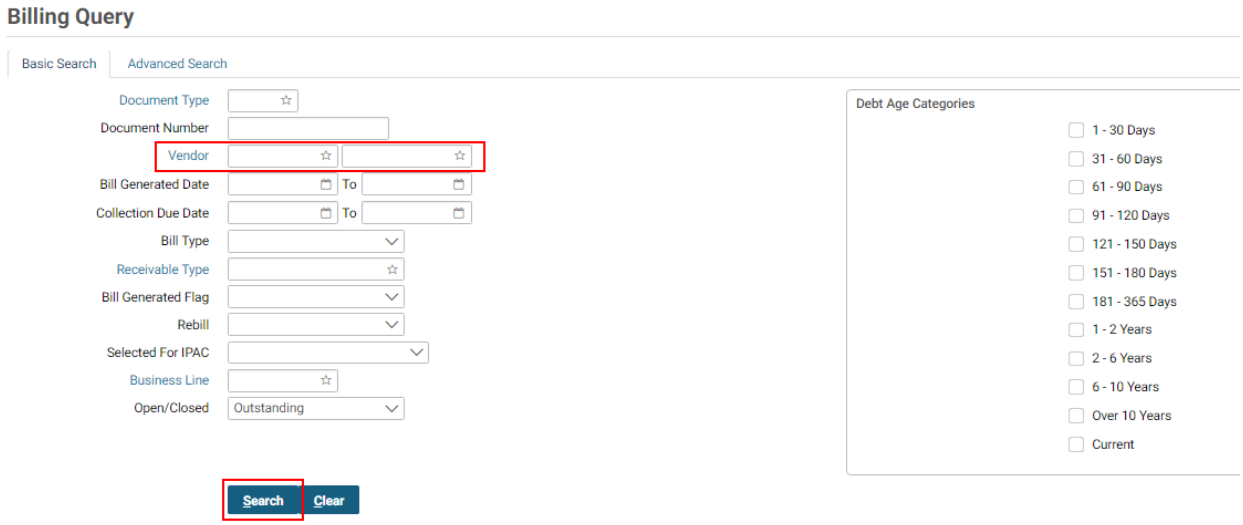
11. Review/update accordingly and skip to Step 23.
12. REQUIRED if not using FIFO worksheet: Make note of the Vendor Code and Vendor Address Code on the CR. (This info will be used to research which Billing Document the unapplied collection should be applied to.)
13. REQUIRED if not using FIFO worksheet: Select the New Window icon located in the top right of the screen.
14. REQUIRED if not using FIFO worksheet: In the new window, navigate to Queries → Accounts Receivable → Billing Query.

Figure 96: Billing Query Page



15. REQUIRED if not using FIFO worksheet: Enter the Vendor Code noted from Step 14 in the Vendor Code search box and select the **Search** button.

Figure 97: Vendor Code Search



16. REQUIRED if not using FIFO worksheet: Review the returned results to determine the correct Billing Document reference (check the outstanding amount to ensure the full amount of the unapplied collection can be applied.) Make a note of the Billing Document Type, Document Number, and Accounting Line Number.

Figure 98: Determine Correct Billing Document Reference

Document Type	Document Number	Billing Reference Number	Statement Number	Billed Total Amount	Principal Amount	Interest Amount	Penalty Amount	System Generated Bill Reduction Amount	Administration Charges Amount	Outstanding Amount	Credit Total Amount	Credit Outstanding Amount	Title	Document Date	Collection Due Date	Debt Age Category
FDN	FDNF0137594-001	FDNBILFDNF0137594-001	F0137594	$6,769.14	$6,769.14	$0.00	$0.00	$0.00	$0.00	$6,769.14	$0.00	$0.00		03/07/2017	05/05/2017	181 - 365 Days
FDN	FDNF0137595-001	FDNBILFDNF0137595-001	F0137595	$129,123.69	$129,123.69	$0.00	$0.00	$0.00	$0.00	$129,123.69	$0.00	$0.00		03/07/2017	05/05/2017	181 - 365 Days
FDN	FDNF0137600-001	FDNBILFDNF0137600-001	F0137600	$316.17	$316.17	$0.00	$0.00	$0.00	$0.00	$316.17	$0.00	$0.00		03/07/2017	05/05/2017	181 - 365 Days
FDN	FDNF0137602-001	FDNBILFDNF0137602-001	F0137602	$2,411.80	$2,411.80	$0.00	$0.00	$0.00	$0.00	$2,411.80	$0.00	$0.00		03/07/2017	05/05/2017	181 - 365 Days

17. REQUIRED if not using FIFO worksheet: Return back to the Cash Receipt Accounting Line screen by selecting the **Close Window** link in the right hand corner of the Billing Query screen.

18. REQUIRED if not using FIFO worksheet: Update the Reference Document information by entering the Billing **Document Type**, **Number**, and **Accounting Line Number** from Step 18.

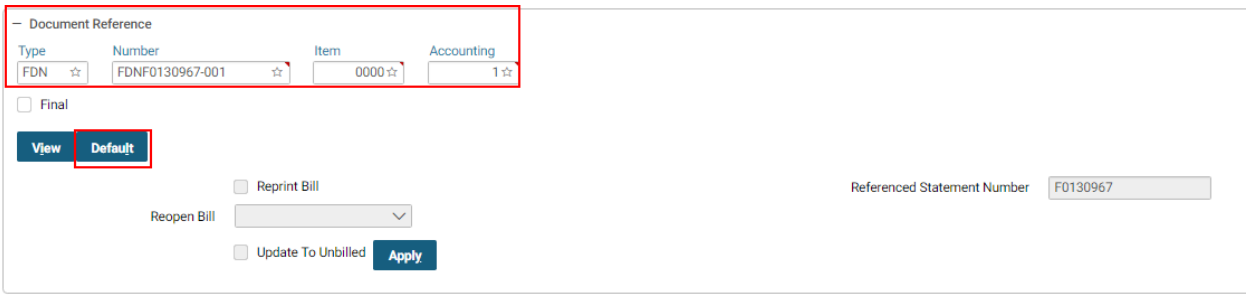
    NOTE: When manually creating CRs, the Final Flag should not be checked because it will liquidate the full amount of the referenced BD even if the amount of the CR is less than the BD.

    NOTE: The Transaction Type, Receivable Type, Business Line, Posting Order will default from the reference document and/or the document type.

19. REQUIRED if not using FIFO worksheet: Select the **Default** button by the Document Reference.

    NOTE: The Default button must be selected in order to update the CR Accounting Line with information from the new Document Reference Number (Ex. Accounting Dimensions, Amount, Vendor, etc.)

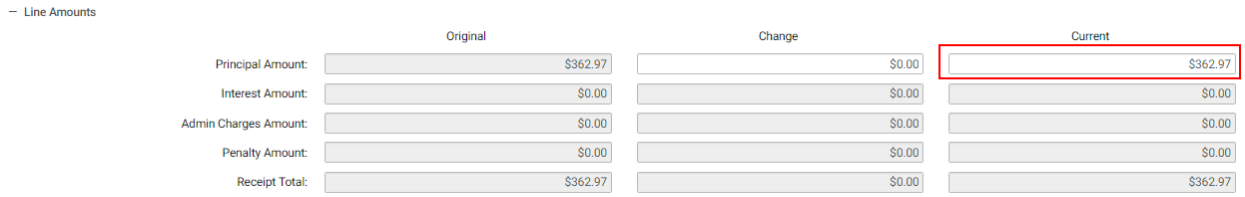
Figure 99: Select Default Button



20. REQUIRED if not using FIFO worksheet: In the Line Amounts section, ensure the amount field still exhibits the intended amount.

    NOTE: when a new Document Reference is applied to an Accounting Line, the Line Amount is updated to the entire outstanding amount of the new referenced document.

Figure 100: Ensure Line Field Exhibits Intended Amount



– Line Amounts

	Original	Change	Current
Principal Amount:	$362.97	$0.00	$362.97
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
Receipt Total:	$362.97	$0.00	$362.97

21. Select the **Save** button.

Figure 101: Successful Save - L6F (1)

22. Select the **Verify** button.

Figure 102: Successful Verification - L6F (1)

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.

23. Select the **Submit** button.

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

The Collections query can be used to correct Held/Rejected Lockbox Cash Receipts to reference a Debt Account with/without an Amortization Schedule. Region 6 Lockbox CRs will enter Pegasys in a Held status, whereas Region 7 Lockbox CRs will enter in a Rejected status.

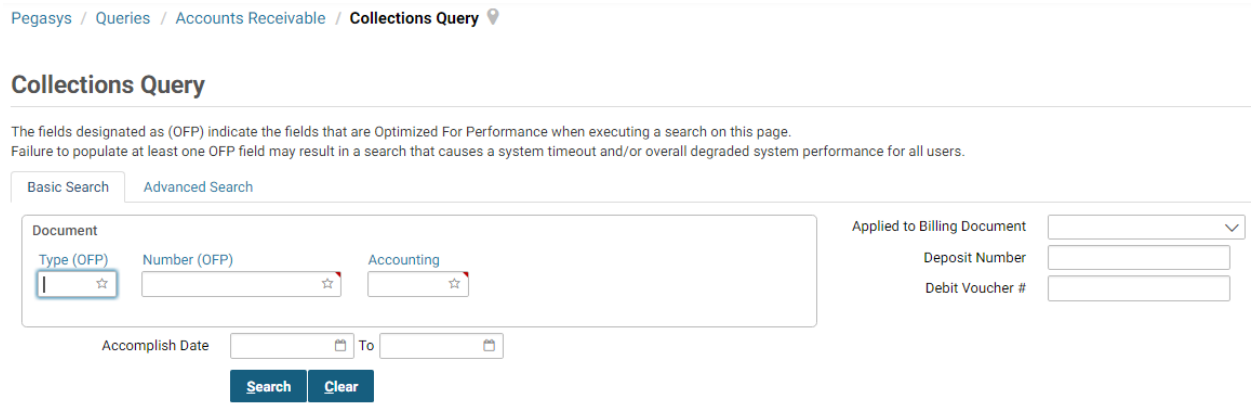
The following steps describe how a held Lockbox Cash Receipt (CR) referencing a Debt Account (DA) with an amortization schedule is processed through the Collection's Query.

Steps to Apply Collections Using the Collections Query:

1. Navigate to Queries → Accounts Receivable → Collections.

   The Collections query search criteria page is displayed.

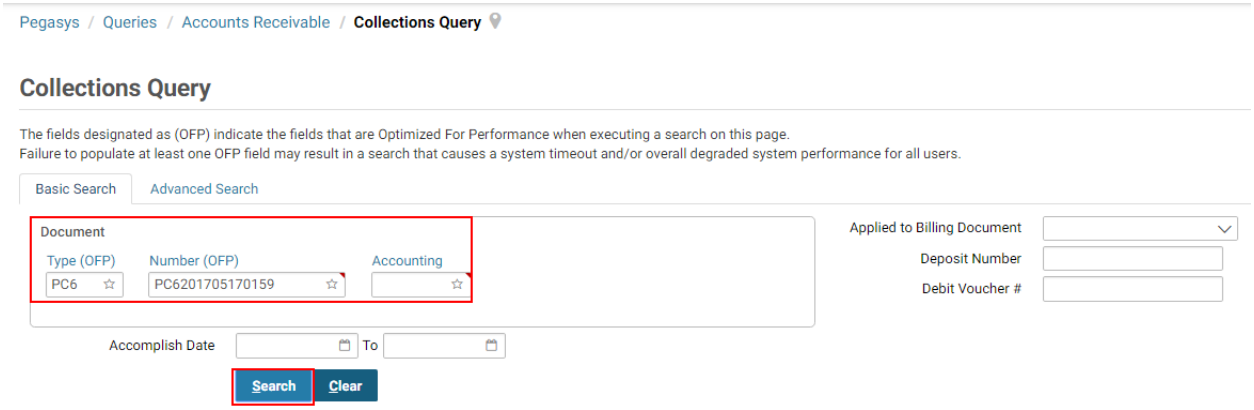
Figure 103: Collections Query Search Criteria Page Displayed



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

   To search for Region 6 Pay.Gov Cash Receipts, enter **Document Type** and **Document Number**.

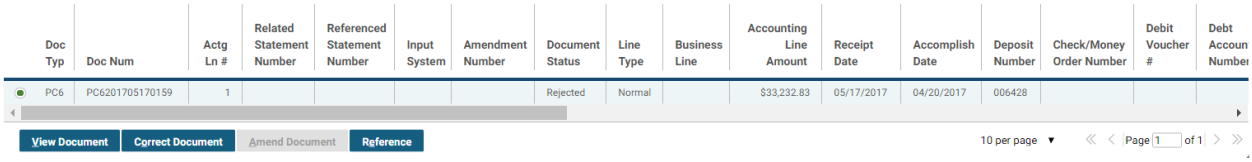
Figure 104: Enter Appropriate Search Criteria (1)



3. Select the **Search** button.

   The results are returned in the Item Collection.

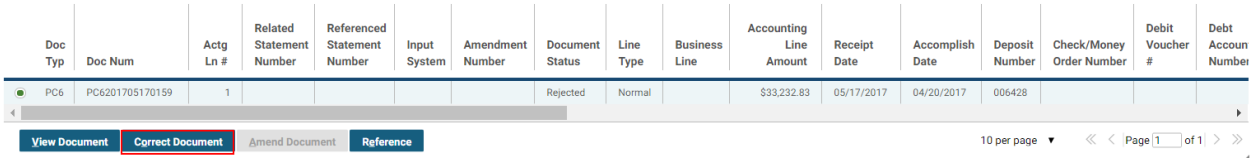
Figure 105: Item Collection Results (3)



4. Select a record and choose the below button:

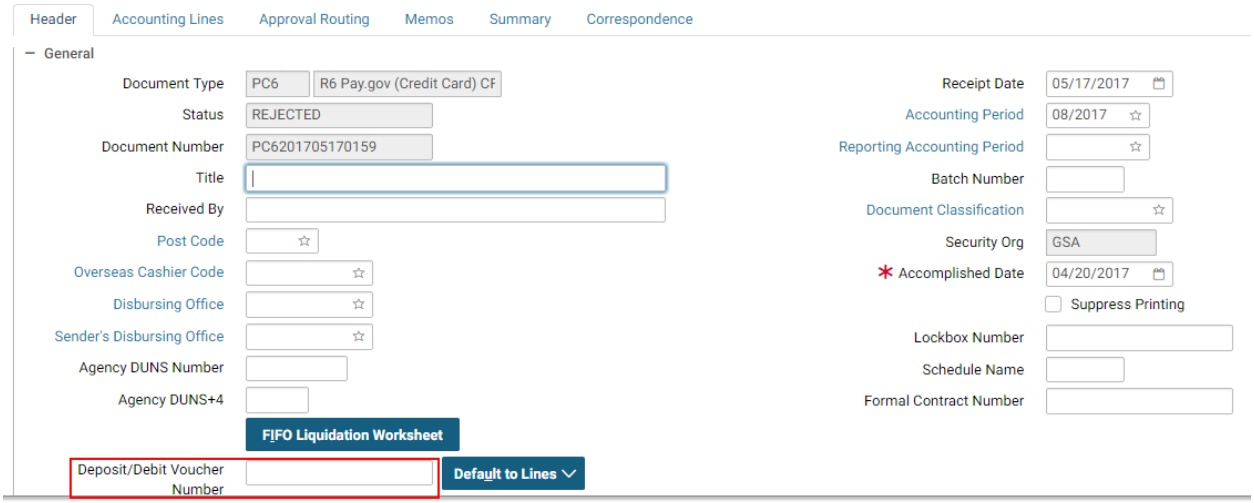
   Since the CR is in Rejected status, select the **Correct** button.

Figure 106: Select "Correct" Button



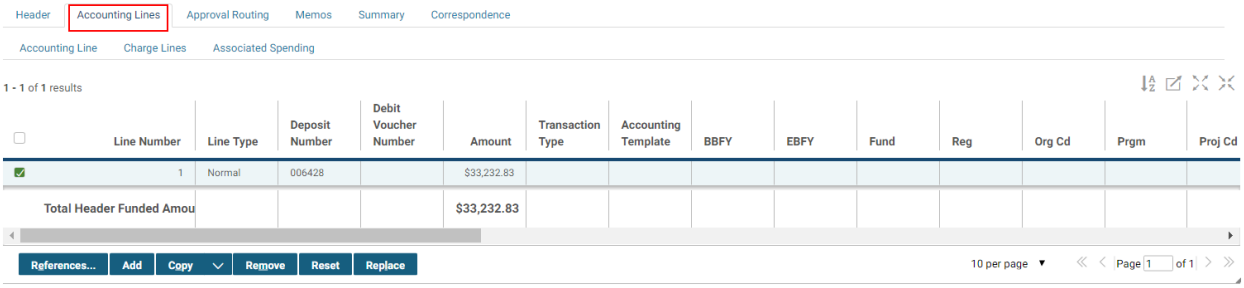
5. Review and correct any errors on the CR.
6. Ensure there is a Deposit Number.

Figure 107: Ensure Deposit Number (1)



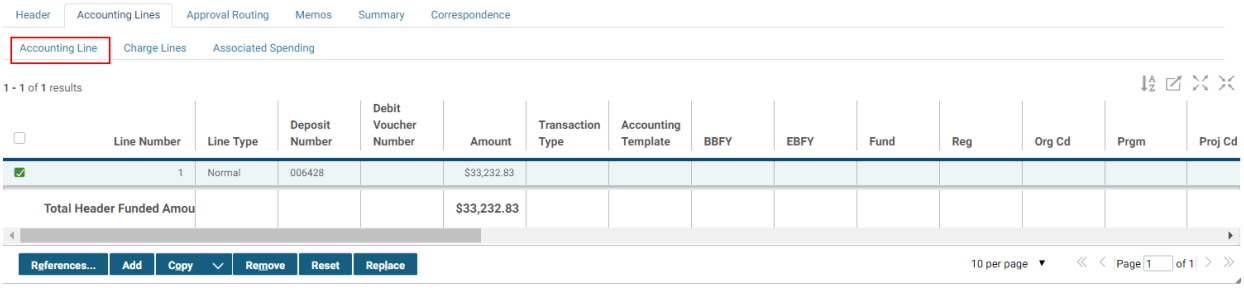
7. Select the Accounting Line tab.

Figure 108: Select Accounting Line Tab - Accounting Line Selected



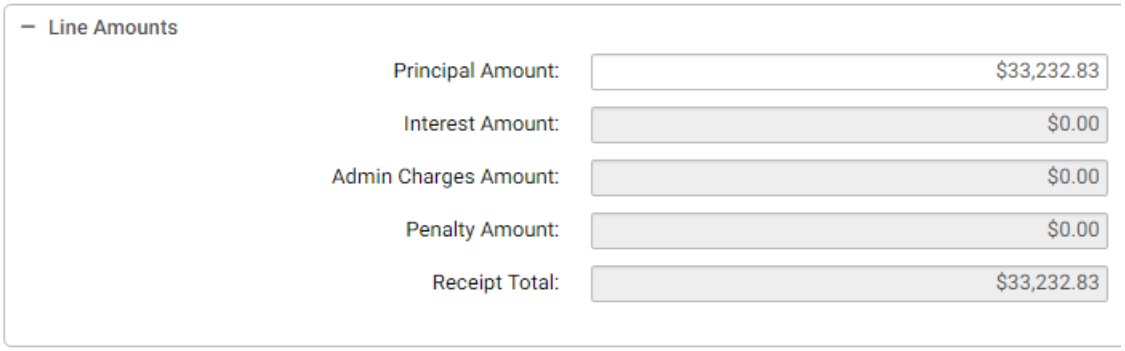
8. Select the accounting line and then select the Accounting Line hyperlink.

Figure 109: Select Accounting Line and Accounting Line Hyperlink (1)



9. Enter ‘P01’ in the **Transaction Type** field.
10. A positive amount is populated in the Principal Amount field.

Figure 110: Positive Amount Populated in Principal Amount Field



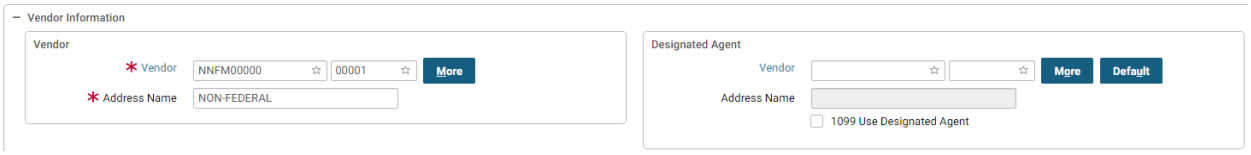
11. Enter Debt Account Number and Debt Account Line Number.

Figure 111: Enter Debt Account Number and Line Number

12. Select **View Debt Account**.

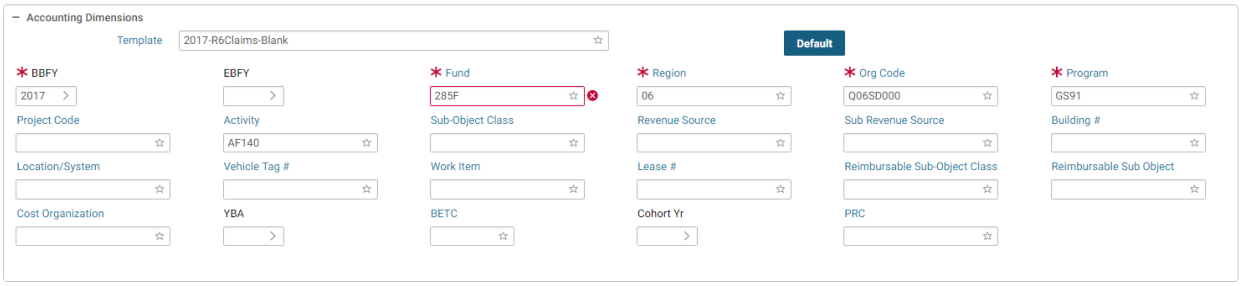
    Navigate to the Debt Account’s Accounting Line to retrieve the values to be populated on the L6C accounting line.
13. Enter the corresponding **Receivable Type** from the Debt Account referenced above.
14. Enter the following value in the **Business Line** field:
    a. R6CLAIMS (Region 6)
    b. R7CLAIMS (Region 7)
15. Enter the **Vendor** from the Debt Account referenced above.

Figure 112: Enter Debt Account Vendor



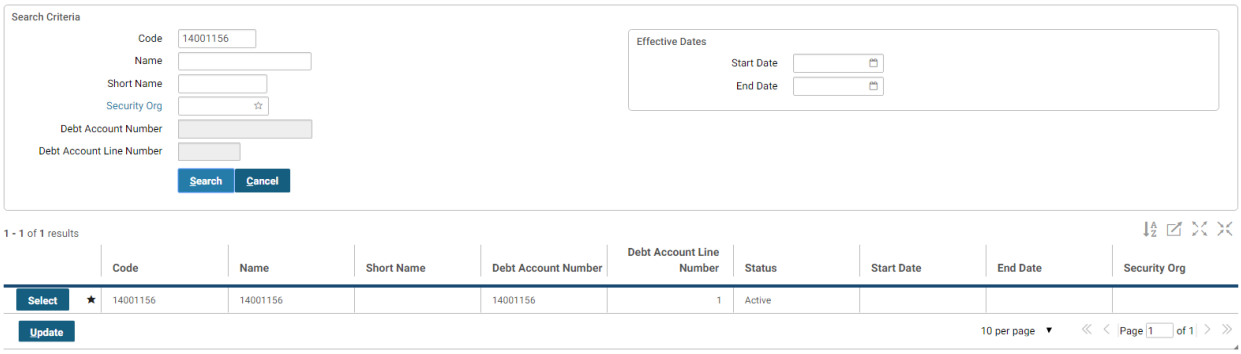
16. Enter the **Accounting Template** from the Debt Account referenced above.
17. Select the **Default** Button.
18. Based on the Receivable Type entered in the above step:
    a. Region 6:
        i. If the Receivable Type is VNCLAIMR6, PRCLAIMR6, or ECCLAIMR6 then enter a valid Sub - Object Class and do not enter a Revenue Source Code.
        ii. If the Receivable Type is FPCLAIMR6, APCLAIMR6, or TACLAIMR6 then do NOT enter a Sub - Object Class or Revenue Source Code.
        iii. For all other Receivable Types enter a valid Revenue Source Code and do NOT enter a Sub - Object Class.
    b. Region 7:
        i. If the Receivable Type is CDCLAIMR7, PRCLAIMR7or STCLAIMR7, enter a valid Revenue Source Code.
        ii. For all other Receivable Types enter a valid Sub Object Class.

Figure 113: Enter Applicable Information Based on Receivable Type



19. Scroll down to the Amortization Schedule section and select on the Amortization Schedule hyperlink.
20. Enter the Amortization Schedule Code and select **Search**.
21. Select **Select** for the appropriate record returned in the item collection.

Figure 114: Select Appropriate Record Returned



22. Enter the Schedule Code Version and Payment Line Number.
23. Select **Save**.
24. Select **Verify**.
25. Correct any hard errors and re - verify until the action is successful.
26. Select the **Submit** button to process the document.

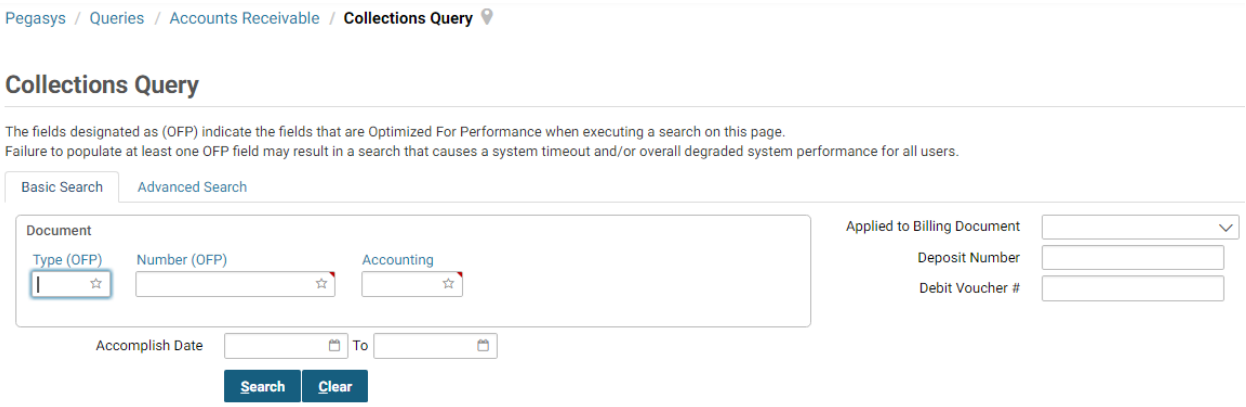
The following steps describe how a rejected Pay.gov Cash Receipt (CR) referencing a Debt Account (DA) with an amortization schedule is processed through the Collection's Query.

Steps to Apply Collections Using the Collections Query:

1. Navigate to Queries → Accounts Receivable → Collections.

   The Collections query search criteria page is displayed.

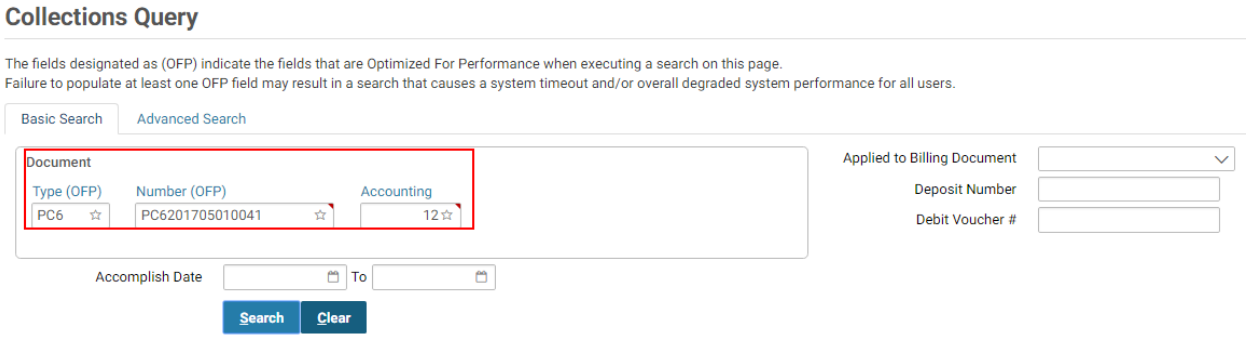
Figure 115: Collections Query Search Criteria Page (2)



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

   To search for Region 6 Pay.Gov Cash Receipts, enter **Document Type** and **Document Number**.

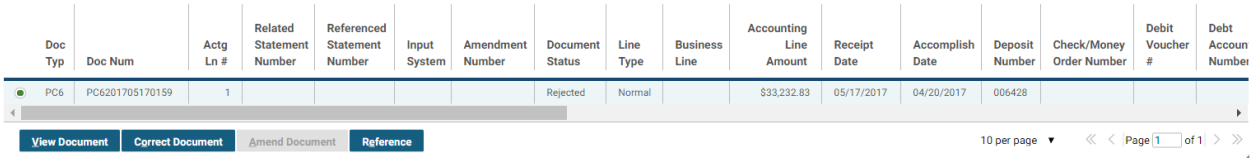
Figure 116: Enter Appropriate Search Criteria (2)



3. Select the **Search** button.

   The results are returned in the Item Collection.

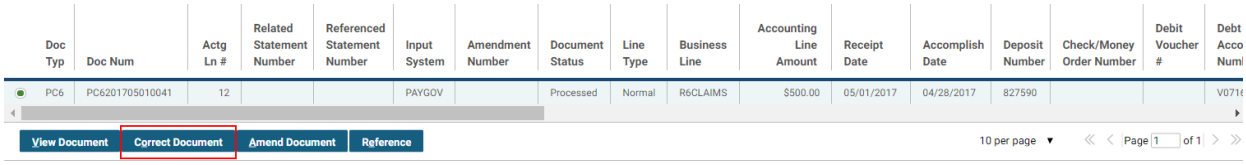
Figure 117: Item Collection Results (4)



4. Select a record and choose the below button:

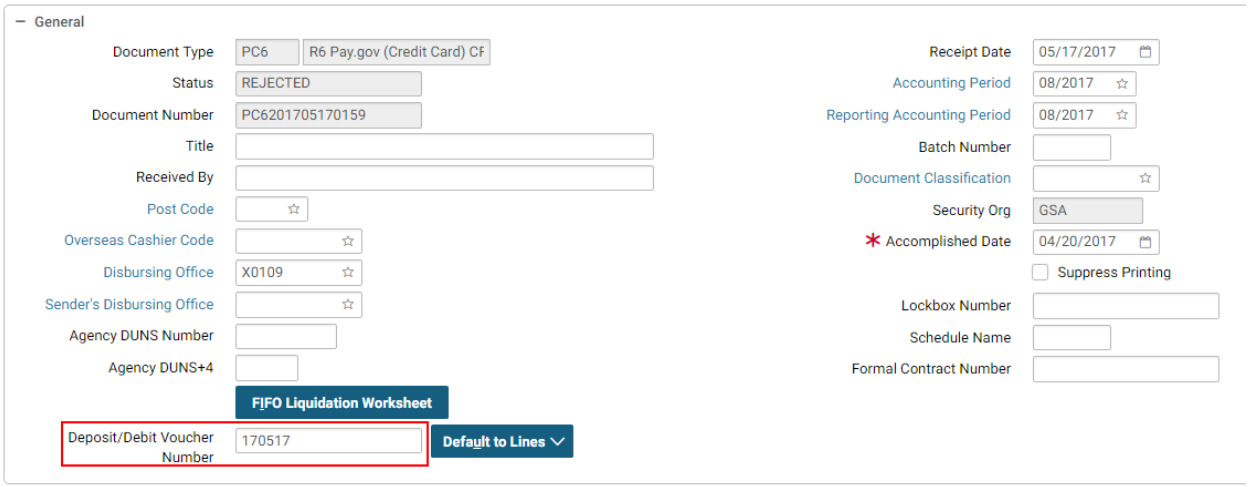
   Since the CR is in Rejected status, select the **Correct** button.

Figure 118: Select Correct Button



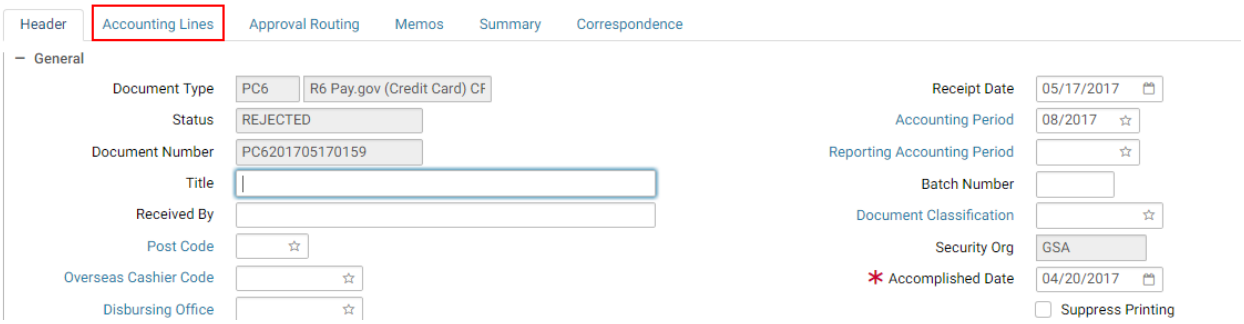
5. Review and correct any errors on the CR.
6. Ensure there is a Deposit Number.

Figure 119: Ensure Deposit Number (2)



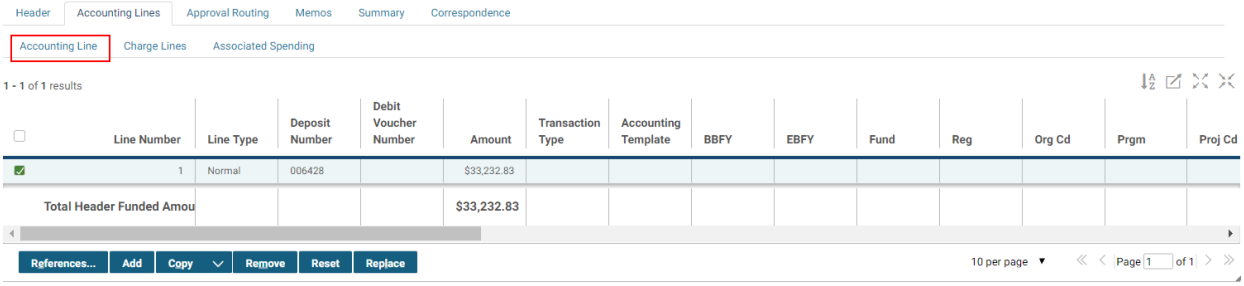
7. Select the Accounting Line tab.

Figure 120: Select Accounting Line Tab



8. Select the accounting line and then select the Accounting Line hyperlink.

Figure 121: Select Accounting Line and Accounting Line Hyperlink (2)



9. Update the **Transaction Type** from ‘C01’ to ‘P01’.
10. Select the **Save** button.
11. Select the **Verify** button.
12. Correct any hard errors and re - verify until the action is successful.

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

4.8.7.2 Manual Creation of a Cash Receipt (CR): Non-IPAC/Normal Line

Manual collections can be created for Non-IPAC transactions. IPAC transaction information is sent by Treasury and/or updated by the IPAC processes only; therefore IPAC CRs cannot be created manually.

There are specific document types to be used for manual CR creation. Among other reasons, this is to differentiate between manual and automatically generated CRs.

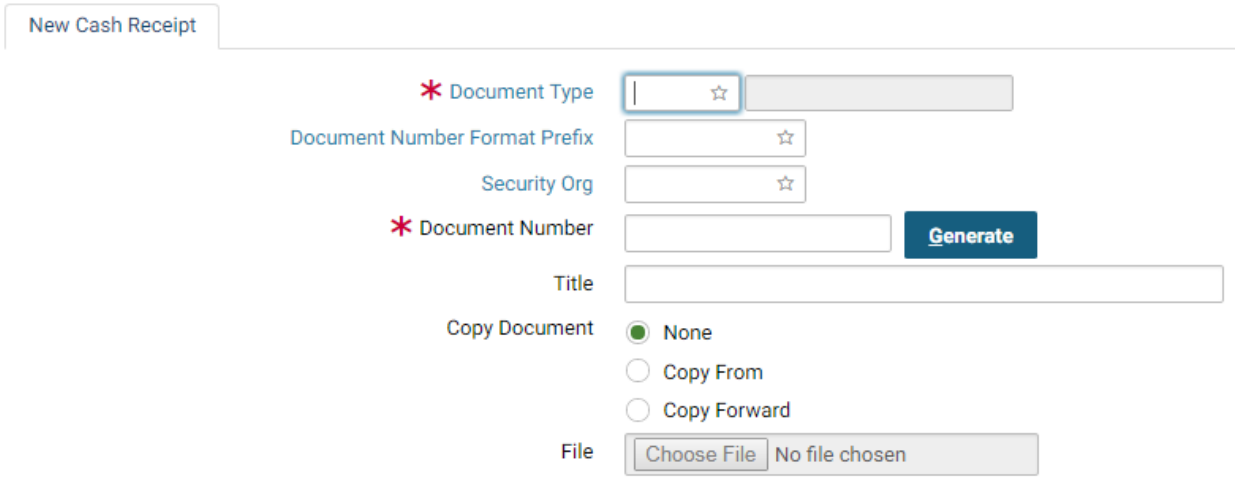
The following steps describe how a manual Non-IPAC Cash Receipt (CR) is created.

Steps to Create an Accounts Receivable Cash Receipt Form (Non-IPAC/Normal Line)

1. Navigate to Transactions → Accounts Receivable → New → Cash Receipt.

   The New Cash Receipt page is displayed.

Figure 122: New Cash Receipt Page - Non-IPAC/Normal Line



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

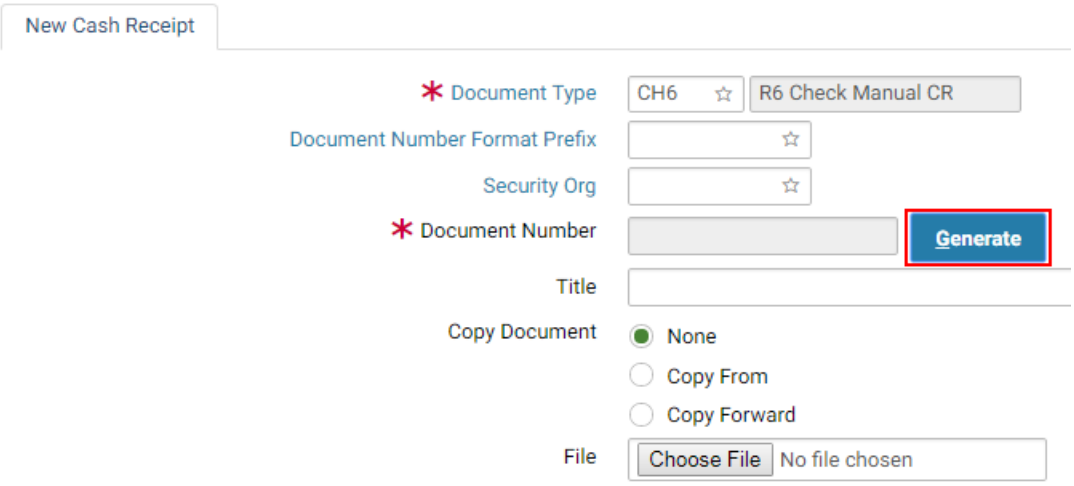
   NOTE: Only manual document types are used for online creation. Cash Receipt document types are differentiated by what type of collection is being recorded.

Figure 123: Document Type Entry - Non-IPAC/Normal Line

3. Select the **Generate** button to generate a **Document Number**.

   A unique document number will be generated in the **Document Number** field.

Figure 124: Generate Document Number - Non-IPAC/Normal Line



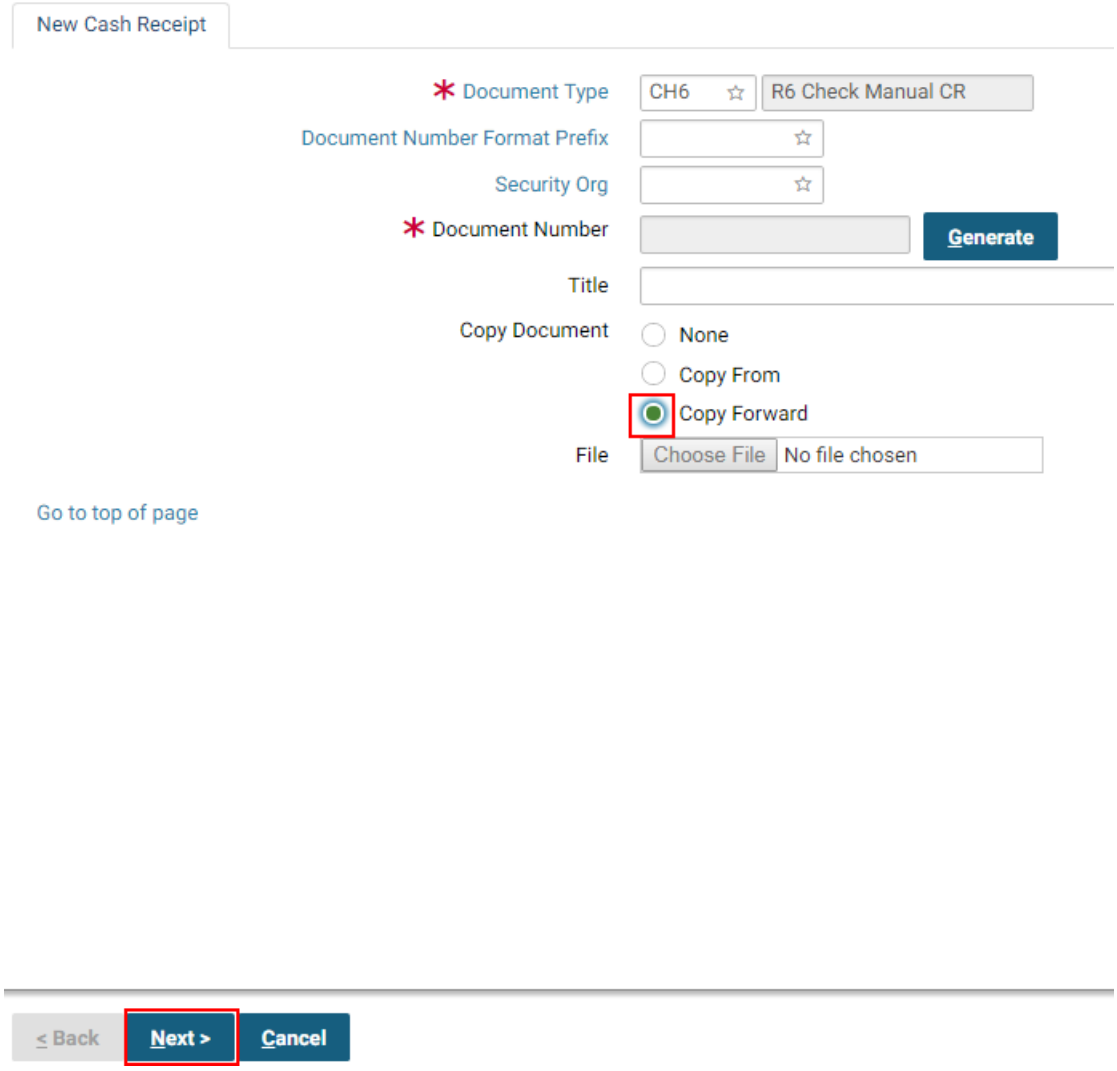
NOTE: The Document Number Formats are defined per document type and business line. For example: the Document Number format for 'CH6' is the document type of Cash Receipt (CR) form followed by the date and a sequential number, e.g., CH6YYYYMMDD####. (The complete list of Document Number formats is defined in the Configuration Spreadsheet.)

4. Select the **Copy Forward** radio button to copy forward from a referenced Billing Document (BD), and then select the **Next** button.

   NOTE: Copy Forward is used when referencing a document. Copy From is used when copying a document of the same document category.

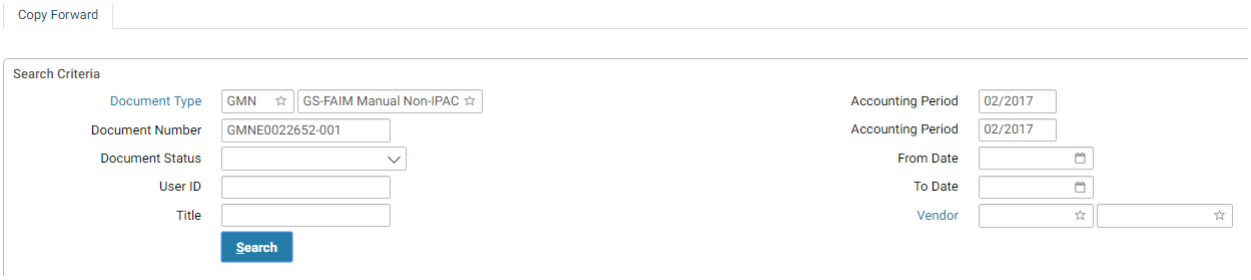
   NOTE: Optionally, the user may choose to select the None radio button, indicating that no referencing document will be copied. In this case, the user must fill out all the fields on the CR manually.

Figure 125: Select Copy Forward - Non-IPAC/Normal Line



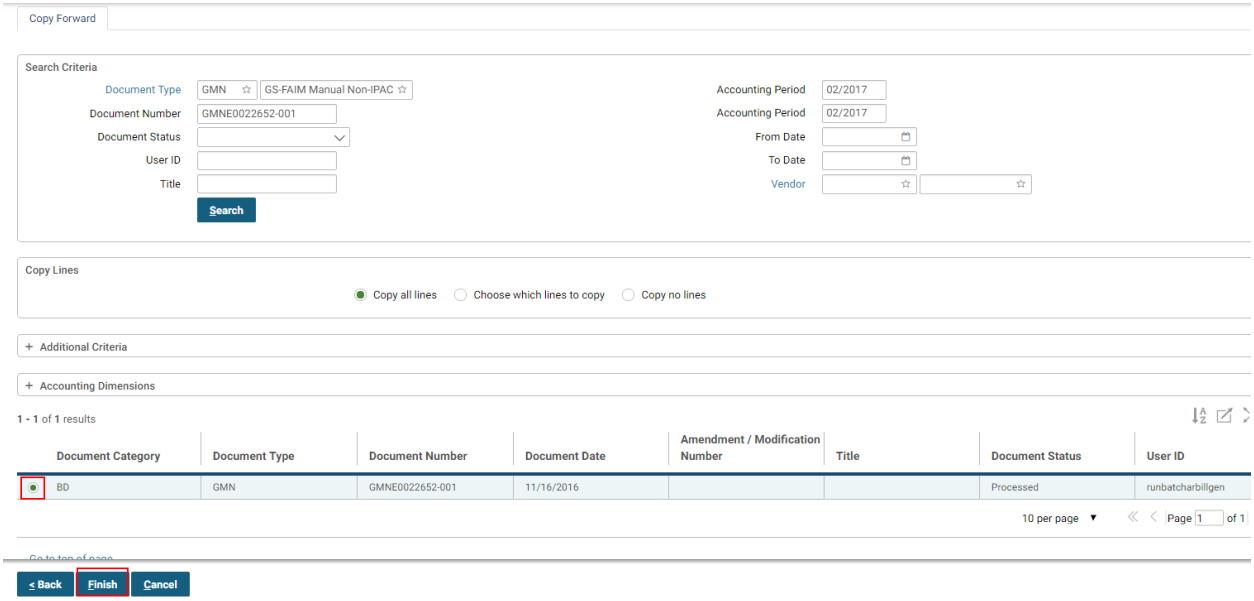
5. On the Copy Forward screen, enter the **Document Type**, **Document Number** and other search criteria to copy and then select the **Search** button.

Figure 126: Enter Document Information in Search Criteria



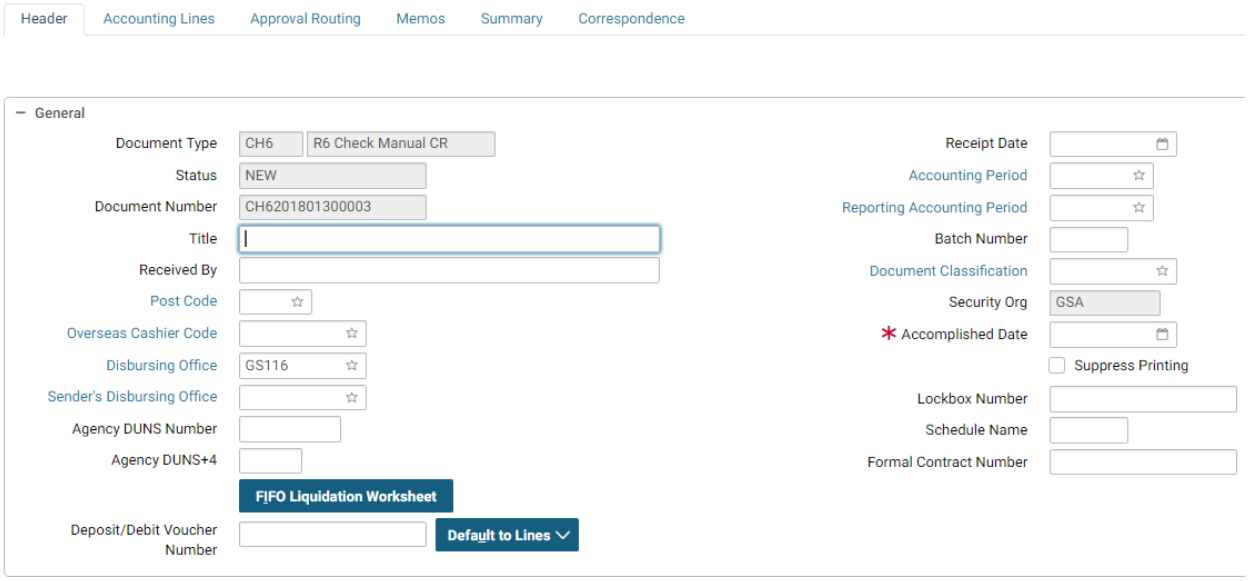
6. Select the BD to copy from the item collection and select the **Finish** button.

Figure 127: Select BD to Copy from the Item Collection



The Header page is displayed.

Figure 128: Header Page Displayed



7. Enter the **Deposit Number** and **Accomplished Date**.

   NOTE: The Document Date, Accounting Period, and Reporting Accounting Period will default to the current date/period when the form is verified or processed.

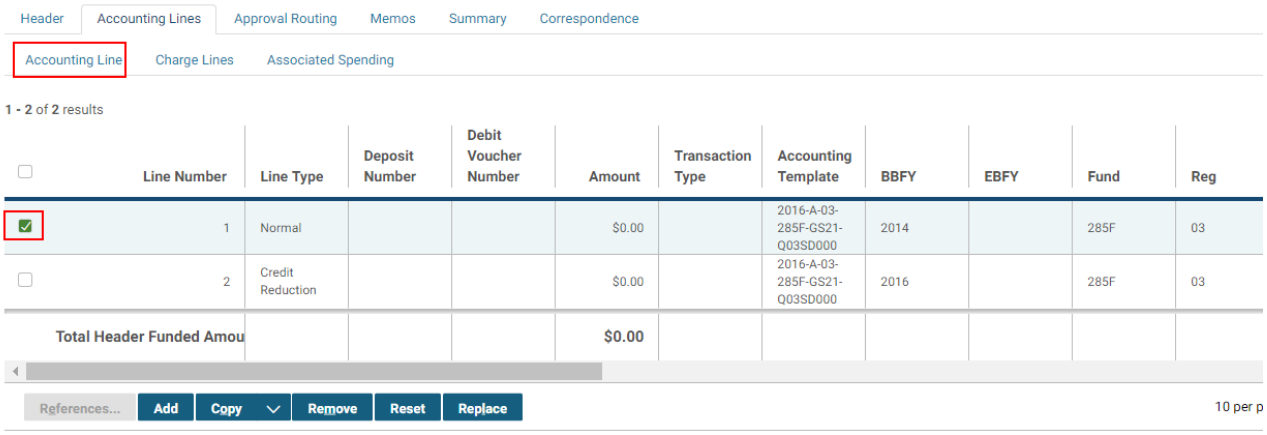
8. Select the **Accounting Line** tab.

Figure 129: Select Accounting Lines Tab (2)

9. Select the checkbox by the Accounting Line and then select the **Accounting Line** hyperlink to open the page.

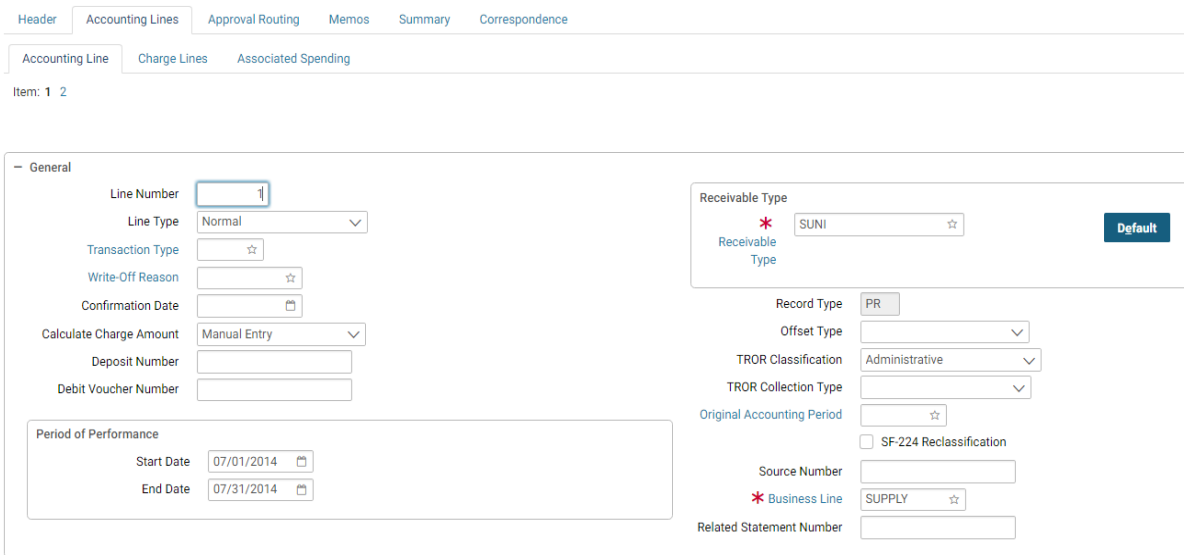
   NOTE: To enter a new Accounting Line, select the **Add** button. To copy an existing line, select the checkbox by the line to duplicate and select the **Copy** button. To delete an existing line, select the checkbox by the line and select the **Remove** button.

Figure 130: Select Accounting Line Checkbox and Hyperlink



The CR Accounting line page is displayed.

Figure 131: CR Accounting Line Page Displayed



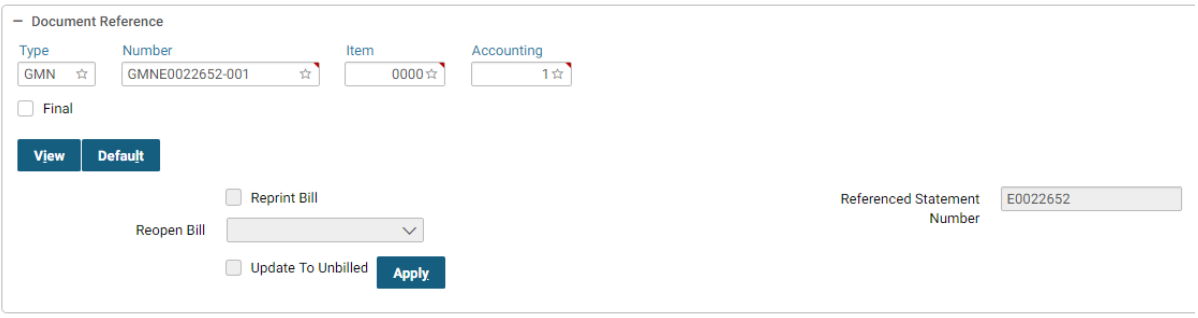
10. On the "Accounting Line" tab, populate the Pegasys System required fields and GSA Business Process required fields in the following sections. The Pegasys System required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but required to be populated per the business process of each Business line. For details on these fields, refer to **BAAR User Guide 10 of 10 C.11: Appendix: Create Cash Receipt (CR) - Lockbox & Contract Fees**.

    NOTE: Required fields (ex. Business Line, Vendor, Document Reference, Accounting Dimensions, etc.) will copy forward from the referenced document.

    NOTE: Receivable Type, Transaction Type, Posting Order, Tender Type and TROR classification will default from the document type.

    NOTE: The final flag in the Document Reference group box should not be checked.

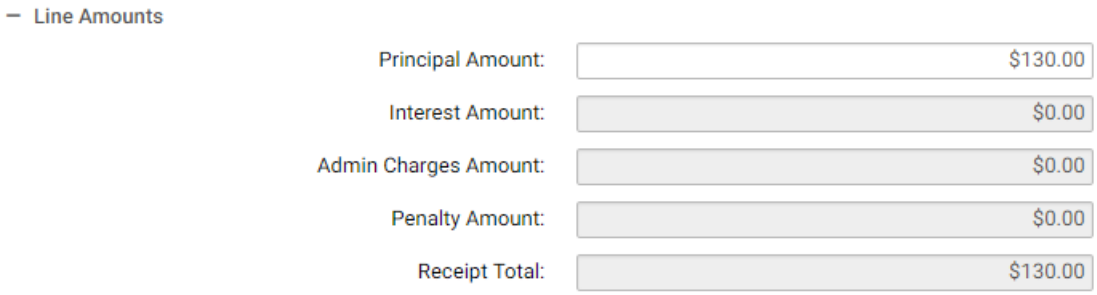
Figure 132: Populate Required Fields in the "Accounting Line" Tab



11. In the Line Amounts section, update the **Principal Amount** as necessary.

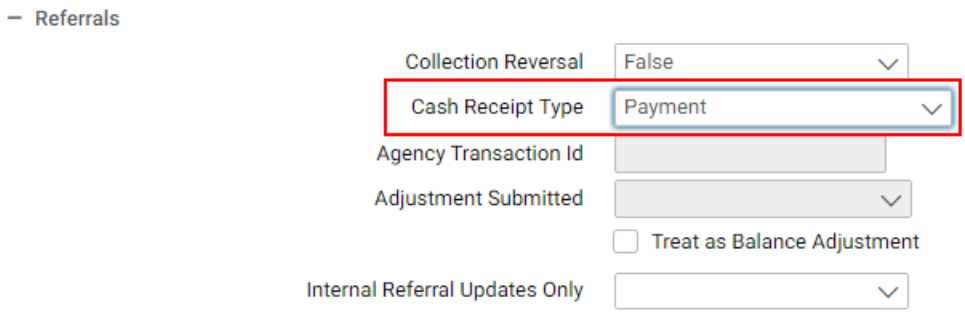
    NOTE: The Principal Amount defaults to the full amount of the BD. If the Cash Receipt is intended to have a lesser amount, the user must manually update this field.

Figure 133: Update Principal Line Amount



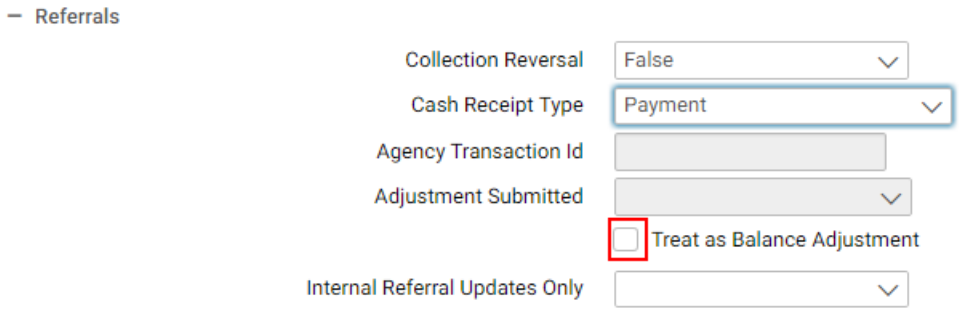
NOTE: If the Cash Receipt references a referred Billing Document or a referred Debt Account, Cash Receipt Type is required, and should be set to **Payment**. The value of this field is used to map the Transaction Type in the IAI mapping file (i.e., the output of the ARTREOEX (Referrals) batch job). When the Cash Receipt Type is set to Payment, this field is mapped as **APM.**

Figure 134: Set Cash Receipt Type to Payment



ALTERNATE PROCESS FLOW: For Document Type IOF (R6/7 Internal Offset), set Treat as Balance Adjustment to True (checked).

Figure 135: Set Treat as Balance Adjustment to True

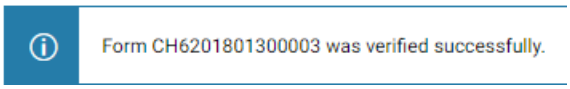


12. Select the **Save** button.

Figure 136: Successful Save - CH6

13. Select the **Verify** button.

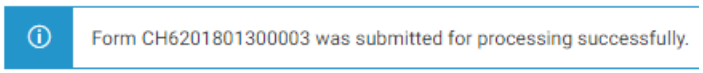
Figure 137: Successful Verification - CH6



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.

14. Select the **Submit** button.

Figure 138: Successful Submission - CH6



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

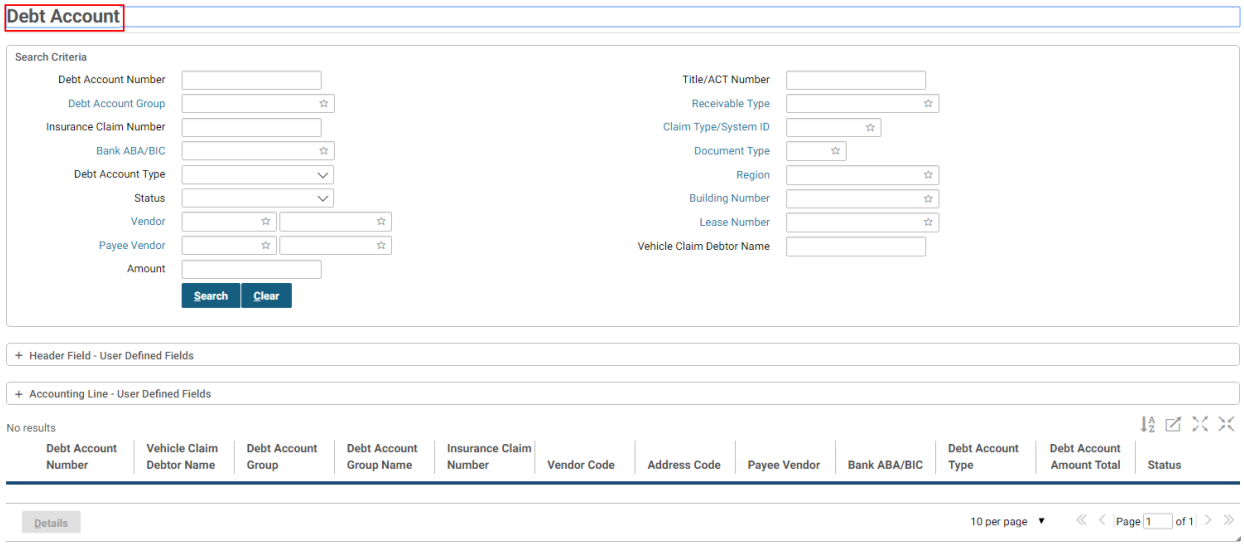
Steps to Create a Normal Cash Receipt Against a Debt Account

The following steps describe how a normal collection Cash Receipt (CR) against a Debt Account (DA) is created.

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

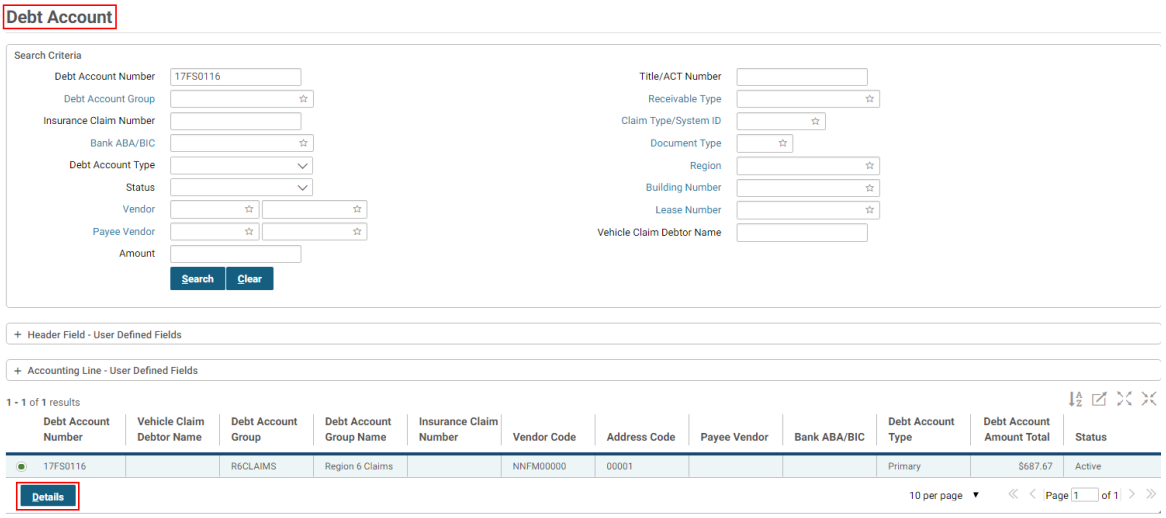
   The Debt Account query page is displayed.

Figure 139: Debt Account Query Page Displayed



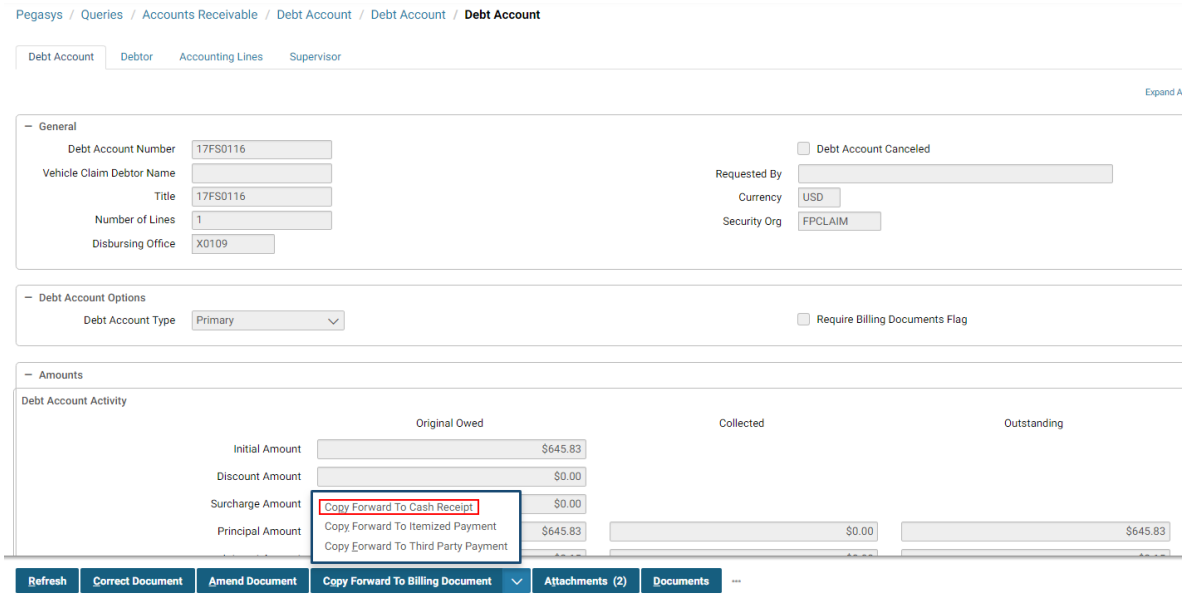
2. Enter a Debt Account Number.
3. Select **Search**.
4. Select the record from the item collection and select **Details**.

Figure 140: Select Record Details from Item Collection



5. Select the **Copy Forward To** button and select **Cash Receipt**.

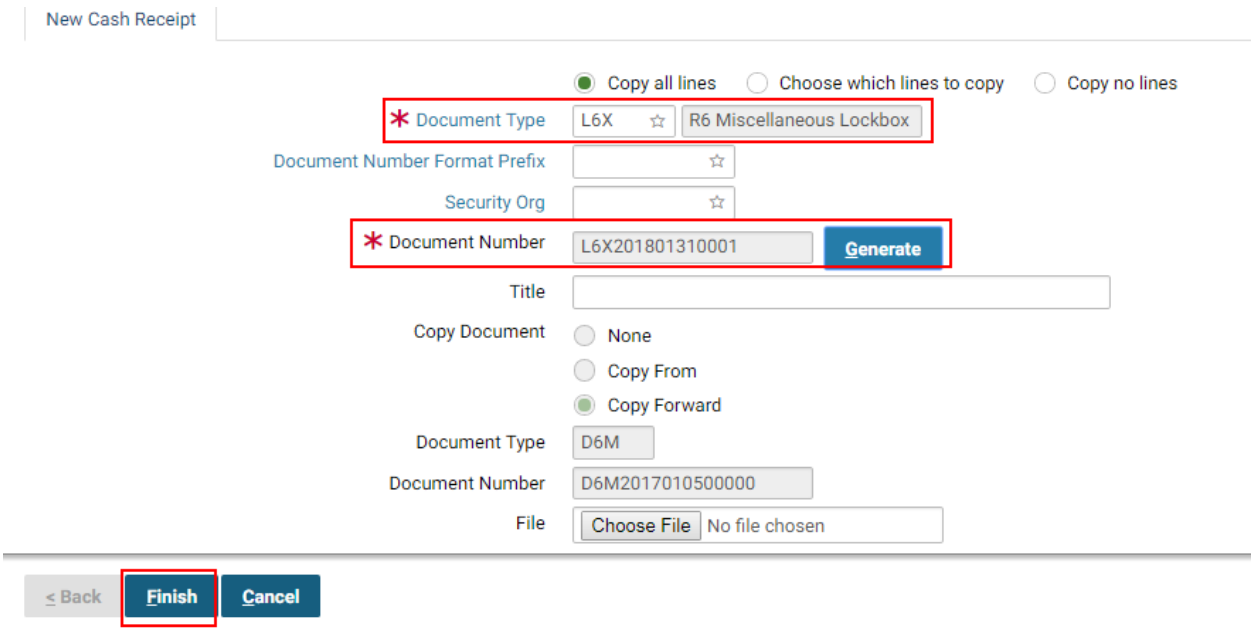
Figure 141: Select Copy Forward To and Cash Receipt



NOTE: Within the debt account sub tab is a general section. Within this section are some of the following fields: debt account number, vehicle claim debtor name, title, and number of lines. Below this is a debt account options section where the debt account type dropdown and require billing documents flag can be found. Below this is an amounts section where there are three columns of fields and rows that make up each column. The columns are original owed, collected, and outstanding and the rows are initial amount, discount amount, surcharge amount, and principal amount. At the bottom of the page are the following buttons: Refresh, correct document, amend document, copy forward to billing document dropdown button which contains the copy forward to cash receipt button, attachments, documents, and ellipses which expands to reveal more actions.

6. REQUIRED: Enter **Document Type**
7. Select the **Generate** button to generate a **Document Number**. A unique document number will be generated in the **Document Number** field.
8. Select the **Finish** button.

Figure 142: Enter Document Type, Document Number, and Select Finish Button

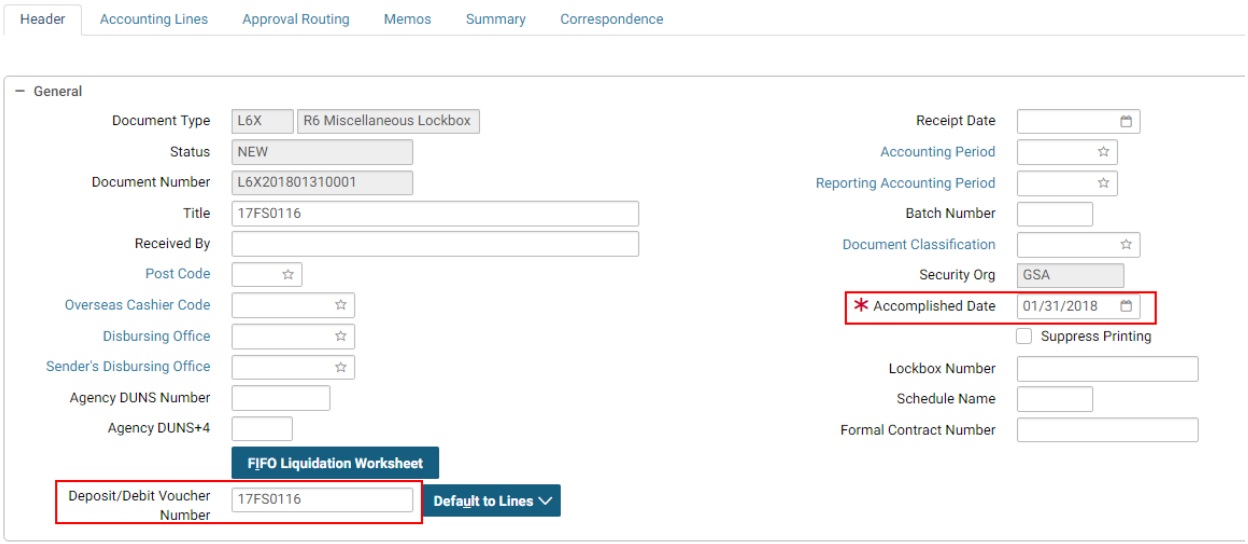


9. Select the Vendor associated with the Debt Account and select the **Finish** button.

Figure 143: Select Vendor Associated with Debt Account

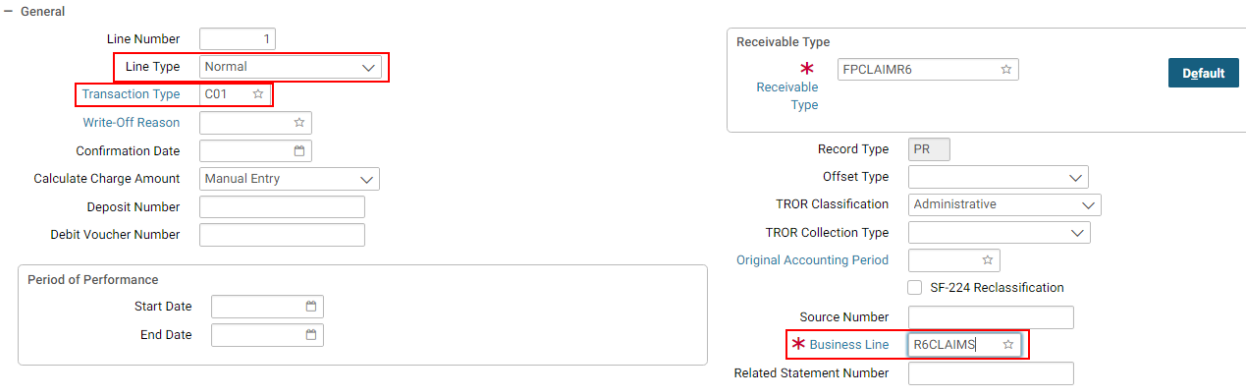
10. Enter a **Deposit Number**.
11. Enter the current date as the **Accomplished Date**.

Figure 144: Enter Deposit Number and Accomplished Date



12. Navigate to the Accounting Lines tab.
13. Select the accounting line and select the Accounting Line hyperlink.
14. Ensure the **Line Type** is Normal.
15. Enter a **Transaction Type**.
16. Enter R6CLAIMS as the **Business Line**.

Figure 145: Enter Accounting Line Information



17. Select the **Save** button.
18. Select the **Verify** button.
19. Correct any hard errors and re - verify until the action is successful.
20. Select the **Submit** button to process the document.

4.8.7.3 Manual Creation Cash Receipt (CR): Non-IPAC/Debit Voucher Line

When it is necessary to record a bounced check, the user can create a negative Cash Receipt (CR) by indicating a line type of Debit Voucher. The CR Debit Voucher has a negative dollar amount and references the previously booked collection. Upon successful processing of a CR Debit Voucher (DV), the bill closed by the referenced collection will be reopened with an outstanding amount equal to the CR DV. Manual CR/DVs can be created for Non-IPAC transactions. IPAC transaction information is sent by Treasury and/or updated by the IPAC processes only; therefore IPAC CR Debit Vouchers cannot be created manually.

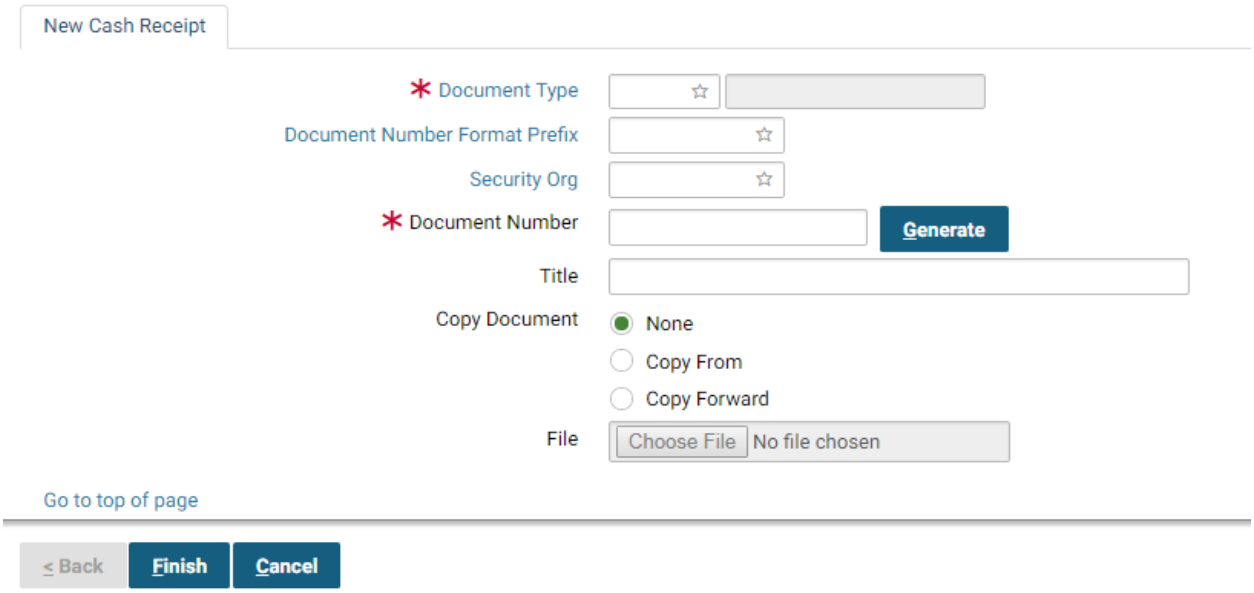
The following steps describe how a manual Non-IPAC Cash Receipt (CR) Debit Voucher is created against a CR that references a Billing Document (BD).

Steps to Create an Accounts Receivable Cash Receipt (CR) Form (Non-IPAC)/Debit Voucher Line Type

1. Navigate to Transactions → Accounts Receivable → New → Cash Receipt.

   The New Cash Receipt page is displayed.

Figure 146: New Cash Receipt Page - Non-IPAC/Debit Voucher Line



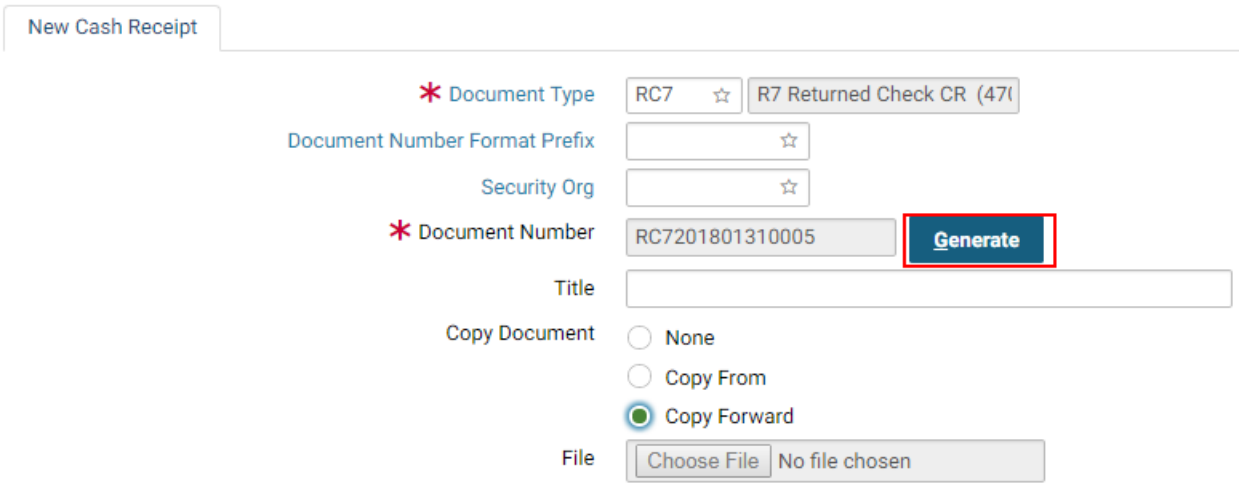
2. REQUIRED: Enter **Document Type**

   NOTE: Only manual document types are used for online creation. Cash Receipt (CR) document types are differentiated by what type of collection is being recorded. CR Debit Vouchers have a distinct document type.

Figure 147: Enter Document Type - Non-IPAC/Debit Voucher Line

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

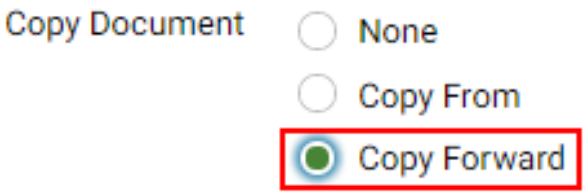
Figure 148: Generate Document Number - Non-IPAC/Debit Voucher Line



NOTE: The Document Number Formats are defined per document type and business line. For example: the Document Number format for 'CH6' is the document type of Cash Receipt (CR) form followed by the date and a sequential number, e.g., CH6YYYYMMDD####. (The complete list of Document Number formats is defined in the Configuration Spreadsheet.)

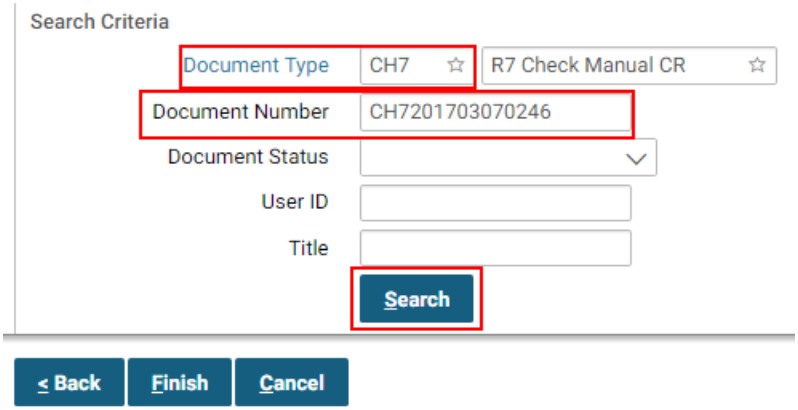
4. Select the **Copy Forward** radio button to copy forward from the original Cash Receipt and then select the **Next** button.

Figure 149: Select Copy Forward Radio Button



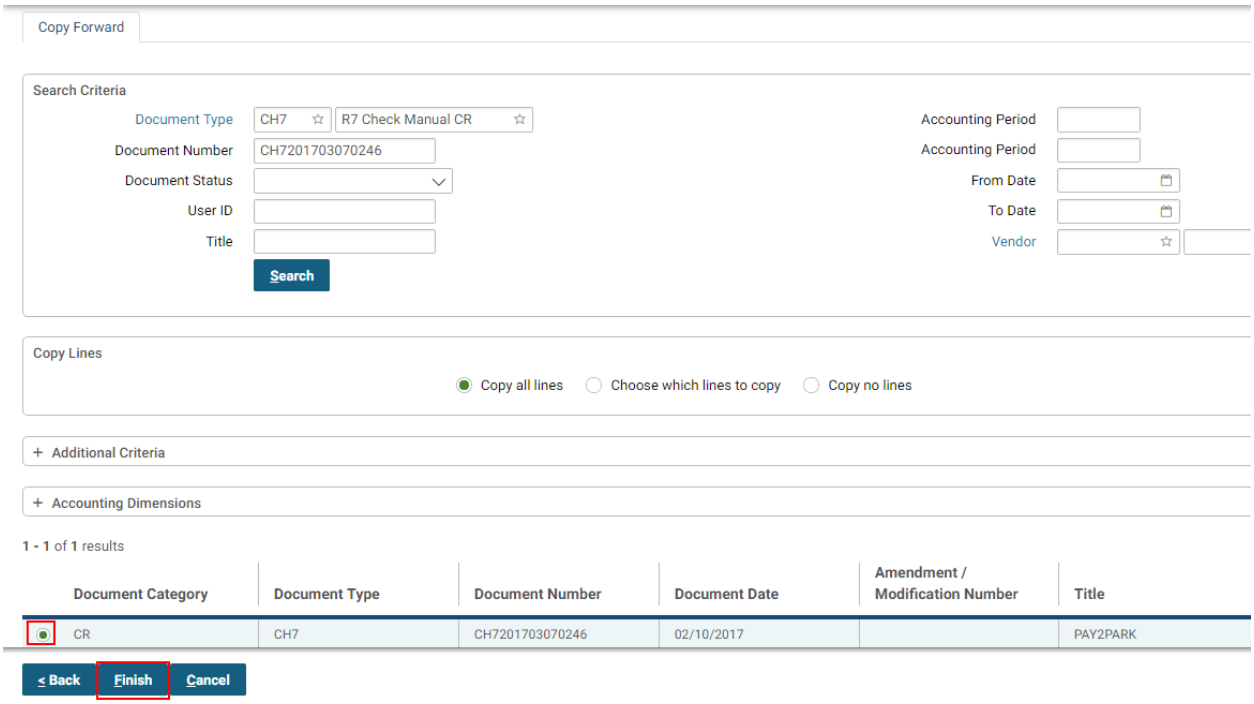
5. On the Copy Forward screen, enter the **Document Type**, **Document Number** and other search criteria to copy and then select the **Search** button.

Figure 150: Enter Search Criteria



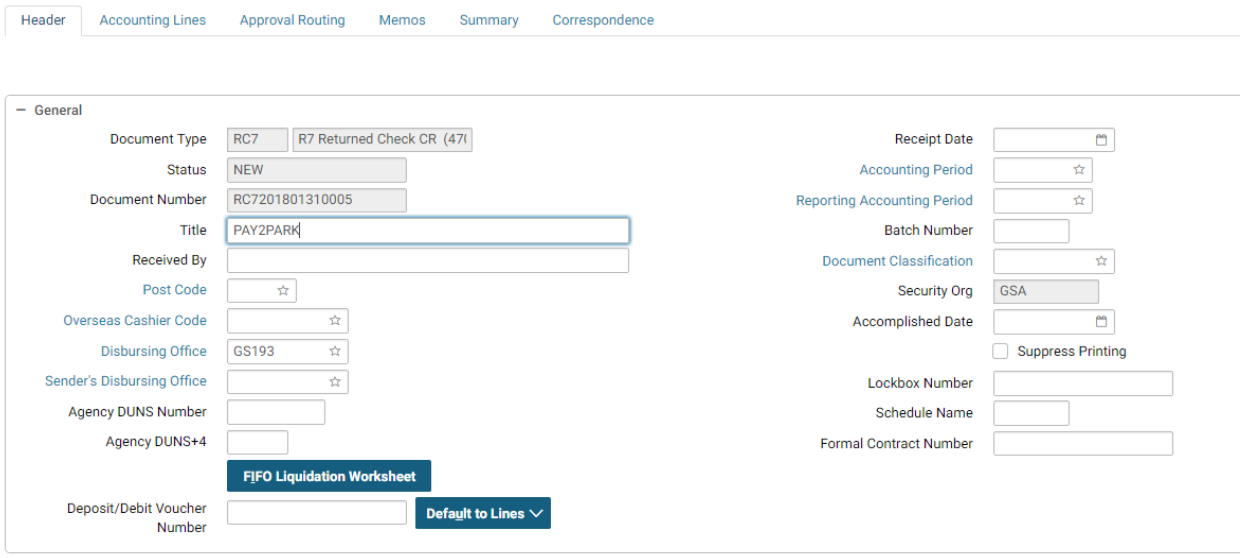
6. Select the document from the search results and then select the **Finish** button.

Figure 151: Select Document and Finish - Non-IPAC/Debit Voucher Line



The Header page is displayed.

Figure 152: Header Page - Non-IPAC/Debit Voucher Line



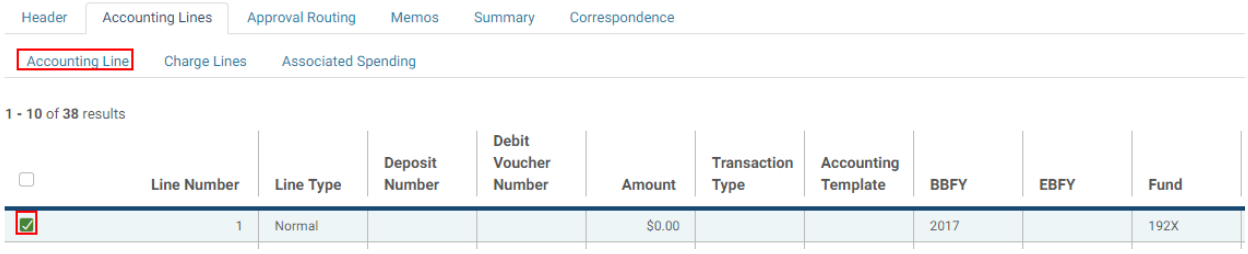
NOTE: The Document Date, Accounting Period, and Reporting Accounting Period will default to the current date/period when the form is verified or processed.

7. Enter the **Debit Voucher Number** and **Accomplished Date**.
8. Select the **Accounting Line** tab.

Figure 153: Select Accounting Lines Tab (3)

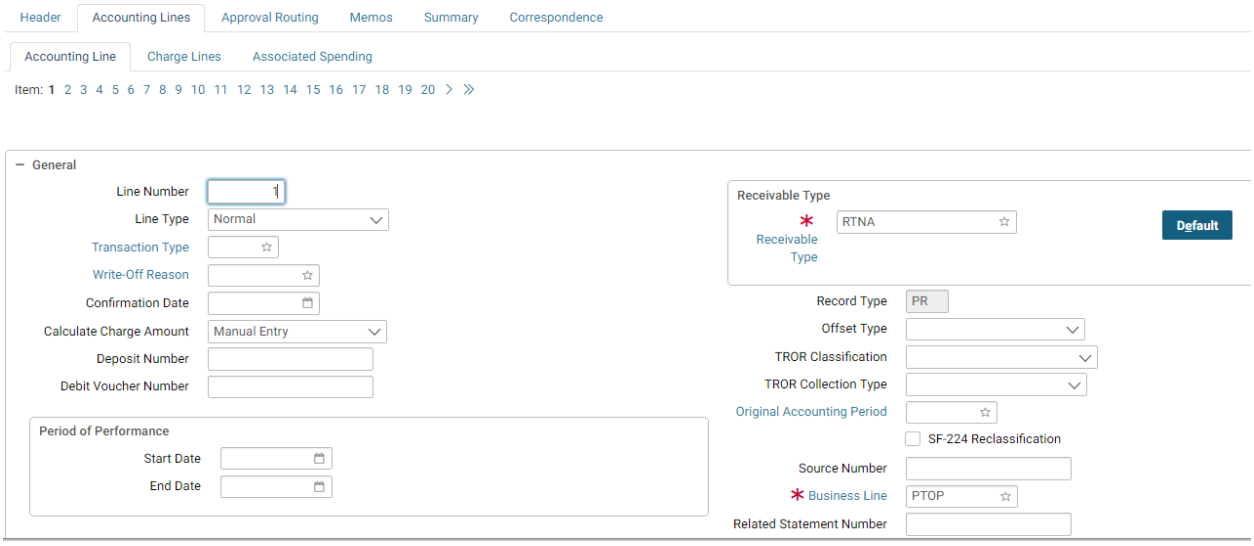
9. Select the checkbox by the Accounting Line and then select the **Accounting Line** hyperlink to open the page.

Figure 154: Select Accounting Line (1)



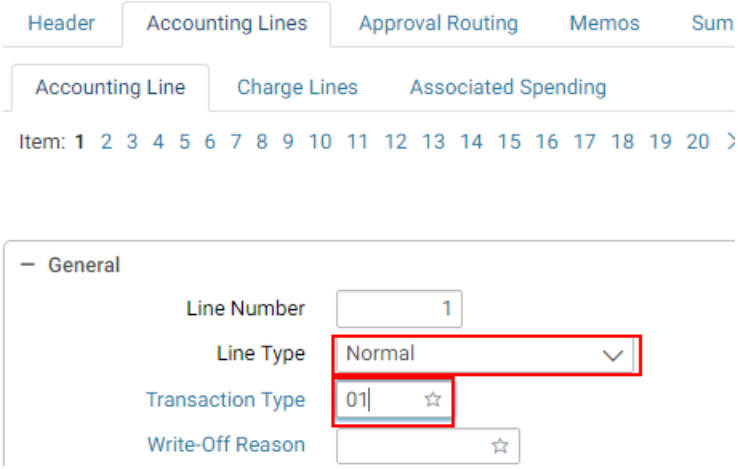
The CR Accounting line page is displayed.

Figure 155: CR Accounting Line Page



10. In the General section, enter the following:
    a. Line Type = Debit Voucher - Normal.
    b. Transaction Type = 01

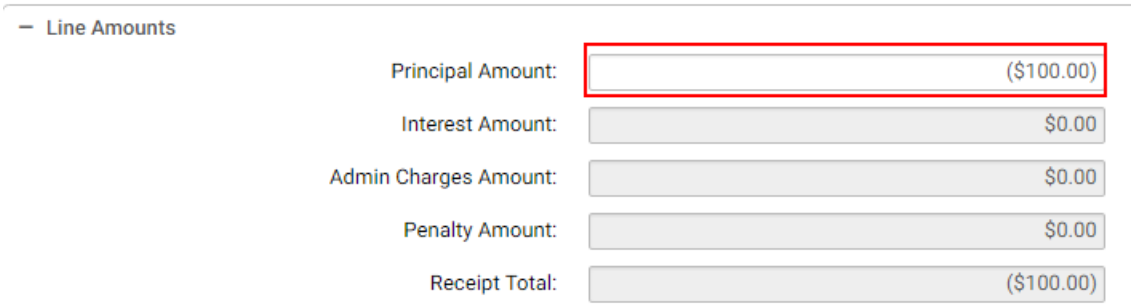
Figure 156: General Section Information Entry - Non-IPAC/Debit Voucher Line



11. In the Line Amounts section, enter a **negative** Principle Amount.

    NOTE: A negative amount is denoted by placing parentheses around the amount.

Figure 157: Enter Negative Line Amounts Amount

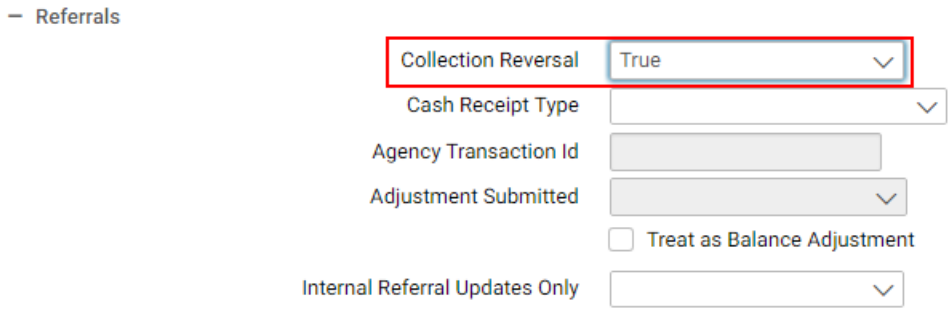


12. On the "Accounting Line" tab, populate the Pegasys System required fields and GSA Business Process required fields in the following sections. The Pegasys System required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but required to be populated per the business process of each Business line. For details on these fields, refer to **BAAR User Guide 10 of 10 C.11: Appendix: Create Cash Receipt (CR) - Lockbox & Contract Fees**.

    NOTE: Required fields (ex. Business Line, Vendor, Document Reference, Accounting Dimensions, etc.) will copy forward from the referenced document.

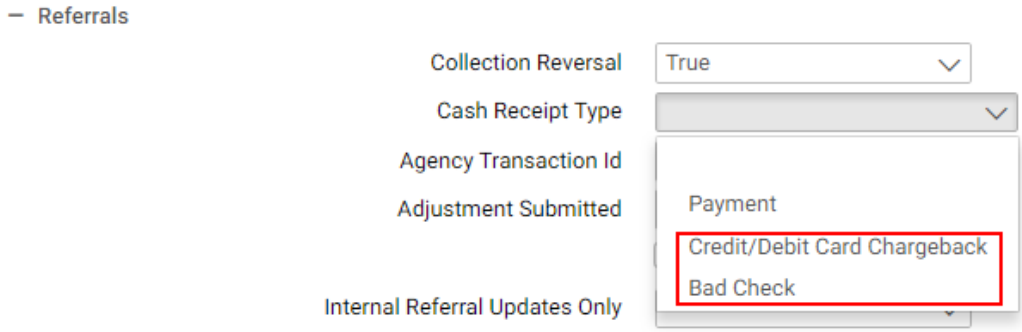
    NOTE: If the Debit Voucher Cash Receipt is being processed for the full amount of the referenced original collection Cash Receipt, AND the original collection Cash Receipt references a Billing Document or a Debt Account that has been referred to Treasury, set the Referrals section Collection Reversal flag to True (else leave False).

Figure 158: Collection Reversal False



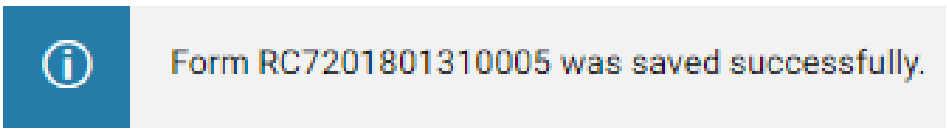
NOTE: If the Debit Voucher Cash Receipt references the original collection Cash Receipt that references a Billing Document or Debt Account that has been referred to Treasury, Cash Receipt Type is required. For Lockbox and check Cash Receipts, Cash Receipt Type should be set to **Bad Check**. For pay.gov Cash Receipts, Cash Receipt Type should be set to **Credit/Debit Card Chargeback**. The value of this field is used to map the Trans Type in the IAI mapping file (i.e., the output of the ARTREOEX batch job). When the Cash Receipt Type is set to Bad Check, this field is mapped as **AIBC**. When the Cash Receipt Type is set to Bad Check, this field is mapped as **ACC**.

Figure 159: Cash Receipt Type Options



13. Select the **Save** button.

Figure 160: Successful Save - RC7



14. Select the **Verify** button.

    NOTE: The bill referenced by the referenced CR of the Debit Voucher will be reopened. A message will be displayed that included the document type.

    NOTE: This message verifies that the Non-IPAC BD was originally closed by the referenced collection will be reopened with an outstanding amount equal to the CR DV. 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. The messages with the "i" are informational only and do not need to be corrected.

15. 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.

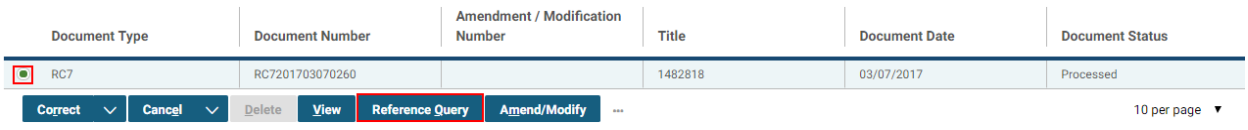
    When reviewing the Debit Voucher document, the reference tree includes both the CR and the BD.

16. To research the Debit Vouchers effect on the Billing Document, navigate to Form/Document Selection.

17. Enter the **Document Number** and search the document.

18. Select the document and select the **Reference Query** button.

Figure 161: Select Document and Reference Query



19. The Reference Tree will be opened in a new window.

Figure 162: Opened Reference Tree

Document	Doc Typ	Doc Num	Title	Status	Amendment Number	Doc Date	System Date Time	Document Amount	Document Cost Amount	Curr	Open/Closed
R7 Returned Check CR (47000017)	RC7	RC7201703070260	1482818	Processed		03/07/2017	03/07/2017 09:21:47	($877.86)	$0.00	USD	Closed
+ Referenced											

20. Select the [+] symbol to expand all nodes (folders) on the reference tree to see the referenced documents.

Figure 163: Expand Reference Tree Nodes

Document	Doc Typ	Doc Num	Title	Status	Amendment Number	Doc Date	System Date Time	Document Amount	Document Cost Amount	Curr	Open/Closed
R7 Returned Check CR (47000017)	RC7	RC7201703070260	1482818	Processed		03/07/2017	03/07/2017 09:21:47	($877.86)	$0.00	USD	Closed
− Referenced											
− R7 RWA Lockbox CR (47000017-0?)	L7R	L7R201702150054	1482818	Processed		02/15/2017	02/16/2017 17:18:46	$877.86	$0.00	USD	Closed
RWA/HOTD Non-IPAC BD	ADN	ADNX0055576-001	R1482818	Processed		10/05/2016	10/05/2016 13:51:14	$111.11	$0.00	USD	Open

Note the Billing Document (BD) is open.

Figure 164: Billing Document Open Status

− General

Doc Typ	ADN	Document Amount	$111.11	Doc Date	10/05/2016
Doc Num	ADNX0055576-001	Document Cost Amount	$0.00	System Date Time	10/05/2016 13:51:14
Title	R1482818	Document Closed Amount	$0.00		
Status	Processed	Curr	USD		
Amendment Number		Open/Closed	Open		
Statement #					
Last Modified By	runbatcharbillgen				

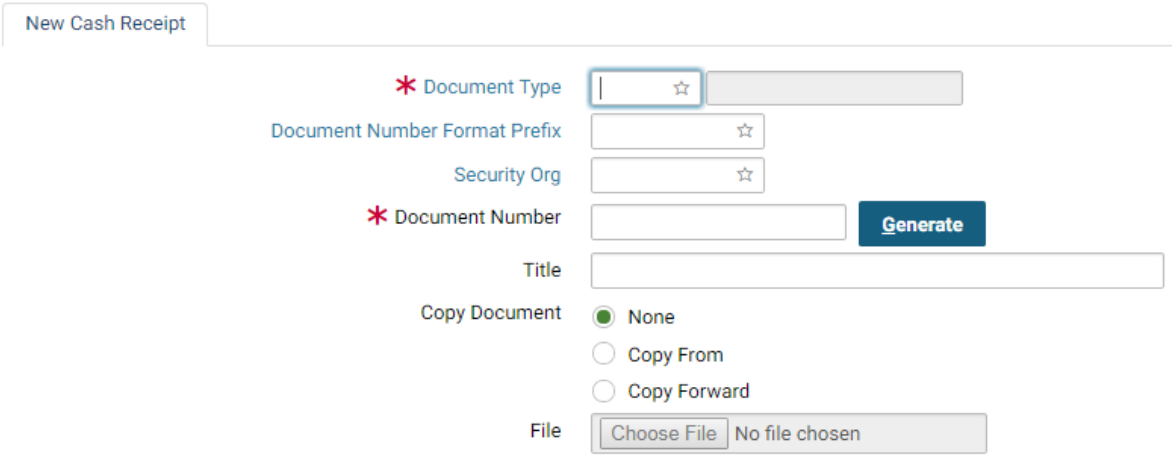
Steps to Create a Debit Voucher Cash Receipt (CR) against a Debt Account (DA) for a Check

The following steps describe how a Debit Voucher Cash Receipt (CR) against a Debt Account (DA) for a check is created.

1. Navigate to Transactions → Accounts Receivable → New → Cash Receipt.

   The New Cash Receipt page is displayed.

Figure 165: New Cash Receipt Page - Debit Voucher CR against a DA

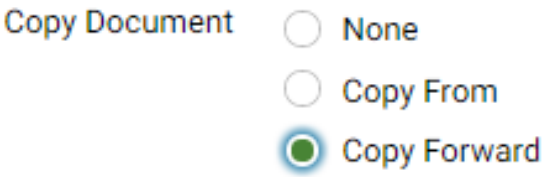


2. REQUIRED: Enter **Document Type**

Figure 166: Enter Document Type - Debit Voucher CR against a DA

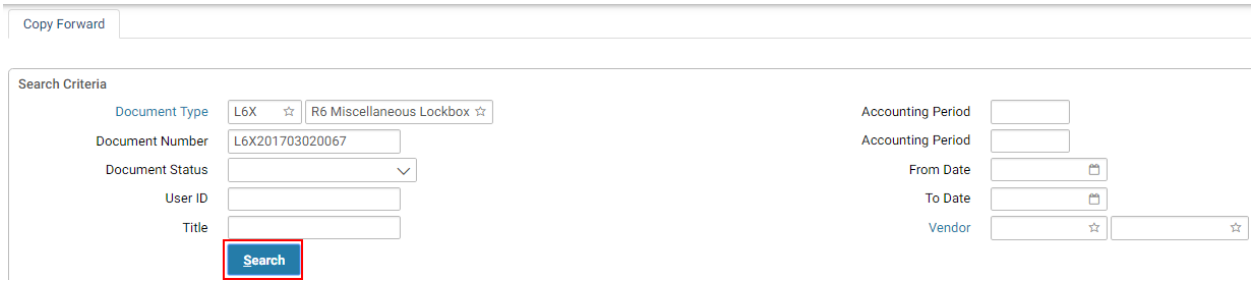
3. Select the **Generate** button to generate a **Document Number**. A unique document number will be generated in the **Document Number** field.
4. Select the **Copy Forward** radio button to copy forward from the original Cash Receipt and then select the **Next** button.

Figure 167: Select Copy Forward - Debit Voucher CR against a DA



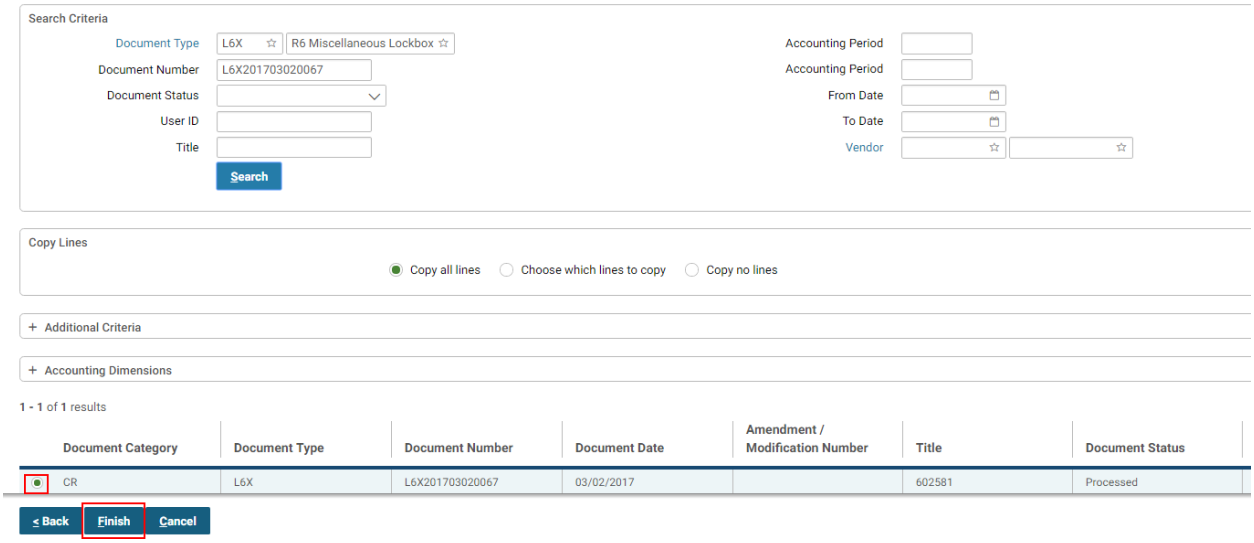
5. On the Copy Forward screen, enter the **Document Type**, **Document Number** and other search criteria to copy and then select the **Search** button.

Figure 168: Enter Appropriate Information on Copy Forward Screen



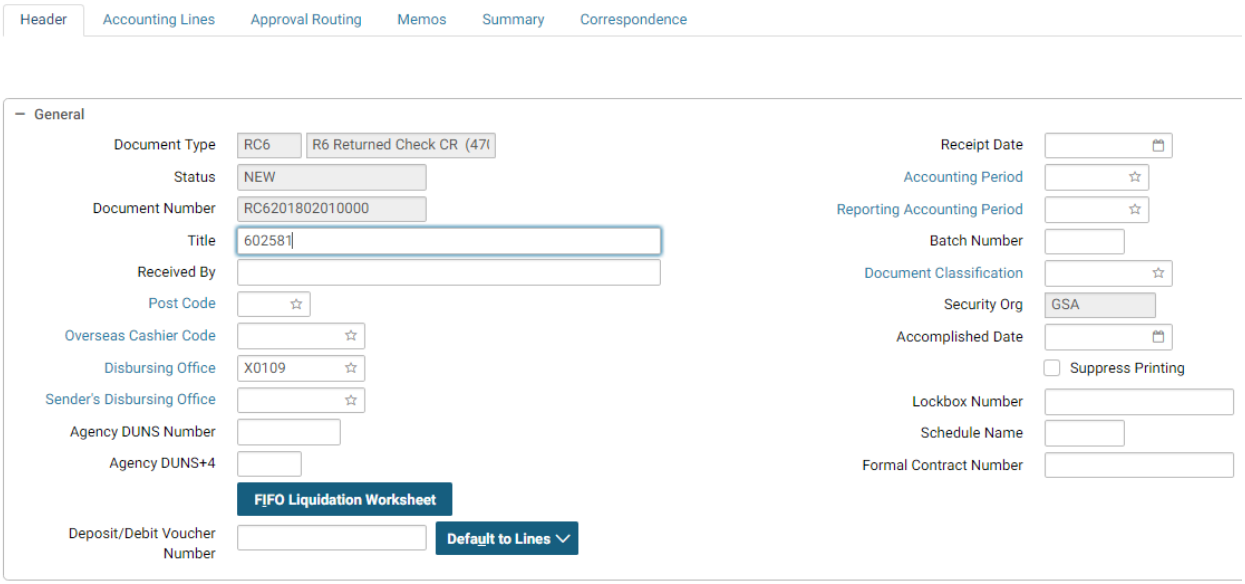
6. Select the document from the search results and then select the **Finish** button.

Figure 169: Select Document and Finish - Debit Voucher CR against a DA



The Header Page is displayed.

Figure 170: Header Page Display - Debit Voucher CR against a DA

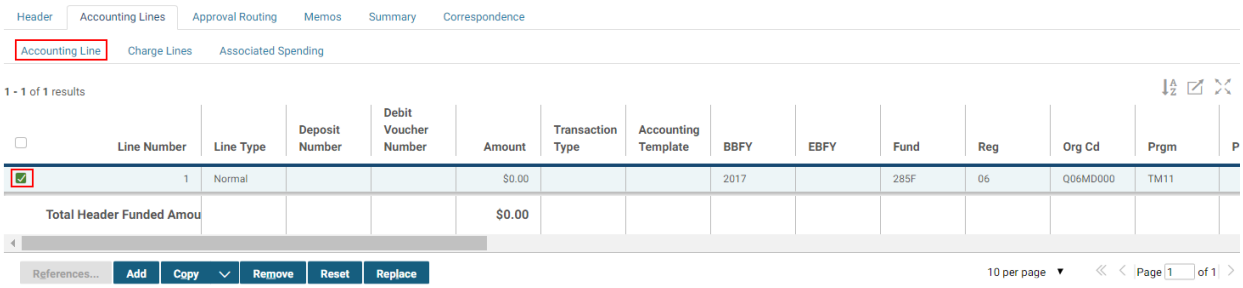


7. Enter the Debit Voucher Number and Accomplished Date.
8. Select the Accounting Lines tab.

Figure 171: Select Accounting Lines Tab (4)

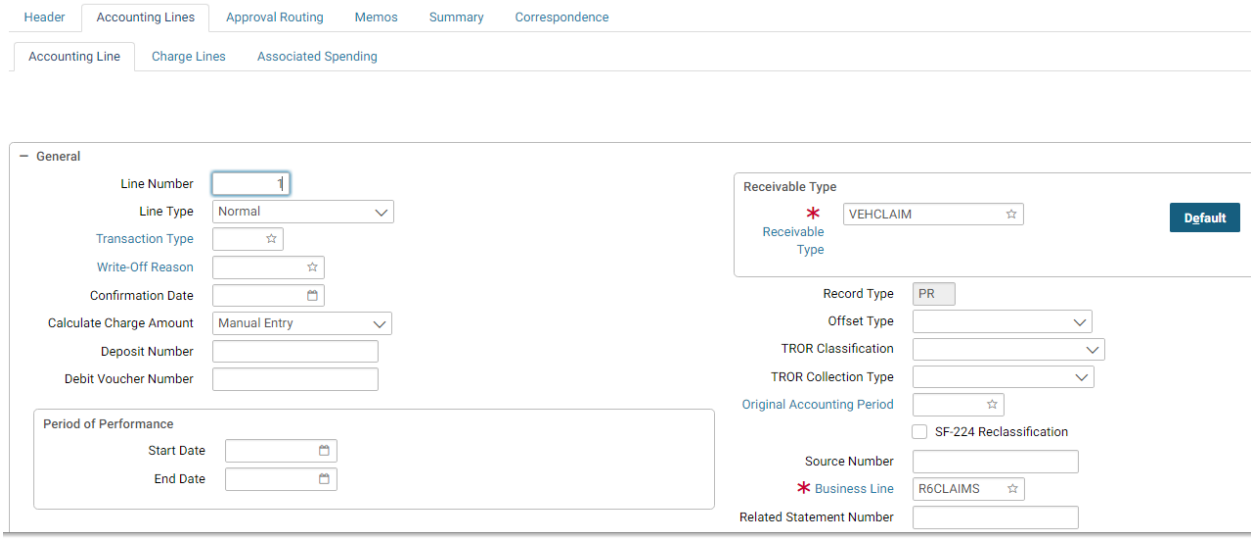
9. Select the checkbox by the Accounting Line and then select the **Accounting Line** hyperlink to open the page.

Figure 172: Select Accounting Line (2)



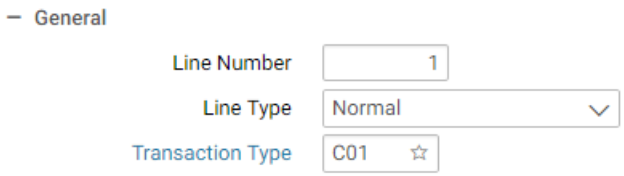
The Accounting Line Page is displayed.

Figure 173: Accounting Line Page Displayed



10. In the General section, enter the following:
    a. Line Type = Debit Voucher - Normal.
    b. Transaction Type = C01.

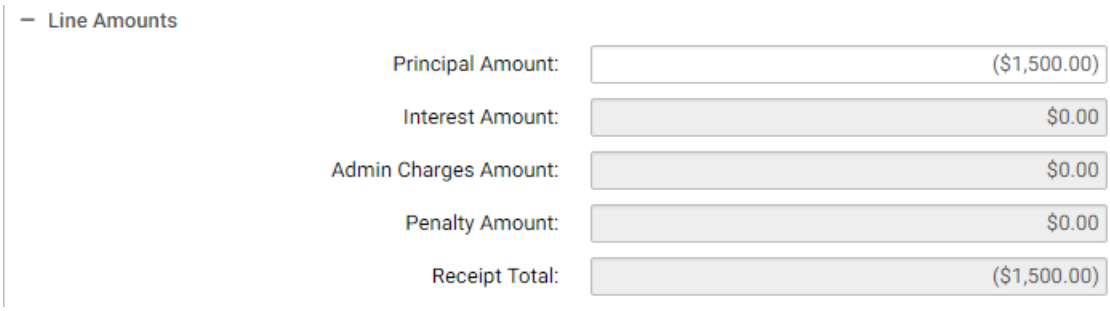
Figure 174: General Section Information Entry - Debit Voucher CR against a DA



11. In the Line Amounts section, enter a negative Principal Amount.

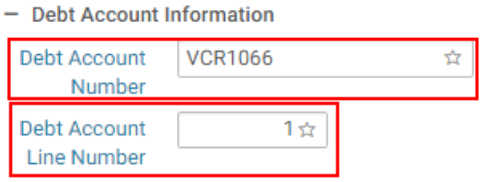
    NOTE: A negative amount is denoted by placing parentheses around the amount.

Figure 175: Enter Negative Principle Line Amount



12. In the Debt Account Information section, ensure that the **Debt Account Number** and **Debt Account Line Number** are populated.

Figure 176: Populate Debt Account and Debt Account Line Number



13. Select the **Save** button.
14. Select the **Verify** button.
15. Correct any hard errors and re - verify until the action is successful.
16. Select the **Submit** button to process the document.

4.8.7.4 Manual Creation Cash Receipt (CR): Non-IPAC Advance Payment

Non - Federal customers that enter into an agreement with GSA must submit a pre - payment before GSA can begin filling the customer order. After an agreement is established between the customer and GSA, a Cash Receipt with an Advance Payment Line Type must be processed to document the pre - payment the customer has submitted.

Advance collections are processed for work that has not yet been performed and posted as a liability. Given that the customer paid in advance, a Billing Document is not created.

Once the revenue has been earned (i.e., the order has been filled), a CR with a Line Type of Advance Offset should be processed to offset the Advance Payment by recording the amount as earned revenue. For details on Advance Offset CRs, refer to **Section 4.8.7.5: Manual Creation Cash Receipt (CR): Non-IPAC Advance Offset**.

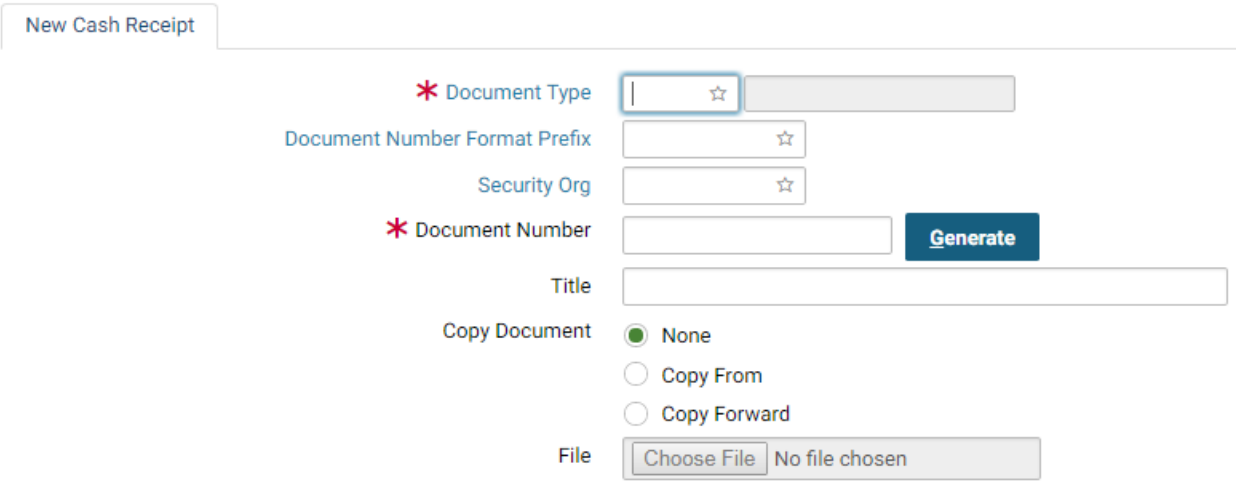
The following steps describe how a manual Non-IPAC Cash Receipt (CR) Advance Payment is created.

Steps to Create an Accounts Receivable Cash Receipt (CR) Form (Non-IPAC/Advance Payment Line):

1. Navigate to Transactions → Accounts Receivable → New → Cash Receipt.

   The New Cash Receipt page is displayed.

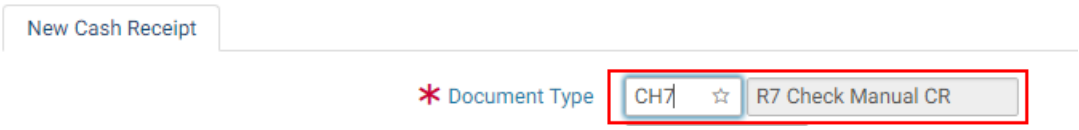
Figure 177: New Cash Receipt Page - Non-IPAC Advance Payment



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

   NOTE: Only manual document types are used for online creation. Cash Receipt document types are differentiated by what type of collection is being recorded.

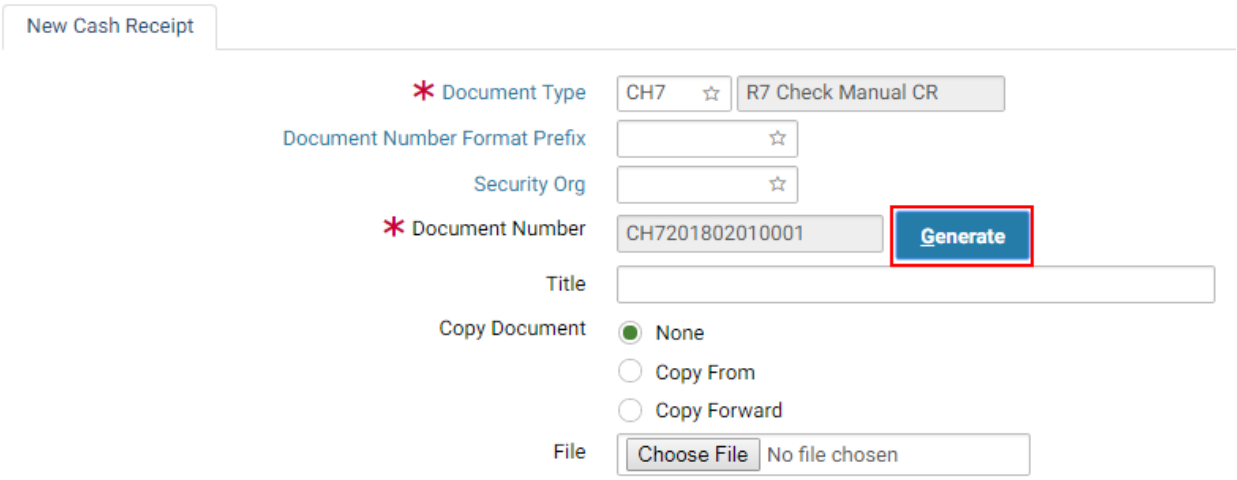
Figure 178: Document Type Entry - Non-IPAC Advance Payment



3. Select the **Generate** button to generate a **Document Number**.

   A unique document number will be generated in the **Document Number** field.

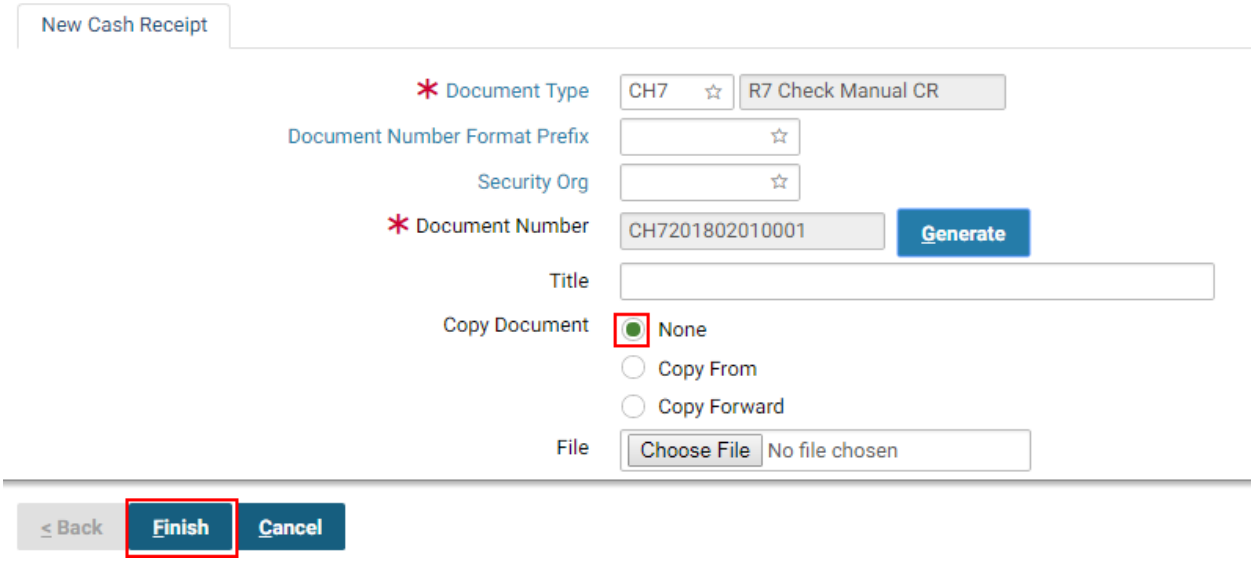
Figure 179: Generate Document



NOTE: The Document Number Formats are defined per document type and business line. For example: the Document Number format for 'CH7' is the document type of Cash Receipt (CR) form followed by the date and a sequential number, e.g., CH7YYYYMMDD####. (The complete list of Document Number formats is defined in the Configuration Spreadsheet.)

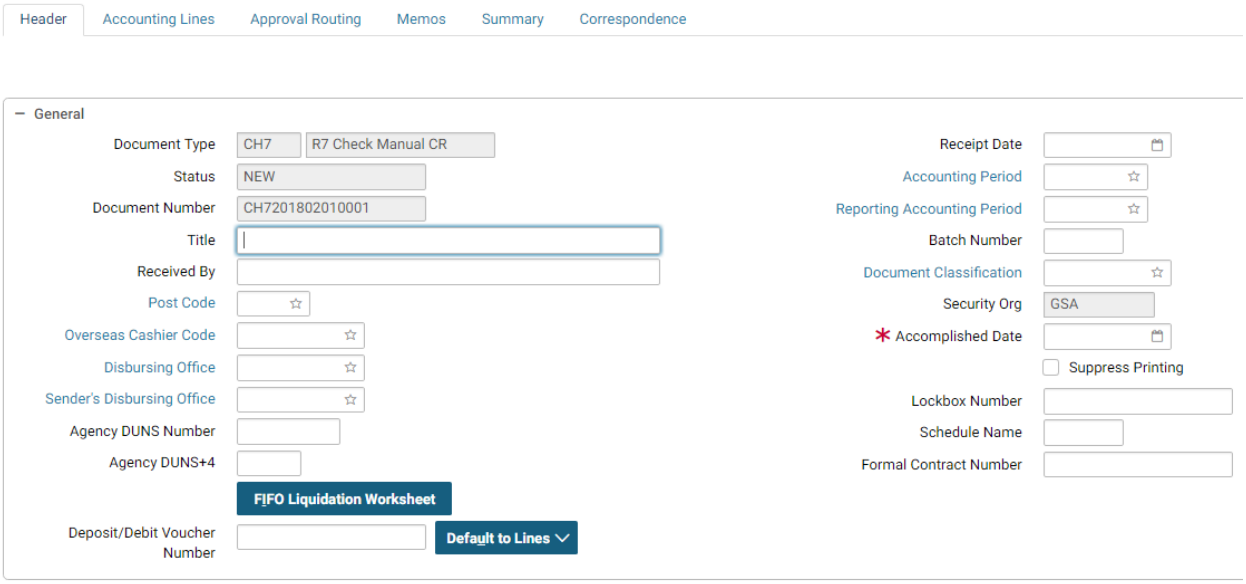
4. Ensure the **None** radio button is selected, and then select the **Finish** button.

Figure 180: Select None Radio Button and Finish Button



The Header page is displayed.

Figure 181: Header Page - Non-IPAC Advance Payment



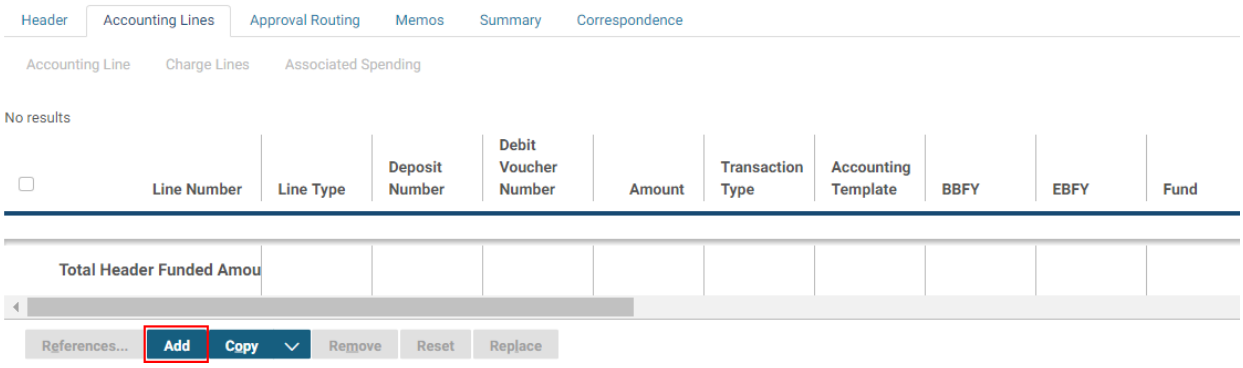
NOTE: The Document Date, Accounting Period, and Reporting Accounting Period will default to the current date/period when the form is verified or processed.

5. On the "Header" tab, populate the Pegasys System required fields and GSA Business Process required fields in the following sections. The Pegasys System required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but required to be populated per the business process of each Business line. For details on these fields, refer to **BAAR User Guide 10 of 10 C.11: Appendix: Create Cash Receipt (CR) - Lockbox & Contract Fees**.
6. Select the **Accounting Line** tab.

Figure 182: Select Accounting Lines Tab (5)

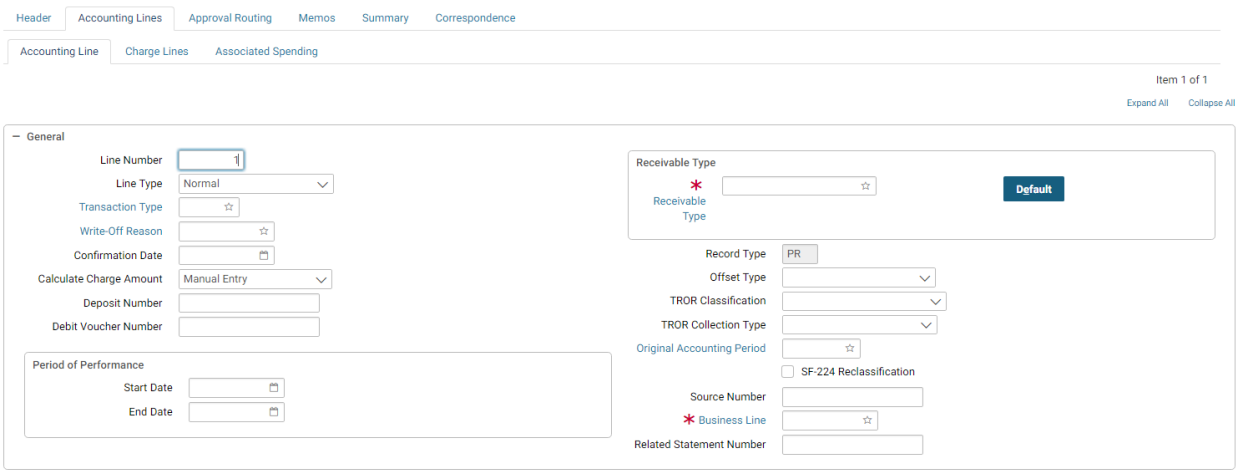
7. Select the **Add** button to enter a new Accounting Line.

Figure 183: Select "Add" Button



The CR Accounting line page is displayed.

Figure 184: CR Accounting Line



8. On the "Accounting Line" tab, populate the Pegasys System required fields and GSA Business Process required fields in the following sections. The Pegasys System required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but required to be populated per the business process of each Business line. For details on these fields, refer to **BAAR User Guide 10 of 10 C.11: Appendix: Create Cash Receipt (CR) - Lockbox & Contract Fees**.

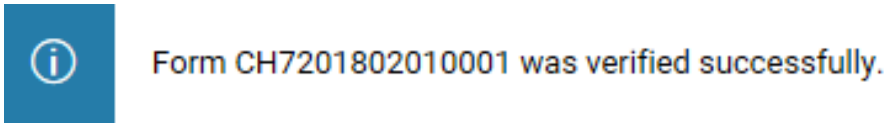
   NOTE: Receivable Type, Transaction Type, Posting Order, Tender Type and TROR classification will default from the document type.

9. Select the **Save** button.

Figure 185: Successful Save - CH7 (1)

10. Select the **Verify** button.

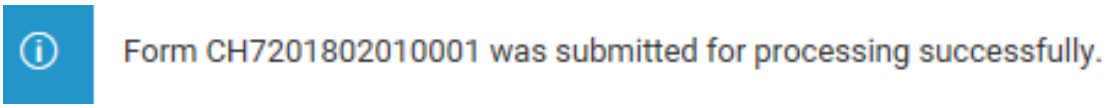
Figure 186: Successful Verification - CH7 (1)



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.

11. Select the **Submit** button.

Figure 187: Successful Submission - CH7 (1)



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

4.8.7.5 Manual Creation Cash Receipt (CR): Non-IPAC Advance Offset

As described in **Section 4.8.7.4: Manual Creation Cash Receipt (CR): Non-IPAC Advance Payment**, Non - Federal customers that enter into an agreement with GSA must submit a pre - payment (Cash Receipt with Line Type of Advance Payment)

Once the revenue has been earned (i.e., the order has been filled), the Advance collection amount must be recorded as earned revenue. This is done by creating a Cash Receipt with a Line Type of Advance Offset that references the original Advance Payment CR. This will transfer the collection from a liability to earned revenue.

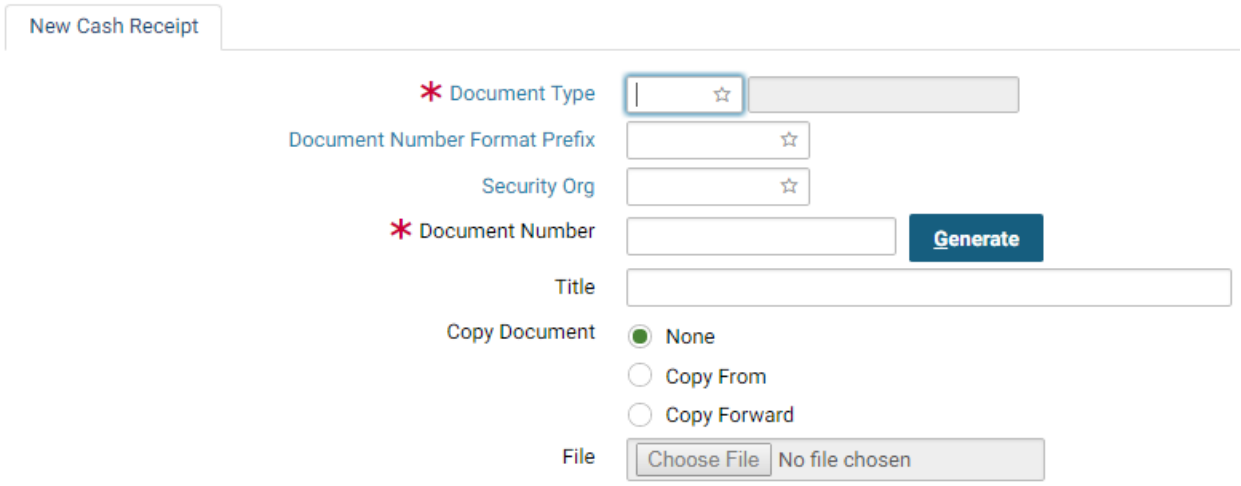
The following steps describe how a manual Non-IPAC Cash Receipt (CR) Advance Offset is created.

Steps to Create an Accounts Receivable Cash Receipt (CR) Form (Non-IPAC/Advance Offset Line):

1. Navigate to Transactions → Accounts Receivable → New → Cash Receipt.

   The New Cash Receipt page is displayed.

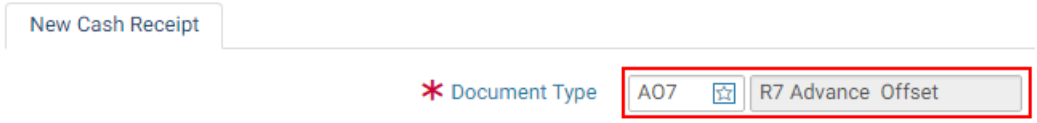
Figure 188: New Cash Receipt Page - Non-IPAC Advance Offset



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

   NOTE: Only manual document types are used for online creation. Cash Receipt document types are differentiated by what type of collection is being recorded.

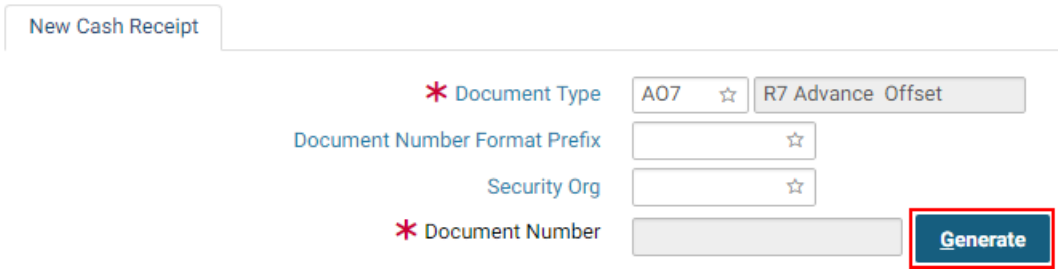
Figure 189: Enter Document Type - Non-IPAC Advance Offset



3. Select the Generate button to generate a **Document Number**.

   A unique document number will be generated in the **Document Number** field.

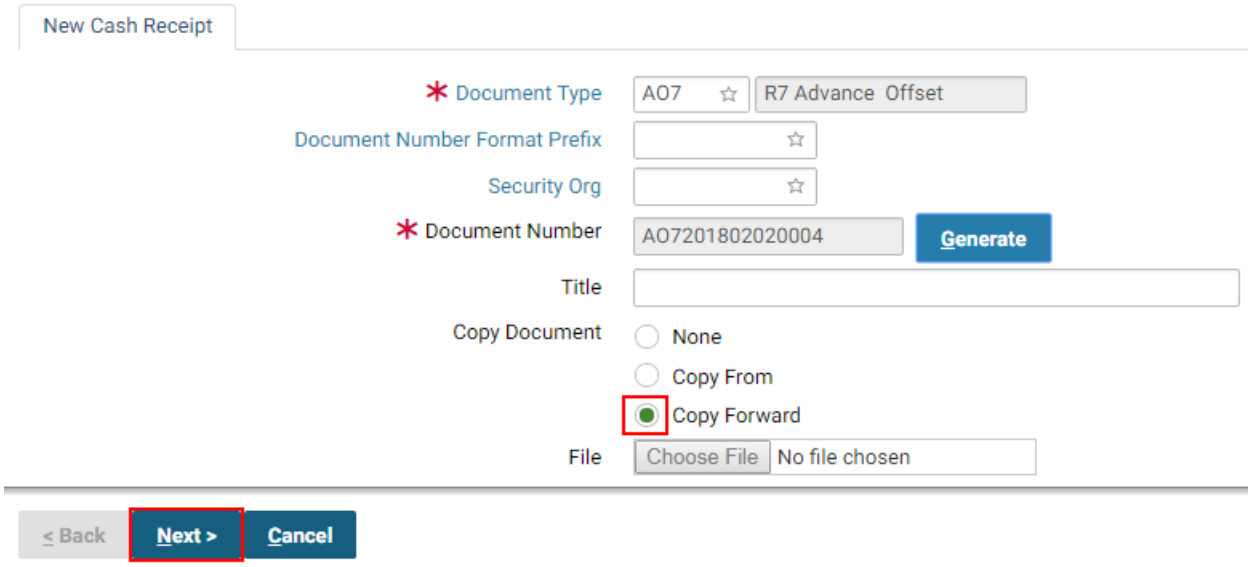
Figure 190: Select Generate Button



NOTE: The Document Number Formats are defined per document type and business line. For example: the Document Number format for 'AO7' is the document type of the Cash Receipt (CR) form followed by the date and a sequential number, e.g., AO7YYYYMMDD####. (The complete list of Document Number formats is defined in the Configuration Spreadsheet.)

4. Select the **Copy Forward** radio button to copy forward from the **Advance Payment Cash Receipt**, and then select the **Next** button.

Figure 191: Select Copy Forward - Non-IPAC Advance Offset

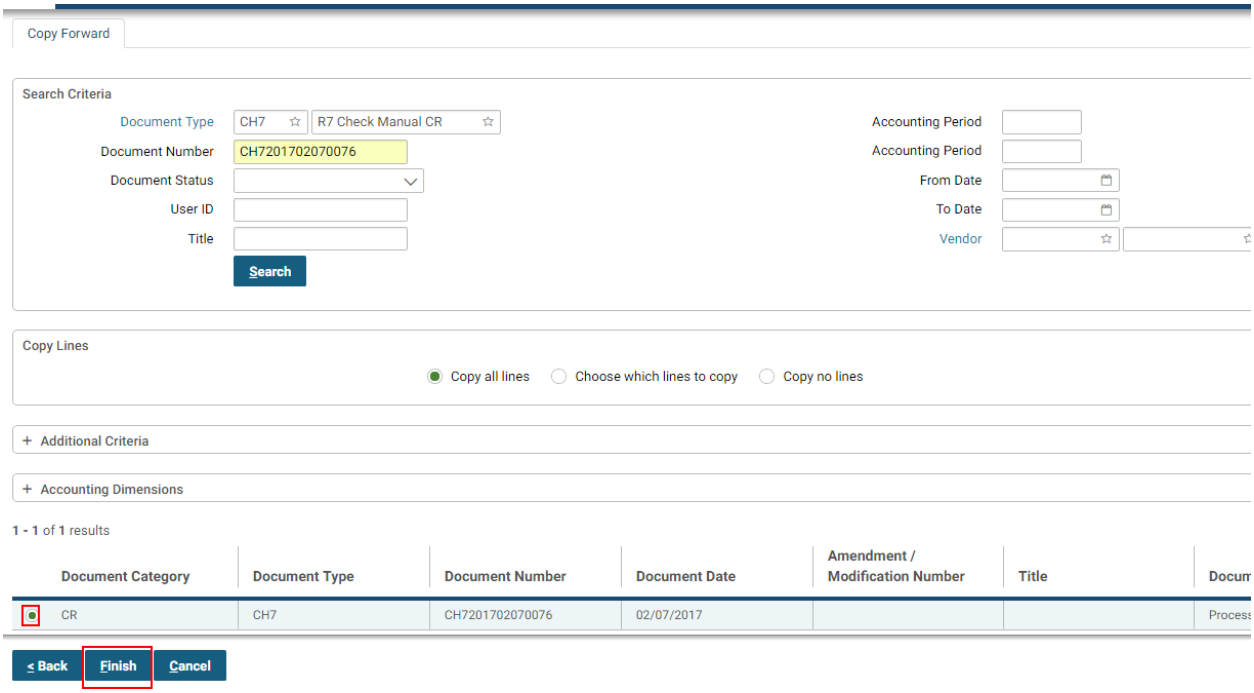


5. On the Copy Forward screen, enter the **Document Type**, **Document Number** and other search criteria to copy and then select the **Search** button.

Figure 192: Enter Search Criteria on Copy Forward Screen

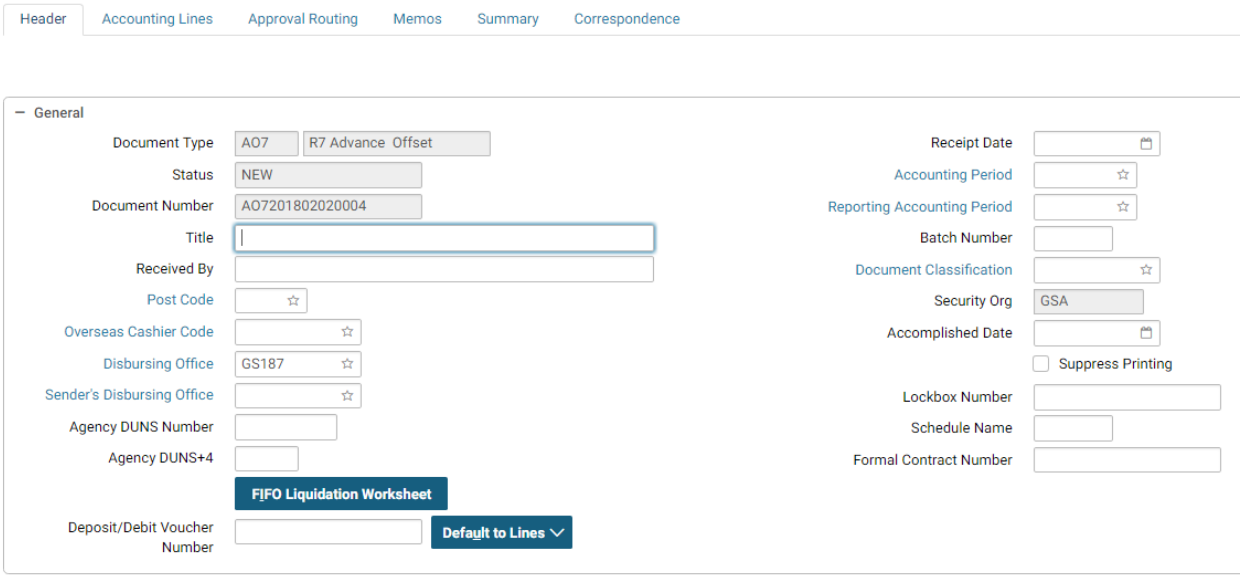
6. Select the Advance Payment CR to copy from the item collection and select the **Finish** button.

Figure 193: Advance Payment Cash Receipt



The Header page is displayed.

Figure 194: Header Page Display - Non-IPAC Advance Offset



NOTE: The Document Date, Accounting Period, and Reporting Accounting Period will default to the current date/period when the form is verified or processed.

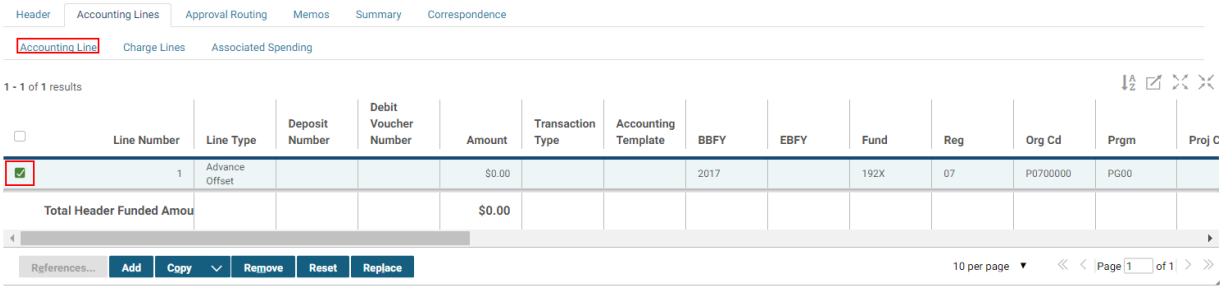
NOTE: The Disbursing Office will be copied forward from the Advance Payment CR.

7. Enter any additional Header fields if needed. (e.g., Title, Description, etc.).
8. Select the **Accounting Line** tab.

Figure 195: Select Accounting Lines Tab (6)

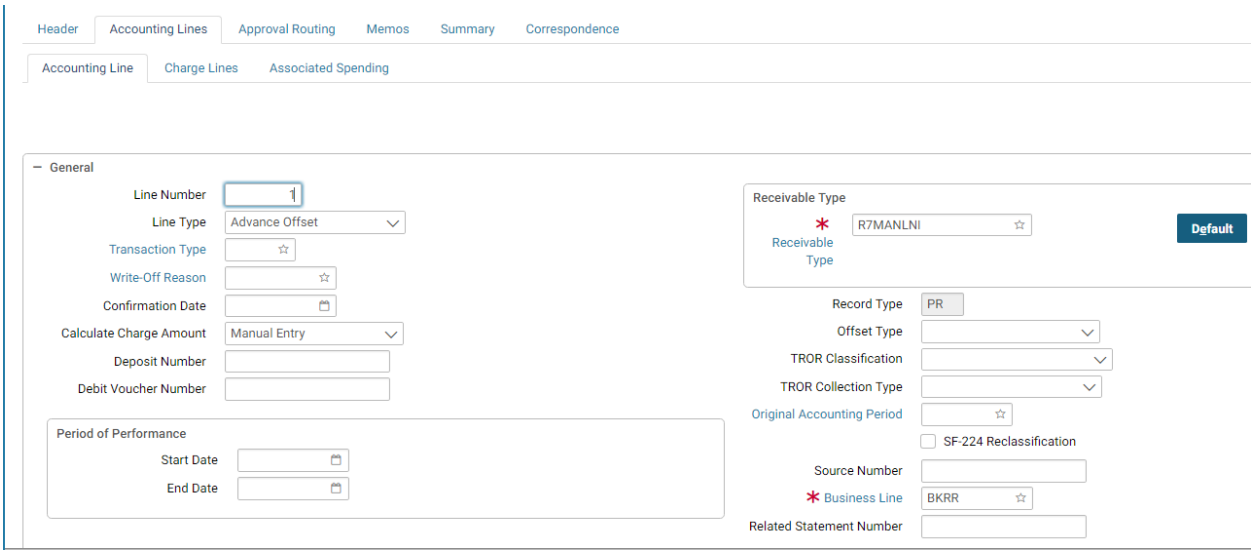
9. Select the checkbox by the Accounting Line and then select the **Accounting Line** hyperlink to open the page.

Figure 196: Select Accounting Line (3)



The CR Accounting line page is displayed.

Figure 197: CR Accounting Line Page Display



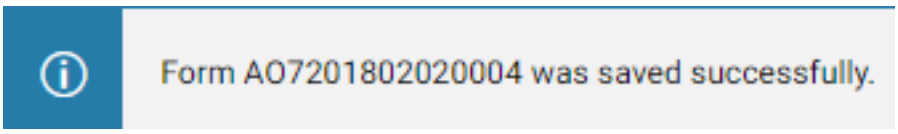
NOTE: Required fields (ex. Business Line, Vendor, Document Reference, Accounting Dimensions, Dollar Amount, etc.) will copy forward from the referenced document.

10. Enter any additional Accounting Line fields if needed.

    NOTE: Receivable Type, Transaction Type, Posting Order, Tender Type and TROR classification will default from the document type.

11. Select the **Save** button.

Figure 198: Successful Save - AO7



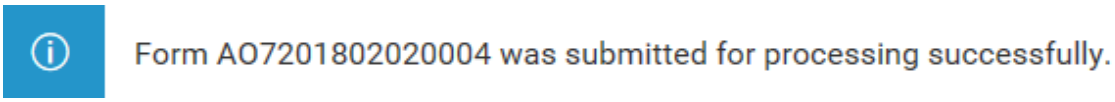
12. Select the **Verify** button.

Figure 199: Successful Verification - AO7

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.

13. Select the **Submit** button.

Figure 200: Successful Submission - AO7



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

4.8.7.6 Add Document Level Correspondence to Cash Receipt (CR)

Correspondence functionality enables users to communicate electronically with GSA customers (and vice versa) regarding statements and collections. All correspondence is documented within Pegasys and can be researched and referred to in efforts to better assist GSA customers. For a detailed description of correspondence functionality, refer to **BAAR User Guide 5 of 10 Section 4.9: Correspondence**.

Document level correspondence can be added to a Cash Receipt (CR) documents. Correspondence is available on all document types falling under the Cash Receipt (CR) document category.

To add correspondence to a Cash Receipt document, follow the steps below.

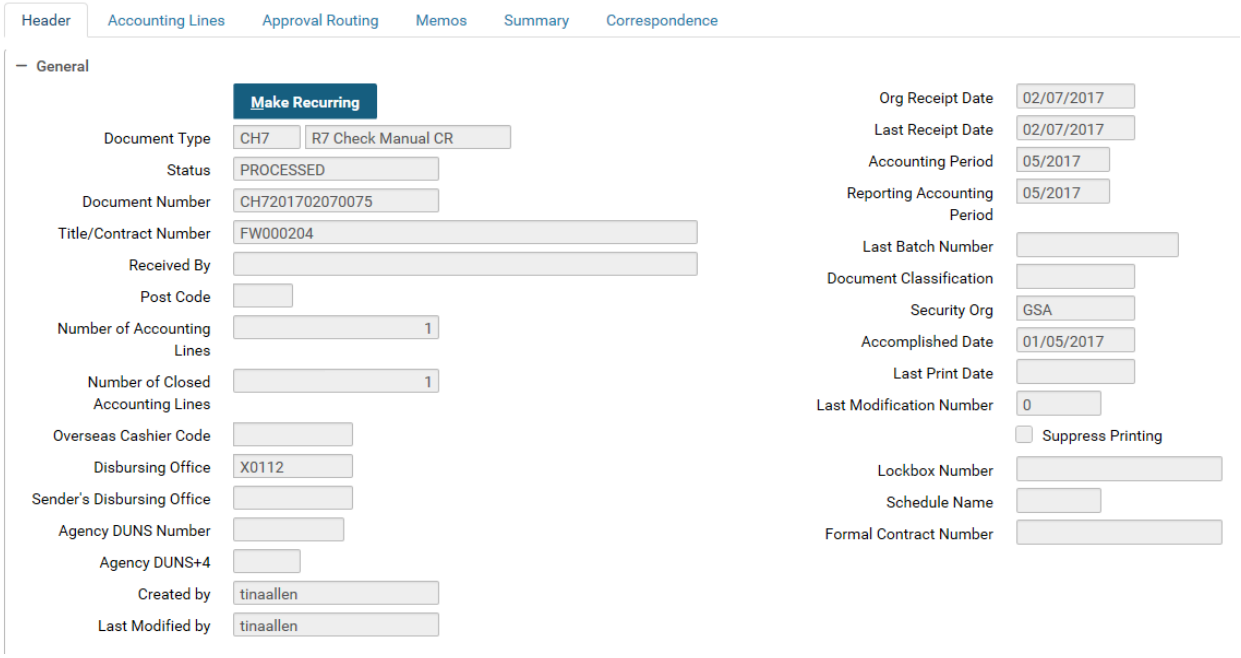
Steps to Add CR Document Level Correspondence

1. If adding correspondence to an already processed document retrieve the document following steps 1 - 6 in **Section 4.8.2.4: Execute a Query Using the Collections Query**. (In Step 6, select the **View** button).

   NOTE: Document Level correspondence may also be added during document creation, as long as the document has been saved first.

   The CR document is opened in View mode, displaying the CR header.

Figure 201: CR Document in View Mode

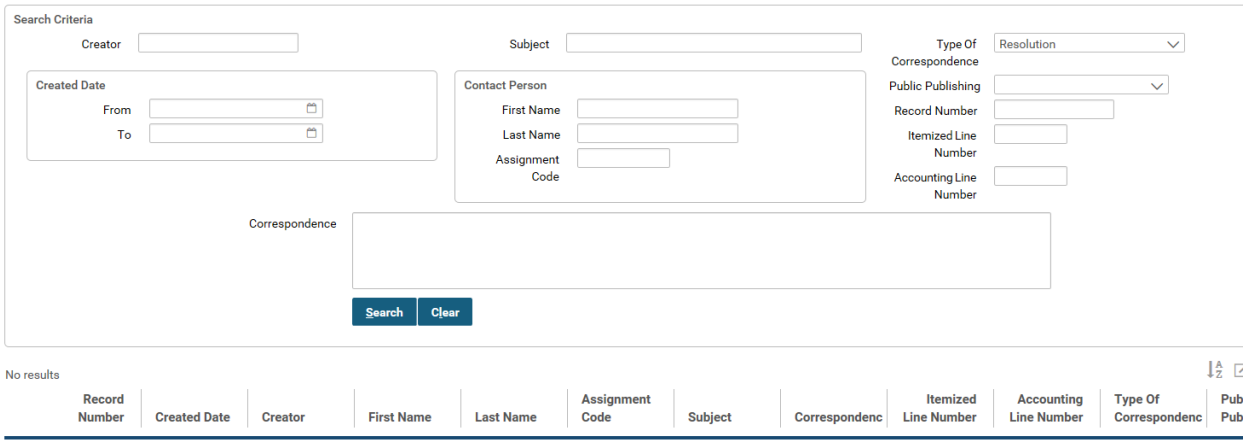


2. Select the Correspondence tab.

Figure 202: Select Correspondence Tab

The Correspondence page Search Criteria section and item collection are displayed.

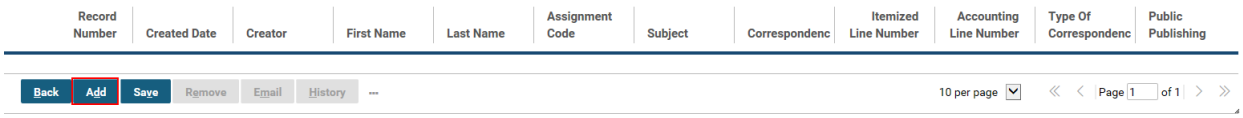
Figure 203: Correspondence Page Search Criteria and Item Collection



3. Select the **Add** button.

   A new, blank correspondence record is displayed in the item collection.

Figure 204: Adding New, Blank Correspondence Record Display



4. Select the new, blank correspondence record in the item collection.

   The Correspondence page Contact Person, Agency Contact, Research Information, and Correspondence sections are enabled for data entry.

Figure 205: Select New Blank Correspondence Page

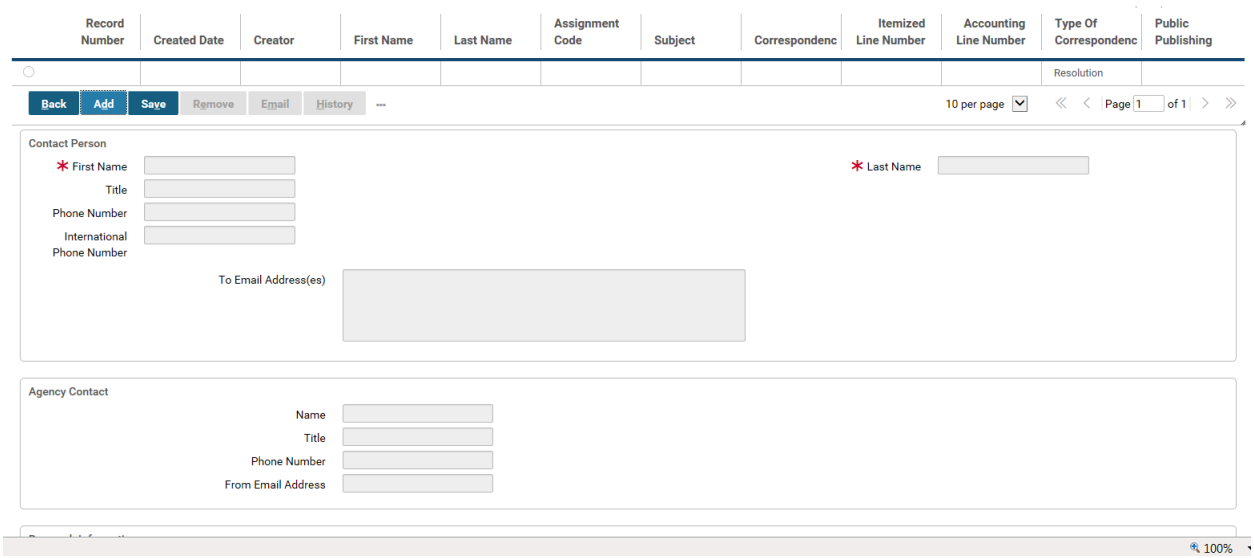
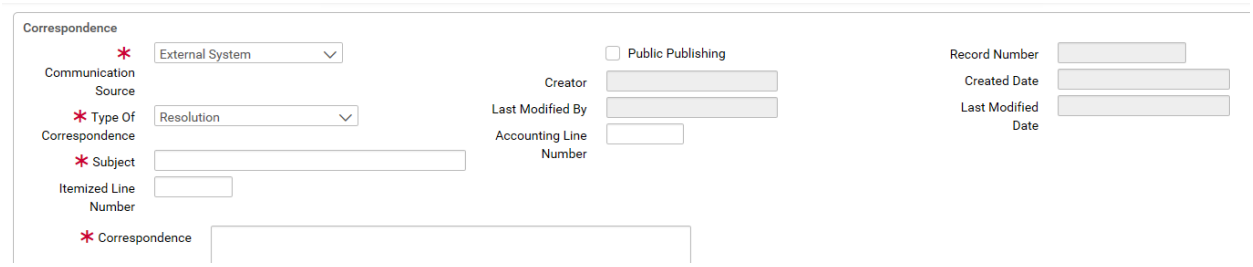
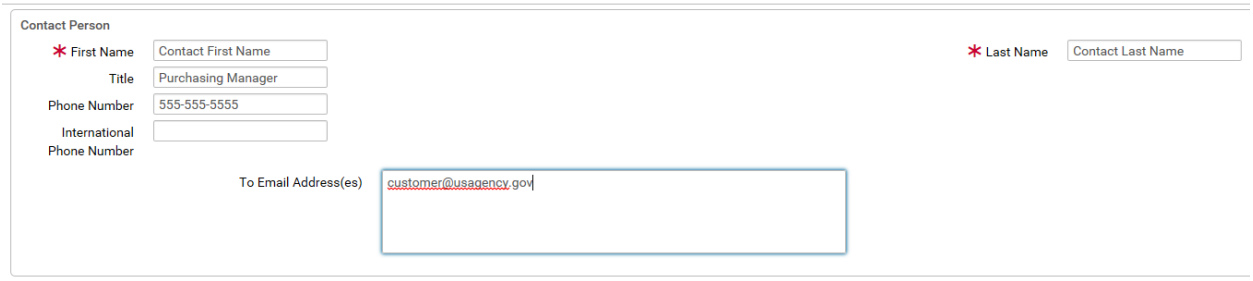


Figure 206: Data Entry Enabled on Correspondence Page



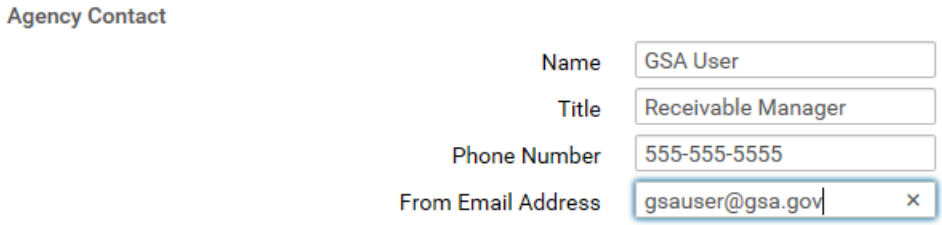
5. In the Contact Person section, populate the First Name, Last Name, and any other fields pertinent to the correspondence (Title, To Email Address, Phone Number, etc.).

Figure 207: Contact Person Section



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

Figure 208: Agency Contact Section



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

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

Figure 209: Select Communication Source

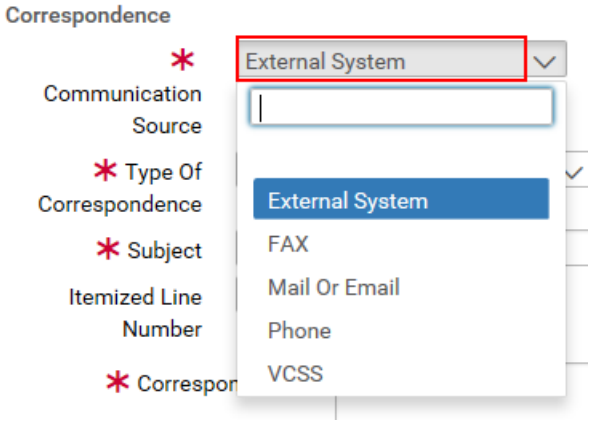
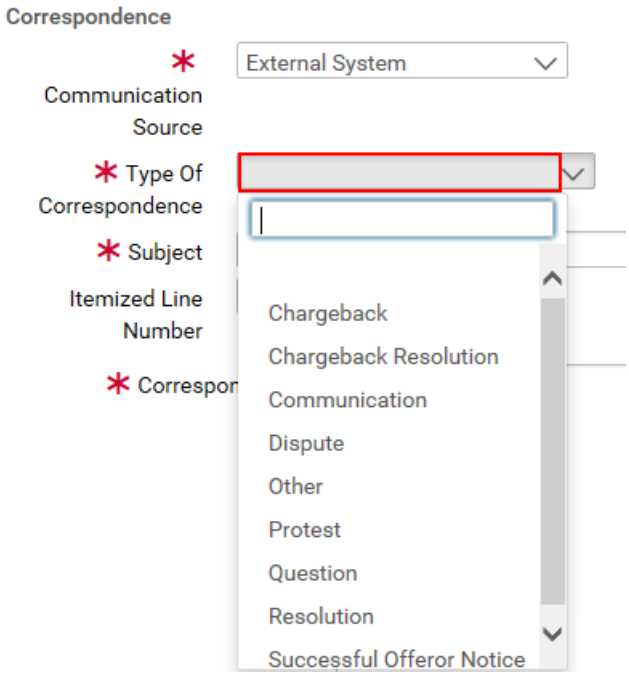
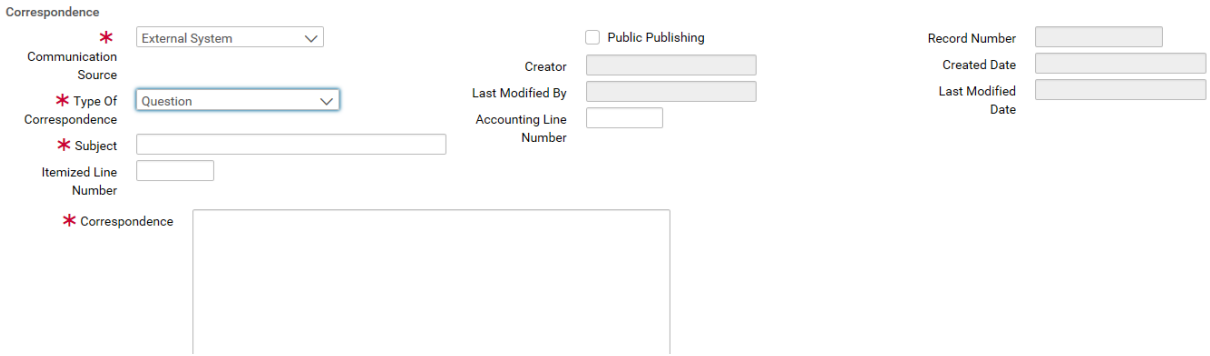


Figure 210: Select Type of Correspondence



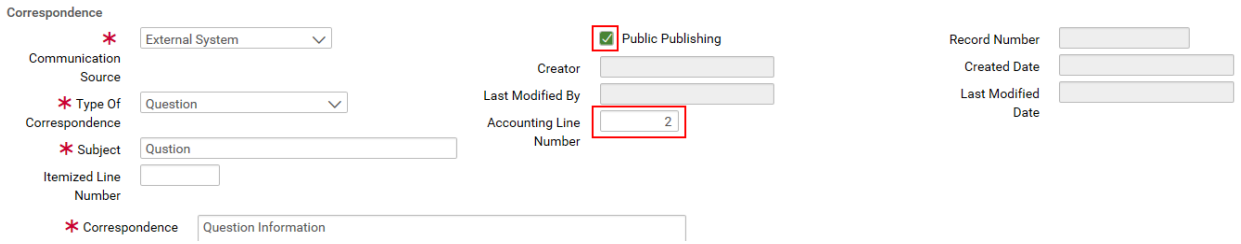
8. Update the Subject and Correspondence fields to include the text to be sent to the customer.
9. Optionally populate the additional fields pertinent to the correspondence.

Figure 211: Optional Additional Fields



10. Select the Public Publishing checkbox to make the correspondence viewable by the customer in VCSS.
11. Enter the Accounting Line Number associated with the correspondence.

Figure 212: Accounting Line Number



12. Select the **Save** button.

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

    a. Vendor Email Address - If the document has 1 accounting line, the system defaults the email address from the line level Vendor More detail information. If the document has multiple lines, the system generates an informational message stating that multiple email addresses are available and does not populate the field. If email address is not available on Vendor More detail, the system generates an informational message stating that no email address is available and does not populate the field.

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

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

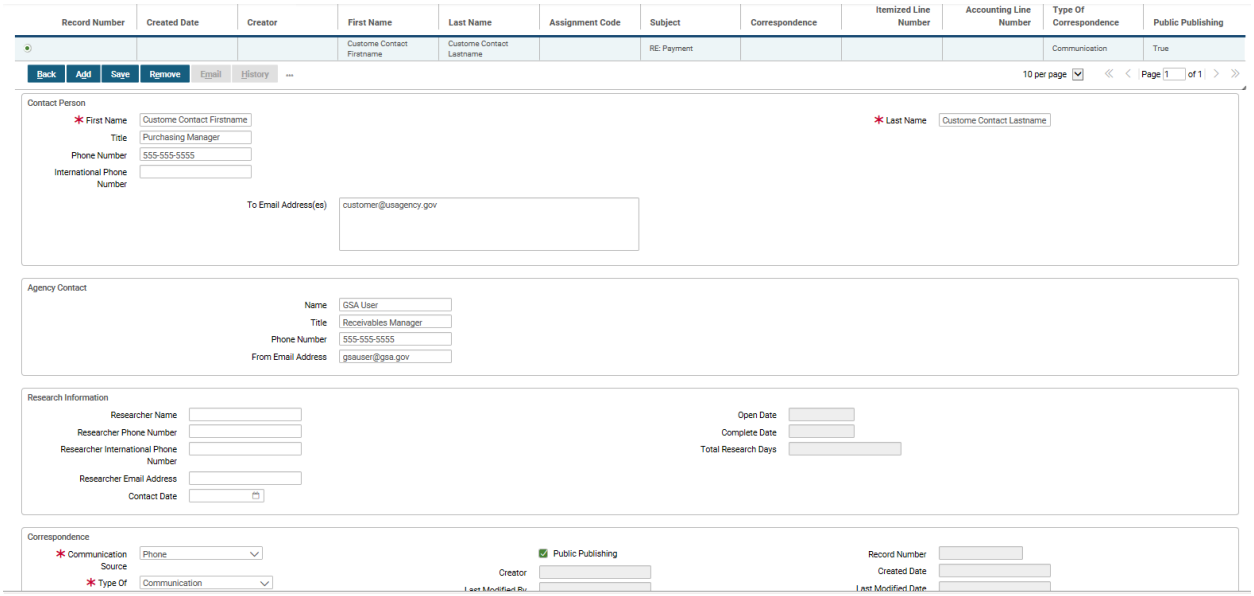
    d. Created Date - Records the date and time the record is created.

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

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

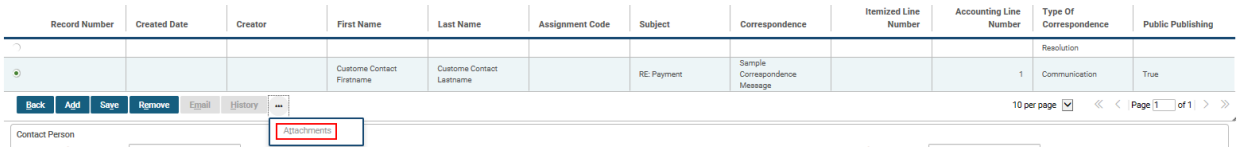
The Correspondence page item collection and Contact Person, Agency Contact, Research Information, and Correspondence sections are displayed.

Figure 213: Contact Person, Agency Contact, Research Information, Correspondence



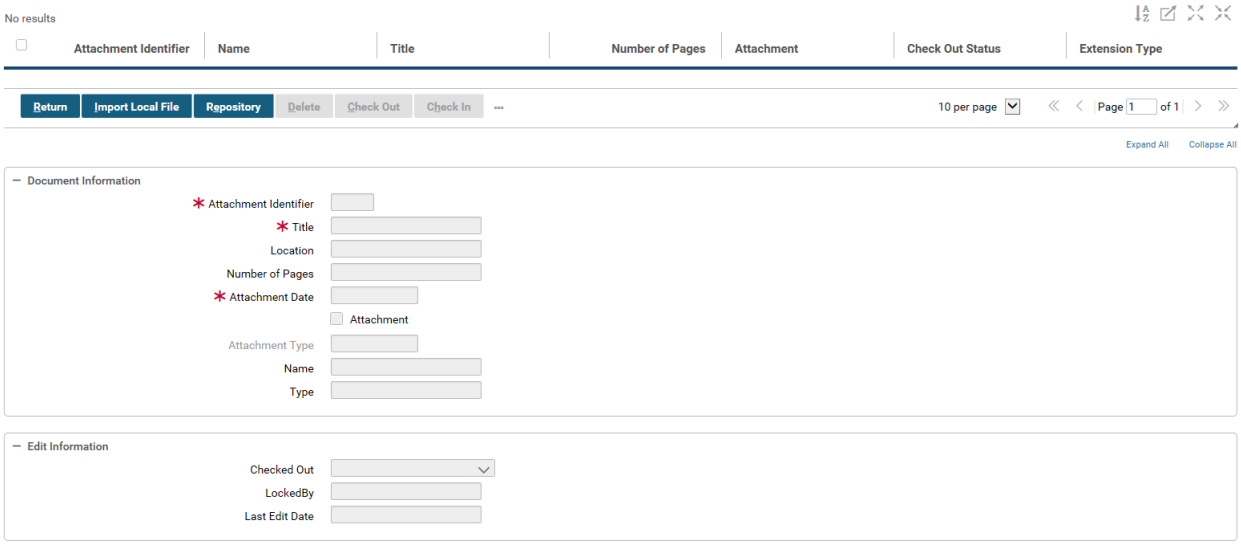
13. To attach a file to the correspondence record, select **Attachments**.

Figure 214: Attachments Select



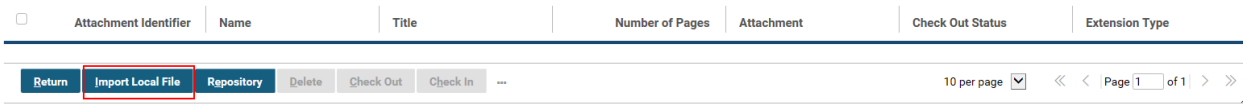
The Attachments screen is displayed.

Figure 215: Attachments Screen Displayed



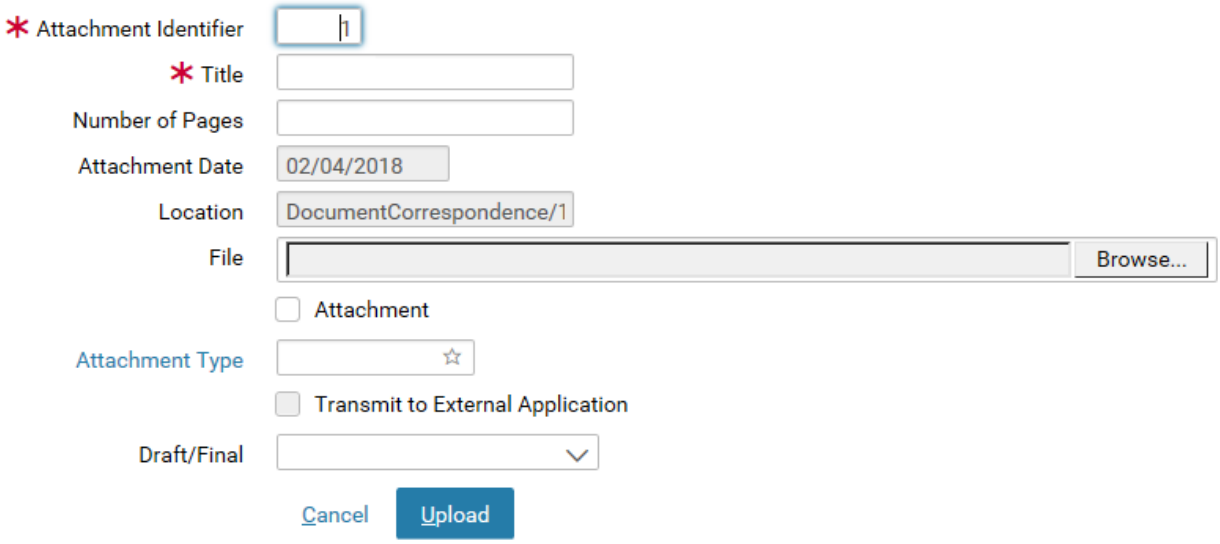
14. Select the **Import Local File** button.

Figure 216: Select Import Local File Button



The Import Attachments screen is displayed.

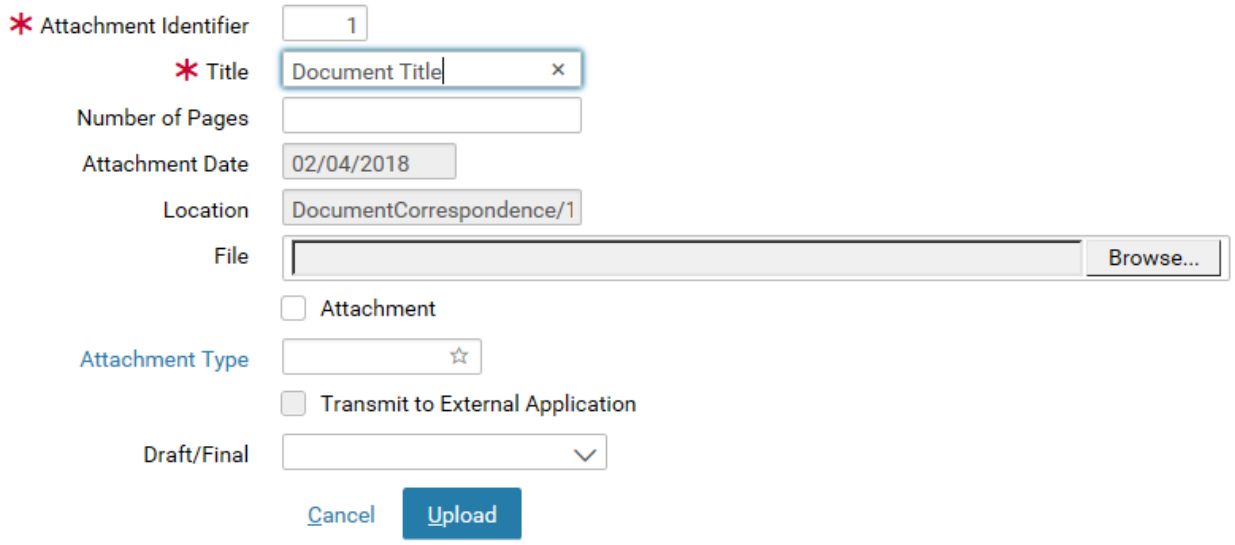
Figure 217: Import Attachments Screen



15. Enter the **Title** field as well as any other pertinent fields associated with the attachment file.

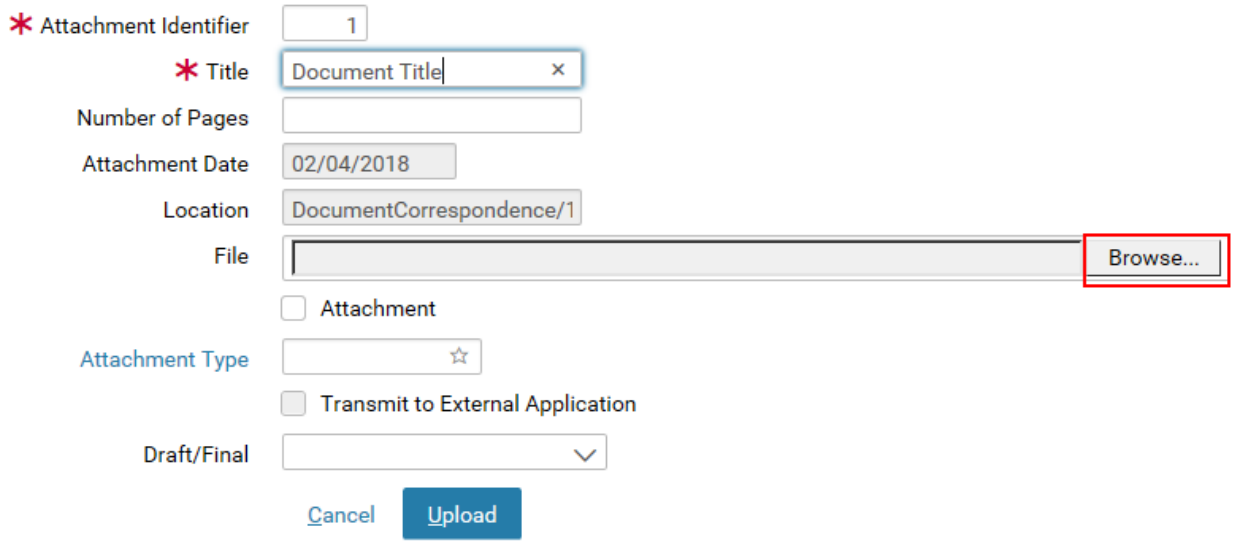
    NOTE: The Sensitive checkbox denotes the file contains sensitive materials and should be treated with caution.

Figure 218: Enter Pertinent Fields



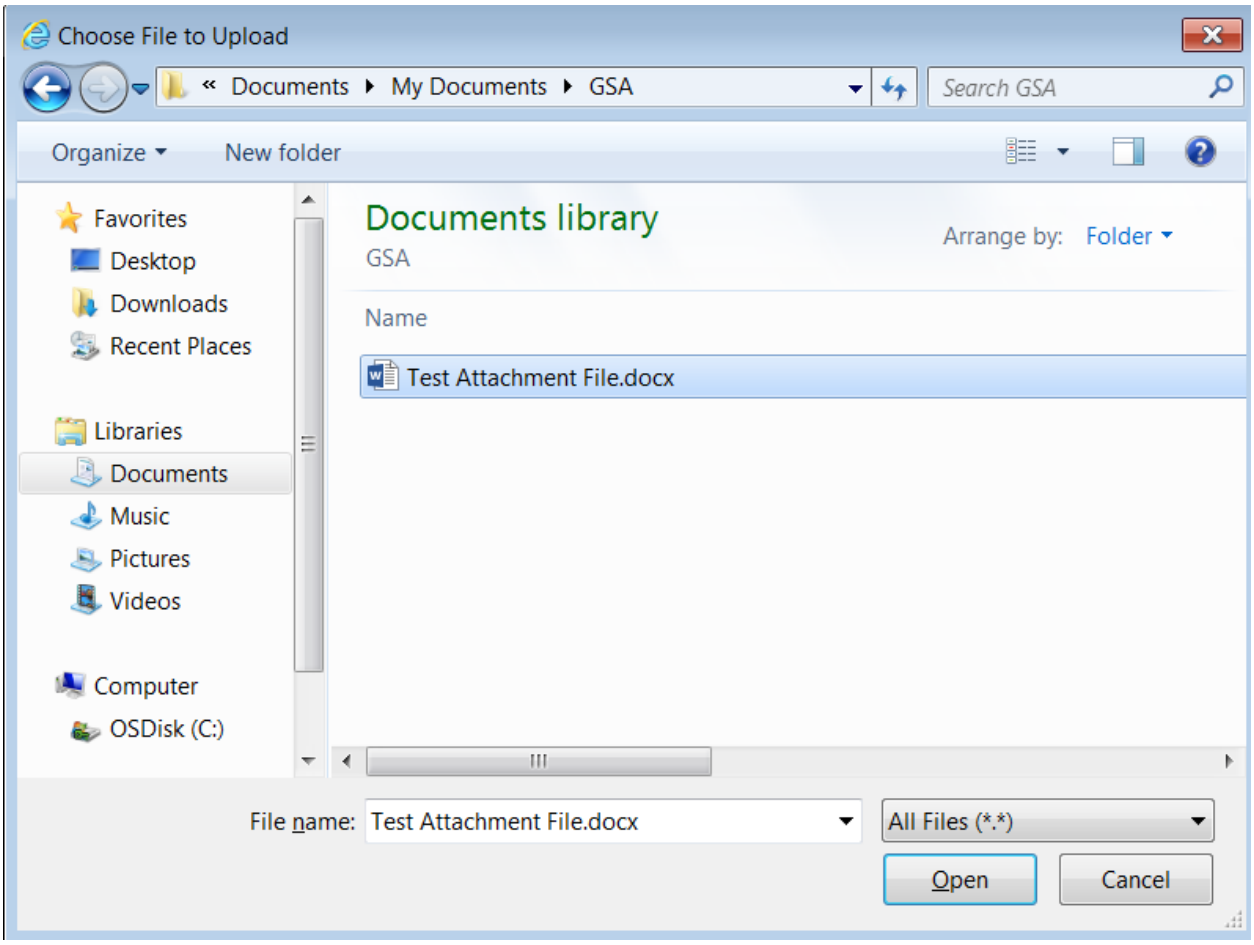
16. Select the **Browse** button to locate the attachment file in your local directory.

Figure 219: Select Browse Button



The File Upload screen using the local directory is displayed.

Figure 220: File Upload Screen Displayed

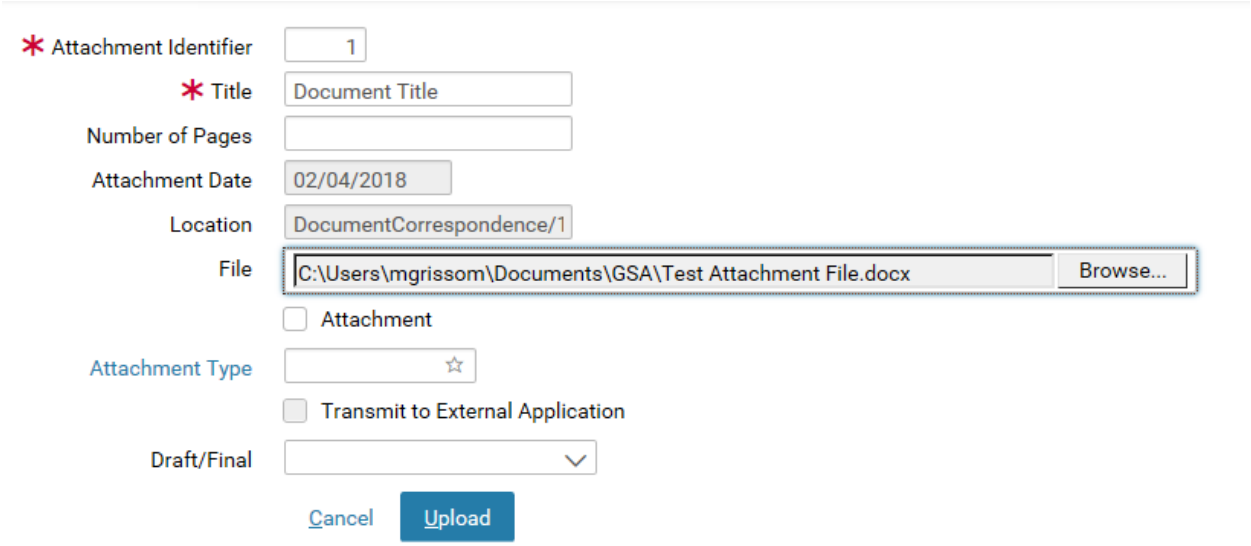


17. Select the desired file from the local directory and then select the **Open** button.

    NOTE: Users can attach PDF, Word (.doc and .docx), Excel (.xls and .xlsx), and .txt files, up to 5 - 6 MB.

    The correspondence Import Local File page is displayed.

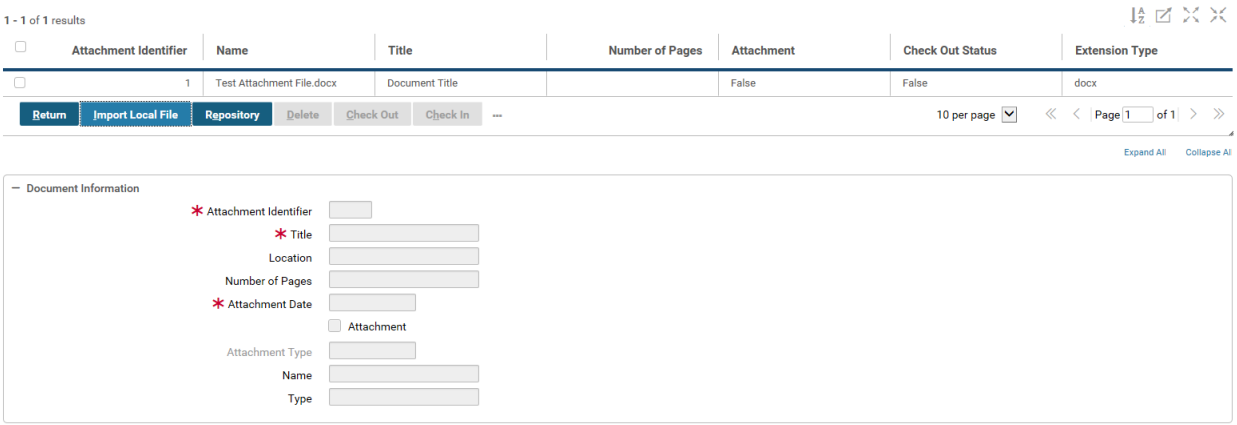
Figure 221: Import Local File Page



18. Select the **Upload** button.

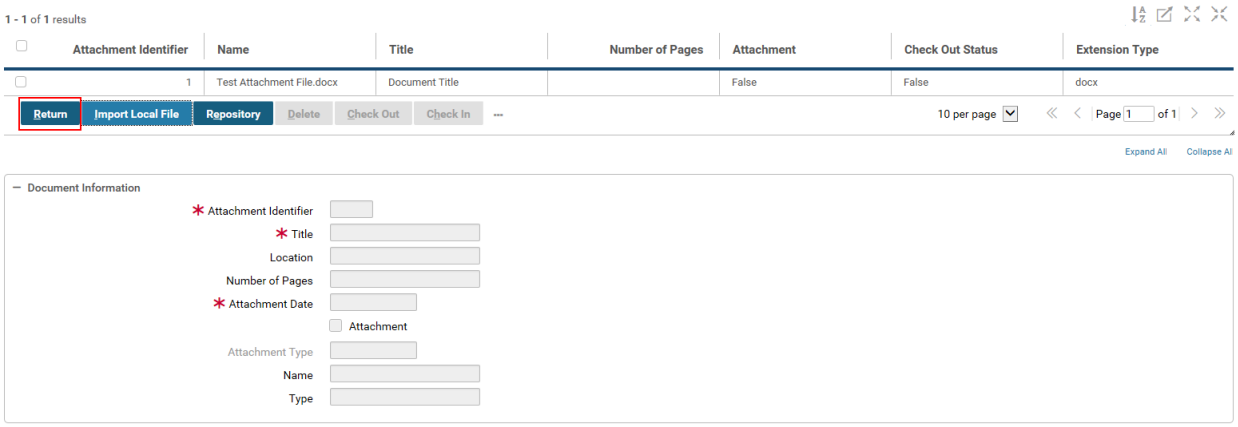
    The Attachment page is displayed.

Figure 222: Attachments Page



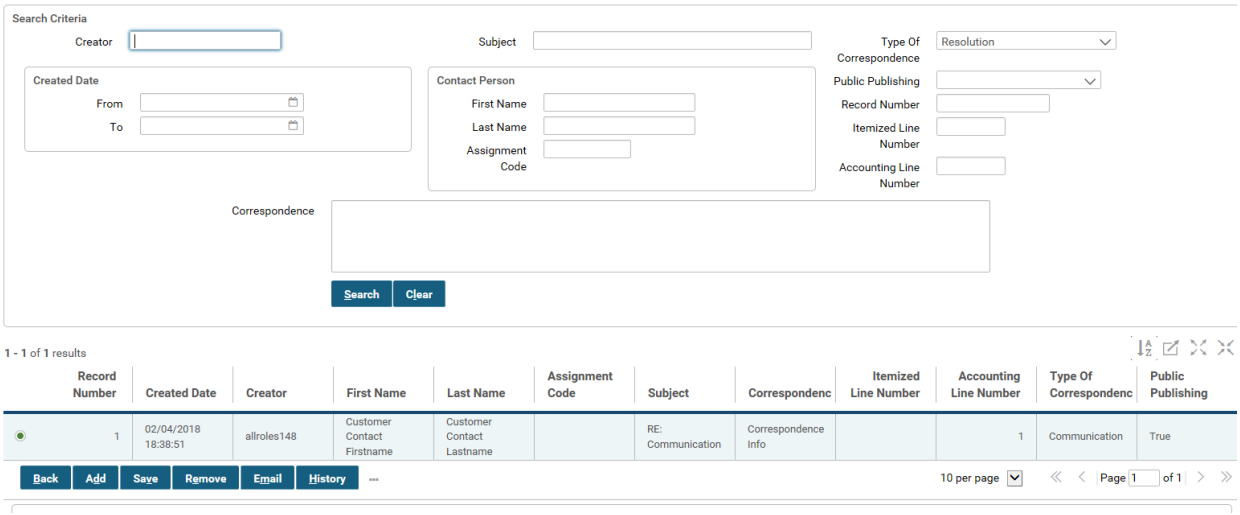
19. Select the **Return** button.

Figure 223: Select Return



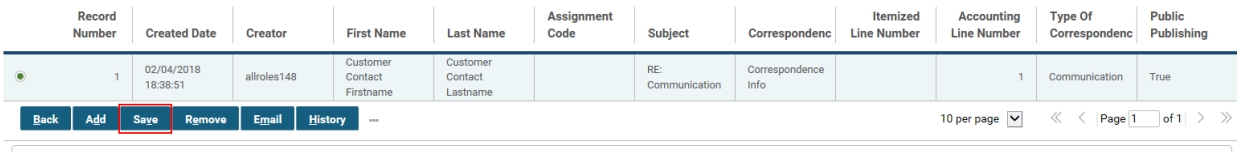
The Correspondence page is displayed.

Figure 224: Correspondence Page Displayed



20. Select the **Save** button.

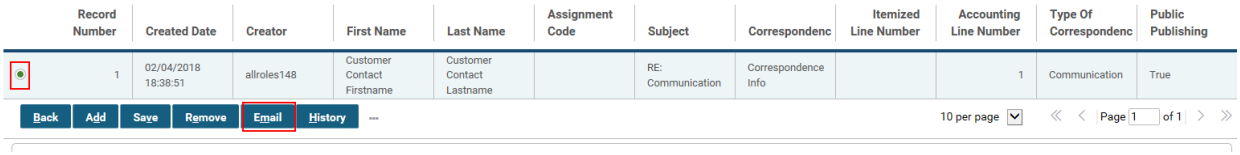
Figure 225: Select Save



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

    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.

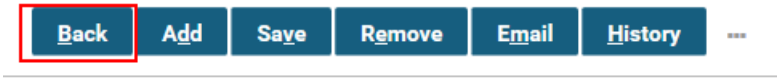
Figure 226: Send Email to Contact Person



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

22. Select the **Back** button to return to the CR document.

Figure 227: Select Back Button



4.8.8 Correcting Non-IPAC Collections

Non-IPAC Cash Receipts can be amended or corrected to update erroneous data or change certain fields. Cash Receipts in a processed status should always be Amended. Cash Receipts in a Rejected or Held status should always be Corrected.

Cash Receipts (CRs) that reference Billing Documents (BDs) cannot be amended to increase the collected amount more than the referenced BD amount on the accounting line. Also, please note, IPAC CRs cannot be amended after processing. IPAC CRs that are rejected or held can be corrected following the steps in **BAAR User Guide 3 of 10 Section 4.6.4: Retired IPAC Transaction Query** (Collections). Cash Receipts should not be cancelled. Instead, GSA processes dictate correcting/amending a Cash Receipt down to $0.

4.8.8.1 Amend Non-IPAC Cash Receipt (CR)

Amending is used to update the information on previously processed documents. When an amendment is made to a document, it is recorded as part of that documents audit trail. To amend a Non-IPAC Cash Receipt (CR), the user must have the appropriate security permissions.

If forms are created via an automated process but reject during processing, the documents will have to be corrected in order to complete the initial processing rather than amending. For details on correcting a Cash Receipt, refer to **Section 4.8.8.2: Correct Non-IPAC Cash Receipt (CR)**.

The following steps describe how the user amends a processed Non-IPAC Cash Receipt (CR).

Steps to Amend an Accounts Receivable Non-IPAC Cash Receipt (CR) Document

1. Navigate to Transactions → Form/Document Selection.

   NOTE: The Cash Receipt can also be Amended via the below queries:

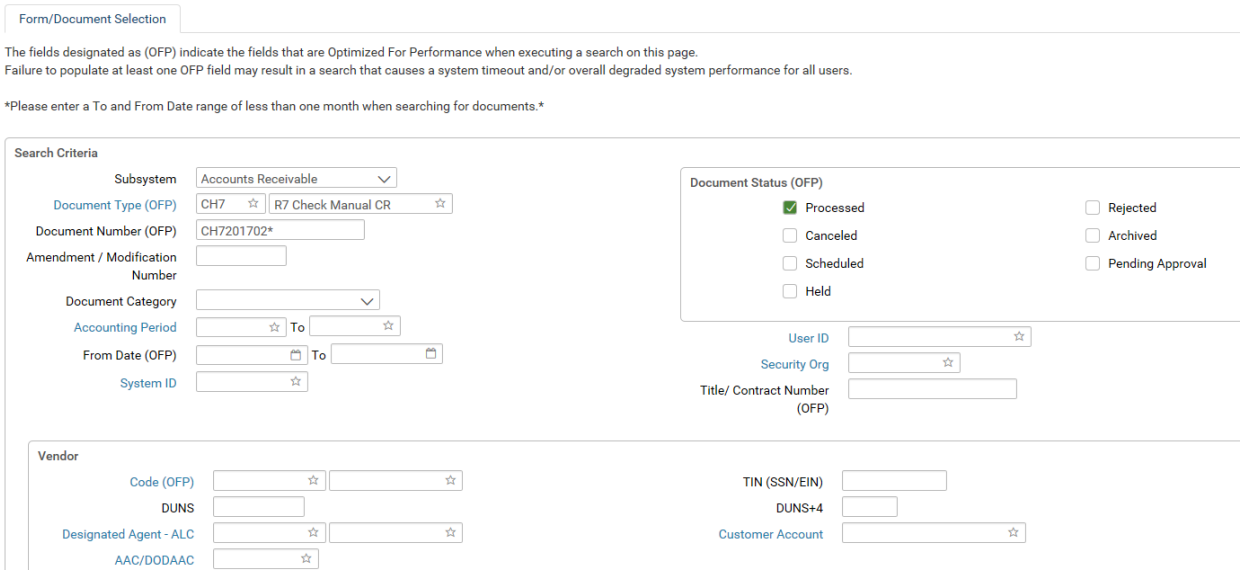
   a. Collections query: Queries → Accounts Receivable → Collections.

b. Refer to **4.8.2.4: Execute a Query Using the Collections Query**.

c. Accounts Receivable: Transactions → Accounts Receivable → Amend.

The Form/Document Selection page is displayed.

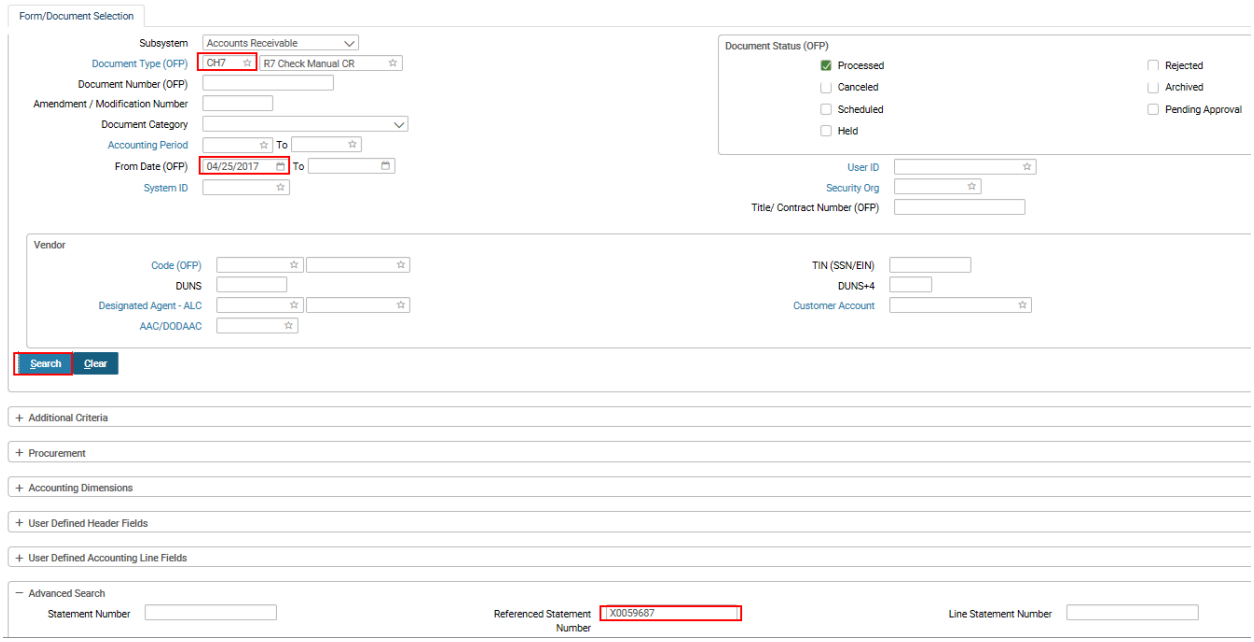
Figure 228: Form/Document Selection - Amend



2. Enter the appropriate search criteria to retrieve the Cash Receipt, such as the **Document Type, Document Number**, a **Date** Range, and **Referenced Statement Number** (the BDs Statement Number).

   NOTE: To view the Reference Statement Number field, select the [+] to the left of the **Advance Search** section.

Figure 229: Enter Appropriate Search Criteria to Retrieve Cash Receipt



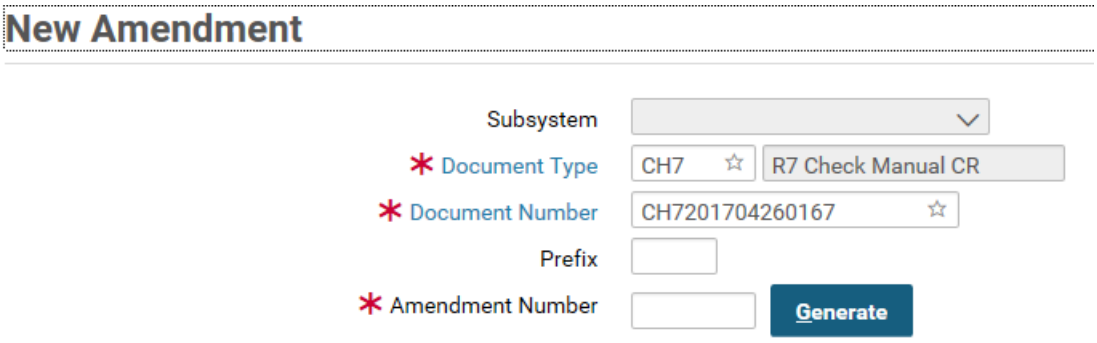
NOTE: The search criteria section is where some of the following fields can be inputted: Subsystem with a value of Accounts Receivable, document type with a value of CH7, document, amendment/modification number, document category, accounting period, system id, document status with a value of processed, user id, security org, and vendor. Below the fields is a search button and a clear button. Below the search criteria section are more expandable sections being additional criteria, procurement, accounting dimensions, user defined header fields, user defined accounting line fields, and advanced search. Within the advanced searched section is a referenced statement number field.

3. Select the **Search** button to execute the query.
4. Select the document to amend from the search results and then select the **Amend** button.

Figure 230: Amend Document

The New Amendment page will be displayed in a new window.

Figure 231: New Amendment Page

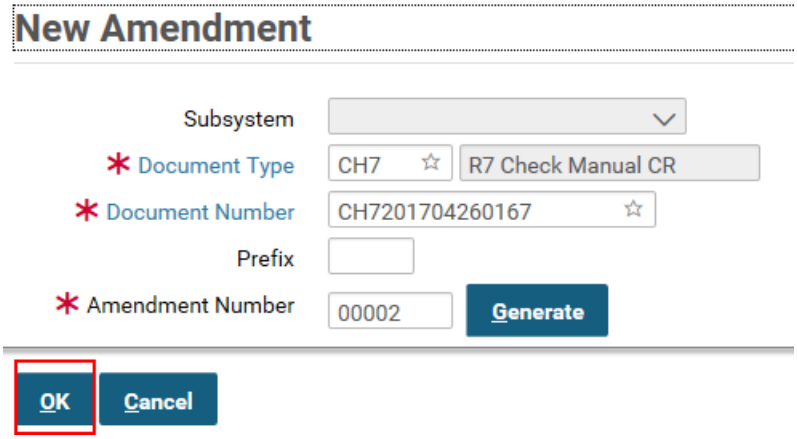


5. Enter or **Generate** the **Amendment Number**.

Figure 232: Amendment Number

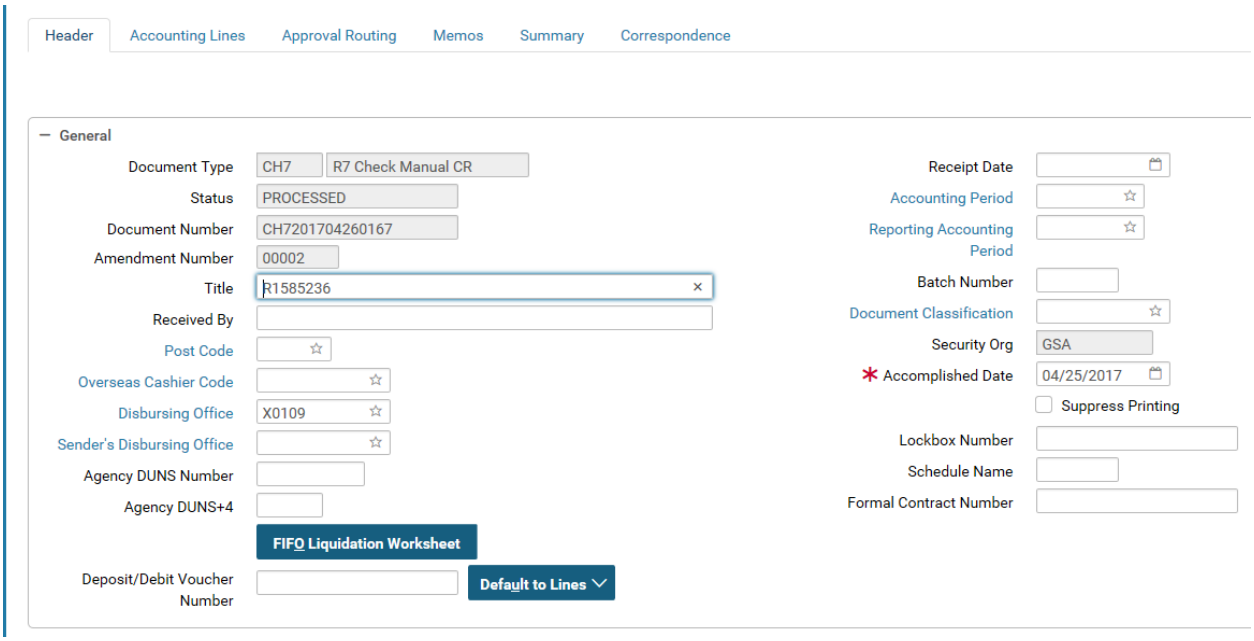
6. Select the **OK** button to open the Cash Receipt in amend mode.

Figure 233: Open Cash Receipt in Amend Mode



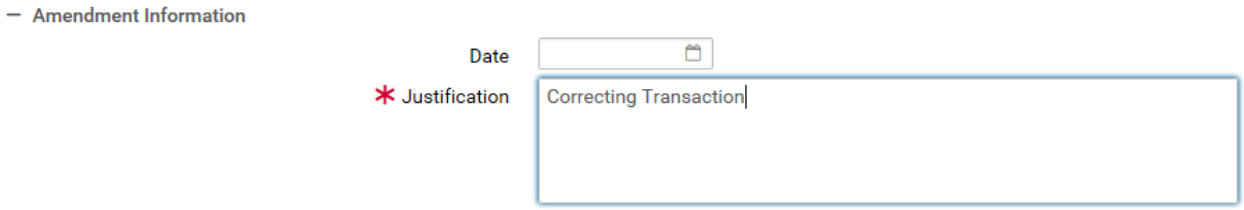
The CR Header screen is displayed in Amend mode.

Figure 234: CR Header Screen in Amend Mode



7. Enter the Amendment Justification.

Figure 235: Amendment Justification



8. Select the Accounting Line tab.

Figure 236: Accounting Lines Tab

9. Select the checkbox by the Accounting Line and then select the **Accounting Line** hyperlink to open the page.

Figure 237: Select Accounting Line (4)

Header | Accounting Lines | Approval Routing | Memos | Summary | Correspondence

Accounting Line | Charge Lines | Associated Spending

1 - 2 of 2 results

Line Number	Line Type	Deposit Number	Debit Voucher Number	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd
1	Normal	402541		($129.32)	05		2017		208X	07	D0700000
2	Normal	402541		$129.32	01		2017		192X	01	P0125200
Total Header Funded Amou				$0.00							

10. Update the Accounting Line fields as needed.

    NOTE: Repeat Steps 8 - 10 for each Accounting Line that needs updates.

    NOTE: If updating the Line Amount, enter either the Change amount (amount the user chooses to increase or decrease the CR by) OR enter the Current amount (new total amount of the CR accounting line).

Figure 238: Insert Account Line Fields

Line Amounts

	Original	Change	Current
Principal Amount:	($129.32)	$129.32	$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
Receipt Total:	($129.32)	$129.32	$0.00

11. Select the **Save** button.

Figure 239: Successful Save - CH7 (2)

Form CH7201704260167 was saved successfully.

12. Select the **Verify** button.

Figure 240: Successful Verification - CH7 (2)

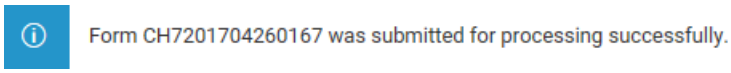
Form CH7201704260167 was verified successfully.

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.

13. Select the **Submit** button.

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

Figure 241: Successful Submission - CH7 (2)



4.8.8.2 Correct Non-IPAC Cash Receipt (CR)

Correction is a less preferable action than amending as it does not have the audit capability that the amendment action has. However, if forms are created via an automated process and reject or are held during processing, the documents will have to be corrected in order to complete the initial processing. To correct a Cash Receipt (CR), the user must have the appropriate security permissions.

Note for correcting unprocessed IPAC CRs, the IPAC information should not be changed. Please refer to **BAAR User Guide 3 of 10 Section 4.6.4: Retired IPAC Transaction Query** (Collections) to correct IPAC Collections.

The following steps describe how the user corrects a rejected or held Non-IPAC Cash Receipt (CR).

Steps to Correct an Accounts Receivable Non-IPAC Cash Receipt (CR) Form

1. Navigate to Transactions → Form/Document Selection.

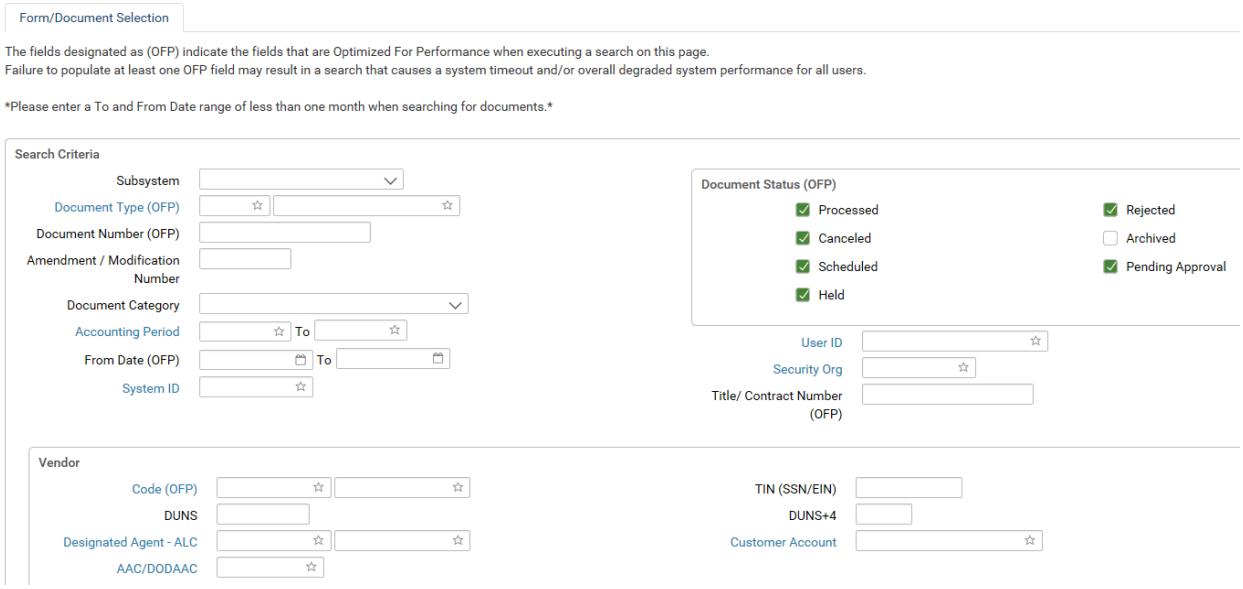
   NOTE: The Cash Receipt can also be Amended via the below queries:

   a. Collections query: Queries → Accounts Receivable → Collections.

   b. Refer to **Section 4.8.2.4: Execute a Query Using the Collections Query**.

   c. Accounts Receivable: Transactions → Accounts Receivable → Amend.

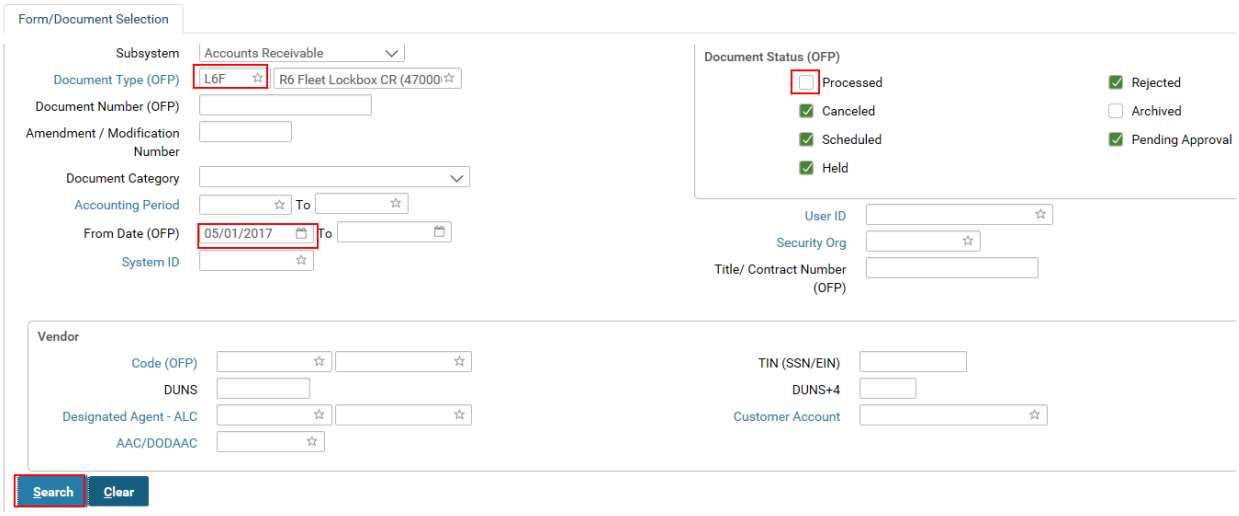
Figure 242: Form/Document Selection - Correct



2. Enter the appropriate search criteria to retrieve the Cash Receipt, such as the **Document Type, Document Number**, a **Date** Range, and **Referenced Statement Number** (the BDs Statement Number). Optional: Uncheck the **Processed** Document Status.

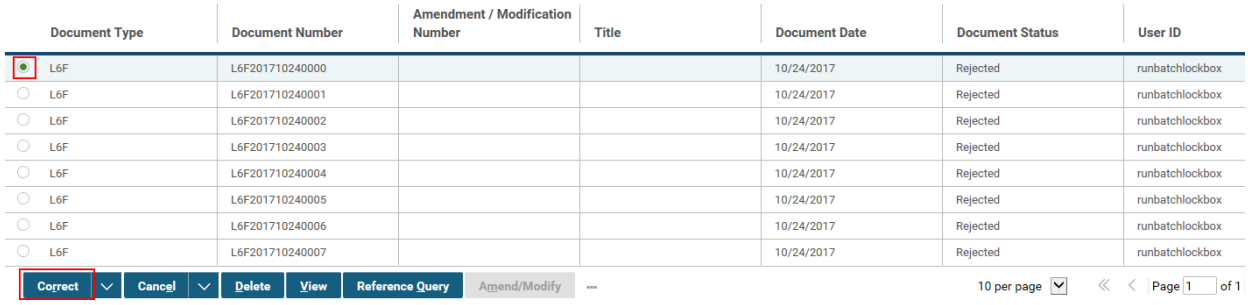
   NOTE: To view the Reference Statement Number field, select the [+] to the left of the **Advance Search** section.

Figure 243: Enter Appropriate Cash Receipt Search Criteria



3. Select the **Search** button to execute the query.
4. Select the form to correct from the search results and select the **Correct** button.

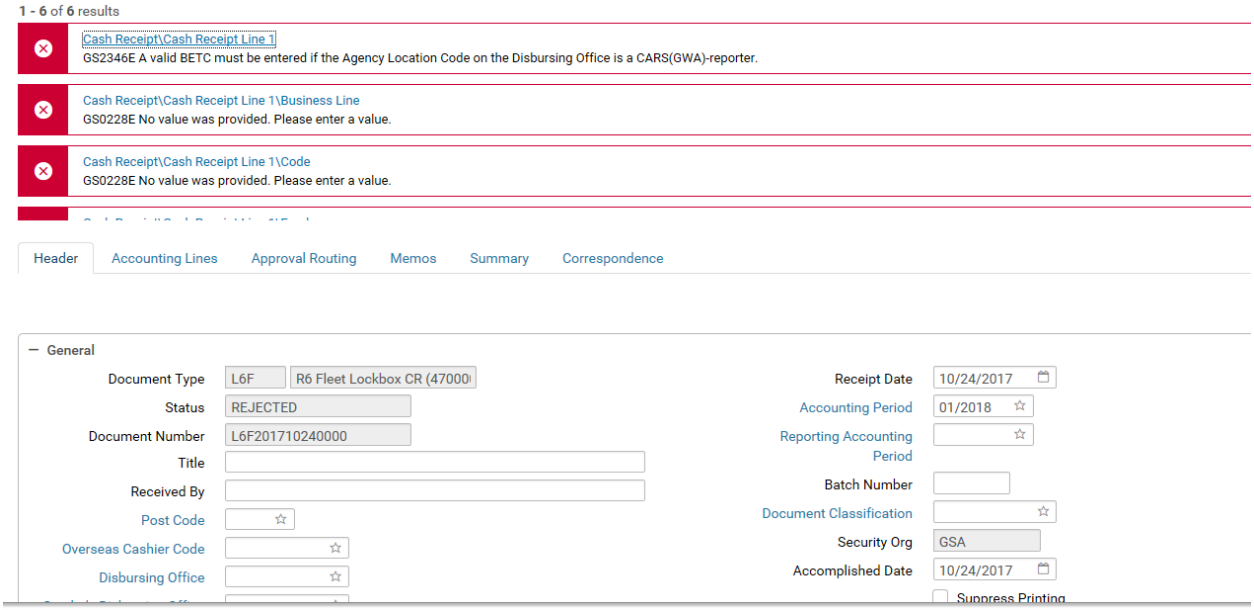
Figure 244: Correct Form



Document Type	Document Number	Amendment / Modification Number	Title	Document Date	Document Status	User ID
L6F	L6F201710240000			10/24/2017	Rejected	runbatchlockbox
L6F	L6F201710240001			10/24/2017	Rejected	runbatchlockbox
L6F	L6F201710240002			10/24/2017	Rejected	runbatchlockbox
L6F	L6F201710240003			10/24/2017	Rejected	runbatchlockbox
L6F	L6F201710240004			10/24/2017	Rejected	runbatchlockbox
L6F	L6F201710240005			10/24/2017	Rejected	runbatchlockbox
L6F	L6F201710240006			10/24/2017	Rejected	runbatchlockbox
L6F	L6F201710240007			10/24/2017	Rejected	runbatchlockbox

The CR will be opened in Correct mode in a new window.

Figure 245: CR Opened in New Window



5. Update any fields containing errors on the CR Header page.

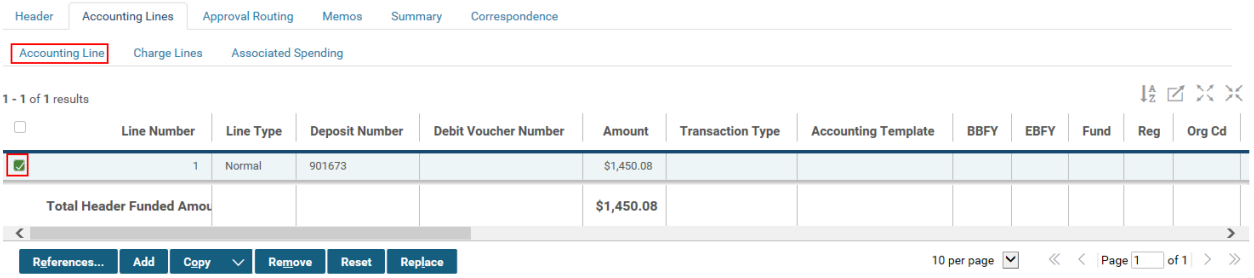
   NOTE: Most errors listed on the top of the screen are selectable and will take the user directly to the place of the listed error.

6. Select the **Accounting Line** tab.

Figure 246: Select Accounting Lines Tab (7)

7. Select the checkbox by the Accounting Line and then select the **Accounting Line** hyperlink to open the page.

Figure 247: Select Accounting Line (5)

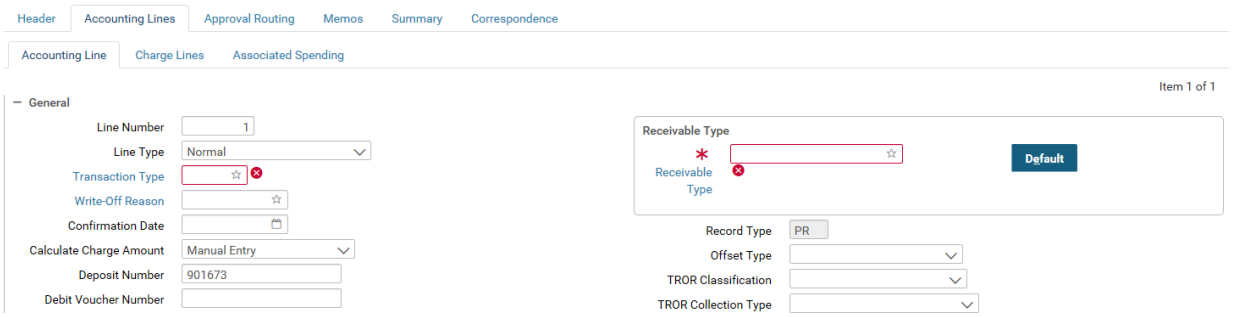


8. Update any fields containing errors on the CR Accounting Lines page.

   NOTE: Repeat Steps 6 - 8 for each Accounting Line that need updating.

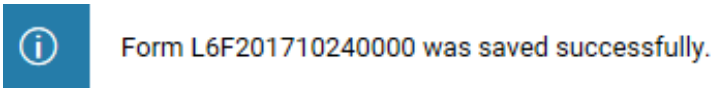
NOTE: The Final Flag (Document Reference Section) should not be checked because it will liquidate the full amount of the referenced BD even if the amount of the CR is less than the BD.

Figure 248: Update Any Error Fields



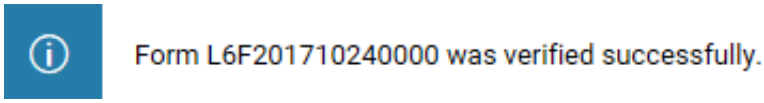
9. Select the **Save** button.

Figure 249: Successful Save - L6F (2)



10. Select the **Verify** button.

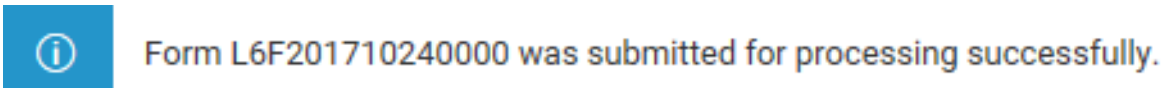
Figure 250: Successful Verification - L6F (2)



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.

11. Select the **Submit** button.

Figure 251: Successful Submission - L6F



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

4.8.8.3 Add/Update Cash Receipt Overpayment Line - Billing Document Reference

When Pegasys receives a Cash Receipt with an amount that is greater than that of the Billing Document it references, the Cash Receipt is placed in a Rejected status. Depending whether the CR is from Lockbox or Pay.gov, the user must manually add or correct an overpayment line on the Cash Receipt.

- The Lockbox CR overpayment line must be added manually and the user must research to identify the excess amount of the overpayment.
- Pay.gov Overpayment CRs will automatically create the new overpayment line for the amount of the overpayment (but it must still be manually corrected and processed).

NOTE: If correcting a Pay.gov overpayment document, Steps numbers 6 - 16 in the below instructions can be skipped.

Examples of when an overpayment may occur:

- If a customer has multiple individuals doing data entry for payments on the same accounts, a duplicate payment could be issued by mistake. It is possible that the two clerks received the same bill to issue payment for. In this case, the customer would have unintentionally created an overpayment.
- On this same note, if a payment issuing data entry clerk mistakenly hits a key that causes a payment to be issued for a larger amount than intended, it would also create an overpayment.
- If a customer receives a Dunning Notice and remits payment based on the Dunning Notice when the statement had already been paid.

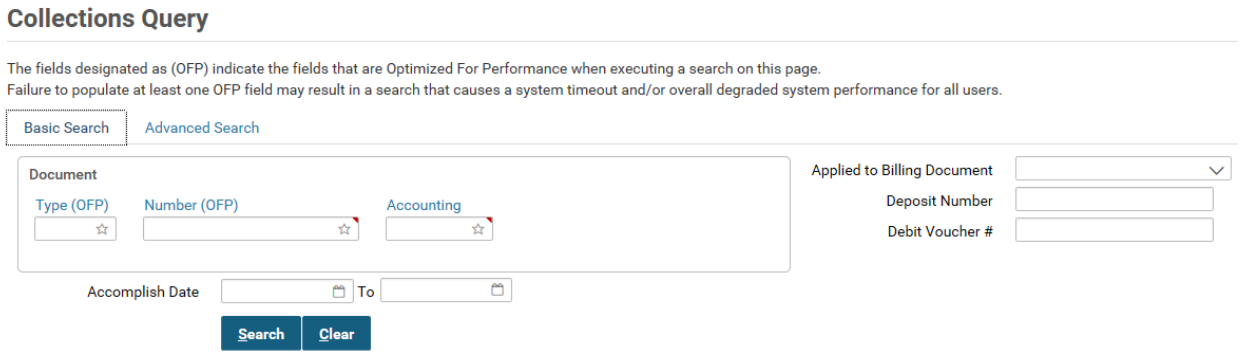
The following steps describe how to correct a Cash Receipt to add an overpayment line when the Cash Receipt references a Billing Document.

Steps to Correct an Accounts Receivable Cash Receipt (CR) Form to Add/Update Overpayment Line with Billing Document Reference

1. Navigate to Queries → Accounts Receivable → Collections.

   The Collections Query page is displayed.

Figure 252: Collections Query Page



2. Enter all known Search Criteria, including:
   a. Document Type.
   b. Document Number.
   c. Required: Document Status (Rejected, Held, and/or Processed).

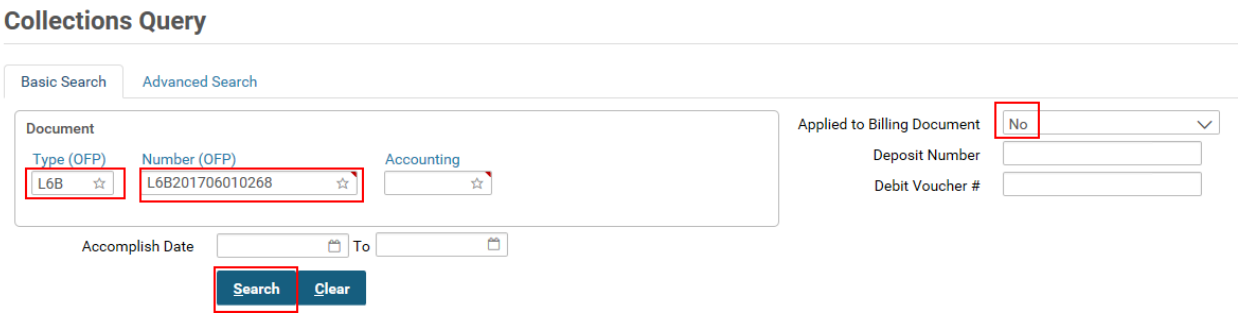
d. Required: Line Type (Normal).

e. Date.

f. Additional Search Criteria if applicable

NOTE: The **Applied to Billing Document** dropdown (Additional Criteria section) defaults to **Null**, which will return both Cash Receipt Accounting Lines that have or have not been applied to a Billing Document. Updating this dropdown to **No** will only return Cash Receipt Accounting Lines that have not been applied to a Billing Document.

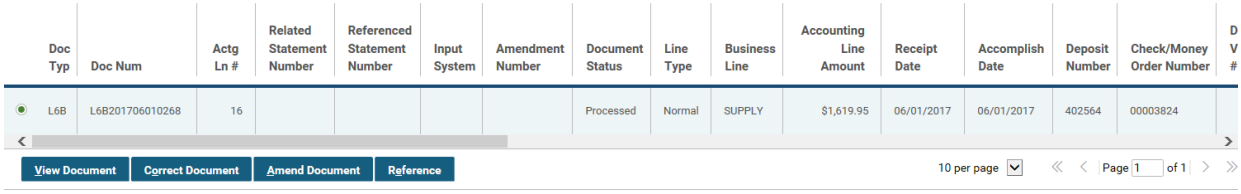
Figure 253: Enter Applicable Information



3. Select the **Search** button.

   The results are returned in the Item Collection.

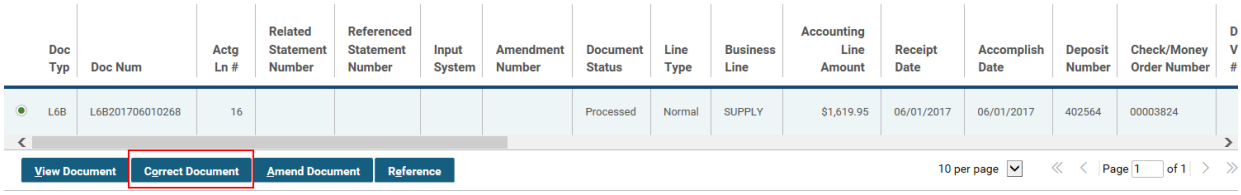
Figure 254: Item Collection Results (5)



4. Select the applicable Cash Receipt from the item collection and select the **Correct Document** button.

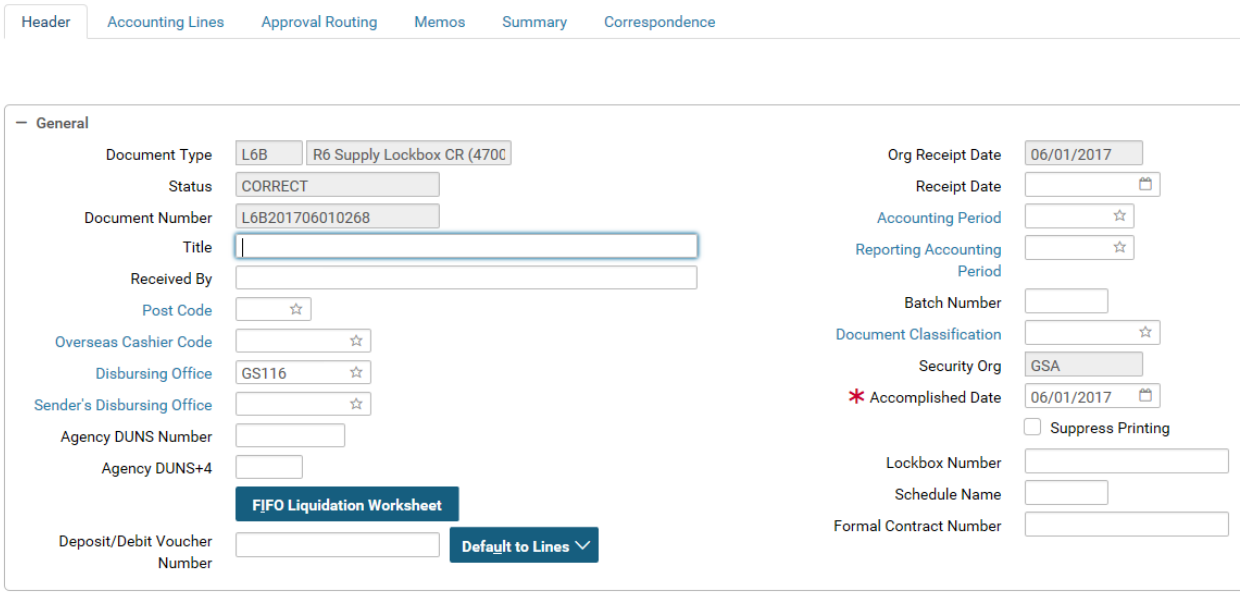
   NOTE: If the Cash Receipt is in Processed status, select the **Amend Document** button.

Figure 255: Correct Cash Receipt Document



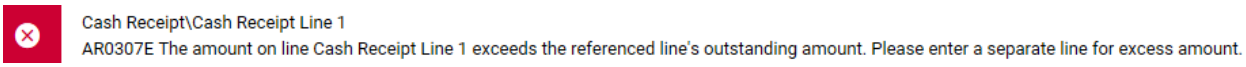
The Cash Receipt document is displayed in a new window in Correct mode.

Figure 256: Cash Receipt Document Display



NOTE: The error at top of Document: "The amount on line Cash Receipt Line 1 exceeds the referenced line's outstanding amount. Please enter a separate line for excess amount.

Figure 257: Enter Excess Line for Excessive Line Amount

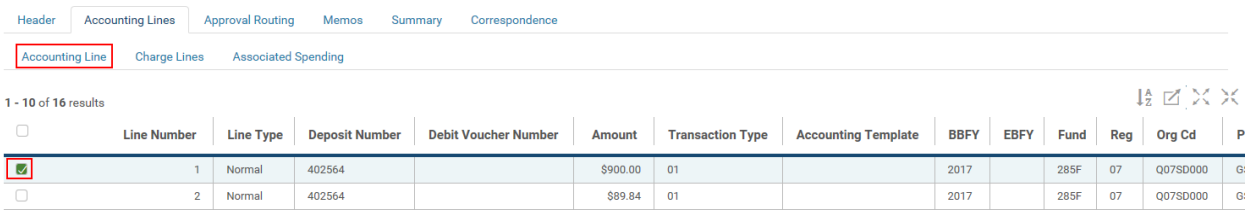


5. Select the Accounting Lines tab.

Figure 258: Select Accounting Lines Tab (8)

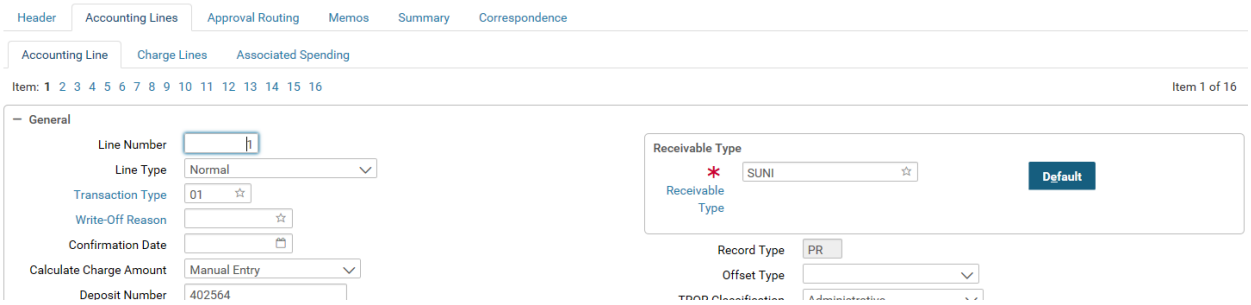
6. Select the checkbox by the Accounting Line containing the overpayment and then select the **Accounting Line** hyperlink to open the page.

Figure 259: Select Accounting Line Hyperlink - Accounting Line Selected



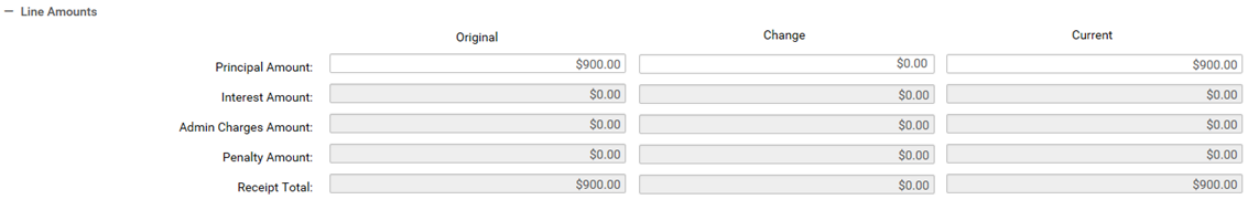
The Accounting Line is displayed.

Figure 260: Displayed Accounting Line



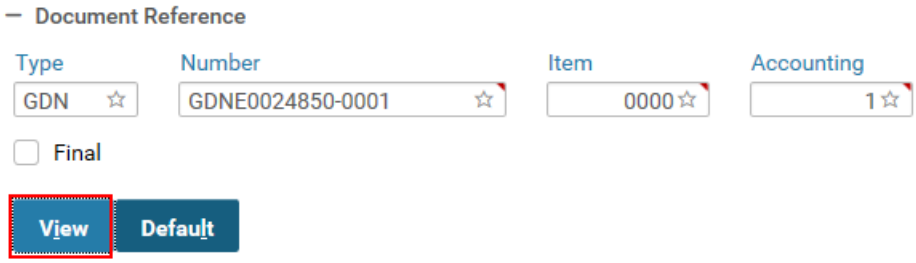
7. Scroll to the Line Amounts section and note the line amount.

Figure 261: Line Amounts Section



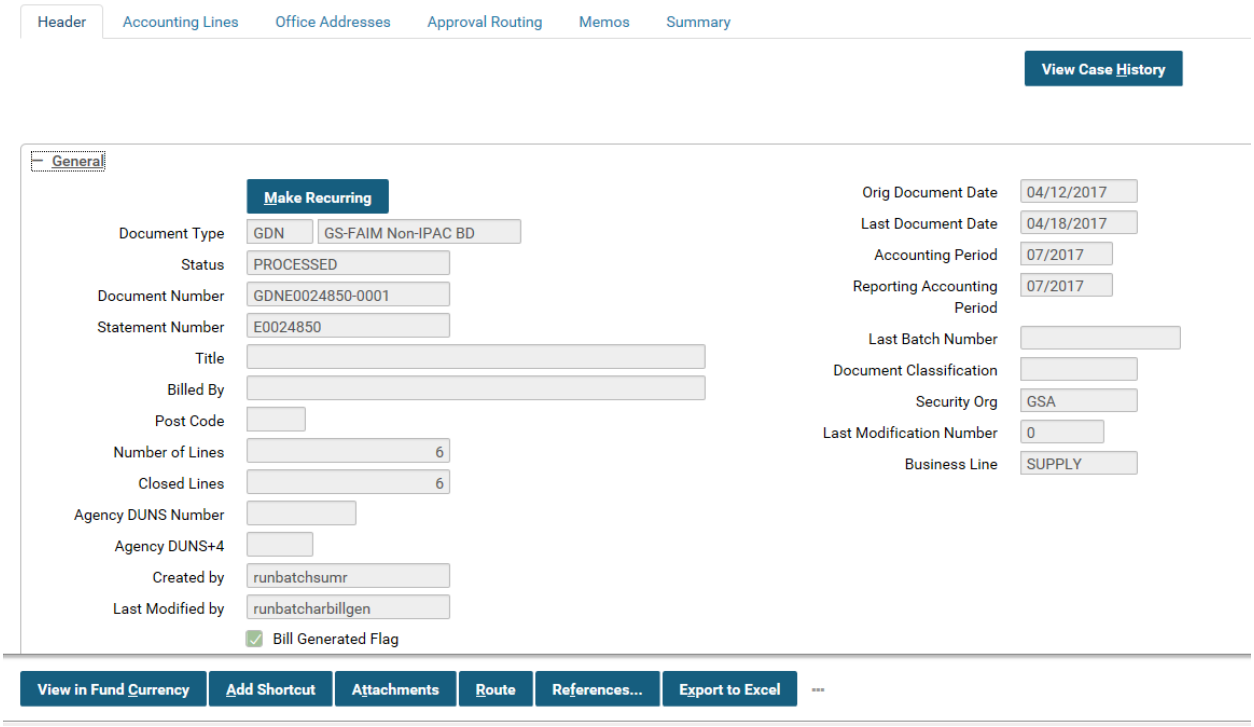
8. Scroll to Document Reference Section and select the **View** button.

Figure 262: Select View Button in Document Reference Section



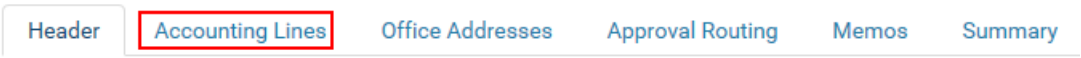
The referenced Billing Document is displayed in a new window.

Figure 263: Referenced Billing Document Display



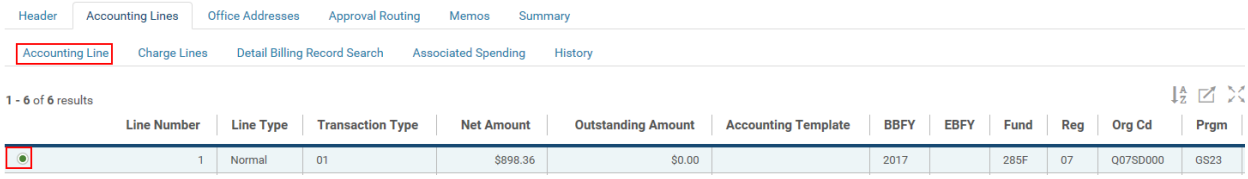
9. Select the Accounting Lines tab.

Figure 264: Select Accounting Lines Tab (9)



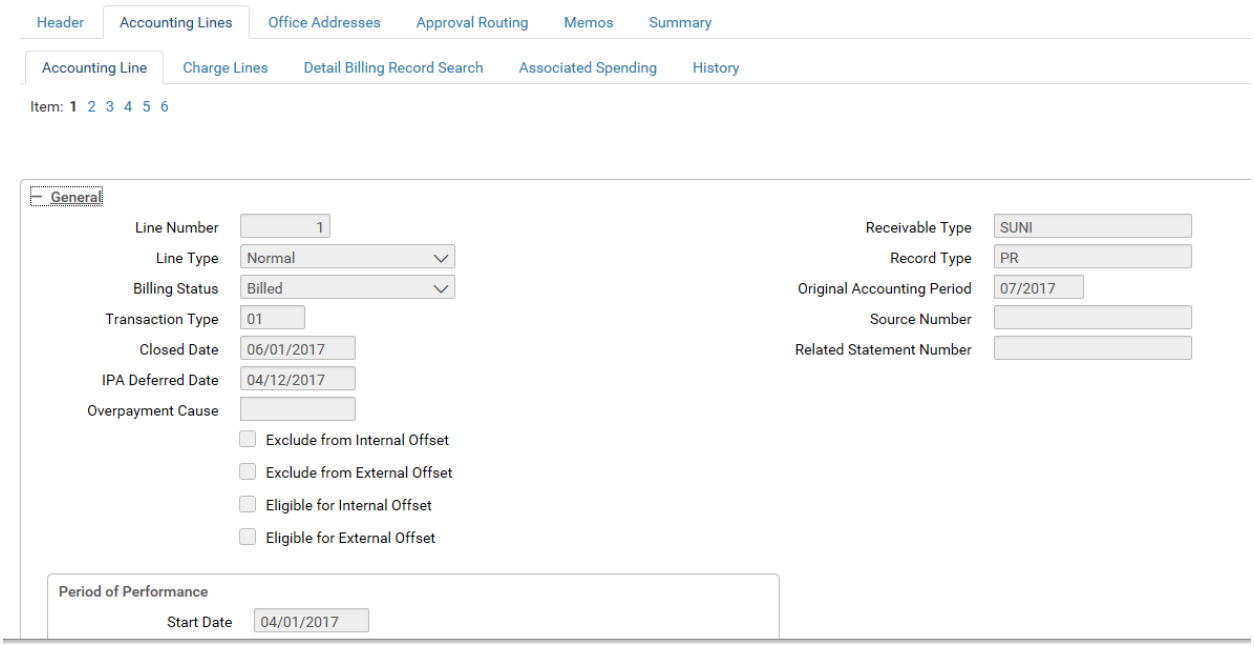
10. Select the checkbox by the Accounting Line referenced by the Cash Receipt and then select the **Accounting Line** hyperlink to open the page.

Figure 265: Select Accounting Line (6)



The Accounting Line screen is displayed.

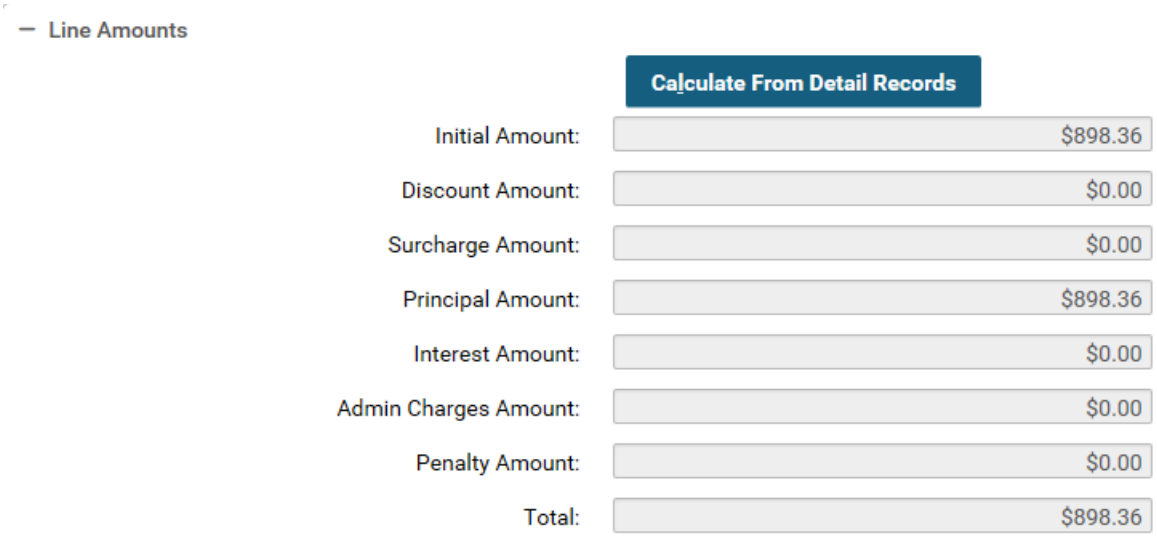
Figure 266: Accounting Line Screen



11. Scroll to the **Line Amounts** section.

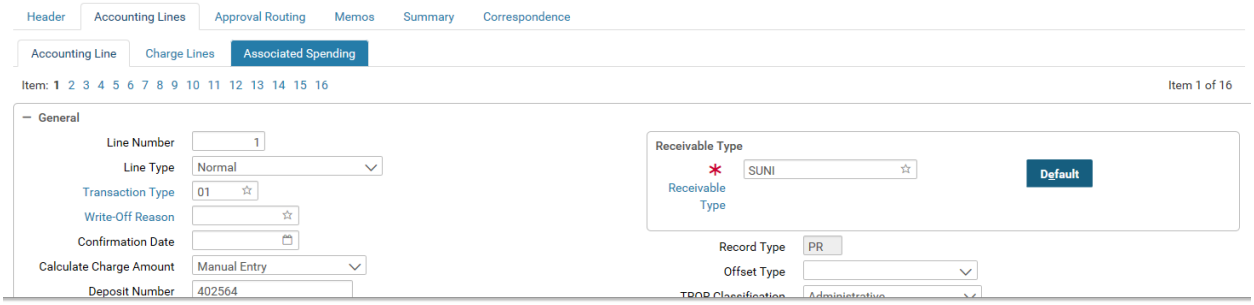
    View and note the **Line Amount**. The Cash Receipt Accounting Line Referencing this Billing Document's accounting line should not exceed this amount.

Figure 267: Line Amounts Section - Referenced Document



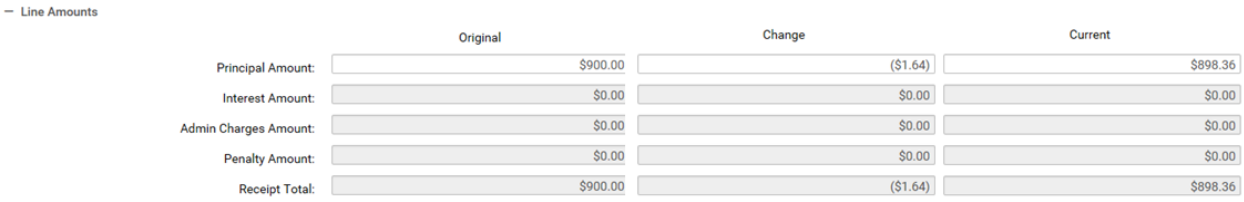
12. Select the **Close Window** link to exit the BD and navigate back to the Cash Receipt window.

Figure 268: Close Window to Navigate Back to Cash Receipt Window



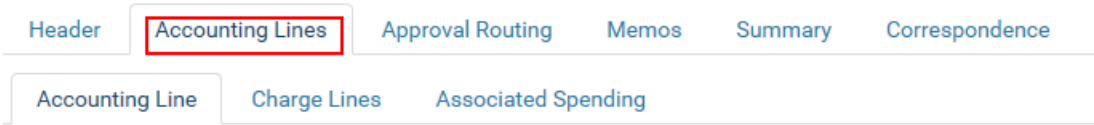
13. On the Cash Receipt Accounting Line, in the Line Amounts group box, change the value in the Cash Receipt **Principal Amount** field to the full amount of the Billing Document line it references. (This is the amount noted in Step 12.)

Figure 269: Change Principal Amount Field



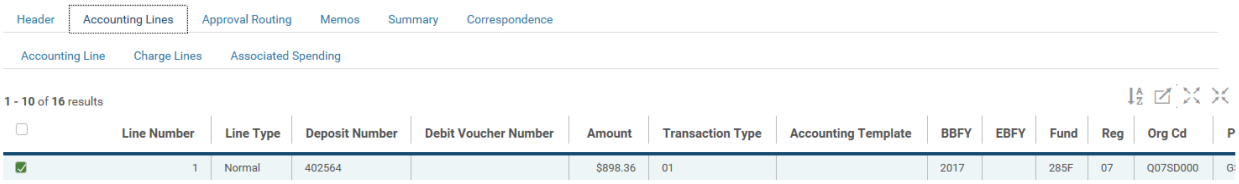
14. Select the **Accounting Lines** hyperlink.

Figure 270: Select Accounting Line Hyperlink



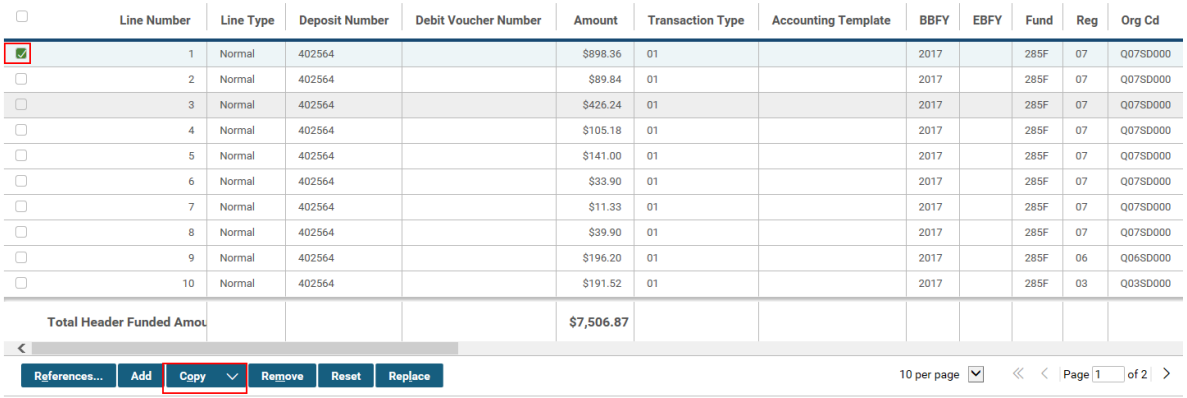
The Cash Receipt Accounting Line item collection is displayed.

Figure 271: Cash Receipt Accounting Line Item Collection



15. Select the updated Accounting Line, and select the **Copy** button.

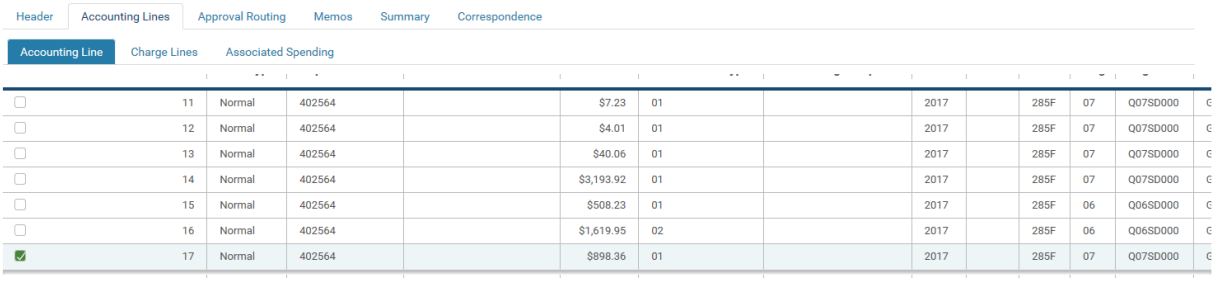
Figure 272: Copy Updated Accounting Line



Line Number	Line Type	Deposit Number	Debit Voucher Number	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd
1	Normal	402564		$898.36	01		2017		285F	07	Q07SD000
2	Normal	402564		$89.84	01		2017		285F	07	Q07SD000
3	Normal	402564		$426.24	01		2017		285F	07	Q07SD000
4	Normal	402564		$105.18	01		2017		285F	07	Q07SD000
5	Normal	402564		$141.00	01		2017		285F	07	Q07SD000
6	Normal	402564		$33.90	01		2017		285F	07	Q07SD000
7	Normal	402564		$11.33	01		2017		285F	07	Q07SD000
8	Normal	402564		$39.90	01		2017		285F	07	Q07SD000
9	Normal	402564		$196.20	01		2017		285F	06	Q06SD000
10	Normal	402564		$191.52	01		2017		285F	03	Q03SD000
Total Header Funded Amou				$7,506.87							

A new accounting line is generated and displayed in the item collection.

Figure 273: New Accounting Line Display

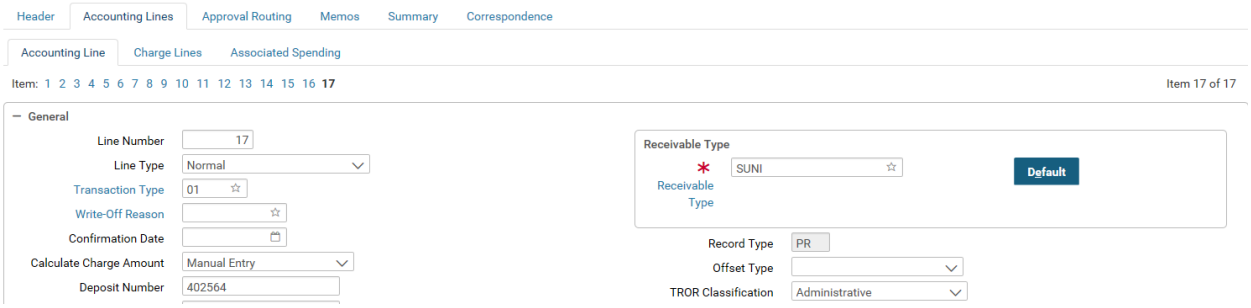


11	Normal	402564		$7.23	01		2017		285F	07	Q07SD000
12	Normal	402564		$4.01	01		2017		285F	07	Q07SD000
13	Normal	402564		$40.06	01		2017		285F	07	Q07SD000
14	Normal	402564		$3,193.92	01		2017		285F	07	Q07SD000
15	Normal	402564		$508.23	01		2017		285F	06	Q06SD000
16	Normal	402564		$1,619.95	02		2017		285F	06	Q06SD000
17	Normal	402564		$898.36	01		2017		285F	07	Q07SD000

16. Select the "overpayment" Accounting Line from the item collection, deselect the original line and then select the **Accounting Line** hyperlink.

    The "overpayment" Accounting Line page is displayed.

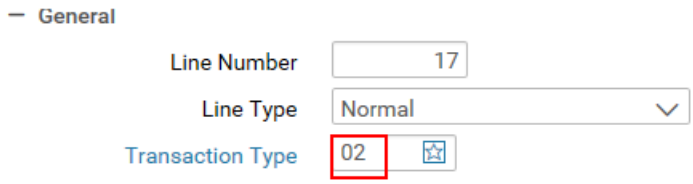
Figure 274: "Overpayment" Accounting Line Display



17. In the General group box, update:

    a. Transaction Type = 02.

Figure 275: Update Transaction Type



18. In the Line Amounts section, enter a Principle Amount equal to the Overpayment excess amount (Original Cash Receipt Accounting Line 1 amount - New Cash Receipt Accounting Line 1 Amount).

    NOTE: Pay.gov CRs will populate the excess amount automatically.

Figure 276: Enter Principal Amount

19. In the Accounting Dimensions Group Box:

    a. Remove Revenue Source Code.

Figure 277: Remove Revenue Source Code

20. Delete the Document Reference information from the Document Reference section.

Figure 278: Delete Document Reference Information

21. If an Agreement is populated, delete the Agreement information.
22. Select the **Save** button.
23. 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.

24. Select the **Submit** button.

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

4.8.8.4 Add/Update Cash Receipt Overpayment Line - Debt Account Reference

When Pegasys receives a Cash Receipt with an amount that is greater than that of the Debt Account it references, the Cash Receipt is placed in a Held or Rejected status. Depending whether the CR is from Lockbox or Pay.gov, the user may determine this unapplied overpayment line will be manually refunded to the Debtor. In the event that a Debt Account refund payment is required, the user will refund the payment using:

- Document Type = MR6/MR7
- Transaction Type = 01
- Copying forward from the CR overpayment line

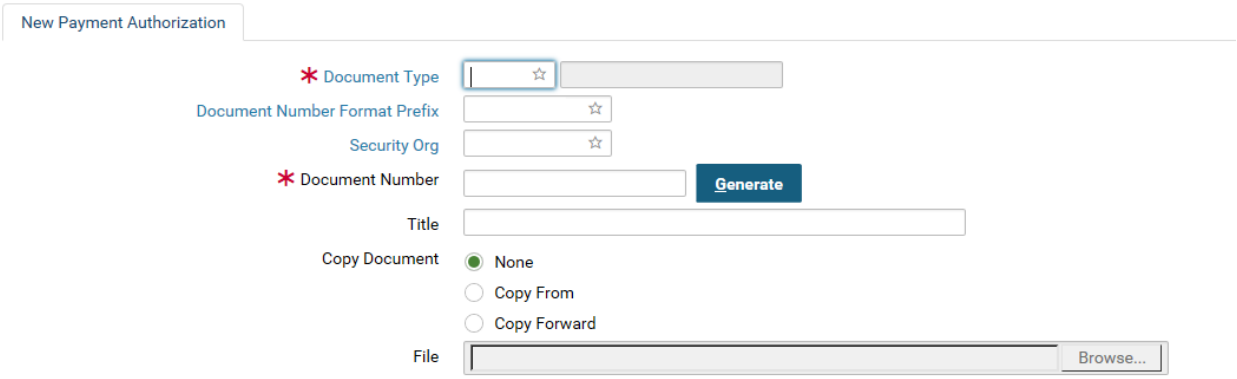
The following steps describe how to create a refund IP to refund an overpayment line.

Steps to create an Accounts Payable Refund IP to Refund a Debt Account Overpayment

1. Navigate to Transactions → Accounts Payable → New → Payment Authorization.

   The new Payment Authorization form creation screen is displayed.

Figure 279: Payment Authorization Form Creation Screen

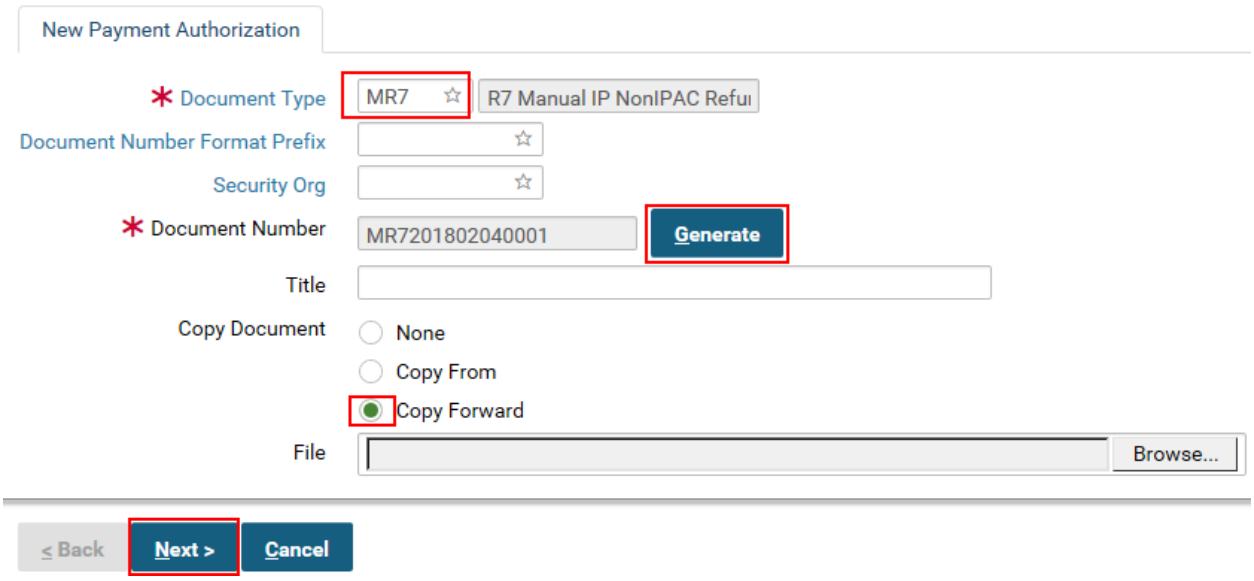


2. Enter the following Document Type:
   a. Region 6 = MR6
   b. Region 7 = MR7

   Select **Generate** to create a system - generated **Document Number**.

   Select the radio button next to **Copy Forward** and select **Next**.

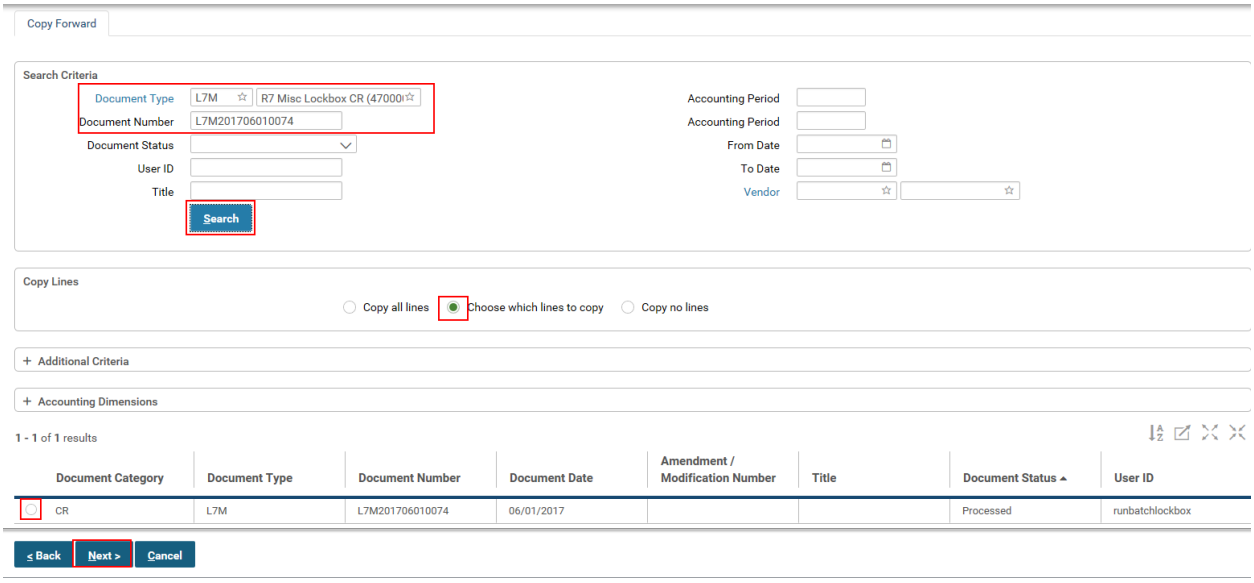
Figure 280: Copy Forward for Payment Authorization



3. Enter the overpayment CRs Document Type and Document Number.
4. Select **Search**.

   A record is returned in the item collection. Select the record from the item collection and select the radio button next to Choose which lines to copy.
5. Select **Next**.

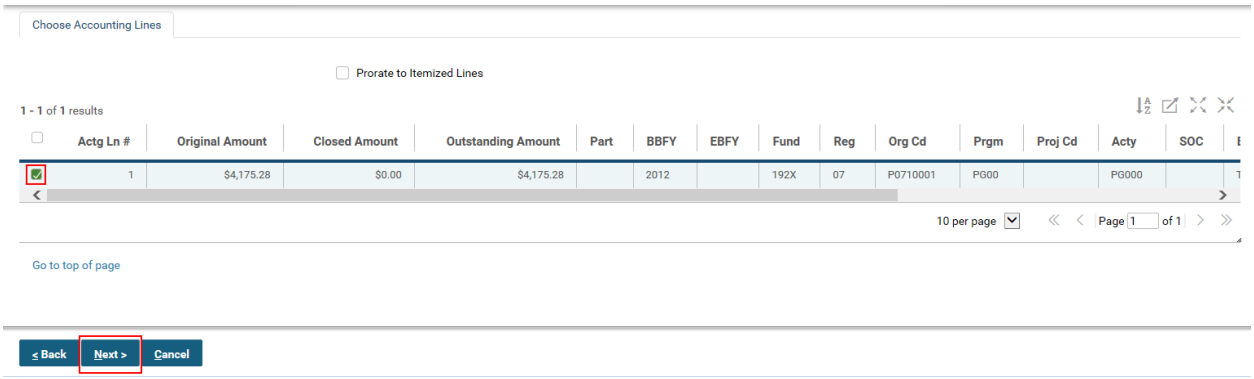
Figure 281: Choose Which Lines to Copy Forward



6. Select the overpayment accounting line and select **Next**.

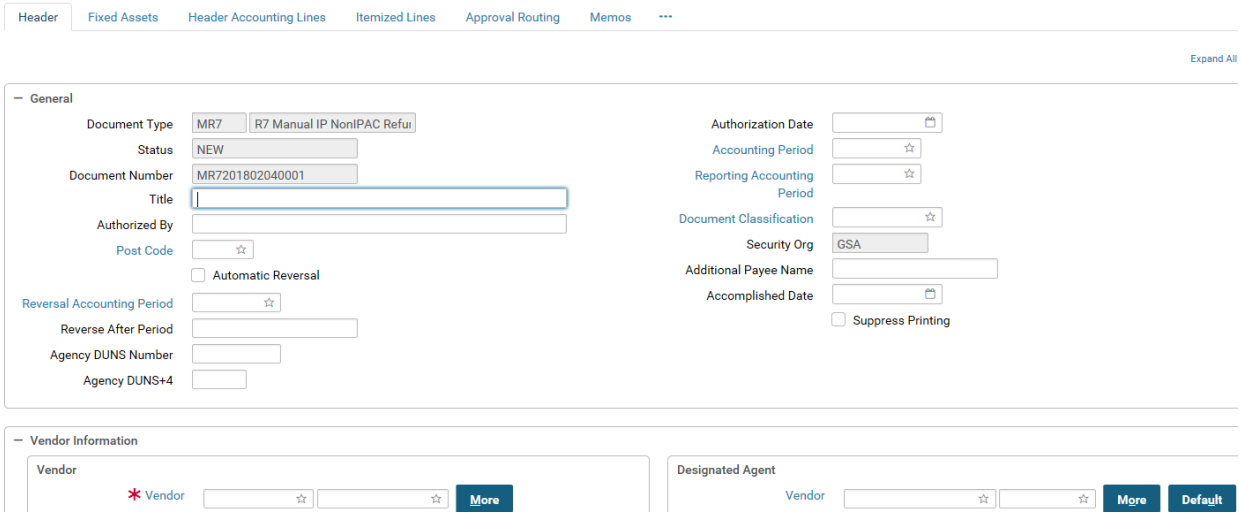
   Select **Finish** on the Choose Itemized Lines screen.

Figure 282: Select Overpayment Accounting Line



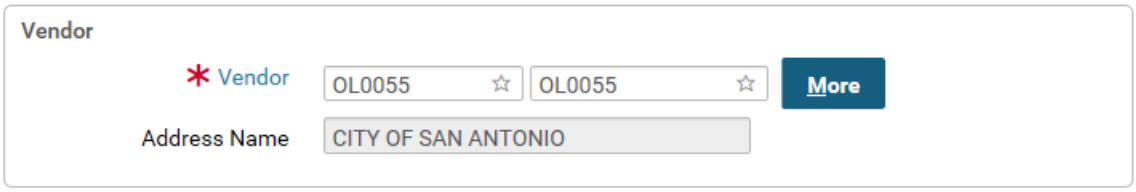
7. The new Payment Authorization form's Header tab is displayed.

Figure 283: New Payment Authorization Form's Header Tab



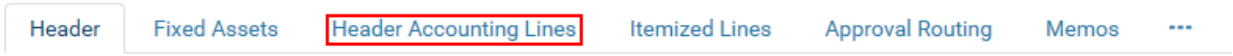
8. Enter the current date in the Accomplished Date field.
9. Enter the **Vendor Code/Vendor Address Code** from the referenced CR.

Figure 284: Enter Vendor Information



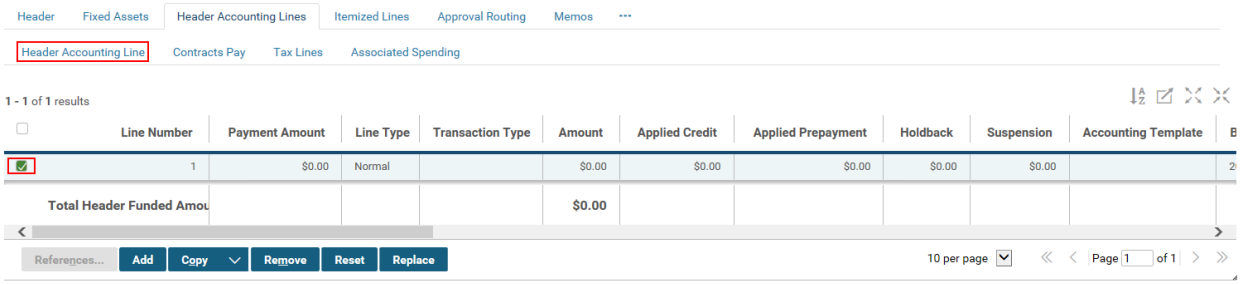
10. Navigate to the **Header Accounting Lines** tab.

Figure 285: Select Header Accounting Lines Tab



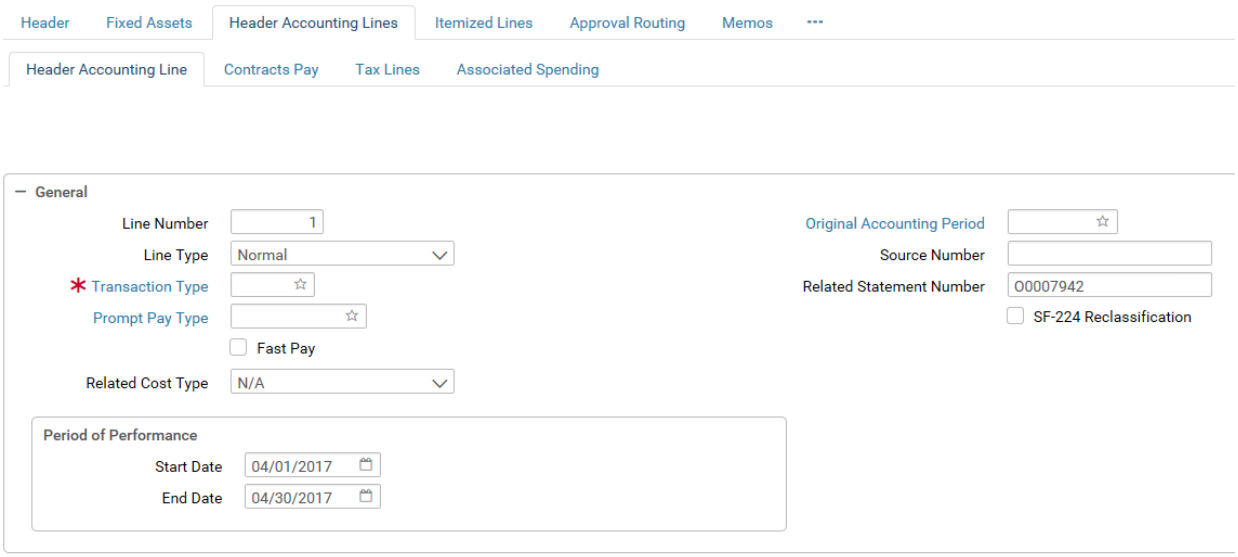
11. Select the accounting line from the item collection and select the **Header Accounting Line** hyperlink.

Figure 286: Select Header Accounting Line Hyperlink



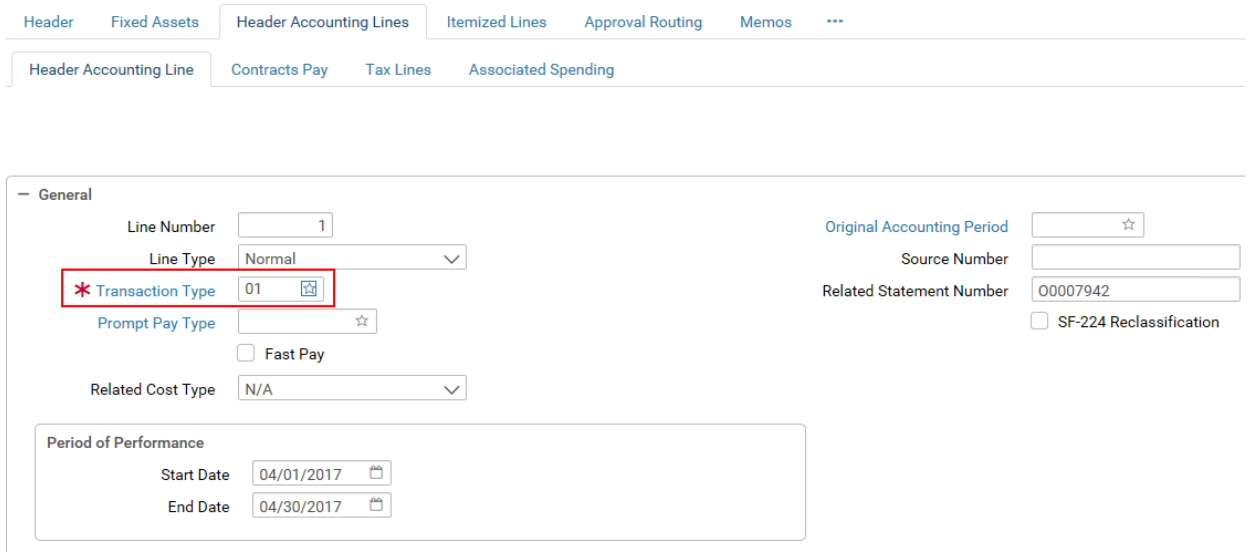
12. The **Header Accounting Line** is displayed.

Figure 287: Header Accounting Line Display



13. Enter **Transaction Type** = 01

Figure 288: Enter Transaction Type

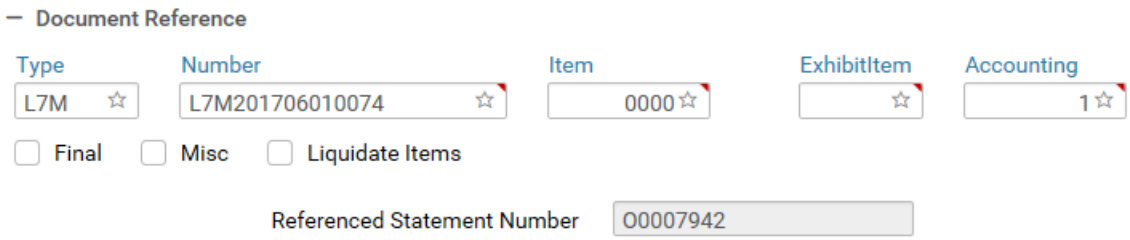


14. Enter the overpayment line amount in the Current Amount Payment field.

Figure 289: Enter Overpayment Line Amount

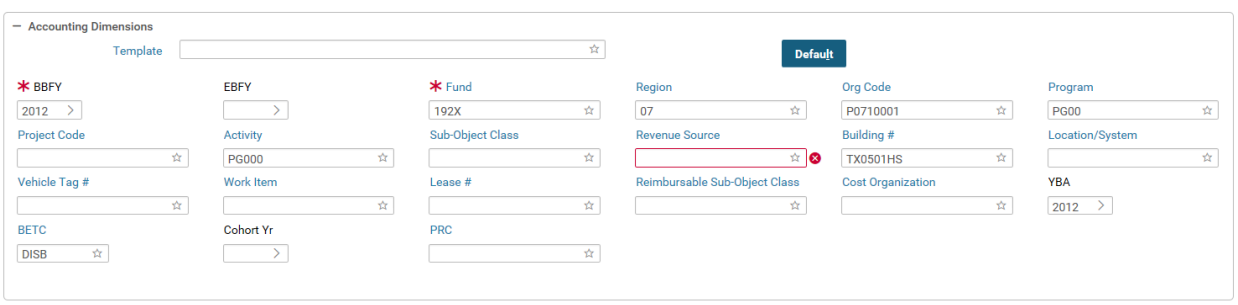
15. Scroll down to the **Document Reference** section and ensure the overpayment Cash Receipt's accounting line is populated in the Document Reference fields.

Figure 290: Ensure Cash Receipt's Accounting Line Populated



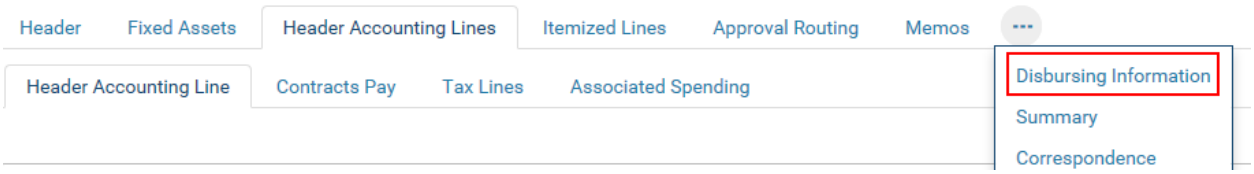
16. Scroll down to the **Accounting Dimensions** section and ensure the accounting dimensions have copied forward from the referenced CR.

Figure 291: Ensure Accounting Dimensions Have Copied Forward



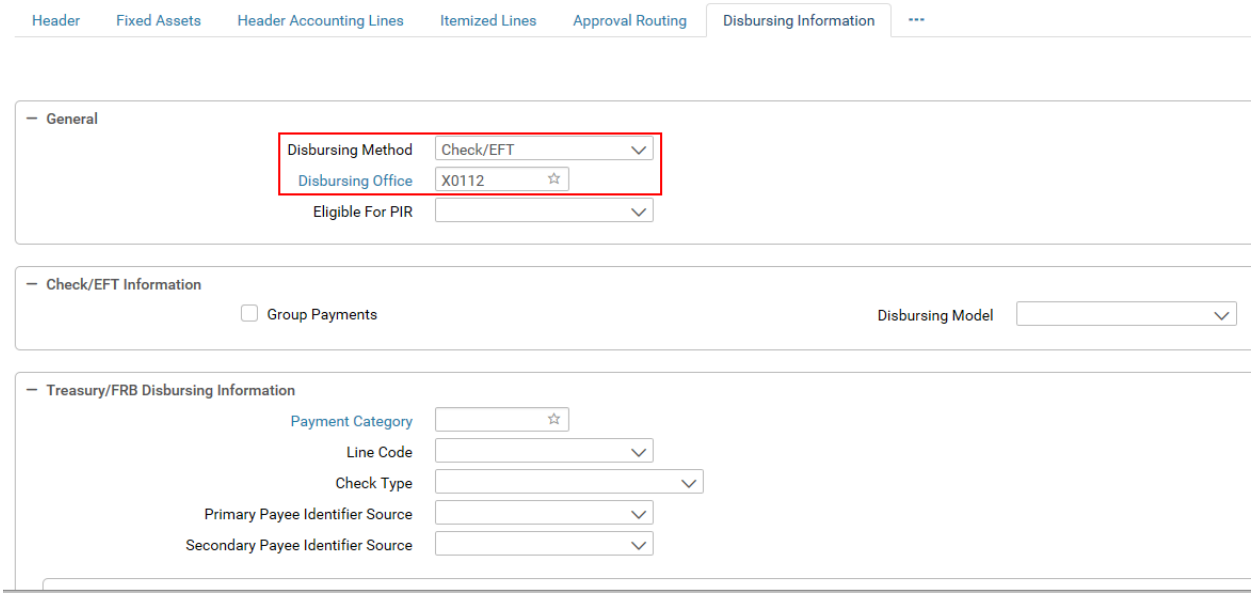
17. Scroll up to the top of the Header Accounting Line page and select on the **Disbursing Information** hyperlink to navigate to the **Disbursing Information** tab.

Figure 292: Select Disbursing Information Hyperlink



18. Enter Disbursing Information, including:
    a. Disbursing Method
    b. Disbursing Office
    c. Payment Type

Figure 293: Entering Disbursing Information



19. Select the **Save** button.

20. 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.

21. Select the **Submit** button.

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

    NOTE: The MR6/MR7 refund IP will be routed via Workflow to the appropriate user(s) for approval.