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Billing and Accounts Receivable
Pegasys 7.5.1 User Guide



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Guide Summary

To meet 508 compliance requirements, the BAAR Guide is divided into 10 documents, which contains the following sections. This is Document 6.

Document 1

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

Document 2

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

Document 3

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

Document 4

- Section 4.8: Collections

Document 5

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

Document 6

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

Document 7

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

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

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

Document 10

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

4 BAAR User Actions and Procedures

4.13 Revenue Credit Card Chargebacks

Revenue Credit card chargebacks are credit card billing transactions that were originally accepted and processed by the bank and then subsequently re-collected from GSA for various reasons. Revenue Credit Card chargebacks are initiated by customer via their credit card bank (not with GSA or CIR). Notification of chargeback settlement is sent from Vantiv to CIR. GSA receives the chargeback settlement notification via CIR, not from the credit card bank or Vantiv.

Upon receipt of the chargeback report, the Billings - FAS Supply/Fleet Unit will enter the dispute into the dispute query with a status of Under Review and push the Record Dispute button to modify (correct) the billing document (BD) to update the debt appeal forbearance flag to true. This will allow the BD to remain open but not be resent to the bank. Once the BD has been corrected, the Billings - FAS Supply/Fleet Unit will communicate via email to the NCSC that the transaction has been charged back and will attach the Detail Billing Records (DBRs) associated with the transaction as well as a form requesting the action needed to be taken regarding the originating billing document.

A user can create a dispute request manually on the Disputed Billings Query. This process halts the rebilling process until the user determines chargeback validity.

4.13.1 Automated methods

Revenue Credit Card chargebacks come in through the CIR inbounds process and reopen the billing document with a Debit Voucher CV6 document type. The Cash Collections Unit in Finance will pull a report from the bank's website daily of charged back transactions. The Cash Collections Unit in Finance will forward the report to the Billings - FAS Supply/Fleet Unit if it contains chargebacks.

4.13.2 Steps to execute: To rebill a Revenue Credit Card Chargeback

Revenue Credit Card Chargeback can be rebilled with the same or different credit card number as described in subsections below.

4.13.2.1 Steps to perform to rebill opened by a Revenue Credit Chargeback with the same credit card number

1. Mark the dispute rejected.

To manage Disputes, reference steps in **BAAR User Guide 5 of 10 Section 4.10.2 Query Disputed Billings and 4.10.4.1 Initial Dispute Evaluation - Request.**

2. Add specific comments to the Description Field and select Remove Dispute.

Figure 1: Remove Dispute Button

General Dispute Information | Disputed Items

Add Correspondence

— Disputed Document

Document Type: FMN
 Doc Num: FMNF0145945-001
 Statement Number: F0145945

— Status

* Dispute Status: Rejected (dropdown)
 Dispute Received/Created Date Time: 01/09/2018 16:14:25
 Under Review Date:
 Pending Final Action Date:
 Dispute Resolution Date:

— Customer Information

Vendor Code: 14485R | 14485R
 Vendor Name: DOI, US FISH & WILDLIFE

Remove Dispute (dropdown)

Save | View Document | Correct Document | Amend Document | Add Customer Correspondence | Record Dispute | ...

3. Update the authorization code on the BD(s).

Refer to **BAAR User Guide 2 of 10 Section 4.4.3.1 Amend Billing Document (BD)** for steps to update a Non-IPAC billing document.

Figure 2: Authorization Code

Credit Card Information

Credit Card Number:
 Authorization Code:
 Authorization Amount: \$0.00
 Card Type:
 Transaction Source:

Expiration Date:
 Authorization Date:
 Authorization Only
 Bank Charge Indicator:

4.13.2.2 Steps to perform to rebill a BD reopened by a Revenue Credit Chargeback using a different credit card number

To rebill the transaction with a different credit card number, the NCSC will encrypt and password protect the file before sending back to the 'kc-accts-receivable.finance' email address (kc-accts-receivable.finance@gsa.gov) mailbox. The password to be used will be provided separately to NCSC. The Billings - FAS Supply/Fleet Unit will take the following steps after receiving the updated form from the NCSC.

1. Mark the dispute rejected.

To manage Disputes reference steps in **BAAR User Guide 5 of 10 section 4.10.2 Query Disputed Billings and 4.10.4.1 Initial Dispute Evaluation - Request**.

2. Add specific comments to the Description Field and select Remove Dispute.

Figure 3: Reject Dispute - Remove Dispute button

The screenshot shows a web application interface for managing disputes. At the top, there are two tabs: 'General Dispute Information' and 'Disputed Items'. A blue button labeled 'Add Correspondence' is in the top right. Below the tabs, there are three main sections:

- Disputed Document:** Contains input fields for 'Document Type' (FMN), 'Doc Num' (FMNF0145945-001), and 'Statement Number' (F0145945).
- Status:** Contains a dropdown menu for 'Dispute Status' (set to 'Rejected'), 'Dispute Received/Created Date Time' (01/09/2018 16:14:25), and three empty date input fields for 'Under Review Date', 'Pending Final Action Date', and 'Dispute Resolution Date'.
- Customer Information:** Contains 'Vendor Code' (14485R), 'Vendor Name' (DOI, US FISH & WILDLIFE), and a 'Remove Dispute' button highlighted with a red box.

At the bottom, there is a navigation bar with buttons: 'Save', 'View Document', 'Correct Document', 'Amend Document', 'Add Customer Correspondence', 'Record Dispute', and a dropdown menu with a red box around it.

3. Update the credit card number and authorization code on the BD(s).

Refer to **BAAR User Guide 2 of 10 section 4.4.3.1 Amend Billing Document (BD)** for steps to update a Non-IPAC billing document.

Figure 4: Credit Card information

The screenshot shows a 'Credit Card Information' form with the following fields:

- Credit Card Number:** Highlighted with a red box.
- Authorization Code:** Highlighted with a red box.
- Expiration Date:** Date input field with a calendar icon.
- Authorization Date:** Date input field with a calendar icon.
- Authorization Amount:** Input field with a value of \$0.00.
- Card Type:** Dropdown menu.
- Transaction Source:** Dropdown menu.
- Bank Charge Indicator:** Dropdown menu.
- Authorization Only:** A checkbox.

4. Reply back to NCSC when final action has been completed.

4.13.3 Steps to execute: To write off Revenue Credit card chargeback

When the original billing was invalid the Income will need to be reversed. The Billings -FAS Supply/Fleet Unit will perform the following steps:

1. Update the Dispute Status to Accepted.
To manage Disputes reference steps in **BAAR User Guide 5 of 10 Section 4.10.2 Query Disputed Billings and Section 4.10.5 Pending Final Action and Dispute Resolution**.
2. Add specific comments to the Description Field and select the Remove Dispute button.

Figure 5: Accepted Dispute Select Remove Dispute button

General Dispute Information | Disputed Items

Add Correspondence

- Disputed Document

Document Type: FMN
 Doc Num: FMNFO145945-001
 Statement Number: F0145945

- Status

* Dispute Status: Accepted (dropdown menu)
 Dispute Received/Created Date Time: 01/09/2018 16:14:25
 Under Review Date:
 Pending Final Action Date:
 Dispute Resolution Date:

- Customer Information

Vendor Code: 14485R | 14485R
 Vendor Name: DOI, US FISH & WILDLIFE ?

Remove Dispute (dropdown menu)

Save | View Document | Correct Document | Amend Document | Add Customer Correspondence | Record Dispute | ...

- Update and Zero down the accounting lines and related DBRs on the BD(s).
 Refer to **BAAR User Guide 2 of 10 sections 4.4.3.1 Amend Billing Document (BD) and 4.4.3.4 Modify Detail Billing Record (Non Shared Field) by Amending Non-IPAC Billing Document (BD)** for steps to update a Non-IPAC billing document.

Figure 6: Zero down accounting line

- Line Amounts

Calculate From Detail Records

	Original	Change	Current
Initial Amount:	\$100.00	(\$100.00)	\$0.00
Discount Amount:	\$0.00	\$0.00	\$0.00
Surcharge Amount:	\$0.00	\$0.00	\$0.00
Principal Amount:	\$100.00	(\$100.00)	\$0.00
Interest Amount:	\$0.00	\$0.00	\$0.00
Admin Charges Amount:	\$0.00	\$0.00	\$0.00
Penalty Amount:	\$0.00	\$0.00	\$0.00
Total:	\$100.00	(\$100.00)	\$0.00

Figure 7: Detail Billing Record

Modified Detail Billing Record

- General		Agency	<input type="text"/>
Record Identifier	MOM02FP00010LOKD52C	Bureau	<input type="text"/>
Source Record ID	<input type="text"/>	Agency Location Code	<input type="text"/>
<input type="checkbox"/> System Created DBR		Customer Identification Code	<input type="text"/>
Record Status	Update <input type="button" value="v"/>	Customer Identification Code #2	<input type="text"/>
Quantity	<input type="text" value="0.000000"/>	Period of Performance Start Date <input type="text" value="08/01/2011"/> End Date <input type="text" value="08/31/2011"/>	
Unit Price Amount	<input type="text" value="\$0.00"/>		
Unit	<input type="text" value="☆"/>		
* Amount	<input type="text" value="\$0.00"/>		
Discount Amount	<input type="text" value="\$0.00"/>		
Surcharge Amount	<input type="text" value="\$0.00"/>		
* Record Date	<input type="text" value="11/09/2017"/> <input type="button" value="📅"/>		
* Charge Period	<input type="text" value="01/2018"/> <input type="button" value="☆"/>		
Billing Description	<input type="text"/>		

4. Reply back to NCSC when final action has been completed.

Steps to perform when a BD reopened by a Revenue Credit Chargeback will not be rebilled:

When the original billing is valid and the NCSC believes the billing is uncollectable, the Billings - FAS Supply/Fleet Unit will perform the following steps:

1. Update the Dispute Status to Accepted.

To manage Disputes reference steps in **BAAR User Guide 5 of 10 sections 4.10.2 Query Disputed Billings and 4.10.5 Pending Final Action and Dispute Resolution.**

2. Add specific comments to the Description Field and click Save.

Figure 8: General Dispute Information

General Dispute Information
Disputed Items

Disputed Document

Document Type

Doc Num

Statement Number

Status

* Dispute Status

Dispute Received/Created Date Time

Under Review Date

Pending Final Action Date

Dispute Resolution Date

Customer Information

Vendor Code

Vendor Name

Save
View Document
Correct Document
Amend Document
Add Customer Correspondence
Record Dispute
...

3. Depending on amount of billing and guidance provided in the Accounts Receivable and Debt Collection Manual, the Billings - FAS Supply/Fleet Unit will:
 - a. Create a WO6 to write-off the Federal Customer billing.
 - b. Create a NW6 to write-off the Non-Federal billing.

OR

- c. Provide the appropriate service with an opportunity to respond before taking action to write-off.

Refer to **BAAR User Guide 7 of 10 Section 4.16.1.1.5 Manual Creation of Write-Off Cash Receipt (CR) (Non-IPAC)** for steps to create the WO6 and NW6.

4. Reply back to NCSC when final action has been completed.

4.13.4 Steps to execute: If bank reverses Chargeback prior to NCSC notification of Action

If, prior to NCSC notifying the Billings - FAS Supply/Fleet Unit of action to be taken, the Cash Collections Unit finds the bank has reversed the chargeback they will notify Billings - FAS Supply/Fleet Unit.

The Billings - FAS Supply/Fleet Unit will perform the following steps:

1. Communicate chargeback reversal to the NCSC.
2. Update the Dispute Status to Rejected.

NOTE: To manage Disputes reference **BAAR User Guide 5 of 10 sections 4.10.2 Query Disputed Billings and Section 4.10.5 Pending Final Action and Dispute Resolution and Section 4.10.4.1 Initial Dispute Evaluation - Request.**

3. Add specific comments to the Description Field and select the Remove Dispute button.

NOTE: This will remove the debt forbearance flag from the BD and allow the Cash Collections Unit to process the Cash Receipt (CR) document.

Figure 9: Select Remove Dispute button

The screenshot shows the 'General Dispute Information' tab in the BAAR system. The 'Disputed Document' section contains fields for Document Type (FMN), Doc Num (FMNF0145945-001), and Statement Number (F0145945). The 'Status' section shows the Dispute Status set to 'Rejected' (highlighted with a red box), along with other dates. The 'Customer Information' section shows Vendor Code (14485R) and Vendor Name (DOI, US FISH & WILDLIFE). At the bottom, a navigation bar includes buttons for 'Save', 'View Document', 'Correct Document', 'Amend Document', 'Add Customer Correspondence', 'Record Dispute', and a dropdown menu with 'Remove Dispute' highlighted in a red box.

It will be important that the Finance Billings - FAS Supply/Fleet Unit and the Collections Unit work closely together to ensure the removing of the dispute and the processing of the CR happen on the same day so the transaction does not get picked up and resent to the bank for collection.

4.14 Pay.gov Chargebacks

Pay.gov Credit card chargebacks are credit card billing transactions that were originally accepted and processed by the bank and then subsequently recollected from GSA for various reasons. Customers can chargeback (dispute) previously submitted Pay.gov collections. Thus the chargebacks are initiated by the customer via their credit card bank (not GSA or Pay.gov). The Charge back is settled via Vantiv (settlement agent). Notification of settlement is sent from Vantiv to CIR. GSA receives settlement notification via CIR, not from Pay.gov.

4.14.1 Automated Methods

The Pay.gov chargebacks come in through the CIR inbound process and reopen the billing document with a Debit Voucher PV6/PV7 document type. The Cash Collections Unit in Finance will need to identify what corrective action should be taken when a chargeback is received.

4.14.2 Steps to Execute: To rebill a Pay.gov chargeback

If the Cash Collections Unit determines the original bill was valid:

1. Finance Center updates any applicable fields on the BD based on the chargeback.

Figure 10: Header Tab

The screenshot shows the 'Header Tab' of a software interface. It is divided into two main sections: 'General' and 'Vendor Information'.
General Section:
 - Document Type: AMN RWA/HOTD Non-IPAC BD
 - Status: CORRECT
 - Document Number: AMNX0066393-001
 - Statement Number: X0066393 (with a 'Generate' button)
 - Title: [Empty field]
 - Billed By: [Empty field]
 - Post Code: [Field with star icon]
 - Agency DUNS Number: [Field]
 - Agency DUNS+4: [Field]
 - Bill Generated Flag: [Checked checkbox]
 - Bill Generated Date: [Field]
 - Original Document Date: 01/26/2018
 - Document Date: [Field with star icon]
 - Accounting Period: [Field with star icon]
 - Reporting Accounting Period: [Field with star icon]
 - Batch Number: [Field]
 - Document Classification: [Field with star icon]
 - Security Org: GSA
 - Business Line: RWAHOTD
Vendor Information Section:
 - Vendor: 112644089 (with a star icon and a 'More' button)
 - Address Name: LAGUARDIA EDUCATION FUND INC
 - Designated Agent: [Field with star icon] (with 'More' and 'Default' buttons)
 - Address Name: [Field]

NOTE: For steps to amend a Non-IPAC Billing document refer to **BAAR User Guide 2 of 10 Section 4.4.3.1 Amend Billing Document (BD)** and if Detail Billing Records are associated to the Billing Document also refer to **BAAR User Guide 2 of 10 Section 4.4.3.4 Modify Detail Billing Record (Non Shared Field) by Amending Non-IPAC Billing Document (BD)**.

2. The BD is selected by the next Bill Generation run and billed out.

4.14.3 Steps to perform to write off a BD reopened by a Pay.gov Chargeback:

If the Cash Collections Unit determines the original bill was invalid:

1. For Federal Customer billings:

Finance Center creates a write-off CR WO6/WO7 referencing the BD to write off the receivable/revenue.

For steps to write-off a non-IPAC BD, please refer to **BAAR User Guide 7 of 10 Section 4.16.1.1**.

2. For Non-Federal Customer billings:

Finance Center creates a write-off CR NW6/ NW7 referencing the BD to write off the receivable/revenue.

For steps to write-off a non-IPAC BD, please refer to **BAAR User Guide 7 of 10 section 4.16.1.1**.

4.15 Manage Credits

Credit billing represents an amount credited to the customer that can be used to offset (decrease) the customer's prior month, current month, or future month billed amounts. Credits can also be refunded/returned to the customer. Additionally, credit billing amounts can be transferred to Treasury in the event that they cannot be used to offset or be refunded. Credit billing is used for non-IPAC, IPAC, DoD Interfund and Internal billing. Credit bills can also be generated for Revenue Credit Card billing. The following actions can be performed by the user in order to manage credit billing:

- Non-IPAC Credits.
 - o Apply credits to customer's outstanding bills.
 - o Refunding credits to customers.
 - o Transferring non-refundable credits to Treasury.
- IPAC Credits.
 - o Create IPAC Refund Payments.
- Credits for External Customers
 - o Credits can result from the resolution of non-IPAC disputes or IPAC chargebacks in favor of the customer. Disputes/chargebacks may occur because GSA has either erroneously billed the customer, a discount was not applied correctly to the billing rate, or a change was made regarding the billing terms.
 - o Pegasys supports credit billing with the Billing Document (BD) Credit line type. Pegasys uses unique Cash Receipt document types to apply, refund, or transfer non-IPAC credits to Treasury. These Cash Receipts are always processed with a Credit Reduction line (via the Credit Reduction Line Type) and a Credit Application line (via the Credit Application Line Type). Credits can be created in the following ways:
 - Automatically via the Summarization Batch process (i.e. summarizing credit Detail Billing Records from feeder systems and generating Billing Documents).
 - Automatically via the PCAS Bill Generation Batch process (when prior period spending is reduced after the associated Billing Document has been generated).
 - Manually (i.e. creating a Billing Document with a Credit line type).
- Credits for Internal Customers

- o Pegasys supports Interfund credit billing for internal customers using Internal Vouchers with a negative line amount. Interfund credits are not applied, refunded, or transferred to Treasury. Rather, they simply record the credit as negative revenue for the seller and negative expense for the buyer.

The new Automated Credit Application batch job applies credit lines by searching within a bill, an agreement, a statement or a vendor record. The Batch Job identifies Credits that have not yet been refunded to the customer and takes appropriate action, based on Batch Parameters. Credits can be either applied against another bill or refunded to the customer. There are several Batch Job instances set up by business line and bill type, which enables the job to create specific documents for Credits, based on the specific instance set up.

4.15.1 Query Credits

Pegasys queries can be used to research, reconcile, and track credit-billing activity. Credits can be tracked and researched using the Credit Application Worksheet query. The Credit Application Worksheet query also provides the ability to apply, refund, and transfer to Treasury non-IPAC credits (see **BAAR User Guide 6 of 10 Section 4.15.3**). Users can also retrieve credit information for processed bills on the following queries:

- Queries→Accounts Receivable→Credit Application Worksheet.
- Queries→Accounts Receivable→Billing Query.
- Queries→Accounts Receivable→Billing Statement Query.
- Queries → General Ledger → GL Account Detail Query.
- Transactions → Form/ Document Selection.

4.15.1.1 Query Credits on Billing Query

The following steps describe the steps to query credit line Billing Documents (BD) on the Billing query. The Billing query has the ability to filter the query by line type (equal to Credit) in order to query credits.

NOTE: For the complete list of search criteria, please refer to **BAAR User Guide 2 of 10 Section 4.6.2.3 Billing Query Search Criteria Field Descriptions**.

Steps to Query Credits Using Outstanding Bills:

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

The Billing Query page is displayed.

Figure 11: Billing Query page - Basic Search

2. Enter the desired and appropriate **Search Criteria**. To search for BDs that have Credit Lines, select the line type of **Credit**.

For the complete list of Billing Query Search Criteria, please refer to **BAAR User Guide 2 of 10 Section 4.6.2.3**.

Figure 12: Billing Query Advanced Search page

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

3. Select the **Search** button.
- The results are returned in the Item Collection.

Figure 13: Billing Query Item Collection - Outstanding Amount Column

Document Number	Billing Reference Number	Statement Number	Billed Total Amount	Principal Amount	Interest Amount	Penalty Amount	System Generated Bill Reduction Amount	Total Write Off Amount	Administration Charges Amount	Outstanding Amount
RMNAAC00441-001	RMNBILRMNAAC00441-001	AAC00441	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00

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

The Billing QueryDetail Page is displayed.

Figure 14: Billing Query Detail page - Credit Totals

Billing Query **Billing Detail**

Security Organization:

Vendor: [More](#)

Address Name:

Waive Interest on Admin Charges

Waive Interest on Penalty

Bill Totals

Initial Amount	<input type="text" value="\$2,000.00"/>
Discount Amount	<input type="text" value="\$0.00"/>
Surcharge Amount	<input type="text" value="\$0.00"/>
Principal Amount	<input type="text" value="\$2,000.00"/>
Interest Amount	<input type="text" value="\$0.00"/>
Admin Charges Amount	<input type="text" value="\$0.00"/>
Penalty Amount	<input type="text" value="\$0.00"/>
Bill Total Amount	<input type="text" value="\$2,000.00"/>

Credit Totals

Principal Credit Closed Amount	<input type="text" value="\$0.00"/>
Principal Credit Outstanding Amount	<input type="text" value="\$0.00"/>

NOTE: The user can also view or amend the document from this screen by selecting the View Document or Amend Document buttons.

Figure 15: Billing Query Detail Buttons

Billing Query
Billing Detail

Security Organization

Vendor

Vendor [More](#)

Address Name

Bill Totals

Initial Amount	\$2,000.00
Discount Amount	\$0.00
Surcharge Amount	\$0.00
Principal Amount	\$2,000.00
Interest Amount	\$0.00
Admin Charges Amount	\$0.00
Penalty Amount	\$0.00
Bill Total Amount	\$2,000.00

— **Credit Totals**

Principal Credit Closed Amount	\$0.00
Principal Credit Outstanding Amount	\$0.00

View Document
View Case History
Amend Document

6. Select the **Billing Detail** tab.

The Billing Query Bill Detail tab is displayed.

Figure 16: Billing Query Detail tab

7. Select an accounting line from the item collection.

NOTE: When a Credit line type is selected, the Credit Application button is enabled. To launch the Credit Application Worksheet, select the Credit Application button.

For information on how to apply credits, please refer to **BAAR User Guide 5 of 10 Section 4.10.3.**

Figure 17: Credit Application button

Billing Reference Number	Document Type	Document Number	Line Number	Line Type	Line Amount	State Of Line	Billing Status	Bill Type/Type of Transfer	Debt Appeal/Fore	Rebill
<input type="checkbox"/> RMNBILRMNAA001	RMN	RMNAAC00441001	1	Normal	\$2,000.00	open	Billed	Standard	False	False
<input checked="" type="checkbox"/> RMNBILRMNAA001	RMN	RMNAAC00441001	2	Credit	\$0.00	open	Billed	Standard	False	False

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8. Select the **Billing Document Line** link.

Figure 18: Billing Document tab

9. View the Outstanding Billing Document Line page information.

Figure 19: Billing Document Line page

Billing Query | **Billing Detail**

Billing Document Line | Detail Billing Record

Item: 1 2

— General

Line Number

Line Type

Receivable Type

Source Number

Related Statement Number

Totals

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

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

Figure 20: View Document button

Billing Query Billing Detail

Billing Document Line Detail Billing Record

Item: 1 2

— General

Line Number

Line Type

Receivable Type

Source Number

Related Statement Number

Totals

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

[View Document](#) [View Case History](#) [Amend Document](#)

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

Figure 21: Header View Mode

Header Accounting Lines Office Addresses Approval Routing Memos Summary

— General

Document Type	RMN Rent Non-IPAC BD Manual	Original Document Date	02/02/2018
Status	CORRECT	Document Date	<input type="text"/>
Document Number	RMNAAC00439-001	Accounting Period	<input type="text"/> ☆
Statement Number	AAC00439 Generate	Reporting Accounting Period	<input type="text"/> ☆
Title	<input type="text"/>	Batch Number	<input type="text"/>
Billed By	<input type="text"/>	Document Classification	<input type="text"/> ☆
Post Code	<input type="text"/> ☆	Security Org	GSA
Agency DUNS Number	130944668	Business Line	RENT
Agency DUNS+4	<input type="text"/>		
	<input checked="" type="checkbox"/> Bill Generated Flag		
Bill Generated Date	02/02/2018		

NOTE: BD Credit lines will not have a bill total amount. The Bill total amount is the sum of Normal and Advance Line types.

4.15.1.2 View Credits from Billing Statement Query

The following steps describe the steps to view Credits on Statements on the Billing Statement Query.

Steps to View Credits Using the Billing Statement Query:

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

The Billing Statement Query page is displayed.

Figure 22: Billing Statement Query

Search - Billing Statement Query

Search Criteria

Statement Number	<input type="text"/>	Centralized Collections Services	
Security Organization	<input type="text"/> ☆	16 Digit Credit Card Number	<input type="text"/>
Statement Vendor		Bank Charge Indicator	<input type="text"/> ▾
Code	<input type="text"/> ☆ <input type="text"/> ☆	Statement Print Date	<input type="text"/> 📅 To <input type="text"/> 📅
Customer ALC	<input type="text"/> ☆	Collection Due Date	<input type="text"/> 📅 To <input type="text"/> 📅
Bill Type	<input type="text"/> ▾	Last Statement Print Date	<input type="text"/> 📅 To <input type="text"/> 📅
Print Option	<input type="text"/> ▾		
Statement Generated Flag	<input type="text"/> ▾		
Disbursing Office	<input type="text"/> ☆		
ALC	<input type="text"/> ☆		
Business Line	<input type="text"/> ☆		
	Search Clear		

2. Enter the desired and appropriate **Search Criteria**, including a **Statement Number**.

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

3. Select the **Search** button.

Figure 23: Billing Statement Query Search Criteria

Search - Billing Statement Query

The results are returned in the Item Collection.

Figure 24: Billing Statement Query - Item Collection

1 - 1 of 1 results

Statement Number	Primary Vendor	Primary Vendor Address	Bill Type	Print Option	Business Line	Credit Card Number	Bank Charge Indicator	Disbursing Office	ALC	Customer ALC	Statement Generated Flag	Statement Print Date	Collection Due Date	Last Statement Print Date	Security Organization
F0145952	803322	803322	Standard	Yes	FLEET			GS127	47000016		Yes	01/10/2018	02/09/2018	01/10/2018	PEGASYS

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NOTE: To perform a specific action upon a Statement, select the appropriate action button.

Figure 25: Billing Statement Query - Action buttons

1 - 1 of 1 results

Statement Number	Primary Vendor	Primary Vendor Address	Bill Type	Print Option	Business Line	Credit Card Number	Bank Charge Indicator	Disbursing Office	ALC	Customer ALC	Statement Generated Flag	Statement Print Date	Collection Due Date	Last Statement Print Date	Security Organization
F0145952	803322	803322	Standard	Yes	FLEET			GS127	47000016		Yes	01/10/2018	02/09/2018	01/10/2018	PEGASYS

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4. Select a detail record and select Details.

Figure 26: Billing Statement Query - Details button

1 - 1 of 1 results

Statement Number	Primary Vendor	Primary Vendor Address	Bill Type	Print Option	Business Line	Credit Card Number	Bank Charge Indicator	Disbursing Office	ALC	Customer ALC	Statement Generated Flag	Statement Print Date	Collection Due Date	Last Statement Print Date	Security Organizati
F0145952	803322	803322	Standard	Yes	FLEET			GS127	47000016		Yes	01/10/2018	02/09/2018	01/10/2018	PEGASYS

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[Details](#)

5. Review the Statement Balances Tab information.

NOTE: Credit amounts are tracked in a separate group box on the Statement Balances page.

Figure 27: Statement Balance Tab information

Statement Balances Vendor Balances Document Balances Correspondence

— General

Statement Number	F0145952	Statement Vendor	Code	803322	803322
Last Statement Print Date	01/10/2018	Name	A.I.SOLUTIONS, INC		
Collection Due Date	02/09/2018	Customer ALC			
Statement Print Date	01/10/2018				
<input checked="" type="checkbox"/> Statement Generated					
Security Org	PEGASYS	Centralized Collections Services			
Bill Type	Standard	Credit Card Number			
Print Option	Yes	Bank Charge Indicator			
Business Line	FLEET				
Disbursing Office	GS127				
ALC	47000016				

Billed Amount		Credit Amount	
Initial Amount	\$128.74	Initial Amount	\$0.00
Discount Amount	\$0.00	Discount Amount	\$0.00
Surcharge Amount	\$0.00	Surcharge Amount	\$0.00
Principal Amount	\$128.74	Principal Amount	\$0.00
Interest Amount	\$0.00	Credit Total Amount	\$0.00

Attachments (1) [Credit Application Worksheet](#)

6. To launch the Credit Application Worksheet, select the Credit Application Worksheet button.

Figure 28: Credit Application Worksheet button

Statement Balances	Vendor Balances	Document Balances	Correspondence
<p>General</p> <p>Statement Number: F0145952</p> <p>Last Statement Print Date: 01/10/2018</p> <p>Collection Due Date: 02/09/2018</p> <p>Statement Print Date: 01/10/2018</p> <p><input checked="" type="checkbox"/> Statement Generated</p> <p>Security Org: PEGASYS</p> <p>Bill Type: Standard</p> <p>Print Option: Yes</p> <p>Business Line: FLEET</p> <p>Disbursing Office: GS127</p> <p>ALC: 47000016</p>			
<p>Billed Amount</p> <p>Initial Amount: \$128.74</p> <p>Discount Amount: \$0.00</p> <p>Surcharge Amount: \$0.00</p> <p>Principal Amount: \$128.74</p> <p>Interest Amount: \$0.00</p>		<p>Credit Amount</p> <p>Initial Amount: \$0.00</p> <p>Discount Amount: \$0.00</p> <p>Surcharge Amount: \$0.00</p> <p>Principal Amount: \$0.00</p> <p>Credit Total Amount: \$0.00</p>	
<p>Statement Vendor</p> <p>Code: 803322</p> <p>Name: A.I.SOLUTIONS, INC</p> <p>Customer ALC:</p>			
<p>Centralized Collections Services</p> <p>Credit Card Number:</p> <p>Bank Charge Indicator:</p>			
<p>Attachments (1) Credit Application Worksheet</p>			

4.15.2 Create Credit Bills

The Credit line type is used to record credits owed to GSA customers. Credit Line Billing Documents (BD) like Normal line BDs, or debit billings, are typically created via Pegasys batch processing (either via DBR offline processes or from PCAS Bill Generation). However, both non-IPAC and IPAC Credit line BDs can be created manually by users from within Pegasys. However, both non-IPAC and IPAC Credit line BDs can be created manually by users from Pegasys.

Credit lines are distinguished by the Credit Line type on the BD. In addition to a specific line type, Detail Billing Records record a Credit/Adjustment indicator. For records received from GSA's feeder systems, when DBRs have the Credit/Adjustment Indicator set, the accounting lines will be separated during summarization based on the value entered. The Credit/Adjustment Indicator of "C" is used to denote Credit lines. Since the Credit Adjustment indicator is used as summarization criteria, if populated, all DBRs that match the other summarization criteria will be grouped into one accounting line with a Credit line type. When using a Credit/Adjustment indicator of "A", positive (or debit) DBRs will be summarized into a separate Normal line with the same summarization criteria. In the case of manually creating documents, users should always enter the Credit /Adjustment indicator of "C" for Credit Line DBRs.

4.15.2.1 Manual Creation of Billing Document (BD): IPAC/Non-IPAC Credit Line Type

The following steps describe the manual/online entry of Credit line Billing Documents (BDs).

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

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

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

Business Line	List of Appendices	Document
Fleet	Appendix C.7.1: Create Billing Document (BD) - Fleet	BAAR User Guide 10 of 10
Rent	Appendix C.7.2: Create Billing Document (BD) - Rent	BAAR User Guide 10 of 10
Global Supply/Automotive Purchases	Appendix C.7.3: Create Billing Document (BD) - Global Supply/Automotive Purchases	BAAR User Guide 10 of 10
RWA/HOTD/Manual Business Lines	Appendix C.7.4: Create Billing Document (BD) - RWA/HOTD/Manual Business Lines	BAAR User Guide 10 of 10
EXTSERVICE/R6 Manual Business Lines	Appendix C.7.9: Create Billing Document (BD) - EXTSERVICE/Region 6 Manual Business Lines	BAAR User Guide 10 of 10
R7 Manual Business Lines	Appendix C.7.10: Create Billing Document (BD) - Region 7 Manual Business Lines	BAAR User Guide 10 of 10
Outlease	Appendix C.7.5: Create Billing Document (BD) - Outlease	BAAR User Guide 10 of 10
AAS	Appendix C.7.6: Create Billing Document (BD) - AAS	BAAR User Guide 10 of 10
Telecom	Appendix C.7.7: Create Billing Document (BD) - Telecom	BAAR User Guide 10 of 10
WAN	Appendix: C.7.8 Create Billing Document (BD) - WAN	BAAR User Guide 10 of 10
FAS Information Technology Category	Appendix: C.7.11 Create Billing Document (BD) - FAS Information Technology Category	BAAR User Guide 10 of 10

Steps to Create an Accounts Receivable Form - Billing Document (BD)(Non-IPAC) Credit Line:

1. Navigate to Transactions → Accounts Receivable → New → Billing Document.
The New Billing Document page is displayed.

Figure 29: Billing Document Creation

The screenshot shows the 'New Billing Document' form with the following fields and controls:

- Document Type:** A text input field with a star icon and a greyed-out button.
- Document Number Format Prefix:** A text input field with a star icon.
- Statement Number:** A text input field with a greyed-out 'Generate' button.
- Security Org:** A text input field with a star icon.
- Document Number:** A text input field with a blue 'Generate' button.
- Title:** A text input field.
- Copy Document:** Radio buttons for 'None' (selected), 'Copy From', and 'Copy Forward'.
- File:** A 'Choose File' button and 'No file chosen' text.

At the bottom of the form, there are three buttons: '< Back', 'Finish', and 'Cancel'.

2. REQUIRED: Enter Document Type.

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

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

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

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

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

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

Figure 30: Billing Document Creation - Document Information

New Billing Document

* Document Type RMN ☆ Rent Non-IPAC BD Manual

Document Number Format Prefix ☆

Statement Number AAC00444

Security Org ☆

Document Number RMNAAC00444-001

Title

Copy Document None
 Copy From
 Copy Forward

File No file chosen

[Go to top of page](#)

NOTE: The Document Number Formats are defined per document type and business line. For example: the Document Number format for ‘RMN’ is the document type of Billing Document (BD) form followed by the Statement Number the document was created and combined with 3 incremented digits. (i.e., RMN#####).

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

- To copy from another document, select **Copy From** in the **Copy Document** group box. Otherwise, select the **Finish** Button to proceed in the form creation.

Figure 31: Copy From

Copy Document None
 Copy From
 Copy Forward

File No file chosen

- If copying from another BD, select **Next**.

Figure 32: New Billing Document

New Billing Document

* Document Type

Document Number Format Prefix

Statement Number

Security Org

Document Number

Title

Copy Document None
 Copy From
 Copy Forward

File No file chosen

[Go to top of page](#)

- If copying from another BD, enter the search criteria on the **Copy From** page. Enter as many search criterion as possible.
- Select the **Search** button.

Figure 33: Copy from Search button

Copy From

Search Criteria

Document Type: RMN ☆ Rent Non-IPAC BD Manual ☆

Document Number: RMNAAC00441*

Document Status: [Dropdown]

User ID: [Text Box]

Title: [Text Box]

Search

Accounting Period: [Text Box]

Accounting Period: [Text Box]

From Date: [Text Box]

To Date: [Text Box]

Vendor: [Text Box] ☆ [Text Box] ☆

Copy Lines

Copy all lines Choose which lines to copy Copy no lines

+ Additional Criteria

+ Accounting Dimensions

9. Select the document to copy from the search results.

Figure 34: Copy From - Search Results

Document Category	Document Type	Document Number	Document Date	Amendment / Modification Number	Title	Document Status	User ID
BD	RMN	RMNAAC00441-001	02/05/2018			Processed	allroles117

10. Select the **Finish** button.

The Header page is displayed.

Figure 35: Billing Document - Header page

Header | Accounting Lines | Office Addresses | Approval Routing | Memos | Summary

General

Document Type: RMN Rent Non-IPAC BD Manual

Status: NEW

Document Number: RMNAAC00444-001

Statement Number: AAC00444 **Generate**

Title: [Text Box]

Billed By: [Text Box]

Post Code: [Text Box] ☆

Agency DUNS Number: 130944668

Agency DUNS+4: [Text Box]

Document Date: [Text Box]

Accounting Period: [Text Box] ☆

Reporting Accounting Period: [Text Box] ☆

Batch Number: [Text Box]

Document Classification: [Text Box] ☆

Security Org: GSA

Business Line: [Text Box]

Vendor Information

Vendor: * Vendor 7200 ☆ 7200 ☆ **More**

Address Name: AGENCY FOR INTERNATIONAL DEVELOPMENT

Designated Agent

Vendor: [Text Box] ☆ [Text Box] ☆ **More** **Default**

Address Name: [Text Box]

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

11. On the “Header” page, populate the Pegasys system required fields and GSA Business Process required fields in the following sections. The Pegasys system required fields have the red asterisk. The GSA Business Process required fields are

optional in Pegasys but are required to be populated per the business process of each business line.

For details on these fields, refer to **Table 1: List of Appendices: Business Process Required Fields for BD Creation.**

- a. General
- b. Vendor Information
- c. External System Information
- d. User Defined Fields

NOTE: If copying from another document, many of the following steps are not necessary, as the information will copy from the previous BD. The Document Date, Accounting Period, and Reporting Accounting Period will default to the current date when these fields are left blank and the form is verified or processed.

12. **REQUIRED FOR IPAC-** Select the **Default** Button in the **Designated Agent** Group Box.

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

Figure 36: Designated Agent information

The screenshot shows two sections of a software interface. The left section, titled 'Vendor Information', contains a 'Vendor' field with a red asterisk, a text input containing '7200', and a 'More' button. Below it is an 'Address Name' field with the text 'AGENCY FOR INTERNATIONAL DEVEL'. The right section, titled 'Designated Agent', contains a 'Vendor' field with a dropdown arrow and a 'Default' button. A red rectangular box highlights the 'Designated Agent' section.

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

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

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

NOTE: The IPAC Article Qty/ Unit Price Indicator Field will default to the value based on Business Lines IPAC BD.

Figure 37: Inter-Agency Transfer

Figure 38: Inter-Agency Transfer (continued)

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

Figure 39: Add new Accounting Line

Header Accounting Lines Office Addresses Approval Routing Memos Summary

Accounting Line Charge Lines Associated Spending Detail Billing Record Search Modified Detail Billing Records

1 - 2 of 2 results

Line Number	Line Type	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm	Proj Cd	Acty	SOC
1	Normal	\$2,000.00	01	2017/PBS-11-192X-P1121101-PG00-PG000	2017		192X	11	P1121101	PG00		PG000	
2	Credit	\$0.00	02	2017/PBS-11-192X-P1121101-PG00-PG000	2017		192X	11	P1121101	PG00		PG000	
Total Header Funded Amou		\$2,000.00											

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

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

The Accounting Line page is displayed.

Figure 40: Accounting Line page

NOTE: There is an accounting line sub tab below the accounting lines tab. Below the tabs is an item label with a 1, 2, and 3 hyperlink. There is a general section below the item label and hyperlinks. The general section contains some of the following fields below: line number, line type, billing status, transaction type, an exclude from offset section, bill print, dunning print, and the required period of performance start and end dates. On the right side of the search criteria section are more fields and two of these are the required source number field and the required related statement number field. At the bottom of the page are the following buttons: verify, save, submit, schedule, refresh, fund currency, and ellipses which expands to reveal more actions.

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

For details on these fields, refer to **Table 1: List of Appendices: Business Process Required Fields for BD Creation.**

- a. General (**NOTE:** ensure that Line Type = Credit, Line Type =02, Initial Line Amount = negative value)
- b. Period Of Performance
- c. Line Amounts
- d. Interagency Transfer
- e. Funding Authorization Source
- f. Contract Information (**NOTE:** The Contract Number value should be equal to the Business Line value from the BD Header. For Credits that are refunded, the Invoice number is used to search all documents in the chain. Entering the

statement number in Invoice Field alleviates the need to later amend the BD and add the Statement Number.)

NOTE: The Billing Status, Receivable Type, Transaction Type, Overdue Charges information, and Text Code will default from the document type.

Figure 41: Accounting Line Tab

NOTE: There is an accounting line sub tab below the accounting lines tab. Below the tabs is an item label with a 1, 2, and 3 hyperlink. There is a general section below the item label and hyperlinks. The general section contains some of the following fields below: line number, line type, billing status, transaction type, an exclude from offset section, bill print, dunning print, and the required period of performance start and end dates. On the right side of the search criteria section are more fields and two of these are the required source number field and the required related statement number field. At the bottom of the page are the following buttons: verify, save, submit, schedule, refresh, fund currency, and ellipses which expands to reveal more actions.

16. REQUIRED for Credit Lines - Set the **Exclude from Offset** flags to True.

NOTE: If copying from another document/accounting line, be sure to delete any Overdue charges that may have copied from a normal line. Overdue charges are not allowed on Credit lines.

Figure 42: Exclude from Offset

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

Please refer to the Configuration Guide for the complete list of Accounting Templates.

18. To search for the Accounting Template, select the **Template** link.

Figure 43: Accounting Dimensions Template link

19. Enter the search criteria and select **Search**.

Figure 44: Accounting Template - Search Criteria

NOTE: When searching for accounting templates, list the business line abbreviation flanked by asterisks (*FLT* or *RNT*) in the Accounting Template Description field. Alternatively, the user can search by specific accounting dimensions.

20. Select an Accounting Template.

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

Figure 45: Accounting Template Results

	Name	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Acty	SOC	Sub Object	Rev Src	Sub Rev Src	Bldg #	Sys	Veh Tag #	Wrk Itm	Lease #	SOC	Reimb Sub Obj	Canc BBFY	
Select	★ P01-FY01-192-P0125200 PG51	2001		192X	01	P0125200		PG51																
Select	★ P01-FY01-192-P0125200 PG53	2001		192X	01	P0125200		PG53																

NOTE: The Accounting Template is made up of certain (but not all) accounting Dimensions. All required dimensions will need to be entered after defaulting the template values. For example, Building Number and Revenue Source Code will need to be entered.

Figure 46: Accounting Template

Accounting Dimensions

* Template P01-FY01-192-P0125200 PG51

Default

* BBFY 2001	EBFY	* Fund 192X	* Region 01	* Org Code P0125200	* Program PG51
* Project Code	* Activity	Sub-Object Class	* Revenue Source	Sub Revenue Source	* Building # NWA61050WA0123KA
Location/System	Vehicle Tag #	Work Item	Lease #	Reimbursable Sub-Object Class	Reimbursable Sub Object
Cost Organization	YBA	BETC	Cohort Yr	PRC	

Figure 47: Accounting Line Link

Header Accounting Lines Office Addresses Approval Routing Memos Summary

Accounting Line Charge Lines Associated Spending Detail Billing Record Search Modified Detail Billing Records

1 - 1 of 1 results

Line Number	Line Type	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm	Proj Cd	Acty	SOC
1	Normal	\$0.00		P01-FY01-192-P0125200 PG51	2001		192X	01	P0125200	PG51			
Total Header Funded Amou		\$0.00											

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

21. Select the **Accounting Line** link.

NOTE: To copy the Accounting Line to create additional accounting line, select the record and select “Copy”. The copied accounting line WILL NOT copy DBRs from the original accounting line. DBRs will need to be created for each new line copied

Figure 48: Accounting Line - Copy Button

Header Accounting Lines Office Addresses Approval Routing Memos Summary

Accounting Line Charge Lines Associated Spending Detail Billing Record Search Modified Detail Billing Records

1 - 1 of 1 results

Line Number	Line Type	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm	Proj Cd	Acty	SOC
1	Normal	\$0.00		P01-FY01-192-P0125200 PG51	2001		192X	01	P0125200	PG51			
Total Header Funded Amou		\$0.00											

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

22. For business lines utilizing PCAS agreements, add the agreement Reference (Agreement Number and Agreement Line Number).

Figure 49: Agreement Reference

23. For business lines utilizing Detail Billing Record functionality, select **Detail Billing Record Search** tab.

For business lines not utilizing Detail Billing Record functionality, skip to step 28.

Figure 50: Detail Billing Record Search

24. Select the **Add** button.

Figure 51: Detail Billing Record - Add Button

The Modified Detail Billing Records page is displayed.

NOTE: The Record Status will default to New.

Figure 52: Modified Detail Billing Record

The screenshot shows the 'Modified Detail Billing Record' form. The 'General' section includes the following fields:

- Record Identifier: [Empty]
- Source Record ID: [Empty]
- System Created DBR:
- Record Status: **New** (highlighted with a red box)
- Quantity: 0.000000
- Unit Price Amount: \$0.00
- Unit: [Empty]
- Amount: \$0.00
- Discount Amount: \$0.00
- Surcharge Amount: \$0.00
- * Record Date: [Empty]
- Charge Period: [Empty]
- Billing Description: [Empty]

On the right side, there are fields for Agency, Bureau, Agency Location Code, Customer Identification Code, and Customer Identification Code #2. Below these is a 'Period of Performance' section with Start Date and End Date fields.

At the bottom, there are buttons for Verify, Save, Submit, Schedule, Refresh, and Fund Currency.

25. Enter the Required **Detail Billing Elements**. The Pegasys system required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but are required to be populated per the business process of each business line.

For details on Detailed Billing Record fields, refer **BAAR User Guide 1 of 10 Section 4.2.3**.

NOTE: The total amounts of the Detail Billing Records associated to the Accounting line must equal the Initial Line Amount.

Figure 53: Detailed Billing Record Fields

The screenshot shows the 'Detailed Billing Record' form. The 'General' section includes the following fields:

- Record Identifier: [Empty]
- Source Record ID: [Empty]
- System Created DBR:
- Record Status: New
- Quantity: 0.000000
- Unit Price Amount: \$0.00
- Unit: [Empty]
- Amount: \$1,500.00
- Discount Amount: \$0.00
- Surcharge Amount: \$0.00
- * Record Date: 02/06/2018 (highlighted with a red box)
- Charge Period: [Empty]
- Billing Description: RENT Credit

On the right side, there are fields for Agency, Bureau, Agency Location Code, Customer Identification Code, and Customer Identification Code #2. Below these is a 'Period of Performance' section with Start Date and End Date fields.

26. **REQUIRED** for Credit lines - Enter the Credit/Adjustment Indicator of 'C'.

Figure 54: Credit/ Adjustment Indicator

General Detail Billing Elements

Credit/Adjustment Indicator ☆

Assignment Agency

Advance Indicator

NOTE: The Detail Billing Elements vary per Business Line. Please refer to the Configuration Guide for a Detail Billing Record specification.

- 27. Select the **Save** button.
- 28. Select the **Modified Detail Billing Record** link.

Figure 55: Modified Billing Records

Header Accounting Lines Office Addresses Approval Routing Memos Summary

Accounting Line Charge Lines Associated Spending Detail Billing Record Search **Modified Detail Billing Records**

Modified Detail Billing Record

1 - 1 of 1 results

Record Identifier	Record Status	Amount	Record Date	Selected For IPAC	Pending Chargeback Amount	Interfund Indicator	Credit/Adjus Indicator	Non-Cancelable OA Designation	External Surcharge Flag	Billing Method	Surcharge Indicator	Signal Code	Daily/Monthly Rate Amount	Unit Cost Price Amount
<input type="checkbox"/>	New	\$1,500.00	02/06/2018		\$0.00		C						\$0.00	\$0.00

Add Copy **Revert Changes** Disassociate

10 per page Page 1 of 1

NOTE: To copy the Detail Billing Record to create additional DBRs, select the record and select “Copy”. A unique identifier will be generated for each copied Detail Billing Record.

NOTE: To revert changes made to the Detail Billing Records select “Revert Changes”.

- 29. Select **Office Addresses**.
- 30. Select **Remit To**.

Figure 56: Office Addresses

Header Accounting Lines **Office Addresses** Approval Routing Memos Summary

Office Address

1 - 1 of 1 results

Office Type	Office	Address Code	Address Name	Address Line 1	City	State	Postal Code	County	Country
<input type="checkbox"/>	Remit To								

More

10 per page Page 1 of 1

- 31. Select Office Address.
 - 32. Enter the Office Code.
- Please refer to the Configuration Guide for Office Table information.

Figure 57: Office Address

Header Accounting Lines Office Addresses Approval Routing Memos Summary

Office Address

— General

Default Mailing Address Update Address Clear Address

Office Type: Remit To

Code ☆ ☆

AAC/DODAAC: ☆

Standardized Format: Yes

Address Name:

Address Line 1:

City:

State: ☆

Postal Code: ☆

Verify Save Submit Schedule Refresh Fund Currency ...

33. Select the **Save** button.

Figure 58: Manual Billing Document - Save message

1 - 1 of 1 results

Form RMNAAC00448-001 was saved successfully.

Header Accounting Lines Office Addresses Approval Routing Memos Summary

Accounting Line Charge Lines Associated Spending Detail Billing Record Search Modified Detail Billing Records

General

Line Number: 1
 Line Type: Normal
 Billing Status: Unbilled
 Transaction Type: ☆

Exclude from Offset
 Internal
 External

Bill Print: Suppress
 Dunning Print

Receivable Type: RTNA (Default)
 Record Type: PR
 Overpayment Cause: ☆
 IPA Deferred Date: ☆
 Original Accounting Period: ☆
 * Source Number:
 * Related Statement Number:
 Overdue Charges:

Verify Save Submit Schedule Refresh Fund Currency ...

34. Select the **Verify** button.

Figure 59: Manual Billing Document - Verify message

Form RMNAAC00100-325 was verified successfully.

Header Accounting Lines Office Addresses Approval Routing Memos Summary

Accounting Line Charge Lines Associated Spending Detail Billing Record Search Modified Detail Billing Records

Item 1 of 1
 Expand All Collapse All

General

Line Number: 1
 Line Type: Normal
 Billing Status: Unbilled
 Transaction Type: 01 ☆

Exclude from Offset
 Internal
 External

Receivable Type: RTNA (Default)
 Record Type: PR
 Overpayment Cause: ☆
 IPA Deferred Date: 08/26/2017
 Original Accounting Period: 11/2017 ☆

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

35. Select the **Submit** button.

Figure 60: Manual Billing Document - Submit Message

USDA | Home | TRANSACTIONS | QUERIES | REFERENCE | SYSTEM ADMINISTRATION | UTILITIES

1 server message(s)

Form RMNAAC00100-325 was submitted for processing successfully.

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

4.15.2.2 Manual Creation of Internal Voucher (NV): Normal/Refund Line Type

The Internal Voucher (NV) document is used to recognize revenue and expenditure for transactions occurring between two entities within the same agency. The following steps describe how to manually create the Internal Voucher (NV) form with either a Normal or Refund line type in Pegasys. Note that NVs do not use the concept of a “Credit” line type to record credits. Rather, if a Buyer Agreement Reference is not present, the NV accounting line is set to a negative amount and uses the “Normal” line type (for both Buyer and Seller), and if a Buyer Agreement Reference is present, the NV accounting line is set to a positive amount and uses the “Refund” line type (for both Buyer and Seller).

Unlike other documents, the Internal Voucher (NV) document records a buyer side and seller side accounting information.

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

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

Steps to create an Accounts Payable Internal Voucher:

1. Navigate to Transactions → Accounts Payable → New → Internal Voucher.
The New Internal Voucher page is displayed.

Figure 61: New Internal Voucher page

New Internal Voucher

* Document Type ☆

Document Number Format Prefix ☆

Statement Number

Security Org ☆

* Document Number

Title

Copy Document None
 Copy From
 Copy Forward

File No file chosen

[Go to top of page](#)

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

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

Figure 62: New Internal Voucher information

New Internal Voucher

* Document Type

Document Number Format Prefix

Statement Number

Security Org

* Document Number

Title

Copy Document None
 Copy From
 Copy Forward

File

[Go to top of page](#)

≤ Back
Finish
Cancel

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

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

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

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

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

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

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

Figure 63: Generate Statement Number

New Internal Voucher

* Document Type

Document Number Format Prefix

Statement Number Generate

Security Org

Document Number Generate

Title

Copy Document None
 Copy From
 Copy Forward

File No file chosen

[Go to top of page](#)

< Back
Finish
Cancel

5. Click the Finish Button.

The NV header page is displayed.

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

6. On the “Header” tab, populate the Pegasys System required fields and GSA Business Process required fields in the following sections. The Pegasys System required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but required to be populated per the business process of each Business line. For details on these fields, refer to **BAAR User Guide 10 of 10 Appendix C.8: Create Internal Voucher (NV) - All Business Lines.**

- a. General.
 - b. Vendor Information.
 - c. User Defined Fields.
 - d. Description.
7. Select the **Header Accounting** Line tab.

Figure 64: Internal Voucher Header Accounting Line tab

Line Number	Line Type	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm	Proj Cd	Acty	SOC	Bldg #
Total Header Funded Amo														

8. Click the Add button to enter a new Header Accounting Line.

NOTE: NVs do not use the concept of a “Credit” line type to record credits. Rather, if a Buyer Agreement Reference is not present, the NV accounting line is set to a negative amount and uses the “Normal” line type (for both Buyer and Seller), and if a Buyer Agreement Reference is present, the NV accounting line is set to a positive amount and uses the “Refund” line type (for both Buyer and Seller).

NOTE: NVs do not use the concept of a “Credit” line type to record credits. Rather, the NV accounting line is set to a negative amount and uses the “Normal” line type.

Figure 65: Internal Voucher -Header Accounting Line - General Section

9. On the “Header Accounting Line” tab, populate the Pegasys System required fields and GSA Business Process required fields in the following sections. The Pegasys System required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but required to be populated per the business process of each Business line. For details on these fields, refer to **BAAR User Guide 10 of 10 Appendix C.8: Create Internal Voucher (NV) - All Business Lines**.

- a. General
- b. Line Amounts

NOTE: Positive/negative value dependent on presence of Buyer Agreement Reference.

- c. Buyer:
 - i. Including the Accounting Dimensions- Click the Default button after entering the Accounting template to populate the accounting dimensions from the template.
 - ii. Buyer Vendor Code and Vendor Address Code - Note that these fields will default from the Buyer Reference Document.
 - iii. Add the Buyer Agreement Reference from the referenced IX Document, if present.
 - iv. Buyer Transaction Type is dependent on interfund/intrafund and the presence of a Buyer Agreement Reference.

- v. Buyer Line Type is dependent on the presence of a Buyer Agreement Reference.
- d. Seller:
 - i. Including the Accounting Dimensions- Click the Default button after entering the Accounting template to populate the accounting dimensions from the template.
 - ii. Add the agreement reference (agreement number and agreement line number for business lines utilizing PCAS agreements).
 - iii. Seller Vendor Code and Vendor Address Code - Note that these fields will default from the NV Header.
 - iv. Seller Transaction Type is dependent on interfund/intrafund and the presence of a Buyer Agreement Reference.
 - v. Seller Line Type is dependent on the presence of a Buyer Agreement Reference.
- e. User Defined Fields
- f. Description

Figure 66: Header Accounting Line

Reference Document

Type Number Item Accounting

Final Misc Liquidate Items

[View](#) [Default](#)

Advance Reference Document

Type Number Accounting

[View](#)

Agreement

Agreement Number Agreement Line Number

Vendor

Vendor [More](#)

Name

– Buyer Description

Description

– Seller

Line Type Transaction Type

SF-224 Reclassification

Additional Attributes

Prior Year Adjustment

NOTE: There are more sections and subsections below the header accounting lines tab and these are the reference document sub section, advanced reference document sub section, agreement sub section, and a vendor sub section. There is also a buyer description section and a seller section.

- g. The reference document sub section contains the following fields: type, number, item, accounting, final flag, misc flag, liquidate items flag, a view button, and a default button.
- h. The advanced reference document sub section has the following fields: type, number, accounting, and a view button.

- i. The agreement sub section has an agreement number field and an agreement line number field.
- j. The vendor sub section has a vendor field with a more button and a name field.
- k. The buyer description section has a description field.
- l. The seller section has a line type dropdown, a transaction field, and an SF-224 Reclassification flag.

For Documents that reference agreements move to step 15.

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

- 10. Select the Detail Billing Record Search tab.
- 11. Select the Add button.

Figure 67: Detail Billing Record Search tab

NOTE: Below the header accounting lines tab is a detail billing record search sub tab. Within this is a search criteria section with the following fields: record identifier, record date, last modified by, and amounts. Below these is a search button and a clear button. Below the search criteria section is a general detail billing elements section where there is a credit/adjustment indicator field, assignment agency field, and interfund indicator field. There is an expandable detail billing elements section below. Below the search criteria section is an item collection table. The columns makeup parameters for each row and each row represents an individual record. Each record can be selected by selecting the radio button to the left of the first column. Below the table are the following buttons: add, edit, copy, view, disassociate record, dispute records, and ellipses which expands to reveal more actions. At the bottom of the page are the following buttons: verify, save, submit, schedule, refresh, fund currency, and ellipses which expands to reveal more actions.

The Modified Detail Billing Record page is displayed.

Figure 68: Modified Detail Billing Record page

12. Enter the Required fields on the following sections of Modified Detail Billing Record. The Pegasys system required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but are required to be populated per the business process of each business line.

For details on Detailed Billing Record fields, refer to **BAAR User Guide 1 of 10 Section 4.2.3**.

- a. General
- b. Vendor Information
- c. Inter-Agency Transfer
- d. Description
- e. Accounting Dimensions
 - i. Click the Default button after entering the Accounting template to populate the accounting dimensions from the template.

NOTE: Business lines that use Project Cost Accounting should proceed to Step 15, as these documents will not use Detail Billing Records.

Figure 69: Modified Detail Billing Record information

13. Select the Detail Billing Element Fields tab.
The Detail Billing Element Fields page is displayed.

Figure 70: Detailed Billing Element Fields

Figure 71: Detailed Billing Elements field (continued)

14. Enter the Required fields on the following section of **Detail Billing Elements**. The Pegasys system required fields have the red asterisk. The GSA Business Process required fields are optional in Pegasys but are required to be populated per the business process of each business line.

For details on Detailed Billing Record fields, refer to **BAAR User Guide 1 of 10 Section 4.2.3**.

- a. General Detail Billing Elements.
- b. Business Line Detail Billing Elements.

15. Select the **Save** button.

16. Select the **Verify** button.

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

17. Select the **Submit** button.

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

4.15.3 Credit Application Worksheet

In order to clear the credit receivable, non-IPAC credits must be liquidated. The Credit Application Worksheet can be used to:

- Apply non-IPAC Credit bills to non-IPAC outstanding debit (normal line) bills.
- Refund non IPAC Credit bills to customers.
- Transfer non-refundable non-IPAC Credit amounts to Treasury.

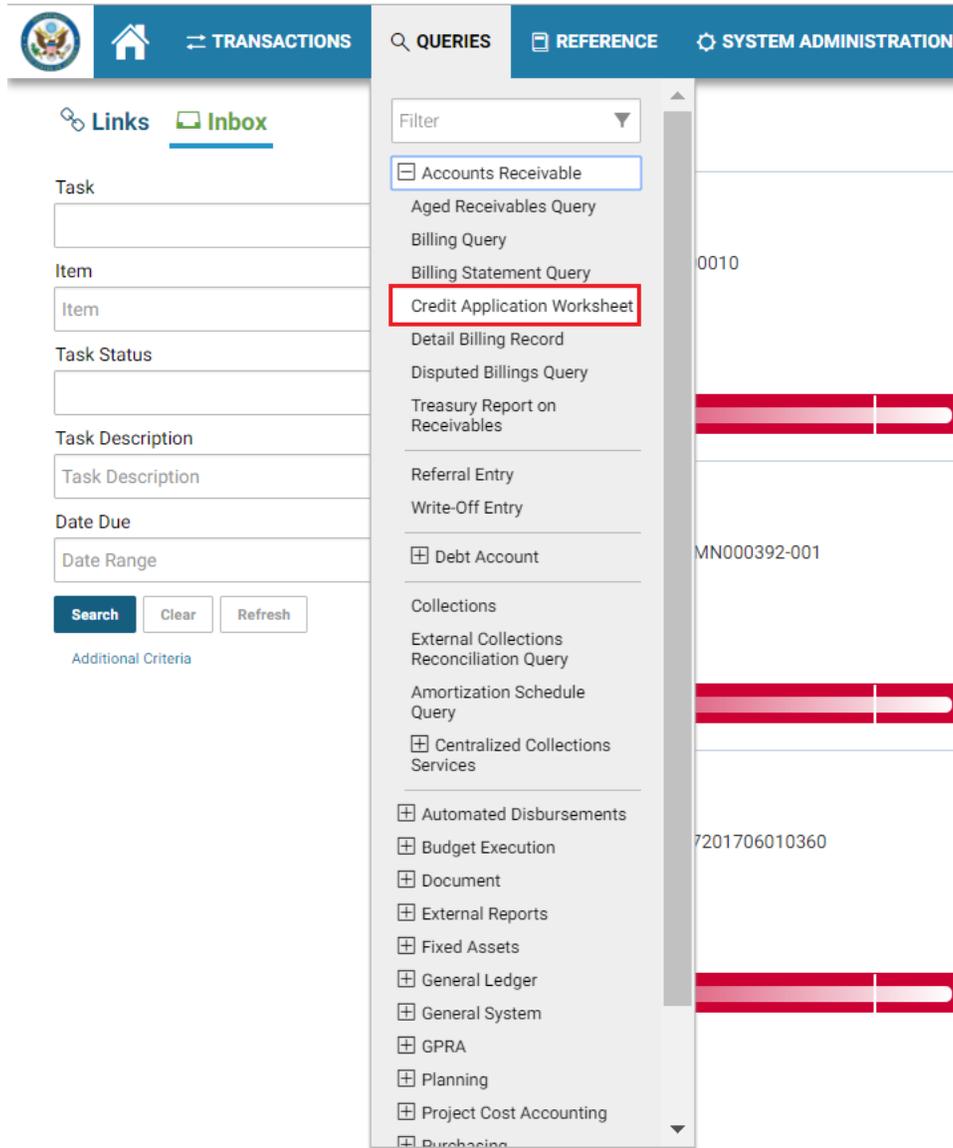
The Credit Application Worksheet facilitates searching for and applying Credit line bills against outstanding normal line bills, refunding credits, and transferring non-refundable credits to Treasury. Users can query both outstanding credits and outstanding bills from the Credit Application Worksheet. Users can also create the Cash Receipt (CR) to reduce credit and apply credit directly from the query, either applying the credit to another BD or preparing a CR to refund the credit or transfer the credit amount to the Treasury miscellaneous fund.

NOTE: Different CR Document Types are used for applying credits, creating refunds and transferring unapplied credit to Treasury.

The Credit Application Worksheet can be located at:

Queries → Accounts Receivables → Credit Application Worksheet.

Figure 72: Navigate to Credit Application Worksheet



The Credit Application Worksheet provides a double query in the user interface.

Figure 73: Credit Application Worksheet - Double Query

NOTE: There are two section within the credit application worksheet page and these are Search Criteria for Unapplied Credit and Search criteria for outstanding bills. The Search criteria for unapplied credit section has some of the following fields: document title, document type, document number, accounting line number, bill type/ type of transfer, vendor, document date, and outstanding credit amounts. Below this is an additional criteria button, a search button, and a clear button. The Search criteria for outstanding bills section has the following fields: document title, document type, document number, accounting line number, line type, Bill type/type of transfer, vendor , document dates, and outstanding amounts. Below these fields is an additional criteria button, a search button, and a clear button.

The left side of the screen below includes a pre-programmed outstanding BD credit line query, which is used to identify outstanding credits. If launching this query from the Billing Query or Billing Statement Query, the query will be pre-executed using the BD/Statement from the appropriate query.

Figure 74: Unapplied Credit Search screen

On the right side of the screen below is a Billing query. The outstanding bill side returns only normal line BDs for the vendor entered on the outstanding credit query side. The search criteria for the outstanding bill (debit) side will be pre-populated with the vendor entered on the outstanding credit side once a credit line is selected.

Figure 75: Outstanding Bill Search Criteria

Search Criteria for Outstanding Bills

Document Title

Document Type

Document Number

Accounting Line Number

Line Type

Bill Type/Type of Transfer

Vendor

Document Date To

Collection Due Date To

Outstanding Amount To

Additional Criteria
Search
Clear

In the lower part of the screen, the Credit Application Worksheet provides an item collection where the selected outstanding credit and **if selected**, the outstanding bill (debit bill/normal line) will be reconciled. If necessary, the user can edit the amount to be applied. When creating CRs for refunding or Transferring to Treasury, the lower item collection will have the Applied Credit button enabled without any records in the Applied Credit item collection. The Applied Credit item collection is only populated when applying an outstanding credit to an outstanding debit bill.

Figure 76: Credit Application Worksheet Item Collections

Unapplied Credit
1 - 169 of 169 results

Applied Line Amount	Doc Type	Doc Num	Actg Ln #	Document Date	Statement Number	Currency	Line Amount	Closed Amount	Outstanc
(\$42,222.73)	EDN	EDNEIDCEA001	1	02/07/2018	EI0CE4AD	USD	(\$42,222.73)	\$0.00	
(\$0.02)	EDN	EDNEIDCE9FF001	1	02/07/2018	EI0CE9FF	USD	(\$0.02)	\$0.00	
(\$0.02)	EDN	EDNEIDCEA06001	1	02/07/2018	EI0CEA06	USD	(\$0.02)	\$0.00	
(\$585.72)	FDD	FDDGJ111401001	1	02/05/2018	GJ111401	USD	(\$585.72)	\$0.00	
(\$99.90)	FDD	FDDGJ111451001	1	02/05/2018	GJ111451	USD	(\$99.90)	\$0.00	
(\$47.94)	FDD	FDDGJ111453001	1	02/05/2018	GJ111453	USD	(\$47.94)	\$0.00	

All Page 1 of 1

Outstanding Bills
1 - 10 of 51 results

Applied Line Amount	Doc Type	Doc Num	Actg Ln #	Document Date	Collection Due Date	Statement Number	Vendor Code	Address Code	Currency
<input checked="" type="checkbox"/>	FDI	FDIG010560336	3	05/31/2017		G010560	36P020	36P020	USD
<input type="checkbox"/>	FDI	FDIGJ111347041	37	02/05/2018		GJ111347	36P020	36P020	USD
<input type="checkbox"/>	FDI	FDIGJ111347041	38	02/05/2018		GJ111347	36P020	36P020	USD
<input type="checkbox"/>	FDI	FDIGJ111347041	39	02/05/2018		GJ111347	36P020	36P020	USD
<input type="checkbox"/>	FDI	FDIGJ111347041	45	02/05/2018		GJ111347	36P020	36P020	USD
<input type="checkbox"/>	FDI	FDIGJ111347041	46	02/05/2018		GJ111347	36P020	36P020	USD
<input type="checkbox"/>	FDI	FDIGJ111347041	47	02/05/2018		GJ111347	36P020	36P020	USD
<input type="checkbox"/>	FDI	FDIGJ111347041	48	02/05/2018		GJ111347	36P020	36P020	USD
<input type="checkbox"/>	FDI	FDIGJ111347041	49	02/05/2018		GJ111347	36P020	36P020	USD
<input type="checkbox"/>	FDI	FDIGJ111347041	5	02/05/2018		GJ111347	36P020	36P020	USD

10 per page Page 1 of 6

Applied Credit
1 - 1 of 1 results

Document Type	Doc Num	Actg Ln #	Document Date	Collection Due Date	Statement Number	Vendor Code	Address Code	Line Type	Currency	Applied Line Amount	Line Amount	Closed Amount	Outstanc Amc	
<input checked="" type="checkbox"/>	FDI	FDIGJ111347041	35	02/05/2018		GJ111347	36P020	36P020	Normal	USD	\$607.42	\$607.42	\$0.00	\$66

10 per page Page 1 of 1

The following CR document types are used in conjunction with the Credit Application Worksheet.

Table 2: Credit Application Worksheet CR Document Types

Document Category	Document Type	Uses
Cash Receipt (CR)	CW6, CW7	Applying Credits to Outstanding Bills
Cash Receipt (CR)	CR6, CR7	Applying Credit in order to Refund via Payment
Cash Receipt (CR)	CT6, CT7	Transferring Unapplied Credit to Treasury Fund.

4.15.3.1 Apply Credit via Offset Using the Credit Application Worksheet

The following steps describe how to use the Credit Application Worksheet to apply a credit line BD to an outstanding debit or normal line BD. To apply a credit using the Credit Application Worksheet, an outstanding non-IPAC BD with a Credit line type and a non-IPAC BD with a Normal line type should exist. The steps below assume a non-IPAC BD credit line and non-IPAC BD normal line exist.

To create a non-IPAC BD Credit line, please refer to **Section 4.15.2.1 Manual Creation of Billing Document (BD): IPAC/Non-IPAC Credit Line Type**.

To amend the BD to add the Statement Number to the Invoice field, please refer to **BAAR User Guide 2 of 10 Section 4.4.3.1 Amend Billing Documents (BD)** and **BAAR User Guide 3 of 10 Section 4.6.11 GL Account Detail Query** to query by the Invoice number.

1. Navigate to Queries → Accounts Receivable → Credit Application Worksheet.
The Credit Application Worksheet is displayed.

Figure 77: Credit Application Worksheet- Credit via Offset

The screenshot shows the 'Credit Application Worksheet' interface. It is divided into two main search sections. The left section, titled 'Search Criteria for Unapplied Credit', includes fields for Document Title, Document Type (with a star icon), Document Number (with a star icon), Accounting Line Number (with a star icon), Bill Type/Type of Transfer (dropdown), Vendor (with a star icon), Document Date (with a calendar icon and 'To' field), and Outstanding Credit Amount (with a 'To' field). Below these fields are buttons for 'Additional Criteria', 'Search', and 'Clear'. The right section, titled 'Search Criteria for Outstanding Bills', includes fields for Document Title, Document Type, Document Number, Accounting Line Number, Line Type (dropdown), Bill Type/Type of Transfer (dropdown), Vendor, Document Date (with a calendar icon and 'To' field), Collection Due Date (with a calendar icon and 'To' field), and Outstanding Amount (with a 'To' field). Below these fields are buttons for 'Additional Criteria', 'Search', and 'Clear'.

NOTE: The credit application worksheet page is composed of two sections and these are Search Criteria for Unapplied Credit and the other is Search criteria for outstanding bills. The Search criteria for unapplied credit section has some of the following fields: document title, document type, document number, accounting line

number, bill type/type of transfer, vendor, document dates, and outstanding credit amounts. Below this is an additional criteria button, a search button, and a clear button. The Search criteria for outstanding bills section has the following fields: document title, document type, document number, accounting line number, line type, Bill type/type of transfer, vendor , document dates, collection due dates, and outstanding amounts. Below these fields is an additional criteria button, a search button, and a clear button.

2. On the left query pane, enter the **Statement Number** of the outstanding credit and any other pertinent search criteria.

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

Figure 78: Statement Number for Outstanding Credit

3. To search by specific accounting dimensions, select the **Accounting Dimension** button.

A pop-up window will be displayed.

Figure 79: Search Criteria - Accounting Dimensions

NOTE: The popup accounting dimensions is applicable to both the Unapplied Credit side and the Outstanding bill side. A popup window is also viewable when selecting the details button upon selecting a record. The details popup also applies to both Unapplied Credits and Outstanding Bills.

Figure 80: Details Popup

UNAPPLIED CREDIT DETAIL

Item < Previous Next >

Agreement Number ☆

Agreement Line Number ☆

Accounting Line Description

Accounting Dimensions

Accounting Template 2017PBS-11-192X-P1121101-PG00-PG000 ☆

BBFY	EBFY	Fund	Region	Org Code	Program
2017 >	>	192X ☆	11 ☆	P1121101 ☆	PG00 ☆
Project Code	Activity	Sub-Object Cl...	Revenue Source	Sub Revenue ...	Building #
<input type="text" value=""/> ☆	PG000 ☆	<input type="text" value=""/> ☆	4305 ☆	<input type="text" value=""/> ☆	VA0307ZZ ☆
Location/Syst...	Vehicle Tag #	Work Item	Lease #	Reimbursable ...	Reimbursable ...
<input type="text" value=""/> ☆					
Cost Organiza...	YBA	BETC	Cohort Yr	PRC	
<input type="text" value=""/> ☆	2017 >	COLL ☆	>	<input type="text" value=""/> ☆	

4. Select the **Search** button.

The results are displayed in the Unapplied Credit item collection on the left side of the screen.

Figure 81: Unapplied Credit item collection Results

Unapplied Credit

1 - 5 of 5 results

	Applied Line Amount	Doc Typ	Doc Num	Actg Ln #	Document Date	Statement Number ▲	Currency	Line Amount	Closed Amount	On
<input type="radio"/>	\$0.00	RMN	RMNAAC00439-001	2	02/02/2018	AAC00439	USD	\$0.00	\$0.00	
<input type="radio"/>	\$0.00	RMN	RMNAAC00441-001	2	02/05/2018	AAC00441	USD	\$0.00	\$0.00	
<input type="radio"/>	\$0.00	RMN	RMNAAC00440-001	2	02/05/2018	AAC00440	USD	\$0.00	\$0.00	
<input type="radio"/>	\$0.00	RMN	RMNAAC00442-001	2	02/04/2018	AAC00442	USD	\$0.00	\$0.00	
<input type="radio"/>	(\$2,000.00)	RMN	RMNAAC00443-001	1	02/05/2018	AAC00443	USD	(\$2,000.00)	\$0.00	

◀ ▶

All ▼ << < Page 1 of 1 > >>

5. To query eligible outstanding bills, first select the credit line from the item collection retrieved from Step 4 and then Select the **Select** button.

Figure 82: Select credit line

Unapplied Credit
1 - 5 of 5 results

	Applied Line Amount	Doc Typ	Doc Num	Actg Ln #	Document Date	Statement Number ▲	Currency	Line Amount	Closed Amount	Or
<input type="radio"/>	\$0.00	RMN	RMNAAC00439-001	2	02/02/2018	AAC00439	USD	\$0.00	\$0.00	
<input type="radio"/>	\$0.00	RMN	RMNAAC00441-001	2	02/05/2018	AAC00441	USD	\$0.00	\$0.00	
<input type="radio"/>	\$0.00	RMN	RMNAAC00440-001	2	02/05/2018	AAC00440	USD	\$0.00	\$0.00	
<input type="radio"/>	\$0.00	RMN	RMNAAC00442-001	2	02/04/2018	AAC00442	USD	\$0.00	\$0.00	
<input checked="" type="radio"/>	(\$2,000.00)	RMN	RMNAAC00443-001	1	02/05/2018	AAC00443	USD	(\$2,000.00)	\$0.00	

All ▼ << < Page 1 of 1 > >>

The Vendor on the selected document will be pre-populated in the Outstanding Bills section of the query.

Figure 83: Search Criteria for Outstanding Bills - Vendor Information

Search Criteria for Outstanding Bills

Document Title

Document Type

Document Number

Accounting Line Number

Line Type

Bill Type/Type of Transfer

Vendor

Document Date To

Collection Due Date To

Outstanding Amount To

6. Enter any additional search criteria for outstanding bills on the right side of the screen.

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 84: Search Criteria for Outstanding Bills - Additional Information

Search Criteria for Outstanding Bills

Document Title

Document Type ☆

Document Number ☆

Accounting Line Number ☆

Line Type

Bill Type/Type of Transfer

Vendor

Document Date 📅 To 📅

Collection Due Date 📅 To 📅

Outstanding Amount To

Additional Criteria
Search
Clear

7. Select the **Search** button to retrieve outstanding bills.

The results are displayed in the Outstanding Bills item collection on the left side of the screen.

Figure 85: Outstanding Bills item collection

Outstanding Bills

1 - 1 of 1 results ⌵ ⌵ ⌵ ⌵

	Applied Line Amount	Doc Typ	Doc Num	Actg Ln #	Document Date	Collection Due Date	Statement Number	Vendor Code	Address Code	Currency
<input type="checkbox"/>	\$607.42	FDI	FDIGJ111347-041	35	02/05/2018		GJ111347	36P020	36P020	USD

Select
Details
View Document
10 per page ▼
⏪ < | Page 1 of 1 | > ⏩

8. Select the Outstanding Bill record and update the **Applied Line Amount** to be equal or less than the outstanding credit amount.

NOTE: Credits cannot be applied for more than the credit amount.

Figure 86: Applied Line Amount

Outstanding Bills
1 - 1 of 1 results

<input type="checkbox"/>	Applied Line Amount	Doc Type	Doc Num	Actg Ln #	Document Date	Collection Due Date	Statement Number	Vendor Code	Address Code	Currency
<input checked="" type="checkbox"/>	\$607.42	FDI	FDIGJ111347-041	35	02/05/2018		GJ111347	36P020	36P020	USD

Select Details View Document 10 per page Page 1 of 1

9. Select the **Select** button to apply the debit line.

Once a debit line has been selected, the debit line with applied credit amount will be returned in the Applied Credit item collection.

NOTE: Multiple Debit Lines can be selected for ONE Credit line, but only ONE Credit Line can be applied at a time.

Figure 87: Select debit line

Applied Credit
1 - 1 of 1 results

<input type="checkbox"/>	Document Type	Doc Num	Actg Ln #	Document Date	Collection Due Date	Statement Number	Vendor Code	Address Code	Line Type	Currency	Applied Line Amount	Line Amount	Closed Amount	Outstand Amc
<input type="checkbox"/>	FDI	FDIGJ111347-041	35	02/05/2018		GJ111347	36P020	36P020	Normal	USD	\$607.42	\$607.42	\$0.00	\$607.42

Move Up Move Down Remove Details View Document Apply Credit 10 per page Page 1 of 1

The user can perform various actions on the line by selecting the appropriate action buttons.

Figure 88: Action Buttons



NOTE: the Move Up/Move Down buttons are used when applying a credit to multiple debit lines. The Move buttons provide the user the ability to choose the order in which the credit is applied.

10. To create the Cash Receipt (CR) for Applying Credits to Outstanding Bills, select the **Apply Credit** button.

Figure 89: Applied Credit Item Collection - Apply Credit Button

Applied Credit
1 - 1 of 1 results

Document Type	Doc Num	Actg Ln #	Document Date	Collection Due Date	Statement Number	Vendor Code	Address Code	Line Type	Currency	Applied Line Amount	Line Amount	Closed Amount	Outstand Amc	
<input checked="" type="checkbox"/>	FDI	FDIGJ111347-041	35	02/05/2018		GJ111347	36P020	36P020	Normal	USD	\$607.42	\$607.42	\$0.00	\$607.42

[Move Up](#)
[Move Down](#)
[Remove](#)
[Details](#)
[View Document](#)
[Apply Credit](#)

10 per page Page 1 of 1

A new page will be displayed.

Figure 90: New Document Creation page

[Create](#)
[Back](#)
 * Document Type

 * Document Number

[Generate](#)

[Go to top of page](#)

11. **REQUIRED:** Enter the CR Document Type to apply credit to an outstanding bill.

Figure 91: Enter document type

The screenshot shows the 'Enter document type' form in the Pegasys system. The header includes the Pegasys logo and the user 'allroles156'. The form contains the following elements:

- Create** button
- Back** button
- * Document Type** dropdown menu with 'CW7' selected and 'R7 Credit App (With BD Nr)' as an option.
- * Document Number** text input field.
- Generate** button.
- [Go to top of page](#) link.

NOTE: Different CR Document Types are used for applying credits, creating refunds and transferring unapplied credit to Treasury.

12. **REQUIRED:** Select the **Generate** button to generate a document number.

Figure 92: New Document Creation Page - Generate Document Number

The screenshot shows the 'New Document Creation Page - Generate Document Number' form in the Pegasys system. The header includes the Pegasys logo and the user 'allroles156'. The form contains the following elements:

- Create** button
- Back** button
- * Document Type** dropdown menu with 'CW7' selected and 'R7 Credit App (With BD Nr)' as an option.
- * Document Number** text input field containing 'CW7201802080009'.
- Generate** button.
- [Go to top of page](#) link.

13. Select the **Create** button to create the CR form.

Figure 93: Create button

The screenshot shows the Pegasys application header with the user 'allroles156'. Below the header, a 'Create' button is highlighted with a red box. Underneath are two required fields: 'Document Type' with a dropdown menu showing 'CW7' and 'R7 Credit App (With BD N...', and 'Document Number' with a text input field containing 'CW7201802080009'. A 'Generate' button is located below these fields. At the bottom of the form area, there is a link that says 'Go to top of page'.

The CR will be opened in a new window.

NOTE: The CR created from the Credit Application Worksheet will copy forward many fields from the referenced BDs.

Figure 94: CR form General Information

The screenshot displays the 'General' section of a form. On the left, a table lists various fields: Document Type (CW7), Status (NEW), Document Number (CW7201802080009), Title, Received By, Post Code, Overseas Cashier Code, Disbursing Office (GS127), Sender's Disbursing Office, Agency DUNS Number (964253696), Agency DUNS+4, and Deposit/Debit Voucher Number. A 'FIFO Liquidation Worksheet' button is also present. On the right, there are date and period fields: Receipt Date, Accounting Period, Reporting Accounting Period, Batch Number, Document Classification, Security Org (GSA), Accomplished Date, Lockbox Number, Schedule Name, and Formal Contract Number. A 'Suppress Printing' checkbox is also visible. At the bottom, there is a 'Default to Lines' dropdown menu.

NOTE: The Disbursing Office will copy forward from the referenced BD.

Figure 95: External System Information Section

The screenshot shows the 'External System Information' section. It contains four main input fields: 'Input System', 'System ID' (with 'CREDITAPP' selected), 'External System Document Number', and 'External System Amount' (with '\$0.00' entered). A 'Modified External Document' checkbox is located to the right of the 'Input System' field.

NOTE: the System ID will default from the Document Type.

Figure 96: Assignment Code

— User Defined Fields

Assignment Code	R7GRP2
Severable Service	<input type="text"/>
Client Telephone Number	<input type="text"/>

NOTE: The Assignment Code will copy from the referenced BD.

14. Select the **Accounting Lines** tab.

The CR will have a minimum of 2 accounting lines, one that will reduce the outstanding credit (Credit Reduction line type) and one that will reduce the debit bill by applying the credited amount (Credit Application line type).

Figure 97: Accounting Lines - Line Types

Header	Accounting Lines	Approval Routing	Memos	Summary	Correspondence									
Accounting Line						Charge Lines	Associated Spending							
1 - 2 of 2 results						<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>								
	Line Number	Line Type	Deposit Number	Debit Voucher Number	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm	Proj Cd
<input type="checkbox"/>	1	Credit Reduction			(\$2,000.00)		2017PBS-11-192X-P1121101-PG00-PG000	2017		192X	11	P1121101	PG00	
<input type="checkbox"/>	2	Credit Application			\$2,000.00									
Total Header Funded Amou					\$0.00									

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

NOTE: The Credit Reduction line will always copy forward from the referenced BD credit line, however for refunds and Transfer to Treasury, the Credit Application line will not have a referenced BD and will need data input in order to process the document.

15. Select the Credit Reduction Line and select the Accounting Line link.

The Accounting Line page will be displayed.

Figure 98: Accounting Line General Section

16. **REQUIRED:** Enter the Transaction Type of '01'.

Figure 99: Transaction Type of 01

17. Select the Accounting Line link.

18. Select the Credit Application Line and select the Accounting Line link.

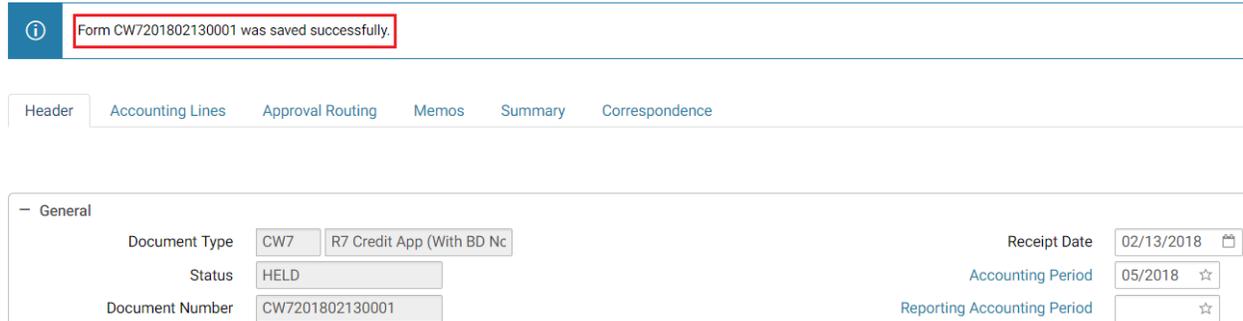
19. **REQUIRED:** Enter the Transaction Type of '02'.

Figure 100: Transaction Type of 02

NOTE: The Posting Order, Tender Type will default from the CR Document Type. The Receivable Type, Business Line, Vendor and Amounts will copy forward from the referenced BDs.

20. Select the **Save** button.

Figure 101: Credit Application Save message



21. Select the **Verify** button.

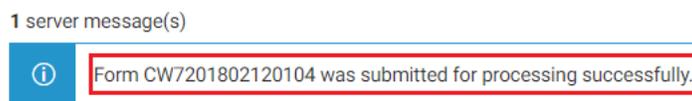
Figure 102: Credit Application Verify message



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. The messages in the screen above are informational only and do not need to be corrected.

22. Select the **Submit** button.

Figure 103: Credit Application Submit message



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

23. Navigate to Form/Document Selection to search and view the processed CR or BD reference.

NOTE: To query using Form/Document Selection, please refer to **BAAR User Guide 3 of 10 Section 4.6.10**.

24. Expand the CR reference tree to see the referenced BDs information.

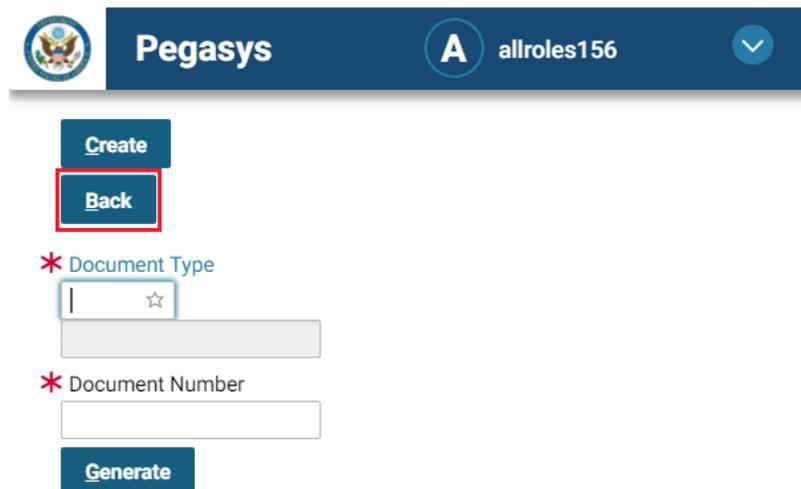
Figure 104: CR reference tree

Document	Doc Typ	Doc Num	Title	Status	Amendment Number
○ R7 Credit App (With BD Normal Line Ref) CR	CW7	CW7201802120		Processed	
- Referenced					
+ RWA/HOTD Non-IPAC BD Manual	AMN	AMNX0063160-001	R1585896	Processed	
+ RWA/HOTD Non-IPAC BD	ADN	ADNX0065746-001	R1585896	Processed	

NOTE: Upon completion of work on the CR, the Credit Application document generation screen will need to be closed.

25. Select the **Back** button to return to the Pegasys navigation.

Figure 105: Credit Application Generation Screen - Back button



The Credit Application Worksheet is again displayed.

Figure 106: Credit Application Worksheet Search Criteria

Credit Application Worksheet

Search Criteria for Unapplied Credit

Document Title

Document Type

Document Number

Accounting Line Number

Bill Type/Type of Transfer

Vendor

Document Date To

Outstanding Credit Amount To

Additional Criteria **Search** **Clear**

Search Criteria for Outstanding Bills

Document Title

Document Type

Document Number

Accounting Line Number

Line Type

Bill Type/Type of Transfer

Vendor

Document Date To

Collection Due Date To

Outstanding Amount To

Additional Criteria **Search** **Clear**

NOTE: The credit application worksheet page is composed of two sections and these are Search Criteria for Unapplied Credit and the other is Search criteria for outstanding bills. The Search criteria for unapplied credit section has some of the following fields: document title, document type, document number, accounting line number, bill type/type of transfer, vendor, document dates, and outstanding credit amounts. Below this is an additional criteria button, a search button, and a clear button. The Search criteria for outstanding bills section has the following fields: document title, document type, document number, accounting line number, line type, Bill type/type of transfer, vendor , document dates, collection due dates, and outstanding amounts. Below these fields is an additional criteria button, a search button, and a clear button.

4.15.3.2 Apply Credit via Offset from the Billing Statement Query

To apply a credit bill to an outstanding bill from the Billing Statement Query, follow the steps below. When launching the Credit Application Worksheet from the Billing Statement Query, the Vendor of the Statement will be pre-populated on both the Unapplied Credits section and the Outstanding Bills section.

For additional information on the Billing Statement Query, please refer to **BAAR User Guide 2 of 10 Section 4.6.3 Billing Statement Query**.

Steps to Apply Credit Using the Credit Application Worksheet from the Billing Statement Query:

1. Navigate to Queries → Accounts Receivable → Billing Statement Query.
The Billing Statement Query page is displayed.

Figure 107: The Search - Billing Statement Query

Search - Billing Statement Query

Search Criteria

Statement Number

Security Organization

Statement Vendor

Code

Customer ALC

Bill Type

Print Option

Statement Generated Flag

Disbursing Office

ALC

Business Line

Centralized Collections Services

16 Digit Credit Card Number

Bank Charge Indicator

Statement Print Date To

Collection Due Date To

Last Statement Print Date To

2. Enter the desired and appropriate **Search Criteria**. At a minimum, enter the **Statement Number**. To further refine the search, enter the **Business Line** and **Vendor** information.

Figure 108: Billing Statement Query Statement Code

Search - Billing Statement Query

Search Criteria

Statement Number

Security Organization

Statement Vendor

Code

Customer ALC

Bill Type

Print Option

Statement Generated Flag

Disbursing Office

ALC

Business Line

Centralized Collections Services

16 Digit Credit Card Number

Bank Charge Indicator

Statement Print Date To

Collection Due Date To

Last Statement Print Date To

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

3. Select the **Search** button.
4. Select a detail record from the item collection and select the **Details** button.

Figure 109: Details button

1 - 1 of 1 results

Statement Number	Primary Vendor	Primary Vendor Address	Bill Type	Print Option	Business Line	Credit Card Number	Bank Charge Indicator	Disbursing Office	ALC	Customer ALC	Statement Generated Flag	Statement Print Date	Collection Due Date	Last Statement Print Date	Security Organization
AAC00439	7200	7200	Standard	Suppress	RENT			GS193	47000017		Yes	02/02/2018	03/19/2018	02/02/2018	ARPEG

All Page 1 of 1

The Statement Balances page is displayed.

Figure 110: Statement Balances page

Statement Balances Vendor Balances Document Balances Correspondence

— General

Statement Number	<input type="text" value="AAC00439"/>	Statement Vendor	Code	<input type="text" value="7200"/>	<input type="text" value="7200"/>
Last Statement Print Date	<input type="text" value="02/02/2018"/>	Name	<input type="text" value="AGENCY FOR INTERNATIC"/>		
Collection Due Date	<input type="text" value="03/19/2018"/>	Customer ALC	<input type="text"/>		
Statement Print Date	<input type="text" value="02/02/2018"/>	<input type="checkbox"/> Statement Generated			
Security Org	<input type="text" value="ARPEG"/>	Centralized Collections Services			
Bill Type	<input type="text" value="Standard"/>	Credit Card Number	<input type="text"/>		
Print Option	<input type="text" value="Suppress"/>	Bank Charge Indicator	<input type="text"/>		
Business Line	<input type="text" value="RENT"/>	Billed Amount			
Disbursing Office	<input type="text" value="GS193"/>	Initial Amount	<input type="text" value="\$150.00"/>	Credit Amount	
ALC	<input type="text" value="47000017"/>	Discount Amount	<input type="text" value="\$0.00"/>	Initial Amount	<input type="text" value="\$0.00"/>
		Surcharge Amount	<input type="text" value="\$0.00"/>	Discount Amount	<input type="text" value="\$0.00"/>
		Principal Amount	<input type="text" value="\$150.00"/>	Surcharge Amount	<input type="text" value="\$0.00"/>
		Interest Amount	<input type="text" value="\$0.00"/>	Principal Amount	<input type="text" value="\$0.00"/>
				Credit Total Amount	<input type="text" value="\$0.00"/>

- NOTE:** The Statement Balances page is composed of a general section and within that are multiple sub sections. These sections are Billed Amount, Statement Vendor, Centralized Collections services, and credit amount. Within the general section are some of the following fields: Statement Number, Last Statement Print Date, Collection Due Date, Statement Print Date, Statement Generate Flag, Security Org, Bill Type, Print Option, Business Line, Disbursing Office, and ALC. Within the billed amounts section are various payment amounts and these are Intial Amount, Discount Amount, Surcharge Amount, Principal Amount, and Interest Amount. The statement vendor section is where the vendor can be specified. Within the centralized collections services section is where a credit card number can be entered and there’s the bank charge indicator. The credit amount is similar to the billed amount as it lists various amounts. At the bottom of the page are two buttons and these are Attachments and Credit Application Worksheet.
- To launch the Credit Application Worksheet, select the **Credit Application Worksheet** button.

Figure 111: Statement Balance - Credit Application Worksheet Button

The screenshot displays a web interface for managing statement balances. At the top, there are tabs for 'Statement Balances', 'Vendor Balances', 'Document Balances', and 'Correspondence'. The 'Statement Balances' tab is active, showing a 'General' section with fields for Statement Number (AAC00439), Last Statement Print Date (02/02/2018), Collection Due Date (03/19/2018), and Statement Print Date (02/02/2018). There is a checked box for 'Statement Generated'. Other fields include Security Org (ARPEG), Bill Type (Standard), Print Option (Suppress), Business Line (RENT), Disbursing Office (GS193), and ALC (47000017). To the right, 'Statement Vendor' information is shown, including Code (7200), Name (AGENCY FOR INTERNATIC), and Customer ALC. Below this, 'Centralized Collections Services' includes Credit Card Number and Bank Charge Indicator. At the bottom, there are two summary tables: 'Billed Amount' and 'Credit Amount'. The 'Billed Amount' table shows Initial Amount (\$150.00), Discount Amount (\$0.00), Surcharge Amount (\$0.00), Principal Amount (\$150.00), and Interest Amount (\$0.00). The 'Credit Amount' table shows all values as \$0.00. At the bottom left, there are two buttons: 'Attachments' and 'Credit Application Worksheet', with the latter highlighted by a red box.

The Credit Application Worksheet will be opened in a new window.

Figure 112: Credit Application Worksheet Via Offset from the Billing Statement query

Credit Application Worksheet

The screenshot shows two search panels side-by-side. The left panel is titled 'Search Criteria for Unapplied Credit' and includes fields for Document Title, Document Type, Document Number, Accounting Line Number, Bill Type/Type of Transfer, Vendor, Document Date (with a date range selector), and Outstanding Credit Amount. The right panel is titled 'Search Criteria for Outstanding Bills' and includes fields for Document Title, Document Type, Document Number, Accounting Line Number, Line Type, Bill Type/Type of Transfer, Vendor (with a dropdown menu), Document Date (with a date range selector), Collection Due Date (with a date range selector), and Outstanding Amount. Both panels have 'Additional Criteria', 'Search', and 'Clear' buttons at the bottom.

NOTE: The credit application worksheet page is composed of two sections and these are Search Criteria for Unapplied Credit and the other is Search criteria for outstanding bills. The Search criteria for unapplied credit section has some of the following fields: document title, document type, document number, accounting line number, bill type/type of transfer, vendor, document dates, and outstanding credit amounts. Below this is an additional criteria button, a search button, and a clear button. The Search criteria for outstanding bills section has the following fields: document title, document type, document number, accounting line number, line type, Bill type/type of transfer, vendor , document dates, collection due dates, and outstanding amounts. Below these fields is an additional criteria button, a search button, and a clear button.

NOTE: The Unapplied Credit will be automatically returned in the Unapplied Credit item collection with the record selected.

- To apply the credit line, select the credit line and Select the **Select** button.

Figure 113: Unapplied Credit - Select Button

Unapplied Credit
1 - 10 of 172 results

	Applied Line Amount	Doc Typ	Doc Num	Actg Ln #	Document Date	Statement Number	Currency	Line Amount
<input type="radio"/>	(\$1,099.99)	TMN	TMNU0032949-001	2	02/08/2018	U0032949	USD	(\$1,099.99)
<input type="radio"/>	(\$2,099.99)	TMN	TMNU0032950-001	2	02/08/2018	U0032950	USD	(\$2,099.99)
<input type="radio"/>	(\$1,099.99)	CDN	CDN000001-001	2	02/14/2018	000001	USD	(\$1,099.99)
<input type="radio"/>	(\$2,099.99)	CDN	CDN000002-001	2	02/14/2018	000002	USD	(\$2,099.99)
<input type="radio"/>	(\$87.10)	GDD	GDDDOD18C1531-0001	1	02/01/2018	DOD18C1531	USD	(\$87.10)
<input type="radio"/>	(\$2,000.00)	MMN	MMNMMN001318-001	2	02/08/2018	MN001318	USD	(\$2,000.00)
<input type="radio"/>	(\$87.10)	GDD	GDDDOD18C1532-0002	1	02/01/2018	DOD18C1532	USD	(\$87.10)
<input type="radio"/>	(\$2,000.00)	MMN	MMNMMN001317-001	2	02/01/2018	MN001317	USD	(\$2,000.00)
<input checked="" type="radio"/>	(\$2,000.00)	MMN	MMNMMN001319-001	2	02/01/2018	MN001319	USD	(\$2,000.00)
<input type="radio"/>	(\$189.60)	GDD	GDDDOD18C1516-0002	1	02/01/2018	DOD18C1516	USD	(\$189.60)

Select
Details
View Document

10 per page ▼ << < Page 1 of 18 > >>

NOTE: When launching the Credit Application Worksheet from the Billing Statement Query, the Outstanding Bill Search Criteria section is pre-populated with the Vendor from the Statement.

Figure 114: Search Criteria for Outstanding Bills

Search Criteria for Outstanding Bills

Document Title

Document Type

Document Number

Accounting Line Number

Line Type

Bill Type/Type of Transfer

Vendor

Document Date To

Collection Due Date To

Outstanding Amount To

Additional Criteria **Search** **Clear**

7. Enter additional search criteria for Outstanding Bills for the entered vendor/customer.

Figure 115: Search Criteria for Outstanding Bills - Manual Search Criteria

Search Criteria for Outstanding Bills

Document Title

Document Type

Document Number

Accounting Line Number

Line Type

Bill Type/Type of Transfer

Vendor

Document Date To

Collection Due Date To

Outstanding Amount To

Additional Criteria **Search** **Clear**

NOTE: To search by a specific accounting dimension, select the Accounting Dimensions button.

Figure 116: Accounting Dimensions Search Criteria

ADDITIONAL CRITERIA ✕

External System ID <input type="text" value="1"/> ☆ Statement Number <input type="text"/> Agreement Number <input type="text"/> ☆ Agreement Line Number <input type="text"/> ☆ Contracts Number <input type="text"/> ☆ Blanket Agreement Number <input type="text"/> ☆ Billing Status <input type="text"/> ▾ Source Number <input type="text"/>	Business Line <input type="text"/> ☆ Related Statement Number <input type="text"/> Debt Account Number <input type="text"/> ☆ Debt Account Line Number <input type="text"/> ☆ Depository Line Number <input type="text"/> ☆ Payee Line Number <input type="text"/> ☆ Debt Appeal Forbearance <input type="text"/> ▾ Receivable Type <input type="text"/> ☆
--	---

Accounting Dimensions

Accounting Template ☆

BBFY <input type="text"/> >	EBFY <input type="text"/> >	Fund <input type="text"/> ☆	Region <input type="text"/> ☆	Org Code <input type="text"/> ☆	Program <input type="text"/> ☆
Project Code <input type="text"/> ☆	Activity <input type="text"/> ☆	Sub-Object Class <input type="text"/> ☆	Revenue Source <input type="text"/> ☆	Sub Revenue Source <input type="text"/> ☆	Building # <input type="text"/> ☆
Location/System <input type="text"/> ☆	Vehicle Tag # <input type="text"/> ☆	Work Item <input type="text"/> ☆	Lease # <input type="text"/> ☆	Reimbursable Sub-Obj... <input type="text"/> ☆	Reimbursable Sub Obj... <input type="text"/> ☆
Cost Organization <input type="text"/> ☆	YBA <input type="text"/> >	BETC <input type="text"/> ☆	Cohort Yr <input type="text"/> >	PRC <input type="text"/> ☆	

8. Select the **Search** button.
9. Select a detail record.

Figure 117: Detail Record

Outstanding Bills
1 - 7 of 7 results

↓ A Z 🔍 ✕ ✕

	Applied Line Amount	Doc Type	Doc Num	Actg Ln #	Document Date	Collection Due Date	Statement Number	Vendor Code
<input checked="" type="checkbox"/>	\$2,000.00	MMN	MMNMN001319-001	1	02/01/2018	03/18/2018	MN001319	ESVN9700
<input type="checkbox"/>	\$2,000.00	MMN	MMNMN001326-001	1	02/03/2018		MN001326	ESVN9700
<input type="checkbox"/>	\$2,000.00	MMN	MMNMN001327-001	1	02/03/2018		MN001327	ESVN9700
<input type="checkbox"/>	\$2,000.00	MMN	MMNMN001345-001	1	02/07/2018		MN001345	ESVN9700
<input type="checkbox"/>	\$2,000.00	MMN	MMNMN001344-001	1	02/06/2018		MN001344	ESVN9700
<input type="checkbox"/>	\$2,000.00	MMN	MMNMN001325-001	1	02/03/2018		MN001325	ESVN9700
<input type="checkbox"/>	\$2,000.00	MMN	MMNMN001328-001	1	02/03/2018		MN001328	ESVN9700

Select Details View Document

10 per page ▾ ⏪ < | Page of 1 | > ⏩

10. To change the amount to apply credit to, select the applied line amount and enter the new amount.

NOTE: Credits cannot be applied for more than the credit amount.

Figure 118: Outstanding Bill Amounts

Outstanding Bills
1 - 7 of 7 results

<input type="checkbox"/>	Applied Line Amount	Doc Typ	Doc Num	Actg Ln #	Document Date	Collection Due Date	Statement Number	Vendor Code
<input checked="" type="checkbox"/>	\$2,000.00	MMN	MMNMMN001319-001	1	02/01/2018	03/18/2018	MN001319	ESVN9700
<input type="checkbox"/>	\$2,000.00	MMN	MMNMMN001326-001	1	02/03/2018		MN001326	ESVN9700
<input type="checkbox"/>	\$2,000.00	MMN	MMNMMN001327-001	1	02/03/2018		MN001327	ESVN9700
<input type="checkbox"/>	\$2,000.00	MMN	MMNMMN001345-001	1	02/07/2018		MN001345	ESVN9700
<input type="checkbox"/>	\$2,000.00	MMN	MMNMMN001344-001	1	02/06/2018		MN001344	ESVN9700
<input type="checkbox"/>	\$2,000.00	MMN	MMNMMN001325-001	1	02/03/2018		MN001325	ESVN9700
<input type="checkbox"/>	\$2,000.00	MMN	MMNMMN001328-001	1	02/03/2018		MN001328	ESVN9700

Select Details View Document 10 per page Page 1 of 1

11. Select the **Select** button.

Once a debit line has been selected, the debit line with applied credit amount will be returned in the Applied Credit item collection.

NOTE: Multiple Debit Lines can be selected for ONE Credit line, but only ONE Credit Line can be applied at a time.

12. Select the **Apply Credit** button in the lower section of the screen.

Figure 119: Credit Application Worksheet - Apply Credit button

Applied Credit
1 - 1 of 1 results

<input type="checkbox"/>	Document Type	Doc Num	Actg Ln #	Document Date	Collection Due Date	Statement Number	Vendor Code	Address Code	Line Type	Currency	Applied Line Amount	Line Amount	Closed Amount	Outstanc Amc
<input checked="" type="checkbox"/>	FDI	FDIGJ111347-041	35	02/05/2018		GJ111347	36P020	36P020	Normal	USD	\$607.42	\$607.42	\$0.00	\$607.42

Move Up Move Down Remove Details View Document **Apply Credit** 10 per page Page 1 of 1

13. **REQUIRED:** Enter the **Document Type** and enter or generate Document Number.

Figure 120: Credit Application Document Type

The screenshot shows the Pegasys user interface. At the top, there is a dark blue header with the Pegasys logo on the left, the user name 'A allroles156' in the center, and a dropdown arrow on the right. Below the header, there are two buttons: 'Create' and 'Back'. The 'Create' button is highlighted with a red box. Below the buttons, there is a form section. The first field is labeled '* Document Type' and has a dropdown menu open. The dropdown menu shows two options: 'CW6 ☆' and 'R6 Credit App (With BD Nc)'. The 'R6 Credit App (With BD Nc)' option is highlighted with a red box. Below this field is another field labeled '* Document Number' which is currently empty. At the bottom of the form section is a 'Generate' button.

14. Select the **Create** button to create the CR.

Figure 121: Credit Application Generate Document Number

The screenshot shows the Pegasys user interface. At the top, there is a dark blue header with the Pegasys logo on the left, the user name 'A allroles156' in the center, and a dropdown arrow on the right. Below the header, there are two buttons: 'Create' and 'Back'. The 'Create' button is highlighted with a red box. Below the buttons, there is a form section. The first field is labeled '* Document Type' and has a dropdown menu open. The dropdown menu shows two options: 'CW6 ☆' and 'R6 Credit App (With BD Nc)'. The 'R6 Credit App (With BD Nc)' option is highlighted with a red box. Below this field is another field labeled '* Document Number' which is populated with the value 'CW6201802150000'. At the bottom of the form section is a 'Generate' button.

The CR form will be opened in a new window

Figure 122: Credit Application CR Form

Header Accounting Lines Approval Routing Memos Summary Correspondence

General

Document Type: CW6 R6 Credit App (With BD Nc) Receipt Date:

Status: NEW Accounting Period:

Document Number: CW6201802150000 Reporting Accounting Period:

Title: Batch Number:

Received By: Document Classification:

Post Code: Security Org: GSA

Overseas Cashier Code: Accomplished Date:

Disbursing Office: GS193 Sender's Disbursing Office: Suppress Printing

Agency DUNS Number: 130944668 Lockbox Number:

Agency DUNS+4: Schedule Name:

Formal Contract Number:

FIFO Liquidation Worksheet

Deposit/Debit Voucher Number: Default to Lines

15. Select the **Accounting Lines** tab.

NOTE: there are 2 accounting lines, one for Credit Reduction line type, and one for Credit Application line type.

Figure 123: Cash Receipt Accounting Lines

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	Prgm	Proj Cd
1	Credit Reduction			(\$2,000.00)		2017PBS-11-192X-P1121101-PG00-PG000	2017		192X	11	P1121101	PG00	
2	Credit Application			\$2,000.00									
Total Header Funded Amou				\$0.00									

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

16. Select Line 1.

17. **REQUIRED** - Enter the **Transaction Type 01** for the Credit Reduction line type.

Figure 124: Transaction Type set to 01

General

Line Number: 1

Line Type: Credit Reduction

* Transaction Type: 01

Write-Off Reason:

18. Select the **Accounting Line** link.
19. Select Line 2 (Credit Application).
20. Select the **Accounting Line** link.
21. **REQUIRED** - Enter the **Transaction Type 02** for the Credit Application line type.

Figure 125: Transaction Type Set to 02

General

Line Number: 2

Line Type: Credit Application

* Transaction Type: 02

NOTE: The Posting Order, Tender Type will default from the CR Document Type. The Receivable Type, Business Line, Vendor and Amounts will copy forward from the referenced BDs.

22. Select the **Save** button.

Figure 126: Cash Receipt Save message

Form CW6201801040588 was saved successfully.

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

Accounting Line | Charge Lines | Associated Spending

23. Select the **Verify** button.

Figure 127: Cash Receipt Verify message

Form CW6201801040588 was verified successfully.

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

Accounting Line | Charge Lines | Associated Spending

Item: 1 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. The messages in the screen above are informational only and do not need to be corrected.

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.

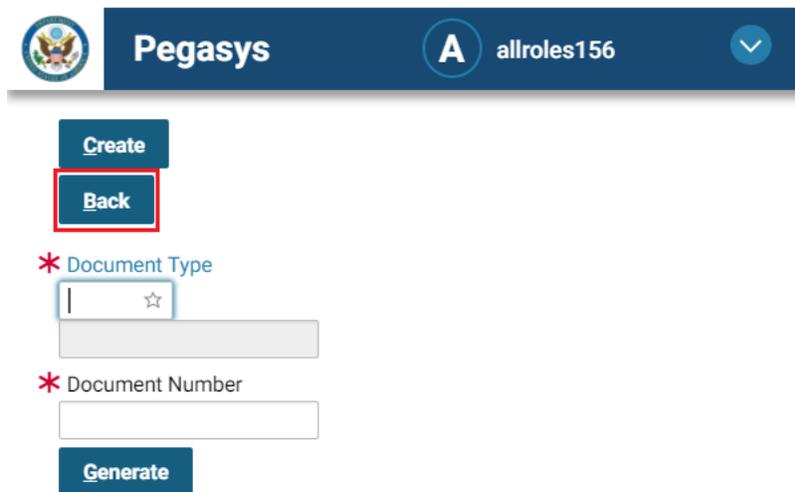
Figure 128: Cash Receipt Submit message



NOTE: Upon completion of work on the CR, the Credit Application document generation screen will need to be closed.

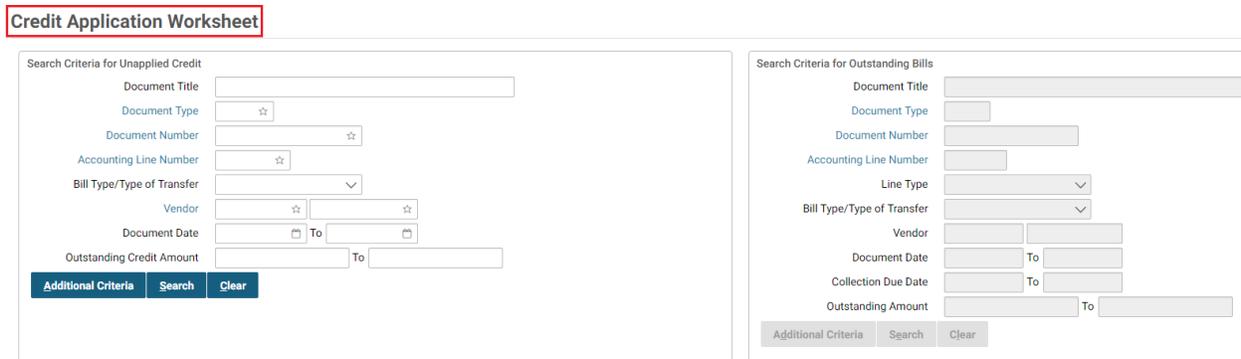
25. Select the **Back** button to return to the Pegasys navigation.

Figure 129: Document Generation Page - Back button



26. The Credit Application Worksheet is again displayed.

Figure 130: Offset from Billing Query - Credit Application Worksheet



NOTE: The credit application worksheet page is composed of two sections and these are Search Criteria for Unapplied Credit and the other is Search criteria for outstanding bills. The Search criteria for unapplied credit section has some of the

following fields: document title, document type, document number, accounting line number, bill type/type of transfer, vendor, document dates, and outstanding credit amounts. Below this is an additional criteria button, a search button, and a clear button. The Search criteria for outstanding bills section has the following fields: document title, document type, document number, accounting line number, line type, Bill type/type of transfer, vendor , document dates, collection due dates, and outstanding amounts. Below these fields is an additional criteria button, a search button, and a clear button.

4.15.3.3 Launch Credit Application Worksheet from Billing Query

To apply a credit bill to an outstanding bill from the Billing query, follow the steps below. When launching the Credit Application Worksheet from the Billing query, the Billing Document line is returned in the Credit Application's Unapplied Credits Item Collection on the left side of the screen in a pre-executed query.

For additional information on the Billing Query, please refer to **BAAR User Guide 2 of 10 Section 4.6.2 Billing Query**.

Steps to Launch the Credit Application Worksheet from Billing Query:

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

The Billing Query page is displayed.

Figure 131: Bill Query page

Billing Query

Basic Search Advanced Search

Document Type ☆

Document Number

Vendor ☆ ☆

Bill Generated Date 📅 To 📅

Collection Due Date 📅 To 📅

Bill Type ▾
 ▾

Receivable Type ☆

Bill Generated Flag ▾
Blank out the current selection ▾

Rebill ▾
Blank out the current selection ▾

Selected For IPAC ▾
 ▾

Business Line ☆

Bill Status ▾
Outstanding ▾

Debt Age Categories

1 - 30 Days

31 - 60 Days

61 - 90 Days

91 - 120 Days

121 - 150 Days

151 - 180 Days

181 - 365 Days

1 - 2 Years

2 - 6 Years

6 - 10 Years

Over 10 Years

Current

2. Enter the desired and appropriate search criteria.

To retrieve non-IPAC Credits, enter the **Line Type** of Credit, **Business Line**, and any other known criteria such as **Document Type**, date range, and **Statement Number**.

Figure 132: Billing Query Search Criteria

Billing Query

Basic Search Advanced Search

Select preconfigured search ▾

Select preconfigured search ▾

New Query Actions ⚙️

Tell us what the query does.

Statement Number ▾ = ▾

Statement Number ▾ equal to ▾

NOTE: Query performance is improved with each additional search criteria entered. For example, rather than simply entering business line of “Fleet”, enter the Bill/Statement Number, Date Range and any additional billing detail that can be

provided. Users should not execute “Blind” queries, meaning no search criterion is entered.

3. Select the **Search** button.

The results are returned in the Item Collection.

Figure 133: Billing Query Item Collection

<input type="checkbox"/>	Document Type	Document Number	Billing Reference Number	Statement Number	Billed Total Amount	Principal Amount	Interest Amount	Penalty Amount	System Generated Bill Reduction Amount	Total Write Off Amount	Administrative Charges Amount
<input type="checkbox"/>	RMN	RMNAAC00441001	RMNBILRMNAA001	AAC00441	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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

Figure 134: Billing Query Details button

<input type="checkbox"/>	Document Type	Document Number	Billing Reference Number	Statement Number	Billed Total Amount	Principal Amount	Interest Amount	Penalty Amount	System Generated Bill Reduction Amount	Total Write Off Amount	Administrative Charges Amount
<input checked="" type="checkbox"/>	RMN	RMNAAC00441001	RMNBILRMNAA001	AAC00441	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Details
View Document
View Case History
Additional Actions
Correct Document
10 per page
Page 1 of 1

The Billing Query Detail Page is displayed.

Figure 135: Billing Query Detail Page

Billing Query
Billing Detail

General

Document Type: RMN

Document Number: RMNAAC00441-001

Statement Number: AAC00441

Title: [Grayed Out]

Billing Reference Number: RMNBILRMNAAC00441-0

Document Date: 02/05/2018

Collection Due Date: 03/21/2018

Bill Generated Flag

Bill Generated Date: 02/04/2018

Security Organization: GSA

Vendor

Vendor: 7200 [Grayed Out] 7200 More

Address Name: AGENCY FOR INTERNATIONAL DEVE

Bill Totals

Initial Amount: \$2,000.00

Discount Amount: \$0.00

External System Document Number: [Grayed Out]

Business Line: RENT

System Generated Bill Reduction Amount: \$0.00

Waiver Flags

Waive Admin Charges

Waive Penalty

Waive Interest on Principal

Waive Interest on Interest

Waive Interest on Admin Charges

Waive Interest on Penalty

View Document
View Case History
Amend Document

NOTE: Within the billing query is a general section where there are some of the following grayed out fields: document type with a value of RMN, document number with a value of RMNAAC00441-001, statement number with a value of AAC00441, Title, billing reference number with a value or RMNBILRMNAAC00441-001, document date with a value of 02/05/2018, collection due date with a value of 03/21/2018, a bill generated flag marked enabled, a bill generated date with a value of 02/04/2018, and a security org of GSA. Below this is a vendor subsection where the vendor can be specified and below this section is a bill totals sub section where various amounts can be inputted. To the right is a waiver flags section where there are the following flags: waive admin charges, waive penalty, waive interest on principal, waive interest on interest, waive interest on admin charges, and waive interest on penalty. At the bottom of the page is a view document button, a view case history button, and an amend document button.

NOTE: The user can also View or Amend the document from this screen by selecting the View Document Button or Amend Document button.

6. Select the **Billing Query Detail** tab.
7. Select an Accounting Line.

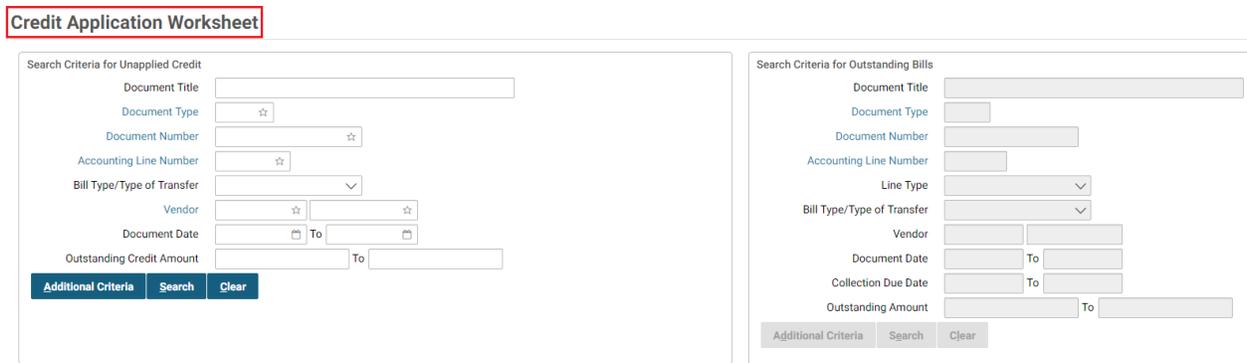
NOTE: Additional search criteria can be entered and a subsequent query performed on the accounting line information. Once in the Billing Query Detail screen, the search is only executed within the Billing Document (BD) selected on the main page.

Figure 136: Billing Query Accounting Line



8. Select the **Credit Application** button to launch the Credit Application Worksheet.
The Credit Application Worksheet is opened in a new window.

Figure 137: Credit Application Worksheet Launched via Billing Query



NOTE: The credit application worksheet page is composed of two sections and these are Search Criteria for Unapplied Credit and the other is Search criteria for outstanding bills. The Search criteria for unapplied credit section has some of the following fields: document title, document type, document number, accounting line number, bill type/type of transfer, vendor, document dates, and outstanding credit amounts. Below this is an additional criteria button, a search button, and a clear button. The Search criteria for outstanding bills section has the following fields: document title, document type, document number, accounting line number, line type, Bill type/type of transfer, vendor , document dates, collection due dates, and outstanding amounts. Below these fields is an additional criteria button, a search button, and a clear button.

NOTE: The Billing Document line is returned in the Item Collection on the left side of the screen in a pre-executed query.

Figure 138: Item Collection - Pre-Executed Query

Document Type

Document Number

Accounting Line Number

Bill Type/Type of Transfer

Vendor

Document Date To

Outstanding Credit Amount To

Additional Criteria **Search** **Clear**

Unapplied Credit
1 - 1 of 1 results

Applied Line Amount	Doc Typ	Doc Num	Actg Ln #	Document Date	Statement Number
\$0.00	RMN	RMNAAC00441-001	2	02/05/2018	AAC00441

- To apply credit to outstanding bills, please refer to **Section 4.15.3.2**.
- To apply the credit in order to refund, please refer to **Section 4.15.3.4**.
- To transfer unapplied credit to Treasury miscellaneous fund (0890), please refer to **Section 4.15.3.5**.

4.15.3.4 Create Credit Application CR for Refunds

The following steps describe the process to create a Cash Receipt (CR) from the Credit Application Worksheet in order to refund credit.

Steps to Create Credit Application Cash Receipt (CR) for Refunds:

1. Navigate to Queries → Accounts Receivable → Credit Application Worksheet.
The Credit Application Worksheet is displayed.

Figure 139: Credit Application Worksheet for CR Refunds**Credit Application Worksheet**

The screenshot displays two side-by-side search panels. The left panel, titled 'Search Criteria for Unapplied Credit', includes fields for Document Title, Document Type, Document Number, Accounting Line Number, Bill Type/Type of Transfer, Vendor, Document Date (with a date range), and Outstanding Credit Amount. The right panel, titled 'Search Criteria for Outstanding Bills', includes fields for Document Title, Document Type, Document Number, Accounting Line Number, Line Type, Bill Type/Type of Transfer, Vendor, Document Date (with a date range), Collection Due Date (with a date range), and Outstanding Amount. Both panels feature 'Additional Criteria', 'Search', and 'Clear' buttons at the bottom.

NOTE: The credit application worksheet page is composed of two sections and these are Search Criteria for Unapplied Credit and the other is Search criteria for outstanding bills. The Search criteria for unapplied credit section has some of the following fields: document title, document type, document number, accounting line number, bill type/type of transfer, vendor, document dates, and outstanding credit amounts. Below this is an additional criteria button, a search button, and a clear button. The Search criteria for outstanding bills section has the following fields: document title, document type, document number, accounting line number, line type, Bill type/type of transfer, vendor , document dates, collection due dates, and outstanding amounts. Below these fields is an additional criteria button, a search button, and a clear button.

2. On the left query pane, enter the **Statement Number** of the outstanding credit and any other pertinent search criteria.

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

Figure 140: Credit Application Worksheet Statement Number

ADDITIONAL CRITERIA

External System ID

Statement Number

Agreement Number

Agreement Line Number

Contracts Number

Blanket Agreement Number

Billing Status

Source Number

Business Line

Related Statement Number

Debt Account Number

Debt Account Line Number

Depository Line Number

Payee Line Number

Debt Appeal Forbearance

Receivable Type

Accounting Dimensions

Accounting Template

BBFY

EBFY

Fund

Region

Org Code

Program

Project Code

Activity

Sub-Object Class

Revenue Source

Sub Revenue Source

Building #

Location/System

Vehicle Tag #

Work Item

Lease #

Reimbursable Sub-Obj...

Reimbursable Sub-Obj...

Cost Organization

YBA

BETC

Cohort Yr

PRC

3. Select the **Search** button.

The results are displayed in the Unapplied Credit item collection on the left side of the screen.

Figure 141: Unapplied Credit item collection

Unapplied Credit

1 - 5 of 5 results

	Applied Line Amount	Doc Typ	Doc Num	Actg Ln #	Document Date	Statement Number	Currency	Line Amount	Closed Amount	On
<input type="radio"/>	\$0.00	RMN	RMNAAC00439-001	2	02/02/2018	AAC00439	USD	\$0.00	\$0.00	
<input type="radio"/>	\$0.00	RMN	RMNAAC00441-001	2	02/05/2018	AAC00441	USD	\$0.00	\$0.00	
<input type="radio"/>	\$0.00	RMN	RMNAAC00440-001	2	02/05/2018	AAC00440	USD	\$0.00	\$0.00	
<input type="radio"/>	\$0.00	RMN	RMNAAC00442-001	2	02/04/2018	AAC00442	USD	\$0.00	\$0.00	
<input type="radio"/>	(\$2,000.00)	RMN	RMNAAC00443-001	1	02/05/2018	AAC00443	USD	(\$2,000.00)	\$0.00	

Select Details View Document All Page 1 of 1

4. Select a detail record.

5. Select the **Select** button.

Figure 142: Unapplied Credit Search Results - Select button

Unapplied Credit
1 - 10 of 172 results

	Applied Line Amount	Doc Typ	Doc Num	Actg Ln #	Document Date	Statement Number	Currency	Line Amount
<input type="radio"/>	(\$1,099.99)	TMN	TMNU0032949-001	2	02/08/2018	U0032949	USD	(\$1,099.99)
<input type="radio"/>	(\$2,099.99)	TMN	TMNU0032950-001	2	02/08/2018	U0032950	USD	(\$2,099.99)
<input type="radio"/>	(\$1,099.99)	CDN	CDN000001-001	2	02/14/2018	000001	USD	(\$1,099.99)
<input type="radio"/>	(\$2,099.99)	CDN	CDN000002-001	2	02/14/2018	000002	USD	(\$2,099.99)
<input type="radio"/>	(\$87.10)	GDD	GDDDDOD18C1531-0001	1	02/01/2018	DOD18C1531	USD	(\$87.10)
<input type="radio"/>	(\$2,000.00)	MMN	MMNMMN001318-001	2	02/08/2018	MN001318	USD	(\$2,000.00)
<input type="radio"/>	(\$87.10)	GDD	GDDDDOD18C1532-0002	1	02/01/2018	DOD18C1532	USD	(\$87.10)
<input type="radio"/>	(\$2,000.00)	MMN	MMNMMN001317-001	2	02/01/2018	MN001317	USD	(\$2,000.00)
<input checked="" type="radio"/>	(\$2,000.00)	MMN	MMNMMN001319-001	2	02/01/2018	MN001319	USD	(\$2,000.00)
<input type="radio"/>	(\$189.60)	GDD	GDDDDOD18C1516-0002	1	02/01/2018	DOD18C1516	USD	(\$189.60)

Select Details View Document

10 per page << < Page 1 of 18 > >>

The **Apply Credit** button is enabled.

NOTE: To apply the credit in order to create a refund, an outstanding bill will not be selected.

NOTE: Credits cannot be applied for more than the credit amount.

Figure 143: Apply Credit button

Unapplied Credit
1 - 171 of 171 results

Applied Line Amount	Doc Type ▲	Doc Num	Actg Ln #	Document Date	Statement Number	Currency	Line Amount	Closed Amount	Out Ar
<input type="radio"/> (\$4,601.66)	RDI	RD11801451001	1	02/07/2018	18014501	USD	(\$4,601.66)	\$0.00	▲
<input type="radio"/> \$0.00	RMN	RMNAAC00001	2	02/02/2018	AAC00439	USD	\$0.00	\$0.00	
<input type="radio"/> \$0.00	RMN	RMNAAC00001	2	02/05/2018	AAC00441	USD	\$0.00	\$0.00	
<input type="radio"/> \$0.00	RMN	RMNAAC00001	2	02/05/2018	AAC00440	USD	\$0.00	\$0.00	
<input type="radio"/> \$0.00	RMN	RMNAAC00001	2	02/04/2018	AAC00442	USD	\$0.00	\$0.00	
<input checked="" type="radio"/> (\$2,000.00)	RMN	RMNAAC00001	1	02/05/2018	AAC00443	USD	(\$2,000.00)	\$0.00	▼

All ▼
Page 1 of 1

Applied Credit
No results

Document Type	Doc Num	Actg Ln #	Document Date	Collection Due Date	Statement Number	Vendor Code
<input type="checkbox"/>						

- To create the Cash Receipt (CR) Credit Application, select the **Apply Credit** button. A new window will be displayed.

Figure 144: New Window

- 7. **REQUIRED:** Enter the **Document Type** for Refunds (CR7/CR6).

Figure 145: Document Type CR7

- 8. **REQUIRED:** Select the **Generate** button to generate a document number.

Figure 146: Generate document number for CR7

9. Select the **Create** button to generate the CR.
The CR form will be opened in a new window.

Figure 147: CR Form

NOTE: The CR will have most fields copied forward from the referenced BD Credit line.

10. Select the **Accounting Lines** tab.

The CR will have a minimum of 2 accounting lines, one that will reduce the outstanding credit (Credit Reduction line type) and one that will be used to applying the credited amount (Credit Application line type) to a refund.

11. Select the Credit Reduction line and select the Accounting Line hyperlink.

Figure 148: CR7 - Accounting Line

Line Number	Line Type	Deposit Number	Debit Voucher Number	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm	Proj Cd
1	Credit Reduction			(\$2,000.00)	01	2017PBS-11-192X-P1121101-PG00-PG000	2017		192X	11	P1121101	PG00	
2	Credit Application			\$2,000.00	04	2017PBS-11-192X-P1121101-PG00-PG000	2017		192X	11	P1121101	PG00	
Total Header Funded Amou				\$0.00									

12. REQUIRED: Enter the Transaction Type of '01'

Figure 149: Set Transaction Type to 01

General

Line Number: 1

Line Type: Credit Reduction

* Transaction Type: 01

13. Select the **Accounting Lines** hyperlink.

Figure 150: Accounting Lines tab



14. Un-select the Credit Reduction line.

15. Select the Credit Application accounting line and select the **Remove** button.

Figure 151: Remove Button

Line Number	Line Type	Deposit Number	Debit Voucher Number	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm	Proj Cd
1	Credit Reduction			(\$2,000.00)	01	2017PBS-11-192X-P1121101-PG00-PG000	2017		192X	11	P1121101	PG00	
2	Credit Application			\$2,000.00	04	2017PBS-11-192X-P1121101-PG00-PG000	2017		192X	11	P1121101	PG00	
Total Header Funded Amou				\$0.00									

16. Select the Credit Reduction Line.

17. Select the **Copy** button.

Figure 152: Copy Button

Header Accounting Lines Approval Routing Memos Summary Correspondence

Accounting Line Charge Lines Associated Spending

1 - 2 of 2 results

<input type="checkbox"/>	Line Number	Line Type	Deposit Number	Debit Voucher Number	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm	Proj Cd
<input checked="" type="checkbox"/>	1	Credit Reduction			(\$2,000.00)	01	2017PBS-11-192X-P1121101-PG00-PG000	2017		192X	11	P1121101	PG00	
<input type="checkbox"/>	2	Credit Application	-	-	\$2,000.00	04	2017PBS-11-192X-P1121101-PG00-PG000	2017	-	192X	11	P1121101	PG00	-
Total Header Funded Amou					(\$2,000.00)									

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

18. Unselect the Credit Reduction line (Line 1).

19. Select the new Credit Reduction line (Line 3).

20. Select the Accounting Line hyperlink.

Figure 153: CR7 - Accounting Line Hyperlink

Header Accounting Lines Approval Routing Memos Summary Correspondence

Accounting Line Charge Lines Associated Spending

1 - 3 of 3 results

<input type="checkbox"/>	Line Number	Line Type	Deposit Number	Debit Voucher Number	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm	Proj Cd
<input type="checkbox"/>	1	Credit Reduction			(\$2,000.00)	01	2017PBS-11-192X-P1121101-PG00-PG000	2017		192X	11	P1121101	PG00	
<input type="checkbox"/>	2	Credit Application	-	-	\$2,000.00	04	2017PBS-11-192X-P1121101-PG00-PG000	2017	-	192X	11	P1121101	PG00	-
<input checked="" type="checkbox"/>	3	Credit Reduction			(\$2,000.00)	01	2017PBS-11-192X-P1121101-PG00-PG000	2017		192X	11	P1121101	PG00	
Total Header Funded Amou					(\$4,000.00)									

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

21. REQUIRED: Set the line type to Credit Application.

Figure 154: Credit Application Line Type

22. **REQUIRED:** Enter the Transaction Type of '04'.

Figure 155: Transaction Type 04

23. **REQUIRED:** Set the **Principal Amount** in the **Line Amount** group box to a Positive Amount.

Figure 156: Line Amounts

24. **REQUIRED:** Remove the document reference (set the fields to blank).

Figure 157: Document Reference

25. **REQUIRED:** Remove the Accounting Template value.

Figure 158: Accounting Dimensions - Remove Accounting Template

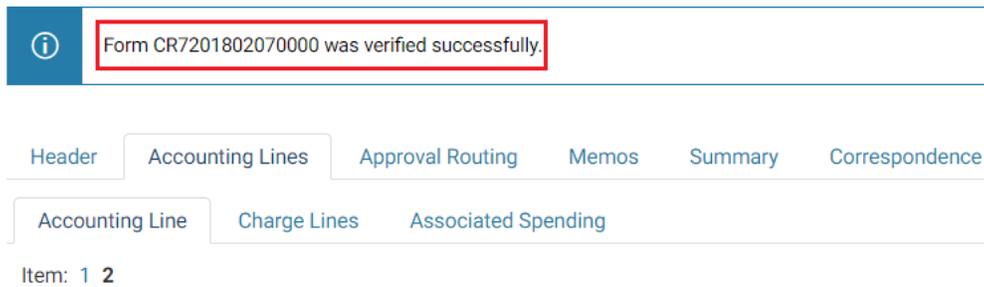
NOTE: The Posting Order, Tender Type will default from the CR Document Type. The Receivable Type, Business Line, Vendor and Amounts will copy forward from the referenced BDs.

26. Select the **Save** button.

Figure 159: CR7 - Save Message

27. Select the **Verify** button.

Figure 160: CR7 - Verify message



Item: 1 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. The messages in the screen above are informational only and do not need to be corrected.

28. Select the **Submit** button.

Figure 161: CR7 - Submit Message



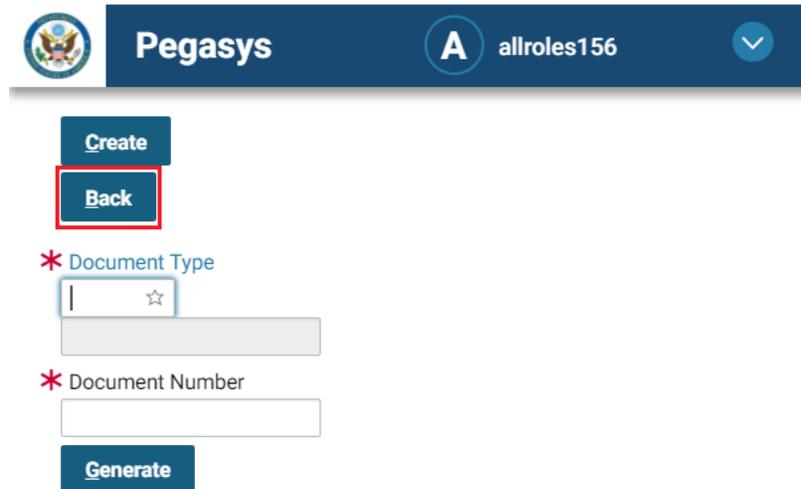
NOTE: If no errors are encountered upon selecting the Submit button a message appears stating that the form has been submitted for processing.

NOTE: To refund the applied credit, create a new Payment Authorization (IP). Please refer to **Section 4.15.4.5 Manual Creation Non-IPAC Payment Authorization (IP) Document (Refund)** or **4.15.4.9 Manual Creation IPAC Payment Authorization (IP) Document (Refund)**.

NOTE: Upon completion of work on the CR, the Credit Application document generation screen will need to be closed.

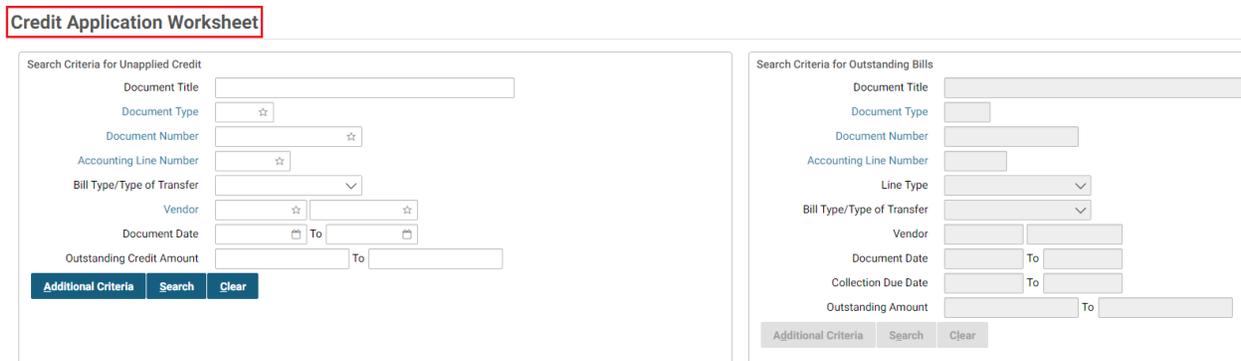
29. Select the **Back** button to return to the Pegasys navigation.

Figure 162: Back button



The Credit Application Worksheet is again displayed.

Figure 163: Credit Application Worksheet



NOTE: The credit application worksheet page is composed of two sections and these are Search Criteria for Unapplied Credit and the other is Search criteria for outstanding bills. The Search criteria for unapplied credit section has some of the following fields: document title, document type, document number, accounting line number, bill type/type of transfer, vendor, document dates, and outstanding credit amounts. Below this is an additional criteria button, a search button, and a clear button. The Search criteria for outstanding bills section has the following fields: document title, document type, document number, accounting line number, line type, Bill type/type of transfer, vendor , document dates, collection due dates, and outstanding amounts. Below these fields is an additional criteria button, a search button, and a clear button.

4.15.3.5 Transfer Non-IPAC Credit to Treasury

Credits that cannot be refunded or applied to outstanding bills must be returned to the Treasury miscellaneous fund. The Transfer to Treasury process applies a credit to reduce the outstanding bill, and then records the application of the credit in the Treasury fund 0890.

To transfer unapplied credits to Treasury, follow the steps below.

NOTE: The following steps assume the user has knowledge of a non-IPAC BD Credit Statement number. To create a non-IPAC BD Credit, please refer to **Section 4.15.2.1**.

Steps to Transfer Non-IPAC Credit to Treasury 0890 Fund:

1. Navigate to Queries → Accounts Receivable → Credit Application Worksheet.
The Credit Application Worksheet is displayed.

Figure 164: Credit Application Worksheet- Non-IPAC Credit to Treasury

The screenshot shows the 'Credit Application Worksheet' interface. It is divided into two main search sections. The left section, titled 'Search Criteria for Unapplied Credit', includes fields for Document Title, Document Type (with a star icon), Document Number (with a star icon), Accounting Line Number (with a star icon), Bill Type/Type of Transfer (dropdown), Vendor (with star icons), Document Date (with calendar icons and 'To'), and Outstanding Credit Amount (with 'To'). Below these fields are three buttons: 'Additional Criteria', 'Search', and 'Clear'. The right section, titled 'Search Criteria for Outstanding Bills', includes fields for Document Title, Document Type, Document Number, Accounting Line Number, Line Type (dropdown), Bill Type/Type of Transfer (dropdown), Vendor, Document Date (with 'To'), Collection Due Date (with 'To'), and Outstanding Amount (with 'To'). Below these fields are three buttons: 'Additional Criteria', 'Search', and 'Clear'.

- NOTE:** The credit application worksheet page is composed of two sections and these are Search Criteria for Unapplied Credit and the other is Search criteria for outstanding bills. The Search criteria for unapplied credit section has some of the following fields: document title, document type, document number, accounting line number, bill type/type of transfer, vendor, document dates, and outstanding credit amounts. Below this is an additional criteria button, a search button, and a clear button. The Search criteria for outstanding bills section has the following fields: document title, document type, document number, accounting line number, line type, Bill type/type of transfer, vendor , document dates, collection due dates, and outstanding amounts. Below these fields is an additional criteria button, a search button, and a clear button.
2. Enter the outstanding credit line criteria on the left side of the screen (Search Criteria for Unapplied Credit). To retrieve a specific credit, enter the **Statement Number**, **Vendor** (Customer), and any additional criteria known.

NOTE: to enter/search by specific accounting dimensions, select the Accounting Dimension button.

Figure 165: Credit Application Worksheet Information

ADDITIONAL CRITERIA

External System ID <input type="text"/>	Business Line <input type="text" value="RENT"/>
Statement Number <input type="text"/>	Related Statement Number <input type="text" value="AAC00443"/>
Agreement Number <input type="text"/>	Debt Account Number <input type="text"/>
Agreement Line Number <input type="text"/>	Debt Account Line Number <input type="text"/>
Contracts Number <input type="text"/>	Depository Line Number <input type="text"/>
Blanket Agreement Number <input type="text"/>	Payee Line Number <input type="text"/>
Billing Status <input type="text"/>	Debt Appeal Forbearance <input type="text" value="Blank out the current selection"/>
Source Number <input type="text"/>	Receivable Type <input type="text"/>

Accounting Dimensions

Accounting Template

BBFY <input type="text"/>	EBFY <input type="text"/>	Fund <input type="text"/>	Region <input type="text"/>	Org Code <input type="text"/>	Program <input type="text"/>
Project Code <input type="text"/>	Activity <input type="text"/>	Sub-Object Class <input type="text"/>	Revenue Source <input type="text"/>	Sub Revenue Source <input type="text"/>	Building # <input type="text"/>
Location/System <input type="text"/>	Vehicle Tag # <input type="text"/>	Work Item <input type="text"/>	Lease # <input type="text"/>	Reimbursable Sub-Obj... <input type="text"/>	Reimbursable Sub Obj... <input type="text"/>
Cost Organization <input type="text"/>	YBA <input type="text"/>	BETC <input type="text"/>	Cohort Yr <input type="text"/>	PRC <input type="text"/>	

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.

The Accounting Dimension window pops up.

Figure 166: Credit Application Accounting Dimensions

Accounting Dimensions

Accounting Template

BBFY <input type="text"/>	EBFY <input type="text"/>	Fund <input type="text"/>	Region <input type="text"/>	Org Code <input type="text"/>	Program <input type="text"/>
Project Code <input type="text"/>	Activity <input type="text"/>	Sub-Object Class <input type="text"/>	Revenue Source <input type="text"/>	Sub Revenue Source <input type="text"/>	Building # <input type="text"/>
Location/System <input type="text"/>	Vehicle Tag # <input type="text"/>	Work Item <input type="text"/>	Lease # <input type="text"/>	Reimbursable Sub-Obj... <input type="text"/>	Reimbursable Sub Obj... <input type="text"/>
Cost Organization <input type="text"/>	YBA <input type="text"/>	BETC <input type="text"/>	Cohort Yr <input type="text"/>	PRC <input type="text"/>	

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

The search results will be returned in the Unapplied Credit item collection.

NOTE: The item collection may need to be expanded in order to see the results. Expand the window using the arrows in the lower right corner.

Figure 167: Search Results

Unapplied Credit
1 - 6 of 6 results

	Applied Line Amount	Doc Typ ▲	Doc Num	Actg Ln #	Document Date	Statement Number	Currency	Line Amount
<input type="radio"/>	\$0.00	RMN	RMNAAC00439-001	2	02/02/2018	AAC00439	USD	\$0.00
<input type="radio"/>	\$0.00	RMN	RMNAAC00441-001	2	02/05/2018	AAC00441	USD	\$0.00
<input type="radio"/>	\$0.00	RMN	RMNAAC00440-001	2	02/05/2018	AAC00440	USD	\$0.00
<input type="radio"/>	\$0.00	RMN	RMNAAC00442-001	2	02/04/2018	AAC00442	USD	\$0.00
<input type="radio"/>	(\$2,000.00)	RMN	RMNAAC00443-001	1	02/05/2018	AAC00443	USD	(\$2,000.00)
<input type="radio"/>	(\$200.00)	RMN	RMNAAC00451-001	1	02/12/2018	AAC00451	USD	(\$200.00)

Select Details View Document
10 per page ▼ << < Page 1 of 1 > >>

- To view the accounting information, select the record and select the **Details** button. A pop-up window with the accounting information is displayed.

Figure 168: Unapplied Credit Detail

UNAPPLIED CREDIT DETAIL

✕

Item < Previous Next >

Agreement Number ☆

Agreement Line Number ☆

Accounting Line Description

Accounting Dimensions

Accounting Template ☆

BBFY	EBFY	Fund	Region	Org Code	Program
<input type="text" value="2017"/> >	<input type="text" value=""/> >	<input type="text" value="192X"/> ☆	<input type="text" value="11"/> ☆	<input type="text" value="P1121101"/> ☆	<input type="text" value="PG00"/> ☆
Project Code	Activity	Sub-Object Cl...	Revenue Source	Sub Revenue ...	Building #
<input type="text" value=""/> ☆	<input type="text" value="PG000"/> ☆	<input type="text" value=""/> ☆	<input type="text" value="4305"/> ☆	<input type="text" value=""/> ☆	<input type="text" value="VA0307ZZ"/> ☆
Location/Syst...	Vehicle Tag #	Work Item	Lease #	Reimbursable ...	Reimbursable ...
<input type="text" value=""/> ☆	<input type="text" value=""/> ☆	<input type="text" value=""/> ☆	<input type="text" value=""/> ☆	<input type="text" value=""/> ☆	<input type="text" value=""/> ☆
Cost Organiza...	YBA	BETC	Cohort Yr	PRC	
<input type="text" value=""/> ☆	<input type="text" value="2017"/> >	<input type="text" value="DISBAJ"/> ☆	<input type="text" value=""/> >	<input type="text" value=""/> ☆	

5. To apply the credit and create a CR to transfer the credit to Treasury, select the record.
6. Select the **Select** button.

Figure 169: Select button

Unapplied Credit
1 - 6 of 6 results

	Applied Line Amount	Doc Typ	Doc Num	Actg Ln #	Document Date	Statement Number	Currency	Line Amount
<input type="radio"/>	\$0.00	RMN	RMNAAC00439-001	2	02/02/2018	AAC00439	USD	\$0.00
<input type="radio"/>	\$0.00	RMN	RMNAAC00441-001	2	02/05/2018	AAC00441	USD	\$0.00
<input type="radio"/>	\$0.00	RMN	RMNAAC00440-001	2	02/05/2018	AAC00440	USD	\$0.00
<input type="radio"/>	\$0.00	RMN	RMNAAC00442-001	2	02/04/2018	AAC00442	USD	\$0.00
<input checked="" type="radio"/>	(\$2,000.00)	RMN	RMNAAC00443-001	1	02/05/2018	AAC00443	USD	(\$2,000.00)
<input type="radio"/>	(\$200.00)	RMN	RMNAAC00451-001	1	02/12/2018	AAC00451	USD	(\$200.00)

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

The Applied Credit item collection in the lower part of the screen will be enabled.

Figure 170: Applied Credit item Collection

Unapplied Credit
1 - 10 of 171 results

Applied Line Amount	Doc Typ	Doc Num	Actg Ln #	Document Date	Statement Number	Currency
<input type="radio"/>	TMN	TMNU0032949-001	2	02/08/2018	U0032949	USD
<input type="radio"/>	TMN	TMNU0032950-001	2	02/08/2018	U0032950	USD
<input type="radio"/>	CDN	CDN000002-001	2	02/14/2018	000002	USD
<input type="radio"/>	CDN	CDN000001-001	2	02/14/2018	000001	USD
<input type="radio"/>	GDD	GDDDD018C1532-0002	1	02/01/2018	D0D18C1532	USD
<input type="radio"/>	MMN	MMNMMN001318-001	2	02/08/2018	MN001318	USD
<input type="radio"/>	MMN	MMNMMN001319-001	2	02/01/2018	MN001319	USD
<input type="radio"/>	GDD	GDDDD018C1531-0001	1	02/01/2018	D0D18C1531	USD
<input checked="" type="radio"/>	MMN	MMNMMN001317-001	2	02/01/2018	MN001317	USD
<input type="radio"/>	GDD	GDDDD018C1516-0002	1	02/01/2018	D0D18C1516	USD

10 per page
<< < Page 1 of 18 > >>

Outstanding Bills
No results

Applied Line Amount	Doc Typ	Doc Num	Actg Ln #	Document Date	Collection Due Date	Statement Number	Vendor Code
---------------------	---------	---------	-----------	---------------	---------------------	------------------	-------------

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

Applied Credit
No results

Document Type	Doc Num	Actg Ln #	Document Date	Collection Due Date	Statement Number	Vendor Code	Address Code	Line Type	Currency	Applied Line Amount	Line Amount
---------------	---------	-----------	---------------	---------------------	------------------	-------------	--------------	-----------	----------	---------------------	-------------

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

7. Select the Apply Credit button to generate a Cash Receipt (CR).

Figure 171: Generate Cash Receipt

Applied Credit
No results

Document Type	Doc Num	Actg Ln #	Document Date	Collection Due Date	Statement Number	Vendor Code	Address Code	Line Type	Currency	Applied Line Amount	Line Amount
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> Move Up Move Down Remove Details View Document Apply Credit </div> <div> 10 per page ◻ << < Page 1 of 1 > >> </div> </div>											

A new page will be displayed.

Figure 172: New Page

8. **REQUIRED:** Enter the **Document Type** for Refunds (CT7/CT6).

NOTE: Different CR Document Types are used for applying credits, creating refunds and transferring unapplied credit to Treasury.

9. To search for the Document Type, select the reference link and enter search criteria.

Figure 173: Document Type Search Criteria

Search Criteria

Code

* Document Category

Name

Short Name

Security Org

10. Select the appropriate Document Type for the Finance Region.

Figure 174: Document Type for Finance Region

1 - 2 of 2 results

	Code	Document Category	Name	Short Name	S
<input type="button" value="Select"/> ★	CT6	CR - Cash Receipt	R6 Credit App (Return to Treasury without BD Normal line) CR		Ac
<input type="button" value="Select"/> ★	CT7	CR - Cash Receipt	R7 Credit App (Return to Treasury without BD Normal		Ac

11. Select the Generate button.

Figure 175: Generate Button

The screenshot shows the top navigation bar of the Pegasys application. On the left is the Pegasys logo. In the center, the text 'Pegasys' is displayed. On the right, there is a user profile icon with the letter 'A' and the text 'allroles156', followed by a dropdown arrow. Below the navigation bar, there are two buttons: 'Create' and 'Back'. The 'Create' button is highlighted with a red box. Below these buttons, there are two required fields: '* Document Type' and '* Document Number'. The 'Document Type' field has a dropdown menu with 'CT7' selected and a star icon. Below it, there is a text input field containing 'R7 Credit App (Return to 1)'. The 'Document Number' field is an empty text input box. Below the 'Document Number' field, the 'Generate' button is highlighted with a red box.

12. Select the **Create** button to create the CR form.

Figure 176: Create CR

This screenshot is similar to Figure 175, showing the Pegasys interface. The 'Create' button is highlighted with a red box. The 'Document Type' dropdown menu is still set to 'CT7'. The 'Document Number' field now contains the value 'CT7201802160036'. The 'Generate' button is no longer highlighted.

The Cash Receipt form will be opened in a new window.

Figure 177: Cash Receipt form

Header Accounting Lines Approval Routing Memos Summary Correspondence

General

Document Type: CT7 R7 Credit App (Return to 1)

Status: NEW

Document Number: CT7201802160036

Title: []

Received By: []

Post Code: []

Overseas Cashier Code: []

Disbursing Office: X0109

Sender's Disbursing Office: []

Agency DUNS Number: []

Agency DUNS+4: []

Receipt Date: []

Accounting Period: []

Reporting Accounting Period: []

Batch Number: []

Document Classification: []

Security Org: GSA

Accomplished Date: []

Lockbox Number: []

Schedule Name: []

Formal Contract Number: []

Suppress Printing:

FIFO Liquidation Worksheet

Deposit/Debit Voucher Number: [] Default to Lines

Amounts

Principal Amount: \$0.00

Interest Amount: \$0.00

Admin Charges Amount: \$0.00

Penalty Amount: \$0.00

Receipt Total: \$0.00

Verify Save Submit Schedule Refresh Fund Currency

13. Select the **Accounting Lines** tab.

Figure 178: Accounting Lines - Line Number and Line Type

Header Accounting Lines Approval Routing Memos Summary Correspondence

Accounting Line Change 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	Prgm	Proj Cd	Acty	SOC	
1	Credit Reduction			(\$2,000.00)		2018-X-706X-TM00-TTM91400	2018		706X	11	TTM91400	TM00		TM000		
2	Credit Application			\$2,000.00												
Total Header Funded Amou				\$0.00												

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

NOTE: Two accounting lines are created from the Credit Application Worksheet. One accounting line must be updated to complete the transfer to Treasury. The following steps are provided to reduce data entry. Alternatively, the data can be manually entered.

NOTE: One accounting line (Credit Reduction) has a negative line amount. One accounting line (Credit Application) has a positive line amount. The net amount is 0.

14. Select the Credit Reduction line.

Figure 179: Credit Reduction Line

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	Prgm	Proj Cd	Acty	SOC
1	Credit Reduction			(\$2,000.00)		2018-X-706X-TM00-TTM91400	2018		706X	11	TTM91400	TM00		TM000	

15. Select the **Accounting Line** link.

16. **REQUIRED:** Enter the **Transaction Type** of '01'.

Figure 180: Transaction Type 01

General

Line Number

Line Type

*** Transaction Type**

17. **REQUIRED:** Enter the **Tender Type** of 'CHECK'.

Figure 181: Payment Information - Tender Type

Payment Information

Tender Type

Check/Money Order Number

18. Select the **Accounting Lines** hyperlink and select the Credit Application line.

19. Select the **Accounting Line** hyperlink.

Figure 182: Accounting Line hyperlink

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	Prgm	Proj Cd
1	Credit Reduction			(\$2,000.00)	01	2018-X-706X-TM00-TTM91400	2018		706X	11	TTM91400	TM00	
2	Credit Application			\$2,000.00									
Total Header Funded Amount				\$0.00									

References... Add Copy Remove Reset Replace

10 per page Page 1 of 1

20. **REQUIRED:** Enter the **Transaction Type** of '02'.

Figure 183: Transaction Type 02

General

Line Number

Line Type

*** Transaction Type** ☆

21. **REQUIRED:** Enter the Receivable Type and Business Line.

Figure 184: General Information

General

Line Number

Line Type

*** Transaction Type** ☆

Write-Off Reason ☆

Confirmation Date

Calculate Charge Amount

Deposit Number

Debit Voucher Number

Period of Performance

Start Date

End Date

Receivable Type

*** Receivable Type** ☆ [Default](#)

Record Type

Offset Type

TROR Classification

TROR Collection Type

Original Accounting Period ☆

SF-224 Reclassification

Source Number

*** Business Line** ☆

Related Statement Number

22. **REQUIRED:** Enter the Vendor Code.

Figure 185: Accounting Line - Vendor Information

Vendor Information

Vendor

*** Vendor** ☆ ☆ [More](#)

Address Name

23. **REQUIRED** for the Transfer to Treasury Credit Application Line - Enter the following accounting information:

- a. BBFY
- b. FUND Code = '0890'.
- c. Region (06 or 07 as appropriate).
- d. Org Code = R0600000 or R0700000 as appropriate
- e. Revenue Source Code = 6104 or 6105 as appropriate

Figure 186: Accounting Dimensions - Fund Code

The screenshot shows the 'Accounting Dimensions' form. A red box highlights the 'Fund' field with the value '0890'. Other fields in the same row include 'Region', 'Org Code', 'Sub-Object Class', 'Revenue Source', and 'Sub Revenue Source'. The 'Fund' field also has a star icon next to it.

24. **REQUIRED:** Enter the **Tender Type** of Check.

Figure 187: Check Tender Type

The screenshot shows the 'Payment Information' form. The 'Tender Type' field is highlighted with a red box and contains the value 'CHECK'. The 'Check/Money Order Number' field is empty.

25. Select the **Save** button.

Figure 188: Save message for Return to Treasury Document

The screenshot shows a success message in a blue box: 'Form CT7201802160036 was saved successfully.'

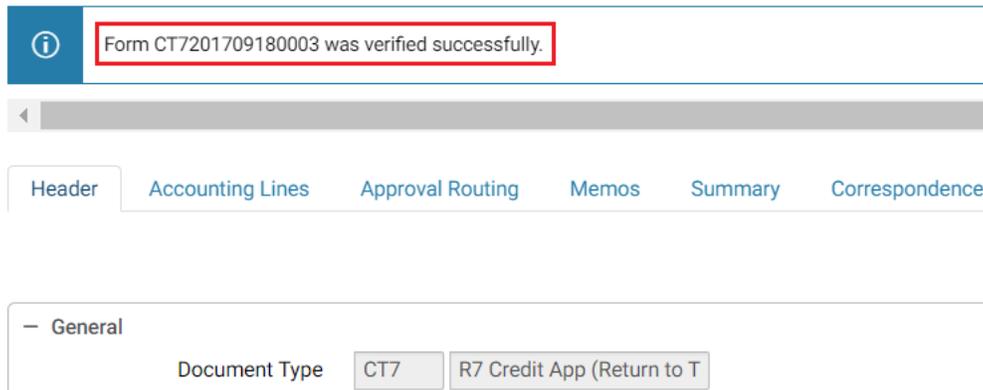
The screenshot shows a navigation bar with the following tabs: Header, Accounting Lines, Approval Routing, Memos, Summary, Correspondence.

The screenshot shows the 'General' form. The 'Document Type' is 'CT7' and 'R7 Credit App (Return to T)'. The 'Document Number' is 'CT7201802160036'. The 'Title' field is empty. The 'Security Org' is 'GSA'. The 'FIFO Liquidation Worksheet' button is highlighted.

The screenshot shows a button bar with the following buttons: Verify, Save, Submit, Schedule, Refresh, Fund Currency.

26. Select the **Verify** button.

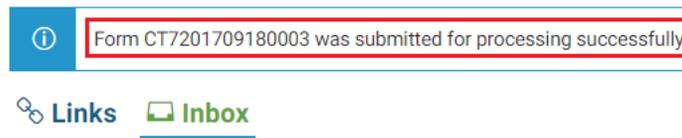
Figure 189: Verify Button for Return to Treasury Document



NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again. The messages in the screen above with the are informational only and do not need to be corrected.

27. Select the **Submit** button.

Figure 190: Submit message for Return to Treasury Document

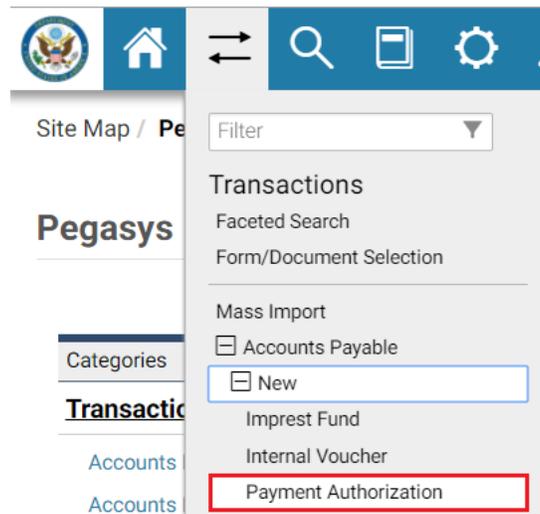


4.15.4 Credit Refunds

Refunds are created out of the Accounts Payable module, as the refund document is the Payment Authorization (IP document category, also called the Itemized Payment). Refunds are also used for credits on IPAC bills, since Treasury does not accept negative amounts.

The Payment Authorization (IP) is found under the Accounts Payable subsystem.

Transactions→Accounts Payable → New → Payment Authorization.

Figure 191: Payment Authorization

4.15.4.1 Payment Authorization (IP) Description and Uses

IPs are used to refund credit bills and refund overpayments that have been received via collections (CRs). IPs can be used to refund customers for both IPAC and non-IPAC credits. As such, IPs can be disbursed via Treasury Disbursement processes (or Treasury Check or EFT) or the IPAC outbound process. Account Receivable will have separate IP document types from the existing Pegasys Accounts Payable IP document types.

The Pegasys user guide contains additional information on the IP document category, as well as the Treasury Disbursement process.

4.15.4.2 Payment Authorization (IP) Document Types

Each BAAR Business Line will use predetermined document types. The document type is a configuration of the Document Category. For example, the Itemized payment Authorization (IP) 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.

The IP Document Types for Accounts Receivable will be distinct for each GSA ALC, meaning Region 6 (47000016) will have one document type and Region 7 (47000017) will use another. In addition, separate IP document types will be created for each finance region for the non-IPAC transactions and the IPAC transactions due to the nature of differences in data requirements for IPAC transactions. Each Document Type is differentiated by region. The '7' denotes use in Region 7; the '6' denotes use in Region 6.

The CB6/CB7 is used for pull payments or IPAC Customer Generated Exceptions and is detailed in **BAAR User Guide 5 of 10 Section 4.12.3 Customer Generated Exceptions (Pseudo Chargebacks)**.

Please refer to the appendix for a full listing and breakdown of Document types and their descriptions - **BAAR User Guide 8 of 10 Appendix: A.6: Available Payment Authorization (IP) Document Types**.

4.15.4.3 Payment Authorization (IP) - User-Defined Form Field Descriptions

The Payment Authorization (IP) form has the same notebook structure and contains many of the same fields as the accounts receivable documents, however IPs have additional tabs for the disbursement process. The IP does not contain Detail Billing Records (DBR) or have an office address tab. Unlike the BD, the IP has a Correspondence tab in order to create/view document level correspondence. For information on the correspondence page definition, please refer to **BAAR User Guide 5 of 10 Section 4.9 Correspondence**.

The listing of User-Defined fields on the Billing Document (BD) Form is available at **BAAR User Guide 9 of 10 Appendix B.15: Payment Authorization (IP) - User-Defined Fields and Form Descriptions**.

4.15.4.4 Add Document Level Correspondence to Payment Authorization (IP)

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.

Document level correspondence can be added to Payment Authorization (IP) documents and forms. Correspondence is available on all document types falling under the Payment Authorization (IP) document category.

To add correspondence to a Payment Authorization (IP) document or form, follow the steps on next page.

If adding to an already processed document, retrieve the document following the steps in **BAAR User Guide 3 of 10 Section 4.6.10.2 Executing a Query Using Form Document Selection**.

Steps to Add Document Level Correspondence During New Payment Authorization (IP) Form Creation:

1. Navigate to Transactions → Accounts Payable → New → Payment Authorization.
The New Payment page is displayed.

Figure 192: New Payment Authorization Page

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

New Payment Authorization

* Document Type ☆

Document Number Format Prefix ☆

Security Org ☆

* Document Number

Title

Copy Document None
 Copy From
 Copy Forward

File No file chosen

2. REQUIRED: Enter Document Type.
NOTE: Only manual document types are used for online creation.
3. Select the Generate button to generate a Document Number. A unique document number will be generated in the Document Number field.

Figure 193: Payment Authorization - Generate Document Number

New Payment Authorization

* Document Type ☆

Document Number Format Prefix ☆

Security Org ☆

* Document Number

Title

Copy Document None
 Copy From
 Copy Forward

File No file chosen

4. Select the **Finish** button.
 The Payment Authorization (IP) header tab is displayed.

Figure 194: Payment Authorization Header

Header Fixed Assets Header Accounting Lines Itemized Lines Approval Routing Memos ...

— General

Document Type	MR6 R6 Manual IP NonIPAC Re	Authorization Date	<input type="text"/>
Status	NEW	Accounting Period	<input type="text"/>
Document Number	MR6201802180001	Reporting Accounting Period	<input type="text"/>
Title	<input type="text"/>	Document Classification	<input type="text"/>
Authorized By	<input type="text"/>	Security Org	GSA
Post Code	<input type="text"/>	Additional Payee Name	<input type="text"/>
<input type="checkbox"/> Automatic Reversal		Accomplished Date	<input type="text"/>
Reversal Accounting Period	<input type="text"/>	<input type="checkbox"/> Suppress Printing	
Reverse After Period	<input type="text"/>		
Agency DUNS Number	<input type="text"/>		
Agency DUNS+4	<input type="text"/>		

NOTE: To create the IP, please refer to **Section 4.15.4.5**.

5. Select the Correspondence tab.

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

Figure 195: Correspondence page Search Criteria

Search Criteria

Creator

Subject

Type Of

Correspondence

Created Date

From

To

Contact Person

First Name

Last Name

Assignment Code

Public Publishing

Record Number

Itemized Line Number

Accounting Line Number

Correspondence

No results



Record Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Itemized Line Number	Accounting Line Number
---------------	--------------	---------	------------	-----------	-----------------	---------	----------------	----------------------	------------------------

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

6. Select the **Add** button.

Figure 196: Add button

Search Criteria

Creator

Subject

Type Of

Correspondence

Created Date

From

To

Contact Person

First Name

Last Name

Assignment Code

Public Publishing

Record Number

Itemized Line Number

Accounting Line Number

Correspondence

No results

Record Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Itemized Line Number	Accounting Line Number
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="display: flex; gap: 5px;"> <input type="button" value="Back"/> <input style="border: 2px solid red;" type="button" value="Add"/> <input type="button" value="Save"/> <input type="button" value="Remove"/> <input type="button" value="Email"/> <input type="button" value="History"/> </div> <div style="text-align: right;"> 10 per page << < Page 1 of 1 > >> </div> </div>									

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

Figure 197: Correspondence page Blank Item Collection

1 - 1 of 1 results

Record Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Corresponde	Itemized Line Number	Accounting Line Number	Type Of Correspond
<input type="checkbox"/>										Resolution

10 per page | Page 1 of 1

Contact Person

* First Name * Last Name

Title

Phone Number

International Phone Number

To Email Address(es)

Agency Contact

Name

Title

Phone Number

From Email Address

Research Information

Researcher Name Open Date

Researcher Phone Complete Date

7. Select the newly created, blank record.
8. In the Agency Contact section, populate the fields pertinent to the correspondence (Name, Title, Phone Number, and From Email Address).

Figure 198: Agency Contact section

Agency Contact

Name

Title

Phone Number

From Email Address

9. 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 199: Contact Person info

Contact Person

* First Name	<input type="text" value="John"/>	* Last Name	<input type="text" value="Smith"/>
Title	<input type="text" value="Purchasing Manager"/>		
Phone Number	<input type="text" value="555-555-5555"/>		
International Phone Number	<input type="text"/>		
To Email Address(es)	<input style="width: 100%;" type="text" value="john.smith@fakecompany.com"/>		

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

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

Figure 200: Correspondence type

Contact Person

* First Name	<input type="text" value="John"/>	* Last Name	<input type="text" value="Smith"/>
Title	<input type="text" value="Purchasing Manager"/>		
Phone Number	<input type="text" value="555-555-5555"/>		
International Phone Number	<input type="text"/>		
To Email Address(es)	<input style="width: 100%;" type="text" value="john.smith@fakecompany.com"/>		

11. Update the Correspondence field to include the text to be sent.
12. Optionally populate the additional fields pertinent to the correspondence.

Figure 201: Correspondence section

The screenshot shows a form titled 'Correspondence' with the following fields and values:

- Communication Source:** Phone (dropdown menu)
- Type Of Correspondence:** Communication (dropdown menu)
- Subject:** RE: Payment 2355068
- Itemized Line Number:** (empty text box)
- Correspondence:** Dear sir, (text area)
- Public Publishing:** (checkbox, highlighted with a red box)
- Accounting Line Number:** (empty text box)
- Record Number:** (empty text box)
- Created Date:** (empty text box)
- Last Modified Date:** (empty text box)
- Creator:** (empty text box)
- Last Modified By:** (empty text box)

13. Select the Public Publishing checkbox to make the correspondence viewable by the customer in VCSS.
14. Include the Accounting Line Number associated with the correspondence.

Figure 202: Correspondence info

The screenshot shows the same form as Figure 201, but with the following changes:

- Accounting Line Number:** 2 (text box, highlighted with a red box)
- Public Publishing:** (checkbox, highlighted with a red box)

15. Select the Save button.

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

- a. Vendor Email Address - If the document has one 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 203: Correspondence page item collection

Record Number	Created Date	Creator	First Name	Last Name	Assignmen Code	Subject	Corresponc	Itemized Line Number	Accounting Line Number	Type Of Correspond	Public Publishing
<input checked="" type="radio"/>	02/18/2018 14:04:01	allroles156	John	Smith		Overpayment of Nov 2017 Statement	Dear Mr. Smith, I noticed you overpaid your Nov 2017 billing statement in the amount of \$1,000. Wou...			Question	False

10 per page | Page 1 of 1

Contact Person

* First Name: * Last Name:

Title:

Phone Number:

International Phone Number:

To Email Address(es):

Agency Contact

Name:

Title:

Phone Number:

From Email Address:

NOTE: The correspondence page has an item collection table where the columns makeup the parameters for each row. Each row represents an individual record and each record can be selected by selecting the radio button to the left of the first column. Below the table are the following buttons: back, add, save, remove, email, history, and ellipses which expands to reveal more actions. Below these buttons is a

contact person section, an agency contact section, and a research information section. The contact person section has a required first name and a required last name below. The selected record has a first name of John and a last name of Smith.

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

Figure 204: Attachments

Record Number	Created Date	Creator	First Name	Last Name	Assignmen Code	Subject	Corresponc	Itemized Line Number	Accounting Line Number	Type Of Corresponc	Public Publishing
1	02/18/2018 14:04:01	allroles156	John	Smith		Overpayment of Nov 2017 Statement	Dear Mr. Smith, I noticed you overpaid your Nov 2017 billing statement in the amount of \$1,000. Wou...			Question	False

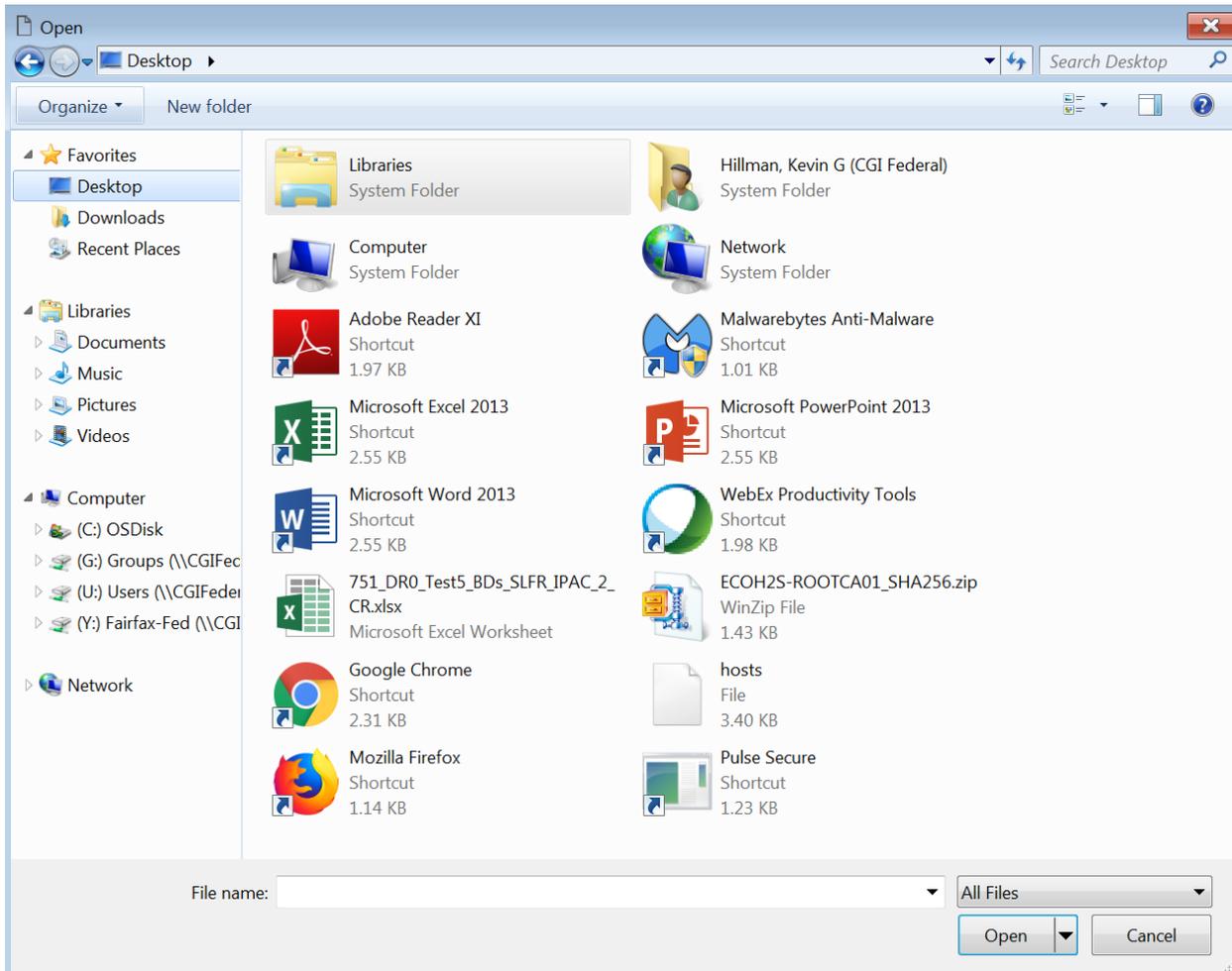
Back Add Save Remove Email History ... 10 per page Page 1 of 1

Contact Person
 * First Name * Last Name

Attachments

- Select Import Local File.
 - Update the Title field as well as any other pertinent fields associated with the attachment file. Use the Browse feature to locate the attachment file in your local directory.
- The File Upload screen using the local directory is displayed.

Figure 205: File Upload



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

Figure 206: Open button



The correspondence Import Local File page is displayed.

Figure 207: Correspondence Import Local File Page

* Attachment Identifier

* Title

Number of Pages

Attachment Date

Location

File

Attachment

Attachment Type

Transmit to External Application

Draft/Final

[Cancel](#)

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

- 20. Select the **Upload** button.
- 21. Select the **Save** button.

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

Figure 208: Attachments page

1 - 1 of 1 results

<input checked="" type="checkbox"/>	Attachment Identifier	Name	Title	Number of Pages	Attachment	Check Out Status	Extension Type
<input checked="" type="checkbox"/>	1	Overpayment Items.docx	Overpayment Items	2	True	False	docx

Return Import Local File Repository Delete Check Out ... 10 per page Page 1 of 1

Expand All Collapse All

Document Information

- * Attachment Identifier:
- * Title:
- Location:
- Number of Pages:
- * Attachment Date:
- Attachment
- Attachment Type:
- Name:
- Type:

Edit Information

- Checked Out:
-
- LockedBy:
- Last Edit Date:

NOTE: The attachment table contains columns that makeup the parameters for each row. Each row represents an individual record and each record can be selected by selecting the radio button to the left of the first column. Below the table are the following buttons: return, import local file, repository, delete, check out, and ellipses which expands to reveal more actions. Below these buttons is the document information section and an edit information section. The edit information section is below the document information section and contains a checked out dropdown, locked by, and the last edit date.

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

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

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

4.15.4.5 Manual Creation Non-IPAC Payment Authorization (IP) Document (Refund)

The following steps describe how to manually create a non-IPAC payment. To query the entire document chain of a non-IPAC BD credit refund, the user can enter the Statement number in the Invoice field of the BD Credit line and the invoice value will be copied forward through the CR Credit Application and the IP Refund.

When creating an Accounts Receivable Itemized Payment, it is required that the IP document have a Document Reference. Therefore, users may review the following sections to find more information on creating the original document that the IP will reference:

To create a non-IPAC BD Credit line, please refer to **BAAR User Guide 5 of 10 section 4.10.2.1 Manual Creation of Billing Document (BD): Non-IPAC/Credit Line Type**.

To apply a non-IPAC BD Credit using the Credit Application Worksheet, please refer to **BAAR User Guide 5 of 10 section 4.10.3.1 Apply Credit via Offset Using the Credit Application Worksheet Apply**.

To amend the BD to add the Statement Number to the Invoice field, please refer to **BAAR User Guide 1 of 10 section 4.3.3.3 Amend Non-IPAC Billing Document (BD)** and the **BAAR User Guide 1 of 10 4.5.5 GL Account Detail Query by the Invoice number**.

Steps to Create an Accounts Payable Form-Payment Authorization (IP) Non-IPAC:

1. Navigate to Transactions → Accounts Payable → New → Payment Authorization.
The New Payment page is displayed.

Figure 209: New Payment Authorization

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

New Payment Authorization

* Document Type 

Document Number Format Prefix 

Security Org 

* Document Number

Title

Copy Document None
 Copy From
 Copy Forward

File No file chosen

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

NOTE: Only manual document types are used for online creation. Payment Authorization (IP) document types are differentiated by the type of the disbursing method (IPAC or Treasury check).

Figure 210: Payment Authorization Document Types

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

Figure 211: Generate Document Number

NOTE: The Document Number Formats are defined per document type and business line. For example, the Document Number format for ‘MR6’ is the document type of Payment Authorization (IP) form followed by the date and a sequential number, e.g., MR6YYYYMMDD###.

The Document Number format for ‘MR7’ is the document type of Payment Authorization (IP) form followed by the date and a sequential number, e.g., MR7YYYYMMDD###.

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

4. **REQUIRED for Accounts Receivable IPs:** to copy forward from a referenced Cash Receipt (CR) for refunding, select **Copy Forward**.

Accounts Receivable payments must have a referenced document. For non-IPAC refunds, the reference must be a CR.

Copy Forward is used when referencing a document.

Figure 212: Copy Forward

Copy Document None
 Copy From
 Copy Forward

File No file chosen

- To Copy Forward, enter the document number and other search criteria to copy.

Figure 213: Copy Forward document - Search Criteria

Copy Forward

Search Criteria

Document Type	L6F ☆ R6 Fleet Lockbox CR (4701 ☆)	Accounting Period	<input type="text"/>
Document Number	<input type="text"/>	Accounting Period	<input type="text"/>
Document Status	<input type="text"/> Blank out the current selection ▾	From Date	01/01/2018 <input type="text"/>
User ID	allroles148	To Date	<input type="text"/>
Title	<input type="text"/>	Vendor	<input type="text"/> ☆ <input type="text"/> ☆

- Select the CR document to reference and select the **Finish** button.

Figure 214: Copy Forward Button

Copy Forward

Search Criteria

Document Type: L6F ☆ R6 Fleet Lockbox CR (470) ☆

Document Number:

Document Status: ▼

User ID: allroles148

Title:

Search

Accounting Period:

Accounting Period:

From Date: 01/01/2018 📅

To Date: 📅

Vendor: ☆ ☆

Copy Lines

Copy all lines
 Choose which lines to copy
 Copy no lines

+ Additional Criteria

+ Accounting Dimensions

1 - 2 of 2 results 🔍 📄 ✕ ✕

Document Category	Document Type	Document Number	Document Date	Amendment / Modification Number	Title	Document Status	User ID
<input checked="" type="radio"/> CR	L6F	L6F201704030002	01/29/2018	00002		Processed	allroles148
<input type="radio"/> CR	L6F	L6F201801050000	01/05/2018			Processed	runbatchlockbox

10 per page ▼ << < Page 1 of 1 > >>

≤ Back
Finish
Cancel

NOTE: At the bottom of the page is an item collection table where the columns makeup the parameters for each row. Each row represents an individual record and each record can be selected by selecting the radio button to the left of the first column. Below the table is a back button, a finish button, and a cancel button. The selected row has a document category of CR and the document type has a value of L6F. The finish button is the second button.

7. On the “Header” Page, enter the person authorizing the payment in the Authorized By field and System ID fields.

Populate the Pegasys System required fields in the following sections. The Pegasys System required fields are identified by the red asterisk beside them on the screen.

 - a. General
 - b. Vendor Information
 - c. External System Information

Figure 215: Header page

— General

Document Type	MR6 R6 Manual IP NonIPAC Re	Authorization Date	<input type="text"/>
Status	NEW	Accounting Period	<input type="text"/>
Document Number	MR6201802180002	Reporting Accounting Period	<input type="text"/>
Title	<input type="text"/>	Document Classification	<input type="text"/>
Authorized By	<input type="text"/>	Security Org	GSA
Post Code	<input type="text"/>	Additional Payee Name	<input type="text"/>
<input type="checkbox"/> Automatic Reversal		Accomplished Date	<input type="text"/>
Reversal Accounting Period	<input type="text"/>	<input type="checkbox"/> Suppress Printing	
Reverse After Period	<input type="text"/>		
Agency DUNS Number	<input type="text"/>		
Agency DUNS+4	<input type="text"/>		

Figure 216: User Defined Fields Section

— External System Information

System ID	FLEETMANL	<input type="checkbox"/> Modified External Document
External System Document Number	<input type="text"/>	
External System Amount	\$0.00	

— User Defined Fields

Assignment Code	RG6GRP2
Bidders Last Name	<input type="text"/>

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

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

NOTE: Pegasys will not use Itemized Accounting Lines or Fixed Assets on Accounts Receivable related payments.

9. Select the Accounting Line and the **Header Accounting Line** hyperlink.

NOTE: An accounting line will copy forward from the reference CR.

Most information required for the IP will be populated by the referenced document.

Figure 217: Header Accounting Line hyperlink

Header Fixed Assets **Header Accounting Lines** Itemized Lines Approval Routing Memos ...

Header Accounting Line Contracts Pay Tax Lines Associated Spending

1 - 1 of 1 results

Line Number	Payment Amount	Line Type	Transaction Type	Amount	Applied Credit	Applied Prepayment	Holdback	Suspension	Accounting Template
1	\$0.00	Normal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Header Funded Amou				\$0.00					

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

10. **REQUIRED:** Enter the Payment Amount.

NOTE: IPs do not copy forward the amount from CRs.

Figure 218: Line Amounts Section - Payment field

Line Amounts

Payment	\$56,829.00	Applied Prepayment Amount	\$0.00
Applied Credit	\$0.00	Holdback Amount	\$0.00
Withholding Tax	\$0.00	Suspension Amount	\$0.00
Line Amount After Withholding	\$56,829.00		
Withholding Tax Allowance	\$0.00		
Net Total	\$56,829.00		

11. **REQUIRED** for Refunds: Review the YBA to match that of the Collection.

Figure 219: Accounting Dimensions - YBA

Accounting Dimensions

Template [] Default

* BBFY	EBFY	* Fund	Region	Org Code	Program
2017 >	[] >	455F ☆	05 ☆	F05Y0000 ☆	FE32 ☆
Project Code	Activity	Sub-Object Class	Revenue Source	Building #	Location/System
[] ☆	FE114 ☆	[] ☆	X200 ☆	[] ☆	A11 ☆
Vehicle Tag #	Work Item	Lease #	Reimbursable Sub-Obj...	Cost Organization	YBA
[] ☆	[] ☆	[] ☆	[] ☆	[] ☆	2017 >
BETC	Cohort Yr	PRC			
[] ☆	[] >	[] ☆			

NOTE: The YBA is in the accounting dimensions section. The accounting information will copy forward from a referenced document.

To review the reference document, select the view button in the Document Reference section.

Figure 220: Document Reference View button

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

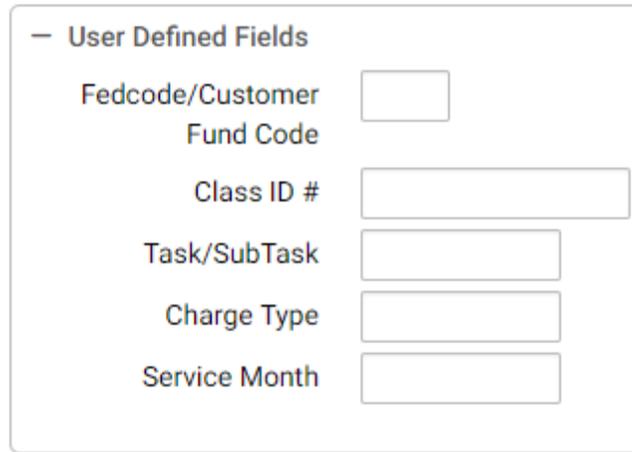
12. **REQUIRED:** Enter valid Revenue Source.

Figure 221: Revenue Source in Accounting Dimensions

13. **OPTIONAL:** Enter the User Defined Fields.

NOTE: The UDF should copy forward from the referenced document if entered.

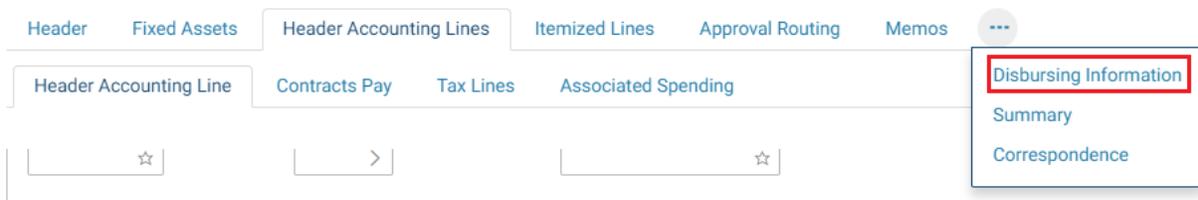
Figure 222: Copied Forward - User Defined Fields



A screenshot of a 'User Defined Fields' form. The form is titled '- User Defined Fields' and contains six input fields with corresponding labels: 'Fedcode/Customer' (small box), 'Fund Code' (small box), 'Class ID #' (medium box), 'Task/SubTask' (medium box), 'Charge Type' (medium box), and 'Service Month' (medium box).

14. Select the Disbursing Information link.

Figure 223: Disbursing Information link



The Disbursing Information page is displayed.

Figure 224: Disbursing Information page

Header Fixed Assets Header Accounting Lines Itemized Lines Approval Routing **Disbursing Information** ...

General

Disbursing Method ▾

Disbursing Office ☆

Eligible For PIR ▾

Interagency Transfer Information

Type ▾

Inter-Agency Sub-level Prefix ☆

Treasury Symbol ☆

Short Key ATA AID BPOA

EPOA A MAIN SUB

▾ ▾

Customer BETC ☆

Payee's ALC ☆

Payee's Disbursing Office ☆

Partition ☆

Disbursement Number

IPAC Schedule Date 📅

No Check Information

 ...

NOTE: Below the disbursing information tab is a general section, an interagency transfer information section, and a no check information section. Below the general section are the following fields: disbursing method dropdown, disbursing office, and an eligible for PIR dropdown. The interagency transfer information section contains some of the following fields: type dropdown, inter-agency sub-level prefix, a treasury symbol sub section, and customer BETC. To the right are additional fields. At the bottom of the page are the following buttons: verify, save, submit, schedule, refresh, fund currency, and ellipses which expands to reveal more actions.

- REQUIRED** for Treasury Check Disbursing (NON-IPAC): Set the **Disbursing Method** to **Check/EFT**.

Populate the Pegasys System required fields on the page. The Pegasys System required fields have the red asterisk.

NOTE: The page will be refreshed with the relevant disbursing fields for Check/EFT disbursing.

Figure 225: Disbursing Method to Check/EFT

Header Fixed Assets Header Accounting Lines Itemized Lines Approval Routing **Disbursing Information** ...

- General

Disbursing Method

Disbursing Office ☆

Eligible For PIR

- Check/EFT Information

Group Payments

Disbursing Model

NOTE: The Disbursing Model, Payment Category, Payment Type, Category and Type will default upon verify from the Disbursing Office/Payment Options/Vendor settings.

After Verify:

Figure 226: Check/EFT Information

- Check/EFT Information

Group Payments

Disbursing Model

- Treasury/FRB Disbursing Information

Payment Category ☆

Line Code

Check Type

Primary Payee Identifier Source

Secondary Payee Identifier Source

16. Select the **Save** button.

Figure 227: Non-IPAC Payment Authorization - Save message

i Form MR6201802180002 was saved successfully.

Header Fixed Assets Header Accounting Lines Itemized Lines Approval Routing Memos ...

General

Document Type: MR6 R6 Manual IP NonIPAC Re
 Status: HELD
 Document Number: MR6201802180002
 Title:
 Authorized By:
 Post Code: ☆
 Automatic Reversal
 Reversal Accounting Period: ☆
 Reverse After Period:
 Agency DUNS Number:
 Agency DUNS+4:

Authorization Date: 02/18/2018 📅
 Accounting Period: 05/2018 ☆
 Reporting Accounting Period: ☆
 Document Classification: ☆
 Security Org: GSA
 Additional Payee Name:
 Accomplished Date: 📅
 Suppress Printing

17. Select the **Verify** button.

Figure 228: Non-IPAC Payment Authorization - Verify button

i Itemized Payment\IP Accounting Line 1
 AD0006I The entered schedule payment date, 02/18/2018, is either a weekend or a holiday.

Header Fixed Assets Header Accounting Lines Itemized Lines Approval Routing Disbursing Information ...

Expand All Collapse All

General

Disbursing Method: Check/EFT
 Disbursing Office: KC6 ☆
 Eligible For PIR:

Check/EFT Information

Group Payments
 Disbursing Model: Treasury Disbursing

Treasury/FRB Disbursing Information

Payment Category: VENDOR ☆

Verify Save Submit Schedule Refresh Fund Currency ...

NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again. The messages in the screen above with the are informational only and do not need to be corrected.

NOTE: If the following error is received, the payment should be saved and the appropriate finance supervisors notified. This error means a TIN has not been recorded on the Payment vendor and the vendor needs to be updated before the payment can be disbursed.

Figure 229: No TIN Error



18. Select the **Submit** button.

Figure 230: Non-IPAC Payment Authorization - Submit message



NOTE: Manual payment documents are submitted to workflow for approval.

19. To research the workflow status, navigate to Form/Document Selection.

20. Enter the Document Number in the Search criteria and search.

Figure 231: Form/Document Selection - Document Status

1 - 1 of 1 results

Document Type	Document Number	Amendment / Modification Number	Title	Document Date	Document Status	User ID
MR6	MR6201802180002			02/18/2018	Pending Approval	allroles156

Correct Cancel Delete View Reference Query Amend/Modify ... 10 per page Page 1 of 1

When the form has been approved, the document status will be updated on Form/Document Selection.

Figure 232: Document Status - Processed

Document Type	Document Number	Amendment / Modification Number	Title	Document Date	Document Status	User ID
MR6	MR6201802180002			02/18/2018	Processed	allroles156

Correct Cancel Delete View Reference Query Amend/Modify ... 10 per page Page 1 of 1

Once approved, the document status will be updated to Processed.

4.15.4.6 Correct Payment Authorization (IP) Document

Accounts Payable transactions (IP and NV) cannot be amended. To make updates to a processed IP (before disbursing), the Correct mode must be used. The user must have the appropriate security permissions to perform a correction. IPs can be corrected from the Form /Document Selection Query or Transactions → Accounts Payable → Correct.

Payments (IP) can be corrected only until they have been disbursed. Once the disbursing process starts, the payment cannot be corrected. If a user attempts to correct a payment that has been disbursed or has started the disbursement cycle, a hard error will be returned.

For IPAC Payments, payments can only be corrected if they are “outbound” payments, meaning payments GSA is creating to submit to IPAC via the IPAC outbound process. Once IPAC Payments have been submitted to Treasury, they can only be corrected with the IPAC Status of “Rejected by IPAC”. IPAC Payments that are created via the IPAC inbound process can be corrected to complete processing (if the payment form is held or rejected) but cannot be corrected once processed. The Inbound Staging record can be corrected before Form Generation is run if necessary.

The following steps describe how to correct a non-IPAC Payment Authorization (IP) form or document:

Steps to Correct an Accounts Payable Form-Payment Authorization (IP):

1. Navigate to Form/Document Selection.

Payments can also be corrected via Transactions → Accounts Payable → Correct.

The Form/Document Selection page is displayed.

Figure 233: Form/Document Selection - Search Criteria

The screenshot displays the 'Form/Document Selection' search criteria page. The breadcrumb navigation shows 'Pegsys / Transactions / Form/Document Selection'. The search criteria are organized into several sections:

- Search Criteria:**
 - Subsystem: Dropdown menu.
 - Document Type (OFF): Text input with star icon.
 - Document Number (OFF): Text input.
 - Amendment / Modification Number: Text input.
 - Document Category: Dropdown menu.
 - Accounting Period: Text input with star icon, To: Text input with star icon.
 - From Date (OFF): Text input with calendar icon, To: Text input with calendar icon.
 - System ID: Text input with star icon.
- Document Status (OFF):**
 - Processed:
 - Canceled:
 - Scheduled:
 - Held:
 - Rejected:
 - Archived:
 - Pending Approval:
- User ID:** Text input with star icon.
- Security Org:** Text input with star icon.
- Title/ Contract Number (OFF):** Text input.
- Vendor:**
 - Code (OFF): Text input with star icon.
 - DUNS: Text input.
 - Designated Agent - ALC: Text input with star icon.
 - AAC/DODAAC: Text input with star icon.
 - TIN (SSN/EIN): Text input.
 - DUNS+4: Text input.
 - Customer Account: Text input with star icon.

At the bottom left, there are 'Search' and 'Clear' buttons.

2. Enter the appropriate search criteria to retrieve the payment such as Document Number, Document Type, and Date range.

Figure 234: Form/Document Selection - Document Information

Pegasys / Transactions / Form/Document Selection

Form/Document Selection

Search Criteria

Subsystem: Accounts Payable

Document Type (OFF): MR7 ☆ R7 Manual IP NonIPAC Ref ☆

Document Number (OFF): MR7201705240005

Amendment / Modification Number:

Document Category:

Accounting Period: ☆ To ☆

From Date (OFF): 05/01/2017 ☆ To ☆

System ID: ☆

Document Status (OFF)

Processed Rejected

Canceled Archived

Scheduled Pending Approval

Held

User ID: ☆

Security Org: ☆

Title/ Contract Number (OFF):

Vendor

Code (OFF): ☆ ☆

DUNS:

Designated Agent - ALC: ☆ ☆

AAC/DODAAC: ☆

TIN (SSN/EIN):

DUNS+4:

Customer Account: ☆

Search Clear

NOTE: Query performance is improved with each additional search criteria entered. For example, rather than simply entering Document Number, enter a user ID, Date range and any additional billing detail that can be provided. Users **should not** execute “Blind” queries, meaning no search criterion is entered.

3. Select the **Search** button to execute the query.
4. Select the document record and select the **Correct** button.

Figure 235: Correct button

Document Type	Document Number	Amendment / Modification Number	Title	Document Date	Document Status
MR7	MR7201705240005		LNC44096	05/24/2017	Processed

Correct Cancel Delete View Reference Query Amend/Modify ... 10 per page

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

Figure 236: Correct Mode

Header Fixed Assets Header Accounting Lines Itemized Lines Approval Routing Memos ...

— General

Document Type MR7 R7 Manual IP NonIPAC Rel

Status CORRECT

Document Number MR7201705240005

Title LNC44096

Authorized By

Post Code

Automatic Reversal

Reversal Accounting Period

Reverse After Period

Agency DUNS Number

Agency DUNS+4

Orig Authorization Date 05/24/2017

Reset Document Date

Authorization Date

Accounting Period

Reporting Accounting Period

Document Classification

Security Org GSA

Additional Payee Name

Accomplished Date

Suppress Printing

— Vendor Information

Vendor * Vendor 566002606 00001 More

Address Name NORTH CAROLINA STATE PORTS

Designated Agent Vendor

Address Name

Verify Save Submit Schedule Refresh Fund Currency ...

5. Update any information on the document header.

Figure 237: Information on Header

— General

Document Type MR7 R7 Manual IP NonIPAC Rel

Status CORRECT

Document Number MR7201705240005

Title Manual NonIPAC Correct Document

Authorized By

Post Code

6. Select the accounting line to update the line information.
7. If correcting the document to \$0 for an erroneous transaction, update the line payment amount to \$0.

This step should be repeated for all lines on the payment if drawing the payment down to \$0.

Figure 238: Update line amount

- Line Amounts	
Payment	\$0.00
Applied Credit	\$0.00
Withholding Tax	\$0.00
Line Amount After Withholding	\$1,057.66
Withholding Tax Allowance	\$0.00
Net Total	\$1,057.66
Applied Prepayment Amount	\$0.00
Holdback Amount	\$0.00
Suspension Amount	\$0.00

8. Select the **Save** button.

Figure 239: Non-IPAC BD Save message

Header: MR7 R7 Manual IP NonIPAC Refund (47000017) MR7201705240005 HELD FULL FORM

1 - 1 of 1 results

Form MR7201705240005 was saved successfully.

Header Fixed Assets Header Accounting Lines Itemized Lines Approval Routing Memos ...

- General

Document Type: MR7 R7 Manual IP NonIPAC Refund

Status: HELD

Document Number: MR7201705240005

Title: Manual NonIPAC Correct Document

Authorized By: [Empty]

9. Select the **Verify** button.

Figure 240: Header

Itemized Payment\Hdr\DisbursementInformation
AP0168I Comments have been entered for an ACH (CCD+/PPD+) payment, but only the first 40 characters will be accepted. Additional text will be lost.

Itemized Payment\Hdr\DisbursementInformation\Disbursing Method
AP0008I Based on the Disbursing Office Maintenance table and vendor address payment options, this payment is eligible for grouping; however, it will not be grouped unless the Group Payments option on this payment form is selected.

Header Fixed Assets Header Accounting Lines Itemized Lines Approval Routing Memos ...

Expand

- General

Document Type: MR7 R7 Manual IP NonIPAC Refund

Status: HELD

Document Number: MR7201705240005

Title: Manual NonIPAC Correct Document

Authorized By: [Empty]

Orig Authorization Date: 05/24/2017

Reset Document Date

Authorization Date: 01/26/2018

Accounting Period: 08/2017

Reporting Accounting Period: 08/2017

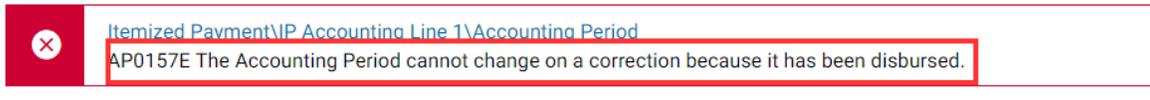
NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again. The messages in the screen above with the are informational only and do not need to be corrected.

NOTE: If the following error is received, the payment needs to retain the original Accounting Period in order for the document to process.

Figure 241: Accounting Period Error

Header: MR7 R7 Manual IP NonIPAC Refund (47000017) MR7201705240005 HELD FULL FORM 

1 - 4 of 4 results



10. Select the **Submit** button.

Figure 242: R7 Manual Submit Message



NOTE: Manual payment documents are submitted to workflow for approval.

11. Navigate to Form/Document Selection to verify the status of the payment processing.

Figure 243: Form/Document Selection - Document Processed

Document Type	Document Number	Amendment / Modification Number	Title	Document Date	Document Status
<input type="radio"/> MR7	MR7201705240005		Manual NonIPAC Correct Document	01/26/2018	Pending Approval

4.15.4.7 Cancel Payment Authorization (IP) Document

To cancel a Payment Authorization (IP), the user must have the appropriate security permissions. IPs can be cancelled from the Form /Document Selection Query or Transactions → Accounts Payable → Cancel.

Payments (IP) can be cancelled only until they have been disbursed. For non-IPAC payments, once the disbursing process starts, the payment cannot be cancelled. If a user attempts to cancel a

payment that has been disbursed or has started the disbursement cycle, a hard error will be returned.

For IPAC, payments can only be cancelled if they are “outbound” payments. "Outbound" payments refer to payments GSA is creating to submit to IPAC via the IPAC outbound process. Once IPAC Payments have been submitted to Treasury, they can only be cancelled with the IPAC Status of “Rejected”. IPAC Payments that are created via the IPAC inbound process cannot be cancelled.

NOTE: MR6 and MR7 IP cancellations will go through workflow and require approvals to be completed by users with the appropriate security permissions.

The following steps describe how to cancel a non-IPAC Payment Authorization (IP) form or document.

Steps to Cancel an Accounts Payable Form- Payment Authorization(IP):

1. Navigate to Form/Document Selection.

Payments can also be cancelled via Transactions → Accounts Payable → Cancel.

The Form/Document Selection page is displayed.

Figure 244: Form/Document Selection

Pegasys / Transactions / Form/Document Selection

Form/Document Selection

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

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

Search Criteria

Subsystem

Document Type (OFP)

Document Number (OFP)

Amendment / Modification Number

Document Category

Accounting Period To

From Date (OFP) To

System ID

Document Status (OFP)

Processed Rejected

Canceled Archived

Scheduled Pending Approval

Held

User ID

Security Org

Title/ Contract Number (OFP)

Vendor

Code (OFP)

DUNS

Designated Agent - ALC

AAC/DODAAC

TIN (SSN/EIN)

DUNS+4

Customer Account

2. Enter the appropriate search criteria to retrieve the payment such as **Document Number, Document Type, and Date range.**

Figure 245: Document Number and Document Type

Form/Document Selection

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

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

Search Criteria

Subsystem:

Document Type (OFF): P6 Payment Authorization-Ri

Document Number (OFF): P620180214000000

Amendment / Modification Number:

Document Category:

Accounting Period: To

From Date (OFF): 02/05/2018 To

System ID:

Document Status (OFF)

Processed Rejected

Canceled Archived

Scheduled Pending Approval

Held

User ID:

Security Org:

Title / Contract Number (OFF):

NOTE: Query performance is improved with each additional search criteria entered. For example, rather than simply entering Document Number, enter a user ID, Date range and any additional billing detail that can be provided. Users should not execute “Blind” queries, meaning no search criterion is entered.

3. Select the **Search** button to execute the query.
4. Select the document record and select the **Cancel** button.

Figure 246: Form/Document Selection - Cancel button

Document Type	Document Number	Amendment / Modification Number	Title	Document Date	Document Status	User ID
P6	P620180214000000			02/14/2018	Processed	runbatcham

Correct Delete View Reference Query Amend/Modify

10 per page Page 1 of 1

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

Figure 247: Pending Cancellation mode Status

NOTE: The header tab for a P6 document type document has a general section below with grayed out fields and a vendor information section with grayed out fields. Below the general section are some of the following fields: document type with a value of P6, status with a value of PENDINGCANCELLATION, document number with a value of P62018021400000, and an Authorized field with a value of ALLROLES_PURCHASING. Below the vendor information section is a vendor sub section and a designated agent sub section. The vendor sub section has a required vendor field with a value of 222199681 and an address name field with a value of RICOH BUSINESS SYSTEMS INC. The designated agent sub section has the same fields as the vendor sub section however there is a more button and a default button beside the vendor field. Below the address name field is a 1099 Use Designated Agent flag. At the bottom of the page are the following buttons: verify, save, submit, schedule, refresh, fund currency, and ellipses which expands to reveal more actions.

5. Enter the **Cancel Reason** on the Payment header.

Figure 248: Cancel Reason

The Payment amount will be reduced to \$0 automatically. No other updates should be needed.

6. Select the **Save** button.

Figure 249: Cancel Document - Save Message

7. Select the **Verify** button.

Figure 250: Cancel Document - Verify message

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. The messages in the screen above are informational only and do not need to be corrected.

8. Select the **Submit** button.

Figure 251: Cancel Document - Submit message

NOTE: Manual payment documents are submitted to workflow for approval.

9. Navigate to Form/Document Selection to verify the status of the payment processing.

Figure 252: Document Status - Canceled

Document Type	Document Number	Amendment / Modification Number	Title	Document Date	Document Status	User ID
P6	P620180214000000			02/20/2018	Canceled	alroles156

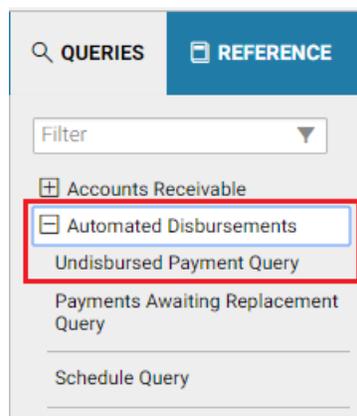
4.15.4.8 Approve Non-IPAC Refund Disbursement (Undisbursed Payment Query)

Non-IPAC Payments pending disbursement are viewable on the Undisbursed Payment Query (UDPQ). Payments are also approved (or rejected) for disbursement by authorized finance users. The UDPQ is also used by Accounts Payables in Pegasys. The UDPQ is only applicable for viewing and approval of non-IPAC payments.

When approving payments for disbursements, the approving users should verify the information in the payment is correct.

The UDPQ is found at Queries → Automated Disbursements → Undisbursed Payments Query.

Figure 253: Navigate to Undisbursed Payment Query



To approve a payment, the user must have the appropriate security permissions. Payments are visible according to the user’s security org.

The following steps describe how to view and approve a non-IPAC Payment disbursement for refunding credit.

Steps to Approve Payments on the Undisbursed Payment Query:

1. Navigate to Queries → Automated Disbursements → Undisbursed Payments Query.
The UDPQ page is displayed.

Figure 254: Undisbursed Payment Query

The screenshot shows the 'Undisbursed Payment Query' page. At the top, there is a breadcrumb trail: 'Pegasys / Queries / Automated Disbursements / Undisbursed Payment Query'. Below this, the title 'Undisbursed Payment Query' is highlighted with a red box. The main section is titled 'Search Criteria' and contains the following fields:

- Schedule Date: dropdown menu and date picker
- System-Calculated Schedule Date: dropdown menu and date picker
- Disbursing Office: text input with star icon
- Disbursing Model: dropdown menu
- Schedule Category: dropdown menu
- Schedule Type: dropdown menu
- Security Org: text input with star icon
- Currency: text input with star icon
- Post Code: text input with star icon
- Last Modified By: text input with star icon

On the right side, there are two sections: 'Vendor' (empty) and 'Document' (with a 'Do' button). At the bottom of the search criteria section are 'Search' and 'Clear' buttons.

2. Enter the appropriate search criteria to retrieve payments awaiting disbursements. At a minimum, enter the **Document Number, Vendor, and Disbursing Office**.

Figure 255: Undisbursed Payment Query - Document Search Criteria

This screenshot shows the same 'Undisbursed Payment Query' page, but with search criteria entered. The 'Document' section is highlighted with a red box. The fields are filled as follows:

- Schedule Date: dropdown menu and date picker
- System-Calculated Schedule Date: dropdown menu and date picker
- Disbursing Office: text input with star icon
- Disbursing Model: dropdown menu
- Schedule Category: dropdown menu
- Schedule Type: dropdown menu
- Security Org: text input with star icon
- Currency: text input with star icon
- Post Code: text input with star icon
- Last Modified By: text input with star icon
- Vendor Code: text input with star icon
- Vendor Payee Name: text input
- Document Doc Type: text input with star icon (value: MR6)
- Document Document Number: text input with star icon (value: MR6201712200010)

The 'Search' and 'Clear' buttons are visible at the bottom of the search criteria section.

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

NOTE: Query performance is improved with each additional search criteria entered. For example, rather than simply entering a user id, enter the Document Number, vendor, Date range and any additional detail that can be provided. Users **should not** execute “Blind” queries, meaning no search criterion is entered.

Payments meeting the search criteria will be displayed in the item collection.

Figure 256: Undisbursed Payment Query Item Collection

1 - 1 of 1 results

<input type="checkbox"/>	Approved	Last Modified By	Schedule Date	System-Calculated Schedule Date	Held	Disbursing Office	Disbursing Model	Schedule Category	Schedule Type	Payee Code	Address Code	Payee Name	Doc Type	Doc Number	Total Amount	Security Org
<input checked="" type="checkbox"/>	No	allroles113	12/20/2017	12/20/2017	No	KC6	Treasury Disbursing	Treasury Disbursed Check	Corporate	470491233	00012	NEBRASKA STATE AGENCY	MR6	MR6201712200003	\$123.45	GSA

Reschedule Approve Hold Release Details 10 per page

4. Select the record.
5. Select the **Details** button to view the information.

The Undisbursed Payment Query Detail page is displayed.

Figure 257: Undisbursed Payment Query Detail page

Undisbursed Payment Query Detail

1 - 1 of 1 results

Doc Type	Doc Num	Actg Ln #
MR6	MR6201712200003	1

Reschedule Approve Hold Release Hold View Document History

General

Schedule Date	12/20/2017
System-Calculated Schedule Date	12/20/2017
Disbursing Office	KC6
Disbursing Model	Treasury Disbursing
Schedule Category	Treasury Disbursed Check
Schedule Type	Corporate
Security Organization	GSA
Currency	USD
Post Code	
Total Amount	\$123.45
Credit Amount	\$0.00
Payment Amount	\$123.45

Fund

BBFY	EBFY	Fund
2018		204X

6. Select the detail record and choose the appropriate action to take on the record.

Figure 258: Undisbursed Payment Query Detail actions



7. **RECOMMENDED:** view the document to verify the information contained in the document is correct.

Figure 259: Verify Document



8. The document will be opened in a new window in view mode.

Figure 260: View mode

General

Make Recurring

Document Type	MR6 R6 Manual IP NonIPAC Ref.	Orig Authorization Date	12/20/2017
Status	PROCESSED	Last Authorization Date	12/20/2017
Document Number	MR6201712200003	Accounting Period	03/2018
Title		Reporting Accounting Period	03/2018
Authorized By		Document Classification	
Post Code		Security Org	GSA
<input type="checkbox"/> Automatic Reversal		Additional Payee Name	
Reversal Accounting Period		Accomplished Date	
Reverse After Period		<input type="checkbox"/> Suppress Printing	
Agency DUNS Number			
Agency DUNS+4			
Created by	allroles113		
Last Modified by	allroles113		

NOTE: To make corrections to the Payment (before disbursing), please refer to **Section 4.15.4.6 Correct Payment Authorization (IP) Document.**

NOTE: If the following error is received, the payment should be saved and the appropriate finance supervisors notified. This error means a TIN has not been recorded on the Payment vendor and the vendor needs to be updated before the payment can be disbursed.

Figure 261: No Tin Warning



Figure 262: No Tin Warning Override

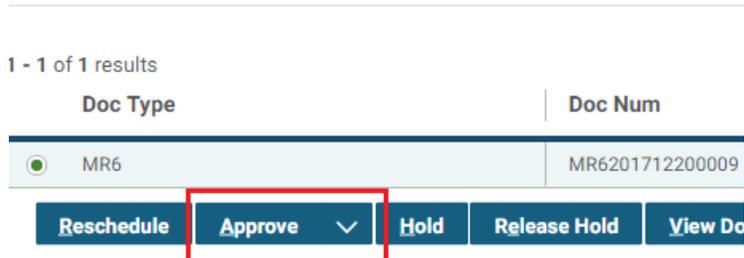


9. To approve the payment for disbursement, the user must have the appropriate security permission.

Please refer to the configuration specification for roles/approvals.

10. Select the **Approve** button.

Figure 263: Approve button



A message will be returned that the payment approval is successful.

Figure 264: Success message



Undisbursed Payment Query Detail

1 - 1 of 1 results

Doc Type	Doc Num	Actg Ln #
MR6	MR6201712200009	1

Buttons: Reschedule, Approve (dropdown), Hold, Release Hold, View Document, History

The payment will be visible on the Undisbursed Query as approved until the next disbursement cycle.

11. To disapprove a payment for disbursement, select the record and select the **Disapprove** button.

Figure 265: Disapprove button

Undisbursed Payment Query Detail

1 - 1 of 1 results

Doc Type	Doc Num
MR6	MR6201712200009

Reschedule Approve **Disapprove** Hold Release Hold View Document History

A message will be returned stating the approval is removed.

Figure 266: Approval removed message

1 - 1 of 1 results

The disbursement approval has been successfully removed from Document MR6 MR6201712200009

Undisbursed Payment Query Detail

1 - 1 of 1 results

Doc Type	Doc Num	Actg Ln #
MR6	MR6201712200009	1

Reschedule Approve Hold Release Hold View Document History

If payments have been selected for disbursements (meaning the disbursements cycle has begun), they will show up on the UDPQ as disbursement in progress.

Figure 267: Undisbursed Payment Query - Revaluation Required Field

Hold	Disbursing Office	Disbursing Model	Schedule Category	Schedule Type	Payee Code	Address Code	Payee Name	Doc Type	Doc Number	Total Amount	Security Org	Currency	Post Code	Rescheduled	Revaluation Required	Disb In Progress	Group Payments	Manual Check
No	KC6	Treasury Disbursing	Treasury Disbursed Check	Corporate	470491233	00012	NEBRASKA STATE AGENCY	MR6	MR6201712200003	\$123.45	GSA	USD	No	No	No	Yes	No	

10 per page Page 1 of 1

For additional Undisbursed Payment Query topics please refer to the Pegasys User Guide.

4.15.4.9 Manual Creation IPAC Payment Authorization (IP) Document (Refund)

IPAC Payments are used to send credits and refunds for IPAC bills. Treasury does not accept negative dollar amounts; therefore, the credit lines from IPAC Billing Documents (BDs) are conveyed to customers via Treasury as payment transactions. IPAC IPs are typically generated using the IPAC Payment Refund generation process. IPAC Payments can also be used to refund non-IPAC credits, once the credit has been applied using the Credit Application Worksheet.

For scenarios when a manual IP is necessary, the following section discusses how to create an IPAC IP using Pegasys. Note that IPAC IPs must have a reference document, either an IPAC BD credit line (for IPAC credits/refunds) or a Cash Receipt (CR) document for non-IPAC credits being refunded via IPAC and overpayments (from collections).

IPAC IPs use the Normal Line type for Accounts Receivable transactions. IPAC transactions have different data requirements than non-IPAC. Please refer to **BAAR User Guide 1 of 10 Section 2.5.2 and 2.5.3** for the difference in IPAC vs. non-IPAC.

When creating an Accounts Receivable Itemized Payment, it is required that the IP document have a Document Reference. Therefore, users may review the following sections to find more information on creating the original document that the IP will reference:

To create an IPAC/Non-IPAC BD Credit line, please refer to **Section 4.15.2.1 Manual Creation of Billing Document (BD): IPAC/Non-IPAC Credit Line Type**.

To apply a non-IPAC BD Credit using the Credit Application Worksheet, please refer to **Section 4.15.3.1 Apply Credit via Offset Using the Credit Application Worksheet**.

To query the entire document chain of a non-IPAC BD credit refund, the user can enter the Statement number in the Invoice field of the BD Credit line and the invoice value will be copied forward through the CR Credit Application and the IP Refund.

To amend the BD to add the Statement Number to the Invoice field, please refer to **BAAR User Guide 2 of 10 Section 4.4.3.1 Amend Billing Document (BD)**.

To create an IPAC Payment from the Billing Query, please refer to **Section 4.15.4.10 Create IPAC Refund for IPAC Credit from Billing Query**.

The following steps describe how a user creates an IPAC Payment from an IPAC Credit. Note that the steps assume an IPAC Billing Document (BD) Credit line has been created.

Steps to Create an Accounts Payable Form-Payment Authorization (IP) IPAC:

1. Navigate to Transactions → Accounts Payable → New → Payment Authorization.
The New Payment page is displayed.

Figure 268: New Payment page

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

NOTE: Only manual document types are used for online creation. Payment Authorization (IP) document types are differentiated by the type of the disbursing method (IPAC or Treasury check).

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

Figure 269: Generate Document Number for IP document

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

New Payment Authorization

* Document Type R7 Manual IP IPAC Refund

Document Number Format Prefix

Security Org

Document Number

Title

Copy Document None
 Copy From
 Copy Forward

File No file chosen

[Go to top of page](#)

NOTE: The Document Number Formats are defined per document type and business line. For example, the Document Number format for ‘IM6’ is the document type of Payment Authorization (IP) form followed by the date and a sequential number, e.g., IM6YYYYMMDD###.

The Document Number format for ‘IM7’ is the document type of Payment Authorization (IP) form followed by the date and a sequential number, e.g., IM7YYYYMMDD###.

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

4. **REQUIRED for Accounts Receivable IPs:** to copy forward from a referenced Billing Document (BD) for refunding, select **Copy Forward**.
 - a. Accounts Receivable payments must have a referenced document.
 - b. For non-IPAC refunds, the reference must be a CR.
 - c. For IPAC Refunds, the reference must be an IPAC BD.
 - d. Copy Forward is used when referencing a document.

Figure 270: Copy Forward Document

Copy Document None
 Copy From
 Copy Forward

- To Copy Forward, enter the document number and other search criteria to copy.

Figure 271: Manual BD Document Number

- Select the document to reference from the search results.

Figure 272: Copy Forward Document Number and Finishing

Document Category	Document Type	Document Number	Document Date	Amendment / Modification Number	Title	Document Status
BD	RMI	RMIAAC00429-001	01/15/2018			Processed

NOTE: There is a search criteria section within the copy forward page. Some of the fields that can be entered in the search criteria are: document type, document number, document status, user id, title, accounting period, and the to and from dates. There is a search button below the search criteria fields. There is a copy lines section below the search criteria section where there are three radio buttons: copy all lines, choose which lines to copy, or to copy no lines. The item collection table is where the columns make up parameters for each row and each row represents an individual record. The selected record has a document category of BD and a document type of RMI. There are three buttons below the table and these are back, finish, and cancel.

- Select the **Finish** button.

The Payment header page is displayed.

NOTE: The Payment will copy most information from the referenced document.

Figure 273: Payment Header page

The screenshot shows the 'Payment Header' page with a navigation bar at the top containing 'Header', 'Fixed Assets', 'Header Accounting Lines', 'Itemized Lines', 'Approval Routing', and 'Memos'. Below the navigation bar is the 'General' section. A red rectangular box highlights the 'Authorized By' field, which is currently empty. Other fields in the 'General' section include 'Document Type' (IM7, R7 Manual IPAC Refund), 'Status' (NEW), 'Document Number' (IM7201801260003), 'Title', 'Post Code', 'Automatic Reversal' (checkbox), 'Reversal Accounting Period', 'Reverse After Period', 'Agency DUNS Number', and 'Agency DUNS+4'. To the right of the 'General' section are fields for 'Authorization Date', 'Accounting Period', 'Reporting Accounting Period', 'Document Classification', 'Security Org' (GSA), 'Additional Payee Name', and '* Accomplished Date' (with a red asterisk indicating it is a required field). There is also a 'Suppress Printing' checkbox.

8. On the “Header” Page, enter the person authorizing the payment in the **Authorized By** field and **System ID** fields.
9. Populate the Pegasys System required fields in the following sections. The Pegasys System required fields have the red asterisk.
 - a. General.
 - b. Vendor Information.
 - c. External System Information.

Figure 274: Authorized By Field

This screenshot is a closer view of the 'General' section from Figure 273. The 'Authorized By' field is highlighted with a red rectangular box. The field is currently empty. To the right of the 'Authorized By' field, there is a 'Do' label. Below the 'Authorized By' field is the 'Post Code' field with a star icon. Further down are the 'Automatic Reversal' checkbox, 'Reversal Accounting Period' field with a star icon, and 'Reverse After Period' field. The 'Document Type' (IM7, R7 Manual IPAC Refund), 'Status' (NEW), and 'Document Number' (IM7201801260003) are visible at the top of the 'General' section.

Figure 275: System ID Field

NOTE: The Accomplished Date will be updated with the Treasury accomplished date when Treasury confirms the IPAC Payment.

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

10. **REQUIRED:** Select the Default Button in the Designated Agent Group Box.

NOTE: If the referenced document does NOT have a Designated Agent on it, do not add a Designated Agent to the IP.

Figure 276: Designated Agent Group Box

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

11. Select the **Header Accounting Line** tab.

NOTE: Pegasys will not use Itemized Accounting Lines or Fixed Assets on Accounts Receivable related payments.

Figure 277: Header Accounting Lines tab

12. Select the Accounting Line and then select the Header Accounting Line hyperlink.

NOTE: An accounting line will copy forward from the referenced document.

Most of the information required for the IP will be populated from the referenced document.

Figure 278: Header Accounting Line tab

Line Number	Payment Amount	Line Type	Transaction Type	Amount	Applied Credit	Applied Prepayment	Holdback	Suspension	Accounting Template	BBFY
1	(\$100.00)	Normal	01	(\$100.00)	\$0.00	\$0.00	\$0.00	\$0.00	REGRESSIONTE	2018
Total Header Entered Amount				(\$100.00)						

13. **REQUIRED** if Copying Forward from a CR: Enter the Payment Amount.

If copying forward from an IPAC BD, the amount will be populated.

Figure 279: Payment Amounts

Payment	(\$100.00)	Applied Prepayment Amount	\$0.00
Applied Credit	\$0.00	Holdback Amount	\$0.00
Withholding Tax	\$0.00	Suspension Amount	\$0.00
Line Amount After Withholding	(\$100.00)		
Withholding Tax Allowance	\$0.00		
Net Total	(\$100.00)		

14. Add any additional information to the Payment.

Figure 280: Document References section

Document Reference

Type: RMI ☆ Number: RMIAAC00429-001 ☆ Item: 0000 ☆ ExhibitItem: ☆ Accounting: 1 ☆

Final Misc Liquidate Items

Referenced Statement Number: AAC00429

View **Default**

NOTE: The reference document information is populated.

15. **REQUIRED for Refunds:** Review the YBA to match that of the Credit.

Figure 281: R7 Manual - Accounting Dimensions - YBA

The screenshot shows the 'Accounting Dimensions' section of a software application. The 'Template' is set to 'REGRESSIONTESTBAARRENT'. A 'Default' button is visible. The 'YBA' field is highlighted with a red box. Other fields include BBFY (2018), EBFY, Fund (192X), Region (11), Org Code (P1126001), Program (PG00), Project Code, Activity (PG000), Sub-Object Class, Revenue Source (4305), Building # (DC0035ZZ), Location/System, Vehicle Tag #, Work Item, Lease #, Reimbursable Sub-Object Class, Cost Organization, BETC (COLL), Cohort Yr, and PRC.

NOTE: The YBA is in the accounting dimensions section. The accounting information will copy forward from a referenced document.

To review the reference document, select the view button in the Document Reference section.

Figure 282: View button

The screenshot shows the 'Document Reference' section. It includes fields for Type (RMI), Number (RMIAAC00429-001), Item (0000), ExhibitItem, and Accounting (1). There are checkboxes for Final, Misc, and Liquidate Items. The 'Referenced Statement Number' is AAC00429. The 'View' button is highlighted with a red box. A 'Default' button is also present.

16. **OPTIONAL:** Enter the User Defined Fields (UDF).

NOTE: The UDF should copy forward from the referenced document if entered.

Figure 283: User Defined Fields

The screenshot shows the 'User Defined Fields' section. The 'Lease Number' field is highlighted with a red box.

17. Scroll down to the Interagency Transfer Section.

Figure 284: Interagency Transfer Section - Selected for IPAC

The screenshot shows the 'Interagency Transfer' form. The 'Selected For IPAC' dropdown menu is highlighted with a red box and is set to 'No'. Other fields include 'Modified External Document' (checkbox), 'Transaction Contact', 'Contact Phone Number', 'Contact E-mail', 'Requisition Number', 'JAS Number', 'SGL Comments', 'Quantity' (1.000000), 'Unit Price Amount' (\$200.0000), 'Unit' (EA), and 'Inter Agency Description'. On the right side, there are fields for 'Accounting Classification Code' (111), 'Accounting Classification Reference Number' (333), 'Agency AAC/DODAAC' (with a star icon), 'Fiscal Station Number' (444), 'Accounting Trace Number', 'FY Obligation ID' (dropdown), and 'Job Number' (NA). A blue button at the bottom reads 'View Retired IPAC Transaction Query'.

18. Make sure the choice for Selected For IPAC is set to “No” so that it will be eligible to be picked up in the future by the IPAC Outbound processes.

NOTE: The Quantity, Unit Price Amount, and Unit are populated when copying forward from an IPAC BD or IPAC CR. These values will match the values from the referenced document’s DBR.

Figure 285: Interagency Transfer Fields

This screenshot is similar to Figure 284 but highlights the 'Quantity', 'Unit Price Amount', and 'Unit' fields with a red box. The 'Selected For IPAC' dropdown is now set to 'Yes'. All other fields and the 'View Retired IPAC Transaction Query' button remain the same as in the previous figure.

19. **REQUIRED:** Enter any additional information in the Inter Agency Description text field. The information will copy forward from an IPAC reference.

If copying a non-IPAC CR, enter the Quantity, Unit Price, and Unit.

Figure 286: Inter Agency Description

20. **REQUIRED:** Select the Disbursing Information tab.

Figure 287: Disbursing Method tab

NOTE: If copying from an IPAC BD, the Disbursing Information tab will be pre-populated for Inter-Agency Transfer/Type of IPAC.

21. **REQUIRED for IPAC:** Set the Disbursing Method to Inter-Agency Transfer.
NOTE: The page will be refreshed with the relevant disbursing fields for Inter-Agency Transfer disbursing.
22. **REQUIRED for IPAC:** Enter the Disbursing Office.
23. **REQUIRED for IPAC:** Set the Type to IPAC in the Inter-Agency Transfer Information group box.
24. **OPTIONAL for IPAC:** Enter the Payee's Disbursing Office.
25. **REQUIRED for IPAC GWA Reporters:** Enter the Inter-Agency Symbol.
NOTE: The Inter-Agency Treasury Symbol is the Customer Treasury Symbol or Customer TAS.

Figure 288: Inter-Agency Treasury Symbol

Header Fixed Assets Header Accounting Lines Itemized Lines Approval Routing **Disbursing Information** ...

— General

Disbursing Method ▾

* Disbursing Office ☆

Eligible For PIR ▾

— Interagency Transfer Information

Type ▾

Inter-Agency Sub-level Prefix ☆

Payee's ALC ☆

* Payee's Disbursing Office ☆

Partition ☆

Disbursement Number

IPAC Schedule Date 📅

Treasury Symbol ☆

Short Key ATA AID BPOA EPOA

A MAIN SUB

Customer BETC ☆

26. Select the **Save** button.

Figure 289: R7 Manual Save Button

Form IM7201801260004 was saved successfully.

Header Fixed Assets Header Accounting Lines Itemized Lines Approval Routing Memos ...

General

Document Type IM7 R7 Manual IP IPAC Refund

Status HELD

Document Number IM7201801260004

Title

Authorized By

Post Code ☆

Automatic Reversal

Reversal Accounting Period ☆

Reverse After Period

Agency DUNS Number

Agency DUNS+4

Authorization Date 01/26/2018

Accounting Period 04/2018 ☆

Reporting Accounting Period ☆

Document Classification ☆

Security Org GSA

Additional Payee Name

* Accomplished Date

Suppress Printing

Verify Save Submit Schedule Refresh Fund Currency ...

27. Select the **Verify** button.

Figure 290: R7 Manual Verify Button

Itemized Payment/Vendor
AP0014W No TIN has been entered for DOI, US FISH & WILDLIFE SERVICE.

Header Fixed Assets Header Accounting Lines Itemized Lines Approval Routing Memos ...

General

Document Type IM7 R7 Manual IP IPAC Refund

Status HELD

Document Number IM7201801260004

Title

Authorized By

Post Code ☆

Automatic Reversal

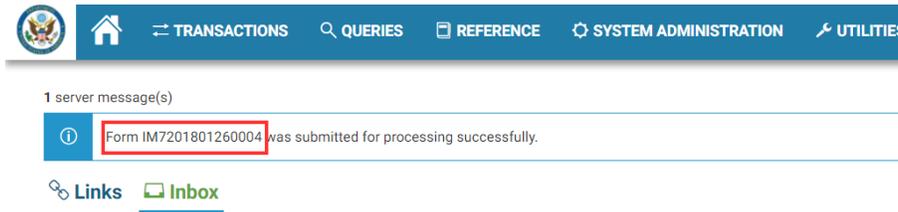
Accounting Period ☆

Verify Save Submit Schedule Refresh Fund Currency ...

NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again. The messages in the screen above are informational only and do not need to be corrected.

28. Select the **Submit** button.

Figure 291: R7 Manual BD Submit Message



NOTE: Manual IPAC payment documents are not submitted to workflow for approval while non-IPAC payments must be approved.

4.15.4.10 Create IPAC Refund for IPAC Credit from Billing Query

The Billing Query provides users an optional method to create IPAC Refunds for IPAC Credit BDs. Users must have the appropriate security permissions to create IPAC IPs from IPAC BD credits using the Billing Query. Users that may have view permissions to the Billing Query may not necessarily have create permissions on IPAC IPs.

For more information on the Billing Query, please refer to **BAAR User Guide 2 of 10 Section 4.6.1 Billing Query** and **Section 4.15.3.3 Launch Credit Application Worksheet from Billing Query**.

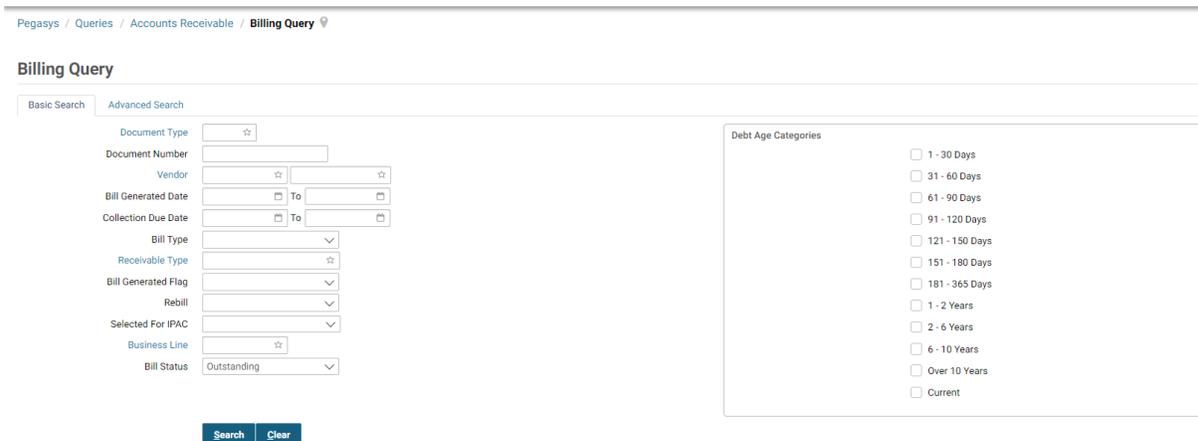
The following steps describe how to create an IPAC Payment from an IPAC BD Credit using the Billing Query.

Steps to Generate IPAC Refund Payment from Billing Query:

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

The Billing Query page is displayed.

Figure 292: Billing Query Page



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

To retrieve an IPAC Credit, enter **Bill Type** of IPAC, **Business Line**, and any other known criteria such as **Document Type**, date range, and **Document Number**.

Figure 293: Billing Query Document Search Criteria

Pegasys / Queries / Accounts Receivable / Billing Query ▾

Billing Query

Basic Search | Advanced Search

Document Type: MDI ☆

Document Number: MDIMIC03863-001

Vendor: ☆ ☆

Bill Generated Date: [] To []

Collection Due Date: [] To []

Bill Type: IPAC ▾

Receivable Type: ☆

Bill Generated Flag: ▾

Rebill: ▾

Selected For IPAC: ▾

Business Line: R6MANUAL ☆

Open/Closed: Outstanding ▾

Debt Age Categories

1 - 30 Days

31 - 60 Days

61 - 90 Days

91 - 120 Days

121 - 150 Days

151 - 180 Days

181 - 365 Days

1 - 2 Years

2 - 6 Years

6 - 10 Years

Over 10 Years

Current

[Search](#) [Clear](#)

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

3. Select the **Search** button.

The results are returned in the Item Collection.

Figure 294: Item Collection

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
<input checked="" type="checkbox"/>	MDI	MDIMIC03863-001	MDIBILMDIMIC03863-001	MIC03863	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$7,285.96)	(\$7,285.96)

[Details](#) | [View Document](#) | [View Case History](#) | [Additional Actions](#) ▾ | [Correct Document](#) | [Amend Document](#)

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

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

The Billing Query Page is displayed.

Figure 295: Billing Query - Billing Detail Page

Pegasys / Queries / Accounts Receivable / Billing Query / **Billing Query**

Billing Query **Billing Detail**

General

Document Type: MDI
 Document Number: MDIMIC03863-001
 Statement Number: MIC03863
 Title: 4283DRFLGSA01
 Billing Reference Number: MDIBILMDIMIC03863-001
 Document Date: 11/14/2017
 Collection Due Date:
 Bill Generated Flag
 Bill Generated Date:
 Security Organization: GSA

External System Document Number:
 Business Line: R6MANUAL

Waiver Flags
 Waive Admin Charges
 Waive Penalty
 Waive Interest on Principal
 Waive Interest on Interest
 Waive Interest on Admin Charges
 Waive Interest on Penalty

Vendor
 Vendor: 70304A 70304A **More**
 Address Name: FEMA OFC (AC)

6. Select the **Billing Detail** tab as in the screenshot above.
7. Select an accounting line.

NOTE: Additional search criteria can be entered and a subsequent query performed on the accounting line information. Once in the Billing Detail screen, the search criteria entered is only executed within the Billing Document (BD) selected on the main page.

Figure 296: Accounting Line

1 - 1 of 1 results

Billing Reference Number	Document Type	Document Number	Line Number	Line Type	Line Amount	State Of Line	Billing Status	Bill Type/Type of Transfer	I / F
MDIBILMDIMIC001	MDI	MDIMIC03863-001	1	Credit	(\$7,285.96)	open	Unbilled	IPAC	F

Credit Application Additional Actions

[Go to top of page](#)

8. Select an accounting line and select the **Billing Document Line** tab.

Figure 297: Billing Document Line Tab

Pegasys / Queries / Accounts Receivable / Billing Query / Billing Query: MDIMIC03863-001 / Billing Detail

Billing Query | Billing Detail

Billing Document Line | Detail Billing Record

Search

+ Additional Criteria

+ Accounting Dimensions

+ IPAC Criteria

1 - 1 of 1 results

Billing Reference Number	Document Type	Document Number	Line Number	Line Type	Line Amount	State Of Line	Billing Status
<input checked="" type="checkbox"/> MDIBILMDIMIC001	MDI	MDIMIC03863-001	1	Credit	(\$7,285.96)	open	Unbilled

Credit Application | Additional Actions

The Billing Document Line page is displayed.

Figure 298: Billing Document Line

Billing Query | Billing Detail

Billing Document Line | Detail Billing Record

General

Line Number: 1

Line Type: Credit

Receivable Type: MNLI

Source Number:

Related Statement Number:

Totals

Initial Amount: (\$7,285.96)

Discount Amount: \$0.00

Surcharge Amount: \$0.00

Principal Amount: (\$7,285.96)

Interest Amount: \$0.00

Admin Charges Amount: \$0.00

Penalty Amount: \$0.00

Total Amount: \$0.00

- REQUIRED:** Enter the IPAC Refund **Document Type** in the IPAC Criteria Section. (Please refer to the Document Type table in **Section 4.15.3**).

Figure 299: IPAC Refund Document Type

The screenshot shows a form titled "IPAC Criteria" with the following fields and values:

- Customer Funding Source: Mission Assignment
- Funding Document: [Empty]
- Requisition Number: 4283DRFLGSA01
- JAS Number: MNLBL
- Fiscal Station Number: 0
- Job Number: NA
- Accounting Classification Reference Number: 70304A
- Rebill: False
- Selected For IPAC: No
- Debit Voucher Accomplished Date: [Empty]
- Chargeback End Date: [Empty]
- Chargeback Age: 0

Below the criteria is an "Internal Obligation" section with three input fields: Type, Number, and Accounting.

At the bottom is the "IPAC Refund" section, which includes a "Document Type" dropdown menu set to "IM6" and a blue button labeled "Generate IPAC Refund Payment".

10. Select the **Generate IPAC Refund Payment** button to create the IPAC IP.

Figure 300: Generate IPAC Refund Payment button

This is a close-up of the "IPAC Refund" section from Figure 299. It shows the "Document Type" dropdown menu with "IM6" selected and a blue button labeled "Generate IPAC Refund Payment". A red box highlights the button, and a mouse cursor is pointing at it.

The Payment form will be opened in a new window.

NOTE: The Payment will copy most information from the referenced Billing Document (BD).

Figure 301: Document information

Header: IM6 R6 Manual IP IPAC Refund IM6201801260005 NEW FULL FORM

Header Fixed Assets Header Accounting Lines Itemized Lines Approval Routing Memos

General

Document Type	IM6 R6 Manual IP IPAC Refund	Authorization Date	
Status	NEW	Accounting Period	
Document Number	IM6201801260005	Reporting Accounting Period	
Title	4283DRFLGSA01	Document Classification	
Authorized By		Security Org	GSA
Post Code		Additional Payee Name	
<input type="checkbox"/> Automatic Reversal		* Accomplished Date	
Reversal Accounting Period		<input type="checkbox"/> Suppress Printing	
Reverse After Period			
Agency DUNS Number			
Agency DUNS+4			

11. **OPTIONAL:** Enter the person authorizing the payment in the **Authorized By** field.

12. **REQUIRED:** Enter the **Accomplished Date**.

Figure 302: Accomplished Date

General

Document Type	IM6 R6 Manual IP IPAC Refund	Authorization Date	
Status	NEW	Accounting Period	
Document Number	IM6201801260005	Reporting Accounting Period	
Title	4283DRFLGSA01	Document Classification	
Authorized By		Security Org	GSA
Post Code		Additional Payee Name	
<input type="checkbox"/> Automatic Reversal		* Accomplished Date	01/26/2018
Reversal Accounting Period		<input type="checkbox"/> Suppress Printing	
Reverse After Period			
Agency DUNS Number			
Agency DUNS+4			

NOTE: The Accomplished Date will be updated with the Treasury accomplished date when Treasury confirms the IPAC Payment.

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

NOTE: The Security Org will default.

13. **OPTIONAL:** Enter the System ID and Assignment Code.

NOTE: The Assignment Code will copy forward from the referenced BD document; however, the System ID will not copy forward.

Figure 303: External System Information and User Defined Fields

External System Information

System ID ★

External System Document Number

External System Amount

User Defined Fields

Assignment Code

Bidders Last Name

14. Select the Header Accounting Line.

NOTE: An accounting line will copy forward from the referenced document.

Most of the information required for the IP will be populated from the referenced document.

15. Enter any remaining information; note the amount and referenced document information are populated.

Figure 304: Header Accounting Line Information

Line Amounts

Payment	<input type="text" value="\$7,285.96"/>	Applied Prepayment Amount	<input type="text" value="\$0.00"/>
Applied Credit	<input type="text" value="\$0.00"/>	Holdback Amount	<input type="text" value="\$0.00"/>
Withholding Tax	<input type="text" value="\$0.00"/>	Suspension Amount	<input type="text" value="\$0.00"/>
Line Amount After Withholding	<input type="text" value="\$7,285.96"/>		
Withholding Tax Allowance	<input type="text" value="\$0.00"/>		
Net Total	<input type="text" value="\$7,285.96"/>		

Document Reference

Type	Number	Item	ExhibitItem	Accounting
<input type="text" value="MDI"/> ★	<input type="text" value="MDIMIC03863-001"/> ★	<input type="text" value="0000"/> ★	<input type="text" value=""/> ★	<input type="text" value="1"/> ★

Final Misc Liquidate Items

Referenced Statement Number

16. **REQUIRED for Refunds:** Review the YBA to match that of the Credit.

Figure 305: Accounting Dimensions

The screenshot shows the 'Accounting Dimensions' section with a template of '2017-262X-EXF3-S00K0110-EXO4A-OMA'. A 'Default' button is visible. The dimensions are organized as follows:

- BBFY:** 2017
- EBFY:** (empty)
- Fund:** 262X
- Region:** 00
- Org Code:** S00K0110
- Program:** EXF3
- Project Code:** (empty)
- Activity:** EXO4A
- Sub-Object Class:** (empty)
- Revenue Source:** 0005
- Building #:** (empty)
- Location/System:** (empty)
- Vehicle Tag #:** (empty)
- Work Item:** (empty)
- Lease #:** (empty)
- Reimbursable Sub-Object Class:** (empty)
- Cost Organization:** (empty)
- BETC:** DISBAJ
- Cohort Yr:** (empty)
- PRC:** (empty)
- YBA:** 2017 (highlighted with a red box)

NOTE: The YBA is in the accounting dimensions section. The accounting information will copy forward from a referenced document.

To review the reference document, select the view button in the Document Reference section.

Figure 306: Document Reference Section

The screenshot shows the 'Document Reference' section with the following details:

- Type:** MDI
- Number:** MDIMIC03863-001
- Item:** 0000
- ExhibitItem:** (empty)
- Accounting:** 1
- Final:**
- Misc:**
- Liquidate Items:**
- Referenced Statement Number:** MIC03863
- Buttons:** View (highlighted with a red box), Default

17. Scroll down to the Interagency Transfer section on the IPAC Refund's Accounting Line.

Figure 307: Interagency Transfer section

- Interagency Transfer

<p>Selected For IPAC <input type="text" value=""/></p> <p><input type="checkbox"/> Modified External Document</p> <p>Transaction Contact <input type="text" value="kc.general.funds.billingrequests@gsa.gov"/></p> <p>Contact Phone Number <input type="text" value="1-800-676-3690"/></p> <p>Contact E-mail <input type="text" value=""/></p> <p>Requisition Number <input type="text" value="4283DRFLGSA01"/></p> <p>JAS Number <input type="text" value="MNLBL"/></p> <p>SGL Comments <input style="height: 40px;" type="text"/></p> <p>Quantity <input type="text" value="1.000000"/></p> <p>Unit Price Amount <input type="text" value="\$7,285.9600"/></p> <p>Unit <input type="text" value="EA"/> ☆</p> <p>Inter Agency Description <input style="height: 40px;" type="text"/></p>	<p>Accounting Classification Code <input type="text" value="4283DRFLGSA01"/></p> <p>Accounting Classification Reference Number <input type="text" value="70304A"/></p> <p>Agency AAC/DODAAC <input type="text" value=""/> ☆</p> <p>Fiscal Station Number <input type="text" value="0"/></p> <p>Accounting Trace Number <input type="text" value=""/></p> <p>FY Obligation ID <input type="text" value=""/> ▾</p> <p>Job Number <input type="text" value="NA"/></p>
---	--

NOTE: The Interagency Transfer information is copied from the Detail Billing Record on the BD Credit.

Figure 308: Interagency Transfer Information

- Interagency Transfer

<p>Selected For IPAC <input type="text" value=""/></p> <p><input type="checkbox"/> Modified External Document</p> <p>Transaction Contact <input type="text" value="kc.general.funds.billingrequests@gsa.gov"/></p> <p>Contact Phone Number <input type="text" value="1-800-676-3690"/></p> <p>Contact E-mail <input type="text" value=""/></p> <p>Requisition Number <input type="text" value="4283DRFLGSA01"/></p> <p>JAS Number <input type="text" value="MNLBL"/></p> <p>SGL Comments <input style="height: 40px;" type="text"/></p> <div style="border: 2px solid red; padding: 2px; margin-bottom: 5px;"> <p>Quantity <input type="text" value="1.000000"/></p> <p>Unit Price Amount <input type="text" value="\$7,285.9600"/></p> <p>Unit <input type="text" value="EA"/> ☆</p> </div> <p>Inter Agency Description <input style="height: 40px;" type="text"/></p>	<p>Accounting Classification Code <input type="text" value="4283DRFLGSA01"/></p> <p>Accounting Classification Reference Number <input type="text" value="70304A"/></p> <p>Agency AAC/DODAAC <input type="text" value=""/> ☆</p> <p>Fiscal Station Number <input type="text" value="0"/></p> <p>Accounting Trace Number <input type="text" value=""/></p> <p>FY Obligation ID <input type="text" value=""/> ▾</p> <p>Job Number <input type="text" value="NA"/></p>
---	--

18. Select the Disbursing Information tab.

Figure 309: Disbursing Information tab

Disbursing Information: IM6 R6 Manual IP IPAC Refund IM6201801260005 NEW FULL FORM

Header Fixed Assets Header Accounting Lines Itemized Lines Approval Routing **Disbursing Information** ...

— General

Disbursing Method ▾

* Disbursing Office ☆

Eligible For PIR ▾

— Interagency Transfer Information

Type ▾

Inter-Agency Sub-level Prefix ☆

Treasury Symbol ☆

Short Key ATA AID BPOA EPOA

A ▾ MAIN SUB

Customer BETC ☆

Payee's ALC ☆

* Payee's Disbursing Office ☆

Partition ☆

Disbursement Number

IPAC Schedule Date 📅

NOTE: The Disbursing Information page has the following tabs at the top of the page: header, fixed assets, header accounting lines, itemized lines, approval routing, disbursing information, and ellipses. Below the disbursing information tab is a general section and an interagency Transfer section. The general section contains a disbursing method dropdown, a required disbursing office, and an eligible for PIR dropdown. There is an interagency transfer information section below the general section where some of the following fields can be found: selected for IPAC dropdown, modified external document flag, transaction contact field, contact phone number, contact e-mail, requisition number, JAS number, and SGL Comments.

NOTE: The Disbursing Information will be populated.

19. **OPTIONAL:** Enter the **Payee's Disbursing Office**.

NOTE: While this field is starred, it is not required nor is it validated.

Figure 310: Payee's Disbursing Office

Interagency Transfer Information

Type: IPAC

Inter-Agency Sub-level Prefix: ☆

Treasury Symbol: ☆

Short Key: 70X0702

ATA: [] AID: 070 BPOA: [] EPOA: []

A: X MAIN: 0702 SUB: 000

Customer BETC: COLL ☆

Payee's ALC: 70070002 ☆

* Payee's Disbursing Office: 12345 ☆

Partition: ☆

Disbursement Number: []

IPAC Schedule Date: []

20. Select the **Save** button.

Figure 311: R6 Manual Save button and message

1 - 1 of 1 results

Form IM6201801260005 was saved successfully.

Header Fixed Assets Header Accounting Lines Itemized Lines Approval Routing Memos ...

General

Document Type: IM6 R6 Manual IP IPAC Refund

Status: HELD

Document Number: IM6201801260005

Title: 4283DRFLGSA01

Authorized By: []

Post Code: ☆

Automatic Reversal:

Reversal Accounting Period: ☆

Reverse After Period: []

Agency DUNS Number: []

Agency DUNS+4: []

Authorization Date: 01/26/2018

Accounting Period: 04/2018 ☆

Reporting Accounting Period: ☆

Document Classification: ☆

Security Org: GSA

Additional Payee Name: []

* Accomplished Date: 01/26/2018

Suppress Printing:

Vendor Information

Verify Save Submit Schedule Refresh Fund Currency ...

21. Select the **Verify** button.

Figure 312: R6 Manual Verify button and message

i Itemized Payment\IP Accounting Line 1
 AD0147W Bureau code 00 and the entered Treasury Symbol -070--X-0702-000 do not match with the Bureau code 42 for the government Vendor FEMA OFC (AC).

i Itemized Payment\IP Accounting Line 1
 GS3365I The entered Transfer Treasury Symbol is not valid for the entered Vendor.

Header
Fixed Assets
Header Accounting Lines
Itemized Lines
Approval Routing
Memos
...

Document Type: R6 Manual IP IPAC Refund

Status:

Document Number:

Title:

Authorized By:

Post Code: ☆

Automatic Reversal

Reversal Accounting Period: ☆

Reverse After Period:

Agency DUNS Number:

Agency DUNS+4:

Authorization Date: 🗑

Accounting Period: ☆

Reporting Accounting Period: ☆

Document Classification: ☆

Security Org:

Additional Payee Name:

* Accomplished Date: 🗑

Suppress Printing

Verify
Save
Submit
Schedule
Refresh
Fund Currency
...

NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again. The messages in the screen above are informational only and do not need to be corrected.

22. Select the **Submit** button.

Figure 313: R6 Manual Submit message

🏠
⇄ TRANSACTIONS
🔍 QUERIES
📄 REFERENCE
⚙️ SYSTEM ADMINISTRATION
🔧 UTILITIES

1 server message(s)

i Form IM6201801260005 was submitted for processing successfully.

🔗 Links
📧 Inbox

4.15.5 Cancel Refund Check (Non IPAC) - Disbursement Cancellation (CX)

Disbursement Cancellation transactions are used to record the cancellation of previously disbursed checks or EFT payments. The Disbursement Cancellation (CX) is used in both Accounts Receivables, to cancel refunds, as well as in Accounts Payable for cancelling payments.

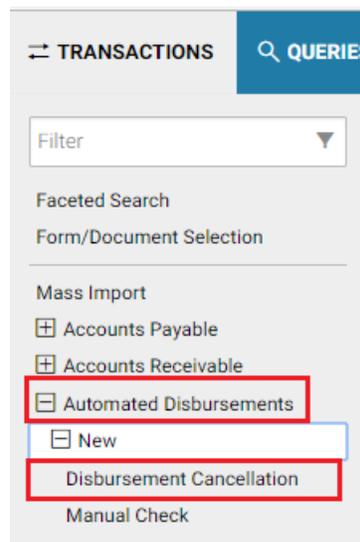
The user may cancel a check or EFT payment in three ways:

- **Replace:** The check or EFT payment is replaced exactly as it was originally issued.
- **Reissue:** The check or EFT payment is reissued. New interest, penalty, or discount amounts are calculated based on the new disbursement date.
- **Delete:** The check or EFT payment is not reissued. The associated IP is cancelled as well.

CX documents are located under the Automated Disbursements subsystem.

Transactions → Automated Disbursements → New → Disbursement Cancellation

Figure 314: Disbursement Cancellation



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

Please refer to the appendix for a full listing and breakdown of Document types and their descriptions - **BAAR User Guide 8 of 10 Appendix A.7: Disbursement Cancellation (CX) Document Types.**

4.15.5.1 Manual Creation of Disbursement Cancellation (CX)

In order to create a CX transaction, the user must have the appropriate security permissions. Once created, a CX can be cancelled but cannot be corrected or amended.

The following steps describe how to create a Disbursement Cancellation (CX) document.

1. Navigate to Transactions → Automated Disbursements → New → Disbursement Cancellation.

The New Disbursement Cancellation page is displayed.

Figure 315: New Disbursement Cancellation Page

2. REQUIRED: Enter Document Type.

Figure 316: Document Type

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

Figure 317: Document Number

NOTE: The Document Number Formats are defined per document type and business line. For example: the Document Number format for ‘DC7’ is the document type of Disbursement Cancellation (CX) form followed by the date and a sequential number, e.g., DC7YYYYMMDD###.

The Document Number format for 'DC6' is the document type of Disbursement Cancellation (CX) form followed by the date and a sequential number, e.g., DC6YYYYMMDD####.

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

4. Select the **Finish** button.

Figure 318: Finish button



Figure 319: Disbursement Cancellation Header

5. **OPTIONAL:** Enter the user name creating the CX in the Canceled by field.
6. **OPTIONAL:** Enter the System ID.

NOTE: Since CX is not copied forward from another document as it can represent many documents in a disbursement run, the System ID is not copied forward.

Figure 320: External System Information

NOTE: The Cancel Date, Accounting Period, Reporting Accounting Period and Security org will be defaulted.

7. **OPTIONAL:** Enter a Description.

Figure 321: Enter Description

8. Select the Accounting Line tab.
9. Add an accounting line.

Figure 322: Accounting Lines

10. **REQUIRED:** Enter the **Disbursing Model, Disbursing Office, Check/Trace Number, Check/Payment Date, and Cancel Type.**

Figure 323: Accounting Line information

Accounting Line

NOTE: The accounting line tab has a general section and a disbursement details section below. The following fields makeup the general section: line number, the required disbursing model, disbursing office, the required cancel type, the required

available indicator, re-open flag, bank account fault flag, original accounting period, and eligible for PIR dropdown. The disbursement details section has some of the following fields: fiscal year, schedule category dropdown, schedule type dropdown, schedule number, the apply button, and cancel reason. To the right are more fields and these are the required check/trace number, the required check/payment date, check symbol, bank ABA/BIC, and an approve for disbursement flag.

NOTE: the vendor payment(s) related to the disbursed check will be cancelled.

Figure 324: Vendor Information

The screenshot shows a web form with three main sections:

- Line Amounts:** Contains a text input field labeled "Amount" with the value "\$0.00".
- Additional Attributes:** Contains a dropdown menu for "Prior Year Adjustment" (set to "Not a Prior Year Adjustment"), a "To/From" text input, a "Partition" text input with a star icon, and a "Transfer Treasury Symbol" section with a star icon. Below this are several input fields for "Short Key" and labels: "ATA", "AID", "BPOA", "EPOA", "A" (with a dropdown arrow), "MAIN", and "SUB".
- Vendor Information:** Contains a "Vendor" field with a "More" button to its right, and an "Address Name" text input field below it.

11. Select the **Save** button.

Figure 325: Save message

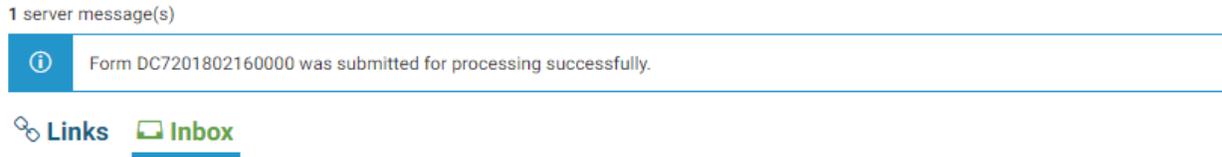
The screenshot shows a notification bar at the top of a page. On the left, there is a blue circular icon with a white 'i'. To its right, the text reads "Form DC7261802160000 was saved successfully." Below the notification bar, there is a navigation menu with tabs: "Header", "Accounting Lines", "Approval Routing", "Memos", "Summary", and "Correspondence".

12. 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. The messages in the screen above are informational only and do not need to be corrected.

13. Select the **Submit** button.

Figure 326: Submit message



For additional Disbursement Cancellation topics please refer to the Pegasys user guide.

4.15.5.2 Cancel Disbursement Cancellation (CX)

Disbursement Cancellation (CX) documents can only be cancelled by users with the appropriate security permissions. In a rare scenario when the customer reports a lost or missing check and a CX is created, but later the customer reports the receipt of the check, the CX can be cancelled.

The following steps describe how to cancel a CX document.

Steps to Cancel an Automated Disbursements Form - Disbursement Cancellation (CX):

1. Navigate to Form/Document Selection.

Payments can also be cancelled via Transactions → Automated Disbursements → Cancel.

The Form/Document Selection page is displayed.

Figure 327: Form/Document Selection page

2. Enter the appropriate search criteria to retrieve the CX such as **Document Number**, **Document Type**, and **Date range**.

Figure 328: Search Criteria

NOTE: Query performance is improved with each additional search criteria entered. For example, rather than simply entering Document Number, enter a user ID, Date range and any additional detail that can be provided. Users should not execute “Blind” queries, meaning no search criterion is entered.

3. Select the **Search** button to execute the query.
4. Select the document record and select the **Cancel** button.

Figure 329: Cancel button

1 - 1 of 1 results

Document Type	Document Number	Amendment / Modification Number	Title
DC7	DC7201802160000		

Correct | **Cancel** | Delete | View | Reference Query | Amend/Modify ...

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

Figure 330: Pending Cancellation mode

5. **REQUIRED:** Enter the **Cancel Reason** on the CX header.

Figure 331: Cancellation Reason

The Payment amount will be reduced to \$0 automatically. No other updates should be needed.

6. Select the **Save** button.

Figure 332: R6 Cancellation Save message

1 - 1 of 1 results

i Form DC6201802210001 was saved successfully.

Header Accounting Lines Approval Routing Memos Summary Correspondence

— General

Document Type	DC6	R6 Disbursement Cancellations
Status	HELDCANCEL	
Document Number	DC6201802210001	
Title		
Canceled By		

— Amounts

Cancellation Amount	\$205.68
---------------------	----------

— Cancel Reason

* Cancellation Reason	Customer Received Check
-----------------------	-------------------------

— External System Information

System ID	
External System Document Number	

— Description

Description	Check Canceled
-------------	----------------

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

7. Select the **Verify** button.

Figure 333: Action was successful

1 - 1 of 1 results

Form DC6201802210001 was verified successfully.

Header Accounting Lines Approval Routing Memos Summary Correspondence

General

Document Type	DC6 R6 Disbursement Canceled	Orig Cancel Date	02/21/2018
Status	HELD/CANCEL	Cancel Date	02/21/2018
Document Number	DC6201802210001	Accounting Period	05/2018
Title		Reporting Accounting Period	05/2018
Canceled By		Batch Number	
		Document Classification	
		Security Org	GSA
		<input type="checkbox"/> Suppress Printing	

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. The messages in the screen above are informational only and do not need to be corrected.

8. Select the **Submit** button.

Figure 334: R6 Cancellation Submit Message

1 server message(s)

Form DC6201802210001 was submitted for processing successfully.

Links [Inbox](#)

Task

9. Navigate to Form/Document Selection to verify the document has been cancelled.

Figure 335: Document Status

1 - 1 of 1 results

Document Type	Document Number	Amendment / Modification Number	Title	Document Date	Document Status
DC6	DC6201802210001			02/21/2018	Canceled

Correct Cancel Delete View Reference Query Amend/Modify ...

10 per page