

## Introduction

- The Lockbox interface allows debtors to remit checks to designated Lockbox locations.
- The Lockbox Banks transmit the check to the Federal Reserve (ECP) for settlement before transmitting the data file into Pegasys.
- The following Lockbox Document Types will be used to record collections against Debt Accounts:

Document Type	Name
L6C	Region 6 Claims Lockbox
L6X	Region 6 Miscellaneous Lockbox
L7M	Region 7 Miscellaneous Lockbox

- Lockbox transactions referencing DAs will enter Pegasys in **Held/Rejected** status because the Lockbox batch job does not include Debt Account “matching logic.”
  - Region 6 L6C = Held status
  - Region 7 L7M = Rejected status
- GSA will use the **Collections Query** to research Held/Rejected L6C and L7M Cash Receipts for correction.
- The Debt Account must be manually associated to the Lockbox CR.
- The processing logic differs for Lockbox CRs referencing DAs **without** an Amortization Schedule reference vs. DAs **with** an Amortization Schedule reference.

- TT = **C01** without an Amortization Schedule reference (default TT)
- TT = **P01** with an Amortization Schedule reference

## Query for Held/Rejected Lockbox Cash Receipts

- Log into **Pegasys**
- Navigate to **Queries > Accounts Receivable > Collections**.

- Enter the Lockbox CR document type.
- Enter the Document Status.
  - Region 6 = Held**
  - Region 7 = Rejected**

- Click **Search**.

## Correct Held/Rejected Lockbox Cash Receipts

- Select the record from the **Collections Query** item collection and click **Correct**.
- The Cash Receipt form creation screen is opened successfully.

- Navigate to the **Accounting Lines** tab.
- Select accounting line 1 from the item collection and click the **Accounting Line** hyperlink.
- Enter the **Transaction Type**.

- TT = C01 without an Amortization Schedule reference
- TT = P01 with an Amortization Schedule reference

- Enter the **Debt Account Number** and **Debt Account Line Number**.

- Enter the **Receivable Type** corresponding to the referenced DA.
- Enter the **Business Line**.

- Enter the **Vendor** associated to the referenced Debt Account.

- Enter the **Accounting Template** from the referenced Debt Account.
- Click the **Default** button.
- Based on the **Receivable Type** entered, populated the Revenue Source Code or **Sub-Object Class**.

- If the referenced DA contains an associated Amortization Schedule, enter the **Amortization Schedule Code, Schedule Code Version, and Payment Line Number** on the Lockbox CR accounting line.

**GSA PEGASYS**

Search Criteria

Code: AMTZEX1017

Name:

Short Name:

Security Class:

Debt Account Number:

Debt Account Line Number:

Effective Dates: Start Date:  End Date:

Search Cancel

Update Sort View as CSV View as Excel

Summary

Code	Name	Short Name	Debt Account Number	Debt Account Line Number	Status	Start Date	End Date
AMTZEX1017	AMTZEX1017	DANUMEX01017			1 Active	06/01/2015	05/31/2016

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14. Click **Save**.
15. Click **Verify**.
16. Click the **Submit** button.



**General  
Services  
Administration**

## ***The Integrated Financial Management System***



**BAAR:  
Search for  
Held/Rejected  
Lockbox Cash  
Receipt and Apply to  
Debt Account**

- **Pegasys Web Site**  
<http://pegasys.gsa.gov>
- Pegasys User Guide
- BAAR User Guide
- BAAR Management Course Training Materials
- **Federal Financial Service Desk**
  - 1-866-450-6588
  - ocfoservicedesk@gsa.gov