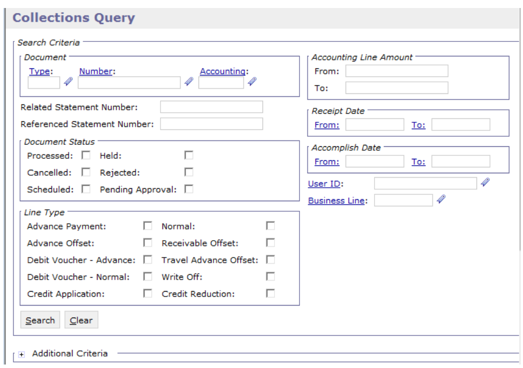
Introduction

- If Pegasys receives a Cash Receipt with an amount that is greater than that of the BD it references:
  - The Cash Receipt is placed in a **Rejected** status
  - User must research the overpayment
  - An overpayment line must be added to the CR
    - The Lockbox CR overpayment line must be added manually and the user must research to identify the excess amount of the overpayment
    - Pay.gov Overpayment CRs will automatically create the new overpayment line in the amount of the overpayment (but it must still be manually corrected and processed)
- For detailed information, please refer to the BAAR User Guide

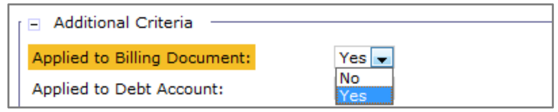
Add/Update Overpayment Line

An overpayment line must be added to Lockbox overpayments; Pay.gov overpayments will automatically generate the overpayment line

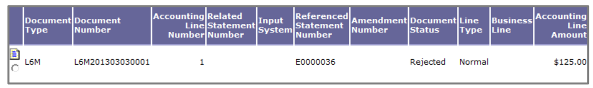
1. Log into **Pegasys**
2. Navigate to Queries > Accounts Receivable > Collections



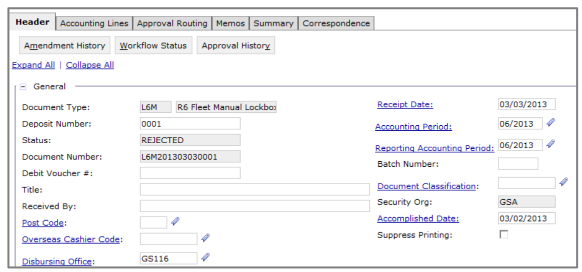
3. Enter the following Search Criteria:
   - Document Category = **Cash Receipt**
   - Document Type = **Doc Type of CR**
     - Lockbox: **L6M, L6X, L6B, L7R, L6F**
     - Pay.gov: **PC6, PC7**
   - Document Status = **Rejected**
   - Line Type = **Normal**
   - Business Line = **Business Line code**
   - **Additional Search Criteria,** if applicable
4. Click the [+] symbol to the left of the Additional Criteria section to view this section
5. Set the **Applied To Billing Document** dropdown box to **Yes**
   - This will allow the user to only view CRs that have an associated BD



6. Select the **Search** button
7. The results are returned in the Item Collection

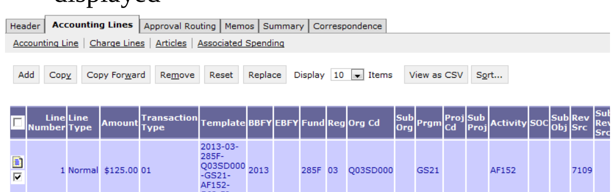


8. Select applicable Cash Receipt
9. Select the **Correct Document** button
   - The Cash Receipt document is displayed in a new window

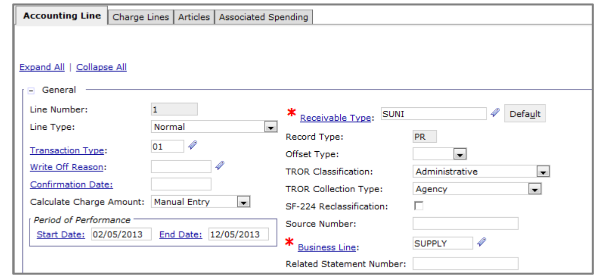


10. Note error message: "*The amount on line Cash Receipt Line 1 exceeds the referenced line's outstanding amount. Please enter a separate line for excess amount.*"

11. Select **Accounting lines** tab
    - The Accounting Line summary screen is displayed



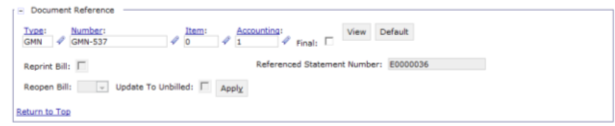
12. Select the appropriate Accounting Line and select the **Accounting Line** hyperlink
    - The Accounting Line is displayed



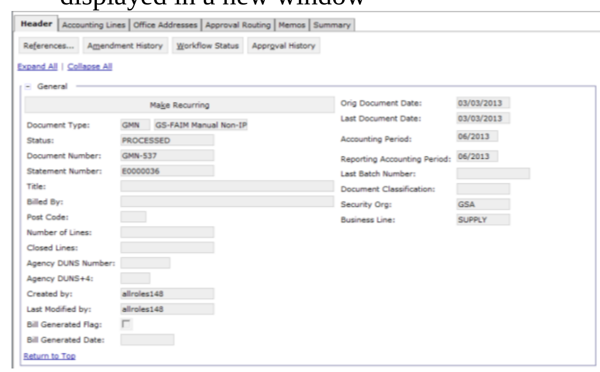
13. Scroll to the Line Amount Section, note the **Line Amount**

Research Billing Document

1. On the Accounting Lines tab of the Overpayment CR, scroll to the **Document Reference** Section

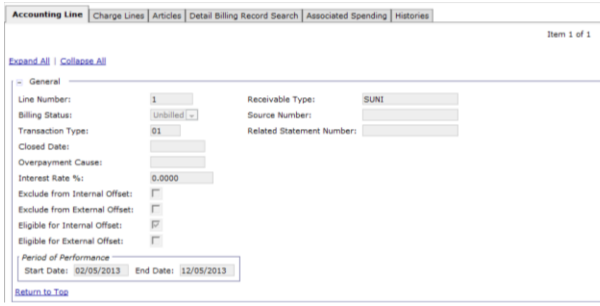


2. Click the **View** button
   - The referenced Billing Document is displayed in a new window

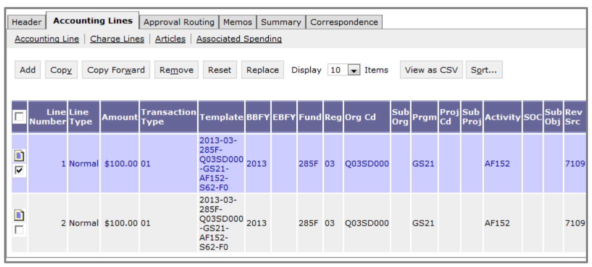


3. Select the **Accounting Lines** tab

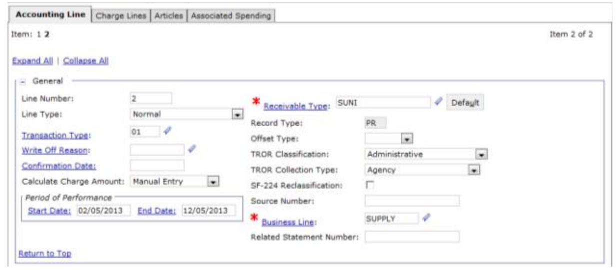
4. Select the Accounting Line and then click the **Accounting Line** hyperlink
   - The Accounting Line screen is displayed



5. Scroll to the Line Amounts Section and note **Amount** of the BD
   - *Note the Cash Receipt Accounting Line 1 Referencing this Billing Document's accounting line should not exceed this amount*
6. Click the **Close Window** link to exit the BD and navigate back to the Cash Receipt window
7. *Note that for Pay.gov CRs, steps 8-11 can be skipped as this is performed automatically by Pegasys - simply open the Overpayment Accounting Line (Line 2) and proceed to step 12*
8. On the Cash Receipt Accounting Line, in the Line Amounts group box, change the value in the Cash Receipt **Principal Amount** field to the full amount of the Billing Document line (*This is the amount noted in Step 5*)
9. Select the **Accounting Lines** hyperlink
10. Select line 1 and click the **Copy** button
    - A second line is created



11. ***Select*** line 2, ***deselect*** Line 1, and then click the **Accounting Line** hyperlink
    - The line 2 Accounting Line is displayed



12. In the General Group box, enter the following:
    - Transaction Type = **02**
    - Line Type = **Normal**
13. In the Line Amounts section, enter a **Principle Amount** equal to the Overpayment **excess amount** (*Original Cash Receipt Accounting Line 1 amount – New Cash Receipt Accounting Line 1 Amount*)
    - *Note that Pay.gov CRs will populate the excess amount automatically*
14. Delete the **Document Reference** information for Accounting Line 2
15. Update the Accounting Dimensions section:
    - Region 7: Delete the **Accounting Template** and the **Revenue Source Code**
    - Region 6: Replace the Accounting Template/Dimensions with the **generic Region 6 unapplied collection Accounting Template/Dimensions**
16. In the Agreement Reference section, delete the **Agreement** (if applicable)
17. Select the **Save** button
18. Select the **Verify** button
19. Select the **Submit** button

Pegasys Resources

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

GSA

General Services Administration

The Integrated Financial Management System

BAAR: Add Overpayment Line Quick Reference Card

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Final