

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

Search Criteria

Document Type: Number: Accounting:

Related Statement Number:

Document Status: ☐ Processed ☐ Held ☐ Cancelled ☐ Rejected ☐ Scheduled ☐ Pending Approval

Line Type: ☐ Advance Payment ☐ Normal ☐ Advance Offset ☐ Receivable Offset ☐ Debit Voucher - Advance ☐ Travel Advance Offset ☐ Debit Voucher - Normal ☐ Write Off ☐ Credit Application ☐ Credit Reduction

Accounting Line Amount: From: To:

Receipt Date: From: To:

Accomplish Date: From: To:

User ID:

Business Line:

Search Clear

3. Enter the following Search Criteria:

- Document Category = **Cash Receipt**
- Document Type = **Doc Type of CR**
 - Lockbox: **L6M, L6X, L6B, L7R, L6F, L6L**
 - 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

Document Type	Document Number	Accounting Line Number	Related Statement Number	Input System	Reference Number	Amendment Number	Document Status	Line Type	Business Line	Accounting Line Amount
L6M	L6M201303030001	1			E0000036		Rejected	Normal		\$125.00

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

Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Sub Prj	Activity	SOI	Sub Obj	Rev Src	Sub Ret Src
1	Normal	\$125.00	01	2013-03-285F-Q03SD000-QS21-AF152-S62-F0	2013	285F	03	Q03SD000	GS21				AF152			7109	

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

Line Number	Line Type	Transaction Type	Net Amount	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Sub Prj	Activity	SOI	Sub Obj	Rev Src	Sub Ret Src
1	Normal	01	\$100.50	2013-03-285F-Q03SD000-QS21-AF152-S62-F0	2013	285F	03	Q03SD000	GS21				AF152			7109	

4. Select the Accounting Line and then click the **Accounting Line** hyperlink

- The Accounting Line screen is displayed

- 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*
- Click the **Close Window** link to exit the BD and navigate back to the Cash Receipt window
- 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*
- 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*)
- Select the **Accounting Lines** hyperlink
- Select line 1 and click the **Copy** button
 - A second line is created

Line Number	Line Type	Amount	Transaction Type	Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Activity	SOC	Sub Rev	Sec
1	Normal	\$100.00	01	2013-03-285F-Q03SD000-GS21-AF152-S62-F0	2013	285F	03	Q03SD000	GS21					AF152			7109
2	Normal	\$100.00	01	2013-03-285F-Q03SD000-GS21-AF152-S62-F0	2013	285F	03	Q03SD000	GS21					AF152			7109

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

- In the General Group box, enter the following:
 - Transaction Type = **02**
 - Line Type = **Normal**
- In the Line Amounts section, enter a **Principal 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*
- Delete the **Document Reference** information for Accounting Line 2
- 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**.
- In the Agreement Reference section, delete the **Agreement** (if applicable)
- Select the **Save** button
- Select the **Verify** button
- Select the **Submit** button

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



BAAR: Add Overpayment Line Quick Reference Card