

Introduction

- **Billing Document (BD)** - A means of establishing accounts receivable and recording the financial impact of amounts due to an agency for services rendered or goods delivered.
- The Normal line type is used on Receivables to recognize revenue.
- Fields with red asterisks (*) are mandatory for Pegasys processes, but may not include all fields required by GSA policy.
- For detailed information, please refer to the Billing Document chapter of the BAAR User Guide.

Creating a BD – Non-IPAC

1. Log into **Pegasys**.
2. Select **Transactions—Accounts Receivable—New—Billing Document** from the menu bar.
3. The New Billing Document page is displayed.
4. Enter Document Type.
5. Click the **Generate Statement Number** button to generate a Statement Number. A unique Statement number will be generated in the Statement Number field.
6. Click the **Generate** button to generate a Document Number. A unique document number will be generated in the Document Number field.

Pegasys > Transactions > Accounts Receivable > New > New Billing Document

Back Finish Cancel

New Billing Document

* Document Type: AMN RWA/HOTD Non-IPAC B

Document Number Format: []

Document Number Prefix: []

Statement Number: X0000986 Generate Statement Number

Document Number: AMNX000986-001 Generate

Security Org: []

Title: []

Copy Document

☒ None ☐ Copy From ☐ Copy Forward

File: [] Browse...

7. Click the **Finish** button.
8. The Header page is displayed.

Pegasys > Transactions > Accounts Receivable > New > Billing Document > Header

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route Export To Excel

Header Accounting Lines Office Addresses Approval Routing Memos Summary

Amendment History Workflow Status Approval History

Expand All Collapse All

General

Document Type: AMN RWA/HOTD Non-IPAC B Document Date: []

Status: NEW Accounting Period: []

Document Number: AMNX000986-001 Reporting Accounting Period: []

Statement Number: X0000986 Generate Statement Number Batch Number: []

Title: [] Document Classification: []

Billed By: [] Security Org: GSA

Post Code: [] Business Line: RWAHOTD

Agency DUNS Number: []

Agency DUNS+4: []

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9. Enter the name of the user that authorized the billing in the Billed By field.
10. Enter (or search using the reference link) the BOAC or Agency/Bureau (AB) in the Vendor Code field.

Vendor Information

Vendor

* Code: 361035 361035 More

Name: VA HOSPITAL

Designated Agent

Code: [] More Default

Name: []

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11. Enter the Assignment Code, Severable Service and Client Telephone Number in the User Defined Fields group box.

External System Information

System ID: RWAMAIL

External System Document Number: []

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User Defined Fields

* Assignment Code: []

* Severable Service: []

* Client Telephone Number: []

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12. Select the **Accounting Line** tab.
13. Click the **Add** button to enter a new Accounting Line.

Accounting Line Change Lines Articles Associated Spending

Expand All Collapse All

General

Line Number: 1

Line Type: Normal

Billing Status: Unbilled

Transaction Type: []

Exclude from Offset: []

Internal Charges: []

Bill Print: Yes

Dunning Print: []

Period of Performance: []

Start Date: [] End Date: []

Severable Type: [] Record Type: PR

Outpayment Cause: []

Administrative Charge Type: []

Interest Type: []

Penalty Type: []

Source Number: []

Related Statement Number: []

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14. Enter the Transaction Type and Receivable Type.
15. Enter the Source Number
16. Enter the Initial Line Amount.

Line Amounts

Calculate From Detail Records

Initial Amount: \$1500.00

Discount Amount: \$0.00

Surcharge Amount: \$0.00

Principal Amount: \$0.00

Interest Amount: \$0.00

Admin Charges Amount: \$0.00

Penalty Amount: \$0.00

Total: \$0.00

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17. Enter the Accounting Template and click **Default**.
 18. Enter Revenue Source Code.
 19. Enter the Funding Document Number. This is the Source Number.
 20. Enter the Accounting Classification Code.
 21. Enter the Fiscal Station Number.
 22. Enter the Accounting Classification Reference Number
 23. Enter the other required fields per Business Line.
- See Users guide for more specific parameter instructions.

Transaction Contact

Contact Phone Number: []

* Accounting Classification Code: 879009

* Accounting Classification Reference Number: []

DDD Activity Address Code: []

JAS Number: []

Fiscal Station Number: []

Accounting Trace Number: []

FY Obligation ID: []

Job Number: []

SQL Comments: []

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Agreement

Return To Top

Debit Account Information

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Contract Information

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User Defined Fields

Exclude: []

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Description

BILLING Description

Description: []

24. For Business Lines utilizing PCAS agreements, enter the Agreement Number and Agreement Line Number.

Agreement Number: Agreement Line Number:

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25. For Business Lines using Detail Billing Detail Records, select **Detail Billing Record Search** Tab

For Business Lines **not** using Detail Billing Records, proceed to **Step 32**

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

Header Accounting Lines Office Addresses Approval Routing Memos Summary

Accounting Line Charge Lines Articles **Detail Billing Record Search** Modified Detail Billing Records

Search Criteria

Record Identifier:

Record Date:

Last Modified By:

Charge Period:

Amount

From: To:

Quantity

From: To:

Description:

Vehicle Class:

Vehicle Tag:

Special ACC Equipment:

SpeedPlay FSN:

Sales Code:

Search Clear

Detail Billing Elements

Detail Billing Text Elements

Add

Display 10 Items View as CSV Sort...

26. Click **Add**.

27. The Modified Detail Billing Records page is displayed.

Pegasys > Transactions > Accounts Receivable > New > Billing Document > Header FSN Test Item: 945, 80 Manual FNR 0000004-003 Name > accounts

Verify Save Submit Schedule Refresh Fund Currency Add Shortcut Attachments Route

Header Accounting Lines Office Addresses Approval Routing Memos Summary

Accounting Line Charge Lines Articles Detail Billing Record Search **Modified Detail Billing Records**

Modified Detail Billing Record

Expand All Collapse All

General

Record Identifier:

Record Status: New

Amount: \$0.00

Discount Amount: \$0.00

Surcharge Amount: \$0.00

Record Date:

Billing Description:

Agency:

Bureau:

Agency Location Code:

Customer Identification Code:

Customer Identification Code #2:

Period of Performance

Start Date:

End Date:

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28. Enter an Amount.

29. Enter a Record Date.

30. Enter the Required Detail Billing Element.

General Detail Billing Elements

Credit/Adjustment Indicator:

Advance Indicator:

Assignment Agency: 12

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Fleet Detail Billing Elements

Starting Mileage:

Ending Mileage:

Miles Driven:

Days Used:

Daily/Monthly Rate:

Special ACC Equipment:

Mileage Rate:

Description:

Advance Indicator:

Vehicle Class:

Vehicle Tag:

Billing Estimate Code:

Vehicle Action Code:

Body Type:

Special ACC Equipment:

SpeedPlay FSN: 142596

Sales Code: 010

FSN Lookup:

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31. Enter other required fields per Business Line. See Users guide for more specific instruction.

32. Select **Office Addresses** tab.

33. Select **Remit To**, select **Office Address** link.

34. Enter Office Code.

35. Select **Get Address** button.

36. Click **Save**.

37. Click **Verify**.

38. Click **Submit**.

Pegasys Resources

- Functional Coordinator
- Service Representative
- Pegasys Web Site
<http://pegasys.gsa.gov>
- Pegasys User Guides
- BAAR User Guides
- Quick Reference Cards
- OCFO Consolidated Service Desk
1-866-740-0994



**General
Services
Administration**

The Integrated Financial Management System



BAAR: Creating Non-IPAC Billing Document Quick Reference Card